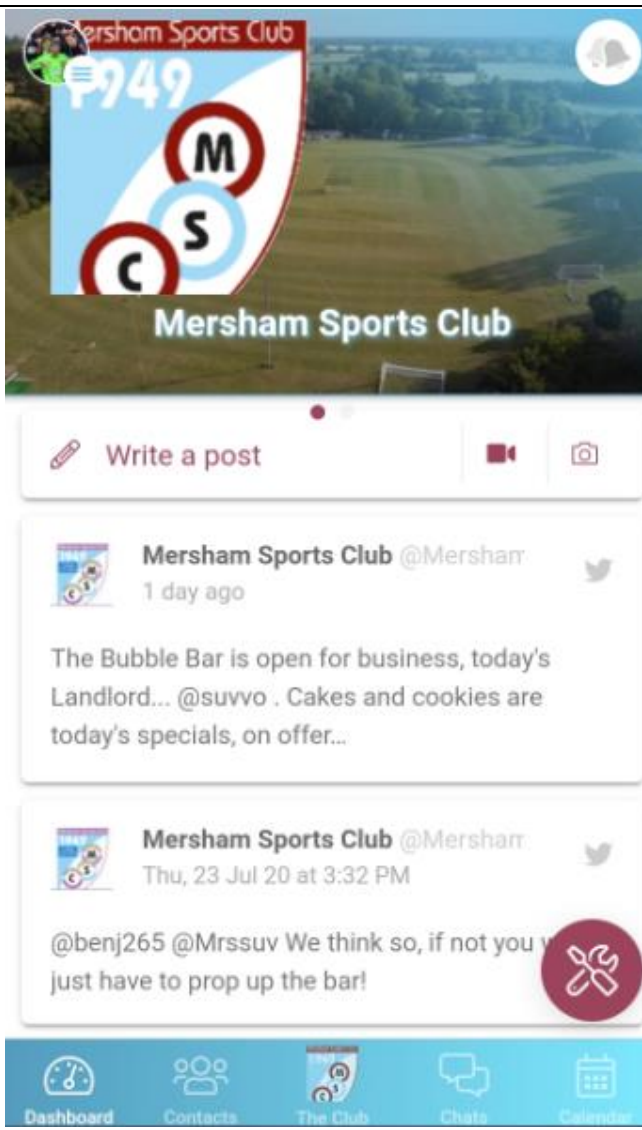
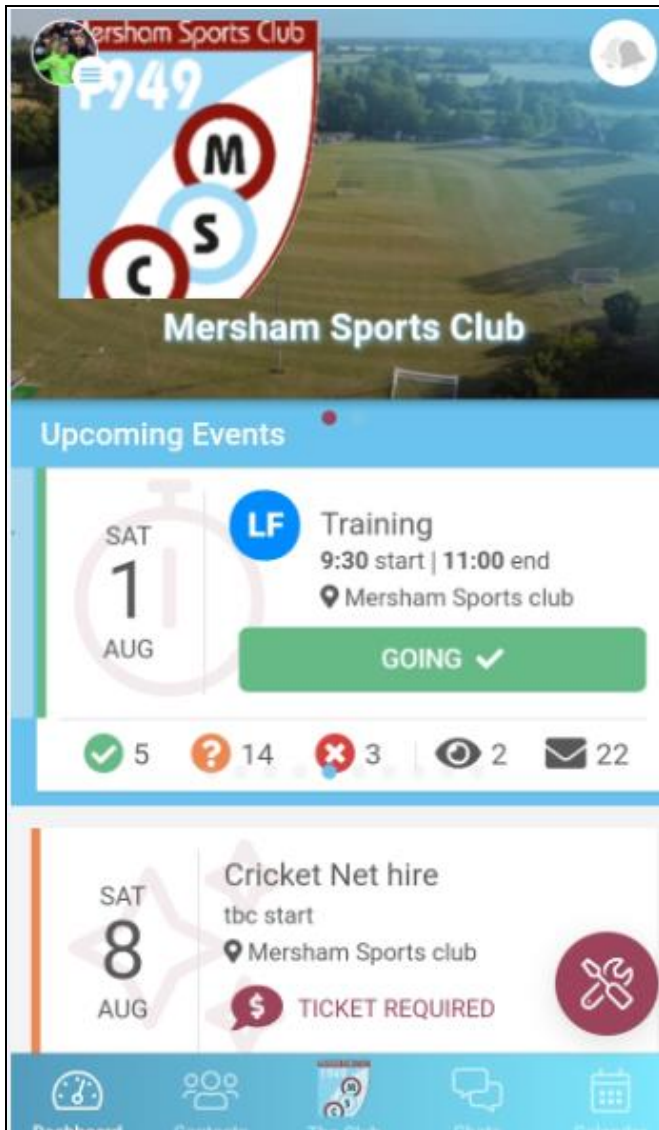


IMPORTANT INFORMATION

Select the 'Profile icon' (top left hand side of the screen with the three horizontal lines) – You will see an option called 'My Profile'. Select this and the first screen shown here will appear. All players must ensure their profile and registration form is completed fully, including emergency and medical info, agreeing to codes of conduct and other club policies that apply to them.

The second screen is where you can change your notification settings. Please ensure notification settings are set correctly so you don't miss vital information. This includes the option that ensures your phone/device allows notifications from Teamo.

NOTE: Refresh app- this solves 95% of issues people are having- go to profile icon, drag down on the black menu to refresh.



DASHBOARD

If you select the first icon on the bottom row called 'Dashboard', this screen will be presented to you.

On the first screen, upcoming events will be shown (this again can be scrolled from right to left in order to view all upcoming events).

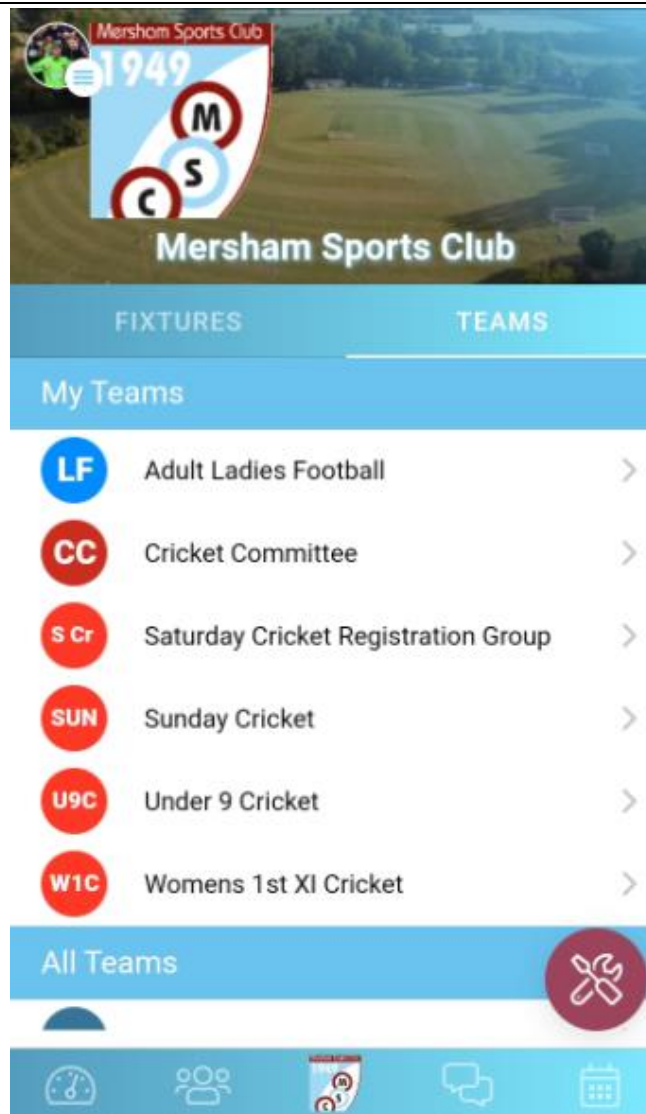
On the second screen, you will see all club notifications. This is **below** the upcoming events. You will be able to see all Mersham Sports Club news here, to keep us all connected.



THE CLUB

To see the full calendar for the whole club, you need to select the middle icon from the bottom row of icons called 'The Club'. All fixtures are shown here.

The dates are on a sliding scale where you can scroll across sideways to see past and future dates.

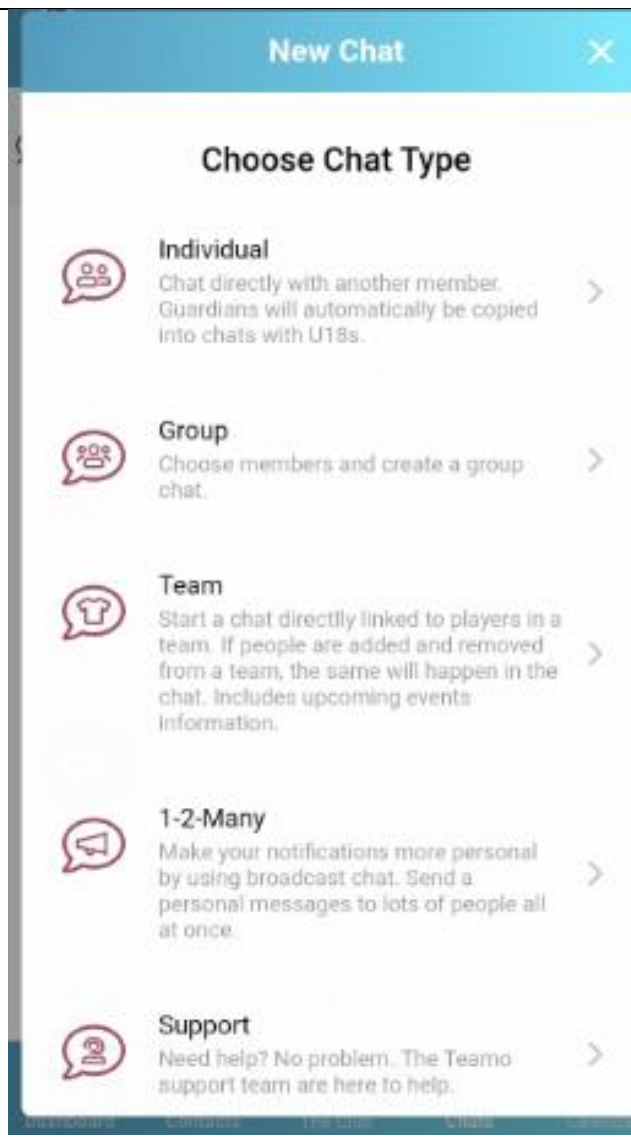
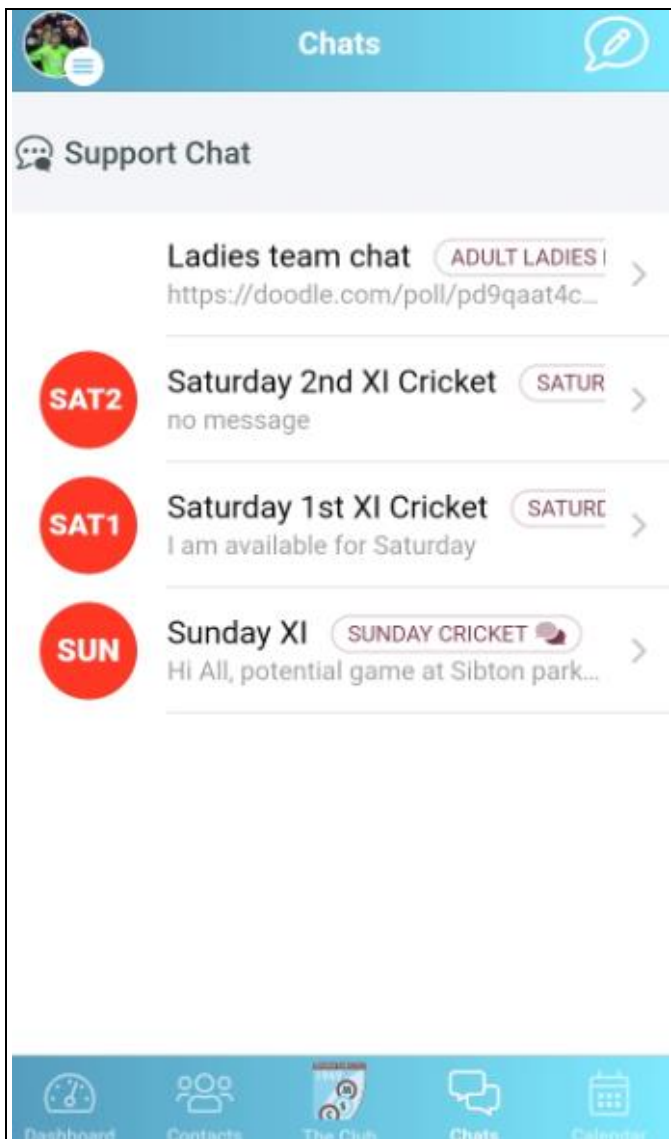


FIXTURES AND TEAM

If you select the middle icon at the bottom of the screen ('The Club'), you will be shown this screen. Here you will be able to see fixtures and Teams.

This screen is showing the Teams that I am allocated to. Most of you will just have the 'Women's 1st XI Cricket' team here.

If you click onto our team, you will be able to view the competitions we are in, as well as our team members and contact details.

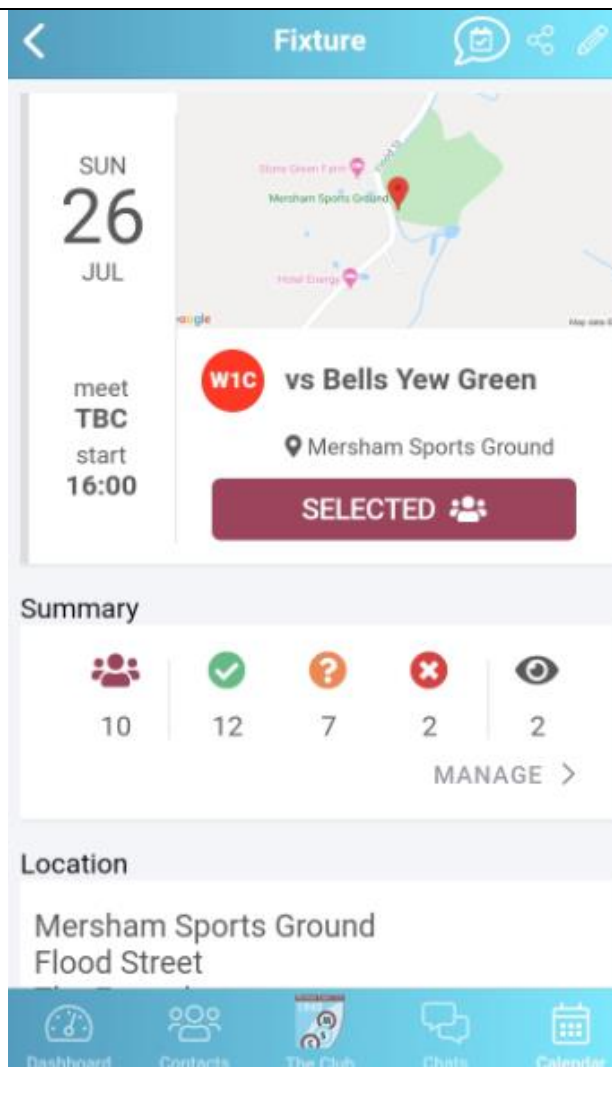
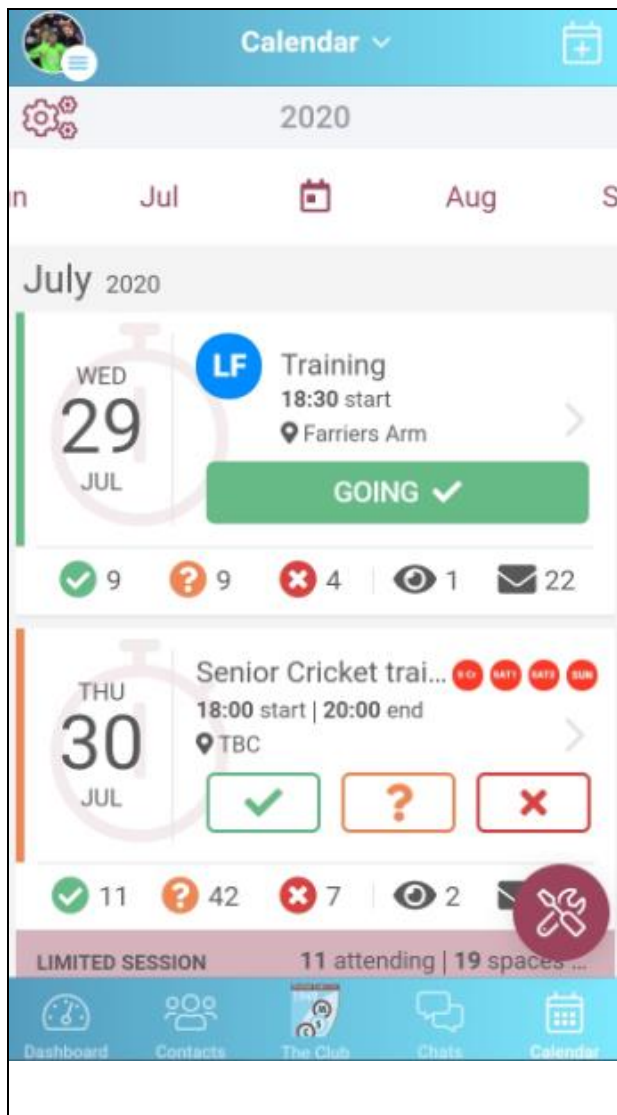


TEAM CHAT

If you want to access the team chat then you need to select 'Chats' on the bottom row of icons (4th one from the left).

Here you will be able to access all chats that have been created and for all sports that you are involved in. For Mersham Women's it will include every member of the Women's team that are registered on Teamo.

NOTE: you can chat to other members of the team individually to arrange transport etc. Press the speech bubble in the top right hand corner (shown in the second screen). This allows you to message managers/coaches if necessary, and individual person or a selected team.

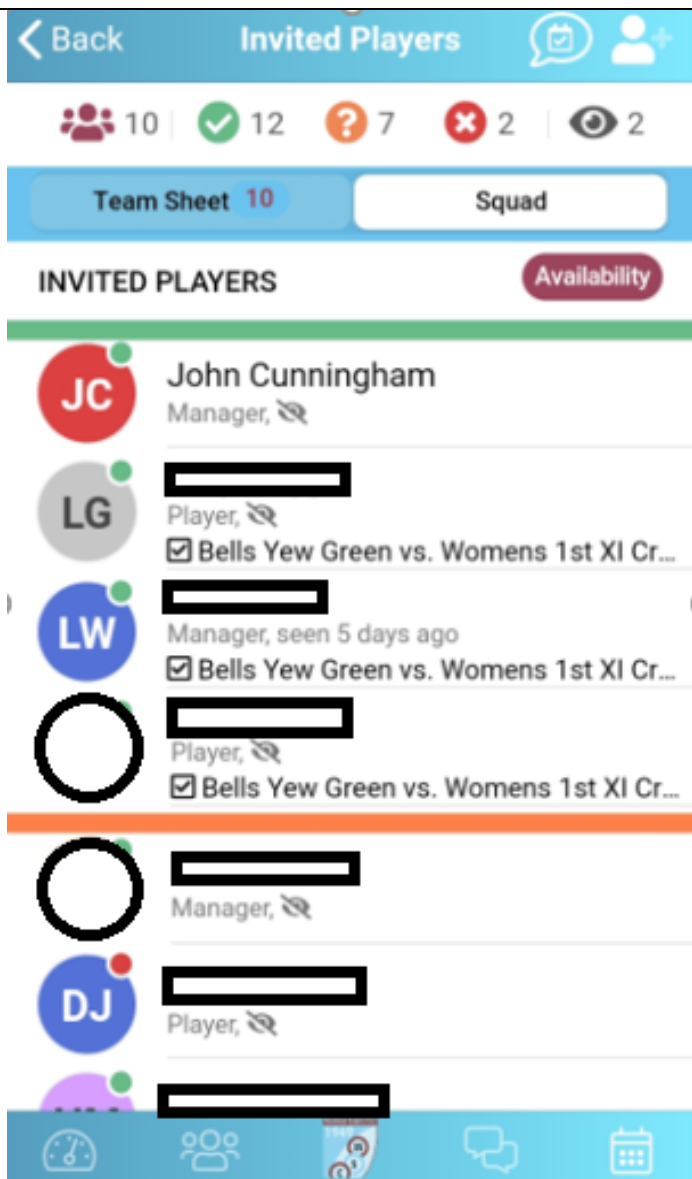


CALENDAR

On the bottom row of icons, you will see 'Calendar' on the far right. If you click on this, this screen will be presented to you. You can see the months of the year here – you can swipe these left to right and vice versa. Alternatively, you can select each month which will then show the fixtures and training that you can respond to.

As you can see from the first screen here, I can select each individual game and respond with a green tick (available), an orange question mark (unsure on availability) and a red cross (unavailable). All details of the fixtures will also be shown once you have selected an individual games from this list. To reload this calendar to ensure it is up to date, you can select 'Calendar' at the top of the screen and select 'Women's 1st XI Cricket'. This reloads our fixtures.

The second screen shows all players who are invited to a game as well as the details of the game including location and meet time.

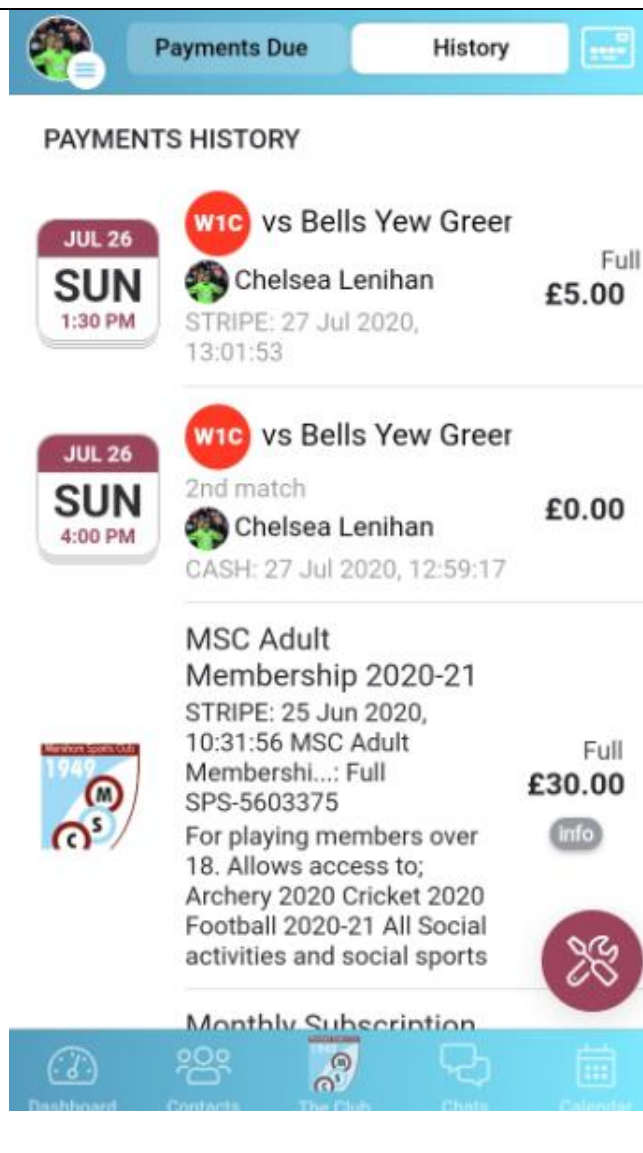
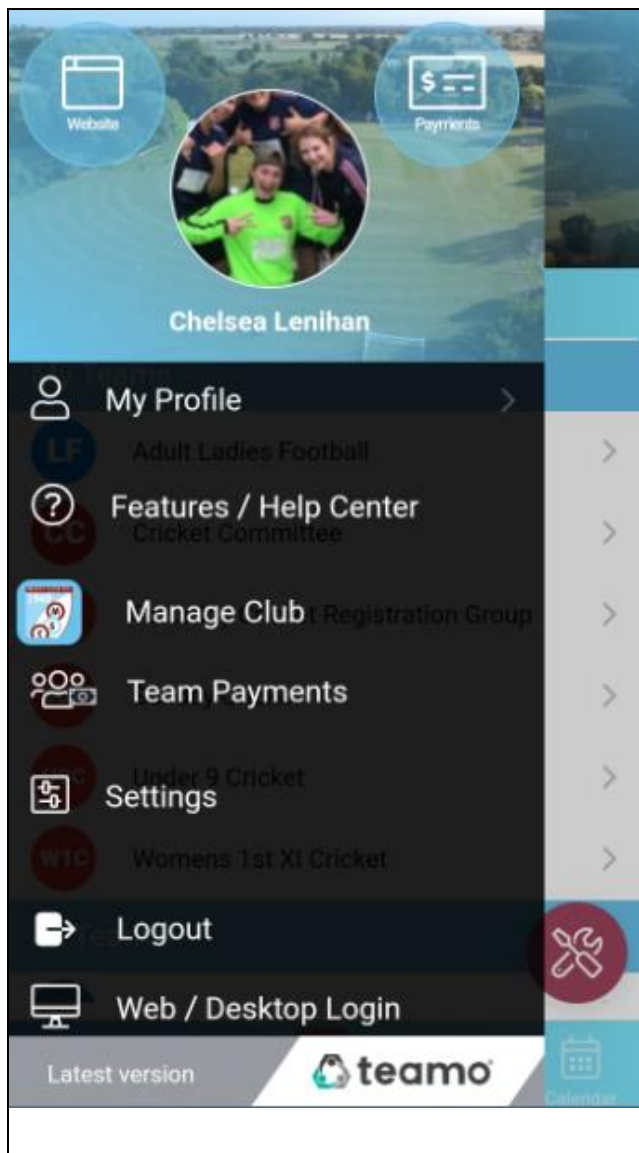


CHANGING AVAILABILITY

If you scroll to the bottom of the previous screen, you will see a button called 'Availability'. Click this button and then this screen will be visible. Under the green line are the players who are available / orange line are the players who are unsure of their availability and red line are those who are unavailable.

NOTE: If on your circle (either your initials or a photo you have selected) you will see either a green or red dot. The green dot means you are up to date with your payments (including those who pay monthly subs in football), however red means you are behind. Make sure you check this, so that you do not fall behind payments (this DOES NOT include match fees – these will be visible in 'Payments due').

Once you have put available for a match the manager/captain will select a team - if you get selected you will receive a notification, please click where it says 'selected' on the fixture to confirm you have seen details and will be at the match (this appears white with burgundy writing at first, changes to burgundy with white writing once you confirm). (The tick appears in a square to show manager you have confirmed)

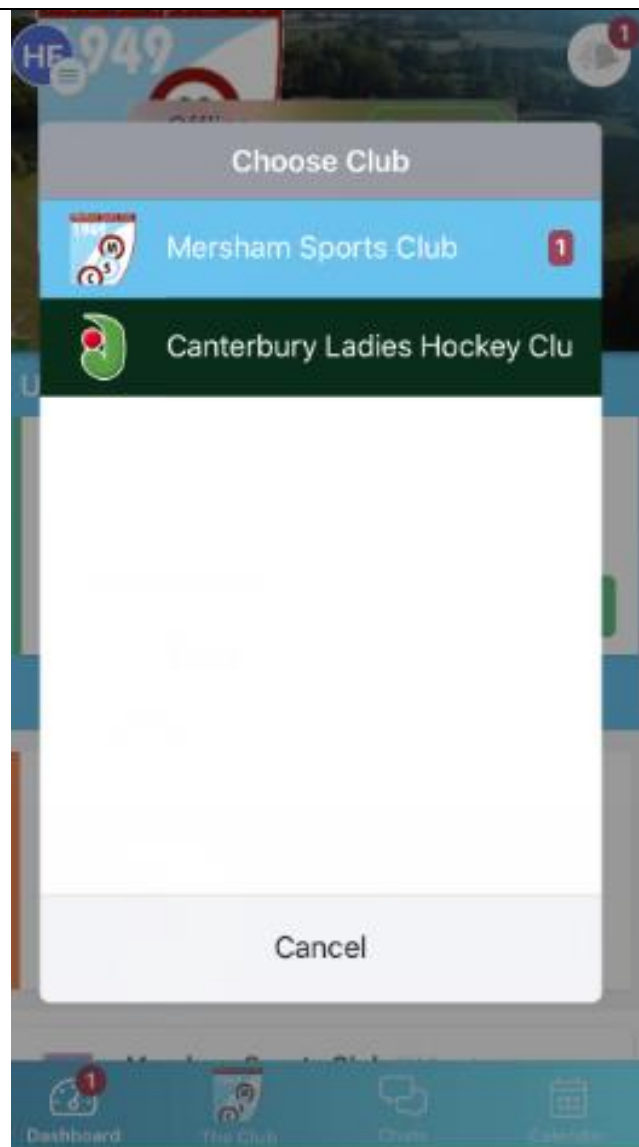
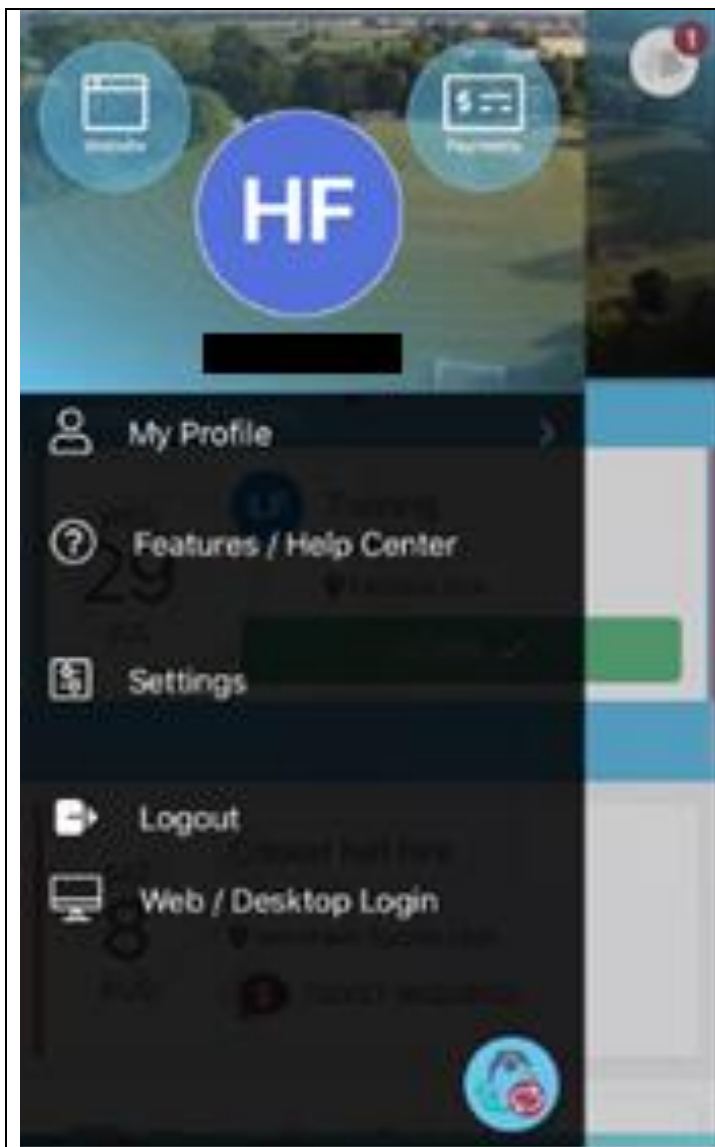


PAYMENTS HISTORY

If you want to see your payment history and the payments due, you need to select the small circle in the top left hand side of your screen (it should have 3 horizontal lines on it).

Then you will be presented with the first screen on the left. Here you can choose 'Payments' in the top right hand side.

Then the second screen will be shown. There are two tabs at the top you can click on 'Payments due' and 'History'. This screen is showing the History.



CHANGING BETWEEN CLUBS

If you need to alternate between more than one club you play for on Teamo, you will see the small icon (bottom right hand corner on the first screen).

Click on this icon and the second screen will appear. The clubs you play for will be listed here so that you can switch between them whenever you need.

This will not be necessary if you only play for one club that uses Teamo.

NOTE: if you need help or support you can chat to Teamo through the 'chats' area or go to 'profile' then 'features/help centre'. Here, you can also find instructional videos and FAQs.