

Team Pre-Game and Post-Game Instructions and Walkthrough

(all information is subject to change 1/5/2021)



This guide contains the steps that teams must follow leading up to a game and following the conclusion of a game. **Access to the team as coach/manager is required. Game cards cannot be printed by club admins.** If you have any questions after going through this process, please email Jimmy Sparkman (jsparkman@usyouthsoccer.org).

PRE-GAME: Printing the GotSport Game Card

1. [Click here](#) to login to your account.
2. Click on Team Management.
3. Click on Matches on the left menu.
4. Use the filters if needed to narrow your search based on your teams and events.
5. After filtering to your schedule, locate the game in question and click the  icon next to the game.
6. In the menu that appears, click the "Print Match Card" option. In the resulting pop-up, choose Standard and click Export.
7. Print the game card that opens in a new tab and bring this to the fields.
8. Once at the fields, you will need to put a line through any player that is not playing in the match to ensure your match day squad is no more than 18 players.
 - a. **PLEASE NOTE- Always have your state official roster on hand at every game, should this be requested by the opposition team**
9. Meet up with opposition team prior to the match to consolidate Game Cards. Coaches should destroy the duplicate Game Card. Social distancing and wearing of masks should be respected by all due to COVID. Present this Game Card to the match officials.
10. Player cards should be shown to the referee during check in then placed by the referee bag at the half line upon completion of check in.

POST-GAME

Entering the Score and Uploading the Game Card in GotSport. **Scores MUST be entered into the system, before leaving the facility.** ALL match scores must be entered by the WINNING team. In the event of a tie, the team listed as Team A on the schedule should be the team that enters the score and paperwork. This MUST be done before leaving the facility.

1. [Click here](#) to login to your account.
2. Click on Team Management.
3. Click on Matches on the left menu.
4. Use the filters if needed to narrow your search based on your teams and events.
5. After filtering to your schedule, locate the game in question and click the  icon next to the game.
6. In the menu that appears, click the "Match Stats" option.
7. In the resulting pop-up, enter the score in the far-right column.
8. Below the two team names on the left side of the page, there is a "Choose File" button. Click this button and upload a picture of the game card and click Save in the pop-up.
 - a. Do not enter any disciplinary records or injuries.
9. Once you have clicked Save, you are done and can close your browser.