

Spappz and the Club Coordinator Role

Logging Into Spappz

To log into Spappz, click on **Admin** on the top right corner of the website



*BC Coastal
Soccer League*

Admin | Logoff

HOME SCHEDULES CONTACTS CUP PLAY PORTALS REFEREES RESOURCES ABOUT

Club Coordinator Menu

Player/Team/Coach/Ref Administration

[Player Administration](#)

[Team Administration](#)

[Coach/Referee Administration](#)

Player Administration – This is where you manage the player, from their team to upload their photo for their ID Card.

Team Administration – This is where you will manage the team staff, view the team roster, update player numbers, add team events such as practices or picture day.

Coach/Referee Administration – This is where you can add coaches/referees who are not in the system.

Email Functions

[Player Group Email](#)

[Coach/Manager Group Email](#)

Player Group Email – This is where you can email players *if* the email addresses are uploaded. Please note, the BCCSL will not actively collect email addresses for players if your club/district wishes to, that is their prerogative.

Coach/Manager Group Email – This is where you can email coaches/team managers providing that information has been given to the BCCSL or entered by the club/district.

Scheduling System

[Schedule Administration](#)

[Schedule Administration - Time/Date Entry](#)

Schedule Administration – Enter game information for individual games/review schedules.

Schedule Administration – Time/Date Entry – Bulk game information entry.

Discipline and Fines

[Discipline Administration](#)

[Infractions/fines List](#)

Discipline Administration – where you can view your club's discipline

Infractions/Fines List - Download fines list

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How to Edit a Player Through Player Administration

Player Administration

Registration Year

2024 - 2025

Player First Name

Player Last Name

Main Email Address

Player Login/User Name

Key Word Search

Club

All

Division

All

Team Level

All

Team Name

All

Photos Only?

☐

Missing Photos?

☐

Start Birth date Range

(mm/dd/yyyy)

(leave blank to ignore)

End Birth date Range

(mm/dd/yyyy)

(leave blank to ignore)

To find one Player, enter their first or last name (or part) and click on Post to search.

Post

Reset

Excel

html

Excel (reg fields)

ID Cards

Last Name	First Name	Email	Club	Birth Date	Division	Age group	Team
		Email	CHFC		bdiv3	U15 Boys	Chilliwack FC U14 Blue Div 3 Boys
Number of records			1				

Edit

You can search for a player by entering their last/first name or by partial spelling of the name. Click **Post** to start the search.

Click on **Edit** to access the player information

Contact Number (pm_refno)3297

Player Number (p_refno)3297

New or Returning Player

☒ New ☐ Returning

Post

Division

Division 3 Boys

Team Name

Chilliwack FC U14 Blue Div 3 Boys (bdiv3)

First Name

Last Name



HEAD SHOT - Every player must upload an acceptable head shot to complete their player registration. Please crop it to passport photo type dimensions. No hats, sunglasses or extra people in the photo. The head shot must be forward facing, and a clear and reasonable likeness of you.

ID photo is mandatory! Note that no player is registered and accepted into the league until an acceptable headshot is uploaded.

PHOTOS MUST BE IN JPG FORMAT!

This headshot will be your new DIGITAL ID.

[Click Here to add/change/delete photo](#)

Club

Chilliwack FC

BC Soccer ID

1401439

Address Line1

Address Line 2

Address Line 3

City

Province

British Columbia

Postal Code

Phone

(123-123-1234)

Hide phone # on team pages

☐

Work Phone

(123-123-1234)

Here is where you can add the player’s information but most importantly where you upload the player’s photo for their ID Card. Please remember the photo must be a JPG. If no photo is uploaded the player/team official will not appear on the team game day roster.

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Team Administration

Team Maintenance

Registration Year

2024 - 2025

Club

All

Division

All

Show Field Column

☐

Click on Team Administration to manage a team's information and staff. When you click on Team Administration all of your teams will appear or through the drop-down menu at the top of the page you can drill down to a specific age group.

Team Maintenance

Registration Year

2024 - 2025

Club

All

Division

All

Show Field Column

☐

Team List will download the team's player roster.

Coach List will download the team's team official roster.

Edit allows you to update uniform colours, add and update team

staff.

The team roster will appear at the bottom of the page and from here you can update each player's position if you wish and add their jersey number.

Team Pages

Team Pages is where you and your teams can manage their rosters, FRP players to games, print game day match sheets, see their discipline and communicate with the team as well as set up the team calendar with training nights and other team events.

How To FRP

Schedule

[Excel](#) [HTML](#) [Full Schedule](#)

Date	Home Team	Result	Visiting Team	Field
Pre-Season - League				
			Roster Cards Call-up RSVP	
Sat 9/7/2024	09 FV Selects	-	BU15 Roma	TBD
Pre-Season - League				
			Roster Cards Call-up RSVP	
Sat 9/14/2024	Newcastle 09M	-	09 FV Selects	TBD

To FRP a player or players for a match scroll down to Schedule on the left-hand side of the page. Choose the game you wish to FRP players for and click on **Call Up**.

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ICP Player #1

Team brought up from *

Player Name *

ICP Player #2

Team brought up from

Player Name

ICP Player #3

Team brought up from

Player Name

Scroll to the Bottom of the page to select the players you wish to call up. If a player or players the team wishes to call up are not in the list that means those players are not eligible for FRP. Click **Post** then **Finish** to add the player to the roster for the game. There will be no special exceptions made for players who do not meet the FRP criteria.

Schedule Administration

Schedule Administration is where you can go in and view a specific team's schedule or your entire club's schedule for the season or a specific time frame.

Schedules

Registration Year

Club

Division

Schedule Type

Schedule Name

Schedule Status

Field

From Date Range

To Date Range

Day of Week

Start Time

Time	Age	Pool	Home Team	Score	Visiting Team	Field	Schedule	Type	Division	Status	Game#	Add
Sat Sep 7 8:00	U15	RED	Eury 09	-	09M Royal	Sutherland	Pre-Season	League	Division 1 Boys	act	1071	Edit
Sun Sep 8 0:00	U14	YELLOW	Tigers 10M	-	10M Black	TBD	Pre-Season	League	Division 1 Boys	act	219	Edit
Sun Sep 8 0:00	U14	YELLOW	10M Royal	-	Selects 10M	TBD	Pre-Season	League	Division 1 Boys	act	220	Edit
Sat Sep 14 0:00	U15	RED	09M Royal	-	AC Selects	TBD	Pre-Season	League	Division 1 Boys	act	1079	Edit
Sun Sep 15 0:00	U14	YELLOW	10M Black	-	10M Royal	TBD	Pre-Season	League	Division 1 Boys	act	228	Edit
Sat Sep 21 0:00	U15	RED	Roma	-	09M Royal	TBD	Pre-Season	League	Division 1 Boys	act	1087	Edit

By clicking on Edit on the far right, you can update the game information for your club's home games. *Any changes made to the game schedule will give you the opportunity to send an update email to Team Officials after you click **Post**.* Teams should still confirm the changes, even if this feature is used.

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Schedule Administration– Date/Time and Field Entry

This is where you can do bulk field and game time entry as well as view your club's away games. Game times must be entered in the 24-hour clock format. Once all the games are entered, click Post for the updates to be visible to the public.

Post

Back

Excel

HTML

Click the Post button to search for schedules using the filters above or to update field/time changes

Date	Time (24h)	Age	Pool	Home Team	Score	Visiting Team	Field	Schedule	Type	Division	Status	Game#	Add
Sat Sep 7	00	U14	GREEN	White B2010	-	U14B2D2 (Williams/Boisvert)	Burnaby Lake W. #1	Pre-Season	League	Division 2 Boys	act	633	Edit
Sat Sep 7	0:00	U14	GREEN	Mavericks	-	Wanderers	TBD	Pre-Season	League	Division 2 Boys	act	636	
Sat Sep 7	0:00	U14	GREEN	United	-	Thunder	TBD	Pre-Season	League	Division 2 Boys	act	637	
Sat Sep 7	0:00	U14	BROWN	Storm 10	-	Strikers	TBD	Pre-Season	League	Division 2 Boys	act	525	
Sat Sep 7	00	U14	RED	Strikers	-	2010M D3	TBD	Pre-Season	League	Division 3 Boys	act	797	Edit
Sat Sep 7	0:00	U14	RED	United FC-B10	-	Rovers	TBD	Pre-Season	League	Division 3 Boys	act	796	
Sat Sep 7	0:00	U14	BROWN	Sea to Sky U14 Boys ###	-	Athletic	TBD	Pre-Season	League	Division 2 Boys	act	526	