

## Selecting a Coach to a Team Sheet

1. When creating a team sheet, the 'Team Sheet' button will be greyed out until a coach is selected from a dropdown menu under the 'Team Officials' section.

The screenshot shows the SportsTG+ interface for the 'Rowville' team. At the top, there are navigation tabs for 'PRE GAME', 'AT GAME', and 'POST GAME'. Below this, there's a 'Game Information' section for 'Rowville vs South Croydon Premier Division U19's 2019' on '13/04/19 10:00'. A 'Pre Game Dashboard' shows 'Rowville Selections' and 'South Croydon Selections' with '0' players and '0' coaches/officials each. The main area is titled 'Rowville' and contains a 'Manage this Display List' section with radio buttons for 'Show all Financial Club players for Competition Season', 'Show Financial Club Players registered to this team only', and 'Show Financial Club Players to this age group'. Below that is an 'Available Players' list with columns for 'Filter', 'Name', and 'ID'. A 'Selected Players' table is empty. A 'TEAM SHEET' button is circled in red and pointed to by a red arrow. There is also a 'TOOLS' button.

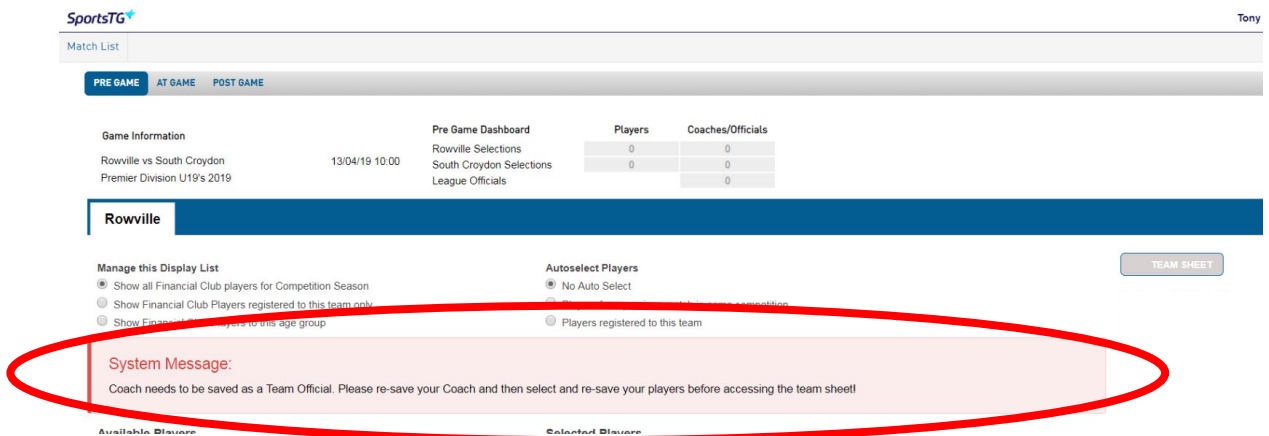
2. In the 'Reports' section, click on Competition. Then locate the 'Coach Report – AFL'. To select a coach, click the drop-down list and select the relevant coach\*. Once selected, ensure the 'Save Team Officials' button is clicked on to Save.

The first screenshot shows the 'Autoselect Team Officials' form. It has three radio buttons: 'No Auto Select' (selected), 'Select all default team Staff', and 'Select all staff from last week'. Below are several rows for selecting officials, each with a 'Group', 'Appointment', and 'Member' dropdown. A red arrow points to the 'Member' dropdown for the 'Coach' row. A 'SAVE TEAM OFFICIALS' button is at the bottom left.

The second screenshot shows the 'Autoselect Team Officials' form with the 'Member' dropdown for the 'Coach' row open. The dropdown menu lists options: '--Select Team Official--', '--Select Team Official-- (no official)', 'Benstead, Rodney', 'Cassar, Dale' (highlighted), 'Ellerton, Paul', 'Findlay, James', 'Fletcher, Leonard', 'Gniel, Brett', 'Harry, Andrew', 'McQuitty, Tim', 'Nitsiopoulos, George', and '--Select Team Official--'. A red arrow points to 'Cassar, Dale'. The 'SAVE TEAM OFFICIALS' button is at the bottom center.

\*If a coach is not listed, clubs can select the 'no official' option to save the team sheet.

**3. If a coach is not saved under the team officials section a warning message will appear prompting administrators to select a coach.**



- This message will also appear if all players have been saved without a coach selected

**4. Once a coach and players have been saved the 'Team Sheet' button will become blue and be active to save, submit and print.**

