

Sportivo Team Setup Guide

For Club Administrators, Coaches & Managers

This guide explains how to quickly get your teams loaded and ready on Sportivo so that fixtures, results, communication, and team management run smoothly.

◆ Overview

To ensure everything works correctly on Sportivo:

- Coaches & managers must be linked to teams
 - Players must be added correctly via the app
 - Team sheets must be maintained and updated
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👤 Club Administrators (Setup & Access Control)

Your role: Assign to coaches/managers to teams

Steps:

- Login to the admin portal
👉 <https://sportivo.app/v3/#/portal/dashboard>
- Generate **QR codes or links** for each team
- Share these links with the relevant coaches and managers
- Ensure each team has the correct staff assigned

Click here to see how:

<https://sportivo-help.freshdesk.com/a/solutions/articles/103000389290>

Outcome:

✓ Coaches and managers can access and manage their teams

🔧 Coaches & Managers (Team Management)

Your role: Manage your team, players for match preparation.

Step 1: Join Your Team

- Download the Sportivo app
 - Sign up and log in
 - Use the provided **QR code or link** to join your team
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Step 2: Add Players

- Use your team's **player invite QR code or link**
- Share it with players
- Ensure all players are added before matches

Click here to see how:

<https://sportivo-help.freshdesk.com/support/solutions/articles/103000390183>

Step 3: Manage Team Sheets

- Update your **line-up and players** in the app
- Assign positions, captain, team sheets etc.

Click here to see how:

<https://sportivo-help.freshdesk.com/support/solutions/articles/103000288535>

Key Reminders

- All teams must be fully loaded **before match day**
 - Keep team sheets **up to date before match day**
 - This ensures accurate fixtures, results, and stats reporting
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What This Enables

- Live fixtures & results
- Accurate team sheets
- Seamless match-day operations

Need Support contact Sportivo on: WhatsApp Number: +27 76 922 9233