

# Sunbears Cloud Service Registration and Setup Tutorial

## Web Portion

### Step One: Creating an Account To create an account:

- Navigate to our homepage at <https://sunbears.com> and click the "Register Now" button
- Choose whether you would like to register with Facebook, Google, or simply with your email address. (1)
- Once registered, a confirmation email will be sent to your email address. Follow the link in the email and log in to proceed with joining Sunbears. (2)
- Once logged in, choose between creating a new subscription or requesting access to an existing team.\*\*
- On the subscriptions page, select the subscription plan that works best for your team. There are silver, gold, and platinum plans (platinum having a higher level of access than gold, and gold higher than silver). (3)
- On the payment page, fill out the form with your billing address and credit card information. (4)
- If you have a promotional code, you can enter it into the coupon field.

**\*\***If requesting access to an existing team, the owner of the team subscription will need to approve your request. Once your request is approved, you will have access to the team.

**1**

Verify your email for Sunbears Test

4:30 PM (1 minute ago)

Click here to Reply, Reply to all, or Forward

**2**

	SILVER	RECOMMENDED GOLD	PLATINUM
Annual Plan	\$40 / \$4.00 Buy annual plan and save up to 25% Billed as one payment of \$480 / \$13,200	\$125 / \$13,875 Billed as one payment of \$1,500 / \$16,500	\$168 / \$18,480 Billed as one payment of \$2,016 / \$22,176
Save	11%	16%	25%
Monthly Plan	\$45 / \$4.50 Select this plan	\$148 / \$16,428 Select this plan	\$225 / \$24,975 Select this plan
Trial period days	14	14	14
User accounts	3	7	20
Recorded matches	30	Unlimited	Unlimited
Statistics	Basic	Basic	Basic

**3**

Billing information

Country \*  
USA

State \*  
Massachusetts

City \*  
Boston

Zip \*  
02222

Address (line 1) \*  
15 Georgie St

Address (line 2)

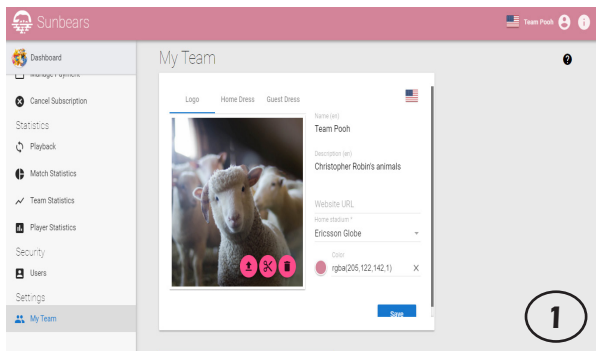
Credit card

4242 4242 4242 4242 04/24 242 4242

Coupon

TUTORIALTIME

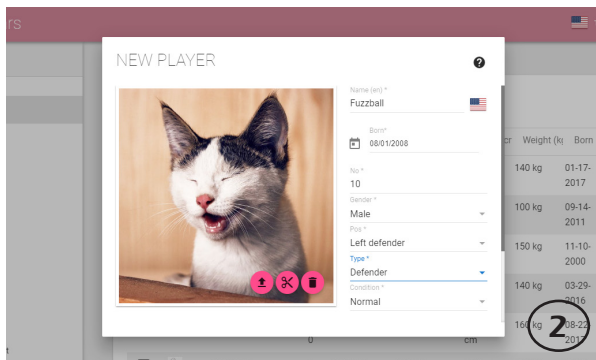
**4**



## Step Two: Creating a Team

It's time to set up your team:

- Under “My Team” you can customize your team name, logo, home stadium, etc. (1)
- Add players under the “Players” page by clicking the blue “add” button and filling in the prompts. (2)
- Complete the customization of your team by adding staff, stadiums, other teams, etc. in the same fashion as (2).

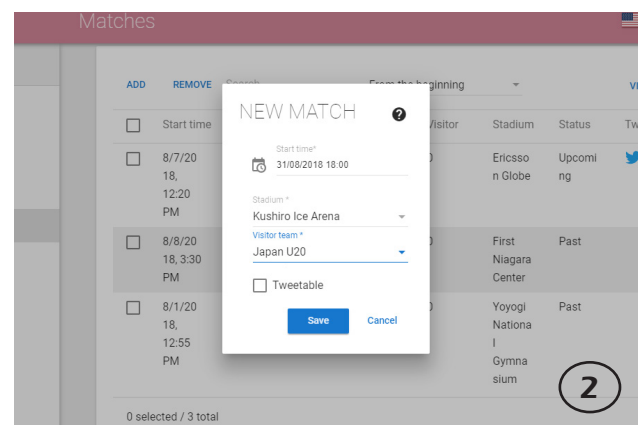
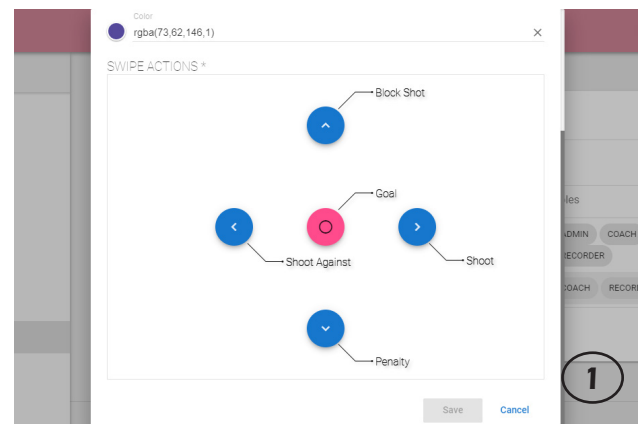


## Step Three: Preparing for a Match

Here's how to set up a match:

- Before setting up a match, you need recording users. Under the “Users” tab, make sure that at least one user has the recorder role.
- Ensure that recording users have their desired swipe actions\*\* set (also in “Users” tab) before moving on. (1)
- Go to the “Matches” tab and add a match by setting the date, teams, stadium, etc. It will be added to your match list. If you wish to make the match Tweetable, you can do so at this point. (2)
- Next, we will continue setup on your Android tablet(s)!

\*\*Users can set events provided by Sunbears, or create their own under the “My Events” tab.

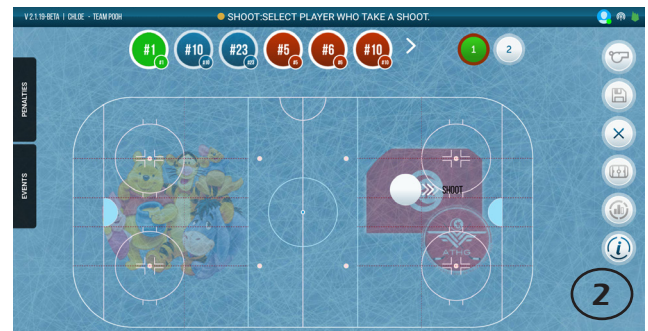


# Android Portion

## Step Four: Recording a Match

To record your first match:

- Ensure that you have the latest version of our app installed on any tablets being used (click [here](#) to download!).
- Once logged into the app, choose the upcoming match and set up the roster (must have at least 2 lineups). (1)
- Press the big red button when the match begins to arrive at the recording screen!
- Recorders must use their set swipe actions to record events set in step three. (2)
- If needed, swap players in by tapping the player's number on the screen and choosing one to replace them. (3)
- Events can be edited both during the match, and after it ends until officially ended with the “end” button. (4)
- Go onto the next period by tapping the whistle icon, and after the last period is ended, a red “end” button will appear. Make any edits to recorded events if needed before tapping the end button as changes cannot be made afterwards.

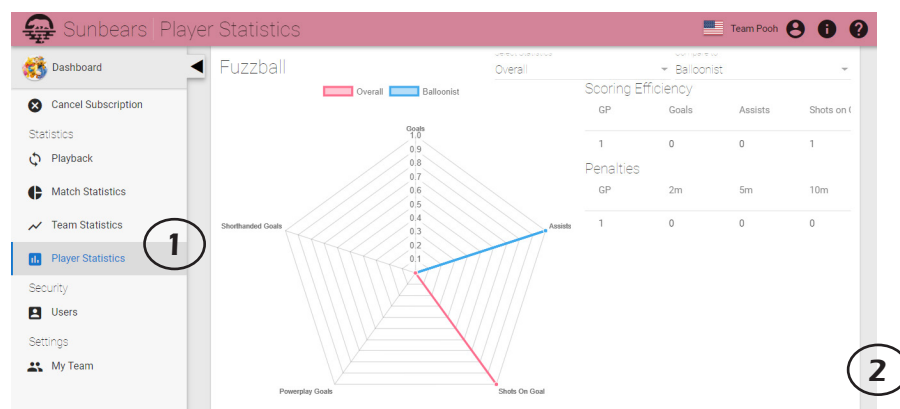


# Accessing Statistics & Playback

## Accessing Statistics

To access your statistics:

- On your dashboard, scroll down the menu on the left side until you reach the “statistics” category. (1)
- Here you can access statistics for matches, your team, and for individual players.
- For Match and Player statistics, simply click on the match/player

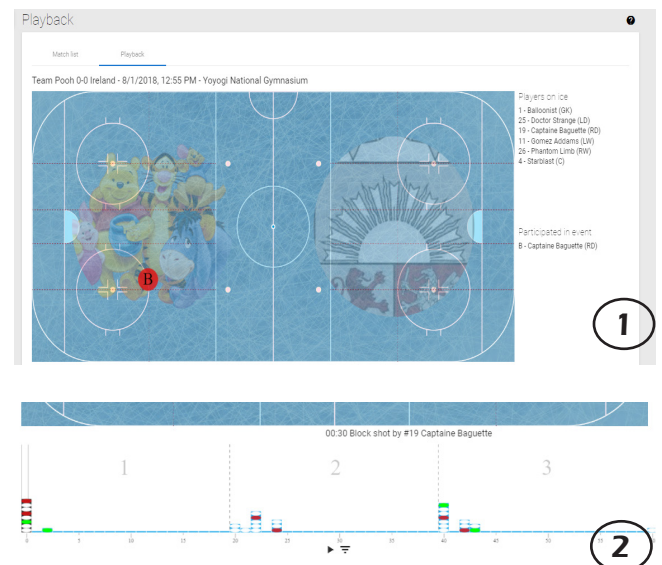


## Viewing Playback

To playback for a match:

- Playback can be found under the “statistics” category in the side bar.
- Choose the match you wish to view playback for, and the playback snapshot will load.\*\* (1)
- The timeline at the bottom of the page allows you to scroll through your match moment by moment, and when an event occurs it shows the action placement on the snapshot. (2)

\*\*If the size of the page is off and cuts part of the page out of view, use the zoom function of your browser to zoom out until the whole page is visible.



**You can change your subscription level at any time by navigating to the Subscription tab.**

**Edit user roles under the Users tab, where you can invite/remove users as well as accept join requests.**

**Check upcoming payments under the Payment tab so that you never miss a payment!**

## **Tips for Maintaining Your Account**

**Access the Sunbears website in both English and Japanese!**

**Get preset Event Types and Stadium locations through a one-time purchase on the corresponding pages.**

**Sync your team's calendars by activating the Google Calendar function in the Matches tab!**