



# Michigan State Youth Soccer Association

## State Cup Game Score Reporting & Online Game Reports

There are essentially two steps in the score reporting process:

Step #1 – The winning team (or home team in case of a tie) is responsible for **REPORTING** the game scores of each State Cup Preliminary Game. Instructions for doing so are posted online in a separate document. This is due within 24 hours of each preliminary game.

Step #2 – Both teams must **DIGITALLY SIGN** the online State Cup game report submitted by the referees. This is due within 48 hours of the referees completing and submitting the online report (in most cases, this will be within 48 hours of the game).

This document details the team's role in the online game report submission process as well the steps needed to complete the process.

## Overview: How the Online Game Report Works

Teams should print out a paper version of the State Cup game report and give that to the referees prior to the game. Referees should check in players and coaches on the paper version of the game reports, and should record game scores, the issuance of any/all yellow and red cards, and any other important information. After the game, it is suggested that teams take a photo of the paper version of the game report before they leave the field because the referees should NOT give them the paper versions. Instead, the referees are responsible for taking the paper versions of game reports home and using that information to fill out an online version of the game report. Once the referees have done that, teams will get an email with a link to view the game report. Teams should review the game report for accuracy and then sign to verify that the information is correct. There will be a section for comments if you believe that information on the game report is not correct. Any team who does not digitally sign the online form within the stated time frame, forfeits their rights to contest information contained in the report at a later date. Keep in mind that the information contained on this form is submitted electronically to the MSYSA State Office, and this is the official record of the game in MSYSA files. In cases of discrepancies (game scores, yellow/red cards, participating players, etc), this document will be used by MSYSA to settle those discrepancies.

## Step-by-Step Instructions for Teams

1. The coach and manager listed in GotSport for each team will be the people responsible for verifying the online game reports. Their contact information will be taken out of GotSport at the time the team's roster is frozen and provided to SportsForms.
2. After each game, the referees will submit an online game report.



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3. Upon the referees' submission of the online game report, each team will get an email from [MSYSA@SportsForms.club](mailto:MSYSA@SportsForms.club) (or Michigan State Youth Soccer).
4. In that email, click the "Open Document" link to view the submitted game report.
5. When prompted, click on the "Get Started" button.
6. Very carefully, review all information contained in that document – for your team and your opponent. Pay special attention to game score, red and yellow cards, and the check-in of players and coaches.
7. If the information contained in the report is accurate, click on the "Agree" button. If the information contained in the report is NOT accurate, click on the "Disagree" button and scroll down to the next page. Where indicated, state what you believe is not accurate information. Keep in mind that anything you write can be viewed by all referees and your opponent.
8. 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.
9. Click on the "Date" button.
10. Scroll all the way to the top of the page and click on "Done".
11. **Teams must complete this process within 48 hours of the initial email** in Step #3. The link will expire after 48 hours, and at that point, the team forfeits their right to contest any information contained in game report.

*If you have problems with opening, completing, or submitting the online form, please contact SportsForms at 414-533-5497 or [support@SportsForms.club](mailto:support@SportsForms.club).*