How to Enter Jersey Numbers on Game Sheets

One Time Jersey Number Entry:

Prior to the season commencing, a team official who is on the roster must log into the EMSA Portal and enter all of their player's jersey 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 jersey numbers change or if you add a new player.

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

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:** Fill in the "Jersey" field with a 1 or 2 digit number. Leading zeroes are preserved (e.g., 09 isn't converted to 9). Leaving the field blank will remove the jersey number from the player. Repeat for the other players. Note that it's possible to leave 1 or more players without jersey numbers; the U4s don't need jersey numbers.

Home / Manage Teams / Edit Player Jerseys

Edit Player Jerseys - U4 Team Green (U4 Mixed)

Search:

PL ID	JERSEY	LAST NAME	FIRST NAME	DOB	ID CARD #	
154729	12	Ferguson	Kasai	2016-11-16		View Registration
153458		Morales	Elise	2016-05-20		View Registration
149354		Morris	Samantha	2016-05-08		View Registration
149195		Sevigny	Gauge	2016-07-19		View Registration
149198		Sevigny	Rayland	2016-07-19		View Registration
152773		Shavluk	Cooper	2016-10-13		View Registration

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