TEAM MANAGERS' PORTAL 2025 :: USER GUIDE

INTRODUCTION

Why the new format?

a) The primary reason is to allow managers and public to access the portal on mobile phones, the preferred device of choice. Team Managers making declaration changes on the day but without their laptops should now find it easier and quicker than previously.
b) In the old version the fixed positioned side accordion menu filled the screen on a mobile.
c) Although, the layouts may have changed the basic functionality of the portal remains the same.

Navigation

a) There is a main club menu to replace the old 'accordion' style one
b) From there you can access the various sub-menus for Squads, Declarations, Officials, Host Club and so on.
c) On each of the screens there is an exit icon

which when clicked will return you to the previous page, sub-menu or to the main menu respectively.
d) Your phone's browser buttons will also move you backwards across the range of pages you have accessed.

Forms

a) Where a data form is used the submit button will initially be 'locked' i.e. disabled and coloured red. Above the submit button will be a small padlock icon, which when clicked will enable the button, turning it green and free to use.

b) Its purpose is twofold. It acts like a CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart). It is a type of challenge-response test used in computing to determine whether the user is human. It helps to deter bot attacks and spam by presenting tasks that are easy for humans to solve but difficult for automated programs. And it stops the form being submitted by mistake before all the necessary fields are completed.

FIRST STEPS. LANDING PAGE/HOME PAGE Click hamburger menu to access Primary Menu

1

2

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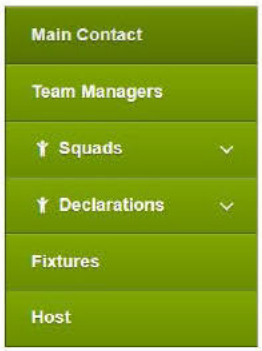
6

7 OLD MENU

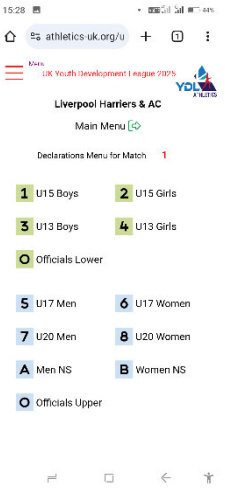


FROM THE CLUB MENU TO THE SUB-MENUS

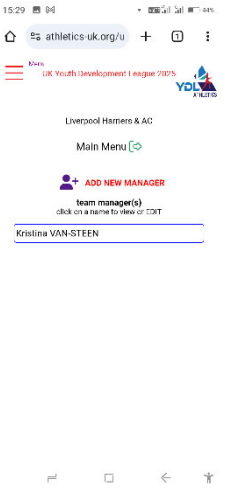
1

2 SQUAD MENU go to Page 4

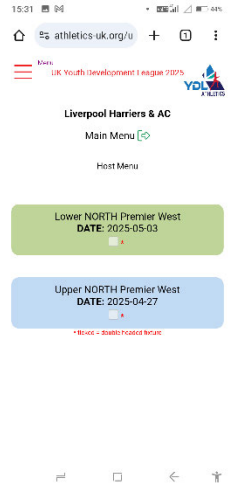
3 DECLARATIONS go to Page 5



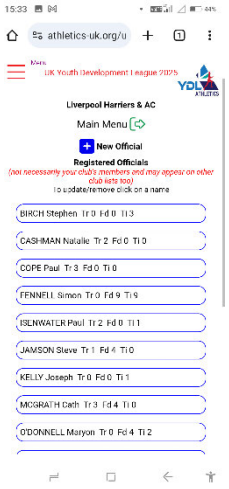
4 TEAM MANAGERS go to Page 6



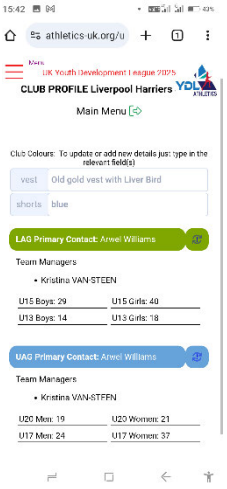
5 HOST CLUB go to Page 7



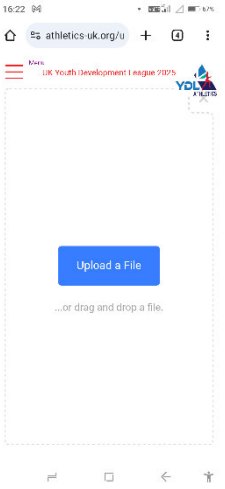
6 OFFICIALS go to Page 8



7 CLUB PROFILE go to Page 9

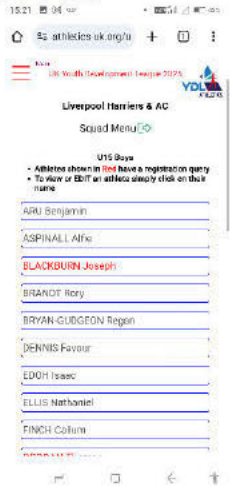


8 UPLOAD LOGO go to Page 9

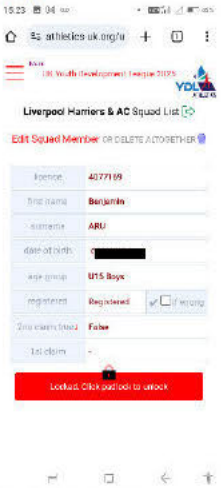


SQUAD MENU

2 A SQUAD LIST



3 VIEW/EDIT



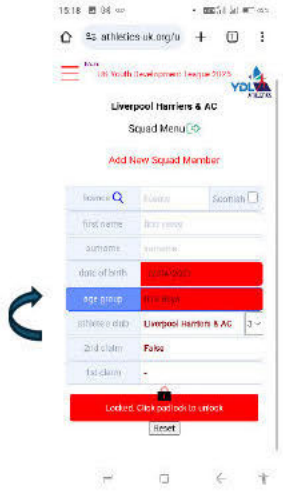
4 DELETE ATHLETE

Add An Athlete

1. Enter athlete's URN number. The system will check if there that URN already exists on the athlete database. If it does you will be advised of a duplicate, but it will not stop you from proceeding. It is only a double-check for you to see that you have entered the number correctly
2. If the athlete is registered in Scotland tick the box.
3. Age group and date of birth are checked for consistency. If they do not match the two fields will turn red.
4. For NON-composite clubs you should only see your club's name and club ID number in the club alongside athlete's club, as in this example.
5. For COMPOSITE clubs you will be presented with a list of the clubs that make up your composite. Obviously, the athlete is registered with one of those clubs and not in the name of the composite team. Select the appropriate club from the drop-down list. As a club is selected the club ID should change automatically.
6. If the athlete is 2nd claim to a club, please indicate accordingly. The default is False i.e. not 2nd claim.
7. If the answer to 6 is True, then type in the name of the athlete's 1st claim club. Otherwise, you can leave this field blank.

5 ADD AN ATHLETE

6 AGE GROUP DOB VALIDATION



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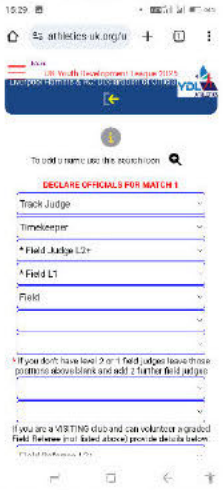
1 DECLARATION MENU

2 ATHLETES' DECLARATION FORM

Athlete not listed? Use Add Athlete from Squad Menu (see above)

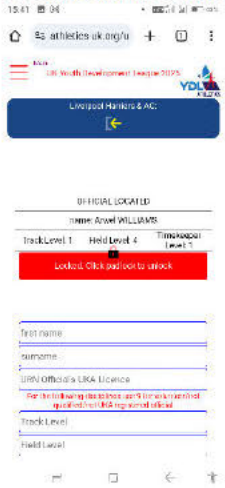
3 OFFICIALS DECLARATION FORM

Official not listed? Use Add Official from Officials Menu (see below) or use URN search function



4 ADD OFFICIAL USING URN SEARCH

5 OFFICIAL FOUND



6 OFFICIAL NOT FOUND

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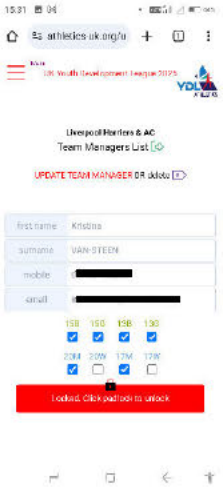
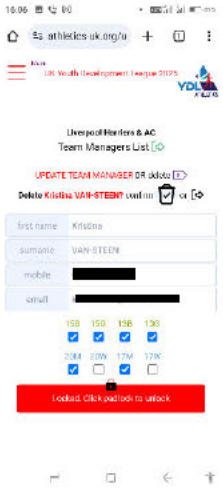
1 TEAM MANAGER'S MENU
Click on a name to View, Edit, Remove

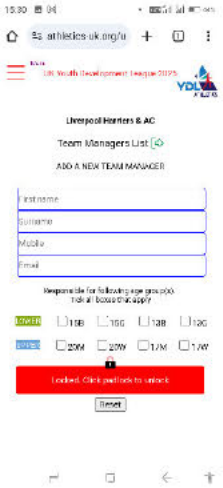
2 VIEW, EDIT TEAM MANAGER



3 DELETE MANAGER



4 ADD NEW TEAM MANAGER



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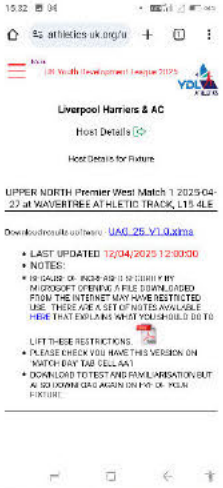
1 HOST CLUB MENU Not available to non hosts. The icon on the Main Club Menu (see above) is locked and disabled

2 SUB-MENU

3 LINK TO RESULTS SOFTWARE DOWNLOADS



4 HOST OFFICIALS – GRADED – PART 1

5 HOST OTHER OFFICIALS – PART 2

6 VISITING OFFICIALS

7 DIVISION'S PRIMARY CONTACTS

8 PRINT ATTENDANCE SHEETS

TO FOLLOW

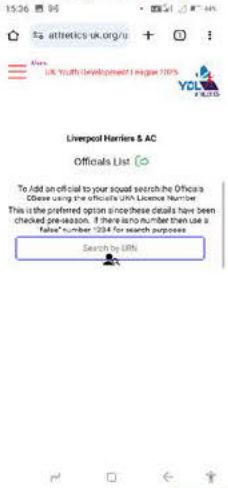
TEAM MANAGERS' PORTAL 2025 :: USER GUIDE

1 OFFICIALS' MENU

2 SELECT TO VIEW/EDIT OFFICIAL by clicking name

3 DELETE OFFICIAL

4 ADD OFFICIAL (BY URN)

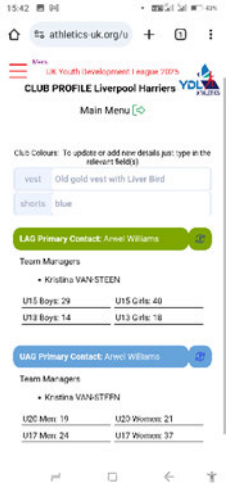


5 OFFICIAL FOUND BY URN

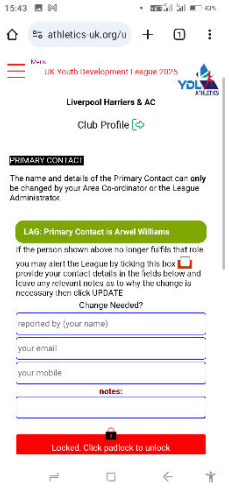
6 OFFICIAL NOT FOUND

If URN is not known use 1234 as the search number instead. It will not find a match and the official's details can be added manually

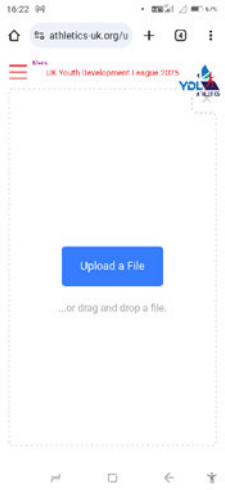
1 CLUB PROFILE

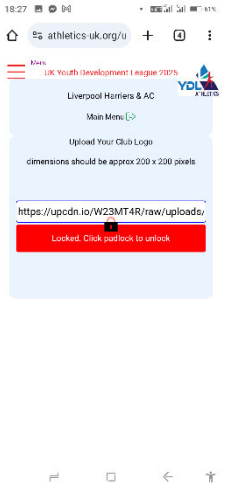


2 ALERT UKYDL ADMINISTRATOR of change of PRIMARY CONTACT



1 UPLOAD LOGO



2 UPLOAD CONFIRMATION

3 UNLOCK AND SAVE