

How to use LeagueHub365

The complete guide — for organisers, team managers and supporters

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

August 2026 · support@leaguehub365.com

FOR TEAM MANAGERS

Your league, day to day

Everything comes to you by email, with a **private link that belongs to your team** — keep it within your coaching team, because anyone who has it can act for your team. There is no app to install, no password, and nothing to remember. You only ever do **three things** — and each one takes under a minute.

1. Confirm the match details

2. Enter the score

3. Waterlogged/Frozen Pitch

1. Confirm the match details

Two weeks before each game (for Saturday fixtures, that's two Sundays before), you get an email with a private link to your match page. Please sort it as soon as it arrives — venue, kick-off and confirmations should all be done a full fortnight before matchday.

Home manager: the email asks you to set the venue and kick-off time. Tap the link, choose the ground and time, done. The away team is told automatically.

Away manager: when the details are set, you get an email. Open your link, check the venue and time, and tap *"Got it — details confirmed"*. That's it. The page has a map link and directions for match day.

Forgot? You'll get a gentle nudge a couple of days later, and a final one three days before the match. Nothing bad happens — the page always shows the latest details.

Match Update

U12 Boys Division 1

Riverside Juniors U12 Boys vs Northgate Colts U12 Boys

You're submitting as Northgate Colts U12 Boys.
This link is private to your team — please don't share it.

Fri 28 Aug 2026, 10:00

[Oakwood Park, Southampton](#)

Pitch: Pitch 1

[DIRECTIONS](#) [SHARE DETAILS](#)

Home team manager: Sam Taylor 07700 900123

GOT IT — DETAILS CONFIRMED

Score entry opens on match day.

MATCH PLAYED EARLY? ENTER THE SCORE

Waterlogged/Frozen Pitch?

If both teams agree the match is off, it's settled here and now — the organiser is kept informed. Moving to another pitch or time instead? The home team can change the details above; both teams are told instantly.

Request

Choose...

Reason

Choose...

2. Enter the score

On match day, score entry opens on the **same link** (it's also emailed to you again after full-time, so you can't lose it).

Type the score. Press save. Done.

Both teams enter their score without seeing the other's. If they match, the result confirms itself and the table updates. If they don't match, the organiser sorts it out — you don't need to do anything.

Forgot? A polite chaser arrives the next day with the same link.

Match Update

U12 Boys Division 1

Riverside Juniors U12 Boys vs Northgate Colts U12 Boys

You're submitting as Northgate Colts U12 Boys.
This link is private to your team — please don't share it.

Tue 25 Aug 2026, 10:00

[Oakwood Park, Southampton](#)

Pitch: Pitch 1

[DIRECTIONS](#) [SHARE DETAILS](#)

Home team manager: Sam Taylor [07700 900123](#)

[GOT IT — DETAILS CONFIRMED](#)

Score

Enter the full-time score when the match is played.

Riverside Juniors U12 Boys

v

Northgate Colts U12 Boys

-

Penalties (optional)

-

Reversed fixture — the away team hosted (home team travelled) ☐

3. Waterlogged/Frozen Pitch

Open your match link, scroll to “*Waterlogged/Frozen Pitch?*”, pick a reason and send. The other team is told straight away — by email, and by text where your league uses them.

If their manager agrees, they tap *Agree* on their own match page and it’s settled there and then: the match is postponed, both teams are told, and the organiser arranges the new date.

No agreement? Nothing changes until the organiser decides — so no game ever disappears by accident. The other manager’s name and number are on your match page if a quick call is easier.

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Request

Choose...

Reason

Choose...

Good to know

- **Your link is private to your coaching team.** Anyone with it can enter your scores — share it with your co-manager or coach if you need to, never with parents or players.
- **Lost the email?** Every new email about that match carries the same link. Or ask your organiser to resend it.
- **No login, ever.** You never need an account, a password or an app for any of this.
- **The return fixture works the same.** When you meet the same team again, nothing changes — except if you're home this time, the venue request comes to you.
- **Some leagues also send texts.** If yours does, they come from +44 7400 472940 (worth saving as "LeagueHub365") and carry your match link — the same link is always in the matching email too.
- **Emails come from LeagueHub365** — if the first one doesn't appear, check your junk folder once and mark it safe.
- **Sending Saturday's details to your squad?** Tap *Share details* on your match page — opponent, kick-off, venue, map and your team's public page in one tidy message for your group chat. It never includes your private link.
- **Supporters want to follow along?** Your match page has a link to your team's public fixtures page — nothing private on it, safe to share with anyone. That's the link for the parents' or supporters' group; your organiser decides what's shown there.

Questions? Reply to any of the emails, or **contact us** — a person reads it.

[Download this guide as PDF](#)

[Read the full organiser guide](#)

THE COMPLETE GUIDE

How to use LeagueHub365

Everything from first sign-in to a fully automated season — for organisers, team managers and supporters. Ten minutes to read; a whole season of admin saved.

[Start Free — Founding Organiser](#)[Download as PDF](#)

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OVERVIEW

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 settle the rare conflict. Everything else runs itself.

Team managers

Never log in. Every email carries a private link to a match page (or day sheet) where they confirm details, request postponements and enter scores.

Supporters

Use the public website — fixtures, results, tables and team pages — with no account, and follow any team or competition by email.

SETUP

2. Getting started (organiser)

1. Go to leaguehub365.app and continue with Google, Apple or email.
2. **Invited by an organisation?** If an admin invited your email address, the final setup step offers **Join <organisation>** — one tap puts you straight into their account, with nothing of your own to set up. (Starting your own organisation stays one tap away.)
3. Otherwise, name your organisation — it appears on public pages and in every email.
4. Optionally invite colleagues under **Profile > Staff invites**. Roles: Admin (everything), Manager (day-to-day), Viewer (read-only). Invites are bound to the invited address.
5. **Profile > Communication settings** tunes the automated email timeline (venue request lead time, reminder days, score requests) — per account, overridable per competition.
6. **Belong to more than one organisation?** The Profile page shows an organisation picker — choose the one to work in and the whole app follows, no sign-out needed.

Members of more than one organisation switch from the Profile page.

Invited? Setup ends with *Join* — straight into the inviting organisation.

FOUNDATION

3. Clubs, teams and contacts

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

Contact emails power everything

Every automated email goes to **both** the team's and its club's contact email (deduped). Fastest setup: one email per club — every team in it is covered. Add team-level emails wherever a specific manager should be reached directly.

Staff & FA certificates

Each club has a Staff tab with certificate tracking (safeguarding, first aid, DBS, coaching badges). Expiry alerts go out at 60, 30 and 7 days before a certificate lapses, and on the day.

COMPETITIONS

4. Creating competitions

League

Single or home-&-away round robin; live table from day one.

Cup

Knockout bracket with optional 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.

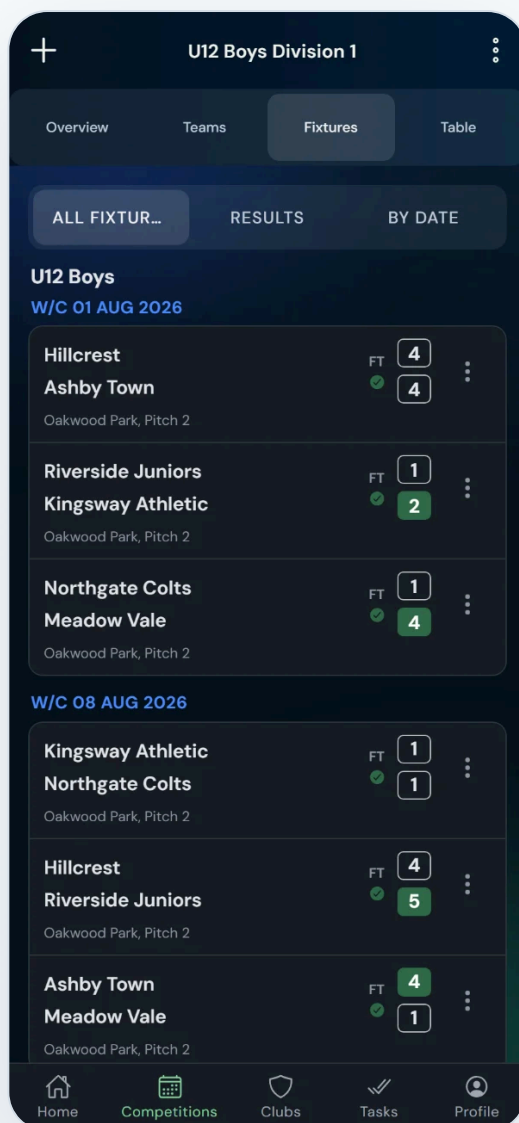
Friendly

One-off fixtures with the same automation, no table.

Pick the **sport** and the right defaults follow — formats, match length, table points and terminology — with every default adjustable per competition (a schools league can run 3 for a win, 2 for a draw, 1 for playing). Visibility is per competition: **Public** (listed in the Match Centre), **Private link only** (secret shareable link, regenerable if it leaks — ideal for junior age groups) or **Hidden**. Individual fixtures can be hidden with *Hide public*, and individual teams can opt out of a public team page.

SCHEDULING

5. Generating fixtures



The Fixtures tab: full-time scores confirm with a green tick, upcoming games show venue and pitch, and any missing pairing is called out above the list.

1. Enter teams into the competition from your club directory.
2. Generate: single or double round robin, on a weekly match day *or dateless* — teams arrange their own dates and the fixtures group by **Week 1, Week 2...** until real dates take over.
3. Review the draft and publish.

Clash detection

The same club booked twice on one day — across leagues AND cups — is flagged with free dates suggested. Locked dates stay put; the rest can auto-resolve.

Double-headers

One physical match counting in two competitions: link the fixtures and one score entry updates both tables.

Missing-fixture nudge

An incomplete round robin tells you exactly which pairing is missing.

Cups done properly

Winners advance automatically; "Winner R1 tie 3" placeholders fill in as results land.

AUTOMATION

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
6 days before	Venue & kick-off request — only if details are missing	Home team
2 days after the request	Follow-up — only if details are still missing	Home team
6 & 3 days before	Match reminder	Both teams
2 days after details are set	"Please confirm match details" — early nudge for an unconfirmed side	Unconfirmed side(s)
3 days before	"Please confirm match details" — only for a side that hasn't confirmed receipt	Unconfirmed side(s)
When details change	Updated details, sent once edits go quiet (5-min debounce)	Both teams + opted-in followers
When both teams agree a call-off	Match postponed/cancelled by agreement — settled instantly, replacement created	Both teams
After kick-off	Score request with the entry link	Both teams
No score by evening	Automatic score chase (manual Chase button too)	Both teams
Tournament mornings	Match day sheet — replaces per-fixture score emails that day	Each team playing

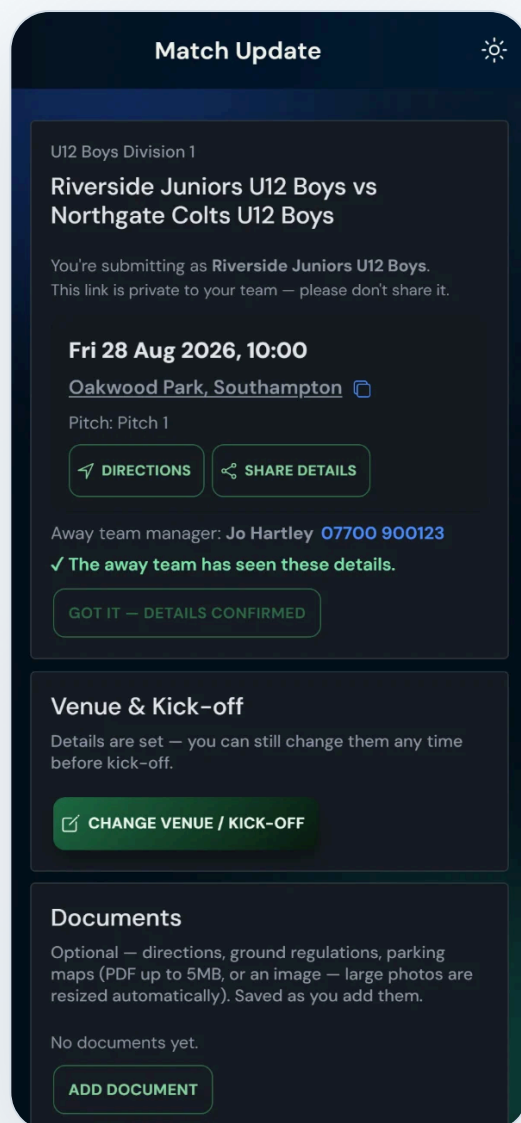
Details receipt: opening a match page counts as having *seen* the current details; a one-tap "Got it — details confirmed" records explicit confirmation, visible to the other team and the

organiser. Saving your own details self-confirms; any later change re-arms the acknowledgement for the side that didn't make it.

Texts as well as email (optional): turn on *"Also send by text (SMS)"* in a competition's Fixture Emails settings and the moments that change someone's Saturday also arrive as a text from the LeagueHub365 number (+44 7400 472940 — worth saving as a contact) — the venue/kick-off request (and its follow-up), a details change, a call-off request or its confirmation, and the score request. Each text carries the team's own match-page link, and the same link is always in the matching email. Reminders stay email-only, so a text always means "act now".

FOR MANAGERS

7. The team match page (private link)



What a manager sees from the emailed link: the details block with Directions and Copy address, one-tap confirmation, venue & kick-off (home side), documents, and score entry that opens on match day.

Details up front

Date, kick-off (or "Kick-off TBC"), the venue as a tappable Google Maps link with a copy icon, pitch, parking and changing-room info — and the opposition manager's name and number.

Venue & kick-off (home)

Pick from the club's saved venues or type one; set time, pitch, changing rooms, parking; attach documents. Folds away once set — never locks.

Share details

Once details are set, one tap composes a squad-ready message — opponent, kick-off, venue, map, and the team's public page. Never the private link.

Blind score entry

Opens on match day (with a “played early?” escape hatch). Each side enters without seeing the other's numbers.

Waterlogged/Frozen Pitch?

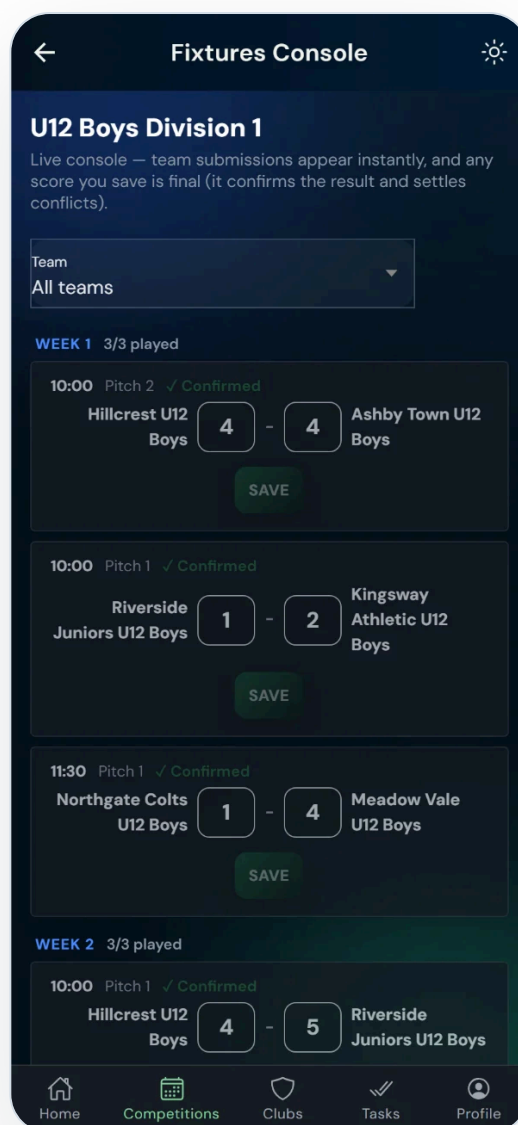
Request a call-off with a reason — the opposition is told instantly and their manager can confirm it there and then; otherwise the organiser decides. Nothing changes until one of them acts.

Match feedback

Optional notes plus 1–5 ratings for pitch, referee and opposition behaviour, visible to the organiser.

EVENT DAYS

8. Match day sheets



The Fixtures console — every fixture in one list with in-place score entry. A referee / marshal sheet is the same view handed out as a private link.

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 — pitch, kick-off, opponent — with inline score entry that stays on the page ("Saved ✓" per row). It refreshes itself every minute, so knockout rounds appear as they're drawn, and public competitions get a live Tables tab.

Tournaments: automatic

Sent at 07:10 on the morning of the event to every team playing that day; per-fixture score emails are suppressed.

Who enters scores?

Your call, per tournament: teams can score from their day sheets (blind entry with conflict protection, the default), or turn team entry off and scores come only from marshal sheets and the Fixtures console — day sheets stay live as schedule and tables.

Finals days: one tap

Semis, final and 3rd place in one afternoon? Send from the competition dashboard — *Match Day Sheets > Email day sheets*. The same button re-sends any time.

Referees and pitch marshals

Often it's the official holding the pen, not the manager. Create a *Referee / marshal sheet* on the dashboard — one link listing **every** fixture (or just one pitch), and the score they enter is recorded as the official result, settling any team disagreement. Copy the link or email it to them; revoke it any time.

If a link gets out

Renew all sheets & links replaces every team sheet, official's sheet and match link for the competition in one go — teams are emailed fresh sheets, you hand out the new official's links. Old links stop working immediately.

RESULTS

9. Scores, conflicts and tables

U12 Boys Division 1

Overview Teams Fixtures **Table**

U12 Boys

#	Team	P	W	D	L	GF	GA	Pts
1	Ashby Town	2	1	1	0	8	5	4
2	Kingsway Athletic	2	1	1	0	3	2	4
3	Riverside Juniors	2	1	0	1	6	6	3
4	Meadow Vale	2	1	0	1	5	5	3
5	Hillcrest	2	0	1	1	8	9	1
6	Northgate Colts	2	0	1	1	2	5	1

Home Competitions Clubs Tasks Profile

The Table tab recalculates the moment a result confirms; the same table publishes to the Match Centre.

Matching scores confirm

Both sides enter blind; agreement confirms automatically and every table, grid and bracket recalculates instantly.

Disagreements flag

A conflict shows you both entries side by side; you set the result. Nothing wrong ever goes public.

Awaiting results

A Home tile lists every past fixture still missing a score, with a one-tap chase per fixture.

Season insights

Home > Season insights (or *Insights* on a competition) shows who entered the results — teams, officials or you — how many arrived within 24 hours, how many automated emails went out, whether managers opened and confirmed their details, and what still needs you. Copy it as text for a committee update.

Respectful scorelines

Youth football's mercy rule: public pages show Win/Loss instead of a double-digit drubbing; the table still counts the goals.

FOR EVERYONE

10. The public site

Match Centre

Search every public competition by name, team, age, gender, season or type — and share pre-filtered links: the Share button copies exactly the view you're looking at. [Try it.](#)

Competition pages

Fixtures (by match day or Week N), Table, Results grid, Bracket and Teams tabs — team names link through to team pages.

Team pages

One page per team across every competition and season: fixtures, results, standing, crest — perfect for a squad's parents.

Follow by email

A weekly Monday digest of results and upcoming fixtures for any team or competition, with optional venue/kick-off change alerts. Double opt-in, unsubscribe any time.

11. Common scenarios

► Set up a league season from scratch

► A team can't play Saturday

► The venue moves on Friday night

► Two teams disagree on the score

► Running a tournament day

► A junior team must stay off the public site

► A parent wants to follow a team

REFERENCE

12. Every automated email

Email	Trigger	Recipients	Repeats?
Venue & kick-off request	Lead day before the match, details missing	Home team + club	Once, one follow-up 2 days later
Match reminder	Configured days before (default 6 & 3)	Both teams + clubs	Once per day-offset
Confirm match details	2 days after details set, and again 3 days out, while unacknowledged	Unconfirmed side(s)	Twice per change at most
Match details updated	Venue/kick-off/pitch changed (debounced)	Both teams; followers with alerts on	Per change burst

Email	Trigger	Recipients	Repeats?
Postponement / cancellation requested	A team submits a change request	Opposition (instantly); organiser via digest	Per request
Call-off confirmed by both teams	The other team agrees on their match page	Both teams + clubs	Per agreement
Call-off digest	12:00 & 15:00 on days with call-off activity	Organiser	Twice daily at most
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 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

Start Free — Founding Organiser

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