



## Team Officials – entering Results/uploading Match Cards

1. **Login** (use admins button at the bottom of web home page

<https://www.sydneyhockey.com.au/home/>

**For admins**

enter your pre-approved details. Site Opens up in "**Teams Overview**" (you will only see your assigned teams)

2. If a team needs to be modified, ie a Permanent Team Member added, then:

3. Click on the "**Team Name** (eg Ryde) – then, "**Edit Team**" (under options menu on right hand side of screen) ,- Choose to add **Eligible members**/ or modify players status – (**for permanent team members**) For adding **Substitutes** - see point 6-  
Finally click "**Save changes**"

4. If No Permanent Team member changes , bypass above points and

Click on **View**  **view** under the **Actions** heading

5. Choose/click "**Competitions**" (right hand side menu under Options)- click on "**Details**" next to the Round to be updated. Opens up to "**Enter Results**"

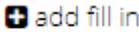
- ✓ Scroll to **Game Officials** – modify if needed eg add Name and choose from drop down list role, eg Manager, coach etc
- ✓ Scroll to **Result entry** Update score

✓ Scroll to **Attendance & Metrics** - click in box next to players name attended,

<input type="checkbox"/> St	Goals	Yellow Card (5min)
George/Rand		

✓ and up date metrics for example

<input checked="" type="checkbox"/> 1. Walt Disney	3	1
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✓ **If need to Add Subs (Fill-ins)** click  Plus add Reason,

✓ At this stage you will need to click **Save Results**

Actions

✓ To add details for the fill-ins click  and then add Metrics for the fill-in

6. Scroll to Attachments - upload a PDF of the signed/completed Match Card (

Save the Match card title as: **Team Name Grade V Team Date.**

Eg StGeorge PL2 V Easts 3Aug17

7. Results review Tick or leave blank Click **Save Results**

8. **Log Out**

**Club Administrators** will have very similar access with some extra functions allowing them administration of all their club's teams.