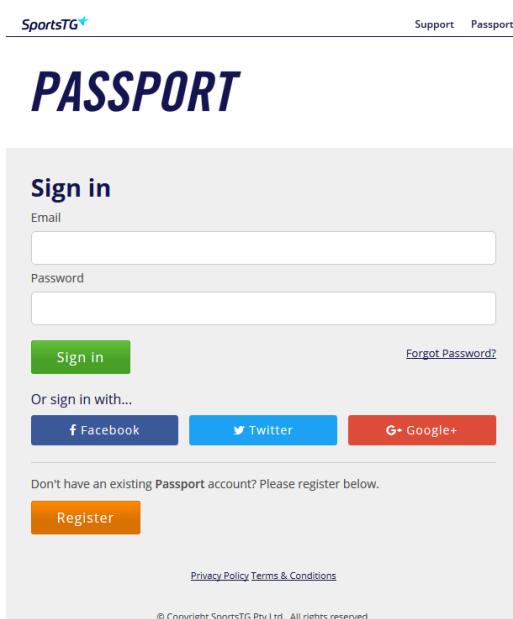


# Football West Match Official User Guide

## Match Results Entry

### Step 1: Login to SportsTG

Login with your email and password



The screenshot shows the SportsTG Passport login interface. At the top left is the SportsTG logo, and at the top right are links for 'Support' and 'Passport'. The main heading is 'PASSPORT' in a large, bold, blue font. Below this is a 'Sign in' section with two input fields: 'Email' and 'Password'. A green 'Sign In' button is positioned below the password field, with a blue link for 'Forgot Password?' to its right. Below the sign-in section, there is a section for social media logins with the text 'Or sign in with...' and three buttons: 'Facebook', 'Twitter', and 'Google+'. At the bottom of the form, there is a text prompt: 'Don't have an existing Passport account? Please register below.' followed by an orange 'Register' button. At the very bottom, there are links for 'Privacy Policy' and 'Terms & Conditions', and a small copyright notice: '© Copyright SportsTG Pty Ltd. All rights reserved.'

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”

### ***PASSPORT***

**Account Info**

---

**Simon Hicks**  
Email address: [simon.hicks@footballwest.com.au](mailto:simon.hicks@footballwest.com.au) [Click to EDIT your profile](#)

**Logins** **Communications**

**Membership Database**  
Click here to access your Membership Database.

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

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

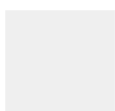
## Step 3: Opening your SportsTG results account

Click on your name/match official to access your Online Results account.

### ***MEMBERSHIP***

#### Membership Accounts

Select the **Membership** account you would like to access from the list below.

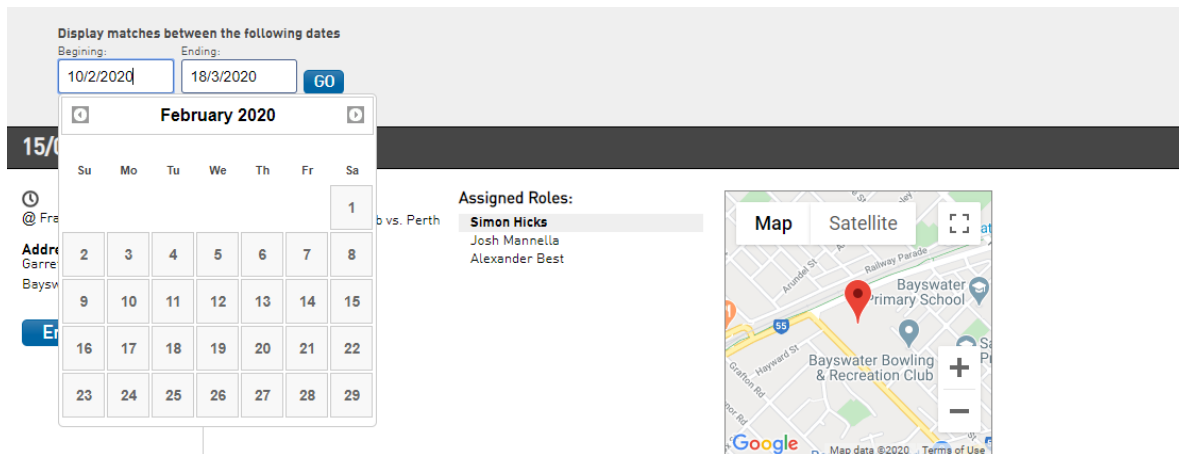


**Simon Hicks**  
Match Official

If you'd like to link to another database to this page please contact the administrator for the organisation you desire to be added to and ask them to add you in [User Management](#).

### 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.



Display matches between the following dates  
Beginning: 10/2/2020 Ending: 18/3/2020 **GO**

**February 2020**

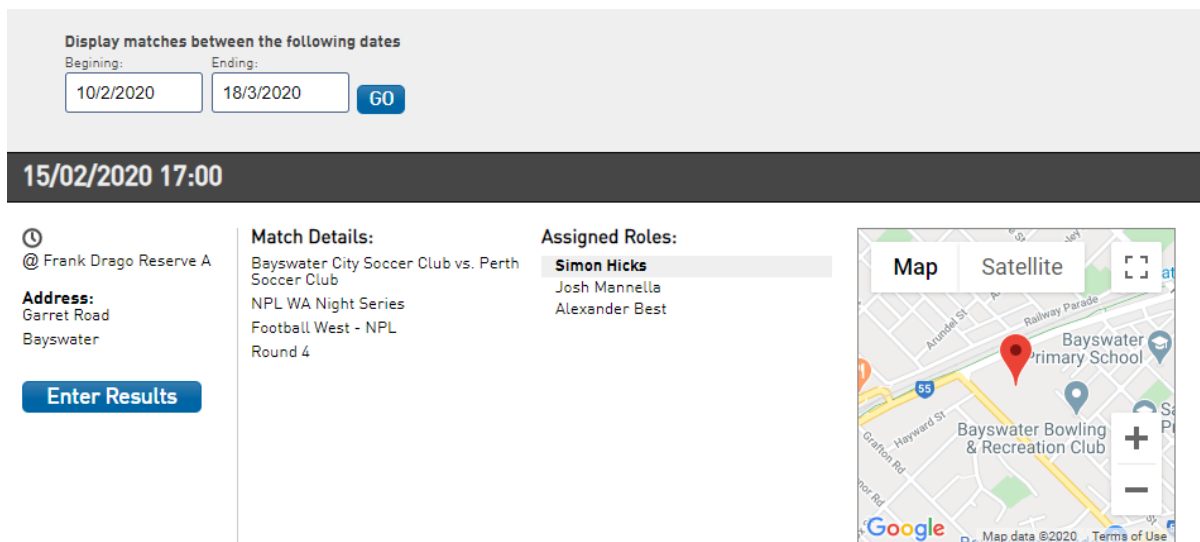
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Assigned Roles:  
**Simon Hicks**  
Josh Mannella  
Alexander Best

Map Satellite

Bayswater Primary School  
Bayswater Bowling & Recreation Club

When you find the fixture, click “**Enter Results**”



Display matches between the following dates  
Beginning: 10/2/2020 Ending: 18/3/2020 **GO**

**15/02/2020 17:00**

🕒 @ Frank Drago Reserve A

**Address:**  
Garret Road  
Bayswater

**Enter Results**

**Match Details:**  
Bayswater City Soccer Club vs. Perth Soccer Club  
NPL WA Night Series  
Football West - NPL  
Round 4

Assigned Roles:  
**Simon Hicks**  
Josh Mannella  
Alexander Best

Map Satellite

Bayswater Primary School  
Bayswater Bowling & Recreation Club



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](#)

The screenshot shows the SportsTG+ match entry interface. At the top, there are navigation links for 'Match List' and 'Feedback'. Below that, the match details are displayed: 'Perth Glory (NYL) vs Gwelup Croatia Soccer Club 14:00:00 15:00' and 'NPL W/A 2020'. The main form is divided into two columns for 'Perth Glory (NYL)' and 'Gwelup Croatia Soccer Club'. Each column contains several sections for data entry: 'Full Time Score', 'Half Time Score', 'Yellow Cards', 'Red Cards', 'After Extra Time (AET) Score', 'Substitutions', 'Penalty Shoot Out Score', and 'Results'. Each section has a table with columns for 'Minutes', 'Inj. Time', 'Type', and 'Player' (or 'Order', 'Result', 'Player' for penalties). Below each table is an 'Add' button. There are 'UPDATE MATCH SCORES' buttons in green at the top right and bottom right of the form. At the bottom, there is a 'Match Summary' text area and a copyright notice for SportsTG Pty Ltd.

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](mailto: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

<b>Competition</b>	<b>3-2-1 Votes</b>	<b>Goalkeeper Vote</b>
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