



## eTeamSheet check list

1. Log onto iCompman <https://www.icompman.com.au/icmpman>

2. Select iMatchSheets

3. Select your team – (Should be highlighted in Yellow)

4. Select update Team Sheet

5. Tick all the boxes of the players playing and enter their shirt number – if they have not shown up yet do not tick them to play as you cannot save the sheet without a shirt number \*at this point you can save the sheet and return to edit once everyone has arrived\* To do this select “*Save Team Sheet as PENDING*”

6. Once all the details are correct on the sheet, tick the button that says “*Save Team Sheet as COMPLETE*” You can change it back to Pending by selecting Save Team Sheet as Pending, but only if the opposition team has not confirmed your teamsheet

7. Once the green dot appears next to your opposition you may review their sheet

a) Confirmed this team sheet is in order - Hit SAVE

b) Dispute, before disputing the team sheet please approach the opposition and see if you can resolve the issue

c) If you are unable to resolve the issue with your opposition inform the referee you will be lodging a team sheet dispute and to please include this in their match report, enter dispute note hit confirm and the SAVE

8. Once the game is complete, select your match (so it highlights yellow) and select Update RESULT, MATCH OFFICIALS & OTHER MATCH STATISTICS

9. Enter the result and select SAVE.