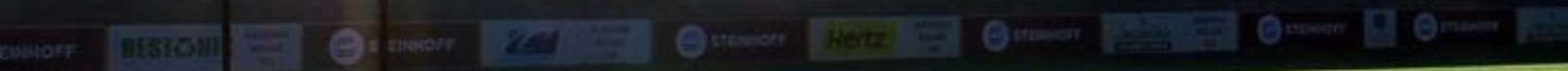




Match Facts

Quick Start Guide

Coach





Welcome

This guide is intended to help you to quickly become familiar with Match Facts as a coach. You can use Match Facts to see your club's matches and manage your teams, players and rosters¹. In addition, you will receive email notifications about your teams – eg when a match is scheduled, match official is allocated and the final score – so please ensure your email address is kept up to date.

Throughout this guide we will be using a fictitious league called Rugby Upheaval, a 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 organisation's Match Facts help desk (see page 7).

Version 1.3

March 2022

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¹ Some functions may be disabled depending on the Match Facts subscription level of your league



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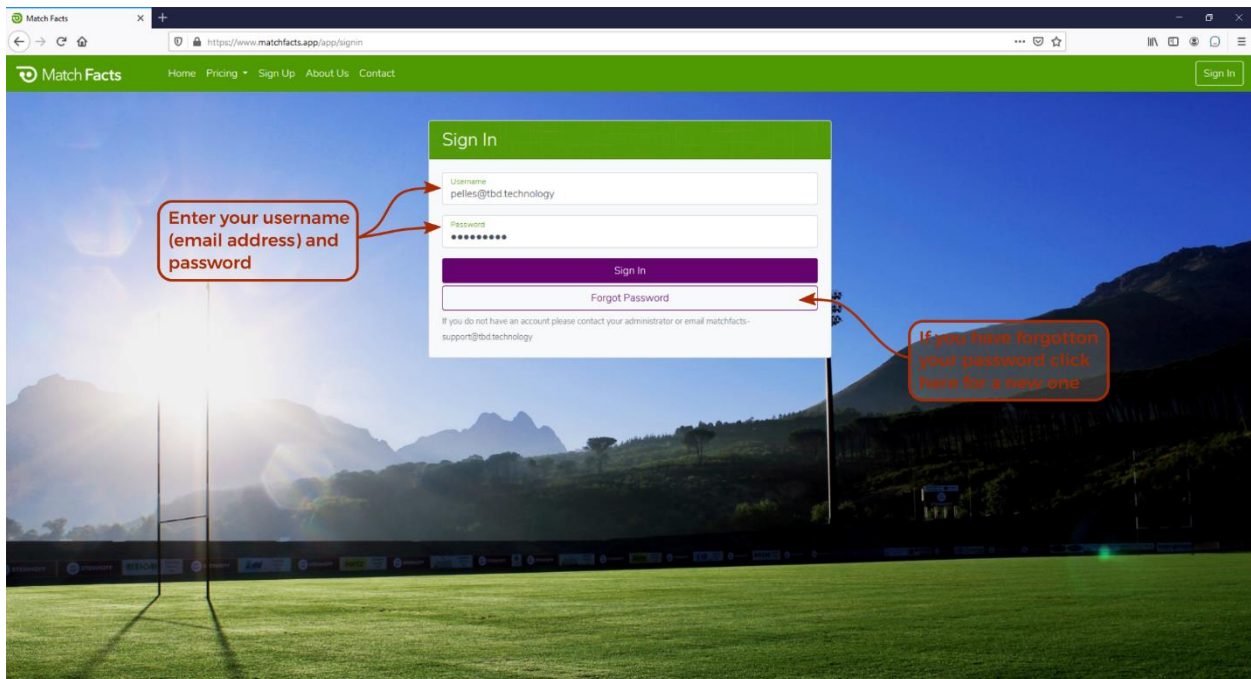
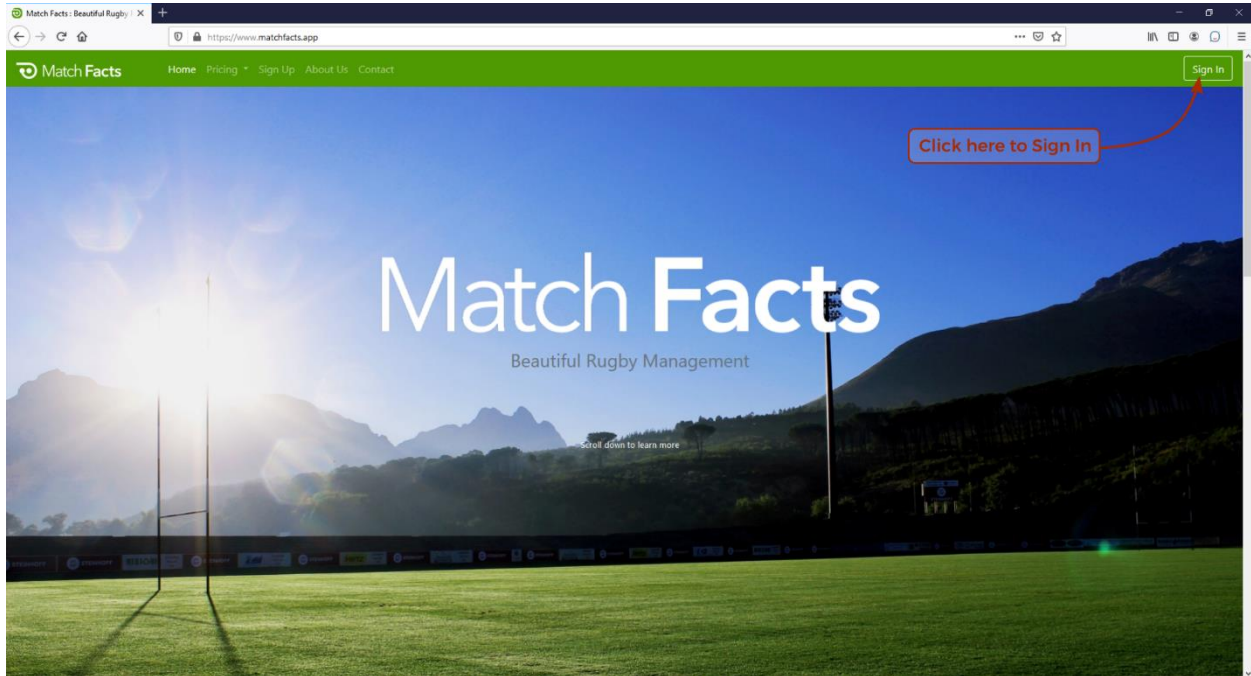
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1. Sign In

To get started open your browser and navigate to:

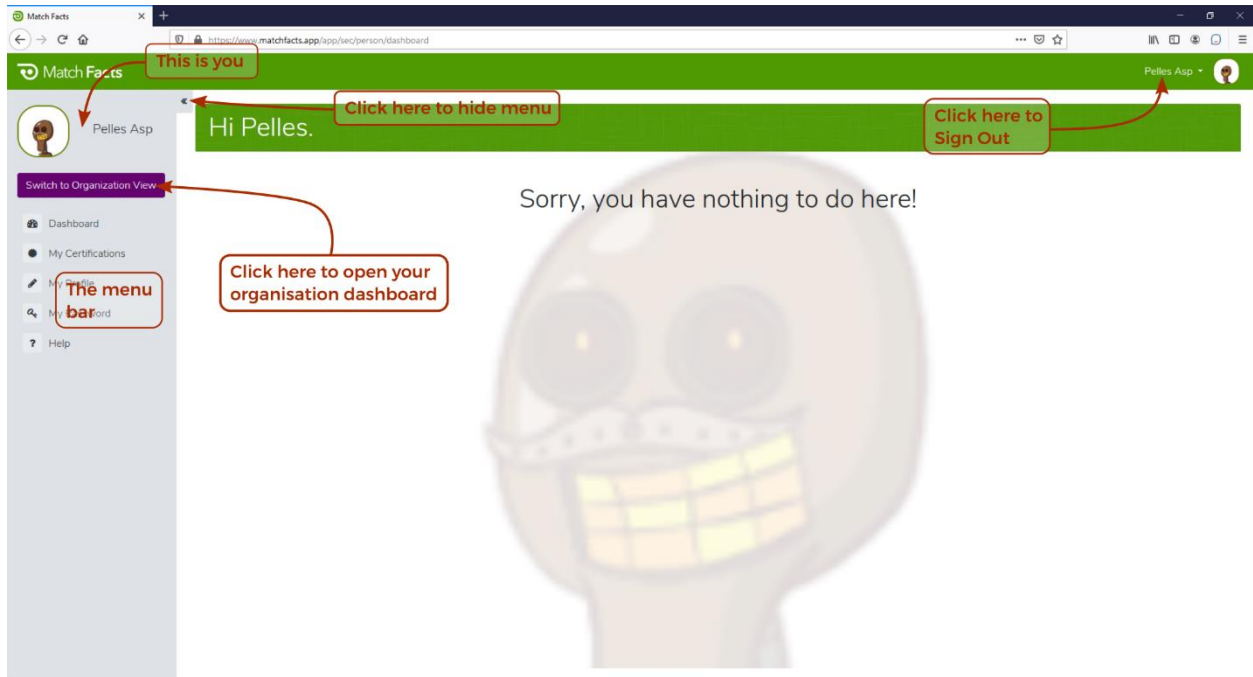
<https://www.matchfacts.app>





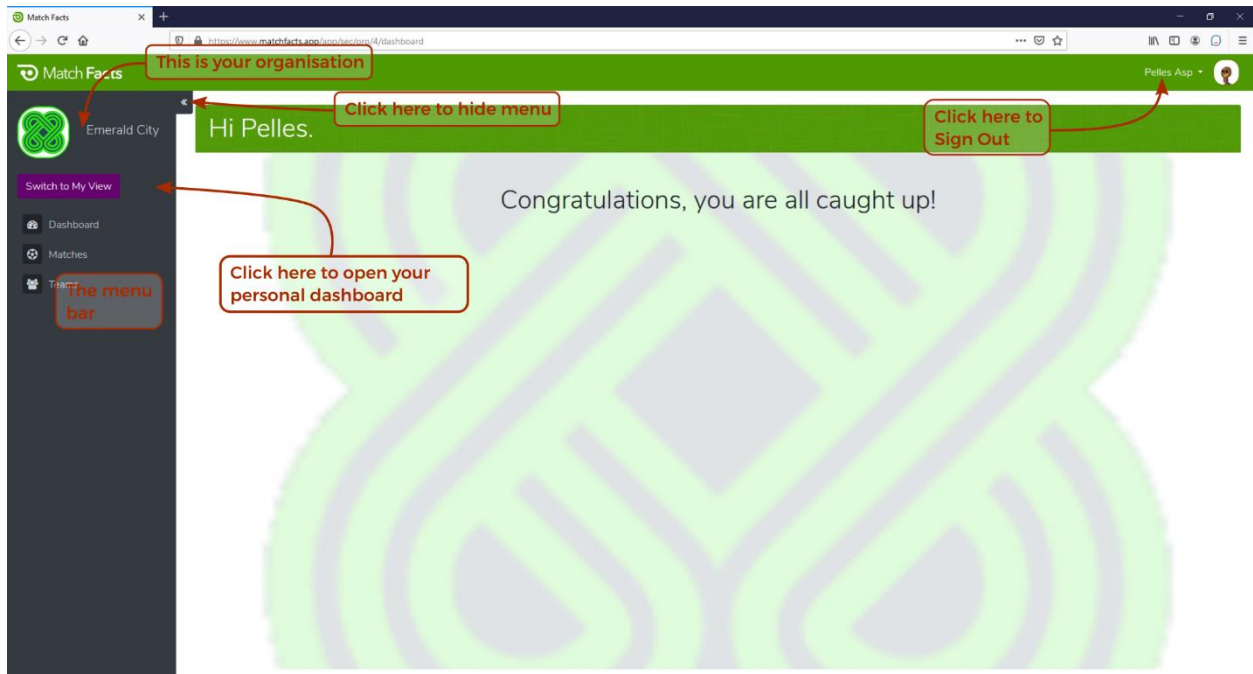
2. Dashboard & Navigation

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 Coach except maintain your personal information (see next section).

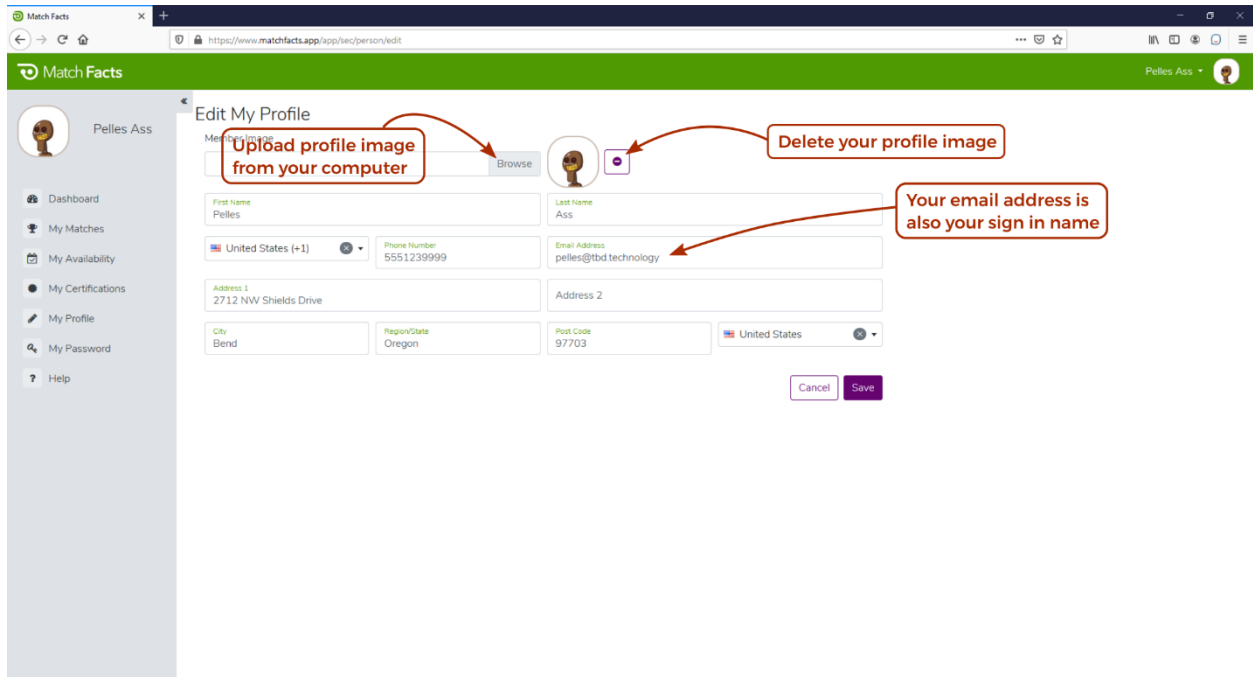
You can switch to your organization dashboard to see information related to your club



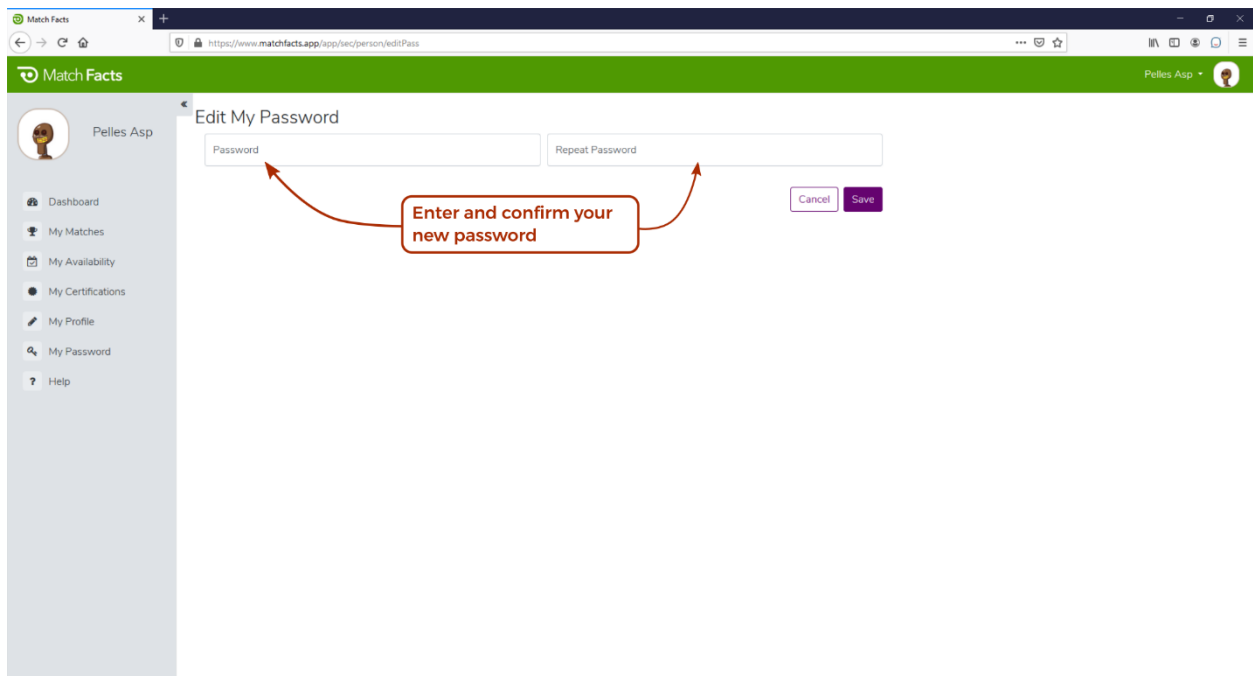


3. Update Your Personal Information

Click **My Profile** on the menu to update your personal information



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





4. Check Your Club's Matches

Click **Matches** on the menu to view all your past and future matches.

The screenshot shows the Match Facts app interface for a user named Pelles Asp. The main heading is "Matches". Below the heading, there is a search bar and a filter menu with options: Complete, Finished, In Progress, Future, Past, and Cancelled. A table lists matches with columns: Start (local), Status, Competition, Division, Home Team, Away Team, Field, Match Officials, Match Official Allocator, and Created By. Two matches are shown, both with a status of "Future". The first match is on 5 Sep 2020 at 10:00 am, involving Emerald City A and Multiple Spawn at Yodel Park. The second match is on 5 Sep 2020 at 12:30 pm, involving Drinking Epidemic and Emerald City B at Greaseland Park #1. Annotations with red boxes and arrows point to the "Status" column heading ("Filter matches by status"), the "Start" column heading ("Click heading to sort"), and a match detail icon ("Click to view match details").

Start (local)	Status	Competition	Division	Home Team	Away Team	Field	Match Officials	Match Official Allocator	Created By
5 Sep 2020 10:00 am	Future	Super Cup	Junior	Emerald City A	Multiple Spawn	Yodel Park		Upheaval Referees	Upheaval Referees
5 Sep 2020 12:30 pm	Future	Super Cup	Senior	Drinking Epidemic	Emerald City B	Greaseland Park #1		Upheaval Referees	Upheaval Referees

A match can have one of the following statuses:

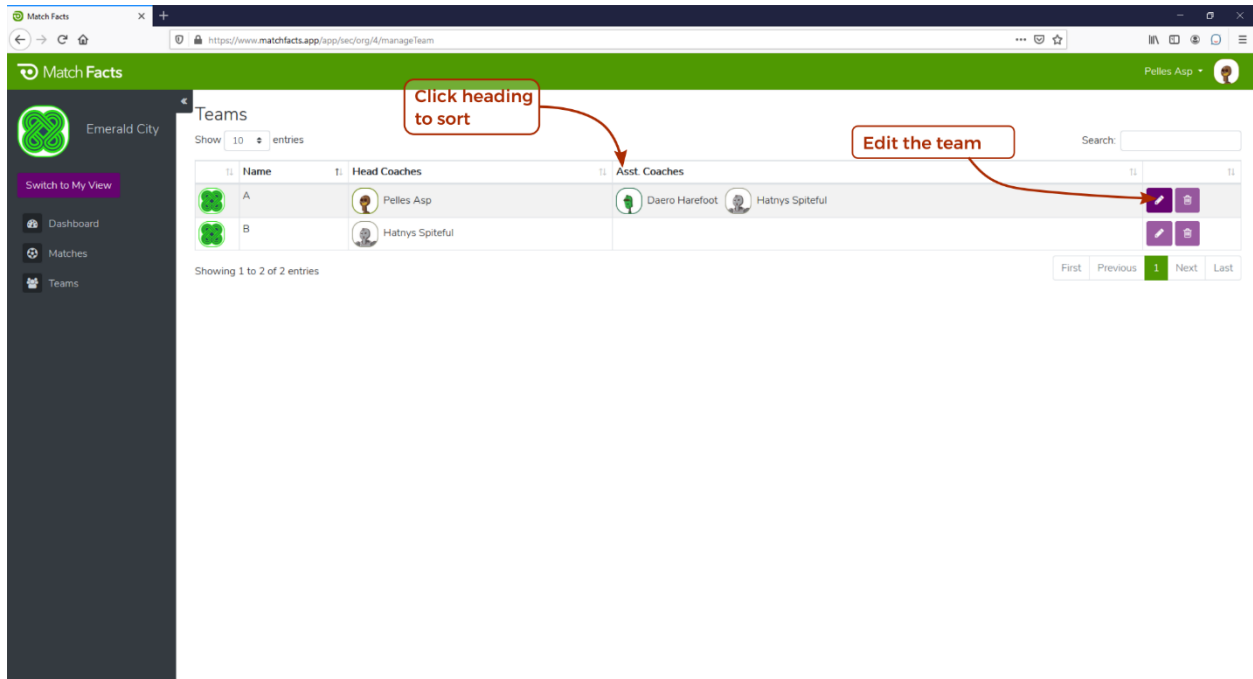
- **Past.** This is a match which is scheduled to have started, but it has not been updated with a score or match report. Matches are automatically moved to the **Finished** state about an hour after the scheduled finish time.
- **Future.** This is a match which should not have started yet.
- **In Progress.** This is a match which is being *live scored*².
- **Finished.** This is a match which has had a score entered or is scheduled to have finished.
- **Complete.** This is a match that has finished and has all required score and match report sections submitted (see Match Report section).
- **Cancelled.** This is a match that has been cancelled.

² Using the Match Facts Officiate smartphone app

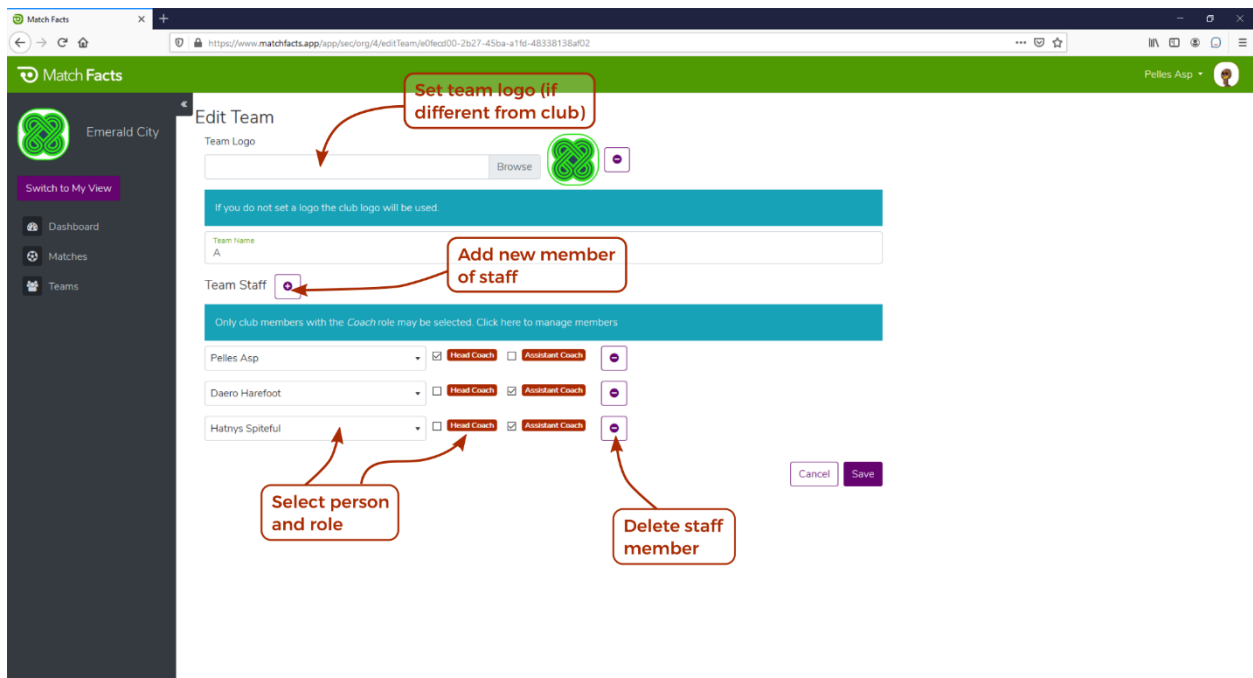


5. Manage Teams

Click **Teams** on the menu to view all your club's teams and their coaches



You can edit teams you are the *Head* Coach of.



6. Players

Click **Players** to manage the players on your team(s).



Match Facts Organization English (United States) Pelles Asp

Players

Team: Emerald City Men A

Players in the team			
Name	Gender	Date of Birth	Age
Bolrock Hellacious	Male	Mar 1, 2000	22

Players that can be added to the team			
Name	Gender	Date of Birth	Age
Swiza Inconstant		Jun 13, 1998	23
Turhat Sainity	Male	Oct 23, 2001	20

Save

You can select players who are classified as members of your club and have paid any registration fees (based on the league). A player can be selected on more than one team and may be moved during the season without affecting past matches.

7. Rosters

Click **Rosters** to complete the roster for your upcoming matches.

Match Facts Organization English (United States) Pelles Asp

Rosters

Team: Select Team

- Emerald City Men A
- Emerald City Men B
- Emerald City Varsity
- Emerald City Women



The screenshot shows the Match Facts interface for the 'Rosters' page. The 'Team' dropdown is set to 'Emerald City Men A'. The 'Match' dropdown is open, showing 'Select Match' and 'Bitchy Wolfpack Boyz v Emerald City Men A Apr 17, 2022 9:30 AM'. A red callout box with an arrow points to the selected match option, containing the text 'Select the match to roster'.

The screenshot shows the Match Facts interface for the 'Rosters' page. The 'Team' is 'Emerald City Men A', 'Date/Time' is 'Apr 17, 2022, 9:30 AM', 'Field' is 'Greaseland Park 2', and 'Opposition' is 'Bitchy Wolfpack Boyz'. A table lists players with 'Rostered' and 'Jersey Num' columns. A red callout box with an arrow points to the 'Rostered' checkbox for 'Bolrock Hellacious', containing the text 'Check to add the player to the roster'. Another red callout box with an arrow points to the 'Jersey Num' input field for 'Bolrock Hellacious', containing the text 'Add an optional jersey number'. At the bottom, a red callout box with an arrow points to the 'Print' button, containing the text 'Click to print the roster'. Another red callout box with an arrow points to the 'Save' button, containing the text 'Click to save the roster when done'.

Name	Rostered	Jersey Num
Bolrock Hellacious	<input checked="" type="checkbox"/>	
Swiza Inconstant	<input checked="" type="checkbox"/>	
Turhat Saintly	<input type="checkbox"/>	

Only players who have been selected on the team (on the **Players** screen) will show in the table to be rostered. You can update the roster as often as you need to prior to the match. Once created the roster will become public and visible on the match details screen and other places.



8. Get More Help

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

The screenshot shows the Match Facts application interface. The browser address bar displays <https://www.matchfacts.app/app/sec/person/help>. The page title is "Help and Resources". On the left, a navigation menu includes "Dashboard", "My Matches", "My Availability", "My Certifications", "My Profile", "My Password", and "Help". The main content area is divided into two sections: "Guides" and "Contacts".

Guides

- Referee
 - Allocation Quick Start Guide - Referee

Contacts

If you are having trouble please contact some from your organisation's helpdesk in the first instance.

- Upheaval Referees
- Turhat Sainthly (999) 123-1111 turhat@tbd.technology

Or contact Match Facts directly at matchfacts@tbd.technology

Three callout boxes with red arrows point to specific elements:

- One points to the "Allocation Quick Start Guide - Referee" link with the text: "Click here to open this document".
- Another points to the "Turhat Sainthly" contact entry with the text: "If your organisation has set a help desk contact they will be listed here".
- A third points to the direct contact email address with the text: "If you are really stuck email us and we will respond as quickly as we can".