

**MONTGOMERY TRAVELERS SOCCER CLUB**

How to be a Score Reporter

UPDATED: 6/20/2022 rjs

ROLE DESCRIPTION: You’ll update scores in real time during games, and make sure the final score is reported to the league via GotSport.

TIME COMMITMENT: Weekly during season: 1.5 hours per week.

SEASON STARTUP:

* In early August, get familiar with things:
	+ The Club webmaster will send you a link to your team account on GotSport. Be sure that you can log in, and you can see all of your players on the roster. Check that your contact information is correct.
	+ Go to this link: [MTSC 2021-22 Travel Info](https://docs.google.com/spreadsheets/d/1TxRJI22dJHpXC-CfpLpEpjbUu1VK7RsAcIHlj33wiAE/edit#gid=1224976727) . Here, you’ll find all the info about your team, and contact info for the other team managers and Club volunteers.
	+ Go to this link: [How Tos for Managers and Volunteers](https://www.montgomerysoccer.org/Default.aspx?tabid=1051506) You’ll find instructions for many of the tasks shown in this document. Browse through them so you know what’s available to you.
	+ Go to this link: [MNJYSA website](https://www.mnjysa.org/). Click on Resources, then League Documents. Here, you’ll find the [MNJYSA Handbook](https://cdn4.sportngin.com/attachments/document/3c36-2196647/MNJYSA_Handbook_093019.pdf#_ga=2.44072100.1415571661.1626524551-842865610.1616190722), which lists all the official rules for the league. You don’t need to memorize this, but it’s handy to refer to if you have a question.

WEEKLY DURING SEASON:

* Game Day:
	+ Open TeamSnap, and verify you can get to TeamSnap Live
	+ At kickoff, start the timer.
	+ When each goal is scored, update TeamSnap
	+ At the end of the game, close the timer, and verify that the score is shown
	+ At home, log into GotSport. Enter the score for the game. This must be done within 48 hours.

END OF SEASON:

* Check GotSoccer to ensure that all games have scores reported. If any are missing, add them. If more than 48 hours after the last game of the season, email the Club President so (s)he can forward to the league for manual entry.
* Go to the MNJYSA website and look up your team’s flight standings. Check that the totals (W, L, GF, GA) are correct. Alert the Club President if there are any errors.