



Welcome to Doodlio Teams

What is Doodlio Teams?

Doodlio Teams is a modern, simple to use communications tool for school sports teams. It is designed to make it easy for coaches and parents to keep up with team activities, including last minute schedule changes. We developed Doodlio while working very closely with schools and parishes, including St. Monica School, and we're very excited for the opportunity to rollout Teams for spring sports at St. Monica.

Doodlio Teams is part of a suite of tools and services designed to address the unique needs of Catholic church and school communities. At this time, we are only rolling out Doodlio for Teams at St. Monica.

Key features of Doodlio Teams include:

- **Group messaging for coaches and parents**
Send and receive group messages and attach files, photos, or videos.
- **Team calendars**
Keep track of all practices and competitions with the team calendar. Coaches can include a link to view the location and get driving directions in Google Maps or Apple Maps.
- **File sharing**
Distribute files to other members of the team, including permission forms, pictures, or documents.
- **Direct messages between coaches and parents**
Private one-to-one messaging between coaches and parents.
- **Apps for iPhone, iPad, and Android**
Download the app to get the most out of Doodlio Teams. Receive instant notifications of new messages or changes to practice and game schedules. Sync the team calendar with your device calendar for easy access.
- **Translation**
Get all parents involved in the conversation. Messages can be automatically translated to and from over 100 languages.

How to Sign Up

You will sign up using the email address that you have on file with St. Monica. Simply go to www.doodlio.com and click on the Sign Up button. The screen shown below will appear. Input the required fields and click the “Register” button to complete your registration.

Register ×

Welcome to doodlio. Setting up your account is fast and easy.

Please register using the email address on file with the community that you've been invited to join. If you don't know which email address to use, contact the community administrator who issued your invitation. If you belong to another doodlio community under the same email address you do not need to register again. Your new community will automatically be tied to your existing doodlio account.

First name

Last name

Email Address

Password

Confirm Password

By using doodlio, you agree to our [Privacy Policy](#) and [Terms of Service](#)

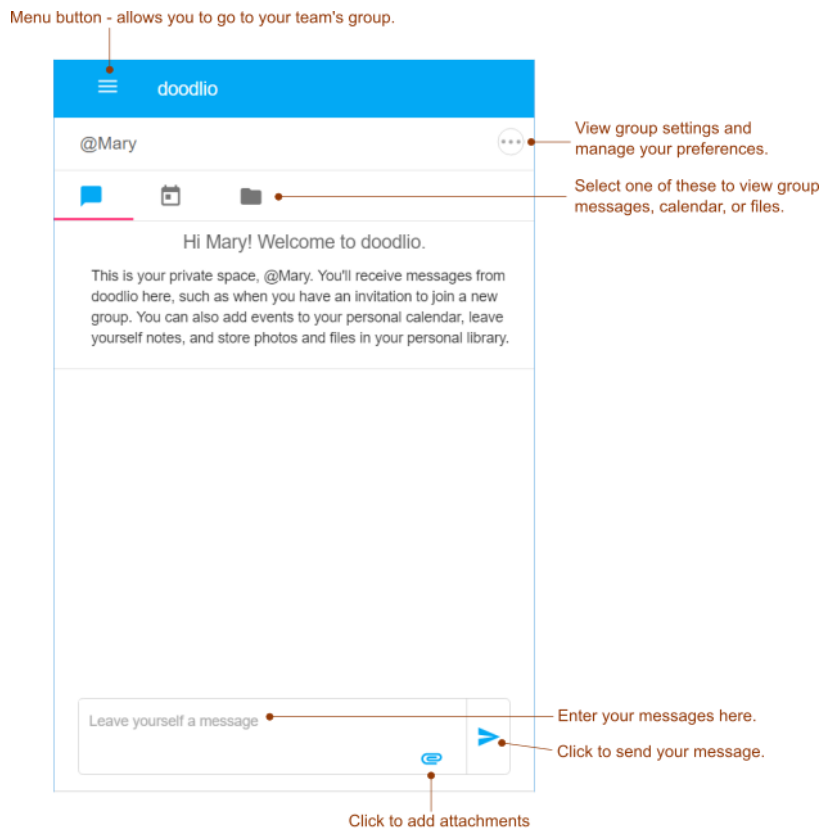
Use the email address you have on file with St. Monica School

Create a new password with:
- At least 8 characters
- At least 1 uppercase and 1 lowercase letter
- At least 1 number

Getting Started

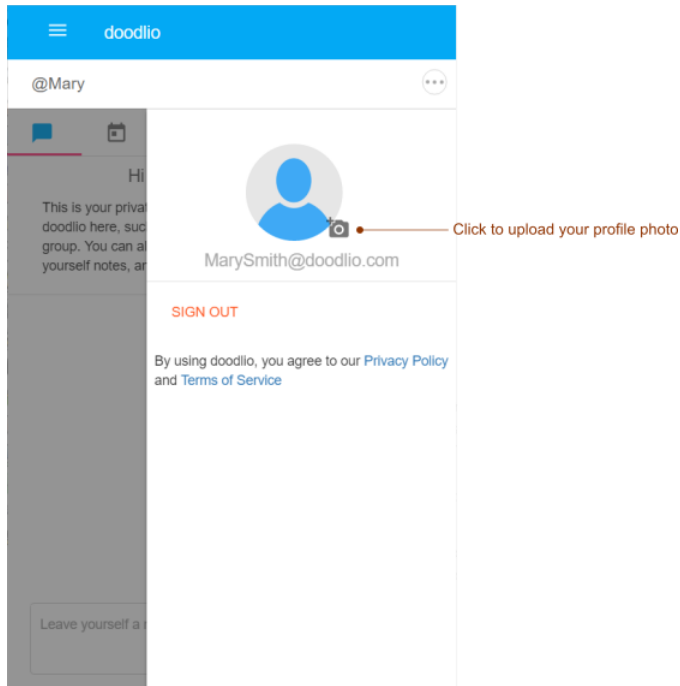
Doodlio's design is similar to other messaging applications and is likely to be familiar to users of those applications. We have provided some information here to help you get started.

The picture below shows how the app will appear when you first login and some of the main functions.



When you first login to Doodlio you will see your personal space. This space is an area where you can leave yourself messages, maintain a personal calendar of events, and upload private files. The space is even named after you! So, if your name is Mary, the name of your personal space will be @Mary. Your personal space is a great place to try things out and become familiar with the application.

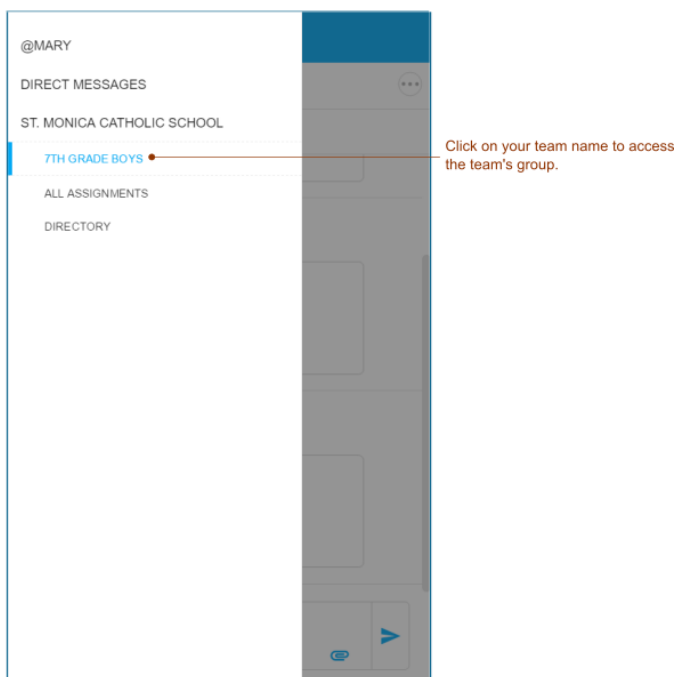
If you click the group settings button (⋮) while in your personal space, you can upload a profile photo. The screen will appear as shown below. Simply click the camera icon and select the photo you want to use for your profile. You can also sign out of the app by clicking the Sign Out link.



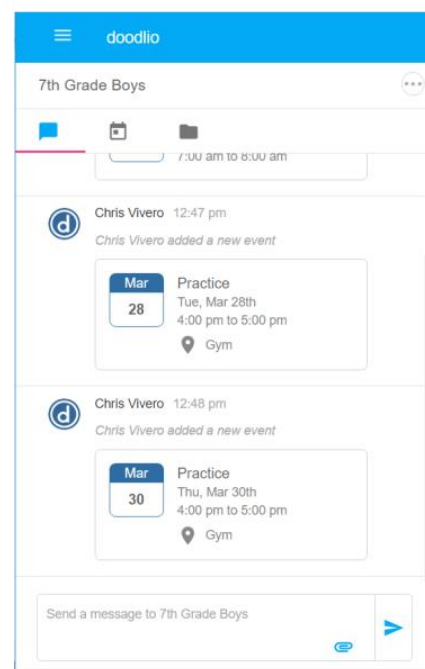
How do I access my team?

To view your team group, click the menu button (☰) in the upper left side of the app screen. This will display a menu of the groups that you have access to.

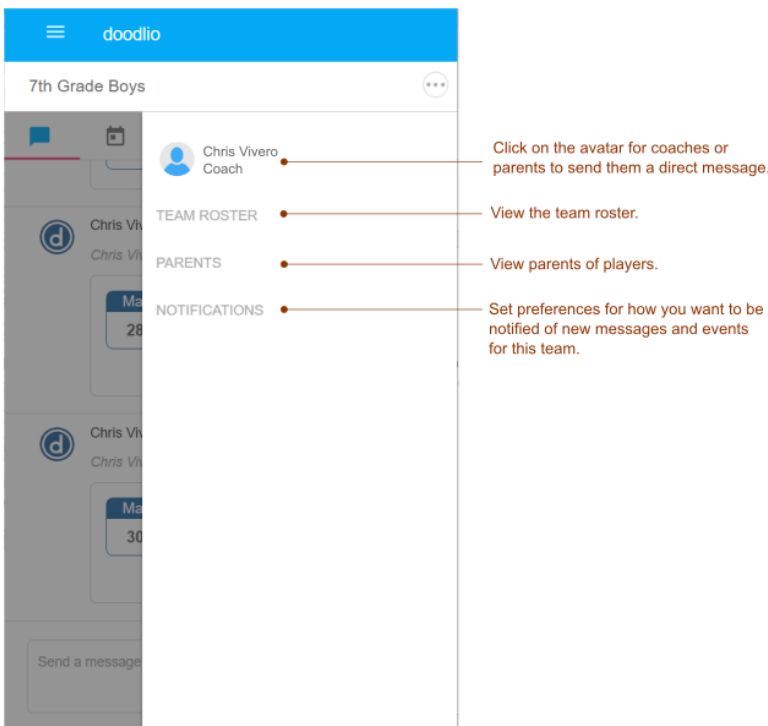
Simply click on the name of your team...



to view your team's group messages



When viewing your team, you can click on the group settings button (⋮) to view details and settings for your team.



You can enable translation of all messages that you send and receive in the St. Monica School Community. To turn on translation, click the menu button (☰) and select St. Monica Catholic School in the menu. Then click the group setting button (⋮) to show options for the St. Monica community. Click on Translation to display the settings menu. Click the check box to turn on translation and then select your desired language. All messages you send and receive from that point will be translated to and from your selected language.

