



QUICK START GUIDE

Welcome to BYGA!

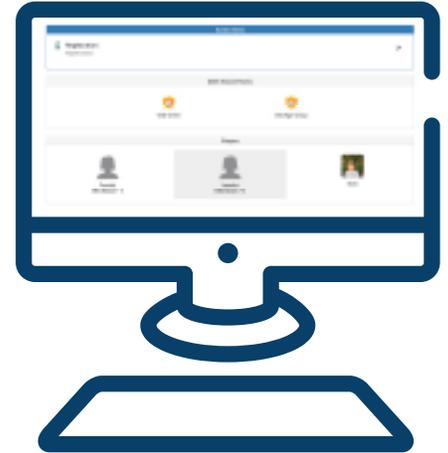
Step 1. Initial set up & Account Activation

A link will be sent via email from your club to activate your BYGA account, typically through a registration workflow or being added by an active user on a player profile.

Using a **Web Browser** for the initial set up is required to activate your BYGA account.*

Once an account is active, the same credentials are used to login to the BYGA mobile app.

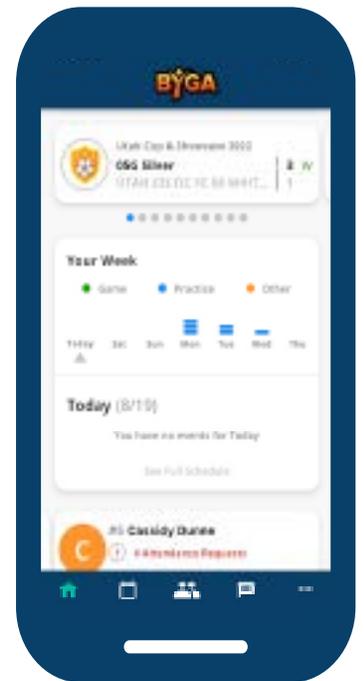
**If unable to activate your account: Accounts typically do not become active for veiwng until the player has been added to a team. Please contact your Club Administrator for questions regarding your account setup or team placement.*



The BYGA App

Step 2. Downloading the BYGA App

1. After activation, (Step 1 above), search "BYGA" in your either Apple App Store or Google Play, and download the application to your phone.
2. Open BYGA app, and using the same **email** and **password** that you used to create your account in Step 1, enter your BYGA account information.



Quick Guide

Forgot Password

1. On the Byga app login page, select "Trouble logging in? Click here" located at the bottom of your screen.
2. Enter your email address associated with your Byga account and select "Recover Account"
3. Follow the instructions sent to your email to change your password.
4. Use the new password when logging into both web and mobile app.

How to add another contact

1. From the Byga mobile app, → "more" section (the three dots in the bottom right corner)
2. "My Account" → the Players tab
3. Select your player's name
4. Select the Profile tab then → "Invite Contact"
5. Fill out the contact information, → "Invite contact", an email will be sent to the email provided

How to receive notifications

1. First check your phone settings, under Settings → BYGA app → Notifications and confirm notifications are turned on
2. In the BYGA app, click on the "more" section (the three dots in the bottom right corner)
3. Click on Settings → Messaging Preferences
4. Here you can toggle off/on notifications

Registering your player

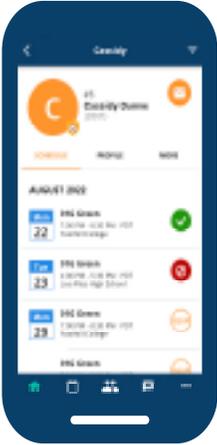
1. After your player has been added to a team, you will receive an email with instructions on how to register.
2. You will be prompted to enter your account information to complete the registration process.
3. A confirmation email will be sent informing you your registration was successful, a link will be provided to "View Invoice" click link to see your invoice.

How to find your invoice or change your payment option

1. Using a web browser, or from the BYGA app, click on the "more" section (the three dots in the bottom right corner) → Web Version → Three lines top right corner → profile (silhouette / photo)
2. Under your profile select "Billing"
3. Select invoice
4. To update payment information, select invoice → add new account information.
5. Processing a payment will be required to confirm accuracy of account information.

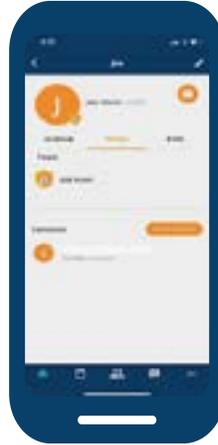


BYGA Features



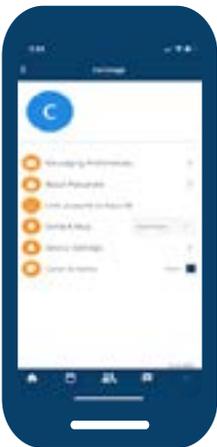
Schedule:

This will allow you to update availability. RSVP allows players to either confirm or decline availability.



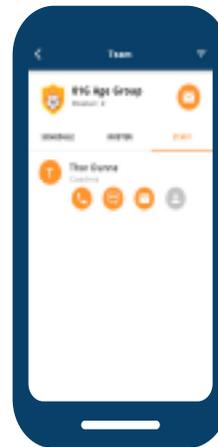
Adding Contacts:

Add additional users to view a players' profile and calendar.



Stay Up to Date:

Make sure notifications are turned on in BYGA Mobile App & Phone settings.



Chat with your team:

Chat live with all team members. This allows you to openly communicate with everyone on your team.

Frequently Asked Questions

<https://www.byga.net/support>

- How to [Find Your Club](#) on BYGA?

You should have received an email invite from your club using your email account. You may want to check your Junk/Spam folder.

Can't find the invite, use [Find Your Club](#) https://clubs.byga.net/find_club . Enter your email and follow instructions. If your account is not found, please contact your club administrator to get an invitation to your club's BYGA service.

- Do you have video tutorials?

Self help videos can be found on vimeo <https://vimeo.com/byga>