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!)
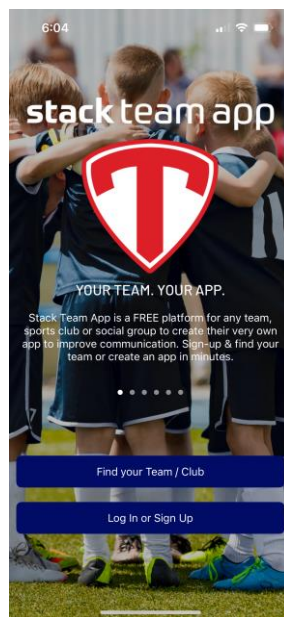
Downloading the app

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

You've now downloaded the app, how to join your team?

1. **CREATE A PERSONAL ACCOUNT TO ACCESS COMP DETAILS**
- Select "Log in or Sign Up"
- Input necessary details to create account
2. **ONCE ACCOUNT IS CREATED, SELECT "FIND MY TEAM/CLUB"**
- Search for your competition
   - o Ie; MSN PV Wednesday, MSN FG Monday, etc

3. **WITHIN COMPETITION, SELECT "ACCESS GROUPS" TO GAIN ACCESS TO TEAM LIST**
4. **SELECT YOUR TEAM AND COMPLETE REQUIRE FIELDS TO COMPLETE PROCESS OF JOINING TEAM GROUP**
   - Note: leave the members directory unticked

Hot Tip: 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.
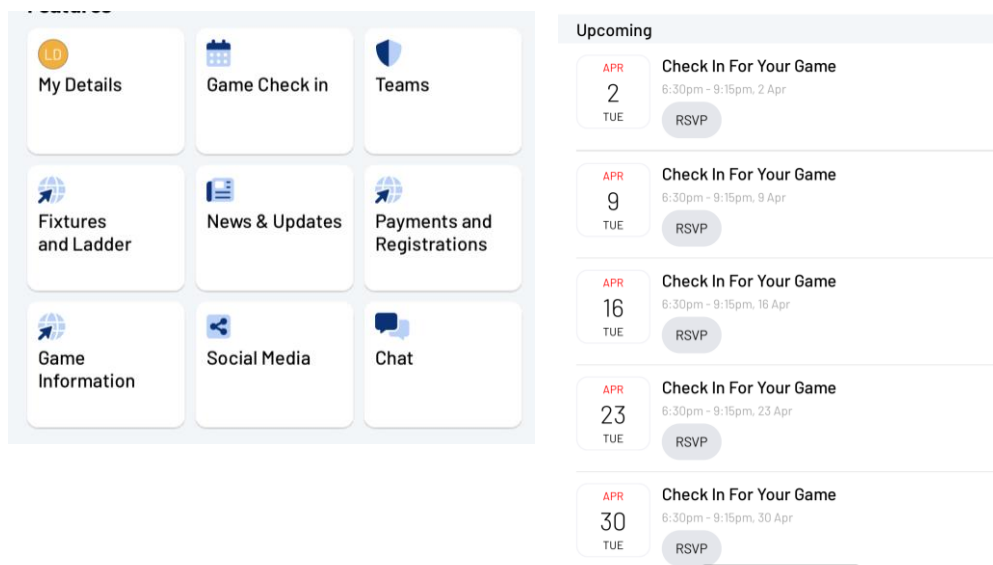
What if I play or fill in for another team?

Same as above and join the 2nd team name

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 - the importance of checking in for games is not go towards qualifying for finals (playing 3+ games) 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.

Trouble shooting

If an error occurs – you are not assigned to a team

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