

Getting a VCFA Match Card:

1. Go to <https://passport.sportingpulse.com>
2. Click on: **Register**
3. Fill in your details and at bottom of the page click on: **Create my Passport**
4. You will receive an email from Sporting Pulse and you have to confirm your email address by clicking on the link they send you.
5. Email the registration officer the email address you just used to create your passport and ask if they can add you to get access to the Monbulk Rangers Sporting Pulse site.
6. Once that is done that you can **Sign in** at <https://passport.sportingpulse.com> using your email address and password
7. Once signed in, click on: Results Entry & Live Scoring
8. Click on the Monbulk Rangers VCFA account
9. Click on: **Pre Game** (blue button on the right)
10. In the middle of the page (more or less) under Auto-select Players click on: Players registered to this team
11. Alternatively you can add players to your team sheet from the box on the left by clicking on the green **+** sign or you can delete players from your team sheet by clicking on the red **-** sign next to their name
12. If you already know their shirt numbers you can fill them out in the little boxes in front of their names
13. Under the Box with Selected Players click on: **Save**
14. Once the selection is saved, click on **Team Sheet** (blue button on the right of the Selected Players box)
15. You can now print out the team sheet

Please note the following comment from the VCFA:

The VCFA is aware that the current match card template is very basic. We are working with Sporting Pulse to introduce a version that is like the ones from previous season. As with previous seasons, a team only needs to provide a match card to the referee of the match (please ignore any other instructions on the team sheet).