

Team Managers Guide

Created by Water Polo NSW | Last updated June 2018

Logging in to your Club MemberPool Account

1. Once you have registered with your Club, you will receive an email with your 'Membership Details' which will include the following:
 - a. Your National ID Number
 - b. Website Login details and URL
 - c. Your Username
 - d. Link to set your password

➔ **Tip:** Bookmark your Club MemberPool account URL to your browser's bookmark bar for future use.

➔ **Tip:** Please check your junk/spam folders for this email if you did not receive in your inbox

Sydney University Womens Water Polo Club

Membership Details

Hi test,

Please see below for some important details regarding your membership.

National ID
Your National ID: **3065**
Your National ID is your unique identifier for your sport. Please retain this for your records.

Website login
You can login to our website: <https://www.revolutionise.com.au/suwwp>
Your username is: **ttest77**

To set your password, click the link below.

Set your password >

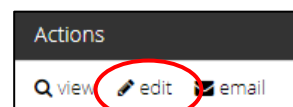
Team Managers Guide


Assigning Players to Teams ('Core' Players)

1. Log In to your Club MemberPool account.

→ Only teams that you have been assigned access to will be listed.

2. For the selected team, click on the  edit icon under 'Actions' on the right.



3. A list of all eligible players will be listed on the left-hand side. To add a player to the team, click the  icon next to their name and assign a cap number using the drop-down menu.

4. Repeat this process for all team members and then click on .

→ **Note:** Only members that have registered/renewed for the current competition season will be able to be added to teams.


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Pre-Populating Scorecards Before the Game

Where possible, ensure that a pre-populated scorecard is used for all games. This will ensure all game details and player details are correct, as well as ensuring that all players are registered prior to the game.

1. Log in to the WPNSW MemberPool account > <https://client.revolutionise.com.au/wpnsw>

→ **Tip:** Bookmark the WPNSW MemberPool account URL to your browser's bookmark bar for future use.

2. Click on 'competitions' from the left-hand side menu and click on the  **view & enter results** icon for the specific grade (ie: L1/2 in the OPENS Competition).

2018 Sydney Metro Winter Competition - OPENS		
L1/2	 view & enter results	 view live
L3	 view & enter results	 view live
L4	 view & enter results	 view live
L5	 view & enter results	 view live
M1/2 + M3	 view & enter results	 view live
M4	 view & enter results	 view live
M5	 view & enter results	 view live
M6	 view & enter results	 view live
M7	 view & enter results	 view live

3. Click on  **view results** for the specific round and click on the  **enter** icon next to the specific game.






→ **Note:** Only the teams you have been assigned access to will be displayed.

4. Click on the  **score card** icon from the 'Options' menu on the right-hand side.

This will generate a printable version of the scorecard with all team members listed and their assigned cap numbers.

→ **Note:** If there is a skipped number in your team list, it will skip over it to the next number in the list (ie: 1, 2, 3, 5, 6, 9 etc...)

→ **Note:** Only players that are 'core' players will be pre-populated on the scorecard. Any other players will need to be manually hand written on the scorecard at the game.

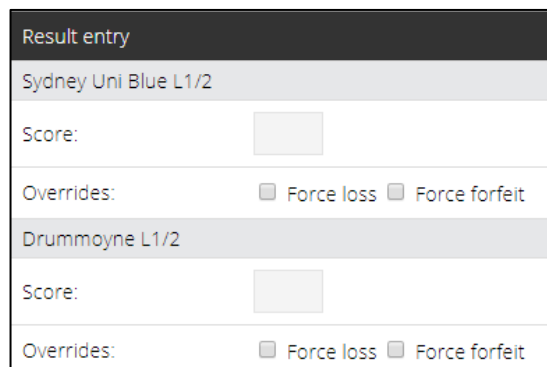
Options	
	view live
	score card
	export metrics
	view round
	list all rounds

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Entering Results & Player Statistics After the Game

1. Log in to the WPNSW MemberPool account and follow steps 1 > 3 on page 3.
2. **Game Results:** Enter the final scores under the 'Results Entry' heading.


- **Note:** If the score has already been entered you will be able to 'Dispute' this if you believe it to be entered incorrectly.
- **Forfeits:** it is the responsibility of the team receiving the forfeit to update the game result (5-0 in their favor as well as selecting the 'Force Forfeit' option) and submit completed scorecard as per procedure above.
- **Disqualifications:** WPNSW will enter/amend game results where there is a disqualification ('Force Loss').

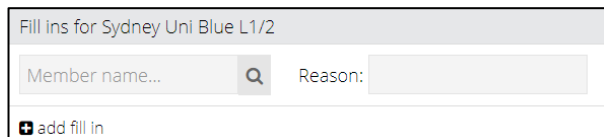



Result entry	
Sydney Uni Blue L1/2	
Score:	<input type="text"/>
Overrides:	<input type="checkbox"/> Force loss <input type="checkbox"/> Force forfeit
Drummoyne L1/2	
Score:	<input type="text"/>
Overrides:	<input type="checkbox"/> Force loss <input type="checkbox"/> Force forfeit

3. **Player Statistics:** Under the 'Attendance & Metrics' heading, select/tick each player from the 'Core Team' that was in attendance and enter all goals scored, major fouls and suspensions for each player.

Attendance & metrics			
<input type="checkbox"/> Sydney Uni Blue L1/2	Goals	Major Fouls	Suspensions
<input checked="" type="checkbox"/> 1. Megan Shaw	1	2	0

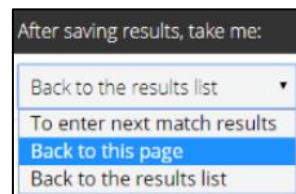
4. Any players who are not 'core' players that have played in that game are to be added under the 'Fill ins' heading by clicking on the  add fill in icon and typing in the player's name in the search box and selecting the name. You are also able to add in a reason why they filled in for that team.



Fill ins for Sydney Uni Blue L1/2	
Member name...	Reason:
 add fill in	

5. Once all has been completed, click on the  Save results icon.

- **Note:** if you have added any 'fill in' players, you will need to save results before entering their playing statistics. You can choose to stay on the current page after save by selecting from the drop-down menu.



After saving results, take me:
Back to the results list
To enter next match results
Back to this page
Back to the results list

6. **It is imperative that ALL player attendance/statistics are completed as it may affect finals eligibility.**

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Submitting Scorecards After the Game

1. Scorecards are to be sent to scorecards@waterpolonsw.org.au within 48-hours of the match.
 - It is preferable that this is done at the conclusion of the game.
2. When submitting scorecards please ensure the following structure is used for the subject line:
 - Your Team – Date – Grade – Opposition Team
 - Eg. Sydney Uni Blue – 26.06.18 – L1/2 – Drummoyne
3. Ensure that any referee reports (either on the back or on the front of the scorecard) are also captured in the copy sent to WPNSW.
4. Scorecards are to be clear/legible and submitted as scanned copies (ie: PDF format NOT photos/images).
Some programs that can be used on iOS and Android smart phones include:
 - Document Scanner, iScanner, Office Lens, CamScanner
5. Both teams are required to submit the scorecards. If there is a forfeit, the team receiving the forfeit is still required to submit a scorecard following the above procedures with all players available for that game listed on the scorecard.

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Table Duty Requirements

1. All table officials are to check, before the game that the number of players listed on the scorecard for both teams match the players that are in the water/on the bench for each team. If there are any discrepancies, table officials are to bring it to the attention of the referee/s, who will then check and manage with each team.
2. ALL players are to be present at the game before they are added to any scorecards. If players that are listed are not present or do not show up to the game they are to be removed from the scorecard, with a notation from the referee/s.
3. Any other changes to scorecards are to be notated by referee/s of the game.

Scorecard Example

AG = Action Goal | PG = Penalty Goal | E = Exclusion Foul | P = Penalty | TO = Time Out | S = Suspension

Water Polo NEW SOUTH WALES									
MATCH DETAILS									
2017 Winter Season									
SYD Uni Blue vs UTS BALMAIN COYS									
Venue SYD Uni Grade L1/2									
DATE: 30/5/18 TIME: 9pm.									
TEAM					White Caps				
No	Player	Major Fouls	Goals by QTR						
			1	2	3	4	PS		
1	MEG SHAW								
2	DALLAS LOWRY								
3	MADEY HAMILTON								
4	JAZ SARDI								
5	LUCY HAIG								
6	INDIGO DITTERICK								
7	CAITUN BLACKER								
8	SIENNA GLEEN								
9	ASSEN HENDERSON								
10									
11									
12									
13	CAMILIA MACKAY								
TOTAL			2	1	3	1	7		
FINAL RESULT									
Syd. Uni Blue DEF Balmain Gold									
7 TO 4									
Time Out									
ABBREVIATIONS									
G-Goal; P-Penalty; PG-Penalty Goal; E-Exclusion Foul; EG-Exclusion Goal									
S-Suspension; TO-Time Out									
Time	Cap #	W/B	Comt	Score	Time	Cap #	W/B	Comt	Score
7:40	5	B	SW						
8:39	11	B	E						
8:53	6	W	FG	1-0					
9:06	11	B	AG	1-1					
9:24	9	W	E						
9:57	9	B	EG	1-2					
10:01	10	W	AG	2-2					
10:43	9	B	AG	2-3					
11:54	13	B	E						
12:29	4	W	AG	3-3					
14:51	10	W	AG	4-3					
15:19	9	W	E						
16:36	10	W	AG	5-3					
17:04	9	W	AG	6-3					
18:01	8	W	E						
18:00	5	B	EG	6-4					
18:42	13	W	AG	7-4					
19:08	9	W	E						
OFFICIALS									
Referees K Miranda									
TROY RACKLEY									
Secretaries L. Haydon									
Timekeepers A. Ditterick									
L. Ditterick									
Goal Judges									
TEAM									
No	Player	Major Fouls	Goals by QTR						
			1	2	3	4	PS		
1	EVIE CLOVERAY								
2									
3	HANNAH BAKER								
4	MADEY BAKER								
5	OLIVIA MITCHELL								
6	NAOMI WILLIAMS								
7									
8									
9	MAEVE RYAN								
10	VERONIQUE BAKER								
11	JESS EASTON								
12									
13	GRACE ALIBRANDI								
TOTAL			3	0	0	1	4		
CONFIRMATION									
REFEREES									
SIGNATURES									
COMMENTS									
Time Out									