

SPORTING PULSE MATCH DAY PROCEDURES Page 1

On the Home Page Menu, click COMP MANAGEMENT then from the drop down list click MATCH RESULTS which will bring you to the Display Matches page. Then enter the match date details and click SHOW MATCHES.
(This is the core page where you will do all the operational requirements pertaining to match day processes)

A SELECTION NIGHT

- A1 Team Selection (team sheet)
- A2 Allocate jumper numbers
- A3 Allocate team Officials
- A4 Printing Team Sheets

B MATCH DAY

- B1 Enter Match Result (Match Day Home Club Only)
- B2 Enter best players & goal shooters
- B3 Opportunity to amend official team sheet if different to the data entry on selection night.

A SELECTION NIGHT**1 Team Selection & Allocation of Jumper Number**

- 1) On the Show Matches page, click the blue "Pre Game" button. A list of available players will appear.
- 2) Click the + button of the player of your choice. The player will automatically be added to the Selected Player column. Continue this process until you have the squad/team selected.
- 3) (If you know the player's jumper number, you may enter his number in the box provided at the same. Otherwise you will have to revisit this page)
- 4) Once selection is made, click the SAVE button.

2. Allocation of Team Officials

- 1) If you have already identified them in your Membership List for the current playing season, you can add them after you click the SAVE button above.
- 2) Once you have entered your officials, click the SAVE TEAM OFFICIALS button.
- 3) Click the blue "Team Sheet" button. The next screen to appear will be a copy of the team sheet for that match. If it needs modification go back & modify.

4 Printing of Team Sheets

At this point you can print off the minimum number required to ensure the following receive a copy:-

The Barracker
Opposition Match Day Team Manager
Interchange Steward
Your own team manager
Umpires. (PLEASE ENSURE THIS COPY IS CLEARLY MARKED UMPIRES)

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B MATCH DAY

1 Enter Match Results. (Home Match Day Club Only)

- 1) It is strongly suggested that the results are inputted at the conclusion of each match. However, the absolute final deadline for all results is 5.45 pm match day.
- 2) The scores entered must be taken directly from the goal umpires score cards.
- 3) To enter the results, get back to the SHOW MATCHES section. (refer to highlighted section above)
- 4) Click the blue button "Post Game". On the next screen to appear, click the Final Match Scores button & enter the results quarter by quarter as well as full time scores (for both sides).
- 5) Next click "select a result type" and click appropriately. (For both sides.) (Entering data in the 'Team Match Summary' & "Match Report" boxes are optional.)
- 6) Once results are entered press the UPDATE MATCH SCORES button.

2 Enter Best Players & Goal Shooters. (Each club does their own)

- 1) Back in the SHOW MATCHES section click the blue button "Post Game". Then click the blue button "Players Scores" for your club.
- 2) GOAL SHOOTERS. In the Goals column, along side the players name, enter the number of goals kicked (The club total number of the goals kicked by the players, should correspond to the total as per the goal umpires card.)
- 3) BEST PLAYERS. Up to maximum of six best players may be chosen. The best players are identified numerically. (Number 1 being the first best to number 6 being the sixth best)
- 4) Once the goal shooters & best players have been entered, click the UPDATE PLAYERS SCORES button.

3 Team Sheet Amendments

- 1) There may be occasions on match day to amend the official team sheet from that which was printed on selection night.
- 2) Manual adjustments may be made to all copies on match day. However, these adjustments must also be made to the data that is already stored in Footy Web.
- 3) Go back to Team Selection page. (Refer **A1** above)
- 4) In the Selected Players column (right hand side) click the red (minus) button of the player you wish to delete. (Repeat process for each player)
- 5) In the Available Players column (left hand side) click the green (plus) button of the player you wish to add. (Repeat process for each player)
- 6) Once completed, click SAVE button.

NB IT IS ESSENTIAL THAT THE MATCH DAY RESULTS ARE ENTERED INTO THE SYSTEM.

IF NOT, THE SYSTEM WON'T ALLOW THE BEST PLAYERS & GOAL SHOOTERS BE RECORDED AGAINST THE INDIVIDUALS NAME.

IT ALSO PROHIBITS PROVIDING DETAILS BEING PUBLISHED IN THE MEDIA.