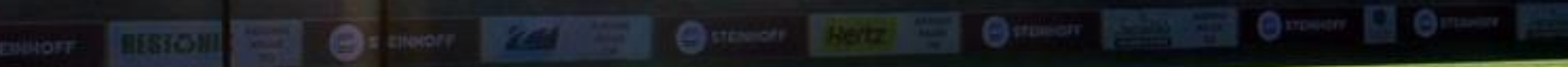




# Match Facts

## Quick Start Guide Membership Officer





# Welcome

This guide is intended to help you to quickly become familiar with Match Facts as a membership officer. As an membership officer you can use Match Facts to manage your club's members.

Throughout this guide we will be using a fictitious referee society named Upheaval Referees, a club called Emerald City and you will be represented by the character Pelles Asp

If you need more assistance, please contact your organization's Match Facts help desk (see page 8).

Version 1.3

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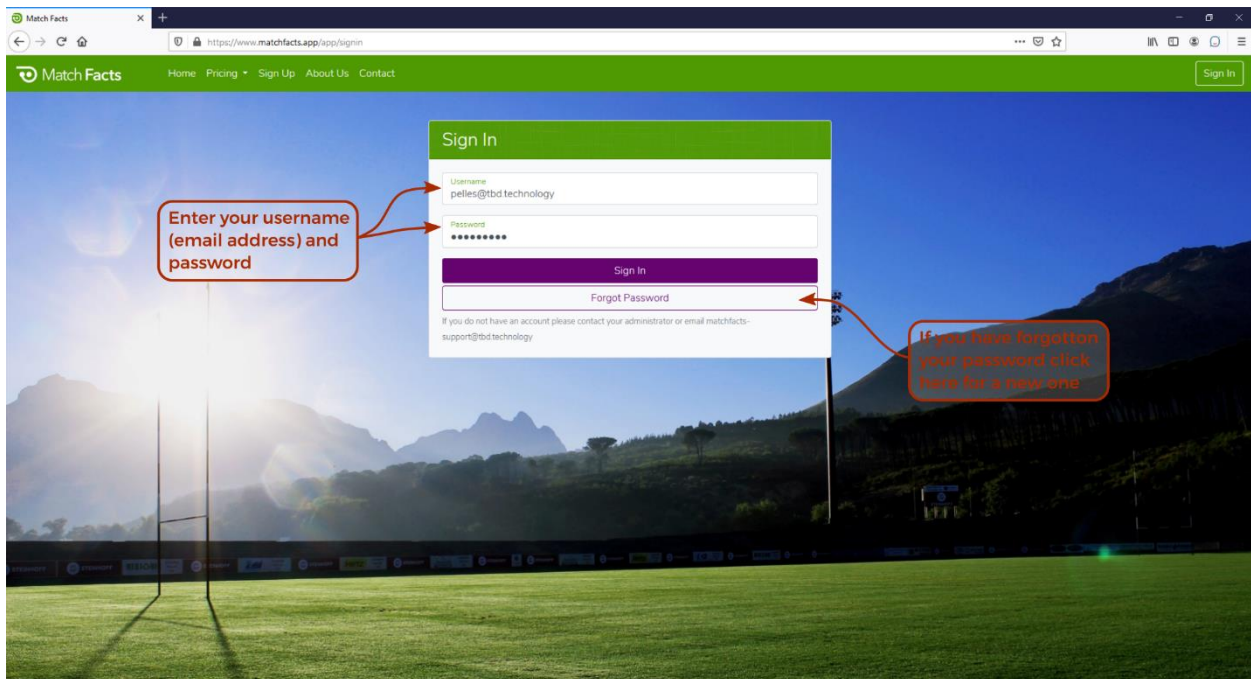
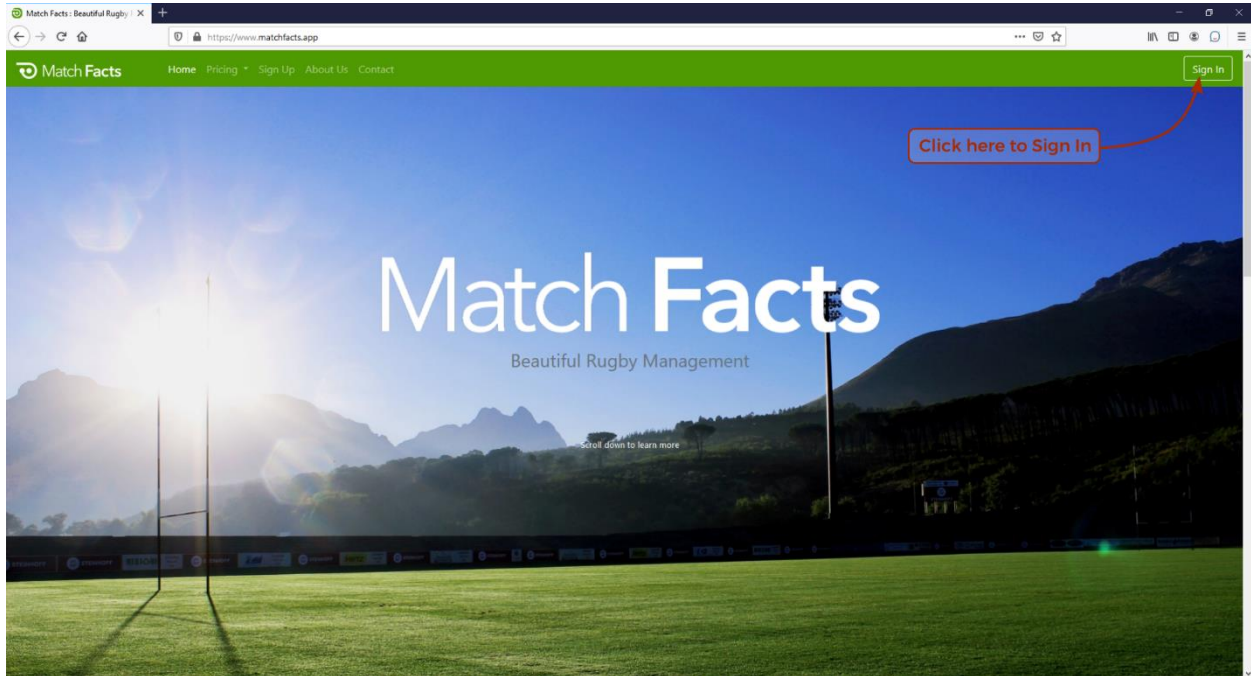
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# 1. Sign In

To get started open your browser and navigate to:

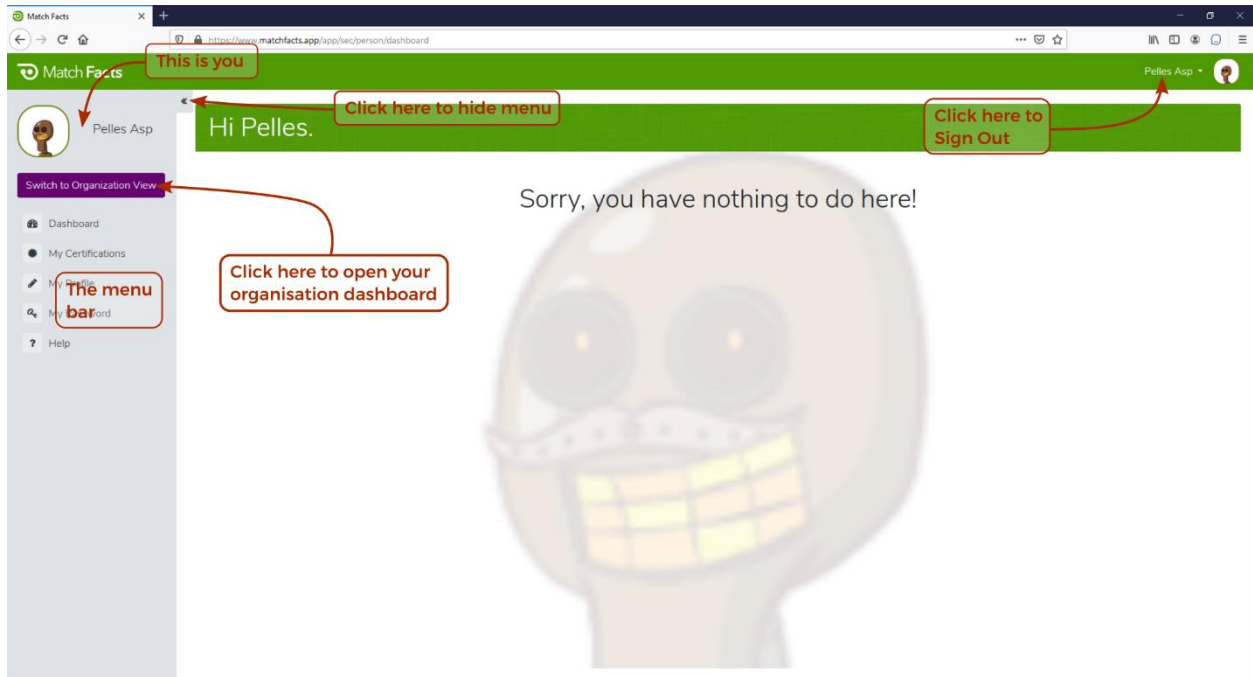
<https://www.matchfacts.app>





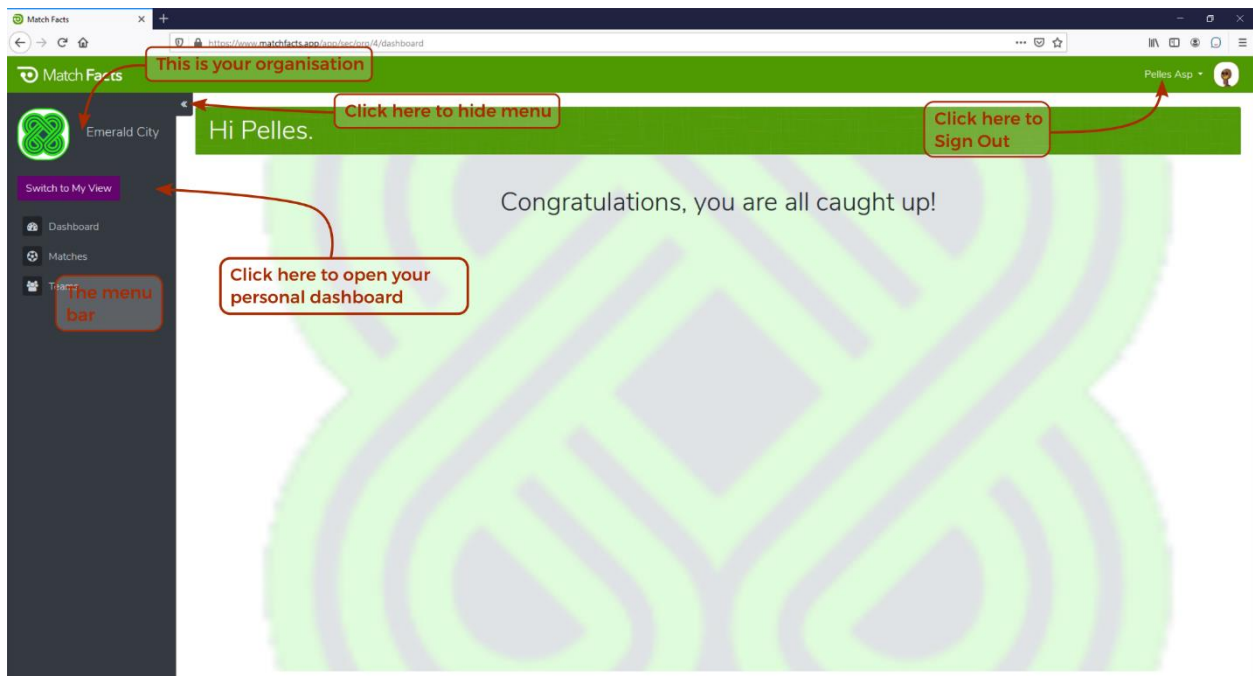
## 2. Dashboard & Navigation

The first screen you will see when you sign in is your personal dashboard. Let's take a closer look



There is not much to do here as a Club Administrator except maintain your personal information (see next section).

You can switch to your organization dashboard to see information related to your club.







### 3. Update Your Personal Information

Click **My Profile** on the menu and then the **Profile** tab to update your personal information.

Click the **My Password** on the menu to change your password

### 4. Manage Club Members

Click **Members** on the menu to view all your members.



The screenshot shows the 'Members' page in Match Facts. The table lists members with columns for First Name, Last Name, Title, ID Number, Roles, Phone Number, Email, and Address. Annotations include: 'Click heading to sort' pointing to the 'Title' column header; 'Add new member' pointing to the 'Add Member' button; 'Export the membership list' pointing to the 'Export' button; 'Search in column' pointing to the 'Last Name' column; and 'Expand to see available actions' pointing to the expand icon in the 'Registration' column.

First Name	Last Name	Title	ID Number	Roles	Phone Number	Email	Address	Registration
Pelles	Asp			Administrator, Treasurer, Coach/Team Manager, Membership Officer		pelles@tbd technology	100 Main Street, Bend, OR 97701, United States	Not Registered
Bolrock	Hellacious			Player		bolrock@tbd technology	United States	Not Registered
Swiza	Inconstant			Player		swiza@tbd technology		Not Registered
Turhat	Saintly			Player		turhat@tbd technology		Not Registered

You can add a new member or edit an existing member.

The screenshot shows the 'Member' profile form. Annotations include: 'Set member profile image' pointing to the 'Member Image' field; and 'Select one or more roles' pointing to the role selection checkboxes.

Member Image:  Browse

First Name: Pelles Last Name: Asp

Date of Birth:  Enter Date of Birth Gender:

Email Address: pelles@tbd technology Title:

United States (+1) Phone Number:

Address 1: 100 Main Street Address 2:

City: Bend Region/State: OR Post Code: 97701 United States

Administrator  Membership Officer  Coach/Team Manager  Player  Treasurer  Contact Person  Help Contact

Cancel Save

A member can be given one or more of the following statuses:

- **Administrator.** The member can perform administrative tasks and manage the organization's Match Facts subscription (if applicable).
- **Membership Officer.** The member can manage the organization's members as described in this guide.
- **Treasurer.** The member can manage the financial details of the club – for example paying match fees.
- **Coach/Team Manager.** The member can be assigned to a coach of one of more teams and set rosters.



- **Player.** The member can be added to a team's player roster.
- **Contact Person.** The member's contact details will be shared with other organizations and members.
- **Help Contact.** The member's contact details will be displayed in the Help section for club members.

When you add a new member and provide an email address that member will be sent an email with Match Facts login instructions and any applicable guides.

## 5. Messages

Click **Messages** to view any messages sent to members

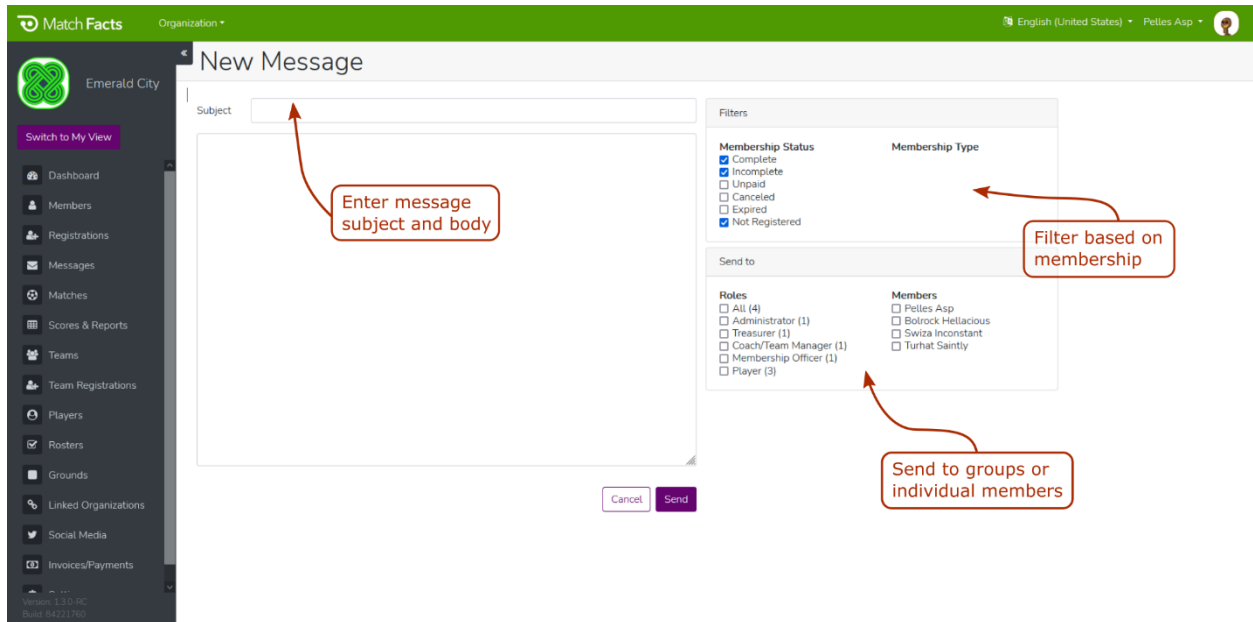
The screenshot shows the Match Facts web application interface. The top navigation bar is green with the Match Facts logo and the organization name 'Emerald City'. The main content area is titled 'Messages' and displays a table of messages. The table has columns for 'Sent Date', 'Subject', 'Body', 'Sent By', and 'Recipients'. A single message is shown, dated '13 Jul 2020 7:10 pm', with the subject 'Coaches meeting' and body text 'As we prepare for the new season of rugby at Emerald City we will hold a co...'. The message was sent by 'Pelles Asp' to 'Daero Harefoot, Hatnys Spiteful'. There are three annotations with red boxes and arrows: 'Click heading to sort' points to the 'Messages' heading; 'Create new message' points to a purple 'New Message' button; and 'Delete the message' points to a trash icon in the message row. The left sidebar contains navigation options: Dashboard, Matches, Members, Messages, Teams, Grounds, Related Organizations, and Edit.

Sent Date	Subject	Body	Sent By	Recipients
13 Jul 2020 7:10 pm	Coaches meeting	As we prepare for the new season of rugby at Emerald City we will hold a co...	Pelles Asp	Daero Harefoot, Hatnys Spiteful





Create a new message by clicking the **New Message** button.



The message will be emailed to all recipients matching the selection immediately.

## 6. Get More Help

Click **Help** on the menu to access additional resources and contact information.

