How do I mark a player as 'Did Not Play' in a match?

Through the Passport Match Results portal, administrators have the ability to mark selected players as 'Did Not Play'. This is helpful for managing scenarios in which a player was selected, but was unable to play in the match itself, and ensures that these players do not have a match tallied against their record.

Using the 'Did Not Play' option allows for greater accuracy in games played statistics, milestone tracking and finals eligibility rules.

To mark a player as 'Did Not Play':

1. Login to your Passport account and select **RESULTS ENTRY AND LIVE SCORING**

2. Find the match you wish to access and select **POST GAME**

3. Select the applicable team's **PLAYER STATS** tab

4. Check the box in the **DID NOT PLAY** column next to the applicable player

This will lock off the statistics entry for that player until the **Did Not Play** checkbox is un-ticked

5. Once you have completed the statistics entry for the rest of the team, click **UPDATE PLAYER SCORES**

Jaguars

Update Player Scores

Name	Member ID	Player Number	Player Points/Roles	Did Not Play	ⓘ	Kicks	Handballs	Marks	Tackles	Goals	Behinds	Hit Outs
Collins, Karina				☐		16	8	6	0	4	6	8
Hardy, Jennifer				☐		25	5	7	8	1	8	0
Hays, Maia				☑		0	0	0	0	0	0	0
Hess, Wyoming				☐		8	9	3	5	4	0	7
Holland, Alexandra				☐		8	6	4	0	6	5	4
						Kicks	Handballs	Marks	Tackles	Goals	Behinds	Hit Outs
						57	28	20	13	15	19	19