

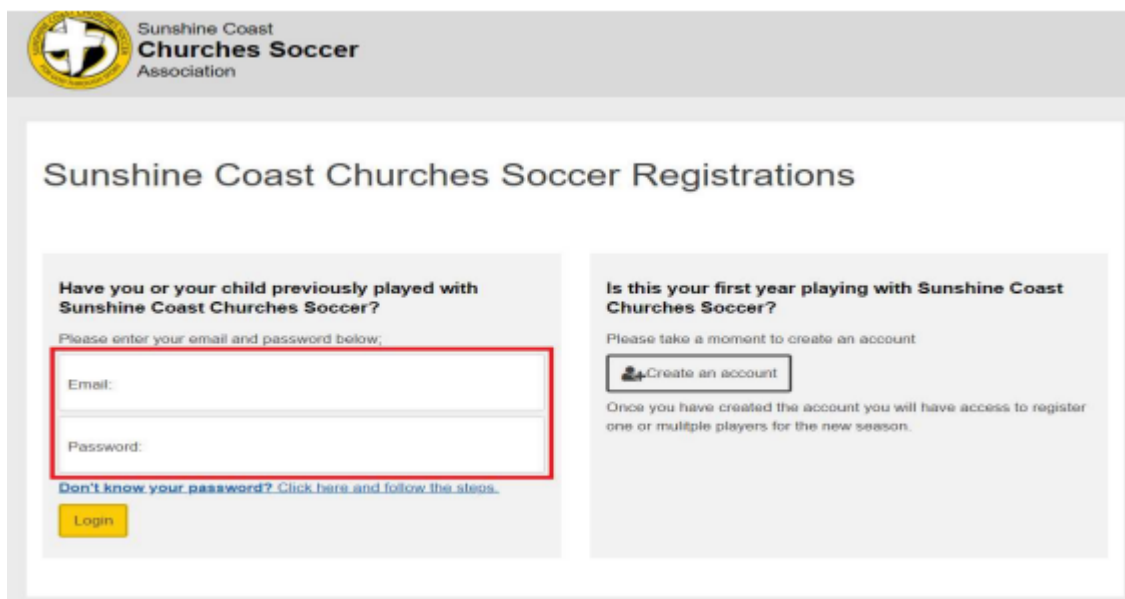
SCCSA Online Platform – Manager/Coach User Guide

Step 1 – Logging In

Nominate one person in the team (typically the manager or coach) to be responsible for signing players in as they arrive.

Go to <https://fixtures.sccsa.org.au/login>. This page can also be found by clicking the 'Account Login' button on the SCCSA Homepage.

Log in using the email address and password that you used to register a player or your club has recorded on the team information as team coach or manager.



The screenshot shows the login page for the Sunshine Coast Churches Soccer Association. At the top left is the association's logo, a yellow circle with a white cross and a soccer ball. To the right of the logo, the text reads "Sunshine Coast Churches Soccer Association". Below the logo, the main heading is "Sunshine Coast Churches Soccer Registrations". The page is divided into two main sections. The left section is titled "Have you or your child previously played with Sunshine Coast Churches Soccer?" and asks the user to "Please enter your email and password below;". It features two input fields: "Email:" and "Password:". A red rectangular box highlights these two fields. Below the fields is a blue link that says "Don't know your password? Click here and follow the steps." and a yellow "Login" button. The right section is titled "Is this your first year playing with Sunshine Coast Churches Soccer?" and asks the user to "Please take a moment to create an account". It features a button with a person icon and the text "Create an account". Below this button, it says "Once you have created the account you will have access to register one or multiple players for the new season."

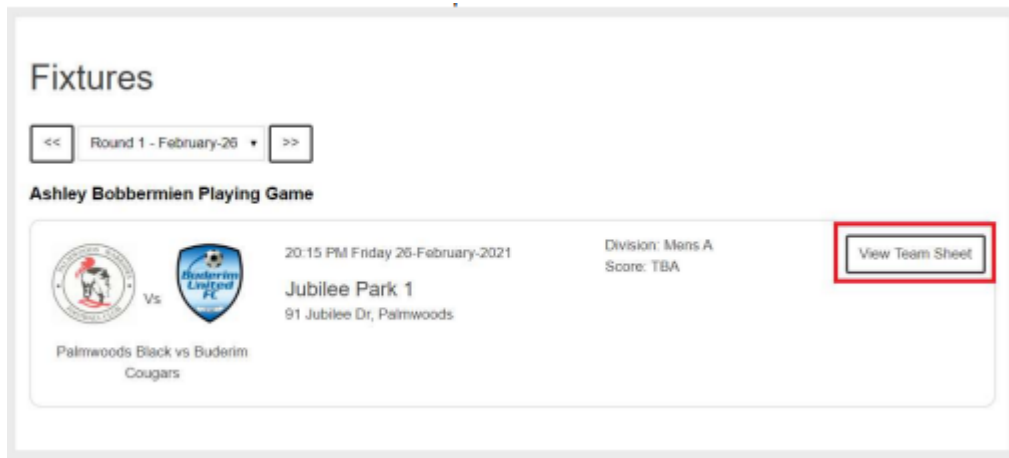
Troubleshooting:

- If you have registered a player under your email address you will have an account, you may need to reset your password.
- If you haven't registered a player under your email address you may need to create an account. Make sure your club has recorded the email address in the team information online as coach or manager, otherwise you may hit another hurdle at the next step.

Step 2 – View the Team Sheet

Your view will default to your next scheduled game.

Click the 'View Team Sheet' button to open the team sheet.



Troubleshooting:

If no fixtures are displayed your email address might not be recorded in the team's information, as either the nominated coach, manager, or a player.

- Quick fix: Get a parent of a player in the team to log in and complete the team sheet.
- Proper fix: Contact the club to make sure your correct email address is listed as the coach or manager,
 - o Common errors occur with incorrect email spelling in the team information – for instance emails that end in .com being listed as .com.au

Clubs: complete manager and coach name, email address and phone number in your team allocation view in the online platform.

If problems persist, ask your club to contact SCCSA Admin - advise your email address, age group, club & team, plus information on what the issue is, and we will resolve ASAP.

Step 3 – Sign In

As players arrive click the 'Playing' button to turn it into a 'Yes'. When you have completed the full team, click "Save and Return to Fixtures".

For the first game, you will have to input each players shirt number. See below "Martin Lastname" has a number saved from a previous fixture, and "Chris Lastname" had no saved shirt number, so the manager had to enter that player number.

- o **Make sure you update player's shirt numbers whenever there is a change of number.**

Signing In

SHIRTS	NAME	DOB	PLAYING
1	Alexander Lastname	1/1/2000	No
2	Christopher Lastname	1/1/2000	Yes
3	Caleb Lastname	1/1/2000	Yes
5	Andrew Lastname	1/1/2000	Yes
6	Chris Lastname	1/1/2000	Yes
7	Martin Lastname	1/1/2000	No
8	Thomas Lastname	1/1/2000	Yes
9	Ashley Lastname	1/1/2000	Yes
10	Tyson Lastname	1/1/2000	No
12	Keitham Lastname	1/1/2000	Yes
14	Jared Lastname	1/1/2000	No

When you have completed the full team, click "Save and Return to Fixtures".

If a player arrives late, sign that player in before they enter the field. A player who arrives after half time is too late, and not allowed to play.

If you have a fill in player, click the 'Add Fill-In Player' button, search for the players name and click the 'Add' button. **Managers and coaches are responsible for ensuring any fill-in player is eligible to play in your team - check the By-Laws on the SCCSA webpage for player eligibility rules, or ask your club Executive for advice.**

SHIRTS	NAME	DOB	PLAYING	
1	Alexander	Lastname	1/1/2000	No
2	Christopher	Lastname	1/1/2000	Yes
3	Caleb	Lastname	1/1/2000	Yes
5	Andrew	Lastname	1/1/2000	Yes
6	Chris	Lastname	1/1/2000	Yes
7	Martin	Lastname	1/1/2000	No
8	Thomas	Lastname	1/1/2000	Yes
9	Ashley	Lastname	1/1/2000	Yes
10	Tyson	Lastname	1/1/2000	No
12	Keitham	Lastname	1/1/2000	Yes
14	Jared	Lastname	1/1/2000	No
17	Daniel			
22	Kai			No

Adding a fill-in

Key User Information:

You will be able to load players to a game 24 hours before the game commencement time, and it will close 3 hours after the game. If no players have been loaded, the system will generate an automatic email reminder to the manager – this is timed at 2 hours after the commencement time for the game.- If the manager is away, all players (registration email address) do have access this portal to take over the sign-in responsibilities for that game. Make arrangements ahead of time for another parent to do the manager's job, passing on these instructions to that person.