



## Managing Teams in Friendly Manager

The following is a guide for coaches to use Friendly Manager (FM) to communicate and manage their teams.

1. Log into FM using your details.  
<https://tcafc.friendlymanager.com/login>

If you have lost these, click “*Need Help Logging in?*”. If you are still have issues, email [admin@tcafc.co.nz](mailto:admin@tcafc.co.nz) or talk to one of the club staff who can help you.

You should now see your dashboard showing your team details.

If you are coaching/managing more than one team, there will be a tab for each team.



### Dashboard Overview

To return to your Dashboard view at any time, click “Tauranga City AFC” on the top left of the screen. Here’s an overview of each menu item on the left of the Dashboard.

**My Profile** Lists all the details we have on record for you. You can update these by clicking Edit. Please note. Some information is mandatory information, check with an Admin before removing any information.

A warning symbol like this  means there is missing information we need. Hover over the icon to see what’s missing and update it. Missing information will prevent you being registered.

**Group** This shows all the information on your team. On the left is the coaching/management team, on the right the players.

You can click the Positions tab and add additional optional information for your team.

Events - this is a list of training sessions we have pre-loaded for you. See Attendance Management below on how to use these.

**Fee Report** This will tell you who still owes fees. This information is confidential and should not be shared. Some players will be on payment plans so you may see variations on amounts.

**Events** Calendar view of events.  
Click New Event to create something specific to your team.

**Attendance** See below how to manage these.



## Managing Teams in Friendly Manager

### Mailer

1. You can use this to communicate to your team.
2. Add a Subject.
3. Select the group you would like to email.
4. Click Content. Here you can drag and drop elements on the right.  
If you want to keep this layout for future mailers, save the template.
5. Click Send - it will say "*Email Sent!*" when complete.

## Attendance Management

You can manage this on the Dashboard main screen (listed under Events) or Click Attendance in the menu.

We are using the Dashboard View for the example below.

EVENTS		Attendance Report
Name	Date & Time	
U13 Boys	14/05/2020@4:30 PM	
TDP Training	17/05/2020@10:00 PM	
U13 Boys	19/05/2020@4:30 PM	
U13 Boys	21/05/2020@4:30 PM	
U13 Boys	26/05/2020@4:30 PM	

## Adding a one-off Training Session

1. Click Attendance.
2. Click "New Attendance" located top right of the screen.
3. Name the Event.
4. Choose which Group this is for.  
Some coaches can select multiple groups.
5. Add any additional notes.
6. Add Date and Time.
7. Click Save.

This session will now be available for Recording Attendance.

## Recording Attendance

1. Under Event, click the session.
2. Tick all players present at the training.  
You can add a Note if you like.

Done. No need to save.

**If you have someone turn up who hasn't registered**, click "*Add Person*"

During COVID restrictions, you will need to record their Name, address, phone number, email address and name of anyone who has dropped them off.



## Managing Teams in Friendly Manager

### Recording Equipment for Players

All coaches will have equipment allocated to their name so we can check what has been returned end of season.

We recommend you keep playing kits together, however in the event that you are handing it out you can record this in Friendly Manager. All other equipment must stay with the coach/manager.

1. On the main Dashboard, click Positions

Group: Taniwhas

Overview **Positions**



2. Next to each name, record the details. We recommend recording the shirt number as minimum.

This is now recorded until the end of the season.

MEMBERS	
Amelia Cheyne	8
Anika Spillane Petricevich	7
Bonnie Tilby	9
Emma Mischewski	1