

Football West: Sports TG User Guide

Team Selection & Printing Team Sheets

Getting Started

If you have access to the club on SportsTG, select Membership Database

If you have access only to a specific team - Login to your Sports TG Passport, and select “Results and Live Score Entry” and **please skip straight to Step 5**

Logins

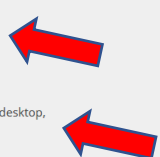
Membership Database
Click here to access your Membership Database.

Results Entry & Live Scoring
Direct access to results entry and live scoring for desktop, tablet and mobile.

Websites
Click to access your Standard and Advanced Website permissions. Authorised users are added automatically to Passport records.

Communications

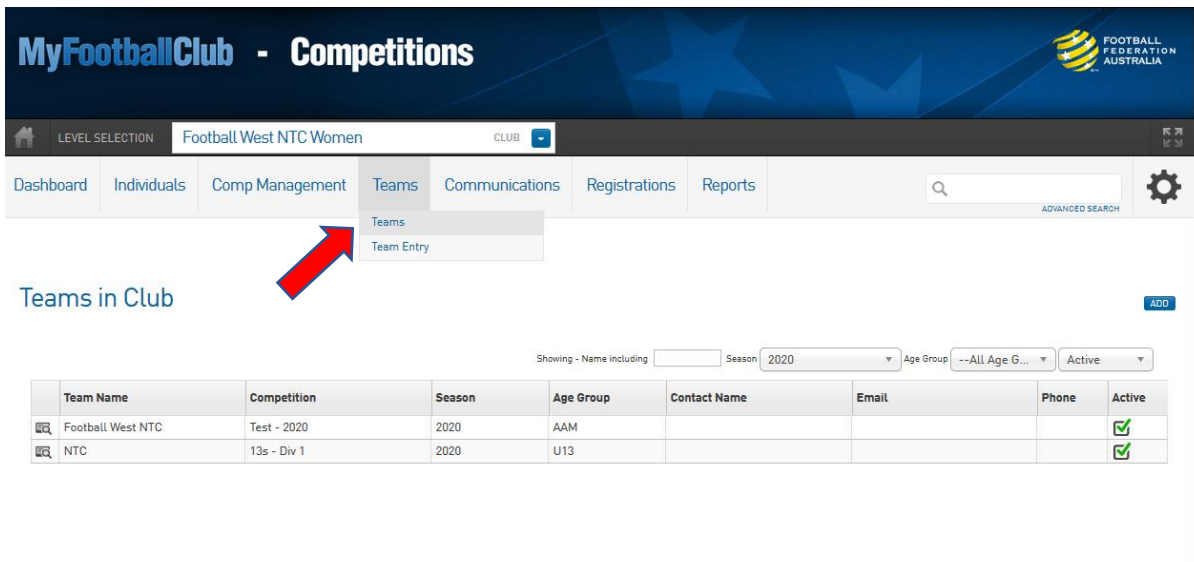
Newsletters
Access, manage, search and add your Newsletter preferences here.



If you do not have access to your club’s SportsTG account, please contact your club to grant access.

Allocating Members to a Team

Step 1 – Click “Teams” under the Teams tab



MyFootballClub - Competitions

LEVEL SELECTION: Football West NTC Women CLUB

Dashboard | Individuals | Comp Management | **Teams** | Communications | Registrations | Reports

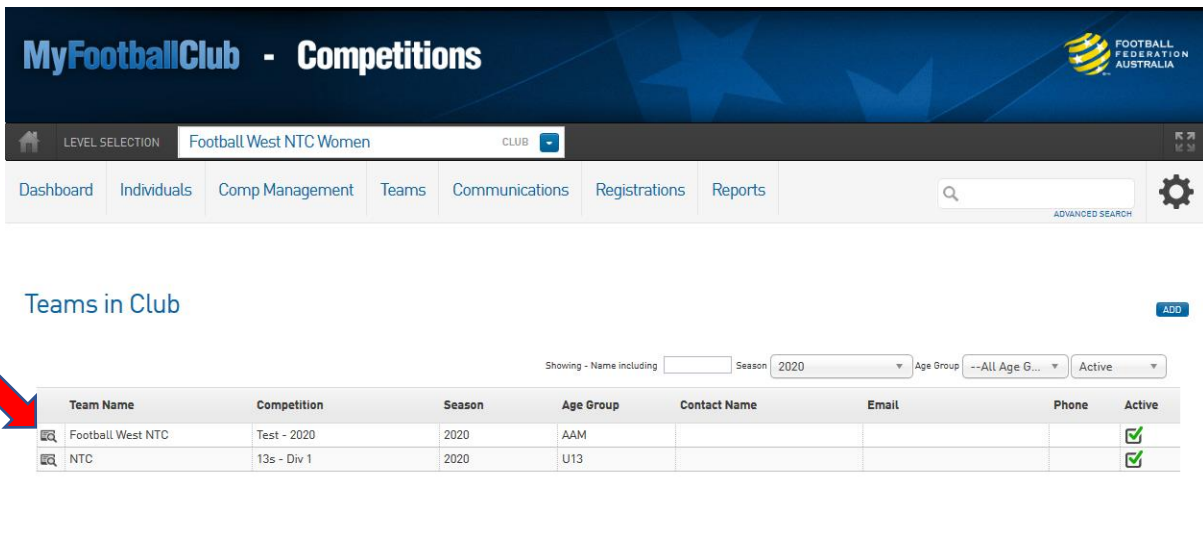
Teams
Team Entry

Teams in Club

Showing - Name including: Season: 2020 Age Group: --All Age G... Active

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
Football West NTC	Test - 2020	2020	AAM				<input checked="" type="checkbox"/>
NTC	13s - Div 1	2020	U13				<input checked="" type="checkbox"/>

1. Select the team you wish to allocate members to, by clicking the icon next to the team name.





MyFootballClub - Competitions

LEVEL SELECTION: Football West NTC Women CLUB

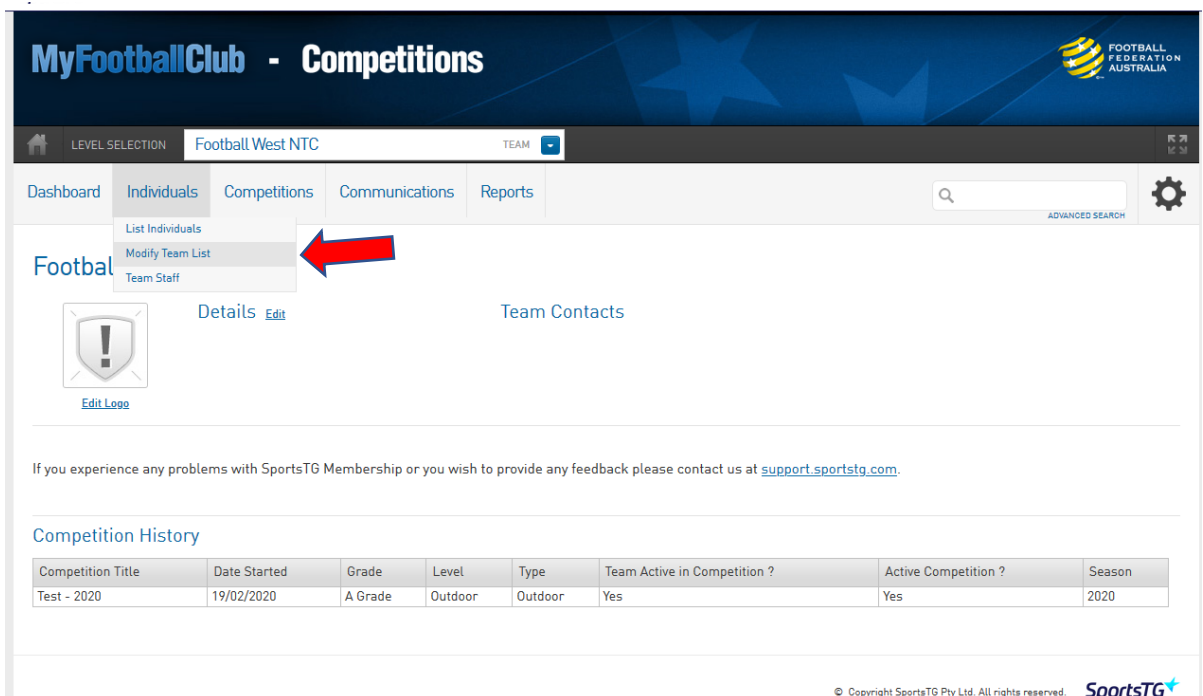
Navigation: Dashboard | Individuals | Comp Management | Teams | Communications | Registrations | Reports

Showing - Name including: Season: 2020 Age Group: --All Age G... Active

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
 Football West NTC	Test - 2020	2020	AAM				<input checked="" type="checkbox"/>
 NTC	13s - Div 1	2020	U13				<input checked="" type="checkbox"/>

Step 2 – Modifying Team List

1. Hover cursor over 'Individuals'
2. Click 'Modify Team List' to view all players registered with the club through PlayFootball and begin allocating members to each team.



MyFootballClub - Competitions

LEVEL SELECTION: Football West NTC TEAM

Navigation: Dashboard | Individuals | Competitions | Communications | Reports

Individuals dropdown menu:

- List Individuals
- Modify Team List** (indicated by a red arrow)
- Team Staff

Team Contacts

Details [Edit](#)

[Edit Logo](#)

If you experience any problems with SportsTG Membership or you wish to provide any feedback please contact us at support.sportstg.com.

Competition History

Competition Title	Date Started	Grade	Level	Type	Team Active in Competition ?	Active Competition ?	Season
Test - 2020	19/02/2020	A Grade	Outdoor	Outdoor	Yes	Yes	2020

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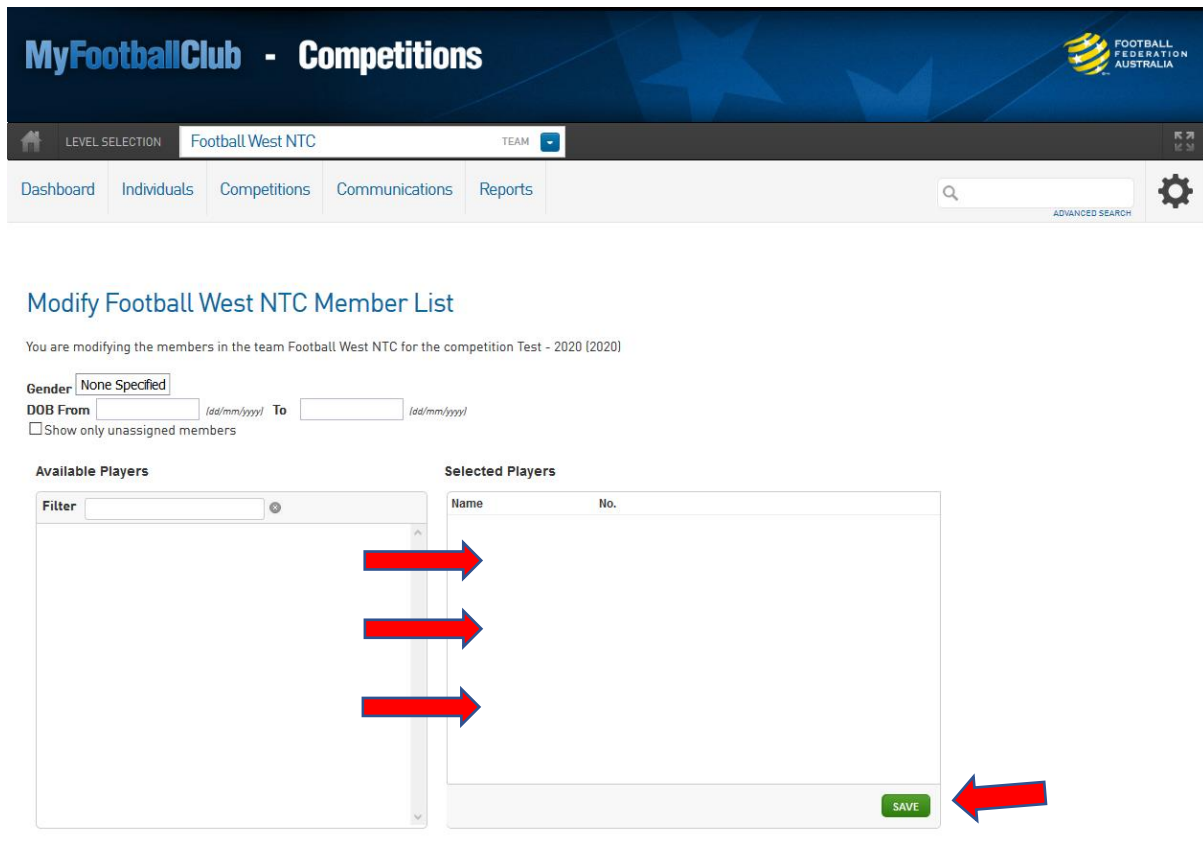
Step 3 – Selecting Individuals

The ‘Available Players’ (left-hand column) list will display all players registered through PlayFootball to the club.

Team managers can assign club members one at a time to a team by selecting players in the ‘Available Players’ list and dragging individuals into the ‘Selected Players’ list (box on the right). Alternatively, drag individuals from ‘Selected Players’ into ‘Available Players’ to withdraw players from the list.

Click ‘Save’ to confirm the team list.

These details will automatically be updated to your Sports TG website, which will keep a tally of all player results that are entered throughout the season.



MyFootballClub - Competitions

LEVEL SELECTION: Football West NTC TEAM: [v]

Dashboard Individuals Competitions Communications Reports

Modify Football West NTC Member List

You are modifying the members in the team Football West NTC for the competition Test - 2020 (2020)

Gender: None Specified

DOB From: [] To: []

Show only unassigned members

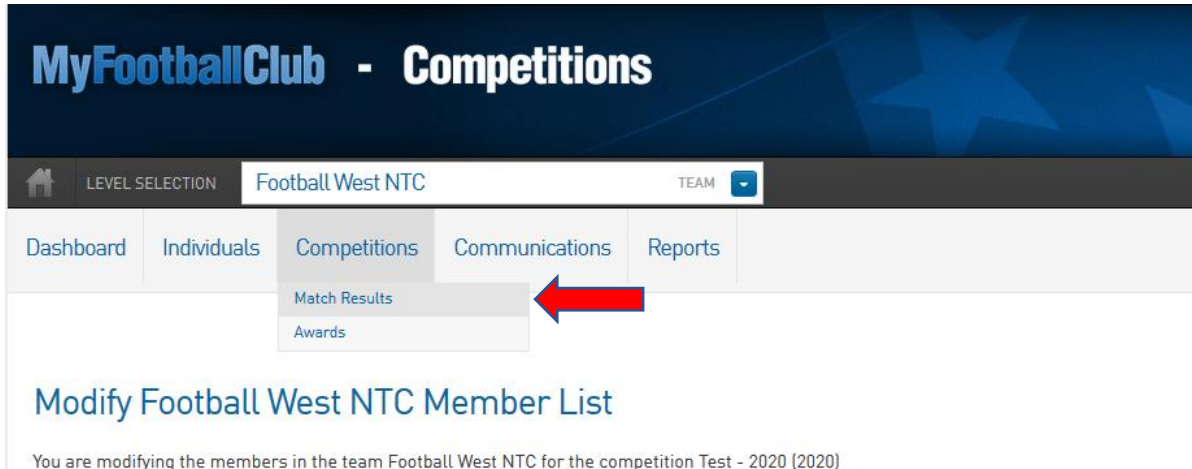
Available Players: Filter []

Selected Players: Name No.

SAVE

Step 4 – SportsTG Competitions Home Page


1. Hover cursor over the Competitions area:
 - a. If in the club’s homepage it will read “Comp Management”
 - b. If in the team’s own page, it will read “Competitions”
2. Click ‘Match Results’ to open a new window and proceed to find your fixture(s).



MyFootballClub - Competitions

LEVEL SELECTION TEAM

Dashboard Individuals **Competitions** Communications Reports

Match Results 
Awards

Modify Football West NTC Member List

You are modifying the members in the team Football West NTC for the competition Test - 2020 (2020)

Step 5 a) – Selecting Fixtures to Enter Team Selection

To search for fixtures:

1. Show Matches between – Input a date range to find fixtures
2. Entering the fixture venue and competition name will allow Club Officials to narrow the search for specific fixtures. This can be done by:
 - a. Clicking the ‘Venue Name’ drop down box and selecting a venue from the list OR
 - b. Manually typing in the venue name (N.B. correct venue name must be entered in the search field for this method to work).

Display Matches
Use the filters below to list the desired matches.

Show matches between (dd/mm/yyyy): and Season Venue Name

Match Status Clubs Competition Name

Step 5 b) – Selecting Fixture to Enter Team Selection

When you have located the fixture(s) for which you need to enter results,

1. Click 'Pre Game' and proceed to select players to be listed on the Official Match Record

Display Matches
Use the filters below to list the desired matches.


Show matches between (dd/mm/yyyy): and Season: Venue Name:

Match Status: Clubs: Competition Name: Confirmed?:

[SHOW MATCHES](#) [ENTER QUICK RESULTS](#)

[UPDATE LOCK STATUS](#)

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock			
	Alexander Florida FC	Football West		Test - 2020	20/03/2020 00:00		<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	ECU	Football West		Test - 2020	20/03/2020 00:00		<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	AFC Joondalup	Football West		Test - 2020	20/03/2020 15:00		<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME



Step 6 – Player & Team Official Selection

If you did not complete the “Modify Team List” area, you will need to select from all available club players until a club administrator with full access to the club can complete that step.

1. Within ‘Autoselect Players’ choose one of three options:

No Auto Select – no players will be auto selected and requires manual selection of players from ‘Available Players’ by clicking the green plus symbol next to the relevant individual.

Players who played last week – this option will auto select those players who played in the previous fixture. Simply add/remove players to reflect the current match.

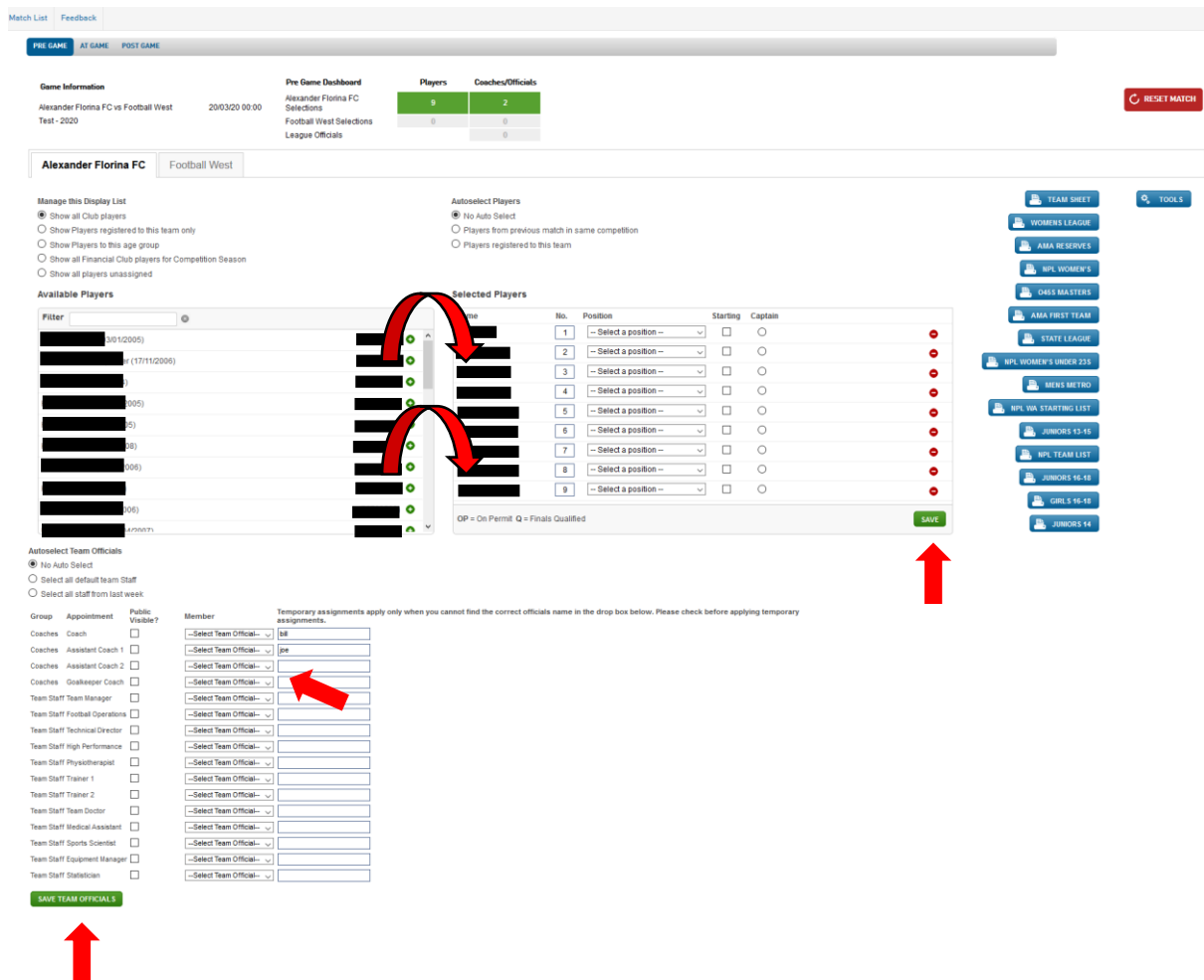
Players registered to this team – this option will auto select players allocated to team list (outlined in Step 3). Simply add/remove players to reflect the current match

2. Clubs can confirm players and playing numbers on this page.

3. Clubs must also select the Team Officials including Coach. Please select the team official via the drop-down box (team officials registered on PlayFootball will only appear in this list) or alternatively manually enter team official names in ‘temporary assignments’. Click the ‘Public Visible’ tick box to reflect that team official in the match centre online.

At the completion of the team selection click ‘Save’

At the completion of Team Official Selection, click “Save Team Officials”



Match List Feedback

PRE GAME AT GAME POST GAME

Game Information
Alexander Florina FC vs Football West 20/03/20 09:00
Test - 2020

Pre Game Dashboard
Alexander Florina FC Selections
Football West Selections
League Officials

Players 9 Coaches/Officials 2

RISSET MATCH

Alexander Florina FC Football West

Manage this Display List
 Show all Club players
 Show Players registered to this team only
 Show Players to this age group
 Show all Financial Club players for Competition Season
 Show all players unassigned

Autoselect Players
 No Auto Select
 Players from previous match in same competition
 Players registered to this team

Available Players

Filter	Name	No.	Position	Starting	Captain
	[Redacted]	1	-- Select a position --	<input type="checkbox"/>	<input type="checkbox"/>
	[Redacted]	2	-- Select a position --	<input type="checkbox"/>	<input type="checkbox"/>
	[Redacted]	3	-- Select a position --	<input type="checkbox"/>	<input type="checkbox"/>
	[Redacted]	4	-- Select a position --	<input type="checkbox"/>	<input type="checkbox"/>
	[Redacted]	5	-- Select a position --	<input type="checkbox"/>	<input type="checkbox"/>
	[Redacted]	6	-- Select a position --	<input type="checkbox"/>	<input type="checkbox"/>
	[Redacted]	7	-- Select a position --	<input type="checkbox"/>	<input type="checkbox"/>
	[Redacted]	8	-- Select a position --	<input type="checkbox"/>	<input type="checkbox"/>
	[Redacted]	9	-- Select a position --	<input type="checkbox"/>	<input type="checkbox"/>

DP = On Permit Q = Finals Qualified

SAVE

Autoselect Team Officials
 No Auto Select
 Select all default team Staff
 Select all staff from last week

Temporary assignments apply only when you cannot find the correct officials name in the drop box below. Please check before applying temporary assignments.

Group	Appointment	Public Visible?	Member
Coaches	Coach	<input type="checkbox"/>	-- Select Team Official -- bill
Coaches	Assistant Coach 1	<input type="checkbox"/>	-- Select Team Official -- joe
Coaches	Assistant Coach 2	<input type="checkbox"/>	-- Select Team Official --
Coaches	Goalkeeper Coach	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Team Manager	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Football Operations	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Technical Director	<input type="checkbox"/>	-- Select Team Official --
Team Staff	High Performance	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Physiotherapist	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Trainer 1	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Trainer 2	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Team Doctor	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Medical Assistant	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Sports Scientist	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Equipment Manager	<input type="checkbox"/>	-- Select Team Official --
Team Staff	Statistician	<input type="checkbox"/>	-- Select Team Official --

SAVE TEAM OFFICIALS