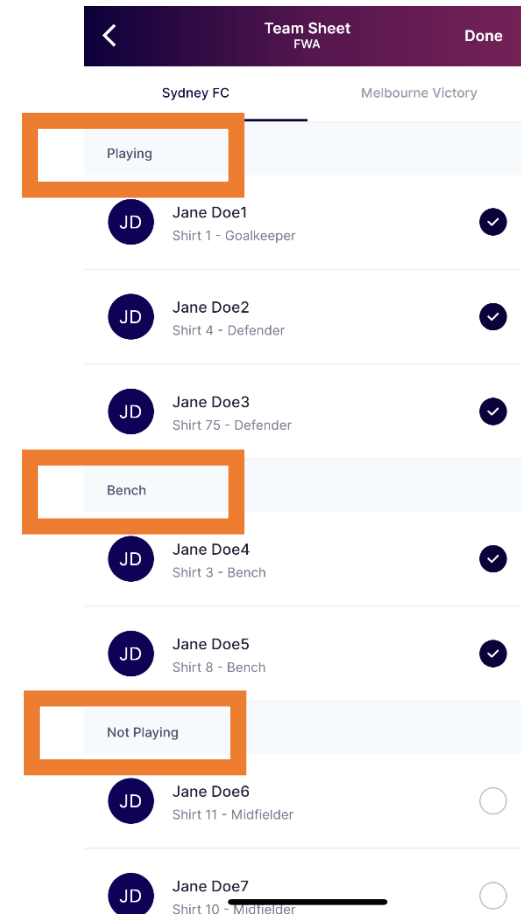
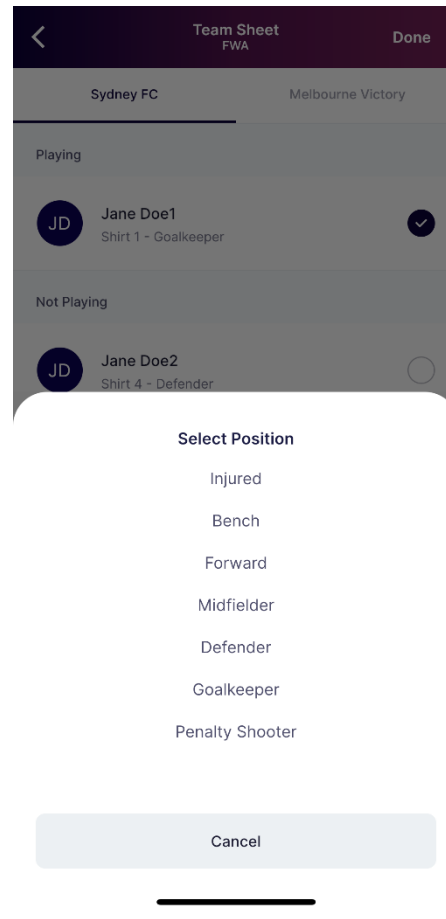
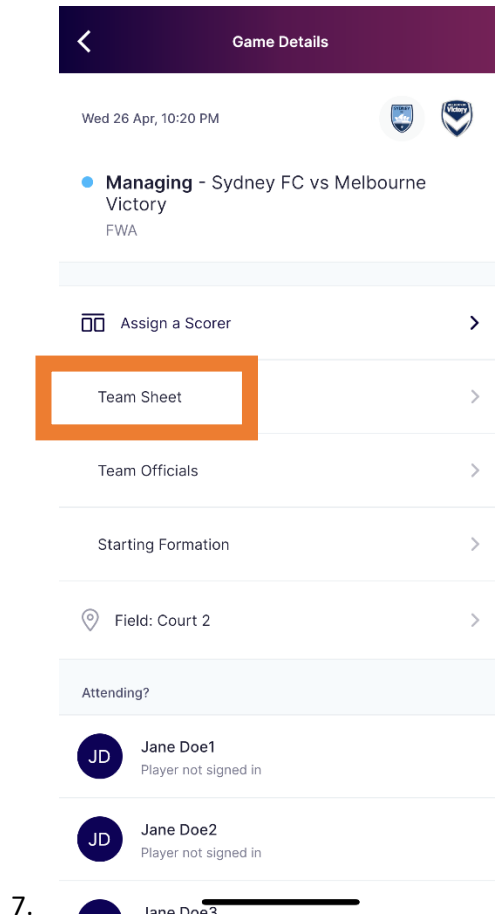


Completing Team Sheet – Substitution rules

Use this guide to help with match day duties. Applicable to all competitions that use substitution rules.

STEP 1 – COMPLETING THE TEAM SHEET

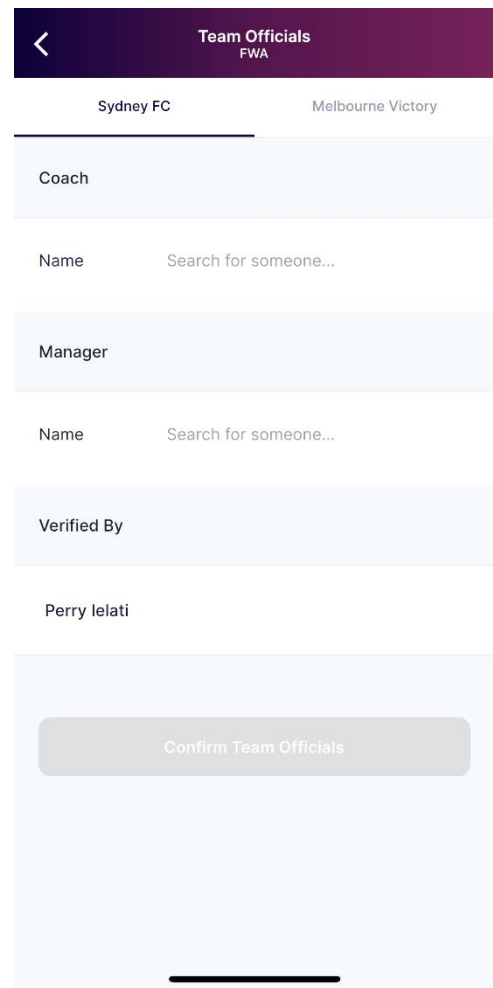
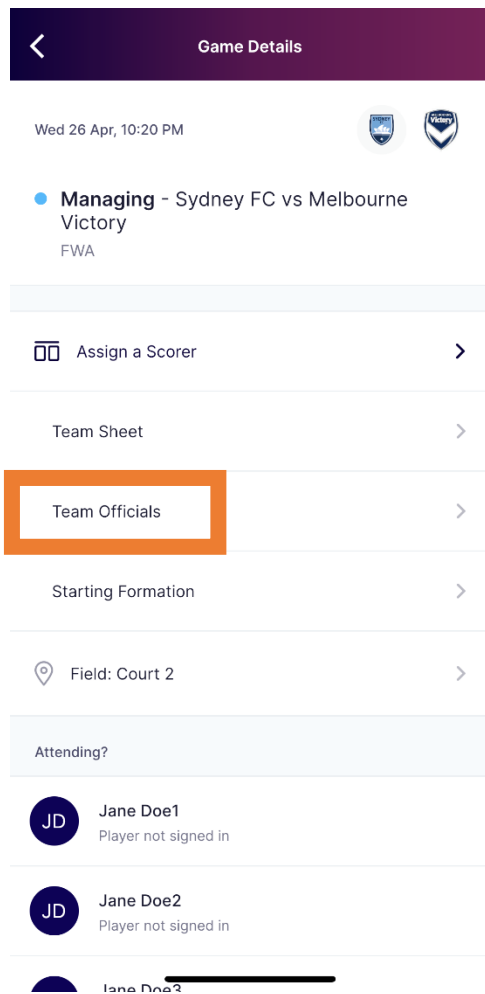
1. Click on your match card and then go into **Team Sheet**.
2. Select the players in your squad who are Playing, select their Position, and add/edit their shirt number. Shirt numbers will be carried over week to week.
3. **IMPORTANT: You must also select and assign BENCH to the players that will sitting on the bench for your match.**
4. To add a player from a different squad within your club, scroll to the bottom and click **“Add Player”**, and search for the name.
5. As you tick players, they will be classified as “Playing” or “Bench” and added your Team Sheet. Those classified as “Not Playing” will not be on your Team Sheet for the match.
6. Click **Confirm** (at the bottom) or **Done** (top right).



7.

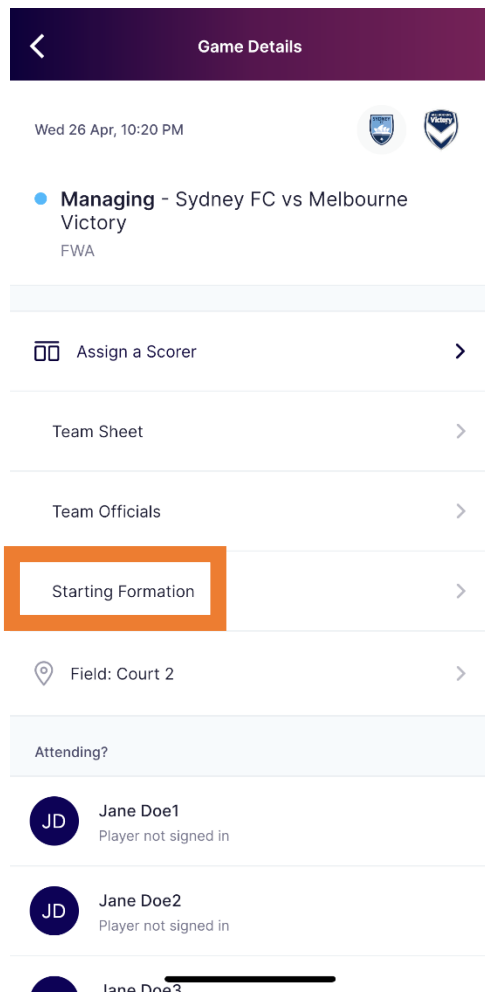
STEP 2 – ENTERING DETAILS OF TEAM OFFICIALS

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**.



STEP 3 – STARTING FORMATION

1. Click on your match card and then go into **Starting Formation**.
2. Here you can check your **Starting Formation** and drag players into their correct positions.
3. Press on the tick (top right) to confirm the **Starting Formation**.



Now you're ready for your match!