

Teams are responsible for bringing their half of the referee fees, passcards, DA Game Report, and coach risk management cards to every game.

To print off your DA Game Report, follow the instructions below:

1. Log into your Team Account (www.gotsoccer.com)
2. On the front page under “Event Applications”, click on “MSYSA Director’s Academy – 2013/2014”
3. Click on the “Schedule” tab
4. Click on the Game Number corresponding to the game in which you need a DA Game Report
5. Open and print off the DA Game Report (it will be in PDF format)
6. Bring the State Cup Game Report to your DA game and give it to the referees

Both teams should present the referees of their games with the DA Game Report that they print out. Referees should check-in BOTH teams on **both** DA Game Reports.

The winning team (or home team in case of a tie) is responsible for **mailing** in one (1) DA Game Report within 24 hours of the game. The second game report should be retained by the center referee for his/her records. The MSYSA mailing address is 9401 General Dr. Suite 120, Plymouth, MI 48170.

In addition to mailing in one copy of a completed DA game report, the winning team (or home team in case of a tie) is responsible for calling in the game scores within 24 hours of the game.

To call in your DA game scores, follow the instructions below:

1. Have the DA Game Report for the game in question at your disposal
2. Call the Phone-In number at the top of the game report (904-758-0875)
3. Press 1 to update game records
4. Enter the Event ID number and then press the # button. Event ID numbers are located at the top of the game report.
5. Enter the Event PIN number and then press the # button. Event PIN numbers are located at the top of the game report.
6. Enter the Game Number and then press the # button. Game numbers are located under the date on the game report.
7. Press 1 to enter the game scores
8. Enter the HOME team score and then press the # button
9. Enter the AWAY team score and then press the # button
10. Press 1 to save the game scores

**You may be prompted to report yellow and/or red cards through the phone in system – please do NOT do this.*