

# MyCompApp - Club Administrator Access – Instructions with Screenshots

## Important to note:

1. All Registrations and all registration administration functions are conducted using Playfootball.
2. MyCompApp (MCA) administrator access is available for Committee members who require access as Club Administrator (President & Secretary); Registrar; Treasurer; Competitions Secretary & General.
3. Coaches & Managers will have access to their team data in MCA once they have registered (in either PlayFootball or MyCompApp) and been allocated to a team.
4. All registered players must use the email used to register in PlayFootball to sign-in to their MCA account. Allocated players will be able to sign in to their MCA Account and view team information – they can edit contact data on their profile only via the website.
5. In 2025 due to issues with Playfootball V2.0 registrations are manually imported and updated in MyCompApp. Once the duplicated accounts and other issues have been resolved, registration data will be updated via the API feed from Playfootball to MyCompApp.
6. 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* 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” sign in and access data via the various menu options – click on page number to jump to topic.**

## NAVIGATING THE APP

**Following is Guidance for you to share with your members to help them access and navigate SSFA MyCompApp...**

**Don't create an account in SSFA MyCompApp** - If you have registered yourself or family member/s in PlayFootball the Email address used to register yourself or family member/s is the email you will use to sign-in to SSFA MyCompApp.

If you know your FFA ID/REG ID use that instead of email address (FFA IDs are on ID Cards).

Passwords are derived from each players first and last names and dob.

For family members on the same email address, you work out their password from their names and dob.

**PARENTS:** If you are a non-playing parent without any roles, ie not a team manager or coach, then you simply sign in using your oldest child's details for the password along with the email used to register them in PlayFootball.

**You do not need your own account.** You can manage linking and unlinking accounts through your players (children's) accounts then switch between accounts or simply make all of the teams you want to follow your *Favourites*.

**Linked accounts** can be viewed by hovering your mouse over your name at the top right of screen – a dropdown menu will appear – select *Linked Account*.

**Change email address:** *My Profile* can be edited from the same dropdown menu – you can **change email address** here.

**Duplicated Accounts** – if you created a duplicate account while registering in PlayFootball, we will have merged it to your existing account in SSFA MyCompApp to preserve your playing history.

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## Dashboard & Menu

SUTHERLAND SHIRE FOOTBALL ASSOCIATION

(21) 2025 ▾ Club Administrator - NSUT ▾

Home / Dashboard

### Dashboard

35 Teams

424 Players

11/03 Tue -

12/03 Wed -

13/03 Thu -

#### Announcement

No announcement found

- Dashboard
- Accounts
- Announcements
- Products
- Registrations
- Vouchers
- Shopping Cart
- Teams
- Fixtures
- Uncovered Fixtures
- Latest Appts
- Offence
- Fees
- Profile

**Product** – Coach & Team Manager *currently applicable*

**Registration** – Coach & Team Manager *currently applicable*

**Vouchers** – *Not currently applicable*

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

## Dashboard – view Announcements and Notifications

The screenshot shows the Sutherland Shire Football Association Club Administrator dashboard. The top navigation bar includes the logo, a menu icon, the year (21) 2025, the user role (Club Administrator - NSUT), and the user name (Barbra Shar). The left sidebar lists various navigation options: Dashboard, Accounts, Announcements, Products, Registrations, Vouchers, Shopping Cart, Teams, Fixtures, Uncovered Fixtures, and Latest Annts. The main content area is titled 'Dashboard' and features four colored cards showing statistics: 35 Teams (pink), 424 Players (green), 13 Team Managers (green), and 25 Coaches (teal). Below these cards is a weekly fixture calendar for March 11-17, 2025, with 2 home games on Sunday, 16/03. At the bottom, there are sections for Announcements and Notifications.

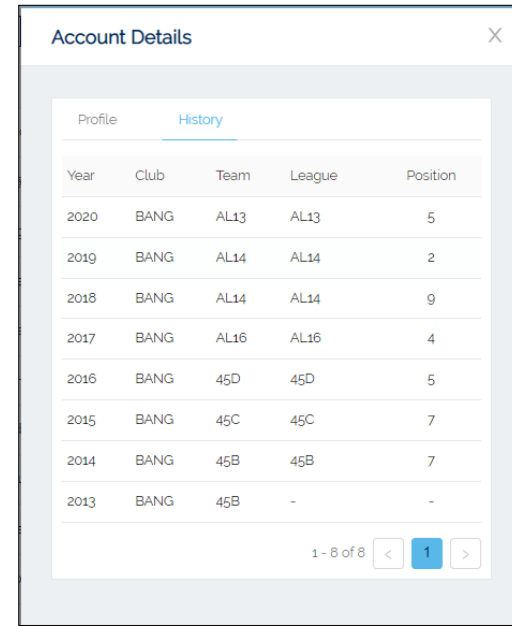
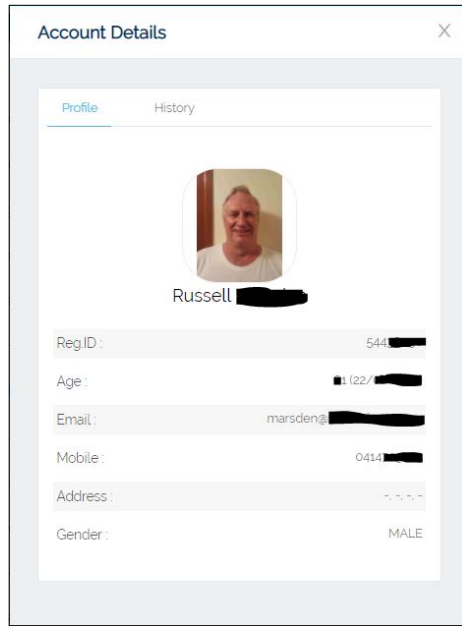
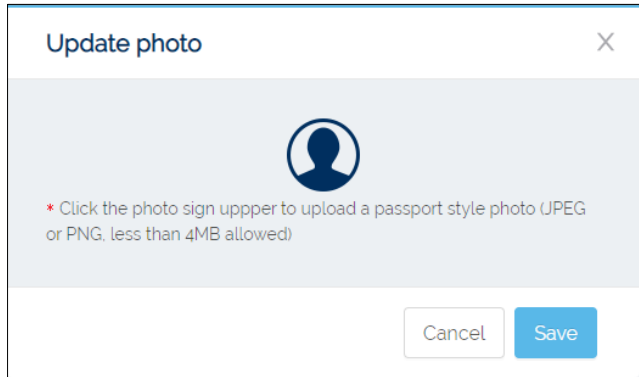
**Announcements** – any Announcements sent by SSFA Association or your Club will display here (See below for “how to” instructions). If clubs use Announcement tool to send information to members, all Announcements will remain viewable on members accounts when they sign in to MCA.

**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. How individuals manage notifications on their smart phones may impact what they see and when.

## Accounts - (player/registrant Profile & History)

- Line view of registrant details including:
  - Reg ID, name, email, DOB, Mobile, and...
    - Roles (Player, Coach, Manager)
    - ID Sighted (Association Admin function only)
- Update photo – click on smile face icon (far right)
- 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 “Regstatus” and “Paymentstatus” in Playfootball.**
- Clubs can review player data using **reports**:
  - Export W/History provides all data and 3 years of player history
  - Export provides all data including notes added to player profile – no history

The screenshot shows the 'Accounts' page in the Club Administrator interface. The top navigation bar includes the Sutherland Shire Football Association logo, a menu icon, the year '(21) 2025', the user role 'Club Administrator - NSUT', and the user name 'Barbra Sharp'. The left sidebar contains navigation options: Dashboard, Accounts (selected), Announcements, Products, Registrations, Vouchers, Shopping Cart, and Teams. The main content area displays the 'Accounts' page with a search bar for 'REG ID, Name, Email' and a 'Select role' dropdown. There are buttons for 'Active', 'Inactive', 'All', 'Sighted', and 'Unsighted', along with 'Export W/History', 'Export', and 'Refresh'. Below this is a table with the following columns: REG ID, Name, Email, Birthday, Mobile, Roles, ID Sighted, and Actions. A yellow arrow points to a person icon in the top right corner of the table area.

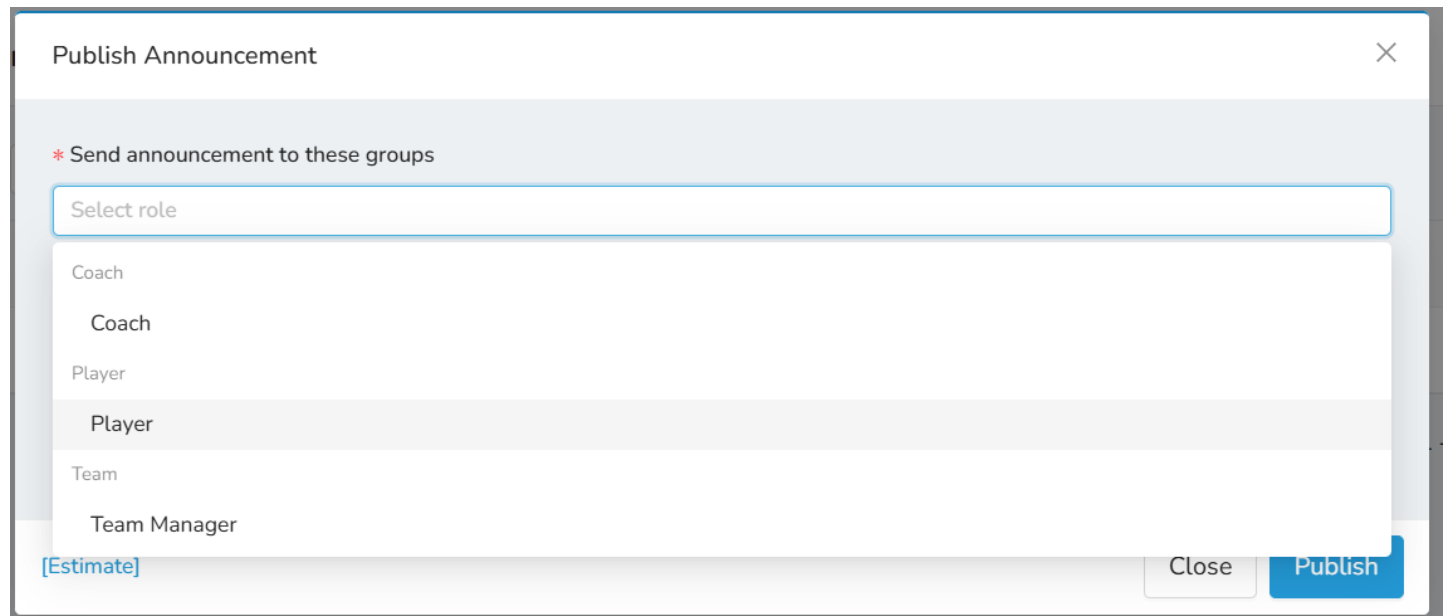
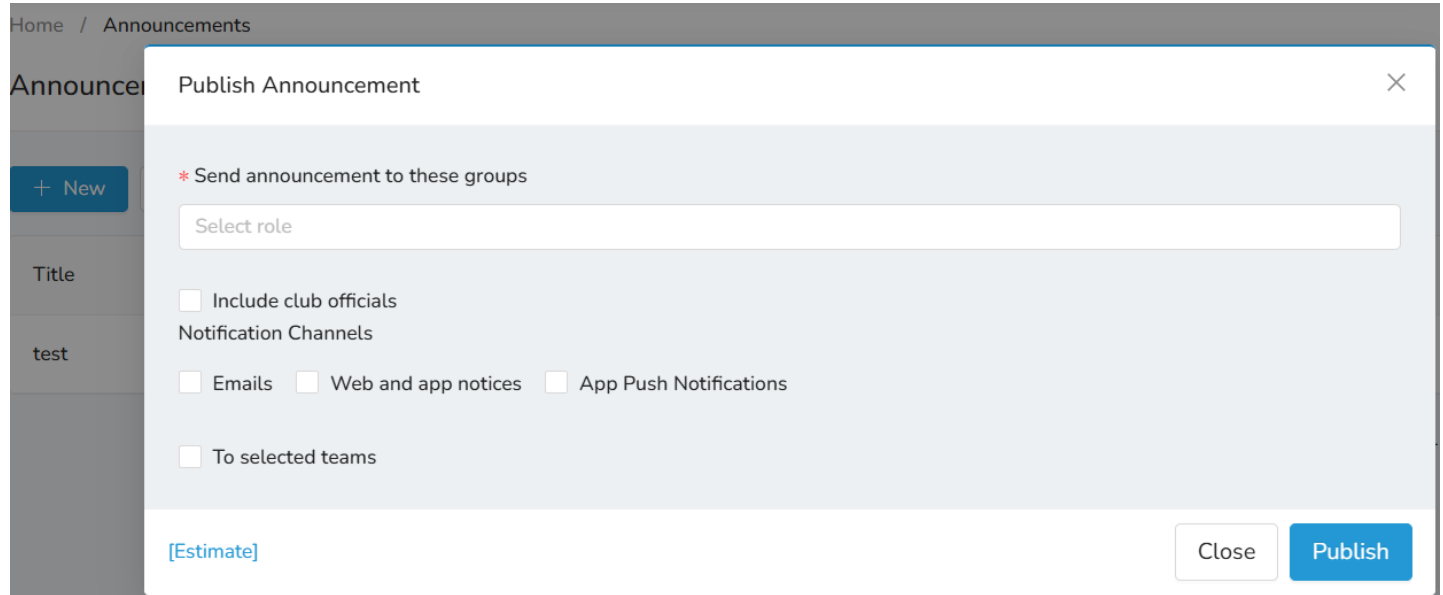


## Announcement – Communication Tool

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
  - Send announcement to these groups:
    - 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
  - Include club officials – will send push notification to all Club Roles registered with your Club using the App
  - Notification Channels – options to also send by email ; Web and app notices; App Push Notifications
  - To selected teams
    - 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
  - Select “Publish” there’s no turning back once you do.





## Publish Announcement



\* Send announcement to these groups

Include club officials

Notification Channels

Emails  Web and app notices  App Push Notifications

To selected teams

Publish to team (0 of 35 selected)

Select age group ▾

Select division ▾

| <input type="checkbox"/> Team Code    | Age Group | Division |
|---------------------------------------|-----------|----------|
| <input type="checkbox"/> NSUT AL10    | AL        | 10       |
| <input type="checkbox"/> NSUT Nursery | Nursery   | NS       |
| <input type="checkbox"/> NSUT O35D    | O35       | D        |
| <input type="checkbox"/> NSUT O45E    | O45       | E        |
| <input type="checkbox"/> NSUT U06E    | U06       | E        |
| <input type="checkbox"/> NSUT U06M    | U06       | M        |
| <input type="checkbox"/> NSUT U07E    | U07       | E        |
| <input type="checkbox"/> NSUT U07I-1  | U07       | I        |
| <input type="checkbox"/> NSUT U07I-2  | U07       | I        |
| <input type="checkbox"/> NSUT U07K    | U07       | K        |

< 1 2 3 4 >

## Products

For 2025 all clubs have two products – Coach and Team Manager. These products were created by SSFA to assist with volunteers registering.

## Registrations

Clubs can view and approve coach and manager registrations prior to allocating them to teams..

## Vouchers

No current use.

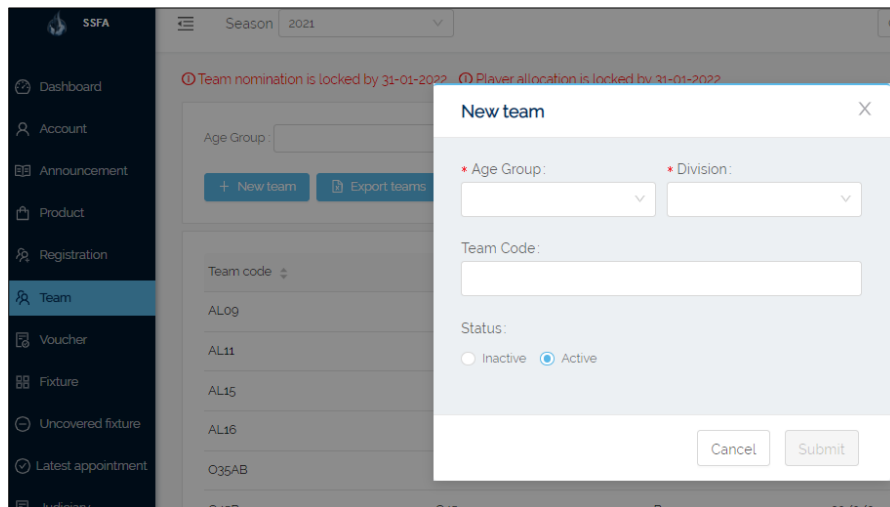
## Shopping Cart

Clubs can view who has purchased each product.

## Teams – 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. **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 Club Administrator interface. The form is overlaid on a background of a team list. 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:** Two radio buttons: 'Inactive' and 'Active' (selected).
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.

The background interface shows a sidebar with navigation options: Dashboard, Account, Announcement, Product, Registration, Team (selected), Voucher, Fixture, Uncovered fixture, Latest appointment, and Judiciary. The main content area shows a table of teams with columns for Age Group, Division, and Team Code. The current season is set to 2021. There are also warning messages: '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.

locked by 20-02-2022

**New team** X

\* Age Group:  ^  
 AL  
 O35  
 O45  
 PL  
 U06  
 U07  
 U08  
 U09

\* Division:

Cancel Submit

locked by 20-02-2022

**New team** X

\* Age Group: U06 v ✓

\* Division:  ^  
 A  
 B  
 C  
 D  
 E  
 F  
 G  
 H

Team Code: U06

Status:  Inactive  Active

Cancel Submit

locked by 20-02-2022

**New team** X

\* Age Group: U06 v ✓

\* Division: B v ✓

Team Code: U06B-1 ✓

Status:  Inactive  Active

Cancel Submit

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

The screenshot shows the 'Teams' page in the Club Administrator interface. At the top, there is a blue header with the Sutherland Shire Football Association logo, a menu icon, the year '(21) 2025', the user role 'Club Administrator - BOSC', and the user name 'Barbra Sha'. A left-hand navigation menu lists various options: Dashboard, Accounts, Announcements, Products, Registrations, Vouchers, Shopping Cart, Teams (highlighted), Fixtures, Uncovered Fixtures, Latest Appts, and Offence. The main content area has a breadcrumb 'Home / Teams' and a title 'Teams'. A yellow warning box states: 'To club admins: You cannot create or delete teams after 24/02/2025; You cannot change the players in your teams after 23/02/2025; Players will see their teams after 08/03/2025'. Below this are three filters: 'Age Group' (with a dropdown 'Select age group'), 'Division' (with a dropdown 'Select division'), and 'Team Code' (with a text input 'Enter Team Code'). A row of buttons includes '+ New' (greyed out), 'Export teams', 'Export grading sheet', 'Export player w/ history', 'Export team members', 'Export ID cards', and 'Refresh'. A table below shows one team entry:

| Team Code | Age Group / Division | P/M/C  | Leagues | Actions                          |
|-----------|----------------------|--------|---------|----------------------------------|
| AL04      | AL / 04              | 16/0/1 | 1       | [Grid] [Edit] [Delete] [Refresh] |

The + New button is greyed out after teams submission deadline prior to SSFA Grading.

Clubs can continue to add Coaches and Team Managers to teams by clicking on the people icon to adjust team members on far right. Click on Add then Filter Role, Age, Gender, All or Unallocated.

Prior to team submission:

Eligible players/coaches/managers will display – filter by editable age range, All or Unallocated, search for players can by reg ID, name or email.

To allocated Coach and Manager, change age range then type name in filter bar.

## 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 teams – provides a worksheet of team details – Team Code, Age Group, Division, No of Players, Managers, Coaches, Preferred fields
  - b. Export grading sheets – pdf listing players and their history for their past 3 playing years
  - c. Export w/player history – worksheet with player allocation and history
  - d. Export team members – provides a worksheet of player contacts – can be whole club by team or you can export individually using filters
  - e. Export ID Cards – SSFA Office function only.
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**

Home / Teams

### Teams

**To club admins**  
You cannot create or delete teams after 24/02/2025; You cannot change the players in your teams after 23/02/2025; Players will see their teams after 08/03/2025

Age Group:  Division:  Team Code:

| Team Code | Age Group / Division | P/M/C  | Leagues | Actions   |
|-----------|----------------------|--------|---------|---|
| AL04      | AL / 04              | 16/0/1 | 1       | <input type="button" value="Details"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/> |
| AL05      | AL / 05              | 17/0/2 | 1       | <input type="button" value="Details"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/> |

## 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

1. [Select filters](#)
2. [Select Fixtures](#)
3. [Select Fixtures to generate Excel Report](#)
4. [Sort fixtures in excel worksheet](#)

**Note: MiniRoos fixtures can be exported and the Excel report used to record Game Leaders and payments, etc.**

- [Dashboard](#)
- [Accounts](#)
- [Announcements](#)
- [Products](#)
- [Registrations](#)
- [Vouchers](#)
- [Shopping Cart](#)
- [Teams](#)
- [Fixtures](#)
- [Uncovered Fixtures](#)
- [Latest Appts](#)

Home / Fixtures

### Fixtures

Competition

Date

 →

Age Group

Division

Venue

Field

Round

Status

Schedule Status

BYE

Team Code

No Show

[Fixtures](#)
[Matchsheet](#)
[Teamsheet](#)
[Refresh](#)

|                          | Date Time                | Round | League | Venue / Field      | Home Team               | Result | Away Team             | REF | ARs | Status      | Actions |
|--------------------------|--------------------------|-------|--------|--------------------|-------------------------|--------|-----------------------|-----|-----|-------------|---------|
| <input type="checkbox"/> | 23/03/2025 15:40 - 17:20 | 1     | PLW    | GYME 2 / KAREELA 2 | ● GYME PLW-1<br>● 0 ● 0 | :      | ● NCAR PLW<br>● 0 ● 0 |     | //  | ● Published |         |

## Generate Matchsheets

1. Select relevant Fixture/s
2. Click on **Teamsheet**
3. A PDF of Teamsheet/s for selected Fixtures will be generated
4. Print the Teamsheets and take to applicable Ground (Venue)
5. This function will only work for Published Fixtures - Published by the Association.
6. Matchsheets are online in the app and currently on used by SPL teams

Shopping Cart

Teams

**Fixtures**

Uncovered Fixtures

Latest Appts

Offence

Fees

Profile

No Show

Fixtures
Matchsheet
Teamsheet
Refresh

| <input type="checkbox"/>            | Date Time                | Round | League | Venue / Field      | Home Team           | Result | Away Team         | REF | ARs | Status    | Actions |
|-------------------------------------|--------------------------|-------|--------|--------------------|---------------------|--------|-------------------|-----|-----|-----------|---------|
| <input checked="" type="checkbox"/> | 23/03/2025 15:40 - 17:20 | 1     | PLW    | GYME 2 / KAREELA 2 | GYME PLW-1<br>0 0 0 | :      | NCAR PLW<br>0 0 0 |     | //  | Published |         |
| <input checked="" type="checkbox"/> | 23/03/2025 09:00 - 10:40 | 1     | PLR    | KIRR 2 / KAREELA 3 | NCAR PLR<br>0 0 0   | -      | SYLV PLR<br>0 0 0 |     | //  | Published |         |
| <input type="checkbox"/>            | 23/03/2025 10:40 - 12:20 | 1     | PLM    | KIRR 2 / KAREELA 3 | NCAR PLM<br>0 0 0   | -      | SYLV PLM<br>0 0 0 |     | //  | Published |         |
| <input checked="" type="checkbox"/> | 30/03/2025 13:20 - 15:00 | 2     | PLR    | GYME 2 / KAREELA 2 | GYME PLR<br>0 0 0   | -      | NCAR PLR<br>0 0 0 |     | //  | Published |         |

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

**Registered and allocated Coaches and Team Managers will auto fill 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 when applicable>

# Offences

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

Home / Offence

## Offence

Competition:  Offence date:  →  Suspension period:  →  Card color:  All  Yellow  Red

Keyword:

[Export](#) [Refresh](#)

| Created    | Competition | Fixture | Referee | Club                             | Team      | Offender                           | Card                                   | Suspension | Period                  |
|------------|-------------|---------|---------|----------------------------------|-----------|------------------------------------|--|------------|-------------------------|
| 14/03/2025 | 2025 Winter | -       | -       | Caringbah Redbacks Football Club | NCAR U21A | (name deleted) <span>Player</span> | <span style="color: red;"> </span> C24 | 2          | 01/03/2025 ~ 05/04/2025 |

## Invoice –

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

Home / Fees

### Fees

Fee reports are generated by the association for specific periods, allowing clubs to view and settle fees accordingly.

Refresh

| Fee period | Created at | Actions |
|------------|------------|---------|
| No Data    |            |         |