CCF – M<small>Y</small>C<small>OMP</small>A<small>PP</small> D<small>OCUMENTATION</small>

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:

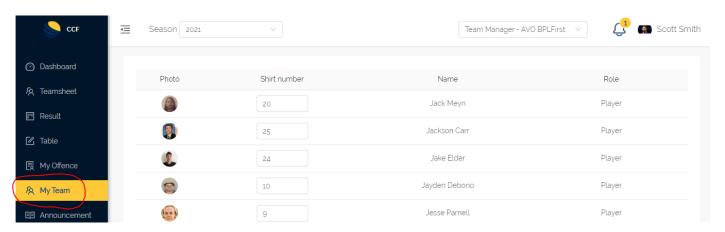   https://ccf.mycompapp.com/

   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. <u>*MY TEAM – Updating shirt numbers*</u>

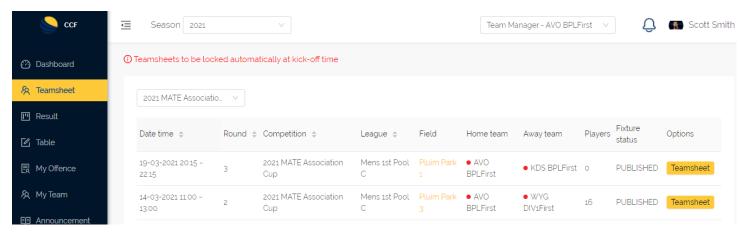   a. From the left Menus, choose "My Teams"

   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.
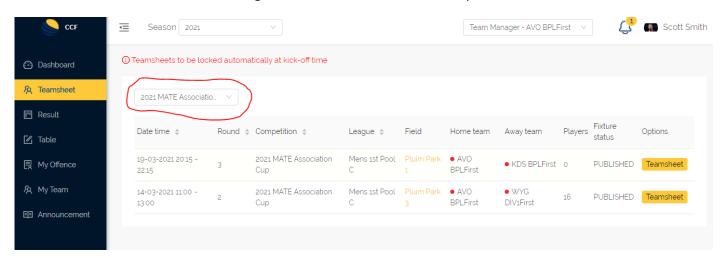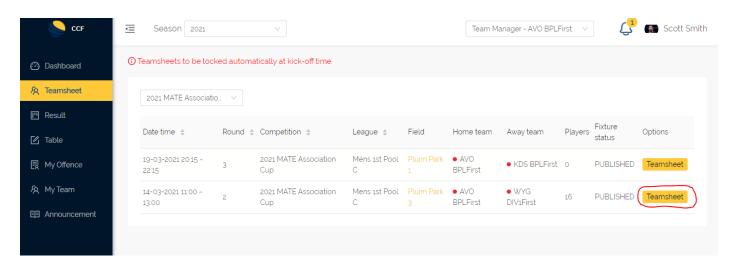
3. *MANAGING THE TEAMSHEET*:
   a. From the left Menus, choose "Teamsheet"

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

   c. Click on the appropriate "Teamsheet" button on the right for the appropriate team and fixture you wish to update.
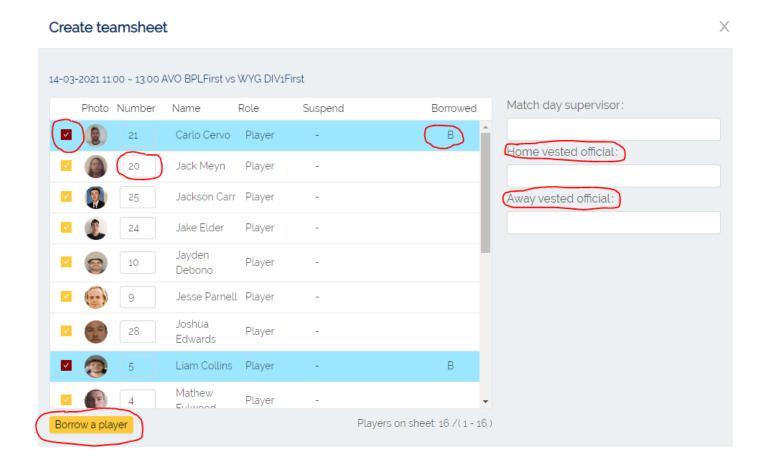
d. The resulting screen allows you to add or remove players from the team sheet, by "checking or unchecking" the tick box on the left, "add or alter" player shirt number's, "Borrow" a player from an eligible Team and "Add" a Home Or Away vested officials name for the fixture.

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.
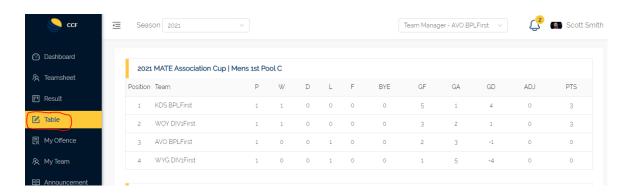

4. *RESULTS / TABLES* :

a. The Results / Tables menus, show results and competition tables for the team you coach or manage.
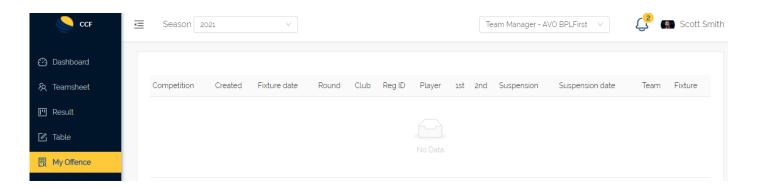
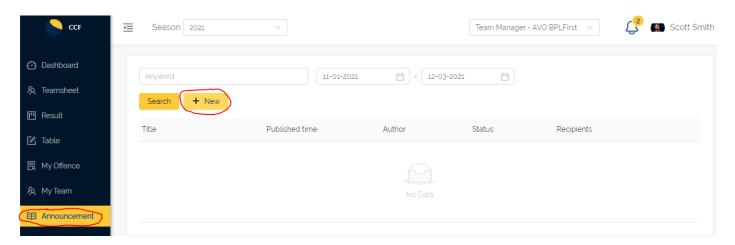## COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Desktop PC

5. _My Offence_ :
    a. My Offence displayed the offences & suspensions for the team that you coach or manage.
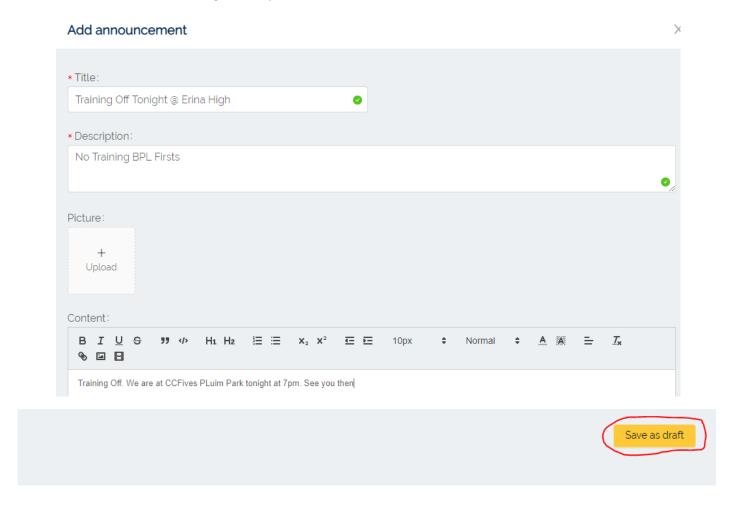

6. _Announcement_ :
    a. Messages can be sent via email & notifications to the APP for players in teams that you coach or manage
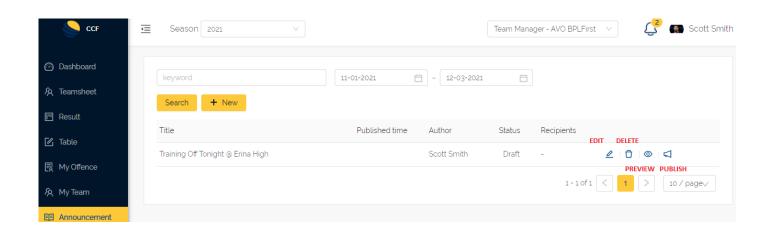   b. To send a message "click" on the new Button

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

Add announcement ✕
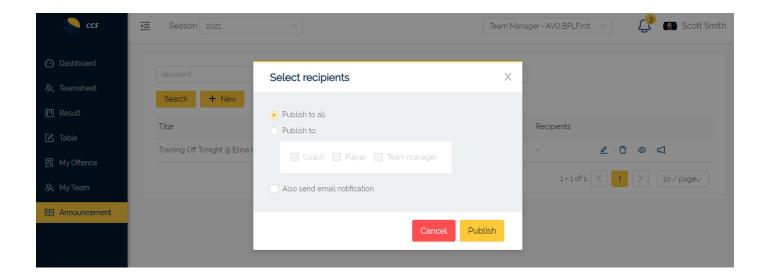
* Title:

Training Off Tonight @ Erina High ✓

* Description:

No Training BPL Firsts ✓

Picture:

+
Upload

Content:

B *I* U S " </> H₁ H₂ ☰ ☰ x₂ x² ☰ ☰ 10px ▲▼ Normal ▲▼ A ▨ ☰ I𝑥
🔗 🖼 🎞

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

CCF	Season	2021			Team Manager - AVO BPLFirst		Scott Smith

Dashboard
Teamsheet
Result
Table
My Offence
My Team
Announcement

keyword | 11-01-2021 ~ 12-03-2021

Search + New

Title	Published time	Author	Status	Recipients	EDIT	DELETE
Training Off Tonight @ Erina High		Scott Smith	Draft	-	✏ 🗑 👁 📢	
					PREVIEW	PUBLISH

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    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