

Stack Team App Instructions

Stack Team App is the new apps that MSN will use to be able to check fixtures, game information, registrations and most importantly to be able to do electronic check in each week (yay!)

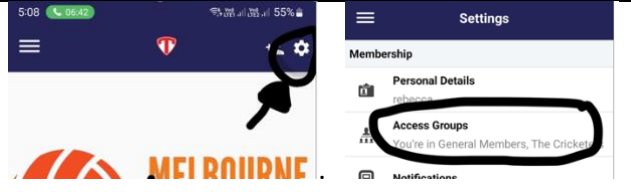
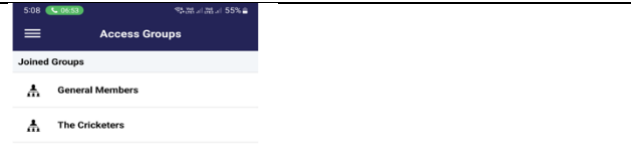
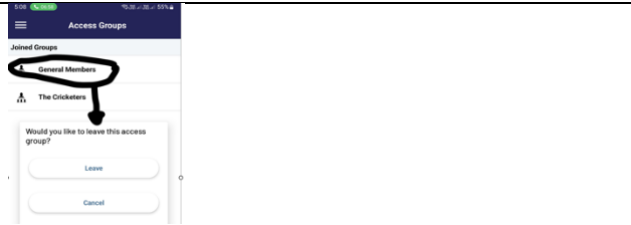
Downloading the app

Step 1 is to download the app. Here are the steps to download the new app.

1. Download new Stack Team App in your app store.
 - [google](#)
 - [apple](#)
2. Find your team "MSN PV Wednesday". Your team's name (aka the venue and night you play) is the Group (aka competition) that you will "join" first.

Already have the app, how to join your team?

If players have already joined the new app to check fixtures, the next step is remove yourself from the "General Members" group and join your teams' group.

<ol style="list-style-type: none"> 1. Click the settings button (cog wheel) on the top far right. 2. Click on "access group". 	
<ol style="list-style-type: none"> 3. Your team's name will show on the Access Group. 4. Please click your team's name. 	
<ol style="list-style-type: none"> 5. Complete the information required (this will auto save for future team additions) Note: leave the members directory unticked so your information will remain private 	
<p>After joining your team, you will need to remove yourself from the General Members Group.</p> <ol style="list-style-type: none"> 6. You can do this by clicking on the group and "leave" to leave the general members group. 	
<p>Note: you can star or favourite your team's name by swiping left and selecting the star. So that the team's name will remain at the top of the list – making it easy to check in.</p>	

Checking in for a weekly game

We are trying to make sign on a less manual process by using the app to check in each week by RSVP'ing yes or no to each game of the session.

Each player is responsible for using the app to ensure Games count as a game played for finals or as evidence for any insurance claims, please ensure you have RSVP'd before the game ends.

1. Select the **check in** button from the home page of the app.
2. Select your team's name.
3. Select the date/week of play.
4. Select yes or no.
5. Optional to add a comment.
 - **Note:** you will get a reminder 30 mins before games start on the day of games.



Filling in for a team at the same night and venue

We know how easy it can be to play a 2nd or 3rd game in a night when at a venue so here is how you ensure all your games are counted.

Joining the team, you fill in for: So when filling in for another team at the **same venue and night** you will need to join their team name.

1. Go to the **settings icon (cog wheel – top right of home screen)**
2. Select **access groups**.
3. **Select the team's name** you are filling in for.
4. **Confirm the details in the access request page** – Note: leave the members directory unticked so your information will remain private.
5. Now **check in for the game/night** you are playing.
Note: you are now in this team list as well so if you fill in for them again you can easily RSVP for the date of the game.

Filling in or playing for a team at another night and venue

If you are filling in or playing for another team at another venue and night, you will need to do the following steps.

1. From the first team app page – you can add additional teams (aka competitions) to your memberships section.
2. Find your team/club – aka MSN venue and night.
3. Follow steps (as above) to add the team's name you are either filling or playing with.
4. Once you have joined the competition and team. You are able to favourite the team and complete check in. (as above steps)

As always, we appreciate your patience while we finesse this new app and process. Please share any feedback back through to contact@melbournesocialnetball.com.au