



# Team Pot

## Inhaltsverzeichnis

<b>Welcome</b>	<b>3</b>
<b>Preparations</b>	<b>4</b>
<i>Name of team</i>	4
<i>Members</i>	5
<i>Penalties</i>	6
<i>Achievements</i>	7
<i>Bookings</i>	8
<i>Punishments</i>	9
<i>Event-types and Fees</i>	10
<i>Miscellaneous</i>	10
<b>Start an event</b>	<b>11</b>
<i>Start a new event</i>	11
<i>Determine presence</i>	11
<i>Note penalties and achievements</i>	12
<i>Collective penaltie</i>	13
<i>Ending the event</i>	14
<b>Bank and Accounts</b>	<b>15</b>
<i>Member accounts</i>	16
<i>Bank</i>	19
<b>Statistics</b>	<b>21</b>
<b>Upgrades</b>	<b>22</b>
<i>Statistic-Package</i>	22
<i>Backup n' share</i>	24

# 1.Welcome

Welcome to **Team Pot**, the kitty for your iPhone!

The Software **Team Pot** supports you in your doings as treasurer of your sports-team. Save yourself time by not having to manually account for single penalties, the calculation of the current balance and the contributions of the members.

- Manage the list of members, the catalog of penalties and booking templates.
- Lay down the member fee, it will be booked automatically on an event.
- Make note of every penalty (e.g „Belated“, „Missed penalty“, etc.) for each member by just tapping your iPhone twice.
- Penalize more members collectively with a collective punishment.
- It allows you to display the balance and the due-amounts of single members.
- Enter the dues of the members and the costs for e.g. the jerseys or a team-trip.
- Check out the rankings for different penalties in the statistics, either for a particular event or all events.
- 30 Members, 50 Penalties, 50 Winnings, 50 Bookings, 120 Events

## *Hint:*

*Before you start, you should read this manual at least once. Many questions that may come to mind can be resolved doing this.*

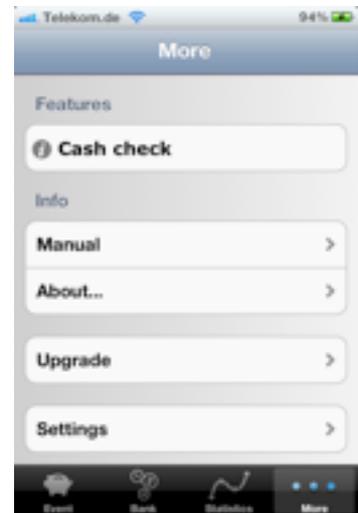
In case you need help with this software, just tap the little gray „i“.

Greetings, Marco Becker

## 2.Preparations

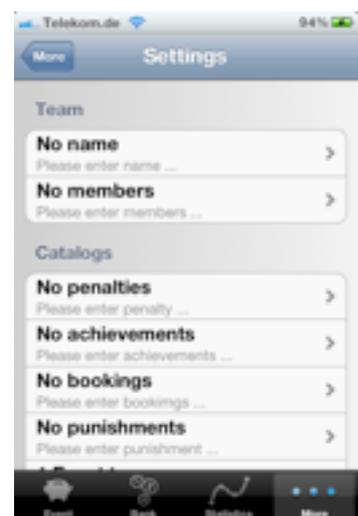
Before you start working with **Team Pot**, you must enter some vital settings.

In order to do this, change to the tab „More“ and then tap „Settings“.



### 2.1.Name of team

In the section of „Team“ you can change the name of your team and then save it.



## 2.2.Members

Also contained in the section „Team“, you can find the list of members.

Tap „Edit“, then „new member...“ to add members to the list.

Then, add the name, date of birth, and the email-address of the member.

The point of adding the date of birth is to see which member's birthday it was since the last event.

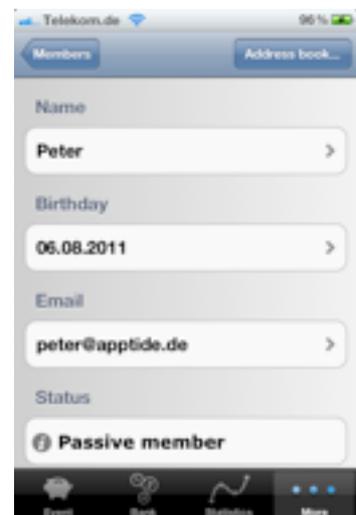
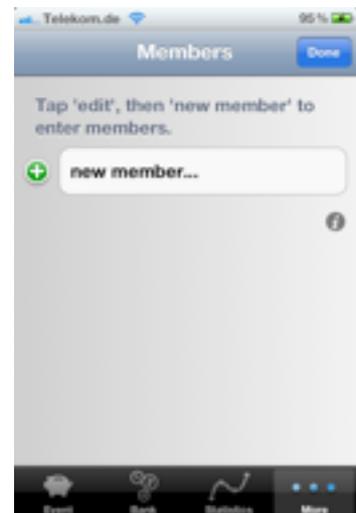
The email-address is used if you add the statistics-package.

If a member of your team will not be playing for an elongated amount of time, you can set the status of it to “Passive member”.

This member will then not be accounted for automatic bookings.

In order to spare you unnecessary entries, you can also transfer the members from your contacts.

To do this, tap “Address book...” and choose the member you want to add.



Add all members of your team.

*Hint:*

*When you have tapped "Edit", you can change the order of entries, and if you want, adjust it to the seating arrangement of your club.*

## 2.3. Penalties

You can account for the catalogue of penalties in the section : "Catalogs". Go about doing this just as you did with the members, to clarify the penalties.

Good examples for penalties are: „Missed penalty“, „Unexcused absent“ or „Belated“.

During an event, a penalty can be pronounced for members.

The cost of these penalties is defined in the list of penalties. When a penalty is pronounced, the account of the member will be charged with the specified amount.

Are the costs of a penalty not previously determined, for example if an amount is determined only in a game, you can check "Enter fine when booking". The specified amount is proposed to when pronouncing the penalty, but it can be changed.

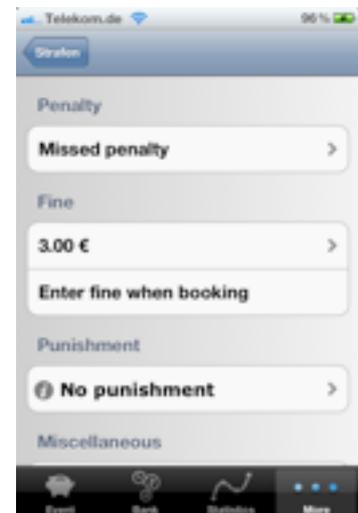
If a punishment has been specified, you can add it to the costs. In the accounts of members, or in the register itself, you can see the punishments that have been imposed on the members and mark them as paid.

With penalties, that are used often, mark „1-Click-Penalty“. By doing this, you need less time to put down the penalty during an event.

Enter all penalties of your club into the catalog of penalties.

*Hint:*

*If you have tapped „Edit“, you can also change the order of the entries.*



## 2.4.Achievements

The achievements are quite similar to the penalties. In contrast to a penalty, the account of one member is not charged, but the accounts of all others are.

Good examples for winnings are "Scored a goal" or „Held penalty“. If a member „Scored a goal“, all other members – of course only the present ones- have to pay 0.20 €.

If the costs of achievements are not specified beforehand, if for example an amount is determined during one game, you can mark „Enter fine when booking“.

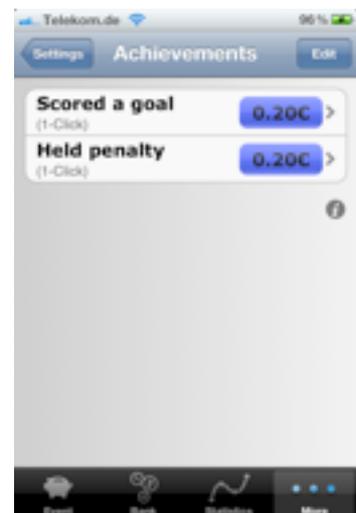
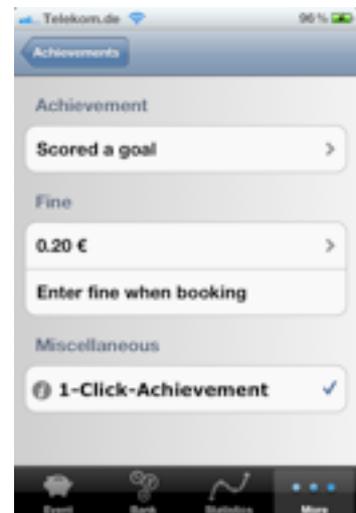
The specified amount will be proposed when putting down the achievement, but can be changed.

If achievements are used frequently, tap „1-Click-Achievement“. By doing this, you will need less time to put down all the achievements in one evening.

Enter all achievements of your team into the catalog of achievements.

*Hint:*

*When you have tapped "Edit", you can change the order of entries.*



## 2.5. Bookings

With penalties and achievements the accounts of members are charged and then entered into the register. There are, however, many other choices of bookings for accounts and the register itself.

For example, members deposit money in their accounts, in order to meet the penalties and settle the achievements. For this, it is recommended to have a booking template "Pay in" in the register.

Furthermore, costs for the cleaning of jersey, for day-trips and BBQs, bookings can be added, too.

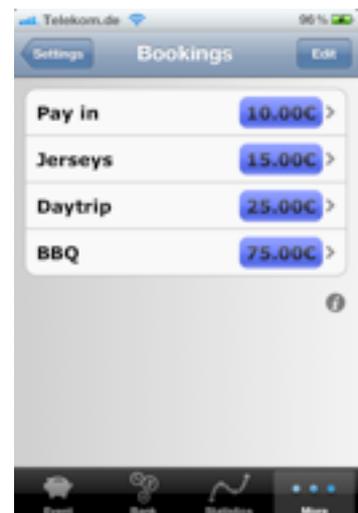
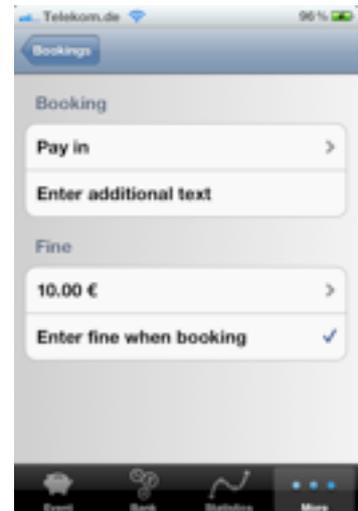
You can also add the additional text for bookings, for example for the booking "weekend trip" and "2011". To do this, tap the template of bookings at „Enter additional text“.

Of course, you can check "Enter fine when booking" as in penalties and achievements.

Enter all necessary bookings.

*Hint:*

*When you have tapped "Edit", you can change the order of entries.*



## 2.6.Punishments

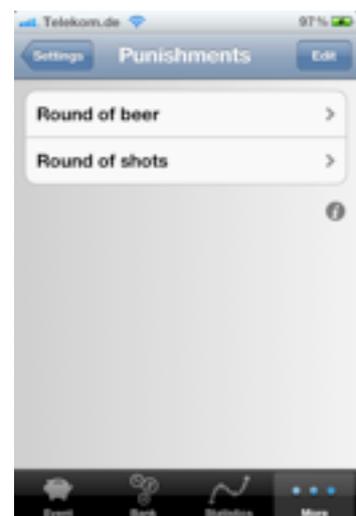
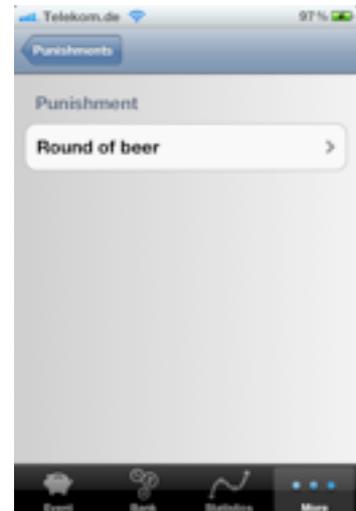
Oftentimes the members have to pay the penalties imposed on them not with money, but with objects. A good example for this is „Round of beer“ or „Round of shots“.

Determine these punishments in the list of punishments. When you enter the penalties into the catalog, you can add a punishment to a penalty. You could, for example, penalize “Belated” with a “Round of beer”.

When you enter the penalty “Belated”, the member that is to be penalized will be noted with the punishment that was determined before.

In the account of this member, the penalty will be listed, and there you can also delete it with the “delete gesture” when the member has completed what was listed there.

You can find a list of all noted punishments under “Bank”. There, too, the penalties can be marked as completed.



## 2.7.Event-types and Fees

Events can be divided into different types. For a Sports-team it could be „training“ or „game“.

You can define a different fees for every event-type.

In the section „Fees“ of an event type you can determine how much each member has to pay per event, if it is „present“ or „Absent“.

In the example, every account will be charged 1€ for everyone that is present on a game (e.g. for the costs of traveling).

If a member is not present, the account will be charged for 5€.



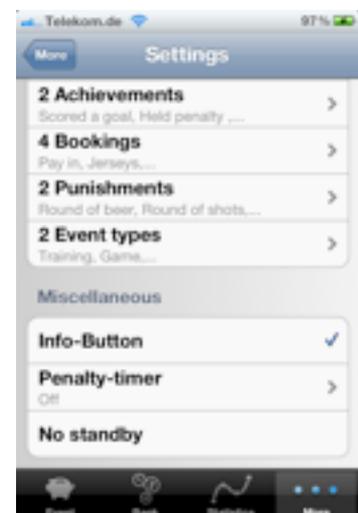
## 2.8.Miscellaneous

In the section „Miscellaneous“ you can determine whether the Info-Buttons should be visible or not.

Choose a time period for the Penalty-timer. After you charged a member with a penalty, the iPhone will return to the overview of the event automatically.

When you have not entered anything over a longer period of time, your iPhone will go to sleep automatically.

If you want to prevent this, check „No standby“.



## 3.Start an event

After you have now made all you settings, you can now start an event.

### 3.1.Start a new event

In order to do this, choose the tab „Event“. Tap the button „+“ in the top right and enter the date of the event.

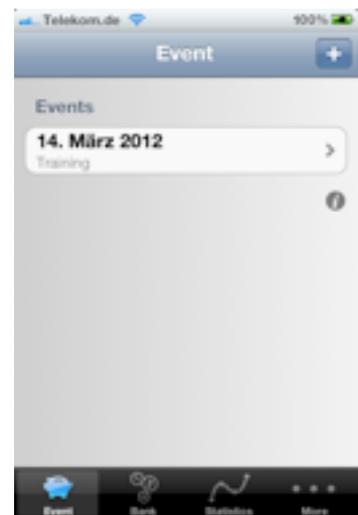
If you entered more the one event-type, you got to choose the event type.

The new event will be listed in the list of all events.

Press the displayed date, to edit a certain event.

*Hint:*

*Delete the event with the „delete gesture“.*



### 3.2.Determine presence

Determine the presence of members. To do this, tap „Present“ (top right).

Remove the checkmark of those members, that are not present.

With the button „Edit“, you can fit the order to e.g. the seating arrangement. You can go back to the event-screen by tapping „Events“ in the top left.

*Hint:*

*After you have taken the attendance, switch to the register. You will notice, that the dues for each member for either „present“ or „absent“ will be deducted automatically.*



*Do you need 2 randomly chosen teams, or random teams of two?  
Shake your iPhone!*

### 3.3. Note penalties and achievements

Now, for this event, only the present members will be shown.

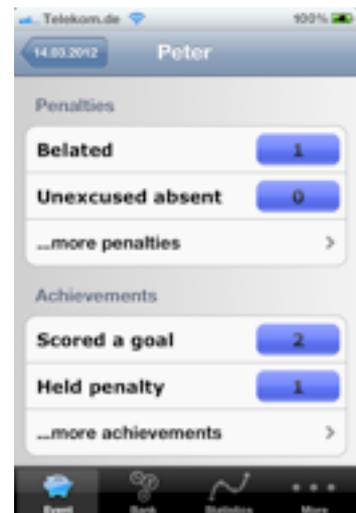
If a penalty or an achievement has to be noted (if, for example, someone misses a penalty), just tap the corresponding member...



... and afterwards the penalty or achievement. The number of noted penalties will be displayed in the field to the right.

Here, only the „1-Click-Penalties“ and „1-Click-Achievements“ will be displayed. All others can be found under „...more penalties“ and „...more achievements“.

There, you can also delete an already noted penalty or achievement. For this, use the known (from other apps) „delete gesture“.



*Hint:*

*Look at the register again. All penalties and achievements have been accounted for automatically.*

### 3.4. Collective penalty

If you have to note the same penalty for more than one member, you can do this conveniently with a collective penalty.

Tap „Collective penalty“, ....

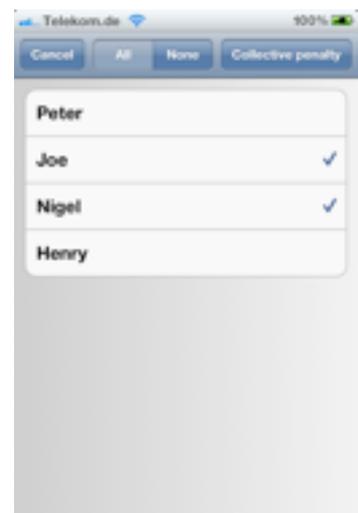


...and then choose all members, that should receive the penalty.

Confirm the entry with „Collective penalty“ at the top right.

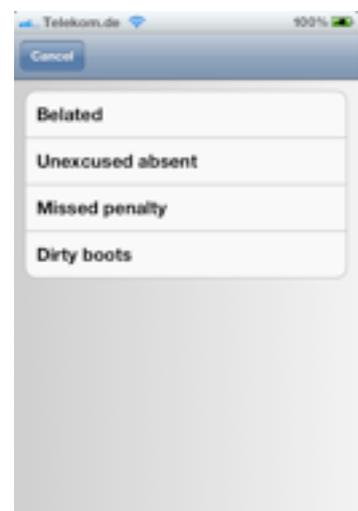
*Hint:*

*With the buttons „All“ and „None“, you can quickly select and deselect members.*



Then, choose the penalty that will be noted down.

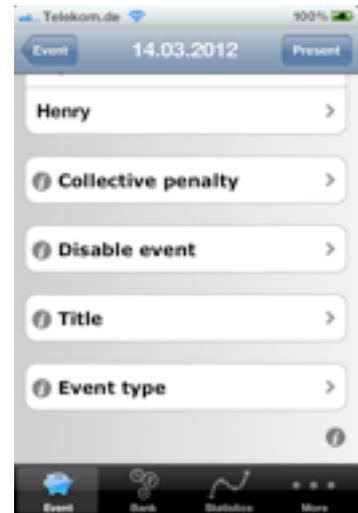
Choose for example: „Game lost“.



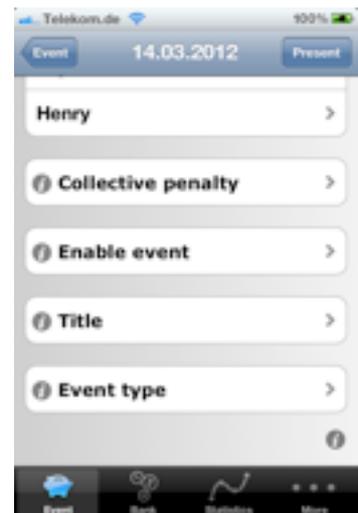
### 3.5. Ending the event

At the end of the event, you can finish the event here. Tap „Disable event“.

Afterwards you can still see the results of the event, but not make any changes to it.



If you want to change something of the event later on, you can tap „Enable event“.

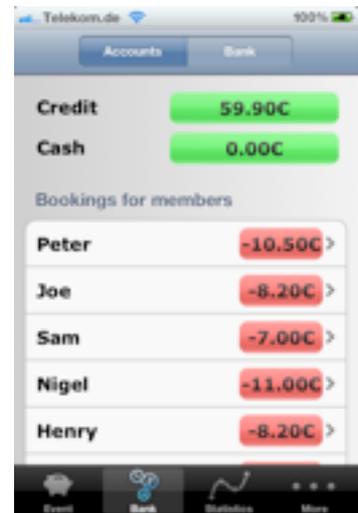


## 4. Bank and Accounts

Now, you have successfully spent your first event with **Team Pot!**

With the tab „Bank“ you can now see, what amounts have been paid into the bank.

With „Credit“ the amount of money in your register will be shown. „Cash“ shows you, how much money is in the bank. In the example, there was 59.90€ earned:



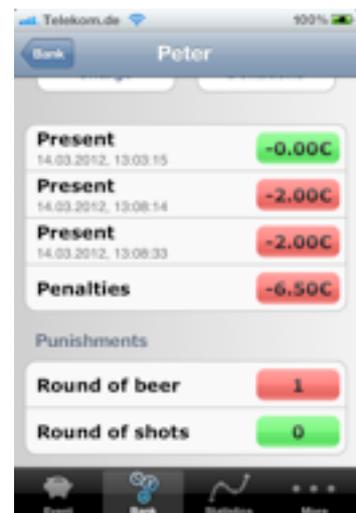
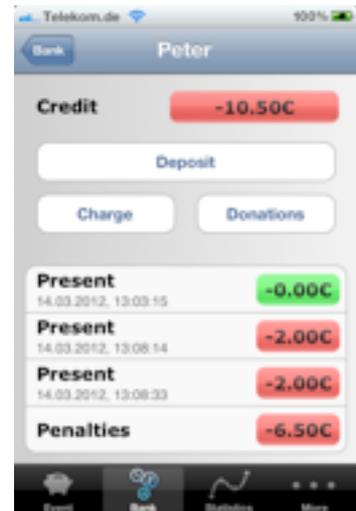
„Cash“ is still at 0.00€, because no member has paid yet.

## 4.1. Member accounts

Open the account of one member, by tapping the name of that member.

On the top, the balance of the member will be displayed, and in the list below all bookings that have happened will be shown. The bookings of penalties and winnings will not be displayed.

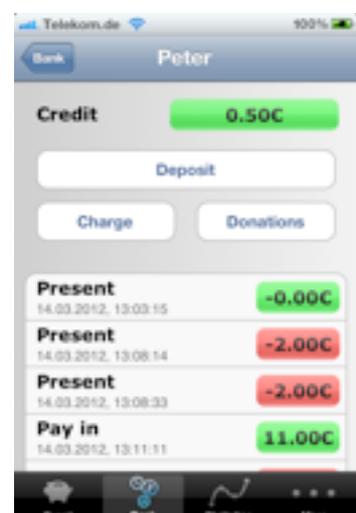
In the example, Peter still has to pay 10.50€.  
Additionally, going by this example, he has to give a "Round of beer".



### 4.1.1. Deposits

If the member wants to settle its debts, tap „Deposit“ and choose the corresponding booking template, for example „Pay in“. With this template, it is known that the costs of the booking are to be entered when the booking is done. Change the amount to e.g. the recommended 10€ into 14€.

This booking causes the account of the member to be newly calculated.



#### 4.1.2. Settling of punishments

If a member settles his punishment, you can delete the punishment with the "delete gesture".

*Hint:*

*The imposed punishment is being kept in the statistic even after it has been settled. When you open the bank, you will see a list of the open punishments. They can also be deleted there.*

#### 4.1.3. Donations

If a member wants to donate a small portion of his account, tap "Donations".

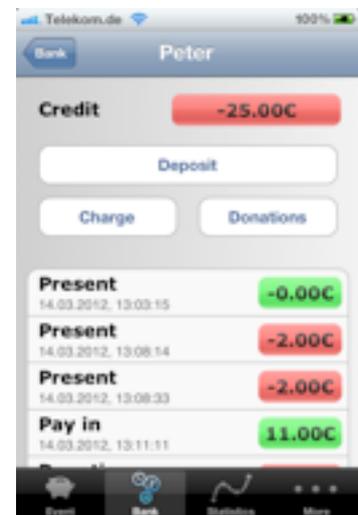
The account of the member will be charged with what is on his/her account, and afterwards, the account will be balanced out.

#### 4.1.4. Charging

If, for example, a member still has to contribute to a planned trip, tap „Charge“ and choose „Day trip“. Enter the extra text „2012“, so that the booking will still be organized.

*Hint:*

*A booking for a tour can be handled as a collective booking, too.*



#### 4.1.5. Collective booking

If you have to book the same booking for more than one member (e.g. the contributions for a trip), you can conveniently do this with a collective booking.

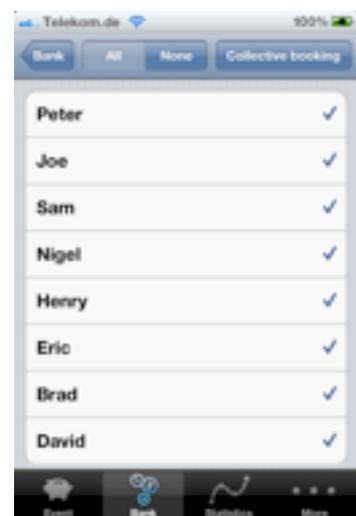
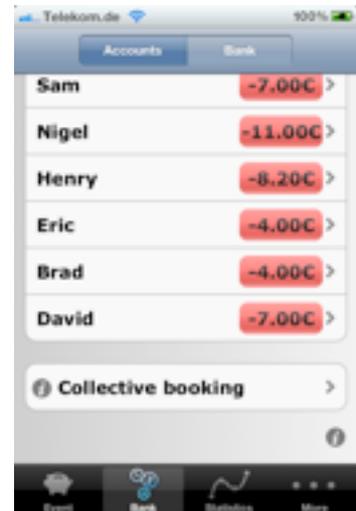
Tap „Collective booking“, ....

...then choose all members, for which the booking should be performed.

Confirm the entry with the button „Collective booking“ on the top right.

*Hint:*

*With the buttons „All“ and „None“ you can quickly select or deselect members.*



Then, choose the booking that should be performed.

Choose, for example „Daytrip“.

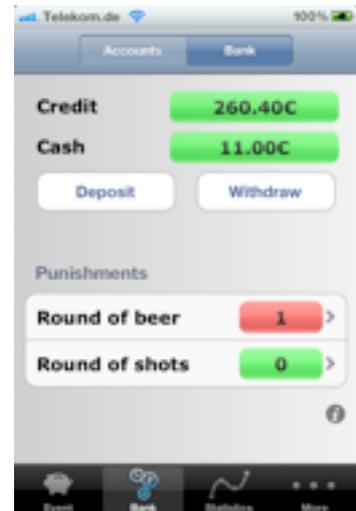


## 4.2. Bank

When the accounts of the members are being displayed by tapping the tab „Accounts“, you can tap the button „Bank“ at the top right to change to the bank. You can change back by tapping „Accounts“.

The balance of your bank will be displayed. In the balance, the dues of members are already accounted for. This is the balance after all members have paid their dues. „Cash“ shows you, how much money „really“ is in the bank.

For the example, cash was first paid into the accounts of the members for them to have „Cash“.



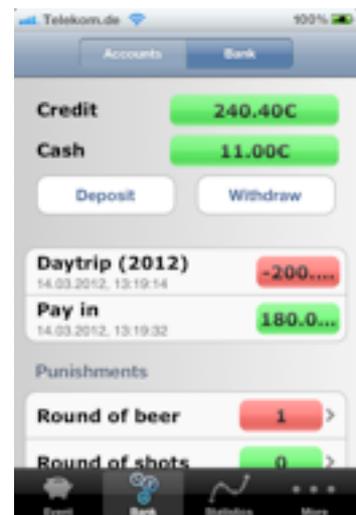
### 4.2.1. Withdraw

You can also withdraw money from the bank, for example for your next BBQ. Tap „Deposit“ and choose the right bookings template and enter (if needed) the amount and expenses.

### 4.2.2. Deposit

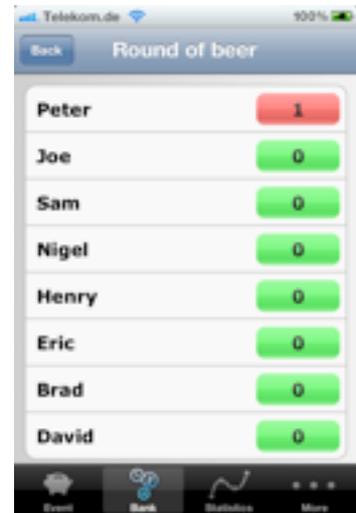
If money is supposed to be deposited into the bank by another way, you can add the amount to the bank. Tap „Deposit“ and choose the corresponding template for bookings.

For the example, the template „Pay in“ was changed, so that you can enter a new text.



### 4.2.3. Appropriate penalties

The punishments will be displayed in the bank.  
Tap on a punishment and you'll see, who has to pay it.



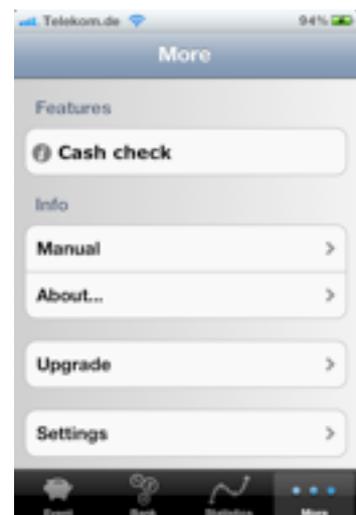
### 4.2.4. Cash check

**Team Pot** allows you to enter the data of 120 Events.  
It is recommended, that you perform a „Cash check“  
at the end of the year.

With that, all bookings are added to one booking so  
the account balance is obtained.  
The same happens with all bookings of the bank.

Afterwards, all penalties, achievements and events will  
be deleted.

Now you can begin a new year with **Team Pot!**



## 5. Statistics

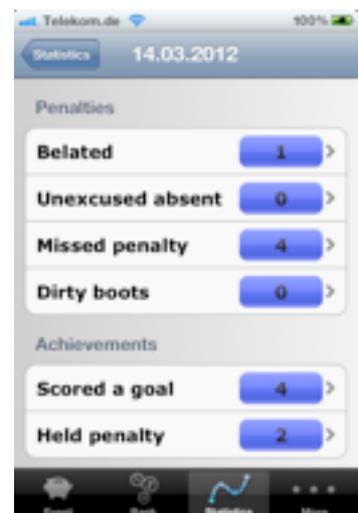
There are many evaluations that are hidden in the tab „Statistic“. Choose a certain event to see the evaluations and statistics for this event. You can also choose „All events“, and the displayed values are the sum of all events.



It will now display the number of each penalty and each achievement for the chosen period.

In addition, you can also review the following:

- Penalty in €
- Attendance and
- Donations



When you tap the single evaluation a ranking is displayed.

Please see also the chapter "Upgrades"!



## 6. Upgrades

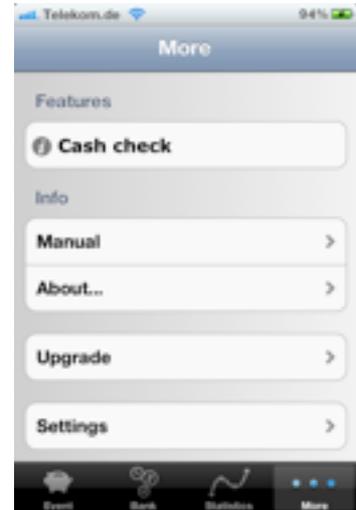
There are some useful upgrades available for **Team Pot**. You can enable them under „More – Upgrades“. The upgrades are of course bought with Apples app store.

Look at the examples on „[www.apptide.de](http://www.apptide.de)“ to decide if you like these upgrades.

### 6.1. Statistic-Package

The Statistic-Package allows you to

- display evaluations graphically
- send summaries of events as pdf via email
- send bank statements to members
- send financial reports



#### 6.1.1. Graphical evaluations

In addition to the rankings in for the evaluations you will see the distribution as a pie chart.

By tapping the button in the upper right corner you can change the graphic to a flow chart. Now you see, for example, the number of a penalties per events.

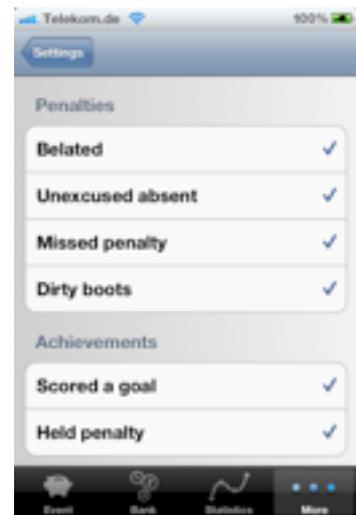
The red line displays the number of penalties for the chosen member, the yellow line is the average.



### 6.1.2. Summary of an event

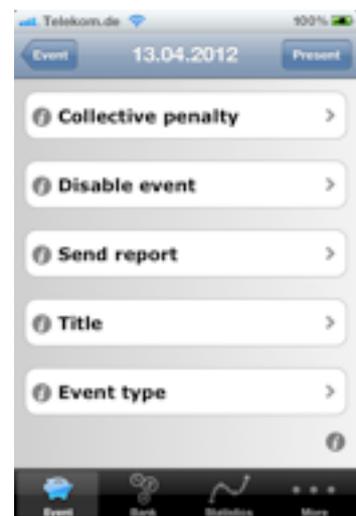
At the end of an event you can send a summary to all members.

Go to "More – Settings – Report" to determine which evaluations will be shown in the summary.



Change to the event you want to send a summary of, then tap on "Send report".

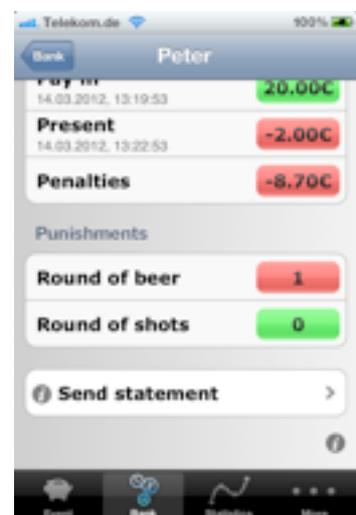
Team Pot creates an email with a pdf-file for each member and sends it to every member with a valid email-address.



### 6.1.3. Bank statements

Change to a member account to send a bank statement.

Press "Send statement" to generate an email with the statement attached.



#### 6.1.4. Financial reports

Change to the bank to send a financial report.  
Press "Send bank report" to generate an email with the report attached.

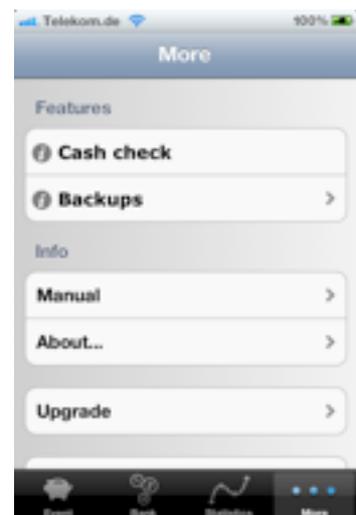


#### 6.2.Backup n' share

All your data (penalties, bookings, etc.) and your settings are stored in a database on your iPhone. This database is not synchronized with iTunes or iCloud.

- With the Backup n' share Package you can
- Save different versions of your data on your iPhone.
  - Restore previously saved data.
  - Send the data via email.
  - Restore data you received via email.

Tap on "More – Backups" to manage you data.



##### 6.2.1. Create backup

Unser „More – Backups“ you can see, wich backups have been stored. You'll find the backups of your iPhone under "Local", the backups you received via email under "Email".

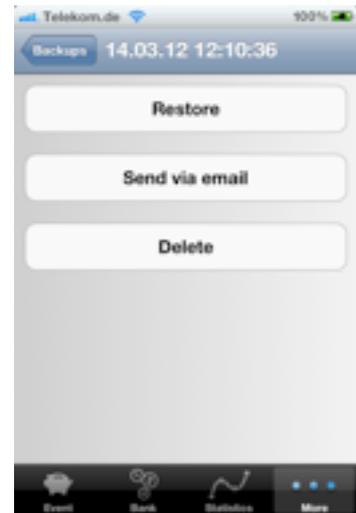
Tap on "+" to create a new local backup.



### 6.2.2. Restore backup

Under „More – Backups“ tap on the backup you want to restore.

Choose “Restore” to exchange the current data with the data of the backup.



### 6.2.3. Send backup via email

Under „More – Backups“ tap on the backup you want to send via email.

Choose “Send via email” to send the backup.

### 6.2.4. Receive a backup

If you received a backup via email, tap on the attached file and then on “Open in Team Pot”.

The backup will be stored under “More – Backup – Email”, there you can restore it.

