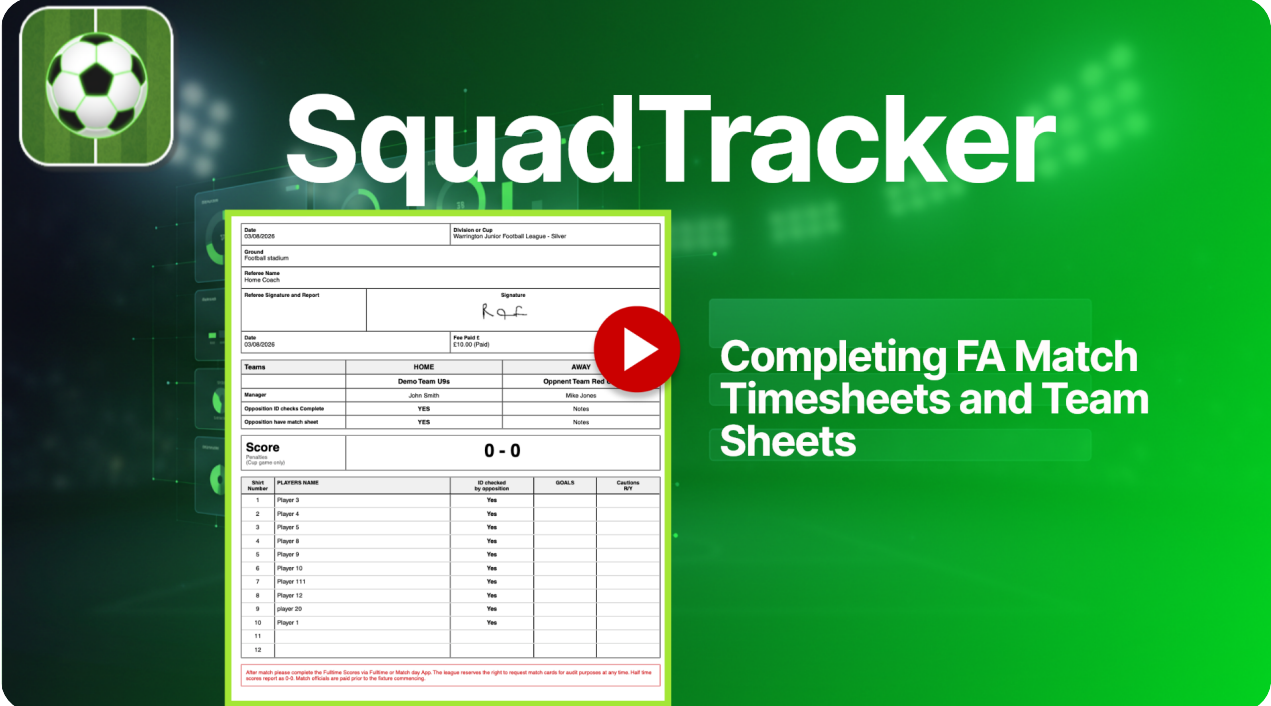


Completing FA Match Timesheets and Team Sheets

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SquadTracker

Completing FA Match Timesheets and Team Sheets

Date: 05/06/2025 **Division or Cup:** Worthington Junior Football League - Silver

Ground: Football stadium

Referee Name: Home Coach

Referee Signature and Report: Signature: *Raf*

Date: 05/06/2025 **Fee Paid:** £10.00 (Paid)

| Teams | HOME | AWAY |
|--------------------------------------|----------------|-------------------|
| | Demo Team U18s | Opponent Team Red |
| Manager | John Smith | Mike Jones |
| Opposition ID checks Complete | YES | Notes |
| Opposition have match sheet | YES | Notes |

Score
0 - 0

| Squad Number | PLAYERS NAME | GOALKEEPER | GOALS | CONTEST BY |
|--------------|--------------|------------|-------|------------|
| 1 | Player 3 | Yes | | |
| 2 | Player 4 | Yes | | |
| 3 | Player 5 | Yes | | |
| 4 | Player 8 | Yes | | |
| 5 | Player 9 | Yes | | |
| 6 | Player 10 | Yes | | |
| 7 | Player 111 | Yes | | |
| 8 | Player 12 | Yes | | |
| 9 | Player 20 | Yes | | |
| 10 | Player 1 | Yes | | |
| 11 | | | | |
| 12 | | | | |

After match please complete the Clubline Scores via Clubline or Match day App. The league reserves the right to request match cards for audit purposes at any time. Half time scores report as 0-0. Match officials are paid prior to the fixture commencing.

This video demonstrates the complete process for managing FA match team sheets. It covers player selection, attendance updates, signatures, and finalizing match details for accurate record-keeping.

01 Teamsheet Steps

These are the steps to complete your FA teamsheet.

The screenshot displays the 'Matches' section of the SquadTracker application. On the left is a navigation sidebar with options: Dashboard, Players, Matches (highlighted), Training, Statistics, Team Management, Account, and Policies. Below the sidebar, a user profile for 'single t. Demo Team U9s' is shown with a 'Sign Out' button. The main content area is titled 'Matches' with the subtitle 'Manage upcoming matches and view match history'. It features 'Import Fixtures' and 'New Match' buttons. A filter bar shows 'Upcoming' and 'History' tabs. The 'Upcoming Matches' section shows '2 matches scheduled' and a search bar. Two match cards are visible: 1) 'Oppnent Team GreenU9s' vs 'Demo Team U9s' on 'Sat 3 Jan, 00:00'. 2) 'Demo Team U9s' vs 'Oppnent Team Red U9s' on 'Mon 3 Aug, 00:00'. Both cards show a score of '0 - 0' and a 'Scheduled' status. A tooltip instruction 'Tap a match to view details and record stats' is present above the cards.

02 Selecting Match Players

Before opening your teamsheet, you need to select which players are playing in the match.

The screenshot displays the 'Matches' section of the SquadTracker application. On the left is a sidebar with navigation options: Dashboard, Players, Matches (highlighted), Training, Statistics, Team Management, Account, and Policies. Below the sidebar, a user profile for 'single t. Demo Team U9s' is shown with a 'Sign Out' button. The main content area is titled 'Matches' and includes a subtitle 'Manage upcoming matches and view match history'. It features two buttons: 'Import Fixtures' and '+ New Match'. Below these are tabs for 'Upcoming' (selected) and 'History'. The 'Upcoming Matches' section shows '2 matches scheduled' and a search bar. Two match cards are displayed: 1) 'Oppnent Team GreenU9s vs Demo Team U9s' on 'Sat 3 Jan, 00:00' with a score of '0 - 0'. 2) 'Demo Team U9s vs Oppnent Team Red U9s' on 'Mon 3 Aug, 00:00' with a score of '0 - 0'. Each card includes details like 'No Referee', 'Away • League', and 'Scheduled' status, along with edit and delete icons.

03 Accessing Daily Match

Select the match

The screenshot displays the 'Matches' section of the SquadTracker application. On the left is a sidebar with navigation options: Dashboard, Players, Matches (highlighted), Training, Statistics, Team Management, Account, and Policies. Below the sidebar, a user profile for 'single t.' (Demo Team U9s) is shown with a 'Sign Out' button. The main content area is titled 'Matches' and includes a sub-header 'Manage upcoming matches and view match history'. It features two tabs: 'Upcoming' (selected) and 'History'. At the top right of the main area are buttons for 'Import Fixtures' and '+ New Match'. A search bar labeled 'Search matches...' is positioned on the right. The 'Upcoming Matches' section shows '2 matches scheduled'. Two match cards are displayed: 1) 'Oppnent Team GreenU9s' vs 'Demo Team U9s' on 'Sat 3 Jan, 00:00'. 2) 'Demo Team U9s' vs 'Oppnent Team Red U9s' on 'Mon 3 Aug, 00:00'. Each card shows a score of '0 - 0', 'No Referee', and 'Scheduled' status. A tooltip提示 'Tap a match to view details and record stats' is visible over the second match card.

04 Updating Player Attendance

You go through your list and untick any that are not going to attend the match.



- Dashboard
- Players
- Matches**
- Training
- Statistics
- Team Management
- Account
- Policies

single t.
Demo Team U9s

Sign Out

Player Statistics

Track attendance, goals, assists and player of the game awards

2 **Player 2.**
Striker

Played in match

Goals

Assists

Yellow

Red

Minutes Played

CPOTG

Parent

3 **Player 3.**
Centre Back

Played in match

Goals

Assists

Yellow

Red

05 Accessing Team Sheet For Signatures

And then save to upcoming. We go back and then access your team sheet so it can be signed by you, the referee, and your opposition coach.

The screenshot displays the SquadTracker web application interface. On the left is a navigation sidebar with the following menu items: Dashboard, Players, Matches (highlighted), Training, Statistics, Team Management, Account, and Policies. Below the sidebar, a user profile for 'single t. Demo Team U9s' is visible with a 'Sign Out' button.

The main content area shows a match page for 'Demo Team U9s' vs 'Opponent Team Red U9s'. At the top right, there are three buttons: 'Live Tracker', 'Save to Upcoming', and 'Complete Match'. The match details include the date 'Monday, 3 August 2026 at 00:00' and the referee 'Ref: No Referee'. The 'Match Score' section shows a 0-0 score with a note: 'Update the final score for this match'. Below the score, there are controls to adjust the score, including a minus sign, a plus sign, and a note: 'Your team's score is calculated from player goals'. The 'Game Statistics' section shows four categories: Corners (0-0), Shots (0-0), Fouls (0-0), and Offsides (0-0). An 'Edit Stats' button is located at the top right of this section. The 'Player Statistics' section is partially visible at the bottom.

06 Pre-Match signatures

before the match starts. Select the clipboard to access the teamsheet.

The screenshot displays the 'Matches' section of the SquadTracker application. On the left is a sidebar with navigation options: Dashboard, Players, Matches (highlighted), Training, Statistics, Team Management, Account, and Policies. Below the sidebar, the user's profile 'single t. Demo Team U9s' and a 'Sign Out' button are visible. The main content area is titled 'Matches' with the subtitle 'Manage upcoming matches and view match history'. It features two tabs: 'Upcoming' (selected) and 'History'. In the top right corner, there are buttons for 'Import Fixtures' and '+ New Match'. The 'Upcoming Matches' section shows '2 matches scheduled' and includes a search bar. Two match cards are displayed: 1) 'Oppnent Team GreenU9s vs Demo Team U9s' scheduled for 'Sat 3 Jan, 00:00' with a score of '0 - 0'. 2) 'Demo Team U9s vs Oppnent Team Red U9s' scheduled for 'Mon 3 Aug, 00:00' with a score of '0 - 0'. Each card includes details like 'No Referee', 'Away • League', and 'Scheduled', along with icons for clipboard, edit, and delete.

07 Auto Populating Players List

Input the ground. The players will have auto populated.



- Dashboard
- Players
- Matches**
- Training
- Statistics
- Team Management
- Account
- Policies

single t.
Demo Team U9s

Sign Out

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s

Back

Match Not Completed

This match has not been completed yet. You can still create and edit the teamsheet, but some information may be incomplete.

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s - 03/08/2026

| Match Info | Players | Referee | Coaches |
|-----------------|--|--|---|
| Date | | Ground | |
| 03/08/2026 | | <input type="text" value="Enter ground/venue name"/> | |
| Home Team | | Away Team | |
| Demo Team U9s | | Oppnent Team Red U9s | |
| Score | | Referee | |
| 0 - 0 | | Home Coach | |
| Home Team Notes | <input type="text" value="Any additional notes for the home team..."/> | | |
| Away Team Notes | <input type="text" value="Any additional notes for the away team..."/> | | |
| | | | <input type="button" value="Cancel"/> <input type="button" value="Save Teamsheet"/> |

08 Referee Section Details

This is your referee section. If you've already stated that you've got a referee, their name will automatically show up there.



- Dashboard
- Players
- Matches**
- Training
- Statistics
- Team Management
- Account
- Policies

single t.
Demo Team U9s

[Sign Out](#)

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s

[Generate PDF](#) [Back](#)

Match Not Completed

This match has not been completed yet. You can still create and edit the teamsheet, but some information may be incomplete.

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s - 03/08/2026

Match Info Players **Referee** Coaches

Referee Name

Referee Fee
 Fee Paid

Referee Signature

Draw your signature above

[Cancel](#) [Save Teamsheet](#)

09 Referee Payment And Signature

You input how much you paid them and tick the paid fee, then get your referee to sign.



- Dashboard
- Players
- Matches
- Training
- Statistics
- Team Management
- Account
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single t.
Demo Team U9s

Sign Out

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s

Generate PDF Back

Match Not Completed

This match has not been completed yet. You can still create and edit the teamsheet, but some information may be incomplete.

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s - 03/08/2026

Match Info Players Referee Coaches

Referee Name

Home Coach

Referee Fee

0.00

Fee Paid

Referee Signature

Draw your signature above

Cancel Save Teamsheet

10 Inputting Coaches Names

And then coaches input the home coach's name and the away coach's name.



- Dashboard
- Players
- Matches**
- Training
- Statistics
- Team Management
- Account
- Policies

single t.
Demo Team U9s

Sign Out

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s

Generate PDF Back

Match Not Completed

This match has not been completed yet. You can still create and edit the teamsheet, but some information may be incomplete.

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s - 03/08/2026

Match Info Players Referee **Coaches**

Home Coach Signature

Completed By

Manager/Coach name

ID Checks Complete

Home Team Manager Signature

Draw your signature above

Away Coach Signature

Completed By

Manager/Coach name

ID Checks Complete

Opposition Has Match Sheet

Away Team Manager Signature

Draw your signature above

11 Obtaining Coach Signatures And ID Checks

Get both to sign. Tick the ID checks complete.



- Dashboard
- Players
- Matches**
- Training
- Statistics
- Team Management
- Account
- Policies

single t.
Demo Team U9s

Sign Out

Demo Team U9s vs Oppnent Team Red U9s

Match Not Completed

This match has not been completed yet. You can still create and edit the teamsheet, but some information may be incomplete.

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s - 03/08/2026

| Match Info | Players | Referee | Coaches |
|------------|---------|---------|---------|
|------------|---------|---------|---------|

Home Coach Signature

Completed By

John Smith

ID Checks Complete

Home Team Manager Signature

Signature captured

Away Coach Signature

Completed By

Mike Jones

ID Checks Complete

Opposition Has Match Sheet

Away Team Manager Signature

Draw your signature above

Cancel

Save Teamsheet

12 Opposition Signature And Saving Sheet

and that the opposition has signed the match sheet and save that team sheet for later.



Dashboard

Players

Matches

Training

Statistics

Team Management

Account

Policies

single t.
Demo Team U9s

Sign Out

Demo Team U9s vs Oppnent Team Red U9s

Match Not Completed

This match has not been completed yet. You can still create and edit the teamsheet, but some information may be incomplete.

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s - 03/08/2026

Match Info Players Referee Coaches

Home Coach Signature

Completed By

John Smith

ID Checks Complete

Home Team Manager Signature

Signature captured

Away Coach Signature

Completed By

Mike Jones

ID Checks Complete

Opposition Has Match Sheet

Away Team Manager Signature

Signature captured

Cancel

Save Teamsheet

13 Post-Match Completion Process

Back in upcoming matches select the match. input the match stats or use the live in game tracker

SquadTracker

- Dashboard
- Players
- Matches**
- Training
- Statistics
- Team Management
- Account
- Policies

Matches
Manage upcoming matches and view match history

Import Fixtures + New Match

Upcoming History

Upcoming Matches
0 matches scheduled

Search matches...

Loading matches...

single t.
Demo Team U9s

Sign Out

14 Completing Match Entry

We can complete the match. You can then

The screenshot displays the SquadTracker interface for a match entry page. On the left is a sidebar with navigation options: Dashboard, Players, Matches (highlighted), Training, Statistics, Team Management, Account, and Policies. Below the sidebar, a user profile for 'single t. Demo Team U9s' is shown with a 'Sign Out' button. The main content area features a match header for 'Demo Team U9s' vs 'Oppnent Team Red U9s' on 'Monday, 3 August 2026 at 00:00'. At the top right, there are three buttons: 'Live Tracker', 'Save to Upcoming', and 'Complete Match'. The 'Match Score' section allows updating the final score, currently showing 0-0. Below this is the 'Game Statistics' section with four categories: Corners (0-0), Shots (0-0), Fouls (0-0), and Offsides (0-0). The 'Player Statistics' section is partially visible at the bottom.

15 Viewing Match History And Team Sheet

View your match history go to that match. select the teamsheet.

The screenshot displays the 'Matches' section of the SquadTracker application. On the left is a navigation sidebar with options: Dashboard, Players, Matches (highlighted), Training, Statistics, Team Management, Account, and Policies. Below the sidebar, a user profile for 'single t. Demo Team U9s' is shown with a 'Sign Out' button. The main content area is titled 'Matches' and includes a sub-header 'Manage upcoming matches and view match history'. It features two tabs: 'Upcoming' (selected) and 'History'. At the top right of the main area are buttons for 'Import Fixtures' and '+ New Match'. A search bar labeled 'Search matches...' is positioned above a list of matches. The first match is 'Oppnent Team GreenU9s vs Demo Team U9s', with a score of '0 - 0' and a scheduled date of 'Sat 3 Jan, 00:00'. The match details card includes information such as 'No Referee', 'Away • League', and a 'Scheduled' status. A 'Success' notification at the bottom right states 'Match completed successfully!'.

16 Match Details And Signatures

It will have all the information: the players, any goals or cards, your referee information, and your coach signatures.



- Dashboard
- Players
- Matches**
- Training
- Statistics
- Team Management
- Account
- Policies

single t.
Demo Team U9s

Sign Out

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s

Generate PDF Back

Match Teamsheet

Demo Team U9s vs Oppnent Team Red U9s - 03/08/2026

| Match Info | Players | Referee | Coaches |
|--|---------|-----------------------------------|-----------------------|
| Date 03/08/2026 | | Ground Football stadium | |
| Home Team Demo Team U9s | | Away Team Oppnent Team Red U9s | |
| Score 0 - 0 | | Referee Home Coach | |
| Home Team Notes Any additional notes for the home team... | | | |
| Away Team Notes Any additional notes for the away team... | | | |
| | | | Cancel Save Teamsheet |

17 Generating And Downloading PDF

Save the teamsheet then press the generate PDF button, then you're able to download it.

The screenshot displays the SquadTracker Match Teamsheet interface. On the left is a navigation sidebar with options: Dashboard, Players, Matches (highlighted), Training, Statistics, Team Management, Account, and Policies. Below the sidebar is a user profile for 'single t. Demo Team U9s' and a 'Sign Out' link. The main content area is titled 'Match Teamsheet' for 'Demo Team U9s vs Oppnent Team Red U9s' on '03/08/2026'. It features a tabbed interface with 'Match Info', 'Players', 'Referee', and 'Coaches' tabs. The 'Match Info' tab is active, showing sections for 'Home Coach Signature' (completed by John Smith) and 'Away Coach Signature' (completed by Mike Jones). Both sections include a signature capture box with a green checkmark and the text 'Signature captured'. A 'Generate PDF' button is located in the top right corner, and a 'Save Teamsheet' button is in the bottom right corner. A 'Cancel' button is also present near the 'Save Teamsheet' button.

18 Opening Verified PDF

and it will open like this with all the signatures verified. The player ID indicate yes to show it was verified by the opposition coach. and the coaches and the ref signature and payment just like on the FA This will work exactly the same if you're using this through the mobile app as well.

| Teams | | HOME | AWAY |
|--------------------------------------|--|----------------------|-----------------------------|
| | | Demo Team U9s | Oppnent Team Red U9s |
| Manager | | John Smith | Mike Jones |
| Opposition ID checks Complete | | YES | Notes |
| Opposition have match sheet | | YES | Notes |

| | |
|--|--------------|
| Score <small>(Penalties (Cup game only))</small> | 0 - 0 |
|--|--------------|

| Shirt Number | PLAYERS NAME | ID checked by opposition | GOALS | Cautions B/Y |
|--------------|--------------|--------------------------|-------|--------------|
| 1 | Player 3 | Yes | | |
| 2 | Player 4 | Yes | | |
| 3 | Player 5 | Yes | | |
| 4 | Player 8 | Yes | | |
| 5 | Player 9 | Yes | | |
| 6 | Player 10 | Yes | | |
| 7 | Player 111 | Yes | | |
| 8 | Player 12 | Yes | | |
| 9 | player 20 | Yes | | |
| 10 | Player 1 | Yes | | |
| 11 | | | | |
| 12 | | | | |

After match please complete the Fulltime Scores via Fulltime or Match day App. The league reserves the right to request match cards for audit purposes at any time. Half time scores record as 0-0. Match officials are paid prior to the fixture commencing.

Learn how to select players, update attendance, obtain signatures, and generate verified complete FA match and teamsheets efficiently.

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