HYFL/HSC

Match Result Form

& Player Registration

System

User Guide

www.hyfl.website

CONTENTS

2

Version control:

V1 - September 2015

V2 - August 2016

V3 - September 2016

V4 - July 2017

V5 – July 2018

1. The Club Secretary function

After logging on to the HYFL website, **www.hyfl.website**, select the System Login button and this will take you to the login screen.

Please note. Throughout this guide, where the advice is to 'select', this means clicking on it 'once'.

Also, it is possible to have more than one Club Secretary on the system and this may be of use if you have a lot of teams to register on the system or you have different Secretaries for the HYFL and HSC.

To have a second Secretary added to the system, you will need to email the League with details (full name and email address) and request such an addition.

You will be faced with a login screen, enter your user name and system password. These will be in an email sent to your email address when the League set you up on the system.

You are 'strongly advised' to change your password the 'first time' you log into the system - for security purposes.

It is a breach of the system security to allow anyone to access the system using your login details; if this is proven your access to the system will be removed. It is possible to have more than one secretary per club access the system (see above), so this should never be necessary.

Please also note that accessing the system from some work locations (those with high levels of system security) may cause access to be denied – this is likely to be due to the work system security and not the HYFL system.

2. The Manager function

After logging onto the HYFL website, www.hyfl.website, select the System Login button and this will take you to the login screen.

Please note. Throughout this guide, where the advice is to 'select', this means clicking on it 'once'.

You will be faced with a login screen, enter your user name and system password (which you will have received from the system via the club secretary) and click on the key symbol. Your username and password will be in an email sent to your email address when your club secretary sets you up on the system.

You are 'strongly advised' to change your password the 'first time' you log into the system - for security purposes.

It is a breach of the system security to allow anyone to access the system using your login details; if this is proven you will be removed from the system. It is possible to have more than one manager or administrator per team access the system, so this should never be necessary.

Please also note that accessing the system from some work locations (those with high levels of system security) may cause access to be denied – this is likely to be due to the work system security and not the HYFL system. Once logged in, you will see the following screen:

TO DO ANYTHING FURTHER YOU WILL NEED TO LOG IN AND VIEW THE FULL USER GUIDE