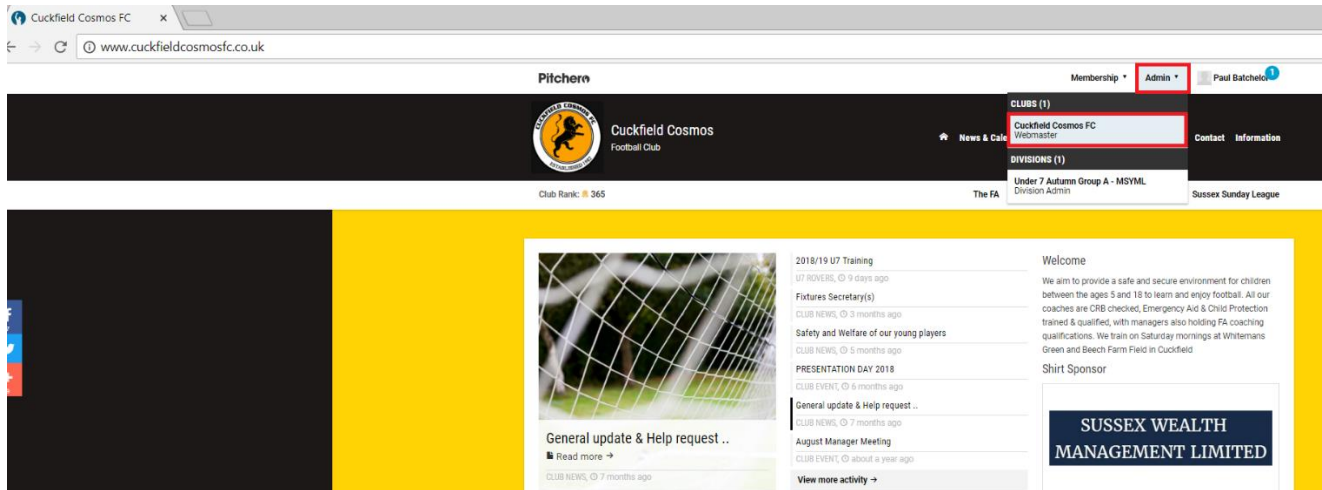


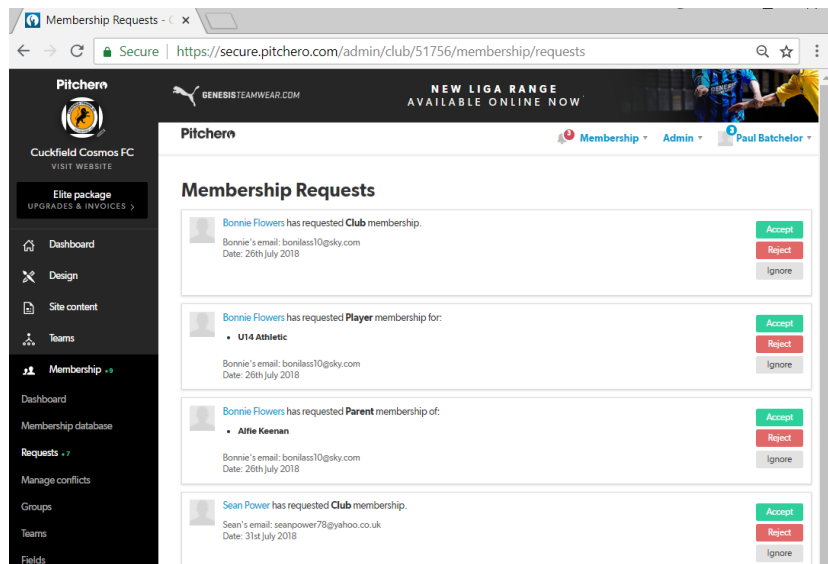
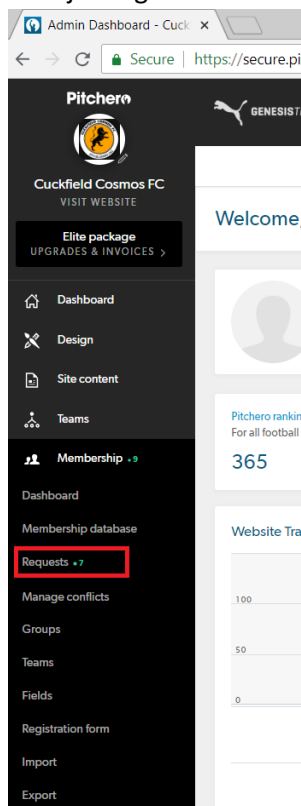
Accepting New Players onto your Team

Through the website

- Login to www.cuckfieldcosmosfc.co.uk
- In the top right hand corner select Admin and then Select Cuckfield Cosmos FC



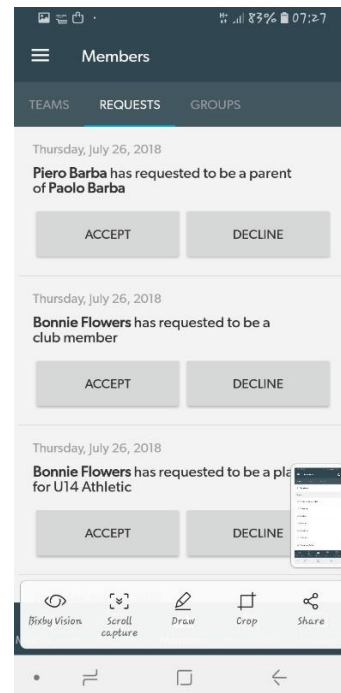
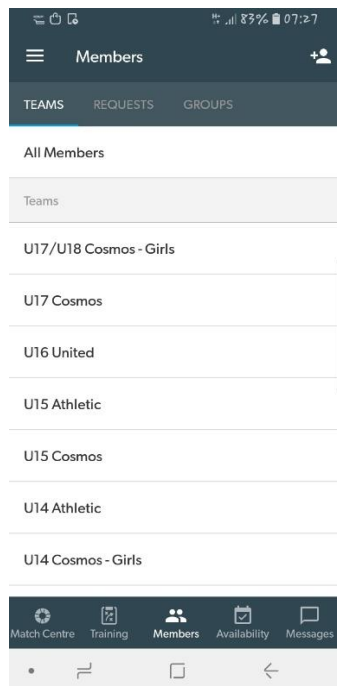
- Select the **Membership Section** and this will expand, then choose **Requests**, If you have any new requests that you are expecting, please accept them. If you are not; then let me know and I can find out who should authorise them joining the club.



Accepting New Players onto your Team

On the Mobile App

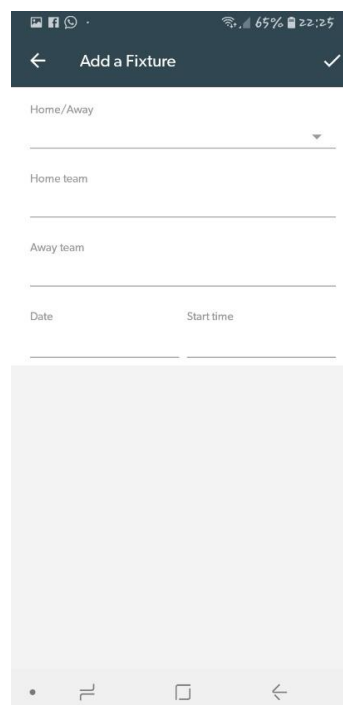
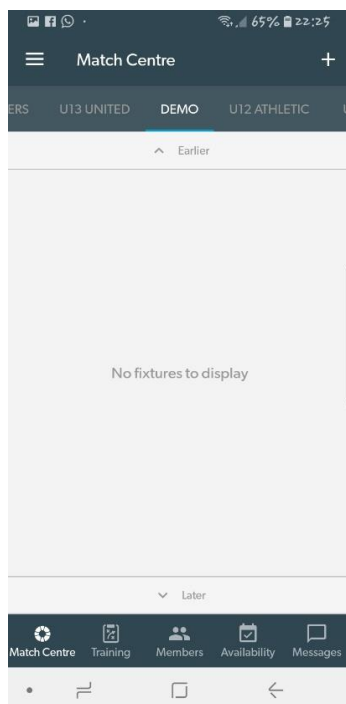
- Login to **Pitchero Managers App**
- Select **Members**
- Select **Requests**



Creating Fixtures — *these are not linked to a League*

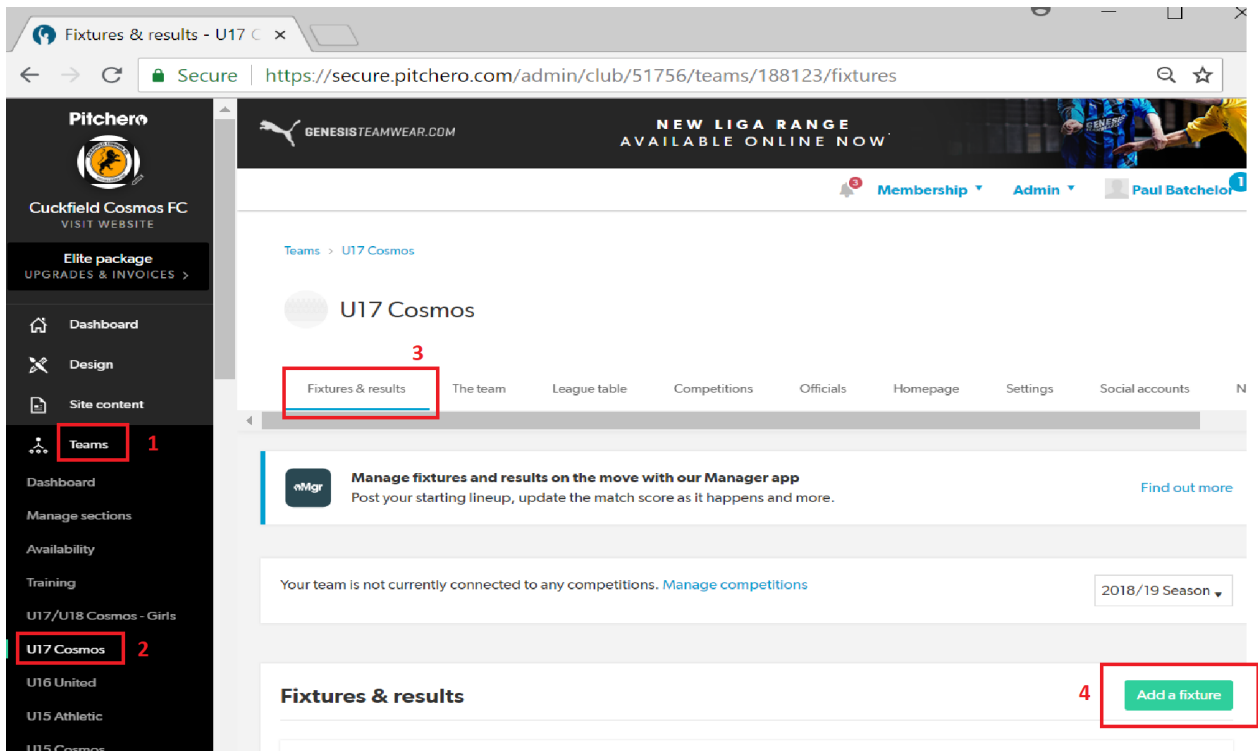
On the Mobile App

- Goto **Match Centre**
- Select **“Your Team”**
- Click the **+**
- Fill in the details and Select **Tick**

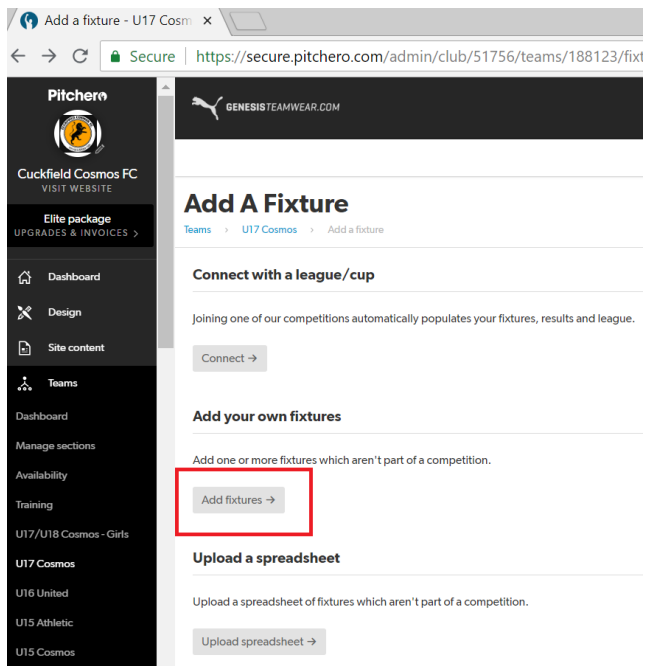


Creating Fixtures – *these are not linked to a League*

- Select **Teams**
- Select **“Your Team”**
- Choose **Fixtures and Results**
- Click **Add a Fixture**



- Click **Add Fixtures**, under the **Add your own Fixtures**



[← Back](#)

Add A Fixture

Date

Saturday, 04 Aug 2018

Kickoff

15

00

Home/Away

Home

Away

Home team

Cuckfield Cosmos FC

Away team

Type

Friendly

Add another fixture in

7

Days

Add

Selecting your Availability for Fixtures

- Login to www.cuckfieldcosmosfc.co.uk
- In the top right hand corner select your account – for example **Paul Batchelor**
- **Select** Availability / Selections
- **Make sure that** the club is Cuckfield Cosmos
- **Make sure that** you have the correct child/player selected and not yourself

Pitchero

Membership ▾ Admin ▾ Paul Batchelor ▾

Paul Batchelor
View Profile ▾

Home Membership Payments Availability & Selection Messages Friends Videos & Photos

Account - Membership

Availability & Selection

Member: Paul Batchelor Josh Batchelor Rory Batchelor

Only players can manage their availability and team selection.

Apply to be a player

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Pitchero

You should then see the following screen and all the fixtures should then be visible and all you should need to do is choose **Yes / No / Maybe** adding a Note is optional of course.

Pitchero

Membership ▾ Admin ▾ Paul Batchelor ▾

Paul Batchelor
View Profile ▾

Home Membership Payments Availability & Selection Messages Friends Videos & Photos Settings

Account - Membership

Availability & Selection

Member: Paul Batchelor Josh Batchelor Rory Batchelor

SET YOUR AVAILABILITY

Showing fixtures for U7 United, [adjust your membership](#). Fixtures for other teams may show if a team admin has requested you confirm your availability for that date.

● Saturday 20th January 2018

Are you available? Yes No Maybe Add note

10:00 A U7 United vs. Eastbourne Friendly Match Centre ▸

● Saturday 27th January 2018

Are you available? Yes No Maybe Add note

10:00 H U7 United vs. Worthing Dynamos Friendly Match Centre ▸

● Saturday 10th February 2018

Are you available? Yes No Maybe Add note

10:00 A U7 United vs. Lindfield Tigers Friendly Match Centre ▸

● Saturday 17th February 2018

Are you available? Yes No Maybe Add note

10:00 H U7 United vs. Hurst Colts Friendly Match Centre ▸

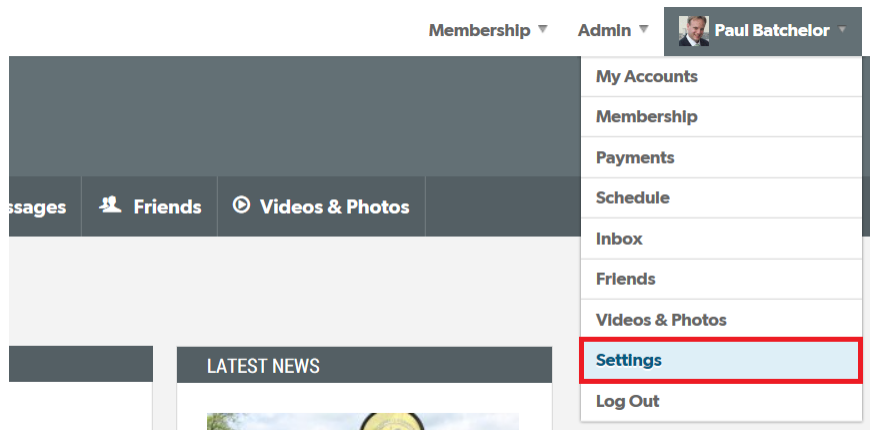
● Saturday 24th February 2018

Are you available? Yes No Maybe Add note

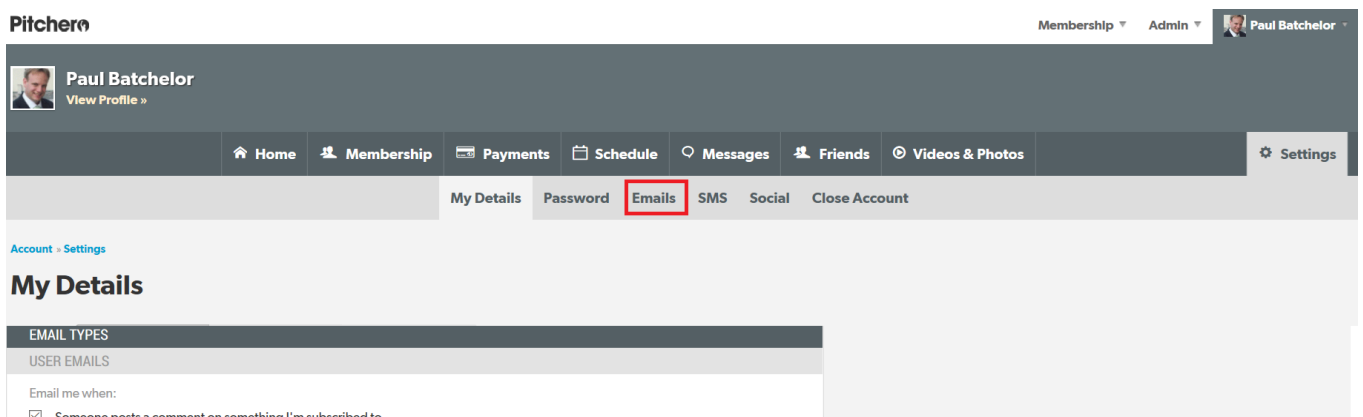
10:00 A U7 United vs. Fishergate Flyers Friendly Match Centre ▸

Changing your Email Settings

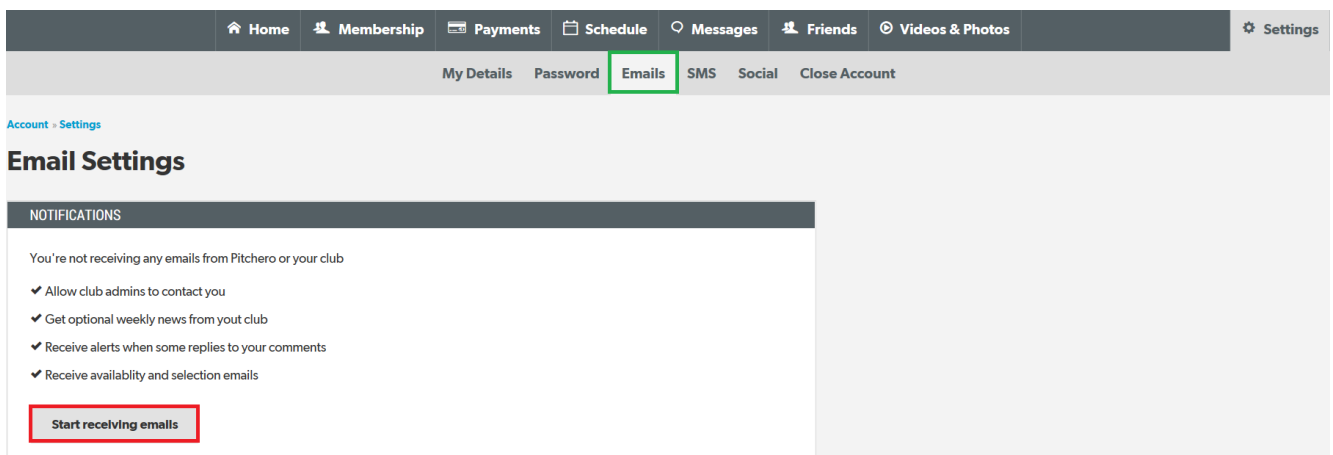
- Login to www.cuckfieldcosmosfc.co.uk
- In the top right hand corner select your account – for example **Paul Batchelor**
- **Select** Settings



- **Select** the Email Option



- If you can see the following screen, then all your Email notification settings will be OFF.



- All you should need to do is choose the **Start receiving emails** option “as highlighted” and then select whichever options that appear, that works for you.

Selecting the Fields that you want

- On the Left choose **Membership**
- Then **Membership Database**
- In the right hand corner select the **Fields** option and choose what you want to see
 - For Example: **Medical** and Payments (**U9s and Above**)

The screenshot shows the Pitchero Membership Database interface. The left sidebar has 'Membership' and 'Membership database' highlighted. The main area shows a table of members with columns for First name, Last name, Email address, Roles, Player teams, Medical, and U9s and above. The 'Fields' dropdown is open, showing 'Medical' and 'U9s and above' selected.

First name	Last name	Email address	Roles	Player teams	Medical	U9s and above
Niran	Adigun	niranadigun@yahoo.com	Cm Pa			
Kolade	Adigun		PI	U9 Athletic	None	
Ben	Adlington	ben.adlington@sky.com	Cm Pa			
George	Adlington		PI	U12 Cosmos	All good	
Ievent	agaoglu		PI	U9 United	no	

- On the Left choose **Membership**
- Then **Membership Database**
- Select **All Roles** drop down box
- **Untick all and select Players**
- Select the **Export** button

The screenshot shows the 'Export Members' dialog box. It has two columns: 'Membership Fields to export' and 'Payment Products to export'. The 'Membership Fields to export' column has many fields, with 'Medical' and 'U9s and above' selected. The 'Payment Products to export' column has 'U9s and above' selected.

Membership Fields to export	Payment Products to export
<input type="checkbox"/> Member ID	<input type="checkbox"/> Yellow Card
<input checked="" type="checkbox"/> First name	<input type="checkbox"/> U6 and U7
<input checked="" type="checkbox"/> Last name	<input type="checkbox"/> U8s
<input type="checkbox"/> Gender	<input checked="" type="checkbox"/> U9s and above
<input type="checkbox"/> Registered	<input type="checkbox"/> Annual Membership U6 to U7
<input type="checkbox"/> Receiving email	<input type="checkbox"/> Annual Membership U8
<input type="checkbox"/> Date of birth	<input type="checkbox"/> Annual Membership U9's or above
<input type="checkbox"/> Email	
<input type="checkbox"/> Telephone	
<input checked="" type="checkbox"/> Address 1	
<input checked="" type="checkbox"/> Address 2	
<input checked="" type="checkbox"/> City	
<input type="checkbox"/> Region	
<input checked="" type="checkbox"/> Postcode	
<input type="checkbox"/> Roles	
<input type="checkbox"/> Teams	
<input checked="" type="checkbox"/> Player teams	
<input type="checkbox"/> Coach Teams	
<input type="checkbox"/> Team admin teams	
<input type="checkbox"/> Children's teams	
<input checked="" type="checkbox"/> Phone 1	
<input checked="" type="checkbox"/> Phone 2	
<input type="checkbox"/> School	
<input type="checkbox"/> SchoolYear	
<input checked="" type="checkbox"/> Player DOB	
<input type="checkbox"/> Address	
<input checked="" type="checkbox"/> Medical	
<input type="checkbox"/> PrivacyNotice	
<input type="checkbox"/> ChildProtect	
<input type="checkbox"/> Player CoC	
<input type="checkbox"/> TeamNamePick	
<input type="checkbox"/> Started	
<input type="checkbox"/> AntiBullyPolicy	
<input type="checkbox"/> Coach CoC	
<input type="checkbox"/> ParentCarerSpec CoC	

Cancel Export