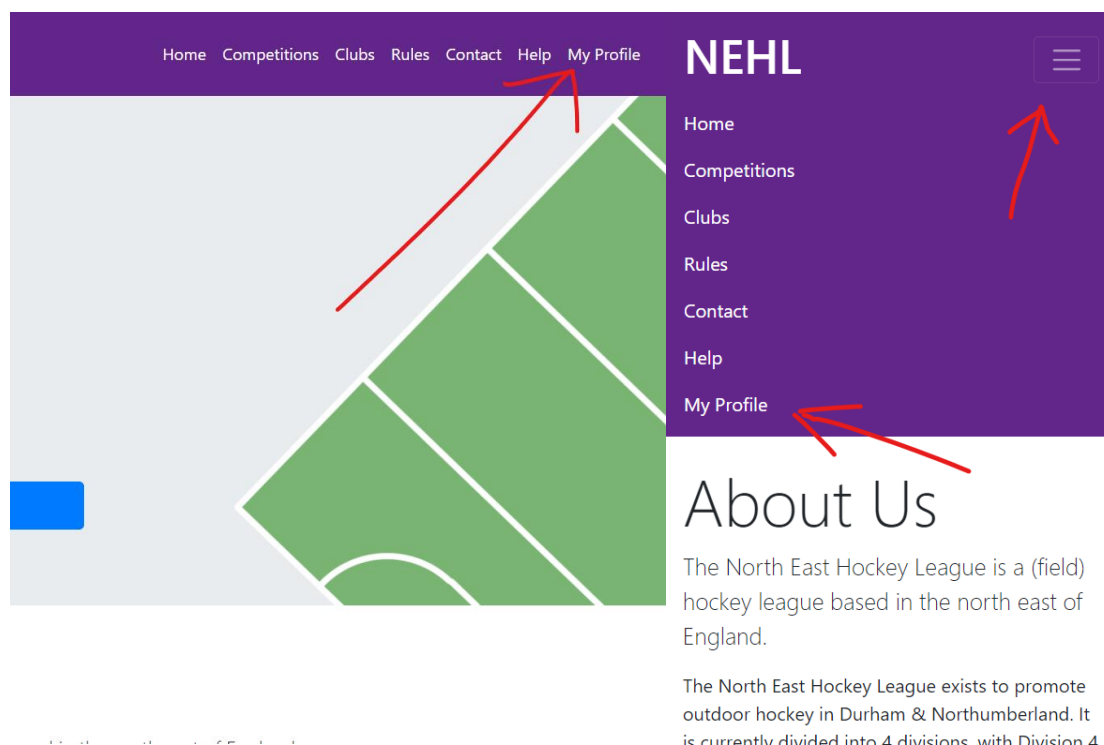


# Completing a match card

1. Ensure you are logged in to the website you should see 'My Profile' instead of 'Log in' in the top right corner on large screens or in the menu on smaller ones.



2. Find your fixture
  - a. Select 'Clubs'
  - b. Scroll down to find your club
  - c. Select 'More Info'
  - d. Select the team you want to complete the match card for.
  - e. Find the fixture in the lists and select 'View'

The screenshot shows the NEHL website's 'Select Squad' form. The top navigation bar is purple with white text links: Home, Competitions, Clubs, Rules, Contact, Help, and My Profile. Below the navigation bar, there is a large light blue box with the text 'Select Squad'. Below this box, the 'Fixture:' section shows '2020-04-11 - Newcastle Medics - M2s vs Morpeth - M3s'. The 'Team:' section shows 'Newcastle Medics - M2s'. Below the team selection, there are three rows of player selection. Each row has a number (1, 2, 3) in a small box, a 'Registered' button, and a 'Registered Player' dropdown menu. The dropdown menus are currently empty.

3. Select 'manage fixture'
4. Select a squad
  - a. If the options to select a squad for each team are present you must first do so. If the options are not present that means the squads have already been selected.
  - b. Click 'select (Team Name) squad' which will show you the 'Select Squad' form.
  - c. For players registered in your club you can just search for them using the dropdown.

Team:

Newcastle Medics - M2s

1	Registered	<input type="text" value="Dan Ba"/> <input type="text" value="Dan Baxter"/>
2	Registered	Registered Player <input type="text"/>

- d. For unregistered players you must click the 'Registered' button to deselect registered mode and you can add their name in manually.

1	Registered	First name <input type="text" value="Bill"/>	Last name <input type="text" value="Bloggs"/>
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- e. Add each of your players
  - f. If you need to add subs select 'Add a substitute'
  - g. Once you are done select 'Submit'
5. Repeat the previous steps for the other squad if required
  6. Once the squads are selected go to 'Manage Fixture' and select 'complete match card'
  7. This will bring up the personal penalties form, for each penalty that was given out you are able to select the player that received the card and the particular card they received. (If no penalties were given out just press 'submit' without adding any.
    - a. You can use the 'Add a penalty' button to add as many as are required.
    - b. Once done select 'Submit'

NEHL

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### Submit Personal Penalties (Cards)

Use this form to submit the cards given out in the game, submit cards for both teams. If no cards were given just press submit without adding any.


Recipient <input type="text" value="-----"/>	Type <input type="text" value="-----"/>	<a href="#">Remove penalty</a>
<input type="button" value="Add a penalty"/>		
<input type="button" value="Submit"/>		

8. Next do the same thing again but for the goal scorers in the game.
9. In the final page you must submit an image of the physical match card
  - a. Choose the correct file
  - b. Select 'Submit'

### Submit Goal Scorers

Use this form to submit the goal scorers for the game, submit goals for both teams. If no goals were scored just press submit without adding any scorers.

Scorer

Number scored

[Remove scorer](#)

Add a scorer

Submit

10. You have now successfully submitted a match card.