

## SOCIAL RIDERS TEAM APP USER MANUAL

Pedal Power is using Team App to coordinate our social rides. All information related to the social rides will be conveyed and updated using this app. To participate in any of our social rides, please follow the instructions below to sign up on Team App.

### For Mobile Users



1. Download 'Team App' from the App Store or Google Play.
2. Sign up and create an account with Team App. You may be asked to fill in some private details. Pedal Power only needs the following details: **Name, Email, Phone, Emergency Phone**

You can leave the rest of the fields blank.



3. Click **Find your Team/Club** and enter **Pedal Power** and search. Click on the Team with this logo.

4. At the top of the screen, tap on '**Request to join this team's app**'. Select a ride group you wish to join. Tick I agree to provide my membership details below to Pedal Power and fill in the following: **Name, Email, Phone, Emergency Phone**

You can leave the rest of the fields blank.

5. Click **Send** and you've successfully joined! You can join other ride groups if you wish.
6. To participate on a social ride, go back and click on events (you can either select a calendar or listing view at the top right corner of your screen). Select the ride you want and click on 'Are you going? (reply here)' to RSVP. Save your reply option and you are all set! You also have the option to edit your reply if your plans change.

\*\*When you exit the app, the Pedal Power Team will be on the Team App home page. If you cannot see it, scroll down/up to refresh the page and the team will appear. You do not need to log in to use the Team App.

### For Desktop Users (or those who cannot download the app)

1. Go to the following link: [https://pedalpoweract.teamapp.com/?\\_webpage=v1](https://pedalpoweract.teamapp.com/?_webpage=v1)
2. Click on the 'Join' button at the top of the page. It will prompt you to fill in your details (similar to point 2 and 4 above).

\*\*Unlike the mobile, you will be required to log in every time if you log out. Your email will be the username and the password can be emailed to you if you have forgotten it.

3. To participate on any social ride, go back and click on events (you can either select a calendar or listing view at the top right corner of your screen). Select the ride you want and click on 'Are you going? (reply here)' to RSVP. Save your reply option and you are all set! You also have the option to edit your reply if your plans change.

If you face any difficulties in joining the app or using the functions, please contact [office@pedalpower.org.au](mailto:office@pedalpower.org.au) for technical support.

## FREQUENTLY ASKED QUESTIONS

### What details are required for Team App?

- On your initial sign up, Team App will require your Personal Details which may include your email address and date of birth. When you join a specific ride group, Pedal Power only collects the following information: Name, Email, Phone, Emergency Phone. You can leave the rest of the fields blank.

### How do I update my details?

- Click on the **Settings icon** and select **Personal Details** to update.

### How do I join a ride group?

- Click on the **Settings icon** and select **Access Groups** and the ride group you want to join. Only the Name, Contact Number, Emergency Contact Number are required. You can leave the rest of the fields blank.

### I sometimes miss the notifications on Team App. Can I get an email instead?

- If you wish to be reached via email only, click on the **Settings icon** and disable **Notifications**. If push notifications are off, you will receive notifications via email.

### I want to attend a ride but I cannot see the ride or RSVP. Help!

- This is because you have not joined the ride group. Take note of the ride group name. Click on the **Settings icon** and select **Access Groups** and the ride group you want to join. Only the Name, Contact Number, Emergency Contact Number are required. You can leave the rest of the fields blank. After you joined successfully, you can go back to the ride and RSVP.

### Can I participate on the rides without registering on Team App?

- We strongly encourage you to download the app or register through the online website. When RSVPing to any of our social rides, the Social Rides T&C must be read and accepted. This is a requirement for the participation of the social rides and can only be completed by registering on Team App and RSVPing to the ride.

### How do I leave a ride group?

- Click on the **Settings icon** and select **Access Groups**. Click and confirm the ride group you want to leave.

### I am no longer interested in the social rides. How do I leave this app?

- Click on the **Settings icon** and select **Leave this Team App**. Select Yes to leave the team and delete your membership. You may also choose to delete the app from your mobile.