

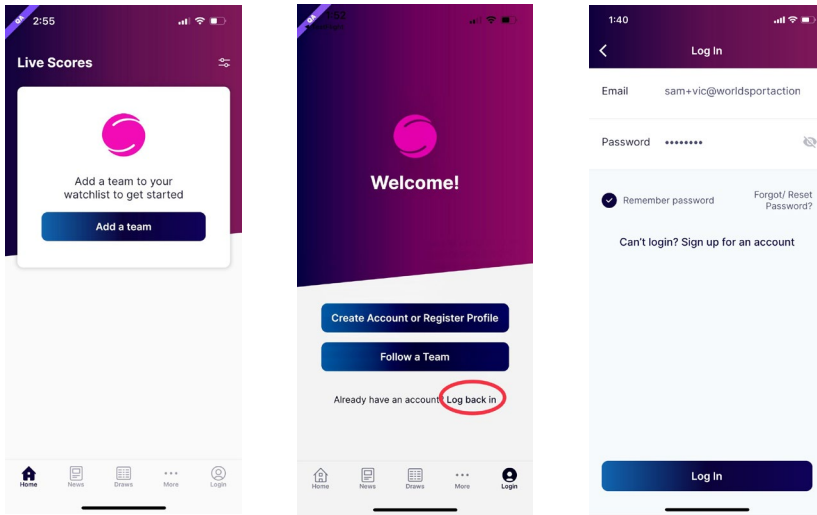
## MANAGER/COACH HELP GUIDE

### Step 1. Download the App

IOS App Store - <https://apps.apple.com/us/app/squadi/id1614546003>

Google Play - <https://play.google.com/store/apps/details?id=com.wsa.squadi>

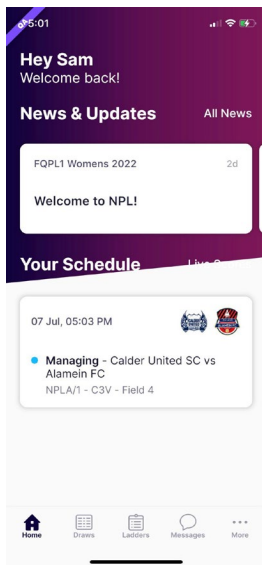
### Step 2. Open the app and Log in with your Credentials received via email. (Click Log, in bottom right)



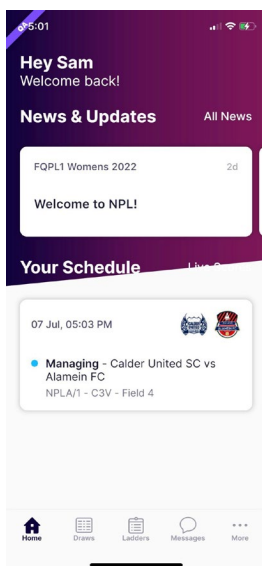
**If you have not received your login information try your spam folder or you can reset your password via email or SMS**

## Match Day App

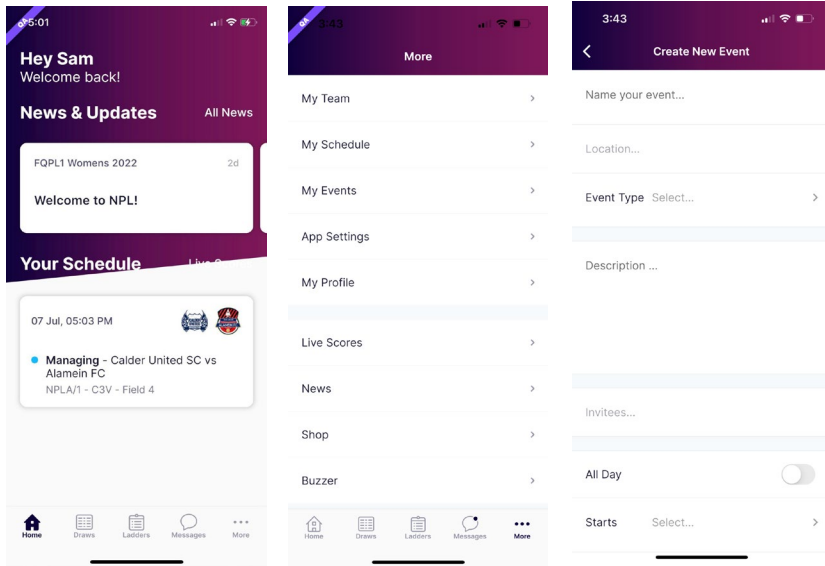
**Viewing your Schedule** - Once logged in the home screen will be populated with “Your Schedule” this will list the matches you are Managing in order of date and time. Once the Match is complete and scores confirmed this card will disappear. You will only see 2 weeks worth of matches, for your full schedule select the 3 dots on the bottom right hand side > my schedule



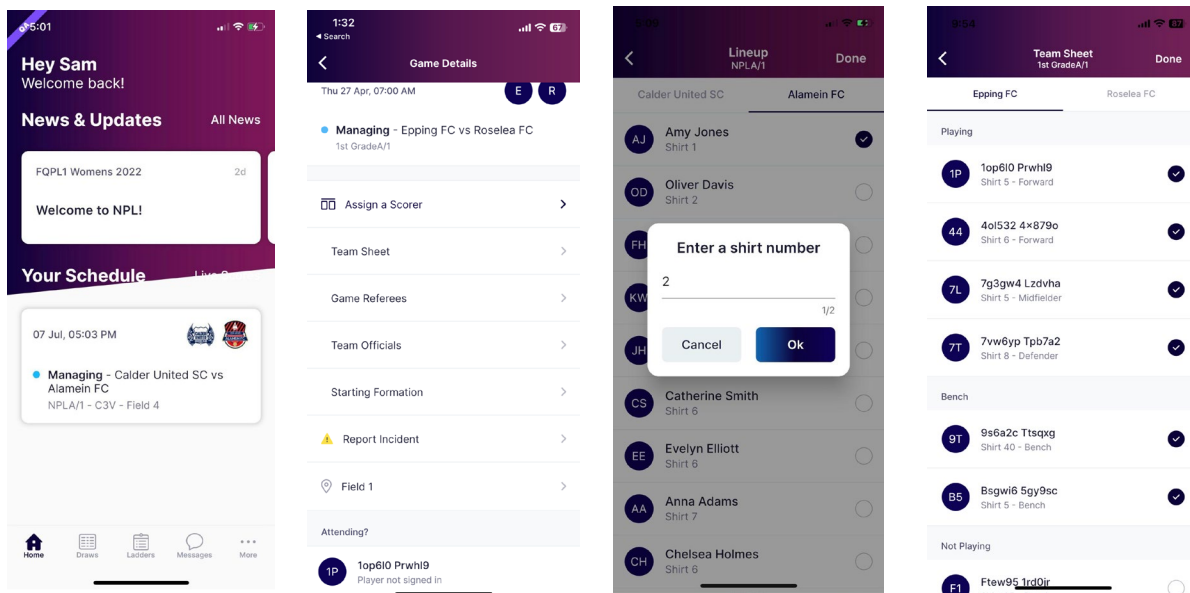
**Creating a Team Chat** - Select 'Messages' then the '+' top right of the page. You can select to chat with the entire team or individual Players.



**Creating Events (such as training)** - Select 'More' (bottom right) then select 'Events' then fill in the event details, start date and frequency. Players will have the ability to select whether they are attending or not.

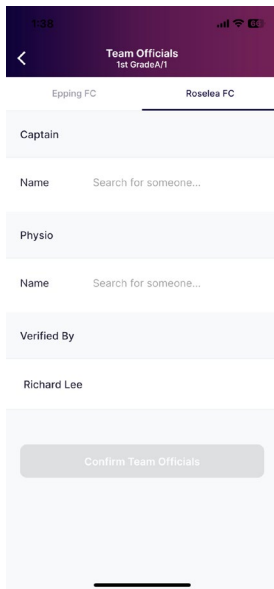


**Completing Team Sheets** - To complete your Team sheet tap on the Manager Card then select 'Team Sheet' then navigate to your team list tap the circle to mark players off. Please note if there is no shirt number this will be asked in the same process, then click 'Done'

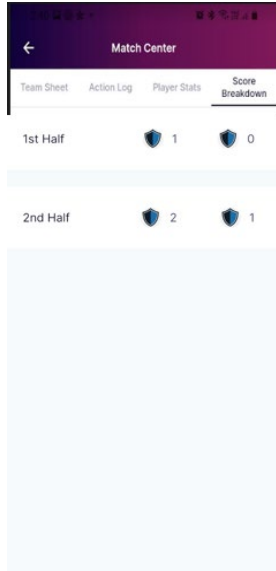
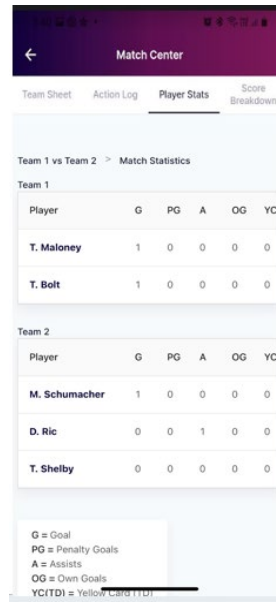
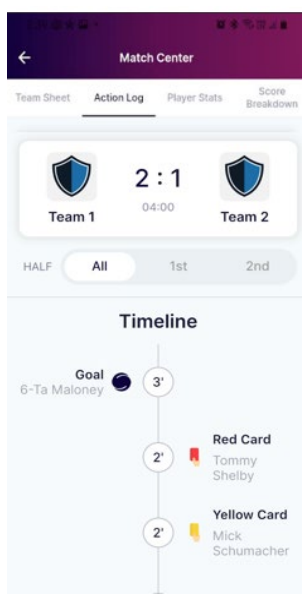
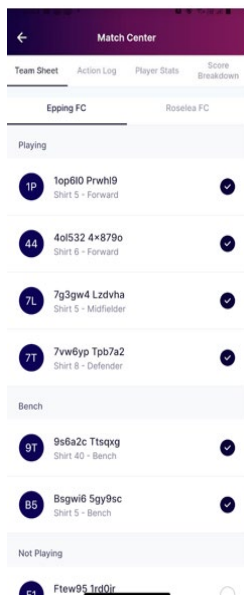
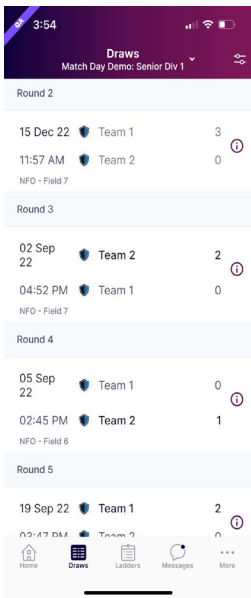


## Adding/Updating Team Officials

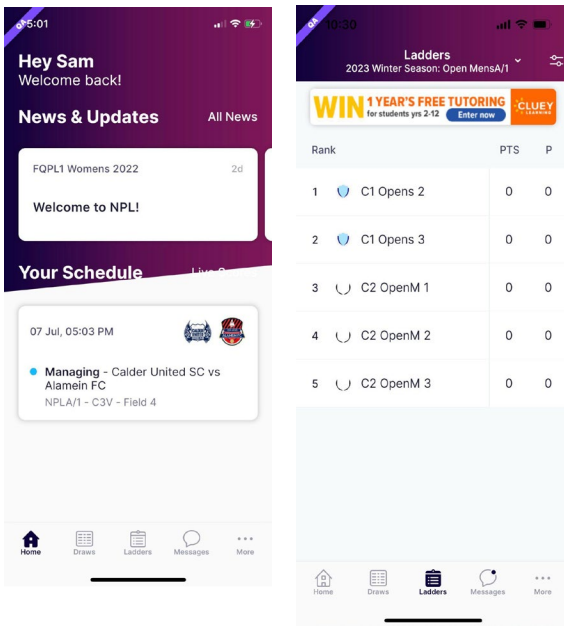
Select Team officials > Here you will be able to search for registered users to your organisation to add/update as a team official for that match. Once updated, select Confirm Team officials.



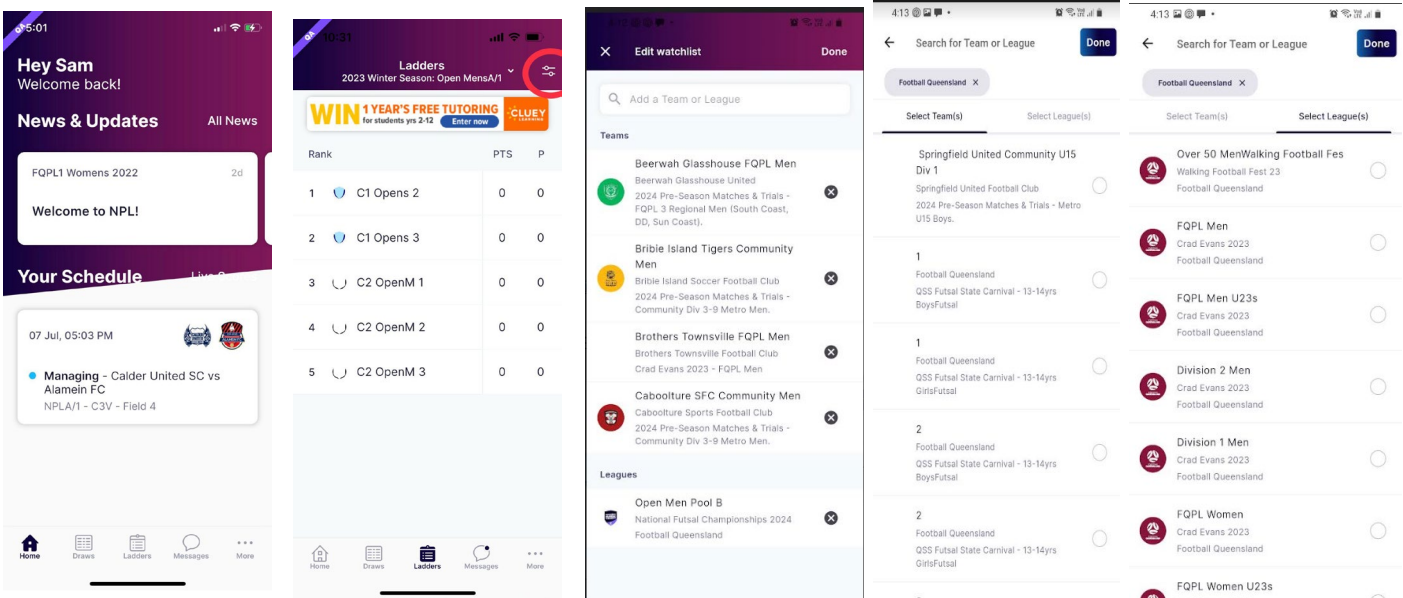
**Viewing Draws and Match Statistics** - Select 'Draws' from the bottom menu. Here you can select the info icon and view score team sheet, breakdown, Action log, starting formation (if being used) and player statistics.



**Viewing the Ladder** - Select the ladder icon from the bottom menu. Here you can scroll across to view each column of the ladder.



**Adding and editing teams from your watchlist** - Select 'Ladders or Draws' then select the edit icon in the top right corner. Here you can remove teams or leagues or add additional teams or leagues by searching your club or organisation.



**Completing incident reports** - Tap on the Manager Card then select Select 'Report Incident' select from the options and complete form

