



Michigan State Youth Soccer Association

Online Game Report Process for Center Referees

State Cup, Junior State Cup, and DA Game Reports are now all submitted online. The game reports will be completed online by the center referee, verified by the assistant referees, and sent to each team individually for final approval. With that said, the teams have been instructed to give you paper copies of the Game Report.

Please fill out the paper copies completely, as it will be vital to completing the online form correctly. The instructions contained in this document will assist you in completing your portion of the online game report.

CENTER REFEREE – *It is important that you complete the online game report as soon as possible after the game (but absolutely no later than 24 hours after the game). Failure to do so may result in not being considered for future assignments. Your assistant referees, the teams, and MSYSA are relying on your timeliness!*

1. After each game, please log on to www.SportsForms.club/MSYSA. Make sure to have the paper copy of the game report available.
2. At www.SportsForms.club/MSYSA and under the section “For Center Referees”, select the State Cup, Junior State Cup, or Director’s Academy “Submit Game Report Here” button that corresponds to the program/event of the game you refereed.
3. Find the same Game (Match) Number in the dropdown box of the game you refereed. This information is on the paper copy of the game report. Note: “SC” is the designation for State Cup games, “JRSC” is the designation for Junior State Cup games, and “DA” is the designation for Director’s Academy games.
4. Type in your First and Last Name in the appropriate area.
5. Type in your Email in the appropriate area. Double check for accuracy before submitting the form.
6. Select your assistant referees’ names from the dropdown box. If you failed to write this information down on the paper game report, you can log in to Game Officials to look it up.



Michigan State Youth Soccer Association

7. If one of the assigned assistant referees failed to show or their name does not appear in the dropdown box, indicate CLUB LINE, OTHER, or NONE as appropriate. If you select “Other”, you will be prompted to type in their name.
8. Click on the “Submit Game Report Info” button.
9. You will be taken to a web page where you can decide to complete the Game Report immediately or have a link to the Game Report sent to you in email. It is highly recommended that you fill out the paperwork now rather than selecting the option to complete it later. (This report should be completed from a computer, NOT a smartphone or tablet.)
10. At the top, enter the game date (MM/DD/YY), game time, and field name. This information can be found on the paper version of the game report supplied by the teams, unless there were last minute changes. In those instances, indicate the *actual* date, time, and location.
11. Indicate the Field Conditions using the descriptors in the dropdown box.
12. If possible, scan or take a photo of the paper game report and upload it to the online form by clicking on the green button that says “Game Report”. This is not required, but the MSYSA would appreciate having the information when possible.
13. Indicate whether there were any injuries in the game that MSYSA needs to be aware of. This includes, but is not limited to, head injuries and injuries that necessitated a call to emergency medical personnel. **If so, please remember to fill out an incident report on Game Officials after completing this report.**
14. Enter the names and risk management numbers of any/all coaches, trainers, managers, etc. who sat with the Home Team on the team’s sidelines.
15. If there are any coaches, etc. who are serving a red card suspension, enter their name in the Name field, but type in “RC SUSPENSION” in the Risk Management field.
16. Indicate any yellow or red cards that were issued to the Home Team’s coaches, trainers, managers, etc. **If any red cards were issued, please remember to fill out an incident report on Game Officials after completing this report.**
17. Indicate the score for the Home Team.



Michigan State Youth Soccer Association

18. For each player listed on the Home Team, double check the jersey number listed on the form is the number used by the player in the game. Change the number on the online report as needed.
19. For each player listed on the Home Team, indicate whether the player was participating in the game, was present but not participating (remember: the number of players allowed to play in a give game may be restricted by the event/program), was absent, or was serving a red card suspension. It is the team's responsibility to make you aware of any players or coaches serving a suspension, but it is your responsibility to report it on the online game report. For State Cup and Junior State Cup games, referees will not have the ability to add players to the pre-populated list. However, if a player was present and participating, please document that on the third page. For Director's Academy games, referees will have the ability to add players (usually club pass players) to the pre-populated list. When adding players, be sure to include jersey number and the player's level of participation.
20. If any yellow or red cards were issued to the players on the Home Team, indicate that in the yellow and red card columns corresponding to that player's name. A list of yellow and red card codes is at the bottom of the page. **If any red cards were issued, please remember to fill out an incident report on Game Officials after completing this report.**
21. Repeat Steps 14 – 20 for the Away Team.
22. If there are any additional issues you want to make MSYSA aware of, please add these in the comment section on the third page. **Note: whatever you type will be available for ALL to see – including the teams – so please choose your words carefully.**
23. Review all information contained in the report one last time for accuracy. If everything is accurate, click on the "Signature" button, go to "Type", select a signature front, type your name in the bar towards the top of the box, and click the "Add" button.
24. Click on the "Date" button.
25. Scroll all the way to the top of the page, and click on "Done".