

FV Sports TG User Guide STG Online Results – Match Official User Guide

Sports TG Competitions is the FV **online competition management system**. Match Officials use STG Competitions to:

- Enter match results and statistics (goals, goal scorers, red/yellow cards)
- Submit reports (misconduct, incident and pitch inspection reports)
- Enter Best & Fairest votes

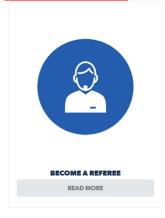
Login to your <u>Sports TG Passport</u> and access your Membership Database. If you do not have a Sports TG Passport, please see step 2 below for further information.

STG PASSPORT & ENTERING MATCH RESULTS

Step 1 – Access the STG Passport Login page

- 1) Proceed to the FV website and select Referee Resources
- Click on the logo 'Online Match Records and Post Match Resources'.
- 3) Click on the 'Sports TG Passport login page'.

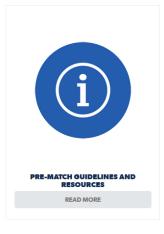








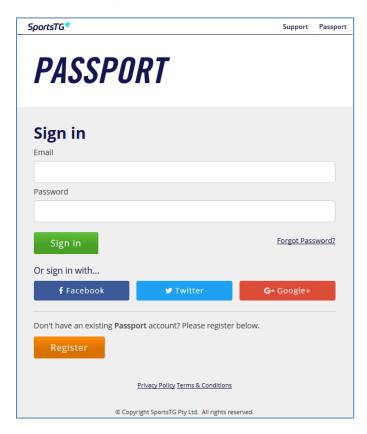








Step 2 – Log in



If you have never logged into your Sports TG Passport:

- 1. When on the login page you must click forgot password.
- 2. When you accept your first appointment on Schedula, Sports TG will automatically create a passport account for you, hence why we reset your password rather than creating a new account.
- 3. Please enter your email address that is also your Schedula login email address and click submit.
- 4. If your nominated email address is not recognised it might be because you have multiple emails linked to your Schedula account. If so, please try again using a different email and click submit.
- 5. When the correct email address has been used Sports TG will send an email notification to your email address. Please login to that email address and follow the instructions within that email to reset your password and be able to login to your Sports TG account.
- 6. Now you are ready to return to the login page and enter your email address and password to login.

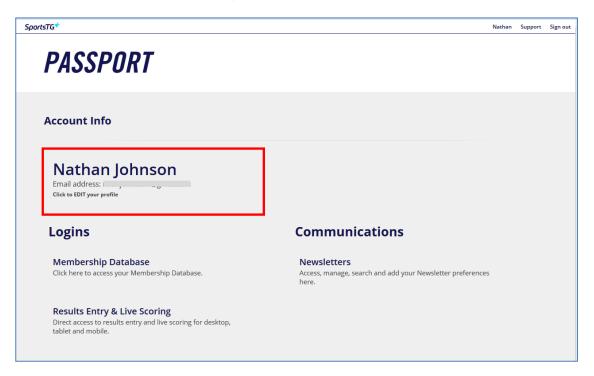
Click <u>here</u> to access the YouTube tutorial for the above process.

If you have logged in to your Sports TG Passport before:

 Enter your STG Passport login details into the 'Email Address' and 'Password' fields.



Step 3 - Account Info page

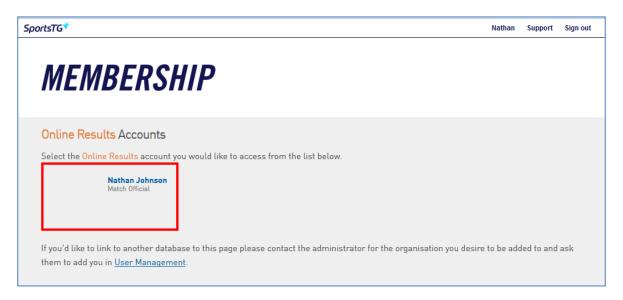


From the 'Account Info' page you will be able to:

- Edit your profile;
- Access STG Online Results. Click on 'Results Training & Live Scoring';
- Access any newsletters that you have signed up for.

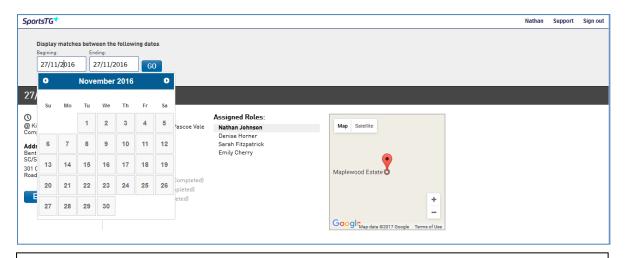


Step 4 - Opening your STG Online Results account



- Each STG Competitions database that your STG Passport is linked to will appear in the above screen.
- Click on your name/match official to access your Online Results account.

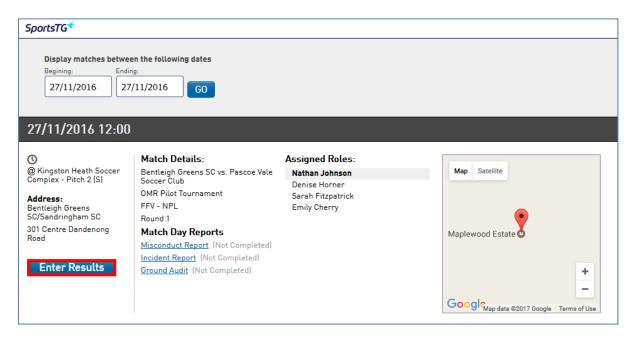
Step 5 a) - Search for Fixtures



- To search for fixtures that you have been appointed to on a particular day, click on the 'Beginning' and 'Ending' fields and select the desired date from the pop-up calendar.
- To search for matches on more than one day:
 - Beginning = date of the first match that requires a result AND,
 - Ending = date of the last match that requires a result.

NB: only matches that you have been appointed to will appear in this list.





When you have located the fixture(s) for which you need to enter results, click 'Enter Results' and proceed to the Match Result page.

Step 6 a) - Match Results

- The 'Match Result' page allows Match Officials to enter match results, player statistics, reports and Best & Fairest votes. Please refer to Appendix 1 –Minimum Results Entry Requirements at the bottom of this user guide to ensure you have entered all relevant details for your match.
- Once scores have been entered, the 'Results' drop down box should automatically display either 'won', 'lost' or 'draw' (if not simply update the match status to either 'won', 'lost' or 'draw'. The Results drop down box is crucial for the correct calculation of league ladders).
- In the event of a forfeit:
 - enter the result as a three (3) nil (0) win and in the 'Match Summary' section write FORFEIT
- In the event of a postponed or abandoned match:
 - Select 'Washout' and an FV representative will advise both clubs of either a match result determination OR a date & time for the match to be replayed.
- Once all match details are complete, click

UPDATE MATCH SCORES



Final Match Soc	Owkleigh Cannons FC Player Scores Port	Melbourne Sharks	SC Player Scores A	wards			
				and a	T MATCH SCORES		
	Oakleigh Cannons FC			Port Melbourne Sharks SC			
	Half Time Score			Half Time Score			
Minutes	Inj. Toma Type	Player	Moutes	lej, Tone Type	Payer		
	Add Scorer			Add Scorer			
	Full Time Score			Full Time Score			
Minutes	to, Total Type	Payer	Moutes	try, Tome Type	Payor		
	Add Scorer			Add Scorer			
	After Extra Time (AET) Score			After Extra Time (AET) Score			
Minutes	to, Time Type	Player	Moutes	try, Tome Type	Payer		
	Add Scorer			Add Scorer			
	Penalty Shoot Out Score			Penalty Shoot Out Score			
Grater	Result Paper		Order	Result Paper			
	Add Penalty			Add Penalty			
	Yellow Cards			Yellow Cards			
Minute	Inj. Tome Payer		Minute	to, time Payer			
	Add Recipient			Add Recipient			
	Red Cards			Red Cands			
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Smart Phone (iPhone & Android) - Entering Match Results

A) Getting Started



- 1) Go to www.sportstg.com/ and select the blue bars to open the dropdown menu.
- 2) Select the > next to 'login'
- 3) Select the 'Passport' option.



B) Login

Sign in to the SportsTG Passport with your nominated email address and



C) Results Entry

- Each STG Competitions database (i.e. club or team) that your STG Passport is linked with will appear in the adjacent screen.
- Click on the club logo for the STG Competitions database that you want to access to enter results.





D) Match Results Entry

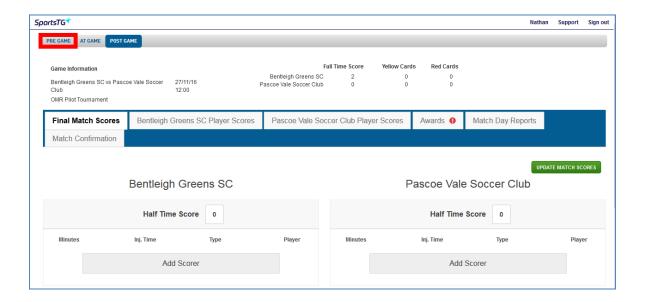
Refer to steps on page 5 & 6.

NB: iPhone and Android capabilities may vary or be less expansive from the PC or Tablet. Individuals should at least be able to enter half time and full time scores for each fixture, with further match statistics entered later on the Computer.

ENTERING PLAYER STATISTICS & TEAM PLAYER/OFFICIAL SELECTION

Step 1) Confirming Team & Club Official Selection

- Prior to entering player statistics, you need to confirm/amend each team's players and team officials in STG Online Results. You will need both team sheets to complete this process.
- Click 'Pre Game'





Step 2) Confirming Team Selection

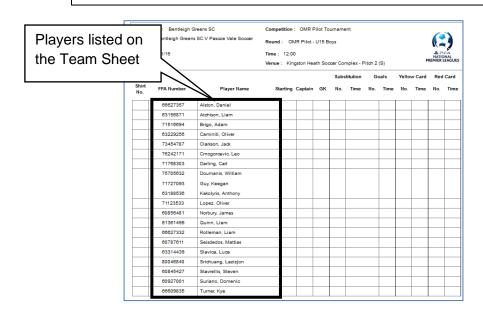
• You will need to confirm players selection for both teams in STG Online Results and may be required to 'add' or 'remove' players. Cross reference the listed players on the team sheet with those players entered in 'Selected Players'.

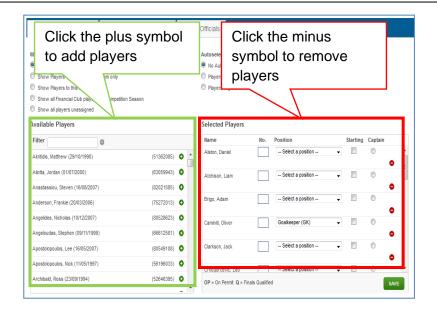
Adding Players – If a player on the team sheet does appear in the 'Selected Players' you will need to locate them in 'Available Players' (left-hand column) list. To add a player, simply click the symbol and they will added to 'Selected Players'.

Removing Players – If a player in 'Selected Players' is not a listed player on the team sheet you will need to de-select them. To remove a player, simply click the symbol and they will be removed from 'Selected Players'.

• When you have confirmed all players in 'Selected Players', click 'Save'.

NB: If a player does not appear in 'Available Players' and cannot be selected, please continue this process and send a notification FV via email to nplvictoria@footballvictoria.com.au identifying the player and their FFA number.







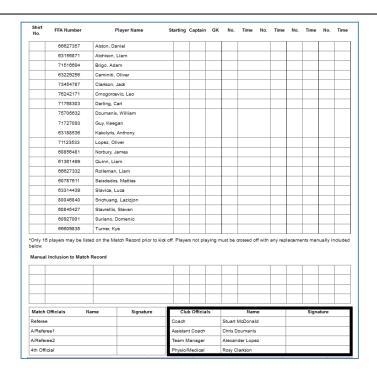
Step 3) Confirming Team Official Selection

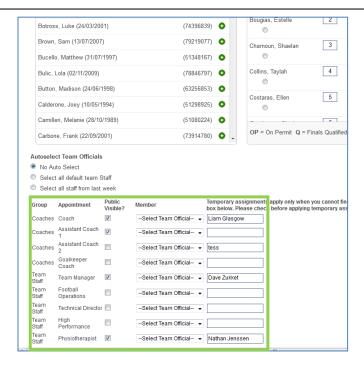
Similar to the selection of players, you will also need to confirm team officials in STG Online Result that are listed on the team sheet. Please select the team official via the drop down box or alternatively manually enter team official names in 'temporary assignments'. Please also click the 'Public Visible' tick box.

NB: you must select the following staff roles found in STG Online Results correlating with the role as listed on the team sheet:

Team Sheet
Coach
Assistant Coach
Team Manager
Physio/Medical

Sports TG
Coach
Assistant Coach 1
Team Manager
Physiotherapist

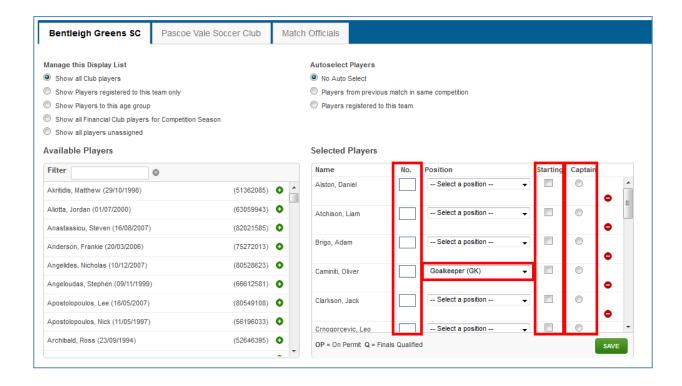






Step 4) Confirming Player Details

Now that you have confirmed 'Selected Players' for both teams in Step 1B, you must now enter players details including playing number, starting team, goalkeeper and team captain. Please familiarise yourself with the 'Minimum Selection Requirements' in schedule X to understand the required player details for the respective level of competition.





Step 5 a) Confirming Player Statistics

Now that you have confirmed team selection and player details for both teams, you must now enter players statistics relevant to the competition fixture. Please familiarise yourself with the 'Minimum Selection Requirements' in schedule X to understand the required player statistics for the respective level of competition.

Click 'Post Game' to return to the 'Match Result' page

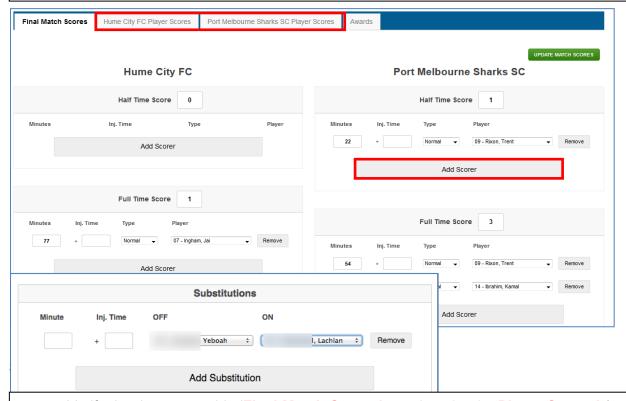


Step 5 b) Confirming Player Statistics

- Click the 'Final Match Scores' tab to enter player match stats.
 For goals, cards and substitutions, add the applicable individual and enter the required information (i.e. minute and/or type).
- 2. Click the 'Final Match Scores' tab to enter player match stats.
- 3. Click 'Update Player Scores' to save.

These details will automatically populate in the respective fields contained each club's 'Player Scores'.

4. To verify these details click 'Player Scores' tab.



- 1. Verify the data entered in 'Final Match Scores' matches that in 'Player Scores' for your club.
- 2. Should data not reflect accurately, amend the applicable information and click 'Update Player Scores' to save



Final Match Scores	Hume City FC Player Scores		Port Melbourne Sharks SC Player Scores		Awards							
Port Melbourne Sharks SC UPDATE PLAYER SCORE												
Name	Member ID	Player Number	Player Points/Roles	Goals	Yellow Cards	Red Cards	Own Goals	Sub On	Sub Off			
Davies, Julius	53855805	20		0	0	0	0	70	0			
Gal, Stjepan	55988018	01		0	0	0	0	0	55			
Ibrahim, Kamal	51027936	14		1	0	0	0	0	0			
Kearney, Alan	63218622	16		0	0	0	0	55	0			
Kelly, Shaun	74332230	19		0	0	0	0	0	0			
Krousoratis, Nicholas	51247369	11		0	0	0	0	0	70			
Milicevic, Andrew	60840550	10		0	0	0	0	0	0			
Napolitano, Joshua	56177306	21		0	0	0	0	0	0			
Paz, Lisandro	51081180	07		0	0	0	0	0	0			
Reddan, Conor	51185460	23		0	0	0	0	0	0			
Riccobene, James	51185445	03		0	0	0	0	0	0			
Rixon, Trent	51142768	09		2	0	0	0	0	0			
Stark, Michael	51134393	25		0	0	0	0	0	10			
Tzoulis, Nick	51329332	05		0	0	0	0	0	0			
Viola, Andrew	51127181	02		0	0	0	0	10	0			
Yalaz, Erhan	56837131	17		0	0	0	0	0	0			
				3	0	0	0	135	135			

Step 6) NPL2 Men/U20 Cross Conference Rounds

For the PS4 NP2 Men's 2017 competition season there are a total of 10 cross-conference rounds with teams in the East conference competing against teams in the West conference.

To cater for cross-conference rounds, the Sports TG system is configured to capture and reflect match results and player statistics for the respective conference.

Match Results – must be entered for **BOTH** NPL2 East & NPL2 West Men/U20 matches to reflect in the respective competition ladder.

For example if St Albans Saints win 3-0 against Dandenong City, match results must be entered for both conferences to reflect the 3 points and 3 goals scored for SAS in the 'West' conference as well as the 3 goals conceded for DC in the 'East' conference.

Player Statistics - must only enter statistics for the match involving that team's respective NPL2 East & NPL2 West Men/U20 conference.

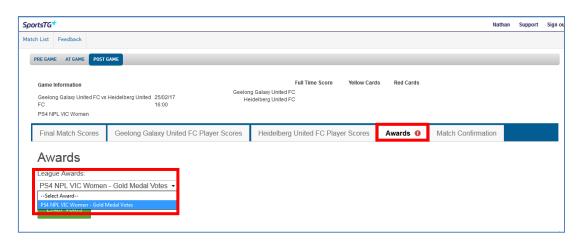
For example, enter player statistics for St Albans Saints within the PS4 NPL2 West fixture only and vice versa enter statistics for Dandenong City within PS4 NPL2 East fixture only.

ENTERING BEST & FAIREST VOTES

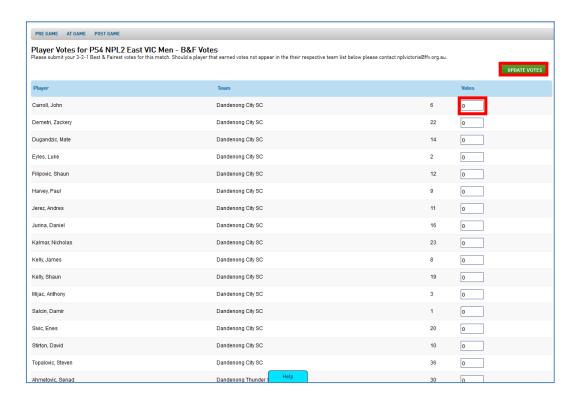
Match Officials now have the ability to enter Best & Fairest for NPL, NPL2 & NPL Women Gold Medal awards. To enter votes:



- 1. Click on 'Awards' tab
- 2. Click the drop down box, select the relevant award and click 'Enter Votes'.



- 3. Find the applicable players and enter your 3-2-1 votes.
- 4. Click 'Update Votes'.

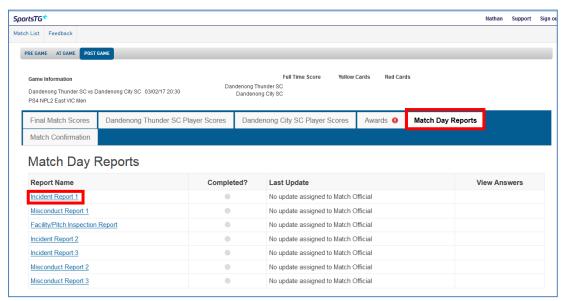




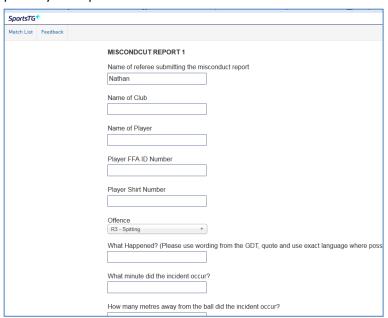
SUBMITTING INCIDENT/MISCONDCUT/FACILITY REPORTS

Match Officials now have the ability to submit incident, misconduct and/or facility reports applicable from your match. To submit a report:

- 1. Click on 'Match Day Reports' tab
- 2. Select the relevant report and click on the name of the report.



3. Complete the report by answering the relevant questions, click 'submit' when you have completed your report.



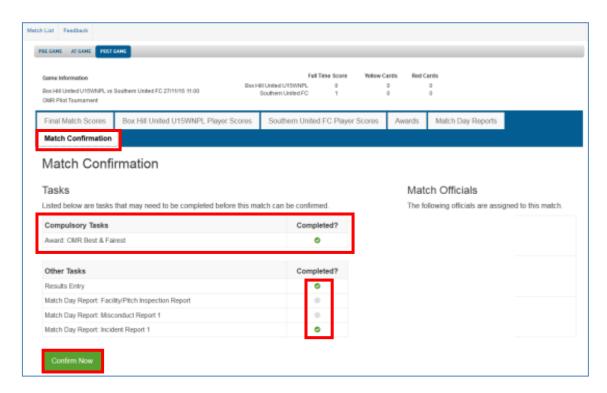
4. Return to the 'Match Day Reports' page and submit any additional reports as required.



MATCH CONFIRMATION

When all required tasks (entering results, player stats, B&F votes, match day reports) have been completed, the Match Official must now confirm the match. By confirming the match, the Match Official is confirming all relevant information has been entered and will 'lock' the match. Once a match has been 'locked', neither the match official or competing teams can re-enter this match to edit any piece of information related to this fixture.

- 1. Click on 'Match Confirmation' tab
- 2. Confirm all 'Compulsory' & 'Other' tasks have been completed
- 3. Click 'Confirm Now'



NB. Should you confirm, and therefore 'lock' a match, and discover you have made an error please contact nplvictoria@footballvictoria.com.au with the details.