



FOOTBALL NETBALL LEAGUE

MATCH DAY CHECK LIST

This checklist provides the steps for clubs to select teams, enter results and player statistics for the 2022 season.

TASK	STEPS TO COMPLETE
1. SELECTING SQUADS (CLUB)	<p>Competitions > Participating In Competitions > Player Grading Select the name of the Competition under Participating In Competitions. All registered players will appear in Player Grading, under Unassigned. Select the Year, Competition and Division. Click and drag the player name from Unassigned into the relevant team. Click Next. <i>Note: players who have purchased a Single Game Voucher will not appear in this player grading page.</i></p>
2. PUBLISH TEAMS AND PLAYERS (LEAGUE)	<p>All registered players must be shared into the Match Day module. The League should complete this step prior to each round to ensure any newly registered players are sent to Match Day. <i>Note: if this step is not completed, the Club will not be able to add player scores or stats to newly registered players.</i> Competitions > Own Competitions > Team Grading Click Next. See pop up <i>Do you want to publish teams and players to Match Day so managers and coaches can communicate with their teams (prior to the draw being finalised)?</i> Click yes.</p>
3. PRINT SCORESHEETS (CLUB)	<p>Match Day Select the name of the competition under Participating In Competitions. Settings > Match Sheets Select All Divisions and Teams. Select Template Fixtures2. Select Round and Venue. Click Print All Click Refresh Downloads and find the file under Downloads.</p>



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4. ENTER PLAYER STATISTICS (CLUB)	<p>Match Day > Select the name of the competition under Participating In Competitions. Competition Details > Matches Filter by Division and/or Round. Click on Match ID number. Find and click Statistics slide toggle. Select a position for each player in each quarter. Click + Add Position to add additional positions for players playing multiple positions in a quarter. Click Save.</p>
5. ENTER GOALING STATISTICS (CLUB)	<p>Remain in Player Statistics Page Add goals in the Goals column and goals missed in the Misses column (P Miss = penalty miss). Complete this step for each goaling position in each quarter. Click Save.</p>
6. ENTER BEST ON COURT FOR MEDIA REPORTS (CLUB)	<p>Match Day > Select the name of the competition under Participating In Competitions. Competition Details > Matches Filter by Division and/or Round. Click on Match ID number. Find and click Best and Fairest slide toggle. Scroll to the bottom of the page. Select the player from each team awarded best on court. Click Save.</p> <p><i>Note: selections made in the Best and Fairest will display in the Media Report. This is an unofficial, public best on court award. This is not the area to record official League or Club Best and Fairest awards.</i></p>



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7. MEDIA REPORT (LEAGUE)	<p>Match Day > Select the name of the competition under Owned Competitions. Competition Details > Matches Select Division - All. Select Round. Click Media Report A Text File will download. You need to save the text file and email or send to your media contacts.</p>