

# Electronic Match Cards Using MyClubMate

## 1.1 Setting up

Log into the Team Managers portal on MyClubMate using the link [www.qcsacats.myclubmate.com.au/TeamManagers](http://www.qcsacats.myclubmate.com.au/TeamManagers)

Your username is your email address provided to the club when you volunteered, and your password will be the name of your team. For Juniors, this will be just one word – Tigers, Crocodiles, Sharks etc – for older teams it will be U9Black, U14Red etc.

Once your email address is entered, the system will list any teams that you have access to – in most cases 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.

Once you have logged in, you will see the main menu which looks like Figure 1.

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

Figure 1



Figure 2



## 1.2 Once off Setup

To set up your team, click on Player/Team Information (see Figure 2). For each player, click on their name to edit their details including their shirt number. This will prefill the match card each week.

Click Player to Allocate a Shirt

Player	Playing Position	Shirt #
Harrison Bailey		
Hayden Webb		1
Samuel Brydon		2
Noah Fenton-Smith		3
Nicholas Johnson		5
Oliver Ryan		6
Jaeden Johnston		7
Connor Ede	Left Mid	8

## 1.3 Prior to Game Day

Four or Five days before the game you should send out Availability emails asking the players if they can play in the upcoming game.

From the main menu, click on Player Availability. You will see a list of Games like Figure 3.

Select the Game in question, and then you will get a screen as in Figure 4. 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.

Figure 3

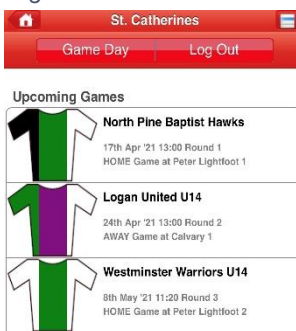
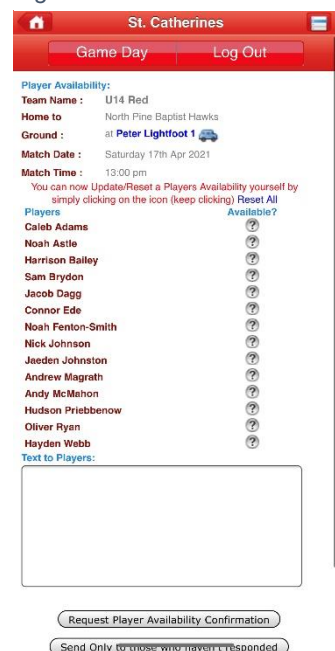


Figure 4



## 1.4 Electronic Match Cards – Your Card

Instead of printing a match card and taking it to the game, you will now be required to submit your match card online. This needs to be done before the game starts.

Once BOTH teams have submitted their own match cards, they 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 this screen (Figure 5).

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

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

Figure 5

St. Catherines

Game Day | Log Out

Game Details:  
 Team Name : U14 Red  
 Home to : North Pine Baptist Hawks  
 Ground : at Peter Lightfoot 1  
 Match Date : Saturday 17th Apr 2021  
 Match Time : 13:00 pm  
 Select your Players to put on the Match Card.  
 Set All to NOT Play | Set All to Play

You have 7 Players and 0 Subs allocated

Shirt#	Players	Available?	Playing?
9	Caleb Adams	Yes	Yes
16	Noah Astle	Yes	Yes
	Harrison Bailey	Yes	Yes
2	Samuel (Sam) Brydon	Yes	Yes
8	Jacob Dagg	Yes	Yes
8	Connor Ede	Yes	Yes
3	Noah Fenton-Smith	Yes	Yes

Figure 6

Harrison Bailey No

Samuel (Sam) Brydon No

Done

No

Yes

Sub

You can change No to Yes or Yes to No simply by clicking on the box (Figure 6).

Figure 7

Select Borrowed Players from other teams

Shirt#	Borrowed Players Name	No
	Choose Player	No
	Choose Player	No
	Choose Player	No

Done

Alex Walters (U13 Red) - 13 Yrs Old

Alexander Kilgour (U14 Black) - 14 Yrs...

Amelia Mudie (U13 Black) - 13 Yrs Old

Arabella Ryan (U12 Black) - 12 Yrs...

Archie van Raay (U13 Red) - 13 Yrs Old

Ashton Hsieh (U13 Red) - 13 Yrs Old

If you need to borrow subs from another team, click on Choose Player (Figure 7). You will be provided with a list of age-appropriate players.

Please note that MyClubMate does NOT consider 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 and your players are correctly selected or not selected, you can either:

- ‘Save After Checking – I will Submit Later’ or;
- ‘Submit my Final Match Card’ (Figure 8).

Enter details of your Vested Official.

Figure 8

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

Please note, once you submit your match card you **cannot make any changes** and Match Cards need to be submitted and reviewed a minimum of 20 minutes prior to the game starting.

## 1.5 Review Opponents Card

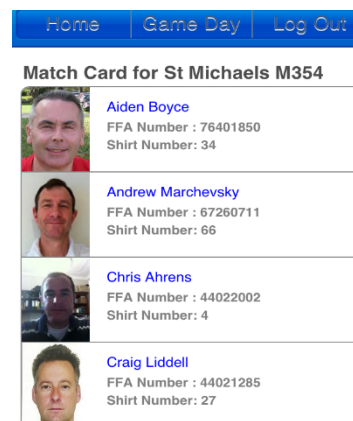
To review your opponent's match card, click on Review Opponents Match Card.

The screen will show a list of opponent players information including their name, photo, player ID number and jersey number. 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" and their own team name (see Figure 9).

Review the match card and if you are happy with their submission, click on the positive button, if you believe there is an issue with the match card, then mark the card as "In dispute" (Figure 10).

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

Figure 9







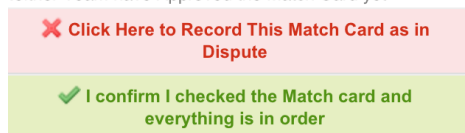
Match Card for St Michaels M354	
	<b>Aiden Boyce</b> FFA Number : 76401850 Shirt Number: 34
	<b>Andrew Marchevsky</b> FFA Number : 67260711 Shirt Number: 66
	<b>Chris Ahrens</b> FFA Number : 44022002 Shirt Number: 4
	<b>Craig Liddell</b> FFA Number : 44021285 Shirt Number: 27

Figure 10

Neither Team have Approved the Match Card yet



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)

**NOTE: Fines apply for incorrectly completed match cards.**