FOOTBALL
BRISBANE
©TM

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.

STEP 2   Enter the URL: www.fbgameday.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: FFA Number

OR   If you have previously linked your account to Facebook

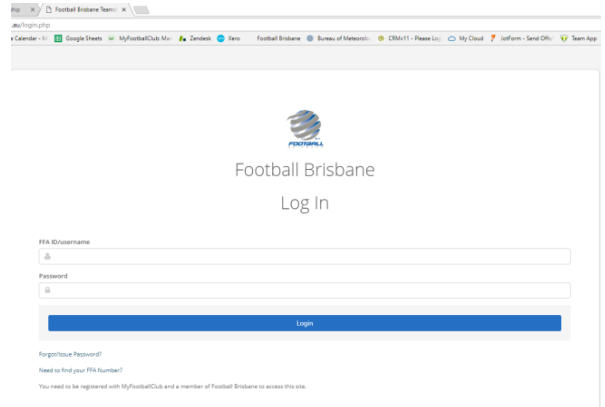**STEP 3**   Single-click 🖱 **'login via Facebook'** button.

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.

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'**
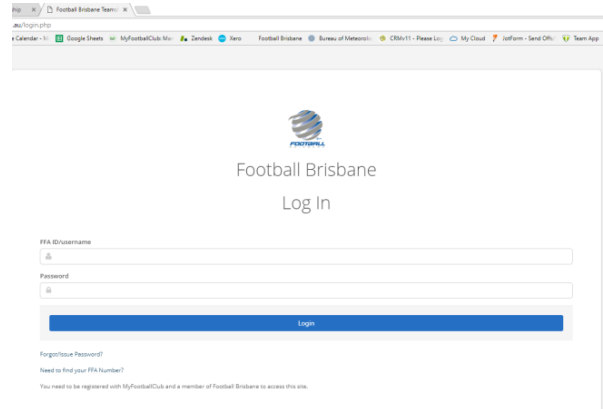
STEP 3

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

Resetting a Forgotten Password

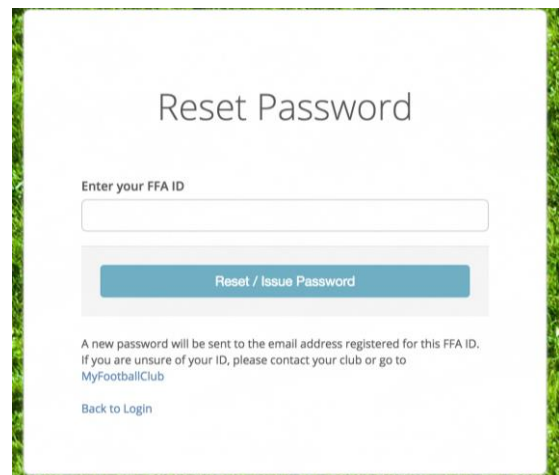If you are unable to access the portal due to a forgotten password, it can be reset from the portal log in screen.

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.
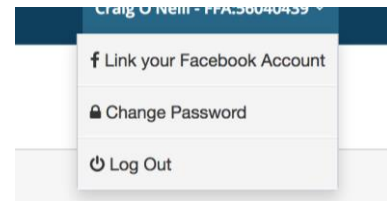
STEP 1

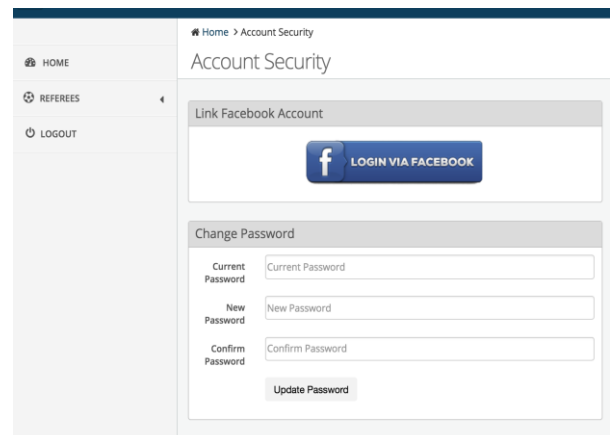Single-click on your name and FFA Number which is displayed in the upper corner
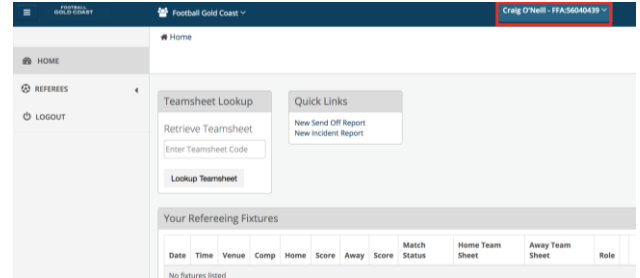
STEP 2

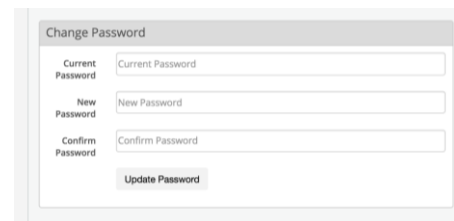Single-click **'Change Password'** from the drop-down list options

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 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.
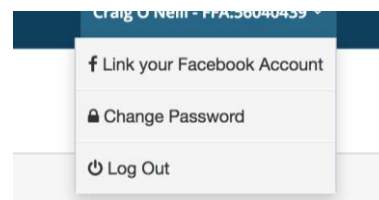
STEP 1

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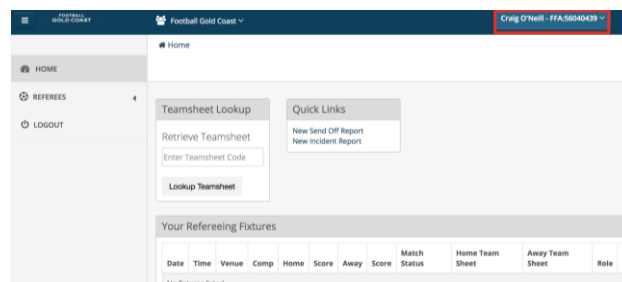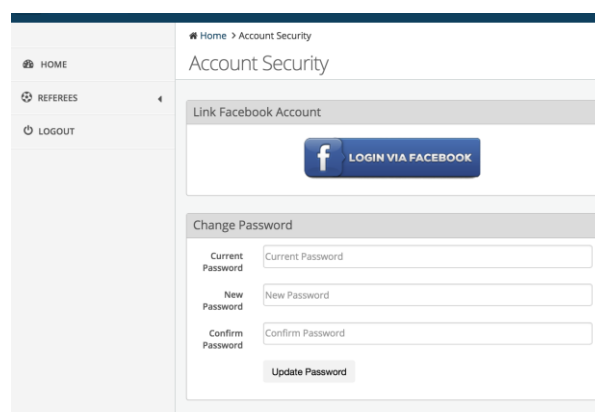

STEP 2

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
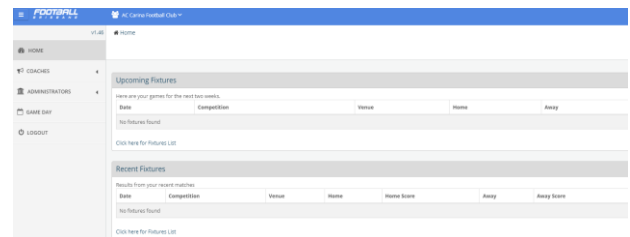
Coaches' Dashboard & Menu Options

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.

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 fbgameday.com.au log in screen
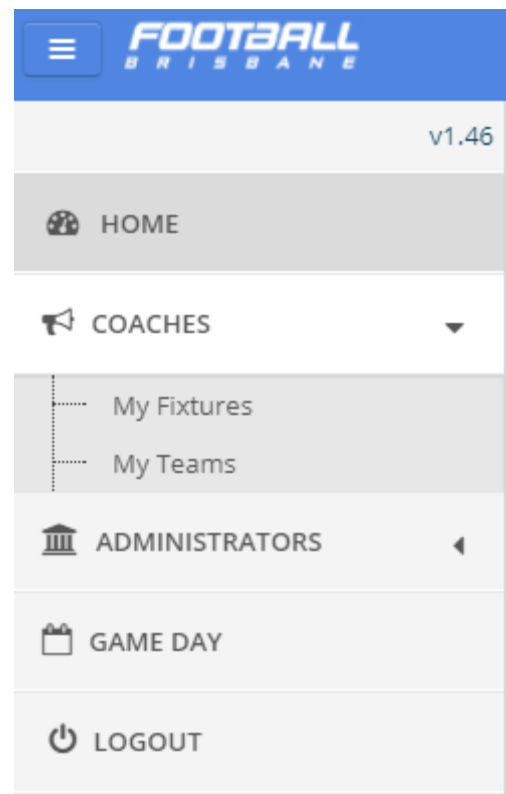
Establishing a Playing Roster

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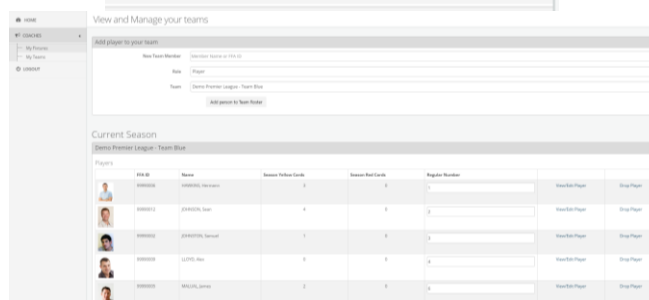
A playing roster can include players from the same club irrespective of their nominated/regular team.
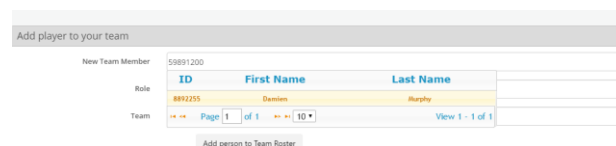
Viewing a Playing Roster

STEP 1 Single-click ➤ Coaches menu option
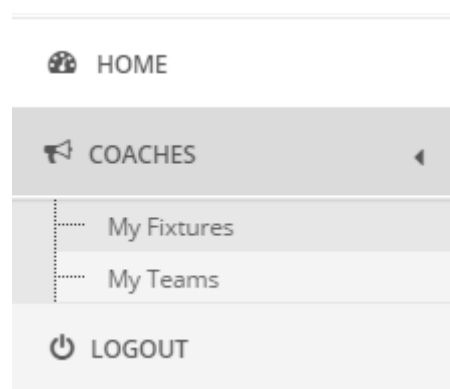
STEP 2 Single-click ➤ **'My Teams'** from the expanded menu list

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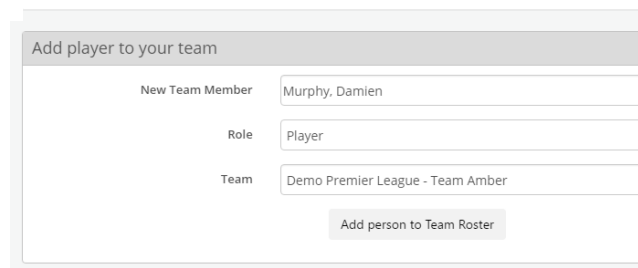
STEP 3   Single-click ➤ **'Team** to choose the team to indicate which team they are to be added to

Add player to your team

New Team Member	Murphy, Damien
Role	Player
Team	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

Regular Number

1

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

Regular Number

1

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 Team Member from the Playing Roster

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

Drop Player

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?
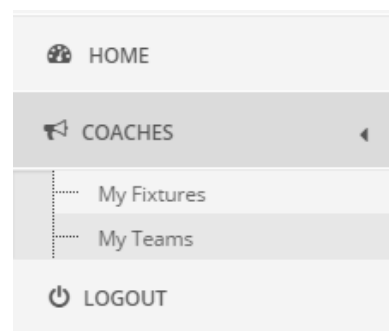
OK   Cancel

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
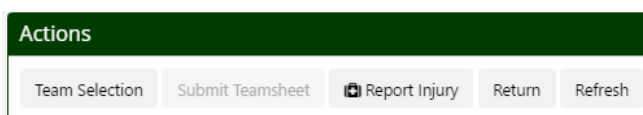Single-click ➤ on My Fixtures from the menu

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

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 Return Substitutes/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 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.

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

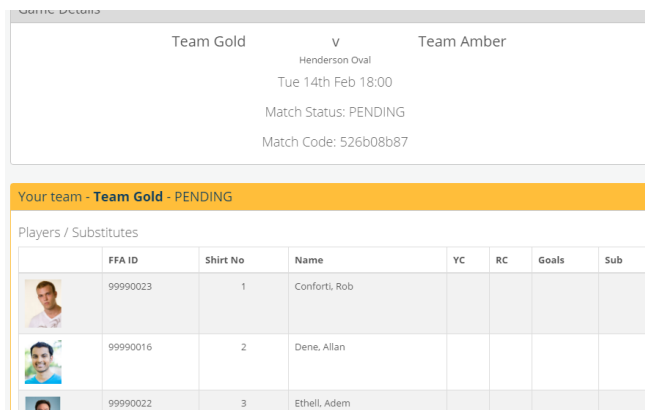**STEP 2** Single-click ➤ **'Submit Teamsheet'** from the Actions Bar on the Team sheet screen
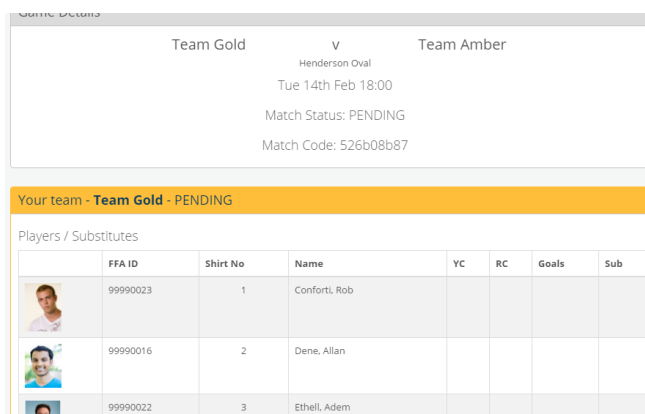
Submit Teamsheet

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.

	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 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

Recall and Make Changes

Approving the Match Sheet After the Match

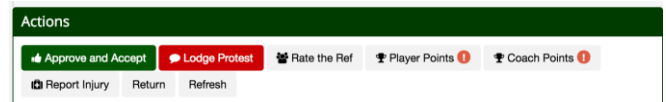Once the match has concluded and the referee has finalised the match sheet it will become available for you to review. To finalise the match, both you and the opposing team are required to approve and accept the result by selecting the option from the actions bar in the team sheet view for the match

| 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 |
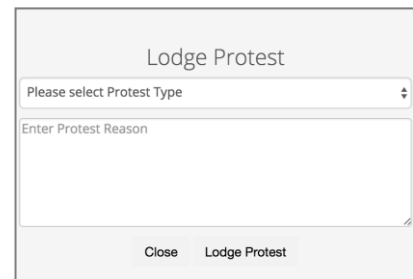
Lodging a Protest After the Match

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.

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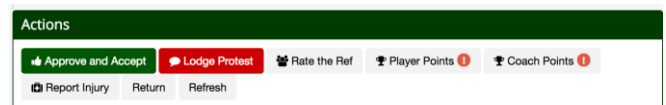
STEP 4 Single-click ↖ in the **'Enter Protest Reason'** box and provide a description of the complaint/protest

Lodge Protest

Incorrect Score Recorded ⬍

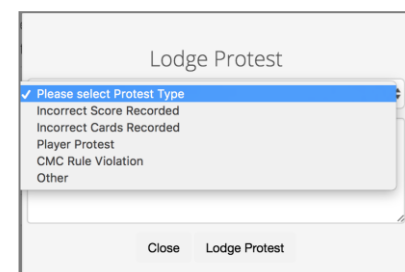The referee has mixed up the scores and recorded them against the opposite club. We won the match 2-0, however the referee appears to have recorded that we lost the match 0-2. Such a simple error since both our teams were playing in similar colour shirts - it was difficult for the referee all game.

Close   Lodge Protest

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

Lodge Protest

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

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

Actions
👍 Approve and Accept   💬 Lodge Protest   👥 Rate the Ref   🏆 Player Points ❗   🏆 Coach Points ❗
📷 Report Injury   Return   Refresh

STEP 2 The enter injury details window will display

Enter Injury Details
Please select player ⬍
Please select the type of injury ⬍
Please enter Injury Details

Close   Add Injury

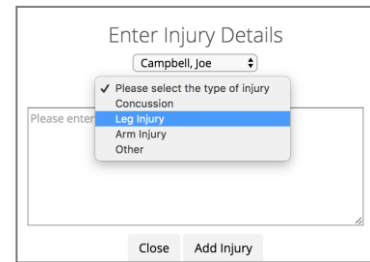**STEP 3** Single-click ↖ on the '**Select Player'** drop-down list and select the injured player

Please select player
Alford, Soloman
✓ Campbell, Joe
Cervenak, Aiden
Cooper, Garry
Gallagher, Michael
Hall, Jed
Irvine, Jake
Mcglinchey, Lachlan
Morgan, Calum
Muirhead, Ashleigh
Mussell, Alli
Plummer, Scott
Sayner, Aidan
Wells, Harrison

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
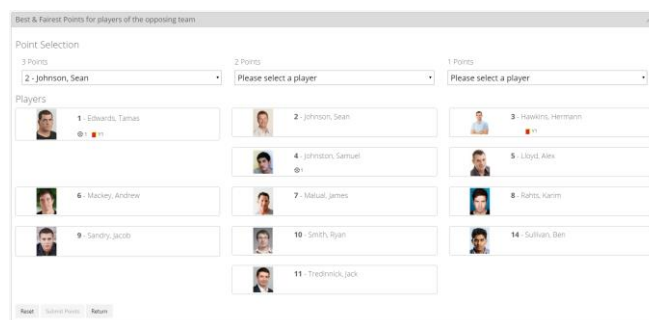
Awarding player points (BPL, BWPL, Men's & Women's Cap ONLY)

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 1

Single-click ➚ on **'Player Points'** from the actions bar to open the Player Points screen
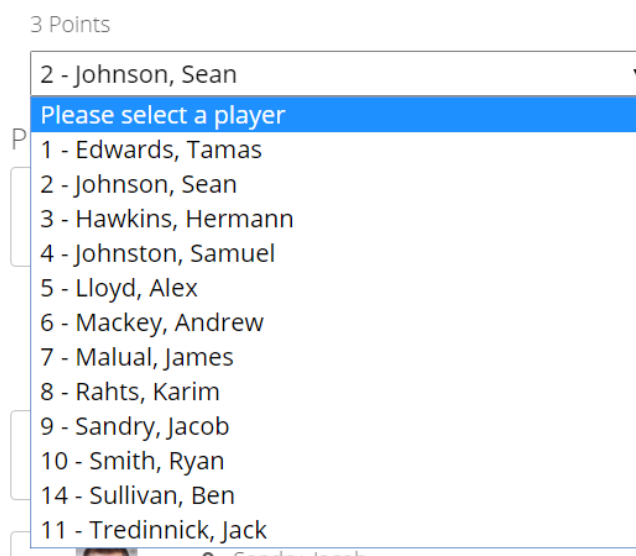
STEP 2

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

STEP 3

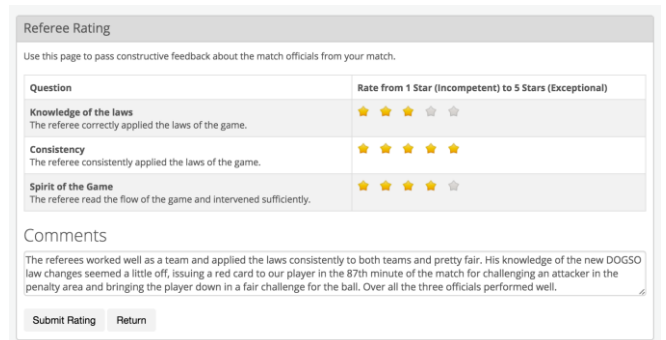Single-click ➚ on **'Submit Points'** to submit your selection

Providing Referee Feedback

An option to provide constructive feedback to Football 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.

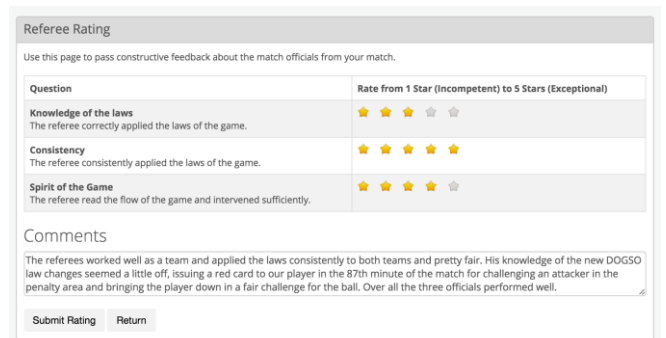**STEP 1**   Single-click ➤ on **'Rate the Ref'** from the actions bar

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

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.