



## Interchange User Guide



Maree Power

West Australian Football Commission

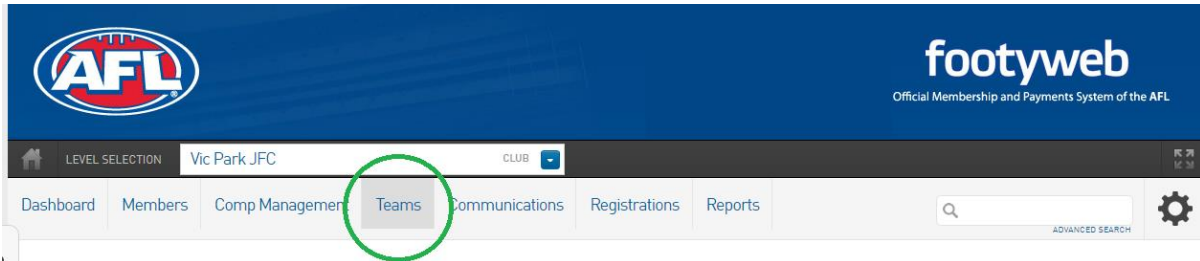
5<sup>th</sup> April 2016

Updated 30<sup>th</sup> January 2017

## CREATE .CSV FILE FOR EXPORT

When you have created your Team Sheet on FootyWeb you will need to run a report to output the Team Sheet to a .csv file so you can then import into the Interchange App

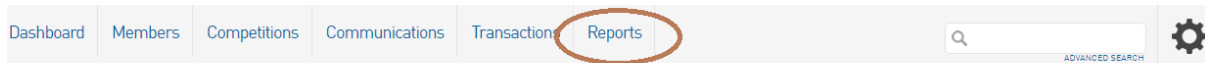
Click on the TEAMS tab on your dashboard to go to the team selection screen.



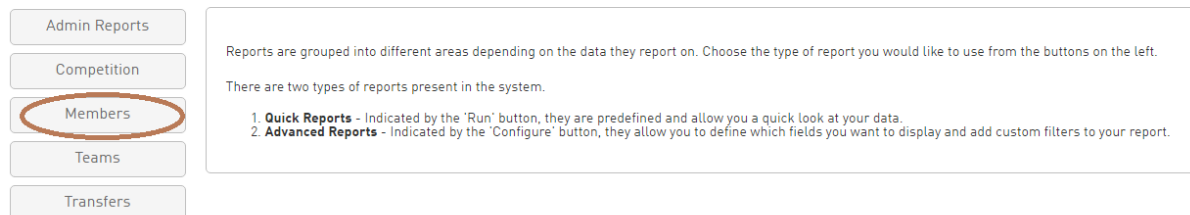
Select the team that you are processing.

Then go to the Reports (Click on Reports Tab)

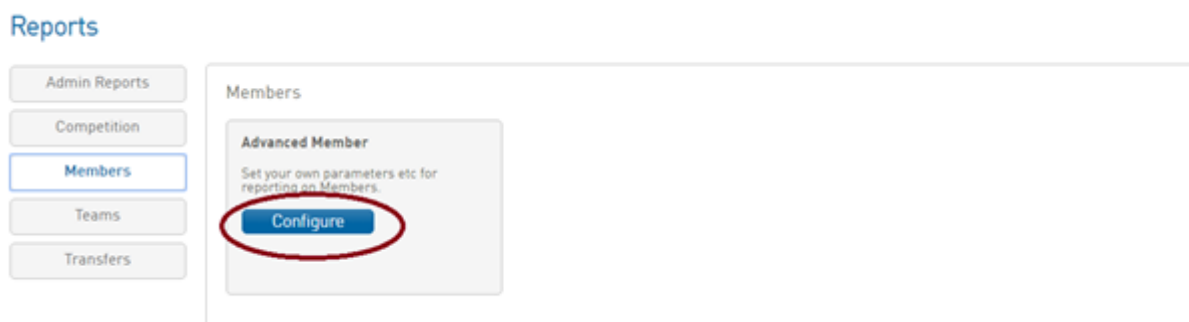
Select Members (Click on the Members tab)



### Reports





Select Advand Members (click on Configure)



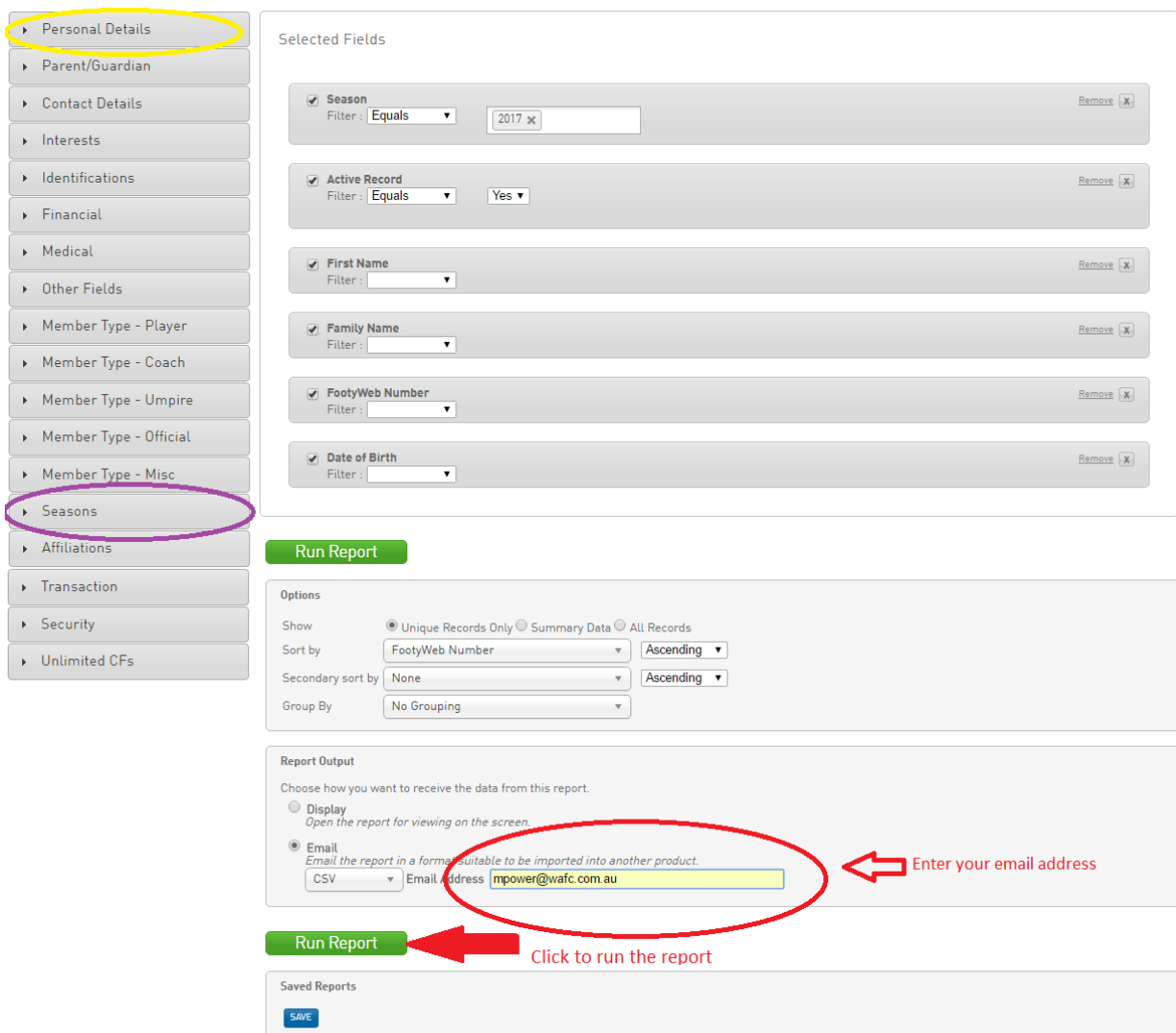
To create the report you need :-

Select/Drag the fields - as shown below - across into the Selected Fields box.

 Season is under the Season Tab  
➤ Season

 The other fields are under the Personal Details Tab  
➤ Active Record, First Name, Family Name, FootyWeb Number Date of Birth

Select csv file and enter your email address and click Run Report.



**Selected Fields**

- Season  
Filter: Equals [2017 x] Remove [x]
- Active Record  
Filter: Equals [Yes v] Remove [x]
- First Name  
Filter: [v] Remove [x]
- Family Name  
Filter: [v] Remove [x]
- FootyWeb Number  
Filter: [v] Remove [x]
- Date of Birth  
Filter: [v] Remove [x]

**Run Report**

**Options**

Show  Unique Records Only  Summary Data  All Records

Sort by [FootyWeb Number v] [Ascending v]

Secondary sort by [None v] [Ascending v]


Group By [No Grouping v]


**Report Output**

Choose how you want to receive the data from this report.

Display  
Open the report for viewing on the screen.

Email  
Email the report in a format suitable to be imported into another product.

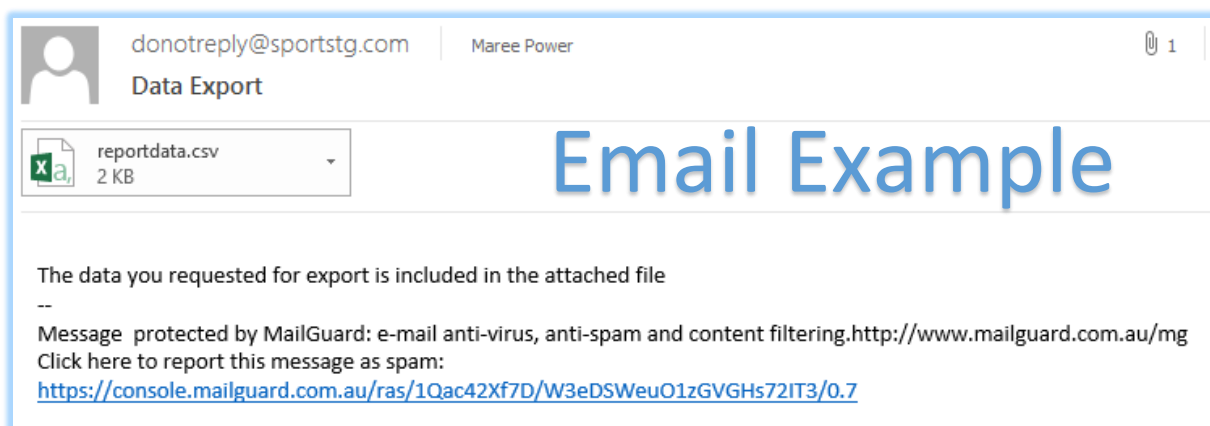
[CSV v] Email address [mpower@wafc.com.au]  Enter your email address

**Run Report**  Click to run the report

**Saved Reports**

[SAVE]

The data file will then be emailed to the email address that you have entered – the below shows an example of the email you will receive.



You need to open the file in EXCEL and edit to look like the example below. The format must be as shown.

Column A	Column B	Column C	Column D	Column E	Column F
Jumper #	Nick name	First Name	Family Name	FootyWeb #	Date of Birth

A	B	C	D	E	F	G
8	Luke	Luke	Mckay	1357265	1/07/2002	
21	Aaron	Aaron	Turner	153203	2/07/2002	
31	Shannon	Shannon	Dawson	2047398	4/07/2002	
23	Eric	Eric	Ellis	664286	23/07/2002	
17	Riley	Riley	Lorimer	1577233	1/08/2002	
14	Cooper	Cooper	Black	504811	15/08/2002	
16	Lachy	Lachlan	Brooks	1046011	11/10/2002	
<b>100</b>	<b>Coach</b>	Adam	Simpson	123466	1/01/1970	
101	Assistant Coach	John	Worsfold	233449	2/02/1970	
<b>103</b>	<b>Team Manager</b>	Mary	Smith			
<b>104</b>	<b>Runner</b>	John	Bott			
106	Boundary Umpire	Sean	Miller			
<b>108</b>	<b>Goal Umpire</b>	John	Richards			
<b>109</b>	<b>First Aid</b>	Eileen	Jones			
110	Water Carrier	Luke	Murphy			

Enter the Team Official details below the team list. The fields that are **highlighted** must be entered, the other fields only need be populated if the officials are used.

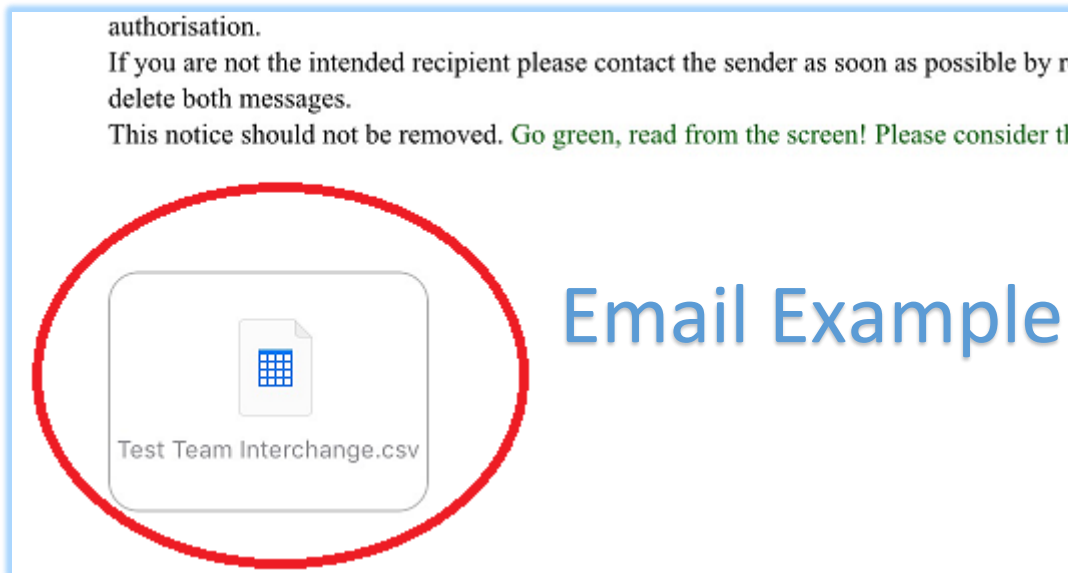
Jumper #	Position	Jumper #	Position	Jumper #	Position
<b>100</b>	<b>Coach</b>	<b>104</b>	<b>Runner</b>	108	Goal Umpire
101	Assistant Coach	105	Runner	<b>109</b>	<b>First Aid</b>
102	Assistant Coach	106	Boundary Umpire	110	Water Carrier
<b>103</b>	<b>Team Manager</b>	107	Boundary Umpire	111	Water Carrier

Save this file as a .csv file and email to your email address on your IPAD.

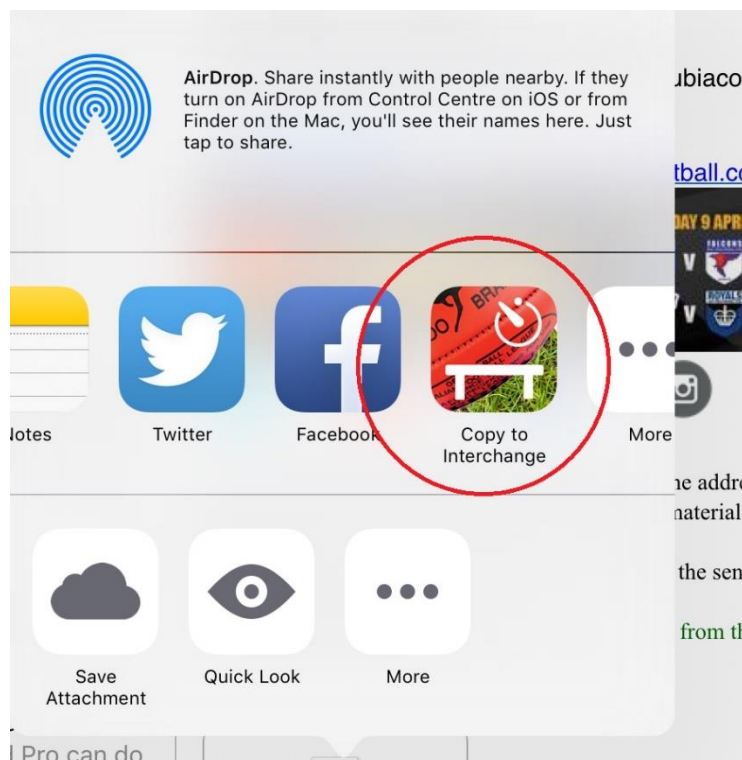
## IMPORT .CSV FILE INTO INTERCHANGE

Open the email on the IPAD – see below for example of what you will see

Hold you finger on the attachment – inside the red circle



When the list of options pop up – select to Copy to Interchange (you may need to scroll to the right)  
Select the Interchange APP. This will load the csv file into the Interchange App



The App will open with the Team List (as seen in sample below)

iPad		3:02 PM		37%	
Teams		My First Team		Share +	
1	<b>Scott</b>	Scott	Wynd	25-Jan-1970	Active
2	<b>Diesel</b>	Greg	Williams	30-Sep-1963	Active
3	<b>Juddy</b>	Chris	Judd	08-Sep-1983	Active
4	<b>Jobe</b>	Jobe	Watson	08-Feb-1985	Active
5	<b>Bucks</b>	Nathan	Buckley	26-Jul-1972	Active
6	<b>Gerard</b>	Gerard	Healy	01-Mar-1961	Active
7	<b>Nat</b>	Nathan	Fyfe	18-Sep-1991	Active
8	<b>Gazza</b>	Gary	Abblett Jr	14-May-1984	Active
9	<b>Cuz</b>	Ben	Cousins	30-Jun-1978	Active
10	<b>Woey</b>	Shane	Woewodin	12-Jul-1976	Active
11	<b>Pridda</b>	Matt	Priddis	21-Mar-1985	Active
12	<b>Aker</b>	Jason	Akermanis	24-Feb-1977	Active
13	<b>Wanga</b>	Gavin	Wanganeen	18-Jun-1973	Active
16	<b>Robert</b>	Robert	Harvey	21-Aug-1971	Active
17	<b>Adam</b>	Adam	Cooney	30-Sep-1985	Active
19	<b>Paul</b>	Paul	Kelly	28-Jul-1969	Active
20	<b>Simon</b>	Simon	Black	03-Apr-1979	Active
22	<b>Hirdy</b>	James	Hird	04-Feb-1973	Active
24	<b>Michael</b>	Michael	Voss	07-Jul-1975	Active
26	<b>Jimmy</b>	Jim	Stynes	23-Apr-1966	Active

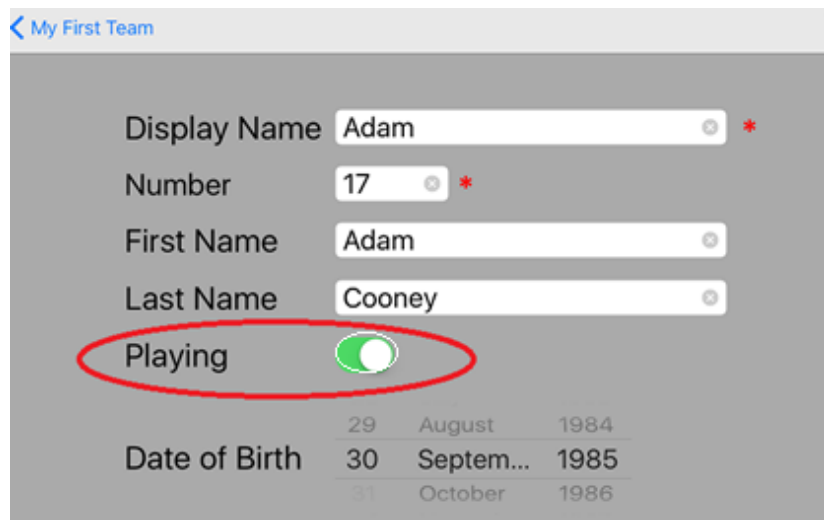
Game Time
Games
Teams
Settings

## SELECT PLAYERS FOR THE GAME

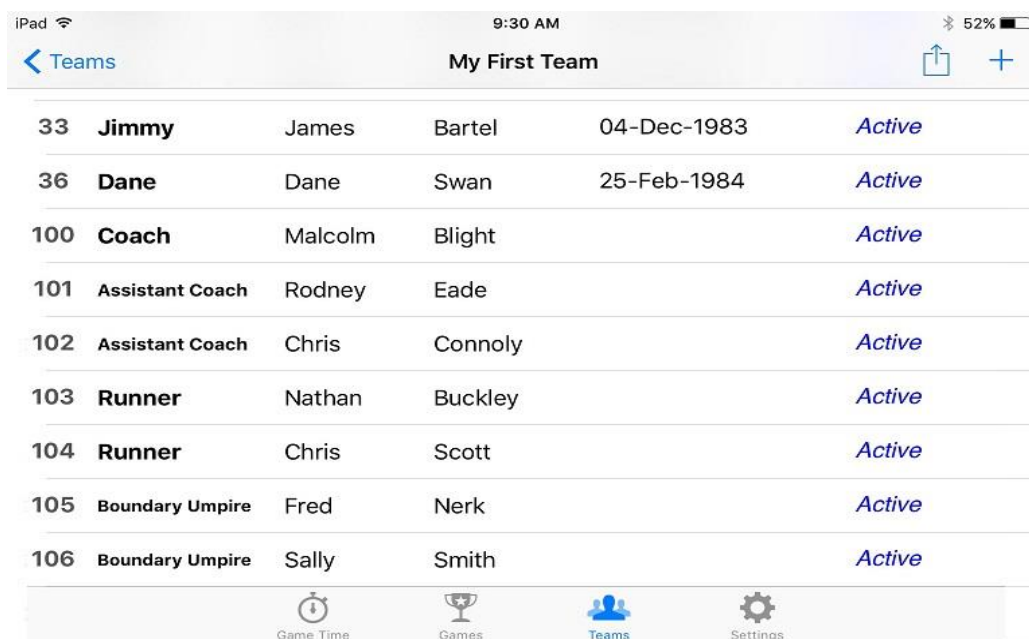
If you have players that are not playing on the day, you will need to make them inactive so they don't appear on the interchange record. Tap the player name who is not playing – See Adam Cooney below. The player details will display on the next screen for you to edit. You are only permitted to have 25 players showing on the Interchange sheet.

	<b>Player Name</b>	<b>First Name</b>	<b>Last Name</b>	<b>Date of Birth</b>	<b>Status</b>
1	<b>Scott</b>	Scott	Wynd	25-Jan-1970	Active
2	<b>Diesel</b>	Greg	Williams	30-Sep-1963	Active
3	<b>Juddy</b>	Chris	Judd	08-Sep-1983	Active
4	<b>Jobe</b>	Jobe	Watson	08-Feb-1985	Active
5	<b>Bucks</b>	Nathan	Buckley	26-Jul-1972	Active
6	<b>Gerard</b>	Gerard	Healy	01-Mar-1961	Active
7	<b>Nat</b>	Nathan	Fyfe	18-Sep-1991	Active
8	<b>Gazza</b>	Gary	Abblett Jr	14-May-1984	Active
9	<b>Cuz</b>	Ben	Cousins	30-Jun-1978	Active
10	<b>Woey</b>	Shane	Woewodin	12-Jul-1976	Active
11	<b>Pridda</b>	Matt	Priddis	21-Mar-1985	Active
12	<b>Aker</b>	Jason	Akermanis	24-Feb-1977	Active
13	<b>Wanga</b>	Gavin	Wanganeen	18-Jun-1973	Active
16	<b>Robert</b>	Robert	Harvey	21-Aug-1971	Active
17	<b>Adam</b>	Adam	Cooney	30-Sep-1985	Active
19	<b>Paul</b>	Paul	Kelly	28-Jul-1969	Active
20	<b>Simon</b>	Simon	Black	03-Apr-1979	Active
22	<b>Hirdy</b>	James	Hird	04-Feb-1973	Active
24	<b>Michael</b>	Michael	Voss	07-Jul-1975	Active
26	<b>Jimmy</b>	Jim	Stynes	23-Apr-1966	Active

To make the player inactive tap/slide the playing toggle to left until it goes from green to white



Team Officials will show at the bottom of the team list. Any jumper number above 100 will be loaded as a team official.





Click on blue <Teams arrow to go back to team list- the player (Adam Cooney) will show as inactive and will not show on the interchange sheet.



	< Teams	My First Team				
10	Woey	Shane	Woewodin	12-Jul-1976	Active	
11	Pridda	Matt	Priddis	21-Mar-1985	Active	
12	Aker	Jason	Akermanis	24-Feb-1977	Active	
13	Wanga	Gavin	Wanganeen	18-Jun-1973	Active	
16	Robert	Robert	Harvey	21-Aug-1971	Active	
17	Adam	Adam	Cooney	30-Sep-1985	Inactive	
19	Paul	Paul	Kelly	28-Jul-1969	Active	
20	Simon	Simon	Black	03-Apr-1979	Active	

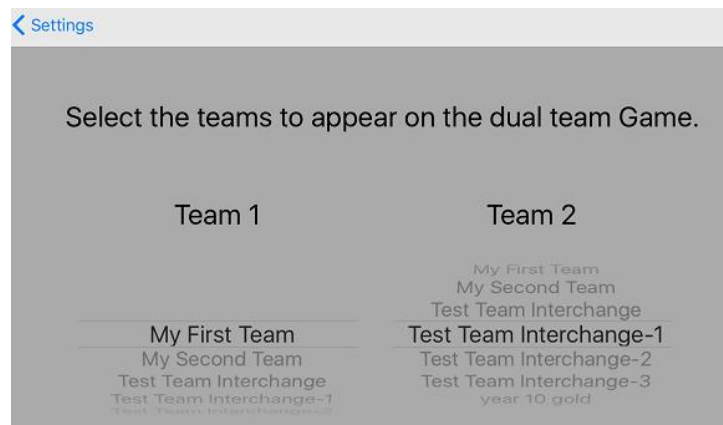
## SELECT TEAMS

To select teams – go to the Settings Screen – see task bar at the bottom of the screen  
If you want to select dual screen leave the dual screen toggle green(right).

To select only the one team push/slide to the left until toggle goes white(left).

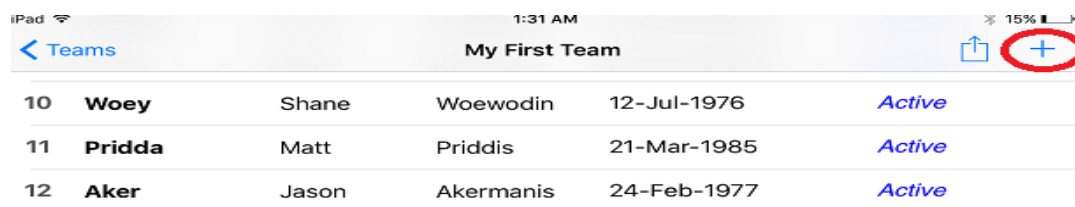


Roll over Team 1 and Team 2 list until you highlight the teams you require

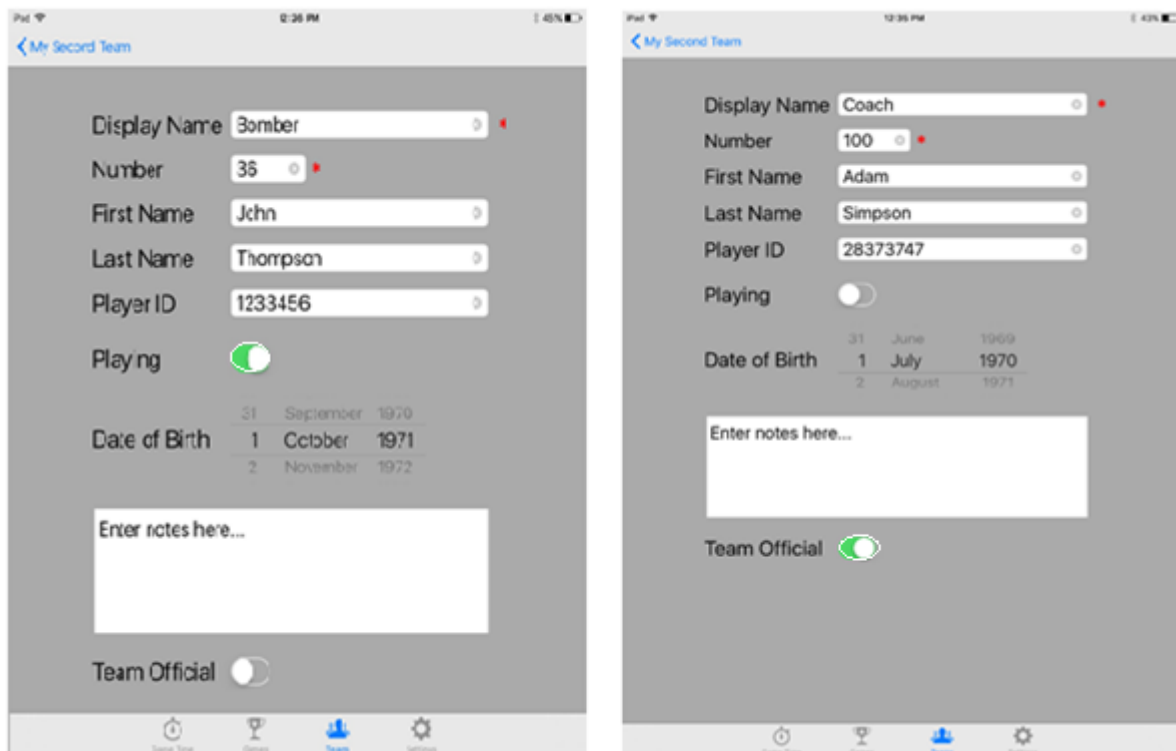


## ENTER MORE PLAYERS OR OFFICIALS

If you need to enter more players or officials - tap the + in top right corner



Enter details for the team officials and make them inactive by sliding/tap playing toggle to left until it goes from green to white



## GAME TIME SCREEN / START GAME

Prior to the game starting, after you have the Team List loaded you will need to select the 18 players who will take the field. You just need to tap the name of the player and the green up arrow will appear. This means that player has been selected to play. When the outside of the screen is in yellow you are still under the 18 players allowed on the field

12	Aker	0%	00:00
↑	5 Bucks	0%	00:00
↑	9 Cuz	0%	00:00
36	Dane	0%	00:00
2	Diesel	0%	00:00
↑	8 Gazza	0%	00:00
6	Gerard	0%	00:00
22	Hirdy	0%	00:00
↑	33 Jimmy	0%	00:00
20	Simon	0%	00:00
↑	29 Tony	0%	00:00
13	Wanga	0%	00:00
10	Woey	0%	00:00

00:00	9	Start
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Game Time Games Teams Settings

When the outside of the screen goes red – you have selected more than 18 players

5	Bucks	1	0%	00:00
9	Cuz	1	0%	00:00
36	Dane	1	0%	00:00
2	Diesel	1	0%	00:00
8	Gazza	1	0%	00:00
20	Simon	1	0%	00:00
29	Tony	1	0%	00:00
10	Woey	1	0%	00:00
12	Aker	0%	00:00	
4	Jobe	0%	00:00	
11	Prida	0%	00:00	
1	Scott	0%	00:00	
13	Wanga	0%	00:00	

00:00	19	Start
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Game Time Games Teams Settings

When the outside of the screen is black you have selected 18 players

12	Aker	1	0%	00:00
5	Bucks	1	0%	00:00
22	Hirdy	1	0%	00:00
33	Jimmy	1	0%	00:00
26	Jimmy	1	0%	00:00
4	Jobe	1	0%	00:00
3	Juddy	1	0%	00:00

To start the game press on Start

11	Pridda	1	0%	00:00
32	Roo	1	0%	00:00
1	Scott	1	0%	00:00
20	Simon	1	0%	00:00
29	Tony	1	0%	00:00
13	Wanga	0%	00:00	

00:00    18    Start

Game Time
Games
Teams
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## INJURIES AND RED/YELLOW CARDS

To select a player with an injury, yellow card or red card just drage your finger anywhere across the players line. This will have the Exlcude pop up box appear. You will get a list of options to select. Just tap the option you want.

36	Dane	1	100%	02:40
26	Jimmy	1	100%	02:40
4	Jobe	1	100%	02:40
24	Michael	1	100%	02:40
19	Paul	2	100%	02:40
28	Paul	1	100%	02:40
32	Roo	2	100%	02:40
20	Simon	2	100%	02:40
29	Tony	2	100%	02:40
10	Woey	2	100%	02:40
1	Scott	2	0%	00:00
13	Wanga	0%	00:00	

**Exclude Michael?**

Select the exclusion type for Michael.

Injury

Yellow Card (15 minutes)

Red Card

Cancel

02:40    18    Stop

Game Time
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Settings




The player you have selected will get the appropriate symbol against his name. In the case of a yellow card or injury the outside of the screen will go yellow alerting you to the fact that you only have 17 on the field and can put another player on.

12	Aker	1	100%	02:43
5	Bucks	1	100%	02:43
9	Cuz	1	100%	02:43
36	Dane	1	100%	02:43
2	Diesel	1	100%	02:43
8	Gazza	1	100%	02:43
6	Gerard	1	100%	02:43
22	Hirdy	1	100%	02:43
33	Jimmy	1	100%	02:43
26	Jimmy	1	100%	02:43
4	Jobe	1	100%	02:43
	24 Michael	1	99%	02:42
19	Paul	2	100%	02:43
28	Paul	1	100%	02:43
32	Roo	2	100%	02:43
20	Simon	2	100%	02:43
29	Tony	2	100%	02:43
10	Woey	2	100%	02:43
3	Juddy	1	0%	00:00
7	Nat	1	0%	00:00
11	Pridda	1	0%	00:00
16	Robert	1	0%	00:00
1	Scott	2	0%	00:00
13	Wanga		0%	00:00





02:43
17
Stop

 Game Time
 Games
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 Settings

Players with injuries or red/yellow cards will drop to the bottom of the screen – see below example




7	Nat	1	98%	03:16
26	Jimmy		0%	00:00
29	Tony		0%	00:00
10	Woey		0%	00:00
	16 Robert		0%	00:00
	4 Jobe	1	80%	02:40
	5 Bucks	1	86%	02:53

03:19
18
Stop

 Game Time
 Games
 Teams
 Settings

## END QUARTERS

At the end of each quarter of the game you press Stop – this will stop the clock.




26	Jimmy	0%	00:00
29	Tony	0%	00:00
10	Woey	0%	00:00
 16	Robert	0%	00:00
 4	Jobe	1 80%	02:40
 5	Bucks	1 86%	02:53

03:19	18	<b>Stop</b>
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Game Time Games Teams Settings

To restart the next quarter – press start.




7	Nat	1 98%	03:23
26	Jimmy	0%	00:00
29	Tony	0%	00:00
10	Woey	0%	00:00
 16	Robert	0%	00:00
 4	Jobe	1 77%	02:40
 5	Bucks	1 83%	02:53

03:26	18	<b>Start</b>	End Game
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Game Time Games Teams Settings

To end the game press End Game

3	Juddy	1 98%	03:23
7	Nat	1 98%	03:23
26	Jimmy	0%	00:00
29	Tony	0%	00:00
10	Woey	0%	00:00
 16	Robert	0%	00:00
 4	Jobe	1 77%	02:40
 5	Bucks	1 83%	02:53

03:26	18	<b>Start</b>	<b>End Game</b>
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Game Time Games Teams Settings

## END GAME - ENTER SCORE – EMAIL INTERCHANGE REPORT

After you press End Game the below screen will display. You need to enter the details of the two teams who have played, venue, points scored and the date. Then press OK. You will be asked to confirm that you wish to end the current game

**This will end your current Game!**

Home Team

Away Team

Venue

Official Duration 60 minutes

Required Game Time 50 %

4 February 2015

5 March 2015

6 April 2016


7 May 2017

8 June 2017


Cancel
OK

This will then take you back to the Interchange screen. Select Games on the task bar at the bottom of the screen. Select the game that you have just played


Completed Games <span style="float: right;"><a href="#">Edit</a></span>				
Blue Team	Vs	Red Team	56 - 48	06-Apr-2016
My First Team				06-Apr-2016
Test Team Intercha...	Vs	My First Team		05-Apr-2016
My Second Team	Vs	Team 2	45 - 33	04-Apr-2016
My Second Team				04-Apr-2016
My First Team	Vs	My Second Team		04-Apr-2016




Game Time



Games

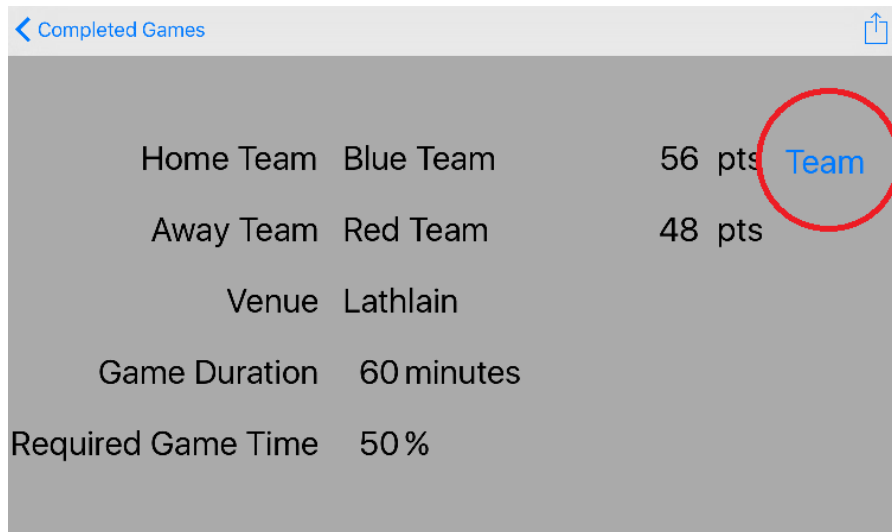


Teams

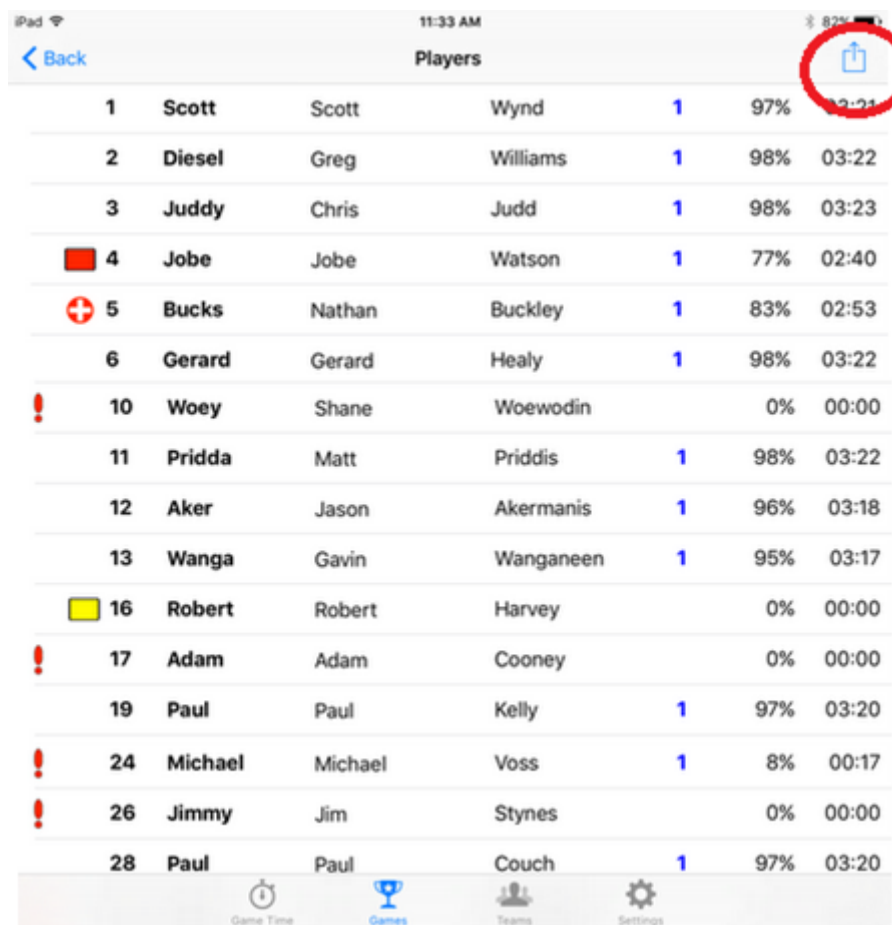


Settings

The below screen will display – if you have used the dual screen option you will have **Team** against both the teams – click on **Team**



This is the Interchange report that need to be emailed to the Competition Coordinator. Click on the email option at the top right hand corner of the screen

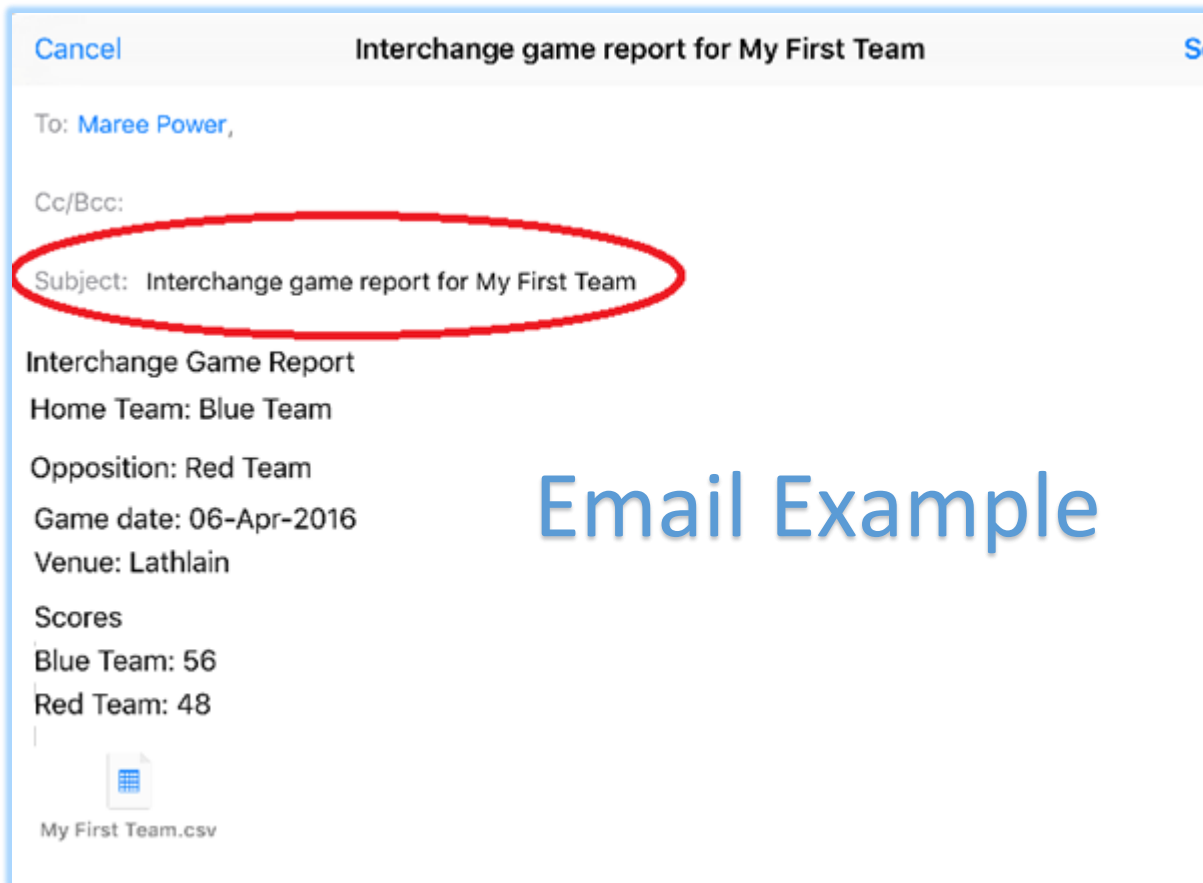




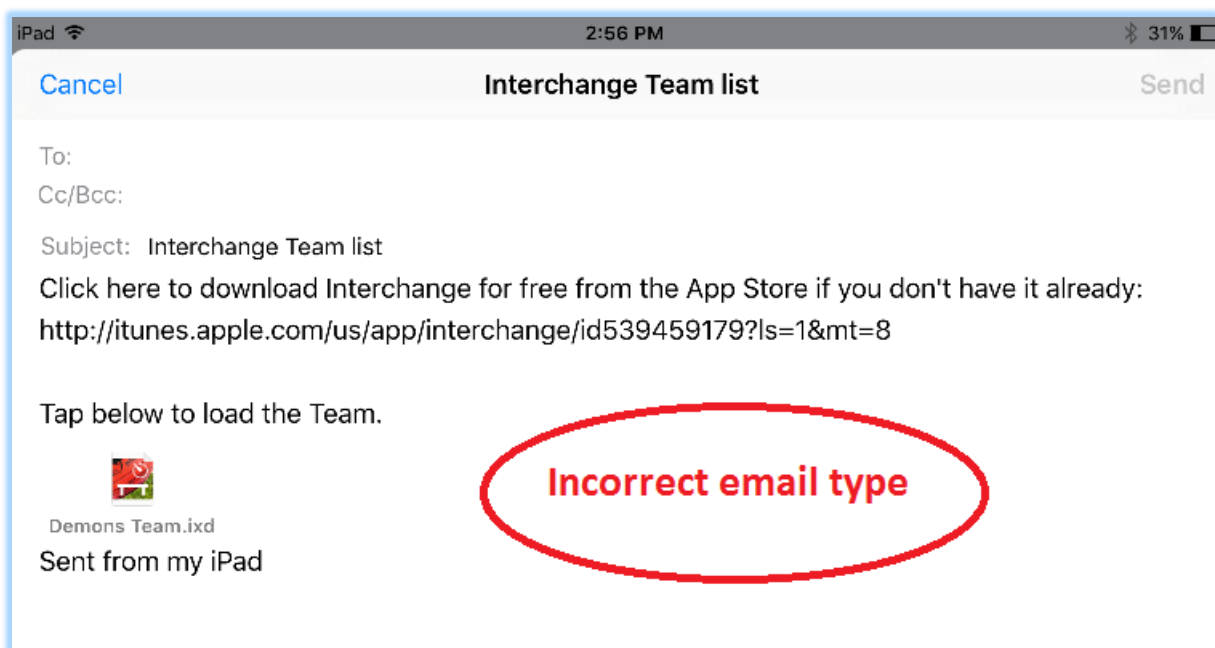
Enter the email address [mpower@wafc.com.au](mailto:mpower@wafc.com.au)

PLEASE do not change the Subject line.

The email needs to be sent within an hour of the game finishing



Please ensure that you email as displayed above. If you see the below email information, you are emailing from the wrong screen.



## HELP

For further help with Interchange refer to the Help section – center / bottom of the settings screen

