



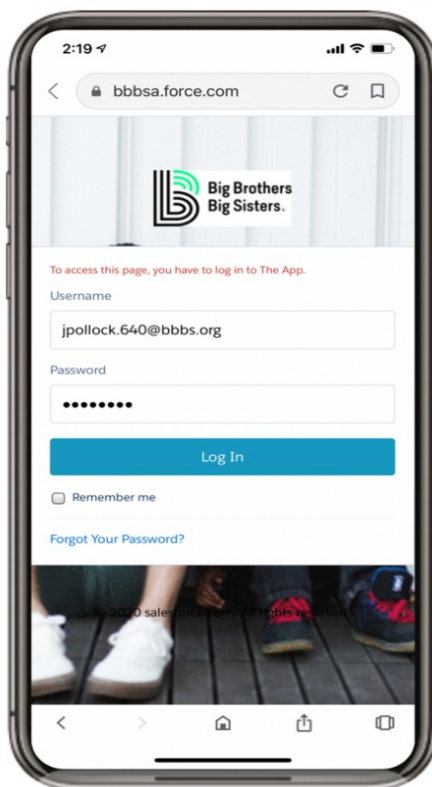
Welcome to TheApp!

What is TheApp?

- A secure messaging site created for matches by Big Brothers Big Sisters.
- A way for you to send messages to the people in your match (Bigs, Littles, Parents and BBBS Staff).
- A place for Bigs to enter information about what you've been doing together (A Match Activity).
- A place to get helpful information about your match and the program!

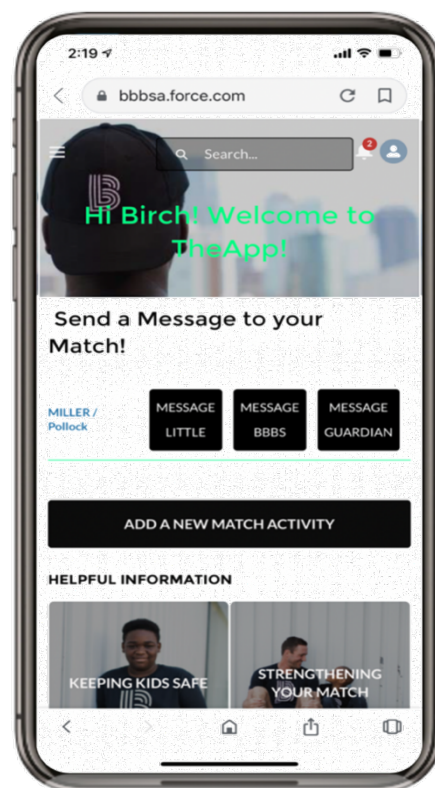
How Do I Login?

- You'll receive an email when your match is activated. After clicking on the link, you'll be able to set a password.
- To access TheApp after setting up your password, go to bbbsa.force.com.
- We encourage you to set up a URL icon on your phone so that you can easily click into TheApp.



On the Home Page You Can

- Send messages
- Add match activities
- Access other helpful information.

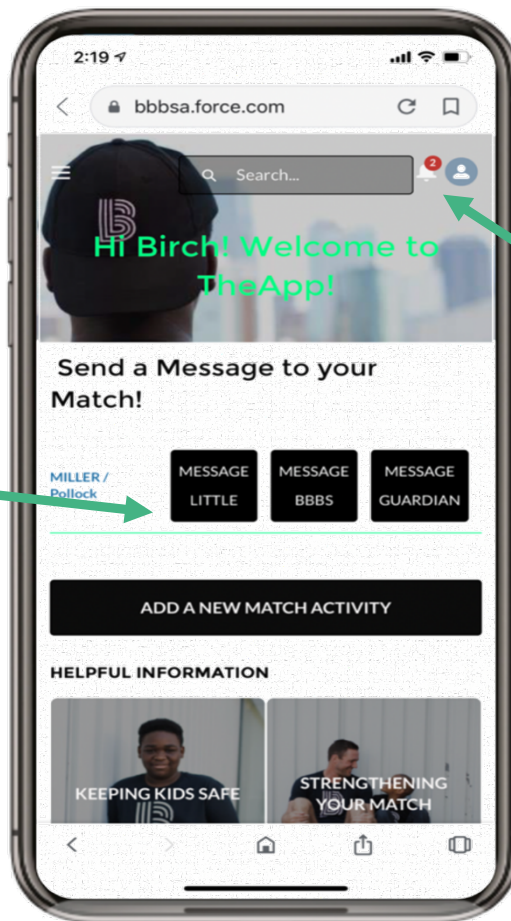


What does BBBS do with all of this info?

- Just like every Big, Little and Parent / Guardian is part of a match – your BBBS team is part of your match too! We're excited to be able to use TheApp as a way to communicate with you and share announcements about our program(s).
- Your BBBS team will review the info you share to learn about everyone in the match, how things are going, and where they can provide support.
- If you ever have a question about how to respond to a message from someone in your match, let us know! We are here to listen, brainstorm, and support you!

How Do Messages Work?

- On the home page, you'll find a shortcut to start a message to each person you're connected to (Big, Little, Parent/Guardian and BBBS staff).
- Your messages can only be viewed by the person you're writing to and your BBBS staff.
- TheApp has a list of words we use to monitor for safety...so remember, please keep your language appropriate!

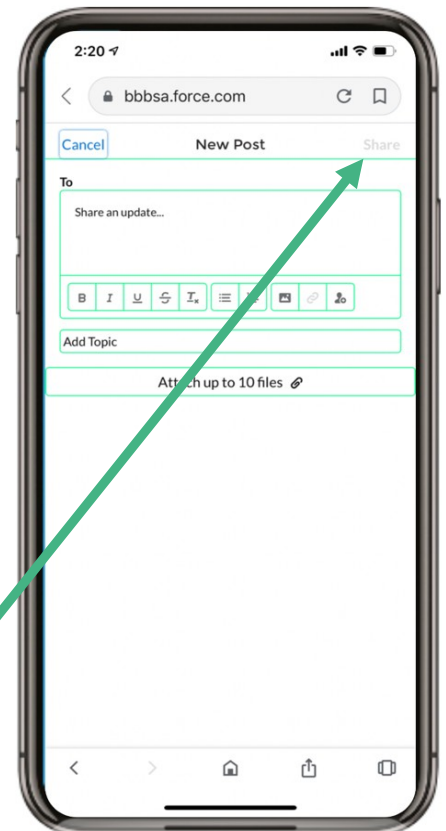
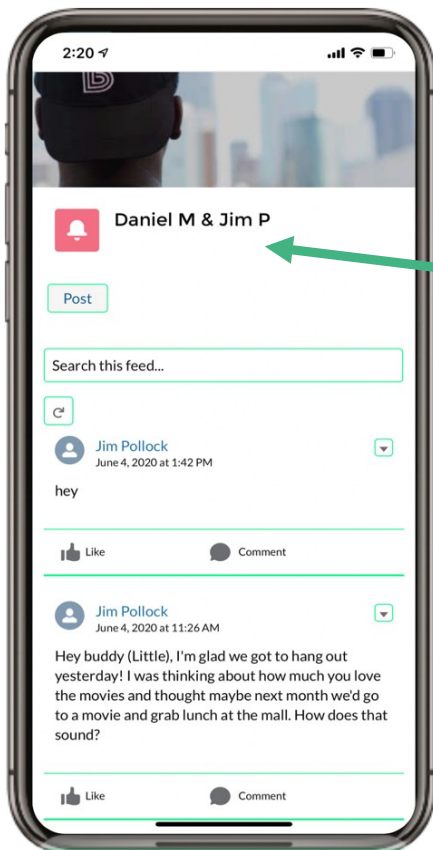


The bell icon in the upper right-hand corner (circled in red) lets you know when you have a new message!



My Messages

- Once you've clicked on the button for the person you'd like to send a message to, you'll enter the conversation. To the left you can see we're in Daniel & Jim's conversation
- From here, you may comment on messages (posts) that have been written or like them.
- Likely, you'll click "Post" from your phone to start a new message. After you've written your message, click "Share" and the person will be notified that you've sent them a message.

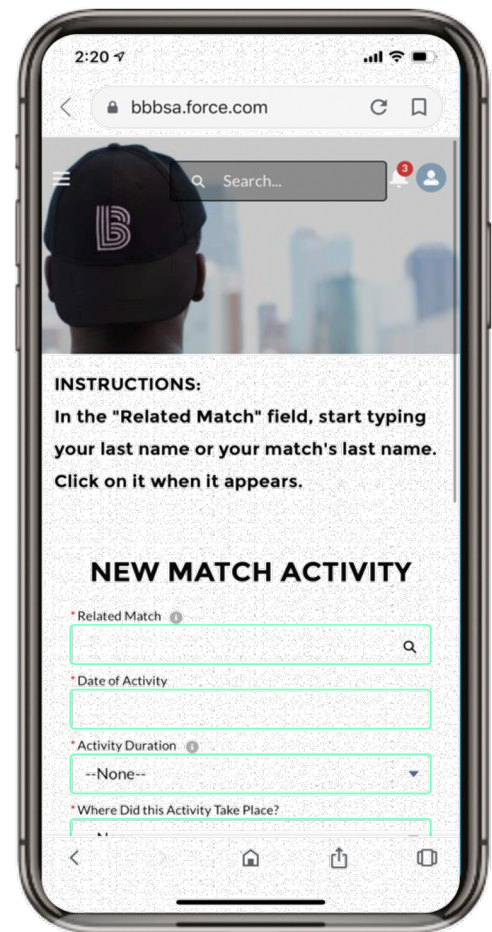




Adding a Match Activity

Either from the home page or from the “My Activities” tab, Bigs can add a new match activity.

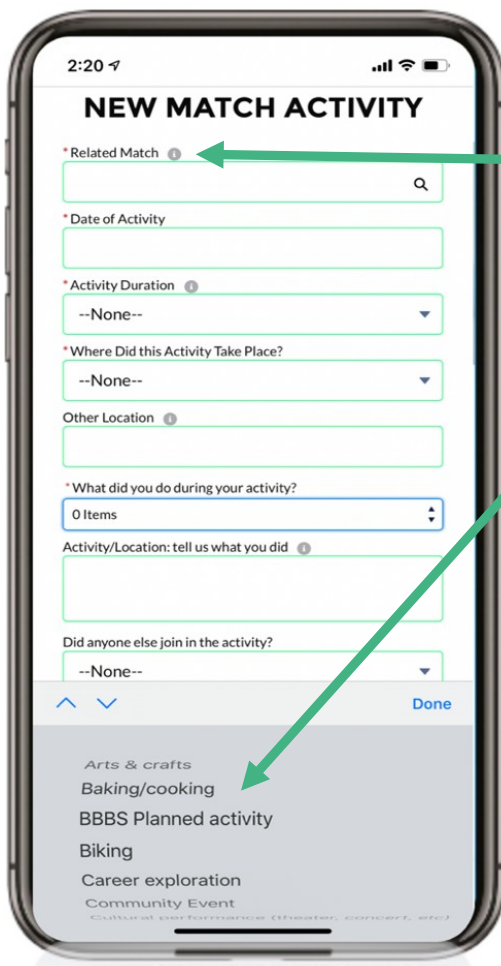
- A Match Activity is anything that your match does together – whether that’s chatting every other week on a zoom call or going out to eat and to the movies.
- Adding a match activity is a great way for you to:
 - Share things you’re doing with your BBBS staff.
 - See how much time you are spending together.
 - Tell us how you are feeling about your match and the activities you’ve done together.



Entering a Match Activity

- In “Related Match,” start typing your last name and your match will appear – select it.
- From there, simply fill in the questions as they appear.
- When you answer “What did you do during your activity?” Select as many items as you’d like.

Then, write a little bit about what you did below that so that when your BBBS team member contacts you, they already have some information about how you and your Little have been spending your time.



Please let your BBBS Team Member know if you have any questions about TheApp as you get comfortable with it!