



# Changes to Communication in 2020-2021

# Outline

- Overview of the Platform
- Why are we shifting to another way to communicate
- Event Information - Training Calendar
- Regular Announcements and Updates
- Messaging and Contact
- How to use the new platform

**This year we are going to use TeamApp (website/application) for our internal communications**

# Online Communication Platforms for 2020-2021

- In the upcoming training year, 918 Griffon will be Migrating all internal communication to a free online platform called TeamApp, including
  - Calendar & Event Details (Sign-ups, info notices, etc)
  - Group chats and discussions including teams
  - Resource information and FAQs
- Discord will be fully embraced by cadets and staff to conduct squadron training when virtual instruction is required (including some mandatory training options)
- Squadron Social Media accounts will continue to be used, though will no longer contain event posts
- The website will continue to be maintained, but will no longer host regular announcements or calendar items. Its focus will shift towards recruitment and external information (ex: contact info) along with some resource documents as required

# Why the shift?

TeamApp allows us to keep everything in a single platform. Calendars, announcements, sign-ups/RSVPs, etc. are now all kept together in one central application that some might already be familiar with from other groups. TeamApp's mobile app should also make it easier and more straight forward for cadets and parents to use and stay informed.

Recent events have highlighted the importance of being able to quickly and effectively communicate with both the parents/guardians and cadets. Through this platform, we are able to increase usability and communication for all stakeholders. Additionally, as a closed membership only platform, we can minimize spam and increase privacy.

- Centralized communication
- Ease of use
- Convenience (website & app)
- Ability to communicate private information
- Increased need for online communication

# Training Calendar

- The training calendar can now be viewed in TeamApp under “Events”. Cadets will be able to sign up for events directly within TeamApp (RSVP)
- Optional team practices and competitions are now viewed in TeamApp under “Schedules”.
- You can subscribe to the calendar so you can see them in combination with your existing calendars should you choose.
- Squadron wide events are now separated from team specific events, allowing cadets and parents to only see what is relevant

# Announcements and Presentations

- Regular announcements will be published on TeamApp
- Awards & presentations made will be published on TeamApp (ex: promotions, appointments, qualifications)
- Website will continue hosting information such as recruiting info, public facing events (as required), Squadron history, awards, and accomplishments

# Direct Communication and Contact

## Cadets and Parents

- Within Team App, parents/cadets/staff each have their own chat rooms
- Direct messaging between people in same groups

*Many previously de-centralized methods of communication have been brought together into a single platform.*

## How to contact Staff

- Contact details will still be listed on website and replicated in TeamApp
- In person meetings can be arranged via email
- Direct messages on TeamApp for urgent needs

*Cadets are still asked to follow their chain of command prior to seeking out a staff member*

# How to use Team App

Cadets and parents will be added automatically to the app over the next couple of days, based on the email provided when you enrolled in the program, or your most recent annual validation form.

If you have not received an email notification by 3 Aug 2020, please reach out either through your chain of command for cadets, or directly via [918griffonrcacs@gmail.com](mailto:918griffonrcacs@gmail.com) for parents/guardians.

# Getting the app

TeamApp is available as an app in all major app stores. After installing/downloading the app, it functions like any other app.

*Information regarding the web based version is available later in this document. Both App and website are the same platform, just accessed in two different ways*

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← 🔍 ⋮

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Team App is a platform for any sporting club to create and manage their own app.

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Sports

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**What's New** [Version History](#)

Version 6.3.2 2w ago

Clickable hyperlinks in Chat  
Updated content entry forms  
Performance improvements and bug fixes

**Preview**

**Create an App for your Team or Club**



**Stay on top Social Cal**





918 GRIFFON RCACS



NEWS



EVENTS



SCHEDULE



TEAMS



CHAT



GALLERY



AVAILABILITIES



SOCIAL MEDIA



DOCUMENTS



918 WEBSITE



CADET PORTAL



918 KIT SHOP



# The App

On the left is what the App looks like (exact look will vary by device), and each of the buttons on the lower half of the screen is used for a specific purpose.

- **News**

News is where regular announcements, information, and awards/promotions will be displayed

- **Events/Schedule**

These two house the schedules for this training year. Events has all the squadron wide events (such as wednesday nights and special parades), while the schedule is where you can find information on the various teams.

- **Availabilities**

Allows you to mark when you are free to volunteer. This option is not enabled for all users.

- **Chat**

Here there are various chat rooms available for cadets, parents, and staff to speak with each other. You can also direct message other users through this menu.

- **Bottom Row Links**

Along the bottom row, those three options are external links to other online resources.

- **Other**

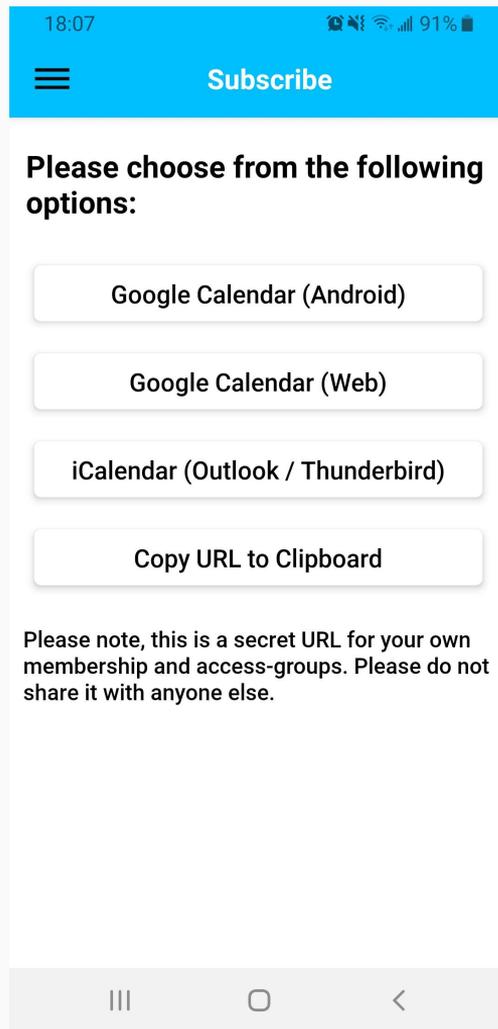
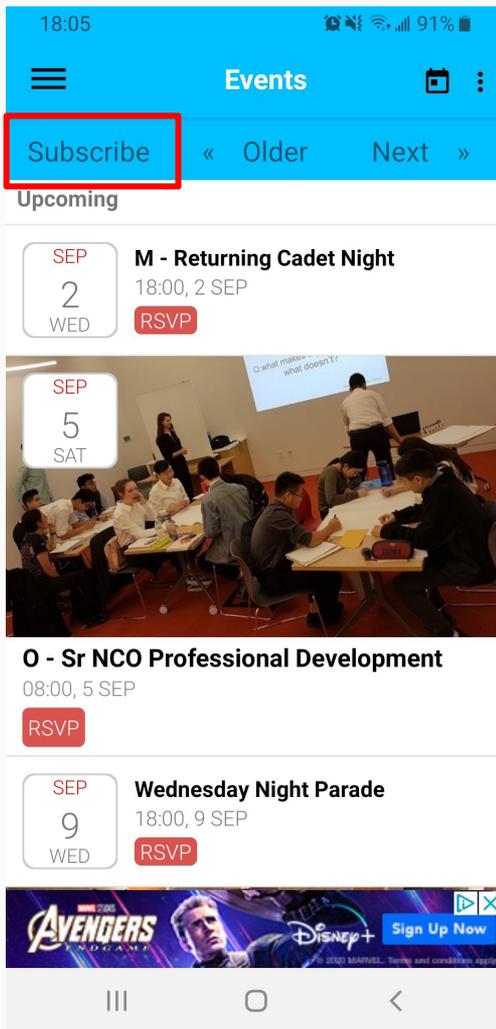
The other buttons serve various minor purposes. We encourage you to explore and get comfortable with the platform

# Adding Events/Schedules to your calendar

Similar to how you could subscribe to the 918 training calendar, you are able to subscribe to both the Events calendar, and the schedule. Adding a team schedule requires a few extra steps, outlined on the next slide.

From the events screen, select the “Subscribe” button in the top left (highlighted in red here). On the next screen, select whichever option best suits your needs (different options will be shown if you have a non-android phone).

*Note that when subscribed to a calendar, it may take up to 24 hours for new events and updates to appear. The app will always be up to date*



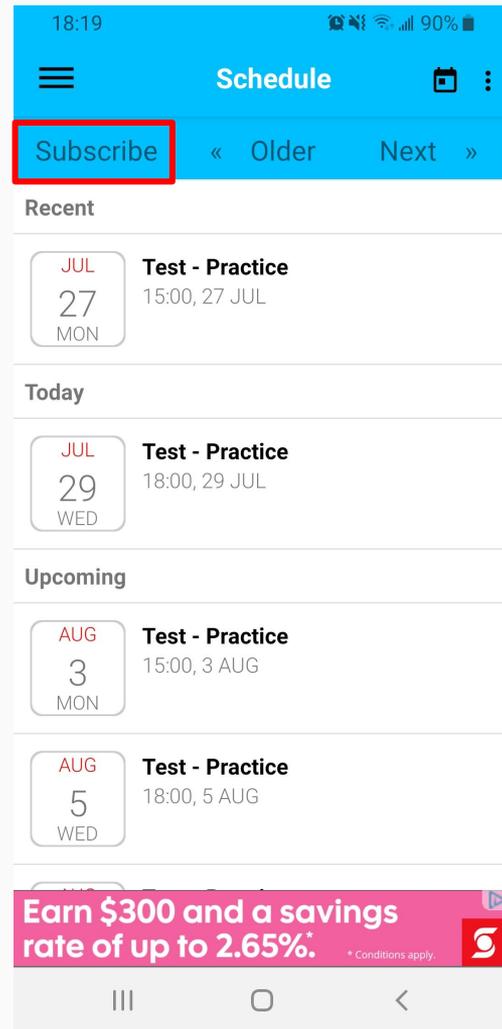
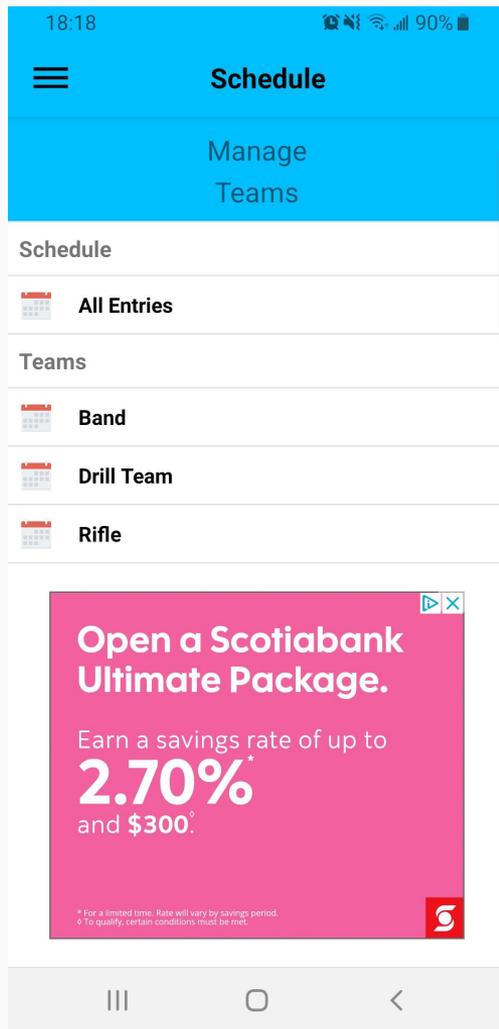
# Subscribing to a schedule

Within TeamApp, each team has its own schedule. You can choose to either pick the specific team you want to subscribe to, or can subscribe to all teams.

Once you've chosen which option you'd prefer, select the "Subscribe" button in the top left (highlighted red here).

*Note: events and teams visible here are filler, you'll see real team practices and events in the app.*

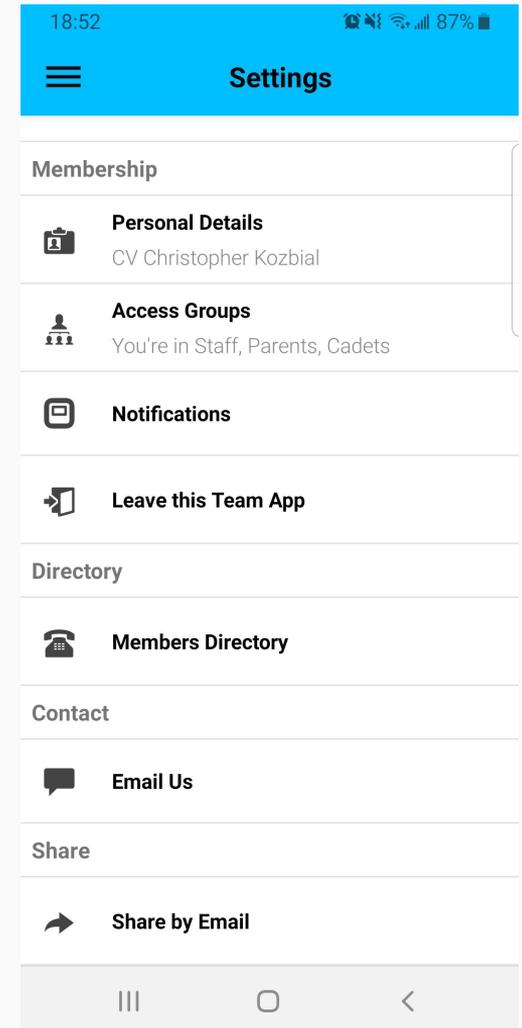
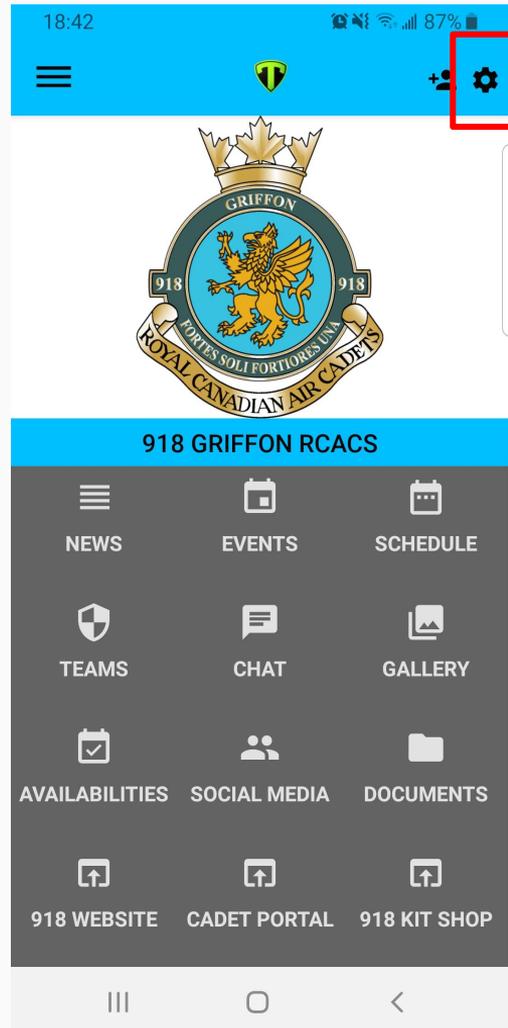
*Note that when subscribed to a calendar, it may take up to 24 hours for new events to appear. The app will always be up to date*



# Settings, notifications, and personal info

If you want to change any setting within the app, including app notifications, or personal details, you can do so through the options menu.

*Note that "Email Us" refers to TeamApp staff, not squadron staff. To see staff contact info, either find the appropriate staff member in the membership directory, or their contact info on the website*

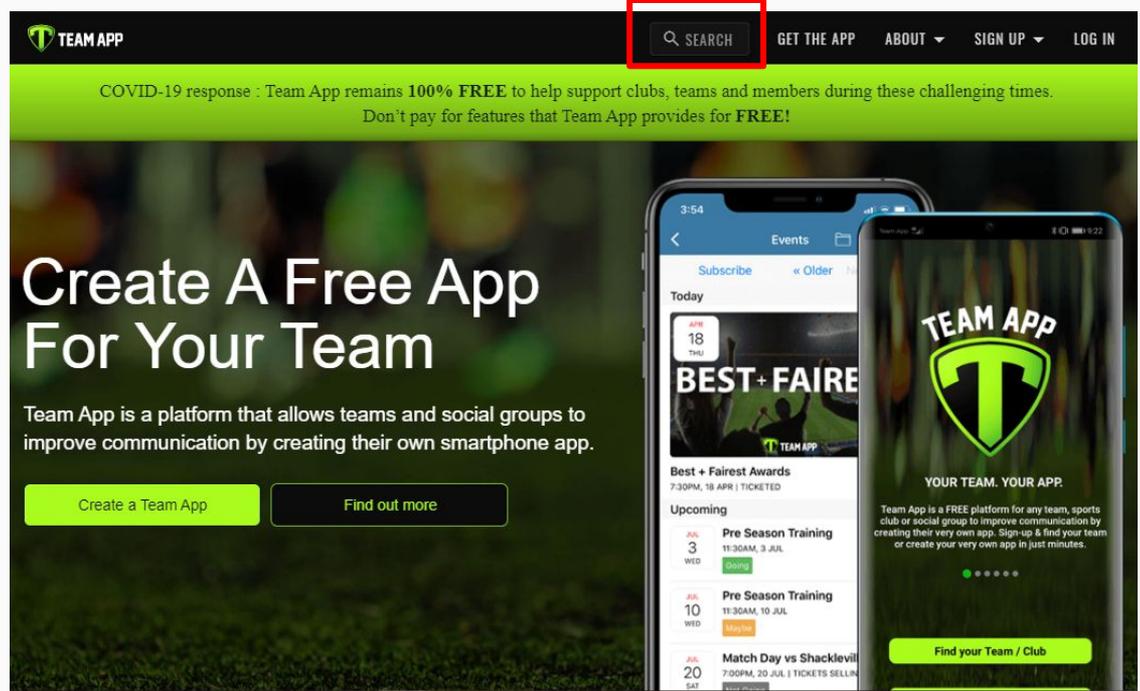


# Webpage

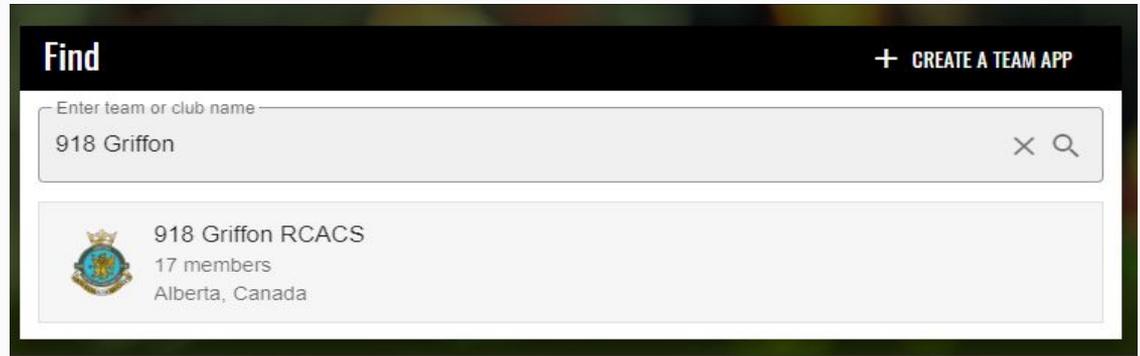
TeamApp is also available through your web browser. The web based version offers all the same functionality, but is accessible without needing a mobile device.

In order to view 918 Griffon's page, you must either search for us, or use the "My teams" button that appears when you sign in.

*The webpage and the app are incredibly similar, working as two different ways to access the same information. Most differences are purely visual.*



The screenshot shows the Team App homepage. At the top, there is a navigation bar with the Team App logo, a search bar (highlighted with a red box), and links for "GET THE APP", "ABOUT", "SIGN UP", and "LOG IN". Below the navigation bar is a green banner with the text: "COVID-19 response : Team App remains 100% FREE to help support clubs, teams and members during these challenging times. Don't pay for features that Team App provides for FREE!". The main content area features a large heading "Create A Free App For Your Team" and a subheading "Team App is a platform that allows teams and social groups to improve communication by creating their own smartphone app." Below this are two buttons: "Create a Team App" and "Find out more". To the right, there are two smartphone screens displaying the app interface. The left screen shows a calendar view with events like "Best + Fairest Awards" and "Pre Season Training". The right screen shows the app's splash screen with the Team App logo and the text "YOUR TEAM. YOUR APP." and "Find your Team / Club".



The screenshot shows the search results page. At the top, there is a "Find" header and a "CREATE A TEAM APP" button. Below the header is a search bar with the text "Enter team or club name" and "918 Griffon". To the right of the search bar are "X" and "Q" icons. Below the search bar is a list of search results. The first result is "918 Griffon RCACS" with "17 members" and "Alberta, Canada". To the left of the text is a small crest icon.



918 GRIFFON RCACS



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918 WEBSITE

MORE ▾

SEPTEMBER

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## O - SR NCO PROFESSIONAL DEVELOPMENT

CREATED BY CAPT RICK HUNTER

Senior NCO Professional Development. Time, Location, Agenda TBC OPI: CO

NCOIC: Sqn Comd

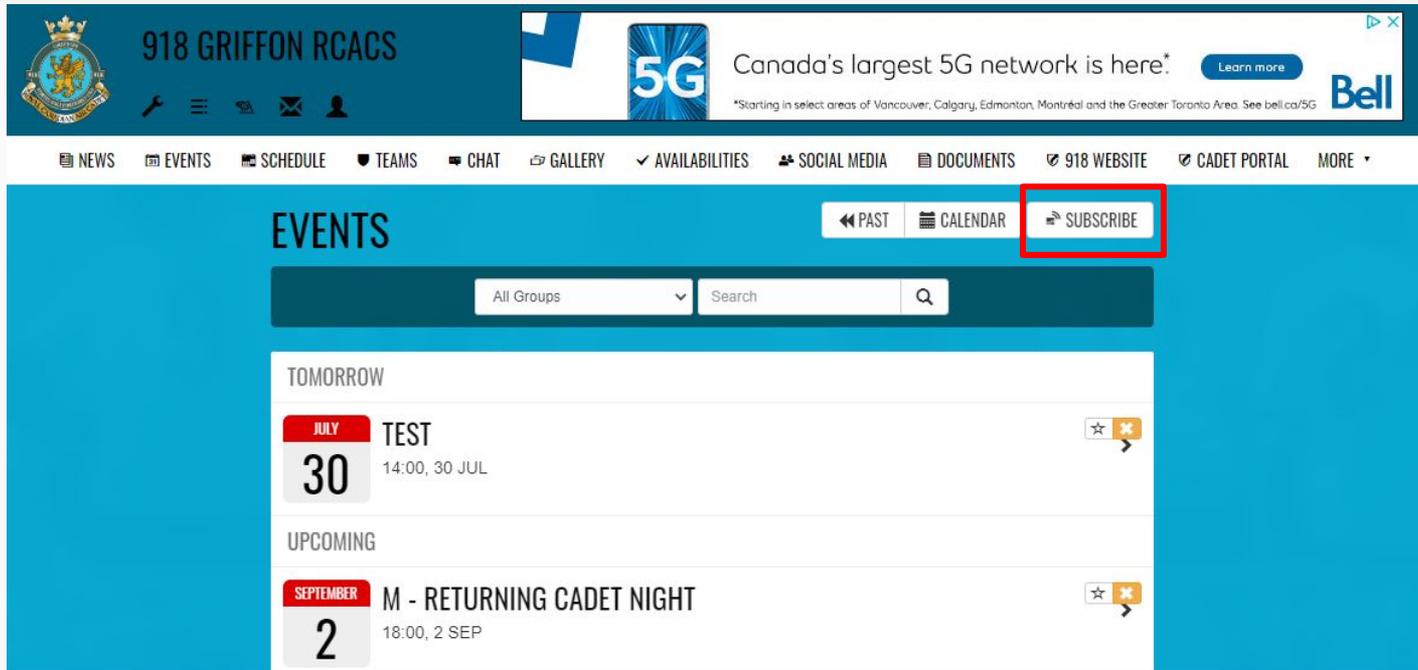
DETAILS

MORE EVENTS

A screenshot from the browser page. All the buttons are now listed as tabs along the top of the page. Events and the Schedule have been highlighted for reference on the next pages.

# Subscribing to the Events calendar

From the events screen, select the “subscribe” button in the top right. From there, follow the instructions on screen to add events to your calendar. *New events and updates can take up to 24 hours to appear. The list on the webpage will always be accurate.*



The screenshot shows the website interface for 918 Griffon RCACS. At the top left is the organization's crest and name. A navigation bar contains links for NEWS, EVENTS, SCHEDULE, TEAMS, CHAT, GALLERY, AVAILABILITIES, SOCIAL MEDIA, DOCUMENTS, 918 WEBSITE, CADET PORTAL, and MORE. Below this is the 'EVENTS' section, which includes a 'SUBSCRIBE' button highlighted with a red box. The event list shows 'TOMORROW' with a 'TEST' event on July 30 at 14:00, and 'UPCOMING' with an 'M - RETURNING CADET NIGHT' event on September 2 at 18:00.

918 GRIFFON RCACS

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\*Starting in select areas of Vancouver, Calgary, Edmonton, Montréal and the Greater Toronto Area. See bell.ca/5G

NEWS EVENTS SCHEDULE TEAMS CHAT GALLERY AVAILABILITIES SOCIAL MEDIA DOCUMENTS 918 WEBSITE CADET PORTAL MORE

EVENTS

← PAST CALENDAR **SUBSCRIBE**

All Groups Search

TOMORROW

JULY TEST

30 14:00, 30 JUL

UPCOMING

SEPTEMBER M - RETURNING CADET NIGHT

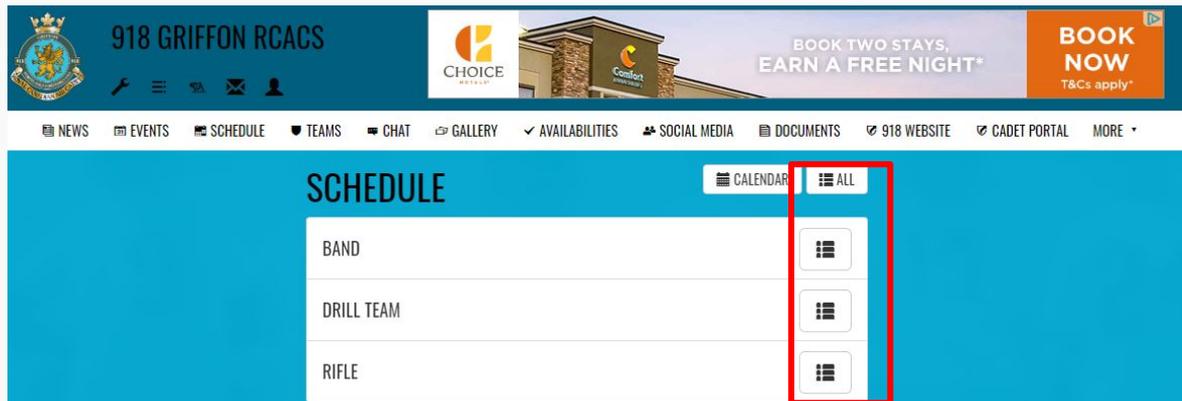
2 18:00, 2 SEP

# Subscribing to a Schedule's calendar

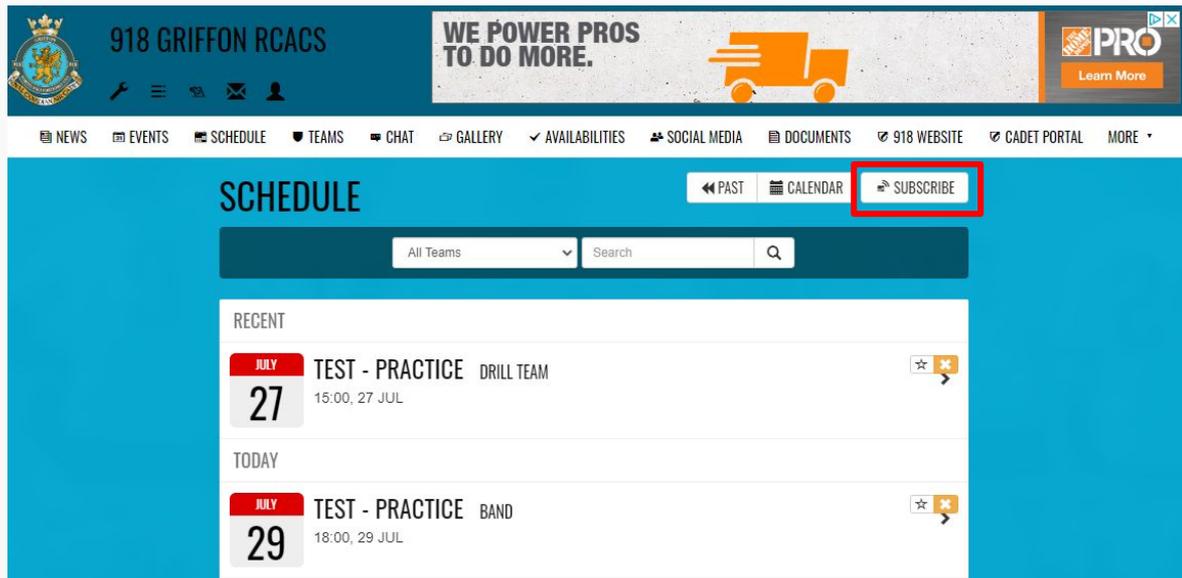
Similar to the app, you must choose either a specific team, or all teams before you can subscribe to their calendars.

Once you've made the desired selection, in top right of the tab select "Subscribe", then follow the instructions on screen.

*New events can take up to 24 hours to appear in your calendar. The list on the webpage will always be accurate.*



The screenshot shows the top navigation bar of the 918 Griffon RCACS website. The main header is teal with the club crest on the left, the text "918 GRIFFON RCACS" in the center, and a "CHOICE" logo on the right. Below the header is a secondary navigation bar with icons for NEWS, EVENTS, SCHEDULE, TEAMS, CHAT, GALLERY, AVAILABILITIES, SOCIAL MEDIA, DOCUMENTS, 918 WEBSITE, CADET PORTAL, and MORE. The main content area has a teal background with the word "SCHEDULE" in large white letters. To the right of "SCHEDULE" are two buttons: "CALENDAR" and "ALL". The "ALL" button is highlighted with a red box. Below this are three rows representing different teams: "BAND", "DRILL TEAM", and "RIFLE". Each row has a small grid icon to its right, which is also highlighted with a red box.



The screenshot shows the same website as the previous one, but with the "SUBSCRIBE" button highlighted with a red box. The "SUBSCRIBE" button is located in the top right corner of the "SCHEDULE" section, next to the "CALENDAR" button. Below the "SCHEDULE" section is a search bar with a dropdown menu set to "All Teams" and a search icon. The main content area is divided into two sections: "RECENT" and "TODAY". The "RECENT" section shows a calendar entry for July 27th: "TEST - PRACTICE DRILL TEAM" at 15:00. The "TODAY" section shows a calendar entry for July 29th: "TEST - PRACTICE BAND" at 18:00. Each entry has a star icon and a close icon to its right.

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Спасибо

Asante

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kiitos

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# Thank You

gracias

terima kasih

धन्यवाद

Danke

cảm ơn bạn

תודה

Salamat

We look forward to the upcoming training year, and all the improvements that these new changes bring.

If you encounter any difficulties, have any questions, or have other feedback that you'd like to share with us, please do not hesitate to reach out at [918griffonrcacs@gmail.com](mailto:918griffonrcacs@gmail.com), or through your chain of command.