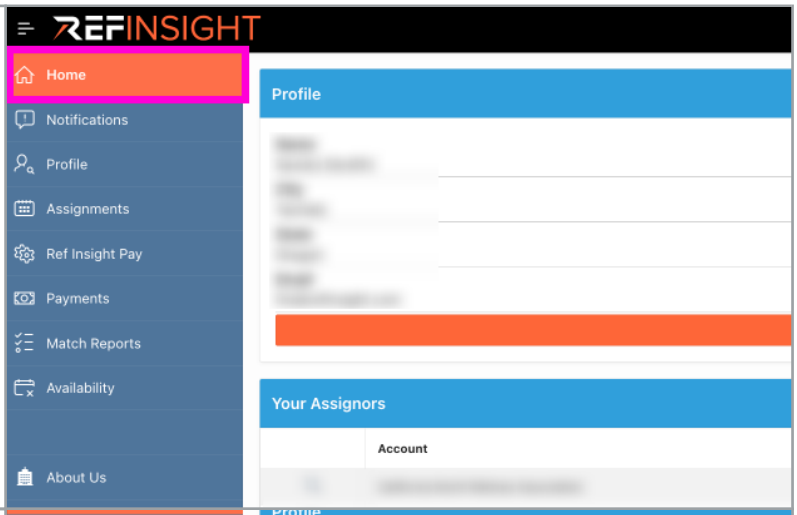
Enter PK Shootout scores and Upload Roster Photos

Scan to go to the interactive player

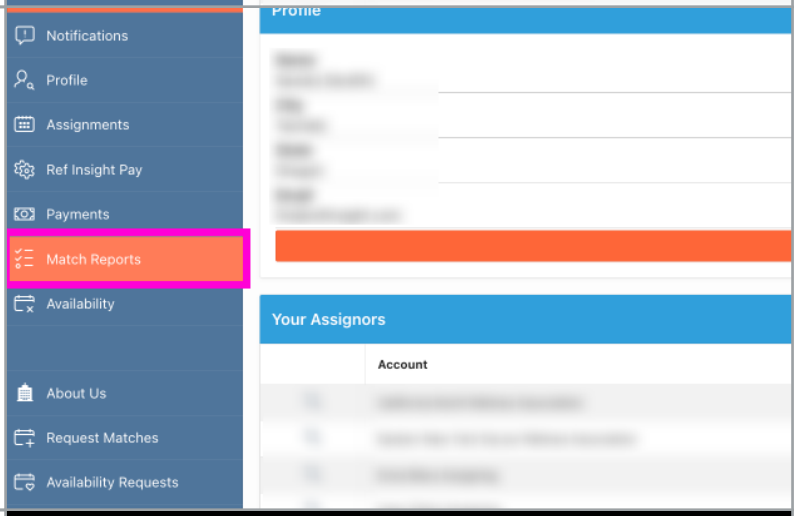
1. 

This tutorial reviews two new features available in Match Reports: 1) Enter scores for penalty kick shootouts, and 2) Upload photos of rosters.



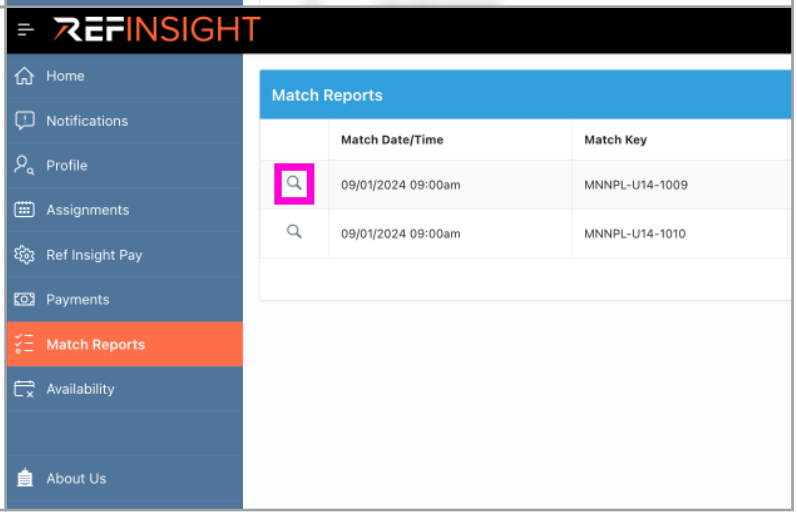
2. 

To start, click Match Reports.

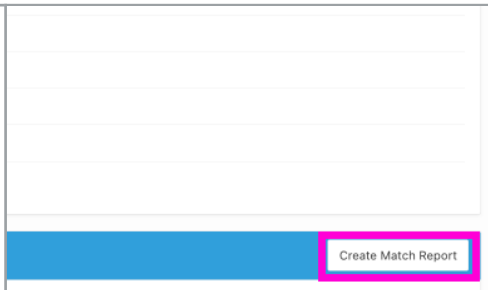


3. 

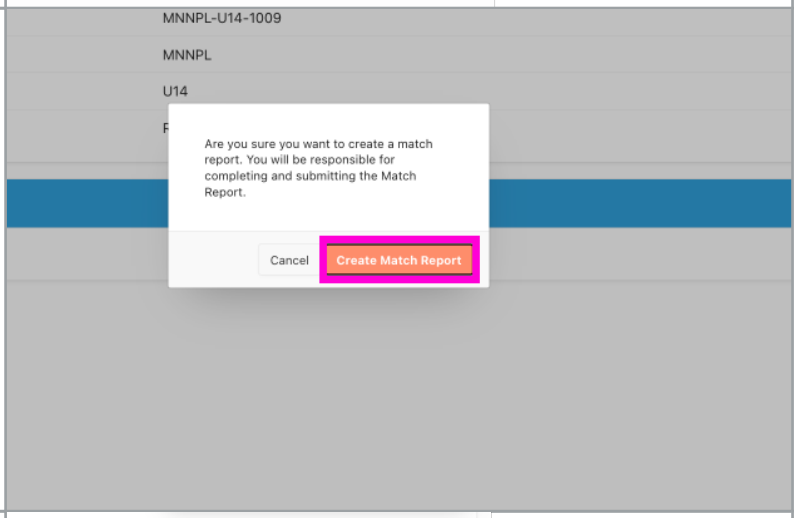
Find the relevant match in the list and click the magnifying glass to open it.



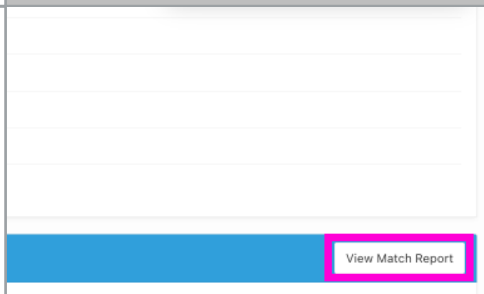
4. Click Create Match Report



5. Confirm by clicking Create Match Report again.



6. Click View Match Report



7.

Click Edit Match Report



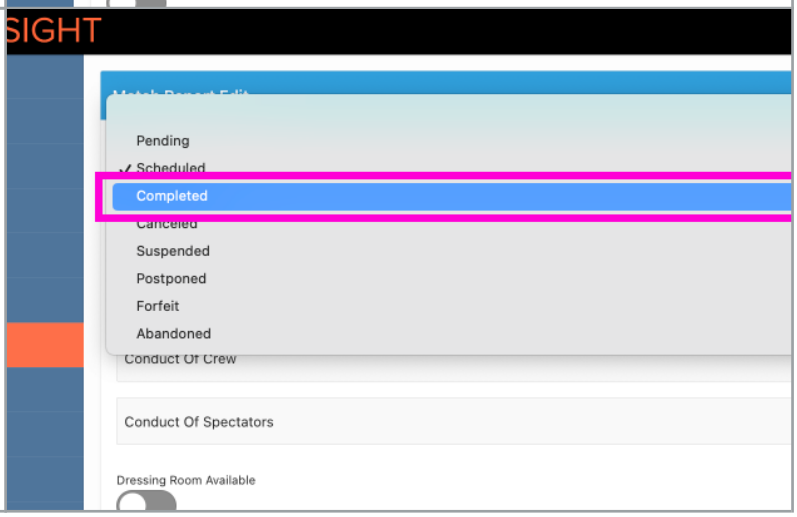
8.

Click Match Status to select the appropriate option from the dropdown list.



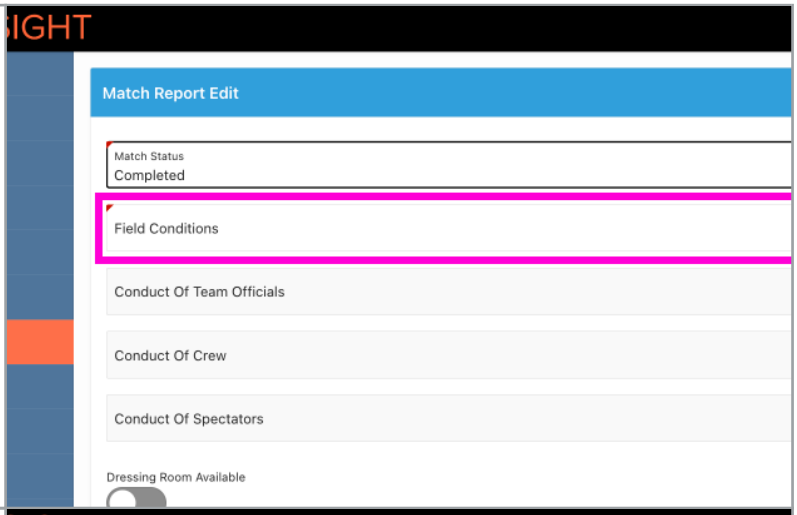
9.

In this example, the match was Completed.



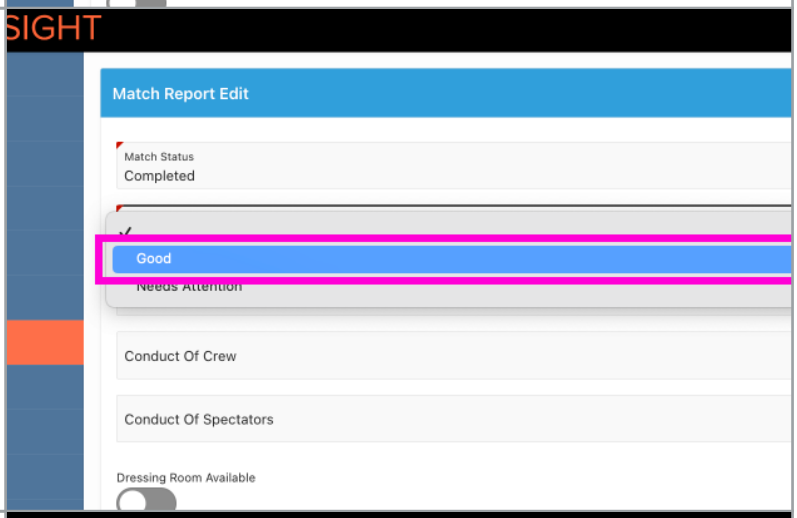
10.

Click Field Conditions



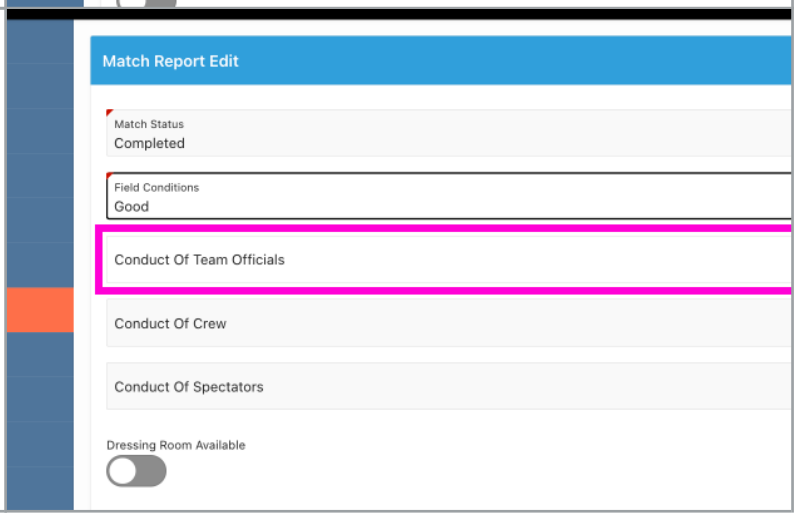
11.

In this example, the field conditions were Good. If the field needs attention, you can select various options. You can also submit a Miscellaneous/Other Incident Report to provide additional details and upload photos of any issues.



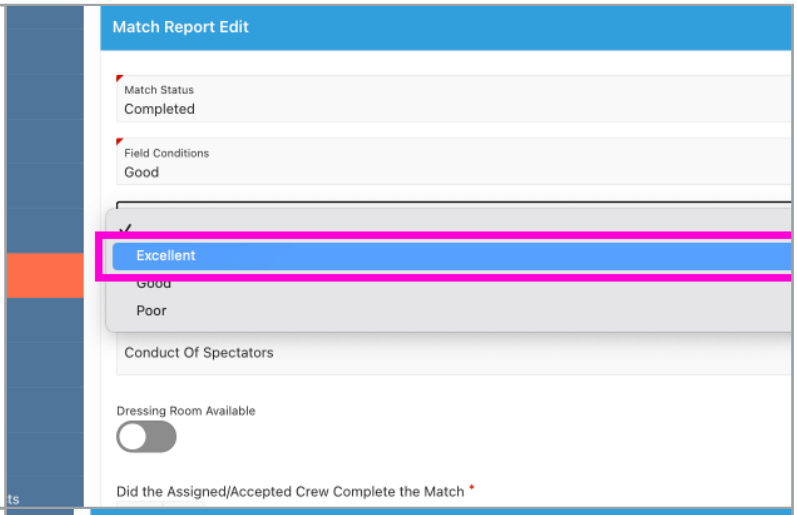
12.

Click Conduct Of Team Officials



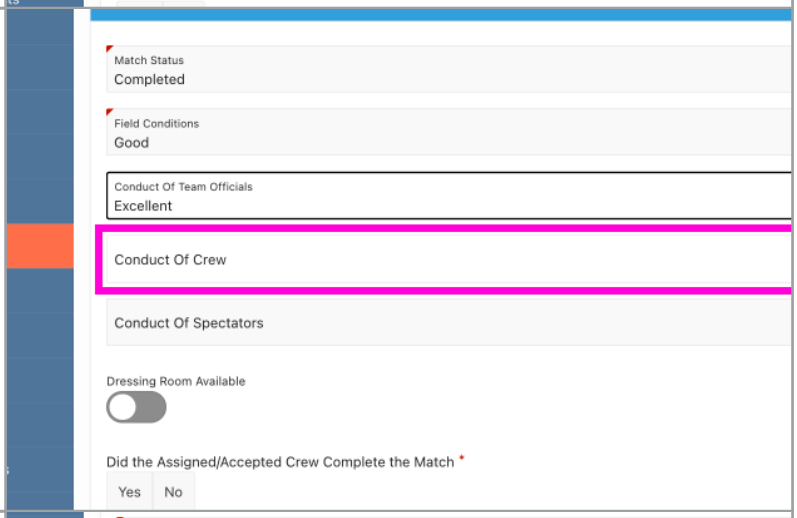
13.

In this example, the conduct of team officials was Excellent.



14.

Click Conduct Of Crew



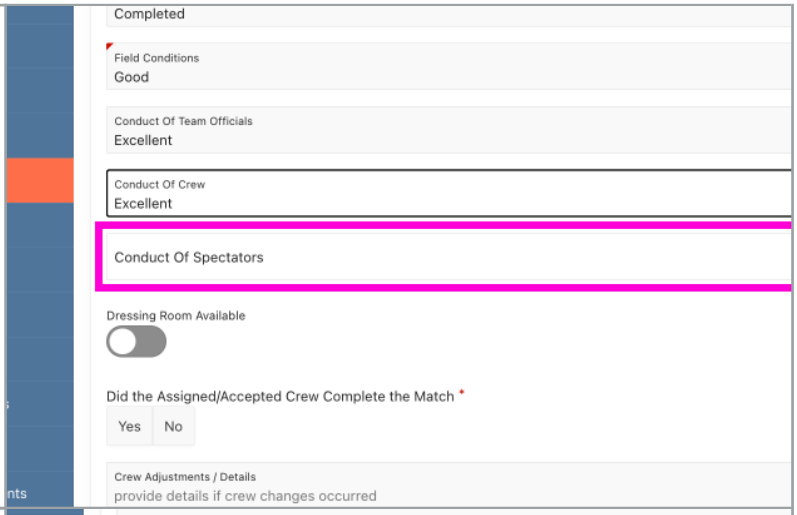
15.

In this example, the conduct of the crew was Excellent.



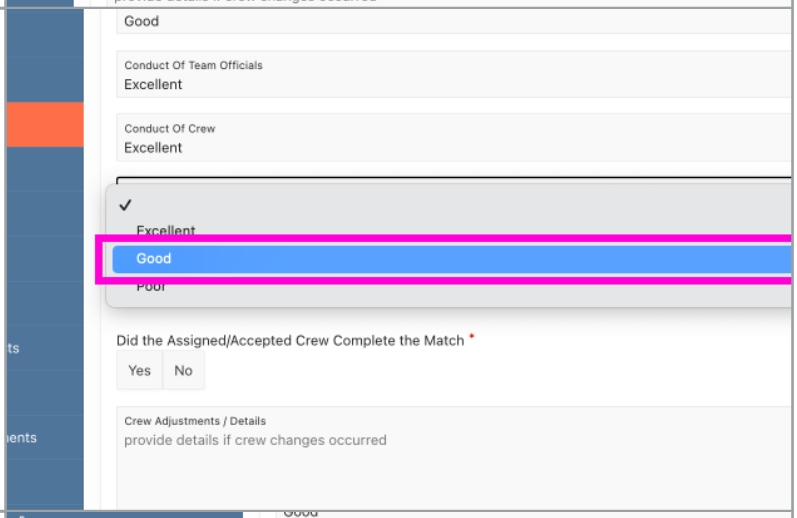
16.

Click Conduct Of Spectators



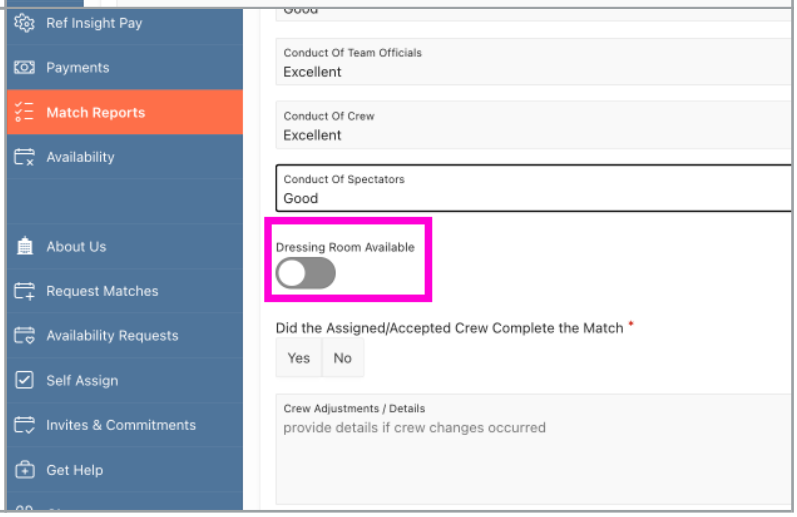
17.

In this example, the conduct of spectators was Good.



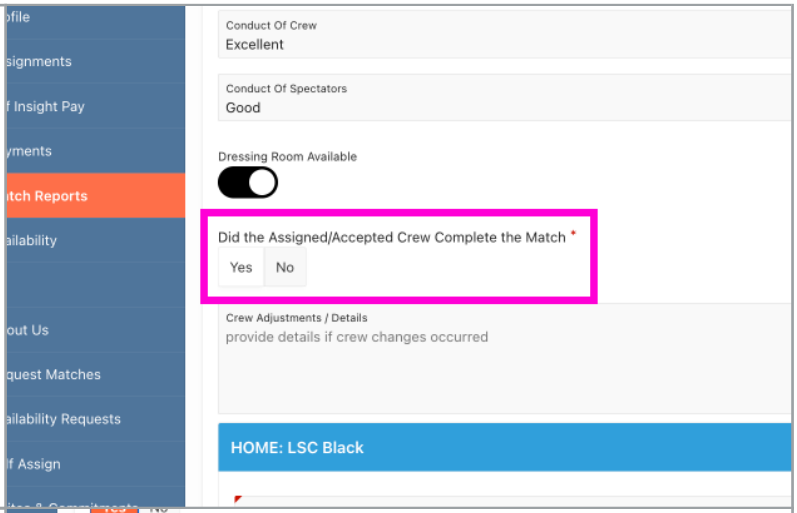
18.

If a Dressing Room was Available, move the toggle to the right.



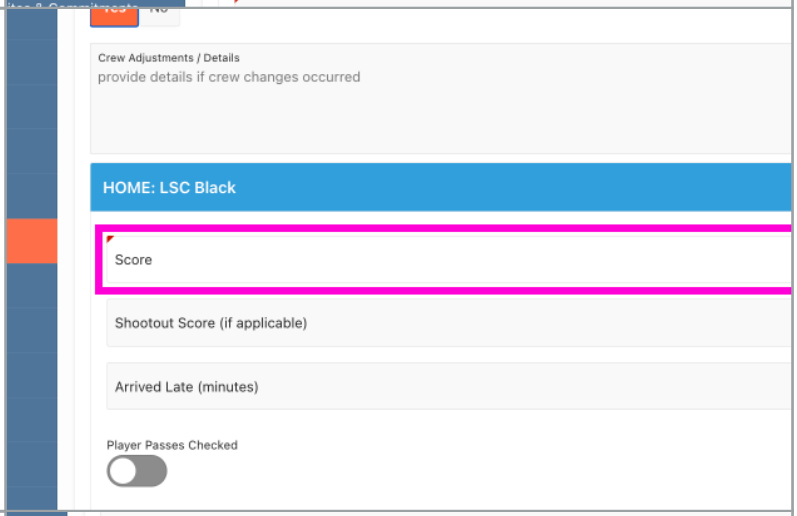
19.

If everyone who was assigned to the crew completed the match, click Yes. If there were changes to the crew, click No and provide details in the text box below this item. In this example, we will click Yes.



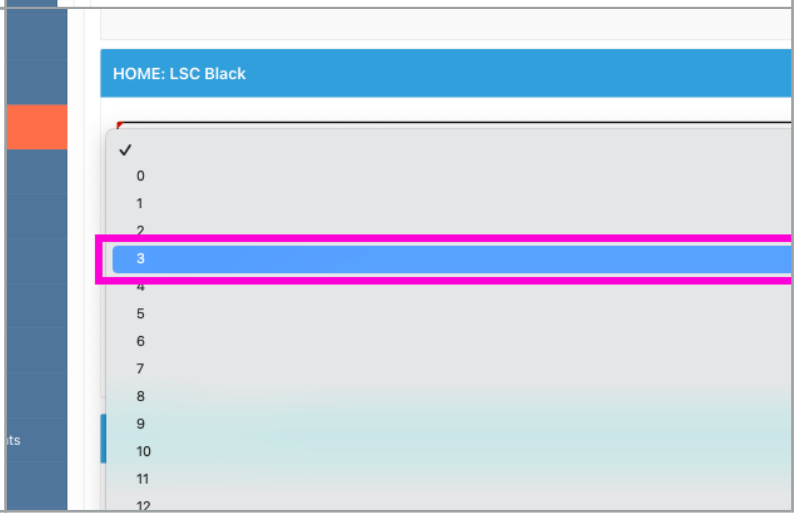
20.

Enter the Score of the Home team by selecting it from the dropdown list.



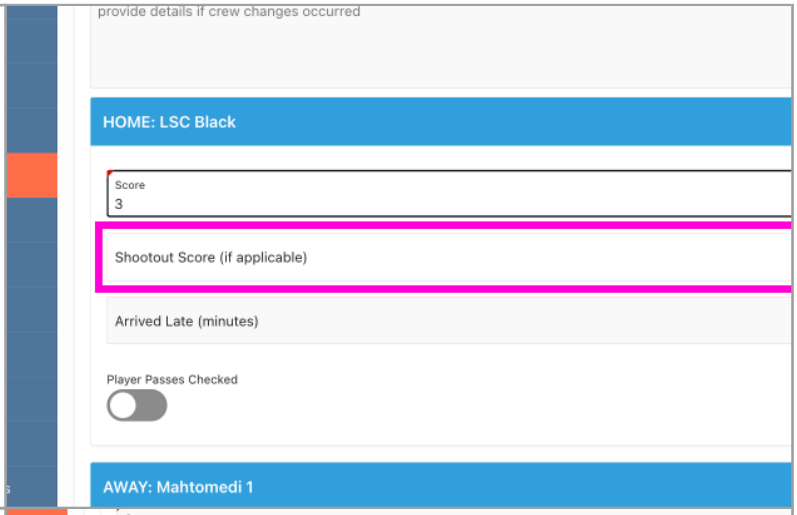
21.

In this example, the home team scored 3 goals.



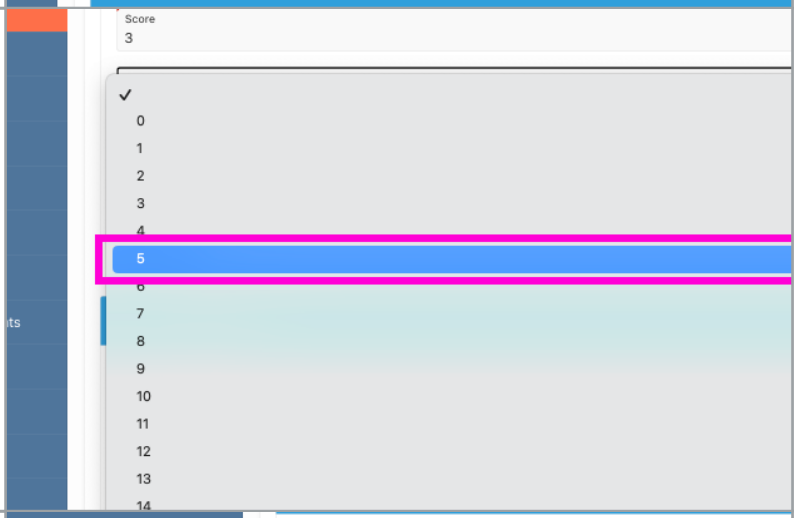
22.

If a penalty kick shootout occurred, select the number of penalty kicks scored by the home team in the Shootout Score area. If the match did not go to a penalty kick shootout, leave this item blank.



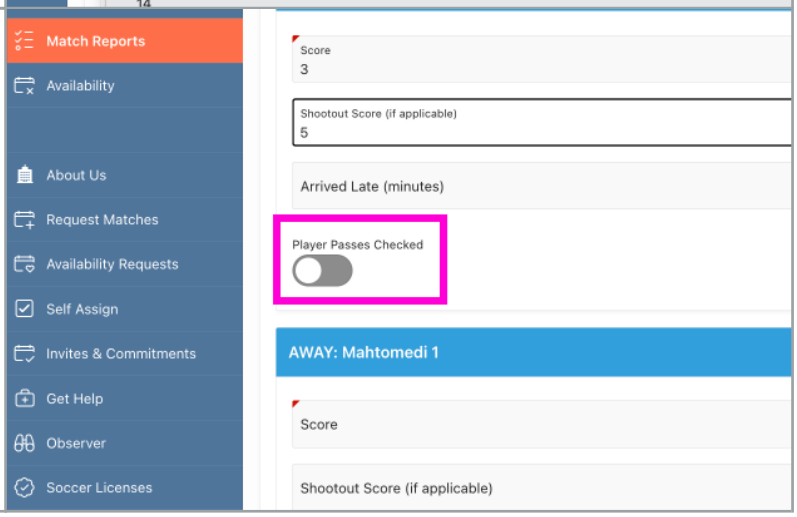
23.

In this example, the Home team scored 5 penalty kicks during the shootout.



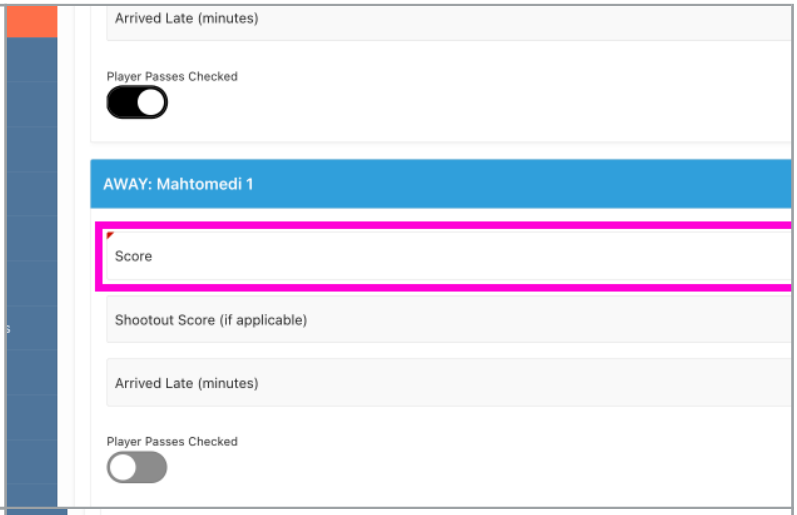
24.

The home team arrived on time, so the Arrived Late item will be left blank. If Player Passes were checked, move the toggle to the right.



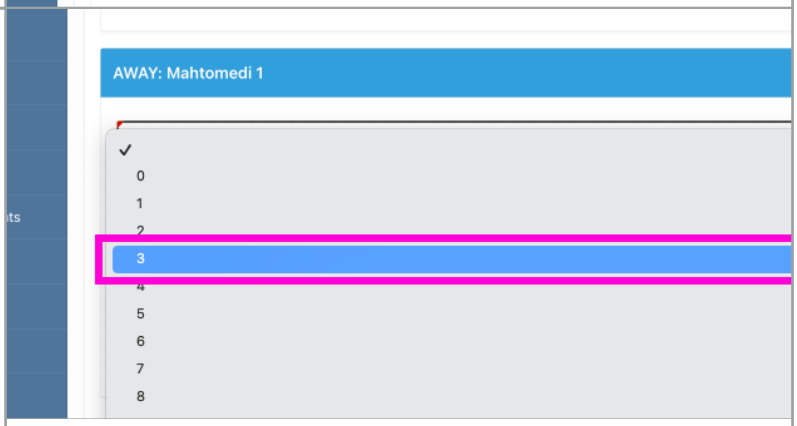
25.

Enter the Score for the Away team.



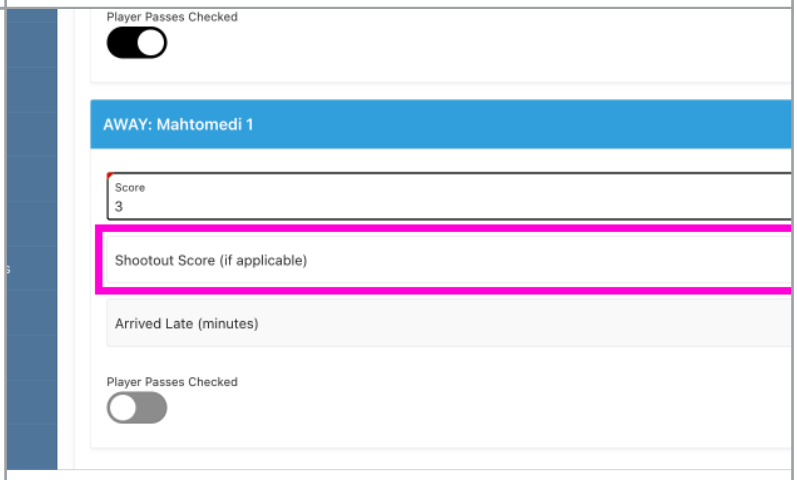
26.

In this example, the match was tied, so the away team score is also 3.



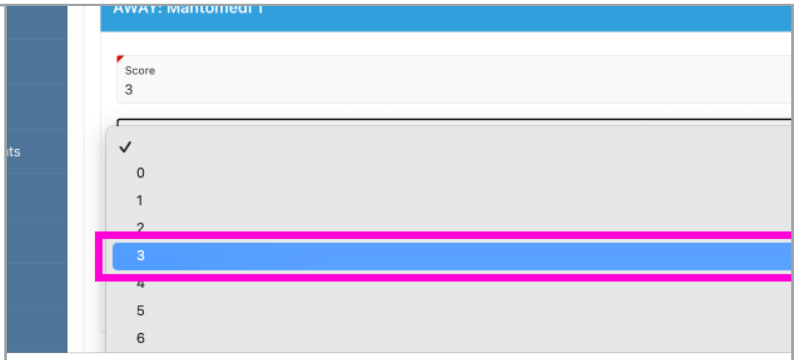
27.

Select the number of penalty kicks the Away team scored from the Shootout Score dropdown.



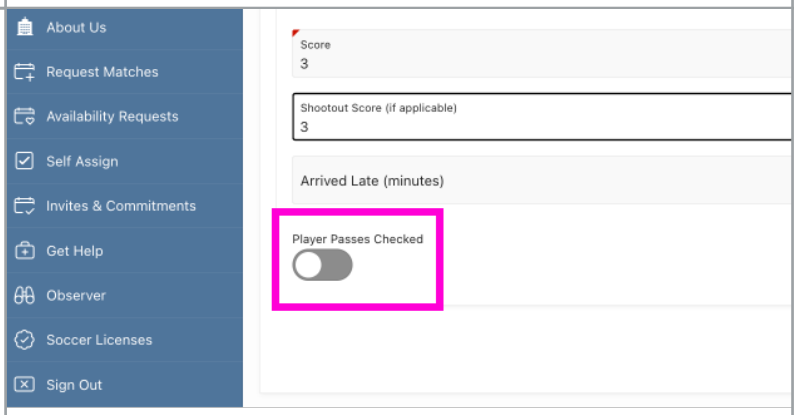
28.

In this example, the Away team scored 3 penalty kicks during the Shootout.



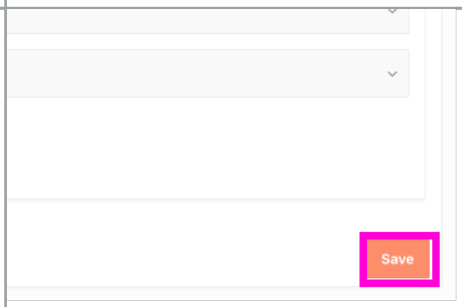
29.

If Player Passes were checked, move the toggle to the right.



30.

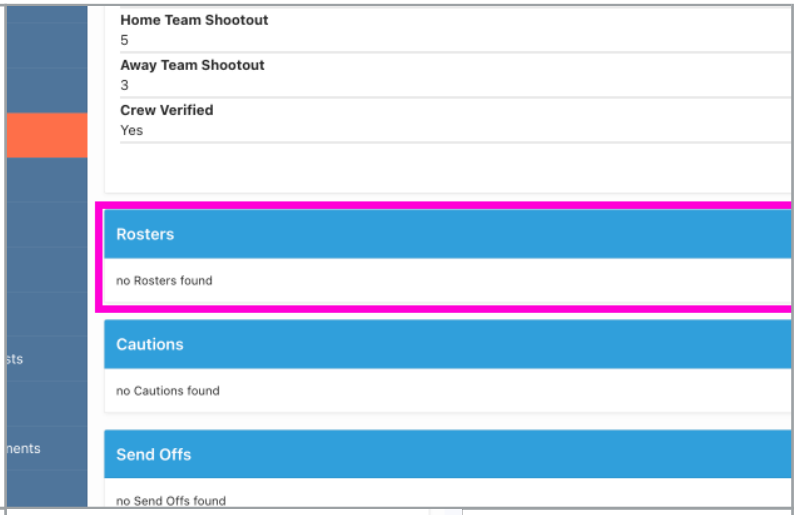
Click Save when finished. We will upload photos of the rosters in the next step.



31.

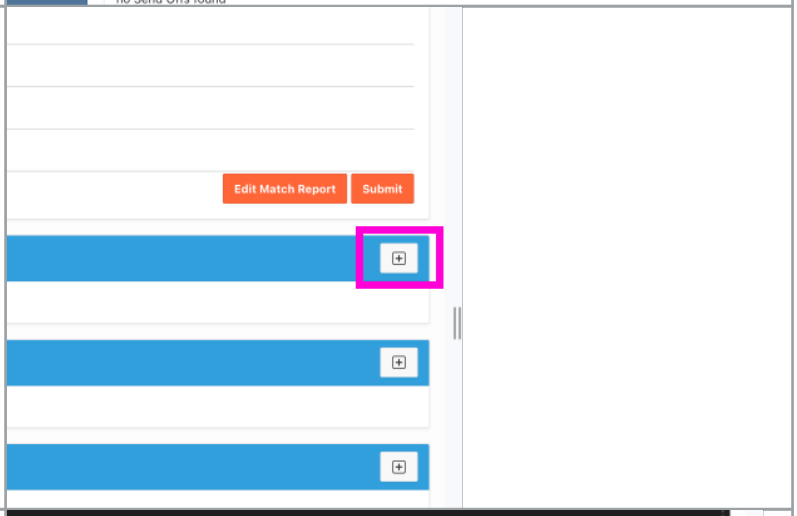
A Rosters area is available for you to upload photos.

Let's switch our view to a mobile device to see how to take and upload photos using our phone's camera.



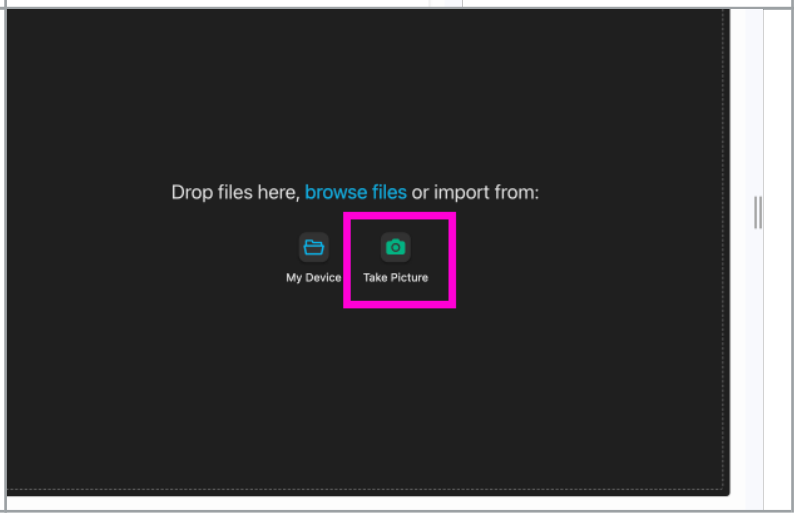
32.

Click the plus sign within the Rosters banner to add photos.



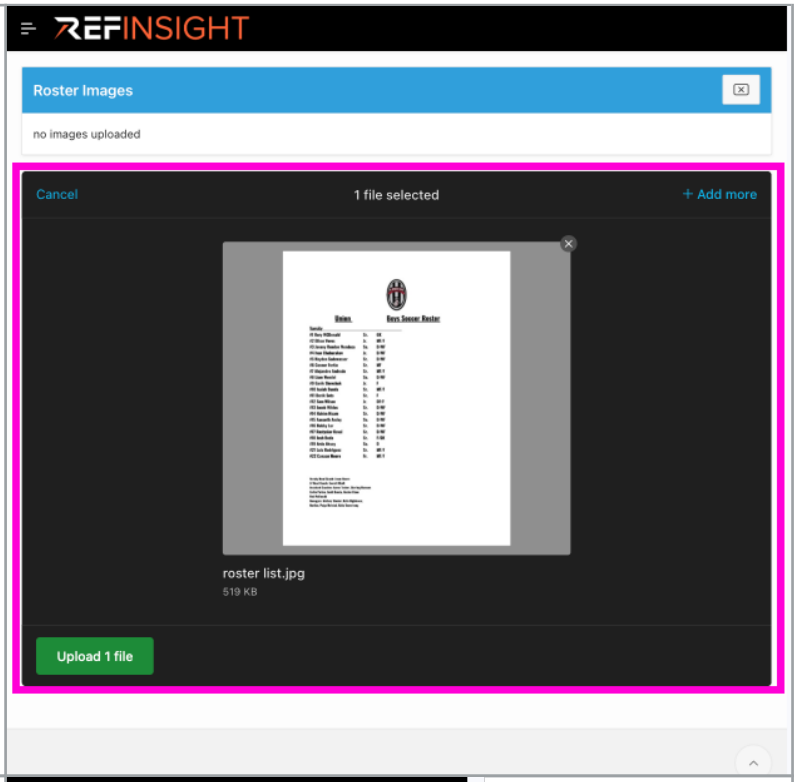
33.

Click Take Picture to take a picture of the roster that was provided to you.



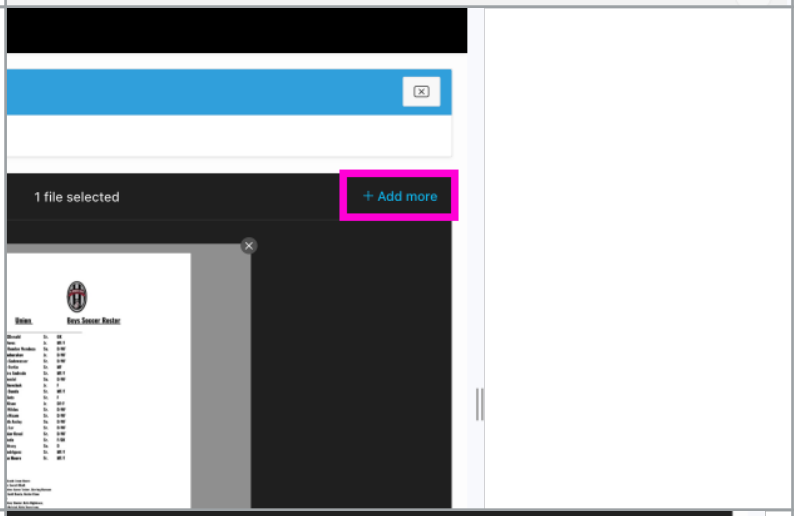
34.

A preview of the picture is shown.



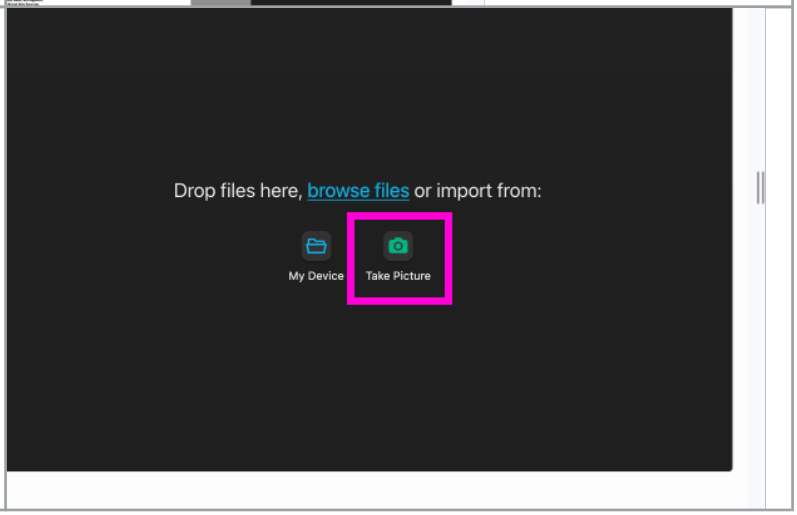
35.

Click Add more to add a photo of the other team's roster.



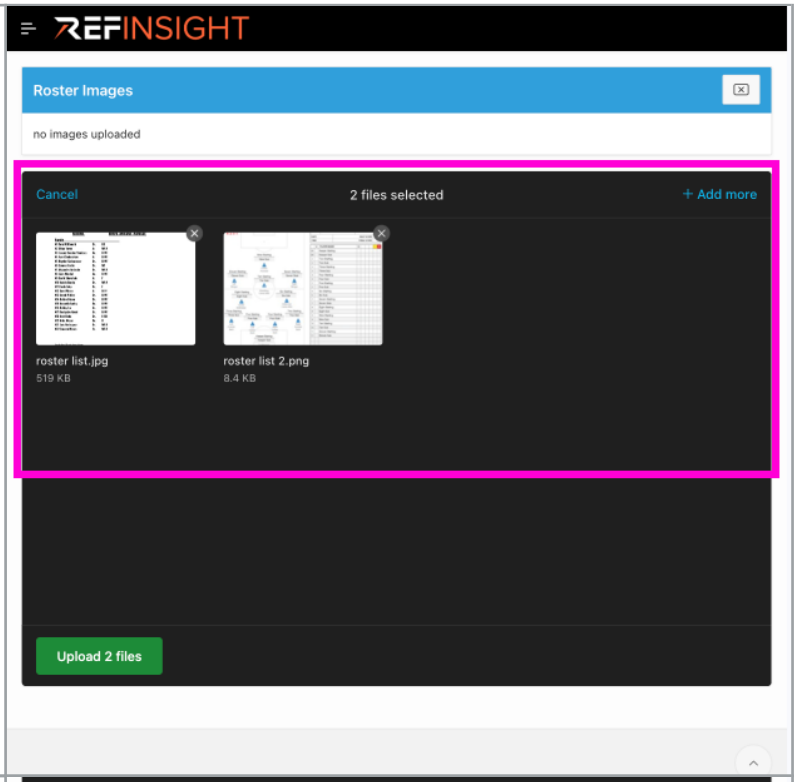
36.

Click Take Picture



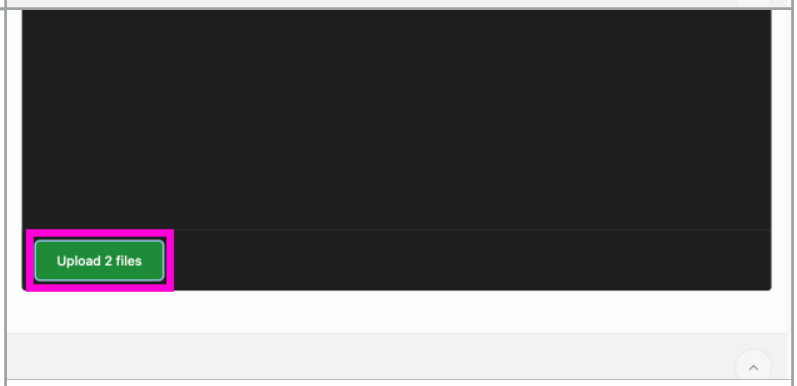
37.

We now have two photos, one for each team. If you need to add more photos, click Add more until finished.



38.

Click Upload. The button will show the number of files you will be uploading. They will be saved separately.



39.

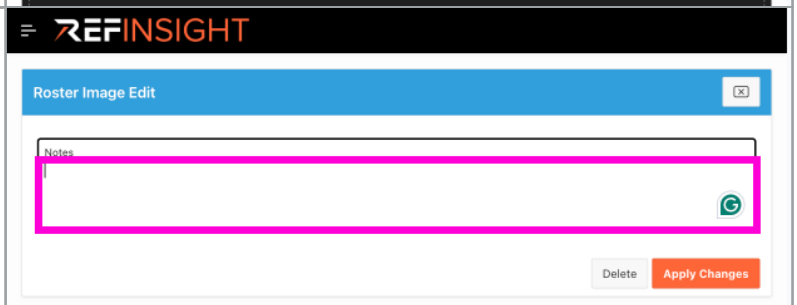
The photos will be ordered with the most recent photo appearing at the top of the list.

Let's add a note to each of them to make it clear which roster belongs to which team. Click the Edit icon next to the first photo.



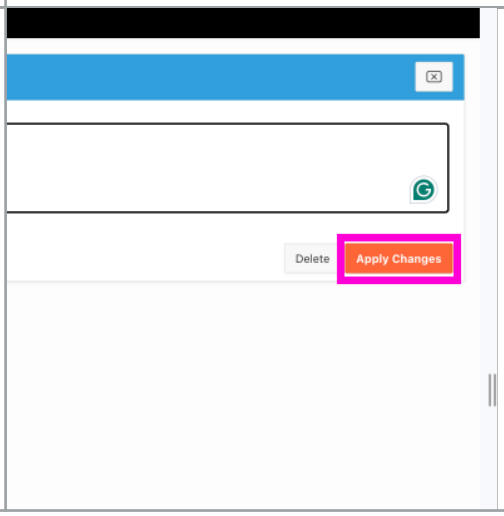
40.

Type in which team this roster applies to. You could say "Away team" or type in the actual name of the team. Click Apply Changes when finished.



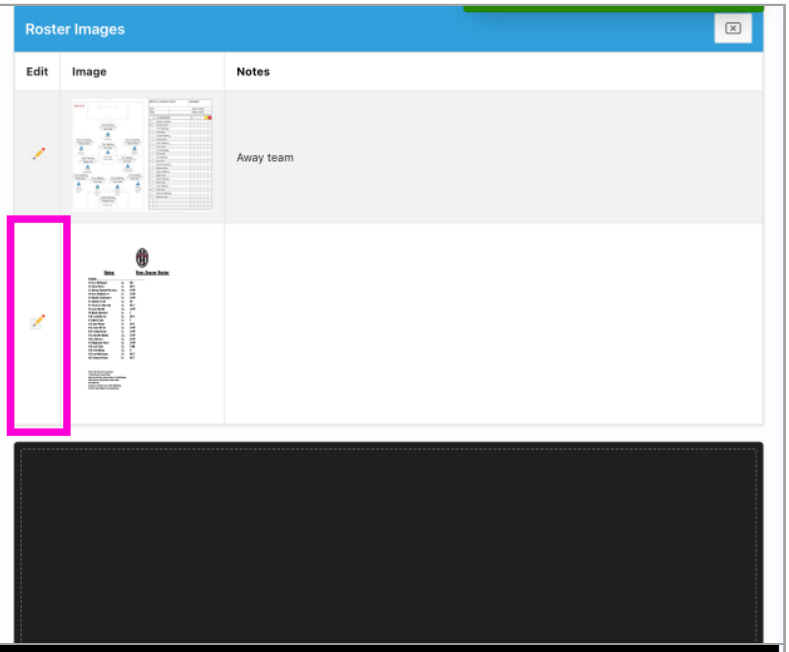
40b.

Click



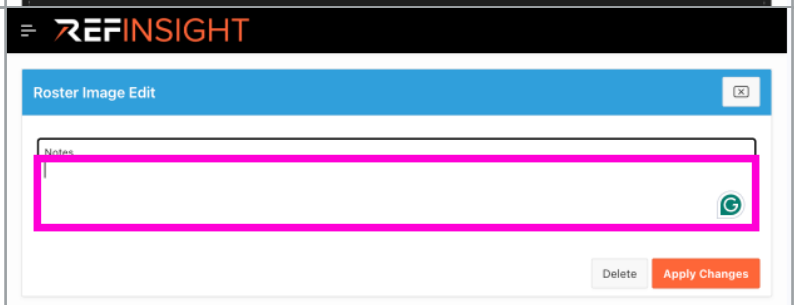
41.

Repeat these steps to add a Note for the other photo in the list.



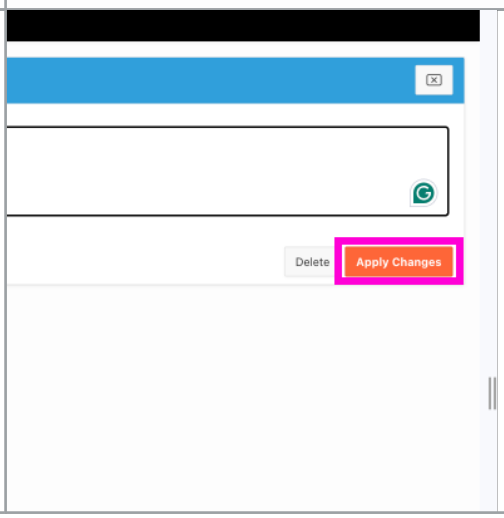
42.

Type "Home team" or the actual name of the team in the Notes area and click Apply Changes when finished.



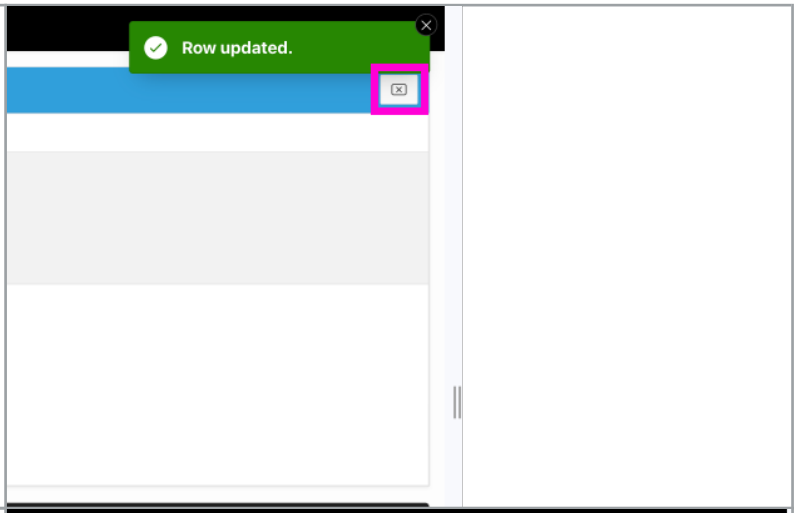
42b.

Click



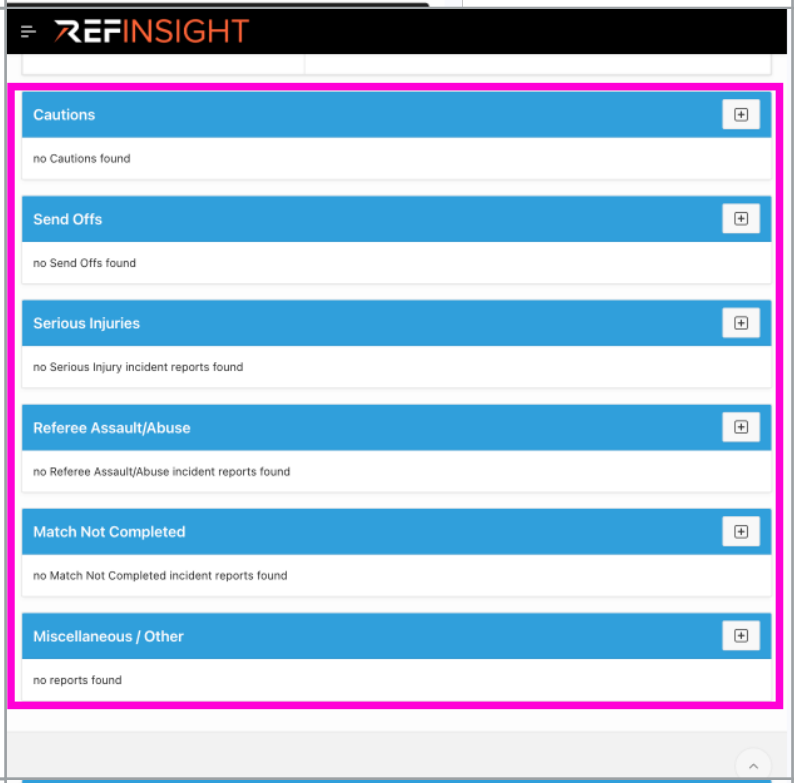
43.

Click Cancel to return to the Match Report.



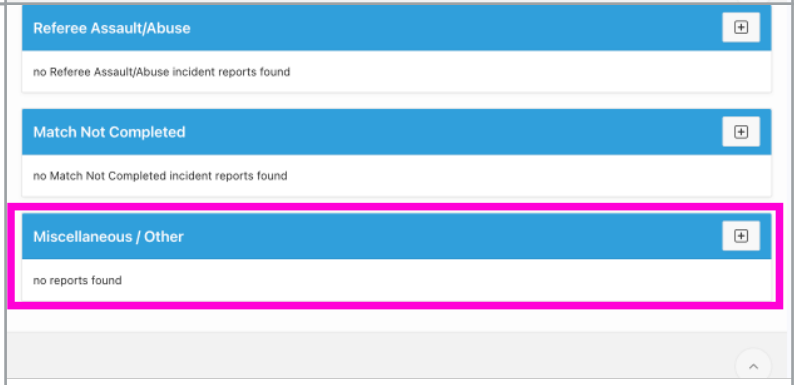
44.

Complete the sections that are relevant to your match. Many leagues require the name of a player or team official in order to take appropriate action from reports. Be sure to provide the Name of a player or team official whenever it is available.



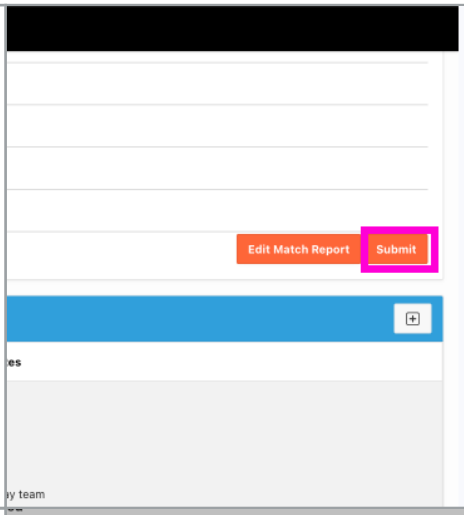
45.

See the tutorial on the recently added Miscellaneous/Other Incident Report for guidance on completing this report and uploading photos within it.



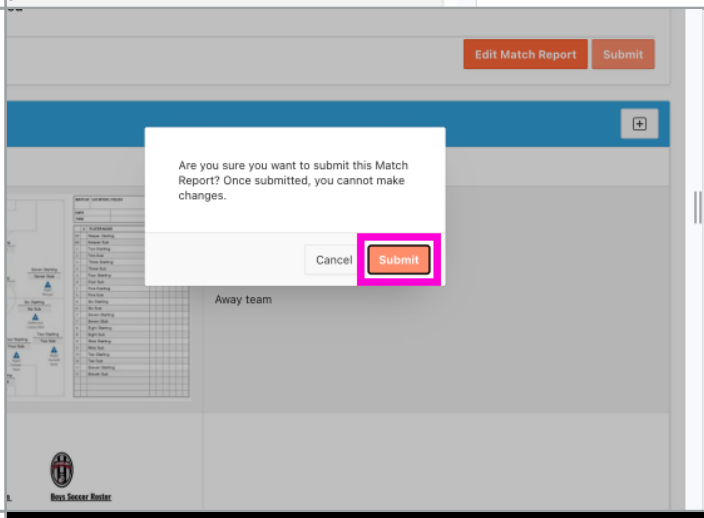
46.

When you have finished your report, click Submit.



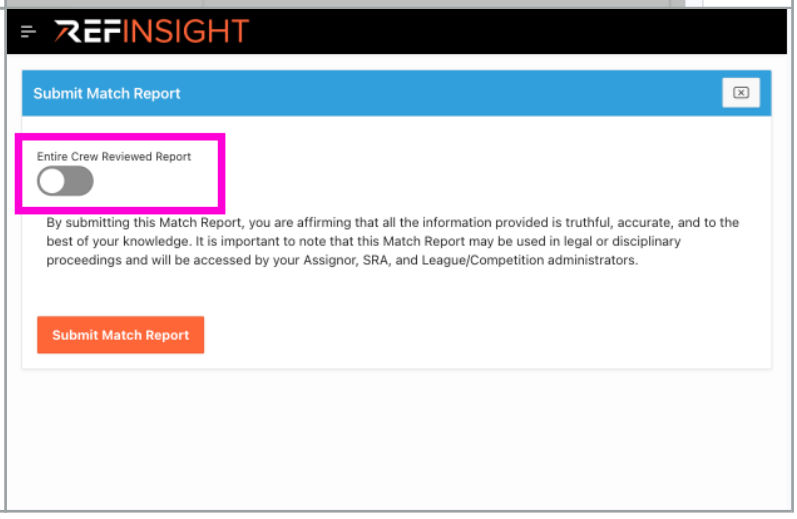
47.

Confirm this action by clicking Submit again. Once submitted, you cannot make changes unless your assignor puts it back to a status of in progress.



48.

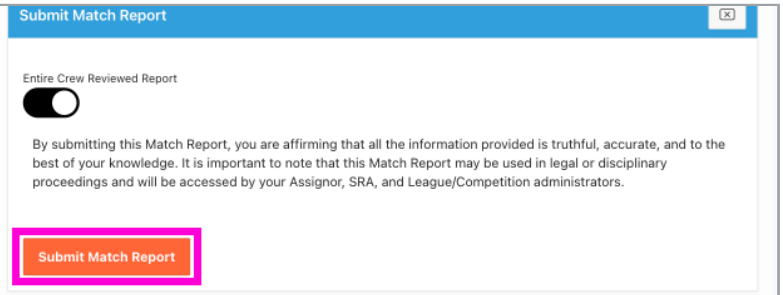
Confirm the Entire Crew Reviewed the Report by moving the toggle to the right. If you refereed the match by yourself, still move the toggle to the right to confirm you reviewed it prior to submitting.



Scan to go to the interactive player

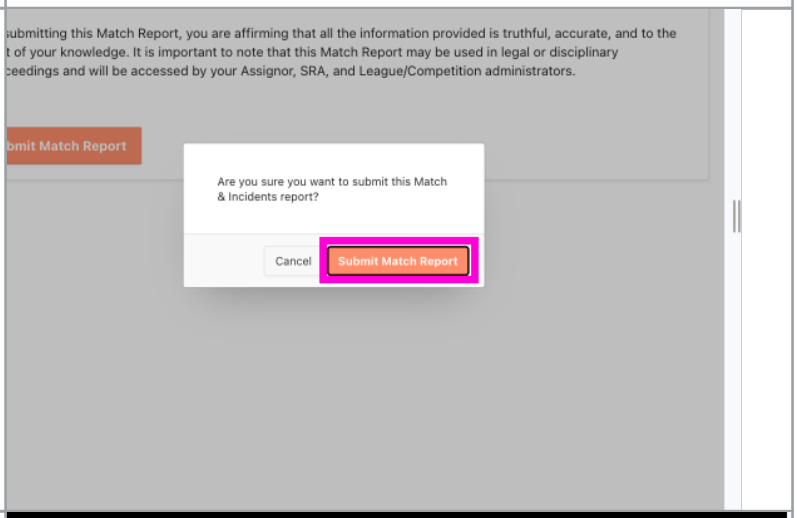
49.

Click Submit Match Report when ready. If you need to make edits at this stage, click the Cancel button and make the necessary edits before submitting.



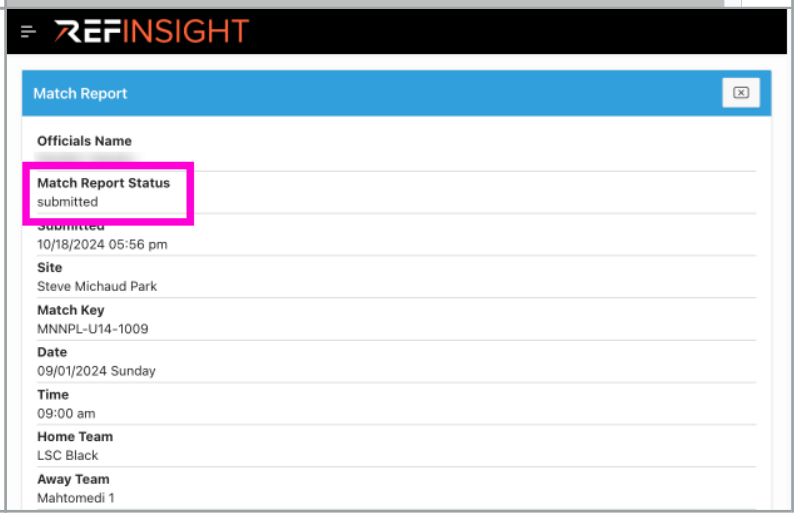
50.

Confirm this action by clicking Submit Match Report.



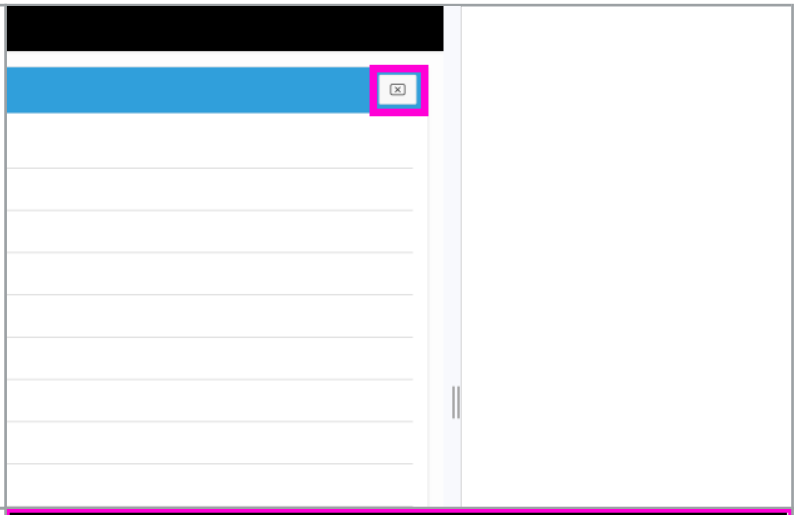
51.

The Match Report is now in Submitted status.



52.

To exit this page, click Cancel



53.

Thank you for watching the tutorial on entering a score for a PK Shootout and uploading roster photos. Happy reporting!

