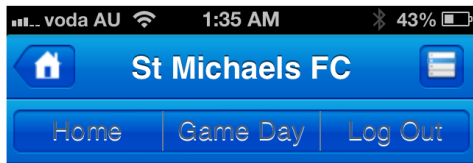# MyClubMate – Electronic Match Cards

The Team Managers portal includes a Mobile Phone Interface. You do not need to do anything to use it, except to login to the Team Managers Portal as normal, but with your mobile phone.

When you first arrive at the portal with your mobile phone, the login screen will look something like this:
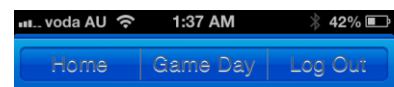
Enter your email address as you normally do to login together with your password – If you don't know these details, please contact your club.

Once your email address is entered, the system will list the teams that you have access to – for most people 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.
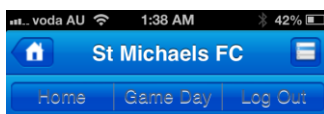In this example, I am logging into the M354 team.

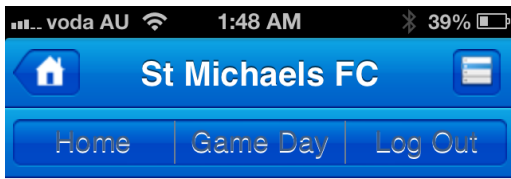Once you have logged in, you are presented with the main menu similar to the one below.

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

Once off Setup...

To save you a lot of time every week, there is a simple task you can do. Click on the Player/Team Information Menu item, and then for each member of the team, click on their name to edit their details.
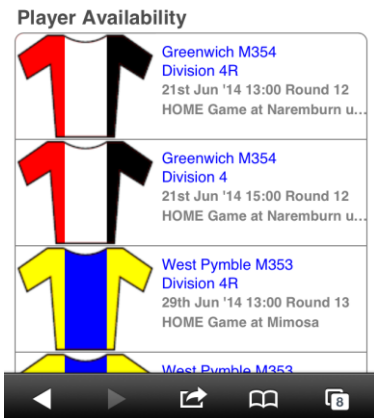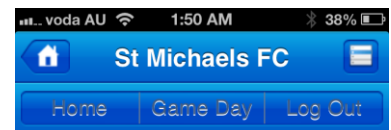

Click on the player's name and enter their shirt number, which will save you having to enter it on the match card each week.

Click Player to Allocate a Shirt

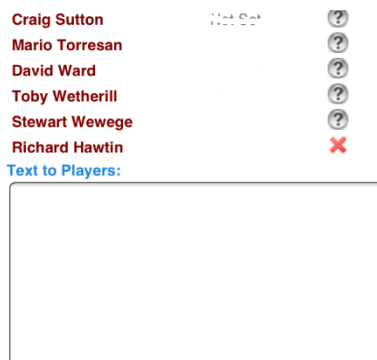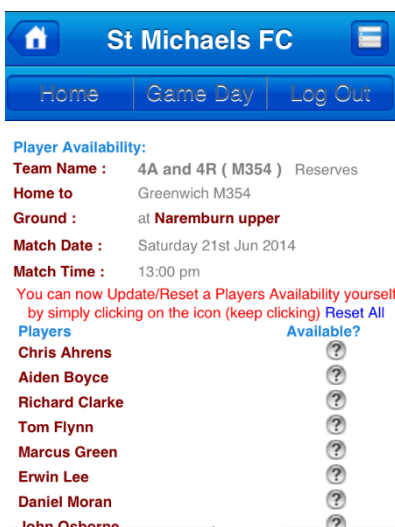| Player	Playing Position	Shirt #
Anthony Pignataro	Not Set	
Craig Mason	Not Set	
Dominic Fitzgerald	Not Set	
Dorian Nkono	Not Set	
Greg O'sullivan	Not Set	
Iain Lyle	Not Set	
Jesper Karlsen	Not Set	

Days before the Game...

4 or 5 days before the game, you should send out Availability emails, asking the players if they can play in the upcoming game. The system makes this easy.

Click on Player Availability, (see menu items above). You will see a list of Games similar to the one below.

Select the Game in question, and then you will get a screen similar to the ones below.

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.

On Game Day

Instead of printing a match card and taking it to the game, you can now submit your match card online, which can be done before the game starts. Once BOTH teams have submitted their match cards, both teams 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 the screens below.

By default, a player is marked as NOT Playing if any of the following are true:
1: The Player has responded to the Availability to say they can't play or hasn't responded.
2: The Player is Suspended, in which case they will also have a line through their name.

You can change No to Yes or Yes to No simply by clicking.

If you need to borrow subs from another team, click on Choose Player. It will list age appropriate players. Take note, it does NOT take into account 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, your players are correctly selected or not selected, you can then 'Save After Checking – I will Submit Later' **or** if you are ready to **submit** your match card, (remembering that once you do this, you **CANNOT** make any changes whatsoever), click on the 'I want to Submit my Final Match Card now so the other Team can review it'.

Cards need to be submitted and reviewed a minimum of 20 minutes prior to the game starting.

| Home | Game Day | Log Out |

Match Card for St Michaels M354

Aiden Boyce
FFA Number : 76401850
Shirt Number: 34

Andrew Marchevsky
FFA Number : 67260711
Shirt Number: 66

Chris Ahrens
FFA Number : 44022002
Shirt Number: 4

Craig Liddell
FFA Number : 44021285
Shirt Number: 27

Richard Clarke
FFA Number : 75953646
Shirt Number: 19

Tom Flynn
FFA Number : 57114332
Shirt Number: 3

Tommy Derek
FFA Number : 78351574
Shirt Number: 82

Neither Team have Approved the Match Card yet

✖ **Click Here to Record This Match Card as in Dispute**

✔ **I confirm I checked the Match card and everything is in order**

HOME l PC Version l MYCLUBMATE l

So, now you have submitted your match card, all that is left to do is review your opponent's match card (as you always do at the moment with paper cards ☺).

Click on Review Opponents Match Card. Assuming they have submitted theirs of course!!

So this is an example of what "the other team" would see when reviewing our match card.

You will see that it will list the players name, Player ID number, Shirt Number, and have a photo of the player.

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" Team Name...

Review the match card, check the players, and if you are happy with their submission, click on the positive button.

However, if you believe there is an issue with the match card, then mark the card as "In dispute" in a similar way as you would with the paper match card.

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

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).