

Line-up Sheets / Game Day Roster Instruction

1) PRINTING THE LINE-UP SHEET / GAME DAY ROSTER FORM

To print the roster you must have a Team Manager or Head Coach or Assistant Coach account on the GYSA ADG system.

a) Setting up an account

- i) In order to print the roster, you must have a Team Manager or Head Coach or Assistant Coach account established on the GYSA ADG system.
- ii) If you **do not** have an account **please contact your League Registrar to set up an account.**
- iii) If your registrar has any problems or needs assistance, please have him/her contact Kim Bowen via email at: kbowen@gasoccer.org

Once your account is established, you can login at either the ADG website of your league or the main Georgia Soccer ADG website. If you do not have your league website information, feel free to login at:

gs.affinitysoccer.com

NOTE: If you did not ADD / UPDATE the JERSEY NUMBERS for your team in the system, go back to the MY ACCOUNT button. Under the TEAMS section, click on the EDIT tab next to the team name. The Team Roster page will come up. At the bottom of the Team Roster page, click on the "EDIT PLAYER/TEAM INFO" button. The site will open a page that allows you to electronically add the jersey number of each player. Click the SAVE CHANGES button. Follow the instructions below; when you click on the PRINT ROSTER button for the game day line-up sheet, the jersey numbers will appear on the line-up sheet.

b) Printing the Roster

- i) **Go to** your league / club ADG website, or to the Georgia Soccer ADG website listed above.
- ii) **Click** the **Gaming Tab** at the top.
- iii) You can log in from this page by using the username / password fields on the left hand side or you can **Click** on the Schedule / Game Results Information of the program of play for your team, i.e. Academy, Athena, Classic, RILS (Rec Interleague Scheduling). Make sure that you are on the **Current Tab and not the Past tab** to display the current gaming season.
- iv) Once logged in, **Click** on the **My Account** button on the on the left hand side just above your name. This will bring up a page showing all information available for you, based on your roles, in the ADG system.
- v) In the **Tournament Applications/ Game Scoring** section, which is located about $\frac{3}{4}$ down the page, you will find your respective team/s.
- vi) On the right hand side **Click** the **Schedules/Game Scoring** link.
- vii) The schedule will appear for the respective team.
 - (1) **The Game Roster Print button will only appear 4 calendar days prior to the game.**
 - (2) **Click** on the **Print Roster button.**
 - (3) The system will display a window with the Game Roster.
 - (4) **Do NOT use your browser's Print function to print the roster!** Instead, within the window **Click** on the Print icon at the top left hand side of the window. It is the third icon from the left.



(5) This will open up a PDF window from which you may print the Game Roster forms. You may also export the file to Word format if required, by clicking on the Export icon.

- (a) *Team Manager Game Roster copy. **Print 2 copies of this page, one for your team and one for the Referee. Each team will provide the referee with a copy of the game report. Retain one copy for your records.***
- (b) ***DO NOT PRINT using the Print function of your browser (Internet Explorer etc.).*** It will not print all of the pages that need to be printed.

2) GAME ROSTER INSTRUCTIONS

- a) Check to make sure that all of the players are on the line-up sheet / game day roster.
- b) If you did not add the jersey numbers electronically into the system as described above, write in the jersey numbers after you print out the line-up sheet.
- c) If the listed coach will not be coaching the team for this particular game, write in the gaming coach along with his/her administrator ID# and phone number.
- d) If the Team Manager listed will not be at the game, write in the attending Team Manager's name, ID# and phone number.
- e) Give the Referee a copy for check-in.
- f) After the game, **have the referee fill in all of the game information on your copy and sign all the copies** (Home team copy, Referee copy, Away team copy).
- g) Make any adjustments or initial any changes to the game rosters.
- h) **Keep your copy** in case of any disputes and to enter the score and cards information in the online system.

Until we can change the text that is appearing on the right hand side of the page, please ignore all instructions provided and follow all GYSA Rules and Regulations outlined for game day procedures. **DO NOT** mail a copy of the report to the Age Group Coordinator.

Tech Support Number 800-816-3365