

NATIONAL 1 MIDWEST DISTRICT 5



NATIONAL 1 - MATCH DAY PROCEDURES

With the N1 App now live, we're encouraging everyone to start using the match day features, including setting your 18-player roster, creating lineups, utilizing digital IDs, and recording scores.

You are encouraged to use the app, but it is not required, the app will be mandatory for the Spring 2027 season. For Fall 2026 you will still print your game reports as usual and upload them after the match.

1. Check and create your game day roster in the N1 App.

Instructions can be found [here](#)

2. Create your game day lineup in the N1 App.

Instructions can be found [here](#)

3. Printing N1 Game Report

Prior to each N1 game, BOTH teams need to log in to GotSport and print out the GotSport N1 Game Report. Instructions for doing so are below. Instructions can be [found here](#).

Make sure to use the event titled "N1 I Midwest District 5 (Michigan State Youth Soccer Association) I 2026-27" (and not the N1 Registration/Passcards & Rosters event)

4. Team Check-In

Team check-in will be done via the digital ID cards in the N1 App. To give the referee access to your match and your access to your match and your players' and staff member's US Club Soccer ID cards, you must check the referee into the match with the referee check-in QR code. This will assign the referee to the match and give them the ability to access player and staff passcards and add match events (red cards) to the game. Please note that only players and staff who are on the game-day roster that you have created will have their passes appear for the match.

Instructions: [Referee check-in QR code](#)

5. In-Game Goal & Event Reporting

The **HOME** team is responsible for providing a game reporter who will log the following game

actions during the match. Instructions can be [found here](#).

- Goals
- Assists
- Cards (yellow and red)

The in-game log will not only record the match actions for the post-game report, but will also update all of the team followers on the details of the match through app notifications and populate the club, team, and player media pages following the match.

To report in-game events:

- a. Ensure that someone is assigned or has access to be an Event Reporter (coaches and managers automatically have these permissions). Instructions can be [found here](#).
- b. Start the first half when the game starts.
- c. Report goals.
- d. Report cards.
- e. End the first half.
- f. Start the second half.
- g. End the second half.

Only a designated reporter can add game actions. Team admins have automatic access to this feature, but can also designate anyone associated with the team to do this as well. Instructions on how to assign an event reporter can be [found here](#).

6. Post-Game Reporting

Following the match, the center referee will present the coach or manager with the game report (these are the notes that the referee keeps during the match). This will contain all relevant match details, and both teams should take a photo of the game report.

The **HOME** team admin (coach or manager) is responsible for reporting the score following the match, and ensuring that all game details are recorded correctly. Instructions can be [found here](#).

7. Uploading Game Reports

Go to <https://system.gotsport.com/scoring> and follow the prompts. Event Code and Event Pin can be found at the top of the game report. After the score is saved (see above), click on "Upload Game Sheet" beneath the away team and follow the prompts. Please upload PDF or JPG files only. Photos of game reports should be large enough and clear enough to be legible.

Or, use the camera on your phone to scan the QR code on the game report. Go down to the bottom of the page to first save the score and next upload the game report from your phone's photo library. Please upload PDF or JPG files only. Photos of game reports should be large enough and clear enough to be legible. *

*****Please be advised that significant consequences exist for altering the content of a game report after it has been signed by the referees and teams at the field of play and then uploading it to GotSport******

CONTACTS

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The N1 Referee Assignor will assist team officials and referees with standard match-related issues outside of MSYSA/N1 office hours, including match cancellations, field changes, reschedules, and other general match concerns.

Please contact the N1 Referee Assignor via email fvillarruel@usyouthsoccer.org and copy chilliard@michiganyouthsoccer.org on all correspondence.