Kalamunda & Districts Junior Football Club

GameDay Website "How to Guide"

Intro:
Once you have registered yourself as a KDJFC Official, you will receive access to your GameDay/SportsTG account. You will have limited access until your team has been allocated to you by the club. Once your team has been allocated, you will be able to access member data and run reports. You will not have access to match data until the fixture for your division has been entered by the WAFC competition registrar.

Accessing the site and game day information

Go to GameDay website (previously called SportsTG) – http://passport.sportsTG.com
Login in using your email and password used for "volunteer/official" position.
You should then be taken to your account profile.

Membership & Competition Management

To access your team list, run report and communicate with your team, click *"Membership & Competition Management"*

Select your team – please ensure you are accessing the team you are managing.

View Team List and Player details

Click Members > List Members
Click icon in the first column to access individual player records.
Season Stats and Career Stats for Games Played can be found under 'Statistics'. Y3 players and New players should be 0.

View Team Staff, Click Members > Team Staff

View Contact List

Click on Reports > Team's button in left menu. Click the Run button. You can choose to have the report emailed to you or you can display on screen and print.

Custom Reports

To run reports with your own parameters, click on "Members", then "Configure". Now click on the tabs displayed down the left-hand side of the screen and using the mouse drag them into the "Selected Fields" box. The order that they are displayed in the box is the order the information will

present in your report, you can click and drag to rearrange them to the order you would like.

Next set the field you would like the list of data sorted by i.e. "First name", "Surname"

Once you have selected required fields and report output options, click "Run Report" and the report will generate for you.

To find Match information
1. Go to Competitions > Match Results. This is where you go to select your players and officials each week and to print out the **team sheet**.
2. This is also where you enter post-match scores and red/yellow cards, (For Y7-12 Team Managers only).
   NOTE: You may need to amend the date ranges shown in the boxes.
3. Click on "**Show Matches**"

To enter the Player Numbers
1. NOTE: You only need to do this once, as once saved they will appear each week.
2. Select the First Game, Click on "**PRE GAME**"
3. click on the blue "**TOOLS**" button at the right of screen
4. Select "Edit **TEAM** Default Player Number"
5. Select Player from dropdown list
6. Type allocated Jumper Number in box
7. Click "**Assign number**" button, repeat above steps for all players.

To Enter, Print and Upload game details
1. Select Competitions > Match Results
   NOTE: Check dates if games aren't showing
2. Click "**PRE-GAME**" button for the correct game for the week.
3. Choose "**Players registered to this team**" from the auto select options. Your player's names and numbers should appear in the Selected Players box,
4. Remove any players not playing this week by clicking the red minus sign next to their name.
5. Add any players playing up by scrolling through the" Available Players" list on the left and clicking on the green addition sign next to their name. They will now appear in "Selected Players" list on the right,
6. Click the green "**SAVE**" button.
7. The total number of players should appear in the "Pre-Game Dashboard" grid at the top of the page.
8. Scroll down to team official's section.
9. Select Coach and Assistant Coach from drop down list
10. Manually type in names of other officials, "First Name & Surname".

11. Your first aid official is listed in the "Trainer/Water Carrier" section and you need to add the role name after their name. e.g., Melissa Stoffels – First Aid. You also need to do this for the goal and field umpires. So that they can be differentiated when required.
12. Click the green **"SAVE"** team official's button.
13. The total number of officials should appear in the pregame dashboard grid at the top of the page.
14. Scroll to top of screen and then scroll far right, click "**Single Team – Team Sheet**" The team sheet will appear on the screen, right mouse click to print sheet.

After the game
1. Log back into GameDay
2. If you need to amend any players or officials that did not play or officiate:
3. Select "**Pre-Game**" and make necessary changes. Remember to Save and check numbers are correct in the dashboard at the top of the screen.

    Y7-12 Team Managers Only
    Click on "**POST GAME**" and enter final match scores only. (Do not record individual players scores). *Remember to SAVE.*

    Y306 Team Managers Only
    Click on "**POST GAME**" and enter "0" and "Draw" for match scores. *Remember to SAVE.*

IMPORTANT - All Team Managers
File team sheet in Section 2 of Team Manager file.

Please note that "**POST GAME**" GameDay data and Team Sheet procedures must be completed as soon as possible after the completion of your game, as the competition registrar is waiting for your information to start their postgame procedures for the whole competition. As you can imagine, this is a huge task on its own without having to chase up teams and clubs for outstanding paperwork.

Also remember that the information you are entering must be correct. Data retrieved from the GameDay system is used for years into the future and errors made can affect players achieving games played milestones.