

DRIBL **USER GUIDE**

CLUB ADMINISTRATOR & MEMBER ACCESS



FOOTBALL
VICTORIA

ACCOUNT CREATION / REGISTRATION

- In order to get access to DRIBL, administrators will need to be registered to a Club product through PlayFootball and those details are then fed into DRIBL based on the role they have registered with (e.g. player, coach, club admin, etc).
- Once registered on PlayFootball, the member will appear in DRIBL roughly one hour after being approved/made active in PlayFootball.
- Once appearing in DRIBL, advise participants they can now create a DRIBL account with the same email address from the PlayFootball account via the below link:
 - <https://help.dribl.com/space/GS/19890177/Activating+your+Dribl+account>
- The Club Body Administrator will need to map the admin to their relevant team and grant relevant roles.
- If your Club does not have a Club Body Administrator, please email competitions@footballvictoria.com.au to obtain this access level.

DRIBL ROLES EXPLAINED



Role	Abbreviation	Description
Adjudicator	JU	An Adjudicator has the ability to overlook member bans and member offences within an association.
Affiliate Body Administrator	AB	An Affiliate Body Administrator is an administrator of an entity that governs other associations.
Age Coordinator	AC	An Age Coordinator can create teams and perform member mappings.
Body Administrator	BA	A Body Administrator (also referred to as a Competition Administrator) has full delegated access for an organisation's Dribl tenancy (Body) and it's affiliated clubs. It has the authority to create, configure and manage the structure, composition and configuration of a football competition. This role is typically held by a governing body (Federation or Association), however a football club may also fulfil this role if it is responsible for running a competition.
Body Club Administrator	CA	A Body Club Administrator has delegated authority to manage all aspects of the club. They will be able to execute the registration workflow, create teams, member mapping and deregister members.
Body Financial Controller	BFC	A Body Financial Controller has the privileges to access the Association's financial information regarding their connected account and payment settings for the management of registrations through Dribls registration platform.
Club Official	OF	
Club Recorder	RE	A Club Recorder can access the match sheets and add scores across all team matches for the club.
Club Reporter	RP	A Club Reporter can access and administer the match sheets across all team matches for the club.

DRIBL ROLES EXPLAINED



Role	Abbreviation	Description
Coach	CO	A Coach holds the required privileges to access and manage the match sheets for the team they are mapped to. A coach is also assigned the role of Team Reporter and Team Recorder.
Financial Controller	FO	A Financial Controller has the privileges to access the clubs financial information regarding their connected account and payment settings for the management of registrations through Dribls registration platform.
Game Leader	GL	A Game Leader can accept allocations and administer match sheets.
Game Leader Administrator	GLA	A Game Leader Administrator can execute the registration workflow, manage hubs, rosters and allocations across the entire game leader branch.
Guardian	GU	A Guardian holds the same privileges as a Player, however is assigned to a Parent or Guardian of a minor who is a member of a team.
Manager	MA	A Manager holds the required privileges to access and manage the match sheets for the team they are mapped to. A manager is also assigned the role of Team Reporter and Team Recorder.
Official	OF	An Official has no privileged access to the system to perform any operations against the club but can be escalated to a Club and/or Team role.
Player	PL	A Player is a non-privileged account held by players for the club.
Referee	RF	A Referee can set their availability and block outs, accept allocations and administer digital match sheets.
Referee Administrator	RA	A Referee Administrator has delegated authority to execute the member registration workflow and manage panels, rosters and allocations across the entire referee branch.
Staff	SF	

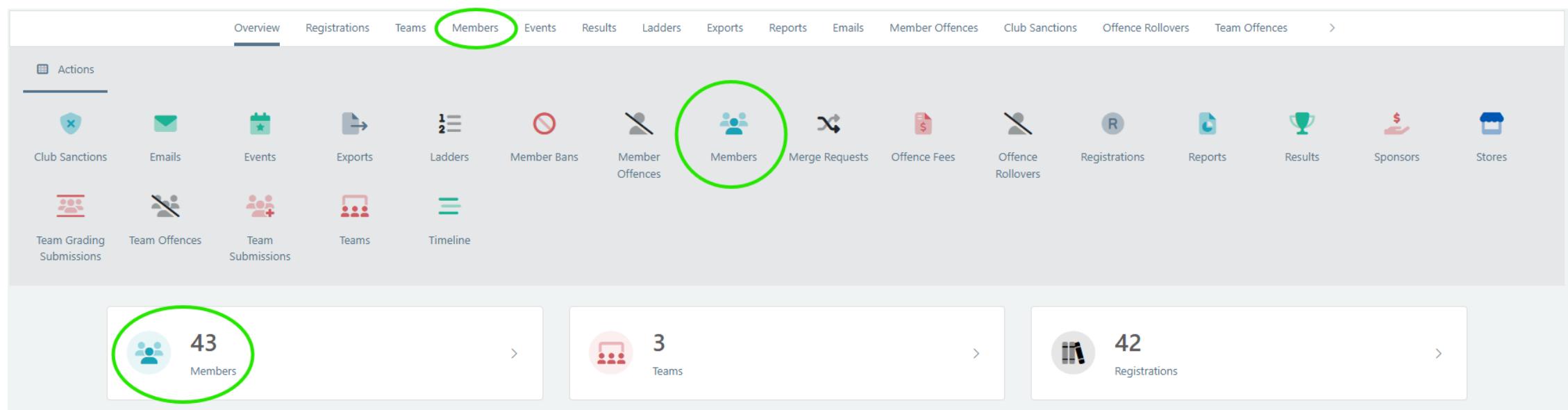
DRIBL ROLES EXPLAINED



Role	Abbreviation	Description
Supporter	SP	This is the default role assigned to all user accounts within Dribl. This role allows a user to follow their favourite teams or leagues.
Team Recorder	TR	A Team Recorder can access the digital match sheets and add scores for teams that they are mapped to.
Team Reporter	RT	A Team Reporter can access and administer the match sheets for teams that they are mapped to.
Team Staff	ST	
Viewer	VW	A Viewer can view all matchsheet information and reports for a specific association.
Volunteer	VO	A Volunteer is a non-privileged account held by volunteers for the club.

HOW TO ALLOCATE ROLES

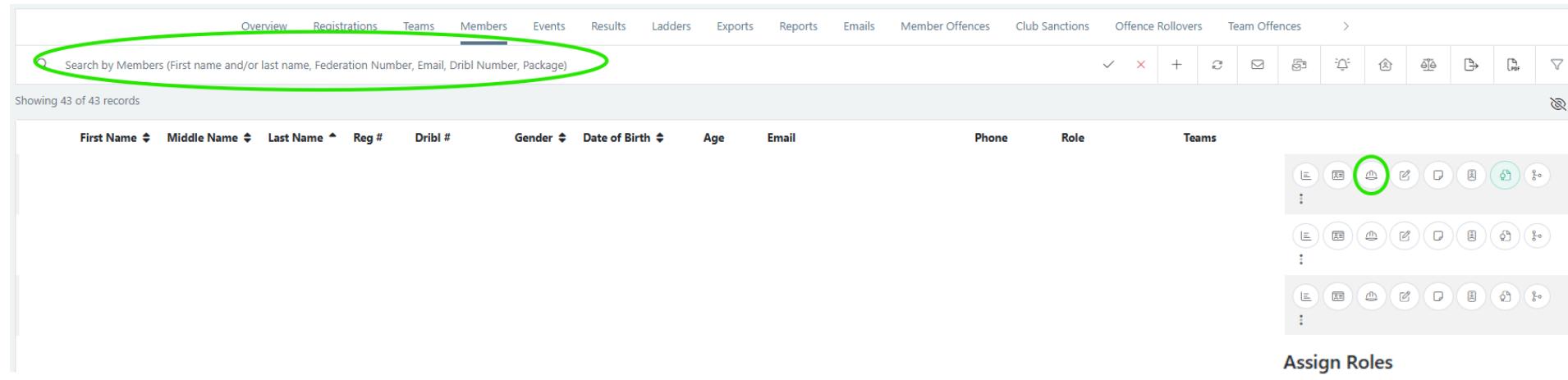
- The steps to assign access to a member are as per below:
- Login to DRIBL web admin
 - <https://app.dribl.com/signin>
- Click on the Members function menu



The image shows the DRIBL web admin interface. The top navigation bar includes links for Overview, Registrations, Teams, Members (which is highlighted with a green circle), Events, Results, Ladders, Exports, Reports, Emails, Member Offences, Club Sanctions, Offence Rollovers, Team Offences, and a dropdown arrow. Below the navigation is a section titled 'Actions' with various icons and links: Club Sanctions, Emails, Events, Exports, Ladders, Member Bans, Member Offences (circled in green), Merge Requests, Offence Fees, Offence Rollovers, Registrations, Reports, Results, Sponsors, and Stores. Further down are links for Team Grading Submissions, Team Offences, Team Submissions, Teams, and Timeline. At the bottom, there are three summary cards: 'Members' (43, circled in green), 'Teams' (3), and 'Registrations' (42).

HOW TO ALLOCATE ROLES

- Search for the member you wish to allocate an access role to
- Click on the Edit Member roles button icon



The screenshot shows a software interface for managing club members. At the top, there is a navigation bar with links: Overview, Registrations, Teams, Members, Events, Results, Ladders, Exports, Reports, Emails, Member Offences, Club Sanctions, Offence Rollovers, and Team Offences. Below the navigation bar is a search bar with the placeholder text 'Search by Members (First name and/or last name, Federation Number, Email, Dribl Number, Package)'. A green circle highlights this search bar. The main area displays a table of 43 records, showing columns for First Name, Middle Name, Last Name, Reg #, Dribl #, Gender, Date of Birth, Age, Email, Phone, Role, and Teams. To the right of the table is a 'Assign Roles' dialog box. This dialog box contains a grid of icons representing different roles, with the 'Club Administrator' icon highlighted by a green circle. Below the icons is a list of role names with corresponding checkboxes: Body Club Administrator, Age Coordinator, Club Recorder, Volunteer, Club Official, Club Reporter, Staff, and Financial Controller. At the bottom of the dialog box are 'Update' and 'Close' buttons.

- Scroll down to the Assign Roles heading and place a tick in the tick box next to the access role(s) you wish to assign
- Click on the Update button
- Clubs can assign the access roles to their members that are displayed on the right

WHERE TO GO FOR HELP?

- Your Club Administrator
 - Each club should have at least one person who has completed additional training in DRIBL and will be able to assist you.
- FV Competitions
 - During 9am – 5pm Monday – Friday please contact the Competitions team on **9474 1800 and press '2' when prompted**
 - If your club administrator cannot assist you on game day, please contact the FV Competitions Weekend Lines:
 - Advanced, Cups & Regional Competitions: **0422 527 354**
 - Metropolitan Community Competitions: **0400 028 335**
- DRIBL Support Mon – Fri 9am-5pm
 - <https://help.dribl.com/>