

Using Match Confirmation to verify your match results

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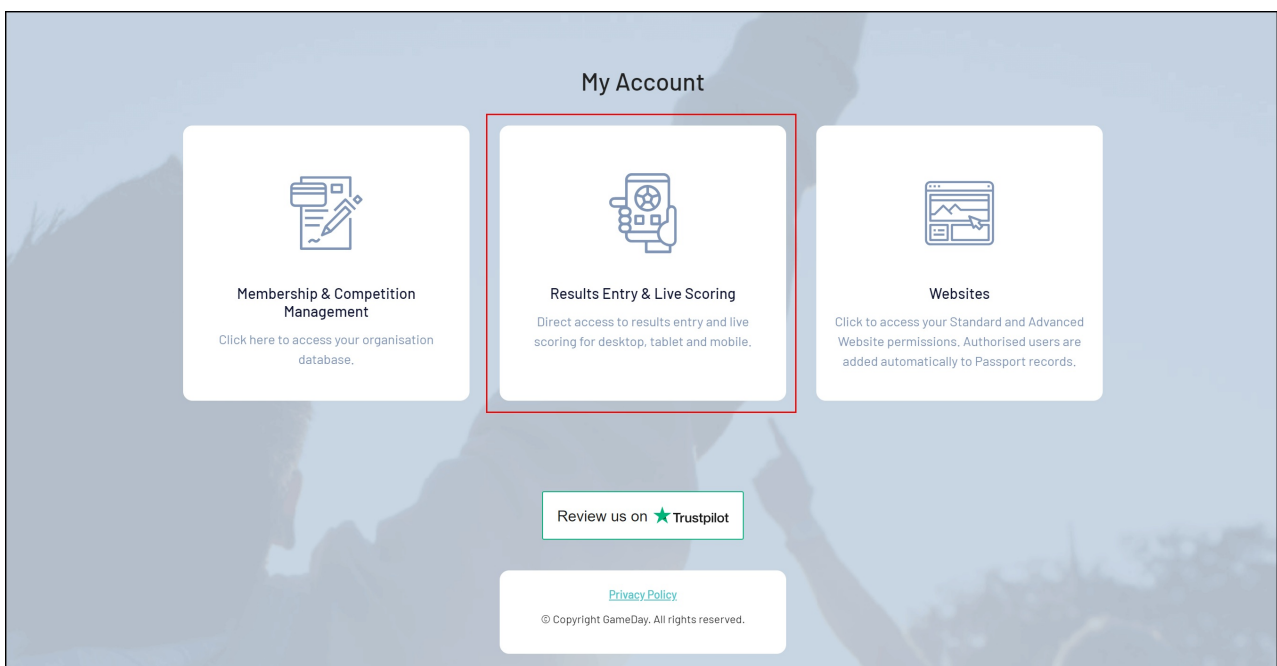
As an Association administrator or Match Official, you may be required to manually confirm a match through the match results portal. This process may involve:

- Verifying that match results and relevant statistics have been entered
- Verifying that any relevant Match Day reports have been completed

[Match Day Reports](#) are custom reports that can be set up by Association-level administrators, and if you are using the Match Confirmation functionality, you can choose to make Match Day Reports compulsory if necessary to ensure that they are captured in the requirements for a match to be confirmed.

To confirm a match:

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



2. Select your organisation

3. Find the relevant match, then click **POST GAME**

Match Results Entry ?

Show matches between: To:

Match List Update Lock Status

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue	Lock Match	Lock PreGame	Pre Game	At Game	Post Game
	Eagles Seniors	Bears Seniors		2024 League Competition	09/06/2024 12:00	Field 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Pre Game"/>	<input type="button" value="At Game"/>	<input type="button" value="Post Game"/>
	Phoenix Seniors	Demons Seniors		2024 League Competition	09/06/2024 12:00	Field 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Pre Game"/>	<input type="button" value="At Game"/>	<input type="button" value="Post Game"/>
	Saints Seniors	Hawks Seniors		2024 League Competition	09/06/2024 12:00	Field 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Pre Game"/>	<input type="button" value="At Game"/>	<input type="button" value="Post Game"/>
	Dragons Seniors	United Seniors		2024 League Competition	09/06/2024 12:00	Field 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Pre Game"/>	<input type="button" value="At Game"/>	<input type="button" value="Post Game"/>

Showing 4 matches ?

4. Click the **MATCH CONFIRMATION** tab

Final Match Scores | Eagles Seniors Player Stats | Bears Seniors Player Stats | Concussion Records | Awards | Match Day Reports ! | **Match Confirmation**

Eagles Seniors

Yellow Cards

Red Cards

Fouls

Saves

Shots on Goal

Half Time Score

Full Time Score

Results

Bears Seniors

Yellow Cards

Red Cards

Fouls

Saves

Shots on Goal

Half Time Score

Full Time Score

Results

?

5. Verify that all compulsory tasks are completed. Compulsory tasks typically include entering match results and completing any relevant Match Day Reports. If there are any compulsory tasks that remain incomplete, you will see an error message directing you to complete these tasks before the match can be confirmed.

Final Match Scores Eagles Seniors Player Stats Bears Seniors Player Stats Concussion Records Awards Match Day Reports ! Match Confirmation

! These tabs have items that need to be completed before the match can be confirmed.

Tasks

Listed below are tasks that may need to be completed before this match can be confirmed.

Compulsory Tasks	Completed?
Match Day Report: Incident Report	<input type="radio"/>
Match Day Report: Misconduct Report	<input type="radio"/>
Match Day Report: Pitch Inspection Report	<input type="radio"/>
Other Tasks	Completed?
Results Entry	<input type="radio"/>

Confirm Now

In this example, there are three Match Day Reports that have been marked as compulsory by the association, and therefore must be completed before the match can be confirmed

6. Head back to the Match Confirmation tab and click **CONFIRM NOW** once all compulsory tasks are completed

Final Match Scores Eagles Seniors Player Stats Bears Seniors Player Stats Concussion Records Awards Match Day Reports Match Confirmation

Tasks

Listed below are tasks that may need to be completed before this match can be confirmed.

Compulsory Tasks	Completed?
Match Day Report: Incident Report	<input checked="" type="checkbox"/>
Match Day Report: Misconduct Report	<input checked="" type="checkbox"/>
Match Day Report: Pitch Inspection Report	<input checked="" type="checkbox"/>
Other Tasks	Completed?
Results Entry	<input checked="" type="checkbox"/>

Confirm Now