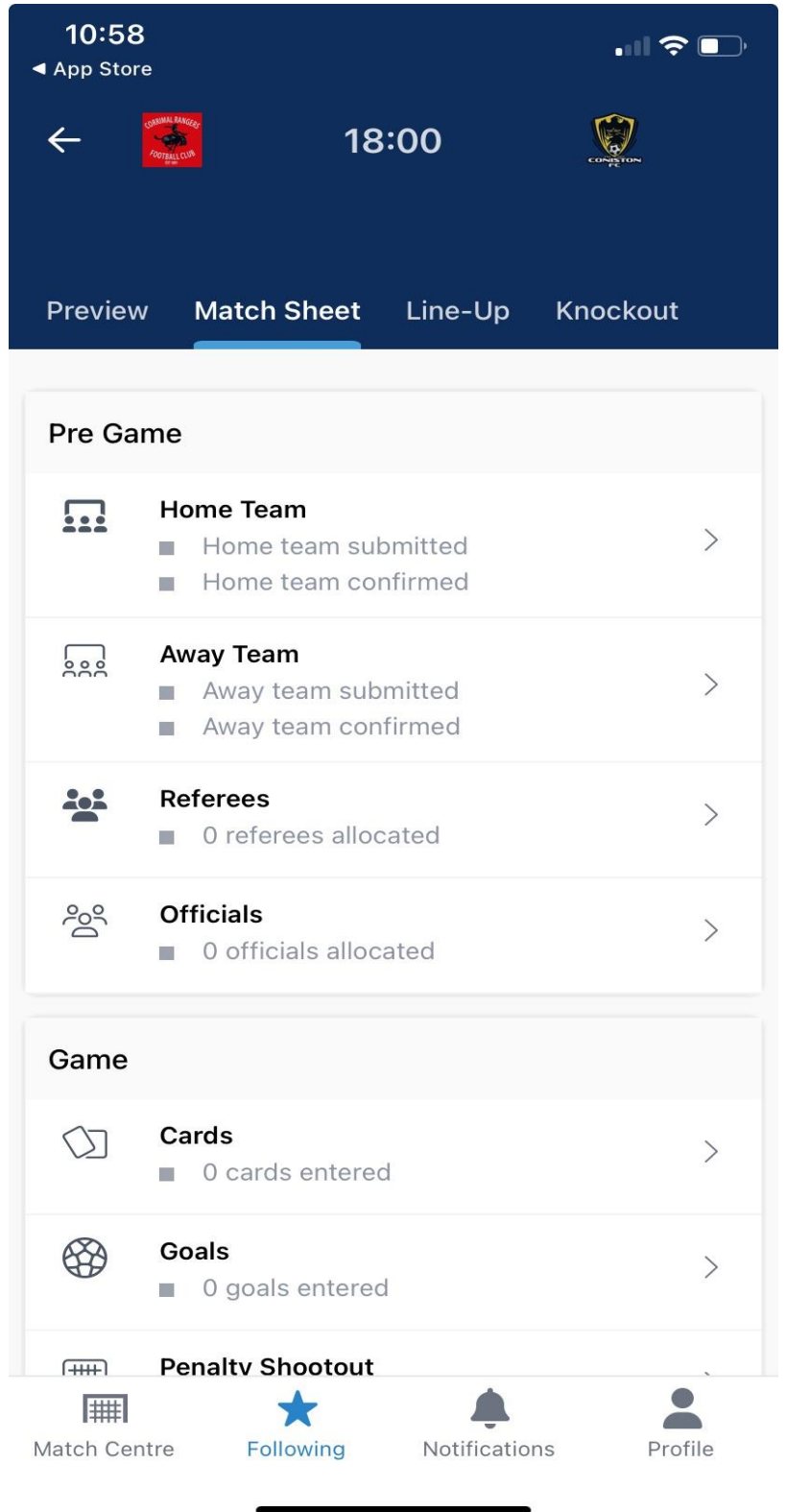




MATCH SHEET Community Competition DRIBL GUIDE

TEAM OFFICIALS RECORDERS



MATCH SHEET DRIBL REQUIREMENTS FOR COACHES, MANAGERS OR TEAM RECORDERS

REGISTRATION

Team Officials must be registered in Play Football with a passport style photo – i.e. head shot, no sunglasses, no hat, no other person in the photo. Before registration, ensure that the picture has been set to approximately 122 x 156 pixels (this can be done in a simple app like paint)

The Club must accept your registration and once data has synced the club assigns you to the team in Dribl. The Association will then make you “match sheet active”.

DRIBL APP

Coaches and Managers need to download the Dribl App and can self-activate as follows:

[2023-FSC-Dribl-User-Guide.pdf \(footballsouthcoast.com\)](#) – Steps 1 to 5

KNOWN ISSUE

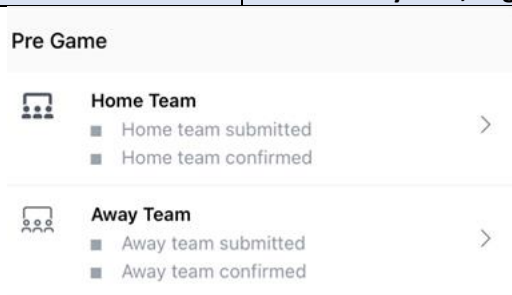
Supporter accounts are generally created when you first sign up to Dribl and you did not have an active registration with a club at the time or it was created prior to your registration being approved by your club.

Supporter accounts do not hold any privileges in Dribl and access to match sheets is granted via your member account.

To resolve this, you will need to delete your supporter account using these steps:

1. Open the **DRIBL** app.
2. Tap **Profile** from the navigation bar.
3. Tap **Account & security** from within the **Settings** options.
4. Tap on **Delete** within the **Delete account** setting.
5. Tap on **Delete** to confirm.

The supporter account will be deleted immediately, and you will need to [follow these steps to activate your member account](#).



1. Login to the Drip App
From **home screen** select the match to administer and note if you are home or away team (left or right)

Select '**Match Sheet**' then choose home or away team from the '**Pre-Game**' options.

2. Prepare your team in the match sheet.

The first game will take more time to set up than following matches.

- Assign each player with their shirt number (most teams have a set shirt number for a player). *In the following match, the shirt number will automatically be assigned to that player. It can always be edited.*

Tap on the player and look for “**Set Jersey Number**”.

- Select players from your team that are playing.

Availability for team members needs to be set by clicking on ticks to activate the tick to and needs to include manager and coaches.

A **green P** will also activate – this indicates that they are playing. This can be updated on the match day if there is a change in availability.

- Add any Borrowed players from another team by

Tap on the '**add player**' icon on top right-hand side.

Select the player (will list eligible players) OR can hit 'search' button

Click on the player who will be added on the team list.

Tap and hold on borrowed player to 'Set jersey number', enter jersey number.

[Prepare & Submit Team – Dribl](#)

Match Sheets – SUBMITTING Team on match day PRE-GAME ADMIN	When – On Match Day – 20/30 minutes before kick-off
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1. Login to the Drip App

From **home screen** select the match to administer and note if you are home or away team (left or right)

Select '**Match Sheet**' then choose home or away team from the '**Pre-Game**' options
2. Review the team in the match sheet (if you haven't set up the team – read Pre-Game Team Selection)

Check players have got the correct shirt number assigned?

Check the players participating have a green P against their name?

Add any borrowed players which are not on the match sheet, assign shirt number.

Any player not playing must not have a green P against their name. Simply click on the P to toggle it off.

(You do not need to indicate who is starting, and you do not need to put in positions!)

Any borrowed player listed previously who is now not participating can be deleted.
3. The most important step is to SUBMIT the team.

Click '**Submit.**'

Once the match sheet is submitted, the opposition and referee can view your team sheet.

[Prepare & Submit Team – Dribl](#)

Match Sheets – ID Check and CONFIRMING on match day. PRE-GAME ADMIN	When – On Match Day – 15-20 minutes before kick-off
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1. Login to the Drip App
From **home screen** select the match to administer and note if you are home or away team (left or right)

Select '**Match Sheet**' then choose your opposition team from the '**Pre-Game**' options.


When they have submitted their team, you will see the opposition sheet and photos.
2. Review the other team list and check jersey numbers assigned – (This is compulsory)

Do an ID check by tapping on 'member Id icon' top right-hand corner to bring up photo and member cards. Swipe left to go through each member card.


Fix up any errors then resubmit.
3. Return to team sheet and select 'Confirm Team' button. This needs to be done otherwise the match sheet will not be able to be completed.

[Confirm Opposition Team – Dribl](#)

Pre Game

 **Home Team**

- Home team submitted >
- Home team confirmed

 **Away Team**

- Away team submitted >
- Away team confirmed

The four squares need to be green before kick-off!

Key points:

- Once confirmed this will lock out any changes that can be made.
- The opposition can unconfirm team sheet for additional changes (e.g. adding late player arriving).
- No changes will be able to be made to player list after half-time.

**Match Sheets – ADDING A REFEREE OR A.R.
PRE-GAME ADMIN**

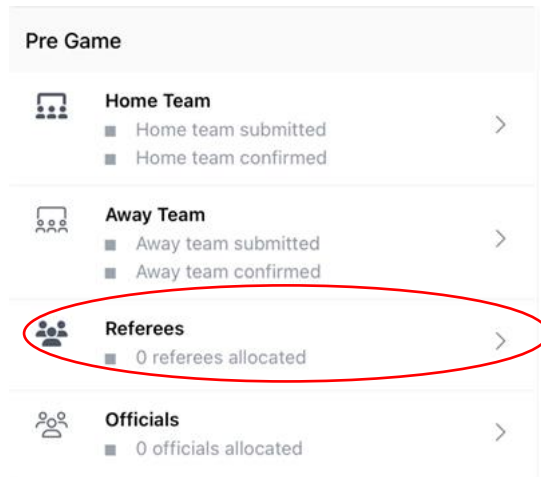
When – On Match Day – Before kick-off

Required for:

When no referee is appointed by club, or the referee is a no-show. This will allow the Home Team Manager to have referee admin rights to enter goal scorers, cautions, send offs, score, and complete match sheet on behalf of the referee.

When no Assistant referee is appointed by club and a volunteer is used.

Check the summary ... referees re appointments (from home screen)



← **Add here**

1. Login to the Dribl app
From **home screen** select the match to administer
2. Select '**Match Sheet**' tab and select '**Official**' in **Pre-Game** options.

Tap on '**add official's**'.

For missing Referee ... Add name and select role “Non – Accredited Referee”.

For missing AR – Add name and select role: “Volunteer Assistant Referee”.

[Add Official – Dribl](#)

**Match Sheets – ADDING A GROUND OFFICIAL
PRE-GAME ADMIN**

When – On Match Day – Before kick-off

This is required to determine who the Club officials are for the game in the event of an incident.
(Club recorders can also do this!)

1. Login to the Dribl app
From **home screen** select the match to administer.
2. Select '**Match Sheet**' tab and select '**Official**' in **Pre-Game** options.

Tap on '**add official's**'.

Add name and role.

PRE-GAME ADMIN FINISHED

Match Sheets – Enter Full Time Score POST GAME ADMIN	When – On Match Day – Before leaving the Ground after Full Time.
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Both teams are required to enter the full-time score.

1. Login to the Dribl app
From **Home screen** select the match to administer
select '**Match Sheet**' and select '**Score**' from the **Game** section
2. Enter home and away scores for full time.

Tap on '**submit**'

Match Sheets – ENTERING SCORES, DISCIPLINE, GOAL SCORERS – NO REFEREE APPOINTED POST GAME ADMIN	When – On Match Day – Full Time WHO - Home Team and “Non – Accredited” Referee
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When the home club has added the referee (see pre-game admin) as “non-accredited” referee, it will be their responsibility to enter the goals, scores, and discipline for the “non-accredited” referee as they do not have Dribl access to this match sheet.

The referee needs to be present and relay to the home team recorder, manager the information below

1. Home Team - Login to the Dribl app
From **home screen** select the match to administer
2. Tap '**Match Sheet**' and choose '**Goals**' from the '**Game**'
3. select '**Add Goal**' or +,

Enter the team, the shirt number, which half and minute scored (approx. if not known)

Submit

Repeat step 3 to add more goals.

4. Tap '**Cards**'

Enter team, the shirt number, which half, and minute (approx. if not known) and the offence (codes appear).

Submit

Repeat Step 4 to add more discipline.

5. Tap Scores

Enter home and away scores for full time.

Submit
6. Go to '**Post Game**' option and choose '**Complete Match Sheet**'.
If any warning, follow instructions to resolve and repeat this step.

[Goals – Dribl](#), [Offence Cards – Dribl](#) [Complete Match Sheet – Dribl](#)

POST GAME ADMIN COMPLETED

Match Sheets – Check Discipline and results. FOLLOW UP	When – Following Day within 24 hours of match.
<p>Check the match sheet to ensure that any player cautioned or sent off has been recorded correctly. If there is an error, report this to your secretary.</p>	
Results not updating or League table does not update, or suspension is not updated.	Why – Home team and/or away team and/or referee have not completed their part of the match sheet.
<p>The match sheet needs several things done before it can be completed automatically.</p> <p>PRE-GAME</p> <ol style="list-style-type: none"> Both teams need to have submitted their team Both teams need to have confirmed the opposition team (after ID check) <p>POST GAME</p> <ol style="list-style-type: none"> Both teams need to have entered the full-time score The referee needs to have entered goals, discipline, and full-time score and “Completed the Match Sheet”. <p>Issues from the weekend will appear on the website and team / club recorders need to correct their part by Tuesday 9:00am.</p> <p>Note – In Dribl, from the home screen, select the match to administer. A green box next to a function indicates an entry has been recorded. Check that you have done your part!</p>	
FORFEIT – ADVANCED NOTICE PRE-GAME	WHEN - MINIMUM 24 HOURS BEFORE MATCH
<p>Before using Dribl, the team official contacts their Club Secretary in the first instance and discuss the reason and see if borrowing is an option.</p> <p>If proceeding then,</p> <ol style="list-style-type: none"> Login to the Dribl app From home screen select the match to administer Select 'Match Sheet' tab. From 'Post Game', select forfeit request. Tap 'Add Forfeit' Select your team and enter reason. Tap 'Submit.' <p>Your club secretary should be contacting FSC and the opposition club secretary informing them of the forfeit.</p> <p>The forfeit needs to be confirmed by the Association. When this occurs, Dribl will notify the teams involved.</p>	
FORFEIT	WHEN – ON MATCH DAY
<p>Where a team forfeits on match day then the team claiming the forfeit follows the Dribl steps above but enter the opposition team in step 3 above.</p>	

DISPUTES

1. Login to the Dribl app
From **home screen** select the match to administer
2. Select '**Match Sheet**' tab and select '**Disputes**' in **Post- Game** options.
3. Tap + to “add dispute”

If it is in relation to a goal scorer ... enter “**Title**” – Goal Scorer and enter information in comment.

If it is in relation to a dispute re ineligible players, breach of competition rules then,

Enter in “**Title**” - Playing under Dispute (Do not enter comments)

If it is in relation to any other matter, then enter in “**Title**” “*Incident*” (Do not enter comments)

Tap '**Submit**.'

Where you enter playing under dispute or incident then prepare an email containing the facts – opinions should be avoided. Send the email to your Club Secretary. The Club will then review and determine the next step.

[Disputes – Dribl](#)