

TEAM MANAGER HANDBOOK



***PERMITTING PLAYERS FROM
CLUB DATABASE***

Eastern Region Girls Database at Local Club Level

Screen 1: Members>Request a Transfer/Permit

The screenshot shows the FootyWeb interface for Mount Evelyn Football Club. The top navigation bar includes 'Dashboard', 'Members', 'Comp Management', 'Teams', 'Communications', 'Registrations', and 'Reports'. The 'Members' menu is open, and 'Request a Transfer/Permit' is highlighted with a red box. The club's logo and name are visible on the left. The main content area shows contact information for the club, including the address: P.O. Box 181, Mt Evelyn, Victoria, 3796. There are also sections for 'Contacts' (Coordinator, Treasurer, Secretary, Committee Member) and 'Notifications'.

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

The screenshot shows the 'Request a Transfer/Permit' form. The title is 'Request a Transfer/Permit'. Below the title, there is a instruction: 'Please fill in the appropriate information below to Request a Transfer/Permit'. The form has three main sections, each starting with 'OR':

- Section 1:** 'Select the Source Type from which the required member is from.' Below this is a dropdown menu labeled 'Type Body:' with the text '--Select a Source Type--'.
- Section 2:** 'Search on FootyWeb Number:' followed by a text input field.
- Section 3:** 'You are logged in at a **Association** level. Search by Surname for members below this level.' Below this is a text input field for 'Surname:'.

Below the 'Surname:' field, there is another 'OR' section: 'Search system wide by Surname & Date of Birth'. This section has a 'Surname:' text input field and a 'Date of Birth:' field with three dropdown menus for 'Day', 'Month', and 'Year'. A 'Select' button is located below the 'Date of Birth:' field.

Help

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

Request a Transfer/Permit

Select a member from the club in the Association in which to Request a Transfer/Permit for. If no record appears below, the details provided in the request form does not match any participant in the database.

Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	FootyWeb Number
select Woods	Emerson	AFL Yarra Ranges Junior Football	Mount Evelyn Junior Football Club	[Y]	16/02/2018		

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[Help](#)

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

[Submit Transfer](#)

1. **Match Day Permit:** Means a permit (Type 1) allowing a player to play a single match for a Club (other than the one to which the player is registered) and being a permit which does not require home Club approval via Footyweb.
 2. **Local Interchange Permit:** Means, subject to completion of an Interchange Agreement, a permit (Type 2) allowing a player to play matches for a Club (other than the one to which the player is registered) and being a permit which does require home Club approval via Footyweb.
 3. **Temporary Transfer:** Means a player who has temporarily transferred to or from the Northern Territory Football League for a maximum of one (1) season in accordance with these Regulations.

Please Note: Temporary transfers 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. Clubs **MUST** liaise with their league to **ENSURE** all approvals are obtained, and **ALL** necessary paperwork is completed, **PRIOR** to a player participating under a Permit Arrangement

Permit Type -None-

Date Permit From

Date Permit To

[Submit Permit](#)

Permit Type- Type 2- Local Interchange.
Note: NOT a Transfer

Date permit to: The date you submit the permit

Date permit to: 30th September

Submit Permit.
NOT Submit Transfer

SCREEN 5: Local Club Database for Approval

The screenshot shows the 'sp Registrations' interface for the 'Knox' club. The 'Members' menu is open, and 'List Online Transfers' is highlighted with a red box. An orange arrow points from a text box to this menu item. The text box contains the instruction: 'Click on List Online Transfers'. Other menu items include 'List Members', 'Player Points Values', 'Request a Transfer/Permit', 'Pending Registration', and 'Career Totals'. The club's contact information and a notification area are also visible.

SCREEN 6: List of Transfer screen option

The screenshot shows the 'List of Transfers' screen. A table displays transfer records. The 'This level's s...' column contains the status '---AWAITING---' for two records, which are highlighted with red boxes. An orange arrow points from a text box to these records. The table has columns for Name, Date of Birth, From Associ..., From Club, To Associati..., To Club, This level's s..., Overall statu..., Application D..., Date Due, Created By, Ref. No., and Year... The records show transfers from 'Eastern Foot...' to 'Knox' in 2018.

Name	Date of Birth	From Associ...	From Club	To Associati...	To Club	This level's s...	Overall statu...	Application D...	Date Due	Created By	Ref. No.	Year...
Redenbach...		Eastern Foot...	Knox	Eastern Regi...	Knox	---AWAITING---	Pending	21/06/2018	29/06/2018	Online Clear...		2018
Redenbach...		Eastern Foot...	Knox	Eastern Regi...	Knox	---AWAITING---	Pending	21/06/2018	29/06/2018	Online Clear...		2018

Either click on the microscope icon to look at the permit
or;
the AWAITING option to Approve

SCREEN 7: Submitting the Permit

To Association	Eastern Region Girls Football League
Permit Type	2. Local Interchange
Permit Date From	21/06/2018
Permit Date To	30/09/2018
Transfer Status	<input type="text" value="Select Status"/>  <input type="text" value="Approved"/>  <input type="text" value="Denied"/> 
Approved / Denied By	<input type="text"/> 
Reason for Denial	<input type="text" value="Choose Reason"/> 
Development Fee	0.00
Additional Information	<input type="text"/>
Development Fee	
Player Financial ?	
Player Suspended ?	

Transfer Status: Approved
Approved by: Club Delegate

Click Submit



SELECTING THE TEAM

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

The screenshot shows the 'footyweb' interface for the Bayswater club. The top navigation bar includes 'Dashboard', 'Members', 'Comp Management', 'Teams', 'Communications', 'Registrations', and 'Reports'. Under 'Comp Management', the 'Match Results' link is highlighted with a red box. The main content area displays club details for Bayswater, including the club logo, address (Appley Oval, Bayswater Road, Victoria), and contact information for the Coordinator, President, Secretary, and Registrar. A 'Notifications' panel on the right indicates recent changes to registrations and national updates. The URL at the bottom is https://membership.sportstg.com/results/onlineresults.cgi?aID=23193&a=LIST_MATCHES.

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

The screenshot shows the 'Display Matches' filter interface. It includes fields for 'Show matches commencing on' (22/06/2018), 'Season' (Select a season), 'Venue Name' (Select Some Options), 'and concluding on' (25/06/2018), 'Clubs' (Bayswater), and 'Competition Name' (Select Some Options). A 'SHOW MATCHES' button is present. Below the filters, a link reads 'Click here to view a Match Officials Allocation list for below matches'. The main table displays match details with 'PRE GAME' buttons highlighted in red.

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock			
	Norwood	Bayswater		Deakin Uni Senior Women's 2018 - Div 1	23/06/2018 13:00	Mullum Reserve	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	Bayswater U12s	Wantirna South U12s		Under 12 Division 2 2018	24/06/2018 10:05	Bayswater Junior Oval	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	Bayswater U14s	Montrose Red		14 Division 2 2018	24/06/2018 11:25	Bayswater Junior Oval	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	East Ringwood 2- U16s	Bayswater U16s		Deakin Uni 16 Division 2 2018	24/06/2018 14:45	Ainslie Park	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME

Showing 1 to 4 of 4 entries

The URL at the bottom is https://membership.sportstg.com/results/onlineresults.cgi?aID=23193&mID=31924449&a=Pre_.

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 here to print team sheet once all details are correct

Use the plus or minus buttons to add or remove a player to the team

All players must have the correct jumper number

REMEMBER: Always hit save before moving to a new screen

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

Enter your officials either in the drop down if they are registered or by typing their name in and press save

POST GAME

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

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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

The 'Display Matches' section contains the following filters:

- Show matches commencing on: 22/06/2018
- Season: Select a season
- Venue Name: Select Some Options
- and concluding on: 25/06/2018
- Clubs: Bayswater
- Competition Name: Select Some Options

A 'SHOW MATCHES' button is located below the filters.

[Click here to view a Match Officials Allocation list for below matches](#)

[UPDATE LOCK STATUS](#)

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock			
	Norwood	Bayswater		Deakin Uni Senior Women's 2018 - Div 1	23/06/2018 13:00	Mulum Reserve	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	Bayswater U12s	Wantirna South U12s		Under 12 Division 2 2018	24/06/2018 10:05	Bayswater Junior Oval	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	Bayswater U14s	Montrose Red		14 Division 2 2018	24/06/2018 11:25	Bayswater Junior Oval	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME
	East Ringwood 2-U16s	Bayswater U16s		Deakin Uni 16 Division 2 2018	24/06/2018 14:45	Ainslie Park	<input type="checkbox"/>	PRE GAME	AT GAME	POST GAME

Showing 1 to 4 of 4 entries

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

Once updated scores, click on Player scores to enter teams Goal kickers and Bests

Enter both teams scores according to the goal umpire scorecards

Click Update Match Scores once completed

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

REMEMBER: Update Player Scores

Name	Member ID	Player Number	Player 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	0
Charles, Ruby	03123929			0	0
				0	

Enter the bests and goals for both teams