

VIRTUAL MATCH SHEETS QUICKSTART GUIDE

For Coaches and Managers

fbgameday.com.au

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Introduction

What is FB Game day?

The FB Game Day portal is a web-based match sheet management system that has been designed specifically for the needs of the Football Brisbane Community and is administered by Football Brisbane.

Who uses FB Game Day?

Every member club across all levels of the game affiliated with Football Brisbane are required to use fbgameday.com.au as it replaces paper-based match sheets from 2018.

Minimum Requirements

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

- FFA Number linked to Football Brisbane
- An internet enabled computer, smartphone, tablet 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.	$\bigcirc $
STEP 2	Enter the URL: <u>www.fbgameday.com.au</u> into the browser and press the enter	
		he x/D feedal bilane fame: x/D all-top-ph r Gleder-U 🛐 Google Been in: MyfeedalCulu Mer 🖡 Zeelant 🌑 Ken - Feedal Bildere ® Romen of Mekennik. @ Oldol 1-Reasolut 🔿 My Cloud 🌹 Inform-Seel ON: 😲 Teer-Age
STEP 3	Enter your Username and Password credentials and single-click submit	تعقیر Football Brisbane Log In
	Username: FFA Number Password: FFA Number	FXA Doussenane

OR If you have previously linked your account to Facebook

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





Finding Your Username (FFA number)

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

		Pop X Pootball Brisbane teams: X
		anlingingho a Galeria II. 🔟 Gogli Shenti. Vic Myfantal Gale Mar. 🗛 Zenlenk. 🚭 Xenz. – Roshal Solaner. 🕘 Sonau of Menoralis. 🙁 GMolti - Panarias. 🗂 My Good. 🍠 Seferin - Send Offici 😲 Sann Agy
STEP 1	Single-click Need to find your FFA Number' link from the log in screen	Elsenses
		Forgerina & Passon (?) Named in the paper PFA landsed? "You read to be regenered with MyPostMatChik and a member of Faculture Endows to access Pix ann.
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: *
	5	Last Name: *
STEP 3	Your FFA Number will display in the table, record the number and return to the fbgameday.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.

		ley x/ D forthal follow fam: x 📜 autopusty - Constar 1: 👔 Coopie Dever in: MyhoshalCula No: 🛦 Dedeal 🚭 Inn: – Forthal Distance 🕲 Evens of Messels: 🛎 CMA(1) - Passels; 🔿 MyChool 🌹 Jefform-Seel CMA: 🤯 Tare App
STEP 1	Single-click Forgot/Issue Password' link from the login screen	Eventseries
STEP 2	Enter your FFA Number into the field	Enter your FFA ID Reset / Issue Password Reset / Issue Password Anew password will be sent to the email address registered for this FFA ID. Kybou are unsure of your ID, please contact your club or go to MyFootballClub Back to Login
STEP 3	Single-click 闲 '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



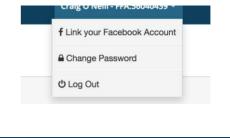
Changing Your Password

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

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

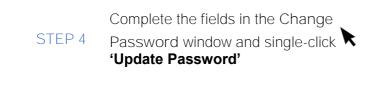
	# Home			
B HOME				
REFEREES 4				
	Teamsheet Lookup Quic	c Links		
O LOGOUT		nd Off Report cident Report		
	Enter Teamsheet Code			
	Lookup Teamsheet			
	Your Refereeing Fixtures			
	Date Time Venue Comp Home S	core Away Score	Match Home Team Status Sheet	Away Team Sheet Role

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



STEP 3 The account security page will open

	# Home > Account Security
в номе	Account Security
REFEREES GOUT	Change Password Current Password Password Confirm Conf



Current Password	Current Password	
New Password	New Password	
Confirm Password	Confirm Password	
	Update Password	



Using Facebook to Login

After logging into the portal you can link your fbgameday.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.

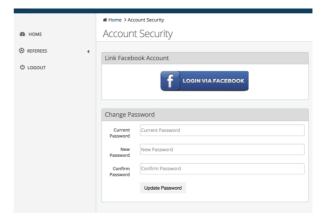
STEP 1 Single-click on your name and FFA Number which is displayed in the upper corner

GOLD COAST	🔮 Footb	all Gold Coast							Cri	ig O'Nelll - FFA:5604	0439 ~
	# Home										
B HOME											
REFEREES											
	Teams	sheet Look	up	Qu	ick Lin	ks					
O LOGOUT	Retriev	ve Teamshi	et		Send Of Incident						
	Enter T	eamsheet Co	ie								
	Looku	ip Teamsheet									
	Your F	Refereeing	Fixtures								
	Date	Time Venu	e Comp	Home	Score	Away	Score	Match Status	Home Team Sheet	Away Team Sheet	Role
	No fixt	ures listed									

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

Craig O Nelli - FFA:56040459 *	
f Link your Facebook Account	
Change Password	
ப் Log Out	

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



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



Coaches' Dashboard & 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 Brisbane Community.

Menu is used to navigate around the portal

HOME Upcoming Fixtures are displayed in the upper window

MENU

Recent Fixtures are displayed in the lower window

= FOOTAALL		🔮 AC Carino Footbal	I Oub V						
	v1.45	# Home							
HOME									
¶ ² COACHES									
		Upcoming Fixt	ures						
ADMINISTRATORS	4	Here are your game	s for the next two weeks.						
CAME DAY		Date	Competition		Versue		Home		Amay
		No fotures found							
C LOGOUT									
		Click here for Future	es List						
		Recent Fixture	5						
		Results from your re	cont matches						
		Date	Competition	Venue	Home	Home Score		Amay	Away Score
		No fotures found							
		Click here for Future	es Liet						

Home returns you to the default		v1.46
dashboard view Coaches expands to show the specific	🙆 HOME	
options available to a team coach	COACHES	•
My Fixtures displays all sanctioned fixtures for your team/s for the current football season	My Fixtures My Teams	
My Teams allows you to build your team rosters and save them	administrators	•
for use later for all teams you coach	🛗 GAME DAY	
Logout exits your account returning to the fbgameday.com.au log in screen	ப் logout	



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 1 Single-click My Teams' from the expanded menu list					0710	HOM	E				
STEP 2 Single-click My Teams' from the expanded menu list		ς.			F	COAC	HES			•	
STEP 2 Single-click in the expanded menu list <i>STEP 2 Single-click in the texpanded menu list</i>	STEP 1	Single-click 🤻 Coaches menu option				- My F	ixtures				
STEP 2 Single-click in My Teams' from the expanded menu list						• My T	eams				
STEP 2 Single-click in 'My Teams' from the expanded menu list in the list in t					ሳ	LOGO	UT				
STEP 2 Single-click in My Teams' from the expanded menu list in the intervence of th			11 ⁰ 034045			our teams					
STEP 2 Single-click in the expanded menu list in the expansion of the			Wy Teams		New Teact - M	ndar Menter Here or FA10 Rela Payer					
STEP 2 Single-click (My Teams' from the expanded menu list (My Teams' from the expanse) (My Tea											
		•		Demo Pren		n Biue					A
	STEP 2	Single-click 🔻 'My Teams' from the		3		Name Interfection, New Waters	Seemen Yorkeen Carola 3	Season Red Cards	Regular Nambao	Vere Tali Paper	Drop Payer
		expanded menu list		2			4	1			Drig Payer
MININ MULLANN Z N MULLANN DANARY											
				3	39990028	MALUR_James				Vew10:Paper	Drap Payer

......

Adding a Member to the Playing Roster

Single-click **C** 'Role' to choose the role

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

in the Team Roster

STEP 2

New Team Member	59891200		
Role	ID	First Name	Last Name
Kole	8892255	Damien	Murphy
Team	H ef Page 1	of 1 🕨 🖬 10 🖲	View 1 - 1 of 1
	Add perso	on to Team Roster	
dd player to you	r team		
aa player to you	i courri		
New	Team Membe	r Murphy Dan	nien
New	Team Membe	r Murphy, Dan	nien
New		marphy, ban	nien
New	Team Membe Rol	indipity, buil	nien
New	Rol	e Player	nien
New		e Player	nien ier League - Team Amber
New	Rol	e Player	



- STEP 3 Single-click Team to choose the team to indicate which team they are to be added to
 Add player to your team
 New Team Member
 New Team Member
 Player
 Player
 Demo Premier League Team Amber
 Add person to Team Roster
- 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

FFAID	Name	Season Yellow Cards	Season Red Cards	Regular Nureber		
59950205	HARRENS, Hermann	3	0		Wew/Edt Player	Drop Rayer
9990012	(CHRIDH, Sean	4	0	2	VewEdt Player	Drop Rayer
99990032	JOHINSTON, Semuel		0		WewEdt Player	Drap Rayer
99990029	LLOND, Alex		0	4	VewEdt Pleyer	Drop Rayer
99990005	MALLIAL James	2	0	6	VewEdt Player	Drap Rayer
99990810	EDWIRDS, Torres		0		VewEdt Pleyer	Drap Rayer
	00000000 00000012 0000002 00000020 00000000	50000 10000, fameri 20000, fameri 20000 District, fameri 20000 District, fameri 20000 LiDo, fameri 20000 LiDo, fameri	NAIRIS, Investi 2 NAIRIS, Investi 4 NAIRIS, Investi 1 NAIRIS, Investi 0 NAIRIS, Investi 2 NAIRIS, Investi 2	NAIDEL Journey J G NAIDEL Journey - - - NAIDEL Journey - - - - NAIDEL Journey - - - - - NAIDEL Journey - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - <	NAIDE Name N N N SIMUU A 2 2 2 SIMUU NAIDE N 1 0 1 SIMUU NOIL N 1 0 1 SIMUUU N N 0 0 1	NAIDEL, Norwari 3 0 1 Vandals Name NAIDEL, Norwari 4 0 2 Security Security NAIDEL, Norwari 1 0 2 Vandals Name Vandals Name NAIDEL, Norwari 1 0 2 Vandals Name Vandals Name NAIDEL, Norwari 0 0 2 0 Name Name NAIDEL, Norwari 2 0 0 Name Name Name

Regular Number

1

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

Regular Number	

- 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

Regular Number	
1	

Save Regular Shirt Numbers

Removing a Team Member from the Playing Roster

STEP 1

Scroll down the page and locate the member to be removed

Mini Minit human 1 1 1 Minit human Bund human	•					Regular Number		
No. No. A B A B A B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B <td>da 👘</td> <td>59900000</td> <td>HABRENS, Hermann</td> <td>3</td> <td>0</td> <td></td> <td>ViewEdit Pleyer</td> <td>Drop Rayer</td>	da 👘	59900000	HABRENS, Hermann	3	0		ViewEdit Pleyer	Drop Rayer
Normal Normal<		00000012	(DHRISON, Sean	4	0	2	ViewEdit Player	Drop Rayer
Notion Notice 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <th1< th=""> 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <th1< th=""> 1 1 <th1<< td=""><td>2</td><td>99900032</td><td>JOHINSTON, Servuel</td><td></td><td>0</td><td></td><td>ViewEdt Player</td><td>Drop Rayer</td></th1<<></th1<></th1<>	2	99900032	JOHINSTON, Servuel		0		ViewEdt Player	Drop Rayer
		99990009	LLOYOL Alex	0	0	4	ViewEdt Pleyer	Drap Rayer
\$999010 \$000000_Lineux 1 0 7 Vex.Sci. Pager Drap.Rayer	1	99990025	MALUAL James	2	0	4	ViewEdt Player	Drop Rayer
		99990810	EDWIRDS, Terres		0	2	ViewEdt, Player	Drap Rayer

- 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

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

Drop 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.

		B HOME
		€ COACHES 4
STEP 1	Single-click 🕏 on My Fixtures from the menu	····· My Fixtures
	mena	····· My Teams
		ப் logout
STEP 2	Single-click * 'Teamsheet' next to the game you wish to action	Wed 15th Feb Team Gold Team Amber PENDING PENDING Teamcheet
STEP 3	Single-click * 'Team Selection' from the Actions bar	Actions Team Selection Submit Teamsheet ID Report Injury Return Refresh
		Your team roster
		Players - 0 Subs - 0 FFA1D Name Starting Sub Shirt No
	Where Competition uses Substitutions:	9990023 CONFORT, Rob YES KO
STEP 4a	Single-click YES' or 'NO' to toggle if the person is Starting the match or	2990016 DENE, Altan NO NO NO 9990022 ETHELL, Adem NO NO NO
	acting as a Sub	99900024 FARMER, Campbell NO NO
		9990018 PIGINS, Tory NO NO
		Your team roster Players - 0
	Where Competition uses Return	FFA ID Name Playing Shirt No
	Substitutes/Interchange:	<u>*</u>
STEP 4b	Single-click 闲 'YES' or 'NO' to toggle if	99990016 DENE Allan 10
	the person is participating in the match	99990022 ETHELL Adem 100
		9999024 FARMER Campbell 10
	Single-click 闲 'Shirt No' next to the	Shirt No
STEP 5	player to edit the Shirt No or enter it if not prepopulated from the Team Roster	1
		Coaches/Managers
STEP 6	Single-click (IN' or OUT' to toggle if	FFA.D Name Role On the Bench? 59991200 MURPHY, Damien COACH OUT
JILI U	the Coach / Manager or Official is participating in the match	99990028 ROUNSLEY, Daniel COACH IN



STEP 7	Single-click * 'Member Name or FFA ID' to add Ad-Hoc members to the game	Add ad-hoc player/manag Save Changes	Reset Te: 999900	ID First Name	Add Last Name Thompson View 1 - 1 of 1
STEP 8	Single-click * 'Role' dropdown list and press Add to add this member to the game		Coach Coach Manager Physio Club Offic Bench Of Player		Add
STEP 9	Single-click Save Changes' to save the changes you have made			Save Changes	
STEP 10	Single-click Return' to return to the Team Sheet			Return	
STEP 11	Single-click Submit Teamsheet' to submit the Teamsheet to the Referee			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 Match Sheet on Match Day

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

	7	Feam Gold	V Henderson Oval Tue 14th Feb 18:00	Team Am	ber		
		1	latch Status: PENDING				
		Ν	latch Code: 526b08b87				
ur toom		DENIDINIC					
our team	- Team Gold -	PENDING					
	ubstitutes	PENDING					
		Shirt No	Name	YC	RC	Goals	Sub
	ubstitutes		Name Conforti, Rob	YC	RC	Goals	Sub
	ubstitutes FFA ID	Shirt No		УС	RC	Goals	Sub



STEP 1

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

Single-click K 'Teamsheet' next to the

game you wish to action to open the

Team Sheet

Submit Teamsheet

Recalling Your Match Sheet Prior to Match Start

The Match 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 Match Sheet.



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

			Henderson Oval Tue 14th Feb 18:00				
		N	latch Status: PENDING				
		M	atch Code: 526b08b87				
(our team	- Team Gold - P	PENDING					
Players / Su	ubstitutes						
Players / Su	ubstitutes	Shirt No	Name	YC	RC	Goals	Sub
Players / Su		Shirt No	Name Conforti, Rob	YC	RC	Goals	Sub

Team Amber

Team Gold

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

Recall and Make Changes



Approving the Match Sheet After the Match

Once the match has concluded and the referee has finalised the match 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.

Single-click **R** on **'Lodge Protest'** from STEP 1 ept Dodge Protest The Ref Player Points 1 The Coach Points 1 the actions bar B Report Injury Return Refresh Lodge Protest Please select Protest Type Enter Protest Reas STEP 2 The lodge protest window will display Lodge Protest Close Lodge Protest Incorrect Score Recorded Incorrect Cards Recorded Single-click **R** on **'Protest Type'** drop-Player Protest STEP 3 down list and select the appropriate CMC Rule Violation option from the list Close Lodge Protest



Lodge Protest Incorrect Score Recorded Single-click K in the **'Enter Protest** 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 STEP 4 **Reason'** box and provide a description of simple error since both our teams were playing in similar colour shirts - it was difficult for the referee all game. the complaint/protest Close Lodge Protest Single-click the **'Lodge Protest'** button to submit the protest STEP 5 Lodge Protest Protests The protest is now visible for both teams Protest Type Details Lodged By in the team sheet view and a notification STEP 6 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 sent to Football Brisbane

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.

		Actions
STEP 1	Single-click C on 'Report Injury' from the actions bar	Approve and Accept Coach Points Accept Coach Points Accept Player Points Coach Points Coach Points Coach Points Accept Accept Player Points Player Points
STEP 2	The enter injury details window will display	Enter Injury Details Please select player (*) Please enter injury Details Close Add Injury
STEP 3	Single-click on the 'Select Player' drop-down list and select the injured player	E Please select player Alford, Soloman ✓ Campbell, dee Cooper, Carry Please enter Injur Please enter Injur Please enter Albert Hall, Jed Invine, Jake Moglincey, Lachlan Morizea, Ashleigh Muirtead, Ashleigh Muisel, Albert Sayner, Aldan Wells, Harrison

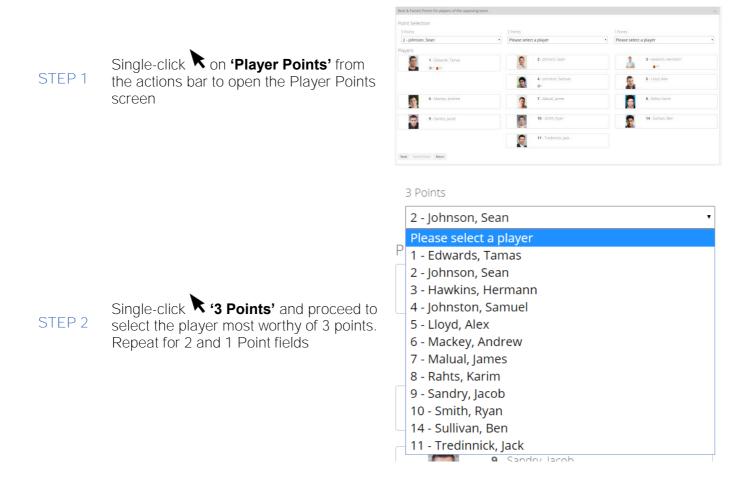


STEP 4	Single-click on the 'Type of Injury' drop-down list and select the most suitable option			Enter Injury Details Campbel, Joe e Please select the type of injury Concussion Please enter Leg injury Arm injury Other Close Add injury
STEP 5	Single-click in the 'Enter Injury Details' box and provide a description of the injury sustained			Enter Injury 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]
STEP 6	Single-click on the 'Add Injury' button to record the injury			Add Injury
		Reported	l Injurie	
STEP 7	Reported injuries are visible in the team	Name	Туре	Details
JILF /	sheet view for the match	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 (BPL, BWPL, Men's & Women's Cap ONLY)

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

Submit Points



Providing Referee Feedback

An option to provide constructive feedback to Football Brisbane 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.

- Actions Single-click **R** on **'Rate the Ref'** from STEP 1 Approve and Accept Coach Points 🔮 Rate the Ref Player Points 1 Player Points 1 the actions bar B Report Injury Return Refresh Referee Rating Jse this page to pass constructive feedback about the match officials from your match ate from 1 Star (Incompe tent) to 5 Stars (Ex Knowledge of the laws The referee correctly app * * * * * Single-click K 'stars' against each lied the laws of the game. Consistency The referee consist * * * * * question to rate the refereeing team for ntly applied the laws of the game. STEP 2 * * * * * Spirit of the Game The referee read the flow of the game and intervened suff each area 1=incompetent to 5=exceptional Comments The referees worked well as a team and applied the laws consistently to both teams and pretty fair. His knowledge of the new DOGSC law changes seemed a little off, issuing a red card to our player in the 87th minute of the match for challenging an attacker penalty area and hringing the player down in a fair challenge for the bail. Over all the three officials performed well. Submit Rating Return Referee Rating Use this page to pass constructive Ouestion Rate from 1 Star (Incompetent) to 5 Stars (Except Enter comments on the areas the Knowledge of the laws The referee correctly applied the laws of the game. * * * * * refereeing team did well and remaining * * * * Consistency The referee consistently applied the laws of the game. STEP 3
 - constructive the areas that in your opinion the refereeing team could improve on
- * * * * * Spirit of the Game The referee read the flow of the game and interve Comments The referees worked well as a team and applied the laws consistently to both teams and pretty fair. His knowledge of the new DC law changes seemed a little off, issuing a red card to our projer in the 87th minute of the match for challenging an attacker in the penalty area and bringing the player down in a fair challenge for the ball. Over all the three officials performed well. Submit Rating Return

Submit Rating

Return



and record your feedback STEP 4 Single-click **Return'** to go back to the previous screen without saving your

feedback

Single-click K 'Submit Rating' to save



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

A: Your profile has not been linked to any teams by your Club Administrator. Please contact your <u>Club Administrator</u> to have your profile linked to teams that you are involved in.

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

A: In the unlikely event that the portal is not accessible, paper match sheets are available via the Football Brisbane website to allow matches to be completed. These will need to be submitted to Football Brisbane for updating in the teamsheet portal. If the error is found to be user error rather than system error, administrative charges may be applicable.

