

# Match Day Reports & Votes

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Match Day Reports allows a league/association to capture match day-related reports/forms from team managers, club and match officials. Leagues/Associations control what is accessible to whom in the database, and users login to complete these tasks via the [Online Match Results](#) portal.

This page covers the League/Association-level functions of setting up Match Day Reports.

## Add a Match Day Report

To Add Match Day Report please follow these simple steps:

League level.

1. Click the **Cog** on the right hand side and click '**Settings**'.
2. Under *Configuration*, click '**Match Day Reports**' on the bottom right.
3. Click '**Add**'.
4. Fill out the report details, including name and display options. Click '**Update**' to Add your form.

## Edit a Match Day Report

To Edit an existing form, please follow these simple steps:

1. Click the '**Cog**' on the right hand side and click '**Settings**'.
2. Under *Configuration*, click **Match Day Reports** on the bottom right.
3. Click the '**Edit**' icon to the right of the Report you wish to Edit.
4. Edit the details on the Reports.

## Adding Questions to a form

To add *Questions* to a Report, please follow these simple steps:

1. After clicking Cog>Settings>Match Day Reports, click '**Questions**' next to the chosen report.
2. To add a Heading click '**Add Header Block**'. To add text block click '**Add Text Block**'. To add a new question, click '**Add New Question**'.
3. To edit an existing question, click edit and follow the prompts to change the information.

If you would like to change the order that the questions, text/header blocks appear you can drag and drop them into your preferred sequence.

## View report data for a specific match

To fill out questions without the app follow these simple steps:

1. Hover over *Competitions* and click **Match Results**.
2. Enter in the correct filters to find the specific game and click '**Post Game**'.
3. Once in *Post Game*, click '**Match Day Reports**'.
4. Each report for this competition will be listed, click '**Answers**' to see the data submitted by each user.

## Report on Form Data

1. Click the '**Reports**' along the top menu.
2. Under the heading *Competitions*, navigate to '*Match Day Reports*' and click '**configure**'.
3. Select which report you wish to run from the drop down box available.
4. Add in necessary fields and click '**Run Report**'.
5. The report will open in a new window.

## Add Notifications to a Match Day Report

1. Click the '**Cog**' on the right hand side and click '**Settings**'.
2. Under *Configuration*, click '**Match Day Reports**' on the bottom right.
3. Click '**Notifications**' in the right hand column.
4. Click '**Add New Notification**'.
5. Fill out necessary information.
6. Click '**Edit**' if you wish to edit an existing notification.
7. Edit all necessary information.

## Setting up Awards/Votes

To set up awards, please follow these simple steps:

1. Hover over *Competitions* and click '**Awards**'.
2. Click the '**Edit**' icon next to the award you wish to edit.
3. Ensure the correct competition is chosen within the setup of the award.
4. Choose which official has the ability to give Award votes. Once done click '**Update**'.

## View accumulate votes

1. Click '**View All Votes**' to observe those players who have been given votes in specific games.

Clicking on '**Basic Grid**' will give you a different view of the same data, which you can copy/paste into another program (for example MS Excel).

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