

This report can be done on an iPad, Tablet, Smartphone or iPhone.

To start your umpire's report, click on "Umpire's Match Report".

Select which type of competition you are umpiring.

Then click on "Open Report"

Enter the Access Code (**Which the umpires will be informed of**) Then click "Next"

Date is automatically set at the day you are umpiring and Finals Game or not is selected for you.

Select the Home Team. Select the Away Team.

Select which division the teams are in.

Enter the score of Home Team. Enter the score of Away Team

Select the Field Umpires names from the drop-down list.

Select the Boundary Umpires from the drop-down list

Select the Goal Umpires from the drop-down list.

If there are no Boundary or Goal Umpires appointed, you put *N/A from the drop-down list.

If all umpires are entered click No.

If there any Umpires that are not on the drop-down list click on yes and enter: Select type and put either Emergency or Not listed EDFL, Select the umpire's role (Field, Boundary or Goal) then type their name. If there are more than one umpire not in the drop-down list click on +Add another umpire and repeat the previous steps.

You click on the Open/Close Best and Fairest Votes.

This is where you give your votes for the best players for the game. Select the club, type in the player's name and number.

You type in the name of the player/s **Exactly as on the team sheet.**

You give the 3, 2 ,1 votes.

After you select the box of Home team.

This section is where you enter any fines. Click which box you require yes or no.

If you select yes, this will drop down the box with all the fines you require.

You proceed to click the box appropriate of fine/s, also any comments relating to the fine/s.

Home Team Blue cards: if you select "yes" enter the players name, number and the reason he was given a blue card. Add more players as required.

Then you enter your ratings of the home club as per item. If you enter 2 or under you must explain why you gave that rating.

Enter the Home Team Representatives name from the Team Sheet then click if the Representative was present or not.

Click on "choose file" and take photo of Home Team Sheet.

After you select the box of Away team.

Go through the same process as previous you done with the Home Team.

Enter the Away Team Representatives name from the Team Sheet then click if the Representative was present or not.

Click on “choose file” and take photo of Away Team Sheet.

Timekeepers Record click on “choose file” and take a photo of the Timekeepers Sheet.

If you have a report of a player click on yes and then press Submit Match Report and the program will go into Player Report Sheet, otherwise wait until the Match Report has gone through and it will say Thank You. Then close the browser.

If the club does not supply any Electronic Device or Mobile Phone, you take the team sheets, Timekeepers Sheet and Goal Cards with you and do the report at home on your device.

Ring Ken immediately so he can arrange to get this paperwork from you.

You cannot do these reports on your computer because you must use the camera on your device.

ANY PROBLEMS YOU RING KEN WATERS 0418 146 953

UMPIRE'S REPORT SHEET

Any umpire can do a report on their device even when the field umpire is doing his match report.

Open a browser and type <http://forms.edflmatchreports.com.au/edfl/GMDR>

Click on Umpire's Report Sheet to start

Put in Access Code then click next it opens to Player Report Sheet.

Click the appropriate box for the report.

Date will automatically be the date of your game.

Select Home and Away Teams also the Division.

Select the club that the player is reported from, then type in the player/officials name **EXACTLY AS IT IS ON THE TEAM SHEET** and number if applicable.

Select the Offended Club if applicable otherwise click on N/A. type in the name of the player/official that is on the team sheet (**same as the team sheet**) and players number if applicable, otherwise type in N/A in name.

Scroll down and tick the box which is applicable to the offence.

Players Report: Put in Access Code then click next it opens to Player Report Sheet.

Date is automatically set at the day you are umpiring and Finals Game or not is selected for you.

Select Home Team then the Away Team and Division of game.

Then select the Team the player has been reported, type in the name of the player/official that is on the team sheet (**same as the team sheet**) and players number if applicable.

Select the Offended Club if applicable otherwise click on N/A. type in the name of the player/official that is on the team sheet (**same as the team sheet**) and players number if applicable, otherwise type in N/A in name.

Then select which offence you have reported the player for either from the Set Penalty or the No Set Penalty drop down boxes.

Click which discipline you are umpiring.

Click which quarter the offence occurred.

Type a brief description of the offence.

The umpire tells the team manager's which player has been reported and the charge and tells them they have until 12 noon Monday to accept the set penalty or ring the EDFL Office if they are taking the charge to the tribunal.

CONFIRMATION

Type in your name and the Team Manager's name, click if they are present or not.

Then it will ask if you have another report, click yes or no.

Then submit report.

The browser will change and say Thank You then clear the browser.

If an umpire needs to report a player/official he enters all information into the system. This information is immediately emailed to Rowan, Brett(Juniors), Ken and Shannon Colgan of EDFL Football Operations. Ken will send a copy of the report by email to the reporting umpire for his reference, once you submit a reportable offence it is also emailed to the clubs.

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