Manage Availability & Team Selection (For Coaches & Team Admins)

Introduction

In this guide, you will learn how to view player availability, request that players (or parents) update their availability, create a team selection, publish a selection and request player confirmation.

Introduction to Player Availability

To make the life of a coach or team manager easier, Pitchero has created a player availability tool.

The tool allows a player, or a parent on behalf of a player, to declare their availability for a date in the future. A team manager can then review the availability of each player before they make a final selection - saving both players and coaches time and effort.

The player (or parent) can update their availability via the Pitchero Member Account page or the Pitchero Mobile app.

Note - Fixtures must be in the system, before a player can declare their availability.

The availability of a player will only appear within the private members account (website and app) and the club control. It is not made available to the general public.

Introduction to Team Selection

Selecting a team allows you to create a match day squad from your available players which can be published before or after the match.

When making the selection before the match, the admin can even send prompts for players to confirm selection to ensure all players are aware of their upcoming fixture.

These prompts can be sent via email, SMS or push notification so your players should never miss a game again!

Finally after the game, you can use your selection to record stats and publish formations so all your supporters can see how the team performed.

Availability

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- To view a player's availability, login to your **Club Control Panel**.
- Select the Teams tab.
- Click the **Availability** option from the left-hand menu.

How to view Player Availability

To view player availability, access your Club Control Panel and click the 'Teams' tab, then select 'Availability' from the left-hand menu.

Here, you can see the next four fixture dates listed for your club, along with players' availability status for those fixture dates.

Webmasters with full access to the 'Teams' section will see players from all teams in their filter, whilst Team Admins will only see the players from their own team.

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To narrow down you search to specific teams or players use the filters provided. Filter by:

- Fixtures only show fixtures for a specific team.
- Players only show players from a specific team.

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To focus on one specific fixture, click the grey 'More Options' button on the particular date of your fixture.

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On the following page, you can see each player's availability status for a future date.

Players can mark their availability status as one of three options:

- Available
- Unavailable
- Not Sure

Request Players update their Availability

The availability page, shows in greater detail each player's availability status.

If a status is missing, you can send an email to a player requesting they update their status.

To do this, select the players you wish to request an availability status from and then select the green 'Send availability prompt' button.

Providing that the player is registered and receiving emails, an email will be sent asking them to set their availability via their Pitchero account or the Pitchero App.

For players below the age of 14, the request will be sent to the parent's account for them to set their child's availability.

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Requesting availability from players of other teams

If you are a Team Admin, you will only be able to view players for your own team.

In order to expand the list to players associated with other teams, click the grey 'More Options' button underneath the relevant fixture date.

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Locate the 'Teams' filter on the right-hand side of the page and click into the drop-down, then tick the team(s) you wish to view.

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The list will then be refreshed with the players from the selected team(s).

Tick the players you wish to request an availability status from and then select the green 'Send availability prompt' button.

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Over Riding Player Availability

Not every player or parent will use their Pitchero account or the Pitchero App to set their availability.

Fortunately, you can update a player's availability on their behalf.

To set a player's availability, access your Club Control Panel and click the 'Teams' tab, then select 'Availability' from the left-hand menu.

Locate the fixture date you want to set the player's availability status for and click the grey 'More Options' button.

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Locate the player in the list, using the 'Search players' bar or the filters if necessary. Hover over the relevant grey spanner icon on the right-hand side and choose an option from the drop-down to set their availability status.

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Team Selections

Quick Answer

- To add in a Team Selection, login to your **Club Control Panel**.
- Click the **Teams** tab.
- Select the name of your team then Fixtures & Results from the left-hand menu.
- Click Edit Fixture to the right of your chosen fixture.
- Scroll down to the Team Selection sub-section

In this guide, you will learn how to create a new team selection, edit your team selection and request players confirm their selection.

Creating a new Team Selection

To add a new team selection, access your Club Control Panel and click the 'Teams' tab, then select the relevant team's name followed by 'Fixtures & Results' from the left-hand menu.

Locate the relevant fixture and click the blue 'Edit Fixture' link on the right-hand side.

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On the 'Edit Fixture' page, scroll down to the 'Team Selection' sub-section.

If a team selection is already saved in the system, this can be selected as a starting point, or a new selection can be created from scratch.

To create a new selection, click 'Or, create a new selection'.

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	Starters: 11 • Formation: 4-4-2	Ŧ	Availability:	• 19 • 0 • 0 • 0 View A	vailability
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Selecting Players

In the overlay that appears, you can view all players along with their availability status.

Click the green 'Select' buttons next to the players you wish to pick. Select players will appear on the right.

Note - if you need to pick a player from another team, use the filters on the right hand side to locate players from other teams.

When you are finished, click the green 'Done' button.

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	Jordan Deacey	Not Selected yet		UNKNOWN	Select	Reset	Filter
-	Kyle Dixon	Not Selected yet		UNKNOWN	Select		
3	Kaine Felix	Not Selected yet		UNKNOWN	Select		
6	Jack Friend	Not Selected yet		UNKNOWN	Select		
1	Scott Garner	Not Selected yet			Select		
-	Cameron Johnson	Not Selected yet		UNKNOWN	Select		
	Mark Jones	Not Selected yet		UNKNOWN	Select		
2	Harry Limb	Not Selected yet		(UNKNOWN)	Select		

Please Note

- You will **not** be able to select a player if their status has been marked as unavailable.
- To over rule the status, go to the player availability overview page in the Teams section of the Control Panel.

Top Tips

- Save Time where possible use a previously saved team selection.
- Use Filters when trying to pick select players from other teams.
- **Multiple selections** a player can be picked fro more then one team on the same day. If this is the case, a note will appear with the team selection.

Team Formation

When all players have been selected, you can place them into a starting formation.

The position of players can be changed by using drag and drop. You can also drag and drop players between the 'Starters' and the 'Substitutes' lists.

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For more information on adding and customising formations, please CLICK HERE.

Removing a Player

To remove a selected player, hover over the grey spanner icon to the right of the player, then click 'Remove player' from the drop-down options.

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	Team Selection	Pick selections on the move Download Team Manage		
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To replace the player you have removed, click the 'Select player' link, locate the player in the overlay and click the green 'Select' button.

Fixture Info Selection Statistics	Report Final Score	Contact Players & Parents	View Match Centre Save
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Selecting a Captain / Wicketkeeper

To assign a captain or wicketkeeper, hover over the grey spanner icon to the right-hand side of the player, then click 'Make Captain' or 'Make Wicketkeeper' from the drop down options.

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Requesting Players Confirm their Selection

Once you are happy with the team you have selected, you can send confirmation alerts to players and parents.

Scroll to the 'Team Selection' area of the 'Edit Fixture' page and click the grey 'Request confirmations' button located at the top of the 'Starters' list.

Fixture Info Selection Statis	tics Report Final So	core		Contact Players & Parents	View Match Centre	Save
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Choose between Email, Push and SMS for each player, then click the green 'Send Prompts' button.

Notification Types

- Email: the player will be notified via email.
- Push Notification: the player will be notified via the app.
- SMS: the player will be notified via text message.

Please Note

For players below the age of 14 all request notifications will be sent to the parent member attached to the player.

Formations

Quick Answer

- To change your team's formation, login to your Club Control Panel.
- Click the **Teams** tab.
- Select the name of your team then Fixtures & Results from the left-hand menu.
- Click Edit Fixture to the right of your chosen fixture.

This Guide

In this guide, you will learn how to change your team's number of starters, change your team's formation and request a new formation.

Changing the number of starters

To change the number of starters for your fixture, access your Club Control Panel and click the 'Teams' tab, then select your team's name followed by 'Fixtures & Results' from the left-hand menu.



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Fixtures & Results	H Sat 18th 3:00pm King's Lynn Town	Friendly	1-1 D	K T Edit fixture »	
The Team	H Wed 22nd 7:00pm Nottingham Forest U21s	Friendly	4-1 W	• • Edit fixture »	
League Tables	H Sat 25th 3:00pm Lincoln City	Cup	0-0 L	Edit fixture »	
Archived Player Profiles	H Tue 28th 7:30pm Sunderland U21s	Friendly	0-5 L	K T Edit fixture »	
Under-21s	August 2015				
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Locate the relevant fixture and click the blue 'Edit Fixture' link on the right-hand side.

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League Tables	H Sat 15th 3:00pm Curzo	n Ashton Le	ague	Edit fixture »
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Scroll down to the 'Team Selection' section and click into the 'Starters' drop-down.

Select the correct number of starters and the page will update automatically.

Fixture Info Selection Statist	ics Report Final Score	Contact Players & Parents	View Match Centre Save
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	Boston United Stockport County		
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CLM Jack Friend	A 🗉 • 🔍 🔻
CM Kyle Dixon	A 🗉 • 🔍 🔻
CM Jordan Deacey	A 🗉 • 🔍 🔻
ST Dayle Southwell	A 🛥 🔹 🔍 💌



Changing the formation

To change the formation for your fixture, access your Club Control Panel and click the 'Teams' tab, then select your team's name followed by 'Fixtures & Results' from the left-hand menu.

Boston Unite http://www.bostonunit	Boston United Football Club			
the Dashboard Ø Site Co	onte ¹⁹ = Teams & Membersh ⁹² = Payments Q	Communication	♥ Packages ♥ Settings	
Feams	Teams -> First Team -> Fixtures Fixtures & Results		• Add Fixtures	
wailability	Showing 2015/2016 fixtures from July 1st 2015 to June 30th 2016	5. Edit seasons.	Season: 2015/2016	
First Team	July 2015			
First Team	A Sat 11th 3:00pm Boston Town	Friendly 1-	6 W Edit fixture »	
Team Information	A Tue 14th 7:45pm Rossington Main	Friendly 2 -	2 D Edit fixture »	
Fixtures & Results	H Sat 18th 3:00pm King's Lynn Town	Friendly 1-	1 D Edit fixture »	
The Team	H Wed 22nd 7:00pm Nottingham Forest U21s	Friendly 4 -	1 W Edit fixture »	
League Tables	H Sat 25th 3:00pm Lincoln City	Cup 0-	0 L Edit fixture »	
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Locate the relevant fixture and click the blue 'Edit Fixture' link on the right-hand side.

Boston United Football Club Contraction Co					ed some help? Visit the Help Centre		
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The Team	H Tue 11th 7:45pm Solihull	Moors	League		Edit fixture »		
League Tables	H Sat 15th 3:00pm Curzon	Ashton	League		Edit fixture »		
Competitions	A Tue 18th 7:45pm Brackle	v Town	League		Edit fixture »		
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Under-21s	A Sat 29th 3:00pm Gainsbo	brough Trinity	League		Edit fixture »		

Scroll down to the 'Team Selection' section and click into the 'Formation' drop-down.

Fixture Info Selection	Statistics Report Final Score		Contact Players & Parents	View Match Centre	Save		
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	CM Jordan Deacey	A 🛥 • 🔍 🔻					
	ST Dayle Southwell	A 🖆 o 🌂 🔻					

Select the new formation for your team and the page will automatically update.

Once you have added a team selection, the selected players will display in your desired formation. You can drag and drop players to assign them to their correct positions.

This formation will also display on the Match Centre page for this specific fixture.

Requesting a new formation

If your team's formation is not listed, please email support@pitchero.com and we will do our best to create it for you.