**Guide to using MySideline Manager**

**MySideline Manager** is Internet based access and not an app like the old MyLeague Manager.

**Note**: It is recommended to access MySideline Manager via Google Chrome or Mozilla Firefox both of which are available via the APP store

 Mozilla Firefox

 Google Chrome

While you may be able to access it via Internet Explorer or Safari, there may be functionality issues.

1. Logon via <https://manager.mysideline.com.au/login>



As instructed MySideline Manager uses your NRL account ID (e-mail address) to authenticate.

Click on **LOGIN WITH NRL ACCOUNT**. If you have multiple accounts registered under your ID, it will ask you to select one.

1. Once you have successfully logged in you should get the **MySideline** Dashboard



1. If you select **TEAM LISTS,** it will take you to upcoming matches. Click on your Colts team for the selected round 1 - 10



This will now allow you to players into positions, select captain and view CARDS. You can also add officials to your Team List.

Note: It will not allow you to add multiple people into the same position number.



1. Once you have created your Team List, clicking on **CARDS**s will allow you to view and scroll through your player and officials’ cards





To go back to the Dashboard Menu simply click on the 3 lines next to TEAM LIST and then click on Dashboard.



1. To create your **SQUAD,** start by clicking on **SQUAD** from your Dashboard

In most instances your SQUAD should already be added. You can confirm this by clicking on **Current Squad**.



If there are new players not in your SQUAD, they should appear under **Current Members**. You can move these across simply by simply clicking on the name and then **ADD TO SQUAD**



1. The **MATCHES** function is for recording Scoring but will not be used at the start of the system. Managers and Coaches will be advised if this changes throughout the season and further instructions will be provided.



1. **Training Attendances** is a feature of MySideline used to record attendance of players and officials at all training sessions and games. We currently haven’t been instructed about using this feature, but it can be set up.

To set it up you basically select a date and time for the Training Session.



You firstly would need to setup your player and officials list. To do this click in the **Select Player** field which should bring up a list of all your players in your team. Highlight one and click on the **ADD** button

Once you have added all your Players and Officials you then have the option to select one of the 3 if applicable. If not applicable, then leave it blank.



Once you click on the **SUBMIT** button on the bottom of the page it should save this team list.

**Questions and Troubleshooting**

**Q.** How can I get more information about MySideline Manager

**A.** It is recommended that all Team Managers and Coaches complete the MySideline Managers course at <https://www.playrugbyleague.com/manager>

**Q.** I am unable to access the **MySideline Manager Dashboard** after going to<https://manager.mysideline.com.au/login>

**A.** If you received a message about needing to obtain access or access pending please contact Nicola (0403752717) or Steve (0418473127)

**Q.** I am unable to see all my players in my team

**A.** It may be that these players have not been added to your team in MySideline so please contact Nicola (0403752717) or Steve (0418473127)

**Q.** I am unable to follow one of the **Team Admin instructions** outlined above

**A.** Check if you are using Google Chrome or Mozilla Firefox to perform the function and if so, please contact Nicola (0403752717) or Steve (0418473127)

**Q.** There is no photo for one of my players or officials

**A.** Photos come from players and officials’ registrations. If one is not being displayed, please contact Nicola (0403752717) or Steve (0418473127)

**Q.** I am unable to add a player to a position, receiving a MySideline error message

**A.** Ensure you have not already added a person to the same position