


MyClubMate Online Management System

Access to the System

1. Once you have clicked on the link in your email, you will see the screen shot below.



Please login

 User ID:

Password:

Show Hint ????

New Password:

Confirm Password:

Remember me on this computer

[Send me a new Password](#)

2. You **MUST** change your password when you first log on. It is important not to share your user id and password with anyone else. If another club member needs access to the system, they should be set up with their own user id to maintain the security and integrity of your club's database.
3. Enter your **User ID** and the **password** you have been given. If this is the first time you have logged in, enter your new password in the New Password and Confirm Password fields.
4. If you are using a private computer, you can also tick the "remember me" box so that your computer will remember you for next time.
5. Click and you will then be taken to the **Admin Main Menu**.



Entering Club Official Information

1. Select **SetUp Menu** to take you into the **Club Setup**.
2. To add the Results Officer in this instance, click on "**Co-Ordinators**".

The screenshot shows the 'Club Setup' page with a navigation bar at the top containing 'Admin Home', 'Setup Menu', 'Website Admin', 'Players', 'Reports', 'Exports', 'Email / SMS', 'Help', and 'Log Out'. Below the navigation bar, there are several sections of settings, each with a legend: 'Green Means Enabled' and 'Red Means Disabled'. The sections include:

- DEFAULTS**: Our Club's Details, Site Colour Scheme, /myDetails Top Banner, Default Postcode, Default Suburb, Default State, Drop Down Months Names (ie Jan, Feb).
- MAINTENANCE**: Club Grounds, Schools.
- MY PREFERENCES**: Show Photos When Hover Over Players Name (slower), Sort By Surname, Action After Insert Player List all Current Players, Change My Password.
- FFA Registration Imports**: FFA Feed DISABLED.
- REGISTRATION SETUP**: Age Groups Offered, Online Regos ENABLED via /RegisterOnline, Disallow NEW Players to Register ONLINE, TEAM ONLINE Regos DISABLED, Managers & Coaches Online Rego DISABLED, Player Updates via /UpdatePlayer.
- Player OPTIONS**: Enable Play In Same Team, Enable Sydney FC Offers, Hide Questions "Are you Suspended?", Hide Parent Data Collection, Hide School Questions, Hide Prev Club Questions, Hide Club Info Section, Hide Help Club Questions, "Play With" Requests Disabled, Disable Password Resets Sent via SMS, Disallow Players to Upload Player Photos, Enable Players to Request a Coach, Online Registration Pages.
- PAYMENT OPTIONS**: Enable Credit Card Payments Online, Enable Credit Card Payments By Post, Enable Credit Card Payments By Phone, Payments By Cheque, Payments By Direct Debit, Electronic Funds Transfer, Payments By Cash.
- DISCOUNT / SURCHARGE**: Enable Family Discount Scheme, Juniors are 16 or Less, Online Credit Card Fees, Non Credit Card Fees, No Payment Levy.
- AUTO NOTIFICATIONS**: Email Club When Player Registers Online, Email Club If UnFinancial Player Registers, Email Club When Team Registers Online, FROM: Email Address for Registration Confirmations, Email Player When Registered By Admin, Email When a Referee Reports a Player, Email Notification When a Player UnSubscribes.
- WEBSITE SETUP**: Email Address Protection Encryption PLUS Images, Feedback Email Address, Enable Wet Weather, Disable Latest News, 10 News Items Displayed, News Item Dates Displayed.
- TEAM OPTIONS**: Disallow Team Managers to Update Player Contacts, Disallow Team Managers to Upload Player Photos, Enable Team Managers To Confirm Player IDs, Allow Team Web Pages.
- CLUB OFFICIALS**: Users, Executive Committee, Management Committee, Sub-Committee, Co-Ordinators (highlighted with a red circle), Age Managers, Grounds People, Unassigned / Ex Officials.

3. Click "**here** to add one".

The screenshot shows the navigation bar with the following items: Home, Setup, Website Admin, Players, Reports, Exports, Email/SMS, Help, LogOut, Executive Committee, Management Committee, Sub-Committee, Co Ordinators (highlighted with a red circle), Age Managers, Grounds People, Unassigned, Previous.

Looks like there are no Co Ordinator contacts in your database.
[Click here to add one](#)

Enter New Co-Ordinator below:

Locate Registered Player:
 Locate Player (Over18) :
 Locate Parent :

Name:
 First Name :
 Last Name :
 Date Of Birth : - -
 Spouse :

Position:
 Year Last Current :
 Position Type :
 Position :
 Display Position ? :
 FFA Reg ID : QCSA Reg ID :

Child Protection:
 WWC Signed :
 Identity Sighted? :
 Date Identity Confirmed : - - *Date Club confirmed Name and Identity

Coaches:
 Coaching Awards :
 Coaching Level :
 Coach ID Number :

4. Enter the **Results Officer** details in the boxes provided.
5. Complete the contact information as needed.
6. **Position Type** - Choose from the drop down menu the position type for this contact, but for Results Officer leave as Co-Ordinator.
7. **Position** - Type **Results Officer**, but for generic positions such as Committee, you can use free form text in this field.

8. **Contact** - Enter the email address for the results officer, as this is the address that an email will be sent to if the results from both teams in the game being submitted don't match.
9. **Display Email** - Place a tick in the box so the email address is displayed for the Association.

The screenshot shows a contact form with three main sections: Contact, Address, and Notes. The Contact section includes fields for Email Address (filled with 'resultsofficer@wombat.com'), Display Email? (checked), Phone Number (filled with '0422 222 222'), Display Phone No? (checked), Position Display Order (empty), Work Phone (empty), and Mobile Phone (empty). The Address section includes fields for Street (empty), Suburb (empty), State (dropdown menu showing 'NSW'), and Post Code (empty). The Notes section has a large text area for notes. At the bottom of the form are two buttons: 'Cancel' (red) and 'Insert Contact' (green).

10. Once all details are entered, click on the **"Insert Contact"** at the bottom of the screen.



11. Repeat this for your committee positions under the appropriate headings. By keeping your contacts updated, you are able to use the admin system to easily send emails (when this function is enabled) to the appropriate people in your club and it allows QCSA to do the same.

Entering Club Details

1. Select **SetUp Menu** to take you back into the **Club Setup**.
2. Under **Defaults** select **Our Club's Details**.

The screenshot shows the 'Club Setup' interface with a navigation bar at the top containing: Admin Home, Setup Menu, Website Admin, Players, Reports, Exports, Email / SMS, Help, and Log Out. Below the navigation bar, there are several sections of configuration options, each with a legend: Green Means Enabled and Red Means Disabled.

- DEFAULTS** (Green Means Enabled):
 - Our Club's Details (Red border, circled in red)
 - Site Colour Scheme (Red border)
 - /myDetails Top Banner (Red border)
 - Default Postcode (Green border)
 - Default Suburb (Green border)
 - Default State (Green border)
 - Drop Down Months Names (ie. Jan, Feb) (Green border)
- MAINTENANCE** (Green Means Enabled):
 - Club Grounds (Green border)
 - Schools (Red border)
- MY PREFERENCES** (Green Means Enabled):
 - Show Photos When Hover Over Players Name (slower) (Red border)
 - Sort By Surname (Blue border)
 - Action After Insert Player List all Current Players (Blue border)
 - Change My Password (Blue border)
- FFA Registration Imports** (Red Means Disabled):
 - FFA Feed DISABLED (Red border)
- REGISTRATION SETUP** (Green Means Enabled):
 - Age Groups Offered (Green border)
 - Online Regos ENABLED via /RegisterOnline (Green border)
 - Disallow NEW Players to Register ONLINE (Green border)
 - TEAM ONLINE Regos DISABLED (Red border)
 - Managers & Coaches Online Rego DISABLED (Red border)
 - Player Updates via /UpdatePlayer (Blue border)
- Player OPTIONS** (Green Means Enabled):
 - Enable Play In Same Team (Green border)
 - Enable Sydney FC Offers (Green border)
 - Hide Questions "Are you Suspended?" (Green border)
 - Hide Parent Data Collection (Green border)
 - Hide School Questions (Green border)
 - Hide Prev Club Questions (Green border)
 - Hide Club Info Section (Green border)
 - Hide Help Club Questions (Green border)
 - "Play With" Requests Disabled (Red border)
 - Disable Password Resets Sent via SMS (Green border)
 - Disallow Players to Upload Player Photos (Green border)
 - Enable Players to Request a Coach (Red border)
 - Online Registration Pages (Blue border)
- PAYMENT OPTIONS** (Red Means Disabled):
 - Enable Credit Card Payments Online (Red border)
 - Enable Credit Card Payments By Post (Red border)
 - Enable Credit Card Payments By Phone (Red border)
 - Payments By Cheque (Green border)
 - Payments By Direct Debit (Red border)
 - Electronic Funds Transfer (Red border)
 - Payments By Cash (Red border)
- DISCOUNT / SURCHARGE** (Red Means Disabled):
 - Enable Family Discount Scheme (Red border)
 - Juniors are 16 or Less (Green border)
 - Online Credit Card Fees (Red border)
 - Non Credit Card Fees (Red border)
 - No Payment Levy (Red border)
- AUTO NOTIFICATIONS** (Green Means Enabled):
 - Email Club When Player Registers Online (Green border)
 - Email Club If UnFinancial Player Registers (Red border)
 - Email Club When Team Registers Online (Green border)
 - FROM: Email Address for Registration Confirmations (Green border)
 - Email Player When Registered By Admin (Green border)
 - Email When a Referee Reports a Player (Red border)
 - Email Notification When a Player UnSubscribes (Green border)
- WEBSITE SETUP** (Green Means Enabled):
 - Email Address Protection Encryption PLUS Images (Green border)
 - Feedback Email Address (Red border)
 - Enable Wet Weather (Green border)
 - Disable Latest News (Green border)
 - 10 News Items Displayed (Green border)
 - News Item Dates Displayed (Green border)
- TEAM OPTIONS** (Green Means Enabled):
 - Disallow Team Managers to Update Player Contacts (Green border)
 - Disallow Team Managers to Upload Player Photos (Green border)
 - Enable Team Managers To Confirm Player IDs (Red border)
 - Allow Team Web Pages (Red border)
- CLUB OFFICIALS** (Green Means Enabled):
 - Users (Yellow border)
 - Executive Committee (Blue border)
 - Management Committee (Blue border)
 - Sub-Committee (Blue border)
 - Co-ordinators (Blue border)
 - Age Managers (Blue border)
 - Grounds People (Blue border)
 - Unassigned / Ex Officials (Red border)

3. Enter the details for your Club in the relevant boxes, typically listing the Secretary as the Club Contact, but can be whatever position your club choses.

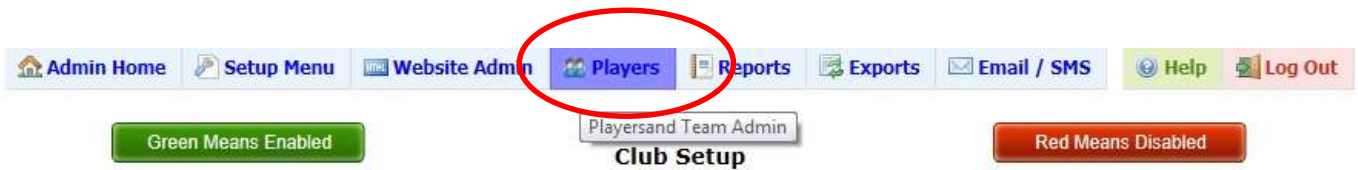
The screenshot shows the 'Club Details' form with the following information entered:

- Club:** Club Code : [] Club Name : Wombat United Football Club
- Club Contact :** Mr Wombat Position : Secretary
- Club Phone Nos :** 0411 111 111
- Club Address :** Level 1, Underground
- Club Suburb :** Wombatville
- Club Postcode :** 4444
- Website Address :** www.wombatville.com
- Public Email :** secretary@wombat.com
- Notification Email :** secretary@wombat.com [X]
- Players main Suburb :** []
- Players main Postcode :** []
- Shirt Colours :** Main Colour [v] Second Colour [v] Third Colour [v] Shirt Stripes ? No [v]
- Reverse Colours :** [v] [v] [v]
- Shorts :** [v] Socks : [v]

4. When done, click at the bottom of the screen to save the information.

Entering Match Results

1. Select **Players** from the main menu.



2. Under **Teams** select the **Assn Match Results**.

Player and Team Admin Main Menu



3. If you want to see all your clubs games at once to enter the scores all at the same time for the one date, leave all the default headings as **Select...** except for the **Select Date** where you want to use the drop down box to select the appropriate date.
4. If you want to enter the score for only 1 game, chose the appropriate selections from the drop down boxes and enter the score for each home & away team.



5. Once completed, click on the **"Update Results"** box at the bottom of the results listing.

That about sums up what needs to be done for the moment.

Feel free to have a look around and fill in any information that you see relevant.

More features will be released as the season progresses.



Select Age Group ▼ | Div ▼ | Select Team ▼ | Select Date ▼ | Select Round ▼ | Select Ground ▼ | **All Missing Results ▼**