

## NON EMSA Player I.D. Card Entry for Electronic Game Sheets

## **One Time Player Card Entry:**

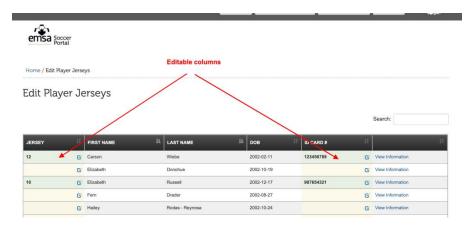
This is for teams who are using their own Association's player cards instead of EMSA I.D. Cards (Red Deer, Tri County, Battle River, CASA, NWC, etc.) Teams using EMSA I.D. cards do not need to do this step as your card numbers will automatically be populated.

If Associations/Clubs choose to use their own I.D. cards instead of EMSA I.D. cards, a team official who is on the roster must log into the EMSA Portal prior to their first game 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.