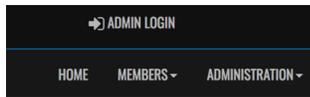


## GAME SHEET INSTRUCTIONS

Prior to the start of the season all teams must enter from Admin Login (from EIYSA Website) and enter the following in order to print game sheets.



Enter Login:

Password:

One-time only entry

### **Dashboard**

League Players:

Add Your Players Jersey # Click Edit Enter Jersey # Click Submit



Blue Button is Edit

Staff Members:

Add your Team Staff

If you do not want your name or email showing on the website Click Hide on Website & Hide Contact Info on Website. If you want your name but not your email showing on website only click Hide Contact Info on Website box.

### HOW TO PRINT YOUR GAME SHEET

From the Dashboard Click League Games- find current game (can be sorted by date and game type)



Click Print Icon for the game to be played

### **Print off the game sheet.**

Manually Cross off those players not playing that game.

Manually Add any Trialists

Manually Fill out Team Staff (ID# on the Team Officials Card)

Manually Fill out Referee Liaison

Give Game sheet to the Away Team (in the dressing room) so they can:

Manually Cross off those players not playing the game

Manually Fill out Team Staff

Manually Fill out Referee Liaison

Home team ensures Referee receives completed Hard copy Game sheet prior to start of game.

## POST GAME INSTRUCTIONS & SCORING GAMES

Home Team – Signs Game Sheet

Away Team – Signs Game Sheet

### **Home Team within 24 hours Must do the following:**

(this can all be done from your phone at the end of the game):

Sign back in with Admin Login from EIYSA website

From Dashboard Click League Games



Click edit button [ (green pencil) only available for the home team]

Enter the Score (U9, U10 & U11 enter 0-0) U12 There is a mercy rule which is a 5 Goal Differential.

(Example 6-0 game you would enter 5-0.)

**Click Game is Finished** – keep scrolling down

### **Roster**

Update your Roster- if all players played click top box beside Jersey this will automatically select all players. Then you can click off those players who were manually crossed off the game sheet. This must be done by the Home Team for Home and Away. Ensure you Click Update Roster

### **Game Files**

This is how you will submit game sheets to the office.

Upload File: Click Choose File - Take photo of game sheet (make sure to capture the entire game sheet in the Photo). Click Upload File. You can also take a picture save it and then browse and upload the game sheet.

#### Upload File

File

No file chosen

File Type

Gamesheet

Home Team is finished you can log out.

**Away Team:** Sign in with Admin Login from EIYSA website – **within 24 hours of the game played**

Once the score is entered from the Home Team the Away Team must Verify. (Orange icon) Change Verification Status to “Verified “if score is correct or “There are errors.” Add a note addressing any Errors, remember to click “Save Note”. Click Update Verification Status. Errors will be corrected in the office.

