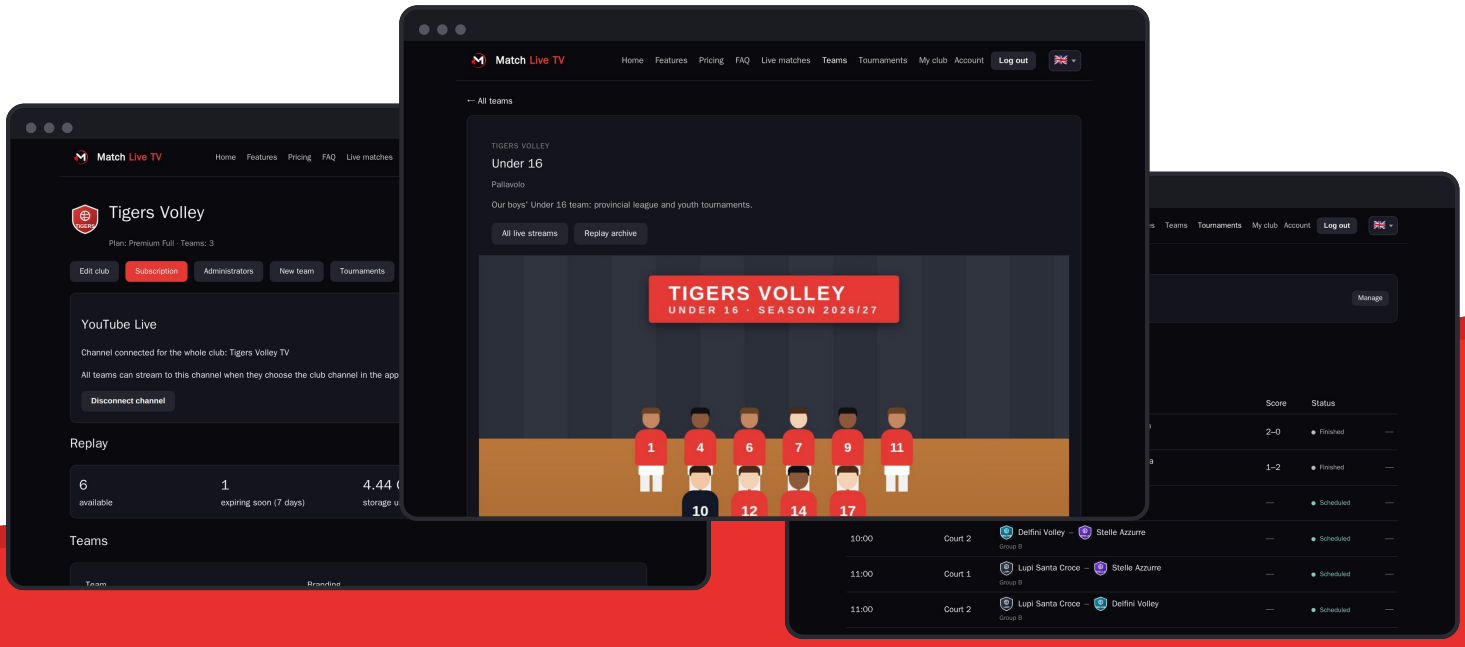
Match Live TV

USER GUIDE

Web platform & team management

How to manage your club, teams, matches, replays, tournaments and subscription from your computer: everything you need before and after the stream.



CONTENTS

Contents

—	Introduction, roles and plans	3
PART A · GETTING STARTED		
01	Sign-up and club creation	5
02	Log in, password and menu	7
03	Your account and email notifications	8
PART B · THE CLUB		
04	The club page	9
05	Edit club: logo, colors, cover	11
06	YouTube Live	12
07	Club administrators	13
PART C · TEAMS		
08	Creating a team	14
09	Team details and roster	15
10	Edit team and public page	16
11	Broadcast managers	17
PART D · MATCHES AND LIVE STREAMS		
12	Match schedule	19
13	Scheduling a match	20
14	Live streams and pages for fans	22
PART E · REPLAYS		
15	Replay archive	24
16	The replay page	26
PART F · TOURNAMENTS (PREMIUM FULL)		
17	Creating a tournament	27
18	Teams and groups	28
19	Schedule and results	29
20	Bracket	30
21	Tournament streaming and operators	31
22	Publishing the tournament	33
PART G · SUBSCRIPTION		
23	Plans and subscription	34
24	Billing details, payments and invoices	36
IN PRACTICE		
✔	Start-of-season checklist	37
✔	Match-week checklist	38
?	Troubleshooting	39
✎	Notes	40

INTRODUCTION

How to use this guide

This guide covers the web side of **Match Live TV**: the pages you open on your computer at **www.matchlivetv.it** to organize your club and teams, schedule matches, and manage replays, tournaments and your subscription.

Streaming from the court is done with the smartphone app and is explained in the **Android app & web control** and **iPhone app & web control** guides. Here you will find everything that happens before and after: who can stream, what fans see, and where the recordings end up.

The screenshots come from the live website with the interface in English. The example is the volleyball club *Tigers Volley* with the teams *Under 16*, *Under 14* and *Serie D Femminile*, on the **Premium Full** plan. For basketball and other sports the pages are the same; only the scoreboard, scoring rules and a few labels change.

In the text, buttons and menu items are shown like this: `Edit club`; main (red) buttons like this: **Save to schedule**.

Who does what

ROLE	WHAT THEY CAN DO
Primary contact (owner)	The person who registered the club. Manages everything: teams, matches, replays, tournaments, **subscription, billing and administrators**. Receives invoices and subscription notices.
Delegate administrator	Invited by the owner. Manages teams, matches, replays and tournaments; does **not** see subscription and billing and cannot invite other administrators.
Broadcast manager	An account invited to a team: streams from the app and schedules matches for the teams they are assigned to.
Web control (no account)	Whoever receives the **control link** from the app: updates score, pause, audio and sponsors from a second device.
Fans and families	Watch live streams and replays in the browser, with no app and no account.

INTRODUCTION

What each plan includes

There is a single subscription for the whole club, valid for all its teams. You can change plan at any time from the Subscription page (chapter 23).

FEATURE	FREE	PREMIUM LIGHT	PREMIUM FULL
Transmitter accounts	1	up to 5	unlimited
Concurrent matches (whole club)	1	3	10
Replays	no	30 days	90 days
MP4 replay download	no	yes	yes
YouTube Live	no	Match Live TV channel	club channel
Custom cover with sponsors	no	no	yes
Delegate administrators	none	1	unlimited
Multi-day tournaments, delegation and bracket	no	no	yes

Prices when this guide was published (launch price): **Premium Light €59/year** or €7.90/month, **Premium Full €199/year** or €24.90/month. Up-to-date prices are always on the website's **Pricing** page and on the club's Subscription page. Live streams on the website are included in every plan, Free included.

Before you start

01
Computer or tablet
The management pages are designed for wide screens: an up-to-date Chrome, Safari, Edge or Firefox.

02
Owner's email
An address you actually read: invitations, replay notices and invoices arrive there.

03
Logo and colors
Club logo (PNG, JPEG or WebP) and your two club colors: they appear in the live stream, on public pages and in replays.

04
Billing details
Legal name, VAT number or tax code, address, SDI code or PEC: needed for paid plans.

05
App on the phone
Match Live TV from the App Store or Google Play, for whoever streams. The login is the same as on the website.

06
Language
Top right (flag) you can choose Italiano, English, Français, Deutsch or Español.

PART A · GETTING STARTED

01 Sign-up and club creation

Sign-up is done once, by the club's primary contact: first the personal account, then the club with its first team.

Step 1 — the owner's account

1. Open **www.matchlivetv.it** and click **Register a team** at the top right.
2. Fill in **Name**, **Email**, **Password** and **Confirm password**. The password needs at least 8 characters and at least 3 types among lowercase, uppercase, numbers and symbols.
3. Tick the box to accept the privacy notice and terms of service.
4. Click **Continue**.

> **IMPORTANT · MINORS**
> By signing up you declare that you are of age and, if the club has under-age athletes, that you are entitled to publish their images (club official, authorized coach) and will follow the rules described in the privacy notice.

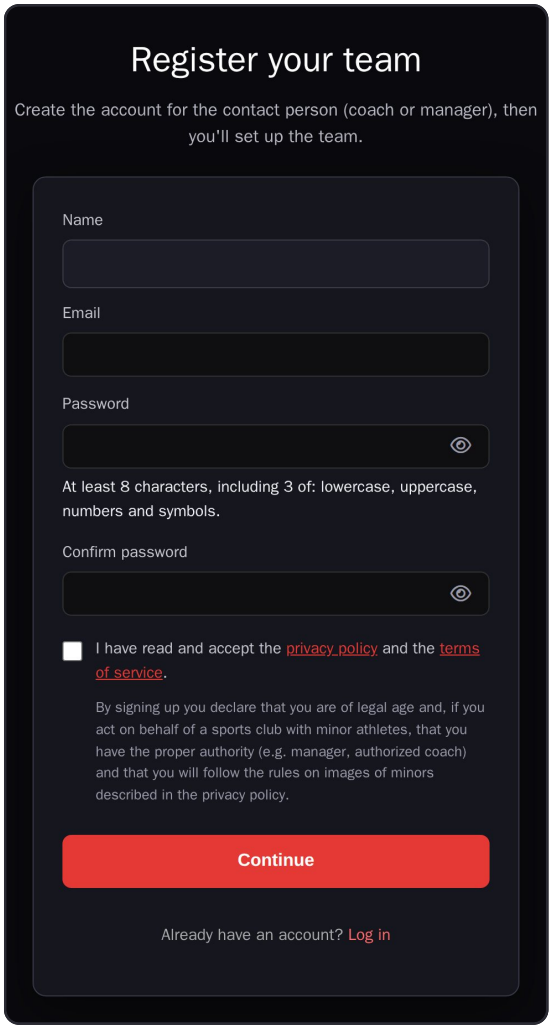


Fig. 1 · Owner sign-up

PART A · GETTING STARTED

Step 2 — your club

Right after that, the **Your club** page opens. It contains three blocks on a single screen:

BLOCK	WHAT TO ENTER
Club	Club name, main sport, logo (file or web address) and the two colors. The *header preview* shows the result straight away.
Billing details	Holder type, legal name, VAT number or tax code, email, address, SDI code or PEC. You can also complete them later (chapter 24).
First team	Team name (e.g. *Under 15*) and the **starting plan**: Free, Premium Light or Premium Full.

Click Create club: the club page opens (chapter 04).

WHAT TO DO

If you are not sure about the plan, start with **Free**: payment (card, bank transfer, monthly or yearly) is chosen later on the Subscription page, and a paid plan only becomes active after payment.

MORE TEAMS

Here you only create the first team. Under 13, Under 15, the first team and all the others are added from the club page with New team.

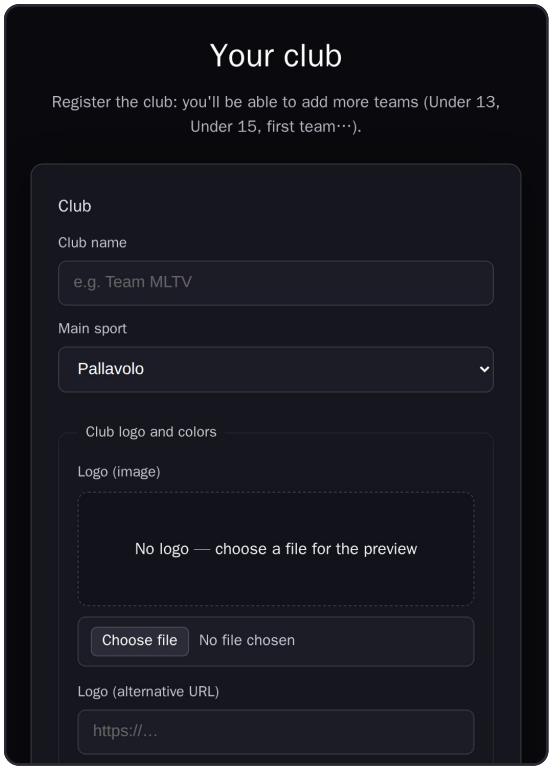


Fig. 2 · Your club (top)

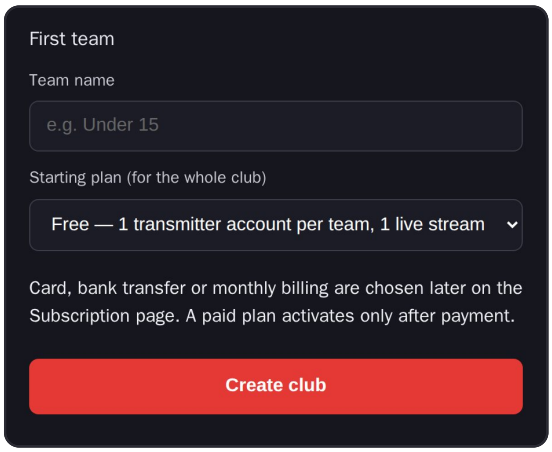


Fig. 3 · First team and plan

PART A · GETTING STARTED

02 Log in, password and menu

The website and the app use the same login. Once logged in, the top menu takes you straight to your club.

Logging in

1. Click Log in at the top right.
2. Enter **Email** and **Password** (the eye icon shows or hides the characters).
3. Click Log in.

Forgot password

1. On the login page click Forgot password?
2. Enter the account email and click Send reset link.
3. Open the email you receive (check spam and promotions too), follow the link and choose a new password. If the link has expired, request a new one.

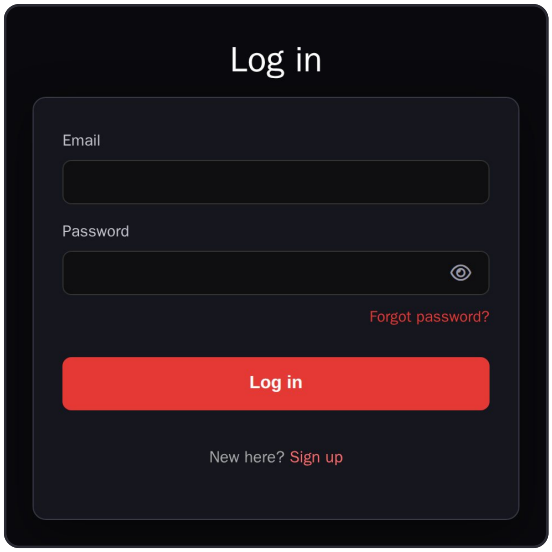


Fig. 4 · Log in

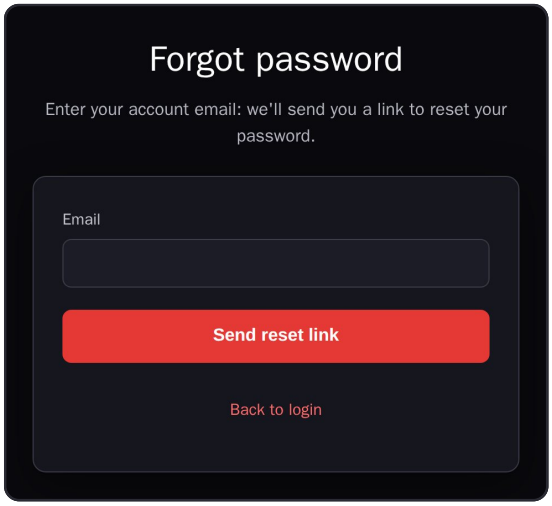


Fig. 5 · Forgot password

The menu after logging in

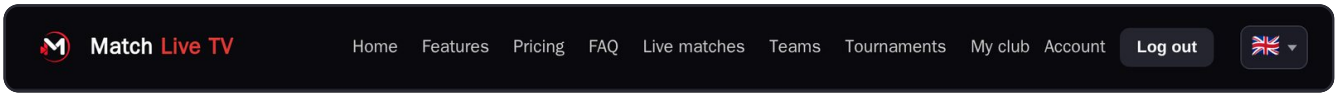


Fig. 6 · Top menu, user logged in

ITEM	WHERE IT GOES
My club	The club page (chapter 04). Users who are only broadcast managers see **My team** instead.
Account · Log out	Profile, password and notifications (chapter 03) · leave the website.

PART A · GETTING STARTED

03 Your account and email notifications

From Account you manage your personal details and choose which replay emails to receive.

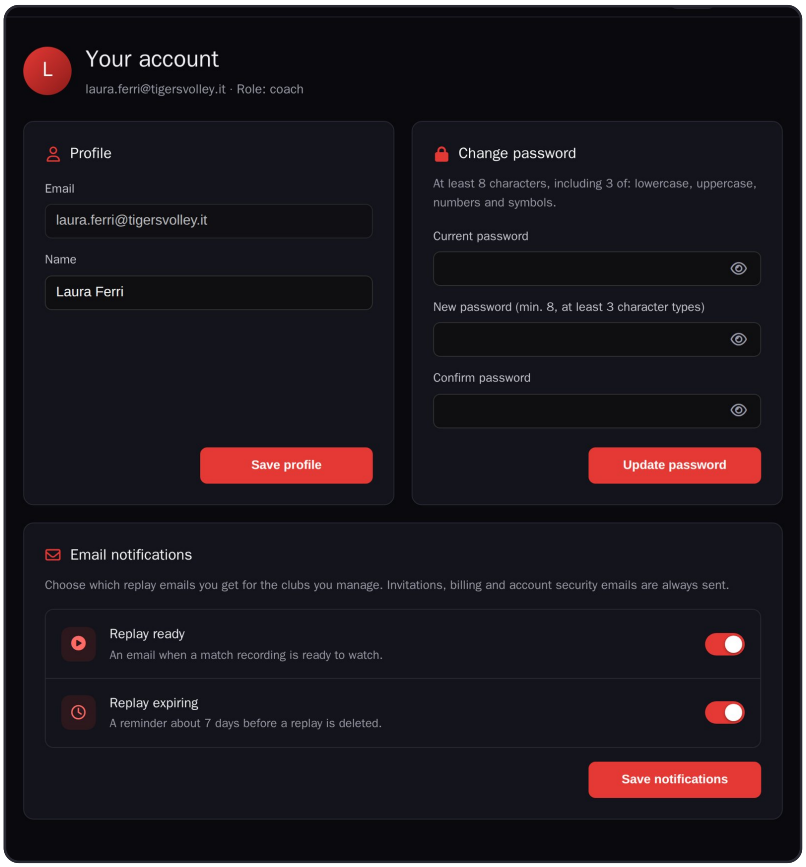


Fig. 7 · Account page

CARD	WHAT YOU DO
Profile	Change the **name** shown in invitations and emails. The login email cannot be changed here: write to support to change it.
Change password	Enter the current password and the new one twice, then **Update password**.
Email notifications	Two independent switches: **Replay ready** (email when the recording has been processed) and **Replay expiring** (reminder about 7 days before deletion). Then **Save notifications**.

> **TOO MANY EMAILS?**
> Replay notifications go to the owner and administrators, for every team in the club. Each person can turn them off in their own account; the link at the bottom of every email leads here too. Invitations, billing and account security emails are always sent.

PART B · THE CLUB

04 The club page

This is your starting point: active plan, shortcuts, YouTube channel, replay figures and the list of teams.

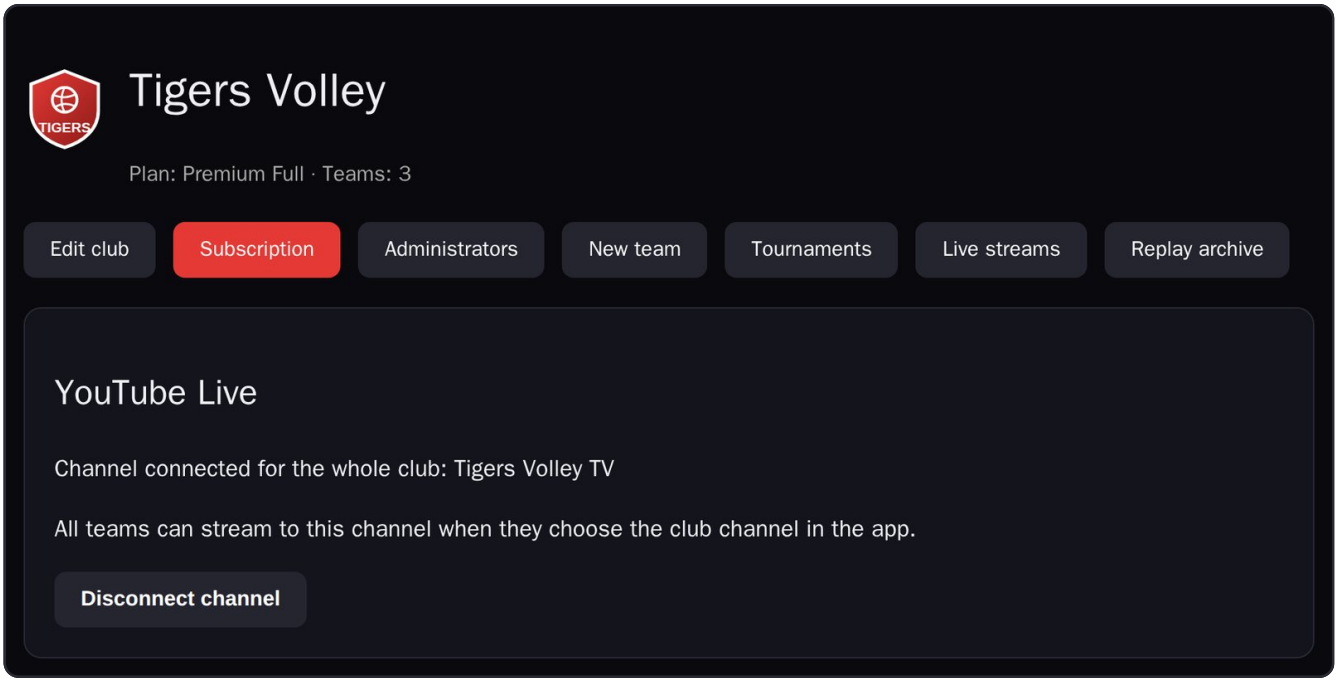


Fig. 8 · Header and shortcuts

BUTTON	WHAT IT DOES
Edit club	Name, sport, logo, colors, cover, live platform (chapter 05).
Subscription	Plan, payments and invoices. Owner only (chapters 23–24).
Administrators	Invite and revoke delegate administrators. Owner only (chapter 07).
New team	Adds a team to the club (chapter 08).
Tournaments	Tournament management, with Premium Full. On other plans the button leads to the subscription (**FULL** label).
Live streams	Live and upcoming matches of all the club's teams (chapter 14).
Replay archive	All the club's recordings (chapter 15). Shown on plans that include replays.

PART B · THE CLUB

Replays and teams

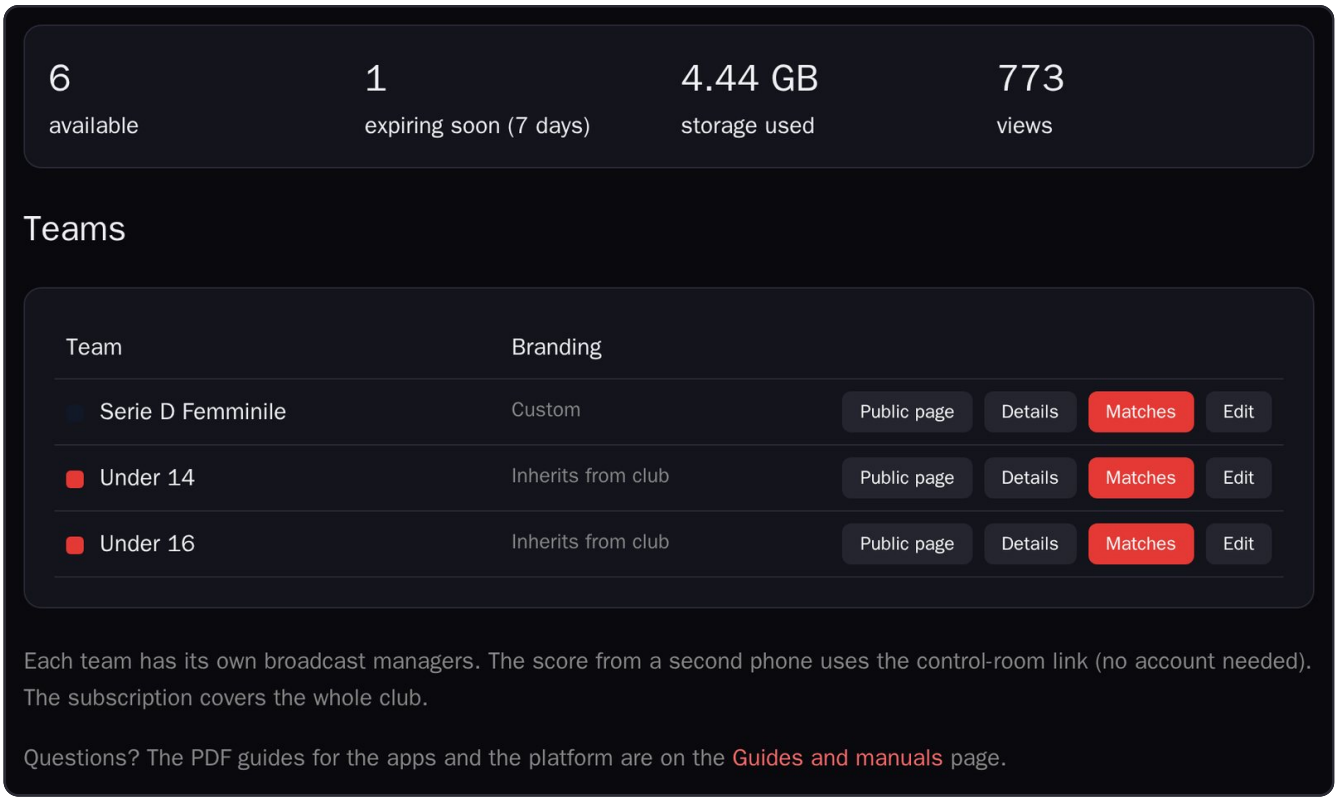


Fig. 9 · Replay summary and team list

The **Replay** box sums up how many replays are available, how many expire in the next 7 days, the storage used and total views.

In the **Teams** table the small colored square shows the team's main color; the **Branding** column tells you whether the team uses its own logo and colors (*Custom*) or the club's (*Inherits from club*). For each row:

BUTTON	WHAT IT DOES
Public page	Opens, in a new tab, the page parents and fans see (chapter 14).
Details	Roster, broadcast managers, invitations, team replays (chapters 09 and 11).
Matches	Team schedule and match scheduling (chapter 12).
Edit	Team name, photo, description, branding and public address (chapter 10).

> **REMEMBER**
> Each team has its own broadcast managers. Keeping score from another phone uses the control link, with no account. The subscription covers the whole club.

PART B · THE CLUB

05 Edit club: logo, colors, cover

The visual identity set here is used in live streams, on public pages, in replays and by every team that has no branding of its own.

FIELD	NOTES
Club name	Shown in live streams, on public pages and in emails.
Main sport	Suggested as the default sport for teams and tournaments.
Logo (image)	Choose a PNG, JPEG or WebP file; the preview appears straight away. Alternatively, paste the web address of a logo that is already online.
Primary and secondary color	Color square, hex code (e.g. `#e53935`) or one of the *quick colors*. The header preview shows the result.
Live cover (sponsors)	16:9 image (max 5 MB) that viewers and YouTube see while the stream is paused or has no signal. Available with **Premium Full**; otherwise the Match Live TV cover is used.

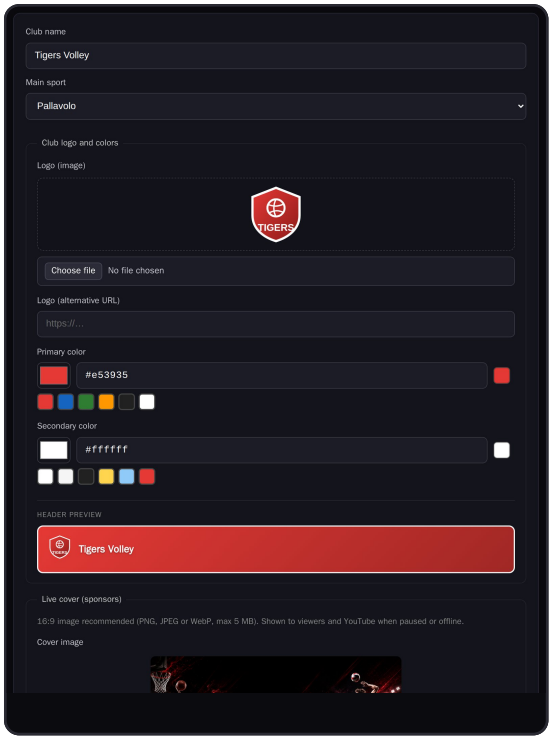


Fig. 10 · Club logo and colors

When you are done, click Save at the bottom of the page.

Live platform

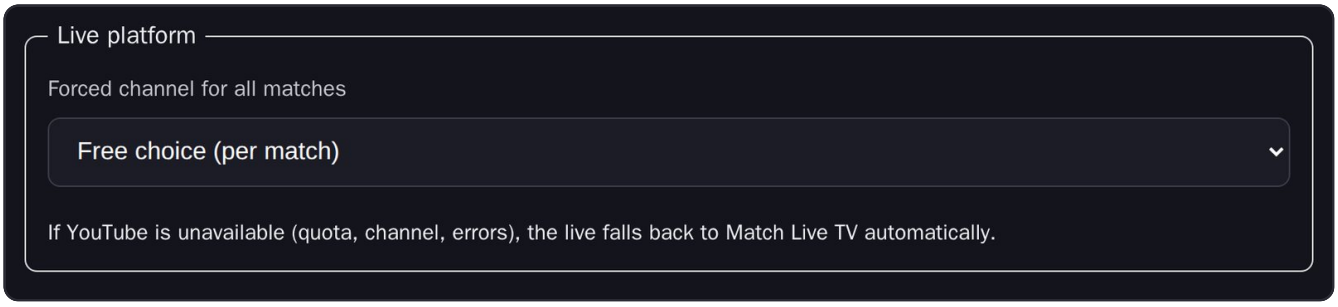


Fig. 11 · Channel enforced for all matches

OPTION	EFFECT
Free choice (per match)	Whoever schedules or starts the match chooses between the Match Live TV site and YouTube.
Always Match Live TV (site)	All the club's live streams go to the website.
Always YouTube	All live streams go to YouTube. If YouTube is not available (quota, channel, errors) the stream automatically switches to Match Live TV.

PART B · THE CLUB

06 YouTube Live

Live streams can also go to YouTube. The channel depends on the plan: with Light it is the official Match Live TV channel, with Full it can be the club's own.

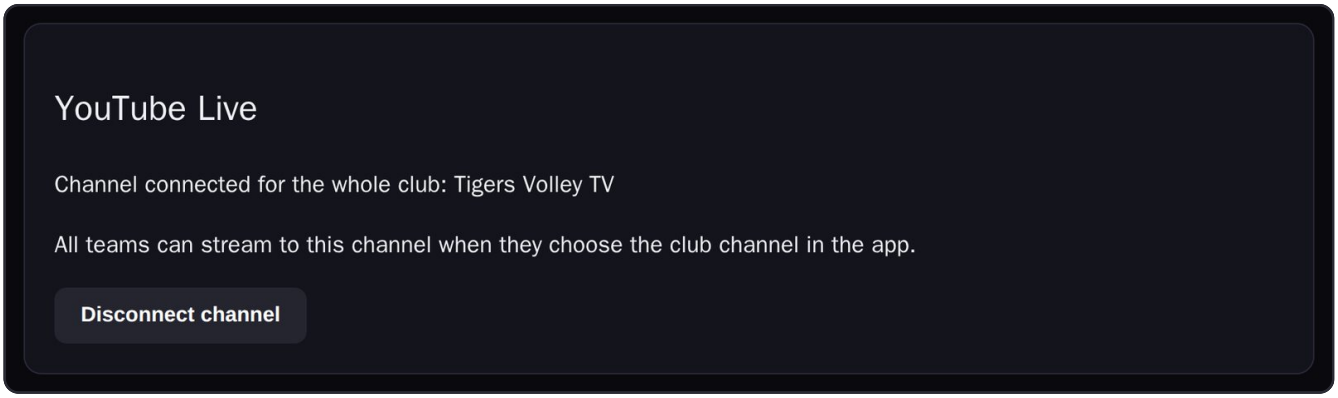


Fig. 12 · YouTube Live box on the club page (channel connected)

PLAN	HOW IT WORKS
Free	YouTube not available: live streams go to the Match Live TV website.
Premium Light	YouTube streams of all teams go to the official **Match Live TV** channel. Nothing to connect: in the app choose "YouTube Live".
Premium Full	You can connect the **club's YouTube channel**, valid for all teams. Until you connect it, YouTube streams go to the Match Live TV channel.

Connecting the club channel (Premium Full)

1. On the club page, in the **YouTube Live** box, click Connect the club's YouTube channel.
2. Sign in with the Google account that owns the channel and pick the right channel.
3. Grant the requested permissions: you are taken back to the page with the message *Channel connected for the whole club*.

> **IMPORTANT · YOUTUBE CHANNEL**
> The channel must have **live streaming enabled** on YouTube (the first activation can take up to 24 hours and requires phone verification). To disconnect it use Disconnect channel: live streams will use the Match Live TV channel until you connect one again.

For each match you can then choose where to stream and with which privacy (chapter 13), unless the club has enforced the platform (chapter 05).

PART B · THE CLUB

07 Club administrators

The owner can get help from other administrators without sharing their password. The page opens with `Administrators`.

Inviting an administrator

1. In the **Invite administrator** card, enter the person's email.
2. Click **Send invitation**. An email with the link is sent, valid for **7 days**.
3. The person accepts the invitation with that email (creating an account if they do not have one) and appears under **Delegate administrators**.

The number of administrators depends on the plan: none with Free, 1 with Premium Light, unlimited with Premium Full.

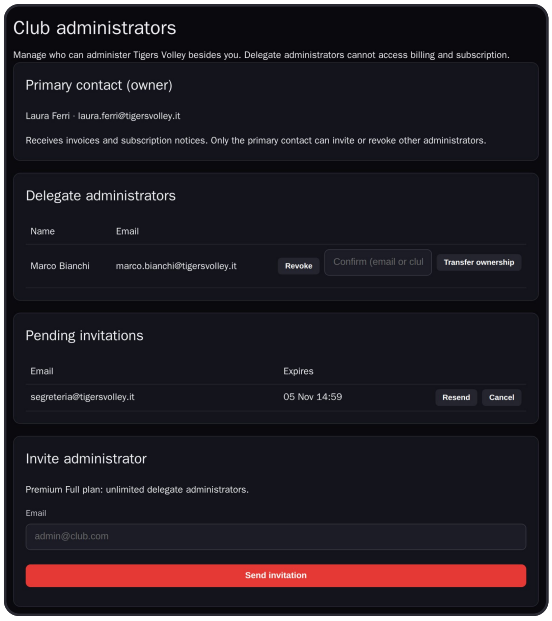


Fig. 13 · Club administrators

OTHER ACTIONS

ACTION	WHERE
Resend / Cancel invitation	Invitation row under **Pending invitations**.
Revoke	Administrator row: removes access immediately.
Transfer ownership	Makes that administrator the new owner. To confirm, type their email or the club name.
Timeline	Log of invitations, acceptances and revocations, exportable as CSV.

IMPORTANT · OWNERSHIP

The transfer is final: the new owner will receive invoices and notices and will manage subscription and administrators instead of you.

FOR DELEGATES

A delegate administrator sees the notice *You are a delegate administrator of this club* at the top of the club page and can step down at any time with `Leave the club`.

PART C · TEAMS

08 Creating a team

Each age group (Under 13, Under 16, first team…) is a team of the club, with its own schedule, roster, staff and public page.

1. On the club page click New team.
2. Enter the **Team name** (e.g. *U15 boys*) and choose the **Sport**.
3. If the team has an identity different from the club, fill in **Branding override**: its own logo and colors. Leave it empty to use the club's.
4. Click Add team.

> **DIFFERENT SPORTS**
> A volleyball club can also have a basketball team: the team's sport decides the scoreboard, scoring rules and the roster's on-field roles.

WHAT TO DO NEXT

Open the team's **Details**: add the roster (chapter 09) and above all the **broadcast managers** (chapter 11), the people who will stream from the app.

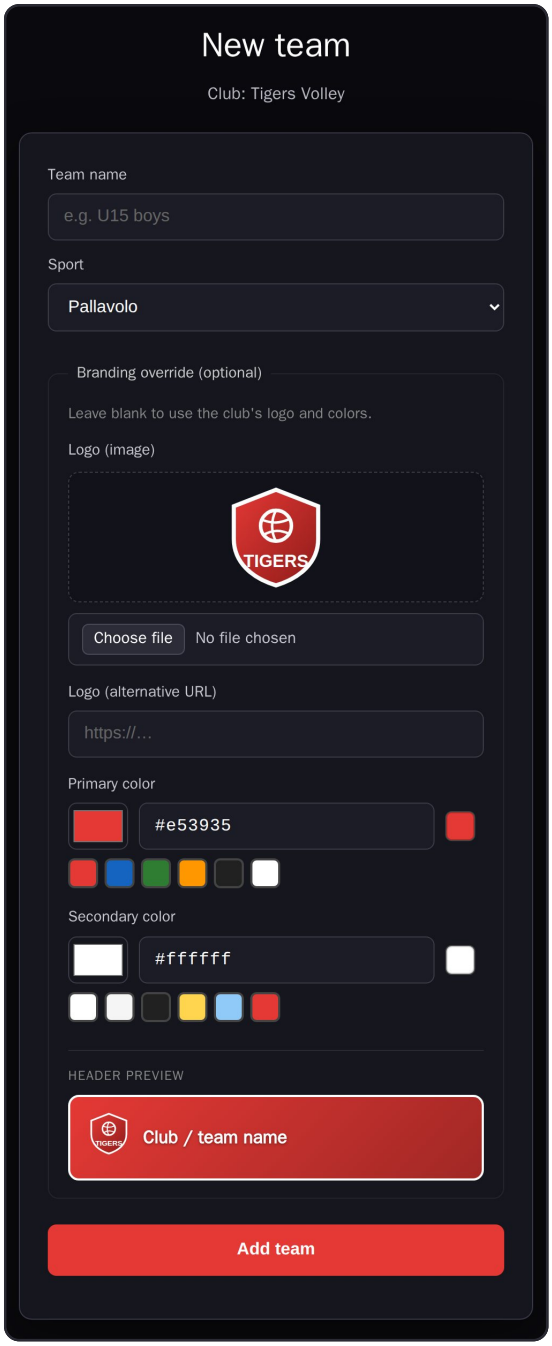


Fig. 14 · New team

PART C · TEAMS

09 Team details and roster

The **Details** page brings together everything about the team: presentation, roster, who streams, invitations and replays.

Roster and accounts are different things: the roster gives no access to anything; to let someone stream you need a broadcast manager (chapter 11).

At the top you find club, name, plan, number of broadcast managers and active matches, description and roster counts. Below, the **team photo** (uploaded from Edit team).

BUTTON	WHAT IT DOES
← Club	Back to the club page.
Public page	The page for fans.
Broadcast managers	Scrolls to the staff section (chapter 11).
Schedule matches	Team schedule (chapter 12).
Live streams	Live and upcoming matches.

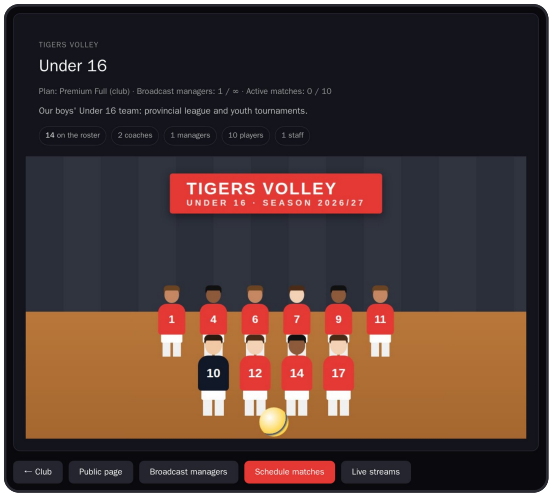


Fig. 15 · Team header

Roster

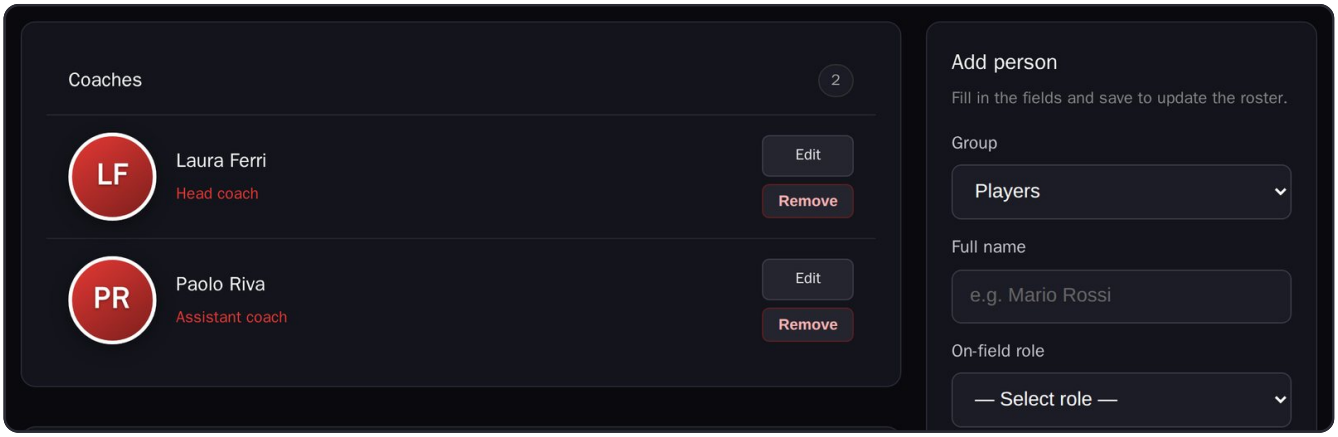


Fig. 16 · Roster and the "Add person" card

1. In the **Add person** card choose the **Group**: Coaches, Managers, Players or Staff.
2. Enter the **Full name**; for players choose the **On-field role** and **Jersey number**, for the others type a free role (e.g. *Head coach*, *President*).
3. Optional: a **short description** and a **photo** (without a photo, an avatar with initials in the team colors is shown).
4. Click Add to roster. Each card can be changed with Edit or removed with Remove.

PART C · TEAMS

10 Edit team and public page

From Edit (club page) or Edit team (details page) you change the team's presentation, images and public address.

FIELD	NOTES
Team name · Sport	As when creating the team.
Team description	Presentation, honours, season goals: shown on the details page and the public page.
Team photo	Group photo or crest, featured on the details and public pages.
Team branding (override)	Its own logo, colors and cover. Empty = the club's.
Public page address	The last part of the address: **matchlivetv.it/squadre/***under-16*. Lowercase letters, numbers and hyphens only.
Show the roster on the public page	If on, players and staff are visible to anyone with the link. Leave it off if you prefer.

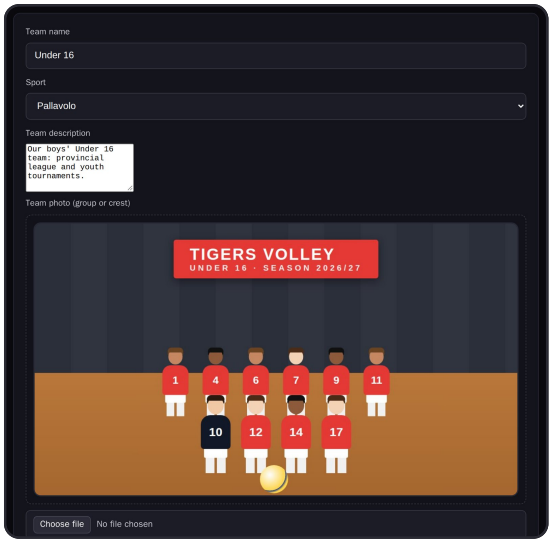


Fig. 17 · Name, description and photo

Click Save team to confirm.

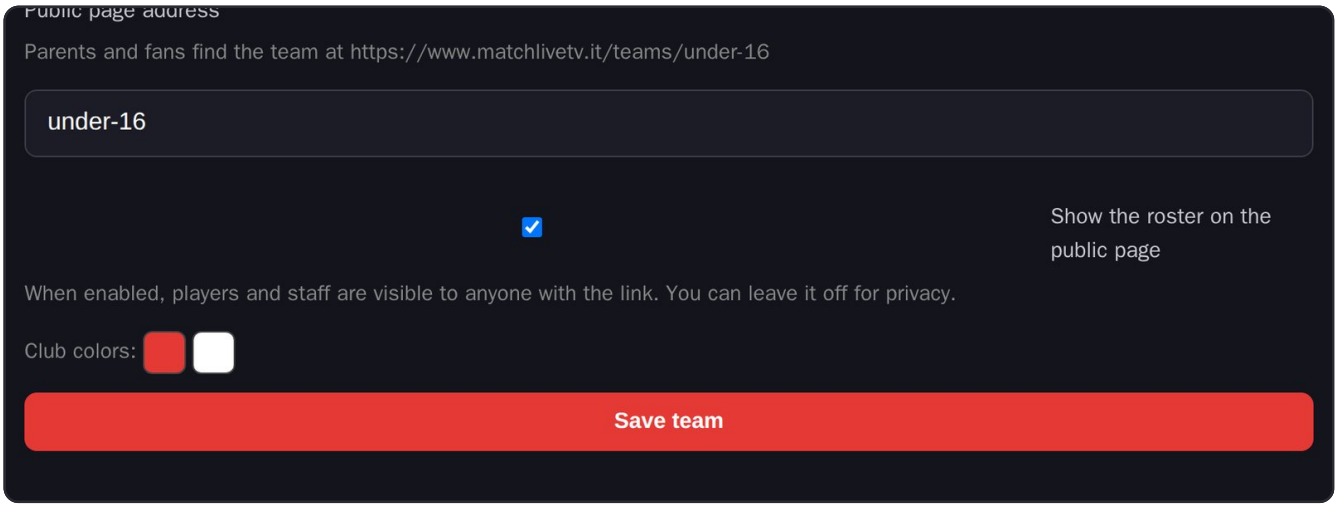


Fig. 18 · Public address and roster visibility

IMPORTANT · IMAGES OF MINORS

Before publishing photos and the roster of under-age athletes, make sure you have the families' consent, as required by the club's privacy policy.

PART C · TEAMS

11 Broadcast managers

These are the accounts that can stream a team from the app. They are managed at the bottom of the team's **Details** page.

Main account

The account used to register the club is already enabled on every team: with it you can log into the app and start streaming with nothing else to do.

Inviting another operator

1. In the **Invite an account to broadcast** card, enter the person's email (a parent, a club official, a videographer).
2. Click Send invite by email. The link is valid for **7 days**; you can also copy it and send it via WhatsApp or SMS.
3. The invitation stays under **Pending invitations** until it is accepted; you can withdraw it with Cancel.
4. Once accepted, the person appears under **Other accounts that can broadcast**. To remove their access use Revoke.

The number of transmitter accounts depends on the plan (1, up to 5, unlimited).

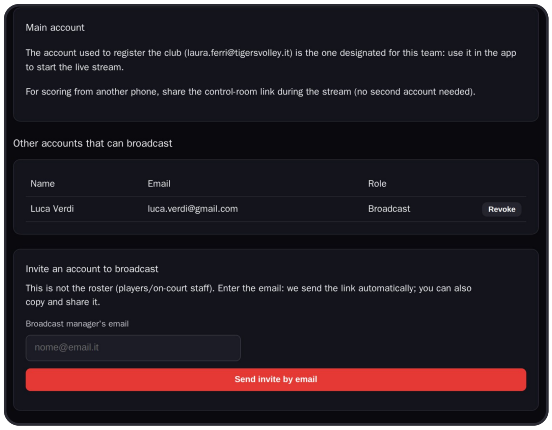


Fig. 19 · Main account, operators, invitation

> **SCOREKEEPING WITHOUT AN ACCOUNT**
> To update the scoreboard from a second phone, no extra account is needed: during the stream, the person streaming shares the **control link** from the app (see the app guides).

PART C · TEAMS

What the invited person sees

Opening the link in the email shows the **Staff access** page with the team name:

- without an account, they set a **name and password** (the email is already the invited one), accept privacy and terms and click Create account and go to the app;
- with an existing account, they click Log in and the invitation is accepted on login;
- on a phone they can use Open invitation in the app.

From then on, in the app, they see the team among those they can stream, and they can also schedule its matches on the website.

> **IMPORTANT · RIGHT EMAIL**
> The invitation only works for the email it was sent to. If the person uses a different address, cancel the invitation and send a new one to the correct email.

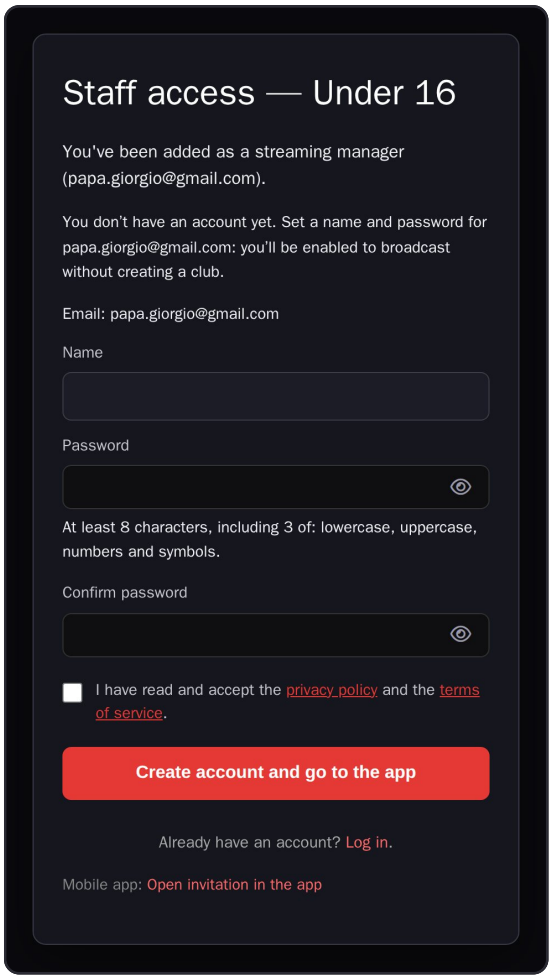


Fig. 20 · Invitation page

Pending invitations and team replays

Below the operators, the page shows invitations not yet accepted (with their expiry) and the team's **Replay archive**, with the Manage all replays link to the full archive.

PART D · MATCHES AND LIVE STREAMS

12 Match schedule

Scheduling matches from the computer saves time at the venue: in the app the match is already set up, with opponent, colors, cover and sponsors.

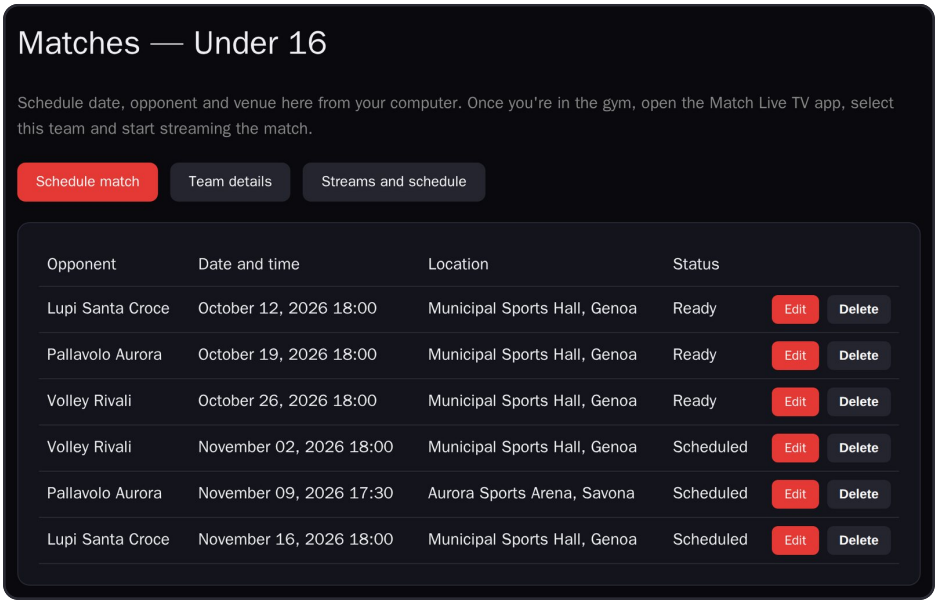


Fig. 21 · Team matches

You get here with **Matches** from the club page or **Schedule matches** from the team details. For each match you see opponent, date and time, location and status:

STATUS	MEANING
Scheduled	On the schedule with a future date: it will appear in the app and among upcoming matches on the website.
Ready	The date has come or passed: the match can still be started from the app.
In progress / resumable	There is an active or interrupted stream on this match.
No time set	Date and time are missing: add them with `Edit`.

Edit changes the match details; `Delete` removes it from the schedule (after confirmation). Matches already streamed with a replay stay in the replay archive.

> **FOR ALL TEAMS AT ONCE**
> On the club's `Live streams` page, the **Schedule a match** button opens the same form with an extra **Team** field: administrators see every team, broadcast managers only their own.

PART D · MATCHES AND LIVE STREAMS

13 Scheduling a match

The **Schedule match** form prepares everything the stream needs. The stream does not start by itself: you start it from the phone when you are at the venue.

FIELD	WHAT IT IS FOR
Opponent	Name of the visiting team: shown in the title, on the scoreboard and in the replay.
Opponent color	Color used on the on-screen scoreboard.
Opponent logo	Optional, shown next to the name.
Pause cover	Image for this match only, shown while paused or with no signal. If you do not upload one, the team's or club's cover is used (or Match Live TV's). *Source* tells you which one will be used.
On-air sponsor message	Text that scrolls at the bottom during the stream (e.g. *This match is brought to you by …*).
Location · Category	Optional; used in the description and overlay.
Date and time	Planned start time.

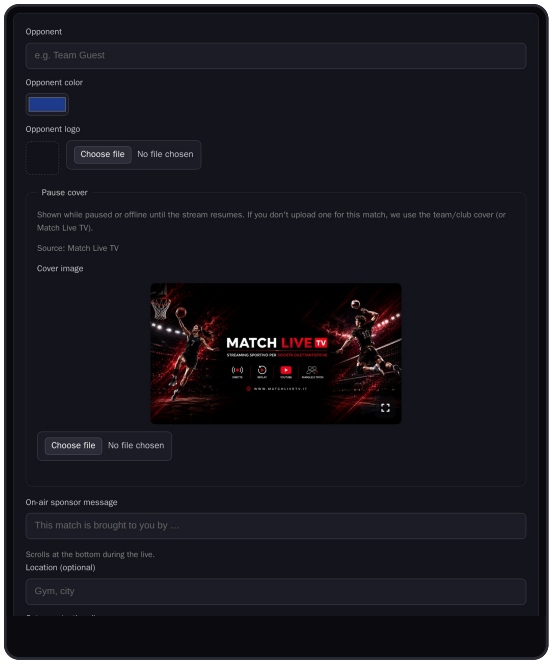


Fig. 22 · Opponent and cover

PART D · MATCHES AND LIVE STREAMS

Broadcast

FIELD	OPTIONS
Where to stream	**Match Live TV site** or **YouTube** (on plans that include it). If the club has enforced the platform, this is already decided.
Privacy	**Unlisted**: the stream can only be watched with the link. **Public**: it also appears in the website and channel listings.
YouTube channel	With Premium Full: *Automatic*, *Club channel* or *Match Live TV channel*.

Click **Save to schedule**: the match appears on the schedule, in the app and among upcoming matches on the website.

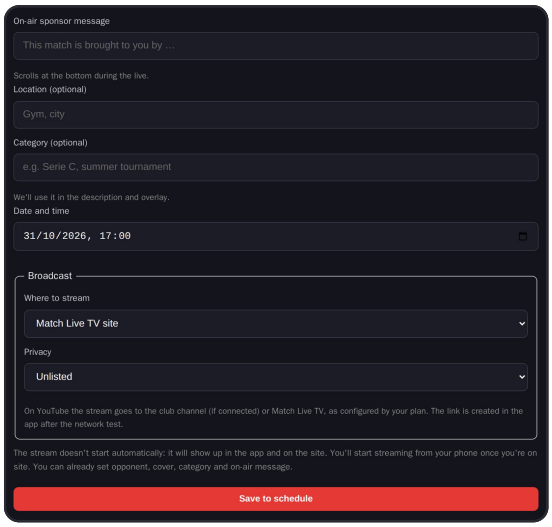


Fig. 23 · Sponsor, date and broadcast

WHAT TO DO AT THE VENUE

Open the Match Live TV app, select the team and tap the scheduled match: everything is already filled in. The YouTube link is created in the app after the network test.

> **FOR TESTS**
>
> Use **Unlisted**: only people with the link can watch.

PART D · MATCHES AND LIVE STREAMS

14 Live streams and pages for fans

Parents, grandparents and fans watch in the browser, with no app and no account. These are the pages to share.

The club’s live streams and matches

From the club page, Live streams shows only the club’s teams: live streams, **upcoming matches** (scheduled on the website or in the app) and tournaments. At the top there is a search by club, team, opponent or location.

When a team starts streaming, the match moves to the top in the live section. Before kick-off the card shows **Scheduled**.

From here, club managers also see Schedule a match and Edit on the cards; fans do not.

> **WHAT TO SHARE**
> For a single match, share the stream link (from the app, before starting). For the whole season, share the **team’s public page**: fans will always find upcoming matches, the live stream and replays there.

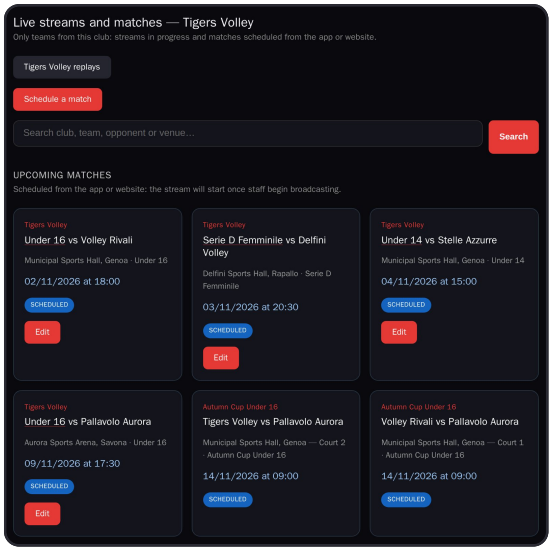


Fig. 24 · The club’s live streams and matches

PART D · MATCHES AND LIVE STREAMS

The team's public page

At **matchlivetv.it/squadre/***team-name* (chapter 10) fans find:

- name, club, sport, description and team photo;
- All live streams and Replay archive;
- **Upcoming matches** with date, location and status;
- **Recent replays** (public ones only) and *See all replays*;
- the **Roster**, if you chose to show it.

The list of all teams is under Teams in the menu.

> **WHAT TO DO**
> Put the team page link in your social media bio, in the families' WhatsApp group and on the club website.

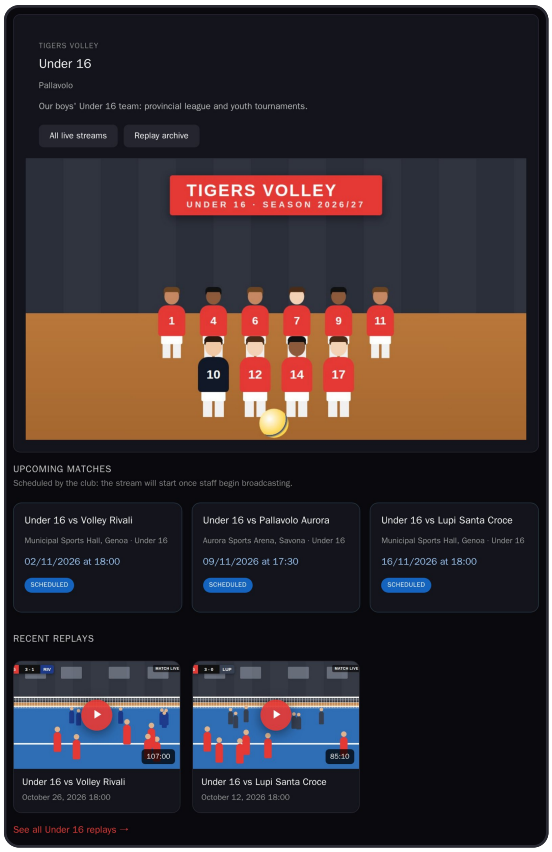


Fig. 25 · Team public page

PART E · REPLAYS

15 Replay archive

With Premium Light and Full every live stream is recorded. When it ends, the replay appears in the archive and the owner and administrators receive an email (if enabled, chapter 03).

Open the archive with `Replay archive` on the club page. At the top there are four figures: available replays, replays expiring in the next 7 days, storage used and total views. The **Team** and **Status** filters (Available, Processing, Expired / error) narrow the list. For each replay you see thumbnail, title, team, date, duration, views, **expiry date** and status.

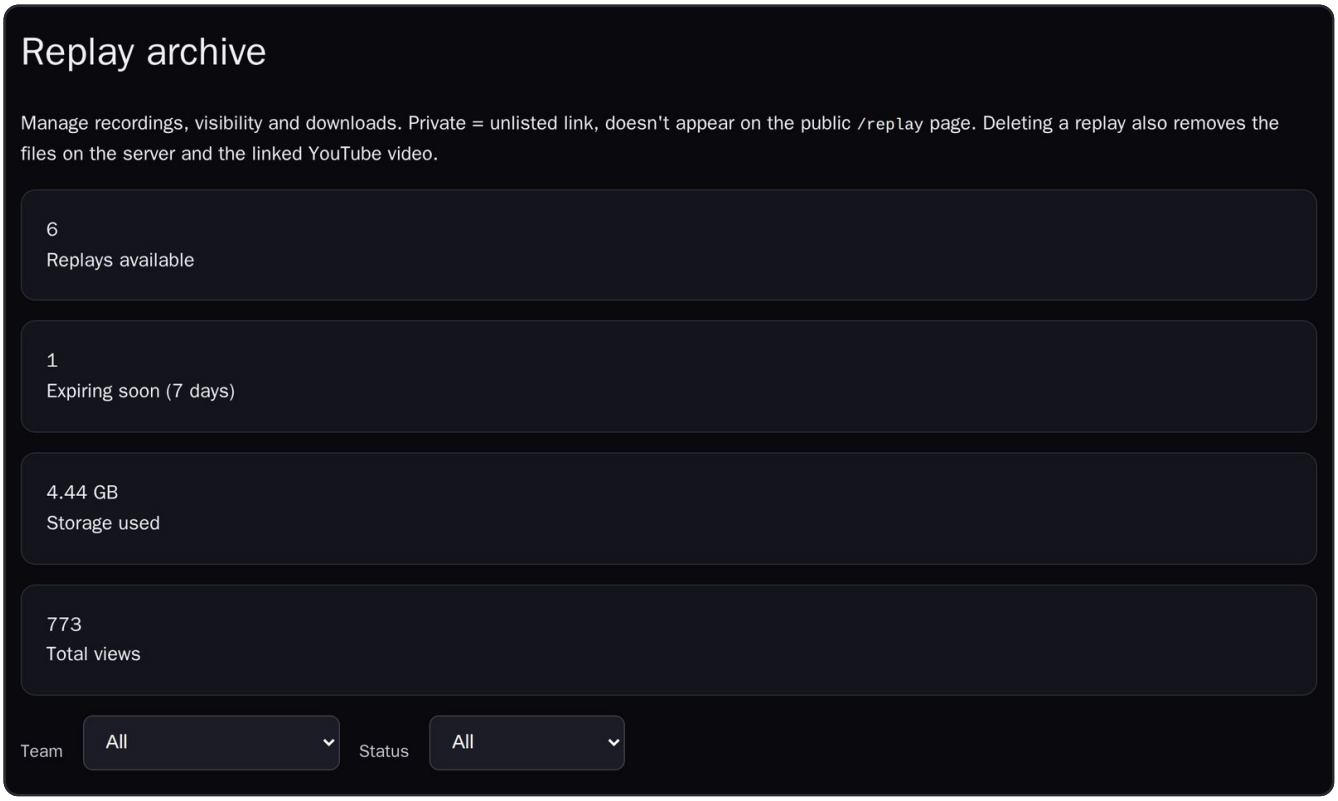


Fig. 26 · The club's replay archive

STATUS	MEANING
Processing	The video is being prepared: usually a few minutes after the stream ends.
Available	It can be watched, downloaded and published.
Expiring soon	Less than 7 days left before automatic deletion.
Expired · Error	No longer available.

IMPORTANT · EXPIRY

Replays stay available for the plan's period (30 days with Light, 90 with Full) and are then deleted. Download the MP4 or publish it on YouTube before it expires if you want to keep it.

PART E · REPLAYS

Actions on each replay

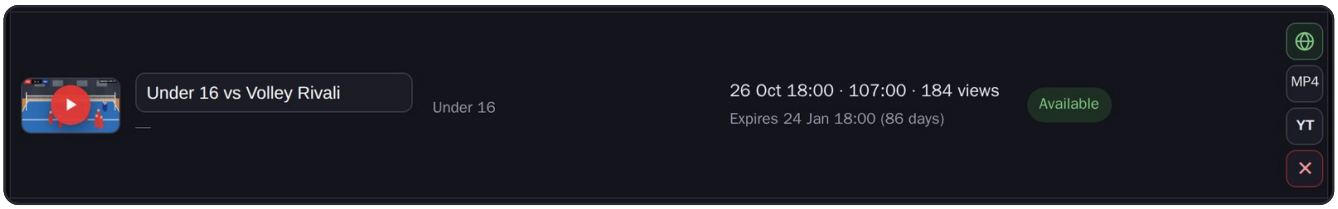


Fig. 27 · An archive row, with the actions on the right

CONTROL	WHAT IT DOES
Thumbnail ▶	Opens the replay in a new tab (chapter 16).
Title	The field is editable: type the new title and confirm (Enter or click outside the field).
Padlock / globe	Visibility. **Globe** = **Public**, listed on the website and on the team page. **Padlock** = **Private**, visible only with the link. One click switches it.
MP4	Downloads the video file to your computer.
YT	Publishes the replay on YouTube (on the channel defined by the plan). If it is already published, opens the video on YouTube.
×	Deletes the replay (see below).

Deleting a replay

After × a window asks where to delete it:

- **Site only** — the video stays on YouTube;
- **YouTube only** — it stays available on the website;
- **Site and YouTube** — complete deletion.

If the replay is not on YouTube, the window only asks for confirmation.

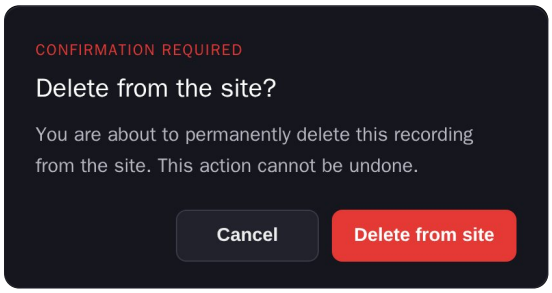


Fig. 28 · Delete confirmation

> **IMPORTANT**
> Deletion is **irreversible**: the files are removed from the server.

PART E · REPLAYS

16 The replay page

This is the page fans see when you open a replay or share its link.

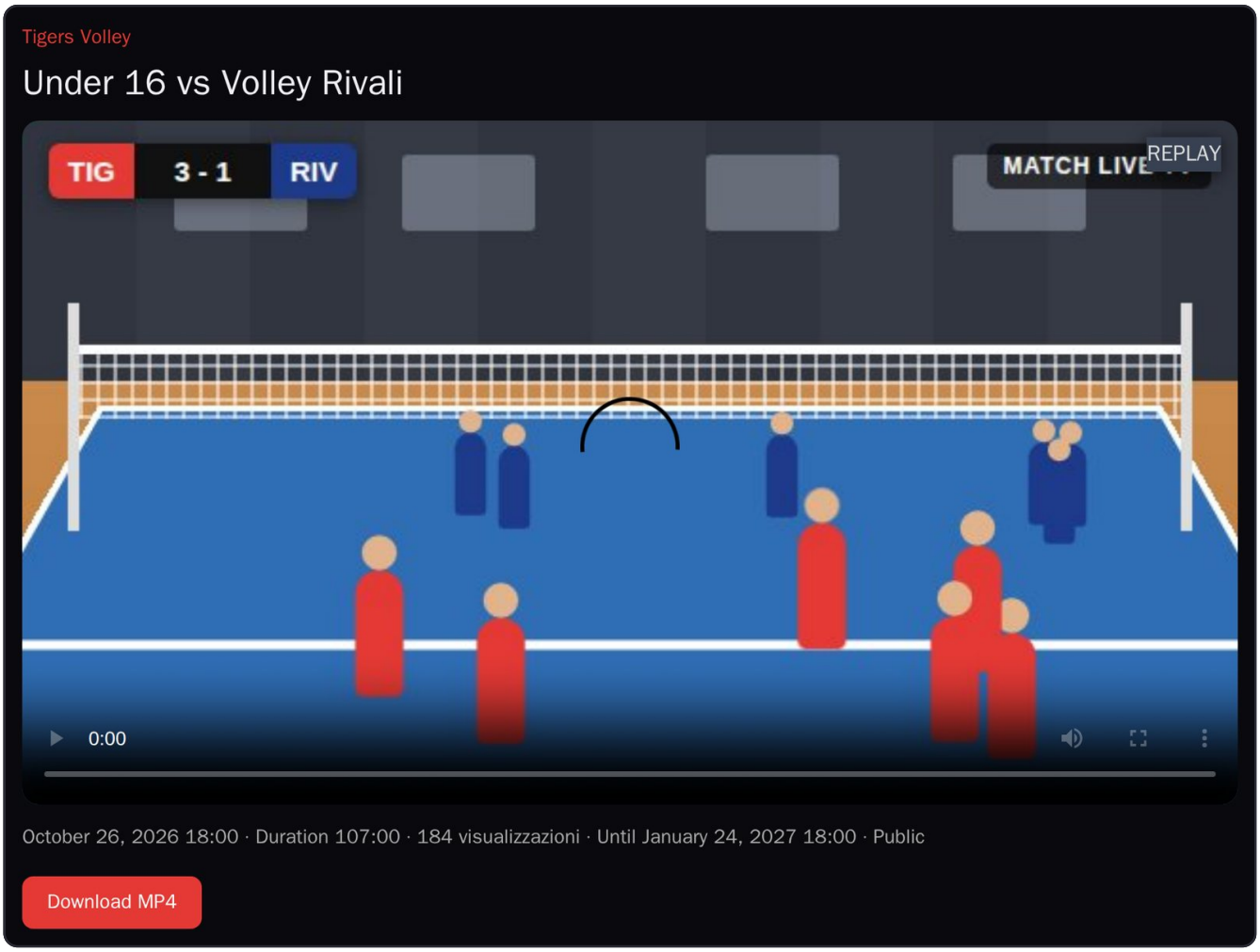


Fig. 29 · Match replay

- At the top, the club and the match title; below, the **player** with the scoreboard recorded during the stream.
- The line under the player shows date, duration, views, expiry and visibility.
- **Download MP4** appears on plans that include downloads (Light and Full): for public replays only to logged-in users, for private replays to anyone with the link.

> PUBLIC AND PRIVATE REPLAYS
>
> **Public** replays are listed in the website's replay section and on the team page. **Private** ones are not, but they still open with the direct link: share it only with the people you choose.

PART F · TOURNAMENTS

17 Creating a tournament

With **Premium Full** you can run multi-day tournaments: teams from other clubs too, groups, schedule, bracket, streams assigned to several operators and a public page to share.

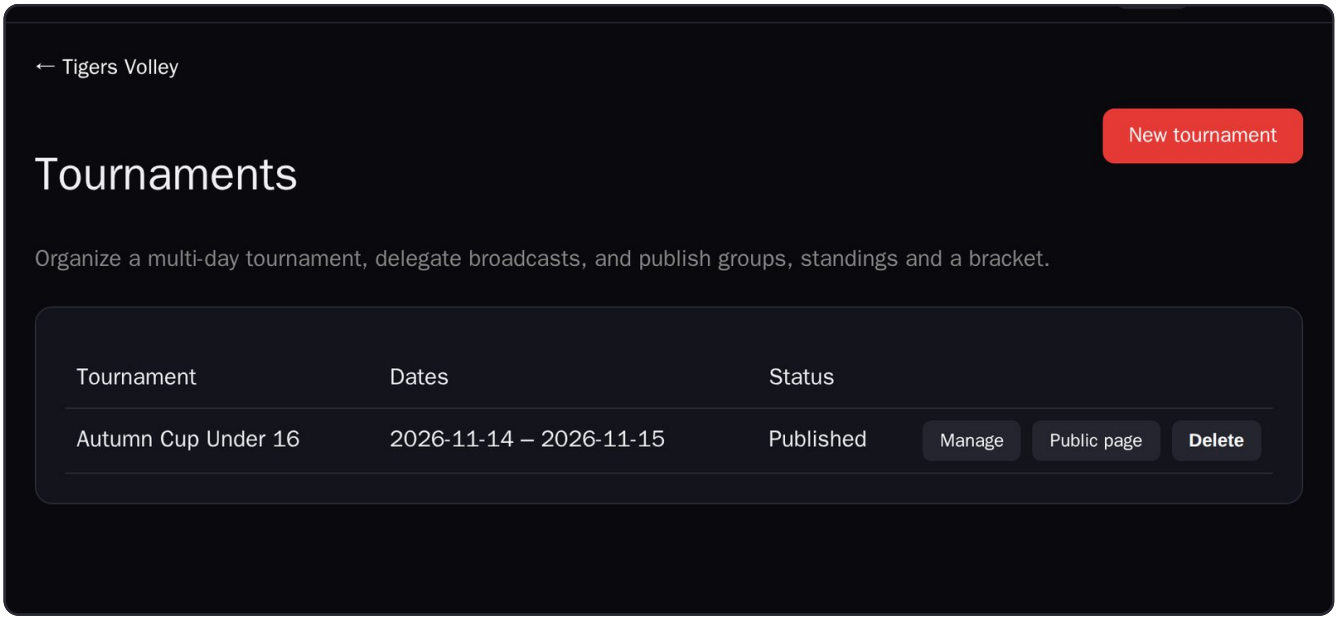


Fig. 30 · The club's tournament list

1. On the club page click `Tournaments`, then `New tournament`.
2. Fill in **Name**, **Sport**, **Venue**, **Start** and **End** dates.
3. Choose the **Format** and, if there is a bracket, the **Knockout size** (2, 4, 8 or 16 teams).
4. Optional: **Tournament logo**, **Courts** (one per line, e.g. *Court 1*, *Court 2*) and **Description**.
5. Click `Create tournament`.

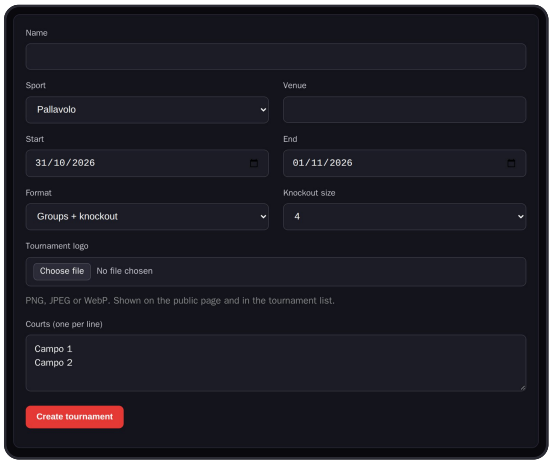


Fig. 31 · New tournament

FORMAT	STRUCTURE
Groups only	Round-robin groups, final standings.
Knockout only	Single-elimination bracket.
Groups + knockout	Groups, then semi-finals and final with the top teams.
Open schedule	Matches added by hand, no structure.

PART F · TOURNAMENTS

18 Teams and groups

The tournament page has a header with the general controls and five tabs: Teams, Structure, Schedule, Streaming, Bracket.

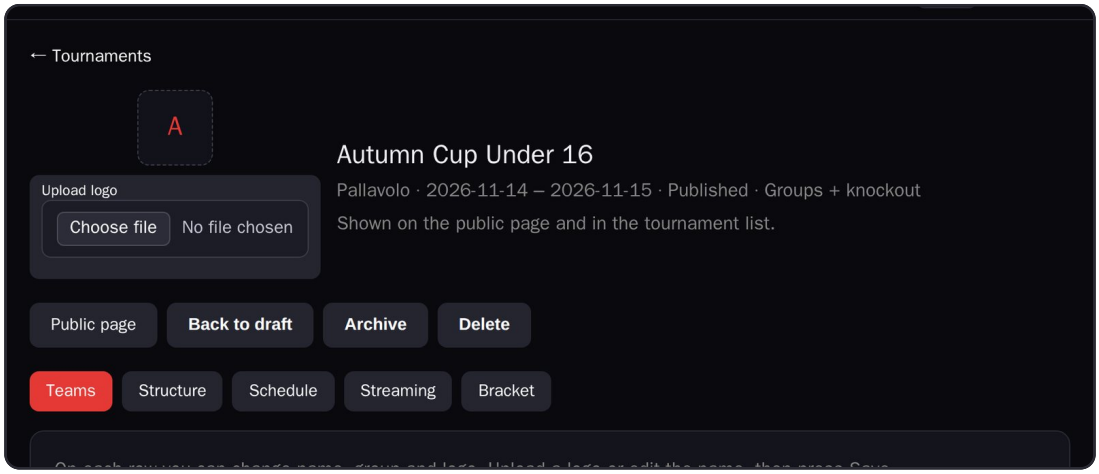


Fig. 32 · Tournament header and tabs

Teams tab

1. Under **Add team** type the name and choose the **Group**; if it is one of your club's teams you can link it (optional). Click **Add team**.
2. On each row you can change name and group, upload the **logo** (PNG, JPEG or WebP) and press Save; Delete removes the team. Logos appear on the schedule, in the live overlays and on the public page.

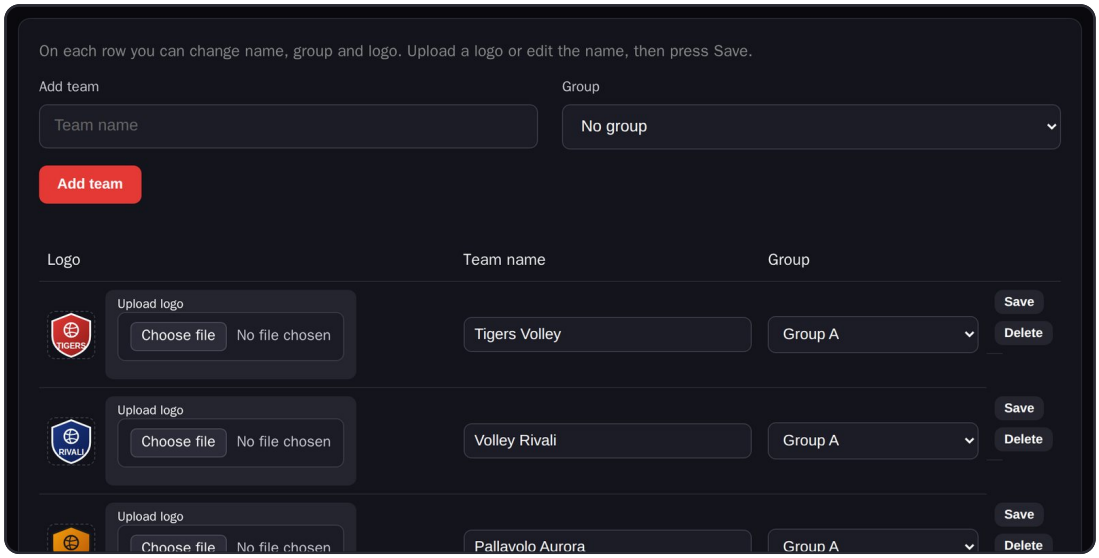


Fig. 33 · Tournament teams

Structure tab

Lists the groups and the bracket rounds. You can add a group (Add group) or delete an empty one. With the *Groups + knockout* format the tournament starts with *Group A* and *Group B*.

PART F · TOURNAMENTS

19 Schedule and results

In the **Schedule** tab you generate the group matches, adjust times and courts and enter the results.

1. Click `Generate group matches`: the round-robin is created with suggested times and courts.
2. On each row change **Date and time**, **Court** and, if needed, the **Home** and **Away** teams (the ⇄ button swaps them). Then `Save`.
3. After the match enter the **Result** and save: the group standings update automatically.
4. For extra matches use `Add another match`, choosing the round if needed (semi-final, final…).

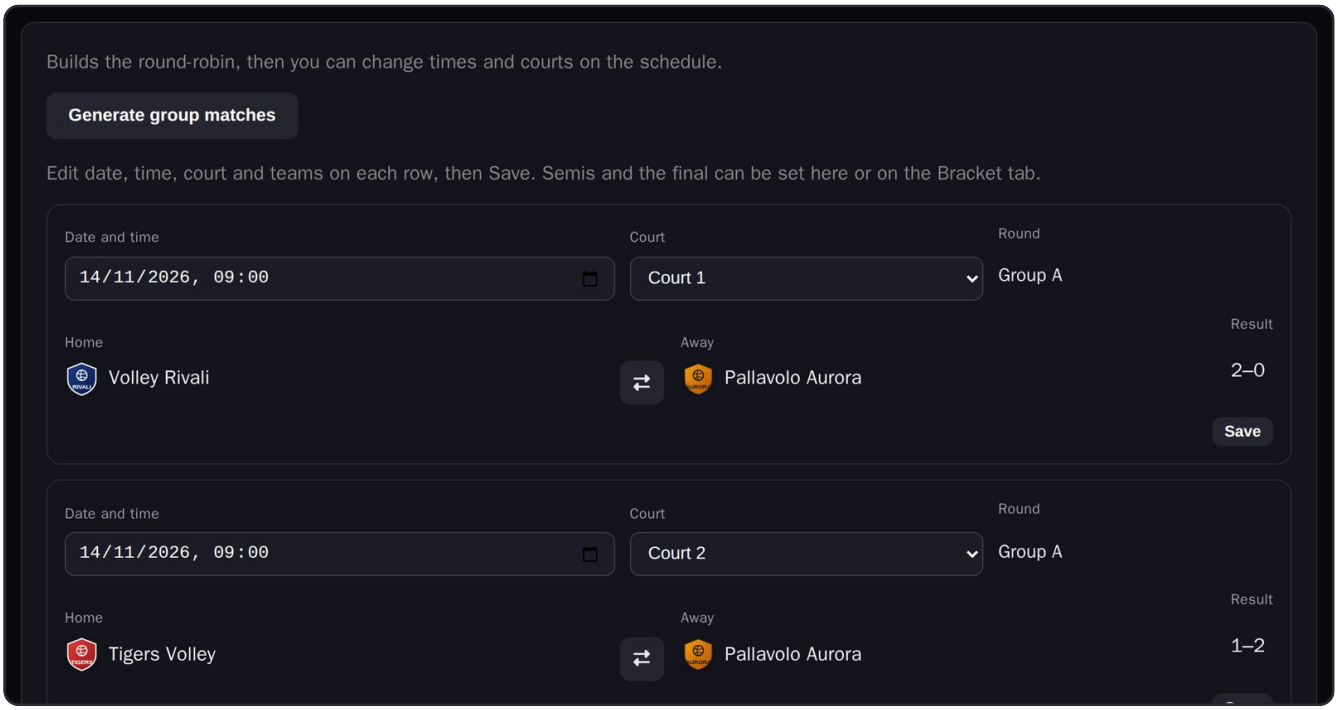


Fig. 34 · Tournament schedule

> **RESULTS FROM THE STREAM**
> If the match is streamed, the score from the web control scoreboard is captured when the stream ends. You can always correct it by hand.

> **CONCURRENT STREAMS**
> If a time slot has more matches than the streams your plan allows at once, the page shows a warning: move a start time or skip one stream.

PART F · TOURNAMENTS

20 Bracket

The **Bracket** tab shows the group standings and the final rounds.

1. Complete the group results: the standings decide 1st and 2nd place (columns P played, W won, L lost, Pts points).
2. Click Fill bracket: 1st and 2nd of each group go into the semi-finals. You can also pick the teams yourself from the menus.
3. When you save a semi-final result, the **final fills in automatically** with the winners.

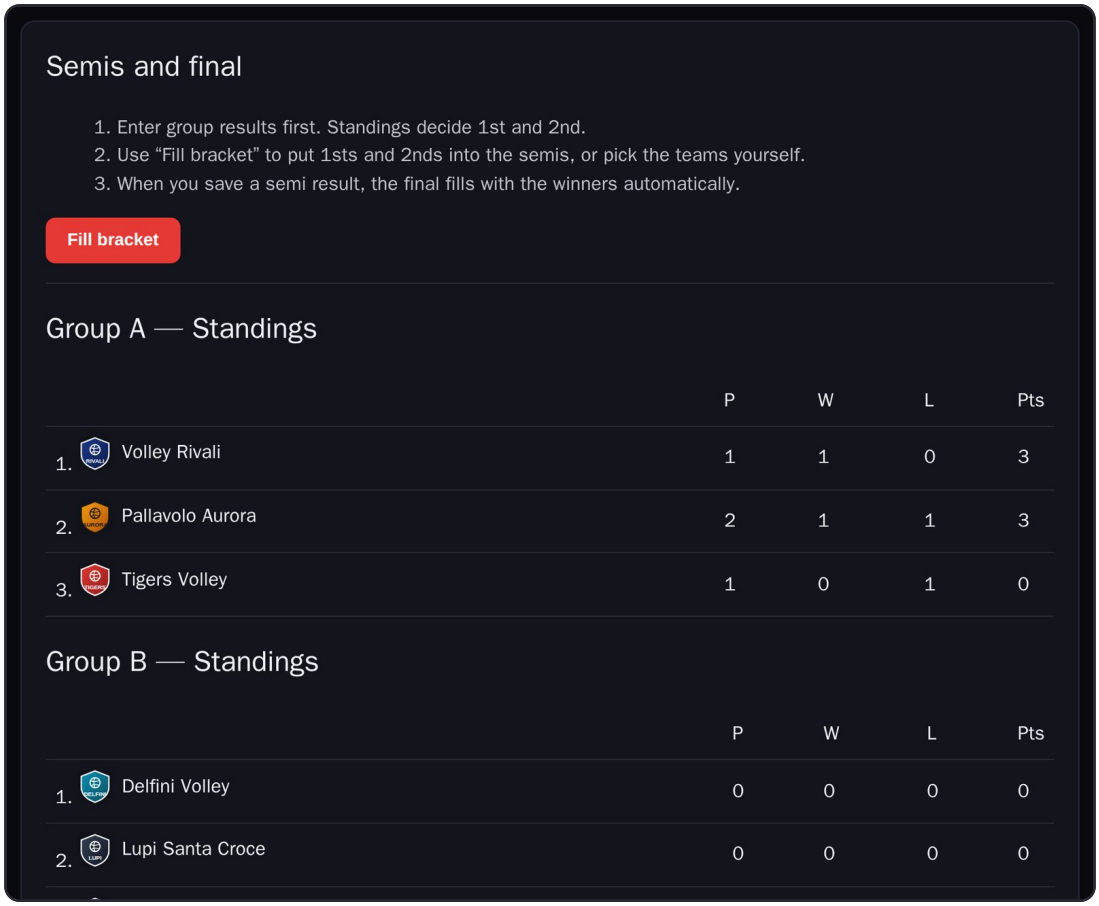


Fig. 35 · Standings and final rounds

WHAT TO DO

After the last group match, check the standings, fill the bracket and set times and courts for the final rounds in the Schedule tab.

PART F · TOURNAMENTS

21 Tournament streaming and operators

In the **Streaming** tab you decide who streams each match, including people from other clubs, and follow the status of every stream.

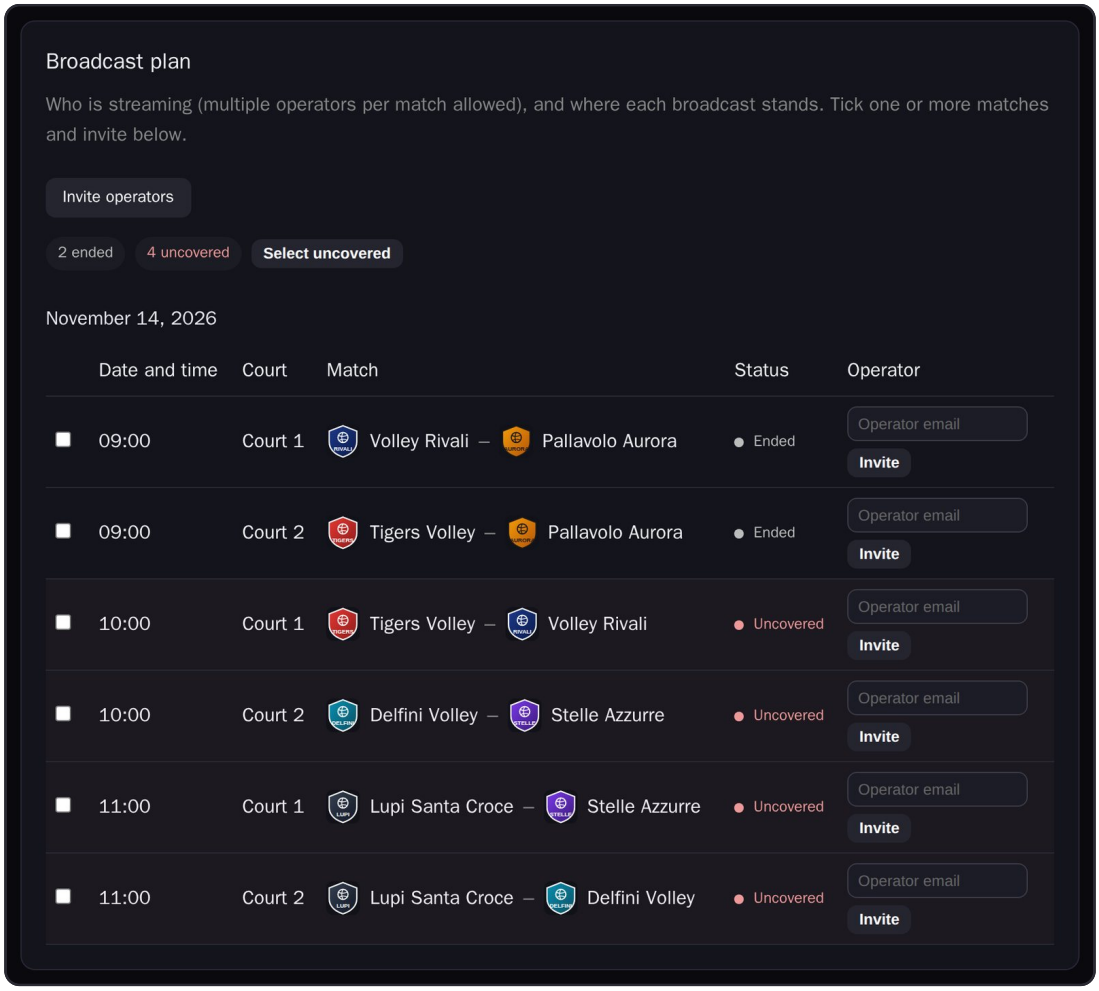


Fig. 36 · Broadcast plan

STATUS	MEANING
Uncovered	No operator assigned.
Waiting for operator	Invitation sent, not accepted yet, or stream not started.
Waiting for kickoff	Operator ready, the match has not started yet.
Live · Ended	Stream in progress or finished.

At the top there are counters (ended, uncovered…) and `Select uncovered`, which ticks every match without an operator in one go. On each row you can also invite on the spot by typing the email and clicking `Invite`.

PART F · TOURNAMENTS

Inviting operators

1. Tick one or more matches in the broadcast plan (including ones already assigned, to add a second operator).
2. Under **Invite operators** enter the **Operator email** and, if you like, a **Note** (e.g. *Bring the tripod, arrive at 8:30*).
3. Check the **Email text**: it is a pre-filled, editable template with bold, lists, links and images. `{{link_invito}}` becomes the real link when sent.
4. Click **Invite selected**.

Alternatively, without ticking any match, choose a **Court** and **Date** and click Invite court and day: the operator covers every match on that court on that day.

Save draft keeps the email text so you can come back to it later.

> **WHAT THE OPERATOR DOES**
> They accept the invitation with the same email (logging in or signing up) and find the assigned matches in the Match Live TV app, ready to start. They do not become club administrators.

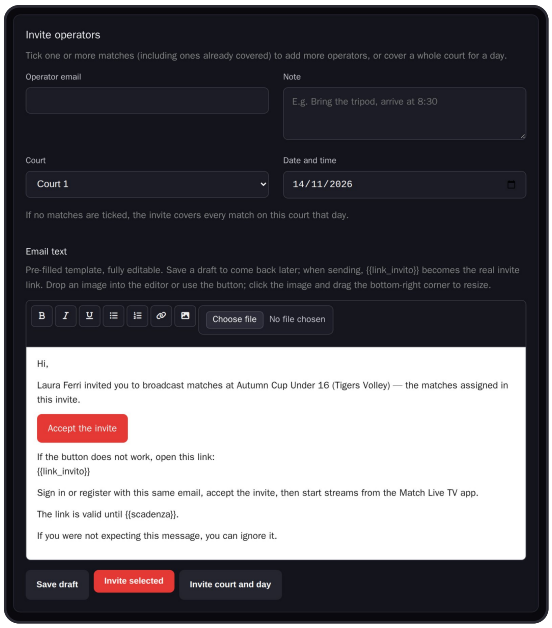


Fig. 37 · Operator invitation and email text

PART F · TOURNAMENTS

22 Publishing the tournament

While it is a draft, only you can see the tournament. Once published, fans find a page with schedule, results, bracket, live streams and replays.

CONTROL	EFFECT
Publish	The tournament becomes **Published** and appears under `Tournaments` on the website.
Back to draft	Hides the public page again.
Archive	When the tournament is over: it can still be viewed but is no longer among the current ones.
Delete	Deletes tournament, teams, schedule, invitations and related replays. Cannot be undone.
Public page	Opens the preview (in draft a notice appears at the top).

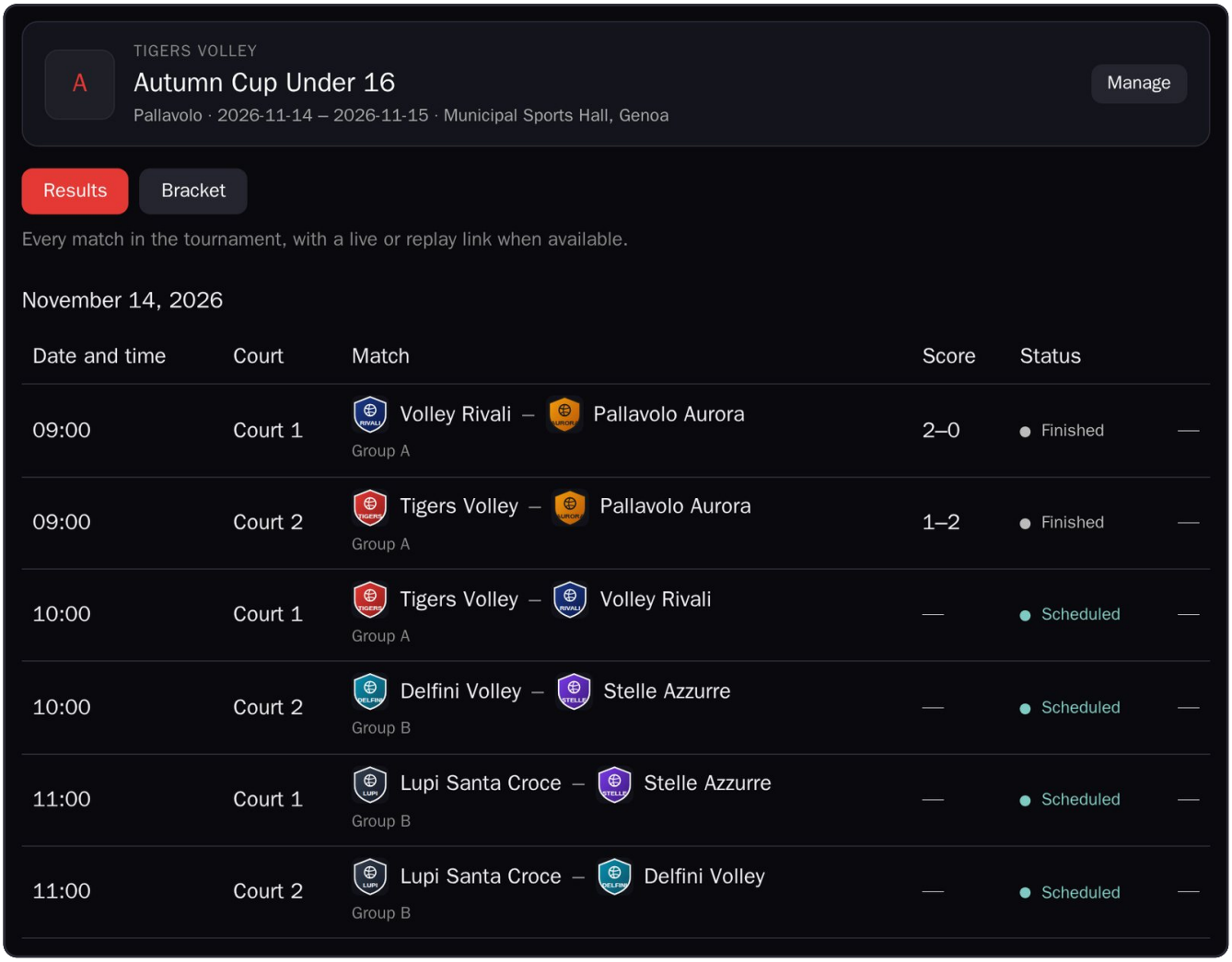


Fig. 38 · Tournament public page: Results tab

The public page has two tabs: **Results** (all matches with score and a link to the live stream or replay) and **Bracket** (groups, standings and final rounds).

PART G · SUBSCRIPTION

23 Plans and subscription

The Subscription page is visible only to the primary contact. The plan applies to every team in the club.

Activating a plan

1. Complete the **billing details** (chapter 24): without them, the paid plan buttons are disabled.
2. Under the chosen plan, click the button with the price: **yearly** (better value) or **monthly**.
3. Pay by card on the secure **Stripe** page. When you come back, the plan is already active.

Paying by bank transfer

Click Pay by bank transfer under the plan and confirm: you receive the transfer details. The plan becomes active once Match Live TV confirms the payment; until then the current plan stays.

> **BANK TRANSFER · NO AUTOMATIC RENEWAL**
> With a bank transfer the subscription does not renew itself: when it expires the club goes back to the Free plan, unless a new transfer is made.

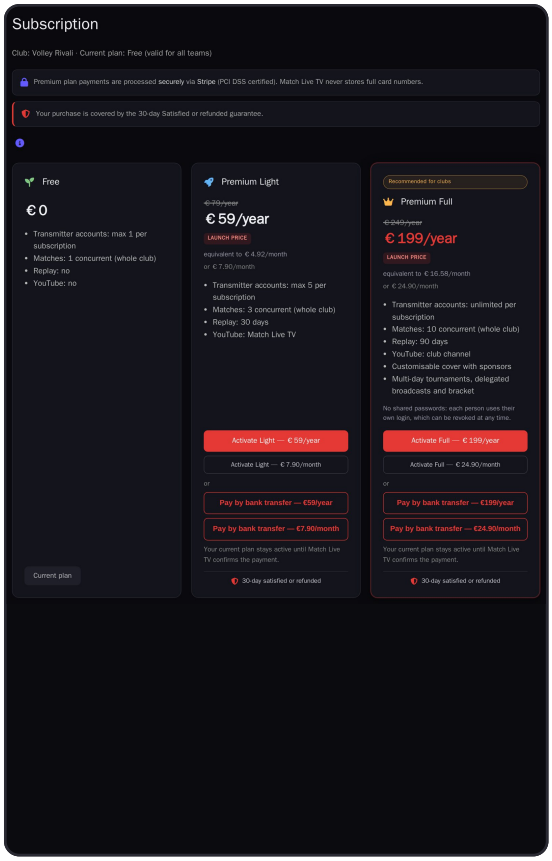


Fig. 39 · Choosing a plan (club on the Free plan)

PART G · SUBSCRIPTION

Changing or cancelling

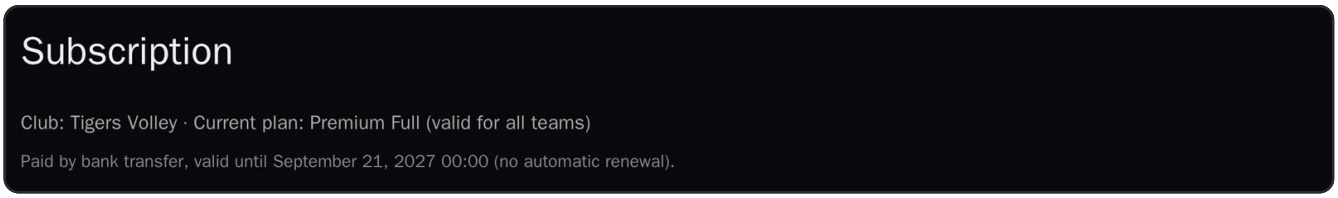


Fig. 40 · Current plan and expiry

OPERATION	WHAT HAPPENS
Upgrade	Higher plan or switch from monthly to yearly: the difference is charged right away to the saved card and the new plan is active immediately.
Downgrade	From Full to Light: the new plan starts at the next renewal, with no charge now. Until then the current features remain.
Cancel subscription	It stays valid until the end of the period already paid, then the club moves to Free with no further charges.
Switching to Free	Ask support.

The top of the page always shows the current plan, next renewal or expiry and any scheduled changes. The `Plan change and billing info` box sums up these rules.

> **SECURE PAYMENTS**
> Card payments go through Stripe (PCI DSS certified): Match Live TV never stores the full card number. Paid plans are covered by a 30-day *satisfied or refunded* guarantee.

PART G · SUBSCRIPTION

24 Billing details, payments and invoices

Invoices are issued with the details entered here and sent through the Italian e-invoicing system (SDI) or PEC. Open it with Edit details on the Subscription page.

FIELD	NOTES
Holder type	Club / non-profit with VAT number, Non-profit association, Private individual.
Legal name	Or first and last name for private individuals.
VAT number · Tax code	VAT number for clubs, tax code for private individuals.
Billing email	Receives a copy of the invoices.
Address, City, Prov., Postcode, Country	Registered address. Province as its abbreviation (e.g. *GE*), country as an ISO code (e.g. *IT*).
SDI code · PEC	At least one of the two is required. The SDI code has 7 characters.

Click Save billing details.

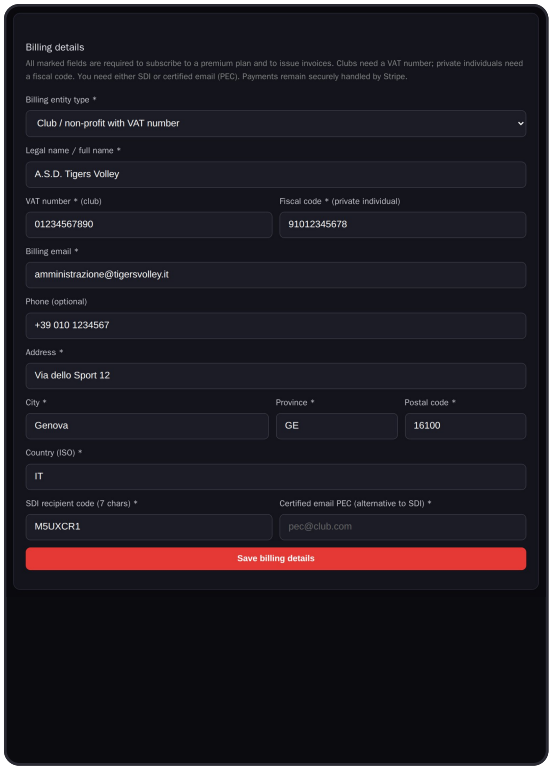


Fig. 41 · Billing details

Payments and invoices

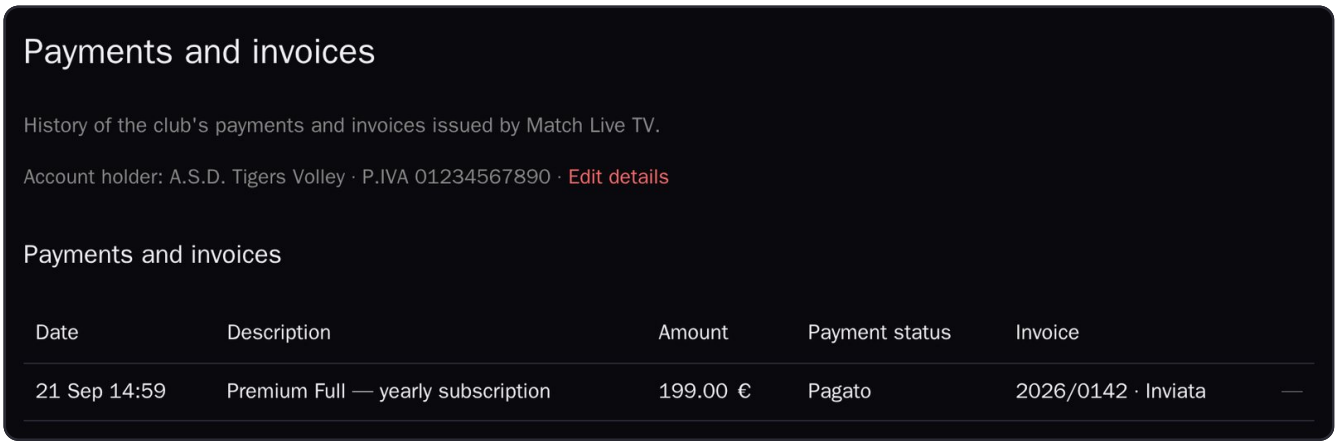


Fig. 42 · Payment history

At the bottom of the Subscription page you find the payment history with date, description, amount, status and invoice number. When the invoice is ready, Download PDF appears.

IN PRACTICE

Start-of-season checklist

To do once, from the computer, before the first match.

- [ ] **01** Register the owner’s account and create the club (chapter 01).
- [ ] **02** In `Edit club` upload logo and colors; with Premium Full add the cover with the sponsor.
- [ ] **03** Complete the billing details and activate the chosen plan (chapters 23–24).
- [ ] **04** With Premium Full, connect the club’s YouTube channel (chapter 06).
- [ ] **05** Create all teams with `New team`; for each one add photo, description and public address.
- [ ] **06** Invite each team’s **broadcast managers** and check that they have accepted.
- [ ] **07** If you need help managing the club, invite delegate administrators (chapter 07).
- [ ] **08** Enter the roster and decide whether to show it on the public page (families’ consent).
- [ ] **09** Schedule the first half of the season in each team’s schedule.
- [ ] **10** Share the team page links with families and fans; choose which replay emails you want (chapter 03).

IN PRACTICE

Match-week checklist

On the computer before the match, on the phone at the venue, back on the computer afterwards.

- [ ] 01 Check that the match is on the schedule, with the right date, time and location.
- [ ] 02 Fill in opponent, color and logo; if there is a match-day sponsor, add the on-air message or the cover.
- [ ] 03 Choose platform and privacy (**Unlisted** for tests).
- [ ] 04 Check who is streaming and that they have the updated app and their login.
- [ ] 05 Share the team page link or, from the app, the stream link.
- [ ] 06 At the venue: start from the app on the scheduled match, send the control link to the scorekeeper (see the app guides).
- [ ] 07 After the match: check the replay in the archive, fix the title, choose Public or Private.
- [ ] 08 To keep it beyond the expiry: download the MP4 or publish it on YouTube.

IN PRACTICE

Troubleshooting

The most common situations and what to check.

SITUATION	WHAT TO CHECK
I can’t see Subscription or Administrators	They are reserved for the primary contact. If you are a delegate administrator, ask the owner.
The Tournaments button has a FULL label	Tournaments require Premium Full: the button leads to the Subscription page.
The paid plan buttons are disabled	Billing details are missing: the page tells you which fields to complete.
An operator doesn’t see the team in the app	Was the invitation accepted? With the same email it was sent to? Check **Pending invitations** and resend it if needed.
The invitation has expired	Invitations last 7 days: cancel it and send a new one.
I can’t add operators or administrators	Plan limit reached: revoke whoever no longer needs access or move to a higher plan.
The scheduled match doesn’t appear in the app	Is the right team selected in the app? Are date and time set? Refresh the list in the app.
YouTube is not among the platforms	Free plan, or with Full the channel is not connected or does not have live streaming enabled on YouTube.
The replay isn’t there	Free plan (no replays), still processing, or the replay has expired.
Fans can’t find the replay	It is **Private**: make it Public in the archive or send the direct link.
Too many replay emails	Account → Email notifications: turn off Replay ready or Replay expiring.
Logo or colors don’t change in the stream	The team has its own branding overriding the club’s: check Edit team.

SUPPORT

Write to **info@matchlivetv.it** or use the website’s **Support** page. Include the club name, the team, the page you are on and, if possible, a screenshot.

IN PRACTICE

Notes

Room for team page addresses, operators' contacts, codes and reminders.



Every match, every event, for your fans.

www.matchlivetv.it