

# MyClubMate – Electronic Match Cards

The Team Managers portal includes a Mobile Phone Interface. You do not need to do anything to use it, except to login to the Team Managers Portal as normal, but with your mobile phone.

When you first arrive at the portal with your mobile phone, the login screen will look something like this:

St Michaels FC

Home | Game Day | Log Out

Please Login

Username

Password

Enter Your EmailID above

Remember Me  NO

Login

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Enter your email address as you normally do to login together with your password - If you don't know these details, please contact your club.

Once your email address is entered, the system will list the teams that you have access to - for most people this will be just one team, but if you manage or coach multiple teams you can select the one you are working with at this time. In this example, I am logging into the M354 team.

St Michaels FC

Home | Game Day | Log Out

Please Login

marcus@calfordgreen.com

.....

M354

Remember Me  YES

Login

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Once you have logged in, you are presented with the main menu similar to the one below.

St Michaels FC

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M354 Main Menu

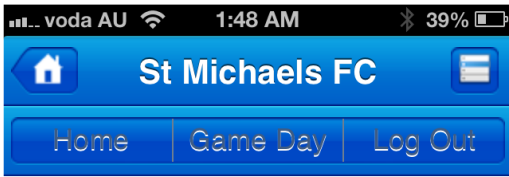
- Team Members
- Update Contact Details
- Grade Players
- Player/Team Information
- Player Photos
- Players Offences
- Injury Report
- Print Team ID Sheet
- Player Availability
- Print Match Card
- Submit Your Match Card
- Review Opponents Match ...
- Match Results
- Send Emails
- Change Password

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There is also a "Game Day" menu, which just has the functionality we think you are most likely to want to use on the day of your game.

# Once off Setup...

To save you a lot of time every week, there is a simple task you can do. Click on the Player/Team Information Menu item, and then for each member of the team, click on their name to edit their details.



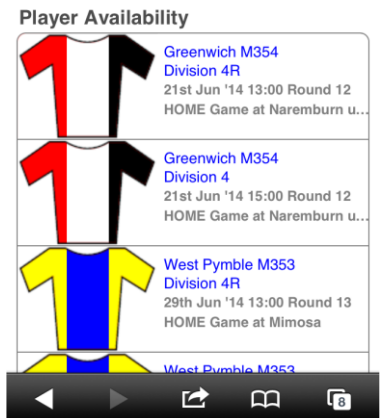
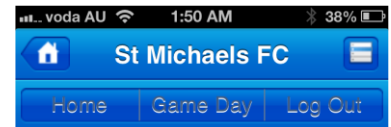
Click Player to Allocate a Shirt

Player	Playing Position	Shirt #
Anthony Pignataro	Not Set	
Craig Mason	Not Set	
Dominic Fitzgerald	Not Set	
Dorian Nkono	Not Set	
Greg O'sullivan	Not Set	
Iain Lyle	Not Set	
Jesper Karlsen	Not Set	

Click on the player's name and enter their shirt number, which will save you having to enter it on the match card each week.

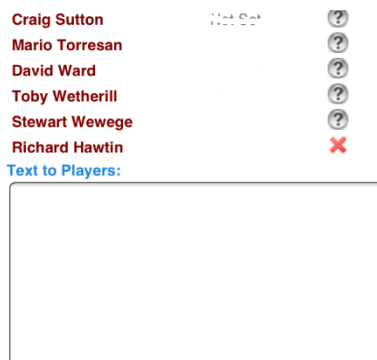
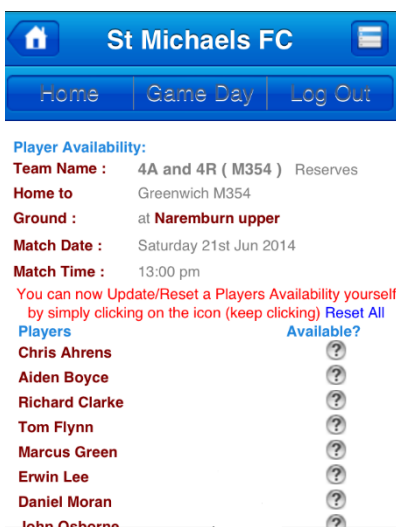
# Days before the Game...

4 or 5 days before the game, you should send out Availability emails, asking the players if they can play in the upcoming game. The system makes this easy. Click on Player Availability, (see menu items above). You will see a list of Games similar to the one below.



Select the Game in question, and then you will get a screen similar to the ones below.

You can enter the text that you want the players to see in the email. Once players respond, you will see their responses in the same screen. If a player tells you they can or can't play, you can update their status by simply clicking on the buttons.



Request Player Availability Confirmation

Resend to those who haven't responded

# On Game Day

Instead of printing a match card and taking it to the game, you can now submit your match card online, which can be done before the game starts. Once BOTH teams have submitted their match cards, both teams will then be able to review the other teams Match Card online, and either approve it, or mark it as "in dispute" if you think there is a problem.

So, to start, click on "Submit Your Match Card", select the appropriate game and you will see the screens below.

St Michaels FC

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Game Details:  
Team Name : 4A and 4R ( M354 ) Reserves  
Home to : Greenwich M354  
Ground : at Nareburn upper  
Match Date : Saturday 21st Jun 2014  
Match Time : 13:00 pm

Select your Players to put on the Match Card.

By default, a player is marked as NOT Playing if any of the following are true:

- 1: The Player has responded to the Availability to say they can't play or hasn't responded.
- 2: The Player is Suspended, in which case they will also have a line through their name.

Set All to NOT Play | Set All to Play

You have 10 Players and 1 Subs allocated

Shirt#	Players	Available?	Playing?
4	Chris Ahrens	?	Yes
34	Aiden Boyce	?	Yes
19	Richard Clarke	?	Yes
3	Tom Flynn	?	Yes
5	Marcus Green	?	Yes
24	Erwin Lee	?	Yes
25	Daniel Moran	?	Yes
22	John Osborne	?	Yes
1	Nigel Howlett	?	Yes
64	Ron Aquilina	?	No
21	Rick Candido	?	No
82	Tommy Derek	?	No
65	Adrian Doyle	?	No
	Dominic Fitzgerald	?	No
	Stephen Green	?	No

You can change No to Yes or Yes to No simply by clicking.

If you need to borrow subs from another team, click on Choose Player. It will list age appropriate players. Take note, it does NOT take into account team hierarchies, so you need to be aware that if you are in Division 4 you can't borrow players from Division 2.

Once you are **sure** that all your jersey numbers are correct, your players are correctly selected or not selected, you can then 'Save After Checking - I will Submit Later' or if you are ready to **submit** your match card, (remembering that once you do this, you **CANNOT** make any changes whatsoever), click on the 'I want to Submit my Final Match Card now so the other Team can review it'.

Previous | Next | Done

✓ No  
Yes

Cards need to be submitted and reviewed a minimum of 20 minutes prior to the game starting.

Select Borrowed Players from other teams

Shirt#	Borrowed Players Name
<input type="checkbox"/>	Choose Player
<input type="checkbox"/>	Choose Player
<input type="checkbox"/>	Choose Player
<input type="checkbox"/>	Choose Player

Previous | Next | Done

✓ Choose Player

Alastair Wright (M352 Green) - 43 Yrs Old

Alex Damo (M453) - 51 Yrs Old

Match Card Comments

Go Back

✓ Save Without Checking - I will Submit Later

✓ Save After Checking - I will Submit Later

✓ I want to Submit my Final Match Card now So the other Team can review it

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qcsa | myclubmate.com.au says

Are you sure you want to Submit your Final Match Card? Once submitted it can not be changed








Cancel

OK


# Review the Other Teams Match Card


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## Match Card for St Michaels M354

	<b>Aiden Boyce</b> FFA Number : 76401850 Shirt Number: 34
	<b>Andrew Marchevsky</b> FFA Number : 67260711 Shirt Number: 66
	<b>Chris Ahrens</b> FFA Number : 44022002 Shirt Number: 4
	<b>Craig Liddell</b> FFA Number : 44021285 Shirt Number: 27
	<b>Richard Clarke</b> FFA Number : 75953646 Shirt Number: 19
	<b>Tom Flynn</b> FFA Number : 57114332 Shirt Number: 3
	<b>Tommy Derek</b> FFA Number : 78351574 Shirt Number: 82

Neither Team have Approved the Match Card yet

 [Click Here to Record This Match Card as in Dispute](#)

 I confirm I checked the Match card and everything is in order

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So, now you have submitted your match card, all that is left to do is review your opponent's match card (as you always do at the moment with paper cards 😊).

Click on Review Opponents Match Card. Assuming they have submitted theirs of course!!

So this is an example of what "the other team" would see when reviewing our match card.

You will see that it will list the players name, Player ID number, Shirt Number, and have a photo of the player.

If there are any players on the card that have been borrowed from another team, they will be listed with the words underneath "Borrowed from" Team Name...

Review the match card, check the players, and if you are happy with their submission, click on the positive button.

However, if you believe there is an issue with the match card, then mark the card as "In dispute" in a similar way as you would with the paper match card.

**A final point to note.** Date and Times are recorded when the match card is submitted, and also when the match cards are reviewed and approved or marked as In Dispute.

Cards need to be submitted and reviewed a minimum of 20 minutes prior to the game starting.

**Remember:** Once you "submit" your match card, you cannot change it, so make sure all your players who 'may' play are listed on the card (only listing the allowed number of players per team).

Once the final match card has been submitted in MyClubMate by the team manager, no changes are possible, and this is now the team's official match card. It is not permissible for additional players to be entered electronically once submitted, nor is it possible for a team to circumvent this requirement by offering a paper match card.

A Match Card must:

- list all players taking part in the match with first name, surname, player ID (not necessary for borrowed players) and corresponding shirt numbers for all age groups;
- list all borrowed players, noting their registered age group and division,
- for any fixture, do not list more than 9 players (Under 6,7,8 age group); 12 players (Under 9 & 10); 15 players (Under 11 to Seniors and Over 30's); or 16 players (Over 40's), on any given match card;

- have nominated thereon a Vested Official and have that person listed in the relevant area on the Match Card for their team;
- Team Manager, Vested Official names must be filled in, it can, however, be the same person if necessary (cannot be the team coach);
- be submitted electronically **at least 20 minutes** prior to the scheduled kick-off, to allow for verification of the players listed on the electronic Match Card to take place by the opposition team manager;
- be verified by the opposition team manager **at least 10 minutes** prior to the scheduled kick-off to enable the match referee to view both teams Electronic Match Card.

#### Both Team Managers:

- must ensure they have the minimum number of players to commence the match, four (4) players for Under 6, 7 & 8 age groups; 5 players on the field, one of whom must be a goalkeeper for Under 9 & 10s; seven (7) players for U11 to Seniors and Overage
- must ensure that a Vested Official is nominated from their team and have that person sign the relevant area on the Match Card for their team;
- must verify the opposition electronic Match Card to verify that the identities of the players on the Match Card are represented by the correct players taking part in the match;
- if happy about the identity of the opposition players, managers must then confirm that they have verified the identities of the players on the electronic Match Card and are represented by the correct players taking part in the match;
- if either is not satisfied that the opposition players are who they deem to be as listed on the electronic Match Card, they should record the electronic Match Card is in dispute and note concerns when doing so;
- are aware that any players who may be struck through (e.g. suspended) on the electronic Match Card are ineligible to take the field for that match.

Teams should be advised to print out some blank match cards and have with them, together with a printout of the Team ID sheet (with the players photos on). These are only to be used in the following instances:

- Network services are down. If it is not a general network issue but confined to one device, then the manager must source an alternative device from the team.
- There is an issue with the MyClubMate (MCM) system that will not allow the EMCs to be accessed. If it is not a general MCM issue but confined to one device, then the manager must source an alternative device from the team.

Paper match cards are NOT to be used where the team has submitted their EMC and need to change/add players. This provision will be enforced by the referee.