

ONLINE TEAM SHEETS

QUICKSTART GUIDE

COACHES & MANAGERS



**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

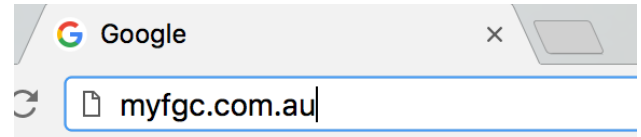
ACCESSING THE PORTAL


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.

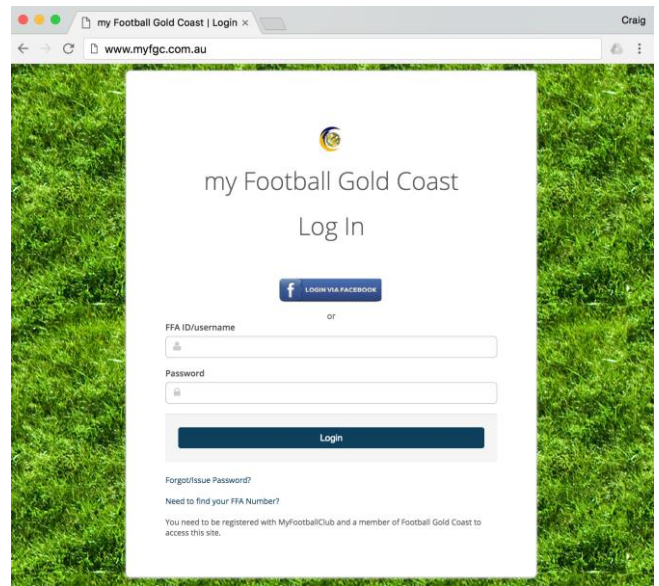


STEP 2 Enter the URL: <http://myfgc.com.au> into the browser and press the enter



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

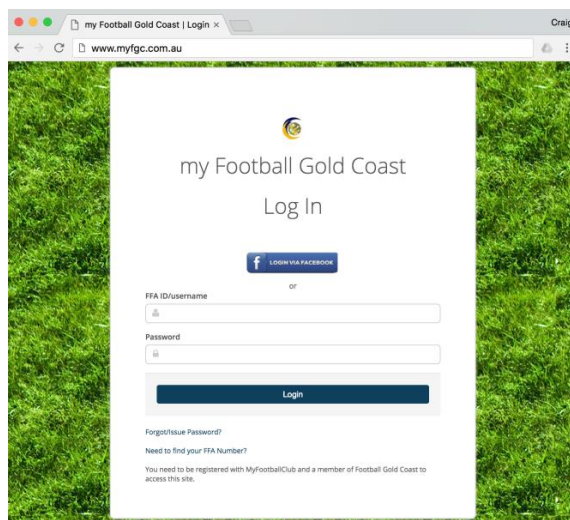
STEP 3 Single-click  '**login via Facebook**' button.




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'**

MyFootballClub

First Name: *

Last Name: *

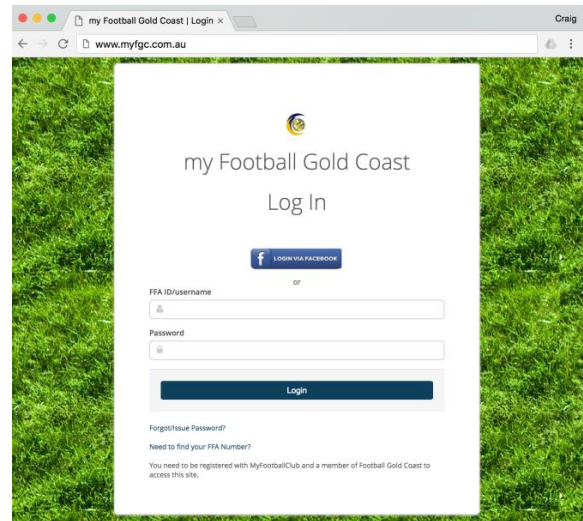
Birth Date: * 

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

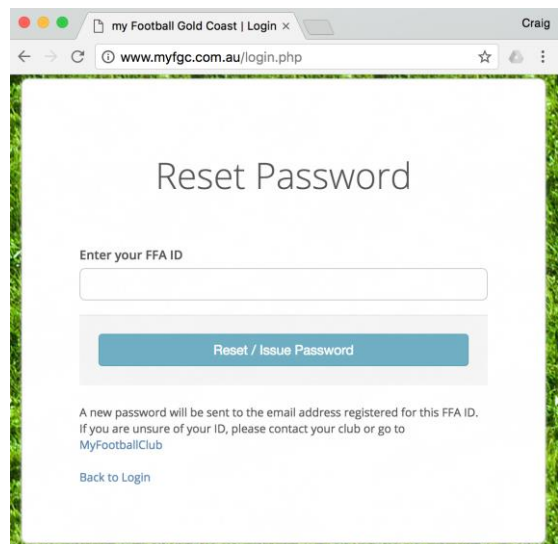
RESETTING A FORGOTTEN PASSWORD

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

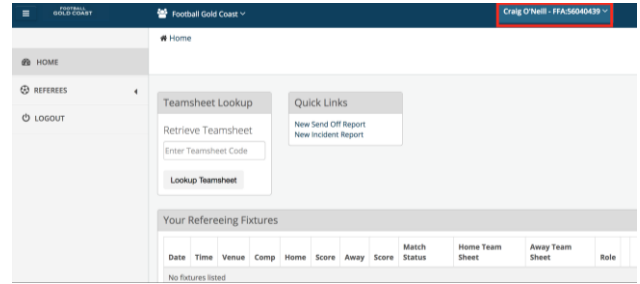
Reset / Issue Password

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

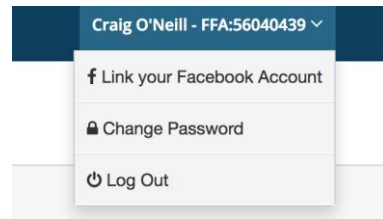
CHANGING YOUR PASSWORD

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

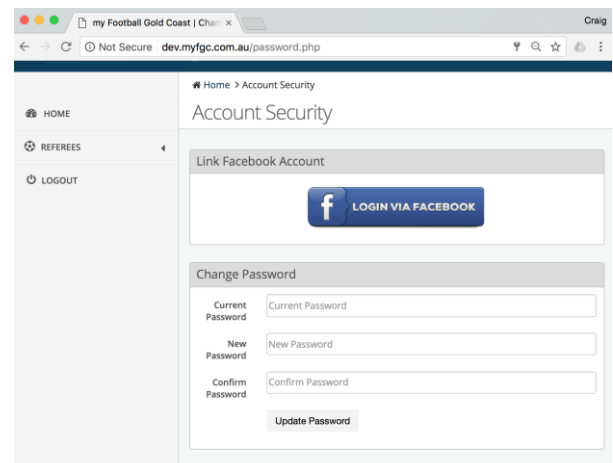
STEP 1 Single-click  on your **name and FFA Number** which is displayed in the upper corner




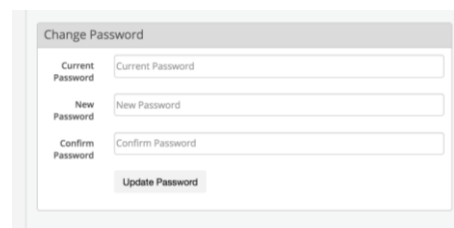
STEP 2 Single-click  **'Change Password'** from the drop-down list options



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




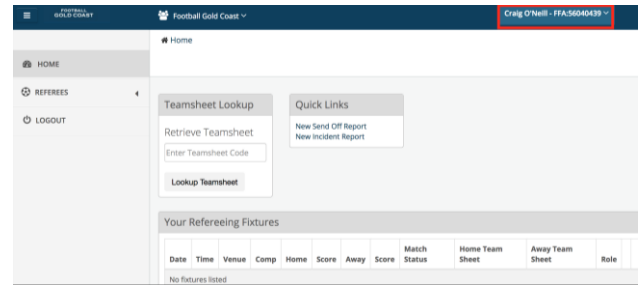
STEP 4 Complete the fields in the **Change Password** window and single-click  **'Update Password'**




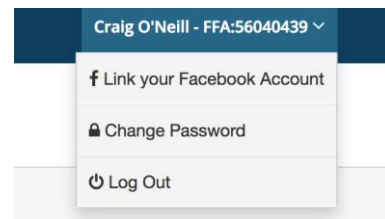
USING FACEBOOK TO LOGIN


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.

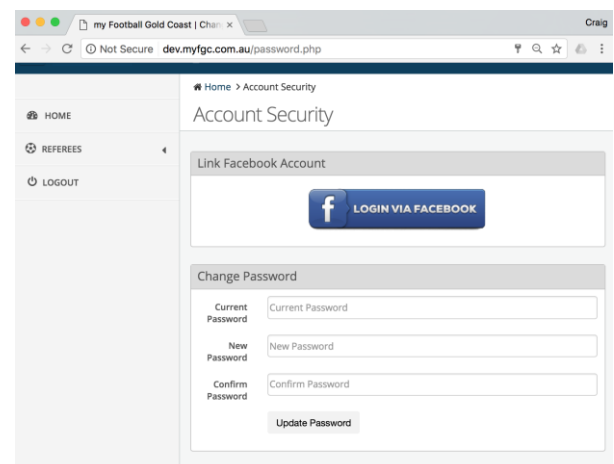
STEP 1 Single-click  on your **name and FFA Number** which is displayed in the upper corner



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

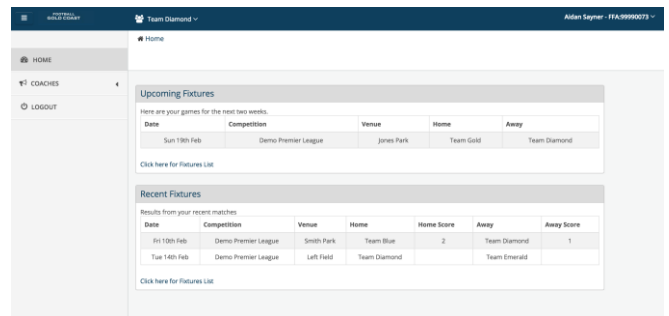
The dashboard is the first screen you seen on successfully logging into the portal and the options available are specifically linked to your role within the Football Gold Coast Community.

HOME

Menu is used to navigate around the portal

Upcoming Fixtures are displayed in the upper window

Recent Fixtures are displayed in the lower window



MENU

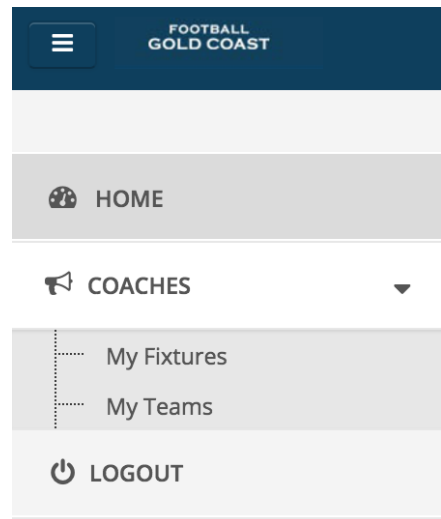
Home returns you to the default dashboard view

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

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



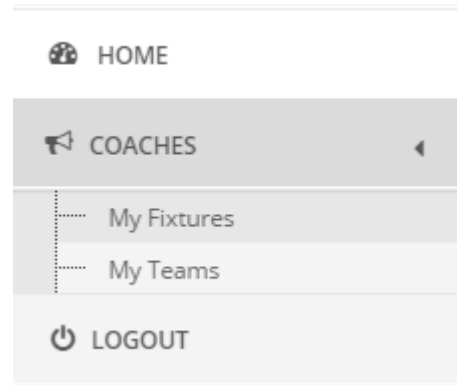
ESTABLISHING A PLAYING ROSTER

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.

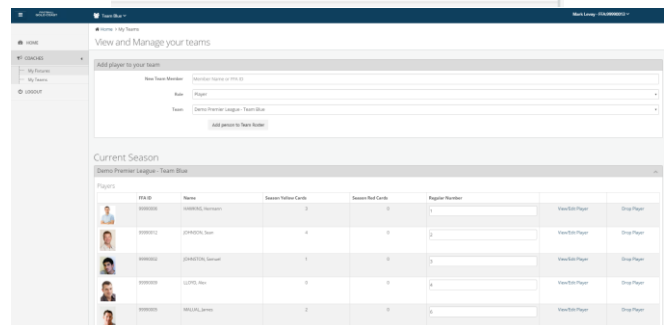
A playing roster can include players from the same club irrespective of their nominated/regular team.

VIEWING A PLAYING ROSTER

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

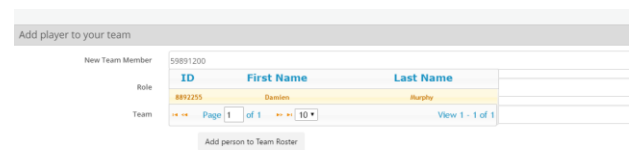


STEP 2 Single-click  **'My Teams'** from the expanded menu list

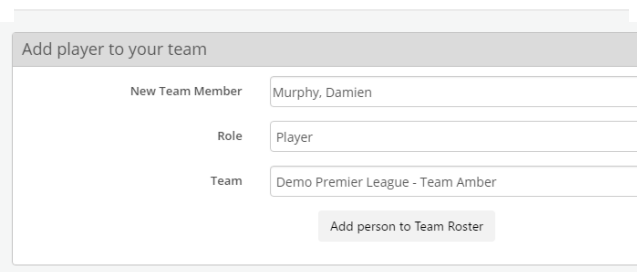



ADDING A MEMBER TO THE PLAYING ROSTER

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

Add person to Team Roster

ADDING OR UPDATING A PLAYERS REGULAR NUMBER

STEP 1 Scroll down the page and locate the Team

Player ID	Name	Season Yellow Cards	Season Red Cards	Regular Number
8999904	HARRIS, Hermann	3	0	1
8999902	JORDAN, Sam	4	0	2
8999903	JORDAN, Samuel	1	0	3
8999905	LOVE, Alex	0	0	4
8999906	MULLIN, James	2	0	5
8999901	EDWARDS, Tom	1	0	7

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


Save Regular Shirt Numbers

REMOVING A MEMBER FROM THE PLAYING ROSTER

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



STEP 2

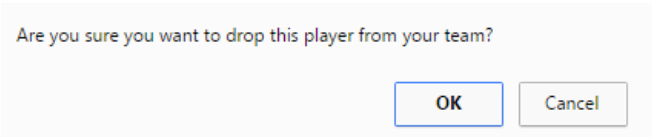
Single-click  the **'Drop Player'** field next to the player that is to be updated



Drop Player

STEP 3

Press OK to confirm the removal of the player



Are you sure you want to drop this player from your team?

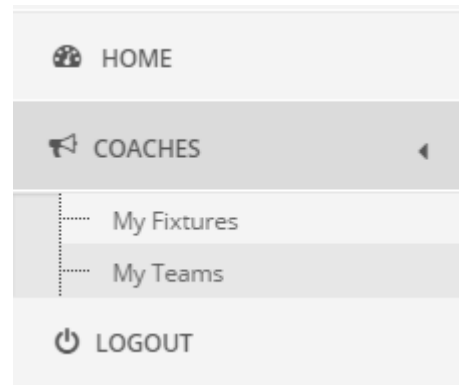
OK


Cancel

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

Wed 15th Feb	Team Gold		Team Amber		PENDING	PENDING	Teamsheet
--------------	-----------	--	------------	--	---------	---------	-----------






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




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

Your team roster





Players - 0 Subs - 0

	FFA ID	Name	Starting	Sub	Shirt No
	99990023	CONFORTI, Rob	YES	NO	<input type="text"/>
	99990016	DENE, Allan	NO	NO	<input type="text"/>
	99990022	ETHELL, Adem	NO	NO	<input type="text"/>
	99990024	FARMER, Campbell	NO	NO	<input type="text"/>
	99990018	FIGGINS, Tony	NO	NO	<input type="text"/>

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

Your team roster

Players - 0


	FFA ID	Name	Playing	Shirt No
	99990023	CONFORTI, Rob	NO	<input type="text"/>
	99990016	DENE, Allan	NO	<input type="text"/>
	99990022	ETHELL, Adem	NO	<input type="text"/>
	99990024	FARMER, Campbell	NO	<input type="text"/>


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

Shirt No

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

Coaches/Managers

FFA ID	Name	Role	On the Bench?
59891200	MURPHY, Damien	COACH	OUT
99990028	ROUNSLEY, Daniel	COACH	IN

Add ad-hoc player/manager

FFA ID	First Name	Last Name
99990035	Jack	Thompson

Save Changes Reset Te... Page 1 of 1 View 1 - 1 of 1

Coach Add

- Coach
- Manager
- Physio
- Club Official
- Bench Official
- Player


Save Changes

Return

Submit Teamsheet

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


Use Previous Match Team

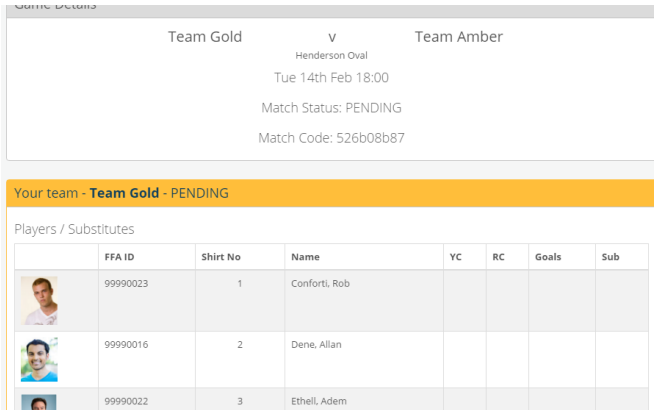


SUBMITTING YOUR TEAM SHEET ON MATCH DAY

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




Team Gold v Team Amber
Henderson Oval
Tue 14th Feb 18:00
Match Status: PENDING
Match Code: 526b08b87

Your team - Team Gold - PENDING

Players / Substitutes

	FFA ID	Shirt No	Name	YC	RC	Goals	Sub
	99990023	1	Conforti, Rob				
	99990016	2	Dene, Allan				
	99990022	3	Ethell, Adem				

STEP 2


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

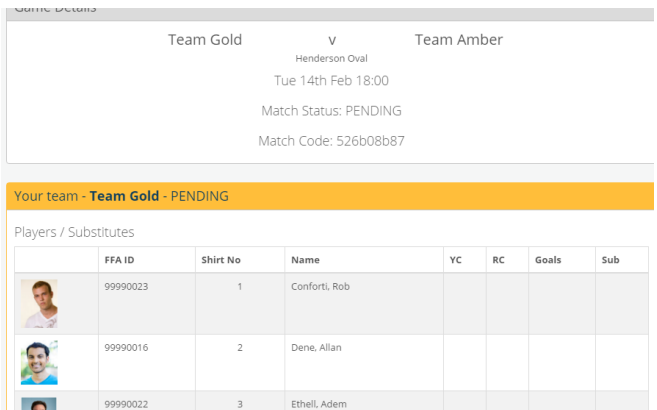
Submit Teamsheet

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




Team Gold v Team Amber
Henderson Oval
Tue 14th Feb 18:00
Match Status: PENDING
Match Code: 526b08b87

Your team - Team Gold - PENDING

Players / Substitutes

	FFA ID	Shirt No	Name	YC	RC	Goals	Sub
	99990023	1	Conforti, Rob				
	99990016	2	Dene, Allan				
	99990022	3	Ethell, Adem				


STEP 2

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

Recall and Make Changes

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

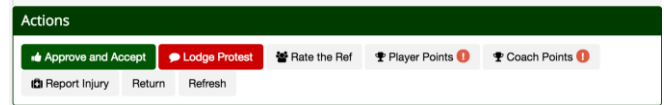


STEP 2 The match is now finalised and can be viewed in the team sheet view for the match

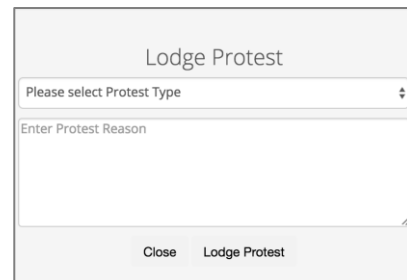
LOGGING A PROTEST AFTER THE MATCH


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.

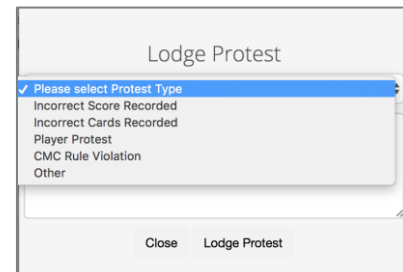
STEP 1 Single-click  on **'Lodge Protest'** from the actions bar




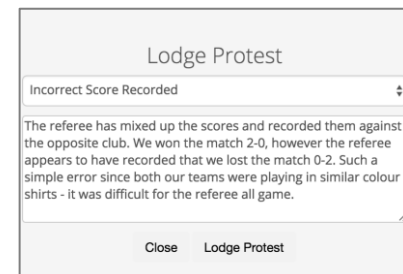
STEP 2 The lodge protest window will display



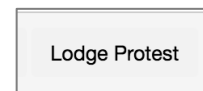
STEP 3 Single-click  on **'Protest Type'** drop-down list and select the appropriate option from the list



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




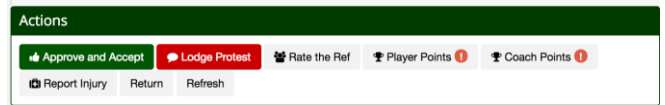
STEP 6 The protest is now visible for both teams in the team sheet view and a notification sent to Football Gold Coast

Protests		
Protest Type	Details	Lodged By
SCORE	The referee has mixed up the scores and recorded them against the opposite club. We won the match 2-0, however the referee appears to have recorded that we lost the match 0-2. Such a simple error since both our teams were playing in similar colour shirts - it was difficult for the referee all game.	Team Diamond

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.

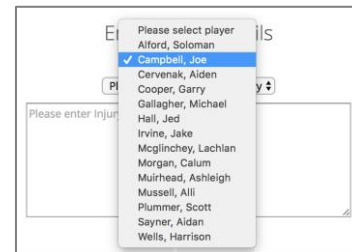
STEP 1 Single-click  on **'Report Injury'** from the actions bar




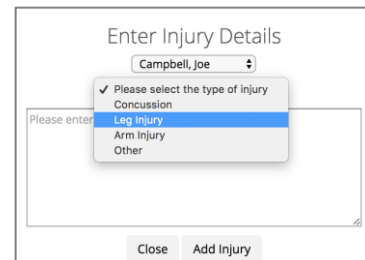
STEP 2 The enter injury details window will display




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



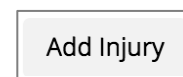
STEP 4 Single-click  on the **'Type of Injury'** drop-down list and select the most suitable option



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

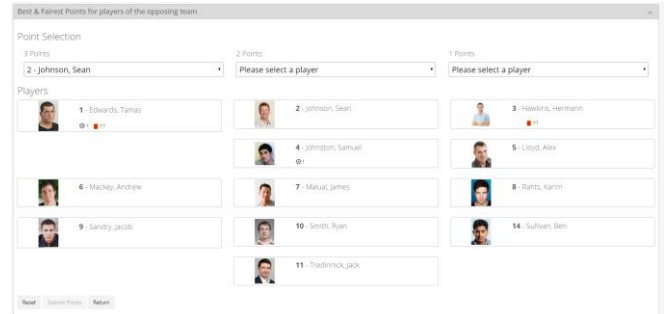
Reported Injuries		
Name	Type	Details
Campbell, Joe	LEG INJURY	The player received a leg injury in this match after being involved in a challenge during which the opposing player lost possession of the ball and kicked Joe in the ankle area. The player was sent off by the amazing referee and Joe had to be carried off and taken to hospital with a suspected fracture.

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.

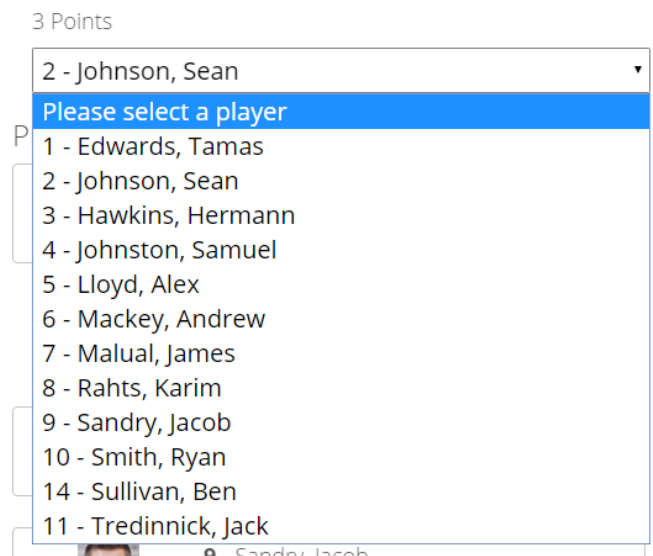
STEP 1

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




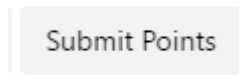
STEP 2

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




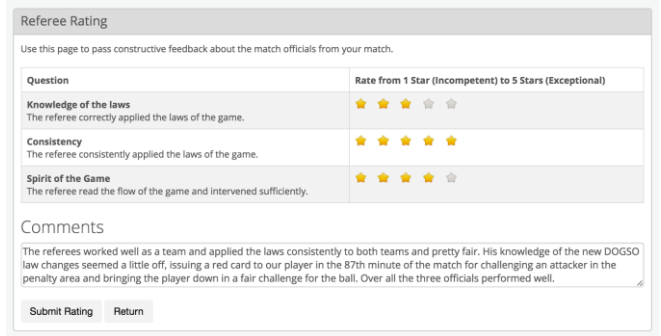
PROVIDING REFEREE FEEDBACK

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.

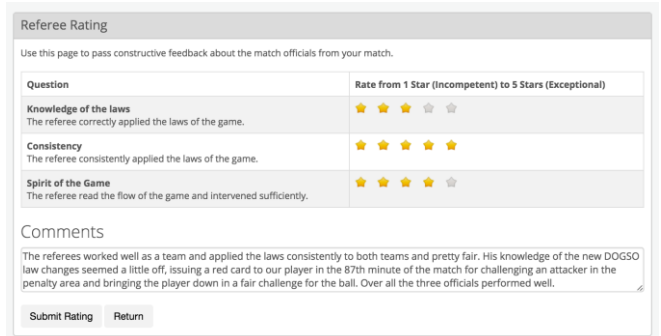
STEP 1 Single-click  on **'Rate the Ref'** from the actions bar




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

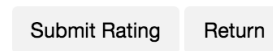


STEP 3 Enter comments on the areas the refereeing team did well and remaining constructive the areas that in your opinion the refereeing team could improve on



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

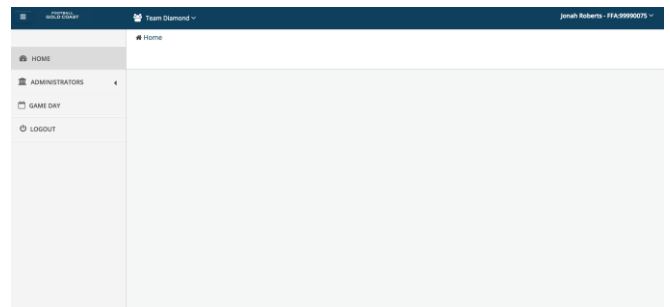
Single-click  **'Return'** to go back to the previous screen without saving your feedback



CLUB ADMINISTRATORS 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.

HOME



Home returns you to the default dashboard view

Administrators expands to show the specific options available to a club administrator

Teams & Coaches is used to allocate your Coaching roster and grant/revoke access for coaches to access particular teams

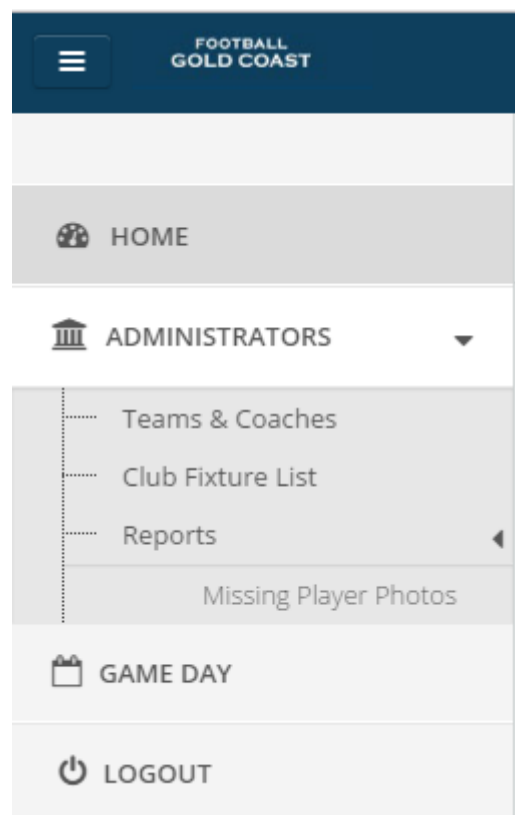
Club Fixture List lists all games involving your club both at Home and Away

Reports->Missing Player Photos will show all players that are linked to your club that currently do not have a photo listed

Game Day is used to manage the clubs team sheets and results displaying a list of all fixtures scheduled for the day in the upper window and recent fixtures in the lower window

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

MENU





Q: My account just doesn't work, I can't see anything when I log in?

A: If you are a Club Administrator, your profile has not been linked to your club. Please contact the Football Gold Coast office to request your account be linked.

If you are a Coach, your profile has not been linked to any teams by your Club Administrator. Please contact your administrator to have your profile linked to teams that you are involved in.

Q: What is we are unable to access the portal or it is down portal?

A: In the unlikely event that the portal is not accessible, paper team sheets will be made available in limited supply to allow matches to be completed. These will need to be submitted to FGC for updating in the teamsheet portal. If the error is found to be user error rather than system error, administrative charges may be applicable.

Q: We want someone to train a group of people from our Club, what options are available?

A: Quick start Guides such as this and a training portal have been made available to assist users to get up to speed. If further training is required, please contact the FGC office to discuss training options including face to face training with the vendor or an alternate Club Champion.