

# MIDLANDS ADULT LEAGUE

## COMPLETING A MATCH SHEET GUIDANCE

### Completing a Match Sheet (Timeline)

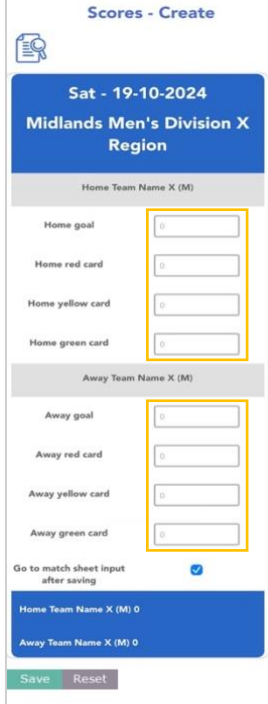
England Hockey GMS <https://gms.englishockey.co.uk/>

When fixture is over a notification to 'input score' will appear on GMS homepage.

### Submit Score

Enter the total number of goals and cards for the match in the 'Scores - Create' window

- Fill in **all fields** for goals and cards for **BOTH TEAMS**, home AND away teams - ensure **all 8 fields** are filled in, even if all are '0'
- Ensure 'Go to match sheet input after saving' checkbox is ticked
- Press the 'Save' button



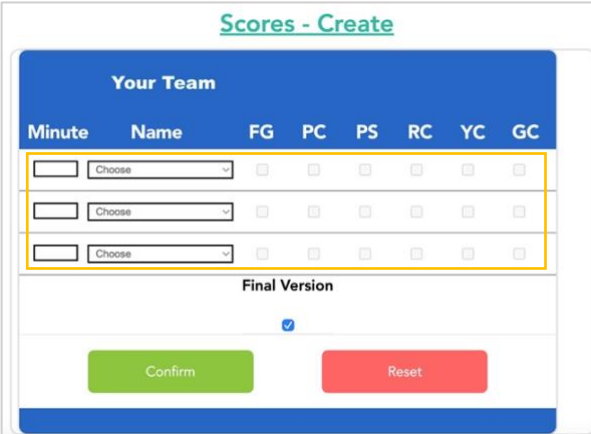
### Match Sheet (Timeline)

In the second window submit details of goal scorers and cards received (minutes, player and goal/card). Or, leave this page and come back to add the data later.

- If this page is left to add data later, you may need to re-enter the 'Scores - Create' to see the Match Sheet (Timeline) submission window.

Enter details for all players that scored and received a card.

- **Minute:** enter time of goal/card, or estimate as near as possible
- **Name:** select player name from the dropdown
- **Event checkbox:** tick the relevant goal/card
  - **FG** - field goal/open play
  - **PC** - penalty corner
  - **PS** - penalty stroke
  - **RC** - red card
  - **YC** - yellow card
  - **GC** - green card
- **PLEASE NOTE:** the details will not save unless both the time is entered, and a goal/card checkbox is selected, against each player.



**Don't** tick the 'Final Version' checkbox until you are sure all details are correct, and none are missing.

- Once 'Final Version' is ticked and the 'Confirm' button is pressed the Match Sheet (Timeline) will close to further editing (so if the details have not saved correctly, you will be unable to amend it).

Press the '**Confirm**' button. This will close and display '**Fixtures - View**' where you can check the Match Sheet (Timeline) is correct.

- If any details are incorrect and the Match Sheet (Timeline) is closed to further edits, contact the Divisional Secretary who will be able to update the Match Sheet (Timeline) with any changes.



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## Check Entered Match Sheet (Timeline) Details

In 'Fixtures – View' select the 'Timeline' tab, where the submitted goals and cards will be displayed.

If the details are not correct, repeat the above to update any missing details (amends can only be made if the 'Final Version' was not ticked).

**Fixtures - View**

From date: (view) 04-02-2023 Team: All teams Month: All months Day: All days Status: All Statuses Level: All levels  
 To date: (view) 04-02-2023 Competition: (all) Venue: All venues Gender: Either gender

Minute	Your Team (M)	Opposition Team (M)	Type	Video
9	Player NAME		FG	
13	Player NAME		FG	
29	Player NAME		FG	
65		Player NAME	FG	

The Match Sheet (Timeline) submission window, 'Scores – Create', can either be found via the GMS homepage after a score has been submitted with the prompt to 'input timeline', or by clicking on to the score when viewing fixtures (the score will be highlighted as a link).

**NB:** Club Admins have access to all club fixtures. Once 'Final Version' is clicked a score is no longer highlighted as a link and cannot be edited by teams/clubs - contact the Divisional Secretary to amend any missing details.

It is important that ALL goals scored and cards received in a fixture are reported by both teams. The GMS and Divisional Secretaries will ensure the two reports match.

Once the 'Final Version' checkbox is ticked and the data submitted the information will be displayed on the Midlands website.

More details can be found here: [Match Day Process Guidance: Club and Team Administrators](#)