



## Getting Started Guide

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# Administrators

## **Registration**

Once you have registered the organisation and successfully created an account with the Dan Abrahams Soccer Academy, you will be sent a welcome email containing your username and account details. If you do not receive this email, please check your junk/spam folder and add [office@danabrahams.com](mailto:office@danabrahams.com) to your safe senders list.

You will be directed to the **Purchase a Plan** page where you will be presented with the plan options. Select the plan that best suits your organisation's needs, or contact **Support** to discuss a custom plan if none of the available plans suit. Please note that all plan prices are per year.

## **Purchasing a Plan**

Once you have selected a plan, follow the prompts to pay for the plan using PayPal. Once payment has been confirmed, you will receive a confirmation email. You can view payment details on the **Plan Details** page at any time.

## **Dashboard**

When you log in to the account, you will be presented with the **Dashboard** page. From here you can navigate to any page on the account.

## **Inviting Users**

In order to invite players, coaches and parents to join up to the account, simply pass on the **Account ID** and **Connection PIN** for them to connect. They do this by following the **Connection Process** outlined below.

Please note, the **Account ID** and **Connection PIN** (PIN) are displayed on the **Dashboard** for reference and are contained in your welcome email.

## **Connection Process:**

Click on the connections link on the homepage

Step 1: Enter the **Account ID** and **Connection PIN** for the organisation

Step 2: Select what type of user you are: (player, coach or parent)

Step 3: You will be asked to enter your email address and to create a username and password

Please note, users will not have access to their account until their **Connection Request** has been approved. Administrators and coaches are responsible for approving **Connection Requests**.

If a user identifies themselves as a player, they will be asked if a specific coach asked them to join the academy, they can select the name of the coach from the drop-down list.

Parents follow the same **Connection Process** as above, however, they have the additional step of being asked to connect to a specific player directly. This means that a parent must wait until the player they are connecting to has gone through the **Connection Process** themselves and has had their **Connection Request** accepted. The parent will be asked at the end of the **Connection Process** to enter the player's **User ID**. The **User ID** can be found on all pages of the players account. You can also view this ID in the table on the **Active Connections** page next to the player's name. The player will then need to log in to their account to accept the parent **Connection Request**. Once the request has been accepted, the parent will have access to both player and parent videos.

Once the user has completed the **Connection Process**, they will be sent a welcome email containing their username and **User ID**.

You will be notified when the organisation has **Connection Requests** by email (1 email is sent out at midnight GMT for each day that there are **Pending Connections** waiting to be processed) and a reminder that there are **Pending Connections** will appear each time you log in to your account until they have been processed and moved to **Inactive Connections**. This is to serve as a reminder so that players and coaches are not waiting to have access to their account for long periods of time. If you are unsure if you want to approve a user, you can move them to **Inactive Connections**. This process is explained in detail below.

## Managing Connections

Administrators and coaches manage the organisation **Connections** from the **Dashboard**. The **Connections** box contains the tabs: **Active**, **Inactive** and **Pending**.

**Pending Connections** – Click on the Pending button to be taken to the **Pending Connections** page to see all **Connection Requests**.

You can choose either to accept or decline each request. If you decline a request, by clicking the decline (x) button, the user will disappear from view and they will need to request to connect again. To accept the connection, click the accept button (✓) and then Update Connections. You will then be asked if you want to move to the **Inactive Connections** page. Please note the user will not have access to their account at this stage.

**Inactive Connections** – This page shows a list of all inactive users who have not yet been granted access to the account. Switch the on/off button from 'off' to 'on' in order to grant access to the user. You can leave users switched off here should you wish to. Once you accept a user, they will move to **Active Connections**.

**Active Connections** – Here you will see all active players, coaches and parents who are connected to the account. You can remove access to any user by moving the on/off button beside their name to 'off' and clicking Update Connections at the bottom of the table.

When you reach the maximum number of users for the user type allowable on your plan an error message will show and you will be unable to grant access to further users. You can either deactivate users to make room for new users, or contact **Support** if you would like to discuss upgrading your plan.

On all **Connection** pages, there is a table containing useful information such as **User ID**, user type, and, if for a player, the name of the coach who invited them to connect to the organisation if they selected one. On the **Active Connections** table you can also view the user's profile and the date they last logged in to their account.

## Administrator Access

As administrator for the organisation you will have access to all areas of the academy, other than videos. If you want to access the programme yourself, i.e. to watch the videos, you'll need to connect up to the organisation by following the **Connection Process** above, identifying yourself as a player, coach or a parent. You will need to create a new username and password for your own personal use.

## Plan Details

You can view plan details including the expiry date, number of users allowable for each **User Type** and payment confirmation on the **Plan Details** page.

30 days prior to when your plan is due to expire, a **Renew Plan** button will appear on the **Plan Details** page. Pressing this button will take you directly to PayPal to renew the plan you are currently on (with the same number of player, coach and parent allocations).

If you wish to upgrade your plan to allow more users on the account, you can do so in the **Upgrade Plan** table below the **Renew Plan** table, which also appears 30 days prior to expiry. If you do not see any plans in this table, it is because you are on the highest plan type.

If you would like to downgrade to a plan with fewer allocations, please contact **Support**.

## Statistics

The **Statistics** page contains information regarding how many videos each user has viewed, how many times they have viewed the video and the last time they logged in to their account. You can filter the table by player, coach or parent and by 7 days, 30 days and 12 months.

On the **Dashboard** page there is a table which gives a snapshot of this information.

Note, the Groups column in the **Statistics** table is for use by coaches and is disabled for Administrators.

## My Details

In the drop down box in the top right hand corner, there is an option called **My Details**. Here you can update your personal details, change your password and username and add a profile picture to your account.

## Organisation Details

On the Organisation Details page you can view and update the **Connection PIN**, change the address and contact details and add a logo for the organisation.

## Videos

Active players, coaches and parents watch the videos on the **Videos** page of their account. Coaches can also recommend videos to other users using **Coach Suggestions**. The suggest functionality appears when they select a video to watch. The suggested video will then show on the **Videos** page on the users account.

Players have access to watch the player videos, coaches have access to watch the coach and player videos and parents have access to watch the parent and player videos.

## Viewing Users' Profiles

On the **Active Connections** and **Statistics** pages, you can view a user's **Profile** page by clicking on the icon in the Profile column in the tables on these pages.

On the **Profile** page, you can view detailed information about the latest videos they have watched, statistics and, for players and parents, their connections. You can also see when the user last logged in to their account.

## Coaches

To connect up to an organisation on the Dan Abrahams Soccer Academy as a coach, you will need to follow the **Connection Process** outlined below.

### **Connection Process:**

Click on the connections link on the homepage

Step 1: Enter the **Account ID** and **Connection PIN** for the organisation you are connecting up to

Step 2: Select what type of user you are (coach)

Step 3: Enter your email address and create a username and password as per the instructions

Once you have entered these details and successfully created an account, you will be sent a welcome email containing your username and **User ID**. Please note, if you do not receive this email, check your junk/spam folder and add [office@danabrahams.com](mailto:office@danabrahams.com) to your safe senders list.

You will then need to wait until your connection is accepted to access your account and begin watching the videos.

### **Dashboard**

When you log in to your account, you will be presented with the **Dashboard**. From here you can navigate to any page on your account.

### **Videos**

On the **Videos** page you will see all of the coach and player videos.

Watch videos by clicking the Watch/Suggest button on the selected video. This will open a new tab.

Tags: You can search for videos using tags in the table on the **Videos** page. For example, if you would like to find all videos that relate to confidence, simply click on the tag 'confidence' under **Tags** and all videos with that tag will show.



Titles: If you know the title of a video, you can search for it using the title search box in the table on the **Videos** page.

Please note, players receive the player videos and parents have access to the parent and player videos.

### **Coach Suggestions**

If you would like to suggest the selected video to a player or parent, or another coach, (depending on which video you select), simply click the Watch/Suggest button, opening a new tab, and use the table below the video to select users to recommend it to by clicking the off button, switching it to on, then clicking Update Suggestions at the bottom of the page. You can filter users in the Table Filters by entering one or more of the search boxes. Or you can filter by clicking the arrows in the table below this. You can search by: Name, Groups, User Type and Last Viewed.

The selected user/s will be sent an email advising them that you have recommended they watch the video/s. They will also see the recommended video/s under **Coach Suggestions** in the table on the **Videos** page. If you have been recommended to watch a video by another coach, you will see this in the same place on your **Videos** page.

### **My Groups**

On the **My Groups** page, you can create groups enabling you to organise your players into small groups, teams or squads which only you can see.

Create a new group by entering in a name for it and clicking the Create Group button. Add users to a group by clicking the Add button next to their name and clicking Update Group. You can view and remove players from groups by clicking on the selected group at the top of the page.

### **Statistics**

The **Statistics** page contains information regarding how many videos each user has viewed, how many times they have viewed the video, the **Groups** you have added them to and the last time they logged in to their account. You can filter the table by player, coach or parent and by 7 days, 30 days and 12 months.

On the **Dashboard** page there is a table which gives a snapshot of this information.

## My Details

On the **My Details** page you can change your personal details, change your password and username and add a profile picture to your account.

## My Profile

On the **My Profile** page you can view a snapshot of your account including the last videos you have viewed and statistics on the videos you have watched.

Please note, your profile can be viewed by the organisation administrator as well as all active coaches connected to the account.

## Connection Requests

As a coach, you will have access to the **Connections** pages in order to approve and decline users as appropriate. You will be notified when the organisation has received a **Connection Request** when you log in to your account.

You can pass on the organisation **Account ID** and **Connection PIN** to players and other coaches to connect to the account. They follow the same **Connection Process** as above.

If a user identifies themselves as a player when they go through the **Connection Process**, they will be asked if a specific coach asked them to join the academy, they can select the name of the coach from the drop-down list.

Parents follow the same **Connection Process** as above, however, they have the additional step of being asked to connect to a specific player directly. This means that a parent must wait until the player they are connecting to has gone through the **Connection Process** themselves and has had their **Connection Request** accepted. The parent will be asked at the end of the **Connection Process** to enter the player's **User ID**. The **User ID** can be found on all pages of the player's account. You can also view this ID in the table on the **Active Connections** page next to the player's name. The player will then need to log in to their account to accept the parent **Connection Request**. Once the request has been accepted, the parent will have access to both player and parent videos.

## Managing Connections

You can manage the organisation **Connections** from the **Dashboard**. The **Connections** box contains the tabs: **Active**, **Inactive** and **Pending**. Click on the

**Pending** tab to be taken to the **Pending Connections** page to see all **Connection Requests**.

**Pending Connections** – Click on the Pending button to be taken to the **Pending Connections** page to see all **Connection Requests**.

You can choose either to accept or decline each request. If you decline a request, by clicking the decline (x) button, the user will disappear from view and they will need to request to connect again. To accept the connection, click the accept button (✓) and then Update Connections. You will then be asked if you want to move to the

**Inactive Connections** page. Please note the user will not have access to their account at this stage.

**Inactive Connections** – This page shows a list of all inactive users who have not yet been granted access to the account. Switch the on/off button from 'off' to 'on' in order to grant access to the user. You can leave users switched off here should you wish to. Once you accept a user, they will move to **Active Connections**.

**Active Connections** – Here you will see all players, coaches and parents who are connected to the account. You can remove access to any user by moving the on/off button beside their name to 'off' and clicking Update Connections at the bottom of the table.

When the maximum number of users for the account has been reached, you will be unable to grant access to further users and an error message will show. Please speak with the account administrator should you wish to add more users to the account.

On all **Connection** pages, there is a table containing useful information such as **User ID**, what type of user they are, and, if they are a player, the name of the coach who invited them to connect to the organisation, if they selected one. On the **Active Connections** table you can also view the user's profile and the date they last logged in to their account.

### **Viewing Users' Profiles**

On the **Active Connections**, **Statistics** and **My Groups** pages, you can view a user's **Profile** page by clicking on the icon in the Profile column in the tables. On the **Profile** page, you can view detailed information about the latest videos they have watched, statistics and, for players and parents, their connections. You can also see when the user last logged in to their account.

## Players

### **Connection process:**

Click on the connections link on the homepage

Step 1: Enter the **Account ID** and **Connection PIN** for the organisation you are connecting up to

Step 2: Select what type of user you are (player)

Step 3: Enter your email address and create a username and password as per the instructions. When you identify yourself as a player, you are asked to select the name of the coach who invited you to join the account if applicable.

You will be sent a welcome email containing your username and **User ID**. Please note, if you do not receive this email, check your junk/spam folder and add [office@danabrahams.com](mailto:office@danabrahams.com) to your safe senders list.

You will then need to wait until your connection has been approved to access your account and begin watching the videos.

### **Parent Connections**

To have a parent or mentor join your account you can pass on **the Account ID** and **Connection PIN** for the organisation as well as your **User ID** and have them go through the same connection process as above instead selecting 'parent'.

Once they have done this you will see their request to connect to you on the **My Details** page of your account where you can either accept or decline each parent/mentor.

Please note you can have up to 2 parents/mentors join your account.

### **Videos**

Watch videos on the **Videos** Page by clicking the Watch Now button on the selected video. This will open a new tab.

Tags: You can search for videos using tags in the table on the **Videos** page. For example, if you would like to find all videos that relate to confidence, simply click on the tag 'confidence' under **Tags** and all videos with that tag will show.

Titles: If you know the title of a video, you can search for it using the title search box in the table on the **Videos** page.

### **Coach Suggestions**

Coaches can suggest videos to players to watch. If a coach has recommended you watch a particular video, you will see it on the table on the **Videos** page under **Coach Suggestions**. You will also receive an email advising you that a coach has suggested a video for you to watch.

### **My Profile**

On the **My Profile** page you can view a snapshot of your account including the last videos you have viewed and statistics on the videos you have watched.

Please note, your profile can be viewed by the organisation administrator as well as all coaches and your connected parents, guardians or mentors.

### **My Details**

On the **My Details** page you can update your personal details, change your password and username and add a profile picture to your account. You can also view your parent connections and accept or remove parent connections.

## Parents

### **Connection process:**

Click on the connections link on the homepage

Step 1: Enter the **Account ID** and **Connection PIN** for the organisation you are connecting up to

Step 2: Select what type of user you are (parent)

Step 3: Enter your email address and create a username and password as per the instructions. When you identify yourself as a parent, you will be asked to enter in the **User ID** of the player you are connecting to. You will then need to wait until your connection has been accepted by the player in order to access your account and begin watching the videos.

You will be sent a welcome email containing your username and **User ID**. Please note, if you do not receive this email, check your junk/spam folder and add [office@danabrahams.com](mailto:office@danabrahams.com) to your safe senders list.

### **Videos**

Watch videos on the **Videos** Page by clicking the Watch Now button on the selected video. This will open a new tab.

Tags: You can search for videos using tags in the table on the **Videos** page. For example, if you would like to find all videos that relate to confidence, simply click on the tag 'confidence' under **Tags** and all videos with that tag will show.

Titles: If you know the title of a video, you can search for it using the title search box in the table on the **Videos** page.

Parents have access to both the player and parent videos.

### **Coach Suggestions**

Coaches can suggest particular videos to players and parents to watch. If a coach has recommended you watch a particular video, you will see it on the table on the **Videos** page under **Coach Suggestions**. You will also receive an email advising you that a coach has recommended a video for you to watch.

## **My Profile**

On the **My Profile** page you can view a snapshot of your account including the last videos you have viewed and statistics on the videos you have watched.

Please note, your profile is viewable by the organisation administrator as well as all coaches.

## **My Details**

On the **My Details** page you can update your personal details, change your password and username and add a profile picture to your account. You can also see your player connections and view the players profile by clicking the View Profile button