



TEAM MANAGER APP GUIDE

As the Team Manager you are responsible for ensuring that all of the team's information is represented correctly - including schedules and rosters. You are responsible for sharing team news and articles. And, most importantly, you are responsible for reporting scores and event updates as they happen.

NOTE: You should see ●●● in the upper right hand corner of your team's section of the app. Tapping the ●●● opens your editing options.

1 SETUP

Make sure all of your team's information is filled out and correct!

Edit Team Details

Review and complete all of the team's basic information as necessary:

o Team Name o Twitter/Instagram Handle o Team Photo

NOTE: Depending on your organization - you may or may not have access to use the Messaging feature - if you do, you'll have the option to turn it on or off for your team

Insert Game & Event Schedule

- Select "Add Game" to manually enter the games that are not currently on schedule - for large schedules, use the upload tool at Ballfrog.com/tools
- For non-competitive events like team meetings or fundraisers select "Add Event" and choose the "Social" option
- For both Competitive and Social events you'll have the option to "Send Notification" to followers of the team that will send a push notification

Add Team/Club Rosters

- Select "Add Player" to manually enter players - not all fields are required so only use the ones relevant to your team - for large rosters use the the upload tool at Ballfrog.com.tools
- If you want to add head-shots and/or background images, you can do that directly in the app by taking a photo or selecting a photo already stored on your phone

Add Links & Sponsors

- Select "Add Link" to add important links for your team. Just add the URL and it will pull in "Title", "Content" and an image. You can manually edit any of these fields!
- Select "Add Sponsors" to showcase team sponsors. Just add the URL and it will pull in "Title", "Content" and an image to feature on your Sponsors page or manually edit any of these fields. You can also set your sponsors to show in your News Feed

2

REPORT

Reporting scores and relevant news is critical to making the app a success!

Reporting Scores

- Tap on the game you want to report for then tap on the ●●● to select "Report a Score"
- First, select the appropriate quarter/period/inning etc... you are reporting on
- Next you'll input the appropriate score for your team and the opponent – make sure to report the cumulative total score for both teams
- Once the game is complete, select "F" status to submit the final score
- Adding photos to your score reports enhances the experience and will push your scoring updates to the main news feed

QUICK TIP – Keep scoring updates to a reasonable level and be mindful about how often you send push notifications.

Reporting News

- You can post an announcement by entering the "Title" and "Content" and you have the option to include a photo
- You can also share a web page via the "Share a URL" field - it will pull in the title, content and image for you
- You can choose to share your news to the main news feed for all app users or just keep it in the team section
- You can also select whether you want to send out a push notification for your news item to all the followers of your team

QUICK TIP – try to find 2-3 news items, articles or updates to share each week in order to keep content fresh and fans engaged.

3

PROMOTE

Share the app with as many fans, family and friends as possible!

- Use social media accounts to post about the app and provide download links
- Announce the app at team meetings and ask players and families to download it
- Use your school's email newsletters to help promote the app
- If your sport has in-game announcers, ask them to promote the app during games
- Be creative and advocate on behalf of the app to ensure success!