



2014 DATABASE NOTES

EFL Website: www.efl.org.au

Registration & Transfer Procedures

Managing Your Member Database

Submitting Online Scores

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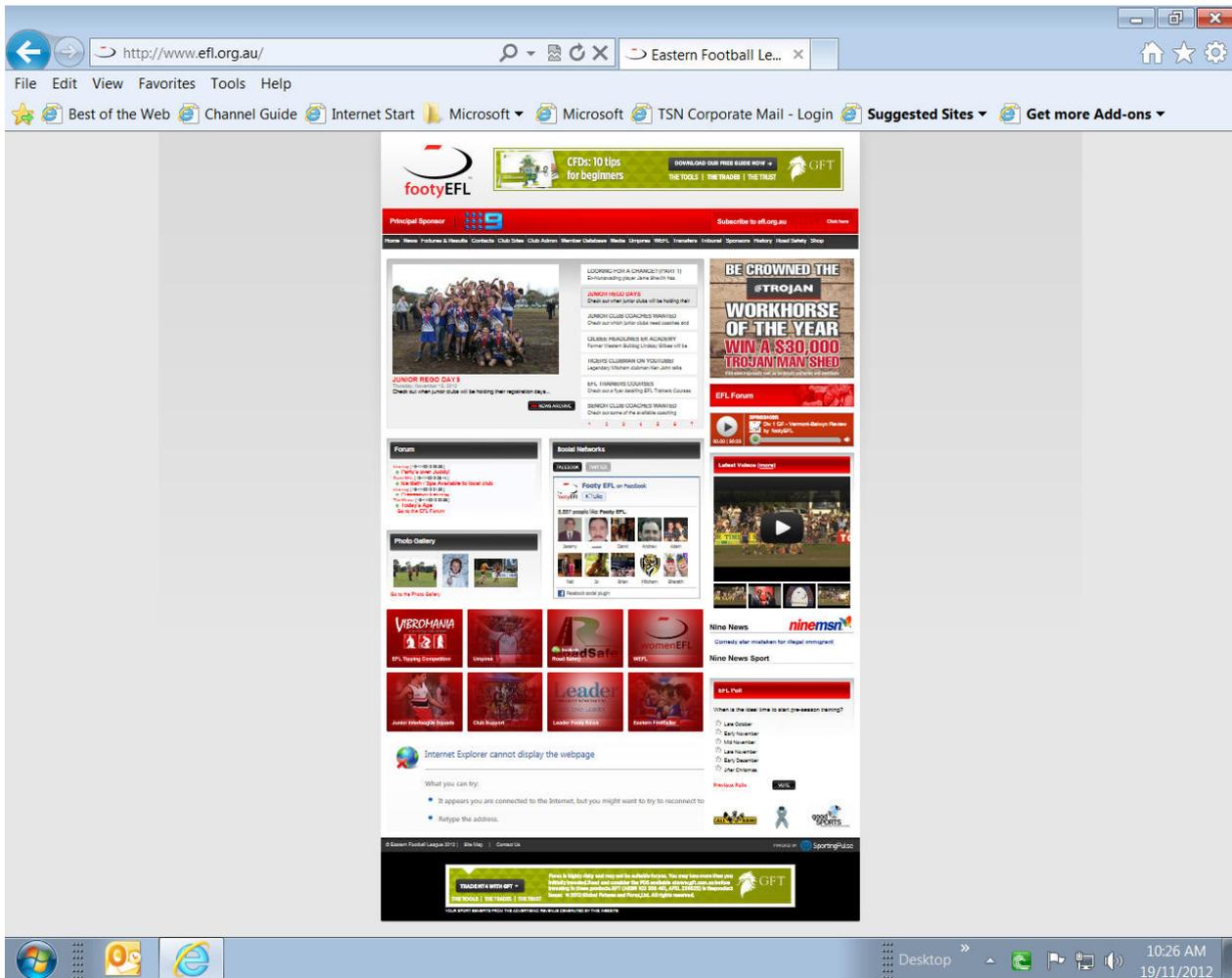
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The EFL Website address is:
www.efl.org.au



CONTAINED ON THE EFL WEB-SITE IS:

- Club Web-sites
- League and Club Contact Information
- Downloadable Match Day Forms
- Fixtures/Results
- EFL Sponsor Information
- Member Database
- Transfer Lists
- Forum
- Tribunal Information
- EFL Football Record online

SETTING UP YOUR EFL EMAIL ACCOUNT IN OUTLOOK EXPRESS OR MICROSOFT OUTLOOK

FOR WINDOWS 98 OR 2000

1. Go into Outlook Express or Microsoft Outlook
2. Go into the tools sections, then into accounts
3. Go to add, and then choose mail
4. Type in (club name) as the name that you want to use when you send emails and then press next.
5. Click on "use existing address" and type in (clubname)@efl.org.au as the address, then press next.
6. For the incoming server type: **in.efl.org.au**
For the outgoing server type: your own ISP's outgoing server address (find this in the accounts section of any other email addresses set up)
7. For username type (clubname) and type in your password (you would have received this when you initially received the email address), if not email me and I will find it for you) then press next.
8. Your email account should be set up. When it is send a test email to bwaterworth@efl.org.au

FOR WINDOWS XP/VISTA/WINDOWS 7/WINDOWS 8

1. Go into Outlook Express or Microsoft Outlook
2. Go into the tools sections, then into email accounts
3. Go to add new email account, and then click on next
4. Select POP3 and click next
5. Type in (clubname) or the name that you want to use, and type in you club email address (clubname)@efl.org.au
For the incoming server type: **in.efl.org.au**
For the outgoing server type: use your own ISP's outgoing server address (find this in the accounts section of any other email addresses)
Type in your username and type in your password
6. Your email account should be set up. When it is send a test email to bwaterworth@efl.org.au

WEBMAIL

When you set up one of the above accounts, all emails will be downloaded to wherever you set up the email account. If you would like to check your emails during the day when at work or away from your home computer, you can look up your emails on webmail. Only emails that have not been downloaded will be available on this system.

<http://mail.efl.org.au/webmail/src/login.php>

To keep a copy of emails on the server for a few days: Go to tools, email accounts, then view or change account. Double click on the Club address then go to more settings. In more settings, go to advanced, tick leave a copy on the server and click the next box down as well and select 3 days in the box. Then press apply or ok at the bottom.

FOX SPORTS PULSE PASSPORT (Previously SportingPulse)

Before a club can log in and make any changes to the Members Database, the registrar or delegated person will be required to log in using their Fox Sports Pulse Passport.

Below are step by step instructions as to how you will set up your own SportingPulse Passport and link it back to your club.

1. Head to the EFL website, select Members Database in the tabs up the top, and then once in that page select members database administration.
2. From there you will be prompted to enter in your passport email address and password. If you do not have a SportingPulse/Fox Sports Pulse passport please register as a member. (Each member of your club that uses your members database will require their own individual passport).
3. Once you have created your personal passport, you then need to “link SP Membership account” using the username and password below.
4. To link your passport to your club database click on Logins-SP Membership Database & Results entry.
5. Enter the username and login for your club - (this is their usual members database login). If you require a copy of your username and password please email bwaterworth@efl.org.au or kmiriklis@efl.org.au

From now on, anytime you log in to your SportingPulse Passport, just log in using your email and password from step 1 and this will automatically have you linked to your club database.

REGISTRATION AND TRANSFER PROCEDURES

The new registration and transfer procedures continue to allow all clubs to lodge registrations and transfers on-line, but with more emphasis on the Member Database.

Now you can register a player, lodge a transfer and track the progress of a transfer all from the Member Database.

The registration/transfer form can be downloaded from the web-site (www.efl.org.au) by clicking on the Member Database button (in the the top menu bar).

You can print the form by itself or (along) with a copy of the EFL Codes of Conduct.

The Code of Conduct needs to accompany the rego/transfer form for all players up to 17 years of age.

An overview of the process:

There are just two simple procedures using the same form.

1. If a player has **never** played competition football before – follow the **registration procedure**.
2. If the player has **ever** played competition football before (this includes auskick) – follow the **transfer procedure** – do this regardless of whether or not you might think a ‘transfer’ is required.

To register a player and/or lodge the form as a transfer, simply download the form and ensure that it is fully completed and signed by the player.

If a player is under 18 years old, a copy of the Codes of Conduct (which downloads after the registration and clearance form) **must** be given to the player for the information and signature of his/her parent/guardian.

The completed forms ARE RETAINED BY THE CLUB (along with a copy of proof of age if the player is under 18) and MUST be produced if requested by the league.

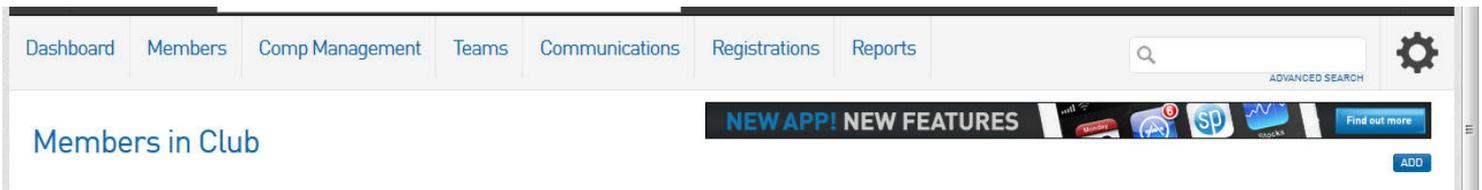
Please note: Before registering a brand new player, please check to see if you can transfer them from Auskick. The majority of players would have played Auskick and to avoid duplicate players in the system they must be transferred from Auskick (Instructions on page 7-8)

REGISTRATIONS

[Before a player can be active in the 2014 season, the club will be required to complete the player register online in the MEMBER DATABASE. From there the player will log in online to activate their 2014 player registration](#)

(Use this for any player who has **NEVER** played competition football before)

1. Go to the website (www.efl.org.au) and click on the **MEMBER DATABASE** button
2. Click on **CLICK HERE** next to **Member Database Administration**
3. Log in using your Passport.
4. Select the “**List Members**” option from the banner menu.



5. Click on the add member button () in the top right hand corner.
6. Complete the details as requested and click on the ‘**Update Member**’ button at the bottom. **PLEASE USE Title Case TO TYPE IN THE INFORMATION REQUESTED.**

A message will appear confirming that your entry has been entered.

Congratulations – the player is now registered!

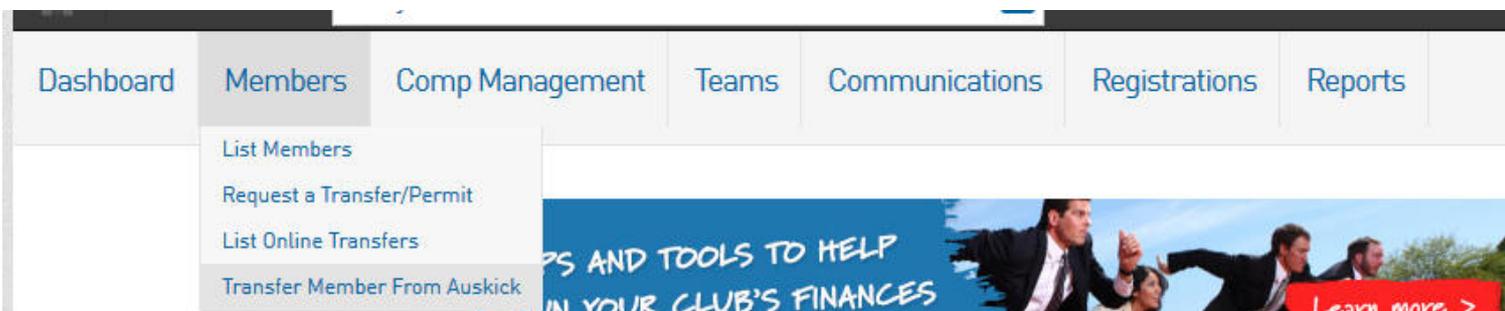
Please note:

Transfer of information from Auskick:

Individuals registration information can be transferred from Auskick provided their first name, surname and date of birth is known. It is important to note that the individual is not taken out of the Auskick Centre just added to the new club along with all of the details that were entered when they registered for Auskick. Usually the Auskick registration data is very thorough and clubs do not need to enter additional information. It is advisable that clubs ask individuals at registration days whether they participated in Auskick. Provided that they did Auskick from 2006 onwards, their registration details should be able to be transferred.

(Use this to transfer a player from Auskick)

1. Go to the website (www.efl.org.au) and click on the **MEMBER DATABASE** button
2. Click on **CLICK HERE** next to **Member Database Administration**
3. Log in using your Passport.
4. Hover over “MEMBERS” on the top banner menu
5. Select “Transfer Member from Auskick”
6. Complete details as requested



TRANSFERS

TO LODGE AN ONLINE TRANSFER: *for all players*

(Use this if the player has EVER played competition football before)

1. Go to the website (www.efl.org.au) and click on the **MEMBER DATABASE** button
 2. Click on **CLICK HERE** next to **Member Database Administration**
 3. Log in using your Passport.
 4. Click on the “**Request a Transfer**” button by hovering over “Members” on the banner menu
 5. From the ‘Source Type’ drop down box, select appropriate source type (eg. Australian leagues), and press **Select**
 6. From the next drop down box, select the league the player is from and press **Select Association**
 7. From the next drop down box, select the club the player is from and press **Select Club**
 8. Enter the surname of the player and press **Select Member**
-

-
9. Press the **Select** button next to the player you wish to transfer to your club (* if the player you wanted does not appear, try entering the date of birth as well, otherwise you will need to contact rcordwell@efl.org.au)
 10. Once again check this is the player you wish to transfer (you will not be able to modify the players details on this screen) and press **“Submit Clearance/Transfer”**
 11. Once the button is pressed, the transfer has been submitted, and a record of the transfer will appear in **“List On-line Clearances”** in the left hand menu

Please note:

Automatic clearance approval for ‘to’ club:

A new setting allows leagues to set to automatic approval clearances / transfers for the ‘to’ club. Previously these required the ‘to’ club to go in and approve even though they were the instigators of the clearance, but this will now be automatic.

Please Note:

Time Limit Date: The time limit date is set upon submission of the clearance / transfer and can be seen at all levels of the clearance / transfer. The Time Limit date is set via the table below and clearances / transfers that have the time limit date applied to them will be auto-approved to the level of the ‘to league’. The Time limit date is calculated by the number of days form the application date set out in the table below where the application date is regarded as Day 0.

Time Limit Days by State

State	Time Limit Days	Refusal Reasons
Victoria, NSW, SA, QLD, WA, TAS	6 Business Days	3 defined refusal reasons only allowed
Northern Territory	14 Days	3 refusal reasons, others may be permitted

Email is just a reminder of action required. Clubs should be encouraged to log in to the system frequently to check what actions they may need to perform. Not receiving an email reminder will not be permissible as an excuse for not processing a clearance or requiring an extension of time.

Registration Activation Process

In 2013 the EFL introduced a new online registration process. The following pages outline how a player/club will be able to activate the registration each season. If a player does not complete the registration process and pay the registration fee they will not be active for the season and will become ineligible to play.

This process is to be completed after the club has added the player to their database (pages 6-10)

Three types of players:

1. Current Players



- Players must activate their registration to become eligible to play each season
- When doing so they must pay the EFL Registration Fee online using a credit card (Visa or Mastercard).
- Current players have a 7 day grace period to become financial after activating their registration.
- Non-Financial players after the 7 day grace period will become ineligible to play.

2. New Players



- Complete an EFL Player Registration Form.
- Players registering for the first time must activate their registration before becoming eligible to play.
- When doing so they must pay the EFL Registration Fee online using a credit card (Visa or MasterCard).
- New players have a 7 day grace period to become financial after activating their registration. Non-Financial players after the 7 day grace period are ineligible to play.

3. Transferred Players

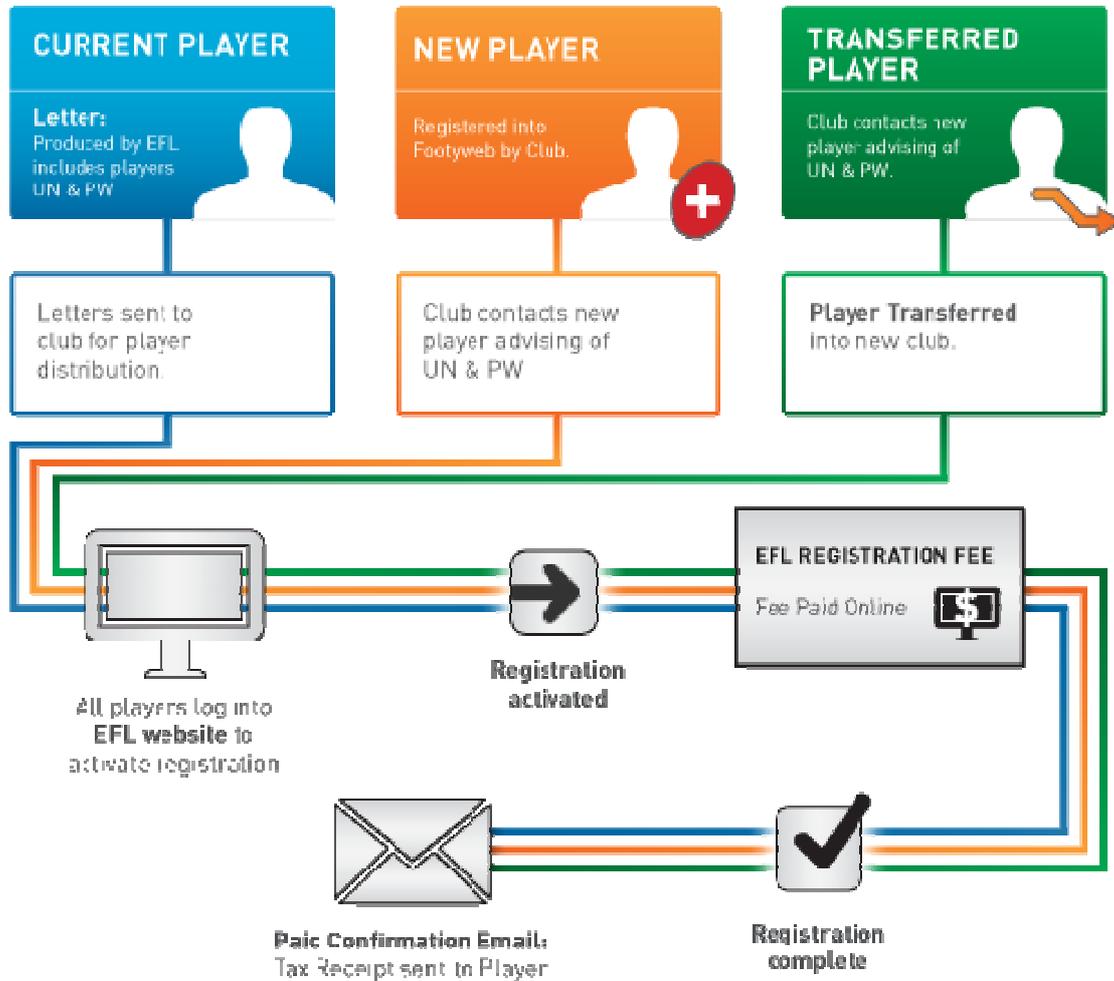


- Complete an EFL Registration and a request for transfer form.
- Players transferring to a new club, on completion of their transfer, must activate their registration before becoming eligible to play.
- When doing so they must pay the EFL Registration Fee online using a credit card (Visa or MasterCard).
- Transferred players or clubs have a 7 day grace period to become financial. Non-Financial players after the 7 day grace period are ineligible to play

Note: A club may choose to make the payment on players behalf, this can occur once the player has completed the online registration.

EFL Registration Workflow Snapshot

User Registration Processes:



*For CURRENT, NEW and TRANSFER players - the players or clubs have a 7 day grace period to become financial.

Terms: UN = Username PW = Password

In season 2014, clubs may request the EFL to produce letters that include the players username and password. Alternatively, this can be found by producing a report once in your members database (explained on the following pages)

Providing Players with their Username and Password

Usernames and passwords (UN/PW) will be provided to players for them to activate their registration online. The process for players receiving their login details will depend on the type of player (as outlined below):

- **Current Players**

A letter for all players will be produced if requested by the club for distribution by clubs explaining the new registration activation requirements and providing their username and password. A UN/PW can also be produced by running a report in the database at Club level. For further instruction on how to do this refer to page 23.

- **New Players**

New players will need to be added to the Footyweb database by the Club (page 7). Once the player has been added, the Club will then advise the Player of their UN/PW for online activation of their registration.

- **Transferred Players**

On completion of the player transfer (page 8), the new club of the transferred player will need to provide the UN/PW to the new player for online activation of their new registration. UN/PW are reset automatically when a player transfers clubs.

Note: There are two ways for club administrators to find player usernames and passwords, these are listed below:

1. **A Username and Password report can be run through the reports system.**

For instructions on how to get usernames and passwords for players through the reports system refer to page 23.

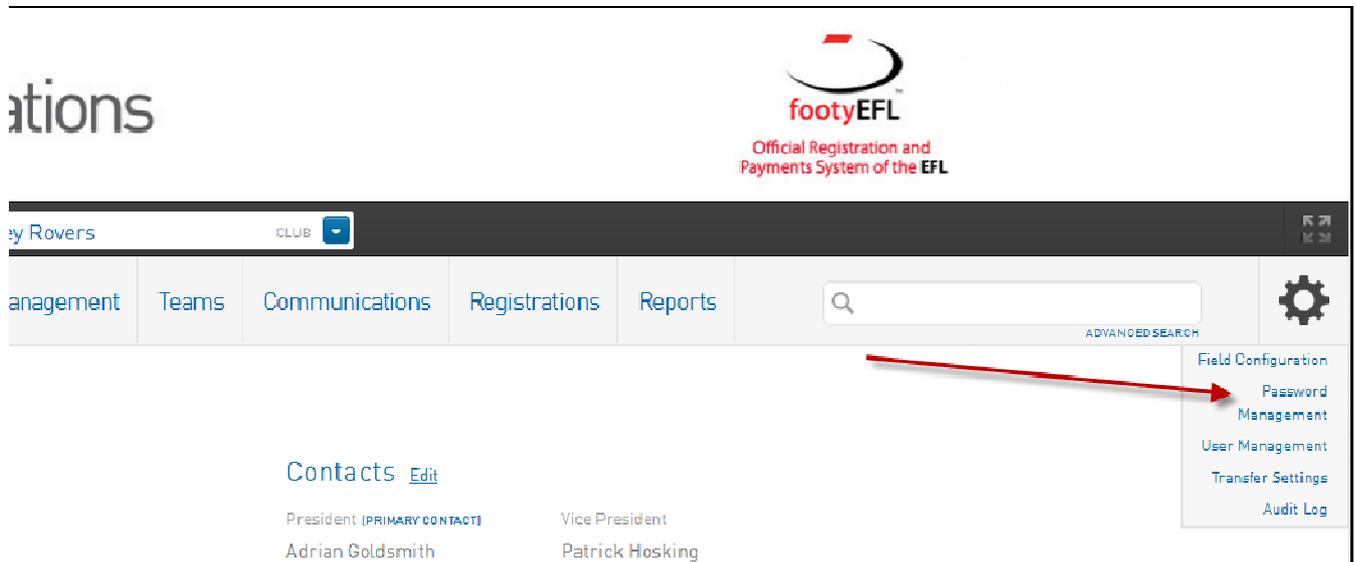
2. **Player login details can be retrieved from the Password Management menu in your database.**

To get player login details from the Password Management menu:

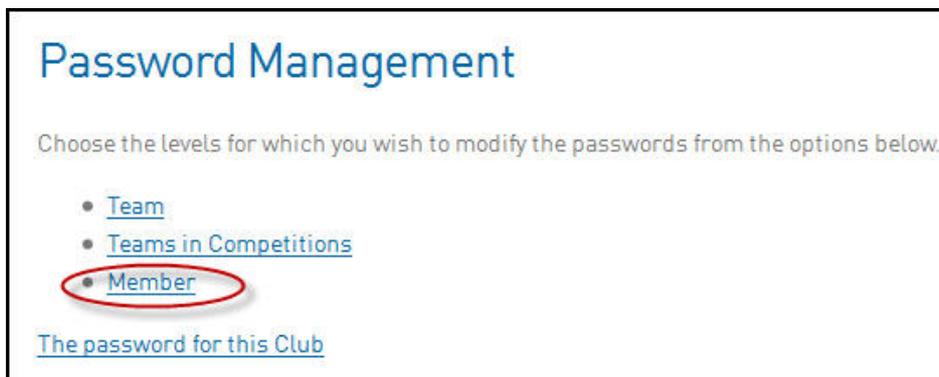
1. Click on the Settings cog on the far right side of the screen



2. Click on the **Password Management** menu as shown below



3. Click on **Member**



4. Click on the letter corresponding to the first letter of the players surname and locate the player's username and password.

Password Management

Modify the password in the box next to the Member name to change the passwords you must press the 'Update Passwords' button to save who currently have blank passwords. If the 'Read Only' checkbox is set,

Member Passwords:

Name (FootyWeb Number)	Username/Code	Password	Read Only
Member Name (11430873)	11430873	<input type="text" value="13pysgkl"/>	<input type="checkbox"/>
Member Name (11231304)	11231304	<input type="text" value="cmaj"/>	<input type="checkbox"/>
Member Name (12142728)	12142728	<input type="text" value="40dmpdbq"/>	<input type="checkbox"/>
Member Name (12180908)	12180908	<input type="text" value="35nshjq"/>	<input type="checkbox"/>
Member Name (12139299)	12139299	<input type="text" value="82zsgps9"/>	<input type="checkbox"/>

Note: While there is a function in Password Management for club administrators to be able to change player passwords, this should not be done.

What Players will see when registering

When accessing the Registration Form, your players will be presented with two options as shown below. Players will be able to either enter in their username and password or request to have their username and password sent to their email account.




Eastern Football League (EFL)

1 Choose Type
2 Initial Information
3 Full Information
4 Summary

I have played in this club before and have my username and password

I'd like to request my username and password

The 'I'd like to request my username and password' option will only allow players that have previously registered in season 2013 to have their username and password emailed to them. This email will be sent to the email address listed for the player in the database.

Eastern Football League (EFL)

1 Choose Type 2 Initial Information 3 Full Information 4 Summary

Please contact your Club Secretary for your username and password if your email address is listed as 'invalid'.

I have played in this club before and have my username and password

I'd like to request my username and password

Please enter your email address below

Email Address:

When you click **Send me my Username and Password** you will receive an email with all usernames and passwords that are assigned to this emails address. Please make sure that you have allowed incoming email from sportingpulse.com, and check your junk mail for your password reminder.

Please Note: This will only be successful if the email address entered is already in the database.

Once the player has their login details, they will need to enter in their Username and Password as shown below.

Eastern Football League (EFL)

1 Choose Type 2 Initial Information 3 Full Inf

I have played in this club before and have my username and password

If you have an existing username and password, please enter it here.

Username:

Password:

I'd like to request my username and password

They will then need to select the Club they are playing with.

Eastern Football League (EFL)

Please select the Club record for [REDACTED] that you wish to edit.

Club Name

[Glen Waverley Rovers](#)

Players will then go through the Registration Form and will be required to add/edit information as shown over the page. The Registration Fee (ie. EFL Junior or Senior Registration Fee) will display underneath the **Items** menu where it will be automatically selected. Once players have completed the compulsory fields, clicking **Confirm** will register them to the new season.

Note: Parent/Guardian details will only appear on the registration form for Juniors.

Glen Waverley Rovers

- 1 Choose Type
- 2 Initial Information
- 3 Full Information
- 4 Summary

Note that players born before January after 31/12/1995 are considered junior players. Players born on or before 31/12/1995 are considered under 19 or senior players.

Personal Details

Legal first name:

Family name:

Date of Birth:

Gender:

Contact and Address Details

Address Line 1:

Suburb:

State:

Postal Code:

Phone (Home):

Phone (Mobile):

Email:

Emergency Contact Details and Parent/Guardian Details

All players under the age of 18 must enter in at least one parent/guardians details.

Parent/Guardian 1 Firstname:

Parent/Guardian 1 Surname:

Parent/Guardian 1 Mobile:

Parent/Guardian 1 Phone:

Parent/Guardian 1 Email:

Parent/Guardian 2 Firstname:

Parent/Guardian 2 Surname:

Parent/Guardian 2 Mobile:

Parent/Guardian 2 Email:

Parent/Guardian 2 Phone:

Mailing Lists

By selecting "Yes" you are agreeing to receive communications from the EFL or Club sponsors.

Receive Sponsor Info:

All EFL registered players are provided personal accident and loss of income insurance that is paid by your club. This EFL registration fee contributes to the funding of operations of the league and provides for the purchase of additional insurance cover of \$1million for playing/training incidents that cause permanent paraplegia or quadriplegia whilst participating for your EFL club. For more information on the extent of the cover provided to players and officials go to <http://www.eflinsurance.com.au/>. The EFL strongly recommends that individuals consider private health insurance when participating in active sporting environments.

Items

Check the box against the items you would like to select

Select?	Name	Cost
Yes	EFL Junior Registration Fee (inc GST) <i>This Registration Fee includes your Affiliation to the EFL as well as Insurance coverage for the whole season</i>	\$11.00

CONFIRM

Once the Player has clicked the **Confirm** button they'll be taken through to the Summary screen which will provide them with confirmation of their registration and their login details. This page will also outline the Registration Fee. Players will be able to go through and complete their payment by clicking on the **Pay Now** button.

Glen Waverley Rovers

1 Choose Type 2 Initial Information 3 Full Information **4 Summary**

Thank you, we have registered you in **Glen Waverley Rovers**.

Pay your entry online now

Invoice Number	Item	Name	Price
132821695	EFL Junior Registration Fee (inc GST)		\$11.00
Total			\$11.00

Please confirm the details below, then click the **Pay Now** button to make an online payment.



We prefer Mastercard

Pay Now

The Pay Now button will take players through to the payment screen shown over the page where the Products they have selected can be paid for. Filling out the necessary credit card details below and clicking **Process Payment** will mark the player as financial for the new season. Players will receive an email with payment confirmation and a receipt of payment.

Please enter your credit card details below and click **Process Payment** to process

Credit Card Number *(No Spaces)*

Credit Card Type

Expiry Month

Expiry Year

CCV *(3 digit code found on the back of your card)*

Amount \$11.00

PLEASE DO NOT DOUBLE CLICK THE PROCESS PAYMENT BUTTON.
Double clicking can result in the payment being processed twice

proud supporter

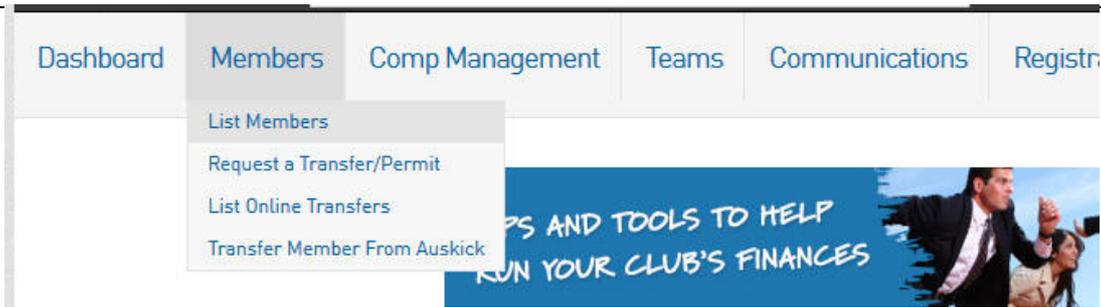

Note: Current players, new players (or clubs) and transferred players (or clubs) have a 7 day grace period to become financial.

Clubs choosing to pay a player Registration Fee

Should a club wish to pay a player EFL Registration Fee, they can do so by logging into their database (FootyWeb) and completing the following steps. After June 30 the EFL will invoice clubs for all players whose registration the club has agreed to pay for.

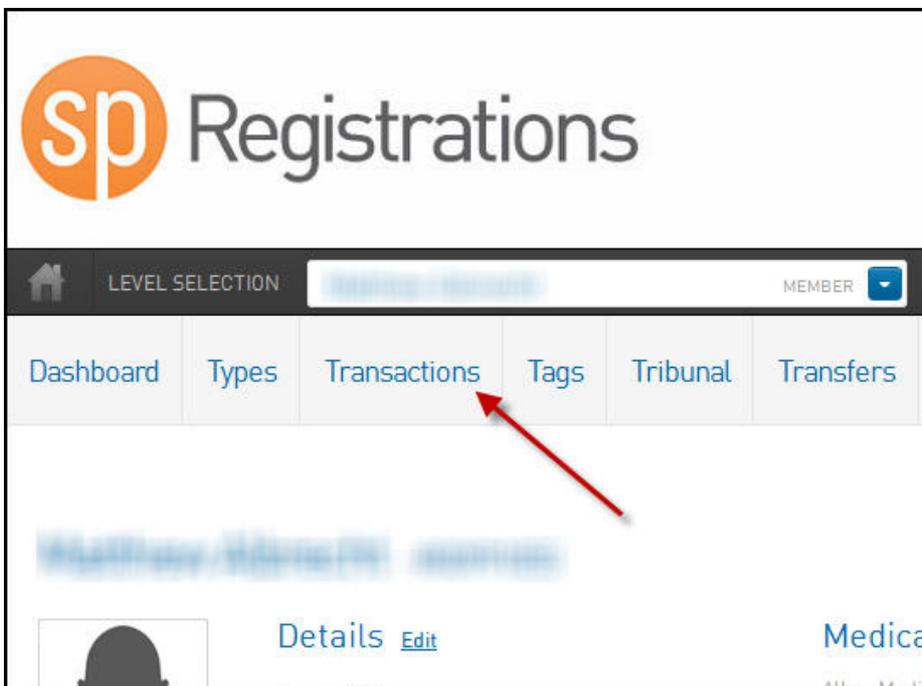
To choose to be invoiced by the EFL for Player Registration Fee:

1. The player is first required to log in and activate their registration for season 2014. They will update any contact details and opt in to email announcements should they wish to at this point. They will confirm all details, however when once they reach the pay now section they will exit out.
2. From a club perspective, hover over **Members** in the top menu and click on **List Members**



3. Locate the player whose record you wish to update and click through into their record.

4. Click on the **Transactions** menu across the top



The Transactions page will then list all transactions for the selected player

Transactions ADD TRANSACTION

Filter by: All

Invoice Numb...	Item Name	Quantity	Assoc Name	Amount	Start	End	Status	Pay	Notes...
3282169	EFL Junior Registration Fee (inc...	1	Eastern Football League (EFL)	11.00			Unpaid	Delete Payment Record <input type="checkbox"/>	

5. Tick the **Pay** box for the Registration Fee you wish to mark as being paid then field out the details under the Manual Payment section, including the **Payment Type** (ie. Cash, Cheque etc.) and the **Amount**

Transactions ADD TRANSACTION

Filter by: All

Invoice Numb...	Item Name	Quantity	Assoc Name	Amount	Start	End	Status	Pay	Notes...
3282169	EFL Junior Registration Fee (inc...	1	Eastern Football League (EFL)	11.00			Unpaid	Delete Payment Record	<input checked="" type="checkbox"/>

Pay via Online C

OR

Manual Payment

Amount [ddd.cc]:

Date Paid:

Payment Type:
 Bank Cheque
 Bank Transfer
 Cash
 Eftpos - Bankcard
 Eftpos - Mastercard
 Eftpos - Savings
 Eftpos - Visa
 International Cheque
 Money Order
 Other / Barter
 Personal Cheque
 [none]

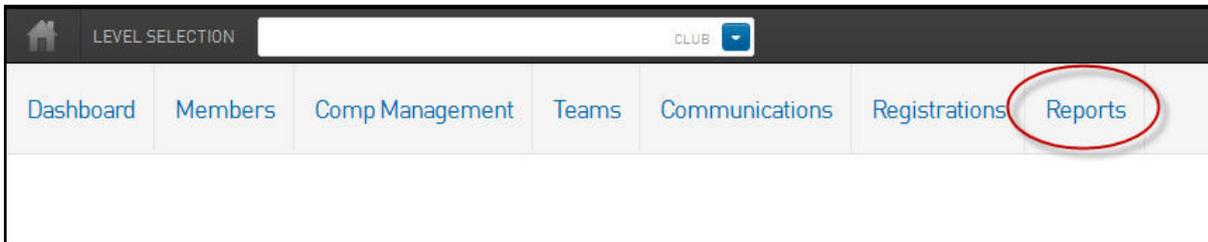
6. Once fields have been filled out click the **Submit Manual Payment** button at the bottom of the page
7. Review the payment details and click the **Confirm Payment** button to mark the product as **Paid** and set the player as **Financial**

Confirm Payment

Cancel Payment

Running a Report

Reports can be run at any point in time to get up to date data on your players. The reporting system gives you the flexibility to pull out any information that has been assigned to a player's record. A key function of the reporting system will be to report on if and when players have registered and any payment details associated with their registration. All Reports in for your database will be housed in the **Reports** menu across the top



Running a report to find 2014 EFL Financial Players

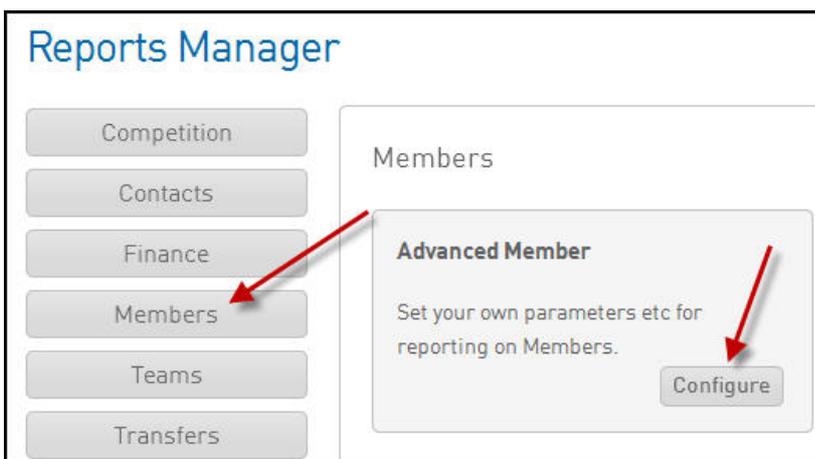
This report will give you a list of all your players that are listed as Financial for the current season.

To run this report:

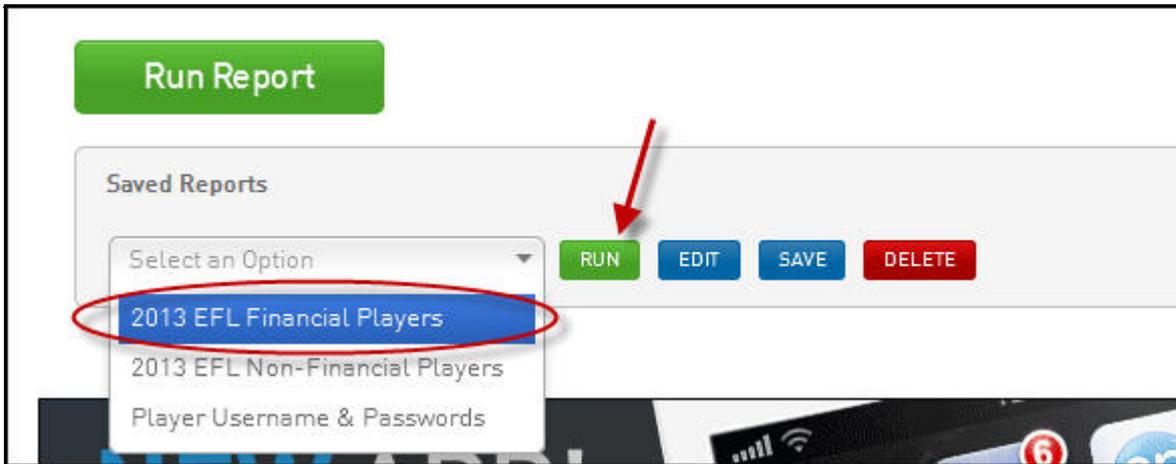
1. Click on the **Reports** menu at the top of the page



2. Click on **Members** on the left hand side, then under **Advanced Member** click on the **Configure** button



3. Scroll down to the bottom of the page, locate the **Saved Reports** section and select the **2013 EFL Financial Players Report** from the drop down list. Click **Run** to generate the report.



Running a report to find Player Usernames and Passwords

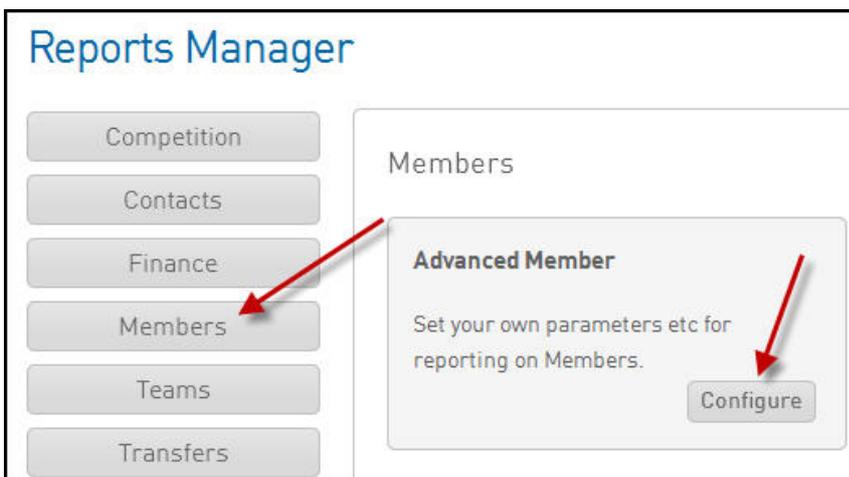
This report will give you a list of all Usernames and Passwords for players from the previous season.

To run this report:

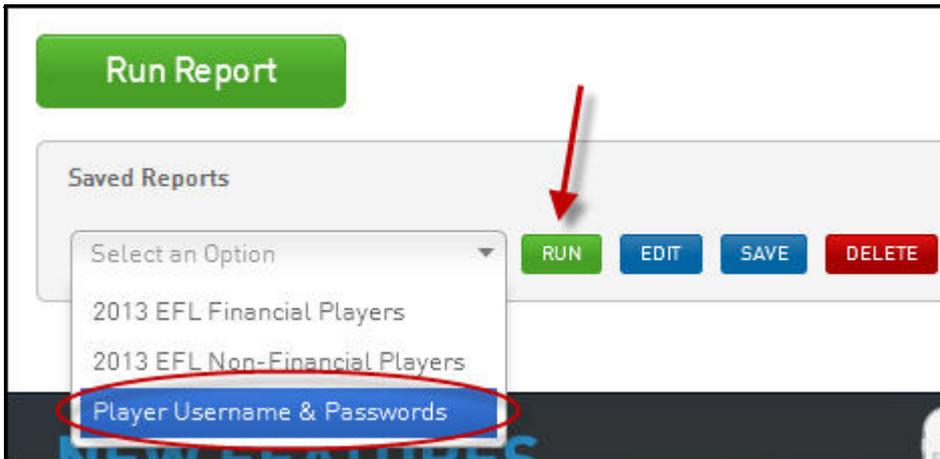
1. Click on the **Reports** menu at the top of the page



2. Click on **Members** on the left hand side, then under **Advanced Member** click on the **Configure** button



3. Scroll down to the bottom of the page, locate the **Saved Reports** section and select the **Player Username & Passwords** report from the drop down list. Click **Run** to generate the report.



Running a report to find 2013 EFL Non-Financial Players

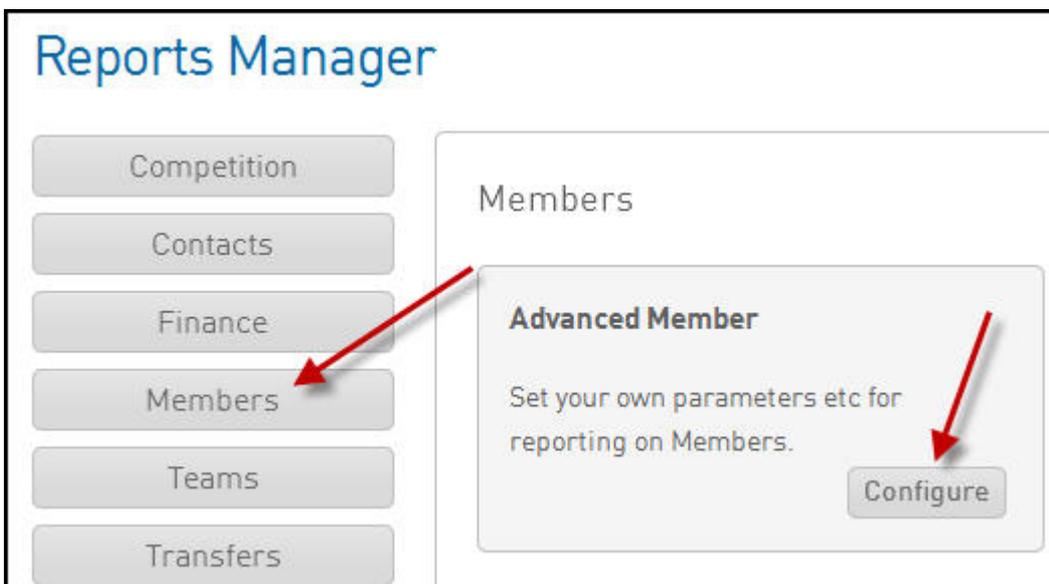
This report will give you a list of all players that aren't listed as financial for the current season.

To run this report:

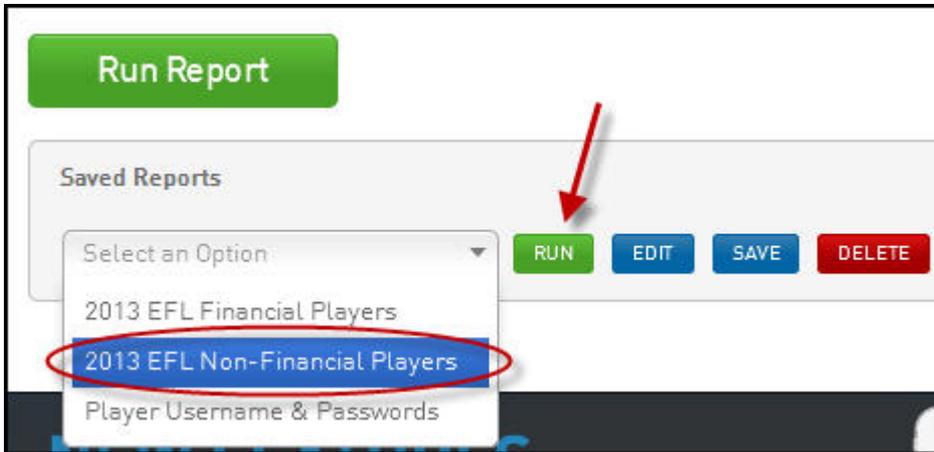
1. Click on the **Reports** menu at the top of the page



2. Click on **Members** on the left hand side, then under **Advanced Member** click on the **Configure** button



3. Scroll down to the bottom of the page, locate the **Saved Reports** section and select the **2013 EFL Non-Financial Players** report from the drop down list. Click **Run** to generate the report.



Running a report to find 2013 Non-Registered Players

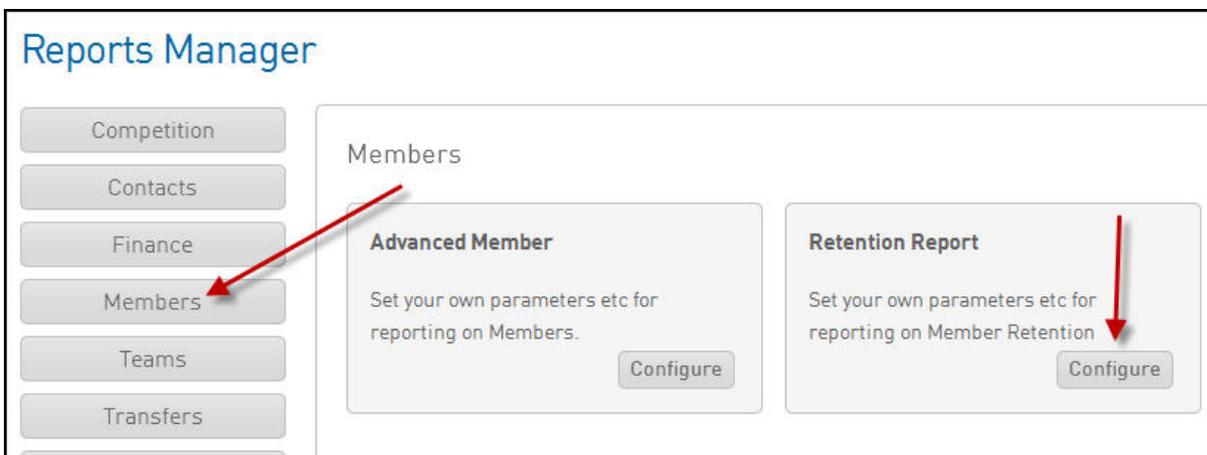
This report will give you a list of the players who were registered in the 2013 season but not yet registered to the current 2014 season.

To run this report:

1. Click on **Reports** menu at the top of the page



2. Click on **Members** on the left hand side, then under **Retention Report** click on the **Configure** button



3. Scroll down to the bottom of the page, locate the **Saved Reports** section and select the **2012 Non-Activated Registered Players** report from the drop down list. Click **Run** to generate the report.

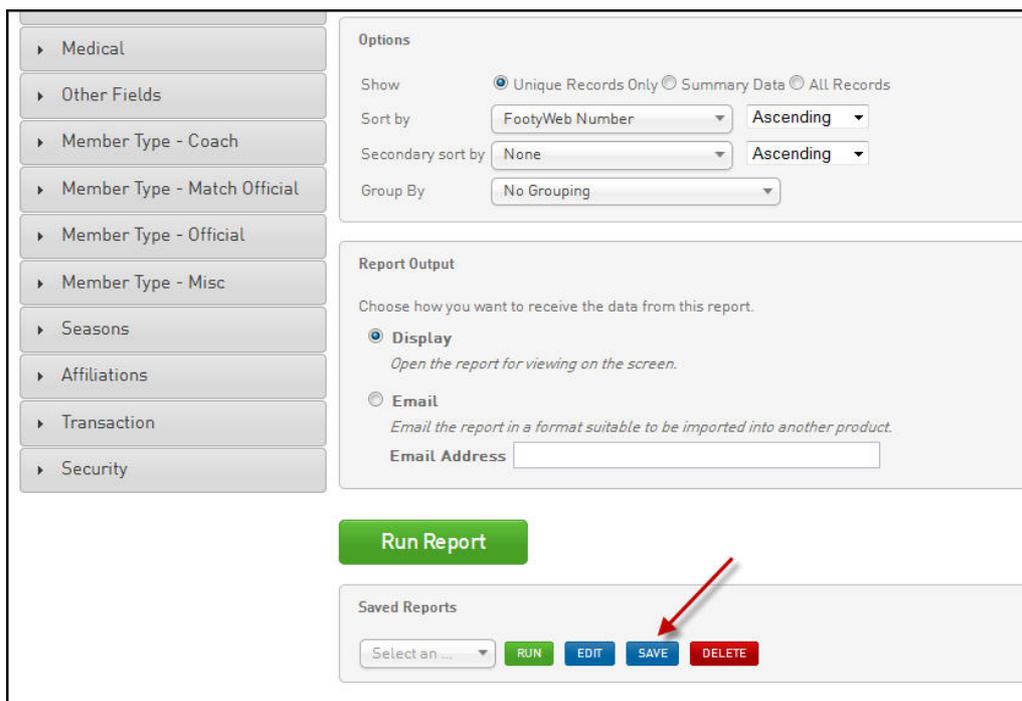


Saving a Report

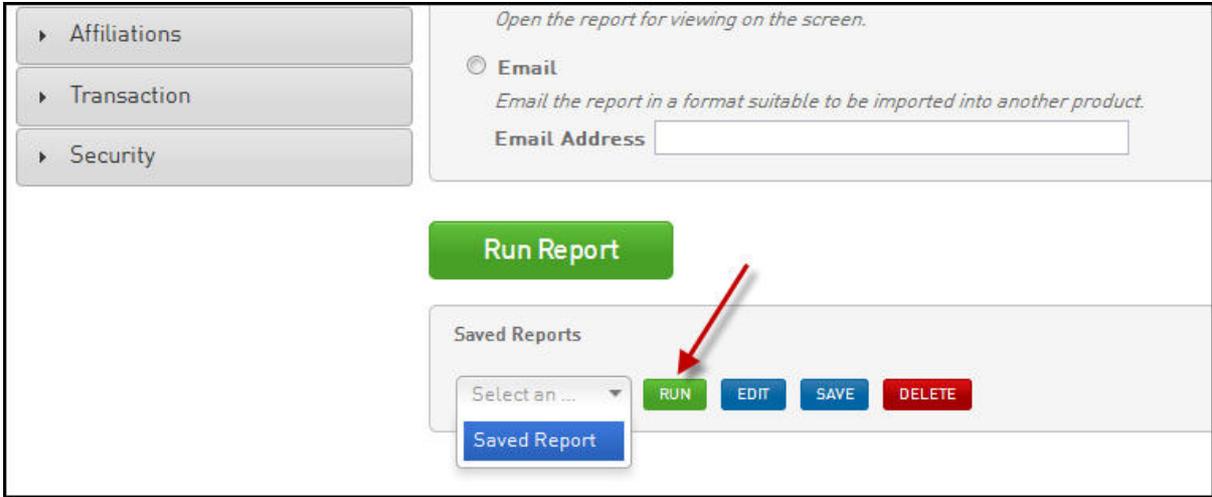
A report can be saved for future use so that you won't have to click and drag the fields across every time you wish to run the same report.

To save a report:

1. Click and drag across the fields as shown in the screen shot above
2. Once you've selected the fields, scroll down to the bottom of the page and in the **Saved Reports** box click the **Save** button



3. Once you've saved your report you can re-run it by scrolling to the bottom of the screen, selecting it from the drop box and clicking **Run**



The screenshot shows a web interface for generating reports. On the left, there are three menu items: 'Affiliations', 'Transaction', and 'Security'. The main area contains a section for opening the report, with a radio button selected for 'Email' and a text input field for 'Email Address'. Below this is a large green 'Run Report' button. At the bottom, there is a 'Saved Reports' section with a dropdown menu showing 'Select an ...' and 'Saved Report'. To the right of the dropdown are four buttons: 'RUN' (green), 'EDIT' (blue), 'SAVE' (blue), and 'DELETE' (red). A red arrow points to the 'RUN' button.

MANAGING YOUR MEMBER DATABASE

CANCELLING A TRANSFER - *If you have made an error with your transfer and would like to cancel it, follow these instructions:*

1. Once in the Member Database, click on the “**List On-line Clearances**” in the left hand menu
2. Click on the name of the player you wish to cancel the transfer for
3. Under the player details there will be the wording “**Cancel transfer**” click on this to cancel the transfer

ANSWERING TRANSFER REQUESTS

1. Once in the Member Database, click on the “**List On-line Clearances**” in the left hand menu
2. This list will show you all your on-line transfers in and out of your club, and show you their progress
3. For a player leaving your club, under “**This Level’s Status**” press on the button saying “**Awaiting Your Approval**”
4. In the “**Clearance Status**” section, select whether the transfer is approved or denied. If approved press “**Submit Clearance/Transfer**” but if denied, select the reason, then press “**Submit Clearance/Transfer**”
5. If monies owed or property retained itemise in the box below.

EDIT A MEMBER

1. When a player has been transferred to your club you can up-date their details
2. Once in the Member Database, click on “**Members**” in the left hand menu
3. Select the member you wish to edit and click on the **Edit Contact Details**
4. Make the alterations that you require. Fields that are compulsory have a red circle next to it
5. Click on the **Up-date Member** button at the top or bottom of the screen to update the member

ON-LINE RESULTS/TEAM SHEET INSTRUCTIONS

FOLLOW THESE INSTRUCTIONS:

1. To Access the On-line Results to Enter TEAM SHEETS or RESULTS:

- Go to the web-site (www.efl.org.au) and click on the **MEMBER DATABASE** button
- Click on **CLICK HERE** under **Member Database Administration**
- You will be asked for your username and password (the same information you enter to access the member database)
- Under **Comp Management** Click on **Match Results**.
- Enter the date for the games you wish to enter the scores, and press **Show Matches**
- Select the match you wish to enter the **team list or results** for and then click **Pre Game**
- The game information menu will now be on your screen

2. To Select Your Team:

- The **Available Players** list on the left is those players in your member database. Double click on a player, or press the right green+ button to select them in your team for the coming weekends match. When the team is selected press **Save**
- During the season you will select your team prior to the weekends match. You then have the ability to finalise your selected team prior to Wednesday 9am for career stats purposes (if a selected player does not line up on the weekend). *NOTE: YOU MUST REMOVE PLAYERS THAT HAVE BEEN SELECTED AS EMERGENCIES BY THIS TIME.*
- Senior teams must be selected in position by 10am on the Friday prior to the match (22 players and three emergencies).
- Players you select in your team will be remembered when you go to enter the team for the following rounds match.

3. To Assign Jumper Numbers for the Season:

- Under **Selected Players No**, click the box and **Assign/Edit Club Jumper Numbers**
- You can now assign jumper numbers for all players, and this number will stay with the player during the season

4 **Select Club Officials:**

- Scroll to the bottom of the page and select your **Team Officials for this match**
- After completion click **Save Team Officials**
- Team Officials can be accessed from **Auto Select Officials** boxes in subsequent games

5 **To Print a Team Sheet:**

- a. You will need to have selected your team list, numbers & club officials (ref. to points 2,3 & 4) to use this
- b. On the right hand side, click on **Team Sheet**
- c. You will now be able to print out a team list (seniors x 2), with one to be signed by your players, and you can print a third copy to help you record the best player and goal kicker information

6 **To Print a Player Positions Sheet: Senior Only**

- a. You will need to have selected your team (ref. to point 2) to use this
- b. Click on **Select A Position**
- c. Select playing positions for each player, and up-date any jumper numbers. When finished click on **Save**
- d. In **Tools**, you can now click on **Player Positions Report**

7 **Entering On-line Scores and Detailed Player Stats:**

- a. The **HOME** team is responsible for submitting the final match scores in seniors and juniors
- b. Refer to point 1 to access the on-line scores section
- c. To enter scores, click on **Post Game**
- d. Enter the quarter by quarter scores for the home team first, then the away team. Also click on the result of the match for each team, choices are Win, Loss, Draw, Forfeit
- e. Press **Save**, and the information will be sent to the league for updating
- f. For **senior clubs**, submit this for seniors, reserves and U19s, for **juniors**, just record final scores, quarter by quarter is optional
- g. To enter best player and goal kicker information, click on **Club Player Scores** (at the top of the page) for each team, entering goal kickers and best players 1 - 6 (best on ground is 1, sixth best is 6). Press **Update Player Scores**
- h. *Home teams MUST submit best player and goal kicker results for the away team as well (seniors).*

8 After Results have been Entered:

- a. Any time after **online scores** have been submitted, clubs have until 9 am Wednesday to make changes to **Game Information**.
 - b. When the changes have been made, press **Save**, and the information will be sent to the league for up-dating. All players on the team list submitted will have a game added to their career game stats.
 - c. Career games, best player votes and goals scored, will be available on the web-site under the match it relates too as well as under competition stats.
- It is **compulsory to remove players** who have been named as emergencies or did not participate in the match by this time. They will be **credited with a game on the database if not removed**.
 - This will ensure **the accuracy of Footy Web** and assist clubs in monitoring player game totals.
 - **Failure to do so may result in a fine.**

TIMELINES

RESULTS

SENIORS:

Scores, best players and goal kickers need to be submitted for seniors, reserves and U19s by **5:30 pm Saturday night**. Fines may apply.

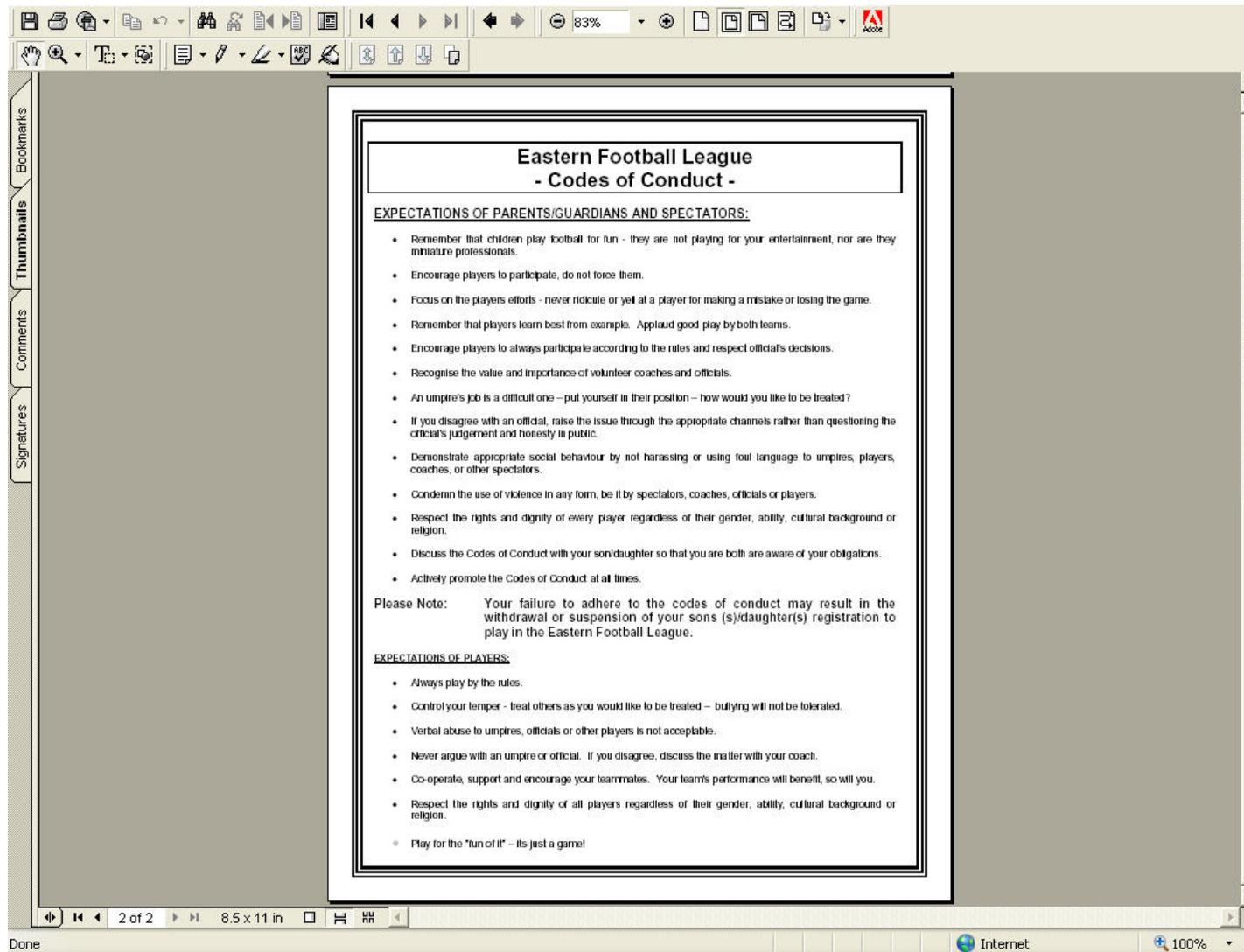
Clubs who have their U19s playing at home when the senior club is away, be aware that these scores still need to be submitted electronically.

JUNIORS:

Scores need to be submitted by **9 am Monday**. **ALL** scores need to be submitted on-line. Only home teams need to submit scores.

PLAYER STATS

The deadline for online player stats is 9am Wednesday for seniors and juniors.



**Eastern Football League
- Codes of Conduct -**

EXPECTATIONS OF PARENTS/GUARDIANS AND SPECTATORS:

- Remember that children play football for fun - they are not playing for your entertainment, nor are they miniature professionals.
- Encourage players to participate, do not force them.
- Focus on the players efforts - never ridicule or yell at a player for making a mistake or losing the game.
- Remember that players learn best from example. Applaud good play by both teams.
- Encourage players to always participate according to the rules and respect official's decisions.
- Recognise the value and importance of volunteer coaches and officials.
- An umpire's job is a difficult one - put yourself in their position - how would you like to be treated?
- If you disagree with an official, raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public.
- Demonstrate appropriate social behaviour by not harassing or using foul language to umpires, players, coaches, or other spectators.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- Respect the rights and dignity of every player regardless of their gender, ability, cultural background or religion.
- Discuss the Codes of Conduct with your son/daughter so that you are both aware of your obligations.
- Actively promote the Codes of Conduct at all times.

Please Note: Your failure to adhere to the codes of conduct may result in the withdrawal or suspension of your sons (s)/daughter(s) registration to play in the Eastern Football League.

EXPECTATIONS OF PLAYERS:

- Always play by the rules.
- Control your temper - treat others as you would like to be treated - bullying will not be tolerated.
- Verbal abuse to umpires, officials or other players is not acceptable.
- Never argue with an umpire or official. If you disagree, discuss the matter with your coach.
- Co-operate, support and encourage your teammates. Your team's performance will benefit, so will you.
- Respect the rights and dignity of all players regardless of their gender, ability, cultural background or religion.
- Play for the "fun of it" - its just a game!

EASTERN FOOTBALL LEAGUE CODES OF CONDUCT