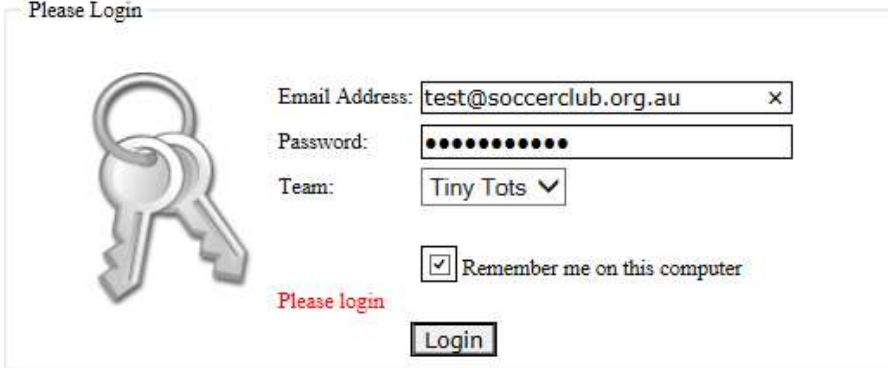


Team Managers & Coaches Login Overview

Team Managers or Coaches have a completely separate system which they login to from what you as club admin people do. They do NOT login to the normal qcsaxxxx.myclubmate.com.au/admin system that Club Admins login to, their login is to qcsaxxxx.myclubmate.com.au/TeamManagers where they get a login page such as the one below:



Please Login

Email Address: test@soccerclub.org.au

Password: ●●●●●●●●

Team: Tiny Tots

Remember me on this computer

Please login

Login

If you wish to register as a Team Official for the 2014 season, then please [click here](#)

They enter their **email address**, the **TEAM Password** (explained further below), and select their 'Team' from the Drop Down list of teams.

A Team Manager, Team Coach and/or Team Referee are setup in the system as a 'Contact'. That person only has to exist as a Contact in the system once, no matter how many Teams they are involved with, or how many years they are involved with the club.

The 'Contact' is then 'attached' to the Team(s) position(s) as necessary, so a single person could be the Team Manager/Coach/Club Referee to 1 or many teams.

The Team is then given a password.

1: Allocating the 'Contact' to a Team.

Club Admins login to the qcsaxxxx.myclubmate.com.au/admin system.

Click on 'Player Admin', and then click on 'Team Admin'

This will list all the Teams currently setup as per below. If Teams haven't already been created, then create one first.

Click Team to edit - 63

Team	Players /Photos	Team Sheets	Age Group	Requested Division	Actual Division	In Draw?	Manager	Coach	Referee
G09A			G09	2	1		Susan McIntyre	James Dunning	
G10A			G10	2			Georgina Winder	Deborah Holl	
G12A			G12	1	1		Fiona McDermott	Nigel Howlett	

In this example you can see that the 3 teams showing already have a Team Manager and Coach assigned to each, but no Team (club) Referees.

If you click on the Team Managers/Coaches name, a popup window will show you their contact details and photo.

Click on the Team Name to edit the team, set the team password and allocate the Manager(s)/Coach(es)/ Team (club) Referee(s).

Enter a value for the Team Password. Without this set, no one can login for this team.

Each of the drop downs contains a list of every 'Contact' in the system. Select the contact for the appropriate position within the team.

Details:

Official Name : As displayed in the QCSA draw
Friendly Name : As known by the Players (Not visible to QCSA)
Age Group : *
Requested Division :
Male / Female : *
Kit Bag :
Team or Squad : it is a squad if it has Firsts and Reserves

Contacts:

Manager :	<input type="text"/>	<input type="text" value="This Season's Team Officials"/>	<input type="text" value="New Quick Manager"/>
Asst. Manager :	<input type="text"/>	<input type="text" value="This Season's Team Officials"/>	<input type="text" value="New Quick Manager"/>
Coach :	<input type="text"/>	<input type="text" value="This Season's Team Officials"/>	<input type="text" value="New Quick Coach"/>
Asst. Coach :	<input type="text"/>	<input type="text" value="This Season's Team Officials"/>	<input type="text" value="New Quick Coach"/>
Referee :	<input type="text"/>	<input type="text" value="This Season's Team Officials"/>	<input type="text" value="New Quick Referee"/>
Asst. Referee :	<input type="text"/>	<input type="text" value="This Season's Team Officials"/>	<input type="text" value="New Quick Referee"/>
Add. Referee :	<input type="text"/>	<input type="text" value="This Season's Team Officials"/>	<input type="text" value="New Quick Referee"/>
Add. Referee :	<input type="text"/>	<input type="text" value="This Season's Team Officials"/>	<input type="text" value="New Quick Referee"/>
Add. Referee :	<input type="text"/>	<input type="text" value="This Season's Team Officials"/>	<input type="text" value="New Quick Referee"/>

Additional Info:

Minimum # Players :

Preferred # Players :

Maximum # Players :

Team Password :

Can Send SMSs ?

Tick the Box if Mangers and Coaches can send SMSs to their Team

2: What if the Contact doesn't exist?

There are 2 ways to create new contacts if they don't already exist in your system. The first way is quick and simple – just click on the 'New Quick Manager' or 'New Quick Coach' link and a new window will popup which you can use to enter the details of the Manager or Coach.

The second way is to go the 'Player Admin' section (from the Setup Menu), and create the contacts there under the 'Team Officials' column. This works well if you want to add more than just basic information, want to upload a photo of the person at the same time or want to create multiple contacts especially if different types such as Ground Organisers (dressers).

Player and Team Admin Main Menu

The screenshot displays a web interface with three main columns of buttons:

- PLAYERS:** Includes buttons for 'ayers', 'et Paid', 'Players', 'ge Group', 'a Team', 'otos', 'hirts', 'Family', and 'yment'.
- TEAMS:** Includes buttons for 'Team Admin', 'Team Nominations', 'Team Division Requests', 'Team Grading Requests', 'Teams Needing Players', 'Training Allocations', 'Teams Time Slot Setup', 'Teams Time Slot Bookings', 'Assn Match Results', and 'Teams KitBags'.
- TEAM OFFICIALS:** Includes buttons for 'Allocate Team Officials Registered Online', 'Team Managers', 'Team Coaches', 'Coach Requests', 'Team Referees', and 'All Team Officials'.

Click on 'Team Managers' to see a list of all the Team Managers.

Then click on 'Add New Team Manager' which will bring up the following screen:

Enter New Team Manager below:

Locate Registered Player:

Locate Player (Over18) :

Locate Parent :

Name:

First Name :

Last Name :

Date Of Birth : - -

Spouse :

Position:

Year Last Current :

Employment Status :

Position Type :

Position :

Display Position ? :

QCSA Reg ID :

Child Protection:

Identity Sighted?

Date Identity Confirmed : - - *Date Club confirmed Name and Identity

Blue Card Status :

Blue Card Number : Either Check Number or Application Number

Date Blue Card Verified : - - *Date Club Verified Blue Card Online

If the contact is a player in the system, you can select the player from the 'Locate Player' drop down and the Name, contact details and Address details will all be automatically completed – the same if you select a name from the parent drop down. Don't forget you need to add an email address as without it the person won't be able to login.

2a: How to allocate a team to a Parent or past Coach or Manager who(1) nominates in the system when registering their children, or (2) if you have the option for 'Managers & Coaches Online Rego Enabled' in the setup menu

- 1. A parent or player nominating to be a coach, manager, or club referee during the process of either registering themselves or a family member.**

A parent or player may nominate to be a coach, manager or a club referee during the process below when either registering themselves or a family member.

Club Help:

Help Committee?

Be A Manager?

Be A Coach?

Be A Referee?

You as a club admin person must monitor who selects this option by:

- Select the Reports option from the tabs along the top of your admin page
- Under 'Team Related' select 'Volunteer Offerings'

Reports and Statistics

2 of those 0 have paid (0 of them online, 0 of those have paid Online

PLAYER REPORTS	TEAM RELATED
Players Not in a Team	Players Per Team
Players in Wrong Age Grp	Managers & Coaches
Haven't Re-Registered	Volunteer Offerings
Tried but haven't registered	Outstanding WWC Checks
Outstanding Proof of ID	Grading Cards

- This will list the player(s) who either themselves want to be a coach or manager, or whether mum or dad are offering to be a coach or manager
- This is purely for reference only to see who has volunteered

You will then need to follow Step 2 above, and add them as a new coach, manager or club referee, but you can select them from the 'Locate Registered Player' as a player or parent.

Enter New Team Manager below:

Locate Registered Player:

Locate Player (Over18) :

Locate Parent :

2. If you have the option for 'Managers & Coaches Online Rego Enabled' in the setup menu

A past coach or manager or new person may also register as a manager, coach or club referee by clicking on the 'Team Officials Click Here' option at the bottom of the player login screen, where they will register their details in the MCM system.

Please login



First Name:

Surname:

Password:

Remember me on this computer

Log me in Automatically [? What's This?](#)

[? Need Help?](#)

If no-one in your family has ever played for Westminster Warriors Soccer Club then please click here to register as a new player within a new family

[Club Administrators Click Here](#)
[Team Officials Click Here](#)

You as a club admin person can then find these people by click in the 'Player Admin' under 'Team Officials' column and select the 'Allocate Team Official Registered Online'

Player and Team Admin Main Menu

PLAYERS	TEAMS	TEAM OFFICIALS
Players	Team Admin	Allocate Team Officials Registered Online
Yet Paid	Team Nominations	Team Managers
Players	Team Division Requests	Team Coaches
Age Group	Team Grading Requests	Coach Requests
a Team	Teams Needing Players	Team Referees
Notes	Training Allocations	All Team Officials
hirts	Teams Time Slot Setup	
Family	Teams Time Slot Bookings	
yment	Assn Match Results	
	Teams KitBags	

Select the 'Allocate Team Officials Registered Online'

Against a name you can then pick an age group, team and choose a position for this person to be.

Once the selection is completed a 'Done' will appear next to the 'Position' that you choose.

Then follow [Step 1](#) process to ensure the team for which you have just allocated a person to a position for has a password attached.

3: List of Functions in the Team Manager section



Tiny Tots Team Officials Main Menu

Team Members	Print Team ID Sheet
Confirm Players Identity	Match Results
Update Players Contact Details	Send Emails
Grade Players	Change Password
Club Shirts	Export Match Results to .csv
Player Photos	
Team Goal Scorers	
Players Offences	
Injury Report	

4: Removing Contacts from Team Positions

At the start of a new season you will likely want to remove all the Team Managers, Coaches and Referees from all the teams from the previous season. To do this, go to Player Admin, Click on Team Admin, and then click on the "Remove Team Officials" link.

This does NOT delete any contacts, just removes them from being connected to the teams.