

Summary

Once the competition, season and leagues have been setup, the clubs and public will be able to access fixtures, results and ladders from the <https://sdsfa.dribl.com> site. This will be publicly accessible.

Club Recorders and Team Recorders (also known as Team Managers) will be able to access their matches and enter results via the <https://app.dribl.com> website or the **Dribl Mobile Application**.

Club Reporters and Team Reporters (also known as Team Managers) will be able to access their match sheets and review their teams via the <https://app.dribl.com> website or the **Dribl Mobile Application**.

Should a referee be a no show or no referees are allocated to a match, the Club Reporters and Team Reporters will be able to assign a suitable club member to officiate the game (as an Official).

This user guide will succinctly outline the pre and post match duties for a Team Manager

Access to Dribl will be provided by your club via an email activation link. You will simply click the link, set your password and will be able to access dribl from either <https://app.dribl.com> (**Web Application**) or the **Dribl (Mobile Application)** downloadable from the Google play store or Apple Store.

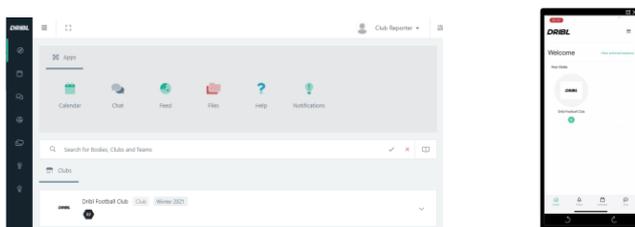
Once all teams have been graded and the competition and events/fixtures has been created by the association, the **Club Reporter** or **Team Reporter** will be able to navigate Dribl and review their match sheets.

To perform the review process via the web or mobile application

1. Login to Dribl by going to either the web application (laptop/desktop/tablet) or mobile application (downloaded from relevant app store).

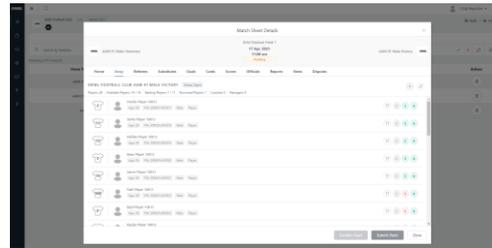
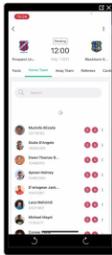


2. From the tiles, select the correct Club or Team.



3. Select Match Sheets tab.
4. Perform Search and Filter for desired matches/fixtures.

5. Select desired match.



At this point the user will see Home, Away and Referee tabs.

6. Review your team, nominate players and update availability, starting, captain and Jersey number indicators. You can add borrowed player by pressing the + button and searching for the player to be added to the team.
7. Once all completed, SUBMIT your team by pressing the **Submit** button (activated by clicking top right-hand menu on the mobile application)
8. Review if referees are allocated to the game. Note that all personal referee information is not displayed.
9. Once review completed simply press Close.

At the ground on match day, Club and Team Reporters can access their match sheet via their Dribl mobile application on their phone.

10. Perform a final review of their team.
11. Perform a final review of the opposition
12. View opposition digital cards by clicking on the listed member and select the menu option: **View Player Cards**.
13. Flick through player cards to review all cards.



14. CONFIRM the opposition team if all in order by pressing the match sheet menu and selecting the **Confirm** option

At this point, you're ready to kick off!

[01A] Pre Game – Review [If No Referee]

The pre game process remains the same for the **Club Reporter** or **Team Reporter** in the instance there is no referee allocated to the game or that no referees are present at the game.

In this instance, the Club and Team Reporters can access their match sheet

1. Perform a final review of their team.
2. Perform a final review of the opposition.

3. View opposition digital cards (if required).
4. Go to Officials tab and add a person as a non accredited referee against the match

At this point, you're ready for kick off!

Post match the Home **Club Reporter** or **Team Reporter** can add cards, goals and the score on the match sheet and press Complete to close the matchsheet.

[02] Post Game – Final Review and Recording Scores

Once a match has been completed, the **Club Reporter** or **Team Reporter** should enter the match sheet and review

- All players who played are marked as such and remove any players that did not participate if previously indicated as participating.
- Check Yellow/Red cards listed by the Match Official.
- Check score entered by Match Official
- Check the goal scorers with the Match Official (BBC & AAW/1 (GMT) only)

If issues identified then resolve with official before leaving the field.

Once a match has been completed, the process remains the same post game where the **Club Recorder** or **Team Recorder** will be able to enter the final match score against the corresponding match. To perform the score recording process via the web or mobile application

1. From the tiles, select the correct Club or Team
2. Select Recorder tab
3. Perform Search and Filter for desired matches/fixtures
4. Select desired match
5. Press Edit for specific fixture/Event and enter scores



6. Press Save

It is important to note that both the home and away team will enter the match score. If the scores match, the score is set to final and committed to dribl. If the scores do not match, the fixture/event is set as a dispute and the association will be able to update the final score based on the physical match sheet provided back by the clubs.