

How to Guide

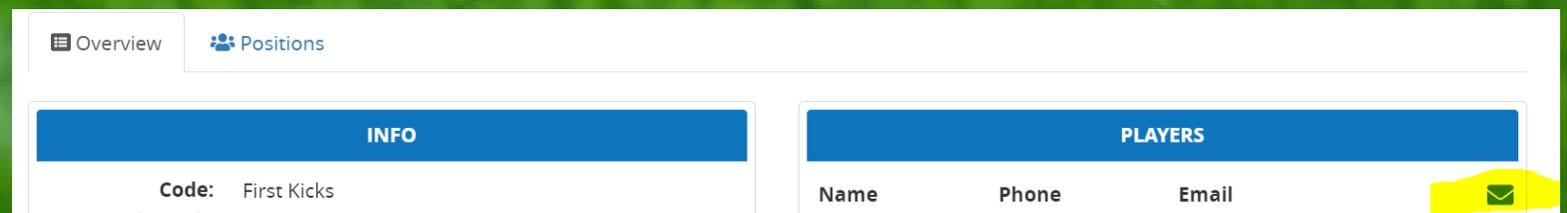
Managing Teams

<https://otumoetaifootball.co.nz>

The following guide will help you Manage and contact your team and players

When you have volunteered to be a team manager or coach please ensure the club admin are made aware so they can change your access in Friendly Manager to be able to see your team when using your normal log in

- 1) Log into your account by entering your details on the top right hand corner of our website home page - <https://otumoetaifootball.co.nz/>
- 2) On your dashboard you should see your team details
- 3) The main feature you will use is the bulk communication to all players and their contacts. If you select the blue envelope above the players names on the right hand side you will email all players and their contacts.



You can also record playing shirt numbers by selecting dashboard (select Otumoetai Football Club in the top left hand corner) and select positions and enter shirt number for each player

