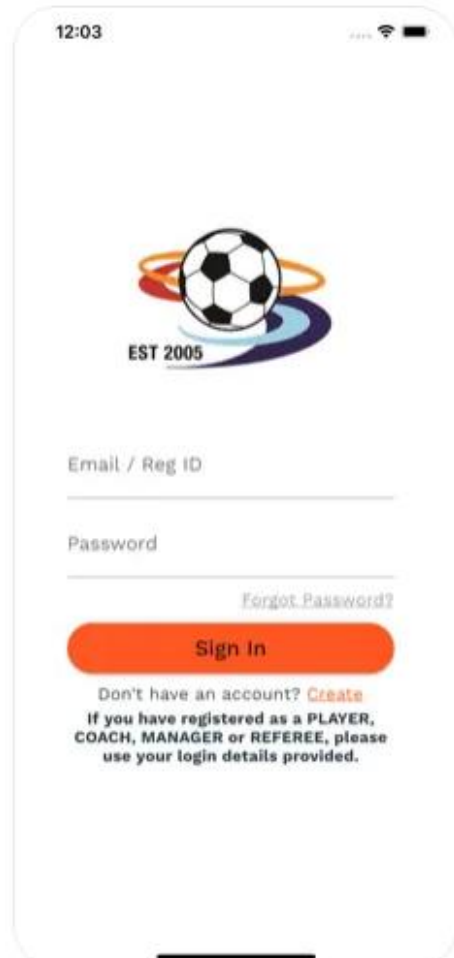




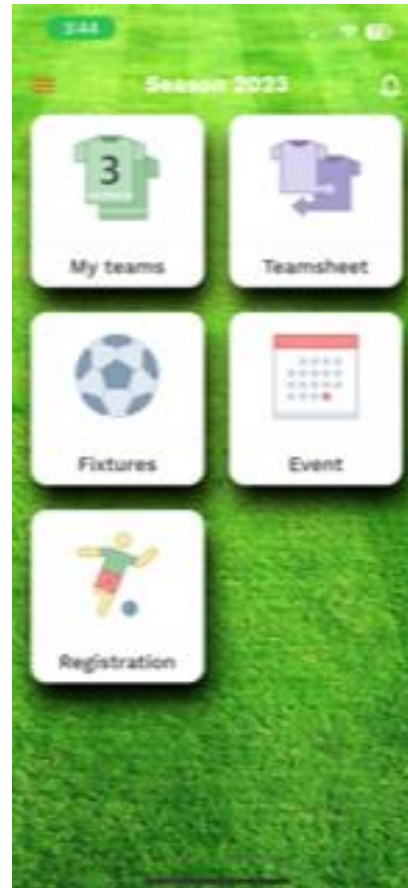
COACHES OR TEAM MANAGERS – Managing The Team Sheet on a Phone

1. Log in into MySportApp using your email address or Registration ID & password



You will then see similar to below

with a number of Icons (Tiles) determined by role assigned to your profile in the App.



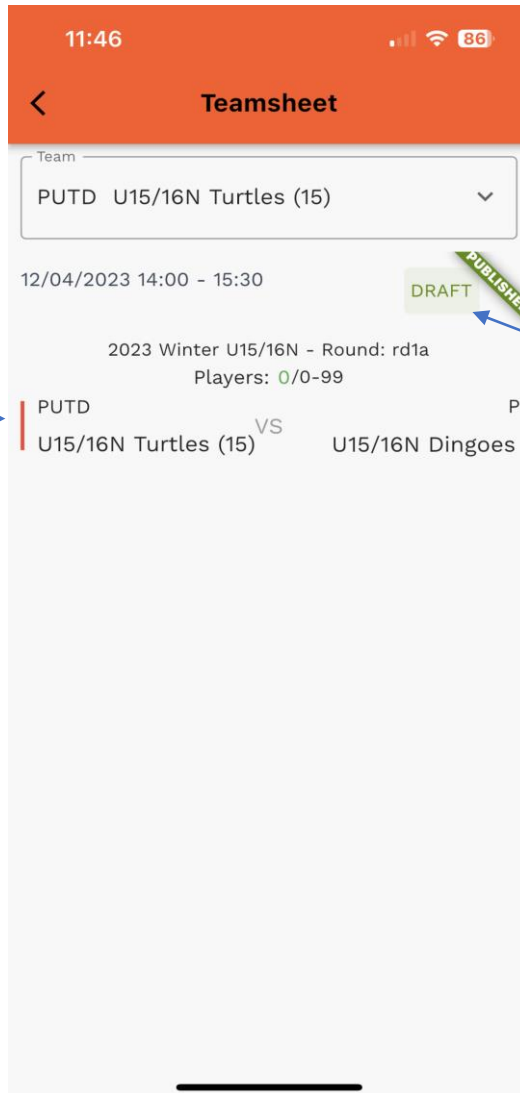
Typically you will have

- My Teams
this is the team you coach or manage
- Teamsheets
this is access to teamsheets for future games for your team
- Fixtures
List your teams games for season
- Registrations
This is not for registration.
This is to access the CMS for area best view and used on computer
- ie Player shirt number allocation

Select Teamsheets tile

This brings up future games with next game shown at top of list

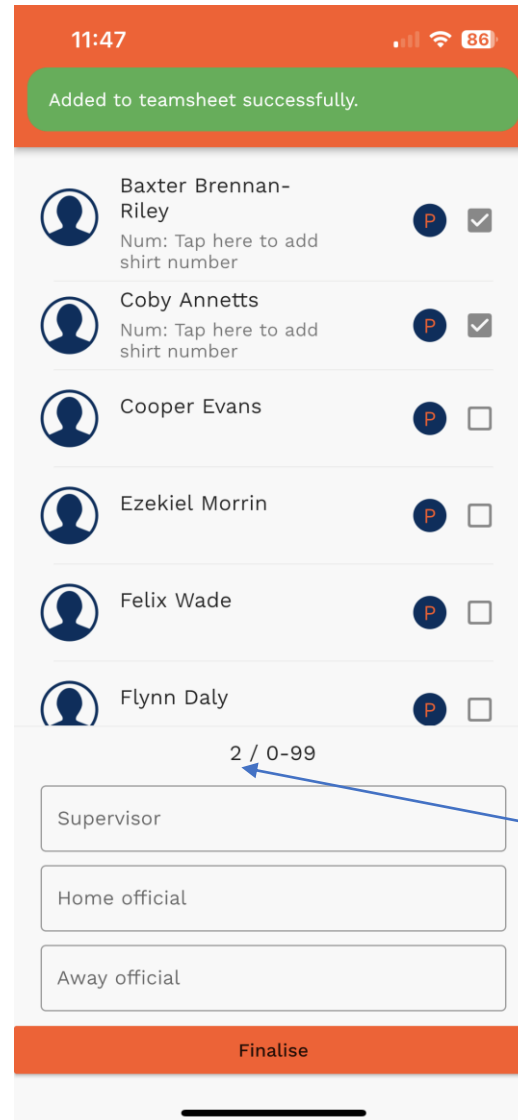
Team name – Date –time – venue – opponent are shown



Note the orange line next to team name. Indicates team sheet not submitted - "Published"

This "published" is the game status not teamsheet status

Select draft



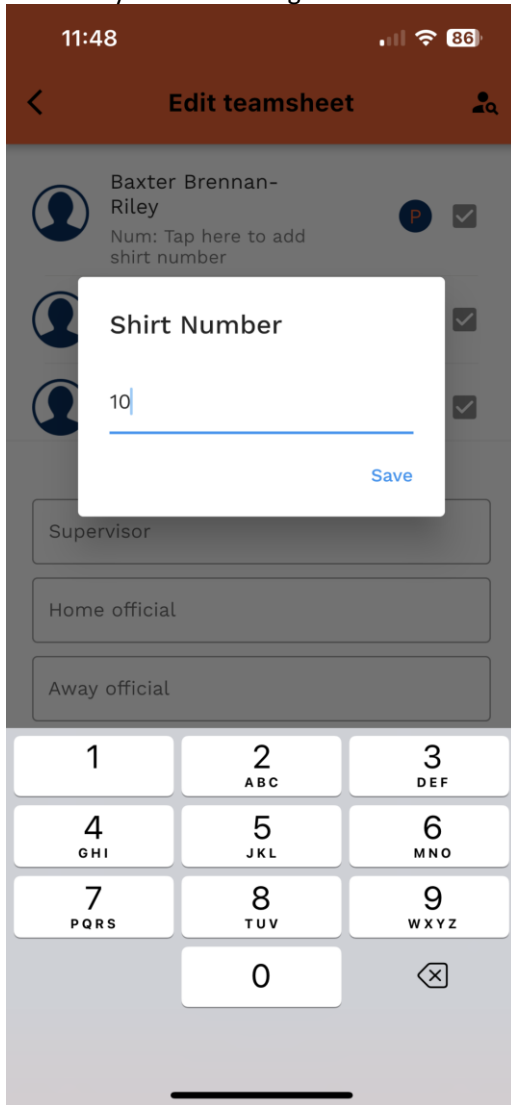
This screen comes up with play list of your team player list

- The P indicates player
- Tick the player in box on side and tap where it says tap here to add player shirt no. (Hint if you use same shirt no. for players each week add the number in via CMS on computer which locks in in for the season.)
- Continue as above until all players for that game are selected (max.16)

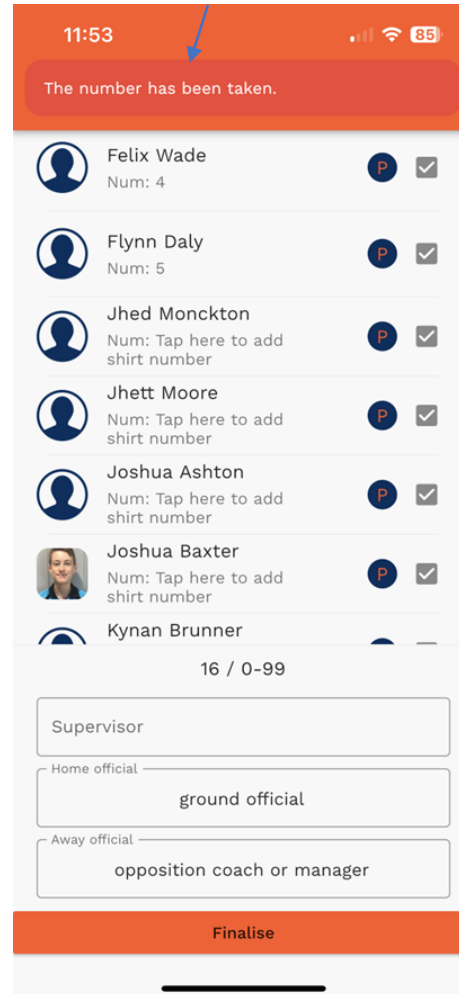
The two indicates number of players selected for this game

When adding shirt numbers at time of doing team sheet this pop up screen appears, type in shirt number and hit save

This only saves for this game



This message appears when you add a shirt number already allocated on the sheet

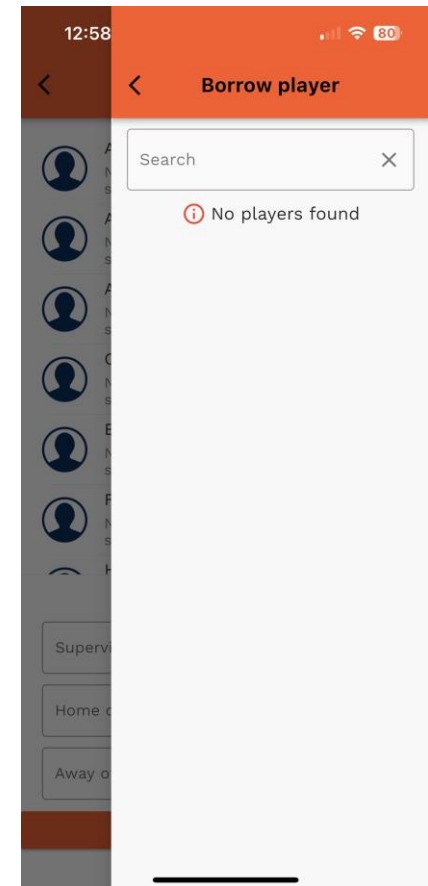


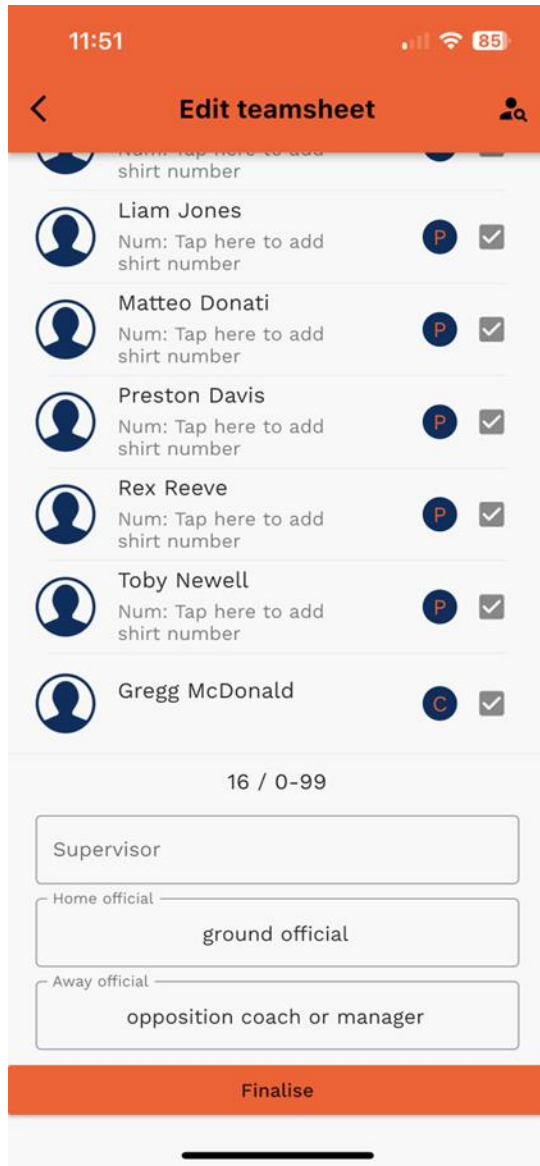
Borrowing players from eligible players and teams. Selected person-look up image

Below screen comes up with search bar to enter players name.

Select required player to add to team sheet for the game.

If a player is not available from the search they may not be eligible to play and cannot be used in that game.



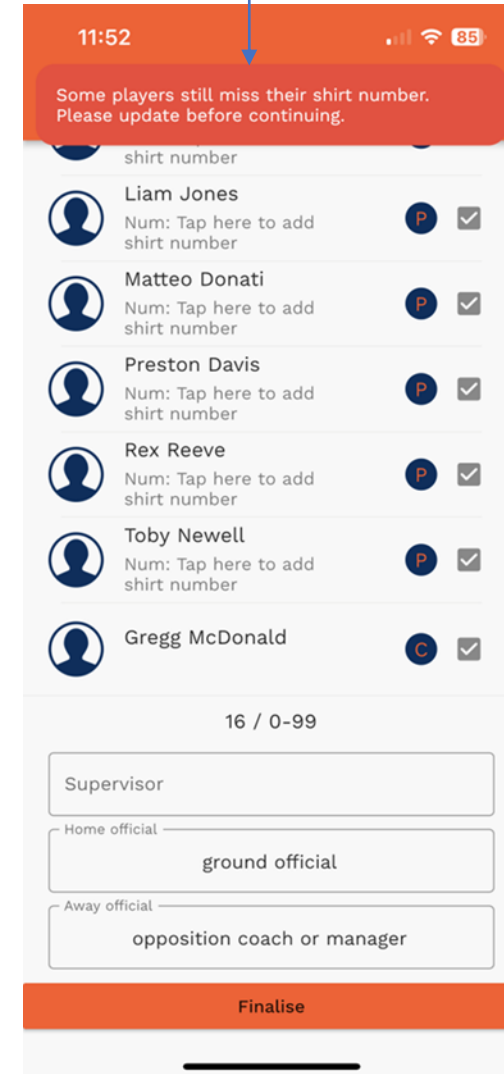


Once all players selected also tick coach and manager that are at the game
 C = Coach
 M = Manager

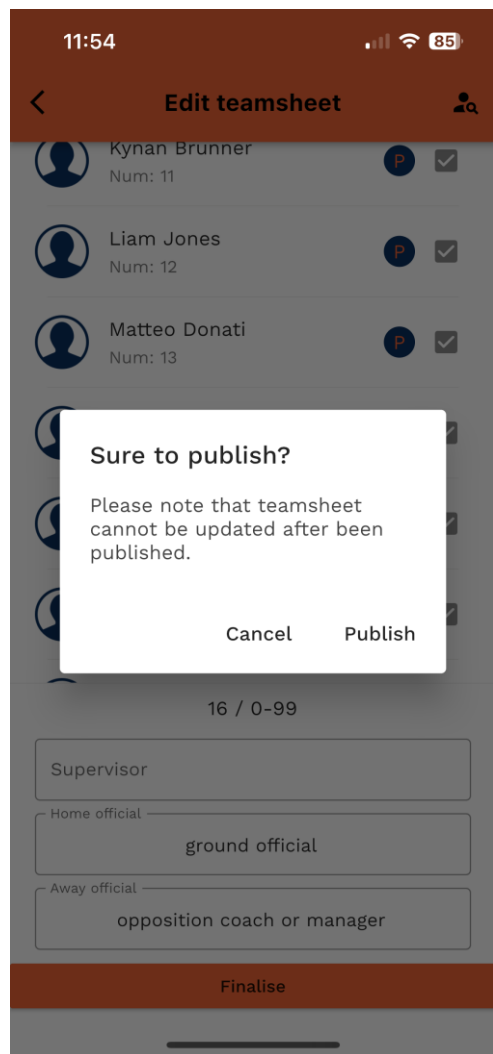
16 = Indicates number of players selected (Max16 per game)

Add game Supervisor if any
 Add Home Ground Official
 Add Away team official

This message appears if you try to Finalise with shirt numbers missing. Complete adding shirt no. for all selected players



When teamsheet completed
Hit the finalise on bottom of screen
a pop up prompt advises once
published the team sheet cannot be
updated.

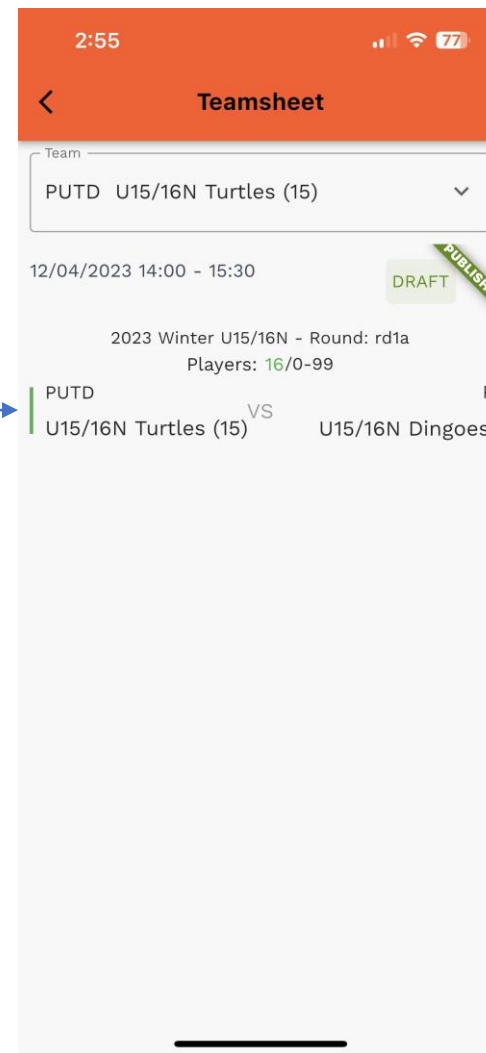


Finalise Button



Once teamsheet finalised – “Published”
It then show a Green Line to indicate Published

Note the Green line next to team
name.
Indicates team sheet has been
submitted - “Published”



Online Team Sheets – extract from Football Mid North Coast competition Rules

- It is compulsory for all clubs to use the nominated online team sheet program for all official fixtures. In the event of the internet dropping out, FMNC will permit clubs to use the hard copy paper team sheets as an emergency measure (refer Emergency Paper Team Sheet).
 - Online team sheets are to be published (green light) by the Coach or Manager at least **fifteen (15) minutes prior to the scheduled kick off time.** **Note the system automatically locks out at the scheduled kick off time.**
 - Any player from a lower division substituting, can only be selected from the borrowed player drop down list on the online team sheet otherwise they are deemed an ineligible player
 - On the online team sheet, all ticked players are deemed as taking part in the match.
 - The number on a Player's shirt shall correspond with the Player's Name and number on the Team Sheet and there should be no change of number before or during a Fixture except on a change of Goalkeeper.
 - Online Team sheets must be completed for each competition match. **Team sheets that are not published may result in a fine/penalty/loss of points for each sheet**, as determined by Competition Administrator
 - The Referee must complete the team sheet after the match and enter the match score and any sanctions. The Referee will use his/her login to verify the result and yellow and red cards. No sign off by team Managers is required. A failure by the Match Official to comply with this rule shall subject the Referee to a Fine as determined annually by the Competition Administrator
 - Teams may list 16 Names on the Official Team Sheet; a Maximum of 16 Players (11 Starting + 5 Substitutes) shall participate in the Match. Players ticked on the team sheet are deemed to have played.
 - Should a Team Official have a reasonable doubt regarding the eligibility of an opposing Player(s) named on the Official Team Sheet, he/she should notify the Referee who will record the details in the online Team Sheet. The Player(s) will be allowed to play in the Fixture and the Competition Administrator shall determine the eligibility of the Player(s).
- A person found guilty of supplying false information on an Official Team Sheet shall be dealt with as determined by the Competition Administrator.
 - Failure by any Member Club, Registered Player or Official to adhere to the preceding Rules may be subject to action by the Competition Administrator, which could result in Fine and/or loss of points and/or suspension.

The full Football Mid North Coast Competition Rules can be found at <https://www.footballmidnorthcoast.com/all-links-resources>