

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"**

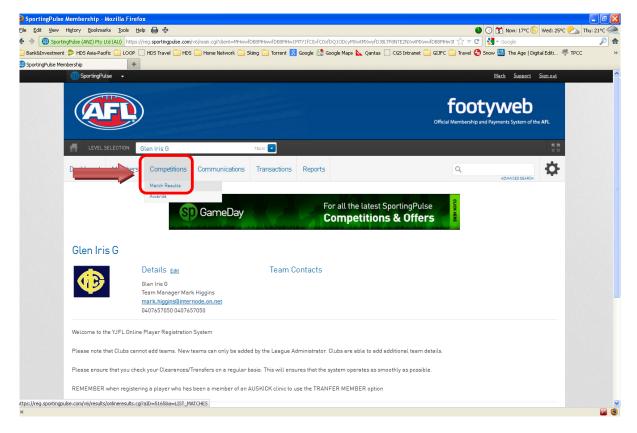
- 1) Go to your previously booked-marked link for the SP Membership page.
 - url: https://reg.sportingpulse.com/v6/authlist.cgi

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SP Membership	
SP Membership Accounts	
Select the SP Membership account you would like to access from the list below or link another to yo	ur SP Passport via the form at the bottom of this page.
Clen Iris G Yarra Junior Football League (YJFL) Team	
Link SP Membership Account	
If you have already linked your SP Membership you will be able to login by clicking on it above.	
If you have not linked your account please enter your SP Membership username and password below	w to link that account to your SP Passport.
Username	
Password	
Link Account Don't know your SP Membership username/password? <u>Click here</u>	

- 2) If you are already singed 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)



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:



5) You will now be presented with the "Display Matches" page as follows:

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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.



6) To list matches for you 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) **<u>PRE GAME</u>** you will see the following screen:

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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.



- 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