

# 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, additional rows will be added automatically, if required, as you add names. (Not all rows need to be complete, Adult Leagues may only allow 16 players per team, so please only add the number of players needed)
- You can copy a team sheet from a previous week, which will populate all data, including shirt numbers, GK's and Captain

Fixtures **Team Sheet** Teams

Remember: You must click save at the bottom of the sheet!

20-07-2024 Cambridge 1 (M) v Ipswich 2 (M) (Switch) Clear

Filter By Panel: Choose...

Use Previous Teamsheet: Choose... Update

Position	Shirt Number	Contact	Captain	Goal Keeper
	<input type="text"/>	<span>Choose</span>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<span>Choose</span>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<span>Choose</span>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<span>Choose</span>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<span>Choose</span>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<span>Choose</span>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<span>Choose</span>	<input type="checkbox"/>	<input type="checkbox"/>

**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

Switch Layout

Sat - 07-09-2024

West Women's Premier

University of Bristol 1 (F) Penarth 1 (F)

Home Goal	Away Goal
<input type="text"/>	<input type="text"/>
Home Red Card	Away Red Card
<input type="text"/>	<input type="text"/>
Home Yellow Card	Away Yellow Card
<input type="text"/>	<input type="text"/>
Home Green Card	Away Green Card
<input type="text"/>	<input type="text"/>

Go To Match Sheet Input After Saving

Score

0 0

Confirm Reset

**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

This match sheet must be submitted by 20:00 on 20-08-2024

Dereham 1s

Minute	Name	FG	PC	PS	RC	YC	GC
<input type="text"/>	Choose	<input type="checkbox"/>					
<input type="text"/>	Choose	<input type="checkbox"/>					
<input type="text"/>	Choose	<input type="checkbox"/>					

Final Version

Confirm Reset



## 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
  - 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

Reading 1  
Reading HC

2 - 1

Beeston W1  
Beeston HC

Lizzie Gittens **PC** 6'  
Shona McCallin **FG** 23'  
Abbie Dixon **▲** 58'

63' **FG** Jane Kilpatrick

18 November 2023 | 14:00

**Teams** Head to Head More Info

Reading 1 Reading HC	Beeston W1 Beeston HC
4 Megan Jones	1 Steph Tirrell <b>OK</b>
5 Abbie Dixon <b>▲</b> 58'	3 Nicola Moss
6 Phoebe Nixon	5 Ella Cusack
7 Emma Thomas	6 Cerys Miller
9 Jemima Copeman	7 Nadia Benallal
13 Francesca Clements	8 Jane Kilpatrick <b>FG</b> 63'
16 Lizzie Gittens <b>PC</b> 6'	9 Lauren Burrell <b>CAPT</b>
19 Rebecca Kaps	10 Hannah Grieve
21 Lucienne Daman	13 Beatrice Bell
24 Shona McCallin <b>FG</b> 23'	14 Lucy Mackey
25 Eliza Chippendale	15 Lottie Summers
26 Sophia Clark	20 Angela Chilwell
27 Jo Pinner	21 Mads Newitt
Ruby Butterfield	26 Lauren Dunn
Jazzy Finney	28 Rosy Stephens
Mia Moore	30 Katie Mason