



How to Score Games on the EMSA Website

HOME TEAM IS RESPONSIBLE FOR SCORING THE GAME ON THE EMSA WEBSITE.

Please note that the scorekeeper must be a coach, assistant coach or manager who is listed and registered on your ASA roster.

*If you are a returning coach from a previous season you will use your same email and same password from that season to log in and score games on line. If you encounter any issues please send an email to shaunas@emsamain.com

*If you are a new coach and new to the My Soccer Office system, please send an email to Shauna Smith at shaunas@emsamain.com with your team name, age group, gender, tier and the email address you would like to use for the season. Shauna will email you back with a temporary login password which you will change once you log in for the first time.

Step 1: Go to www.emsamain.com

Step 2: Click on "Coach Login" which is located towards the top of the page.

Step 3: Enter your email address and password.

Step 4: Click on login.

Step 5: Click on your team name on the left side of the page.

Step 6: Go to the bottom of the page and click on tab that says "schedule".

Step 7: Click on the game that you would like to score.

Step 8: Go to the top of the schedule window and you will see a tab that says "set score". Click on "set score" and the game score box will appear.

Step 9: Set the scores in the boxes by using the arrows. When that is done click on set score (green check mark, this will save the score).

Step 10: The set score box to confirm the scores will appear just check yes to continue.

*Once a game has been scored, you cannot revise it. If there is an issue please contact the EMSA office and we will get it fixed for you.