

## Tasks for Technical Official to practice on Training Module (TMS)

Click Login at top of screen

Choose Global Admin role

Click "Admin" at top of page

Click on Competitions and choose competition number 8 (Verify 2 x 4)

### BEFORE THE START OF THE COMPETITION

1. Add officials:
  - Add Albinus Anouk to the competition as a Judge
2. Team changes:
  - Change Argentina shirts to yellow
  - Change Germany player Meral CHRISTOPH shirt number to 3
  - Change Netherlands captain to number 7
  - Change display name of Canada number 7 to FERRY, Emma
3. Appointments for the first day of the tournament:
  - Add colours
  - Add umpires
  - Add technical officials
  - Publish
4. Match changes (do not use "Match Manager" – scroll down page to "Matches"):
  - Change time of match number 1 from 11am to 11.30am
5. Set Tournament to In Progress (approving all teams)

### BEFORE THE START OF THE MATCH

6. You will Run Match no. 1 live (choose match on matches list)
7. Choose a starting XI for each team (this is usually done by managers, but you will need to do for practice) – Line-up/Edit

#### DURING THE MATCH

8. Click on “Match Manager”
9. Start clock
10. Subs – bring in a couple of subs for each team, over a couple of minutes
11. Award goal to NED player no 2 in the 2<sup>nd</sup> minute
12. Award goal to ENG player no 4 in the 4<sup>th</sup> minute
13. Edit goal for ENG, should be player no 5 that scored
14. Give green card to NED player no 20
15. Give yellow card (dissent) to ENG player no 6 (don't forget to nominate the umpire)
16. Change clock time to 1 minute
17. Move to 2<sup>nd</sup> half
18. Award goal to NED player no 16 in the 40<sup>th</sup> minute
19. Edit goal to be scored in the 39<sup>th</sup> minute
20. One umpire is injured so the reserve umpire has to come on to the field
21. Move clock to 1 minute left in the match
22. Match ends

#### AFTER THE MATCH

23. Move to complete – generate match and card reports
24. Check that the match report is complete with all necessary information

Any queries or comments, please contact Cédric Ribeiro – FIH Sport Coordinator ([cedric.ribeiro@fih.ch](mailto:cedric.ribeiro@fih.ch)).