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# NEPEAN FOOTBALL ASSOCIATION COMPMAN MATCHSHEETS

## SMART PHONE VERSION

USER GUIDE - 2020 VERSION

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## 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**.



Login name

Password

(Login Name and Password are case sensitive!)

Remember me on this device

**Login**

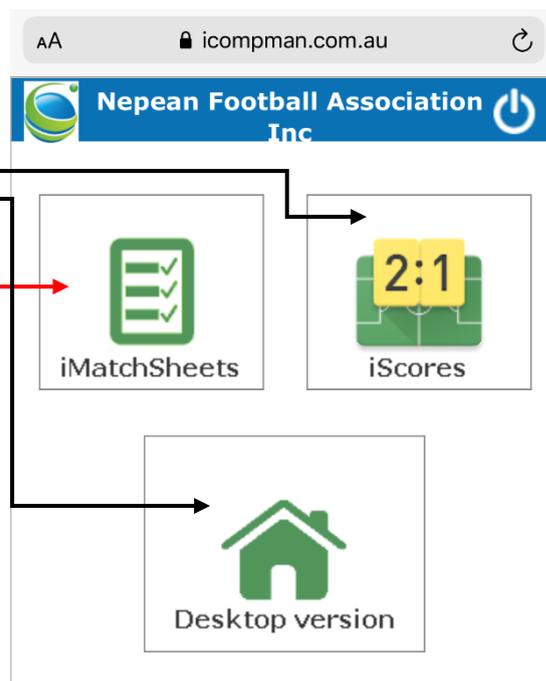
[Forgot your login name or password?](#)



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.

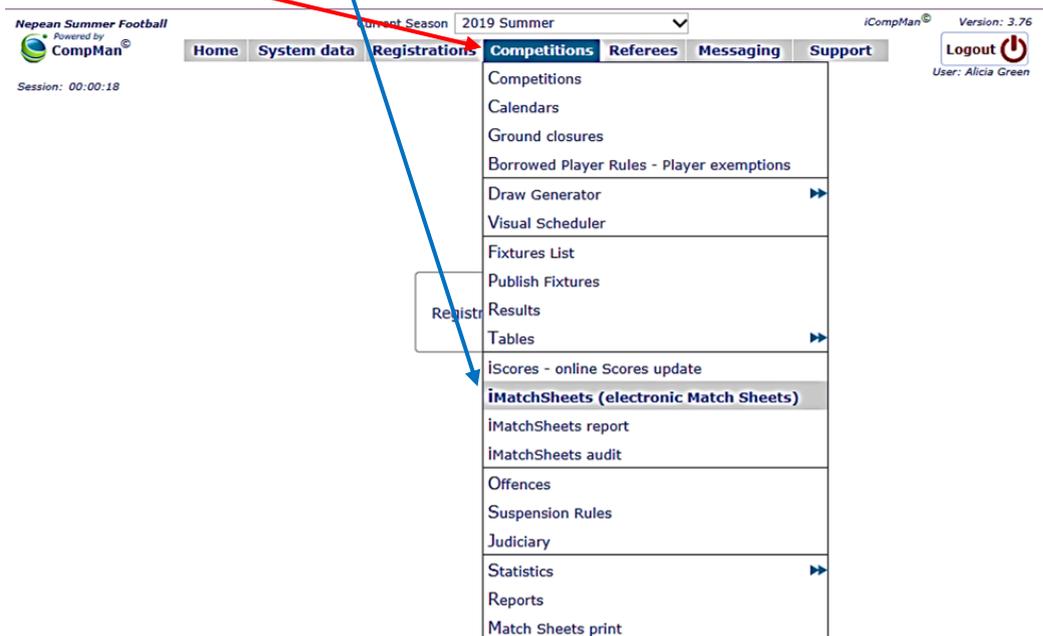


Selecting the desktop version if using a smartphone may produce unexpected results. This is for use on full screen browsers only.



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 screenshot shows the iMatchSheets interface. On the left, a fixtures list for 'NEA\_summer' on 'Mon 02 Dec' is displayed. It lists two matches for 'Under 10/Div 0' at 'Penrith Summer Football Field 5' and 'Penrith Summer Football Field 3', both at 19:40. The teams are 'U10 Penrith Pikachus' vs 'U10 Jaguars' and 'U10 Red Devil's'. On the right, a 'Data Filters' panel is shown with dropdown menus for Club, Field, Competition, and Age Group. It also has radio buttons for Fixtures (All, Home, Away) and Score status (All, Not entered, Disputed). A 'Confirm Selection' button is highlighted with a green checkmark, and there is a 'Reset all and exit' link and a 'Date override' field.

 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

The screenshot shows the fixtures list for 'NFA\_summer' on 'Tue 03 Dec'. It lists four matches for 'Under 10/Div 0' at 'Blue Mountains Summer Football Field', all at 19:40. The teams are 'U10 Blue Mt Spare Team' vs 'U10 EMJC', 'U10 The Cannons' vs 'U10 Individuals', 'U10 Mini Matildas' vs 'U10 Black Magic', and 'U10 Summer Days' vs 'U10 Red Devils'. At the bottom, there are buttons for 'Update Team Sheet', 'Review Opponents Team Sheet', and 'Update RESULT, MATCH OFFICIALS & other MATCH STATISTICS'.

as:

## Understanding the Fixture List and its Associated Icons

The screenshot shows a mobile app interface for a football league. At the top, it says 'NFA\_summer' and 'Mon 02 Dec'. Below this is a list of fixtures. The first fixture is highlighted in yellow. Annotations with arrows point to various elements:

- Age Group/Division:** Points to 'Under 10/Div 0'.
- Ground/Field:** Points to 'Penrith Summer Football Field 5'.
- Home Team:** Points to 'U10 Penrith Pikachus'.
- Away Team:** Points to 'U10 Jaguars'.
- Team Sheet confirmed by both clubs:** Points to a green checkmark icon.
- Team Sheet prepared by Jaguars and pending confirmation from Penrith Pikachus:** Points to a green circle icon.
- Team Sheet not prepared:** Points to a red circle icon.
- Emu All Starz Team Sheet disputed by Red Devil's:** Points to a red circle with a white 'X' icon.
- Fixture Round:** Points to 'R: 12'.
- Fixture Kickoff time:** Points to '19:40'.
- Team Sheet locked - result entered:** Points to a lock icon.
- Selected fixture is highlighted in yellow:** Points to the yellow background of the first fixture.

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

### Selecting Registered Team Players

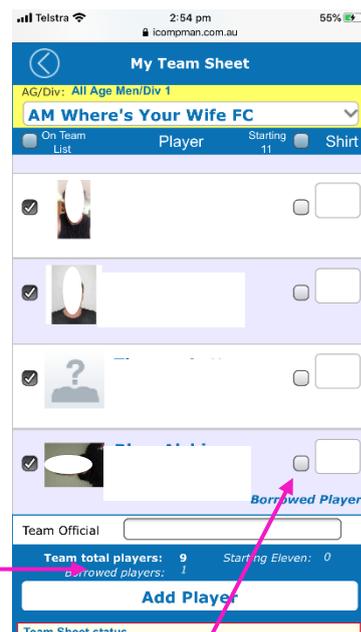
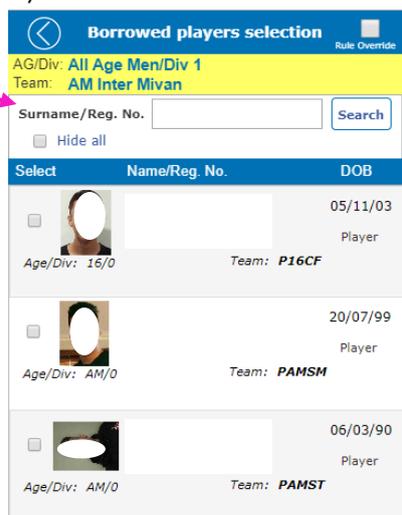
1. With your fixture list displayed, select the required fixture to be updated by clicking on it (the fixture will have a yellow background when selected).
2. Click on the **Update Match Sheet** (refer to image under [Match Sheets Fixture List](#)) button to update/edit
3. The **My Team Sheet** page 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.

The screenshot shows the 'My Team Sheet' page for 'U10 Little Rovers'. It features a list of players with their photos, names, and shirt numbers. Each player has a checkbox on the left and a text box for the shirt number on the right. A yellow arrow points to the shirt number input box for a player named 'rsen'. Below the list, there is a 'Team Official' field, a summary of team statistics (6 total players, 0 borrowed, 0 starting eleven), and two buttons: 'Save Team Sheet as PENDING' and 'Save Team Sheet as COMPLETED'. A note at the bottom explains the difference between the two save options.

## Adding Borrowed Players (Upgrades) to Team Sheet

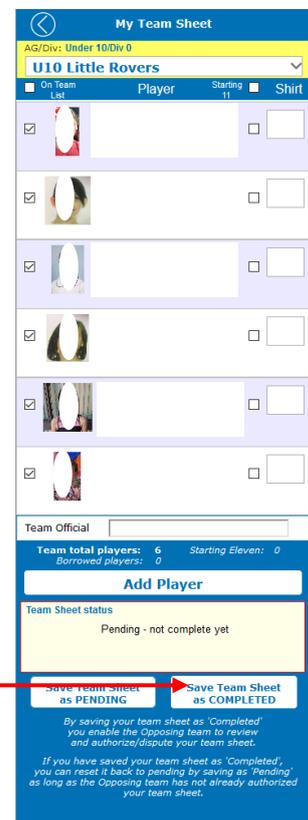
In addition to regular team members, players can also be borrowed (upgraded) from other teams within your club. Borrowed (upgraded) players will be added to the bottom of the match sheet using the "Borrowed Player" functionality.

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.

The screenshot shows the NFA Summer app interface. At the top, there's a navigation bar with a home icon, a dropdown menu set to 'NFA\_summer', and a date 'Mon 02 Dec'. Below this, there are three match sheet entries:

- Under 10/Div 0**: Penrith Summer Football Field 1, R: 12, 19:40. Opponent: U10 SWAT U10 Barcelona Juniors.
- Under 11/Div 0**: Penrith Summer Football Field 1, R: 12, 20:10. Opponent: U11 NFC 11 U11 West Reds.
- Under 10/Div 0**: Penrith Summer Football Field 2, R: 12, 19:40. Opponent: U10 SPGS U10 Beast Mode.

Buttons for 'Update Team Sheet' and 'Review Opponents Team Sheet' are visible. Below the match sheets, there's a 'Team Sheet review' screen for 'U10 SPGS'. It shows a list of players with their photos and shirt numbers: 15, 5, 18, 7, 12, 4, 1, 6. A 'Team Official' field is at the bottom. A pop-up box titled 'Reason for the Team Sheet dispute (max. 500 characters)' is shown with 'Confirm' and 'Cancel' buttons. At the bottom of the review screen, there's a section for 'Select Team Sheet authorization status' with three radio button options: 'Pending my authorization' (selected), 'Authorized - this Team Sheet is in order', and 'Disputed'. 'Save as Pending my authorization' and 'Cancel' buttons are also present.

This is a close-up of the 'Reason for the Team Sheet dispute' pop-up box. It has a blue header with the title and '(max. 500 characters)'. Below the header is a large white text input area. At the bottom, there are two buttons: 'Confirm' and 'Cancel'. At the very bottom, it shows 'Total Players: 0 (Borrowed players: 0)'.

## 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.

Reset result **Result** Entries details -->

**U10 SPGS**

**U10 Beast Mode**

Forfeit Win on penalties

Team Sheets locked Fair Play Points

No  Yes **U10 SPGS** 0

**U10 Beast Mode** 0

**Save**

**Statistics**

**Update Cards, Player Statistics, submit Referee Report**

	Team Sheet	Cards
<b>U10 SPGS</b>	COMPLETED - not authorized by oposition	0 0
<b>U10 Beast Mode</b>	COMPLETED - not authorized by oposition	0 0

Click on the Team Sheet button for details

### **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

- To update the statistics for a player, select the **Update Cards, Player Statistics, submit Referee Report** button.
- The list of your team players will appear.
- Identify the player whose details you wish to update, and then select their square to open their statistics page.
- 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.
- Select **Confirm**. You will be directed to a list of players whose details you have updated.
- If you have additional players that require updating, select **Add Player** and repeat steps 3-5.
- 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.
- Click **Save** to take you back to the fixtures home page.

Note: Statistic updates are not mandatory.

The screenshots illustrate the following steps:

- Select player:** A grid of player cards for the team 'U10 SPGS'. Each card shows a player's photo and a number. One card is selected, showing a player with 15 goals.
- Player statistics:** A form for updating the selected player's statistics. Fields include Name, Shirt (15), Goals scored, Time scored, Goal assist, and a checkbox for 'Player Injured'. There is also an 'Injury details' field.
- Match Statistics:** A screen showing match details for 'Nepaan Summer Football - Penrith'. It has tabs for 'Cards', 'Goals', and 'MVP'. A red 'X' is visible at the top left.
- Match Results & Statistics:** A screen showing match details for 'Nepaan Summer Football - Penrith'. It includes fields for Date/Time, Field, and AG/Div. There are sections for 'Match Status & details', 'Referees & Officials', and 'Result'. A 'Save' button is prominent.
- Statistics Summary:** A screen showing a summary of statistics for 'U10 SPGS' and 'U10 Beast Mode'. It includes a 'Team Sheet' button and a 'Cards' section showing 'COMPLETED - not authorized by position' with counts of 1 and 0 for U10 SPGS, and 0 and 0 for U10 Beast Mode.