



Adding Players & Officials to Team Sheets

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I.O Introduction

In this manual you will be taken through the steps in adding players and officials to team sheets for individual fixtures in competitions.

The number of players included on your team sheet will be dictated by the rules of the competition set down by your sport's governing body.

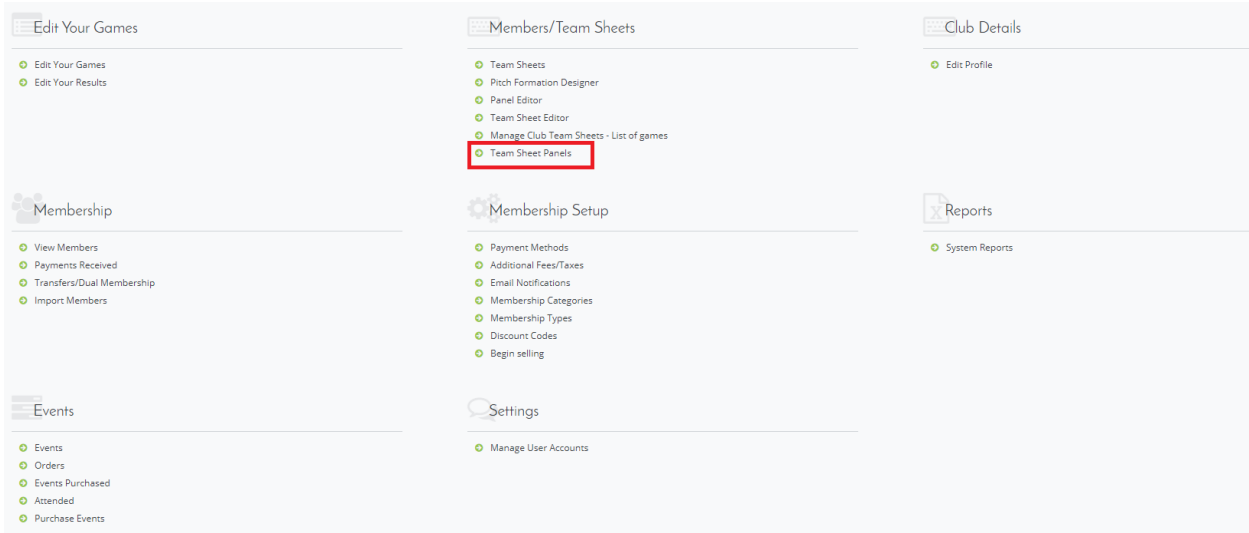
Using this link, Log in to Sportlomo as a Club Administrator by entering your username and password – <https://fsr.sportsmanager.ie/maint.php>

You will be brought to the Sportlomo Administration panel (dashboard).

2.O Creating Team Sheet Panels

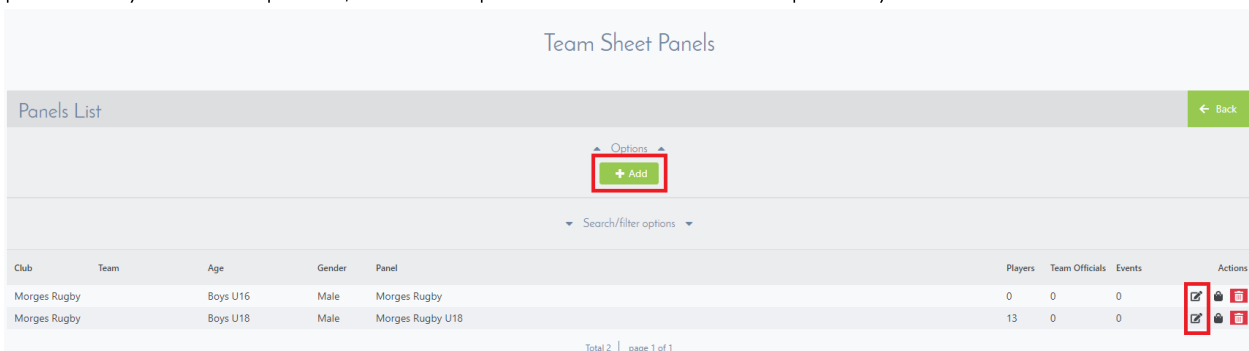
Before adding players to your team sheet, you may wish to create a team sheet panel. This will allow you to group your members into panels such as Adult Men, Adult Women, Boys U16, Girls U14 etc. This will make searching for, and adding, players to your team sheet a more simple process.

Click on the Team Sheet Panels link to begin.



2.O.1

To create a new Panel, click on the “Add” button at the top of the page. To edit a previously created panel, click the pencil icon next to the panel you wish to edit.



2.O.2

Select the relevant season and age grade from the dropdown menus.

Add a Roster ← Back

Season	2019-2020
Age Grade	
Gender	Select Age Grade First
Team	Select Age Grade First
Roster Name	Enter Unique Roster Name

2.O.3

Next, select the relevant team. If your team has already been created at Governing Body level in a particular age grade, you can select it from the dropdown menu.

Team Sheet Panels

Add a Roster ← Back

Season	2019-2020
Age Grade	Boys U14
Gender	Male
Team	Select a Team
Roster Name	Morges Rugby

2.O.3.1

If there are no teams available from the dropdown list, you must select the “Create New Team” option. Enter a unique team name to proceed. When complete, click Save.

Team Sheet Panels

Add a Roster ← Back

Season	2019-2020
Age Grade	Mens
Gender	Male
Team	-- Create New Team --
Roster Name	Men's First XV

Save

2.1 Adding Players to Panel

You can now add players to the panel which has just been created. To begin to add players, click on the Players tab at the bottom of the screen.

Panel

Panel Details ← Back

Panel Name

Season
2019-2020

Team / Age Grade
Men's First XV / Mens

Gender
Male

Players on Panel:
0

Officials on Panel:
0

Registered Events

Panel **Players** Officials

2.1.1

To add a new player, click the +Add button on the top right corner above the players list space.

Panel Details ← Back

Players + Add

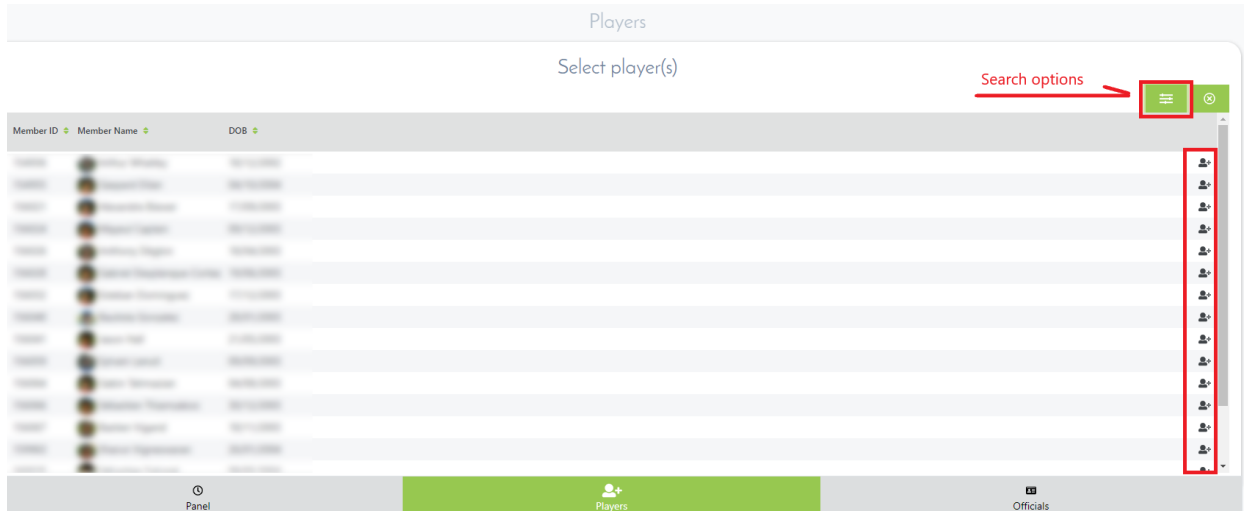
Member ID Player Name

No Players added

Panel **Players** Officials

2.1.2

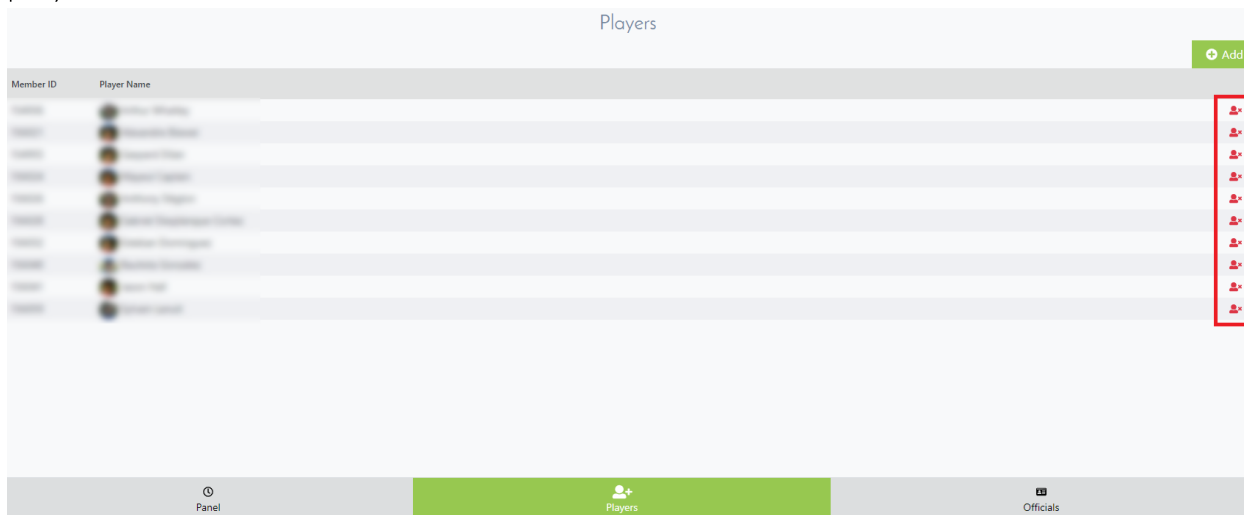
A popup will appear with a list of members from your database. To add any individual player to your panel, click the +Player icon to the right hand side of the player in question.



Add as many players to your panel as necessary. You can search for players by toggling the search menu on. When finished adding players, close the popup by clicking the X icon next to the search toggle.

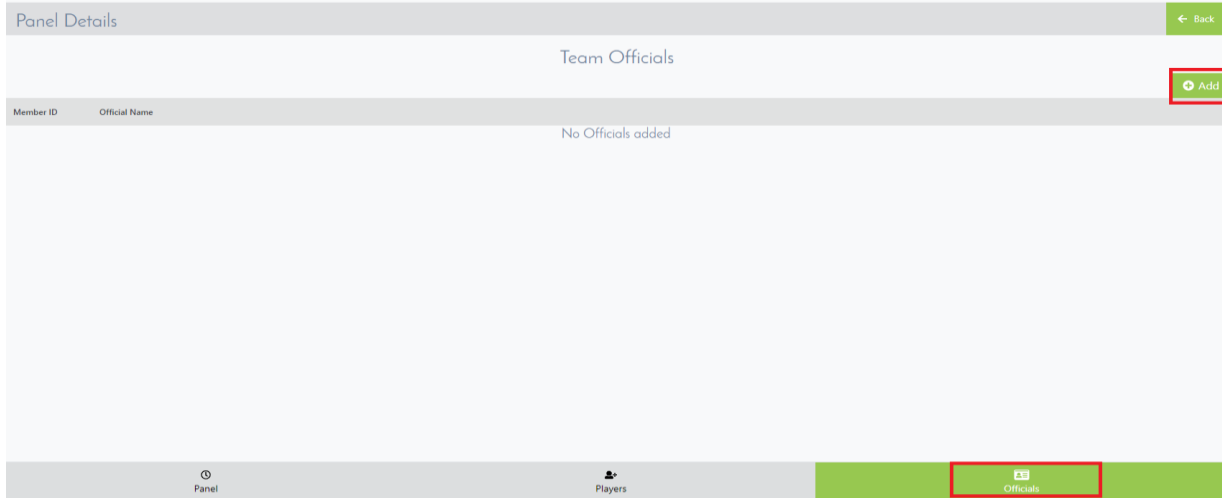
2.1.3

You will now see a list of players added to your panel. To remove any of the players which have been added to the panel, click the red Remove Player icon next to the relevant player.



2.2 Adding Officials to Panel

You can also add officials such as coaches or managers to your team sheet. This is done in a similar way to adding players, but this time choose the Officials tab at the bottom of the screen. Again, click Add to begin adding Officials to your panel.



2.2.1

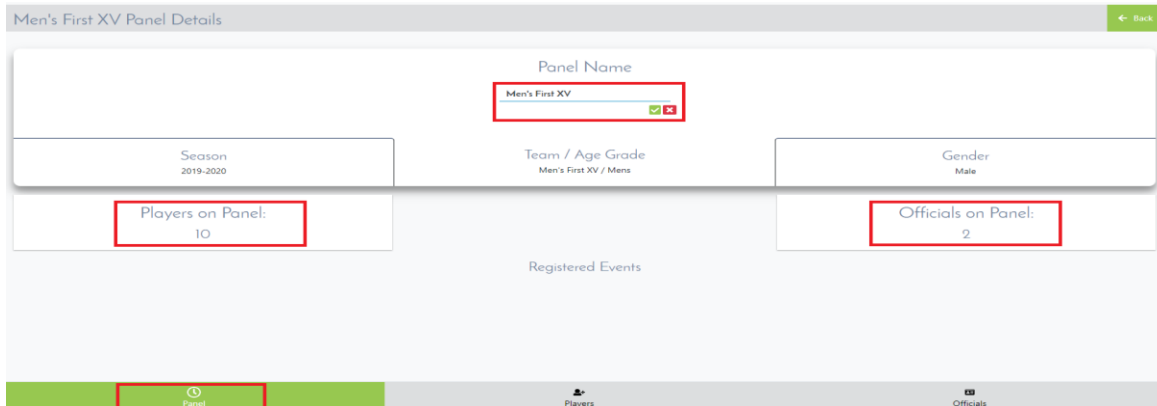
Follow the same steps for adding players as above to add Officials to your panel.

2.3 View and Print Team Panel

Now, return to your Panel tab and you will see a count of the players and officials which you have added to your panel.






2.3.1

Name your panel and click the save “Tick” to save the name. Your panel is now complete.



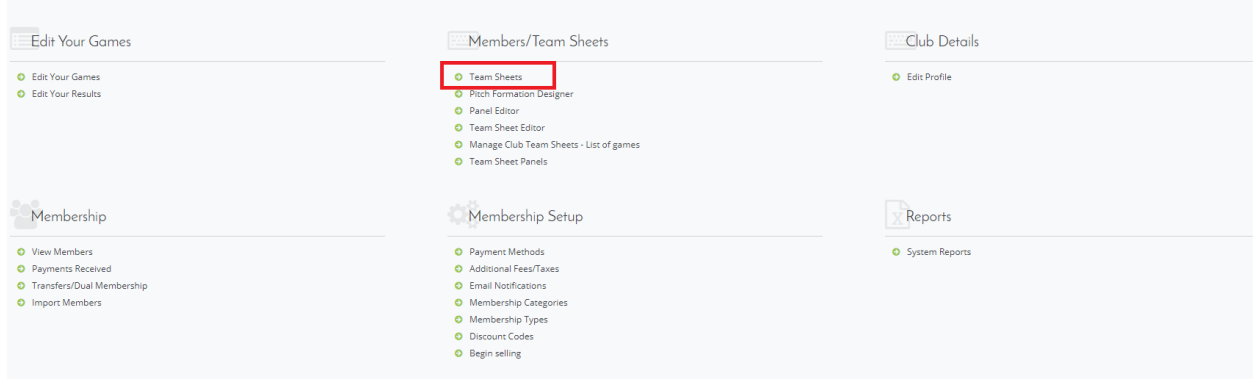
2.3.2

To view a Team Panel with all players (including pictures) you can click on the eye icon. If you want to print it, you can create a PDF (click on the PDF icon).

Players	Team Officials	Events	Actions				
63	4	0					

3.O Adding Players to Team Sheets

To add players to a team sheet, return to your Admin panel and click the Team Sheets link.

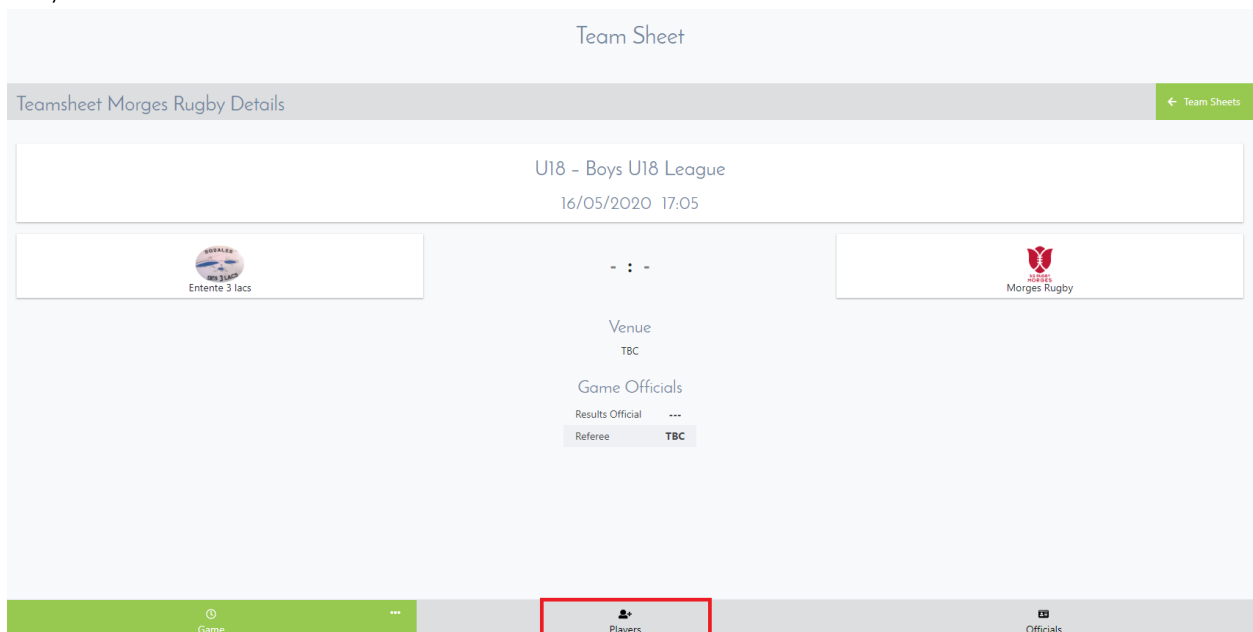


3.O.1

On the resultant page, you will be presented with a list of fixtures for your club. Click on your club name next to the relevant fixture in order to add a team sheet for this fixture.

3.O.2

On the next page, you will be presented with the individual fixture. Details such as opposition, date and venue will be shown. To add players to this team sheet, click on the Players tab at the bottom of the screen.

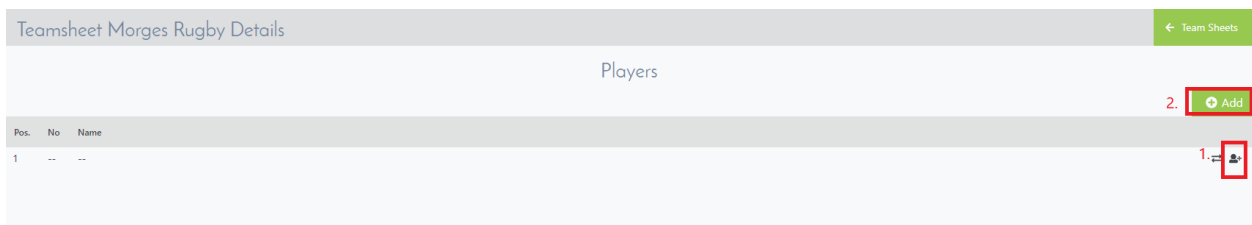


3.O.3

On the players screen, you will be presented with different views depending on the team sheet configuration set down by your Governing Body. You may have a set number of players and substitutes to choose from. You may have a set number of players but no subs to choose from. You may have the option to add any amount of players. This will all be dictated by the sport you are participating in, and the restrictions your Governing Body has applied to Team Sheets in their competitions.

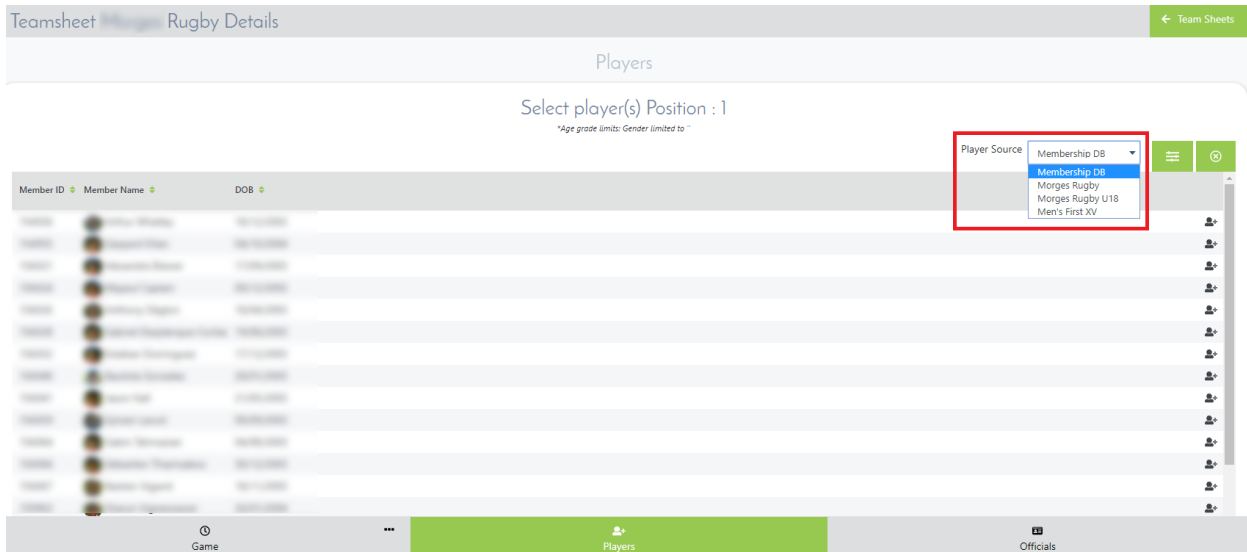
3.1 Any Number of Players, No (Or Any) Subs Allowed Configuration

In this configuration, we can add an unlimited number of players to the team sheets. Firstly, add a player to the first position which is included by default. Once this player is included, you can add additional player rows by clicking the Add icon above the player list.



3.1.1

For any configuration, players to be added to the team sheet can be taken from a number of sources including the Membership Database or any of the panels you have previously created.

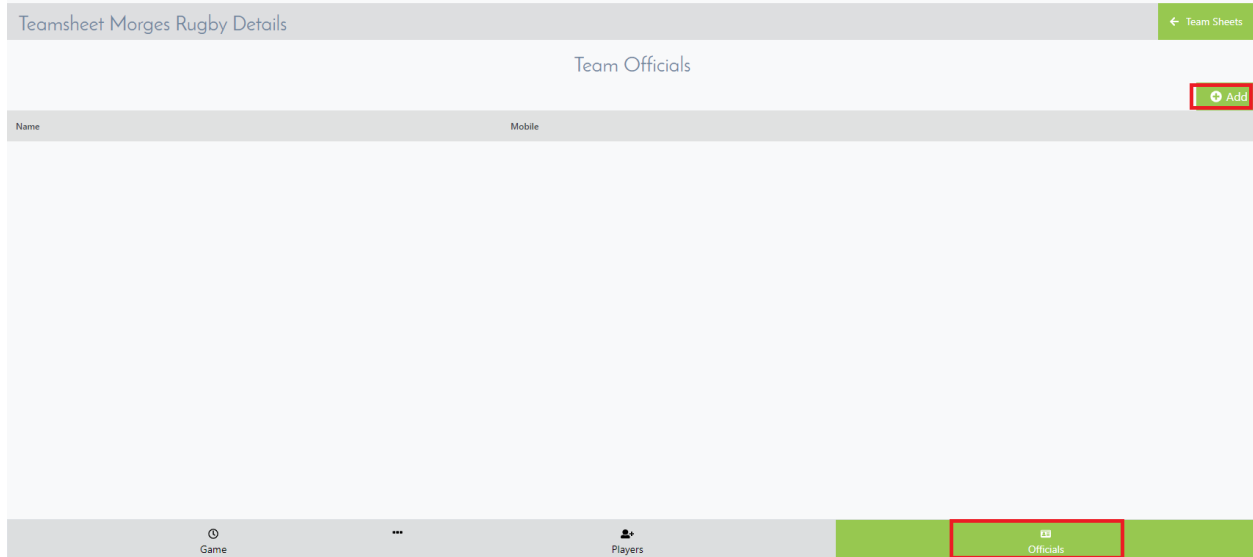


3.1.2

Continue to add rows and players until your team sheet is complete.

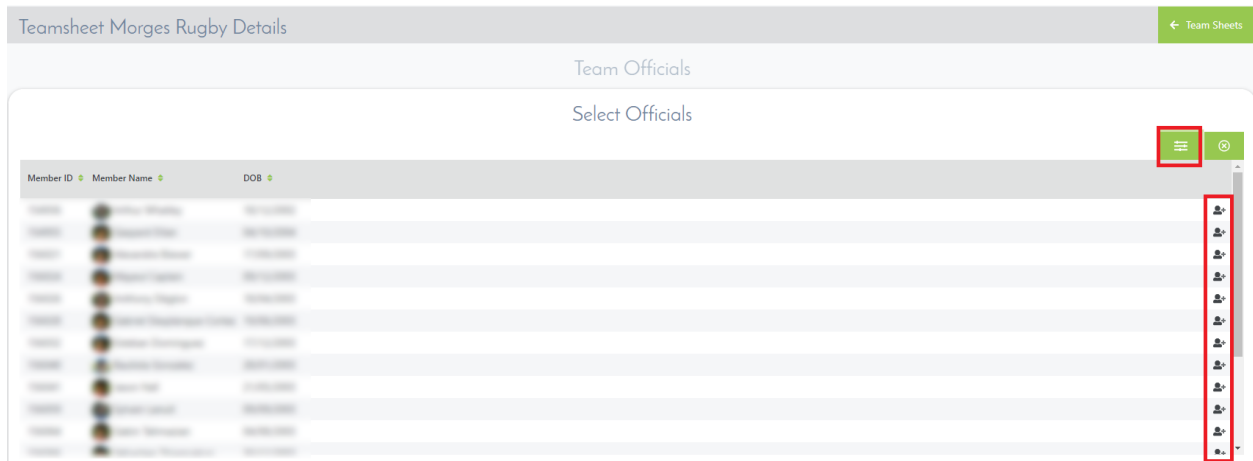
3.1.3 Adding Officials

You can also add Officials to the team sheet by clicking on the Officials tab at the bottom of the screen. To add an Official, click the Add button on the top right of the Officials list.



3.1.4

After clicking the Add button, a popup list will appear. Add officials to your team sheet by clicking the + icon to the right of any member. Again, you can search for members as before by toggling the search options on.

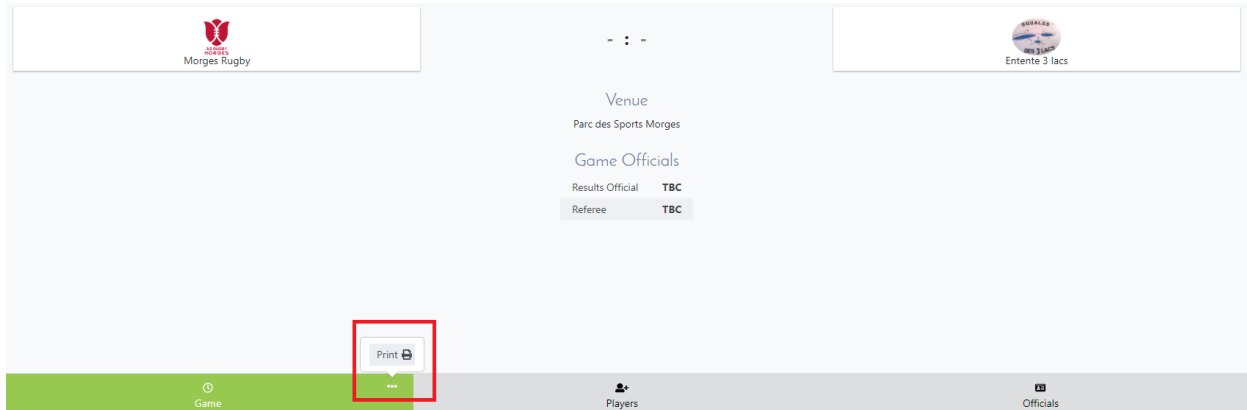


3.1.4.1

Note that when adding Officials to the team sheet, the popup does not automatically close. You will add all officials to the team sheet in a single popup before clicking the close icon on the top right corner.

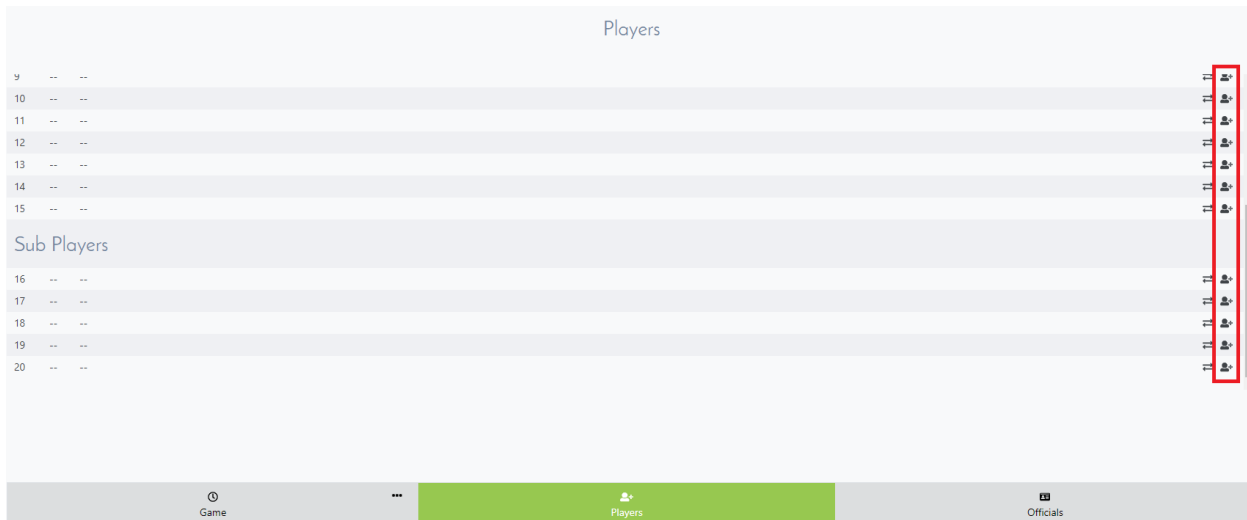
3.1.6

When all players and officials have been added to the team sheet, the team sheet can be printed by clicking the 3 dots icon at the top of the Game tab and then clicking Print. Team sheets can also be printed by clicking on the Printer icon next to any fixture on the Team Sheets page.



3.2 Maximum Number of Players, Maximum Number of Subs Configuration

In this configuration, we can add a limited number of players and subs to the team sheets. On the configuration below, we can see our limits have been set to 15 players and 5 subs.



3.2.1

This time we will be adding players to their specifically numbered positions. Click the +Player icon on a row/position to add the player to that position from the resulting popup list. As before (3.1.1), all players can be selected from the Membership Database or from a previously created panel.

3.2.2

To add a substitute, click on the +Player icon in the same way and assign the players to the relevant substitute position. In this configuration, a maximum of 5 substitutes are allowed to be added to the team sheet.

3.2.3

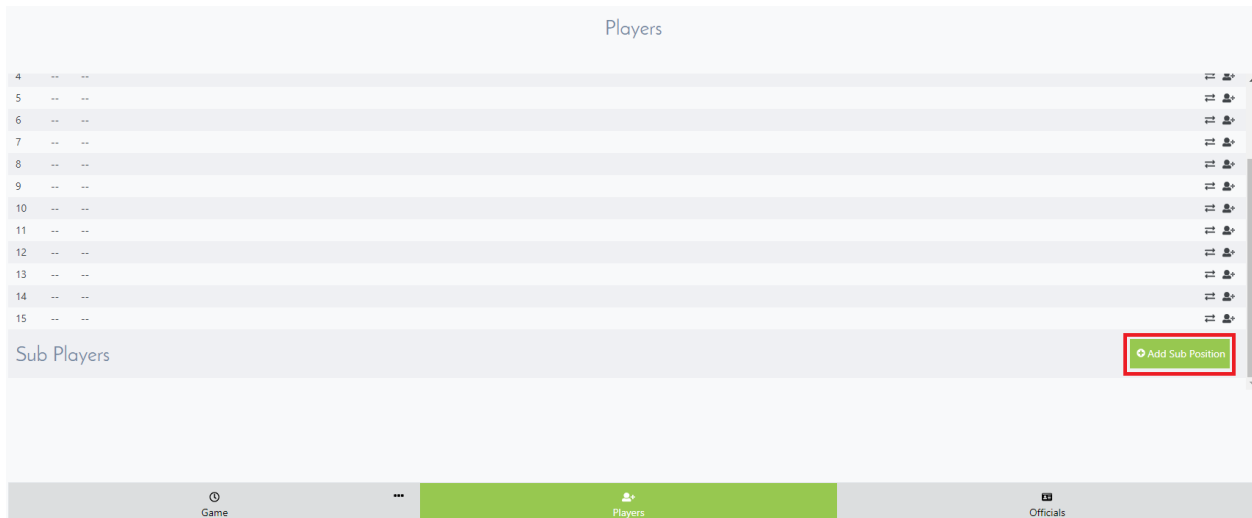
Adding Officials (3.1.3 - 3.1.4) and printing team sheets (3.1.5) is done in the same way as previously outlined above.

3.3 Maximum Number of Players, Any Number of Subs Configuration

This is a very similar configuration to above but this time we are not limited to the amount of substitutes we can add. For this reason, we will look straight at the configuration of the substitutes.

Again, we are limited to 15 players which we can add as before. However, with no defined number of subs we must begin to add substitute positions.

To do this, click the Add Sub Position button.



3.3.1

To add a player, click the +Player icon next to the player on the popup list which appears.



3.3.1

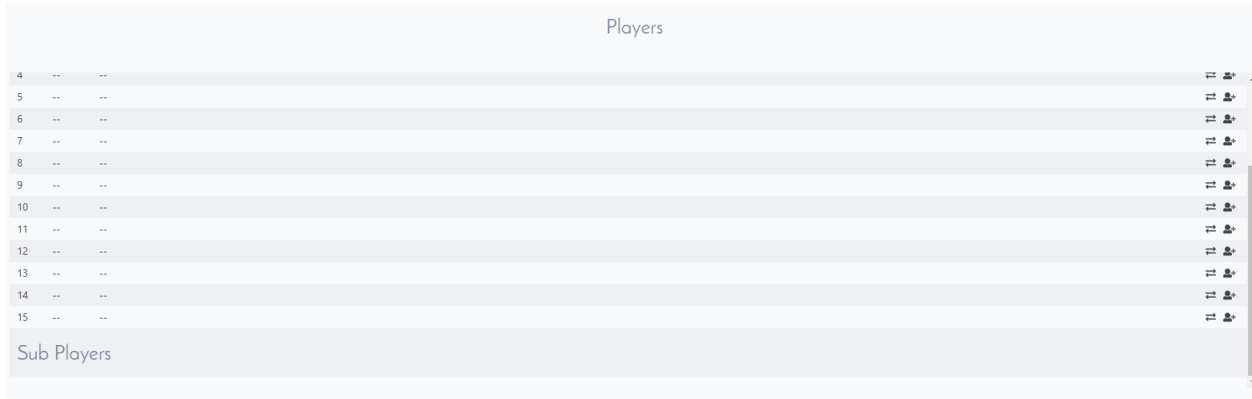
The popup will close when the player has been added. To add more substitute positions, continue to repeat the steps above.

3.3.2

Adding Officials (3.1.3 - 3.1.4) and printing team sheets (3.1.5) is done in the same way as previously outlined above.

3.4 Maximum Number of Players, No Subs Allowed Configuration

Again, this is a very similar configuration to above and players will be added in the exact same way. This time, however, you will notice that although our players list allows 15 players, there is no option to add any substitute players.



The screenshot shows a software interface with a table titled "Players" and a section below it titled "Sub Players". The "Players" table has 15 rows, each with a number in the first column and two dashes in the second and third columns. To the right of each row is a small icon. The "Sub Players" section is currently empty.

Players			
4	--	--	⌵ ⌵
5	--	--	⌵ ⌵
6	--	--	⌵ ⌵
7	--	--	⌵ ⌵
8	--	--	⌵ ⌵
9	--	--	⌵ ⌵
10	--	--	⌵ ⌵
11	--	--	⌵ ⌵
12	--	--	⌵ ⌵
13	--	--	⌵ ⌵
14	--	--	⌵ ⌵
15	--	--	⌵ ⌵

Sub Players

3.4.1

Adding Officials (3.1.3 - 3.1.4) and printing team sheets (3.1.5) is done in the same way as previously outlined above.

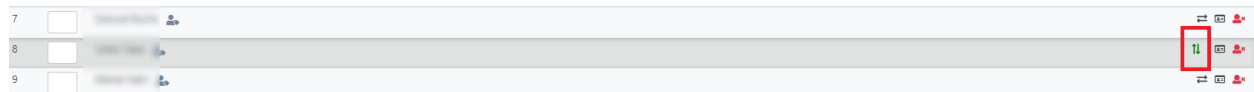
4.0 Additional Features

There are some additional features which can be used on all configurations of team sheets.

4.1 Swapping Players

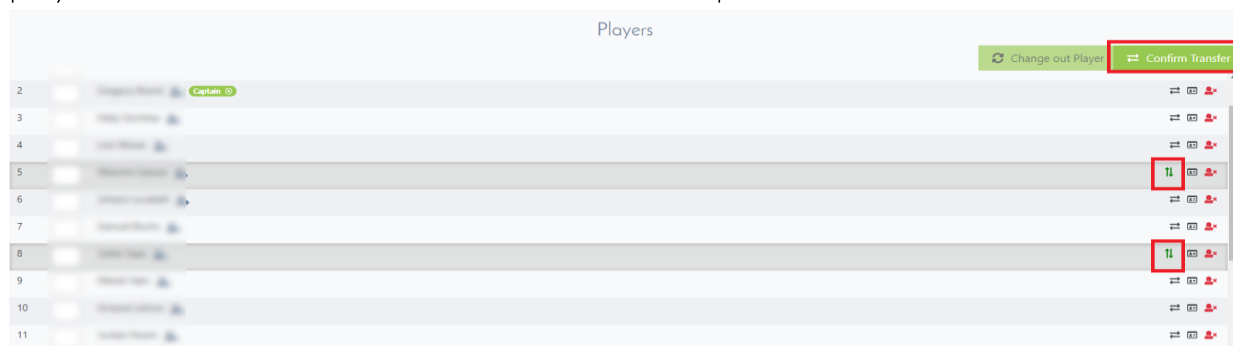
There may be instances where you have entered players on to a team sheet but you notice that some are in incorrect positions. Likewise, you may wish to swap a player from the substitute list onto the starting-team list and vice versa.

In order to swap players, we can choose our first player by clicking the dual arrows icon next to the player to be swapped.



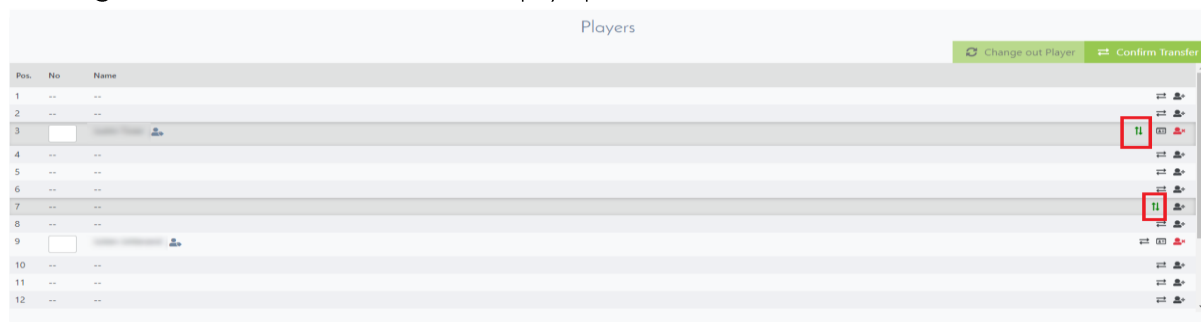
4.1.1

Now we can do the same with our second player, the one who we want to swap our first player with. Click Confirm Transfer to action the swap.



4.1.2

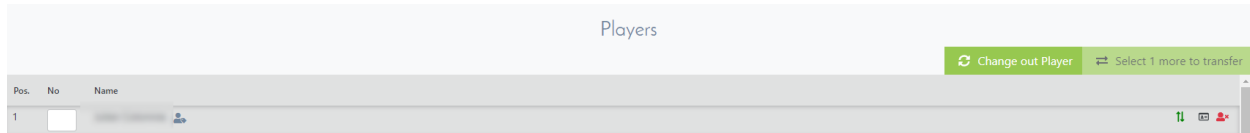
Player swaps like this can be done between players on the first team or between players and subs. It is also possible to swap a player into an empty space on the team sheet by clicking the dual arrow icon in the empty space. Click Confirm Transfer to action the swap.



4.1.3

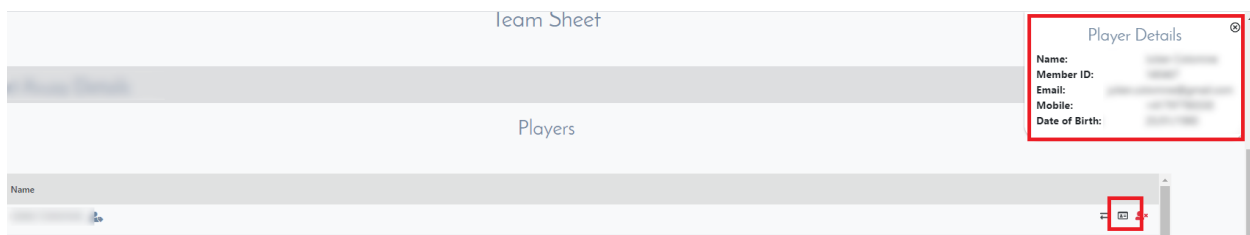
It is also possible to swap a player out of the team sheet and replace them with a player not yet added to the team sheet. To do this, click the dual arrows icon next to the player you wish to swap out.

This time, instead of selecting a second player to swap with, click the Change Player Out button at the top of the player list. This will allow you to swap a player with one in the membership database or previously created panels.



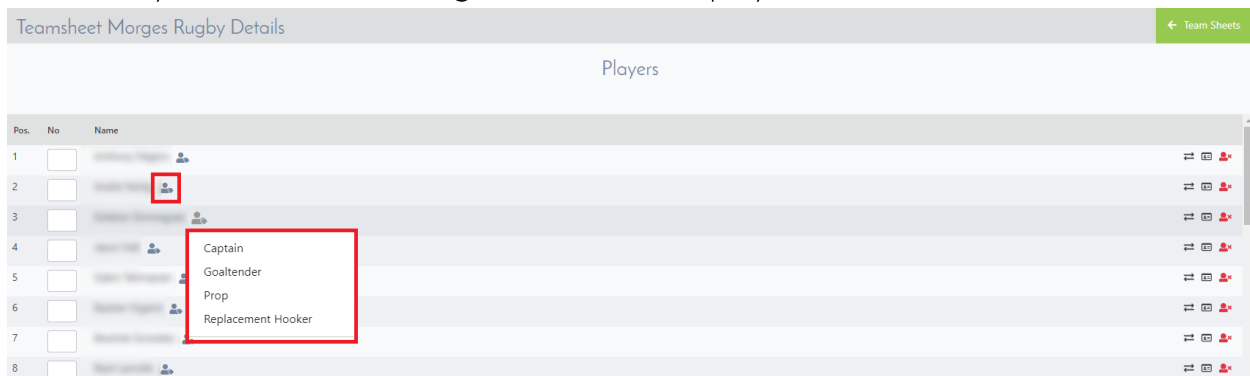
4.2 Player Details

To view the details of any player on a team sheet, click on the Information Card icon to view. The player's details will appear in a popup window.



4.3 Player Roles

To add a player role to a specific player, such as captain, goalkeeper, kicker etc, click the icon next to the player's name. A popup will appear with all previously created player roles. Choose any of these roles to assign the role to that player.



4.4 Player Numbers

On some occasions, player numbers will differ from those listed on the team sheet. In instances such as this, simply type a new number into the box next to the player position in question.

Players

Pos.	No	Name	
1	<input type="text"/>	[Name]	[Icons]
2	<input type="text"/>	[Name]	[Icons]
3	<input type="text" value="25"/>	[Name]	[Icons]
4	<input type="text"/>	[Name]	[Icons]
5	<input type="text"/>	[Name]	[Icons]
6	<input type="text"/>	[Name]	[Icons]
7	<input type="text"/>	[Name]	[Icons]

4.5 Team Official Roles

As with players, it is also possible to assign roles to your officials such as Coach, Selector or Medic. Again, these roles will have been previously created at Governing Body level. To add a role to your official, click the icon next to the official's name before selecting the relevant role from the popup list to assign the role.

Team Officials

[Add](#)

Name	Mobile	
[Name]	+33761290356	[Icon]
[Name]	+33677734981	[Icon]
[Name]	+33642842989	[Icon]

[Icon] → [Coach, Doctor, Head Coach, Statistician]