



# Game Sheet Submission & Scoring Games in the EMSA Portal

**The HOME TEAM is responsible for scoring the game in the EMSA Portal as well as emailing both team's game sheets along with any trialist forms to EMSA.**

## Game Sheet Submission Instructions:

The home team will be required to get both teams' game sheets from referee at the end of the game along with any trialist or permission forms from both teams. The game sheets and trialist forms then need to be sent to the EMSA office by **1pm** the day after the game.

- Home team is to take a photo with a cell phone or scan the game sheets & any trialist forms and email them to:

**Community Game Sheets go only to:** [communitygamesheets@gmail.com](mailto:communitygamesheets@gmail.com)

**Club Game Sheets go to:** [angelad@emsamain.com](mailto:angelad@emsamain.com) or text them to 587-334-2949

**Please ensure the entire game sheet is visible in the photo and get as close to the game sheet as possible without cutting any sides/edges off in the photo. If the image quality is poor or the entire game sheet is not visible, an EMSA Administrator will request a new version to be sent. Please ensure there is only one document in each photo. Do not send photos with multiple game sheets or trialist forms in the one photo.**

Once we receive the copy of the game sheets, we do not need the original.

## Game Score Submission Instructions:

The home team will be required to log into the EMSA Soccer Portal and enter the game score by **1pm** the day after the game. Only coaches, assistant coaches and managers who are registered on the team's Portal roster can be scorekeepers. Please refer to your coach handbook for detailed instructions on how to use the EMSA Portal for scoring games.

## Administration Fees:

Please be aware of the following administration fees which are issued to the team officials should the above tasks not be completed:

Offense	Fee Amount
Incomplete Game Sheet	\$50.00
Failure to Score Game Results	\$75.00
Failure to Submit Game Sheet to Office by Deadline	\$50.00