

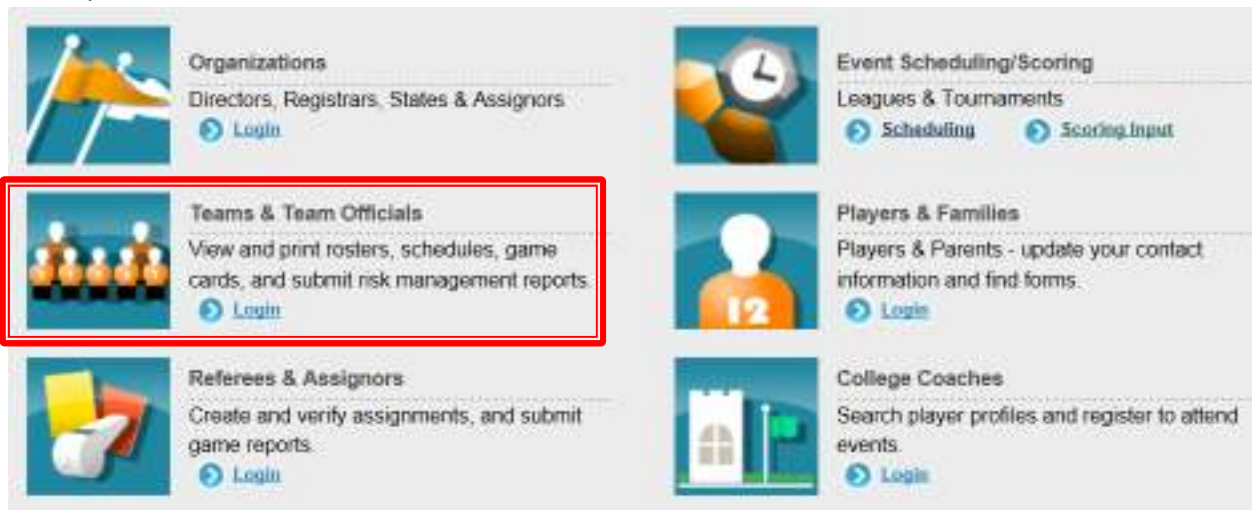
WDDOA GAME DAY PREPARATION

Team Manager Instruction Manual

PREPARING YOUR GAME DAY ROSTER...

- ▶ Access the GotSoccer website at: www.GotSoccer.com to login to your team account.
- ▶ Please make sure that you click the “Teams & Team Officials” login link and enter your User ID/Password.

Note: The User ID/Password required to access the team account was set up by your **CLUB REGISTRAR** when the team was initially formed/entered into GotSoccer for the season



- ▶ When preparing the game day roster only activated players will appear on the game card. Primary players rostered to your team will be shown as activated in the system and will automatically appear on the game card, unless they are deactivated. There is a limit of 14 players for U11-U12 & 18 players for U13-U19 who can be active and appear on the game card, this total is made up of primary players (including any serving a suspension) and club pass players.

GAME ROSTER PREPARATION CONT...

- Once logged in you will be looking at your teams "Home" page. From this home screen, the Event Registration History box can be viewed which displays all of the current events your team is entered in.

Team - Boys U15 [Update Team Age and More](#) [View/Print Team Contacts Sheet](#)
[View Team Rankings Page](#) [Team Fundraising](#)

Get the most out of your account

[Teams U13 and Older - How to add players to your Roster](#)
[Click Here to access the roster page.](#)

Account Merge Tool is Now Available!
[Click Here to get started.](#)

Your Club

Event Registration History
 Items 1 - 4 of 4

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eAward	Support
AAYSA Labor Day Tournament 08/18/2013 - 09/01/2013	League	Applied	08/18/2013	Yes	Yes	Frozen (16)	TBA	Request	Request
<input type="text" value="Event Name"/>	League	Accepted	07/30/2013	Yes	Yes	Frozen (17)	View	Request	Request
WDDOA 2013-2014 Team/Player Registration (roster/cards) 8/1/2013 - 5/31/2014	Registration	Pending	07/29/2013	No	No	Frozen (17)	N/A	N/A	Request
WDDOA Fall 2013 - DI Qualifying Tournament 7/28/2013 - 7/28/2013	Tournament	Declined	06/26/2013	No	Yes	Default	View	Request	Request

Items 1 - 4 of 4

- To access the team roster information, locate the event in the Event Registration History box in which you wish to work. In this instance it would be the: WDDOA Fall 2014 DI Season event or another league event if your team is participating in PLW/SCL or WDS2 NorthZone. Click on the link in the "Roster" column for the event. This will then display the current team roster for this specific event.

GAME ROSTER PREPARATION CONT...

- ▶ After clicking on the roster within the event, you will be directed to your primary player list. This is where you will start to build your game day / Active roster.

Boys U15 Team Name Displayed Here Team Player List and Rosters
Player Add/Remove functions have been locked, by your club.

View by Event: Event Name Displayed Here Print Contacts » Email Players »

Registration Submitted 8/25/2012 Accepted Yes ID#s [Default](#) Schedule / Game Cards »

[Add Club Pass Player](#)

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added		Type
1	Players Name Listed Here			5	Boys	0/4/1907	9/6/2012 7:40:34 PM	Deactivate	P
2	Players Name Listed Here				Boys	5/1/1998	9/6/2012 7:40:36 PM	Deactivate	P
3	Players Name Listed Here			13	Boys	10/3/1997	9/6/2012 7:40:35 PM	Deactivate	P

- ▶ From this screen, you can choose to “**Deactivate**” a primary player (not serving a suspension) or use the “**Add Club Pass Player**” function to add players to your team pool. Deactivation of a primary player REMOVES them from BOTH the active player list/game card and places them in the Inactive & Club Pass Player list, located directly below the primary player list.
- ▶ The jersey numbers may also be updated from this screen by highlighting the **Jrsy #** field, entering the correct information and then hitting the “Tab” key to save/update the players record.

GAME ROSTER PREPARATION CONT...

- ▶ Club pass players may be added to a team's player pool (see STYSA Rule 3.12.3 (f) for specific requirements) and must be registered to another team within the same club.
- ▶ Based on STYSA rules, the maximum number of players that may club pass per game is:
 - U11–U12: 3 Player per game may participate using a club pass w/ a maximum of 8 per player pool
 - U13–U19: 4 Players per game may participate using a club pass w/ a maximum of 8 per player pool
- ▶ A player can appear in multiple team player pools but may only be activated/participate for one team per day. Club pass players must be added to the player pass pool and activated onto the game day roster by 5:00pm Thursday prior to game day.
- ▶ From the “Team Player List and Roster” screen click the “**Add Club Pass Player**” button

- ▶ Then the “Add Club Pass Player” search box will appear (as shown below). Enter the Last Name, First Name or ID # and the **PLAYERS** primary team age group (not the age group of your team), click search and results of the search will be displayed.

GAME ROSTER PREPARATION CONT...

- ▶ The club pass player search results will be displayed:

Add Club Pass Player

Cancel

Girls
U13
L.Name
F.Name
ID#

Search

Level

ID#	Level	L.Name, F.Name	Jrsy#	Sex	DOB	Group	Team	
Player Name Will Be Listed Here			1	Girls	10/25/1999	U13	Team Name Here	Add

Items 1 - 1 of 1

- ▶ Click the “Add” button and the player will be added to the Inactive & Club Pass Player list. This list will show all inactive as well as club pass players below the active player list.
 - Note: “P” indicates a primary player that has been deactivated and “CP” indicates a club pass player.

Inactive & Club Pass Players

	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	Date Added		Type
1		Player Name / Info Will Be Listed Here				Girls	9/7/1999	9/6/2012 3:08:35 PM	→ Activate	P
2		Player Name / Info Will Be Listed Here				Girls	10/25/1999	9/6/2012 3:09:53 PM	→ Activate	CP

- ▶ To add a player to the Active roster (which is the roster that will print on the game card) Click the “**Activate**” button for the player and they will move up to the Active Player List.

GAME ROSTER PREPARATION CONT...

- ▶ Once the correct players with jersey numbers are listed on the Active player list/roster (primary or club pass) with the roster not exceeding the maximum limit as defined per age group (14 player for U11–U12 or 18 player for U13–U19) your game day roster is complete. These are the only players that will appear and print on the game card(s) until an update is made to the Active Roster.
- ▶ Please be aware that any player that is serving a game suspension must appear on the game card with an indication they are serving a suspension in order to receive credit for the sit-out. Players serving a suspension should be lined through on the game card and “Sat Out” should be written next to their name.

GAME CARD PRINTING...

- ▶ Game report (card) should be printed **NO EARLIER than 12:00pm (noon) on the Friday** prior to the scheduled game date. This will insure that any changes to the game roster have been completed by both teams or field number/game time changes have been updated by the league.
- ▶ Both teams are required to print a copy of the game report (card) and take it to the field. Only one game card should be presented to the referee crew and used as the official card of the game.
- ▶ There are several ways to access and print a game report (card) from the system but here is one way to access/print the information from the same screen being used to build your teams Active player list / roster.
- ▶ While on this screen the Active roster will appear on the left side and the team's schedule will appear on the right side of the page.

Add Club Pass Player				
Gender	DOB*	Date Added		Type
Boys	9/4/1997	9/6/2012 7:40:34 PM	Deactivate	P
Boys	5/1/1998	9/6/2012 7:40:36 PM	Deactivate	P
Boys	10/3/1997	9/6/2012 7:40:35 PM	Deactivate	P
Girls	10/23/1997	9/6/2012 7:40:35 PM	Deactivate	P

WDDOA Fall 2012 Season (8/1/2012)				
#254	9/8/2012 5:00 PM-7:00 PM	H A	Team Names listed Here	
#258	9/15/2012 5:00 PM-7:00 PM	H A	Team Names listed Here	

- ▶ To print a game report (card) click on the "PDF" icon next to the game and choose Open on the screen that is displayed. This will open up the PDF file and the game report can be printed.

REPORTING GAME RESULTS...

Game Card Submission, After the Game:

- ▶ All game scores should be noted by each team manager and then the official game card will be turned in to the site coordinator by the referee. If you are playing at an alternate location such as WCRP, Slaughter Creek, a weeknight game or in the WDS2 NorthZone League then there may not be a site coordinator on duty. In this instance, the winning team and/or home team in case of a tie is responsible for returning the game card to the WDDOA office no later than Wednesday of the week following the game. If you choose to email DI: gamecard@wddoa.org or SII: gamecards@wdsuper2.org and/or fax the report (512-436-8914) you must still mail the original game card to the office. There are no exceptions granted on this!
- ▶ Please mail the card to: **WDDOA 3000 Joe DiMaggio Blvd, Suite 77 Round Rock, Texas 78665**

Reporting Game Results in GotSoccer:

- ▶ Game results (final score and both yellow/red cards) must be reported by **BOTH** team managers within **24 hours of the scheduled game** in GotSoccer.

Teams can choose to use the following methods in order to report game results.

- ▶ Results can be reported by phone using the Phone-in Scores number, Event ID and PIN located on the top of the game card or by scanning the QR code off the game card at the field:



The diagram illustrates the process of reporting game results. It starts with the WDDOA logo (Western District Division One Assoc.) on the left. A red arrow points to the game card details, which include the title "WDDOA Fall 2014 DI Season", the phone number "904-758-0875", the event ID "38563", and the PIN "1234". Another red arrow points from the game card details to a QR code on the right. Below the game card details, there is a table with the following information:

Game #: 711	WCRP 5 North	9/6/2014 8:30 AM	Boys U11 Flight C / Bracket
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REPORTING GAME RESULTS CONT...

- ▶ Alternatively, results can be reported by using the GotSoccer website and following the instructions below:
- ▶ Access the GotSoccer website and choose the “Scoring Input” link located in the Event Scheduling/Scoring box.



- ▶ This will display the Event Scoring Access screen where, after entering the Event ID and PIN, click the “Go” button.

Event Scoring Access

Please enter the event ID number and PIN to begin.

Event ID #

Event PIN #

←

REPORTING GAME RESULTS CONT...

- ▶ Then a screen will display where you will input the Game # and Click the “Go” button.

GotSoccer Event Scoring

Select Game Game # Go

Enter a Game Number

- ▶ The game scoring screen will be displayed. This is where you will enter both the final game score of the game and any red/yellow cards that were issued.

GotSoccer Event Scoring

Select Game Game # 254 Go

WDDOA Fall 2012 Season - BU15 - U15B D1 #254
9/8/2012 5:00 PM NEMP NEMP 06

H	L							
A								

Team Names listed Here

To Enter Game Scores:

- ▶ Click inside the “H” (home team) empty box and this screen will appear and you can enter both the home and away team scores. Be sure to click the “SAVE” button!!

GotSoccer Event Scoring

Select Game Game # 254 Go

WDDOA Fall 2012 Season - BU15 - U15B D1 #254
9/8/2012 5:00 PM NEMP NEMP 06

H	L							
A								

Team Names listed Here

GotSoccer Event Scoring

Select Game Game # 254 Go

WDDOA Fall 2012 Season - BU15 - U15B D1 #254

H	L							
A								

Team Names listed Here

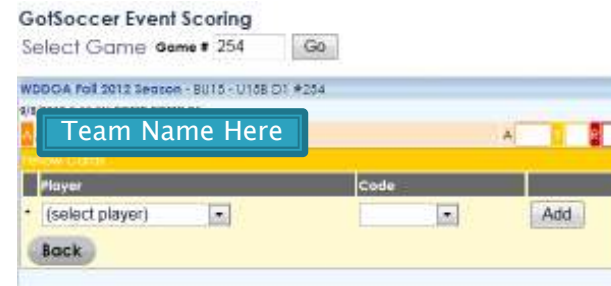
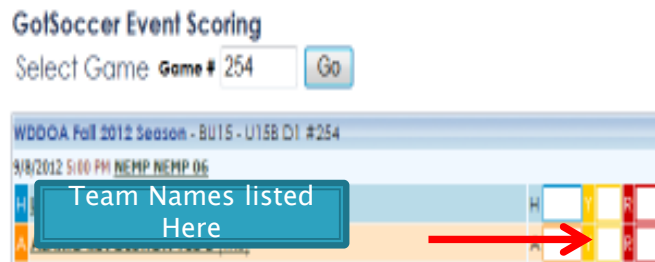
Final Scores Home Away Save

Back

REPORTING GAME RESULTS CONT...

To Enter Yellow / Red Cards:

- ▶ Enter any yellow or red cards issued by clicking the appropriate “Y” or “R” boxes to input the cards into the system for the selected team.
- ▶ Click inside the appropriate “Y” or “R” empty box and this screen will appear, where you can enter any cards issued during the game to a specific player.



- ▶ Be sure to select the correct box for the appropriate card: Y=Yellow Card R= Red Card
- ▶ The dropdown boxes for Player and Code should be used to select the correct player and card reason. After entering the information, click on the “Add” button. Additional players should be entered as necessary. Once all the yellow/red cards have been entered for this team, click on the “Back” button to return to the Event Scoring screen for the game. If necessary click on the “Y” or “R” boxes for the other team to enter any cards issued. Once all the cards are entered you should be back on the Event Scoring screen.
- ▶ **TEAM MANAGERS ARE REQUIRED TO ENTER THIS INFORMATION INTO GOTSOCCER & KEEP TRACK OF ALL Y / R CARDS ISSUED TO YOUR PLAYERS DURING THE SEASON!**