BAFCA COACHING APP FAQs

Your User Account

How to create your mobile app user account

Anyone ages 13 or older can create a mobile app account. An account must be created the first time you use the app. The information required to make an account includes first name, last name, email address, birth date, and phone number. Parents or guardians will need to create the mobile account for any players under the age of 13.

How to upgrade to the premium version of the app for FREE! (BAFCA members only)

1) To apply your premium upgrade token, you MUST:
   a. Have signed up using **the same** email account with which you are registered with BAFCA. *
   b. Create a team when you sign up. **
2) Navigate to your upgrade screen by tapping the upgrade button in the bottom navigation bar. (If you do not see an upgrade button in the bottom navigation bar, the team you are in has already been upgraded).
3) At the top of the screen, under the team name, it will say "You have token(s) available and give you the option to apply.
4) Tap apply and a pop-up will appear asking you to select your upgrade credit.
5) Check the box corresponding to the credit you would like to apply to the team.
6) Tap upgrade.
7) You now have full access to the app.

How to view your app user account information

1) Navigate to your team screen by tapping the team button in the bottom navigation bar.
2) Tap on the user settings icon in the top right corner.
3) All of your account information will be displayed.

How to associate your app user account with your organisation (league, club, association, etc.)

1) Navigate to your team screen by tapping the team button in the bottom navigation bar.
2) Tap on the user settings icon in the top right corner.
3) Tap on the Associated Organizations button found at the bottom of your account information.
4) Tap the Join Organization button.
5) Use the search bar to type in the name of your organization.

6) Find your organization from the list and tap on it.

7) This organization will now appear on the user organization screen.

8) You can also now select the + button at the bottom to associate with another organization or remove an organization by tapping the edit icon in the top right corner.

Practice Plan Builder

How to start creating a custom practice plan

Option 1: Starting from a pre-designed plan found in the library:

1) Navigate to the main coach screen using the bottom navigation bar.

2) Tap practice plans to open the plan library.

3) Find a plan in the library and tap to open it.

4) Tap the pencil icon in the bottom right corner to begin modifying.

5) Tap on the pencil beside any plan period/section you would like to begin changing.

Option 2: Starting with a completely blank plan:

1) Navigate to the main coach screen using the bottom navigation bar.

2) Tap practice plans to open the plan library.

3) Tap on the new plan icon in the top right corner.

4) Begin building your new plan.

Adding practice periods/sections to your plan

1) Once in the custom plan section, tap on the + button in the bottom right corner to add a new period/section to your plan.

2) Give your period a name and duration (length of time).

3) Tap Save in the top right corner to add this new period to your plan.

4) Continue this process until you have added all periods to your new plan.

5) From the main custom plan screen, you can use the controls to delete, edit, or re-order any period you have added to your plan.

Adding multiple player groups to a period/section in your plan

1) Tap on the pencil icon beside the period you want to begin adding drills to.

2) To add a player group, tap on the + icon in the bottom right corner.

3) Give your player group a name and tap confirm. You can name a player group by position, station number, the coach's name who will be running those drills, etc.

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4) The new player group you created will now appear in your practice plan period.

5) If all players in your team will be doing the same drill in a large group, simply name your player group "All Players" then begin adding drills.

6) If you have multiple player groups, continue adding more groups by tapping the + icon in the bottom right corner.

7) You can rename or remove a player group at any time by tapping the three dots beside that player group name.

Adding drills to your practice plans

1) Navigate to the plan period you would like to add drills to.
2) Tap on the Add Drill button under the specific player group you would like to add a drill to.
3) This will take you to the drill library where you can use the drill filters to narrow down your drill search.
4) You can tap on a drill at any time to see the full drill breakdown before adding it to your plan.
5) Tap on the green + button beside the specific drill you want to add. If a drill has been added, then the button will change to red. Tap the red button to remove a drill.
6) Once you have found all the drills you want to add, tap save in the top right corner.
7) These drills will now appear in that period of your plan under each player group.
8) You can see how they will display in your finished plan using the preview window at the top of the period screen.

Saving a new custom plan and accessing previously saved plans

1) On the main custom plan screen, tap save in the top right corner once you have added all your plan periods and drills.
2) Give your custom practice plan a descriptive name and tap submit.
3) Your plan will now be saved in the My Plans section of your practice plan library.
4) Once your plan is saved to My Plans, you can return to it anytime and make changes to the plan or delete the plan.
5) If the plan doesn't show up immediately on your My Plans section, navigate back to the main coaches' screen and re-open the practice plan screen.
Additional Note:
* All custom plans are saved to the coach's profile so they can be used year-after-year or across multiple teams.
* Custom plans can only be shared with that coaches' specific team by adding the plan to an activity.

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How to share a specific plan with your team

1) Build and save your plan so it can now be viewed on the My Plans screen.

2) Go back to the main coach screen and tap the schedule button in the bottom navigation bar.

3) Tap on the Calendar icon in the top right corner to schedule a practice.

4) Tap on Add Practice Plan.

5) Tap on My Plans.

6) Tap on the green + button beside the plan you want to share.

7) Finish scheduling the practice to share the attached plan with your team.

Drill and Plan Libraries

How to browse the Drill library

1) Navigate to the Coach screen by tapping the coach button on the bottom navigation bar.

2) Swipe your finger up to scroll through the list of drills.

3) Tap on a drill tile to open it.

4) Tap the back arrow in the top left corner to return to the list of available drills.

How to find specific drills using the Drill library filters

1) Navigate to the Coach screen by tapping the coach button on the bottom navigation bar.

2) Tap on drills to open the drill library.

3) Tap on the filter icon found directly beside the search bar.

4) Tap on a specific category of drills you are looking for from the list of available drill categories.

5) Tap on a specific focus. The list of available drill focuses will change depending on what category you select.

6) Tap the X button in the top left corner to return to the drill list. The list will now only display drills based on the category and focus you selected.

7) All drill filters you have applied will appear as small chips under the search bar. You can remove a specific filter at any time by tapping on the small X on the chip.

How to browse the Practice Plan library

1) Navigate to the Coach screen using the bottom navigation bar.

2) Tap on the Practice Plan button to open the practice plan library.

3) Swipe your finger upwards to scroll through the list of pre-designed practice plans available in the library.

4) To open a plan, tap on the plan tile you want to view.

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5) You can now view each main section of the practice plan and how long that section of practice should be.

6) Tap on a section to view what specific drill will be run during that section of practice.

7) Tap on the back button in the top left corner to return to the main plan library.

How to add or remove content from your favourites section

1) From the Coach screen, navigate to the drill or practice plan library.

2) Anytime you tap on a drill or practice plan to view the full breakdown, you will see a star icon in the top right corner.

3) Tap on the star icon to save that specific drill or plan to your favourites.

4) Navigate back to the main Coach screen and tap on the favourites button.

5) All of the drills and plans you have favourited will be displayed here for quick access.

6) To remove a drill or plan from your favourites, simply tap the start icon again.

Navigating full drill breakdowns

1) Tap on a drill to open the full drill breakdown.

2) Full drill breakdowns can be accessed whether opening a drill from the library, within a practice plan or from your favourites.

3) Tap on the video to display full video controls. This will allow you to make the video full screen, pause, etc. Most videos do not have audio as the key points for the video or written underneath the video. This was done to improve on-field usage.

4) The description lists key points regarding how to run that specific drill.

5) Tap on the coaching points button to display coaching points. Coaching points describe what to look for when delivering a drill.

6) Tap on the variations button to display drill variations. Variations describe how the drill environment can be changed based on a player's current abilities.

Navigating full practice plan breakdowns

1) Tap on a practice plan to open the full practice plan view.

2) You will see a list of all periods contained in the practice plan. If a period contains drills, you can tap on that period to view a list of drills.

3) If all players are doing the same drill in a large group, you will only see a single list of drills.

4) If the period has multiple groups of players doing different drills simultaneously, you will see a button for each player group.

5) Tap on the player group button to see the specific drills that group of players will be doing during that practice period.

6) Tap on a drill name to view the full drill breakdown.

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7) Tap on the back arrow in the top left corner to navigate back to the main practice plan view.

Your Teams

How to create your team when first opening the app

1) Create your app account and sign in.
2) Tap the Setup Your Team button.
3) Type in the name of your team.
4) Choose what age group your team is in.
5) Choose what game type your team plays.
6) Tap Create Team and Confirm to finish setting up your team.
7) Creating a team allows you to easily share practice plans, schedule activities, and communicate with everyone on your team.

How to edit your team information after it has been created

1) Navigate to the Team screen using the bottom navigation bar.
2) Tap the team settings button.
3) You can now change the name, age group and game type associated with your team.
4) Tap save in the top right corner to complete your changes.
5) The original team code generated when you first created the team will remain the same.

How to invite others to join your team

1) Navigate to the team screen using the bottom navigation bar.
2) Tap on the Team Members button.
3) Tap Invite Team Members.
4) This will display the unique 6-character team code that others will enter in the app to join the team you have created.
5) Tap share. This will bring up options to share a "Join My Team" website link via text message, email, etc.
6) Opening the "Join My Team" link will provide that person with instructions on how to download the app and join your team by entering your specific team code.

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How to join a team

1) Tap the sign-up button to begin creating your account.

2) Enter your account information and complete your account registration by tapping sign up.

3) You will be immediately presented with a screen that asks you to Set Up Your Team or Join Your Team. Tap Join Your Team.

4) Enter your team's 6-character team code.

5) Tap Join Team to complete the process. You should then see your team name appear in the top navigation bar of the app.

Joining multiple teams once inside of the app:

1) Navigate to the team screen using the bottom navigation bar.

2) Tap the My Teams button.

3) Tap on the Join button at the bottom of the screen.

4) Enter the team code and join another team.

5) You can navigate between teams by returning to the My Teams page and tapping on the card of the team you wish to access. For individuals involved with multiple teams in different roles or administrators, you can access all teams under your single user account. Once tapping on a team, you will see that specific team roster, schedule, and practice plans.

How to add coaches and admins to your team

1) Share your team code with your assistant coaches and/or admin and have them download the app and join your team by entering the code.

2) Navigate to the main team screen using the bottom navigation bar and then tap Team Members.

3) You will see a list of all people who have entered the code to successfully join your team on the app.

4) Find the names of your assistant coaches and/or team administrators from the list of team members.

5) Tap on their name and select "Change Member Permissions".

6) Tap on Coach (if that person is an assistant coach).

7) That individual's name will now appear underneath the new "Coach" heading as this i the new role you have assigned to them.

Additional notes:

* Whoever created the team is automatically given the role of Team Admin.

* Anyone who joins a team is automatically assigned the basic Team Member role.

* If you tap on the three dots in the top right corner, you can view what app features are available based on the role you have assigned to someone.

* A team must always have at least one person in the Team Admin role

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How to remove someone from your team

1) Navigate to the main team screen using the bottom navigation bar.
2) Tap on the Team Members button to view your team members.
3) Find the name of the person you want to remove from your team.
4) Tap on their name and select Remove.
5) Tap confirm to finish removing this person from your team.

Additional notes:

* Only a team admin can remove coaches from a team.
* Both Team Admins and Coaches can remove Team Members.

Getting multiple teams set up as an administrator

Option 1 (20 or fewer teams)
1) Create each of your separate teams in the My Teams section of the app.
2) Create a team code list. This can be done by tapping the Team Members button inside each team, then tapping Invite Members. This will display a code specific to that team that the head coach will enter to join the team.
3) Share the team code list with all your head coaches and ask them to join their respective teams on the list by entering their team code.
4) Once all head coaches have joined their team before the season begins, go into each team and change the coaches' permissions from team member to coach.
5) Now the head coaches will be able to begin inviting other team members and using the mobile app features.

Option 2 (20 or more teams)
1) During an in-person head coaches meeting, have each head coach create their own team in the app.
2) Once this is done, have all the head coaches share their team code with you.
3) Create a list of team codes for your records. This will allow you to then join specific teams as needed throughout the season if you want to view that team's plans, schedule, attendance records, etc.
Additional Notes:
* There is no limit to how many teams a single administrator can create or join. You could use option 1 to set up an unlimited number of teams. Option 2 was recommended as a potentially more efficient way to implement the mobile app with many teams.

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Scheduling Events and Activities

How to create a new activity (practice, game, social, etc.) for your team

1) Tap the Calendar icon in the top right corner of your schedule screen.

2) Choose what type of activity you are creating from a list of available activity types.

3) Give your activity a name.

4) Give your activity a location by typing in an address, field name, etc.

5) Assign a starting date and time to your activity.

6) Choose how long this activity will be.

7) Add any additional important information in the notes section.

8) Add a practice plan to the activity (only available if scheduling a practice).

9) Tap the Create button at the bottom to finish scheduling your new activity.

Assigning and viewing a practice plan for a specific activity

1) Begin creating a new activity by tapping on the calendar icon in the top right corner of the schedule page.

2) Choose "Practice" as the activity type.

3) Tap on "Add practice plan".

4) You can now browse from a list of available plans through the general plan Library or My Plans. You must create a custom plan and save it to My Plans before being able to assign a modified plan to a specific practice.

5) Tap on the green plus button to attach the plan to your practice.

6) Tap Create to finish creating the plan.

7) Now all team members will be able to view the plan, drills, and drill breakdowns by tapping on the plan icon beside the activity in their schedule.

Viewing upcoming and past activity information

1) Tap on the activity card you would like to view the information for.

2) View all additional information for this activity that you can't see on the schedule screen.

3) Tap the back arrow in the top left corner to return to the main schedule page.

4) To view information for activities that have already happened, tap on the "Past" button near the top of the schedule screen.

5) You will see a list of past activities that you can tap to view more information about that activity.

Activity notifications for team members

1) Create a new activity from your main schedule screen. Only coaches and team admins can create new activities.

2) As soon as you create a new activity, all members on your team will receive a push notification stating that a new activity has been scheduled and the name of who created that activity.

3) Team members can then tap on the notification, which will take them into the app to view the information for the newly scheduled activity.

Tracking activity attendance

1) Tap on the activity from your schedule.

2) You can now view the activity attendance records based on how all team members have responded to the activity notification.

3) Anyone on your team can respond whether or not they will be attending scheduled activities by choosing either the "Going" or "Not Going" button options found under each activity on their schedule.