# Match Sheet Roll-Out – Process and Key Information

Ahead of the roll-out of match sheets to all Area websites, please see the below details and process information for you and your clubs.

We would like all Areas to pass on this information to their clubs ahead of the weekend – please feel free to copy and paste relevant elements from this document into any communications you send.

This document includes info for team and club admins, and also guidance specific to Competition Managers and Admins.

## What to Expect:

All Area websites will be populated with this season's match sheet data from 27th February.

When looking at a fixture/result on the website > click on the arrow on the right-hand side to access the match sheet information.
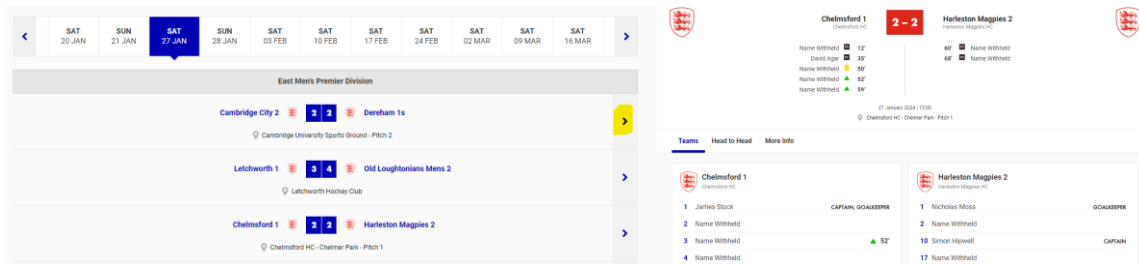


From the 27th February 2024, match sheet data will be auto-populated on the website through the live GMS API.

The data will appear on the websites upon completion of a fixture, and when match sheet data been saved and finalised.

We expect data to show on the website within 15 minutes of it being submitted in GMS, but at peak times (and considering the large amounts of data being processed across the country) this may take longer.

Player's opt-in or withdrawal of consent will also auto-populate the site.

## Key Considerations:

- The data on the website will only be as good as the data input on GMS
    - Any errors, such as incorrect scorers or cards will display.
    - Expect a large amount of match sheets to only have 2-3 players appearing, due to current consent uptake.
    - If match sheets are not saved as 'Final Version' the data will not transfer in the API.

- o Once 'final versions' are submitted the data is locked, so teams/clubs will not be able to make changes – please encourage team admins to double check information before submitting.
- Competition Admins/Managers do have the ability to make changes to match sheets – and push data across to the website
  - o This means that errors can be corrected, and the changes reflected on the website.
  - o If a match sheet is not 'Finalised' by a team, then the Comp Admin can confirm the match sheet and send it to the website on the teams' behalf.
- Results and League tables will update on all websites as usual, regardless of whether match sheets are submitted or not

**Information for club/team admins:**

- Match sheets will be 'live' on Area Websites from this week
- Encourage your players to consent if they would like to appear on the website, many players will currently be displaying as 'Name Withheld' until they opt-in.  They can opt-in via their GMS Profile
- Info on how to consent is here: https://www.englandhockey.co.uk/media/news/have-your-name-show-on-the-match-team-sheet
- Ahead of the weekend, clubs/teams/players can go onto the websites and view match sheets from previous fixtures
- Take extra care when completing match sheets after games:
  - o Ensure scorers, cards and times are correct
  - o Save as 'Final Version' when you are happy the data is correct
- If 'Final Version' is not selected, then the match sheet will <u>not</u> be sent to the website
- If you notice that your match sheet is missing from the website:
  - o In the first instance, go to your team and club admins to ensure it has been submitted as 'Final Version'
  - o Once 'finalised' please allow at least 15 minutes for it to appear on the website (it may take longer at peak times)
  - o If match sheet is still not visible, contact the Comp Manager/Administrator who will be able to push it to the website if the data on GMS is correct.
- If incorrect data has been submitted or changes are required to the match sheet, please follow the usual process and let competition administrators know
  - o Please do not expect these changes to be made immediately, the website will display what was originally submitted until the amends can be made.

**Process for Comp Managers/Admins**

- Where the match sheet process is followed by teams, all match data will be sent through the API, with no need for any manual intervention
- Most likely issues:
  - o Match sheet does not appear on the website due to 'Final Version' not being selected
  - o Match data is incorrect on website due to errors with data entry, when team/club admin submitted match sheet

- Comp Managers/Admins have the ability (permissions) to push match sheets through to the website, if one of the above issues does happen
  - In both instances, the Comp Admin/Manager can:

Go into the **Fixture** > **Timeline** > Select **Edit Matchsheet** > **Confirm** data > **Update Website.**
(Screenshots below)

  - This will trigger the API and send the match sheet data through to the website, even if not 'finalised' by the team(s)

### 1. Go to Fixture



### 2. Timeline and then Edit Match sheet



### 3. Confirm Match sheet is correct



### 4. Select 'Update Website' under fixture information