



EMSA Team Official Guide Template

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

Date: September 10, 2025

Version: 1.0

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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

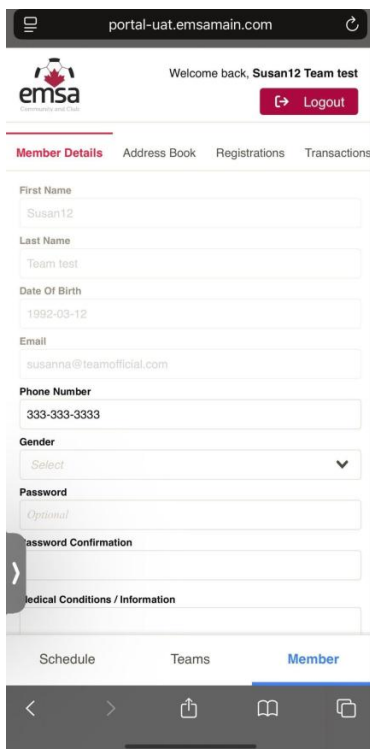
Accessing the User Management Section:

- Log in with your user credentials

3. Downloading EMSA E-Cards

Steps:

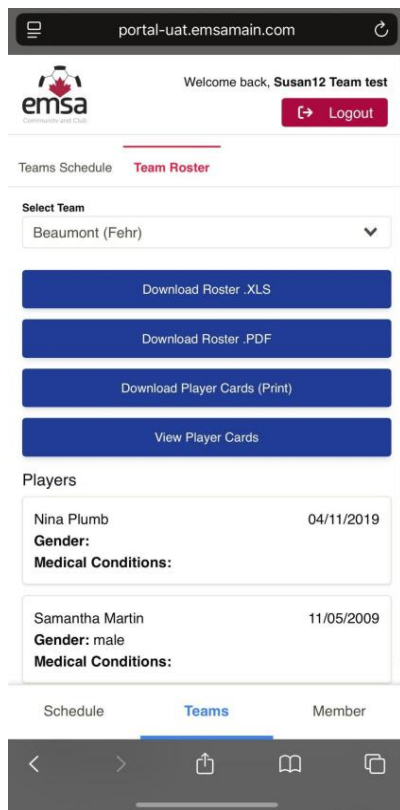
1. Log in to your **Team Official Account** on the EMSA Portal.



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 'Member Details' section contains several input fields: '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 with 'Select' visible), 'Password' (with a hint 'Optional'), 'Password Confirmation', and 'Medical Conditions / Information'. At the bottom, there is a navigation bar with tabs: 'Schedule', 'Teams', and 'Member' (active). The mobile OS home indicator is visible at the very bottom.

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

- Under Teams, select **"Team Roster"**



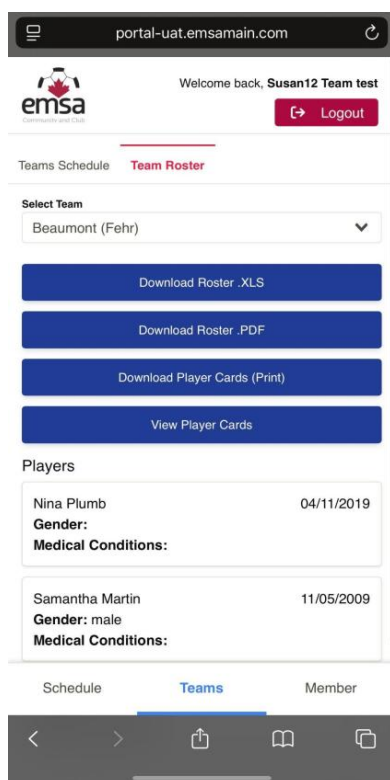
- Click on **"Download Player Cards (print)"**
- The player cards will be generated as a file that you can **download and print**.



4. Entering Jersey Numbers on the Game Sheet

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 Bennet
Jersey #:

Michelle Collins
Jersey #:

Sharon Cook
Jersey #:

bill crutch
Jersey #:

Raymond Flores
Jersey #:

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



5. Scoring Games in the EMSA Portal

Steps:

1. Log in to your **Team Official Account**.
2. Navigate to the **Teams** section.
3. Under Teams, select **"Team Schedule"**

portal-uat.emsamain.com — Private

emsa
Community and Club

[Logout](#)

Teams Schedule Team Roster

Select Team
Beaumont (Fehr) ▼

Upcoming **Past**

Export +

November

Sat 16 2:00PM	A Beaumont (Fehr) @ H Lewis Estates (Hann-Kean) Edmonton Soccer Centre Eas...	0 0	
Sat 02 2:00PM	A Belmead (Ford) @ H Beaumont (Fehr) Edmonton Soccer Centre Eas...	0 0	Game Sheet

October

Sat 19 2:15PM	A Horizon (Freyne) @ H Beaumont (Fehr) Edmonton Soccer Centre East	0 0	Game Sheet
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Schedule **Teams** Member

4. Select the “Game Sheet” action

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emsa
Community and Club

[Logout](#)

Teams Schedule Team Roster

Select Team
Beaumont (Fehr) ▼

Upcoming **Past**

Export +

November

Sat 16 2:00PM	A Beaumont (Fehr) @ H Lewis Estates (Hann-Kean) Edmonton Soccer Centre Eas...	0 0	
Sat 02 2:00PM	A Belmead (Ford) @ H Beaumont (Fehr) Edmonton Soccer Centre Eas...	0 0	Game Sheet

October

Sat 19 2:15PM	A Horizon (Freyne) @ H Beaumont (Fehr) Edmonton Soccer Centre East	0 0	Game Sheet
----------------------------	--	--------	------------

Schedule **Teams** Member

5. Upload the Game sheet and update the **Home** and **Away** scores as required.

The image displays two side-by-side screenshots of the EMSA portal-uat.emsamain.com interface. Both screenshots show a user logged in as 'Susan12 Team test' with a 'Logout' button. The left screenshot shows the 'Beaumont (Fehr) (Home Score)' field with the value '2' and the 'Horizon (Freyne) (Away Score)' field with the value '1'. Below these fields 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. The right screenshot shows the same fields but with the 'Horizon (Freyne) (Away Score)' field set to '3'. Below the 'Uploaded Game Sheet' section is a 'Home Team' table with two rows: 'Susan12 Team test (Official)' and 'Nina Plumb', each with an 'Actions' button. A green success message at the bottom of the right screenshot reads 'Success Game Sheet Saved Successfully'.

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Welcome back, Susan12 Team test

Logout

← Go Back

Beaumont (Fehr) (Home Score)

2

Horizon (Freyne) (Away Score)

1

Uploaded Game Sheet: [Reset](#)

Drag the picture of the game sheet here or

[Browse Files](#)

[Save](#)

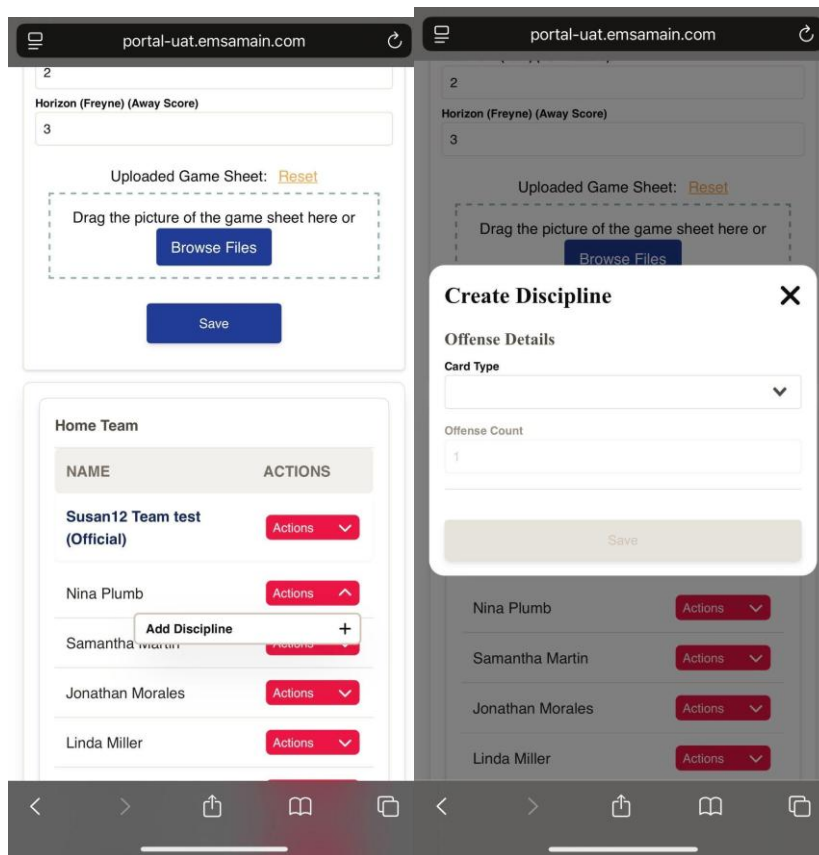
Home Team

NAME	ACTIONS
Susan12 Team test (Official)	Actions
Nina Plumb	Actions

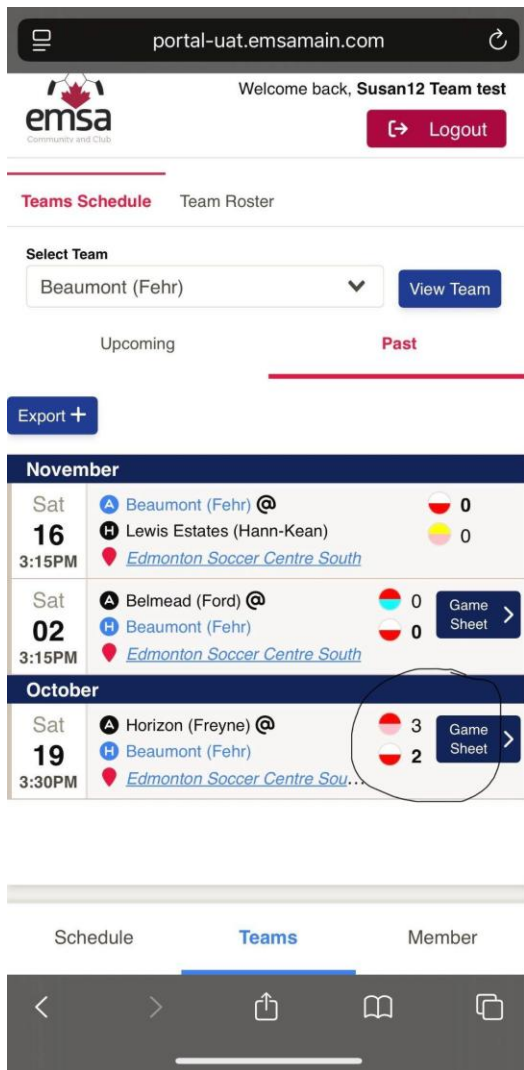
Success Game Sheet Saved Successfully

6. To record disciplinary actions:

- Navigate to the player's name.
- Click **Actions > Add Discipline**.
- Enter the details of the offence.
- Click **Save** to finalize.



7. The updated scores and details will now be visible on the **Team Schedule** page.



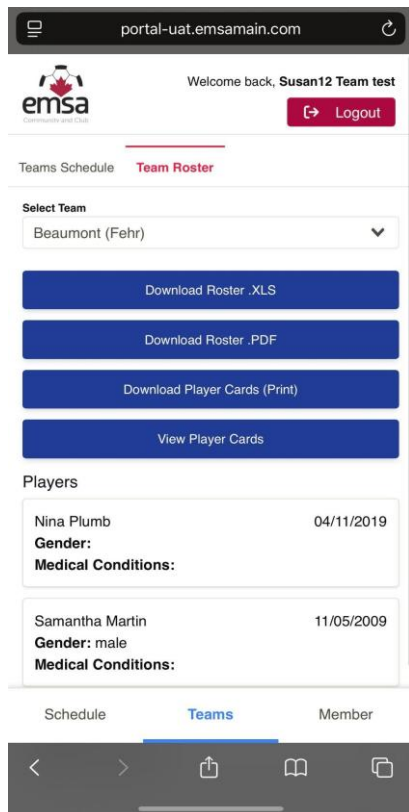
5. Printing a Game Sheet

Steps:

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

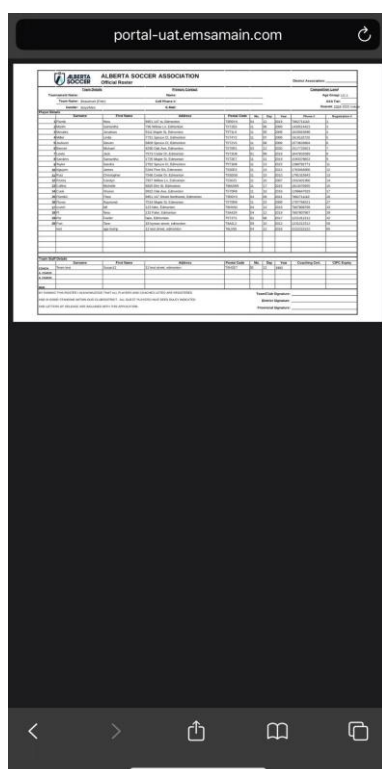
The screenshot shows a mobile web interface for the EMSA portal. The browser address bar displays 'portal-uat.emsamain.com'. The header includes the EMSA logo with the tagline 'Community and Care', a welcome message 'Welcome back, Susan12 Team test', and a 'Logout' button. Below the header is a navigation bar with four tabs: 'Member Details' (active), 'Address Book', 'Registrations', and 'Transactions'. The main content area contains a form for member details with the following fields: '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 currently showing 'Select'), 'Password' (with an 'Optional' note), 'Password Confirmation', and 'Medical Conditions / Information'. At the bottom of the form is a tabbed interface with three options: 'Schedule', 'Teams', and 'Member' (which is highlighted with a blue underline). The very bottom of the screen features a mobile OS navigation bar with standard icons for back, forward, home, and search.

2. Navigate to the **Teams** section.
3. Under Teams, select **“Team Roster”**



4. Choose one of the following options:

- **Download Roster (PDF):** The roster will be downloaded directly to your device.



- **Download Roster (XLS):** The roster will open in Excel (or another spreadsheet program), where you can view it or save a copy to your device.

portal-uat.emsamain.com

Welcome back, Susan12 Team test

Logout

Teams Schedule **Team Roster**

Select Team

Beaumont (Fehr)

Download Roster .XLS

Do you want to download "Beaumont (Fehr)-roster.xlsx" on "portal-uat.emsamain.com"?

View Download

Players

Nina Plumb 04/11/2019
Gender:
Medical Conditions:

Samantha Martin 11/05/2009
Gender: male
Medical Conditions:

Schedule **Teams** Member

First Name	Last Name	Email Address	Gender	Birthdate	Birth Number
Nina	Plumb	nplumb@beaumont.com	F	2019-04-11 00:00:00	
Samantha	Martin	smartin@beaumont.com	F	2009-11-05 00:00:00	
David	Smith	dsmith@beaumont.com	M	2008-03-01 00:00:00	
John	Doe	jdoe@beaumont.com	M	2005-07-15 00:00:00	
Michael	Johnson	mjohnson@beaumont.com	M	2003-01-01 00:00:00	
Emily	White	ewhite@beaumont.com	F	2001-09-20 00:00:00	
James	Wilson	jwilson@beaumont.com	M	2000-05-10 00:00:00	
Alice	Brown	abrown@beaumont.com	F	1999-12-01 00:00:00	
Robert	Green	rgreen@beaumont.com	M	1998-08-25 00:00:00	
Stephanie	Lee	slee@beaumont.com	F	1997-03-18 00:00:00	
Kevin	Clark	kclark@beaumont.com	M	1996-11-03 00:00:00	
Christina	Hall	chhall@beaumont.com	F	1995-06-22 00:00:00	
Christopher	King	cking@beaumont.com	M	1994-02-14 00:00:00	
Michelle	Scott	mscott@beaumont.com	F	1993-10-07 00:00:00	
Andrew	Young	ayoung@beaumont.com	M	1992-07-29 00:00:00	
David	Black	dblack@beaumont.com	M	1991-04-16 00:00:00	
Stephanie	Wright	swright@beaumont.com	F	1990-01-09 00:00:00	
John	Gray	jgray@beaumont.com	M	1989-09-23 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1988-06-11 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1987-03-04 00:00:00	
James	Baker	jbaker@beaumont.com	M	1986-11-27 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1985-08-19 00:00:00	
Robert	Evans	revans@beaumont.com	M	1984-05-12 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1983-02-05 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1982-10-28 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1981-07-21 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1980-04-14 00:00:00	
David	Evans	devans@beaumont.com	M	1979-01-07 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1978-09-30 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1977-06-23 00:00:00	
James	Baker	jbaker@beaumont.com	M	1976-03-16 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1975-12-09 00:00:00	
Robert	Evans	revans@beaumont.com	M	1974-09-02 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1973-06-25 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1972-03-18 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1971-10-11 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1970-07-04 00:00:00	
David	Evans	devans@beaumont.com	M	1969-04-27 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1968-01-20 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1967-10-13 00:00:00	
James	Baker	jbaker@beaumont.com	M	1966-07-06 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1965-04-29 00:00:00	
Robert	Evans	revans@beaumont.com	M	1964-01-22 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1963-10-15 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1962-07-08 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1961-04-01 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1960-01-24 00:00:00	
David	Evans	devans@beaumont.com	M	1959-10-17 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1958-07-10 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1957-04-03 00:00:00	
James	Baker	jbaker@beaumont.com	M	1956-01-26 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1955-10-19 00:00:00	
Robert	Evans	revans@beaumont.com	M	1954-07-12 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1953-04-05 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1952-01-28 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1951-10-21 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1950-07-14 00:00:00	
David	Evans	devans@beaumont.com	M	1949-04-07 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1948-01-30 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1947-10-23 00:00:00	
James	Baker	jbaker@beaumont.com	M	1946-07-16 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1945-04-09 00:00:00	
Robert	Evans	revans@beaumont.com	M	1944-01-02 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1943-10-26 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1942-07-19 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1941-04-12 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1940-01-05 00:00:00	
David	Evans	devans@beaumont.com	M	1939-10-29 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1938-07-22 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1937-04-15 00:00:00	
James	Baker	jbaker@beaumont.com	M	1936-01-08 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1935-10-01 00:00:00	
Robert	Evans	revans@beaumont.com	M	1934-06-24 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1933-03-17 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1932-12-10 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1931-09-03 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1930-06-26 00:00:00	
David	Evans	devans@beaumont.com	M	1929-03-19 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1928-12-12 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1927-09-05 00:00:00	
James	Baker	jbaker@beaumont.com	M	1926-06-28 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1925-03-21 00:00:00	
Robert	Evans	revans@beaumont.com	M	1924-12-14 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1923-09-07 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1922-06-01 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1921-03-24 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1920-12-17 00:00:00	
David	Evans	devans@beaumont.com	M	1919-09-10 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1918-06-03 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1917-03-26 00:00:00	
James	Baker	jbaker@beaumont.com	M	1916-12-19 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1915-09-12 00:00:00	
Robert	Evans	revans@beaumont.com	M	1914-06-05 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1913-03-28 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1912-12-21 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1911-09-14 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1910-06-07 00:00:00	
David	Evans	devans@beaumont.com	M	1909-03-01 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1908-12-24 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1907-09-17 00:00:00	
James	Baker	jbaker@beaumont.com	M	1906-06-10 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1905-03-03 00:00:00	
Robert	Evans	revans@beaumont.com	M	1904-12-26 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1903-09-19 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1902-06-12 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1901-03-05 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1900-12-28 00:00:00	
David	Evans	devans@beaumont.com	M	1899-09-21 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1898-06-14 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1897-03-07 00:00:00	
James	Baker	jbaker@beaumont.com	M	1896-12-30 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1895-09-23 00:00:00	
Robert	Evans	revans@beaumont.com	M	1894-06-16 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1893-03-09 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1892-12-02 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1891-09-25 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1890-06-18 00:00:00	
David	Evans	devans@beaumont.com	M	1889-03-11 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1888-12-04 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1887-09-27 00:00:00	
James	Baker	jbaker@beaumont.com	M	1886-06-20 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1885-03-13 00:00:00	
Robert	Evans	revans@beaumont.com	M	1884-12-06 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1883-09-29 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1882-06-22 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1881-03-15 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1880-12-08 00:00:00	
David	Evans	devans@beaumont.com	M	1879-09-01 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1878-06-24 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1877-03-17 00:00:00	
James	Baker	jbaker@beaumont.com	M	1876-12-10 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1875-09-03 00:00:00	
Robert	Evans	revans@beaumont.com	M	1874-06-26 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1873-03-19 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1872-12-12 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1871-09-05 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1870-06-28 00:00:00	
David	Evans	devans@beaumont.com	M	1869-03-21 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1868-12-14 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1867-09-07 00:00:00	
James	Baker	jbaker@beaumont.com	M	1866-06-01 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1865-03-24 00:00:00	
Robert	Evans	revans@beaumont.com	M	1864-12-17 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1863-09-10 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1862-06-03 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1861-03-26 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1860-12-19 00:00:00	
David	Evans	devans@beaumont.com	M	1859-09-12 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1858-06-05 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1857-03-28 00:00:00	
James	Baker	jbaker@beaumont.com	M	1856-12-21 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1855-09-14 00:00:00	
Robert	Evans	revans@beaumont.com	M	1854-06-07 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1853-03-01 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1852-12-24 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1851-09-17 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1850-06-10 00:00:00	
David	Evans	devans@beaumont.com	M	1849-03-03 00:00:00	
Emily	Reed	ereed@beaumont.com	F	1848-12-26 00:00:00	
Michael	Cook	mcook@beaumont.com	M	1847-09-19 00:00:00	
James	Baker	jbaker@beaumont.com	M	1846-06-12 00:00:00	
Alice	Miller	amiller@beaumont.com	F	1845-03-05 00:00:00	
Robert	Evans	revans@beaumont.com	M	1844-12-28 00:00:00	
Stephanie	Turner	sturner@beaumont.com	F	1843-09-21 00:00:00	
Kevin	Phillips	kphillips@beaumont.com	M	1842-06-14 00:00:00	
Christina	Campbell	ccampbell@beaumont.com	F	1841-03-07 00:00:00	
Andrew	Parker	aparker@beaumont.com	M	1840-12-30 00:00:00	
David	Evans	devans@beaumont.com	M	1839-09-23 00	