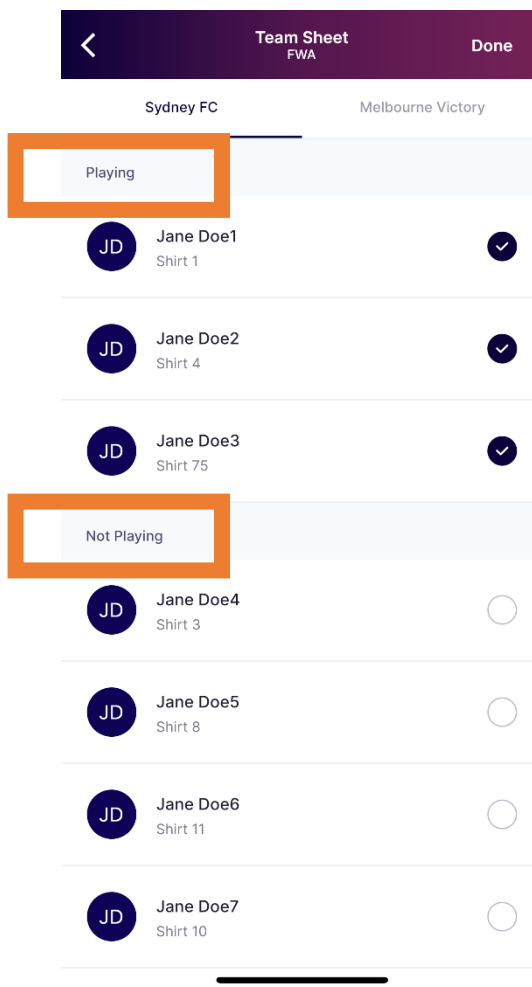
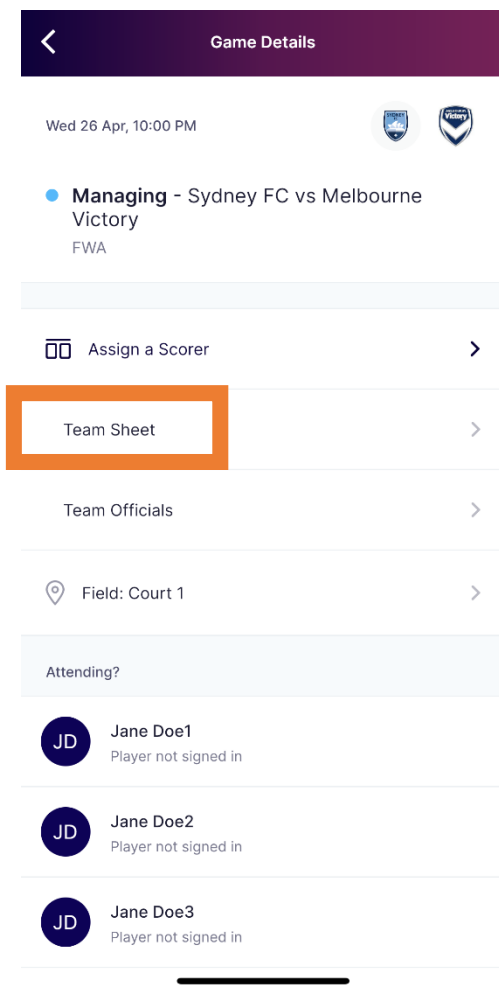


Completing Team Sheet – Interchange rules

Follow the steps in this guide to complete your match day obligations. This guide applies to teams that use interchange rules.

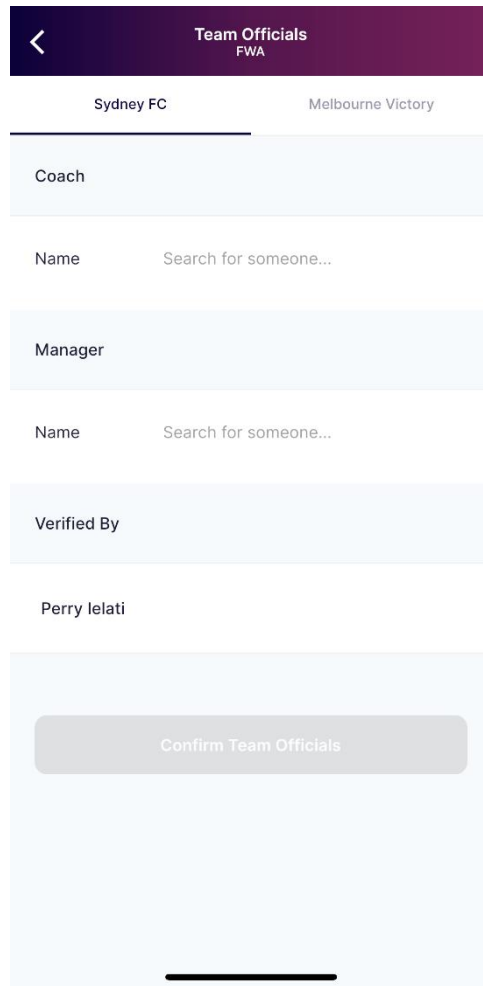
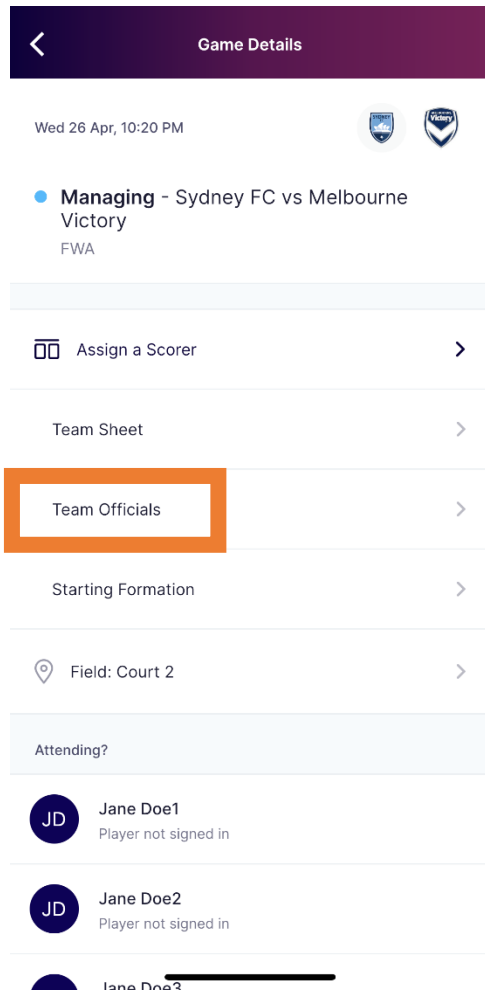
STEP 1 – COMPLETE YOUR TEAM SHEET

1. Click on your match card and then go into **Team Sheet**.
2. Select the players in your squad who are playing and add/edit their shirt number. Shirt numbers will be carried over week to week.
3. To add a player from a different squad within your club, scroll to the bottom and click “**Add Player**”, and search for the name.
4. As you tick players, they will be classified as “Playing” and added your Team Sheet.
5. Click **Confirm** (at the bottom) or **Done** (top right).
6. Team Sheets can be modified and resubmitted as many times as needed before they lock (usually 15 min before kick-off)



STEP 2 – ENTER NAMES OF TEAM OFFICIALS

1. Click on your match card and then go into **Team Officials**.
2. Started typing a name to search for your Coach, Manager, Assistant Coach etc.
3. Once complete, press on **Confirm Team Officials**.



Now you're ready for the match!