Team Managers Guide

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 ❯]

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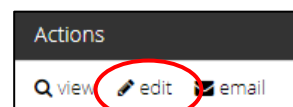
Team Managers Guide

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 **Save changes ❯**

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

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Water Polo
NEW SOUTH WALES

Team Managers Guide

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 **Q view & enter results** icon for the specific grade (ie: L1/2 in the OPENS Competition).

3. Click on **Q 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.
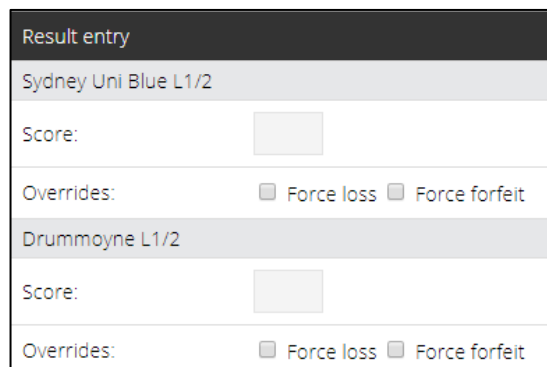
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Team Managers Guide

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').
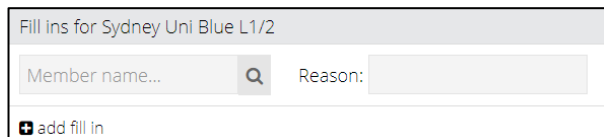
3. **Player Statistics:** Under the 'Attendance & Metrics' heading, select/tick each player from the 'Core Team' that was in attendance and enter all goals scored, major fouls and suspensions for each player.
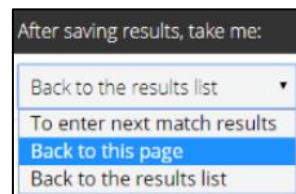
4. Any players who are not 'core' players that have played in that game are to be added under the 'Fill ins' heading by clicking on the ➕ add fill in icon and typing in the player's name in the search box and selecting the name. You are also able to add in a reason why they filled in for that team.

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.

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

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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Team Managers Guide

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