



Teamup User Guide

Teamup is the online calendar application we use to schedule ceramic arts resources. Six sub-calendars are used: Clay Tools, Glaze Tools, Kiln 1 green fire, Kiln 1 glaze fire, Kiln 2 green fire and Kiln 2 glaze fire. To reserve the resources for your use, everything you do must be scheduled on the calendar.

Teamup can be accessed from a computer or mobile device and entries are synchronized instantly. We will send you link to your teacher’s CAP calendar. You do not need a *Teamup* account, and you do not need a logon ID or password. All volunteers for the same teacher will use the same link. If you are volunteering in 2 different classrooms, you will be sent a link for each teacher. You can modify or delete events for your classroom but will only be able to ‘view’ all the other calendars. *Teamup* allows you to share your event with your team members electronically or add scheduled events to your personal calendar. Your team members can sign up for your event and enter comment e.g. ‘I will bring boxes.’

Using Your Link on a Computer or through a Web Browser

Find the link we sent you, copy and paste it into your browser. Your class’s calendar will open. Select the green Plus sign in the right upper corner to add the calendar to your Dashboard. To toggle between calendars, go to Dashboard. To remove a calendar, from Dashboard hover cursor over the calendar to be deleted -> select Remove.

Using Your Link in a Mobile App

From your mobile device, download the *Teamup* app. Then go to the email we sent you, copy the link: hold your finger on the link and select copy. Go back to the app then select -> continue without account. In the URL field, delete the contents then -> Hold finger down in URL field to paste. The Blue CAP window opens, tap on it. You are in your teacher’s calendar.

If you are working with two classrooms: To add additional calendars, select the *person icon* (upper right, next to magnifying glass) -> Dashboard -> Select Plus sign -> Connect an existing calendar -> Paste link into URL field. To toggle between calendars, go to Dashboard.

Browser Views of Calendar (showing date picker and ‘hide-show’ feature) and Event Entry Window

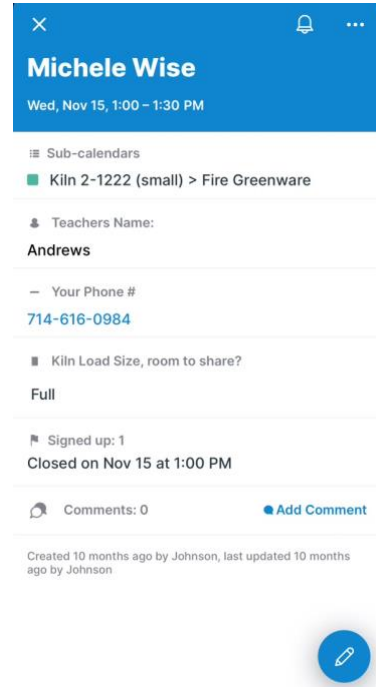
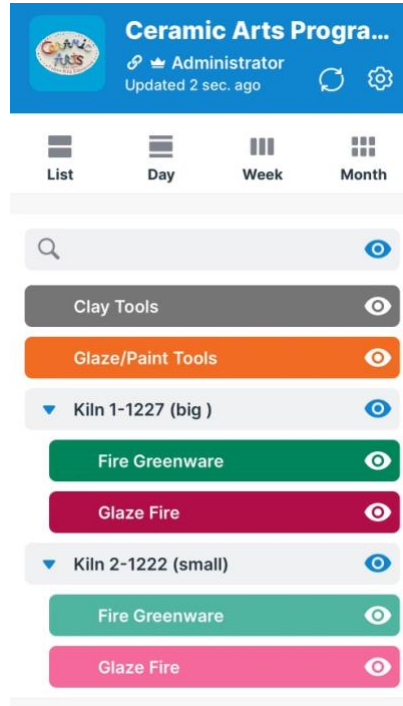
The screenshot displays the Teamup interface for the Ceramic Arts Program at Folsom Hills Elementary. On the left, there is a sidebar with navigation options like 'Calendars', 'Filter', and 'About Teamup'. The main area shows a calendar grid for April 2023 with various events scheduled. On the right, an event entry window is open, titled 'Enter Your Name here'. It includes fields for 'From' (04/12/2022 9:00 AM) and 'To' (04/12/2022 10:00 AM), checkboxes for 'All day' and 'Repeats', a 'Reminders' section, and a 'Calendar' dropdown menu. Below these are fields for 'Teachers Name (required)' (Ramirez), 'Your Phone # (required)' (916-990-6415), and 'KILN load size eg. half, full' (full). Action buttons for 'Save', 'Signup', 'Print', 'Share', 'Options', and 'Delete' are visible on the right side of the form.

Scheduling a Timeup Event or Resource

In the Title/Event field Enter Your Name. Enter the date and start/end times of your event then select the sub-calendar you’re scheduling, enter your teacher’s name and your phone number. If scheduling the kiln enter if you have a full or half load. Remember to select “Save” by clicking on the check mark.



Mobile Device Views of Calendar, Menu, and Event Entry



Getting Started

1. Views are available for list, day, week and month on mobile. In a browser addition views include 8 week and year. On a computer, change the view by selecting from the top menu bar. On a mobile device, tap on the Menu icon - the 3 lines in the upper left corner.
2. Show or hide sub-calendars by clicking the "Eyeball" next to the sub-calendar name. Click it a second time to show it again. This is extremely helpful when trying to find an open kiln date.
3. All users can view all events scheduled on the CAP calendar as Read Only.
4. You can edit or delete your, or your team's entries, using the Edit Event function.
5. To view details of the event on a PC, hover over the event; on a mobile device, tap on the event.
6. When scheduling, the system will allow you to double-book events, even if someone else has already booked that time slot. We allow this because we have enough supplies for at least two classes to create or glaze simultaneously. We also encourage classes to share the kiln. However, you should always check the calendar to assure the resource is available before you schedule.
7. When scheduling the kiln, schedule your time to load at either 8:00-8:30 AM or 8:30-9:00 AM. The later person starts the kiln by 9:00 AM. For glaze fires, return the next day and unload before 8:00 AM. For green fires, return 12:00 PM or later to unload.
8. You can "Share" your events via text or email or add it to your personal calendar by opening the event and selecting the Share button.
9. Your team members can "Sign Up" for your event by selecting the Signup button.
10. You or your team members can enter "Comments" to facilitate communication. Team members enter their name and email address, and a comment field opens.

Should you have questions or encounter any problems, please let us know. If urgent, please call or text.

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