Sportity app User Manual

Sportity app is a digital infoboard. The current user manual is intended for Administrators of the system.

In this user manual, we call the person who is uploading documents to the app the Administrator and those who just use the app and get the information the Users. The Administrator will upload a document and the Users will see the document in Sportity app if they are logged in to the respective Channel. A Channel, or a board is a set of documents, accessible with one password. Each Channel has its own password, so the Users need to have the correct password to see the documents and to receive push notifications. It is up to the organiser to publish the password of the Channel to all the Users.
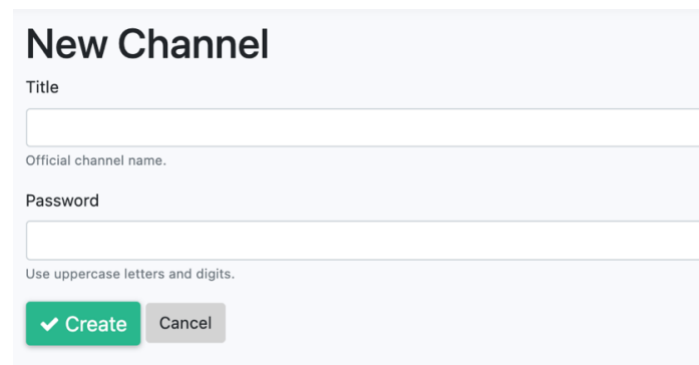
Creating a Channel

Creating a Channel is easy, you only need to fill out 2 fields – title and password. The title will be the name of the Channel and it will be displayed in the admin panel and in the app. The Password is the one that Users need to enter to the app when accessing the Channel.

Important!

Please do not use characters like # @ & etc for password.

Admins are able to edit the channel name, password and logo only during the first 30 days from the beginning of the subscription.

New Channel

Title

Official channel name.

Password

Use uppercase letters and digits.

✔ Create   Cancel

Upload a logo to your Channel

You can upload a jpg image in the Channel you have created. The logo will be displayed in the app in header and will disappear once the contents of the Channel are scrolled up or if any document is opened in the app.

The image format needs to be jpg, landscape, ratio 4:3. The image can be cropped when uploading, but make sure you have some background outside the borders of the logo to be able to post the logo so that it will be displayed properly.

In order to upload an image to your Channel click on Menu on the channel and then click Edit. Then click on and then Choose a file. After choosing a file, you will be able to crop the image.
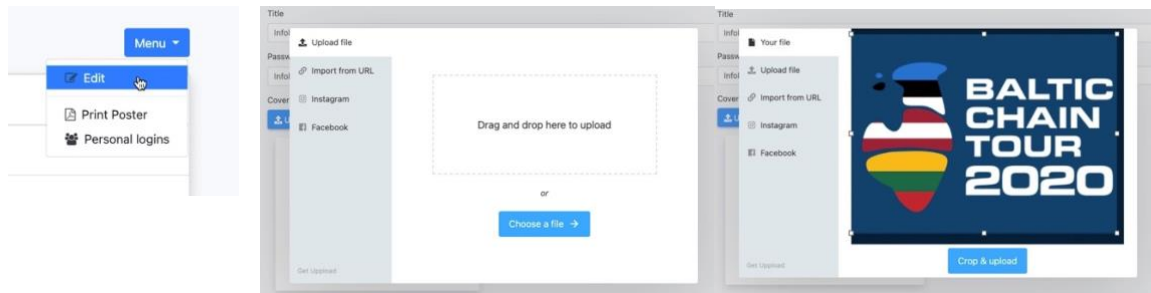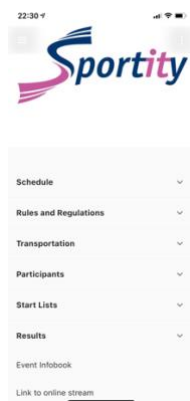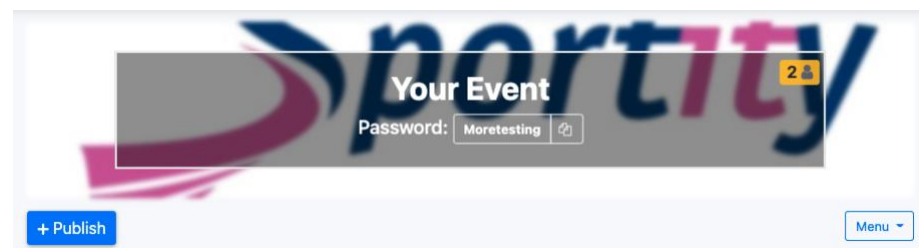

Logo In the app   *Logo in the admin panel*

Please note that the logo is displayed also in the admin panel, but only a fraction of the logo and it is blurry. This is not how the logo will be displayed in the app. On the left it is the logo in the app and below the same logo in the admin panel.

Channel editing   **Editing a Channel is possible 30 days after the creation of the Channel**. This means that once you have created a Channel, it is possible to change the name of the Channel, password of the Channel and logo of
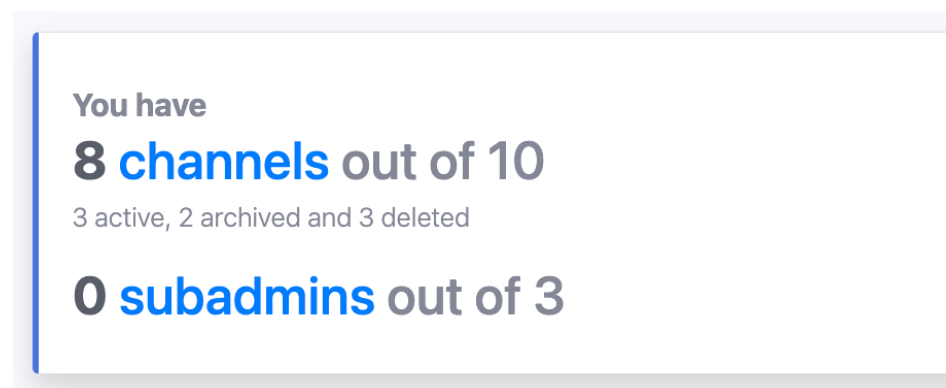
the Channel during 30 days. This does not concern posting documents, links or text to the Channel.

A Channel can also be edited after the account is renewed. This means that if you have an active Channel(s) and you renew your account for another year, those Channels can be edited during 30 days since renewing the account.

Channel count and Archiving

A Channel can be deleted or archived. Deleted or Archived Channel will still be counted as one of the active channels during the subscritpion, but after renewing the subscription, they will no longer be counted and it is possible to make new Channels in their place.

For example, if Admin has created 8 Channels and after the events has deleted 3 Channels and archived 2 Channels, the number of Channels that can be created during this subscription period is still 2. Once the subscription is renewed, the Admin can create 5 Channels and edit any active Channels that remain from last subscription period.

You have

8 channels out of 10

3 active, 2 archived and 3 deleted

0 subadmins out of 3

Archiving a Channel means that the content is still available in the admin panel and in the app, but cannot be changed. Meaning, no document can be uploaded, deleted or edited.

Deleting a Channel means that the Channel is deleted in the admin panel and can no longer be accessed in the app.

Important!

Deleted Channel can not be restored!

Archiving function is included in the base package with no extra charge. It is created so that the Admin can keep the Channels from previous periods and not have to pay for them.

Uploading a document

The document types which can be uploaded are pdf and jpg with size up to 5MB, text field, URL link to any website and a folder.

Before uploading a document, first select the document type, then name it, choose it from your computer and post.

If you wish to create a structure of folders, first create the Folder and then publish documents there.


Important!

Please make sure that the maximum number of characters in the file name does not exceed 65. Please do not use emoticons in the document name or in the text.

Uploading a website link

When uploading a website link, you have a choice if the website will be opened in the Sportity app or in external browser, like Safari or Chrome. It is recommended to have the links opening in the app, but in the case of for example a link to Teams meeting, it is recommended to open in external browser.
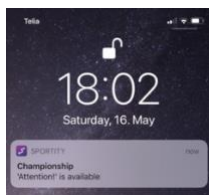
Push notifications	By default, the push notification will include the name of the document in the app. The same name you gave the document, not the name of the file. If you do not wish to include the push notification, simply slide the green button next to „Send Push Notification" so that it turns grey.

If you wish to use a different text in the push notification than the name of the document, click on „Use custom name" and name it as you like. This will then appear on the push notification. |
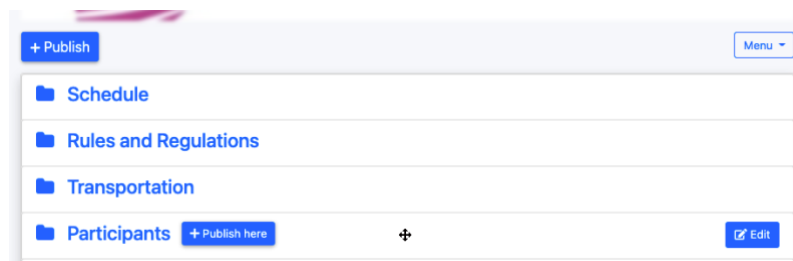| **Move a document** | After posting a document you will see it in the dashboard in the same order as it is in the app. To rearrange the files just drag and drop them to desired location.

When you wish to move the document from one folder to another, click on Edit on the document and on the top of the page it is displayed under which folder the document is currently posted, just select another folder and click Save. |
| **Delete a document** | Replace or delete a posted document. Just hover with a mouse over the posted documents and Edit button appears. If you wish to delete a document, click on Edit, which opens a new window with information about the document and click Delete. This will not send a push notification to users, but will remove the document from the app. |

|	
Replace a document	If you wish to replace a document, then click on Edit button and when the new window opens, click on Replace File. Then choose the new file and post. Replacing the file has the same push notification options as posting a new file. The push notification will have the text „was updated" so the users will know that it is not a new document, but an update to the existing one.
Sharing / distributing information about the Sportity app	You can create a poster for your Channel in the Sportity app admin panel. Click on the Channel you wish to publish, then click on Menu and then Print Poster. This will open A4 size landscape oriented pdf file which contains QR codes for finding the Sportity app in App Store and Google Play Store and the password of your Channel. Print or send this poster to those you wish to use the app and your Channel. It contains all the information they need. Feel free to include your graphics or publish it on social media.

Number of subscribers

The admin panel will display a number of subscribers to your Channel. It is displayed in Channels view and also when you are uploading documents.

Please note that as we do not collect any data from app users, this number is a total amount of devices that have subscribed to your Channel. If a user unsubscribes from your Channel, the number will not decrease and if the user subscribes again after leaving the Channel, the number will increase by 1 user.
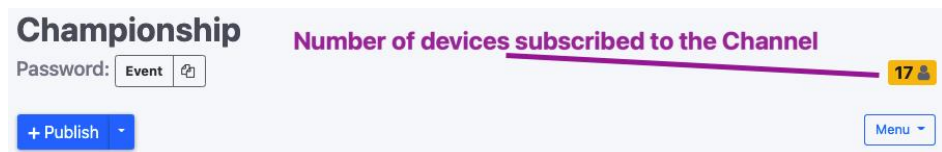
Sportity app contents in a website

It is possible to make the contents of the Sportity app channel viewable in a browser. In order to do this go to the Channel and click on Menu and then select Public Web version. This will open the contents of the Channel in a new window. You can then share the URL link to whomever you like to be able to see the posted documents in a browser.

You can also embed this information to your homepage using the link so that all the documents and link that you post in the Sportity app will also be available in the website. So there is no need to post them twice. On the left is the Public Web version button and below an example of how the Sportity Channel can be embedded on to the website.
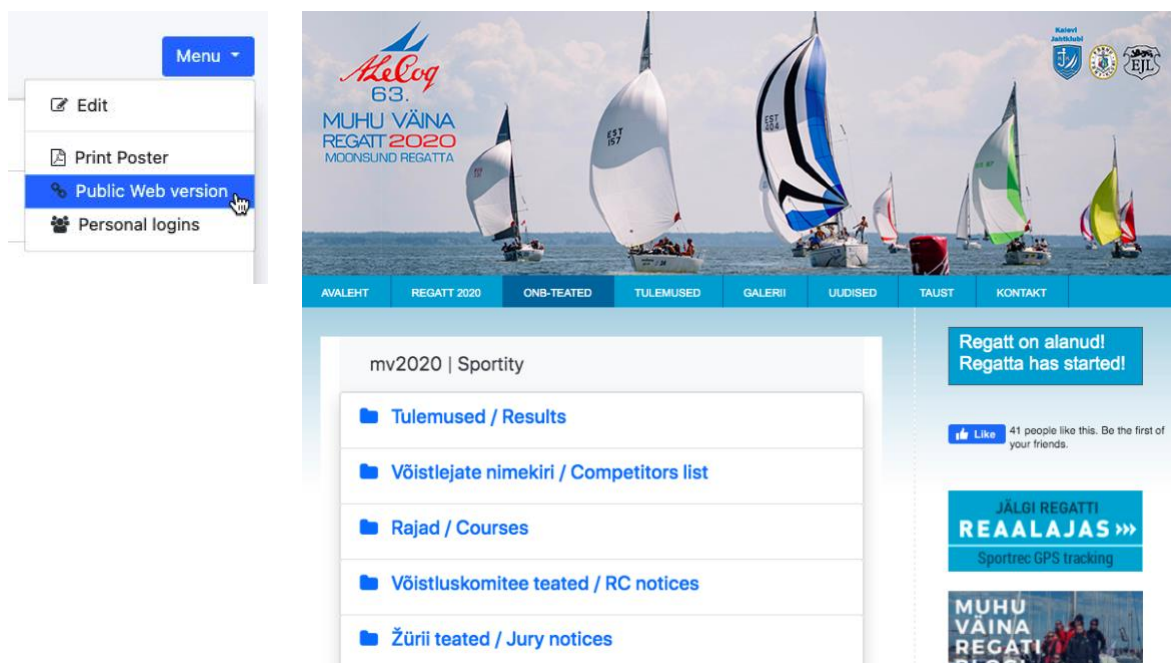
Adding Sub-admins* (not available in 1 Channel package)

You can add Sub-admin users by selecting Config – Users in the Menu bar on the left. To add a new Sub-admin, simply click on Add user, fill out all the fields and click on Register. Then send the email and password to the Sub-admin you have just registered and they can log in with these.

Giving new Sub-admin access to en existing Channel

Sub-admins cannot create Channels and edit Channelsl. They can only post documents to the Channels they are given access to by the Admin. Sub-admins are often not members of the organisation and by giving them possibility to create Channels would mean that Admin, who is the representative of the company no longer has control how many Channels are created.

In order for the new Sub-admin to have access to your Channels, you need to click on the Sub-admin's name under Users menu and click Edit. The Edit user page opens and there is a blue button No Assigned Channels. Click on that button and a list of your Channels opens. Simply select one or several Channels you wish to give the new Sub-admin access to and then click Save.
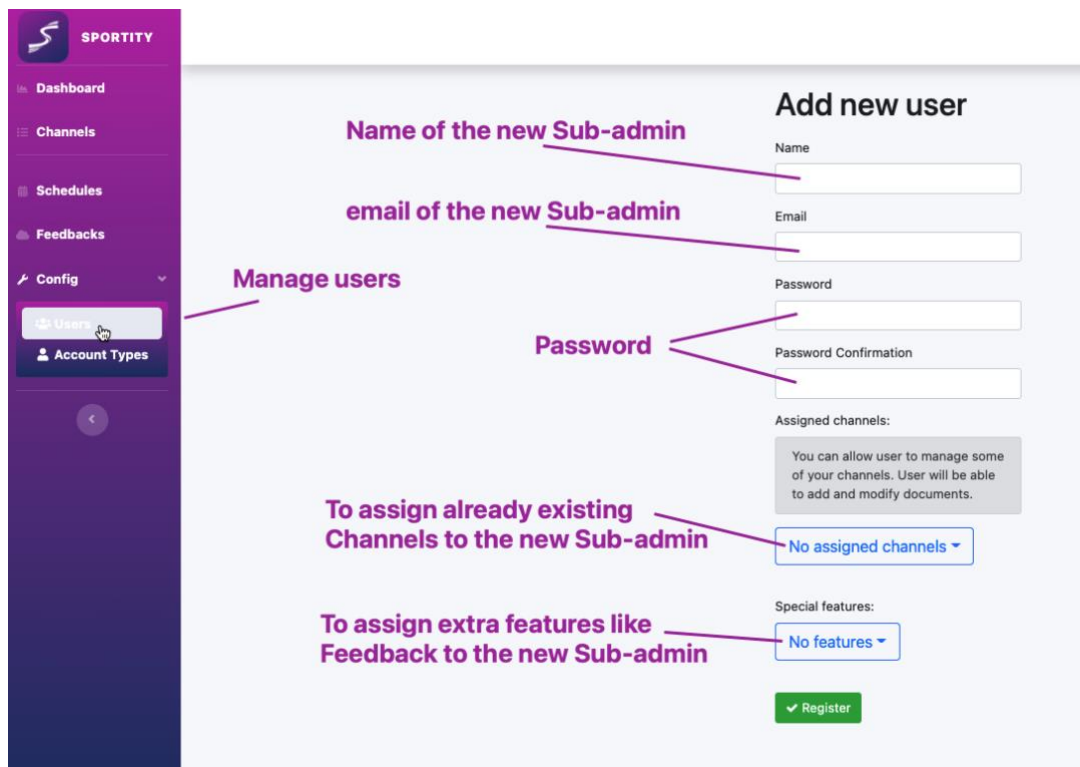
Delete a Sub-admin

You can delete a Sub-admin account in the same Edit user window by clicking on Delete.

Change Sub-admin's password

You can change the Sub-admin's password by clicking on Change password in the Edit user window which opens a new window. You do not need to enter old password, simply enter the new password twice and click Change password.

Changing the password of your account

You can change the password of your account by clicking on your user email at the upper right corner and selecting „Profile". On the profile page you will be able to change the password of your account.
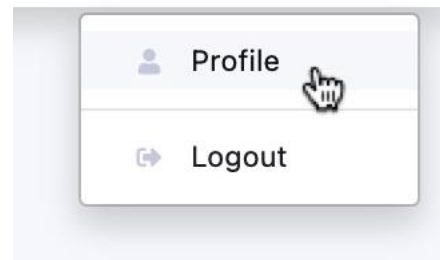
You cannot change the user email address or the name of your account.

Archiving

It is possible to archive your Sportity channels. Archiving is a standard feature and it is useful if you wish to maintain your Channel documents and have them available in the app, but you are no longer updating them.

You will find the Archive Channel button when you click on Edit Channel. Click on Archive and then again Archive on the dialog box. Now your channel is archived and accessible under Archived Channels, but it is not possible to edit the channel, but it is still available for Users in the app and in the web.
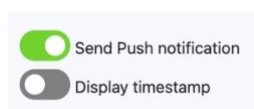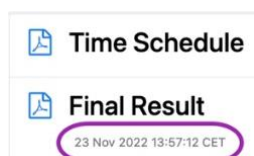

Timestamp

It is possible to add an automatic timestamp to the documents when you post them to display the time the document was posted.

When you wish to add a timestamp, just slide the button Display timestamp and publish a document. By default the timestamp is disabled.

Timestamp will be displayed in the app and in the admin panel under the document name with Date and Time and timezone.

In order to use the Time Stamp, you need to set the Channel timezone first. You can do this when you create or edit your channel. Please note that like password and Channel name, you will only be able to do this within 30 days of creating the Channel.
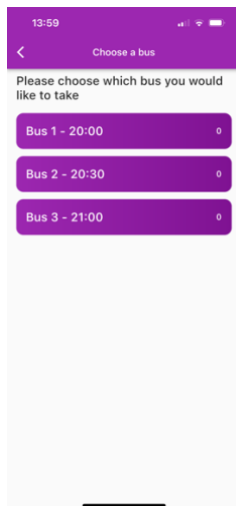
Polling

Polling is a standard feature where Users can give anonymous multiple choice answers.

In the polling the admin will create a question and several answers for the Users to choose from. Each User can answer the question by choosing one of the answer options and will be able to see the answer that they have given. They will also be able to change their answer until the poll is closed.
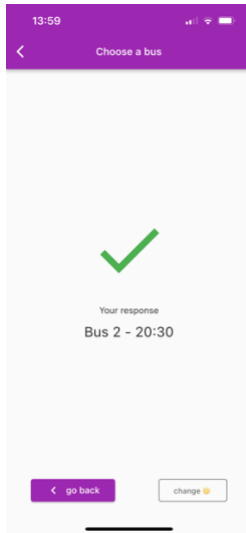
The admin will see how many Users have chosen each answer. The Users will also see the number of answers which is given to each of the answer. To be able to choose the bus which is the emptiest in this case.

It is possible to change the question and the answer in the admin panel until the first answer has been given.

The Admin can set a deadline by which time the answers should be given. After the deadline Users will not be able to answer anymore or to change their answers.

Since the users can display the answer they have given, this can be used as an entrance check to see that only the people that have chose this particual answer can pass.

Contracts
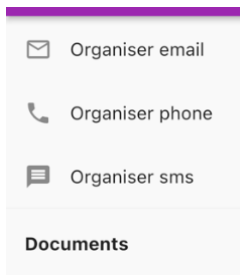
Contacts is a standard feature. With contacts the Admin can assign a phone number or an email so that the Users can reach the organiser by just clicking the contact and without having to copy the contact information from a document and then pasting it to email/phone.
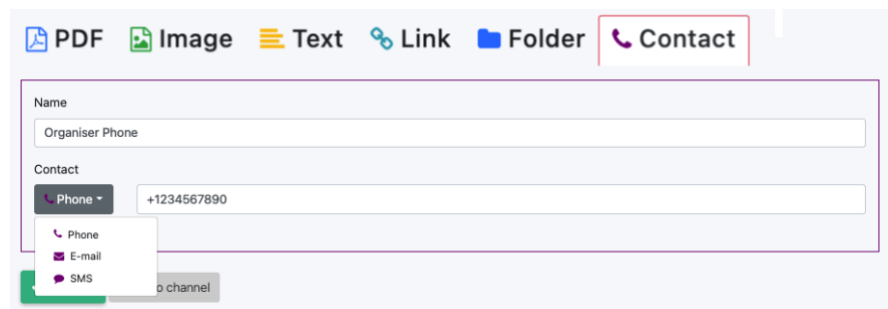
Admin can enter the phone number or email to the contact and name it as appropriate (transportation, medical contact etc). In case of the phone number, Admin needs to determine if the person is reached via SMS or phonecall. Ofcourse, both can be entered in to the admin panel.

Personal Documents*
(available with personal documents feature)

You can send documents only to specific Users, be they teams or people. The idea of the Personal Documents is that some documents are intended only for some Users and not for everyone. The Personal Documents feature is also required for the Feedback option. Personal Documents is an additional option which is not included in the standard app package.

Creating personal logins

In order to create the list of teams or persons who get their own login click on Menu when on the Channel and choose Personal logins.
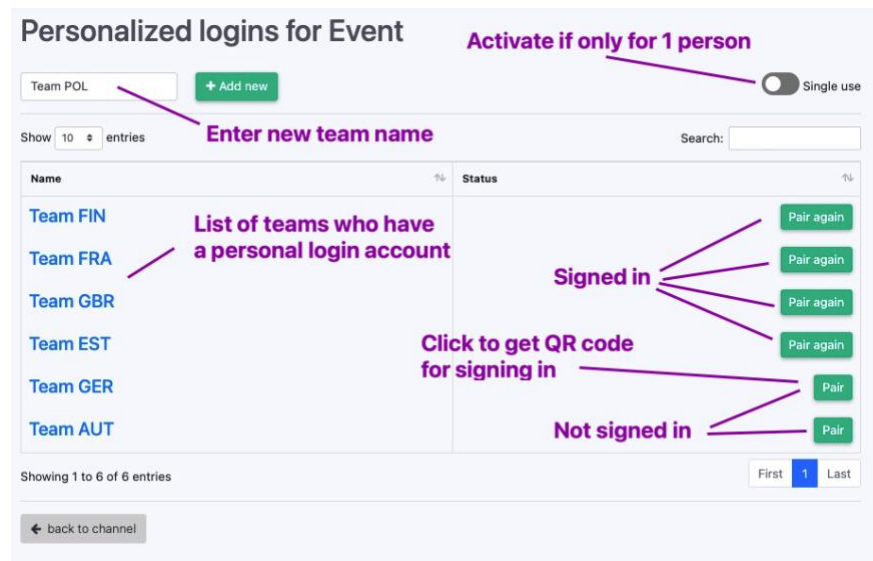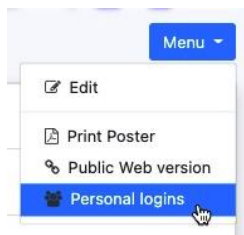

Type in the name of the team, function or a person and click on "+Add new". The Single use button indicates if the logins are valid for only one time sign in or several. Use the Single use button in cases when you want to make sure that only one person receives a particular Personal Document. If Single use is not activated, all the people who have scanned the QR-code created as personal login can see the Personal Documents sent to this user.

Instead of creating the personal logins one by one, the list of Teams/persons can be imported from an Excel by clicking on the small downward arrow next to the "+Add New" button. By clicking on "Import from Excel", a box appears where you can upload your Excel. Please make sure that your Excel contains exactly the same columns as the template which can be opened by clicking on "Use this template"
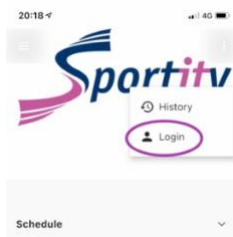
How the Users sign in	Click „Pair" for a particular team and a QR code will appear on the screen. Click on Download to save the image as a png file with the name of the team or a person. Print or save this image and give it to the respective person.
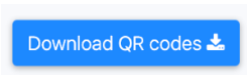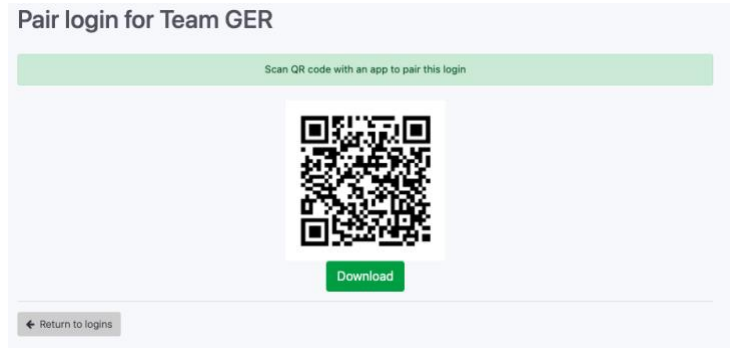
	It is possible to download QR codes simultaneously for all Personal Documents users, by clicking on "Download QR codes" button in lower right corner. This will generate an A4 document with Channel name, Channel password and the name of Personal Documents user as well as the QR code. It also includes guidance how to log in to Personal Document.

| **Upper right button in the app opens Menu**	The User will need to click on the Menu in the upper right corner in the app and then „Login". By clicking the "Scan QR-code" button, the the QR code can be scanned and the user will be signed in to the channel to receive Personal documents.
	In order for Users to sign in, they need to be already logged in to that particular Channel to which the Admin has created the Personal logins

| **How to see who has signed in**	When the User has successfully signed in, the green Pair button turns to Pair again, or in the case of Single use, disappears.
Posting a Personal document	When publishing a Personal document, click on the small downward arrow on the blue „+ Publish" button and Publish personal document will appear.
	Fill out all the fields as usual and click on Select logins. The list of all the teams or persons you have created appears. Click on one or several of them to whom you wish to post the documents and click „Create".
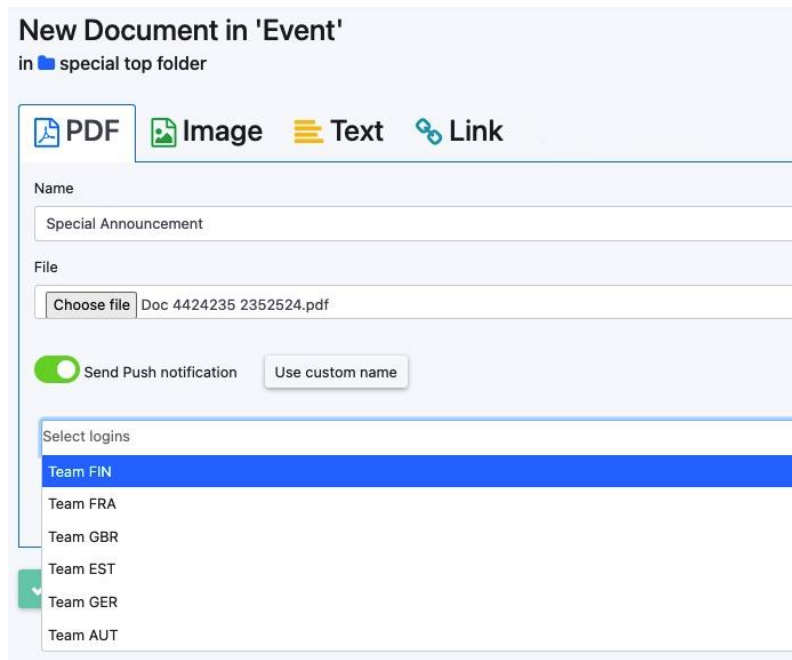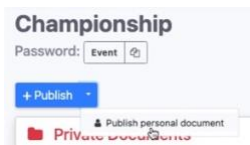
Feedback*

Feedback option is for receiving an answer from those Users who have personally logged in. The Feedback comes in 3 forms: Acknowledge of receipt, Yes or No answer, text answer. Feedback option works only with Personal Documents option.

Posting a document that requires Feedback

Start by publishing a Personal Document. Select logins of the teams or persons from whom you wish to receive Feedback to the document you are publishing and click "Request feedback".
The 3 possible types of Feedback (Confirm, Yes/no, text) appear.
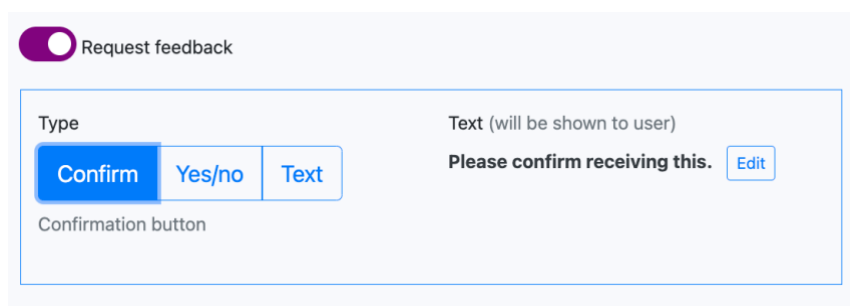
Choose the desired type of feedback.
By clicking "Edit" you can write a message that will be sent to the user with the document that requires Feedback. You can write a text of your choice. By clicking "Save as template" this text will be saved so that you can use it for your next Feedbacks. In this case you have to click "Select template".

How Users see the Feedback

Users will receive a push notification, like with any other posted document. The document with Feedback will be displayed in the special folder, which has the name of the personal login.

In case of Confirm, the User will have a Confirm button on the document. In case of Yes/No type of Feedback, the User will have Yes and No buttons and in case of Text, there will be a text field which the User can fill.

How to see the feedbacks

The published Personal Documents appear in the Personal Documents folder. If Feedback was requested, the status of the feedback (Waiting or Confirmed) is displayed next to the document name. If you click on the status of the document, the Feedback page opens, where you can see when the document was opened and confirmed. In case Feedbacks were sent to multiple users, the Feedback page displays who has responded and who hasn't.
By clicking on Feedbacks on the left menu bar you can see all the Feedbacks you have created.

By clicking on Feedbacks on the left menu bar you can see all the Feedbacks you have created.

*) – Additional feature, not included in the basic package