



## Team Manager's Information

### Procedure For Team Managers to Manage Footyweb Entries.

#### Obtain Sporting Pulse Passport

1. Log on to Sporting Pulse Passport website <https://passport.sportstg.com/account/> and select **"Register"**  
*Note: This is different to the registration portal and the two are not interchangeable.*

2. Complete the registration procedure to obtain your passport.

*If you were on the system last season your passport should still be current and you only need to make sure that your current email address is the same as the one on the system*

3. Advise Richard Martin - [falcons@greythornfalcons.com.au](mailto:falcons@greythornfalcons.com.au) that you have your passport and advise them of the email address you entered when obtaining it.

*Note: The system matches people according to their email addresses so it is essential that the address you provide is the one that you used for your passport.*

4. Richard will add you to the system to enable you to access your team details.
5. When you have been added to the system, (we will advise you) return to the passport and log in using the details you provided when creating your passport. You will be taken to your particular team page where you can obtain your team sheets and enter your results.

#### Obtaining Team Sheets

1. As players' game tallies are generated by whose names appear on a team sheet it is important that your team sheet accurately reflects the names of the players who participate in a particular game. If you are aware that a player is going to be absent from your next game you can remove their name prior to downloading your sheet for that week. In addition to this, at the conclusion of the game, you should log into the system and remove the names of any other players who didn't actually play.
2. When you log into the system you will be taken to page for your particular team.
3. Click on the tab labeled **Competitions** and on the drop down list select **"Match Results"**. *That sounds like an anomaly as there aren't any results at this stage but it is correct.*
4. In the box at the top labeled **"Display Matches"** pick the date of your next game (use the actual match date in both boxes). In the **"Competition Name"** box make sure that your team is displayed otherwise select it from the drop down list. The particular match will appear in the screen below.



5. Click on the “**Pre-Game**” button
6. Make sure you are on the Greythorn page and if not click the appropriate tab. You will see two windows with a list of players in the left hand window. If you click on the radio button – “**Show players registered to this team only**” under the heading of “**Manage this Display List**” the window will only show your team players which makes things a lot easier.
7. All you need to do is to click each player and they will be transferred to the right hand box (it’s very quick) remove any players that you know won’t be playing. When you are happy with your team list – click the green **save** button. The team sheet will then be displayed on the screen and you can print it using the print button on your browser. *This is the part that is “clunky” as there doesn’t seem to be any option to download the sheet.*
8. When you print your sheet you should print a couple of copies – one that you ultimately give to the opposition Team Manager and one that you keep yourself on which you can note any changes that have to be entered into Footyweb (usually players who weren’t there).

### **Team Sheets**

1. The following is the procedure for handling the team sheets that you have printed (2 copies).
2. Team Managers are required to sign both opposition team sheets before the players sign them.
3. Players are to sign both copies of the Team Sheet prior to the commencement of the game.
4. Both copies of the Team Sheets are to be taken to the Umpire’s room at half time.
5. One copy is to be given to the umpire and the other to the opposition Team Manager.
6. After the match, Team Managers are to return to the Umpire’s room (with Goal Umpire & Timekeeper’s cards) to confirm result and to collect copy of their Team Sheets from the Umpire.  
Note: Players who arrive late must also sign both copies of the Team Sheet.
7. Team Sheets, Interchange and score sheets are to be retained by the Team Manager for the season.
8. Where it is necessary to upgrade your Team Sheet on-line to accurately reflect who played, **it must be done no later than Midnight on the Sunday of the Game.**



### Entering Scores and Details

1. Log into the system exactly as you did to obtain your team sheet. Select “**Match Results**” again. Select the particular game by the date as you did for team sheets and make sure your team is displayed in the “**Competition Name**” box.
2. This time you select the “**Post Game** “ and what you get is pretty much self explanatory. Fill in the scores and then click the “Update Match Scores” button. *There is no need to enter the quarter by quarter scores unless you want to.*
3. **Actual games scores are not required for Under 8s & Under 9s but they are required for Under 10s for grading purposes.** Under 8s and Under 9s scores should always be entered as nil all draws.
4. If you want to enter details of best players and goal scorers etc. click on the appropriate tab. *It is not compulsory to enter this data but the League encourages clubs to do so.*
5. **Please note, you are only required to enter the scores if it is home game (including a home game on a neutral ground).** Obviously if you want to enter details about goal scorers and best players you will have to log in every week.
6. The last thing you need to do is to go back to your team sheet (Pre Game Button) and make any amendments to your playing list – **it is compulsory to do this.**
7. **Match results are required to be entered before 6.00 pm and, as noted previously, Team Sheets are required to be upgraded / revised before 12.00 midnight.**

That’s about all there is to it. If you have any queries or concerns please contact Richard Martin [falcons@greythornfalcons.com.au](mailto:falcons@greythornfalcons.com.au) and he will look after you.



## Procedure For Team Managers to Submit Team Votes and Other Data.

Every team should ensure that we are provided with all required game data and information as soon as possible after each game.

Information to be provided principally consists of the team votes, details of any team members who were absent, details of any players from other age groups who "filled in" and your Ground Inspection Report (if required and if it wasn't entered via the JLT phone App)

This information should be entered on-line and this can be done by clicking on the appropriate link on the bottom of most pages on our website (see below)

Click on **Teams Data Entry**. You will be prompted for a user name and password;

The screenshot shows the website's navigation menu with the following categories and links:

- Information**
  - Constitution & Rules
  - Code of Conduct
  - Club Team Policy
  - Racial & Religious Policy
  - Club Song
  - Club History
  - Partners
  - Merchandise
  - Wallpaper
  - Forms & Help Cards
  - Injuries & Insurance
  - Working With Children
  - Rules for Youngsters
  - Kids First Program
- Registration**
  - On-Line Registration
  - Registration Forms
  - New Players
- Club News**
  - Club News
  - Yearbook & News
  - Social News
- Teams**
  - Under 8s
  - Under 9s
  - Under 10s
  - Under 11s
  - Under 12s
  - Under 14s
  - GDU Coats
  - Teams Data Entry** (highlighted)
- Club Awards**
  - Under 8s
  - Under 9s Red Team
  - Under 9s Blue Team
  - Under 10s
  - Under 11s Red Team
  - Under 11s Blue Team
  - Under 12s
  - Under 13s
  - GDU Coats
- Other Awards**
  - League Awards
  - Player of the Week
  - Club Honours**
    - YJFL Best & Fairest
    - Greythorn Awards
    - 100 Game Players
    - Life Members
    - Presidents & Secretaries
- Matches**
  - Fixtures
  - Results
  - Ladders
  - Home Match Program
- Auskick**
  - Auskick Info
  - Auskick News
  - Auskick Registration
  - Prokick

At the bottom of the menu, there are social media icons for Facebook, Twitter, Pinterest, and Email, along with mobile app icons for iPhone and Android.

User Name is:  
Password:

Fill in the fields on the page that opens and click the **Submit** button.

If you are entering your information on line and you are also required to submit a **Ground Inspection Report** (First team for the day to use one of our venues) it is preferable to enter this information using the JLT phone-app. The only other way to provide this data on-line is to scan your report and email with the above.

If applicable, it is compulsory to carry out a ground inspection and to submit a report to maintain our insurance coverage.

