



FQ TEAMSHEETS GUIDE BOOK 2022

Table of Contents

INTRODUCTION	3
What Is FQ Teamsheets?	3
Who Uses FQ Teamsheets?	3
Minumum Requirements.....	3
Accessing The Portal.....	3
Resetting A Forgotten Password	4
Coaches Dashboard And Menu Options	4
Establishing A Player Roster.....	5
Viewing A Player Roster.....	5
Adding A Member To A Player Roster	5
Adding Or Updating A Player's Regular Shirt Number	6
.....	6
Removing A Player From A Team Roster.....	7
Selecting Your Team On Match Day	8
Using A Team From The Previous Week	9
Submitting Your Sheet On Match Day	10
RECALLING YOUR TEAM SHEET PRIOR TO MATCH START	10
Approving A Team Sheet After A Match.....	11
Reporting An Injury Sustained On Match Day	11
Awarding Player Points.....	12
Club Administrators Dashboard And Menu Options	13
Linking Coaches To Teams	14
Removing Coaches From Teams.....	15
Entering Scores and Infringements on Game Day	16
Submitting A Competed Team Sheet.....	17
Recording A Forfeit Or Abandoned Game	17
Unlocking A Team Sheet	18

INTRODUCTION

What Is FQ Teamsheets?

The FQ Teamsheets portal is a web-based team sheet management system that has been designed specifically for the needs of the Football Queensland Community and is administered by Football Queensland.

Who Uses FQ Teamsheets?

Every member club across all levels of the game affiliated with Football Queensland are required to use FQ Teamsheets as it replaces paper-based team sheets from 2021.

Minimum Requirements


In order to use FQ Teamsheets there are some basic requirements:

- FFA Number linked to Football Queensland
- An Active registration in Play Football
- An internet enabled computer, smartphone, tablet or other device

Accessing The Portal

The portal is a web-based application, which can be accessed from any internet, enabled computer, smartphone or tablet device and requires a username and password.



STEP 1 Single-click  your selected 'browser' icon on your desktop.

STEP 2 Enter the URL based on your region into the browser and press enter:

Northern Conference:


<https://nq.fqteamsheets.com.au/>

Central Conference:

<https://cq.fqteamsheets.com.au/>

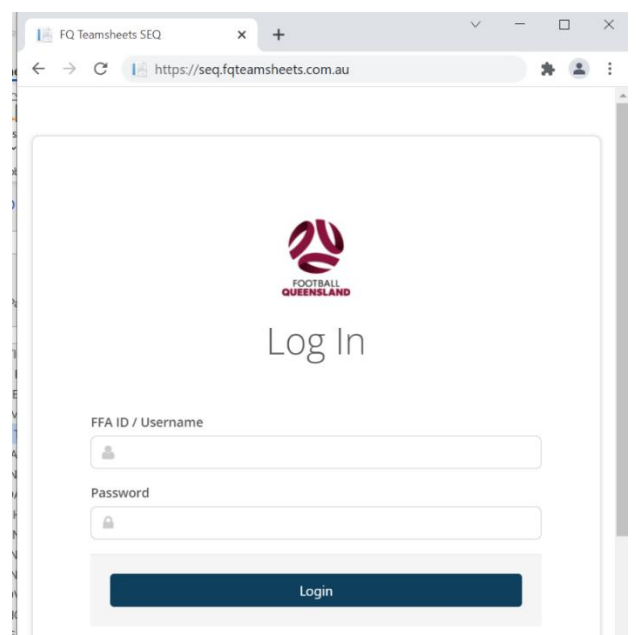
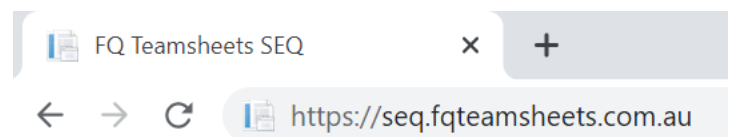
SEQ Conference:

<https://seq.fqteamsheets.com.au/>

STEP 3 Enter your Username and Password credentials and single-click  submit

Username: FFA Number

Password: FFA Number



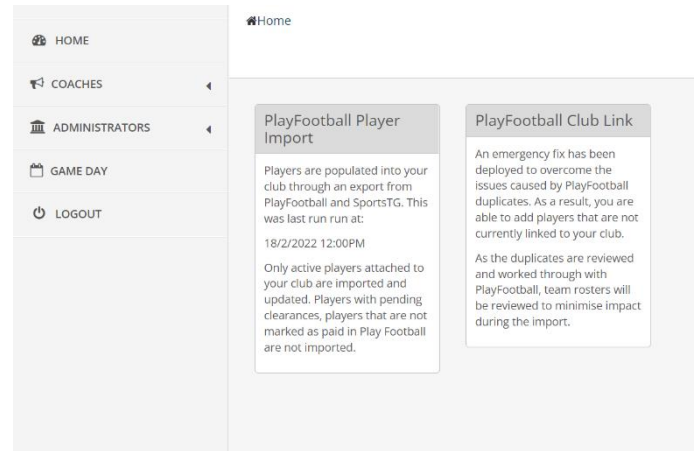
Resetting A Forgotten Password

If you are unable to access the portal due to a forgotten password after attempting to log in using your FFA Number, it can be reset via contacting Football Queensland at competitions@footballqueensland.com.au

Coaches Dashboard And Menu Options

The dashboard is the first screen you seen on successfully logging into the portal and the options available are specifically linked to your role within the Football Queensland Community.

- HOME**
 - Menu** is used to navigate around the portal
 - Upcoming Fixtures** are displayed in the upper window
 - Recent Fixtures** are displayed in the lower window

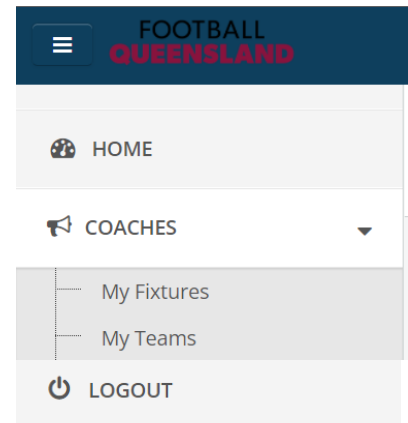


Home returns you to the default dashboard view

Coaches expands to show the specific options available to a team coach

- MENU**
 - My Fixtures** displays all sanctioned fixtures for your team/s for the current football season
 - My Teams** allows you to build your team rosters and save them for use later for all teams you coach

Logout exits your account returning to the log in screen



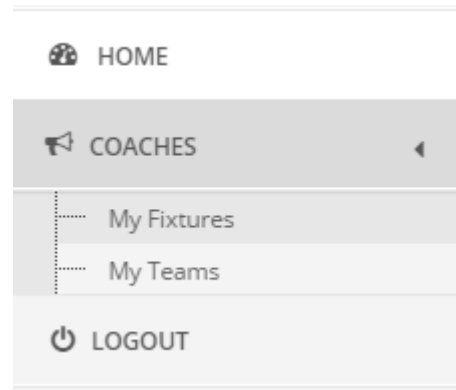
Establishing A Player Roster

A playing roster is a list of the players (including shirt numbers), coaches, managers and other officials involved in the team on a regular basis. Creating and saving a playing roster makes selecting the specific players for the team on match day an efficient and effortless process.

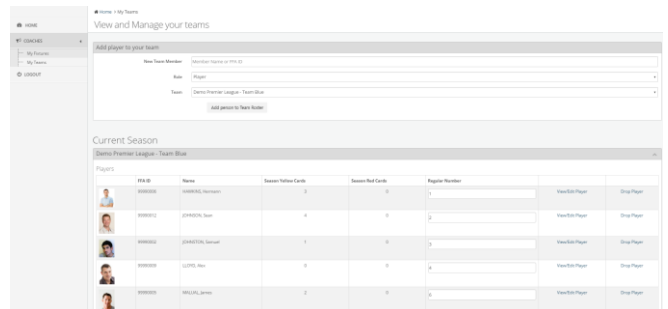
A playing roster can include players from the same club irrespective of their nominated/regular team.

Viewing A Player Roster

STEP 1 Single-click  **Coaches** menu option

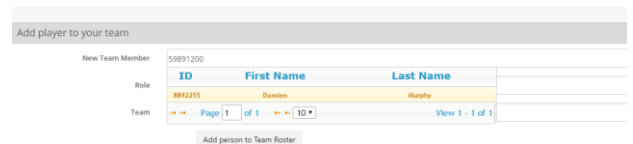


STEP 2 Single-click  **'My Teams'** from the expanded menu list

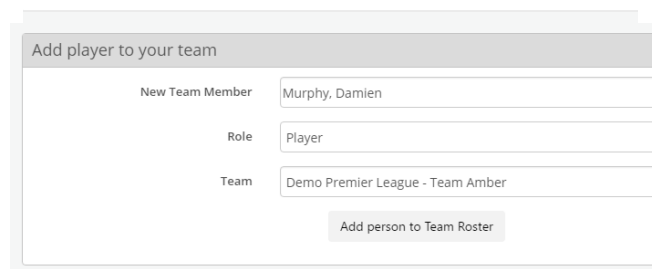



Adding A Member To A Player Roster

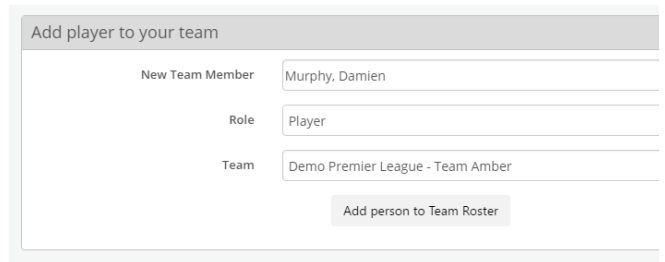
STEP 1 Start to type the FFA ID or Name of the Player and select them from the box



STEP 2 Single-click  **'Role'** to choose the role in the Team Roster



STEP 3 Single-click  'Team' to choose the team to indicate which team they are to be added to



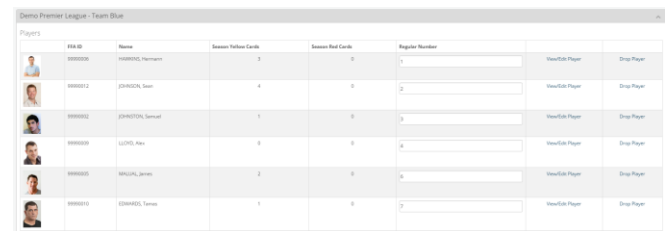
The screenshot shows a form titled "Add player to your team". It contains three input fields: "New Team Member" with the value "Murphy, Damien", "Role" with the value "Player", and "Team" with the value "Demo Premier League - Team Amber". Below these fields is a button labeled "Add person to Team Roster".

STEP 4 Single-click  'My Teams' from the expanded menu list

Add person to Team Roster


Adding Or Updating A Player's Regular Shirt Number

STEP 1 Scroll down the page and locate the Team



The screenshot shows a table titled "Players" for "Demo Premier League - Team Blue". The table has columns for "Player ID", "Name", "Season Yellow Cards", "Season Red Cards", "Regular Number", "View/Edit Player", and "Drop Player".

Player ID	Name	Season Yellow Cards	Season Red Cards	Regular Number	View/Edit Player	Drop Player
9999999	CHANDLER, Damien	3	0	1	View/Edit Player	Drop Player
9999992	CHANDLER, Sam	4	0	2	View/Edit Player	Drop Player
9999993	CHANDLER, Samuel	1	0	3	View/Edit Player	Drop Player
9999995	LLOYD, Alex	0	0	4	View/Edit Player	Drop Player
9999996	MAGUIA, James	2	0	4	View/Edit Player	Drop Player
9999998	CHANDLER, Thomas	1	0	5	View/Edit Player	Drop Player

STEP 2 Single-click  the 'Regular Shirt' field next to the player that is to be updated




The screenshot shows a form titled "Regular Number" with a text input field containing the number "1".

STEP 3 Type in the shirt number to be assigned to this player



The screenshot shows a form titled "Regular Number" with a text input field containing the number "1".

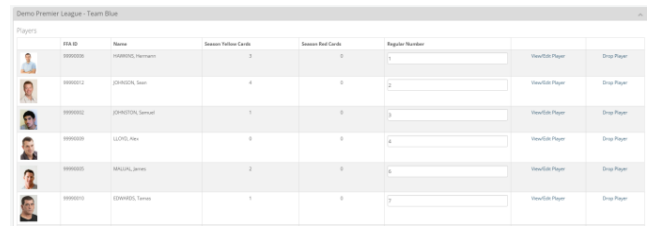
STEP 4 Single-click  'Save Regular Shirt Numbers' to save all changes to shirt numbers

Save Regular Shirt Numbers

Removing A Player From A Team Roster


STEP 1

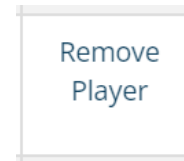
Scroll down the page and locate the member to be removed



Player ID	Name	Season Yellow Cards	Season Red Cards	Player Number	View/Edit Player	Drop Player	
10000001	HARRISON, Hermann	3	0	1	<input type="text"/>	<input type="button" value="View/Edit Player"/>	<input type="button" value="Drop Player"/>
10000002	CHANDLER, Sam	4	0	2	<input type="text"/>	<input type="button" value="View/Edit Player"/>	<input type="button" value="Drop Player"/>
10000003	CHARLTON, Samuel	1	0	3	<input type="text"/>	<input type="button" value="View/Edit Player"/>	<input type="button" value="Drop Player"/>
10000004	LOVE, Alex	0	0	4	<input type="text"/>	<input type="button" value="View/Edit Player"/>	<input type="button" value="Drop Player"/>
10000005	MULLIN, James	2	0	5	<input type="text"/>	<input type="button" value="View/Edit Player"/>	<input type="button" value="Drop Player"/>
10000006	CHANDLER, Thomas	1	0	6	<input type="text"/>	<input type="button" value="View/Edit Player"/>	<input type="button" value="Drop Player"/>

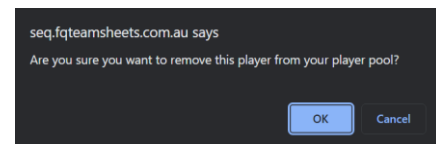
STEP 2

Single-click  the **'Remove Player'** field next to the player that is to be updated



STEP 3

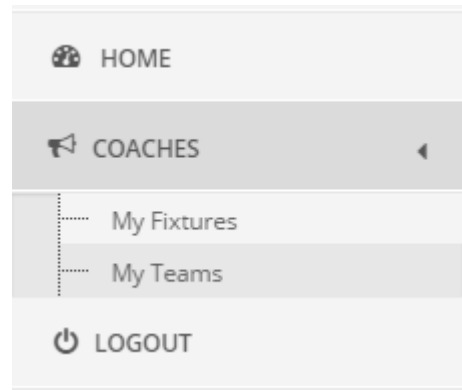
Press OK to confirm the removal of the player





Selecting Your Team On Match Day

If you have previously established and saved a playing roster, you can use it to quickly select the starting players and substitutions before submitting the team sheet to the referee.


STEP 1 Single-click  on My Fixtures from the menu

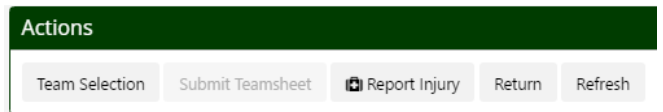



STEP 2 Single-click  'Teamsheet' next to the game you wish to action

STEP 3 Single-click  'Team Selection' from the Actions bar

Wed 15th Feb	Team Gold	Team Amber	PENDING	PENDING	Teamsheet
--------------	-----------	------------	---------	---------	-----------

STEP 4a Single-click  'YES' or 'NO' to toggle if the person is Starting the match or acting as a Sub



STEP 4b Single-click  'YES' or 'NO' to toggle if the person is participating in the match

Your team roster

Players - 0 Subs - 0

FFA ID	Name	Starting	Sub	Shirt No
99990023	CONFORTI, Rob	YES	NO	
99990016	DENE, Allan	NO	NO	
99990022	ETHELL, Adem	NO	NO	
99990024	FARMER, Campbell	NO	NO	
99990018	FIGGINS, Tony	NO	NO	

STEP 5 Single-click  'Shirt No' next to the player to edit the Shirt No or enter it if not prepopulated from the Team Roster


Your team roster

Players - 0

FFA ID	Name	Playing	Shirt No
99990023	CONFORTI, Rob	NO	
99990016	DENE, Allan	NO	
99990022	ETHELL, Adem	NO	
99990024	FARMER, Campbell	NO	


Shirt No

STEP 6

Single-click  'YES' or 'NO' to toggle if the Coach / Manager or Official is participating in the match

Name	Role	On the Bench?
DIXON, Sarah	MANAGER	YES
WHITE, Joel	COACH	NO

STEP 7

Single-click  'Member Name or FFA ID' to add Ad-Hoc members to the game


Add ad-hoc player/manager

99990035 Role: Coach Add

FFA ID	First Name	Last Name
99990035	Jack	Thompson

Save Changes Reset Te... Page 1 of 1 View 1 - 1 of 1


STEP 8

Single-click  'Role' dropdown list and press Add to add this member to the game

Coach Add


- Coach
- Manager**
- Physio
- Club Official
- Bench Official
- Player

STEP 9

Single-click  'Save Changes' to save the changes you have made


Save Changes

STEP 10

Single-click  'Return' to return to the Team Sheet

Return

STEP 11

Single-click  'Submit Teamsheet' to submit the Teamsheet to the Referee

Submit Teamsheet

Using A Team From The Previous Week

This functionality allows you to populate the Team Selection screen with the same team that was used in the previous match for this competition.

STEP 1


Single-click  the '**Use Previous Match Team**' from the Team Selection Screen

Use Previous Match Team

Submitting Your Sheet On Match Day

Once the team selection is complete, you need to submit the team sheet to the referee prior to the commencement of the game.

STEP 1

Single-click  'Teamsheet' next to the game you wish to action to open the Team Sheet




Game Details


Team Gold v Team Amber
Henderson Oval
Tue 14th Feb 18:00
Match Status: PENDING
Match Code: 526b08b87

Your team - Team Gold - PENDING

Players / Substitutes

	FFA ID	Shirt No	Name	YC	RC	Goals	Sub
	99990023	1	Conforti, Rob				
	99990016	2	Dene, Allan				
	99990022	3	Ethell, Adem				

STEP 2


Single-click  'Submit Teamsheet' from the Actions Bar on the Team sheet screen

Submit Teamsheet

RECALLING YOUR TEAM SHEET PRIOR TO MATCH START

The Team Sheet can be recalled from the Referee up until 15 minutes before the designated kick off time. Once the game is LOCKED, you will need to see the Referee who can unlock the sheets for you to Recall the Team Sheet.

STEP 1

Single-click  'Teamsheet' next to the game you wish to action to open the Team Sheet



Game Details


Team Gold v Team Amber
Henderson Oval
Tue 14th Feb 18:00
Match Status: PENDING
Match Code: 526b08b87

Your team - Team Gold - PENDING

Players / Substitutes

	FFA ID	Shirt No	Name	YC	RC	Goals	Sub
	99990023	1	Conforti, Rob				
	99990016	2	Dene, Allan				
	99990022	3	Ethell, Adem				


STEP 2

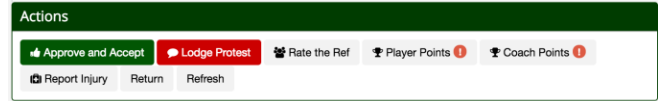
Single-click  'Recall and Make Changes' from the Actions Bar on the Team sheet screen

Recall and Make Changes

Approving A Team Sheet After A Match

Once the match has concluded and the referee has finalised the team sheet it will become available for you to review. To finalise the match, both you and the opposing team are required to approve and accept the result by selecting the option from the actions bar in the team sheet view for the match

STEP 1 Single-click  on 'approve and accept' from the actions bar



STEP 2 The match is now finalised and can be viewed in the team sheet view for the match

Reporting An Injury Sustained On Match Day


The ability to report an injury is available prior to, during and at the conclusion of all fixtures and can be accessed on the actions bar in the team sheet view for the match.

STEP 1 Single-click  on 'Report Injury' from the actions bar




STEP 2 The enter injury details window will display




STEP 3 Single-click  on the 'Select Player' drop-down list and select the injured player



STEP 4 Single-click  on the 'Type of Injury' drop-down list and select the most suitable option




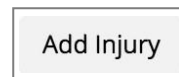
STEP 5

Single-click  in the 'Enter Injury Details' box and provide a description of the injury sustained



STEP 6

Single-click  on the 'Add Injury' button to record the injury



STEP 7

Reported injuries are visible in the team sheet view for the match


Reported Injuries

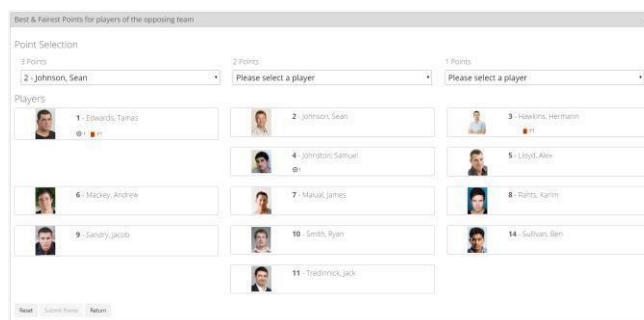
Name	Type	Details
Campbell, Joe	LEG INJURY	The player received a leg injury in this match after being involved in a challenge during which the opposing player lost possession of the ball and kicked Joe in the ankle area. The player was sent off by the amazing referee and Joe had to be carried off and taken to hospital with a suspected fracture.

Awarding Player Points


If the competition requires best and fairest player points to be awarded an option will be displayed in the lower actions bar of the team sheet review screen, with an alert indicating that this must be completed. Only one coach or manager can complete this per team.

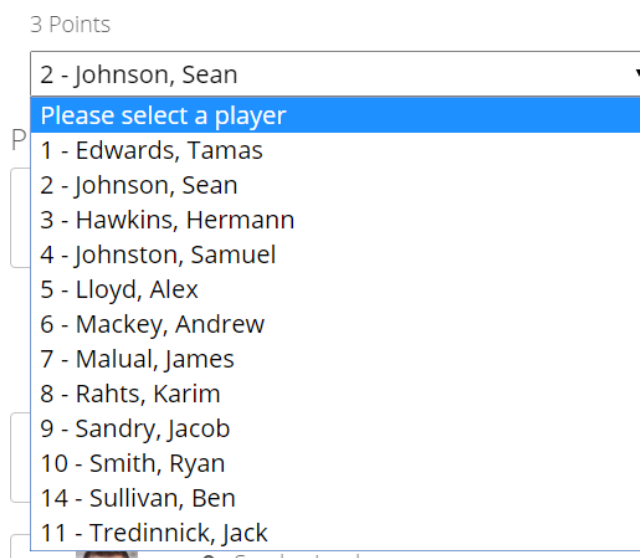
STEP 1

Single-click  on 'Player Points' from the actions bar to open the Player Points screen




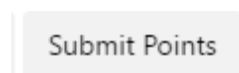
STEP 2

Single-click  '3 Points' and proceed to select the player most worthy of 3 points. Repeat for 2 and 1 Point fields



STEP 3

Single-click  on 'Submit Points' to submit your selection

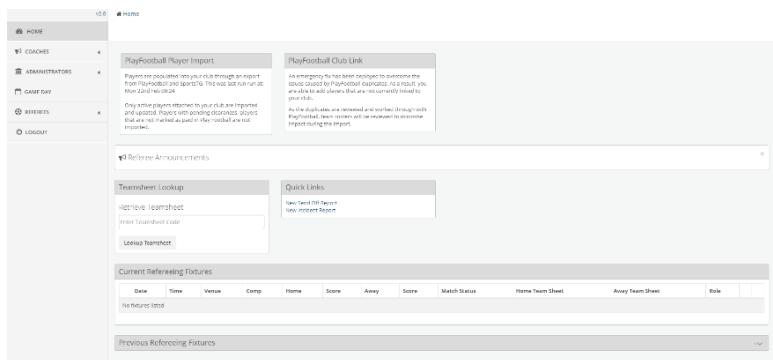


Club Administrators Dashboard And Menu Options

The dashboard is the first screen you seen on successfully logging into the portal and the options available are specifically linked to your role within the Football Queensland Community.

HOME

Home returns you to the default dashboard view



Administrators expands to show the specific options available to a club administrator

Teams & Coaches is used to allocate your Coaching roster and grant/revoke access for coaches to access particular teams

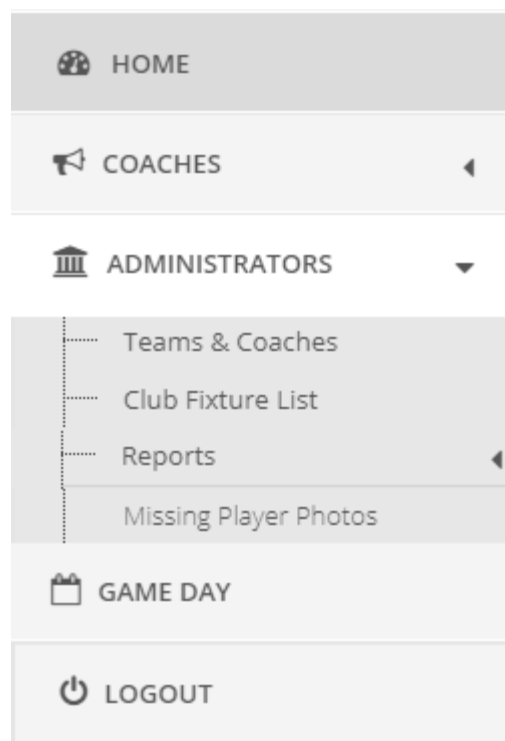
Club Fixture List lists all games involving your club both at Home and Away

Reports->Missing Player Photos will show all players that are linked to your club that currently do not have a photo listed

Game Day is used to manage the clubs team sheets and results displaying a list of all fixtures scheduled for the day in the upper window and recent fixtures in the lower window

Logout exits your account returning to the log in screen

MENU




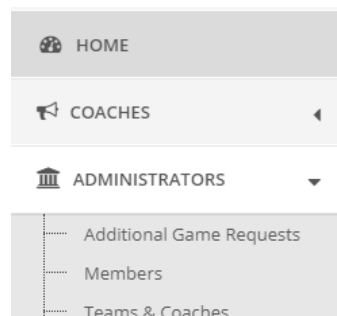
Linking Coaches To Teams

This module is used to allocate your Coaching roster and grant/revoke access for coaches to access particular teams. By attaching a member to a team as a Coach or Manager, that member now has the ability to log in and make changes to that team's roster and submit team sheets.


It is advisable to add Club Administrators to each team in a Manager capacity to allow easy oversight over each team.

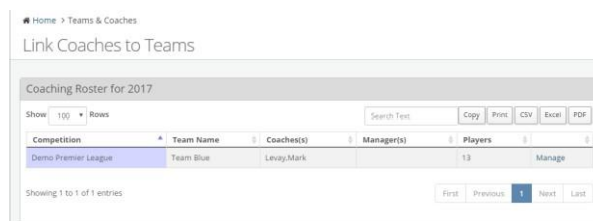
STEP 1

Single-click  'Teams & Coaches' link from the menu



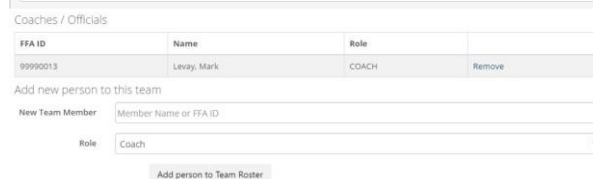
STEP 2

Single-click  'Manage' for the current seasons active Teams to manage that team




STEP 3

Enter the Name or FFA ID of the club member you would like to add to this team




STEP 4

Single-click  the name of the member you would like to add to this team




STEP 5

Single-click  the role the member will have with this team




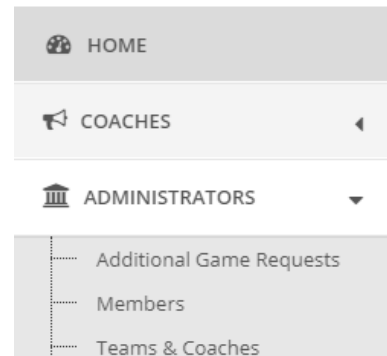
STEP 6


Single-click  'Add person to Team Roster' to link the coach/manager to this team


Removing Coaches From Teams

This module is used to allocate your Coaching roster and grant/revoke access for coaches to access particular teams. By removing a member from a team as a Coach or Manager, that member will no longer have the ability to log in and make changes to that team's roster and submit team sheets.

STEP 1 Single-click  'Teams & Coaches' link from the menu



STEP 2 Single-click  'Manage' for the current seasons active Teams to manage that team

STEP 3 Locate the Coach or Manager you wish to remove from the playing roster and Single-click  'Remove'



The image shows a table titled 'Coaching Roster for 2017' with the following data:

Competition	Team Name	Coaches(s)	Manager(s)	Players	
Demo Premier League	Team Blue	Levy,Mark		13	Manage

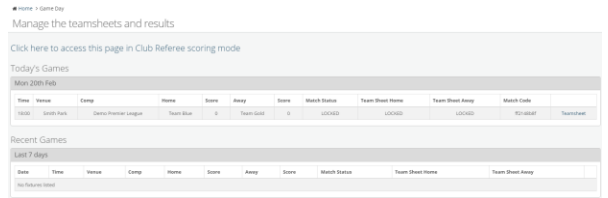
Coaches / Officials


FFA ID	Name	Role	
99990013	Levy, Mark	COACH	Remove

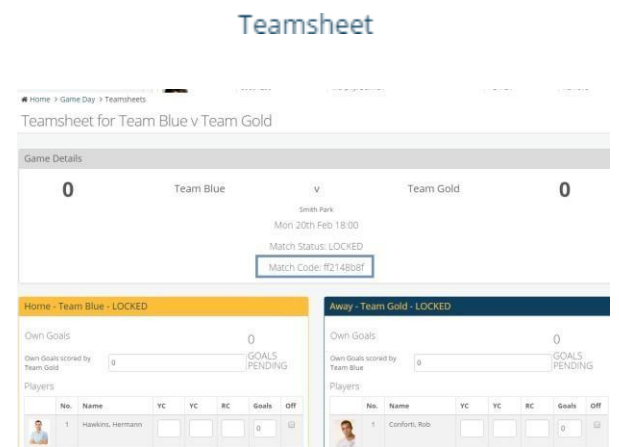
Entering Scores and Infringements on Game Day

The GAME DAY module shows only those games at your venue for the specific date to allow Club Referees or nominated Club Administrators to access the Team Sheet for the purpose of entering scores.


STEP 1 Single-click  'GAME DAY' link from the menu




STEP 2 Single-click  'Teamsheet' for a specific match to view the Team sheet relating to this match




STEP 3 Retrieve Match Code if requested by an FQ Referee

STEP 4 Single-click  'Goals' next to each player to field to choose number of Goals this player has scored

No.	Name	YC	YC	RC	Goals	Off
1	Hawkins, Hermann				0	
2	Johnson, Sean				0	
3	Name Suppressed				0	
4	Lloyd, Alex				0	
6	Mahul, James				0	
7	Edwards, Tamas	Y1	Y1	R7	0	
9	Sandry, Jacob				0	

STEP 5 Single-click  'YC' or 'RC' next to each player to field to select any card sanctions that were issued to this player

7	Edwards, Tamas	Y1	Y1	R7	0	
9	Sandry, Jacob			R1 R2 R3 R4 R5 R6 R7	0	
10	Rahts, Karim			R7	0	

STEP 6 Single-click  'On' or 'Off' check boxes next to each player to indicate if the player was substituted during the match (*Only applies to competitions where Interchange is not used*)

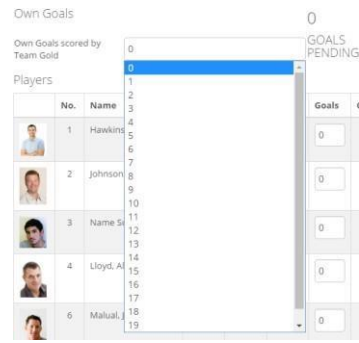
14	Sullivan, Ben				0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
----	---------------	--	--	--	---	-------------------------------------	--------------------------

Substitutes

No.	Name	YC	YC	RC	Goals	On	Off
15	Tredinnick, Jack				0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

STEP 7

Single-click 'Own Goals' at the top of this sides Team sheet to indicate how many goals were scored as Own Goals by the opposing team

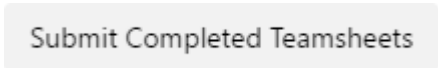


Submitting A Competed Team Sheet

Once all scores, cards, substitutions and other match details have been added, the Team Sheet needs to be marked FINAL and Submitted to FQ

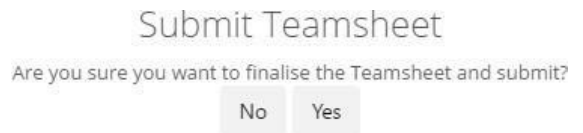
STEP 1

Single-click 'Submit Completed Teamsheets' in the Actions Bar at the bottom of the page



STEP 2

Single-click 'Yes' to accept and Submit the Teamsheet. Single-click 'No' to cancel and return to the Teamsheet.

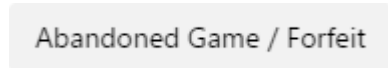


Recording A Forfeit Or Abandoned Game

From time to time a match may need to be forfeited or abandoned. This could include reasons from not enough players to bad lighting or weather. If the match was abandoned after play had commenced, it is imperative that all scores up until the time the game was abandoned are correctly entered against each player before proceeding.

STEP 1

Single-click 'Abandoned Game / Forfeit' in the Actions Bar at the bottom of the page



STEP 2


Enter details as to the reason for the abandonment. Be as comprehensive as possible to assist FQ Staff.

Single-click 'Yes' to mark the game as Abandoned/Forfeited or Single-click 'No' to cancel and return to the Teamsheet.





Unlocking A Team Sheet

The team sheets for a game and the Match Status is automatically marked as LOCKED as soon as both teams submit their teamsheet and it is less than 15 minutes before a game onwards. However there are times when due to mistakes noticed by the Club Referee or a Coach that changes have to be made. To allow for this, the Club Administrator needs to Unlock the Team sheet to allow further editing.

STEP 1 Single-click  'Unlock Teamsheets' in the Actions Bar at the bottom of the page

Unlock Teamsheets

STEP 2 Single-click  'Yes' to unlock the Teamsheet or Single-click  'No' to cancel and return to the Teamsheet.

Unlock Teamsheet
Are you sure you want to unlock the Teamsheet?
No Yes

STEP 3 Have the Coach / Manager recall the Teamsheets via their screen and make the necessary changes

Recall and Make Changes

STEP 4 Single-click  'Manually Lock Teamsheets' in the Actions Bar at the bottom of the page to re lock the Teamsheets

Manually Lock Teamsheets