

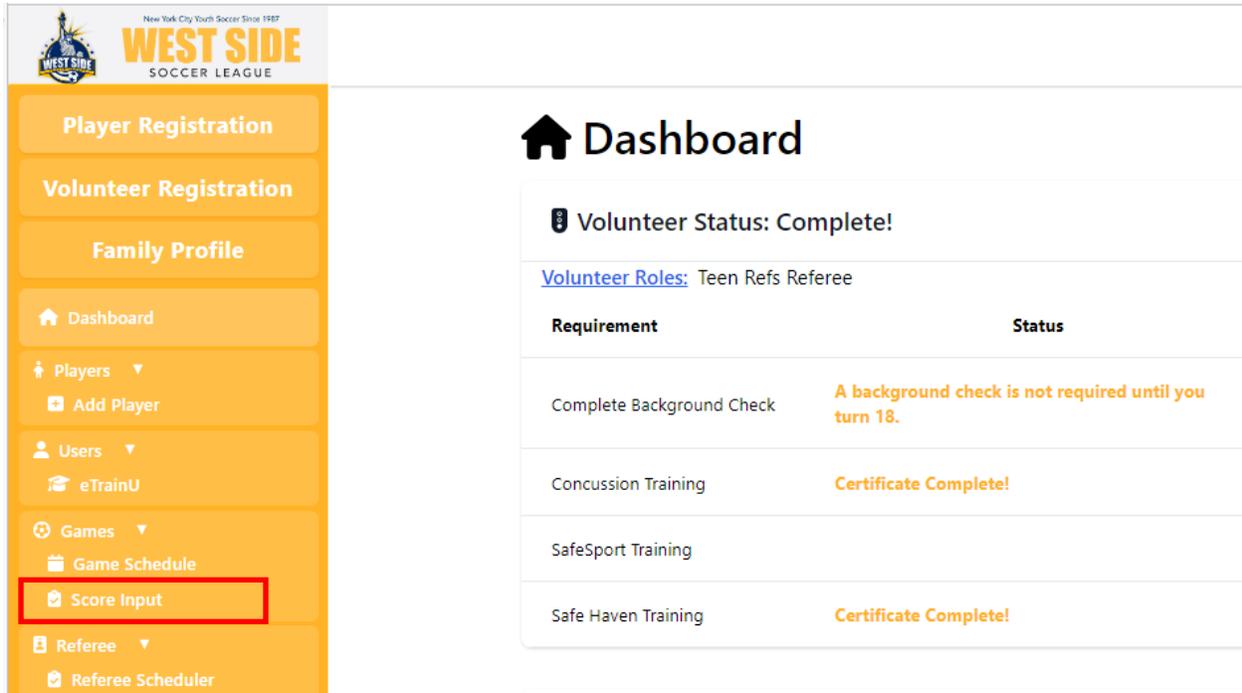
## Quick Guide: How to Submit Match Reports

September 2023

It may not be obvious how or where to make your match report. This guide provides a couple of options. Note that the screenshots are based on a desktop computer; the layout will look a little different on the smartphone version.

### Method 1: Via the WSSL / InLeague homepage

Login to WSSL.org in the usual way. From the homepage, click “Score Input”:



The screenshot shows the WSSL.org dashboard. On the left is a navigation menu with the following items: Player Registration, Volunteer Registration, Family Profile, Dashboard (with a home icon), Players (with a dropdown arrow), Add Player, Users (with a dropdown arrow), eTrainU, Games (with a dropdown arrow), Game Schedule, Score Input (highlighted with a red box), Referee (with a dropdown arrow), and Referee Scheduler. The main content area is titled 'Dashboard' and shows a 'Volunteer Status: Complete!' notification. Below this is a table of requirements:

Requirement	Status
Complete Background Check	A background check is not required until you turn 18.
Concussion Training	Certificate Complete!
SafeSport Training	
Safe Haven Training	Certificate Complete!

This will bring up the Score Input selection menu:

**Score Input**

**Competition**  
Select a Competition ▼

**Division**  
Select a Division ▼

**Date Range**  
Select a Date Range ▼

Include games where points don't count

Select Core Program, then the relevant Division, Past Month, and set “Include games where points don’t count” to Yes.

New York City Youth Soccer Since 1987

**WEST SIDE**  
SOCCER LEAGUE

- Player Registration
- Volunteer Registration
- Family Profile
- Dashboard
- Players
  - Add Player
- Users
  - eTrainU
- Games
  - Game Schedule
  - Score Input
- Referee
  - Referee Scheduler

To inLeague Classic



## Score Input

**Competition**

Core Program

**Division**

B8

**Date Range**

All Season

Include games where points don't count

Date	Teams	Score	Details
Sep-16-23 (Sat) @ 8:30 AM	B8-M v. B8-E	TBD	>>

Click the >> chevrons for the game you want. On the input screen, enter the game scores (halftime scores are optional) and comments.

TEAM	TRANSACTION	COMMENT	SCORE ADJUSTMENT	RECORDED BY
B19-B	Yellow Card	Went in late on the goalkeeper in a reckless manner.	-1	Stanley Ince

**Comments:**

Well contested game. Not too many fouls. One Yellow Card for grey team (E) for going in on the goalkeeper. Brilliant work by the ARs, Jeff and Itsik. Coaches helpful and courteous. Good handshakes for players and ref team.

**B19-E Halftime Score**

1

**B19-E Score\***

1

**B19-B Halftime Score**

0

**B19-B Score\***

2

**Comments**

Well contested game. Not too many fouls. One Yellow Card for grey team (E) for going in on the goalkeeper. Brilliant work by the ARs, Jeff and Itsik. Coaches helpful and courteous. Good handshakes for players and ref team.

Submit

If you gave any verbal warnings (below 12U) or issued yellow or red cards (12U and above) then input them via the “Add Transaction” dialogue box:

**Transaction # 1**

**Team\***

B19-E

**Transaction\***

Behavior Flag (U12 and younger)  
Red Card  
**Yellow Card**

-- Select a Player --

**Player (optional)**

-- Select a Player --

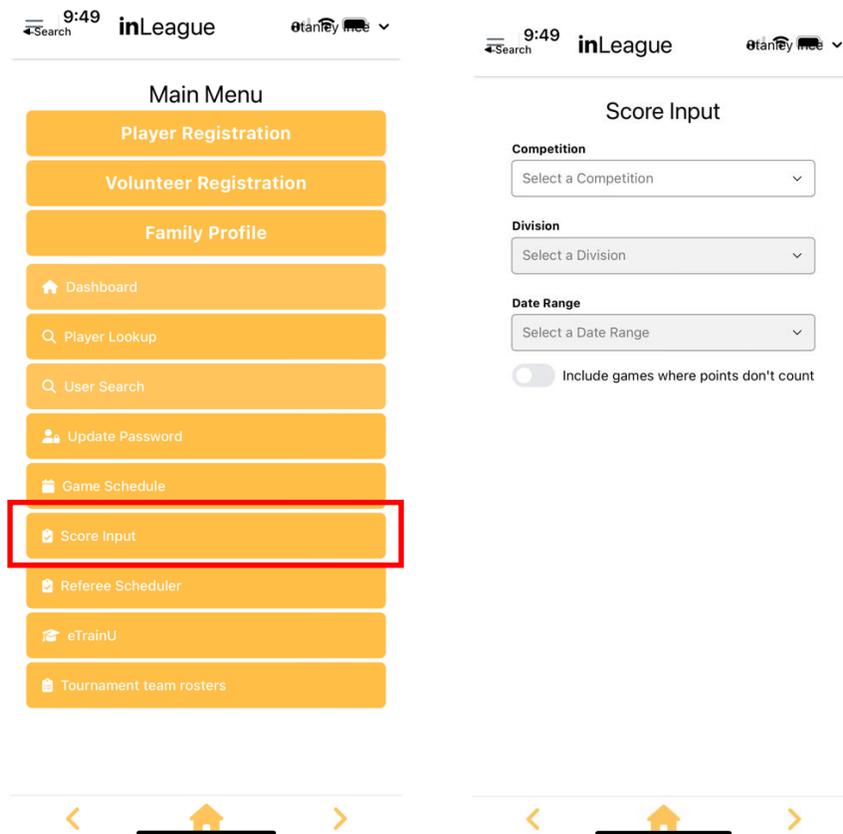
**Transaction Comments**

**Add Transaction**

If you don't know the name of the player, note the player number and describe what happened in your match report (as described above), rather than adding a “transaction”.

## Method 2: Via the InLeague Mobile smartphone app

Download the InLeague Mobile app to your smartphone. Login with your usual WSSL / InLeague ID and password. Select Score Input and enter scores as described in Method 1 above.



### FAQ:

#### When should I enter the report?

Please enter your report as soon as you can while the game is fresh in your memory, and by 6pm on Monday at the latest. For obvious reasons, the match report cannot be entered until after the match has ended.

#### I'm having trouble entering my match report. What should I do?

The only people able to enter the match report are the Referee recorded (and confirmed) on the Referee Self Schedule, division chief referees and system administrators. If you were not assigned to referee the game in the schedule then you can assign yourself retrospectively.

If all else fails, drop an email to your Division Chief Referee. Their names and contact details are listed here: <https://wssl.org/programs/core/divisions/>

### *We had two side-by-side games. How do we do two match reports?*

For divisions with two side-by-side games, only one match report screen is available so please combine reports into one.

### *What is the Purpose of Match Reports?*

West Side Soccer League leadership need to know what's going on at the soccer fields so that they can respond to developments and assess the health of the League. Match reports are the main way that the Commissioner and other members of leadership team keep track of what's happening. In particular, the Chief Referee of each division and the Regional Referee Administrator review the reports each week and use that information to advise the Commissioner of any incidents or issues. They look out for information regarding unbalanced teams, unsafe situations, broken equipment, field permit issues, behavior of WSSL volunteers and players, and anything else that affects the smooth running of the League. And sometimes it's just nice to know that everyone is having a good time.

In 19U, red and yellow cards can result in player suspension, so they are tracked carefully based on the referees' match reports.

### *Who should fill out a Match Report?*

The Center Referee for the game is responsible for submitting the match report. The referee may consult with the Assistant Referees or Coaches but that is not a requirement.

### *What information is required?*

The referee should provide enough information to give the leadership team a good idea of what's happening at the field and highlight any issues or incidents. For a U6 game that could be one of two sentences, for example, "Good game but it was a blowout due to a very strong player on team B. One of the coaches kept walking on to the field so at half time I reminded him to stay behind the line." For a U19 game it should be a more comprehensive report.

Report the facts and avoid subjective opinions. Briefly describe any safety issues or injuries, and other issues that detracted from the game being Safe, Fun and Fair. In U12 and up, the match report should briefly explain the reason for yellow or red cards that have been shown during the game (see the section below). If more information is required, someone will contact you separately.

### *Anything else?*

If a serious incident occurred a formal Incident report is required. In that case, a match report is not enough on its own. The incidents policy and the Incident Form are available on the WSSL website.