
You're a TN High School Football App Manager for Your School... Now What?

The following guide will walk you through the app and showcase the areas where you'll spend most of your time. It will show specifics on how to execute the most common tasks in the app... so let's go!

GETTING STARTED

By now you've received an email announcing your role as a Manager for the TN High School App. Please take the following steps to verify your status as Manager.

- You should open the app and login with your email address
- You should immediately receive a 4-digit code via the email address you entered.
- Upon entering the 4-digit code the app should automatically open to the main screen

TIP: If you don't receive your 4-digit code, double check that you entered the email address you registered with and try again.

FIND YOUR TEAM

If you're not already following your assigned team in the app, you'll need to do that next.

- From the main screen select the "**TEAMS**" tab
- On the TEAMS page you should click on "**+ ADD A TEAM**"
- You'll be taken to a search bar where you can start to enter the name of the school you will be reporting for
- The team should show up immediately with a + sign to the right of the name
- Select the + sign and then select "**CLOSE**" in the upper right corner
- Congratulations...You are now following your assigned team!

TIP: Feel free to follow as many teams as you want but keep in mind that you will only have Reporting privileges for your team

START REPORTING

Now that you're logged in and following your team, it's time to start reporting! Your responsibilities will fall into these four main categories:

1) SCHEDULE 2)SCORES 3)NEWS (LATEST) 4)ROSTER

SCHEDULE

From your team page you will see four main tabs. Select the "SCHEDULE" tab and let's start out by making sure your team's schedule is accurately listed:

There IS a schedule listed

1. Review the list against the team's official schedule to insure all games and dates are accurately presented.

2. If you need to **EDIT** a game, simply click on the game listing and it will take you to the game and scoring page. From here you simply click on the “•••” in the upper right hand corner of the screen - this opens “**ADMIN FUNCTIONS**” where you’ll see these options:
 - Add News Item
 - Report a Score
 - Add Game
 - Edit Game Details
 - Delete Game
3. Select **Edit Game Details** and you’ll be able to modify the: Opponent, Opponent Color, Date, Time and Location.
4. Hit **SAVE** in the upper right hand corner when you’re done and the schedule is updated!

There IS NOT a schedule listed

1. You’ll probably be staring at a blank screen that reads “**Nothing to Show**” - but you can fix that!
2. If you need to **ADD** a game, simply click on the “•••” in the upper right hand corner of the screen - this opens “**ADMIN FUNCTIONS**” where you’ll see these options:
 - a. Add News Item
 - b. Report a Score
 - c. Add Game
 - d. Edit Game Details
 - e. Delete Game
3. Select Add Game and you’ll be able to complete details necessary to list the game on the schedule including: Opponent, Opponent Color, Date, Time and Location
4. Hit **SAVE** in the upper right hand corner when you’re done and the game is added to the schedule. Add all the remaining games the same way and complete the full schedule.

SCORES

This is the most important part and also the most fun! When it’s time for kickoff, go to your team page and select **SCHEDULE** and follow these steps:

1. View the list of games and click on the one you want to start scoring.
2. Now you’ll be on the official game page where you should see the opponents listed and scoring grid.
3. Next, simply click on the “•••” in the upper right hand corner of the screen - this opens “**ADMIN FUNCTIONS**” where you’ll see these options:
 - Report a Score
 - Edit Game Details
 - Delete Game

4. Select “**Report a Score**” and you’ll open the scoring interface where you’ll see options to:
 - Select the **STATUS** indicating the quarter, halftime OT or Final
 - You’ll see both teams listed and a drop down menu to select the current score.
 - **IMPORTANT:** Enter the current total score for each team at each point you report an update. The breakdown of scoring by quarter will be automatically calculated.
 - Next you’ll see optional fields for **Comments** and to add a **Photo**. This is a fun way to add some color to your updates.
 - **TIP:** By adding a Photo, the game update your submitting will also appear in the main level News.
 - Last thing on the page, you’ll see a **Send Notification** toggle switch that is defaulted to the ON position. This means your game updates will go out to everyone who has elected to follow your team.
 - Once you have everything filled in you’re ready to hit the **PUBLISH** button in the upper right hand corner of the screen.
 - This will take you to the **REVIEW** screen so you can make sure everything looks right so you can **SUBMIT** or you can go back to make edits.

IMPORTANT NOTE: Once you start scoring a game, it will no longer be listed under the SCHEDULE tab. From here on out you can find it under the SCORES tab. To make your next update, just click on the game and do what you did before!

IMPORTANT - FINALIZING A GAME: Make sure when the game ends that you **select “F”** and input the final score, any final comments or photos. This will lock in the final score on both the team’s and the overall scoreboard.

NEWS (this means LATEST!)

When you’re ready to post a news item or article related to your school or team, go to your TEAM page - your default view will be the team’s news feed under the **LATEST** tab

1. To add a news item simply click on the “•••” in the upper right hand corner of the screen - this opens “**ADMIN FUNCTIONS**” where you’ll see these options:
 - Add News Item
 - Add Player
 - Add Game
 - Edit Team Details
 - Edit Team Managers
2. Select “**Add News Item**” where you’ll have the option to create a post
 - The required fields are “**Title**” and “**Content**” - these must be completed before you are able to PUBLISH
 - You have the option to include a **PHOTO** - which can either be taken through the app or selected from your camera roll.
 - You’ll next be asked if you want to “**Add to Main News Feed**” - by turning this on, your post will not only show in the team’s news feed, it will also show on mail level news feed everyone using the app will see.

- Lastly you'll need to determine if you want to "**Send Notification**" - this option is on by default and will make the app send out a push notification to everyone following the team.

If you choose to "**Share a URL**" - you'll need past the full URL in the field. Once you do that enter or paste the URL, you'll be prompted by the app to determine if you want the content from the URL to populate the other fields

TIP: If you're sharing a URL you'll typically want to select "YES" and allow the app to pull in the content which should include title, description and a related photo.

IMPORTANT: Once you have everything loaded into the "Add News" form correctly, you'll see the option to **PUBLISH** in the upper right hand corner of your screen. Select this and your news item will be published!

ROSTER

When you're ready to your team's roster, go to your **TEAM** page then select the **ROSTER** tab. On this tab you may or may not see a roster already into the app.

1. To manage your ROSTER simply click on the "•••" in the upper right hand corner of the screen - this opens "**ADMIN FUNCTIONS**" where you'll see these options:
 - Add News Item
 - Add Player
 - Add Game
 - Edit Team Details
 - Edit Team Managers
2. Let's get started by selecting "**Edit Team Details**" - you should now see the following fields which you can manage:
 - Name* - you'll want to keep this filled out with "Football"
 - Sport* - you'll also want to keep this filled out with "Football"
 - Twitter Handle - you'll want to use your team's official twitter handle, just insert it as the @(yourteam) and tweets from this account will automatically be pulled in.
NOTE: this field is not required but we really recommend you complete it as it will really help populate your Newsfeed.
 - Selected Color: here you will select a color that best represents your team.
 - Team Photo: here you can add a custom image to represent your team. If you do not customize, a default image will appear.
NOTE: It will really help the appearance of you team pages if you have custom photo here. We recommend an 800 pixel wide image. You'll have the opportunity to crop the image once you load it in.
 - Once you have all your team details loaded in properly, just hit "SAVE"
3. If you need to **remove a player** from the roster - click on the player name to view their profile then simply click on the "•••" in the upper right hand corner of the screen and select "**Delete**"
4. If you need to **edit a player** profile - click on the player name to view their profile then simply click on the "•••" in the upper right hand corner of the screen and select "**Edit**" and you'll see the profile populated with these fields:
 - Player image "tap to edit"
 - Background Photo
 - First Name*

- Last Name*
 - Position
 - Number
 - Height
 - Weight
 - Grade
 - Class of
 - Birth Year
 - Bio
 - 2018 Roster - this option should have a check by default
 - **NOTE:** only First and Last Name are required, but we really recommend completing your Roster with as many details as possible to increase the information your fans will have available about your team!
5. If you need to **add a player** to your roster - click on the player name to view their profile then simply click on the “•••” in the upper right hand corner of the screen and select “**Add Player**” and you’ll see the profile populated with these fields:
- “tap to edit” - select this to add player photo
 - Background Photo
 - First Name*
 - Last Name*
 - Position
 - Number
 - Height
 - Weight
 - Grade
 - Class of
 - Birth Year
 - Bio
 - **2018 Roster** - make sure this item is checked to have the player added to 2018 roster
 - **NOTE:** only First and Last Name are required, but we really recommend completing your Roster with as many details as possible to increase the information your fans will have available about your team!

THANK YOU for being a TN High School Football Manager!