Getting Started With The TeamUp Calendar And App

If you are using the SSC Community TeamUp Calendar only on your computer, you don't need the app. If you are using your smartphone or tablet then it works much better if you use the app.

To set up the app:

1. Download the TeamUp Calendar App from your app provider (Apple Store, Google Play, etc.)

2. Open the app on your device and log in or sign up. If you are signing up for the first time, be sure to follow all prompts and instructions given during the sign up process.

3. On you are logged into the app, you will see your **Dashboard** page, which will have two choices, *Welcome Calendar* or *Add existing Calendar*. Click **Add Existing Calendar**.

4. Copy and past the link below into the box labeled **TeamUp Calendar URL**

   https://teamup.com/ksoeqg7feqhrhzbdb3

5. Click **Add Calendar**.

6. Click **Continue**.

7. Select **SSC Community Program Calendar**

8. The calendar will open and will show the current week's schedule.

9. We recommend you click the menu in the top left corner (looks like a circle with 3 lines) and click on **Day** or **List**. *Day* will change the calendar to show events just for today (instead of this week) but will still look like a typical daily calendar with blocks with event titles on each block. If you choose *List* then the calendar will shift to a chronological list of the events for today. Try both and choose the one you like best.

10. Swiping left or right brings you to the day before or to the next day. If you are looking for a date in the future or past that is more then a few swipes away, you will find it easier to click on the **Month (December)** top left corner. A mini monthly calendar will open and you can select the day you

are looking for or move to another month and select the date you are looking for.

11. When you find the event you are looking for, click on the event box on the calendar. The event will open in a new page where you can see all the details of this event, including **Time** which, like the calendar itself, will always be adjusted for your local time. You will also see the zoom link or phone number and password needed to join the event.

12. When you are ready to join a class or event, carefully copy and paste the **Password**, making sure you are not including any blank space before or after the actual password. Then click on the zoom link. When the link opens, paste the password where appropriate.

13. Enjoy your class!

14. If you missed a class, go to the event on the calendar, open it, and look for the **Recording Link**. Copy and paste the password before clicking the link to the recording. On the recording page, paste the password and enjoy the recording.

Other Helpful Tips

On your computer, you can easily add a link to the SSC Community TeamUp Calendar to your home screen the same way you add other shortcuts to sites on your home screen. Just copy and drag the URL and drop it on your home screen. You can always find the link to the calendar on the www.suficenter.org home page. The basic functions are the same for the computer interface as the app interface.

If you don't like how your calendar appears you can adjust it to show more or less info. Choosing **Day** instead of **Week** will make it more readable on small screens. You can also change the scale of the boxes on the calendar and make other adjustments to set it up how you like.

There are actually 8 different base calendars all integrated on the SSC Community TeamUp Calendar. Each has its own color. For instance, Farm of Peace events are all light purple while SSC Programs are in green and Worship Calls are dark grey.

You can choose which of the 8 calendars you wish to view or not see by going to the menu in the app (circle with 3 lines in the top left corner). From this menu you can select which individual calendars you wish to see by clicking on the eye symbol to the right of each of the listed calendars or if you want to see all of the calendars them just click the eye symbol to the right of "Sub Calendars" (which is the default). Once you selected the calendars you want to show, just swipe left to return to your calendar.

On the app, there are basically only 3 pages you will ever use, The active calendar view page where you see what's happening, the Menu (circle with 3 lines) where you can make changes to how you see and experience the app, and Dashboard, where you choose the Main Calendar you are working with. For most beloveds that calendar will be the SSC Community Programming calendar.

Only people with administrator calendar links can add events and make changes such as add links to events or recordings or make other changes.

If your community would like to start and maintain its own calendar you are free to set it up, add it to your list of calendars, and share the link for your regional calendar with your regional community. Let us know if you need help with this or if you have any questions about how to use the TeamUp calendar.

Useful Links

https://www.teamup.com For general info on TeamUp calendar
https://www.teamup.com/help/general-help/ Help, tutorials for using TeamUp

https://teamup.com/ksoeqg7feqhrhzbdb3 the link to SSC Community TeamUp Calendar.

https://zoom.us For info on using Zoom, you do not need a zoom account to use Zoom but its free and a little easer if you do have an account.

If you still need help, send us an email to share@suficommunities.org. Peace.