MWFA CompMan SP MatchSheets
Smart Phone Version
User Guide – 2018 version

Contents

1. Overview

The SP Matchsheets – Smart phone version enables Club Officials / Team Officials / Team Managers and Referees to record match data in real time using smart phones. The main functionality is as follows:

- Preparing and submitting teams' Match Sheets electronically
- Recording Match Results as well as other match statistics such as
  o Score
  o Goal scorers
  o Most Valuable Player points
  o Yellow/red cards
  o Referee names
  o Team Officials / Team Managers

2. User Access

Club Registrars will create user accounts with the following details:

- First and last name
- Mobile number
- Email address
- Whether the team manager should be restricted to accessing his/her team only.

⚠ Team Officials / Team Managers must be registered with at least one team in iCompMan to receive access.

Figure 1 iCompMan Login Screen

3. User Log-in

Open your smartphone internet browser, e.g. Safari.

Navigate to http://www.icompman.com.au/iCompMan

The iCompMan Login screen is as shown in Figure 1.

The **Remember me for 30 days** option, if selected, will store (in your browser) a 'cookie' with your last login data and you will not have to enter it again next time you load the login page. This will not work should you have turned off the browser option to accept cookies.

Enter your **Login name** and **password**.

Click the "Login" button.

Once logged in, you will see the iCompMan Home Screen of Figure 2.

Figure 2 iCompMan Home Screen

Select **iMatchsheets** to begin iCompMan smartphone version.

The **iScores** selection is not released yet. MWFA will advise when this available.

iCompMan **Desktop version**

⚠️ Do not select the **Desktop version** if using a Smartphone. The Desktop version is intended for use on full screen browsers only. Using the Desktop version on a Smartphone may produce unexpected results.

Note that e-teamsheets can be accessed on a PC or tablet as well, but you will see the screen as below when you have logged in.

To access, select Competitions/iMatchsheet (electronic Match Sheets)
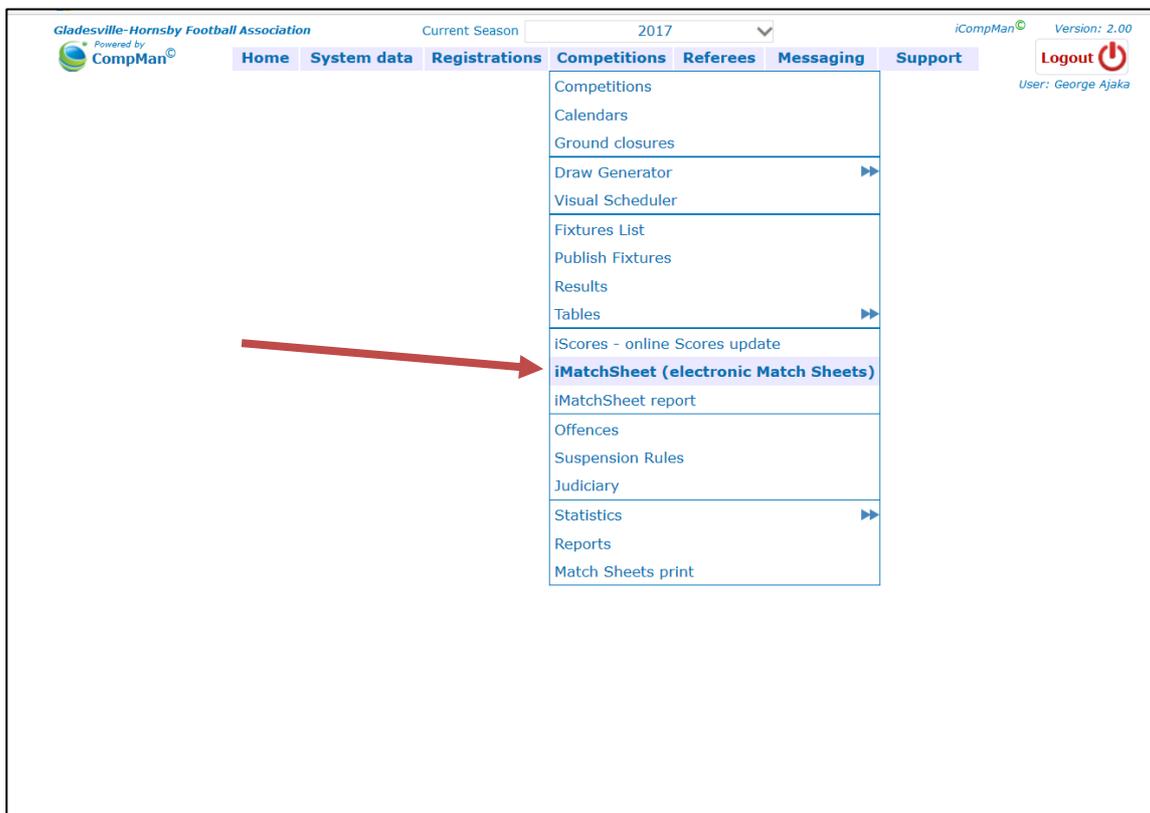
4.   Match Sheets List

The Match Sheets page displays fixtures for the selected date, see Figure 3. The program defaults to the current date. Users can choose a different date by clicking on the drop down list, but it will only provide fixtures 2 days in the past (unless they are locked – this will be explained below), and for the next 6 days.

A Club member login gives access only to that Club's fixtures. Your Club may have also restricted your access to your team only – this is based on the iCompMan team/s that you are registered in as a Team Officials / Team Managers.

Figure 3 SP Matchsheets Home Page showing main buttons and the Data Filter Option
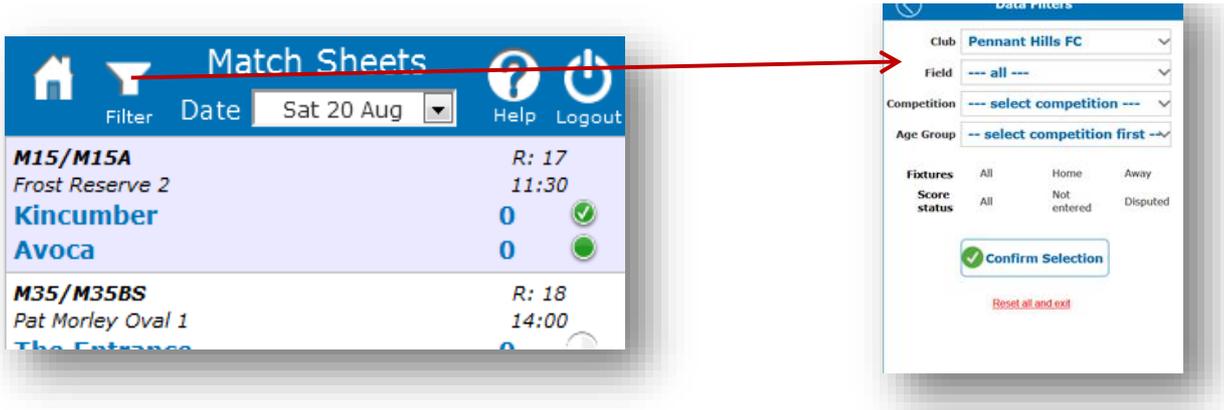
The **Home** button on the top left will return the User to the iCompMan Home Screen of Figure 2.

The **Help** button will provide general iCompMan help information (not this document).

The **Filter button** allows users to select fixtures for a specific field / competition / Age group or Home/Away games only, see Figure 3.

The **Logout** button on the top right will return the user to the iCompMan Login screen as shown in Figure 1.

For each fixture in the Match Sheet list, see Figure 4, the home team is shown as the upper of the two teams. Icons on the right of each fixture, as shown in Figure 4, indicate the status of that fixture's match sheet.

5. Prepare Match Sheet Prior to the Match Kick-Off (Team Officials/Team Managers)

A. Selecting Registered Team Players

With the Match Sheets list of Figure 4 displayed, select the required fixture to be updated by clicking on it. It will be highlighted in yellow background when selected.

Click on the **Update Match Sheet** button to update/edit the Match Sheet for the highlighted fixture.

The **My Team** page allows selecting players who will play. It also enables to borrow players from other teams in your club. Regular players are listed in order by names whilst 'borrowed' players will be added to the bottom of the list with the "BP" flag.

Figure 4 iMatchSheet Home Page showing Fixtures List

Players registered to the team appear and need to be ticked if they are playing. Use the **Select All** button to tick all players listed. The **Select None** button can be used to clear all the ticks if you need to start again.

Enter a shirt number for each player that is playing in the fixture, see figure 5. Shirt numbers for players who are not playing do not need to be entered. Shirt numbers will be rolled over from week to week and will be automatically entered by the iCompMan system if you have setup shirt numbers in the full CompMan system. Contact your Club Registrar on how to get shirt numbers automatically allocated to your players.

If you are filling in for the registered Team Officials / Team Managers, add your name to the **Team Official** box, see Figure 5.

Figure 5 My Team Page

B. Add a Borrowed Player

If you are using a player from another team within your Club (borrowed player), then you need to add that player to the Match Sheet using the "Add Player" functionality.

Click on the **Add Player** button to add a player from another team to the Match Sheet, see Figure 5.

Use the **Surname/Reg. No.** search field to find the required player. See Figure 6.

When the required player is found, click on the player to select. The player should be highlighted in yellow. The click on **Confirm Selected Player**, to return to the **My Team** page, see Figure 5 . The borrowed player should be shown at the end of the team list with the flag "BP" next to it.
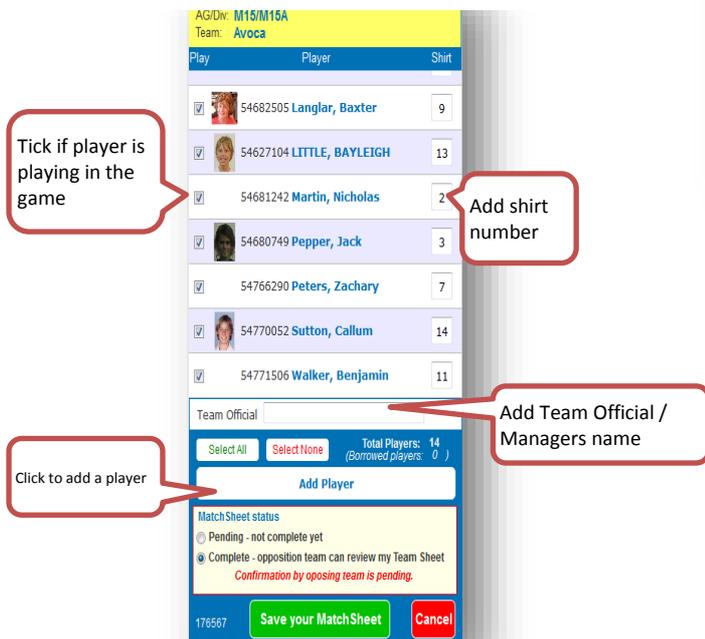
Figure 6 Borrowed Players Selection Page

Figure 5 My Team Page

Ensure that the player is indicated as playing in the game, and that a unique shirt number is indicated, as per Figure 5.

C.   Submit the Match Sheet for Review by the Opposition Team Manager

If you are preparing the Match Sheet well ahead of the fixture kick-off, you can save your changes as "Pending – not complete yet" allowing you to finalise the Match Sheet just prior to kick-off. In this case, click the "Pending – not complete yet" item in the **Match Sheet Status** box, then click **Save Your Match Sheet**. This will save your changes without submitting the Match Sheet to the opposition Manager for review. You can then return to the Match Sheet prior to Kick-off and finalise the entries with any late changes if needed.

When the Match Sheet is completed and ready for review, click the "Complete – opposition team can review my Team Sheet" item in the **Match Sheet Status** box, then click **Save Your Match Sheet**. This will change the status of the Team Sheet to make it visible to the opposition Manager for review.

D.   Review Opponents Match Sheet

Team Sheets are to be confirmed by Opposition Team Officials / Team Managers prior to the fixture kick-off.

⚠ A Team Sheet cannot be reviewed/confirmed by the opposition team until you have completed and submitted your Match Sheet as per Section C Submit the Match Sheet for Review.

You must review the Opponents Match Sheet as soon as possible after they have submitted their Match Sheet, as indicated by the solid green icon next to the Opposition team's name on the **Match Sheets** page of Figure 4.

Figure 4 iMatchSheet Home Page showing Fixtures List
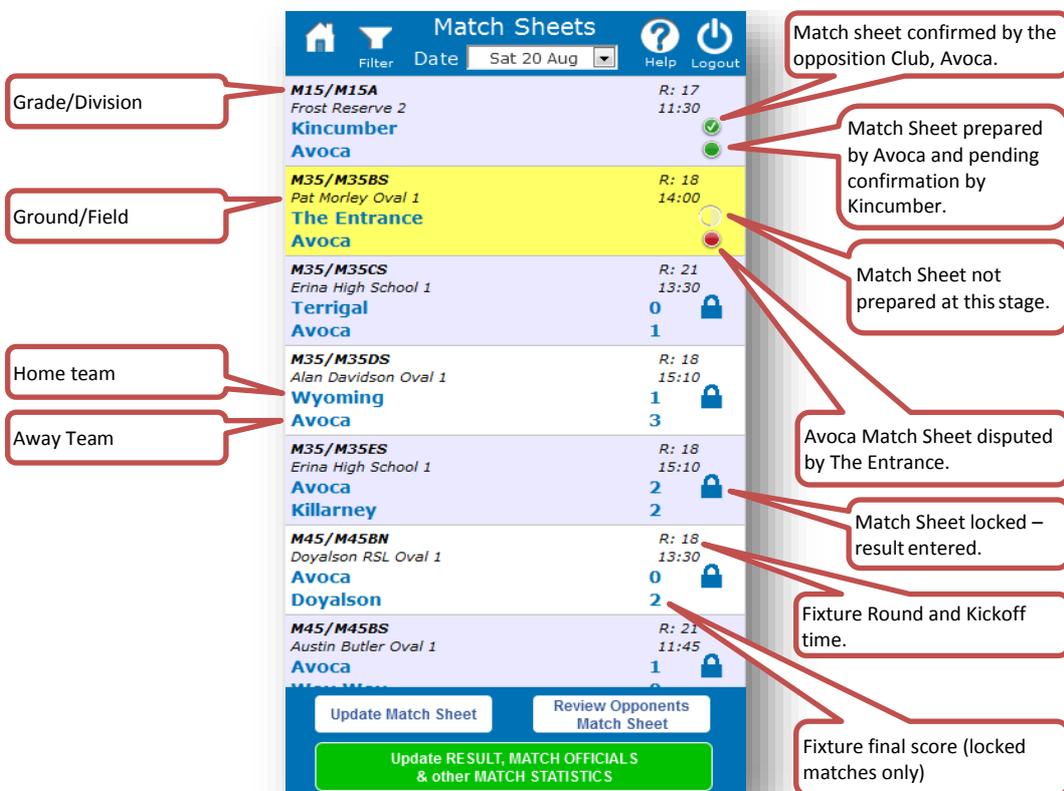
Click on the **Review Opponents Team Sheet** button on the bottom of the **Match Sheets** page of

Figure 4.

Review the Oppositions team information.

Figure 7 Match Sheet Review Status

If acceptable, tick the **Confirmed – this Match Sheet is in Order** selection, see Figure 7, then click the **Confirm** button to return to the **Match Sheets** page.

If there is information that is not acceptable and you wish to raise a formal "dispute", then tick the **Disputed** selection, see Figure 7. A reason for the Dispute will be requested and must be entered, then click the **Confirm** button to return to the **Match Sheets** page.

Disputed Match Sheets will be reviewed by the MWFA Office subsequent to the match completion.

6. Post-match Update of Results and Match Statistics (Team Officials / Team Managers)

A. Update Results, Match Officials and other Match Statistics

Match Officials, at the completion of the match, are required to update:

- Match Status – played, abandoned, postponed
- Ground Condition (optional)
- Match comments (optional)
- Scores
- Unofficial referee (if no referee appointed)

From the **Home Page**, Figure 3, highlight the fixture to be updated (yellow background), then click on the **Update RESULT, MATCH OFFICIALS and other MATCH STATISTICS** button at the bottom of the screen to navigate to the **Match Results & Statistics** page, see Figure 8.

1) Select the **Match Status & details** drop down

2) Select the appropriate **Match Status**:

   Played – the fixture was completed normally

   Abandoned – the fixture was commenced (kick-off) but was abandoned at some point during the match before final whistle.

   Postponed – the fixture was abandoned before kick-off, e.g. by the Club withdrawing the ground due to heavy rain.

   If you select Abandoned or Postponed, you will be prompted for more details. If the fixture was **Abandoned**, enter the reason, time it was abandoned and score at the time it was abandoned.

   If the fixture was **Played**, enter the full time score. Do not enter scores if the fixture was **Postponed** or **Forfeited**.

3) If the fixture was forfeited by either team, indicate which team has forfeited (**Home team** or **Away team**). Note that the home team is the team upper of the two team's names.

4) The MWFA appointed Match Referee will enter the **Match Officials** under **'Referees and Officials'**. If there was no MWFA appointed Match / Team Referee, then you must tick the **No Referee** box. If there is no MWFA appointed **Main Referee**, but there is one or more MWFA appointed Assistant Referee's, those Assistant Referees shall enter their names in the appropriate **Match Officials** entry, but the **No Referee** box should still be ticked. Note that the **Match Official** fields are drop down lists and not free text fields. If there is no Referee, then the name of the Referee or Referees should be entered in the **Unofficial Referee** section.

5) MWFA fixtures do not use a **Match Day Supervisor**, please leave this field blank.
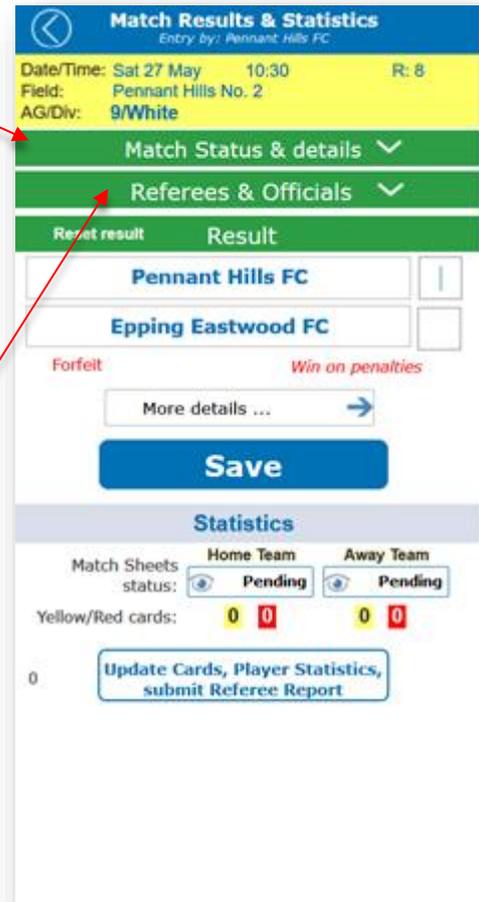
⚠ Ensure you select **Save** when you have completed your entries

See Figure 11a below for the various screens

Figure 7a Match Status & Details drop-down menus
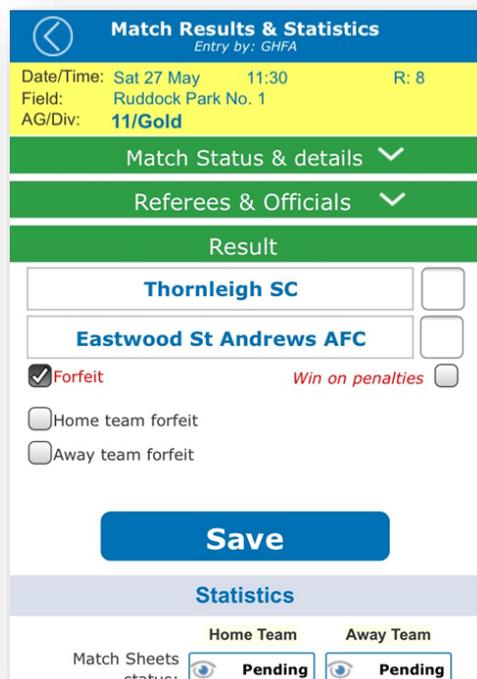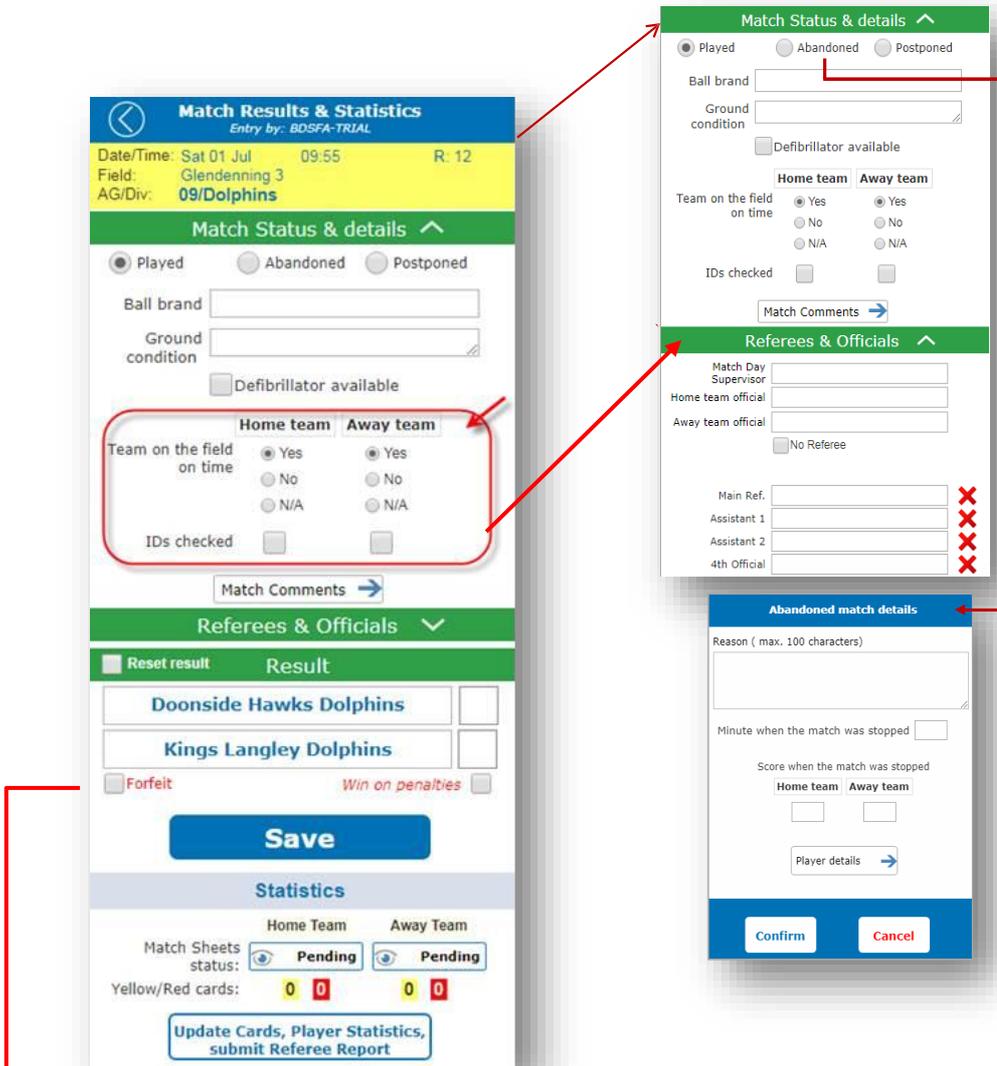
B. Update Match Players List

If your team has a player arrive late to the match who was nominated as a player prior to the match (registered team player or borrowed player), then your Team List should be updated immediately.

1) Advise the appointed Referee that you will be updating the Team List.

2) Request the Opposition Manager to release your Team List:

- To do this, the Opposition Manager needs to select "Review Opponents Match Sheet" and change the status to "Pending My Confirmation"

⚠ If you are requested by the Opposition Manager to release their Team List, please do so promptly. You will be able to review and confirm their changes later.

3) Follow the instructions of Section 5 to update your team list and submit the team list for review by the Opposition Team Officials / Team Managers. Let the Opposition Team Officials / Team Managers know as soon as you have submitted your revised team list for review.

⚠ When advised by the Opposition Manager that they have submitted their revised Team List for review, please review and confirm promptly.

C. Update Match Statistics

Figure 10 Match Statistics Page

The SP Matchsheets system has the ability to record several match statistics such as goal scorers and Most Valuable Player (MVP) points. MWFA requires that the Match Result only is updated by Team Officials / Team Managers, except where:

a) No appointed Referee is present, requiring Caution and Send-off codes to be entered by Team Officials / Team Managers.

b) Any other comments as required.

Click on the **Update Cards, Player Statistics, submit Referee Report** button to navigate to the **Match Statistics** page, see Figure 10.

a) For each player that needs updating for goals scored, Most Valuable Player (MVP) points, Fair Play or Caution / Send-Off codes, the player needs to be added to this list.

b) Select the player to be added from the team list and enter statistics.

c) Click on Confirm to return to the **Match Statistics** page.

d) Click the **Add Player** button to add more players, see Figure 10 and repeat b).

e) Click the **Update Player** button to change details for players who have been added.

f) Repeat for the remaining players that need to be updated.

g) If there was no MWFA appointed Referee for the fixture, update the Caution and Send-Off codes for the **Offences** field. For MWFA fixtures, use the standard Caution codes Y1, Y2 – Y7 and the standard Send-Off codes R1, R2 -R7 only. For Send-Off codes only, enter the **Minute of the game, Referees distance to the incident** and the **Description of the offence/report**. Please include a contact number for the referee in case the GPT needs to contact them for more information.

h) The **2nd Offence** tab should not be used. In the case of two cautions, an R7 should be selected under **1st Offence** only.

i) Click the **Confirm** button to return to the **Match Statistics** page.

j) In case of an error, a player can be removed by selecting the red cross next to the player's name.

k) When all required players have been updated, click the **Confirm** button to save the Player statistics update and return to the **Match Results & Statistics** page, see Figure 8.

Figure 8 Player Statistics Page

Figure 8 Match Results & Statistics Page

If a user is authorized to update only some of the data, a message to this effect is displayed is displayed.

This message will be displayed every time the "Update Result …" function is requested by the user. Users can disable the message by ticking the "Do not show this message again" option. In such cases a 'Warning' icon is displayed in the page header and by clicking on it users can display the message details again.

If a user is authorized to update only some of the data, a message to this effect is displayed is displayed.
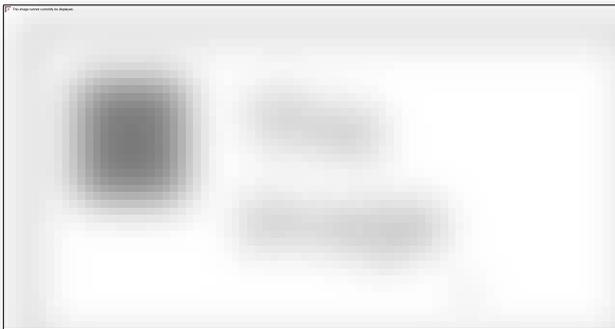
7. Referee Update of Results and Match Statistics (Appointed Match Officials)

MWFRA appointed Match Officials (Referees) are **not responsible** for reviewing or confirming team player lists or assessing player eligibility, these are the sole responsibility of the respective Team Officials / Team Managers.

MWFRA appointed Match Officials / Team Referees are responsible for updating:

i)   Entering the **Referee, Assistant Referees** and **Fourth Official** when present.

ii) The match outcome of **Played, Abandoned** or **Postponed**, including **Ground condition** where appropriate.

iii) If played or abandoned, the **Match Result** including **Score**, either the full time score or the score at the time the match was abandoned.

iv) Recording players that were Cautioned, or were Sent-off for a Second Cautionable offence.

⚠ MWFA and MWFRA require that all Send-off reports, except for Second Cautionable Offences are reported.

⚠ Any match incidents, except simple administrative issues for MWFA as above, should be reported.

A. Match Selection

a) Login to the SP Matchsheets system on your smartphone as per Section 3.

b) Select the Match Sheet view as per Section 4.

c) With the Match Sheets list of Figure 4 displayed, select the required fixture to be updated by clicking on it. It will be highlighted in yellow background when selected.

d) Click on the **Update Match Sheet** button to update/edit the Match Sheet for the highlighted fixture, as per Figure 8.

Figure 8 Match Results & Statistics Page

B. Match Result

a) Select the appropriate **Match Status** in the **Match Status & Details** drop down:

Played – the fixture was completed normally

Abandoned – the fixture was commenced (kick-off) but was abandoned at some point during the match before final whistle.

Postponed – the fixture was abandoned before kick-off, e.g. by the Club withdrawing the ground due to heavy rain.

b) If the fixture was forfeited by either team, indicate which team has forfeited (**Home team** or **Away team**). Note that the home team is the team upper of the two team's names.

c) If the fixture was **Played**, enter the full time score.

d) If the fixture was **Abandoned**, enter the score at the time it was abandoned.

e) Do not enter scores if the fixture was **Postponed** or **Forfeited**.

C. Match Officials

a) Select the names of the officials in the appropriate **Match Officials** entry under the **Referees & Officials** dropdown for each Match Official present. The **Match Official** fields are drop down lists and not free text fields. The drop down lists will display the Referee names, but the SP Matchsheets fields will display only the MWFRA ID Number when selected.

b) MWFA fixtures do not use a **Match Day Supervisor**, please leave this field blank.

c) Once the **Match Result** and **Match Officials** have been entered, click on the **Save Match Result** button to save the entries.

D. Player Cautions

Figure 9 Match Results & Statistics Page

a) To update the Caution or Send-Off codes for a player, from the **Home Page**, Figure 3, highlight the fixture to be updated (yellow background), then click on the **Update RESULT, MATCH OFFICIALS and other MATCH STATISTICS** button at the bottom of the screen to navigate to the **Match Results & Statistics** page, see Figure 8.

b) Click the **Update Cards, Player Statistics, submit Referee Report** button to navigate to the **Player Statistics** page, see Figure 10.

c) For MWFA fixtures, use the standard Caution codes Y1, Y2 – Y7 and the standard Send-Off codes R7 only. Do not enter any other data. The normal GHFRA on-line reports will need to be made in addition to this report for Send-Off Codes R1-R6, or for incident reports.

d) The **2ⁿᵈ Offence** tab should not be used. In the case of two cautions, an R7 should be selected under **1ˢᵗ Offence** only.

e) Click the **Confirm** button to return to the **Match Statistics** page.

f) Repeat for the remaining players that need to be updated.

g) In case of an error, a player can be removed by selecting the red cross next to the player's name.

h) When all required players have been updated, click the **Confirm** button to save the player statistics update and return to the **Match Results & Statistics** page.

2) To complete the **Match Results & Statistics** update, click the **Save Match Result** button to navigate back to the **Match Sheets Home** page, see Figure 4.

Figure 4 iMatchSheet Home Page showing Fixtures List

Grade/Division

Ground/Field

Home team

Away Team

Match sheet confirmed by the opposition Club, Avoca.

Match Sheet prepared by Avoca and pending confirmation by Kincumber.

Match Sheet not prepared at this stage.

Avoca Match Sheet disputed by The Entrance.

Match Sheet locked – result entered.

Fixture Round and Kickoff time.

Fixture final score (locked matches only)

8. BACK UP PROCEDURE

All Team Officials / Team Managers are required to produce the following:

- A BLANK MATCHSHEET. (provided by each Club Registrar)
- A Printed Team Sheet (A4 double sided) which will be provided by MWFA Registrars to Club Registrar.
- A Printed Team Sheet (A4 double sided) of any players the team wish to borrow on the day.

The Blank Matchsheet is required to be filled out with **all** required information. Any information not added will have the usual penalty/point deduction system in place.

The Team Sheet has all Photo ID and names of that team (Age Group and Division). If the player is not on this Printed Team Sheet – they are unable to play.

This team Sheet will be provided from the MWFA Registrar to the club and distributed accordingly to each team.

If there is a change/addition etc a NEW Team Sheet will be provided from the MWFA Registrar who will liaise with each Club Registrar for delivery.

All original Matchsheets upon completion of the game should be fully completed with all details and follow procedures ie. provide score to their Club Competition Secretary and deliver Matchsheets to MWFA by Monday midday the following weekday.

9.   FREQUENTLY ASKED QUESTIONS

1.   **HOW DO I CHANGE MY PASSWORD.**

Contact the MWFA office

2.   **I HAVE FORGOTTEN MY LOGIN NAME OR PASSWORD.**

At the iCompMan login screen, click on **Forgot my Login Name or password** and follow the directions.

3.   **MY LOGIN NAME AND PASSWORD DON'T WORK**

The login page requires your login name, password and the captcha text to be all correct. Check that you entered the captcha text properly (it is case sensitive). The login screen will create a new captcha text when reloaded.

If you still can't login, please contact your Club representative to confirm your login details.

4.   **I CAN LOGIN, BUT IT DOESN'T SHOW MY TEAM**

Visibility to teams is based on the access type requested by your Club. To view your team you must be registered in CompMan as a Team Officials / Team Managers for that team.

Your team may not have a fixture in the current window period. Please check your teams fixture list.

Please contact your Club representative to confirm your login details.

5.   **MY SMARTPHONE HAS NO BATTERY CHARGE LEFT**

You can login to iCompMan from any smartphone with internet access. Please borrow a phone from a team member or parent and login to iCompMan from that phone.

This applies to all circumstances where a Team Officials / Team Managers does not have access to a smartphone, e.g. forgotten, lost, stolen, damaged, out-of-credit etc

6.   **OUR TEAM MANAGER DID NOT SHOW UP AT THE MATCH**

There are many reasons that a team a manger may not show up at your fixture. It is recommended that at least two Team Officials / Team Managers are registered in iCompMan as users for each team to cater for this situation.

Please contact your Club representative to obtain the login details for your team's manager. Ensure that you enter your name in the **Team Officials / Team Managers** field of the My Team page to record who entered the data.

7. **I MARKED A PLAYER AS PLAYING, BUT THEY DID NOT ARRIVE OR TAKE THE FIELD.**

   Once you team list for the match has been confirmed by the Opposition manager, you cannot go back in and untick the playing status of the player unless the Opposition Team Officials / Team Managers releases your team list.

   At the end of the match (or at any other time prior with the agreement of the Opposition Team Officials / Team Managers, e.g. half time, or when a late player arrives), ask them to release your team list for editing. You can then follow the normal instructions to update the team list information and re-submit for the Opposition Team Officials / Team Managers to review and confirm.

   If you require updating of the team list after the match, speak to the Match Official immediately after the match to let them know that you are updating the team list (this is so they do not submit the Match Result and lock all changes to the matchsheet prior to your update).

   If the Official Referee is unavailable immediately following the match, or for any other reason the player status cannot be updated, contact your Club Representative as soon as possible and have them immediately advise the MWFA Office.

8. **A BORROWED PLAYER ARRIVED LATE, HOW DO I ENTER THEM INTO THE TEAM LIST.**

   Please see FAQ 7

9. **THE OPPOSITION TEAM CAN'T COMPLETE AND SUBMIT THEIR TEAM LIST.**

   This is not your fault, but please offer assistance to the opposition's Team Officials / Team Managers if possible. You should complete your own team list and submit as normal. Paper teamsheets can be also be used as a backup option

10. **DO I HAVE TO FILL IN THE GOALS SCORERS AND MVP POINTS**

    These fields are not mandatory, however, your Club may wish you to use these fields for their monitoring purposes, e.g. season trophies etc.

    Note that if this is required, it must be done prior to the Match Official locking the fixture.

    It is important that you do not delay the finalisation of the Match Sheet waiting for goal scorer or MVP information.

11. **I NEED TO SPEAK WITH SOMEONE URGENTLY – HAVING DIFFICULTIES.**

    Please contact your Clubs designated EMS Supervisor/Comp Sec.

12. **WHAT HAPPENS IF THE ENTIRE ICOMPMAN SYSTEM IS DOWN?**

    If the icompman system is not working, please use a Blank Match sheet.