



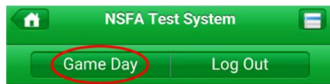
NORTHERN SUBURBS FOOTBALL ASSOCIATION INC.

ELECTRONIC MATCH CARD TEAM MANAGER'S GAME DAY ACTIVITY LIST

1) LOGIN

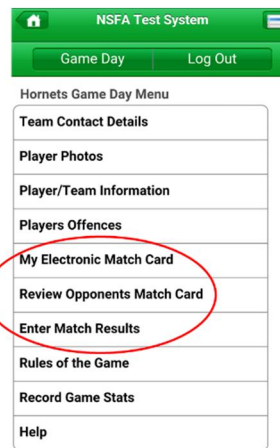
- USE CLUB SPECIFIC URL (see overleaf)
- FOR USERNAME ENTER YOUR EMAIL ADDRESS (as included in Team Manager Module)
- ENTER PASSWORD (as included in Team Manager Module)
- SELECT TEAM FROM DROP DOWN LIST
- CLICK **LOGIN**

2) CLICK **GAME DAY** FROM TOP MENU



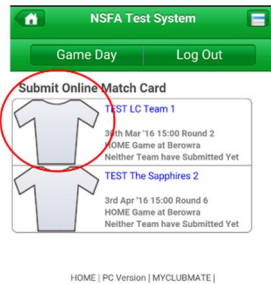
Hornets Main Menu

Team Contact Details
Update Contact Details
Confirm Players DOB
Team Photos
Player/Team Information



3) CLICK **MY ELECTRONIC MATCH CARD**

- ALL GAMES ARE DISPLAYED. CHOOSE THE SPECIFIC GAME, THEN;



- FOR ALL PLAYERS WHO ARE TO BE INCLUDED ON MATCH CARD SELECT **YES** IN FAR RIGHT COLUMN (min 7, max 16 plus any over 60's)

- FOR ALL PLAYERS MARKED YES ON MATCH CARD ENTER THEIR **UNIQUE NUMERIC SHIRT NUMBER** IN LEFT MOST COLUMN

- TO ADD BORROWED PLAYERS TO MATCH CARD SELECT **CHOOSE PLAYER**, SCROLL TO FIND ADDITIONAL PLAYER AND SELECT. SELECT YES AND ADD SHIRT NUMBER AS PER 3b & 3c ABOVE.

- IF ELIGIBLE PLAYER IS NOT IN DROP DOWN LIST, ADD FFA ID, FULL NAME AND SHIRT NUMBER IN TEXT BOX.

- SHOULD YOU WISH TO SAVE FOR LATER, CLICK **SAVE FOR NOW – I WILL SUBMIT LATER** AT BOTTOM OF SCREEN

- WHEN COMPLETE CLICK **SUBMIT MY FINAL MATCH CARD** AT BOTTOM OF SCREEN. **NO CHANGES ALLOWED AFTER THIS STEP.**

- ABOVE STEP MUST BE COMPLETED **10 MINUTES OR MORE** PRIOR TO SCHEDULED START TIME OF GAME.



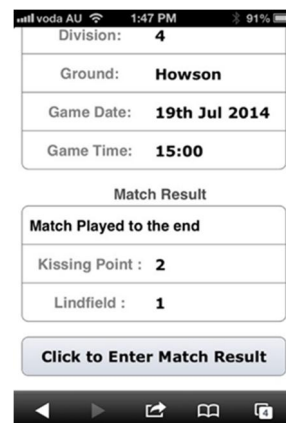
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- 4) CLICK **GAME DAY** FROM TOP MENU
- 5) CLICK **REVIEW OPPONENTS MATCH CARD**;
 - a) ALL GAMES ARE DISPLAYED. CHOOSE THE SPECIFIC GAME, THEN;
 - b) OPPOSITION PLAYERS WILL BE DISPLAYED, SHOWING:
 - i) PHOTO, NAME, FFA ID & SHIRT NUMBER
 - c) CHECK THE ID OF OPPOSITION PLAYERS
 - d) CLICK EITHER:
 - i) **I CONFIRM I HAVE CHECKED THE MATCH CARD AND EVERYTHING IS IN ORDER**
 - ii) **RECORD THIS MATCH CARD AS IN DISPUTE**
 - (1) RECORD REASONS IN AS MUCH DETAIL AS POSSIBLE IN TEXT BOX ABOVE
- 6) ABOVE STEP MUST BE COMPLETED **5 MINUTES OR MORE** PRIOR TO SCHEDULED START TIME OF GAME
- 7) YOUR PRE GAME ACTIVITIES ARE NOW COMPLETE



- 8) POST GAME RECORD THE MATCH RESULT
- 9) LOGON AS PER 1) ABOVE
- 10) CLICK **GAME DAY** FROM TOP MENU
 - a) CLICK **ENTER MATCH RESULTS**
 - i) CHOOSE HOW THE GAME FINISHED FROM DROP DOWN MENU
 - (1) Postponed
 - (2) Home Team Forfeit
 - (3) Away Team Forfeit
 - (4) Abandoned
 - (5) Match played to the end
 - ii) ENTER SCORES FOR BOTH TEAMS
 - iii) CLICK **ENTER MATCH SCORE**
- 11) ALL DONE



For Help

EMC Help		
Data on NSFA Website	Team Managers Cheat Sheet	
	Full Presentation	
	Help Desk Number	0420 340 076
Help Desk emchelp@nsfa.asn.au	0420 340 076	Friday 3pm to Sun 7pm
		1st April to 30th April 2016
	02 9449 4933	Mon - Fri 9am - 5pm



NORTHERN SUBURBS FOOTBALL ASSOCIATION INC.
ELECTRONIC MATCH CARD TEAM MANAGER'S GAME DAY ACTIVITY LIST

Club	Team Manager url for EMC (url NOT case sensitive)
Asquith	nsfaASQTH.MyClubMate.com.au/TeamManagers
Bannockburn	nsfaBCRFC.MyClubMate.com.au/TeamManagers
Berowra	nsfaBRWRA.MyClubMate.com.au/TeamManagers
Brooklyn	nsfaBRKLN.MyClubMate.com.au/TeamManagers
Chatswood Rangers	nsfaCHTSR.MyClubMate.com.au/TeamManagers
Corpus Christi	nsfaCRPSC.MyClubMate.com.au/TeamManagers
Gordon	nsfaGORDN.MyClubMate.com.au/TeamManagers
Greenwich	nsfaGNWCH.MyClubMate.com.au/TeamManagers
Hornsby Heights	nsfaHHGTS.MyClubMate.com.au/TeamManagers
Hornsby RSL	nsfaHRSLA.MyClubMate.com.au/TeamManagers
Hornsby RSL Youth	nsfaHRSLY.MyClubMate.com.au/TeamManagers
Kissing Point	nsfaKSGPT.MyClubMate.com.au/TeamManagers
Knox	nsfaKNXOB.MyClubMate.com.au/TeamManagers
Lane Cove	nsfaLNCOV.MyClubMate.com.au/TeamManagers
Lane Cove West	nsfaLNCVW.MyClubMate.com.au/TeamManagers
Lindfield	nsfaLNFLD.MyClubMate.com.au/TeamManagers
Mongo	nsfaMONGO.MyClubMate.com.au/TeamManagers
Mt Colah	nsfaMTCLH.MyClubMate.com.au/TeamManagers
North Sydney BHS	nsfaNSBHS.MyClubMate.com.au/TeamManagers
North Sydney Utd	nsfaNSUFC.MyClubMate.com.au/TeamManagers
North Turramurra	nsfaNTRMA.MyClubMate.com.au/TeamManagers
Northbridge	nsfaNBRDG.MyClubMate.com.au/TeamManagers
Old Barker	nsfaBKROB.MyClubMate.com.au/TeamManagers
Prouille	nsfaPRLLE.MyClubMate.com.au/TeamManagers
Sacred Heart Mosman	nsfaSHMSM.MyClubMate.com.au/TeamManagers
Sacred Heart Pymble	nsfaSHPYM.MyClubMate.com.au/TeamManagers
St Ives	nsfaSTVES.MyClubMate.com.au/TeamManagers
St Michaels	nsfaSTMCL.MyClubMate.com.au/TeamManagers
UTS	nsfaUNTCH.MyClubMate.com.au/TeamManagers
Wahroonga	nsfaWRNGA.MyClubMate.com.au/TeamManagers
West Pymble	nsfaWPMBL.MyClubMate.com.au/TeamManagers
Willoughby Dalleys	nsfaDLLYS.MyClubMate.com.au/TeamManagers