

How to use LeagueHub365

The complete guide — for organisers, team managers and supporters

Organiser app: **leaguehub365.app** · Public site: **leaguehub365.com**

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1. What LeagueHub365 does

LeagueHub365 runs leagues, cups and tournaments end to end: it generates fixtures, chases venues and kick-off times, collects scores from the teams themselves, keeps live tables, brackets and results grids, and publishes everything to a public website supporters can follow. Three groups of people use it, and only one of them ever needs an account:

- **Organisers** sign in to the app (leaguehub365.app) to set up competitions, oversee results and resolve the rare conflict. Everything else runs itself.
- **Team managers** never log in. Every email they receive carries a private link to a match page (or a day sheet) where they confirm details, request postponements and enter scores.
- **Parents, players and supporters** use the public website — fixtures, results, tables and team pages — with no account, and can follow any team or competition by email.

2. Getting started (organiser)

Create your account

1. Go to **leaguehub365.app** and continue with Google, Apple or email.
2. Name your organisation (this appears on public pages and in every email).
3. Optionally invite colleagues: **Profile > Staff invites** — roles are Admin (everything), Manager (day-to-day running) and Viewer (read-only). Invites are bound to the invited email address.

Communication settings

Profile > Communication settings controls the automated email timeline per account, and each competition can override it: when the venue request goes out, which reminder days are used, and whether score requests are enabled. The defaults (below) suit a Sunday-league rhythm.

3. Clubs, teams and contacts

Clubs group your teams (a district, school or community club) and carry the crest, venues and a contact email. Teams belong to a club and carry age group, gender and an optional alias — the app builds display names like “Woking U11 Girls” automatically.

Contact emails power everything

Every automated email for a fixture goes to **both** the team's contact email and its club's contact email (duplicates removed). You only need one of the two:

- Fastest setup: give each **club** a contact email (e.g. the district secretary) — every team in that club is covered at once.
- Add **team** emails later wherever a specific manager should be contacted directly.

A side with neither email set simply receives nothing — the fixture still works, but nobody is chased. The organiser dashboard is unaffected.

Staff & certificates

Each club has a Staff tab for coaches and volunteers, with FA certificate tracking (safeguarding, first aid, DBS, coaching badges, FAN). Expiry alerts email the staff member (falling back to the club contact) at 60, 30 and 7 days before expiry, and on the day.

4. Creating competitions

- **League** — single or home-&-away round robin; live table from day one.
- **Cup** — knockout bracket with optional World-Cup-style group stage, penalties after a draw, play-by-deadlines and an automatic 3rd/4th place play-off.
- **Tournament** — one-day format: pools into finals across multiple pitches.
- **Friendly** — one-off fixtures with the same automation, no table.

Pick the **sport** and the right defaults follow (formats, match length, table points, terminology) — football is 3/1/0 with halves; rugby union defaults 4/2/0; tennis scores in rubbers. Every default stays adjustable: a schools league can run 3 for a win, 2 for a draw, 1 for playing.

Visibility

- **Public** — listed in the Match Centre and searchable.
- **Private link only** — the page exists but only people with the secret link (and its key) can see it; ideal for junior age groups. The link can be regenerated at any time if it leaks.
- **Hidden** — no public page at all.

Per-competition toggles control whether fixtures, results and tables appear publicly, whether supporters can follow by email, and individual fixtures can be hidden with **Hide public**. Individual teams can opt out of having a public team page.

5. Generating fixtures

1. Enter teams into the competition (from your club directory).
 2. Open **Fixtures > Generate**: choose single or double round robin, and either a weekly match day (dates assigned automatically) or **dateless** — teams arrange their own dates.
 3. Review the draft grouped by **Week 1, Week 2...** and publish. The week grouping survives publishing and shows on the public page until real dates take over.
- **Clash detection** — the same club booked twice on one day (across leagues AND cups) is flagged with free dates suggested; locked dates stay put while everything else can auto-resolve.
 - **Missing-fixture nudge** — an incomplete round robin tells you exactly which pairing is missing.
 - **Double-headers** — one physical match that counts in two competitions: link the two fixtures and one score entry updates both tables (and the clash between them is suppressed).
 - **Cups** — winners advance automatically; “Winner R1 tie 3” placeholders fill in as results land; the next round can be created from the app once a round completes.

6. Match weekend, automated

The default email timeline for every fixture (all timings configurable; every email carries the team's private match link):

When	Email	Who gets it
6 days before (07:00)	Venue & kick-off request — only if details are missing	Home team
6 & 3 days before	Match reminder	Both teams
3 days before	“Please confirm match details” — only if a side hasn't confirmed receipt of the set details; once per change	Unconfirmed side(s)
When details change	Updated details (venue / kick-off / pitch), sent once edits go quiet (5-minute debounce)	Both teams + opted-in followers

When	Email	Who gets it
After kick-off	Score request with the entry link	Both teams
If no score by evening	Automatic score chase (a manual Chase button also exists)	Both teams
Tournament days (07:10)	Match day sheet — replaces all per-fixture score emails that day	Each team playing

Details receipt (acknowledgements)

Opening a match page counts as having **seen** the current details; a one-tap “Got it — details confirmed” records an explicit confirmation. The other side's page (and the organiser) can see seen/confirmed status. Saving your own details counts as confirming them; any later change re-arms the acknowledgement for the side that didn't make it — an organiser edit re-arms both sides.

7. The team match page (private link)

Every fixture email links to the same page — no app, no password. What it shows:

- **Match details, front and centre** — date, kick-off (or “Kick-off TBC”), venue as a tappable Google Maps link with Directions and Copy address buttons, and pitch.
- **Home team only:** the venue & kick-off form — pick from the club's saved venues or type one, set the time, pitch type, changing rooms, parking, and attach documents (directions, ground rules). Once set it folds away behind a **Change venue / kick-off** button — it never locks.
- **Score entry, from match day** — hidden until the day (with a “Match played early?” escape hatch); each side enters the score **blind**, without seeing the other side's entry.
- **Can't play this fixture?** — request a postponement or cancellation with a reason (waterlogged pitch, can't raise a team...). The organiser AND the opposition are emailed; nothing changes until the organiser decides.
- **Match feedback** — optional notes plus 1–5 ratings for pitch, referee and opposition behaviour, visible to the organiser.

8. Match day sheets (tournaments & finals days)

When a team plays several matches in one day, per-fixture emails would be spam. The day sheet is one private link listing every fixture for that team in the competition — pitch, kick-off, opponent — with inline score entry that stays on the page (a per-row “Saved ✓” instead of a confirmation detour). It refreshes itself every minute, so knockout rounds appear as they are drawn, and a Tables tab shows live group standings for public competitions.

- **Tournaments:** sent automatically at 07:10 on the morning of the event to every team playing that day; per-fixture score requests are suppressed.
- **Cup finals days** (semis + final + 3rd place in one afternoon): send manually from the competition dashboard — **Match Day Sheets > Email day sheets to all teams**. The same button re-sends at any time if a team loses the link.

9. Scores, conflicts and tables

- Both sides enter blind. **Matching scores confirm automatically** and every table, grid and bracket recalculates instantly.
- **Different scores raise a conflict** — flagged to the organiser, who sees both entries and sets the result. Nothing wrong ever goes public.

- The **Awaiting results** tile on Home lists every past fixture still missing a score, with a one-tap chase per fixture.
- Youth football's **mercy rule**: public pages show Win/Loss instead of a double-digit-margin scoreline; the table still counts the real goals.

10. The public site (leaguehub365.com)

- **Match Centre** — search every public competition by name, team, age group, gender, season or type. Filters can be pre-set in a shared link, e.g. leaguehub365.com/match-centre?q=Southern%20Counties — the Share button always copies the current filtered view.
- **Competition pages** (/c/...) — Fixtures (grouped by match day or Week N), Table, Results grid, Bracket and Teams tabs; teams link through to their own pages (marked with a ›).
- **Team pages** (/t/...) — one page per team across every competition and season: fixtures, results, table position, crest.
- **Scores & Fixtures** — the whole organisation day by day: pick any Saturday and see every game, live as teams submit.
- **Follow by email** — a weekly digest (Mondays 07:00) of results and upcoming fixtures for any team or competition, with optional venue/kick-off change alerts. Double opt-in, one-click unsubscribe, no accounts.

11. Common scenarios, step by step

Set up a league season from scratch

1. Create clubs (crest, venue, contact email) and their teams.
2. Create the competition: League, sport, age/gender, points scheme, visibility.
3. Enter the teams, generate the round robin (dateless or weekly), review the weeks, publish.
4. Copy the public link from the dashboard and share it — job done; the emails take over.

A team can't play Saturday

1. The manager opens their match link and sends a postponement request with a reason.
2. You and the opposition are emailed; the fixture is flagged in the app.
3. Postpone (pick a new date), cancel, or keep it — everyone is emailed the outcome and the request clears automatically.

The venue moves on Friday night

1. The home manager opens their link, taps Change venue / kick-off, saves.
2. Five minutes after the last edit, both teams (and opted-in followers) get the update; the away side is asked to confirm receipt, and you can see whether they have.

Two teams disagree on the score

1. The fixture shows a conflict in the app with both entries side by side.
2. Set the correct result — tables update instantly and the fixture is marked confirmed.

Running a tournament day

1. Publish the group fixtures with pitches and kick-off times.

2. At 07:10 every team automatically gets its day sheet; managers keep it open all day.
3. As group games finish, scores land from the pitches; knockouts are drawn in the app and appear on every sheet within a minute.

A junior team must stay off the public site

1. Set the competition to Private link only (or hide individual fixtures with Hide public).
2. Disable the team's public page on the team record if needed.
3. Share the private link with parents only; regenerate it any time it leaks.

A parent wants to follow a team

1. Find the team in the Match Centre (or scan/share its page link).
2. Enter an email in the Follow box and confirm the opt-in email — weekly digest every Monday, optional change alerts, unsubscribe any time.

12. Email reference

Email	Trigger	Recipients	Repeats?
Venue & kick-off request	Lead day before the match, details missing	Home team + club	Once per fixture
Match reminder	Configured days before (default 6 & 3)	Both teams + clubs	Once per day-offset
Confirm match details	3 days out, details set but not acknowledged	Unconfirmed side(s)	Once per details change
Match details updated	Venue/kick-off/pitch changed (5-min debounce)	Both teams; followers with alerts on	Per change burst
Postponement / cancellation requested	A team submits a change request	Organiser + opposition	Per request
Score request	Nearest slot after kick-off	Both teams + clubs	Once, then chases
Score chase	No score by the evening; manual button too	Both teams + clubs	Until scored
Match day sheet	07:10 on tournament days; manual send any time	Each team playing	Once per day
Weekly digest	Mondays 07:00	Confirmed followers	Weekly
Certificate expiry	60/30/7/0 days before a cert lapses	Staff member (or club)	Once per stage

13. Quick links

- Organiser app: <https://leaguehub365.app>
- Public site & Match Centre: <https://leaguehub365.com/match-centre>
- Questions or feedback: <https://leaguehub365.com/contact>

During early access LeagueHub365 is free for founding organisers — run your whole first season at no cost, with 50% off your first paid year when pricing begins. Public pages are free for everyone, always.