DRIBL

COACHES AND MANAGERS GUIDE

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Pre-match: How to complete electronic Matchsheet tasks – Via the Dribl app

Coaches and Managers

There are a number of tasks that a coach/manager/club admin needs to perform pre match to submit their team for a fixture. This will article will explain what those tasks are and how to perform these tasks via the Dribl App.

** NOTE – In order to be able to complete the below pre match tasks via the Dribl app, the 3 pre-requisite tasks <u>MUST</u> have been completed prior to the match day for the below process to be possible.

If you have not completed these tasks – please click here to view an article on how to perform these steps: https://competitions.footballnsw.com.au/kb/pre-requisites-for-dribl-electronic-match-sheets/

Access requirement: You must be logged in to the Dribl app with "**Reporter**" Dribl access to perform this task.

Generally most Coaches and Managers would have this level of access to Dribl.

Process

Find the relevant match & electronic Matchsheet

a) Launch the Dribl app – ** Ensure you are logged in to the Dribl app as a coach/manager/club admin with Reporter Dribl access (as these are the only roles that can perform these tasks).

b) Click on the Fixtures tab and find the relevant fixture.

Note – If you would like to quickly narrow down the fixture search options, you can do so by clicking on the "Filter" option.

Once you have found the fixture you would like to perform your pre match tasks for – click on that fixture to launch it
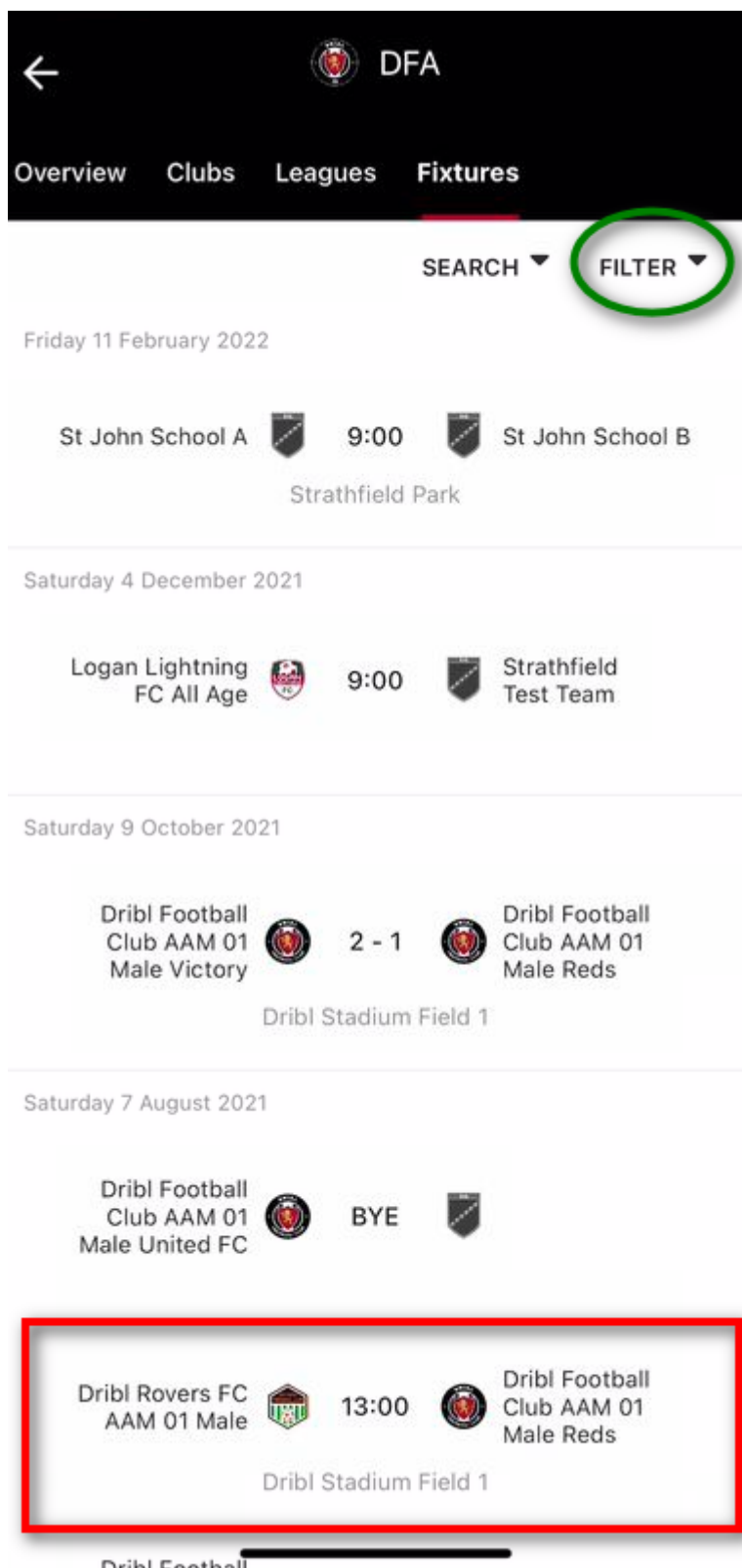
c) Select the **Match Sheet** tab and then click on Home or Away team.

* Selection here dependant on if you are the Home or Away team for the given fixture

Perform all pre-match electronic Matchsheet tasks

Once in the **Availability** screen, you can define all required data fields for the match sheet.

*Important – mark the participant(s) as Available <u>first</u> before proceeding to all other steps

Suspended Players

- Please ensure players that are suspended are not allocated to the digital match sheet. By not allocating the players to the digital match sheet will deem the player to have stood down

Team Submission deadlines

- No later than 30 minutes before kick off – Click on **Submit team** (at this point you can still make changes after submitting your team if need be)

- No later than 10 minutes before kick off – Click on **Confirm team** (no more changes can be made to match sheet. If you do need to make any last minute change to the match sheet this must be communicated to the referee).

1. Specify which Coach(s), Manager(s) and Players will be participating in the given match
2. Specify who your **Goal Keeper(s)** are
3. Specify if the player is **Unavailable** for selection on the match sheet (Optional)
4. Specify if the player is **Available** for selection on the match sheet
5. Specify if the player is in the squad to **P**lay, but is not starting (is on the bench)
6. Specify if the player is **Starting** the match
7. Specify who your **Captain** is
8. View, modify or define **Jersey numbers**
9. View the **Digital ID** card a single player or for the whole team
10. **Submit Team** (refer to note above for cut off timings)

Numbers in screenshot below correlate to actions specified above

How to modify any of the match sheet availability fields

Click **(long press down)** on the participant name you wish to modify, this will launch the Additional Options for that individual. (press finger and hold till pops up)

Select the data field you wish to modify and make the relevant selections

Home Away Referees Officials

Dribl Rovers FC AAM 01 Male

Coaches

Jose Mourinho
Coach ✓

Managers

Pep Guardiola
Manager ✓

Players

Alisson Becker
#1 Player GK S P ✓

David Beckham
Player S P ✕

📇 View Member Card

👤✓ Mark as available

👤⏱ Mark as starting

👤⏱ Mark as playing

👤 Set as captain

👤 Set as goalkeeper

👕 Set Jersey Number

How to "Borrow" players from other teams within your club on match day

The players, coaches and managers that are available for selection on the electronic match sheet are those that you have mapped to that relevant team via the Dribl web admin system.

There are occasions however that you need to "Borrow" players from other teams within your club on a match day ie call up an under 20s player into the 1st grade team for a match.

To do this simply click on the "+" icon, search for the player you wish to add and add them to the matchsheet for the given match

Final pre match steps: Submit Team / Confirm Team

Once all steps above have completed and you have clicked on **Submit team** (No later than 30 minutes before kick off)

The final step is to **Confirm team** (No later than 10 minutes before kick off)

The **Confirm Team** option will ONLY appear if you have already clicked on the Submit Team option earlier.

BOTH the Home AND Away teams must have both Submitted and Confirmed their teams prior to the designated cut off times prior to kick off to complete the pre match tasks.

Unsubmit Team

If you make any error with your team submission and/or need to make any changes to your team, this can be done by first clicking Unsubmit Team, making the relevant changes and then clicking Submit team again.

NOTE: Once both teams have been confirmed, you will need to ask the opposition to unconfirm your team in order to be able to make any changes. If post cut off times, these changes can only be made by the match official.

How to view participants digital photo ID cards via the Dribl App

Club Administrators Coaches and Managers Referees

On match day, there may be a requirement to validate the identification of individuals that are participating in a match.

This process can easily be done via the Dribl App. The below article explains how

How to review the digital ID cards for ALL participants in a fixture via the Dribl App

This process can be used to validate the ID of all players, coach(s) or manager(s) that are linked to the digital match sheet for any relevant match that you have access to.

1.Find the fixture that you want to manage the digital match sheet for and click on it to select it

2. Click on Match sheet link and select either the home or away team you want to review

3. In this example we will review the ID of ALL players on the Home Team

Click on the ID icon found in the top right-hand corner of the screen
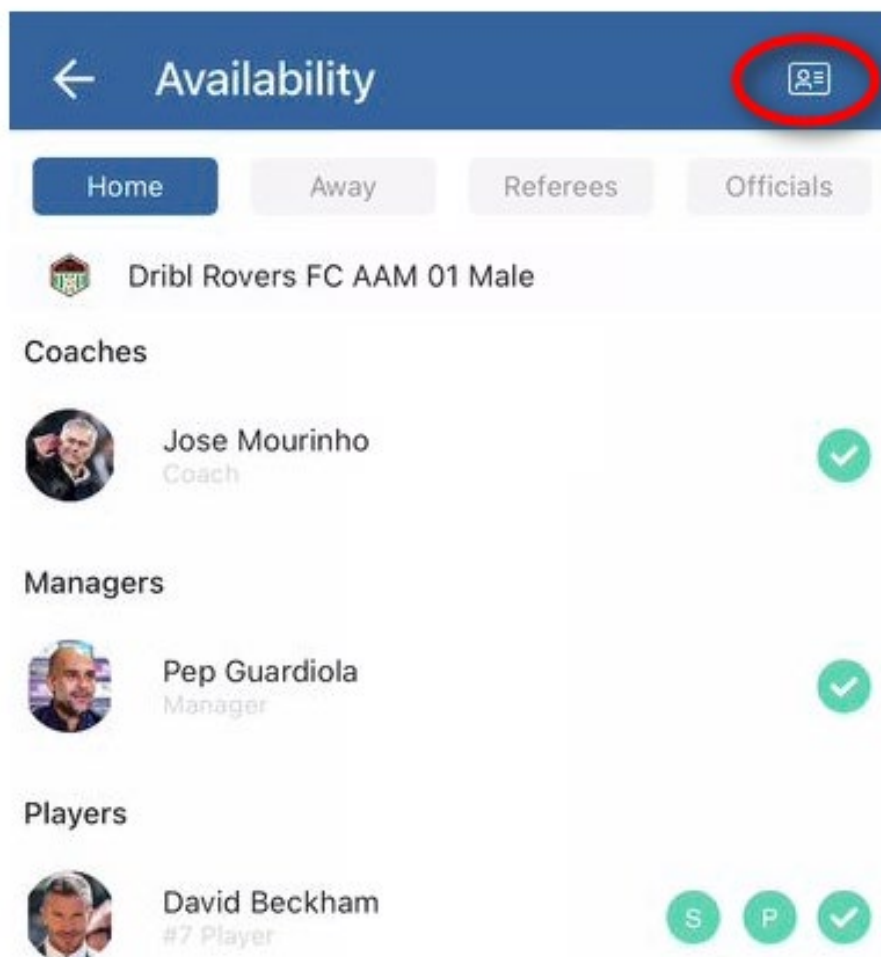
How to view a specific individual participants digital ID card via the Dribl App

This process can be used to validate the ID of any player, coach or manager that is linked to the digital match sheet for any relevant match that you have access to.

1.Find the fixture that you want to manage the digital match sheet for and click on it to select it

2. Click on Matchsheet link and select either the home or away team you want to review

3. In this example we will review the ID of a player on the Home Team

Find the participant whose ID you wish to review (this could be a player, coach or manager)

4. This will launch the full squad review commencing with the coach and working down the list through the squad.

To review the next photo, simply swipe left.

Hold down on the player's small image in the circle and this will present a number of additional options, we want to select the **View Member Card** option
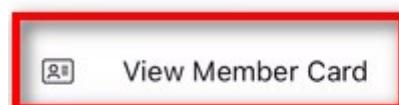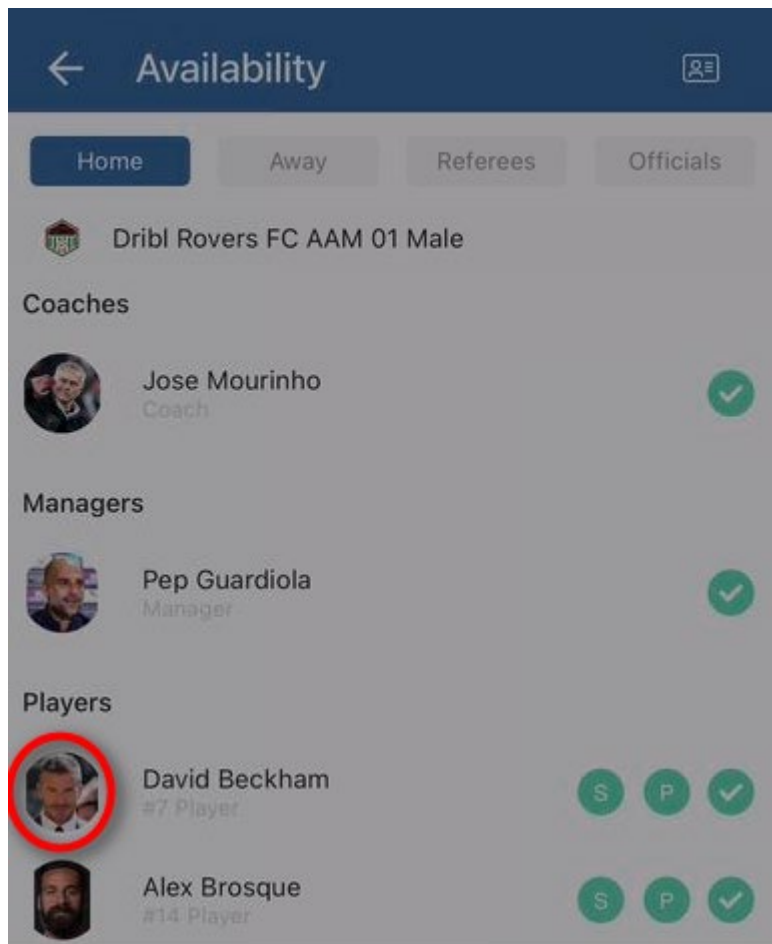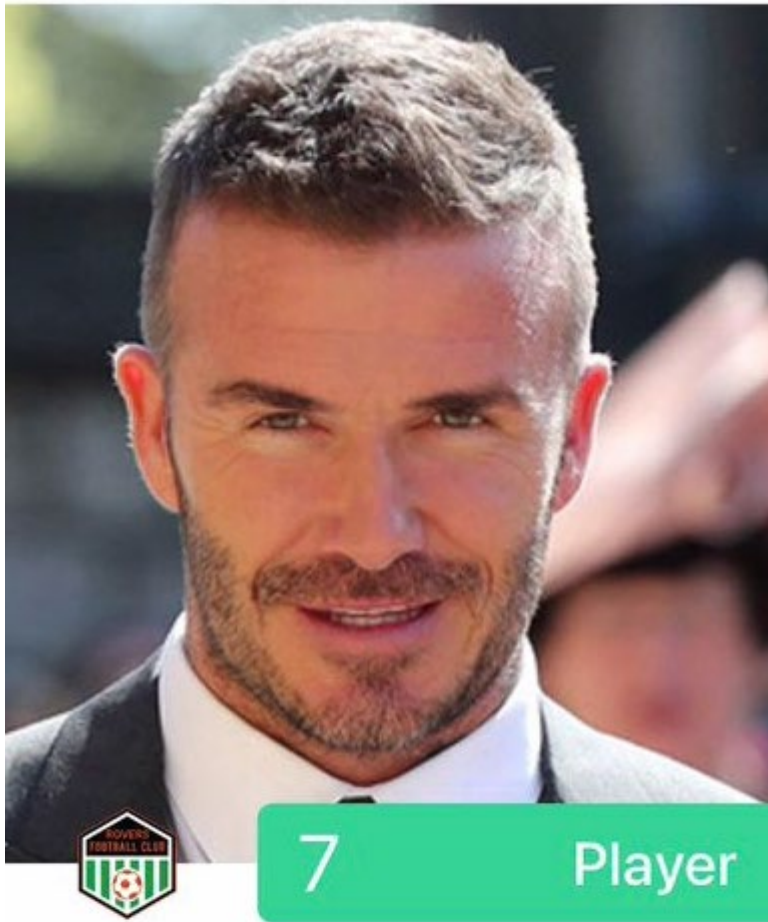
2. This will launch a large view of the participants Photo ID for you to view.

How to enter scores in the match sheet via the Dribl App

Club AdministratorsCoaches and ManagersReferees

One of the steps required to perform in order to complete a match sheet is for the referee or home team official to enter the score for the match. The below article will explain how to perform this process via the Dribl App.

*** **Please note-** If the Dribl App presents both the halftime and full time result fields, you must enter both to complete the match sheet.

Click on **Matches** (1) 2. Select the relevant fixture (2)
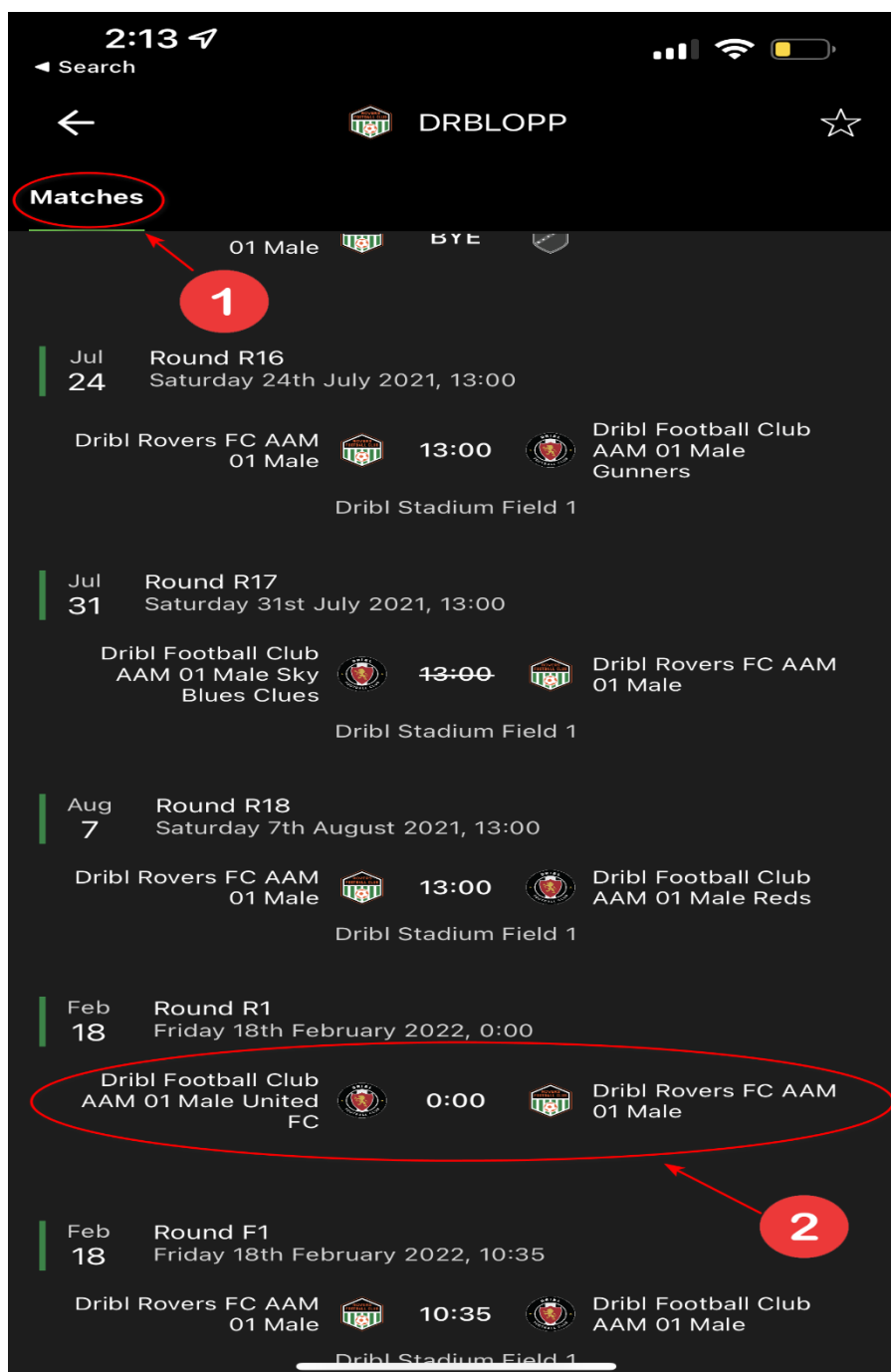
3. In the game portal click on **Match sheet**

Select the **Match Sheet** option
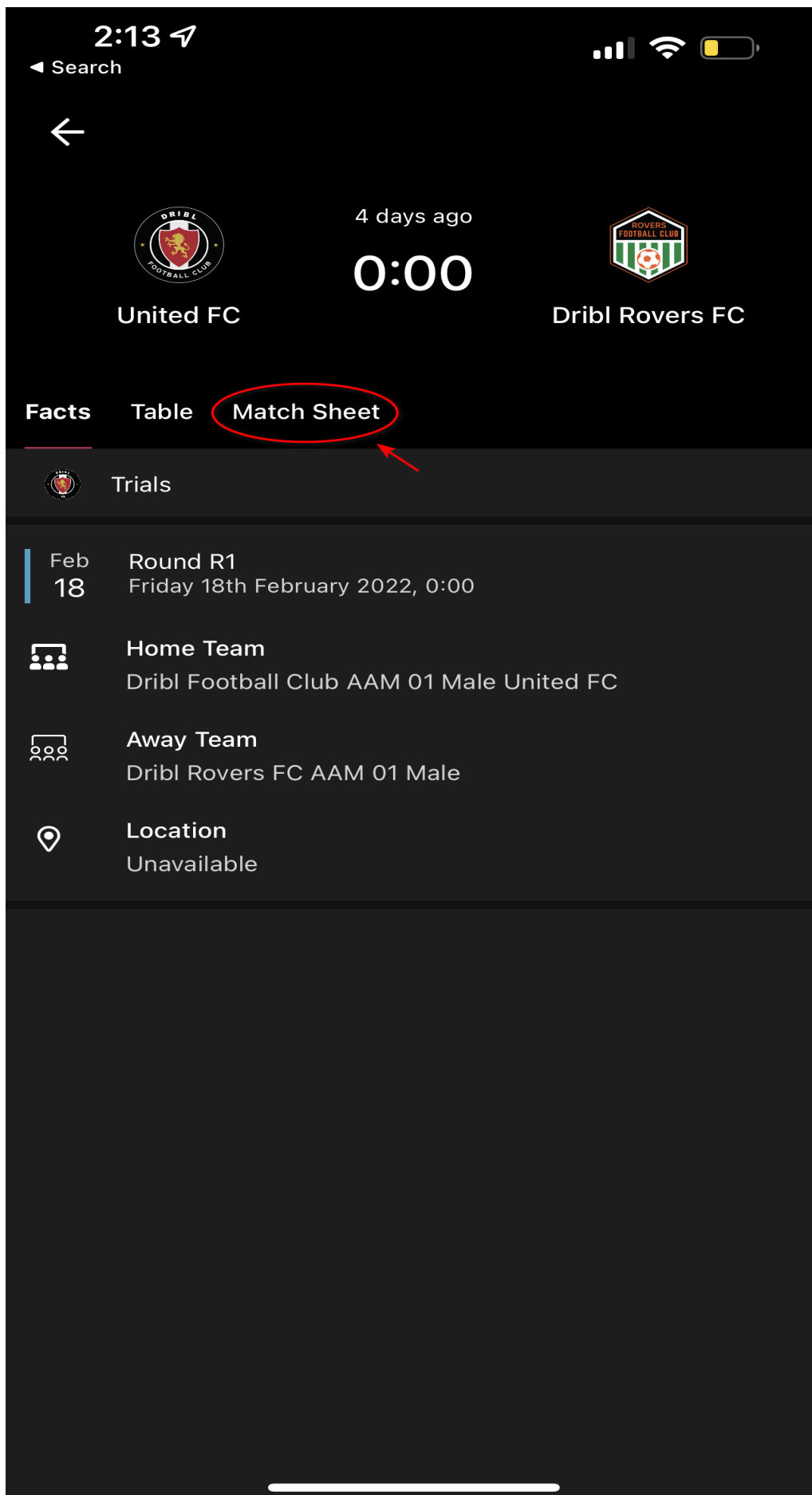
4. Select the **Score** option
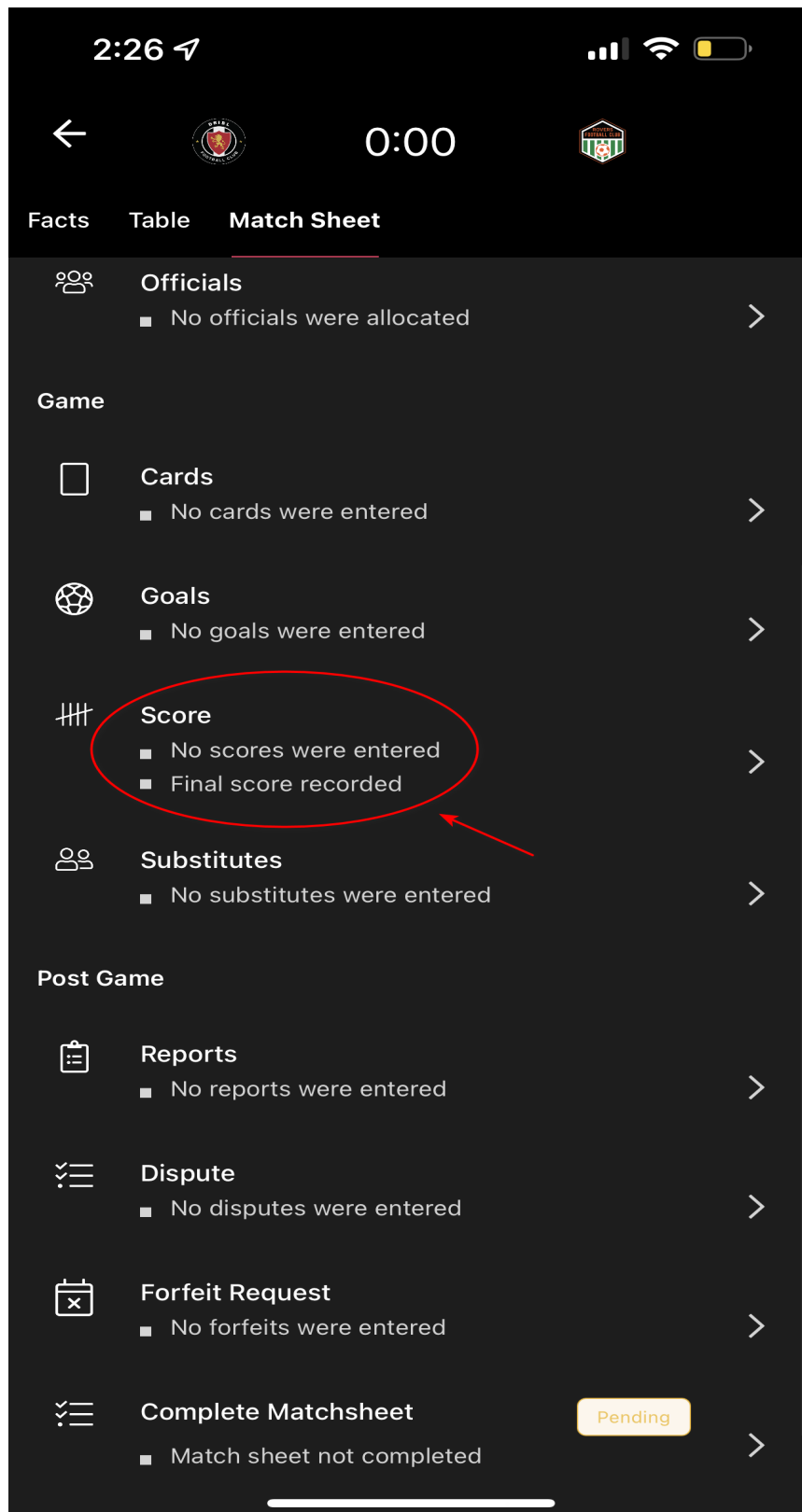
5. click on the area boxes enter **half time** score for both teams (1)

click on the area boxes enter the **full time** score for both teams (2)

Once you are happy that the scores are correct for both teams press **Save** (3)

A green tick will appear to indicate you enter the scores correctly

6 . A green box will appear in the Match sheets to indicate you enter the scores have been entered

How to add Non-Accredited Referee to the Matchsheet via the Dribl app

Club AdministratorsCoaches and Managers

There will be occasions where an officially accredited referee has either not been rostered to a match (ie a SAP match) or the referee meets one of the below criteria, therefore cannot perform the post match tasks required for the electronic match sheet in Dribl:

**For the match referee to be able to complete the below process, he/she must have:**

- Been allocated or be able to self allocate themselves to the match as a referee
- A Dribl access account with appropriate referee access
- The latest version of the Dribl App installed on their phone
- Been trained on how to complete this process and/or have access to this article which explains how to complete the process

**If the referee does not meet the above criteria**

In these instances we (the Club admin, Coach or Manager) will need to enter the details of the person who will officiate the match as a "Non-accredited referee" into the Dribl App for the relevant fixture.

IMPORTANT NOTE: This is an important step to complete – as you are unable to allocate key data against the match such as the score until the "Non-accredited referee" details have been submitted.
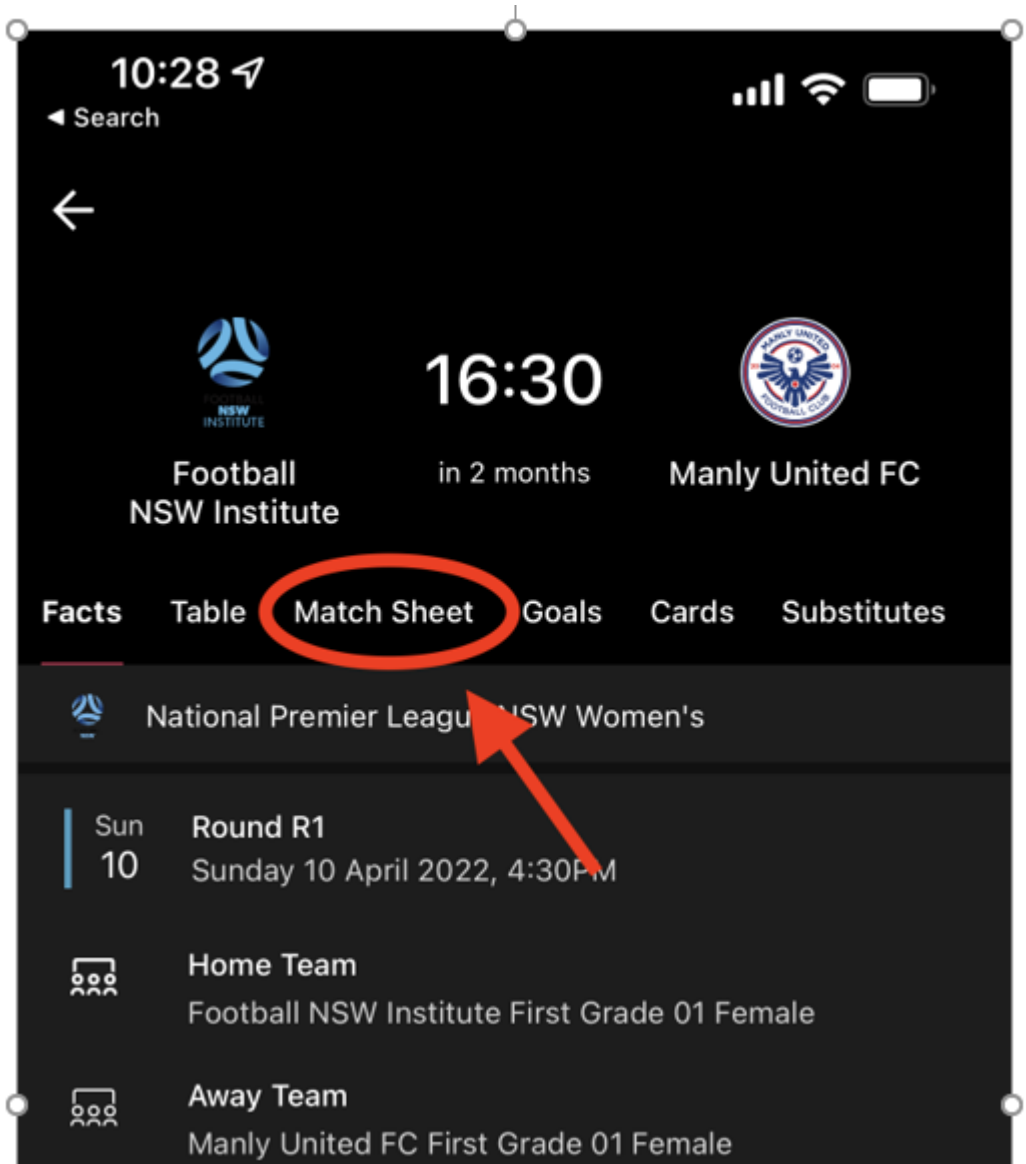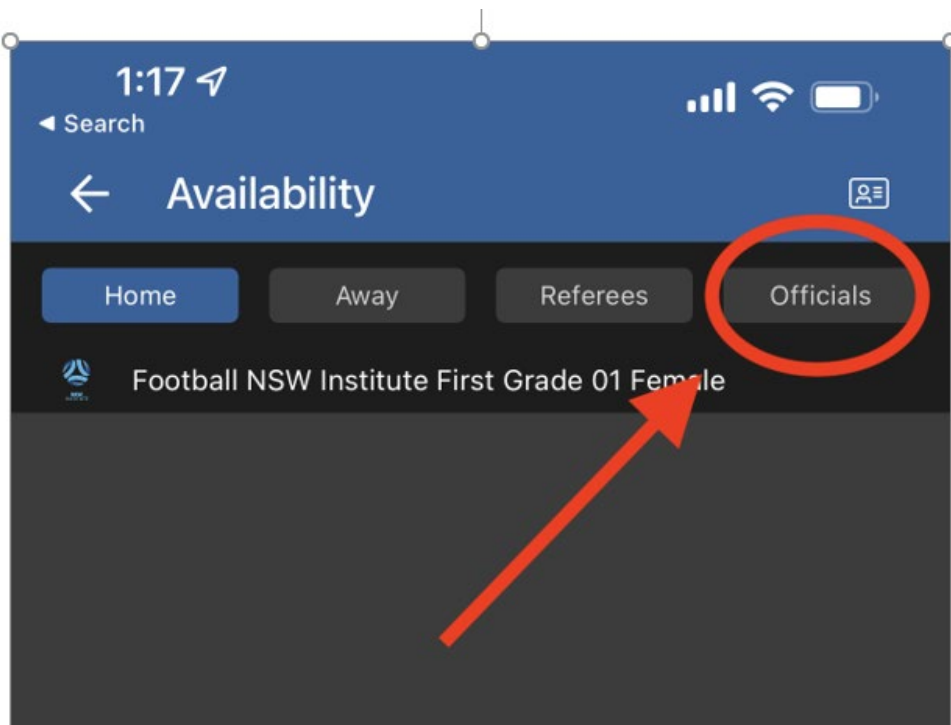
1. Click on **Matches** in the menu bar
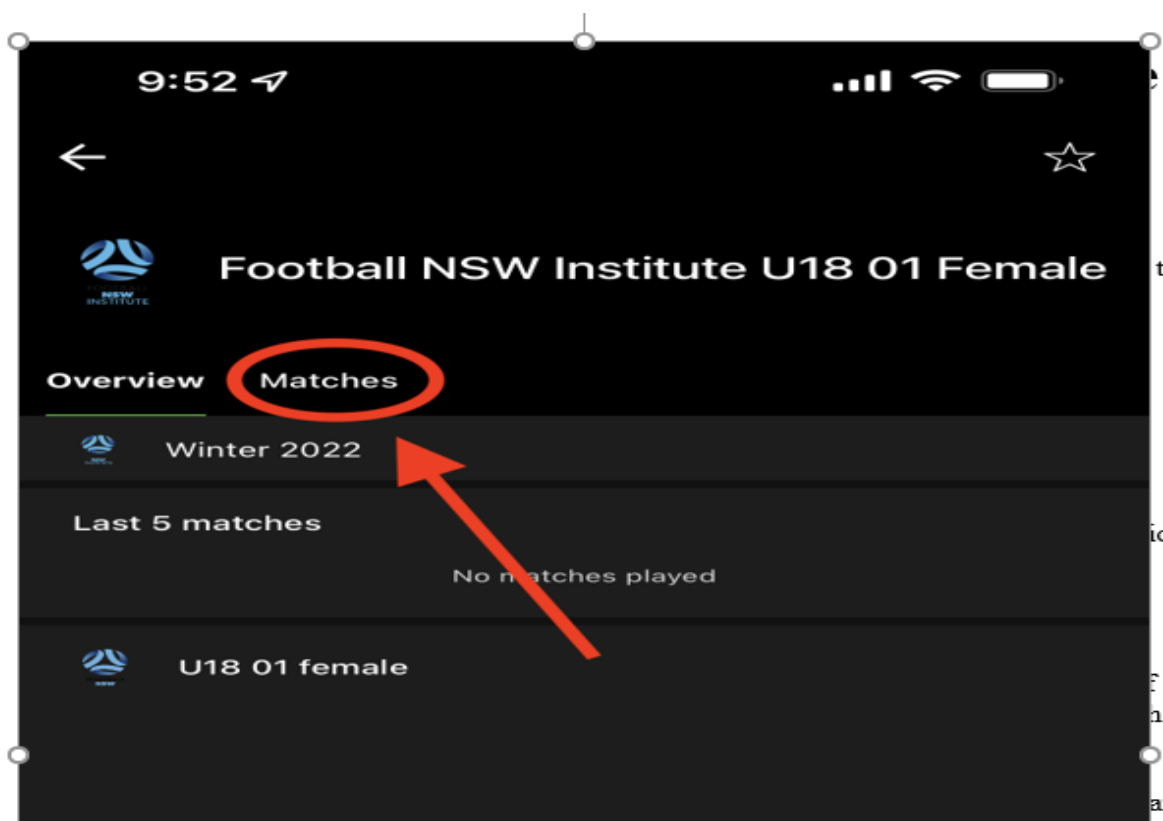
2. Select the fixture you would like to add a Non- Accredited Referee to
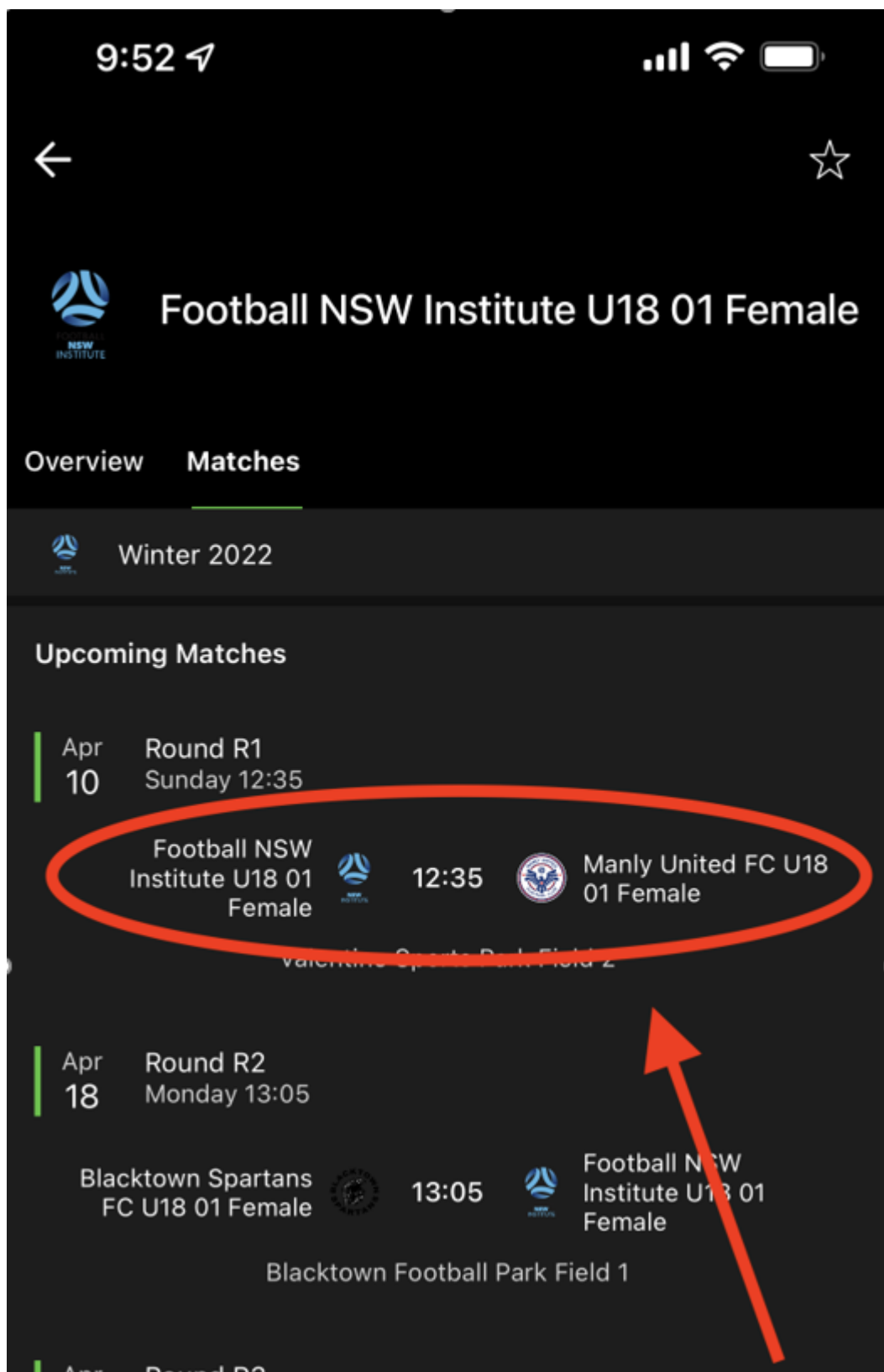
3. In the game portal click on **Match sheet**

4. Click on **Officials**

5. Enter the First name and Last name of the referee that officiated the match.

Important Note: When adding the "non-accredited" referee, please ensure you enter both the First name and Last name of the referee that officiated the match, this applies to both if it was an official referee or volunteer referee that officiated the match.
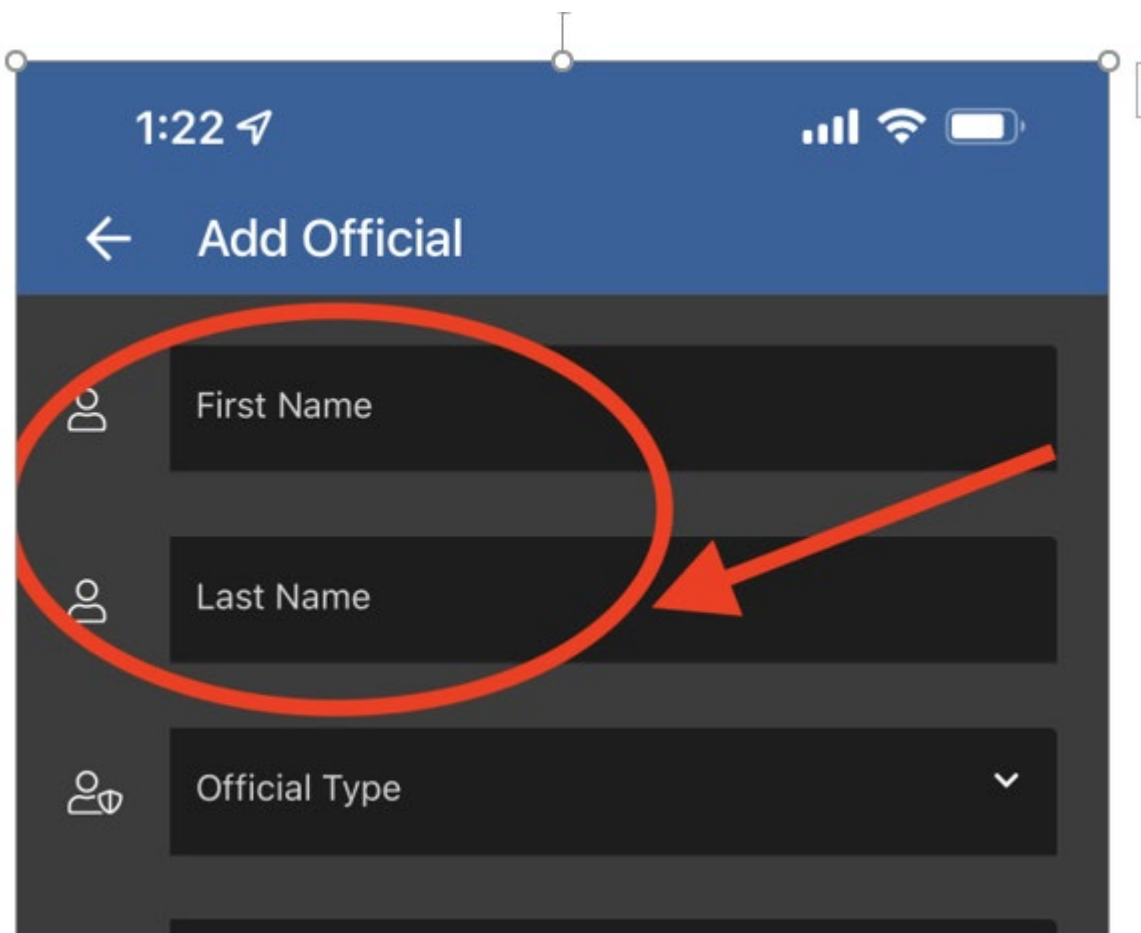
6. Select the Official Type of Non-Accredited referee and add relevant comments

- Click Done to submit

You will now be able to enter key match data post match such as the score.

** Please ensure the match data is entered by the home team official <u>with the relevant match official</u> providing the data from their notepad to be entered electronically into the electronic match sheet.