



AutoStat®



FOOTBALL
VICTORIA

My Club - User Guide

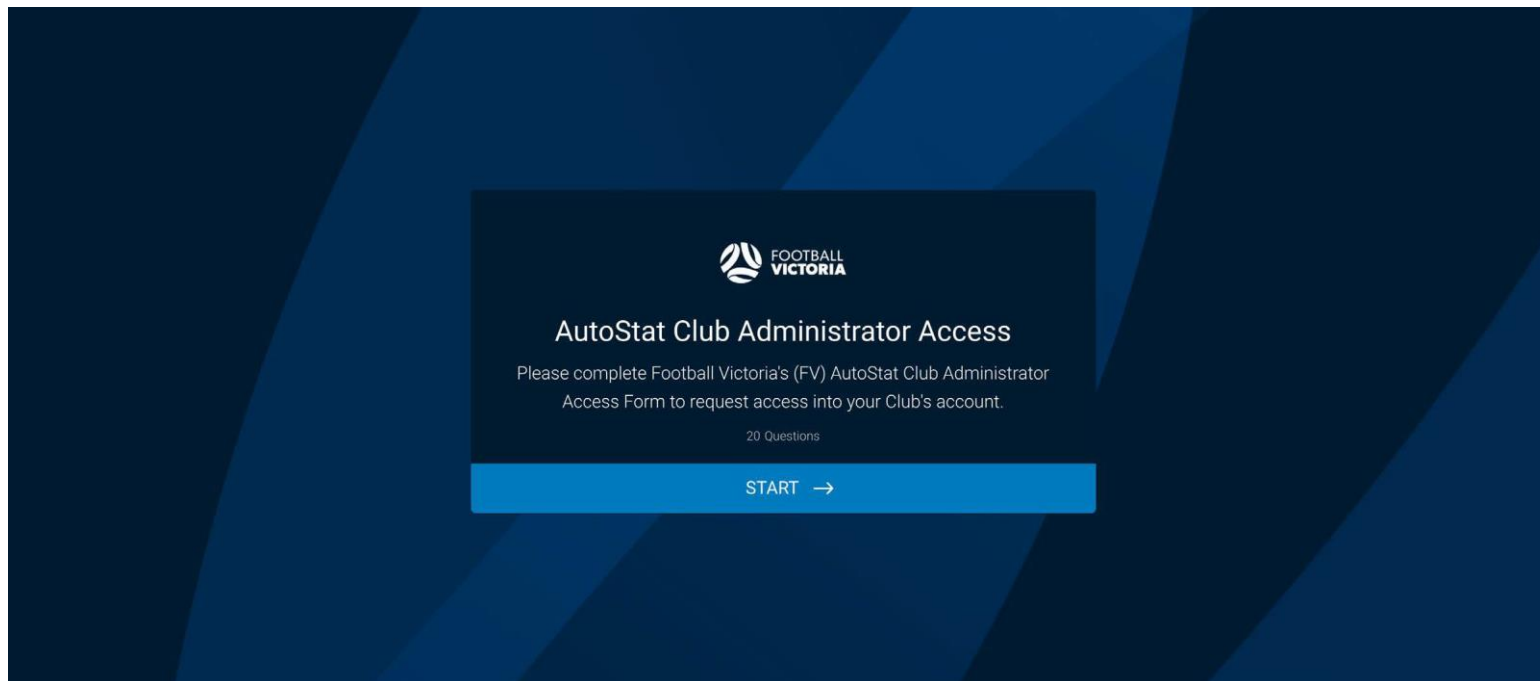
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For clubs to gain access into their club accounts they must submit the AutoStat® Club Administrator Access Form.

Clubs can nominate a maximum of three (3) users per club account.

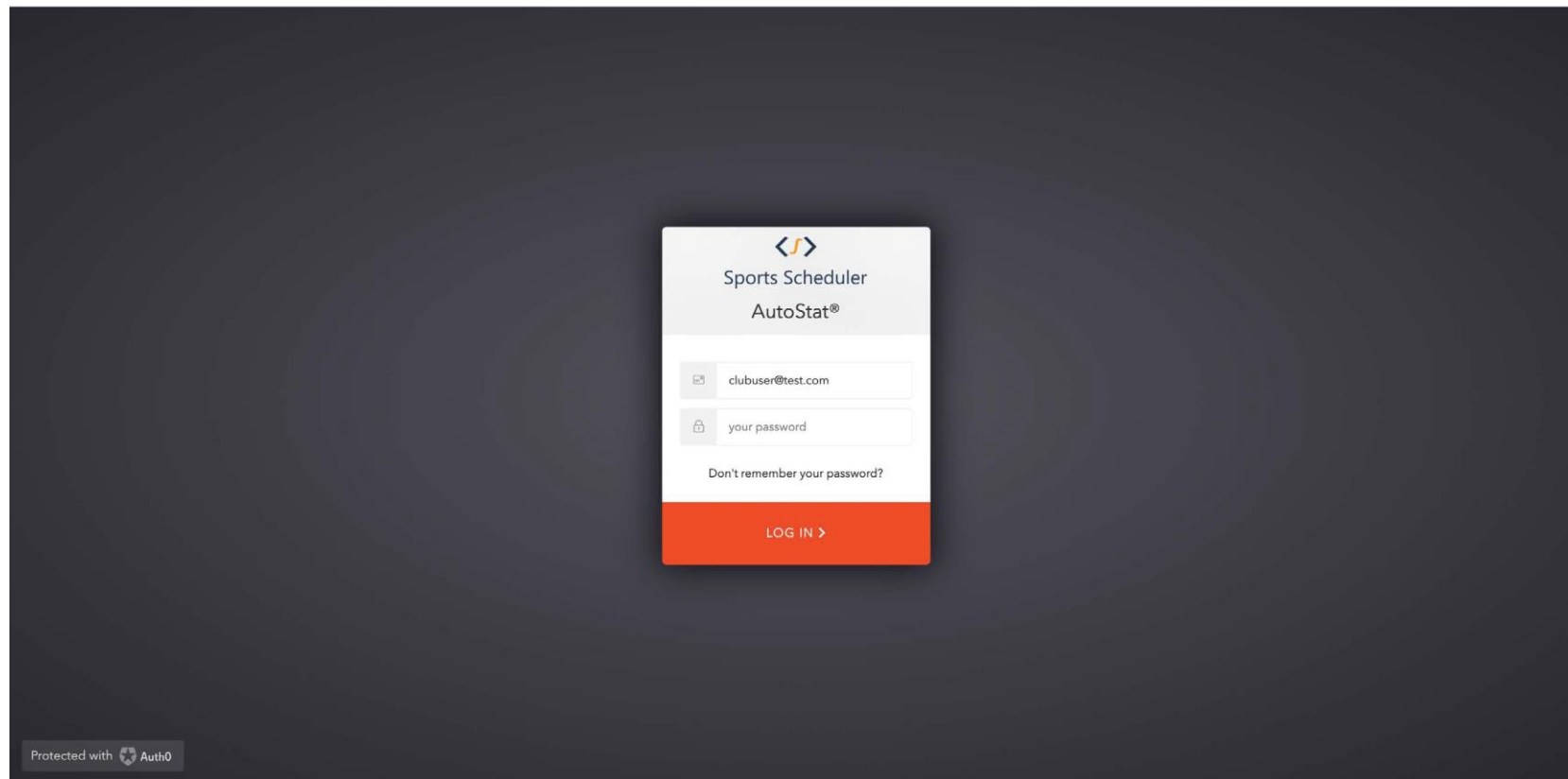
Please click on the link here <https://form.jotform.com/220178491372861> to request access into your club account.

Once you have submitted the AutoStat® Club Administrator Access Form FV will grant you access to your club account.

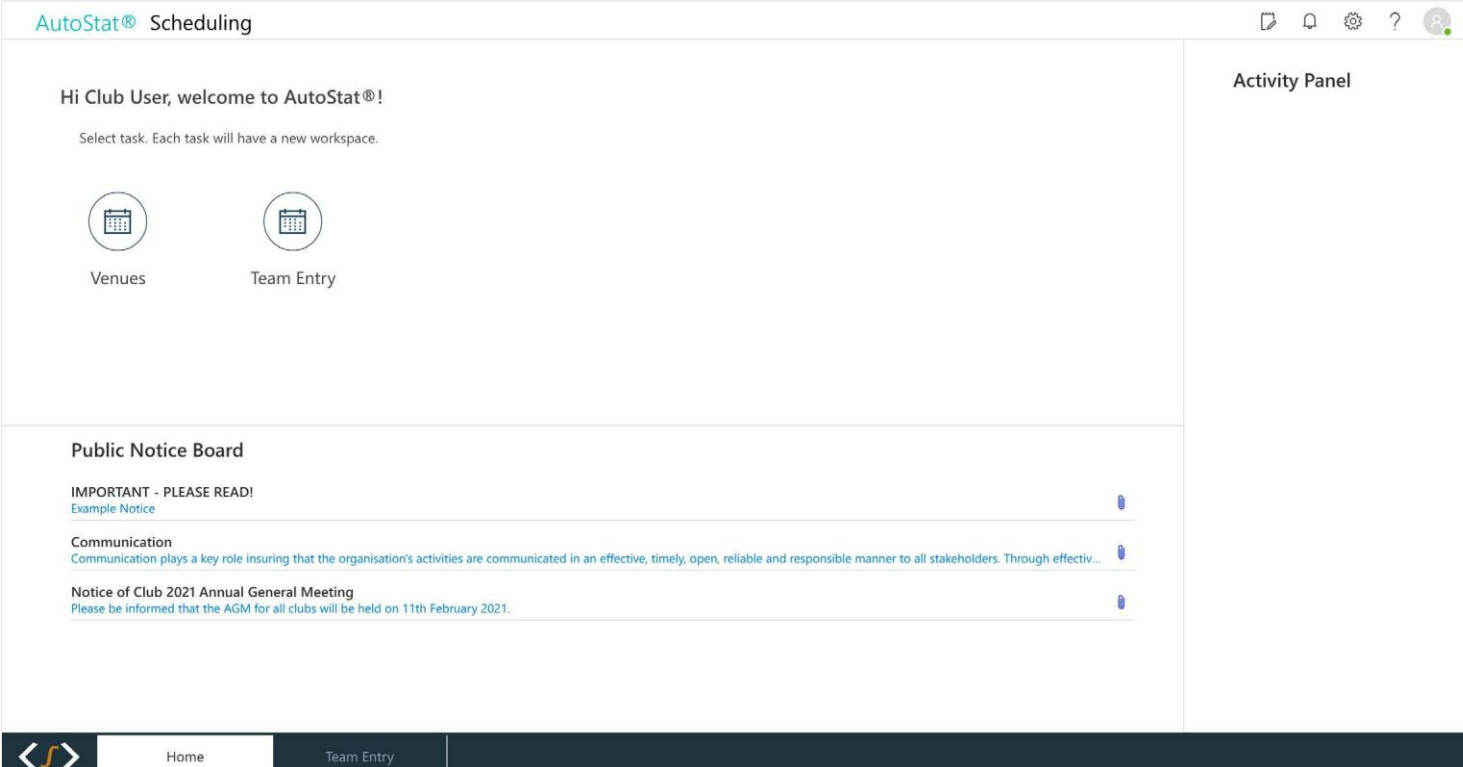


This guideline provides instructions on how to use the AutoStat® Sports Scheduler Clubs Module designed to simplify the Venues Management and Team Entry process.

The link to log in to AutoStat® Sports Scheduler Clubs Module is <https://portal-competition.pagau.net/>.



There are 4 modules inside each club account where the user can select to perform different tasks.




The functions relating to each module are:

My Club: View and edit current club details.

Venues: View and edit current venue list and action club requests.

Team Entry: View and action team entry nominations and request.

Public Notice Board: View recent communications from FV.

The club user can view public notices and open attachment by clicking on the  icon in Public Notice Board section located in the Home Page.

All FV competitions communications will be viewable and accessible from here.

Public Notice Board

IMPORTANT - PLEASE READ!
[Example Notice](#)



Communication

Communication plays a key role insuring that the organisation's activities are communicated in an effective, timely, open, reliable and responsible manner to all stakeholders. Through effective c...



Notice of Club 2021 Annual General Meeting

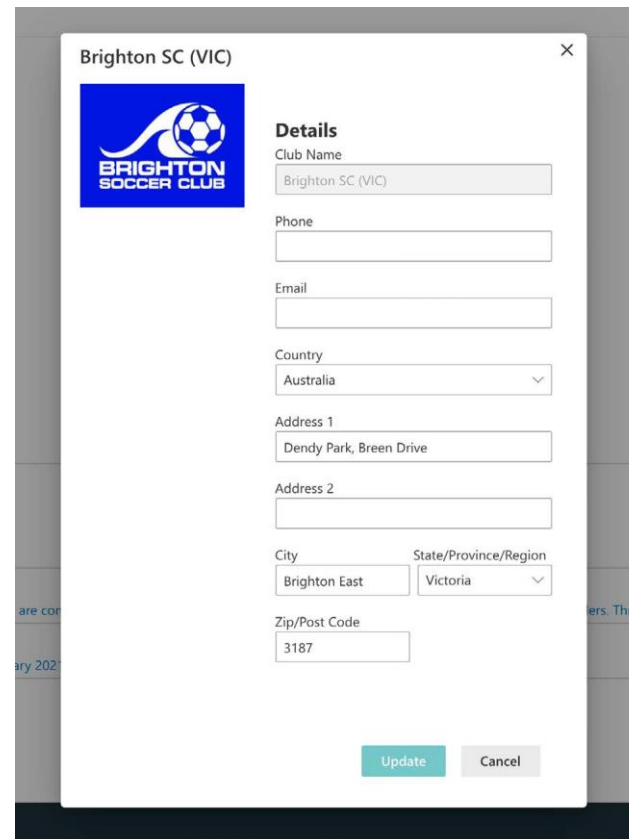
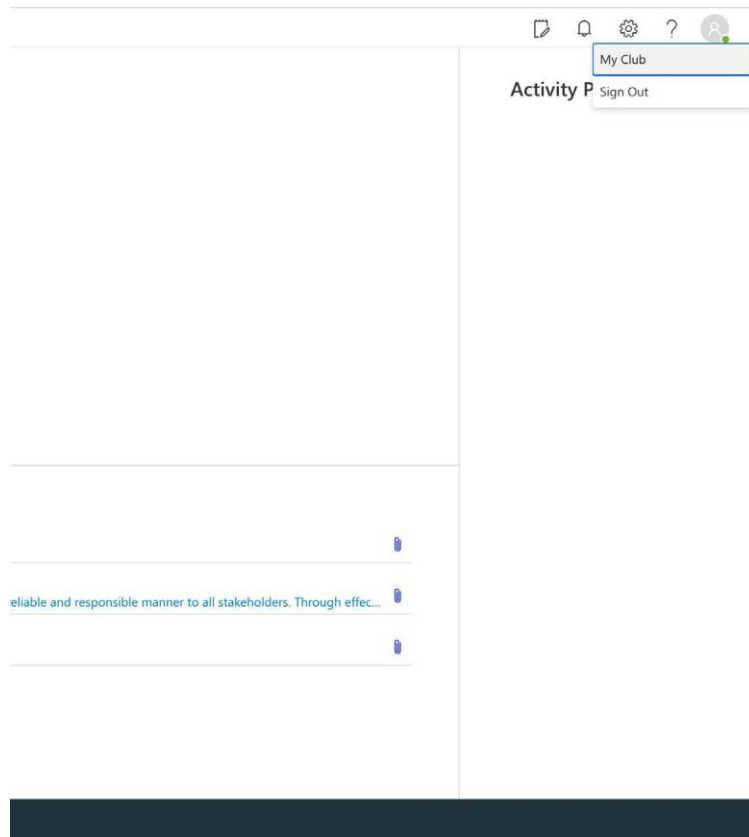
Please be informed that the AGM for all clubs will be held on 11th February 2021.



The club may edit club details by clicking the Avatar icon located on top-right and select 'My Club'.

All club administrators are responsible for their club details and ensuring they are accurate and up to date.

- Club phone
- Club email
- Club address



A screenshot of a 'Brighton SC (VIC)' club details form. The form is titled 'Brighton SC (VIC)' and features the Brighton Soccer Club logo. The form fields are as follows:

- Club Name:** Brighton SC (VIC)
- Phone:** (empty text input)
- Email:** (empty text input)
- Country:** Australia (dropdown menu)
- Address 1:** Dendy Park, Breen Drive
- Address 2:** (empty text input)
- City:** Brighton East
- State/Province/Region:** Victoria (dropdown menu)
- Zip/Post Code:** 3187

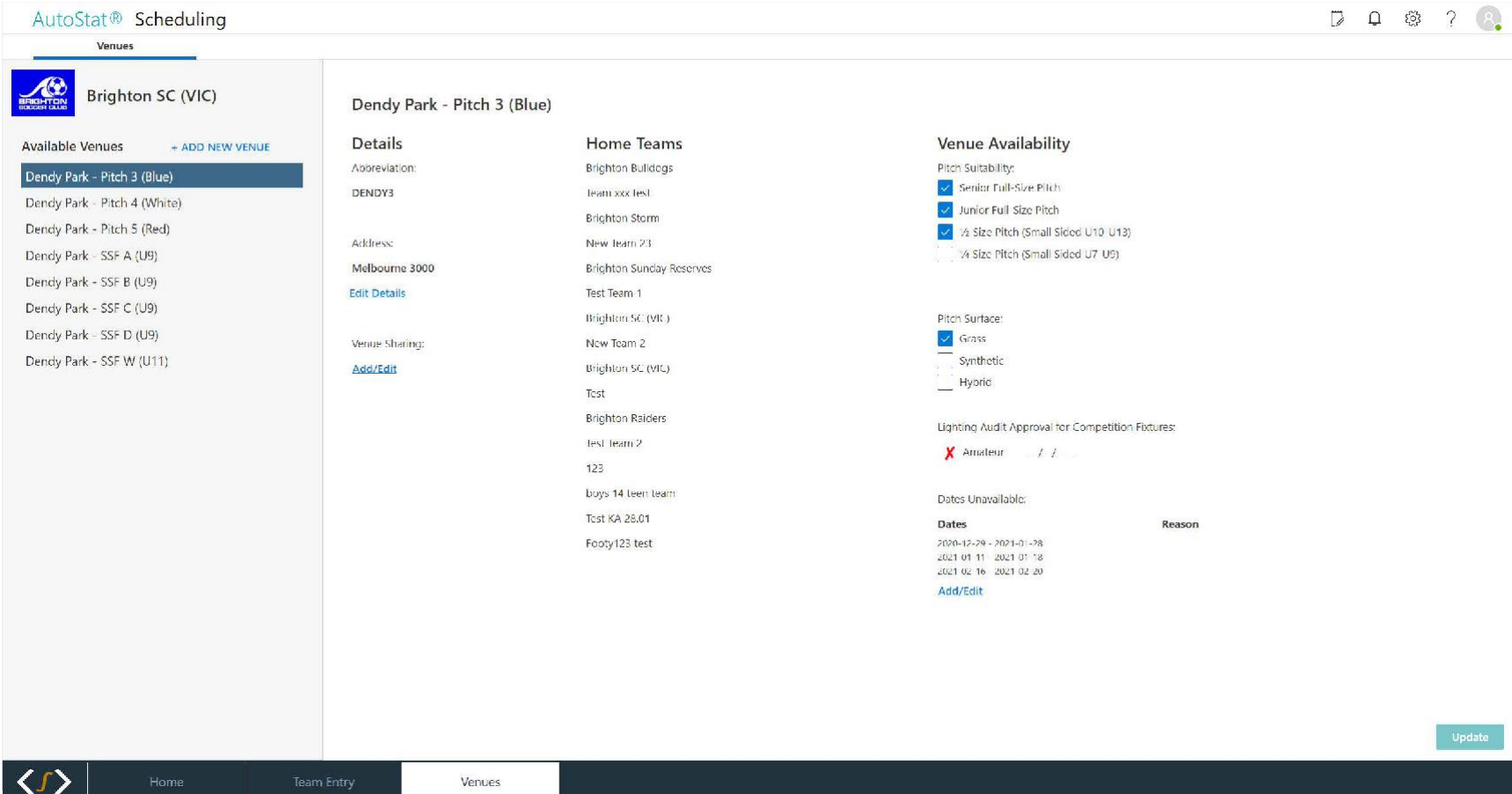
At the bottom of the form, there are two buttons: 'Update' and 'Cancel'.

1 Overview

The club user can access their available venues by selecting the venues button on the home page.

All the club's current venues will be located on the left on the 'Available Venues'.

The venue module should be completed prior to actioning any Team Entries, as any venue change requires FV approval.



AutoStat® Scheduling

Venues

Brighton SC (VIC)

Available Venues + ADD NEW VENUE

- Dendy Park - Pitch 3 (Blue)**
- Dendy Park - Pitch 4 (White)
- Dendy Park - Pitch 5 (Red)
- Dendy Park - SSF A (U9)
- Dendy Park - SSF B (U9)
- Dendy Park - SSF C (U9)
- Dendy Park - SSF D (U9)
- Dendy Park - SSF W (U11)

Dendy Park - Pitch 3 (Blue)

Details

Abbreviation: DENDY3

Address: Melbourne 3000

[Edit Details](#)

Venue Sharing: [Add/Edit](#)

Home Teams

- Brighton Bulldogs
- team xxx test
- Brighton Storm
- New team 23
- Brighton Sunday Reserves
- Test Team 1
- Brighton SC (VIC)
- New Team 2
- Brighton SC (VIC)
- Test
- Brighton Raiders
- test team 2
- 123
- boys 14 teen team
- Test KA 26.01
- Footy123 test

Venue Availability

Pitch Suitability:

- Senior Full-Size Pitch
- Junior Full-Size Pitch
- 1/2 Size Pitch (Small Sided U10-U13)
- 1/4 Size Pitch (Small Sided U7-U9)

Pitch Surface:

- Grass
- Synthetic
- Hybrid

Lighting Audit Approval for Competition Fixtures:

Amateur

Dates Unavailable:

Dates	Reason
2020-12-29 - 2021-01-28	
2021-01-11 - 2021-01-18	
2021-02-16 - 2021-02-20	

[Add/Edit](#)

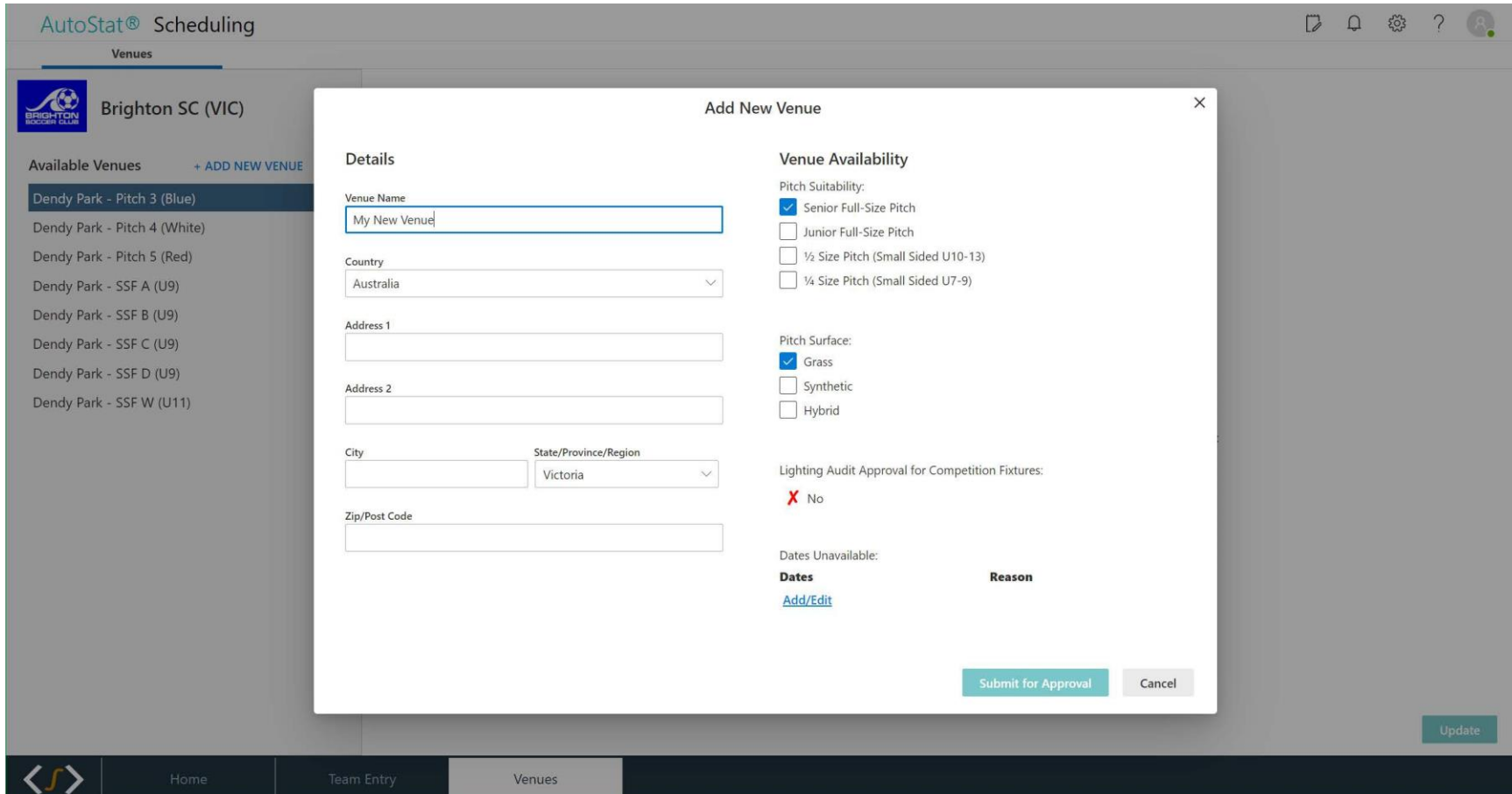
[Update](#)

Home | Team Entry | Venues

2 Add New Venue

The club can add a new venue by clicking the 'Add New Venue' [+ ADD NEW VENUE](#) button.

All new venues will be reviewed by FV and once approved the new venue will be appear in the 'Available Venue List'.



The screenshot displays the 'Add New Venue' modal form within the AutoStat Scheduling interface for Brighton SC (VIC). The form is divided into two main sections: 'Details' and 'Venue Availability'.

Details:

- Venue Name:
- Country:
- Address 1:
- Address 2:
- City:
- State/Province/Region:
- Zip/Post Code:

Venue Availability:

Pitch Suitability:

- Senior Full-Size Pitch
- Junior Full-Size Pitch
- 1/2 Size Pitch (Small Sided U10-13)
- 1/4 Size Pitch (Small Sided U7-9)

Pitch Surface:

- Grass
- Synthetic
- Hybrid

Lighting Audit Approval for Competition Fixtures:

- No

Dates Unavailable:

Dates	Reason
Add/Edit	

Buttons: [Submit for Approval](#), [Cancel](#), [Update](#)

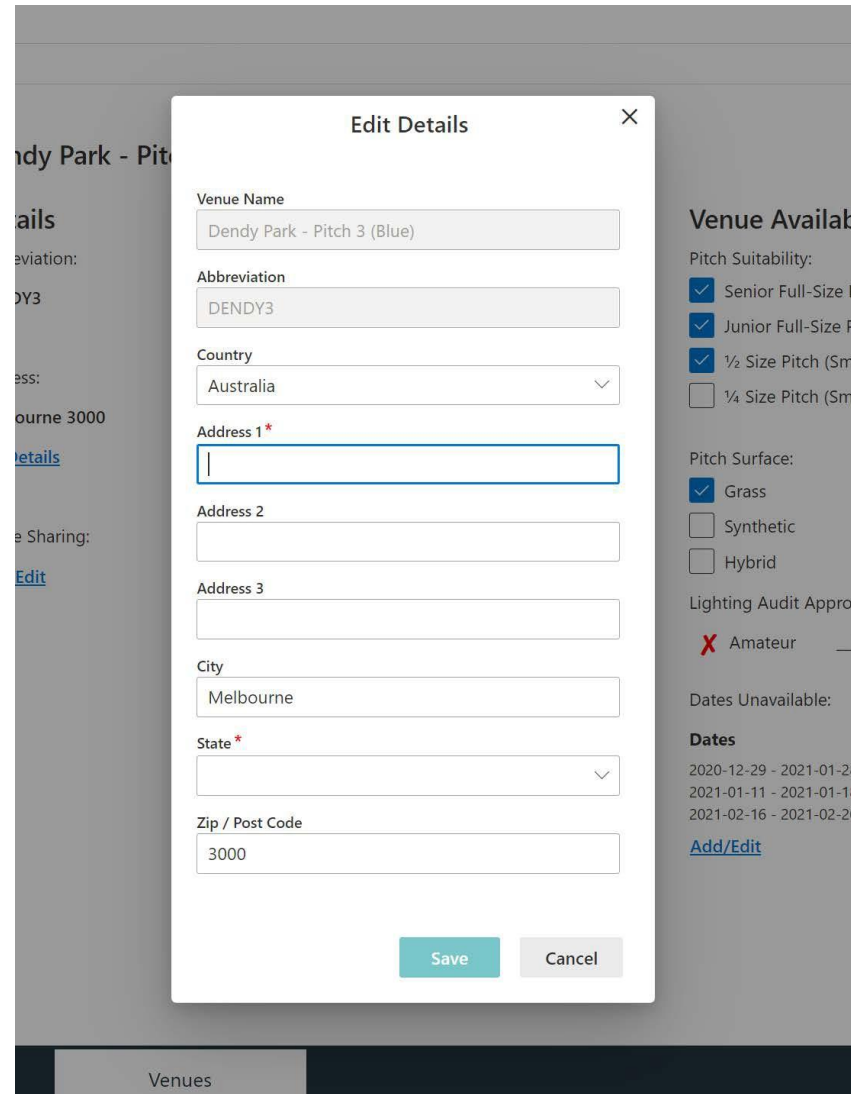
3 Edit Venue Details

The club can edit their venue details and venue sharing options by clicking on the 'Edit Detail' and 'Add/Edit' buttons.

The venue details that can be edited are venue address and venue sharing arrangements.

All venue edits will be reviewed by FV for approval and once approved the venue will appear in the 'Available Venue' list.

Club administrators are solely responsible for updating and providing accurate venue details.



The screenshot shows a modal window titled "Edit Details" with a close button (X) in the top right corner. The form contains the following fields and options:

- Venue Name:** Dendy Park - Pitch 3 (Blue)
- Abbreviation:** DENDY3
- Country:** Australia (dropdown menu)
- Address 1*:** (empty text input)
- Address 2:** (empty text input)
- Address 3:** (empty text input)
- City:** Melbourne
- State*:** (empty dropdown menu)
- Zip / Post Code:** 3000

At the bottom of the modal are two buttons: "Save" (highlighted in teal) and "Cancel".

In the background, parts of the main interface are visible, including a "Venue Available" section with checkboxes for "Senior Full-Size P", "Junior Full-Size P", "1/2 Size Pitch (Sm)", and "1/4 Size Pitch (Sm)". There are also checkboxes for "Pitch Surface" (Grass, Synthetic, Hybrid) and "Lighting Audit Approv" (Amateur).

4 Venue Availability

The club can edit the venue information and availability for each venue in their list:

- Pitch Suitability - Competitions that can play on this pitch
- Pitch Surface - Playing surface of this pitch
- Dates Unavailable - Dates the pitch will be unavailable for during the season

All venue edits will be reviewed by FV for approval and once approved the venue will appear in the 'Available Venue' list.

Club administrators are solely responsible for updating and providing accurate venue availability details.

Venue Availability

Pitch Suitability:

- Senior Full-Size Pitch
- Junior Full-Size Pitch
- 1/2 Size Pitch (Small Sided U10-U13)
- 1/4 Size Pitch (Small Sided U7-U9)

Pitch Surface:

- Grass
- Synthetic
- Hybrid

Lighting Audit Approval for Competition Fixtures:

Amateur

Dates Unavailable:

Dates	Reason
2020-12-29 - 2021-01-28	Resurfacing Ground
2021-01-11 - 2021-01-18	Irrigation Works
2021-02-16 - 2021-02-20	Athletics Carnival

[Add/Edit](#)

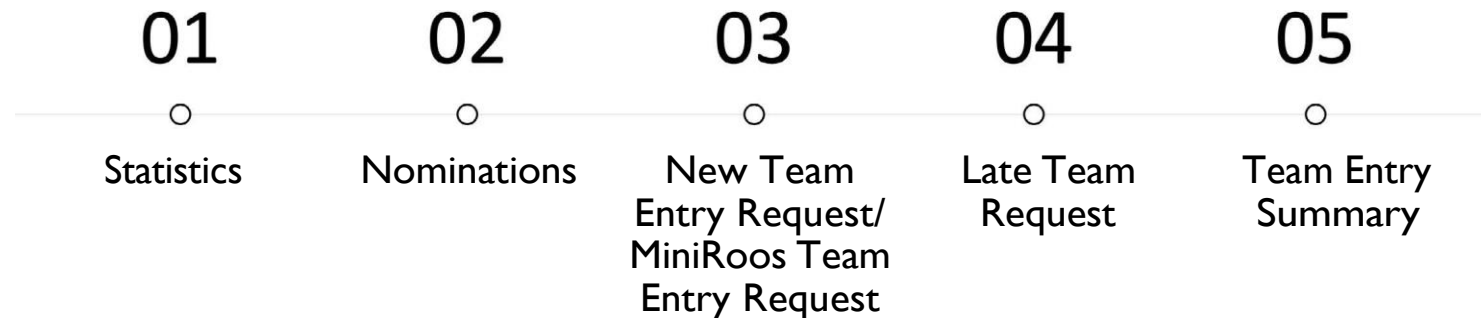
1 Overview

All clubs will complete their team entry information through this application.

Within here, clubs can do the following:

- View data and statistics for all team entry information
- Action team entry nominations and submit league change requests
- Submit new team entries
- Submit late team requests
- View summary table of all team entry information

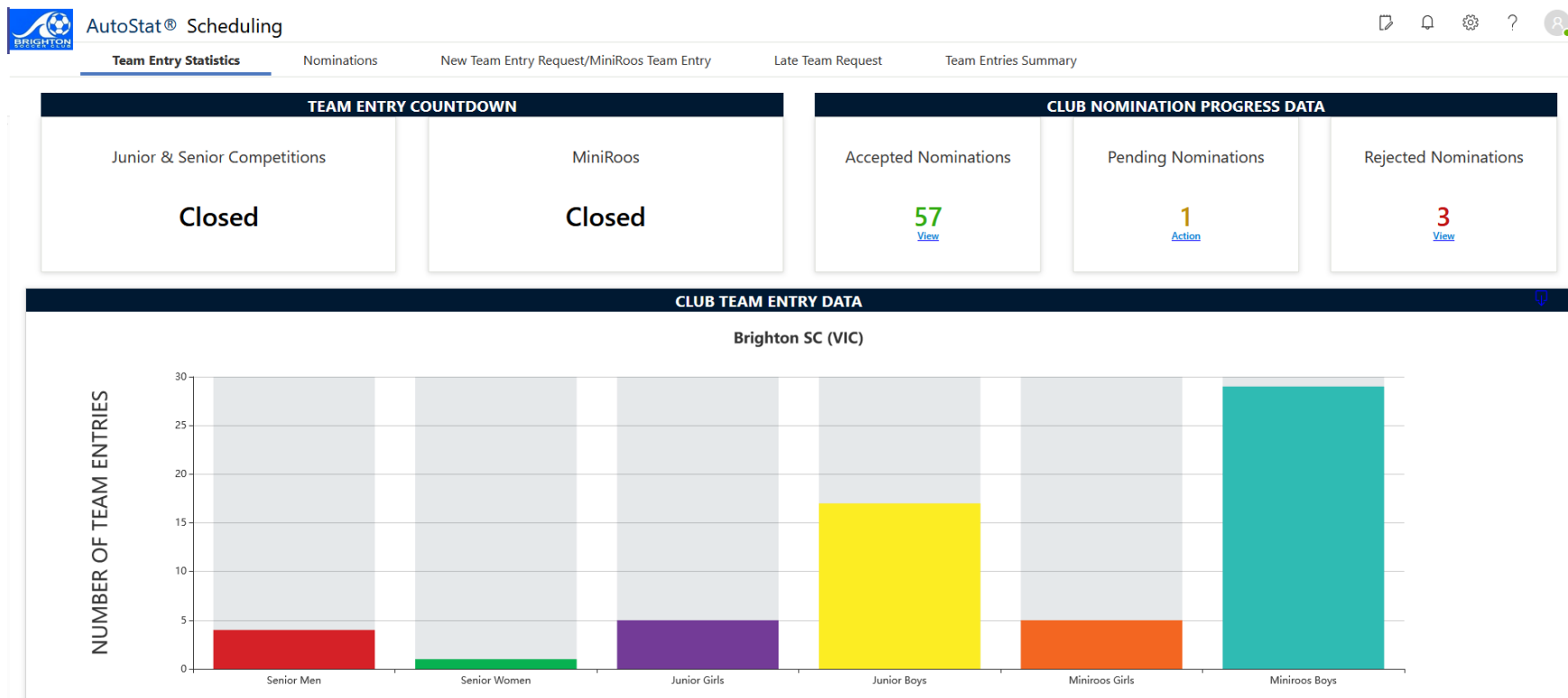
The team entry portal is summaries in the following steps:



2 Statistics

Within the statistics tab clubs can view their team entry nomination data and the number of days remaining until these Junior, Senior and MiniRoos team entry period closes.

The club user can visualise charts and other information relating to the number of Accepted, Pending and Rejected nominations.



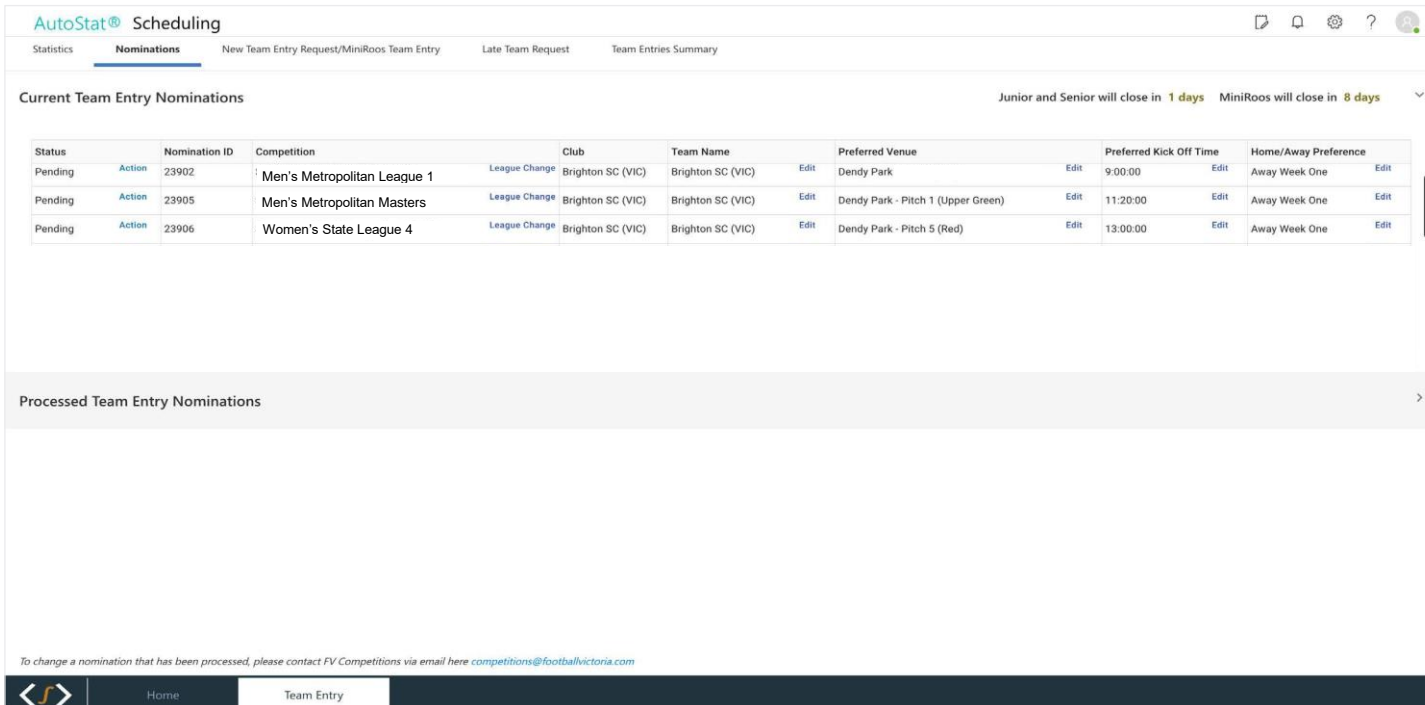
3 Nominations

Within the nominations tab clubs can view the list of current pending and processed team entry nominations.

Only Women’s State League, Metropolitan Men’s & Metropolitan Masters teams will appear in the nominations section.

Clubs can action (accept or reject) their current team entry nominations via the status column on the left and selecting the action button.

Team details (including team name, preferred venue, preferred kick off time and home/away preference) can be edited in each column by selecting the edit button.



AutoStat® Scheduling

Statistics **Nominations** New Team Entry Request/MiniRoos Team Entry Late Team Request Team Entries Summary

Current Team Entry Nominations Junior and Senior will close in 1 days MiniRoos will close in 8 days

Status	Action	Nomination ID	Competition	Club	Team Name	Preferred Venue	Preferred Kick Off Time	Home/Away Preference
Pending	Action	23902	Men's Metropolitan League 1	Brighton SC (VIC)	Brighton SC (VIC)	Dendy Park	9:00:00	Away Week One
Pending	Action	23905	Men's Metropolitan Masters	Brighton SC (VIC)	Brighton SC (VIC)	Dendy Park - Pitch 1 (Upper Green)	11:20:00	Away Week One
Pending	Action	23906	Women's State League 4	Brighton SC (VIC)	Brighton SC (VIC)	Dendy Park - Pitch 5 (Red)	13:00:00	Away Week One

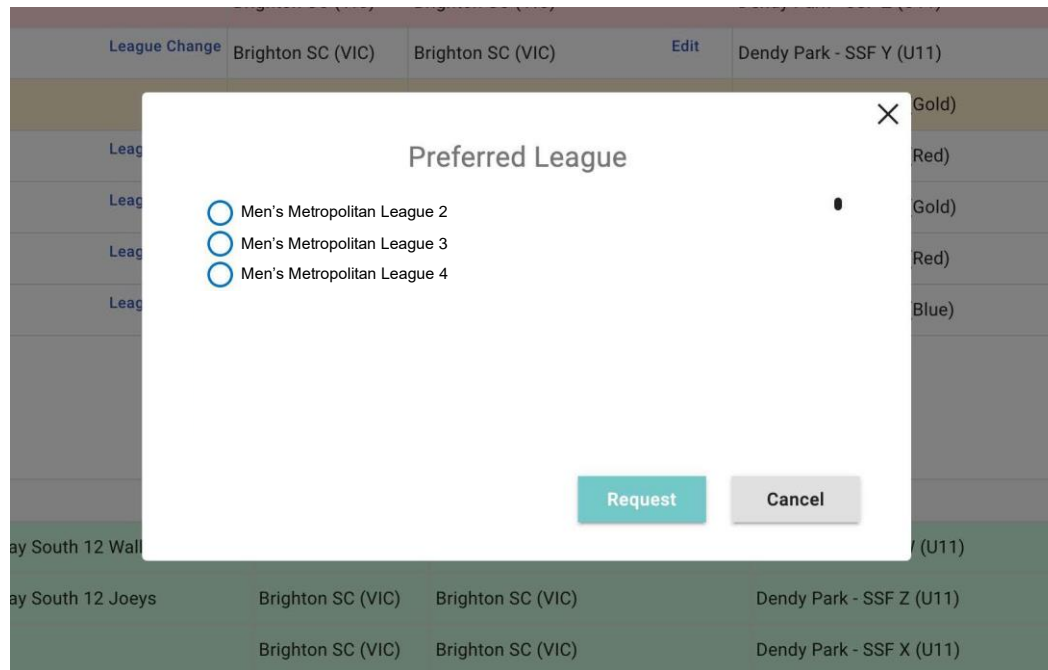
Processed Team Entry Nominations

To change a nomination that has been processed, please contact FV Competitions via email here competitions@footballvictoria.com

Navigation: Home | Team Entry

4 League Change Request

The club may request a league change via the competition column and selecting the league change button.

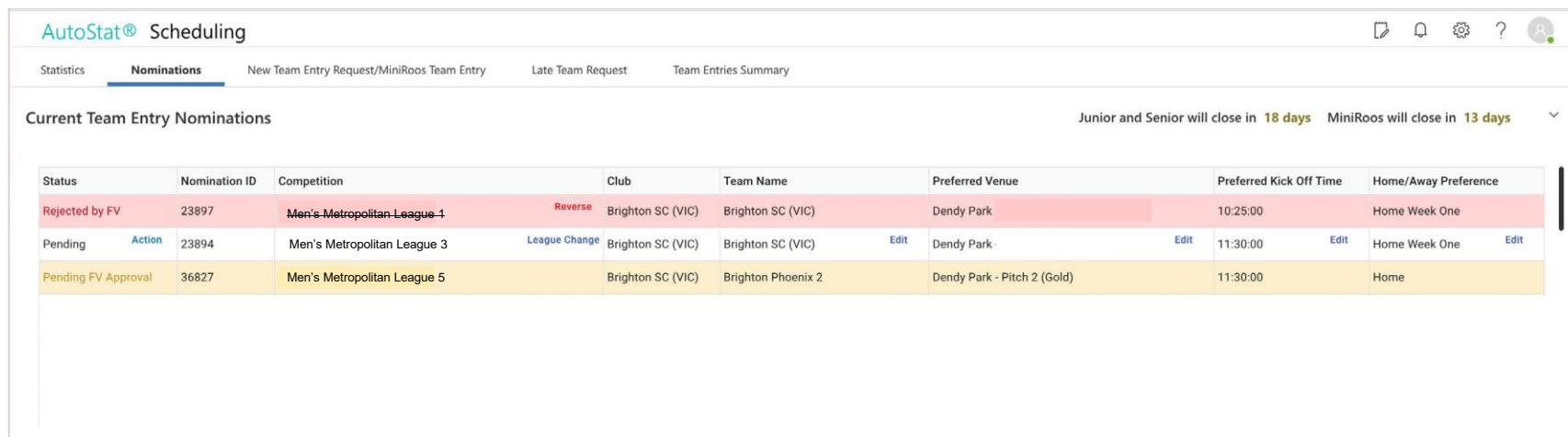


Once the club submits a league change request, the nomination status will display as ‘Pending FV Approval’ under the current team entry nominations banner.

All league change requests will be reviewed and are at the sole discretion of FV.

If a request is approved the nomination will remain under the current team entry nominations banner and clubs will then need to accept the nomination.

If a request is rejected the nomination will appear under the current team entry nominations banner with the status display as ‘Rejected by FV’. The club will need to ‘Reverse’ the rejected nomination to then action the nomination again.



The screenshot shows the 'AutoStat® Scheduling' interface with the 'Nominations' tab selected. It displays a table of 'Current Team Entry Nominations' with columns for Status, Nomination ID, Competition, Club, Team Name, Preferred Venue, Preferred Kick Off Time, and Home/Away Preference. Three rows are visible: one 'Rejected by FV' (with a 'Reverse' link), one 'Pending' (with an 'Action' link), and one 'Pending FV Approval'.

Status	Nomination ID	Competition	Club	Team Name	Preferred Venue	Preferred Kick Off Time	Home/Away Preference
Rejected by FV	23897	Men's Metropolitan League 4	Brighton SC (VIC)	Brighton SC (VIC)	Dendy Park	10:25:00	Home Week One
Pending	23894	Men's Metropolitan League 3	Brighton SC (VIC)	Brighton SC (VIC)	Dendy Park	11:30:00	Home Week One
Pending FV Approval	36827	Men's Metropolitan League 5	Brighton SC (VIC)	Brighton Phoenix 2	Dendy Park - Pitch 2 (Gold)	11:30:00	Home

5 New Team Entry Request/MiniRoos Team Entry


The club can request a new team entry by clicking ‘+Add New’ button here.

All fields are required to be filled prior to submitting a new team entry request.

The following new team entry must be submitted through this tab:

- All new team entries for senior men/women (WSL, Mens Metropolitan and Mens Masters)
- All team entries for MiniRoos (U7-U11) boys and girls competitions
- All team entries for junior boys (U12-U21) competitions
- All team entries for junior girls (U12-U19) competitions

All requested new team entries can be viewed under the process team entries banner.


AutoStat® Scheduling

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Team Entry Statistics
Nominations
New Team Entry Request/MiniRoos Team Entry
Late Team Request
Team Entries Summary

Add Team Entry Request ▼

[+ ADD NEW](#)

Club Name	League/Competition	Team Name	Preferred Venue	Day of Play	Preferred Kick Off Time	Home/Away Preference	
Brighton SC (VIC)	<input type="text" value="Brighton SC (VIC)"/>	<input type="text" value="Brighton SC (VIC)"/>	<input type="text" value="Brighton SC (VIC)"/>	<input type="text" value="Brighton SC (VIC)"/>	<input type="text" value="Brighton SC (VIC)"/>	<input type="text" value="Brighton SC (VIC)"/>	<input type="button" value="Delete"/> <input type="button" value="Request"/>

Processed Team Entries ▼

Nomination ID	Club Name	League Request	Team Name	Preferred Venue	Day of Play	Preferred Kick Off Time	Home/Away Preference	FV Approval Status	Submission Date & Time	Vacancy
101511	Brighton SC (VIC)	Men's Metropolitan League 6	Brighton SC (VIC)	Dendy Park - Pitch 2 (Gold)	Sunday	11:00	Away Week One	Rejected	02-Mar-2023 12:47	Yes
101519	Brighton SC (VIC)	Girls' Under 12 (9/9) Sunday Wallabies	Brighton SC (VIC) Blue Jays	Dendy Park - SSF X (U11)	Sunday	09:00	Home Week One	Accepted	02-Mar-2023 12:54	N/A
101525	Brighton SC (VIC)	Girls' Under 13C (9/9)	Brighton SC (VIC) Blue Lions	Dendy Park - SSF X (U11)	Sunday	09:00	Away Week One	Accepted	02-Mar-2023 13:00	N/A
101532	Brighton SC (VIC)	Girls' Under 14C	Brighton SC (VIC) Blue Phoenix	Dendy Park - Pitch 4 (White)	Sunday	09:00	Away Week One	Accepted	02-Mar-2023 13:03	N/A
101544	Brighton SC (VIC)	Men's Metropolitan League 8	Brighton SC (VIC)	Dendy Park - Pitch 2 (Gold)	Sunday	11:00	Away Week One	Accepted	02-Mar-2023 13:08	No
101547	Brighton SC (VIC)	Girls' Under 15C	Brighton SC (VIC) Wallabies	Dendy Park - Pitch 4 (White)	Sunday	09:00	Home Week One	Accepted	02-Mar-2023 13:09	N/A
101559	Brighton SC (VIC)	Boys' Under 12 (9/9) Saturday Kangaroos	Brighton SC (VIC) Lightning	Dendy Park - SSF W (U11)	Saturday	11:20	Home Week One	Accepted	02-Mar-2023 13:23	N/A
101563	Brighton SC (VIC)	Boys' Under 12 (9/9) Saturday Wallabies	Brighton SC (VIC) Hurricane	Dendy Park - SSF W (U11)	Saturday	11:20	Away Week One	Accepted	02-Mar-2023 13:24	N/A

6 Late Team Request

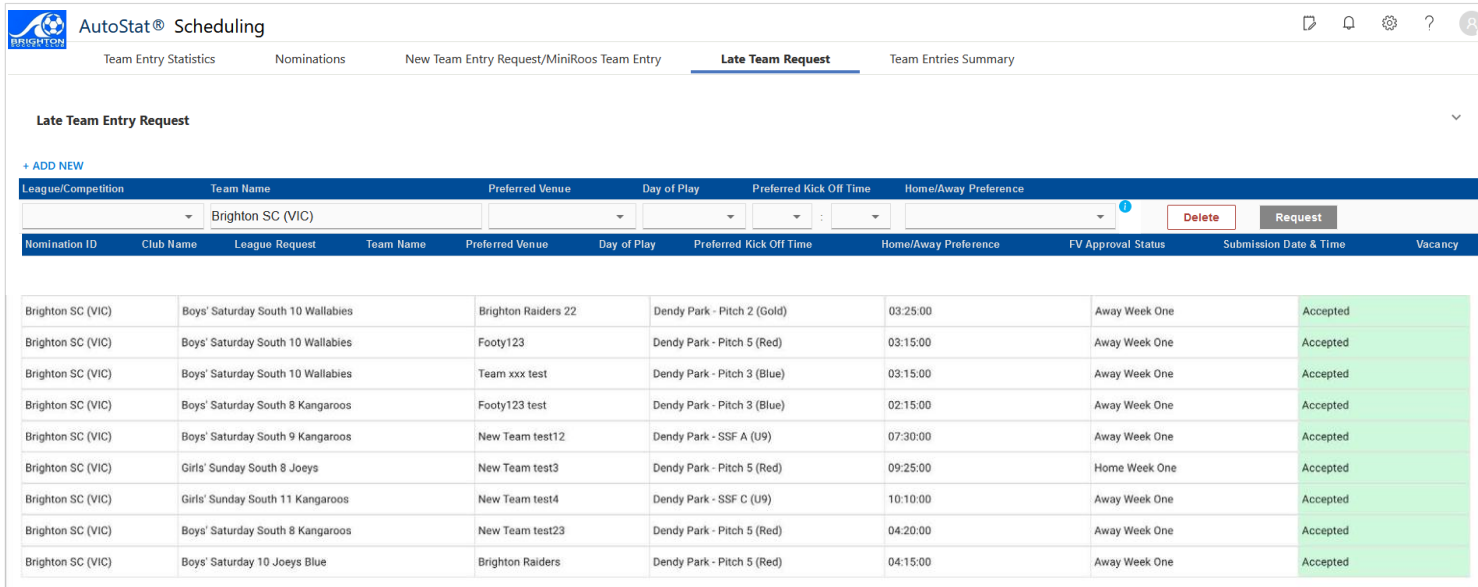
Clubs can make late team request after the team entry period has closed through this tab. Late team request will be submitted into FV for a review.

Please note a late team entry and a late team withdrawal fee will be charged.

Late Team Entry Request

The club can request a late team entry by clicking the '+Add New' button.

Please note, a Late Team Entry fee will be charged.



Late Team Entry Request

+ ADD NEW

League/Competition: Brighton SC (VIC) | Preferred Venue: | Day of Play: | Preferred Kick Off Time: | Home/Away Preference: | Delete Request

Nomination ID	Club Name	League Request	Team Name	Preferred Venue	Day of Play	Preferred Kick Off Time	Home/Away Preference	FV Approval Status	Submission Date & Time	Vacancy
Brighton SC (VIC)	Boys' Saturday South 10 Wallabies	Brighton Raiders 22	Dendy Park - Pitch 2 (Gold)	03:25:00	Away Week One	Accepted				
Brighton SC (VIC)	Boys' Saturday South 10 Wallabies	Footy123	Dendy Park - Pitch 5 (Red)	03:15:00	Away Week One	Accepted				
Brighton SC (VIC)	Boys' Saturday South 10 Wallabies	Team xxx test	Dendy Park - Pitch 3 (Blue)	03:15:00	Away Week One	Accepted				
Brighton SC (VIC)	Boys' Saturday South 8 Kangaroos	Footy123 test	Dendy Park - Pitch 3 (Blue)	02:15:00	Away Week One	Accepted				
Brighton SC (VIC)	Boys' Saturday South 9 Kangaroos	New Team test12	Dendy Park - SSF A (U9)	07:30:00	Away Week One	Accepted				
Brighton SC (VIC)	Girls' Sunday South 8 Joeys	New Team test3	Dendy Park - Pitch 5 (Red)	09:25:00	Home Week One	Accepted				
Brighton SC (VIC)	Girls' Sunday South 11 Kangaroos	New Team test4	Dendy Park - SSF C (U9)	10:10:00	Away Week One	Accepted				
Brighton SC (VIC)	Boys' Saturday South 8 Kangaroos	New Team test23	Dendy Park - Pitch 5 (Red)	04:20:00	Away Week One	Accepted				
Brighton SC (VIC)	Boys' Saturday 10 Joeys Blue	Brighton Raiders	Dendy Park - Pitch 5 (Red)	04:15:00	Away Week One	Accepted				

Late Team Withdrawal

The club can request a late team withdrawal by clicking the '+Add New' button.

Please note, Late Team Withdrawals will be charged the team entry fee.

Late Team Withdrawal

[+ ADD NEW](#)

Nomination ID	Full Team Name	Current League	Please provide comments regarding Withdrawal*	FV Approval Status	Submission Date & Time	Vacancy
101643	Brighton SC (VIC) Bulldogs	Boys' Under 18A	email	Accepted	02-Mar-2023 15:35	

Late League Change Request

The club can request a late league change by clicking the '+Add New' button.

Please note that is a request only and FV may be unable to action the late league change request prior to the beginning of the competition and may not be actioned until regrading.

Late League Change Request

[+ ADD NEW](#)

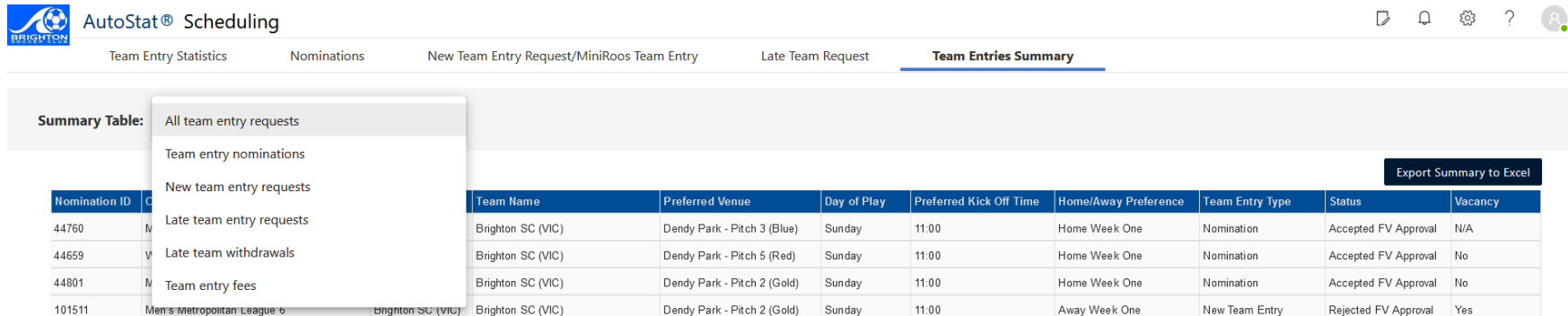
Nomination ID	Full Team Name	Current League	Requested League	Please provide comments regarding league change*	Actions
121212	Brighton SC - Green	Boys' 18C	Boys' 18B	More competitive team due to increased players	Delete Request

7 Team Entries Summary

The club can view summary tables for all team entry information by selecting the arrow to open and collapse each section.

The team entry information that can be viewed are as follows:

- Processed team entry nominations
- New team entry request
- Late team entry request
- Late team withdrawal request
- To make changes to processed nominations, team entries and late team entries, please contact FV via the Competitions team.



Summary Table:

- All team entry requests
- Team entry nominations
- New team entry requests
- Late team entry requests
- Late team withdrawals
- Team entry fees

Nomination ID	Team Name	Preferred Venue	Day of Play	Preferred Kick Off Time	Home/Away Preference	Team Entry Type	Status	Vacancy
44760	Brighton SC (VIC)	Dendy Park - Pitch 3 (Blue)	Sunday	11:00	Home Week One	Nomination	Accepted FV Approval	N/A
44659	Brighton SC (VIC)	Dendy Park - Pitch 5 (Red)	Sunday	11:00	Home Week One	Nomination	Accepted FV Approval	No
44801	Brighton SC (VIC)	Dendy Park - Pitch 2 (Gold)	Sunday	11:00	Home Week One	Nomination	Accepted FV Approval	No
101511	Brighton SC (VIC)	Dendy Park - Pitch 2 (Gold)	Sunday	11:00	Away Week One	New Team Entry	Rejected FV Approval	Yes

Export Summary to Excel

8 Contacting FV

If you need to make changes to a nomination, team entry, late entry, league change, or withdrawal that has already been finalised, select the hyperlink at the bottom of the relevant page to email FV Competitions directly.

AutoStat® Scheduling
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Statistics
Nominations
New Team Entry Request/MiniRoos Team Entry
Late Team Request
Team Entries Summary

Add Team Entry Request

[+ ADD NEW](#)

Club Name	League/Competition	Team Name	Preferred Venue	Preferred Kick Off Time	Home/Away Preference	
Brighton SC (VIC)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Request"/>

Processed Team Entries

Club Name	League Request	Team Name	Preferred Venue	Preferred Kick Off Time	Home/Away Preference	FV Approval Status
Brighton SC (VIC)	Metropolitan League 2 South-East	Brighton Raiders 2	Dendy Park - Pitch 5 (Red)	5 : 20	Away Week One	Accepted
Brighton SC (VIC)	Metropolitan League 2 South-East	Brighton Raiders 2	Dendy Park - Pitch 5 (Red)	5 : 20	Home Week One	Accepted
Brighton SC (VIC)	Metropolitan League 4 South-East	Brighton Test	Dendy Park - Pitch 4 (White)	3 : 20	Away Week One	Accepted
Brighton SC (VIC)	Metropolitan League 3 North-West	Brighton Test	Dendy Park - Pitch 4 (White)	3 : 20	Away Week One	Accepted
Brighton SC (VIC)	Boys' East 14D	Test	Dendy Park - Pitch 3 (Blue)	10 : 00	Home Week One	Accepted
Brighton SC (VIC)	Boys' East 14C	Test	Dendy Park - Pitch 2 (Gold)	1 : 00	Home Week One	Accepted
Brighton SC (VIC)	Boys' East 14C	New Team 2	Dendy Park - Pitch 3 (Blue)	2 : 10	Away Week One	Accepted
Brighton SC (VIC)	Boys' East 15C	New Team 13	Dendy Park - Pitch 4 (White)	02:15:00	Away Week One	Accepted

To change a team request that has been processed, please contact FV Competitions via email here competitions@footballvictoria.com.au

⏪ ⏩
Home
Team Entry

Training Sessions

All club users are strongly recommended to register and attend one of the AutoStat® Club Administrator Training Sessions.

The training sessions will cover the following areas:

- How to log in to My Club account
- How to use My Club account
- How to use all the applications and functions in AutoStat®

To register to one of the training sessions please click on this link <https://form.jotform.com/240347248025856> and complete the form.

User Guides and Video Tutorials

All User Guides and Video Tutorials can be accessed on Football Victoria's website under Resources/Clubs/Results Entry & Club User Guide.

Please click on this link <https://www.footballvictoria.com.au/> to go to FV's website and access the User Guides and Video Tutorials.

Contact Us

For any questions or information regarding your clubs AutoStat® account, please contact FV competitions 9474 1800 and press 2 for community competitions or via email at competitions@footballvictoria.com.au