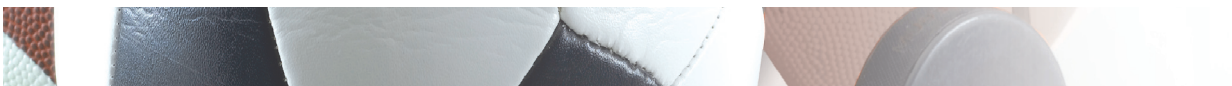


# **dotcombond**

## **Talent development system**

# **Manual Coach**

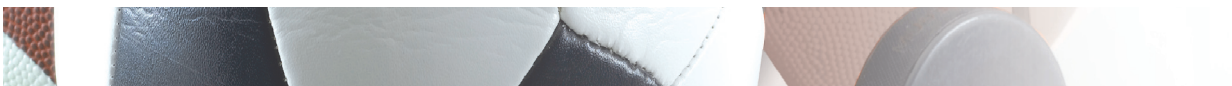


















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## Icon list

	Create icon
	View icon
	Edit icon
	Delete icon
	Participants icon
	Complete icon
	Not completed icon
	Information icon
	Share icon
	Duplicate icon
	Csv icon
	Print icon
	Read Email
	Unread Email

# Login Talent development system Dotcombond

## Login

In order to login to the talent development system Dotcombond, follow the steps below:

- Open your Internet browser on your computer, tablet or smart phone and go to <https://bond.dotcomsport.com>;
- Enter your license, username\* and password\*;
- Click on the [Login] button to enter the system.

\* The username and password are case sensitive

## 1st time login

After logging in for the first time, you get a screen where you can fill out or change these basic details:

- Email address (you can fill in your correct email address);
- Password (enter your current password);
- New Password (enter your new password);
- Click [Save] to save the information and start the talent development system Dotcombond.

## Forgot password

If you have forgotten your password, follow the steps below to request a new password:

- Open your Internet browser and go to <https://bond.dotcomsport.com>;
- Click on the link "forgot password";
- Enter your license number, username\* and email address (that is entered in the Dotcombond system);
- A temporary password is sent to your email address allowing you to login.

\* The username is case sensitive

## Change password

After you have logged into Dotcombond, you can change your password yourself by clicking on your username at the bottom of any screen.



## Coach Role

If you are going to work as a coach with the talent development system Dotcombond, you will already be connected to one or more teams.

Once you have logged in, you can find your teams on the bottom of the screen. Here you can select the team and season you want to work with. On every screen that you will be working, only the information regarding the team and season you selected will be visible.

The team you are currently working with will always be visible at the bottom of the screen. By changing the team, you can view and edit the other teams, if you are licensed to do so.

## Team status

In the Team status section, you have an overview of the current state of the team. If, as the coach, you are linked to more than one team, you can select a team in the "Team" field. Here you can find the team details of the selected team including the absent athletes, injury updates and logins. In addition, you will find the amount of (not) completed appointments and an overview of the signals. In order to view the details, click on the different signals. These green, orange and red signals are set by the Administrator based on different values that the athletes filled out.

## Team information

In the Team information section, you can see all the information regarding athletes, staff members and your team. Here you can view, edit or enter information. It is also possible to upload files.

### Team information - Athletes

Under the "Athletes" tab, you will see a list of current and past athletes in your team. For each athlete, you can see their basic information. In addition, you can see when the athletes logged in for the last time.



## Athlete details

You can view the details of a athlete by clicking on the "view" icon, located to the right of an athlete's name. When you want to enter or edit information, per tab, click on the [Edit} button at the bottom of the screen. By clicking on the [Back] button, you will return to the overview of your team.

On the athlete details page, you will find the following information by clicking on the tabs:

- Personal information: here you can find the personal information.
- Contact information: here you can find contact details.
- Career athlete: here you can find information about previous seasons like previous teams and clubs.
- Statistics: all game, practice and attendance information per season.
- Notes: here you can add additional information for each athlete. If a note is created and is put on active, a \* will be come up next to the athlete's name in overview of your team.
- Files: here you can upload files by clicking on [Upload]. In order to share this file with other people, click the "Share" icon en select the people you want to share the file with. Under "Shared" you can find the files that have been shared with you. For more information, please read the Files chapter.
- School: here you can find the school information and contact information.
- Travel details: here you can find your travel details.
- Sport technical: this information varies depending on the organization.

## View and edit athletes in the team

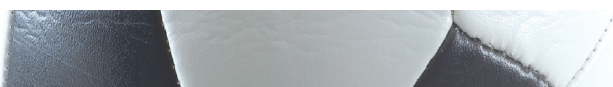
By clicking on the "Edit" icon behind an athlete's name in Team information, you can insert, edit or view information about the athlete. Here you can, for example, insert the athlete's preferred position or start date with this specific team. If an athlete is no longer with the team you can change their "Active" status to "No". That athlete will then be put in the list of historical athletes in the team overview.

## Export athlete information

You can export athlete information by clicking on the "CSV" button behind an athlete's name. If you want to export the information of the entire team, you can do so by clicking on the "CSV" button at the top of the page. Once you have exported the file, it will automatically start downloading and can be saved and opened with Excel.

## Team information - Staff

In the "Staff" tab, you can see an overview of all active and past staff members of your team. In this tab, basic details will be shown per staff member. In addition, you can see when the staff member logged in for the last time.





## Team information - Files

In the "Files" tab of Team overview, you can see all the uploaded files that are linked to your selected team.

When you click on the [Upload] button, you can upload files from your computer to Dotcombond or you can add a YouTube link. Depending on your browser, you first may have to select the team before the [Upload] button will be visible. When you upload a file, it will be linked to your selected team. However, it will only be visible to you as the creator. If you want to make the file visible to others, you must share the file once the file has been uploaded. After the file has been shared, the other people can view your file by going to "Files" tab in Team information. In order to share the file, click on the "Share" icon. Select the people you would like to share the file with and click [Save].

## Team information - Team

In the "Team" tab, you can see all the club information that was entered by the team's administrator. At "Links" you can see an overview of the teams that are linked to your team. From these linked teams, you can 'borrow' athletes in the Games and Practices sections.

## Games

When you click on the "Games" section, you can see all the previous and upcoming games of your selected team. Here you can also manually create new games, import new games, view and edit existing games, and view the video analysis (if these have been created for games).

### Create new game

By clicking on [New game], you can create a new game. Here you can enter the information about the game or select the information from a drop-down list. When creating a new game, the line-up, squad numbers and absences can be duplicated from a previous game. Next to "Duplicate", select the previous game you would like to duplicate.

Once all the information has been entered, click on the [Save] button to create the game. In the game overview section, you can find the newly added game.

### Import new games

You are also able to import games in the talent development system Dotcombond. To do so, click on [Import games]. Next, click on the [Example import] in order to download the import file. In this file, you can enter all the game details, along with some additional information. After you have completed the file, select this file from your computer in the system and click [Import].



## View participants and add borrowed athletes

Before starting a game, click on the "Participants" icon. Automatically, all athletes are listed as present. If an athlete is not present for the game, select the appropriate reason for their absence in the reason for absence column. When the appropriate changes have been made, they will be saved directly. Furthermore, you can also add the squad numbers per athlete that will be shown in the starting line-up in the game, rate your athletes (after the game) and leaving additional notes.

When an athlete normally plays for another team, click on the [Borrow athletes] button. You then get a list of athletes who may play for your team. This is decided beforehand at the settings on the team. In the settings, teams have been linked to your team. A complete overview of all the linked teams, you can find in the Team information section under the Team tab. Once you have selected an athlete and added them to your team, click on the [Save] button to add them to your team for the specific game.

## Entering game details

By clicking on the "Edit" icon behind a specific game in the overview of games, you can start entering game details. Here you have the possibility to create a starting line-up, register game events, write a game analysis, view athlete details regarding that specific game, and add files to a game.

In the "Game" section, there is general information such as game type, start time, date and opponent. In the line-up tab, you will select your starting line-up. First you select a line-up from the list. Next, you can select all your available athletes in a starting position for the game. You do so by opening the field in a spot and selecting the athlete that you want.

You can enter game events both during and after the game by clicking on the different Period tabs. After clicking on a tab, you will see a screen where you can enter the events. Click on [Save] to save the events or [Save and add another event]. Your added events will now be visible at the relevant game.

When you have completed the full analysis, click on the "Complete" icon (thumb), to indicate that the game information is complete. If the thumb icon is up and the analysis is completed, the statistics will automatically be updated throughout the system.

## View games and export to PDF

Once a game is completed, you can view the game information by clicking on the "View" icon. By clicking on the "PDF" button, you can export the game information and save or print the file.



## Video analysis

In the Video analysis section, you will find all the games for which a video analysis has been created by the video analyst. In the overview, you will find the date of the game, the team, the opponent, the type of game and the amount of tags. Here you can view and edit the video analyses.

### View video clips

By clicking on the View-icon behind the relevant match, you will be taken to a screen where all the tagged clips will be listed. You will see all the individual clips and the clips in which the entire team is tagged. Pay attention: when nobody gets tagged, the clip will automatically become a team clip and will therefore be visible for all the athletes in the team. For every clip, you can see the date, start and end time, and the tag code. You can view the clip by clicking on the "View" icon. Here you will also find a rating and additional notes. In case this information has been entered, you will see a \* behind the tag code. You also have the opportunity to rate and leave notes for the clips. This information will then become visible for the video analyst and athletes.



## Practices

In the practices section, you are provided with an overview of all your team's practices this season. Here you can add new practices and view and edit existing practices.

### Create new practice

You can create a new practice by clicking on the [New] button in the Practices section. You are then taken to the screen where you can fill out all of the practice information. All fields can be filled out by entering data or by selecting a choice from a drop down list. Once all the fields have been completed click [Save] and you are taken back to the practice overview page.

### Report absent and add borrowed athletes

Before starting a practice, click on the "Participants" icon. Automatically, all athletes are listed as present. If an athlete is not present, select the appropriate reason for their absence in the reason for absence column. When the appropriate changes have been made, they will be saved directly. Furthermore, you can also rate your athletes (after the practice), leave additional notes and enter the aberrant minutes.

When an athlete normally practices with another team, click on the [Borrow athletes] button. You then get a list of athletes who may practice with your team. This is decided beforehand at the settings on the team. In the settings, teams have been linked to your team. A complete overview of all the linked teams, you can find in the Team information section under the Team tab. Once you have selected the borrowed athletes by clicking the check mark, click on the [Save] button to add them to your team for the specific practice.

### View or edit practices

To view a practice, you click on the "View" icon behind the specific practice. Here you find an overview of all the entered details of the practice. Here you also have to option to export a practice to PDF, which can then be saved or printed.

A practice can be edited by clicking on the "Edit" icon. After clicking on this icon, you will be taken to the screen of the relevant practice. In the Practice tab, you can enter or edit basic information regarding the practice. In the Files tab, you can upload and share files. How to do this, is explained in the chapter Team information – Files. By clicking on [Save], all the changes that were made are saved and you will automatically be taken back to the practice overview page.

When you have completed the full analysis, click on the "Complete" icon (thumb), to indicate that the practice information is complete. If the thumb icon is up and the analysis is completed, the statistics will automatically be updated in Team status and Statistics.



## Drills

In the Drills tab, you can select drills from the drill library to use during a practice. You can do this by clicking on the [Drills] button. You are able to select drills, which are available for your team category. By clicking on the "View" icon to the right of drill, you will see more descriptive information regarding the drill. If you have the rights, you can also add drills to the library yourself by clicking on the "New" icon. Once a drill has been created, it will immediately be available in the drill library for your practice and can also be used by other members within your organization. If you click [Save], all the changes that were made are saved. You will automatically be taken back to the practice overview page.

## Schedule

In the Schedule section, all the appointments that you created yourself, that are linked to a practice or game of your teams, or to which you have the viewing rights are visible. Depending on your rights for the appointment, you will be able to view, edit or create this appointment. With the dropdown lists in the top right corner, you are able to view the schedules of the athletes in the different teams. As the creator of an appointment, you will have all the rights to this appointment and you will also be able to delete it.

### Schedule appointments

You can schedule appointments if the coach role has the rights to do so. While scheduling an appointment, you will select the appointment that you want to schedule, have the possibility to set a recurring pattern, and (if desired) you can select co-owners and people involved. After saving the appointment, it will be visible in the schedule of all the co-owners and people involved.

Caution! When you have set up a recurring pattern, it may take a bit longer to save because all the concerning appointments will have to be scheduled.

### View appointments

You will only be able to view appointments if you have been assigned the viewing rights, or if you are the co-owner or creator of the appointment. On the screen, you will see the general details of the appointment and have the possibility to open and see the answers per participant. When opening the appointment, you can also see if the athlete has completed the appointment or not and the reason for this.

### Edit appointments

You will only be able to edit appointments if you are the creator or co-owner of an appointment or if you have editing rights to one or more of the questions. As the creator or co-owner of an appointment, you are able to edit the general details of the appointment and answer the questions that you have to fill out. The questions that you, as creator or co-owner, need to answer cannot be edited by the participants. However, they will be able to view them. This can, for example, be an extra explanation for an appointment.



## Delete appointments

Only the creator of an appointment will be able to delete this appointment from the schedule. This can be done by clicking on the "Delete" icon, checking the appointment details and clicking on the [Delete] button to confirm deleting the appointment. When viewing an appointment, you can always see the creator of the appointment.

## Appointment participants

As the creator or co-owner of an appointment, you can edit the appointment by clicking on the "Participants" icon. Depending on the type of participants selected, you will tick or untick the box next to the staff members, teams or athletes. As soon as you click the [Save] button, the changes will occur in the schedules of the concerning participants.

## Recurring pattern

When participants have to answer an appointment every day or every week, you are able to set a recurring pattern for this appointment. When creating or editing appointments, at recurring pattern you can choose the following: daily, weekly, monthly or yearly. Next, you will select when the appointment has to recur and when the recurring pattern needs to end. Click on [Save] to implement the recurring appointment.

You are able to edit the recurring pattern by editing one of the appointments. When selecting to edit the pattern, the changes will occur for all the appointments starting at the appointment that you are editing.

## Messages

On the main menu, you will find the "Messages" section. If you have any unread messages, then this is visible on the tile. When clicking on "Messages", you will find two folders: inbox and sent items. By clicking on one of these you will get a list of all the messages in that folder.

The envelope icon shows you whether a message has been read or not.

You can view a message by clicking on the "View" icon. When viewing a message, you can see a "Reply" button on the top of the screen if you wish to respond to the email.





## New message

To create a new message, click on the [New message] button.

In "Message type" you can select whether the message is for people internally (within the application), externally (e-mail), or both.

Caution! Your own e-mail address will be used as sender for an external e-mail. If people reply to external e-mails, you will receive these in your personal inbox and not inside the system.

Next, search for and choose recipients from the drop down list by typing (part of) the name, selecting the correct person and clicking the "add recipient" icon. If you select a team, all athletes and staff members, within the team, will receive the message.

If you choose to send a message "externally" or "both", you will have to option to send a message to the parents or caretakers of athletes as well.

Caution! This e-mail address must be present under the athlete information under the parent information tab.

Next, enter a subject and start typing the message.

If you want to add an attachment, you can do so by clicking on the "Select file" button towards the bottom of the page and selecting a file from your computer. Next, click the [Send] button to send the message. The sent message will be placed in the "Sent items" folder.

## Statistics

In the Statistics page, you are able to see a variety of statistics. All the entered data will be collected and displayed in this section. The statistics are divided into different tiles. Click on the tile, of which you want to see the statistics, in order to view them.

For every individual tile, you are able to filter the statistics. If you are linked to more than one team, you can select the team in the "Team" field. You can enter a start and end date and select the type of game. By clicking on [Filter], the statistics will be calculated based on your selected criteria. You can export the statistics to a PDF file by clicking on [PDF].

