

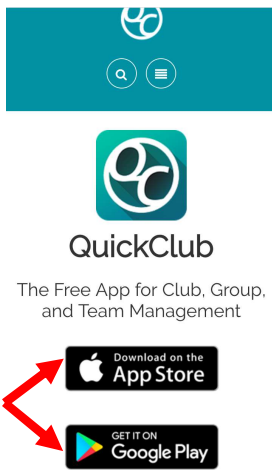
Quick Club Mobile App

COACHES MEETING INSTRUCTION

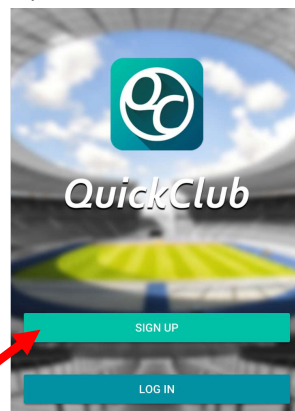


Download the Application & Create Your Account

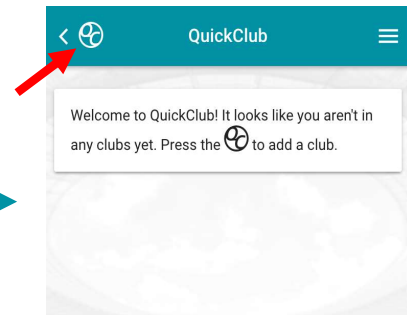
Visit QuickClub.com and download the Application for FREE!!



To create an account, open the QC App and select the "Sign Up" option. You will be guided through the step-by-step process to create your account.



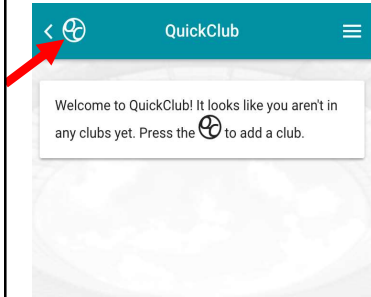
After successfully creating your account, it is time to create your club, creating a club is quick and easy!



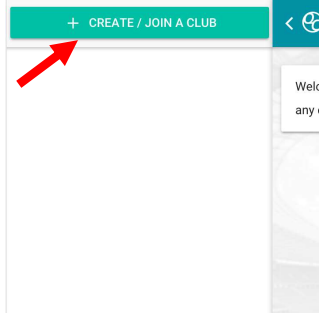
IMPORTANT – for access to posting scores, you must use the email address used to register for Allen Sports Association.

Create Your Club

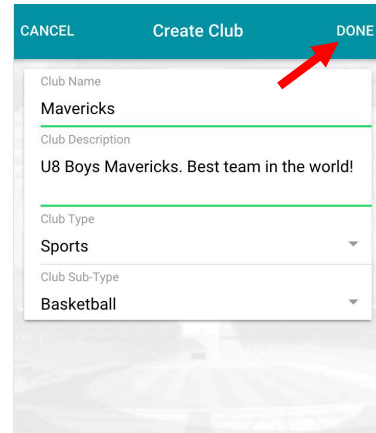
In the top-left corner of your screen, you will see the QuickClub icon. tap it. This will open a menu with the list of your clubs.



Tap the button at the top of the menu that says, "Create/Join a Club". You can either create a club from scratch or use an invitation code from a club invite that was sent to you

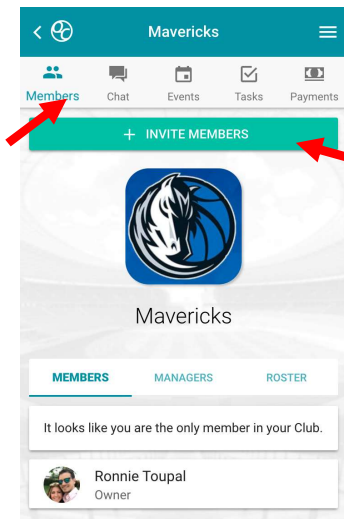


Enter your basic club info and click Done.

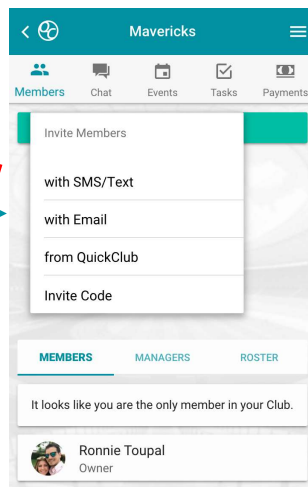


Invite Members

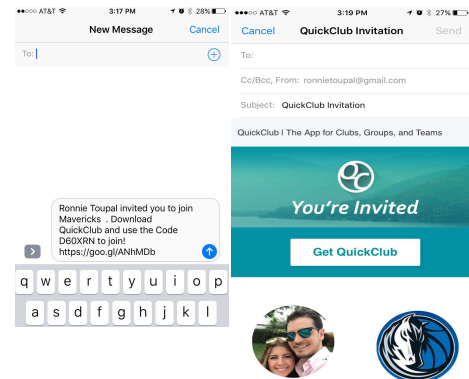
A newly created club will have no other members. Go to the members tab (first one on the left) to begin inviting members.



Click Invite Members to get a list of different options for inviting your team.



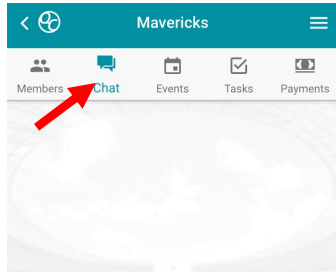
With SMS or Email we will create an invitation to send to your SMS or email contacts



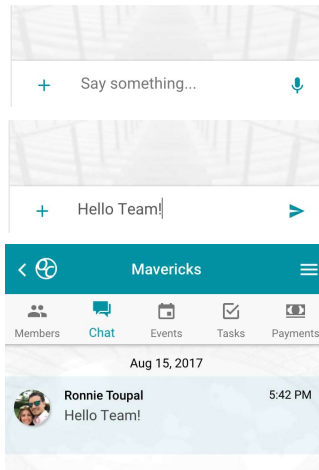
You can also invite with Facebook, existing club members, or you can get the invite code to share with the person standing next to you.

Communicate with your Club

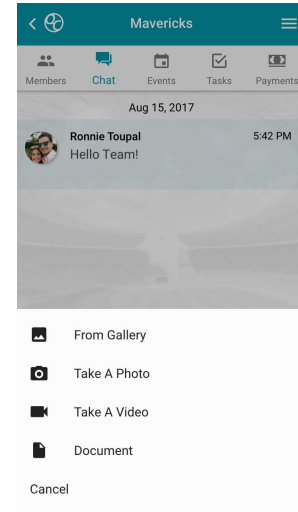
The chat tab can be used to group message with the entire club



Use the chat footer in the tab to type simple messages to your club. Use the + button to send images, videos, audio messages, and attach documents. Hold the Mic Icon to record your message.



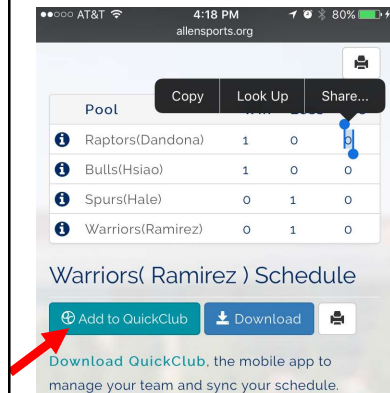
Use the + button to send images, videos, audio messages, and attach documents



Synchronize Your Schedules

If your team's schedule uses SportsPilot scheduling, you are in luck! Not only can you add all games and practices with a simple press of a button, but you will also get updated each time there is a change to your schedule!

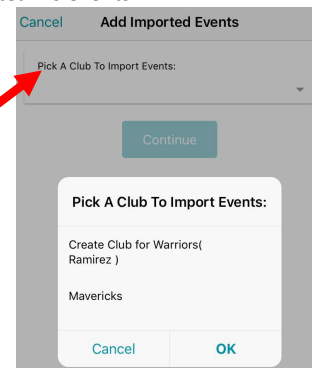
After having downloaded QuickClub and creating your team/club, go to your team's schedule on your league's website. Tap the "Add to QuickClub" button to sync your schedule.



If you already created your user account in QuickClub, your app should open, or you can select "Open with Schedule" on the landing page.

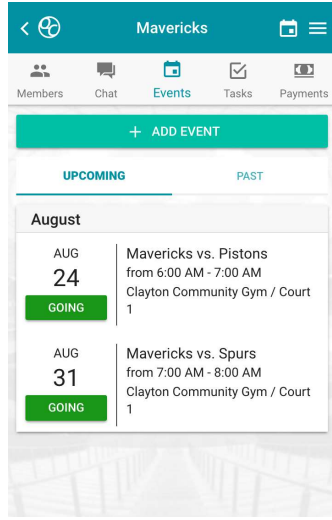


When the app opens it will load your schedule and give you an option for which club to import your schedule to, or to create a new club for the schedule. Once selected, click continue and go to the events tab of your club to see your team's events.

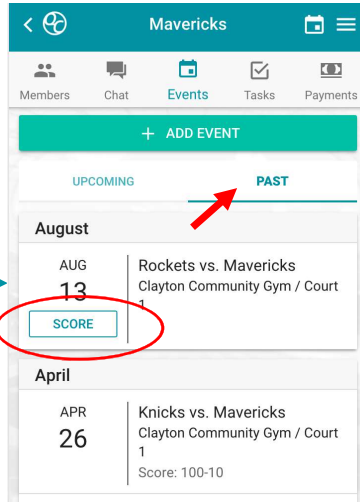


Posting Scores

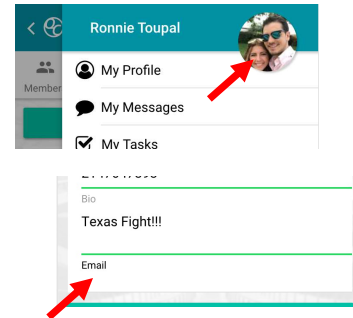
Go to the events tab to see your teams events.



Once an event has ended it will show up in the past events section and coaches should see a Score button tied to games with no score yet.

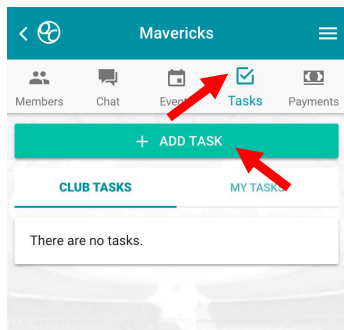


If you do not see the score button on a finished game, than your user does not have access to post scores or a score has already been posted. This could be because the email tied to your QuickClub account is not the email tied to a coach on the teams registration info. Go to your QuickClub Profile to update your email so that it is the same as the coach email that you registered with.

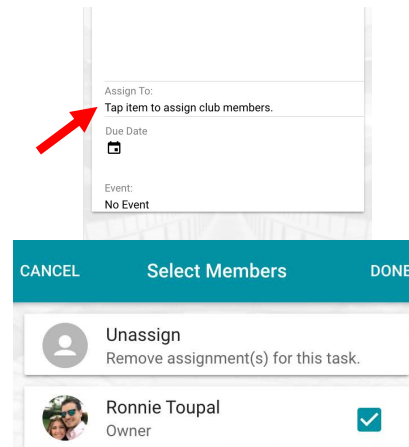


Create Tasks for Team Members

Go to the tasks tab and click add task to create a new task.

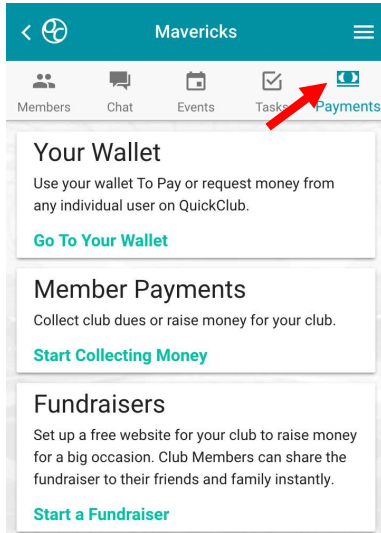


You can easily give the task a name, description and due date, as well as assign it to multiple members or link it to a game/practice



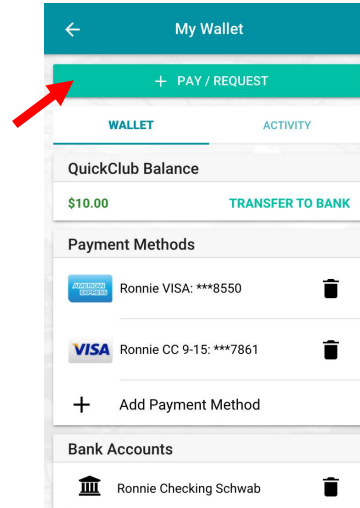
Pay and Collect Money

Go to the payments tab to pay or collect money in several ways



- **Your Wallet** can be used for adding credit cards and banks to your QuickClub account for quickly paying and withdrawing money sent to you by other club members.
- **Fundraisers** can be shared by all club members to anybody in the world for collecting money using a free website that can be directly linked to your fundraiser.
- **Member Payments** can be used for collecting monthly dues or uniform fees from all members in your club.

Use the Pay/Request button to send or request money from any user on QuickClub.



For Support Issues please email:

support@quick.club

<http://Quick.Club>