

## **FV GameDay User Guides - Online Match Records**



# **Team Selection & Printing Team Sheets**

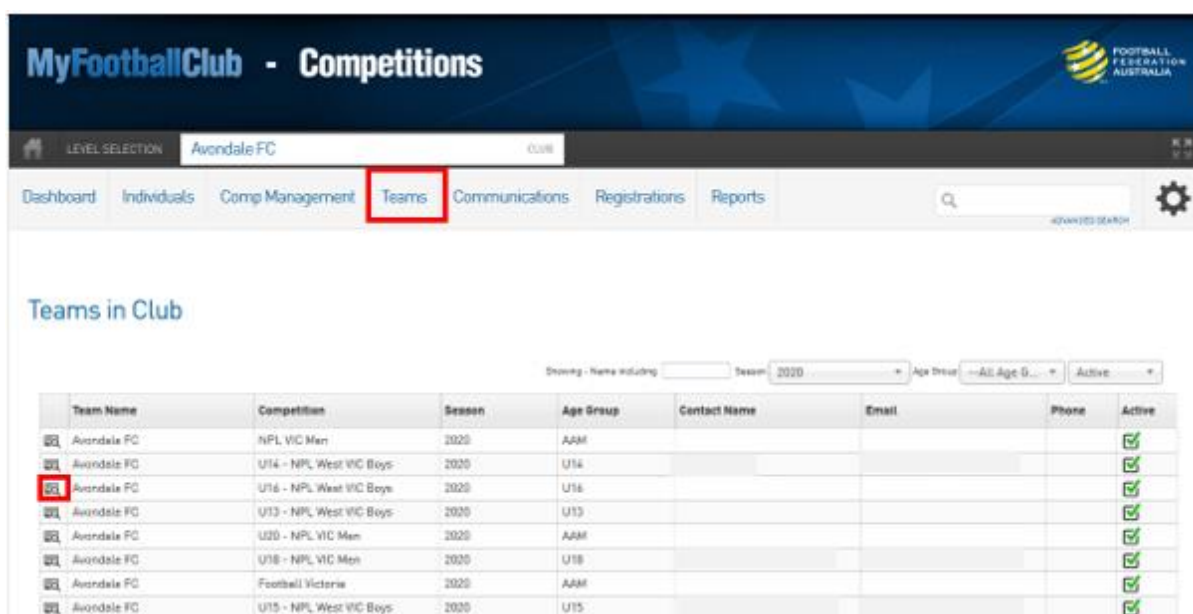
# Getting Started

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

## Allocating Members to a Team

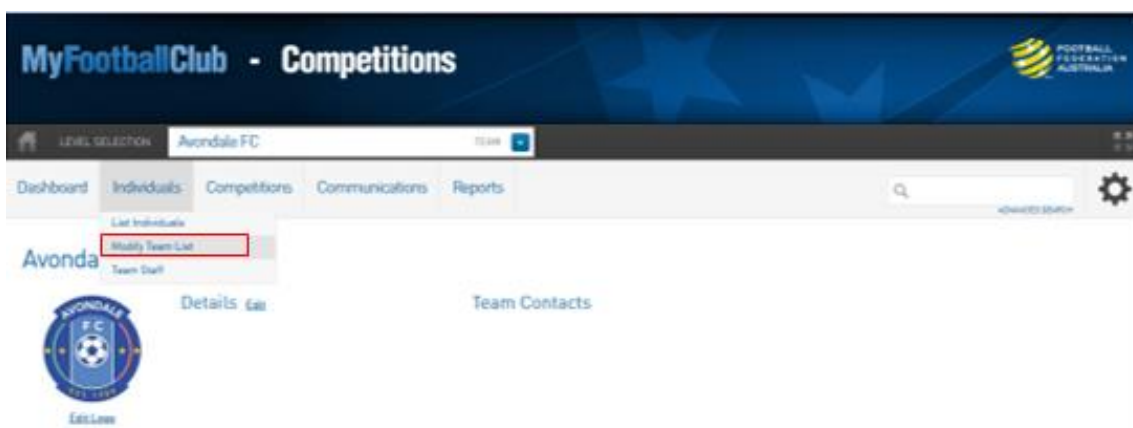
### Step 1 – Click 'Teams'

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.



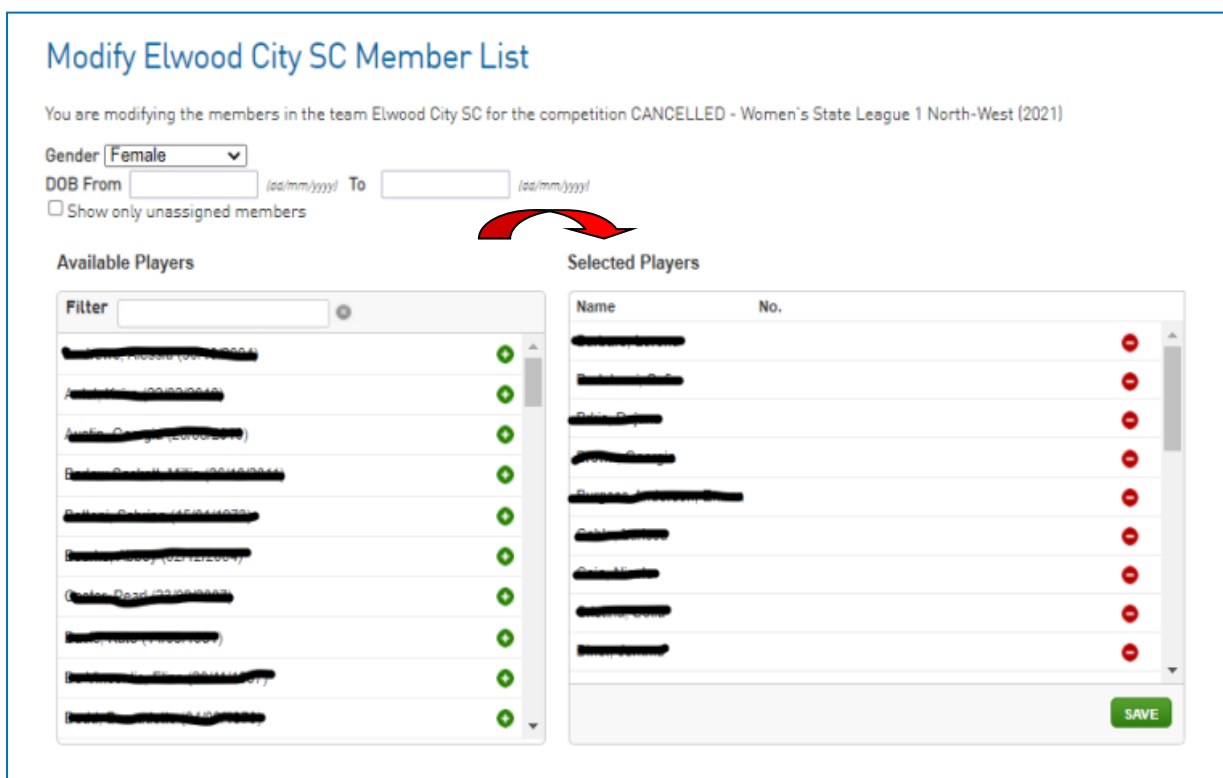
### Step 3 – Selecting Individuals

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.

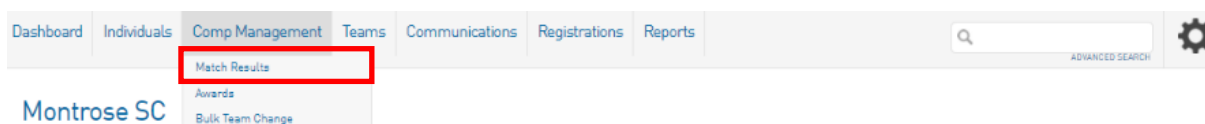
Click 'Update' to save and confirm the team list.

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



### Step 4 – GameDay 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).



## Step 5 – Selecting Fixtures to Enter Team Selection

To search for fixtures on a particular date,

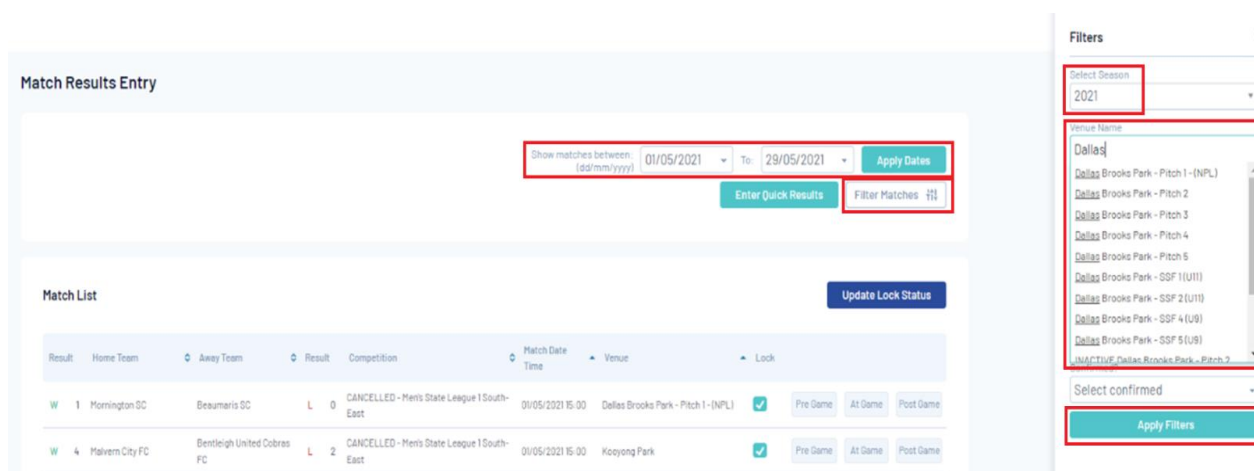
1. Click on the 'Show matches between' field, select the desired date from the pop-up calendar and click 'Apply Dates'.

To search for matches on more than one day:

1. Show matches between = date of the first match that requires a result
2. To = 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 'Filter Matches', then 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).

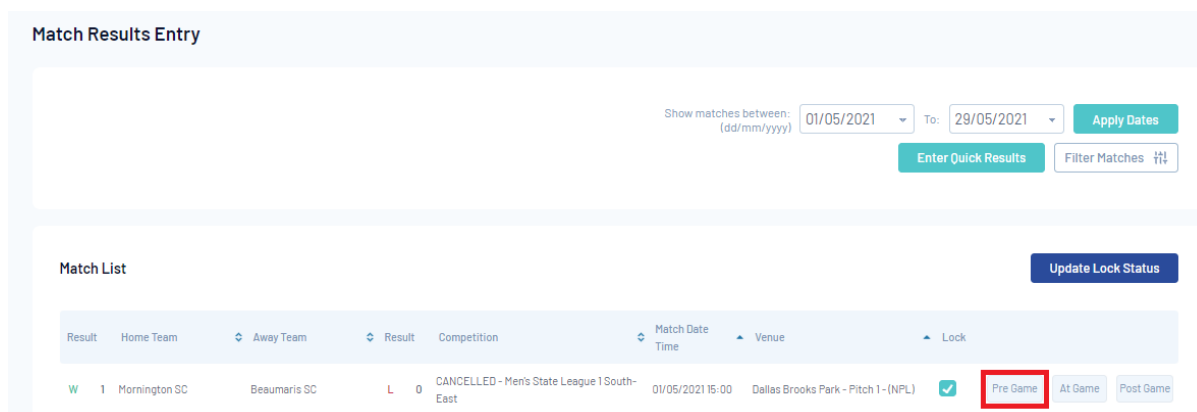


The screenshot shows the 'Match Results Entry' interface. At the top, there is a search bar with 'Show matches between: 01/05/2021 To: 29/05/2021' and buttons for 'Apply Dates', 'Enter Quick Results', and 'Filter Matches'. Below this is a 'Match List' table with columns for Result, Home Team, Away Team, Result, Competition, Match Date Time, Venue, and Lock. The table contains two rows of matches, both marked as 'CANCELLED'. To the right, a 'Filters' sidebar is open, showing 'Select Season' set to '2021' and a 'Venue Name' search box containing 'Dallas'. A list of venues is displayed below, including 'Dallas Brooks Park - Pitch 1-(NPL)' through 'Dallas Brooks Park - SSF 5 (US)'. At the bottom of the sidebar, there is a 'Select confirmed' dropdown and an 'Apply Filters' button.

## 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



This screenshot is similar to the previous one, showing the 'Match Results Entry' interface. The 'Match List' table is visible, and the 'Pre Game' button for the first match (Mornington SC vs Beaumaris SC) is highlighted with a red box. The search filters and sidebar are also present.

## 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.

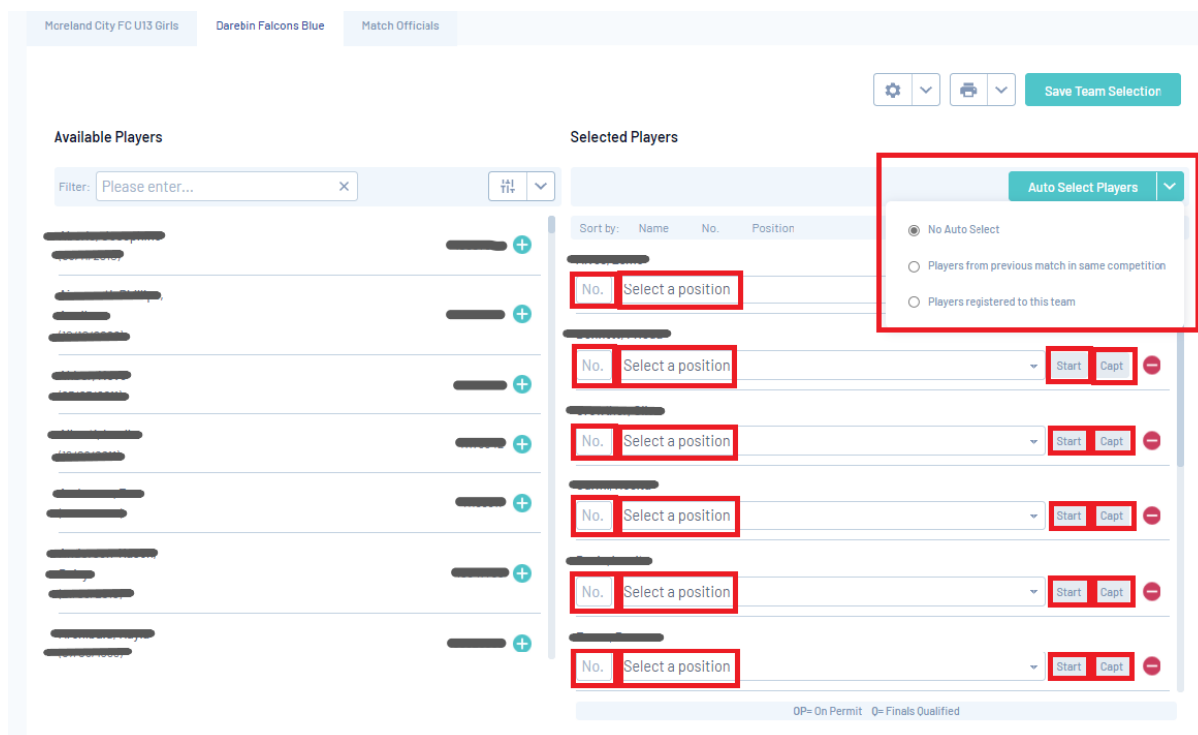
**Players from previous match in the same competition** – this option will auto select those players who played in the previous fixture. Simply add/remove players to reflect the current match.

**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'**

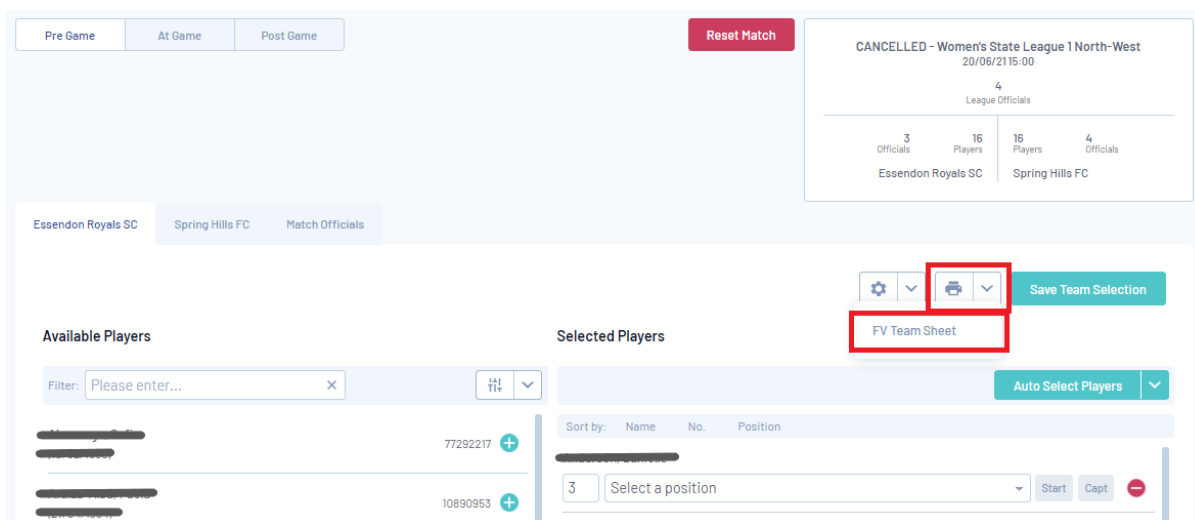


The screenshot shows the 'Match Officials' selection interface. At the top, there are tabs for 'Moreland City FC U13 Girls', 'Darebin Falcons Blue', and 'Match Officials'. A 'Save Team Selection' button is located at the top right. The interface is divided into two main sections: 'Available Players' on the left and 'Selected Players' on the right. The 'Available Players' section has a filter box and a list of players with plus signs next to them. The 'Selected Players' section has a table with columns for 'No.', 'Position', 'Start', and 'Capt.'. A red box highlights the 'Auto Select Players' dropdown menu, which contains three options: 'No Auto Select' (selected), 'Players from previous match in same competition', and 'Players registered to this team'. Another red box highlights the 'No.' and 'Position' fields for the first selected player. A 'Save Team Selection' button is also visible in the top right corner of the interface.

## 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 the printer icon dropdown and select ‘FV Team Sheet’ to view your team’s match record.



The screenshot shows a match record interface for a cancelled Women's State League 1 North-West match on 20/06/21 at 15:00. The match is between Essendon Royals SC and Spring Hills FC. The interface includes tabs for 'Pre Game', 'At Game', and 'Post Game', and a 'Reset Match' button. A summary table shows 3 Officials and 16 Players for Essendon Royals SC, and 4 Officials and 16 Players for Spring Hills FC. Below this, there are tabs for 'Essendon Royals SC', 'Spring Hills FC', and 'Match Officials'. A 'Save Team Selection' button is visible. The 'Available Players' section has a filter and a list of players with their IDs (77292217 and 10890953). The 'Selected Players' section shows a player with ID 3 and a 'Select a position' dropdown. A printer icon dropdown menu is open, with 'FV Team Sheet' highlighted. Other options in the menu include a gear icon, a dropdown arrow, and a 'Save Team Selection' button. An 'Auto Select Players' dropdown is also visible.

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	Code.	Time	Code.	Time
21	<del>0000000</del>	<del>Matthew Taylor</del>											
2	<del>0000000</del>	<del>Mark Grogan</del>											
1	<del>0000000</del>	<del>Benjamin Brown</del>											
3	<del>0000000</del>	<del>Sam Andrew</del>											
10	<del>0000000</del>	<del>Clinton Morgan</del>											
7	<del>0000000</del>	<del>Geoffrey Brown</del>											
6	<del>0000000</del>	<del>Matthew Brown</del>											
14	<del>0000000</del>	<del>Matthew Brown</del>											
15	<del>0000000</del>	<del>Matthew Brown</del>											
18	<del>0000000</del>	<del>Matthew Brown</del>											
11	<del>0000000</del>	<del>Matthew Brown</del>											
12	<del>0000000</del>	<del>Matthew Brown</del>											
5	<del>0000000</del>	<del>Matthew Brown</del>											
4	<del>0000000</del>	<del>Matthew Brown</del>											
8	<del>0000000</del>	<del>Clinton Morgan</del>											
22	<del>0000000</del>	<del>Matthew Brown</del>											

\*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	Team Officials	Name	Signature	Yellow Card		Red Card	
						Code.	Time	Code.	Time
Referee	<del>Matthew Brown</del>		Coach	<del>Matthew Brown</del>					
A/Referee1			Assistant Coach	<del>Matthew Brown</del>					
A/Referee2			Physiotherapist						
4th Official			Team Manager	<del>Matthew Brown</del>					

## **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 GameDay Online Results correlating with the role as listed on the team sheet:

<b><u>Team Sheet</u></b>	<b><u>GameDay</u></b>
Coach	Coach
Assistant Coach	Assistant Coach 1

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