



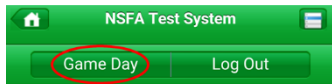
NORTHERN SUBURBS FOOTBALL ASSOCIATION INC.

ELECTRONIC MATCH CARD TEAM MANAGER'S GAME DAY ACTIVITY LIST

1) LOGIN

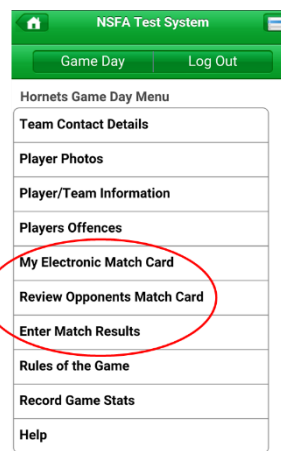
- a) USE CLUB SPECIFIC URL (see overleaf)
- b) FOR USERNAME ENTER YOUR EMAIL ADDRESS (as included in Team Manager Module)
- c) ENTER PASSWORD (as included in Team Manager Module)
- d) SELECT TEAM FROM DROP DOWN LIST
- e) CLICK **LOGIN**

2) CLICK **GAME DAY** FROM TOP MENU



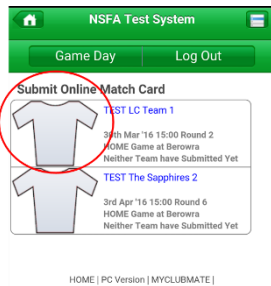
Hornets Main Menu

| |
|-------------------------|
| Team Contact Details |
| Update Contact Details |
| Confirm Players DOB |
| Team Photos |
| Player/Team Information |



3) CLICK **MY ELECTRONIC MATCH CARD**

- a) ALL GAMES ARE DISPLAYED. CHOOSE THE SPECIFIC GAME, THEN;



- b) FOR ALL PLAYERS WHO ARE TO BE INCLUDED ON MATCH CARD SELECT **YES** IN FAR RIGHT COLUMN (min 7, max 16 plus any over 60's)

- c) FOR ALL PLAYERS MARKED YES ON MATCH CARD ENTER THEIR **UNIQUE NUMERIC SHIRT NUMBER** IN LEFT MOST COLUMN

- d) TO ADD BORROWED PLAYERS TO MATCH CARD SELECT **CHOOSE PLAYER**, SCROLL TO FIND ADDITIONAL PLAYER AND SELECT. SELECT YES AND ADD SHIRT NUMBER AS PER 3b & 3c ABOVE.

- i) IF ELIGIBLE PLAYER IS NOT IN DROP DOWN LIST, ADD FFA ID, FULL NAME AND SHIRT NUMBER IN TEXT BOX.

- e) SHOULD YOU WISH TO SAVE FOR LATER, CLICK **SAVE FOR NOW – I WILL SUBMIT LATER** AT BOTTOM OF SCREEN

- f) WHEN COMPLETE CLICK **SUBMIT MY FINAL MATCH CARD** AT BOTTOM OF SCREEN. **NO CHANGES ALLOWED AFTER THIS STEP.**

- g) ABOVE STEP MUST BE COMPLETED **10 MINUTES OR MORE** PRIOR TO SCHEDULED START TIME OF GAME.

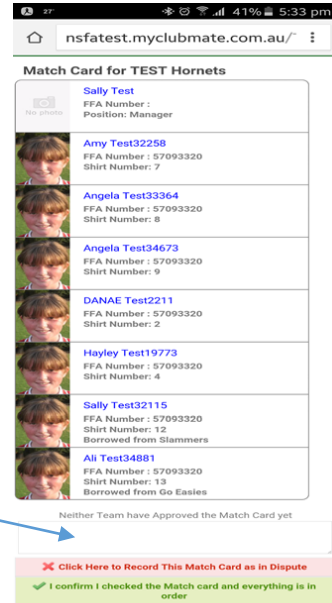


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- 4) CLICK **GAME DAY** FROM TOP MENU
- 5) CLICK **REVIEW OPPONENTS MATCH CARD**;
 - a) ALL GAMES ARE DISPLAYED. CHOOSE THE SPECIFIC GAME, THEN;
 - b) OPPOSITION PLAYERS WILL BE DISPLAYED, SHOWING:
 - i) PHOTO, NAME, FFA ID & SHIRT NUMBER
 - c) CHECK THE ID OF OPPOSITION PLAYERS
 - d) CLICK EITHER:
 - i) **I CONFIRM I HAVE CHECKED THE MATCH CARD AND EVERYTHING IS IN ORDER**
 - ii) **RECORD THIS MATCH CARD AS IN DISPUTE**
 - (1) RECORD REASONS IN AS MUCH DETAIL AS POSSIBLE IN TEXT BOX ABOVE
- 6) ABOVE STEP MUST BE COMPLETED **5 MINUTES OR MORE** PRIOR TO SCHEDULED START TIME OF GAME
- 7) YOUR PRE GAME ACTIVITIES ARE NOW COMPLETE

- 8) POST GAME RECORD THE MATCH RESULT
- 9) LOGON AS PER 1) ABOVE
- 10) CLICK **GAME DAY** FROM TOP MENU
 - a) CLICK **ENTER MATCH RESULTS**
 - i) CHOOSE HOW THE GAME FINISHED FROM DROP DOWN MENU
 - (1) Postponed
 - (2) Home Team Forfeit
 - (3) Away Team Forfeit
 - (4) Abandoned
 - (5) Match played to the end
 - ii) ENTER SCORES FOR BOTH TEAMS
 - iii) CLICK **ENTER MATCH SCORE**
- 11) ALL DONE



For Help

| EMC Help | | |
|----------------------|---------------------------|------------------------------|
| Data on NSFA Website | Team Managers Cheat Sheet | |
| | Full Presentation | |
| | Help Desk Number | 0420 340 076 |
| Help Desk | 0420 340 076 | Friday 3pm to Sun 7pm |
| | | 1st April to 30th April 2016 |
| | 02 9449 4933 | Mon - Fri 9am - 5pm |



NORTHERN SUBURBS FOOTBALL ASSOCIATION INC.
ELECTRONIC MATCH CARD TEAM MANAGER'S GAME DAY ACTIVITY LIST

| Club | Team Manager url for EMC (url NOT case sensitive) |
|---------------------|--|
| Asquith | nsfaASQTH.MyClubMate.com.au/TeamManagers |
| Bannockburn | nsfaBCRFC.MyClubMate.com.au/TeamManagers |
| Berowra | nsfaBRWRA.MyClubMate.com.au/TeamManagers |
| Brooklyn | nsfaBRKLN.MyClubMate.com.au/TeamManagers |
| Chatswood Rangers | nsfaCHTSR.MyClubMate.com.au/TeamManagers |
| Corpus Christi | nsfaCRPSC.MyClubMate.com.au/TeamManagers |
| Gordon | nsfaGORDN.MyClubMate.com.au/TeamManagers |
| Greenwich | nsfaGNWCH.MyClubMate.com.au/TeamManagers |
| Hornsby Heights | nsfaHHGTS.MyClubMate.com.au/TeamManagers |
| Hornsby RSL | nsfaHRSLA.MyClubMate.com.au/TeamManagers |
| Hornsby RSL Youth | nsfaHRSLY.MyClubMate.com.au/TeamManagers |
| Kissing Point | nsfaKSGPT.MyClubMate.com.au/TeamManagers |
| Knox | nsfaKNXOB.MyClubMate.com.au/TeamManagers |
| Lane Cove | nsfaLNCOV.MyClubMate.com.au/TeamManagers |
| Lane Cove West | nsfaLNCVW.MyClubMate.com.au/TeamManagers |
| Lindfield | nsfaLNFLD.MyClubMate.com.au/TeamManagers |
| Mongo | nsfaMONGO.MyClubMate.com.au/TeamManagers |
| Mt Colah | nsfaMTCLH.MyClubMate.com.au/TeamManagers |
| North Sydney BHS | nsfaNSBHS.MyClubMate.com.au/TeamManagers |
| North Sydney Utd | nsfaNSUFC.MyClubMate.com.au/TeamManagers |
| North Turramurra | nsfaNTRMA.MyClubMate.com.au/TeamManagers |
| Northbridge | nsfaNBRDG.MyClubMate.com.au/TeamManagers |
| Old Barker | nsfaBKROB.MyClubMate.com.au/TeamManagers |
| Prouille | nsfaPRLLE.MyClubMate.com.au/TeamManagers |
| Sacred Heart Mosman | nsfaSHMSM.MyClubMate.com.au/TeamManagers |
| Sacred Heart Pymble | nsfaSHPYM.MyClubMate.com.au/TeamManagers |
| St Ives | nsfaSTVES.MyClubMate.com.au/TeamManagers |
| St Michaels | nsfaSTMCL.MyClubMate.com.au/TeamManagers |
| UTS | nsfaUNTCH.MyClubMate.com.au/TeamManagers |
| Wahroonga | nsfaWRNGA.MyClubMate.com.au/TeamManagers |
| West Pymble | nsfaWPMBL.MyClubMate.com.au/TeamManagers |
| Willoughby Dalleys | nsfaDLLYS.MyClubMate.com.au/TeamManagers |