

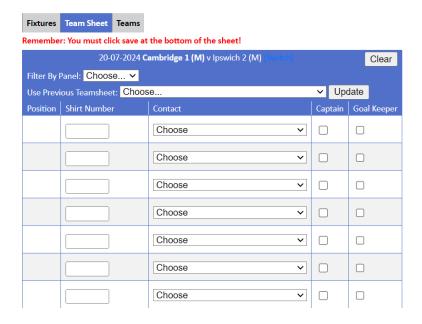
# Match Day Process Guidance: Club and Team Administrators

Changes have been made to the process of completing team sheets, submitting scores and entering match details. These changes are intended to improve the user experience and ensure data is entered and saved accurately and effectively.

Please follow the guidance below:

#### Team sheets to be added prior to all fixtures

- At a deadline set within the Competition rules & regulations
- It is mandatory to add Goalkeeper and Captain
- Shirt Numbers may be mandatory warning message will appear if mandatory data is missing
- Add players to team sheet as normal, 16 rows are available as default additional rows will be auto-generated if required
- You can copy a team sheet from a previous week, which will populate all data, including shirt numbers, GK's and Captain





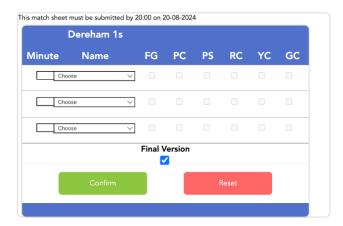
### Once a fixture has ended, you will be prompted to input the score and match details

- A notification will appear on your landing page
- Team Admins to input total goals, total red, yellow and green cards for the match
- If no goals were scored or cards received. It must still be added at this point '0' must be input within the relevant box
- You cannot change the 'match status', this would need to be changed/set by the Competition Manager



## When the score submission form is saved and confirmed, the match sheet will open immediately

- Add scorers, goal type and cards to complete the process
- Or leave this page, and come back to add the data later





# Once the required data is completed, confirm match sheet to complete the process

- Final version must be ticked
  - Each team must do this individually
  - Ticking final version will confirm your teams match data
  - o It will not lock the match sheet for the other team
- Final Version will be ticked, as default. If final version is unticked, the user will
  receive a prompt/warning message to confirm as final. If not confirmed as
  'Final' then team admin must return later to complete the process
- If final version is ticked but the match data does not match the score submitted, a warning message will appear
- Once confirmed as Final, the match data will be recorded in GMS and sent to the website

