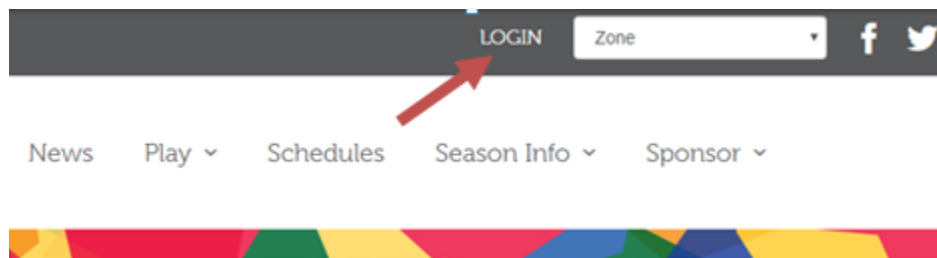




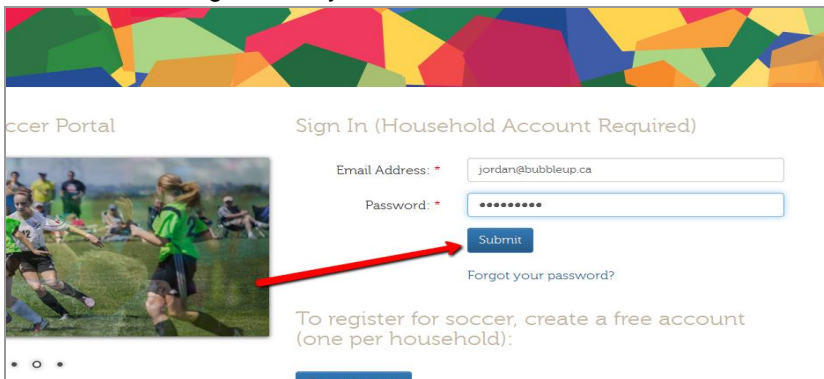
How to Score Games in the EMSA Portal – HOME Team

Instructions for Scoring Games

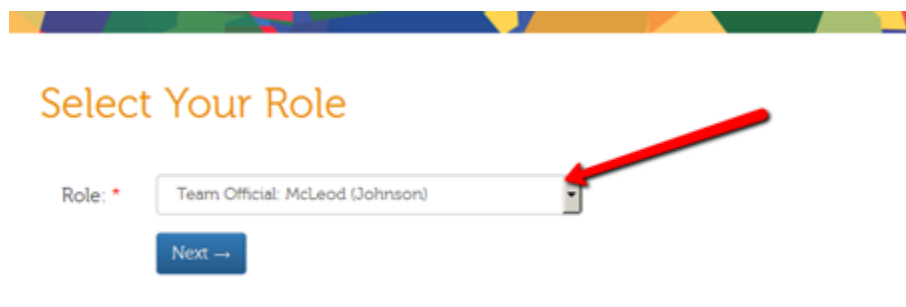
1. Go to www.emsamain.com and click on the **Login** link at the top of the page:



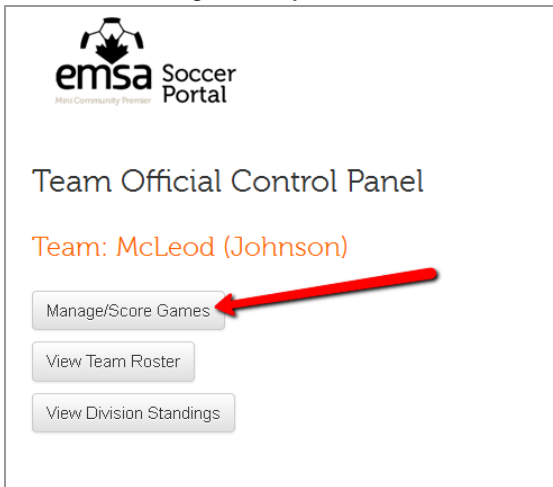
2. Please sign in with your account.



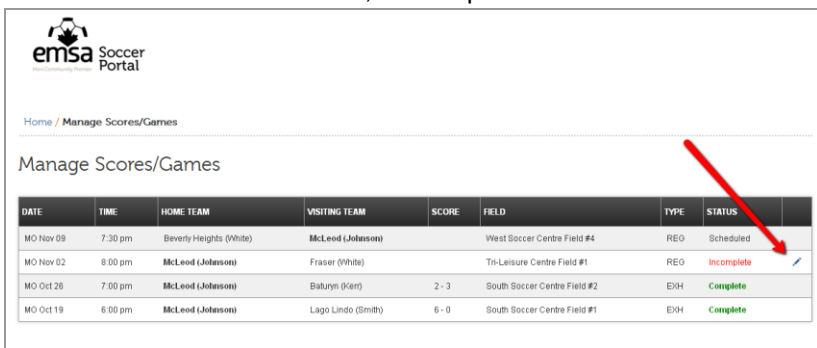
3. Select the Team Official role for the team you are coaching. A person may have multiple team official roles (1 role per team). In this example, a McLeod coach with last name Johnson is signing in.



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



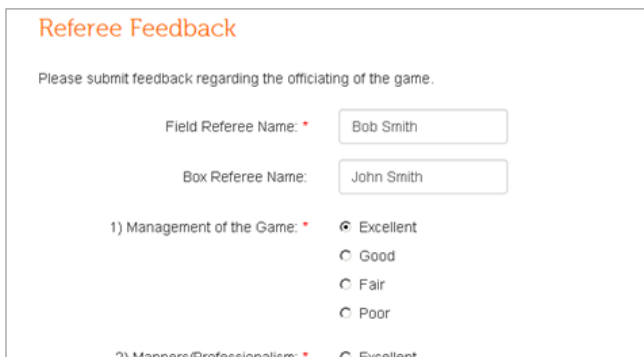
5. On the Manage Scores/Games screen, you will see a list of all games for your team. Once a game is ready to have a score recorded, an edit pencil button will be available (only to the home team). Click the edit pencil button.



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



7. 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.**



- Once the form is complete, click the **Submit** button.
- 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 | HOME TEAM | VISITING TEAM | SCORE | FIELD | TYPE | 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 |
| 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 |

- 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 | TYPE | STATUS |
|-----------|---------|-------------------------|--------------------|-------|------------------------------|------|----------------------|
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| 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.**