



Electronic Team Sheets are a requirement for all competitions from Under 13's and above

If you are having trouble completing team sheets, contact Football West for assistance prior to the weekend.

Electronic Team Sheets: What is Required?

- Have a SportsTG Passport Account with unrestricted access to your team (or club)
 - Issues with access to SportsTG – contact Anthony.cantatore@footballwest.com.au
 - Contact your club first to ensure they have given you access
- Teams are not required to print off a team sheet

Completing your Electronic Team Sheet

- In Match Results area, select “Pre-Game”
- **Pre-Game (Team Selection)**
 - Add players team list (maximum 16)
 - U13s, u14s, u15s (maximum 14 players)
 - Include shirt numbers for ALL players
 - This is required so referees can accurately input individual goal scorers and yellow/red card recipients.
 - Starting Players - only required in following competitions:
 - NPL (FT, 20's, 18's)
 - NPLW
 - Mens State League (FT, Reserves, 18's)
 - Amateur League (First Team only)
 - All other competitions can leave this area unchecked – just list your 16 players with numbers
 - Team Officials
 - Select Team Officials from available drop-down menu
 - If they are unavailable in drop-down menu, type name in the text box to the right (team official registration type may prevent them from showing in the drop-down menu)
 - Late Changes
 - Login to <https://passport.sportstg.com/login/> and amend team list/numbers/etc.
 - Save this link to your phone/iPad/computer/tablet for easier access

Saving FT score (Home Team responsibility)

- In Match Results area, select blue “Enter Quick Results” button – enter FT score and save

The screenshot shows the 'Match List' page in the SportsTG system. At the top, there are navigation tabs for 'Match List' and 'Feedback'. Below this is a 'Display Matches' section with various filters: 'Show matches between' (03/05/2020 to 21/06/2020), 'Season' (2020), 'Venue Name' (Select Some Options), 'Match Status' (Select Some Options), 'Clubs' (Select a club), 'Competition Name' (Test - 2020), and 'Confirmed?' (--Select confirmed--). Two buttons are visible: 'SHOW MATCHES' and 'ENTER QUICK RESULTS'. A red arrow points to the 'ENTER QUICK RESULTS' button. Below the filters is a link: 'Click here to view a Match Officials Allocation list for below matches'. At the bottom, there is a table with columns: Result, Home Team, Away Team, Result, Competition, Match Date Time, Venue, Lock, and a 'PRE GAME' button. The table shows one entry: Perth AFC vs Football West, Test - 2020, 15/06/2020 19:00. The status is 'Showing 1 to 1 of 1 entries'.

*****Anything that cannot be saved – club must inform referee and opposition prior to kick-off and email Football West*****

This includes: Registered player does not appear in team selection, shirt replacement

Links to complete manuals and training video:

[SportsTG User Guide – Electronic Team Sheets](#)

[SportsTG User Guide – Granting User Access to Club or Team](#)

[Electronic team sheet training video](#)