



EMSA Team Official Guide Template

Document Title: How to Manage Team Official Tasks in the EMSA Portal

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1. Overview

This guide is designed to help **Team Official users** manage key tasks in the EMSA Portal, including downloading e-cards, entering jersey numbers, scoring games, printing game sheets, and entering player card numbers for districts that do not use EMSA ID cards.

2. Navigating the EMSA Portal

Login URL :<https://portal.emsamain.com/>

User Role: Team Official

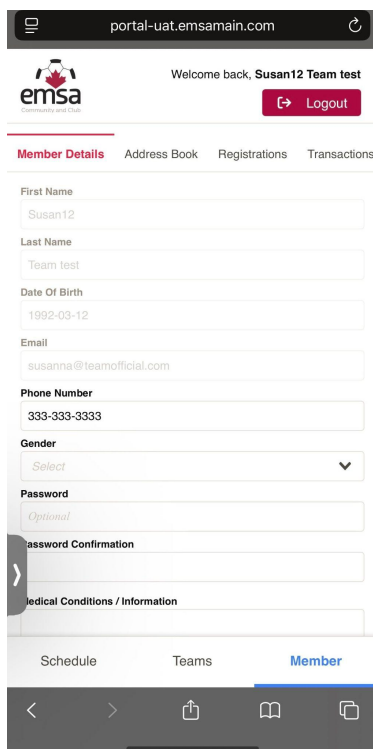
Accessing the User Management Section:

- Log in with your member credentials

3. Accessing and Downloading EMSA E-Cards

Steps:

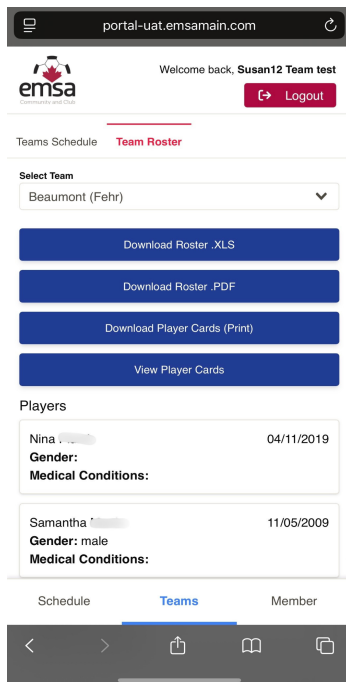
1. Log in to your **Team Official Account** on the EMSA Portal.



The screenshot shows a mobile web browser interface for the EMSA Portal. The address bar displays 'portal-uat.emsamain.com'. The page header includes the EMSA logo, a welcome message 'Welcome back, Susan12 Team test', and a 'Logout' button. Below the header is a navigation bar with tabs: 'Member Details' (active), 'Address Book', 'Registrations', and 'Transactions'. The main content area is a form for editing member details, with fields for First Name (Susan12), Last Name (Team test), Date Of Birth (1992-03-12), Email (susanna@teamofficial.com), Phone Number (333-333-3333), Gender (a dropdown menu set to 'Select'), Password (with an 'Optional' note), Password Confirmation, and Medical Conditions / Information. At the bottom, there is a tab bar with 'Schedule', 'Teams', and 'Member' (active). The very bottom of the screen shows standard mobile navigation icons.

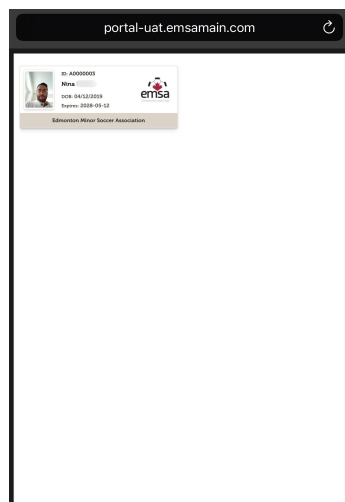
2. Navigate to the **Teams** section.

3. Under Teams, select “**Team Roster**”

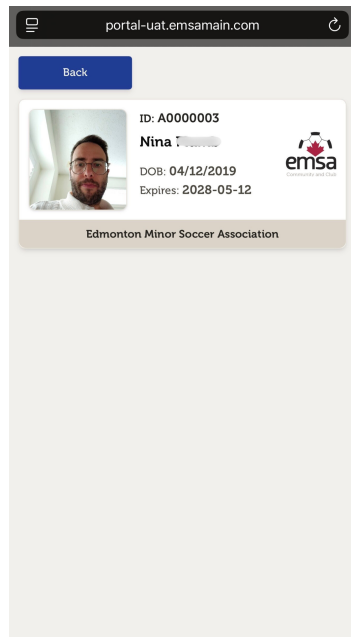


4. There are two ways to show player cards:

- **Download & Print:** Click **Download Player Cards (print)** to generate a file you can save and print.



- **View Player Cards:** Click **View Player Cards** to display them directly on a mobile device.

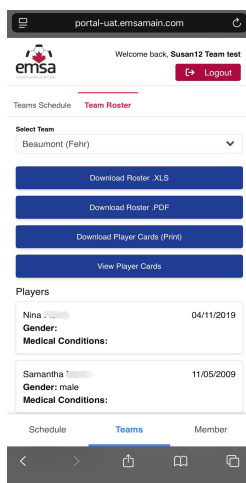


4. Entering Jersey Numbers on the Game Sheet

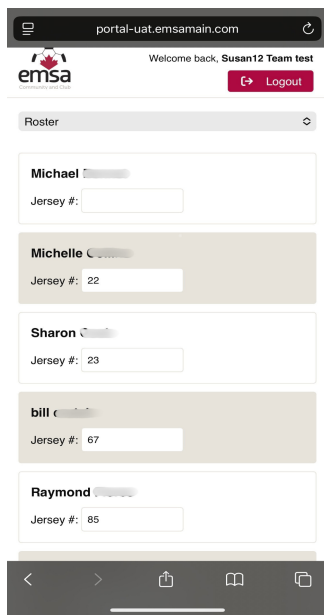
Note: This process only needs to be completed once. After the jersey numbers are entered, they will automatically populate to the gamesheets for all future games. There is no need to repeat these steps for each game.

Steps:

1. Log in to your **Team Official Account**.
2. Navigate to the **Teams** section.
3. Under Teams, select **“Team Roster”**



4. Enter the correct jersey number for each player.



portal-uat.emsamain.com

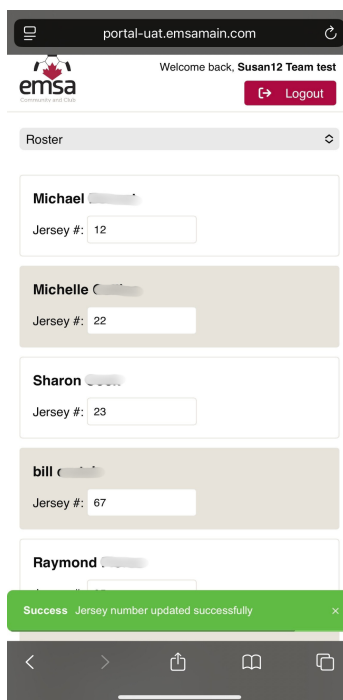
Welcome back, Susan12 Team test

Logout

Roster

Michael	Jersey #:
Michelle	Jersey #: 22
Sharon	Jersey #: 23
bill	Jersey #: 67
Raymond	Jersey #: 85

5. Upon entering the jersey number, it will be automatically saved to the system.



portal-uat.emsamain.com

Welcome back, Susan12 Team test

Logout

Roster

Michael	Jersey #: 12
Michelle	Jersey #: 22
Sharon	Jersey #: 23
bill	Jersey #: 67
Raymond	Jersey #: 85

Success Jersey number updated successfully

5. Printing a Game Sheet

Steps:

1. Log in to your **Team Official Account** on the EMSA Portal.

portal-uat.emsamain.com

Welcome back, Susan12 Team test

Logout

Member Details Address Book Registrations Transactions

First Name
Susan12

Last Name
Team test

Date Of Birth
1992-03-12

Email
susanna@teamofficial.com

Phone Number
333-333-3333

Gender
Select

Password
Optional

Password Confirmation

Medical Conditions / Information

Schedule Teams Member

2. Navigate to the **Teams** section.
3. Under *Teams*, select **Team Schedule**. From the dropdown, choose your team and click **Upcoming** to view the upcoming game schedules.

portal-uat.emsamain.com

Welcome back, Susan12 Team test

Logout

Team Schedule Team Roster

Select Team
club 10

Upcoming Past

Export

October 2025

Sat 11 2:15AM Exhibition	club 10 @ club 8 Edmonton Soccer Centre East...	Game Sheet
Sat 11 3:15AM Exhibition	club 10 @ club 8 Edmonton Soccer Centre East...	Game Sheet
Sat 11 2:15PM	club 5 @ club 10 Edmonton Soccer Centre East...	Game Sheet
Sat 11	club 5 @ club 10	0 Game Sheet

Schedule Teams Member

4. Click the **Game Sheet download** icon to download.
5. You can then **view, download, or print** the game sheet.

- Click the **“Game Sheet”** action
- Add the **Home** and **Away** scores as required and **Save**.

The screenshot shows a web browser at portal-uat.emsamain.com. The page has a header with the EMSA logo and a welcome message for 'Susan12 Team test' with a Logout button. Below the header is a 'Go Back' link. The main form area contains two input fields: 'Beaumont (Fehr) (Home Score)' with the value '2' and 'Belmead (Ford) (Away Score)' with the value '3'. Below these is a section for 'Uploaded Game Sheet' with a 'Reset' link, a dashed box for dragging a file, a 'Browse Files' button, and a 'Save' button. A green success message at the bottom reads 'Success Game Sheet Saved Successfully'.

- Updated scores will appear on the **Team Schedule** page only after EMSA approval. Once approved, they will be marked with a green highlight and a checkmark.

The screenshot shows the 'Team Schedule' page for 'Beaumont (Fehr)'. It includes a 'Select Team' dropdown, 'Upcoming' and 'Past' tabs, and an 'Export' button. The schedule table shows games for November and October 2024. The game on Sat 02 Nov (1:15PM) is highlighted in green and marked as 'Game Sheet' with a checkmark. The game on Sat 19 Oct (6:15PM) is also marked as 'Game Sheet' with a checkmark.

November 2024	
Sat 16 1:15PM	Beaumont (Fehr) @ Lewis Estates (Hann-Kean) @ Edmonton Soccer Centre Sou...
Sat 02 1:15PM	Belmead (Ford) @ Beaumont (Fehr) @ Edmonton Soccer Centre Sou... 3 2 Game Sheet ✓
October 2024	
Sat 19 6:15PM	Horizon (Freyne) @ Beaumont (Fehr) @ Edmonton Soccer Centre Sou... 3 2 Game Sheet ✓