

FV SportsTG User Guides - Online Match Records



Team Selection & Printing Team Sheets

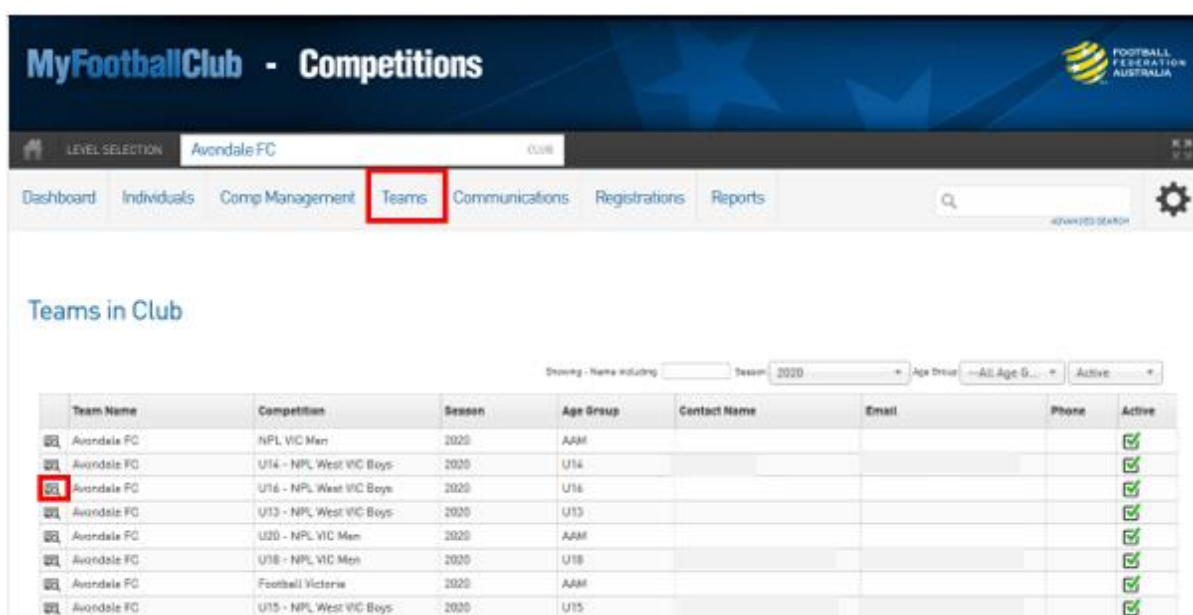
Getting Started

Login to your [Sports TG Passport](#) and access your Club's Membership Database. If you do not have an Sports TG Passport please [click here](#) for information on how to set one up.

Allocating Members to a Team

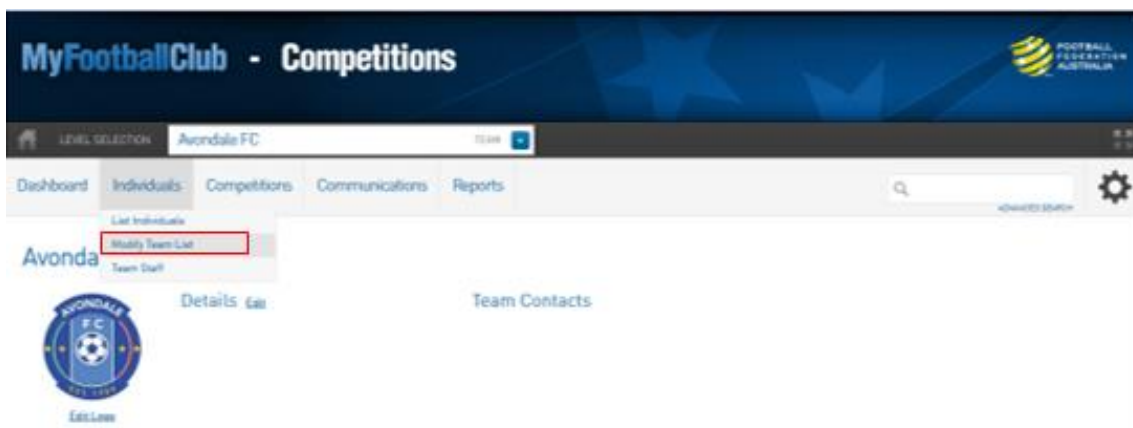
Step 1 – Click ‘Teams’

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



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.



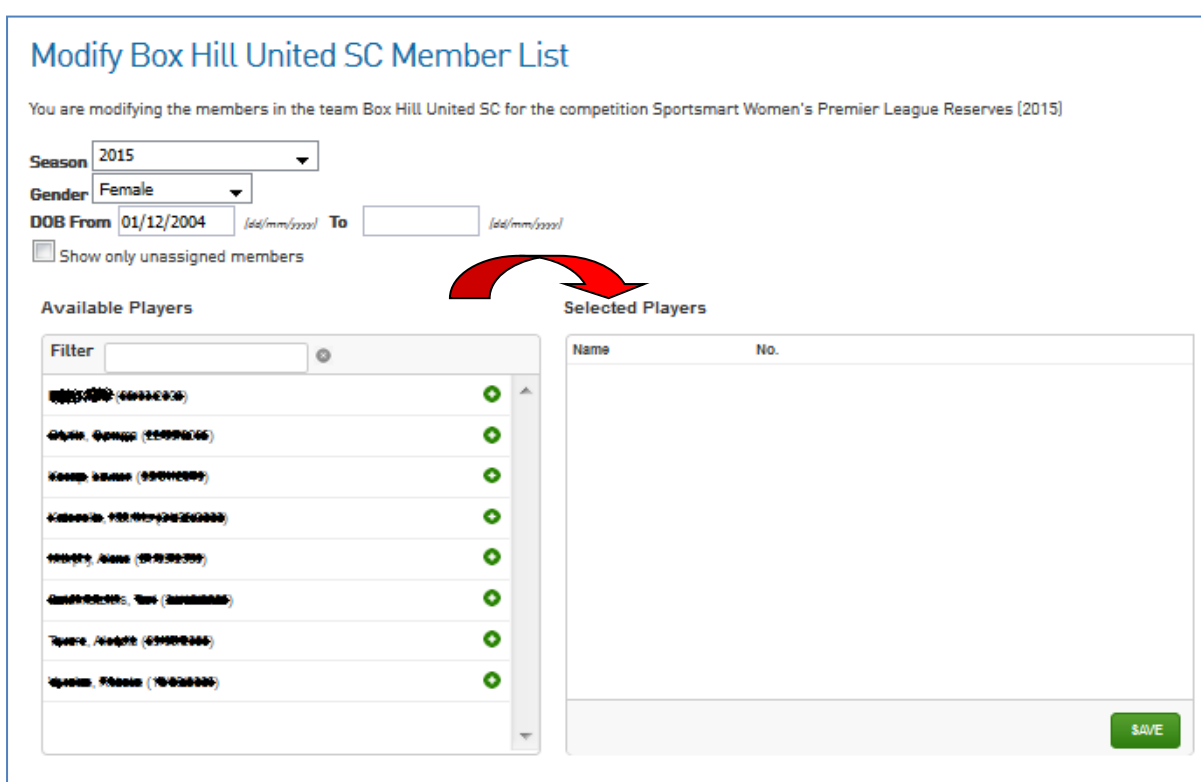
Step 3 – Selecting Individuals

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 'Update' to save and confirm the team list.

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



Modify Box Hill United SC Member List

You are modifying the members in the team Box Hill United SC for the competition Sportsmart Women's Premier League Reserves (2015)

Season: 2015
 Gender: Female
 DOB From: 01/12/2004 To: []
 Show only unassigned members

Available Players

Filter: []

[Name]	[No.]	[+]
[Name]	[No.]	[+]
[Name]	[No.]	[+]
[Name]	[No.]	[+]
[Name]	[No.]	[+]
[Name]	[No.]	[+]
[Name]	[No.]	[+]
[Name]	[No.]	[+]

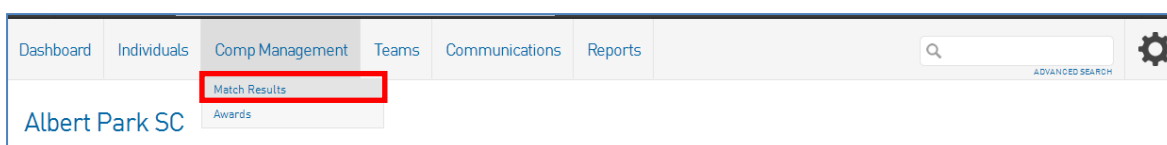
Selected Players

Name	No.

[SAVE]

Step 4 – STG Competitions Home Page

1. Hover cursor over Comp Management
2. Click 'Match Results' to open a new window and proceed to find your fixture(s).



Dashboard | Individuals | **Comp Management** | Teams | Communications | Reports

Match Results (highlighted)

Albert Park SC | Awards

ADVANCED SEARCH [] [Gears Icon]

Step 5 – Selecting Fixtures to Enter Team Selection

To search for fixtures on a particular fixture,

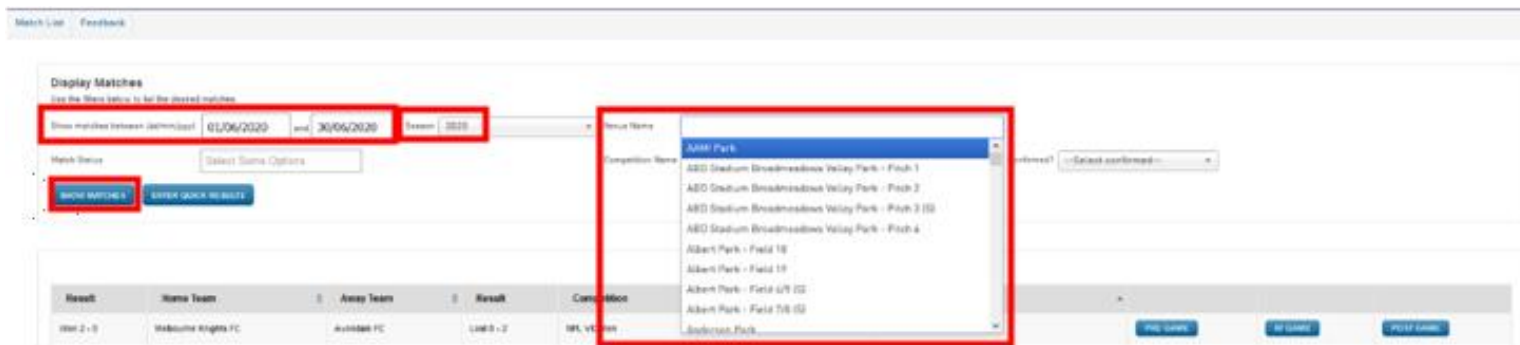
1. Click on the **'matches commencing on'** and **'matches concluding on'** fields and select the desired date from the pop-up calendar.

To search for matches on more than one day:

1. **Matches Commencing On** = date of the first match that requires a result
2. **Matches Concluding On** = date of the last match that requires a result

Entering the fixture venue and competition name is not mandatory, but will allow Club Officials to narrow the search for specific fixtures. This can be done by:

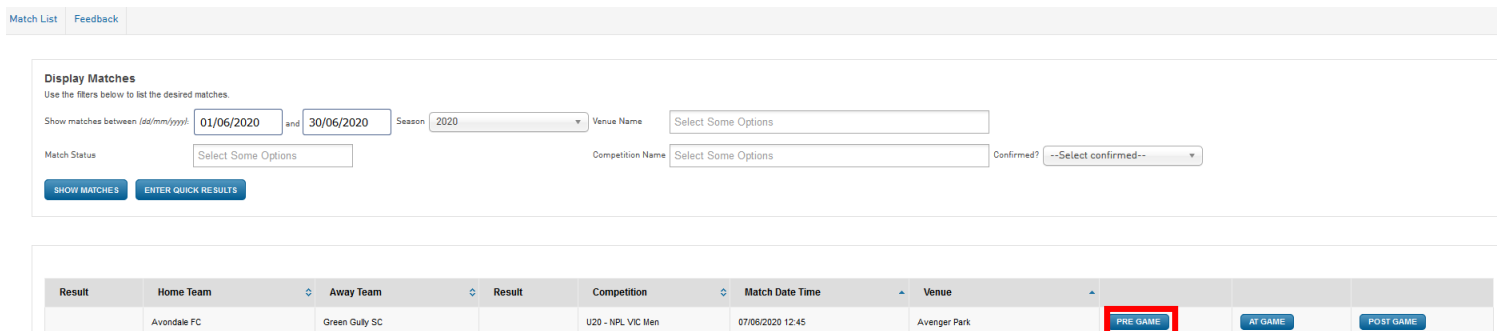
- a. Clicking the **'Venue Name'** drop down box and selecting a venue from the list OR
- b. Manually typing in the venue name (N.B. correct venue name must be entered in the search field for this method to work).



Step 6 – 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



Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue			
	Avondale FC	Green Gully SC		U20 - NFL VIC Men	07/06/2020 12:45	Avenger Park	PRE GAME	AT GAME	POST GAME

Step 7 – 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 are able to confirm players and playing numbers on this page. Please familiarise yourself with the 'Minimum Selection Requirements' (appendix 1, page 7)
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. Please refer to 'Minimum Selection Requirements'.

At the completion of the team selection click **'Save'**

Loddon Mallee Lightning 13B Northern Allstars 13B

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 who played last week
- Players registered to this team

Available Players

Filter: []

Name	No.	Position	Starting	Captain
Yeboah	67	--- Select a position ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alish	6	--- Select a position ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cooper	5	--- Select a position ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kayla	25	--- Select a position ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lachlan	57	--- Select a position ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aleksandra	50	--- Select a position ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Milos	4	--- Select a position ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Luke	3	--- Select a position ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Godwill	28	--- Select a position ---	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OP = On Permit 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
Coaches	Coach	<input checked="" type="checkbox"/>	Lambert, Ryan
Coaches	Assistant Coach 1	<input checked="" type="checkbox"/>	Irwin, Christopher
Coaches	Assistant Coach 2	<input checked="" type="checkbox"/>	Bell, Harrison
Coaches	Goalkeeper Coach	<input checked="" type="checkbox"/>	Aisop, Grace
Team Staff	Team Manager	<input checked="" type="checkbox"/>	Carroll, Dale
Team Staff	Football Operations	<input checked="" type="checkbox"/>	Pearce, Benjamin
Team Staff	Technical	<input type="checkbox"/>	--Select Team Official--
Team Staff	Director	<input type="checkbox"/>	--Select Team Official--
Team Staff	High	<input type="checkbox"/>	--Select Team Official--

Temporary assignments apply only when you cannot find the correct officials name in the drop box below. Please check before applying temporary assignments.

Step 8 – 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 ‘**FV Team Sheet**’ 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.

Shirt No.	FFA Number	Player Name	Starting	Captain	GK	Substitution		Goals		Yellow Card		Red Card	
						No.	Time	No.	Time	No.	Time	No.	Time
1		B...											
2		B...											
3		C...											
4		C...											
5		C...											
6		G...											
7		G...											
8		G...											
9		K...											
10		N...											
11		O...											
12		P...											
13		P...											
14		R...											
15		T...											
16		W...											

*Only 16 players may be listed on the Match Record prior to kick off. Players not playing must be crossed off with any replacements manually included below.

Manual Inclusion to Match Record

Match Officials	Name	Signature	Club Officials	Name	Signature
Referee			Coach	Liam Glasgow	
A/Referee1			Assistant Coach	Tess Temple	
A/Referee2			Team Manager	Dave Zukket	
4th Official			Physio/Medical	Nathan Jenssen	

Appendix 1

Minimum Team Selection Requirements

The Home & Away team must enter prior to the commencement of the match:

Player List

- Player List (this may include up to 20 players involved in the match day squad which can be manually removed prior to kick-off);
- Playing numbers.

Team Officials

- Team Officials (tick 'public visible' box);
- Please note the following staff roles found in STG Online Results correlating with the role as listed on the team sheet:

Team Sheet	Sports TG
Coach	Coach
Assistant Coach	Assistant Coach 1

- Remaining team officials to be selected in STG Online Results and manually recorded on the team sheet on match day.