

1. Download the app either from the IOS App store or google play



- 2. Login with your email address and password setup during the registration process
- 3. On logon you reach the members Hub.



In the top right hand corner, if there is a number next to the bell icon there is unread notifications of messages, click on the bell to access.

4. If the message is you have been invited to a fixture, click on the blue hyper link to respond



5. This will take you to the fixture, you can hose to respond "attending" and then click Respond button, or you can select " Not Attending" and add a note to let the coach know why they cant attend and then click respond

15:20	▶ Ø Ø	♥⊿	60%
÷		•)	Logout
	(2010/2011) 00:00	25	
	Swifts Sabres		
	🖾 Respond to invite		
	Isla Fraser		
	Attending		
	Not attending		
	Decline reason		
	RESPOND		

To return to the main page click the back arrow.

It is a similar approach if you are invited to any events



## 6. NOTIFICATIONS

Click on your name and then on settings

Му ассои	int	
Settings		
Members	hips	
Add Orga	nisation	

You will then have an option to choose how you receive different notifications – by app/email or both

Notifications		
Set how you would like to receive notifications regarding activity on your MCH accounts.		
Nave articles	Email	Mobile App
Ariole added.		
Event Invites, reminders.	~	<
Fixtures Invites.	~	✓
Man of the match Vote opens, MotM winner.		
Volunteering New jobs job assigned.	~	✓
Fundraising Event opened, event starting.	~	✓
Programmes New programme invites, session reminders.	~	✓
Update Sizing Info Automated e-mail reminder to keep sizing info up to date.		

If you are using the app, please ensure that in your phone settings that the mCH app has permissions to send notifications (android phones under app notifications in settings / IOS under "Go to Settings and tap Notifications"

7. From the main page if you click on the team logo, this takes you to the main dashboard

This shows

- Any upcoming Team events
- The next set of fixtures for your daughters team
- Any volunteer tasks that have been assigned to you
- Messages any recent messages
- And then finally the latest news post and a link to the club website.



## DUNDEE EAST GIRLS FC MY CLUB HUB APP GUIDE

15:29		♥⊿ 🕯 59%
÷		➡ Logout
<b>тер</b>	<b>(</b> ) ~	
🛗 Upcoming even	its	
There are no events to sho	ow.	
🛗 Fixtures		
vs <b>Fair City</b> on Sat 5th N Away fixture at: South Inch, Pert	ov 2022 at 09:3 h, PH2 8AR	Dam
vs <b>Bayside Bears</b> on Sat Away fixture at: Pitreavie Sports	5th Nov 2022 a centre, Dunfermline,	t 10:30am KY11 8PP
vs <b>Kirrie Thistle Maroon:</b> 09:30am Home fixture at: Whitton Park	<b>s</b> on Sat 12th No	ov 2022 at
🖒 Volunteer Tasks	5	
There are no tasks to show	W.	
🔉 Messages		
You have no messages at	the moment.	



- 8. If you wish to contact one of the officials or the Club committee. Click on the hamburger menu on the top right hand corner and then click on messages
  - a. Click on the little Pen icon and choose whether you are sending a message to one of the club officials or groups (once setup there will a team parent group).
  - b. If messaging an official, click officials and then select which team official you would like to contact and click on them



c. At bottom of screen type you message and press on the send button.





d. If you receive a message you will receive notification , click on view to take you to the message





9. If at any time, if you would like to volunteer or to change your volunteer status, , open the hamburger menu and press on volunteering and the press on edit volunteering settings button

15:36	▼⊿ 🗎 58%				
÷	➡ Logout				
MY CLUB HUB	∽ 📌 ≡ Menu				
Member Accounts Volunteering Dundee East Girls For (2010/2011)	otball Club 12's				
< BACK TO VOLUNT See All Clubs					
Are you willing to volunteer?					
• From time to time your organisation will send invitations for help with ad-hoc volunteering tasks or duties. By saying you can volunteer, you may accept or decline these invitations.					
Can volunteer					
Can't volunteer					
Occupation	1 Info				
✓ UPDATE DETAILS					
<b>Club website</b> Open site					
Code of conduct Read now					

Change the status and we use the occupation box to capture which role or activity you would like to volunteer for

As with the website you can amend you details, your daughters details, you subscription settings and memberships through the relevant links from the hamburger menu under my account or settings