ONLINE TEAM SHEETS

QUICKSTART GUIDE

COACHES, MANAGERS & CLUB ADMINISTRATORS

FOOTBALL GOLD COAST

myfgc.com.au

V02/17

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INTRODUCTION

WHAT IS MY FOOTBALL GOLD COAST?

The My Football Gold Coast portal is a web-based team sheet management system that has been designed specifically for the needs of the Football Gold Coast Community and is administered by Football Gold Coast Inc.

WHO USES MY FOOTBALL GOLD COAST?

Every member club across all levels of the game affiliated with Football Gold Coast are required to use myfgc.com.au as it replaces paper-based team sheets from 2017.

MINIMUM REQUIREMENTS

In order to use myfgc.com.au there are some basic requirements:

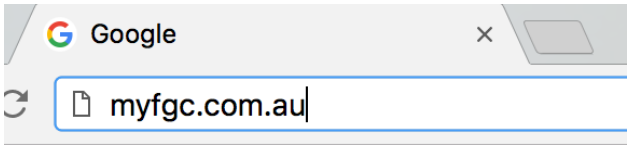
- FFA Number linked to Football Gold Coast
- An internet enabled computer, smartphone, table or other device

ACCESSING THE PORTAL

The portal is a web-based application, which can be accessed from any internet, enabled computer, smartphone or tablet device and requires a username and password.

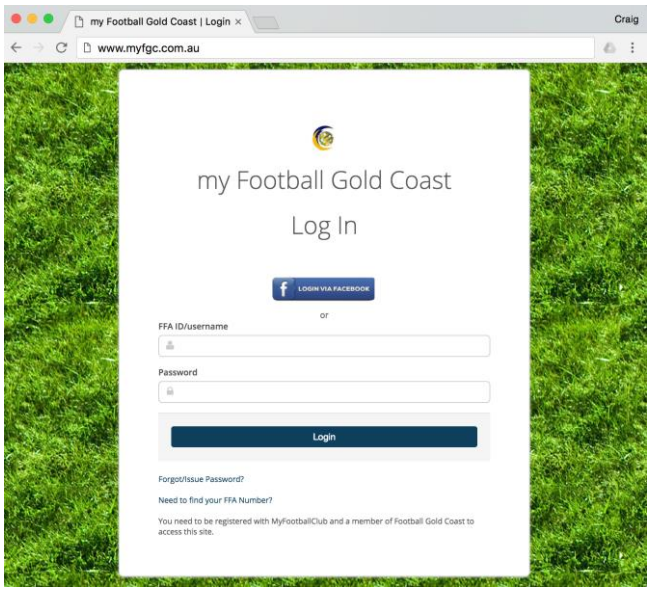
STEP 1 Single-click your selected **'browser'** icon on your desktop.

STEP 2 Enter the URL: http://myfgc.com.au into the browser and press the enter



STEP 3 Enter your Username and Password credentials and single-click submit

Username: FFA Number
Password: Provided



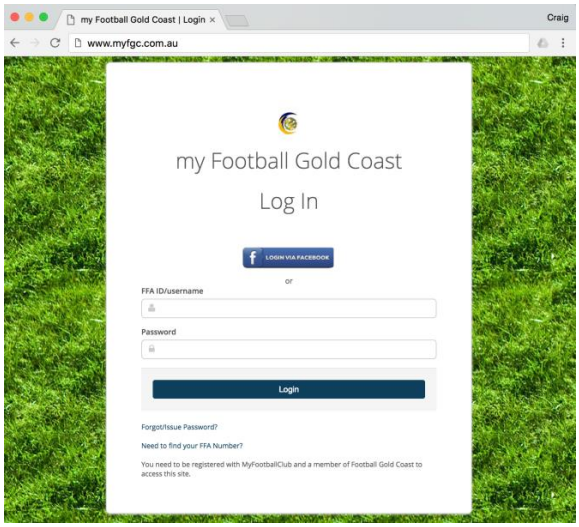
OR If you have previously linked your account to Facebook

STEP 3 Single-click **'login via Facebook'** button.

FINDING YOUR USERNAME (FFA NUMBER)

If unsure of your FFA Number you can search for it using the MyfootballClub webpage using the links provided on the myfgc.com.au portal log in screen.

STEP 1 Single-click **'Need to find your FFA Number'** link from the log in screen



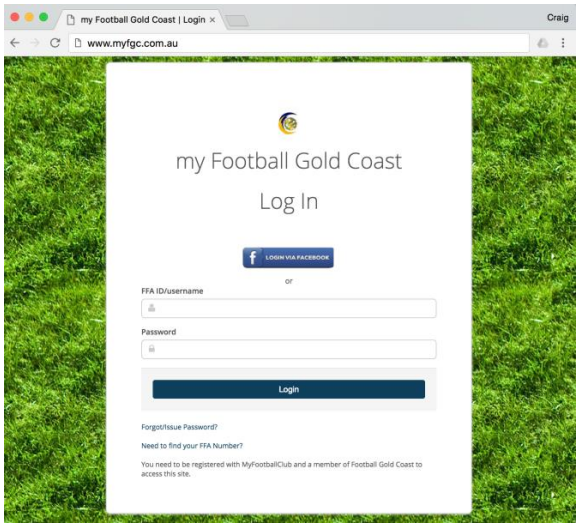
STEP 2 When the MyFootballClub website opens, enter your **first name**, **last name** and **date of birth** in the fields and single-click **'Search'**

STEP 3 Your **FFA Number** will display in the table, record the number and return to the **myfgc.com.au** portal homepage to login

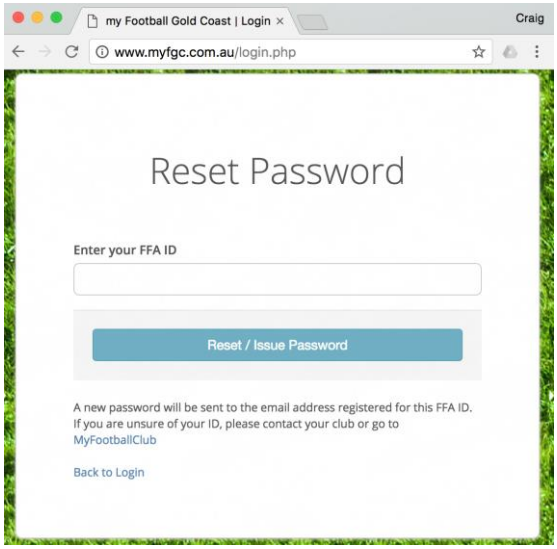
RESETTING A FORGOTTEN PASSWORD

If you are unable to access the portal due to a forgotten password, it can be reset from the portal log in screen.

STEP 1 Single-click **'Forgot/Issue Password'** link from the login screen



STEP 2 Enter your **FFA Number** into the field



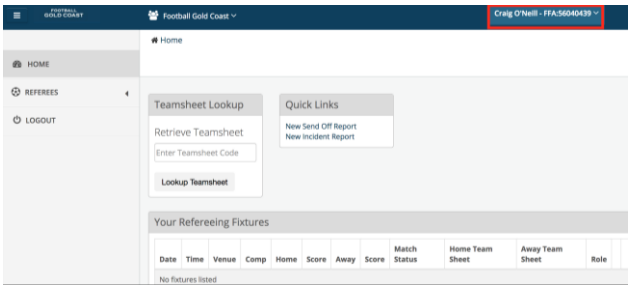
STEP 3 Single-click **'Reset/Issue Password'** button

STEP 4 Check your inbox for the email account linked to your FFA Number and follow the reset password instructions

CHANGING YOUR PASSWORD

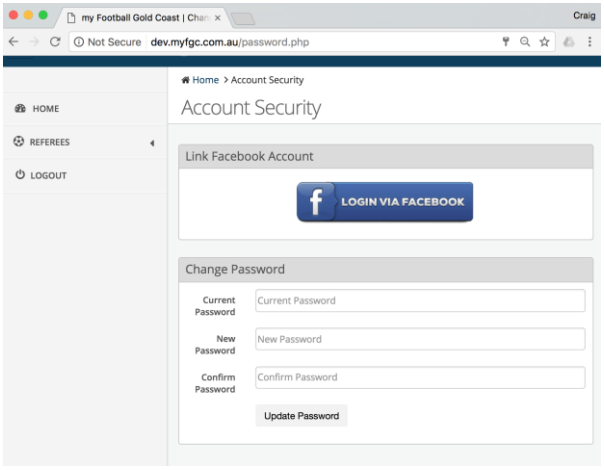
It is good practice to regularly change your password to maintain the security and integrity of your account.

STEP 1 Single-click on your **name and FFA Number** which is displayed in the upper corner

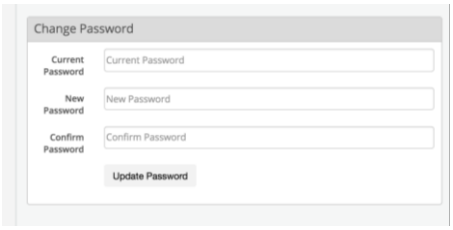


STEP 2 Single-click **'Change Password'** from the drop-down list options

STEP 3 The **account security** page will open



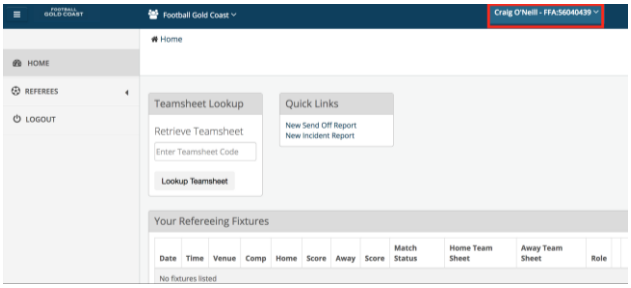
STEP 4 Complete the fields in the **Change Password** window and single-click **'Update Password'**



USING FACEBOOK TO LOGIN

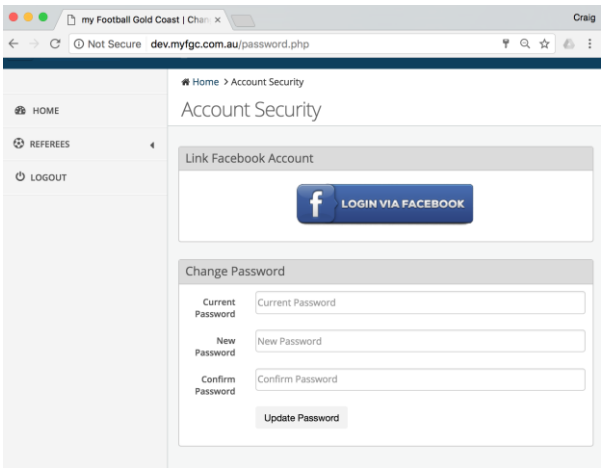
After logging into the portal you can link your myfgc.com.au account to your Facebook account, which means you do not have to remember your FFA Number and Password on subsequent visits to the portal.

STEP 1 Single-click on your **name and FFA Number** which is displayed in the upper corner



STEP 2 Single-click **'Link your Facebook Account'** from the drop-down list options

STEP 3 The **account security** page will open single-click **'Login via Facebook'**



STEP 4 Facebook will open and request your permission to link your accounts

COACHES DASHBOARD AND MENU OPTIONS

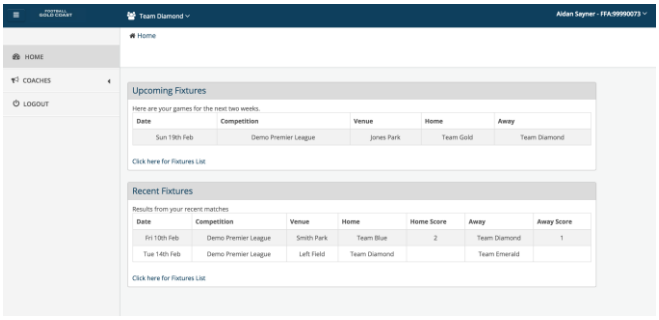
The dashboard is the first screen you seen on successfully logging into the portal and the options available are specifically linked to your role within the Football Gold Coast Community.

Menu is used to navigate around the portal

HOME

Upcoming Fixtures are displayed in the upper window

Recent Fixtures are displayed in the lower window



Home returns you to the default dashboard view

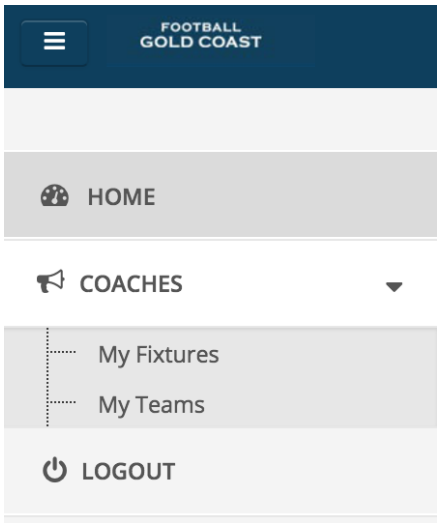
Coaches expands to show the specific options available to a team coach

MENU

My Fixtures displays all sanctioned fixtures for your team/s for the current football season

My Teams allows you to build your team rosters and save them for use later for all teams you coach

Logout exits your account returning to the myfgc.com.au log in screen



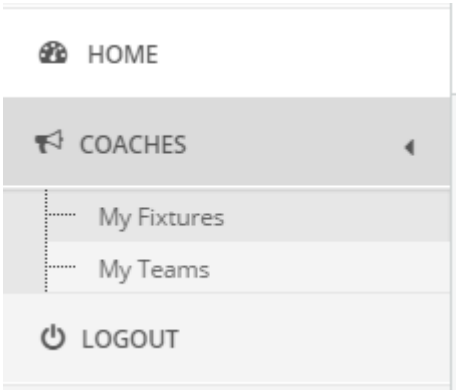
ESTABLISHING A PLAYING ROSTER

A playing roster is a list of the players (including shirt numbers), coaches, managers and other officials involved in the team on a regular basis. Creating and saving a playing roster makes selecting the specific players for the team on match day an efficient and effortless process.

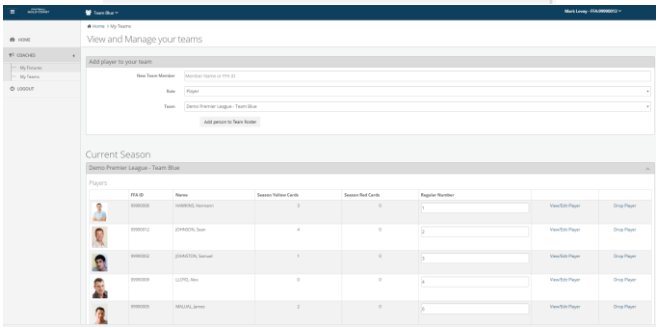
A playing roster can include players from the same club irrespective of their nominated/regular team.

VIEWING A PLAYING ROSTER

STEP 1 Single-click **Coaches** menu option

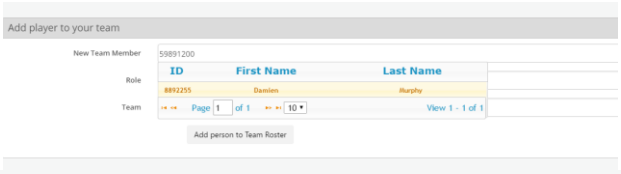


STEP 2 Single-click **'My Teams'** from the expanded menu list

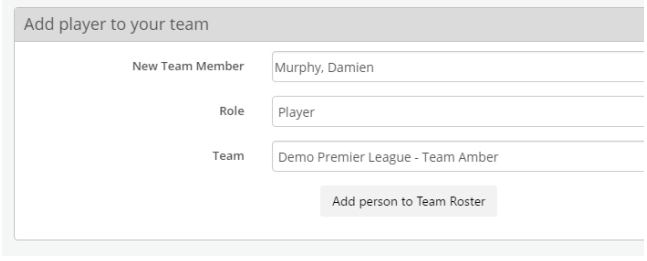


ADDING A MEMBER TO THE PLAYING ROSTER

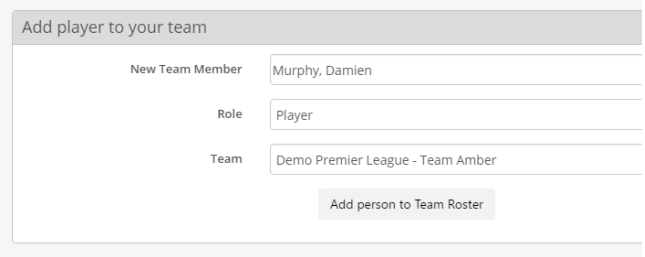
STEP 1 Start to type the FFA ID or Name of the Player and select them from the box



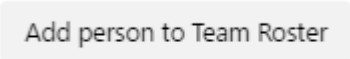
STEP 2 Single-click **'Role'** to choose the role in the Team Roster



STEP 3 Single-click **'Team** to choose the team to indicate which team they are to be added to

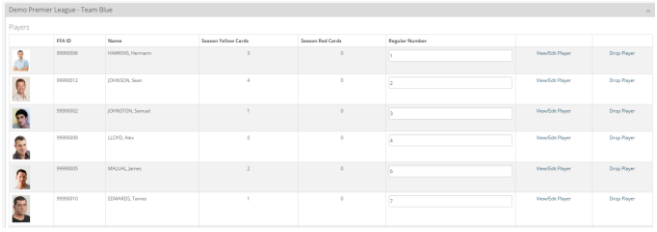


STEP 4 Single-click **'My Teams'** from the expanded menu list



ADDING OR UPDATING A PLAYERS REGULAR NUMBER

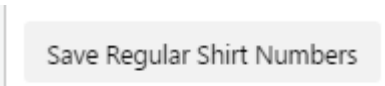
STEP 1 Scroll down the page and locate the Team



STEP 2 Single-click the **'Regular Shirt'** field next to the player that is to be updated

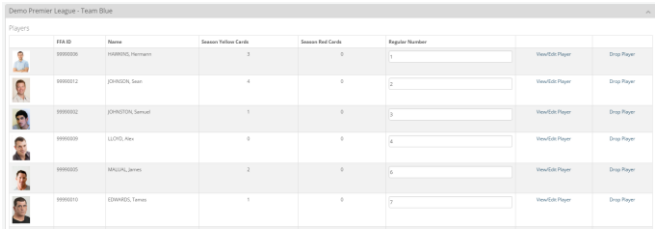
STEP 3 Type in the shirt number to be assigned to this player

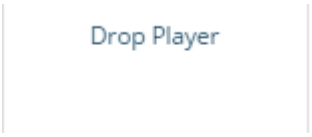
STEP 4 Single-click **'Save Regular Shirt Numbers'** to save all changes to shirt numbers



REMOVING A MEMBER FROM THE PLAYING ROSTER

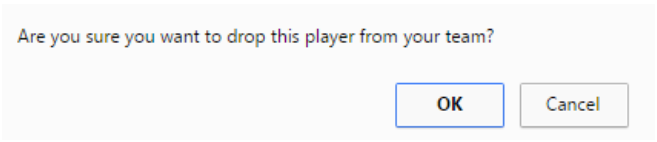
STEP 1 Scroll down the page and locate the member to be removed





STEP 2 Single-click the **'Drop Player'** field next to the player that is to be updated

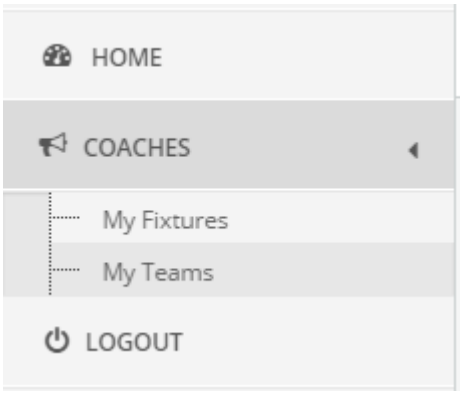
STEP 3 Press OK to confirm the removal of the player



SELECTING YOUR TEAM ON MATCH DAY

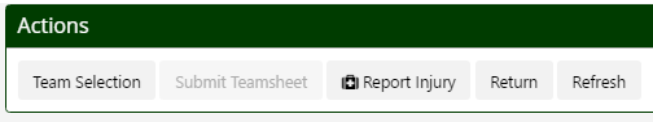
If you have previously established and saved a playing roster, you can use it to quickly select the starting players and substitutions before submitting the team sheet to the referee.

STEP 1 Single-click on **My Fixtures** from the menu



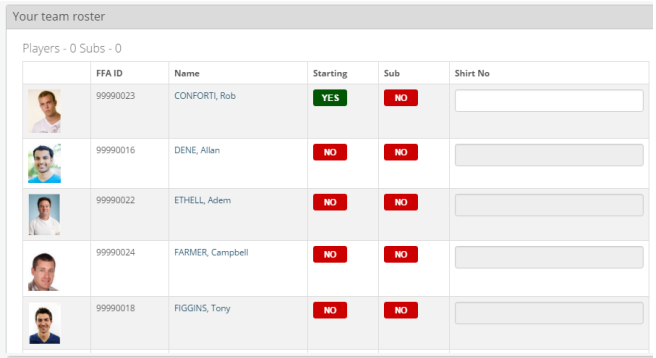
STEP 2 Single-click **'Teamsheet'** next to the game you wish to action

STEP 3 Single-click **'Team Selection'** from the Actions bar



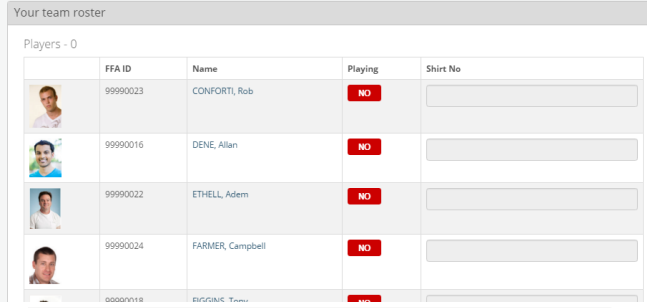
Where Competition uses Substitutions:

STEP 4a Single-click **'YES'** or **'NO'** to toggle if the person is Starting the match or acting as a Sub

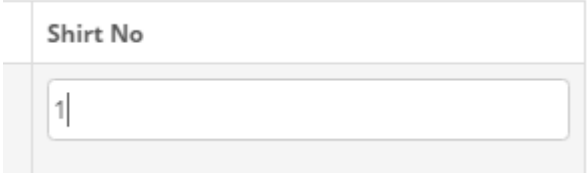


Where Competition uses Interchange:

STEP 4b Single-click **'YES'** or **'NO'** to toggle if the person is participating in the match

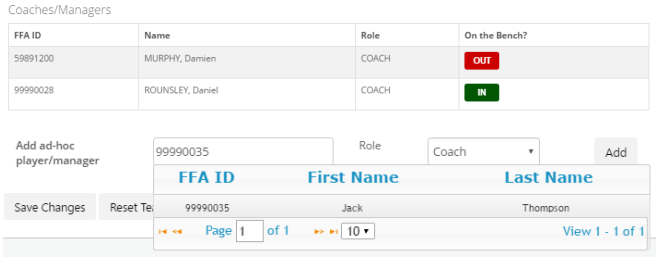


STEP 5 Single-click **'Shirt No'** next to the player to edit the Shirt No or enter it if not prepopulated from the Team Roster

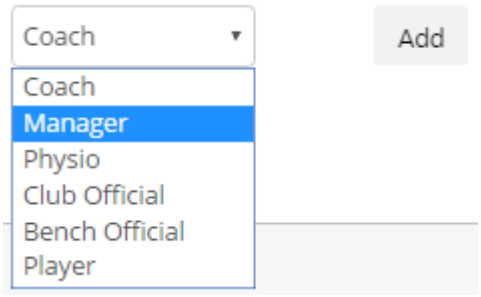


STEP 6 Single-click **'IN'** or **'OUT'** to toggle if the Coach / Manager or Official is participating in the match

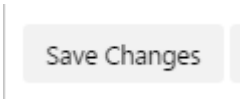
STEP 7 Single-click **'Member Name or FFA ID'** to add Ad-Hoc members to the game



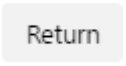
STEP 8 Single-click **'Role'** dropdown list and press Add to add this member to the game



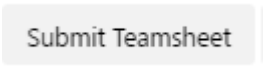
STEP 9 Single-click **'Save Changes'** to save the changes you have made



STEP 10 Single-click **'Return'** to return to the Team Sheet



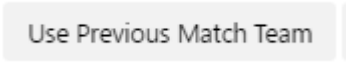
STEP 11 Single-click **'Submit Teamsheet'** to submit the Teamsheet to the Referee



USING A TEAM FROM THE PREVIOUS WEEK

This functionality allows you to populate the Team Selection screen with the same team that was used in the previous match for this competition.

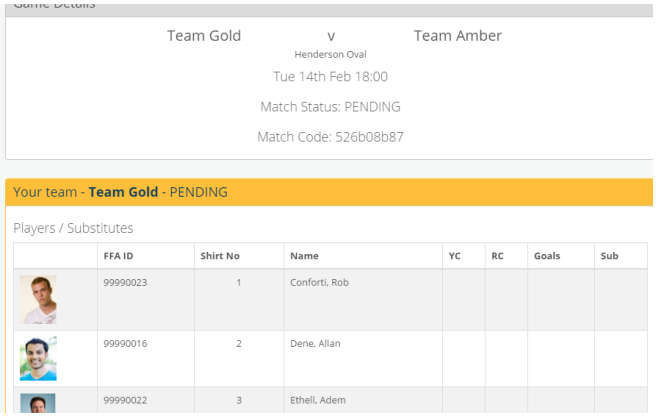
STEP 1 Single-click the **'Use Previous Match Team'** from the Team Selection Screen



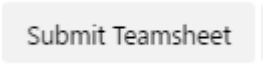
SUBMITTING YOUR TEAM SHEET ON MATCH DAY

Once the team selection is complete, you need to submit the team sheet to the referee prior to the commencement of the game.

STEP 1 Single-click **'Teamsheet'** next to the game you wish to action to open the Team Sheet



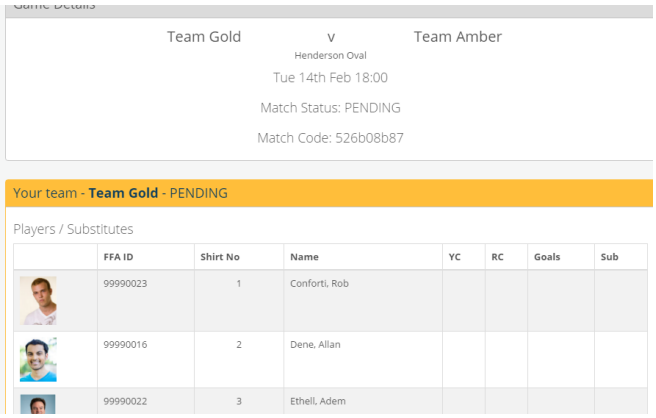
STEP 2 Single-click **'Submit Teamsheet'** from the Actions Bar on the Team sheet screen



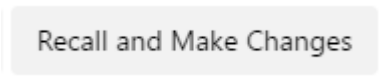
RECALLING YOUR TEAM SHEET PRIOR TO MATCH START

The Team Sheet can be recalled from the Referee up until 15 minutes before the designated kick off time. Once the game is LOCKED, you will need to see the Referee who can unlock the sheets for you to Recall the Team Sheet.

STEP 1 Single-click **'Teamsheet'** next to the game you wish to action to open the Team Sheet



STEP 2 Single-click **'Recall and Make Changes'** from the Actions Bar on the Team sheet screen



APPROVING THE TEAM SHEET AFTER THE MATCH

Once the match has concluded and the referee has finalised the team sheet it will become available for you to review. To finalise the match, both you and the opposing team are required to approve and accept the result by selecting the option from the actions bar in the team sheet view for the match

STEP 1 Single-click on '**approve and accept'** from the actions bar

STEP 2 The match is now finalised and can be viewed in the team sheet view for the match

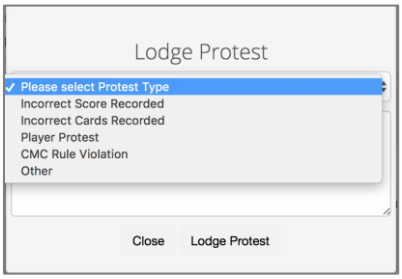
LODGING A PROTEST AFTER THE MATCH

After the match has concluded you are able to lodge a protest in relation to the result entered by the referee or the opposition (for example; playing an ineligible player) by selecting the option in the actions menu of the team sheet view.

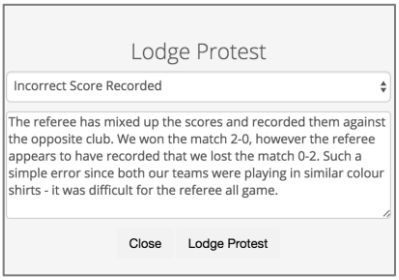
STEP 1 Single-click on **'Lodge Protest'** from the actions bar

STEP 2 The lodge protest window will display

STEP 3 Single-click on **'Protest Type'** drop-down list and select the appropriate option from the list

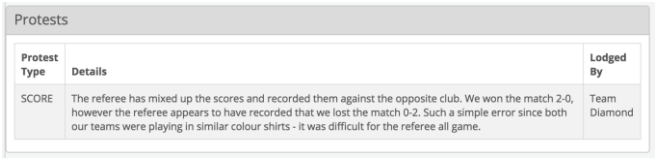


STEP 4 Single-click in the **'Enter Protest Reason'** box and provide a description of the complaint/protest



STEP 5 Single-click the **'Lodge Protest'** button to submit the protest

STEP 6 The protest is now visible for both teams in the team sheet view and a notification sent to Football Gold Coast



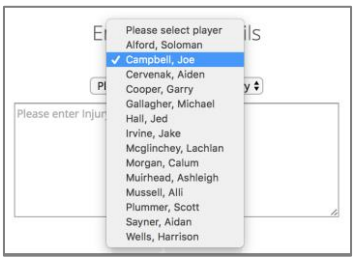
REPORTING AN INJURY SUSTAINED ON MATCH DAY

The ability to report an injury is available prior to, during and at the conclusion of all fixtures and can be accessed on the actions bar in the team sheet view for the match.

STEP 1 Single-click on '**Report Injury**' from the actions bar

STEP 2 The enter injury details window will display

STEP 3 Single-click on the '**Select Player**' drop-down list and select the injured player



STEP 4 Single-click on the '**Type of Injury**' drop-down list and select the most suitable option

STEP 5 Single-click in the **'Enter Injury Details'** box and provide a description of the injury sustained

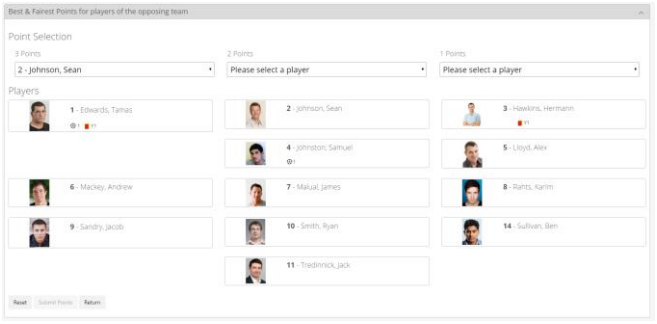
STEP 6 Single-click on the **'Add Injury'** button to record the injury

STEP 7 Reported injuries are visible in the team sheet view for the match

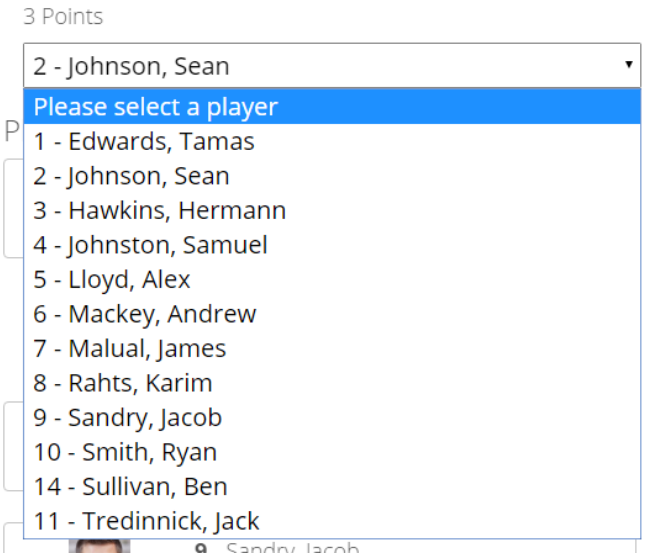
AWARDING PLAYER POINTS

If the competition requires best and fairest player points to be awarded an option will be displayed in the lower actions bar of the team sheet review screen, with an alert indicating that this must be completed. Only one coach or manager can complete this per team.

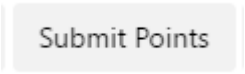
STEP 1 Single-click on **'Player Points'** from the actions bar to open the Player Points screen



STEP 2 Single-click **'3 Points'** and proceed to select the player most worthy of 3 points. Repeat for 2 and 1 Point fields



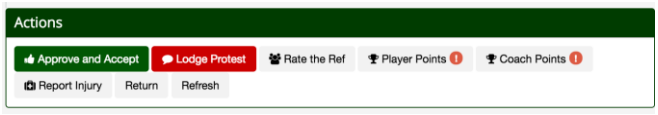
STEP 3 Single-click on **'Submit Points'** to submit your selection



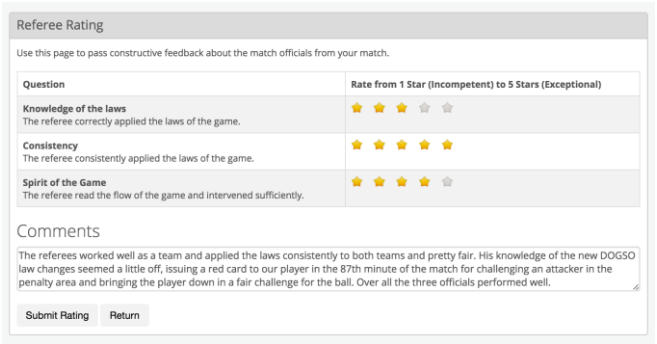
PROVIDING REFEREE FEEDBACK

An option to provide constructive feedback to Football Gold Coast Referees is available for selected competitions and grades. If available in your competition this option will be visible in the actions bar for the specified match.

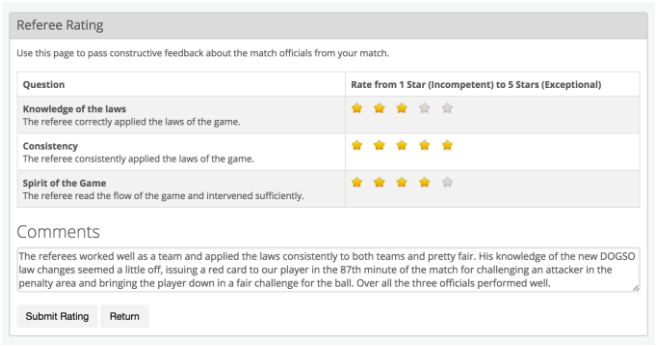
STEP 1 Single-click on **'Rate the Ref'** from the actions bar

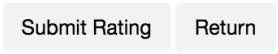


STEP 2 Single-click **'stars'** against each question to rate the refereeing team for each area 1=incompetent to 5=exceptional



STEP 3 Enter comments on the areas the refereeing team did well and remaining constructive the areas that in your opinion the refereeing team could improve on



STEP 4 Single-click **'Submit Rating'** to save and record your feedback

Single-click **'Return'** to go back to the previous screen without saving your feedback