

Guide to Friendly Manager for Managers

Taking the Roll for your Team Trainings

Using your User ID and password you used to register your own child, log into the system.

Go to Attendance – on phone need to use = (3 lines) in top right-hand corner to bring up menu.

Click on your training.

Click on the box corresponding with the player that is at the training, this will mark them as a ✓

Close screen.

You have successfully taken the roll. 😊

Sending an email through Friendly

Using your User ID and password you used to register your own child, log into the system.

Go to Mailer – on phone need to use = (3 lines) in top right-hand corner to bring up menu.

Setup tab - Pull down Representative tab and select your team using add all button – this will add your team to the email.

Content tab - Write your email. If it takes you a while to decide what to say best to do this step first as system will log you out if you take too long.

Send tab - Press this button and the email has gone.

You have successfully sent an email. 😊