

Mgr

BTM Manager App



- ⚽ Set Training Sessions [*Games & Tournaments]
 - ⚽ Notify Parents / Players to Seek Availability
 - ⚽ Prompt player availability
 - ⚽ Communicate with all your Age Group or Individual messages
 - ⚽ ** Mark Attendance at Training / Games / Tournaments with Ease
- * For when Grassroots Football can return to this level of playing.
** Compulsory under FAW's Test, Trace & Protect Service (TTPS)



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'Pitchero Manager'



INTRODUCING BTM UTD FC'S COACH & TEAM ADMINS 'MANAGER APP'

BY ROBERT STONES

10 HOURS AGO

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Streamlining our Volunteers Duties & Responsibilities, advancing BTM United FC into Sustainable Club Administration.

Tell me and I forget. Teach me and I remember. Involve me and I learn.

BENJAMIN FRANKLIN

YOU MUST FOLLOW THIS GUIDE FOR A SUCCESSFUL REGISTRATION!

TOP TIP Print out the **PDF Guide**, to make the steps easy to follow during the process!

We will detail how our Coaches and Team Admins, can Successfully Register, Login and utilise the key areas of the '**Manager**' app, with which will then enable all of our wonderful volunteers to gain the maximum out of the Pitchero Platform - experiencing much needed streamlining to their age groups duties, responsibilities and saving precious #GrassrootsTimeSaving.

Step #1. Please Download your devices version of the Pitchero

'Manager App' by clicking either of the below operating system providers but DO NOT register via the app. Once downloaded, proceed to Step #2 below;



Download It Here: **Android OS**



Download It Here: **Apple iPhone/iPad**

Step #2. Create your Pitchero Account

To log into BTM's '**Manager**' app, you will **FIRST** need a Pitchero Platform account, as your Pitchero account will then need to be linked to BTM's - where you can manage your details with the club and access your role(s) within BTM, which will have had the correct access permissions already granted in advance of your registering.

To do so, please follow these steps;

Go to the click the '**JOIN**' button at the top right side of the

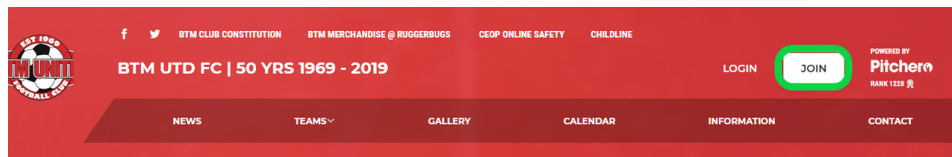
Register a new 'Pitchero' account

Step-by-step guide:

1) Go to the club's **BTM UTD FC | 50 YRS 1969 - 2019 |**
WWW.BTMUnited.Co.Uk website in your chosen internet

browser

2) Click '**JOIN**' in the top right corner of the page



3) Enter your details

4) Click '**Join this club**'

5) Agree to the terms

- Terms of Service (required)
- Club's policies (required)
- Pitchero Partners (optional)

6) Complete the reCAPTCHA form

7) Click 'Next'

8) Tick the roles which you have been authorised to apply for (if you don't wish to apply for a role, click '**Skip**')

9) Click '**Next step**'

PLEASE NOTE Parents, even when you are a BTM Coach or Team Admin, you should register with your own details as above. Then when BTM is ready to accept Parent registrations, you will be able to then apply for the Parent role of your child(ren) in the '**Apply for roles**' feature of your account once setup. This will then link your parent account, to your child player within the club and our use of the Pitchero Platform, with all of its great features that it offers all within the club.

Step #3. View my next required actions

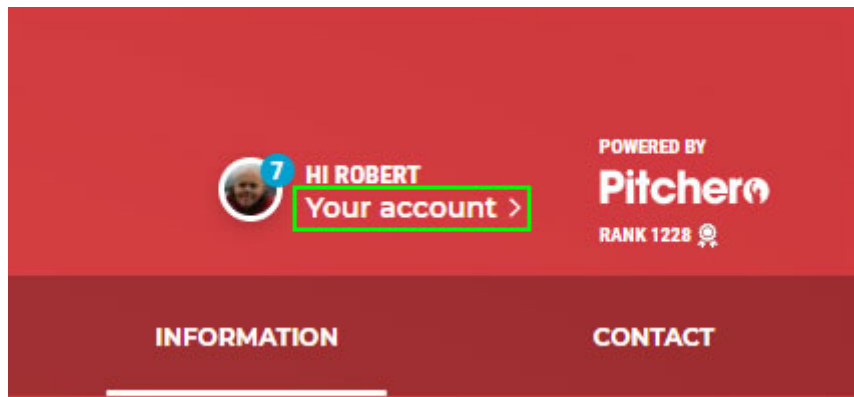
Some roles will require some more information by the club, specific to your role. After registering, go the '**Your Account**' area of your membership to view and update your details.

Required Actions

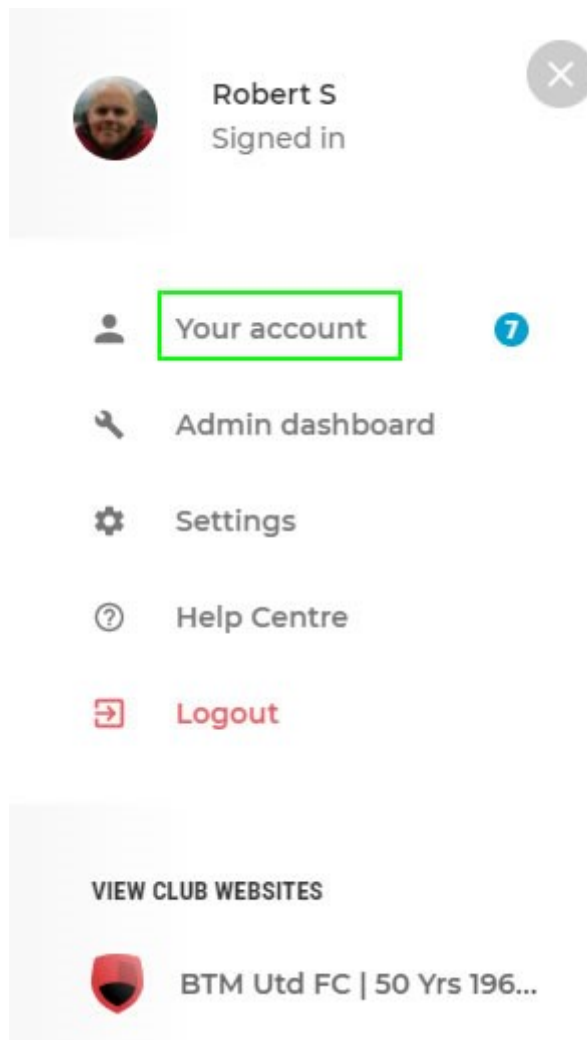
Step-by-step guide:

1) On the Account created page, click '**Your Account**

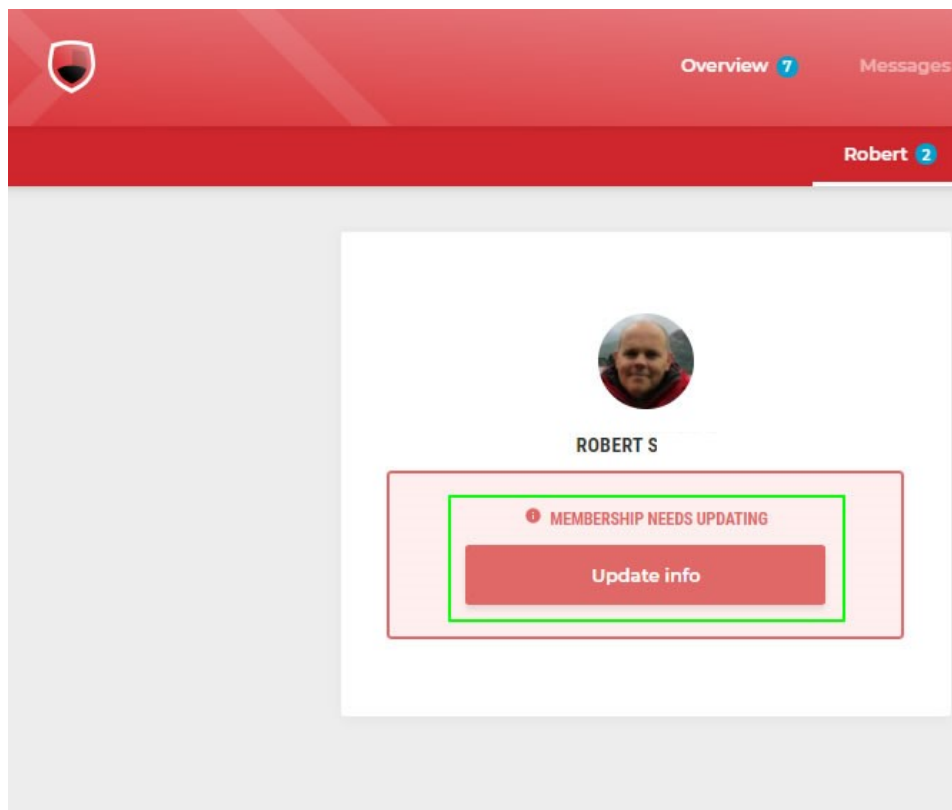
button'



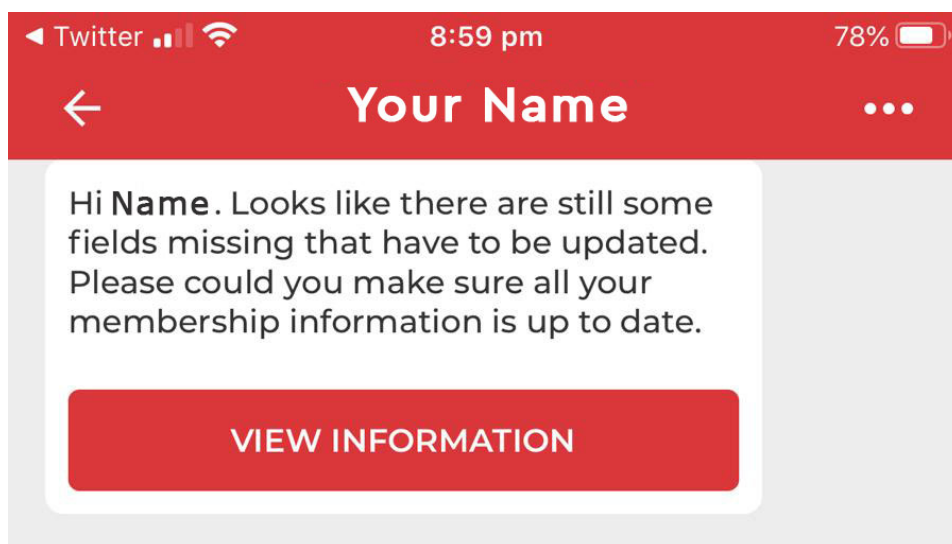
2) Click '**Your Account**' link (if your club requires some information from you, the link will be 'Update Info')



3) View and update your membership information where required



4) If you do NOT update your BTM account within the first couple of days of initial registration, you will receive periodic 'nudge' emails, to remind you to complete this required information.



5) Click 'Save changes'

For existing members, [click here](#) for guidance on managing your information with the club.

Step #4. Login to your Pitchero

Account

Next, you need to login to your Pitchero account with the credentials that you submitted in **Step #2** above.

You can also follow this further guidance, should you encounter any issues:

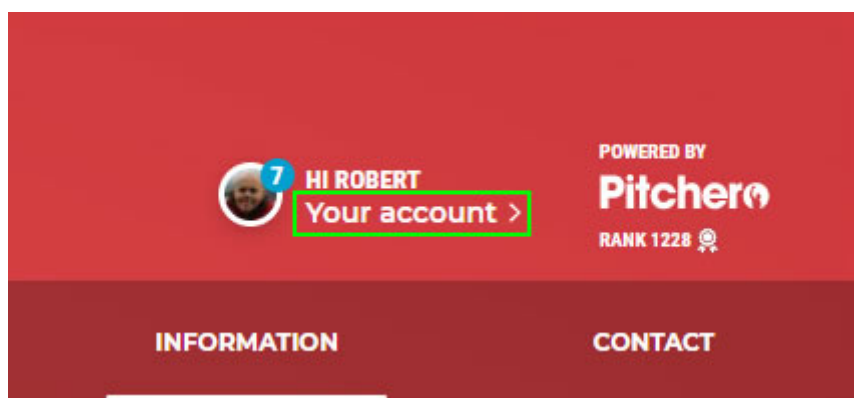
<https://help.pitchero.com/knowledge/login-to-pitchero>

Step #5. Manage / Add / Remove Your BTM Roles

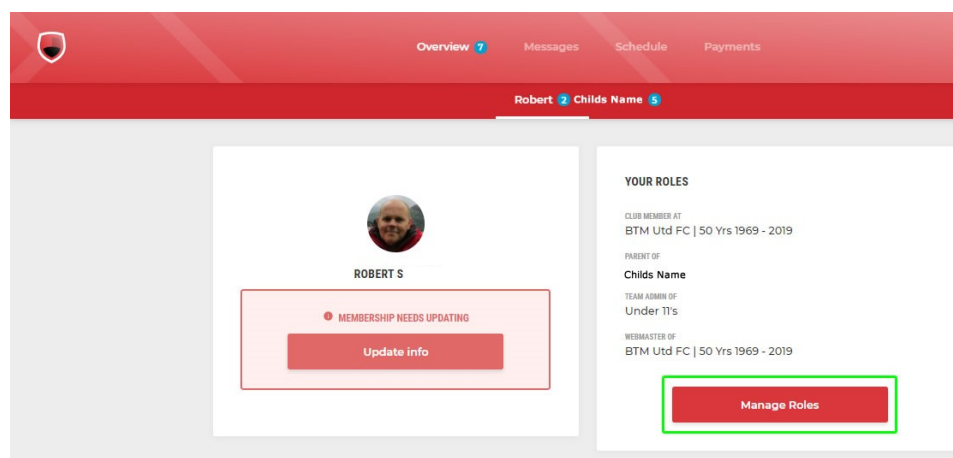
Apply for a new member role

Step-by-step guide:

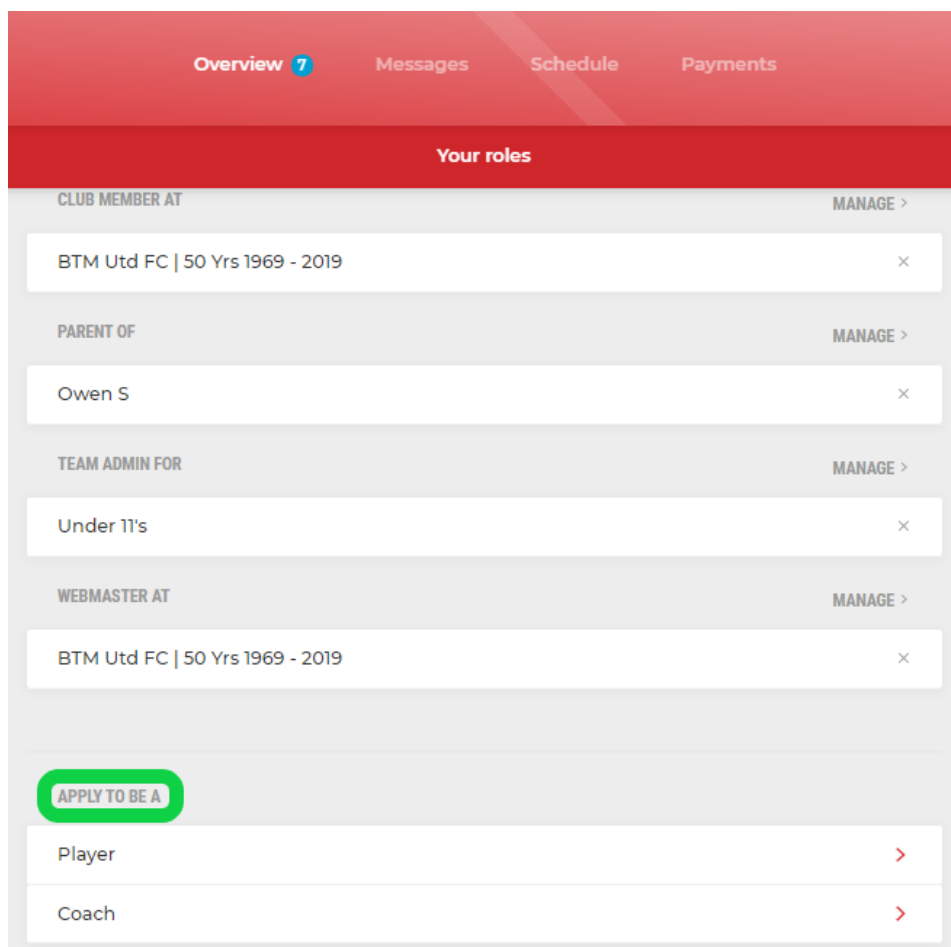
- 1) Login to Pitchero (if not already done so)
- 2) Click your profile image in the top right corner of the screen
- 3) Click 'Your Account'



- 4) Click 'Manage roles'



- 5) In the 'Apply to be a' section click on the 'Coach / Team Admin' role that you wish to apply for



6) Click 'Apply'

7) The page will reload with the pending application visible. You will be alerted once the application has been accepted or rejected by the club, then you will be able to move onto 'Step #6' below.

Step #6. Open the 'Manager' App, Login & Begin Using

As you will see below as part of 'Step #6', there are several areas of the 'Manager' app which you will be required to get used to, it will take a little of your time, to begin with, but we can guarantee you that it will then save you so much administration time; week in, week out.

CRITICAL FOR BTM UTD FC COVID-19 FAW COMPLIANCE

We/you **HAVE TO** use your 'Manager' apps - 'Mark attendance for training session(s)', which will form a

huge aspect of BTM Utd FC's push to comply fully with the **FAW's 'Safer Return to Training Protocol'** where you will note;

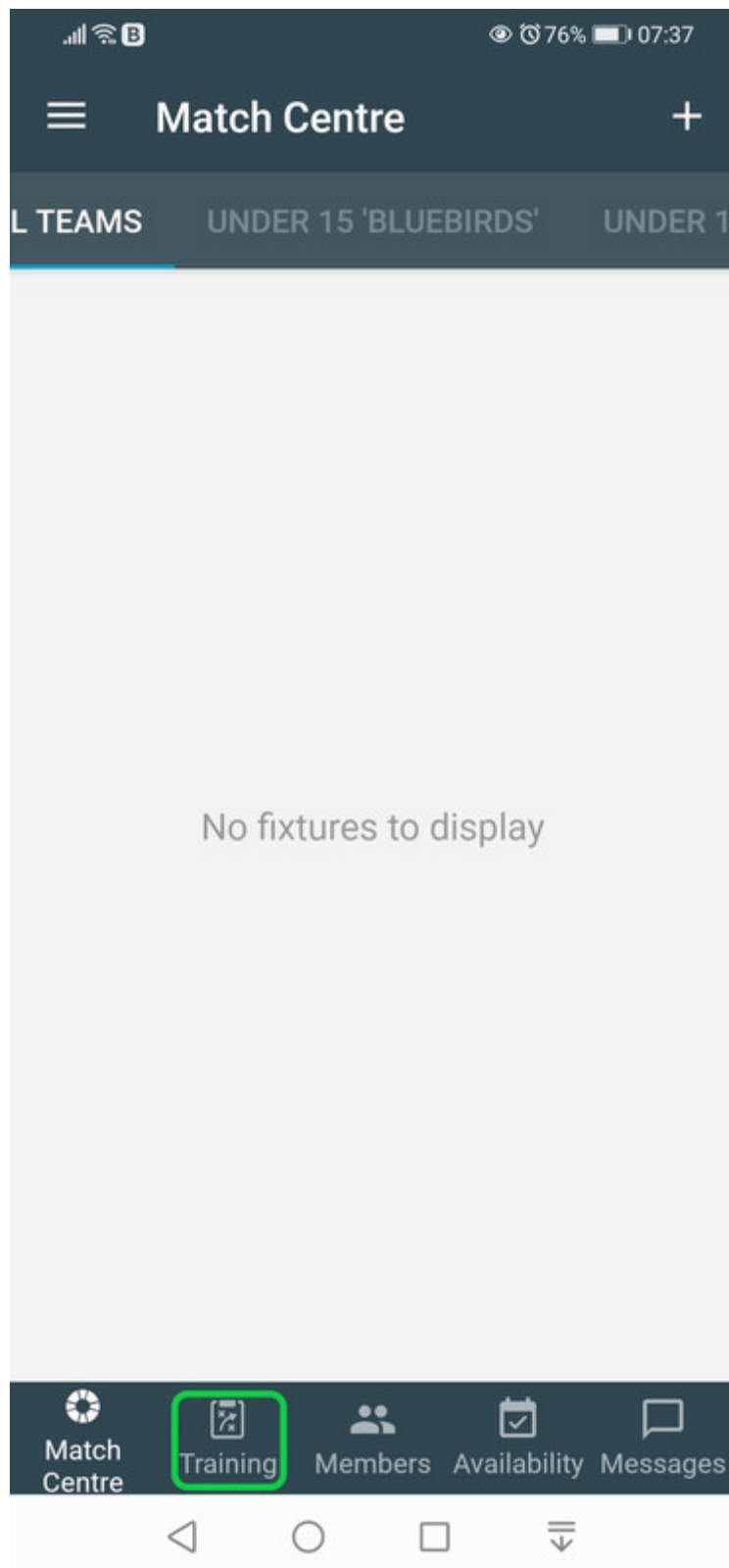
"Clubs should keep a register for all attendees at training sessions and what groups they were participating in to support NHS Wales Test, Trace and Protect Service (TTPS)"

Therefore, you will also need to make use of your age groups '**Player Availability**' (sent to Parents) beforehand, to then be able to deliver the '**Mark attendance for training session(s)**' when on-site. Coaches, Players, Team Admins, First Aiders who attend the training sessions **MUST ALL** be accounted for, **EACH** and **EVERY** session, until further notice!

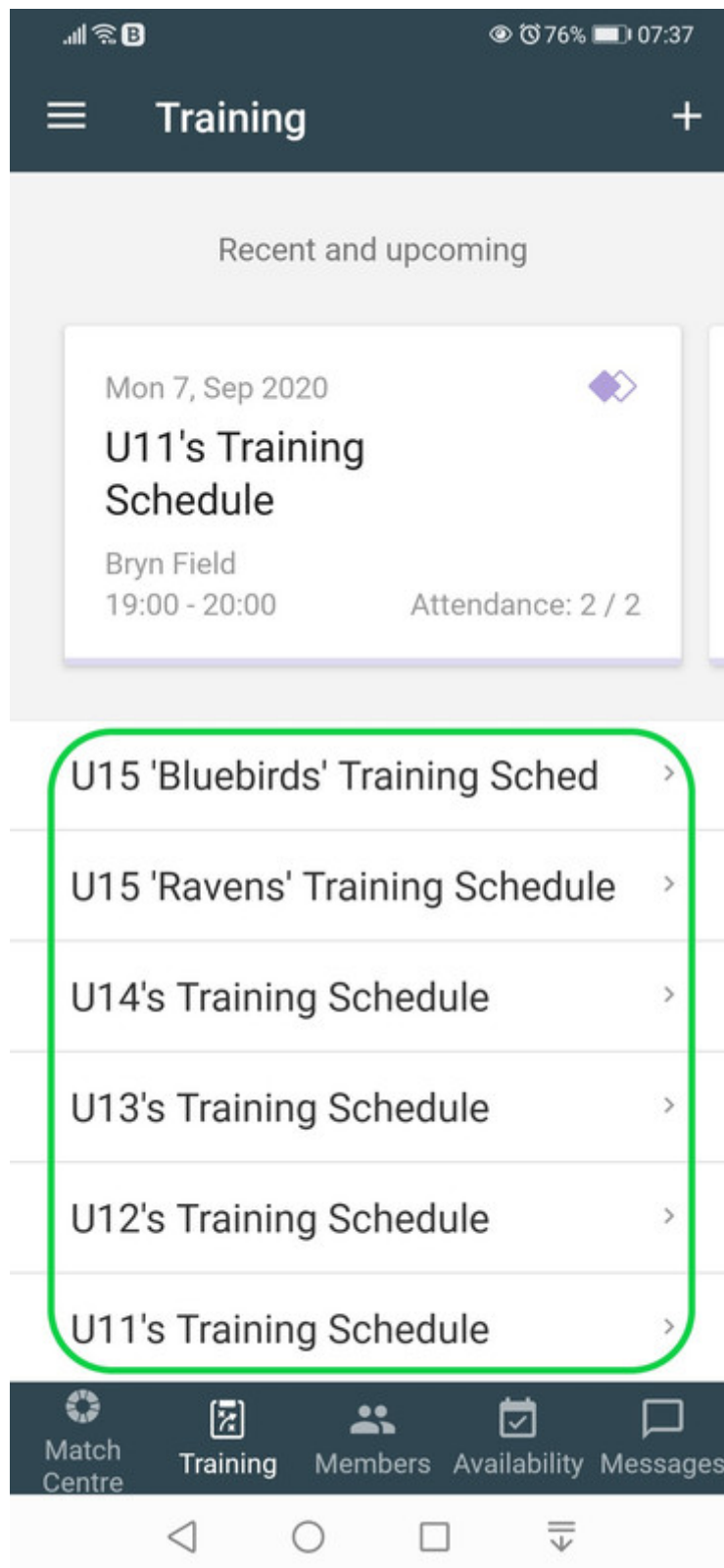
How-To: Mark attendance for your training session

Step-by-Step guide:

- 1) Log into your 'Manager' app**
- 2) Tap the 'Training' button from the navigation bar**

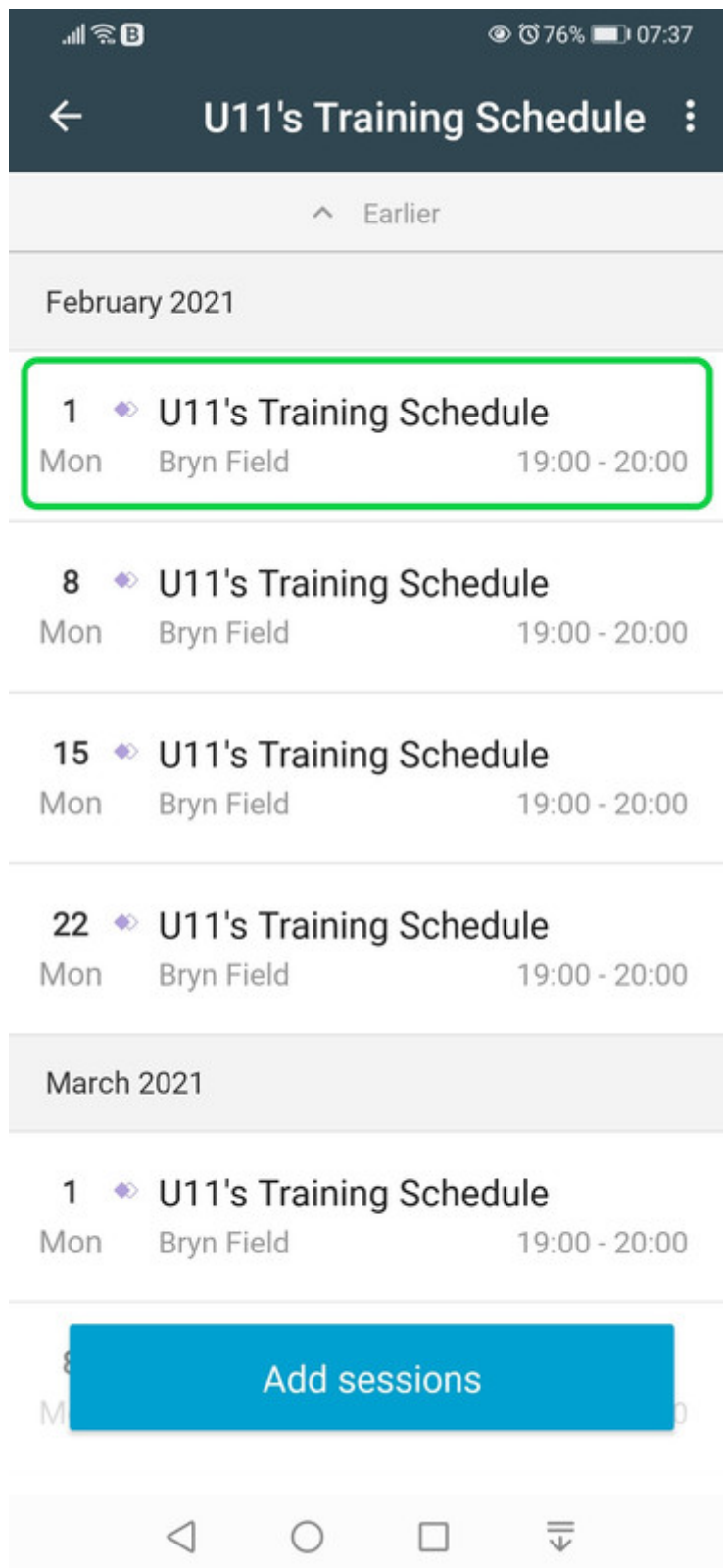


3) Select the '**Training Group**' (Select 'view all sessions' if this is now known)

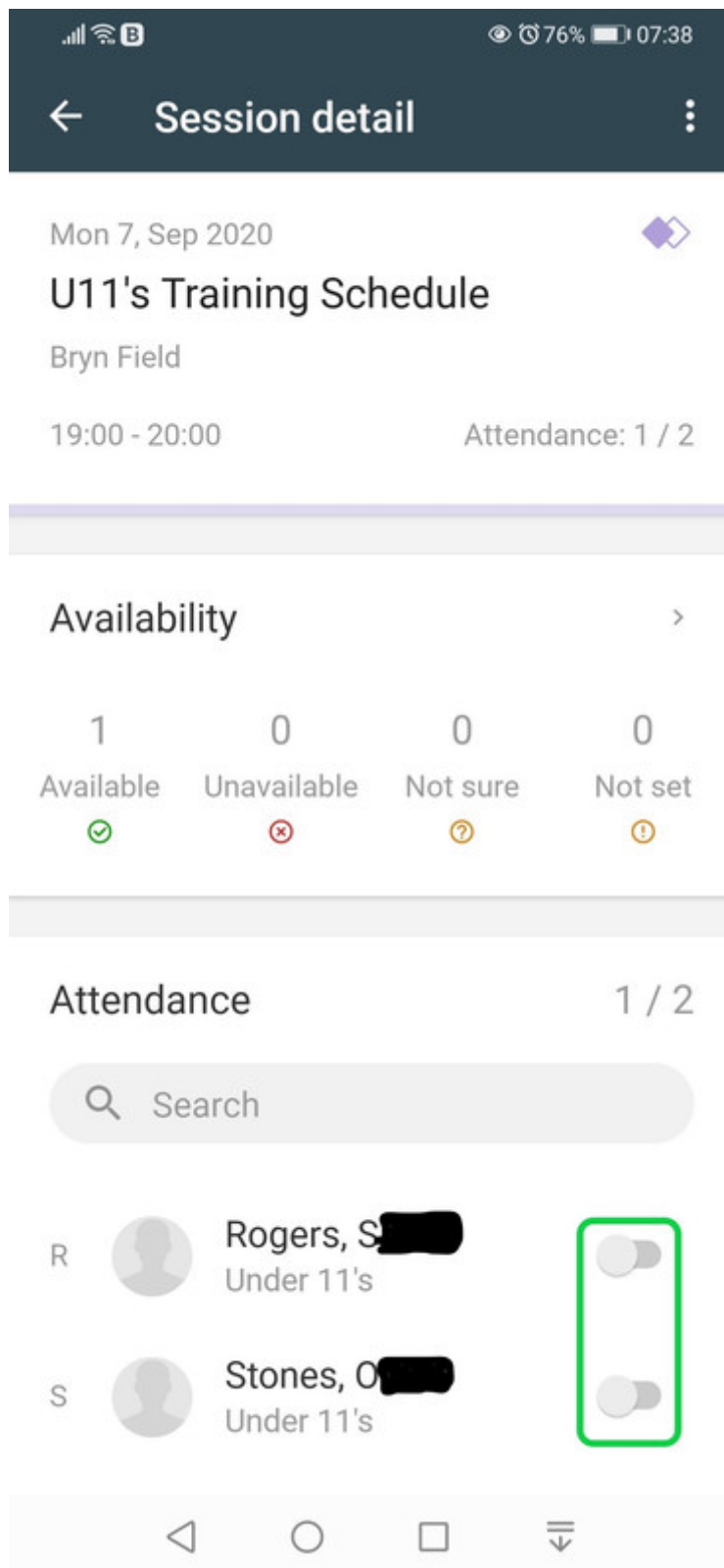


PLEASE NOTE Coaches / Team Admins will **ONLY** be able to view their own year group, with which they are given access rights to their year group, but no others, unless the volunteer has a role in more than one year group.

4) Select the '**Session**' you wish to mark attendance for



5) Tap the '**Slider**' next to each member as they arrive at training, at the designated processing point, to mark them as attended - that's it done!



ALL Coaches / Team Admins will be required to still carry on their person, and have available at **ALL** times, a paper version of the '**BTM UTD FC COVID-19 - Training Session Register**', this is to cover any BTM age groups Coaches / Team Admins experiencing any form of technology failure, which we of course hope will not happen, but it can

happen.

Step #7. Main 'Manager' App Features and How-To's

To get the maximum out of the club's '**Manager**' app, which is all about decreasing Coaches and Team Admins administration resource drain, please familiarise yourself with the following resources:

- **Getting started using the Manager app**
- **Player availability in the Manager app**
- **Manage training in the Manager app**
- **Send an announcement**
- **Manage members in the Manager app**

DO NOT USE 'Add a member' feature, this is for Website Support **ONLY!** However, '**Team Admins**' your main area of the '**Manager**' app will be the;

View membership information and roles

Step-by-Step guide:

- 1) Log into your Manager app
- 2) Tap the '**Members**' button from the navigation bar
- 3) Tap your '**Age Group**' from the list
- 4) Select the member that you wish to see more information for
- 5) Tap '**Overview**' to see if this member is a player, coach or a parent
- 6) Tap '**Details**' to see member information

PLEASE NOTE As soon as your age group conducts your **FIRST** training session, please do let Rob know a list of each of your Coach Pod numbers, and which of your Players are in which Pod number. This will then be added to their respective accounts by Rob, and you just need to keep him updated, should Pod Numbers of both Coaches, Players, Team Admins or First Aiders change. You can do that **here...**

DO familiarise yourself with the following two features, but at the present time, we aren't playing matches,

tournaments, friendlies etc - so there is no actual use case right now...

- **Manage fixtures on the Manager app**
- **Team Selections in the Manager app**

Step #8. Main 'Manager' App Communication with Parents of Players's

Coaches are able to message Parents of Players, either individually when required, or in a group of the age groups Parents of Players.

Please contact the club's Website / App manager,

If you find any issues with the above steps, maybe aren't sure what a specific area of the club's '**Manager**' App is for, how to use any feature, or indeed have further areas that you think can be improved; then please don't hesitate to drop Rob a message from the internal club messaging system here: **Website / App Support**

Please **DO** be mindful, this is a massive undertaking by the club, and is being run behind the scenes currently by **ONE** person, so when you contact Rob, remember that he is a volunteer too and that he will respond to your queries, just as promptly as is possible for him at that given time.

Finally, here's a huge welcome to the Pitchero powered BTM Utd FC's #SustainableGrassrootsClubAdministration #BTMFamily



Introducing BTM Utd FCs Coach and Team Admins 'Manager' App

6.9MB

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