

How to Score Games in the EMSA Portal – HOME Team

Instructions for Scoring Games

1. Go to <u>www.emsamain.com</u> and click on the **Login** link at the top of the page:



2. Please sign in with your account.



3. Select the Team Official role for the team you are coaching. A person may have multiple team official roles (1 role per team). In this example, a McLeod coach with last name Johnson is signing in.



4. Once signed in, you will be redirected to the Team Official Control Panel. Click the Manage Score/Games button.

ensa Soccer Portal
Team Official Control Panel
Team: McLeod (Johnson)
Manage/Score Games
View Team Roster
View Division Standings

5. On the Manage Scores/Games screen, you will see a list of all games for your team. Once a game is ready to have a score recorded, an edit pencil button will be available (only to the home team). Click the edit pencil button.

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Home / Mar	nage Scores/(Games					
	a Caava	c/Comoc					
		HOME TEAM	VISITING TEAM	SCORE	FIELD	TYPE	STATUS
Aanag MTE MO Nov 09	TIME 7:30 pm	HOME TEAM Beverly Heights (White)	VISITING TEAM McLeod (Johnson)	SCORE	FIELD West Soccer Centre Field #4	TYPE	STATUS Scheduled
1 anag 1 ATE 140 Nov 09 140 Nov 09	TIME 7:30 pm 8:00 pm	HOME TEAM Beverly Heights (White) McLeod (Johnson)	VISITING TEAM McLeod (Johnson) Fraser (Mhite)	SCORE	FELD West Soccer Centre Field #4 Tri-Leisure Centre Field #1	TYPE REG REG	STATUS Scheduled Incomplete
Manag MO Nov 09 MO Nov 02 MO Oct 28	TIME 7:30 pm 8:00 pm 7:00 pm	HOME TEAM Beverly Heights (White) McLeod (Johnson) McLeod (Johnson)	VISITING TEAM McLeod (Johnson) Fraser (Vhite) Baturyn (Kerr)	SCORE 2 - 3	FELD West Soccer Centre Field #4 Tri-Leisure Centre Field #1 South Soccer Centre Field #2	REG REG EXH	STATUS Scheduled Incomplete Complete

6. On the Score Game form, complete the required fields by entering the home team score and the away team score.

Score Game		I
McLeod (Johnson): *	2	(Home Team)
Fraser (White): •	1	(Away Team)

 Lastly, please submit feedback regarding the referee officiating of the game. There are 6 questions to be completed and an option to provide comments. THIS IS OPTIONAL and does not need to be completed if you would prefer not to.

Referee Feedback	
Please submit feedback regarding the offici	ating of the game.
Field Referee Name: *	Bob Smith
Box Referee Name:	John Smith
1) Management of the Game: *	 Excellent
	C Good
	O Fair
	O Poor
2) Manners/Professionalism: *	C Excellent

- 8. Once the form is complete, click the **Submit** button.
- 9. After submission, the game status will be changed to **Under Review**. An EMSA Administrator will review the game sheet and verify the information has been collected and acknowledged.

Home / Manage Scores/Games									
Manage Scores/Games									
DATE	TIME	НОМЕ ТЕАМ	VISITING TEAM	SCORE	FIELD	1. PE	STATUS		
MO Nov 09	7:30 pm	Beverly Heights (White)	McLeod (Johnson)		West Soccer Centre Field #4	REG	Scheduled		
MO Nov 02	8:00 pm	McLeod (Johnson)	Fraser (White)	2 - 1	Tri-Leisure Centre Field #1	REG	Under Review	1	
MO Oct 26	7:00 pm	McLeod (Johnson)	Baturyn (Kerr)	2 - 3	South Soccer Centre Field #2	EXH	Complete		
MO Oct 19	6:00 pm	McLeod (Johnson)	Lago Lindo (Smith)	6 - 0	South Soccer Centre Field #1	EXH	Complete		
<u>.</u>									

10. If the Administrator verifies the game, the status will be marked as **Complete**. However, if there is an issue with an uploaded/faxed game sheet, an email will be sent back to the coach asking for the game sheet. In this case, the status will be changed to **Information Required**.

Home / Manage Scores/Games									
Manage Scores/Games									
DATE	TIME	HOME TEAM	VISITING TEAM	SCORE	FIELD	Туре	STATUS		
MO Nov 09	7:30 pm	Beverly Heights (White)	McLeod (Johnson)		West Soccer Centre Field #4	REG	Scheduled		
MO Nov 02	8:00 pm	McLeod (Johnson)	Fraser (White)	2 - 1	Tri-Leisure Centre Field #1	REG	Information Required	1	
MO Oct 26	7:00 pm	McLeod (Johnson)	Baturyn (Kerr)	2 - 3	South Soccer Centre Field #2	EXH	Complete		
MO Oct 19	6:00 pm	McLeod (Johnson)	Lago Lindo (Smith)	6 - 0	South Soccer Centre Field #1	EXH	Complete		

*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.