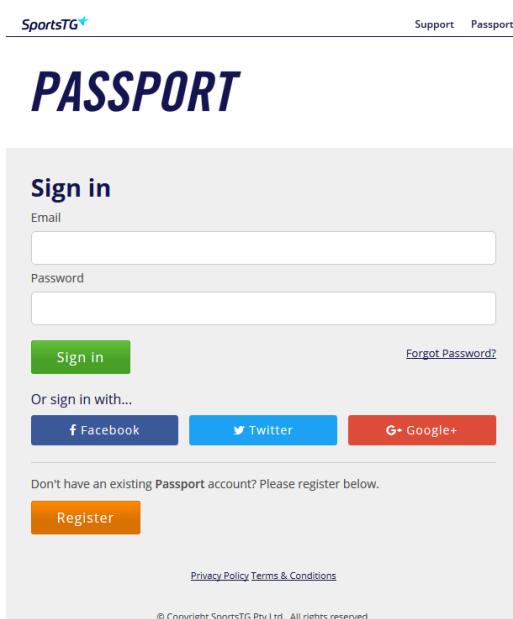# Football West Match Official User Guide

Match Results Entry

Step 1: Login to SportsTG

Login with your email and password

If you have never logged into your Sports TG Passport:

1. When on the login page you must click forgot password.
2. When you accept your first appointment on Schedula, Sports TG will automatically create a passport account for you, hence why we reset your password rather than creating a new account.
3. Please enter your email address that is also your Schedula login email address and click submit.
4. If your nominated email address is not recognised it might be because you have multiple emails linked to your Schedula account. If so, please try again using a different email and click submit.
5. When the correct email address has been used Sports TG will send an email notification to your email address. Please login to that email address and follow the instructions within that email to reset your password and be able to login to your Sports TG account.
6. Now you are ready to return to the login page and enter your email address and password to login.
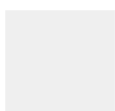
Step 2: Account Info Page

Select "Results Entry and Live Scoring"

Step 3: Opening your SportsTG results account

Click on your name/match official to access your Online Results account.
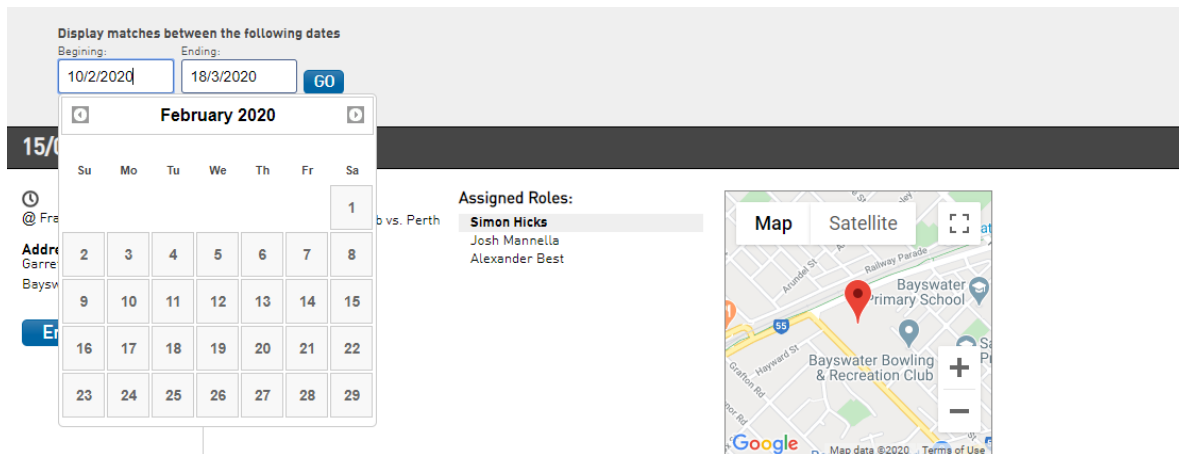
Step 4: Search for Fixtures

Only matches you have been appointed to will appear on this list. Use the "**beginning**" and "**ending**" dates to search for your allocated matches.
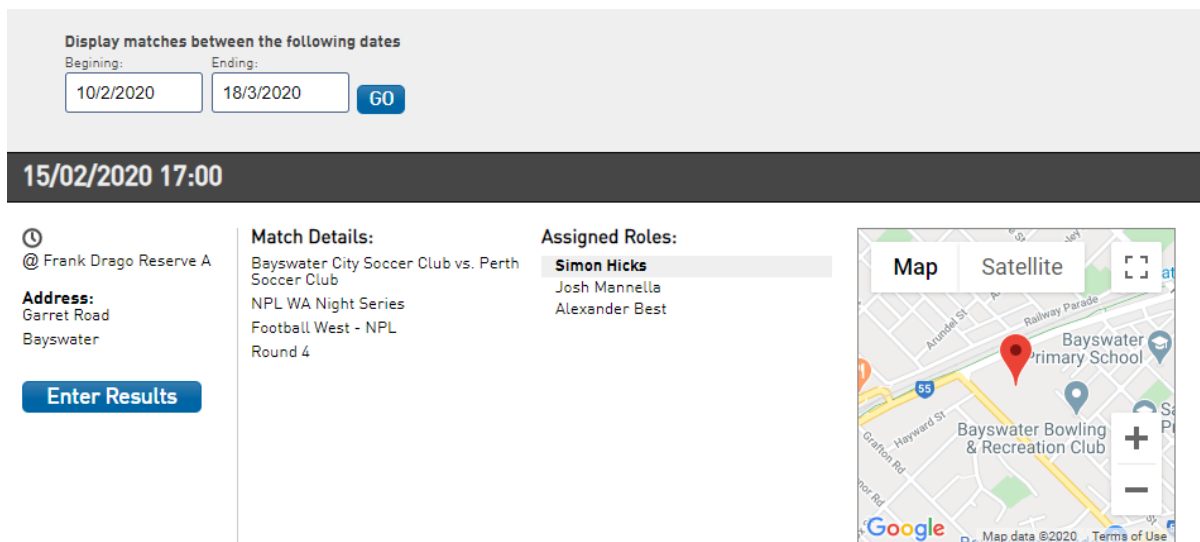
When you find the fixture, click **"Enter Results"**

Enter all match results into the available fields on the day of the match (by midnight):

- HT Score, FT Score, Individual Goal Scorers, Yellow Cards*, Red Cards*, Substitutions

*Yellow and red cards issued to team officials must be reported using the online incident report form

Once all information is entered, click **"UPDATE MATCH SCORES"**

If data needs to be entered for a player/shirt number who is not on listed, or if no players are listed at all, then please email clubsupport@footballwest.com.au with your full match record including details of the specific fixture (date, kick-off time, competition, competing teams etc.) that the information relates to.

Please note the requirement to also enter votes in the below competitions under the Awards section. Voting is done for the entire game (not for each team) on the following basis:

3-2-1 Votes

- Best Player – 3 votes
- Second-Best Player – 2 votes
- Third-Best Player – 1 vote

Goalkeeper Vote

- Best Goalkeeper – 1 vote

Competition	3-2-1 Votes	Goalkeeper Vote
NPLWA Men's/Women's (First Team)	Yes	Yes
NPLWA Men's/Women's (Under 18, Under 20 & Under 23)	Yes	No
State League (First Team)	Yes	No
State League (Under 18)	Yes	No
Amateur Premier Division (First Team)	Yes	Yes
Amateur Divisions 1 – 4 (First Team)	Yes	No