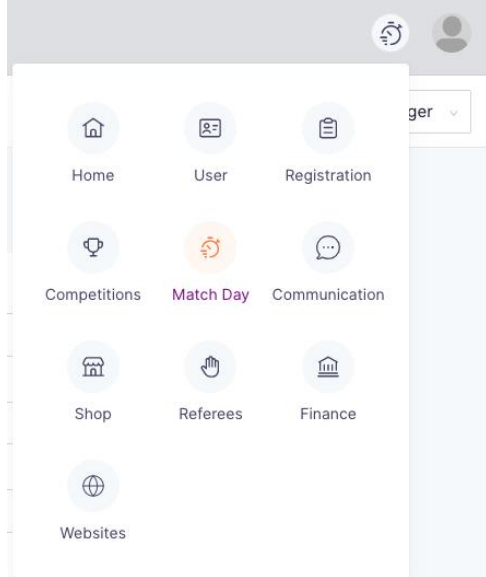


HELP GUIDE: Adding Managers & Coaches to Teams

After your competition owner / organiser has pushed the competition to Match Day, you as the club administrator have the ability to add Coaches and Managers to Teams.

Step 1: Select the 'home' icon (Top Right) then select the 'Match Day' module.

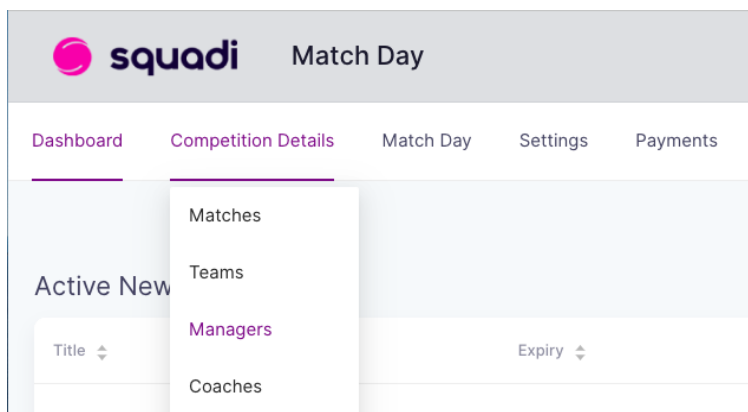


Step 2: In the Match Day Dashboard, look under 'Participating-In Competitions' and select the competition you wish to allocate managers and coaches in.

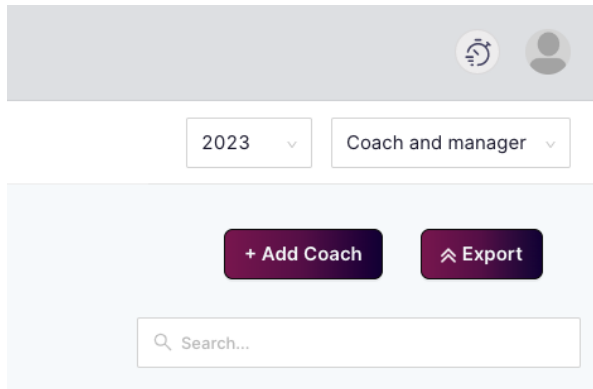
Participating-In Competitions 🔔

Name ⌵	Age Group ⌵	Teams ⌵	Players ⌵	Status ⌵
Coach and manager	1%	4	49	Active
Player app demonstration	1%	5	65	Active

Step 3: Under 'Competition Details', select the 'Managers' tab or 'Coaches' tab to view both managers and coaches respectively.



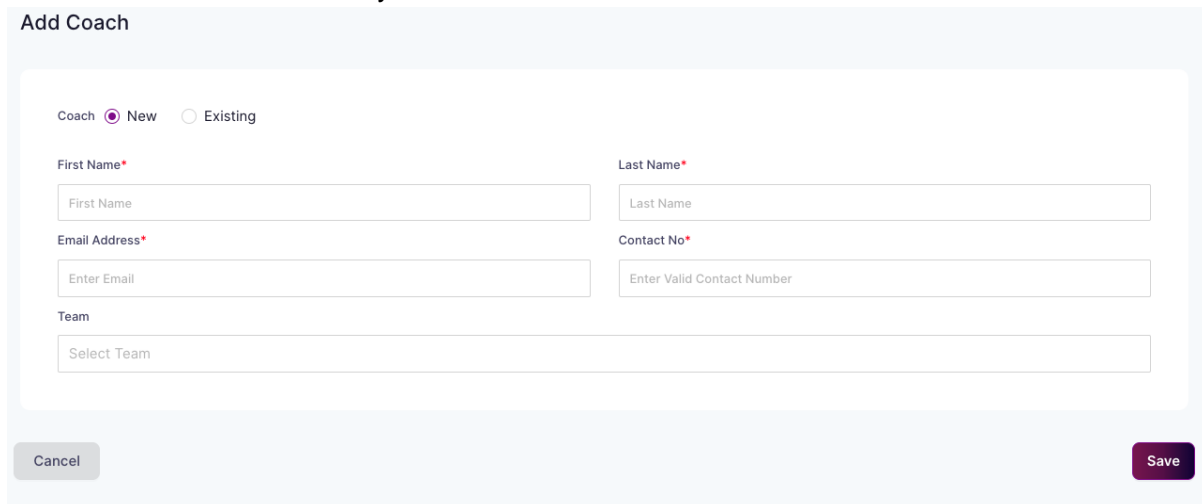
Step 4: Select the '+ Add Manager' in the top right of the screen to add a new manager, or '+ Add Coach' to add a new coach.



The screenshot shows the top navigation bar with a refresh icon and a user profile icon. Below the navigation bar, there are two dropdown menus: one for the year '2023' and another for the role 'Coach and manager'. In the center, there are two prominent purple buttons: '+ Add Coach' and 'Export'. Below these buttons is a search bar with a magnifying glass icon and the text 'Search...'.

Step 5: Fill out the required fields regarding the individuals personal details and ensure the details are entered accurately.

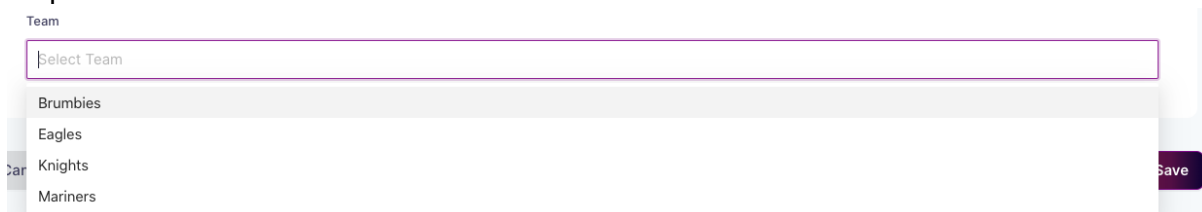
Add Coach



The screenshot shows the 'Add Coach' form. At the top, there are radio buttons for 'Coach' with 'New' selected and 'Existing' unselected. Below this, there are four input fields: 'First Name*' and 'Last Name*' (both with asterisks indicating they are required), 'Email Address*' (with asterisk), and 'Contact No*' (with asterisk). The 'Team' field is a dropdown menu with 'Select Team' as the placeholder. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

NOTE: If you receive the error “this email already exists but the details do not match” this means this admin already has a profile using this email but the name or mobile on the profile is different... You will need to use the exact same details. Or the child / parent linkage has not been linked.

Step 6: Select the team you would like the manager or coach to be allocated to using the dropdown under 'Team'. Select Save.



The screenshot shows the 'Team' dropdown menu. The dropdown is open, showing a list of teams: 'Brumbies', 'Eagles', 'Knights', and 'Mariners'. The 'Select Team' placeholder is visible at the top of the dropdown. A 'Save' button is visible at the bottom right of the form.

Step 7:**For Managers & Coaches with an account:**

If the newly appointed manager or coach already has an account within the Squadi app, they will receive a confirmation email of their updated status and will now be able to carry out all of the processes a manager or coach are capable of within the Squadi app.

For Managers & Coaches without a pre-existing account:

If the newly appointed manager or coach did not have a pre-existing account within the Squadi app, they will receive a confirmation email of their updated status including details about their new account including username and password. They will now be able to carry out all of the processes a manager or coach are capable of within the Squadi app.