#### You will receive an email that looks like the following



Te Awamutu AFC info@teawamutuafc.co.nz

Hi Hayley

You have been successfully registered as a contact with **Leamington School** and a login has been created to allow you to manage this .

Please use the following details to log in:

Website: https://teawamutuafc.friendlymanager.com/login Username: hayle http://teawamutuafc.friendlymanager.com/login Temporary Password: RACnKepP (to ensure accuracy, copy and paste this value when you login)

After you have logged in using your temporary password, you will be asked to enter a new password of your own choosing. Once this is done you can then use the system to manage your information and update it as required.

Kind regards, Leamington School

### Once you have logged in using the above details you are required to reset your password





Once logged in your page will look like this

		Fe Awamutu AFC
Hi Hayley, you are viewing: Leamington School 💙	Lownload CSV Menu	Thanks to our sponsors
🖽 Overview 🚓 Teams 🎟 Draws 🤹 People 💲 Fees 🧯 Details		
\$ Fees \$0.00 😩 Teams 0 💄 Members 1		EDMONDS

# From here – click on the teams tab – and then click Register Teams

Hi Hayley, you ai	re viewing: 🛛 Le	amington School 🛛 🗸		+ Register Team •	🛓 Download CSV	Menu ≡
년 Overview	Teams 🖪 Dra	iws 🛎 People 💲 F	ees <b>i</b> Details			
Current O All	0					
Team	Competitio	on Team M	anager	Phone	Email #	Players

Enter your Team Name - click on the pop up box that says "New Team"

Add Team	×	
Team:	Search existing or enter a new name	
	Cancel Add	

## Select your division you want to enter and fill in team manager details

# Please **do not** tick send log in email

## Then click add

Add Team			×
Team:	Leamington Mixed Team		
	• New team will be created. Please be	sure to include your club	name or abbreviation in the team name.
Division:	Mixed Team		~
Team Manager			
First Name	Hayley	Last Name	Bloggs
Phone	021123456	Email	hayley@gmail.com
🗆 Send login email			
			Cancel

This will take you back to the overview screen – you can repeat this process to add up to 3 more teams for your school.

On the overview screen it will show you all the teams entered

# Click on the team name

Hi Hayley, you al <mark>e</mark> viewing:	Leamington School 💙			🛓 Downic	oad CSV Men	nu≡
년 Overview 🦂 , Teams	🗄 Draws 🛛 🚢 People	<b>\$</b> Fees <b>i</b> Detai	İs			
\$ Fees \$ 0.00	📇 Teams 🔰 1	💄 Merr	ibers 2			
Teams Needing Attention						
Status Team	Competition	Team Manager	Phone	Email	# Players	
Learnington Mixed Team	Fred Amess Festival	Hayley Bloggs	021123456	hayley@gmail.com	0	⊗

You then need to add players to the team

Leamington	Mixed Team: Fre	ed Amess	Festival		+ Add Player	+ Add Staff 🗌 Home 🗏
Competition:	Fred Amess Festival:	Mixed Team	- Join Anothe	er Competition		
People Vi	ew Draw 🕣					⊕ Back to Club
Pending appro	oval.					
Name	Gender	DOB	Phone	Email	Role	Shirt #
Hayley Bloggs			021123456	hayley@gmail.com	Team Manage	er 🧷

Type childs name (first and last) and select the pop up "New Person"

Fill out details as per below

Add Player				×
Personal detai	ls			
First Name	Noah		Last Name	Abbott
Date Of Birth	dd/mm/yyyy	Age: -	Gender	Female 🗸
			Medical Notes	Medical concerns only, leave blank if not applicable
				Cancel Add

### These will then appear on your team list

Leamington	Mixed Team	: Fred Amess	+ Add Player	+ Add Staff 🔗 Home 🗏	=		
Competition: People Vi	Fred Amess Fest	ival: Mixed Team	▪ Join Anothe	er Competition		€ Back to Club	
Pending appro	oval.						
Name	Gender	DOB	Phone	Email	Role	Shirt #	
Hayley Bloggs			021123456	hayley@gmail.com	Team Manager	1	
Noah Abbott	Male	05/11/2015			Player ×	Captain 🥒	
Kylo Roil	Male	22/01/2017			Player ×	Captain	

Add all players to all teams – then you're done. We will email out once draw is completed.