

MyCompApp - Club Administrator Access – Instructions with Screenshots

Important to note:

1. All Registrations and all registration administration functions are conducted using Playfootball.
2. Registrations in Playfootball are fetched to MyCompApp by FA's API. This is not instant, allow 1-3 hrs and 8-12 hrs in peak National Registration periods.
3. That means all registrants with the following roles: Player, Coach and Team Manager will have an Account in MyCompApp.
4. MyCompApp (MCA) administrator access is available for Committee members who require access as Club Administrator (President & Secretary); Registrar; Treasurer; & General.
5. Coaches & Managers will have access to their team data in MCA once they have been allocated to a team.
6. All allocated players will be able to sign in to their MCA Account and view team information – they are not able to change their profile information.
7. Only historical data for *players* has been imported into MyCompApp.

Download [SSF MyCompApp](#) for Android (Google Play) or Apple (App Store).

Navigation Tips:

Sign in to <https://ssfa.mycompapp.com/#/>

- After you have signed in, ensure you are in the current Season.
- Access *your* account Profile by clicking on your name (top righthand corner)
- Access *backend* Club Administrators menu by clicking on **CMS** (top righthand corner to left of your name)
- 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)

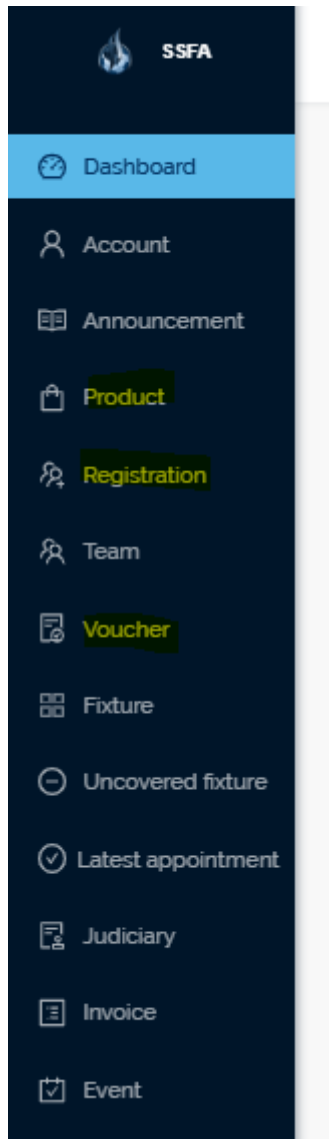
NEXT STEP...

The following pages contain “how to” access data via the various menu options – click on page number to jump to topic.

Contents

Menu Summary	3
Dashboard – view Announcements and Notifications	4
Account - (player/registrant Profile & History)	5
Announcement – Communication Tool	6
Team	9
Create new team	9
Allocate players/coaches/managers	11
Team Data Exports	12
Fixtures	13
Generate Ground Report.....	13
Generate Matchsheets	14
Uncovered Fixture	14
Latest appointment	14
Judiciary.....	15
Invoice	16
Event.....	17

Menu Summary



Product – Not currently applicable

Registration – Not currently applicable

Voucher – Not currently applicable

These Menu functions are only applicable when MyCompApp is used for Registrations and Other product purchases.

Dashboard – view Announcements and Notifications

The screenshot displays the SSFA Club Administrator Dashboard. On the left is a dark navigation sidebar with the SSFA logo and menu items: Dashboard, Account, Announcement, Product, Registration, Team, and Voucher. The main content area is split into two panels. The top of the main area shows a 'Season' dropdown menu set to '2022' and a user profile 'Club Administrator - B'. The 'Announcement' panel on the left contains a large icon of a document with a magnifying glass and the text 'No announcement yet'. The 'Notification' panel on the right contains a similar icon and the text 'No notification yet'.

Announcements – any Announcements sent by SSFA Association or your Club will display here (See below for “how to” instructions). If clubs use Announcement tool to send information to members, all Announcements will remain viewable on members accounts when they sign in to MCA.

Notifications – when Fixtures are updated automatic Notifications are generated and sent to members of impacted team/s and anyone who has made that team a favourite.

Account - (player/registrant Profile & History)

- Line view of registrant details including:
 - Reg ID, name, email, DOB, Mobile
 - Role (Player, Coach, Manager)
 - ID Sighted (Association Admin function only)
- Update photo – click on person icon (far right of
- View Account Details, click on first or last name then toggle between [Profile](#) & [History](#)
 - Defaults to [Profile](#) view – photo and contact details
 - Click on [History](#) to view player history
- Sort Accounts by Sighted/Unsighted or Unallocated
- **Note: All Registrations fetched from PlayFootball are made Active in MCA – Clubs need to manage players registration status in Playfootball.**
Refer Registration Manual Page 29 for information and Page 11 for Teams for grading

Dashboard | Account | Announcement | Product

Search: reg id, first name, last name, email

Choose role: [v] | All | Sighted | Unsighted | All | Unallocated | Active | Inactive | Export | Export W/ History

REG. ID	First name	Last name	Email	Birthday	Age	Mobile	Role	ID sighted	Person icon
10000001	Barbra	Sharp	barbra@shirefootball.com	01-01-2000	22	0400000000	Team Manager	<input checked="" type="checkbox"/>	

Update photo

* Click the photo sign upper to upload a passport style photo (JPEG or PNG, less than 4MB allowed)

Cancel Save

Account Details

Profile | History

Russell [REDACTED]

RegID: 544 [REDACTED]

Age: 1 (22) [REDACTED]

Email: marsden@ [REDACTED]

Mobile: 0414 [REDACTED]

Address: [REDACTED]

Gender: MALE

Account Details

Profile | History

Year	Club	Team	League	Position
2020	BANG	AL13	AL13	5
2019	BANG	AL14	AL14	2
2018	BANG	AL14	AL14	9
2017	BANG	AL16	AL16	4
2016	BANG	45D	45D	5
2015	BANG	45C	45C	7
2014	BANG	45B	45B	7
2013	BANG	45B	-	-

1 - 8 of 8 | 1

Announcement – Communication Tool

Create and send announcements to your club members by role (Player, Coach, Team manager or Club Roles (Committee roles)). Announcements are pushed to the App and there is an option to also send Announcements as an email. Coaches and Managers can make Announcements to their team members during the season.

- Like all in App or in system communication tools, Announcements is not a word processor. Announcements need to be created and formatted – copying and pasting from Word will lose some formatting.
- Create a new Announcement or Search for a previous announcements and copy to resend (formatting will need editing).
- New Announcements are created and saved as Drafts
- You can then Edit, Delete, Preview or Publish
- When you Publish you will have the option to
 - Publish to all
 - Publish to
 - Player – will send push notification to all *Players* registered with your Club using the App
 - Coach – will send push notification to all *Coaches* registered with your Club using the App
 - Team manager – will send push notification to all *Team Managers* registered with your Club using the App
 - Club – will send push notification to all *Club Roles* registered with your Club using the App
 - Publish to team:
 - A dropdown menu of all of your Club’s teams will appear
 - Filter by age group and division or simply select particular teams from the list
 - Also send email notification – this sends the announcement by email to all Active roles for 2022
 - Select “Publish” there’s no turning back once you do.

To Make an Announcement *(refer to screenshots over the page)*

1. Select Announcement from Menu
2. +New (create your message) then Save as Draft
3. Click on the **megaphone icon** to Publish
4. Select from **Publish** options – see above for options

Select recipients ✕

Publish to all

Publish to:

Player Coach Team manager Club

Publish to team:

Publish to club

Also send email notification

Cancel Publish

Select recipients ✕

Publish to all

Publish to:

Player Coach Team manager Club

Publish to team:

Publish to club

Also send email notification

Cancel Publish

Select recipients



Publish to all

Publish to:

Player Coach Team manager Club

Publish to team:

Age Group: Division:

<input checked="" type="checkbox"/>	Team code	Age group	Division
<input type="checkbox"/>	AL03	AL	03
<input type="checkbox"/>	AL05-1	AL	05
<input checked="" type="checkbox"/>	AL05-2	AL	05
<input checked="" type="checkbox"/>	AL06-1	AL	06
<input checked="" type="checkbox"/>	AL06-2	AL	06
<input type="checkbox"/>	AL09	AL	09
<input type="checkbox"/>	AL11	AL	11
<input type="checkbox"/>	AL13	AL	13
<input type="checkbox"/>	AL14	AL	14
<input type="checkbox"/>	Q35F	Q35	F

< 1 2 3 4 >

AL05-2 x AL06-1 x AL06-2 x

Publish to club

Also send email notification

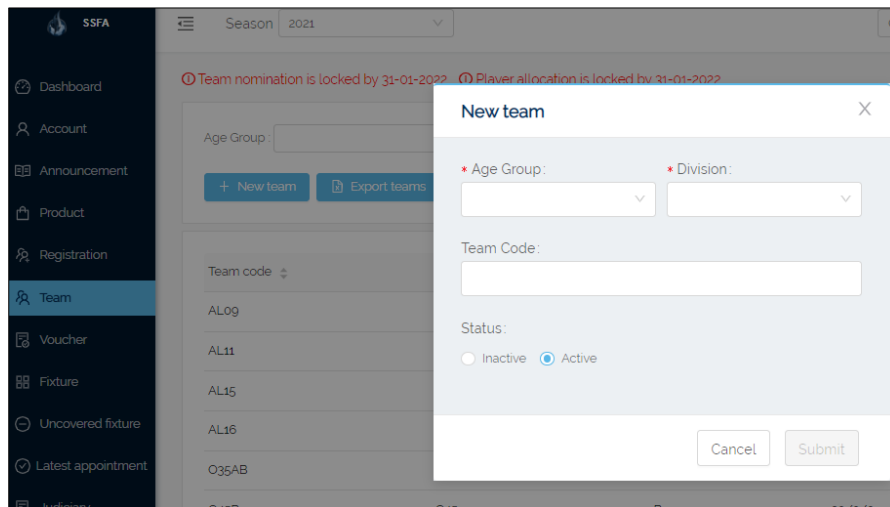
Cancel

Publish

Team – Create and edit teams – Refer to SSFA team set up criteria in Registration Manual

- Create **+New team**
- Edit existing teams - Filter by Age Group and or Division to view teams
- Add Players to, and remove Players from, teams
 - When players have been added to a team, you have 4 options:
 - Edit player profile to add:
 - Shirt number (shirt numbers added here will appear on printed Matchsheets)
 - Position
 - Member Details – quick access to Profile and History
 - View ID card (only Association can print)
 - Remove from team
- Add and remove Coach & Team Manager (**Clubs can continue to add C&Ms to teams AFTER SSFA Grading is complete and teams are locked for Player allocation**).
- Export team data in 3 formats:
 1. **Export teams** = list of club teams by Team Code, Age Group & Division
 2. **Export Teamsheet** = PDF of grading team sheet with player history. **This report can take a few minutes to generate as it is retrieving historical data. It's recommended to export by Age Group and or Division especially for larger clubs.**
 3. **Export team members as CSV** = Excel spreadsheet of players in alphabetical order with history of last 3 years played.

Create new team

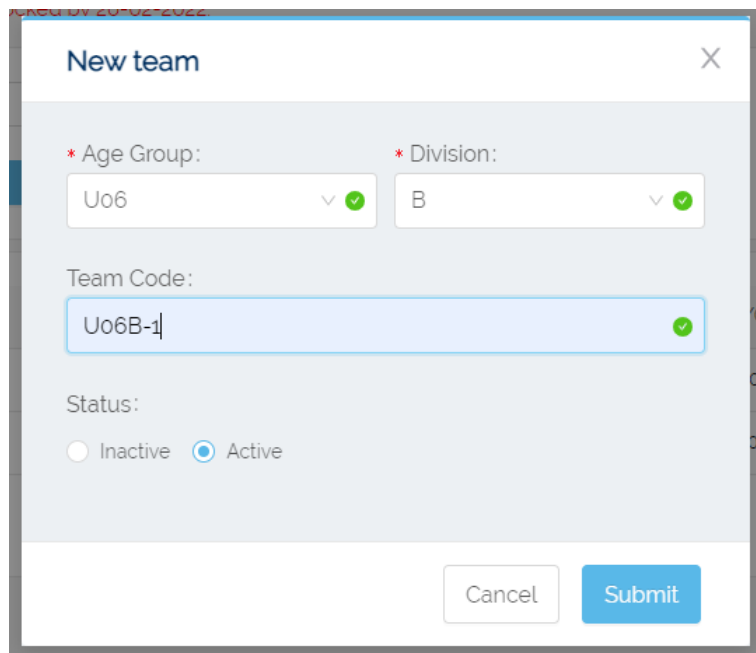
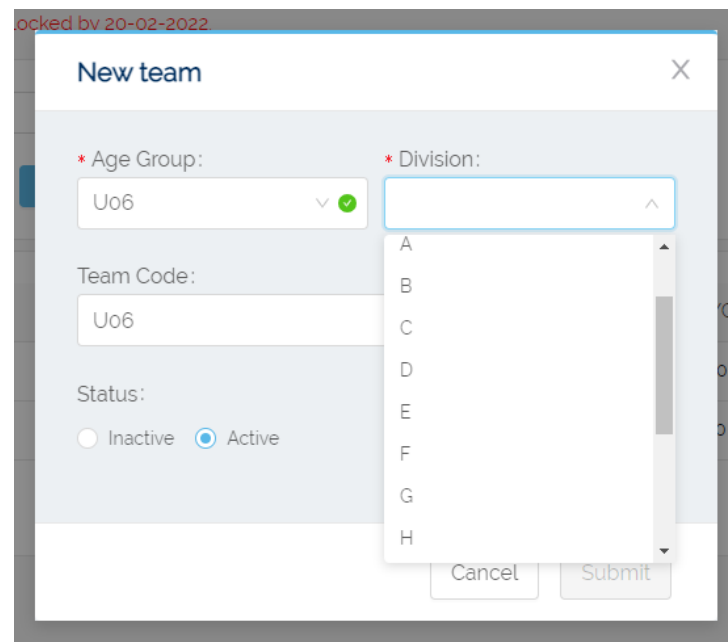
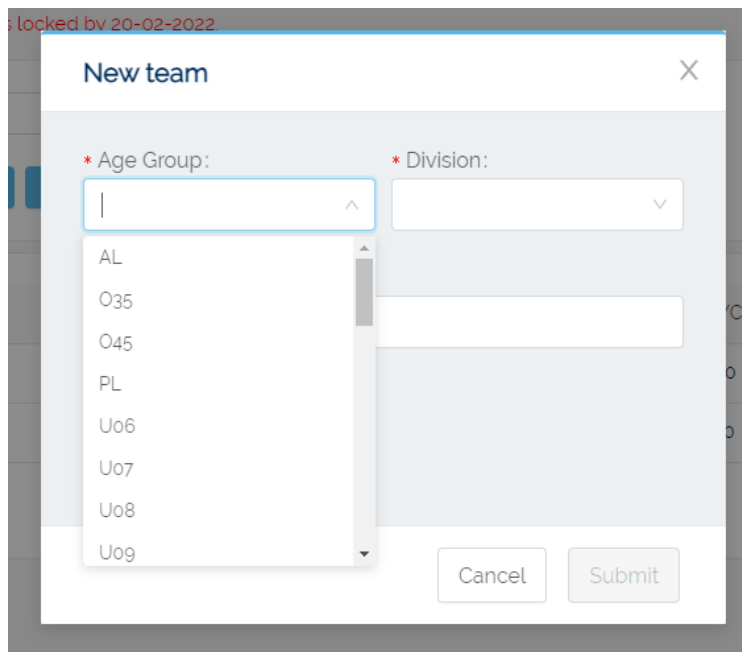


The screenshot shows the 'New team' modal form in the SSFA registration system. The form is overlaid on a background of existing teams. The modal has a title 'New team' and a close button. It contains the following fields and options:

- Age Group:** A dropdown menu with a red asterisk indicating it is required.
- Division:** A dropdown menu with a red asterisk indicating it is required.
- Team Code:** A text input field.
- Status:** Radio buttons for 'Inactive' and 'Active', with 'Active' selected.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.

The background shows a list of teams with the following codes: AL09, AL11, AL15, AL16, O35AB. There are also warning messages at the top: 'Team nomination is locked by 31-01-2022' and 'Player allocation is locked by 31-01-2022'.

Select Age Group and Division from Drop down menus.



For **multiple teams in same Division** please use “-”, eg. U06B-1

The Age Group and Division will autofill to the Team Code.

If you are using “club” Team Codes for Club Grading purposes, please note that they will automatically change (disappear) when you Edit team to final requested Grade for SSFA Grading submission.

Eg. AL10 (Smithies) will automatically change to AL10 when you select this as your requested grade. If you have two teams within the same Division you will need to add -1, -2, etc to the end of the Team Code for each team prior to submission. Eg. AL10-1, AL10-2

All unique Team Codes used for Club Grading **must** be removed prior to submission for SSFA Grading. We suggest you export your club grading sheets prior to selecting your final requested grades and then again after with final requests.

Allocate players/coaches/managers

SSFA Club Administrator

Season: 2021

Club Administrator

Profile

* Age Group: AL * Division: 9 Team Code: ALog

+ Add reg.id / name / email role

Reg ID	First Name	Last Name	Gender	Photo	Shirt number	Position	Age	Role	Email
--------	------------	-----------	--------	-------	--------------	----------	-----	------	-------

Eligible players will display – filter by editable age range, All or Unallocated, search for players can by reg ID, name or email. To allocate Coach and Manager, change age range then type name in filter bar.

Add Members to ALog

reg ID / name / email role Age: 17 - 99 All Unallocated

Reg ID	Photo	First Name	Last Name	Age	Gender	Roles	Allocated teams	Option
No Data								

Allocated ⓘ 17-99Y / 11Y / 32Y

Reg ID	Photo	First Name	Last Name	Age	Gender	role	Option
--------	-------	------------	-----------	-----	--------	------	--------

Team Data Exports

1. Created Teams
 - a. Export teams
 - b. To export data for one team only, filter by Age Group and Division
2. Grading & Team Sheet with Player History – this report is accessing a lot of data, clubs of over 1000 players should export by Age Group
 - a. Export teamsheet
3. Team members and contact information:
 - a. Select Team from Menu
 - b. Select applicable **Age Group** and **Division**
 - c. Select **Export team members as csv**

The screenshot shows the SSFA MyCompApp interface. On the left is a dark sidebar with navigation options: Dashboard, Account, Announcement, Product, Registration, Team (highlighted), Voucher, and Fixture. The main content area has a top navigation bar with the SSFA logo and a 'Season' dropdown set to '2022'. Below this is a warning banner: 'Team nomination is locked by 20-02-2022' and 'Player allocation is locked by 20-02-2022'. The main area contains filters for 'Age Group' and 'Division' (both dropdowns), and a 'Status' toggle switch which is turned on. Below the filters are four buttons: '+ New team', 'Export teams', 'Export teamsheet', and 'Export team members as CSV'. At the bottom is a table with the following data:

Team code	Age group	Division	P/M/C
AL03	AL	03	18/0/1
AL05-1	AL	05	16/1/1
AL05-2	AL	05	15/0/2

Fixtures – Select Competition & From- to: date

- Defaults to your Club's Fixtures – Home & Away
- Filter by:
 - Age Group,
 - Division,
 - Venue,
 - Field,
 - Rounds
 - Fixture Status (Published, Cancelled, Postponed, Played, Bye or Archive)
- **Generate Ground Report for Duty Rosters**
 - Select From – to dates; Select **Venue/s** filter to list home games, (if you have multiple home venues, select them all)
 - Export Fixtures – generates an Excel spreadsheet
 - Sort spreadsheet by Date, Field, and Time (in that order)
 - Arrange data to suit your process, hiding or deleting any unwanted information
- **Print Matchsheets** – Select Fixture/s then Export Teamsheets. Teamsheets will export to PDF ready for printing

Generate Ground Report -View & Export Fixtures – select filters and fixtures then select [Export fixtures](#) to generate Excel Report

The screenshot shows the 'Fixtures' management interface. On the left is a dark sidebar with navigation options: Dashboard, Account, Announcement, Product, Registration, Team, Voucher, **Fixture** (highlighted), Uncovered fixture, Latest appointment, and Judiciary. The main content area has a header with a red warning message: 'Fixtures results will be correct 2 days after the fixture date.' Below this are several filter sections:

- Competition:** 2022 Winter
- From - to:** Start date ~ End date
- Age Group:** (empty)
- Division:** (empty)
- Venue:** (empty)
- Field:** (empty)
- Round from:** (empty)
- Round to:** (empty)
- Keyword:** Keyword
- Fixture status:** PUBLISHED
- Schedule status:** All
- BYE:** Inc. BYE
- Forfeit:** Inc. forfeit
- Only my club's fixtures:**

At the bottom right of the filter area are three buttons: 'Export fixtures', 'Export matchsheet', and 'Export teamsheet'. Below the filters is a table of fixtures:

<input type="checkbox"/>	Date time	Round	League	Venue / Field	Home team	Result	Away team	R	A1	A2	F	Status
<input type="checkbox"/>	13-08-2022 08:00 ~ 08:50	16	W07D	SYLV / BR1 06&7 1B	SYLV W07D	0 0 0	BARD W07D	0 0 0	-	-	-	PUBLISHED
<input type="checkbox"/>	13-08-2022 08:00 ~ 08:50	16	U08D	GYME 1 / GYMEA 2 08&9 11	GYME U08D	0 0 0	BARD U08D-2	0 0 0	-	-	-	PUBLISHED
<input type="checkbox"/>	13-08-2022 08:30 ~ 09:20	16	U06H	BARD / RIDGE 6 M5 - 06&7	BARD U06H-2	0 0 0	KIRR U06H-2	0 0 0	-	-	-	PUBLISHED
<input type="checkbox"/>	13-08-2022 08:30 ~ 09:20	16	U06H	BANG 1 / BILLA RD 1 - 06&7 1	BANG U06H	0 0 0	BARD U06H-1	0 0 0	-	-	-	PUBLISHED

Generate Matchsheets

1. Select relevant Fixture/s
2. Click on **Export teamsheets**
3. A PDF of Matchsheets for selected Fixtures will be generated
4. Print the Matchsheets and take to applicable Ground (Venue)
5. This function will only work for Published Fixtures - Published by the Association.

											Export fixtures	Export matchsheet	Export teamsheet
<input type="checkbox"/> Date time	Round	League	Venue / Field	Home team	Result	Away team	R	A1	A2	F	Status		
<input checked="" type="checkbox"/> 29-10-2022 09:00 ~ 10:00	1	U12B	BARD / RIDGE 5	● BARD U12B	0 0 0	- ● CSEA U12B	0 0 0	-	-	-	PUBLISHED	<input type="checkbox"/>	
<input type="checkbox"/> 29-10-2022 09:00 ~ 10:10	1	U14B	GYME 1 / GYMEA 2	● GYME U14B	0 0 0	- ● BARD U14B	0 0 0	-	-	-	PUBLISHED		
<input checked="" type="checkbox"/> 29-10-2022 10:00 ~ 11:10	1	U13D	BARD / RIDGE 5	● BARD U13D	0 0 0	- ● GPOI U13D	0 0 0	-	-	-	PUBLISHED	<input type="checkbox"/>	
<input checked="" type="checkbox"/> 29-10-2022 11:10 ~ 12:20	1	U13C	BARD / RIDGE 5	● BARD U13C	0 0 0	- ● NCAR U13C	0 0 0	-	-	-	PUBLISHED	<input type="checkbox"/>	
<input type="checkbox"/> 29-10-2022 11:20 ~ 12:30	1	U14C	GEOR / OB2	● GEOR U14C	0 0 0	- ● BARD U14C	0 0 0	-	-	-	PUBLISHED		

Appointed Referees will display on the Clubs Fixtures and will print on the exported Teamsheets.

Uncovered Fixture

To determine if you have any Uncovered Fixtures, select Uncovered Fixtures from menu, select From – to date.

Latest appointment

<information to be added>

Judiciary

View and export your Club's suspended players

View and export your Club's players' Yellow card accumulation

End of season suspended player data to be rolled over to new season by SSFA

Competition : 2021 Winter From : To : Offence : All

Keyword : by first name, last name, id [Export](#)

Competition	Created	Fixture date	Round	Club	Reg ID	Name	1st	2nd	Suspension	Suspension date	Team	Fixture
No Data												

Invoice –

1. View Referee and Match Fee invoice data.
2. Draft invoices will become visible when SSFA generates the Club fee each week.
3. SSFA Office will email MYOB Invoices with exported data attached with any applicable adjustments.

Club can view historical invoices created through associations, the invoices contains referee fees and match fee.

Period	Created	Referee fee	Match fee
28-08-2021 ~ 28-08-2021	11-01-2022		

Total: 1

Event – Calendar tool for club events.

The screenshot shows a web interface for managing club events. On the left is a dark sidebar with navigation options: Dashboard, Account, Announcement, Product, Registration, Team, Voucher, Fixture, Uncovered fixture, Latest appointment, Judiciary, Invoice, Profile, and Event (highlighted). The main area displays a calendar for January 2022. At the top, there are buttons for 'My events' and 'New event', and navigation arrows for '< Previous' and 'Next >'. The calendar grid shows dates from Sunday to Saturday. The date 18th is highlighted in green, indicating an event. A legend at the bottom left shows event status icons: a grey circle for 'Cancelled', a dark grey circle for 'Lower', a blue circle for 'Ordinary', a yellow circle for 'Urgent', and a red circle for 'Very urgent'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

This function could be a useful tool for clubs to use in addition to Socials.

Events are created as *draft*, then *Published* to specified audience.

Events can be *Published* to all or a selection of members, eg Players; Coaches; Team manager; or Club (this means any Committee with a Club role.

Events can also be sent as an email notification.

To create an event, click on the required date, the Add Event data box will appear (see below).

You can make a selection to Request confirmation of attendance; select a priority; include an address for the event.

Remember to Save your draft.

To view Events – select New Events

Season 2023 Association Administrator

26	27	28	1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

● Season Commences - 25 & 26 March

Cancelled Lower Ordinary Urgent Very urgent

keyword 13-11-2022 - 11-02-2023

Search + New

Title	Date	Start Time	End Time	Author	Status	Recipients
Season Commences - 25 & 26 March	24/03/2023			Barbra Sharp	Draft	-



To edit, bin, view or publish, select the applicable icon. When a Published event is updated, a notification is sent via the app.

Select participants ✕

Publish to all

Publish to:

Player Team manager Coach Referee

Club Association

Also send email notification

Cancel
Publish