



BROOKSIDE TEAM APP INSTRUCTIONS



In order to help all of our student-athletes, families, and coaches stay organized with team activities for all of our BHS and BMS teams, we are going to streamline our communication process by having all teams use the Brookside Athletics page through Stack Team App! This app will be used for posting team specific information such as practice schedules, any team-specific documents coaches wish to share, and for all team communications. This is different from the app through our Athletics website. (There is a separate document attached to this message that lists what each site/app is used for.) That app is a mirror of the website with game schedules, results, rosters, general spectator information, etc. This Team App will be used exclusively for team members, their families, and coaches similar to some you currently use for your Reminds, Google Classrooms, etc. The benefit is that everyone involved in 7-12 athletics will be able to access information from our coaches through the same app broken up by their teams (everyone will not have access to all teams...just the teams they are on).

Below are some initial directions on how to access and use the app's basic features. (The directions below are from the website of our Team App...some steps may be slightly different if signing up on your phone.)

TEAM APP WEBSITE / APP DOWNLOAD & SETUP

The Stack Team App can be downloaded to your phone from the Apple Store or Google Play through your phone. It is also available as a website (<https://brooksidecardinals.teamapp.com>).

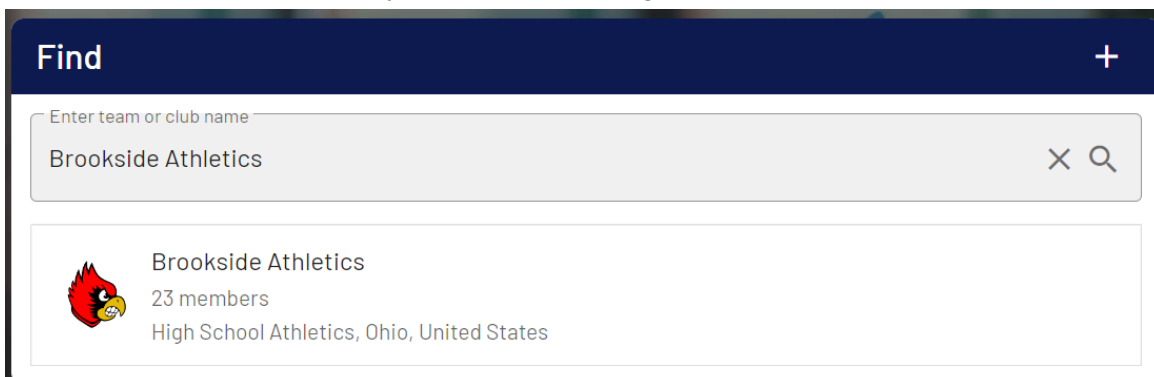
When you get to the website or app on your phone, you'll click "Sign Up" (or "Log In" if you previously used Team App). You'll enter your email address, create a password, and verify the account by logging into your email when prompted.

REQUESTING ACCESS TO SPECIFIC TEAMS

In the User Details page, you need to fill in your name (First & Last please!), Country, and State.

On the next screen, you'll check off the acknowledgements.

Next screen, click "Find Your Team/Club" and search "Brookside Athletics". The following graphic should pop up to ensure you are downloading the correct team:



You'll now be on our page. You'll click "+ Join" in the upper right corner.

Click on the team you wish to gain access to. Fill in the following:

- Access Request Message → type in your student-athlete's name(s) FOR THAT TEAM (do not list other students not on or planning on participating on that team).
- Check "Agree to Provide Details" (this is required by Team App to proceed).
- Extra Info → type in your student-athlete's name(s) FOR THAT TEAM again.

It is important to list your student-athlete's name in both spots above to ensure coaches are able to contact the appropriate parent/guardian if there is a need.

If you want to add additional team(s), you can click the gear icon in the upper right corner to access the Settings menu. Click on "Access Groups", and select any additional teams you need access to and follow the same sign-up steps. The Athletic Director/Coaches will approve your access request at their earliest convenience at which time an email confirmation will be sent to you.

Make sure you request access to all teams you are currently on or those that you are interested in participating on during the upcoming school year. You don't want to miss important tryout or start information for sports later in the school year!

Here is a quick explanation of the features/menus within our Team App:

TEAMS

Click on three dots on the right of your team(s) you requested access to and select as Favorite. This will move your team to the top of your list for quicker access in the future. If you click on your team(s), you can click on "Schedule" to see that team's practice schedule.

Within each day of the schedule, you'll have the ability to send a "Comment" with any pertinent information to that coach. For example, if you were going to be late to practice due to an appointment, you can post a message telling them so. Also, depending on the particular coach's preference, you may also have the ability to "RSVP" for scheduled events in order for coaches to monitor players' in attendance. Coaches will share their individual expectations.

Even if you don't request access to a particular team, you will still be able to access their schedule. This will be important as we get closer to the Winter sports season for everyone to access tryout schedules.

ANNOUNCEMENTS

Coaches will use this feature to send notifications to your entire team. To ensure you are setup to receive push notifications directly to your phone, go into the Settings menu (gear icon in upper right corner of home screen), click “Notifications” and make sure it is checked.

Depending on the particular coach, you may be able to respond to an announcement through the “Comments” section within that particular announcement. If they are not accepting comments, you’ll be able to send them a message using the Chat feature described below.

CHAT

This is how student-athletes and parents will communicate with coaches. Coaches can also use this feature to send messages to individuals or small groups within the team.

Please use the Chat function to communicate with all BHS and BMS coaches exclusively. If you need to contact a Coach, you can use the “Private Chat” option. You can also send a message to your entire team if necessary (i.e. needing a ride to/from practice, etc.). REMEMBER, THIS CHAT FUNCTION IS A SCHOOL-SPONSORED PLATFORM AND ALL SCHOOL RULES APPLY IN TERMS OF SOCIAL MEDIA. Private chats between team members of an inappropriate nature are strictly prohibited.

In the event you need to send a message to the coach or teammates, you’ll create a chat by clicking the blue “+” icon.

You can send a Private Chat to a coach or teammate individually or add multiple recipients. You can also send a message to your entire team by utilizing the Selected Group function. There is also an All Groups option. PLEASE DO NOT CREATE OR SEND MESSAGES USING THE ALL GROUPS OPTION.

COACH CONTACTS

Head Coach name and email address list for all BHS and BMS Head Coaches. Any student-athlete interested in joining the team that is not currently part of that Access Group will be able to contact that particular coach.

DOCUMENTS

Coaches can upload documents/files that are only viewable by people with access to their team page.

WEIGHT ROOM CALENDAR

Links directly to Coach Bare's weight room calendar for reference.

Please let me know if you run into any issues or have any questions about aspects of the app or website. Having all teams linked through the same app/website will not only streamline our communication with our teams but also provide reference for all of us in one easy spot!

GO CARDINALS!