

## Technology Support

Download **Chrome** and make this your default browser

- Google Chrome and you should see it being the first option (Chrome works better with our platforms)

### Microsoft 365 (Business Premiere Subscription)

Please check your personal email for credentials:

You have been set up with a Microsoft 365 Business Premiere Subscription.

Log into: [Portal.microsoftonline.com](https://portal.microsoftonline.com) (Use the credentials that were sent)

Install Office Software (Right hand corner 'Install Office)

*If you already have Microsoft products on your computer, you do not have do to this part*

Microsoft Products Include:

- Excel
- Word
- Power Point
- Outlook
- One Drive
- One Note
- SharePoint
- Teams

1. Open Outlook and set up your email – Make sure to set up a Signature (Something like this)

### Sean Myler

#### Overtime Athletics Franchise Owner

Email: [Sean@otathletics.com](mailto:Sean@otathletics.com)

Direct: 720.689.4133

Website: [www.otathletics.com/seattle](http://www.otathletics.com/seattle)



2. Send Chris Whelan ([Whelan@otathletics.com](mailto:Whelan@otathletics.com)) and Chris Horich ([Horich@otathletics.com](mailto:Horich@otathletics.com)) test emails from your new account
3. Set up your email on your smartphone (again, set up signature)
4. Send Chris Whelan ([Whelan@otathletics.com](mailto:Whelan@otathletics.com)) and Chris Horich ([Horich@otathletics.com](mailto:Horich@otathletics.com)) test emails from your mobile phone.

## SLACK

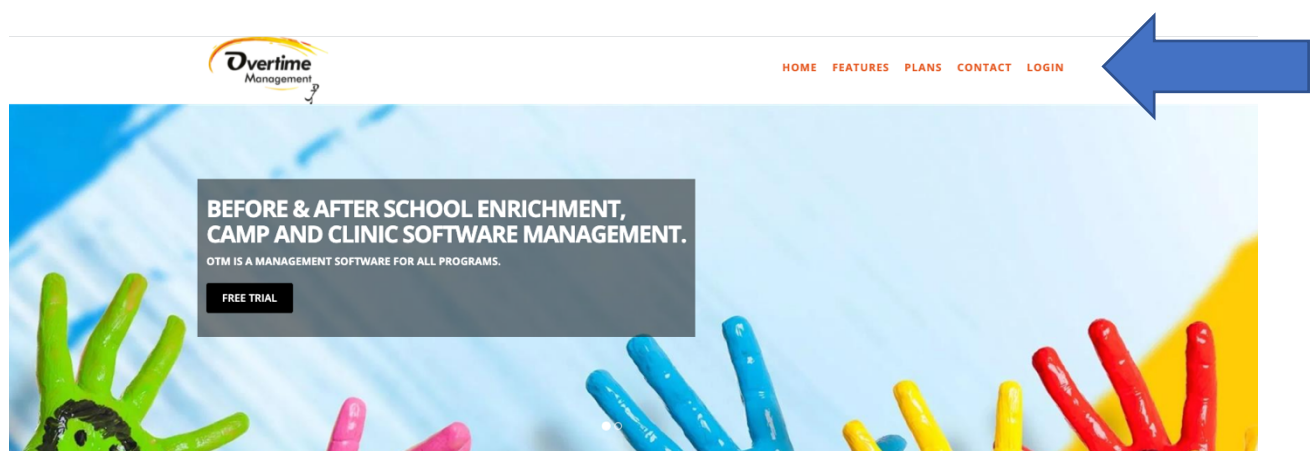
An invitation has been sent to you from SLACK. We use this for lots of communication. Please accept the invitation.

1. Download the APP to your desktop
2. Download the APP on your mobile device

## Overtime Athletics HUB Management Software

Overtime Athletics Proprietary Software 'THE HUB' can be found here:  
<https://otamanage.azurewebsites.net/>

Select Login and put in your Credentials (they were sent in email)



ALL-IN-ONE PROGRAM MANAGEMENT SOFTWARE  
ideal for after school programs, clinics, camps & classes

## **Stripe**

Stripe is our credit card merchant account – You have inherited an interest rate of 2.5% + .30 per swipe. You will receive an email from HQ to verify your account.