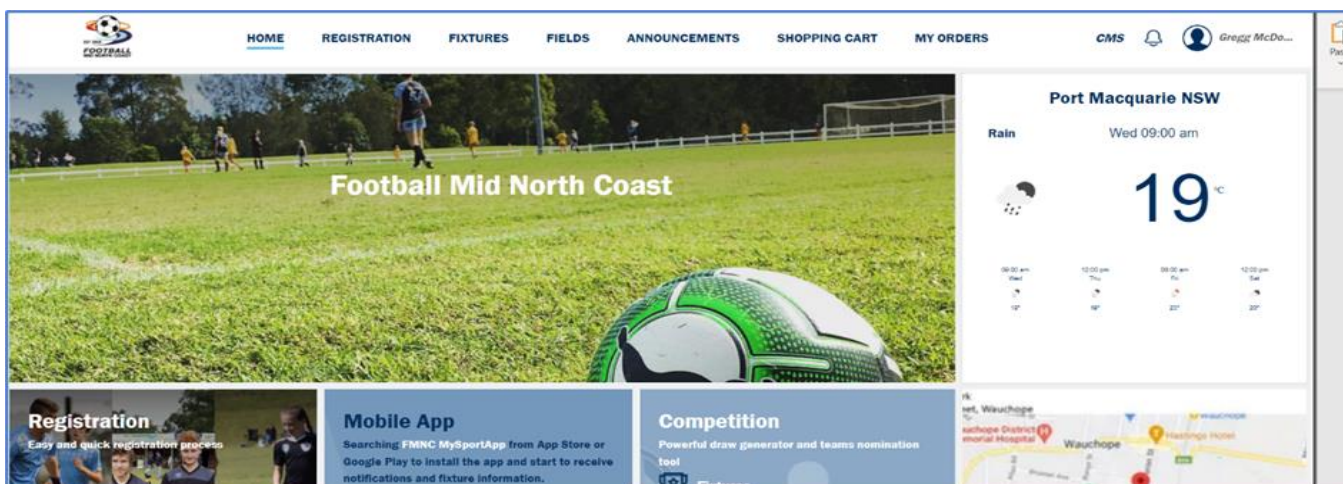


COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Desktop PC

1. Log in into MySportApp using your email address or Registration ID & password
 - a. From a web browser (preferably Chrome) go to:

<https://fmnc.MySportApp.com.au/>

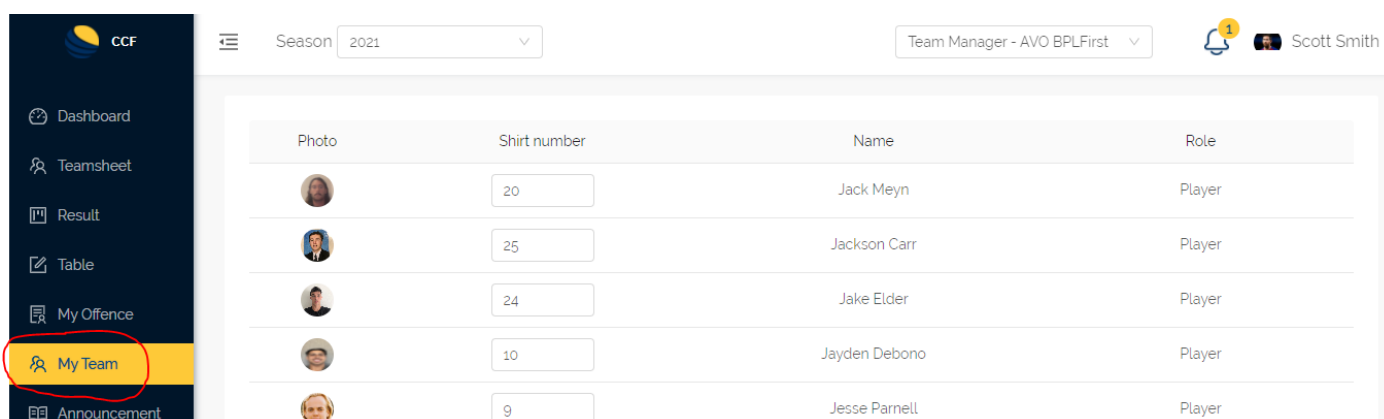
This will land you on the Public page. Log in and choose “CMS” from the top right:



- b. Ensure your “Team Manager or Coach” Role is chosen at the top right in the drop down box :

2. MY TEAM – Updating shirt numbers

- a. From the left Menu, choose “My Teams”

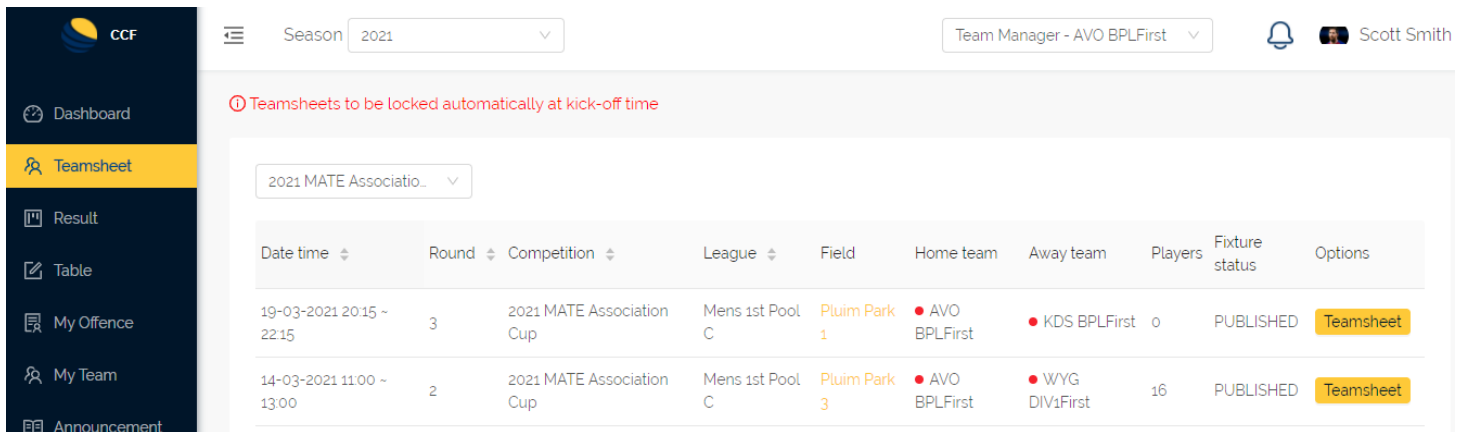


- b. This is where coaches or managers can update their shirt numbers & these will **stay saved here week to week**. Any update of shirt numbers in the **mobile APP**, will only be valid for that particular fixture you are updating for.

COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Desktop PC

3. MANAGING THE TEAMSHEET:

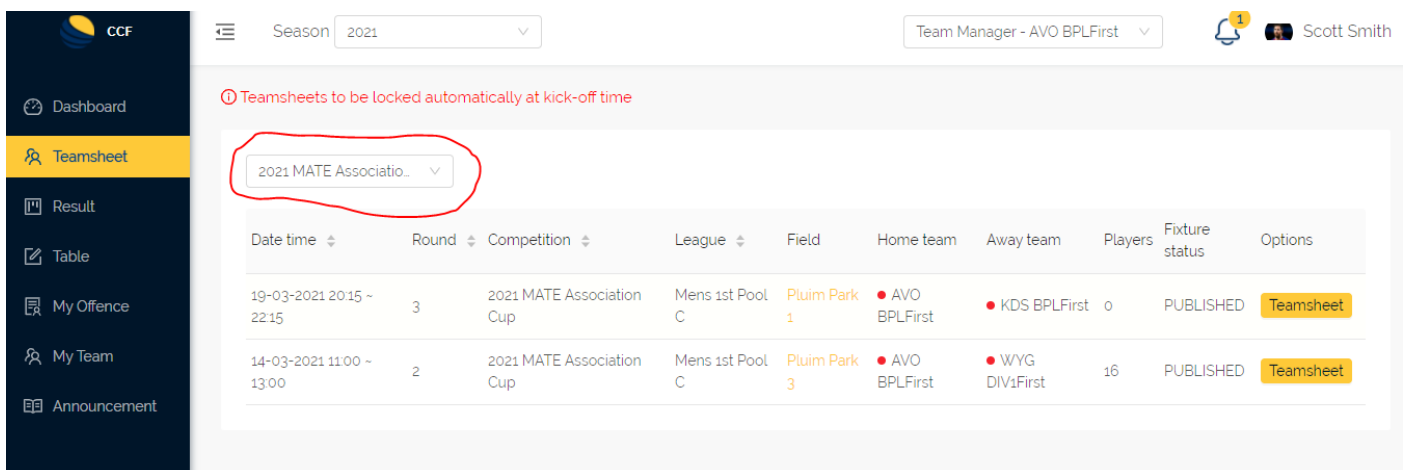
a. From the left Menus, choose “Teamsheet”



The screenshot shows the MySPORTAPP interface. On the left is a dark blue sidebar menu with the CCF logo and options: Dashboard, Teamsheet (highlighted in yellow), Result, Table, My Offence, My Team, and Announcement. The main content area has a top navigation bar with 'Season 2021', 'Team Manager - AVO BPLFirst', and a user profile for Scott Smith. A red notification banner reads 'Teamsheets to be locked automatically at kick-off time'. Below this is a dropdown menu for '2021 MATE Associatio...'. The main table lists fixtures with columns for Date time, Round, Competition, League, Field, Home team, Away team, Players, Fixture status, and Options. Two fixtures are shown, both with 'Teamsheet' buttons in the Options column.

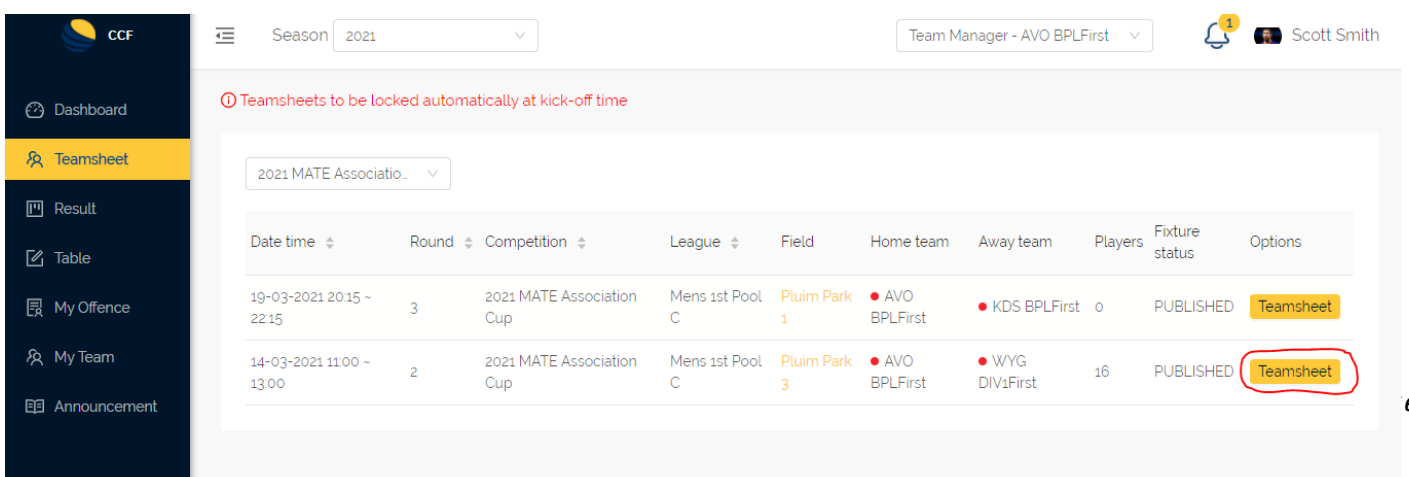
Date time	Round	Competition	League	Field	Home team	Away team	Players	Fixture status	Options
19-03-2021 20:15 ~ 22:15	3	2021 MATE Association Cup	Mens 1st Pool C	Pluim Park 1	• AVO BPLFirst	• KDS BPLFirst	0	PUBLISHED	Teamsheet
14-03-2021 11:00 ~ 13:00	2	2021 MATE Association Cup	Mens 1st Pool C	Pluim Park 3	• AVO BPLFirst	• WYG DIV1First	16	PUBLISHED	Teamsheet

b. Ensure the correct League has been selected from the drop-down box on the left.



This screenshot is identical to the previous one, but a red circle highlights the '2021 MATE Associatio...' dropdown menu in the top left of the main content area, indicating that the correct league should be selected.

c. Click on the appropriate “Teamsheet” button on the right for the appropriate team and fixture you wish to update.



This screenshot is identical to the previous ones, but a red circle highlights the 'Teamsheet' button in the Options column for the fixture on 14-03-2021, indicating that this button should be clicked to update the team sheet.

COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Desktop PC

- d. The resulting screen allows you to add or remove players from the team sheet, by “checking or unchecking” the tick box on the left, “add or alter” player shirt number’s, “Borrow” a player from an eligible Team and “Add” a Home Or Away vested officials name for the fixture.

Once your team sheet is completed “Click” Save. Please only “click” Publish if your teamsheet is finalised and no further changes will be made. Coaches or Managers can utilise the mobile APP to “Finalize” their team sheet on the day right up to kick-off time.

Create teamsheet X

14-03-2021 11:00 ~ 13:00 AVO BPLFirst vs WYG DIV1First

Photo	Number	Name	Role	Suspend	Borrowed
<input checked="" type="checkbox"/>	21	Carlo Cervo	Player	-	B
<input checked="" type="checkbox"/>	20	Jack Meyn	Player	-	
<input checked="" type="checkbox"/>	25	Jackson Carr	Player	-	
<input checked="" type="checkbox"/>	24	Jake Elder	Player	-	
<input checked="" type="checkbox"/>	10	Jayden Debono	Player	-	
<input checked="" type="checkbox"/>	9	Jesse Parnell	Player	-	
<input checked="" type="checkbox"/>	28	Joshua Edwards	Player	-	
<input checked="" type="checkbox"/>	5	Liam Collins	Player	-	B
<input checked="" type="checkbox"/>	4	Mathew Fulwood	Player	-	

Players on sheet: 16 / (1 - 16)

Match day supervisor:

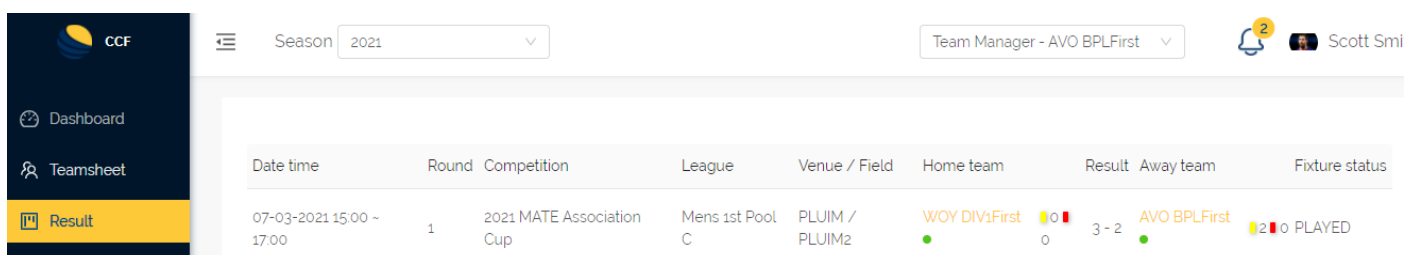
Home vested official:

Away vested official:

[Borrow a player](#)

4. RESULTS / TABLES :

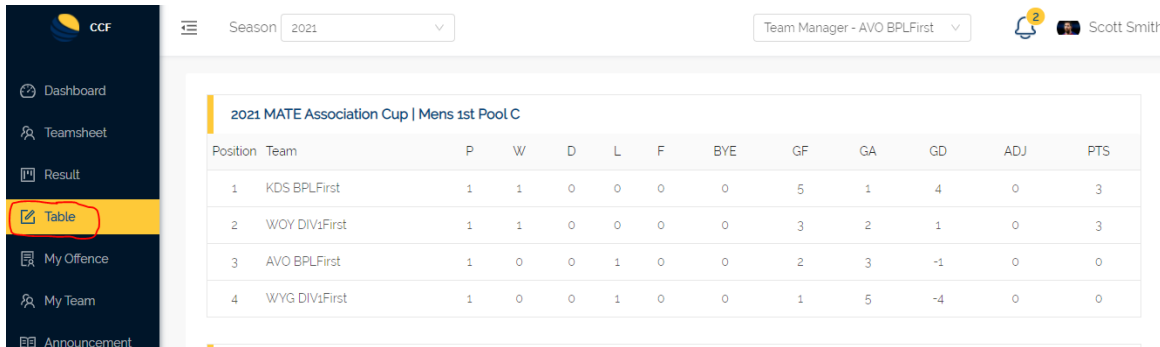
- a. The Results / Tables menus, show results and competition tables for the team you coach or manage.



CCF Season: 2021 Team Manager - AVO BPLFirst Scott Smi

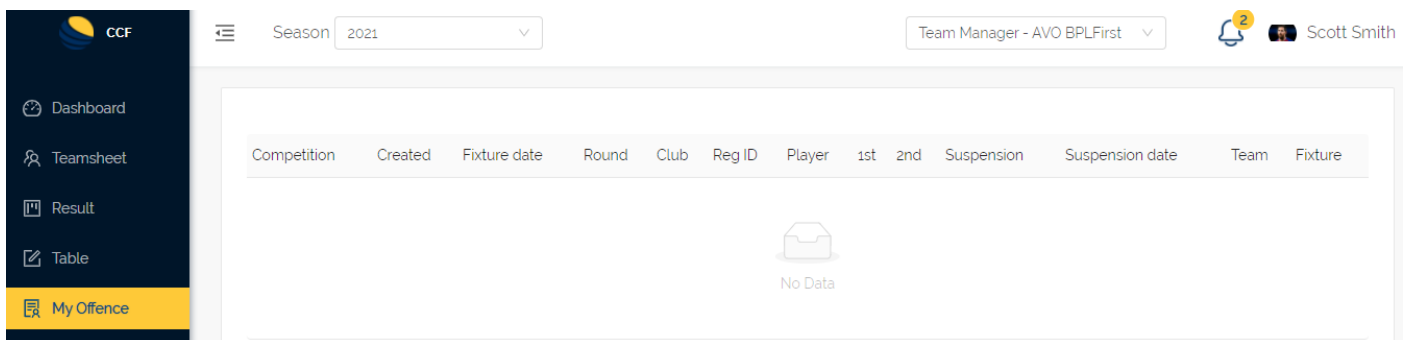
Date time	Round	Competition	League	Venue / Field	Home team	Result	Away team	Fixture status
07-03-2021 15:00 ~ 17:00	1	2021 MATE Association Cup	Mens 1st Pool C	PLUJIM / PLUJIM2	WOY DIV1First	0 - 3	AVO BPLFirst	2 - 0 PLAYED

COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Desktop PC



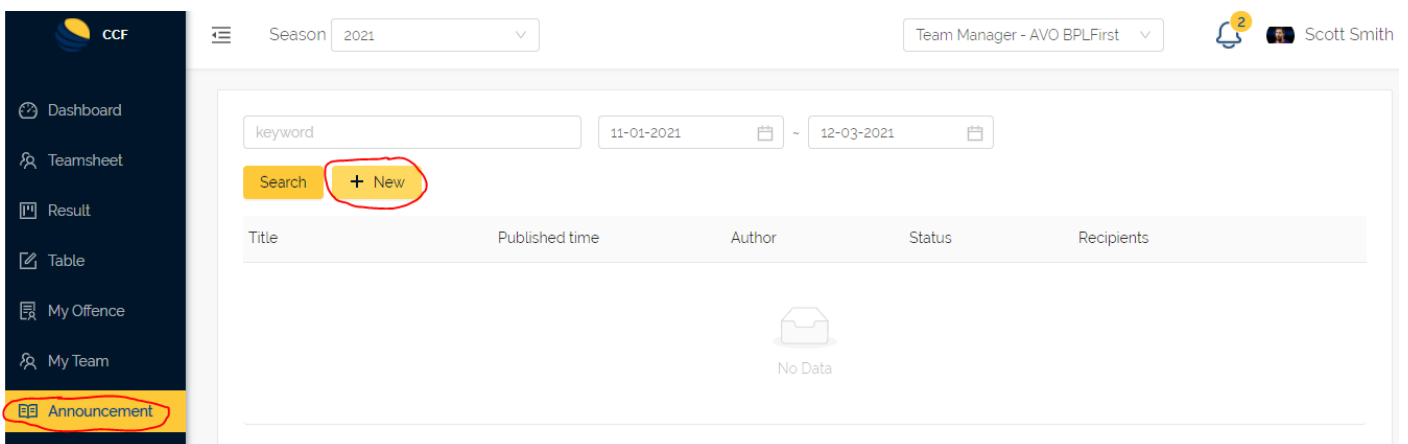
5. My Offence :

- a. My Offence displayed the offences & suspensions for the team that you coach or manage.



6. Announcement :

- a. Messages can be sent via email & notifications to the APP for players in teams that you coach or manage
- b. To send a message “click” on the new Button



COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Desktop PC

- c. Complete announcement information. Areas marked with an * are mandatory
- d. Once the message is completed “Click” Save As Draft

Add announcement ✕

* Title:
 ✔

* Description:
 ✔

Picture:


+
Upload

Content:

B I U ↻ ” </> H₁ H₂ ☰ ☷ x₂ x² ☰ ☷ 10px ⌵ Normal ⌵ A 🌈 ☰ I_x
🔗 🖼️ 📄

Save as draft

- e. Once draft has been saved, the user has the ability to “Edit”, “Delete”, “Preview” or “Publish” the message



Season 2021

Team Manager - AVO BPLFirst

🔔 2 👤 Scott Smith

11-01-2021 ~ 12-03-2021

Search + New

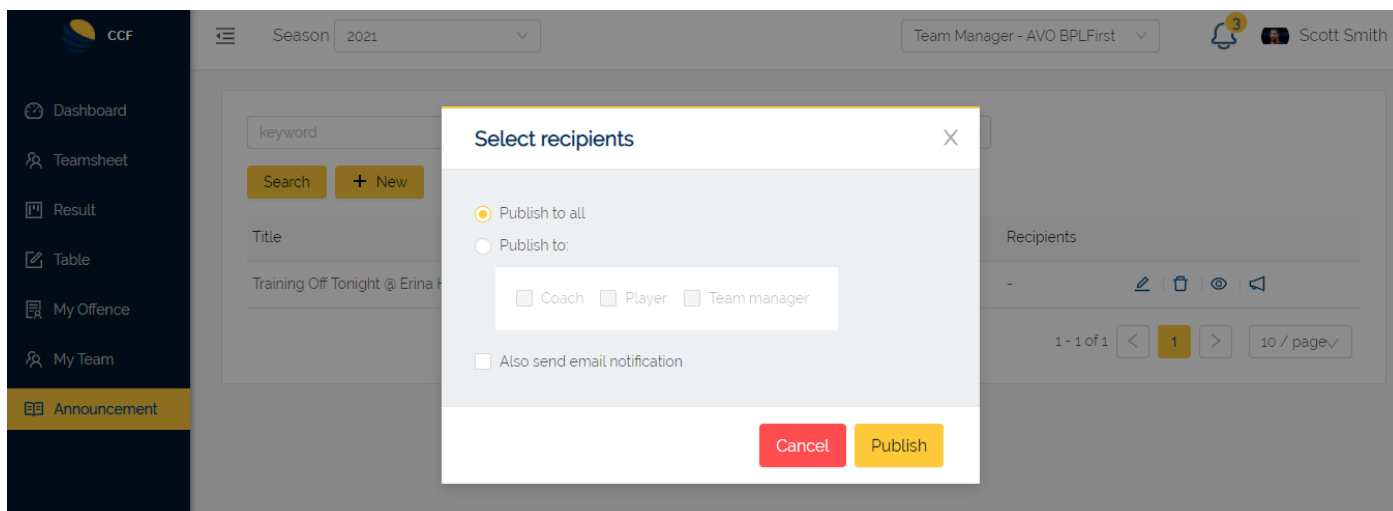
Title	Published time	Author	Status	Recipients	EDIT	DELETE
Training Off Tonight @ Erina High		Scott Smith	Draft	-	🔗	🗑️

PREVIEW PUBLISH

1 - 1 of 1 < 1 > 10 / page

COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Desktop PC

- f. To “Publish” the announcement, please “Publish to all” or “Publish To” those other members of the team that you coach or manage. The option to “Send email notification” can also be checked



For further assistance please call the FMNC Office between 9am – 4pm Monday to Friday.