HYFL / HSC
Match Result Form
& Player Registration
System
User Guide

www.hyfl.website
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Version control:

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V2 - August 2016
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1. The Club Secretary function

After logging on to the HYFL website, www.hyfl.website, select the System Login button and this will take you to the login screen. Ideally, you should be using ‘Google Chrome’ as your internet browser.

Please note. Throughout this guide, where the advice is to ‘select’, this means clicking on it ‘once’.

Also, it is possible to have more than one Club Secretary on the system and this may be of use if you have a lot of teams to register on the system or you have different Secretaries for the HYFL and HSC.

To have a second Secretary added to the system, you will need to email the League with details (full name and email address) and request such an addition.

You will be faced with a login screen, enter your user name and system password. These will be in an email sent to your email address when the League set you up on the system.

You are ‘strongly advised’ to change your password the ‘first time’ you log into the system - for security purposes.

It is a breach of the system security to allow anyone to access the system using your login details; if this is proven your access to the system will be removed. It is possible to have more than one secretary per club access the system (see above), so this should never be necessary.

Please also note that accessing the system from some work locations (e.g. those with high levels of system security) may cause access to be denied – this is likely to be due to the work system security and not the HYFL system.

Once logged in, you will see the following screen:

The **Home** screen is the default screen and will show all submitted Match Result Forms at a high-level and Match Details for your club i.e. the key information for each match; Date of Match; Age-group; Division/Group; Competition; Home Team with score; Away Team with score; Match form ID and Submitting Team.

This screen can also be viewed by selecting **Match** and then Match Details. This will obviously be blank until Match Result Forms have been submitted by your Club.

Your first task in using the system is to set up details for your club managers – i.e. those who will submit Match Result Forms for each team on a weekly basis and register Players on the system. This can be the team manager, team administrator, fixture secretary, or indeed yourself – in fact anyone who you nominate to submit the match result forms or register players (and this must be done for EACH team you have entered in the HYFL/HSC).

**TO DO ANYTHING FURTHER YOU WILL NEED TO LOG IN AND VIEW THE FULL USER GUIDE**