

Matchday Manager User Guide

Your practical guide to Matchday Manager.
From the first invitation to the final whistle.

Updated 17 October 2026 · 13 practical chapters

About the screenshots

These are captures of the actual app using fictional people and an example club. Your team's data and available controls will depend on your role. Select any image to enlarge it.

01 / EVERYONE

Create an account and sign in

Start at matchday-manager.com. Use the same email address that received your club invitation.

- 1 Select Get started on the home page. Enter your Full name, Email and a Password of at least 8 characters, then select Sign up.
- 2 If you see Check your email, open the confirmation link to finish creating your account. Check your spam folder if it does not arrive.
- 3 Returning users: select Sign in and enter your email and password. The sign-in screen also offers a magic link and password recovery.
- 4 Invited by a club? Open the invitation link and sign in or create your account with the invited email. Complete acceptance to receive the linked role.

Good to know

Creating an account alone does not give you access to a team. Accept your invitation, register a team under your club, or create a new club.

Recover access

On Sign in, choose Forgot password? and request a reset email. Open the email link and set a new password. A magic link signs you in through email without entering a password. Use the latest link if an earlier one has

expired.

Matchday Manager

Create your account

Run your club from one place

Full name

Email

Password

Sign up

Already have an account? [Sign in](#)

Account creation: fill in the three fields, then select Sign up.

Demonstration data · actual app interface

Matchday Manager

Sign in
Welcome back to Matchday Manager

Email

Password

Sign in

[Forgot password?](#)
[Email me a magic link instead](#)
No account? [Sign up](#)

Sign-in screen: enter your email and password, or choose a magic link or password recovery.

Demonstration data · actual app interface

02 / NEW MANAGERS AND CLUB ADMINS

Find your club or create it

Search before creating a club so that the club's teams stay together.

- 1 After signing in, open Find your club. Type at least two characters of the club name.
- 2 If the correct club appears, choose Register a team. Enter Team name, Age group and Season, then select Register team. The team is created immediately and you become its manager.
- 3 If the club is not listed, select Create it. Complete the club creation form to become the club admin.
- 4 As club admin, use Teams to create or open teams and invite their managers. Open Account to create club seasons before managers add league fixtures.

Good to know

Parents, players and family followers normally join by invitation. Register a team only if you are setting it up as its manager.

Find your club

Your club may already be on Matchday Manager. Search first — if it's here you can register your team under it and get started straight away.

Club name

Can't find your club? [Create it](#) and become its admin.

Find your club: search first, then register a team under the correct club.

Demonstration data · actual app interface

03 / EVERYONE

Choose your role and open your team

One account can belong to several teams or clubs. The selected role changes the dashboard and available actions.

- 1 Look at the role shown in the header. If you have several roles, use Switch role to choose the right club and team. You return to its Dashboard.

- 2 Managers and club admins: choose Teams, then the team name. The team page links to squad management, fixtures and other tools.
- 3 Parents and players: use Dashboard for upcoming events, availability, player profiles, recent results and balances. Open Messages for your inbox.
- 4 If an expected option is missing, check the selected role first. Club admins who also manage matches need the manager role for that team's match planning and live controls.

Good to know

Follower accounts are read-only and see fixtures, results and positive player contributions. They do not get squad management or private player details.

Matchday Manager

Example United FC — Manager (U12 Foxes)

Dashboard

Teams

Messages

Account

User guide

Sign out

→ Teams

U12 Foxes

U12 · 2026/27

[Fixtures & training](#) → [Season minutes](#) → [Stats dashboard](#) → [Formations](#) → [Training plans](#) → [Results](#) → [Subs](#) →

Squad (7)

[Open squad management](#) →

- Alex Taylor — #1
- Jamie Morgan — #2
- Sam Patel — #3
- Riley Jones — #4
- Charlie Evans — #5
- Casey Brown — #6
- Jordan Lee — #7

Managers

Team managers run the squad, fixtures and match-day stats.

This team has no manager yet.

Invite someone

Invite guardians, senior players and followers for your squad.

Invite as

Parent / guardian

Email address

Their child (player)

— New player —

Player full name

Date of birth

mm/dd/yyyy

Squad number (optional)

Send invitation

Invitations

No invitations yet.

Followers

Family who can see match reports (results and player contributions only)

No followers yet.

Manager team page: use the links below the team name to reach each tool.

Demonstration data · actual app interface

04 / MANAGERS AND CLUB ADMINS

Add players and invite your team

Create player records, then connect guardians or senior players using invitations.

- 1 Open Teams → your team → Open squad management → Add player. Enter the player details. Youth players under 18 need an emergency contact.

- 2 Save with Add player. In the squad list, set squad numbers and mark goalkeepers as needed. The consent filter helps you find players without photo or social media consent.
- 3 Return to the team page and scroll to Invite someone. Choose Invite as, enter Email address and select the existing player record where appropriate.
- 4 Invite parents as Parent / guardian and link their child; invite adult players as Senior player; invite family as Follower (read-only match reports). Club admins can also invite Team managers.
- 5 Send the invitation and ask the recipient to open the link and finish acceptance. Review the Invitations list if access is still missing.

Good to know

Use the existing player record when the player is already in the squad. Removing a player from the active squad preserves historical records; use the former-player controls rather than creating a duplicate.

Player details and privacy

Open a player's name to view their profile. Guardians can update their linked child's medical details, emergency contacts and consents. Sensitive details and manager-only minutes are restricted by role. Always check consent before publishing photographs or social posts.

Matchday Manager

Example United FC — Manager (U12 Foxes)

Dashboard

Teams

Messages

Account

User guide

Sign out

← U12 Foxes

Add player

Squad

Filter All players 7 players

1	Alex Taylor	11 yrs	Photo ✓	Social ✗	GK ✓	Mark as left
2	Jamie Morgan	11 yrs	Photo ✓	Social ✗	GK	Mark as left
3	Sam Patel	11 yrs	Photo ✗	Social ✗	GK	Mark as left
4	Riley Jones	11 yrs	Photo ✓	Social ✗	GK	Mark as left
5	Charlie Evans	11 yrs	Photo ✓	Social ✗	GK	Mark as left
6	Casey Brown	11 yrs	Photo ✓	Social ✗	GK	Mark as left
7	Jordan Lee	11 yrs	Photo ✓	Social ✗	GK	Mark as left

Squad management: add players, review consents and open individual profiles.

Demonstration data · actual app interface

05 / TEAM MANAGERS

Create fixtures and recurring training

From your team page, open Fixtures & training and select Add event.

- 1 Choose the event type and enter its start date/time. For a fixture, add Opponent and Home / away.
- 2 Choose Fixture type. League fixtures require a Season; tournament fixtures require a Tournament. Ask the club admin to create a season from Account if the list is empty. Managers can maintain tournaments on Fixtures & training.
- 3 Check Location, Notes and Duration. For fixtures, review Players per side, Periods and Period length. Set the real match format rather than assuming the age-group defaults fit.
- 4 For repeating training, choose training and tick Repeats weekly. Select the days and Until date. Review the number of sessions before creating them.

5

Select Create event. Open the new event to check its details and manage availability.

Good to know

For a recurring session, Edit offers Only this session or This and all later sessions. Check the scope before saving. Cancel called-off events; deletion is limited to events that have not started and have no recorded match stats.

Dates and times

Event displays use UK time (Europe/London). When entering dates while travelling, check the displayed event time after saving: the date/time input follows your device's local timezone.

Matchday Manager

Example United FC — Manager (U12 Foxes)

Dashboard

Teams

Messages

Account

User guide

Sign out

← U12 Foxes

Fixtures & training

Close

New event

Leave fixture duration blank to use the age-group default.

Type

Fixture

Date & time

mm/dd/yyyy, --:-- --

Opponent

Home / away

Home

Fixture type

League

Season

— none —

No seasons yet — a club admin creates them from their Account page.

Location (optional)

Duration in minutes (optional)

60 (age-group default)

Players per side (optional)

9 (age-group default)

Periods (optional)

2 (halves)

Period length in minutes (optional)

30 (age-group default)

Notes (optional)

Create event

Tournaments

Create a tournament, then classify its fixtures as type "tournament" so tournament minutes stay separable from league form. Leave end date blank for a one-day event.

No tournaments yet.

New tournament

Summer Cup

Start

mm/dd/yyyy

End (optional)

mm/dd/yyyy

Add tournament

Upcoming

Fixture

vs Example Rovers (home)

Sat 24 Oct, 10:30

Training

Training

Wed 21 Oct, 18:00

New event form: set the fixture format, location and competition before saving.

Demonstration data · actual app interface

06 / TEAM MANAGERS

Ask for availability and select the matchday squad

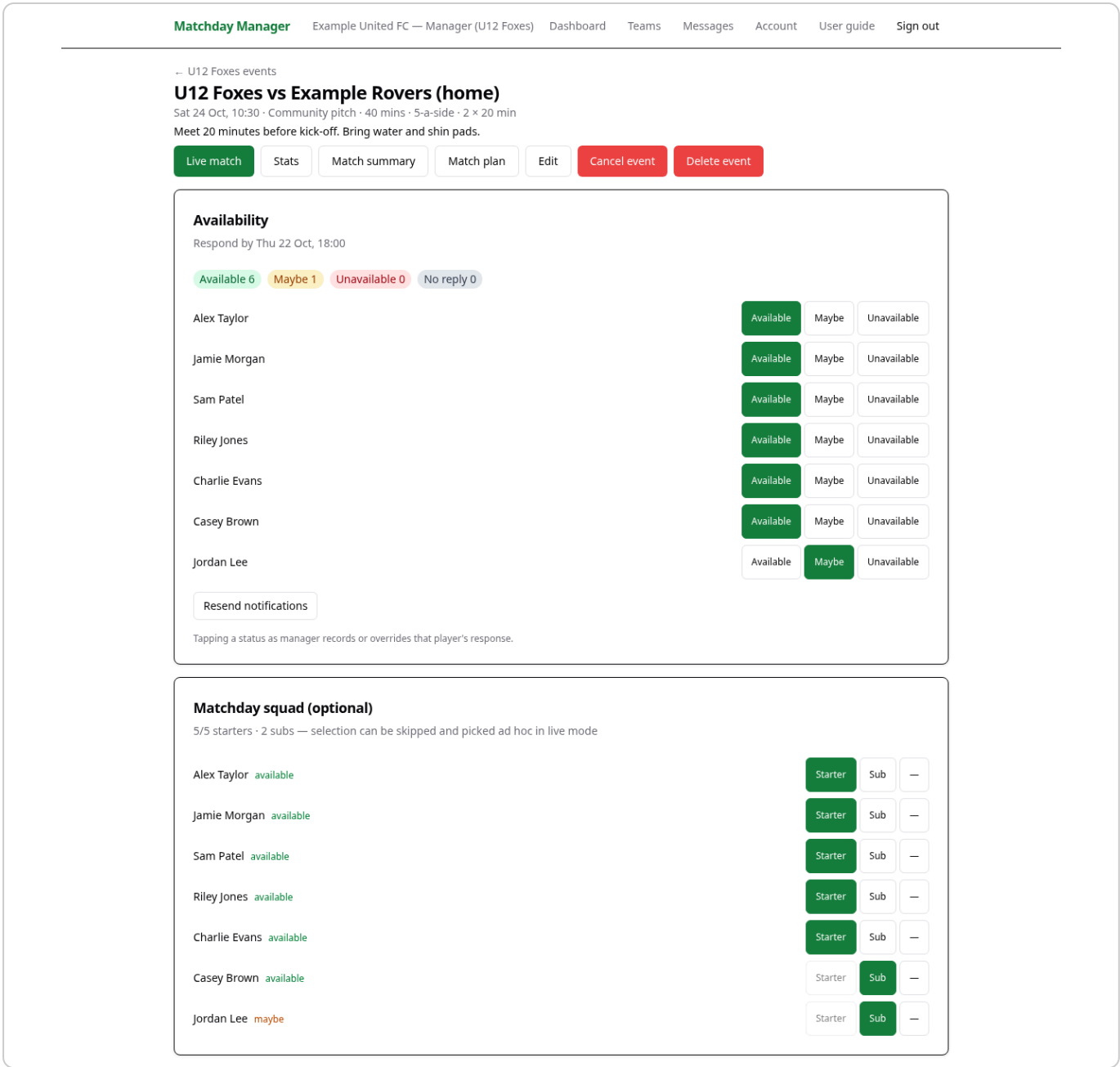
Open a fixture or training event from Fixtures & training.

- 1 In Availability, optionally enter a Respond-by deadline, then select Open availability. Review the notification result shown on screen.

- 2 Monitor Available, Maybe, Unavailable and No reply. Resend notifications when needed. Tapping a status as manager records or overrides that player's response.
- 3 For fixtures, scroll to Matchday squad (optional). Use Starter or Sub beside each selected player; the dash removes their selection.
- 4 Check the starter count against the fixture's players-per-side limit. Players marked unavailable are normally hidden from selection unless already selected; change availability if they need to be included.

Good to know

Available means a player can attend; Starter or Sub is a separate match selection. Choose the squad before placing players in a match plan.



Event page: match controls are at the top; availability and matchday selection are below.

Demonstration data · actual app interface

07 / PARENTS, GUARDIANS AND PLAYERS

Reply for your child or yourself

The dashboard brings together your events, outstanding availability and player records.

- 1 Open Dashboard and select the event under upcoming events or pending availability.

- 2 In Availability, find your child's name (or your own player record). Select Available, Maybe or Unavailable. The highlighted status shows the recorded choice.
- 3 Repeat for each child linked to the event. If plans change, return and select the updated status.
- 4 Use Your children or Your player profile on Dashboard to keep contact details and consents current. Open Subs to see balances and history.
- 5 Open recent results or a live fixture's match report to follow the team. A training recap is visible once the manager publishes it.

Good to know

If the manager has not opened availability, you cannot reply yet. If a child or team is missing, ask the manager to check your invitation and player link.

Matchday ManagerExample United FC — GuardianDashboardSubsMessagesAccountUser guideSign out

[← U12 Foxes events](#)
U12 Foxes vs Example Rovers (home)
Sat 24 Oct, 10:30 · Community pitch · 40 mins · 5-a-side · 2 × 20 min
Meet 20 minutes before kick-off. Bring water and shin pads.
[Match report →](#)

Availability
Respond by Thu 22 Oct, 18:00

Alex Taylor

Available

Maybe

Unavailable

Guardian view: only the linked child's availability is shown; choose one of the three statuses.

Demonstration data · actual app interface

Plan positions and playing time

Match plans help you organise rotations. They do not record what actually happened on the pitch.

- 1 On your team page, open Formations. Create a formation matching the fixture's players per side. The outfield shape excludes the goalkeeper: 2-2 plus a keeper is five-a-side.
- 2 Open the fixture, select the matchday squad, then choose Match plan. Enter a Plan name and formation, then select Create plan. The plan begins with segments for the fixture's periods.
- 3 Select a period or segment. Tap a player, then a pitch position to place them; drag and drop is also supported. Use the list view if you prefer it to the pitch.
- 4 Use Plan a change at (m:ss) to split a segment for a planned rotation. Check every segment for empty positions and unplaced players.
- 5 Review the planned minutes and targets in the fair-time panel. Use another plan or duplicate a plan to compare options; mark the plan you intend to use as active.

Good to know

Record substitutions in Live match as they happen. Planned time and actual minutes remain separate, even when a plan is active.

~ Fixture

Match plan · U12 Foxes vs Example Rovers

Sat 24 Oct, 10:30 · 5-a-side · 40 planned minutes (2 × 20). Visible only to you as manager.

Plan A · active

Duplicate

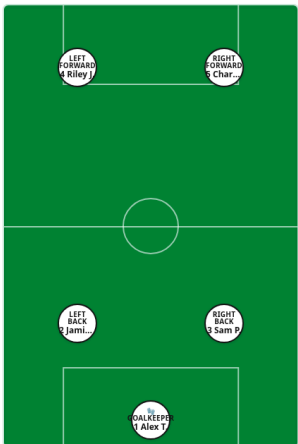
Rename

Delete plan

Period 1 · 2-2

Period 2 · 2-2

Period 1 · 0:00–20:00 · 2-2 · 5-a-side



Tap a player then a position, drag a token, or use arrow keys, Enter and Delete on the pitch. Switch to List for a form-based view.

Plan a change at (m:ss)

e.g. 7:30

Split segment

Remove segment

Pitch

List

Not placed in Period 1

6 Casey Brown

Sub · 0 min planned

7 Jordan Lee

Sub · 0 min planned

Playing time

Planned time from the segments above, out of 40 planned minutes. Targets are optional and yours to set, in minutes or m:ss.

Casey Brown is selected but not placed in any segment.
Jordan Lee is selected but not placed in any segment.

PLAYER	ROLE	TARGET	PLANNED	DIFFERENCE
Alex Taylor	Starter	m:ss	40 min	—
Jamie Morgan	Starter	m:ss	40 min	—
Sam Patel	Starter	m:ss	40 min	—
Riley Jones	Starter	m:ss	40 min	—
Charlie Evans	Starter	m:ss	40 min	—
Casey Brown	Sub	m:ss	0 min	—
Jordan Lee	Sub	m:ss	0 min	—

Match plan: select a segment, place players on the pitch and review the playing-time totals.

Demonstration data · actual app interface

09 / TEAM MANAGERS

Run the match from the touchline

Open the fixture and select Live match. Use an internet connection so events can save.

- 1 Check the starters, goalkeeper and bench, then tap KICK OFF when play begins. Use HALF TIME and START 2ND HALF for a two-half fixture; other formats show period controls.

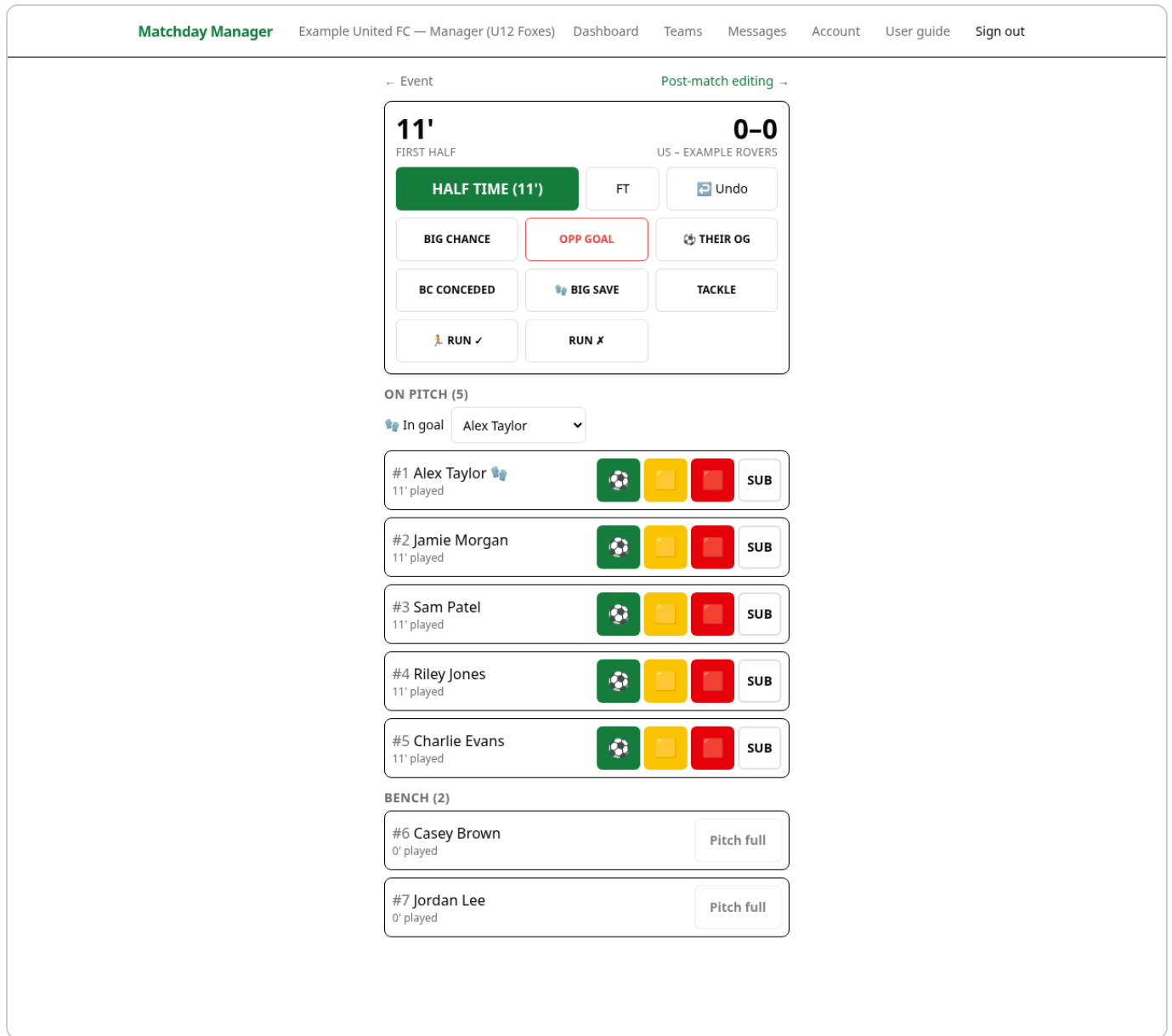
- 2 For a goal, use the scorer's goal control. Follow the assist prompt if appropriate. For a big chance, choose BIG CHANCE and complete the outcome flow so the linked chance and goal are recorded together.
- 3 Use OPP GOAL when the opposition scores. THEIR OG records an own goal by the opposition that counts for your team without crediting one of your players.
- 4 For substitutions, tap the outgoing player's OFF control, then choose the incoming player from the bench. Record the change when it happens so actual minutes stay accurate.
- 5 Use BIG SAVE, TACKLE, RUN ✓ or RUN ✗ as appropriate. A big save is assigned automatically when exactly one designated keeper is on the pitch; otherwise choose the player.
- 6 Use Undo for the last recorded event if you made a mistake. At the end, tap FULL TIME. Open Match summary to review the match, or Stats / Post-match editing to correct recorded events and minutes.

Good to know

Scores are calculated from goal events, and minutes from match phases and substitutions. There is no separate score box to overwrite. Check an error message before tapping again to avoid duplicate records.

Review the season

From the team page, open Results for past scores, Stats dashboard for filtered player statistics, or Season minutes for actual playing time. The full minutes and statistics tools are manager-only; family match reports show the permitted result and positive contributions.



Live match view: phase controls and stat buttons above the on-pitch players and bench.

Demonstration data · actual app interface

10 / TEAM MANAGERS

Plan training and publish a recap

Create a training event, then open it and select Session plan.

- 1 Choose From a template, Copy a previous session or From scratch. For a template, select it and choose Use this template; for a previous session, choose Copy this session.
- 2 Review the session objective, age groups, expected players, space, safety and inclusion details. Adjust the practice blocks and their durations for the time available.

- 3 Review Equipment and the duration warning. Prepare alternatives for low attendance or weather where needed. Save reusable work with Save as template.
- 4 After training, complete the Reflection for your own review. Write the Participant recap and publish it when it is ready for guardians and players to read.

Good to know

A session copied from a template is a separate snapshot: later template edits do not update it. Reflections stay manager-only; publishing the recap shares only the participant-facing recap.

Matchday Manager Example United FC — Manager (U12 Foxes) Dashboard Teams Messages Account User guide Sign out

← Training session

Session plan · U12 Foxes

Wed 21 Oct, 18:00 · 60 min. Visible only to you as manager.

Plan this session

Start from a template (a snapshot you can edit freely), copy a previous session, or build from scratch.

From a template

Copy a previous session

From scratch

Session planning starts with a template, a previous session or a plan from scratch.

Demonstration data · actual app interface

Track charges and record payments

Open Teams → your team → Subs. Families use Subs in their own navigation to view their balances.

- 1 In Charge schemes, enter a New scheme name, Type and Amount (£), then create the scheme. Types cover seasonal, monthly and per-match charges.
- 2 In Apply a scheme, choose the scheme, optional due date and players, then apply it. Review the selected players carefully before applying a charge.
- 3 When money has been received outside the app, use Record a payment. Select Player, Amount (£), Method and Received date, and optionally link it to a charge.
- 4 Review Arrears and History to reconcile what was charged and paid. For fixture-specific subs, use the match-subs controls when available and review the eligible players before applying.

Good to know

Matchday Manager tracks money; it does not collect card payments or move funds. Creating a monthly scheme does not itself prove a charge has been applied—check the player's history.

Matchday Manager

Example United FC — Manager (U12 Foxes)

Dashboard

Teams

Messages

Account

User guide

Sign out

— U12 Foxes

Subs — U12 Foxes

Recording only — the club collects money however it always has.

Arrears

Sorted by amount owed (waived charges excluded)

Alex Taylor	due £0.00 · paid £0.00	£20.00
Jamie Morgan	due £0.00 · paid £20.00	£0.00
Sam Patel	due £0.00 · paid £20.00	£0.00
Riley Jones	due £0.00 · paid £20.00	£0.00
Charlie Evans	due £0.00 · paid £20.00	£0.00
Casey Brown	due £0.00 · paid £20.00	£0.00
Jordan Lee	due £0.00 · paid £20.00	£0.00

Charge schemes

Monthly training

monthly £20.00

New scheme

Type

Amount (£)

Create

e.g. Annual membership 2026

Seasonal

40.00

Apply a scheme

Creates one charge per ticked player

Scheme

Due date (optional)

— choose —

mm/dd/yyyy

☒ Alex Taylor

☒ Jamie Morgan

☒ Sam Patel

☒ Riley Jones

☒ Charlie Evans

☒ Casey Brown

☒ Jordan Lee

Apply charges

Record a payment

Cash, bank transfer or other — against a charge or on account

Player

Amount (£)

Method

Received

Record

— choose —

Cash

10/17/2026

History

Charges

No charges yet.

Payments

No payments yet.

Subs page: review arrears, create and apply schemes, then record payments received.
Demonstration data · actual app interface

12 / EVERYONE; SENDING IS FOR STAFF

Send a broadcast and read club messages

Open Messages from the header. Guardians, players and followers receive the messages their role allows.

- 1

To read messages, open Inbox and select a message to expand it. The unread badge helps you find new messages.

- 2 Managers and club admins: choose Compose. In Send to, select the intended team. Club admins can also choose Whole club.
- 3 Enter Subject and Message. Check the audience and wording, then select Send broadcast.
- 4 Review the recipient and emailed counts. Open Sent to review delivery summaries. A recipient count and an emailed count may differ.

Good to know

Youth contact routing is automatic: under-16s are reached through guardians; 16–17-year-olds need direct-contact consent for direct messages. Broadcasts are one-way, so arrange any replies through your club's usual contact route.

Matchday Manager Example United FC — Manager (U12 Foxes) Dashboard Teams **Messages** Account User guide Sign out

Messages

Inbox Sent **Compose**

New broadcast
Recipients are resolved server-side using the youth contact rules — under-16s are always reached via their guardians.

Send to
U12 Foxes

Subject

Message

Send broadcast

Compose view: select the audience, add a subject and message, then send.

Demonstration data · actual app interface

Troubleshooting and using your phone

Use these checks when a screen or action is missing.

I cannot see my team or child

Check Switch role and the club shown in the header. Confirm you accepted the invitation with the invited email. Ask the club manager to check the linked player or active membership.

I can see the team but not match controls

Choose the Manager role for that team. Club admin and follower roles have different tools. A cancelled fixture also hides match actions.

An invitation or reset email is missing

Check spam and the email address used. Ask the inviter to review the invitation or request a fresh password-reset link. If links return to the wrong site, give the club administrator the link and error details without sharing your password.

A player is missing from selection

Check whether they are marked unavailable or former. Change the event's availability if appropriate, or restore active squad membership. For match plans, also check that they are selected for that fixture.

The score or minutes look wrong

Managers should review kick-off, period boundaries, goals, substitutions and full time in Stats. Correct the underlying events. Planned minutes do not change the recorded match.

Install on a phone

Open Account and look for the installation card. Where supported, use the browser's install option; on iPhone/iPad use Safari's Share → Add to Home Screen. Installation adds a shortcut-like app experience; keep a working connection when saving changes.

A save or message fails

Keep the error text, check your connection and selected role, then review whether the action already appeared before retrying. For help, tell your club manager the page, action and time; avoid sharing medical details or passwords in screenshots.