



Managing More Than One Rep Team

For Team Managers & Assistant Managers with Multiple Teams

2026/27 SEASON

Sussex Schools Football Association

ssfa.online

Step-by-step, with real screenshots from the live site

Before You Start

One login, every team

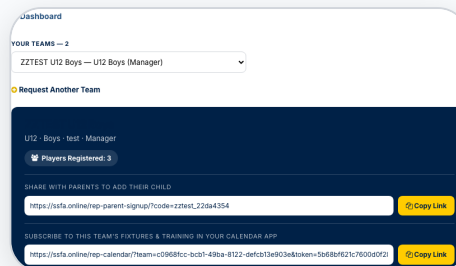
If you manage or assist more than one rep team, you no longer need a separate account for each. Sign in once and switch between every team you're approved for — each with its own roster, fixtures, fines, news and documents kept completely separate.

Admin approval keeps things safe

Your very first team is ready to use as soon as you register. Requesting access to an **additional** team goes to SSFA for approval first — you'll get an email once it's approved (or if it isn't), and your existing team access is never affected while a request is pending.

1 Find the switcher on your team dashboard

Open **My Team** from your dashboard. If you have more than one approved team, a dropdown appears at the top showing every team you can access — its name, age group, gender and whether you're the Manager or Assistant Manager on it.

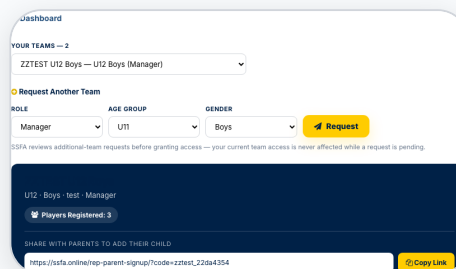


The team switcher, showing two approved teams

Pick a different team from the dropdown to switch instantly — no need to log out or back in. Your choice is remembered, so next time you visit you'll land back on the same team.

2 Request access to another team

Click **Request Another Team** just below the switcher. Choose your role (Manager or Assistant Manager), the age group and gender, then submit.

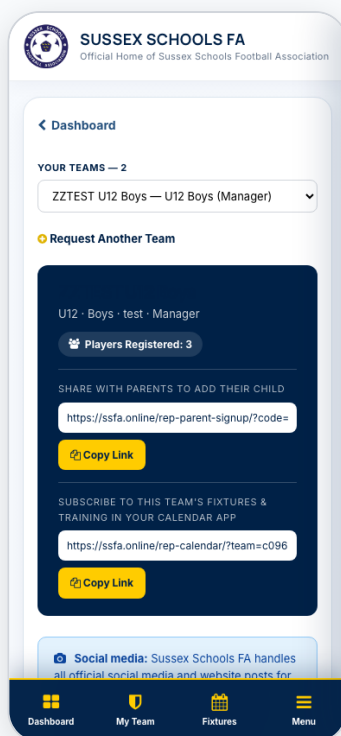


Request Another Team, expanded on the manager dashboard

You'll see a confirmation that the request has been sent for SSFA's review — nothing changes on your existing team(s) while you wait.

3 Works on your phone too

The switcher and request form both work the same way on mobile — everything stacks neatly for a smaller screen.



The switcher on a mobile-width screen

4 What happens behind the scenes

SSFA reviews every additional-team request from a dedicated queue — manager name, email, requested team, role and the date requested. They can approve it, decline it, or later revoke access if it's ever needed.

Rep Team Access Requests

< Dashboard

1

PENDING

13

APPROVED

0

REJECTED

0

REVOKED

Y Filters

All statuses

All teams

Guide Manager

Filter

Clear

3 requests

Manager	Email	Requested Team	Role	Requested	Status	Actions
Guide Manager	zztest_manager_guide@ssfa-test.invalid	ZZTEST U16 Mixed U16 - Mixed - test	Manager	29 Jul 2026	Pending	Actions
Guide Manager	zztest_manager_guide@ssfa-test.invalid	ZZTEST U14 Girls U14 - Girls - test	Manager	29 Jul 2026	Approved	Actions
Guide Manager	zztest_manager_guide@ssfa-test.invalid	ZZTEST U12 Boys U12 - Boys - test	Manager	29 Jul 2026	Approved	Actions

The admin approval queue an SSFA administrator sees

Once approved, the new team appears in your switcher automatically — no further action needed on your part.

