

## Usual technical official tasks to be done on TMS for practice on Training module

**Click Login at top of screen**

**Choose Global Admin role**

**Click 'Admin' at top of page**

**Click on Competitions and choose competition number 8 (Verify 2 x 4)**

- Add Albinus Anouk to the competition as a Judge
- Team changes:
  - Change Argentina Shirts to Yellow
  - Change Germany player Meral CHRISTOPH shirt number to 3
  - Change Netherlands Captain to number 7
  - Change display name of Canada number 7 to FERRY, Emma
- Do the appointments for the first day of the tournament – colours, umpires and appointments – Publish
- Matches (do not use 'Match Manager' – scroll down page to 'Matches') – change time of match number 1 from 11am to 11.30am
- Set Tournament to In Progress (approving all teams)
- Run Match no. 1 live (choose match on matches list) and update as follows:
  - Choose a starting XI for each team (this is usually done by managers, but you will need to do for practice) – Line-Ups/Edit
  - Start clock
  - Subs – bring in a couple of subs for each team, over a couple of minutes
  - Award goal to NED no 2 in the 2<sup>nd</sup> minute
  - Award goal to ENG no 4 in 4<sup>th</sup> minute
  - Edit goal for ENG, should be no, 5 that scored
  - Give green card to no 20 NED
  - Give yellow card (dissent) to No 6 ENG (don't forget to nominate the umpire)
  - Change clock time to 1 minute.
  - Move to 2<sup>nd</sup> half
  - Award goal to NED no 16 in the 40 minute
  - Edit goal to be scored in the 39 minute
  - One umpire injured so reserve has to come on to the field.
  - Move clock to 1 minute left in match.
  - Match ends, move to complete – generate match report and card report.
  - Ensure that umpires and technical officials are on the report
  - And that's it!!!

Please note:-

- If you are stopping the time for goals (40 seconds) – you will have time to enter the goal scorer then.
- When cards are given, it is better to stop clock, restart clock and then enter details of card, because if you are in a card screen, it will not be possible to restart the clock!



- Reports
  - Generate:
    - Match Schedule Report
    - Team Reconcile Report
    - Pool Standings
    - Card Detail Report
    - Goal Scorers Report

Any queries or comments, please do not hesitate to contact me.

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