GAMEDAY

# Football Australia: Team Entry

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Step 1 – Getting Started

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

Step 2 – SportsTG Competitions Welcome Page
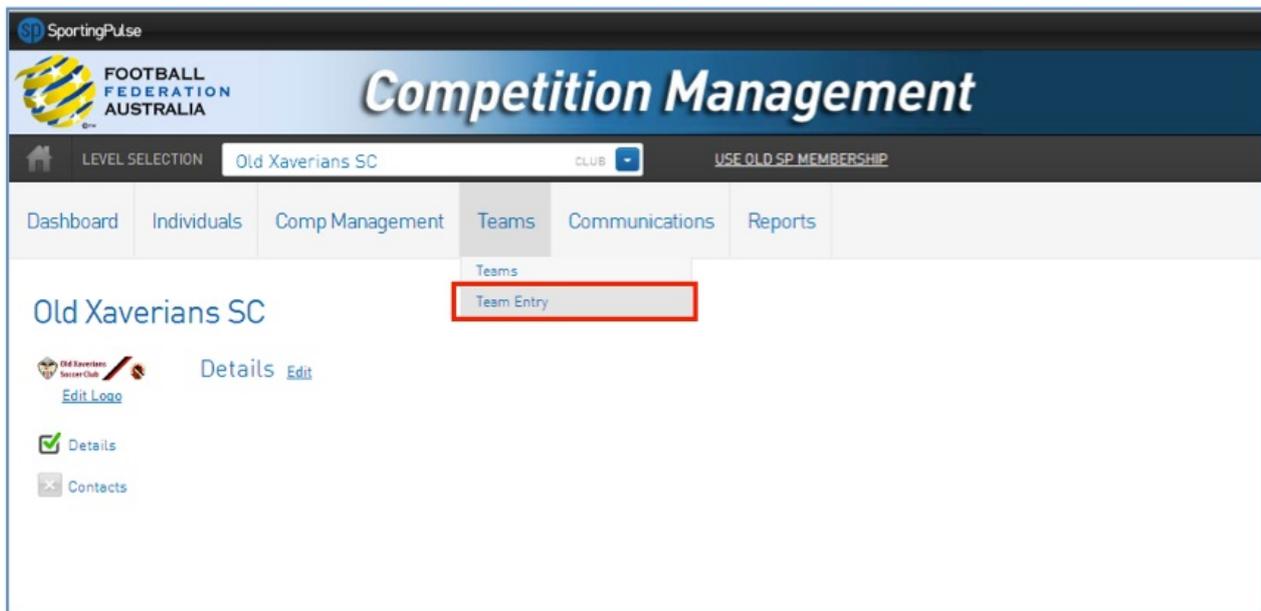
Once logged into the SportsTG system, click 'Team Entry' to confirm existing team entries or to enter new teams into 2015 competition.

Team Entry – Initial Information

Mandatory Fields

All fields are mandatory and require a selection to be made. A successful team entry cannot be made without completing all of the fields. The more accurate the information that is provided at the time of submission, the smoother the process will be for creating your club's 2015 fixtures.

Preferred Venues

Following the facility audit conducted across the 2015 pre-season, pitch information is as comprehensive as it has ever been. Each individual pitch (senior, junior or MiniRoos) across all venues, has been entered into the SportsTG system. Please select the most appropriate pitch for each team at the club.

Editing a Submission

Once a team entry has been submitted the club will have the ability to edit the submission before the closure of the online team entry period on Friday March 21.

Step 3 – Confirming Existing Teams
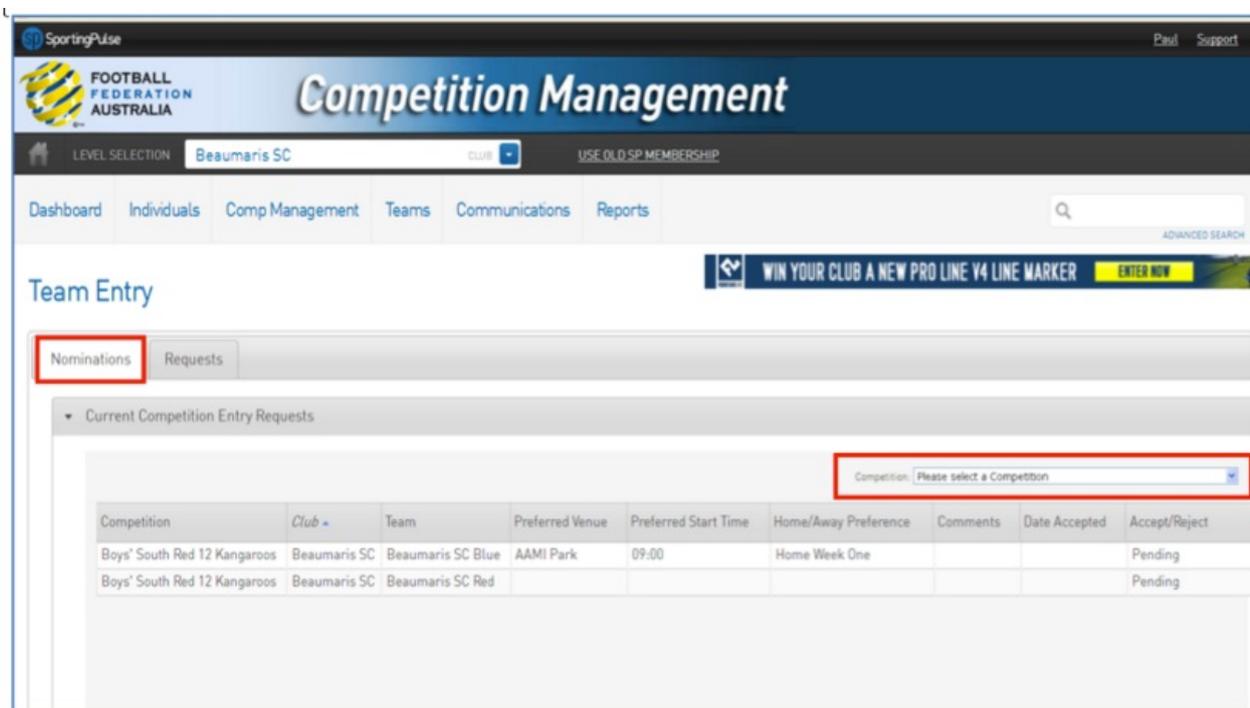
To confirm existing team entries:

1. Click the 'Nominations' tab – highlighted in red.

2. To filter the teams that the club has been offered in 2015, filter by competition using the Competition drop-down box – highlighted in red.

3. For each existing team input the following information:

a. Preferred Venue – all team entries for your club should be automatically assigned to the club's main pitch. In this section you will be able to select which of your club's pitches (senior, junior or MiniRoos) each team will play off in 2015;

b. Preferred Start Time – please adhere to Appendix 1 – List of Kick-Off Times (refer to page 7) and select the time your club would prefer the team to kick-off each week. You will have the opportunity to nominate a flexible kick-off time within certain timeframes for all leagues, except junior boys' leagues U12s-U16s;

c. Home/Away Preference – if the club would prefer the team to play at home or away in week one. This will set the home and away sequence for the team but it will need to be managed against the requirements of other teams in their league and other teams at your club. Please be advised that due to certain variables within the fixturing process, your club is not guaranteed to receive home/away preferences as requested;

d. Comments – any specific requests your club has for this team. EG: placement request or any

other information that we need to create this team's fixture; 3

e. Status - Select 'Accepted' or 'Rejected' next to each nomination depending on if the team will be or won't be playing in 2015. Please refer below for definitions.

Accepted – club accepts the team allocation

Rejected – team entry rejected by the club (i.e. no longer competing in 2015)

All clubs should accept their existing team entries and if they want to place a request to change a league, they must indicate their request in the 'Comments' text box provided. Selecting to 'Reject' a team indicates to Competitions, your club wishes to have this team completely removed from competition in 2015.

 f. Once a status for the nomination has been selected all accepted and rejected team nominations will appear under the 'Processed Competition Entry Requests' tab – highlighted below in red.
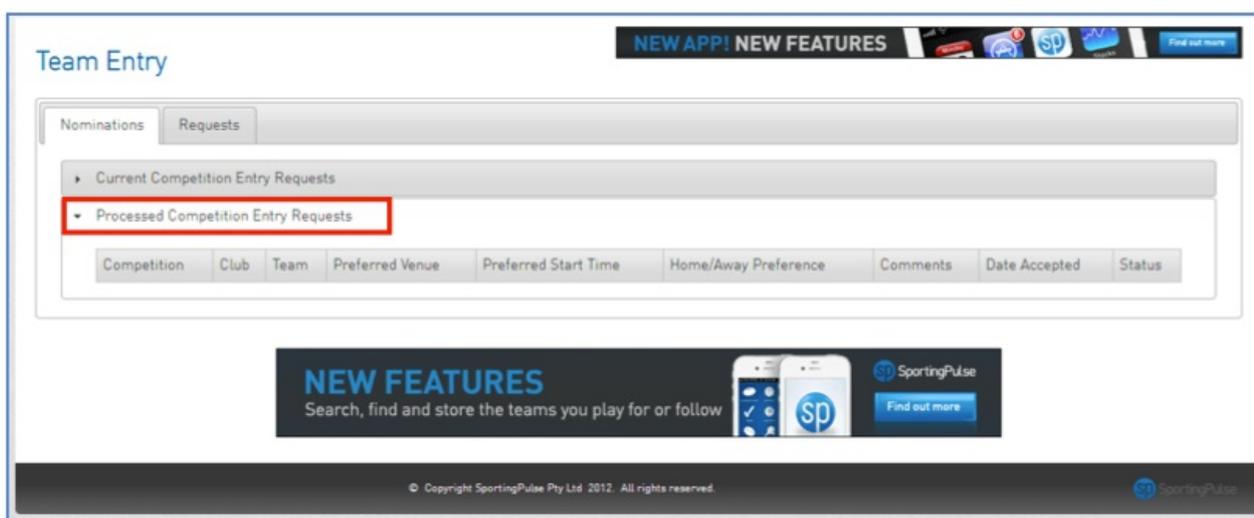
4. Once your club has updated the Accepted/Rejected status for all team nominations, click the Requests tab to proceed to enter new team requests.

Step 4 – Entering New Teams

To request new team entries:

1. Click the 'Requests' tab – highlighted above in red.

2. For each new team entry input the following information:

a. Request Type – the competition that this team is entering. EG: Men's Metropolitan, Metropolitan Masters, Women's State Leagues, Juniors or MiniRoos;

b. Preferred Venue – which of your club's pitches (senior, junior or MiniRoos) the team will play on in 2015;

c. Preferred Start Time – the time the club would prefer the team to play each week. Please adhere to Appendix 1 – List of Kick-Off Times (refer to page 7);

d. Home/Away Preference – if the club would prefer the team to play at home or away in week one. This will set the home and away sequence for the team but it will need to be managed against the requirements of other teams in their league and other teams at your club. Please be advised that due to certain variables within the fixturing process, your club is not guaranteed to receive home/away preferences as requested;

e. Comments – any specific requests your club has for this team. EG: placement request, or any other information that we need to create this team's fixture; 5

3. Click Submit Team Entry Requests to finish the process.

4. Once submitted all team entry requests will appear under the 'Current Team Entry Requests' tab – highlighted below in red.

5. Once a team is assigned a request to a 2015 league after the team entry period closes (March 21) it will appear under the 'Processed Team Entry Requests' tab – highlighted below in red.
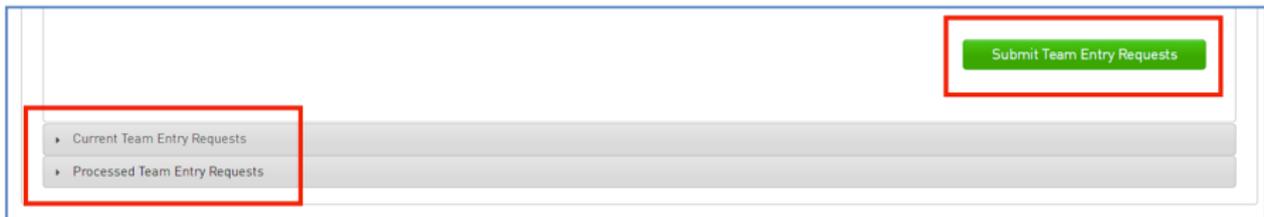
6. If you wish to delete a team request simply click the 'x' button which is highlighted below in red.