CENTRAL COAST FOOTBALL

iMatchSheet Process Document

This document has been designed as a step by step walk-through of the processes involved with the 'iMatchSheet' system to be used by CCF clubs in 2020.

STEP 1:

Open your web browser and head to the web address icompman.com.au. Use the username and password that have been provided to you by Central Coast Football to login to the iCompman system. Your Username will be the first initial of your first name in capitals followed by your full last name with a capital letter (ie. JSmith, JCitizen). Your Password will be the registered mobile number that you used when you registered as a coach and/or manager in PlayFootball (ie. 0413156852). **You will be prompted to update your password to something more secure on first login.**

If you are accessing iCompman on a desktop computer, from the initial landing page, move your mouse to the 'Competitions' heading, and then from the dropdown menu select 'iMatchSheets (electronic match sheets)'.

If you are accessing iCompman from a mobile device (phone/ipad) simply select the 'iMatchSheets' option from the landing page (as shown on left).
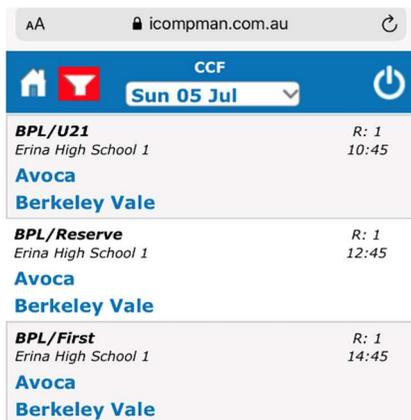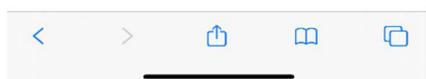

STEP 2:

You will then be directed to a screen that looks like the one to the left. Ensure that you have changed the date filter located at the top of the page to reflect the date on which your game is being played. You will only see games for which you are an allocated team official for.

STEP 3:

Select the fixture that you would like to make alterations to. The fixture will be highlighted in yellow to signify its selection. From here select the 'Update Team Sheet' option at the bottom of the page.
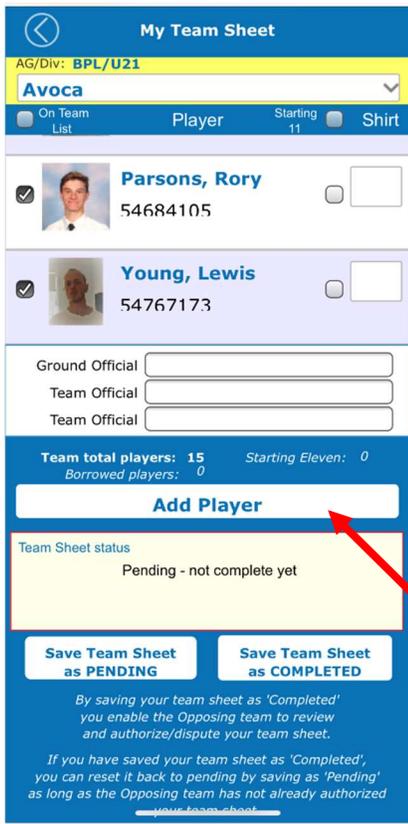
STEP 4:

This screen allows you to complete your matchday sheet up to 7 days prior to the kick -off date. You are able to select which players will be in your starting eleven and fill in your squads shirt numbers from this page. Towards the bottom of the page you will see that there is a button allowing you to 'Add Player'. This is the button you will use if you ever have to call on a player from outside of your registered team (ie. A player that is backing up from a lower age).

To search for a player, simply click on the 'Add Player' button and enter their SURNAME in the search bar and a list of players will be generated. NOTE: Only players that are eligible to play in your team will appear in this list (ie. A 14-year old will not appear when searching from an U/12 side). Once you select the player that is filling in for your side, click the 'Confirm Selected Members' button at the bottom of the page. You will then find that the selected player will appear in your Match Day sheet, with the words 'Borrowed Player' next to their name to signify that they are not a regular member of your team.
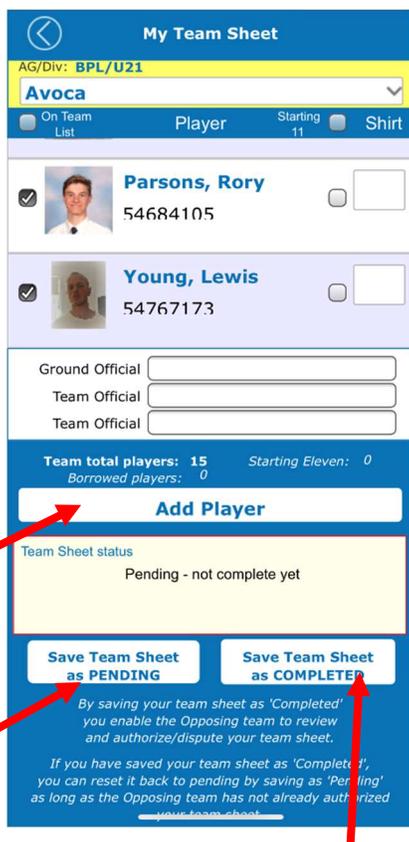
STEP 5:

Once you have completed these selections, scroll to the bottom of the page where you must nominate the team official responsible for the squad (Vested Official).

At the bottom of the page you are presented with two options to save your team-sheet. If you save your team-sheet as 'PENDING' you will be able to re-access and make further changes if one of your players is ill etc. on the day of the game. Saving your Match Day sheet as 'COMPLETE' will allow the opposition to view your Match Day sheet. For this reason, we suggest that you only save your match-sheet as 'COMPLETE' once you have arrived at the ground and taken note of which players are available for the game etc.

STEP 6:

Once you save your team-sheet, you will be returned to this page. The green light next to 'Avoca' indicates that Avoca FC have completed their Match Day Sheet. This means that Berkeley Vale are now able to select 'Review Opponents Team Sheet' at the bottom of the page. They can view all the information that Avoca FC have just added such as the starting eleven, borrowed players, and shirt numbers. However, Avoca cannot review Berkeley's Match Day Sheet at this point in time as Berkley have not saved it as 'Complete', as shown by the lack of a green light next to Berkley's name.

STEP 7:

Once Berkley Vale have also submitted their Match Day Sheet as 'Complete', a green light will appear next to their clubs name. Two green lights signifies that both clubs can now access and review their opponents Match Day Sheet. To do this, ensure that the fixture in question is still selected (determined by the yellow highlight) and then select 'Review Opponents Team Sheet' at the bottom of the page.
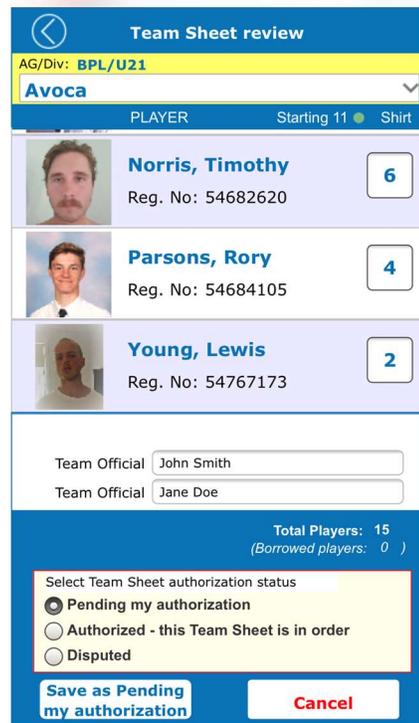
Step 8:

Once you have viewed the opponents Match Day Sheet and are satisfied that everything is fine, click 'Authorised – this team sheet is in order' at the bottom of the page, and then save. Although a dispute option is present, this WILL NOT be monitored. Any disputes are to be raised to CCF by the CLUB in question not the TEAM. If a team official does not review and action an opposition sides team-sheet, they have surrendered their grounds for dispute.

STEP 9:

Once both sides have reviewed and confirmed the opposing team sheets, the green lights will appear with a tick. The pre-game process has now been completed, and Kick-Off can proceed.

At the Scheduled Kick-Off time, the match will be locked down, identified by the appearance of a padlock in place of the green lights. This indicates that no more changes can be made to the team sheets by either side.