



Official Communications Sponsor of AYSO



Use this QR code to try communities in Teams

HOW TO SIGN UP

If you are new to Microsoft Teams, follow these steps to get signed up!

Step 1

Scan this code app on a mobile device to download the Teams from the Apple App Store or Google Play Store



Step 2

Open the app

Select "Sign up for free"

You can use a phone number to sign up or an email address

Step 3

Follow the instructions to create your Microsoft account

Step 4

Scan the QR code in the banner above to join the AYSO Support Community on Teams!

or

Once in Teams, click on the Home button and create a new community.



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HOW TO ADD AN ACCOUNT

Already using Teams for work?

Follow these steps to add a personal account to Teams

Step 1

Open the Teams app on your mobile device

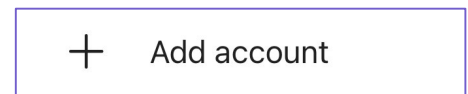
Step 2

Click on your profile picture at the top to open the settings menu



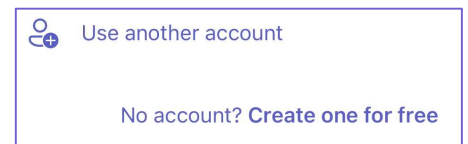
Step 3

Scroll to the bottom and select "Add account"



Step 4

At the bottom of the screen either enter another personal account or create one for free if you don't have one



Step 5

Follow the instructions to create your Microsoft account

Scan the QR code in the banner above to join the AYSO Support Community on Teams!

or

Once in Teams, click on the Home button and create a new community



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HOW TO ADD MEMBERS

**Looking to add folks from a community you own?
We made that easy!**

Step 1

Open the Teams app on your mobile device

Select the community you want to add members to from the Home tab

Step 2

Click on the community name at the top to view the settings

Directly Add Members

From the community settings page, click the add button

From the “Manage Members” page, click the plus in the top righthand corner 

Add a members via phone number or email address.

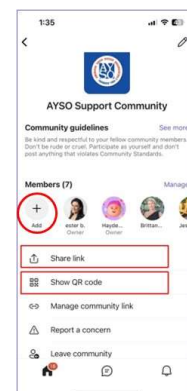
The member added will receive an email or text message letting them know they were added to the community.

Generate a link to share

From the community settings page, click share a link

Generate a QR code to share

From the community settings page, share QR code





HOW TO REMOVE MEMBERS

**Need to make a change in a community you own?
You're only a few clicks away.**

Step 1

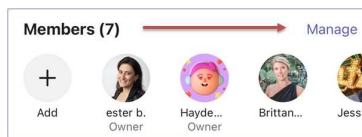
Open the Teams app on your mobile device
Select the community you want to add members to from the Home tab

Step 2

Click on the community name at the top to view the settings

Step 3

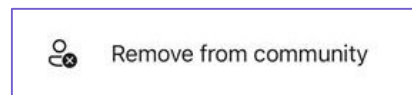
In the members section, tap Manage



Step 4

Tap the member's name, then tap "Remove from community" at the bottom of the screen

- In the confirmation screen, select Remove



Note: After a member is removed from the community, they will no longer have access to the community chat history.



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Microsoft
Teams



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HOW TO USE COMMUNITIES

All set up? What's Next?

Make a welcome post

Create a post to welcome new members. Consider posting important information or having a fun icebreaker

Add events

Create an event via a new post

Or

Create an event in the event bubble at the top of the community

Upload important files

Create a post and upload a file.

These will be visible later in the files bubble at the top

Share links to external content

Create a post and add a link

These will be visible later in the files bubble at the top

Have fun!

Capture and share memories through videos and photos

Find them later in the photos bubble

Share your community with fellow coaches, parents, and volunteers to keep them up to date!

Events

Files

Links

Photos

