



**RugbyConnect:
Managing Teamsheets from your Public User Account
(for Officials on a Panel)**

Irish Rugby Football Union

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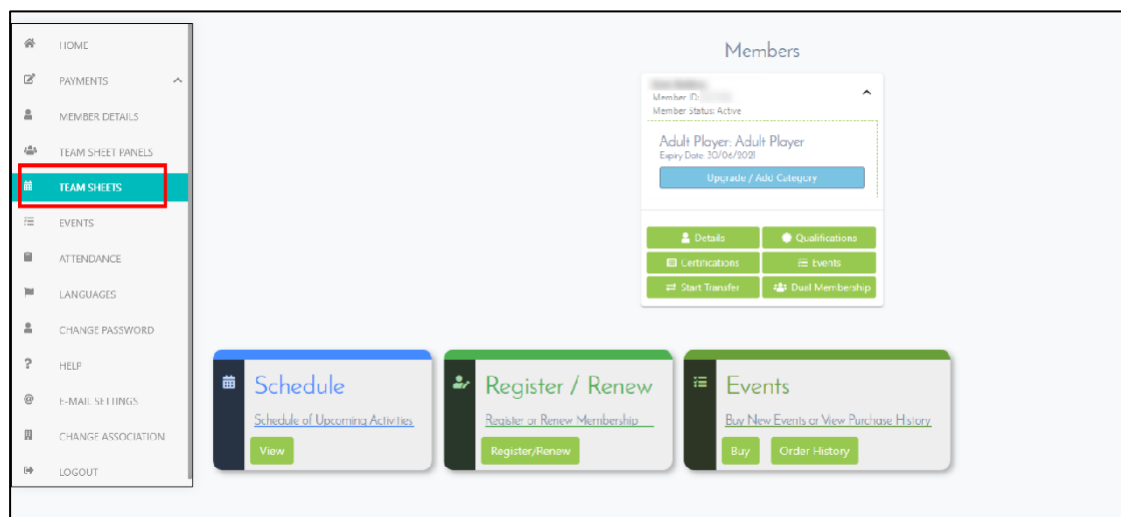
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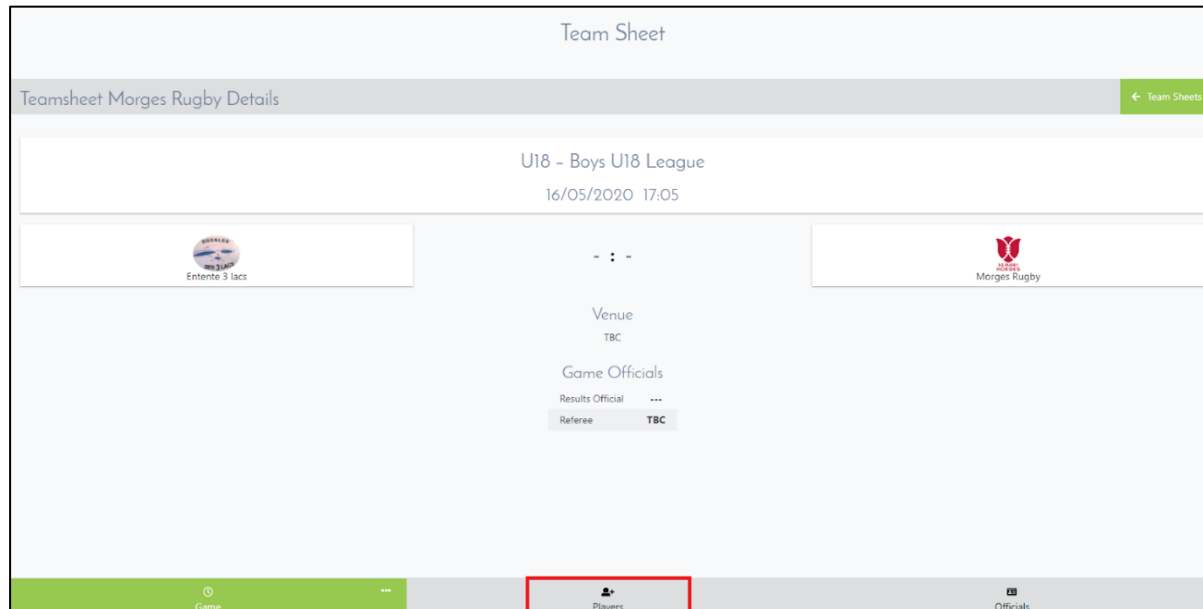
As an official on a panel, when you log into your public user account you will have the option in the left-hand navigation to select 'Team Sheets'

The link for your public user account is:

<https://sportsmanager.ie/sportlomo/users/login>



On the next page, you will be presented with the individual fixture. Details such as opposition, date and venue will be shown. To add players to this team sheet, click on the Players tab at the bottom of the screen.



On the players screen, you will be presented with different views depending on the team sheet configuration set down by your province. You may have a set number of players and substitutes to choose from. You may have a set number of players but no subs to choose from. You may have the option to add any amount of players.

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Any Number of Players, No (Or Any) Subs Allowed Configuration

In this configuration, we can add an unlimited number of players to the team sheets. Firstly, add a player to the first position which is included by default. Once this player is included, you can add additional player rows by clicking the Add icon above the player list.

For any configuration, players to be added to the team sheet can be taken from a number of sources including the Membership Database or any of the panels you have previously created.

Continue to add rows and players until your teamsheet is complete.

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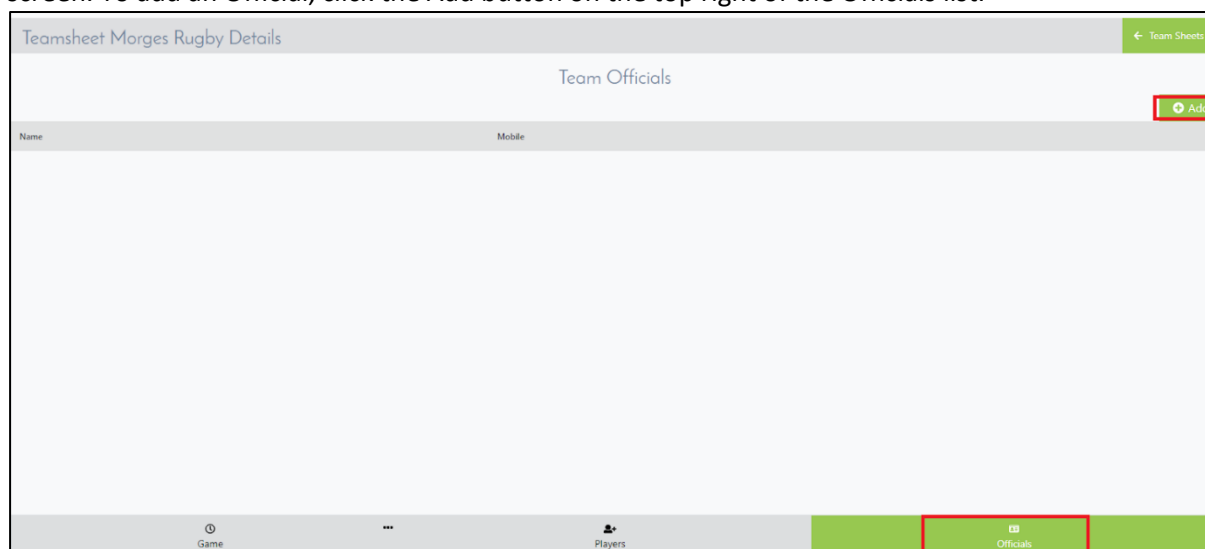
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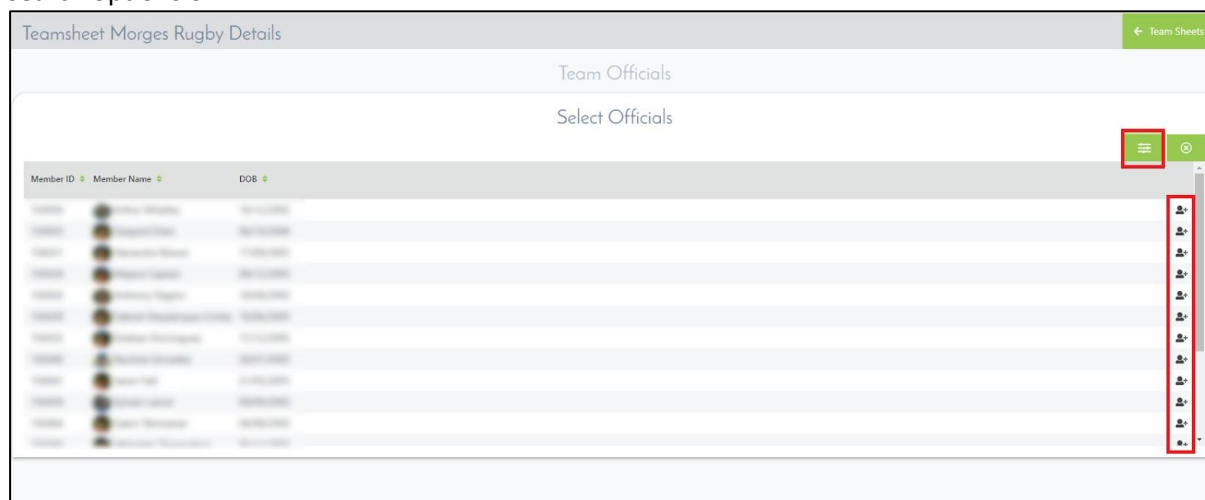


Adding Officials

We can also add Officials to the team sheet by clicking on the Officials tab at the bottom of the screen. To add an Official, click the Add button on the top right of the Officials list.



After clicking the Add button, a popup list will appear. Add officials to your team sheet by clicking the + icon to the right of any member. Again, you can search for members as before by toggling the search options on.



Note that when adding Officials to the team sheet, the popup does not automatically close. You will add all officials to the team sheet in a single popup before clicking the close icon on the top right corner.

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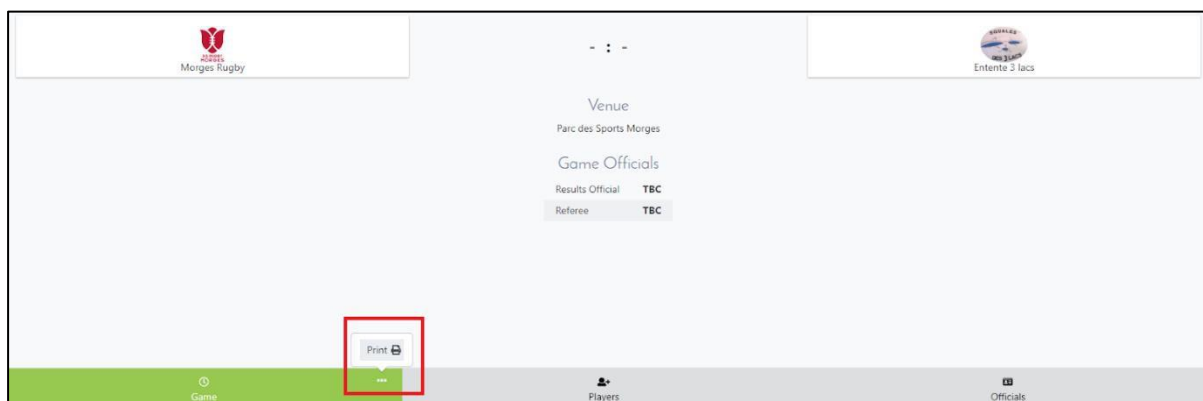
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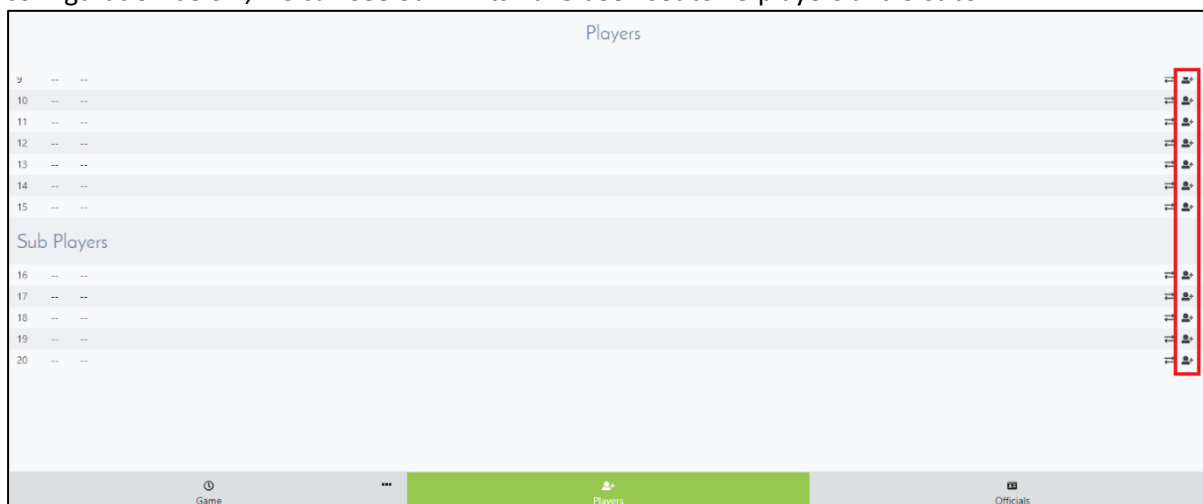
Printing the Team Sheet

When all players and officials have been added to the team sheet, the team sheet can be printed by clicking the 3 dots icon at the top of the Game tab and then clicking Print. Team sheets can also be printed by clicking on the Printer icon next to any fixture on the Team Sheets page.



Maximum Number of Players, Maximum Number of Subs Configuration

In this configuration, we can add a limited number of players and subs to the team sheets. On the configuration below, we can see our limits have been set to 15 players and 5 subs.



This time we will be adding players to their specifically numbered positions. Click the +Player icon on a row/position to add the player to that position from the resulting popup list. As before, all players can be selected from the Membership Database or from a previously created panel.

To add a substitute, click on the +Player icon in the same way and assign the players to the relevant substitute position. In this configuration, a maximum of 5 substitutes are allowed to be added to the team sheet.

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Maximum Number of Players, Any Number of Subs Configuration

This is a very similar configuration to above but this time we are not limited to the amount of substitutes we can add. For this reason, we will look straight at the configuration of the substitutes. Again, we are limited to 15 players which we can add as before. However, with no defined number of subs we must begin to add substitute positions.

To do this, click the Add Sub Position button.

To add a player, click the +Player icon next to the player on the popup list which appears.

The popup will close when the player has been added. To add more substitute positions, continue to repeat the steps above.

Adding Officials and printing team sheets is done in the same way as previously outlined above.

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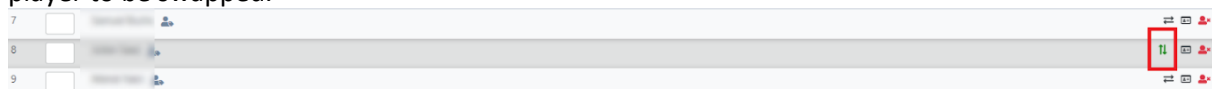
Additional Features

There are some additional features which can be used on all configurations of team sheets.

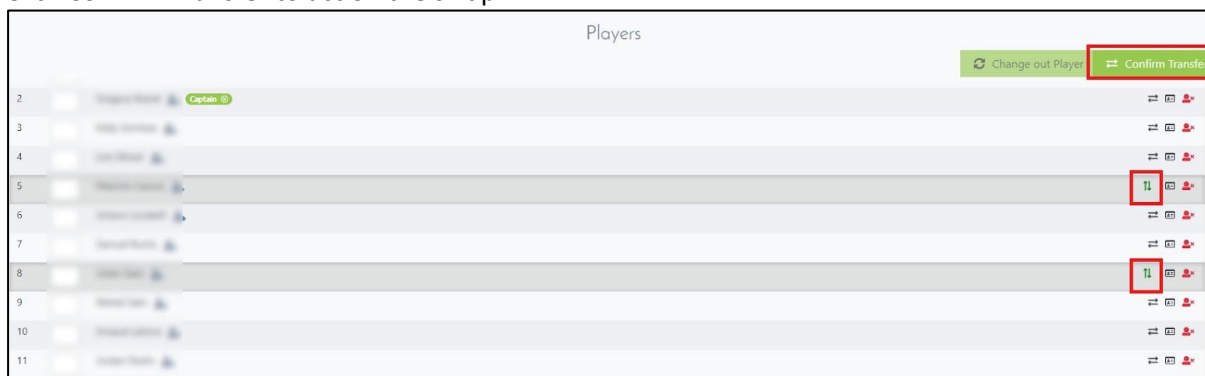
Swapping Players

There may be instances where you have entered players on to a team sheet but you notice that some are in incorrect positions. Likewise, you may wish to swap a player from the substitute list onto the starting-team list and vice versa.

In order to swap players, we can choose our first player by clicking the dual arrows icon next to the player to be swapped.



Now we can do the same with our second player, the one who we want to swap our first player with. Click Confirm Transfer to action the swap.



Player swaps like this can be done between players on the first team or between players and subs. It is also possible to swap a player into an empty space on the team sheet by clicking the dual arrow icon in the empty space. Click Confirm Transfer to action the swap.



It is also possible to swap a player out of the team sheet and replace them with a player not yet added to the team sheet. To do this, click the dual arrows icon next to the player you wish to swap out.

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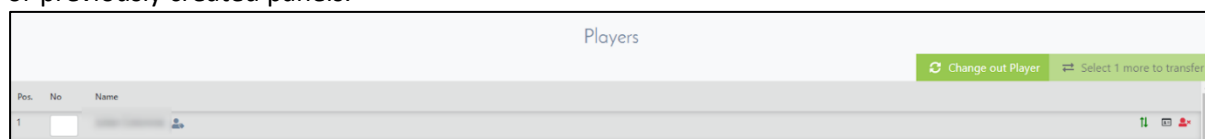
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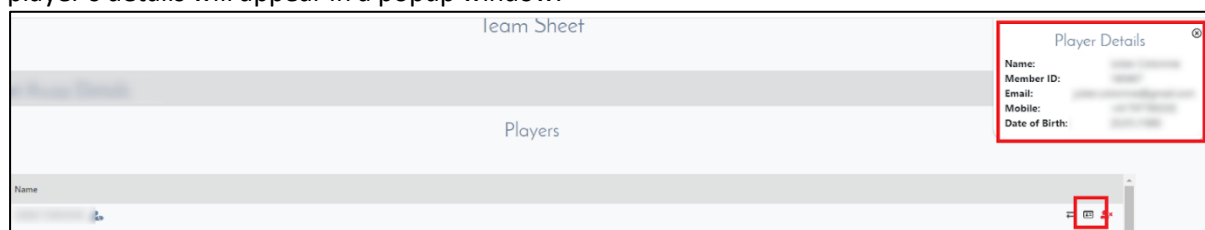


This time, instead of selecting a second player to swap with, click the Change Player Out button at the top of the player list. This will allow you to swap a player with one in the membership database or previously created panels.



Player Details

To view the details of any player on a team sheet, click on the Information Card icon to view. The player's details will appear in a popup window.



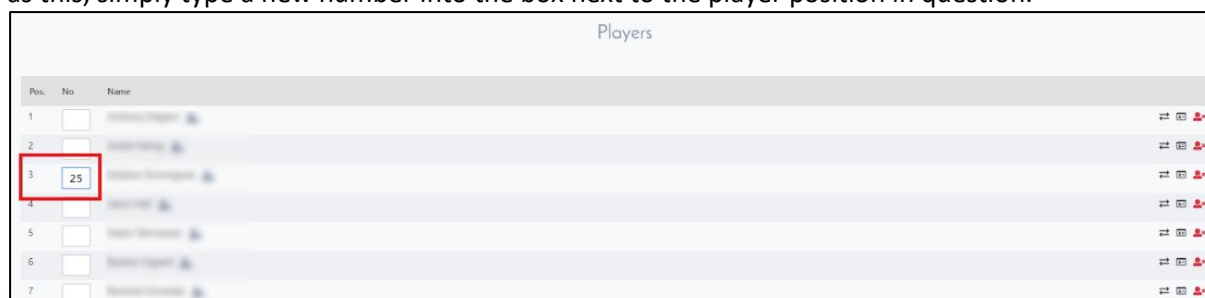
Player Roles

To add a player role to a specific player, such as captain, goalkeeper, kicker etc, click the icon next to the player's name. A popup will appear with all previously created player roles. Choose any of these roles to assign the role to that player.



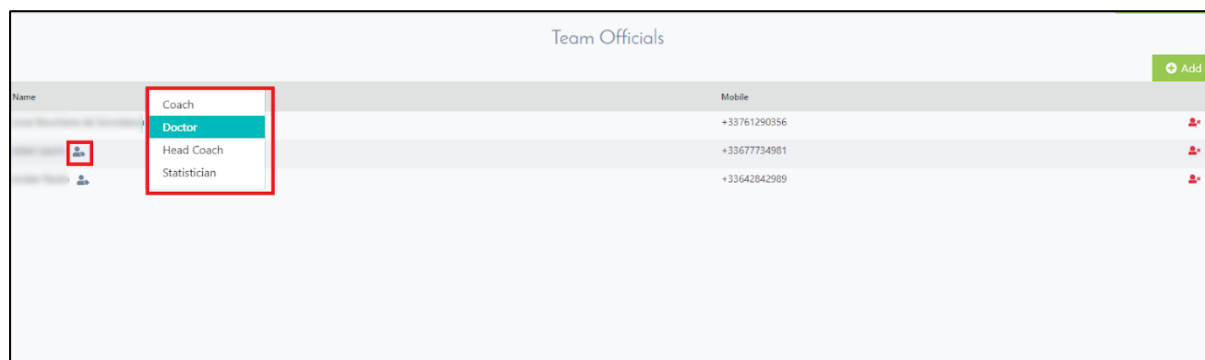
Player Numbers

On some occasions, player numbers will differ from those listed on the team sheet. In instances such as this, simply type a new number into the box next to the player position in question.



Team Official Roles

As with players, it is also possible to assign roles to your officials such as Coach, Selector or Medic. Again, these roles will have been previously created at IRFU level. To add a role to your official, click the icon next to the official's name before selecting the relevant role from the popup list to assign the role.



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