NEPEAN FOOTBALL ASSOCIATON ICOMPMAN IMATCHSHEETS

SMART PHONE VERSION

USER GUIDE - 2020 VERSION

Contents

Overview

iMatchSheets allows Club Officials, Team Officials and Match Officials to record match data in real time using smart phones and tablets. It provides an electronic means of:

- Preparing Team Sheets
- Authorising and submitting team sheets
- Record match specific data
  - Score
  - Red/Yellow cards
  - Player statistics
  - Referee reports

User Access

All Team Managers and Coaches will have an iCompMan User Account created in order to access and complete iMatchSheets. These can only be created if the coach/manager is registered in both Play Football and iCompMan. The Association will create these accounts and email the Coach and Manager their login details.

Once Team Managers and Coaches have access, they will be authorised to update the following:

- Match Sheets
- ID's checked
- Results
- Other details such as team points
- Player statistics

The data in which team managers have access to is determined by the association.

Please note: a team official must be registered with at least one team in iCompMan to receive access.

User Log-In

1. Open internet browser and navigate to http://www.icompman.com.au/
2. The login screen will appear like this ──────▶
3. The **Remember Me** option if selected will store your login details so you do not have to enter it each time
4. Enter your **Login name** and **password**. (Please note both fields are case sensitive.
5. Click **Login**.

CompMan

Login name

Password

(Login Name and Password are case sensitive!)

☑ Remember me on this device

Login

Forgot your login name or password?

SECURED BY instantSSL

6. Once logged in you will see the home screen of iCompMan
7. Select **iMatchSheets** to begin iCompMan smart phone version
8. Please disregard both the **iScores** and **Desktop Version** icons as they are not applicable to team managers.
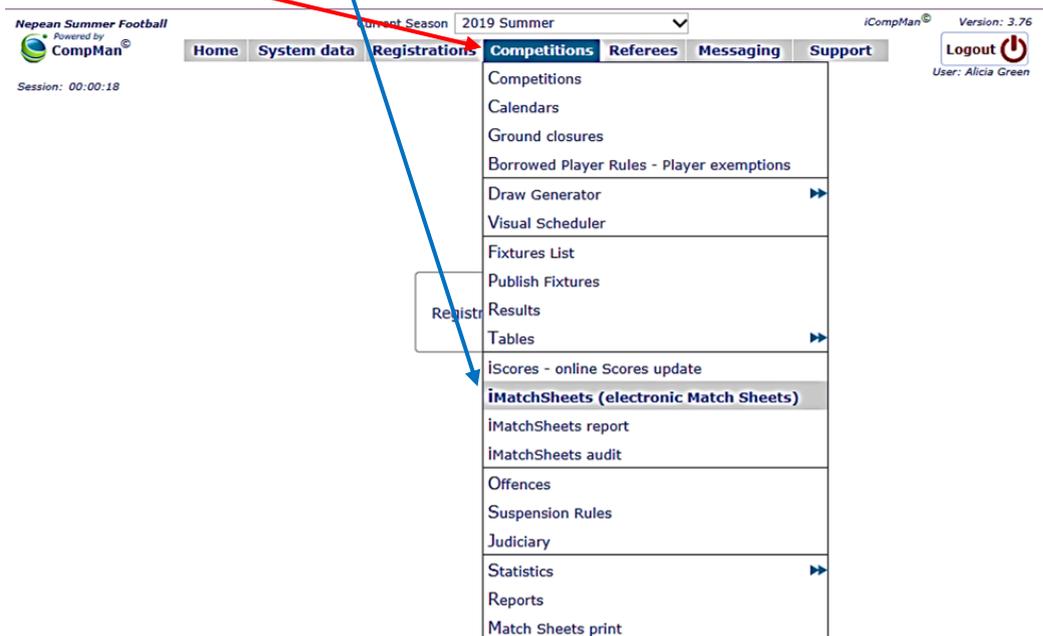
⚠ Selecting the desktop version if using a smartphone may produce unexpected results. This is for use on full screen browsers only.
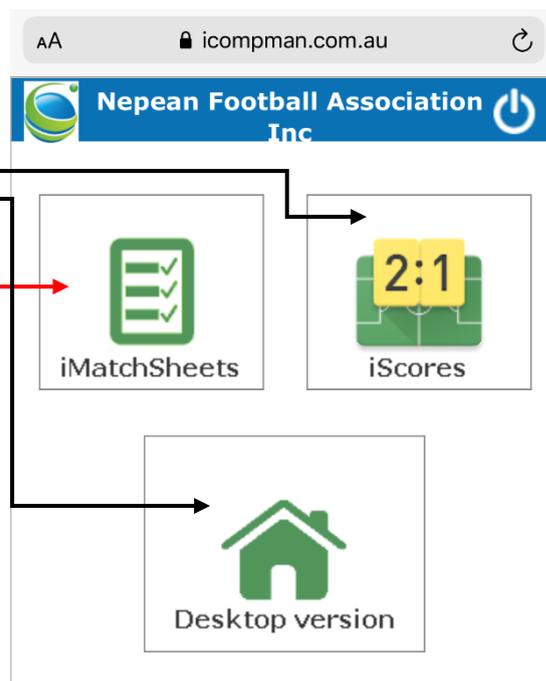
iMatchSheets are also available on PC's and tablets with the desktop view. In order to access the team sheets this way, follow steps 1-5 and the below screen will appear.

Select **Competitions** and **iMatchSheets (electronic Match Sheets)**.

Match Sheets Fixtures List

Once the iMatchSheets icon is selected, fixtures will display. Note; the program defaults to the current date. Users can choose a different date by selecting the drop-down date menu, with a 7-day variance. You can select match sheets for 2 days in the past, and 5 days ahead.

Your club may restrict your access to only view team sheets based on who you are registered with. If you are registered with more than one team, fixtures will appear for all teams (only competitions which have "Electronic iMatchSheet" switched on will be available. The filter option can then be used to view team sheets for a specific team only. See below:

 The **Home** button will return users to return to the iCompMan home screen

 The **Filter Button** allows users to narrow their search to a specific field/competition/age group or Home/Away games only.

 The **Logout** button will return users to the iCompMan login page.

Fixtures will display as:

Understanding the Fixture List and its Associated Icons

Age Group/Division

Ground/Field

Home Team

Away Team

Team Sheet confirmed by both clubs

Team Sheet prepared by Jaguars and pending confirmation from Penrith Pikachus

Team Sheet not prepared

Emu All Starz Team Sheet disputed by Red Devil's

Fixture Round

Fixture Kickoff time

Team Sheet locked – result entered

Selected fixture is highlighted in yellow

Preparing iMatchSheets Prior to Kick-Off (Team Officials Only)

Selecting Registered Team Players

1. With your fixture list displayed, select the required fixture to be updated by clicking on it (the fixture will have a yellow background when selected).
2. Click on the **Update Match Sheet** (refer to image under Match Sheets Fixture List) button to update/edit
3. The **My Team Sheet** page will appear with a list of players who are registered to the team. Select the check box to the left of the players photo to indicate that they will be participating in the match. Leave any player who is not playing unticked.
4. Players are listed in order by name and only those registered to the team will appear.
5. Enter the players shirt number in the text box provided. NB you do not need to delete shirt numbers (if they have been set up in iCompMan) for those not playing.
6. Complete **Team Official** box. Managers do not automatically appear on the team sheet so you will have to complete this manually.

## Adding Borrowed Players (Upgrades) to Team Sheet

In addition to regular team members, players can also be borrowed (upgraded) from other teams within your club. Borrowed (upgraded) players will be added to the bottom of the match sheet using the "Borrowed Player" functionality.

1. To add a borrowed (upgraded) player, select the **Add Player** button under your regular team of players.
2. You will be redirected to the borrowed player selection screen. Use the Surname/Reg. No field to find the required player. You can also choose to **Show All** which will list all players eligible to upgrade to your team. When searching for a player, it will only allow you to select players eligible to upgrade into your team. If they do not meet the age/gender/division requirements they will not appear.
3. Select the check box and click on **Confirm Selected Player**.
4. The player will appear at the bottom of your player list with **borrowed player** clearly displayed. It will also show your total players for the game, including borrowed players.
5. Ensure the borrowed player is indicated as playing in the game and don't forget to add a shirt number.
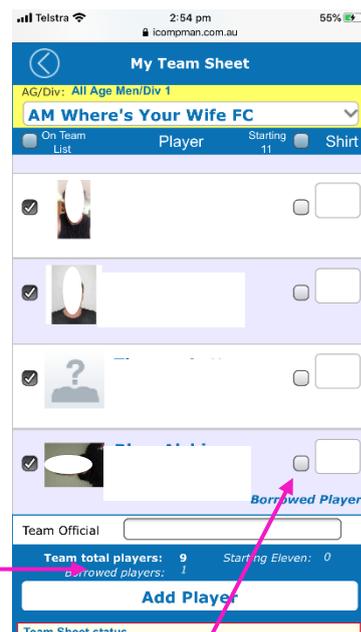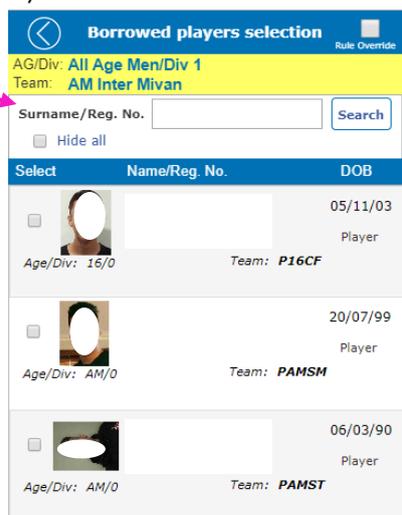
Submit the Match Sheet for Review by the Opposition Manager

1. Once you have completed all the necessary fields on your match sheet, you should then mark it as **Completed**.
2. If you are preparing the match sheet ahead of time, save the changes you make as **Pending**. This allows you to edit the match sheet up until kick-off. Ensure that if you are preparing ahead of time and there are no other changes that you will mark the team sheet as **Completed** on the match day.
3. Once the match sheet is marked as **Completed** the opposing team can review and either accept or dispute your match sheet.
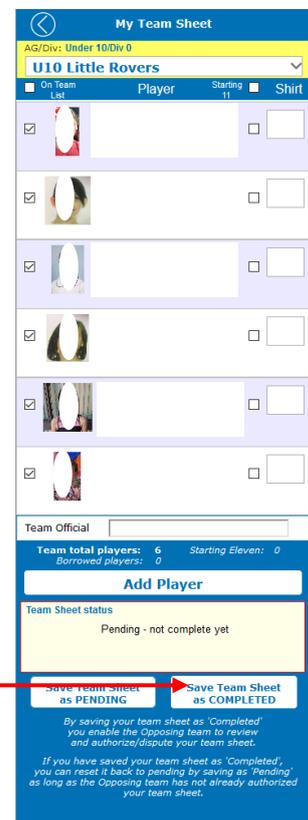
Review Opponents Match Sheet

Match sheets must be confirmed by Opposition Team Officials prior to kick-off.

⚠️ A match sheet cannot be reviewed/confirmed by the opposition team until it has been marked as completed.

1. Ensure there is a solid green circle to indicate your opponent's team sheet is ready for review.
2. Select the **Review Opponents Team Sheet** button.
3. The list of players and their shirt numbers will appear. Perform your ID check by ensuring the shirt number match the player it is assigned to
4. If you have completed the ID check but the team sheet is missing shirts numbers or players, select **Pending my Authorization** and then select **Save as Pending**.
5. If the team sheet is acceptable, select **Authorized this Match Sheet is in Order** and then select **Save as Authorized** at the bottom of the page.
6. If the team sheet is unacceptable or incorrect information and you wish to raise a formal dispute, click on the **Disputed** button. A pop-up box will appear in which you must provide a reason for the dispute. Once the reason is complete click the **Confirm** button to return to the Match Sheets page. Select **Save as Disputed** once complete.
   a. Disputed Match Sheets will be reviewed by the Nepean FA Office following the completion of the match.

Post-Match Update of Results and Match Statistics

Update Results, Match Officials and other Match Statistics (Team Officials)

Result

1. If the fixture was played, enter the full-time score
2. If the game was abandoned, enter the score at the time it was abandoned. Although you would have already entered this under the Match Status & details section, you must enter it again.
3. If the match was postponed, do not enter the score.
4. If the game was a forfeit, select the **Forfeit** box and the two teams will appear. Make sure you select the team who forfeited the game. The score will automatically appear in the results as 3-0 to the non-forfeiting team. You also have the option of providing a reason for the forfeit e.g. no player ID cards, team had less than 7 players.
5. Once you have entered the **Result,** click on the **Save** button.

Update Results, Match Officials and other Match Statistics (Club Officials)

At the completion of the match, Club Officials have the option of updating the following fields:
- Ground Condition
- Match Comments

Please note these fields are not necessary.

Statistics

1. To update the statistics for a player, select the **Update Cards, Player Statistics, submit Referee Report** button.
2. The list of your team players will appear.
3. Identify the player whose details you wish to update, and then select their square to open their statistics page.
4. On this page you can update the number of goals scored (note if you try to add more than the total number of goals scored, an error will appear), the time the player scored, the number of assists, player of the match points, and if the player was injured. You can also provide details for injured players.
5. Select **Confirm.** You will be directed to a list of players whose details you have updated.
6. If you have additional players that require updating, select **Add Player** and repeat steps 3-5.
7. Once you have completed offences for all relevant players, select the arrow at the top of the screen to take you back to the Match Results & Statistics home page. Your offences will show under the cards heading under statistics.
8. Click **Save** to take you back to the fixtures home page.

Note: Statistic updates are not mandatory.