VAFC Officials Quick Guide for PowerUp

BC Coastal Soccer League (BCCSL) uses SPAPPZ to manage their season. It is separate from PowerUP but rosters should be the same in both systems.

SPAPPZ (BCCSL): is used primarily to check game schedules, print game sheets, load ID cards and report scores.

PowerUP (VAFC): is your primary platform for communicating with your team including posting practice and game schedules, tracking availability, managing chats and messaging.

This manual is a live document -it will be updated continually with improvements and new information.

At any point - contact registrar@vafc.ca if you require help. I'm here to support!

Helpful Videos:
PowerUP Connect Mobile App Overview for Team Officials

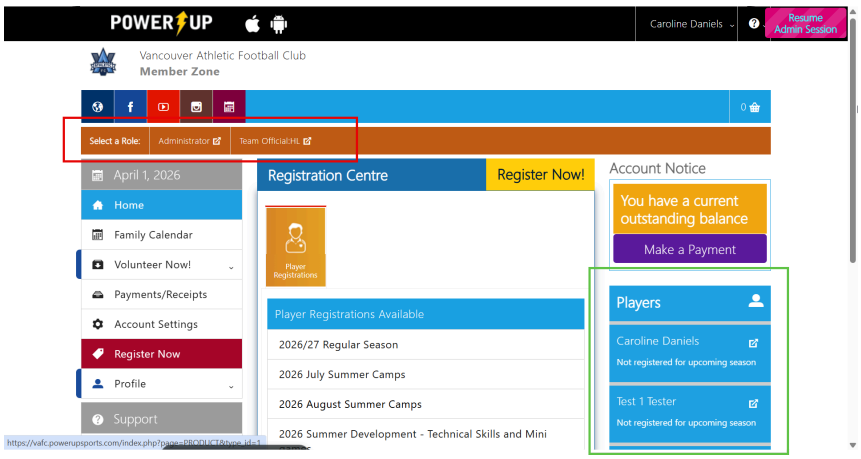
PowerUP Connect Mobile App Overview for players, parents & guardians

PowerUp FAQ's

How do I access the official's part of PowerUP?

- Login using your account at https://vafc.powerupsports.com/. PowerUP calls your role a **Convenor.**
- Once you login, you will notice a brown bar - in red below. When you select that, you are in convenor mode.

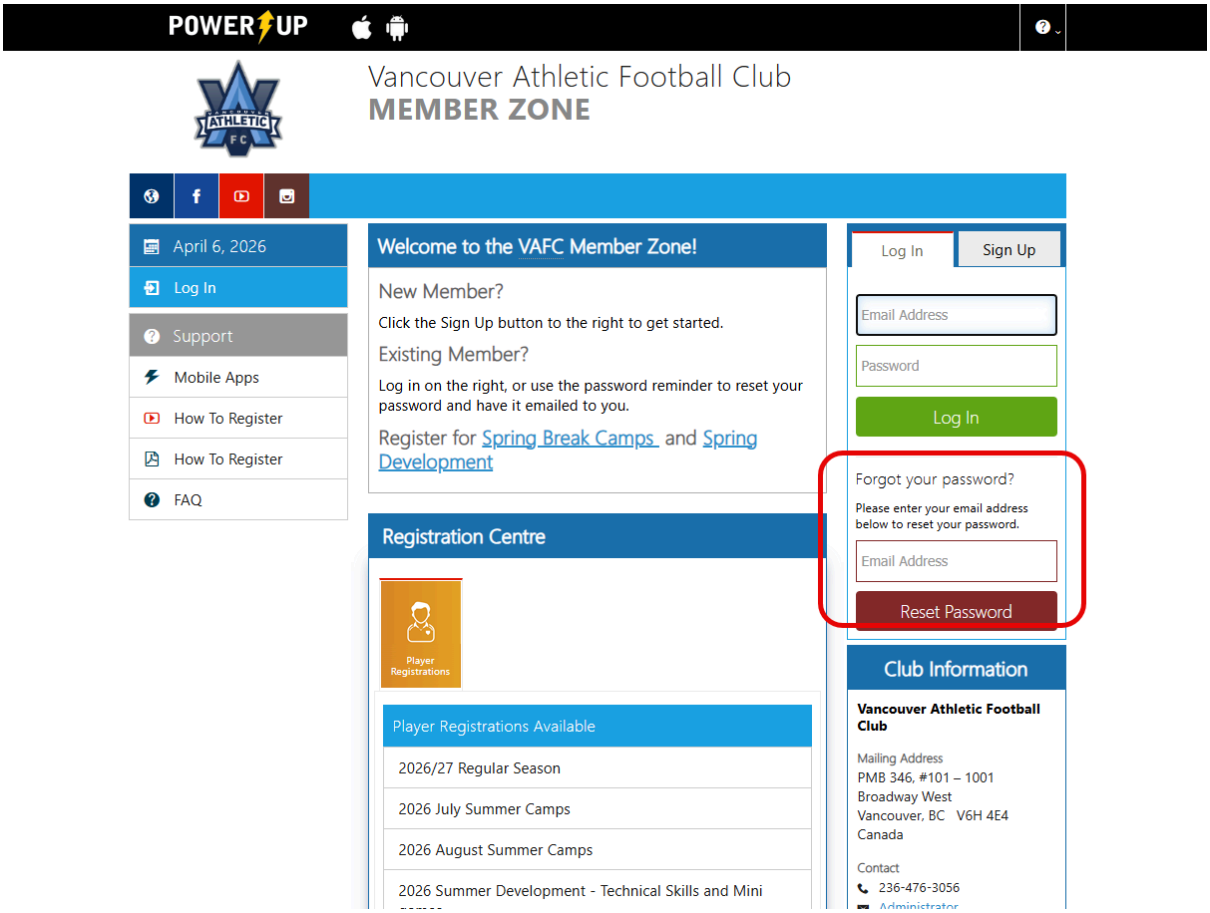
You should also download the app from the App store so that you can take advantage of features found there.



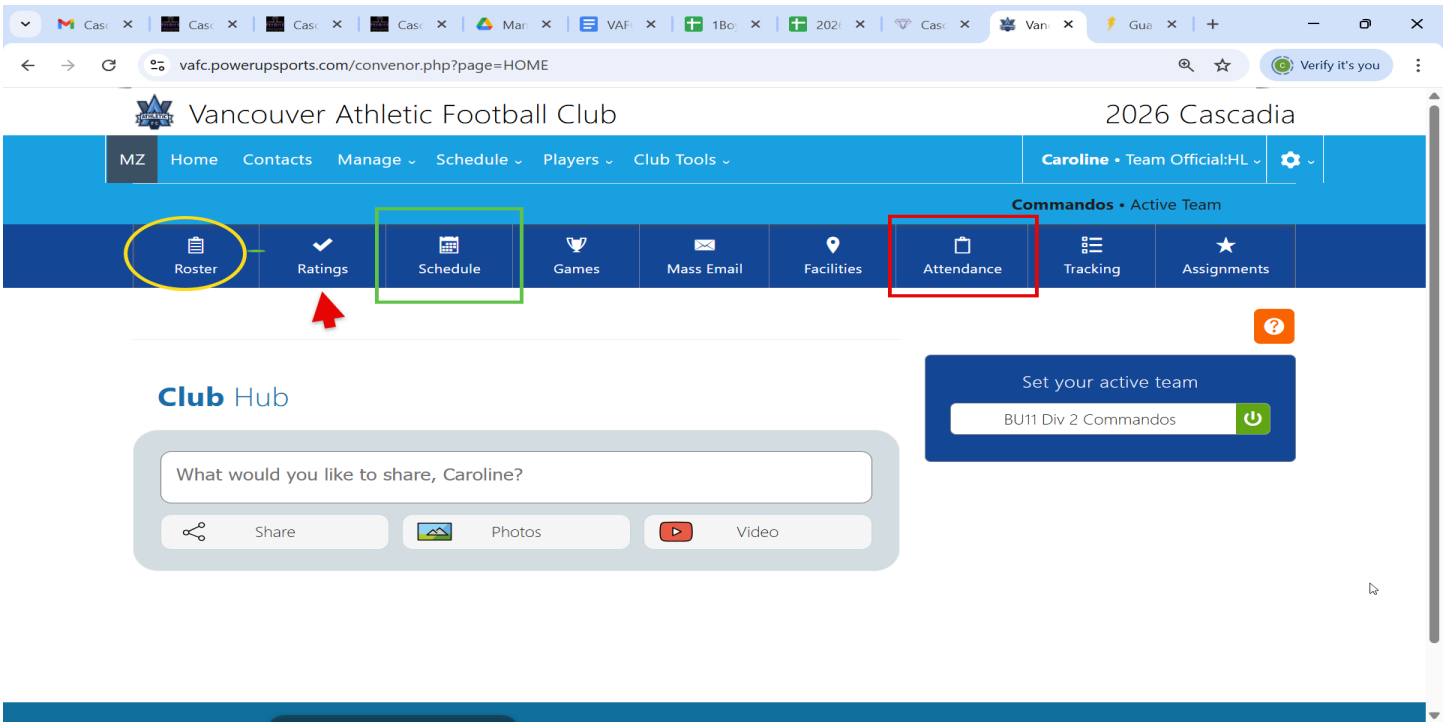
Once rosters are released to all players, all registered players should see their team in the bottom right when they login - green square below.

Can’t remember your login?

Your username should be your email that you received our message on. Password recovery is on the right at https://vafc.powerupsports.com/



Once you are in convenor mode, you can see your roster, schedule games, & check availability.



How can I update the schedule?
Once you login, you can add events by selecting the schedule area. When you are entering events, you can enable the tracking.

How can I make an 'arrive by' time on my events?
You can only do this when you create events on the App.

How do we handle attendance tracking as officials?

When you create an event, make sure you enable attendance tracking. After that, you can use the attendance tab or on the schedule on the app.
Note that as officials, you cannot update attendance of a player on their behalf until after the event has begun.

The system is set to lock in attendance 12 hours prior to the event commencing.

The vendor has been asked for the ability for officials to update those that have not marked their attendance but it is not yet available.

There is an article about attendance in the help at
https://powerupsports.freshdesk.com/support/solutions/articles/17000128872-attendance

Other features:

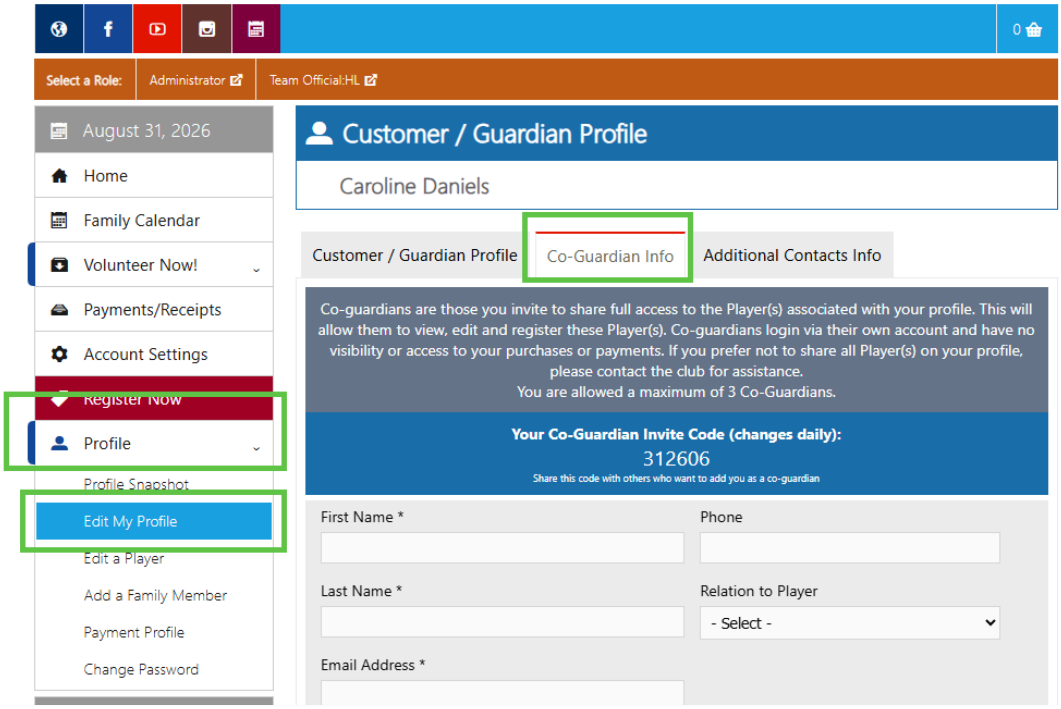
- Send an email to the team using the Mass email function.
- Team chat? From the App you can use the Club Hub to chat amongst your team members
- Player jersey numbers? Select **Player Ratings** when on your desktop, and you can add them there.

How can I add a second parent's email or phone number to the app?

As an official you **cannot** do this. Parents need to add their information on their own PowerUp profile and it will be reflected on the app. You can refer parents to this link if they need help adding a guardian to their profile https://powerupsports.freshdesk.com/support/solutions/articles/17000146722-guardians-sharing-access-to-players-on-your-account or send them these steps.

How can parents add additional guardians to their account to see their players profile?

1. Have the parent/guardian with the account log into PowerUP on the web (not on the app)
2. Select Profile on the left
3. Select Edit my Profile
4. Select Co-Guardian from the middle and add in the new guardian's info



Parents who require assistance can email registrar@vafc.ca

Can my child have their own account and mark their availability?

The player is always tied to the guardian's account who registered them; but they can have an email that connects them to the account and also allows access to the app.

The guardian, with whom the profile is already associated, needs to add a unique email address to the player profile. Once the email is saved, the system will send a welcome email to that email address and will include directions on setting a password. Once set up, the player should also be able to mark their own availability.
To add the email:

1. Have the parent/guardian log into their Member Zone account (on the web)
2. Go to **Profile >> Edit a Player**
3. Click on the name of the desired player
4. Enter the new, unique email address for the player
5. Save

I want my team to be able to see my email. How can I adjust this?

1. Once you are in convenor mode, select the gear at the top right.
2. Select **Profile**
3. Select the **Team Official** tab
4. Toggle the email view to **Yes**

