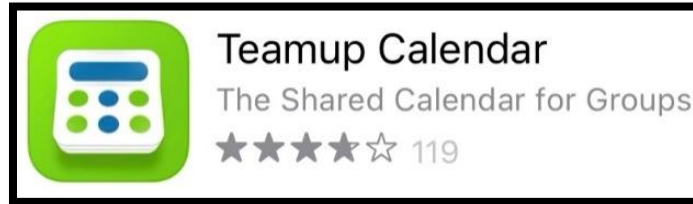


# TeamUp Calendar

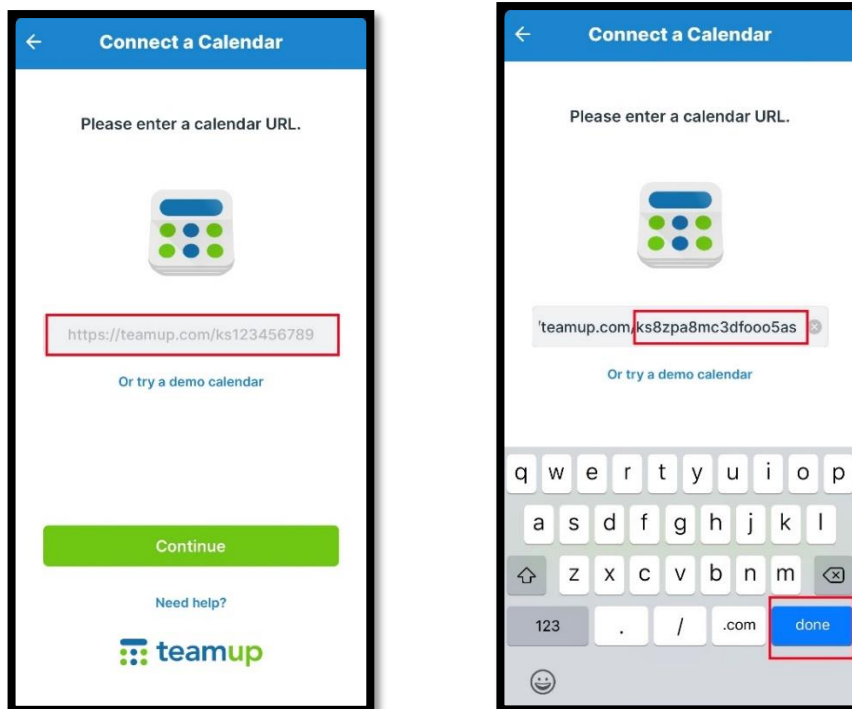
This was created as a help/guide to assist Coaches/Assistant Coaches in using the TeamUp Calendar. TeamUp can be used online (<https://teamup.com/ks8zpa8mc3dfoo5as>) or through the downloadable app.



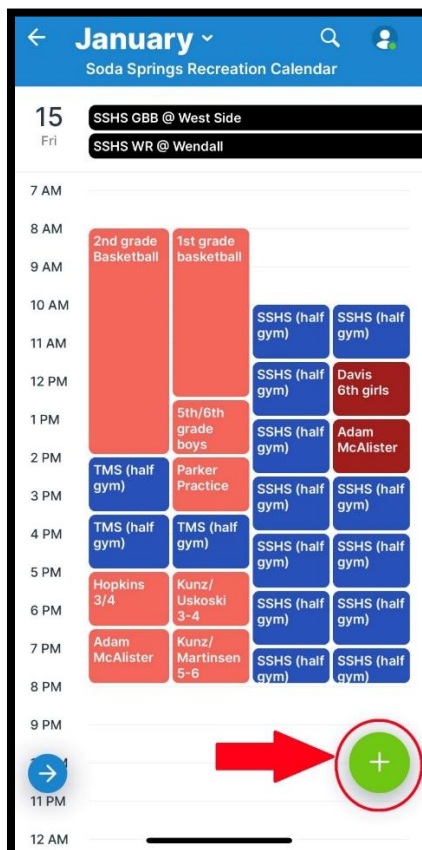
Once the app is downloaded, open the app and select “Continue Without Account”



Enter in the calendar code (ks8zpa8mc3dfooo5as)



Once you have entered the code and opened the calendar, there are different views (daily view is shown below). You'll notice any HS and MS activities (in black). Blue times and locations are available, any other colors (red, pink, brown, etc) are reserved. To reserve a time, press on the “+” button.

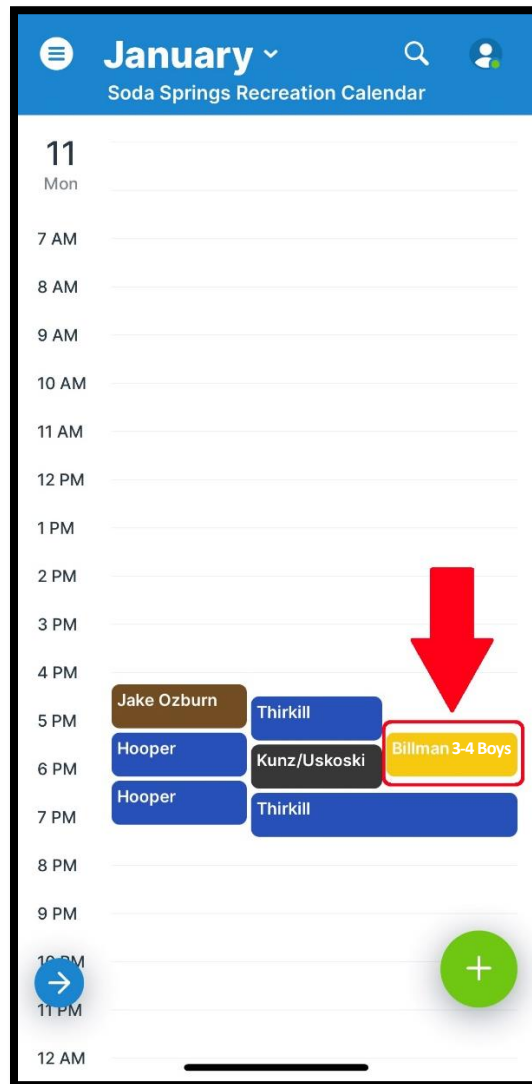


## On the New Event:

- enter your name & grade to identify who will be practicing (ex. Billman 3-4 Boys)
- ensure the date and time are correct
- Put the Gym Supervisors name; this **MUST** be completed; we are required to have a separate Gym Supervisor for all practices.
- Location you want to practice at (ex. Hooper, Thirkill, TMS, SSHS, etc).
- You can add a Description, but it is not necessary.
- To add the practice request, press the “check” button on the top right corner.

The screenshot shows a mobile application interface for creating a new event. The title bar is blue with a white 'X' on the left, the text 'New event' in the center, and a white checkmark icon in a red square on the right. Below the title bar, there is a 'Title' field with a red border. Underneath is an 'All-day' toggle switch, which is currently turned off. Below that is a date and time selection area with two rows: 'Tue, Sep 21, 2021' at '1:00 PM' and 'Tue, Sep 21, 2021' at '2:00 PM'. Below the date and time is a 'Does not repeat' option with a circular refresh icon. The next section is 'Sub-calendars' with a yellow square icon and the text 'Scheduling Request'. Below that is a 'Gym Supervisor / Phone' field with a red border. Below that is a 'Location' field with a red border. At the bottom is a 'Description' field with a red border. The bottom of the screen shows a grey bar with a black horizontal line, indicating a mobile device interface.

Once the request has been entered, the calendar will show up as yellow.  
After the practice is approved, it will be changed to the correct sub-calendar group and color.



If you make a mistake, don't worry or panic (everyone does it)! If the request is still yellow, you should be able to edit it. If not, you can always contact the Recreation Director!

In order for the Recreation to be able to use the local schools, there are certain guidelines that need to be followed. All of the guidelines can be found online under the Recreation Use for Soda Springs Schools.