

# **dotcomclub**

**Player development system**

## **Manual Coach**



# Table of contents





















<b>Login Dotcomclub</b> .....	6
<b>Login</b> .....	6
<b>1st time login</b> .....	6
<b>Forgot password</b> .....	6
<b>Change password</b> .....	6
<b>Coaches role</b> .....	7
<b>Team status</b> .....	7
<b>Team status - Results</b> .....	7
<b>Team status - Cards</b> .....	8
<b>Team status - Evaluations</b> .....	8
<b>Team status - Training session</b> .....	8
<b>Team information</b> .....	9
<b>Team information - Players</b> .....	9
<b>Player details</b> .....	9
<b>View and edit players in the team</b> .....	9
<b>Export player information</b> .....	9
<b>Team information - Staff</b> .....	10
<b>Team information - Files</b> .....	10
<b>Team information - Team</b> .....	10
<b>Team information - Questionnaires</b> .....	10
<b>Setting recurring questionnaires</b> .....	11
<b>Matches</b> .....	11
<b>Create new match</b> .....	11
<b>Report absent and borrowed players</b> .....	11
<b>Entering match details</b> .....	12
<b>View match and export to PDF</b> .....	12
<b>Match history</b> .....	12
<b>Training sessions</b> .....	12
<b>Create new training session</b> .....	13
<b>Report absent and borrowed players</b> .....	13
<b>View of edit training sessions</b> .....	13
<b>Drills</b> .....	14
<b>Evaluations</b> .....	14
<b>Create new evaluation</b> .....	14
<b>Fill in of edit evaluations</b> .....	14
<b>View evaluations and export to PDF</b> .....	14
<b>Allowing/not allowing players to view evaluations</b> .....	15
<b>Messages</b> .....	15
<b>New message</b> .....	15



<b>Statistics</b> .....	16
Matches overview and Match statistics.....	16
Training statistics.....	16
Absence overview.....	16
Current injuries.....	16
Player evaluations.....	17
Player positions.....	17
Average/total playing time.....	17
Match.....	17
<b>Schedule</b> .....	18
Edit appointments.....	18
Creating appointments.....	18
Set up recurring appointments.....	18





-  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
-  Substitution
-  Switch position
-  Event
-  Card
-  Goal
-  Against goal



## Login Dotcomclub

### Login

In order to login to the player development system Dotcomclub, follow the steps below:

- Open your Internet browser on your computer, tablet or smartphone and go to <https://voetbal.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 data and start the player development system Dotcomclub.

### Forgot password

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

- Open your Internet browser and go to <https://voetbal.dotcomsport.com>;
- Click on the link "forgot password";
- Enter your license number, username\* and email address (that is entered in the Dotcomclub 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 Dotcomclub, you can change your password yourself by clicking on your username at the bottom of any screen.



## Coaches Role

If you are going to work as a coach with the player development system Dotcomclub, 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

Once you have selected a team, click on the "Team status" tile in order to view the current data of your team.

On this screen, you can view the following information:

### Results

Here you can immediately see how many matches your team has won, lost or drawn.

### Cards

Here you can see all the yellow and red cards picked up by players over the season.

### Evaluations

Here you can view the latest evaluations made regarding the players of your team.

### Training sessions

Here you will see all the training sessions of your selected team in the selected season.

## Team status - Results

Within Team status, when clicking on the "Results" tile, you will be able to view all the matches by your team. Here you can see the following information per:

- The thumb icon shows whether a match has been completed or not.
  - The thumbs up icon means "completed"
- Date of the match
- Kick-off time of the match
- Opponent +Home/Away
- Result
- Participants – The number of participants is shown on the screen. By clicking on the "participants" icon, you can view the players involved.
- The "information" icon shows the information regarding the previous matches played against the same opponent.
- The "view" icon shows a summary of the selected match. When you click on the "return" icon, you will return to the list with all matches.
- The "edit" icon allows you to edit information about the selected match.
- By clicking on [New match], you can create data for a new match.
- By clicking on [Import match], you can import matches from your computer. Fill out the information like it is provided in the example, select the file from your computer and click on [Import].
- If the Video analysis module has been activated for your license, a Video analysis Tab will be visible where the created video analyses of the matches can be seen.



## Team status - Cards

Within Team status, when clicking on the "Cards" tile, you will see a summary of the cards received by your team. Here you will see the following information for each card:

The "information" icon shows the match details. In addition, you will see which player received the card, against which opponent this player received the card, the colour of the card and additional information about why the card was given.

## Team status - Evaluations

Within Team status, when clicking on the "Evaluations" tile, you will see a summary of all the evaluations of your team. Here you will see the following information for each evaluation:

The thumb icon shows whether an evaluation has been completed or not. In addition, you will see the date the evaluation was completed and the name of the person who created the evaluation. By clicking on the "view" icon, you will be able to view the evaluation. Here you can also create a new evaluation by clicking on [create (+)]. You will be able to view, edit or delete this new evaluation on the same page.

## Team status - Training session

Within Team status, when clicking on the "Training session" tile, you will see the following information regarding training sessions:

- The thumb icon shows whether a training session has been completed or not.  
The thumbs up icon means "completed"
- The date on which the training session took place
- The time the training session started
- Type of training session and subject
- Participants – The number of participants is shown on the screen
- By clicking on the "participants" icon, you can view the players involved
- Here you can add a borrowed player and provide the following information per player: Rating, Motivation, Reason for absence, Additional notes and Aberrant minutes
- By clicking on the "view" icon, you can see a summary with information about the selected training session.
- By clicking on the "edit" icon, you have the opportunity to edit the information about the selected training session.
- By clicking on [create (+)], you can create data for a new training session. Fill in the data and click on [Save].
- If the Video analysis module has been activated for your license, a Video analysis Tab will be visible where the created video analyses of the training sessions can be seen.





## Team information

On the team information page, you can see all the information regarding players, staff members and your team. Here you can view, edit or enter information. It is also possible to upload files.

### Team information - Players

In the Team information section, on the "Players" tab, you will see a list of current and past players in your team. For each player, you can see their basic information.

### Player details

You can view the details of a player by clicking on the "view" icon, located to the right of a player's name. When you want to enter or edit information, click on the "edit" icon, next to the "view" icon. By clicking on the "back" button, you will return to the overview of your players.

On the player details page, you will find the following information:

- Personal information, here you can find the personal information of a player and note additional remarks.
- Contact information.
- Career player, here you can find information about the career of a player like previous teams and clubs.
- Technical information, information regarding height, weight, shoe size, dominant leg, preferred position, playing positions and skills.
- Statistics, all match and training session information and evaluations from every season.
- Notes, here you can add additional information for each player. If a note is created and is put on active, a \* will be come up next to the player's name in overview of your players.
- Files, here you can add files for a specific player.
- School, here you can find the school information and contact information.

### View and edit players in the team

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

### Export player information

You can export player information by clicking on the "CSV" button behind a player'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 all the active and past staff members of the team during a specific season.

## Team information - Files

In the "Files" tab of Team overview, you can see all the uploaded files relating to your team.

When you click on the "New" icon, you can upload files from your computer to Dotcomclub or you can add a YouTube link. Depending on your browser, you first may have to select the team before the "New" icon 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. Here you can also see the "Borrow players" button where you can select players from other teams to borrow for matches and training sessions.

## Team information – Questionnaires

In the Team information section, on the "Questionnaires" tab, you will see the question lists that are linked to your specific team. Here you can find the following information:

- The thumb icon shows whether a questionnaire has been completed or not.  
The thumbs up icon means "completed".
- Duplicate-icon, with which you can copy a questionnaire.
- Date and title of the questionnaire.
- Information icon, where you can see the questions and add new questions.
- View icon, where you can see the questionnaire and the questionnaires filled in by the players.
- Edit icon, where the title and the date of the questionnaire can be changed.
- Delete-icon, where you can delete entire questionnaires.

When you click on the [Save] icon, you publish the questionnaire for your players. At that moment, the questionnaire will become visible for the players. The players will see the text "not completed" on the Questionnaires tile.



## Setting recurring questionnaires

When creating a questionnaire, or for existing questionnaires, a recurring pattern can be set. This can be done by clicking on the Duplicate-icon and choosing between the options Daily, Weekly or Monthly and giving it an end date.

Caution: When a questionnaire is created, this will automatically become available for the players of the team on the day that the questionnaire was created. The Completed-icon will be updated during the evening and the thumb will automatically face up.

Tip: In case you have accidentally created a (large) amount of faulty questionnaires, these can be deleted in one action. With the button [Delete questionnaires], you can select the time period in between which you want to delete the questionnaires.

## Matches

On the homepage, if you click on the "Matches" tile, you can see all the previous and upcoming matches of your team. Here you can also create new matches or edit information concerning previous matches. You can only edit matches, which you have created yourself. If someone else has created a match, you can only view the match information.

### Create new matches

By clicking on the "New match" icon, you can create a new match. Here you can enter or select all the information for matches from a list. When creating a new match, the line-up, squad numbers and absences can be duplicated from a previous match. Next to "Duplicate", select the previous match you would like to duplicate.

Caution! When you are naming the opponent, name it exactly the same way as you did before. This has to do with the match history.

Once all the information has been entered, click on the [Save] button to create the match, which is then added to the list of matches. In the match overview, matches are sorted by date with the most recent or closest match at the top of the list.

### Report absent and borrowed players

Before starting a match, click on the "Participants" icon. If a player is not present for the match, 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 player in your starting line-up.

When a player normally plays for another team, click on the "Borrow players" button. You then get a list of players who may play for your team. This is decided by administration. From the teams linked to your team, you can borrow players for your squad. You can find the borrowed players button in the "Teams" tab in team overview. Once you have selected a player and added them to your team, click on the [Save] button to add them to your team for the match.



## Entering match details

By clicking on the "Edit" icon behind a specific match, you can edit and enter the starting line-up, match information, match analysis and files.

In the "Matches" section, there is general information such as match type, kick-off time, date and opponent.

On the football pitch view, you will select your starting line-up. First you select a formation from the list. Underneath the football pitch, are all your available players and here you can drag them into their starting position for the match. Any substitutes should be placed on the "Bench" above the starting 11. After creating the starting line-up, no players should be leftover on the bottom of the football pitch.

You can also enter the starting line-up of the opponent. The administrator has to allow you to do so in the settings of the team. You will see a football pitch and you will have to select the opponent's formation from a list. Next, you will be able to fill in a name on each position by clicking on each position.

You can make changes to match information both during and after the match. You can use your mouse to drag the options Card, Goal, Event and Position Switch onto the relevant player on the pitch or bench. Next, the relevant player will automatically be filled in (in the Player or Goalscorer field) and you will only have to register the minute the event occurred and possibly the other player involved. It is also possible to click on an icon to enter the necessary information.

After a match, you can enter all the additional fields at "Match analysis". Click on the [Save] button when all the information has been entered. Next, you will automatically return to the match overview. You are also able to upload files to a match in the "Files" tab. By clicking on the "New" icon, you can upload a file from your computer or add a YouTube link. When uploading a file, this will be linked to a but only visible for you as the creator. When you want to make this file visible for others, click on the "Share" icon en select the participants who you would like to share the file with.

Finally, you can also enter a player's match evaluation and motivation by clicking on the "Participant" icon.

When you have completed the full analysis, click on the "Complete" icon (thumb), to indicate that the match information is complete. If the analysis is complete, the match information can than be used in team status and statistics.

## View match and export to PDF

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

## Match history

In the Match overview section, you can see all the previous matches played between two teams this season by clicking on the "History" icon.



## Training sessions

In the training sessions section, you are provided with an overview of all your team's training sessions this season. Here you can add new training sessions or edit previous training sessions.

### Create new training session

You can create a new training session by clicking on the "New" icon in the main training sessions page. You are then taken to the screen where you can fill out all of the exercise information. All fields should be filled in 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 training session overview page.

### Report absent and borrowed players

Before, or during a training session, click on the "Participants" icon. If a player is not present for the training session, select the appropriate reason for their absence in the reason for absence column. When the appropriate changes have been made, click on the [Save] button in order to save the changes that have been made.

When a player normally plays for another team, click on the "Borrow players" button. You then get a list of players who may play for your team. This is decided by administration. From the teams linked to your team, you can borrow players for your squad. You can find the borrowed players button in the "Teams" tab in team overview. Once you have selected a player and added them to your team, click on the [Save] button to add them to your team for the training session.

### View or edit training sessions

To view a training session, you click on the "View" icon behind the specific training session. Here you also have to option to print a training session. To edit a training session, click on the "Edit" icon behind the training session you wish to edit. After clicking on the "Edit" icon, you are taken to the edit screen of the relevant training session.

In the "Training session" tab, you can adjust the training session information.

In the "Files" tab, you can upload or share files. For the procedure of uploading files go to the Team overview – files chapter of this manual.

If you click [Save], all the changes that were made are saved. You will automatically be taken back to the training session overview page.

## Drills

In the "Drills" tab, you can select drills from the drill library to use during a training session. You can do this by clicking on the "Add drills from library" button and then you can select the drill you want, which is available for your team. By clicking on the "View" icon to the right of drill, you will see more



descriptive information regarding the drill.

You can also create new drills by clicking on the "New" icon. Once a drill has been created it will immediately be available in the drill library and can also be used by other members within your club.

If you click [Save], all the changes that were made are saved. You will automatically be taken back to the training session overview page.

## Evaluations

In the evaluation section, you can view, edit and create evaluations. In the overview screen, you can see all the created evaluations from your team. Also, the "Thumb" icon will show you whether or not evaluations have been completed and you can also see who filled in the evaluation.

### Create new evaluation

By clicking on the "New" icon, you can create a new evaluation. Here you enter the date that the evaluation will take place. Next, press [Save] and evaluations will be created for every player in your team. You will automatically return to the list of evaluations.

### Fill out or edit evaluations

When the evaluation has been created, click on the "Edit" icon and you will be brought to a page with a list of all the players in your team. Next, click on the "Edit" icon behind a player to fill out or edit their evaluation form. Evaluations have a 5 point system on which a player is rated and a notes sections where the coach can leave a note.

By clicking on the "Information" icon, you get an explanation of the specific evaluation item. If a previous evaluation has been completed on a player, a column on the right will show the player's previous rating from their last evaluation.

The entered data will be saved automatically. If you have filled in an evaluation, click on the "Completed" icon and the thumb will go up. This evaluation can then be viewed by a player, if he has a login code. In addition, the evaluation date will be updated in the team status section.

### View evaluations and export to PDF

When an evaluation has been completed, and you click on the "View" icon, you will see an overview of all your players. If you click on the "View" icon behind a specific player, you will see his rating. If a previous evaluation has been completed on a player, a column on the right will show the player's previous rating from their last evaluation.

Once you have completed an evaluation, you can download the evaluation as a PDF. First click on the "View" icon to be taken to the overview of evaluations. If you then click on the "PDF" icon at the top of the page, you can export all the evaluations of your players to PDF, which you can safely export to your computer or print. By first clicking on the "View" icon behind a player and then clicking on the "PDF" icon, you can make an export of an individual player.



When going to the player details page, under statistics, you can select a specific season under evaluations. All the evaluations, for this player, during this specific season will be shown next to each other.

## Allowing/not allowing players to view evaluations

As the creator of an evaluation, you can decide if you want to allow the players to view the filled in evaluation(s) or not. (they do need an account to view the evaluations). Standardly, a player is not able to view the evaluation(s). Per player, you are able to give them these viewing rights. You can do so by putting the thumbs icon up or down in the evaluation. By clicking on the Completed-icon before an evaluation in the evaluations overview page, these evaluations will be updated in the statistics and team status.

## Messages

On the main menu, you will find the "Messages" tile. If you have any unread messages, then this is visible on the tile. By clicking on the "Messages" tile, you enter this page and 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" icon. 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 e-mail. If people reply to external e-mails, you will receive these in your personal inbox.

Next, choose recipients from the drop down list. You can select a person, role or team. Click the "add recipient" button to add them to the people the e-mail will be sent to. If you select a team, all players and staff members, within the team, will be emailed. 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 players as well. Caution! This e-mail address must be present under the player information under the parent information tab.

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 section, you can find different statistics of your team(s) based on the entered data. Caution: in order to carry out the entered data in Matches, Training sessions and Evaluations into the Statistics section, this data has to be listed as Completed.



## Matches overview and Match statistics

Here you can find basic information, per player, based on the matches played. For example, the amount of matches played, number of times in the starting eleven, amount of times substituted, total amount of playing time, evaluations, cards, goals and assists. By selecting a start and end date, you will have the possibility to see the statistics of a specific period. You can also filter based on the type of match: All, Cup, Friendly, League and Tournament. Click on [Filter] in order to search based on the predetermined criteria. By clicking on the PDF-icon, you can generate the overview to PDF.

## Training statistics

Here you can find basic information, per player, based on the completed training sessions. For example, the amount of training sessions, training session minutes, evaluations and motivation. By selecting a start and end date, you will have the possibility to see the statistics of a specific period. You can also filter based on the type of training session: All, Conditioning, Match, Tactical, Technical and Other. Click on [Filter] in order to search based on the predetermined criteria. By clicking on the PDF-icon, you can generate the overview to PDF.

## Absence overview

Here you can generate an overview of the absences and/or absence reasons per player, or for multiple players at the same time. By selecting a start and end date, you will have the possibility to generate the overview based on a specific period. In addition, you can also filter based on the players of the team, the type of absence reason and match/training session (or both). The attendance percentages of your players at training sessions and/or matches will automatically be calculated here.

## Current injuries

Here you can find an overview of all the current injuries of the players in the selected team. Per player, you can see the subject of the injury, the creator, the start date, the (expected) end date and the most recent injury update. This data can be entered by the person with the (Head) medical role. The medical people can report injuries by using the colors green, orange or red. The assigned color will be visible for you. The meaning of the colors is as follows:

**GREEN** = YES, the player can participate in training sessions/matches;

**ORANGE** = RECOVERING, the player cannot participate in training sessions/matches;

**RED** = NO, the player cannot participate in training sessions/matches.

With the colors orange and red, the player will automatically be listed as 'Injured' when selecting your participants for matches and training sessions. With the color orange, the player may/can do some sort of recovery training session.

## Player evaluations

Here you can easily bring forward the evaluations per player or of multiple players (maximum of 5 players) at the same time in order to do a comparison. By selecting a start and end date, you will have the possibility to filter based on evaluations which have been created in a specific period. You can select





one or more players of which you would like to see the evaluation(s) and/or do a comparison. By selecting [Average of the team], the team average will also be portrayed in the overview.

Tip: if a player from your team has been evaluated during the current season by another team, you can filter on the date of when that evaluation was created. This evaluation will then also be portrayed in the overview.

## Player training

Here you can generate an overview of the attendance and/or absence reasons per player or of multiple players (maximum of 5 players) at the same time in regards to training sessions. By selecting a start and end date, you will have the possibility to filter based on a specific period. In addition, you can filter based on the players of the team and the different absence reasons. This will allow you to generate an attendance overview per player and filter based on a specific period and/or absence reason.

## Player positions

Here you can generate an overview of the positions which players have played per player or of multiple players at the same time. By selecting a start and end date, you will have the possibility to see the statistics during a specific period. In the overview, you can see the positions played per player and in which match this was. Also the position changes during a match can be seen in the overview.

## Average/total playing time

Here you can generate an overview of the average playing time per week per player or of multiple players (maximum of 5 players) at the same time. By selecting a start and end date, you will have the possibility to see the statistics during a specific period. In this overview, you can easily see which players, on average, play more than other players.

## Match

Here you are able to view a great amount of match statistics of your own team and opponents. By selecting a start and end date, you will have the possibility to see the statistics during a specific period.

In this overview, you can find the following statistics:

0 Goal situations; from which situations does my team score most often and how do we concede the most goals;

0 Cards;

0 Events, for example the amount of missed penalties;

0 Goals per minute and per quarter, when your team scores the most goals or when your team concedes the most goals.

## Schedule

In order to view all the matches, training sessions and evaluations from your teams, click on the Schedule button on the main screen. As soon as you create or plan a match, training session or evaluation through the schedule, all participants involved (staff members and players) will automatically see this event on their own schedule.



## Edit appointments

In case you have already created matches, training sessions and evaluations, they will immediately be visible in your schedule. You can only edit the appointments that you have created yourself. You do this by first clicking on the appointment and then clicking on the "Edit" icon. You can only view appointments, which you have been invited to but did not create yourself. You can do this by clicking on the "View" icon.

## Creating appointments

You can create 4 types of appointments in the schedule.

1. Personal schedule (grey)
2. Match (green)
3. Evaluation (red)
4. Training session (blue)

The matches, training sessions and evaluations, you can add yourself by clicking on the "New" icon in front of the respective item. You will then enter the creating matches, creating training sessions or creating evaluations pages. (For detailed information, go to the chapter about matches, training sessions and evaluations in this manual).

After you have added a match, training session or evaluation, through the schedule, it will also be visible in the overview lists of match, training sessions and evaluations.

## Set up recurring appointments

By double clicking on an appointment, you can create a recurring appointment. Next to "Repeat", you can state if you want the appoint to recur "Daily", "Weekly", "Monthly" or "Yearly". Next, you state when the appointment recurs and when it ends completely. Click on [Save] to save the recurring appointment.

You can edit or delete this appointment by double clicking it. By clicking on [Save], the appointment will be saved and you will be able to view it in your schedule. To invite participants to an appointment, click the "Participants" icon within the event. You are given an overview of all the people you can invite to your appointments. For match, training sessions and evaluations, the players of your team will automatically be listed as participants.

## Generate year overview

By selecting Year overview and clicking on [Generate PDF], you get a structured print version with all the Matches, Training sessions and Evaluations of your team(s).



