



**NORTHERN  
SUBURBS  
FOOTBALL**  
EST. 1957

## 2018 Electronic Match Card Procedure

### Men, Women, Junior Mixed U12 – U18, Girls U12 – U18

Since 2016, Electronic Match Cards (EMC) have been successfully implemented for competition matches in NSFA. Electronic match cards are used to identify players, ensure they are entitled to play and to assist referees in appropriate player discipline. The benefits of using EMC are:

- For clubs, it has eliminated most match card fines
- For team managers, electronic match cards will ensure that your match card is in order well before kick-off on match day
- For NSFA, monitoring match cards will be simple and will save NSFA staff a significant amount of time.

### Instructions to Clubs

All managers and coaches are required to register via [MyFootballClub](#). Volunteers are required to register so that they have an opportunity to view and understand the Terms and Conditions that they are bound by with regards to their involvement at your club and as a member of our football community. They are also required to register as details are transferred to the MyClubMate Player Administration System.

Once registered, clubs will be able to allocate managers and coaches to teams within the MyClubMate system. Use the following process to assign team managers and coaches to each team and assign a team password:

- Click on 'Team Admin'
- Click on the relevant team
- Assign the team manager and coach to the team
- Create a team password

### Instructions to Team Managers

- Once setup, managers can login to the team manager portal by entering the following URL into their smartphone (`nsfa{myclub}.myclubmate.com.au/TeamManagers`). We recommend saving the URL on the phone prior to the start of the season.

Managers will be required to provide the following information:

- Username (Email address)
- Password (Provided by your club)
- You will then be able to select your team from the dropdown list

St Michaels FC

Home | Game Day | Log Out

Please Login

Username

Password

Enter Your EmailID above

Remember Me  NO

Login

HOME | PC Version | MYCLUBMATE |



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## Game Day Functionality

### **Submit Match Card**

1. After login you will be presented with the full menu
2. Click on 'Game Day' to enable shortened menu, including:
  - Submit your 'Match Card'
  - 'Review Opponents Match Card'
  - 'Match Results'
3. Click 'Submit Your Match Card'
4. Mark 'YES' to include player on EMC
5. Ensure 'shirt numbers' are included for all players marked 'YES'
6. Click 'Save but not submit' if you wish to come back later and finalise
7. Once you have finalised click 'Submit' (No changes can be made after this has been done)

### **Review Opponents Match Card**

8. Click 'Review Opponents Match Card'
9. If ok click 'I confirm I checked the Match Card and everything is in order'. If not OK click 'Click here to record this match as in dispute'.

### **Match Results**

1. Click 'Match Results' from the main menu
2. Select the game from the list that appears
3. Enter Score for each team
4. Click to 'Enter Match Result'



## Paper Match Cards

In the event that EMC is not available, teams will be required to use a paper match card. Team managers can print match cards via the manager portal ([nsfa{myclub}.myclubmate.com.au/TeamManagers](http://nsfa{myclub}.myclubmate.com.au/TeamManagers)). By selecting the 'Print Match Card' tab, managers will be able to print off a generic paper match card. Managers should print a couple of copies prior to the beginning of the season and place them in the Team Managers kit bag. It is also recommended that managers print a team ID sheet. Team ID sheets consist of the name, FFA ID, shirt # and photo for each member of the team. Managers should bring a copy of the team ID Sheet to all games, as it will be required to complete the match card.

Winning managers (or home managers in the case of a draw) must return the match cards to the NSFA office no later 5pm on the Wednesday following the match. Match cards can be posted, faxed or scanned to the NSFA office.



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### **Mixed U6 – U11 and Girls U6-U11**

ID sheets and Match Cards are not required in MiniRoos age groups. Managers should use a Match Results Sheet to record their season's results. Match Results Sheets should be kept for the season in case of any disputes. Results sheets can be found on the NSFA website – <http://nsfa.asn.au/clubs/forms/>

Team Managers are required to enter results on Myclubmate. If teams enter different scores, then they will receive an email asking them to resolve the “mismatch” with the opposition. Managers can enter the results by selecting ‘Match Results’ in the team manager portal ([nsfa{myclub}.myclubmate.com.au/TeamManagers](http://nsfa{myclub}.myclubmate.com.au/TeamManagers)).

**Adam Cloughton**

**EMC Support** – [emchelp@nsfa.asn.au](mailto:emchelp@nsfa.asn.au)

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<b>Match Results</b>
<b>Injury Reports</b>
<b>Top Goal Scorers</b>
<b>Player of the Match Votes</b>
<b>Number of Games Played</b>
<b>Export Match Results</b>
<b>Send Team Emails</b>