HOW-TO

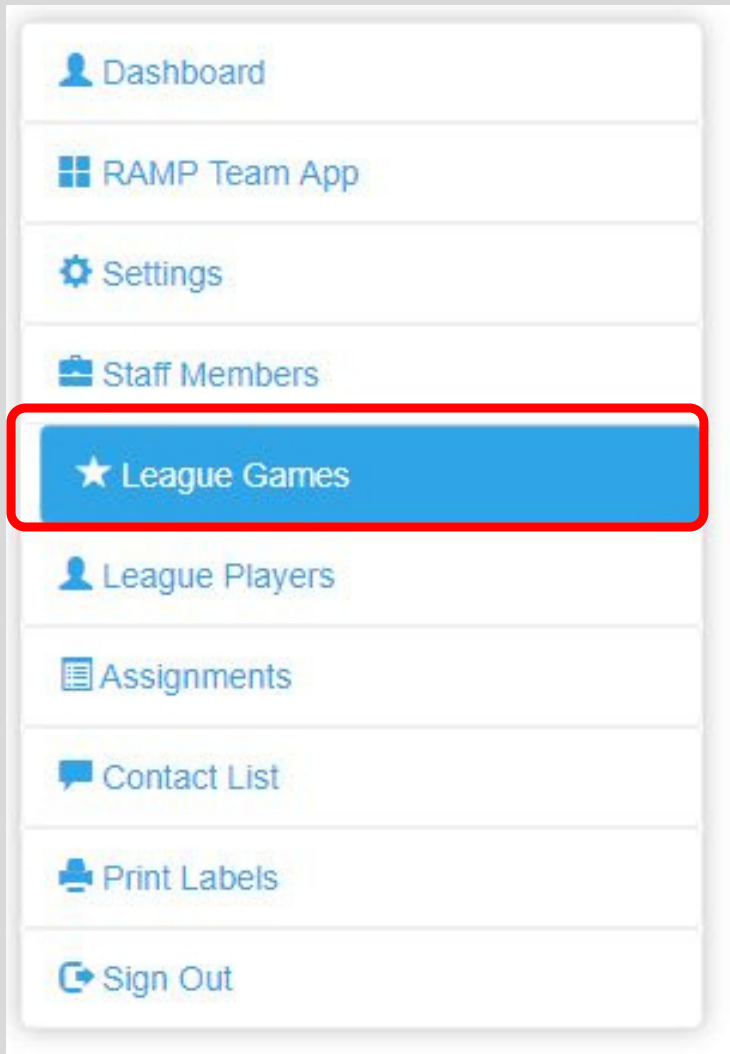# PRINT GAME SHEETS

1. **Login to the 'Score Entry / Team Login from the CWSA website (mycwsa.ca)**

   Each registered team official receives a username and password unique to their team for the current season to allow them access to this page.
   If you do not know what your username or password is, contact the person who registered your team this season, or contact the CWSA office.
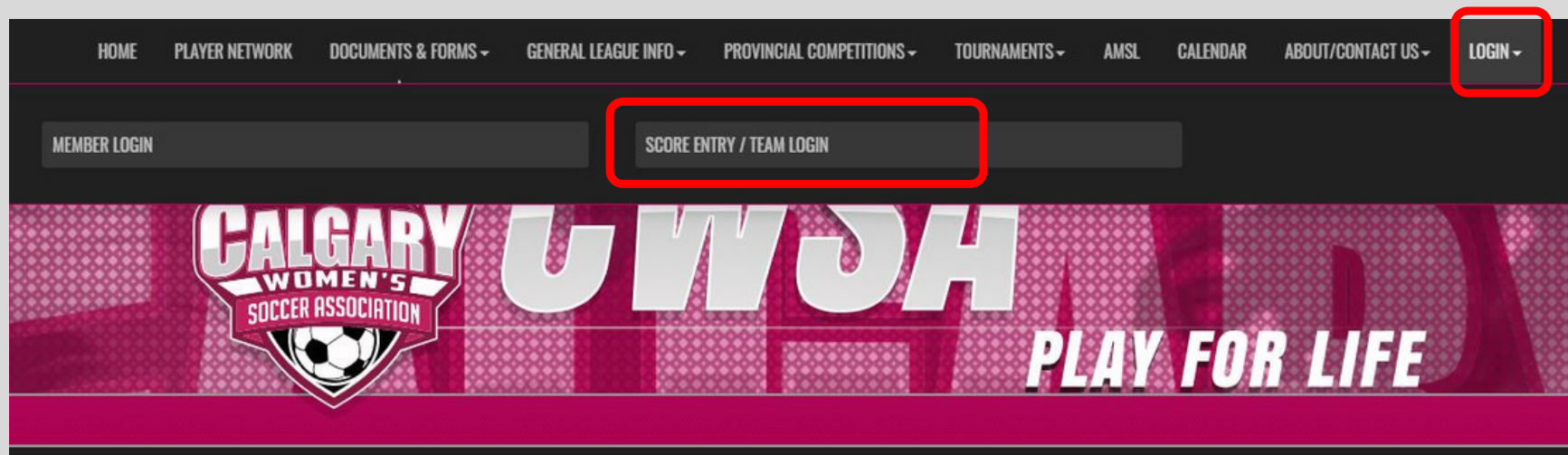
2. Select 'League Games' from the menu

- 👤 Dashboard
- ⬛ RAMP Team App
- ⚙ Settings
- 💼 Staff Members
- ⭐ League Games
- 👤 League Players
- 📋 Assignments
- 💬 Contact List
- 🖨 Print Labels
- ➡ Sign Out

Access to Game Sheets & Score Entry

PRINTING GAME SHEETS:

3. Select the 'Home' or 'Away' button to generate your game specific game sheets

#	Date	Home	Visitor	Field	Finished	Verified		
	07/05/2019	Home Team	Away Team	Ernest Manning High School	Yes	⊘	🖨Home	☑
	07/08/2019	Home Team	Away Team	Calgary Soccer Centre - AT Field #4	Yes		🖨Away	☑
	07/12/2019	Home Team	Away Team	Calgary Soccer Centre - AT Field #4	Yes		🖨Away	☑
	07/15/2019	Home Team	Away Team	Rotary Challenger Park	No		🖨Home	☑ ✎
	07/22/2019	Home Team	Away Team	McMahon Stadium	No		🖨Away	☑ ✎
	07/29/2019	Home Team	Away Team	Forest Lawn Athletic Park	No		🖨Home	☑ ✎

4. Select your players and staff from the list that populates, then click **'Submit'** to download a pdf copy of your game sheet

Select Players For Gamesheet

	Last	First	Jersey #
☐	Last Name	First Name	
☐	Last Name	First Name	
☐	Last Name	First Name	
☐	Last Name	First Name	
☐	Last Name	First Name	

Select Staff For Gamesheet

	Last	First	Position
☐	Last Name	First Name	Team Manager

Print ONE (1) Copy of your game sheet

Game time gamesheet procedure for teams:

1. Each team will provide the referee with **1 game sheet**.
2. The referee will proceed with player card checks and will keep the cards in their possession for the duration of the game.
3. After the game, the referee will fill out each team's game sheet with their full name (printed and signed), final score, stats, fair play, and any discipline (yellow/red cards).
4. The referee will then allow each team to take a photo of each of the completed sheets for their records. **The referee keeps both game sheets**. The referee will also keep any cards of dismissed players.
5. Teams will be able to refer to their photo to enter final scores, stats, fair play, discipline (yellow/red cards), and referee evaluations.
6. **We are asking that Teams UPLOAD both game sheets on the score entry page (the 'upload file' button is at the bottom of the score entry page).**

Additional Notes:

- Players, Guest Players and Team Officials can be written in after printing (prior to game time) if needed.
- Guest players should be listed below all rostered players and identified as [GUEST + Registered Team Name]
- Team Officials should be listed at the very bottom of the game sheet
- **Please make sure that the player name on the game sheet is the same as on their player card and CWSA registration to avoid any possible confusion as to their eligibility.**

GUEST PLAYERS:

- Guest players should be added to the bottom of the game sheet (below your roster players and above Team Officials)
- write (GUEST) & their registered team next to their name
- Teams must still independently keep track of the number of times a guest player has played - The system does not restrict you from choosing a player even if they have already played up their 6 games
- **A player listed on a game sheet is deemed to have physically participated in that game.**

Calgary Women's Soccer Association
OFFICIAL GAME SHEET

403-720-6692
Office@mycwsa.ca
http://mycwsa.ca

Date: Jul 15, 2019   **Game Time:** 8:45 PM   **Field:** Calgary Soccer Centre Natural Turf #1   **Division:** CWSA Outdoor 2019   Premier

HOME TEAM: **AWAY TEAM:**   **MATCH OFFICIALS**

Home Score

AWAY TEAM

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
Unacceptable   Excellent
Fair Play Points

Away Score

REFEREE (Sign & Print)

Assistant REFEREE (Sign & Print)

Assistant REFEREE (Sign & Print)

JERSEY #	ID #	NAME (First & Last)	Goals	Caution (Y)	Caution (R)
1	000002	Roster Player Name			
2	000002	Roster Player Name			
5	000002	Roster Player Name			
7	000002	Roster Player Name			
12	000002	Roster Player Name			
15	000002	Roster Player Name			
17	000002	Player Name (GUEST) - CWSA Team A			
99	000001	Player Name (GUEST) - CWSA Team A			
38	000003	Player Name (GUEST) - CWSA Team A			
9	000004	Player Name (GUEST) - CWSA Team A			
	000005	Team Official Name	*Team Official Signature*		

TEAM OFFICIAL   **SIGNATURE**

REFEREE NOTES

Game sheet to be completed and given to referee prior to start time.