

Prawn Sandwich Manager

Managers and Admin for Result cards

1st Sep 2017

Advice on Match Card Admin



TEAM MANAGERS or CLUB RESULTS SECRETARIES

Result cards must be entered into the system on the day the match takes place. The deadline for Sunday matches will be **midnight on the day of the game.**

For submission of match day result cards, please enter the system via the league web site – www.wsyl.org.uk select Results and Tables, then click submit results this will take you to the Prawn Sandwich log on page for Team Managers.

Enter your username and password, this will be supplied to you by your Club Secretary. On successful log on in the middle of the page will be a headline that says:– **DUE MATCH RETURN CARDS** – Click on the match and a match return card will be presented that will ask you to fill in with Scores, Sportsmanship Questions, Referees, Tick Players that played and Goal Scorers. Enter all data and click submit. – **NOTE THIS ONLY APPEARS ON THE DAY OF A MATCH.**

If the game is **postponed** you **must** still **submit** a card with the reason why, this is a button at the bottom of the match day card, click and follow the instructions.

If there is no match day return card visible, contact your age group fixture secretary.

If you cannot log on, contact your club secretary.

If you cannot see a player in your list who played, urgently contact your club secretary to work with the league on the problem, there could be several reasons.

Look around the system for all of your fixtures, results, opposition contact details, where the opposition ground is the service has lots of information.

Mangers Login

A screenshot of the 'prawnsandwich.com' website's 'Managers Area'. The page has a dark blue background with a green header bar that says 'Managers Area'. Below the header, a message reads 'You have been successfully logged out!'. The main content is a white login box titled 'LOG IN'. Inside the box are two input fields: 'Username' and 'Password', each with a small eye icon to its right. Below the fields is a yellow 'Log in' button. To the right of the button is a link that says 'Club and League officials Click here'. A red oval highlights the entire login box, and two red arrows point from the text on the left to the 'Username' and 'Password' fields respectively.

Username
& Password

This will have
been set by your
Club sec

Managers Area



Managers Area

Welcome Back Graham

Your Private Manager Resources

- Contact other managers
- Current League Tables

Due Match Return Cards

04 Sep 2014	Carshalton Athletic Whites U16's	Home	1 day remaining
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Become a Boot Room Season Ticket holder NOW! – for only £12.99

<< Click Here To Sign Up >>

Managers with Season Tickets get a lot more from prawnsandwich.com including:

- Get access to the Message Board which gives you a quick and easy way of contacting your team about next week's match, training times, etc
- See all of your previous match return cards for this season
- Be the first to know the results with Early Scores

Up to date League Table and contact details of other managers

Match Return Cards

Must Be filled in on the day of the game for ALL SYL Matches

Match Return Cards

- ▶ SYL will look similar to this.
- ▶ Very simple put in score, marks, tick players that played and number of goals.

You MUST put the referees name in – Please see the next slide on how to do this.

Match Return - Home Manager

Score

Home Team Carshalton Athletic Whites

Away Team Elm Grove Colts

Submitted By Graham Ekins

Competition League

Referee

Assist. Referee

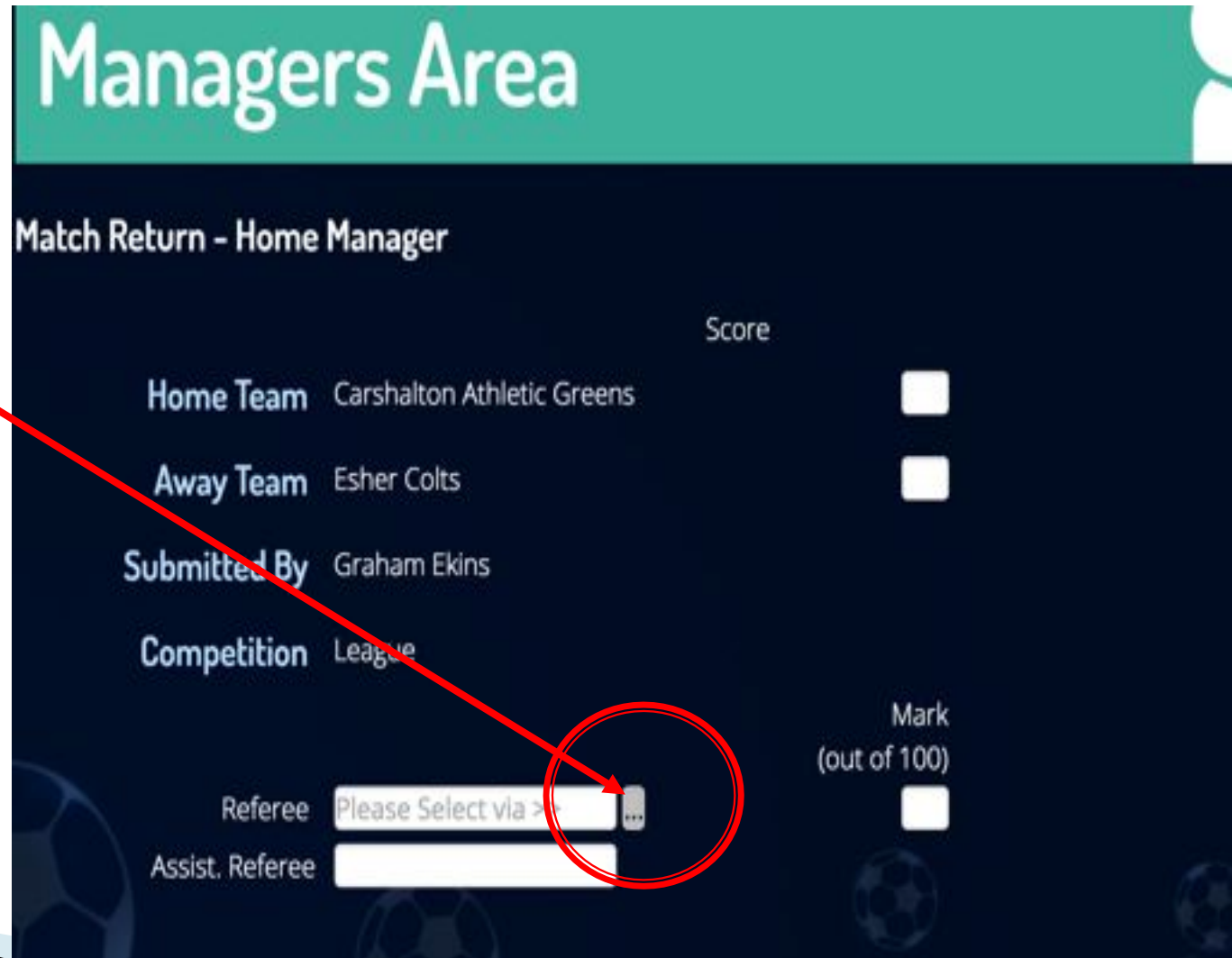
Mark (out of 100)

Players	Played?	Goals
Craig McGee	<input type="checkbox"/>	<input type="text"/>
Cameron Steel	<input type="checkbox"/>	<input type="text"/>
Alex Bannister	<input type="checkbox"/>	<input type="text"/>
Rommel Hunte-Christie	<input type="checkbox"/>	<input type="text"/>
Gaddiel Ntandu	<input type="checkbox"/>	<input type="text"/>

THIS IS IMPORTANT

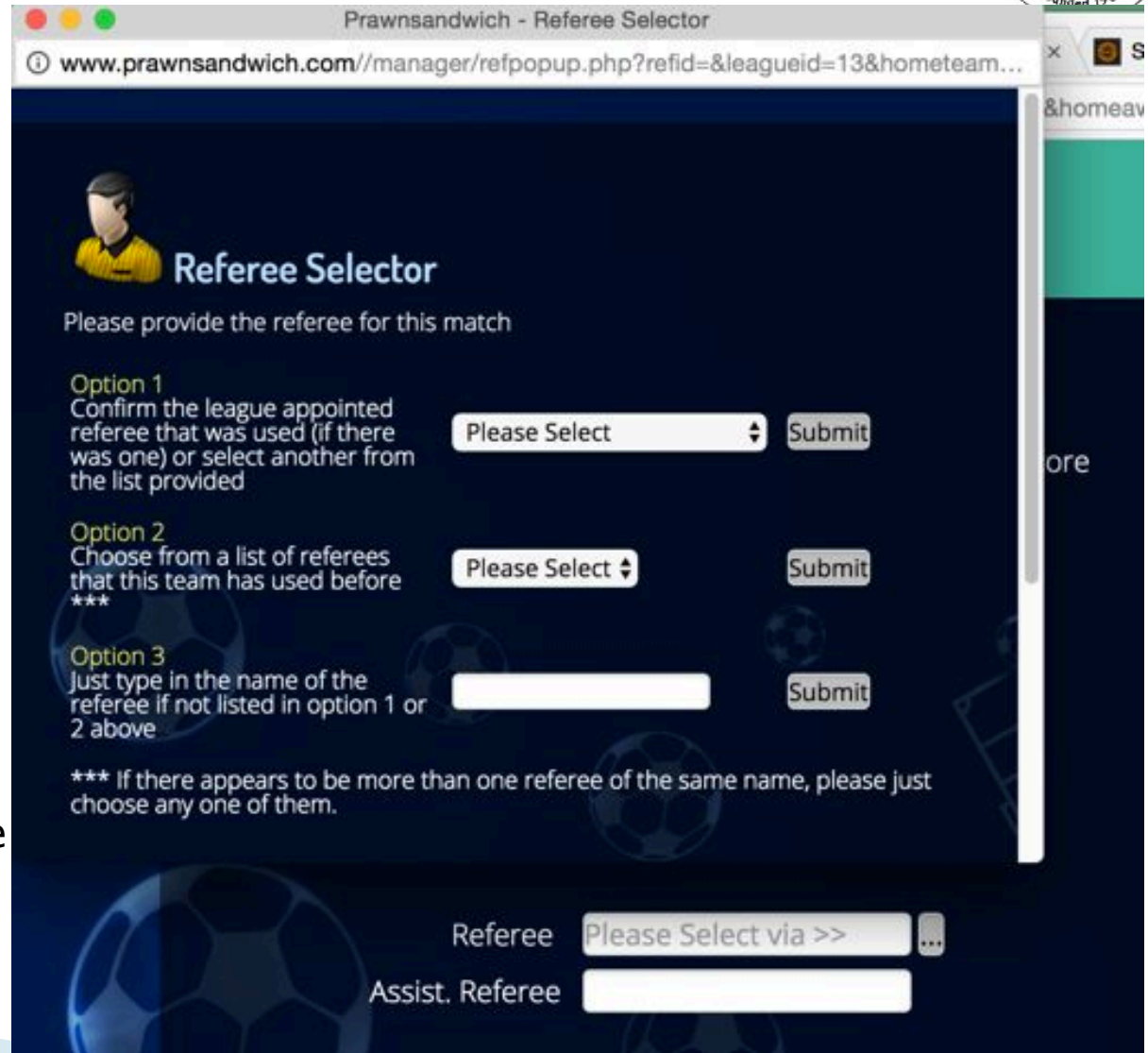
Inputting Referee Name

- ▶ To put the referees name in you need to click this Icon

A screenshot of a web form titled 'Managers Area' with a teal header. Below the header, the form is titled 'Match Return - Home Manager'. It contains several fields: 'Home Team' with the value 'Carshalton Athletic Greens', 'Away Team' with 'Esher Colts', 'Submitted By' with 'Graham Ekins', and 'Competition' with 'League'. On the right side, there are two empty square boxes labeled 'Score' and 'Mark (out of 100)'. At the bottom, there is a 'Referee' field with a dropdown menu showing 'Please Select via >' and a small icon of a person. Below this is an 'Assist. Referee' field. A red arrow points from the text 'To put the referees name in you need to click this Icon' to the small person icon in the Referee dropdown menu, which is also circled in red.

Inputting Referee Name

- ▶ A New Pop up menu will appear where you have 3 choices to enter a name
- ▶ Option 1 – A referee known and registered to the league – Select from Drop Down
- ▶ Option 2 – A referee that is home club appointed, but not registered with the league.
- ▶ Option 3 – A referee that is not in either list, please add manually

A screenshot of a web browser window titled 'Prawnswatch - Referee Selector'. The URL in the address bar is 'www.prawnswatch.com//manager/refpopup.php?refid=&leagueid=13&hometeam...'. The page has a dark blue background with a soccer ball pattern. At the top left is a small icon of a referee in a yellow shirt. The main heading is 'Referee Selector' in white. Below it, the text says 'Please provide the referee for this match'. There are three options listed: 'Option 1' with a description and a dropdown menu; 'Option 2' with a description and a dropdown menu; and 'Option 3' with a description and a text input field. Each option has a 'Submit' button next to it. At the bottom, there are two more input fields labeled 'Referee' and 'Assist. Referee'. A note at the bottom states: '*** If there appears to be more than one referee of the same name, please just choose any one of them.'

Inputting Referee Name



- ▶ Option 1 – Looks like this, just select the name, then click submit.

A screenshot of a web browser window titled 'Prawnsandwich - Referee Selector'. The address bar shows the URL 'www.prawnsandwich.com//manager/refpopup.php?refid=&leagueid=13&hometeam...'. The page has a dark blue background with a soccer ball icon. The main heading is 'Referee Selector' with a subtext 'Please provide the referee for this match'. There are three options for selecting a referee: Option 1 (confirming the league-appointed referee), Option 2 (choosing from a list of referees used before), and Option 3 (typing the name if not listed). A dropdown menu is open, showing a list of names with 'Please Select' at the top. To the right of the list are three 'Submit' buttons. At the bottom, there is a section for 'Assistants' with a list of names and a 'Players' section with a list of names.

Referee Selector

Please provide the referee for this match

Option 1
Confirm the league appointed referee that was used (if there was one) or select another from the list provided

Option 2
Choose from a list of referees that this team has used before

Option 3
Just type in the name of the referee if not listed in option 1 or 2 above

*** If there appears to be more than one referee, please just choose any one of them.

Assistants

Players

Callum McGrath

Eren Ergin

Submit

Submit

Submit

Please Select

Abdullah Raja

Adam Watts

Adam Wood

Adrian Kukawski

Aiden Jones

Ajani Adrien

Akash Muthiah

Akum Gupta

Alan Higgs

Alan Watkins

Alex Stevens

Alex Lamb

Alf Ramsey

Alfie Rule

Ali Mohamud

Andrew Liddicott

Andrew Robinson

Andy Bennett

Angus Morrison

Antonio Hollingworth

Arkadiy Peremyslov

Ben Holmes

Ben O'Leary

Ben Kaine

Inputting Referee Name



- ▶ Option 3 – Looks like this, just type in the name, then click submit.

Prawnsandwich - Referee Selector

www.prawnsandwich.com/manager/refpopup.php?refid=&leagueid=13&hometeam=...

Referee Selector

Please provide the referee for this match

Option 1
Confirm the league appointed referee that was used (if there was one) or select another from the list provided

Please Select

Option 2
Choose from a list of referees that this team has used before ***

Please Select

Option 3
Just type in the name of the referee if not listed in option 1 or 2 above

George North

*** If there appears to be more than one referee of the same name, please just choose any one of them.

- ▶ With name populated in the result Card from either of the 3 options

Managers Area

Match Return - Home Manager

Score

Home Team Carshalton Athletic Greens

Away Team Esher Colts

Submitted By Graham Elkins

Competition League

Referee George North

Assist. Referee

Mark (out of 100)

Players Played? Goals

1st Sep 2017

Referee Marking

- ▶ You have 4 marks to give a ref.
- ▶ Firstly a numeric between 1 & 100
- ▶ Next 3 yes answers, if the referee complied with all of them then please tick yes

Managers Area

Match Return - Home Manager

Home Team xcity 1

Away Team xrovers 1

Submitted By Graham Ekins

Competition League

Referee Please Select

Assist. Referee

Was the referee wearing referee uniform ☐ Yes

Did the referee arrive at least 20 mins before Kick Off ☐ Yes

Did the Referee Brief Linesmen and Pitch Marshalls ☐ Yes

Score

Mark (out of 100)

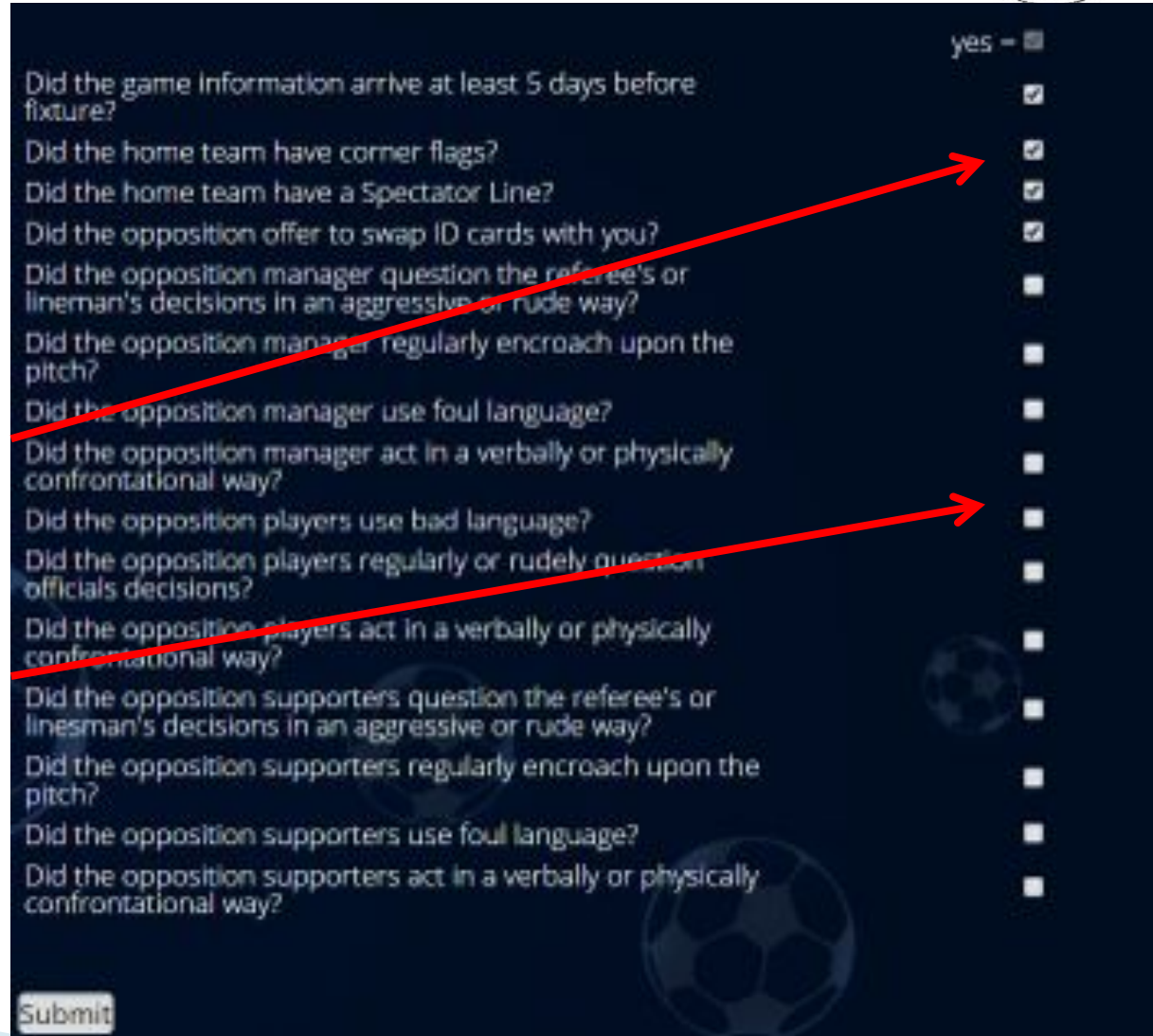
4 Ways to Avoid Running Out of Money During Retirement

If you have a £250,000 portfolio, download the must-read guide by Forbes columnist Ken Fisher's firm. It's called 'The 15-Minute Retirement Plan.'

[Click Here to Download Your Guide!](#)

Match Return Cards

- ▶ Further down the SYL card will also have sportsmanship questions that are simple tick box questions
- ▶ First 4 questions if you want to **mark** the opposition **negatively** then **untick** the boxes
- ▶ The behaviour questions
If you want to **mark** a Team **negatively** then **tick** the blank boxes
- ▶ When complete click submit



yes - ☒

Did the game information arrive at least 5 days before fixture? ☒

Did the home team have corner flags? ☒

Did the home team have a Spectator Line? ☒

Did the opposition offer to swap ID cards with you? ☒

Did the opposition manager question the referee's or linesman's decisions in an aggressive or rude way? ☐

Did the opposition manager regularly encroach upon the pitch? ☐

Did the opposition manager use foul language? ☐

Did the opposition manager act in a verbally or physically confrontational way? ☐

Did the opposition players use bad language? ☐

Did the opposition players regularly or rudely question officials decisions? ☐

Did the opposition players act in a verbally or physically confrontational way? ☐

Did the opposition supporters question the referee's or linesman's decisions in an aggressive or rude way? ☐

Did the opposition supporters regularly encroach upon the pitch? ☐

Did the opposition supporters use foul language? ☐

Did the opposition supporters act in a verbally or physically confrontational way? ☐

Submit

Match Return Cards

- ▶ Postponed Matches
- ▶ At the bottom of the card below the submit button there is text that you need to click if the match is not played.
- ▶ You will need to run you cursor/pointer over the text for it to highlight in white.
- ▶ Follow the instructions to submit the reason.

A screenshot of a Match Return Card form. The form has a dark blue background with white text. It contains six questions, each followed by a white square checkbox. The questions are: "Did the opposition players regularly or rudely question officials decisions?", "Did the opposition players act in a verbally or physically confrontational way?", "Did the opposition supporters question the referee's or linesman's decisions in an aggressive or rude way?", "Did the opposition supporters regularly encroach upon the pitch?", "Did the opposition supporters use foul language?", and "Did the opposition supporters act in a verbally or physically confrontational way?". Below the questions is a "Submit" button. At the bottom of the form, there is a link that says "Postponed/Abandoned/Etc? Click Here" and another link that says "Return to Managers Area". A red arrow points from the text in the second bullet point to the "Postponed/Abandoned/Etc? Click Here" link.

Try it out



- ▶ Access through www.wsyl.org.uk
- ▶ Username – yours allocated by club sec
- ▶ Password – yours allocated by club sec
- ▶ Find your way around the site – test your access
- ▶ Contact Other Managers in this area.
- ▶ Fixtures are starting to come on line
- ▶ Start of the season is nearly here!!!
- ▶ Managers any problems contact your club secretary