



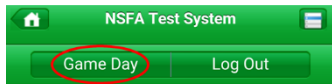
NORTHERN SUBURBS FOOTBALL ASSOCIATION INC.

ELECTRONIC MATCH CARD TEAM MANAGER'S GAME DAY ACTIVITY LIST

1) LOGIN

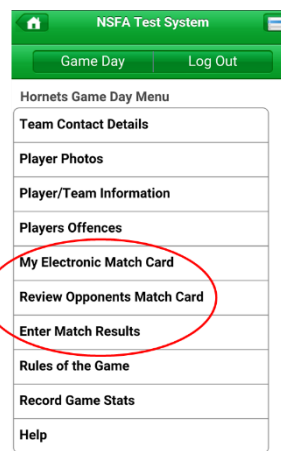
- a) USE CLUB SPECIFIC URL (see overleaf)
- b) FOR USERNAME ENTER YOUR EMAIL ADDRESS (as included in Team Manager Module)
- c) ENTER PASSWORD (as included in Team Manager Module)
- d) SELECT TEAM FROM DROP DOWN LIST
- e) CLICK **LOGIN**

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



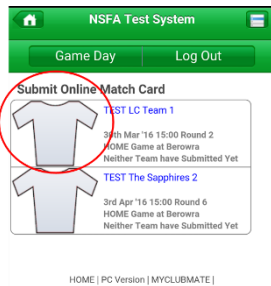
Hornets Main Menu

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.**

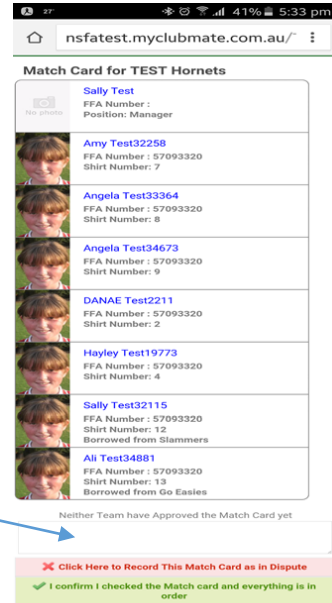
- g) ABOVE STEP MUST BE COMPLETED **10 MINUTES OR MORE** PRIOR TO SCHEDULED START TIME OF GAME.



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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