



FOOTBALL  
**SOUTH  
AUSTRALIA**

# ***DRIBL***

**Club Administrator Guide**

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### **Registration Note**

Players can not be manually added to match sheets as per previous seasons. Players will need to be registered and approved on both Play Football and Dribl prior to being able to participate in any games.

As such, these steps will need to be completed by at least the Wednesday prior to the match. If they are not on the Dribl match sheet they can not play.

### **Important Information – Public Display of Name and Photo**

It is important for clubs to be aware that with the transition to electronic match sheets, individuals photos from Play Football and their names will be published via the app and website. If there are any players, especially at a junior level who are unable to have their image displayed due to privacy and legal reasons, please contact the relevant Competition Administrator to address this matter directly.

## Dribl Overview

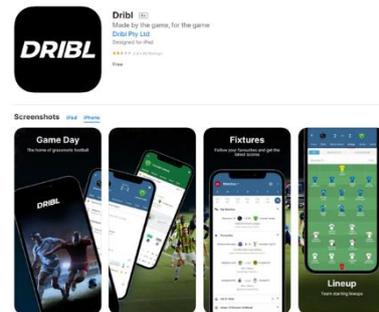
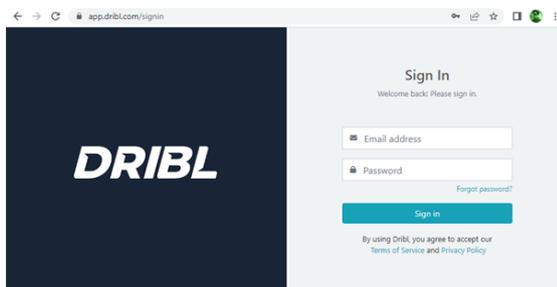
Dribl is the Competition Management System that will be utilised for all Football SA administered competitions.



Please note Dribl will be utilised for fixtures, results, match sheets, player statistics etc and **IS NOT** replacing the Play Football registration system.

All administrators, players, coaches, managers, team officials and volunteers must be registered and approved on Play Football before creating their Dribl account.

Dribl can be accessed via the app and web - <https://app.dribl.com/signin>, most match day tasks will be completed via the app however club administrator tasks will generally be completed via the web.



## How to gain access as a Club Administrator

1. All admin users, coaches, managers and volunteers must be registered and approved on Play Football before a Dribl Account can be created
2. Club Administrators must apply to Football SA to obtain access by completing the following form - [Dribl Club Administrator Access Request Form](#) and a valid DCSI Working With Children Check must be provided
3. Once the form is received and your Play Football registration is active, Football SA will create your Dribl account and you will receive a welcome email as per the below example
4. Once you receive the welcome email, click the link to activate your account and set your own password

### Welcome

Hi

Welcome to Dribl!

You're receiving this email because someone has invited you to join Dribl.

Please click [here](#) to activate your account and set your password.

Alternatively, please copy and paste this url into your browser:

<https://app.dribl.com/update-password?email=tracey.dyce@footballsas.com.au&token=LJl1lC2WJa7BNdpGuEKWdKccDCvN64ka&activate=1>

If you haven't requested this email, please click [here](#)

5. Dribl can be accessed via the web or the Dribl App, you can use the same mail and password to access Dribl across both platforms
6. The Dribl app will be utilised to complete most match day tasks however the website provides more functionality and will be utilised more extensively by club admins

\* Note this step is only for club administrators \*

## Club Administrator Key Steps (Pre Season)

1. Request access as a club administrator
2. Approve registrations in Play Football to ensure they feed into Dribl (the sync to Dribl occurs approximately twice a day at 6am and 5pm)
3. Map members to teams including coaches and team officials
  - a. This step is not required for the NPL, WNPL, State League 1 and State League 2 senior teams only. Football SA will complete this step based on your PPS/Senior Team Roster. \* This does not apply for trial games \*
  - b. For Junior and Community teams you will be able to complete this step once league structures are finalised and teams are created/updated by the relevant competition administrator

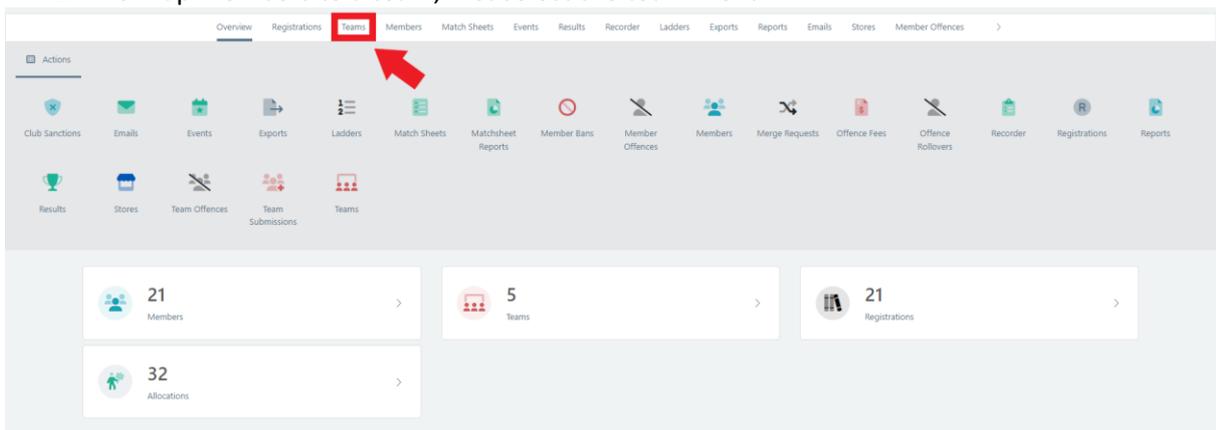
## How to map participants/members to teams

To be able to utilise electronic match sheets club administrators will need to map (allocate) players, coaches and officials to teams by completing the team mapping process.

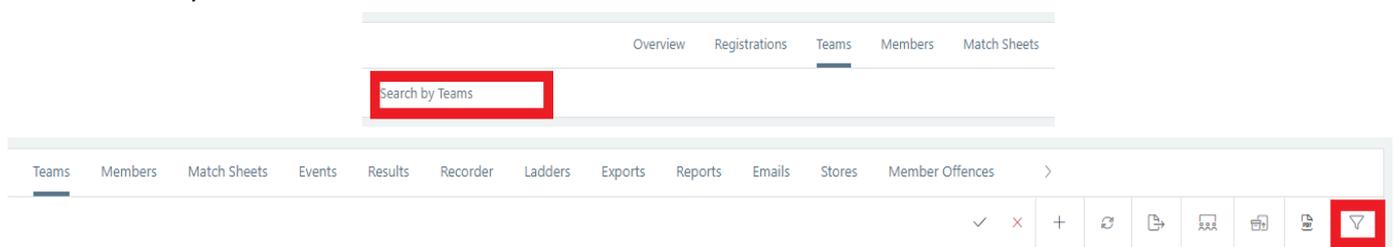
\*This step is not required for the NPL, WNPL, State League 1 and State League 2 senior teams and will be completed by Football SA (except for trial matches).

\*\* For Junior and Community teams you will be able to complete this step once league structures are finalised and teams are created by the relevant competition administrator

1. To map members to a team, first select the team menu:



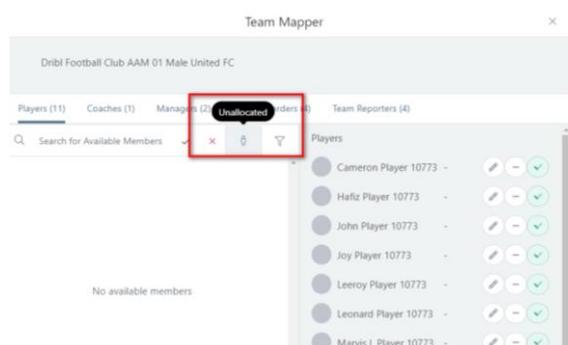
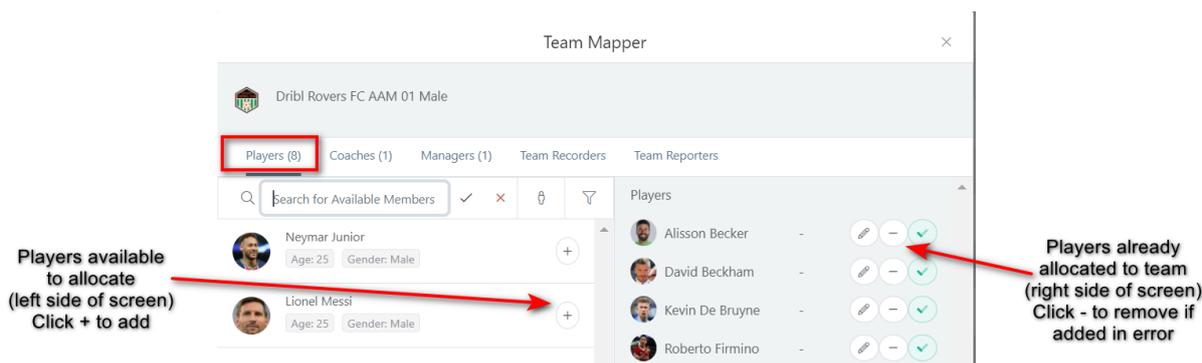
2. Search for the relevant team or you can use the filters tab on the top right to narrow down your search



3. Select the Map Members icon



- Select the players, coaches, managers and team officials from the list of available members on the left hand side. Members already allocated to the team will appear on the right



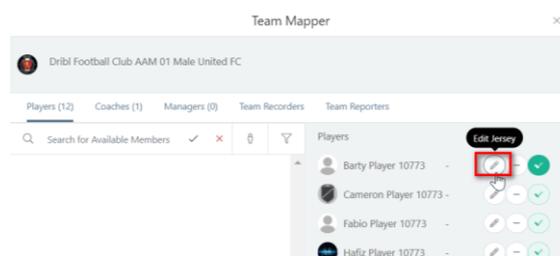
- Use the tabs across the top to view registered players, coaches, managers etc. Note: Once mapped to a team, coaches and managers will automatically be assigned the role of team reporter and recorder allowing them to complete match sheets and match day tasks
- If a coach or team official has already been mapped to a team, use the allocated/unallocated symbol to locate them

**Note: Players and team officials will need to have a green tick next to their name to be eligible to appear on the match sheet. If you have individuals who have a red tick once they are mapped to the team please notify the relevant competition administrator who will approve their allocation to the team.**

As per the note on page 2, players can not be manually added to team sheets and they must be registered, approved and mapped to a team in Dribl prior to participating in a match.

## Assigning Shirt Numbers

You can assign the shirt/jersey numbers for each player by clicking on the pencil icon next to the players name "Edit Jersey" and then allocate the number



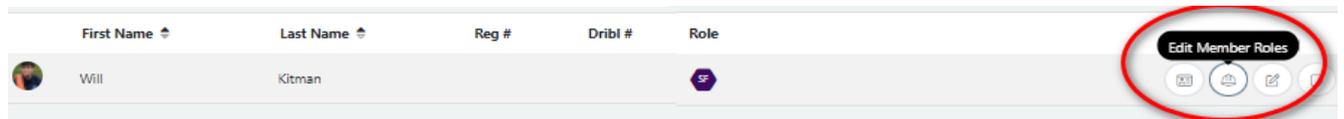
Note: The jersey number will then be retained on the match sheet for each game (you also have the option to change the jersey number on match day)

## How to map staff members to the team

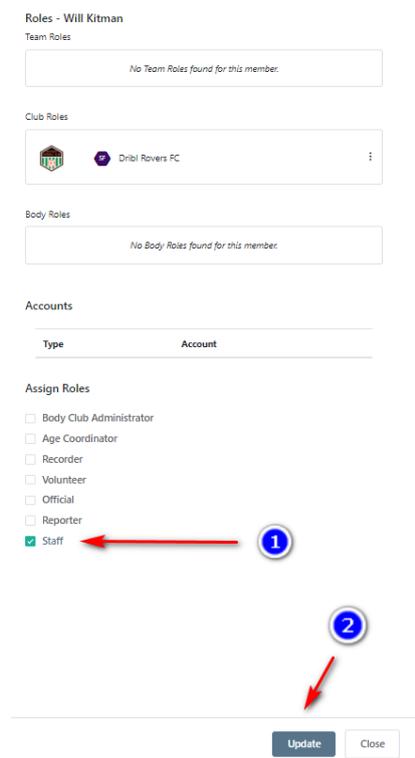
The Staff roles will allow team staff members that are not Coaches or Managers to be mapped to their correct role in the team via team mapping.

This will allow team staff that need to sit in the Technical Area on match days to be included on the match sheet listed with their correct role.

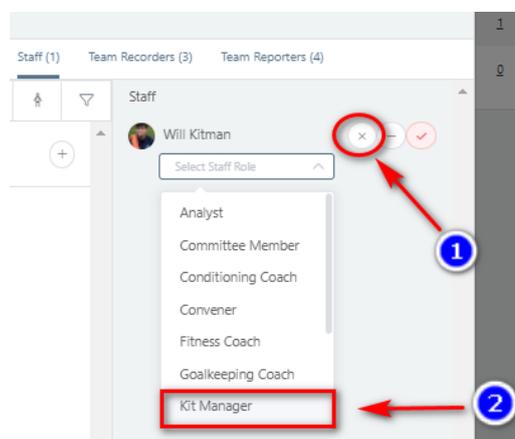
1. Go to Members, find the individual and select edit member role



2. Tick the role of 'Staff'



3. Once you are back in the team mapper dashboard, select the Staff tab, Click on Edit Staff Role and select the specific role



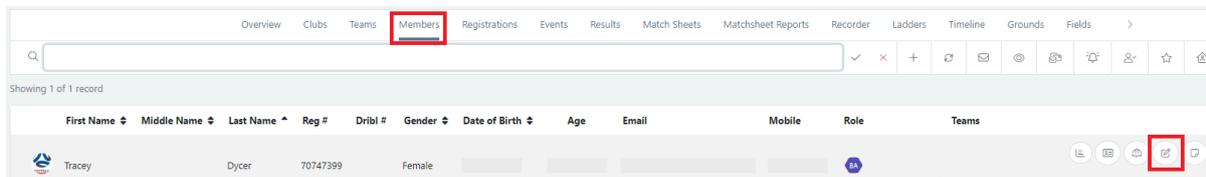
## How to assign Dribl access and explanation of roles

Club administrators will be responsible for assigning individuals with the appropriate access to be able to complete tasks in Dribl.

When coaches, managers and team officials are mapped/assigned to a team they will automatically have the ability to perform match day tasks relevant to their roles without the club having to complete this within the assign roles section. Once the coach/manager downloads the app and creates their Dribl account, the system will match their record and provide them with the appropriate access according to the team they have been mapped to.

### How to assign Dribl access roles to your club member

- You can assign individuals roles via the Members menu
- Search for the individual you wish to assign an access role to and click on the Edit Member icon



Once in the Edit Member screen, scroll down to the bottom of that screen and here you can allocate one or multiple roles to that individual

#### Assign Roles

- Body Club Administrator
- Age Coordinator
- Recorder
- Volunteer
- Official
- Reporter

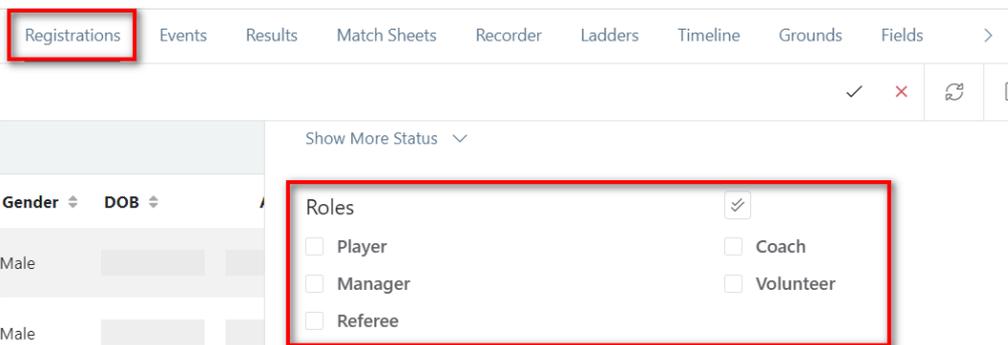
#### Team Level Roles in Dribl

- When a Player is linked to a team they will have view only rights to the team information
- Coaches can be linked to a team and has view only rights to the team information
- Managers can be linked to a team and has view only rights to the team information
- Team Recorders will be able to add scores across all club specific matches for their team
- Team Reporters will be able to administer digital match sheets across all club specific matches for their team
- Coaches and managers will have the ability to act as both a team reporter and team recorder which allows them to perform pre and post match tasks

#### Registration role types

There are 5 different role types that can be found under the Registration filter menu in Dribl to assist with searching for individuals:

Player, Coach, Manager, Volunteer & Referee



The participant's role can be identified in via the Registration or Members menu under the Role column

### Roles in Dribl

Dribl uses role-based security to manage what a member or user has access to, or actions that are able to be performed by them within the platform. Roles are assigned to members by a governing body or club

#### Detailed Roles Overview

- Administrators are members with extended rights to configure and manage aspects of competitions, clubs, leagues, teams, members, access rights and other properties. They hold a special level of access to other members and users. There can be multiple Admins per governing body or club.
- Members are users who participate in a competition or are assigned a designated role within a club or team. Members are counted towards the platform usage license.
- Non-Members are users who do don't hold a designated role within a club or team.

Detailed explanation of roles:

Role	Abbr	Description
Body Club Administrator	CA	A Body Club Administrator has delegated authority to manage all aspects of the club. They will be able to execute the registration workflow, create teams (where applicable), member mapping, as well as manage all fixturing and scheduling tasks
Club Reporter	RP	A Club Reporter will be able to administer digital match sheets across all club specific matches
Team Reporter	RT	A Team Reporter will be able to administer digital match sheets across all team specific matches
Club Recorder	RE	A Club Recorder will be able to add scores across all club specific matches for the club
Team Recorder	TR	A Team Recorder will be able to add scores across all club specific matches for their team
Official	OF	An Official will hold a role but have no privileged access to the system to perform any operations against the club but can be escalated to a Club and/or Team role
Game Leader	GL	A game leader has the ability to accept allocations and administer match sheets
Age Coordinator	AC	An Age Coordinators will be able to execute create teams and member mapping
Coach	CO	A coach holds the required privileges to manage a team
Manager	MA	A coach holds the required privileges to manage a team
Player	PL	A player holds the required privileges to participate and interact with a team
Volunteer	VO	A Volunteer will hold a role but have no privileged access to the system to perform any operations against the club but can be escalated to a Club and/or Team role

Guardian	GU	A Guardian holds the same privileges as a Player, however is assigned to a Parent or Guardian of a minor who is a member of a team. *Note – Guardian is NOT member role – therefore a Guardian cannot participate in a competition or be assigned a designated role within a club or team
Supporter	SP	This is the default role assigned to all user accounts within Dribl. This role allows a user to follow their favourite teams or leagues. *Note – Supporter is NOT member role – therefore a Supporter cannot participate in a competition or be assigned a designated role within a club or team

## Match Day Functionality

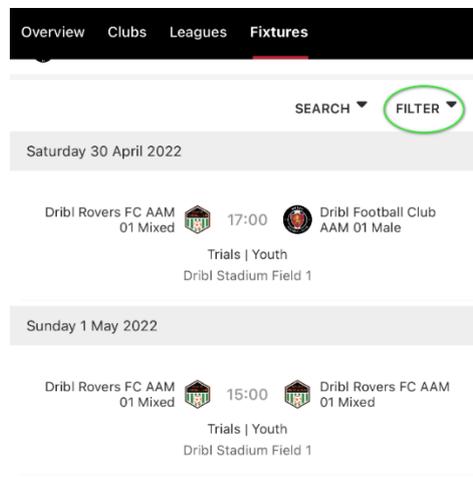
### Pre-Game: How to complete electronic Match Sheet tasks via the Dribl App

There are a series of tasks that a coach/manager/club admin needs to perform pre match to submit their team for a fixture.

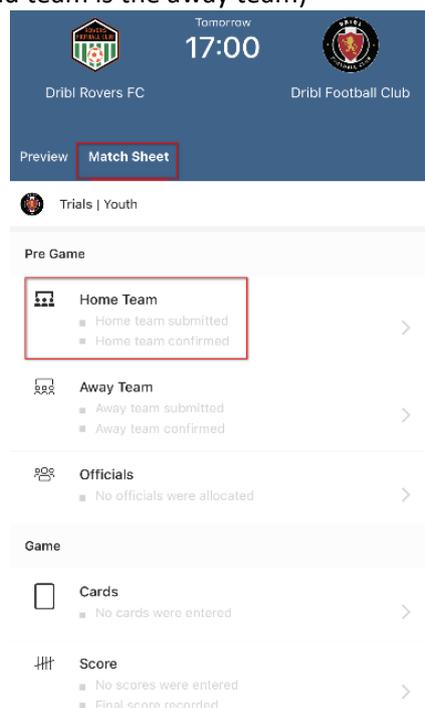
\* Note: You will not be able to perform match day tasks if the initial club administrator steps of approving registrations and mapping members to teams have not been completed.

Find the relevant match and corresponding match sheet

1. Open the Dribl app – Ensure you are logged in to the Dribl app as a coach/manager/club admin with Reporter access (you will not be able to perform match day tasks if this has not been completed)
2. Click on the Fixtures tab and find the relevant fixture or use the filters at the top of the page to narrow down your search
3. Select the relevant fixture



4. Select the match sheet tab and then select if you are the home or away team (the first listed team is home and second team is the away team)



## Perform all pre-match electronic Matchsheet tasks

### Team Submission deadlines

- 60 minutes before kick off (or in accordance with the relevant competition regulations)  
– Click on Submit team (at this point you can still make changes after submitting your team if need be)
- 30 minutes before kick off (or in accordance with the relevant competition regulations)  
– Click on Confirm team (no more changes can be made to match sheet. If you do need to make any last minute changes to the match sheet this must be communicated to the referee)

Once you have selected your team (Home or Away) the Availability screen will allow you to define all the below required data fields for that specific match sheet

1. Specify which Coach(s), Manager(s) and Players will be participating in the given match
2. Specify who your Goalkeeper(s) (GK) are
3. Specify if the player is Unavailable for selection on the match sheet (Do not tick – leave as grey unticked circle)
4. Specify if the player is Available (A) for that specific match, but is not Starting (is on the bench), once you select available they will also be highlighted as (P) Participating
5. Specify if the player is Starting (S) the match
6. Specify who your Captain (C) is
7. View, modify or add shirt/jersey numbers
8. Submit Team (refer to note above for cut off timings)

*\*Numbers in screenshot below correlate to actions 1-8 above*

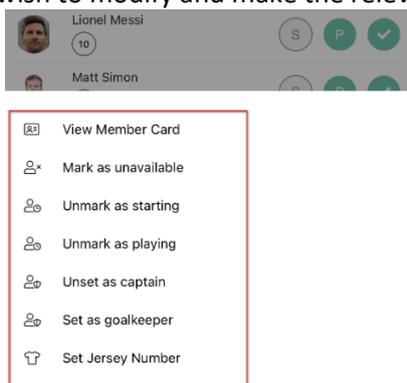
The screenshot shows the 'Availability' screen for Dribl Rovers FC. The screen is divided into sections for Coaches, Managers, and Players. Red arrows and numbers 1-9 point to specific elements:

- 1: Points to the Managers section.
- 2: Points to the GK role for Alisson Becker.
- 3: Points to the availability status for David Beckham.
- 4: Points to the availability status for Kevin De Bruyne.
- 5: Points to the starting status for Matt Simon.
- 6: Points to the Captain role for Lionel Messi.
- 7: Points to the jersey number field for Neymar Junior.
- 9: Points to the Submit Team button at the bottom.

### How to modify any of the match sheet availability fields

Click and hold on the participants name you wish to modify, this will launch the Additional Options for that individual.

Select the data field you wish to modify and make the relevant selections

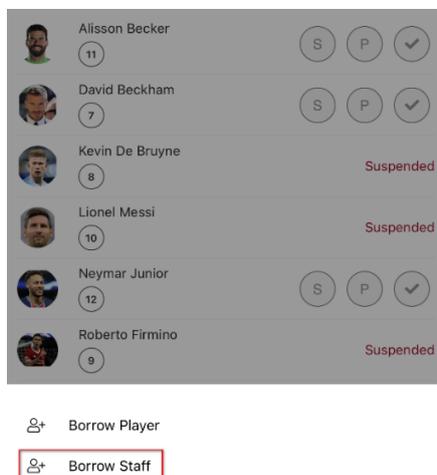


### How to “Borrow” players and team officials from other teams within your club on match day

The players, coaches and managers that are available for selection on the electronic match sheet are those that have been mapped to that relevant team via the Dribl web admin system. There may be occasions however that you need to “Borrow” players from other teams within your club on a match day, eg: borrow an U18’s player into your senior team for a match.

If required you can also borrow any registered coach or team official for any match ensuring they are registered and hold the appropriate qualifications.

Click on the Borrow icon (Top right hand corner) and then select “Borrow Player, Staff, Coach or Manager”



**Note: Club admins, coaches and managers MUST ensure any borrowed players meet the relevant Competition Rules and Regulations in regards to player movement and eligibility. The onus is on clubs and teams to ensure the Competition Rules and Regulations are not breached**

### Team submission and Confirm Opposition team process

As part of the pre match process, both the home and away team must submit their respective teams in Dribl and also confirm the opposing teams selections. This process can be performed either via the Dribl App or via Dribl web admin.

#### Submit Team process

1. Once you have completed the match sheet steps above and finalised your starting line up, subs, shirt/jersey numbers and team officials click on the submit team button
2. Your team must be submitted 60 minutes prior to kick off (or in accordance with the relevant competition regulations)
3. If a change needs to be made due to injury or player availability etc and the opposition is yet to confirm your team, you can click on the “Unsubmit Team” and make the required changes

Note: Once you click on the Submit Team button, both your opponent and the public can view those selections via the Dribl App and the Football SA website

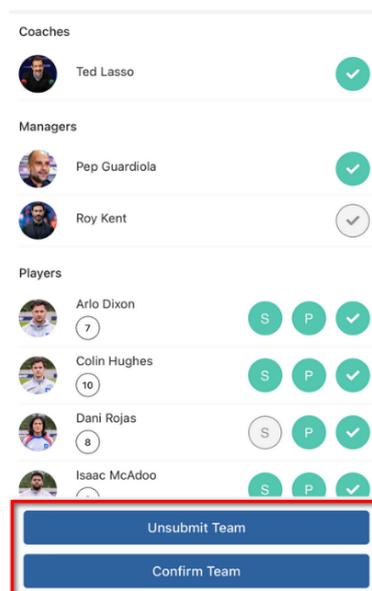
#### Confirm Opposition Team process

Teams will be required to confirm their opponent’s team as part of the match day process, this can be completed by following the below steps

1. Under the Match Sheet tab select either the home or away team (whichever your opposition is)
2. View the opposition team check that all information has been completed and their line-up is correct
3. If there is a discrepancy you can lodge a dispute via the app
4. The opposition team confirmation must be completed 30 minutes prior to kick off (or in accordance with the relevant competition regulations)

Note: Once your opponent has confirmed your team in Dribl, you can no longer modify your own team selections. If you need to make any last minute changes, you would need to request that your opposition click “Unconfirm Team” for your lineup, make your changes and then they would need to reconfirm your team. If your opposition refuses to click “Unconfirm Team”, you may request the referee to perform this function if they chose to allow this change (this would be up to the discretion of the referee). Any changes will need to be in line with the relevant Competition Rules and Regulations and still adhere to cut off times for match sheet submission

*Example of Dribl App match sheet view with “Unsubmit Team” & “Confirm Team” options*



## Post-match: How to complete the post match electronic Match sheet tasks

Post match statistics such as scores, goalscorers, substitutes, yellow and red cards and injuries are to be completed by the appointed referee. However if there is a match without a referee appointed please refer to the Steps for Club Referees in the guide.

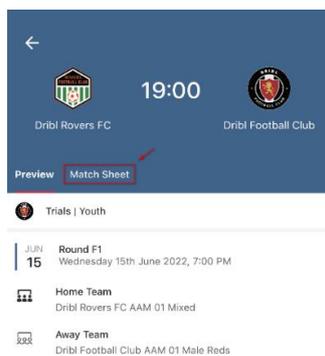
Once the match sheet has been completed by the referee, team managers/coaches should check that all of the statistics and information entered is correct. If a situation occurs where a team believes the information entered is incorrect, a dispute can be raised within the app by following the below steps.

### How to submit a Dispute

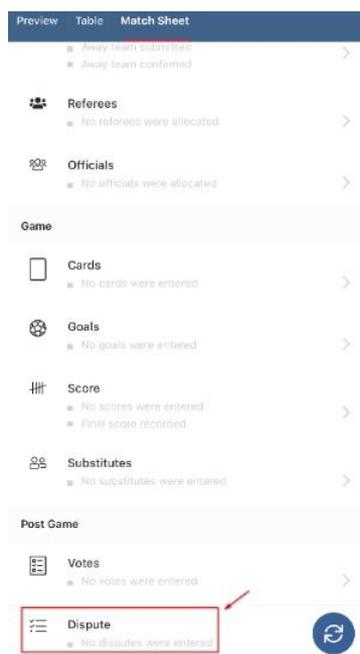
If any information on the match sheet is incorrect and therefore a dispute needs to be raised, please follow the below steps to raise a dispute.

\*Please Note – Disputes must be raised within 24 hours of the match being completed. Examples of what can be lodged as a dispute, incorrect goal scorers, cards, match statistics etc. Any other matters should be raised via the Club Delegate directly to the relevant Competition Administrator. This is not to be used to lodge incident reports.

1. Find the corresponding fixture and tap on Match sheet



2. Under the Post Game menu – Tap Dispute



3. Tap on the plus (+) symbol or Add dispute link



4. Provide a Title for the Dispute and add relevant comments as to the reason for the Dispute and Tap done to submit

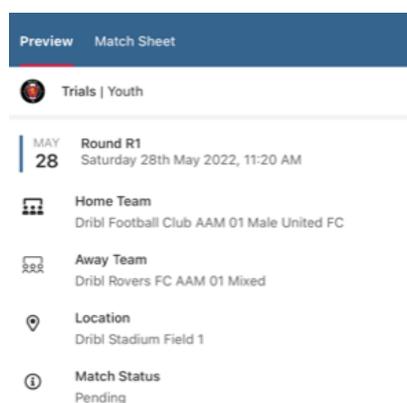


Note: Football SA will review the dispute and make a determination on a case-by-case basis.

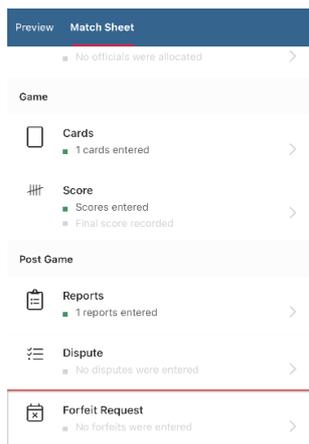
### How to raise forfeit request

As a club representative you can raise a forfeit request within the app. Forfeit request must also be communicated to the relevant Competition Administrator via email.

1. Select the fixture menu option, find the relevant fixture and then click on Match sheet



## 2. Select Forfeit Request



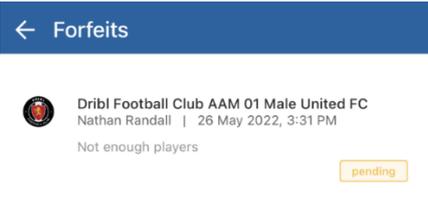
## 3. Click on the “+” icon or Blue “Add Forfeit” link



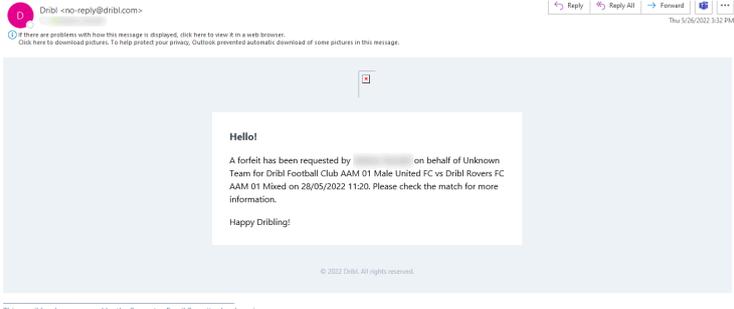
## 4. Select your team (1), Enter the reason (2) and click Done (3)



Once submitted you will receive the below summary with a pending status



You will also receive an email once the above steps are completed

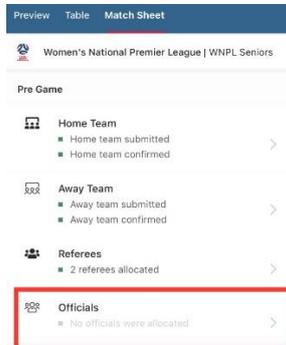


Note: Football SA will review the forfeit request and make a determination in accordance with the relevant Competition Rules and Regulations.

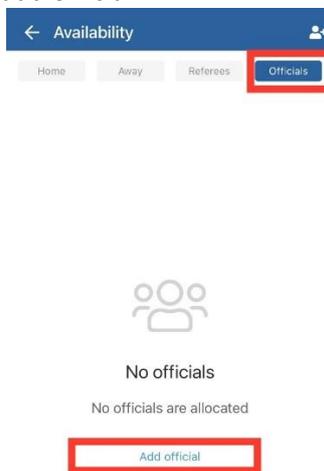
## Steps for Club Referees

In the event there is not an official referee appointed or the referee is not in attendance the following steps can be followed

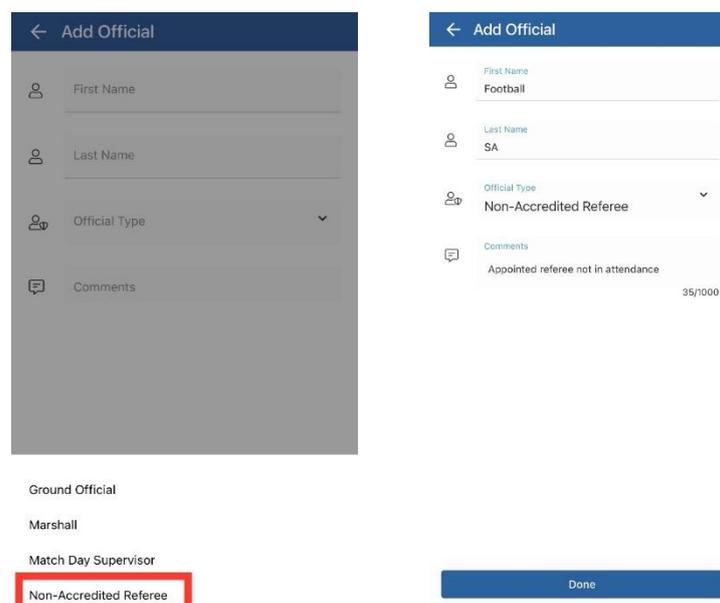
1. Find the relevant match sheet and select Officials



2. Select Officials and then tap add official



3. Fill in the club referees name, select the role of Non-Accredited Referee and enter the reason in the comments



They will now be able to perform all pre and post match functions as a referee such as entering scores, goal scorers, cards, match statistics etc.

The referee or a club official will then need to perform the below steps to complete a match sheet and mark the match as Complete.

\* It is recommended that the match data is entered by the home team official together with the relevant club referee.

Reminder: Prior to being able to complete the below Post match steps, please ensure that all Pre-match tasks have been completed such as both home and away team submitted their teams and both home and away teams confirmed their teams as per the above steps in the pre-match instructions.

The below is a summary of the key steps that the home team and club referee will need to ensure are completed:

1. Pre-match
  - a. Ensure both the home and away team have been submitted
  - b. Confirm both the home and away teams line up ensuring the starting players, substitutes and shirt/jersey numbers are correct
  
2. Post-match
  - a. Enter the half time and full time scores
  - b. Enter goal scorers – this is not mandatory for junior or community competitions
  - c. Enter any yellow or red cards issued during the match
  - d. Enter substitutes if applicable
  - e. Check all information is correct and then click on the complete match sheet button to finalise the match
  - f. Injuries

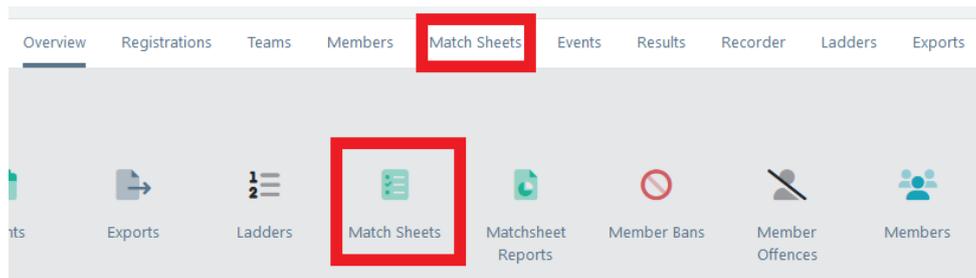
## How to add guests to team sheets for Trial Games

As many players and officials are not registered via Play Football for Trial Matches, clubs have the ability to add them as a guest for selection onto the match sheet.

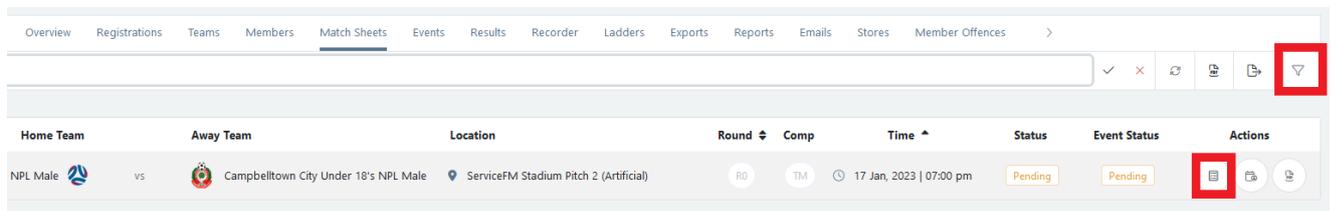
This step currently needs to be completed via your web login - [www.appdribl.com](http://www.appdribl.com)

Follow the below steps to create guests who will then be available for selection onto your digital match sheet via the app

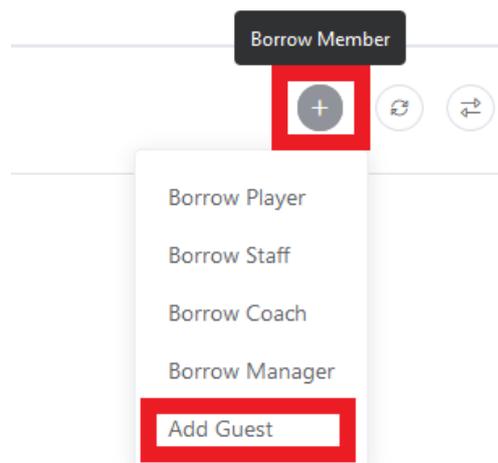
1. Log in to [app.dribl.com](http://app.dribl.com)
2. Select Match Sheets



3. Use the search bar or the filter on the top right to find the relevant game and then select the match sheet symbol under actions



4. Select the plus button on the right hand side and then select add guest



5. Enter the player or team officials details, at minimum the first name, last name, gender and DOB need to be entered

6. Select the role and click save

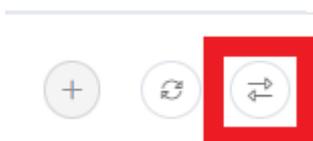
Form fields for player/official creation:

- First Name\*
- Middle Name
- Last Name\*
- Select a Gender\*
- FFA Number
- Date of birth
- Email
- Mobile
- Select Role\*  
Please Select

Buttons: Cancel, Save

7. They will then appear on the list of players or officials
8. The players will now appear on the digital match sheet via the app and the final selection of players, adding shirt numbers etc can be completed on match day by following the pre match steps in the Dribl Administrator Guide

Note: If the players do not appear please select the synchronise button and this will refresh the information



\* Once players have been created as guests you will be able to reselect them on match sheets without creating them again

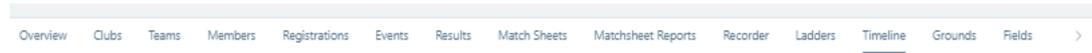
## Timeline Feature

Once MiniRoos and Junior League structures are final, Football SA will allow Body Club Administrators a specific period in which they can allocate their draft fixtures to the time and pitch they would like via the 'Timeline' feature.

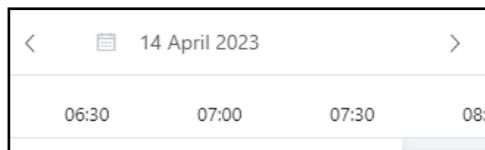
This feature must be done via the web link not through the Dribl app.

Follow the below steps to add draft fixtures to the timeline.

1. Click 'Timeline' on the Dribl main menu.



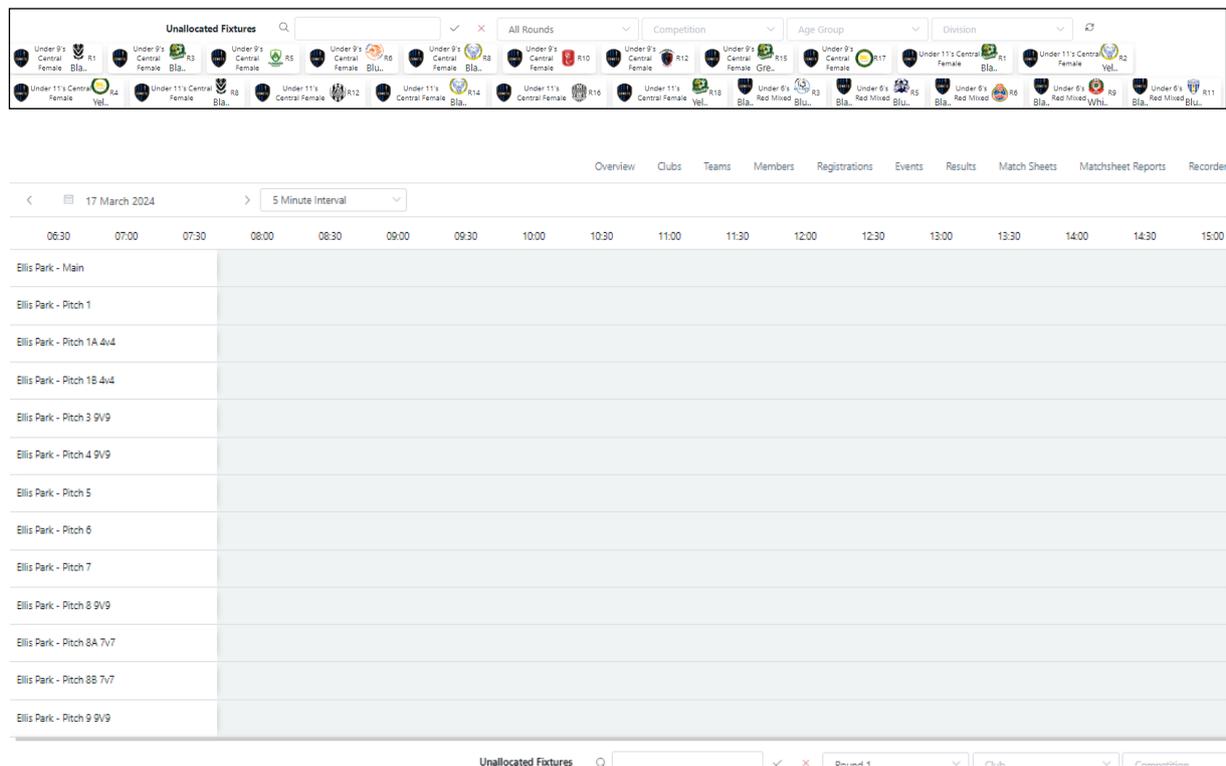
2. Select the date that aligns with the Calendar Rounds.



3. Select the specific round in the unallocated fixtures menu at the bottom of the page, relevant to the round calendar date.



4. Simply drag and drop the fixtures from the unallocated fixtures menu to your desired time and pitch

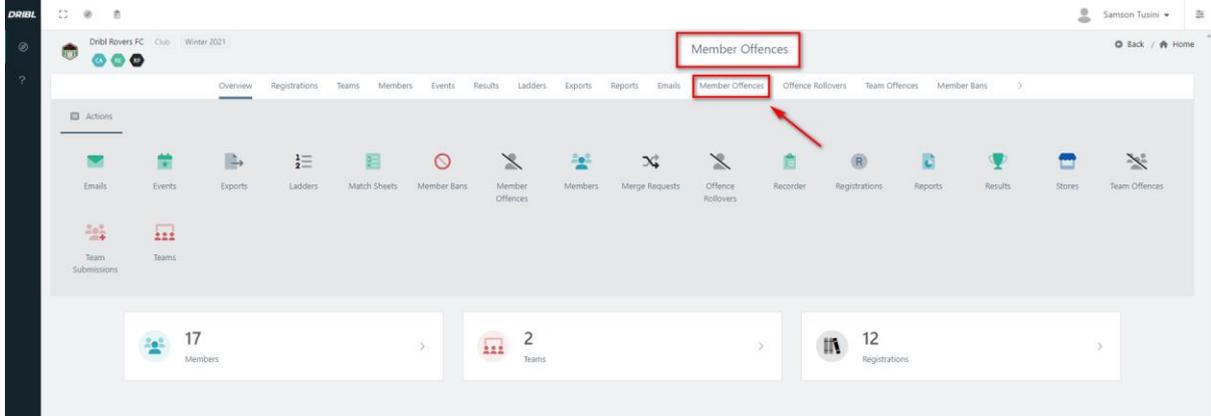


# How to view Member Offences (Cards Issued) and Member Bans

## Club Administrators

The below process will explain to a club administrator or team coach/manager, how to view all member offences (yellow and red cards that have been issued) and any subsequent member bans (suspensions) that have been issued to members of your club or a specific team.

1. Select the Member offences menu option



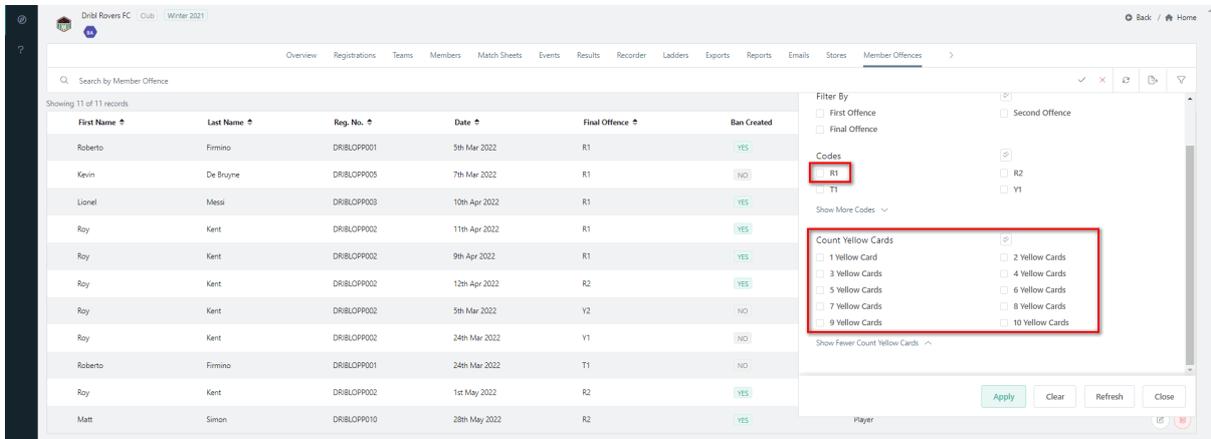
2. On the Members Offence page, you will see details of the offence including:
  - a. The final offence (card code) that was issued (1)
  - b. The Date the offence was issued (2)
  - c. If the offence results in a ban, the Ban Created column (3) will display a green 'Yes' label

First Name	Last Name	Reg. No.	Date	Final Offence	Ban Created	Role	Description
Roy	Kent	DRIBLOPP002	5th Mar 2022	Y2	NO	Player	
Roy	Kent	DRIBLOPP002	24th Mar 2022	Y1	NO	Player	
Roberto	Firmino	DRIBLOPP001	24th Mar 2022	T1	NO	Player	
Roy	Kent	DRIBLOPP002	12th Apr 2022	R2	YES	Player	
Kevin	De Bruyne	DRIBLOPP005	7th Mar 2022	R1	NO	Player	Test
Lionel	Messi	DRIBLOPP003	10th Apr 2022	R1	YES		
Roy	Kent	DRIBLOPP002	11th Apr 2022	R1	YES		
Roy	Kent	DRIBLOPP002	9th Apr 2022	R1	YES	Player	
Roberto	Firmino	DRIBLOPP001	5th Mar 2022	R1	YES		test

First Name	Last Name	Reg. No.	Date	Final Offence	Ban Created	Role	Description
Roy	Kent	DRIBLOPP002	11th Apr 2022	R1	YES		
Roy	Kent	DRIBLOPP002	9th Apr 2022	R1	YES	Player	
Roy	Kent	DRIBLOPP002	12th Apr 2022	R2	YES	Player	
Roy	Kent	DRIBLOPP002	5th Mar 2022	Y2	NO	Player	
Roy	Kent	DRIBLOPP002	24th Mar 2022	Y1	NO	Player	
Roy	Kent	DRIBLOPP002	1st May 2022	R2	YES		

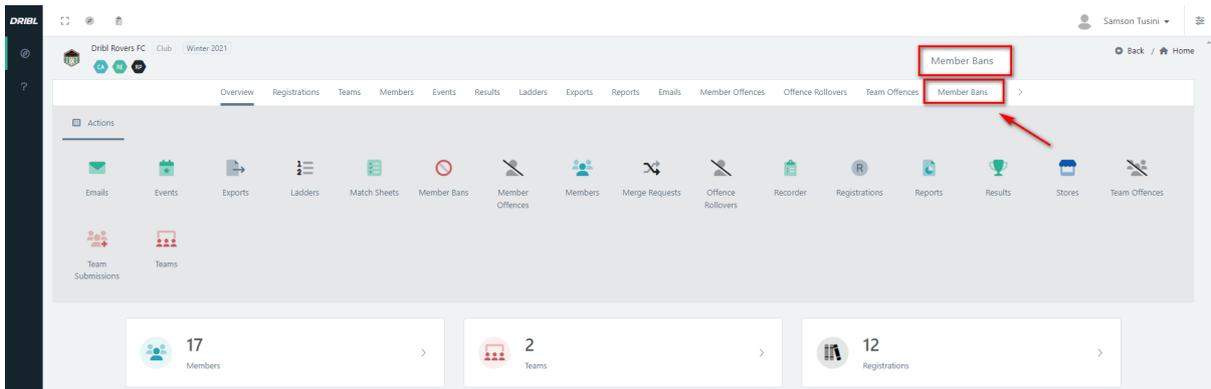
Clubs can also filter by card type/code as well as filter yellow cards to show all members who are on anything between 1-10 yellow cards

Clubs that want to know which players are approaching the cumulative yellow card bans of 5, 8, 10 yellows will find this useful.

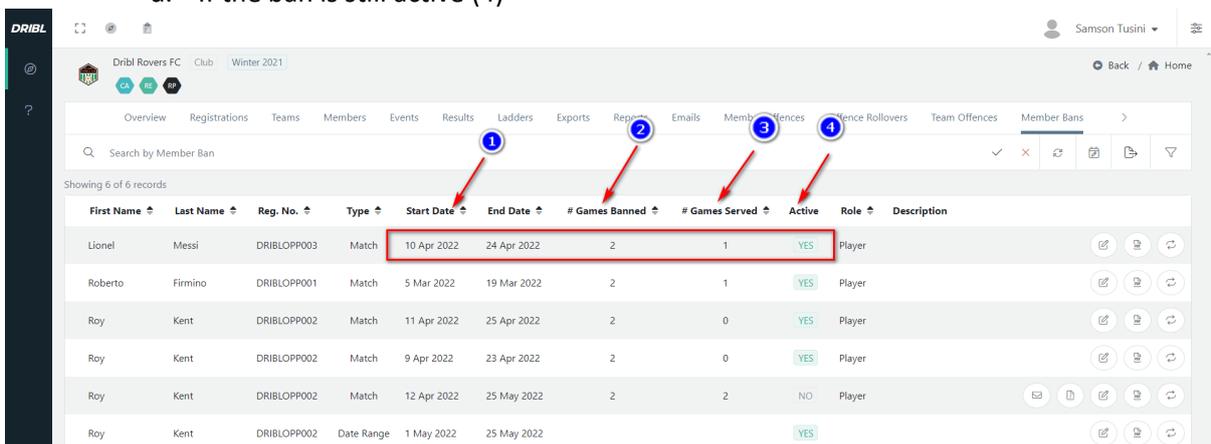


## How to check Member Ban details (Suspensions)

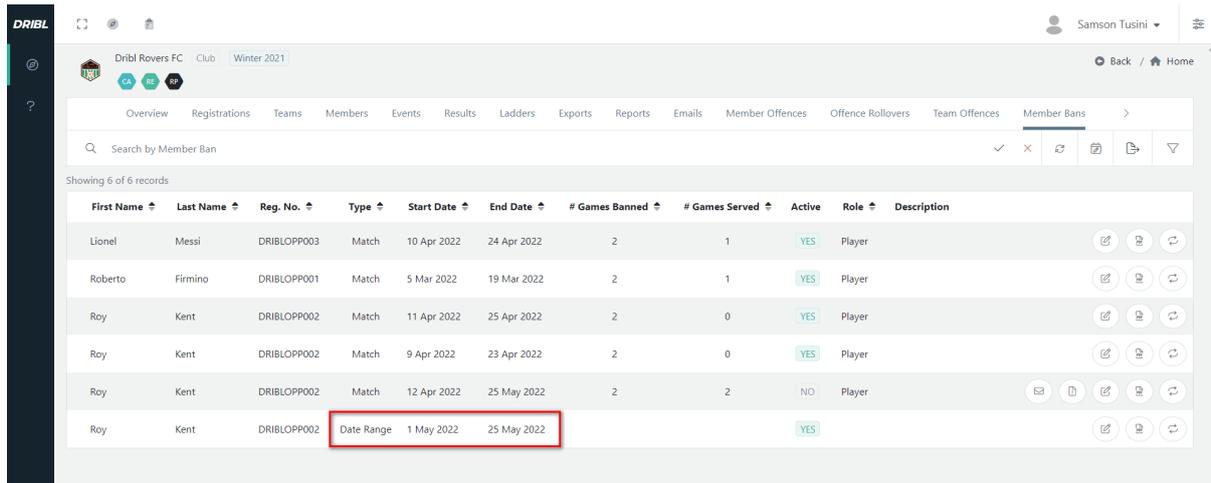
1. Select the Member Bans menu option



2. On the member ban page, you can view:
  - a. Start & End date of the Ban (1)
  - b. Number of games banned (2)
  - c. Number of games served (3)
  - d. If the ban is still active (4)



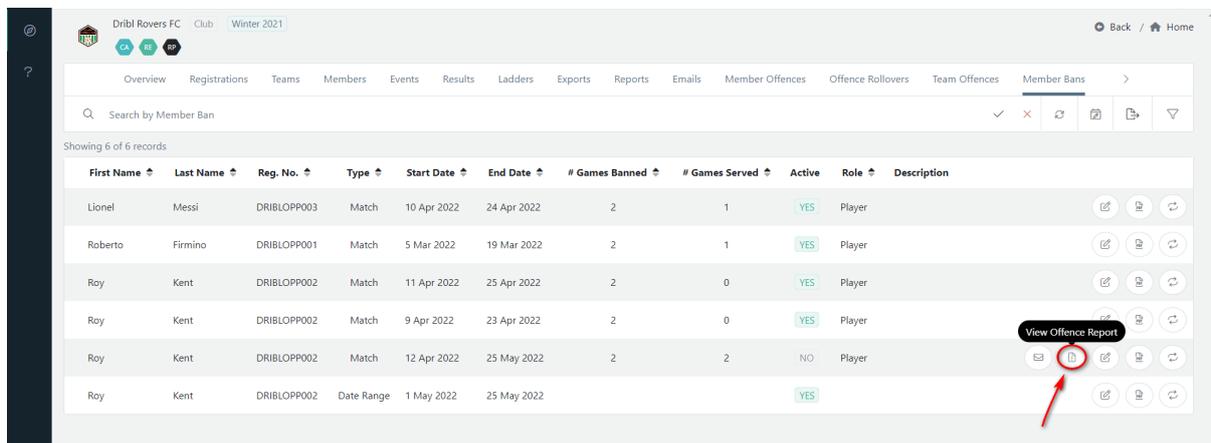
3. If a member receives a **Date Range Ban**, you can view the Start Date and End Date of the ban



The screenshot shows the DRIBL Member Bans page for Dribl Rovers FC. The table lists 6 records. The last record, for Roy Kent (Reg. No. DRIBLOPP002), is a 'Date Range' ban with a start date of 1 May 2022 and an end date of 25 May 2022. This row is highlighted with a red border.

First Name	Last Name	Reg. No.	Type	Start Date	End Date	# Games Banned	# Games Served	Active	Role	Description
Lionel	Messi	DRIBLOPP003	Match	10 Apr 2022	24 Apr 2022	2	1	YES	Player	
Roberto	Firmino	DRIBLOPP001	Match	5 Mar 2022	19 Mar 2022	2	1	YES	Player	
Roy	Kent	DRIBLOPP002	Match	11 Apr 2022	25 Apr 2022	2	0	YES	Player	
Roy	Kent	DRIBLOPP002	Match	9 Apr 2022	23 Apr 2022	2	0	YES	Player	
Roy	Kent	DRIBLOPP002	Match	12 Apr 2022	25 May 2022	2	2	NO	Player	
Roy	Kent	DRIBLOPP002	Date Range	1 May 2022	25 May 2022			YES		

4. To view the related Offence report click on **View Offence Report**



The screenshot shows the same DRIBL Member Bans page. A red arrow points to the 'View Offence Report' icon (a document with a magnifying glass) located in the action column of the 'Date Range' ban row. A tooltip labeled 'View Offence Report' is visible over the icon.

First Name	Last Name	Reg. No.	Type	Start Date	End Date	# Games Banned	# Games Served	Active	Role	Description
Lionel	Messi	DRIBLOPP003	Match	10 Apr 2022	24 Apr 2022	2	1	YES	Player	
Roberto	Firmino	DRIBLOPP001	Match	5 Mar 2022	19 Mar 2022	2	1	YES	Player	
Roy	Kent	DRIBLOPP002	Match	11 Apr 2022	25 Apr 2022	2	0	YES	Player	
Roy	Kent	DRIBLOPP002	Match	9 Apr 2022	23 Apr 2022	2	0	YES	Player	
Roy	Kent	DRIBLOPP002	Match	12 Apr 2022	25 May 2022	2	2	NO	Player	
Roy	Kent	DRIBLOPP002	Date Range	1 May 2022	25 May 2022			YES		

A preview of the report will appear on the screen

## Videos and Additional Guides

Dribl and Football SA Club Workshop #1 (2023) – <https://youtu.be/hHH7Hkde9KY>

Dribl and Football SA Club Workshop #2 (2023) – <https://youtu.be/a8O05XmYfdU>

### Pre Game

Match Sheet Overview - <https://youtu.be/dtYkbPROgsg>

Prepare and Submit Team - <https://youtu.be/oatiRHT8GfU>

How to confirm opposition team - <https://youtu.be/HufvXsAF1vQ>

How to request a forfeit - <https://youtu.be/vNjVWrrCBfs>

- submit a forfeit request to Football SA in the event the opposition team is not in attendance or have insufficient players. This will be reviewed by the relevant Competition Administrator and actioned in accordance with the Competition Rules and Regulations

### Post Game

How to raise a dispute - <https://youtu.be/w0jFvNCBATU>

- such as a card or goal issued to the incorrect player

Most post-match statistics will be completed by the appointed match official. In the event the match official is not in attendance please refer to the following guides:

How to add an official - <https://youtu.be/KRApUwVbROY>

- How to add Ground Stewards/Officials
- How to add a non-accredited referee in the event the allocated referee is not in attendance, this will allow the individual to perform all match day tasks that referees are able to complete

Enter Goals - <https://youtu.be/ofCgotcZCOY>

Update Scores - [https://youtu.be/VOMAr0Q\\_jNE](https://youtu.be/VOMAr0Q_jNE)

Add Substitutions - <https://youtu.be/CWZDhfZJ0Dk>

Submit Votes - [https://youtu.be/iuaK\\_djnPOk](https://youtu.be/iuaK_djnPOk)

Offence Cards (Red and Yellow Cards) - <https://youtu.be/fzINcQuMoSU>

How to complete a Match Sheet - <https://youtu.be/nqubB9DvzLU>

### Additional Steps for Club Referees

Match Incident Reports for referees - <https://youtu.be/n6EY2hxS2vl>

Referee Match Sheet Administration - [https://youtu.be/iuaK\\_djnPOk](https://youtu.be/iuaK_djnPOk)

Referee Check-In and Team Review - <https://youtu.be/zV0pmBSPKOM>