Non EMSA Member Teams Player Card Entry for Game Sheets

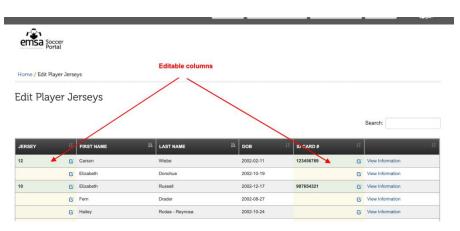## One Time Player Card Entry:

This is for Non EMSA Member teams ONLY!! (Sherwood Park, Tri County, Battle River, CASA, NWC, etc.) EMSA Member teams do not need to do this step as your card numbers will automatically be populated.

Prior to the season commencing (as most Non EMSA Member teams use their own District player cards), a team official who is on the roster must log into the EMSA Portal 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:

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

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