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ECA FIXTURE HUB

1. GENERAL USE

How do I connect?
1. Go to this page www.ecafixturehub.com
2. Sign-in/log-in with the email address provided to ECA.

If you have not yet provided an email address to ECA and/or would like to request an account, please contact ECA at ecafixturehub@ecaeurope.com

If you want additional information on the log-in procedure, please click here.

What is the first thing I should do when log-in to the ECA Fixture Hub?
Please go to the Team settings section on the left side of your screen and update/add your team description, team images, videos, and venues (see here).
If relevant, you should also request Admin user access (see here).

Which teams can I manage within the ECA Fixture Hub?
You can manage all your women's and men's senior teams as well as all your women's and men's youth teams. The list of teams you can manage will be visible on your homepage.

How do I add an additional team to my profile?
If the team (e.g., Under 18) already exists in the ECA Fixture Hub, you can request access to it to either your club's administrator or to ECA at ecafixturehub@ecaeurope.com

If the team (e.g., Under 18) does not exist yet in the ECA Fixture Hub, you have to request its creation to ECA at ecafixturehub@ecaeurope.com. You will be then granted access to manage the team in the ECA Fixture Hub.

Please note that there is no limitation to the number of teams you can manage.

Who has access to a particular team in my club?
Clubs provided a list of people responsible for each team within your club to ECA.
Admin users can view the list by navigating to: Teams Settings > Users who can access this team.
Alternatively, you can ask your club's administrator or ECA at
ecafixturehub@ecaeurope.com.

Can I turn-on/off notification from the ECA Fixture Hub?
Should you wish to start/stop receiving notifications to your email address, please contact ECA at ecafixturehub@ecaeurope.com.

What should I do if I need additional training and guidance on the tool?
You can navigate to the Help section on the left side of your screen to:
1. Follow the step by step procedure on the different actions you can perform or
2. Download the ECA Fixture Hub training material.

Moreover, you can also visit the [ECA website](#) to watch the ECA Fixture Hub training material.

Who do I contact in case of questions and issues?
For any questions and issues, please contact the ECA Football Department at ecafixturehub@ecaeurope.com.

Can I provide feedback on the tool?
Yes, we encourage you to provide us with your comments either:
1. By using the feedback function located at the top-right of your screen or
2. By contacting ECA directly at ecafixturehub@ecaeurope.com

Moreover, by navigating to the Help section on the left side of your screen, you will have the possibility to "Report an issue".

ECA FIXTURE HUB

ADMIN & REGULAR USERS

What are the different levels of access in the tool?
Unless specifically requested (see next question), all users will be <u>Regular users.</u>
Regular users will have the capacity to manage the team settings and organise friendly games and tournaments for a particular team.

If requested, a user can become an <u>Admin user</u>.
In addition to the same functionalities of Regular users, Admin users will be able to manage the contact person of a particular team (e.g., adding primary contact), their contact details and grant access to different teams within the club to additional colleagues.

How can I request Admin access for my club?
You can request Admin access for your club by navigating to: Team settings > Request Admin Access.
Please note that there can be several administrators per club.

If relevant, we recommend that you request Admin user access upon the <u>first-time</u> logging into the tool.

How do I switch from one team profile to another (e.g., from senior team to Under 18)?
You can click on the arrow icon that is in the top-right side of your screen. A list of all the teams you are managing will appear and you will be able to switch teams by clicking on "Manage Team".

NB: This functionality will only be available if you manage several teams within your club.

What should I do I leave the club?
Please notify ECA at ecafixturehub@ecaeurope.com so that your account can be reassigned to a different colleague.

How do I edit my contact information?
Go to the Team Setting section on the left side of your screen and, next to your name, you will be able to edit your own contact details.

What does it mean to be a primary contact for a particular team?
Unless specifically requested, primary contacts will be the ones receiving email notifications when a receiving a friendly/tournament request or messages.

TEAM SETTINGS

Can I update/add a team description, images, videos, venues?
Yes, by navigating to the Team Settings section on the left side of your screen. We recommend doing so upon the first time you log in to the tool.

Is my team description, images, videos, venues visible to others?
Yes, all these fields will be visible by other clubs when visiting your team profile.
Hence, we recommend adding information and visuals that will increase the chances of other teams contacting you to organise a friendly game or tournament.

Is the team description the same for every team within my club or is it only applicable to my team (e.g., Under 21)?
Team descriptions are exclusive and independent to each team. We recommend to add a description that truly reflects the nature of the team you are managing.

How can I manage the venues of my team?
You can manage your team's venues by navigating to: Team settings > Venue Details.
There, you will be able to:
1. Create a new venue.
2. Edit an existing venue.
3. Delete an existing venue.

Why should I add venues to my team?
The venues you will add are the ones you will be able to select when organising a friendly/tournament at home.
Your venues will also be visible to other clubs when viewing your club's profile and proposing to play a friendly against you at your location.

Can I add photos to my venues?
Yes, you can add photos to your venues either by editing an existing venue or when creating a new venue.

What information can I add to a venue?
In addition to the venue location, we strongly advise that you also add details of nearby:
1. Transport hubs (e.g., train station, airport...) and
2. Accommodation (e.g., hotel)

This information will help your opponent to plan logistics around their visit to you.

FRIENDLY GAMES

Am I able to contact all the European teams in the ECA Fixture Hub?
No. You will be able to contact ECA Members and Network clubs who have registered to the ECA Fixture Hub and hold an active user account.

To whom will a friendly request go to?
Friendly requests will be sent to the equivalent of your team in a different club.
If you are using the ECA Fixture Hub for a youth team, you will be able to include teams with a one-year difference (either one year above, or one year below).

How are the ratings calculated?
Ratings are based on LCP's TransferLab data scouting platform. Ratings are updated each month and are based on player performance weighted by the strength of the leagues.
NB: ratings are only indicative of a team's strength.

Is there a maximum number of friendly fixtures I can organise?
No. You can organise as many friendlies & tournaments as necessary and relevant.

Can I edit/cancel a friendly request that has been sent?
If the friendly request has not been accepted yet by your opponent, you will be able to edit or cancel it by going into the respective friendly game page.

If the friendly request has already been accepted by your opponent, you will be able to cancel the request but no longer edit it. We suggest that you use the Message function to agree on the potential change with your opponent.

If I receive a friendly request, can I directly edit it (e.g., change the time)?
No. We recommend that you use the Message function to ask the friendly organiser to directly edit the friendly request.

Will financial incentives, travel and accommodation be managed within the ECA Fixture Hub?
No. These elements can be offered as part of a friendly request but will need to be managed outside of the ECA Fixture Hub.

How can I add additional information about a friendly fixture I am organizing?
Once a friendly request has been sent, you will be able to add PDF files to it.

Can I manually add the result of recent friendly fixtures?
No. Only official recent fixtures results will be automatically populated.

TOURNAMENTS

Can I view the list of all existing tournaments?
Yes, however only if a tournament has been marked as "Open to anyone".
If the tournament is on "invitation only", you will not be able to see it in the list of existing tournaments.

Can I request to join a tournament?
Yes. After having identified a tournament that suits you, you can click on the "Request to join" button. The team organising the tournament will then accept or decline your request and you will be informed in due course.

How many teams can I invite to a tournament?
The maximum number of teams you can invite to a tournament is 30.

What is the "tournament type"?
This will define the visibility of the tournament you are organising.
- If your tournament is "visible to everyone", all the teams looking for a tournament will see your tournament and can request to join it.
- If your tournament is "only visible to participants", your tournament will not be visible to other clubs. You will need to proactively invite clubs to join your tournament.

Who is the "tournament contact"?
The person you select here will be able to manage the tournament. He/she will be able to invite teams to the tournament, accept/decline requests to join the tournament and send messages related to the tournament.

Will financial incentives, travel and accommodation be managed within the ECA Fixture Hub?
No. These elements can be offered as part of the organisation of a tournament but will need to be managed outside of the ECA Fixture Hub.

Can everyone see the chat of a specific tournament?
No. The messages relating to a tournament will only be visible by confirmed participants of the tournament.

TOOL FUNCTIONALITIES

Are the functionalities the same between senior and youth teams?
No. Ratings and past fixtures results are not available for youth teams.

Can I visit another team profile?
Yes. You can click on the loop icon that is in the top-right part of your screen. A list of all the active teams will appear and you will be able to visit a team's profile by clicking on the name of the club.

I cannot click on a club to visit its profile. Why?
If you cannot find or contact a particular team, it is either because:
1. The club is not a ECA Member or Network club.
2. The club has no users managing its ECA Fixture Hub.

Can I send messages to other clubs via the ECA Fixture Hub?
Yes, however please remember that you will only be able to exchanges messages that are related to the organisation of a friendly game or tournament.

Can I manually edit past/upcoming results/fixtures displayed in my calendar?
No. Recent and upcoming fixtures displayed in your calendar are automatically populated from Wyscout. They will generally be updated within 7 days after the fixture has been played.

Should there be any issues regarding past/upcoming fixtures, please contact ECA at ecafixturehub@ecaeurope.com