

MyCompApp – Coach & Team Manager Access – Instructions with Screenshots

Important to note:

1. All Registrations conducted in Playfootball.
2. Coaches & Managers have access to their team data in MCA once they have been allocated to a team.
3. All allocated players will be able to sign in to their MCA Account and view team information.
4. 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.
5. That means all registrants with the following roles: Player, Coach and Team Manager will have an Account in 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* administration 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)

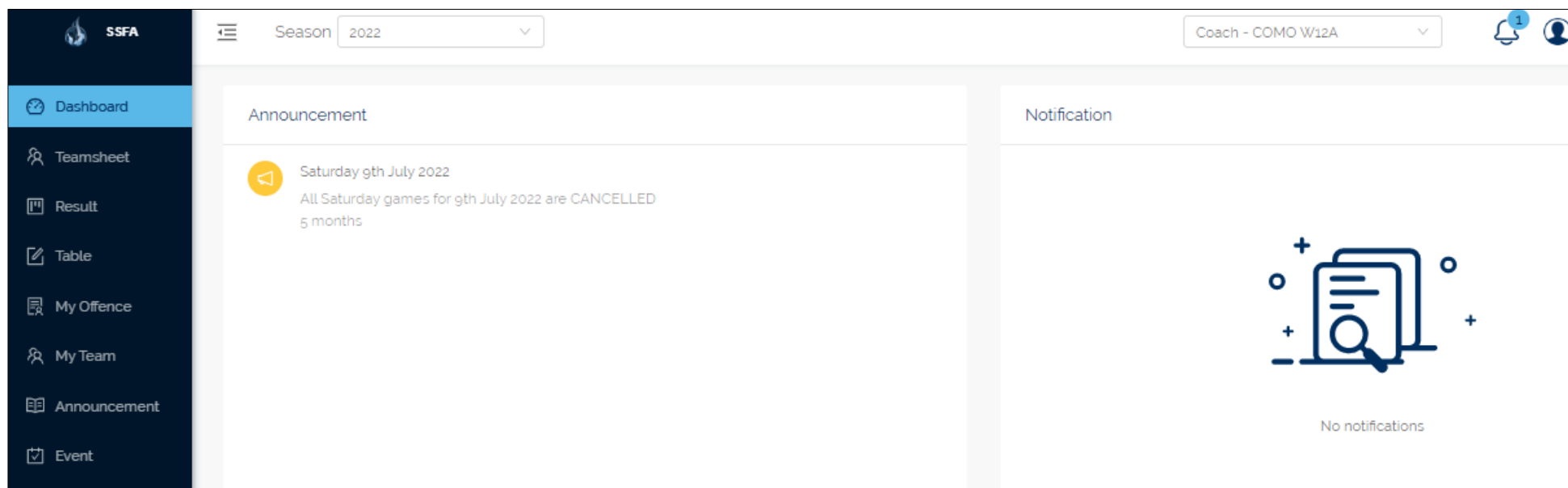
NEXT STEP...

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

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Menu Summary & Dashboard – view Announcements and Notifications



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.

Teamsheet - (online Teamsheet only in use by SPL teams)

Result

- View your Team's results.

Table

- View your Competition Table.

My Offence

- View your Team members current suspension.
- View your Team members Yellow Cards.

My Team

- View your Team members by name, mobile and email.
- Add/Edit shirt numbers here to have them auto fill to your pre-printed Matchsheet each week.
- If you have multiple goal keepers, you can enter their on-field shirt number and goal keeper number eg. 12/1

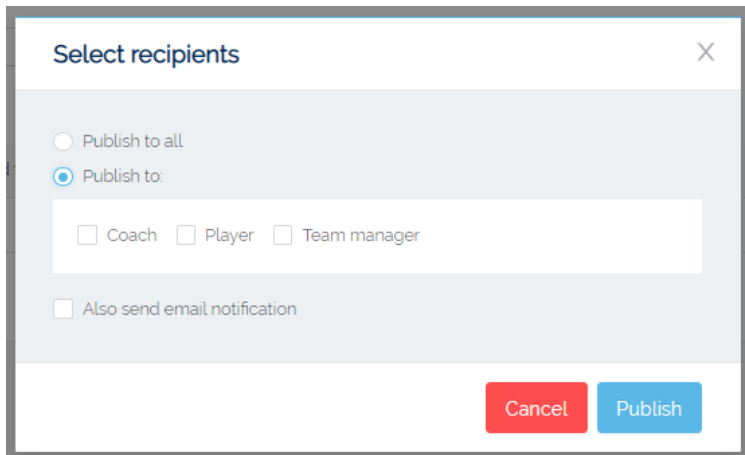
Announcement – Communication Tool

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.

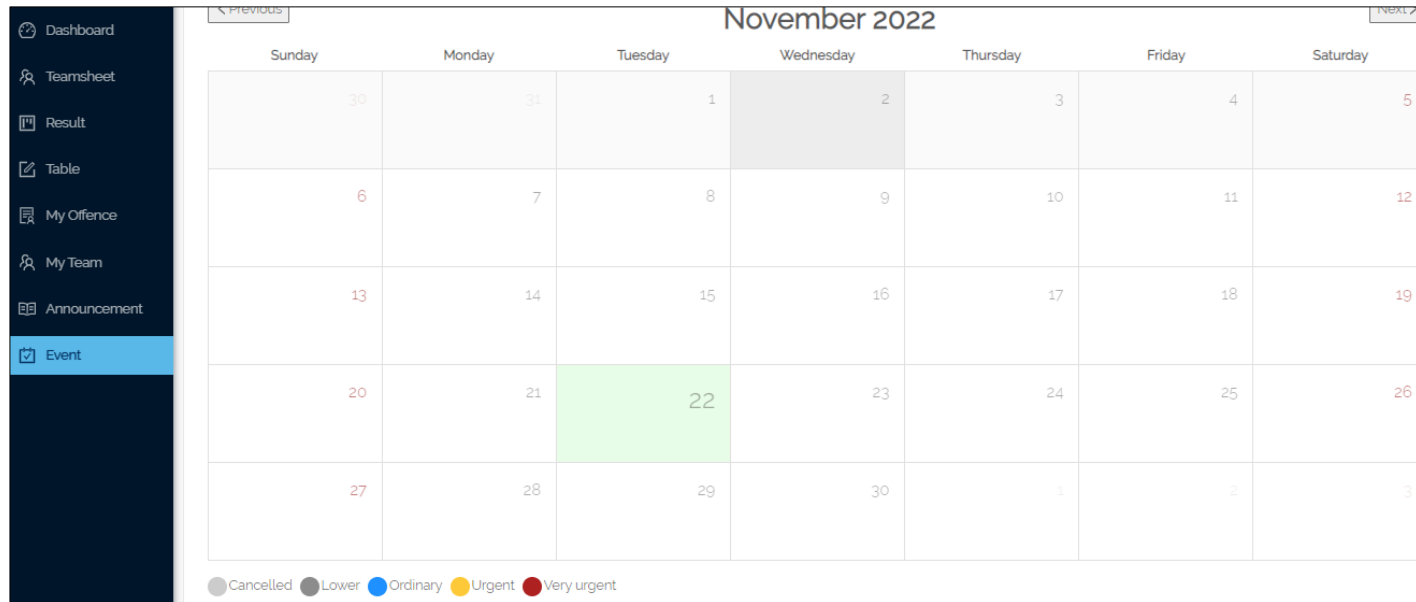
- Like all in App or in system communication tools, Announcements is not a word processor. Announcements need to be created and formatted – copying and pasting from Word will lose some formatting.
- Create a new Announcement or Search for a previous announcement and copy to resend (formatting will need 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 (members of your team)
 - 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
 - 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



Event – Calendar tool for club events.



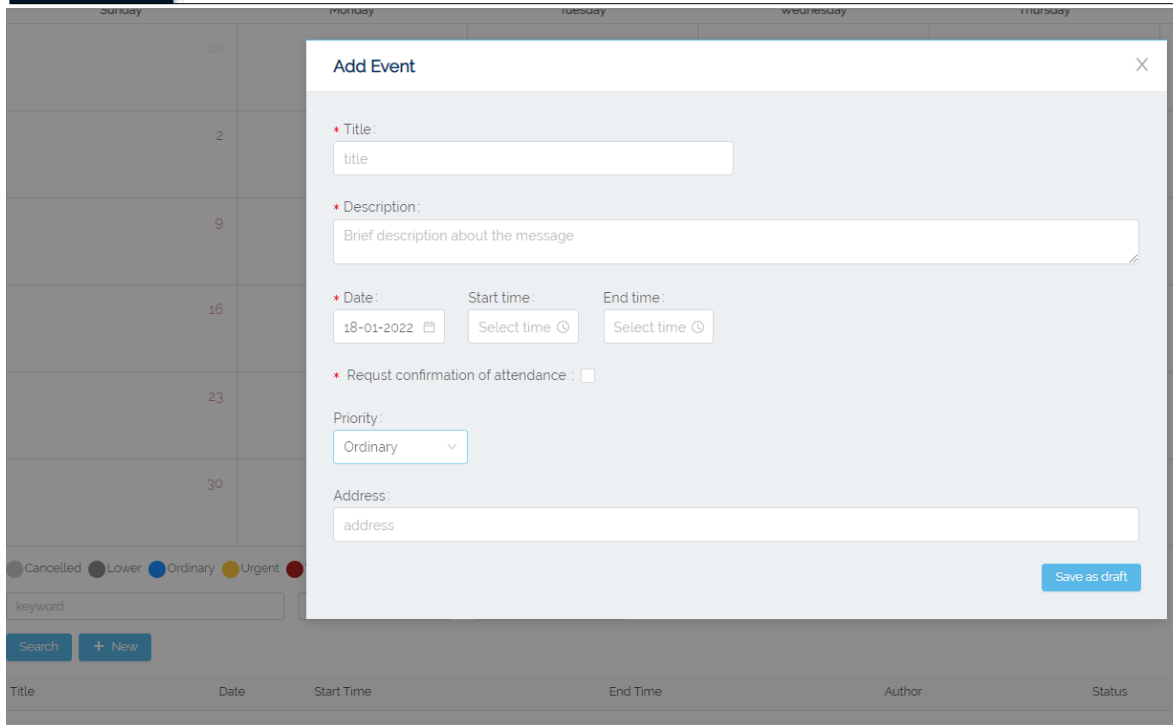
Navigation sidebar:

- Dashboard
- Teamsheet
- Result
- Table
- My Offence
- My Team
- Announcement
- Event**

Calendar: November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	1	2	3

Legend: Cancelled Lower Ordinary Urgent Very urgent



Add Event

* Title:

* Description:

* Date: Start time: End time:

* Request confirmation of attendance:

Priority:

Address:

keyword

Title	Date	Start Time	End Time	Author	Status
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Fixtures

Once you have downloaded the MyCompApp – your team will appear in your favourites.

Any updates to your Published Fixtures will cause a Notification to be pushed to your phone.

Notifications are governed by your personal preferences when setting up your phone.

If you have Notifications turned off for MyCompApp – you will have to check the App and click on the bell icon for any Notifications.

Fixtures can also be viewed on the desktop use interface landing page of MyCompApp.

Matchesheets & ID Cards

Paper Matchesheets & ID cards continue to be used. The printed Matchsheet is retained by the SSFA as the official record of each game.

Once you are allocated to your team or teams, your name will be pre-printed on the Match Sheet each week. This must be changed if you are not present on any Match Day. Instruct your replacement to cross your name out and print theirs in the appropriate box.

Coach/Manager are responsible for ensuring that the information on the Matchesheet is correct including:

- Coach/Manager names
- Matchesheet is signed
- Score is added correctly by Referee
- ID cards were presented to opposition, sighted and noted by Referee

COACH: Craig Pisani Print Name	COACH: Robert Munro Print Name
MANAGER: Matthew Crowe Print Name	MANAGER: Linda Brehaut Print Name
GROUND CONTROL: Print Name <i>K. B. B. B.</i>	GROUND CONTROL: Print Name <i>Hayley Munro</i>
Signature of <i>[Signature]</i> Coach or Manager	Signature of <i>[Signature]</i> Coach or Manager

COACH: Scott Button Print Name	C
MANAGER: Lachlan Button Print Name <i>Karina</i>	P
GROUND CONTROL: Print Name <i>Peter Shelday</i>	C
Signature of <i>[Signature]</i> Coach or Manager	P