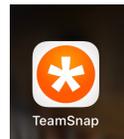


How to use TeamSnap

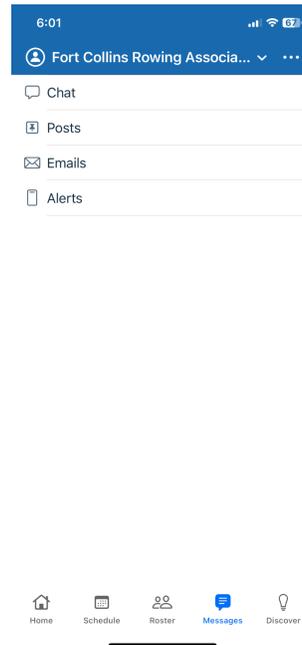
TeamSnap is the app that we use to communicate, schedule events, and sign up for sessions. Here are the steps to use TeamSnap:

1. When you join the club or sign up for Learn to Row, you'll be sent an invitation to join our TeamSnap group.
2. Once you receive the invitation, download the TeamSnap app from the iPhone App Store or Google Play Store.

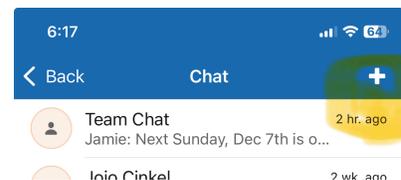
3. This is what the TeamSnap icon looks like:



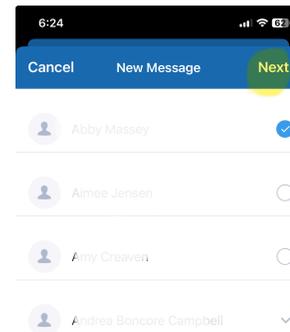
4. When you open TeamSnap, you'll see this screen:



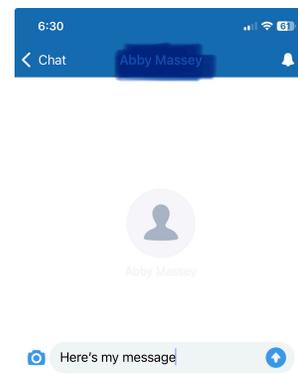
5. To communicate with one or several FCRA members, choose the **Chat** option and click the **+** in the upper right corner.



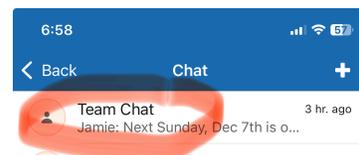
6. Select the names of the members to whom you wish to send your Chat, then click **Next**



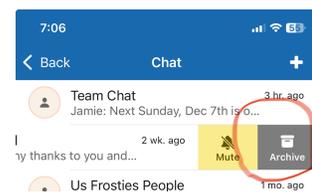
7. Enter the text of your message and click the **Up arrow** to send it, just like a regular text message on your phone.



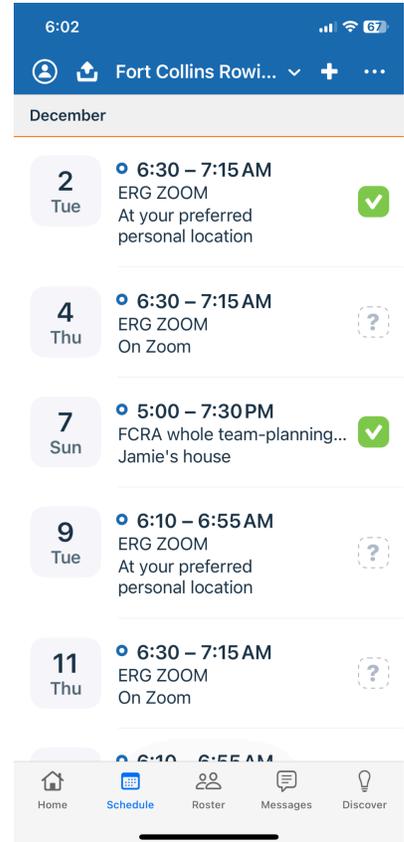
8. If you wish to send a Team Chat to all members, just reply to the **Team Chat** message that will be at the top of the list of chats.



9. In TeamSnap, it's possible to archive old Chats by swiping left and choosing **Archive**, but unfortunately, it's not possible to delete them.

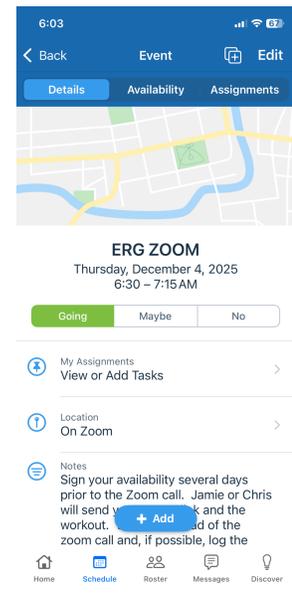


10. We use the **Schedule** section of TeamSnap to sign up for training sessions, special events, etc.



11. Just tap on the session or event that you're interested in. Then select **Going** if you plan to attend.

- a. If you select **Going** and then change your mind, just go back and change your selection to **No** or **Maybe**.



12. And that's about 99% of how we use TeamSnap!