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All members

Download clubzap from app store. https://clubzap.com/download?club_id=2253
Open the app and search for Donaghmore Ashbourne GAA.
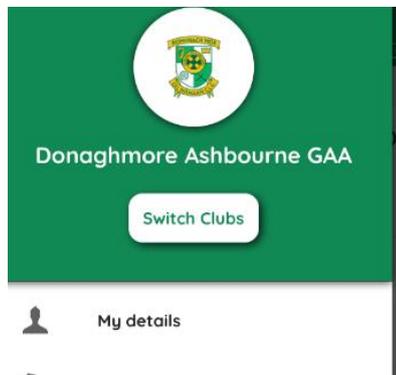
News and notifications for all members

For all members on the home page of the app
1. Tap the 3 bars on top left hand corner of app.
2. Tap Notifications settings
3. Select the area or team you want notifications for. All are on by default.
4. All news matches and fixtures come into the app but you will only get notifications for those you selected.

Membership/Lotto/Fundraising

All club membership will now be paid through the app.   If you had previously paid online you will have got a renewal email. Please pay with this.   If you did not get a renewal email, you can pay in the app by tapping "my club" in the bottom right hand corner and choose the membership option.

Club lotto will be setup in coming weeks where you can play your lotto through the app.   Other options here will be enabled over time.

Team management for mentors/selectors

1. Tap the "chat" option at bottom of screen. Find your team.
2. Tap request to join. Only request to join those teams or committees your part of.
3. Teams are clearly named.   There should be a mentor group and a parent/player group for every team.
4. Each team should have at least 1 "head group admin", email pro.donaghmoreashbourne.meath@gaa.ie to be setup for first time as "head group admin".
5. The head group admin can add and remove members from the group and create events, fixtures and results and make other members "Chat group admins". Chat group admins can *not* create fixtures and results.

Chatbot age verification

For child welfare reasons, the first time anyone tries to chat in the app, your age must be verified.   Underage players are not allowed to chat in the app.   This is only required the first time you try to use the chat option.

Administering your team/chat group

1. When in the group Tap the 3 dots in the top right hand corner of the app.
2. Players/Parent groups should be admin chat only.
3. Tap "group info"
4. To add members. Tap plus icon top right corner and search for their names.
5. To remove members, make other members "chat group admins" or chat individually to members, tap on their name.

Event and game managing for mentors/selectors

1. In your team/group. Admins can Tap the plus sign at bottom left hand corner of screen.
2. Fill in details.
3. Options are Yes/No/add an option like "Going from club but need lift"
4. All group members get a notification of game.
5. In the event Tap "View all responses" to see replies where theres an option to resend to non-responders

Fixtures and results for mentors/selectors

Clubzap is a great tool for all members seeing fixtures and results for teams you're interested in. Its success will depend on mentors creating the fixtures and subsequent results entries in the app.

1. For "head group admins" only, tap the "matches" option at bottom of screen.
2. Tap the plus sign top right hand corner of screen.
3. Tap add fixture.
4. Fill in details.
5. Do **NOT** select "Post to facebook or twitter". Our official social media accounts are tied to the app for linking club news. With so many teams, our social media will be flooded with fixtures otherwise. We will review this over time.
6. For results, repeat. The app allows you to pick a fixture if you previously created one, again, do NOT post to facebook or twitter.

For players, parents of underage players, committee members.

1. Tap the "chat" option at bottom of screen. Find your team or committee.
2. Tap request to join. Only request to join those teams or committees your part of.
3. Groups are clearly named. Eg "2012 boys parents" and "2012 boys mentors"
4. It is club policy to have parent/player groups admin chat only but you can send an admin a private chat in the group.
5. All committees are named "Committee <*nnnnnn*>" eg "Committee Lotto"
6. If you don't see your team or committee, email pro.donaghmoreashbourne.meath@gaa.ie
7. If not available or injured for a period of time, you can flag this by tapping 3 dots in top right hand corner of the group. You wont get notifications about the group while this is on.

Underage players

1. Underage players with the app are able to request to join a group and is understandable they may do this with parent and admin permission.
2. As above, Parents/Player groups are admin chat only so should just contain notifications of events and games.
3. Underage players should not be able to send admin chat anyway with the age verification feature.