Using the SPAPPZ System for Team Management

1. Account Registration and Setup

Email Linkage:
• When you register with your club, the email address you provide is linked to your SPAPPZ account.
Profile Upload:
• Once your profile is uploaded to SPAPPZ, you will receive an email to confirm your account and create a password.
• Account Types:
    1. Administrators: Have full access to club information, manage team rosters, and make updates.
    2. Coaches/Managers: Can upload current photos for player and staff IDs, fill out match reports, manage weekly rosters, and call up players using the call-up feature to fulfill roster needs.
    3. Players: Have limited access primarily to their personal profile and information.

2. Logging In

• Troubleshooting Login Issues:
    ✓ Ensure you've provided the correct email address to your club.
    ✓ Check if you have a profile in SPAPPZ with a different email address. Duplicate profiles can occur if different information was provided during registration.
  If issues persist, confirm the accuracy of the information you provided to your club, as this information must match what is in SPAPPZ.

3. Managing Rosters and Player Information

Uploading Photos:
• Coaches and managers can upload photos for player and staff IDs.
Electronic IDs:
• Prior to each match, present your electronic IDs on your device to the referees.
Printing Roster Sheets:
    ✓ Print the roster sheets from SPAPPZ.
    ✓ Hand a copy to the opposing team and the referee.
Suspensions:
• If a player is suspended, it will be indicated on their ID card until the players suspension has been served.

4. Roster Adjustments and Player Call-Ups

Roster Management:
• Your team roster is provided to the district by your club.
• Any changes to the roster must be made by your Club Administrator.
Player Call-Ups:
• Coaches can call up players each week using the call-up feature to fulfill roster needs.
• Ensure the players you want to call up are listed in the call-up pool provided by your Club Administrator.
Deadline for Changes:
• All roster changes must be finalized by Friday at 12 PM.
• After 12 PM on Fridays, no changes will be allowed to your rosters or team lists.

5. Match Day Procedures

Match Reports:

• Coaches and managers can fill out match reports directly in SPAPPZ.

Presenting IDs:

• Show the electronic IDs to the referee at each match and ensure roster sheets are handed over as required.

By following this process, you will ensure smooth operation within the SPAPPZ system and compliance with district and club policies. Always verify that the information provided to your club is accurate and up to date to avoid any issues.