



# TEAM LISTS & DIGITAL CARDS

The Team List feature provides administrators with the ability to assign players and team staff to an upcoming match, select their position (if required), and add their jersey number. Once a team list is submitted, digital member cards for each participant will be available to verify a team list prior to a match commencing.

## 1. Submitting a Team List

**Step 1:** Select 'Team Lists' from the menu.

**Step 2:** Select the Match you would like to submit the team list for. For convenience, upcoming matches will be ordered first.

**Step 3:** Select both players and officials (team staff) participating in the match. **Note:** participants assigned to the previous match will automatically be assigned to the match in a draft format. This will save administrators having to re-add a team list each week and instead will only be required to make any necessary changes.

**Step 4:** If required, you can make any necessary adjustments such as removing participants or changing their jersey number.

**Step 5:** Select 'Submit'. **Important:** Please ensure you select the 'Submit' button after you have assigned the team or made any modifications to save and update the team list.

**Step 6:** After selecting the submit button you will be provided with the following options:

**(i) Submit (U6-U11s)** the team list and remain on the current screen to either view digital cards or make any further changes.

**(ii) Submit & Score (U12s+)** to submit the team list and continue to 'Match Management' to start managing and scoring a match.

## 2. Digital Cards Viewing Digital Cards

**Step 1:** Prior to viewing the Team's Card's you will first need to ensure the team list has been submitted.

**Step 2:** Once the Team list is submitted, select the 'Cards' Button.

**Step 3:** Navigate through and check each card for verification purposes.

Details displayed on each card include Member Photo, Full Name, Member Type, Date of Birth, NRL ID Number, Competition Name, Team Name, Club Name and Logo, Accreditations (Team Staff), and Dispensations (If applicable). Pictures of what each screen will look like go to – Team list, click on match Jets logo, bottom right click on “?” then My Sideline Manager Team Lists & Digital Cards.

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### *Can I still manage a match if I'm not connected to the internet?*

*Yes, you can however, to ensure you're viewing the latest matches and squad lists (prior to a match commencing) you will need to be connected to the internet initially.*

*During a match, a connectivity icon will indicate whether you are:*

*Green (Synced): Connected and all match events are updated in the admin.*

*Red (Offline): Not Connected, however, all match events when the internet connection is lost will still be saved locally and updated in the admin once connectivity is regained, meaning you can continue scoring even when you are offline. **What if my device runs out of battery during a match?** All activities such as match events will be automatically synced to the admin, so what you've recorded won't be lost. In this scenario, you could log in via another device, or a Club or Team admin can log in and pick up where you left off.*

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