

## Football West: Sports TG User Guide

### Team Selection & Printing Team Sheets

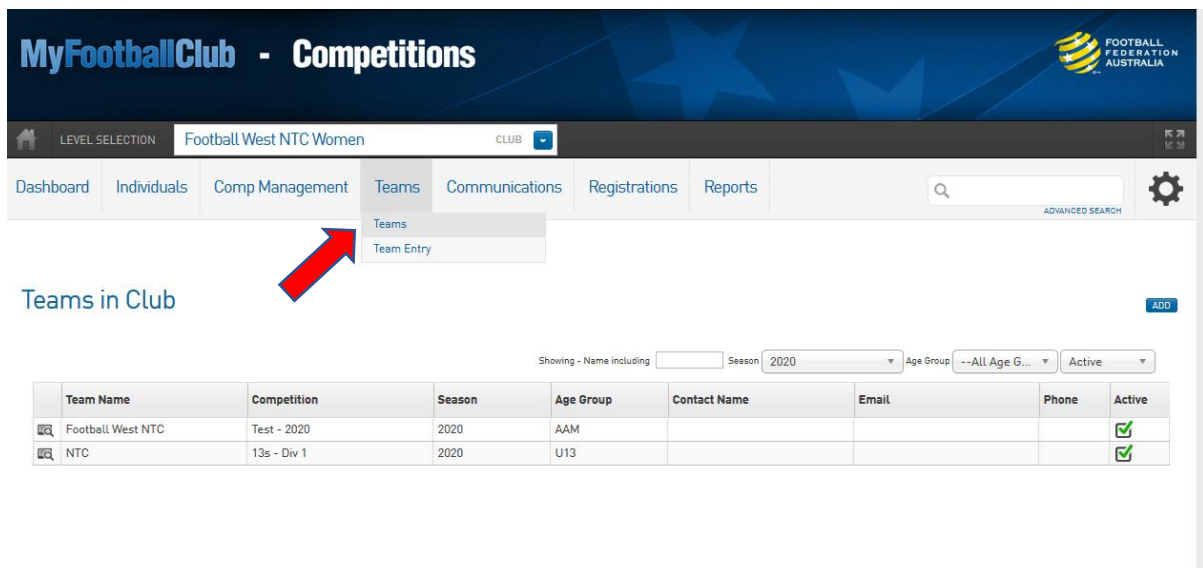
#### Getting Started

Login to your Sports TG Passport and access your Club's Membership Database.

If you do not have access to your club's SportsTG account, please contact your club to grant access.

#### Allocating Members to a Team

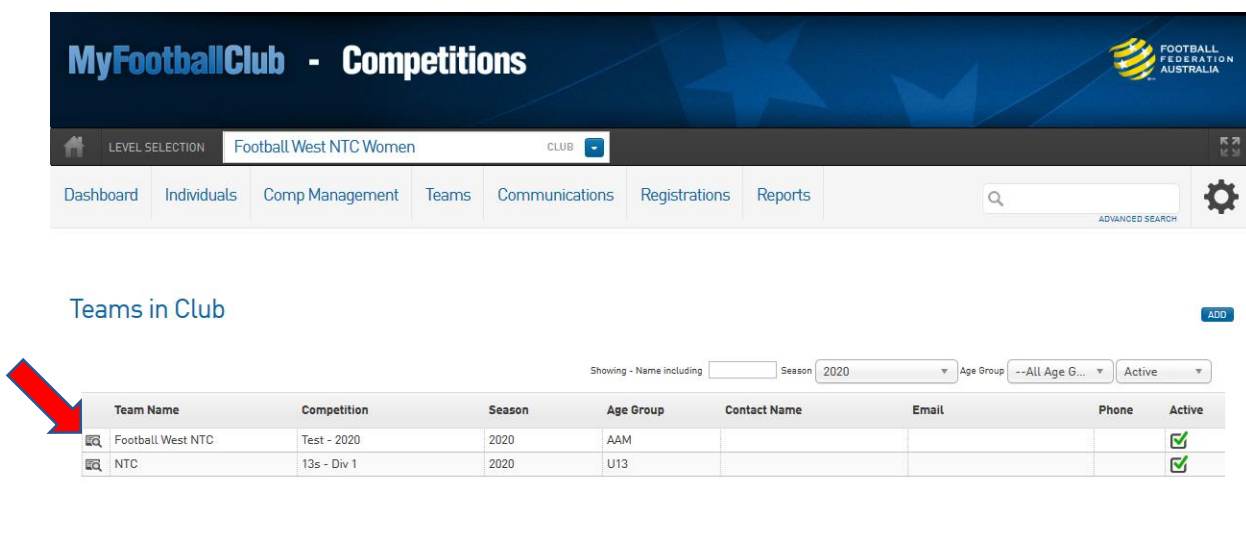
**Step 1 – Click “Teams” under the Teams tab**



The screenshot shows the 'MyFootballClub - Competitions' interface. The 'Teams' tab is selected, and a red arrow points to the 'Teams' sub-menu item. Below the navigation bar, there is a table titled 'Teams in Club' with the following data:

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
Football West NTC	Test - 2020	2020	AAM				<input checked="" type="checkbox"/>
NTC	13s - Div 1	2020	U13				<input checked="" type="checkbox"/>

1. Select the team you wish to allocate members to, by clicking the icon next to the team name.

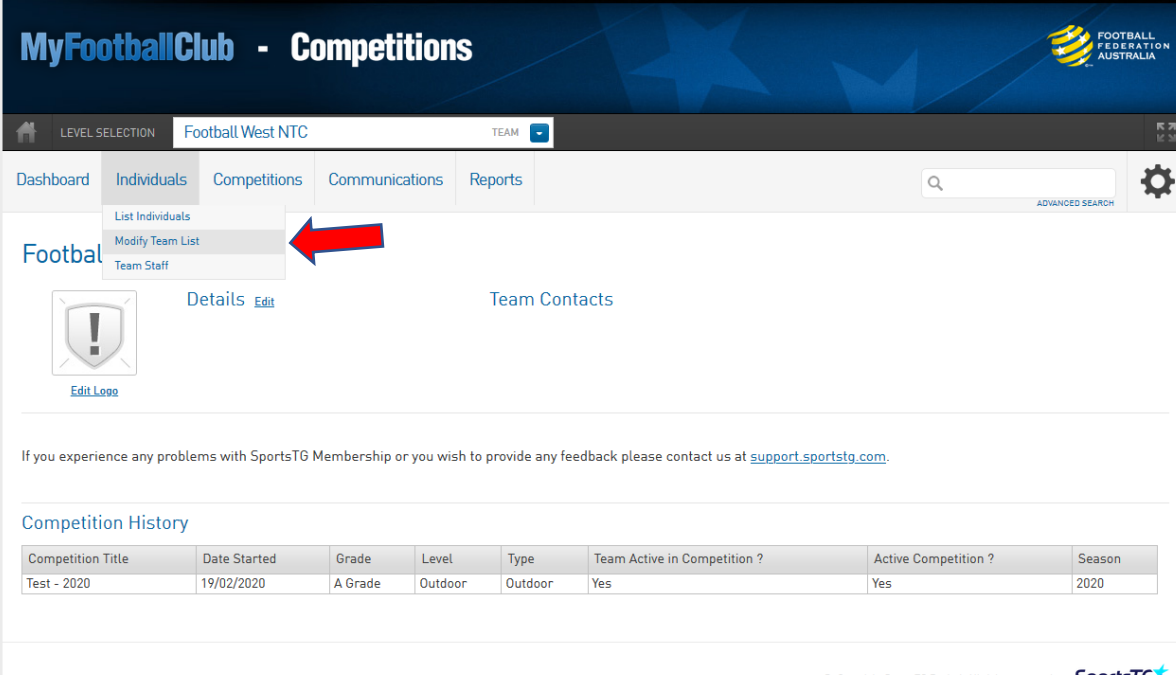


The screenshot shows the same 'MyFootballClub - Competitions' interface. A red arrow points to the selection icon (a small square with a magnifying glass) next to the 'Football West NTC' team name in the 'Teams in Club' table.

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
Football West NTC	Test - 2020	2020	AAM				<input checked="" type="checkbox"/>
NTC	13s - Div 1	2020	U13				<input checked="" type="checkbox"/>

## Step 2 – Modifying Team List

1. Hover cursor over 'Individuals'
2. Click 'Modify Team List' to view all players registered with the club through PlayFootball and begin allocating members to each team.



The screenshot shows the 'MyFootballClub - Competitions' interface. The top navigation bar includes 'Dashboard', 'Individuals', 'Competitions', 'Communications', and 'Reports'. The 'Individuals' menu is open, showing options: 'List Individuals', 'Modify Team List', and 'Team Staff'. A red arrow points to 'Modify Team List'. Below the menu, there is a 'Team Contacts' section with a 'Details' link and an 'Edit Logo' button. A footer section contains a 'Competition History' table and a copyright notice for SportsTG.

LEVEL SELECTION Football West NTC TEAM

Dashboard Individuals Competitions Communications Reports

List Individuals  
Modify Team List  
Team Staff

Football

Details [edit](#) Team Contacts

[Edit Logo](#)

If you experience any problems with SportsTG Membership or you wish to provide any feedback please contact us at [support.sportstg.com](mailto:support.sportstg.com).

Competition History

Competition Title	Date Started	Grade	Level	Type	Team Active in Competition ?	Active Competition ?	Season
Test - 2020	19/02/2020	A Grade	Outdoor	Outdoor	Yes	Yes	2020

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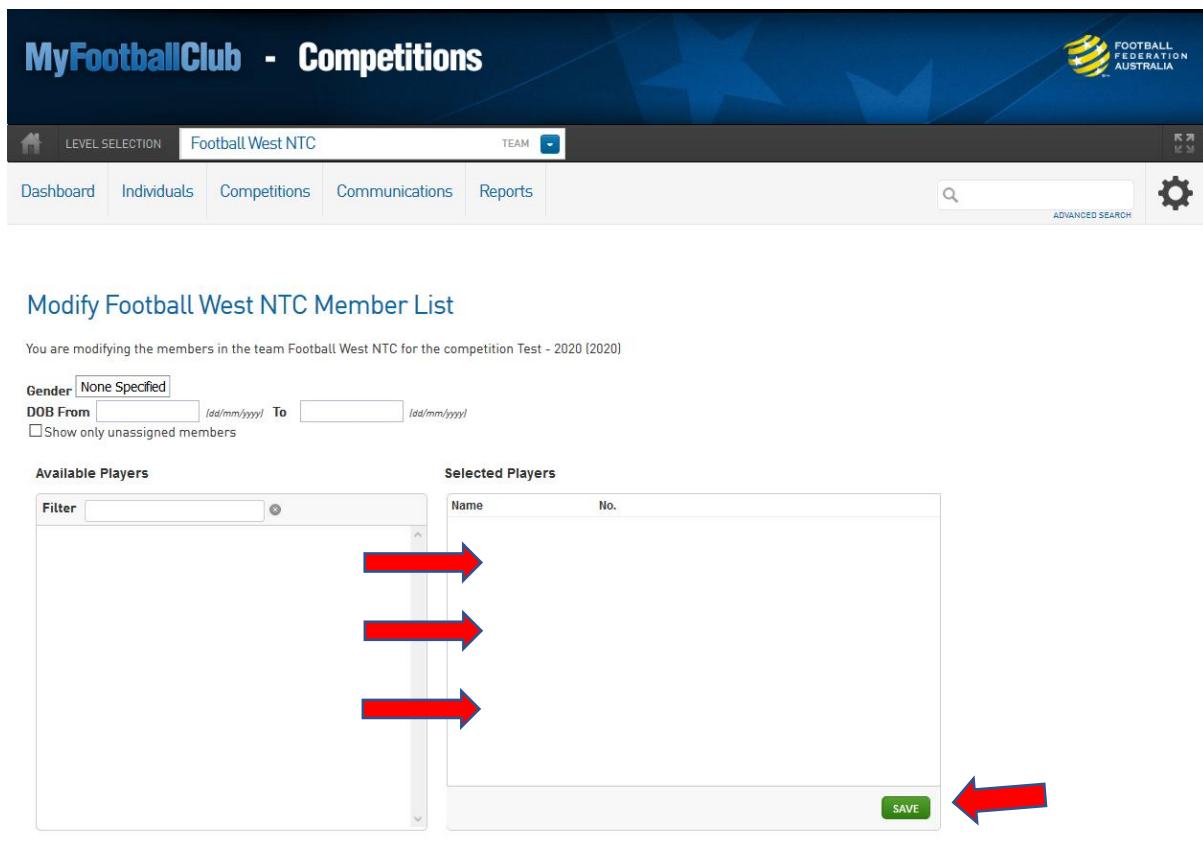
### Step 3 – Selecting Individuals

The 'Available Players' (left-hand column) list will display all players registered through PlayFootball to the club.

Team managers can assign club members one at a time to a team by selecting players in the 'Available Players' list and dragging individuals into the 'Selected Players' list (box on the right). Alternatively, drag individuals from 'Selected Players' into 'Available Players' to withdraw players from the list.

Click 'Save' to confirm the team list.

These details will automatically be updated to your Sports TG website, which will keep a tally of all player results that are entered throughout the season.



**MyFootballClub - Competitions**

LEVEL SELECTION: Football West NTC TEAM

Dashboard Individuals Competitions Communications Reports

Modify Football West NTC Member List

You are modifying the members in the team Football West NTC for the competition Test - 2020 (2020)

Gender: None Specified

DOB From: [ ] (dd/mm/yyyy) To: [ ] (dd/mm/yyyy)

Show only unassigned members

Available Players

Selected Players

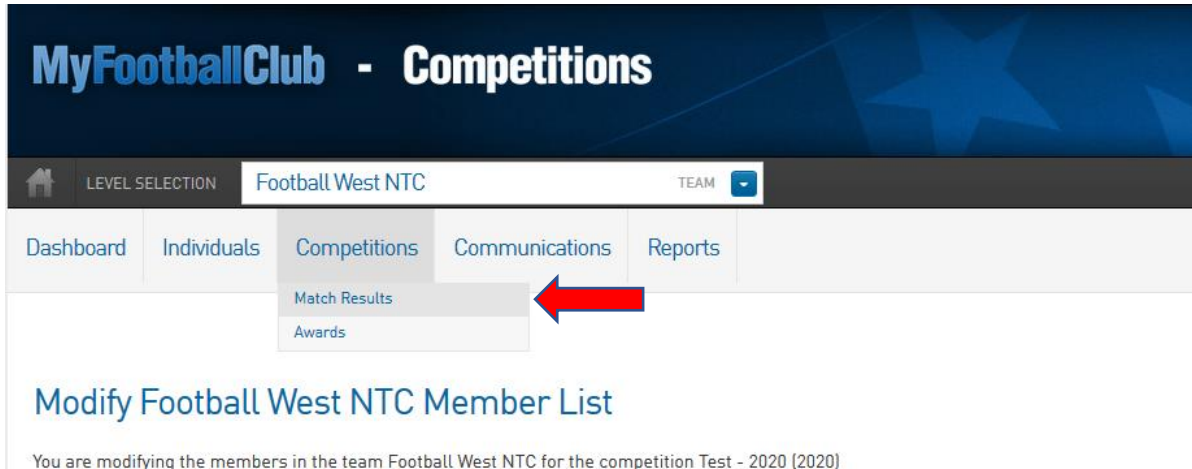
Filter: [ ]

Name	No.
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SAVE

#### Step 4 – SportsTG Competitions Home Page


1. Hover cursor over the Competitions area:
  - a. If in the club’s homepage it will read “Comp Management”
  - b. If in the team’s own page, it will read “Competitions”
2. Click ‘Match Results’ to open a new window and proceed to find your fixture(s).



**MyFootballClub - Competitions**

LEVEL SELECTION  TEAM

Dashboard Individuals **Competitions** Communications Reports

Match Results   
Awards

**Modify Football West NTC Member List**

You are modifying the members in the team Football West NTC for the competition Test - 2020 (2020)

#### Step 5 a) – Selecting Fixtures to Enter Team Selection

To search for fixtures:

1. Show Matches between – Input a date range to find fixtures
2. Entering the fixture venue and competition name will allow Club Officials to narrow the search for specific fixtures. This can be done by:
  - a. Clicking the ‘Venue Name’ drop down box and selecting a venue from the list OR
  - b. Manually typing in the venue name (N.B. correct venue name must be entered in the search field for this method to work).

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

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

Match Status  Clubs  Competition Name

### Step 5 b) – Selecting Fixture to Enter Team Selection

When you have located the fixture(s) for which you need to enter results,

1. Click 'Pre Game' and proceed to select players to be listed on the Official Match Record

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


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

Match Status:  Clubs:  Competition Name:  Confirmed:

[SHOW MATCHES](#) [ENTER QUICK RESULTS](#)

[UPDATE LOCK STATUS](#)

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock			
	Alexander Florida FC	Football West		Test - 2020	20/03/2020 00:00		<input type="checkbox"/>	<a href="#">PRE GAME</a>	<a href="#">AT GAME</a>	<a href="#">POST GAME</a>
	ECU	Football West		Test - 2020	20/03/2020 00:00		<input type="checkbox"/>	<a href="#">PRE GAME</a>	<a href="#">AT GAME</a>	<a href="#">POST GAME</a>
	AFC Joondalup	Football West		Test - 2020	20/03/2020 15:00		<input type="checkbox"/>	<a href="#">PRE GAME</a>	<a href="#">AT GAME</a>	<a href="#">POST GAME</a>



## Step 6 – Player & Team Official Selection

1. Within ‘Autoselect Players’ choose one of three options:

**No Auto Select** – no players will be auto selected and requires manual selection of players from ‘Available Players’ by clicking the green plus symbol next to the relevant individual.

**Players who played last week** – this option will auto select those players who played in the previous fixture. Simply add/remove players to reflect the current match.

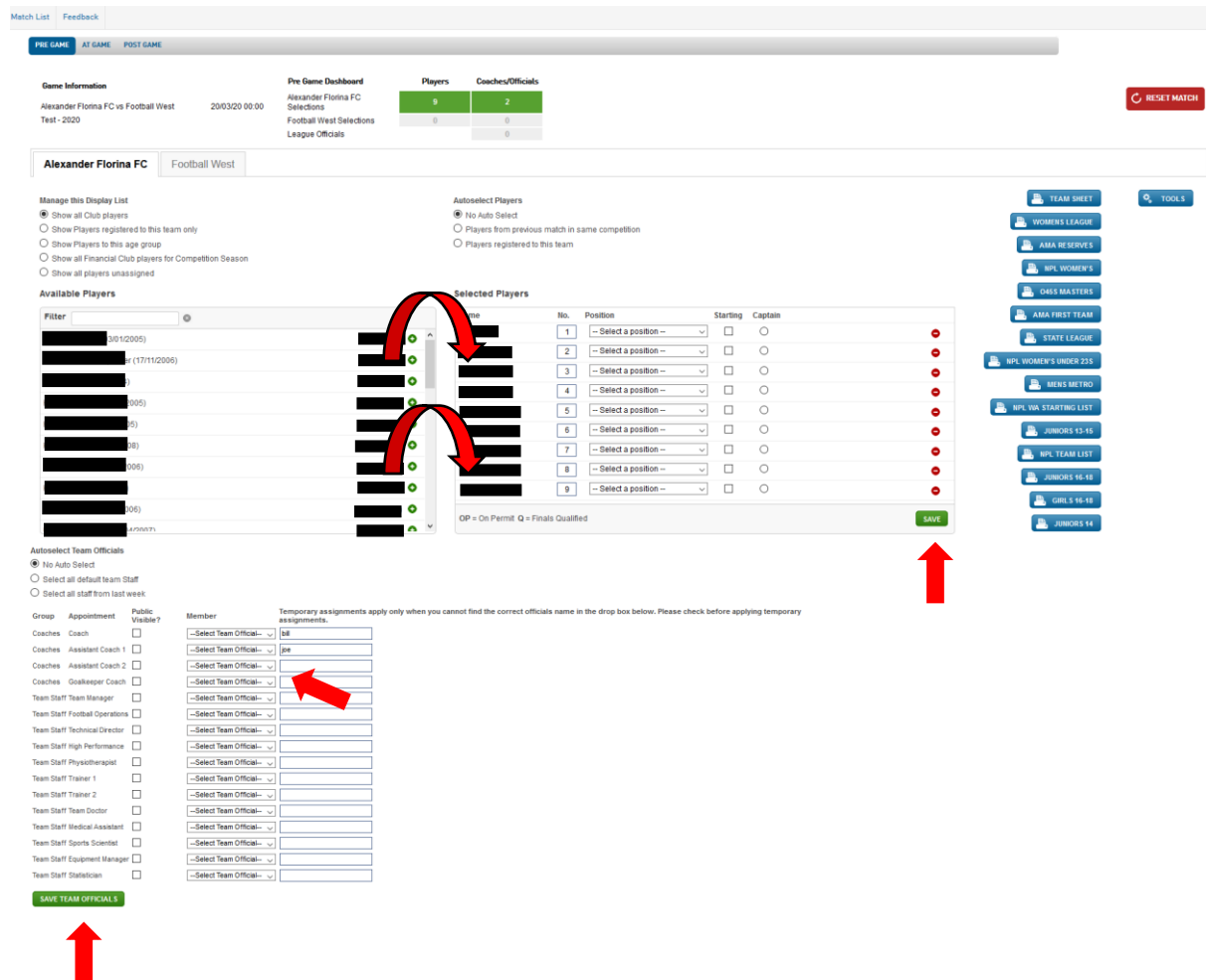
**Players registered to this team** – this option will auto select players allocated to team list (outlined in Step 3). Simply add/remove players to reflect the current match

2. Clubs can confirm players and playing numbers on this page.

3. Clubs must also select the Team Officials including Coach. Please select the team official via the drop-down box (team officials registered on PlayFootball will only appear in this list) or alternatively manually enter team official names in ‘temporary assignments’. Click the ‘Public Visible’ tick box to reflect that team official in the match centre online.

At the completion of the team selection click ‘Save’

At the completion of Team Official Selection, click “Save Team Officials”



Match List Feedback

PRE GAME AT GAME POST GAME

Game Information  
Alexander Florina FC vs Football West 20/03/20 00:00

Pre Game Dashboard  
Alexander Florina FC Selections  
Football West Selections  
League Officials

Players 9 Coaches/Officials 2

RESET MATCH

Alexander Florina FC Football West

Manage this Display List  
 Show all Club players  
 Show Players registered to this team only  
 Show Players to this age group  
 Show all Financial Club players for Competition Season  
 Show all players unassigned

Autoselect Players  
 No Auto Select  
 Players from previous match in same competition  
 Players registered to this team

Available Players

Filter	Name	No.	Position	Starting	Captain
10112005		1	-- Select a position --	<input type="checkbox"/>	<input type="radio"/>
1171112006		2	-- Select a position --	<input type="checkbox"/>	<input type="radio"/>
		3	-- Select a position --	<input type="checkbox"/>	<input type="radio"/>
		4	-- Select a position --	<input type="checkbox"/>	<input type="radio"/>
		5	-- Select a position --	<input type="checkbox"/>	<input type="radio"/>
		6	-- Select a position --	<input type="checkbox"/>	<input type="radio"/>
		7	-- Select a position --	<input type="checkbox"/>	<input type="radio"/>
		8	-- Select a position --	<input type="checkbox"/>	<input type="radio"/>
		9	-- Select a position --	<input type="checkbox"/>	<input type="radio"/>

OP = On Perm Q = Finals Qualified

SAVE

Autoselect Team Officials  
 No Auto Select  
 Select all default team Staff  
 Select all staff from last week

Group	Appointment	Public Visible?	Member	Temporary assignments apply only when you cannot find the correct officials name in the drop box below. Please check before applying temporary assignments.
Coaches	Coach	<input type="checkbox"/>	-- Select Team Official --	bill
Coaches	Assistant Coach 1	<input type="checkbox"/>	-- Select Team Official --	je
Coaches	Assistant Coach 2	<input type="checkbox"/>	-- Select Team Official --	
Coaches	Goalkeeper Coach	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Team Manager	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Football Operations	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Technical Director	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	High Performance	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Physiotherapist	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Trainer 1	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Trainer 2	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Team Doctor	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Medical Assistant	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Sports Scientist	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Equipment Manager	<input type="checkbox"/>	-- Select Team Official --	
Team Staff	Statistician	<input type="checkbox"/>	-- Select Team Official --	

SAVE TEAM OFFICIALS



**Step 7 – Printing the Match Record**

When you have finalised selection of your players & team officials, you are now required to print your team’s match record to bring with you to the match.

1. Click the **TEAM SHEET (blue button)** to the right to view your team’s match record.

2. Verify that your players and club officials are correct on the match record. Once confirmed, print the match record. A sample template is below.

	<b>Belt Up</b>
--	----------------

**BELT UP METROPOLITAN TEAM LIST**

Team Name: Alexander Florina FC      Date: 29/03/20  
 Opponent: Football West      Kick-Off time: 00:00

Venue: \_\_\_\_\_

North	Prem <input type="checkbox"/>	DV1 <input type="checkbox"/>	DV2 <input type="checkbox"/>	DV3 <input type="checkbox"/>	Cup <input type="checkbox"/>
South	Prem <input type="checkbox"/>	DV1 <input type="checkbox"/>	DV2 <input type="checkbox"/>	DV3 <input type="checkbox"/>	Cup <input type="checkbox"/>

Shirts: \_\_\_\_\_      Shorts: \_\_\_\_\_      Socks: \_\_\_\_\_

**PARTICIPATING PLAYERS**

NO	FULL NAME	REG NO	GDALS	YC	RC
2	██████████	██████████			

Own Goals: \_\_\_\_\_  
TOTAL SCORE: \_\_\_\_\_

Referee		Team Officials
AD1		
AD2		
4th Official		
Inspector		

Referee Signature	Home Club Signature	Away Club Signature

	Ground Marshal