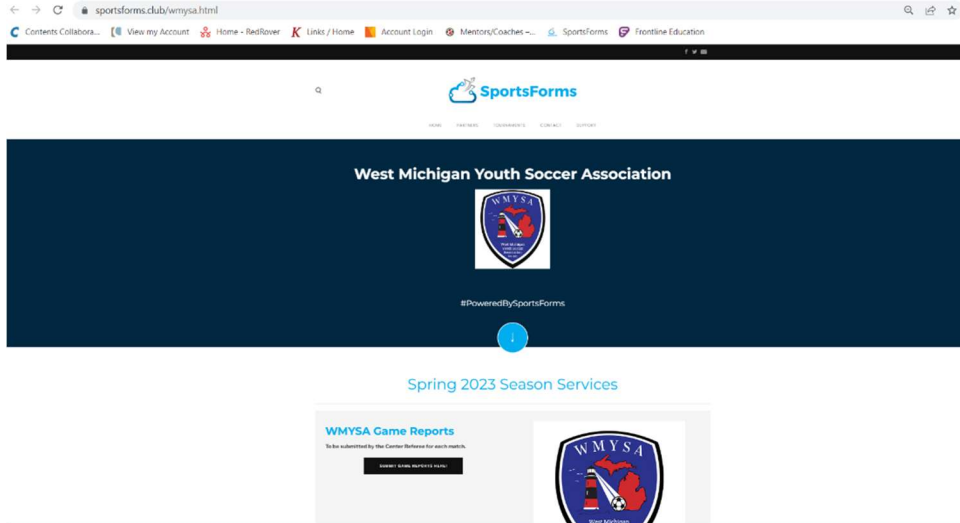
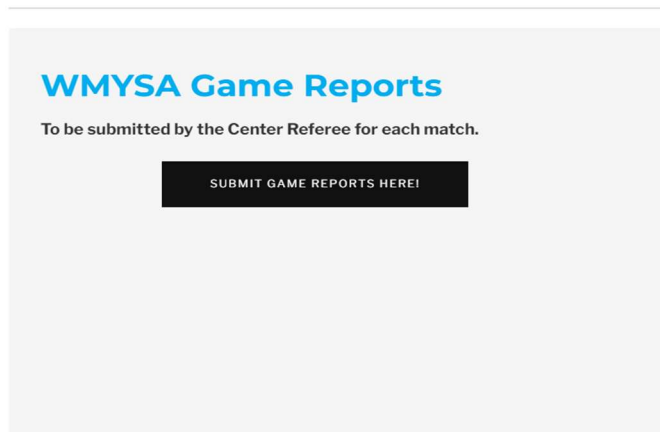


WMYSA online game reports (Sports forms)

1. For the West Michigan Youth Soccer Association (WMYSA) only the CENTER REFEREE for each match must submit a game report. Reminder: This is ONLY for WMYSA matches (NOT Directors Academy, State Cup, Junior State Cup or MSPSP games)!
2. On completion of the game use this link <https://www.sportsforms.club/wmya.html> to enter the Match Report information.
3. You should see a web site that looks like this:



4. Click on “Submit Game Reports here”:



5. **Enter the WMYSA Match Number** (Game# on game sheet in the upper right-hand corner.) And enter Center Referee information.
6. **Fill in the Match information:**
 - A. Match Date (The day the game was played)
 - B. Match Time AKA Kick Off (Hour, Minute, AM or PM)
 - C. Field Name (Complex name and Field number)
 - D. Field Conditions (Excellent, Good, Acceptable, Poor)
 - E. Were there any injuries that WMYSA needs to be aware of? Yes or No
7. **Home Team Information:**
 - A. Home Team Score:
 - B. Home Team Official 1 (MUST HAVE)
 - C. Home Team official 2 and 3 (If they are on the bench then list them here)

- 8. Away Team Information:**
 - A. Away Team Score:
 - B. Away Team Official 1 (MUST HAVE)
 - C. Away Team official 2 and 3 (If they are on the bench then list them here)
- 9. Comments** (Viewable only by WMYSA) anything that they need to know about the game.
- 10. Attachments** (Upload a picture or a scanned image of the game report)
- 11.** Click the box for **I agree to SporsForms Terms and Conditions** and then click Submit Game Report Request
- 12.** After clicking the Submit Game Report Request another screen will open where you can edit any information you need to.
- 13. Game Information** (Please review and make sure everything is correct.)
- 14. Home Team Information** (Please review and make sure everything is correct.)
 - A. List all cards given to the Team Officials.
 - B. Select Yes or No if the Home Team used any Pass Players for this match?
- 15. Home Team Players/ Away Team Players:**
 - A. Check to make sure all the players information is correct (Last Name, First Name, Jersey, Status (Present & Participating, Present, Not Participating, Absent, Serving Suspension))
 - B. Select the corresponding codes for the Yellow or Red Cards given.
- 16. Pass Players:**
 - A. If you have any pass players please enter their Last Name, First Name and Jersey.
 - B. Select the corresponding codes for the Yellow or Red Cards given.
- 17. Whisper Weekend Campaign**
 - A. Rate the coach, players, and parents separately. Rate on a scale of 1-3
 - 1=Poor, problematic, needs attention
 - 2= Average, no real problems
 - 3= Exemplary behavior, no issues, or complaints
 - B. Any rating of 1 to a group, be sure to leave a comment.
- 18.** Click Continue to e-Signing. Once the new screen loads up you should see **Your requested Game Report is ready for completion.** You can “Complete Now” or “Send Me An Email, I’ll Sign Later”
- 19.** Once you click “Complete Now” another screen will load and you need to click “Sign it”
- 20.** A game sheet will appear on your screen where you need to sign the report, Put the date of you signing the report, and any comments viewable by all parties. Follow the Orange tab on the left side of the screen. (Make sure everything is correct) When done click Finish.
- 21.** If you have any questions or concerns about filling out WMYSA SportsForms contact:

Dana Pope at Dana.Pope@wmysa.org or Steve Devries at steve.e.devries@wmysa.org