



Game Sheets & Scoring Games in the EMSA Portal

U10 – U18 Community and Premier/Club Teams

The HOME TEAM is responsible for scoring the game in the EMSA Portal by 1pm the day after the game.

Game Sheet Submission:

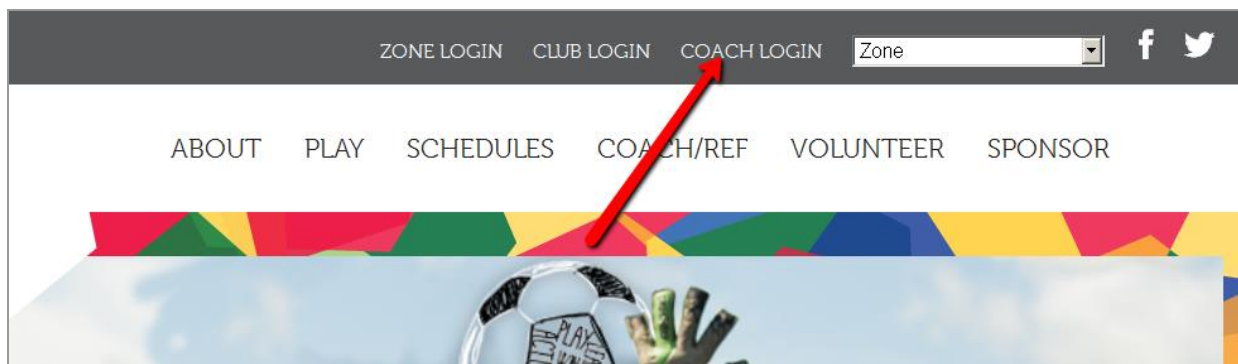
Each team is required to hand their completed game sheet along with any trialist/guest player forms to the referee prior to the game start. At the end of the game the referee will hand in the white copies of the game sheets and all guest player/trialist forms to Facility admissions desk where they will be placed in the EMSA mailbox for staff pick up. The teams do not need to submit any copies to the EMSA office.

Game Score Submission Instructions:

The home team will be required to log into the EMSA Soccer Portal and enter the game score by 1pm the next day after the game. Only coaches, assistant coaches and managers who are registered on the team's roster can be scorekeepers. Please refer to your coach handbook for detailed instructions on how to use the EMSA Portal for scoring games.

Instructions for Scoring Games

1. Go to www.emsamain.com and click on the **Coach Login** link at the top of the page:



- Please sign in with your account.

Soccer Portal

Sign In (Household Account Required)

Email Address: *

Password: *

[Submit](#)

[Forgot your password?](#)

To register for soccer, create a free account (one per household):

[Create Account](#)

- Select the Team Official role for the team you are coaching. A person may have multiple team official roles (1 role per team). In this example, a McLeod coach with last name Johnson is signing in.

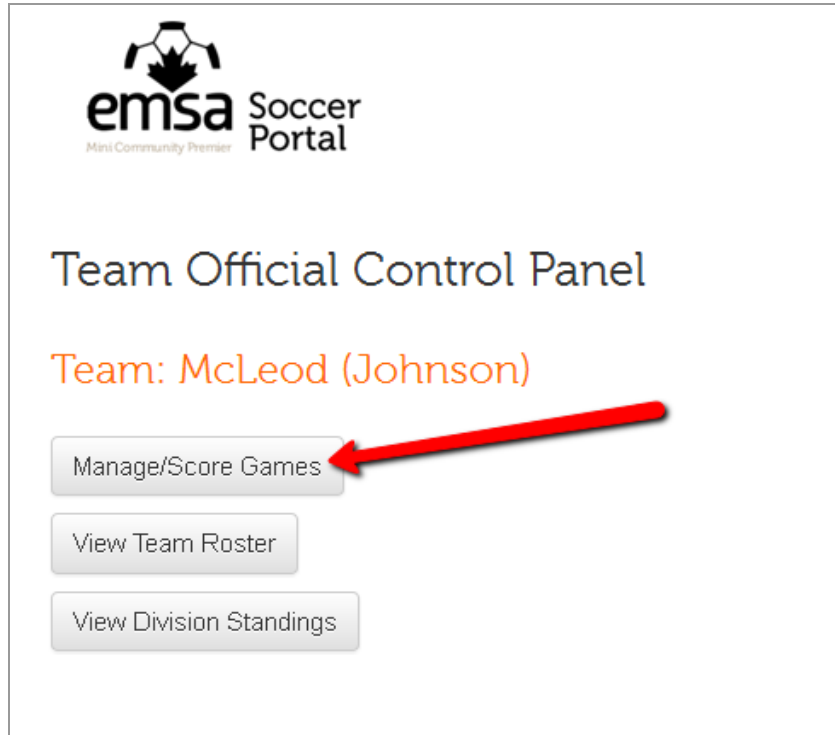
emsa Soccer Portal
Mini Community Premier

Select Your Role

Role: *

[Next →](#)

- Once signed in, you will be redirected to the Team Official Control Panel. Click the **Manage Score/Games** button.



- On the Manage Scores/Games screen, you will see a list of all games for your team. Once a game is ready to have a score recorded, an edit pencil button will be available. Click the edit pencil button.

The screenshot shows the 'Manage Scores/Games' screen. At the top is the 'emsa Soccer Portal' logo. Below the logo is the breadcrumb 'Home / Manage Scores/Games'. The main heading is 'Manage Scores/Games'. Below this is a table with the following data:

DATE	TIME	HOME TEAM	VISITING TEAM	SCORE	FIELD	TYPE	STATUS	
MO Nov 09	7:30 pm	Beverly Heights (White)	McLeod (Johnson)		West Soccer Centre Field #4	REG	Scheduled	
MO Nov 02	8:00 pm	McLeod (Johnson)	Fraser (White)		Tri-Leisure Centre Field #1	REG	Incomplete	
MO Oct 26	7:00 pm	McLeod (Johnson)	Baturyn (Kerr)	2 - 3	South Soccer Centre Field #2	EXH	Complete	
MO Oct 19	6:00 pm	McLeod (Johnson)	Lago Lindo (Smith)	6 - 0	South Soccer Centre Field #1	EXH	Complete	

A red arrow points to the edit pencil icon in the 'Incomplete' row.

6. On the Score Game form, complete the required fields by entering the home team score and the away team score.

Score Game

McLeod (Johnson): *	<input type="text" value="2"/>	(Home Team)
Fraser (White): *	<input type="text" value="1"/>	(Away Team)

7. Lastly, please submit feedback regarding the referee officiating of the game. There are 6 questions to be completed and an option to provide comments. **(optional)**

Referee Feedback

Please submit feedback regarding the officiating of the game.

Field Referee Name: *

Box Referee Name:

1) Management of the Game: * Excellent
 Good
 Fair
 Poor

2) Manners/Professionalism: * Excellent
 Good
 Fair
 Poor

3) Knowledge of Rules: * Excellent
 Good
 Fair
 Poor

4) Movement on the Field: * Excellent
 Good
 Fair
 Poor

5) Communication: * Excellent
 Good
 Fair
 Poor

6) How support was the box referee: * Very supportive
 Somewhat supportive
 Not supportive

Comments:

- Once the form is complete, click the **Submit** button.
- After submission, the game status will be changed to **Under Review**. An EMSA Administrator will review the game sheet and verify the information has been collected and acknowledged.

Home / Manage Scores/Games

Manage Scores/Games

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MO Oct 19	6:00 pm	McLeod (Johnson)	Lago Lindo (Smith)	6 - 0	South Soccer Centre Field #1	EXH	Complete

- If the Administrator verifies the game, the status will be marked as **Complete**. However, if there is an issue with an uploaded/faxed game sheet, an email will be sent back to the coach asking for the game sheet. In this case, the status will be changed to **Information Required**.

Home / Manage Scores/Games

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Administration Fees:

Please be aware of the following administration fees which are issued to the team officials should the above tasks not be completed:

Offense	Fee Amount
Incomplete Gamesheet	\$50.00
Failure to Score Game Results	\$75.00