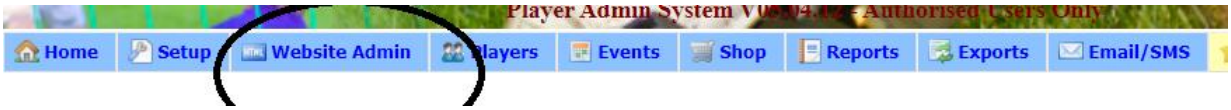
MyClubMate Coach and Manager Documents available in their Team Official Portal

Clubs and QCSA can now put documents of specific relevance to the needs of their coaches and managers, directly into their 'Team Official' portal for them to have reference to during the season.

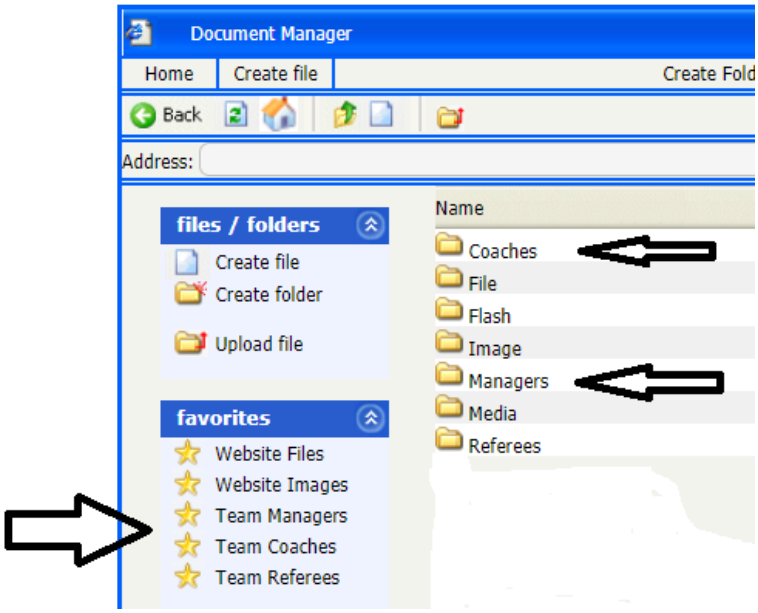
Steps to follow as below:

1. Click on the 'Website Admin' in the club admin section.



2. Select 'Document Manager' from the Website Main Menu.

3. Select the Team Managers folder or Team Coaches folder from either the favorites or simply the file area. Follow the process of uploading documents into the appropriate folders.



4. Team Managers and Team Coaches will then be able to download these documents for viewing or filling in, etc. at their leisure, from their Team Official portal.

Updated 17/12/2023