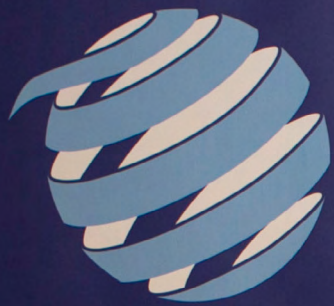


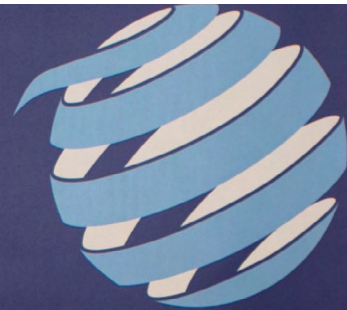


FOOTBALL
NSW

FOX SPORTS PULSE
COMPETITION MANAGEMENT GUIDE
FOOTBALL NSW 2016 F-LEAGUE SEASON



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Version 1, issued 6 May 2016

Online Results Entry & Online Team Sheet Procedures

2016 Procedures

This guide has been prepared by Football NSW to serve as a reference for all F-League Club Officials in the lead up to and on Match Day regarding the online procedures that are in place for the 2016 Season.

For the 2016 Season it is the responsibility of all Clubs to enter their playing list for the weekend fixtures into FOX SPORTS PULSE. The Away Club must make their player selection in FOX SPORTS PULSE by 2:00pm on the day prior to the scheduled fixture.

The provision of Team Sheets on Match Day the responsibility of the Home Club (The Club listed first in the fixture) as well as the entering of the Half Time and Full Time results. ***The Home Club is also responsible for entering in the Player Match Statistic for each club (Home and Away).*** This includes the allocation of any Goals, Red Cards and Yellow Cards.

Club Officials FOX SPORTS PULSE access will remain from last season. However If you do not have an SP Passport or are new this season you will need to register for an SP Passport to gain access to FOX SPORTS PULSE. Access is provided on an individual basis, not a generic Club login.

If you have not set up an SP Passport account you will need to do so by going to the following link and registering for an account: <https://passport.sportingpulse.com/signup>

After you have set up your account you will receive an automatically generated email from FOX SPORTS PULSE asking you to confirm your email address by clicking on a link.

To organise your access please contact Emma Salzke on the details provided at the end of this document.

Results are to be entered in within 45 minutes of the completion of the final match of the day.

This document covers the following:

- 1. Logging into FOX SPORTS PULSE;**
- 2. Locating fixtures;**
- 3. Player Selection;**
- 4. Team Sheet Printing; and**
- 5. Entering results.**

Results will automatically upload to the website at times set by Football NSW.

Access & Login

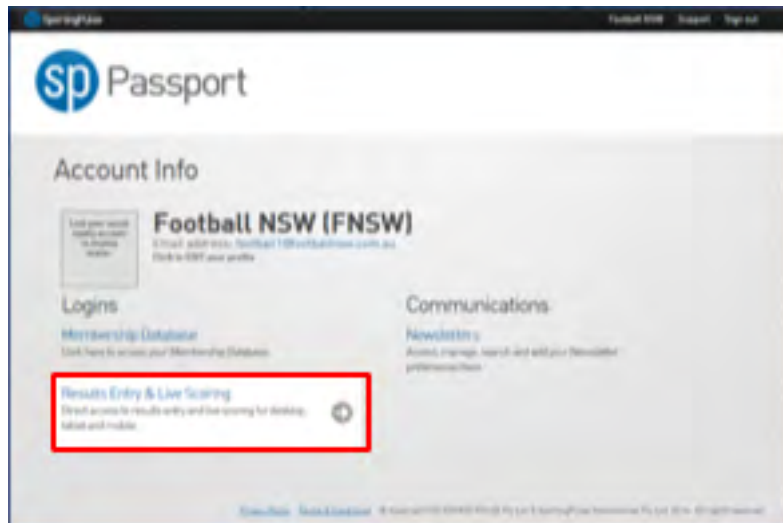
FSP LOGIN & DATABASE SELECTION

After your access has been set up on your SP Passport, sign in here; <https://passport.sportingpulse.com/login>

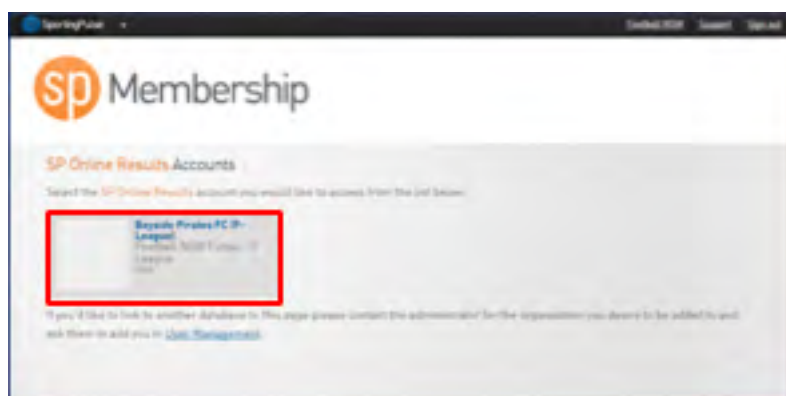
Enter your SP Passport email address and associated password then click 'Sign In'.

If you can't remember your password use the 'Forgot Password?' functionality.

Once logged in select 'Results Entry & Live Scoring'.



You will then be taken to a new screen which will display all of the databases that you have access to. Click on the relevant database.



Locating Upcoming Fixtures

LOCATING FIXTURES

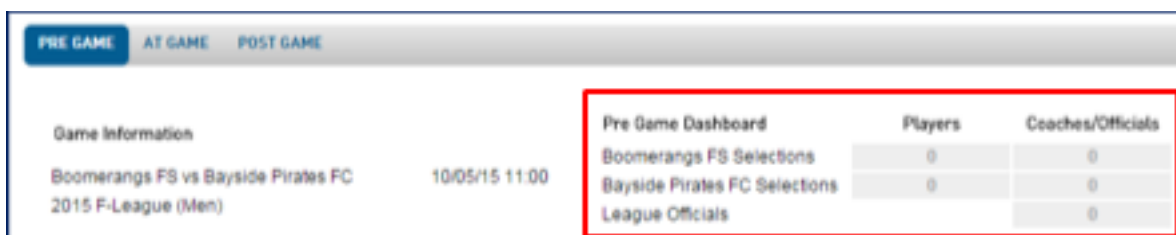
After clicking on your Club's name, you will be taken to a screen to view fixtures. Enter in the date parameters for the fixtures you are searching for and click **"Show Matches"**. You can also select to see only certain competitions by using the filters to the right hand side.



This screen will display the matches that meet your search criteria. Click on **"PRE GAME"** to the right hand side of the fixture details.



You will then be taken to the screen below. At the top of the screen you will see the details for the match you are in as well as information on how many players, if any, have been allocated for either team.



Allocating Players Into Fixtures For Team Sheets

ALLOCATING PLAYERS

To the left of the screen, you will see a list of all players registered in your Club. You can use the scroll bar to look for players (defaulted to alphabetical listing by surname) or you can start typing their name in the search field above the player list. Upon locating the players you wish to add to the team sheet, click on the green plus "+" to the right of their name.



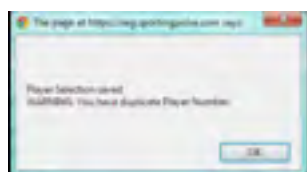
This will move the player across to the area on the right hand side of the screen. After you have selected all of your players for the first game, you will then have the option in future weeks to select **"Players who played last week"**. This will populate the right hand side with the information (including shirt numbers) that was used the week prior.

If you make an error when making your team selections, or if the automatic selection brings across players who will not be participating in the in this fixture click on the red minus "-" sign to the right of the players name to remove them from the team selection.

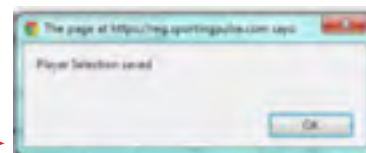


After you have completed your player selection, enter in the shirt numbers for each of the players, then click on the **"Save"** button below the players list on the right. If you have incorrectly entered a shirt number more than once, you will receive a message screen advising you so. After making corrections, click **"Save"** again and you will receive a message screen with **"Player selection saved"**.

If you are the **"Away Club"** (the Club noted second on the fixture listing) you do not need to do anything further. If you are the Home Club, you are required to print the team sheets.



Message screen for duplicate shirt numbers
Message screen for player selection saved



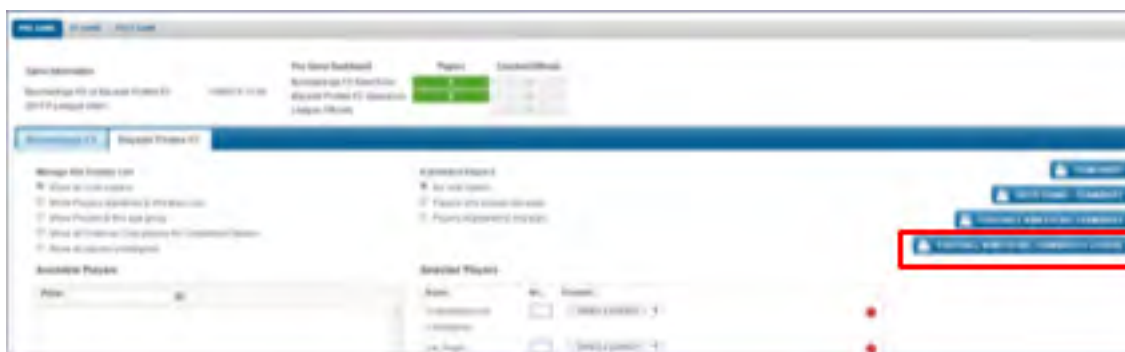
Team Sheet Printing

PRINTING TEAMSHEETS

The Home Club is responsible for the provision of all Team Sheets on match day. When you log into FOX SPORTS PULSE and click into each fixture, you will be able to see how many players have already been allocated for each team for this fixture as indicated at the top of the screen.



After confirming that all players have been selected, simply click on the ***“FOOTBALL NSW FUTSAL TEAMSHEET F-LEAGUE”***. The team sheet will then open in a new window.



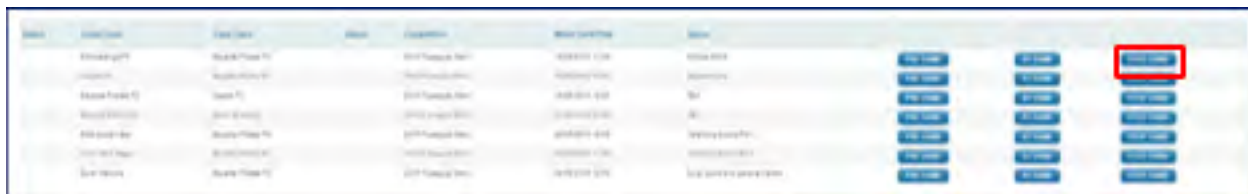
Online Results Entry

ENTERING RESULTS

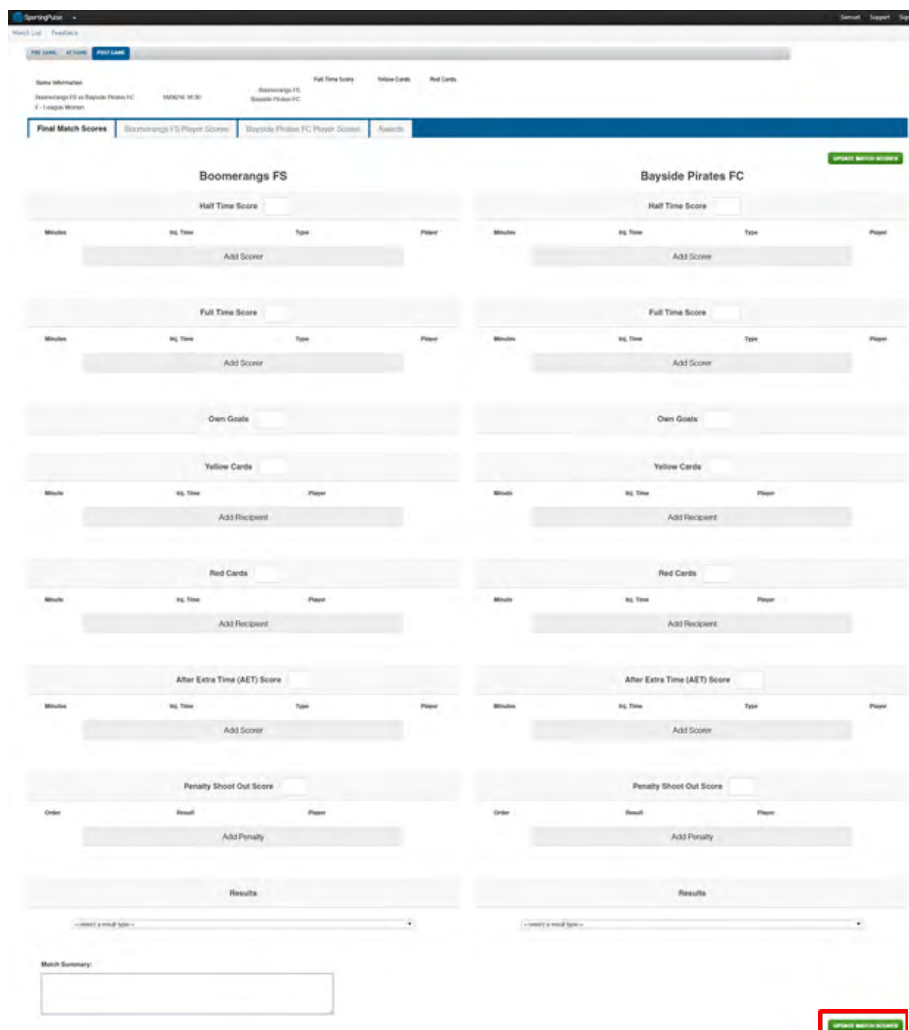
To enter results, follow the same steps required to locate the fixtures as for player selection (page 5).

Rather than clicking on **“PRE GAME”** when you locate your fixtures, click on **“POST GAME”**. This will take you to the results area for the fixture.

To return to the list of fixtures, click on **“MATCH LIST”** in the blue bar at the top of the screen.



After clicking **“POST GAME”** you will see the screen below. **The HOME club must enter the half time and full time scores. The Home Club is also responsible for entering in the Player Match Statistic for each club (Home and Away).** You will notice that the **“Results”** will automatically update to win/loss/draw according to the results you enter. Click on **“UPDATE MATCH SCORES”**.

A screenshot of the 'POST GAME' results entry form. The form is split into two columns for 'Boomerangs FS' and 'Bayside Pirates FC'. Each column has sections for 'Half Time Score', 'Full Time Score', 'Own Goals', 'Yellow Cards', 'Red Cards', 'After Extra Time (AET) Score', 'Penalty Shoot Out Score', and 'Results'. Each section contains input fields for 'Minutes', 'Hq. Time', 'Type', and 'Player', and an 'Add' button. At the bottom right of the form, there is a green button labeled 'UPDATE MATCH SCORES' which is highlighted with a red rectangular box.

The HOME club is responsible for entering match results. **The HOME club is also responsible for entering information surrounding Goal Scorers and Red/Yellow cards for each team.** To do this, click on the tab with your team name. You will then see the player selection for this fixture.

If there are any players not displaying (manual amendments made on the day), you will need to add them for your team. To do this, simply click on **"PRE GAME"** to be taken to the player selection area, update the player selection, save and return to the **"POST GAME"**.

Enter in the number of Goals, Yellow Cards and Red Cards for each of the players for your teams and click on **"UPDATE PLAYER SCORES"**.

The screenshot displays a web application interface for entering match results. At the top, there are navigation tabs: "Club Match Results", "Roundtable & Club News", "Results Tables", "Player Scores", and "Home". Below the tabs, the page title is "Results Tables". A table is shown with the following columns: "Player Name", "Player ID", "Player Position", "Age", "Goals", "Yellow Cards", and "Red Cards". The table contains several rows of player data. At the bottom right of the table, there is a green button labeled "UPDATE PLAYER SCORES" which is highlighted with a red rectangular box.

Football NSW Support

Support Contacts

Football NSW have support available should you encounter any problems throughout this process, please see below for support contact information.

Football NSW Online Services Department (which covers MyFootballClub, FOX SPORTS PULSE and other online platforms):

Samantha Denmeade (02) 8814 4449
samanthad@footballnsw.com.au
(Business hours, after hours and weekends)

Samuel Kettler (02) 8814 4448
samuelk@footballnsw.com.au
(Business hours – 9am-5pm Mon-Fri)

Kelly Jones (02) 8814 4447
kellyj@footballnsw.com.au
(Business hours – 9am-5pm Mon-Fri)

For competition queries during office hours please contact your F-League Competitions Coordinator:

Emma Salzke: (02) 8814 4467
emmas@footballnsw.com.au
(Business hours – 9am-5pm Mon-Fri)

First point of contact outside office hours:

Troy McColl 0414 493 365
troy@footballnsw.com.au



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