



NON EMSA Player I.D. Card Entry for Electronic Game Sheets

One Time Player Card Entry:

This is for teams who are using their own Association's player cards instead of EMSA I.D. Cards (St. Albert, Sherwood Park, Tri County, Battle River, CASA, NWC, etc.) Teams using EMSA I.D. cards do not need to do this step as your card numbers will automatically be populated.

If Associations/Clubs choose to use their own I.D. cards instead of EMSA I.D. cards, a team official who is on the roster must log into the EMSA Portal prior to their first game and enter all of their player's player card numbers into the system. This only has to be done once at the start of the season, not for every game. You can go back in and edit as necessary if player's card number changes or if you add a new player.

- **Step 1:** Log Into the EMSA Portal and click on the "Edit Player Jerseys and ID's" button in the Team Official Control Panel:

emsA Soccer Portal

Team Official Control Panel

Sherwood Park (Zacharko): Coach

Manage/Score Games

View Team Roster

Download Team Roster

View Division Standings

Edit Player Jerseys and IDs

Police Information Check

Status: Not needed

Expiry: 2020-01-06 (Expired)

Program Information

Program: U19 Girls

Community/Zone: Sherwood Park (EXT Sherwood Park)

Age Category: U19

Season: 2019 - 2020 Indoor

Division Information

Division: Community City Wide U19 Girls

Round: Round 3

Tier: Tier 5

- **Step 2:** Fill in the "ID Card #" column for all of your players.

emsA Soccer Portal

Home / Edit Player Jerseys

Edit Player Jerseys

Search:

JERSEY	FIRST NAME	LAST NAME	DOB	ID CARD #	
12	Carson	Wiebe	2002-02-11	123456789	View Information
	Elizabeth	Donohue	2002-10-19		View Information
10	Elizabeth	Russell	2002-12-17	987654321	View Information
	Fern	Drader	2002-08-27		View Information
	Halley	Rodas - Raynosa	2002-10-24		View Information

Once this has been completed, your player's card numbers will now auto-populate on your electronic game sheets.