



Club Guide to ENgage Competition Management

**HOW TO
GUIDE**

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Teams

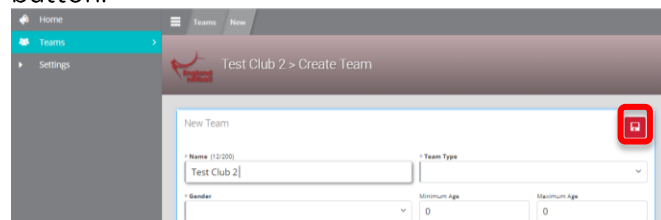
In order to detail the players competing in the match you need to make sure you have set up your teams and added players to the team.

Creating a Team

You can add a team in the **Team Management** section. Go to the **Teams** tab by pressing **New**.

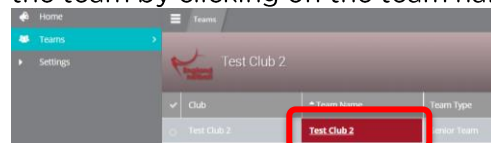


You can then add the details of the new team you want to create. Press the **Save** button.



Further Team Information

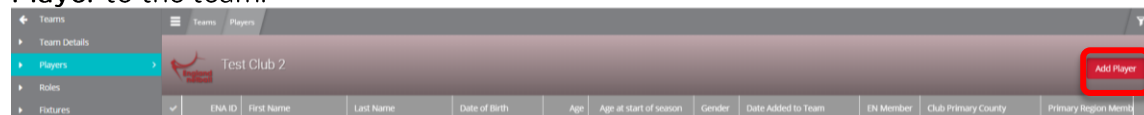
You can find and add further team information including details about the players in the team by clicking on the team name in the grid.



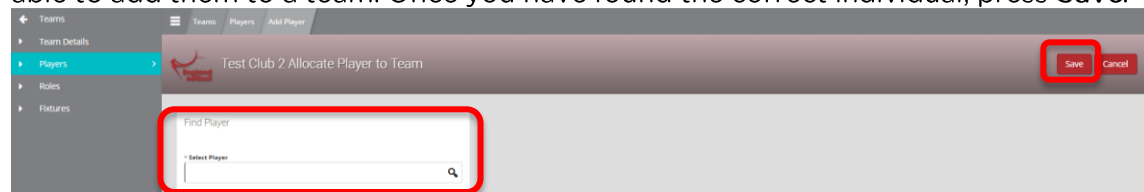
When you click through to a team, you can view the players and team roles associated with that particular team.

Add a Player

Once you have selected a team select the **Players** tab and there is an option to **Add Player** to the team.



You can then search for a player. The individual must be registered to your club to be able to add them to a team. Once you have found the correct individual, press **Save**.

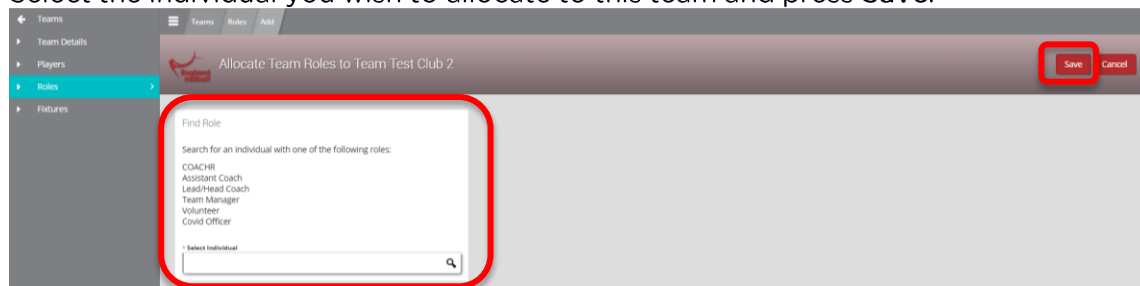


Add a Team Role

In the **Team Roles** tab you can add an individual to a specific role for that team (e.g. Lead/Head Coach, Team Manager).



Select the individual you wish to allocate to this team and press **Save**.

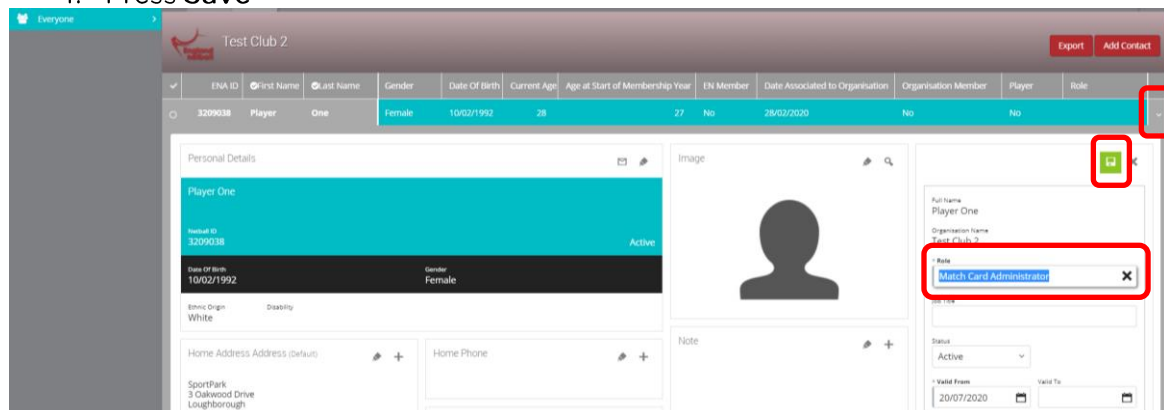


Please Note: The individual must be assigned the role type at an organisation level to qualify for the role at a team level, otherwise they will not appear as an option to be able to add. (Please see guidance on **Roles**)

Roles

In order for clubs to administer their match result in ENgage themselves they will need to allocate the **Match Card Administrator** role to the individuals who intend to do this.

1. In **People** search for the individual you want to give the role to.
2. Press the expansion arrow next to their record
3. In the Roles section select **Match Card Administrator** for the role dropdown
4. Press **Save**



When the individual next logs into their Engage account they will see the Competition section.

Please Note: The same process can be used to add other roles e.g. Lead Coach, Team Manager etc.

Match Card

In the **Competition** section the **Match Card** tab allows the entry of details relating to the match including players, starting line ups, umpires, scores and match events.

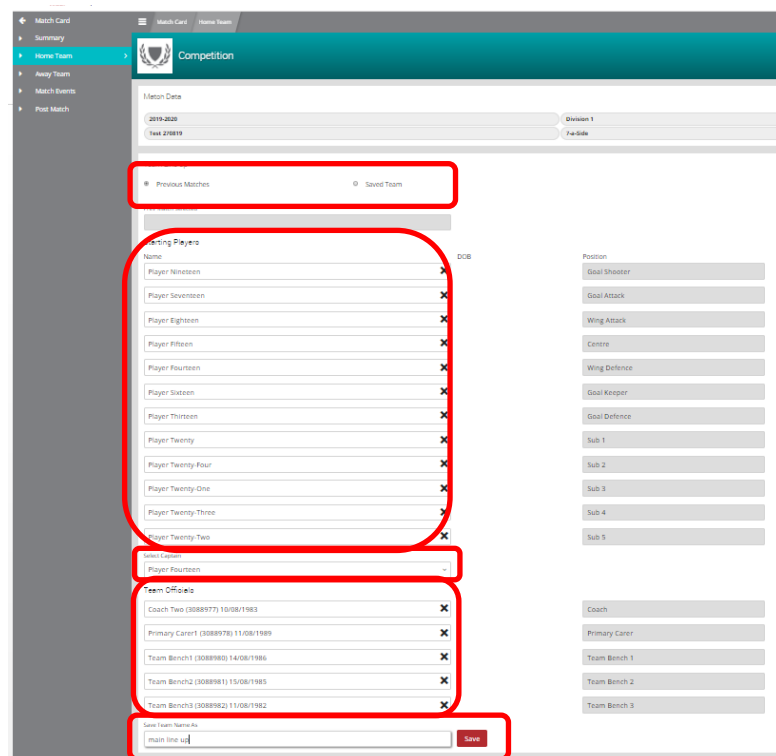
Use the **Filter** to search for the competition and then select the match for which you want to enter the results for by clicking on the white section.



Within **Match Card** the **Summary** tab shows an overview of any information that has been entered for a match.

Home Team

The **Home Team** tab allows the entry of players, captain and team support roles for the home team. The team starting line-up should be entered using the drop down fields. The individuals available to add will be those who have been added to that particular team in the **Team Management** section for the club. If an individual can't be found then they first need to be added to the team.



To avoid repetition it is possible to select a previous saved starting lineup.

When adding **Team Officials** you will only be presented with the options of individuals who have a role with the club. The club needs to make sure they have allocated the role of Coach, Team Manager or Volunteer etc. to those who will be fulfilling a team official role and allocated them to the particular team in the **Team Management** section.

Once complete if you wish to save the team for use again enter a **Name** for the saved team and press **Save**.

Away Team

The **Away Team** tab operates in the same way as the **Home Team** tab.

Match Events

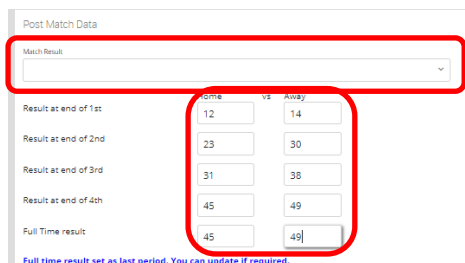
The **Match Events** tab allows you to record events that occur within the match for example substitutions and disciplinary.

Select the **Event Type**, **Sub Type** and the **Team** and then select the **Participant** and enter the time it occurred in the **Minutes** field and then select **Save**.



Post Match

The **Post Match** tab will appear after the match and this tab allows the entry of the score along with details of the **Match Officials**. The search for umpires only allows people to be found by ENA ID so you will need to ask the umpires to provide this.



Change the Match Result i.e. Result for complete match, then enter the score at the end of each quarter. The score entered for the 4th quarter will be what auto-populates the final score. By default this can be entered by the home team but the league may change this to allow either team to enter the score.

In this tab you can also enter which quarters each of the players played. For each player select which quarters they played in, the Player(s) of the match can also be selected. **Please Note:** you need to make sure the **Home Team** and **Away Team** tabs have been completed before you will be able to enter this information.

Depending on what information your league wishes to be collected you may also need to complete information such as court assessments. This can all be entered in the **Post Match** tab and once complete press **Save**.

