



MEMORANDUM

Reference: M21-26

To: All Clubs
From: Competition Coordinator
Date: 10 April 2021
Subject: Sports TG – Game Day Basic Guide
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Sports TG / Game Day – Basic Guide

1. Club Access

The corresponding attachment has a list of people who have Sports TG access , *now called Game Day access*, for the entire club.

This allows these users to access the following:

- Membership & Competition Management section – (you can add users and get reports for competition matches, disciplinary). I would not use the player data as Playfootball would have the correct information.
- Results Entry – create team sheets, put in full time results, statistics.

2. Giving Access to Users

A person who has access to the whole club can add another user providing they have created a Game Day passport.

- Log in to the membership/management section.
- Click on the COG wheel (right hand side of the page) and choose User Management.
- Enter the person's email which they used to create the Game Day passport. Click Add.

You can also delete any person who no longer requires access.

If you require people to update scores – generate team sheets, etc then give them full access directly.

3. Creating User Account.

A person requiring user account:

- Google - GameDay passport.
- Look for Passport or log-in and create a new account using an email address.
- Once created, the person MUST check their email and click on the link provided from GameDay to confirm their account.

4. Creating Team Sheets

When logging on – choose results entry option, alternatively this can be chosen from comp management – match results.

You will get a screen which firstly will allow you to Display matches.

Enter the parameters- dates and the venue(s) for your home games.

Click Show matches.

Display Matches
Use the filters below to list the desired matches.

Show matches between (dd/mm/yyyy) and Season Venue Name

Match Status Competition Name

A list of games will appear. Click on Bulk team sheets – FSC team sheets and you will automatically have the team sheet which is populated from the team lists which are locked in another part of the system.

Note: You will be wasting your time if you click Pre Game and try to adjust the names before printing. The team sheet will only populate names from the team lists FSC has entered... and not from pre game.

A PDF will generate the teamsheets with the games selected. For the first run, check your print preview and make any page adjustments – the team sheet should fit on one page in portrait orientation.

U6/7 North Hub, you may need venue access which only I can give so that neutral teams can be displayed.

5. Entering Results

It is the responsibility of **BOTH** clubs to ensure the scores are entered in Community Competitions!

When logging on – choose results entry option, alternatively this can be chosen from comp management – match results.

Enter the parameters- dates only. Display the games

Click the button - Enter quick results.

Simply add scores to FTS (full time score) .. and click save quick results.

There are automatic publishing times when the scores will be put onto the Match Centre for public viewing:

Saturday 6pm, 8pm

Sunday 6pm, 8pm, 10pm

Monday 3am

Any scores entered after 3am on Monday will be published when FSC does any manual publishing.

Junior clubs ... enter results for U8's and over ... (The mini roo results will not be published in the Match centre but FSC requires these for developing the competition draw)

6. Shirt Numbers (Community Competitions)

If you have players in a team who will always wear the same shirt number and you would like this to be automatically printed on the team sheet then

- from results entry / match list click - Pregame
- Go to Tools - choose Edit Team default Player Number (3rd on the list)

Senior Clubs if the player has a club shirt number then choose Edit Club default Player number (top of the list)

Assign Player Numbers and Positions

Player:

Player Number:

Player Positions:

ASSIGN NUMBER

Select the player, add in the number and click Assign number. We don't use player position for any purpose.

7. Adding Coaches and Managers to the team sheet: (Community Competitions)

This can be done through the Club Management Section.

Choose Teams - Select the team you require;

Choose Individuals – Team Staff

Half way down the page look for Coaches and the role Coach. Select the official.

Team Staff – Manager. Select the official.

It is only these two options which should automatically allocated he team officials onto the team sheet.