









## Quick tips for using ANNgroups for Members

- 1) Sign in to [www.anngroups.com](http://www.anngroups.com) using your username/passord.
- 2) Groups to which you belong are displayed on the left panel. 'M' indicates that you are a member of this group.
- 3) Click on 'M' adjacent to your group.
- 4) 'Send email' can be used to send email from Ann to either all the members of your group or specific members.
- 5) 'eBulletins/Recent messages' can be used to view the recent messages sent to your group.
- 6) To view the schedule of the games/events for your group, click 'View who is available' link.
  - a. You can click on each event to get more details related to field location, Uniform and other special instructions for the game/event.
  - b. To check your availability/nonavailability for a game/event, click on the icon until it shows your choice (yes, no, undecided)   
  - c. click on the idea box to view or add comments  such as late arrival for a game/event or any other information that the coach should be aware of specific to your player.
- 7) To change your personal information such as email address, phone number,etc, click on 'Enter information needed for this group'.

## Quick tips for using ANNgroups for Organizers

- 8) Sign in to [www.anngroups.com](http://www.anngroups.com) using your username/passord.
- 9) Groups to which you belong are displayed on the left panel. 'M' indicates that you are a member of this group and 'O' indicates that you are organizer as well.
- 10) Click on 'M' adjacent to your group if you want to use your anngroup session as a member.
- 11) Click on 'O' adjacent to your group if you want to use your anngroup session as an organizer.
- 12) As an 'Organizer', you can now 'Manage members', 'send email', 'setup event tracker', 'Update group details', etc.
- 13) 'Manage members' section allows you to add new members, modify existing members.
- 14) 'Send email' can be used to send email from Ann to either all the members of your group or specific members. You can also send email to members from another group that you belong.
- 15) 'eBulletins/Recent messages' can be used to view the recent messages sent to your group.
- 16) Use 'setup event tracker' to create/modify events such as games/practice.
  - a. Use 'get new event' to add a new event.
  - b. Use 'edit all events' to modify all the events at the same time.
  - c. Select a specific event to modify a particular event.

- d. If the events are not listed in the chronological order (by date), then use 'edit all events' and change the 'display order' accordingly.
  - e. Use the 'notes' section to specify uniform color, field directions and other special instructions for the game.
- 17) To view the schedule of the games/events for your group as well as determine player availability, click 'View who is available' link.
- a. You can click on each event to get more details related to field location, Uniform and other special instructions for the game/event.
  - b. To check your availability/nonavailability for a game/event, click on the icon until it shows your choice (yes, no, undecided)   
  - c. click on the idea box to view or add comments  such as late arrival for a game/event or any other information that the coach should be aware of specific to your player.
- 18) To change your personal information such as email address, phone number, etc, click on 'Enter information needed for this group'.