

## COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Desktop PC

1. Log in into MyCompApp using your email address or Registration ID & password
  - a. From a web browser (preferably Chrome) go to:

<https://ccf.mycompapp.com/>

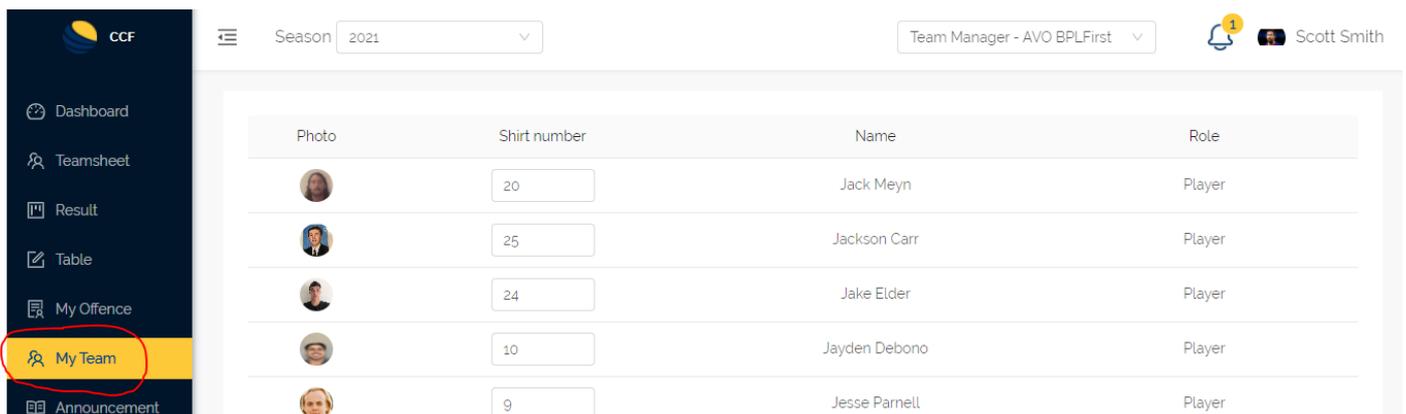
This will land you on the Public page. Log in and choose “CMS” from the top right:



- b. Ensure your “Team Manager or Coach” Role is chosen at the top right in the drop down box :

### 2. MY TEAM – Updating shirt numbers

- a. From the left Menu, choose “My Teams”



- b. This is where coaches or managers can update their shirt numbers & these will **stay saved here week to week**. Any update of shirt numbers in the **mobile APP**, will only be valid for that particular fixture you are updating for.

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### 3. MANAGING THE TEAMSHEET:

a. From the left Menu, choose “Teamsheet”

Season: 2021 | Team Manager: AVO BPLFirst | Scott Smith

Teamsheets to be locked automatically at kick-off time

2021 MATE Associatio\_

Date time	Round	Competition	League	Field	Home team	Away team	Players	Fixture status	Options
19-03-2021 20:15 - 22:15	3	2021 MATE Association Cup	Mens 1st Pool C	Pluim Park 1	• AVO BPLFirst	• KDS BPLFirst	0	PUBLISHED	Teamsheet
14-03-2021 11:00 - 13:00	2	2021 MATE Association Cup	Mens 1st Pool C	Pluim Park 3	• AVO BPLFirst	• WYG DIV1First	16	PUBLISHED	Teamsheet

b. Ensure the correct League has been selected from the drop-down box on the left.

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c. Click on the appropriate “Teamsheet” button on the right for the appropriate team and fixture you wish to update.

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- d. The resulting screen allows you to add or remove players from the team sheet, by “checking or unchecking” the tick box on the left, “add or alter” player shirt number’s, “Borrow” a player from an eligible Team and “Add” a Home Or Away vested officials name for the fixture.

Once your team sheet is completed “Click” Save. Please only “click” Publish if your teamsheet is finalised and no further changes will be made. Coaches or Managers can utilise the mobile APP to “Finalize” their team sheet on the day right up to kick-off time.

Create teamsheet X

14-03-2021 11:00 ~ 13:00 AVO BPLFirst vs WYG DIV1First

Photo	Number	Name	Role	Suspend	Borrowed
<input checked="" type="checkbox"/>	21	Carlo Cervo	Player	-	B
<input checked="" type="checkbox"/>	20	Jack Meyn	Player	-	
<input checked="" type="checkbox"/>	25	Jackson Carr	Player	-	
<input checked="" type="checkbox"/>	24	Jake Elder	Player	-	
<input checked="" type="checkbox"/>	10	Jayden Debono	Player	-	
<input checked="" type="checkbox"/>	9	Jesse Parnell	Player	-	
<input checked="" type="checkbox"/>	28	Joshua Edwards	Player	-	
<input checked="" type="checkbox"/>	5	Liam Collins	Player	-	B
<input checked="" type="checkbox"/>	4	Mathew Eubwood	Player	-	

Match day supervisor:  
  
 Home vested official:  
  
 Away vested official:

Players on sheet: 16 / ( 1 - 16 )

**4. RESULTS / TABLES :**

- a. The Results / Tables menus, show results and competition tables for the team you coach or manage.

CCF Season 2021  Team Manager - AVO BPLFirst  2  Scott Smi

Date time	Round	Competition	League	Venue / Field	Home team	Result	Away team	Fixture status
07-03-2021 15:00 ~ 17:00	1	2021 MATE Association Cup	Mens 1st Pool C	PLUIM / PLUIM2	WOY DIV1First	0 - 3	AVO BPLFirst	PLAYED

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Position	Team	P	W	D	L	F	BYE	GF	GA	GD	ADJ	PTS
1	KDS BPLFirst	1	1	0	0	0	0	5	1	4	0	3
2	WOY DIV1First	1	1	0	0	0	0	3	2	1	0	3
3	AVO BPLFirst	1	0	0	1	0	0	2	3	-1	0	0
4	WYG DIV1First	1	0	0	1	0	0	1	5	-4	0	0

### 5. My Offence :

- My Offence displayed the offences & suspensions for the team that you coach or manage.

Season: 2021 | Team Manager - AVO BPLFirst | Scott Smith

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

### 6. Announcement :

- Messages can be sent via email & notifications to the APP for players in teams that you coach or manage
- To send a message “click” on the new Button

Season: 2021 | Team Manager - AVO BPLFirst | Scott Smith

keyword [ ] 11-01-2021 [ ] ~ 12-03-2021 [ ]

Search [ ] **+ New** [ ]

Title	Published time	Author	Status	Recipients
No Data				

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- c. Complete announcement information. Areas marked with an \* are mandatory
- d. Once the message is completed “Click” Save As Draft

**Add announcement** ✕

\* Title:  
 ✔

\* Description:  
 ✔

Picture:  

+  
 Upload

Content:  

B I U S ” </> H<sub>1</sub> H<sub>2</sub> ☰ ☷ x<sub>2</sub> x<sup>2</sup> ☰ ☷ 10px ↕ Normal ↕ A 🌈 ☰ I<sub>x</sub>  
🔗 🖼️ 📄

Training Off. We are at CCFives PLuim Park tonight at 7pm. See you then|

Save as draft

- e. Once draft has been saved, the user has the ability to “Edit”, “Delete”, “Preview” or “Publish” the message

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

Season 2021
Team Manager - AVO BPLFirst
🔔<sup>2</sup> 👤 Scott Smith

📅 ~  📅

Search
+ New

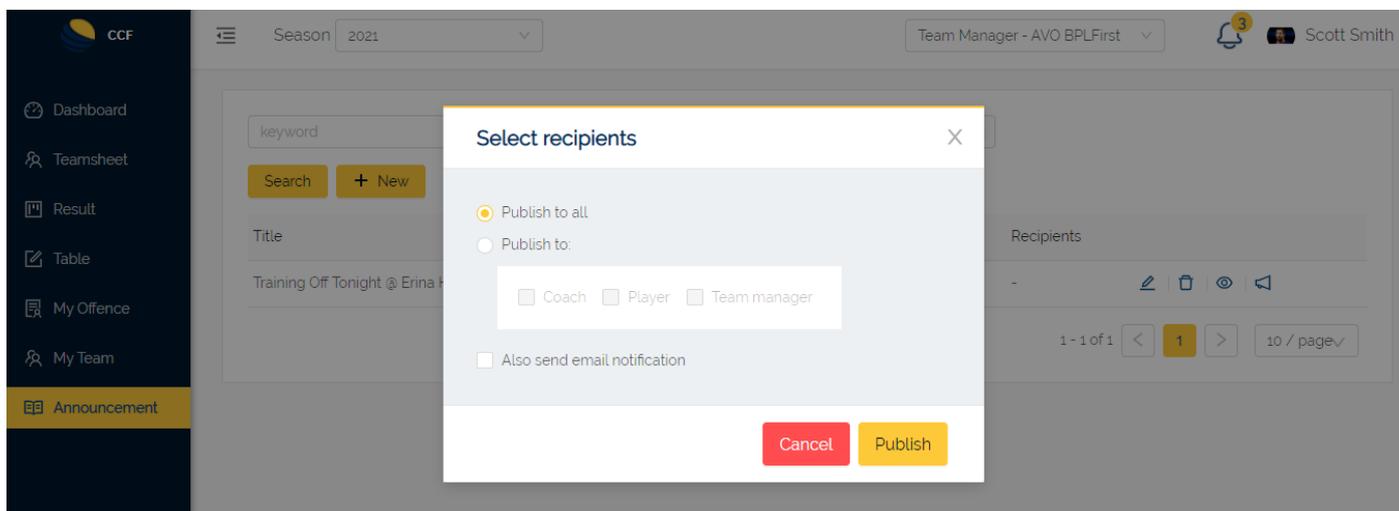
Title	Published time	Author	Status	Recipients	
Training Off Tonight @ Erina High		Scott Smith	Draft	-	<span style="color: red; font-weight: bold;">EDIT</span> <span style="color: red; font-weight: bold;">DELETE</span>

PREVIEW PUBLISH

1 - 1 of 1 ⏪ 1 ⏩ 10 / page

## COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Desktop PC

- f. To “Publish” the announcement, please “Publish to all” or “Publish To” those other members of the team that you coach or manage. The option to “Send email notification” can also be checked



## COACHES OR TEAM MANAGERS – Managing the Teamsheet on the mobile APP

Please view the video below

<https://ccfootball.com.au/2021/03/10/my-compapp-recording/>

For further assistance please call the CCF Office between 9am – 4pm Monday to Friday.

After 4pm Friday & weekends please have your club representative call the Competitions Phone on 0425 505 465