


Team Manager Portal User guide

This is a guide to the team manager portal. Managers are setup with access to the portal once registered. The portal is used to manage players in the team, record results and to prepare the team for upcoming games.

1. Managers can access the team manager portal via the link below;
<https://nsfc.myclubmate.com.au/teammanagers/Default.asp>
2. To login, managers will need to enter their email address and password. The password is created in the team registration process. Once the login details have been entered, the registered team will then appear in the drop box. If you haven't registered a team, then you will need to click on the blue text 'Please click here to register a new team'

Please Login



Email Address:

Password:

Team:

Remember me on this computer

[Reset my Password](#)

[Please click here to register a new Team](#)

If you wish to register as a Team Official for the 2020 season, then please [click here](#)

3. Once logged in, the following menu will appear

Main Menu		Logout	
Liverpool Fc Team Officials Main Menu			
Rego Payment Status : Outstanding			
Amount Paid : \$0.00 Outstanding : \$1,000.00			
Pay Team Deposit	Upcoming Games	Pay Team Rego Fees	Player Availability
Team Contact Details	Print Paper Match Card	Update Contact Details	Match Results
Confirm Players DOB	Injury Reports	Team Photos	Top Goal Scorers
Players/Team Information	Player of the Match Votes	Player Invitations	Number of Games Played
Team Colours	Display Game Stats	Change Password	Export Match Results
Print Team ID Sheet	Send Team Emails	Team Defibrillator	Display All Team Officials
Use Mobile Version	Rules of the Game	Team Defibrillator	Rules of the Game

Menu guide

Pay team Deposit / Pay Team rego Fees

Managers can make the team registration payment via the portal. The manager will need to enter credit card details. Please note that there is a transaction fee for all online payments.

Team Contact Details

All registered players and officials will appear here. Contacts details and medical notes can also be viewed.

Team Details for Liverpool FC

Player ID	Name	Position	Phone Numbers	Email IDs	Medical Notes & Emergency Contacts
	Jurgen Klopp	Manager	02 9400 0000 0400 123 456	Jurgenklopp@hotmail.com	
123456	Jordan Henderson		02 8895 2564 0456 258 963	jhenderson@gmail.com	Michael Henderson -
51441263	Sadio Mane		02 8525 8522 0487 258 369	Mane@yahoo.com	
84524582	Virgil Van Dijk		02 8855 8855 02 5897 4123	Virgil@hotmail.com	

Update Contact Details

Can change a player/officials details if they have changed. i.e new phone number or email address. To change a persons details click on their name;

Team Official	Home Phone	Mobile Phone	EmailID
Jurgen Klopp	02 9400 0000	0400 123 456	Jurgenklopp@hotmail.com

Confirm Players DOB: Not Required




Team Photos

All players U12+ are required to have a photo uploaded. Team managers can upload a photo via the team photo section if a photo is missing. Please note that only JPG images can be used.

Player / Team Information

Managers can record the players playing position and shirt number. If you enter the players shirt number then the number will automatically appear on all future match cards

Click Player to Allocate a Shirt

	Player	Playing Position	Shirt #
	Virgil Van Dijk	Defence	4
	Sadio Mane	Forward	10
	Jordan Henderson	Midfield	14

Player Invitations – Not used

Team Colours

Can be recorded in the system. The opposition team manager will be able to view the teams colours and avoid potential clashes.





Change Password

Can change the password for the team manager portal

Print Team ID Sheet

Managers are required to bring the ID sheet to every game. The opposition team manager/referee may request to view the ID sheet prior to the start of the match.

KU-RING-GAI & DISTRICT SOCCER ASSOCIATION INC.
Northern Sydney Football 6-a-side Liverpool FC Team ID Sheet

<p>Jürgen Klopp Position: Manager ID No:</p> 		
<p>Virgil Van Dijk Shirt No: 4 ID No:</p> 	<p>Sadio Mane Shirt No: 10 ID No:</p> 	<p>Jordan Henderson Shirt No: 14 ID No:</p> 

PLAYERS UNDER SUSPENSION MUST NOT TAKE PART IN THE MATCH

Team Manager (Print)

"I confirm that this is my team"

Signed: _____

Team Defibrillator – Not Required

Use Mobile Version

If on a PC or tablet you can view the Mobile Version of the team manager portal

Upcoming Games

All upcoming fixtures will display here

Upcoming Games

Round	Date	Time		Opposing Team	Colours	Division	Ground	
2	12th May '20	19:00	AWAY	NSFC Everton FC		MAAPL	Gore Hill 1	Display Game Details
3	19th May '20	19:00	AWAY	NSFC Arsenal FC		MAAPL	Gore Hill 1	Display Game Details
4	26th May '20	19:00	AWAY	NSFC Manchester Unit		MAAPL	Gore Hill 2	Display Game Details

Click on '**Display Game Details**' for more information. In 'Game details' the opposition team manager is listed, as well as ground and KO time.

Game Details:

Team Name : Liverpool FC

Away to Everton FC


Team Manager : Carlo Ancelotti - carlosancelotti@hotmail.com

Ground : Gore Hill 1 [Get Directions](#)

Match Time : Tuesday 12th May 2020 19:00 pm

Refs : None

Location: Gore Hill 1
209 Pacific Hwy
St Leonards

Nearest Cross Street: [Get Directions](#) 

Dress Club:

Council:

Facilities: Lights Available
Toilets (not Disabled)
No Off Road Parking
No Dogs Allowed
No First Aid facilities

Player availability – Not used

Print Paper Match Card

This is where you will be able to print the match card for the upcoming fixture. All registered players will appear on the match card.

Northern Sydney Football 6-a-side Match Card

Date : Tue 12th May 2020 Time : 19:00 pm Ground : Gore Hill 1 Match In Dispute?

Everton FC Home to Liverpool FC Age Group : MAAPL Division : MAAPL

Player ID	Shirt #	Played?	Player Name	Player ID	Shirt #	Played?	Player Name
			Leighton Baines		4		Virgil Van Dijk
			Jordan Pickford		10		Sadio Mane
					14		Jordan Henderson

PLAYERS UNDER SUSPENSION MUST NOT TAKE PART IN THE MATCH
Tick the box next to each player/substitute taking the field

Team Manager (Print)	Team Manager (Print)
"I have verified the identities of the above players"	"I have verified the identities of the above players"
Signed:	Signed:

Result of Match:

Home Team: Everton FC	Score:	Away Team: Liverpool FC	Score:
PRINT		SIGNATURE:	
REFEREE:			
ASSISTANT 1:			
ASSISTANT 2:			
4TH OFFICIAL:			
Nets: <input type="checkbox"/> Yes <input type="checkbox"/> No Corner Flags: <input type="checkbox"/> Yes <input type="checkbox"/> No Grounds: <input type="checkbox"/> Clean <input type="checkbox"/> Dirty			
Lines: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Bad Dressing Sheds: <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> None			
Licensed Match Ball: <input type="checkbox"/> Yes <input type="checkbox"/> No Strip OK: <input type="checkbox"/> Yes <input type="checkbox"/> No Strip OK: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Club recorders to return cards within 48 hours to: KDSA - PO Box 3288, Asquith 2077 OR Place in the mail box at KDSA Office door
Games should be played as 2 x 20 Minute Halves with a 2 minute half time break, played with a Size 3 Ball.

Match Results

Team Managers can enter the result of the match post game (Note – NSFA will also record and enter scores).

To enter the result, click on 'Update Match Result' and enter the score. The manager can also record who scored and use the player award functionality. 'Match Report' isn't used.

Results for Liverpool FC

Round	Date	Time	Opposing Team	Colours	Division	Score	Ground	
1	5th May '20	19:00	HOME	Manchester Unit	<input type="text"/>	MAAPL	Gore Hill 2	Update Match Result

Result:
Team Name : Liverpool FC Home to Manchester Unit at Gore Hill 2
Match Date : Tuesday 5th May 2020 **Match Time :** 19:00 pm
Goals For : * **Goals Against :** * **Ref ID :**

Nets : Yes ▾ **Corner Flags :** Yes ▾ **Grounds:** Clean ▾ **Lines:** Good ▾ **Dressing Sheds:** Open ▾
Match Ball: Excellent ▾ **Home Strip OK:** Yes ▾ **Away Strip OK:** Yes ▾ **Match In Dispute:** No ▾

Player Stats:

Player	Available	Played	Goals	Player Award
Jordan Henderson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="text"/>
Sadio Mane	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="2"/>	<input type="text"/>
Virgil Van Dijk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="text"/>

Injury Reports – Not used. If a player is injured please contact NSFA who will guide you through the claims process. Please notify the ground controller about the injury.

Top Goal Scorers

Displays goal scorers for team. Will only display goals that have been recorded by the team manager.

Goal Scorers in 2020

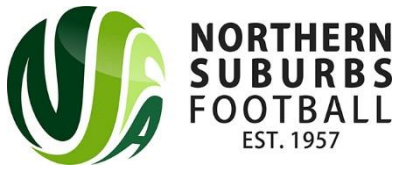
Player	Goals Scored
Sadio Mane	2
Jordan Henderson	1

Player of the Match votes

Displays match votes if required by team manager. Team Managers might want to use this functionality if they have a player of the year award.

Number of games Played

Record the number of games a player has played. Will only display players if marked as 'Played' in the 'Match Results' section.



Display Game Stats – Not Used

Export Match Results – Not Used

Sent Team emails

Can send an email to all registered players and officials in the team via the team manager portal.

Display All Team Officials – Not Used

Rules of the Game

Some of the Rules of the Game appear here. However, it is important that managers read the Competition regulations prior to the teams first game.