

SGFA iMatchsheets Instruction Guide USER





Step 1: Login on your Smartphone

- Open your smartphone internet browser, e.g. Safari
- Navigate to <http://www.icompman.com.au/iCompMan>
- Enter the login name and password

- Select iMatchsheets



- *iScores- can be used to enter scores only*
- *Desktop Version- do not select this if using a smart phone, this version is intended for full screen browsers only.*



Step 1 Alternative: Login on your PC or Tablet

- Open your internet browser, e.g. Safari
- Navigate to <http://www.icompm.com.au/iCompMan>
- Enter the login name and password
- Select Competitions – iMatchsheet (electronic Match Sheets)
- The below screen will appear

Current Season: 2019

Logout User: Zoe Bradshaw

Version: 4.06

Home System data Registrations **Competitions** Referees Messaging Support

Competitions
Calendars
Ground closures
Borrowed Player Rules - Player exemptions
Draw Generator
Visual Scheduler
Fixtures List
Publish Fixtures
Results
Tables
IScores - online Scores update
iMatchSheets (electronic Match Sheets)
iMatchSheets report
iMatchSheets audit
Offences
Suspension Rules
Judiciary
Statistics
Reports
Match Sheets print

Data Filters

Club: Penshurst West

Field: --- all ---

Competition: --- select competition ---

Age Group: --- select competition first ---

Fixtures: ☒ All ☐ Home ☐ Away

Score status: ☒ All ☐ Not entered ☐ Disputed

☒ Confirm Selection

[Reset all and exit](#)

Step 2: Selecting your Match

- Depending on your login level you will only see the game that you are assigned to.
- If you are a manager for multiple teams/clubs you can use the filter to find your games.
- The home team is shown as the upper of the two teams.

Match Sheets

Filter Sat 24 Jun Logout

Grade 8/Grade 8 Emerton R: 10
Mini Field 1 BONNYRIGG SPORTS FIELDS 10:00
8E Bonnyrigg FC
8E Fairfield Hotspurs

Grade 9/Grade 9 Kewell R: 10
Mini Field 1 HAMMONDVILLE PARK 09:00
9KS Moorebank Sports-Silver
9K Fairfield Hotspurs

Grade 10 9v9/Grade 10 Schwarzer R: 10
Mod Field 1 PROSPECT VIEW PARK 09:00
10S Fairfield Hotspurs
10SW Liverpool Olympic-White

Grade 11 9v9/Grade 11 Mercedes R: 10
Mod Field 1 Jardine Park 10:15
11M Amity FC
11M Fairfield Hotspurs

Grade 11 9v9/Grade 11 Porsche R: 10
Mod Field 1 PROSPECT VIEW PARK 10:15
11P Fairfield Hotspurs
11P White City

Data Filters

Club: Fairfield Hotspurs Sports Club

Field: --- all ---

Competition: 2017 Season

Age Group: --- all ---

Fixtures: ☒ All ☐ Home ☐ Away

Score status: ☒ All ☐ Not entered ☐ Disputed

☒ Confirm Selection

[Reset all and exit](#)



Step 3: Updating your iMatchsheet

- Program defaults to the current date- use the drop down menu to adjust.
- Selected match will highlight in yellow
- Once selected click Update Team Sheet
- All players allocated to the team will be marked as playing- uncheck those who are not playing.
- Ensure you include any possible players- ie running late, playing up etc
- Suspended players will not be able to be selected
- Check mark the boxes of your starting 11
- Check mark goalkeeper
- Shirt Numbers- input any missing. Shirt numbers can be completed in Compman prior to iMatchsheets being generated.
Contact your club registrar to get your shirt numbers automatically allocated to your players.
- Team official- name of RTO who will be in the technical area.
- To add a player from another age/grade click Add Player button. Search by Surname of FFA number. Playing up rules will be built in to the system
- The borrowed player should show at the end of the team list with the flag "BP" next to them.
- Change the borrowed players shirt number if needed.



Borrowed players selection

AG/Div: Grade 10 9v9/Grade 10 Schwarzer
Team: 10S Fairfield Hotspurs

Surname/Reg. No. Search

☐ Show all

Select	Name/Reg. No.	DOB
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- If you are preparing your iMatchsheet well ahead of your fixture you can save your changes as "pending" allowing you to finalise prior to kick-off.
Tick pending- not complete yet- save your team sheet.
- Once you are finished select the complete option and click on save your team sheet.
- This will make is visible to the opposition RTO



Match Sheets
Sat 24 Jun

Grade 8/Grade 8 Emerton R: 10
Mini Field 1 BONNYRIGG SPORTS FIELDS 10:00
8E Bonnyrigg FC
8E Fairfield Hotspurs

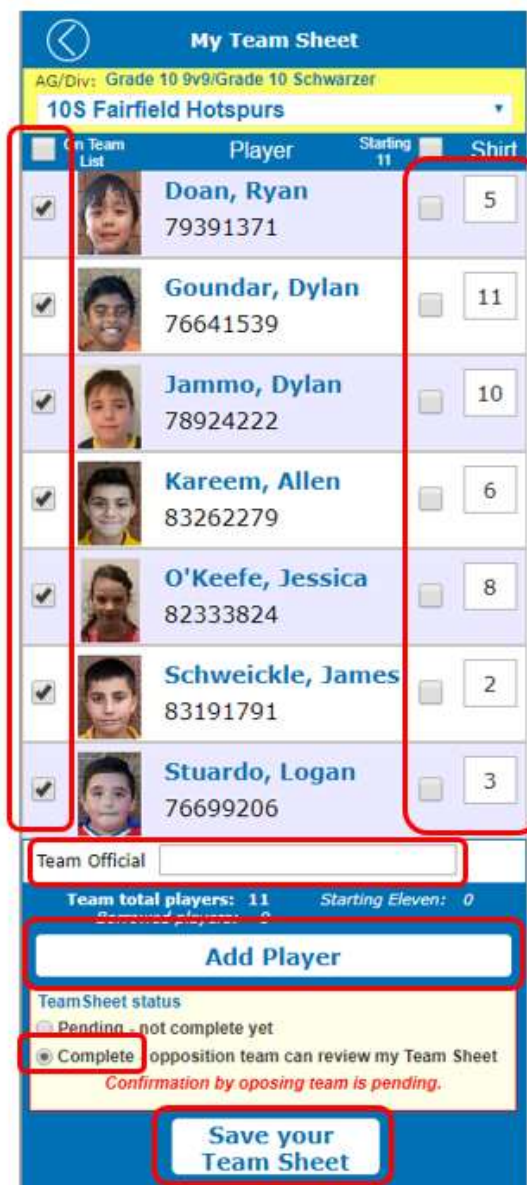
Grade 9/Grade 9 Kewell R: 10
Mini Field 1 HAMMONDVILLE PARK 09:00
9KS Moorebank Sports-Silver
9K Fairfield Hotspurs

Grade 10 9v9/Grade 10 Schwarzer R: 10
Mod Field 1 PROSPECT VIEW PARK 09:00
10S Fairfield Hotspurs
10SW Liverpool Olympic-White

Grade 11 9v9/Grade 11 Mercedes R: 10

Update Team Sheet Review Opponents Team Sheet

Update RESULT, MATCH OFFICIALS & other MATCH STATISTICS



My Team Sheet
AG/Div: Grade 10 9v9/Grade 10 Schwarzer
10S Fairfield Hotspurs

On Team List	Player	Starting 11	Shirt
<input checked="" type="checkbox"/>	Doan, Ryan 79391371	<input type="checkbox"/>	5
<input checked="" type="checkbox"/>	Goundar, Dylan 76641539	<input type="checkbox"/>	11
<input checked="" type="checkbox"/>	Jammo, Dylan 78924222	<input type="checkbox"/>	10
<input checked="" type="checkbox"/>	Kareem, Allen 83262279	<input type="checkbox"/>	6
<input checked="" type="checkbox"/>	O'Keefe, Jessica 82333824	<input type="checkbox"/>	8
<input checked="" type="checkbox"/>	Schweickle, James 83191791	<input type="checkbox"/>	2
<input checked="" type="checkbox"/>	Stuardo, Logan 76699206	<input type="checkbox"/>	3

Team Official

Team total players: 11 Starting Eleven: 0
Borrowed players: 0

Add Player

TeamSheet status
☐ Pending - not complete yet
☒ Complete opposition team can review my Team Sheet
 Confirmation by opposing team is pending.

Save your Team Sheet



Step 4: Checking your opponent's iMatchsheet

- A fixture will show a green circle next to a team when they have prepared their team sheet but it has not been confirmed by the opposition.
- Select the fixture
- Click Review Opponents Team Sheet
- Check all players listed against the players there on the day
- If all is correct, select confirmed/authorised and press save.
- iMatchsheets are to be confirmed by opposition RTO's prior to kick off.
- If you wish to dispute- select dispute and enter your reason in the pop-up window, click confirm.
- Once the reason is submitted, click on the save button.
- Disputes will be reviewed by the SGFA office
- Example disputes:
 - Player impersonating another player
 - Player not listed on match sheet

- When the sheet has been checked and confirmed by the opponent the green circle will show a white tick inside.



- When the sheet has been disputed by the opponent it will show a red circle



Team Sheet review		
AG/Div: Grade 10 9v9/Grade 10 Schwarzer		
10S Fairfield Hotspurs		
PLAYER	Starting 11	Shirt
Doan, Ryan Reg. No: 79391371		5
Goundar, Dylan Reg. No: 76641539		11
Jammo, Dylan Reg. No: 78924222		10
Kareem, Allen Reg. No: 83262279		6
O'Keefe, Jessica Reg. No: 82333824		8
Schweickle, James Reg. No: 83191791		2
Stuardo, Logan Reg. No: 76699206		3



Post-Game:

Club officials are required to update

- Scores
- Unofficial Referee- if no SGFRA official was not supplied to the game
- Confirm with the referee the details of any players who received a red card
 - Full Name, DOB, FFA Number and Shirt Number
- **Team officials do not need to complete Goal Scorers or MVP points.**

Entering the Score

- From the home screen select the fixture to be updated (yellow)- click Update RESULT, MATCH OFFICIALS & other MATCH STATISTICS.

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Grade 10 9v9/Grade 10 Schwarzer R: 10
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10SW Liverpool Olympic-White

Update Team Sheet Review Opponents Team Sheet

Update RESULT, MATCH OFFICIALS & other MATCH STATISTICS

- Enter the full-time score for both teams and then press the save button.
- Do NOT enter a score if the fixture was postponed or abandoned.
- If the fixture was forfeited indicate which team has forfeited- DO NOT ENTER A SCORE
- The score will be verified by the referee

Match Results & Statistics
Entry by: Referee

Date/Time: Wed 07 Feb 10:00 R: 1
Field: Ash Rd F1
AG/Div: KO Grade 12/Grade 12

Match Status & details
Referees & Officials

Result

12-3 AC United FC 0
12-3 Canley Heights RSL 1

Forfeit Win on penalties

Save

Statistics

Home Team Away Team

Match Sheets status: Completed Completed

Yellow/Red cards: 0 1 0 0

Update Cards, Player Statistics, submit Referee Report



Referee Details

- The SGFRA appointed referee will enter the match officials under referees and officials.
- IF a referee was NOT supplied for a game check then you must tick the No Referee box.
- Input the name of the volunteer referee.
- Click Save

Match Results & Statistics
Entry by: Referee

Date/Time: Wed 07 Feb 10:00 R: 1
Field: Ash Rd F1
AG/Div: **KO Grade 12/Grade 12**

Match Status & details ▾

Referees & Officials ▲

Match Day Supervisor

Home team official John Smith

Away team official Jane Smith

☒ No Referee





Unofficial Referee Ref Smith



But what does it all mean?

The screenshot shows the 'Match Sheets' interface for Saturday 20th August. It lists several matches with their respective grades, grounds, teams, and scores. Annotations explain the meaning of various icons and statuses:

- Grade/ Division:** Points to the match grade (e.g., M15/M15A).
- Ground/Field:** Points to the match location (e.g., Pat Morley Oval 1).
- Home Team:** Points to the home team (e.g., Terrigal).
- Away Team:** Points to the away team (e.g., Avoca).
- Confirmed by Opposition:** Points to a green checkmark icon.
- Prepared pending confirmation:** Points to a green circle icon.
- NOT Prepared yet:** Points to a yellow circle icon.
- Disputed by Opposition:** Points to a red circle icon.
- iMatchsheet is locked- cannot edit:** Points to a blue padlock icon.
- Fixture round & Kick Off Time:** Points to the match time (e.g., 15:10).
- Fixture Final Score (locked sheets only):** Points to the final score (e.g., 0-2).

	Home button on the top LEFT corner will return the user to the iCompman Home screen
	Filter button allows users to select fixtures for a age group, field, home & away etc
	Help button will provide general iCompman help. Not the SGFA specific document.
	Logout button on the top RIGHT corner will return the user to the iCompman Login screen



But what if?

- **I've forgotten my login details or can I change my password?**

You will need to know if your club have you signed up as an individual or as a group login.

If it is individual click on Forgot my Login Name or Password and follow the directions.

If it is a group then your club should be able to send you the details again.

Please note that compman is very case sensitive.

- **I can login, but I can't see my teams?**

Team visibility is based on your access type (club setup). To view your team you must be registered in CompMan and linked a team official to your teams/s.

Your team may not have a fixture in the current window period- please check the SGFA website to confirm- www.sgfa.com.au/competitionhub

Contact your club representative who should be able to confirm your login details.

- **My Smartphone has no battery?**

You can access iCompman from any smart device with internet access- please borrow a phone from a team member or parent to login.

Your Club may have a charger in the canteen/ team room.

- **Our RTO did not turn up?**

It is recommended that at least 2 team officials are registered in iCompman as users for each team.

Please contact your club representative to obtain the login details for your team.

Ensure your name is entered in the Team Official field of the my team page.

- **I have a player turning up after kick off?**

Please ensure that all players that are due to take the field (delayed, playing up etc) have been marked on the iMatchsheet prior to the game.

The referee will mark the substitutes from their end.

Any player not listed on the iMatchsheet cannot take the field of play.

- **My opponent hasn't completed their match sheet before kick off?**

This is not your fault, please go and ask them to confirm their iMatchsheet so you can check it or offer assistance.