

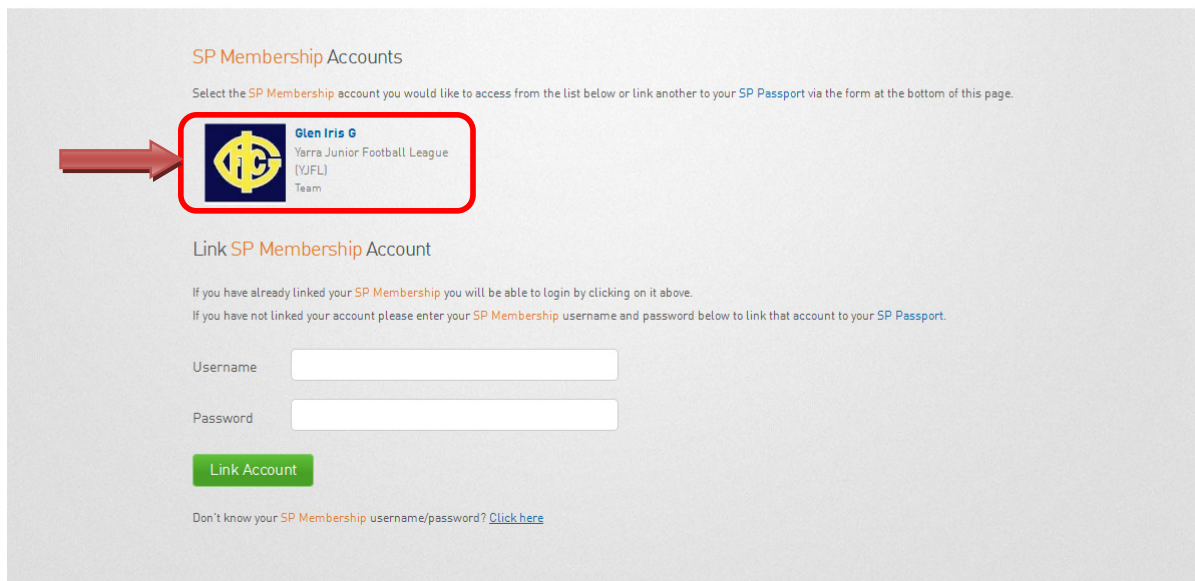
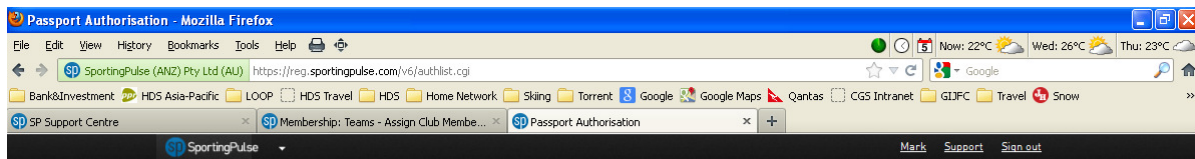


## TEAM MANAGER – Pre & Post Match Functions

Prior to reading these instructions, you must already have an SP Passport and have your team linked to that passport by following the instructions in the separate document “**Team Manager - SP Passport Creation and Team Database Access**”

- 1) Go to your previously booked-marked link for the SP Membership page.

url: <https://req.sportingpulse.com/v6/authlist.cgi>



- 2) If you are already signed into your SP Passport, you will see the SP Membership page similar to above. If you were not signed in, then you will be presented with the sign in page. In this case, sign in with the credentials you previously set up for your SP Passport and you will then see the above SP Membership page.
- 3) Click on the Glen Iris G/H/N/V team link as shown (note, the GIJFC logo may be different or omitted depending on the current setup)



## TEAM MANAGER – Pre & Post Match Functions

- 4) Once you select your Team link, you will have access to the Pre and Post Match functions necessary as a Team Manager by selecting “Competitions -> Match Results” from the menu bar as follows:

The screenshot shows the SportingPulse website interface. At the top, there is a navigation bar with the AFL logo and 'footyweb' branding. Below this, a 'LEVEL SELECTION' dropdown is set to 'Glen Iris G'. A menu bar contains 'Members', 'Competitions', 'Communications', 'Transactions', and 'Reports'. A red box highlights the 'Competitions' menu item, and a red arrow points to the 'Match Results' sub-item. Below the menu, there is a 'Glen Iris G' team profile section with details and team contacts. A banner for 'SP GameDay' is also visible.

- 5) You will now be presented with the “Display Matches” page as follows:

The screenshot shows the 'Display Matches' page. It features a filter section with the following fields: 'Show matches commencing on' (set to 3/4/2013), 'Season' (set to --Select a Season--), 'Venue Name' (set to Select Some Options), and 'Competition Name' (set to Select Some Options). A red box highlights the date '3/4/2013', and a red arrow points to it. Below the filter section is a 'SHOW MATCHES' button. The main content area displays a table of matches with columns: Result, Home Team, Away Team, Result, Competition, Match Date, Time, and Venue. The first row shows a match between Doncaster Heights and Glen Iris G, with a result of Under 14 Brown, on 14/04/2013 at 13:00 at Templestowe Reserve. There are also buttons for 'PRE GAME', 'AT GAME', and 'POST GAME'.

Note: You can also access this page directly from the YJFL Fixtures pages for your Team and current Round where there is a “Match Results” link.



## TEAM MANAGER – Pre & Post Match Functions

- 6) To list matches for your team, set a valid date range as indicated and click on the “Show Matches” button. The wider the date range, the more matches will be shown.

**Note:** Early in the season the YJFL may have only decided on a limited number of fixtures and so the display may be limited to those.

- 7) To the right of each listed match there will be 3 buttons:

- a. PRE GAME
- b. AT GAME
- c. POST GAME

- 8) Buttons a) and c) are the ones of interest to you

- 9) **PRE GAME** – you will see the following screen:

The screenshot shows the SportingPulse website interface. At the top, there are navigation tabs for 'PRE GAME', 'AT GAME', and 'POST GAME'. The 'PRE GAME' tab is selected. Below this, there is a 'Game Information' section showing 'Doncaster Heights vs Glen Iris G' on '14/04/13 13:00'. To the right, there is a 'Pre Game Dashboard' with a table showing player counts for 'Doncaster Heights Selections', 'Glen Iris G Selections', and 'League Officials'. The 'Glen Iris G Selections' row shows a count of '18'. Below this, there are two tabs: 'Doncaster Heights' and 'Glen Iris G'. The 'Glen Iris G' tab is highlighted with a red box and a red arrow. The main content area is divided into several sections: 'Manage this Display List' with radio button options, 'Autoselect Players' with radio button options, 'Available Players' with a list of player names and IDs, and 'Selected Players' with a table of player names, numbers, and positions. A 'SAVE' button is visible at the bottom right of the 'Selected Players' section.

If you are the Home Team, you will automatically be presented with your Team's data.

However, if you are the AWAY team, you will need to select your Team's tab as shown above. Be careful not to change the details for the opposition club by accident if you are the away team.



## TEAM MANAGER – Pre & Post Match Functions

- 10) For each round, you will need to use this page to produce the Game Day Team List for signing by all Players and Officials and presenting to the Umpire by Half Time at the latest. Manage this list from the available options , including:
  - a. Select the players for this week only by moving players from the left had box (Available Players) to the right hand box (Selected Players)
  - b. Delete players from the right hand box who are not playing for the selected week
  - c. Pre-populate the right had box by selecting the Player Who Played Last Week radio button
  - d. Filter the Left Hand box using the available radio buttons
  - e. Once selected, enter the player jumper numbers in the No. column of the right hand box
- 11) Scroll down to enter the Team Officials for the game
  - a. Use the radio buttons to pre-select Team Officials
  - b. Edit those pre-selected officials by using the Temporary Assignment boxes
- 12) Print the Team Sheet for signing and handing to the Umpire on match day
  - a. Click on the “TEAM SHEET” button
  - b. Validate the details displayed and if they need correction, go back and adjust the necessary details
  - c. Once final, print a copy of the Team Sheet to take to the game
- 13) **POST GAME** – If you are the HOME team, you **MUST** enter the final scores for the match prior to 5:00pm on Sunday afternoon. To do this:
  - a. Click on the “Final Match Scores” tab
  - b. At a minimum, enter the “Full Time Goals”, “Full Time Points” for BOTH Teams. By doing so the Full Time Total Points and the RESULTS boxes will be auto populated by the system
  - c. Optionally, enter the quarter, half and 3 quarter time Goals and Points in the boxes provided
  - d. **Important:** Once entered, click on the “UPDATE MATCH SCORES” green button to SAVE the scores and result

**SCORES and RESULTS must be entered for BOTH teams by the designated Home Team Manager. This is the basis for the Ladder and Results pages on the YJFL website and failure to update can result in the Club being fined.**

- 14) Optionally, click on the “Glen Iris Player Scores” tab and enter the goals scored by each player. The goals entered here **MUST** total the number of goals entered in the Full Time Goals box of the “Final Match Scores” tab