

**Club Instructions - necessary so that managers & coaches can access online team sheets.**

**When adding team information to the online platform, complete manager and coach name, email address and phone number in your team allocation view. This gives those people access to online team sheets.**

**In addition, add playing shirt numbers for all players before the first game.**

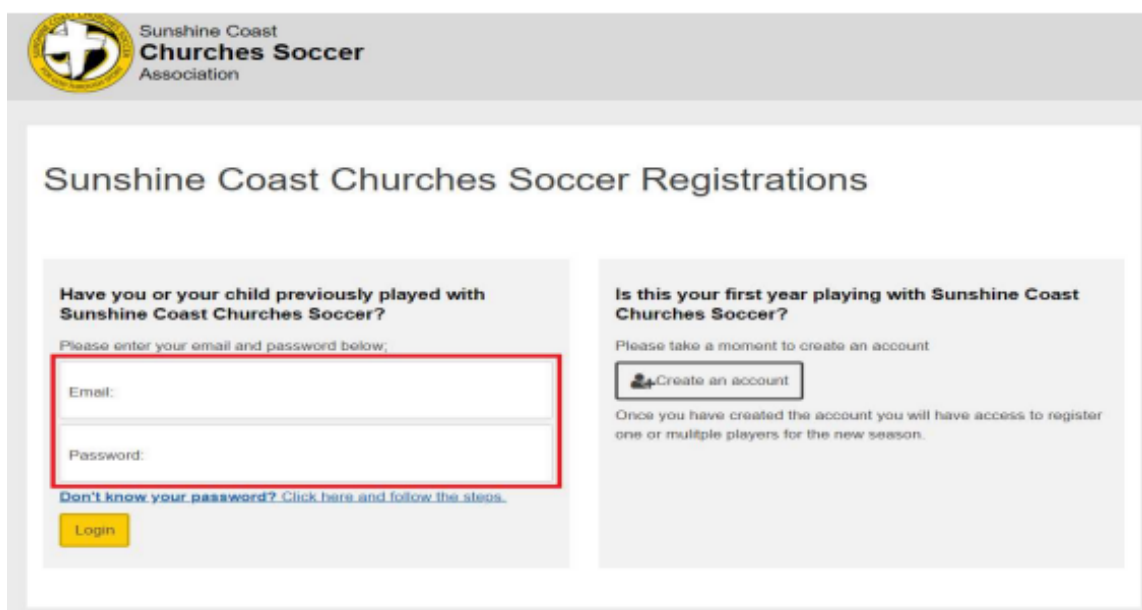
## SCCSA Online Platform – Manager/Coach User Guide

### Step 1 – Logging In

The team manager or coach is responsible for signing players in to the game. This can be done up to 24 hours before the game commencement time, and altered as the coach or manager is advised of players no playing, and therefore need to be removed.

Go to <https://fixtures.sccsa.org.au/login>. This page can also be found by click 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 Sunshine Coast Churches Soccer. At the top left is the logo and text: "Sunshine Coast Churches Soccer Association". The main heading is "Sunshine Coast Churches Soccer Registrations". There are 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 enter their email and password. It includes input fields for "Email:" and "Password:", a "Login" button, and a link for "Don't know your password? Click here and follow the steps." The right section is titled "Is this your first year playing with Sunshine Coast Churches Soccer?" and asks the user to create an account. It includes a "Create an account" button and a note: "Once you have created the account you will have access to register one or multiple players for the new season."

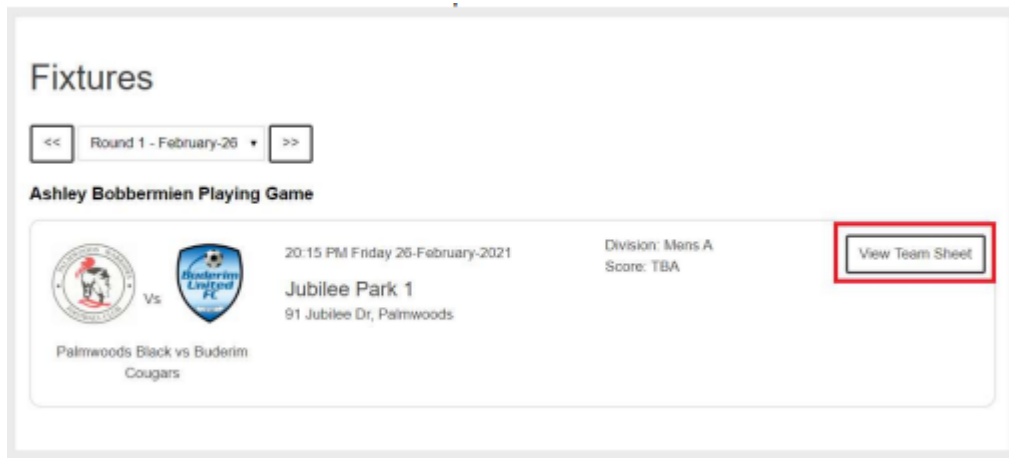
### Troubleshooting:

- If you haven't registered a player under your email address you will need to create an account.
- If your club had already recorded the email address in the team information online as coach or manager before you created an account, ask your club to re-input that email address after you have created the account.

## Step 2 – View the Team Sheet

Use the arrow keys to go to the current game.

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



### Troubleshooting:

If no fixtures are displayed your email address may be mis-spelt or missing from the manager or coach information in the online team details - ask your club to check this first, and if this does not solve the problem, call or email SCCSA Admin (admin@sccsa.org.au, 5493 6208).

- Quick fix (on game day): Get a player (or player parent) in the team to log in and complete the team sheet - all players in the team are able to do the team sheet.
- Proper fix: As above, contact the club to make sure your correct email address is listed as the coach or manager.

### Step 3 – Sign In

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 you have pre-loaded your team, and notice that you need to change a player number, you will need to remove the player from the game, then re-load them to get the option to change the number.

Otherwise, as players arrive click the 'Playing' button to turn it into a 'Yes', changing the player number if necessary. When you have completed the full team, click "Save and Return to Fixtures". For the first game, you may have to input each player's 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	GOALIE
1	Alexander Lastname	1/1/2000	No	1st
2	Christopher Lastname	1/1/2000	Yes	
3	Caleb Lastname	1/1/2000	Yes	
5	Andrew Lastname	1/1/2000	Yes	
8	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	

To indicate which player is the goalie, there is a box next to each player, click once for "1st", twice for "2nd" and three times for "both".

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 player's name and click the 'Add' button. If the player can't be found, check again with the player/parent for correct spelling of the player name according to how they are registered - if you don't have a correct match, you will not locate the player. For example, "Lucy" may be registered as "Lucinda".

**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. Fines apply for using incorrect players.**

SHIRTS	NAME	DOB	PLAYING
1	Alexander	Lastname	1/1/2000
2	Christopher	Lastname	1/1/2000
3	Caleb	Lastname	1/1/2000
5	Andrew	Lastname	1/1/2000
8	Chris	Lastname	1/1/2000
7	Martin	Lastname	1/1/2000
8	Thomas	Lastname	1/1/2000
9	Ashley	Lastname	1/1/2000
10	Tyson	Lastname	1/1/2000
12	Keitham	Lastname	1/1/2000
14	Jared	Lastname	1/1/2000
17	Daniel		
22	Kai		

Search for Player: Jared	Name	Role	Club	Action
	Jameson Routledge	Senior	Muppets	Add
	James	U17	Bandicoots	Add
	Martin James	Senior	Black	already playing
	James Stevenson	Senior	Chiefs	Add

#### 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) have access this portal and can take over the sign-in responsibilities for that game. Make arrangements ahead of time for another parent to do the manager’s job if you will be absent for a game, passing on these instructions to that person.

**Manager Feedback button**

The Referee is responsible for uploading the score when the game has been completed. If you see a score that you do not agree with, use the “Send Game Feedback to SCCSA” button to advise this. (SCCSA will check with the Referee and the other team, and the score will be amended if all agree that it is incorrect.)

Zayden Trickey	No
Charlie Fenton	No

Add Fill-In Player

Send Game Feedback to SCCSA

save and return to fixtures