# Useful Technology for Football Clubs

## Video Calling

#### **Microsoft Teams**

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage and application integration.

#### Zoom

Zoom provides a remote conferencing service that combines video conferencing, online meetings, chat and mobile collaboration.



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# **Organising Meetings**

#### Doodle poll

Doodle is an online polling tool that allows you to quickly find the best time for everyone to meet regardless of the size of the group. Whether you are arranging weekly team meetings, client lunches or perhaps a larger event like a conference, with Doodle you'll easily be able to find a time that suits everyone.

## **Recording Meetings**

#### Otter.ai (app)

Otter is a voice recorder that offers automatic transcription. You can record, transcribe, search and share your voice conversations. Otter is designed to be able to understand and capture long-form conversations that take place between multiple people.



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## **File Sharing**

#### WeTransfer

WeTransfer allows you to share your files. You can share files up to 2GB for free.

#### **Google Classroom**

Google Classroom is a free web service that allows you to set up a virtual classroom where you can create, distribute and edit documents in a central place.

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#### Dropbox

Dropbox is a cloud storage service. You can copy your files to the cloud and access them later, even if you're using a different device. You can also share with others.

### **Online surveys**

#### Survey Monkey

Survey Monkey is a free online survey tool to capture the voices and opinions of the people who matter most to you.

### Interactive tools to use during presentations

#### Mentimeter

Mentimeter is an easy-to-use powerpoint presentation alternative that makes it easy to listen and be heard. Create a presentation in less than 30 seconds and start interacting and engaging with your audience. Mentimeter allows you to ask the audience questions and for them to respond anonymously via their smartphones in real-time.

# Organsing

#### Trello

A Trello board is a list of lists, filled with cards, to be used by you and your team. Trello incudes many great features and has everything you need to organise projects of any size.

