



# How to Download Game Sheets from the EMSA Portal

## Electronic Game Sheet Download:

Both the home team and the away team are required to log into the EMSA Portal and download their own individual game sheet for each and every game.

- **Step 1:** Log into the EMSA Portal. Ensure your “role” is selected as “team official” and then click on the “Manage/Score Games” button in the Team Official Control Panel. Note: only team officials who are listed on the EMSA Portal Roster will be able to log in and see this info.

emsa Soccer Portal

### Team Official Control Panel

**TRSA (Home): Coach**

- Manage/Score Games
- View Team Roster
- Download Team Roster
- View Division Standings
- Edit Player Jerseys

### Police Information Check

Status: Verified  
Expiry: 2022-01-01

### Program Information

Program: U17 Boys  
Community/Zone: EMSA South West  
Age Category: U17  
Season: 2019 - 2020 Indoor

### Division Information

Division: Community City Wide U17 Boys  
Round: Round 3  
Tier: Tier 4X

- **Step 2:** Find the game in the table and click the “Download” link under the “Game Sheet” column and the game sheet will automatically download.

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Home / Manage Scores/Games

### Manage Scores/Games

DATE	TIME	HOME TEAM	SCORE	VISITING TEAM	FIELD	MAP	TYPE	STATUS	GAME SHEET	YELLOW CARDS	SUSPENSIONS
Sun, Jan 5th	3:15 pm	██████████	1 - 6	TRSA (Home)	Edmonton Soccer Centre East, 7	Map	Regular	Incomplete			
Sun, Jan 12th	11:30 am	TRSA (Home)		TRSA (Away)	Edmonton Soccer Centre South Crosstown, 12	Map	Regular	Scheduled	Download		
Sun, Jan 19th	1:45 pm	TRSA (Home)		██████████	Edmonton Soccer Centre West Maxwell, 2	Map	Regular	Scheduled	Download		
Sun, Jan 26th	2:30 pm	██████████		TRSA (Home)	Edmonton Soccer Centre South Crosstown, 12	Map	Regular	Scheduled			
Sun, Feb 9th	1:15 pm	TRSA (Home)		██████████	Edmonton Soccer Centre East, 7	Map	Regular	Scheduled	Download		