Game Day Electronic Team Sheet Quick Guide
Junior and Community Leagues

Prior to being able to use the electronic team sheets, you need to gain access to the Game Day database. To gain access you need to complete the following steps:
1. Register for a Game Day Passport by clicking here- Passport Registration
2. Ensure you confirm your account via the link emailed to you from Game Day and then advise your club of the email address linked to your account.
3. Your Club will then notify you via email when your access has been processed and access is then available to Game Day.

Once your access has been approved you are ready to use the electronic team sheet. To access and complete the electronic team sheet follow these basic steps;
1. Log into Game Day via https://passport.mygameday.app//account/
2. Search and find the match that you require a team sheet for.
3. Select the players for your team. To select a player click on the green plus button or to remove a player click on the red minus button. A maximum of 23 players can be added to each team sheet.
4. Add the player's playing shirt numbers if known. If a player wears the same shirt number each week you can set their default number by clicking on the tools icon.
5. Click save.
6. Click on 'FSA Single' Team sheet.
7. Print Team Sheet.

Prior to providing the team sheet to the Match Official, the following steps are to be completed (Under 13 & above);
1. Complete any blank sections of the team sheet. This may include shirt numbers if not known prior to printing and adding team officials and ground stewards.
2. Highlight the starting 11 and substitutes. This is completed by ticking the starting 11 box and crossing the substitutes box.
3. Cross off players that are not taking part in the match and/or make any manual amendments
 Please note only 16 players are to be listed on the final team sheet - (Under 13 & above)
4. Submit the completed team sheet to match official 30 minutes prior to kick off.

Prior to providing the team sheet to the Match Official, the following steps are to be completed (Under 12 JPL/JSL and Under 13 Girls Only);
1. Complete any blank sections of the team sheet. This may include shirt numbers if not known prior to printing and adding team officials and ground stewards.
2. Highlight the starting 9 and substitutes. This is completed by ticking the starting 9 box and crossing the substitutes box.
3. Cross off players that are not taking part in the match and/or make any manual amendments
 Please note only 14 players are to be listed on the final team sheet - (Under 12 Boys & 13 Girls Only)
4. Submit the completed team sheet to match official 30 minutes prior to kick off.

At the completion of the game the following steps are to be completed;
1. The team manager is to check the completed team sheet once it has been completed by the match official.
2. Any injuries that occurred during the match should be included on the team sheet.
3. Once it is checked and accurate, the team manager is to sign the team sheet verifying it is correct.
4. The team manager is to take a photo of the completed team sheet for their records.
5. The team manager or club administrator is required to log in to Game Day to enter the match results, goal scorers, yellow and red cards.

If the match has been officiated by a club referee the following steps are to be completed;

1. If the match has been officiated by a club referee they will still be responsible for completing the team sheet and sending a photo to results@footballsa.com.au. The subject heading will need to outline the Age/Division and Home Team v Away Team; e.g. U12 JPL Adelaide City v Adelaide Blue Eagles.

2. The original hard copies of the team sheet will then need to be sent to PO Box 329, Welland, 5007 as outlined on the team sheet.

Detailed instructions on electronic team sheets can be obtained by referring to the Game Day User Guide. Please contact info@footballsa.com.au or 8340 3088 if you require additional assistance.