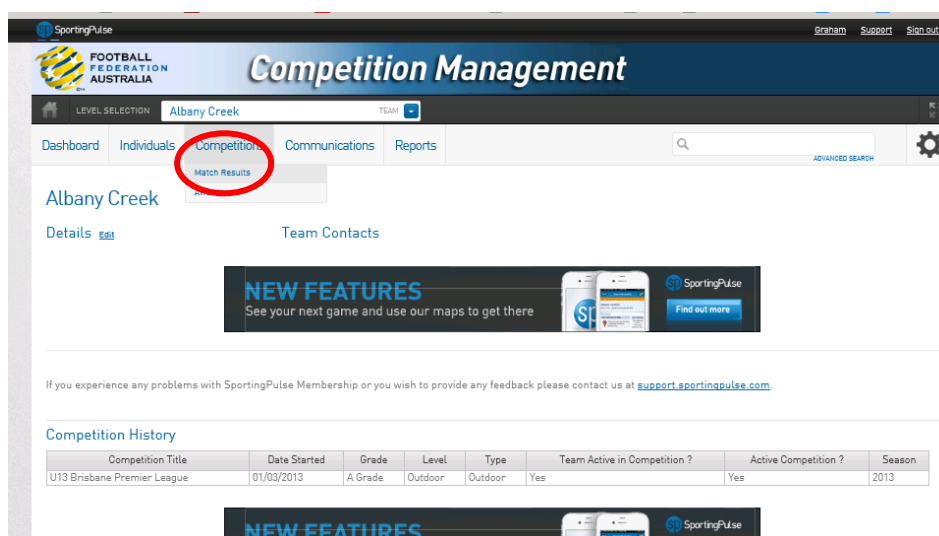- To be able to select teams and enter results a clubs Coach / Manager must first have a SportingPulse Passport and have been granted access to that team by the clubs SportingPulse Administrator.
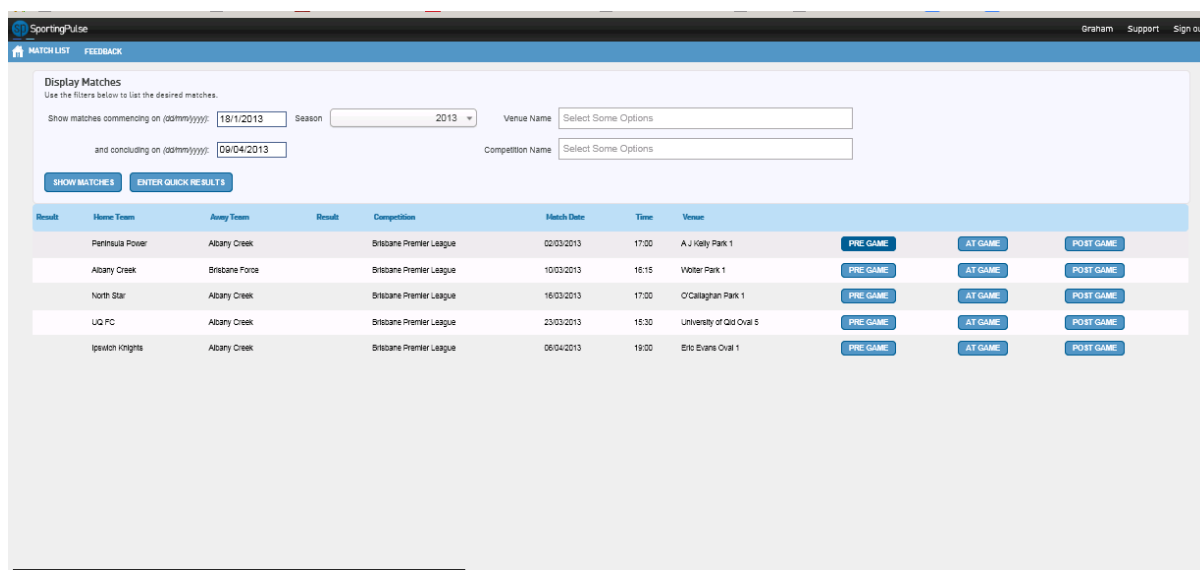
Selecting Teams
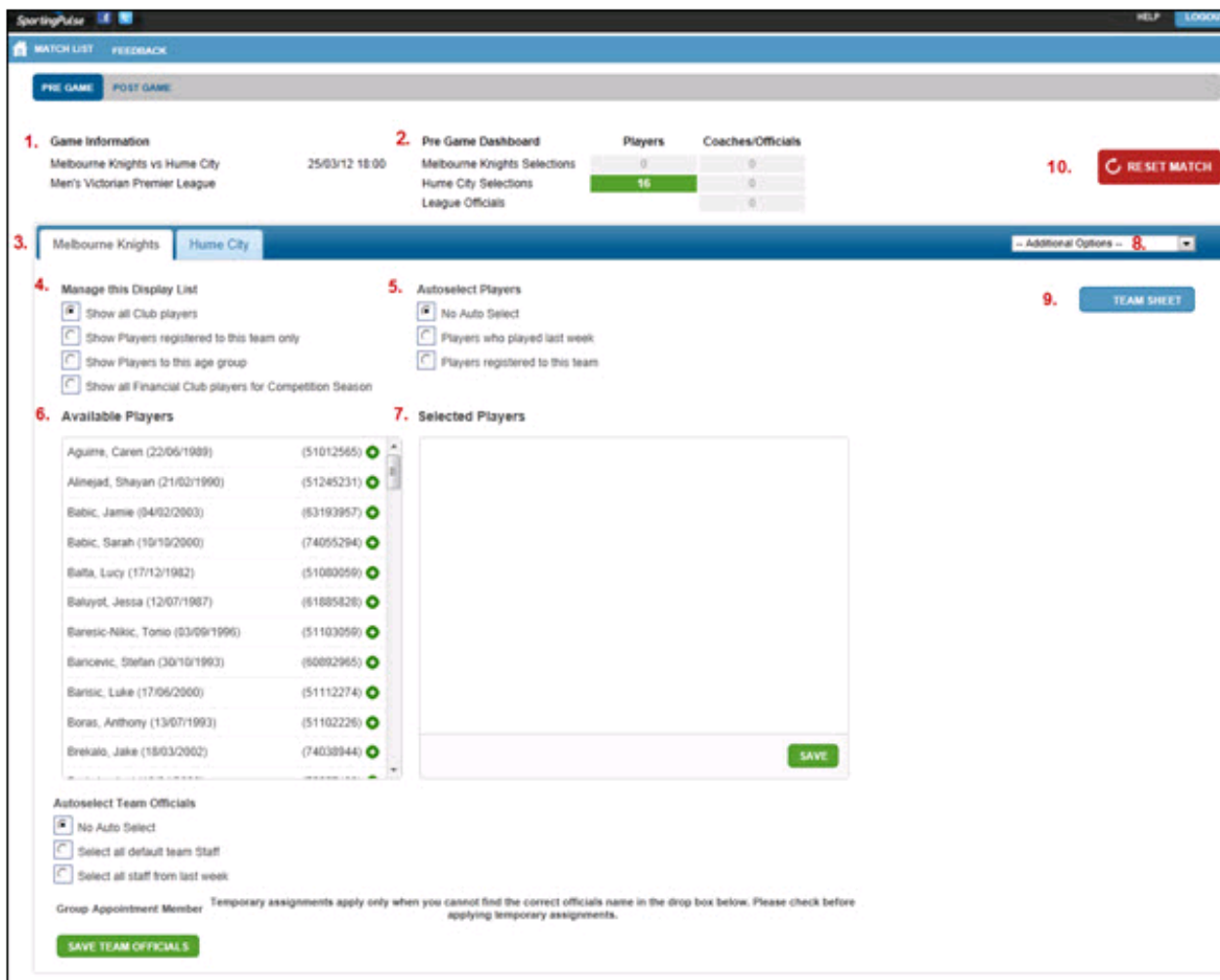
The process for selecting teams is:

1. Coach / Manager Logs into SportingPulse via https://passport.sportingpulse.com/login.

2. Click on the **Competitions / Match Results** Menu

3. Enter the date range of the games you are interested in and set the season to 2013
4. Click on **Show Matches** button
5. From the list of games click the **Pre Game** Button for the match you are selecting the team for

6. The Pre-Game Screen (shown below) houses all the pre-game administration including team selections, assigning team officials and accessing team sheets.

7. Check that you have selected the correct match by checking the **Game Information** (1).

8. Choose the option you require under the **Autoselect Players** menu to display the players you have to select from for **Players who played last week**(the team you selected the previous week) or **players registered to the team** (All players who have played for this team in the current season).

9. If you want to add players to the list displayed under the Selected Players window

   a. Select whether you want to display **All Club Players**, only players who have previously played for this team (**Players registered to this team only**), or all players that are in the same age group as this team (**Players to this age group**) from the **Manage this Display List** options. This will reduce or increase the number of **Available Players** you have to select from for your team. Please note that the '**All Financial club players**' option is no different to the All club players option as only financial players are brought over from MyFootballClub.

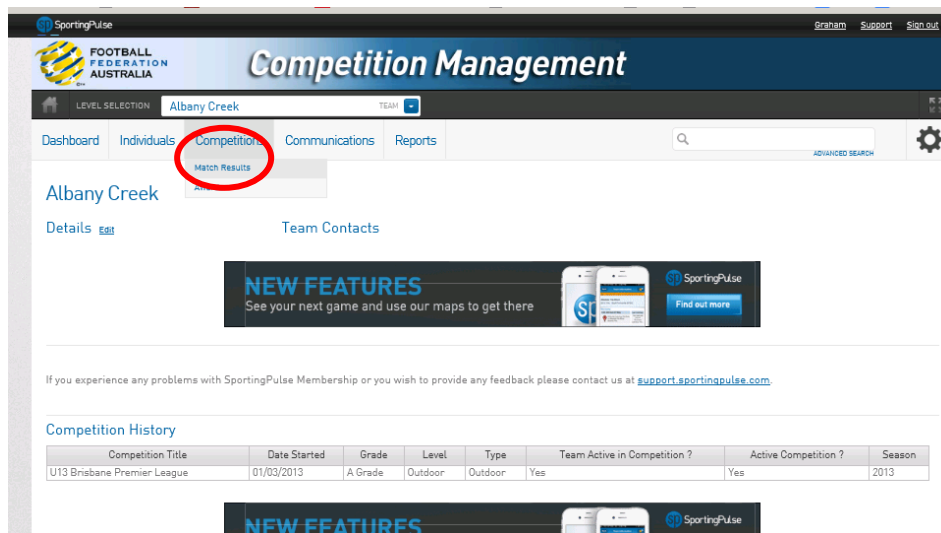   b. Click on the + button to add players to the list.

10. If you want to remove a player from the Selected Players list, click the – button next to their name.
11. When you have completed your team click the **Save** Button

Note: to start again you can use the **Reset Match** button to clear ALL data currently entered in for the match.

Results Entry

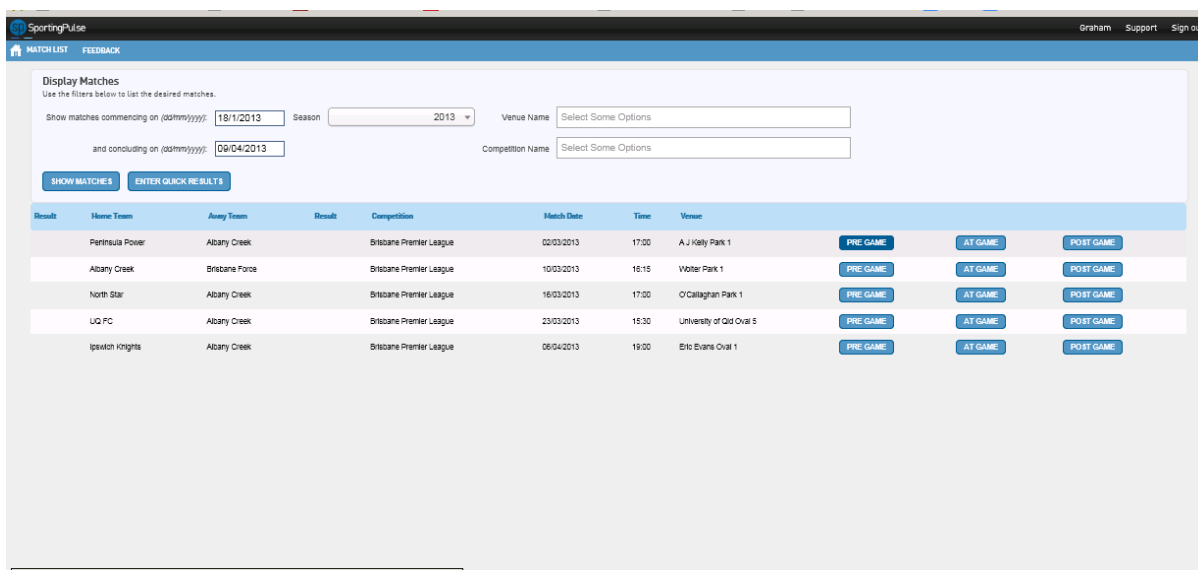The process for selecting teams is:

1. Coach / Manager Logs into SportingPulse via https://passport.sportingpulse.com/login.

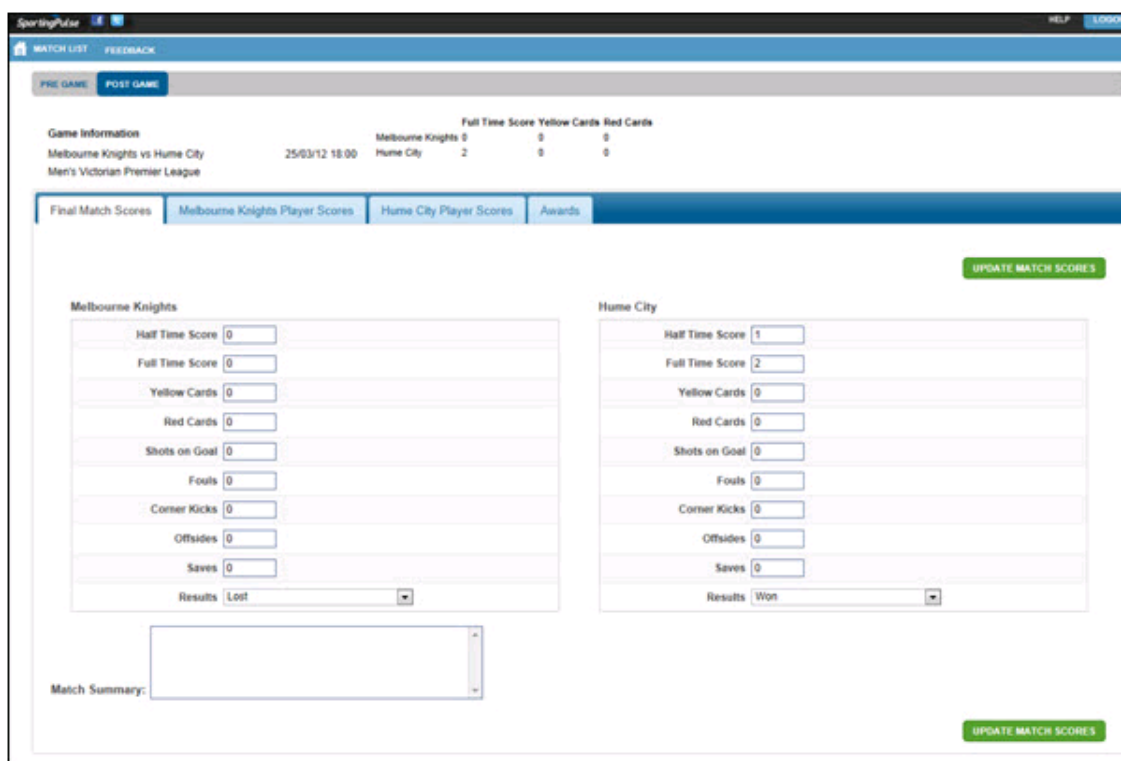2. Click on the **Competitions / Match Results** Menu

3. Enter the date range of the games you are interested in and set the season to 2013
4. Click on **Show Matches** button
5. From the list of games click the **Post Game** Button for the match you are selecting the team for

6. The Post-Game Screen (shown below) houses all the post-game administration including team statistics, results entry and individual player statistics.

7. Click on the **Final Match Scores** tab
8. Enter all required team match data
9. Click the **Update Match Scores** button.

10. Click on the **Player Scores** Tab
11. Enter all required match information for specific players
12. Click the **Update** button.
13. If your team is using the Awards function
    a. Click on the **Awards** tab.
    b. Enter all required Awards information.
    c. Click the **Update** button.