

Assigning team Volunteers (Coach/Manager)

1. Click on link <https://fixtures.sccsa.org.au/login>
2. Sign into Club account
3. Make sure you have added the team details – team name, Age group
4. Click on Coach / Manager registration tab

Sunshine Coast Churches Soccer Association

Seniors

Requiring Action

Teams

Club Details

Coach / Manager Registrations

Registrations requiring action

All currently registered players listed below:

Year	Player	Birth Age group	Team Age group	Team	Seasons Played	Past Teams	Rep Teams	Actions
								view

5. Click on Assign to team next to the volunteer you want to assign

Coach / Manager Registrations requiring action

unassigned 2025

Firstname	Lastname	Type	Requested Team	Requested Age Group	Actions
Billie-Kay	Kerle	Coach		Womens	Assign to team Reject View

+ Add Volunteer

6. Assign the volunteer to a team

Coach / Manager Registrations requiring action

unassigned 2025

Firstname	Lastname	Type	Requested Team	Requested Age Group	Actions
Billie-Kay	Kerle	Coach		Womens	Assign to team Reject View

+ Add Volunteer

ASSIGN PLAYER TO TEAM

Select the team to assign this player into

Womens Pink Panthers (0) Coach [Assign to Team](#)

7. Or Click on the Teams tab (1) and select a team (2), then click on assign volunteer (3)

Sunshine Coast Churches Soccer Association

Seniors

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Player Lookup

Use this area to manage teams and view player registration details. Search by player details or by team list.

SEARCH BY TEAM Season: 2025

SELECT TEAM

Womens Pink Panthers (0) or Add team

Team name: Pink Panthers

Age group: Womens

Training Day:

Training Time:

Update Delete

Assign Volunteer

8. Choose the volunteer name and position from the drop down menu, Click assign to team.

ASSIGN VOLUNTEER

Volunteer: Billie-Kay Kerle

Type: Coach

Assign to team

9. The volunteer details will show on the team page

SEARCH BY TEAM

Season: 2025 ▾

SELECT TEAM

Womens Pink Panthers (0) ▾ or

Team name:

Pink Panthers

Age group:

Womens

Training Day:

Training Time:

Coach

Billie-Kay Kerle

0467936208

admin@sccsa.org.au

10. Export for the coach / manager details so you have this when you need to put details into the Blue Card Portal and link them to your club.

The screenshot shows the website interface for Sunshine Coast Churches Soccer Association. The top navigation bar includes the association logo, the text "Sunshine Coast Churches Soccer Association", a "Seniors" logo, and several menu items: "Requiring Action", "Teams", "Club Details", and "Coach / Manager Registrations" (which is highlighted in yellow). The main content area is titled "Coach / Manager Registrations requiring action". It features a table with columns for "Firstname", "Lastname", "Type", "Requested Team", and "Requested Age Group". Above the table, there are dropdown menus for "unassigned" and "2025". Below the table is a yellow button labeled "+ Add Volunteer". At the bottom of the table area, a button labeled "Export Approved Volunteers" is circled in red. To the right of the main content area, there is a "USEFUL LINKS" section with a star icon and a link for "> Terms and Conditions".

11. Reminder to check all blue cards are valid at <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/valid>

12. Remember NO CARD NO LINK NO START