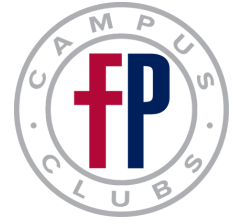# APP TRAINING

Step One - Ensure you have an account in the First Priority Club app.
- Download the First Priority Club app on your smartphone.
- Type in your phone number and follow the prompts on the screen.
- You will then be directed to your account, or you might need to wait for approval. If you are told to wait for your account to be verified, email Kristina@fpofamerica.com to prompt your approval process.

ANDROID DOWNLOAD

IOS DOWNLOAD

Steps two through five can be completed on your smartphone app; however, you might find it easier to complete the next steps on the desktop version. The web address is app.firstpriority.club. The login process and flow are the same on either device.

Step Two - Add your areas.
- Click on "My FP" from the menu.
- At the top of the screen, you will see a dropdown menu that says "Meetings." Click the arrow to the right of that word, scroll down, and click on "Areas."
- At the bottom right side of your screen, click on the "Add area" button. Name the area you would like to cover and follow the prompts on the screen.

Pro tip: Knowing how you want to define your area is important. Consider the various counties and parishes you cover and create a new area for each of those counties. Note: if you have Area Coordinators, your setup process will allow them only to see schools in those areas. So, if you don't have areas defined by counties, you might label them as general areas like "Northern Region" or "The South Side." Use labels that best represent the way you have structured your organization.

Step Three - Add your schools.
- Once you have areas set up, you can go through them and add schools.
- In the "My FP" tab, go to the same dropdown menu where you found "Areas" (located at the top of the screen) and click on "Schools."
- Though the process will be similar to adding Areas, with schools, you want to be very specific about each school where clubs meet. Add each school to your account before moving to step four.

Pro tip: Make sure that you put the correct address for each school in the account. Our system uses a process based on their device location to ensure that students are added to the appropriate districts/chapters. If zip codes are not correct in your account, students run the risk of being added to our overall database and getting lost in the process. We can recover those students, but it would save time if this step was done correctly.

Step Four - Add your clubs.
- In the "My FP" tab, use the same dropdown menu at the top of your school and click "Clubs."
- In the bottom right corner of your screen, click on "Add club."
- You will then be prompted to fill in information for each club. Name the club in a way that helps you identify that club. Consider a naming method like "HHS First Lunch" or "CMM Morning." Keep it simple here.
- Next, select the school from the list you created in step three.
- Add a Coach to this club from the dropdown menu. Don't worry if you haven't added their info yet; just select "None," and we can add that later.
- Select a Sponsor from the following dropdown menu to add to this club. Again, we can add that information later if you still need to add it to the system.
- Next, you can create defaults for this club. This is very helpful when adding meetings. If you know the time and location for that club, set that info here. If you don't know that info, just skip this because you can either add it each time you set up a meeting or change the defaults at any time.
- Lastly, if you want, you can set default roles for this club. You can either add a default club position like "Speaker" or "FollowUp" or just leave it blank. You can also set defaults for specific students if you know one student will always play that role in this club. Again, leave this blank, and you can also add this info when creating a club meeting, or you can change the defaults later.

THIS IS WHERE IT GETS FUN! *The "boring" stuff is done! If you follow steps 2 through 4, you may never have to touch those again unless you add new schools or change the club defaults. We will have other videos and guides available if you want to change your current structures and information.*

Step Five - Add Meetings.
- In the "My FP" tab, find the dropdown menu at the top of the screen. By default, Meetings is selected. If you are in another section, you will want to select "Meetings."
- Below that dropdown menu, you will see a filter icon and three tabs: Upcoming, Recent, and Unreported.
- Filters: Use this to help you filter through the meetings below to find the school or club you are looking for. This can be helpful when trying to view only the meetings at one school.
- Upcoming: This view helps you see all your scheduled meetings in your district/chapter.
- Recent: These are your recent meetings with a club report submitted.
- Unreported: These are recent meetings that do not have a submitted club report.
- We've designed a simple club report for your Club Coaches or Faculty Sponsors to complete. This process will also prompt the appropriate parties to remind them to fill out their club reports if they have not done so.
- To create a meeting, click the "Add meeting" button at the bottom right of the screen.
- Select the club in which you are creating a meeting for.
- Name the club meetings. Try to avoid getting too specific here. We suggest using something simple. This name will be repeated at every club meeting.
- Add a location unless one is set by default in the club settings.
- Add a start date.
- Add an End date. You can also create one meeting by selecting the same date as the start date, or you can create as many recurring meetings as you would like.
- Add a start and end time.
- Lastly, create the roles for that club if you have them already planned. If not, you can edit the roles for each individual meeting later.

Once you've added meetings, you have completed the getting started guide for your area! We have additional resources available for editing meetings, verifying Student Leaders, and changing settings.