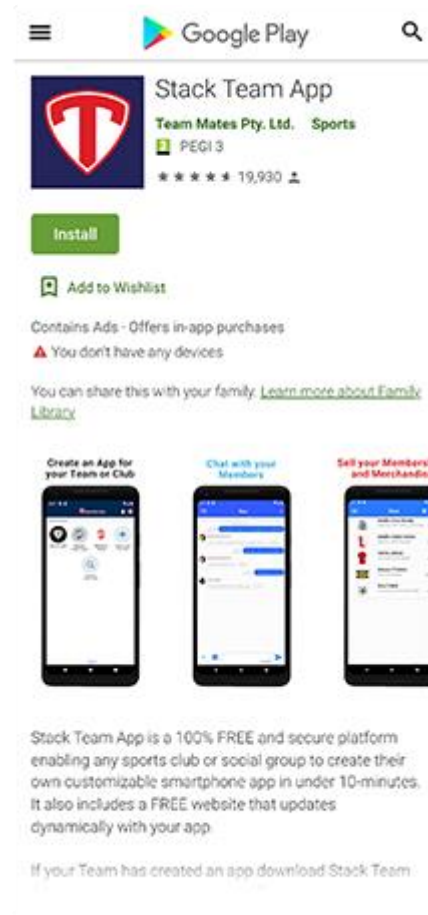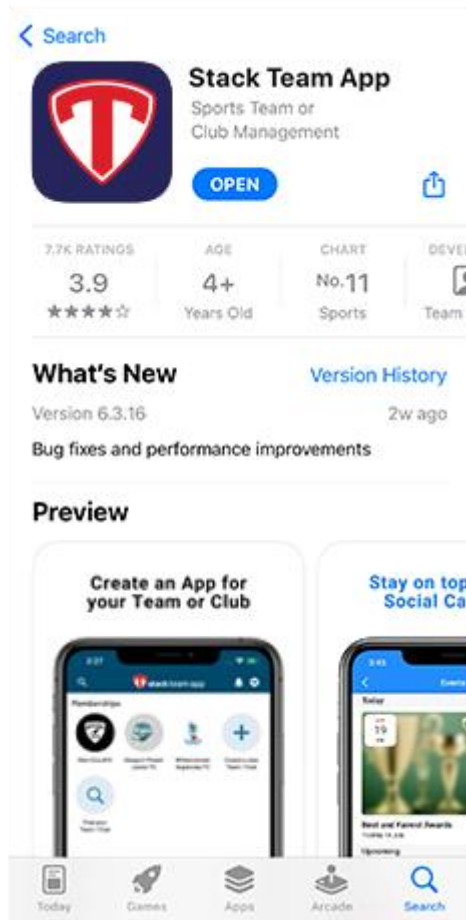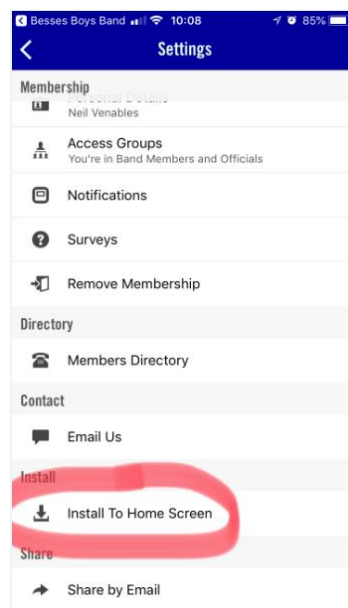# Instructions for using the BBB "Team" App
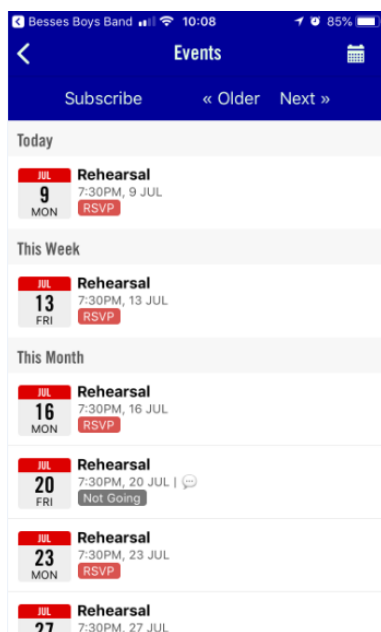
Download Stack Team App from Appstore

1. **Installing the BBB-logo app to your home screen.**

Go into the "Settings" section from the front page of the app and click "Install to Home Screen." This will direct you to a webpage and then automatically add the logo to your homescreen, all you will be asked to do is name the app "Besses Boys' Band."

2. Responding to Events.

If you go into the "Events" section of the app you will see a list of all our rehearsals, concerts and fundraisers:
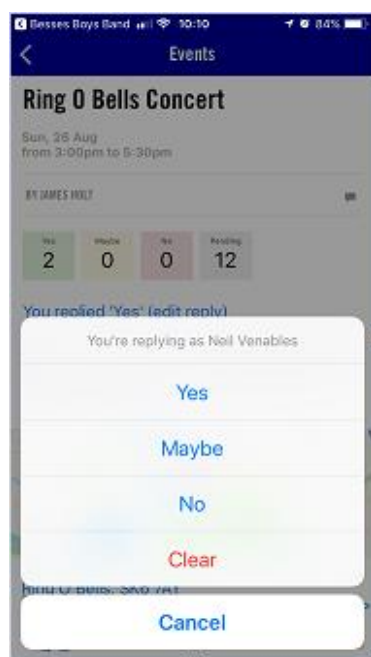

RSVP to rehearsals

We are not asking you to RSVP "Yes" to every rehearsal as this would become tedious and time-consuming. Therefore, we ask that you only use the RSVP function to reply "No" if you are missing a rehearsal, as you can see has been done here for 20th July. A reason for absence is not required in the app but it is essential that your absence is given to the Band Sergeant by phone within the minimum notice period.
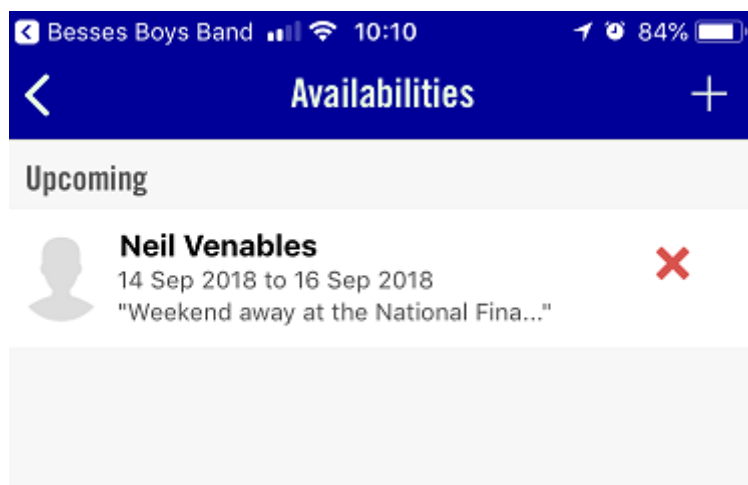
RSVP to concerts and other engagements

In contrast to rehearsals **we would like an RSVP from everyone for all concerts**, either "Yes" or "No" and preferably no "Maybes." If RSVP'ing "no", please give your reason in the same way outlined above. The screenshot on the next page shows you how to RSVP to concert events, although if you've ever replied "no" to a rehearsal you will already know how to do this:

3. Availability

The other feature we'd like you to use is the "Availability" section. This is for when you have extended periods off, for example going on holiday for 2 weeks. The idea of this section will be to help us plan events and to know whether or not to accept jobs. Please note, **adding in a 2 week holiday to the Availability section does not automatically update your RSVPs to "no" for any rehearsals/events during that period so you will need to do this as well.** This section is more for long-term planning rather than day-to-day absences:

General Comments

The idea of using the app is to put onus on individual members to keep us informed of their attendance. This will make the role of band sergeant a lot easier, we hope, as that role will essentially become about monitoring the app and chasing people for their commented reasons for absences where necessary. However, like any system, its success will revolve around us all engaging with the app and making sure we keep our RSVPs up to date and so on. The app will provide notifications, for example to remind you that you haven't RSVP'd to an upcoming concert, and we can set these up so you get a 4 or 8 week reminder instead of a message on the Facebook group. Please note we currently have no plans to stop using the Facebook group for communication, particularly in the medium term as we get used to using the app.