SCCSA Online Platform – Manager/Coach User Guide
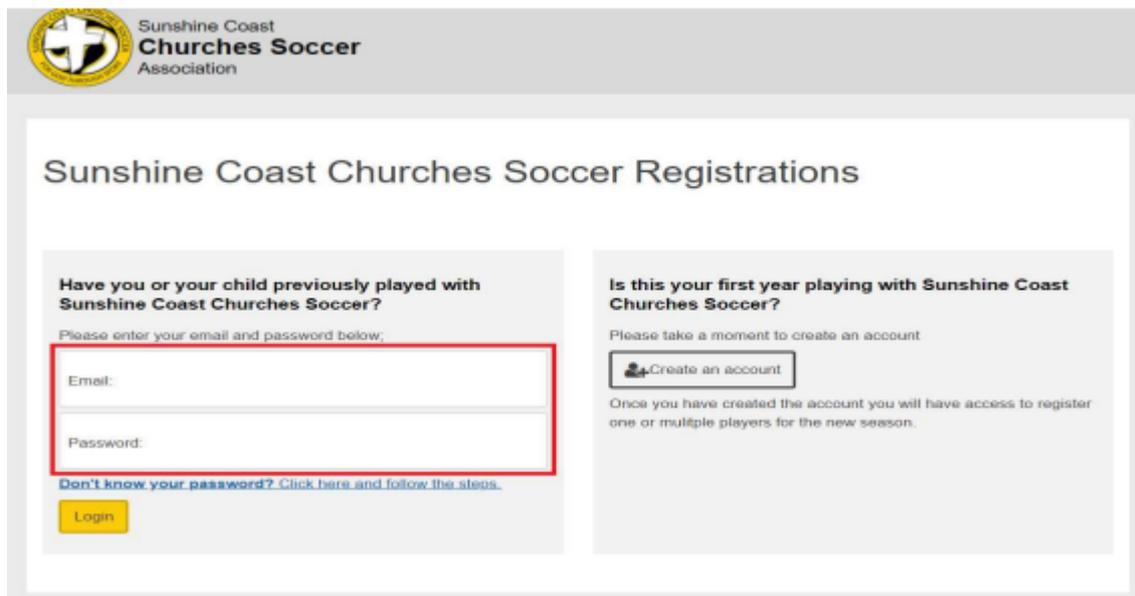
Step 1 – Logging In

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 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.

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 will need to create an account. If your club had already recorded the email address in the team information online as coach or manager, ask your club to re-input that email address after you create the account.

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.
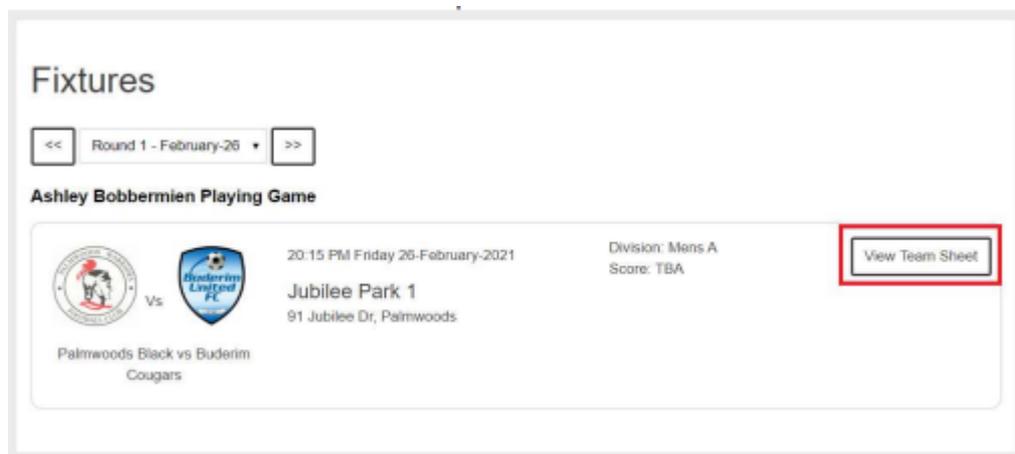
Troubleshooting:

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 account's email address, age group, club & team, plus information on what the issue is. SCCSA Admin will check for problems (sometimes this may need to be referred to our IT people) and rectify them.

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 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 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 <u>whenever there is a change of number</u>.**

Signing In

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

GOALIE

1st

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		Yes
2	Christopher		Yes
3	Caleb		Yes
5	Andrew		Yes
6	Chris		Yes
7	Martin		
8	Thomas		
9	Ashley		
10	Tyson		
12	Keiham		
14	Jarred		
17	Daniel		
22	Kai		No

Search for Player: james

Jameson	Routledge	Senior	Muppets	Add
James		U17	Bandicoots	Add
Martin	James	Senior	Black	already playing
James	Stevenson	Senior	Chiefs	Add

Add Fill-In Player

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.

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. (The score will not be changed until SCCSA checks with the Referee and the other team.)