Metro South Junior Football League Team Manager Team Sheets Tasks

Team Manager tasks concerning Team Sheets and the updating of information on the Fox Sports Pulse web site.

Prior to the Match
Sign into Fox Sports Pulse web site and create the Team Sheet for your team's pending match:

- Competitions --> Match Results --> select 'PRE GAME' (for date of your match to be played)
- 'Selected Players' panel: from the 3 radio buttons select "Players registered to this team"
- 'Selected Players' panel will then show the list of your teams total available players
- Check it, adjust jumper numbers as required, either:
  - Temporarily by manually entering or
  - Permanently by using 'Tools' and the screen appearing from first drop down list selection 'EDIT CLUB DEFAULT PLAYER NUMBER'
- Hit the green 'Save' button
- (Bottom of the screen) Update Team Officials, usually select "Select all staff from last week"
- Check, manually adjust if required, then select the green 'Save Team Officials' button
- Select the 'TEAM SHEET' button
- Check (resolve any duplicate jumper numbers) and print 3 three hard copies.

At the Match
Amongst a number of duties as described fully in "Metro South Junior Football League Team Manager Duties", please ensure to:

- Write with pen on all three Team Sheets who actually played including any jumper number changes
- Sign each of your team's 3 x Team Sheets
- Prior to the start of the game swap one of your three Team Sheets with the opposition Team Manager, there by having their updated Team Sheet as well as two remaining of your Team Sheets. Give the 2nd of your Team Sheet to the Umpire, along with any Vote Cards (for older grades – U11 to U16.5)
- At the end of the game, field umpire(s) will return to the Team Manager of home team the match-day-paperwork (Umpire signed Team Sheet, Vote Cards, Match Report plus signed Score Card(s))

After the Match
- (Ideally Sunday night, no later than Monday morning:)

Please sign in to the Fox Sports Pulse web site and:

- Competitions --> Match Results --> select 'PRE GAME' (for date of your match just played)
- Adjust the Fox Sports Pulse web site team list so that <u>only the players who actually played</u> appear in the "Selected Players" list (Use the little red button with a tiny minus sign in them to remove a player from the "Selected Players" list). Hence only those players who actually played will be credited with a game.
- If you need to you can manually adjust any jumper numbers
- Hit the green 'Save'

Select 'POST GAME'
- 'Final Match Scores' tab
- Enter scores and result for both teams
- Hit the green 'UPDATE Match Scores'
- Clubs can choose to record goals scored by individual players, however, this is not a requirement of the League

If the POST GAME data is not entered before Monday midnight clubs will be fined