LOGGING IN AND FINDING YOUR WAY AROUND

This guide gets you signed in as a league organiser and shows you where everything lives in your admin area, so you can find your way around before you start running your league.

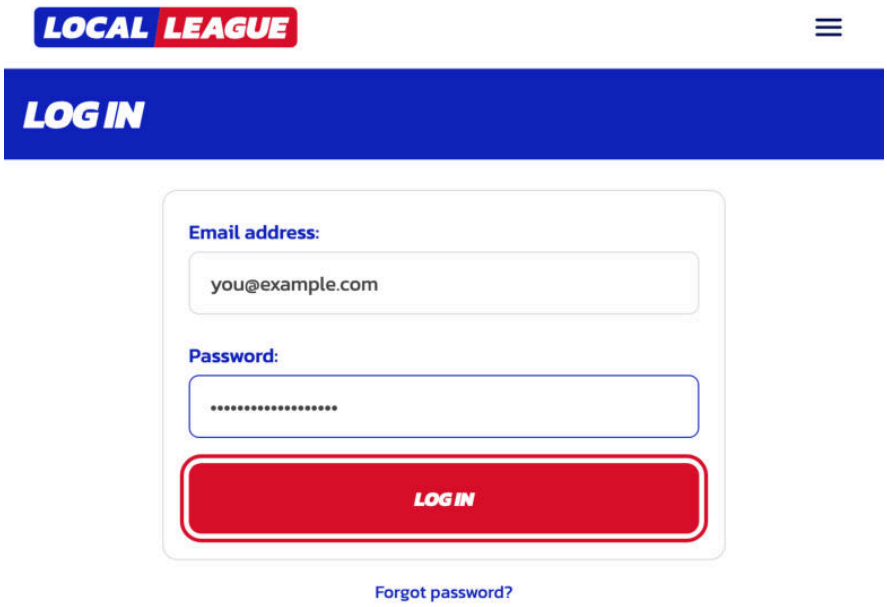
BEFORE YOU START

When your league was set up, we sent an invite to the email address we have for you. Use it to choose a password.

Can't find it? Check your junk folder first. If it's not there, use **Forgot password?** on the log in page and we'll email you a link to set a new one.

LOGGING IN

1. Go to **playlocalleague.com/login**
2. Type your email address and password
3. Tap **Log in**



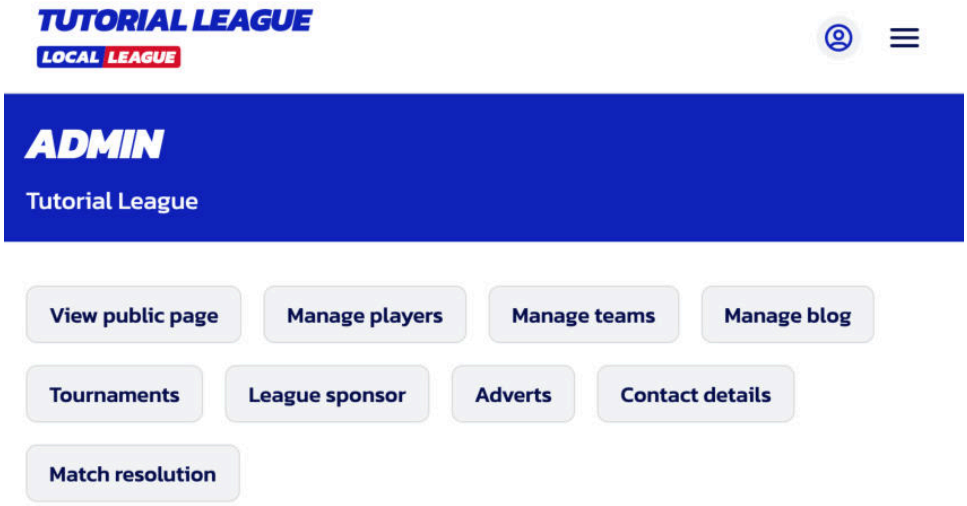
The log in page. The email address shown is just an example.

You'll land on your league's admin page. If you ever lose your way, the **person icon** at the top right of any page takes you straight back to it.



YOUR ADMIN HOME

This is your control centre. Your league's name is at the top, with the Local League logo underneath. Below the blue **Admin** banner is a set of buttons, and below those, your seasons.



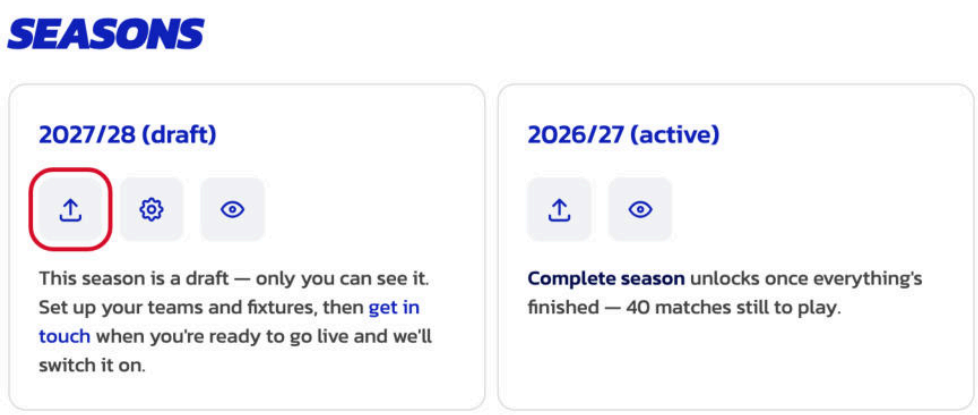
WHAT THE BUTTONS DO

- **View public page** – your league's page, exactly as players see it.
- **Manage players** – find any player, invite them to claim their profile, or link them to an account they already have.
- **Manage teams** – take a team out of the season if it folds. (A singles league shows **Entrants** here instead, for withdrawing a player.)
- **Manage blog** – post news to your league page. Players can comment on it.
- **Tournaments** – set up and run knockout cups, singles championships and doubles nights.

- **League sponsor** – put a sponsor's logo and link at the top of your league pages.
- **Adverts** – run advert panels on your league pages.
- **Contact details** – the name, phone number and email shown on your league's Information page, plus your committee members.
- **Match resolution** – anything that's stuck: matches waiting for confirmation, fixtures past their date, results missing a Player of the Match. A number appears on the button when something needs you.

YOUR SEASONS

Each season has its own card, with its name and its status in brackets. Under the name are small icon buttons.



- **Upload arrow – Import data.** Add or update your divisions, teams and players, and generate your fixtures.
- **Cog – Edit season.** Change a season's settings. It only appears on a draft.
- **Eye – View league page.** See your league as players do.

A **draft** season is private. Only you can see it, so you can set it up in peace. When it's ready, get in touch and we'll switch it on. Once it's **active**, it's the season everyone sees.

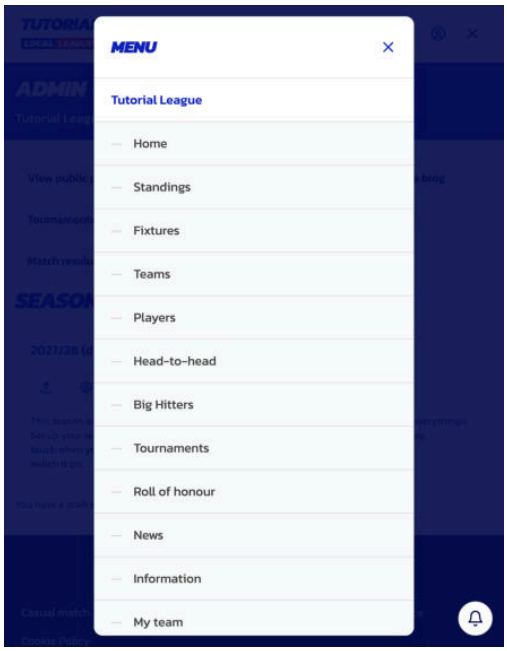
A league can have one draft season at a time. Once your draft has been switched on, you can create the next one.

On your active season you'll see **Complete season** once every match has been played and confirmed. Completing a season locks the final standings and gives out the season awards, so leave it until you're sure everything is in.

THE MENU

Tap the three lines at the top right to open the menu. It lists your league's pages: Home, Standings, Fixtures, Teams, Players, Head-to-head, Big Hitters, Tournaments, Roll of honour, News and Information.

If you belong to more than one league, a drop-down at the top of the menu switches between them.



WHAT NEXT

The next guide, **Importing divisions, teams and players**, takes you through getting your league's data in and generating your fixtures.

All our guides are collected at **playlocalleague.com/resources**. If you get stuck, use the Contact us link at the bottom of any page and we'll help.