



## Club Admin & Team Admin Guide

Everything you need to set up and manage your club or team on Grassroute

Version 4.3 June 2026

# 1. Welcome to Grassroute

Grassroute is a free platform built for grassroots football. It helps clubs, teams and organisers find each other, arrange matches, enter tournaments and grow their networks beyond their usual local circles.

Grassroute sits alongside official football platforms like England Football's Find Football. Official directories help people discover clubs. Grassroute helps clubs discover each other.

This guide walks you through everything you need as a Club Admin: creating your account, setting up your club, adding teams, using the dashboard, messaging other clubs, and listing tournaments. If you're a Team Admin, the first 13 sections still apply to you where relevant - and Section 15 is written specifically for your role.

### What you can do as a Club Admin

- Create and edit your club's profile, badge, colours and venues
- Add and manage teams (assign Team Admins to help)
- Create tournaments and manage entries
- Arrange matches and post open matches
- Recruit coaches and managers with the "Looking for Coaches" toggle
- Message other clubs directly through the built-in messenger
- Approve or reject claim requests from people wanting to join your club
- Share your club, teams or events with one click from anywhere on the platform.

**Tip:** Grassroute is, and will always be completely free for clubs, teams and organisers. No subscriptions, no listing fees, no hidden charges.



## 2. Creating Your Account

Before you can set up a club, you need a personal account. This takes about a minute.

### Sign-up and your area

You can register your club from anywhere in the UK. However the platform has been launched initially within Bristol, Gloucestershire and Somerset for BETA testing. During this phase only users in these areas will have access to full features.

When you enter your postcode during sign-up, you will see one of two neutral informational panels:

- In the launch region: "Great, you're in our launch region. You'll have access to all current features straight away: messaging, fixture arrangement, tournaments and the full network."
- Outside the launch region: "Welcome. You're outside our initial launch region, which means you can list your club, add teams and appear in Discover today. Messaging and fixture arrangement open up in your area as more local clubs join."

### How to register

1. Go to **grassroute.co.uk** and click **Get Started** (or go directly to /register).
2. Enter your postcode. You will see the neutral panel that matches your area (in-region or out-of-region) - both let you proceed.
3. Fill in your full name, email address and a password (minimum 8 characters).
4. Optionally add a title (e.g. Chairman, Coach, Secretary) - this is descriptive only and doesn't affect permissions.
5. Tick the Terms & Privacy checkbox, then click Create account.
6. Check your email for a confirmation link. Click it to verify your account.
7. Log in with your email and password.

**Tip:** Check your junk or spam folder if the confirmation email does not arrive within a few minutes.

**Note:** Your login email is never shown publicly anywhere on the platform. Club contact details are separate.

### 3. Setting Up Your Club

After your first login, you'll be taken to the Club Setup Gateway. You have three options:

#### Option A: Create a new club

Choose this if your club isn't already listed on Grassroute. You'll go through a 5-step wizard:

Step	What you'll fill in
1 Identity	Club name (with similar-name search to prevent duplicates), known-as name, founded year, badge/logo upload, club colour and secondary colour (colour pickers), club email, phone, website, social links (Facebook, Instagram, X, TikTok), Find Football URL (optional link to your England Football listing), National Club ID (optional, from FA Club Portal)
2 Location	Address, town, county (dropdown filtered by country), postcode (auto-geocodes your location), country, What3Words (optional)
3 Affiliation	County FA (searchable dropdown), FA affiliation number, accreditation, safeguarding policy, welfare officer, DBS-checked coaches
4 About	Club description (up to 1,000 characters), club type tags (Youth, Adult, etc.), ethos tags (Competitive, Inclusive, etc.), whether you're recruiting players
5 Venues	Venue name, address, postcode (auto-geocodes), surface type, usage (Match/Training/Both), facilities (floodlights, changing rooms, clubhouse, food & drink, dog friendly, parking with capacity, disabled access facilities). Add as many venues as you need. The first venue is automatically your primary venue for map display.

#### Club structure guidance

During Step 1, after entering your club name, you will see guidance about club structure. If your club covers multiple sections (youth, adults, women and girls), you should create one club profile covering everything rather than separate profiles for each section. This gives you a stronger, more visible presence on the platform. If your club is genuinely a separate organisation from another club with a similar name, you can still create your own profile.

The platform also searches for existing clubs with a similar name as you type. If your club is already listed, you will be prompted to claim it instead of creating a duplicate.

On completion you'll see a success page with options to add your first team, edit your club profile, or go straight to the dashboard.

You can skip optional fields and come back later. The only required fields are club name, club email, town, county and postcode.

If your club is listed on England Football's Find Football, paste the URL during setup. This adds a subtle "Also listed on England Football" link to your profile, helping other clubs verify you.

#### Option B: Find and claim your club

Your club may already be listed. Grassroute has pre-populated clubs from across England, Wales and Scotland as claimable profiles. If your club is on the platform, it will show as "Unclaimed" until a club representative registers and takes ownership. The map location for unclaimed clubs is approximate until claimed and updated. Choose this option to search for it, then submit a claim request with your name, email, and a short description of your connection to the club. Once approved, you become Club Admin and can then assign Team Admins from the dashboard.

If the club already has a Club Admin, your request goes to them for approval. If it has no admin (e.g. it's unclaimed seed data), it goes to the Grassroute team for review.



### **Option C: Skip for now**

You can browse the platform without a club. When you're ready, come back to the dashboard and create or claim a club from there.

## **4. Your Dashboard**

The dashboard is your home base and everything you need is on one page.

### **Layout**

On desktop, the dashboard has a left sidebar and a main content area:

- Sidebar (left): your club identity, navigation links (Dashboard, Discovery, Activities, Messages, Settings), club/team context switcher (if you manage multiple clubs), and quick actions.
- Main area: calendar, recent messages, and your managed teams.
- Right panel (desktop only): your club card, team card, nearby map, quick actions, and tournaments section.

On mobile, the sidebar is replaced by a 2x2 quick-action card grid (Discover, Calendar, Messages, Settings) below the welcome header. Your club and team cards appear below the grid.

### **What you'll see**

- Quick actions grid (mobile) - four tappable cards: Discover, Calendar, Messages and Settings. Messages shows an unread count badge when you have new messages.
- Onboarding checklist - when you first set up your club, a compact progress bar appears at the top of the dashboard (e.g. "6 of 8 complete"). Click Expand to see all setup steps. Dismiss it with the X button once you're done.
- Calendar - a month grid showing your fixtures. Colour-coded dots indicate tournaments (blue), confirmed matches (green), proposed matches (amber outline), and open matches (grey outline). Click any day to see the fixtures and take actions (accept, decline, edit, cancel).
- Recent Messages - your latest three conversations with other clubs. Unread messages show a green dot.
- My Teams - cards for each team at your club with a single "View Team" button. From the team profile you can access edit, schedule and admin functions.
- Tournaments - tournaments your club has created, with links to edit or manage entries.
- Nearby map - a small map centred on your club's location.
- Quick Actions - shortcuts to Add Match, Add Team, Manage Venues, View Public Profile and Share Grassroute. The Share Grassroute action opens a share sheet so you can recommend the platform to another club in one click.

### **Incoming claim requests**

If someone submits a claim to join your club, it appears at the top of your dashboard with Approve and Reject buttons. You'll see their name, email, requested role, title and connection description.

## 5. Adding Teams

Only Club Admins can create teams. From the dashboard, click the Add Team button (in the Quick Actions panel or the My Teams section).

The team creation form has 7 steps:

Step	Details
1 Team identity	Team name, team type (Adult Men/Women, Boys, Girls, Mixed, etc.), age group (U6 through U21 for youth, Open Age or Veterans for adult), format (auto-suggests based on age group: U6 4v4, U7 to U8 5v5, U9 to U10 7v7, U11 to U12 9v9, U13+ 11v11), matchday preference (Saturday/Sunday/Midweek, auto-filled when you pick a league in Step 3).
2 Kit and ground	Home/away/third kit colours with colour pickers. Team badge (optional - leave blank to inherit the club badge). Team brand colours (optional - leave blank to inherit club colours). Home ground (selected from your club's venues). Matchdays and structured training arrangements - add one or more training arrangements, each with its own venue, the days you train (multi-day chips) and start/end times, plus an optional date window (e.g. Summer Training May-October, Winter Training October-April). Up to 10 training arrangements per team.
3 League	Structured league selector, backed by a controlled directory of around 450 seeded UK competitions. Pick Country (pre-set from club, editable), Football Association (pre-set from club, editable), then League or Competition from a searchable dropdown filtered by FA and team category (it opens on focus so you can browse without typing). Add your Division as free text; a hint appears showing how many divisions the league runs (e.g. "6 divisions from Premier to Division 4"). Selecting a league auto-fills your matchday based on the league's primary match day. If your league is not listed, click "Suggest it" to submit it for admin review; your team is flagged as using a manual league until approved, then automatically relinked. Pyramid level (adult teams only), county cups.
4 Standard	Overall standard rating (7 levels for adults, 7 levels for youth - see below). Highest coaching qualification (current FA pathway: FA Playmaker, Introduction to Coaching Football, UEFA C, UEFA B, UEFA A, UEFA Pro, with an "Other" free-text option for non-England qualifications). Team badges (Academy, JPL, Social, Development) - Development auto-defaults for U11 and under. Tournament preference, friendly match interest, pre-season friendlies flag with optional "Available until" date (active 1 June to 1 September by default).
5 Recruitment	Two recruitment toggles plus cost to play. Looking for Players - if enabled, positions needed, experience level, commitment expected, and a recruitment message (up to 500 characters). Looking for Coaches - if enabled, role needed (free text with suggestions like Coach, Assistant Coach, Manager, Goalkeeper Coach, Physio), minimum coaching qualification, and a "We'll support you getting qualified" checkbox. Cost to play - inherits whatever the club has set on its Club Defaults tab, with the option to override per team if your fees differ.
6 Contact	Manager name, manager email, manager phone (optional). The phone shows publicly as a separate Call button on the team profile when set. Contact details that are filled in show on the team profile through a single "Get in touch" section.
7 Team admin	Assign yourself as Team Admin, or enter someone else's email to invite them. If they already have an account they're assigned immediately; otherwise they'll receive an invite email.



### Standard ratings

The standard rating helps match your team with suitable opposition.

For adult teams, the scale has 7 levels from Professional (1) to New/first season (7).

For youth teams, the scale has 7 levels focused purely on ability: Elite (1), Advanced (2), Strong (3), Established (4), Improving (5), Foundation (6) and Beginner (7). A short description is shown below the dropdown when you select a level, to help you pick the right one.

Standard ratings are displayed as football emoji icons on your team's public profile (more footballs means a higher standard).

### Team badges (opt-in, non-ability flags)

In addition to the standard rating, you can tick one or more team badges that describe the character of your team. These are separate from ability:

- **Academy** (blue) - structured academy programme or pro-club satellite.
- **JPL** (amber) - Junior Premier League.
- **Social** (green) - relaxed commitment, everyone welcome.
- **Development** (purple) - non-competitive, player-development focus. Auto-defaults to ticked for U11 and under per FA guidance, and can be unticked by the Club Admin.

Badges show as coloured pills across team cards, profiles, and Discover filters.

A "Help me choose" guide is available on the team creation and edit forms to help you pick the right level.

**Tip:** Be honest with your standard rating. It is used to suggest appropriate opponents when you post a match, and other clubs use it to decide whether you are a good fit.

### Pre-season friendlies

If your team is looking for pre-season friendlies, tick the pre-season flag on the team creation or edit form. By default this is active from 1 June to 1 September each year; you can set a custom "Available until" date if you have a different window.

### Season review banner

From the start of each season, every team that has not been updated for the new season shows a banner on its profile and edit form. The copy reads: "New season - please review and update this team's details. Saving will reset recruitment settings so you can confirm what's currently true." Saving the General tab during the review window clears all recruitment flags so you start the season with a fresh, intentional decision. The banner now applies to all teams, not just youth. If your league runs on a non-standard calendar (futsal, summer leagues), set the "Season starts in" dropdown on the General tab of your team edit form. The default is June; pick whichever month suits your league.

### Honours (adult teams only)

Adult teams (Adult Men, Adult Women, Veterans, Walking Football) have a Honours tab on the team edit form. Add titles your team has won - league championships, cup wins, promotion seasons, tournament victories - with the season and a short description. Honours appear on the public team profile in a dedicated section so visiting clubs can see your team's track record. Up to 50 honours can be added per team. Youth teams don't have honours - their progression is tracked by age-group movement rather than trophies, so the tab is hidden for under-age teams.

### FA Full-Time URL

If your team has a fixtures and league table page on FA Full-Time (fulltime.thefa.com), paste the URL on the About tab of the team edit form. A "View fixtures and league table on FA Full-Time" link will appear on your team's public profile, taking visitors straight to the live league table. This

is optional - if you don't set it, no link appears. The platform softly checks the URL points to FA Full-Time but doesn't block other values.

## 6. Managing Your Club Profile

From the dashboard, go to Quick Actions and click Edit Club Profile (or navigate to the Club Management section). The edit page is now organised as five tabs across the top: General, Photos, Club Defaults, Honours, and Key people.

### The five tabs at a glance

- General tab - club name, known-as name, founded year, club email, phone, website, address, town, county, postcode, country, what3words, FA affiliation, accreditation, safeguarding policy, welfare officer, DBS coverage, club description (up to 1,000 characters), club type tags, ethos tags.
- Photos tab - cover photo (optional - used as the header background on your public profile, in place of the solid club colour).
- Club Defaults tab - club badge/logo (PNG, JPG or SVG, max 2MB), brand colours (primary + secondary), kit colours (home, away, third), and Cost to play. These are the club-wide defaults that every team inherits unless they override per team.
- Honours tab - club-level honours: titles, cup runs, league finishes, individual recognition. This is also where youth team achievements live, because youth cohorts roll over each season and don't carry per-team honours.
- Key people tab - named contacts at the club (Chair, Secretary, Safeguarding Lead, Treasurer, Press Officer). Each entry has a role, name, email and phone. Public visitors see the contacts you choose to publish.

### Cost to play

Cost to play is set on the Club Defaults tab of the club edit form using a four-way type selector:

- We charge subs - reveals fields for signing-on fee, payment options and match fees.
- Free to play - the club covers everything.
- We pay players - includes a public/private toggle. If you choose to keep payment terms private, public visitors see "Contact us about playing terms" instead of the details.
- Prefer not to say - public visitors see "Contact us about costs" with no figures shown.

Whatever you set at the club level applies as the default to every team at the club. Individual teams can override their cost info from the Recruitment tab of the team edit form if their fees differ from the club's standard. The public profile resolves cost as team override -> club default -> not displayed.

### Venues

The venue manager sits below the main profile form. From here you can:

- Add new venues with full details (name, address, postcode, surface, facilities, parking with capacity, disabled access facilities (changing, activities, toilets, spectator, emergency exits), and accessibility notes).
- Edit existing venues.
- Set a primary venue - this is the one shown on map search results and your club's profile header.
- Delete venues (teams using that venue will lose their assignment).

Postcodes are auto-geocoded when you tab out of the field. This places a pin on the map for your venue.

### Social links



Add links to your club's Facebook, Instagram, X (Twitter), TikTok and YouTube pages. These appear as icons on your public club profile.

**Deleting your club**

At the bottom of the edit profile page there's a Delete club option. You'll need to type your club's name to confirm. This permanently removes the club, all its teams, all its venues, and all role assignments in a single atomic action - either the whole delete succeeds or none of it does.

## 7. Discovering Clubs and Events

The Discovery Hub is the main search page. You can reach it from the top navigation bar (Discovery Hub) or the landing page search bar.

### How the Discovery Hub works

The page has five tabs across the top:

- All - a mixed view showing clubs, tournaments and matches in a grid.
- Clubs - all clubs, filterable by club type, ethos, verification status, and whether they're recruiting.
- Teams - all teams, filterable by type, age group, gender, format, standard, team badges (Academy, JPL, Social, Development), and whether they're seeking players, seeking coaches or open to friendlies. The Looking for Coaches filter surfaces teams actively recruiting coaching staff.
- Tournaments - upcoming tournaments, filterable by gender, format, ability level, and free entry.
- Matches - open matches from teams looking for opposition, filterable by gender, format and standard.

### Search and location

Type a postcode, town name or club name into the search bar. If you enter a UK postcode, the platform auto-geocodes it and sorts results by distance. You can also set your location using the "Set my location" link (enter a postcode or use GPS), which persists across your session. An inline distance filter dropdown sits next to the location label and lets you limit results to 5, 10, 20, 50 miles or Any.

### Filter drawer

All other filters live behind a Filters button that opens a slide-up drawer. Set your filters inside the drawer and click Apply to see the results. A count badge on the Filters button shows how many filters are active.

### Share an entity from a card

Every Club, Tournament and Match Request card on the Discovery Hub has a small share icon in the top-right. Click it to open a share sheet for that specific entity, without navigating into the profile. Useful when you spot a club you want to point a friend at, or a tournament you want to forward to a parent.

### No results? Invite them to join

If your search returns no clubs, a small "Can't find who you're looking for?" prompt appears. Enter their email address (optional) and the platform will send them a friendly invite to sign up. If they later register via that link, the conversion is recorded against your profile - see the new Sharing Grassroute section for how invite tracking works.

### Map

The right-hand panel shows an interactive map with colour-coded pins: red for clubs, green for teams, blue for tournaments and amber for open matches. Click any pin to see details and a link to the full profile. Where multiple items share a location, pins cluster into a numbered marker you can click to expand. You can toggle the map filter between All, Clubs only, Tournaments only, Teams only, or Matches only.



## County pages

For a quick view of football in a specific area, use the [Browse by County page](#) (linked in the footer). The page lists every UK county (49 England, 22 Wales preserved counties, 32 Scotland council areas, 6 Northern Ireland), grouped by country. Counties with no clubs yet are shown with a dimmed "No clubs yet" label so you always know the full picture. Each county page lists all clubs, recruiting teams and teams open to friendlies in that county.



## 8. Messaging Other Clubs

Grassroute has a built-in messenger so you can contact other clubs without sharing personal email addresses.

### Starting a conversation

Every club profile, team profile and event page has a **Send Message** button. Click it to open a new message. You'll choose which club (and optionally which team) you're messaging as, then type your message and send.

You can also start a new conversation from the Messages page using the + button at the top of the conversation list.

### Team-to-team messages within your own club

You can start a conversation between two teams at your own club - for example, the U13s reaching out to the U15s about a borrowed kit, or the women's firsts checking in with the women's development side. In the New Message modal, toggle the conversation type to "Team ↔ Team" and search for your own club. Your sibling teams will appear in the results and can be selected as the recipient. Pick the team you're messaging on behalf of, pick the sibling team you're messaging, and send as normal.

The conversation lives in the inboxes of both Team Admins (and Club Admins) involved. Club-level conversations and team-to-team conversations are tracked separately so a team-to-team thread doesn't clutter the club's wider inbox.

### Messaging an unclaimed club

Some clubs on Grassroute are pre-populated "unclaimed" profiles - they appear in search and on the map, but no one from the club has registered and taken ownership yet. You can still message them, and the platform is honest about what happens to your message before you send it.

- In the recipient search, unclaimed clubs show a small amber "Unclaimed" pill next to the club name in the results.
- Once you select an unclaimed recipient, an amber warning panel appears above the message field. It explains that the message will sit in the club's inbox until someone from the club claims their profile, so they may not see it immediately. The panel includes an "Invite them to join Grassroute" link that opens the invite flow with the club name pre-filled.
- Once the conversation is open, the same amber "Unclaimed" pill sits under the counterparty name in the thread header as a persistent reminder of the recipient's status.

The send is not blocked - your message will be waiting in the club's inbox when they claim their profile. If you want to actively prompt them to join, use the "Invite them to join Grassroute" link in the warning panel.

### Your inbox

Go to Messages in the navigation bar (or the sidebar on the dashboard). The inbox shows all your conversations, sorted with unread messages first. You can filter conversations by which club/team identity you're messaging as, and switch between Inbox and Archived views. The three-dot menu on each conversation lets you archive or delete it.



## Match proposals in messages

When you propose a match (see next section), a match proposal card appears in the conversation thread. The recipient can respond directly from the card. For a standard home or neutral proposal, they see Accept, Decline, or Suggest Changes. For an away proposal (where the opponent is the home team), they see Set Venue & Accept instead of a plain Accept - when they click it, an inline form opens so they can pick one of their home venues and optionally add a short note, then confirm. The match is confirmed at that venue and a message goes into the thread: "Match accepted at [venue]. See you on the day."

Every match proposal card also shows a small View fixture link in the top-right. Clicking this opens the fixture detail page (see Section 9), where you can see everything about the match in one place.

If you allow browser notifications, you'll get an alert when a new message arrives while the tab is in the background.

## 9. Arranging Matches

From the dashboard, click Add Match (in the Quick Actions panel or the calendar header). You will see several options for adding a fixture:

### Arrange a match (known opponent)

Use this when you already know who you want to play. Fill in:

- Your team - selected from your club's teams.
- Opponent - search for a club on the platform or type a name manually. If you select a Grassroute club, you can also pick a specific opponent team.
- Home/Away/Neutral - this changes how the venue is handled. Home: you pick one of your venues and the match is proposed at that venue. Away: the venue is left blank because the opponent is the home team, so they set the venue when they accept. The proposal shows "Venue to be set by opponent" until they pick one. Neutral: you can enter any venue, including one that doesn't belong to either club.
- Venue, format, date, start time, duration and notes.

Below the fixture details you'll find a Match context section. This is what powers Fixture Fit (see below):

- Expected squad strength (required) - the squad you plan to field: Strongest available, Balanced squad, Heavily rotated, or Primarily fringe or development.
- Expected opponent squad strength (optional) - your best guess at the squad the opponent will field. This pre-fills the opponent's side of the form when they respond.
- Context note (optional, up to 280 characters) - free text for anything useful, e.g. "Rotating after a cup game" or "Giving minutes to newer players".

Once both squad strengths are selected, a Fixture Fit preview appears showing how well the two teams match up, before you send.

On submit, the match is created with status Proposed. A match proposal message is sent to the opponent's inbox. They can accept, decline or suggest changes.

### Find an opponent (open request)

Use this when you're looking for any suitable opponent. Fill in:

- Your team - this auto-sets the standard range (your team's rating  $\pm 2$  levels).
- Age group, gender, standard range (adjustable), format, date, time, duration.
- Venue options - tick your available venues and/or "Opponent venue" if you're willing to travel.

The request is posted publicly on the Discovery Hub's Matches tab. Other clubs can see it and respond by clicking "Respond to Request", which pre-fills a match proposal to your club.

### The fixture detail page

Every match has its own detail page at `/fixture/[id]`, reachable by clicking a fixture row on your dashboard or the View fixture link on a match proposal card. The page shows:

- A header showing both teams, their logos, and whether it's a home, away or neutral fixture from your perspective.
- A status line (e.g. "Home match - Confirmed") directly under the team names.
- Core details: date, kick-off time and duration, format, venue.
- A Location card with the venue name, address, a map, Get directions link and what3words.
- A weather forecast for match day (or typical weather for the date if it's far out).

- A Fixture Fit card with the match quality label, a short description, and any confidence notes - plus both teams' squad strength and context notes (see Fixture Fit below).
- Action buttons based on the fixture's status and your role (see below).

If the fixture is an away proposal with no venue set yet, an amber banner reads "Venue to be set by home team" and the Location card is replaced with a compact placeholder. Once the venue is set, the full Location and Weather cards appear.

**Who can view and edit: Club Admins at either participating club and Team Admins of either playing team can view and edit the fixture. Either side - home or away - can amend, cancel or delete a fixture from the calendar, the team schedule or the fixture detail page.**

## Fixture Fit

Fixture Fit is Grassroute's opponent comparison tool. It helps you find suitable opposition by comparing two teams across a variety of areas and gives an advisory quality label - it never blocks a match, it is just there to support decision making when setting up a match. Even a "Poor" fit can still be arranged if both teams are happy to play.

When you propose a match and choose your squad strength (and, optionally, the opponent's), a colour-coded label appears before you send:

- **Strong** (blue) - well matched across the board; should be a competitive game.
- **Good** (emerald) - a solid match-up with minor differences.
- **Possible** (amber) - some differences; worth discussing expectations beforehand.
- **Poor** (red) - significant gaps between the teams.
- **Not enough info** - too little profile detail to judge yet.

When you receive a proposal, the Accept flow asks for your own expected squad strength - pre-filled by the proposer, but change it if it's wrong - plus an optional context note. If required. Once both sides have provided their squad strength, the confirmed fixture shows its Fixture Fit label permanently on the fixture detail page, along with both teams' squad strength and notes. If either side later amends the fixture and the change is accepted, Fixture Fit recalculates automatically. Teams with incomplete profiles see a lower label cap. If key details are missing (league, standard and so on), the best possible result is "Possible" - even when everything else looks well matched - and a note explains what's missing, for example "Based on limited information (missing: League). Add more detail to your team profile to improve accuracy."

**Tip:** Complete your team profile - league, division, standard and home ground - to unlock the most accurate and highest-quality Fixture Fit results.

## Managing fixture status

Every fixture row on the dashboard and team schedule is clickable - it opens the fixture detail page. Each row also has a three-dot menu with actions that depend on the fixture's current status.

- **Proposed match (sent by you):** Withdraw proposal, View thread, View fixture, Delete.
- **Proposed match (sent to you):** View thread (to respond), View fixture.
- **Confirmed match:** Amend / Cancel, View fixture, View thread.
- **Cancelled match:** View fixture, View thread, Dismiss.

Fixture rows also show an H or A badge next to the opponent name - colour-coded so you can see at a glance whether you're playing home or away.

## Amending or cancelling a confirmed match

Once a match is confirmed, either side can propose changes or cancel it. Click Amend / Cancel on the fixture page or from the three-dot menu on the dashboard. A single modal opens with two tabs:

- **Propose changes:** date, kick-off time, venue, format or notes are pre-filled from the current fixture. Change whichever fields need updating and submit. The fixture stays confirmed until the other side responds. An amber banner appears on the fixture page: "Amendment proposed - awaiting response". The other team sees an amendment card in the thread with Accept changes and Reject changes buttons. If they accept, the fixture updates to the new values. If they reject, the fixture stays as it was. Only one amendment can be pending at a time.
- **Cancel match:** cancellation is unilateral - either side can cancel without needing the other to agree. Add an optional reason (up to 280 characters). The fixture immediately moves to Cancelled status, and a cancellation message posts in the thread so the other team is notified.

If the home team picks a venue you're not happy with, or something changes on your end like a training pitch clash, use Amend rather than cancelling outright. It keeps the fixture alive and gives the other side the option to agree to the change.

**Cancelled fixtures on your dashboard:** cancelled matches stay visible on your calendar and upcoming list until 24 hours after the scheduled kick-off, then auto-hide. You can dismiss them earlier via the three-dot menu (Dismiss) - this hides them from your dashboard only, not the other team's.

## Add manual fixture

Use this to add a fixture directly to your calendar without sending a proposal. This is useful for fixtures arranged outside the platform (e.g. by phone, email or WhatsApp). Enter the opponent name as free text, along with the date, time, venue and format. The fixture is added as "Confirmed" immediately with no messaging involved.

## 10. Creating Tournaments

Only Club Admins can create tournaments. From the dashboard, go to Tournaments and click Create, or use the direct link at /dashboard/events.

### Tournament details

Fill in the tournament-level information:

- Event name - call it whatever you like (Festival, Cup, Sixes, etc.).
- Start and end dates, venue (select from your venues or create a new one inline).
- Age group cutoff season (e.g. 2026/27).
- Registration method - External link or Email. Paste the URL if external.
- Description - full details about the tournament.
- Tournament poster or photo (PNG/JPG, max 5MB).
- Standard/ability level - Open, Elite/Academy, Competitive, Grassroots Only, or Development/Participation. An optional "Eligibility details" field for specifics.
- Facilities (parking, food, changing rooms, first aid, trophies, etc.).
- Tags (family-friendly, tour-friendly, coastal, accommodation available, etc.).

### Adding categories

A single tournament can have multiple categories (age groups). For each category, set:

- Age group (U7 through Open Age) and gender (Boys, Girls, Mixed, Men, Women).
- Format (3v3, 5v5, 7v7, 9v9, 11v11).
- Squad size, max teams (leave blank for unlimited), and entry fee (£0 for free).
- Optional custom start/finish times (otherwise inherits the tournament dates).

### Managing entries

For V1, registration happens externally (email or link). You manage entries from the tournament edit page:

1. From the tournament edit page, click Manage on a category.
2. Choose how to add the team:
  - **Find on Grassroute** - search for a team already on the platform and add them. This creates an entry record and automatically adds a tournament fixture to the team's dashboard calendar.
  - **Add manually** - for teams that are not yet on Grassroute. Enter the team name (required), optional club name and optional contact email. The entry shows on the tournament with a "Not on Grassroute" badge and does not link to any profile.
3. If you added a manual entry with an email, click "Invite to Grassroute" to send them a registration invite. The button tracks whether the invite has been sent.
4. Spots remaining updates automatically from max teams minus entries.

### Entrants page

Click the Entries button on your tournament card (from the dashboard) to open the full Entrants page. This shows every team entered into the tournament, grouped by category with count badges across the top. Each row shows the team logo, team name, club name, location, standard rating, league and division. Real teams link through to their profile; manual entries show as plain rows with the "Not on Grassroute" badge.

Your tournament appears on the Discovery Hub and on the public events calendar on the landing page.

### Watching a tournament

Users who aren't listed on Grassroute as entered can click Watch this event on the tournament page. This adds it to their personal calendar with a "Watching" label, so they don't miss it.

## 11. Team Schedules and Calendar

Each team has its own schedule page, accessible from the My Teams section on the dashboard (click Schedule on the team card).

The team schedule page shows:

- A month-view calendar with colour-coded dots for tournaments (amber), confirmed matches (green), proposed matches (amber outline), open requests (grey outline), and declined fixtures (red).
- An Upcoming Events list below the calendar with action buttons.
- Filter toggles: All, Tournaments, or Matches.

### Club calendar

For a combined view across all teams, use the Activities link in the sidebar (or go to /dashboard/calendar). This shows one calendar for the whole club, with a team filter dropdown. If multiple teams enter the same tournament, it's deduplicated to one entry.

## 12. Your Public Profile

Your club's public profile is visible to anyone at [grassroute.co.uk/clubs/\[your-club-id\]](https://grassroute.co.uk/clubs/[your-club-id]). It shows:

- A clean header showing your badge, club name, location and key details. A back arrow links to the previous page.
- Admin actions (Edit, Delete, Share, Add Admin) are behind a single menu icon in the top-right corner, keeping the header clean. These only appear for Club Admins.
- Tags showing your club type, county FA, status (Claimed/Unclaimed), "Looking for Coaches" if any of your teams has the coach recruitment toggle on, and accreditations.
- Action buttons: Message, View on Map, and a visible Share button (any visitor can share the club without being signed in). Unclaimed clubs also show a "Claim this club" banner.
- Three tabs: About (description, club details, safeguarding, contact, social links, location map, Find Football link if set), Teams (all your teams with standard ratings, league info and links to each team profile), and Venues (venue cards with facilities, disabled access, parking, what3words location, maps, Google Maps links and directions).

### Team profile pages

Each team has its own public profile at [grassroute.co.uk/teams/\[team-id\]](https://grassroute.co.uk/teams/[team-id]). The profile is designed to give visiting clubs everything they need to decide whether to get in touch - identity, kit, where you play, when you train, who you're recruiting, what it costs, and how to reach you.

The page is organised top to bottom as:

- Header - your team badge (or club badge), team name, league and division, tags (gender, age group, format, matchday), standard rating and team badges. A Share button sits alongside Message.
- Team photo - a wide 16:9 photo banner if you've uploaded one, with an optional caption. Optional - the page reads fine without it.
- About - league and division labels, your team's About markdown, and an inline green "View fixtures and league table on FA Full-Time" link if you've set the Full-Time URL.
- Kit Colours - three full-coloured swatches showing home, away and third kit colours with the colour name overlaid in readable text. Only populated kits render; unset slots are hidden.
- Home Ground and Training Ground - two side-by-side cards each showing the venue name, address and a map with directions. If you train at multiple venues across the year (e.g. Summer vs Winter), the Training Ground card lets visitors toggle between them.
- Matchdays and Training Days - your matchday(s) shown in plain English (e.g. "Sundays"), followed by each training arrangement with its venue, days and times (e.g. "Summer Training - May - October - Pomphrey Hill - Thursdays 19:45 - 20:45").
- Honours (adult teams only) - titles your team has won, with season and description.
- Get in touch - this consolidated section replaces the old separate Looking for Players, Cost and Contact cards. It shows "Looking for players" and "Looking for coaches" status side-by-side, your cost to play (resolved from team override -> club default), and amber Email + Call buttons. The Email button reveals the team manager's email (with the club email as fallback). The Call button reveals the manager phone if set. Visitors don't need an account to use them.
- Other teams at this club - on desktop, a side rail listing the other teams in your club with their standard, age group, format and matchday so visitors can browse to sibling teams. On mobile, this appears as a grid below the rest of the content. If your club only has one team, an "About [Club name]" card appears instead, linking to the parent club profile.

Sections only appear when there's relevant content to show. If you haven't added a photo, the photo banner is hidden. If you have no kits set, the Kit Colours strip doesn't render. If you're not recruiting and have no cost to play set, the consolidated section is just contact details. The page never shows empty cards.



## 13. Account Settings

Access your settings from the user dropdown in the navigation bar, or from Settings in the dashboard sidebar.

### **Personal details**

Update your full name and title. Your login email is shown but can't be changed from here.

### **Change password**

Enter your current password, then your new password twice. Minimum 8 characters.

### **Notifications**

Email notifications - toggle on or off. When enabled, you receive emails for new messages, match proposals, and claim request updates.

Push notifications - toggle browser or phone push notifications. When enabled, you receive instant alerts even when you are not on the site. On iPhone, you need to add Grassroute to your home screen first (tap the share icon in Safari, then Add to Home Screen).

### **My clubs and teams**

A list of all clubs and teams you're linked to, with your role at each. Club names and team names are clickable links to their public profiles, and each has an Edit link to go directly to the edit page. You can leave a club from here.

### **Pending requests**

Any claim requests you've submitted that are still awaiting approval.

## 14. Searching from Anywhere

A search bar in the top navigation bar lets you search across the entire platform from any page. Type a club name, team name, tournament or news article and results appear in a dropdown. Click any result to go directly to that page, or press Enter to see full results in the Discovery Hub. This is separate from the Discovery Hub's own search, which is scoped to the active tab and supports location-based filtering.

## 15. For Team Admins

This section is for people who have been assigned the Team Admin role - typically coaches or team managers who look after one or more specific teams within a club. If you're a Club Admin, you already have full access to everything below and more.

### How you get the Team Admin role

There are three ways you become a Team Admin:

- A Club Admin creates a new team and enters your email in the "Team admin" step. If you already have an account you're assigned immediately; if not, you'll receive an invite email to register.
- A Club Admin adds you as Team Admin from the team's edit page (Edit team → Team Admin Management section at the bottom).
- You visit an existing club's profile and click "Request access". Once the Club Admin approves your request, they can assign you as Team Admin for specific teams from the dashboard.

### What you can do

- Edit the profile of your assigned team(s) - across the General, Identity, About, Photo, Recruitment and (for adult teams) Honours tabs.
- Manage your team's fixtures and calendar - create matches (Arrange a match or Find an opponent), respond to incoming proposals in the thread, amend or cancel confirmed matches from the fixture detail page, and close open matches you've posted.
- Send and receive messages on behalf of your team via the built-in messenger.
- View the team schedule page with the month calendar and upcoming events list.

### What you cannot do

Team Admins have a narrower set of permissions than Club Admins. You cannot:

- Edit the club profile, club colours, badge or description.
- Add, edit or remove venues.
- Create or manage other teams (only the ones you're assigned to).
- Create tournaments (this is Club Admin only).
- Manage entries for tournaments.
- Approve or reject claim requests for the club.
- Assign other Team Admins (the Club Admin does this).

**Note:** If you need broader access, ask your Club Admin to assign you as a Club Admin instead.

## Your dashboard

When you log in, your dashboard is focused on your team rather than the whole club. You'll see:

- A calendar showing fixtures for your team(s).
- Recent messages relevant to your team.
- Your team card(s) with links to View Team, Edit Team and the team Schedule.
- A read-only Club Info section with the club name, town and a link to the public club profile.

If you're a Team Admin for multiple teams at the same club (or across different clubs), use the context switcher in the sidebar to switch between them.

## Editing your team

**From the dashboard, find your team card and click Edit. The team edit form is organised as six tabs across the top (Honours is only there for adult teams):**

- **General** - team name, team type, age group, format, matchday, league/division (with FA Full-Time URL on the About tab), standard rating, team badges, tournament and friendly preferences, pre-season flag with optional "Available until" date, and the "Season starts in" dropdown (defaults to June - change it if your league runs on a non-standard calendar like futsal or summer leagues). For youth teams, a helper line explains why this tab doesn't show a Honours option.
- **Identity** - team logo override and team brand colour overrides. When you haven't set a team override, this tab shows the club default with an "Override with team logo / colours" link to change it. Kit colours (home, away, third) live here too.
- **About** - About this team, up to 1,500 characters of markdown text that renders as the About card on your public profile. Optional FA Full-Time URL with soft validation - paste the URL and it shows as an inline green link on the About card.
- **Photo** - single 16:9 team photo with a crop dialog and an optional caption. Skip it if you don't have one - the page reads fine without.
- **Recruitment** - new order: Training arrangements (structured multi-day editor, up to 10 entries; each entry has a label, optional date range, venue, multi-day chips, start and end time, and notes) -> Looking for Players -> Looking for Coaches -> Cost to play (inherits from the club's Club Defaults; override per team here) -> Team contact (manager name, manager email, manager phone). The phone is new and shows as a separate public Call CTA on the team profile when set.
- **Honours (adult teams only)** - Adult Men, Adult Women, Veterans and Walking Football teams can record trophies, league titles and competition runs in a structured group/position/competition/year shape. Up to 50 honours per team. Youth teams don't see this tab.

**Tip:** If you can't see the Edit button on a team card, you may not have the Team Admin role for that specific team. Ask your Club Admin to assign you.



## Managing your team's schedule

Click **Schedule** on your team card to open the team schedule page. This shows a month-view calendar with all your fixtures, plus an Upcoming Events list below it. You can filter by All, Tournaments, or Matches.

From the schedule page you can:

- Create a match - click Create Match to open the match creation form (Arrange a match or Find an opponent).
- Respond to an incoming match proposal - open the thread from Messages and use Accept / Decline / Suggest Changes on the proposal card. For an away proposal, use Set Venue & Accept to pick your home venue as part of the acceptance.
- Withdraw a match you proposed that hasn't been accepted yet.
- Amend or Cancel a confirmed match - click a fixture row to open its detail page, then use the Amend / Cancel button. Either side - home or away - can do this.
- Close or Reopen an open match.
- View tournament details or Withdraw from a tournament entry.

## Messaging as a Team Admin

When you open the Messages page, the "Messaging as" dropdown at the top of the conversation list shows your team identity (e.g. "Cheltenham Rovers - U13 Blues (Team Admin)"). Conversations you start are linked to your team, so the other club can see which team they're talking to.

You can see all conversations for your team plus any club-level conversations. You won't see conversations belonging to other teams at the same club unless you're also a Club Admin.

## Inviting another Team Admin

If your Club Admin has given you permission, you may see an Invite Team Admin option on your team's edit page. Enter the person's email address and they'll receive an invitation. If they already have a Grassroute account, they're assigned immediately.

## 16. Sharing Grassroute

Grassroute grows by clubs telling other clubs about it. Share buttons are now built into every entity profile and into the Discovery Hub so you can do that in one click.

### Where the Share buttons live

- On every club, team and event profile - the Share button sits alongside Message and the other action buttons. Visitors don't need to be signed in to use it.
- On every Discovery Hub card (Clubs / Tournaments / Match Requests) - a small share icon in the top-right opens a share sheet for that specific card, without taking you into the entity.
- In Dashboard Quick Actions - a Share Grassroute entry alongside the existing club-discovery actions, for when you want to share the platform itself rather than a specific entity.
- In the site-wide banner above the navigation bar on every page. While Grassroute is in beta it reads "The grassroots football network. Open in beta". Logged-out visitors see a Sign up button and a Share Grassroute button; once you're signed in, only the Share Grassroute button remains so you can pass the platform on to clubs in your network.

### What the share sheet does

The share sheet sends an entity-specific link when you share a club, team or event, and a platform link when you share Grassroute itself. Both render the URL on its own line so previews unfurl cleanly in WhatsApp, Facebook, X and similar apps.

### Invite tracking

Invites you send via the in-app form ("Invite to Grassroute" - which surfaces in places like Discovery Hub no-results, an unclaimed club profile, the messaging recipient search, and the tournament entry flow) are tracked end-to-end. If the recipient registers via the link in the invite email, the platform records that conversion on your profile. No action is needed from you to enable this; it happens automatically.

## 17. Help, FAQs and News

### About page

The About page ([grassroute.co.uk/about](https://grassroute.co.uk/about)) explains what Grassroute is and is not, with an FAQ accordion sat at the top covering the most common questions:

- Who is Grassroute for?
- Is Grassroute free?
- How do I sign my child up?
- What's the difference between Grassroute and Find Football?
- My club isn't on there - how do I add it?
- I'm outside the beta area - can I still use Grassroute?
- How do I list a tournament, find opposition, or set up a club profile?

The FAQs have a direct anchor link at [grassroute.co.uk/about#faqs](https://grassroute.co.uk/about#faqs). The first question is open by default. Below the FAQs, the User Guide and additional resources are available for download in the Resources & Guides section.



## Contact form

The contact form sits on the About page. It starts with an “I am a…” selector that routes the enquiry:

- **Club / Coach / Manager** - our primary audience. The form opens, the enquiry goes straight to us, and we aim to reply within 24 hours.
- **FA Representative** - same as above.
- **Player / Parent** - instead of showing a form, a help panel points you to the Discovery Hub to browse clubs, FA Find Football, and the FAQs. You can still click “Send us a message anyway” if you need to reach us directly.
- **General Enquiry** - standard form with an acknowledgement linking to the FAQs.

When we reply, replies go straight to the email address you entered - not a shared inbox.

## Resources / News

The Resources area (linked from the top nav, formerly the News page) shows curated grassroots football news in five categories:

- FA Rules & Updates - rule changes, safeguarding updates, registration deadlines.
- Coaching & Development - drills, session plans, coaching qualification pathways.
- Tournaments & Events - tournament announcements, previews, results.
- Community & Stories - club profiles, volunteer recognition, grassroots achievements.
- Local News - region-specific grassroots football news, tagged by county.

News articles come from a mix of editorial content written by the Grassroute team, curated external articles from trusted sources, and automated RSS feeds.

## 18. Quick Reference

### Navigation

The top navigation bar runs left to right in this order: About / Discovery Hub / Resources / Dashboard.

Link	Where it goes
About	About Grassroute, FAQs, contact form, bug reports
Discovery Hub	Search and browse clubs, teams, tournaments and matches
Resources	Grassroots football news and editorial articles
Dashboard	Your club management home (login required)
Messages	Your inbox and conversations
Settings	Personal details, password, club memberships
FA Directory	Contact details for all UK Football Associations (in footer)
Browse by County	County-level club listings for SEO and local browsing (in footer)

### Calendar colour key

Dot colour	Meaning
Blue (solid)	Tournament entry
Green (solid)	Confirmed match
Amber (outline)	Proposed match (awaiting response)
Grey (outline)	Open match (seeking opponent)
Red (solid)	Declined match
Muted grey	Cancelled match (auto-hides 24h after kick-off, or Dismiss from the three-dot menu)

### Roles

Role	What they can do
Club Admin	Full control: edit club profile, create/manage teams, assign Team Admins, manage venues, send messages, create tournaments, list events, manage calendar, approve/reject claims
Team Admin	Manage their assigned team(s): edit team profile, manage team fixtures/calendar, team messages. Cannot edit club settings or manage other teams.

### Getting help

If you run into any issues or have feedback:

- Check the FAQs first at [grassroute.co.uk/about#faqs](https://grassroute.co.uk/about#faqs) - most common questions are answered there.
- Use the contact form on the About page ([grassroute.co.uk/about#contact](https://grassroute.co.uk/about#contact)) and pick the enquiry type that fits. Select "Bug Report" for technical issues - it captures your browser details automatically.
- For partnership or press enquiries, use the same contact form with the relevant subject.

Thank you for building your football network at [grassroute.co.uk](https://grassroute.co.uk)