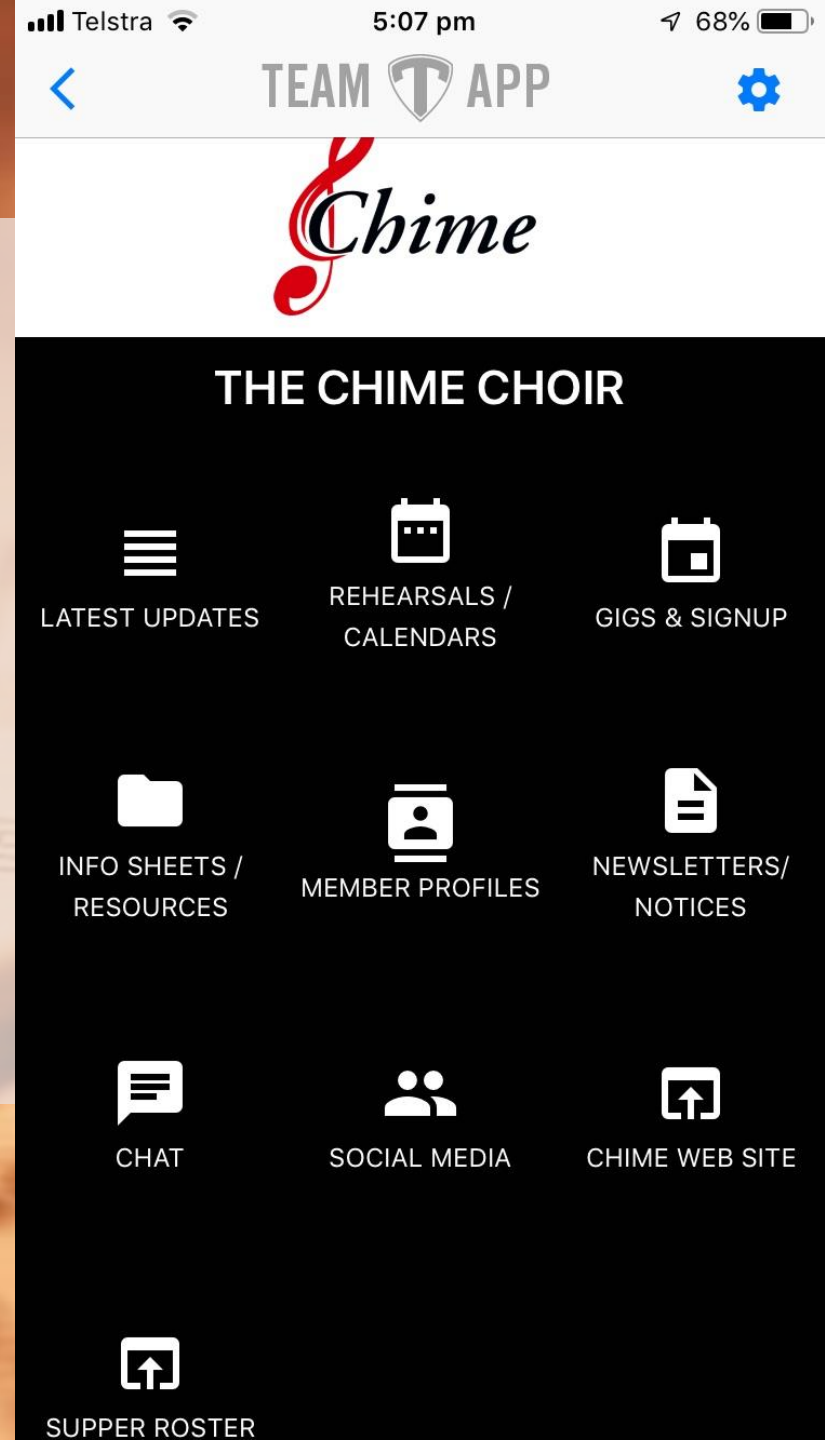


# Tips for Chime TeamApp Use

22/1/2019



# TeamApp will help you....



- Find the concert venue

- Get to rehearsal on time

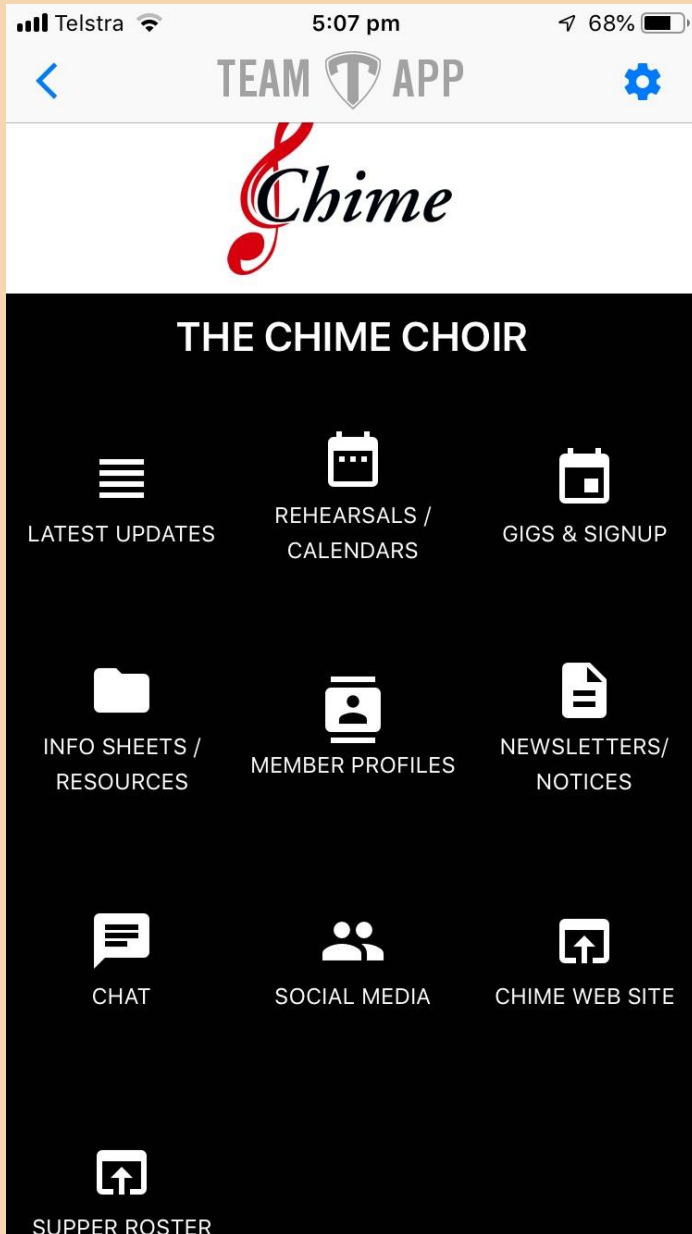


- Wear the right concert dress



- Get invited to the after-party ...

# TeamApp Content — segmented by role & longevity



**Latest Updates** - Frequently changing, usually short messages with latest details/ useful updates e.g. weekly rehearsal content plan; concert logistics alerts

**Rehearsals / Calendars** – Calendar of the year’s rehearsal or similar recurring events

**Gigs & Signup** – List of the year’s concert events and the place to formally sign up your participation / absence

**Info Sheets / Resources** - Long-retention reference info e.g. concert info sheets, or other rehearsal & practice resources

**Member Profiles** – personal profiles to help recognise & be recognised by, other members

**Newsletter / Notices** – regular committee communication & important membership notices channel

**Chat** – individual / small group private chat as well as whole-of-membership discussion forums

**Social Media** – links to Chime’s social media sites

**Chime Web Site** - link to [chime.org.au](http://chime.org.au)

**Supper Roster** - link to roster for volunteering your turn at contributing a rehearsal supper

# Top Tips

- Read the Help/FAQs – they are very complete!

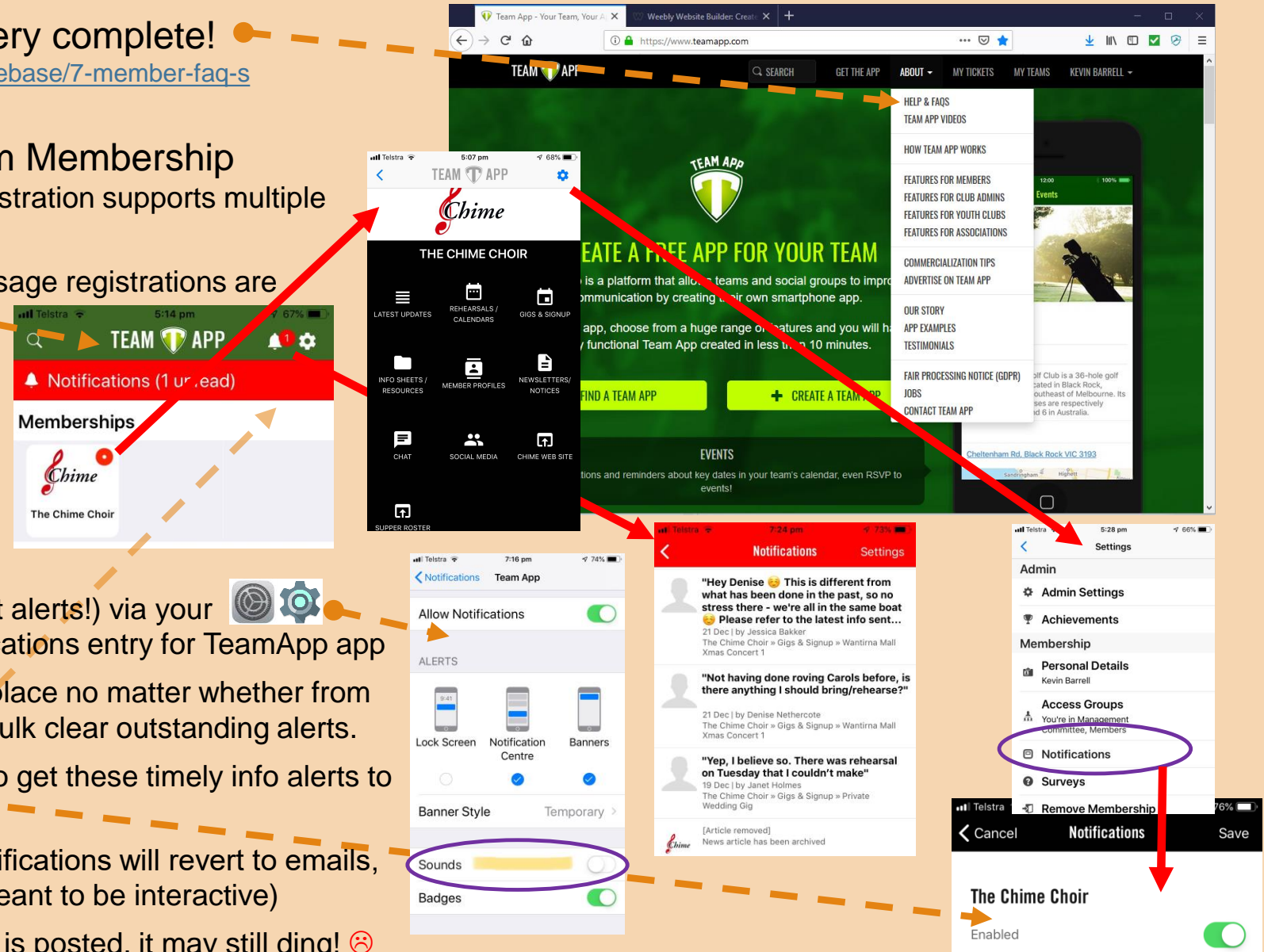
- <https://support.teamapp.com/en/knowledgebase/7-member-faq-s>

- TeamApp Platform vs Chime Team Membership

- One TeamApp user (email address) registration supports multiple team memberships (if you have them)
  - Your single TeamApp user and device usage registrations are controlled at the platform level.

- Control notifications to your mobile device

- Control the alert mechanisms (e.g. silent alerts!) via your iPhone/Android device Settings / Notifications entry for TeamApp app
  - See all your notifications history in one place no matter whether from latest updates; calendars; chats etc. Bulk clear outstanding alerts.
  - Enable Chime Choir push notifications to get these timely info alerts to your device
  - If you don't register a mobile device, notifications will revert to emails, except for Chat messages (which are meant to be interactive)
  - If your TeamApp app is open and a chat is posted, it may still ding! 😞



# Top Tips

- Keep your Personal (contact) details current
  - Chime uses this as the single, authoritative source of data on how to reach you
  - Don't know someone's name? Look them up in Member Profiles – so make sure you have one for yourself with a photo entry as well
- Subscribe to Calendars / Gigs
  - See them integrated in your device/PC calendar apps
  - Use RSVP to submit apologies for absences
- Sign up for Concerts (Mandatory!)
  - Give the Music team early confirmation of your availability for upcoming concerts, using the RSVP on each Gig entry.
- Respond to Surveys when they open
  - The committee often seeks direct member opinion
- If you need TeamApp help?
  - Post a query in the 'Help with ChimeApp forum'
  - General choir Q&A forum also available

