

Coach – Application and Availability Instruction Sheet (Web version)



Introduction

This instruction sheet is for use by Coaches to apply for a coaching role, indicate their availability and review what teams or events they have been allocated to (including viewing their shifts).

Note: The app is supported in the following browsers – Chrome (preferred), Firefox and Safari. **Microsoft Internet Explorer is not supported.**

How to Apply

- Apply using this public link provided by the club.

https://teamgrader.com.au/TGPublic_1.html#public/coachApply/iuLFrdgOme

- Select the “Coaching” tab and then “Apply to be a Coach”.

They will be presented with the following Web Page :-

Apply to be a Coach

If you have previously been a coach with this club, select Yes to the question below & enter your login id

Returning Coach Yes No Login Email

- If they are already a club coach, then they can enter their current login email to reconfirm that they wish to continue as a coach.
- If they are a new coach and have selected “No” in the initial page above, they are then presented with the coach details screen (see below).

Apply to be a Coach

If you are an existing club member, enter your FFA Id below to retrieve your details

FFA Id

First Name Last Name FFA Id

Date of Birth Gender Male Female

Primary Email Mobile Ph

Working With Children Check (required for coaches 18 years or older)

WWC Number WWC Expiry Date

Coaching Qualification(s) Coaching Experience (years)

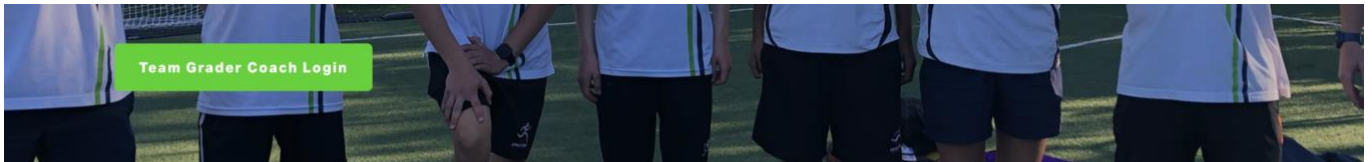
Club/School(s) where you have coached

The coach can use their FFA ID to retrieve their current details, or apply by entering the details in the web page.

Coach Acceptance and How to Login

When you have been accepted as a coach, you will receive an email with your login details and how to access the system

The system can also be accessed from the club website, from the coaches page as shown below



Our Coaching Philosophy

At the heart of being a successful club is the coaching that is provided to all players, both in

The URL is <https://teamgrader.com.au/TGPrivate.html#login>

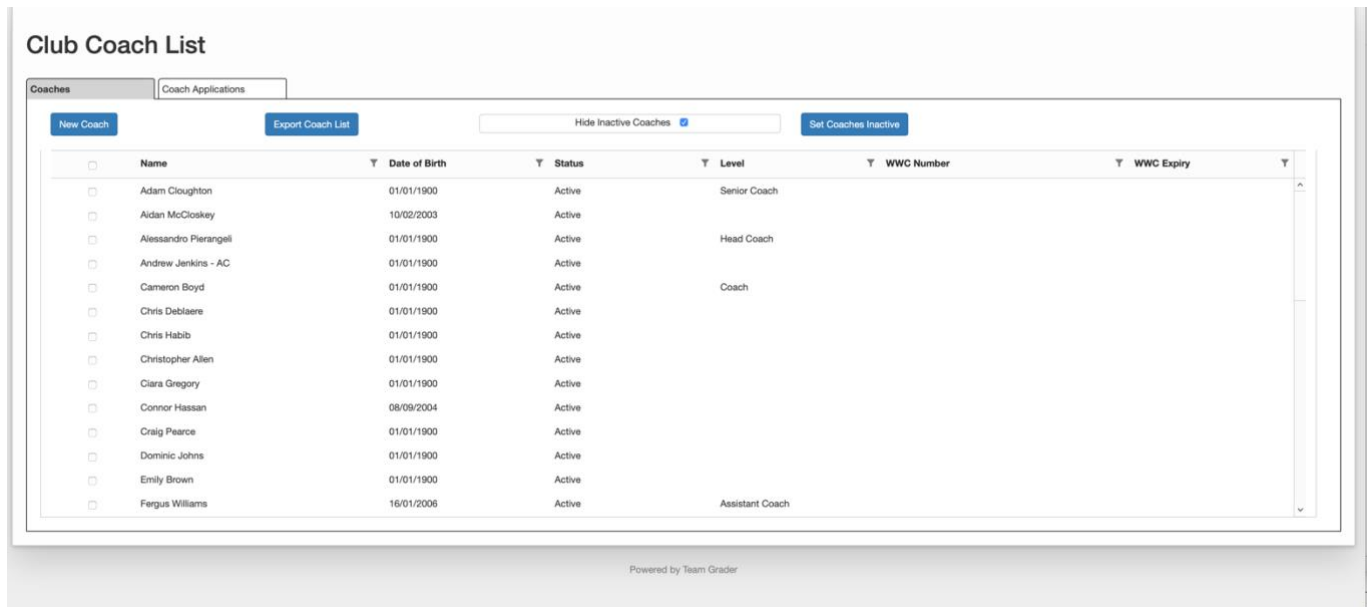
Updating Coach Details

Details can be updated by coaches themselves or by a coach with “Coach Admin” access.

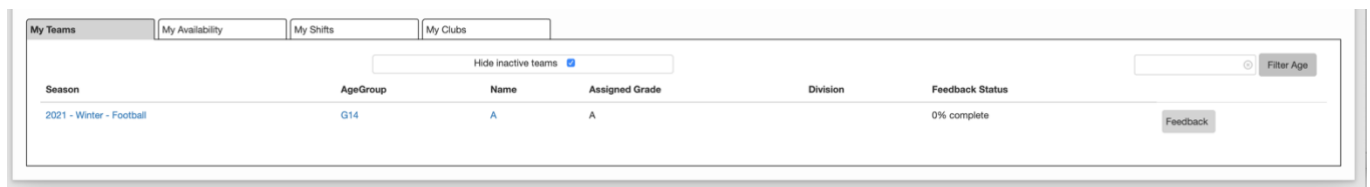
When coaches login they see the following screen which they can use to update their details. Coaches can update these details and press “Save”.

NOTE: the Member Roles and Access and Coach Level and Rate cannot be updated by coaches unless they have “Coach Admin” access.

For Coach Admin, these details may be accessed by selecting the coach from the Club Coaches or Association Coaches list (see below). This screen can be access from “Coaching” – “Association Coaches” or “Coaching – “Club Coaches”.



The “My Details” view also show key information about the teams that a coach has been assigned to, their availability and the shifts that they have been assigned. (Refer to the appropriate section in this instruction sheet for more details on these features).



For Association Coaches, the Clubs tab allows the coach to switch between clubs.

Recording Availability for Coaching / Grading

Coaches record availability In Team Grader for two reasons:-

- 1) To assist in assigning them to a team to coach on a regular basis during preseason or during the regular season; and
- 2) To assist in assigning them to a an event e.g. a grading event or running a course.

The demand for coaches may vary at different times of the season / preseason so availability is captured for a speciic period which setup by the coach admin. e.g. during the first month of preseason the training times for a team may be different to the regualt season. To cater for this you would set up a separate period for preseason month 1 and another period for the regular season.

To record availability, coaches must follow the following steps:-

- 1) Login to Team Grader which will then display the “My Details” view
- 2) Select the “My Availability” tab at the bottom of the “My Details” view
- 3) The “My Availability” view shows any availability that has already been entered this is still current as shown below.

Season	Period Name	Days of Week	Start Time	End Time	Start Date	End Date	
2021 - Winter - Football	Preseason - Feb	Tuesday,Wednesday	17:00	21:00	Mon Feb 01 2021	Sun Feb 28 2021	Delete
2021 - Winter - Football	Preseason - Feb	Monday,Thursday,Wednesday	18:00	20:30	Mon Feb 01 2021	Sun Feb 28 2021	Delete

- 4) To enter availability select “New Availability” and the following view will be displayed.

New Availability Record [< back to My Availability](#)

Select a period and one or more days of the week. Enter more than one row for different times you are available e.g. one row for Mon 6-8pm and one for Tues 4-5pm.

Period: Season:

Start Date: End Date:

Days of Week (select all that apply): Start Time: End Time:

Comments:

- 5) Complete the availability details as follows and press “Save”:-

Period – select a period. If you are available at the same time across more than one period, you must create a row for each period. The start and end date for that period will be displayed automatically.

Days of the Week – you can select multiple days of the week, if you are available at the same time on each Day. If you are available at different time on each day, then you need to create a new row for each day e.g.

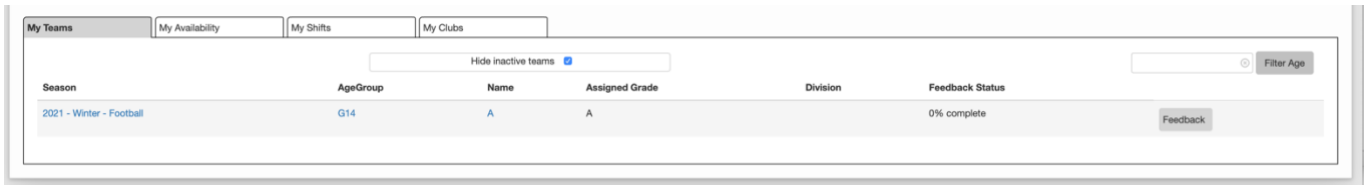
- Row 1 - Monday 5pm-7pm
- Row 2 - Wednesday 6pm – 8pm.

Viewing Assigned Teams and Shifts

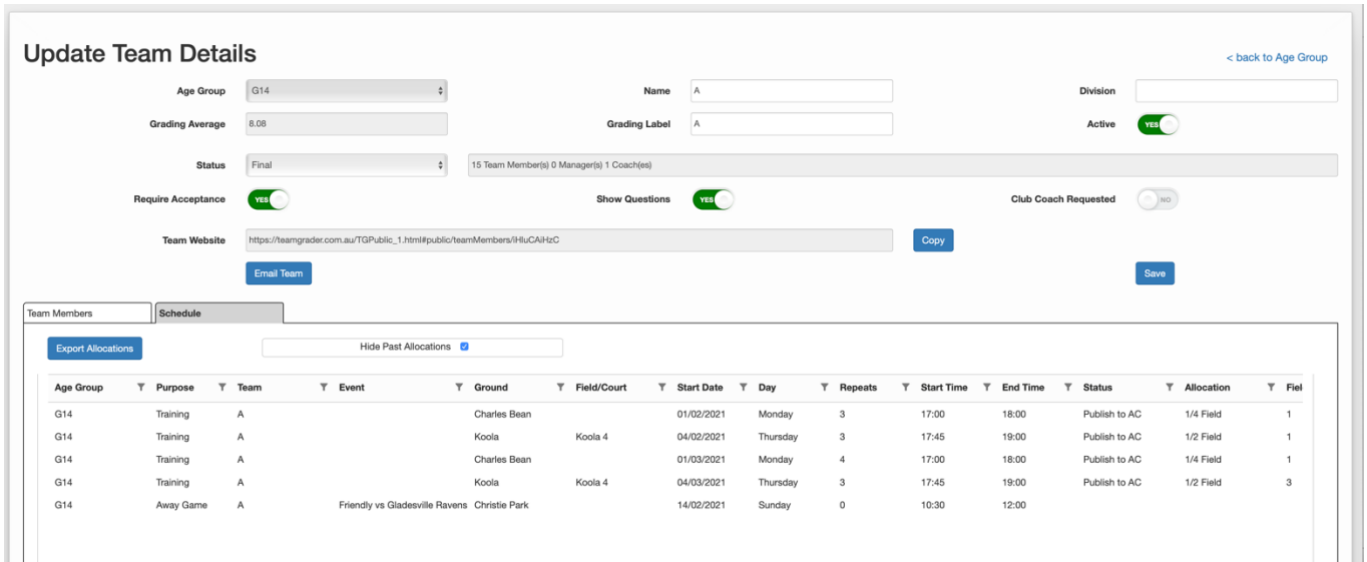
Team Coaching Assignments

You will be notified by the club if you have been assigned a team to coach. You can view details of the team and when you are training as follows:-

- 1) Login to Team Grader which will then display the “My Details” view.
- 2) Select the “My Teams” tab at the bottom of the “My Details” view.
- 3) The “My Teams” view shows any team that you have been assigned to coach.



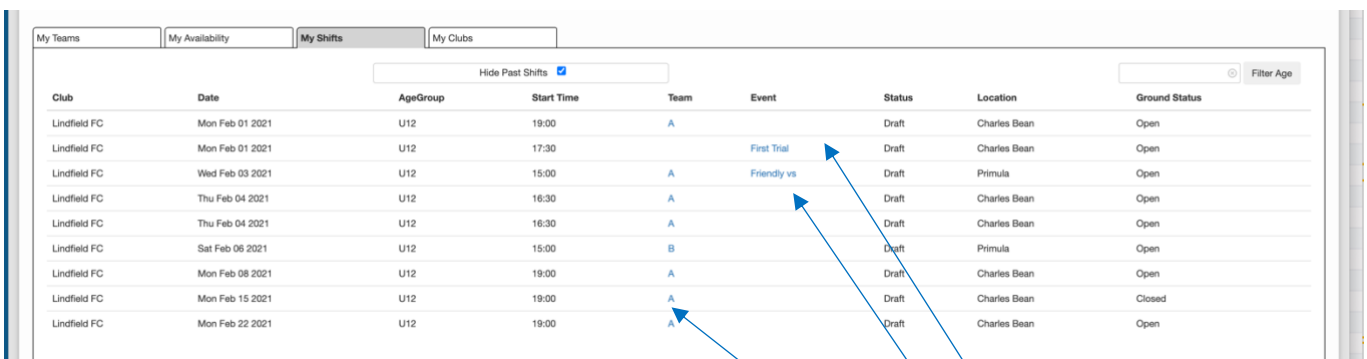
4) If you select the Season, age group or team, you can view the details of the team including team members and the training and event scheduled (under “Schedule” tab) for the team.



Event Assignment and Shifts

If you have been assigned to support a grading event oru assist in running a course then this will appear as a shift (together with all of your training shifts – if you have been assigned to a team to coach).

1) The “My Shifts” view shows all shifts assigned to you (as shown below).



The view above shows thre different types of shifts:-

- 1) Shifts for training (where you have been assgined as a coach;
- 2) Shift got a grading event (where you have been assigned as a coach; and
- 3) A pre season friendly macth for the team that you are coaching.

