Match Facts

Quick Start Guide
Club Administrator

Match Facts

Welcome

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

Throughout this guide we will be using a fictious 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 6).

Version 1.3

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TBD Technology
2712 NW Shields Drive, Bend, Oregon, USA
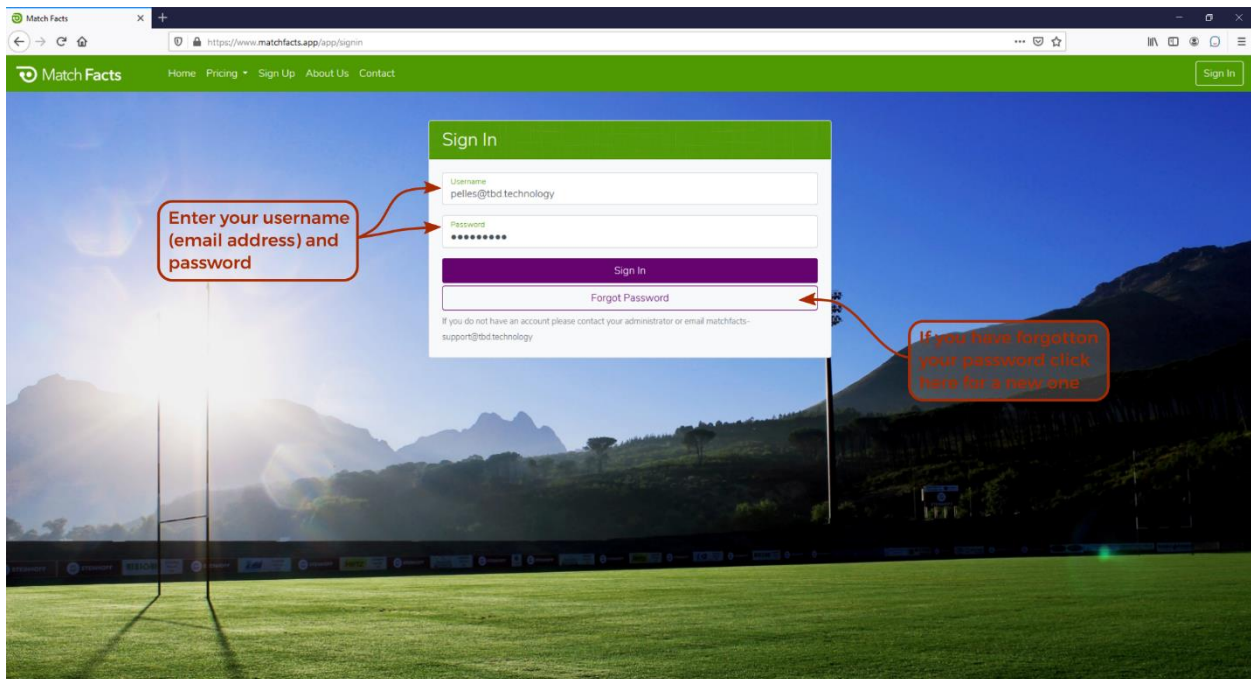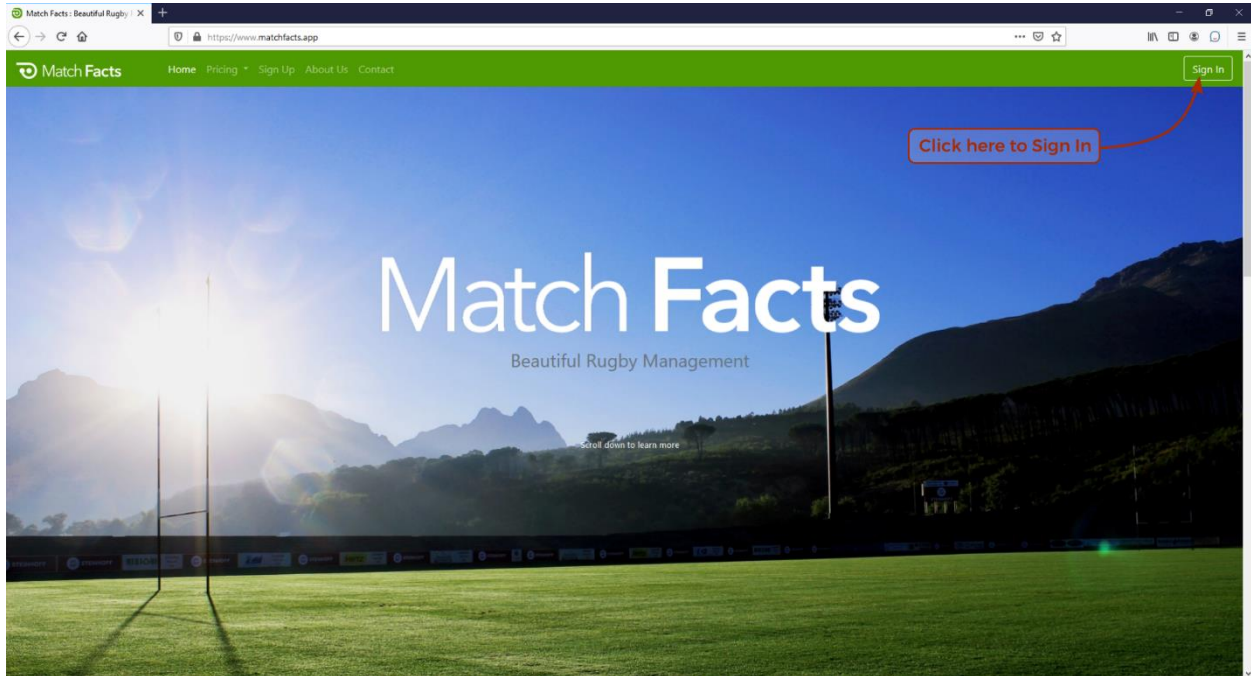matchfacts@tbd.technology

www.matchfacts.app

Contents

1. Sign In

To get started open your browser and navigate to:
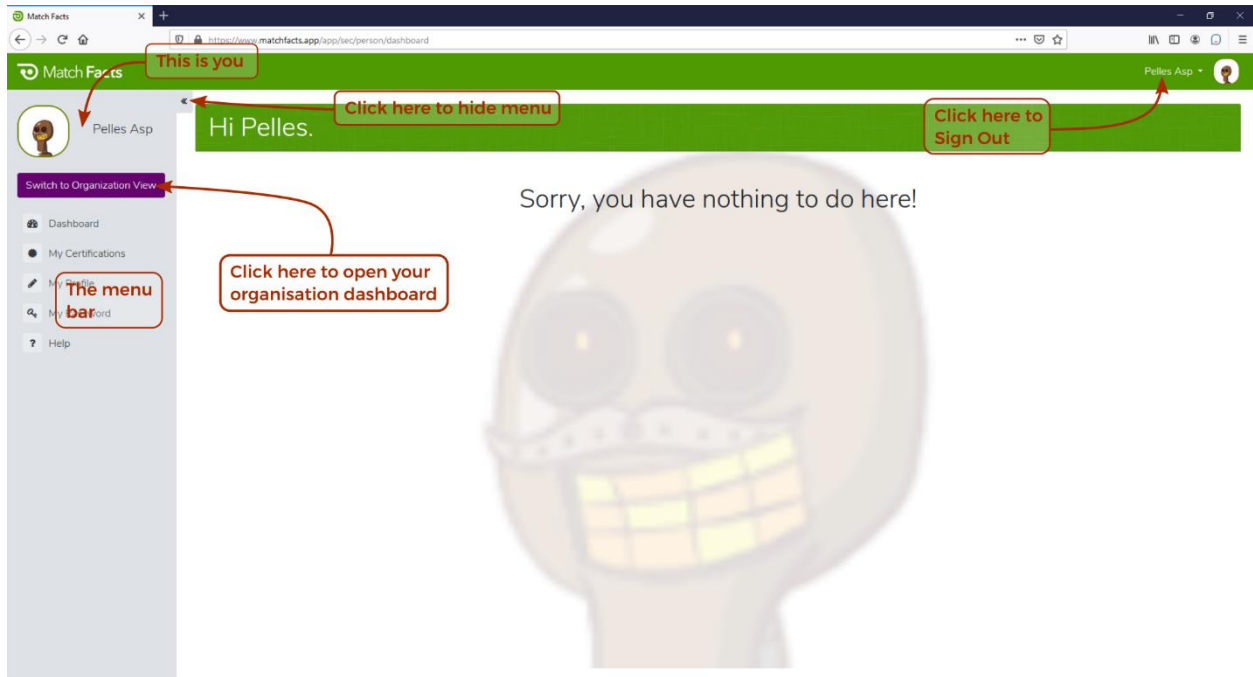
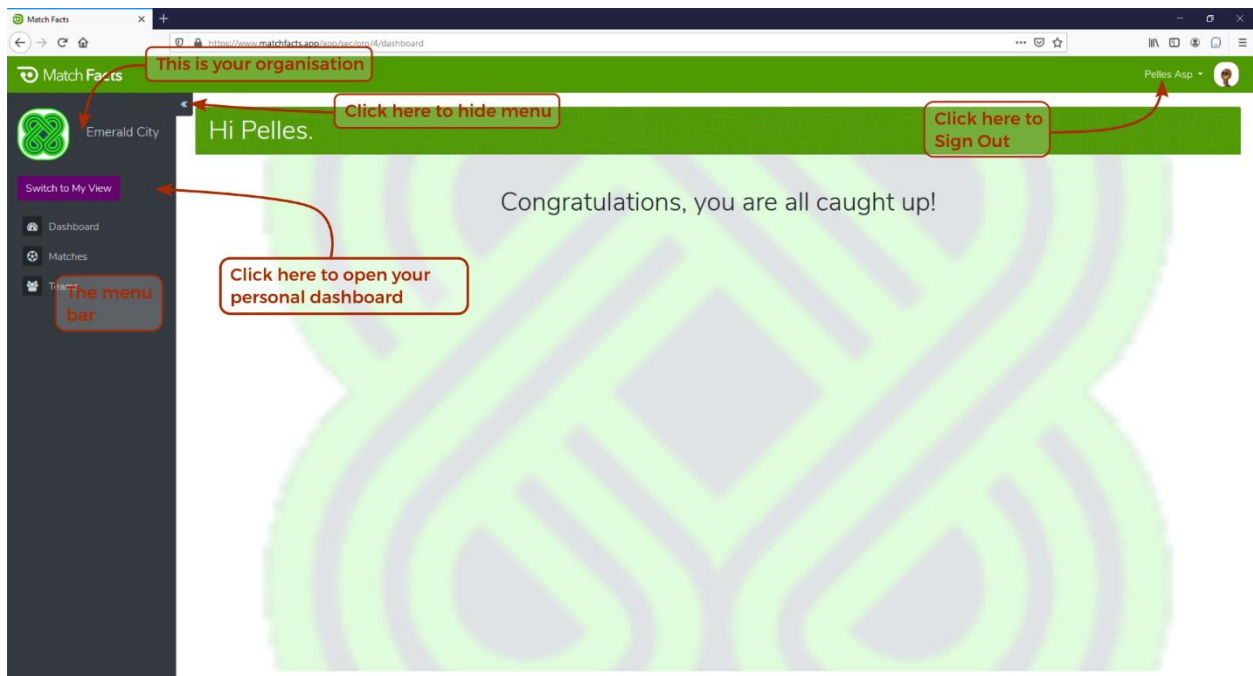**https://www.matchfacts.app**

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
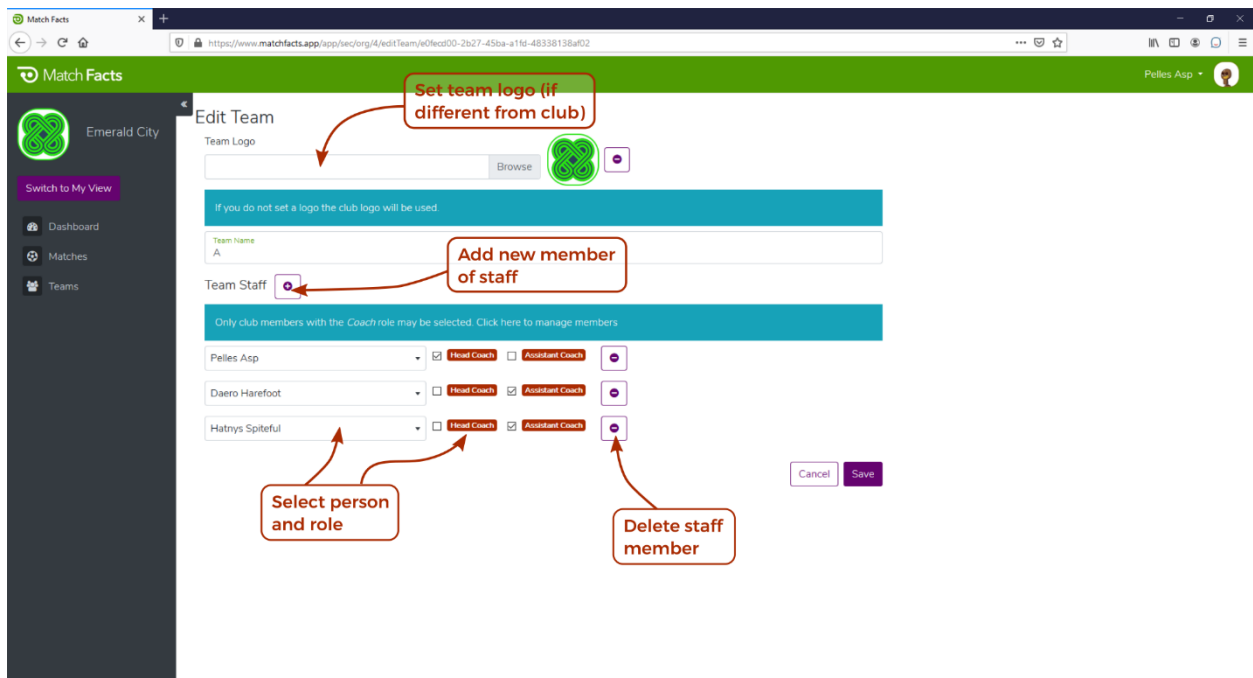
4. Manage Teams

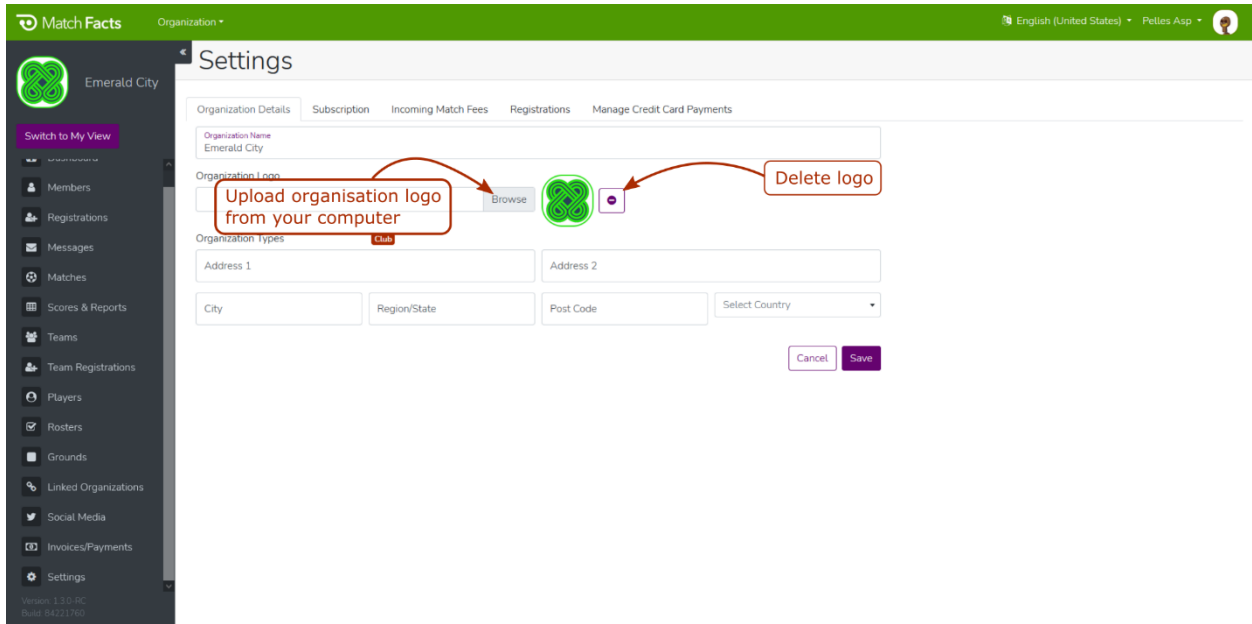Click **Teams** on the menu to view all your club's teams and their coaches.
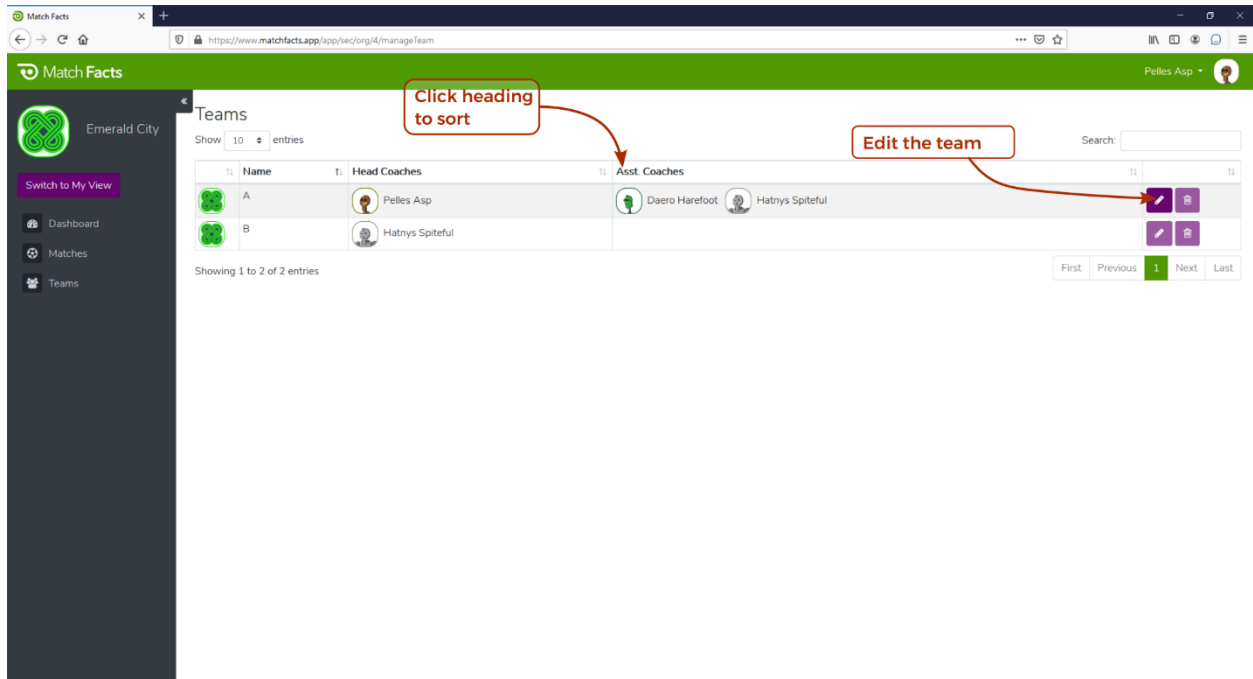
You can edit teams if you are a club *Administrator* or a team *Head Coach*.

5. Manage Club Details

Click **Settings** and then click the **Organization Details** tab to manage your club's details.

6. Get More Help

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