



Group Session Management

The following is to help coaches add players to groups (e.g. SKC Term 1 - Monday), if they haven't already registered. This will also create an invoice and add them into the Attendance Register every week.

1. Log into FM using this link and 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 or talk to one of the club staff who can help you.



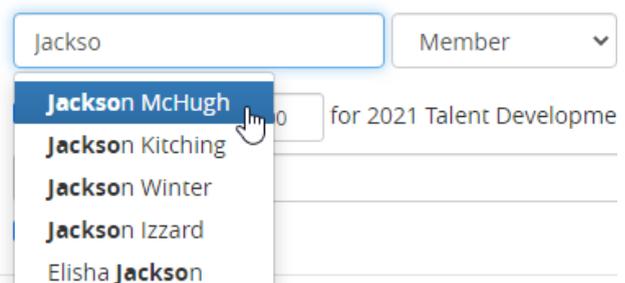
2. Click on Groups and then Talent Development Group to display all the session groups.

If you don't see the required groups, please contact admin@tcafc.co.nz

3. Select the correct Group Session
e.g. "Term 3 - Skills Centre U9 - U12 (SKC) - Monday Nights"



4. Click "Add Person" and enter their name.
Click Add.



This will add the person to that group and create an invoice. If attending a 2nd night, please repeat the above for that Group Session.

Please don't edit the cost of sessions unless this is agreed with Head of Junior Development, Club Treasurer or the Executive Committee.

Can't find the member? They will need to register and pay online tcafc.co.nz/register. This will add them to the group.



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Attendance Management

Recording Attendance

1. Click Attendance and select 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, you can manually add them. Please make sure you follow instructions on page 1.

During COVID restrictions, all attendees must have a completed registration form as we need to show traceability (contact details).

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.