

# South Surrey Youth Football League

Website & Systems Guide July 2018

## Website

Information	Link
All information for Club Officers and Managers/Team Administrators is on the SSYFL website.	https://www.ssyfl.org/
Information relating to the active season including rules, match admin & FAQs.	https://www.ssyfl.org/season https://www.ssyfl.org/key-points
Registering your Club & Teams and Club contacts on the membership system. Includes key registration dates and entry fees.	https://www.ssyfl.org/register
Events & dates throughout the season	https://www.ssyfl.org/events

## **Member Systems**

Role	Link
Club & Team Registration – initial Club registration including committee information and teams entered in the league. Entered and maintained by one registration owner per Club.	https://membermojo.co.uk/ssyfl
Contacts System – all Club committee members, team coaches / managers / assistants / administrators register here to securely share their contact information with opponents to e.g. exchange match details. It is also used by the league to send communications throughout the season.	https://membermojo.co.uk/ssyflteams
Whole Game System - players are registered here by the club and the league authorises their participation in SSYFL. Squad lists are downloaded by managers or team administrators from WGS at the start of the season to show opposition managers at matches. These need to be downloaded again if players are added or removed from the team.	https://wholegame.thefa.com/

# Support Tools

Role	Link
Referee Arrangements - information about referee arrangements in SSYFL, tips and tools to help you arrange a referee, including an enquiry form to have your referee requirements posted on the Referee's Forum started by SSYFL.	https://www.ssyfl.org/referees
Referees Forum – direct access to the Referee's Forum	http://lookingforaref.createaforum.com
started by SSYFL where you may post your own requirements	/general-discussion/
for a referee. Available Referee's respond to you direct and	
may also post their own availability on the forum in advance	
that you can take up.	

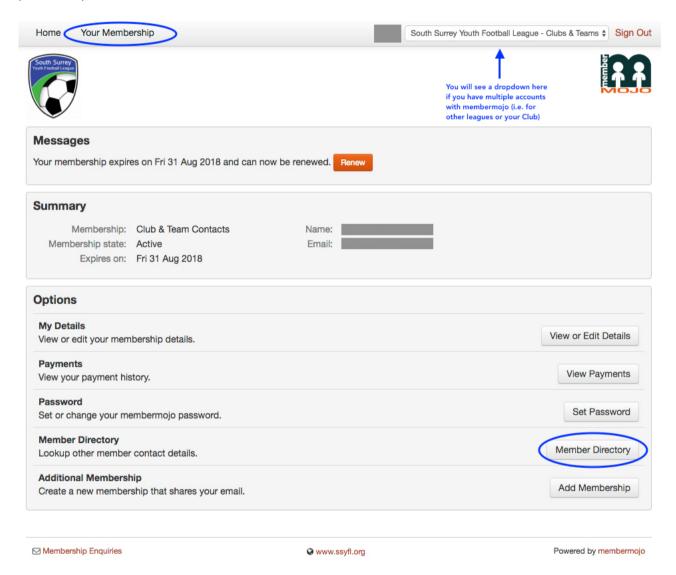


#### Registering Contact Details with SSYFL & Viewing Opposition Contacts

Once your Club has registered and entry has been approved by SSYFL, committee members / team coaches / managers / assistants / administrators etc. will need to enter and maintain their contact information on the SSYFL contacts system to be able to share contact details with other registered club and team contacts. These records are also used by the league to communicate with members throughout the season.

Register contact information here: <a href="https://membermojo.co.uk/ssyflteams">https://membermojo.co.uk/ssyflteams</a>

Once access has been approved, when you log into the system you will see a directory in your dashboard (see below).



#### Steps to view directory:

- 1. Sign in <a href="https://membermojo.co.uk/ssyflteams/signin">https://membermojo.co.uk/ssyflteams/signin</a>
- 2. Click 'Your Membership' (top menu)
- 3. Click 'Member Directory' (within your membership dashboard)
- 4. This will display a list of opposition contact names. You can then click the 'view as table' link (top right) to review the details of each contact. To go straight to the table after logging in use this link <a href="https://membermojo.co.uk/ssyflteams/yourmembership/directory\_table">https://membermojo.co.uk/ssyflteams/yourmembership/directory\_table</a>
- 5. Within the directory you can use the search bar to filter on a specific club and/or team name.



### **League Contacts**

Recipient	Email
League Chair	chair@ssyfl.org
League Welfare Officer	welfare@ssyfl.org
League Secretary	secretary@ssyfl.org
League Treasurer	treasurer@ssyfl.org
League Development Officer	development@ssyfl.org
League Competition Secretary (U7-U10)	compsec@ssyfl.org
General Enquiries	enquiry@ssyfl.org
Referee Assistance	referees@ssyfl.org
Club & Team Registration Enquiries	register@ssyfl.org
Whole Game System Player Registration Support	wgs@ssyfl.org

### Age Group Email Lists

The email lists below can be used by SSYFL Club contacts who are within the SSYFL Club/Team Contacts system and have a specific age group role (e.g. Team Manager/Admin) to email all other SSYFL Clubs within the same age group. You must be an approved contact within the system to use these email lists.

Recipient	Email
U7 Teams	u7.ssyflteams@membermojo.co.uk
U8 Teams	u8.ssyflteams@membermojo.co.uk
U9 Teams	u9.ssyflteams@membermojo.co.uk
U10 Teams	u10.ssyflteams@membermojo.co.uk
U11 Teams	u11.ssyflteams@membermojo.co.uk
U12 Teams	u12.ssyflteams@membermojo.co.uk
U13 Teams	u13.ssyflteams@membermojo.co.uk
U14 Teams	u14.ssyflteams@membermojo.co.uk
U15 Teams	u15.ssyflteams@membermojo.co.uk
U16 Teams	u16.ssyflteams@membermojo.co.uk
U17-18 Teams	u17-18.ssyflteams@membermojo.co.uk

## **Further Help**

Contact register@ssyfl.org if you have any further queries.