



## Interchange User Guide



Maree Power

West Australian Football Commission

5<sup>th</sup> April 2016

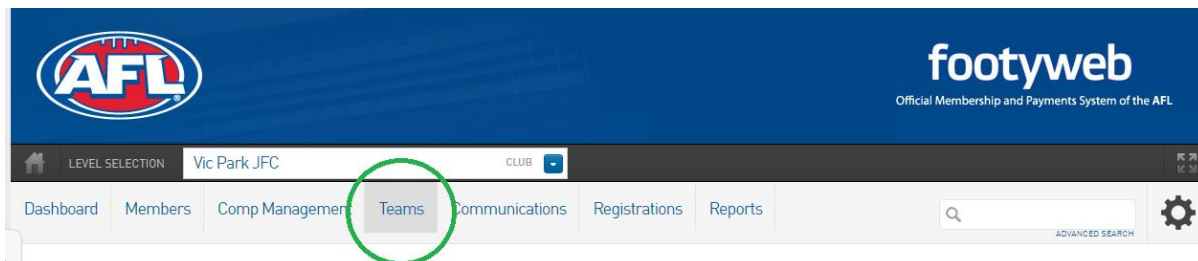
Updated 30<sup>th</sup> January 2017

18<sup>th</sup> December 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

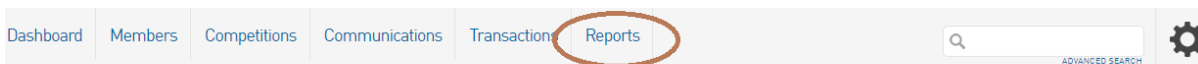
Click on the TEAMS tab on your dashboard to go to the team selection screen.



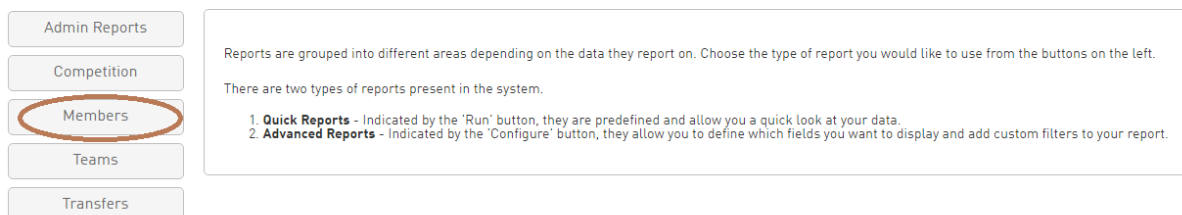
Select the team that you are processing.

Then go to the Reports (Click on Reports Tab)

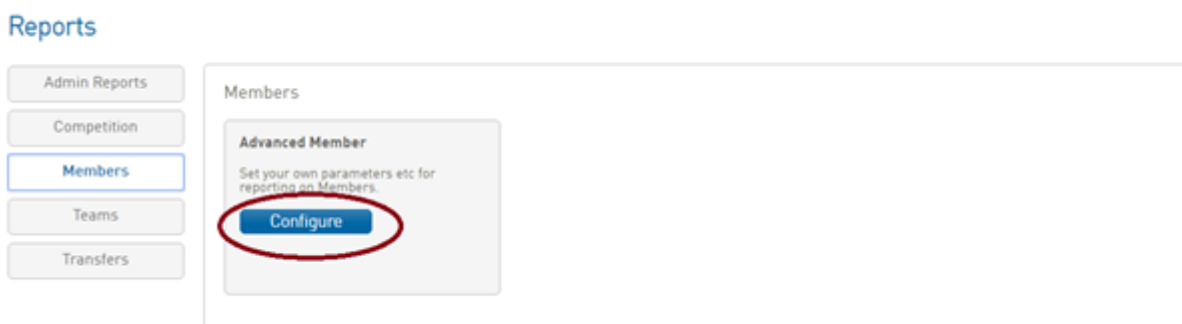
Select Members (Click on the Members tab)



### 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

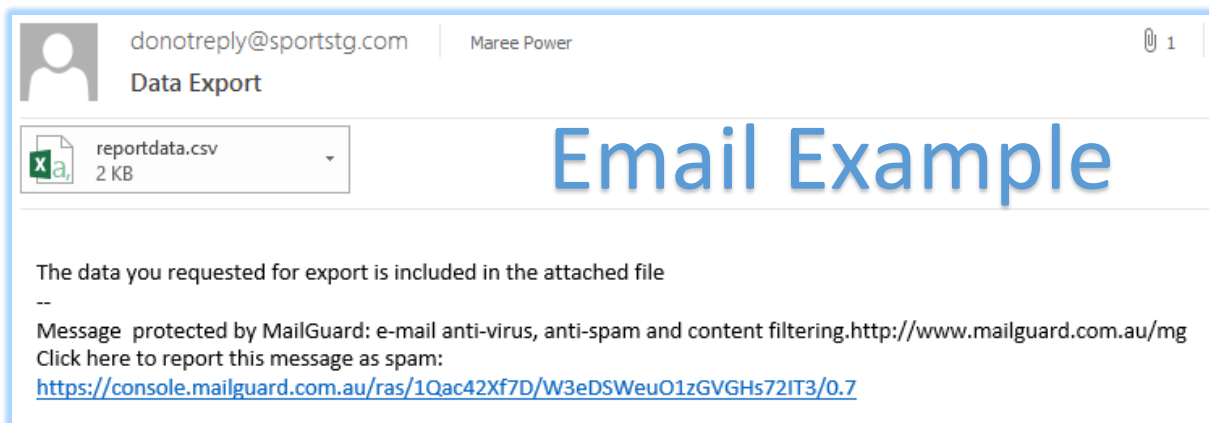


The other fields are under the Personal Details Tab

➤ Active Record, First Name, Family Name, FootyWeb Number Date of Birth

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

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	
100	Coach	Adam	Simpson	123466	1/01/1970	
101	Assistant Coach	John	Worsfold	233449	2/02/1970	
103	Team Manager	Mary	Smith			
104	Runner	John	Bott			
106	Boundary Umpire	Sean	Miller			
108	Goal Umpire	John	Richards			
109	First Aid	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.

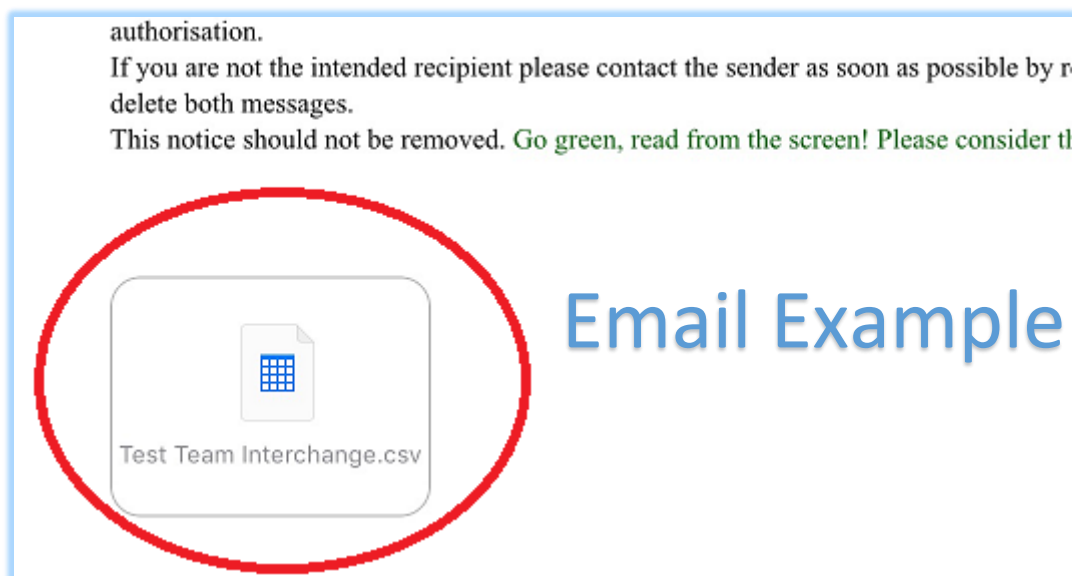
Jumper #	Position	Jumper #	Position	Jumper #	Position
100	Coach	104	Runner	108	Goal Umpire
101	Assistant Coach	105	Runner	109	First Aid
102	Assistant Coach	106	Boundary Umpire	110	Water Carrier
103	Team Manager	107	Boundary Umpire	111	Water Carrier

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

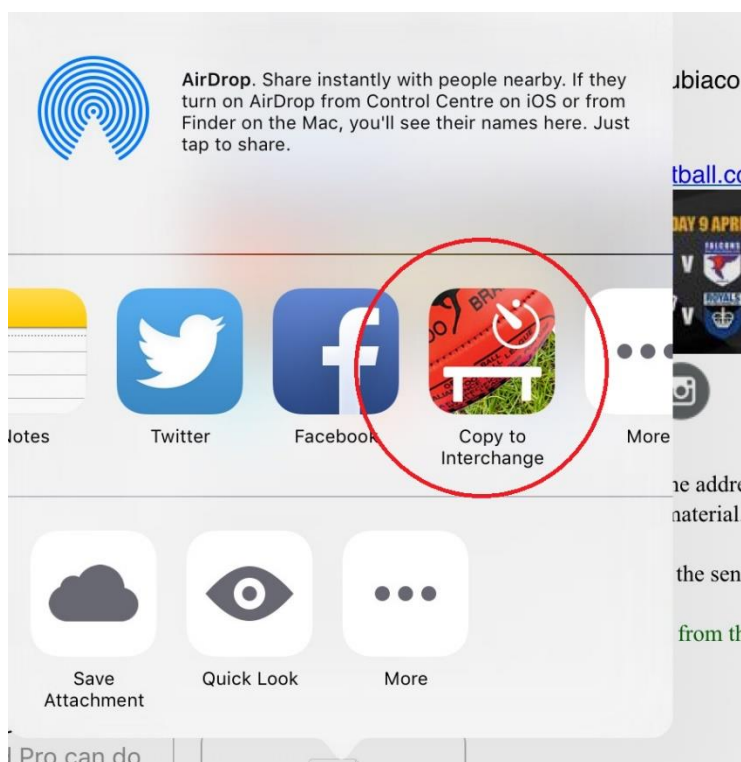
## IMPORT .CSV FILE INTO INTERCHANGE

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%
<a href="#">Teams</a>		My First Team			 
1	Scott	Scott	Wynd	25-Jan-1970	Active
2	Diesel	Greg	Williams	30-Sep-1963	Active
3	Juddy	Chris	Judd	08-Sep-1983	Active
4	Jobe	Jobe	Watson	08-Feb-1985	Active
5	Bucks	Nathan	Buckley	26-Jul-1972	Active
6	Gerard	Gerard	Healy	01-Mar-1961	Active
7	Nat	Nathan	Fyfe	18-Sep-1991	Active
8	Gazza	Gary	Abblett Jr	14-May-1984	Active
9	Cuz	Ben	Cousins	30-Jun-1978	Active
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	Active
19	Paul	Paul	Kelly	28-Jul-1969	Active
20	Simon	Simon	Black	03-Apr-1979	Active
22	Hirdy	James	Hird	04-Feb-1973	Active
24	Michael	Michael	Voss	07-Jul-1975	Active
26	Jimmy	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.

iPad		3:02 PM		37%	
<a href="#">Teams</a>		My First Team		 	
1	Scott	Scott	Wynd	25-Jan-1970	Active
2	Diesel	Greg	Williams	30-Sep-1963	Active
3	Juddy	Chris	Judd	08-Sep-1983	Active
4	Jobe	Jobe	Watson	08-Feb-1985	Active
5	Bucks	Nathan	Buckley	26-Jul-1972	Active
6	Gerard	Gerard	Healy	01-Mar-1961	Active
7	Nat	Nathan	Fyfe	18-Sep-1991	Active
8	Gazza	Gary	Abblett Jr	14-May-1984	Active
9	Cuz	Ben	Cousins	30-Jun-1978	Active
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	Active
19	Paul	Paul	Kelly	28-Jul-1969	Active
20	Simon	Simon	Black	03-Apr-1979	Active
22	Hirdy	James	Hird	04-Feb-1973	Active
24	Michael	Michael	Voss	07-Jul-1975	Active
26	Jimmy	Jim	Stynes	23-Apr-1966	Active

 Game Time
  Games
  Teams
  Settings

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

**My First Team**

Display Name  \*

Number  \*

First Name

Last Name

**Playing** ☒

Date of Birth

Display Name  \*

Number  \*

First Name

Last Name

**Playing** ☐

Date of Birth

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

iPad 9:30 AM 52%


**Teams** **My First Team**

33	<b>Jimmy</b>	James	Bartel	04-Dec-1983	Active
36	<b>Dane</b>	Dane	Swan	25-Feb-1984	Active
100	<b>Coach</b>	Malcolm	Blight		Active
101	<b>Assistant Coach</b>	Rodney	Eade		Active
102	<b>Assistant Coach</b>	Chris	Connoly		Active
103	<b>Runner</b>	Nathan	Buckley		Active
104	<b>Runner</b>	Chris	Scott		Active
105	<b>Boundary Umpire</b>	Fred	Nerk		Active
106	<b>Boundary Umpire</b>	Sally	Smith		Active

Game Time Games Teams Settings



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.

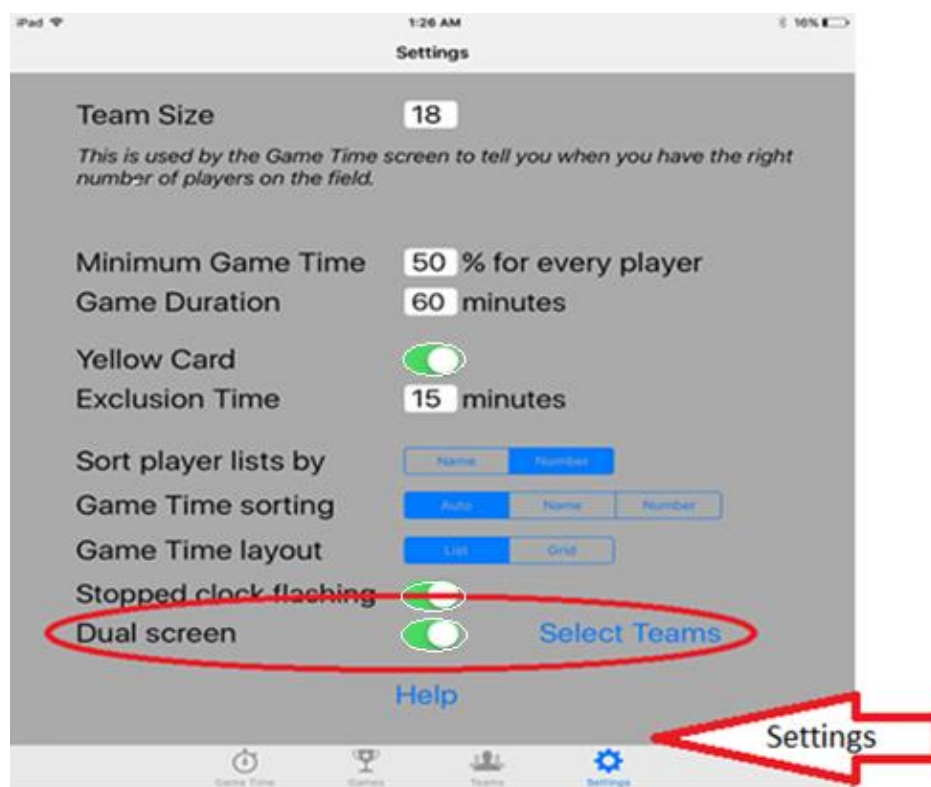


	< Teams		My First Team		
10	Woey	Shane	Woewodin	12-Jul-1976	Active
11	Pridda	Matt	Priddis	21-Mar-1985	Active
12	Aker	Jason	Akermanis	24-Feb-1977	Active
13	Wanga	Gavin	Wanganeen	18-Jun-1973	Active
16	Robert	Robert	Harvey	21-Aug-1971	Active
17	Adam	Adam	Cooney	30-Sep-1985	Inactive
19	Paul	Paul	Kelly	28-Jul-1969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

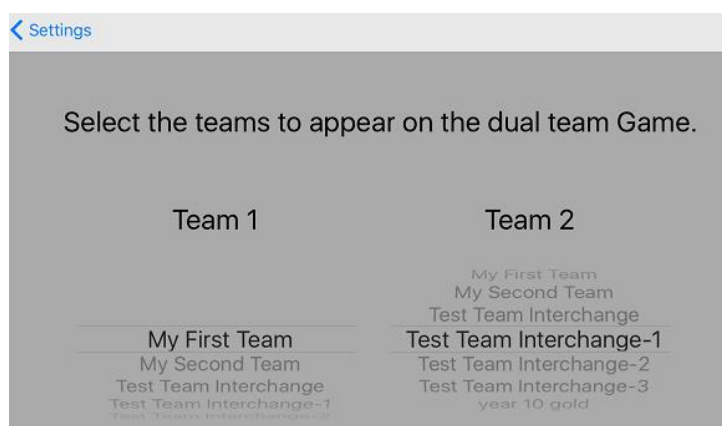
## SELECT TEAMS

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

iPad		1:31 AM		15%	
< 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

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

My Second Team

Display Name: Bomber

Number: 35

First Name: John

Last Name: Thompson

Player ID: 1233456

Playing: ☒

Date of Birth: 1 October 1971

Enter notes here...

Team Official: ☐

My Second Team

Display Name: Coach

Number: 100

First Name: Adam

Last Name: Simpson

Player ID: 28373747

Playing: ☐

Date of Birth: 1 July 1970

Enter notes here...

Team Official: ☒

## 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

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	Pridda		0%	00:00
1	Scott		0%	00:00
13	Wanga		0%	00:00


00:00


19

Start

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
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Settings

## INJURIES AND RED/YELLOW CARDS



To select a player with an injury, yellow card or red card just drag 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	

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. The timer will show how long the player has before they can be replaced on the field.


20	Simon	1	100%	03:24	
10	Woey	1	100%	03:24	
5	Bucks		0%	00:00	
7	Nat		0%	00:00	
29	Tony		0%	00:00	
32	Roo	1	1%	00:03	
13	Wanga	1	2%	00:05	
19	Paul	1	2%	00:06	
	11 Pridda	12:06	1	14%	00:30
	24 Michael	14:46	1	93%	03:10


03:24


17

Stop


Game Time

Games

Teams

Settings


The timer will stop when the end of quarter is selected. When the next quarter is started the timer will continue to count down


20	Simon	1	100%	18:08	
10	Woey	1	100%	18:08	
5	Bucks		0%	00:00	
7	Nat		0%	00:00	
29	Tony		0%	00:00	
32	Roo	1	0%	00:03	
13	Wanga	1	0%	00:05	
19	Paul	1	0%	00:06	
11	Pridda	1	2%	00:30	
	24 Michael	00:02	1	17%	03:10


18:08


17

Stop




Game Time

Games

Teams

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
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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	Stop
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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	Start	End Game
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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

Start

End Game

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 2018

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





iPad 11:33 AM 82%

[Back](#) **Players** 

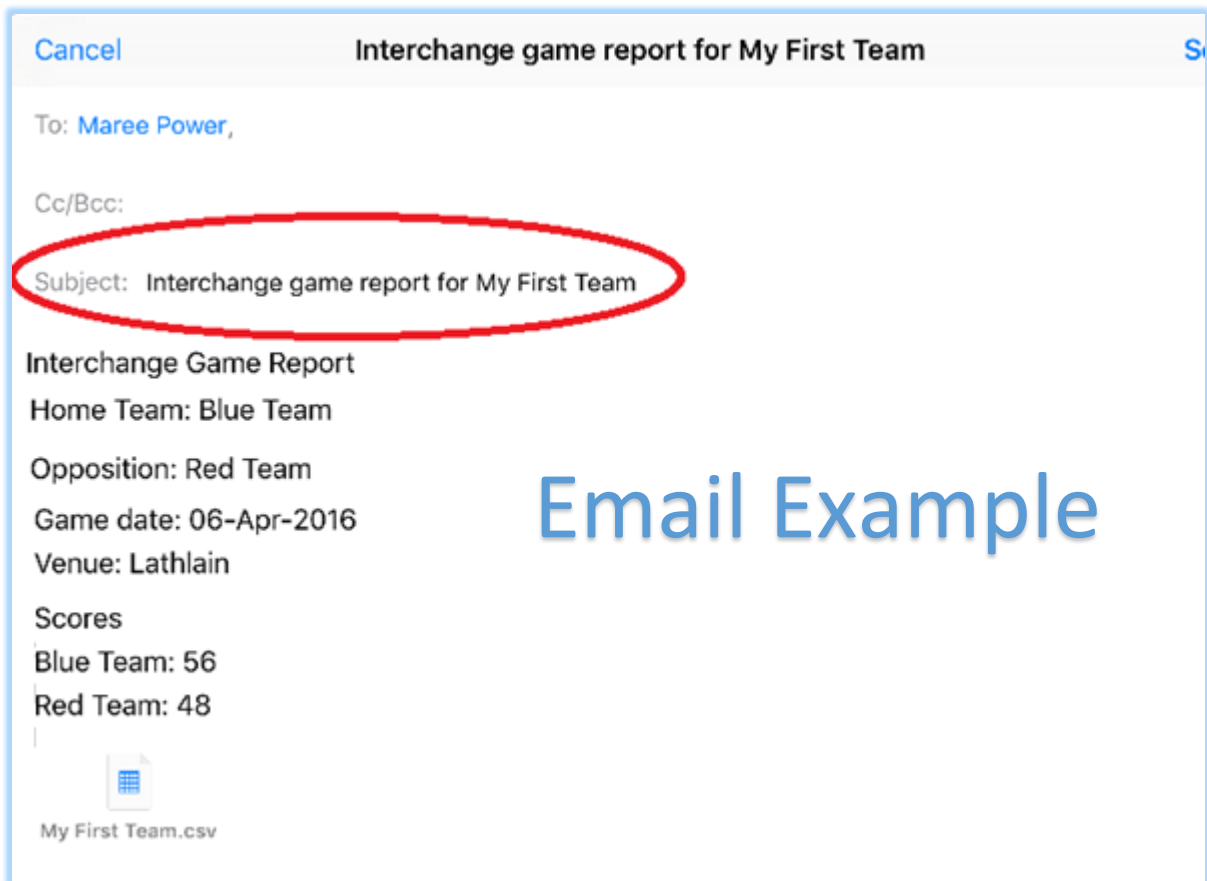
1	Scott	Scott	Wynd	1	97%	03:21
2	Diesel	Greg	Williams	1	98%	03:22
3	Juddy	Chris	Judd	1	98%	03:23
 4	Jobe	Jobe	Watson	1	77%	02:40
 5	Bucks	Nathan	Buckley	1	83%	02:53
6	Gerard	Gerard	Healy	1	98%	03:22
 10	Woey	Shane	Woewodin		0%	00:00
11	Pridda	Matt	Priddis	1	98%	03:22
12	Aker	Jason	Akermanis	1	96%	03:18
13	Wanga	Gavin	Wanganeen	1	95%	03:17
 16	Robert	Robert	Harvey		0%	00:00
 17	Adam	Adam	Cooney		0%	00:00
19	Paul	Paul	Kelly	1	97%	03:20
 24	Michael	Michael	Voss	1	8%	00:17
 26	Jimmy	Jim	Stynes		0%	00:00
28	Paul	Paul	Couch	1	97%	03:20

Game Time Games Teams Settings

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

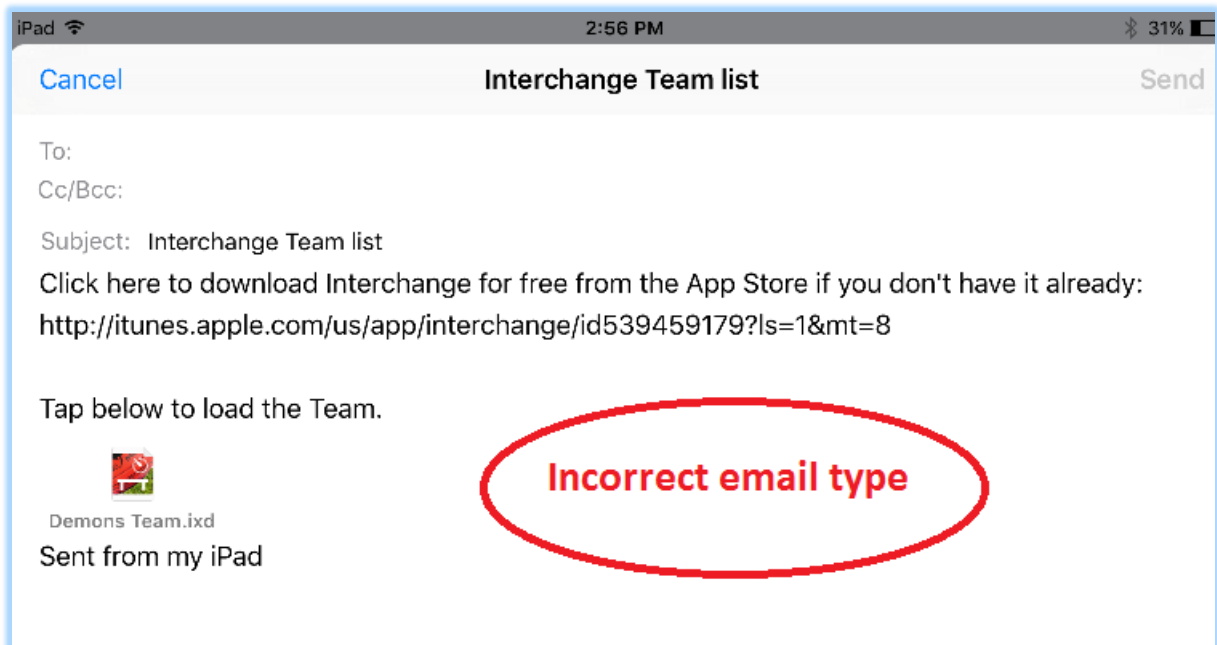
PLEASE do not change the Subject line.

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



## Email Example

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

## Settings

Team Size

18

*This is used by the Game Time screen to tell you when you have the right number of players on the field.*

Minimum Game Time

50

% for every player

Game Duration

60

minutes

Yellow Card



Exclusion Time

15

minutes

Sort player lists by

Name

Number

Game Time sorting

Auto

Name

Number

Game Time layout

List

Grid

Stopped clock flashing



Dual screen

[Select Teams](#)[Help](#)

Game Time



Games



Teams



Settings