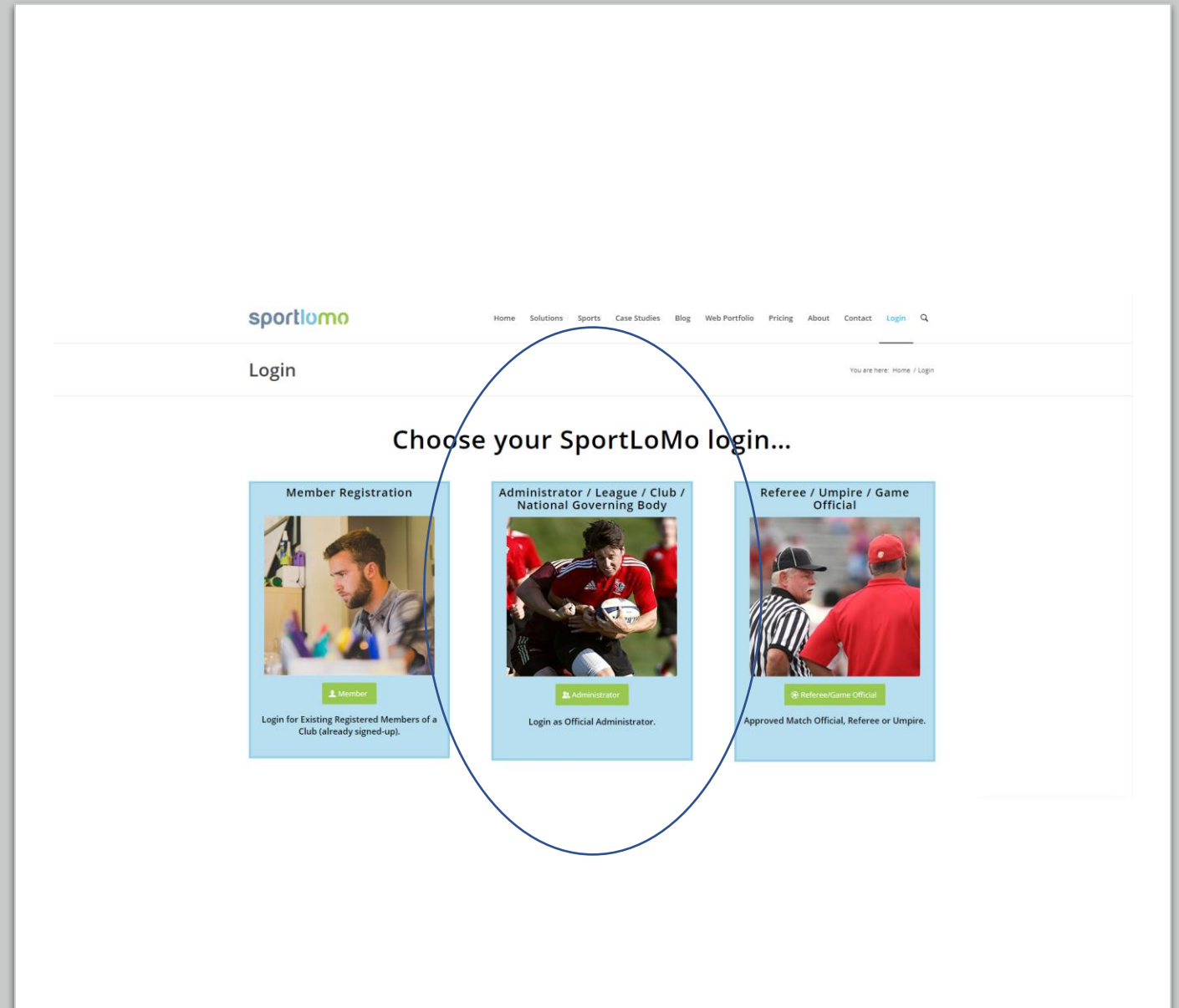


# SPORTLOMO

Creating Team Sheets

# STEP 1

Login to Sportlomo as an Official Administrator. The login credentials are **different** from your member login. Contact your club registrar or the BC Rugby Office ([msison@bcrugby.com](mailto:msison@bcrugby.com)) for this info.



# STEP 2

- a) Under **Members/Team Sheets**, click **Pitch Formation Designer** to create the appropriate roster size of players that will go on the Team Sheet.
- b) Add a **Pitch Name** and click **Create**.

Team Sheet Pitches Summary

Teamsheet Panels Summary  
Teamsheet Sheets Summary

Create Pitch

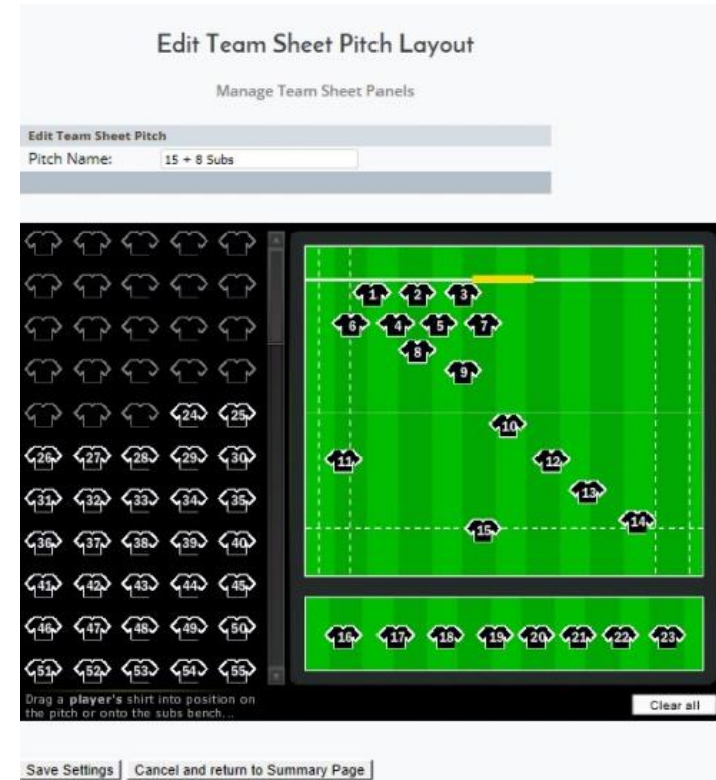
Pitch Name:  **Create**

ID	Name	Positions	Players	Subs	Actions
3095	15 + 8 Subs	23	15	8	Edit
3094	7 + 5 Subs	0	0	0	Edit

No. of Panels: 2

# STEP 3

- a) Drag and drop the shirts on the field in your desired format.
- b) If your team has more than 23 players, create a panel with more subs. You can add up to 99 jerseys to a panel. Click **SAVE** when finished.



# STEP 4

- a) Under **Members/Team Sheets**, click **Panel Editor** to create the list of players that will go on the Team Sheet.
- b) Create a panel for the corresponding team and upon creation, click edit.

The screenshot displays the 'Team Sheet Panels Summary' interface. At the top, there is a 'Create Panel' section with a 'Panel Name:' input field and a 'Create' button. Below this is a table titled 'Team Sheet Panels' with columns for ID, Name, Players, Print Panel Photos, Actions, and Visible. The table lists six panels, each with an 'Edit (In use)' action and a 'Visible' checkbox. A summary bar at the bottom indicates 'No. of Panels: 6'.

ID	Name	Players	Print Panel Photos	Actions	Visible
6669	Brit Lions Div 1 Men	0		Edit (In use)	<input type="checkbox"/>
6582	Brit Lions Div 1 Women	21		Edit (In use)	<input checked="" type="checkbox"/>
7407	Brit Lions Men	38		Edit (In use)	<input type="checkbox"/>
9029	Brit Lions Men 2018-19	34		Edit (In use)	<input checked="" type="checkbox"/>
10787	Brit Lions Men 2019-20	39		Edit (In use)	<input checked="" type="checkbox"/>
10947	Brit Lions Women 2019-20	31		Edit (In use)	<input checked="" type="checkbox"/>

No. of Panels: 6

# STEP 5

- a) Select the **players and team staff (coaches and managers)** from the membership database and add them to the panel.
- b) Click **Continue to Step 3** to save the panel.

**NOTE:** Players and team staff must have a current and active registration in order to be placed on a team sheet.

The screenshot displays the 'Edit Team Sheet Panel' interface. At the top, it says 'Manage Team Sheet Panels'. Below that, there's a section for 'Edit Team Sheet Panel' with a 'Panel Name' field containing 'Brit Lions Div 1 Men'. The main area is divided into two steps:

- Step 1: Select Players for this Panel**  
Add Players from your Membership Database to the Panel (etc etc etc)...  
Use Ctrl+F on your keyboard to find players.

A list of players is shown on the left, each with a checkbox and a 'more details' link. The players listed are: Adam Bodenschutz, Adam Jensen, AINSLEY JOHNSTONE, Al Chiu, Alicia Pelegrin-Tudor, Allen Pruden, Amteshwar Brar, Amy Grath, Andrew Doolan, Andrew Gillis, and Andrew Knox. To the right of this list are two buttons: 'Add >' and 'Add All >'. Below the list, there's a section for '\* Automatic Import' with a 'Remove Selected Item(s)' button and a 'Remove All' button.

**Step 2:**  Use Panel Groups

# STEP 6

- a) Return to Home and under **Members/Team Sheets**, click **Team Sheet Editor**.
- b) Find the fixture you wish to create a team sheet for and click **Create**.

The screenshot displays the 'Team Sheets Summary' page. At the top, it says 'Team Sheets Summary' and 'Upcoming Fixtures'. Below this is a 'Filter' section with 'Date From' set to '2019-09-23' and 'Date To' set to '2019-10-21', with a 'Search' button. Underneath is a 'Search for Games by Player Information' section with 'Surname:' and 'or Membership ID:' input fields and a 'Search' button. The main content is a table of fixtures with columns for Team, Competition, Venue, Date, and Teamsheet Statistics. The table lists seven fixtures, each with a 'Create' button. At the bottom of the table, it says 'Fixtures shown: 7'.

Team	Competition	Venue	Date	Teamsheet Statistics	
Bayside	U19 Girls 7s Lower Mainland	South Surrey Ath Pk	22/09/2019 12:00		
Scribes	Womens Fall Mainland B	John Oliver Park	28/09/2019 09:45	View	Create
United	Womens Fall Mainland B	John Oliver Park	28/09/2019 09:45	View	Create
Langley	Mens Division 2	John Oliver Park	28/09/2019 14:00	Edit View	Edit View
Vancouver Rowing Club	Womens Fall Mainland B	John Oliver Park	05/10/2019 10:00		Create
Simon Fraser RC	Mens Division 2	John Oliver Park	05/10/2019 12:45		Create
Richmond	Womens Fall Mainland B	King George Park	19/10/2019 10:00		Create

# STEP 7

- a) Per Step 1, create a new team sheet or use an existing one from a previous game.
- b) Per Step 2, select the appropriate panel and layout then click **Save Player Positions**.

The screenshot shows a web interface for creating a team sheet. At the top, there are several horizontal lines for inputting match details:

- RESULT OFFICIAL
- REFEREE
- HOME TEAM Meraloma
- AWAY TEAM Capilano
- TEAMSHEET COMMENT:

Below these fields, the interface is divided into two steps:

**Step 1**

Use Existing Team Sheet

:: Create new :: [dropdown arrow]

Panel for this Team Sheet:  
Boys U19 (23 Players) [dropdown arrow]

Pitch Layout for this Team Sheet:  
15 Players + 8 Subs (15 Players, 8 Subs) [dropdown arrow]

**Step 2**

Save Player Positions [button]

The footer of the page contains the Sportlomo logo, copyright information (© 2012 - all rights reserved), and contact details: www.sportlomo.com, www.sportsmanager.ie, and info@sportlomo.com. There are also social media icons for Twitter, Facebook, Google+, LinkedIn, and YouTube.



# STEP 8

- a) The team sheet will appear after clicking **Save Player Positions**. Drag players to the appropriate positions. If a player's name does not appear in the left panel but were added to the panel in the previous step, add this player as a **GUEST**. Click Save Player Positions to save team sheet.

**NOTE:** Guests must have current and active registrations.



# STEP 9

- a) After clicking **Save Player Positions**, complete Step 3. **Team Staff MUST** be added as per Section 5.4 of the Rules of Competition. Click **Save Team Sheet** to complete roster submission.

Teamsheet Comment:

Do not Publish  
 Publish from  
10/12/2019

**Step 3:**

Replacement Hooker:	<input type="text" value="Geoffrey Hill"/>
Replacement Hooker:	<input type="text" value="Tyler Adams"/>
Replacement Prop:	<input type="text" value=":: Please Select ::"/>
Replacement Prop	<input type="text" value=":: Please Select ::"/>
Import/National Team Player:	<input type="text" value=":: Please Select ::"/>
Import/National Team Player:	<input type="text" value=":: Please Select ::"/>
Import/National Team Player:	<input type="text" value=":: Please Select ::"/>
Import/National Team Player:	<input type="text" value=":: Please Select ::"/>
Import/National Team Player:	<input type="text" value=":: Please Select ::"/>
Head Coach	<input type="text" value="Christopher Chalmers"/>
Assistant Coach	<input type="text" value="Tyler Adams"/>
Therapist	<input type="text" value="Alexander Iskender"/>
Other Team Staff	<input type="text" value=":: Please Select ::"/>