



OXFORDSHIRE YOUTH FOOTBALL LEAGUE x CENTRE CIRCLE

A guide for **team managers**

Getting your team started on Centre Circle

Centre Circle is a free platform that makes grassroots football easier for volunteers. This guide covers what you need as a team manager: signing up, league info, and your match day essentials. Scan the QR codes for quick video tutorials, or follow the written steps.

Download the app

Get Centre Circle free on iPhone or Android. Scan the code for your phone, or search "Centre Circle" in your app store.



App Store



Google Play

WHAT'S INSIDE

- 1 **Signing up as a team manager**
- 2 **Viewing league documents**
- 3 **Contacting someone from your league**
- 4 **Viewing your official's contact info**
- 5 **Pre-match confirmation as the home team**
- 6 **Advertising a fixture to find a referee**

Need a hand? Email the Centre Circle support team at support@centrecircleapp.com

Website: centrecircleapp.com



Your fixtures are already here. Fixtures flow into Centre Circle directly from FA Full-Time, so there's nothing to re-enter.

1 SIGNING UP

Signing up as a team manager

Setting up takes a couple of minutes. Once your club verifies you, you're ready to run your team on Centre Circle.

- 1 Download Centre Circle and tap **Create Account**, then fill in your details across the two pages.
- 2 **Confirm your account** using the link we email you, then reopen the app.
- 3 When asked **"Who is this account for?"**, choose **"I'm signing up as myself"**. On the role selector, choose **Team Manager** and tap **Next**.
- 4 Search for your **team** and select it.
- 5 Your account is held until your **club verifies you**. Once that's done, you're ready to go.



WATCH
Sign up as a team manager

youtube.com/shorts/Wmh1vTOgmR0

Taking a while to be verified? If your account is still held after a couple of days, drop us a line at support@centrecircleapp.com with your name and team, and we'll get you sorted.



2 LEAGUE INFO

Viewing league documents

Handbooks, rules and anything else the league publishes are always in the app.

- 1 Open the **side menu** from the home screen.
- 2 Tap **League Info** and select **Oxfordshire Youth Football League**.
- 3 Tap the **Documents** tab.
- 4 Tap a document to open it.



WATCH
View league
documents

youtube.com/shorts/zG5VCFzdRMM

Shortcut: you can also open any fixture and scroll to **League Documents** to reach the same files.



3 LEAGUE INFO

Contacting someone from your league

Message league staff directly from the app, no hunting for email addresses.

- 1 Open the **side menu** from the home screen.
- 2 Tap **League Info** and select your league.
- 3 Tap **Staff** to see who does what, for example the Referee Secretary.
- 4 Tap the **chat icon** next to a name to message them.



WATCH

**Contact someone
from your league**

youtube.com/shorts/VTsGVxOJ1GE



4 YOUR OFFICIAL

Viewing your official's contact info

Once a referee is on your fixture, you can find their contact details in a couple of taps.

- 1 Open your **fixture**, from the home screen or the **Fixtures** tab.
- 2 Scroll to the **Officials** section. Your referee is listed there.
- 3 Tap the **referee's name** to see their contact details, so you can get in touch directly if you need to.



WATCH

**View an official's
contact info**

youtube.com/shorts/NPCPqoRfO2w

Contacting an under-18 referee? Every under-18 on the platform has a guardian signed up too, and any communication sent to an under-18 automatically includes their guardian. You never need to do anything extra.



5 BEFORE THE GAME

Pre-match confirmation as the home team

As the home team, you confirm the match details before the game. Centre Circle then shares them with everyone involved automatically.

- 1 Open your **fixture**. When confirmation is needed, it's flagged with **Pre-Match Confirmation, confirmation required**. Tap it.
- 2 Check the details: **venue, arrival time, kick-off time and kits**.
- 3 Add a **contact number** and any **instructions** for the day.
- 4 Tap **Confirm**.
- 5 A **pre-match confirmation message** is sent automatically to the match chat, so the opposition and officials all have the details.



WATCH
Pre-match
confirmation

youtube.com/shorts/SECXT-rVl-Y

Why it matters: venue info can change. Keeping the confirmation up to date means the referee and the opposition always have the right details on match day.



6 FIND A REFEREE

Advertising a fixture to find a referee

No referee appointed? Put the game in front of local officials and let one pick it up.

- 1 Open the **fixture**.
- 2 Scroll to **Officials**. If nobody is appointed you'll see **Find a ref**. Tap it.
- 3 Select the **role** and add the **fee**. You can advertise more than one role at once, and search for assistants too.
- 4 Start the search. You'll see **Finding Officials** on the fixture.
- 5 Local referees see the game and pick it up.



WATCH

Advertise a fixture to
find a referee

youtube.com/shorts/p8smdjb4Zlo

About fees: where fees are set per division, they can't be changed when you advertise.