Club Administrators

As previously advised the SSFA is using a new Competition Management System in 2022; MyCompApp (MCA).

MCA will initially be used for the following 'Competition Administration' tasks in 2022: - SSFA will publish the draw, results and the tables in MCA - which can be found via the same link as previous on the SSFA website and also via the SSF Mycompapp on smartphones, both Apple & Android.

- Clubs will continue to be required to print their own Match Sheets for home games however, instead of downloading from an email, they will be exported from MyCompApp.

- Clubs will access the equivalent of their own "*Ground Draw Report*" & "*Club Magazine Report*" in excel format (which we believe is more useful as the documents can be sorted, formatted and exported as needed and also used for managing Ground Duty Rosters) as an Export from MyCompApp.

- Clubs will also print a copy of their "Ground Draw Report" as the "Association's Results Report" to be included with your match sheets and submitted to the SSFA Office prior to 8am on the Monday (or earlier).

A MyCompApp User Guide for Match Day Reports is attached for your reference. The instructions in screenshots and take you step-by-step through the generation of the following:

- 1. Match Sheets
- 2. Match Club Magazine Report Fixtures Home and Away
- 3. Match Draw Ground Report Fixtures Home by Venue (field)
- 4. Association's Results Sheet (to be submitted with Match Sheets)

Ultimately it is expected that Coaches and Managers (and finally players) will also have access to MCA via the App so that further functionality (including push notifications) can be used.

Please ensure that you have advised the SSFA Office (at <u>office@shirefootball.com</u>) of those people that need access to the Match Sheets (for printing), Match Draw Ground Report and Match Club Magazine Report. Please list name, role, email address (and advise if they are a player in 2022).

MyCompApp can now be downloaded for both iPhone and Android users *(see attached instructions)*. This will allow users to view fixtures, results and tables directly on the App.

Regards Jeff Stewart SSFA Office 9542 3577

MyCompApp – User Guide – Match Day Reports

Match Day Reports Process – Instructions with Screenshots

- 1. Match Sheets
- 2. Match Club Magazine Report Fixtures Home and Away
- 3. Match Draw Ground Report Fixtures Home by Venue (field)
- 4. Association's Results Sheet
- 5. Printing Instruction

Explanatory Note – Reminder:

- 1. You must have an Account in MCA with Club Administrator role.
- 2. If you were a player in 2021 OR 2022 you will have an Account. If you registered in Playfootball as a Coach or Team Manager you should have an Account.
- 3. Access your account by signing in with the email you used to Register then Click on "Forgot Password" and follow the prompts to access your Account.
- 4. Email your details to <u>office@shirefootball.com</u> requesting that Club Administrator Role be added to your Account.
- 5. The SSFA Office will confirm when you have access to the Club Administrator interface.

NAVIGATION TIPS:

Sign in to www.ssfa.mycompapp.com

- Access *your* account Profile by clicking on your name (top righthand corner)
- Access backend Club Administrator menu by clicking on CMS (top righthand corner to left of your name)
- After you have signed in, ensure you are in the current Season.
- Return to MyCompApp landing page by clicking on SSFA Logo (top lefthand corner)
- Access Sutherland Shire Football Association website by clicking on Logo (top lefthand corner)

ssf mycompapp

Download app to your Android device

- 1. Open Google Play. On your phone, use the Play Store app.
- 2. Find ssf.mycompapp
- 3. When you pick the app, tap Install

How to get the app for your Apple device

- 1. On your iPhone, iPad or iPod touch, open the App Store app.
- 2. Tap Search tab and look for ssf mycompapp
- 3. Tap or click the Get button beside SSF MyCompApp

NAVIGATE TO CLUB ADMINISTRATOR MENU

Go to shirefootball.com and click on Fixtures, you will be directed to ssfa.mycompapp.com

Sign in to <u>ssfa.mycompapp.com</u>



> Access *backend* Club Administrator menu by clicking on **CMS** (top righthand corner to left of your name)



In the Menu on left of screen (black column) click on Fixture



- > Step-by-Step instructions follow to guide generation of the following reports:
 - 1. Match Sheets
 - 2. Match Club Magazine Report Fixtures Home and Away
 - 3. Match Draw Ground Report Fixtures Home by Venue (field)
 - 4. Association's Results Sheet (repeat of Match Draw Ground Report 2. above)

PLEASE NOTE:

- 1. The following instructions are written to assist Club Administrators who have a basic understanding of Excel. We realise that Advanced users will find short-cuts to the following instructions.
- 2. Only PUBLISHED Fixtures will be available for Reports.

1. MATCH SHEETS

Teamsheets for Fixtures being played at your Home Ground/s From the *Fixture* menu.

- 1. Select Venue
- 2. Select Match Day Date "From" and "To"
- 3. Select Fixtures to have Teamsheet printed (click on box beside Date time)
- 4. Export "Teamsheet"

Dashboard								
ζ Account	Competition :	From:	To:	Age Group :	Division :		Field :	
Announcement		27 03 2022	27 03 2022				Keyword :	
] Product	Round from : Round to :	Fixture status :	Only my club's fixtures :				Keyword	Q
Q Registration		PUBLISHED V				Export matchsheet	Export teamsheet	Export fixtures
à Team	Date time 👙	Round 👙 Le	eague Venue / Field	Home team	Result	Away team	R A1 A2 F Sta	itus
g Voucher	27-03-2022 08:00 ~ 09:40	1	W18B LOFT / LOFTUS	LOFT W18B	00-	• BBAY W18B	P	UBLISHED
E Fixture	27-03-2022 09:40 ~ 11:20	1	WSF LOFT / LOFTUS	LOFT WSF	00-	• GPOI WSF	P	UBLISHED
Uncovered fixture	27-03-2022 11:20 ~ 13:00	1	045C LOFT / LOFTUS	 LOFT 045C 	00-	● LIPI O45C 0	P	UBLISHED
) Latest appointment	27-03-2022 13:00 ~ 14:40	1	AL14 LOFT / LOFTUS	LOFT AL14	00-	● BANG AL14-1 0 0	P	UBLISHED
Judiciary	27-03-2022 14:40 ~ 16:20	1	AL04 LOFT / LOFTUS	LOFT AL04	00-	• CSEA AL04 0 0	P	UBLISHED
訂 Invoice 力 Event						1-5	of 5 items < 1 >	20 / page∨

- 5. Click on *teamsheet.pdf* at bottom left of your screen
- 6. Print check that you are printing one per page, single-sided (not on both sides)
- 7. Take to Ground Control at your Venue/s WITH the Association's Results Sheet (refer 3. previous page)

		⁽¹⁾ Fixture results will	be locked 1 da	ay after the	fixture date.				
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88	Fixture	27-03-2022 00):40 ~ 11 :20	1	WSF	LOFT / LOFTUS	LOFT	TWSF	000
Θ	Uncovered fixture	27-03-2022 11	20 ~ 13:00	1	045C	LOFT / LOFTUS	• LOFT	045C	000
\odot	Latest appointment	27-03-2022 13	:00 ~ 14:40	1	AL14	LOFT / LOFTUS	• LOFT	FAL14	000
R	Judiciary	27-03-2022 14	:40 ~ 16:20	1	AL04	LOFT / LOFTUS	• LOFT	FAL04	000
≣	Invoice								
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Club		LOFT		Ground	Appointed Referee (or 4th Offica	lFinals)
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	LOFT AL1	4			BANG AL14	-1	
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	Johnathon 🎬		10822197		Nathan 🐑 😁		54429881
	Liam 🗨 🗩	_	10950057		Murat C		1104232
	Benjamin G		54528484		Matthew K	•	54512843
	George		63640304		Christopher		5443603
	Lachlan 🛌		54566617		Russell		54436050
	Luke J		54566153		Andrew		54522770
	Anthony R		82931221		Stamatis I		10770464
	Samuel Luko		54567698		Achlov		54435334
	lordan 9		54569090		Brady		54436811
	Henri Sane		54524624		Benjamin		11051099
	loshua (milia		54597224		Kieran T		54426564
	Angus Con		79472080		Blake		61538799
					Angus Zananika		60745908
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	BORROWED PLAYE	RS - See Ri	ile 12.F		BORROWED PLAYE	RS - See Ru	le 12.F
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BLANK MATCH SHEET - If needed, blank match sheets for each fixture (no players listed) can be printed by selecting "Export matchsheet" at Step 4 above; or a completely blank match sheet can be downloaded from https://shirefootball.com.au/documents/

2. MATCH CLUB MAGAZINE REPORT – All Fixtures (Home and Away)

From the *Fixture* menu.

Select "From" and "To" dates:

(You can select by Round from and Round to however this will export all matches for the Round -you will need to sort data in Excel to separate Saturday & Sunday matches)

This needs to be done separately for Satur	days and Sundays.
For example:	
Saturday Round 1 – From 26-03-2022	To 26-03-2022
Sunday Round 1 – From 27-03-2022	To 27-03-2022

Deselect "Published" in "Fixture Status" by clicking on the down arrow (this will reveal any teams with a \succ BYE)

Fixture status

\succ Select "Export fixtures" blue button on far right of screen

🧄 SSFA	E Season 2022	~							Club Administrato	r - BARD	V	Ę	Ĵ (Barbra Sharp
) Dashboard	③ Fixture results will be locke	ed 1 day after the fixtu	ire date.											
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Registration	Date time 🎄	Round 🌲	League	Venue / Field	H	lome team		Result	Away team		R A1	A2	F St	atus
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) Uncovered fixture	27-03-2022 11:40 ~ 13:20	1	WSD	NCAR / NTH CBAH	•	NCAR WSD	000	-	BARD WSD	000		-	- PI	JBLISHED
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The Export will appear as an Excel CSV report at bottom left of screen.

🧄 SSFA	Season 2022	v							Club Administrator	- BARD	~	Į	Ĵ (Barbra Sharp
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Latest appointment	27-03-2022 11:40 ~ 13:20	1	WSD	NCAR / NTH CBAH		NCAR WSD	000	-	 BARD WSD 	000		-	- PU	BLISHED
C Judiciary	27-03-2022 11:40 ~ 13:20	1	AL13	NSUT / SUTHERLAN	D 2	NSUT AL13	000	-	 BARD AL13 	000		-	- PU	BLISHED
Event	27-03-2022 13:00 ~ 14:40	1	AL05	MENA 1 / BUCKLE 02	2	 MENA AL05 	000	-	BARD AL05-2	000		-	- PU	BLISHED
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Show all

- Click on the export_fixture csv file to open the Export
- Click yes on the pop up (see below). \succ

Microsoft Excel

The file format and extension of 'export_fixture_1647229066164.csv' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Help

No

Yes

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	27-03-2022	08:20 ~ 10:00		1 O35C	SYLV	BOX ROAD 01	SYLV O35C	-	-	LOFT O35C	PUBLISHED
	27-03-2022	09:40 ~ 11:20		1 W21AB	LIPI 1	LPO	LIPI W21B	-	-	LOFT W21B	PUBLISHED
	27-03-2022	09:40 ~ 11:20		1 WSF	LOFT	LOFTUS	LOFT WSF	-	-	GPOI WSF	PUBLISHED
	27-03-2022	09:40 ~ 11:20		1 WSB	MENA 1	BUCKLE 02	MENA WSB	-	-	LOFT WSB-2	PUBLISHED
	27-03-2022	09:50 ~ 11:30		1 WSE	BBAY 1	LAKEWOOD	BBAY WSE	-	-	LOFT WSE	PUBLISHED
	27-03-2022	11:20~13:00		1 WSB	MART	KINGSWOOD RD	MART WSB	-	-	LOFT WSB-1	PUBLISHED
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> Enable Editing (yellow bar at top) and then Edit the workbook to display what you need

- Delete columns "L" to "O"
- Reduce column widths click on arrow above cell A1, then drag the column width smaller
- Clubs to sort by Venue this will enable you to see where your Away Fixtures are and to check for any overflow Home Fixtures scheduled at another field.
- Save the Document! Eg. MATCH CLUB MAGAZINE REPORT_MATCHDATE_GROUND.csv

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3	27-03-2022	08:20~10:00		1 WSH	NCAR	NTH CBAH	NCAR WSH-1	-	-	LOFT WSH	PUBLISHED					
4	27-03-2022	08:20~10:00		1 O35C	SYLV	BOX ROAD 01	SYLV O35C	-	-	LOFT 035C	PUBLISHED					
5	27-03-2022	09:40 ~ 11:20		1 W21AB	LIPI 1	LPO	LIPI W21B	-	-	LOFT W21B	PUBLISHED					
6	27-03-2022	09:40 ~ 11:20		1 WSF	LOFT	LOFTUS	LOFT WSF	-	-	GPOI WSF	PUBLISHED					
7	27-03-2022	09:40 ~ 11:20		1 WSB	MENA 1	BUCKLE 02	MENA WSB	-	-	LOFT WSB-2	PUBLISHED					
8	27-03-2022	09:50~11:30		1 WSE	BBAY 1	LAKEWOOD	BBAY WSE	-	-	LOFT WSE	PUBLISHED					
9	27-03-2022	11:20~13:00		1 WSB	MART	KINGSWOOD	MART WSB	-	-	LOFT WSB-1	PUBLISHED					
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11	27-03-2022	13:00 ~ 14:40		1 AL14	LOFT	LOFTUS	LOFT AL14	-	-	BANG AL14-1	PUBLISHED					
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SEE 5. BELOW FOR FORMATTING & PRINTING INSTRUCTIONS

X

3. MATCH DRAW GROUND REPORT - Fixtures by Club Venue

4. ASSOCIATION'S RESULTS SHEET – same document – print and take to Venue/s with MatchSheets.

From the *Fixture* menu.

This shows all games at a particular venue/field – your HOME Venue or Venues

Select "From" and "To" dates:

This needs to be done separately for Saturdays and Sundays.For example:Saturday Round 1 – From 26-03-2022To 26-03-2022Sunday Round 1 – From 27-03-2022To 27-03-2022

Select *Venue*:

This needs to be done separately for each of your Club's Venues

For example:

Lilli Pilli would export data separately for LPO, GMO & Greenhills

- Select "Export fixtures" blue button on far right of screen
- > Similar process to Club Magazine Report regarding formatting, etc.

Competition :		F	rom :			To :				Age Group				
2022 Winter		V] [2 <mark>6-03-202</mark> 2		Ë	26-03-2022			#					\vee
Division :		V	/enue :			Field :				Keyword :				
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Date time 👙		Round 👙	League	Venue / Field		Home team		Result	Away team		RA	L A2	F	Status
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26-03-2022 08	8:00 ~ 09:00	1	U11B	LOFT / LOFTUS 10&11 2		• LOFT U11B	000	-	• LIPI U11B-1	0 ∎0		-	-	PUBLISHED
26-03-2022 08	8:50 ~ 09:40	1	U07F	LOFT / LOFTUS 06,7,8,9		LOFT U07F	000	-	GYME U07F	000		-	-	PUBLISHED
26-03-2022 0	9:00 ~ 10:10	1	U13C	LOFT / LOFTUS		LOFT U13C	000	-	HEAT U13C	<u>0</u>		_	_	PUBLISHED

The Export will appear as an Excel CSV report at bottom right of screen.

- Open the Export
- Enable Editing
- Save the Document! Eg. MATCH DRAW GROUND REPORT_MATCHDATE_GROUND.csv
- Delete columns "L" to "O"
- Reduce column widths click on arrow above cell A1, then drag the column width smaller
- > Data will display in Time order
- Print Export in this format for Association's Results Sheet
- > Then sort by Field this will form the basis of your Ground Duty Report
 - $\circ \quad \text{Insert rows to divide fields} \\$
 - \circ ~ Insert columns to indicate Ground Duty Allocations

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<u>Saturdays</u>

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- Clubs to sort by Field to identify Field Set up requirements
- Clubs to review Club Magazine Report for overflow Home Fixtures scheduled at other fields.

A	14 -	: × v	fx									
	А	В	С	D	E	F	G	Н	I.	J	K	L
1	Date	Time	Round	League	Venue	Field	Home team	Home goals	Away goals	Away team	Status	
2	26-03-2022	09:00 ~ 10:10	1	U13C	LOFT	LOFTUS	LOFT U13C	-	-	HEAT U13C	PUBLISHED	
3	26-03-2022	10:10~11:20	1	U13B	LOFT	LOFTUS	LOFT U13B	-	-	GYME U13B	PUBLISHED	
4	26-03-2022	11:20 ~ 12:30	1	W13B	LOFT	LOFTUS	LOFT W13B	-	-	GPOI W13B	PUBLISHED	
5	26-03-2022	12:30 ~ 13:40	1	W14C	LOFT	LOFTUS	LOFT W14C	-	-	HEAT W14C	PUBLISHED	
6	26-03-2022	13:40 ~ 15:00	1	U15A	LOFT	LOFTUS	LOFT U15A	-	-	BARD U15A	PUBLISHED	
7												
8	26-03-2022	08:00 ~ 08:50	1	U06H	LOFT	LOFTUS 06,7,8,	LOFT U06H	-	-	HEAT U06H	PUBLISHED	
9	26-03-2022	08:50~09:40	1	U07F	LOFT	LOFTUS 06,7,8,	LOFT U07F	-	-	GYME U07F	PUBLISHED	
10	26-03-2022	09:40 ~ 10:30	1	U07D	LOFT	LOFTUS 06,7,8,	LOFT U07D	-	-	LIPI U07D-3	PUBLISHED	
11	26-03-2022	10:30 ~ 11:20	1	U08G	LOFT	LOFTUS 06,7,8,	LOFT U08G	-	-	GEOR U08G-2	PUBLISHED	
12	26-03-2022	11:20 ~ 12:10	1	U08D	LOFT	LOFTUS 06,7,8,	LOFT U08D	-	-	STJB U08D	PUBLISHED	
13	26-03-2022	12:10 ~ 13:00	1	W08E	LOFT	LOFTUS 06,7,8,	LOFT W08E	-	-	EEAG W08E-1	PUBLISHED	
14												
15	26-03-2022	08:00~09:00	1	U10E	LOFT	LOFTUS 10&11	LOFT U10E	-	-	NCAR U10E	PUBLISHED	
16	26-03-2022	08:00~09:00	1	U11B	LOFT	LOFTUS 10&11	LOFT U11B	-	-	LIPI U11B-1	PUBLISHED	
17												
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SEE 5. BELOW FOR FORMATTING & PRINTING INSTRUCTIONS

5. To Print:

From the Exported Excel CSV Files

a. Click on File then Print

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b. Select Page Setup

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Orientation: select Landscape

Scaling: Fit to one page wide and tall

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Sheet Tab:

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27-08-2022	09:40 ~11:20	1	W21A8	UPI 1	00	UPI W218	-
27-08-2022	09:40 ~11:20	1	WSF	LOFT	LOFTUS	LOFT WSF	-
27-08-2022	09:40 ~11:20	1	W58	MENA 1	BUCKLE 02	MENAWS8	-
27-08-2022	0950~1130	1	WSE	88AY 1	LAKEWOOD	BBAYWSE	-
27-08-2022	11:20~13:00	1	W58	MART	KINGSWOOD R	MARTWS8	-
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