

Heja is a mobile team management program which is free to the user and is available both in the Apple App Store and Google Play.

You will be sent a team code once your fees have been paid. When you enter the team code you simply follow the steps to add yourself (as a parent) and your child/children. Older children can join themselves if they wish to have the app on their phone, but we also recommend you join as their parent.

Following is some information to help you with this process.

How do I add my child?

Parents/Guardians - make sure to add your date of birth when you create your profile in Heja. Then, you can add your child. Here's how:



Written by Sara Stern

Updated over a week ago

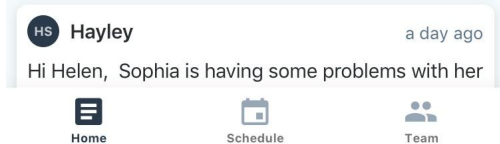
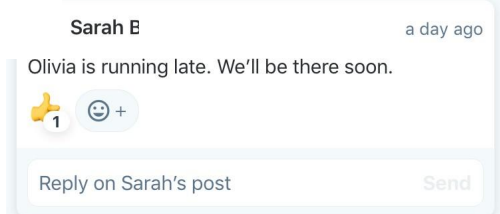
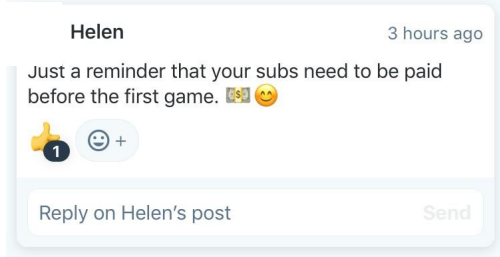
Here are the steps in order for you to add or connect to your child:

- First, make sure you select the Team tab at the bottom right of your screen
- Then, in the top left corner of your screen, you will see an icon with your initials or a profile photo, click that circle
- Look for **Parent/Guardian Connection**, which will allow you to "Add child" or "Connect to a child"
- **Important! Your child's name might already be in the list if:** another parent or guardian added them already or if they are older than 13 and manage their own account. If so, select the child's name and press "Send Request" at the bottom. The other parent or guardian will approve this connection.
- **Choose "My child is not in the team yet" if:** you can't find your child's name in the list, your child is younger than 13 and/or doesn't manage their own account

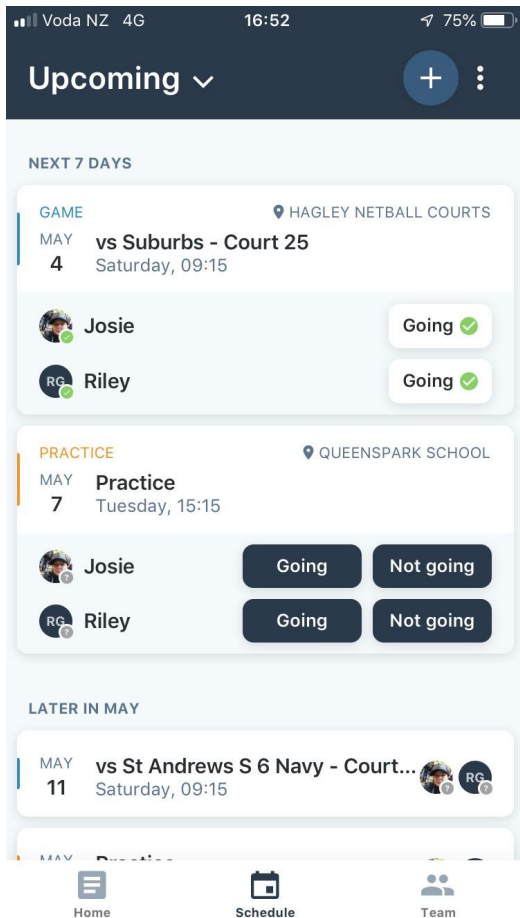
IMPORTANT:

When you add your child's name after their last name add a code which will be used to track age groups for training purposes.

The code is the age group your child will compete in this season and their sex, e.g. Holly Gray **13G**, Armani Lemalu **13B**.

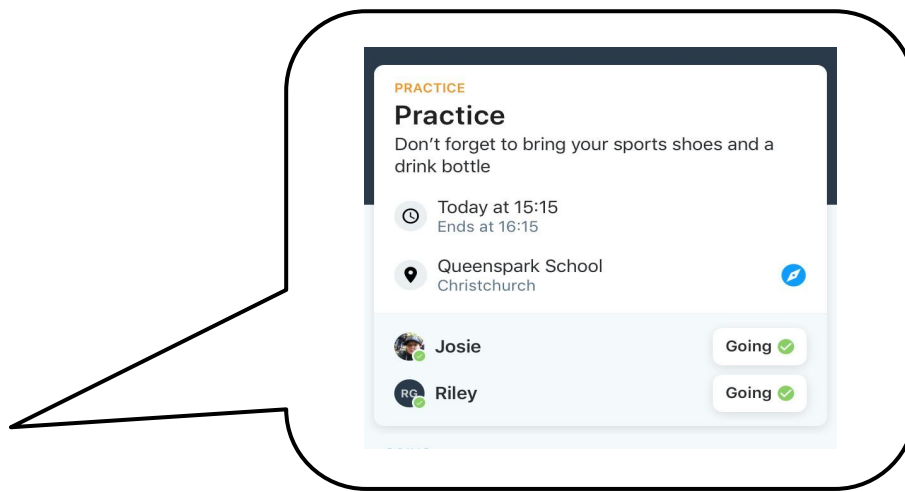
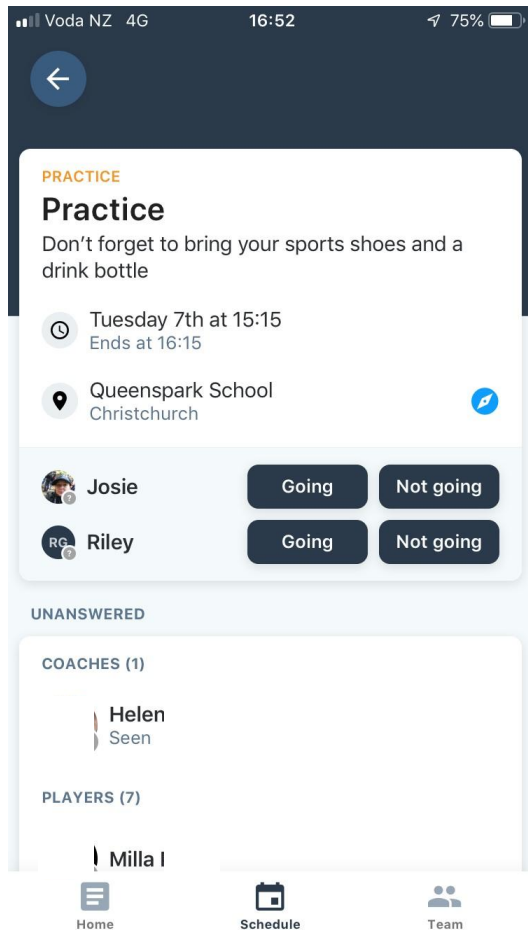


There is message board where comments and replies can be followed under one post.



There is a schedule for training practice and competitions/games.

If training is cancelled it will be done in the app and a notification will appear on your phone.



When you click on the practice for both yourself as a parent and your child/children.

As a parent if you click on '**Going**' that will mean **you will be remaining at the grounds** for the training session and **will be available to assist the coaches**.

If you select 'Not Going' you are dropping off your child/children and will not be available assist the coaches.

This will give us an indication if we have enough support to run the training session.

How/When are activity reminders sent out?

Reminders will help the parents and players set their attendance in a timely manner.

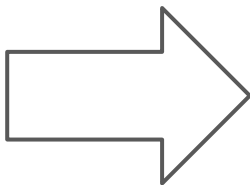


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The team will receive reminders and notifications in a number of situations so the coach has a better understanding of player availability.

Here's the breakdown of when they happen:



- **Morning of** the activity (one to players who have already RSVP'd and one to players who have not RSVP'd)
- **Two hours before** the activity starts
- **Sun, Wed, Fri** reminders for the following week
- Whenever a coach **updates** an event or **cancels** an activity, attending members will receive a notification of that change
- Within 7 days of the event
- Coaches can **manually remind** players by clicking on the activity and remind players who have not yet answered by choosing the "Remind now" button

Can everyone see my contact info?

How to change your privacy settings to choose who should see your personal information.



Written by Sara Stern
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You can choose what details are displayed publicly on your profile such as phone numbers or address.

In Heja, you have the option to adjust whether you'd like to share your personal information with your team or not.

- Click the **Team** tab in the bottom right of your screen
- Next, in the top left of your screen you should see a circle, this is your personal profile - click that
- Then click on **Privacy settings** and you will see a few options, this will allow you to customize the visibility of your personal information