TEAM MANAGER HANDBOOK



PERMITTING PLAYERS FROM CLUB DATABASE

Eastern Region Girls Database at Local Club Level

							Official Membership and	Payments System of the AFL
		lount Evelyn Football Cl	ub	CLUB 🔽				кл Кл
Dashboard	Members List Members	Comp Management	Teams	Communications	Registrations	Reports	٩	ADVANCED SEARCH
Mount	Request a Tran List Online Tran Pending Regist Career Totals	address 2.0. Box 181 At Evelyn Fictoria, 3796		Contacts Coordinator (PP	<u>Edit</u> Umary contact)	Vice President	Notifications The following items There has been There have been	s require your attention: 1 change to New Regi n 5 changes to Nation
Contacts	5			Treasurer Committee Mer Shannon Bur	mber ton	Secretary	AFL O	Community Club ovement Program

Screen 1: Members>Request a Transfer/Permit

SCREEN 2: Enter Player Details with FootyWeb Number or Surname and DOB

Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports	Q	
Reques Please fill in Select the So Type Body: OR Search on Fo OR You are loggi Surname:	the appropriate ource Type from botyWeb Numbe ed in at a Associ	sfer/Permit e information below to Req which the required membe select a Sou r:	uest a Trans r is from. rce Type ame for mem	fer/Permit			ΔΟΥΑΝ	IOED SEARCH
OR Search syste Surname: Date of Birth Select	m wide by Surna	ame & Date of Birth	h ∽ Year ∖	1				
				_	Itala		© Copyright SportsTG Pty Ltd. All rights reserved.	SportsTG

SCREEN 3: Click Select. Please note: If it states Not Primary, please contact the League Administrator

A							Off	fo icial Member	Oty rship and Pa	web
LEVEL SELE		Iount Evelyn Football Clu	Jb	CLUB 💽						
ashboard N	Members	Comp Management	Teams	Communications	Registrations	Reports		٩		ADVANCED SEARCH
	Ŧ									
Request a elect a member le database. Surname elect Woods	a Trans r from the clu Firstname Emerson	Sfer/Permit ub in the Association in whic Association AFL Yarra Ranges Junior Fo	th to Request	a Transfer/Permit for. lub ount Evelyn Junior Footba	If no record appears Date Clev Ll Club M	s below, the detai	Ls provided in the re ?) Date Last Re 16/02/2018	equest form gistered	n does not DOB	match any partici FootyWeb Num

SCREEN 4: Scroll down to Permit Type> 2. Local Interchange

	Address State	vic			
	Source Association	AFL Yarra Ranges Junior Football			
	Source Club	Mount Evelyn Junior Football Club			
	Additional Information			Permit Type- Type 2- Local In Note: NOT a Transfer	iterchange.
	Submit Transfer				
5	1. Match Day Permit: Means a p home Club approval via Footywe 2. Local Interchange Permit: Mr registered] and being a permit w 3. Temporary Transfer: Means a Regulations	ermit (Type 1) allowing a player to play a single mat b. eans, subject to completion of an Interchange Agree hich does require home Club approval via Footywer a player who has temporarily transferred to or form	tch for a Club (other tha emont, a permit (Type 2 the Northern Territory	in the one to which the player is registered) and bein) allowing a player to play matches for a Club (other Football League for a maximum of one (1) season ir	g a permit which does not require than the one to which the player is a accordance with these
	Please Note: Temporary transfer	rs should be used where sufficient time exists for a	club to grant a permit.	Match Day permits are designed for a player to play	one particular match.
1	Permit Type	-None-	necessary paper work i	Date permit to: The date y	ou submit the permit
	Date Permit From				
	Date Permit To				
	Submit Permit		Date perm	it to: 30 th September	
	Submit Permit	t.			
	NOT Submit T	ransfer			

SCREEN 5: Local Club Database for Approval



LEVEL SELECTION Knox CUB C hboard Members Comp Management Teams Communications Registrations Reports C st of Transfers Communications Registrations Registrations Reports C LEVERUSCAULUL TEXT Status: Pending Teaces Ref Redenbach, Eastern Regi. Knox Eastern Regi. Knox <u>AWATTING</u> Pending 21/06/2018 29/06/2018 Online Clear 20 Redenbach, Eastern Foot. Knox Eastern Regi. Knox <u>AWATTING</u> Pending 21/06/2018 29/06/2018 Online Clear 20		Regist	ratior	IS				footyE Official Registrat Payments System	FL ion and of the EFL			
Aboard Members Comp Management Teams Communications Registrations Reports Comp Management Teams Communications Registrations Reports	LEVEL SELEC	CTION Knox			CLUB							
LECOEFICIÓACULA TOR Clearance Ref Showing Name: From Club To Associatio To Club This Level's s Overall statu Application D Date Due Created By Ref. No. Ye Redenbach Eastern Foot Knox Eastern Regi Knox — AWAITING Pending 21/06/2018 01tine Clear 20 Rebenbach Eastern Foot Knox Esstern Regi Knox — AWAITING Pending 21/06/2018 01tine Clear 20	nboard M	lembers Con	np Management	t Teams	Communications	Registrations	Reports		٩	AC	WANCED SEARCH	
LET DEL NE/AVALUAL TEAL Ctearance Ref Showing Name: From Club: To Club: Year; 2018 Status: Pending records Ref. No. Year Redenbach Eastern Foot Knox Eastern Regi KnoxAWAITING Pending 21/06/2018 29/06/2018 Online Clear 20 Rebenbach Eastern Foot Knox Eastern Regi KnoxAWAITING Pending 21/06/2018 29/06/2018 Online Clear 20	t of Tra	nefore										
Clearance Ref Shewing Name. From Club: To Club: Yesr: 2018 Status: Pending: Y records Ref. No. Yesr Yesr: 2018 Status: Pending: Y records Ref. No. Yesr: 2018 Status: Pending: 21/06/2018 Online Clear Q Q Redenbach Eastern Foot Knox Eastern Regi Knox AWAITING Pending 21/06/2018 0/06/2018 Online Clear Q Q Redenbach Eastern Foot Knox Eastern Regi Knox AWAITING Pending 21/06/2018 Online Clear Q Q Redenbach Eastern Foot Knox Eastern Regi Knox AWAITING Pending 21/06/2018 Online Clear Q Q V V V V V V V <td< td=""><td>scorita</td><td>insiers</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>LIST OF</td><td>FLINE/MANUAL</td><td>TRANS</td></td<>	scorita	insiers								LIST OF	FLINE/MANUAL	TRANS
Name Date of Birth From Associal To Association To Club This level's a. Overall statu. Application D. Date Due Created By Ref. No. Ye Redenbach (Control of Birth Eastern Foot Knox Eastern Regi Knox Eastern Regi Pending 21/06/2018 29/06/2018 Online Clear 20 Rebenbach (Control of Birth Eastern Foot Knox Eastern Regi Knox Eastern Regi Pending 21/06/2018 29/06/2018 Online Clear 20 Rebenbach (Control of Birth Eastern Foot Knox Eastern Regi Knox Eastern Regi Pending 21/06/2018 29/06/2018 Online Clear 20		Clea	Irance Ref	Showing Nam	e: From Club:	To Club:	Year	2018 Status:	Pending		✓ records	FILT
Redenbach, Eastern Foot Knox Eastern Regi Knox	Name	Date of Birth	From Associ	From Club	To Associatio To Club	This level's s	Overall statu.	Application D.	Date Due	Created By	Ref. No.	Ye
Rebenkach Eastern Foot Knox Eastern Regi KnoxAWAITING Pending 21/06/2018 29/06/2018 Online Clear 20	Redenbach,		Eastern Foot	Knox	Eastern Regi Knox	AWAITING	Pending	21/06/2018	29/06/2018	Online Clear		20
		Eith	er click o	n the m	icroscope icc	on to look	at the p	ermit				
or;		Eith or;	er click oi	n the m	iicroscope icc	on to look	at the p	ermit				

SCREEN 7: Submitting the Permit

		Transfer Status: Approved
To Association	Eastern Region Girls Football League	Approved by: Club Delegate
Permit Type	2. Local Interchange	
Permit Date From	21/06/2018	
Permit Date To	30/09/2018	
Transfer Status	Select Status O Approved	
Approved / Denied By	Denied	
Reason for Denial	Choose Reason	
Development Fee	0.00	
Additional Information		
Development Fee		
Player Financial ?		
Player Suspended ?		
Submit		
	Click	Submit

SELECTING THE TEAM



SCREEN 1: Once you are in your Club database, click on Competition Management – Match Results

SCREEN 2: Ensure the date filter are correct to find you game (you should only need to use the date filters). Then select Pre Game to enter your teams

Display Mat Use the filters b	tches elow to list the desired match	ies.									
Show matches	commencing on <i>(dd/mm/yyyy)</i> :	22/06/2018	Season	Select a season 🔻	Venue Name	Select Some Op	tions				
and concluding	on (dd/mm/yyyy):	25/06/2018	Clubs	Bayswater *	Competition Name	 Select Some Op 	tions				
SHOW MATCH	HES										
Click here to view	v a Match Officials Allocatio	on list for below mate	hes								
										UPDAT	E LOCK STATUS
Result	Home Team 🗘	Away Team	≎ Re	esult Competition	\$ N	latch Date Time 🔺	Venue 🔺	Lock			
	Norwood	Bayswater		Deakin Uni Senior Women's	2018 - Div 1 23/	06/2018 13:00	Mullum Reserve		PRE GAME	AT GAME	POST GAME
	Bayswater U12s	Wantirna South U12	8	Under 12 Division 2 2018	24/	06/2018 10:05	Bayswater Junior Oval		PRE GAME	AT GAME	POST GAME
	Bayswater U14s	Montrose Red		14 Division 2 2018	24/	06/2018 11:25	Bayswater Junior Oval		PRE GAME	AT GAME	POST GAME
	East Ringwood 2- U16s	Bayswater U16s		Deakin Uni 16 Division 2 201	8 24/	06/2018 14:45	Ainslie Park		PRE GAME	AT GAME	POST GAME
Showing 1 to	o 4 of 4 entries									UPDAT	E LOCK STATUS
s://membership.s	portstg.com/results/online	results.cgi?alD=2319	3&mID=:	31924449&a=Pre_	Help			0	oportsTG Pty Ltd. A	ll rights reserved	SportsTG

SCREEN 3: Add your players to the team sheet and ensure they all have jumper numbers and starting positions. These should be **accurate** for recruiting purposes

				Click h once a	ere 1 II de	to print team sheet tails are correct		
Norwood Ba	ayswater	Match Officia	S					
Manage this Display Li Show all Club player Show Players registe Show Players to this Show all Financial C Show all players una	ist rs ered to this team age group club players for C assigned	only ompetition Season		Autoselect Players No Auto Select Players from previou Players registered to	match in s	ame competition	2	TEAM SHEET
Available Players				Selected Players	No	Desition		Use the plus or minus
Fitter	•	2		Alston, Zoe	NU.	Select a position V OP	[]	buttons to add or
de Kort, Carly (24/03/2)	000) OP		(02332651)	Anderson, Courtney		Select a position V OP	-	
Donovan , Danielle (20	0/02/1992) OP		(02897990) 🔮	Austin, Julia		Select a position OP		remove a player to the
Galt , Melinda (28/11/1	989) OP		(01797346) 📀	Bethune , Emma		Select a position V OP	•	team
Gibb, Tori (18/12/1995)) OP		(02713146) 🔮	Bock Melissa		Select a position V	•	
Gillespie, Belinda (19/0	09/1989) OP		(03120684) 🔮	Bowden Eleanor		Select a position V		
Hatzihristodoulou, Jasn	mine (28/07/1989)) OP	(03119227) 📀	Charles Ruhy		Select a position V or		
Kupke, Charlene (23/1	1/1987) OP		(03247067) 📀	Citalies , Ruby				
Lay, Brenda (02/03/199	97) op		(03123426) 📀					
Lay, Christie (09/12/19	95) OP		(02655566) 📀					
Mammone, Chelsea (2	4/01/1997) op		(01881437) 📀 🔍	OP = Op Permit Q = F	nals Qualif	ied	SAVE	
	All p have jum	olayers m e the cor per num	iust rect ber		Help		*	REMEMBER: Always hit save before moving to a new screen

On the same screen, if you scroll down you can add your officials also



POST GAME

SCREEN 1: Once you are in your Club database, click on Competition Management – Match Results

	AFL				footyweb Official Membership and Payments System of the AFL
	H LEVEL SELECTION	Bayswater	CLUB		К Л 12 34
	Dashboard Member	rs Comp Management Team	ns Communications Re	gistrations Reports	
MEMBERS	Bayswater	Awards			
TEAMS CLUBS	Edit Logo	Details <u>Edit</u> Address Appleby Oval, Bayswater Road Bayswater Vic Victoria, -	Contacts <u>Edit</u> Coordinator	President (primary contact)	Notifications The following items require your attention: • There has been 1 change to New Regi • There have been 5 changes to Nation
	Details		Secretary	Registrar	
https://m	Contacts		s tat		AFL Community Club Improvement Program

SCREEN 2: Ensure the date filter are correct to find you game (you should only need to use the date filters). Then select Post Game to enter your results

r matches o	commencing on <i>(dd/mm/yyyy)</i>	22/06/2018	Season	Select a season 🔻	Venue Name	Select S	ome Options				
oncluding	on <i>(dd/mm/yyyy)</i> :	25/06/2018	Clubs	Bayswater 🔻	Competition Name	Select S	ome Options				
W MATCH	HES										
to view	a Match Officials Allocation	on list for below mat	tches								
											100 1 7E 1 0 0K 87 1
											IPDATE LOCK STA
216			Deres		Match I	ate	Manua			6	IPDATE LOCK STA
Result	Home Team ≎	Away Team 🗧	≎ Resu	It Competition	Match I Time	ate 🔺	Venue	Lock			IPDATE LOCK STA
Result	Home Team \$	Away Team 🛠 Bayswater	≎ Resu	It Competition Deakin Uni Senior Women's 2 Divi 1	Match E Time 23/06/2018	ate 🔺	Venue Mullum Reserve	Lock	PRE GAME	AT GAME	IPDATE LOCK STA
Result	Home Team Nonwood Bayswater U12s	Away Team 3 Bayswater Wantima South U12s	≎ Resu	It Competition Deakin Uni Senior Women's 2 Div 1 Under 12 Division 2 2018	♦ Match C Time 2 2018 - 23/06/2018 24/06/2018	ate •	Venue Mullum Reserve Bayswater Junior Oval	Lock	PRE GAME PRE GAME	AT GAME AT GAME	IPDATE LOCK STA
Result	Home Team 🗘 Norwood Bayswater U12s Bayswater U14s	Away Team 3 Bayswater Wantima South U12s Montrose Red	Resu	It Competition Deakin Uni Senior Women's 2 Div 1 Under 12 Division 2 2018 14 Division 2 2018	Match I Time 23/06/2011 24/06/2011 24/06/2011	ate	Venue Mulium Reserve Bayswater Junior Oval Bayswater Junior Oval	Lock .	PRE GAME PRE GAME PRE GAME	AT GAME AT GAME AT GAME	POST GAME POST GAME

SCREEN 3: Check the final score, they should already be prepopulated if you have done live scores correctly.

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		Once updated scores, click on Play	yer scores
		to enter teams Goal kickers and B	ests
Full Time Goals Full Tim	e Behinds Full Time Total Points		
Vame Information Norwood vs Bayswater 23/06/18 13:00 Bayswater Deakin Uni Senior Women's 2018 - Div 1			
Final Match Scores Norwood Player Scores Bayswater Player Scores Awa	rds Match Day Reports		
Helpful tip: Progressive score is required for AFL. eg: the score for Q2 is the running total	I, not the amount scored in the quarter.	_	
Norwood		Bayswater	ATE MATCH SCORES
Quarter 1 Goals	Quarter 1 Goals		
Quarter 1 Behinds	Quarter 1 Behinds		
Quarter 1 Total Points	Quarter 1 Total Points		
Quarter 2 Goals	Quarter 2 Goals		
Quarter 2 Behinds	Quarter 2 Behinds		
Quarter 2 Total Points	Quarter 2 Total Points		
Quarter 3 Goals	Quarter 3 Goals		
Quarter 3 Behinds	Quarter 3 Behinds		
Quarter 3 Total Points	Quarter 3 Total Points		
Full Time Goals	Full Time Goals		
Full Time Behinds	Full Time Behinds		
Full Time Total Points	Full Time Total Points		
Results <-select a result type>	Results	<-select a result type->	
_			
Enter both teams scores according to the goal umpire scorecards		Click Update Match Scores c	once completed

SCREEN 4: Home team enters the bests and goals for both teams

					REMEMBER	R: Update Player Score
PRE GAME AT GAME POST	GAME					
Game Information Norwood vs Bayswater Deakin Uni Senior Women's 2	23/06/18 13:00 018 - Div 1	Full Time Goals Norwood Bayswater	Full Time Behir	nds Full Time Total Points		
Final Match Scores	Norwood Player Scores	Bayswater Player Scores	Awards	Match Day Reports		
Bayswater						UPDATE PLAYER SCORES
Name	Member ID	Player Number	Pla	iyer Points/Roles	Goals	Bests
Alston, Zoe	01319241				0	0
Anderson, Courtney	01319251				0	0
Austin, Julia	03288395				0	0
Bethune , Emma	03273693				0	0
Bock, Melissa	01678289				0	0
Bowden, Eleanor	03273230			/		0
Charles , Ruby	03123929				0	0
					0	
	Enter the be	ests and goals for	both te	eams		