



# 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	<a href="#">View Registration</a>
153458	<input type="text"/>	Morales	Elise	2016-05-20	<a href="#">View Registration</a>
149354		Morris	Samantha	2016-05-08	<a href="#">View Registration</a>
149195		Seigny	Gauge	2016-07-19	<a href="#">View Registration</a>
149198		Seigny	Rayland	2016-07-19	<a href="#">View Registration</a>
152773		Shavluk	Cooper	2016-10-13	<a href="#">View Registration</a>

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