Step by step instructions: installing Sappest Pro App on your mobile device/Mac computer

Here is the link for you to use to install Sappest Pro on your phone and create your media freelancer profile.

Here is the link for installing on your mobile device: https://testflight.apple.com/join/yxTJpf68.
(The app is in Beta testing until we have filled the map and then it will be moved to the App Store)

To install the app on your Mac OS Computer, running Catalina 10.15 or above, press here: https://sappest.com/download.htm

Here is how you install the app and create your profile.

For mobile devices only:

1) Press on the Testflight url link. You will be taken to the app store to download Testflight, which enables you to view and enter Apple beta apps on your phone or Ipad.

2) Press the cloud icon to download Testflight.

3) When it has finished downloading press open, then when the page opens, press continue.

4) Another screen will open offering Sappest Pro install. Press Install. (If this screen does not offer Sappest Pro install for any reason, go back to the TestFlight link and go down to Option 2 on the page, which asks if you have Testflight installed and would like to start testing Sappest Pro.)

5) Press install again.

6) When Sappest Pro has installed, press open.

7) On the opening page, Sappest Pro App will ask you if you agree to receive notifications. If you press 'Allow' you can receive notification of new app updates, and also notification of when any media organisations try to contact you. (You do not have to activate this as you will receive an email as well when a media organisation is trying to reach you.)

8) On the screen beneath the notification request, press 'Next'.

9) On the following screen press 'Start Testing'. That will open the Sappest Pro login page.

For MacOS:

1) Press download here for the Mac OS app on the sappest.com/download page.
2) Click on the zipped download.
3) Open the SappestPro.app on your computer

For both mobile devices and Mac OS computer:

1) Press on 'Register' at the bottom of the screen to create your profile and log in details.
This will open a short questionnaire.

- In Role - press on the vacant field and you can choose between Broadcast, Print and Multi-Skilled (which means you can do broadcast and print) and Citizen Journalist from a pop up menu. If you are a live streamer who has been invited to register on Sappest, select Citizen Journalist. If you are a professional media freelancer select the role which suits your skills best. You can change your role later in the app, and also select your specialties.

- Fill in your name and professional email address, and then create a password and confirm it. Put in your telephone number and tell media organisations if you use WhatsApp with that number. You have the option to add a landline if you wish to. It is not obligatory. Add a hometown and country

which will be registered in the database as your usual location. Tick that you have read and agreed to the terms and conditions.

- Press submit in the top right hand corner of the page.

2) The app will open on the location page and you should see a blue circle showing where you are right now on Google Maps. Press 'Use Device Location' to register that as your position on the map, and you should see your microphone, colour-coded by the skill you have registered, appear where you are.

NB:
i) This icon will not move when the device moves. **This app is not tracking you.** If you move more than 100km away from that point, do come back to this page and reposition it. You are in control of where you are shown on the map at all times.
ii) If you don't want to use your device location, you can drag the map and press for three seconds on the phone or iPad screen with your finger, or press on the mouse on the computer, to place where you want your microphone to be seen. Remember to stay within the proximity of your marker, however you have chosen it, to receive messages from news organisations when news breaks in the area where you are. They can search for freelancers within a 1000 km radius, but they can choose a much smaller radius if they want to.
iii) You can hide your location when you need to, or mark yourself as unavailable to work using the sliding switch. You can reinstate your availability whenever you wish. When you have located your marker, and you are happy with the position, press on the three horizontal lines menu option top left.

3) Now you will see all the other fields you can fill in to showcase yourself to media organisations.

- Under **My Contact Details**, all the details you entered at registration will be pre-filled. If you want to change anything, press Edit top right. This is where you can change your role if you need to, and add your picture. You can also delete your whole profile here if you no longer wish to be on Sappest.

- Under **My Skills** you will see the skills for whichever role you have chosen. You can tick all the skills which apply to you. If you have selected Print as your role you will see three print speciality options. You can choose all three if you wish. Broadcast has ten skills categories. Again you can tick them all if you wish. These are the skills categories which news organisations can search for on a map when news breaks, or if they need a freelancer in your country. If you chose Multi-Skilled then all 13 options are already ticked and you can't untick them, so make sure you are capable of fulfilling all those roles. **NB.** For simplicity, we have had to divide between print and broadcast categories. If you are able to provide radio and print services, or tv and print services, but not all three, we cannot cater to that in our broader categories. We would therefore suggest you create two profiles, with two different skills bases, print for one and broadcast for another, and keep your markers slightly apart on the map. You will need two different email addresses. As a citizen journalist live-streamer there is just one skill option offered.

- Enter URLs for your professional website, any work examples and your professional social media accounts. Don't forget the http:// or https:// prefix for any website address so it creates a hyperlink from your profile for news organisations to access with one touch.

- For **My Languages** and **My Equipment** press the plus sign top right to add your choices from a drop-down list. (Do let us know at sarah@sappest.com if there are any you think we are missing).

- You can mark when you are NOT available to work in the **My Future Availability** section, by pressing with your finger or the mouse on any date to turn it red. You can also reinstate yourself as available if plans change. Swipe left or right to move between months.

- The **message section** will not be operational until December when news desks begin using the app to locate freelancers. When that happens, this is where you will receive messages from media

organisations asking if you are free to work. You will also receive an SMS and email notification that you have a message waiting to be read in the app.

- If you are live-streaming any breaking news you can enter the URL in Sappest Pro and deliver it straight to news editors in the Sappest Newsdesk App.

Once you have entered all your details, you can check to see how your profile will look to media organisations, in the My Profile Preview menu option, and change anything you wish. The message button will be greyed out for you as that is only active in the Sappest Newsdesk App to allow media organisations to contact you instantly.

If you have any problems or any questions please contact us using the **Contact Support** Page. The office works on European hours so if we don't answer you immediately we might be asleep! In this loading month, your advice and comments will be invaluable and we would be so grateful to hear from you.

If you would like to take a look at our frequently asked questions press here. https://sappest.com/FAQs.htm