

Generating a Team line

The Scottish FA have upgraded the football admin system, allowing match officials to report their matches online. For season 2017, all misconduct will be available for each club to view via the online football admin system. Clubs will have online access to player registers and information submitted post match should become more accurate. For the remainder of this season, match officials will be appointed via the online system however you will continue to receive a weekly email from Appointments. Team lines should be generated on a weekly basis per match. For the remainder of the season you can continue to generate your team line following the same usual process however, we would encourage you to become familiar with the new way to prepare you for the change over next season.

Please find below an easy step guide to creating a team-line on the new club admin system.

1. Enter club admin system.
2. Click on teams.
3. Click on the respective 'view team' blue tab at the right of the team name.
4. Click on Matches.
5. Select the date range to view all your matches
6. Click on the 'view match' blue tab at the right of the team name
7. Select your starting 11 players from the drop down alphabetised menu and mark down their corresponding shirt number.
8. Select your substitutes and mark your team captain.
9. If you are playing a trialist, click the blue '+' and in the window that appears enter the players first name, surname and date of birth to perform a search for the player.
10. Select the 'Add To Club' button next to the relevant player. If the player is not found or is not in the list of search results click the Add New Player Record/Player Not Listed button.
11. Once complete, click 'Update Teamline' at the bottom of the page.
12. You can then click 'Teamline & Match control Form' at the top of the page and print your teamlines.

Post match, the match official will access the online system and cross check the information you have submitted, mark the score and the scorers, list the substitutes that took to the field and make note of any match incidents. Come season 2017, this information will be accessible to clubs throughout the season.