

TeamApp Set-up Instructions:

1) Follow this link to register for a Teamapp user account. Enter your email, create password, agree to terms etc. If you've already registered, skip to Step 3.

<https://www.teamapp.com/signup>

2) Confirm your registration by clicking on the link in the registration confirmation Email you will receive from teamapp. If you don't see an email, check your junk/spam folder.

3) Download the teamapp App for your mobile device

IOS: <https://www.teamapp.com/ios>

Android: <https://play.google.com/store/apps/details?id=com.teamapp.teamapp>

Note: The app works with Apple and Android mobile devices. Anyone else can use LMTC's teamapp website instead.

<https://lakemohawktennisclub.teamapp.com/>

4) Log in to the app using the username and password created in step 1

5) Click the magnifying glass search icon (at the top of the app) and enter Lake Mohawk in the search box to find our club. Select Lake Mohawk Tennis Club to access LMTC's TeamApp. The app should look similar to the photo shown here.

6) Update your personal member details. (choose settings, membership, personal details). This serves as your LMTC membership form. See detailed instructions on next page.

7) Note, the Events and Pickleball sign-ups button/menu can be viewed in calendar mode or list mode. You may prefer to switch to list mode by toggling on the calendar or list button in the upper right hand corner. Icons looks like this:



Create/Update Your Membership Form

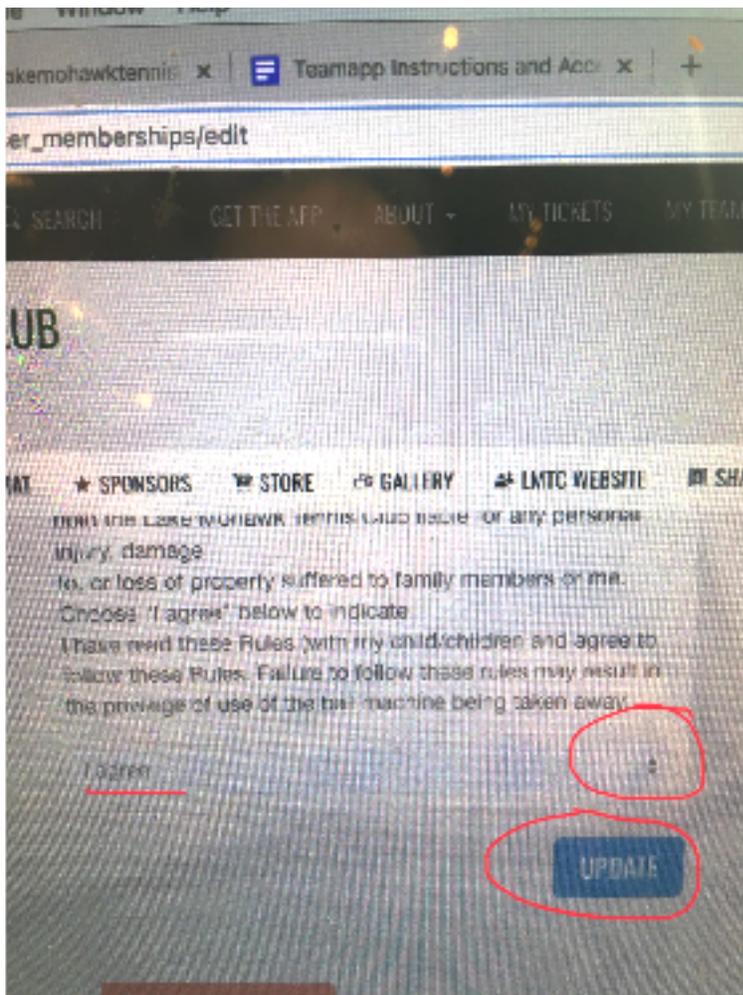
Here are more detailed instructions to update your personal details/member details. This serves as your LMTC membership form. Once entered, the information will be retained each year...next year just update anything that has changed. This is probably easier from the website rather than the App, but it works either way.

From the Teamapp website:

Select “my membership” (the checked icon below that looks like a person) the Member Details form will appear.

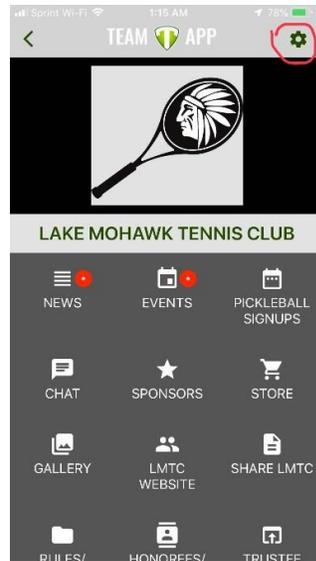


Enter or confirm the responses for all contact info and questions. Some questions have drop down buttons to choose a response and some are free form. When all responses are complete, press “UPDATE” button at the bottom right corner of the form to save your info. (see ex below)

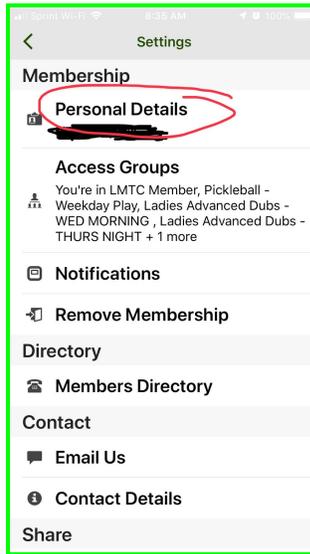


From the App:

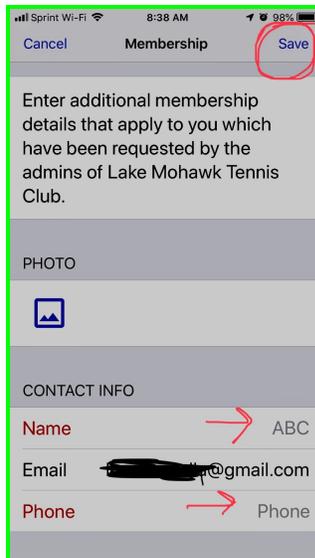
Choose settings. (may be a gearwheel icon in upper right corner) --->



Under membership, choose "Personal Details" --->



Enter or confirm the responses for all contact info and questions (selecting the red arrows to the right.) When all responses are complete, press "Save" button in upper right hand corner. --->



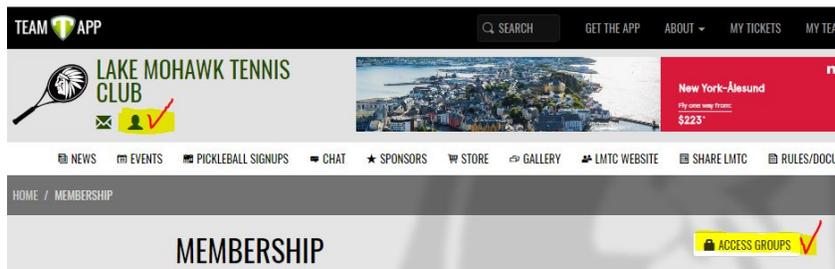
About Access groups

In TeamApp access groups are like security groups and drive what users see and can access in the App or website. News articles, events, weekly play, etc. can be assigned to access groups and help limit the amount of content, emails etc. you will see. For example, ladies will not see any chat or reminders about men's doubles play and pickleballers won't see emails that are intended for tennis players. You can choose to see everything or just what is of interest to you by requesting to be added or removed from a group.

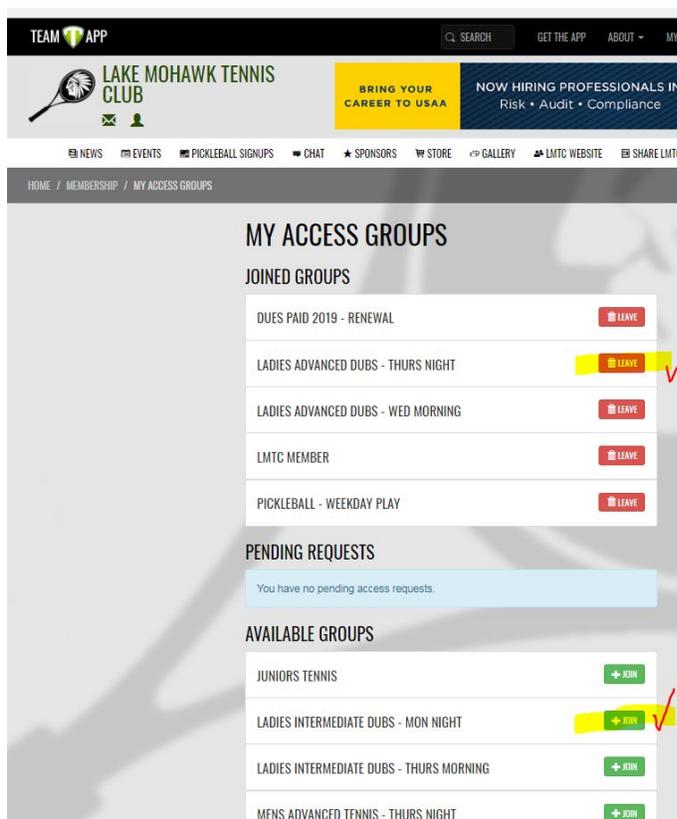
How to request to be added to or removed from an access group:

From the Teamapp website:

Select "my membership", the "Access Groups" button will appear. Select Access Groups

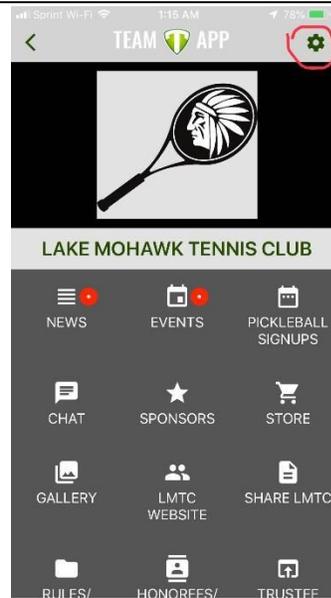


A list of access groups will appear. Select the "Leave" button for any groups you no longer want to access. Select the "Join" button for any ones you want added. Note, the system requires you to put something in the "reason" box, but it doesn't matter to us what you put there. An administrator will approve or deny your request within a day or two.

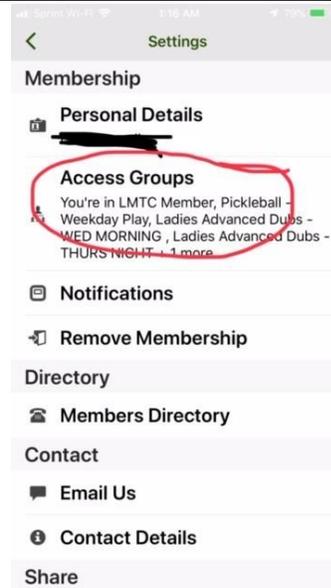


From the App.

Choose Settings (may be a gearwheel icon in upper right hand corner)



Select "Access Groups"



A list of access groups will appear. Under "Joined Groups", select the group you no longer want to access. Under "available groups" select the ones you want added. Note, the system requires you to give a reason for the request, but it doesn't matter to us what you put there. An administrator will approve or deny your request within a day or two.

