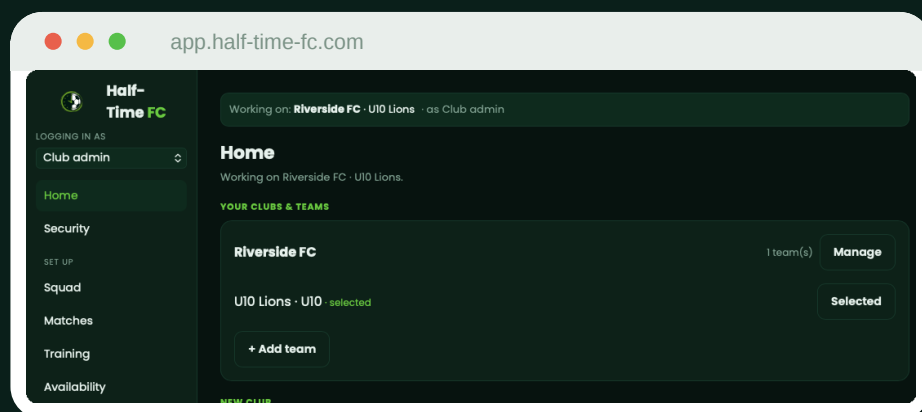


HALF-TIME FC

Club Admin Guide

Everything you do on the web to set up and look after your club. Your coaches run training and matchday in the phone app.



HOW IT WORKS

How your club runs

As Club Admin you run your club on the web app at app.half-time-fc.com — your teams, your people, and everything behind matchday. Your coaches use the phone app to plan and run games. Here's who does what.

You (Club Admin) — web

- Create teams
- Invite coaches & assistant coaches
- Build the squad & invite guardians
- Sponsors
- Transfers & award setup
- Safeguarding, consents & GDPR
- Security (2-factor)

Your coaches — app

- Fair-play plan & minutes
- Run the match live
- Record awards & match report
- Training sessions
- Season & player stats
- View availability

NEW CLUB?

Every new club is checked by our team before it goes live. You'll get an email when it's verified — until then, setup is locked. Approvals are usually quick.

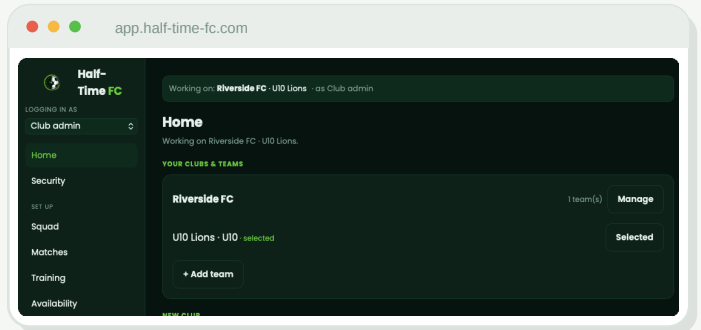
STEP BY STEP

Set up & run your club

1 Your dashboard

Home shows your clubs and teams — this is your starting point.

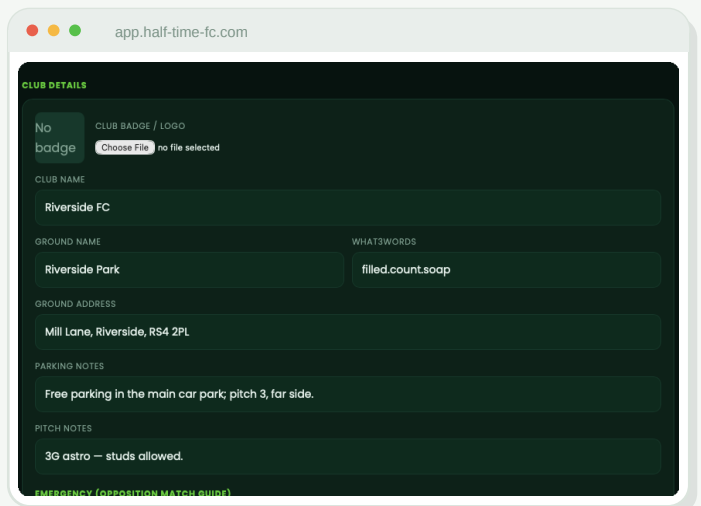
- 1 Pick the team you're working on from the selector (top-left).
- 2 Open 'Manage' to edit the club and its teams.
- 3 Everything here is on the web; coaches use the app.



2 Club & ground details

Feeds matchday and the opposition page.

- 1 Open Manage club.
- 2 Add ground name, address, what3words and parking.
- 3 Set the nearest defibrillator and A&E for emergencies.



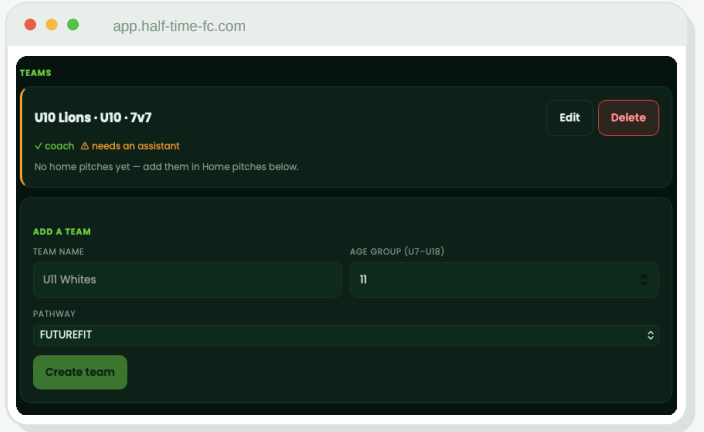
STEP BY STEP

Set up & run your club (cont.)

3 Create a team

Teams are the backbone — coaches, players and fixtures hang off them.

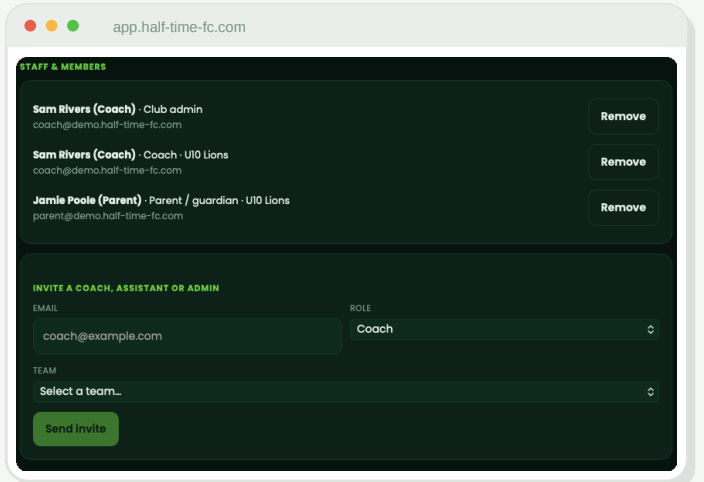
- 1 In Manage club, scroll to 'Add a team'.
- 2 Enter the name, age group and pathway.
- 3 Create team — repeat for each team.



4 Add coaches & assistants

Every team needs a coach and an assistant.

- 1 Scroll to 'Invite a coach, assistant or admin'.
- 2 Enter their email, choose the role and team.
- 3 Send invite — they set a password to join.



STEP BY STEP

Set up & run your club (cont.)

5 Build your squad

Children never self-register — a guardian completes details.

- 1 Open Squad and add each player (name, DOB, shirt no).
- 2 Add a parent/guardian with an email to invite them.
- 3 They add medical info and consents; sensitive data is encrypted.

The screenshot shows a form for adding a player named Alfie Turner. The form includes fields for Full Name, Date of Birth, Shirt Number (optional), and FA Number (optional). Below these are checkboxes for 'REGISTERED FOR' Training and Matches. A 'PARENTS / GUARDIANS' section follows, with fields for Name, Relationship (set to 'Parent'), Phone (UK), and Email (optional). A '+ Add another parent / guardian' button is at the bottom.

6 Sponsors

Tasteful, club-controlled — no third-party ads.

- 1 Open Sponsors.
- 2 Post what you're seeking, or add a confirmed sponsor.
- 3 They appear on matchday and the opposition page.

The screenshot shows the 'Sponsors' interface. It starts with an 'INTEREST INBOX' section stating 'No interest yet. Open listings appear on the public sponsorship directory.' Below is a 'WHAT WE'RE SEEKING' form with fields for Team (set to 'U10 Lions • U10'), Title (e.g., 'Season sponsor for U12 Blues'), Area (e.g., 'Guildford, Surrey'), and Description (optional). There are checkboxes for Types: Match day, Season (selected), Kit / playing strip, Event / tournament, Training, and Other. A 'Post listing' button is present. Below the form, it says 'Open listings are searchable at /sponsorship'. The 'CONFIRMED PLACEMENTS' section shows 'Riverside Sports' as a 'Proud match sponsor' for 'U10 Lions - live match - report - club page', with 'Hide on Live' and 'Remove' buttons.

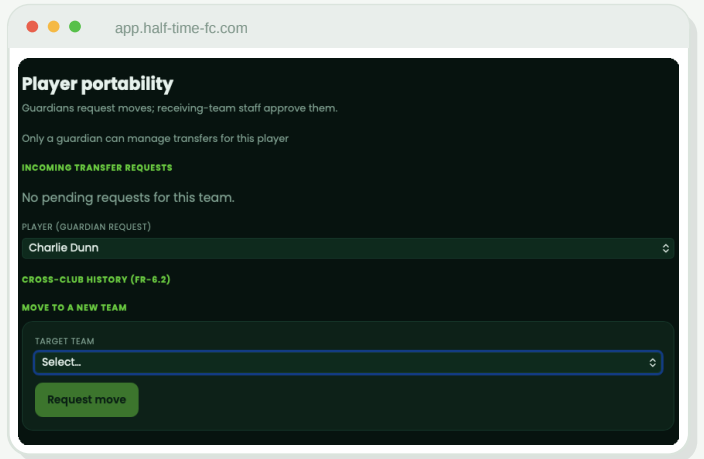
STEP BY STEP

Set up & run your club (cont.)

7 Transfers

Approve players moving between teams or clubs.

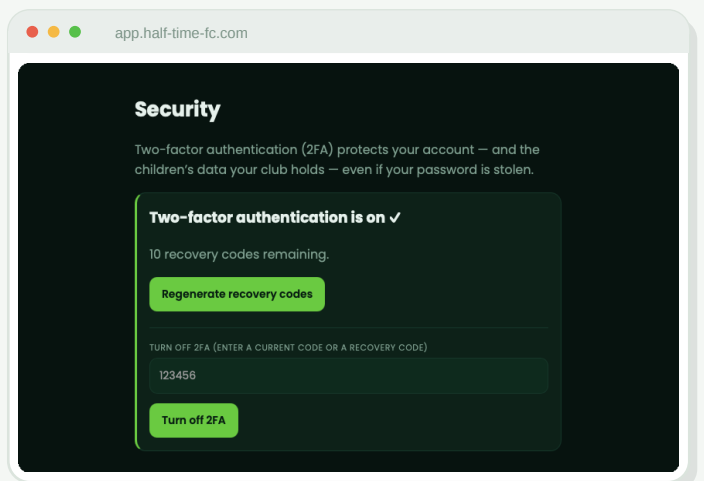
- 1 Open Transfers.
- 2 Review incoming requests from guardians.
- 3 Approve to bring a player into your team.



8 Security

Protect the account that can see your whole club.

- 1 Open Security.
- 2 Turn on two-factor authentication.
- 3 Keep your recovery codes somewhere safe.



HAND IT TO YOUR COACHES

Fair-play planning, live match, training and stats live in the phone app — share the Coach & Assistant guide with your staff.