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Registration FAQ's - For Participants

Last Modified on 29/07/2021 9:33 am AEST

Accessing the Registration Form

Where do I find the Registration Form?

To access a Passport Registration From you will need to obtain a Registration Form URL from your Club/League. An example of a Registration Form URL is:

https://membership.mygameday.app//regoform.cgi?formID=XXXXX

Clubs often house their Registration Form on their GameDay Website. If you are unable to find your Registration Form please contact your Club/League directly.

How do I access a Registration Form?

Depending on your sport and playing history, you may require a Username & Password OR Email Address to access a Registration Form.

If you are unable to access a form, please select “I would like to request my username and password”

If you are unable to request your Username and Password, this is likely a result of your current email address not matching your email address in your Club/League’s Membership Database.

Should this occur, please contact your Club/League directly to have them update your details, which will allow you to complete your Registration.

Note – GameDay is not authorised to distribute or change Email or Username & Password information. This is the responsibility of your League/Club.

The system is telling me I need a clearance/transfer, what should I do?

Please contact your Club/League directly if the system indicates a Clearance/Transfer is required. Your Club/League will be able to guide you through this process.

Filling out a Registration Form

I am unable to see a Product on a Registration Form?

If you are unable to see a Product on a Registration Form, this may be due to your Club/League not offering Online Payments.

A further cause could be that a filter applied to a Product is preventing visibility of a Product e.g. Age, Member Type.

Please contact your Club/League directly if you are unable to see a Product on your Registration Form.

Why is my Product already pre-selected for me?

If your Product is pre-selected for you, this indicates your Club/League has marked the Product as Mandatory.

Please note that your Club/League may also be using Compulsory Payments, meaning you will have to purchase your product in order to complete your Registration.

The Registration Form is not allowing me to move to the next stage

This is likely due to a Compulsory question that has not been answered and/or a product not being selected. Please ensure you have answered all questions marked with an asterix.

How do I pay using a Voucher?

There is a capability to pay using either the NSW or South Australian Vouchers. More information is available in the following articles:

NSW Vouchers - Registration Process
SA Vouchers - registration Form Process

Payment Screen

What Online Payment options are available to me?

If your Club/League has signed up to receive Online Payments, you will be able to pay your Registration Fees using your Credit or Debit Card (Visa/MasterCard).

Depending on your sport, you may be also able to pay using PoliPay.

Please contact your Club/League directly if you do not have the option to pay your registration fees online.

I have selected the Pay Now button, what should I do next?

It is important that once you have selected the Pay Now option, you allow the payment to be processed. Please allow time for the system to confirm your payment.

Note – Please do not Refresh, or select the Back button during the payment process. Doing so may cause the system to process an additional or duplicate payment. If you have had an additional or duplicate payment taken from your card, please contact your Club/League.

If you are using a mobile/tablet to make payment, please keep the payment screen tab open to enable the payment to be processed. Once the payment has been successfully completed, please close the tab.

Post Registration

My payment has been processed, what happens next?

Depending on your sport and clubs circumstances, your registration may require approval by your club/league administrator before your registration is accepted.

You should have received a confirmation email from your Club/League containing instructions. Please contact your Club/League if you have not received this email.

You may have also received Username/Password/Email Sign In instructions from GameDay. Please retain this for next season, when you will use these details to register again.

My personal circumstances have changed and I am no longer able to play this season, what should I do?

If you are no longer able to fulfill your playing commitments, please contact your League/Club who will be able to clarify your Registration and Payment status as well as handle any refunds that may be applicable.

Registration FAQ's - For Administrators

Last Modified on 28/10/2021 10:50 am AEDT

This article seeks to answer some of the common questions received by sports administrators.

Setting Up Registrations

What is the first thing I need to do at the start of a new Registration Season?

Please view our New Season Checklist article, to ensure you are ready to accept Online Registrations & Payments ahead of your new season.

I would like to accept Online Payments, how do I apply for this?

You will need to complete the bank details application from within your membership database. This can be found under the Registrations tab and selecting Payment Configuration.

Please contact GameDay Support if you require assistance in setting up your payment gateway.

What are the processing fees that GameDay take out?

GameDay have a processing fee for every transaction processed through the system. If more than one item is purchased within the one transaction the processing fee will be taken out based on the total amount of this transaction.

- For Polipay payments (direct debit), GameDay take out 2.7%
- For the credit card/paypal payment method, GameDay take out 3.9%

It is recommended that the club adjust the price of their products to include this processing fee.

Our Bank Account details have been changed, how do I update this?

To update your Bank Account details, go to the Registrations tab and selecting Payment Configuration and update the relevant details and be sure to provide an updated bank statement.

Can I use the same Registration Form as last season?

Yes, you are able to reuse forms season to season. Ensure you update any wording used in the form to reflect the new season.

Can I use the same Products as last season?

No. Products cannot be reused, and must be copied and/or created each year.

Information on Copying Products can be seen - https://support.mygameday.app/help/registrations-copying-products

I would like to open Registrations for my members, how do I do this?

Ensure your Payment Gateway, Products and Registration Forms are configured and Active.

To distribute your Registration Form to your members, you will need to View your Registration Form and copy your Form URL. An example of a Form URL is:

https://membership.mygameday.app/regoform.cgi?formID=XXXXX

You can also link your Registration Form to your GameDay Website, please see:

https://support.mygameday.app/help/websites-add-a-registration-form-to-your-website

Accepting Registrations

A member has contacted me saying they are required to complete a clearance/transfer, what do I do?

You will need to work with your member and your League/Association to guide them through this process.

An overview can be seen http://support.sportstg.com/help/membership-clearancepermit-process

What are compulsory payments?

Compulsory Payments are a feature that Club/League administrators can use to ensure they receive their registration fees up front.

Compulsory Payments ensure that members who register online will pay their fees at the time of registration.

Further information on Compulsory Payments can be seen - http://support.sportstg.com/help/how-to-set-compulsory-payments

Members are contacting me saying they are unable to see a product on a form, what do I do?

Please ensure your Products are active on your registration form and that your Product Filers are setup correctly.

Please contact GameDay Support if you require assistance.

How does a member use a voucher?

There is a capability to pay using either the NSW or South Australian Vouchers. More information is available in the following articles:

NSW Vouchers - Registration Process
SA Vouchers - registration Form Process

Post Registration

My members have begun to pay online, how do I report on the funds I have received?

We recommend using our detailed Financial Reports to obtain this data.

An instructional video can be found HERE

We recommend you save this report for easy access in the future.

My members are registering and paying online, but they are not being marked as financial?

Please ensure your product is marked to “Set Player Financial” on successful payment.

This can be done via the Actions tab when editing a Product.

A member has contacted me saying they have been double charged, what do I do?

We recommend firstly running a Financial Report to see if two lots of funds have been deposited to your clubs bank account. If so, you can arrange a refund with your member.

If you are unable to locate a second payment, please contact GameDay Support for assistance with duplicate payments.

I would like to close Registrations, how do I do this?

Depending on your sport, you will be able to specify your Start and End date when setting up your Registration Form.

If you do not have this option, you can Edit your form and uncheck the Active checkbox.

Set-up to receive Online Payments

Last Modified on 11/11/2021 10:23 am AEDT

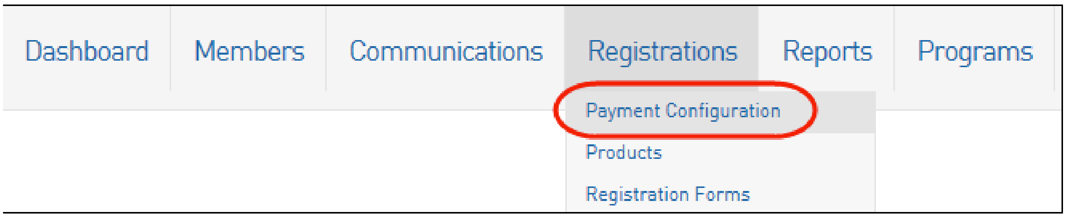
How to set-up to receive Online Payments

This step-by-step guide will help users through the process of setting up to receive online payments, which also forms part of the process to access the online membership system. When you successfully set-up your organisations Bank Account details, you will start to receive settlement funds processed via GameDay Passport:

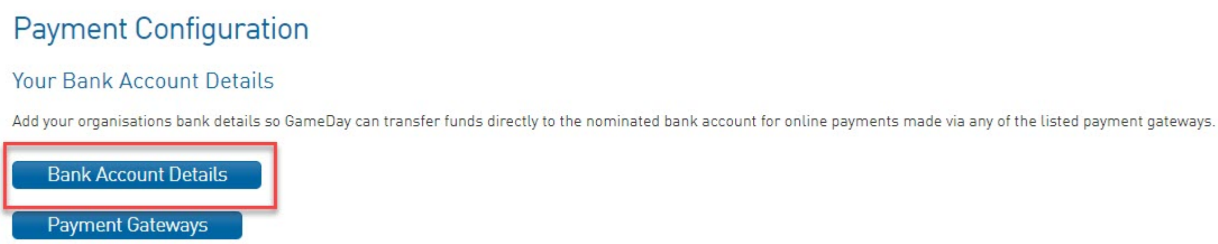
This is editable for any Organisation that wishes to transact utilising online payments.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Click "Registrations" in the top menu bar and then click **"Payment Configuration"**.



2. On the next page, select the **Bank Account Details** button.



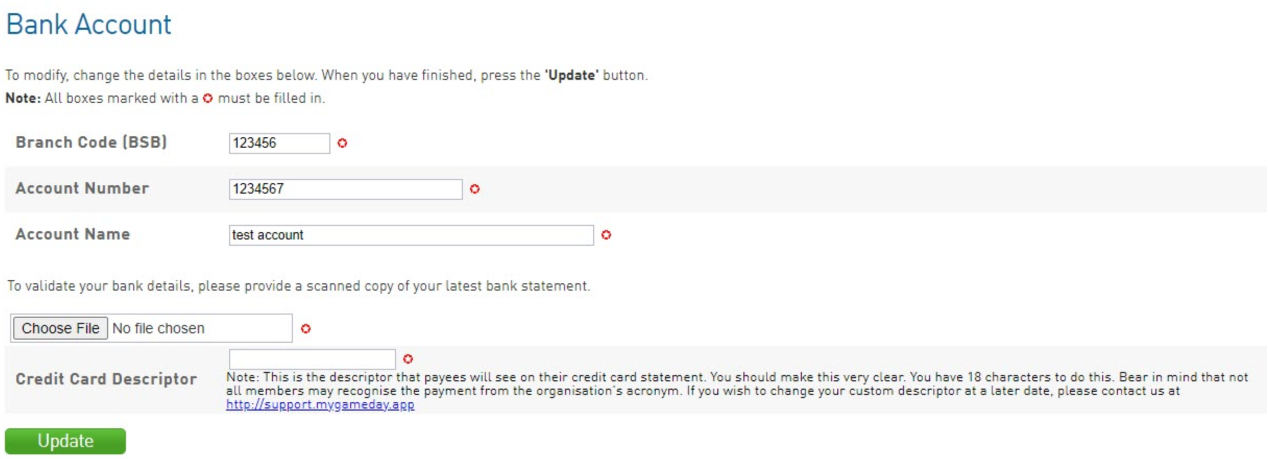
> NOTE: the information needing to be added here will be different depending on your country. Australian organisations will have basic details but international organisations (UK, NZ, ASIA etc) will need to add extra information as the bank details are different to that of Australia.
>
> If your organisation is an international organisation and don't see this extra information, please contact the support team who can enable this for you.

3. Input the relevant bank details.

AUD / NZD / GBP Currencies

Please input a Branch Code/Sort Code (no more than 6 digits), account name and account number as well as a copy of the bank statement showing these details.

Also please provide a **soft descriptor** unqiue to your organisation (no more than 18 characters). This is the descriptor that payees will see on their credit card statement to know what the payment was for. Most times this is an acroymn or a shortened name of your organisation.


Bank Account

To modify, change the details in the boxes below. When you have finished, press the **'Update'** button.
Note: All boxes marked with a ○ must be filled in.

Branch Code (BSB)	123456
Account Number	1234567
Account Name	test account

To validate your bank details, please provide a scanned copy of your latest bank statement.

Choose File No file chosen

Credit Card Descriptor Note: This is the descriptor that payees will see on their credit card statement. You should make this very clear. You have 18 characters to do this. Bear in mind that not all members may recognise the payment from the organisation's acronym. If you wish to change your custom descriptor at a later date, please contact us at http://support.mygameday.app

Update

All Other Currencies

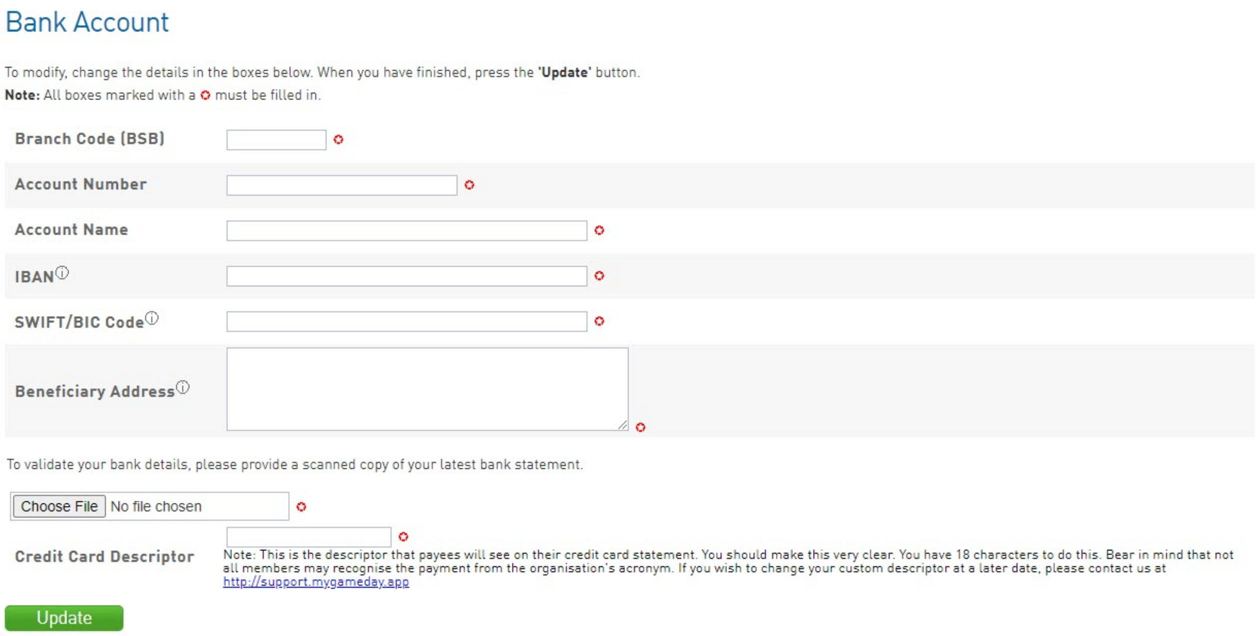
Please input a Sort Code, account name and account number as well as a copy of the bank statement showing these details.

You will also be asked to input:

- **IBAN number:** It is your international account number, if you are unsure of this number please contact your bank. The IBAN number consists of a two-letter country code, followed by two check digits, and up to thirty-five alphanumeric characters.

- **SWIFT/BIC Code:** A BIC (Bank Identifier Code) is the SWIFT Address assigned to a bank in order to send automated payments quickly and accurately to the banks concerned. It uniquely identifies the name and country, (and sometimes the branch) of the bank involved. Please contact your bank if you are unsure of this code- it is an 8-11 character code that identifies your country, city, bank, and branch.

- **Beneficiary Address:** This is your bank address. Your beneficiary bank is your final destination bank and where your funds are received. Please contact your bank if you are unsure of this address.



Bank Account

To modify, change the details in the boxes below. When you have finished, press the **'Update'** button.
Note: All boxes marked with a ⭘ must be filled in.

Branch Code (BSB)	
Account Number	
Account Name	
IBAN	
SWIFT/BIC Code	
Beneficiary Address	

To validate your bank details, please provide a scanned copy of your latest bank statement.

Choose File No file chosen

Credit Card Descriptor Note: This is the descriptor that payees will see on their credit card statement. You should make this very clear. You have 18 characters to do this. Bear in mind that not all members may recognise the payment from the organisation's acronym. If you wish to change your custom descriptor at a later date, please contact us at http://support.mygameday.app

Update

4. Once all information has been input click **UPDATE**.

Once you have set up your forms and products you can start taking online payments.

New Registration Season

Last Modified on 18/08/2021 10:51 am AEST

Automatically assign a season for new member registrations

An Association can configure their database to automatically add a season record for each new member registration. This applies to both methods of registering a member - (1) self-registration by the member through the online registration form and (2) by the administrator through the database. It is strongly recommended that you set this 'New Registration Season' to assist in your member registration process.

> **Please note:** This is available at **Association** level **only. If you are unable to change the season you will need to contact your national body who will be in charge of this season and can change it if not correct.**

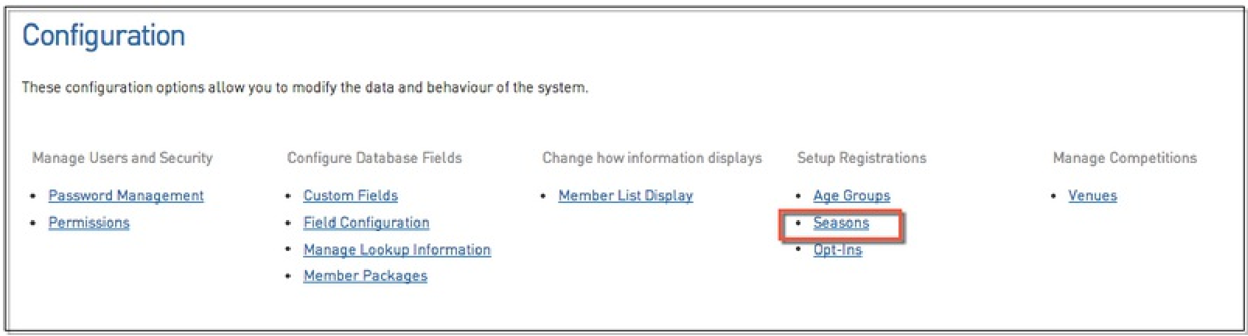
To automatically assign a season for all new member registrations:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Log into your Membership database at either the National Governing Body or Association Level.

2. Click on the Configuration icon and select Settings from the drop-down list.

3. Under 'Set up Registrations' click on **Seasons**.



4. At the top of the screen are the 'Default Season Settings' which give you the option of selecting a 'Current Season' and 'New Registration Season'. To do so requires at least one season to have already been set up in the database.

- Current Season: When viewing members, competitions, teams, etc. throughout the database all filters will be initially set to this default 'Current Season'. You can easily view data for other seasons by changing the filter.
- New Registration Season: All new members added/ registered to the system are automatically given a 'season record' for the New Registration Season.

5. From the drop-down list next to 'New Registration Season', select a season.

6. Click on Update.

The season selected as the 'New Registration Season' will be automatically assigned to each member added or registered to the database.

Create a product

Last Modified on 06/01/2022 10:47 am AEDT

Firstly, login to your Online Membership Database - If you don’t have your login details please contact your State Governing Body or Association.

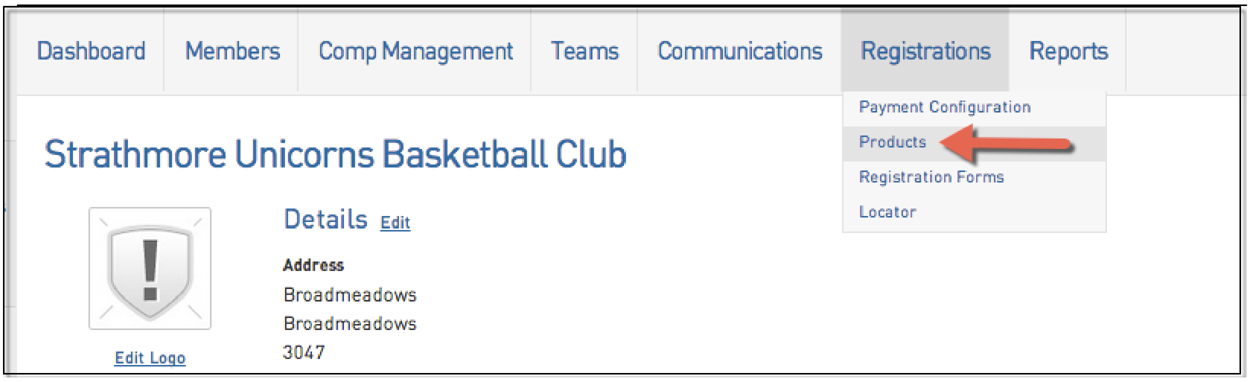
Products are items that can be purchased by members. Examples of products may include registration fees, playing gear, merchandise or event tickets. Products are closely tied to the Registration Form module, as products are the 'items' that can be added to a registration form to be sold online.

This is editable at Club and Association level.

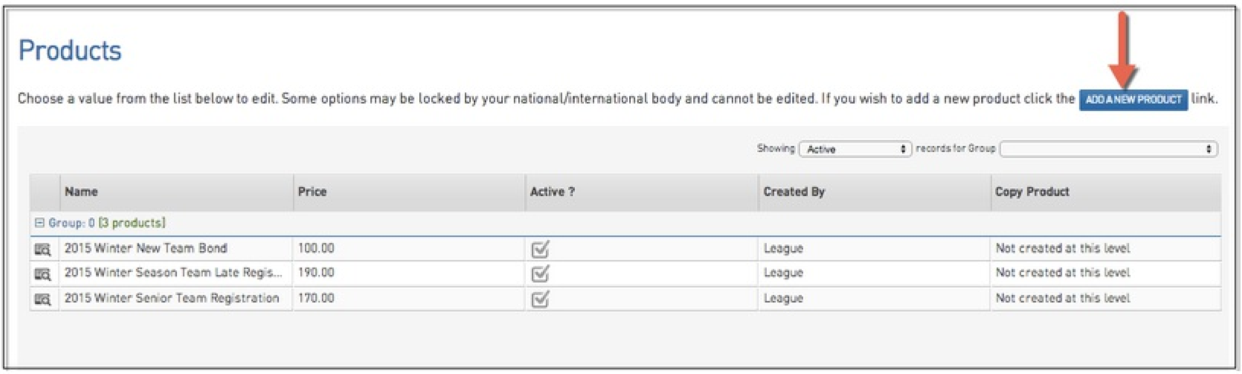
Below are detailed examples of how to create your product:

To manage products:

1. From the Association or Club level of the Membership database, click on Registrations in the menu and select Products from the drop-down menu.



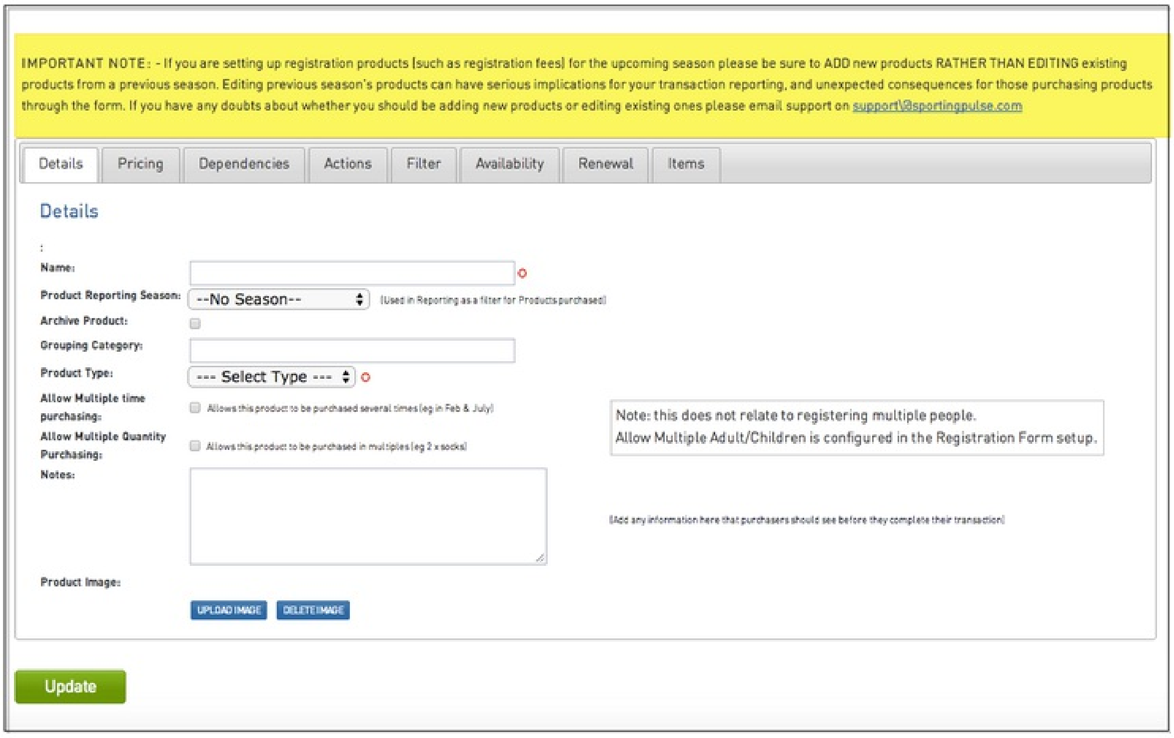
2. The Products screen lists all existing products in your database (if any). If products have been assigned to a group (eg. player registrations, merchandise or events) they will appear below their group heading in the list. The product list can be filtered by group using the 'Records for group' drop down list and can also be filtered by their active status ('active', 'inactive' or 'all') using the 'Showing' drop down list.



3.Fill out the tabs across the top of the product where necessary. Compulsory fields include, Name, Product Type and Payment Split.

Details Tab

The first tab in the Add/Edit Products screen is 'Details'.



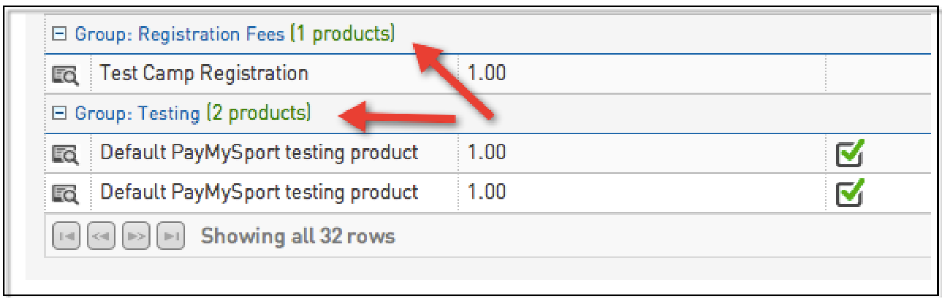
This screen will allow you to change the basic details of the product.

Name: This will be the name of the product that you create (for example, 2015/16 Junior Registration Fee).

Product Reporting Season: The season that product is for. So if it's for your summer season or the 2015 season, select it in this drop box. This will assist in reporting on which products were purchased in which season.

Archive Product: Product will be set as inactive. It will still be in your database, it won't be deleted. To find it, you will need to filter your products by 'Inactive (Archived)' on the Products Page, as shown below.

Grouping Category: This will allow your products to be grouped together on your registration form, as shown below.



Allow Multiple time purchasing: This will allow a product to be purchased on more than one occasion, so a member can log in to the form in March purchase the product, then come back in say June and purchase the same product again.

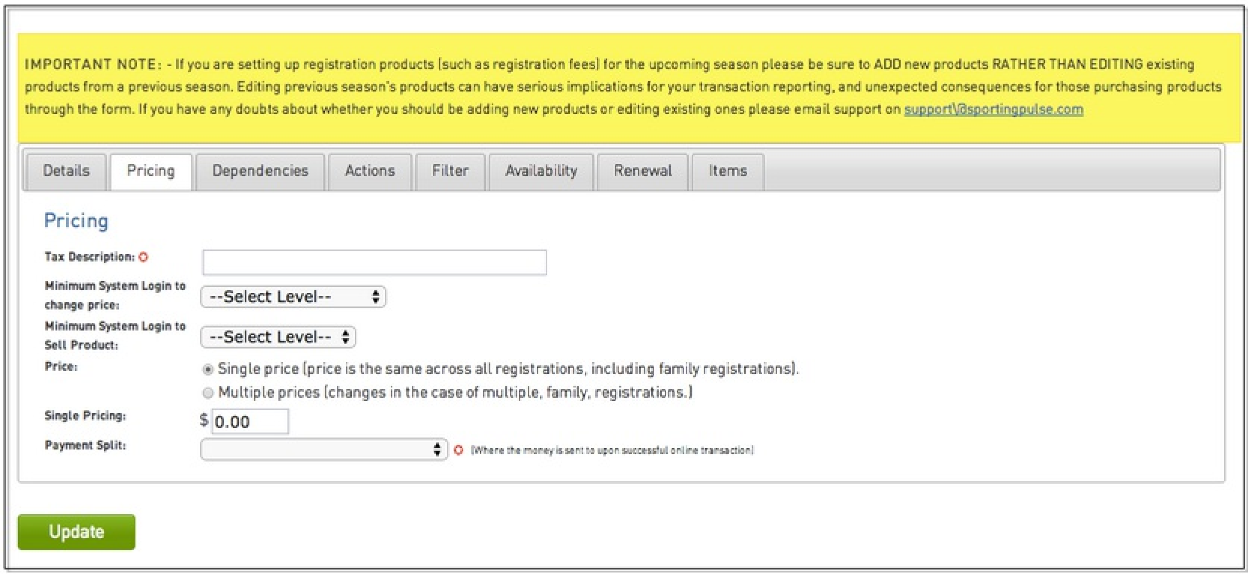
Allow Multiple quantity purchasing: This will allow a quantity of more than one to be purchased. So if for example, a member is purchasing merchandise they can enter in the number of how many products they like to purchase.

Notes: This will allow you to include a note on a Product.

Note: You are now able to add an Image to a Product

Pricing Tab

The second tab on the Add/Edit Product screen is 'Price'. The pricing tab is where to set up the payment structure of your Products.



Tax(GST) Description: Enter a description for GST (i.e. GST included)

Minimum System Login to change price: The level at which the price of the product can be changed. If for instance an association sets up a product and sets the minimum system login to change price to 'Association', the clubs beneath the association won't be able to change the price of the product.

Minimum System Login to sell product: The minimum level at which a product can be sold.

Price: Select whether the product is a single price (i.e. one flat rate) or multi-price (i.e. discount for multiple registrations)

Single Pricing: Price of the product if single pricing is selected.

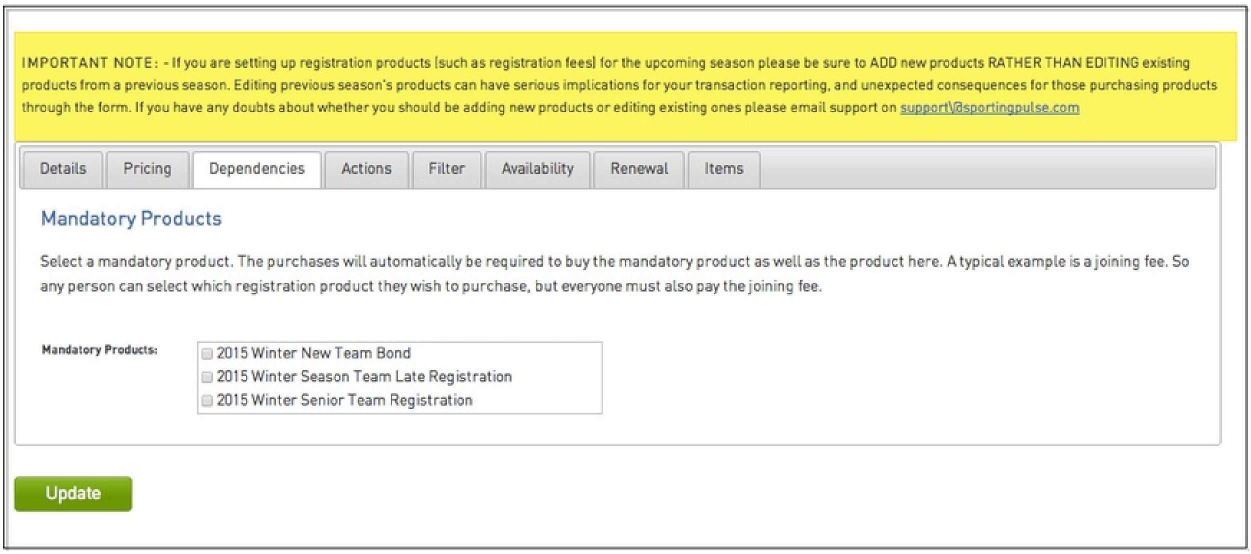
Multiple Pricing: The multiple pricing system, where first adult/child price is the cost of the first purchase, second adult/child price is the cost of the second purchase etc. For example, the pricing scheme below would see the first child charged $50, second $40, third $30 and the fourth and all subsequent registrations would be $15.

Payment Split: Where is the money going? The two common options are to the Club or Association.

Dependencies Tab

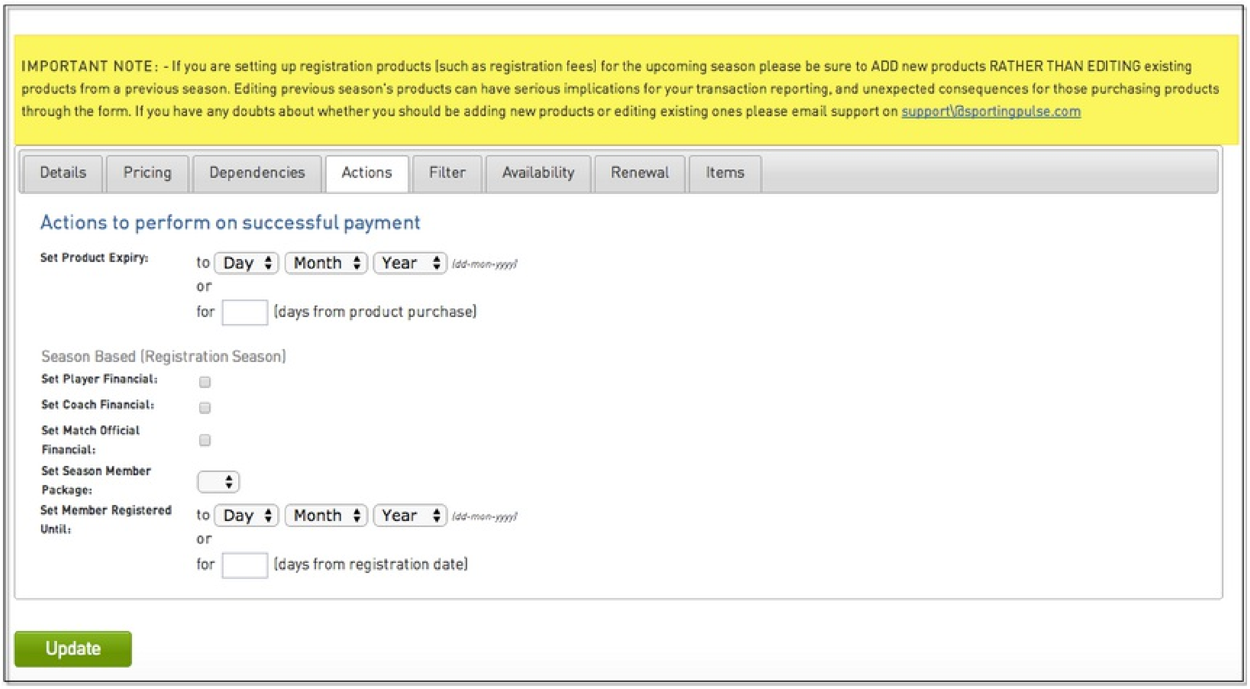
The third tab Add/Edit Products screen is 'Dependencies'.

Mandatory Products: This will allow you to set another product you have set up as mandatory when this product is purchased. So for your Registration Fee for example, if you charge a joining fee as well (and its set to mandatory), when the Registration Fee is purchased the joining fee will be automatically purchased. To make a product mandatory simply tick the appropriate product in the box.



Actions Tab

The fourth tab in the Add/Edit Products screen is 'Actions'. This menu will allow you to set what takes place once a member purchases the product.



Set Product Expiry: This sets a date for the product to become inactive on the member's record.

Set Player Financial: Tick this box if you'd like the member's status to be marked as 'Financial' for the season after purchasing this product.

Set Coach Financial: Tick this box if you'd like the coach's status to be marked as 'Financial' for the season after purchasing this product.

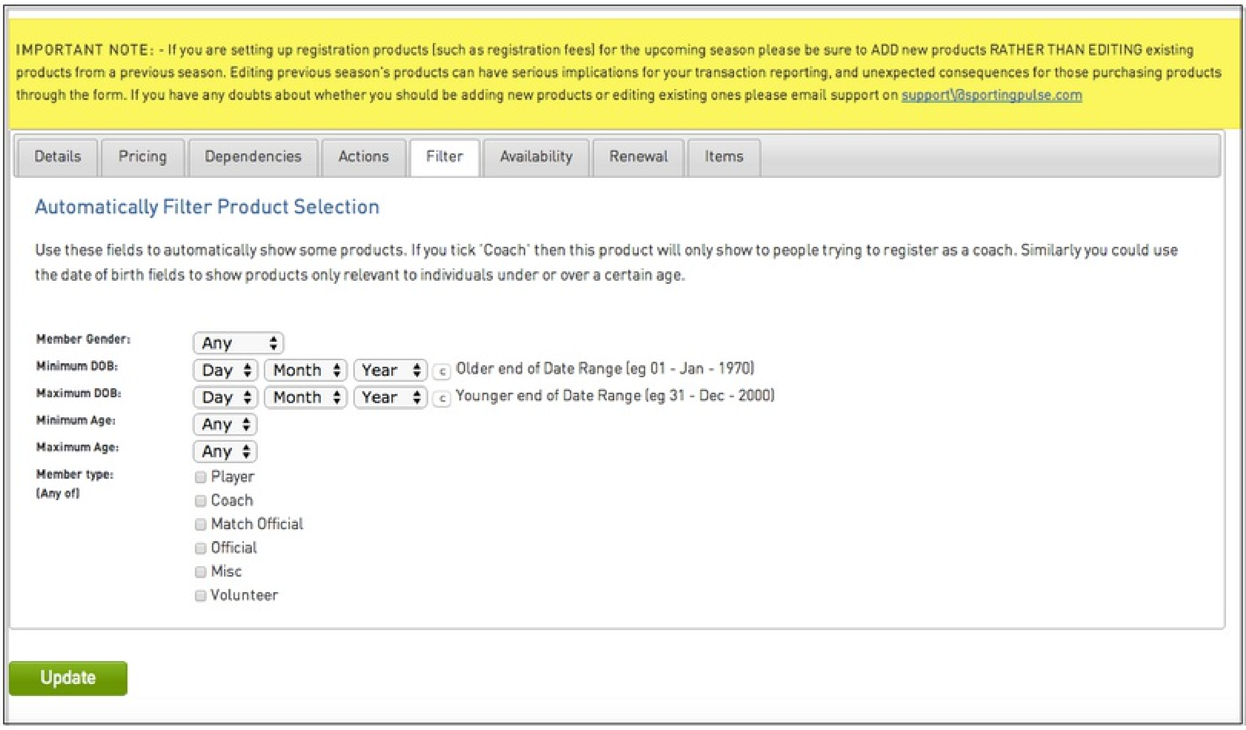
Set Match Official Financial: Tick this box if you'd like the match official status to be marked as 'Financial' for the season after purchasing this product.

Set Season Member Package: This is only applicable if a member package is available.

Set Member Registered Until: Set a date, or number of days from registration, that the member will be registered for.

Filter Tab

The fifth tab in the Add/Edit Product screen is 'Filter'. This menu will allow you to filter out which members the product will appear for.



Member Gender: Set this, for example, to 'Male' if you'd like products to only display for males, 'Female' to display only for females.

NOTE: if you are going to put an age range filter on your product please DO NOT set both the AGE and DOB filter as these two will conflict with each other and the products won't show correcly on the form, so please choose one or the other. We recommend using just the DOB range as it is more accurate.

Minimum/Maximum Date of Birth between: A date of birth range for the product to only be available for (i.e. 01/01/1980 to 31/12/1990 would only allow members in that date range to purchase the product)

Minimum/Maximum Date of Birth: Simply choose the actual age as a start or cut off point (eg. 14 - 18)

Member type (any of): If you'd only like your products to be available to Player or Coach tick the relevant boxes. This relies on your members ticking the relevant boxes (i.e. Player/Coach etc.) on the first page of the registration form.

Note: Product Filtering is best used in conjunction with Compulsory Payments

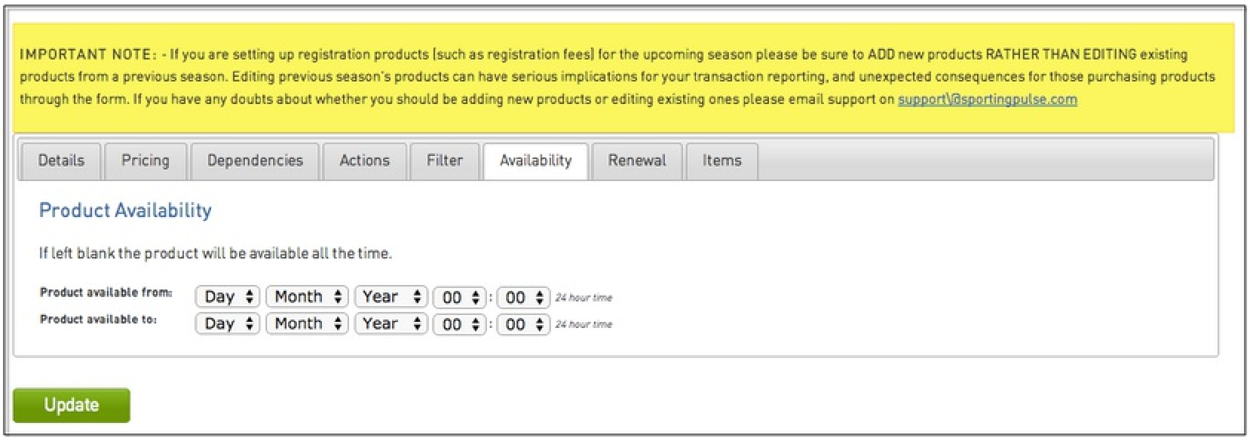
Availability Tab

The 6th tab on the Add/Edit Products screen is 'Availability'. The Availability tab allows you to display the product on the registration form for a set period of time.

For example, tickets to a club's Presentation Dinner may only be available for purchase up until 1 week before the event. Adding an end date (next to 'Product Available To') will automatically take the product off the registration form on that date, rather than having to remember to log in and manually take the product off the registration form on that date.

1. Add the start and end dates using the fields provided.

2. Click on Update to save the availability dates.



Renewal Tab

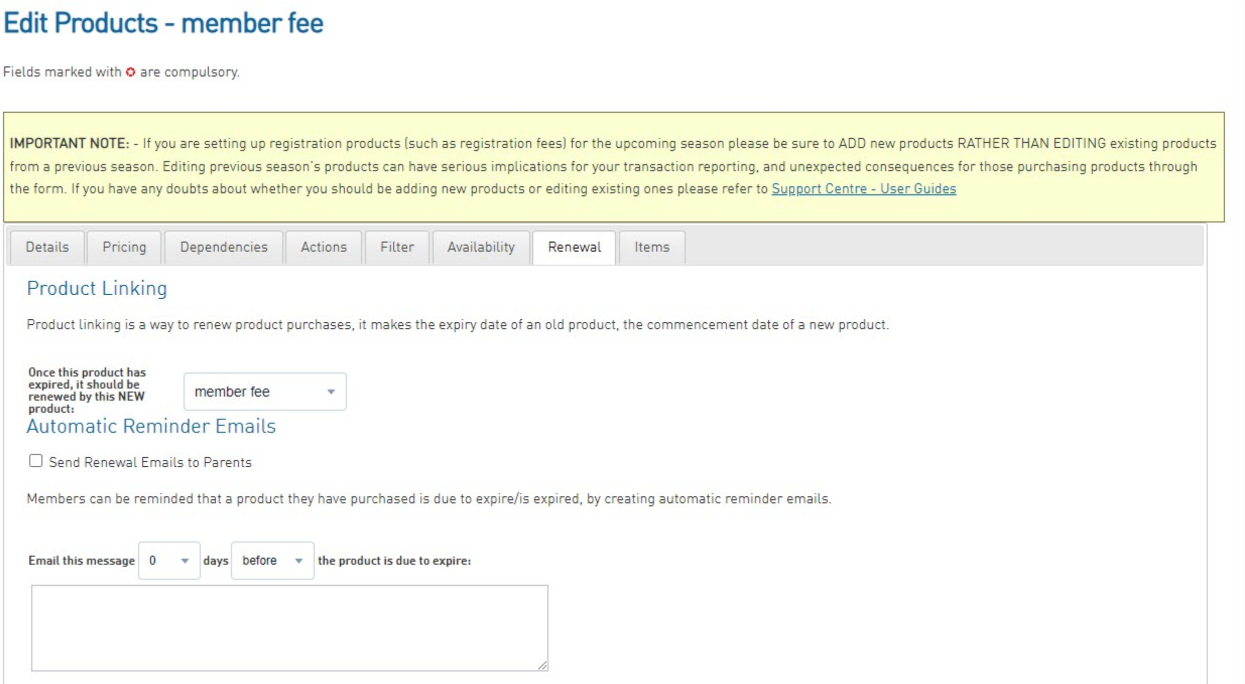
The 7th tab on the Add/Edit Products screen is 'Renewal'. The Renewal tab is an option designed for advanced users with very specific requirements relating to the renewal of player/ team registrations.

The Renewal tab allows you to set up a certain product (eg. Product A) to be superseded by another product (eg. Product B) upon its expiry date. Emails can be set up that notify members that have purchased Product A that it will be expiring soon and Product B is available for purchase.

You can also select whether or not to send this renewal email to parents as well as the member themselves (if they have different emails). If you want to send this to parents as well, please tick the "*send renewal email to parents*" checkbox.

NOTE: this will only send to parents emails if these are listed within the members profiles within the parent 1 email/parent 2 email fields.

Seasons must be allocated to products used in the renewal process (via the Details tab) in order to make players financial for the registration season.



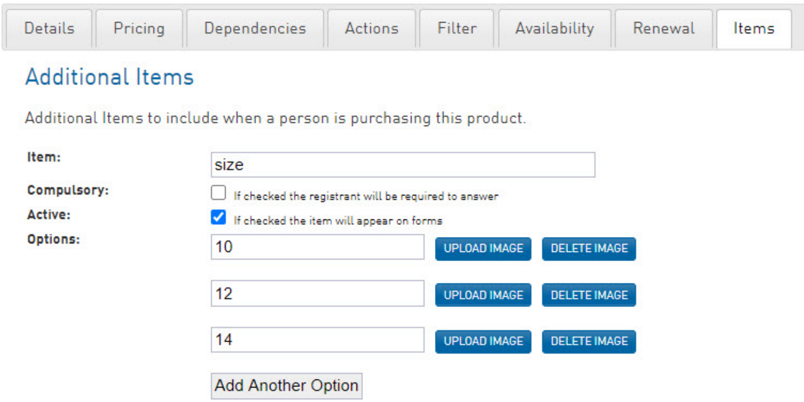
Items Tab

The 8th tab is the Items tab. This gives users the ability to ask for additional information on a specific product.

Simply add the question you wish to ask, (eg. What size are you?) and then add each option (small, medium and large). Click Update.

If the product item is required to be answered by members - tick the COMPULSORY checkbox.

If the product item is to be shown on the form for members - tick the ACTIVE box. If this box is not ticked then this product item will not display for this product.



When the product has been added to the registration form and chosen by the user, the additional question drop box will appear.

Create a Registration Form

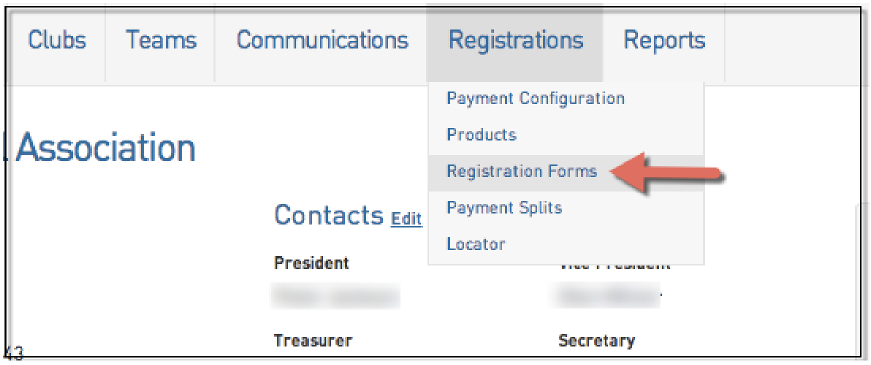
Last Modified on 14/11/2019 5:01 pm AEDT

To get started with the **Registration Form** setup process you will firstly need to add a new form. This can be done at Club and Association level from within your Membership Database.

Please Note: For some sports, you are not able to Add a form, only Edit an existing form.

Add a Registration Form

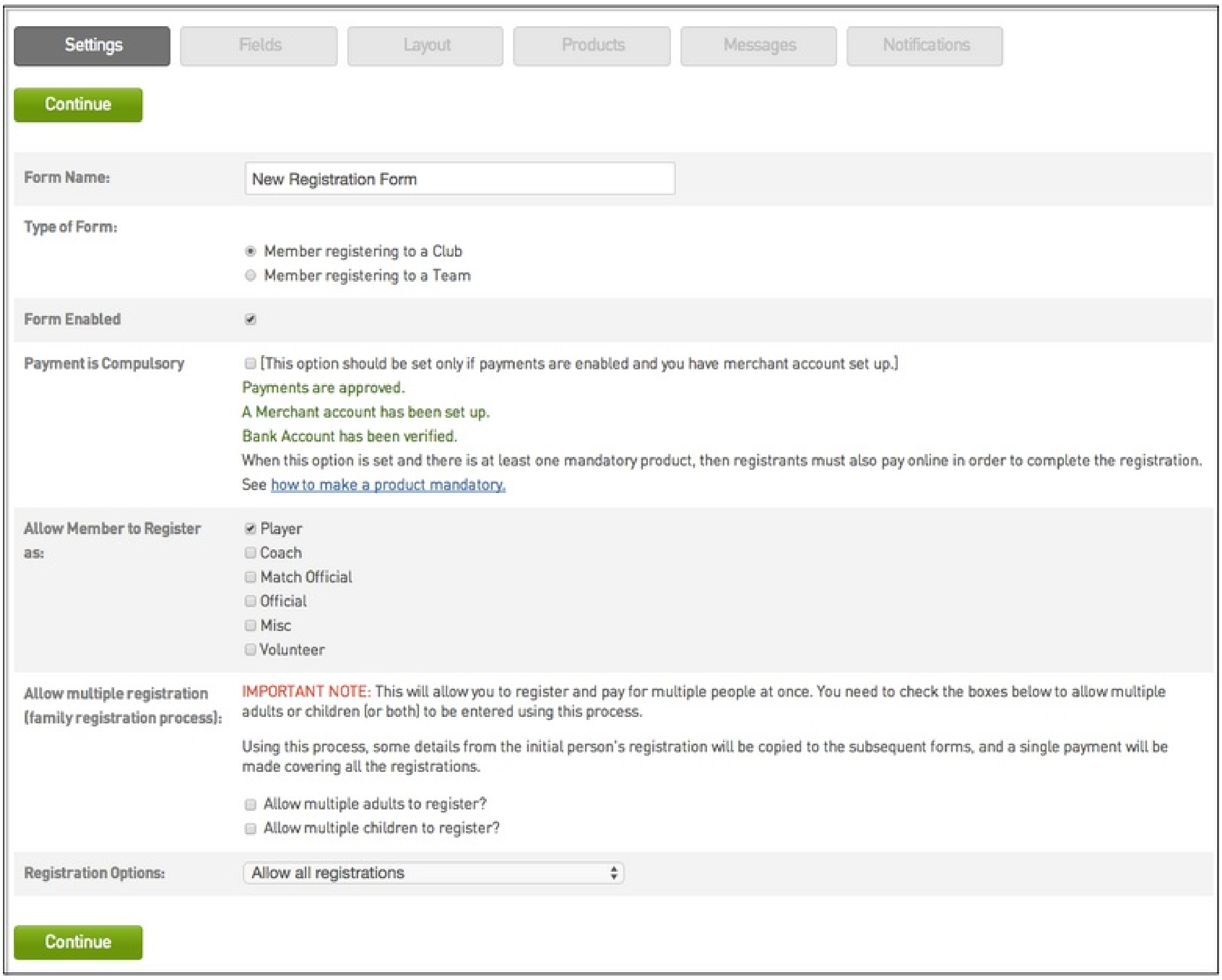
To Add a new Registration Form, select the Registration Forms option, found under the Registrations tab in your Membership Database.



From within this screen, select the green Add New Form button.

Settings Tab

When creating a new registration form, there are 6 tabs across the top that will assist you in this process. The first tab is Settings. This will allow you to choose some basic Registration Form framework.



Type of Form: Please see our Registration Form Types article for further information

Form Enabled: This option will activate or deactivate your Registration Form

Payment is Compulsory: When this option is selected and there is at least one mandatory product, registrants must also pay online at the time of registration in order to complete the registration.

Allow Member to Register as: This will allow members to register as either a Player, Coach, Match Official, Volunteer, Official or Misc. When a member registers as e.g. 'Coach', they will be assigned as a coach in your database.

Allow multiple registration: This will allow multiple members to be registered in the same session which is particularly handy for registering a family.

Registration Options:

- ***Allow all registrations***: Anyone can register through this registration form

- ***Allow new registrations if not in the national system:*** Only members who aren't currently in the national database can register

- ***Allow new registrations only if in national system:*** Only members who are currently in the national database can register

- ***Allow existing members only:*** Only allows members who have their Username and Password to register again

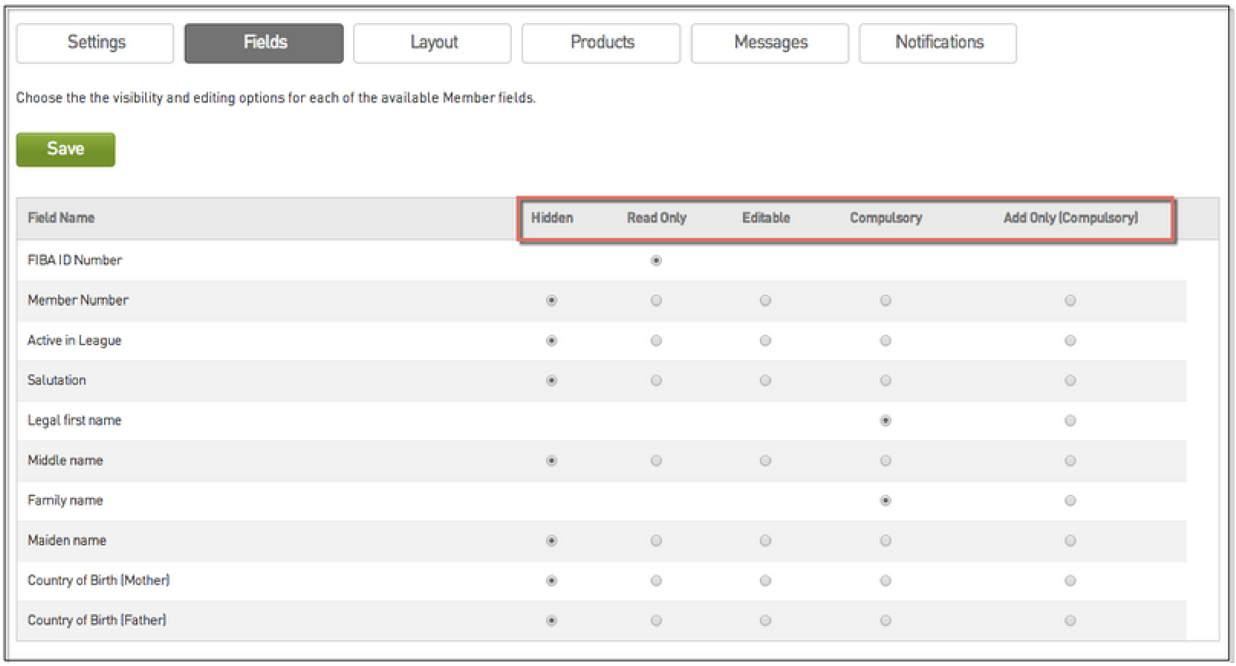
- ***Allow new registrations only:*** Doesn't display the Username and Password login and if Duplicates are found with this person then the member won't be allowed to proceed

- ***Allow new only if already in the association:*** This will allow new members but only if they are already entered into the association database

Fields Tab

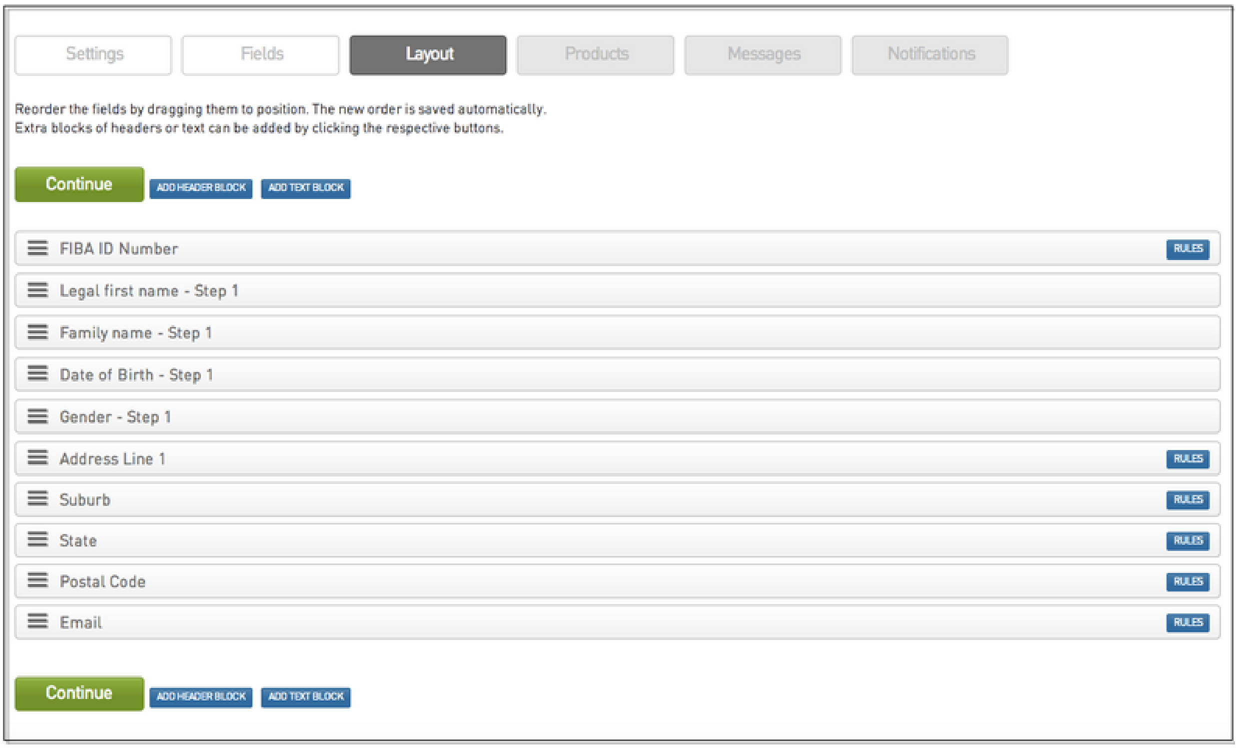
The Fields Tab will allow you to add what fields, or questions display on your Registration Form. This can be in the form of Hidden, Read Only, Editable, Compulsory or Add Only (Compulsory).

Note: Fields are hierarchical, meaning if a level above your organisation e.g. National Body, State, Zone, Association has set a Field as Editable or Compulsory, it cannot be removed from your Registration Form and must be answered by participants.



Layout Tab

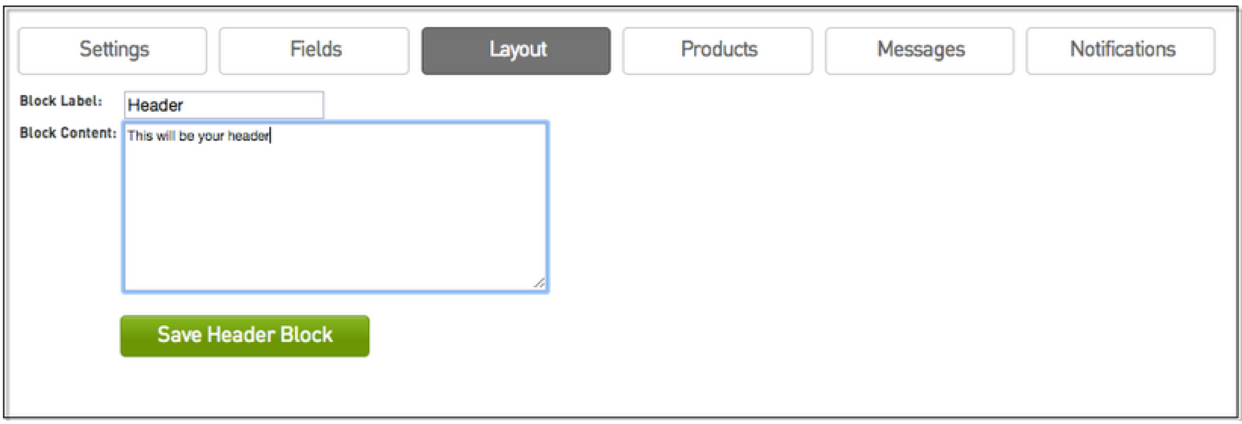
The Layout Tab will allow you to configure the order in which your fields will display on your registration form. To arrange where a field displays on the registration form, click and drag the field and drop it to move it into a position on the form. It will save automatically.



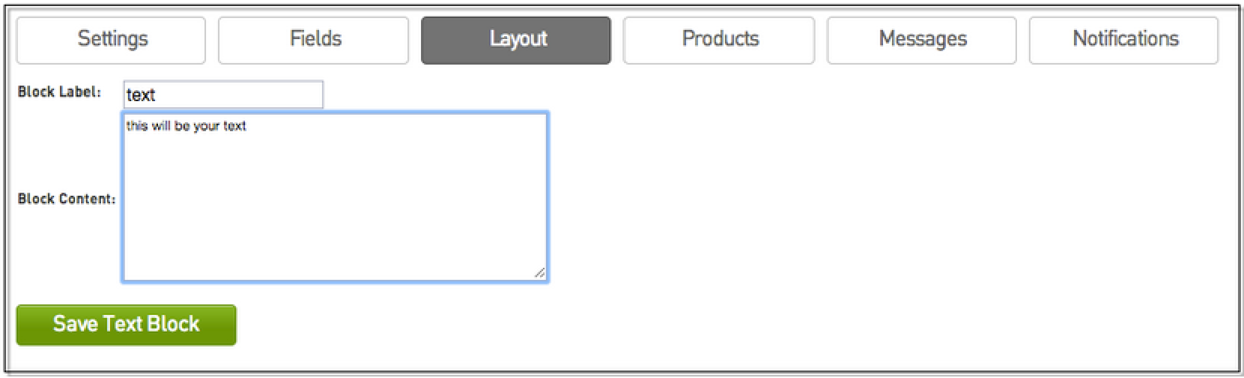
The Layout Tab will also allow you to add a Text or Header block on your registration form. To add a Header/Text Block, select the following option:

Enter your Block Label and Content. The Label will be the the Label of the Header in the Layout Tab and the Content will be what displays on your registration form.

Below is an example that will display: “This will be your heading”.

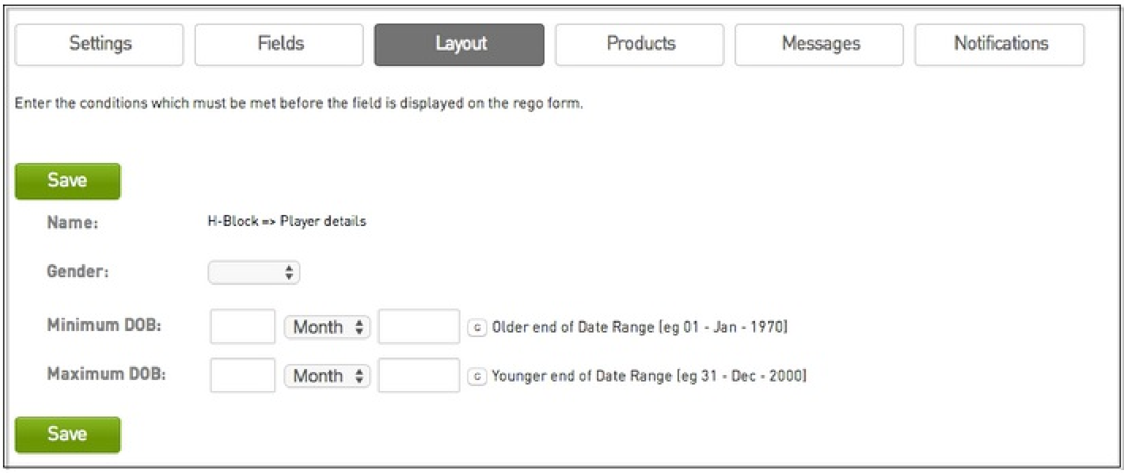


Below is a text block that will display: “This will be your text”



You also have the ability to apply a Rule to a Header/Text Block, this is particularly handy for e.g. Parent/Guardian Details, which you can create a Rule to exclude anyone from seeing this content who is over the age of 18. To add a Rule to a Header or Text Block, simply click Rules:

Choose either a gender or an age group as a rule and click save.



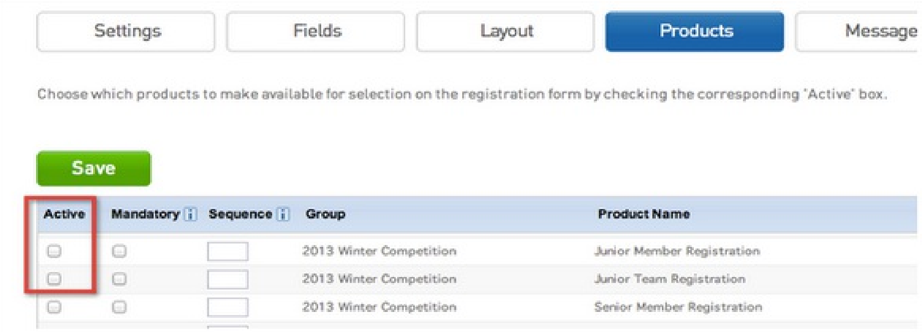
Products Tab

The Products Tab will allow you to link previously created products to your registration form. Any products that you tick in the 'Active' column highlighted below will display on your registration form.

The Mandatory option will set the product as pre-selected for the member accessing the Registration Form and is best used in conjunction with Compulsory Payments and Product Filters.

You are also able to set a product Sequence, by entering a number into the box e.g. 1,2,3,4.

For information on Creating a Product, please see our Create a Product article.



Making a Product Mandatory

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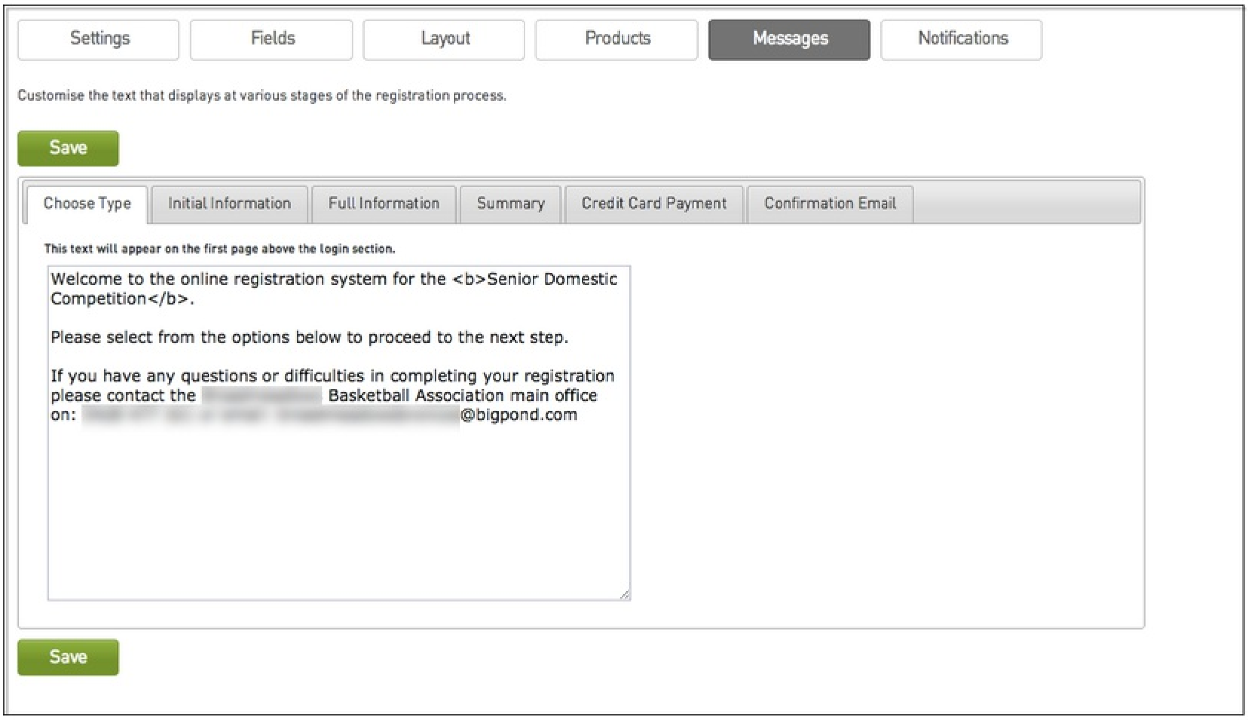
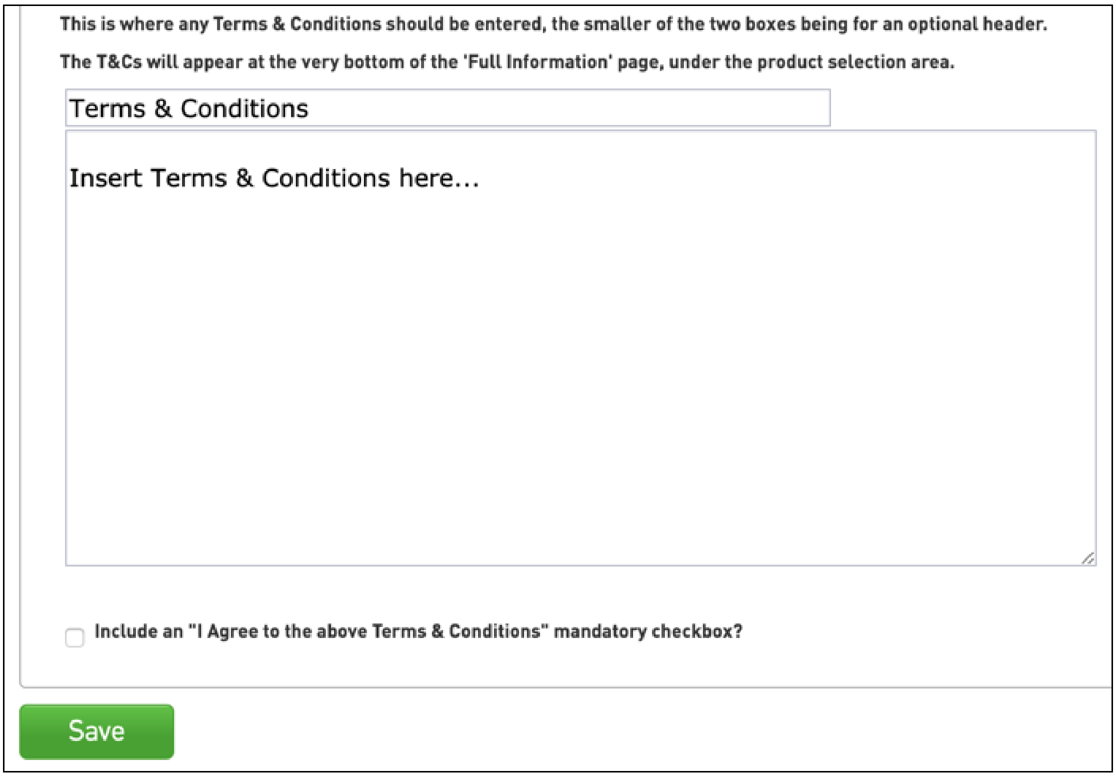
The Messages Tab allows you to add blocks of text throughout the registration form process to act as a guide for your members completing the form, including a dedicated section for Terms & Conditions. The Bold text will describe where your message will appear on the Registration Form.

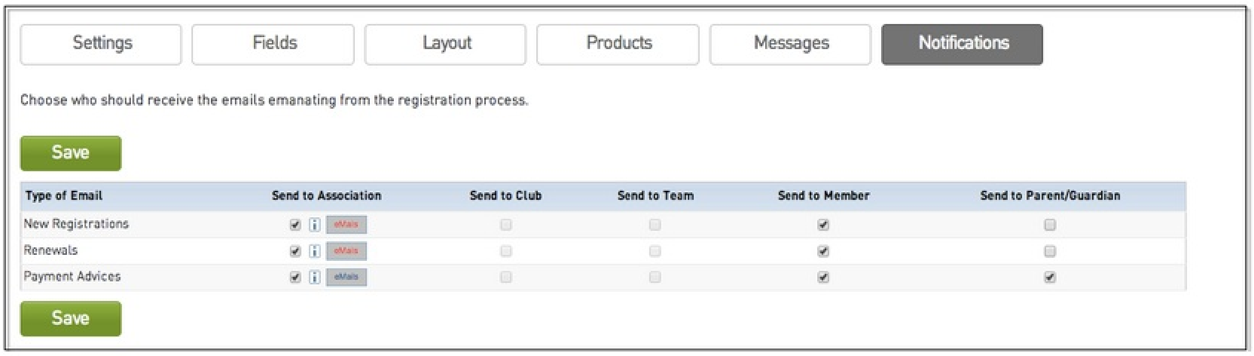


Terms & Conditions can be added in the **Full Information** tab and can be made mandatory in order to proceed through the registration process.



Notifications Tab

The Notifications Tab allows you to choose who should receive emails following a completed registration. Ensure Organisation Contacts have been entered ensuring that the email is received as intended. For information on entering Contacts, please see our Contacts article.



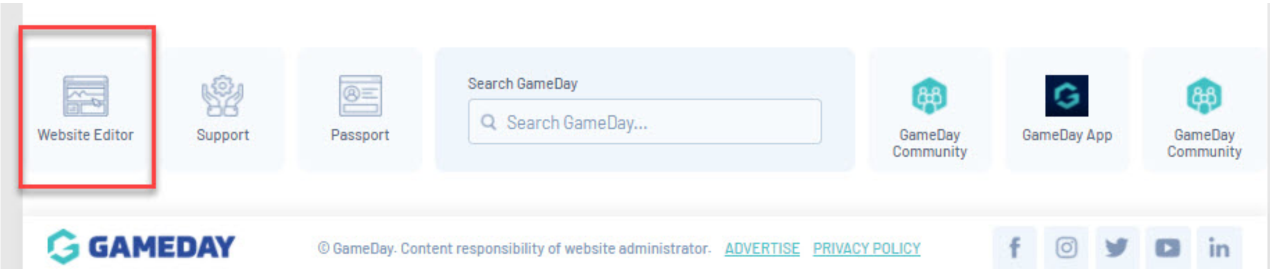
Do you need more advice? See 'Related Articles' or submit a support request.

Add Registration Form to your GameDay Website

Last Modified on 29/07/2021 9:55 am AEST

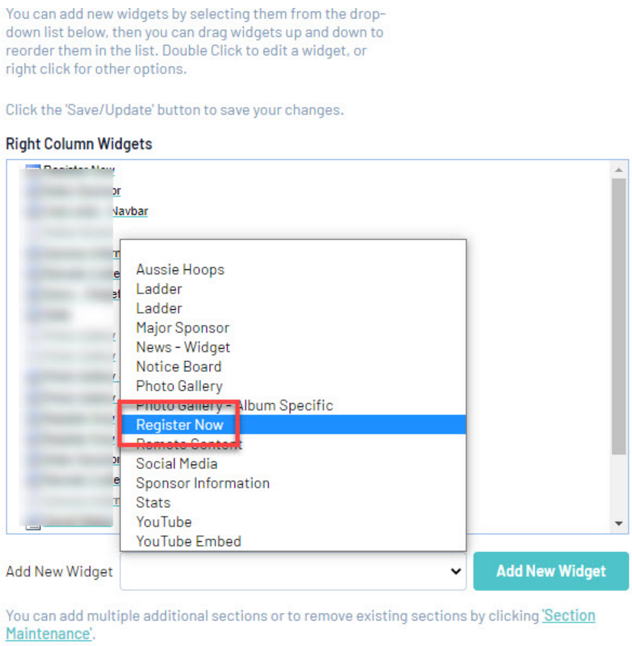
Before adding the registration form link to your website, you will need to go into your database and view the form, and copy the registration form URL.

1. Scroll to the bottom of your website and click 'Site Editor'.

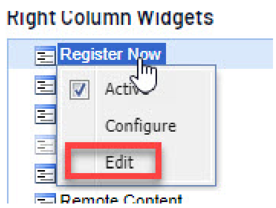


2. Click 'Widget Manager'.

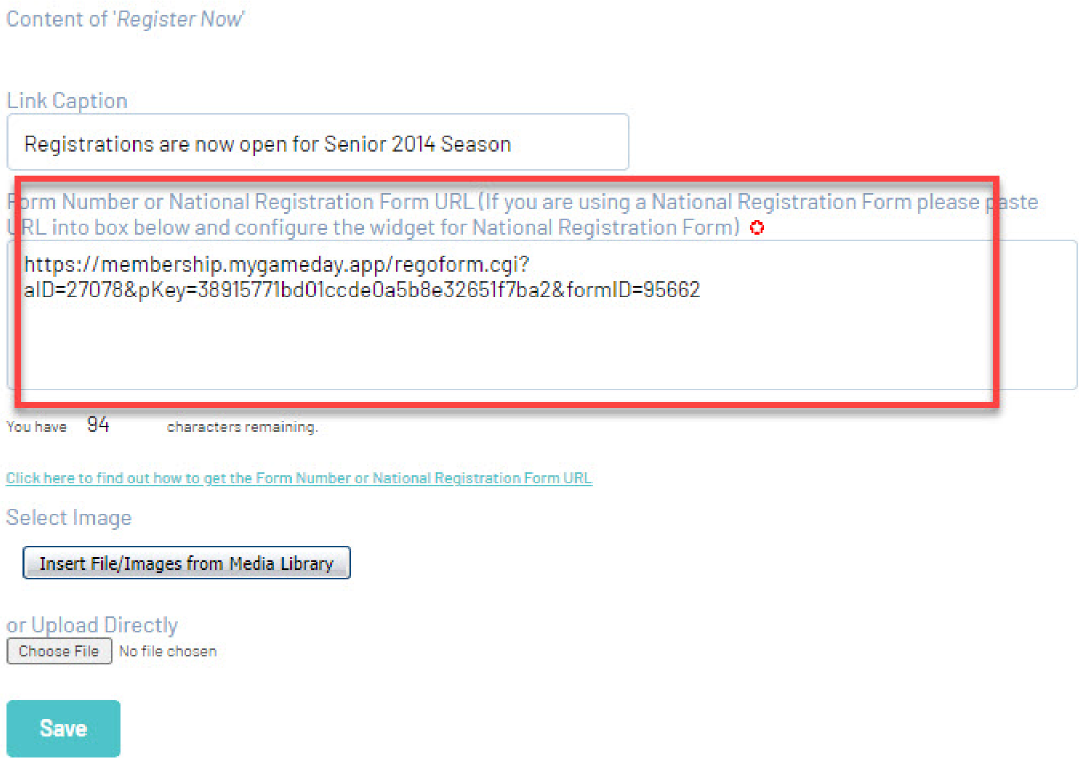
3. Click on the box next to Add New Section and click 'Register Now'. Click 'Add New Section'.



4. Right click on the widget and click 'Edit'.



5. Add your Registration Form URL in to the mandatory box and click 'Save.



6. Ensure the widget is active by right clicking on the widget and clicking 'Active'.

To move your widget, click the name and drag it to where you would like it.

Go to top

Funds Received

Last Modified on 28/07/2017 9:57 am AEST

The following report will outline the key Fields required to generate a Funds Received report, so that you can reconcile funds received from participants with what appears on your organisations bank statement.

For advice on compiling reports and different reporting functions, as well as output options please see the Using Reports area - Using Reports

To access this report, select the Reports Tab and select the Finance area. From there we will Configure a Funds Received Report and include the following fields:

- Product
- Payment For
- Line Item Total
- Money Received After Fees
- Payment Date
- Receiving Bank Code (BSB)
- Receiving Account Number
- Receiving Account Name
- Distribution ID
- Date Funds Sent by Gameday

In the Report Options area, we will set the following:

Sort By = Payment Date

Group By = Distribution ID

The *Distribution ID* is the series of numbers which display on your organisations bank statement. This report, grouped by Distribution ID will display a list of members as well as the amount and date they paid their registration fees.

The receiving bank code, account number and account name detail what bank account these funds have been sent to- these will match what is listed within the payment configuration section of your database. If these payment details are incorrect please submit a support request through to get these bank details changed: support@mygameday.app.

Registrations - New Season Checklist

Last Modified on 28/07/2017 9:58 am AEST

The following article is to be used as a a guide for administrators ahead of a new registration season, to ensure your organisation is ready to accept Online Registrations & Payments.

For Registrations Troubleshooting/FAQ's please see our Registrations FAQ's - For Administrators article.

Prior to opening your Registrations & Payments ahead of a new season, please ensure:

1. You have rolled over your New Registration Season. **Note:** this is not available for all sports, in which case New Registration Seasons are controlled by your national body.
2. If you are not yet accepting Online Payments, and would like to you can submit a Payments Application
3. You have Created OR Copied your Products from the previous season, and have made the applicable adjustments to reflect the new year and any price adjustments.
4. You have updated OR created your Registration Form
5. You have added your Products to your Registration Form
6. You have added your Registration Form to your Website
7. You have configured your Funds Received Report

Active Kids vouchers

Last Modified on 11/09/2019 2:58 pm AEST

Getting set up to use the Active Kids vouchers

There is a two step process for getting your club/association set up to use the active kids vouchers within your registrations:

1. You first need to register your club/association as a provider with Service NSW, so please get in contact with them first to register. You will then be provided with a ***provider code - this will be an 8 digit code you receive when you set up with Service NSW.***

https://www.service.nsw.gov.au/transaction/register-active-kids-provider

2. Once Service NSW has provided you with your *provider code*, please submit a support request to our support team via support@sportstg.com who can get you set up on the system. Please include the following information:

- Subject: Active Kids voucher set up
- Full name of club and/or association/league
    - If you are a club please include the name of the association/league you are affiliated with- e.g Test Softball Club affiliated with Test Softball Association
- Provider code, provided by Service NSW

Active Kids Vouchers FAQ's

How do we enable the option for the vouchers within the registration form?

The vouchers option will become active as long as there is at least one product with the **membership** product type on the form (set within the product itself). Vouchers can only be used for this type of product.

If someone forgets to apply their voucher on products they have already purchased is there another way they can claim this for the products?

Vouchers can only be claimed within the registration form. If a member has already paid for products and they would like to claim this voucher, the club/association can claim it alternatively through Services NSW, so contact them directly.

How are the funds from the claimed vouchers sent to the club/associations account?

SportsTG do not directly send the claimed voucher funds to the clubs account. We gather information on all the claimed funds from the vouchers and then provide this to Service NSW, who will then distribute the funds to your club account so if you have any further questions regarding this please contact Service NSW directly.

A member input a voucher number but was still required to pay, why is that?

If a member inputs their voucher and the member is still prompted to pay before completing the registration, this could be related to a few things:

1. The product itself is over $100 (which is the limit of the voucher) so the member will be required to pay for the rest of the registration fee. The member will need to pay for this product in order to complete the registration. The best way for the associatio/club to prevent this would be to create the registration fee to be $100 or under.

2. The member has selected other products, eg. some sort of merchandise, so although they have used the $100 for the registration fee they will be required to pay for the extra items in their cart.

Can I report on the vouchers used within the registration form?

Yes. You will need to run a *transaction* report (reports > finance > transactions) with the following fields:

- Product
- Payment For
- Item Cost
- Order Total
- Transaction Date
- Payment Date
- Voucher Code
- Rebated Amount

Restrict registrations by Age Group and Gender

Last Modified on 24/10/2018 9:50 am AEDT

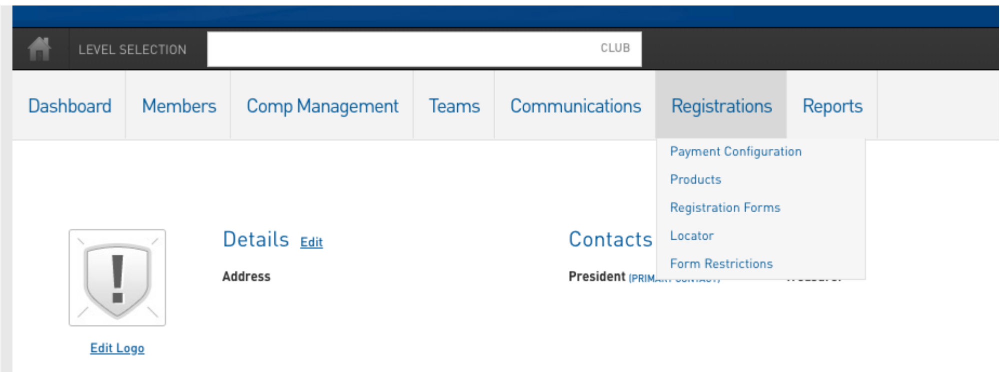
Clubs have the ability to prevent potential participants from registering to their organisation. Most clubs have a limit to how many registrations they can accept for a particular age group or gender due to caps imposed on each team by their respective League, this functionality allows clubs to impose these restrictions.

The added restrictions will be applied to new and existing members. Any member who is transferring into the club will bypass these form restrictions.

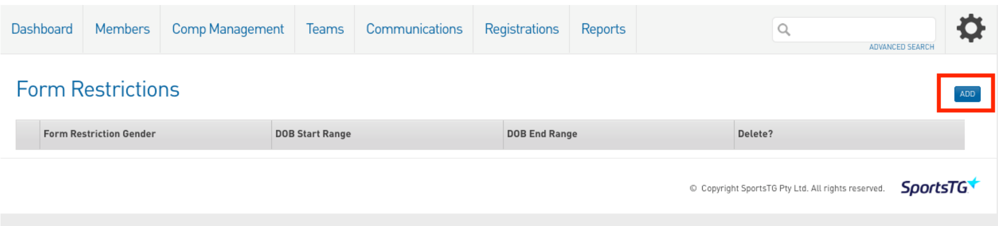
Here are the steps you'll need to follow in order add restrictions to a registration from. You must be logged in at a club level begin.

1. Log into your club database

2. Go to Registrations > Form restrictions:

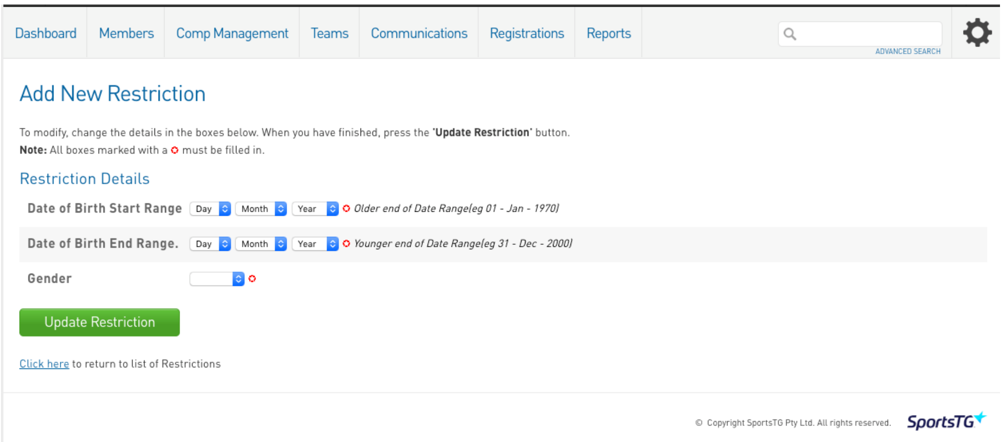


3. Click on “Add” in the right-hand corner to commence adding restrictions



4. Add in your required restrictions, completing the mandatory fields.

If you need to add multiple restrictions, repeat step 3 and 4


Dashboard
Members
Comp Management
Teams
Communications
Registrations
Reports
ADVANCED SEARCH
Add New Restriction
To modify, change the details in the boxes below. When you have finished, press the 'Update Restriction' button.
Note: All boxes marked with a ⭘ must be filled in.
Restriction Details
Date of Birth Start Range
Day
Month
Year
Older end of Date Range(eg 01 - Jan - 1970)
Date of Birth End Range.
Day
Month
Year
Younger end of Date Range(eg 31 - Dec - 2000)
Gender
Update Restriction
Click here to return to list of Restrictions
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SportsTG

Registration Form Types

Last Modified on 28/07/2017 9:59 am AEST

The following article seeks to explain the different types of Registration Forms available to administrators. For information on creating a Registration Form, please see our Create a Registration Form article.

When creating a Registration Form, you are presented with the following options for the type of form you wish to use:

Type of Form:

- Member registering to an Association
- Member registering to a Club
- Member registering to a Team
- Team registering to an Association

Member to Association

The Member registering to an Association Registration Form should be used where the organisation accepting registrations is not utilising Clubs or Teams. Members who successfully register via this Form will be registered directly to the Association, and will be visible under Members, List Members at Association level only.

Member to Club

The Member registering to a Club Registration Form is most common in a League Competition scenario. e.g. AFL, Rugby League. Members who successfully register via this form will be registered directly to the Club and the Association, and will be visible under Member, List Members at both Club and Association level.

Team to Association

The Team registering to an Association form is most common in Team based Competition sports e.g. Touch Football, where Teams register directly to a Competition run by the Association. The Team to Association form is to be completed by the Team Captain/Coach/Admin, and will register the Team directly into the Competition as well as to the Association.

Teams who successfully register via this form will be visible at both Association Level and under the Competition selected during the Registration process.

* If the Team to Association Form is linked to a Member to Team Form, the Team Captain/Coach/Admin will also have the opportunity to invited members to join their team via Email at the conclusion of the Registration process.

Member to Team

The Member registering to a Team form is best used in conjunction with the Team to Association Form.

Administrators are able to link the two forms together, to allow Members to register directly into a Team and Competition. Members who successfully register via this form will be registered directly to the Team and Association.

Create a Registration Form

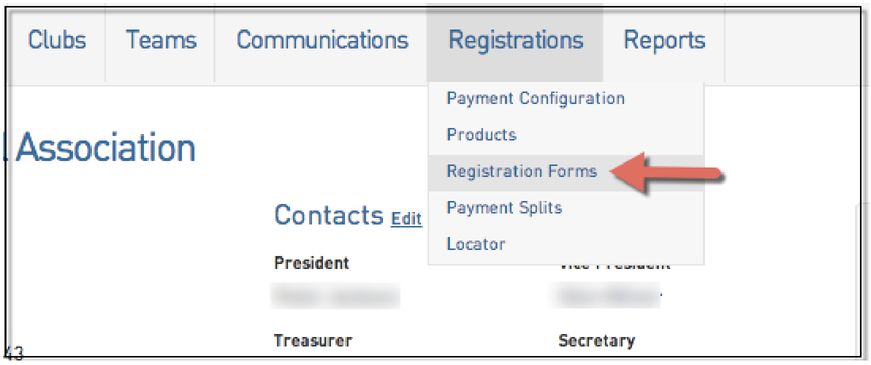
Last Modified on 14/11/2019 5:01 pm AEDT

To get started with the **Registration Form** setup process you will firstly need to add a new form. This can be done at Club and Association level from within your Membership Database.

Please Note: For some sports, you are not able to Add a form, only Edit an existing form.

Add a Registration Form

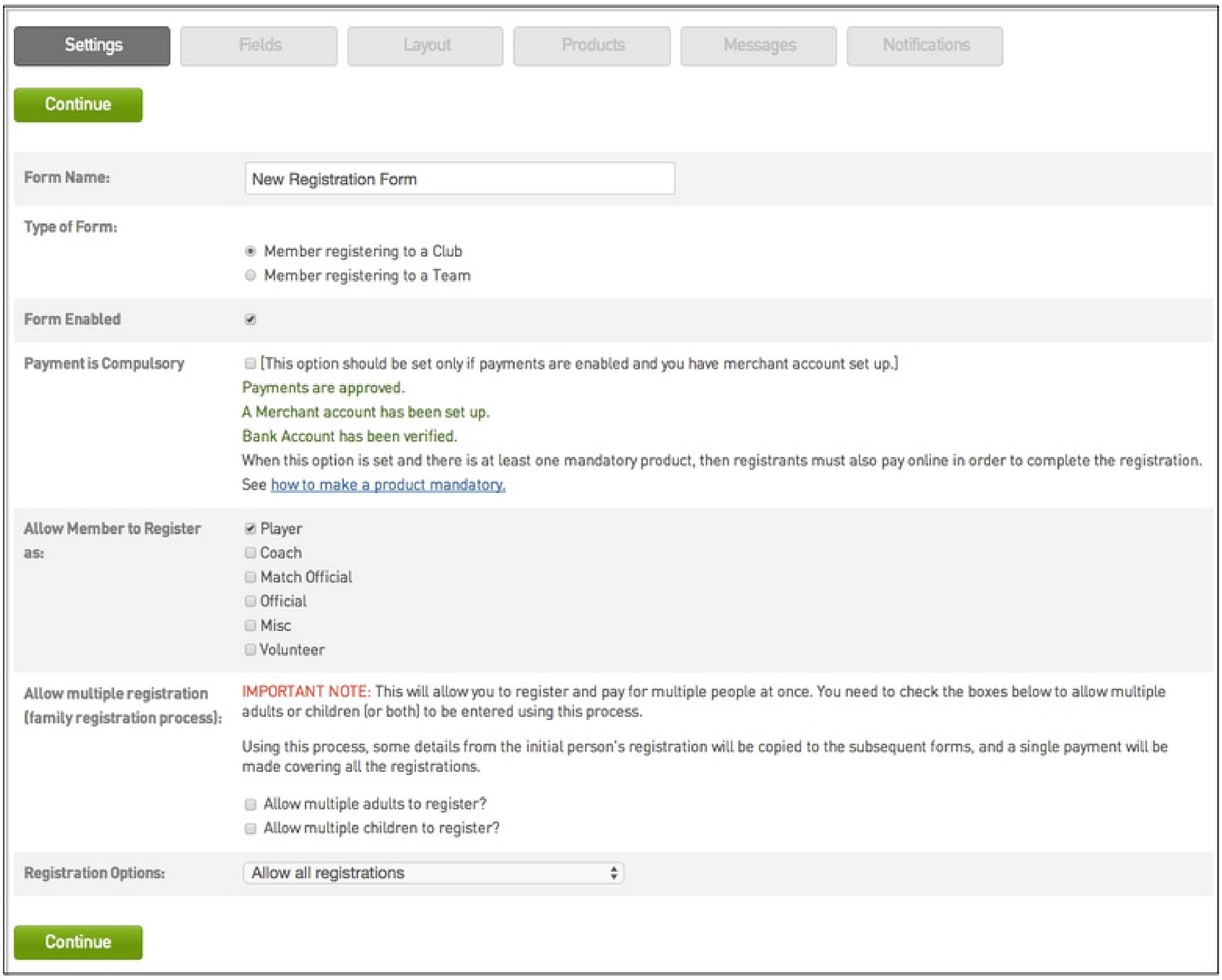
To Add a new Registration Form, select the Registration Forms option, found under the Registrations tab in your Membership Database.



From within this screen, select the green Add New Form button.

Settings Tab

When creating a new registration form, there are 6 tabs across the top that will assist you in this process. The first tab is Settings. This will allow you to choose some basic Registration Form framework.



Type of Form: Please see our Registration Form Types article for further information

Form Enabled: This option will activate or deactivate your Registration Form

Payment is Compulsory: When this option is selected and there is at least one mandatory product, registrants must also pay online at the time of registration in order to complete the registration.

Allow Member to Register as: This will allow members to register as either a Player, Coach, Match Official, Volunteer, Official or Misc. When a member registers as e.g. 'Coach', they will be assigned as a coach in your database.

Allow multiple registration: This will allow multiple members to be registered in the same session which is particularly handy for registering a family.

Registration Options:

- ***Allow all registrations***: Anyone can register through this registration form

- ***Allow new registrations if not in the national system:*** Only members who aren't currently in the national database can register

- ***Allow new registrations only if in national system:*** Only members who are currently in the national database can register

- ***Allow existing members only:*** Only allows members who have their Username and Password to register again

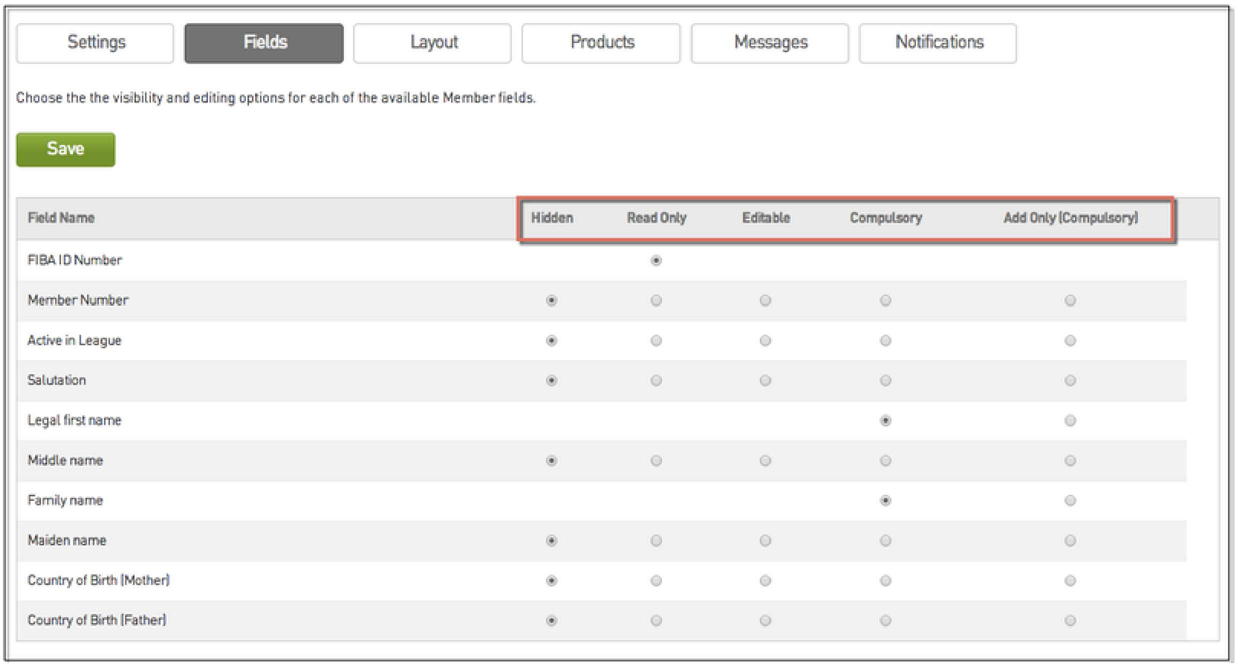
- ***Allow new registrations only:*** Doesn't display the Username and Password login and if Duplicates are found with this person then the member won't be allowed to proceed

- ***Allow new only if already in the association:*** This will allow new members but only if they are already entered into the association database

Fields Tab

The Fields Tab will allow you to add what fields, or questions display on your Registration Form. This can be in the form of Hidden, Read Only, Editable, Compulsory or Add Only (Compulsory).

Note: Fields are hierarchical, meaning if a level above your organisation e.g. National Body, State, Zone, Association has set a Field as Editable or Compulsory, it cannot be removed from your Registration Form and must be answered by participants.



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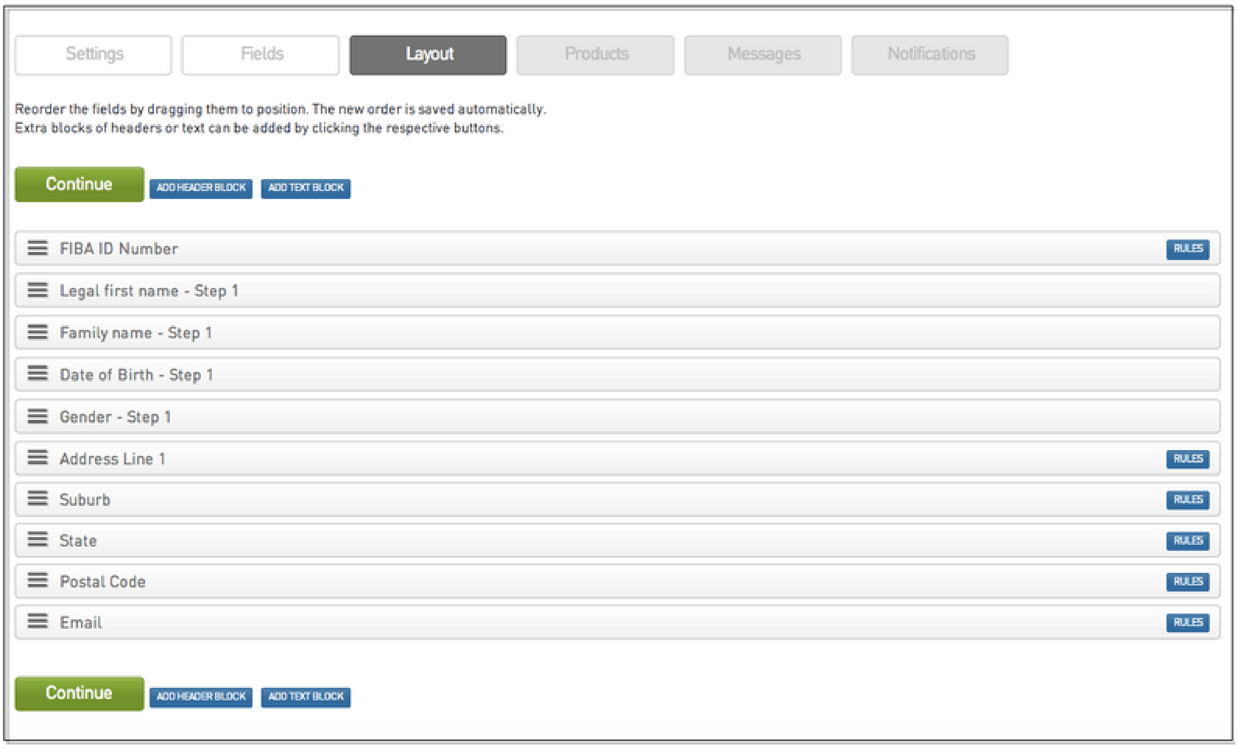
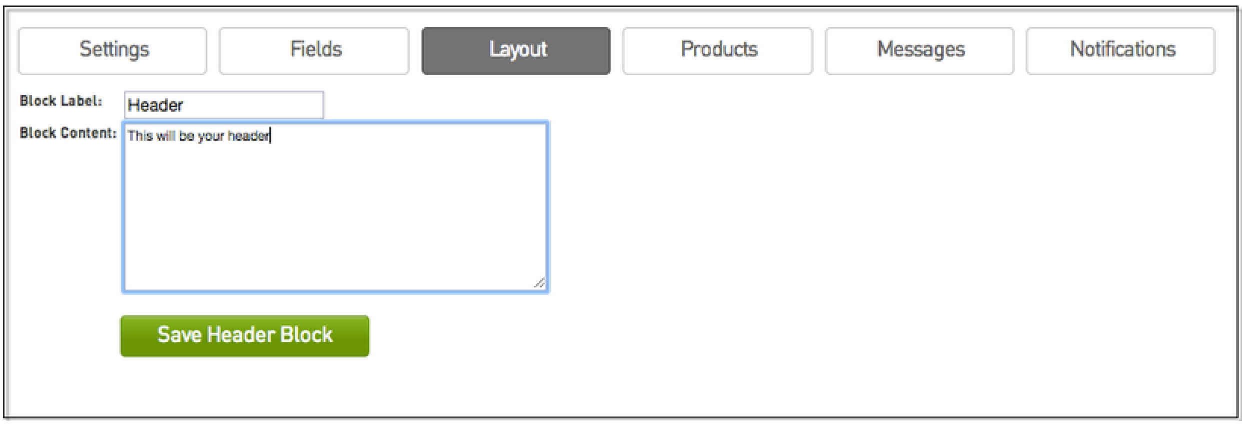


The Layout Tab will also allow you to add a Text or Header block on your registration form. To add a Header/Text Block, select the following option:

Enter your Block Label and Content. The Label will be the the Label of the Header in the Layout Tab and the Content will be what displays on your registration form.

Below is an example that will display: “This will be your heading”.



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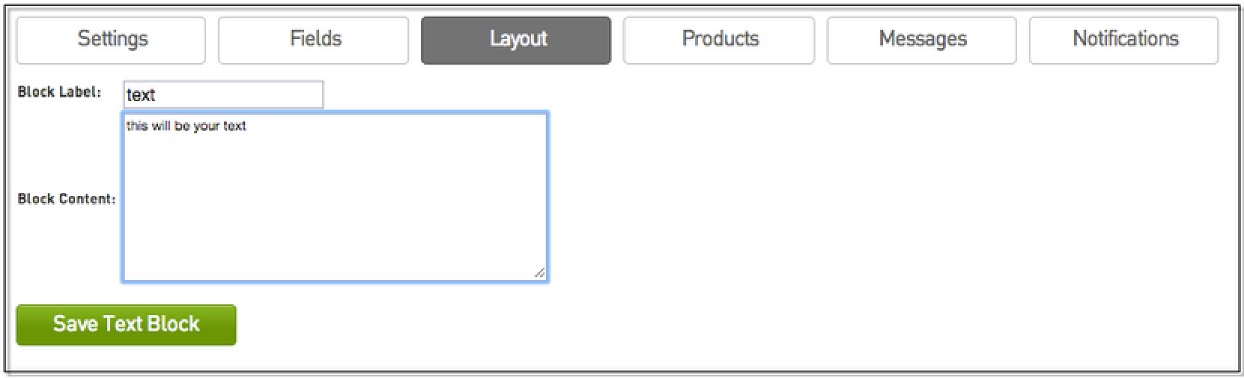

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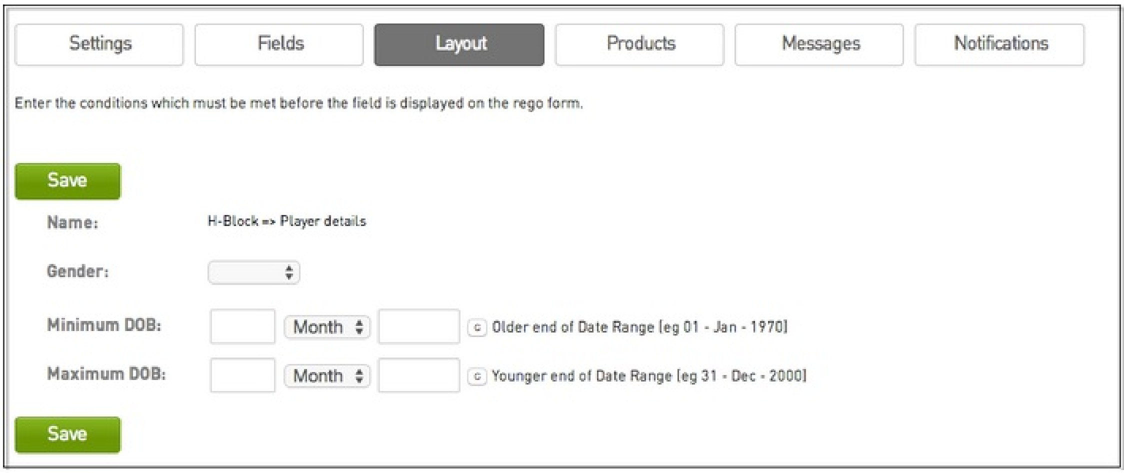

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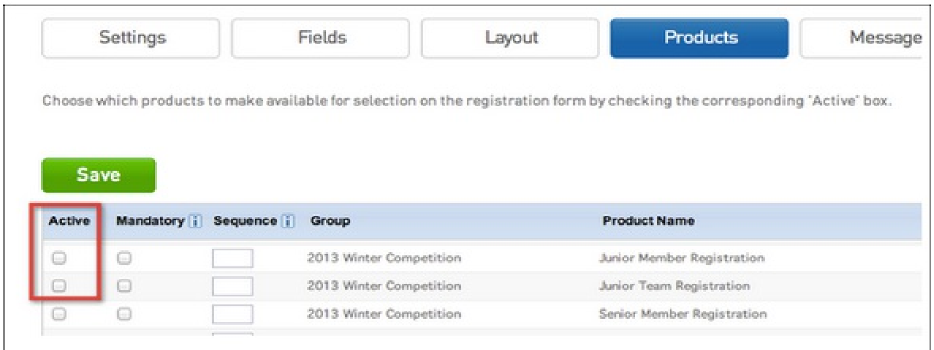
For information on Creating a Product, please see our Create a Product article.



Making a Product Mandatory

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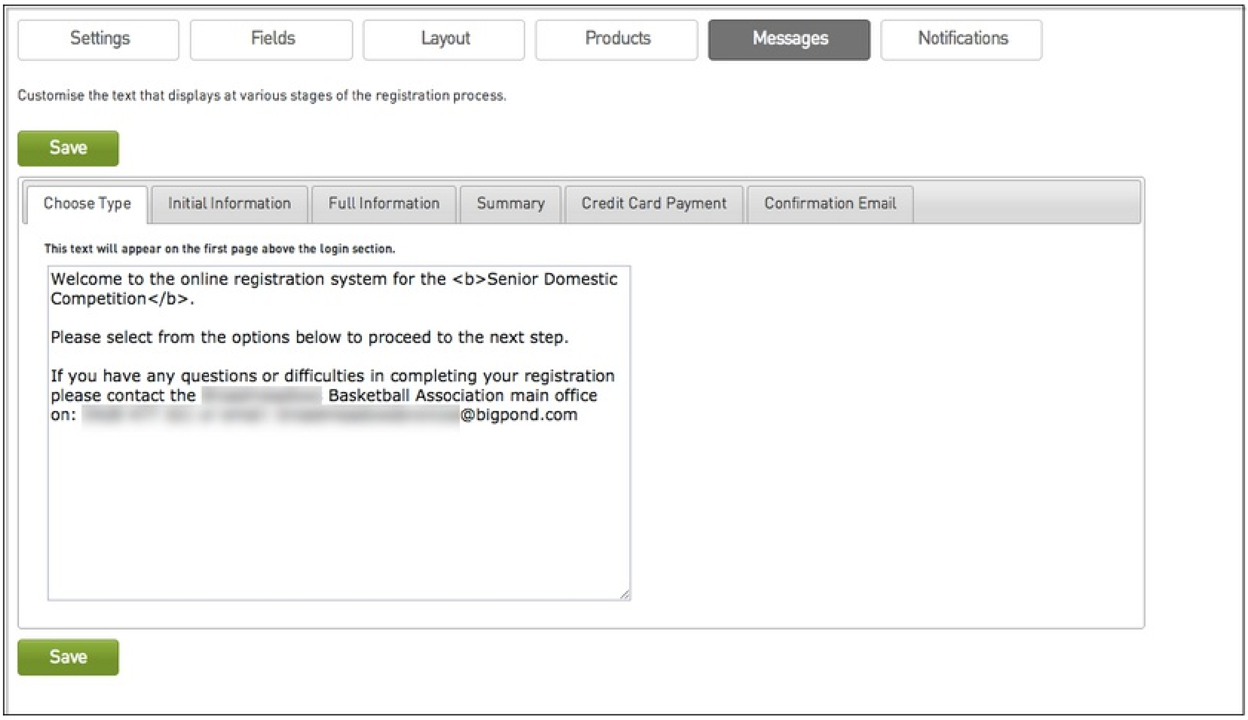
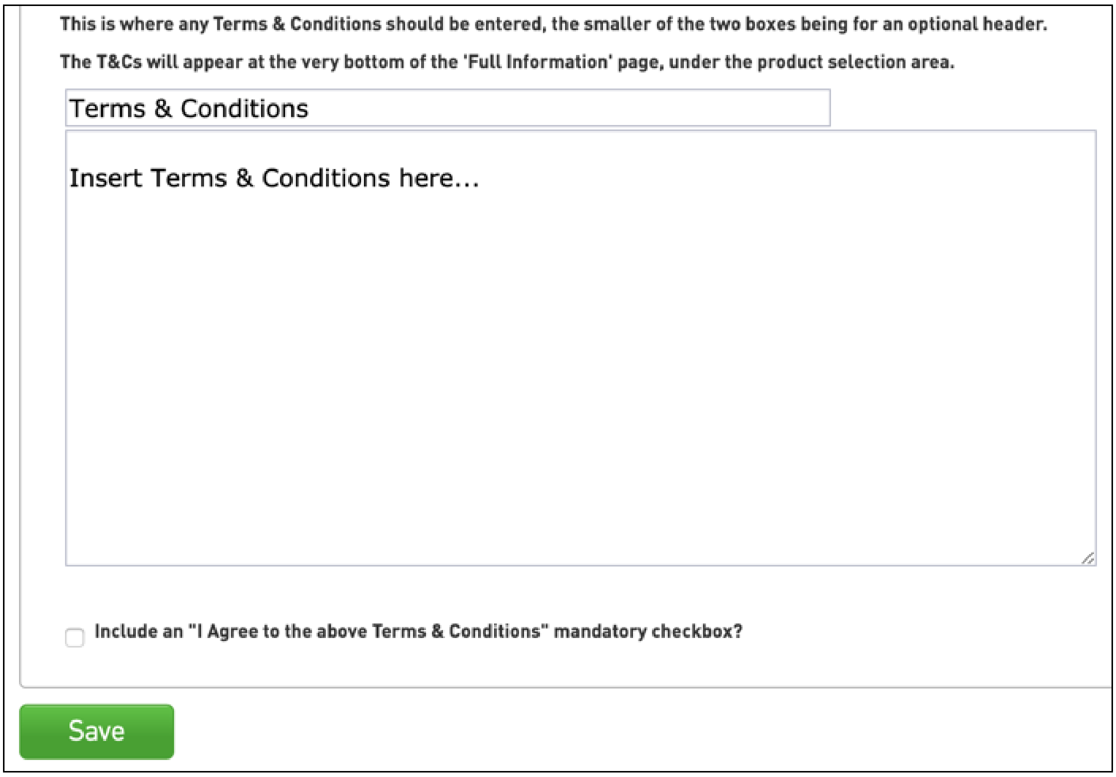


Terms & Conditions can be added in the **Full Information** tab and can be made mandatory in order to proceed through the registration process.



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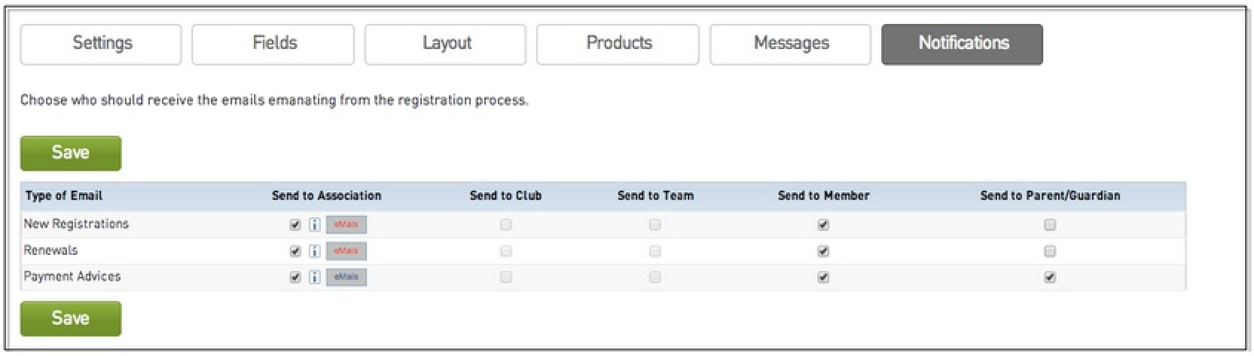
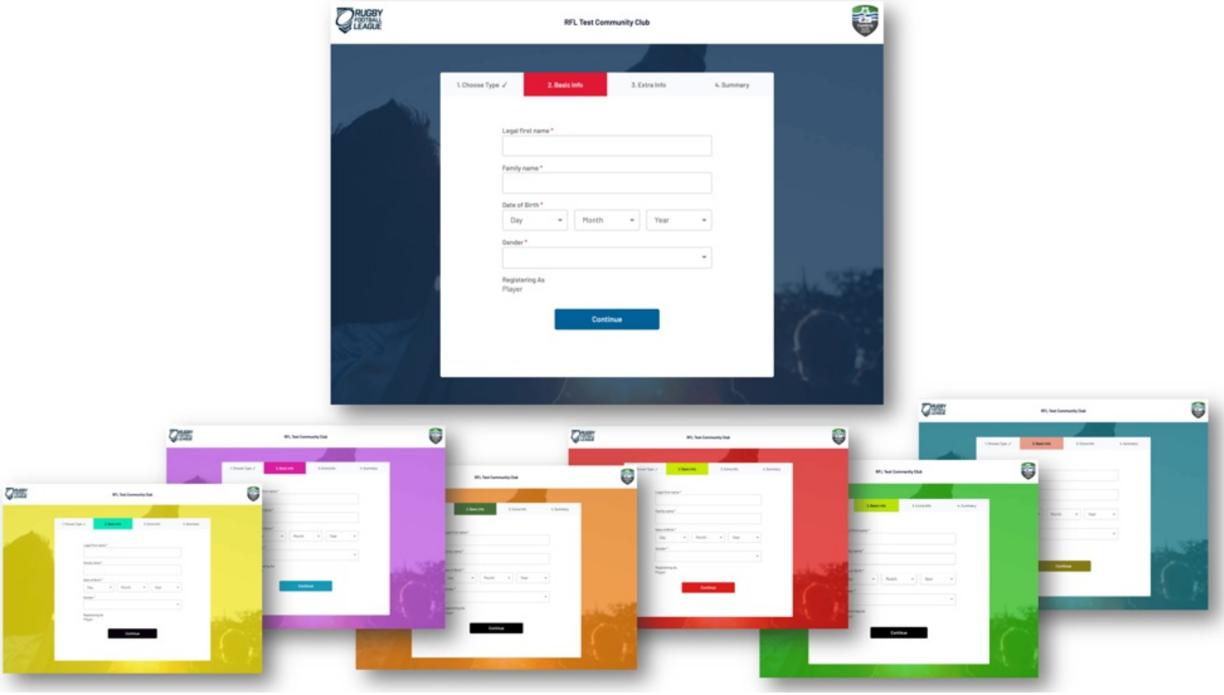


Do you need more advice? See 'Related Articles' or submit a support request.

Registration Form Updates

Last Modified on 02/02/2021 1:26 pm AEDT

You may have noticed that our registrations look a little different. The main changes to the form are related to the design but also the colouring of the registration forms which organisations now have the ability to modify to suit their organisation/sport, otherwise the registration forms work in exactly the same way as previous.



The colour changes can only be changed at the level that the specific registration form was created. So if the national body created the registration form and shared this down to all their associations/leagues and clubs, then only the national body can make changes to the colours. The same applies for registration forms created at an association/league level or club level.

NOTE: Background image of the form is fixed to a default image across all organisations/sports.

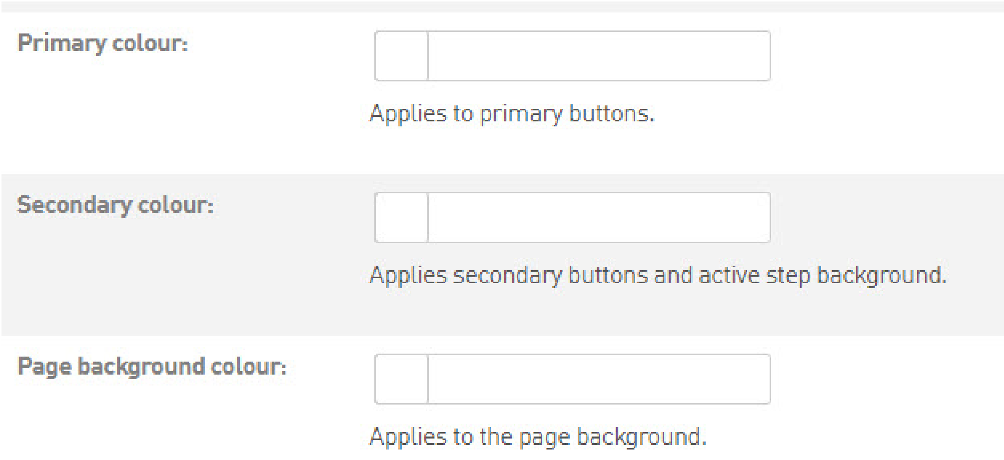
HOW DO I CHANGE THE COLOURS OF THE REGISTRATION FORM?

1. Log into your organisation.

2. Registrations > registration forms

3. Add a new registration form or **EDIT** an existing registration form.

4. Towards the bottom of the **SETTINGS** tab you will find three colour picker options, each colour reflects a specific part of the registration form.

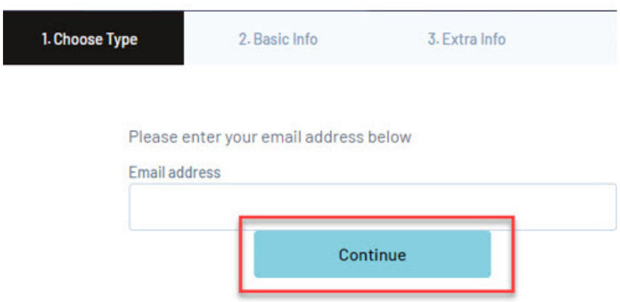


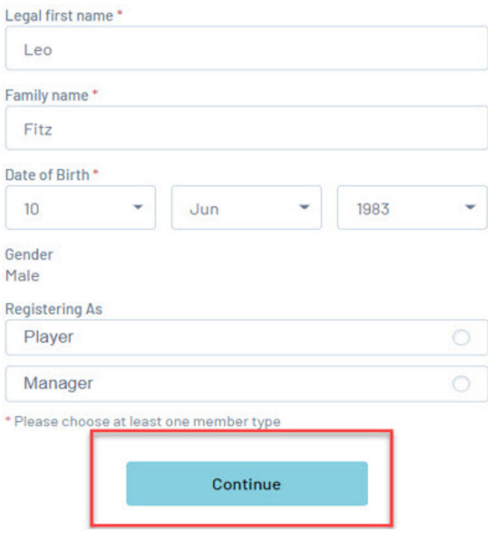
Click on the **colour icon** to select a colour.

WHAT DOES EACH COLOUR RELATE TO?

PRIMARY COLOUR

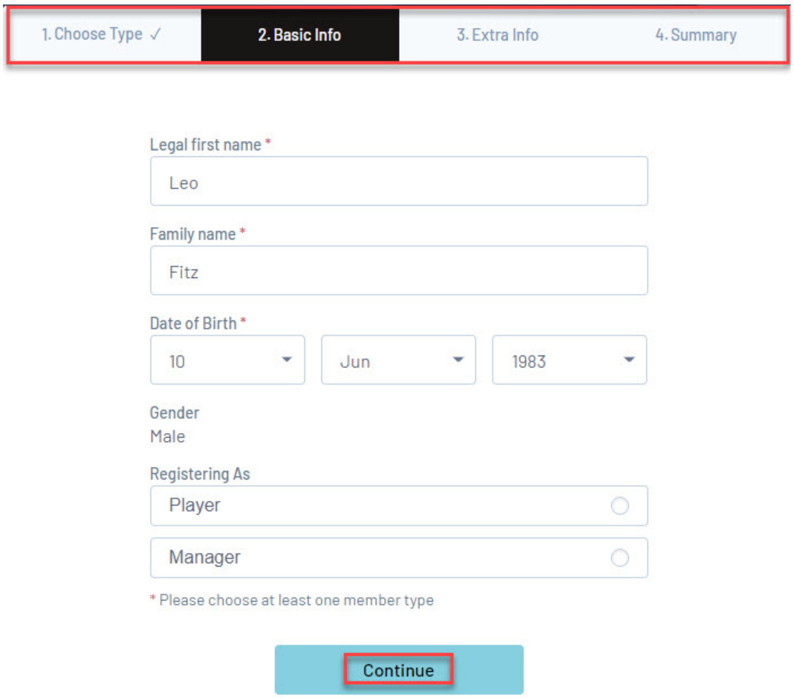
This will be the colour of the buttons as you go through the form.





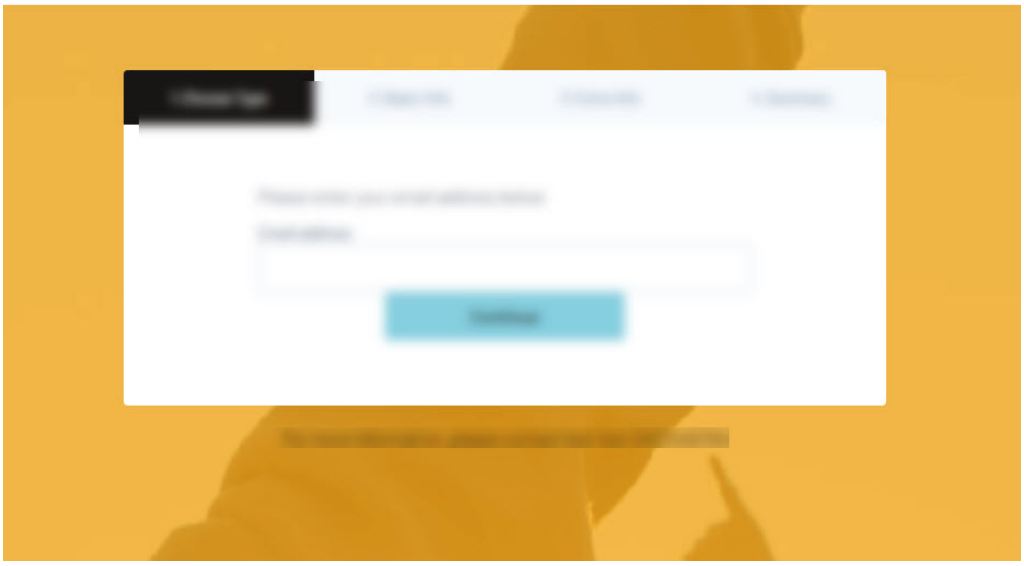
SECONDARY COLOUR

This is the colour of the secondary buttons and background step tabs.



PAGE BACKGROUND COLOUR

This will be the background colour of the form.



5. Once happy with your colours, click **SAVE**.

Registration Form Design Comparison: New vs Old

Last Modified on 02/02/2021 4:09 pm AEDT

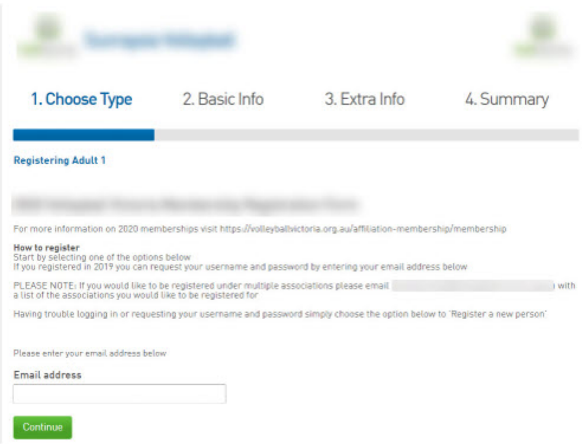
Below is a brief summary of the differences between the new v old registration form design (released in Feb 2021).

The form itself has exactly the same flow as before - just the UI design is slightly different with a fresh new look and a cleaner design.

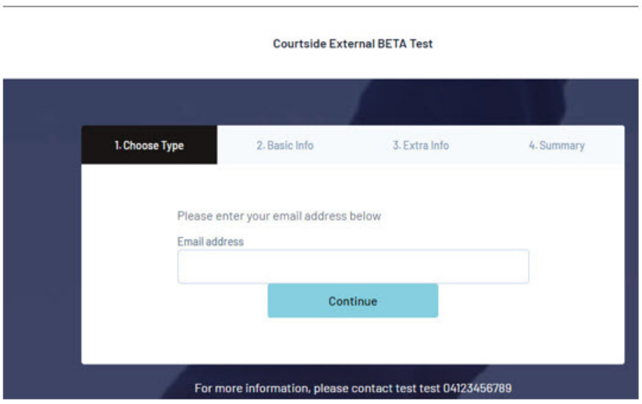
FORM LOG IN SCREEN

- Cleaner design, new colour scheme and larger buttons

OLD DESIGN

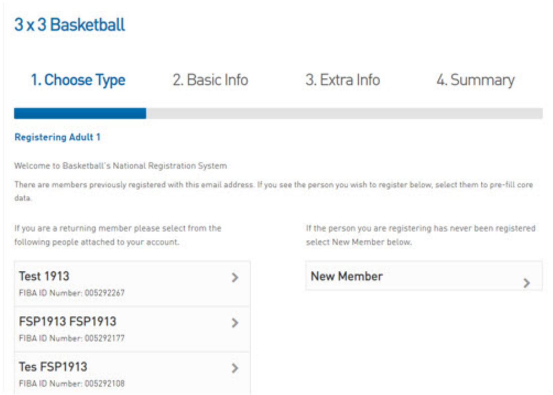
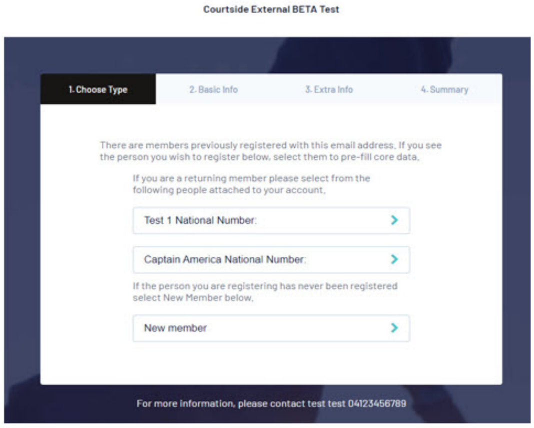


NEW DESIGN



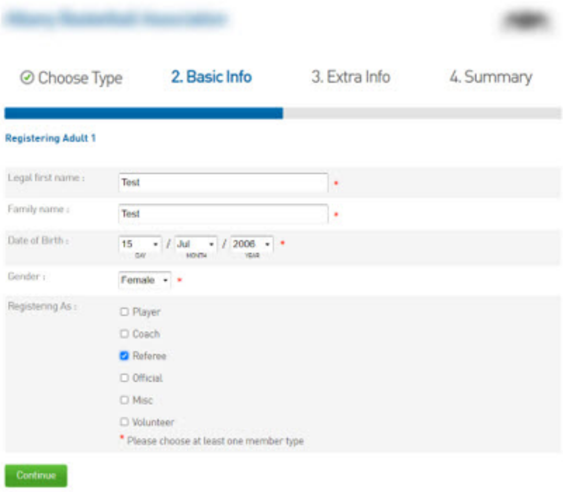
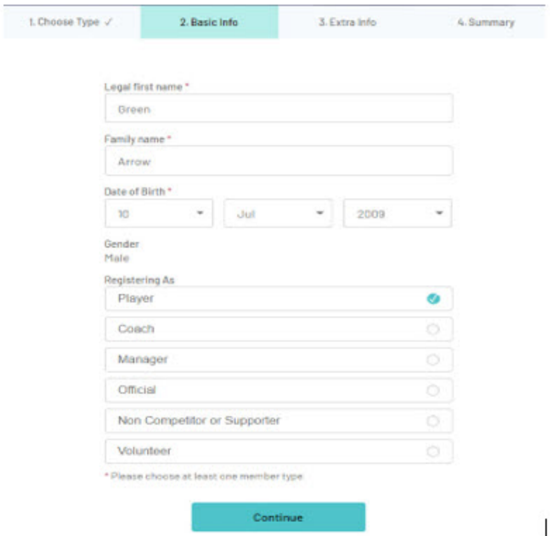
SELECT PARTICIPANT SCREEN

- Existing Participants stacked above the New Member Option
- Incorporates a cleaner design and new colour scheme

OLD DESIGN	NEW DESIGN
	

BASIC INFO/MEMBER INFO SCREEN

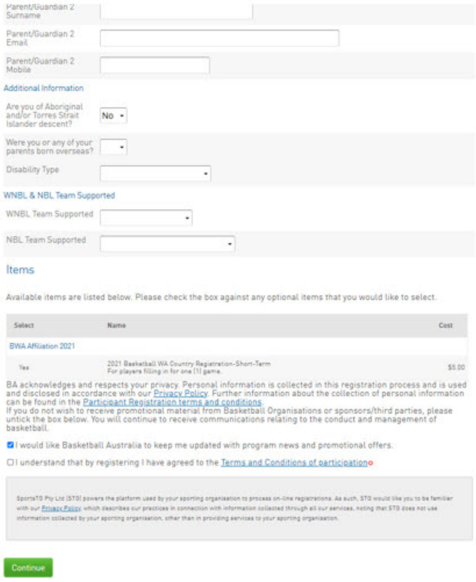
- New checkbox designs and larger buttons
- Incorporates a cleaner design and new colour scheme

OLD DESIGN	NEW DESIGN
	

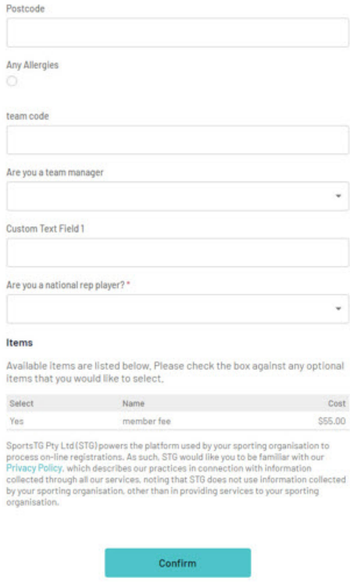
EXTRA INFO SCREEN

- Slimmer design, improved question layout & new Product checkbox designs
- Incorporates a cleaner design and new colour scheme

OLD DESIGN



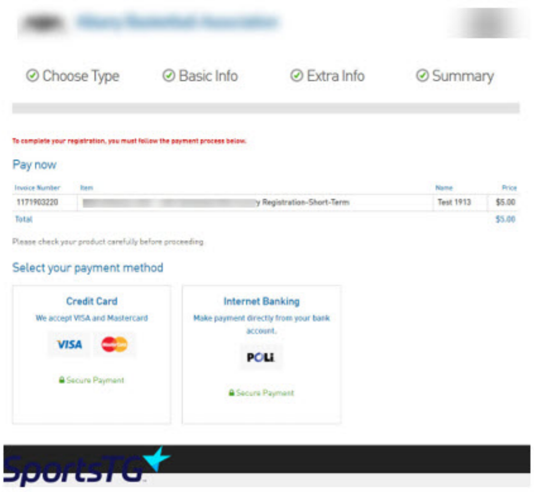
NEW DESIGN



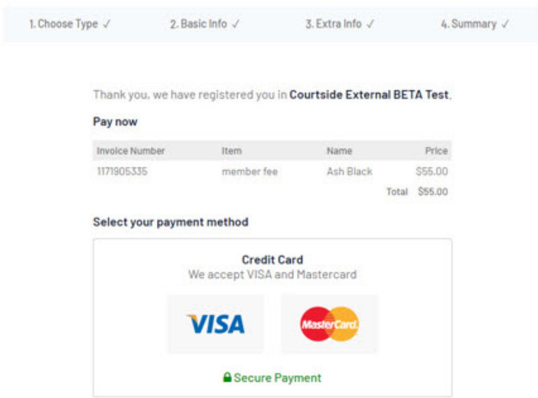
PAYMENT SCREEN

- Payment Method options are stacked
- Incorporates a cleaner design and new colour scheme

OLD DESIGN



NEW DESIGN



Team to Association + Member to Team Forms

Last Modified on 28/07/2017 10:14 am AEST

As part of the Online Registrations functionality, there is the ability to allow Team Managers or the Team Organiser to register a team directly to one a Competition or to the Association to then assign a Team to a Competition. During the same registration process, they can invite their friends to join the team as well.

This is unavailable for AFL.

Let’s follow the story of John, a Team Manager for his social Team, as he registers his team and invites friends to play as well.

• Visits a website and see’s an invitation to enter a Team into a Competition

• Clicks on the link and is taken to the Team Registration Form – where he is then presented with two options.

• John has never played before, he and a group of mates want to play, so he chooses the ‘New Team Registration’ option.

• John fills out the Team registration form (Team Details, Duty team Details etc.) selects which competition he wishes to play and agrees to the terms and conditions.

• John has now reached the summary screen of the registration form, it's at this time, and John can now add the email details of his friends who are also going to play in the Team.

• Once John clicks Invite Teammates Now, each of his friends will receive an automated email, inviting them to join the team.

Hi John, has just entered a team into the Dubbo Touch Association Men's Competition.

You have been invited to join this team.

To accept the invite click here It will take you just a few minutes and you will be registered to play.

• Each of John's mates clicks on the link, which then launches the Member to Team registration form, and they complete all the relevant details and pay all the relevant player fees. So in a complete online process, each of John's mates have joined his team, have joined the Association, paid their fees and are now ready to take the field and play their first game as a registered participant for the Competition.

• John as the team manager, receives a different automated email, which prompts him to register to the team and Association plus invite other friends to play.

Hi, we are just confirming that you have registered the following team into our upcoming season:

Team name: Dubbo Plumbers R Us

Competition Name: Men's Competition

Team Code: 2721778

Password:72nu8jn6

Are you also going to play in this team?

You will need to separately register as a player. Click here to do that right now.

Hopefully you have already taken advantage of our auto email function that allows you to invite teammates to join your team. If you have extra players you need to invite, copy the link below into a separate email and send it to those people - that way you can have your team fully registered before the competition gets underway.

https://www.exampleurl.com

Thanks again for playing in our competitions.

All of this was managed through the online registration forms functionality, let's now look at the set-up and what's required for linking these two forms together.

From your Registration Forms screen, click on Add New Form

From the Team to Association Registration Form setup screen, make sure you activate the following options.

Notes:

1. You will also need to create your next seasons competitions, for example A Grade Men, B grade Women, Unisex, reason being, you will need to select which competitions to be linked with this Team to Association registration form, that way your members know which competition to nominate for. So create your competitions first!

2. As with all Registration Forms created at the Association Level, with the Team to Association Registration Form you can customise the following:

- Settings

- Team Fields

- Layout of the Form

- The products your members can purchase (team nomination fee for example)

- Messages

- Notifications

Conditional Fields

Last Modified on 28/07/2017 10:16 am AEST

Conditional Fields Explained

Conditional fields provide Administrators greater flexibility over the way in which fields are displayed, on a Registration Form, as well as providing a greater user experience.

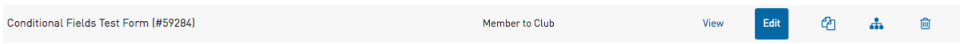
Administrators are now able to set “Control” fields, which if selected by a user can force the Registration Form to show or hide further fields on the form.

For example:

As an administrator, I wish to capture further medical information for participants who indicate they wish to allow medical treatment.

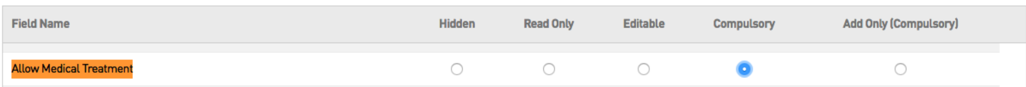
Using Conditional Fields on a Registration Form

1) Edit or Create a new Registration Form.



2) Ensure the Fields you wish to appear on the form as conditional are available for selection.

Note – you may wish to set the “Control” field as Compulsory. This depends on the nature of the field and may not be applicable to all “Control” fields.



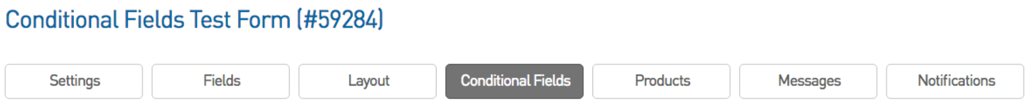
3) Ensure the Layout is configured to allow for the Conditional Fields

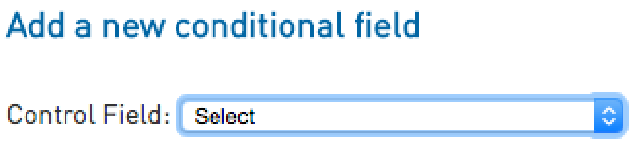
Note – When using Conditional Fields, you must ensure that the “Control” field sits above the additional fields you wish to appear as a result of the answer to the “control” field, this ensures that if selected the additional fields will show/hide.

In this example, we will ensure that “allow medical treatment” sits above all other medical field questions.

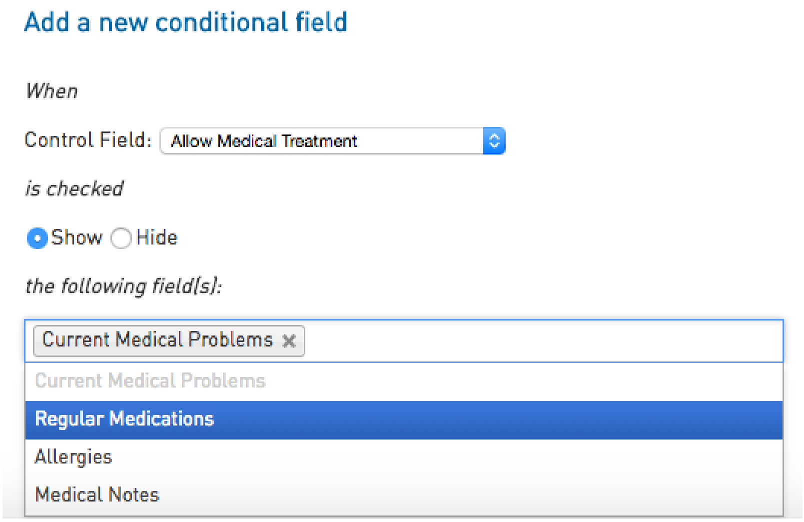
3) Select the Conditional Fields tab and Add Conditional Fields

In this screen we will define our “Control Field”, this is the field that will govern whether or not the additional fields will show/hide, based on the users selection.





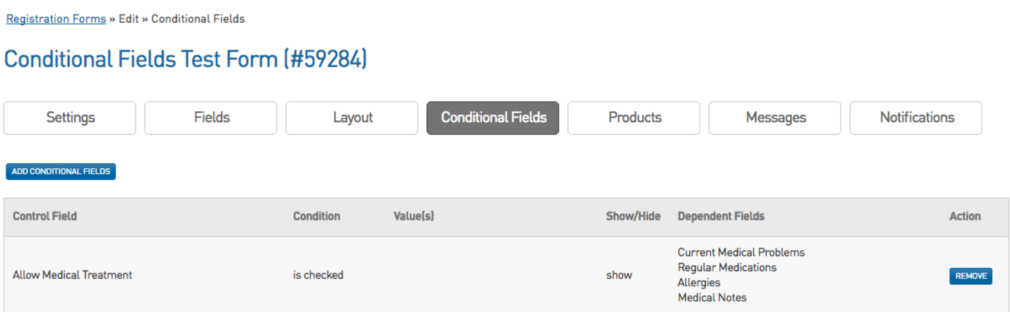
Once we have selected our Control Field, we can define the Rules for this field:



In this example, if the “Allow Medical Fields” checkbox is select, we will also chose to show the fields:

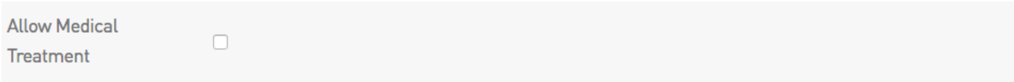
Current Medical Problems
Regular Medications
Allergies
Medical Notes

We can now see that our Conditional Field has been added:

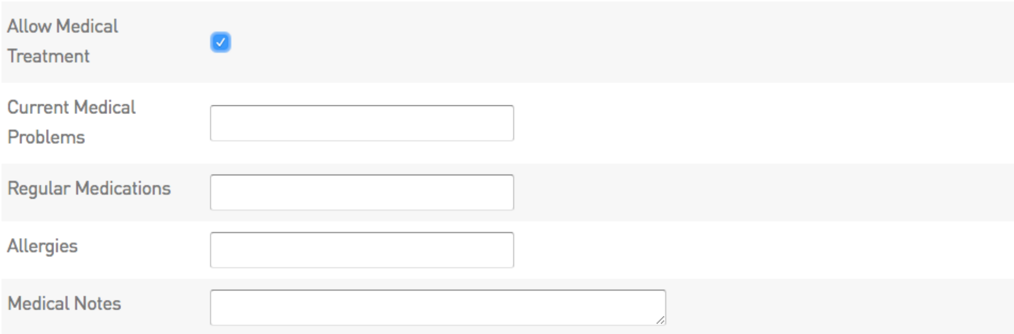


4) Test Conditional Fields in Registration Form

We can see our Control Field appearing on the Registration Form:



Based on the rules we have applied if this box is checked the additional Medical fields will appear



Do you need more advice? See 'Related Articles' or submit a support request.

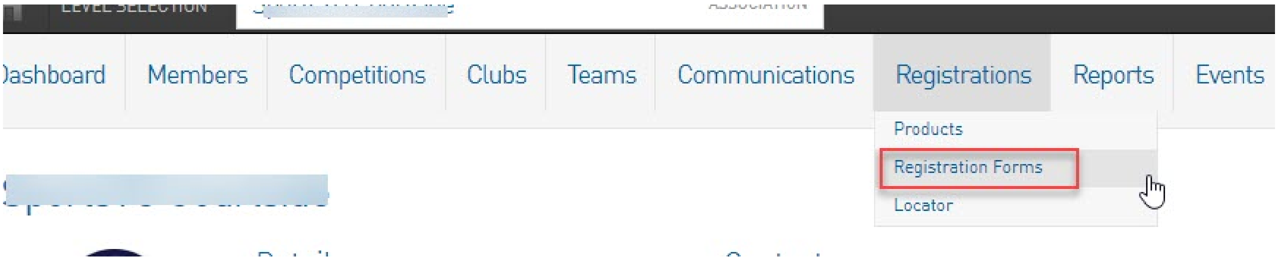
Compulsory Payments

Last Modified on 14/05/2019 2:53 pm AEST

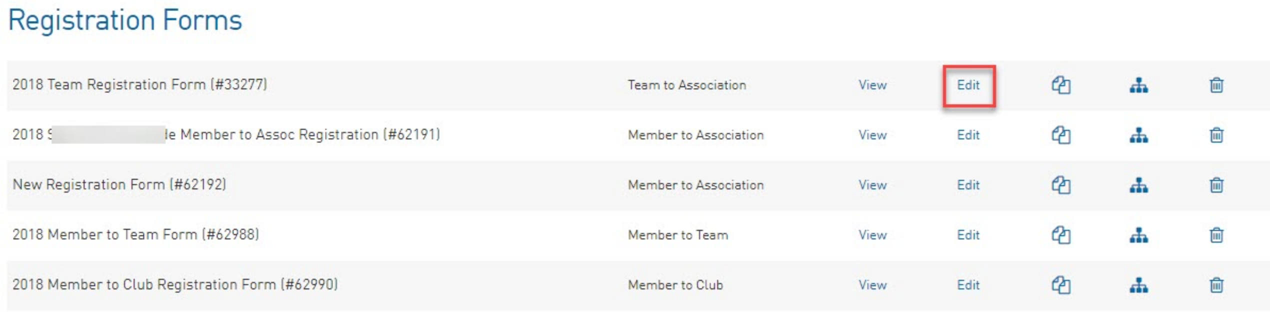
Administrators can now make it compulsory for those completing registration forms to pay before the registration is successful. To set compulsory payments up on any or all of your registration forms follow the instructions below.

This is editable at Club and Association level.

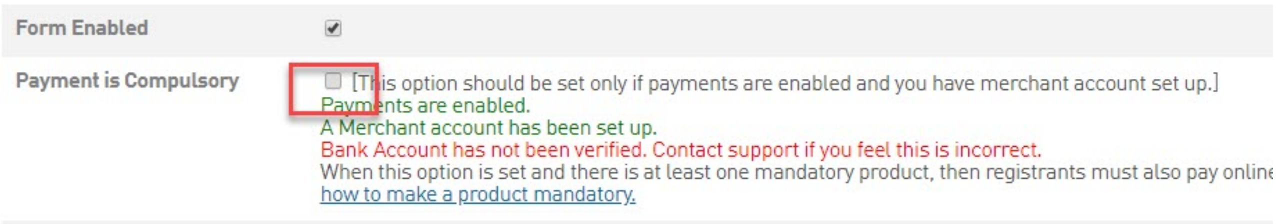
1. Once you have logged into you membership database, hover over **Registrations** and click **Registration Forms.**



2. Click on the **Edit** button next to the Registration Form that you want to make payments compulsory



3. Within the **Settings** tab, tick the box to the right of **Payment is Compulsory.**



4. Once you have ticked the box click **SAVE** at either the top or bottom of the page.

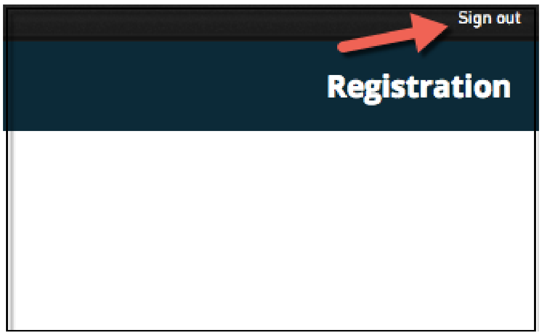
A member who **does not** complete payment will not be registered into the season and there is no option to pay later

Registration Form Sign Out button

Last Modified on 28/07/2017 10:25 am AEST

We now have a Sign out button available on our Registrations Forms!

The Sign Out button is ideal for those clubs that hold Registration days and generally use only one or two computers. Members can register, pay and sign out with little fuss.



Address AutoComplete

Last Modified on 17/08/2016 4:24 pm AEST

As the user begins to type in their address, the field Address (Enter Full Address) calls Google maps algorithm to begin to pre-populate the address. The user can select their correct address from the dropdown list. This functionality will ensure consistent formatting. For example New South Wales instead of NSW.

Tip- Administrators need to be mindful that they should still select the following fields from the Fields Tab on the Registration form in order to be able to report on this information.

- Address 1
- Suburb
- State
- Postcode

We recommend adding these fields so someone can manually enter their address if its not found in Google maps.

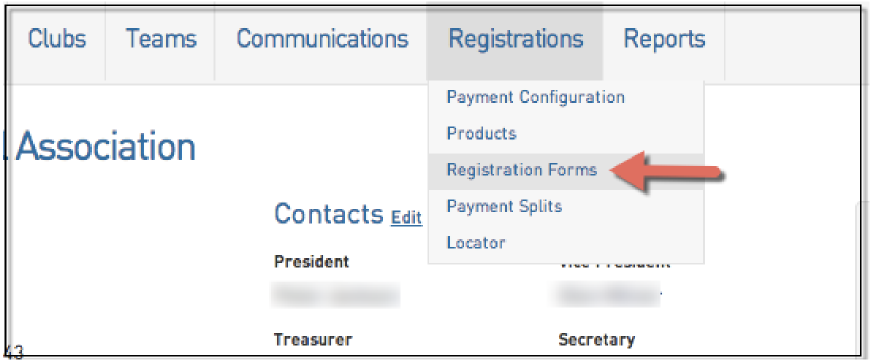
We recommend the following text to be added as a Text Block under Field Address – “If the system cannot find your address, please type your correct address in the fields below.”

Team to Association Registration Forms

Last Modified on 28/07/2017 12:14 pm AEST

To add a Team to Association Registration form, follow these simple steps.

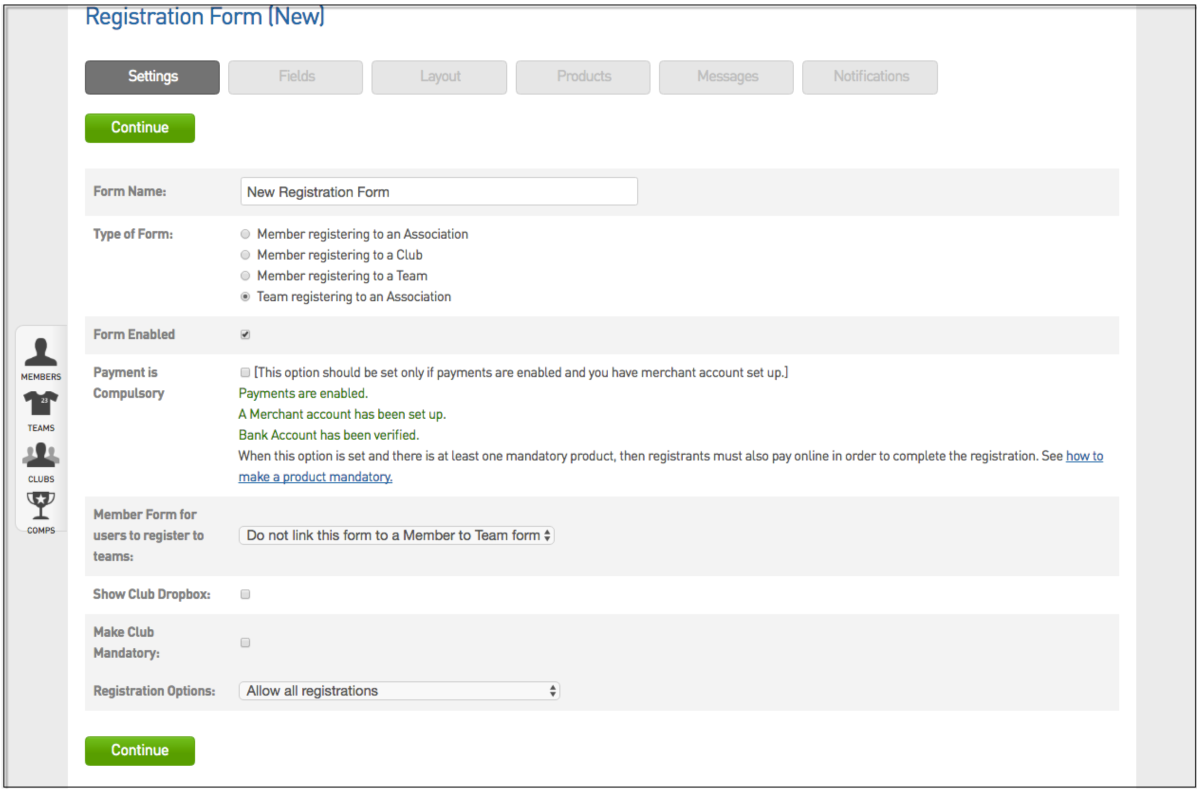
1. Hover over Registrations and click '**Registration Forms**'.



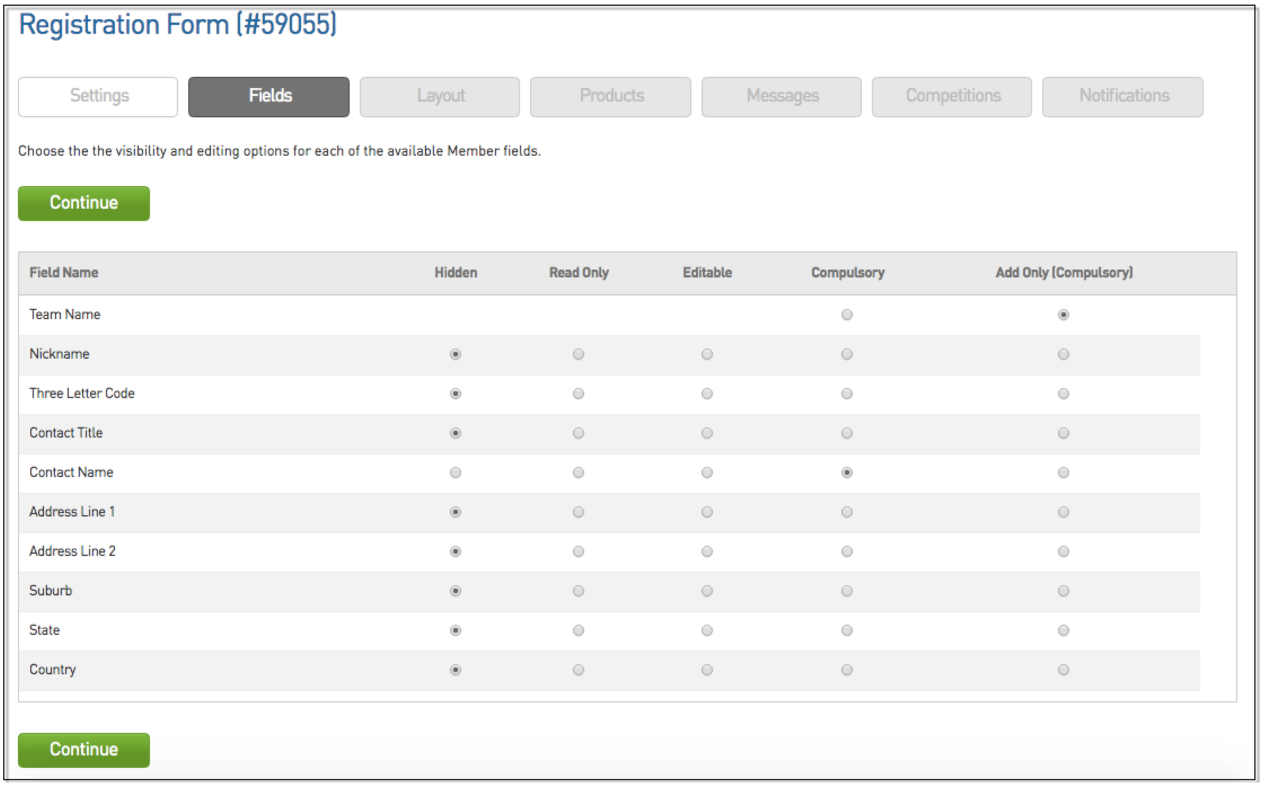
2. Click on '**Add a New Form**'.

3. The first page is the Settings page, here you will need to:

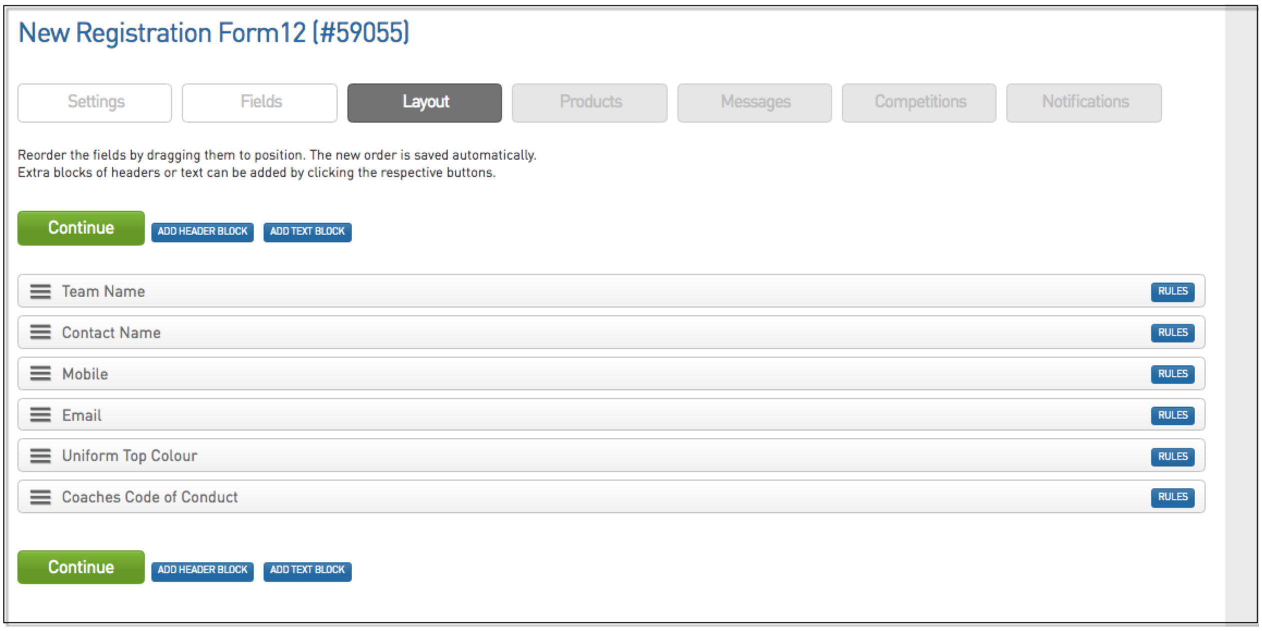
- Name the form.
- Select Type of form - Team registering to an Association.
- Ensure the Form Enabled box is ticked.
- Check the box if you wish Payments to be compulsory
- If you wish to receive individual team member registrations ensure you have created a Member to Team form previously and link the name of the Member to Team form via the drop down box.
- If you run a club structure its important that you select the checkbox for Show Club Dropbox. You should also click on the Make Club Mandatory checkbox.
- Determine your registration options – new teams only, returning teams only or both.



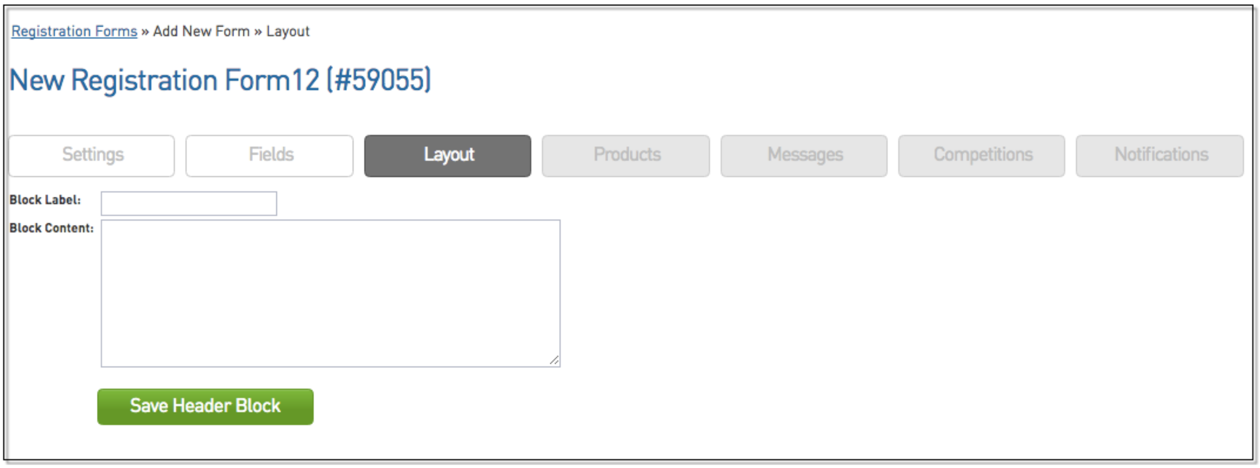
4. On the **Fields** page, select the Fields you wish to make Editable and Compulsory.



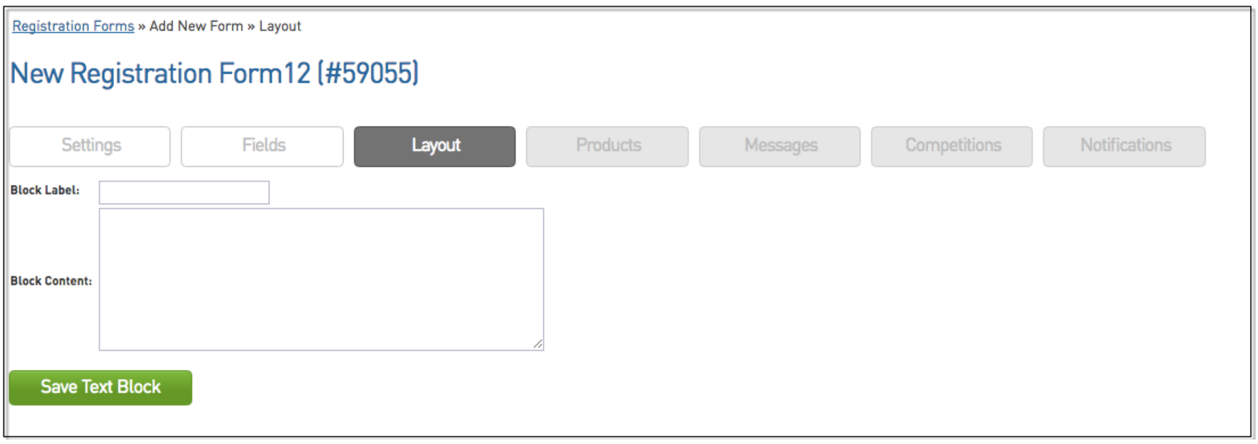
5. One the **Layout** page, adjust the layout of the form by using drag and drop of the grey boxes available



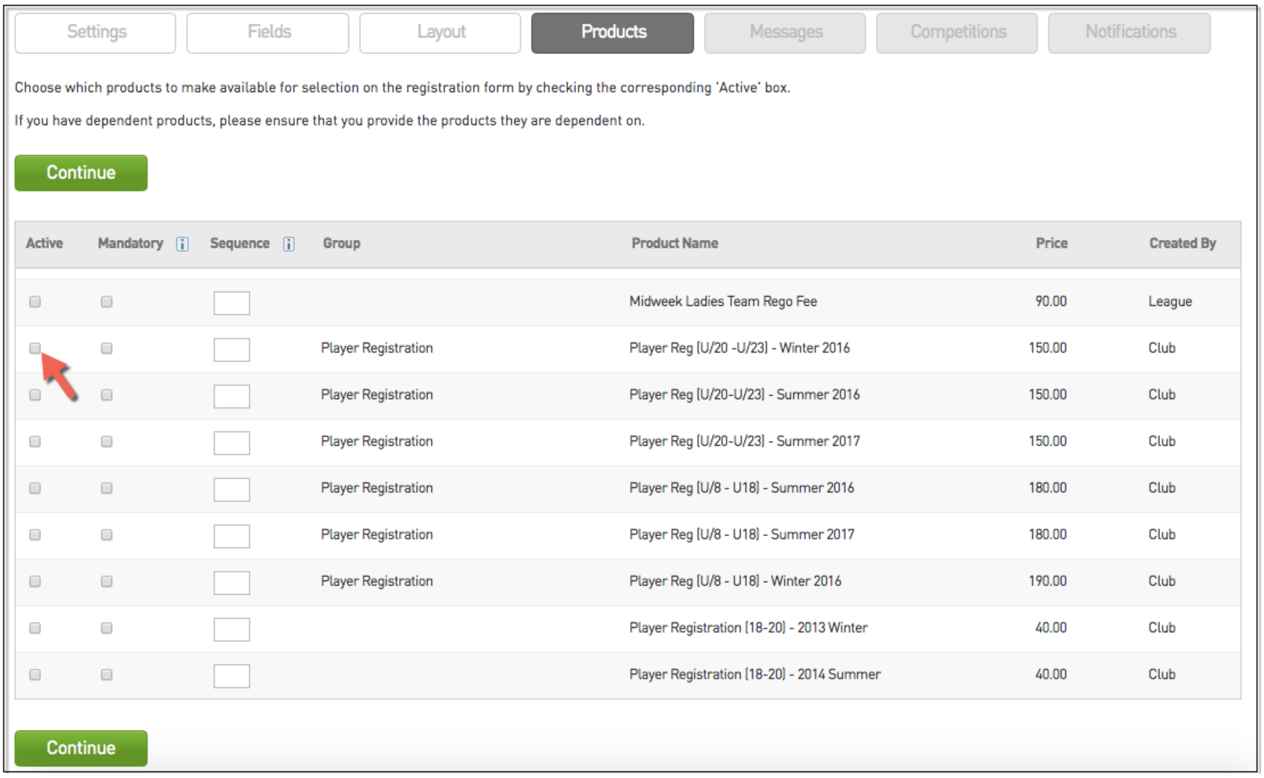
5a. Header blocks can be added in order to break up sections.



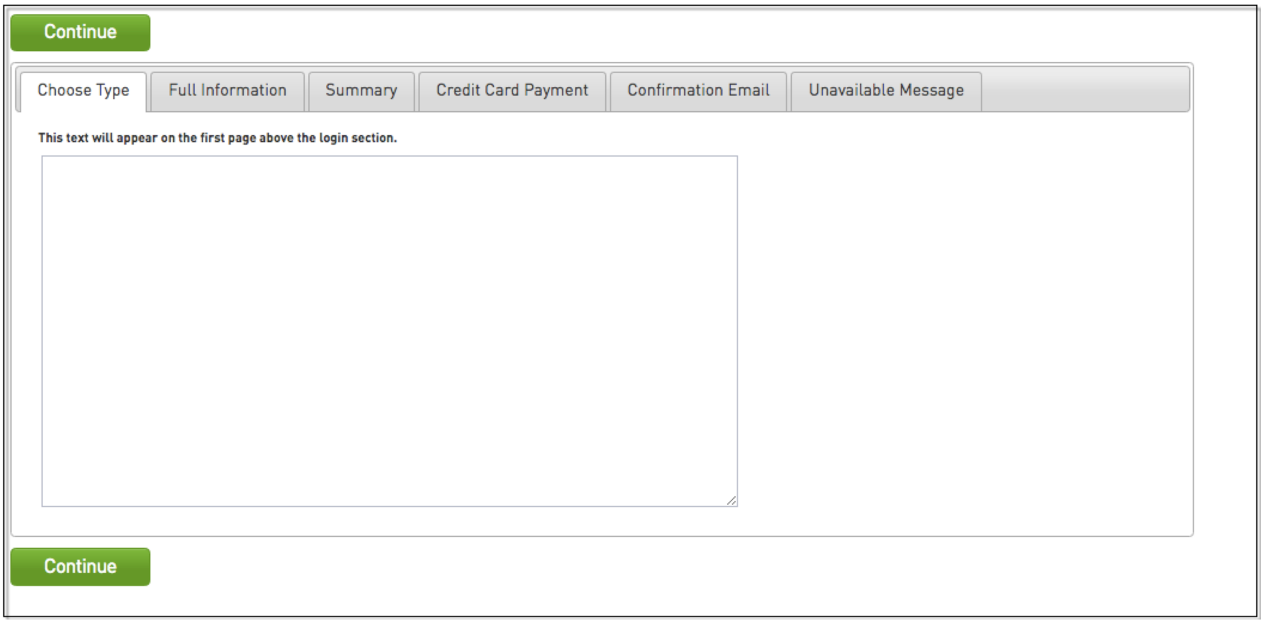
5b. Text blocks can be added to add additional descriptive text to a section.



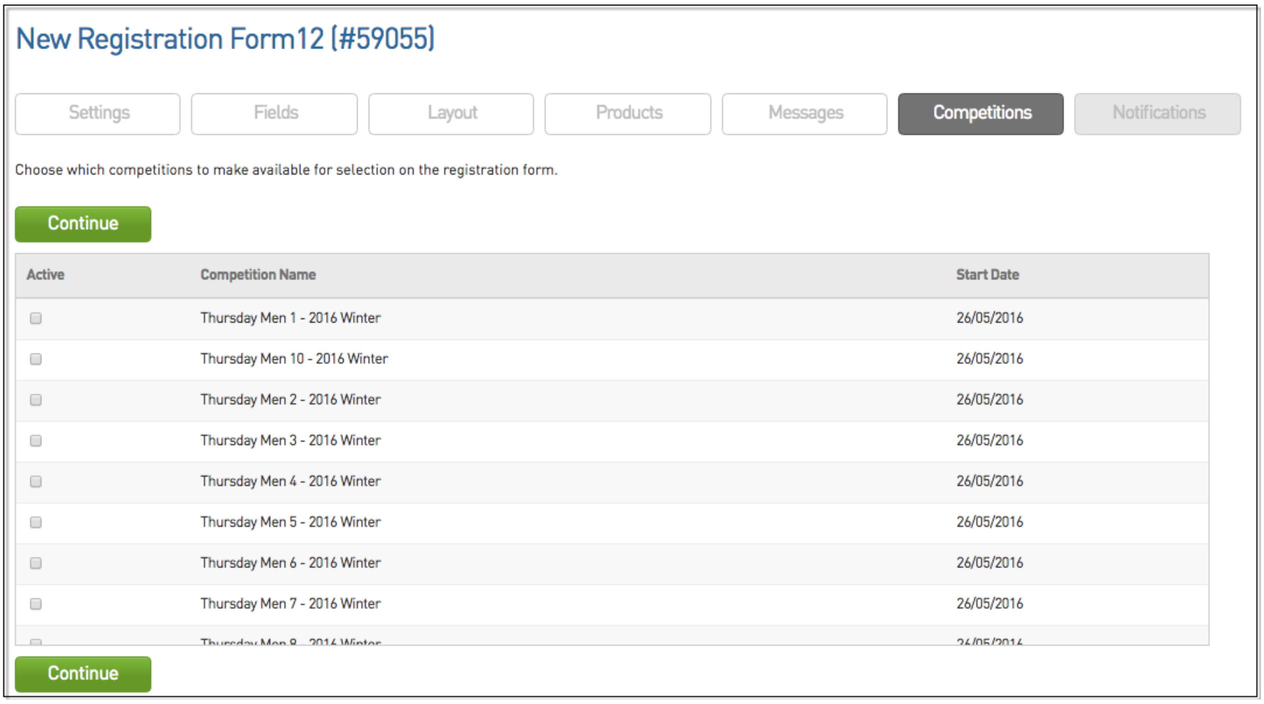
6. On the **Products** page, select the '**active**' box of any products you wish to add to the form.



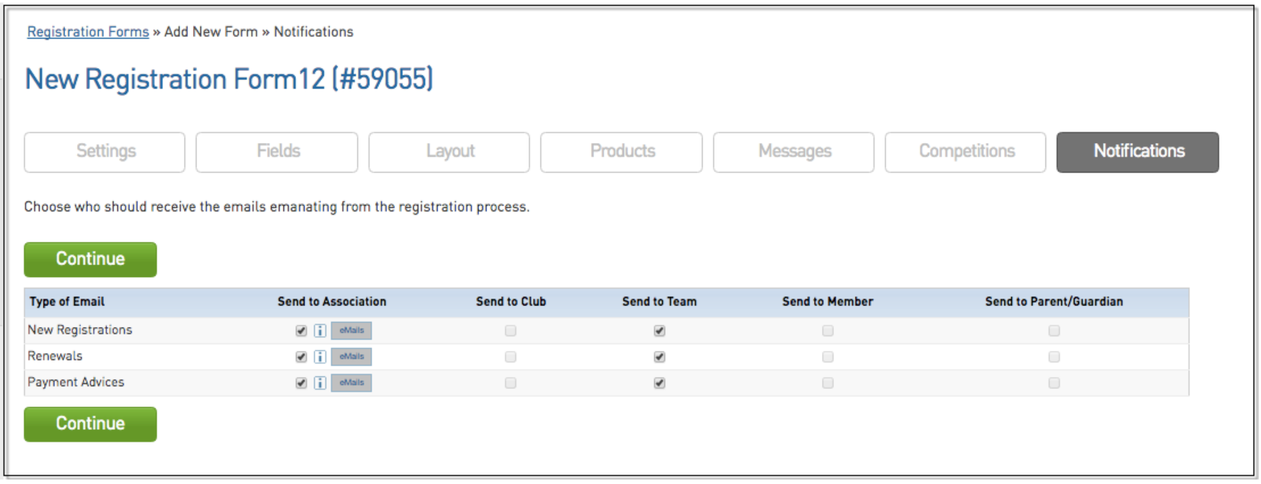
7. On the **Messages** page, add any suitable messages you wish to add to each section of the form



8. The next page is the **Competitions** page. If you have not setup your shells of your upcoming competitions that's ok. Proceed with completing the form and then come back to this section. We do recommend you setup your shell competitions first and then check the boxes of the competitions you wish to open for team nomination. Once selected these Competitions will show on the form under the question - 'Competition to Join'.



9.The next page is the **Notifications** page, indicate via clicking the check box any appropriate stakeholders who should receive notification of a Team Registration.



Adding option to upload a document or photo

Last Modified on 08/12/2017 12:28 pm AEDT

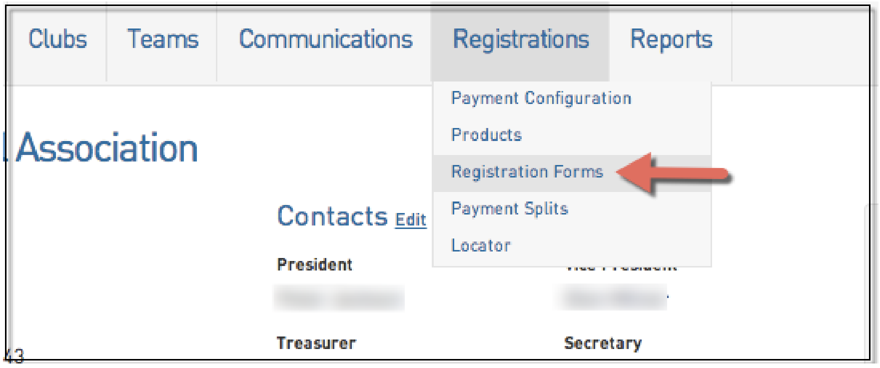
Adding the option to upload a document or photo to registration form

Clubs and associations have the option to allow members to upload a specific document or photo within the registration form that will, once registered, be uploaded onto the members profile.

These two fields can only be found within the set up the registration form itself and will need to be configured to display on the form.

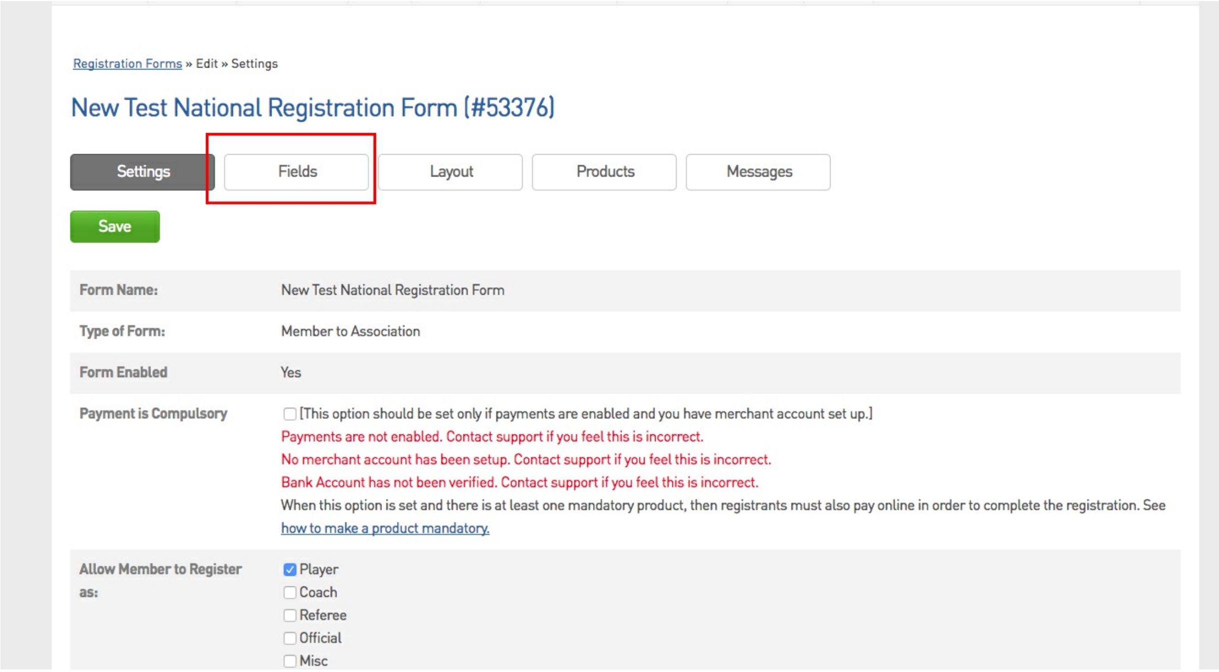
1. Log into your club/association database

2. Go to Registrations > Registration forms:

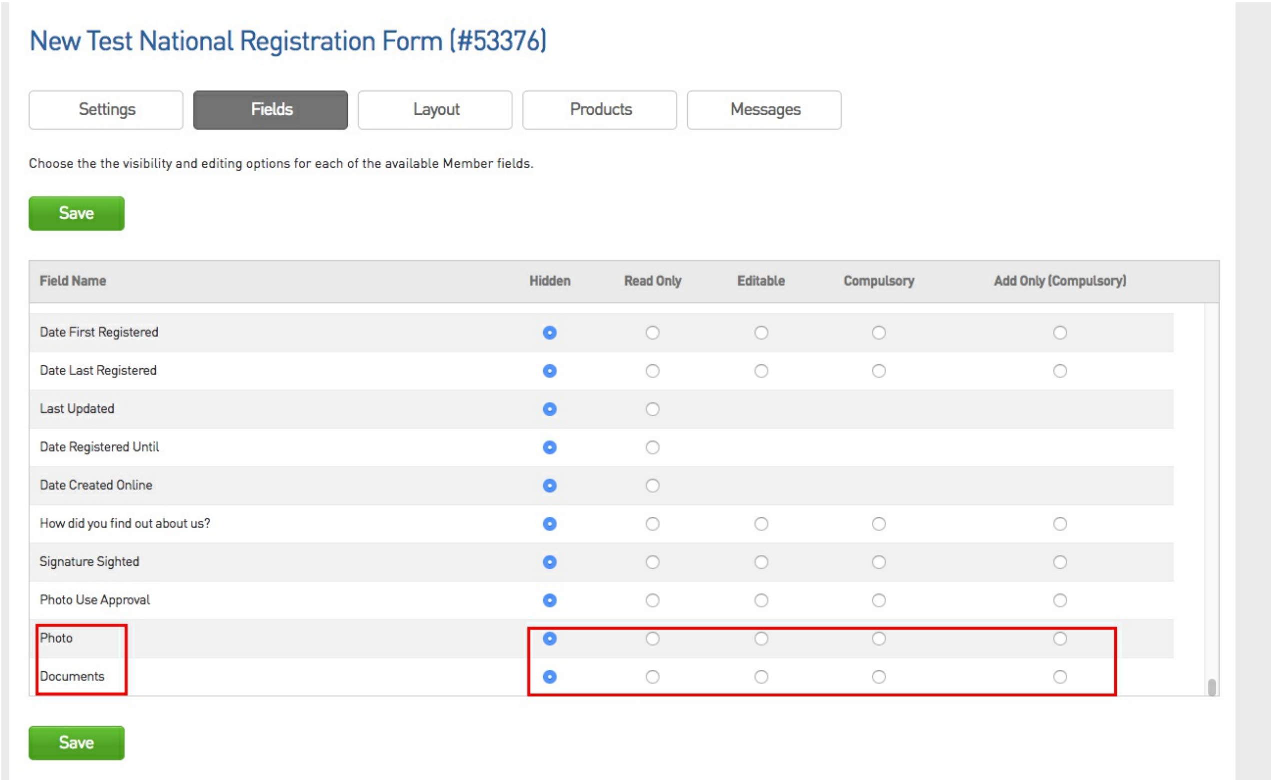


3. Click **Edit** within the relevant registration form

4. Click the **Fields** tab:



5. Scroll down to the bottom of the list to find the **Photo** and **Documents** fields and change the configuration of the field/s you want to include on the form:



- *Hidden*- Won't be visible on the form

- *Editable*- Will be visible on the form but members have don't need to upload anything if they choose not to

- *Compulsory* - Will be on the form and members must upload a file before they can continue through the form

*Note: We DO NOT recommend using the **Read Only** or **Add Only (Compulsory)** settings as this won't allow members or admins to edit this information.*

6. Click **Save**

How to attain a team code

Last Modified on 17/05/2018 10:54 am AEST

How teams get their team codes for registration forms

Some associations when using online registration forms will have a member to team form that will require members to input a team code so they can be registered to their correct team for the new season.

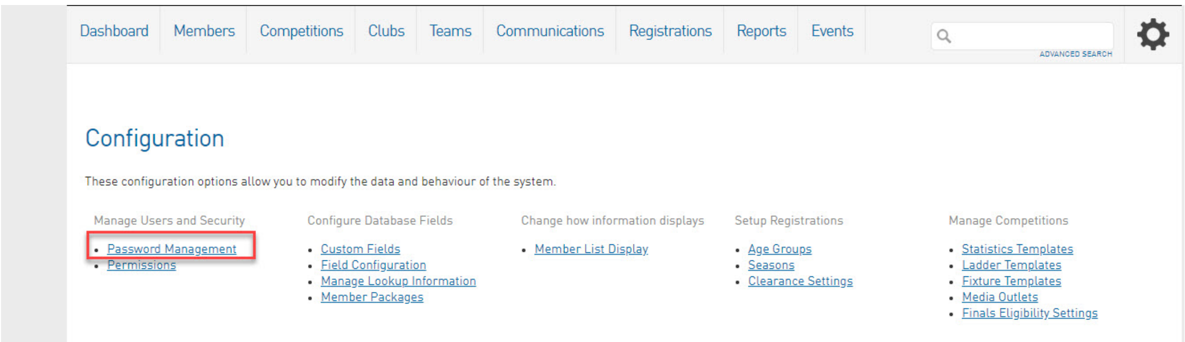
This should be automatically generated when the team registers via a team to association form, however sometimes this is not the case.

Note: Only associations can view the team codes and can generate one if a team does not have one. If you are a club or team please get in contact with your association.

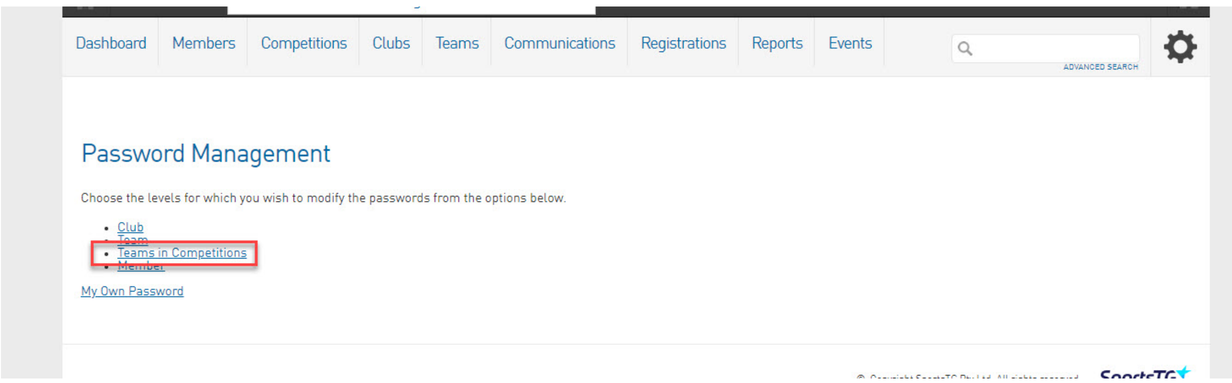
To check the team codes for each team or to create a team code for each team you can do this via the Settings of the association database:

1. Log into the association/league database.

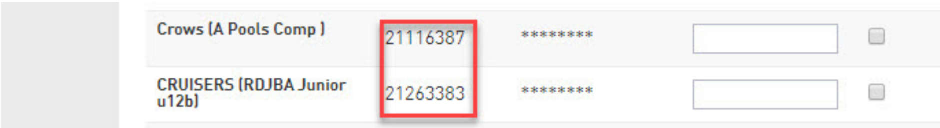
2. Select the **Settings cog** on the right hand side > **settings** > **password management**:



4. Select **teams in competition**:

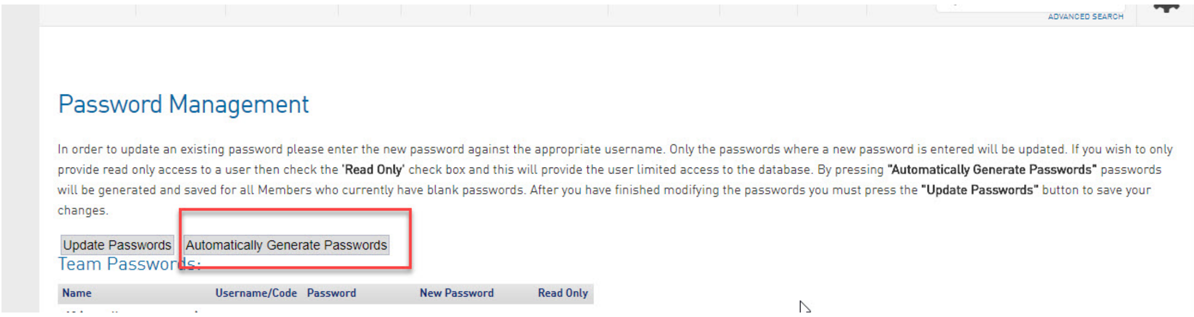


You will now see a list of all the teams in the competitions you have created and you will notice that most teams will have an **8 digit code** next to their names, this is known as the **team code** in which you can provide to team managers and members:



However you may also notice that some teams may only be displaying with a **2** next to it's name and **no password set**, this means that there has been **no team code created** for these teams.

To generate these codes you will need to use the **automatically generate passwords** button at the top of the page, which will then create an 8 digit team code:



Note: Selecting this button **will not** change the current team codes and passwords that teams already have set it will only create them for those teams that don't.

What about team passwords?

Teams are assigned with a team password however depending on the way your association has enabled registrations for teams will depend on whether they need to use the password as well. You will not need to use the password for most registration forms however some associations you may be required to. If you are unsure or cannot go through the registration form without a password please contact your association directly.

Create a product

Last Modified on 06/01/2022 10:47 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

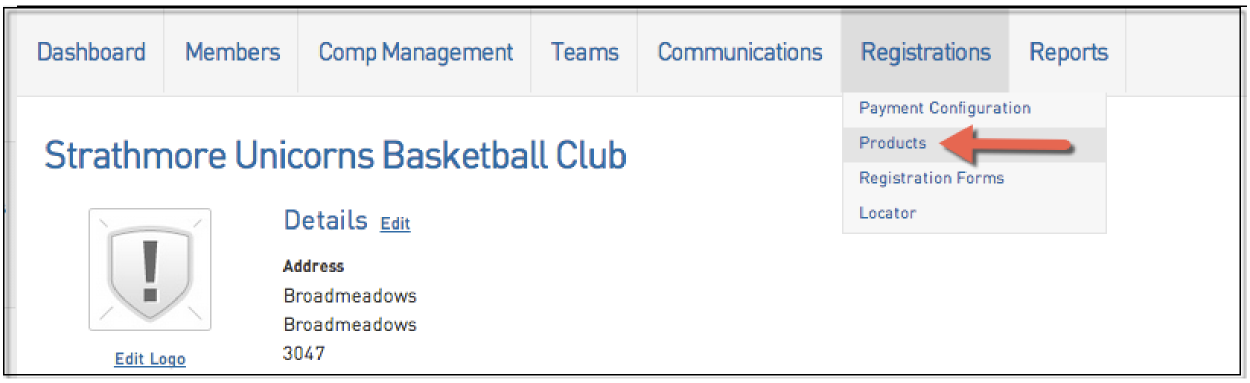
Products are items that can be purchased by members. Examples of products may include registration fees, playing gear, merchandise or event tickets. Products are closely tied to the Registration Form module, as products are the 'items' that can be added to a registration form to be sold online.

This is editable at Club and Association level.

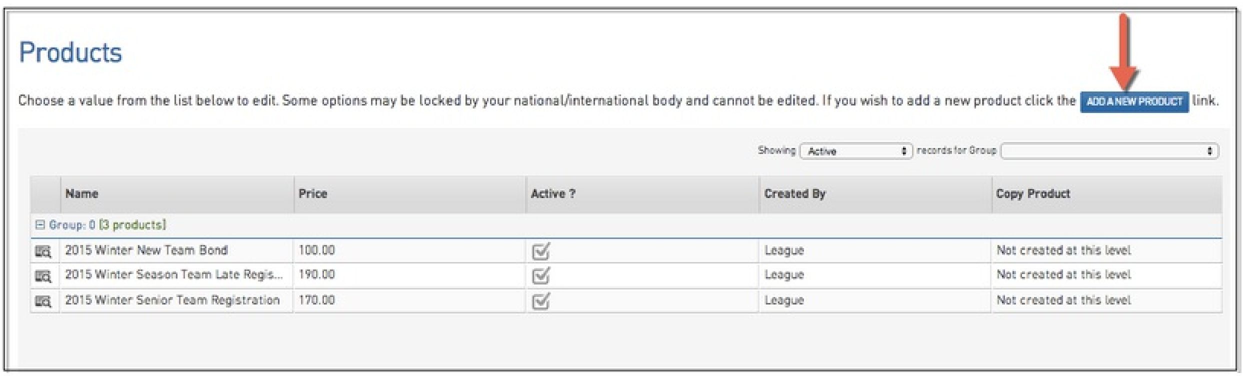
Below are detailed examples of how to create your product:

To manage products:

1. From the Association or Club level of the Membership database, click on Registrations in the menu and select Products from the drop-down menu.



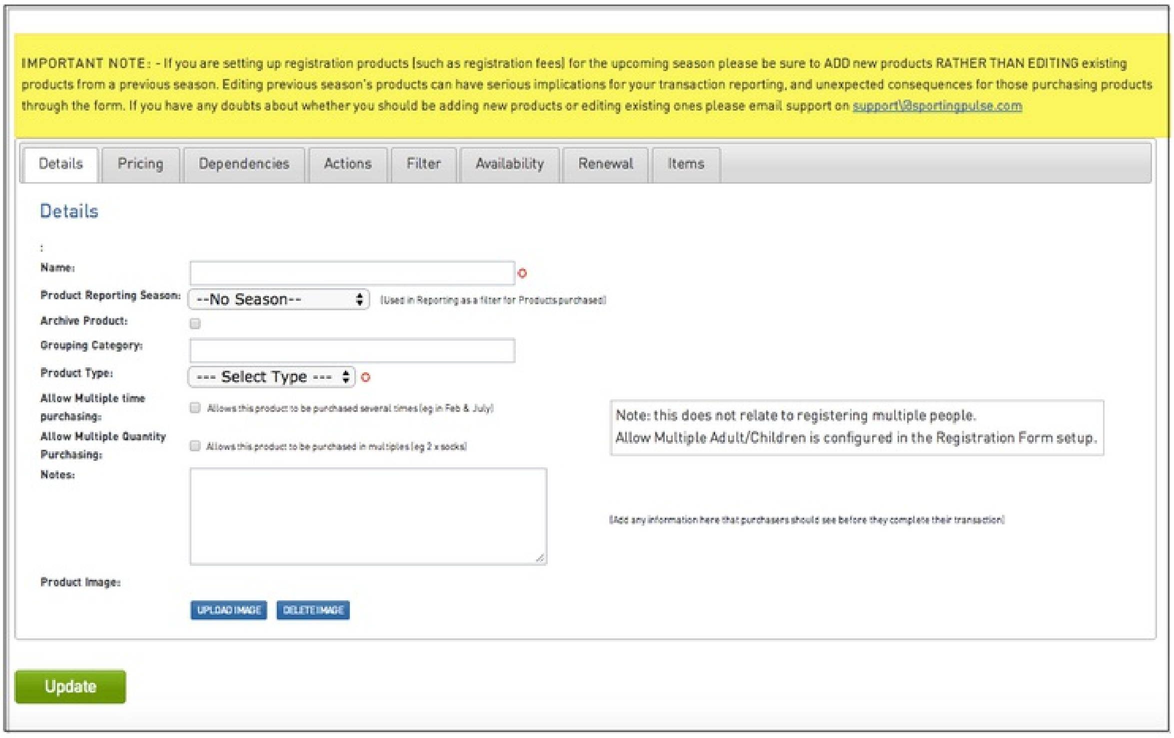
2. The Products screen lists all existing products in your database (if any). If products have been assigned to a group (eg. player registrations, merchandise or events) they will appear below their group heading in the list. The product list can be filtered by group using the 'Records for group' drop down list and can also be filtered by their active status ('active', 'inactive' or 'all') using the 'Showing' drop down list.



3.Fill out the tabs across the top of the product where necessary. Compulsory fields include, Name, Product Type and Payment Split.

Details Tab

The first tab in the Add/Edit Products screen is 'Details'.



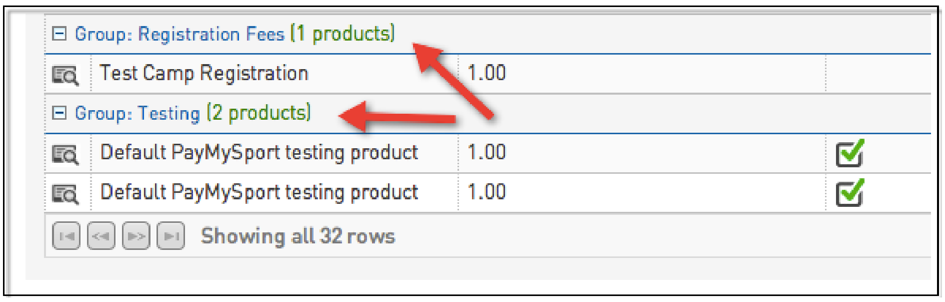
This screen will allow you to change the basic details of the product.

Name: This will be the name of the product that you create (for example, 2015/16 Junior Registration Fee).

Product Reporting Season: The season that product is for. So if it's for your summer season or the 2015 season, select it in this drop box. This will assist in reporting on which products were purchased in which season.

Archive Product: Product will be set as inactive. It will still be in your database, it won't be deleted. To find it, you will need to filter your products by 'Inactive (Archived)' on the Products Page, as shown below.

Grouping Category: This will allow your products to be grouped together on your registration form, as shown below.



Allow Multiple time purchasing: This will allow a product to be purchased on more than one occasion, so a member can log in to the form in March purchase the product, then come back in say June and purchase the same product again.

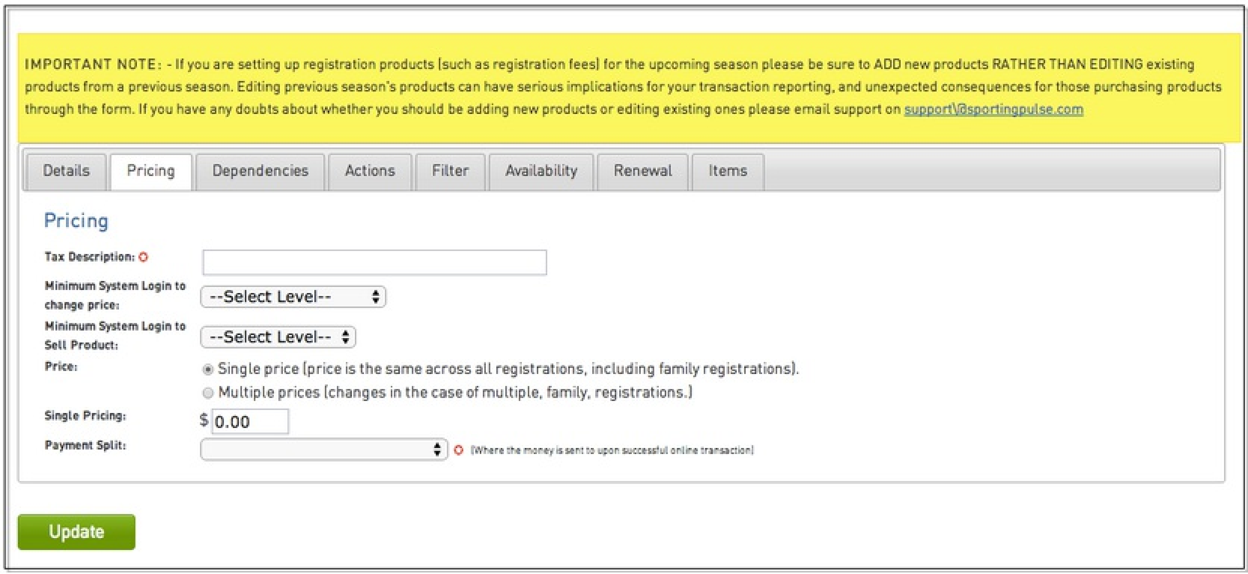
Allow Multiple quantity purchasing: This will allow a quantity of more than one to be purchased. So if for example, a member is purchasing merchandise they can enter in the number of how many products they like to purchase.

Notes: This will allow you to include a note on a Product.

Note: You are now able to add an Image to a Product

Pricing Tab

The second tab on the Add/Edit Product screen is 'Price'. The pricing tab is where to set up the payment structure of your Products.



Tax(GST) Description: Enter a description for GST (i.e. GST included)

Minimum System Login to change price: The level at which the price of the product can be changed. If for instance an association sets up a product and sets the minimum system login to change price to 'Association', the clubs beneath the association won't be able to change the price of the product.

Minimum System Login to sell product: The minimum level at which a product can be sold.

Price: Select whether the product is a single price (i.e. one flat rate) or multi-price (i.e. discount for multiple registrations)

Single Pricing: Price of the product if single pricing is selected.

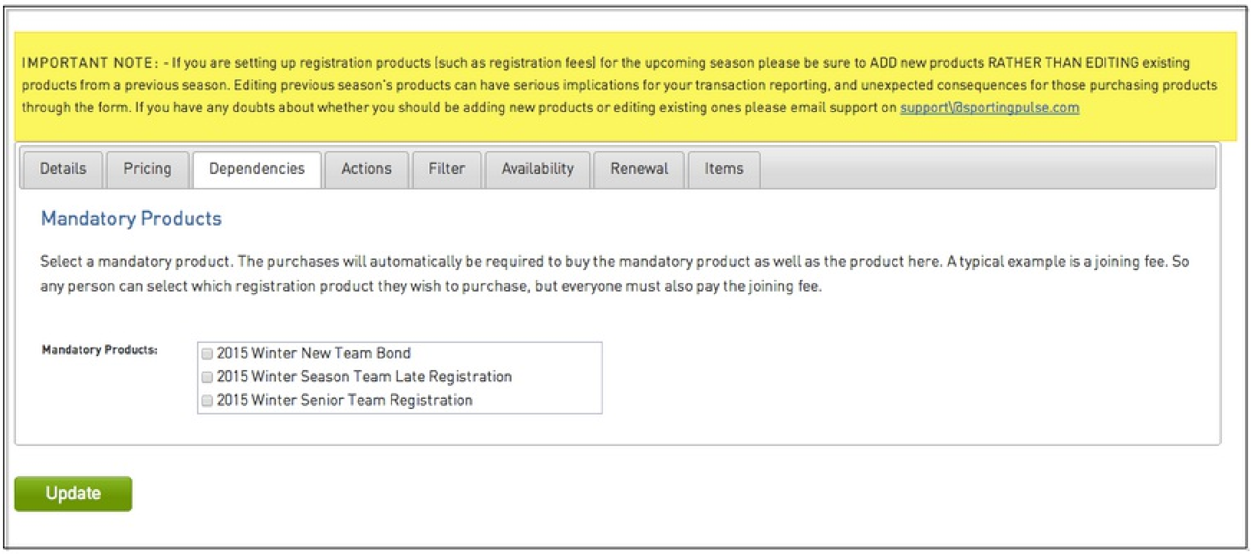
Multiple Pricing: The multiple pricing system, where first adult/child price is the cost of the first purchase, second adult/child price is the cost of the second purchase etc. For example, the pricing scheme below would see the first child charged $50, second $40, third $30 and the fourth and all subsequent registrations would be $15.

Payment Split: Where is the money going? The two common options are to the Club or Association.

Dependencies Tab

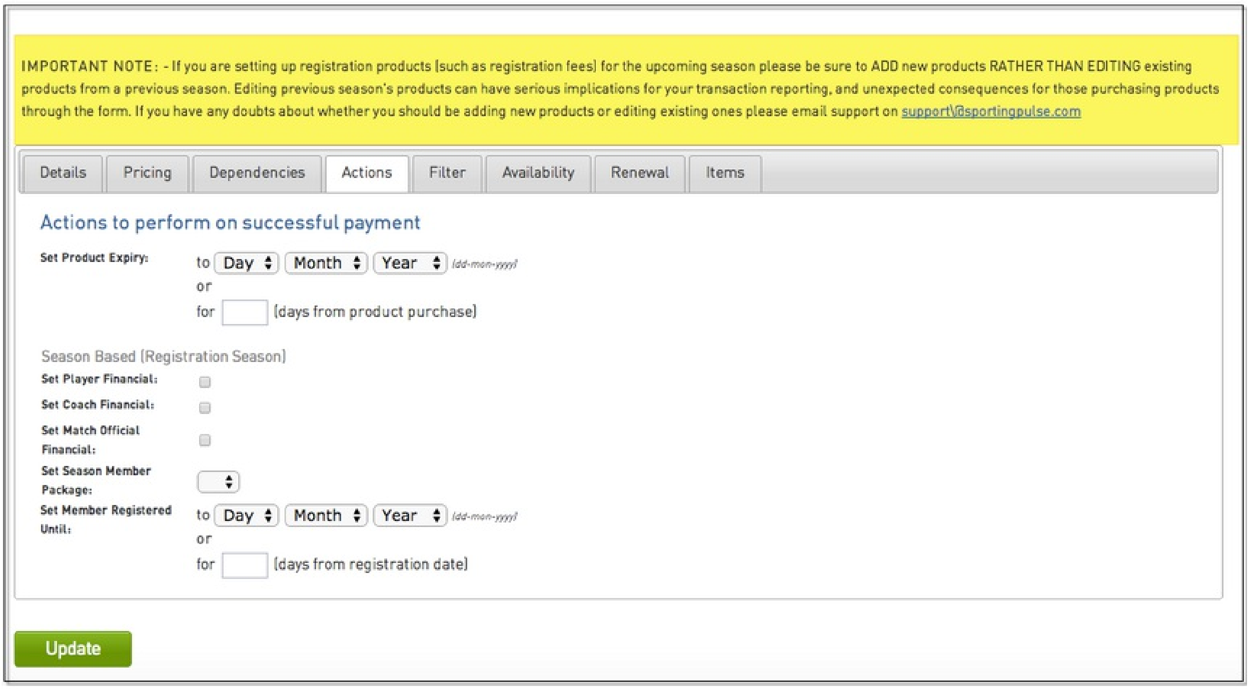
The third tab Add/Edit Products screen is 'Dependencies'.

Mandatory Products: This will allow you to set another product you have set up as mandatory when this product is purchased. So for your Registration Fee for example, if you charge a joining fee as well (and its set to mandatory), when the Registration Fee is purchased the joining fee will be automatically purchased. To make a product mandatory simply tick the appropriate product in the box.



Actions Tab

The fourth tab in the Add/Edit Products screen is 'Actions'. This menu will allow you to set what takes place once a member purchases the product.



Set Product Expiry: This sets a date for the product to become inactive on the member's record.

Set Player Financial: Tick this box if you'd like the member's status to be marked as 'Financial' for the season after purchasing this product.

Set Coach Financial: Tick this box if you'd like the coach's status to be marked as 'Financial' for the season after purchasing this product.

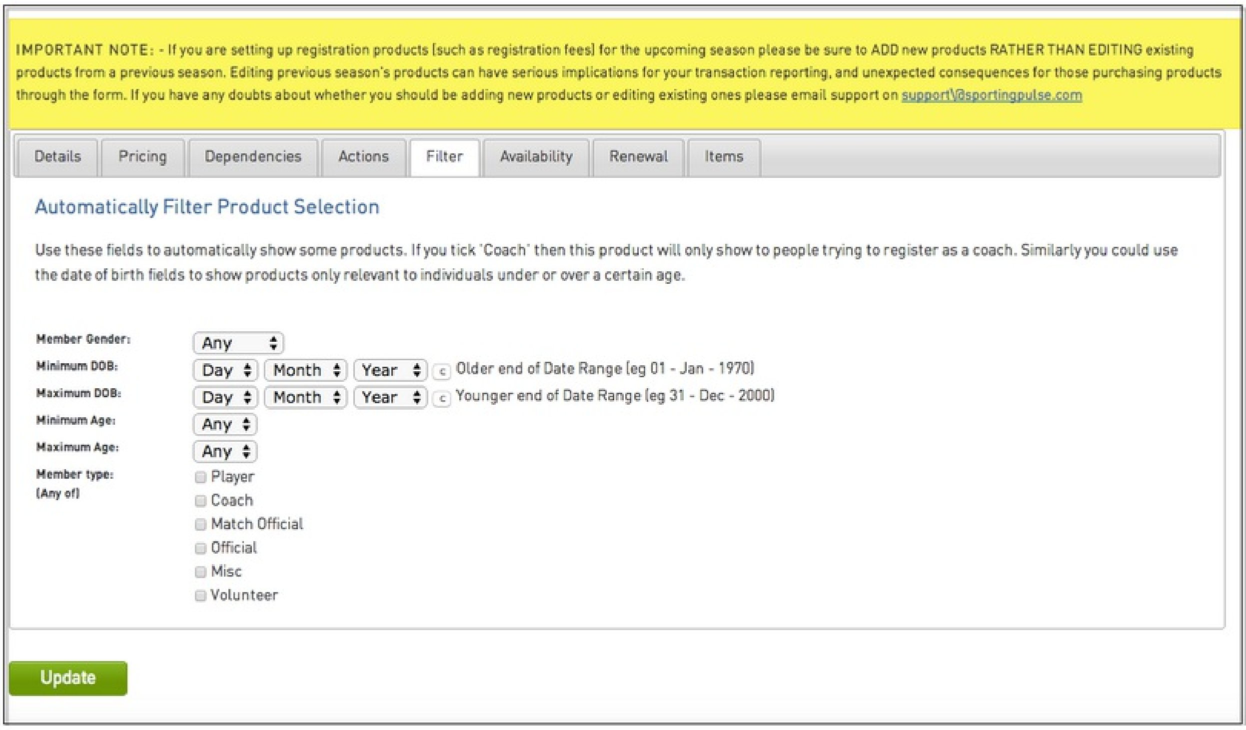
Set Match Official Financial: Tick this box if you'd like the match official status to be marked as 'Financial' for the season after purchasing this product.

Set Season Member Package: This is only applicable if a member package is available.

Set Member Registered Until: Set a date, or number of days from registration, that the member will be registered for.

Filter Tab

The fifth tab in the Add/Edit Product screen is 'Filter'. This menu will allow you to filter out which members the product will appear for.



Member Gender: Set this, for example, to 'Male' if you'd like products to only display for males, 'Female' to display only for females.

NOTE: if you are going to put an age range filter on your product please DO NOT set both the AGE and DOB filter as these two will conflict with each other and the products won't show correcly on the form, so please choose one or the other. We recommend using just the DOB range as it is more accurate.

Minimum/Maximum Date of Birth between: A date of birth range for the product to only be available for (i.e. 01/01/1980 to 31/12/1990 would only allow members in that date range to purchase the product)

Minimum/Maximum Date of Birth: Simply choose the actual age as a start or cut off point (eg. 14 - 18)

Member type (any of): If you'd only like your products to be available to Player or Coach tick the relevant boxes. This relies on your members ticking the relevant boxes (i.e. Player/Coach etc.) on the first page of the registration form.

Note: Product Filtering is best used in conjunction with Compulsory Payments

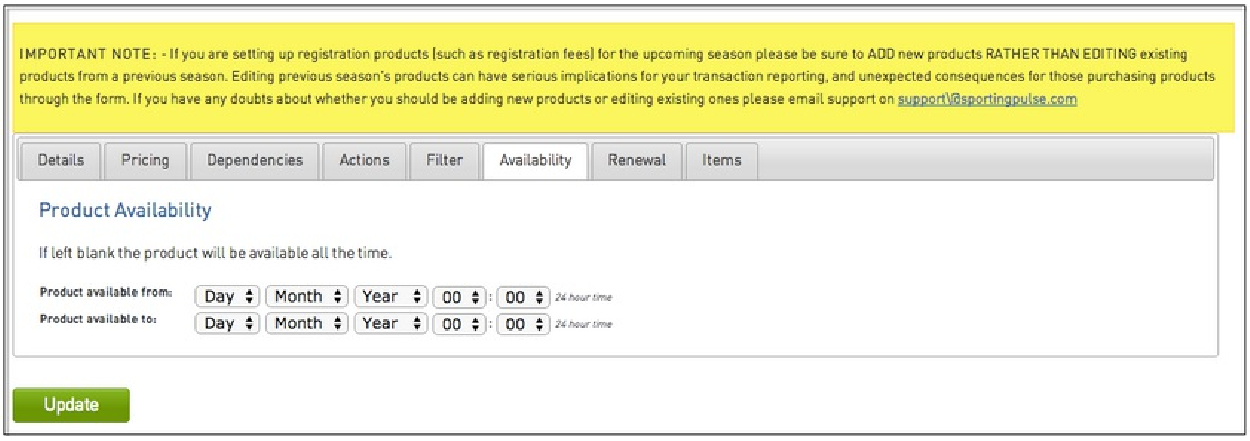
Availability Tab

The 6th tab on the Add/Edit Products screen is 'Availability'. The Availability tab allows you to display the product on the registration form for a set period of time.

For example, tickets to a club's Presentation Dinner may only be available for purchase up until 1 week before the event. Adding an end date (next to 'Product Available To') will automatically take the product off the registration form on that date, rather than having to remember to log in and manually take the product off the registration form on that date.

1. Add the start and end dates using the fields provided.

2. Click on Update to save the availability dates.



Renewal Tab

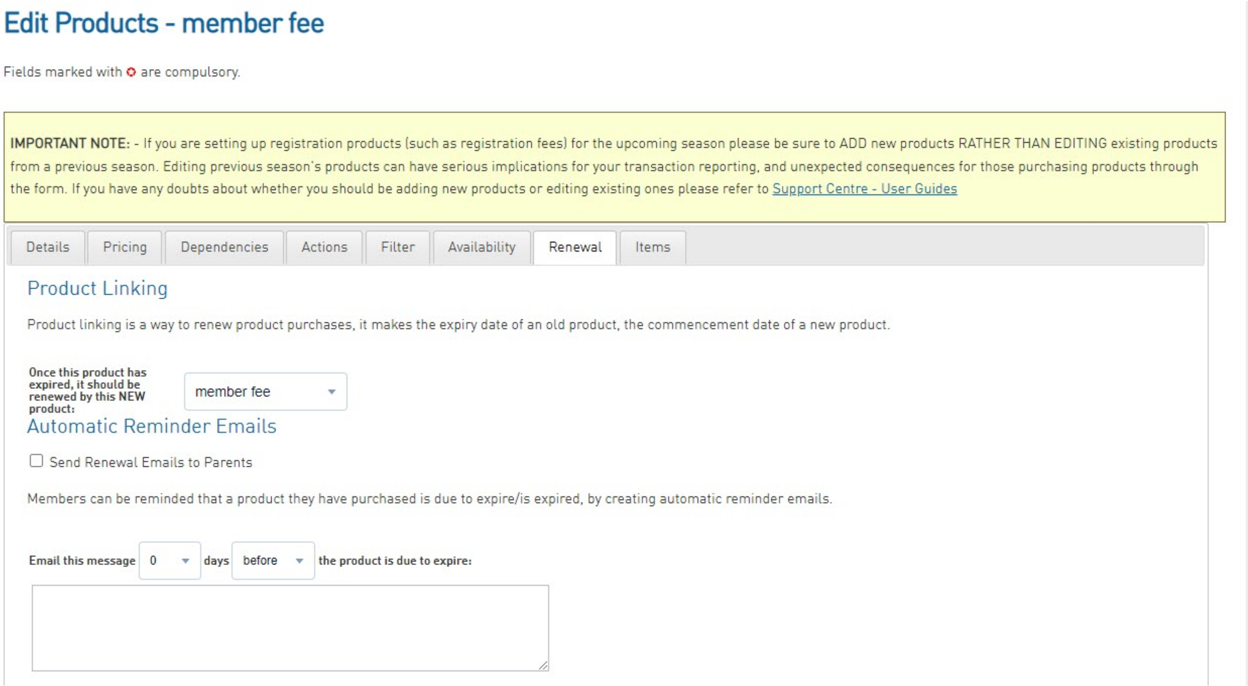
The 7th tab on the Add/Edit Products screen is 'Renewal'. The Renewal tab is an option designed for advanced users with very specific requirements relating to the renewal of player/ team registrations.

The Renewal tab allows you to set up a certain product (eg. Product A) to be superseded by another product (eg. Product B) upon its expiry date. Emails can be set up that notify members that have purchased Product A that it will be expiring soon and Product B is available for purchase.

You can also select whether or not to send this renewal email to parents as well as the member themselves (if they have different emails). If you want to send this to parents as well, please tick the "*send renewal email to parents*" checkbox.

NOTE: this will only send to parents emails if these are listed within the members profiles within the parent 1 email/parent 2 email fields.

Seasons must be allocated to products used in the renewal process (via the Details tab) in order to make players financial for the registration season.



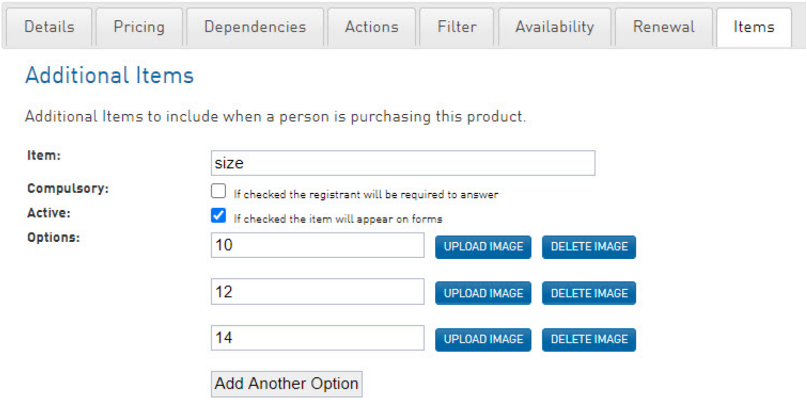
Items Tab

The 8th tab is the Items tab. This gives users the ability to ask for additional information on a specific product.

Simply add the question you wish to ask, (eg. What size are you?) and then add each option (small, medium and large). Click Update.

If the product item is required to be answered by members - tick the COMPULSORY checkbox.

If the product item is to be shown on the form for members - tick the ACTIVE box. If this box is not ticked then this product item will not display for this product.



When the product has been added to the registration form and chosen by the user, the additional question drop box will appear.

Images on Products

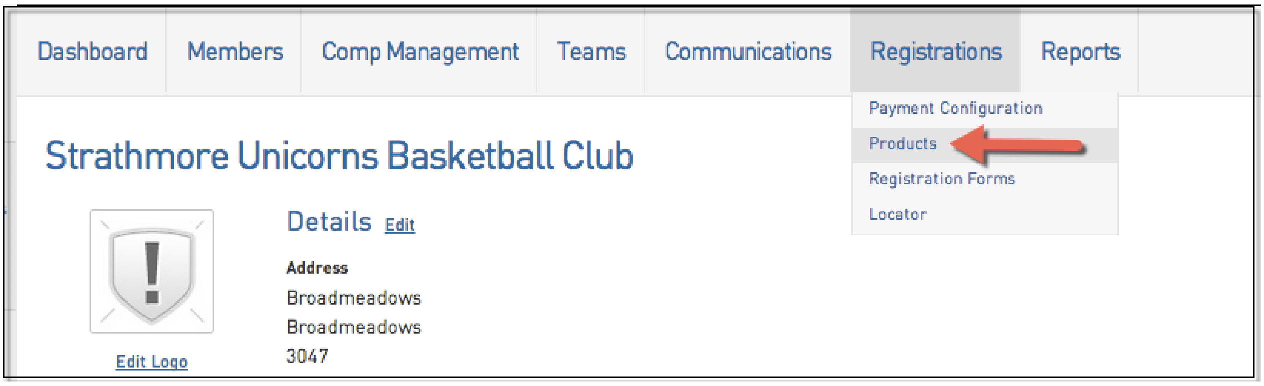
Last Modified on 17/08/2016 4:31 pm AEST

To add images to products please follow these simple steps.

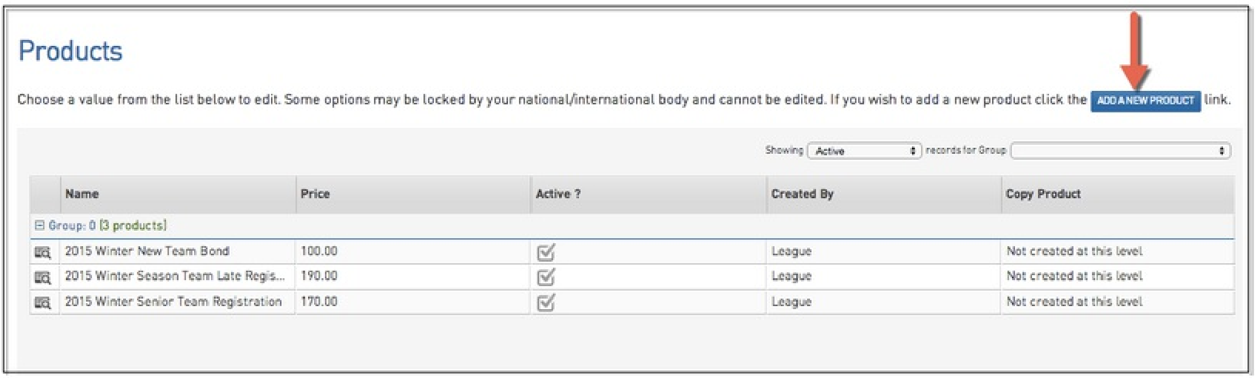
This is editable at Club and Association level to those who have a merchant account.

Firstly, login to your Online Membership Database - If you don’t have your login details please contact your State Governing Body or Association.

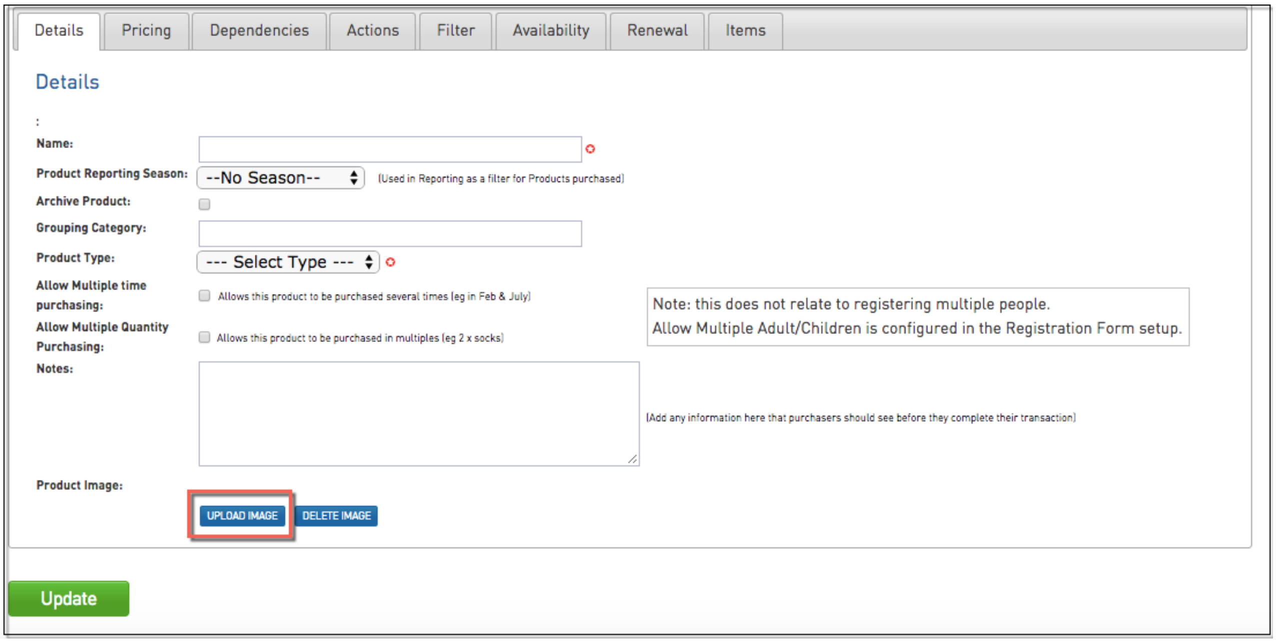
1. From the main dashboard, hover over Registrations and click 'Products'.



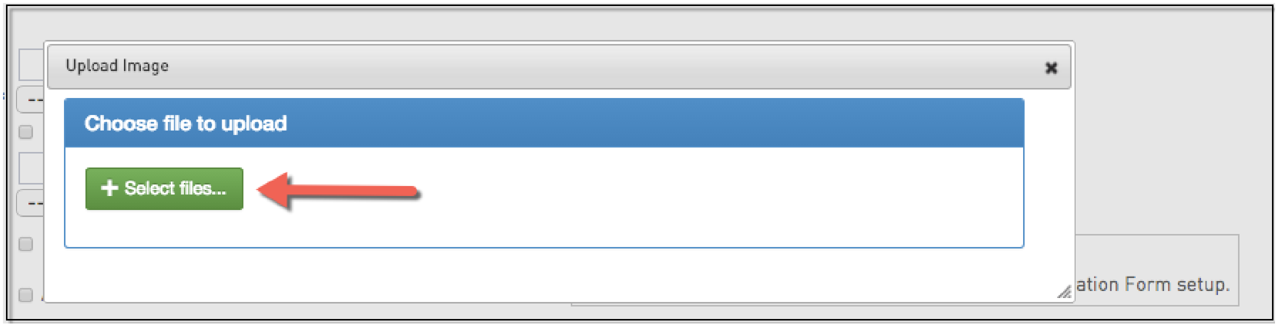
2. From the Products page, click 'Add New Product'.



3. The first tab along the top is the 'Details' tab. Fill in all mandatory information and click 'Upload Image'.

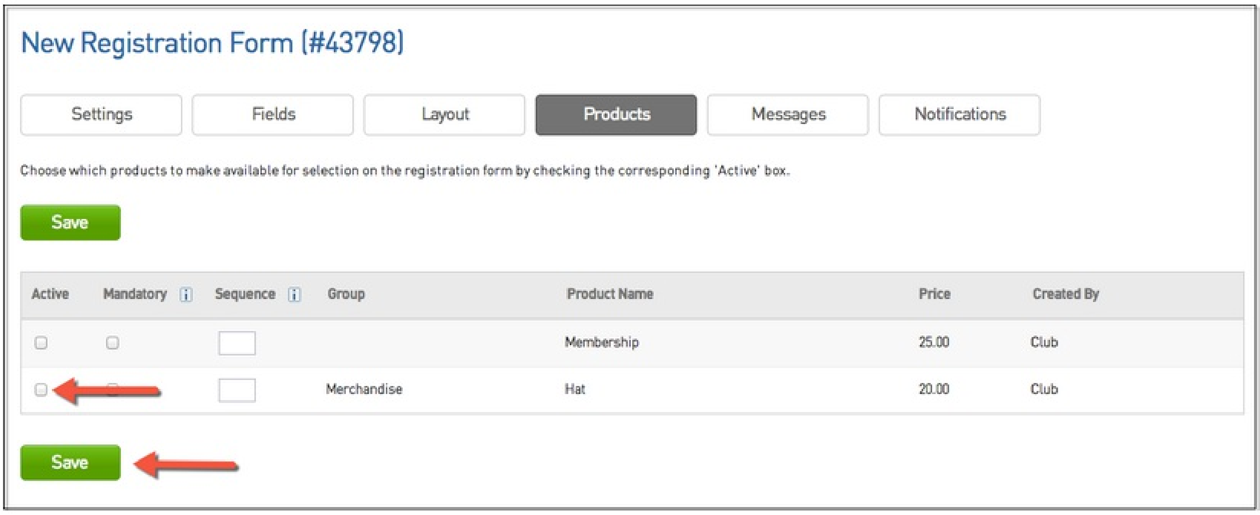


4. Click 'Select files' and choose an image.

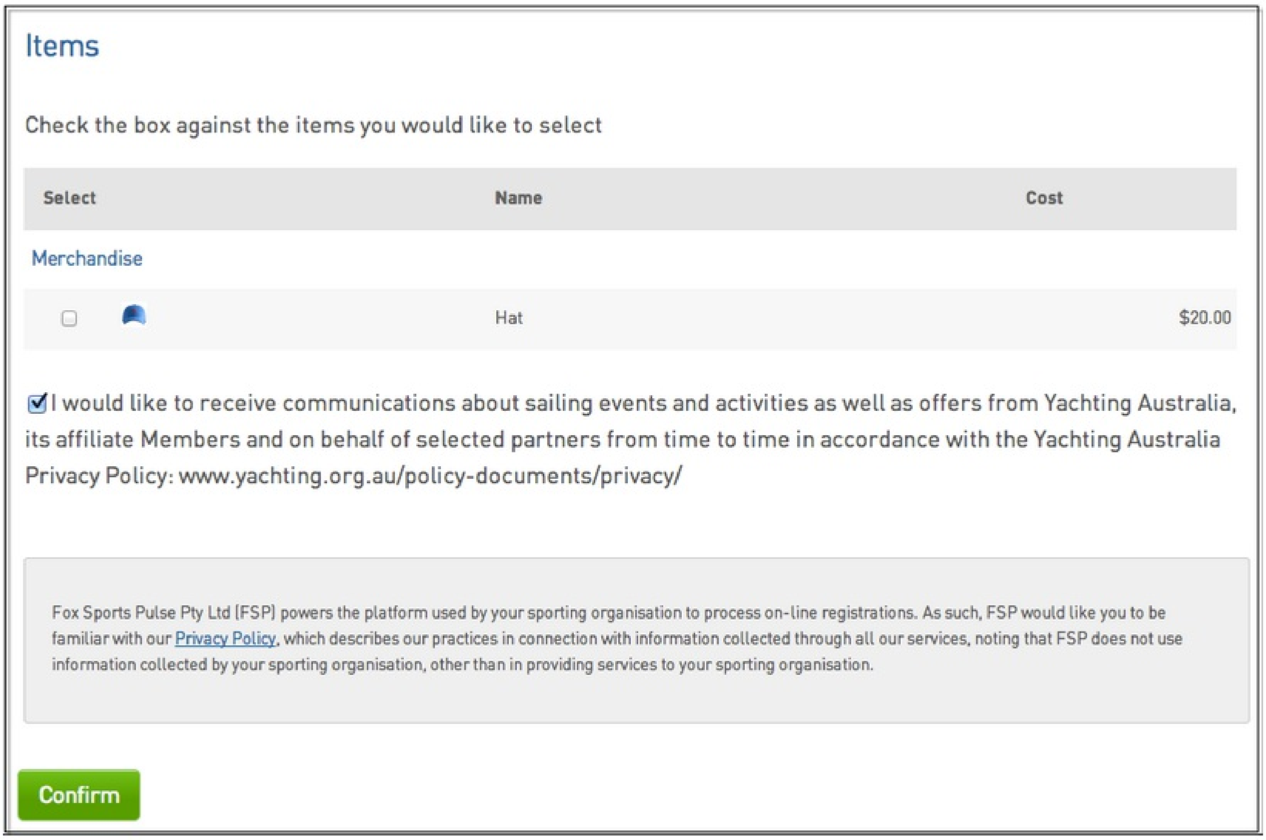


5. The image will take a few seconds to load. Once it appears on the screen and all necessary information has been filled in, click 'Update'.

6. Ensure that the product is on the registration form by editing the form and activating the product.



7. The image will appear within the Items area on the registration form. To enlarge the product, click on it and to minimise it, click on it again.



Items

Check the box against the items you would like to select

Select	Name	Cost
Merchandise		
☐	Hat	$20.00

☑ I would like to receive communications about sailing events and activities as well as offers from Yachting Australia, its affiliate Members and on behalf of selected partners from time to time in accordance with the Yachting Australia Privacy Policy: www.yachting.org.au/policy-documents/privacy/

Fox Sports Pulse Pty Ltd (FSP) powers the platform used by your sporting organisation to process on-line registrations. As such, FSP would like you to be familiar with our Privacy Policy, which describes our practices in connection with information collected through all our services, noting that FSP does not use information collected by your sporting organisation, other than in providing services to your sporting organisation.

Confirm

Family discounts, multiple pricing on products

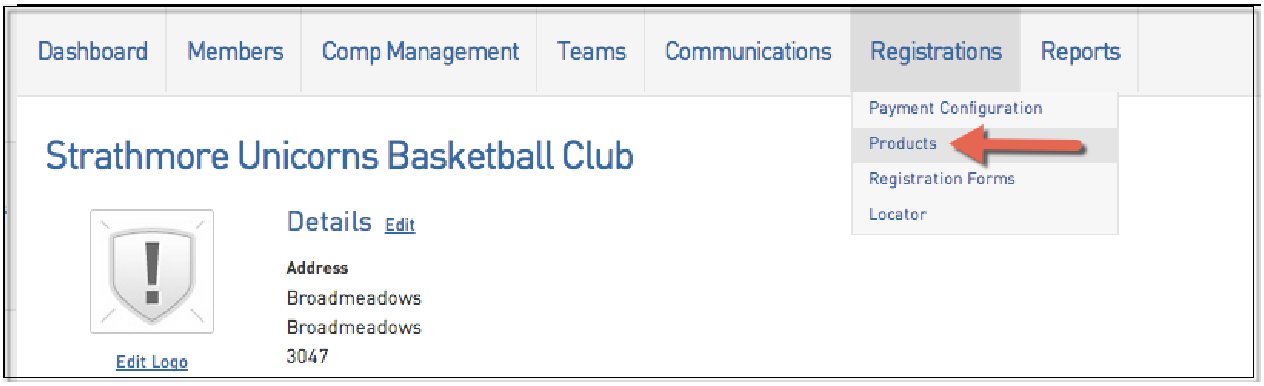
Last Modified on 17/08/2017 9:34 am AEST

How to create a discount for a family with more than one child playing at the club.

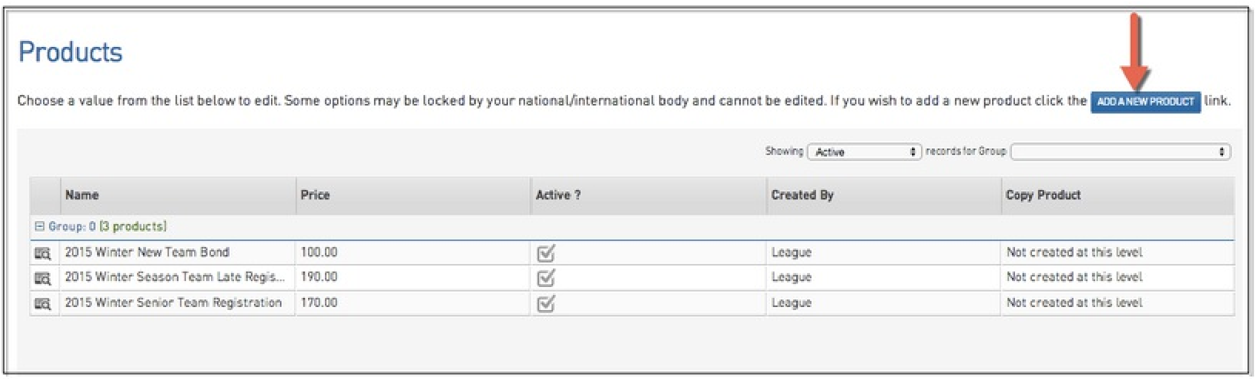
This is editable at Club and Association level.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

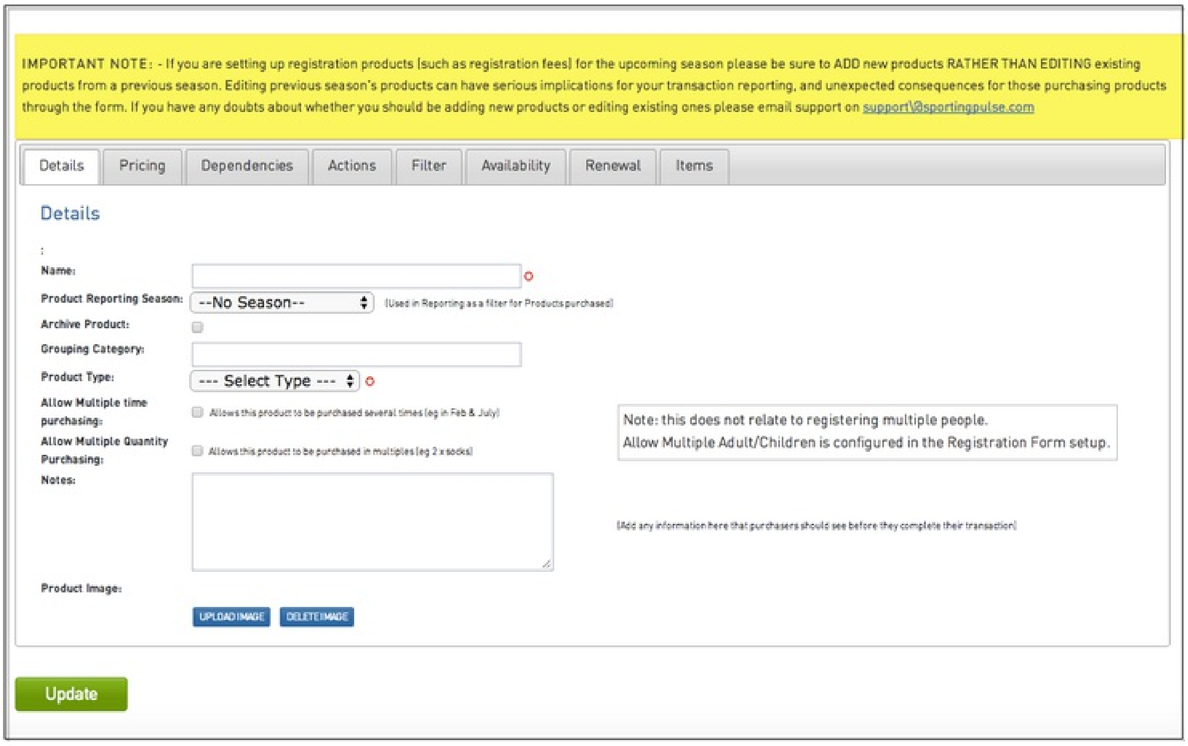
1. From the club level of the database, click on Registrations in the menu and select Products from the drop-down menu.



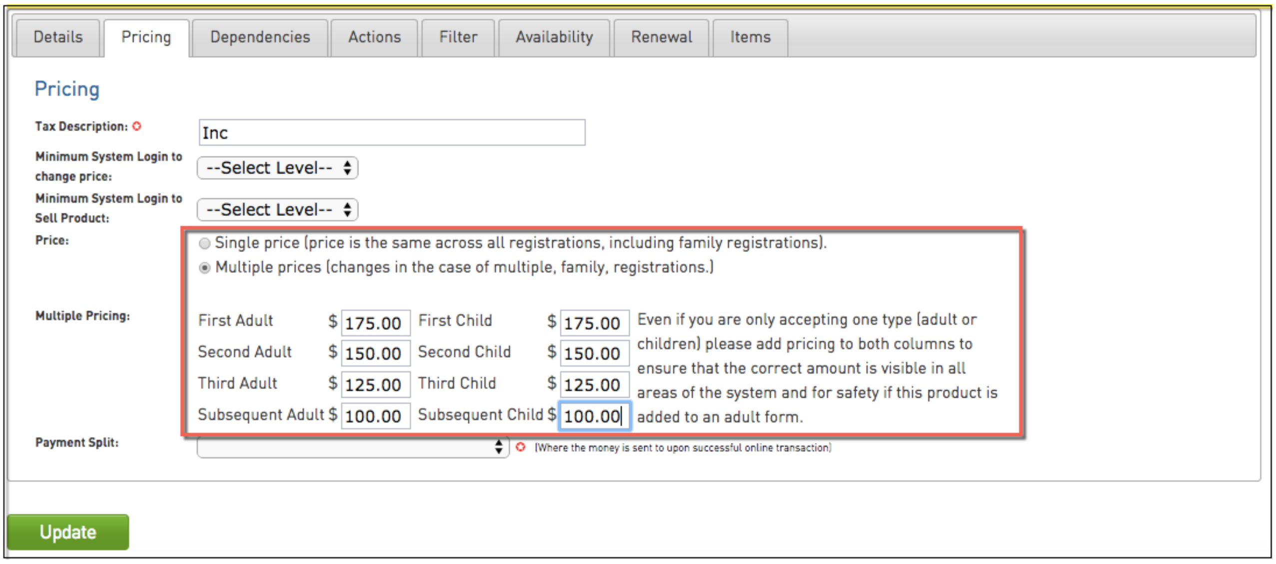
2. Click 'Add a New Product'.



3. Complete the 'Details' section.

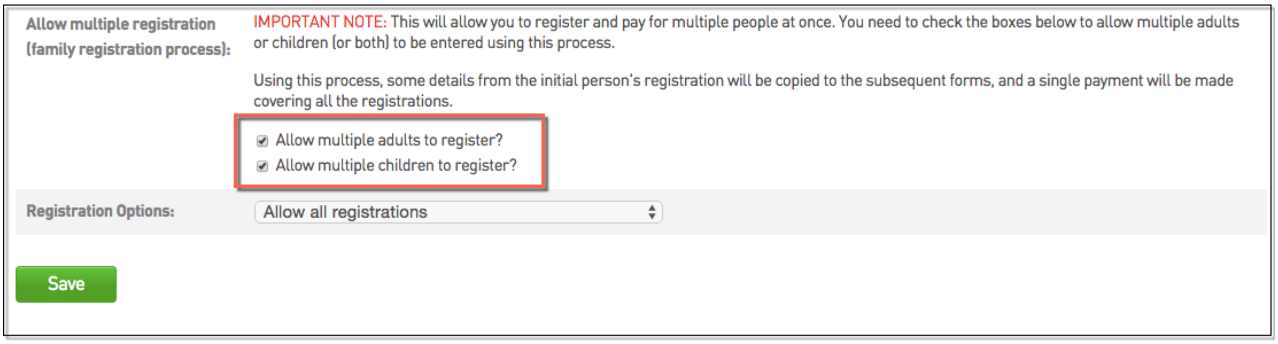


4. Once in the 'Pricing' tab, choose 'Multiple Prices' and add in the amount to both adult and child columns and click update.



The discount will appear when the second member is prompted to fill in their details.

Important: Please ensure that the 'allow multiple children to register' box is checked, within the settings of the registration form. This will prompt members to choose how many members they want to register and allow the product discount to work.


Allow multiple registration (family registration process):
IMPORTANT NOTE: This will allow you to register and pay for multiple people at once. You need to check the boxes below to allow multiple adults or children (or both) to be entered using this process.
Using this process, some details from the initial person's registration will be copied to the subsequent forms, and a single payment will be made covering all the registrations.
Allow multiple adults to register?
Allow multiple children to register?
Registration Options:
Allow all registrations
Save

Default Registration Product

Last Modified on 17/08/2017 3:34 pm AEST

Associations have the ability to set a default (compulsory) product for every new member or team that is added to Membership or registers to a new season. Upon creation of a new member or team record, or registration of an existing member or team into a new season, the default product will automatically be assigned. The three ways that a member is assigned the default registration product are:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

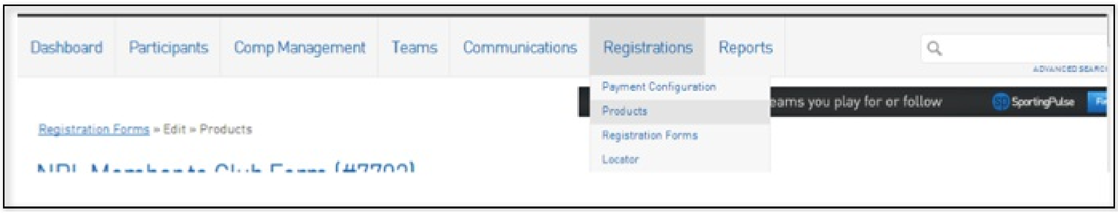
1. Manual creation of a new record (an administrator adds a new member or team directly into Membership)

2. Manually registering a member to a new season (by an administrator)

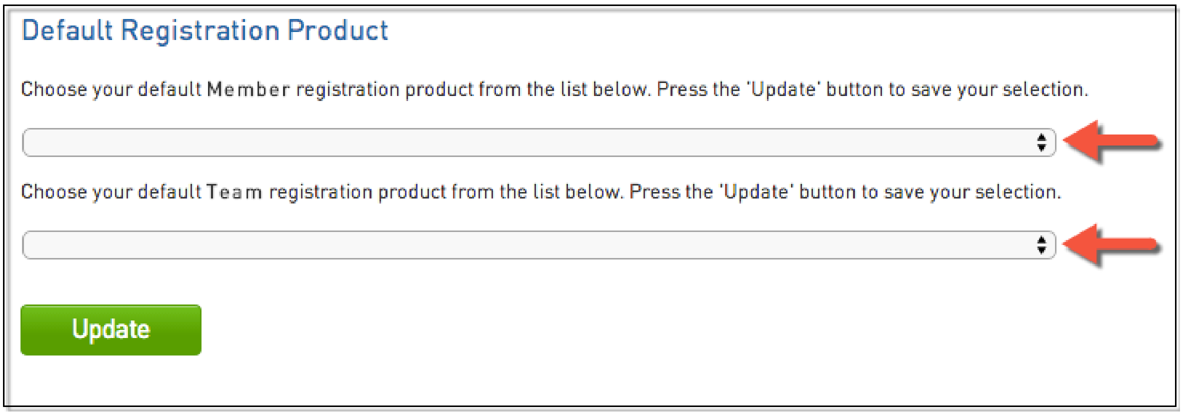
3. Self-registration through the online Member or Team Registration Form. The default product will automatically show on the form when a player or team registers.

To set a default registration product:

1. From the association level of Membership, click on Registrations in the menu and select Products from the drop-down menu.

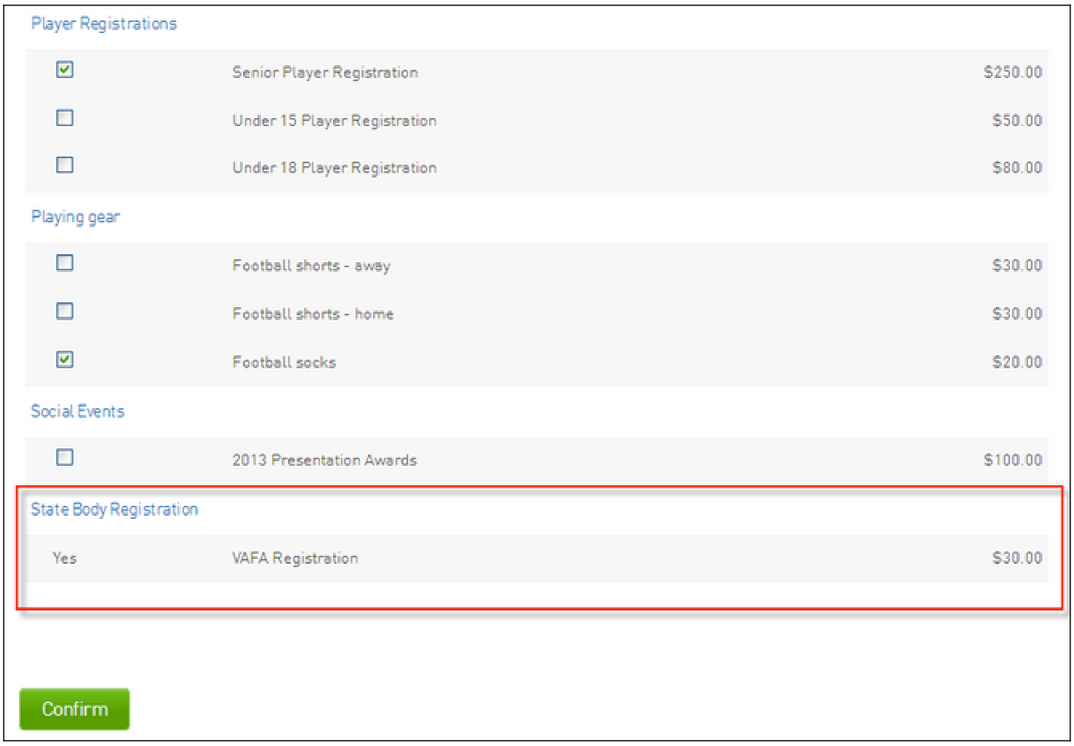


2. Scroll down the bottom to 'Default Registration Product'. There are two drop-down lists - one for a default 'member' product and one for a default 'team' product. From the appropriate drop-down list (Member or Team), select the product that you want to make the default (compulsory) product for new registrations.

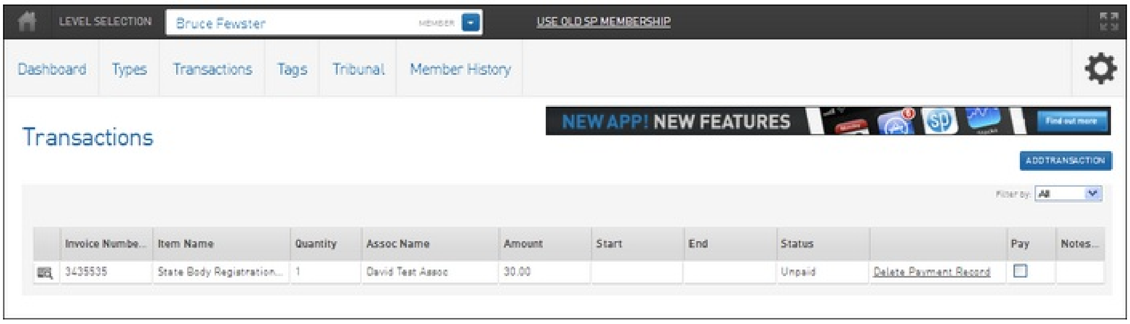


3. Click on Update to save the settings.

Below is an example of how the default product would appear on a member registration form. You will notice that the default product (VAFA Registration) is pre-selected for that new registration and it cannot be removed.



When the registration is processed, or a new member record is manually added to the database by the administrator, the default product will be automatically added to the member's record. This can be viewed by going to the member's record and clicking on Transactions in the menu. Below is an example:



Registrations: Copying products

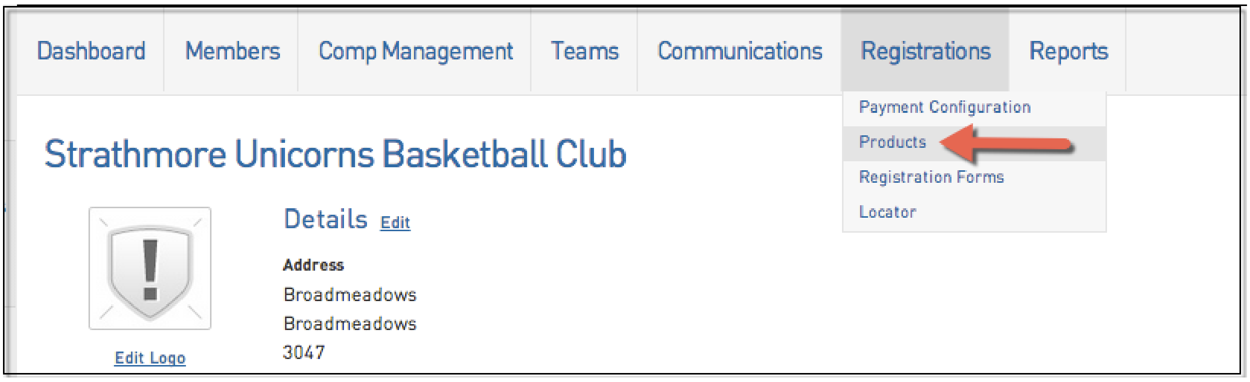
Last Modified on 09/01/2020 11:59 am AEDT

When preparing for a new season, you should either create a new product or copy an existing product (and make relevant changes to the copy).

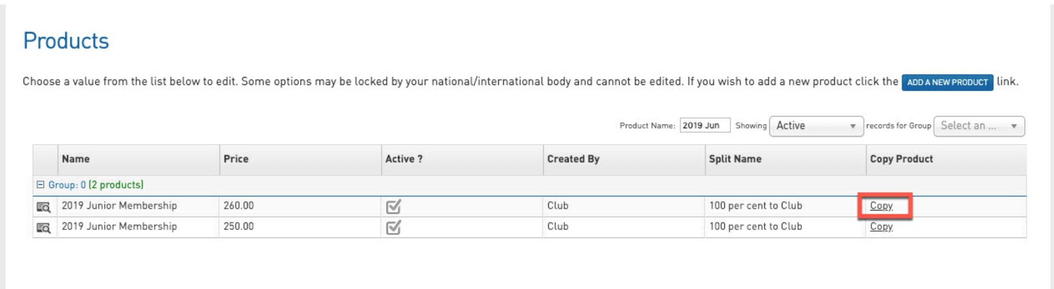
Do not edit the existing product or you will not be able to generate accurate reports for each season. Please follow these simple steps to copy a product.

This is editable at Club and Association level.

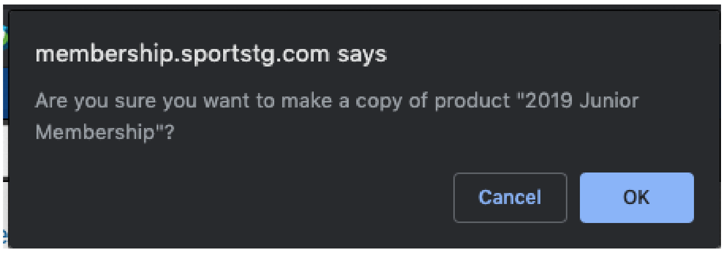
1. Hover over Registrations and click '**Products**'.



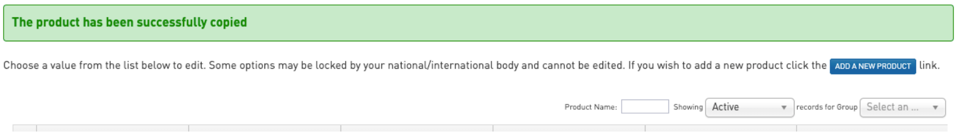
2. Identify the product you wish to copy and click '**Copy**'.



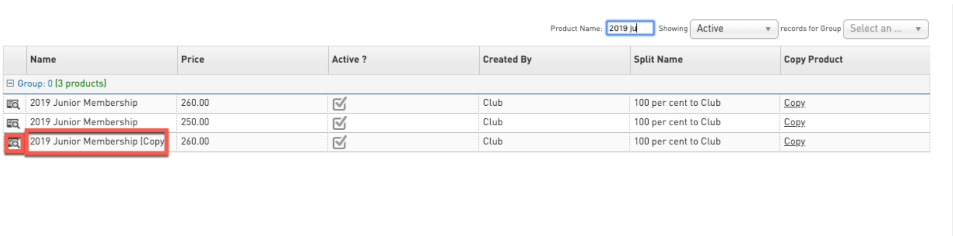
3. A message will appear asking to confirm the action.



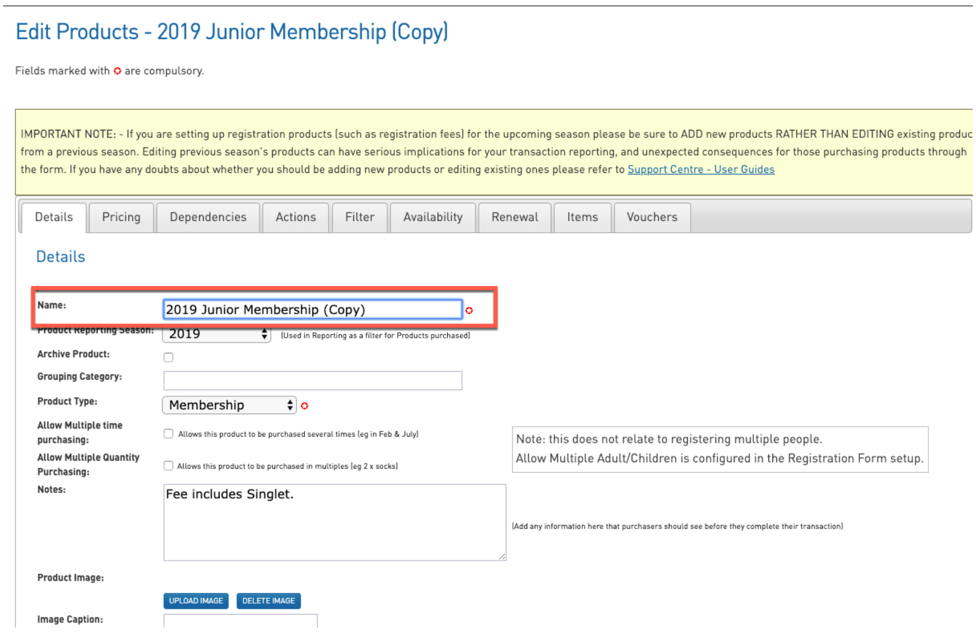
4. Once successfully copied you should see the below screen.



5. Ensure that you edit the product and change the name. Once copied, the copied product will appear with the word copy after it. Click the magnifying glass next to the product to edit it.

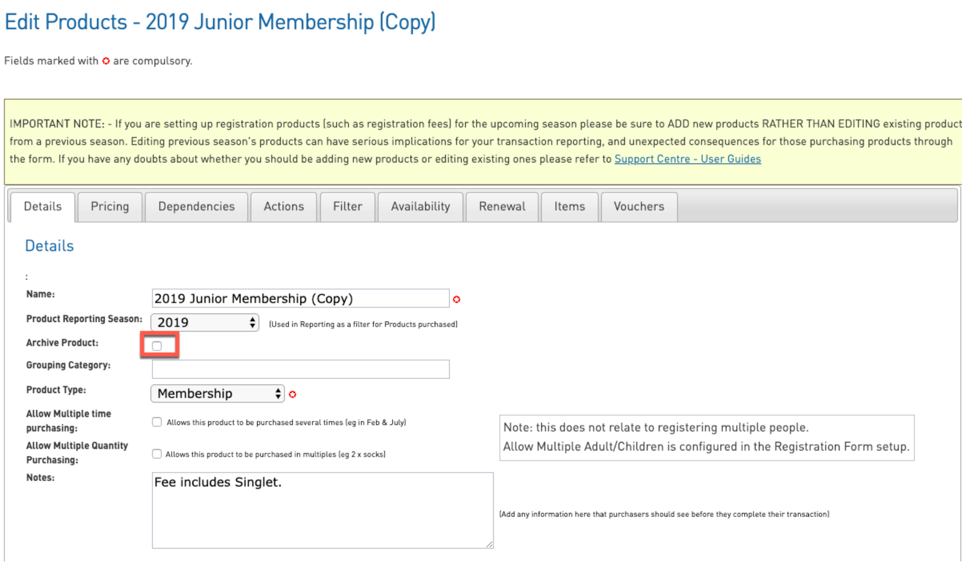


6. Change the name and any other details that need updating.



Please note: It is recommend to archive the old product to eliminate confusion .

This is done by clicking the '**Archive Product**' box within the Details tab of a product.


Edit Products - 2019 Junior Membership (Copy)
Fields marked with are compulsory.
IMPORTANT NOTE: - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing product from a previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please refer to Support Centre - User Guides
Details
Pricing
Dependencies
Actions
Filter
Availability
Renewal
Items
Vouchers
Details
Name:
2019 Junior Membership (Copy)
Product Reporting Season:
2019
(Used in Reporting as a filter for Products purchased)
Archive Product:
Grouping Category:
Product Type:
Membership
Allow Multiple time purchasing:
Allows this product to be purchased several times (eg in Feb & July)
Allow Multiple Quantity Purchasing:
Allows this product to be purchased in multiples (eg 2 x socks)
Note: this does not relate to registering multiple people.
Allow Multiple Adult/Children is configured in the Registration Form setup.
Notes:
Fee includes Singlet.
(Add any information here that purchasers should see before they complete their transaction)

Remove product items from a product?

Last Modified on 05/10/2020 11:01 am AEDT

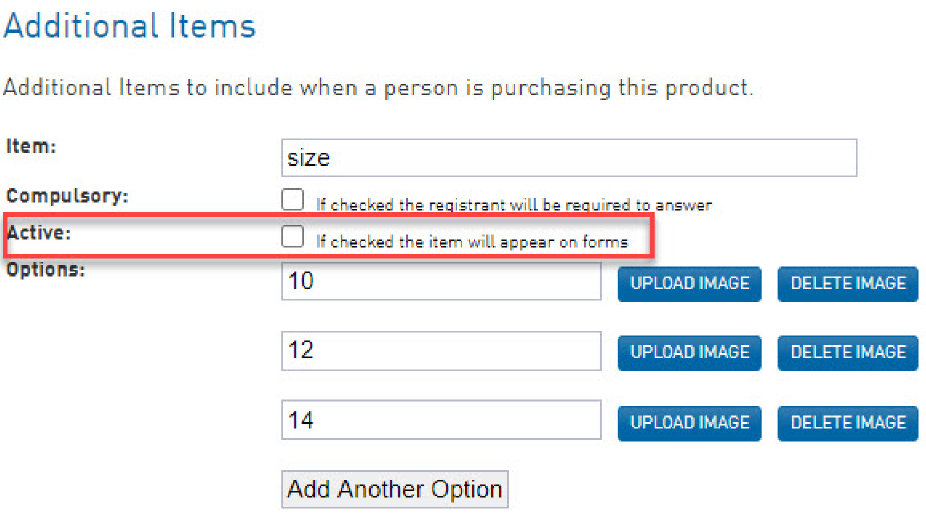
After creating a product with product items you have the ability to remove a product item if you wish to no longer see it when members select the product on the registration form.

1. Go to **REGISTRATIONS** > **PRODUCTS**.

2. Click into the relevant product.

3. Go to the **ITEMS** tab.

4. Untick the **ACTIVE** checkbox against the relevant product item.



5. Click **UPDATE**.

The particular product item will now no longer be visible when a member selects this particular product within a registration form.

Discounts

Last Modified on 10/11/2020 3:57 pm AEDT

The system doesn't currently have a discount process in place however admins can use conditional products as a way of displaying a discounted product within their registration forms. You can also use this way to show the non discounted product if they do not use a discount code.

This proccess will use the conditional fields and conditional products tab within a registration form.

NOTE: if you cannot see these options within the registration form, it means the association or your sport has not got these enabled so you will need to speak to your state body to get this enabled for your organisation.

In this example, when users input the following discount code; *1WKOFFS121_NEWP* into the field then the discounted product; S*ingle player registration S1 2021 1 Week Disc* will show. If they do not have a discount code, then they will be charged the full product; *single player registration S1 2021.*

1. You will first need to set up these custom fields to show within the form:

NOTE: only association can set up these custom fields, so if you are a club please contact your association to get these fields set up to which you can then configure on your registration form.

For this example we will need the following custom fields:

- Do you have a discount code? With YES and NO as the options.

- Discount code (where they input this specific code)

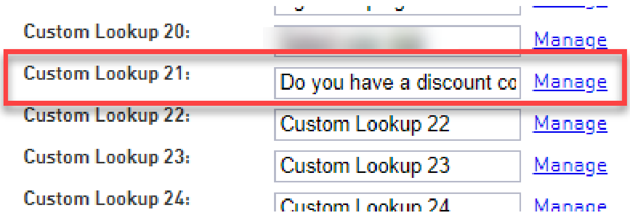
1a. Log into the association database.

1b. Go to the settings cog > settings.

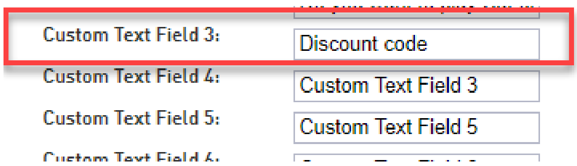
1c. Click on CUSTOM FIELDS.

1d. Add in the relevant questions.

- *Do you have a discount code?* will be set up as a *Lookup field*, so add this wording into one of the lookup fields and click manage to add the yes and no options.



- *Discount code* will be set up as a text field, so add this wording into one of the custom text fields.



1e. Update custom fields.

2. You will then need to configure these fields to display on the registration form:

2a. Edit the relevant registration form.

2b. Click on the FIELDS tab within the form.

2c. Scroll down the list to find the fields you just created - they will be towards the bottom of the list - you can use crtl and F to find these fields.

2d. Against the relevant field, change this to COMPULSORY (as you want to make sure users answer these questions).

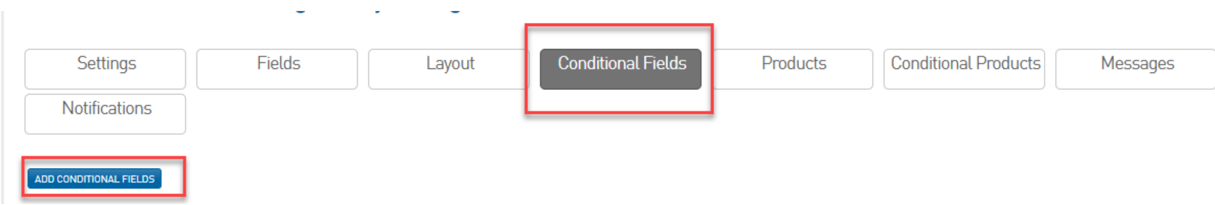
2e. Click save.

2f. Add both the discounted and non discounted products to the registration form as well.

3. You will now need to configure the form to show the discount code field to show

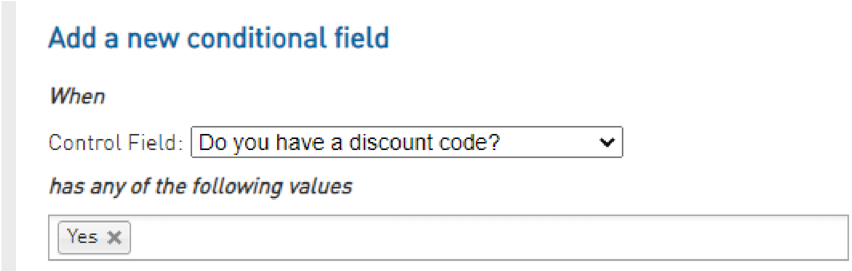
3a. Go to CONDITIONAL FIELDS tab.

3b. Add conditional field.



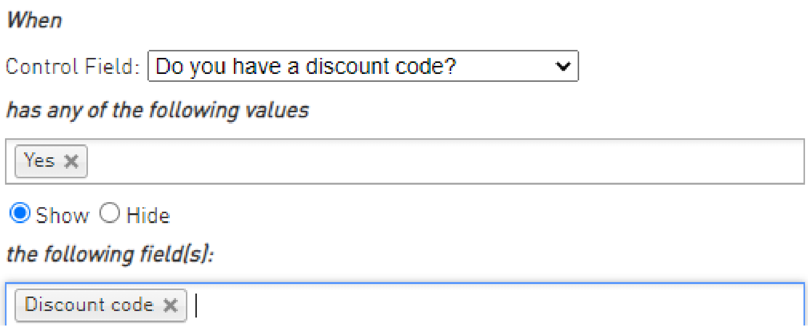
3c. Select the control field of DO YOU HAVE A DISCOUNT CODE?

3d. Select the YES value.



3e. Select SHOW.

3f. Select DISCOUNT CODE.

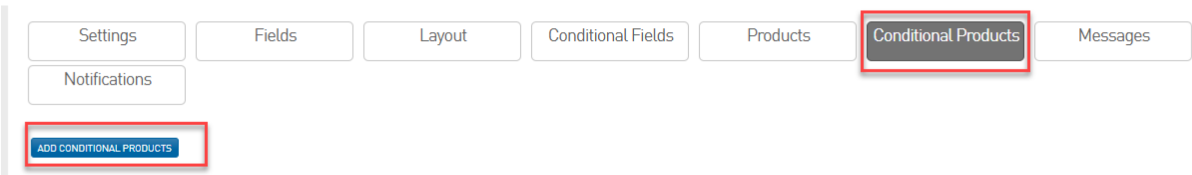


3g. Update/save.

You don't need to add this for when they select no, as the form will know what to show based on the conditional product you will set and is not logical to add a hide as the form already knows it needs to hide that field if no is selected.

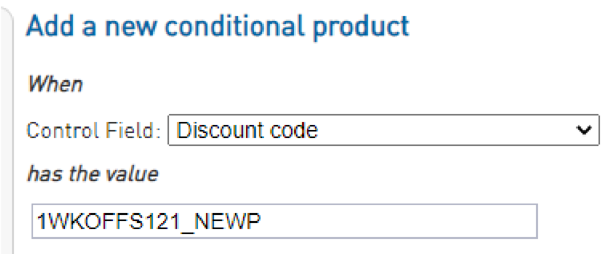
4. You will now need to configure the products to show based on if they input a discount code or not. You need to configure this to hide the non-discounted product and to show the discounted product.

4a. Click on the CONDITIONAL PRODUCTS tab > add condditional products



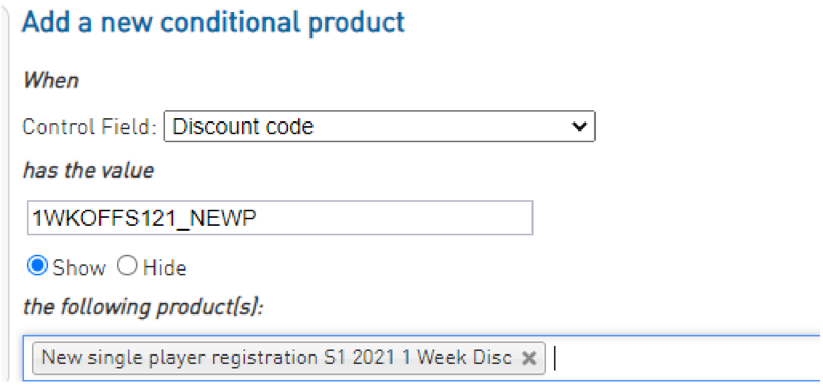
4b. Select the control field to be DISCOUNT CODE.

4c. Input the discount code that is being used, in this case it is *1WKOFFS121_NEWP.*



4d. Select SHOW.

4e. Select the discounted product that needs to show based on that code, in this case it is S*ingle player registration S1 2021 1 Week Disc.*



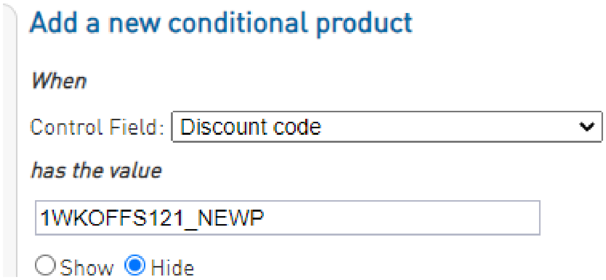
4f. Update.

4g. Click add conditional products.

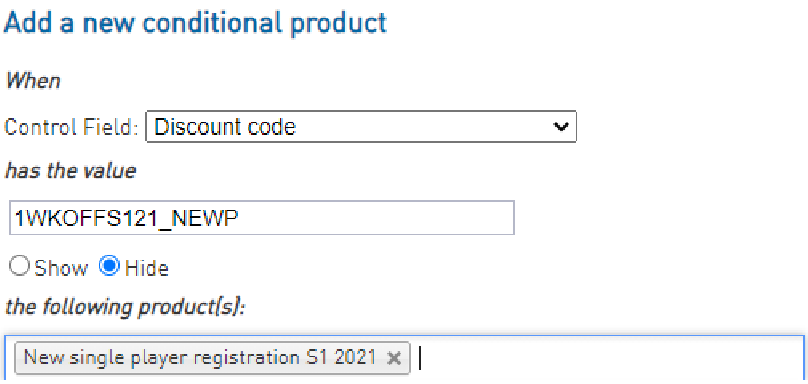
4h. Select the control field to be DISCOUNT CODE.

4i. Input the discount code.

4j. Select HIDE.



4k. Select the non-discounted product, in this case it will be *single player registration S1 2021.*

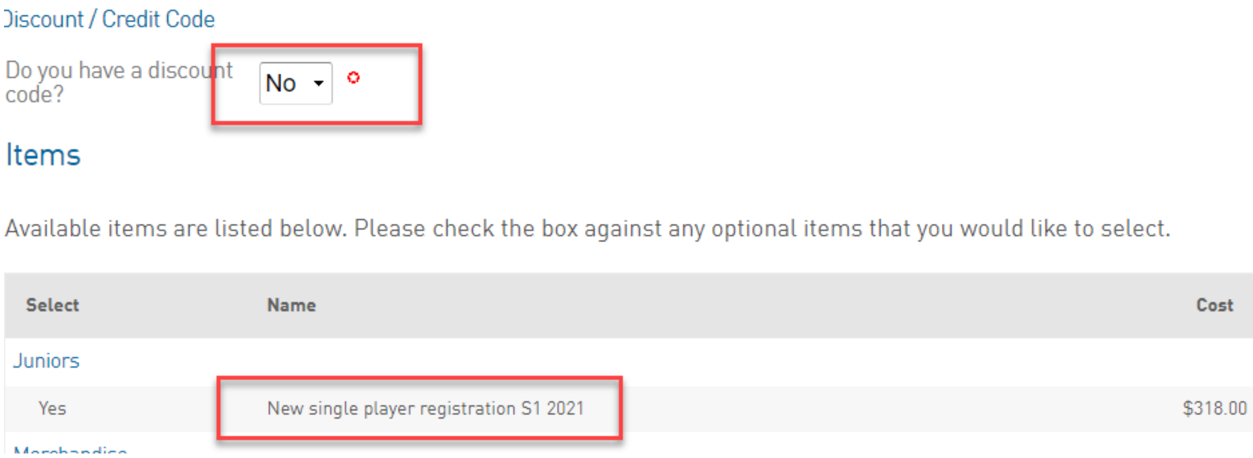


4l. Update.

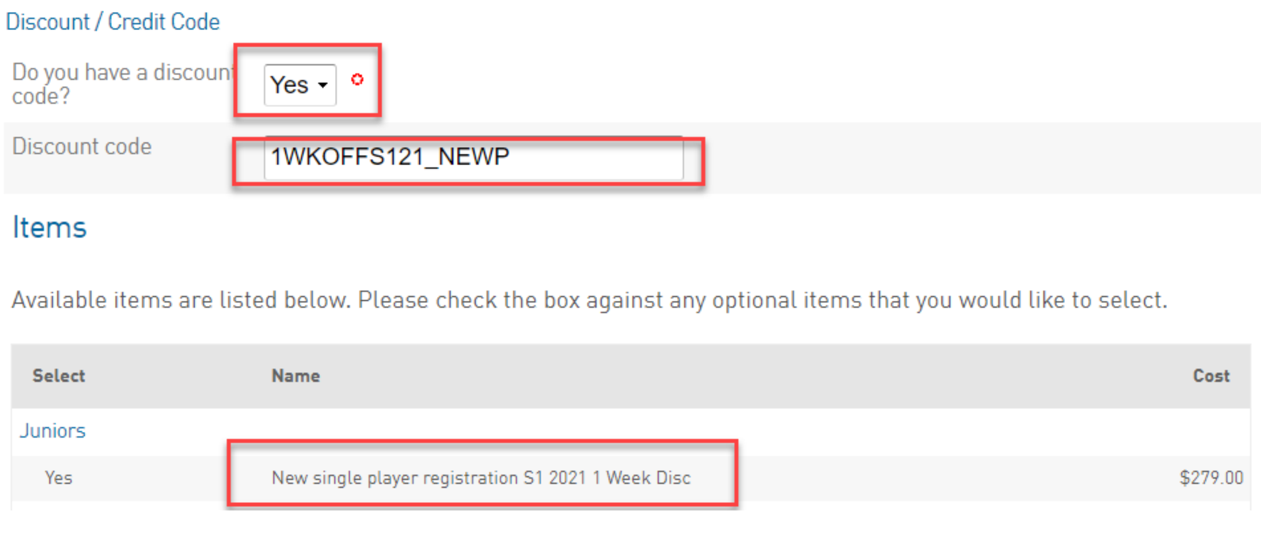
This will now make sure that the non discounted product will be hidden if they input that discount code, yet display if they select no when being asked if they have a discount code.

See how the above configuration applies when viewing the rego form:

If I select NO to having a discount code, the full priced product shows



If I select yes to having a discount code and then input that code in, you can see the full price product is hidden and only the discounted product shows.



Conditional Products

Last Modified on 11/11/2020 8:58 am AEDT

Conditional products allows admins to display a specific product when an question or field is filled in within the registration form. These can be used to display specific products based on discount codes or other specific questions needing to be answered within the form. Admins use this process when the price of a product for certain members will be different to the price for general members.

You can use conditional products for a variety of fields, like text fields, lookup fields and number fields.

If you wish to use conditional products for fields related to discounts, please click here.

NOTE: if you cannot see the conditional products tab within your registration forms, it means your association or national or state sporting body has not got this enabled so you will need to speak to them directly to get this enabled.

In this example national representative players are offered a lower price when registering to the club while general members pay the full price.

1. You will need to create two different products, one product that has the full price that general members will be charged as well as a product that representative members will pay that has a lower price. Once created add these products as active and mandatory to the registration form.

2. You will need to create a custom field to be answered within the registration form so that these products can appeared depending on the answer.

NOTE: only associations or states can set up these custom fields, so if you are a club please contact your association to get these fields set up to which you can then configure on your registration form.

In this example, we will need to create the following custom lookup field:

- Are you a national representative player? - which will have YES or NO as the options.

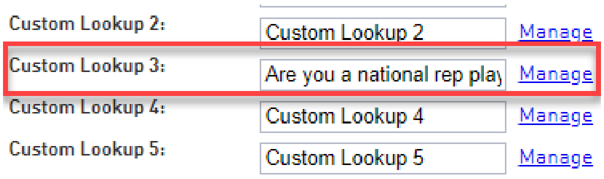
2a. Log into the association database.

2b. Go to the settings cog > settings.

2c. Click on CUSTOM FIELDS.

2d. Add in the question

- *Are you a national representative player?* will be set up as a *Lookup field*, so add this wording into one of the lookup fields and click manage to add the yes and no options.



2e. Update custom fields.

3. You will then need to configure this field to display on the registration form:

3a. Edit the relevant registration form.

3b. Click on the FIELDS tab within the form.

3c. Scroll down the list to find the fields you just created - it will be towards the bottom of the list - you can use crtl and F to find these fields.

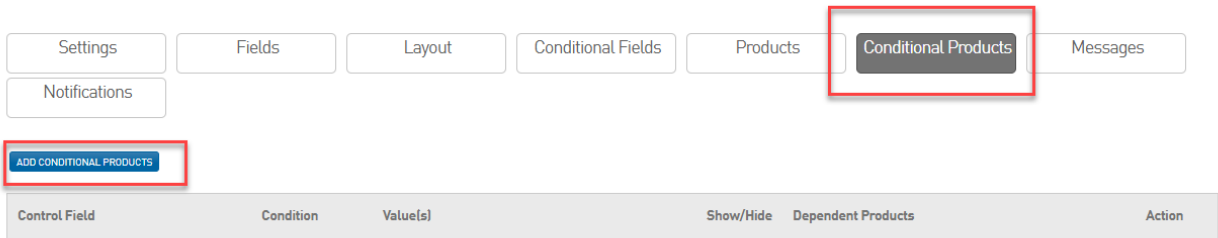
3d. Against the relevant field, change this to COMPULSORY (as you want to make sure members answer this question).

3e. Click save.

4. You will now need to configure the relevant products to show based on the answer of this question.

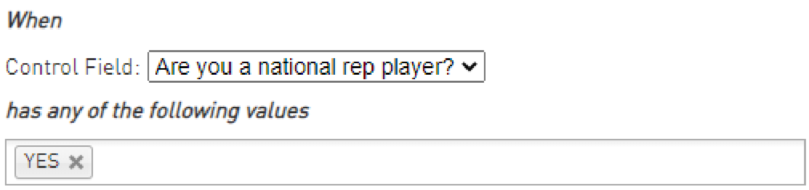
You will need to configure the national rep product to show when YES is selected and hide the member fee when YES is selected. You don't need to show/hide for when selecting NO as the form will already know what to show based on what you set for yes.

4a. Click on the CONDITIONAL PRODUCTS tab > add conditional products



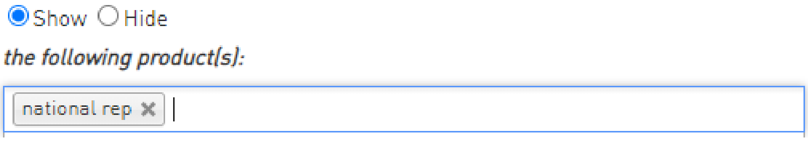
4b. Select *Are you a national representative player?* for the control field.

4c. Select YES as the value.



4d. Select SHOW.

4e. Select the national rep player product

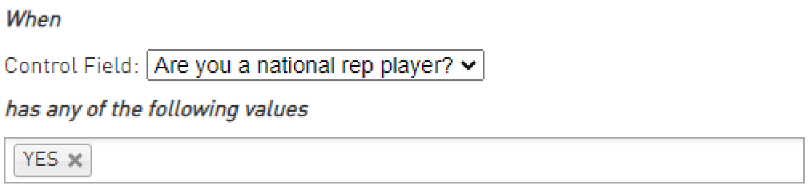


4f. Save.

4g. Add another conditional product.

4h. Select *Are you a national representative player?* for the control field.

4i. Select YES for the value.



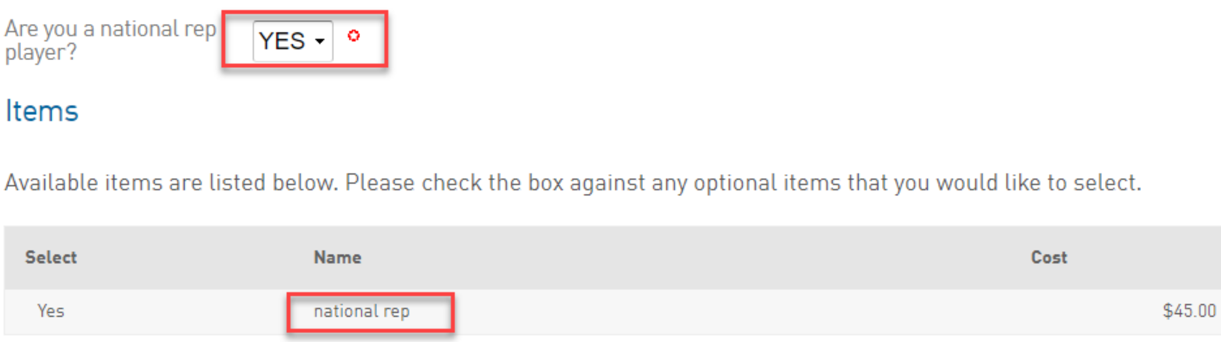
4j. Select HIDE.

4k. Select the member fee product.

4l. Save.

You have now configured the form to only show the national representative fee when a member selects YES for the question and based on that, the general member fee will now display for those members who select no.

How it displays in the form when selecting yes:



How it displays in the form when selecting no:

Are you a national rep player? NO

Items

Available items are listed below. Please check the box against any optional items that you would like to select.

Select	Name	Cost
Yes	member fee	$55.00

Conditional Products/Discounts

Last Modified on 11/11/2020 8:57 am AEDT

Conditional products provide Administrators greater flexibility over the way in which products are displayed, on a Registration Form, as well as providing a greater user experience.

Administrators are now able to set “Control” fields, which if selected by a user can force the Registration Form to show or hide products on the form that the participant may need to purchase to complete their registration for the season.

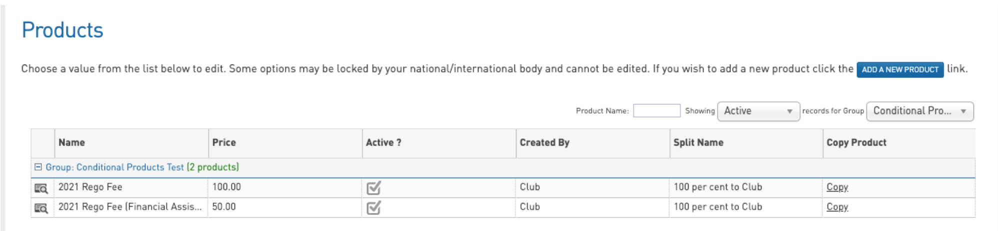
You create conditional products for one or more of your existing products.

> **NOTE: If you cannot see the conditional products tab within your registration form it means your sport is not currently using this functionality so you will need to speak to your state body and ask if this can be enabled. If you are a private organisation and wish to get this enabled please send through a request to our support team.**

For example: As an administrator, I wish to display a different registration fee for players who are deemed to need financial assistance to play. In this example we will be having two products, one for the majority of members and another one for people that require financial assistance.

1) Create the products that will be assigned to this registration form.

Note – you will need to have at least two products. Product 1 will be used for the majority of members and Product 2 will be for the members that require financial assistance.

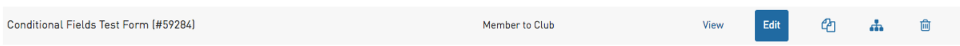

Products

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. If you wish to add a new product click the ADD A NEW PRODUCT link.

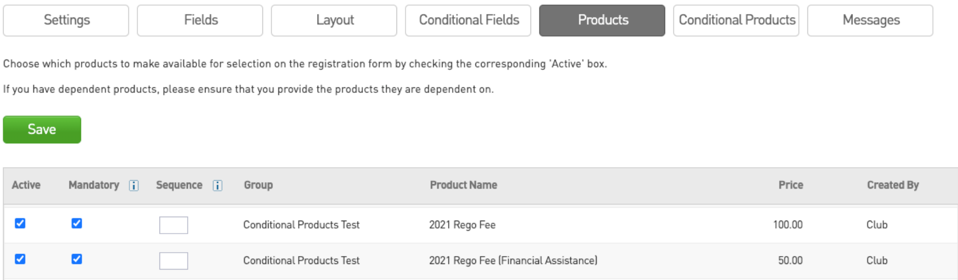
Product Name: Showing Active records for Group Conditional Pro...

Name	Price	Active ?	Created By	Split Name	Copy Product
Group: Conditional Products Test (2 products)					
2021 Rego Fee	100.00		Club	100 per cent to Club	Copy
2021 Rego Fee (Financial Assis...	50.00		Club	100 per cent to Club	Copy

2) Edit or Create a new Registration Form.

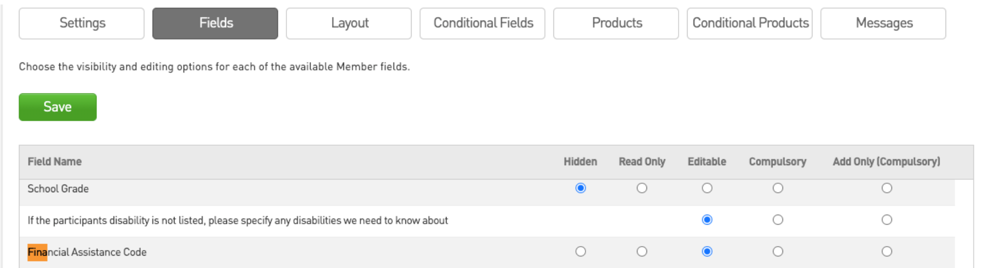


3) Ensure the products you wish to appear on the form as conditional are available for selection. If you want members to purchase one product or the other it will be best to make them ACTIVE and MANDATORY as if you don't mark them as mandatory members may skip over purchasing the relevant product.



4) Ensure the field (called the "control field") that determines which product shows on the registration form is added to the form

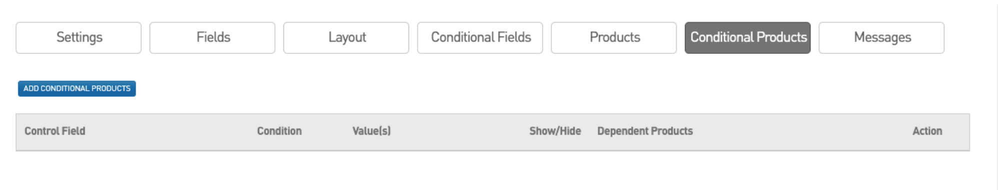
Note – you may need to create a custom field if the question does not exist already and you may wish to set the "Control" field as Compulsory. This depends on the nature of the field and may not be applicable to all "Control" fields.



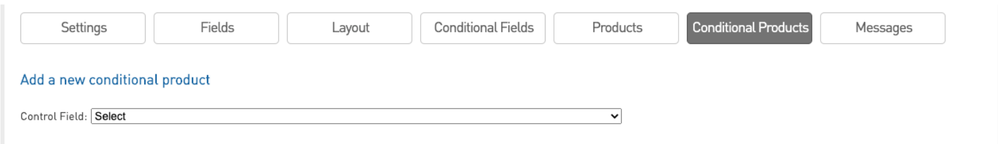
Note - in this example the club administrator created the field "Financial Assistance Code" using the unlimited custom field functionality. This can be access by administrators under the setting cog wheel (just click on the menu item 'Unlimited CF"

5) Select the Conditional Products tab and Add the Conditional Product rules

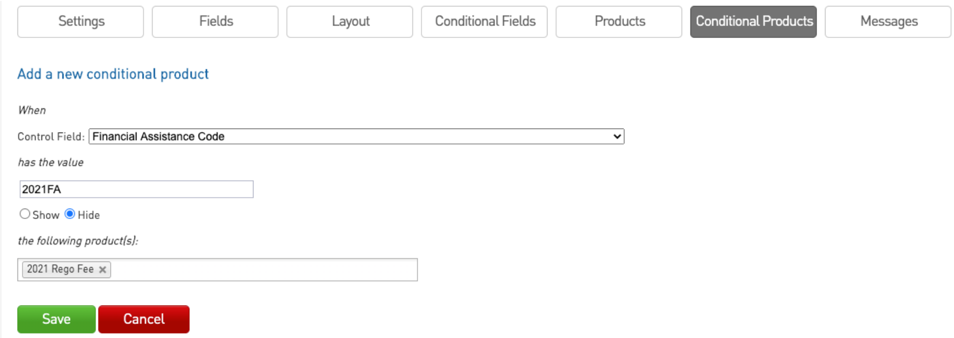
In this screen we will define our "Control Field", this is the field that will govern which product will show/hide, based on the users/participants answer.

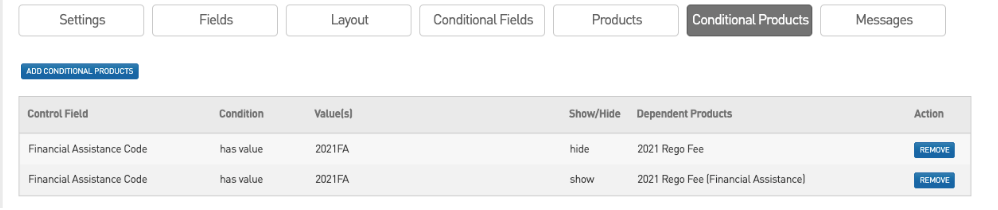


5a)Click on the blue 'Add Conditional Product' button to get started



5b)Once we have selected our Control Field, we can define the Rules for this field:

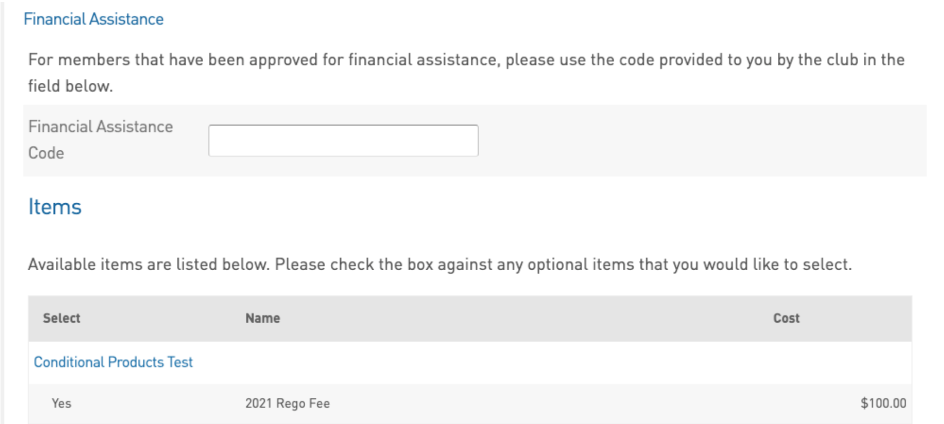




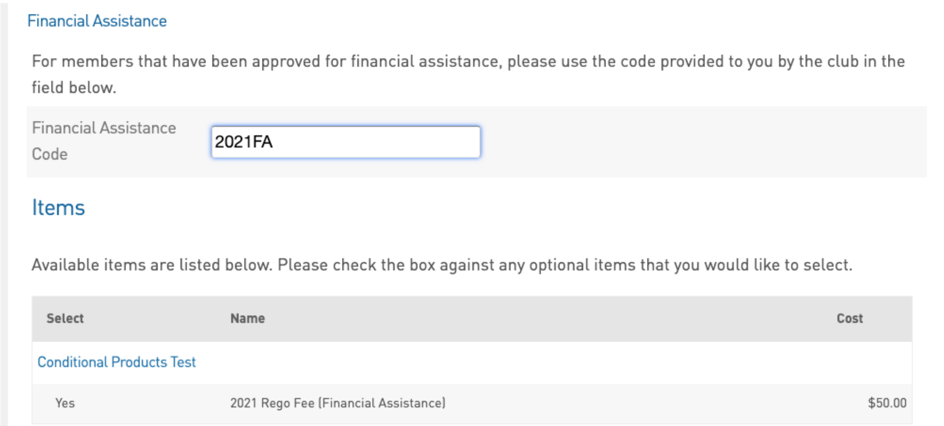
In this example, if the participant answers the “Financial Assistance Code” question with the Answer “2021FA” then the system will hide the ‘2021 Rego Fee’ product and show the ‘2021 Rego Fee (Financial Assistance) product’. This means that the member that entered the code was given a discount by the club

6) Test Conditional Products in Registration Form

We can see our Control Field appearing on the Registration Form:



Based on the rules we have applied if the ‘Financial Assistance Code’ field is filled in with the text “2021FA” then the ‘2021 Rego Fee (Financial Assistance)’ Product will show and the “2021 Rego Fee” will be hidden.



NOTE: You may wish to put some supporting text around the field to explain what is required by participants when they register.

Manually Add a Payment Record to a Member

Last Modified on 24/03/2020 10:33 am AEDT

Manually add a Payment Record

Associations and clubs that use an online payment gateway to receive payments (for player/ team registrations, merchandise sales, etc) do not need to manually record any transaction or payment details - the SportsTG Registrations system does this automatically. However, if a member or team has registered or purchased something but has not submitted payment through the online payment gateway (e.g. they have instead paid by cash, cheque, bank transfer or EFTPOS) the payment details can be manually added to their member/ team record.

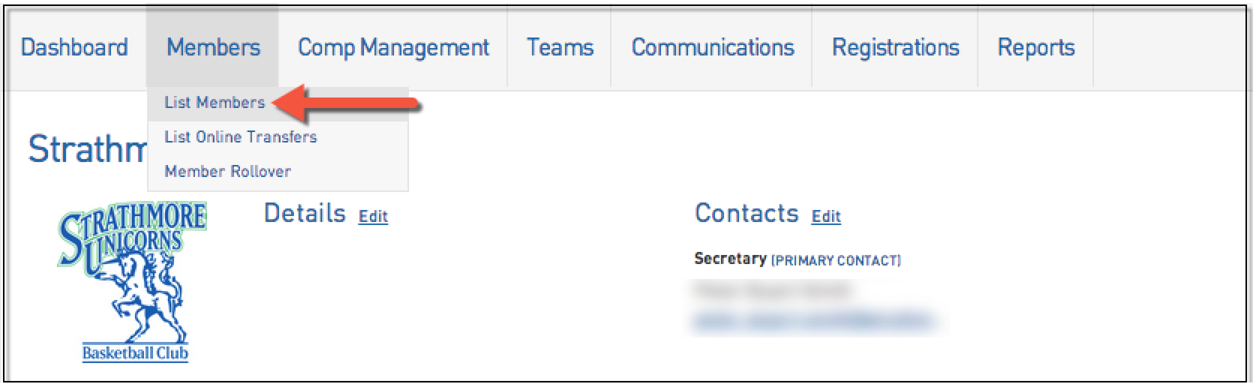
This ability is turned on at Association level. If you are a club and you do not have the option, contact your association.

The process for adding payment records against members and teams is the same. The below instructions take you through recording a member payment. To record a team payment, navigate to a team record and complete the same process as below.

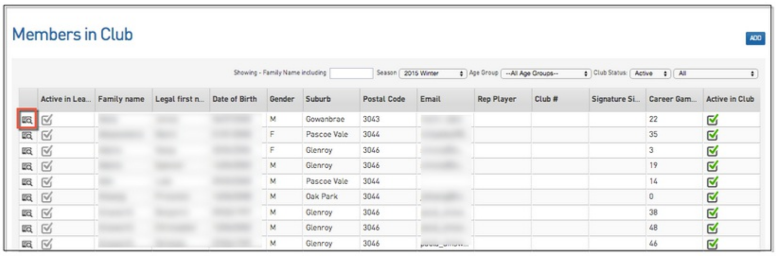
To manually record a payment:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

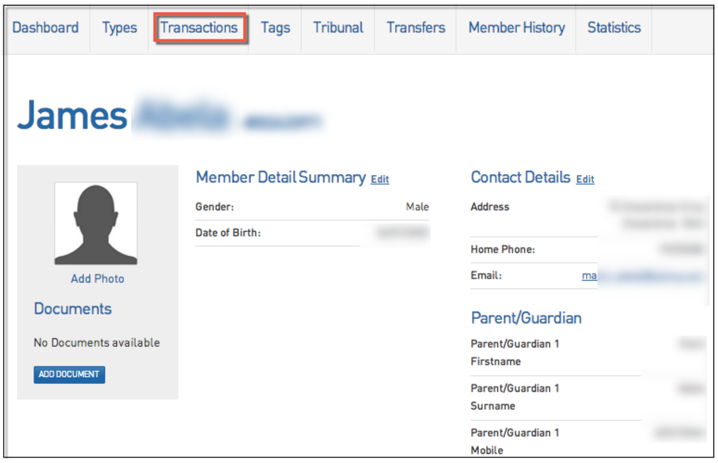
1. Click on Members in the menu and select **List Members**.



2. Click on the **View Record** button next to the name of the member to open their record.



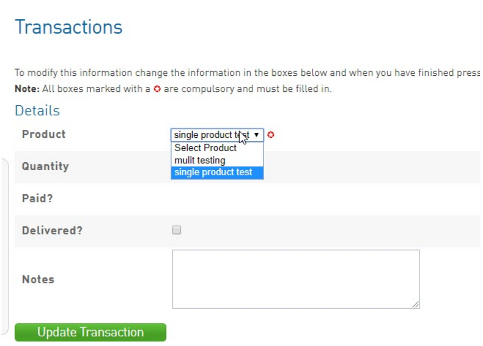
3. The member's 'dashboard' will appear. Click on **Transactions** in the menu.



IF A TRANSACTION RECORD DOES NOT EXIST

A. Click on **Add Transaction.**

B. Select the **product** in which this member is paying for.



- If a member had already paid for this product via bank transfer or cash, feel free to input a **note** mentioning this so an admins that view this know.

C. Click **update transaction**- a message will now appear confirming this transaction has been added to their record.

D. Click **return to transactions.**

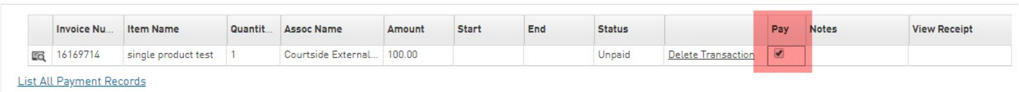
- The status of this transaction will currently be unpaid, in which you can delete or pay for this product.

E. Click the **checkbox** under the **PAY** heading.

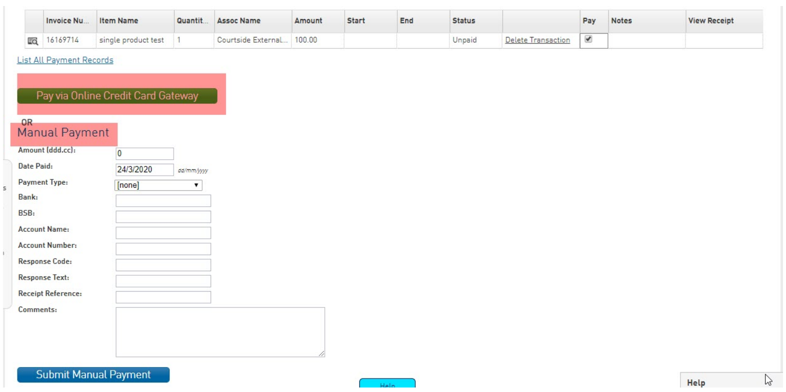
IF AN TRANSACTION EXISTS BUT IS UNPAID

A. Find the transaction that is sitting as **UNPAID**.

B. Click the **checkbox** under the **PAY** heading.



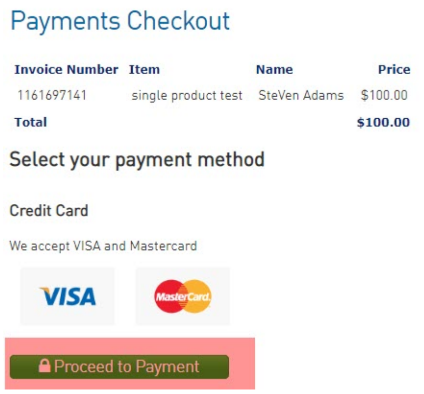
4. This will open up the options to pay via **credit card online or to submit a manual payment**. Select **one** of these options.



- If they are paying online via credit card/paypal, please sure you have their credit card/paypal information handy so you can input this information.

- Click on the pay **online via online credit card gateway.**

- Confirm the details of the payment to make sure the product is correct - the **proceed to payment button** should appear within a few seconds - if it does not, click anywhere on the page and the green button should appear, once it appears click proceed to payment.

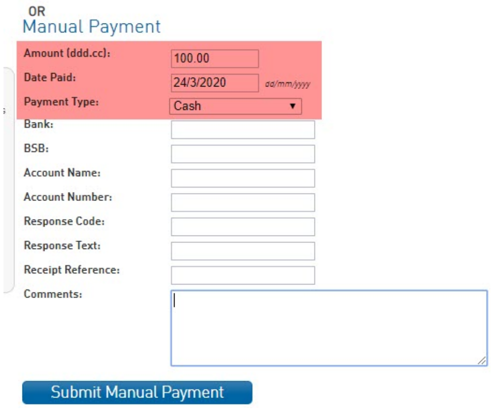


- Input the credit card information and follow the prompts. If paying via paypal, click the paypal button and follow the prompts.

- If they have already paid manually via cash, bank transfer etc, you can manually mark this as paid instead.

If paying via this pay a list of fields display for you to fill out- you don't need to fill out all these fields, just the ones that are relevant for how this member has paid. The main fields needing to have information are:

- **Amount**
- **Date paid**
- **Payment type**

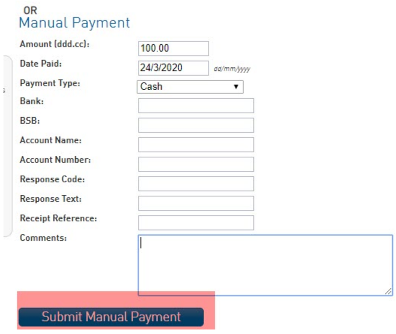


All other fields can be filled in or left blank - entirely up to you. Information on the other fields are below:

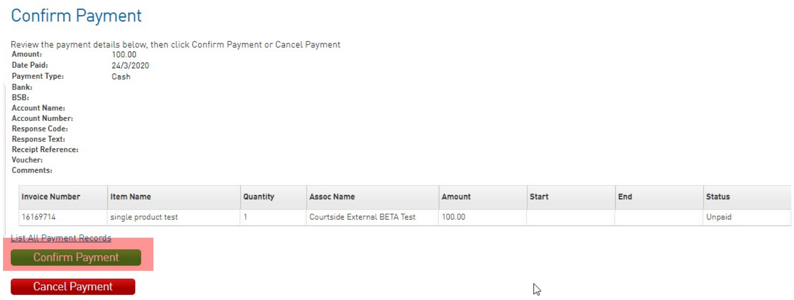
- Amount: the total amount of the payment
- Date Paid: the date payment was received
- Payment Type: select the method of payment used from the drop-down options
- Bank: Enter the bank name, if applicable BSB: Enter the bank's BSB, if applicable

- Account name: Enter the member's bank account name, if applicable
- Account Number: Enter the member's bank account number, if applicable
- Response Code: your bank may have provided a response code for the payment, which you can enter here
- Response Text: your bank may have provided some response text for the payment, which you can enter here
- Receipt Reference: If you have provided the member with a receipt, you can record the receipt number here
- Comments: Any additional comments/ notes about the payment

- Click on **Submit Manual Payment.**



- A confirmation screen will appear asking you to confirm the details for this payment - if all is correct click **CONFIRM PAYMENT.**



- The transaction has now been updated and if you click return to transactions you will see that this product has now been paid for.

Delete a Transaction from a Member

Last Modified on 17/08/2016 4:43 pm AEST

Delete a Transaction

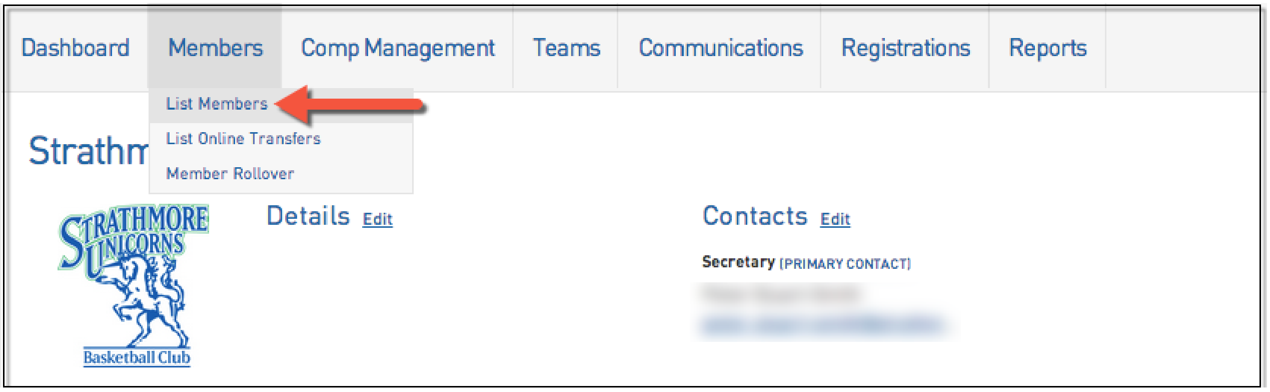
If you need to delete a transaction from a member or team record, ensure that you select the right transaction to delete, as once it is deleted it cannot be recovered. Please note that you can only delete a transaction that has been manually added.   The process for deleting transactions from member and team records is the same. The below instructions take you through how to delete a member transaction.

This is editable at Club and Association level.

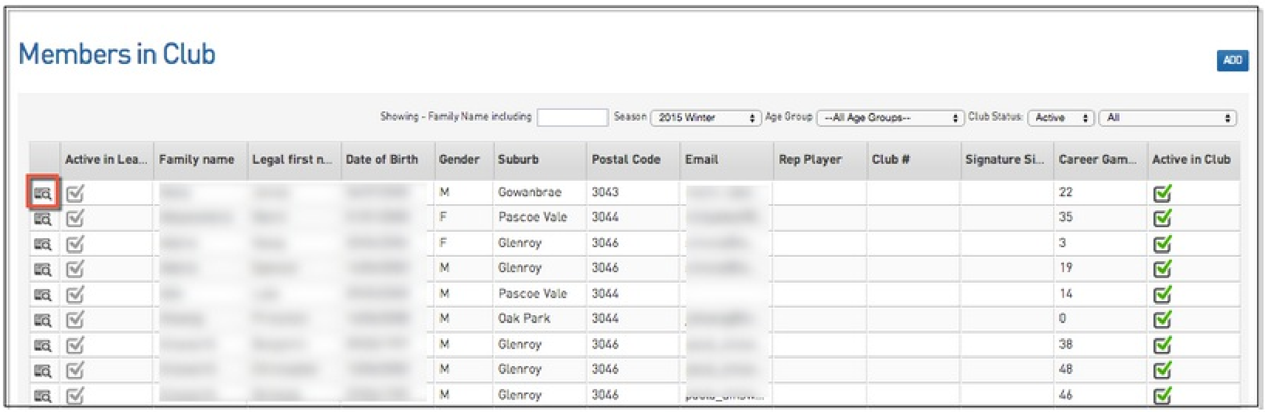
To delete a member transaction:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

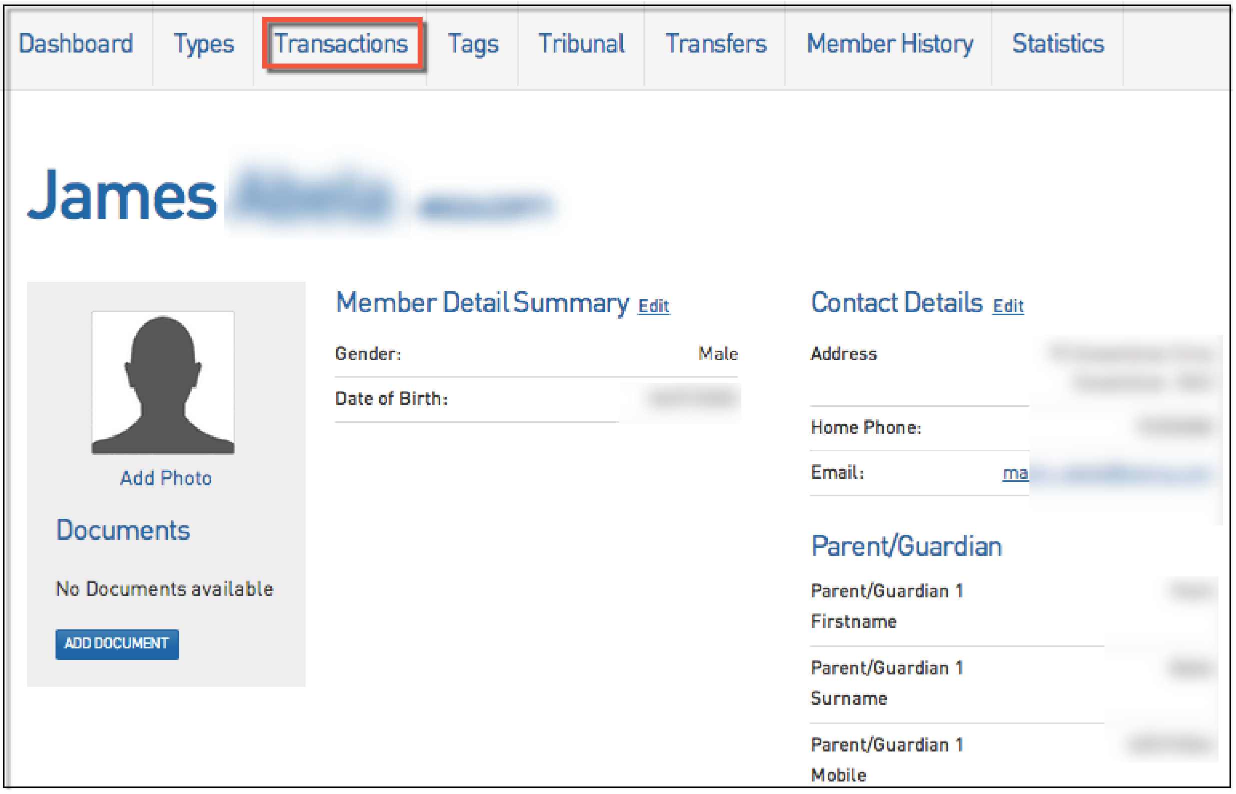
1. Click on Members in the menu and select List Members.



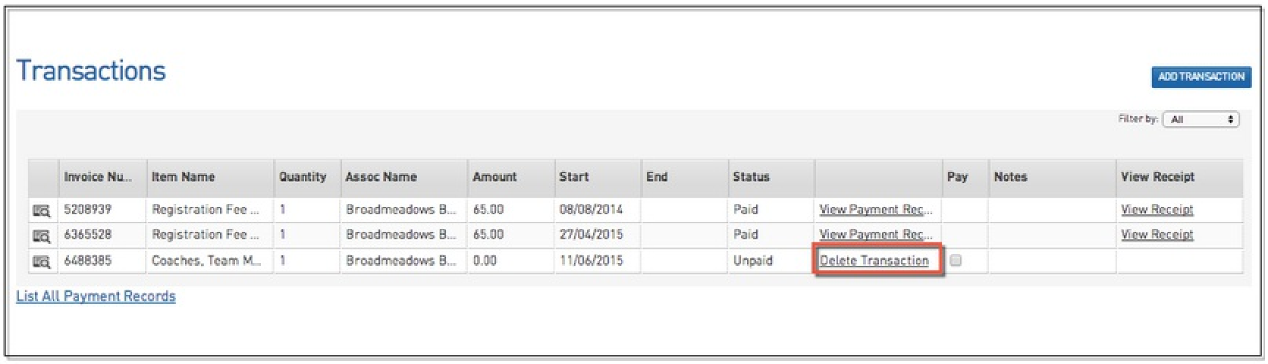
2. Locate the member you want to update and click on the View Record button next to their name.



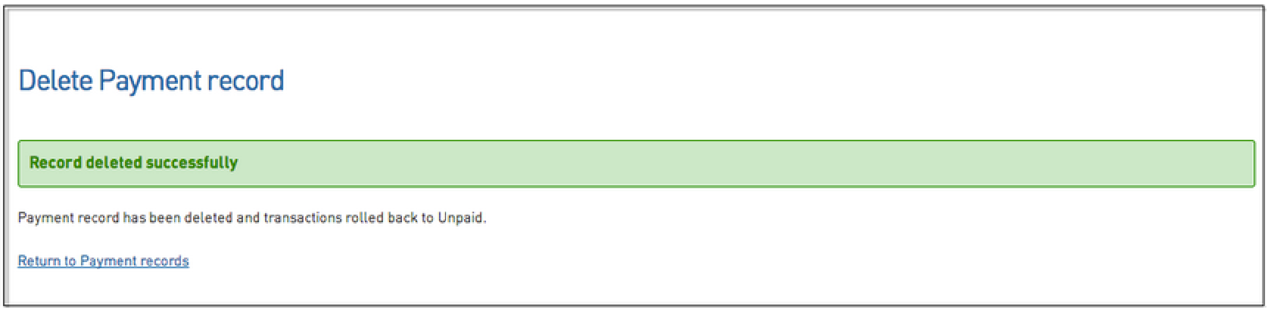
3. The member's 'dashboard' will appear. Click on Transactions in the menu.



4. The member's 'Transactions' page will appear, showing their transaction history. Locate the transaction you want to delete and click on Delete Transaction to permanently delete the transaction. If you are attempting to delete a transaction that has been paid for, skip to step 6.



5. A message will appear confirming that the transaction has been deleted.



6. Transactions that have been paid for do not provide an option to be deleted. In order to delete a paid

transaction, you firstly need to delete the payment record. Click on View Payment Record next to the paid transaction.

7. The payment record will open. Click on the trash can icon in the top right corner.

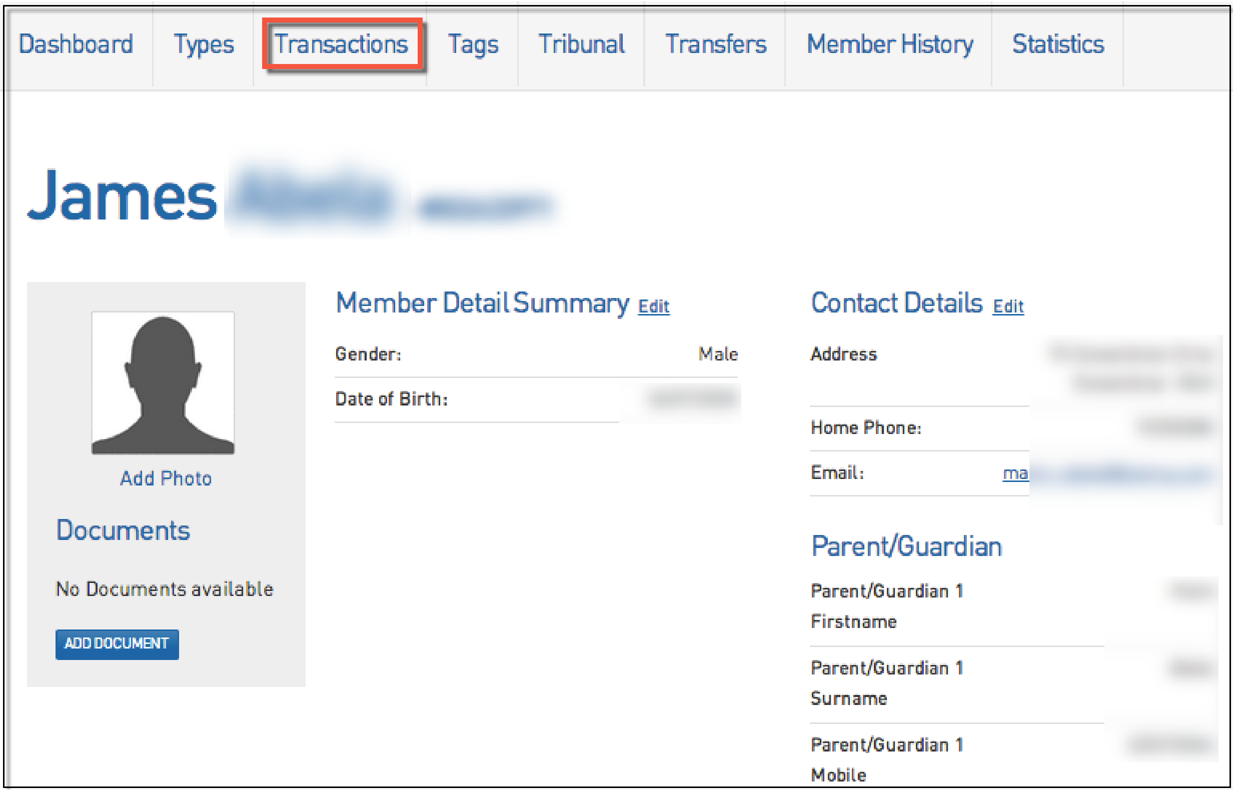
Transactions - Overview

Last Modified on 17/08/2016 4:45 pm AEST

Transactions - Overview

Each member and team has their own 'Transactions' area within their Membership record, where administrators can manage all purchases and payment information.

This ability is turned on at Association level. If you are a club and you do not have the option, contact your association.



Transactional information is automatically added to member/team records each time a member or team uses the online Registration Form. For example, if Joe Smith registers through his club's online registration form for the 2015 season, a transaction will automatically be added to the Transactions area of his member record if the product is mandatory. The transaction will include the product purchased (eg. 2015 senior player registration fee), quantity purchased, cost of the transaction, and payment information.

A transaction is also created if a member uses the online Registration Form to purchase any other products, e.g. merchandise or tickets to the club's presentation dinner. Association and club administrators can view and edit any transactional/ payment information for their members, and run reports on transactional information.

Transaction details can also be entered manually if the online registration form is not being used.

Processing fee: when it is different for Clubs in an Association

Last Modified on 17/08/2016 4:49 pm AEST

What happens to the fee model when one entity (association) is inclusive and other entity (Club) is exclusive and the product is sold at either level? The processing fee model is determined by the level the form is entered into by the user.

Therefore if a user enters a form at Association level and has to select their Club the Association fee applies. Eg. in the example above, the inclusive model would apply to both products.

If on the other hand the Club promotes their link and a user enters through a Club form (didn't have to select their club) then the exclusive fee would apply to both the Club and Association product.

Minimum $1 fee information

Last Modified on 06/10/2016 5:41 pm AEDT

Within the SportsTG system, there are 2 fee 'models' that we have available for clubs and associations to choose how we charge our processing fee for each transaction:

- user pays ("exclusive model") and
- club pays (or association pays) ("inclusive model").

SportsTG's processing fee calculation is a % of the transaction, with a minimum of $1. In an exclusive model, the processing fee is a separate line item and is an additional charge to the rest of the transaction. In an inclusive model, the processing fee is deducted from the total transaction amount - the customer does not see the processing fee at all.

What are the changes and why do we need them?

The changes that we are set to implement only affect the 'inclusive model'.

The previous way of calculating processing fees charged clubs the %, and if the transaction was less than $1, the difference was charged to the customer.

In the new fee calculation, the entire $1 is charged to the club or association. Simple. Clear and entirely predictable.

Implications on Associations/ Clubs

This has implications for those currently using the inclusive model who are wanting to collect a specific amount. Associations should be advised that they need to take this change into account prior to the changeover date that will be communicated to you by your sport or SportsTG.

-e.g. Previously if a Club was charging $10 for a product using the inclusive model - 3.9% of $10 was 39c which was charged to the Association - Association would collect $9.61

The remaining 61c would be charged to the user and they would pay $10.61

Now the Association would only receive $9 and the user would only be charged $10.

If Associations are wanting to collect specific amounts they will need to adjust their pricing in accordance with the above example.

Transfer funds from your bank using POLiPay

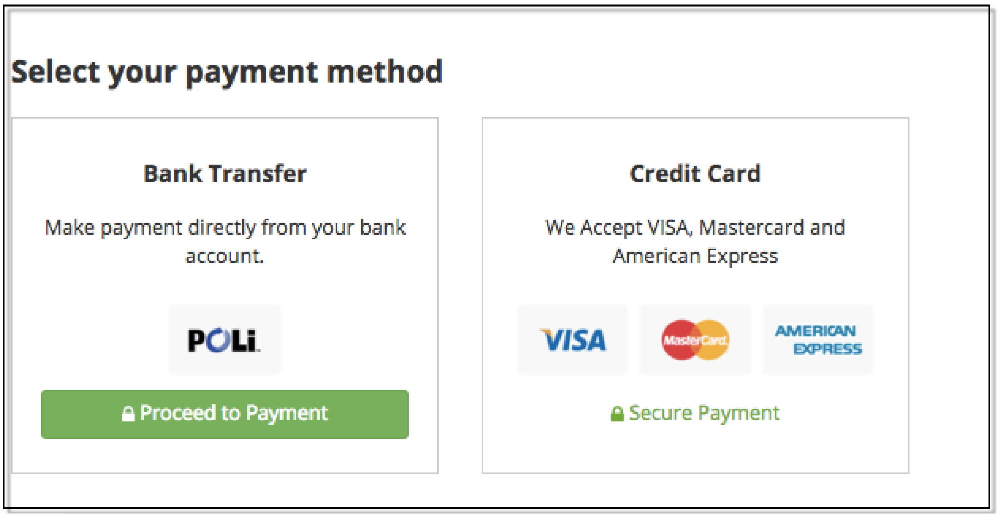
Last Modified on 23/07/2021 9:18 am AEST

Gameday Passport now accepts POLipay as a safe and secure method of payment.

POLi allows you to pay for your registration fees using money straight from your bank account via Internet Banking.

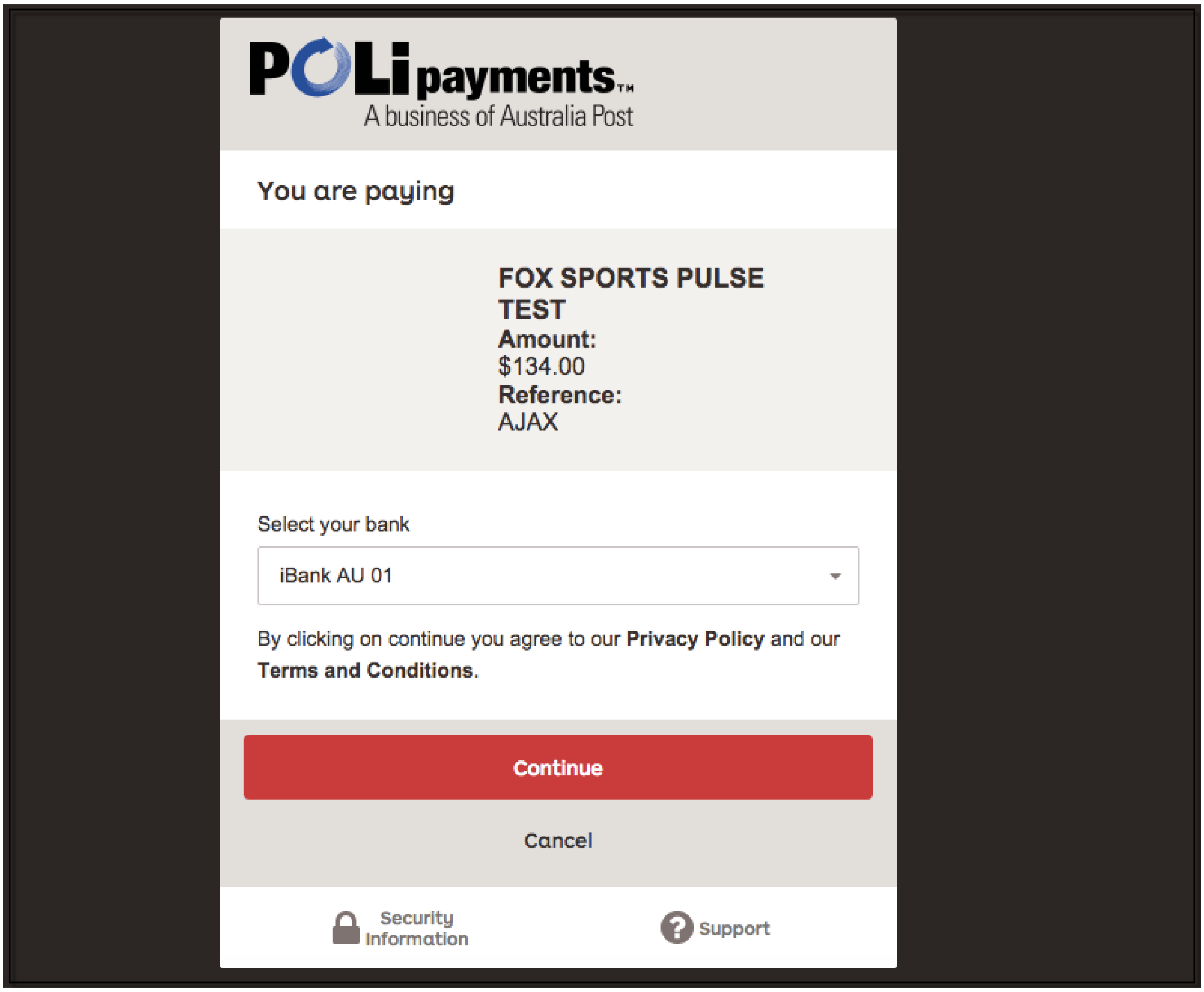
To pay using POLipay pay, follow these easy steps:

1. Once you have progressed through the registration form and chosen your product, choose POLi Payments and click Proceed to Payment.

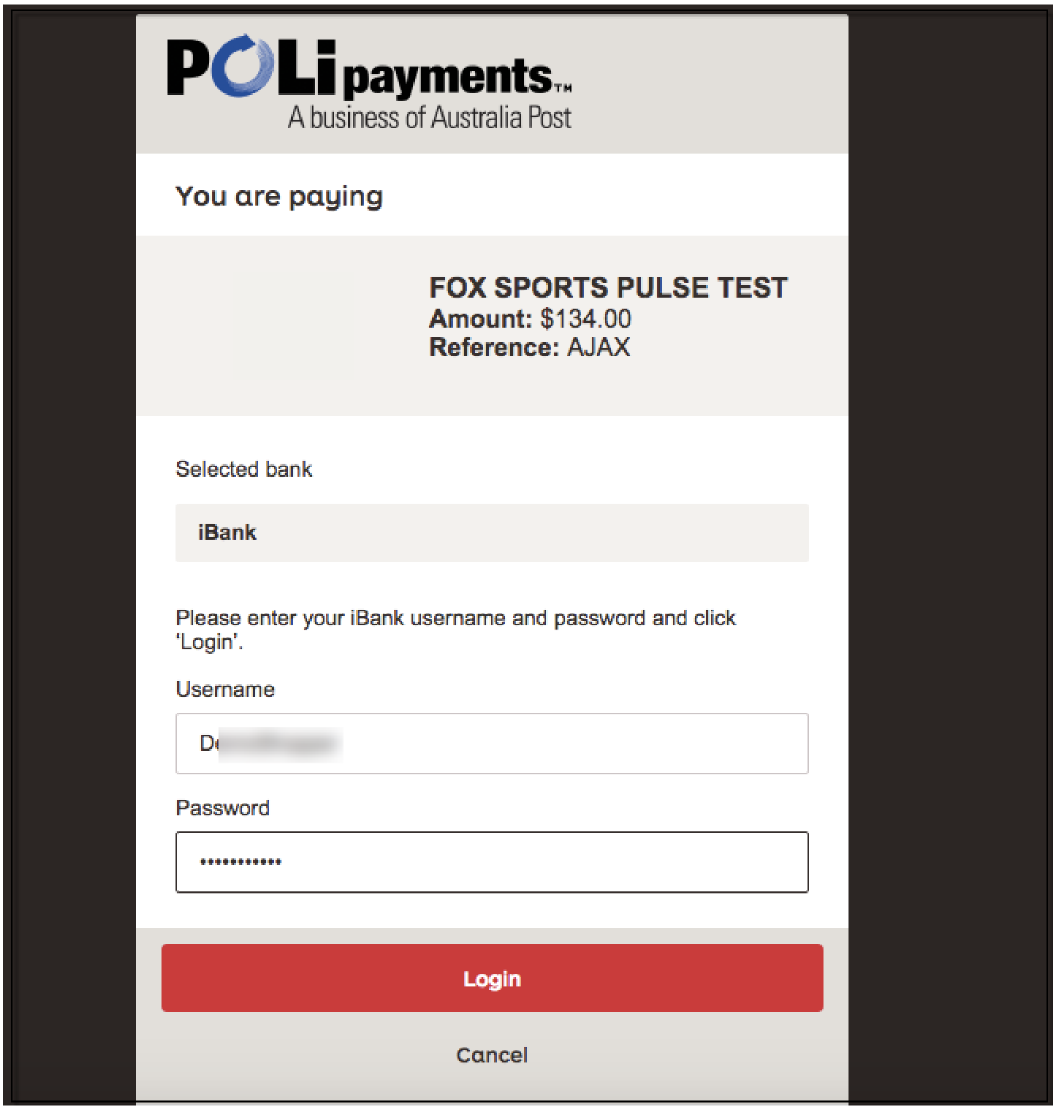


2. a) Choose your bank.

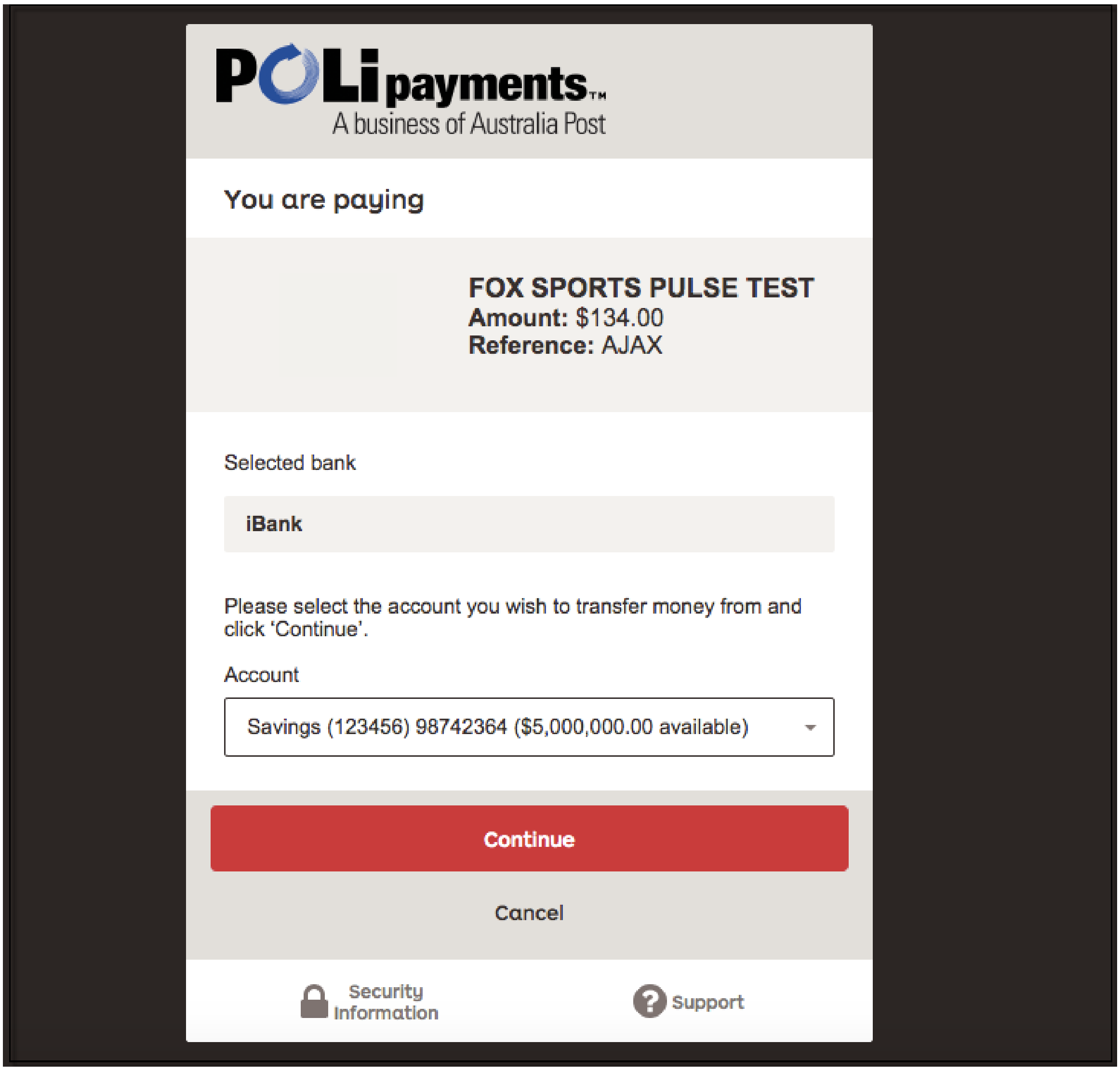
NOTE: if your bank does not display here there isn't anything Gameday can do as this is not our product, only an integration, so it will mean that your bank is not on the available bank list for Polipay itself. Please speak to Polipay if you have any questions regarding your bank being listed. You may need to use another payment method instead.



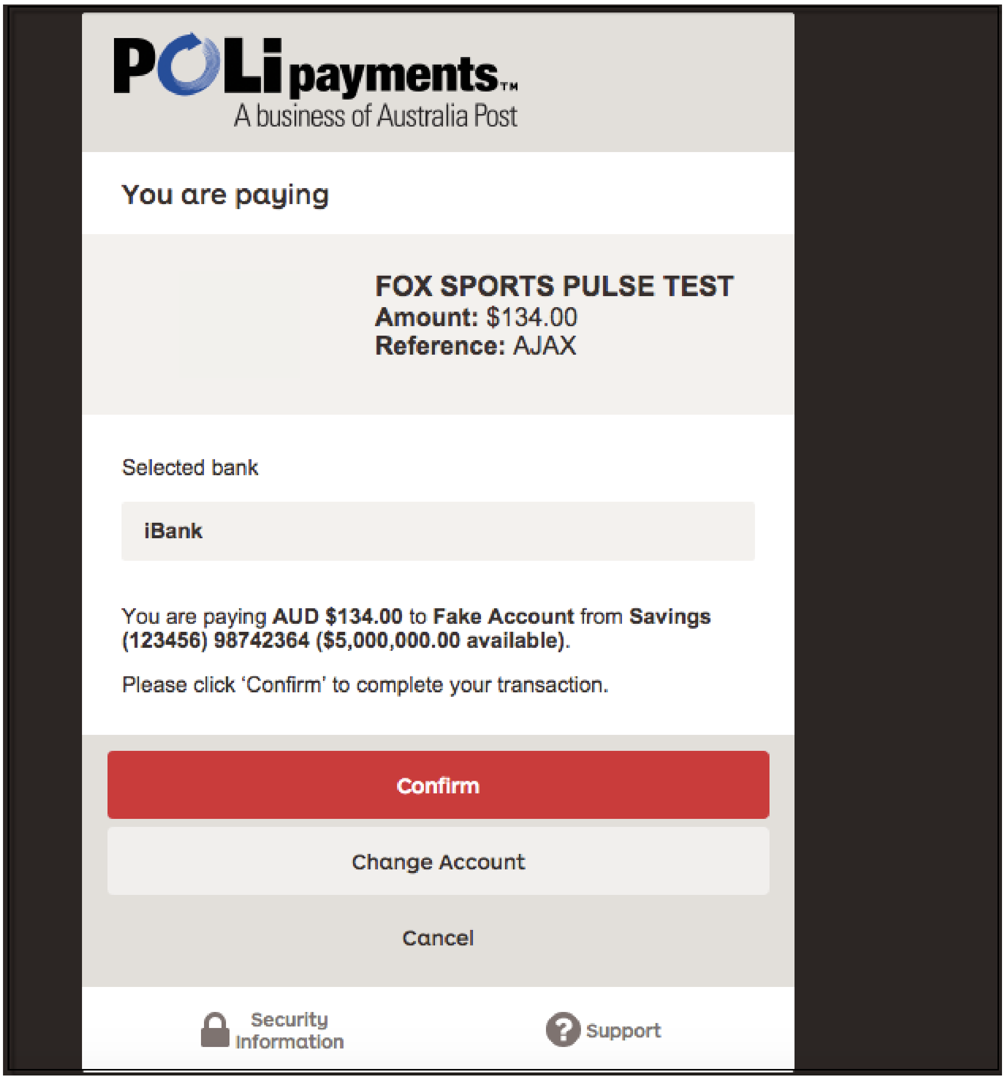
b) Log in to your bank.



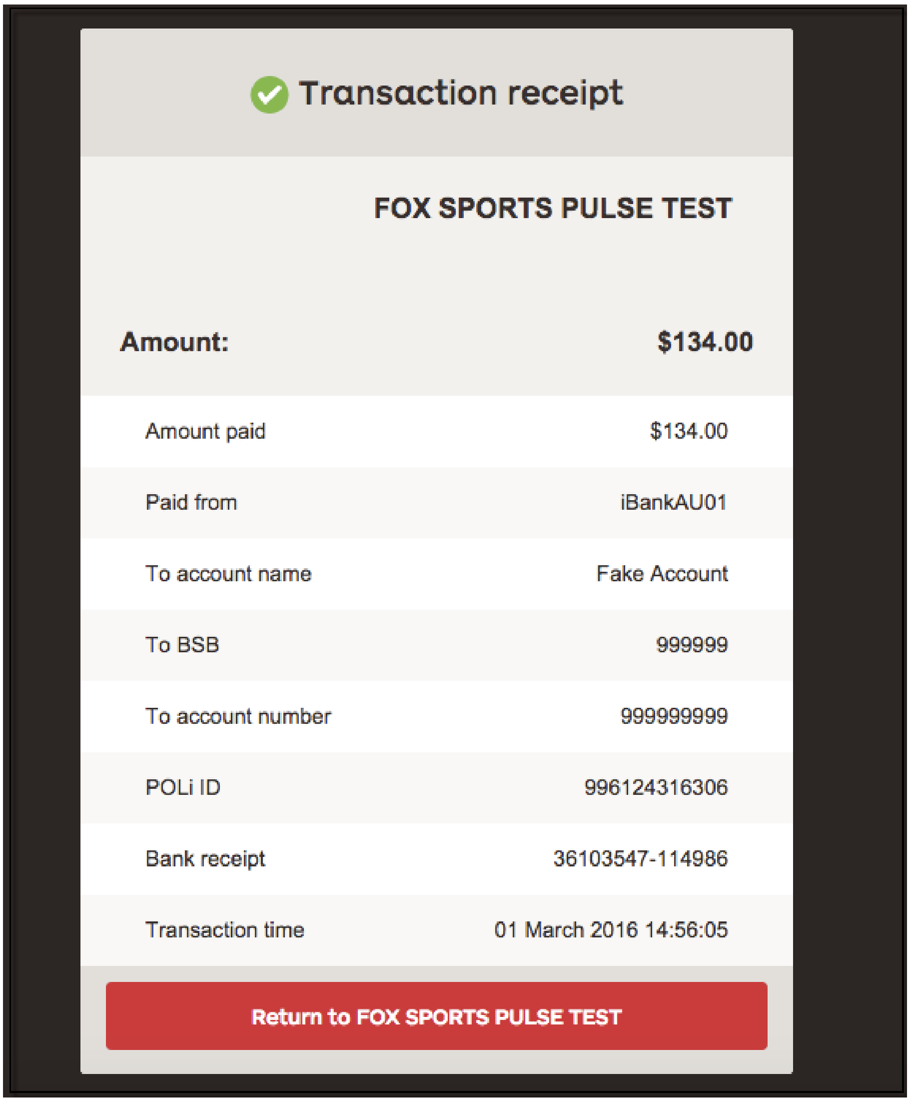
3. Follow the prompts to complete the transaction.



4.Complete the payment and receive your receipt.



Please keep your receipt as proof of purchase.


Transaction receipt
FOX SPORTS PULSE TEST
Amount: $134.00
Amount paid $134.00
Paid from iBankAU01
To account name Fake Account
To BSB 999999
To account number 999999999
POLi ID 996124316306
Bank receipt 36103547-114986
Transaction time 01 March 2016 14:56:05
Return to FOX SPORTS PULSE TEST

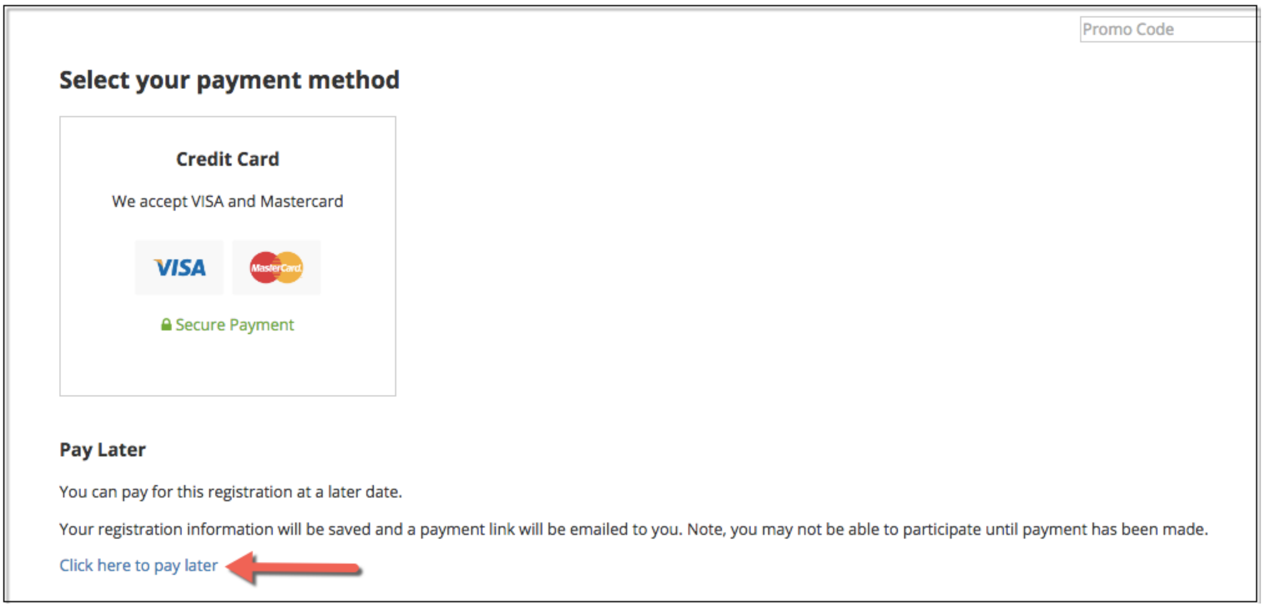
How to Pay Later

Last Modified on 03/03/2020 12:42 pm AEDT

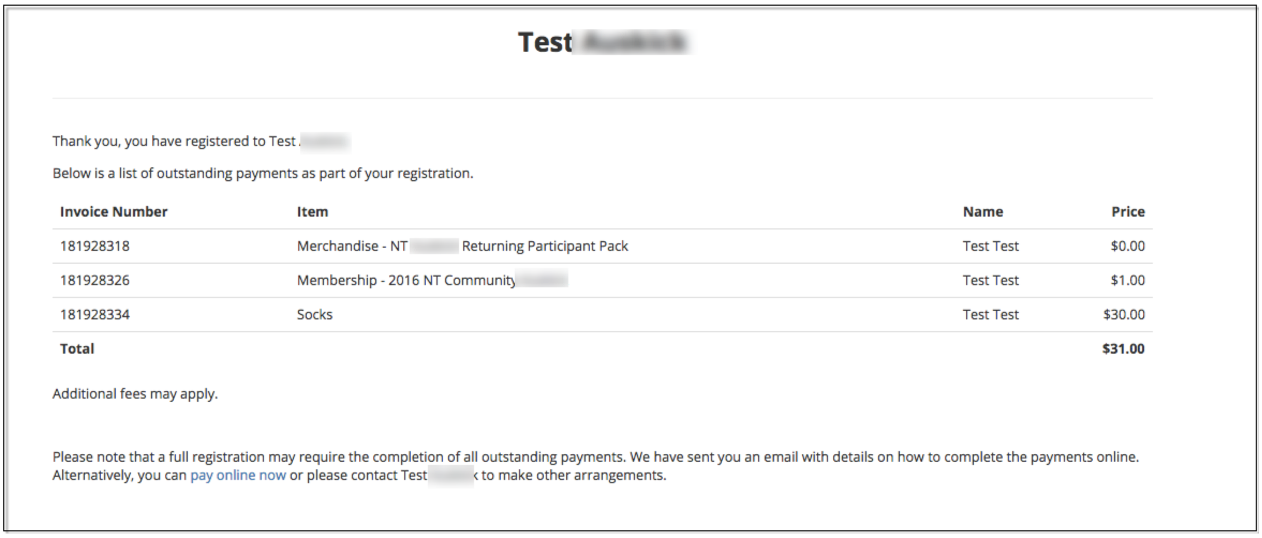
Follow these simple steps to 'Pay Later'

Note: If the compulsory payment option is selected in the registration form settings, then the pay later option is not available.

1. Scroll to the bottom of the payment screen and select '**Click here to pay later**'



2. If you select 'Pay Later', you will successfully register. You will be sent an email with further instructions.



Test

Thank you, you have registered to Test

Below is a list of outstanding payments as part of your registration.

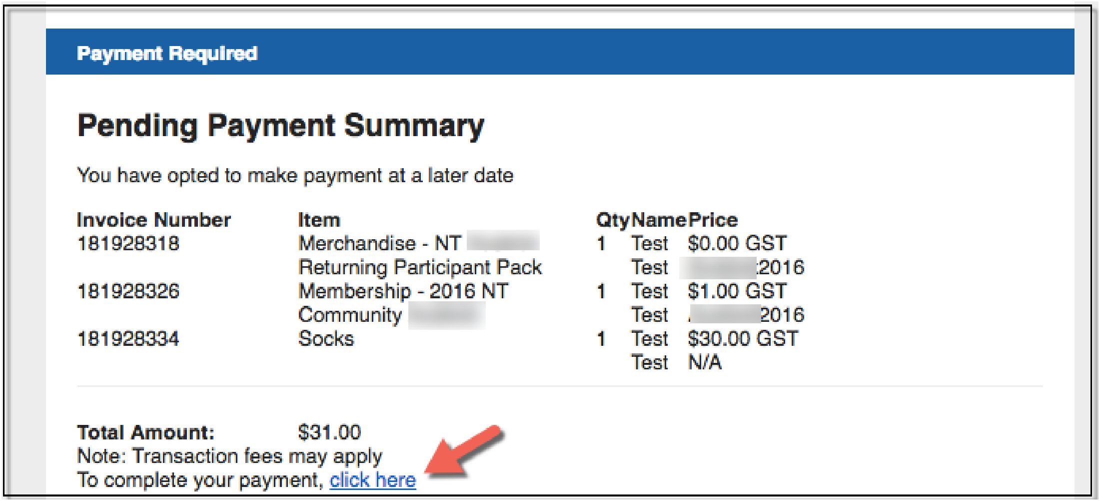
Invoice Number	Item	Name	Price
181928318	Merchandise - NT Returning Participant Pack	Test Test	$0.00
181928326	Membership - 2016 NT Community	Test Test	$1.00
181928334	Socks	Test Test	$30.00
Total			**$31.00**

Additional fees may apply.

Please note that a full registration may require the completion of all outstanding payments. We have sent you an email with details on how to complete the payments online. Alternatively, you can pay online now or please contact Test to make other arrangements.

3. The below image is an example of the email you will receive. Make sure you keep the email.

When you are ready to pay, select '**click here**' within the email.



Payment Required

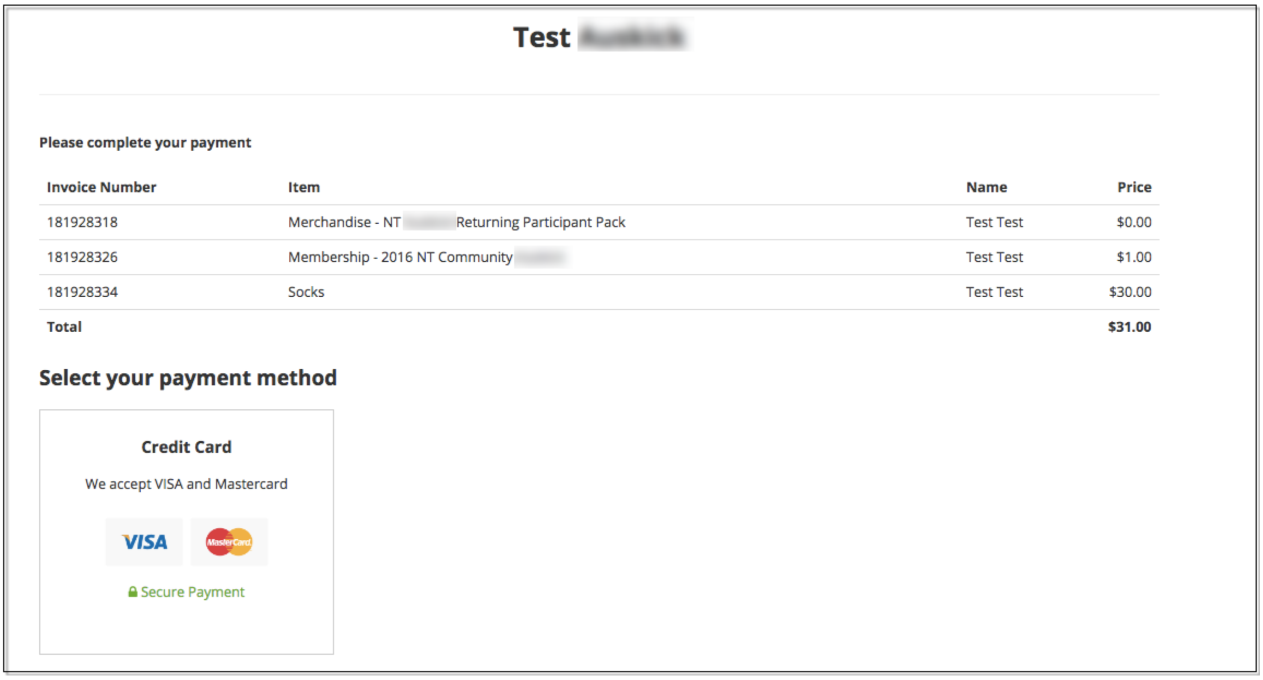
Pending Payment Summary

You have opted to make payment at a later date

Invoice Number	Item	Qty	Name	Price
181928318	Merchandise - NT Returning Participant Pack	1	Test Test	$0.00 GST 2016
181928326	Membership - 2016 NT Community	1	Test Test	$1.00 GST 2016
181928334	Socks	1	Test Test	$30.00 GST N/A

Total Amount: $31.00
Note: Transaction fees may apply
To complete your payment, click here

4. The screen that will open up automatically will prompt you to make payment and fully complete the registering process.



Test

Please complete your payment

Invoice Number	Item	Name	Price
181928318	Merchandise - NT Returning Participant Pack	Test Test	$0.00
181928326	Membership - 2016 NT Community	Test Test	$1.00
181928334	Socks	Test Test	$30.00
Total			**$31.00**

Select your payment method

Credit Card

We accept VISA and Mastercard

VISA MasterCard

Secure Payment

NOTE: some national bodies have not allowed organisations to use the pay later option due to their business rules in place, so your best option will be to contact your state sporting body to check with them if you are able to use this functionality.

POLi Payments FAQ's

Last Modified on 23/07/2021 9:16 am AEST

Introducing POLi Payments - Pay fees directly from your bank account

Gamedap Passport now offers members and participants the option to pay registration fees directly from their bank account using Poli Payments.

A business of Australia Post, POLi is the online payment option that allows your community to use internet banking to securely pay for goods and services.

POLi offers a great alternative to paying online with a credit card. With POLi, users can seamlessly and securely pay online by connecting to their bank, without any registration needed.

POLi is currently used by airlines such as Qantas, Jetstar, and Virgin Australia.

For step-by-step instructions on how to pay your registration fees with POLi, please visit: support.sportstg.com/help/article/link/polipay

To find out more about POLi Payments, check out: www.polipayments.com

FAQ

How much does it cost a participant or member to use POLi to pay for club or association transactions?

Individuals are not charged a fee for using POLi to pay for registration fees or other goods and services. It is basically a direct bank transfer from the members bank account to your organisation bank account.

What do clubs or associations need to do to start accepting registrations or payments via POLi?

If clubs or associations are already taking payments through the Gameday Passport Online Registration system, then they do not have to do anything. POLi will be automatically available.

If clubs or associations are not currently taking online payments, then they will need to apply for a Merchant Account via their membership database.

Can clubs or associations turn off the ability to accept payments made by POLi?

No. POLi is now considered a payment method just like VISA or Mastercard in the Gameday Passport payments gateway.

My club is setup to accept online payments. Why can't my members see the POLi option?

POLi can only be used in conjunction with the 'inclusive' payment processing fee model.Those using the 'user pays' model will not have access to this feature.

My bank does not appear in the list, how can I pay?

Unfortunately as this is not our system, it is only integrated, if you do not see your relevant bank listed on the list it will mean that PoliPay does not have this available and they won't be able to use this payment method - if you have any questions regarding this you will need to speak to PoliPay directly as Gameday cannot assist here. You will need to use another method of payment for these members.

Can I report on this payment type?

Yes, this can be reported on within the TRANSACTION report, where if you include the PAYMENT TYPE field you will see these types of payments; they will show as POLIPAYMENTS. These payments won't appear in the FUNDS RECEIVED report as we have nothing to settle to you as they are basically a direct bank transfer so they will appear separately within your bank account.

Openpay FAQ's

Last Modified on 03/02/2021 4:32 pm AEDT

Openpay payment gateway integration will give participants the ability to pay for membership and event registration fees in interest-free instalments over various plans ranging between 2-month, 3-month, 4-month or 6-month payment plans

- Organisations offering Openpay to their members will be able to provide flexible payment terms without compromising their cash flow as the risk will be taken on by Openpay for the cost of a small premium merchant fee
- Funds will be settled to your organisation upfront, in full for all transactions via the Openpay payment gateway via the existing settlement process
- Openpay payment gateway will be activated for all Organisations by default with the ability for an Organisation to opt-out of offering this payment option via financial settings
- Openpay will be offered to customers transacting in:
    - Australian Dollar (AUD $)
    - Pound Sterling (GBP £)
    - Plans to extend this to New Zealand Dollar (NZD $) during 2021

HOW DOES IT WORK?

At the payment page of the registration form, the member simply needs to choose the Openpay option, which will ask them to log in with their openpay account, then choose how they wish to pay their fees and then finalise the payment. If a member does not yet have an Openpay account you will be able to create one from the login screen when selecting this option.

DOES SETTING UP AN OPENPAY ACCOUNT TAKE LONG?

Creating an Openpay account online will take about 90 seconds and only needs to be done once. You will be asked to provide contact details and a valid form of ID (e.g drivers liscense, passport or medicare card) which Openpay then verifies your identity, you then need to link a valid debit or credit card - once done you are ready to go.

IS THERE A MINIMUM AND MAXIMUM AMOUNT THAT CAN BE PAID THROUGH OPENPAY?

- Australian Dollar (AUD $): the minimum is $1.00, while the maximum is $1,500
- Pound Sterling (GBP £): the minimum is £1.00, while the maximum is £1,500

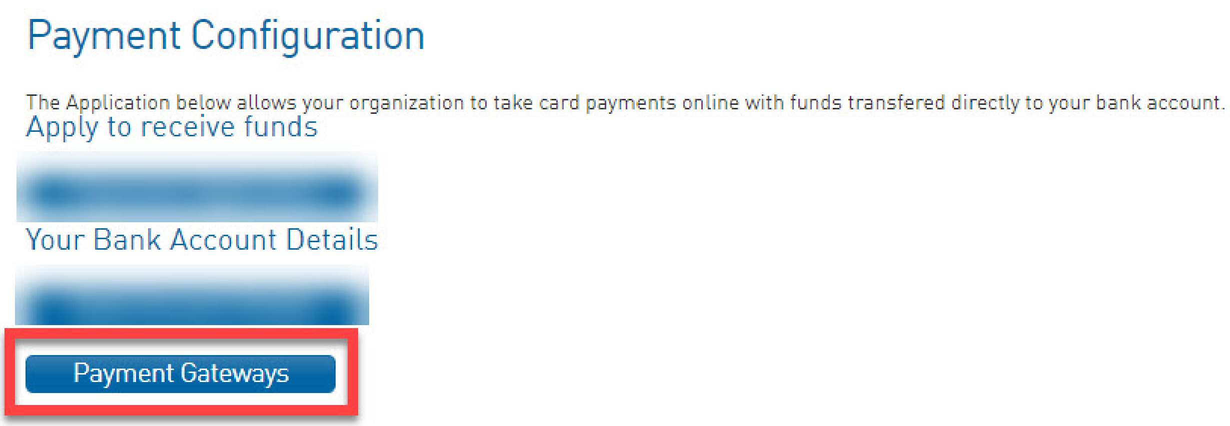
For a more detailed FAQ document about Openpay payment gateway, along with more information related to merchant fees, account creations and enabling/disabling Openpay, please click here 📎

How do I enable/disable the Openpay payment gateway?

Last Modified on 03/02/2021 10:28 am AEDT

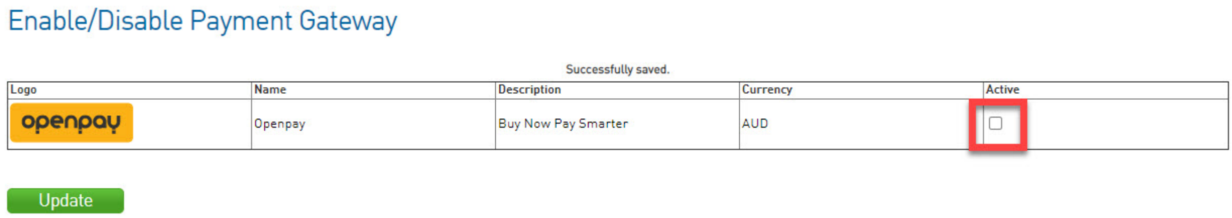
To manage the Openpay payment gateway settings, follow the below steps:

1. Navigate to the **Payment Configuration** section for your Organisation (under **Registrations**)
2. select the **Payment Gateways** button



3. in the table there is a section for **Openpay**

4. to enable/disable Openpay as a payment gateway for your participants, select/unselect the checkbox in the **Active** column



5. then select **update** to save your selection

Note: If the Openpay payment gateway is Active, the checkbox will be selected in the Active column. Conversely, if the Openpay payment gateway is Inactive, the checkbox will be unselected in the Active column.

See below some scenarios of how the Openpay payment Gateway works with various form types:

- Openpay will be offered as a payment method on a registration form where the form "owner" has Openpay activated
  - Member to Association form
    - If the Association/League leaves Openpay enabled; Openpay will be Active as a payment method for all Products purchased (including products from levels above)
  - Member to Club form
    - If an Association/League disables Openpay, but a Club leaves Openpay enabled and a member registers via a Member to Club form where the form link has been obtained from Club level; Openpay will be Active as a payment method for all products purchased (including Association/League products) or where there is a payment split between Association/Club, meaning the Openpay processing fee will be applied
    - With the same Openpay settings as the scenario immediately above, where a member registers via a Member to Club form, but the form link has been obtained from Association/League level; Openpay will not display as a payment method as the form "owner" (Association/League) has disabled Openpay
    - Vice-Versa, if an Association/League has Openpay enabled, but a Club disables Openpay and a member registers via a Member to Club form where the form link has been obtained from Club level; Openpay will not display as a payment method as the form "owner" (Club) has disabled Openpay
    - With the same Openpay settings as the scenario immediately above, where a member registers via a Member to Club form, but the form link has been obtained from Association/League level; Openpay will be Active as a payment method for all products purchased (including Club products) or where there is a payment split between Association/Club, meaning the Openpay processing fee will be applied
  - Team to Association form
    - If the Association/League leaves Openpay enabled; Openpay will be Active as a payment method for all Products purchased (including products from levels above)
  - Member to Team form
    - If the Association/League leaves Openpay enabled; Openpay will be Active as a payment method for all Products purchased (including products from levels above)
  - Member to Program form
    - If the Program provider leaves Openpay enabled; Openpay will be Active as a payment method for all Products purchased (including products from levels above)

Additional Payment Options

Last Modified on 15/04/2021 12:42 pm AEST

GameDay Passport now offers Participants, Organisations and Event organisers more payment options than ever before. In addition to our current payment options; participants will now also be able to pay conveniently with ***Apple Pay*** and ***Google Pay*** via all supported currencies.

To complement these new payment options, participants & members registering and paying online will also be able to vault (save) their preferred PayPal account or credit/debit card for future use. We have also introduced additional card verification for fraud protection along with enhancing the checkout experience when selecting PayPal as a payment method.

All these enhancements will automatically be enabled for every organisation at no additional cost.

This now means participants and members will have greater flexibility in how they choose to pay via Passport Membership which will now offer PayPal, Credit Card, Debit Card, POLi Payments, Openpay and now Apple Pay and Google Pay.

Click here 📎 for a more detailed **FAQ document** about these new payment options.

How do I update our bank details?

Last Modified on 11/11/2021 10:18 am AEDT

If your organisations bank details are out-dated and need to be updated, please submit a support request with the following information and our team can update these details: support@mygameday.app

Subject line: **Update Bank Details - Organisation Name**

Information needed within the email:

- Organisation name (if a club, please also list the association/league you are affiliated with).
- BSB / Sort Code
- Account number
- Account Name
- Copy of bank statement showing new details
- Soft descriptor (no more than 18 characters) - only if this needs changing.

For currencies other than AUD, NZD or GBP, we will also require the following:

- IBAN number
- SWIFT/BIC Code
- Beneficiary Address

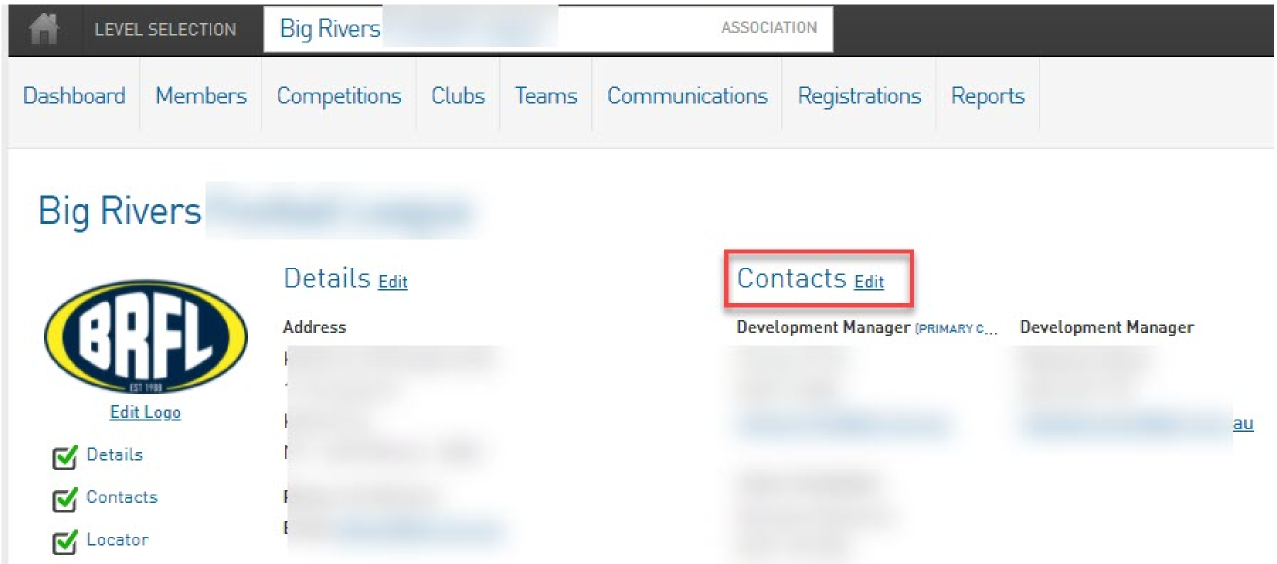
How do I recieve payment and registration notifications?

Last Modified on 28/10/2021 12:40 pm AEDT

If an admin wants to recieve email notifications after members have paid and registered online, they can do so via settings these responsibilities within the contact section of the database.

1. Log into your club or association database.

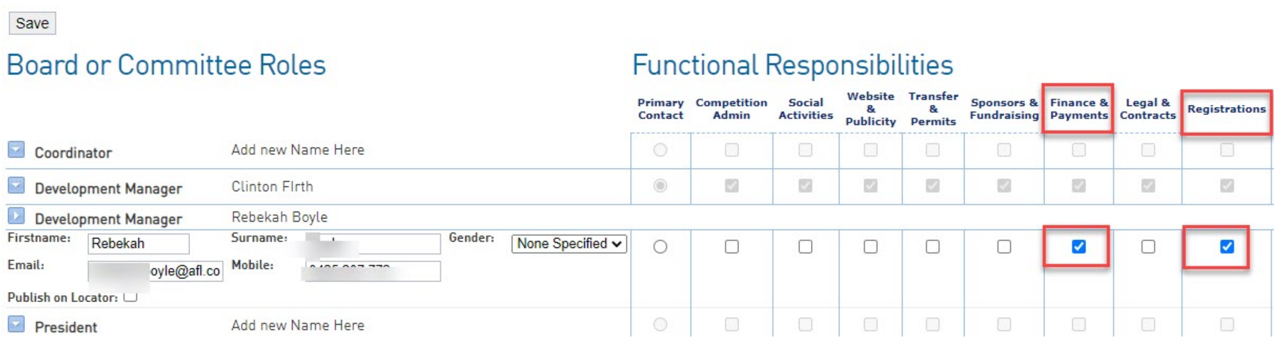
2. On the home dashboard click **EDIT** against **CONTACTS**.



If you currently don't have any admins added here, you will need to do so via adding them into the roles and make sure an email address is listed.

3. Click the **drop down arrow** against the relevant admin role.

4. Tick the **FINANCE & PAYMENTS** as well as the **REGISTRATIONS** responsibility checkbox.



5. Click **SAVE**.

Once a member registers this admin will receive these notifications.

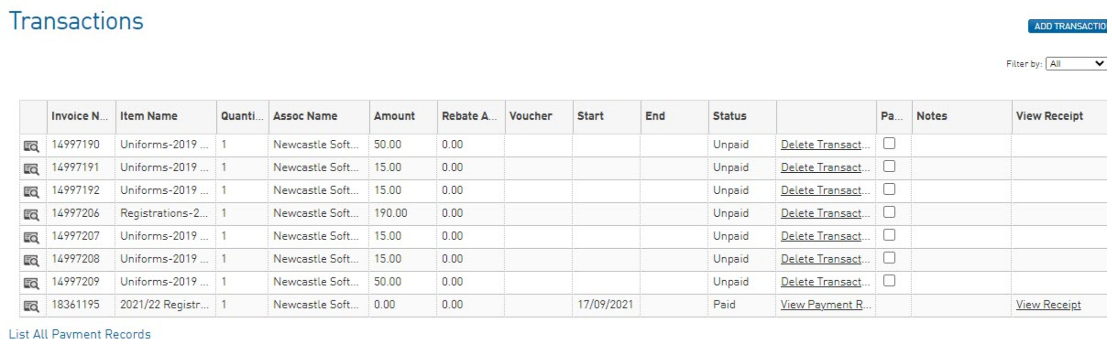
How can a member pay for an unpaid transaction?

Last Modified on 03/11/2021 11:06 am AEDT

Most sports will not have the ability for a member to pay later so if a member has an unpaid transaction or doesn't have a transaction assigned to their record but needs to, admins can manually assist a member with paying for this.

If the member does not have the relevant transaction on their record you will need to manually add this onto their record and get them to pay. For instructions on how to manually add a transaction record for a member please click here.

If a member already has one or more transactions sitting against their record as unpaid you can assist them to manually pay for this.



Transactions

ADD TRANSACTIO

Filter by: All

	Invoice N...	Item Name	Quanti...	Assoc Name	Amount	Rebate A...	Voucher	Start	End	Status		Pa...	Notes	View Receipt
	14997190	Uniforms-2019 ...	1	Newcastle Soft...	50.00	0.00				Unpaid	Delete Transact...			
	14997191	Uniforms-2019 ...	1	Newcastle Soft...	15.00	0.00				Unpaid	Delete Transact...			
	14997192	Uniforms-2019 ...	1	Newcastle Soft...	15.00	0.00				Unpaid	Delete Transact...			
	14997206	Registrations-2...	1	Newcastle Soft...	190.00	0.00				Unpaid	Delete Transact...			
	14997207	Uniforms-2019 ...	1	Newcastle Soft...	15.00	0.00				Unpaid	Delete Transact...			
	14997208	Uniforms-2019 ...	1	Newcastle Soft...	15.00	0.00				Unpaid	Delete Transact...			
	14997209	Uniforms-2019 ...	1	Newcastle Soft...	50.00	0.00				Unpaid	Delete Transact...			
	18361195	2021/22 Registr...	1	Newcastle Soft...	0.00	0.00		17/09/2021		Paid	View Payment R...			View Receipt

List All Payment Records

This can be located when viewing the member profile itself and clicking TRANSACTIONS.

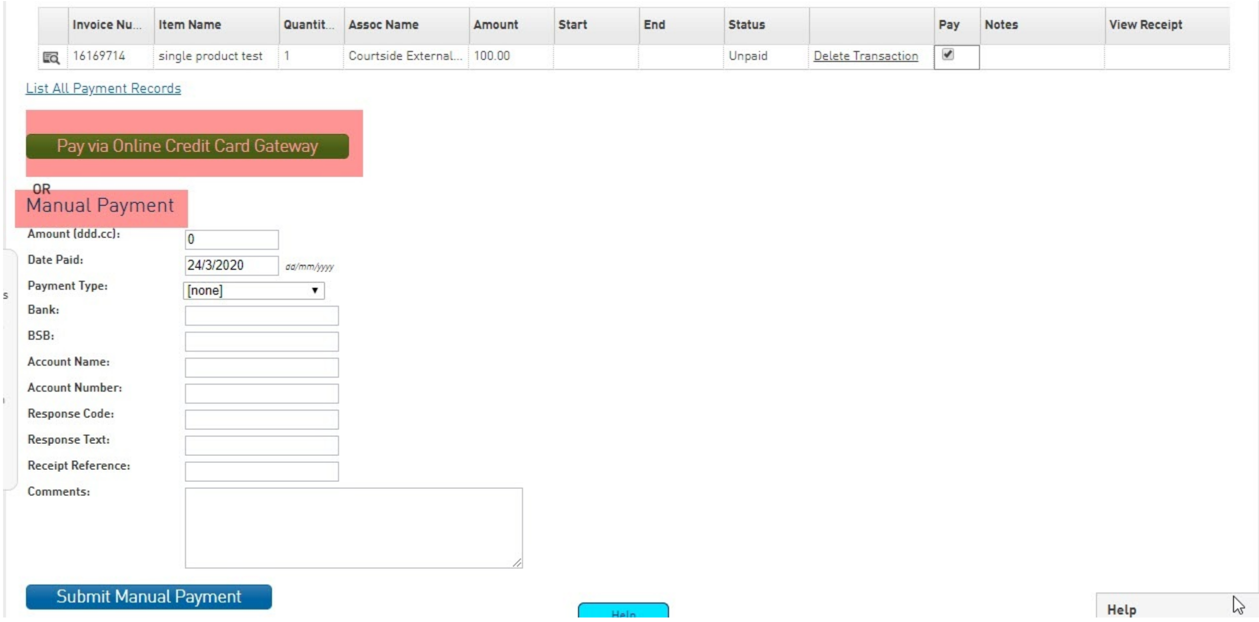
ONE UNPAID TRANSACTION

1. If a member needs to pay for only the one transaction then tick the **checkbox under the PAY column**.

	Invoice Nu...	Item Name	Quantit...	Assoc Name	Amount	Start	End	Status		Pay	Notes	View Receipt
	16169714	single product test	1	Courtside External...	100.00			Unpaid	Delete Transaction			

List All Payment Records

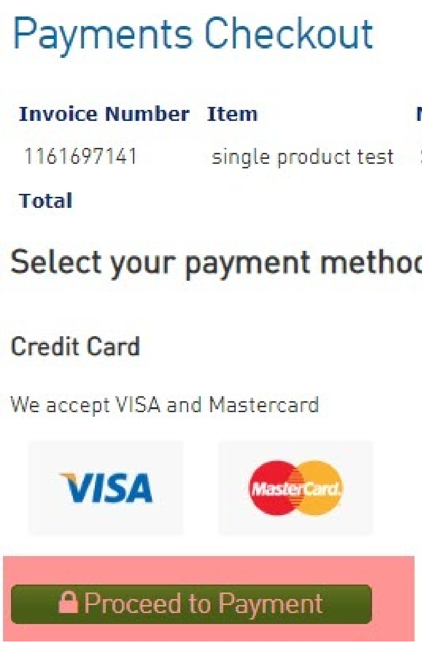
2. This will open up the options to pay via **credit card online or to submit a manual payment**. Select **one** of these options.



- If they are paying online via credit card/paypal, please sure you have their credit card/paypal information handy so you can input this information.

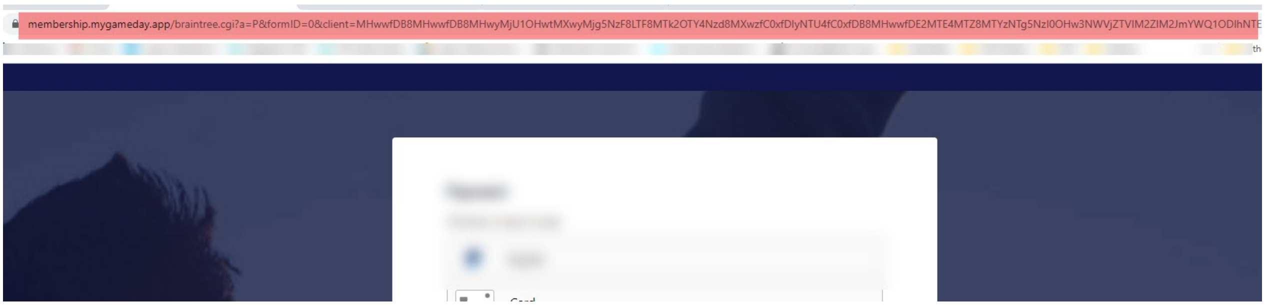
3. Click on the pay **online via online credit card gateway.**

4. Confirm the details of the payment to make sure the product is correct - the **proceed to payment button** should appear within a few seconds - if it does not, click anywhere on the page and the green button should appear, once it appears click proceed to payment.



5. This will open up a new tab where you can Input the credit card information and confirm payment.

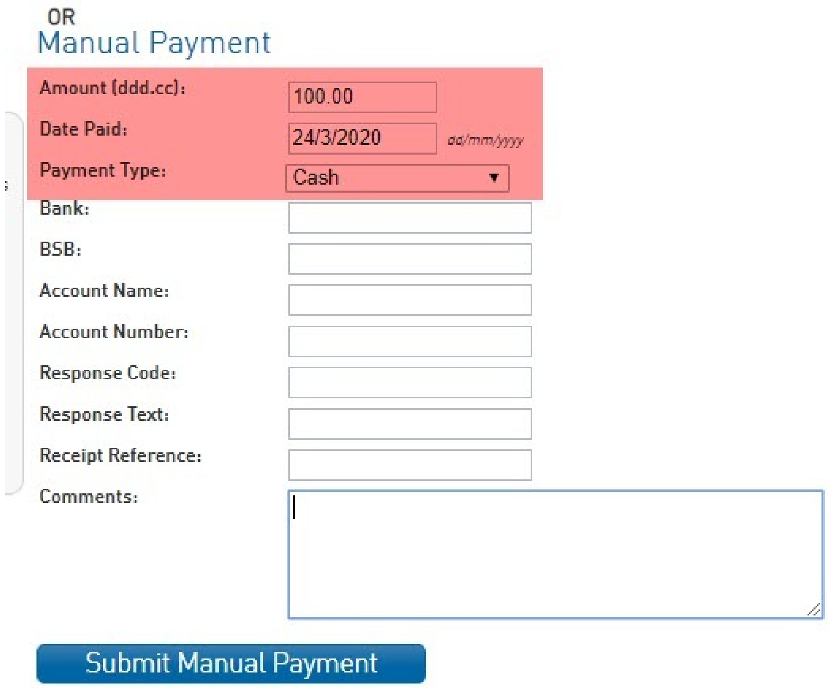
If you do not have these card details handy, you can copy the URL and input this in an email to send to the member and that will allow them to process this themsleves. Just copy the whole URL and paste in an email.



- If they have already paid manually via cash, bank transfer etc, you can manually mark this as paid instead.

If paying via this pay a list of fields display for you to fill out- you don't need to fill out all these fields, just the ones that are relevant for how this member has paid. The main fields needing to have information are:

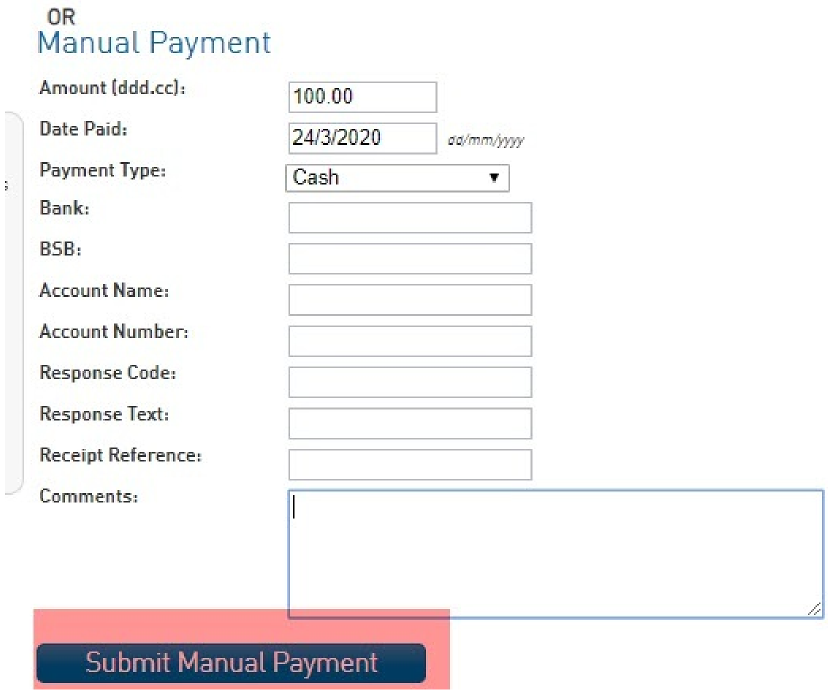
- Amount
- Date paid
- Payment type



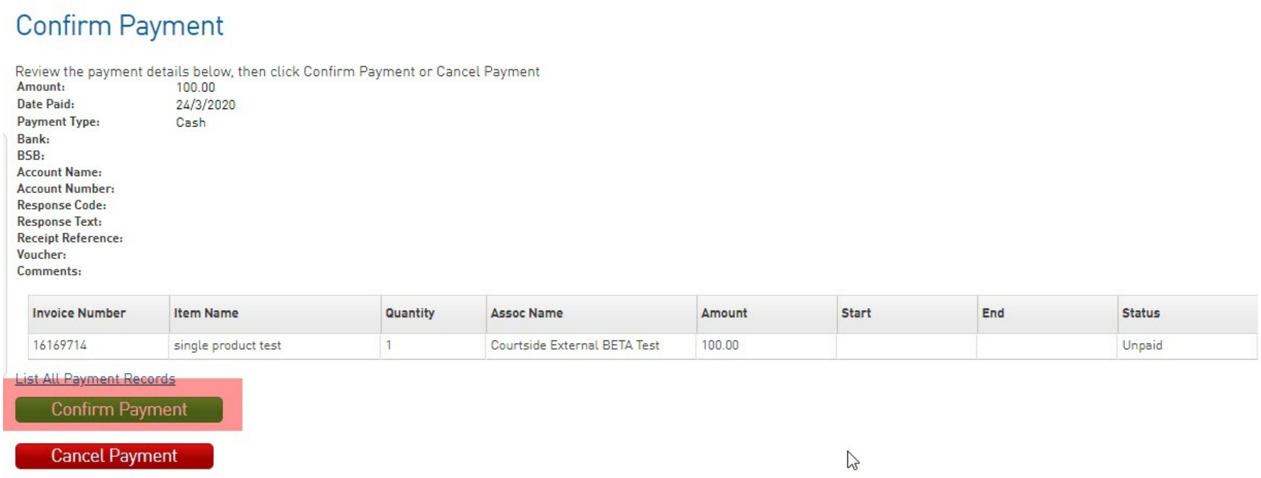
All other fields can be filled in or left blank - entirely up to you. Information on the other fields are below:

- Amount: the total amount of the payment
- Date Paid: the date payment was received
- Payment Type: select the method of payment used from the drop-down options
- Bank: Enter the bank name, if applicable BSB: Enter the bank's BSB, if applicable
- Account name: Enter the member's bank account name, if applicable
- Account Number: Enter the member's bank account number, if applicable
- Response Code: your bank may have provided a response code for the payment, which you can enter here
- Response Text: your bank may have provided some response text for the payment, which you can enter here
- Receipt Reference: If you have provided the member with a receipt, you can record the receipt number here
- Comments: Any additional comments/ notes about the payment

- Click on **Submit Manual Payment.**



- A confirmation screen will appear asking you to confirm the details for this payment - if all is correct click **CONFIRM PAYMENT.**



6. The transaction/s has now been updated and if you click return to transactions you will see that this product has now been paid for.

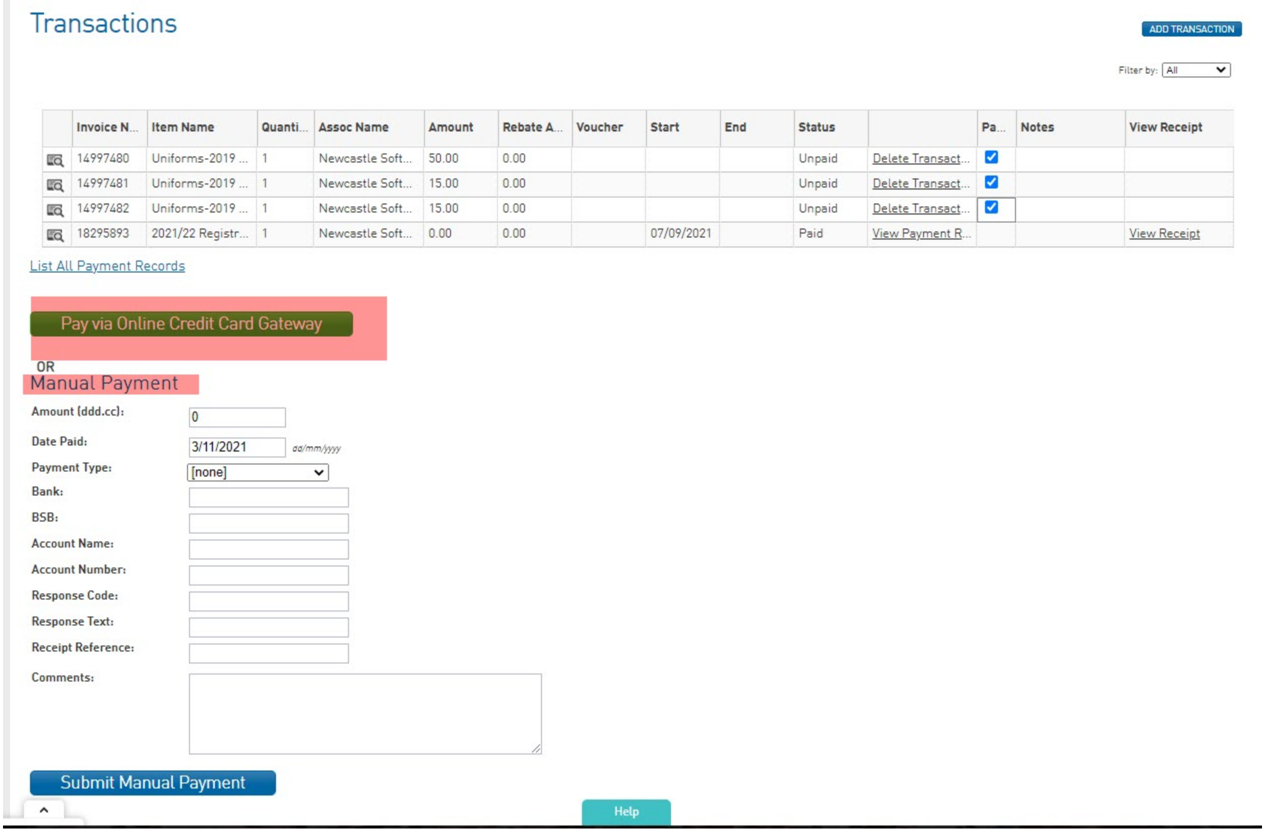
MULTIPLE UNPAID TRANSACTIONS

If a member has multiple unpaid transactions that they need to pay for this can be done altogether.

1. Tick all the relevant **checkboxs under the PAY column**.

	Invoice N...	Item Name	Quanti...	Assoc Name	Amount	Rebate A...	Voucher	Start	End	Status		Pa...	Notes	View Receipt
	14997480	Uniforms-2019 ...	1	Newcastle Soft...	50.00	0.00				Unpaid	Delete Transact...	☑		
	14997481	Uniforms-2019 ...	1	Newcastle Soft...	15.00	0.00				Unpaid	Delete Transact...	☑		
	14997482	Uniforms-2019 ...	1	Newcastle Soft...	15.00	0.00				Unpaid	Delete Transact...	☑		
	18295893	2021/22 Registr...	1	Newcastle Soft...	0.00	0.00		07/09/2021		Paid	View Payment R...			View Receipt

2. This will open up the options to pay via **credit card online or to submit a manual payment**. Select **one** of these options.



	Invoice N...	Item Name	Quanti...	Assoc Name	Amount	Rebate A...	Voucher	Start	End	Status		Pa...	Notes	View Receipt
	14997480	Uniforms-2019 ...	1	Newcastle Soft...	50.00	0.00				Unpaid	Delete Transact...	☑		
	14997481	Uniforms-2019 ...	1	Newcastle Soft...	15.00	0.00				Unpaid	Delete Transact...	☑		
	14997482	Uniforms-2019 ...	1	Newcastle Soft...	15.00	0.00				Unpaid	Delete Transact...	☑		
	18295893	2021/22 Registr...	1	Newcastle Soft...	0.00	0.00		07/09/2021		Paid	View Payment R...			View Receipt

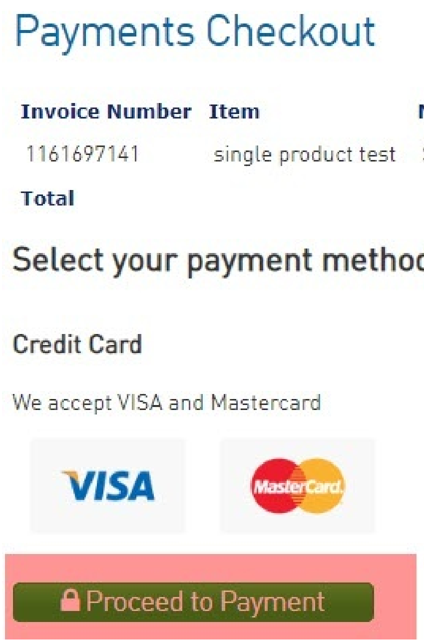
- If they are paying online via credit card/paypal, please sure you have their credit card/paypal information handy so you can input this information. If you do not have these card details handy, you can copy the URL and input this in an email to send to the member and that will allow them to process this themsleves.

3. Click on the pay **online via online credit card gateway**.

	Invoice Nu...	Item Name	Quantit...	Assoc Name	Amount	Start	End	Status		Pay	Notes	View Receipt
	16169714	single product test	1	Courtside External...	100.00			Unpaid	Delete Transaction	☑		

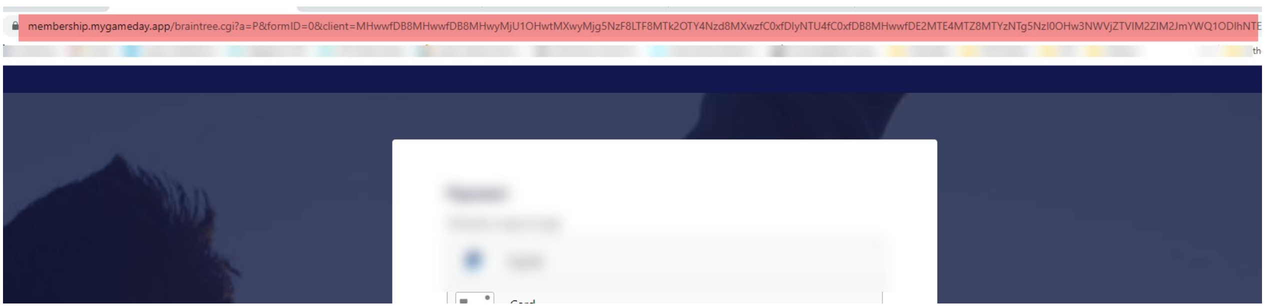
4. Confirm the details of the payment to make sure the product is correct - the **proceed to payment**

button should appear within a few seconds - if it does not, click anywhere on the page and the green button should appear, once it appears click proceed to payment.



5. This will open up a new tab where you can Input the credit card information and confirm payment.

If you do not have these card details handy, you can copy the URL and input this in an email to send to the member and that will allow them to process this themsleves. Just copy the whole URL and paste in an email.



- If they have already paid manually via cash, bank transfer etc, you can manually mark this as paid instead and follow the steps as listed above.

6.The transaction/s has now been updated and if you click return to transactions you will see that this product has now been paid for.

	Invoice Nu...	Item Name	Quantit...	Assoc Name	Amount	Start	End	Status		Pay	Notes	View Receipt
	16169714	single product test	1	Courtside External...	100.00	24/03/2020		Paid	View Payment Rec...			View Receipt
	16169716	single product test	1	Courtside External...	100.00	24/03/2020		Paid	View Payment Rec...			View Receipt

List All Payment Records

Text Message Suggestions for Team Registrations

Last Modified on 18/02/2016 12:13 pm AEDT

From Registrations > Registration Forms > Select Form and click Edit

This is editable at club and association level.

Choose Type

• Welcome message

• Payment instructions (ie have your CC ready, we accept Visa & MasterCard)

• Statement of fees

• If you aren't sure of your login details pls contact us (give phone number)

• After registering your team you can email your players inviting them to join your team. Please ensure their email addresses are correct or they will not receive this invite.

Full Information – Top

• Please fill in all compulsory fields

Full Information – Bottom

• Team registration is confirmed upon receipt of payment

Full Information – Ts & Cs

• Notice of penalties for withdrawal after closing date

• Team certifies that all players are within any age restrictions (state penalties that may apply for breaking these)

• Photos may be taken during the tournament and may be used for future promotions. Should any of your players wish to be excluded from this please notify us@email.com before the start of the competition.

• Privacy statement (be used for the purpose of sending relevant sport-related information)

• Consent to receive medical treatment

• All players are fit to participate in the competition

• Participants are responsible for their own personal possession

Summary

• Once you have filled in all of the above fields, please select the appropriate product and read through the Ts & Cs.

• If you have any queries on anything on this page pls contact us (give telephone number)

Credit Card Payment

• You may pay by VISA or MasterCard

• Contact details of organisation (inc. ABN)

• Transaction will appear on CC statement as “enter text here”

• Credit card details are not kept by us and are only used by our internet payment gateway provider to process this payment securely.

• Pls keep this as proof of payment

Confirmation Email

• Please keep this as proof of payment

Notice: Removal of Notifications Tab for NRS - Temporary fix

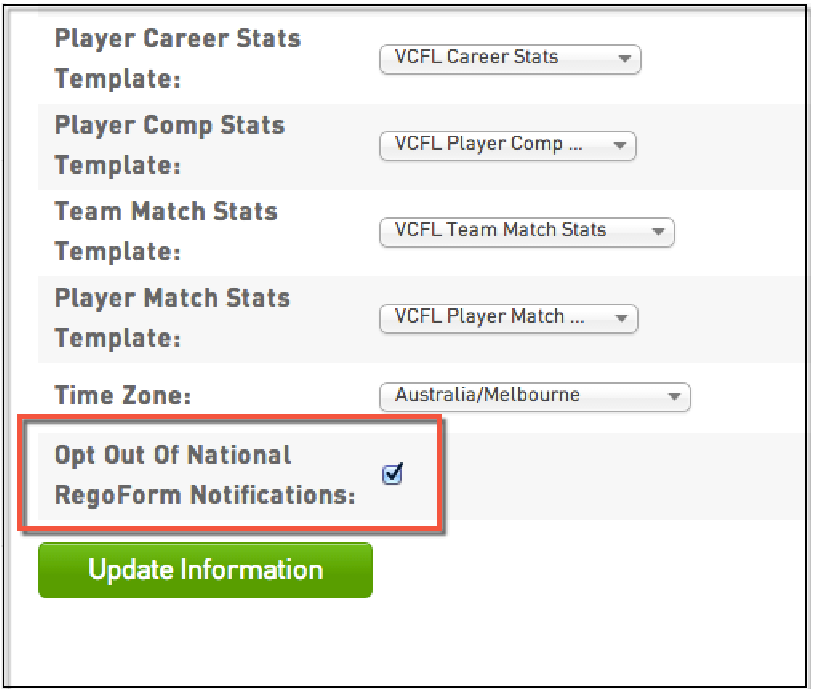
Last Modified on 15/12/2015 8:10 am AEDT

Notifications

The Notification tab has been removed for all National Registration Forms. This is due to an issue with the usability of this function. While we make the necessary changes to the system to allow this functionality to work correctly, we have removed the notifications tab to stop confusion.

Notifications are automatically set to send to the League, the Club, the Member and if a parent guardian email is entered in the registration form, a notification will also be sent to a parent.

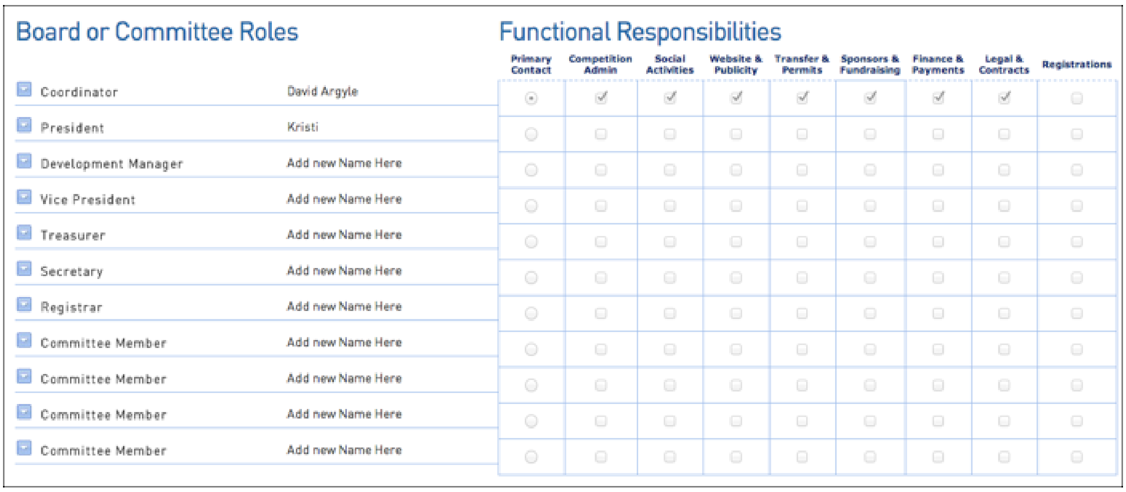
Leagues, Sailing Organisations or Aussie Hoops Centres can opt out of NRS notifications by clicking Details on the main dashboard.



For those Clubs that do not want notifications, they can either create a new email account specifically to have the notifications sent to or set up a rule in their inbox to divert those emails to a specific folder.

Recipients of email notifications for Association and Club Administrators can be set up from the Contacts page where if the Registrations box is ticked and a valid email address has been entered in for a particular contact, they will receive email notifications of registrations.

The Contacts menu can be accessed from the dashboard screen of your database (the screen that opens up when you first access your database)



Ticking the Registrations box as shown below will then mean that email address will receive notifications regarding registrations.

NSW Vouchers - Registration Process

Last Modified on 31/01/2018 5:02 pm AEDT

The NSW government is introducing a voucher system, Active Kids, to encourage school age children to participate in sports. The voucher has a value of $100. SportsTG is developing the functionality for parents to use these vouchers when registering their children.

At this time, voucher capability is being offered on the FSP platform and will be made available to customers in partnership with the relevant national or state sporting organisations.

1. Who can use a voucher?

The NSW rules around these vouchers are as follows:

- Available to all children 4.5 - 18 years old
- Children must be enrolled in school, including home schooling and TAFE
- Children must live in NSW
- Sporting organisation accepting the voucher must be in NSW
- Voucher is valid for the calendar year (1 Jan – 31 Dec)
- Voucher can only be used once
- Voucher can only be used for 1 child; each child needs a separate voucher
- Voucher can be used for registrations and equipment provided and required for competition.
- Parents must apply for the vouchers and require the voucher number and a pin

What the voucher cannot be used for:

- Multiple registrations in different organisations
- More than one child, each child must have their own voucher
- Items such as jerseys, socks and boots
- Registrations for an organisation outside of NSW
- Children who live outside NSW
- Children not enrolled in school
- Activities less than 8 weeks and/or not structured
- School-run competitions

2. How are the vouchers applied?

SportsTG is building the functionality for NSW vouchers to be accepted online when registering children into a sport. The registration process is not changing. You can still register multiple children at the same time and use vouchers for all of them. The only change is adding and validating the voucher before checking out.

Each voucher has a value of $100. There are several different scenarios possible for using the voucher.

If a registration fee is over $100, then $100 will be deducted from the cost of the registration fee.

If a registration fee is under $100, then the value of the registration fee will be deducted. The residual amount will not be used.

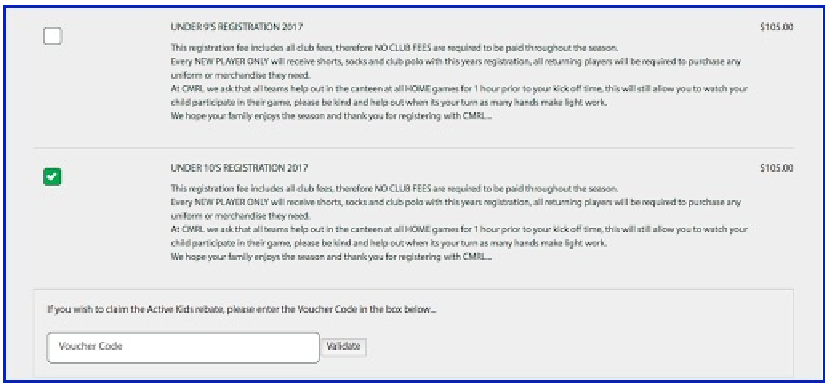
If there are multiple registrations fees in 1 order for 1 child, such as a state and club registration, the $100 will first be applied to the most expensive registration fee and the remaining, if any, will be applied to the next registration fee.

If the total of 2 or more registrations fees for 1 child is over $100, then the full value of the voucher will be used.

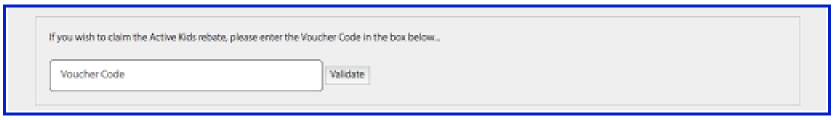
If the total of 2 or more registrations fees for 1 child is under $100, then the value of the registrations will be deducted. The residual amount will not be used.

3. How do I register using a voucher?

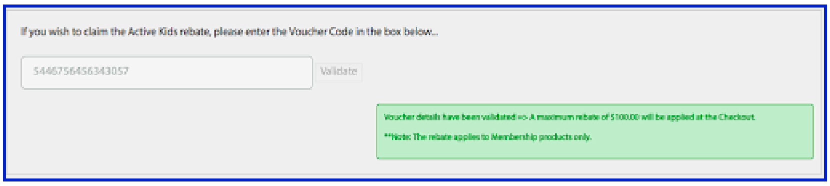
- Login to the registration form for your sport the same way you have done in the past.
- Select how many children you are registering.
- If you have registered the child previously, select the name from the list.
- If this is the first time, select New Member.
- Complete the form with all the mandatory details.
- Select the registration product(s) applicable.
- After you select a product, the voucher screen opens.



Add the voucher number.



Click Validate. You get a confirmation that the voucher has been validated.

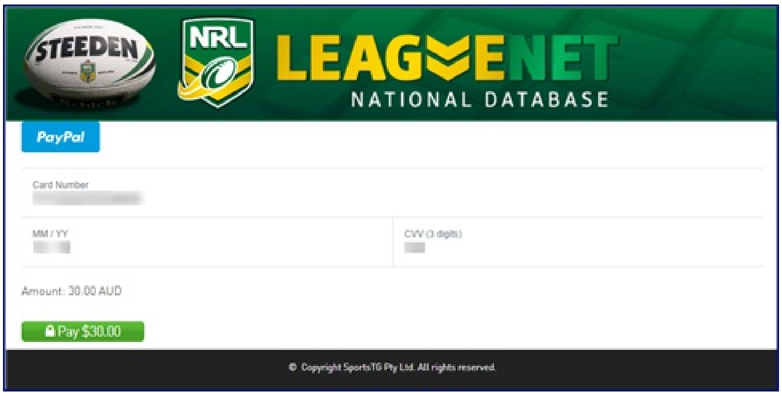


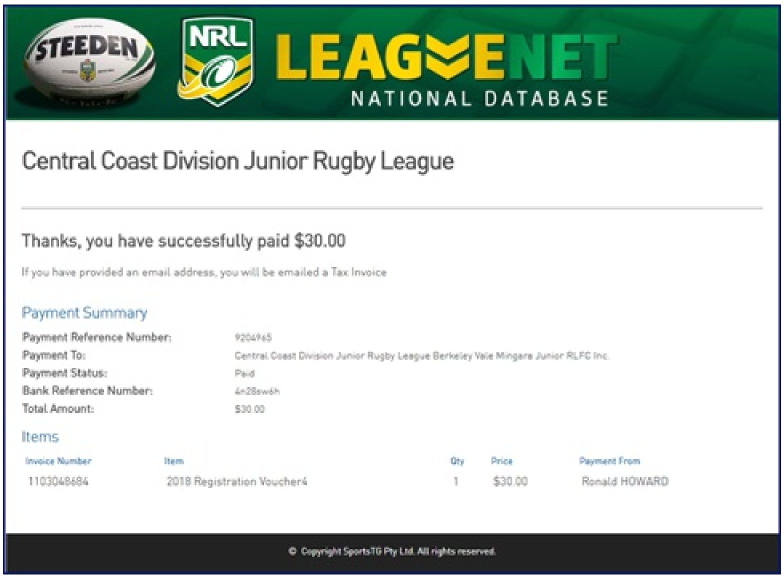
NOTE: If you don't validate the voucher, it won't apply.

Continue to check out as normal.

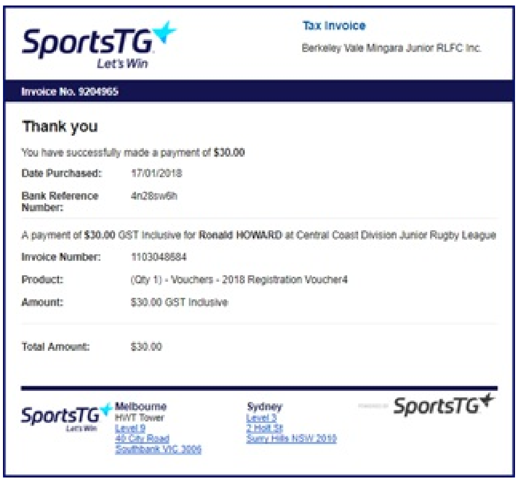
The checkout page will show the amount you owe. There will be a note about the voucher discount.

Select a payment option. Enter the details and click the Pay button.





The invoice emailed to you will show everything purchased.



See the below examples.

Ronald used a voucher to pay part of his $130 registration.

Your registration is now complete subject to any relevant registration fees.

Pay now

Invoice Number	Item	Name	Price
1103048684	Vouchers - 2018 Registration Voucher4 **	Ronald HOWARD	$30.00
Total			$30.00

** A rebate amount of $100.00 has been applied. The item rebated has been shown accordingly.

Jane used a voucher to pay for her $30 registration.

SportsTG Let's Win

Tax Invoice

Berkeley Vale Mingara Junior RLFC Inc

Invoice No. 9204765

Thank you

You have successfully made a payment of **$0.00**

Date Purchased: 16/01/2018

Bank Reference Number: Zero-1516064170

A payment of **$0.00** GST inclusive for **Jane DOE** at Central Coast Division Junior Rugby League

Invoice Number: 1103047211

Product: (Qty 1) - Vouchers - 2018 Registration Voucher1

Amount: $0.00 GST inclusive

Total Amount: $0.00

SportsTG Let's Win

Melbourne
HWT Tower
Level 9
40 City Road
Southbank VIC 3006

Sydney
Level 3
2 Holt St
Surry Hills NSW 2010

SportsTG

Mary used a voucher to pay for her 2 registrations: 1 at $30 and 1 at $65.

SportsTG Let's Win

Tax Invoice

Berkeley Vale Mingara Junior RLFC Inc

Invoice No. 9204780

Thank you

You have successfully made a payment of **$0.00**

Date Purchased: 16/01/2018

Bank Reference Number: Zero-1516071659

The following **2** invoices make up this payment:

A payment of **$0.00** GST inclusive for **Mary SMITH** at Central Coast Division Junior Rugby League

Invoice Number: 1103047319

Product: (Qty 1) - Vouchers - 2018 Registration Voucher1

Amount: $0.00 GST inclusive

A payment of **$0.00** GST inclusive for **Mary SMITH** at Central Coast Division Junior Rugby League

Invoice Number: 1103047328

Product: (Qty 1) - Vouchers - 2018 Registration Voucher2

Amount: $0.00 GST inclusive

Total Amount: $0.00

SportsTG Let's Win

Melbourne
HWT Tower
Level 9
40 City Road
Southbank VIC 3006

Sydney
Level 3
2 Holt St
Surry Hills NSW 2010

SportsTG

Both totals are under $100, therefore, there is nothing to pay.

Lawrence and Jonathan each purchased registrations fees and t-shirts. The t-shirts are not claimable under the voucher. Lawrence's $30 registration was covered completely. Jonathan's $130 registration has had the $100 voucher discounted from the price.

Pay now

Invoice Number	Item	Name	Price
1103047382	Vouchers - 2018 Registration Voucher4	Jonathan CARSON	$30.00
1103047391	T-shirt	Jonathan CARSON	$40.00
1103047364	Vouchers - 2018 Registration Voucher2	Lawrence CARSON	$0.00
1103047373	T-shirt	Lawrence CARSON	$40.00
Total			$110.00

SA Vouchers – Registration Process

Last Modified on 31/01/2018 3:16 pm AEDT

The below PDF contains details information regarding the SA Vouchers- Registrations Form Process.

SA-Vouchers---Reg-Form-process-1.pdf

Email Sign On: Forgot Password

Last Modified on 11/03/2021 9:06 am AEDT

If you have forgotten your password follow these steps -

This is used by those sports using National Registration. Specifically AFL, Rugby and some Basketball Associations.

- Once you have typed in your email address, click '**Forgot Password**'.

- A reset password link will be sent to the email address that you provided.

- Once you have opened the email click on the **'Click to reset password'** button.

- The Member Profile page will open, enter in your new password.

- The below screen will appear when you have successfully changed your password. Click through to continue.

- You will then be able to choose your name in the drop down list and continue on registering.

Editing a Registration Form - Video

Last Modified on 13/01/2016 8:53 am AEDT

The below video has information regarding editing a Registration Form.

Managing Products

Last Modified on 07/12/2015 3:28 pm AEDT

Products are items that can be purchased by members. Examples of products may include registration fees, playing gear, merchandise or event tickets.

Adding Images and Items to Products

Last Modified on 01/08/2016 3:03 pm AEST

Administrators now have the ability to add a product to a Registration Form (eg. club hat) with an image next to the product. This functionality is handy for all products, but particularly for merchandise. Images show the member what the merchandise looks like before they purchase the item. Please watch the following video for more information.

Pending Registrations

Last Modified on 06/06/2016 3:49 pm AEST

The below video contains information regarding Pending Registrations.

Password Management

Last Modified on 21/10/2015 11:08 am AEDT

The below video contains information reagarding Password Management.

Email Login

Last Modified on 01/08/2016 3:36 pm AEST

The below videos contain information regarding different scenarios of Email Login.

1. Re-registering for the first time using email login (system can not find your email address, contact your club to change email address)

2. Re-registering through Email Login (Email and Account Recognised)

3. Re-registering for the first time using email login (system finds your email address and then asks you to set the password)

4. Registering for the first time (never played in the sport before)

User Experience - Registration form

Last Modified on 07/06/2016 12:20 pm AEST

The below video contains information regarding User Experience during the Registration Form process.

Detailed Financial Reporting

Last Modified on 13/01/2016 10:42 am AEDT

The below video contains information regarding Detailed Financial Reporting.

Dashboard Overview/ How to share your Registration Form

Last Modified on 06/10/2016 5:44 pm AEDT

The below video contains information regarding an overview of the SportsTG Dashboard and advice on sharing your Registration Form.

New Season Checklist

Last Modified on 22/12/2016 3:24 pm AEDT

The below video contains information regarding a New Season Checklist.

Changing or resetting a password

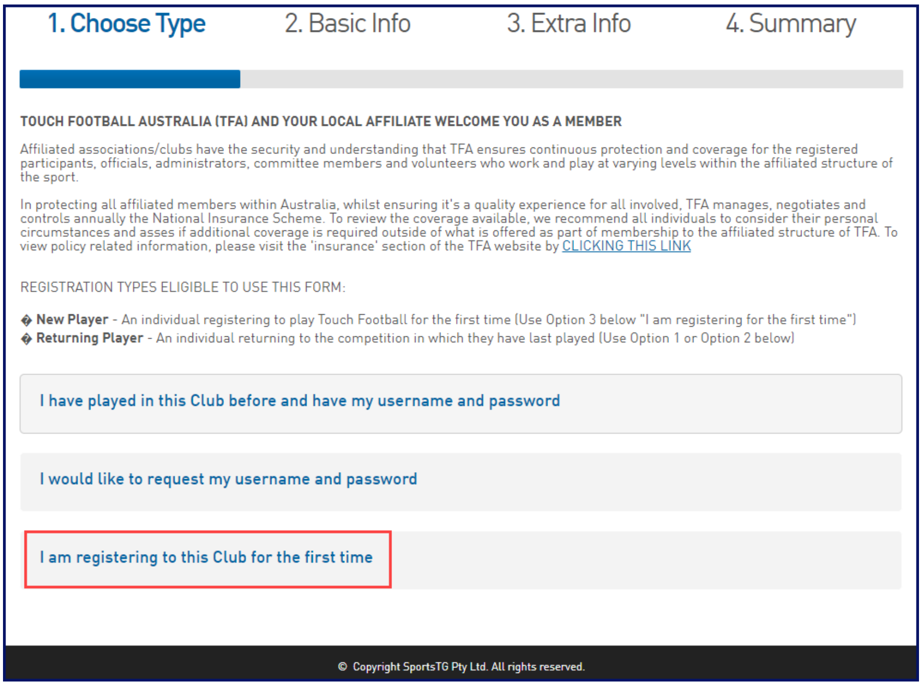
Last Modified on 21/05/2018 5:10 pm AEST

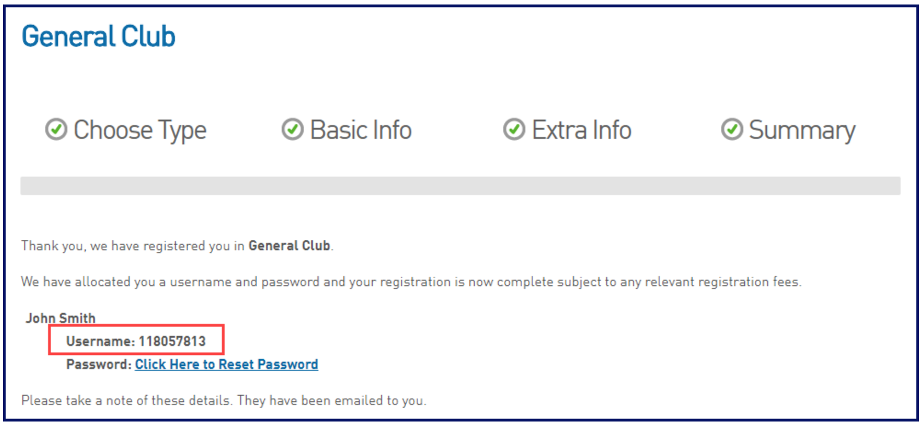
To enhance the security of your account, we have made some changes to the way passwords are created for first time registrants and reset for existing registrants.

NOTE: This only applies to members who have a username that is not an email address. If you log in using your email address, nothing has changed for you.

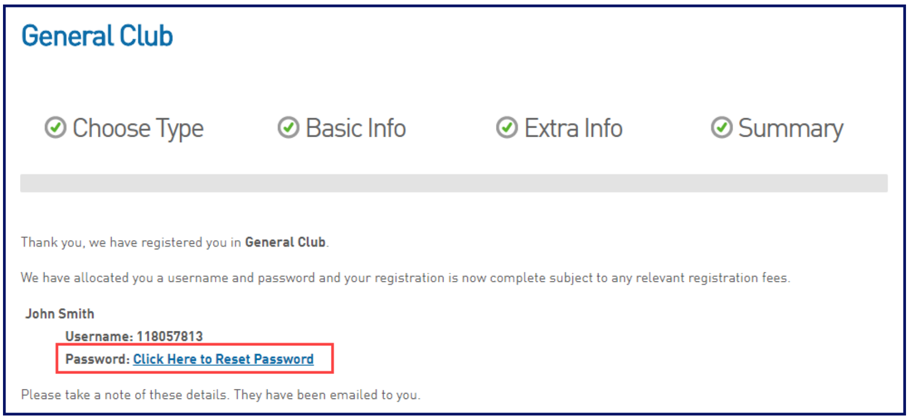
First Time Registration

When you register for the first time, a username and password are created for you at the end of the registration form. Your username will be displayed on the screen when you reach the end of the registration form.

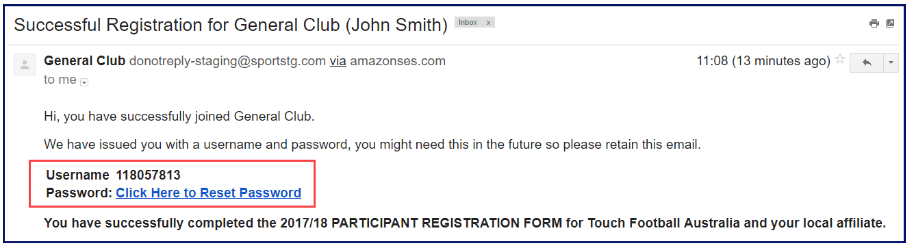




Instead of your password appearing on the screen, click the link to reset or create your own password.



NOTE: you will also receive an email with the same link to reset your password

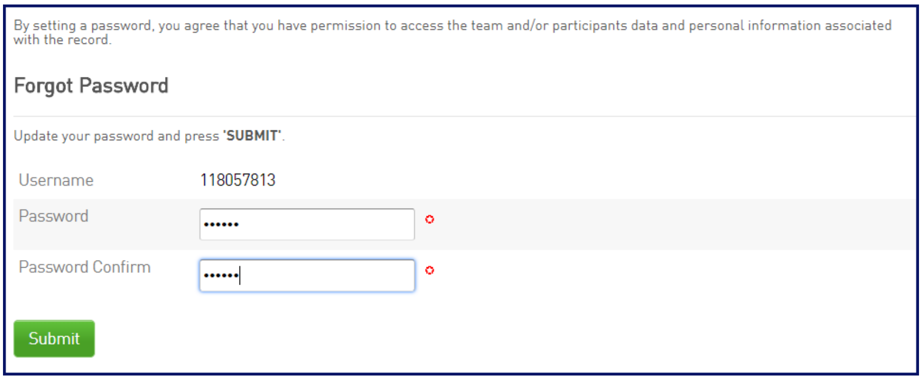


NOTE: A new window will open.

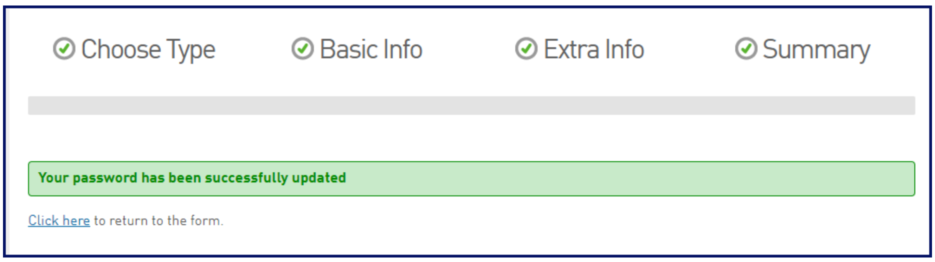
Enter a new password. The password will not display on the screen.

Re-enter the password to confirm. This needs to be exactly the same as the password you entered.

Click Submit.



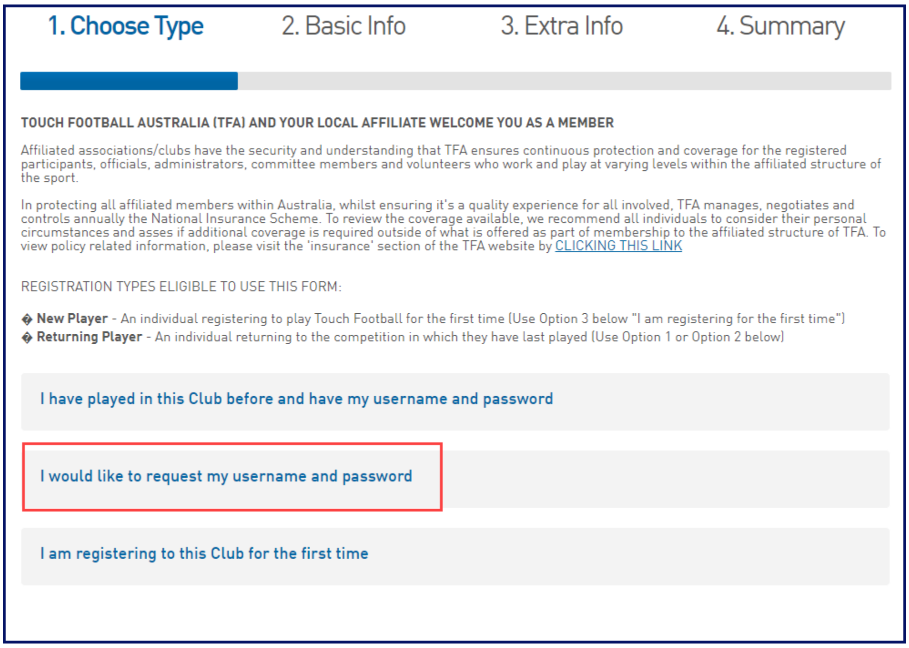
You get a confirmation that your password has been reset.



NOTE: To go back to your registration form, don't click the link that says "Click here: as that will take you to the beginning of a form. Go back to the first window/tab that you used to fill in the form. It should still be on the last page where you can now make payment.

Forgot Username and/or Password

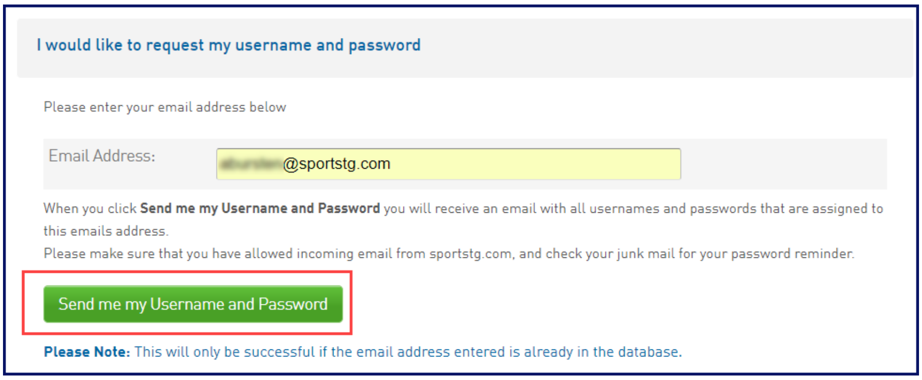
If you have previously registered and have forgotten your username or password, on the registration form, select "I would like to request my username and password".



Enter the email address you used when previously registering.

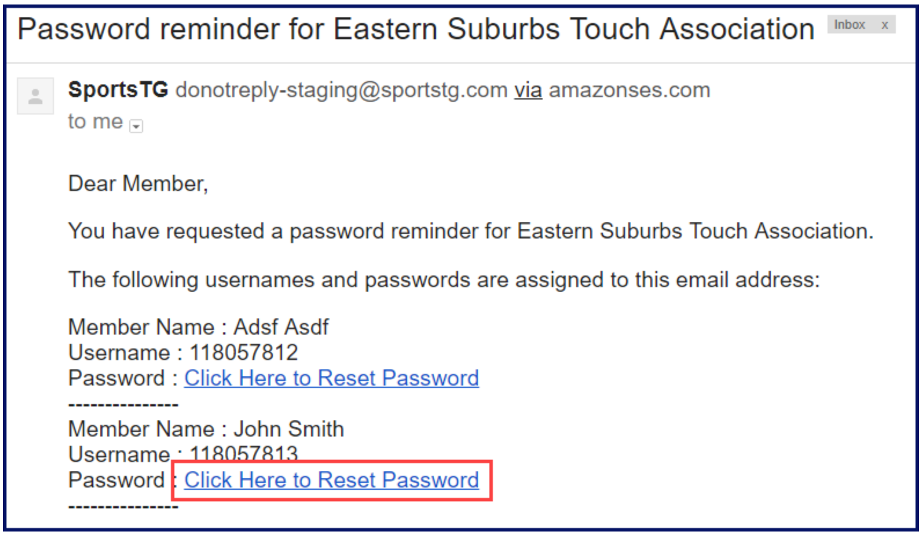
NOTE: if your email address has changed, you will need to contact the club directly or use register for the first time.

Click "Send me my Username and Password".



An email will be sent to the email address with your username and a link to reset your password. If you have more than one username associated with the email address, they will all be listed in the email.

Click the link to reset your password.



Password reminder for Eastern Suburbs Touch Association Inbox x

SportsTG donotreply-staging@sportstg.com via amazonses.com
to me

Dear Member,

You have requested a password reminder for Eastern Suburbs Touch Association.

The following usernames and passwords are assigned to this email address:

Member Name : Adsf Asdf
Username : 118057812
Password : Click Here to Reset Password

Member Name : John Smith
Username : 118057813
Password : Click Here to Reset Password

Clicking this link brings up the same Forgot Password form as above. Enter your password and confirm it. Click Submit.

User Management – Adding/Removing Additional Users

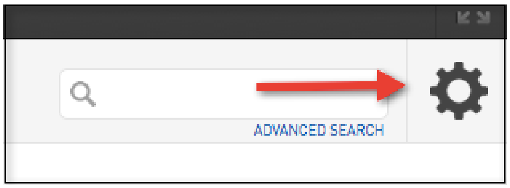
Last Modified on 11/01/2019 10:42 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

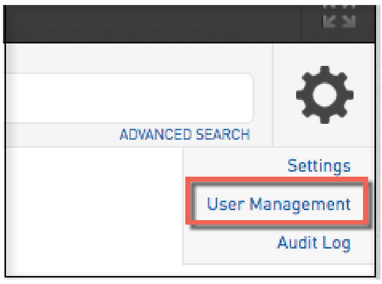
Adding a New User

Those who have access to a club have the option of granting access to more users. They have the option of given them 'Full access' or 'Restricted access'. To do this, please follow these simple steps.

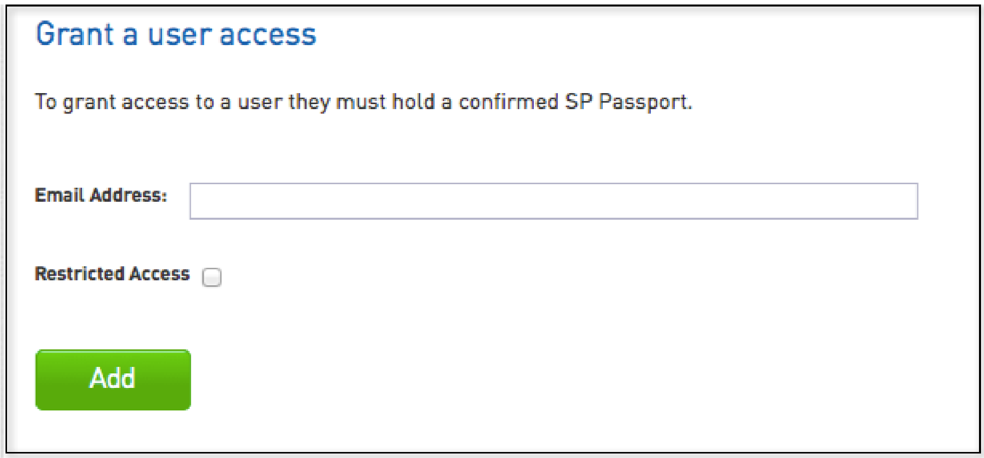
1. When logged into the Database select the "Cog Icon" in the top right of your screen.



2. Select '**User Management**'.



3. To add a user enter the email address (ensure the user has created and confirmed a SportsTG Passport) in the relevant field as shown below. If the user is granted restricted access only check this option then select add.



Access Types

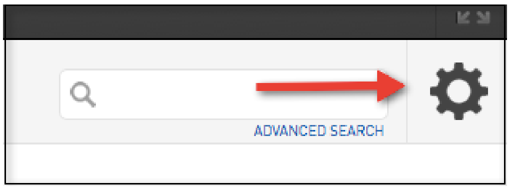
RESTRICTED: Grants access to the database with the ability to enter match results, process clearances, view all information and configure reports.

FULL: Grants access to the database with the ability to edit information, enter match results, process clearances and configure reports.

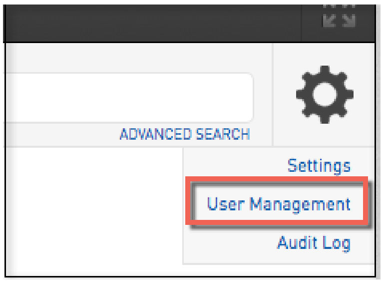
Please note: Access to the database will now be linked to the users SportsTG Passport. To remove a users access to the database follow the steps above and select delete from the User Management list.

Removing a User's access to the Database

1. When logged into the Database select the "Cog Icon" in the top right of your screen.



2. Select '**User Management**'.



3. Click the **Delete** button next to the user's account in the listing

User Management - Association

The following users are authorised to login for this Association.

Name	Email	Access	Last Login	Delete
		Full	2018-11-23 (23 November 2018)	Delete

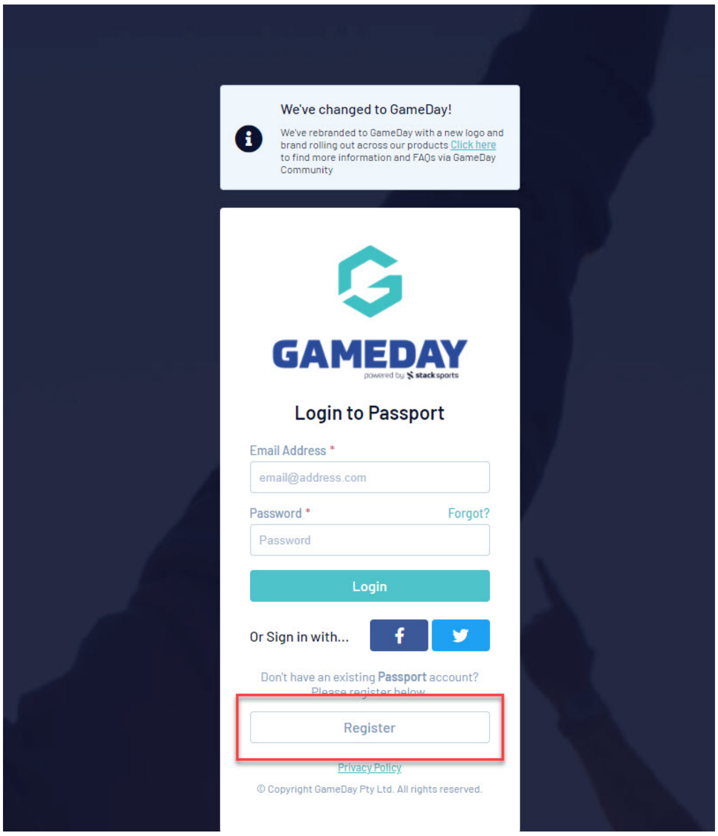
How to sign up to Passport

Last Modified on 29/07/2021 9:57 am AEST

To signup for a GameDay - Passport:

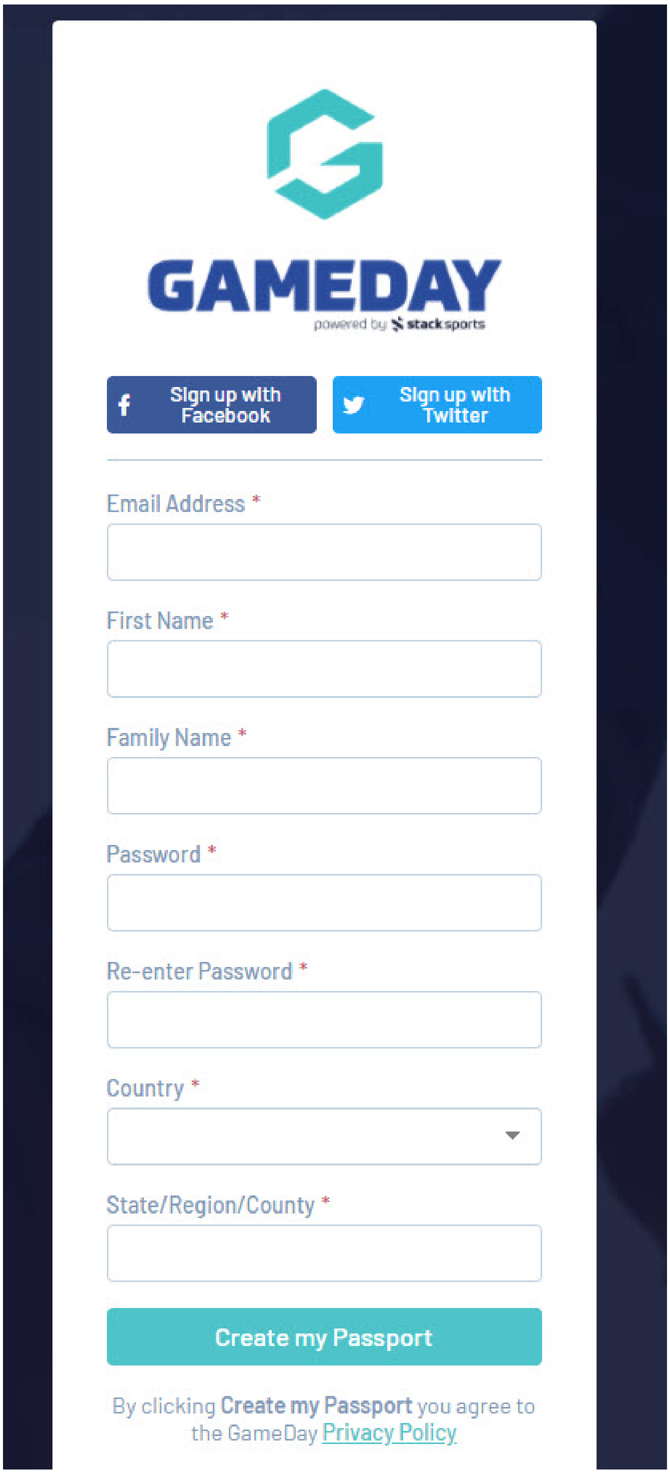
1. Go to https://passport.mygameday.app/login/?

2. GameDay Passport combines your accounts - such as GameDay Competitions, Membership or GameDay Websites - in one location for easy access. To signup for a GameDay Passport, select Register.

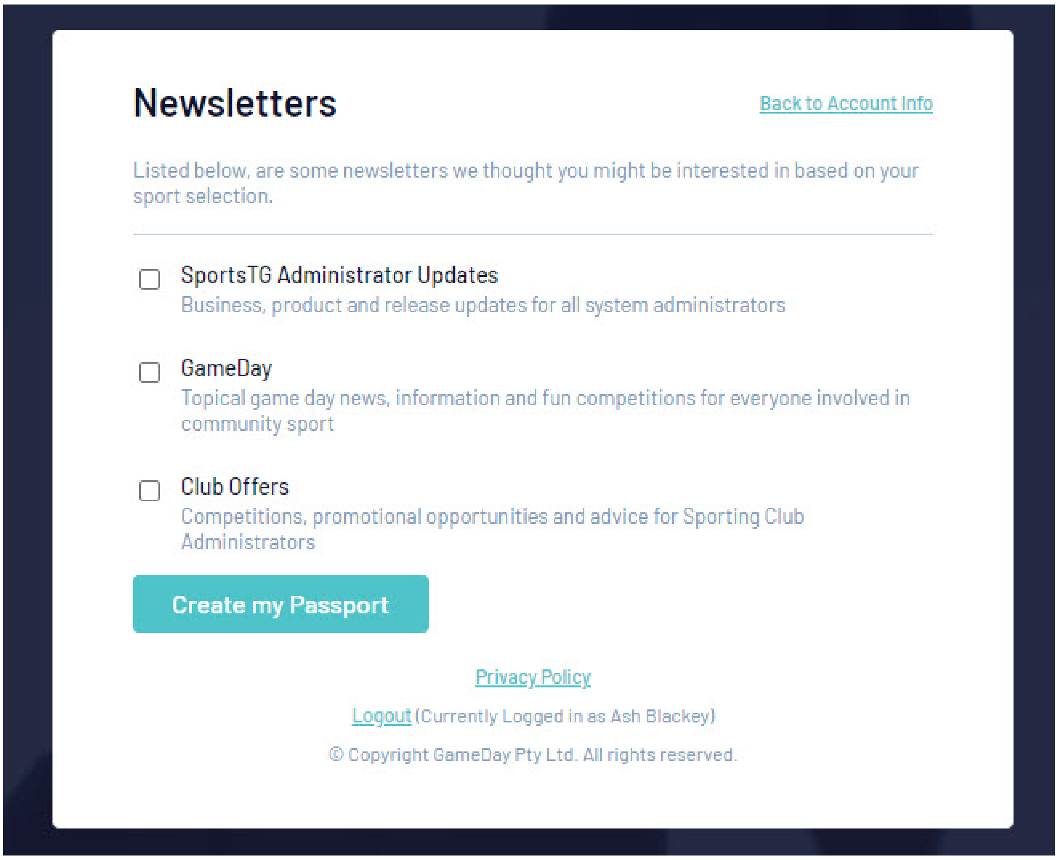


3. Fill out the details as shown below or choose to register for GameDay Passport through Twitter or Facebook. Once done click on Create My Passport.

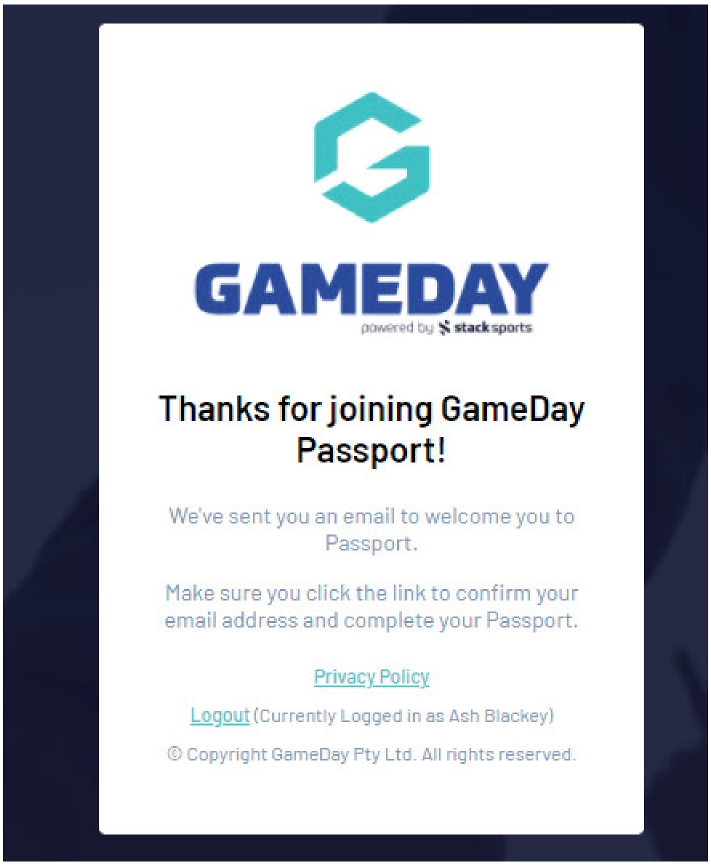
Password must be 8 characters long, contain at least one number, one capital letter and one special character.



4. Select the newsletters you wish to receive (this is optional) and click on Create my Passport to complete the process.



5. A message will appear confirming the creation of you Passport.



6. Check your email for a confirmation email - you will need to activate your passport account in order for you to be able to log in correctly in future.

Permissions

Last Modified on 26/07/2017 4:15 pm AEST

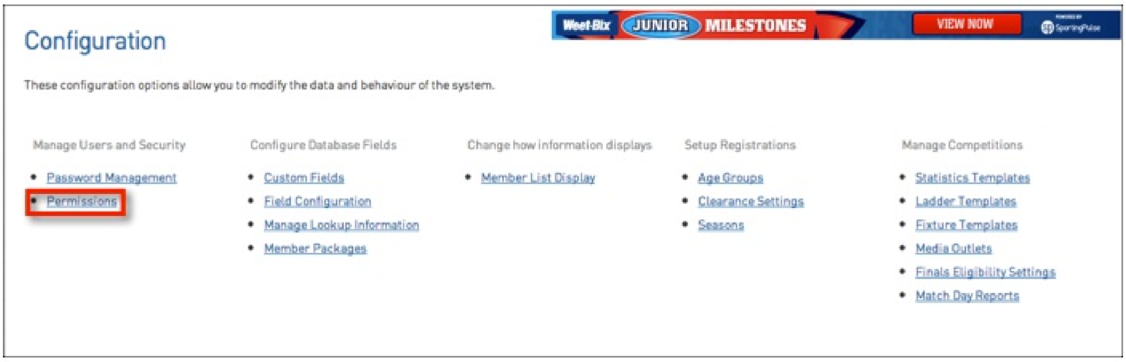
The Permissions area allows an association to set restrictions on the database options available to clubs, teams and members when they sign into Membership. It also allows associations to restrict the level of access available to their parent body (eg. regions, zones, states). Please note that these options may vary from one sport to another.

To access Permissions:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

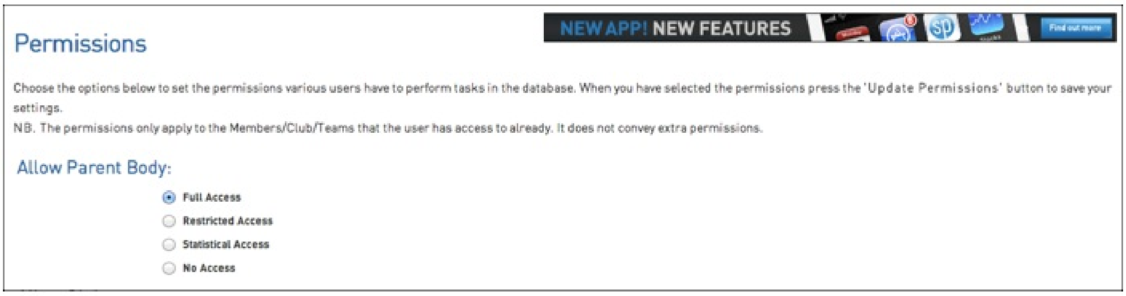
1. From the Association level of Membership, click on the Configuration icon and select Settings

2. Under 'Manage Users and Security', click on Permissions



3. The first option on the Permissions screen is to set the level of access you want to provide to your Parent Body/ Bodies. The permissions selected here will apply to all levels above the Association in the database (eg. National, State and Region).

Select one of the options available:

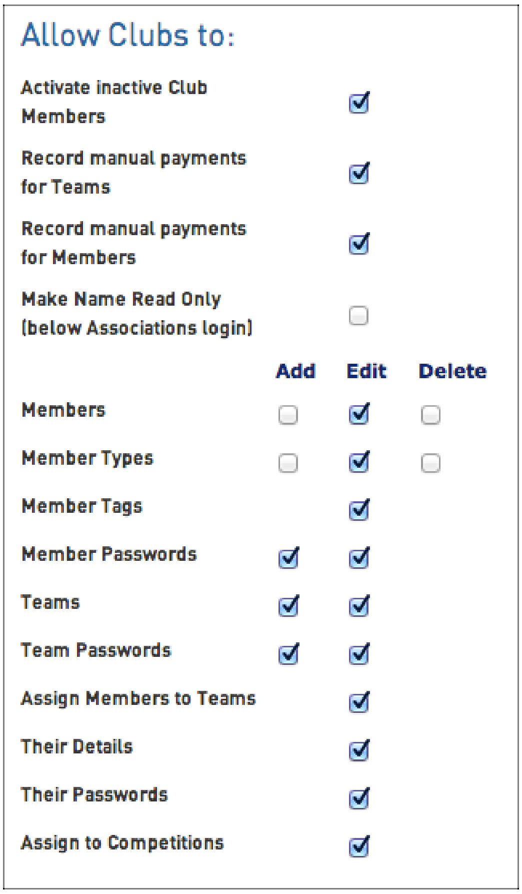


- Full Access - parent bodies can view and edit all Association, Club, Team and Member data
- Read-Only Access - parent bodies can only view Association, Club, Team and Member data. They cannot

edit, add or delete data.

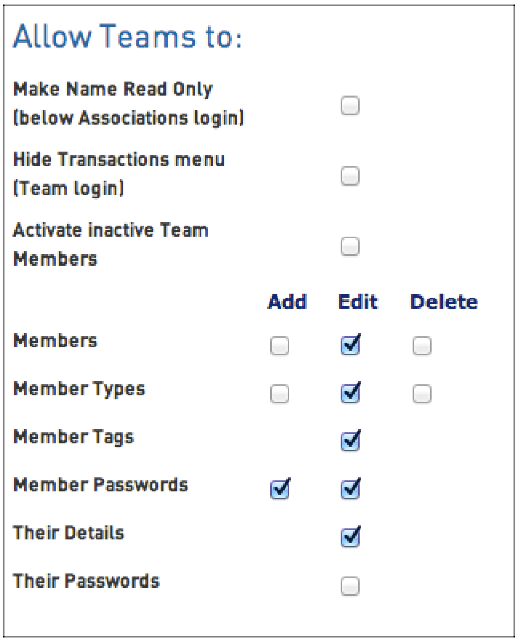
- Statistical Access - parent bodies can only view statistical data (ie. the number of members, clubs and teams) on the Association and its Clubs, Teams and Members. They cannot view member names or contact details, nor can they edit, add or delete data.
- No Access - parent bodies cannot view or edit any Association, Club, Team or Member data.

4. The next section allows you to select the permissions for clubs within your association. Using the check boxes, select whether or not you want to allow clubs to be able to:



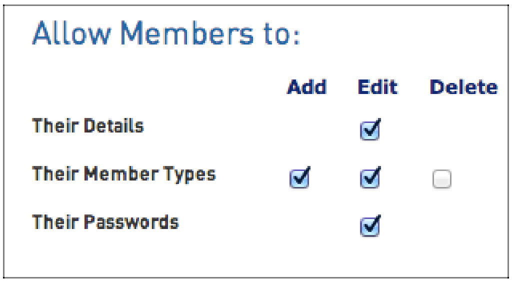
- Activate inactive club members
- Manually add payment records for teams
- Manually add payment records for members
- Edit their club name (make it read-only)
- Add, edit or delete: - members and member types
- Add or edit: - member passwords, teams, team passwords,
- Edit: - member tags, assign members to teams, their details, their own Membership password, assign teams to competitions

5. The next section allows you to select permissions for teams within your association. Using the check boxes, select whether or not you want to allow teams to be able to:



- Edit their team name (make it read-only)
- View member transactions
- Add, edit or delete: - members and member types
- Add or edit: - member passwords
- Edit: - member tags, their own team details, their own Membership password

6. The next section allows you to select permissions for members within your association. This is now redundant, as members are not able to access their record in Membership. Instead, they update their details through the Registration Form module, not through the member record in Membership.



When you have selected all the permissions, click on Update Permissions. These will now be in effect. You can change the permissions at any time.

Field Configuration

Last Modified on 15/11/2019 5:24 pm AEDT

The Field Configuration area allows Organisations to select the fields they want to be used in the database across members, clubs and teams. By 'fields' we mean the information you want to store on your clubs, teams and members (eg. name, email address, phone number). The fields used determine the data that is able to be collected on a membership which is vital for administration, planning and research purposes.

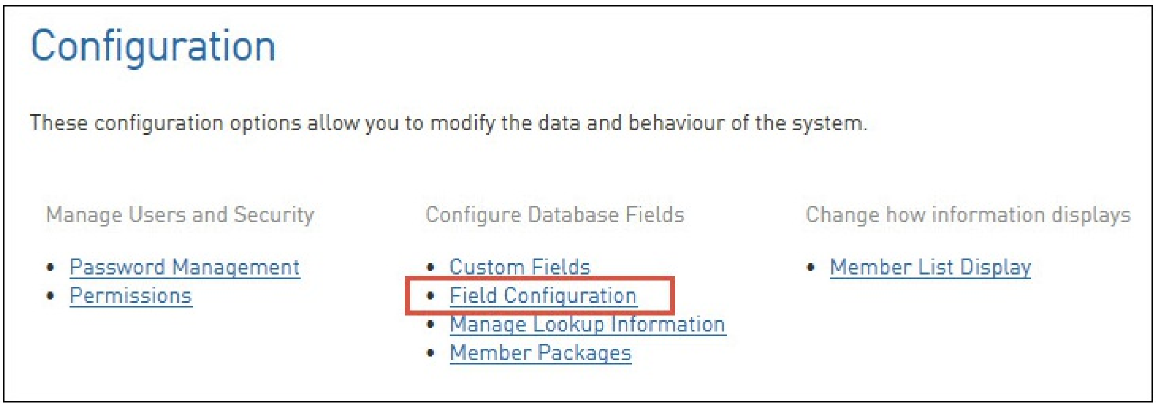
Setting up the fields to be used is an important first step required when initially setting up your database. If it is the Association's responsibility to configure the fields, this should be done before providing login access to your clubs and teams. In some sports, the national or state governing body will want to determine certain fields to be used at all levels of the database. In this case the Association will not be able to modify the field settings applied by their parent body.

To set the field settings:

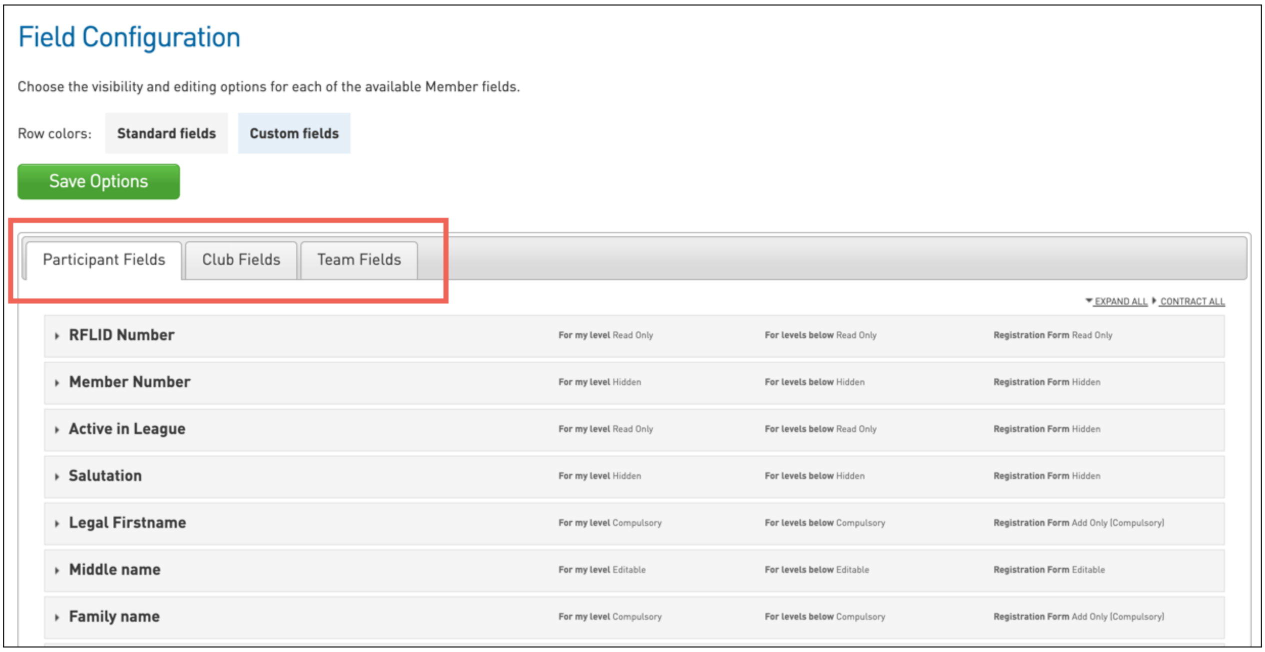
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the Association-level menu, click on the Configuration icon and select Settings

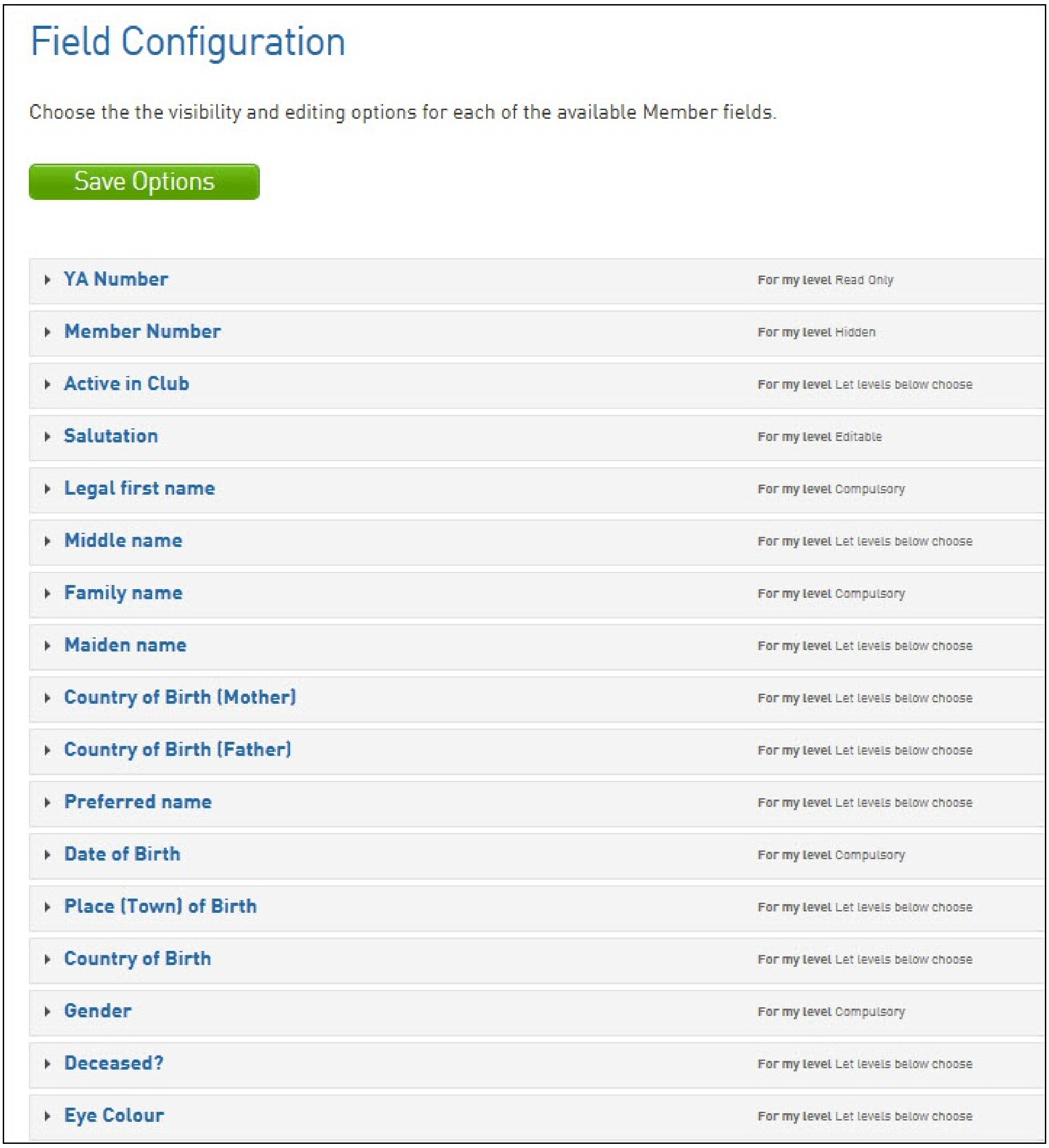
2. Click on Field Configuration



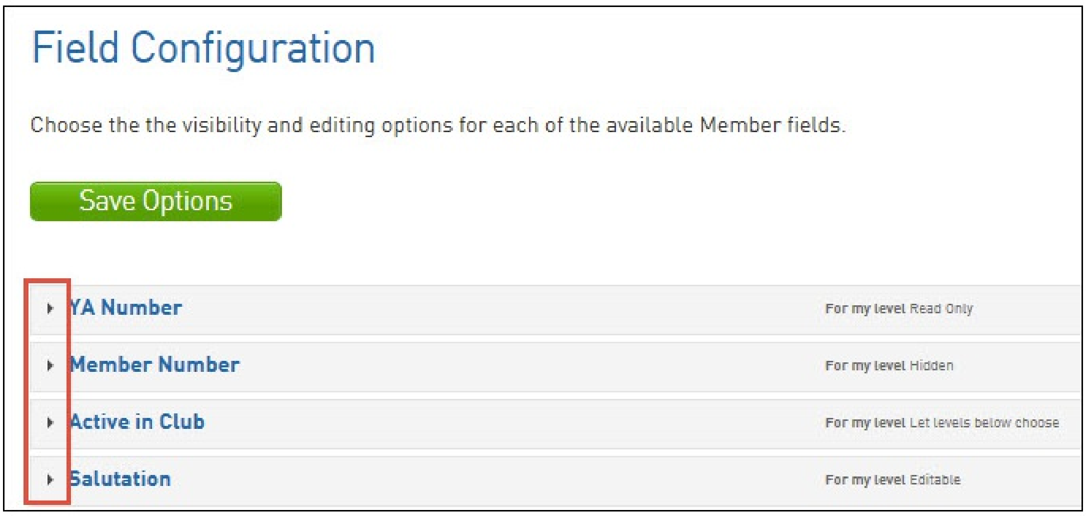
3. The Field Configuration screen will appear with tab options for Member/Participant, Club & Team fields



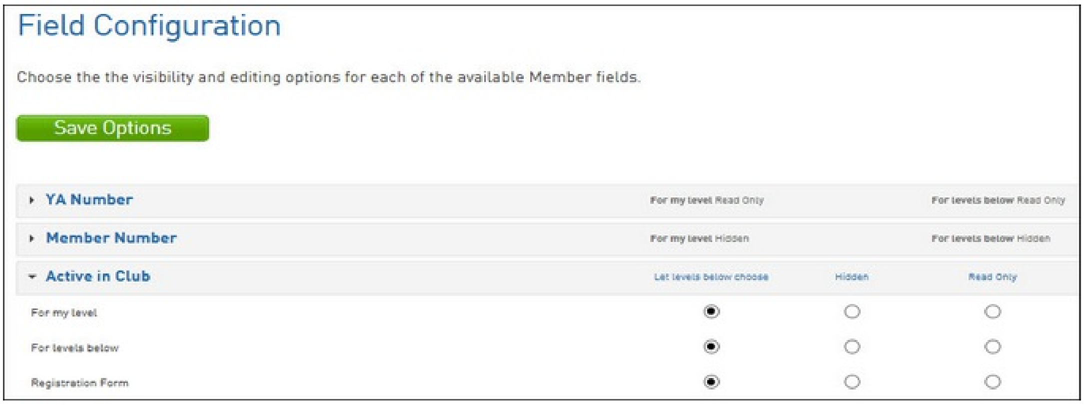
Using the Member fields as an example; you will see a list of fields that are available to use. Scroll down the list to get an understanding of the types of fields available.



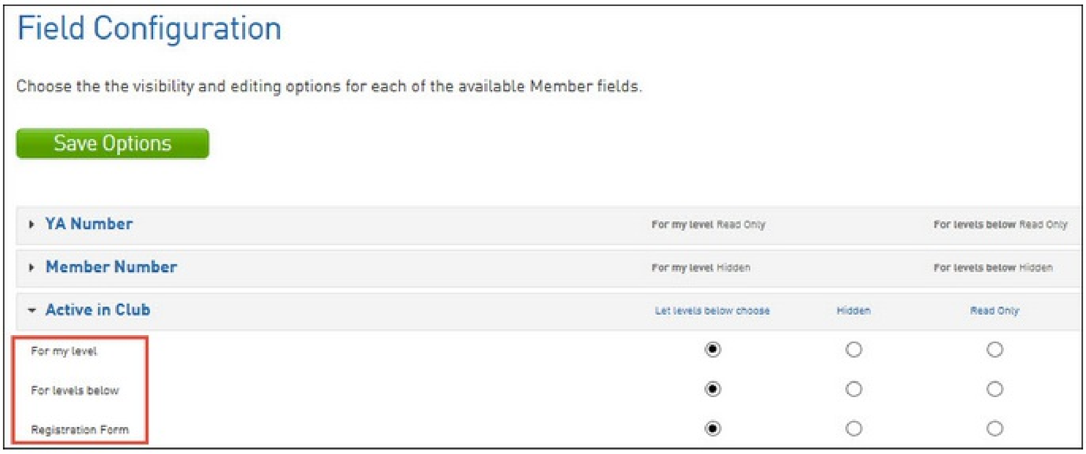
4. To see the options for an individual field, click on the arrow to the left of the field name.



5. This will expand a range of options for how the field can be used in the database.



Down the left hand side are 3 areas to which field settings can be applied:

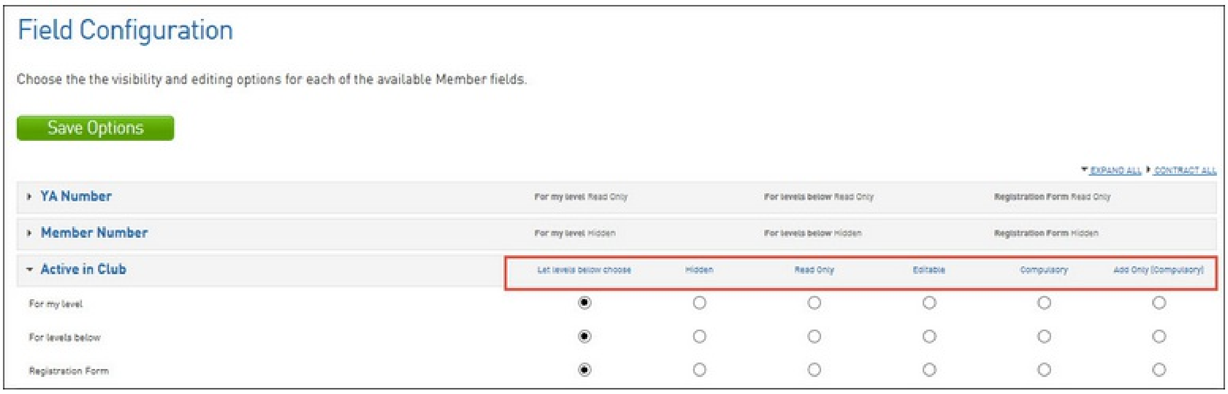


a. For my level: the field setting selected will be applicable to Association administrators. I.e. if you log into the database at the association level, these are the field settings that will apply.

b. For levels below: the field setting selected will be applicable to Club and Team administrators. I.e. if you log into the database at the Club or Team level, these are the field settings that will apply.

c. Registration Form: the field settings selected will appear on the registration form.

Across the top are 6 field settings:



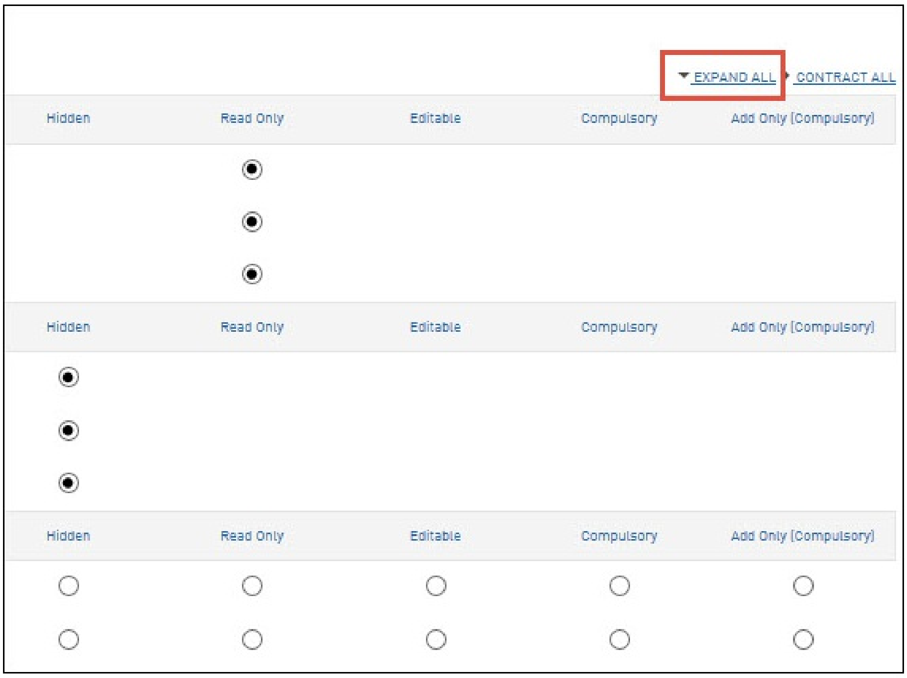
a. Let levels below choose: by selecting this option, the Club or Team will have control over the field setting, i.e. whether they want it to be editable, compulsory, read-only, etc.
b. Hidden: The field will not be able to be viewed by the Club or Team

c. Read Only: The field can be viewed by the Club or Team but not edited
d. Editable: The field can be viewed and edited by the Club or Team
e. Compulsory: It is mandatory for the field to be completed by the Club or Team. The field is editable, i.e. it can be changed at any time.
f. Add Only (Compulsory): It is mandatory for the field to be completed by the Club or Team, but once it is saved, it cannot be changed **Note**: By default, each field is set to 'Let levels below choose' until you change the setting.

6. Select the field setting that you wish to apply to each level of the database (i.e. your level, levels below and/or the registration form) and click on Save Options.

Tip 1:

1. To open the options for all fields, click on Expand All at the top right hand corner.



2. To close all field options, click on Contract All.

Tip 2:

There are a wide range of fields available in Membership for associations to choose from. If there are other fields you wish to use that are not provided, you can set up your own Custom Fields.

Note: The field configuration options available will differ depending on the level of the database that you are logged in to. If a field that you need is not available to view or edit, you will need to contact the body at the level above you in the database (eg. the Association if you are a Club or the National Body if you are an Association) and request that the field is made available to your level.

Custom Fields

Last Modified on 26/07/2017 4:29 pm AEST

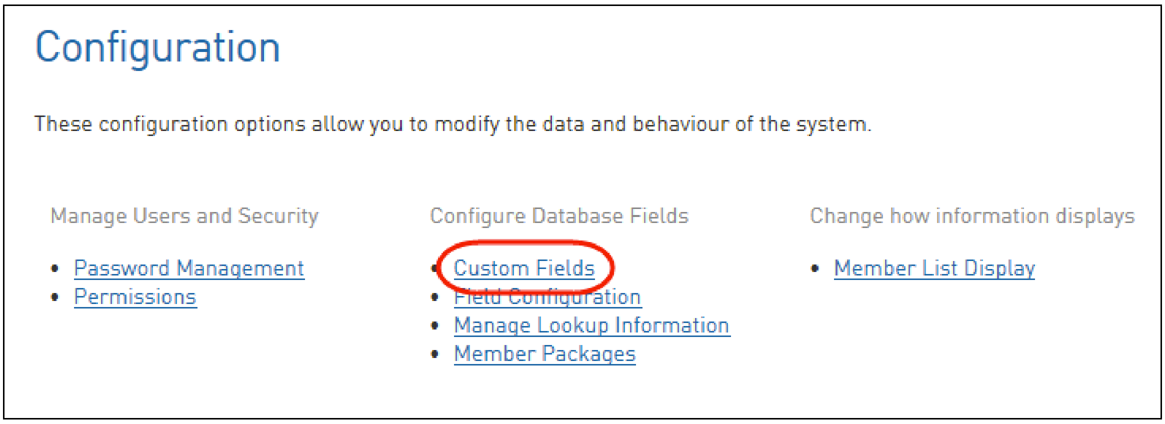
There are a wide range of fields already available to choose from in the database, however should you want to use fields that are not already in the database, you can set them up yourself using 'custom fields'.

To set up your own custom fields follow these steps:

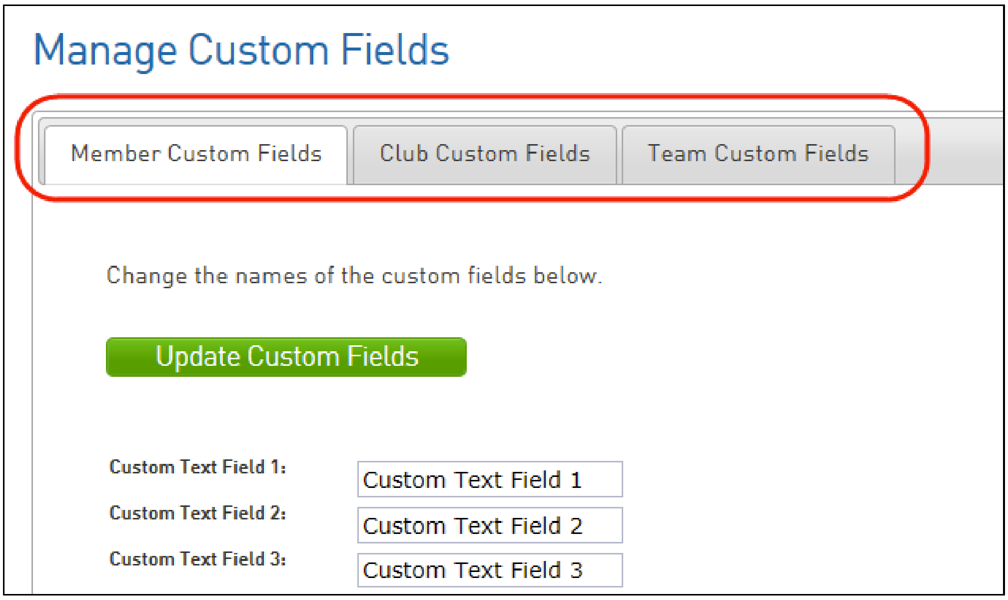
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the main dashboard page, click the cog on the right hand side and select Settings.

2. On the next page, Under 'Configure Database Fields', click on Custom Fields.



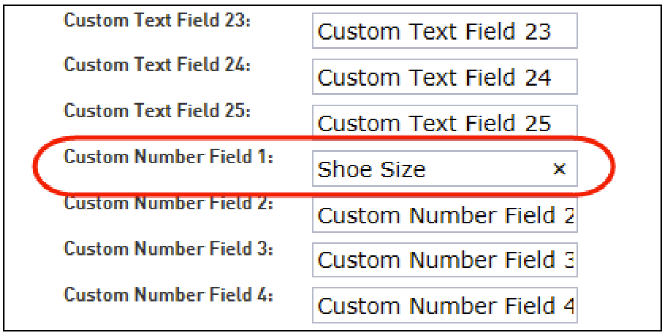
3. Click on the appropriate tab to choose between adding custom fields for Members, Clubs or Teams.



A list of custom fields will appear. There are a number of different types of custom fields available that you can add to your database, each of which appear and work differently. These are:

Custom text fields - for the entry of text information
Custom number fields - for the entry of number information
Custom date fields - for the entry of date information
Custom lookup fields - for the creation of drop-down lists from which an option can be selected
Custom check boxes - for the creation of a single check box which can be selected (ticked) or left blank
Custom member notes - for the entry of text information over several lines (only available for member records)

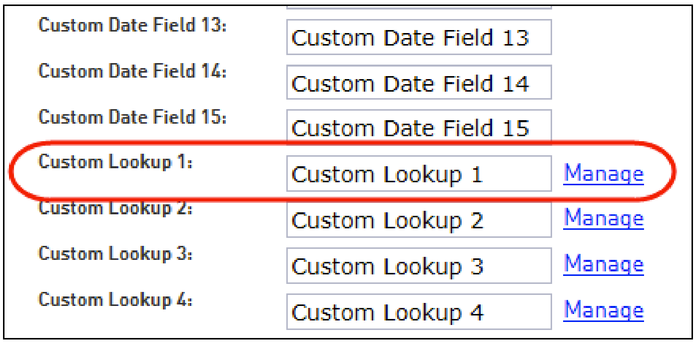
4. To create a custom field, click in the field that you wish to use (eg. Custom Number Field 1) and type in the name that you want to give the field (eg. Shoe Size).



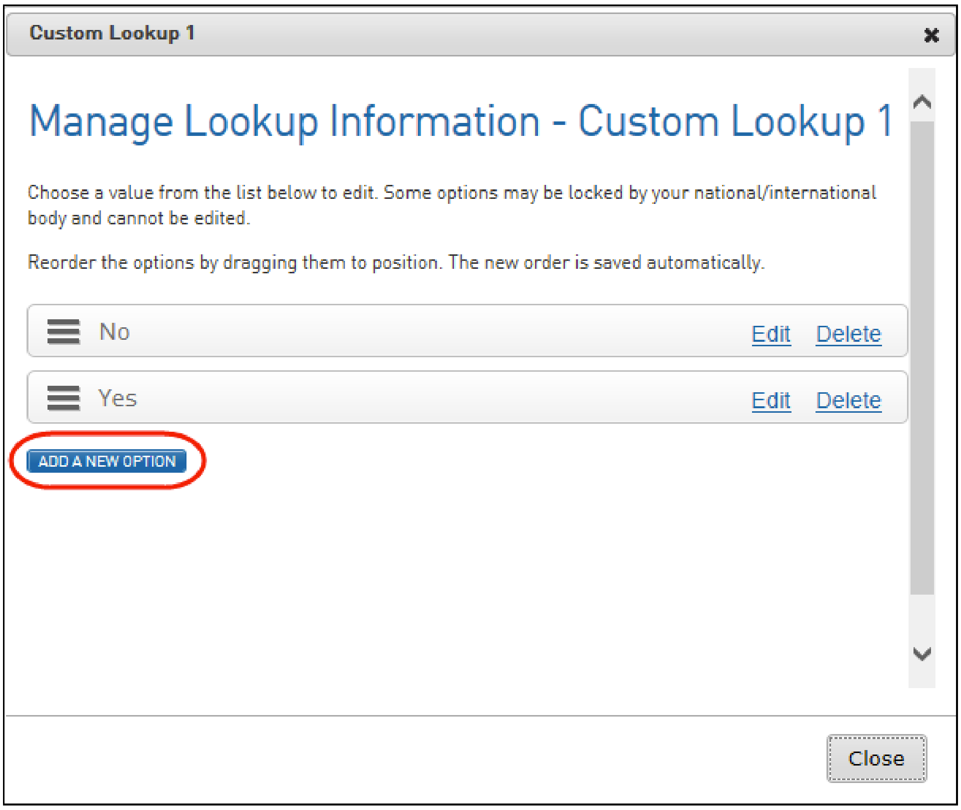
The process is the same for all types of fields except for 'custom lookup fields', for which the options that appear in the drop down list also need to be set up.

Steps 5 - 10 take you through how to set up Lookup Fields and their associated drop-down lists. If you do not need to set up lookup fields, skip to step 11.

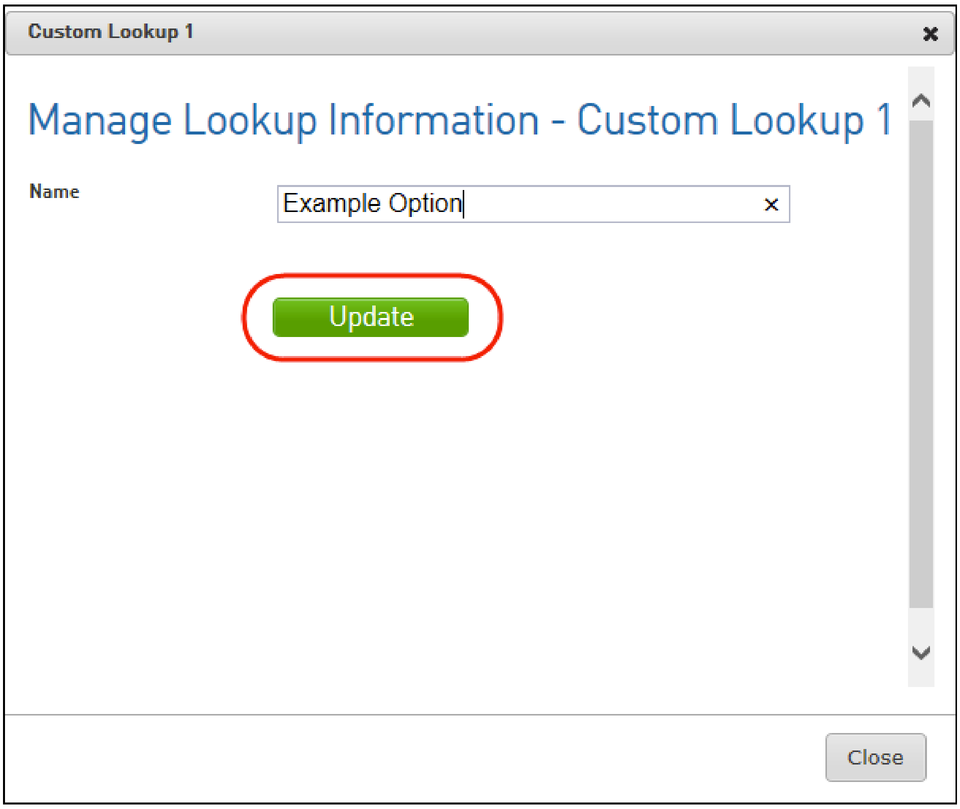
5. To set up a custom lookup field, scroll down to an available custom lookup field and type in the name you want to give that field. Then click on the Manage link next to that field to add the lookup options.



6. Click on Add a New Option.

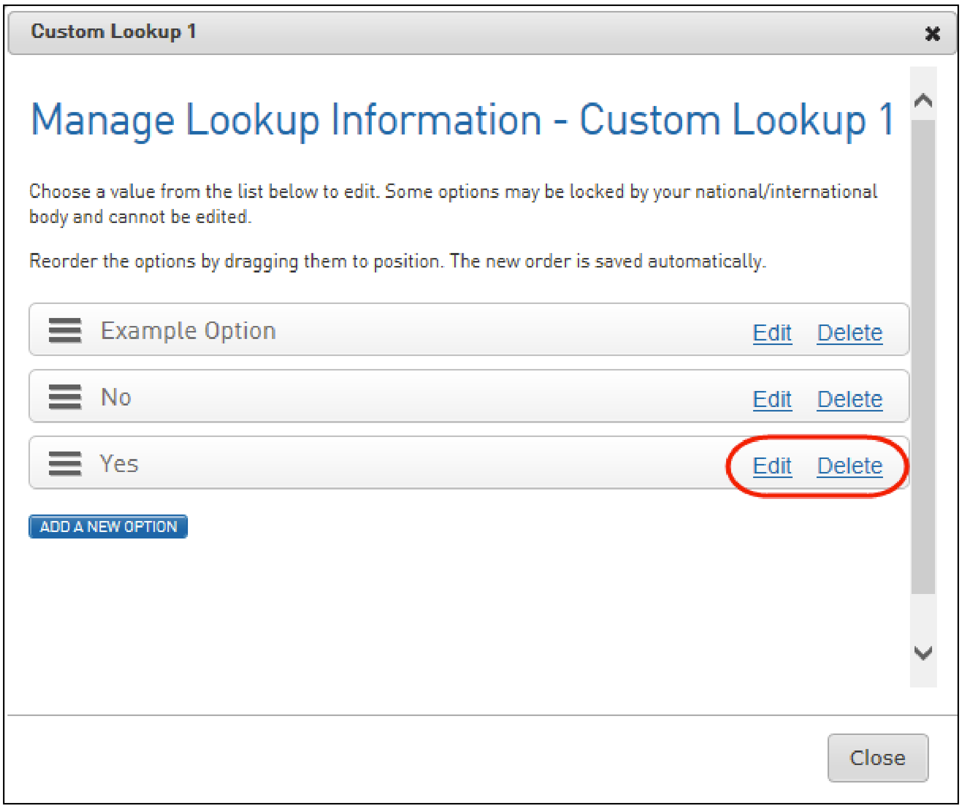


7. In the Name field, type in the name of the record you wish to add, then click on Update.



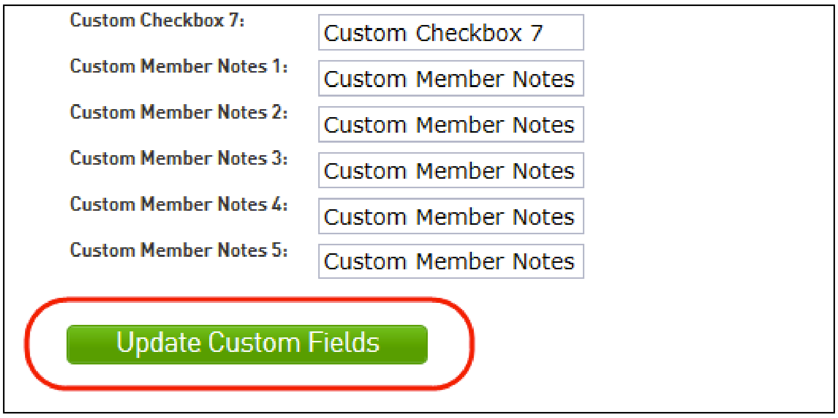
8. You will be returned to the list of records for the lookup field. The newly added record will appear on the list. Continue to add all of the required lookup options for the field (repeat steps 6 and 7).

9. If you need to change or remove a lookup record, click on the Edit or Delete links next to each record.



10. When you have finished adding all of the lookup options for that field, click on Close.

11. When you have finished setting up custom fields within that tab (Member, Club or Team Custom Fields tab), scroll to the top or bottom of the screen and click on Update Custom Fields.



If you need to set up custom fields for clubs and/ or teams, click on the Club Custom Fields or Team Custom Fields tab and repeat the above process.

Note: If you are a club that needs a custom field please contact your association.

Manage Lookup Information

Last Modified on 28/07/2017 12:18 pm AEST

Note: this functionality is only available at league level.

There are a wide range of fields throughout SportsTG Membership where you select an option from a 'drop-down' list instead of typing in information.

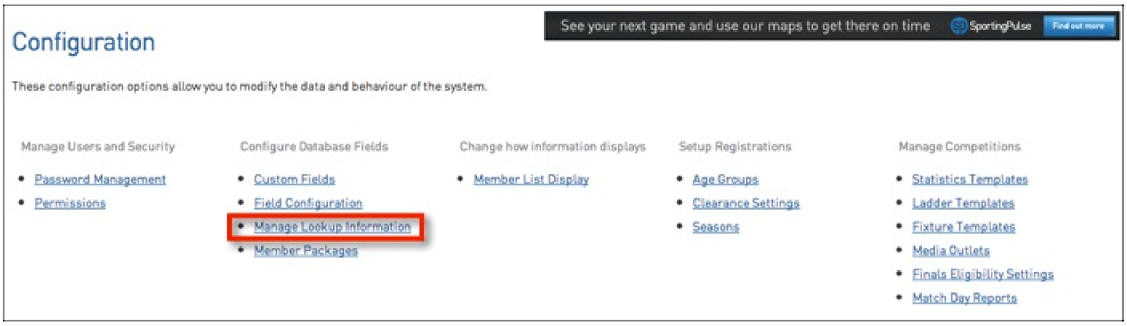
These are called 'lookup' fields. An example of a lookup field is 'Country' where the lookup options are the countries.

The options available in each lookup field in Membership can be edited. The following instructions take you through how to add, edit and delete the records in lookup fields.

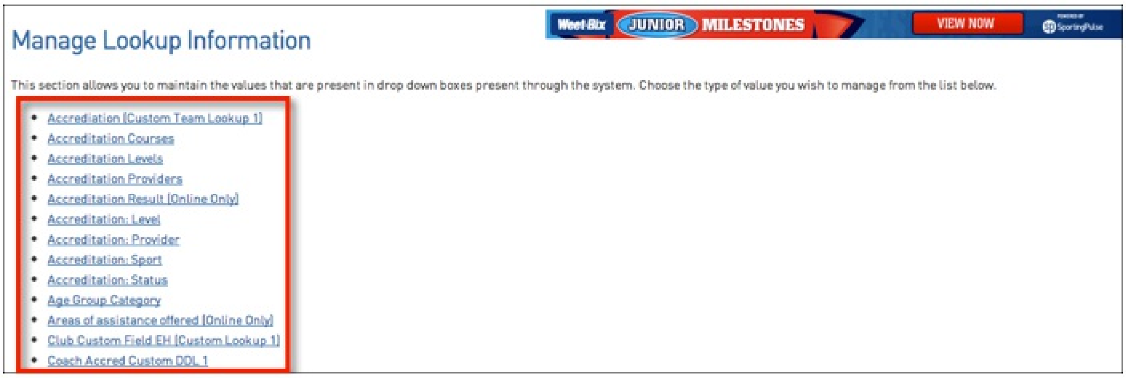
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the Association level of Membership, click on the Configuration icon and select Settings.

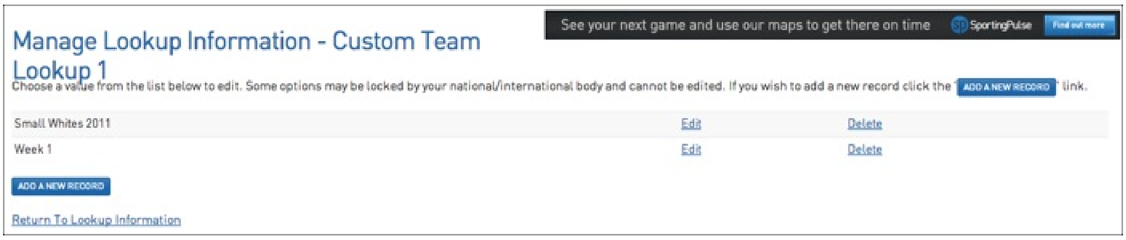
2. Click on Manage Lookup Information.



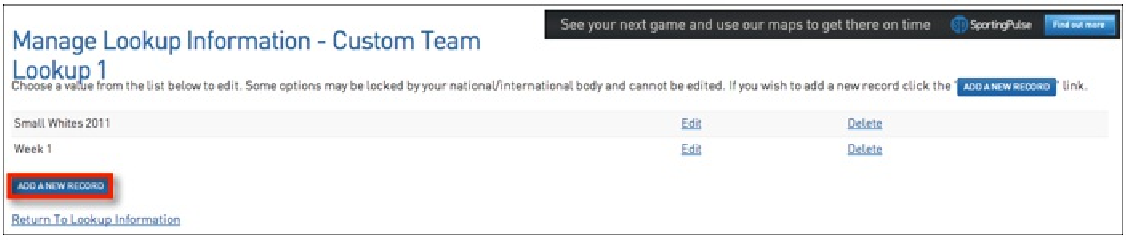
3. Click on the name of the field to manage the lookup options for that field.



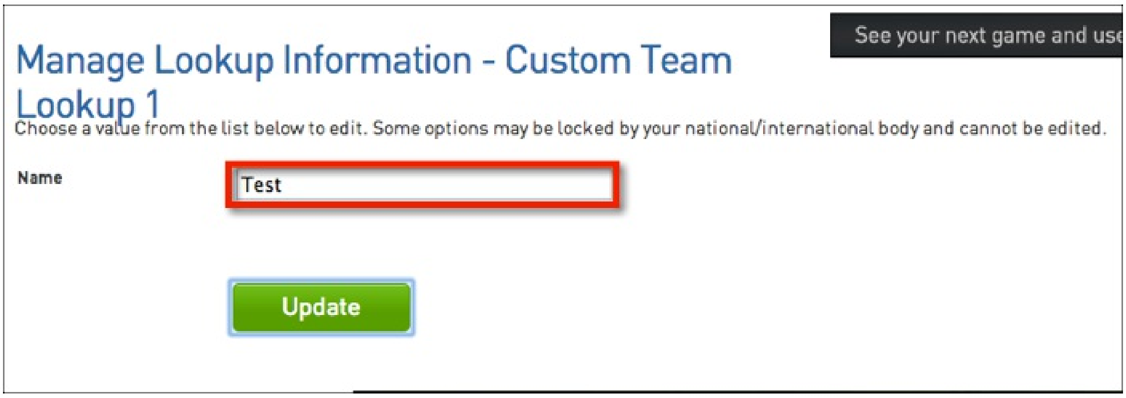
4. A list of existing lookup options for that field will appear.



5. To add a new record, click on **Add a New Record.**



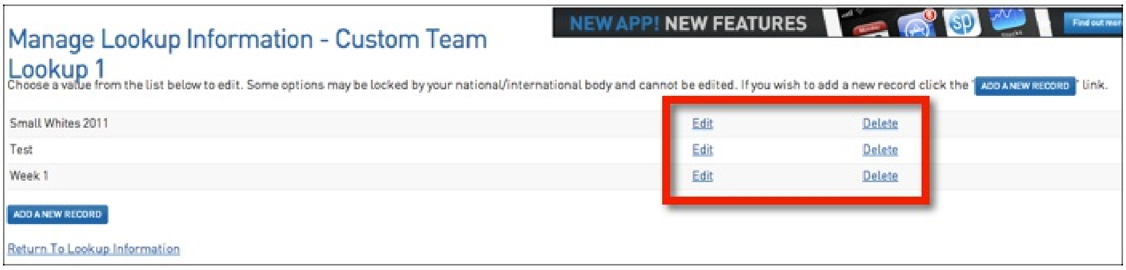
6. In the Name field, type in the name of the record you wish to add and click on Update.



7. You will be returned to the list of records for the lookup field. The newly added record will appear on the list.

8. Continue to add all the required lookup options for the field (repeat steps 5 and 6).

9. If you need to change or remove a lookup record, click on the Edit or Delete links next to each record.



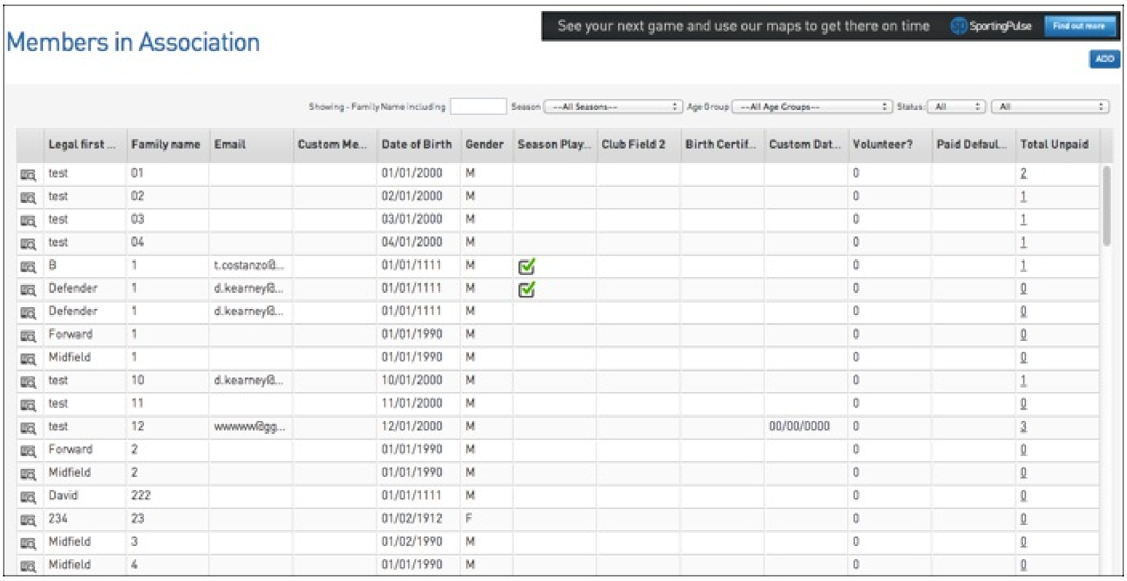
Member List Display

Last Modified on 28/07/2017 12:20 pm AEST

Note: this functionality is only available at league level.

The member list is the screen shown when viewing members in a club or team. You can customise the information that appears in this list through the Member List Display. The fields chosen will apply for the member list as viewed at the association level, club level and team level.

To access the member list from the association, club or team level of the database, click on Members and select List Members from the drop-down menu. An example of a member list (viewed through the association level) is shown below:

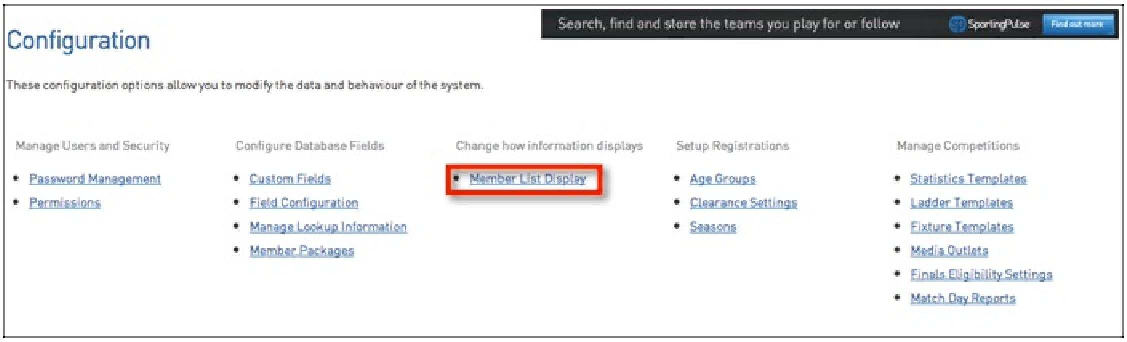


To customise the member list:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the Association level of the database, click on the Configuration icon and select Settings.

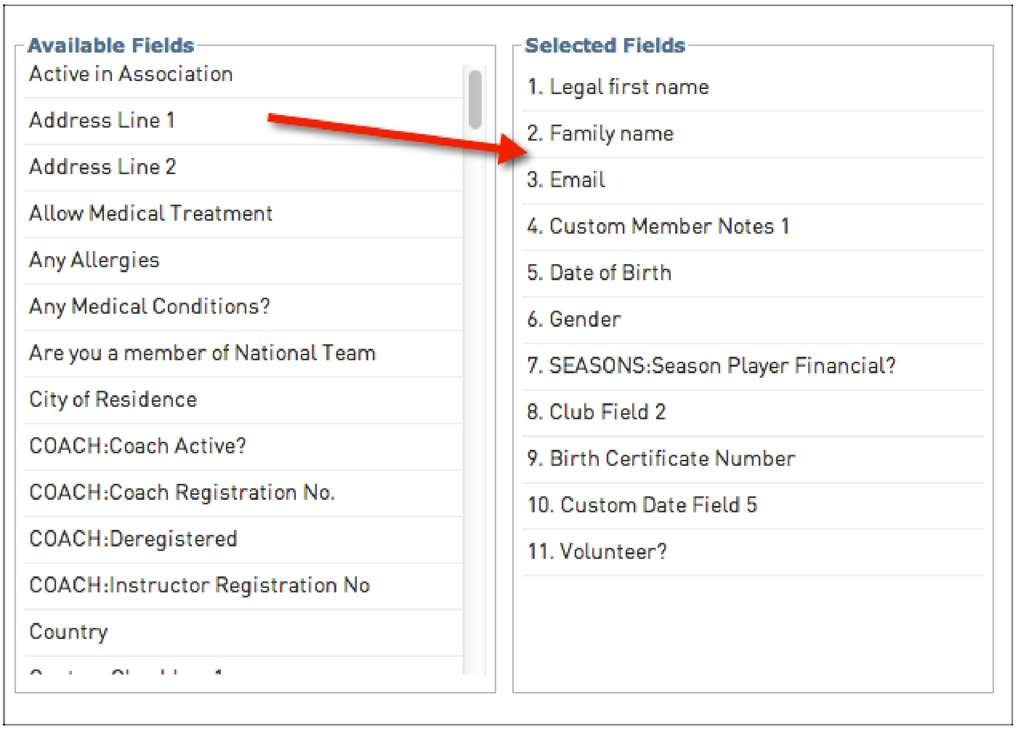
2. Under 'Change How Information Displays', click on Member List Display.



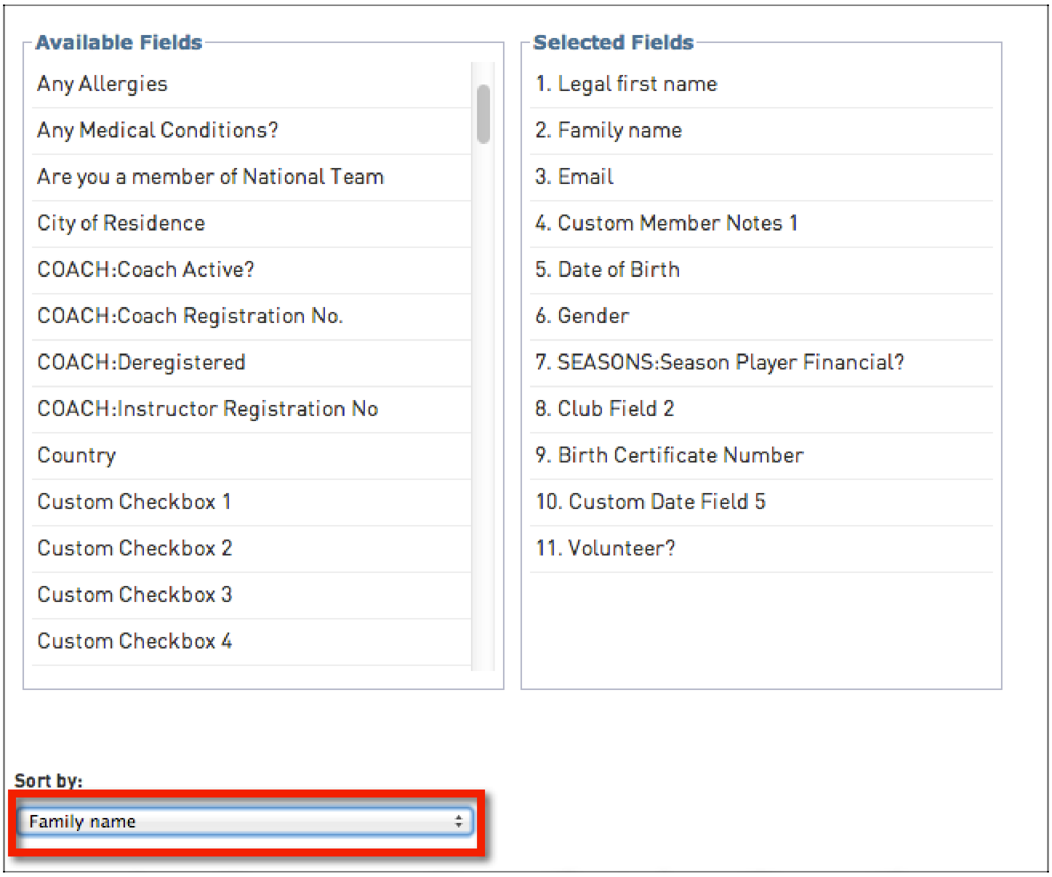
3. The box on the left hand side contains a list of available fields, while the box on the right hand side contains a list of fields currently being used in the member list. To add a field to the member list, click on the field under 'Available Fields' and while holding down the mouse button, drag and drop the field to the right hand side under 'Selected Fields'.

4. If you need to remove a field from the member list, drag and drop the field from under 'Selected Fields' into 'Available Fields'.

5. If needed, arrange the fields into the order that you want them to display on the member list (ie. the order of columns from left to right). To do this, drag and drop the fields within 'Selected Fields' vertically into the desired order.



6. Click on the 'Sort By' field and from the drop-down list select a field to sort the list by. For example, you may want to sort the list by 'Family Name' or 'National ID Number'. This will be the default order in which the member list is sorted when you initially open the member list. From there you can manually sort the list by clicking on any column heading.


Available Fields
Any Allergies
Any Medical Conditions?
Are you a member of National Team
City of Residence
COACH:Coach Active?
COACH:Coach Registration No.
COACH:Deregistered
COACH:Instructor Registration No
Country
Custom Checkbox 1
Custom Checkbox 2
Custom Checkbox 3
Custom Checkbox 4
Selected Fields
1. Legal first name
2. Family name
3. Email
4. Custom Member Notes 1
5. Date of Birth
6. Gender
7. SEASONS:Season Player Financial?
8. Club Field 2
9. Birth Certificate Number
10. Custom Date Field 5
11. Volunteer?
Sort by:
Family name

Age Groups

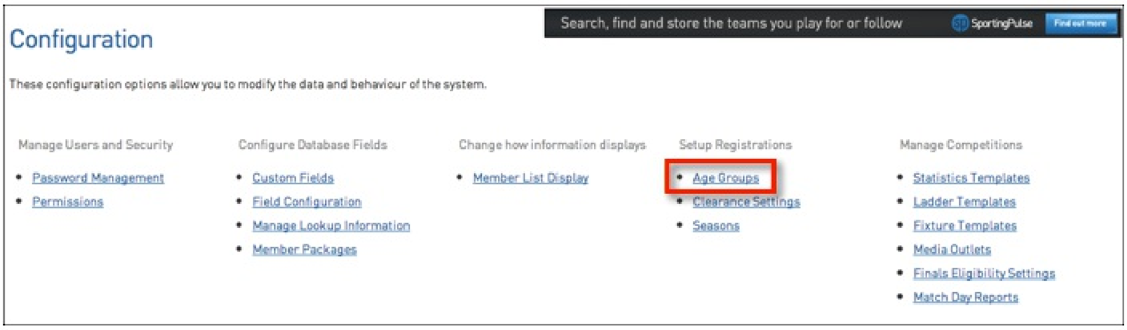
Last Modified on 28/08/2019 10:08 am AEST

To add a new Age Group:

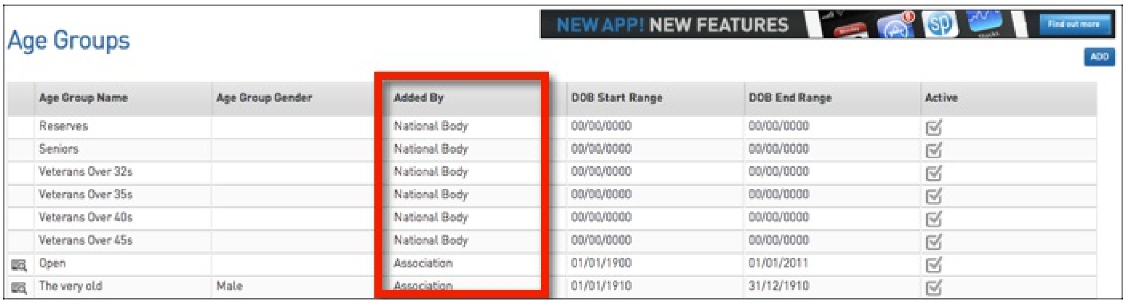
Firstly, login to your Online Membership Database - If you don’t have your login details please contact your State Governing Body or Association.

1. From the Association level of SportsTG Membership, click on the Configuration icon and select Settings.

2. Under 'Set Up Registrations', click on Age Groups.



3. A list of existing Age Groups will appear. The 'Added By' column indicates whether the age group was created by the National Body or the Association.



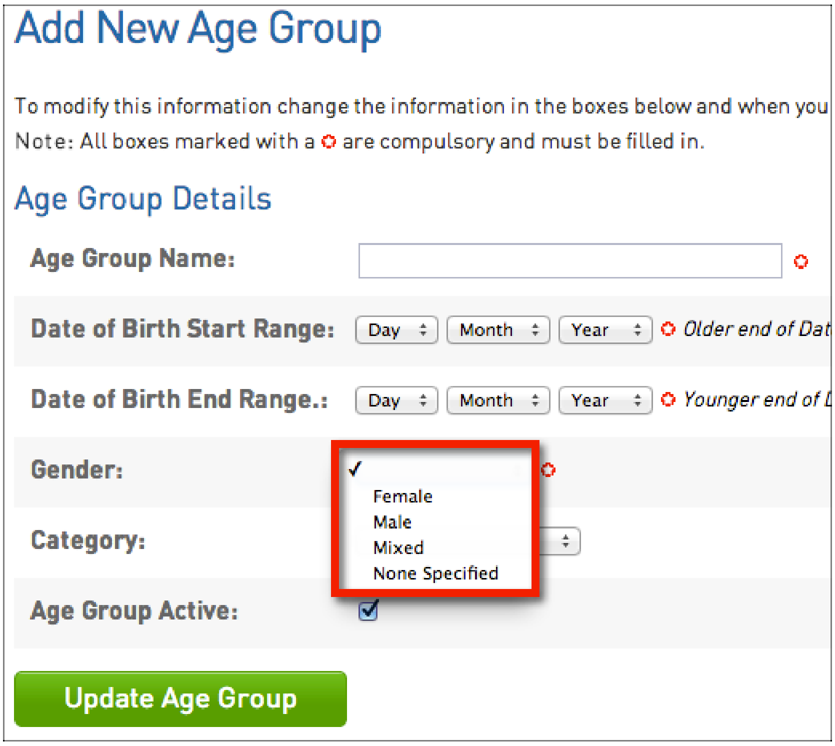
4. To add a new Age Group, click on Add in the top right corner.

5. The 'Add New Age Group' screen will appear. Type the name of the Age Group in the 'Age Group Name' field.

6. Enter the Date of Birth (DOB) range for the age group. For example, if the Age Group is 30 - 39 year olds for the 2013 season, the DOB start date will be 1 January 1974 and the DOB end date will be 31 Jan 1983. All members registered to the 2013 season (manually by the administrator or via the online registration form)

with a date of birth within this date range will be automatically allocated to the 30 - 39 age group.

7. Select a gender from the 'Gender' drop-down list (compulsory).



8. Click on Update Age Group.

9. A confirmation message will appear - 'Record Updated Successfully'. Click on the Click here link to return to the list of Age Groups.

10. You will be returned to the list of Age Groups which will show the newly created Age Group.

Note: The date of birth ranges for these age groups <u>MUST be updated</u> prior to every new season otherwise members will register into the same age group as the season previous, so please be sure to change these before your next season starts so members register into the correct age groups for the new season.

Manage User Access to your Database

Last Modified on 28/07/2017 12:58 pm AEST

Existing Membership administrators can authorise other users at their level of the database and below. There is no limit to the number of administrators that can be granted access to a database.

Important: SportsTG are not authorised to grant user access to Membership Databases. User access is managed and granted by your sport. Please contact your Club/Association/League or State Body directly to be granted access. See also: Access Levels

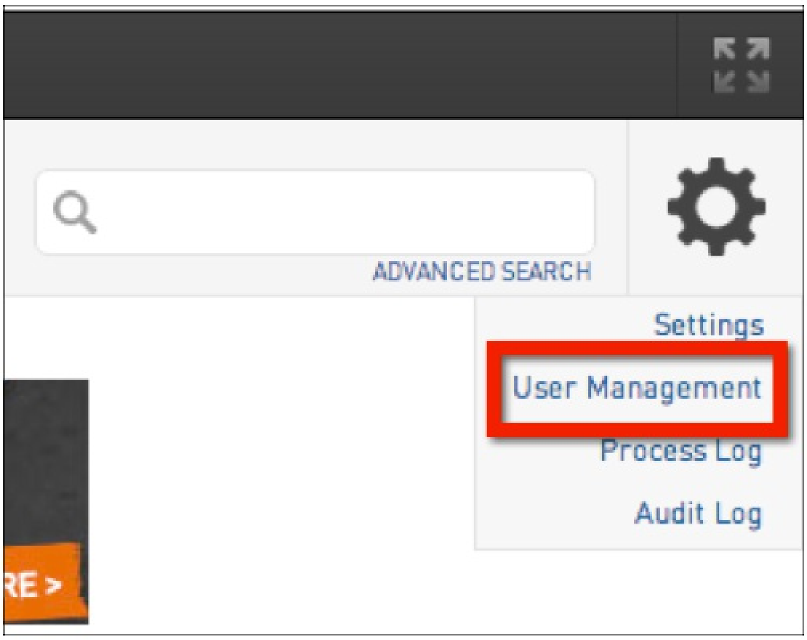
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

Authorise an Association Level Administrator

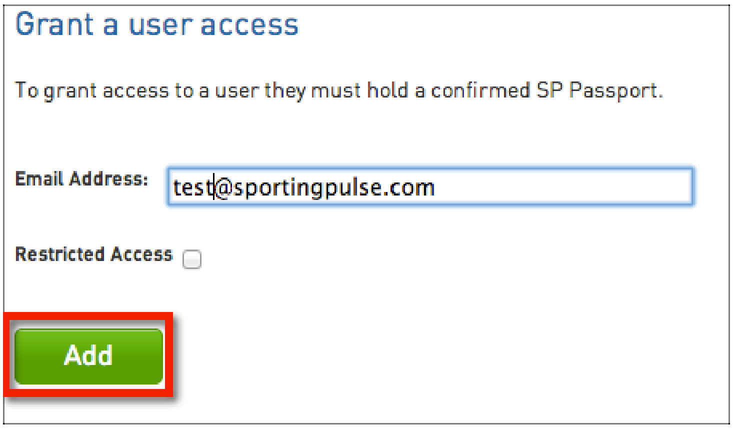
To authorise an association-level administrator for your Membership database:

1. Sign in to SportsTG Membership at the Association level.

2. Click on the Settings cog in the top right corner and from the drop-down menu select User Management.



3. Under 'Grant a user access', enter the new user's Passport email address (this must be the email address connected to their Passport account) and click on Add.



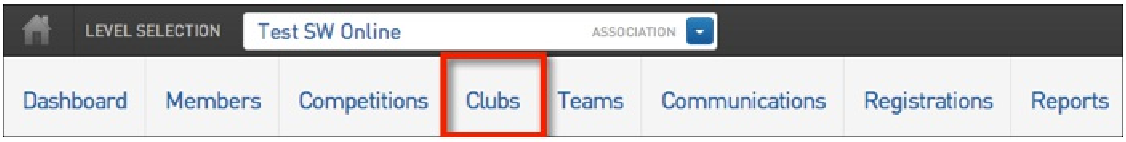
4. Full Access or Restricted Access? See this article with full details of - Restricted Access

Authorise a Club Level Administrator

To authorise a club-level administrator for your Membership database:

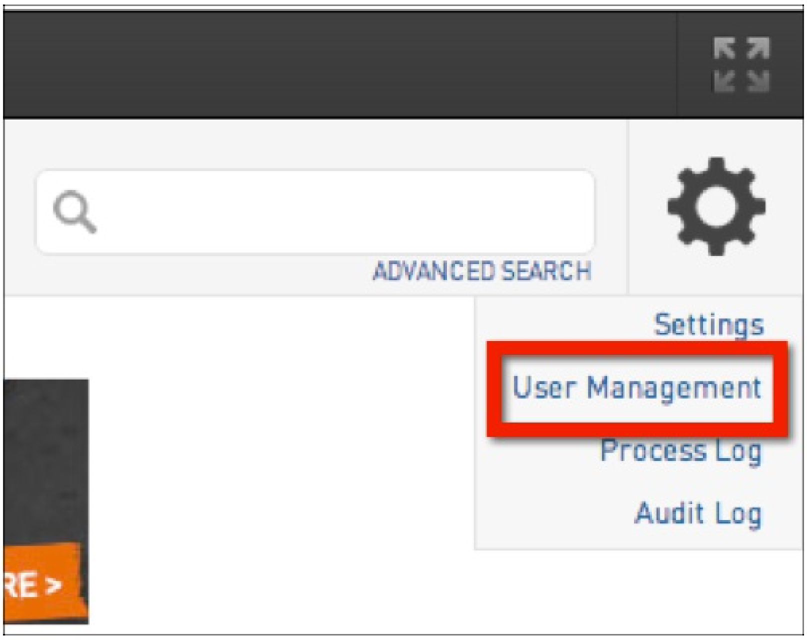
1. Sign into Membership at either the Association or Club level. If you have logged in at Club level, skip to step 4.

2. If you are an Association Administrator - Click on **Clubs** in the menu. If you are a Club Administrator go to step 4

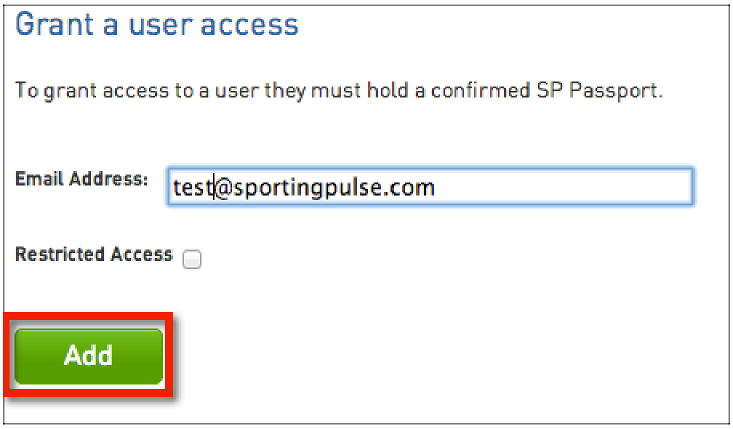


3. Click on the View icon next to the club for which you want to authorise an administrator.

4. The club's 'dashboard' will open. Click on the Settings cog in the top right corner and from the drop-down menu select User Management.



5. Under 'Grant a user access', enter the new user's Passport email address (this must be the email address connected to their Passport account) and click on Add.



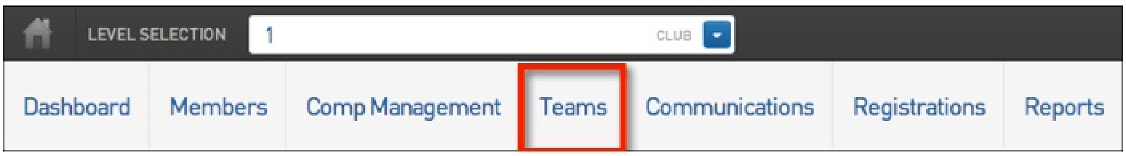
6. Full Access or Restricted Access? See this article with full details of - Restricted Access

Authorise a Team Level Administrator

To authorise a team-level administrator for your Membership database:

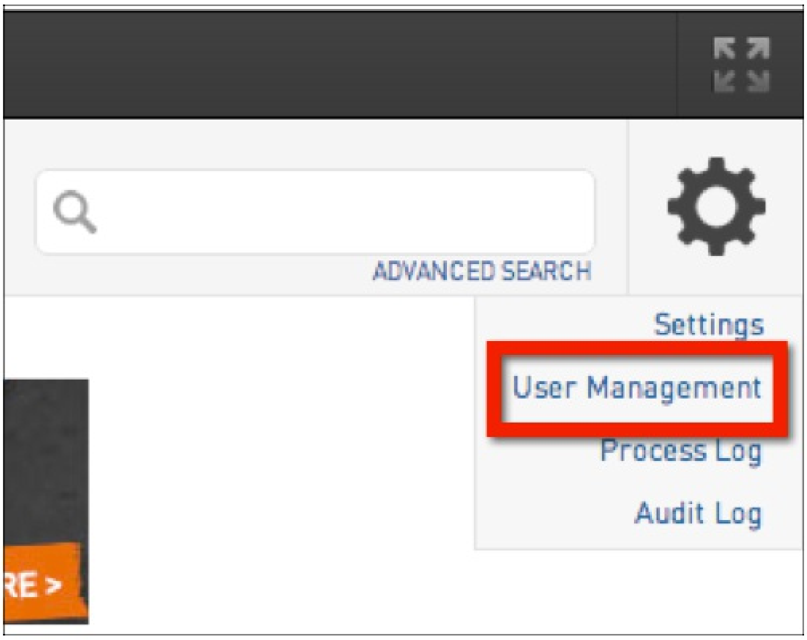
1. Sign into SportsTG Membership at either the Association, Club or Team level. If you have logged in at the Team level, skip to step 4.

2. If you have logged in at the Association or Club level, click on **Teams** in the menu.

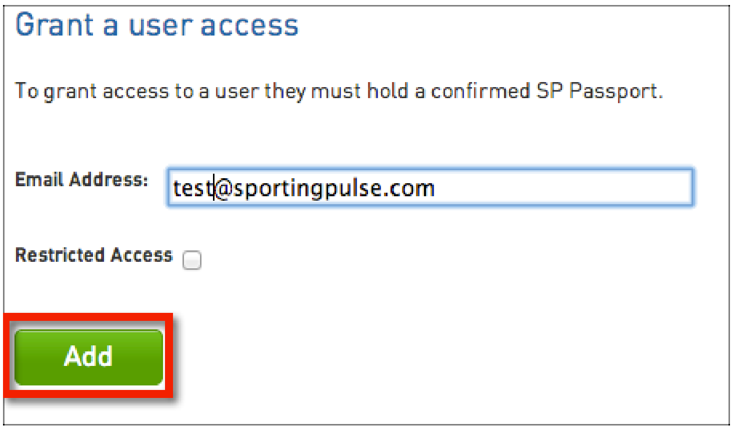


3. Click on the View icon next to the team for which you want to authorise an administrator.

4. The team's 'dashboard' will open. Click on Settings in the main menu and from the drop-down menu select User Management.



5. Under 'Grant a user access', enter the new user's Passport email address (this must be the email address connected to their Passport account) and click on **Add**.



6. Full Access or Restricted Access? See this article with full details of - Restricted Access

User Management

The User Management screen will allow you to manage the administrators that have access to your database.

A. Entering the Passport email address of a confirmed Passport user in this field and clicking on **Add** will grant the user access to the database via their Passport account.

B. Ticking the **Read Only Access** box will give that user the ability to sign in to the database to view information, but they will not be able to edit, add or delete any data.

C. Clicking on **Delete** next to a user's name will remove the user's access to the database. When they sign in to their Passport account they will no longer see the link to log into the database.

Restricted Access

Last Modified on 28/07/2017 1:01 pm AEST

When managing access to users in your database you are given the option of restricting their access to only certain functions, as shown in the diagram below:

Restricting access is similar to giving a read-only login and is typically used by clubs giving team managers access to perform functions like team selection, printing team sheets and results entry. Below is a table defining which functions are restricted at league and club level:

	RESTRICTED ACCESS AT LEAGUE/ASSOC LEVEL	**RESTRICTED ACCESS AT CLUB LEVEL**
Dashboard		
Edit Details	No	No
Edit Contacts	No	No
Edit Locator	No	No
Setting Cong	No	No
User Management Cong	No	No
Password Management	No	No
Notifications Bar	No	No
Members		
List Members	Yes	Yes
Duplicate Resolutions	No	No
List Online Transfers	No	No
Pending Registrations	No	Yes
Player Career Statistics	Yes	Yes
Request a Transfer	No	Yes
Competitions		

List Competitions	Yes	No
Match Results	No	No
Publish to web	No	No
Fixture grid	No	No
Venue Allocation	No	No
Any bulk movements	No	No
Club		
List Clubs	Yes	Yes
Club Championships	No	No
Add club	No	No
Teams		
View Teams	Yes	Yes
Modify team list	Yes	No
Add new team	No	No
Communications		
Send communications	Yes	Yes
Registrations		
Payment Configurations	No	No
Products	No	No
Registration Form	No	No
Payment Splits	No	No
Locator	No	No
Reports		
View and create reports	Yes	Yes
In a Member-Ability to Edit		
Details	No	No
Types	No	No
Update Transaction	Yes	Yes
Tags	No	No
Tribunal	Yes	No
Transfer History	No	No

Member History	No	No
Statistics	No	No

Seasons

Last Modified on 01/08/2017 4:12 pm AEST

For the purpose of Membership, a season is a defined 'Registration Period'. A season could be a calendar year, a calendar season (summer, winter, etc), bi-annually, or whatever the sport requires. Membership allows seasons to either be controlled by a sport's National Governing Body or by each association.

Note - Depending on your Sport, your Seasons may be locked and set by your National Body, who will notify you when Registrations are available. Please contact your Sport directly for further clarification.

Should you be unable to access or edit your seasons, due to them being locked by your National Body, please proceed to the next steps in configuring your database, in preparation for your National Season Rollover.

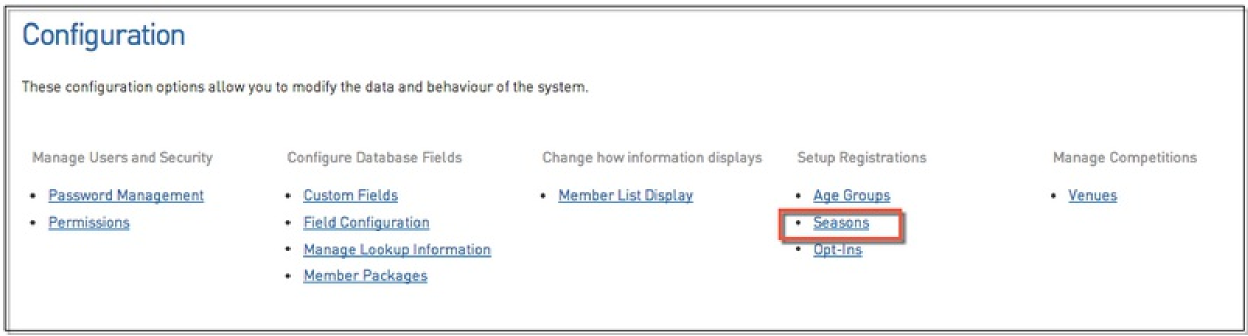
Seasons are an integral part of SportsTG Membership. All member registrations and all competitions must be assigned to a season. As a result, setting up seasons needs to be one of the very first things you do in Membership before setting up your competitions and registering/ importing members. This will ensure that your data is managed and organised effectively, leading to accurate and informative historical data. By organising your member and competition data into Seasons you will be able to quickly find information and produce reports.

Add a new Season

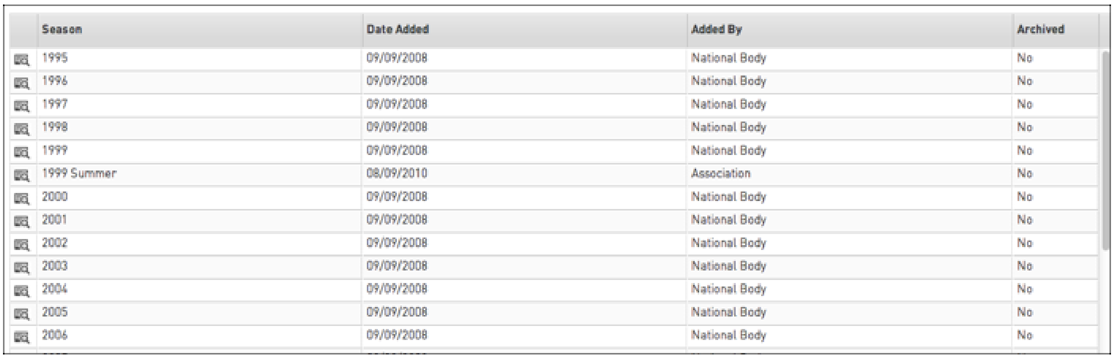
1. Log into the Membership at either the National Governing Body or Association level.

2. Click on the Configuration icon and select Settings from the drop-down list.

3. Under 'Set up Registrations' click on Seasons.

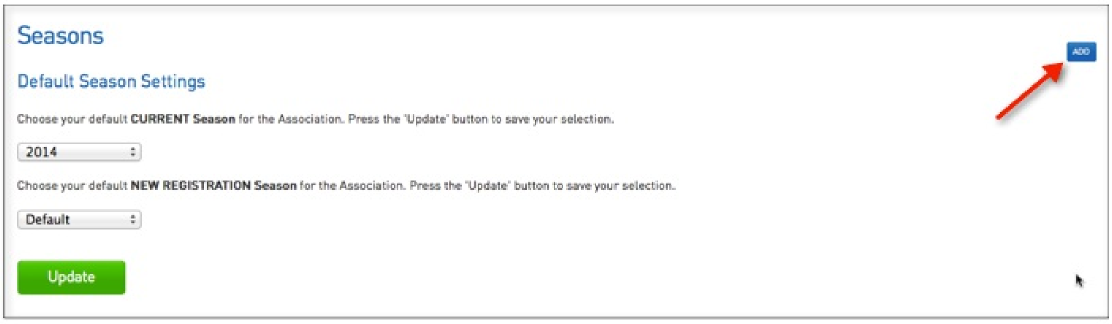


4. You will see a list of all the seasons created by the National Body, the Association, or both (depending on the permissions allowed).



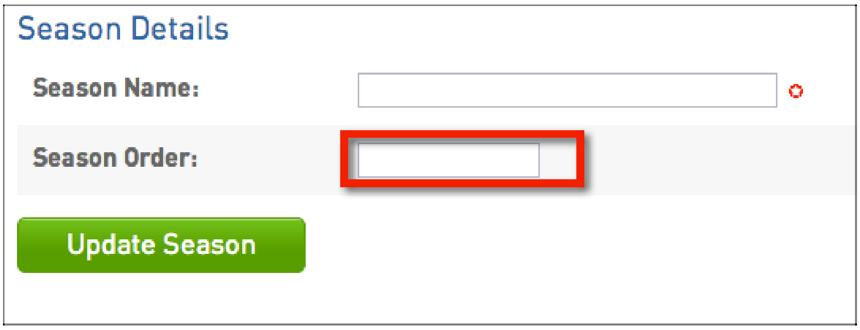
	Season	Date Added	Added By	Archived
	1995	09/09/2008	National Body	No
	1996	09/09/2008	National Body	No
	1997	09/09/2008	National Body	No
	1998	09/09/2008	National Body	No
	1999	09/09/2008	National Body	No
	1999 Summer	08/09/2010	Association	No
	2000	09/09/2008	National Body	No
	2001	09/09/2008	National Body	No
	2002	09/09/2008	National Body	No
	2003	09/09/2008	National Body	No
	2004	09/09/2008	National Body	No
	2005	09/09/2008	National Body	No
	2006	09/09/2008	National Body	No

5. To add a new season, click on Add in the top right corner.

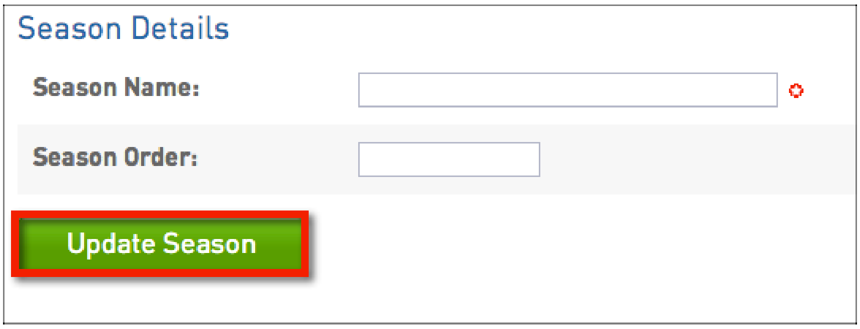


6. Type the name of the season in the 'Season Name' field (compulsory).

7. If you wish, you can set the order that the season appears in the list of seasons by typing a number in the 'Season Order' field.

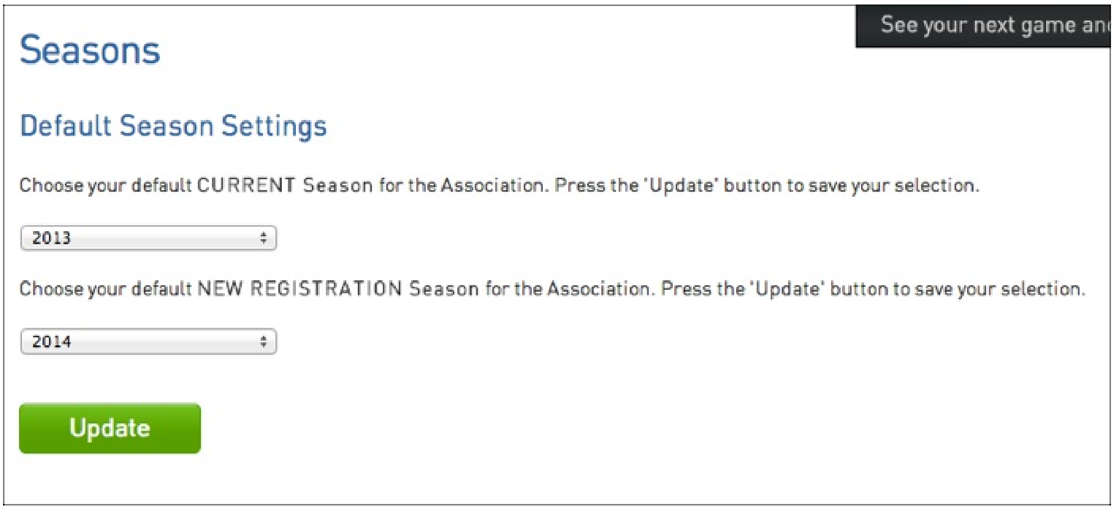


8. Click on Update Season to save the new season. You will be returned to the list of seasons where the newly created season will appear.



Set the 'Current Season' and 'New Registration Season'

1. At the top of the screen you have the option to set a 'Current Season' and 'New Registration Season'. To do so requires at least one season to have already been set up in the database.



- **Current Season**: When viewing members, competitions, teams, etc. throughout the database all filters will be initially set to this default 'Current Season'. You can easily view data for other seasons by changing the filter.
- **New Registration Season**: All new members added/registered to the system are automatically given a 'season record' for the New Registration Season. It is strongly recommended that you set a New Registration Season to assist in your member registration process.

2. Select a season from the drop down lists for the current season and/or the new registration season.

3. Click on Update.

Note: SportsTG **will not change seasons for any clubs.**

Edit Logo

Last Modified on 28/07/2017 1:09 pm AEST

Edit your organisations Logo

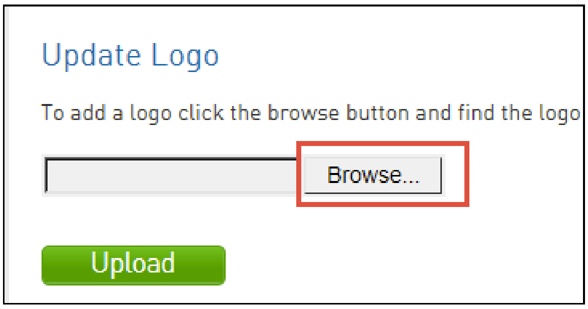
Follow these simple steps to change your organisations logo.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

This is editable at Club and Association level.

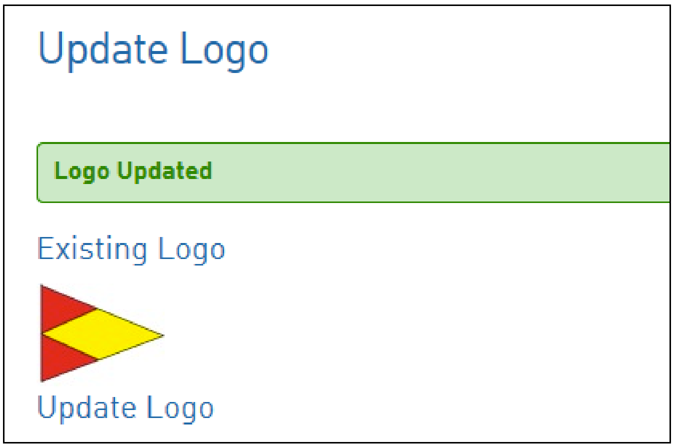
1. From the dashboard page, click 'edit logo'

2. To add a logo click the Browse button and find the logo you wish to upload from your computer.

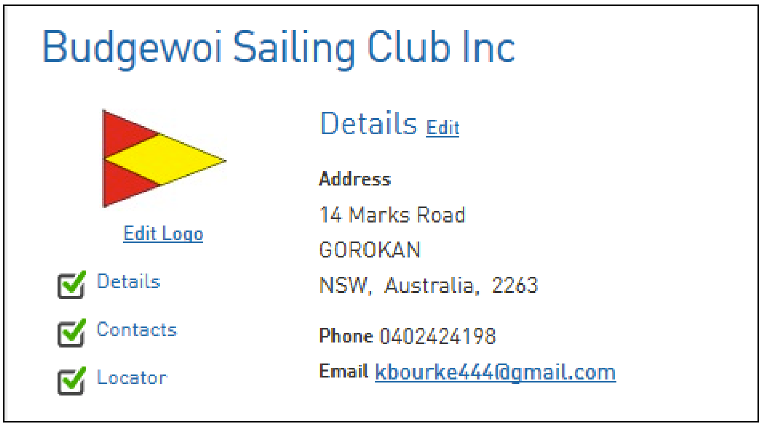


3. When you have selected the file click the "Upload" button.

4. A confirmation will appear that the logo has been updated.



The new logo will now appear on the dashboard page and also on your registration form.



Details

Last Modified on 15/11/2019 5:18 pm AEDT

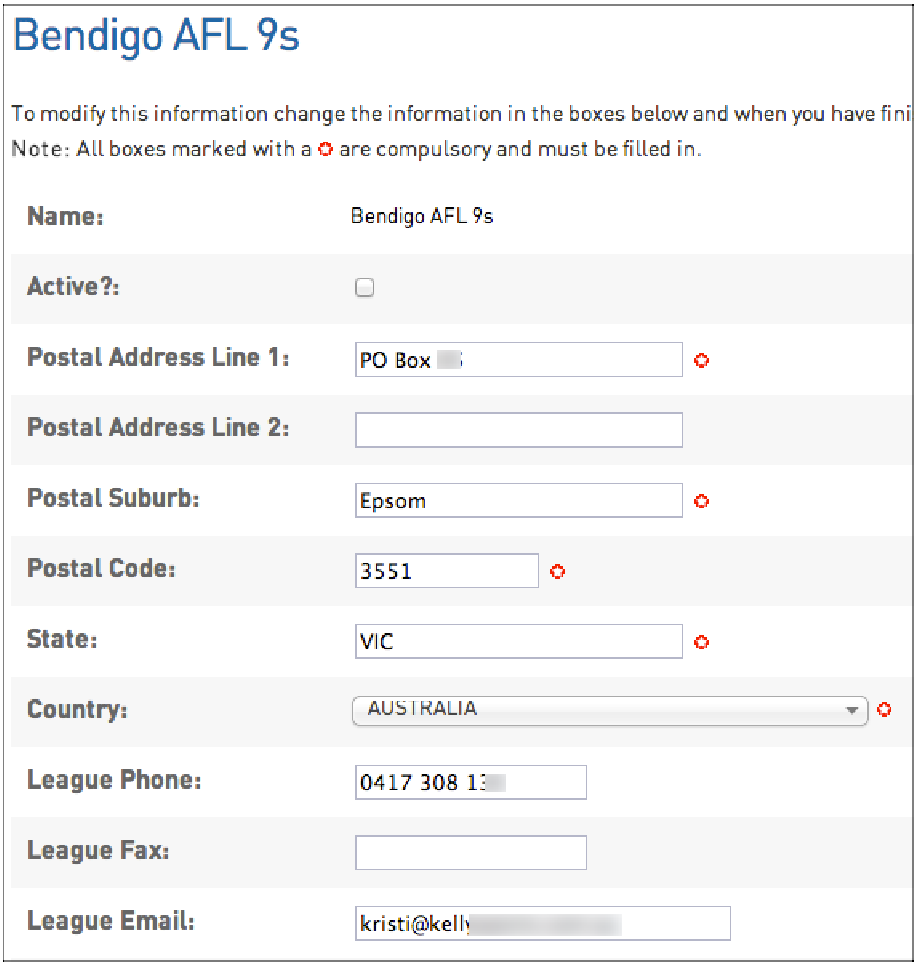
The 'Details' section allows you to store and manage basic contact details and information about a club or association, including postal address, phone number and email. One of the first things you should do when setting up your team, club or association in Membership is to add this information. Keeping club details up to date is particularly useful as it ensures that the levels above (Associations/ state bodies/ national bodies) can effectively communicate with their clubs.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Log into Membership at the club or association level of the database.

2. The 'dashboard' for the association/ club will appear. Click on the Details link or Edit next to the 'Details' heading.

3. The Details screen for the association/ club will open. Enter the information (fields with a red asterisk are compulsory fields).

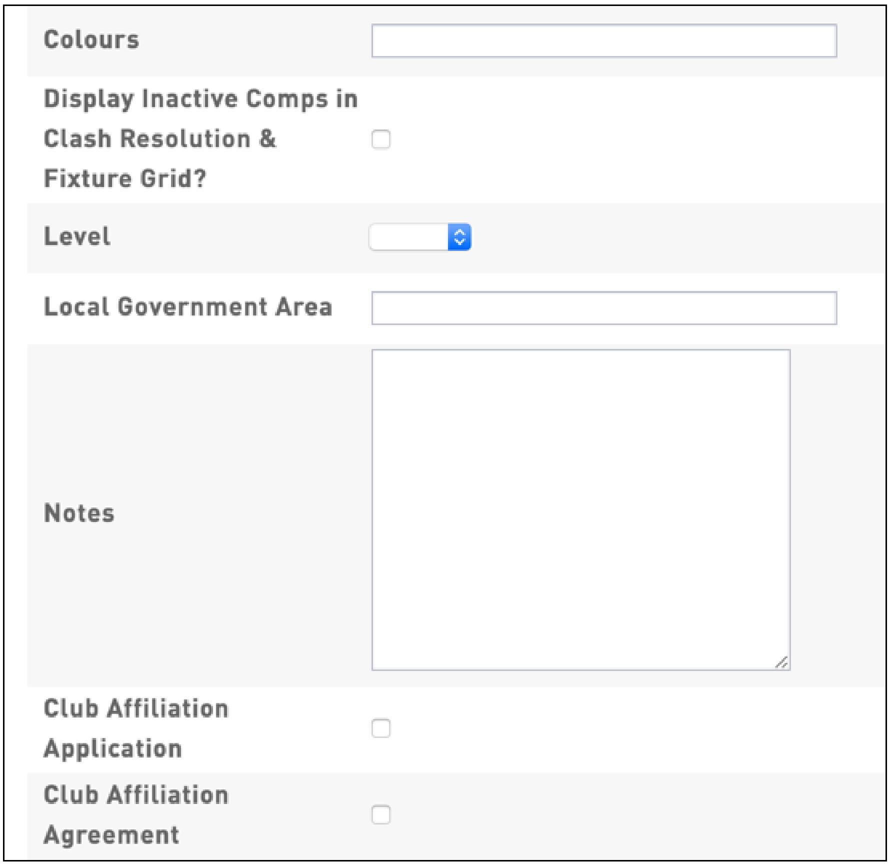


Bendigo AFL 9s

To modify this information change the information in the boxes below and when you have fini

Note: All boxes marked with a are compulsory and must be filled in.

Name:	Bendigo AFL 9s
Active?:	
Postal Address Line 1:	PO Box
Postal Address Line 2:	
Postal Suburb:	Epsom
Postal Code:	3551
State:	VIC
Country:	AUSTRALIA
League Phone:	0417 308 1
League Fax:	
League Email:	kristi@kell

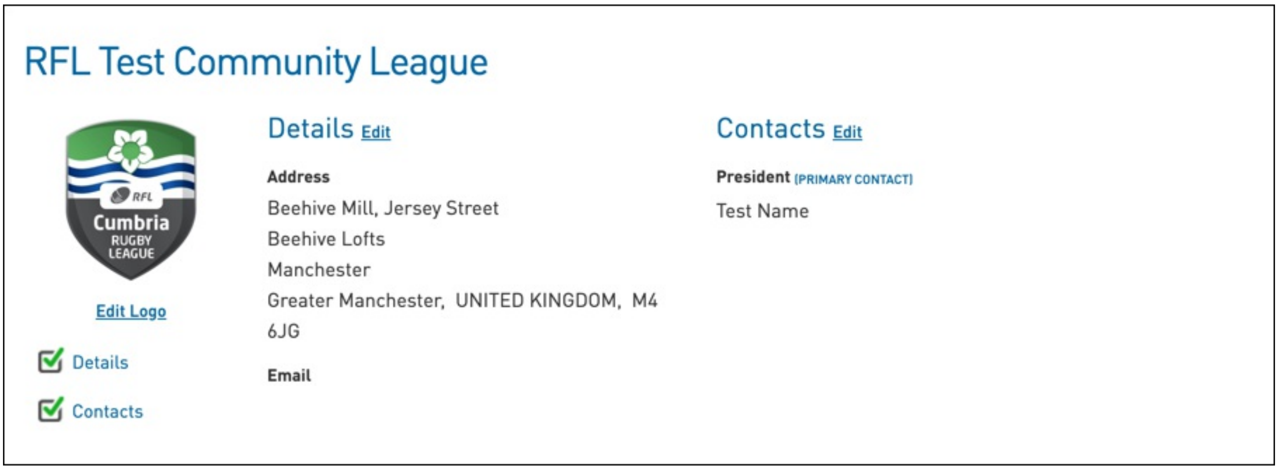


Colours	
Display Inactive Comps in Clash Resolution & Fixture Grid?	
Level	
Local Government Area	
Notes	
Club Affiliation Application	
Club Affiliation Agreement	

4. Click **Update Information** to save the changes.

5. A message will appear confirming that the details have been updated.

6. These details will then appear on the Organisation Dashboard screen



Contacts

Last Modified on 14/11/2019 12:04 pm AEDT

The 'contacts' area of Membership is where you can add details for administrators within an association or club. Adding details of your key administrators will allow you to keep an up-to-date database of contacts, and also assist in important processes such as player registrations, player clearances, and in providing contact details to display in the SportsTG 'locator'.

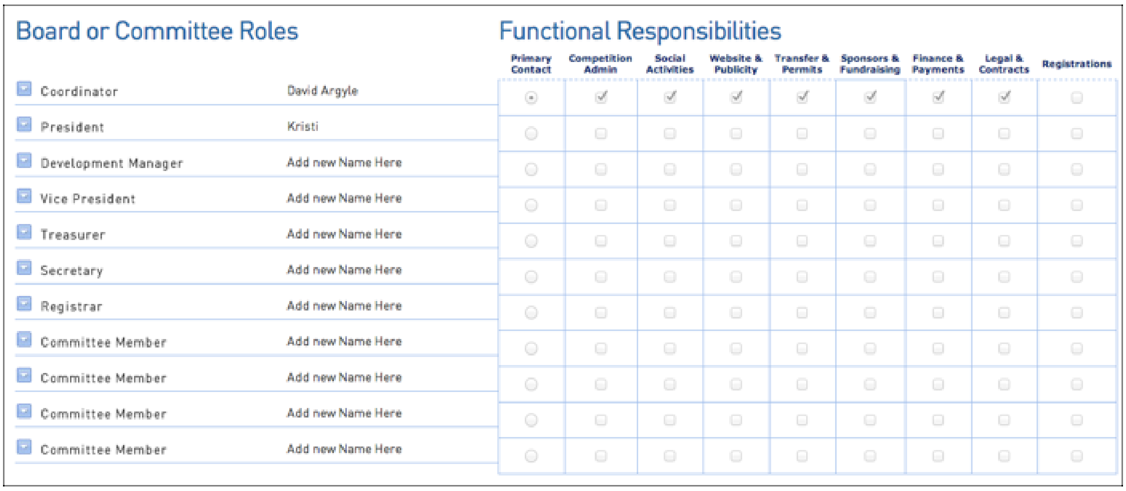
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Log into Membership at the association or club level.

2. The 'dashboard' will appear. Click on Contacts.

Note: A green tick indicates that the Contacts section contains valid information. A grey cross indicates that there is not enough information to appear on a website's Locator module.

3. The 'Contacts' page will appear. On the left is a list of 'Board or Committee Roles' that you are able to populate. On the right is a table of 'Functional Responsibilities' where each board/ committee member's responsibilities can be selected.



Board or Committee Roles / Functional Responsibilities

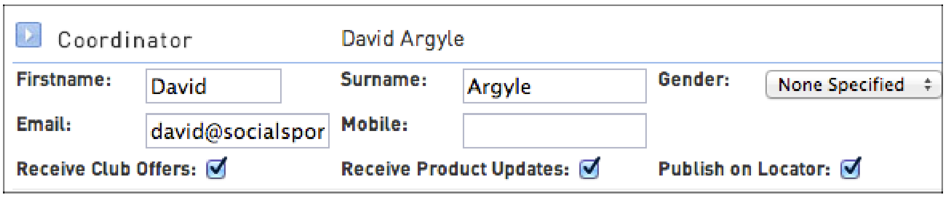
Role	Name	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Transfer & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
Coordinator	David Argyle	●	✓	✓	✓	✓	✓	✓	✓	
President	Kristi									
Development Manager	Add new Name Here									
Vice President	Add new Name Here									
Treasurer	Add new Name Here									
Secretary	Add new Name Here									
Registrar	Add new Name Here									
Committee Member	Add new Name Here									
Committee Member	Add new Name Here									
Committee Member	Add new Name Here									
Committee Member	Add new Name Here									

4. To add details of a Board or Committee member, click on the 'down arrow' next to a Board/ Committee

Role.

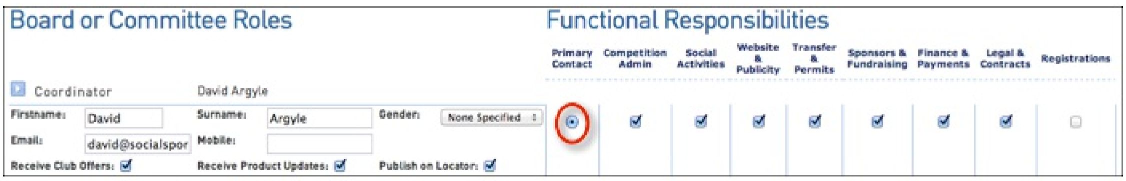
The contact details fields for that role will appear.

5. Enter the member's contact details in the fields provided.



6. Under 'Functional Responsibilities' tick the boxes corresponding to the responsibilities the member has. A member can have multiple responsibilities, and more than one member can share the same responsibilities. Assigning the correct functional responsibilities is important because certain communications are sent from the SportsTG system based on their roles. This currently applies to Clearances & Permits, Finance & Payments and Registrations. For example, if a member is assigned to 'Clearances and Permits' they will be copied in on all emails automatically sent by the system relating to clearances/ permits activity.

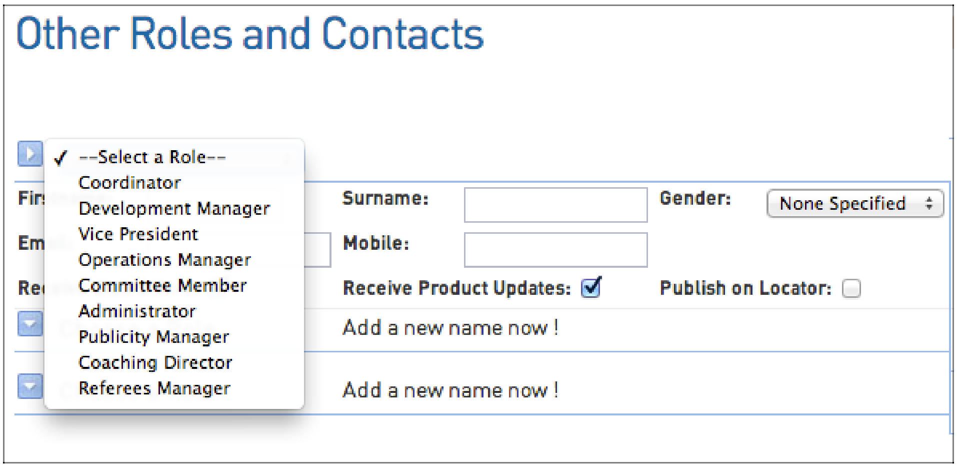
7. One member can be assigned the primary contact by clicking on the 'Primary Contact' radio button. An association/ club's primary contact will appear in the top position on the Locator search results. Additionally, if SportsTG needs to contact someone from the club or association, this will generally be the person we contact.



8. Repeat steps 4 - 7 to add other board/ committee members.

10. Below the 'Board or Committee Roles' is a section for adding 'Other Roles and Contacts'. Add contacts to this section if it is not suitable to add them to the board/ committee roles provided. The only difference to adding a contact here is that a drop-down list is provided for selecting the role held by the member (if you

want another role added to this list, contact your governing body).



Note: If 'Committee Member' is selected for a member within the 'Other Roles and Contacts', they will be added to the above list of 'Board or Committee Roles' once saved.

11.When you have finished adding contacts, click on Save.

Locator

Last Modified on 28/07/2017 2:57 pm AEST

The Locator module allows clubs and associations to store venue location information which in turn can power a club / association 'locator' on a website, enabling website visitors to search for their nearest club/ association and obtain their contact details. Click here for an example of a live club locator - go to the 'Where Can I Play' search function on the right.

To update the Locator module:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Log into Membership at the club or association level of the database

2. Click on **Locator** from the dashboard.

Note: A green tick indicates that the Locator section contains valid information. A grey cross indicates that there is not enough information to appear on a website's Locator module.

3. The Locator page is broken into three sections:

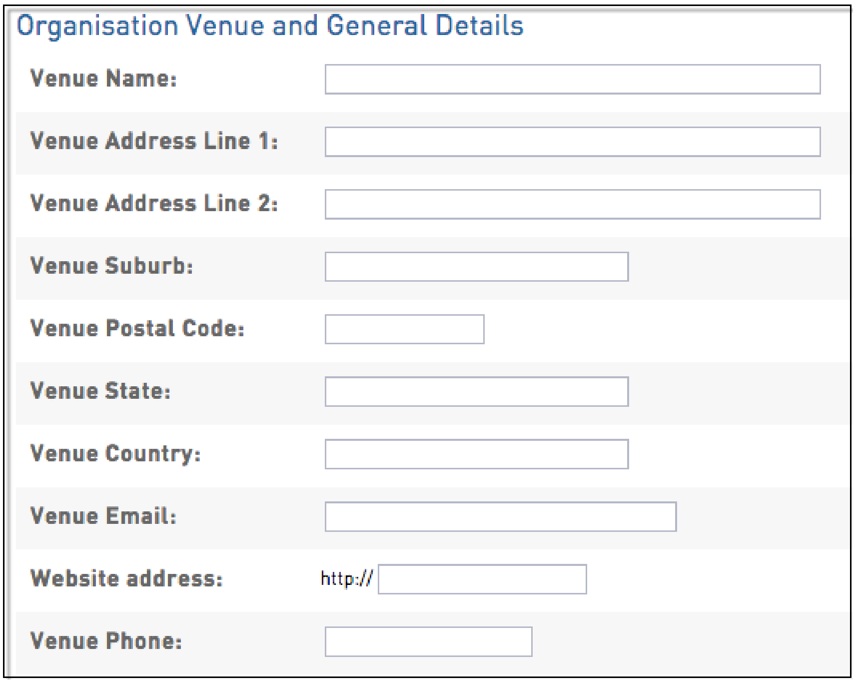
a. Playing Venue and General Details

b. Active Days and Times

c. Location Details

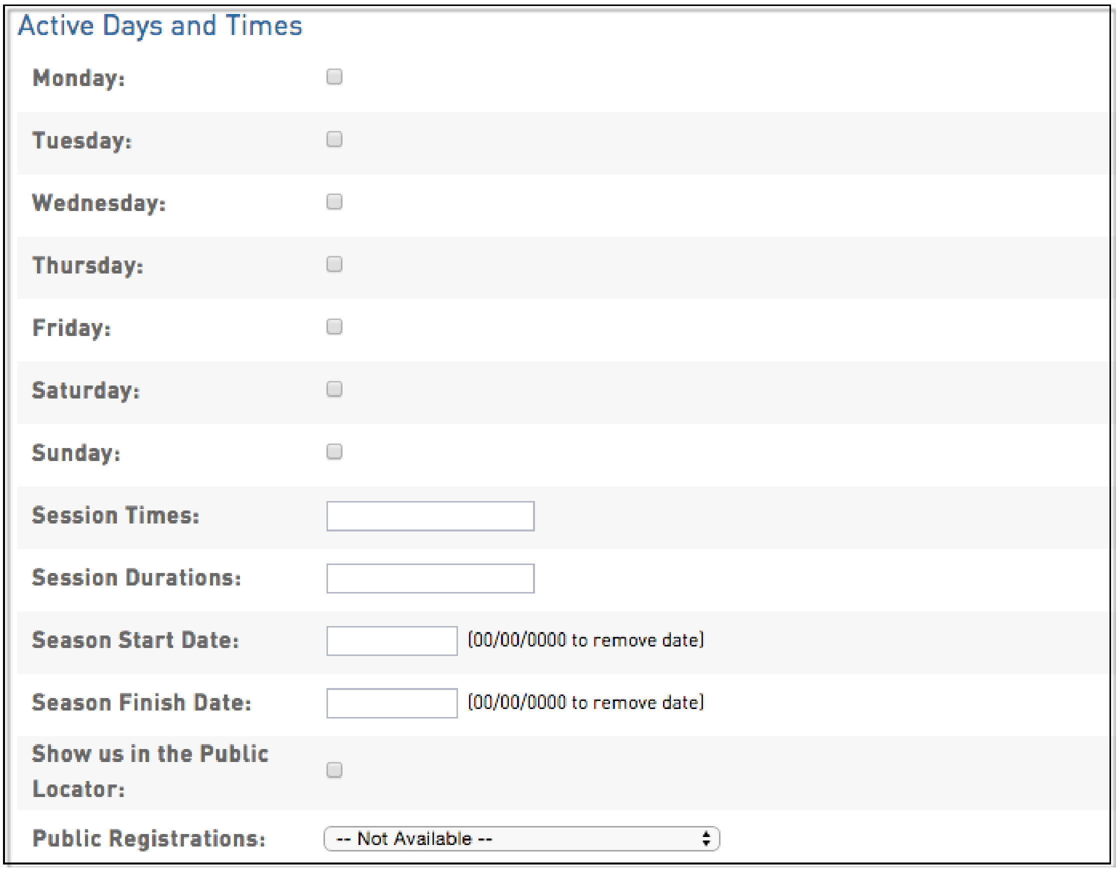
4. Under 'Playing Venue and General Details', enter the:

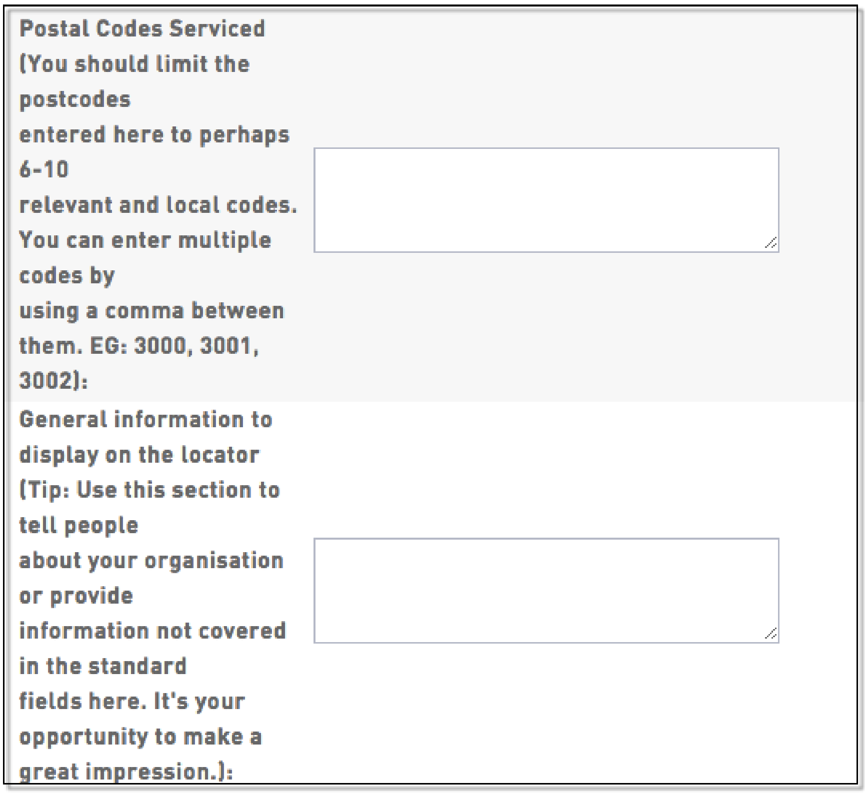
- Venue Name
- Venue Address
- Venue Email
- Venue Website
- Venue Phone



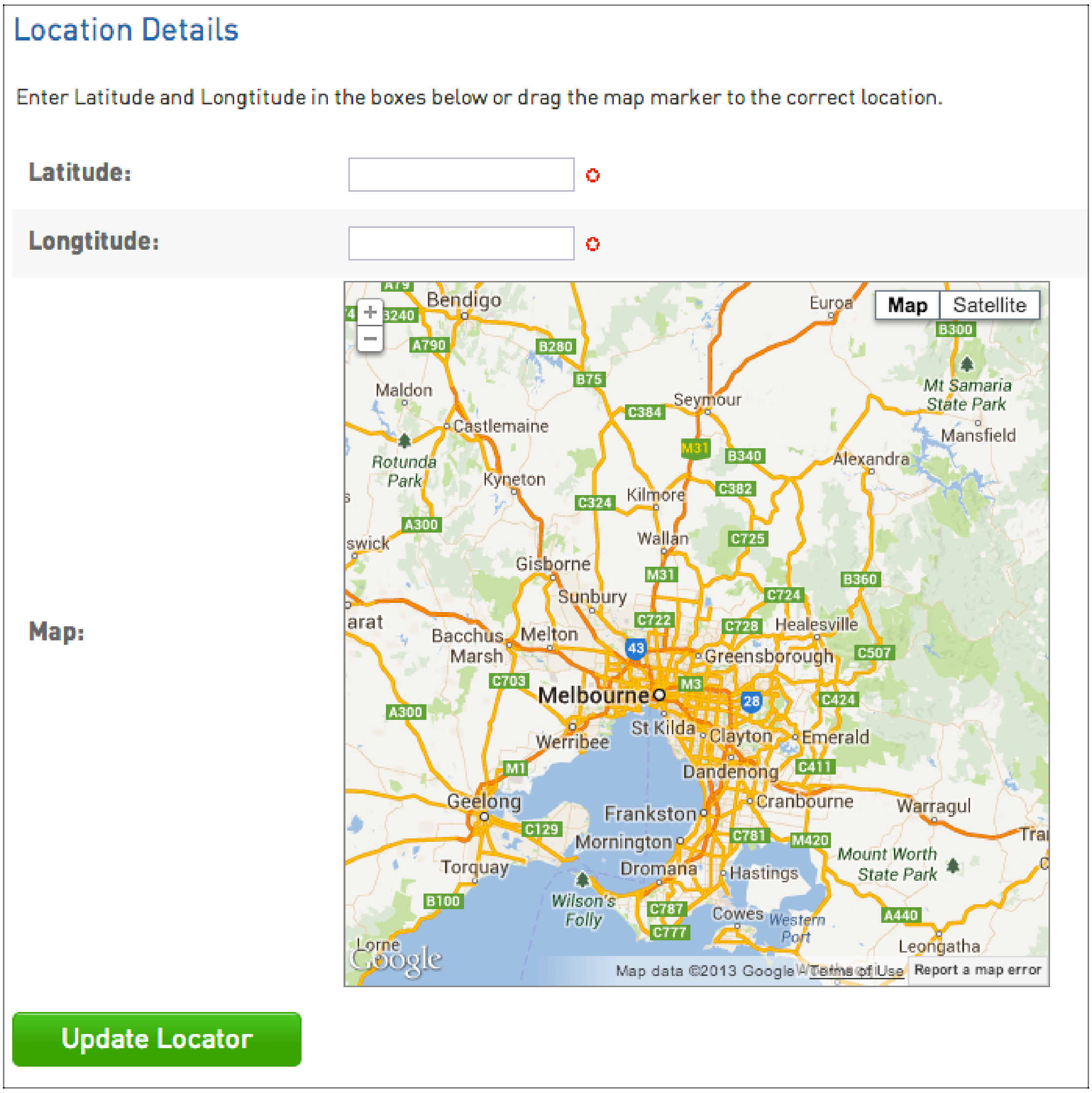
5. Under 'Active Days and Times':

- Select the days of the week that the club has access to/ uses the venue
- Enter details of the session times and durations
- Enter the season start and end date
- Select the 'Show us in the Public Locator' check box if you want your club's details to show in your association's Club Locator / or governing body's Association Locator
- Enter the postal codes relevant to your club , separated by a comma (e.g. 3000, 3001, 3002). This will ensure your club shows in the search results when someone searches for a particular postcode.
- Enter any other general information (eg. 'New players welcome')





6. Under 'Location Details', the map will automatically adjust depending on the venue address you have entered. If you need to adjust the location, click on the red marker and drag and drop it into the correct location on the map.



7. Click on **Update Locator.**

Note: An association and/or governing body must set up a 'Locator' on their website in order to make use of the above 'locator' information.

Process Log

Last Modified on 21/10/2015 10:44 am AEDT

The Process Log displays details of all database 'processes' conducted in the system for an association (eg. Player Stats Rebuild, Ladder Rebuild, Publish to Web).

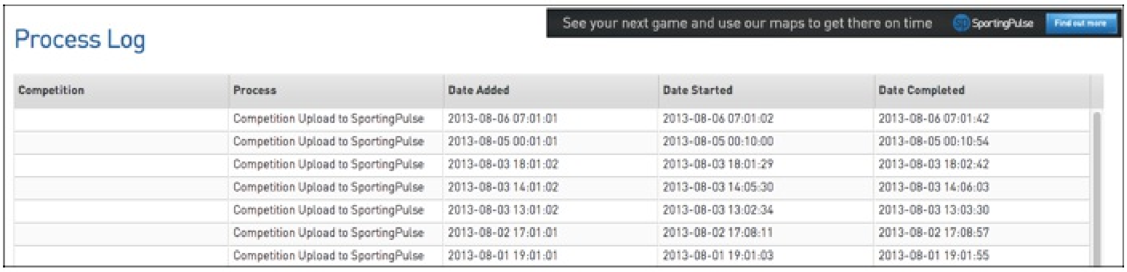
The Process Log lists the following details:

- The competition
- The process undertaken
- The date and time the process was added, started and completed

To view the Process Log:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

From the Association level of the Membership database, click on the Configuration icon and select Process Log.



Competition	Process	Date Added	Date Started	Date Completed
	Competition Upload to SportingPulse	2013-08-06 07:01:01	2013-08-06 07:01:02	2013-08-06 07:01:42
	Competition Upload to SportingPulse	2013-08-05 00:01:01	2013-08-05 00:10:00	2013-08-05 00:10:54
	Competition Upload to SportingPulse	2013-08-03 18:01:02	2013-08-03 18:01:29	2013-08-03 18:02:42
	Competition Upload to SportingPulse	2013-08-03 14:01:02	2013-08-03 14:05:30	2013-08-03 14:06:03
	Competition Upload to SportingPulse	2013-08-03 13:01:02	2013-08-03 13:02:34	2013-08-03 13:03:30
	Competition Upload to SportingPulse	2013-08-02 17:01:01	2013-08-02 17:08:11	2013-08-02 17:08:57
	Competition Upload to SportingPulse	2013-08-01 19:01:01	2013-08-01 19:01:03	2013-08-01 19:01:55

Add and Edit Members

Last Modified on 24/06/2020 9:09 am AEST

If you are accessing Membership at the association level or above, it is recommended that you navigate down to the club or team level of the database to add new member records. By adding a member directly to a club or team, it then allows you to assign the member to matches and record scores and statistics for the player. This enables you to keep track of the player's career history - number of games played, career statistics, etc.

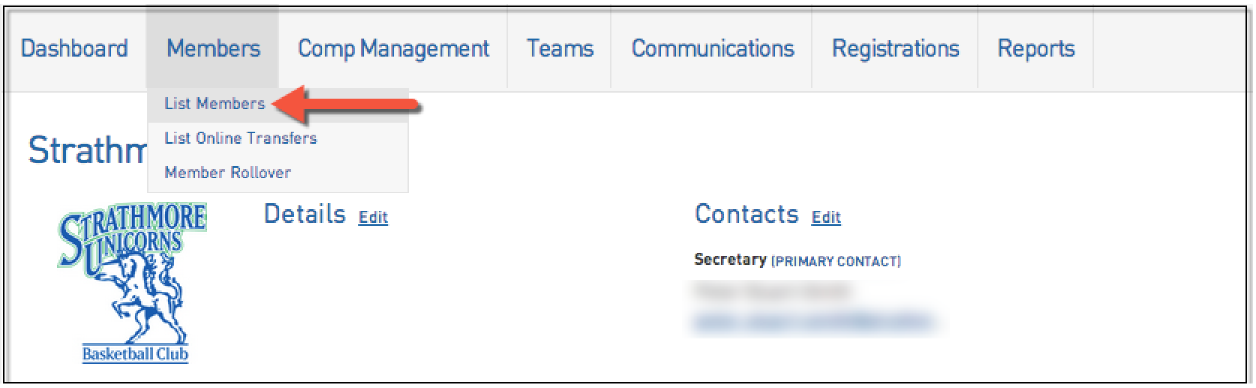
Add a New Member

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

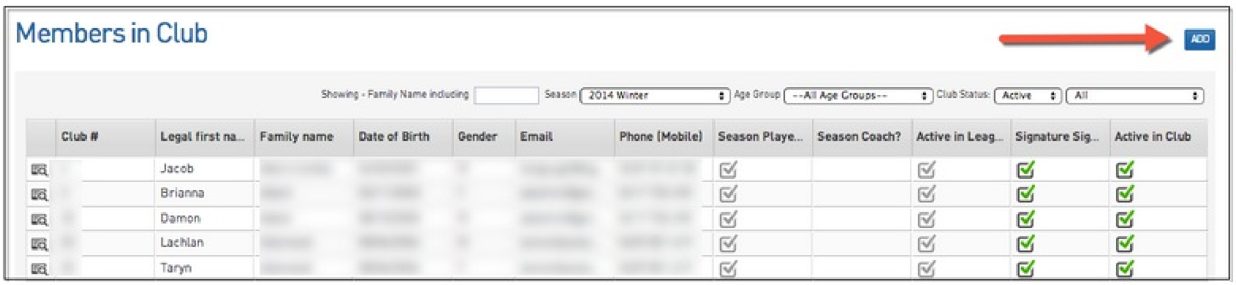
Please note: this is unavailable for AFL.

1. Navigate to the club (or team) that the player belongs to.

2. From the club or team-level menu, click on **Members** and from the drop down menu select **List Members**.



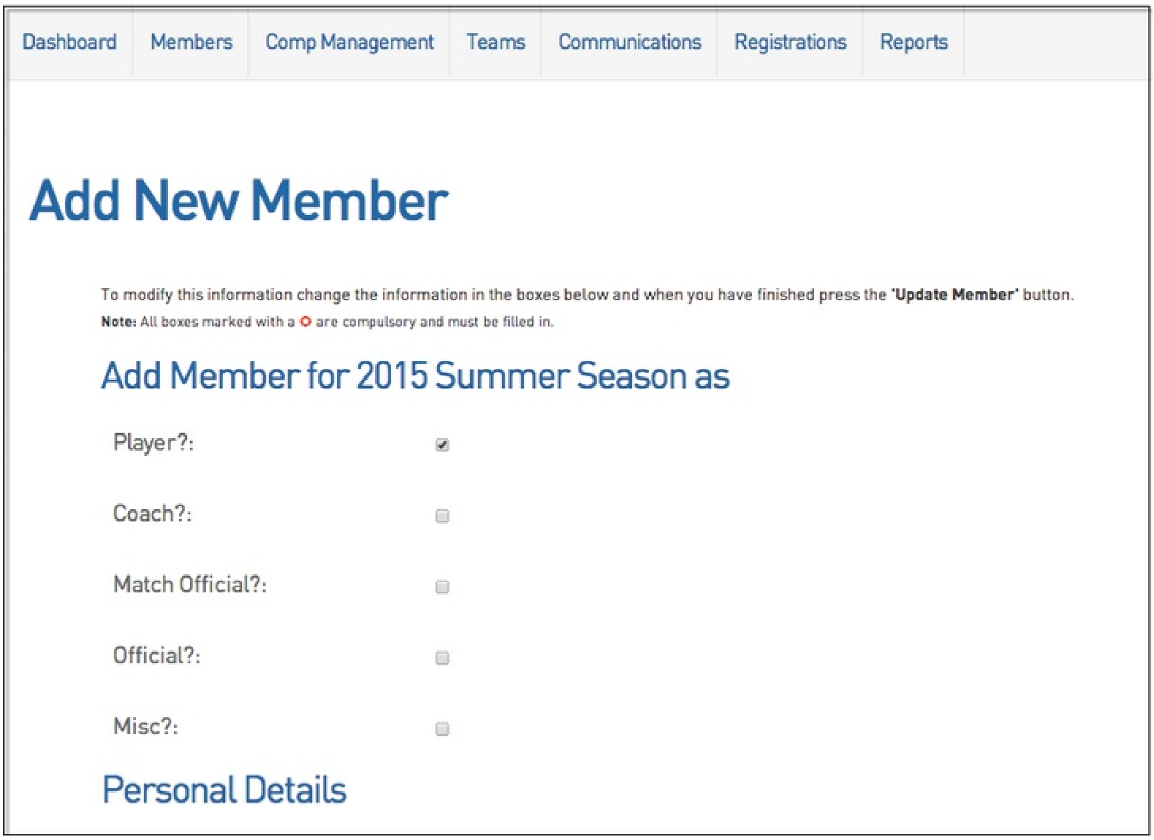
3. The list of members that belong to that club (or team) will appear. Click on the Add button in the top right hand corner of the Member List.



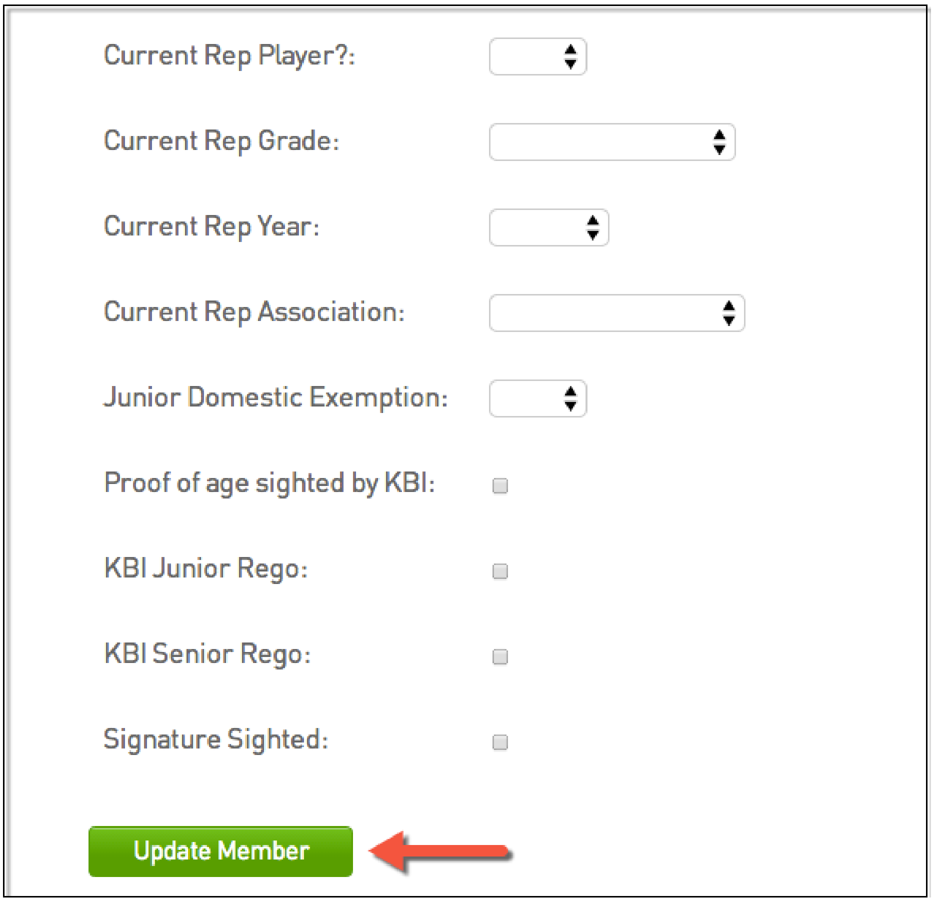
NOTE: if you cannot see an **ADD** button:

- If you are a **club or team** it means that your league has restricted admins from being able to added manually and actually need to register via a form - please contact your league directly to work out the best way to add members manually.
- If you are a **league**, it means that your sport has restricted leagues and clubs to add members manually and wants them to use a registration form instead. If you need to add members manually please discuss this with your state or national body.

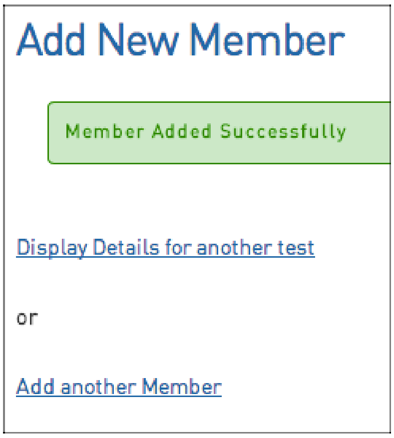
4. A blank form will open for creating a new member record. Enter the details in the fields provided, and ensure that all fields marked with a red asterisk are completed, as these are compulsory fields. The member fields and field settings are determined by the association via Configuration > Field Settings.



5. Click on Update Member.



6. A message will appear, confirming that the member has been successfully added to the database. From here you can click on one of the links provided to either 'Display details for the member' or 'Add another Member'.



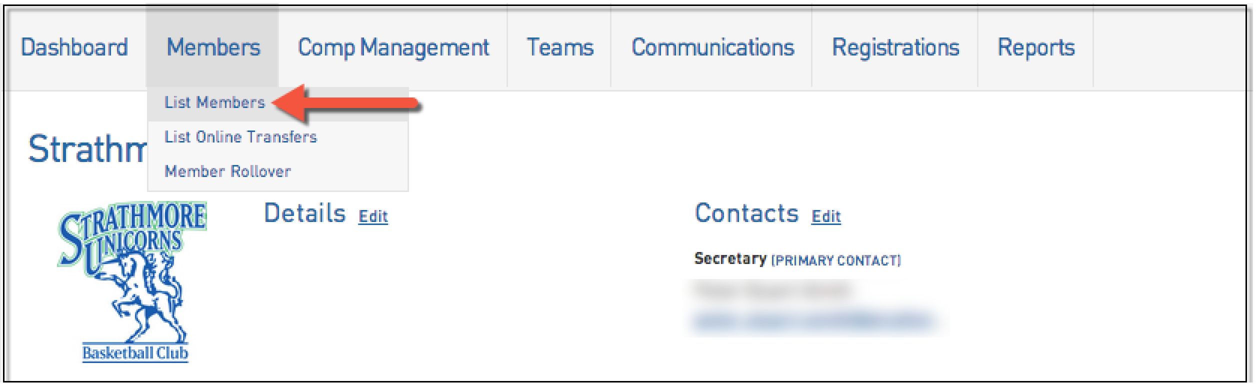
Note: Member records cannot be deleted. Member records can however be made 'inactive'. Click here for instructions on how to change a member's status to inactive.

Edit a Member’s Details

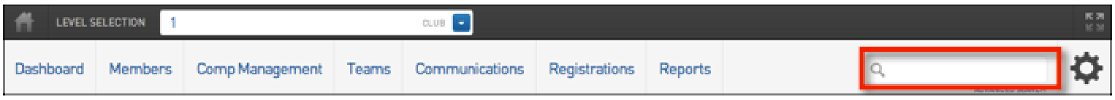
Member records can be edited, so long as the association has set the field to 'editable' in the Field Settings.

To edit a member record:

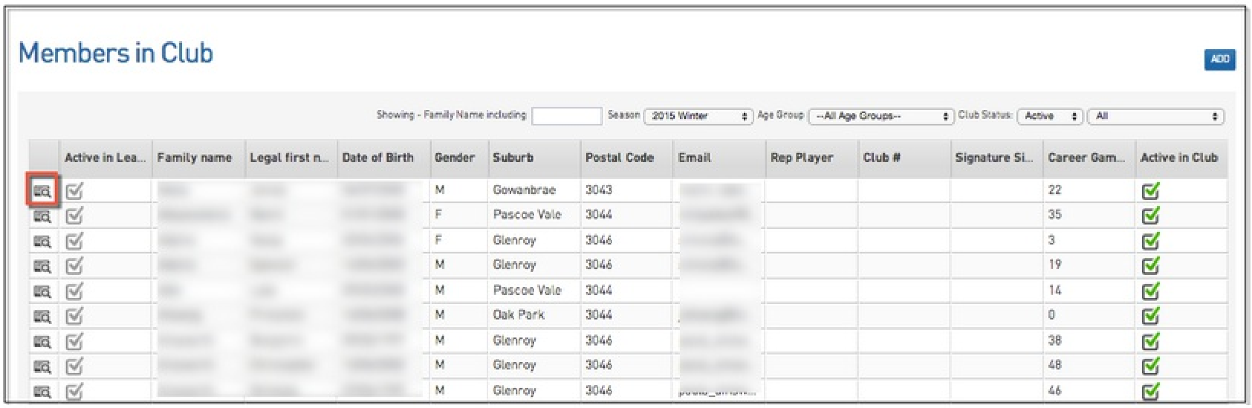
1. Click on **Members** in the menu and select **List Members**.



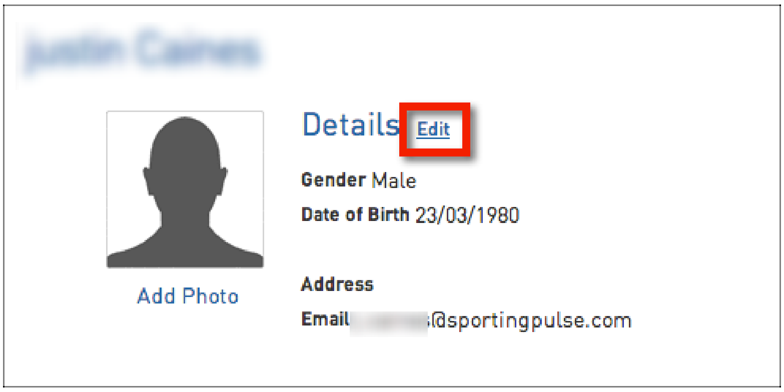
2. Locate the member record that you want to edit (you can use the search box or 'Advanced Search' options to quickly locate a specific member record).



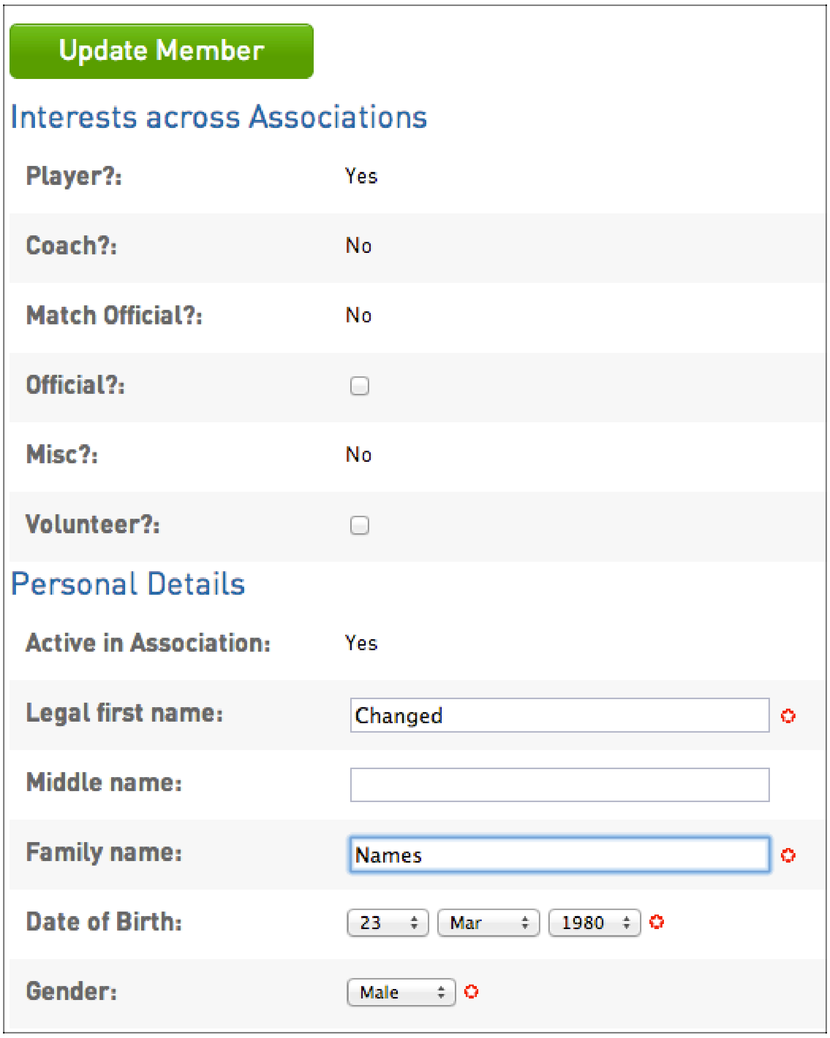
3. Click on the View Record button next to the name of the member you want to change/update details for.



4. The member's record will open. Click on **Edit**.



5. Enter the new information into the fields, or change any existing information, and click on Update Member.



Refunding/Cancelling Payments

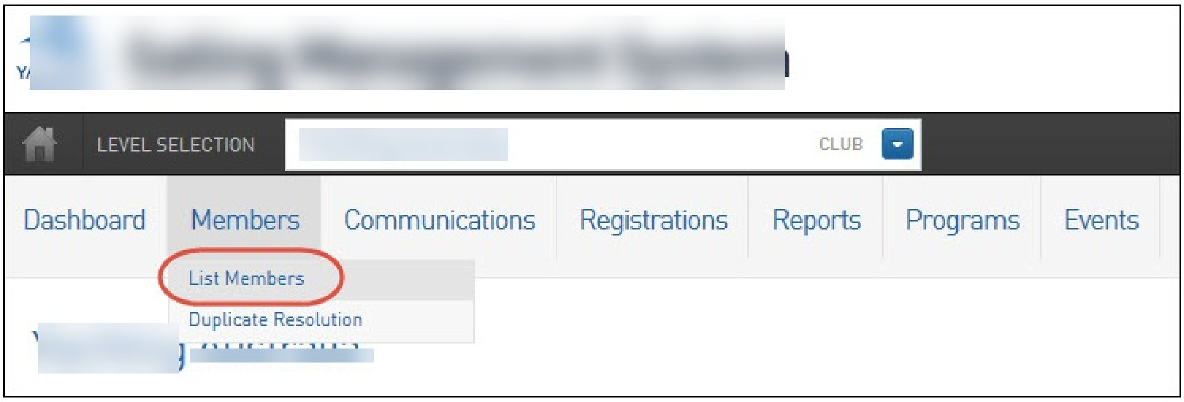
Last Modified on 05/12/2018 8:48 am AEDT

Refunding/Cancelling transactions

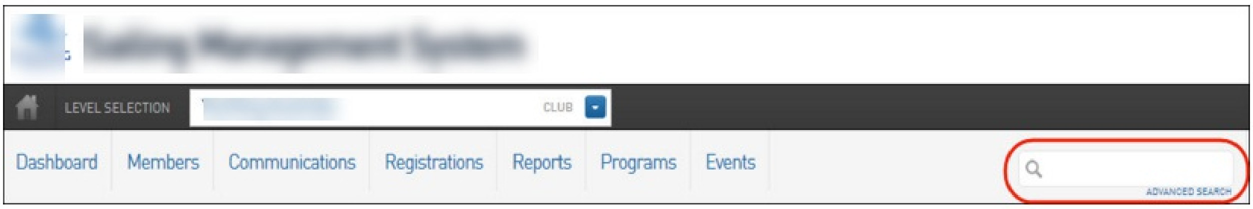
Please note: Refunds cannot be processed through the system. You will have to arrange refunds outside of the SportsTG system and notify users of your refund policy via your terms and conditions.

Once the refund has been processed according to your club's or association's refund policy you can change the transaction status from paid to cancelled in the system by completing the following steps:

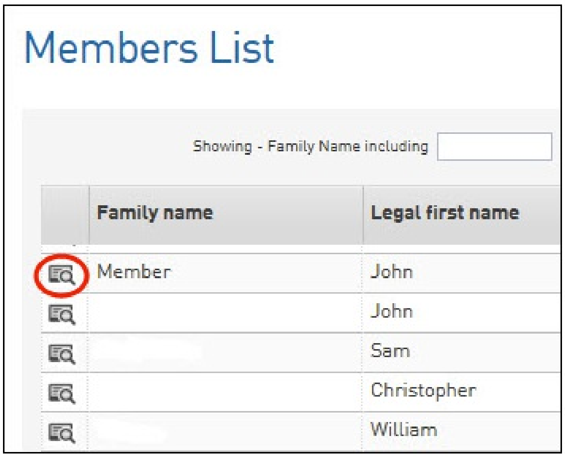
1. Click on Members in the header menu and from the drop down select List Members.



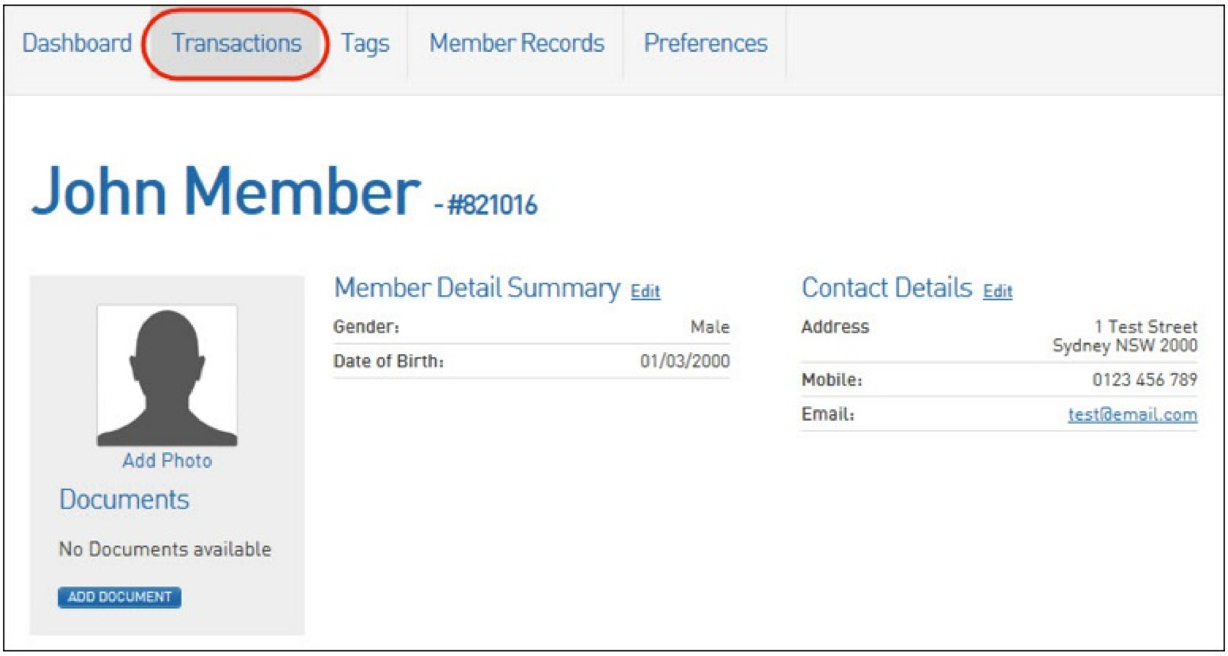
You may also use the Search functionality to quickly locate a specific member record.



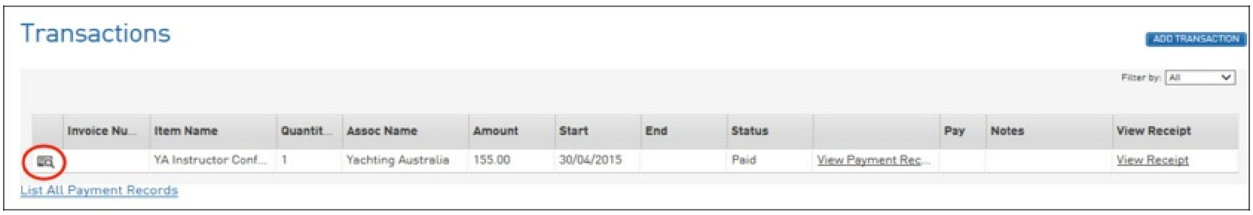
2. Locate the member record that you wish to edit in the member list. Click the View Record button next to the name of the member record you wish to update



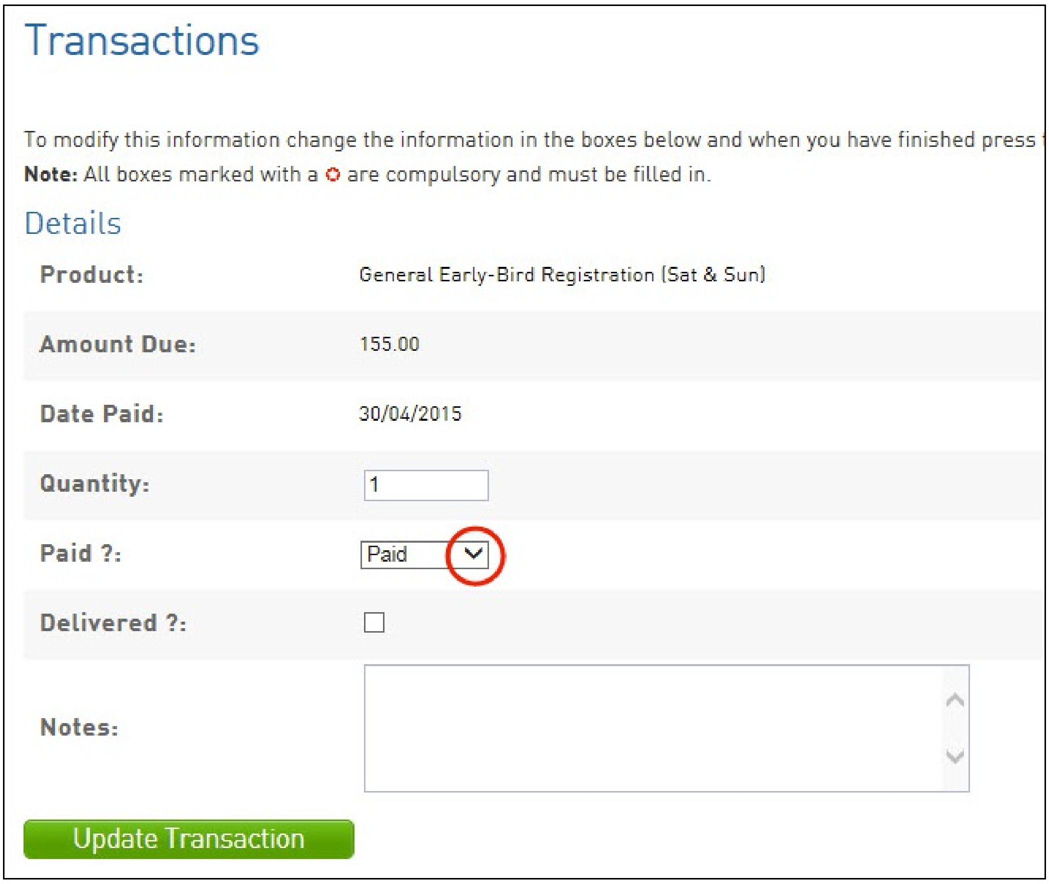
3. The member record will open. Click on Transactions.



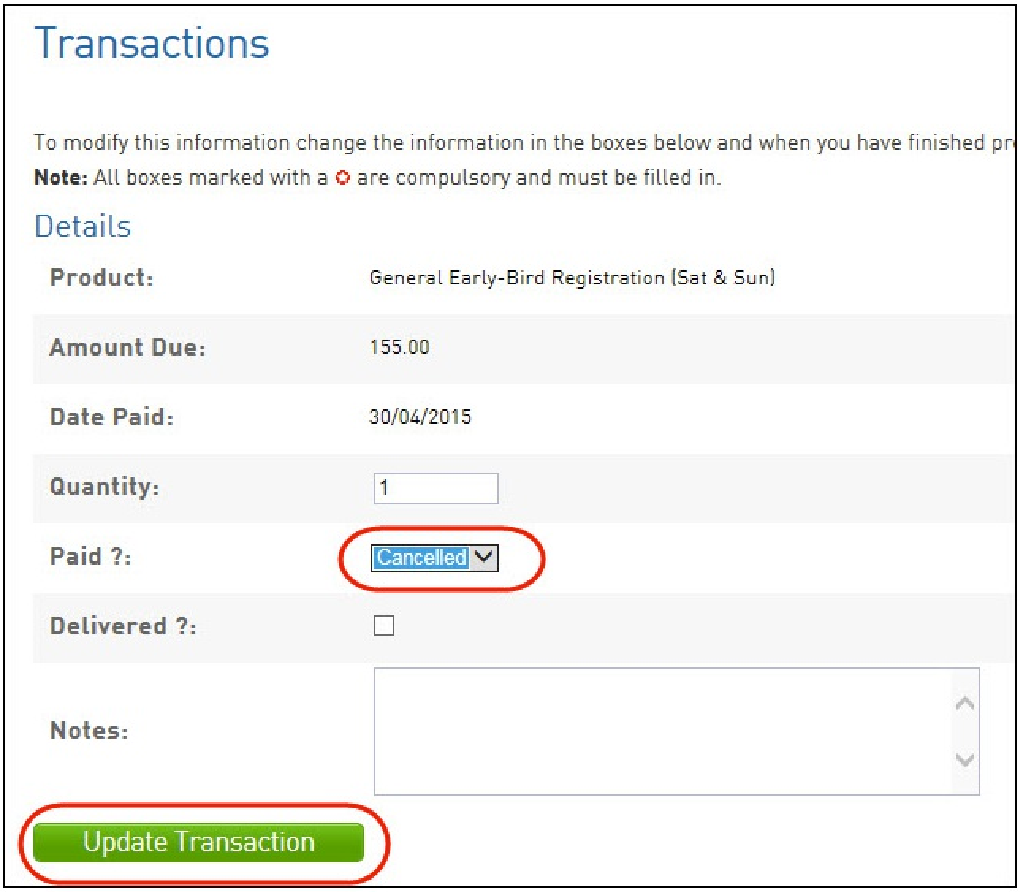
4. The member's 'Transactions' page will appear, showing their transaction history. Click on the View Record button next to the transaction you wish to modify.



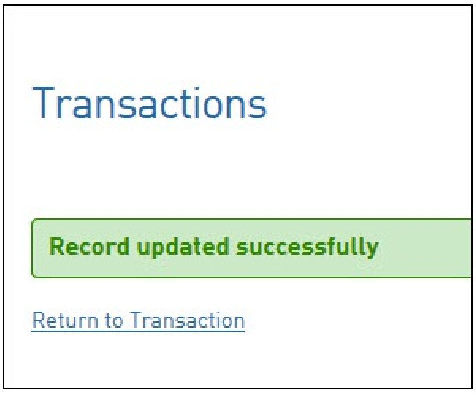
5. The transaction record will open. Click on the arrow next to the transaction status to open the drop down menu.



6. In the drop down menu select Cancelled and click on Update Transaction.



7. A message will appear, confirming that the transaction has been updated successfully.



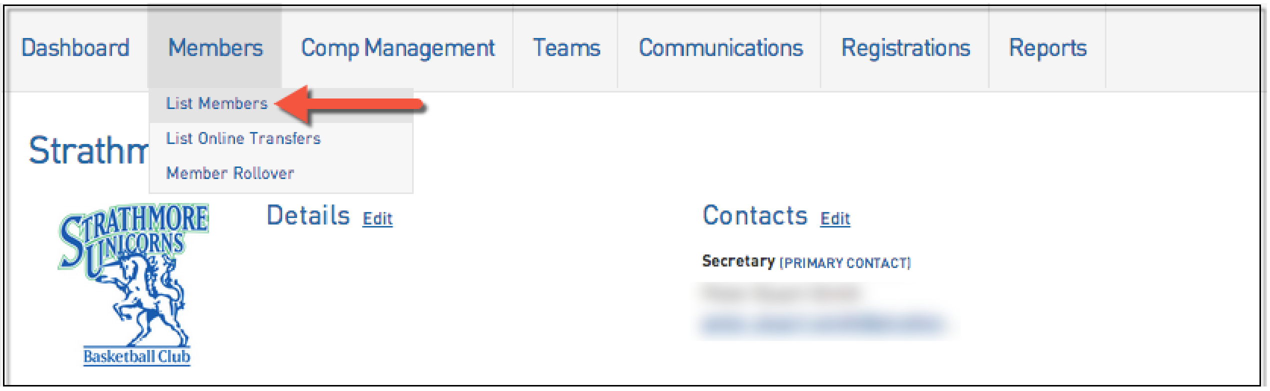
View an Individual Member Record

Last Modified on 15/06/2016 3:32 pm AEST

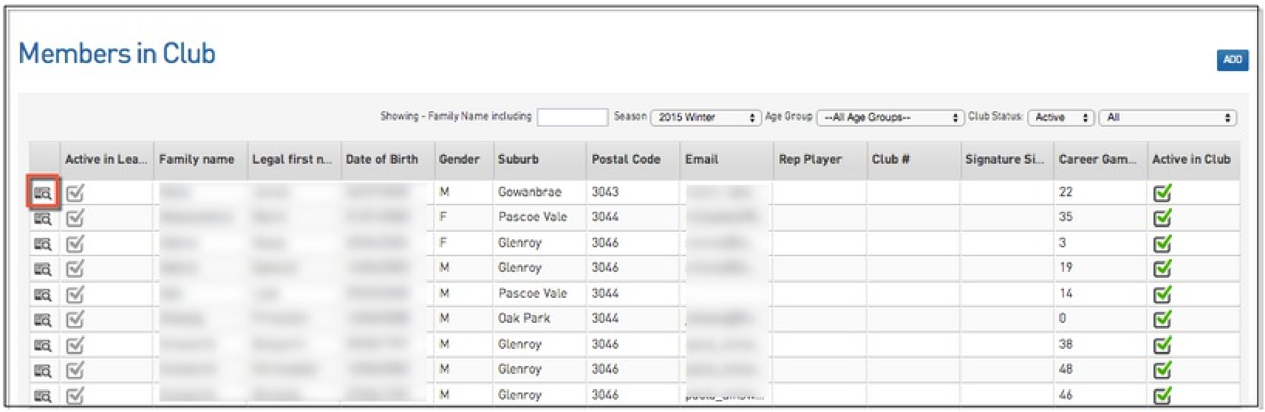
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

To view and individual record, please follow these simple steps.

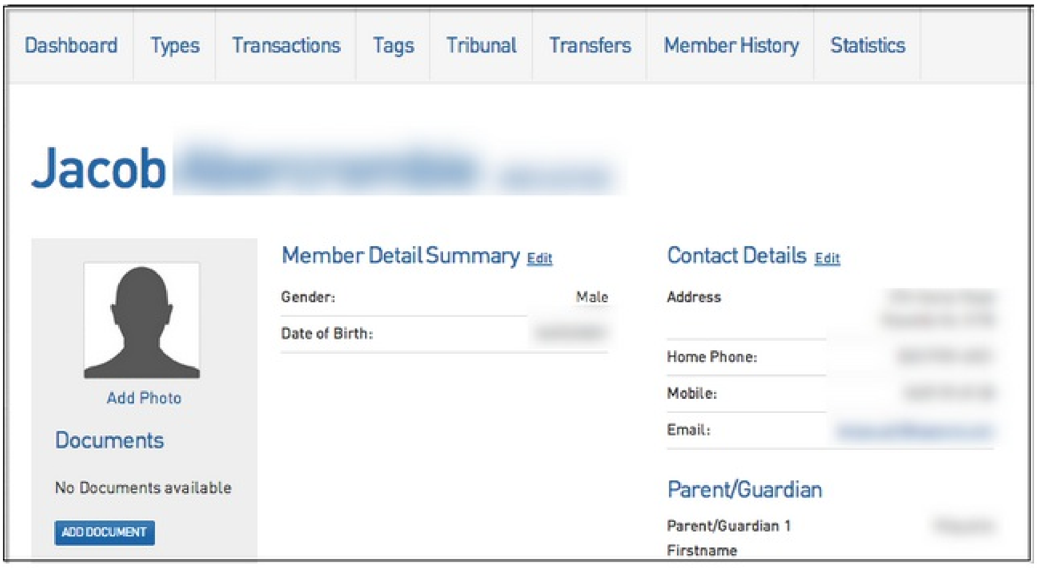
1. Hover of Members and click 'List Members' from the top menu in your dashboard.



2. Click the magnifying glass next to the member you wish you view.



3. You should be able to see the individual's information.


Dashboard
Types
Transactions
Tags
Tribunal
Transfers
Member History
Statistics
Jacob
Member Detail Summary Edit
Gender: Male
Date of Birth:
Contact Details Edit
Address
Home Phone:
Mobile:
Email:
Add Photo
Documents
No Documents available
ADD DOCUMENT
Parent/Guardian
Parent/Guardian 1
Firstname

Change a Member's Status (Active/Inactive)

Last Modified on 21/10/2015 9:56 am AEDT

Marking members as active or inactive is a helpful way to best manage your member data. Because member records cannot be deleted, changing their status is a good way to 'filter' inactive members out of your main list of active members, while keeping their record in your historical data for future reference.

A member's status can be edited in two ways - (1) from the Member List, or (2) by editing a member's individual record.

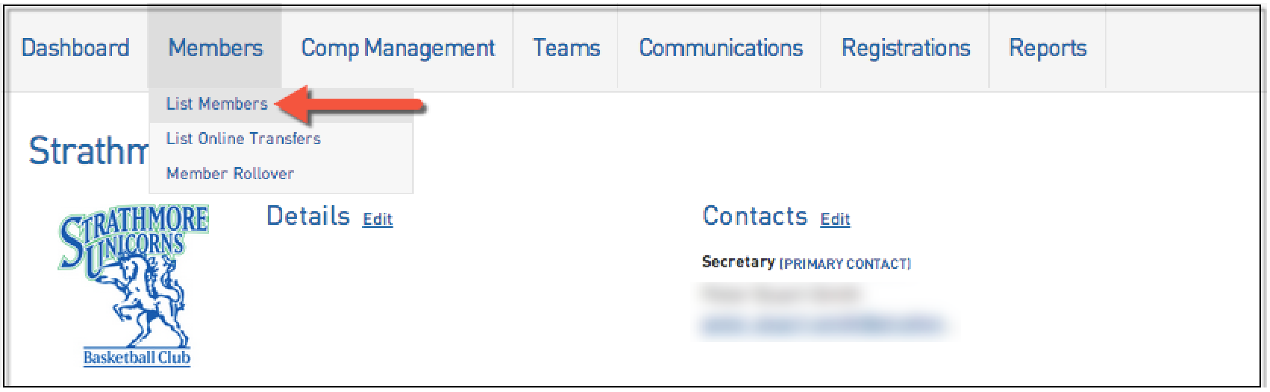
From the Member List

To edit a member's status from the association level:

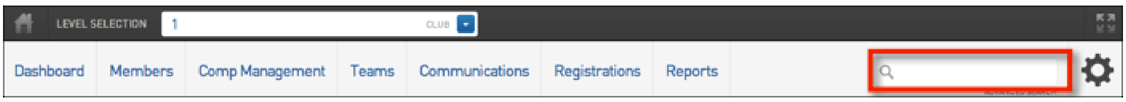
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Log into your association Membership database

2. Click on Members and from the drop down menu select List Members.



3. The Member List will appear. Use the 'Status' filter to select whether you want to view active members, inactive members, or all members (active and inactive).



4. The list will be filtered according to your selection. The 'Active in Association' column is where you can change members' active/ inactive status.

Members with a green tick in their 'Active in Association' field are active. Members without a green tick are inactive.

5. To change an active member's status to inactive, click in their ticked 'Active in Association' field. The green tick will change to a small tick, meaning the member's status is now editable.

6. Click on it again to remove the tick and make the member inactive.

7. Now click elsewhere on the Member List (ie. on another field) for the change to be be saved. It is important to do this or else the change to the member's status will not be saved.

8. To change an inactive member's status to active, click in their empty 'Active in Association' field. A small green tick will appear, indicating that the member is now active.

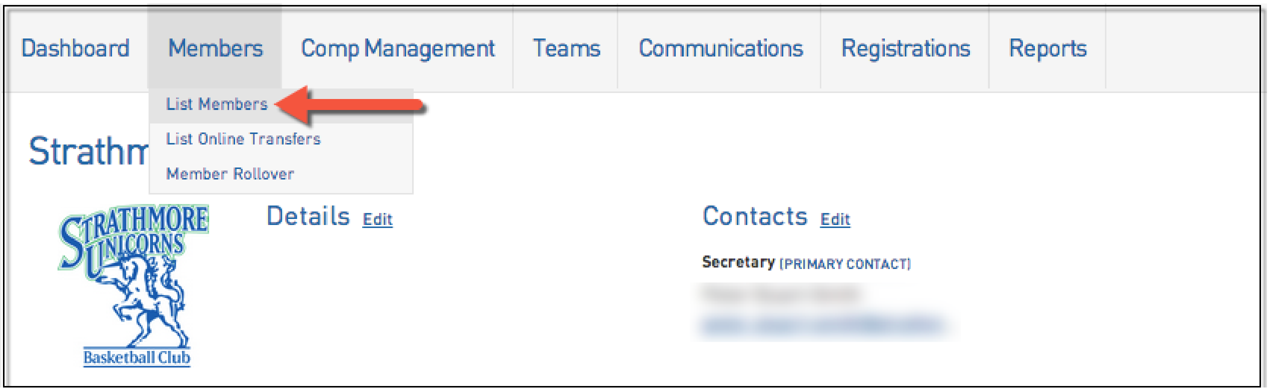
9. Now click elsewhere on the Member List (ie. on another field) for the change to be be saved. The tick will change to a large tick as per the others.

To edit a member's status from the club level:

Note: A club's ability to edit their members' active/ inactive status depends upon the Permissions (for 'Active in Club') and Field Configuration (for 'Active in Association') that have been set by the association. These settings will determine whether or not you are able to edit your members' status.

1. Log into your club Membership database

2. Click on Members and from the drop-down menu select List Members.



3. The list of members will appear. Use the 'Status' filter to select whether you want to view active members, inactive members, or all members (active and inactive).

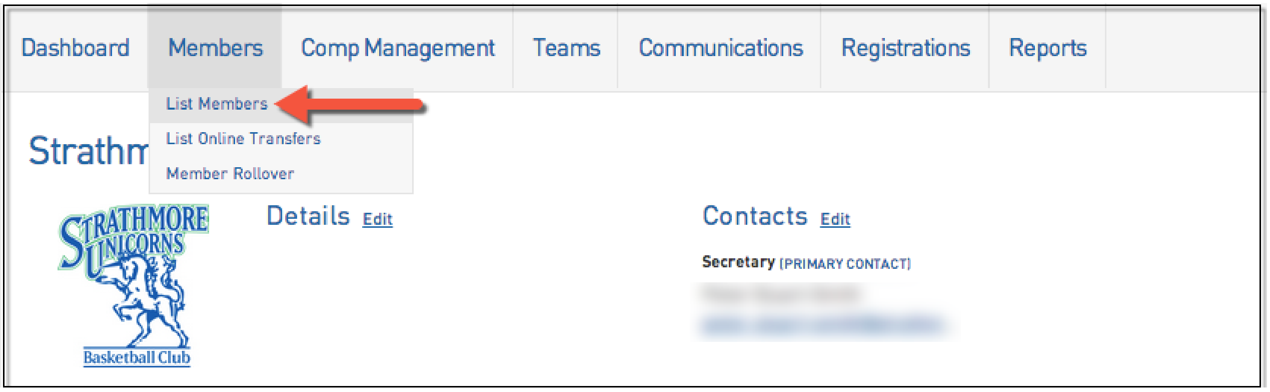
4. The list will be filtered according to your selection. At the club level you will see two 'status' columns - 'Active in Association' and 'Active in Club'. Members with a tick in their 'Active in Association' field are active. Members without a tick are inactive. Follow steps 5 - 9 above under the instructions for 'From the Association Level' to change members' status.

Note: A club's ability to edit their members' active/ inactive status depends upon the Permissions (for 'Active in Club') and Field Configuration (for 'Active in Association') that have been set by the association. These settings will determine whether or not you are able to edit your members' status. More than likely, the association will not allow clubs to edit the 'Active in Association' status, but will allow clubs to edit the 'Active in Club' status. If the active status column is grey, it is read-only and you cannot edit this member status. If the active status column has green ticks, it is editable.

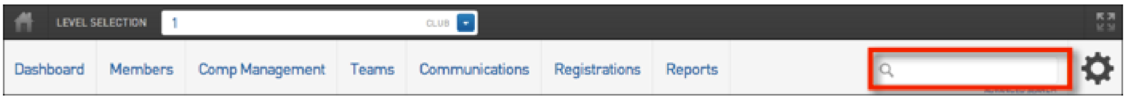
From a Member Record

A member's 'Active in Association' status can also be changed by editing the individual member record. As explained above, whether clubs have permission to do this depends on the field settings as determined by the association.

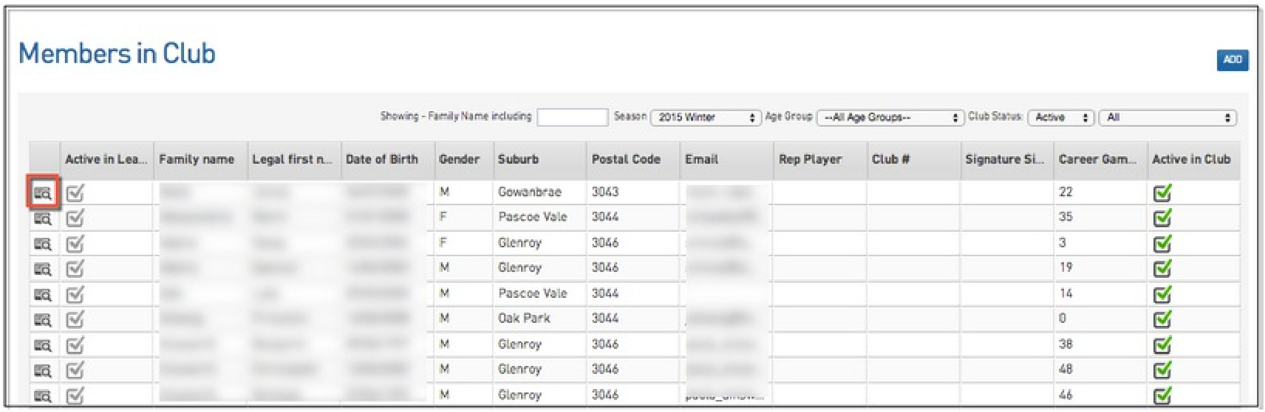
1. Click on Members in the menu and select List Members.



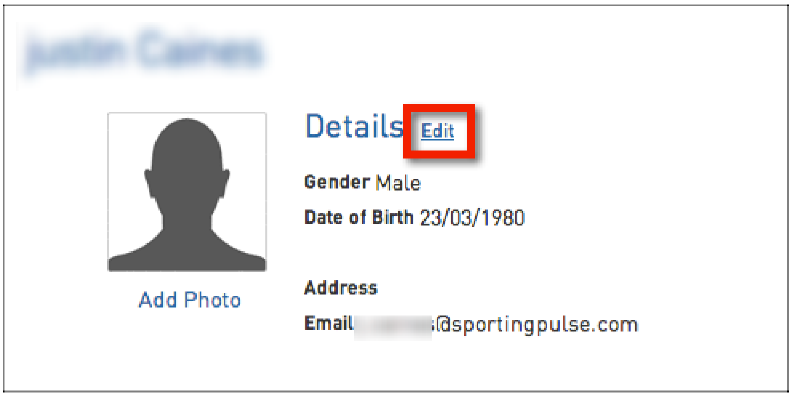
2. Locate the member record that you want to edit from the Member List. You may find the search box, or 'Advanced Search' options, useful for quickly locating a member record.



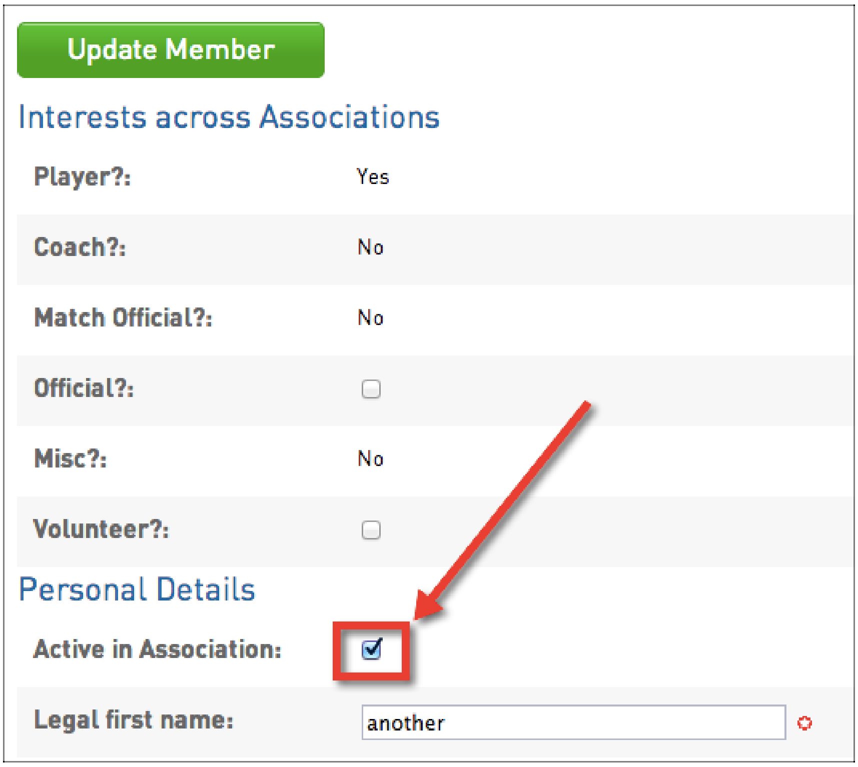
3. Click on the View Record button next to the name of the member you want to edit.



4. The member's record will open. Click on Edit.



5. Locate the 'Active in Association' check box and change it as needed.



6. Click on Update Member to save the change.

Member Rollover

Last Modified on 26/10/2016 1:07 pm AEDT

The Member Rollover function allows you to register a batch of members from one season to another.

NOTE: This function is not available for a number of sports. Where this is the case, moving members into the new season must be done via the Online Registration Form.

To register members in bulk into a new season:

1. Click on Members in the menu and select Member Rollover.

2. Select the 'From Season' from the drop-down list to show members from a specific season that you want to roll over.

3. Select the 'To Season' to indicate the new season that the members will be registered into.

4. Associations have the option to 'Include Club Records in Rollover'. Check this box if you want to register members to their current clubs as well as to the association.

5. Associations also have the option to make members 'active' in their Association for the new season. To do so, check the Make selected members Active in Association during Rollover check box. Not selecting this option will register the selected members across to the new season, but their status will be 'inactive'.

6. Click on Show Members for Rollover.

7. The list of members registered to the 'From Season' will appear. At the top of screen are the options for the Member Rollover. Make sure that these are correct. The 'To Season' is read-only from this screen. If you need to change the 'To Season', click the back button on your Internet browser to return to the previous screen.

8. Proceed down to the list of members. Check the box at the very top of the list to automatically select all members for the rollover. You can then un-tick the boxes for any members you do not wish to include in the rollover. Alternatively, you can individually tick the box for each member that you do wish to roll over.

9. When you have selected the required members to be rolled over into the new season, click on Update. A confirmation message will appear, informing you of the number of members that have been rolled over to the selected season.

De-register a player from your Club

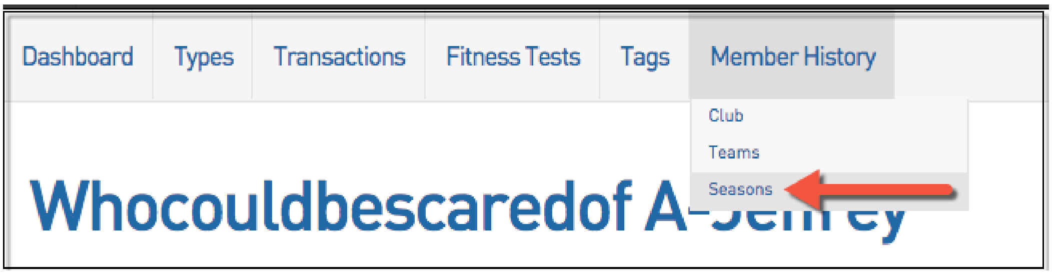
Last Modified on 21/10/2015 10:34 am AEDT

If there are any members appearing in your club's team lists that should not be there, follow the below steps to remove them.

Firstly, login to your Online Membership Database - If you don’t have your login details please contact your State Governing Body or Association.

1. Navigate to the player's record

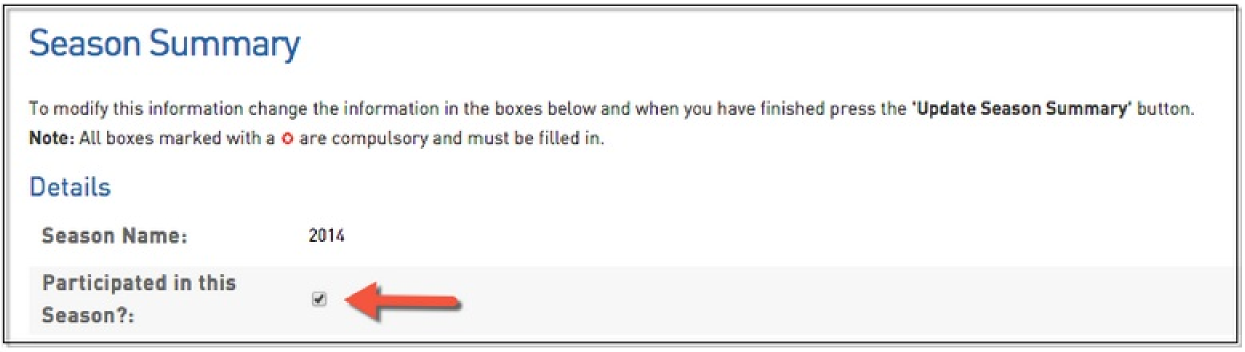
2. In the menu, click on Member History and select Seasons



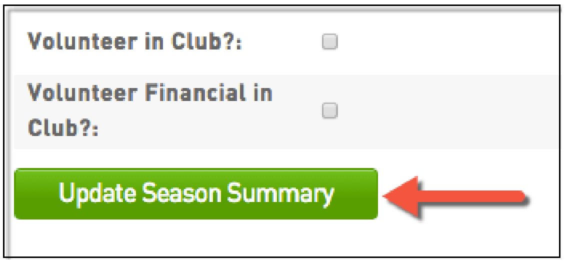
3. Under 'Club Summary' click the view icon

4. Click on Edit Details

5. Tick or un-tick the appropriate boxes. For example, if the player is no longer at your club, un-tick Participated in this Season and Player in Club.



6. Click on Update Season Summary



This will remove the member from your list of active members, but will still store their historical data for the season/s that they were registered to your club.

Mark a Member as a Duplicate

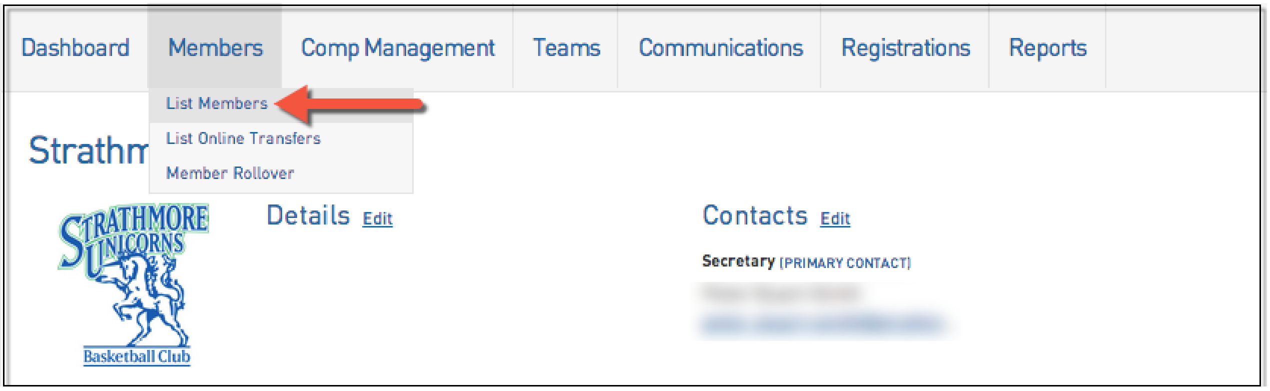
Last Modified on 21/10/2015 10:44 am AEDT

While Membership automatically identifies possible duplicate members based on matching the first name, surname and date of birth of two records, it is possible for some duplicates to 'slip through the cracks'. For example, this could occur if any of the three 'duplicate identification fields' (first name, surname, DOB) are not exactly the same, e.g. an incorrect date of birth, or variation or error in the spelling of a name. In such cases, the member can be manually flagged as a duplicate, which can then be resolved by the association.

Both associations and clubs are able to mark a member as a possible duplicate. Firstly, ensure that both records do belong to the same person, then complete the following:

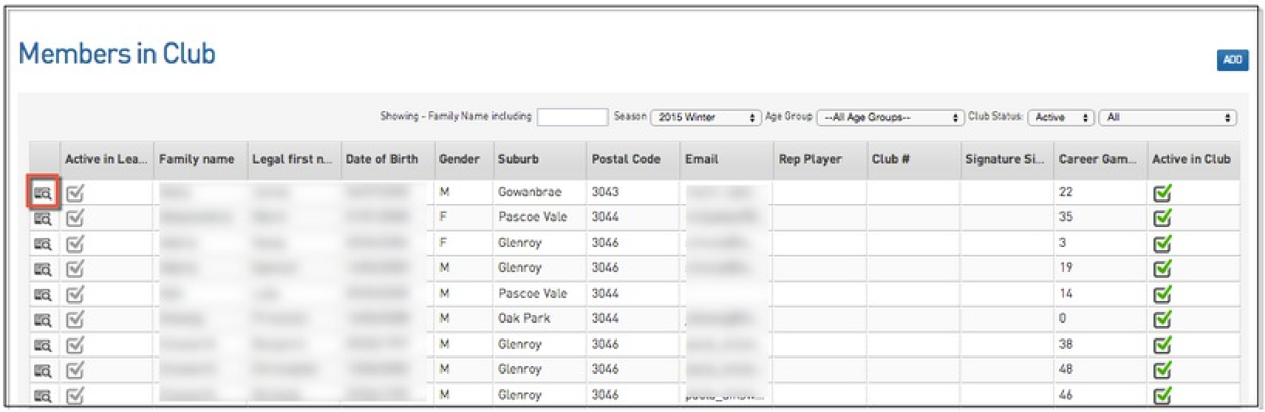
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Click on Members in the menu and select List Members.

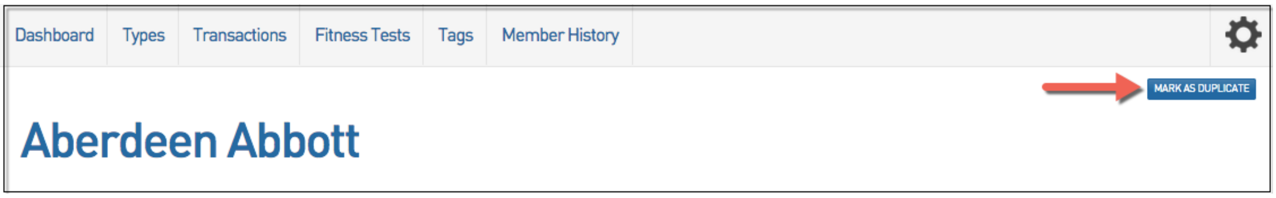


2. Locate the new member (not the original) record. You may find the search box or 'Advanced Search' options useful for quickly locating a member record.

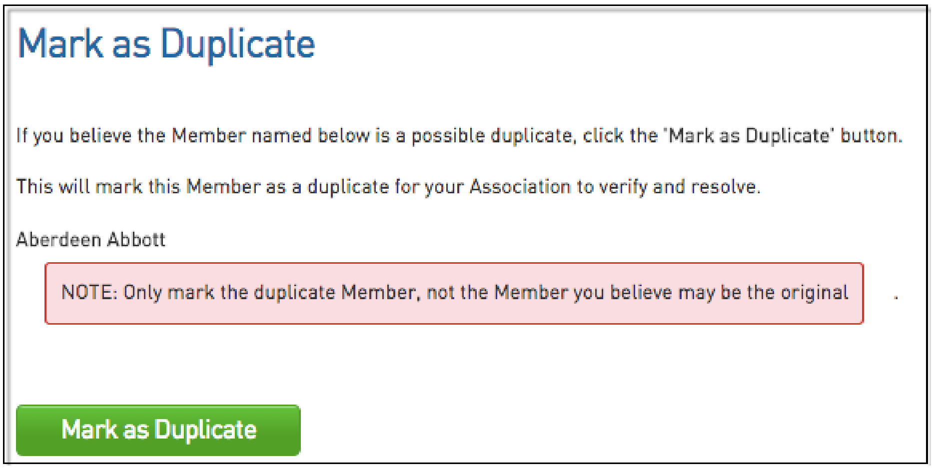
3. Click on the View Record button next to the name of the member you want to mark as a duplicate.



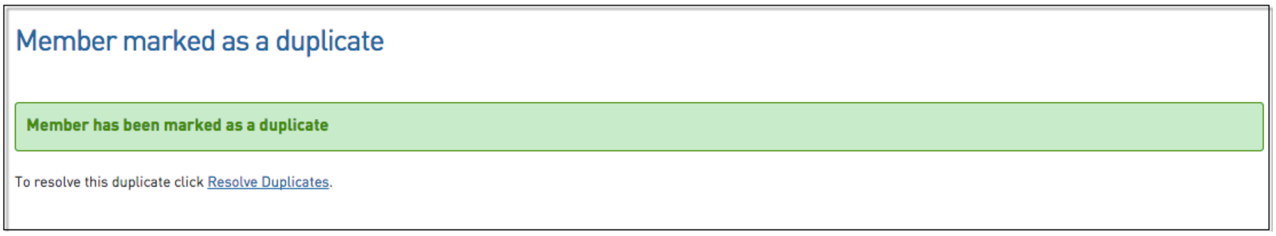
4. The member's record will open. Click on Mark Member as Duplicate on the right hand side.



5. A message will appear, reminding you to only mark the new record (not the original) as a duplicate. Click on Mark as Duplicate.



6. A message will appear confirming that the member has been marked as a duplicate. The member has now been added to the list of possible duplicates to be resolved by the association. If you are logged into Membership at the association level, you can click on Resolve Duplicates to go directly to the Duplicate Resolution screen.



Duplicate Resolution

Last Modified on 26/10/2020 12:14 pm AEDT

Duplicate Resolution

A duplicate is created when a new member is added that matches a member record already in the database. If an administrator creates a new record for a member that has just joined their club or association but that member has previously registered with a different club or association, the Membership will identify this and allow the administrator to merge the member's new record with all of their historical data.

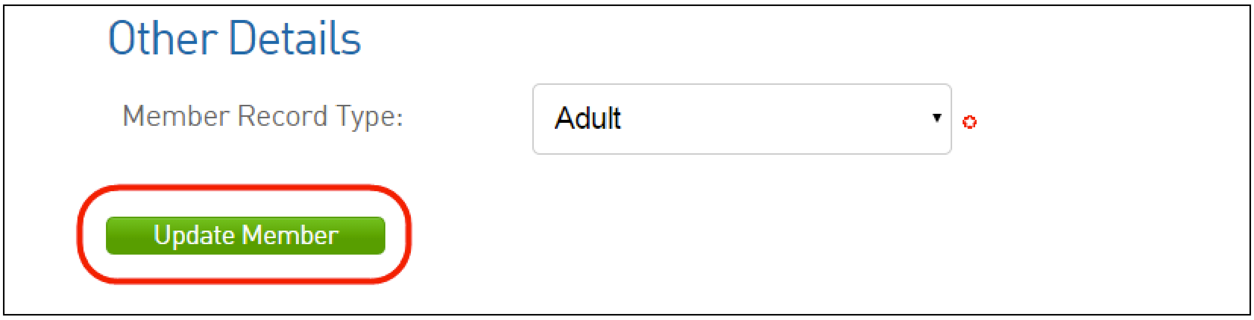
Membership checks for duplicate member records each time a new member is created. When a new member record is created, the system automatically checks all existing member records based on three fields:

- Legal first name
- Family name
- Date of birth

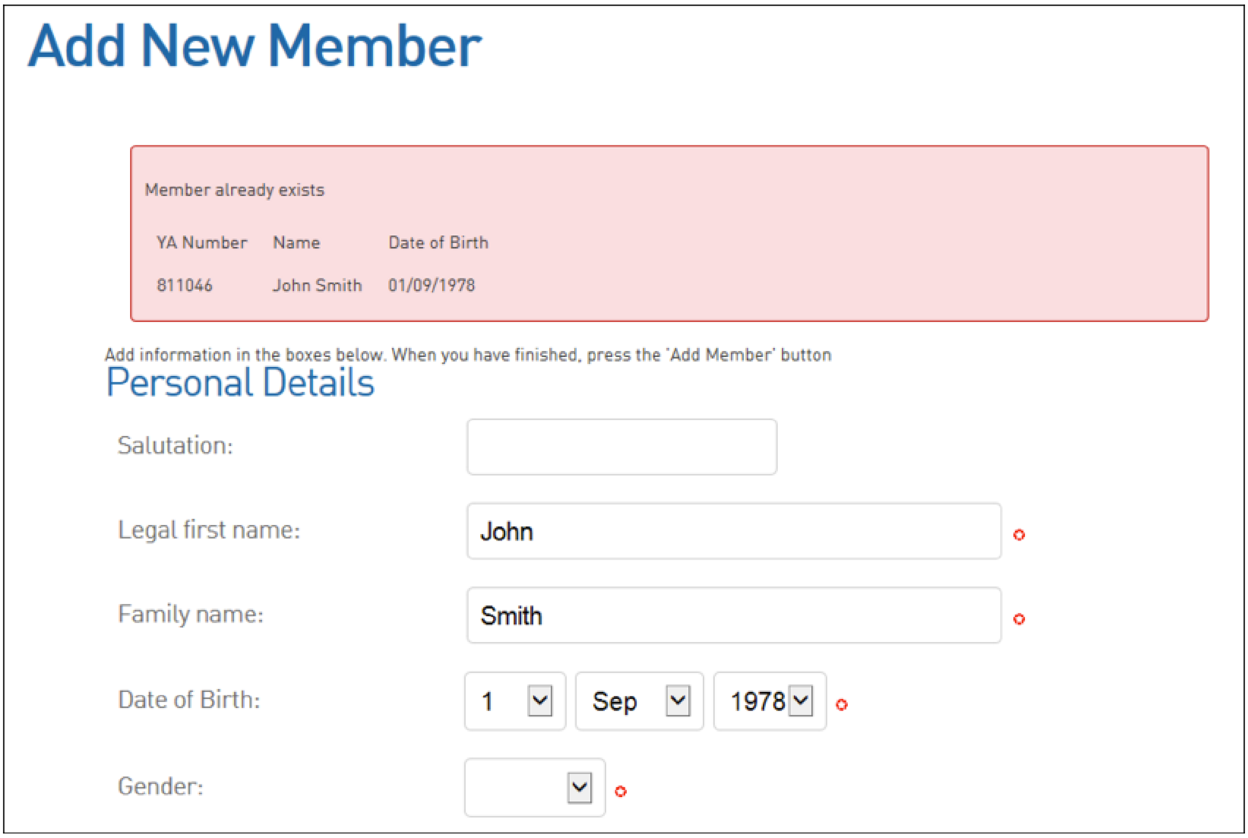
If an exact match on all three fields is found, the two records are flagged as a possible duplicate.
NOTE: This message will only appear if the information in all three fields is exactly identical.

To resolve duplicates complete the following steps:

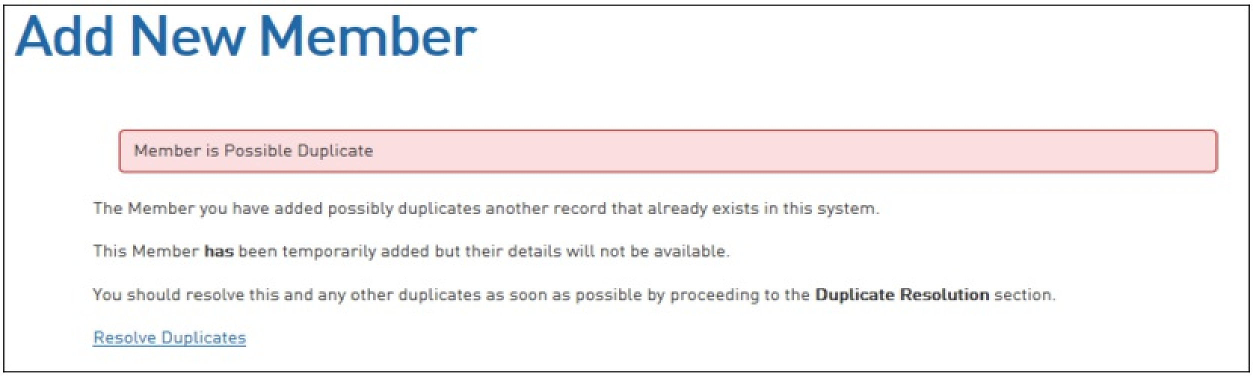
1. Continue filling out the details and after completing the form, click on Update Member.



2. A 'Member is Possible Duplicate' message will appear.



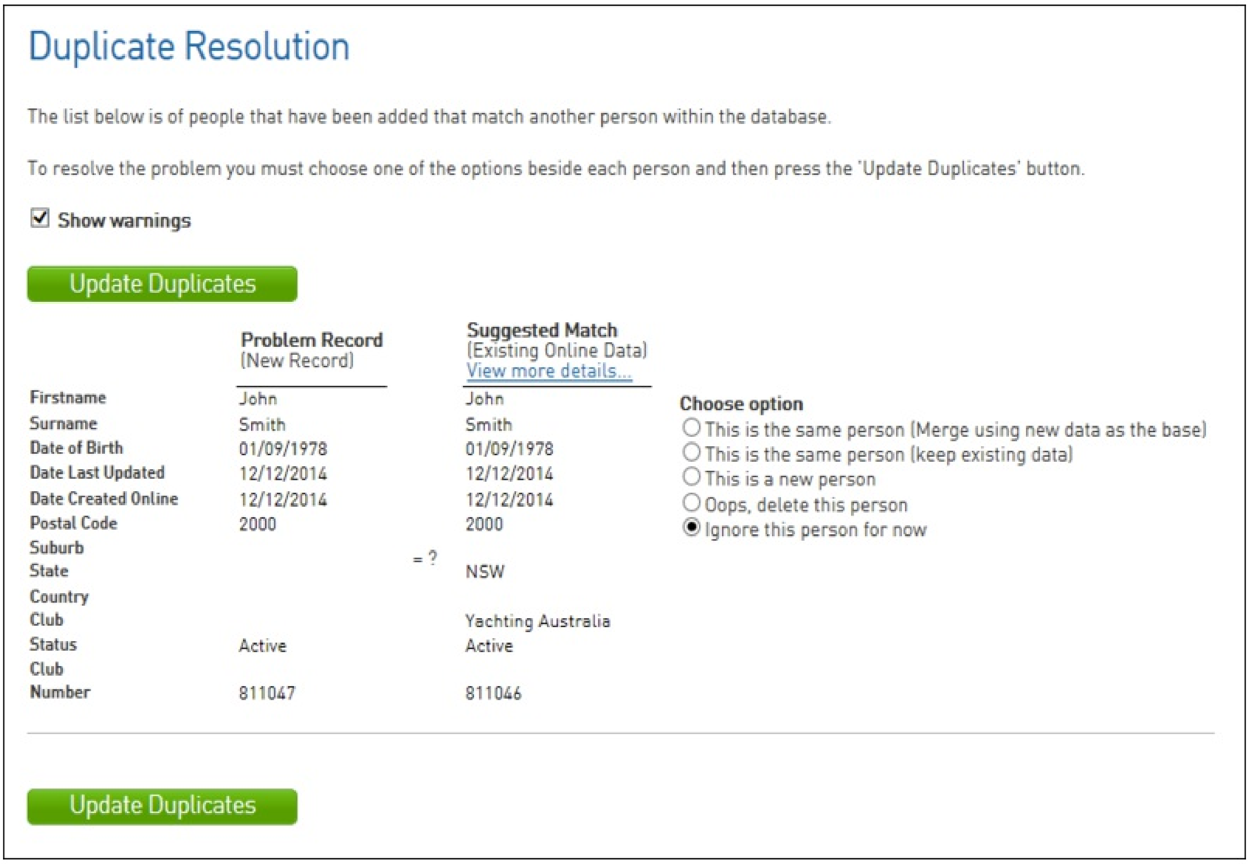
3. Click on Resolve Duplicates.



4. The Duplicate Resolution screen will appear showing the possible duplicates. The member data is shown in two columns:

- The Problem Record: the left column is the newly created member record that has caused the duplication
- The Suggested Match: the right column is the existing member record that was already in the database

While possible duplicates are based on three matching fields (first name, surname and date of birth), other member data is also shown on this screen to help you decide which member data to use, such as contact details, association, club, active status and member number.



5. On the right under 'Choose Option' are five options for resolving the duplicate:

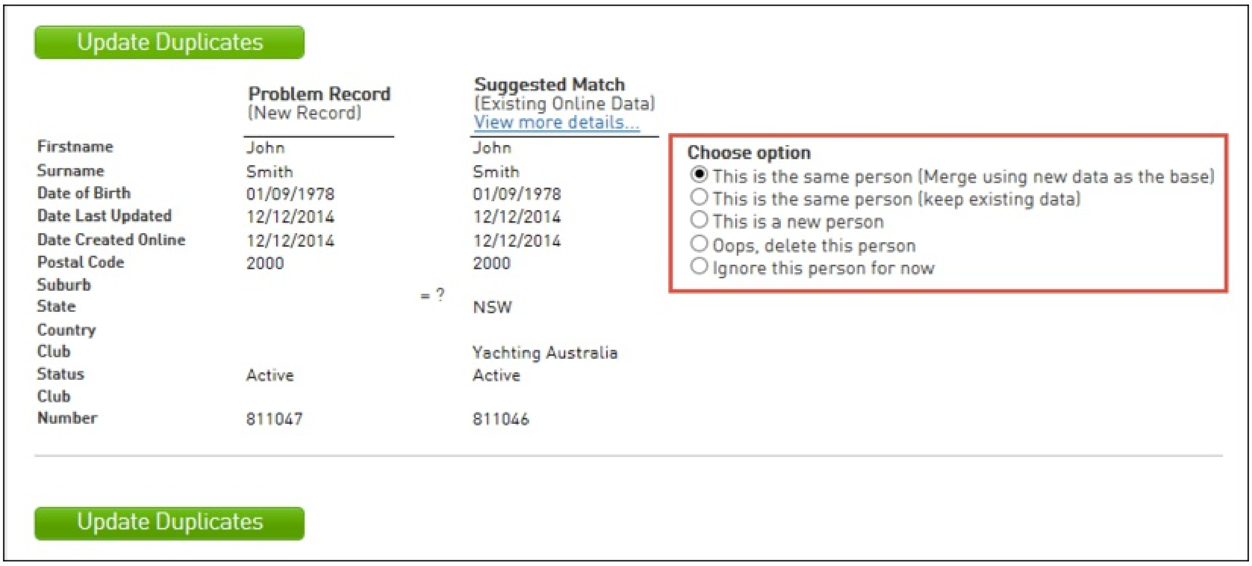
1. This is the same person (merge using new data as the base): Select this option if the new record is the same person as the existing record and the new record contains more up-to-date contact information. This option will use all of the new member data unless a field is blank, in which case it will use the existing data. In most cases, this option is the most appropriate one to use as it updates the member's record with their new information, and still retains all of their historical data. The member record will belong to both locations (i.e. the two different clubs or associations) but the system will recognise the member as a single person.

2. This is the same person (keep existing data): Select this option if the new record is the same person as the existing record and the existing record contains more up-to-date contact information. This option will retain all of the member's existing information. The member record will belong to both locations (i.e. the two different clubs or associations) but the system will recognise the member as a single person.

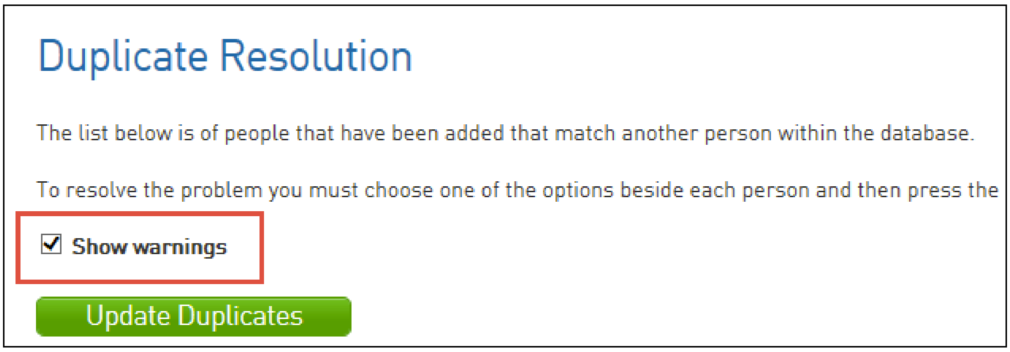
3. This is a new person: Select this option if the new record, despite having the same first name, surname and date of birth, is in fact a different person.
Note: research suggests that this should only occur around about 1 in 10,000 records, so this option will rarely be used.

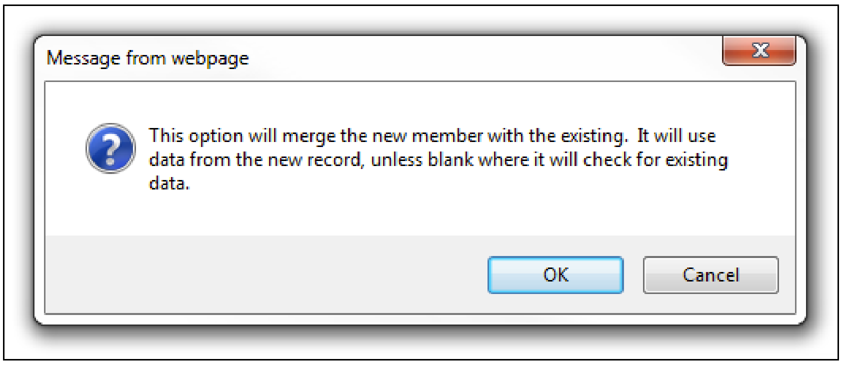
4. Oops, delete this person: Select this option if the new record was added by mistake and you wish to delete the new record. This will not affect the member's existing record.

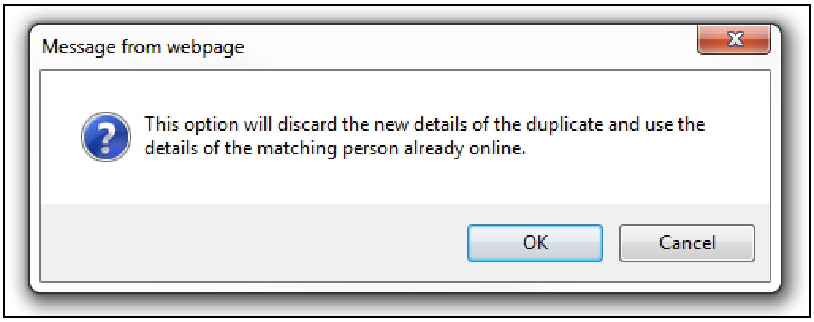
5. Ignore this person for now: Defer a decision on resolving the duplicate until a later time.

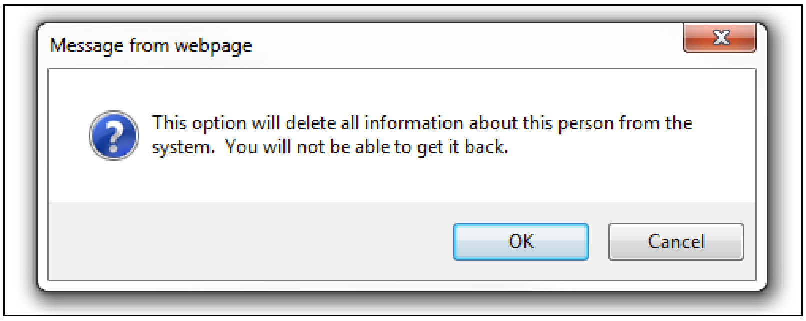


If the 'Show Warnings' option at the top of the screen is selected, when an option is selected a pop-up message will appear providing a further explanation of the option. You may wish to un-tick this option once you become familiar with all of the options.





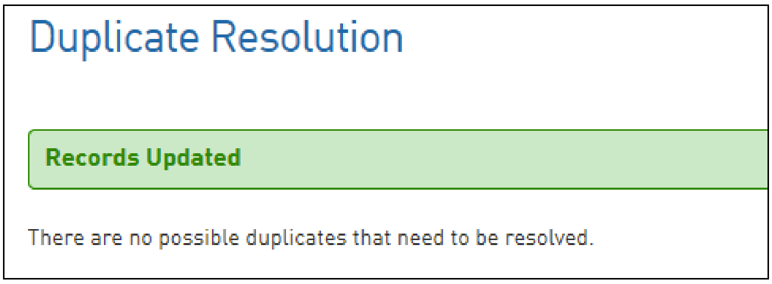




NOTE: Regardless of which option is chosen, the original (existing) member record will never be deleted. The same member record will belong to two different locations (i.e. different clubs and associations) but the member will always keep the old/original member number. The first two duplicate resolution options ('This is the same person - merge using new data' and 'This is the same person - keep existing data') simply ensures that the most up-to-date information is used when merging the two records into one. The personal/contact information from the most up-to-date record will replace the personal/contact information in the other record. Other information from both records will be retained and consolidated into a single record. The third option ('This is a new person') will not merge the two records into one. Instead, the two member records will remain completely separate with their own unique sets of data/ information.

6. Select the appropriate duplicate resolution option for each possible duplicate and then click on Update Duplicates.
NOTE: When merging duplicate records the member will always keep the old/original YA number.

7. A message will appear confirming that the records have been updated.


Duplicate Resolution
Records Updated
There are no possible duplicates that need to be resolved.

How to Correct Incorrect Player Career & Games Statistics

Last Modified on 21/10/2015 10:44 am AEDT

If you ever notice the Player Career / Game Statistics are incorrect for your association you can correct them by following the steps below:

1. Log into Membership at the Association level.

2. Click on Player Career Statistics from the Members menu.

3. Once on the Player Career Statistics page, click on the Rebuild Player Career Statistics link which will initiate the process. Via this process, the stats will be rebuilt for all seasons / competitions in the database.

(Note: It may take a little bit of time depending on the amount of stats you're rebuilding). After the statistics have been corrected on the Membership side of things you're then able to "Publish to Web" the correct statistics to the website.

Manually register a member to a new season

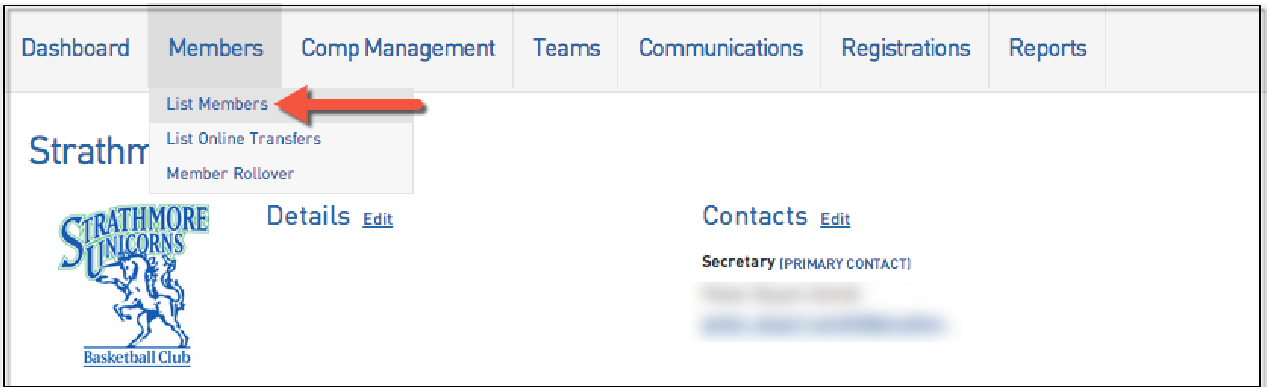
Last Modified on 21/06/2016 1:18 pm AEST

The primary method of registering members is through the Online Registration Form, whereby the member fills in a registration form on the club or association's website and can also submit payment for their registration fees. Registering online automatically registers the player to the new season in Membership and updates their details.

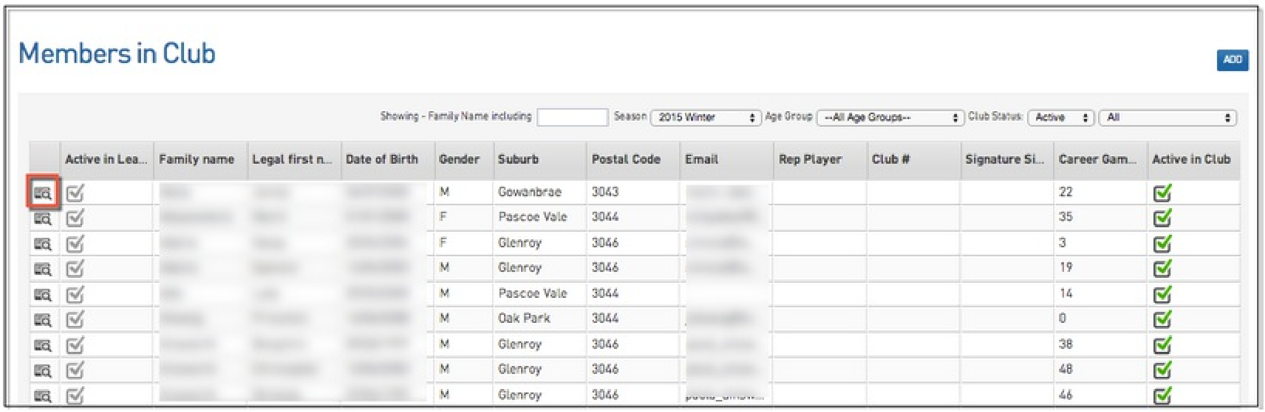
However, if a club or association does not choose to use the online registration form, they can register a member to a new season manually. To do this:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

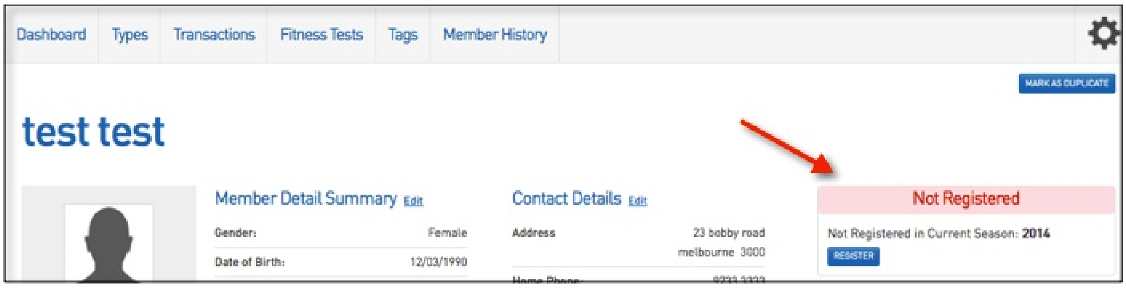
1. Click on 'Members' in the menu and from the drop-down options select 'List Members'.



2. The Member List will appear. Click on the 'View' button next to the member that you want to register.



3. The member's record will open. If they are not registered in the 'New Registration Season', this will be shown to the right hand side, with the words 'Not Registered' highlighted in red.

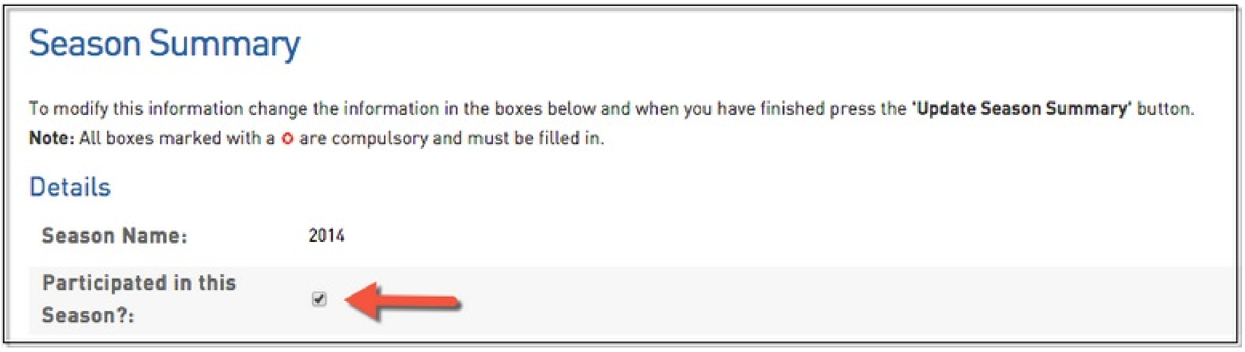


4. Below 'Not Registered', click on Register.

5. The options for the season registration will appear. These include:

a. Season name (compulsory): the 'New Registration Season' will appear selected by default. If you wish to change it, select the appropriate season from the drop-down list.

b. Participated in this Season: leave this box checked.



c. Association Season Member Package: Please note that Member Packages have been superseded by 'Products', which has far greater functionality and integration with other features of Membership. However if you are using 'Member Packages' in your database, you can choose to assign a member package to the member's season record.

d. Age Group: Assign an age group to the member's season record.

e. Association options: Select the member type and financial status for the member's season record - Player, Player Financial, Coach, Coach Financial, Match Official and Match Official Financial.

6. Click on 'Update Season Summary' to complete the registration.

Manage a member's Season information

Last Modified on 21/06/2016 11:22 am AEST

Seasons are an integral part of SP Membership. All member registrations and all competitions must be linked to a season.

A member can be registered to a season in one of two ways:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. By the database administrator

2. By the member themselves through the online registration form

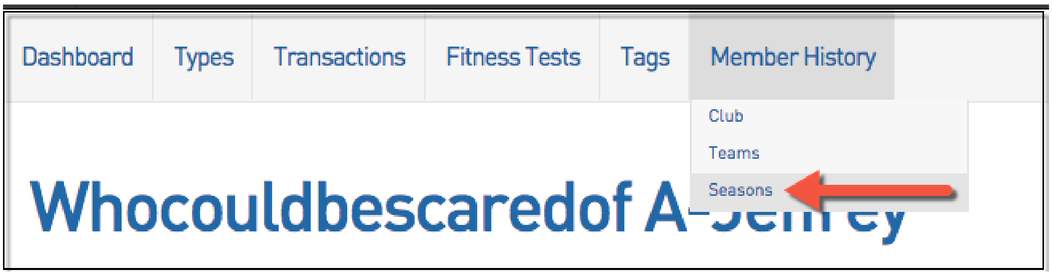
When a member is registered into a season, it creates a new 'season record' for that member.

View a Member's Season Information

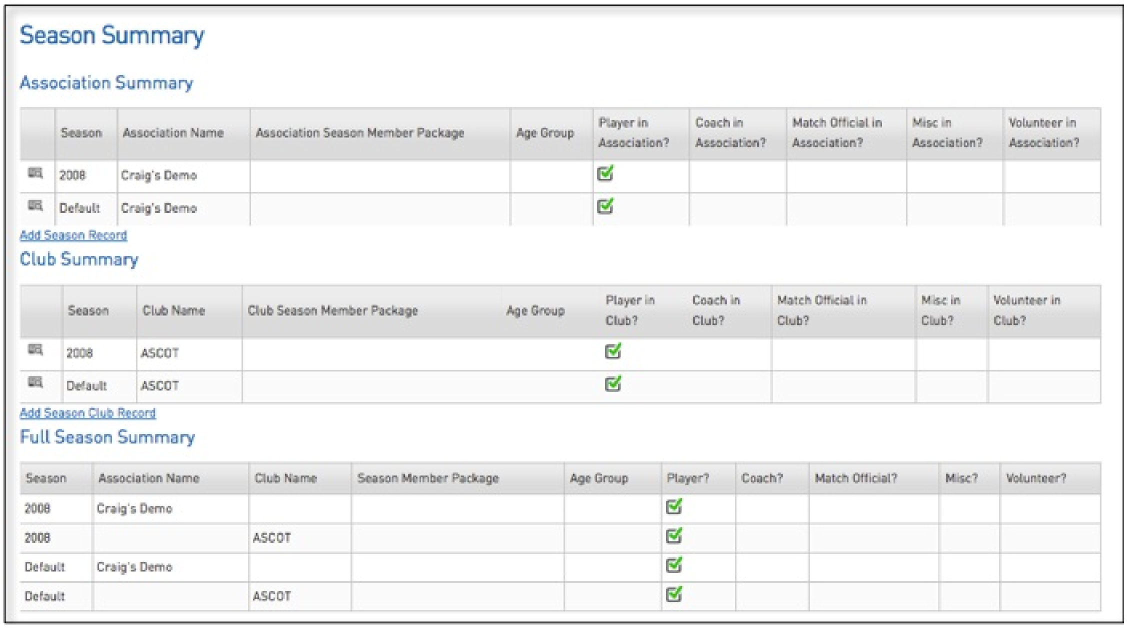
To view a member's season information:

1. Open the member's record.

2. Click on Member History in the menu and select Seasons.



3. The member's 'Season Summary' page will appear. The information on this page will be broken down into 3 areas - (1) Association Summary, (2) Club Summary, and (3) Full Summary (combination of both Association and Club season information).


Season Summary

Association Summary

	Season	Association Name	Association Season Member Package	Age Group	Player in Association?	Coach in Association?	Match Official in Association?	Misc in Association?	Volunteer in Association?
	2008	Craig's Demo			✓				
	Default	Craig's Demo			✓				

Add Season Record

Club Summary

	Season	Club Name	Club Season Member Package	Age Group	Player in Club?	Coach in Club?	Match Official in Club?	Misc in Club?	Volunteer in Club?
	2008	ASCOT			✓				
	Default	ASCOT			✓				

Add Season Club Record

Full Season Summary

Season	Association Name	Club Name	Season Member Package	Age Group	Player?	Coach?	Match Official?	Misc?	Volunteer?
2008	Craig's Demo				✓				
2008		ASCOT			✓				
Default	Craig's Demo				✓				
Default		ASCOT			✓				

Add a new Season Record

If the member has participated in a season at association or club level but does not have a record for that season, you can add it in: To add a season record at the association level, click on Add Season Record below 'Association Summary'.

1. To add a season record at the club level, click on Add Season Club Record below 'Club Summary'.


Season Summary

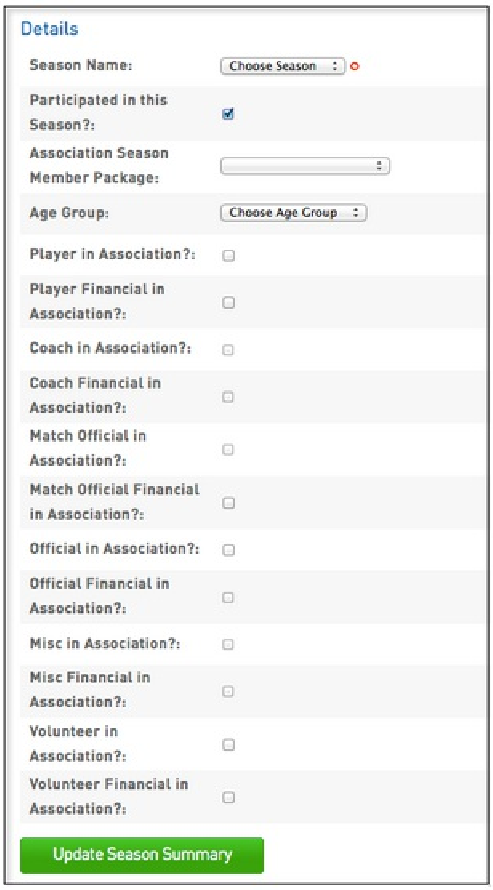
Association Summary

	Season	Association Name	Association Season Member Package	Age Group	Player in Association?	Coach in Association?	Match Official in Association?	Misc in Association?	Volunteer in Association?
	2008	Craig's Demo			✓				
	Default	Craig's Demo			✓				

Add Season Record

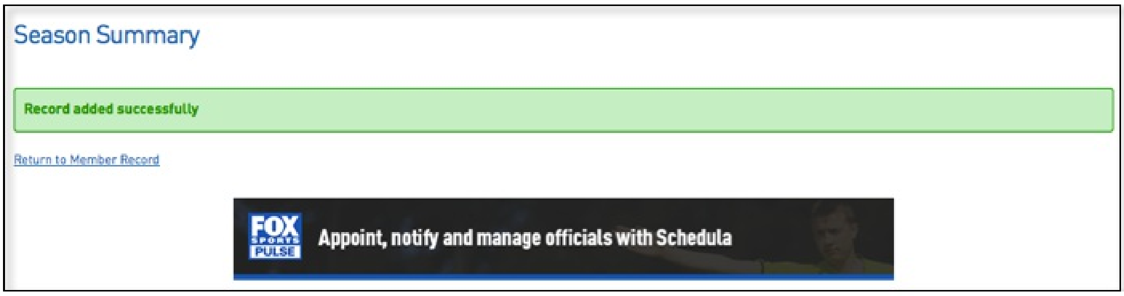
2. Enter the details of the season record. 'Season Name' and 'Club Name' are compulsory. Other fields are optional:

a. Participated in this Season: leave this box checked.
b. (Association / Club) Season Member Package: Please note that Member Packages have been superseded by 'Products', which has far greater functionality and integration with other features of Membership. However if you are using 'Member Packages' in your database, you can choose to assign a member package to the member's season record.
c. Age Group: Assign an age group to the member's season record.
d. Association options: Player, Player Financial, Coach, Coach Financial, Match Official and Match Official Financial. Select the member type and financial status for the member's season record.



3. Click on Update Season Summary.

4. A message will appear confirming the addition of the new season record. Click on Return to Member Record.



Edit a Member's Season Information

An association is able to edit a member's season information at both the association and club level. A club can edit a member's season information at their own club level.

To edit a season record for a member:

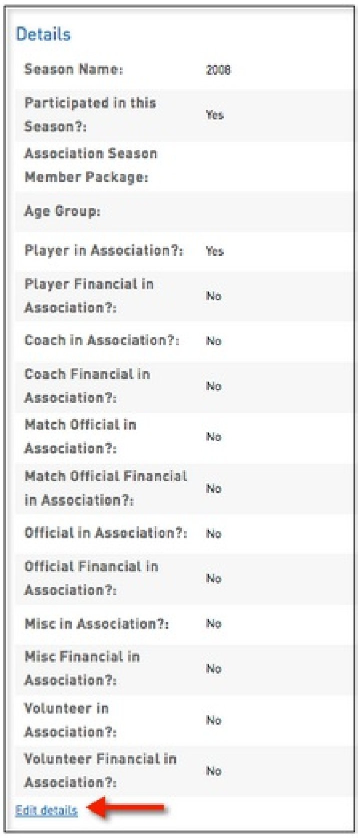
1. Open the member's record.

2. Click on Member History in the menu and select Seasons.

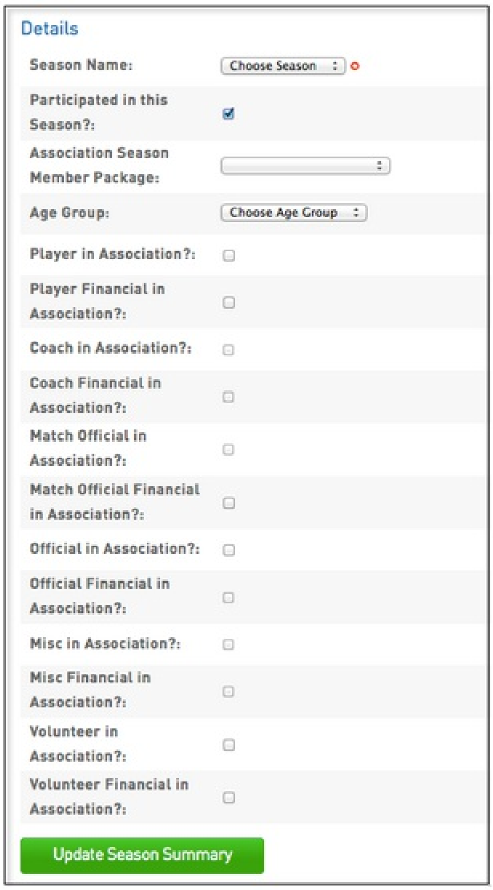
3. The member's 'Season Summary' page will appear. Go to the Association Summary or Club Summary and find the season record that you want to edit. Click on the Edit icon next to the season record that you want to

edit.

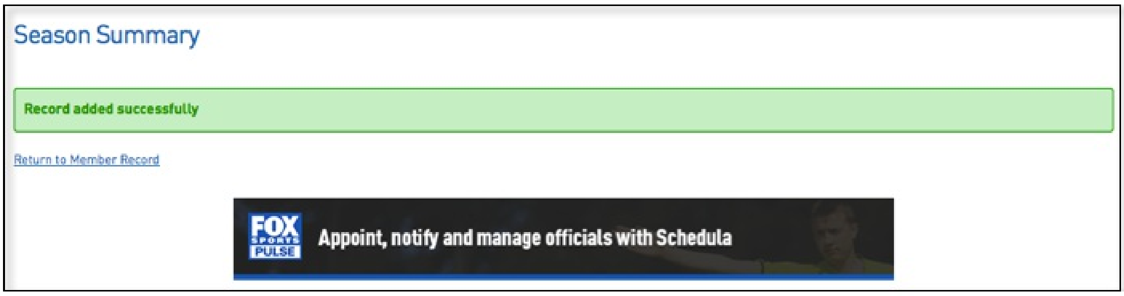
4. The season record will open. Click on Edit Details.



5. The following fields are read-only and cannot be edited - 'Season Name', 'Club Name' and 'Date Player Created in Club'. All other fields can be edited. Update the editable fields and click on Update Season Summary.



6. A confirmation message will appear - 'Record updated successfully'. Click on Return to Member Record.



Some season information can also be edited from the member list.

Move Members between Clubs

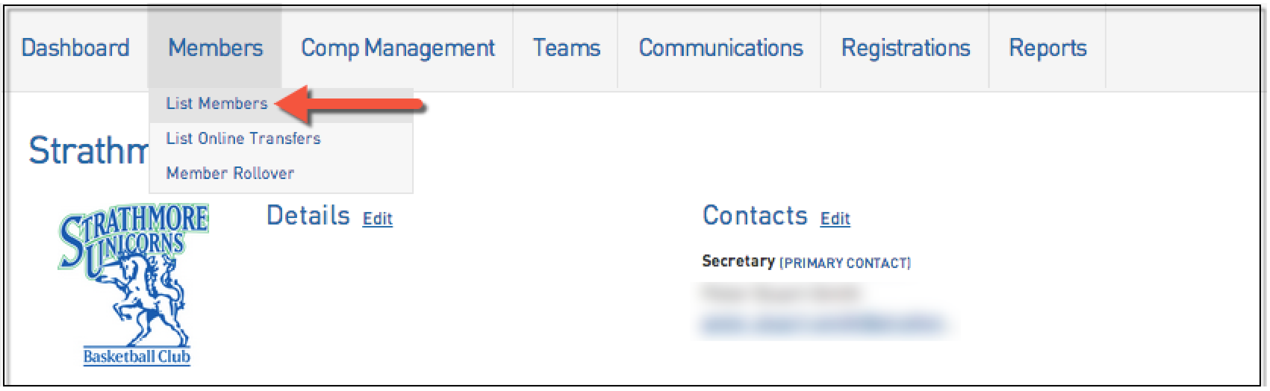
Last Modified on 21/10/2015 9:56 am AEDT

An association is able to move members from one club to another using the 'Edit Clubs' function. This option is not available to clubs.

To change the club that a member belongs to:

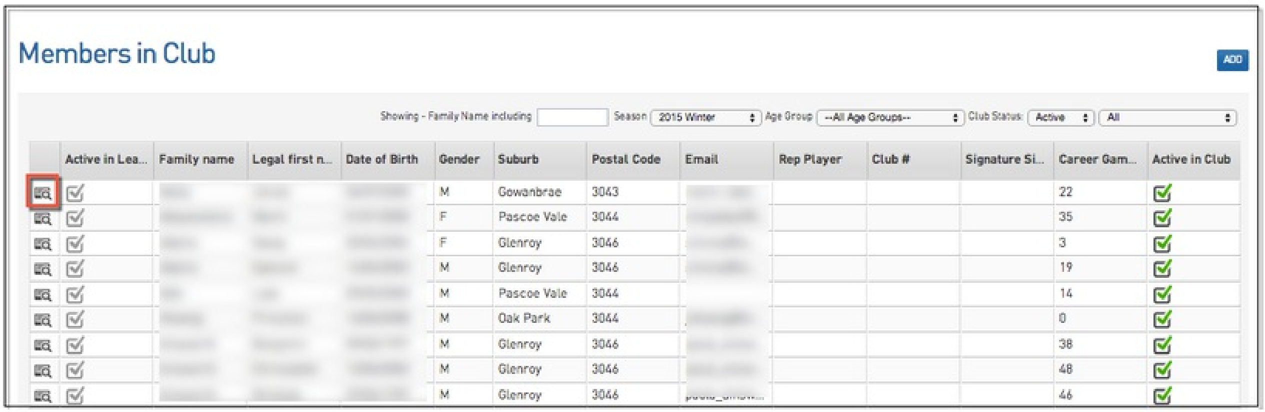
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the Association level of Membership, click on Members in the menu and select List Members.

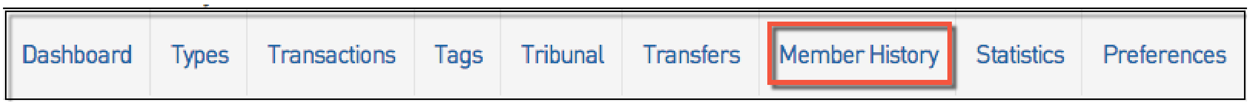


2. Locate the member record that you want to edit (you may find the search box, or Advanced Search options, useful for quickly locating a particular member).

3. Click on the View Record button next to the name of the member you want to move to another club.

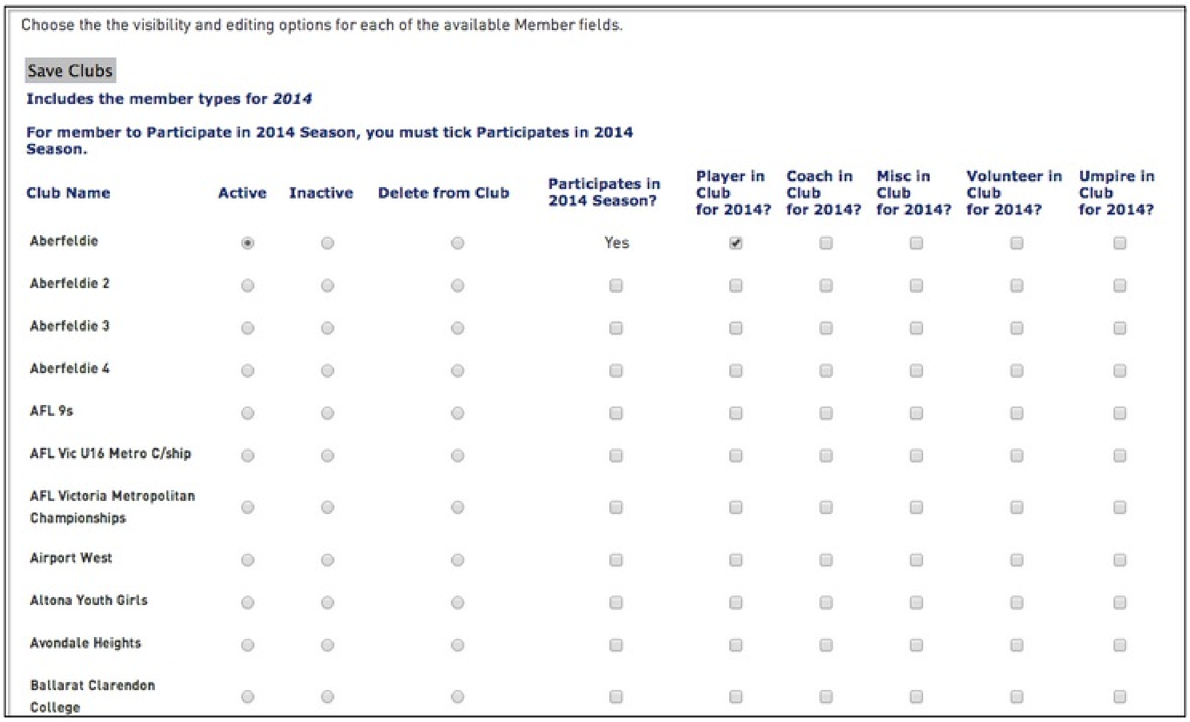


4. Click on Member History in the menu and select Clubs.



5. The club history of the member will appear. In the below example, the player belongs to Aberfeldie. To move the player into another club, click on Edit Clubs.

6. A list of clubs within the association will appear. In the below example, it can be seen that the player is currently active within Aberfeldie for the 2014 season. The season that appears for the Edit clubs screen (in the below example, 2014), is the 'Current Season' which is set by the association.



Choose the the visibility and editing options for each of the available Member fields.

Save Clubs

Includes the member types for *2014*

For member to Participate in 2014 Season, you must tick Participates in 2014 Season.

Club Name	Active	Inactive	Delete from Club	Participates in 2014 Season?	Player in Club for 2014?	Coach in Club for 2014?	Misc in Club for 2014?	Volunteer in Club for 2014?	Umpire in Club for 2014?
Aberfeldie	◉	○	○	Yes	☑	☐	☐	☐	☐
Aberfeldie 2	○	○	○	☐	☐	☐	☐	☐	☐
Aberfeldie 3	○	○	○	☐	☐	☐	☐	☐	☐
Aberfeldie 4	○	○	○	☐	☐	☐	☐	☐	☐
AFL 9s	○	○	○	☐	☐	☐	☐	☐	☐
AFL Vic U16 Metro C/ship	○	○	○	☐	☐	☐	☐	☐	☐
AFL Victoria Metropolitan Championships	○	○	○	☐	☐	☐	☐	☐	☐
Airport West	○	○	○	☐	☐	☐	☐	☐	☐
Altona Youth Girls	○	○	○	☐	☐	☐	☐	☐	☐
Avondale Heights	○	○	○	☐	☐	☐	☐	☐	☐
Ballarat Clarendon College	○	○	○	☐	☐	☐	☐	☐	☐

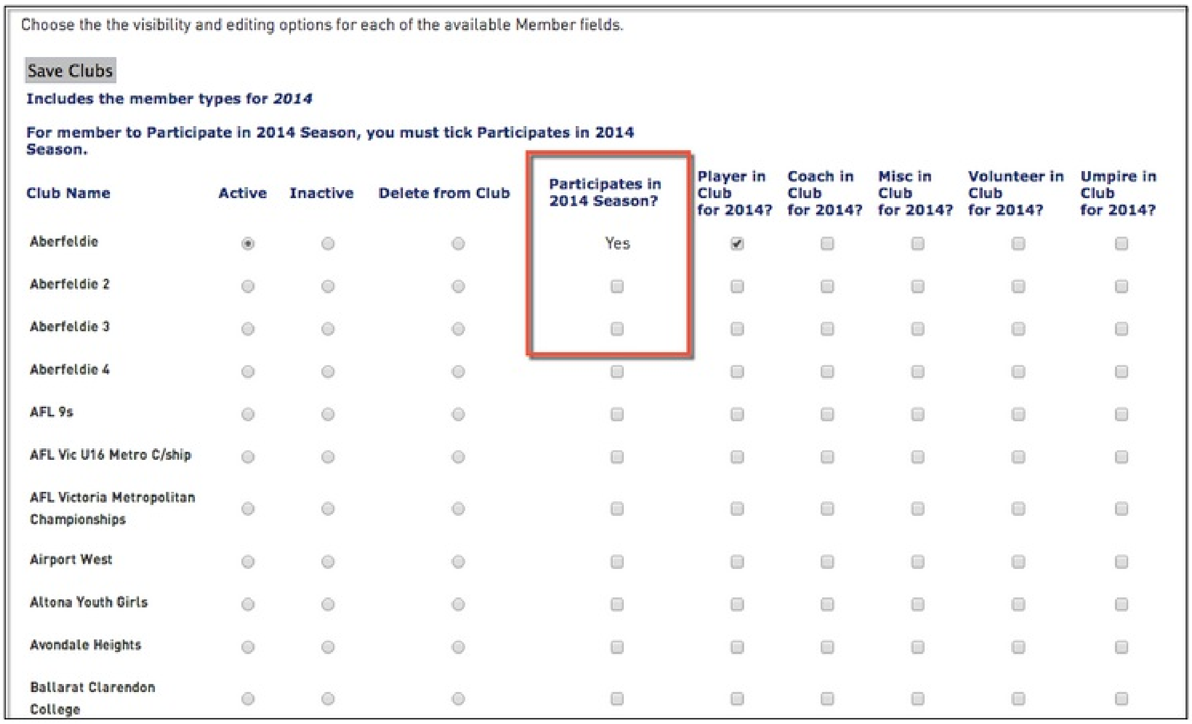
7. Move the member out of their current club by clicking the 'inactive' radio button next to that club. This will remove their 'active' status in that club.

8. Alternately, if the member will be active in both clubs, leave the 'active' radio button selected for their current club. Move the member into their new club by clicking the 'active' radio button next to their new club.

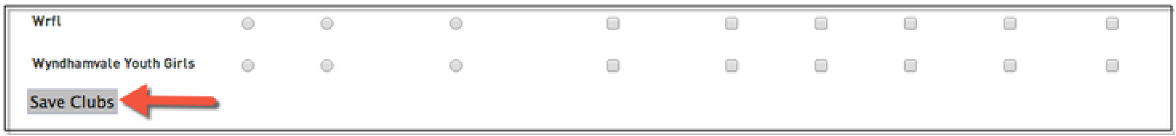
9. You also have the option of 'registering' the member into the Current Season by ticking the 'Participates in Current Season?' check box. You may then select whether the member is a player, coach or official in the club for the Current Season using the check boxes provided.

10. An association can also delete a member from a club. Select 'Delete from Club' to completely remove the member's record from that club.

Note: Before you can select whether the member is a player, coach or official in the Current Season, you must tick the 'Participates in Current Season' check box.



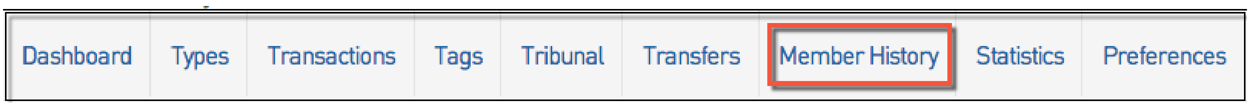
11. Click on Save Clubs to update the member's club information.



12. A message will appear confirming that the member's club information has been changed.

13. You can check/view the member's club information by:

a. Clicking on Member History > Clubs in the top menu:



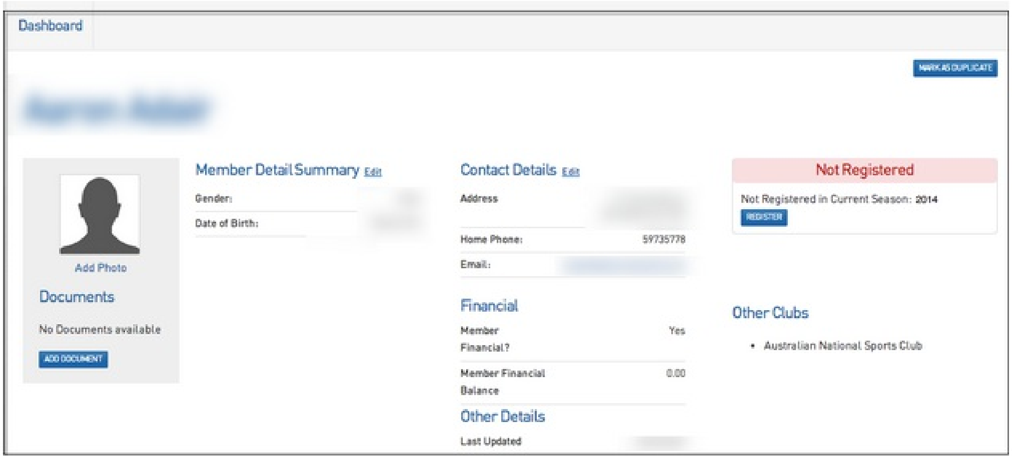
b. Clicking on Dashboard in the top menu:

In this example, you can also see that by ticking the 'Participates in Current Season' check box, the member has been registered into the Current Season (2014)

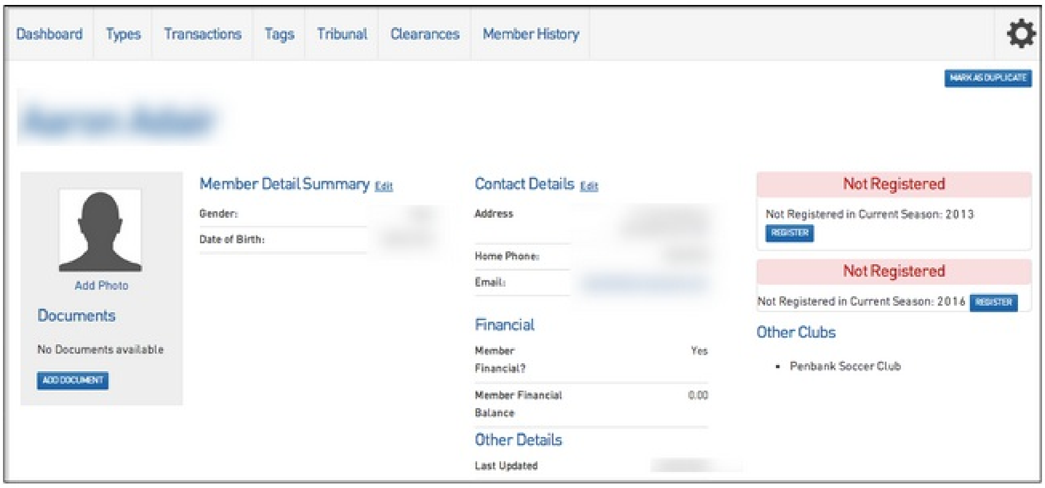
Note: Clubs in which the member is inactive will have ‘read-only‘ access to the member‘s details (I.e. They can see the member‘s record but can only edit their basic contact details.

The member record will only appear in the Member List when the club status filter is set to 'Inactive':

When they view the member's record, the club does not have access to all of the menu options available for active members. The only menu item available is 'Dashboard'. The member also appears as 'Not Registered'.



In comparison, here is the view from the club in which the member is active. They have full access to all menu items and the member appears as 'Registered':



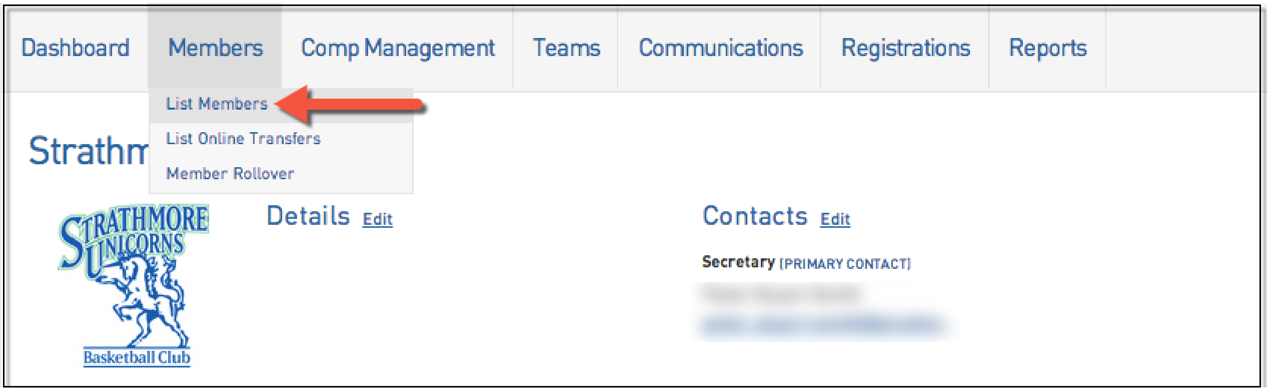
Add a Document to a Member Record

Last Modified on 21/10/2015 9:56 am AEDT

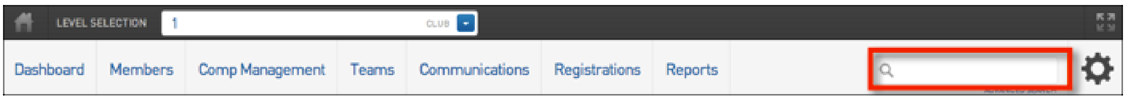
To attach a document to a member's record:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

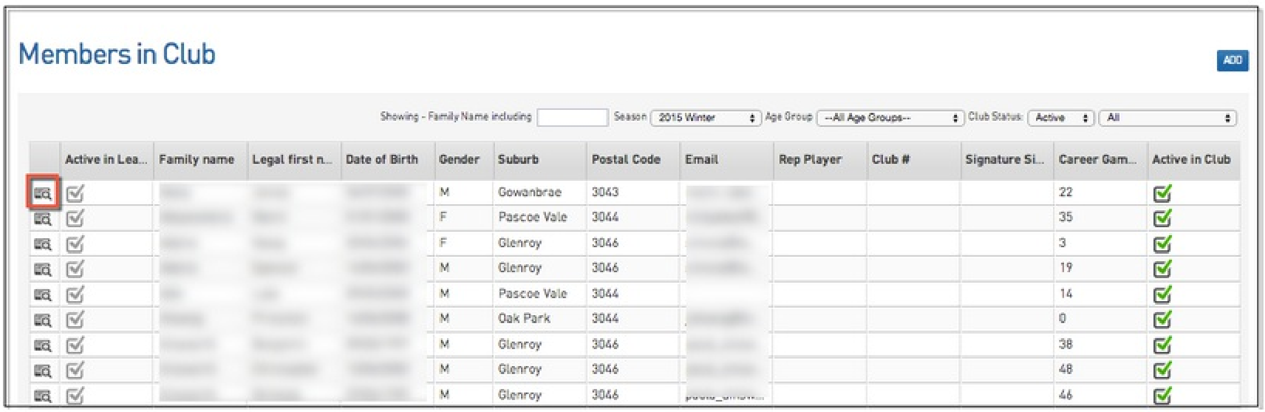
1. Click on Members in the menu and select List Members.



2. Locate the member record that you want to edit (you may find the search box, or Advanced Search options, useful for quickly locating a particular member).

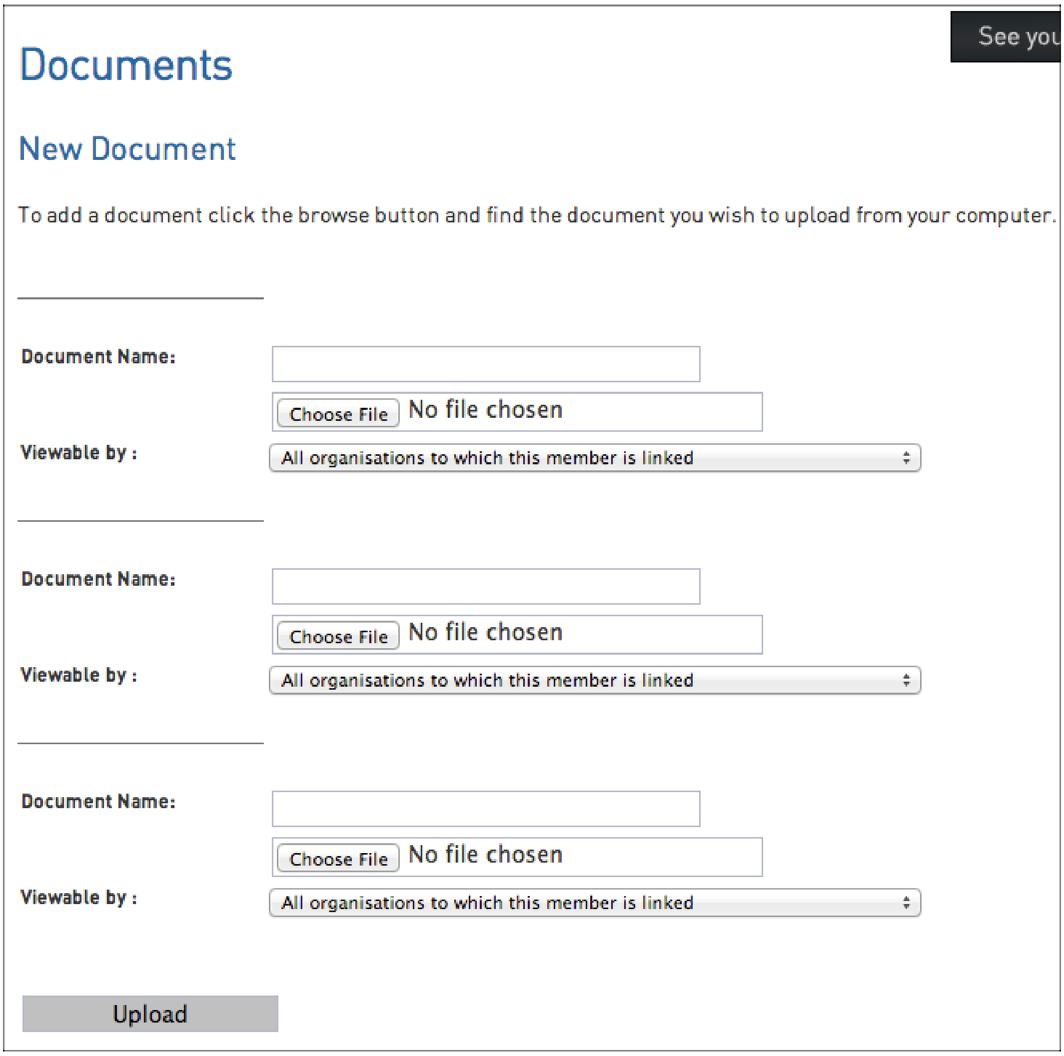


3. Click on the View Record button next to the name of the member you want to add a document to.



4. From the member's 'Dashboard', scroll down to the Documents area and click on Add Document.

5. The member's 'Documents' screen will open. This screen enables you to upload up to 3 documents at once.



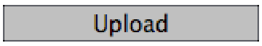
6. In the 'Document Name' field, type in the name or a description of the document.

7. Click on Browse to locate and select the document from your computer's file directory.

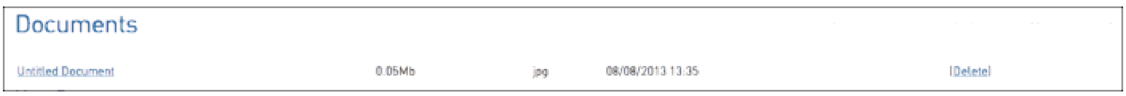
8. From the 'Viewable By' drop-down list, select your preference for the levels of the database that can access the document:

- All organisations to which this member is linked (eg. the member's team, club, association, zone, state body and national body)
- Only to this Association/ Club/ Team
- Organisations (Association/ Club/ Team and above) to which this member is linked (your level plus all levels above in the database)

9. Click on **Upload**



10. The page will refresh and the uploaded document/s will appear in a list at the top of the page.



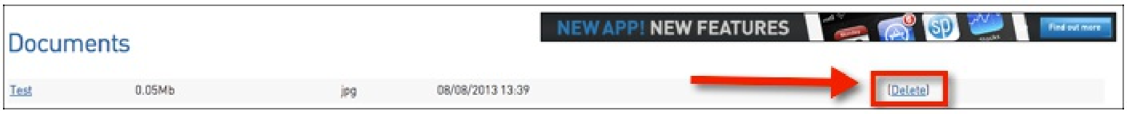
11. The document can be opened by clicking on the document name from either the member's 'Add Document' page or on their Dashboard:

Delete a Document from a Member Record

To delete a document from a member's record:

1. From the member's Dashboard, click on Add Document.

2. At the top of the page is the list of documents attached to the member's record. Click on Delete next to the document that you want to delete.



3. A lightbox will appear asking if you are sure that you want to delete the document. To proceed, click on OK.

4. The page will be refreshed and the document will be removed.

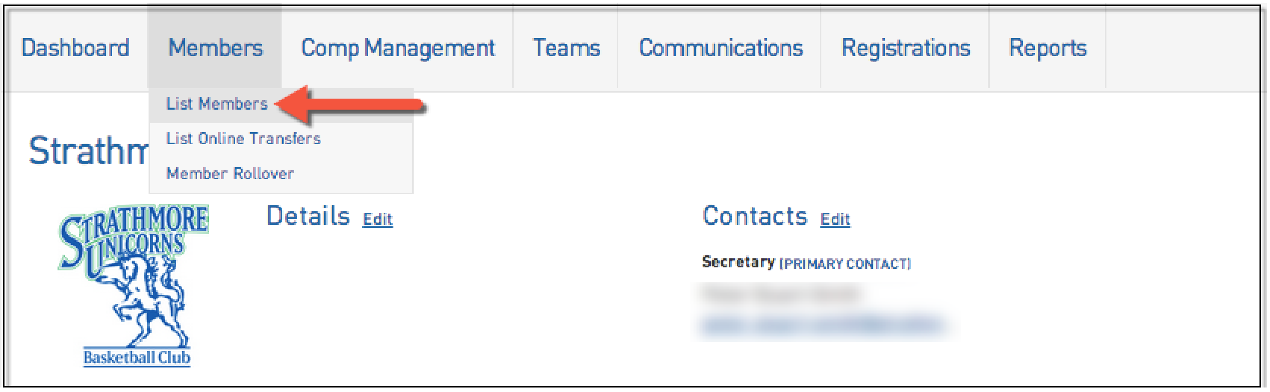
SportsTG Let's Win

Add a Photo to a Member Record

Last Modified on 07/10/2016 3:21 pm AEDT

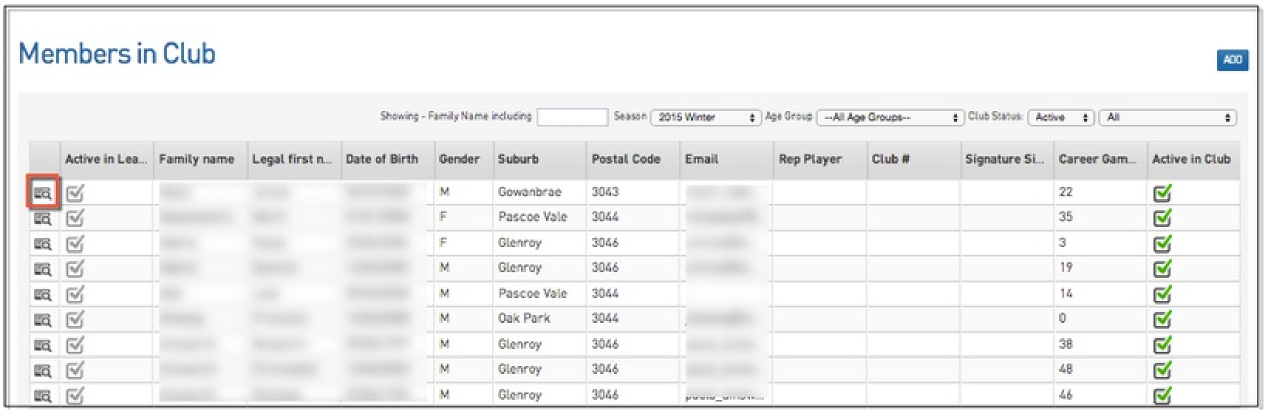
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Click on Members in the menu and select List Members.

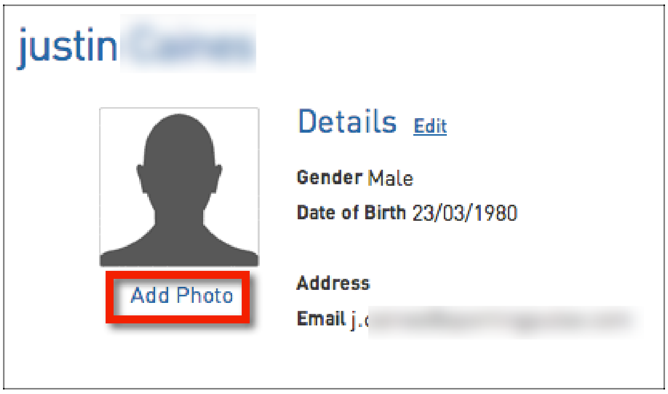


2. Locate the member record that you want to edit (you may find the search box, or Advanced Search options, useful for quickly locating a particular member).

3. Click on the View Record button next to the name of the member you want to add a photo to.

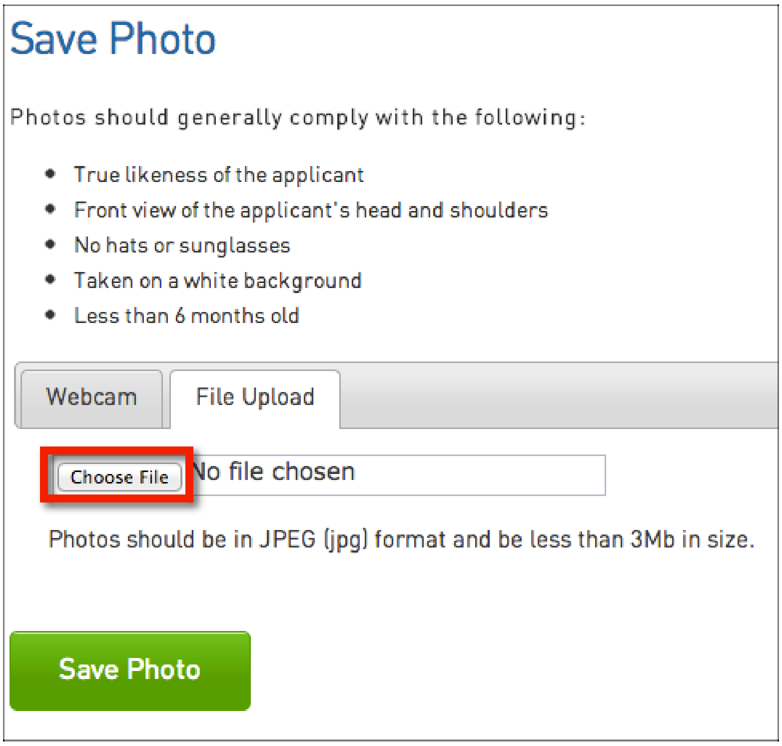


4. The member's record will open. From the 'Dashboard', click on **Add Photo**.

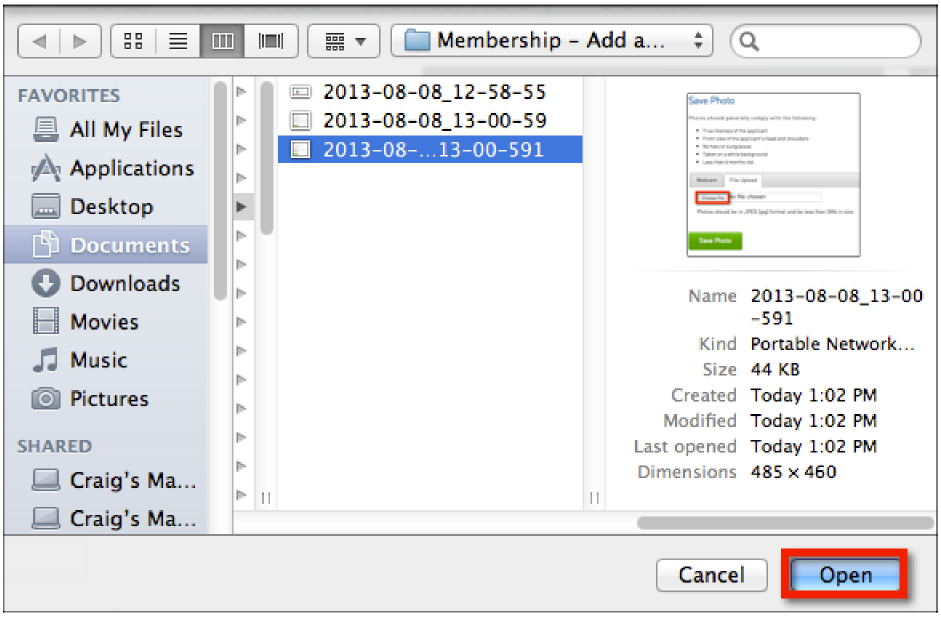


5. SportsTG Membership will automatically detect if a webcam is connected to your computer. If you do not have (or do not want to use) a webcam to take a photo, click on the File Upload tab to select an existing file from your computer.

6. Click on Browse to open your file directory and locate the image you want to upload. The image file must be in JPEG (jpg) format and less than 3 MB in size.



7. Locate the image and click on Open.

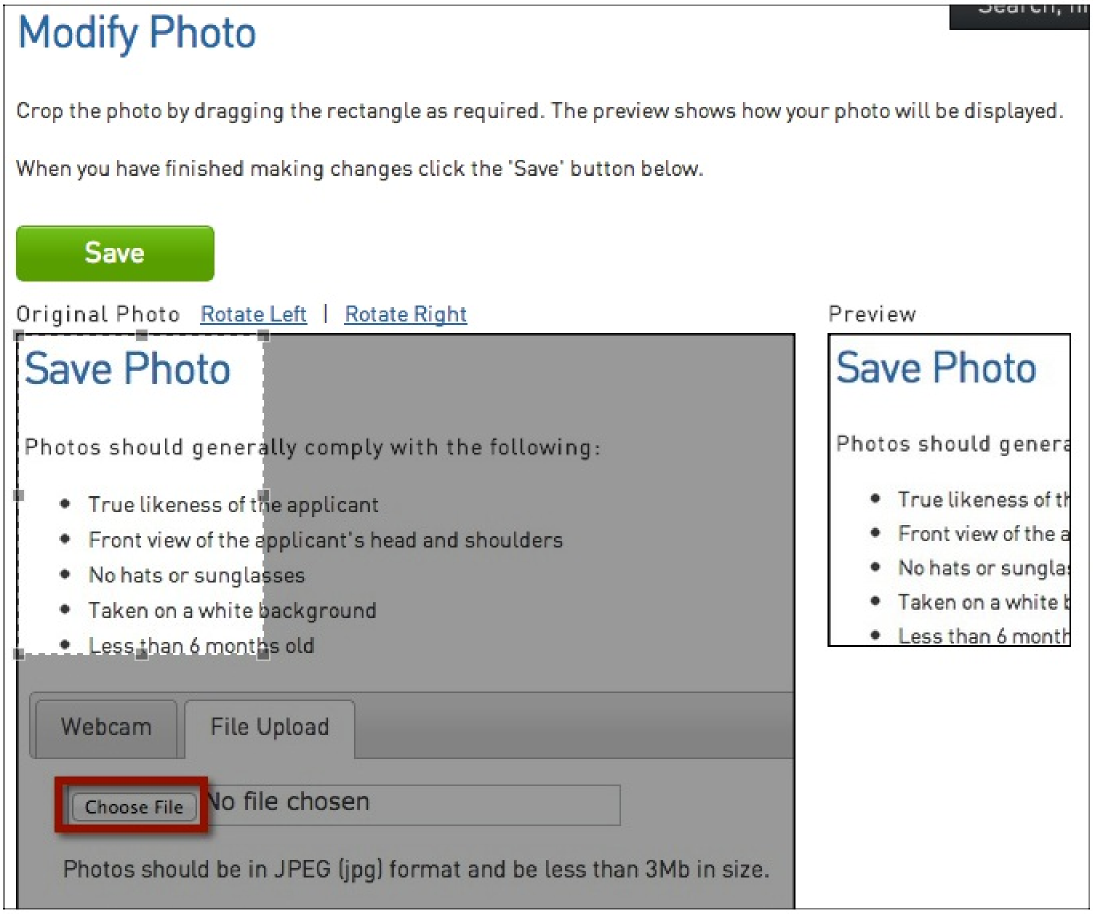


8. Click on Save Photo.

9. The upload status will appear while the photo is being uploaded.

10. A preview of the image will appear. Use your mouse cursor to crop and reposition the image if needed:

- Click and drag your mouse to re-position the selected area.



- Use the handles around the frame to extend/ reduce the selected area.

- If the image is sideways, you can use the 'Rotate Left' and 'Rotate Right' links to rotate the image until it is upright.

11.When finished, click on Save.

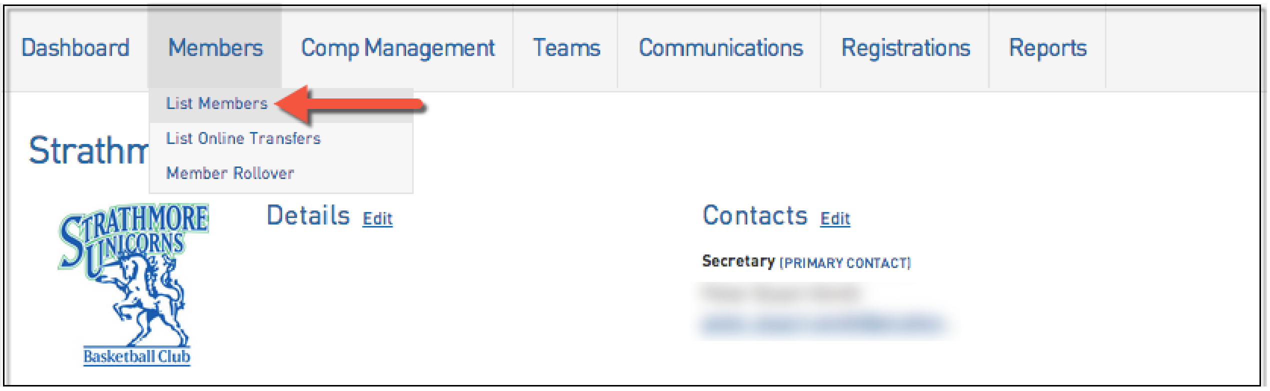
12. You will be returned to the member's 'Dashboard' where the profile photo will appear.

Edit Member Records History

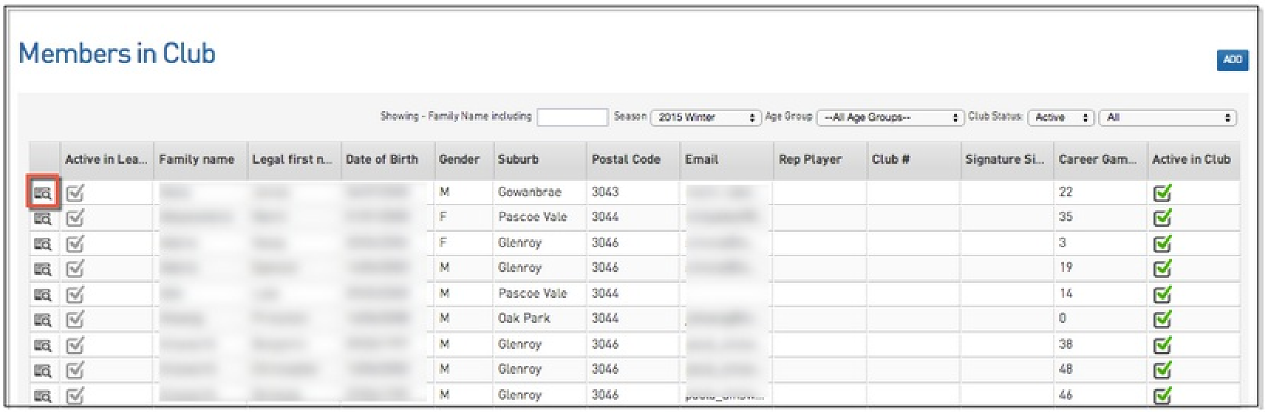
Last Modified on 03/06/2016 10:58 am AEST

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

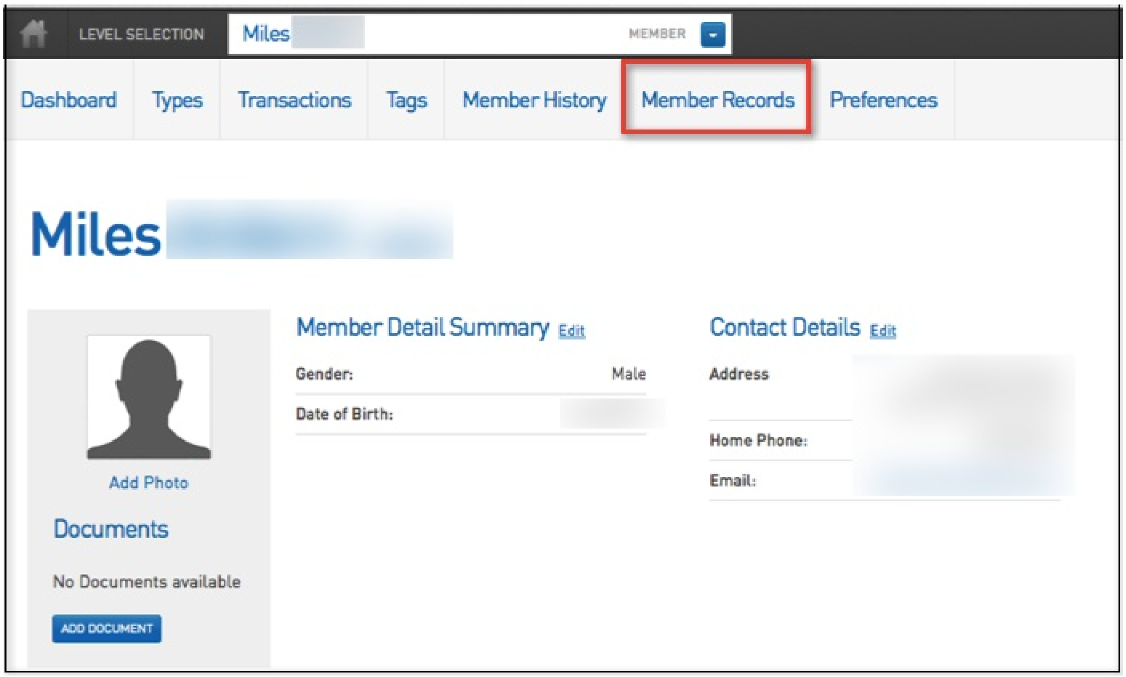
1. Add a New Member From your dashboard, click on 'Members' and from the drop down menu select 'List Members'.



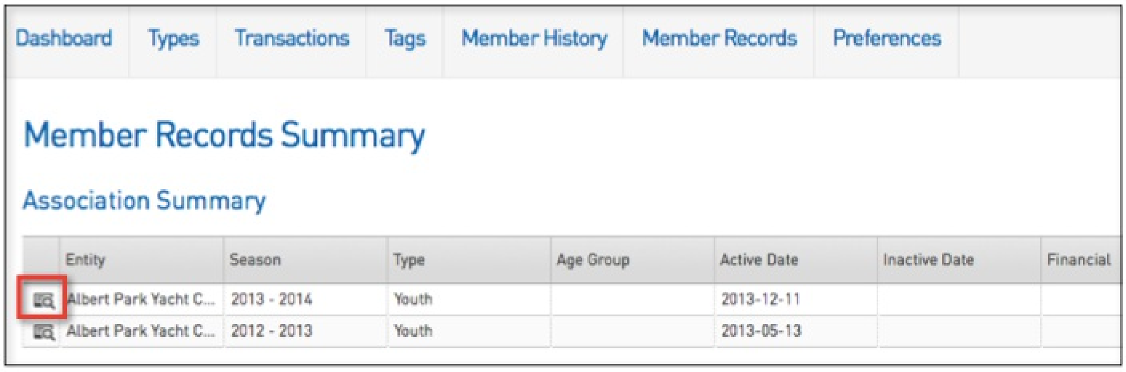
2. The list of members that belong to that club (or team) will appear. Click on the magnifying glass directly to the left of the member's name you wish to view/edit.



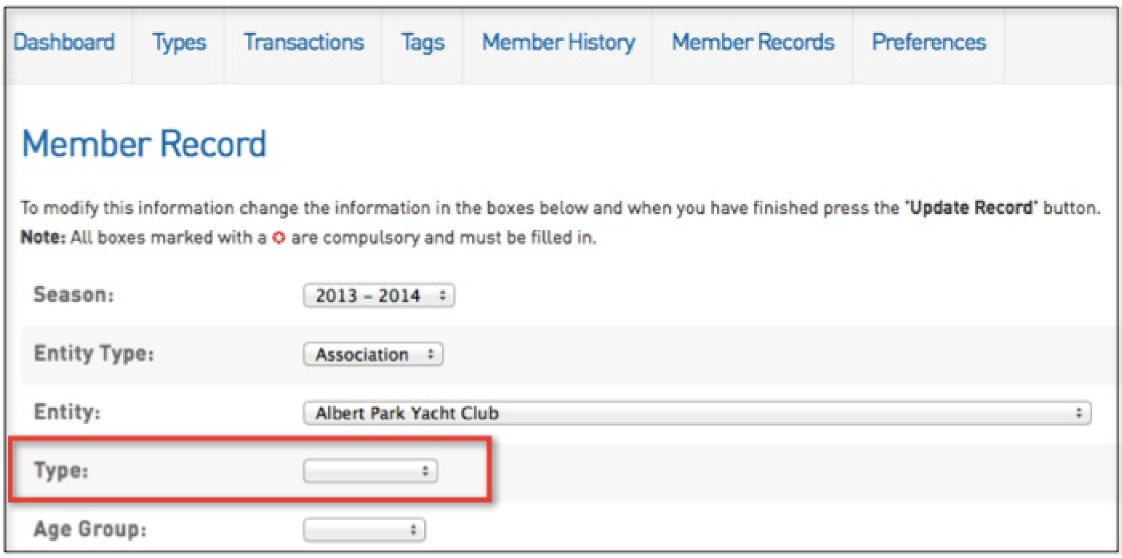
3. Once you have clicked on the magnifying glass, you will be directed to the players dashboard. Once there, click 'Member Records'.



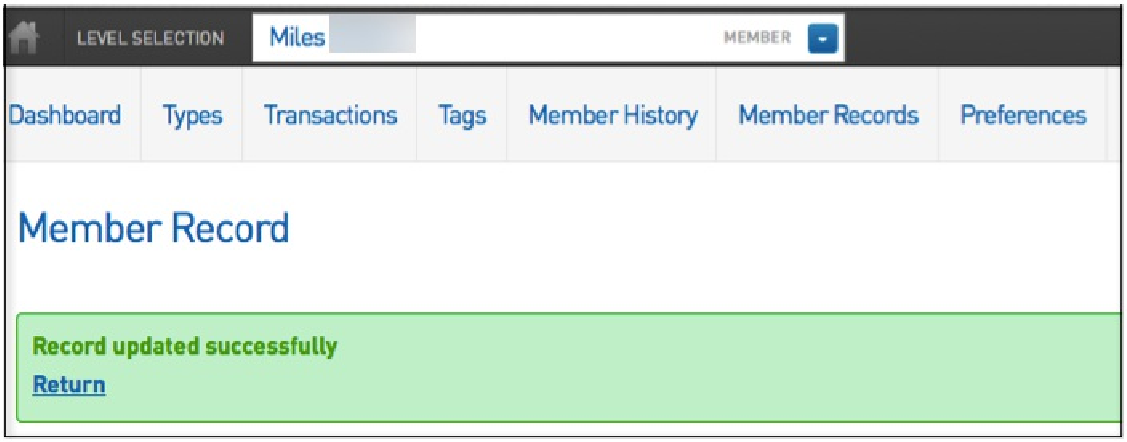
4. To edit an existing Member Record Type, click the small magnifying glass.



5. Click 'Type'.



6. Once you have edited the type, click 'Update Record'. The following page will confirm your change.



Gender Identity Capability

Last Modified on 28/04/2021 10:19 pm AEST

As part of our partnership with **Pride in Sport**, GameDay is proud to announce that our system now supports the collection of gender identity data across the product suite wherever gender data is collected. This implementation has bought about updated terminology and input fields to better capture information, as well as represent and include people of diverse genders and sexualities. It also integrates more inclusive gender identity fields into applicable registration forms, member lists, member profile screens, reports and dashboards.

Within field configuration there are now three gender-related fields available for organisations to utilise:

1. **Assigned Gender at Birth** - the sex that was assigned at birth and is specified on their birth certificate (this is the existing field previously labelled *Gender)*

2. **Gender Identity** - the gender identity the member currently identifies as

3. **Different Identity** - this is a text response field if a member selects *Different Identity* from the *Gender Identity* field drop-down list

ASSIGNED GENDER AT BIRTH

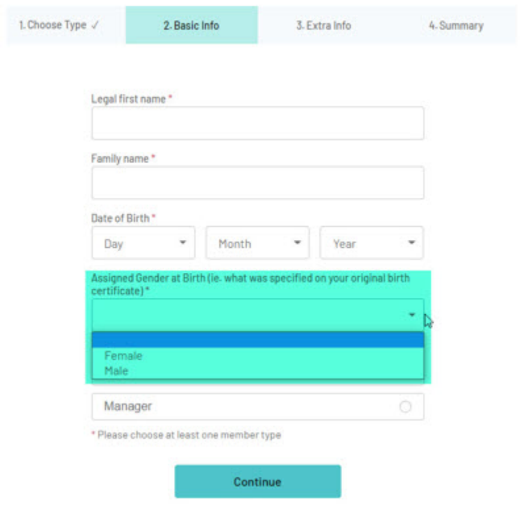
This is the existing field (previously labelled *Gender*) that has always existed in the GameDay Passport system, we have just updated the terminology for this field.

This field is now called **Assigned Gender at Birth** and is the sex the member was assigned at birth which is specified on their birth certificate. The options available are:

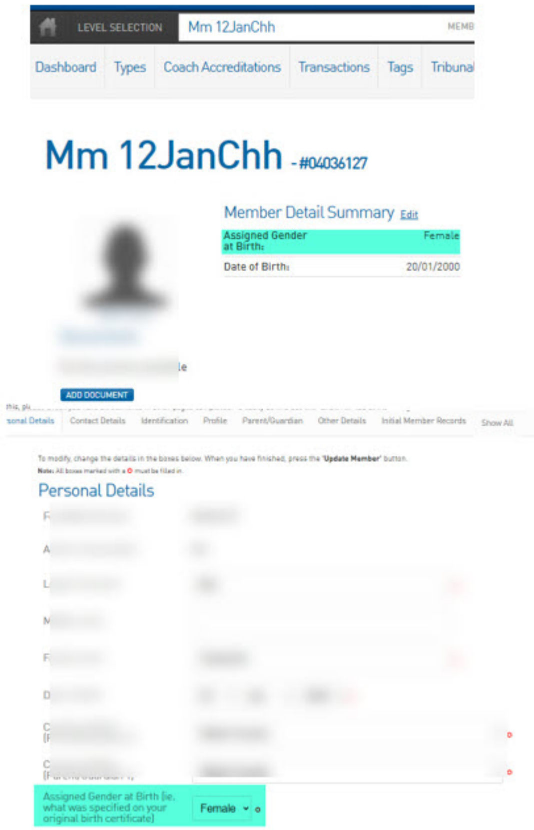
- **Male**
- **Female**

Note: This field will still be used when assigning a gender to competition settings, product display rules and question display rules. No previous data or settings will need to be updated.

FORM



MEMBER PROFILE



GENDER IDENTITY + DIFFERENT IDENTITY

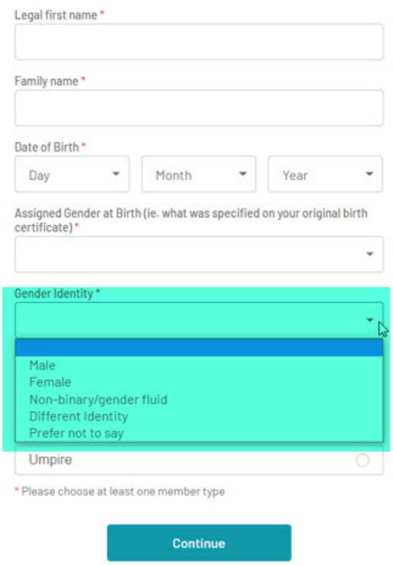
These are two new fields added to the database (by default both these fields are set to ***Let Levels Below Choose***) in Field Configuration to allow organisations to turn these fields on to start collecting Gender Identity data.

The field called **Gender Identity** allows members to be able to select from the following options:

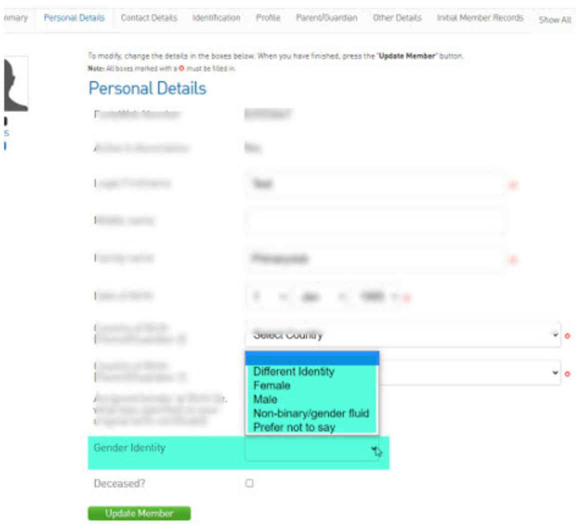
- **Male**
- **Female**
- **Non-binary/gender fluid**
- **Different Identity** - if selected the ***Different Identity*** text box field will appear for the user to input their identity
- **Prefer not to say**

Please be sure to configure these fields to show on forms if your organisation wishes to collect Gender Identity data for your members. Click here to see how to do this.

FORM



MEMBER PROFILE



Configure Gender Identity fields in Field Configuration

Last Modified on 28/04/2021 10:26 pm AEST

With the introduction of Gender Identity Capability, organisations have the ability to configure these fields to be editable or compulsory on registration forms or when editing a member record for their own organisation or organisations within their hierarchy.

CONFIGURING THE FIELD AT LEAGUE/ASSOCIATION LEVEL:

1. Log into your league/association database.

2. Go to the SETTINGS COG (on the right hand side).

3. Click SETTINGS.

4. Click FIELD CONFIGURATION.

5. Under MEMBER FIELDS scroll to find the following fields and find:

- Gender Identity
- Different Identity

It's advisable to ensure the settings for both the ***Gender Identity*** and ***Different Identity*** fields are adjusted at the same time with the same settings.

6. Click on the name of the field to expand them.

7. Set how you want these fields displayed for member profiles and forms.

It is recommended that these fields be set to EDITABLE so members can choose to fill this out or not.

8. Adjust the setting for each field to which you want these fields to display like at YOUR LEVEL.

It is recommended that you set this to be editable or compulsory FOR YOUR LEVEL so that these fields appear within the member profile.

9. Adjust the setting for each field to what you want for lower levels and on registration forms.

If FOR LEVELS BELOW and REGISTRATION FORM are left as LET LEVELS BELOW CHOOSE that will mean clubs have the ability to set this to what they prefer at their level on both profiles and registration forms.

10. Click SAVE OPTIONS.

If you wish for clubs to not be able to change these fields, then adjust the setting to suit FOR LEVELS BELOW and REGISTRATION FORM.

CONFIGURING THE FIELD AT CLUB LEVEL:

1. Log into your club

2. Go to the SETTINGS COG (right hand side).

3. Click on FIELD CONFIGURATION.

4. Under MEMBER FIELDS scroll to find the following fields and find:

- Gender Identity
- Different Identity

It's advisable to ensure the settings for both the ***Gender Identity*** and ***Different Identity*** fields are adjusted at the same time with the same settings.

5. Click on the name of the field to expand them.

6. Adjust the fields to display based on what you want FOR YOUR LEVEL and REGISTRATION FORM.

It is recommended that these fields be set to EDITABLE so members can choose to fill this out or not.

7. Click SAVE OPTIONS.

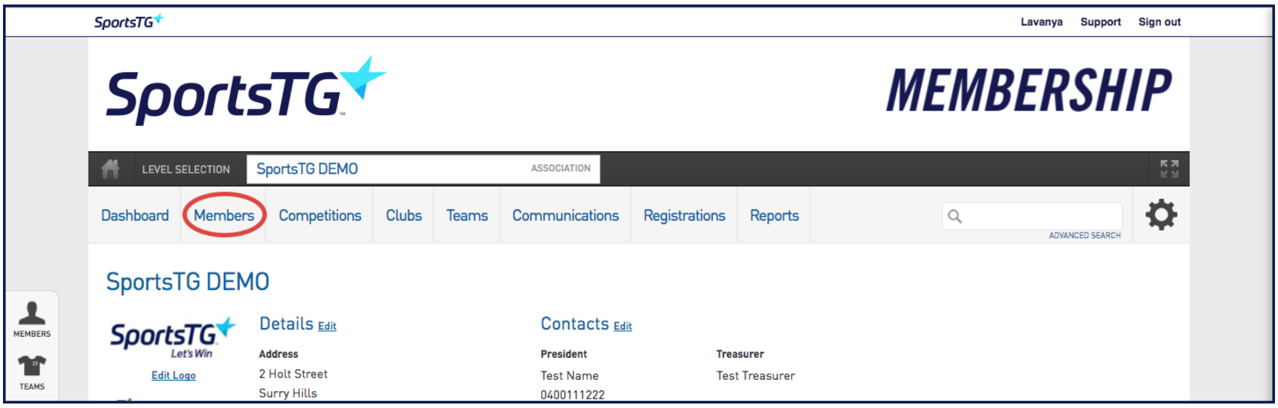
As per the normal rules in place with field configurations if you do not have the ability to configure these field then your hierarchy has this set to display a certain way or not allowed lower levels to change this, so if this is the case please contact the next level in your hierarchy to get this configuration changed or adjusted (eg. if you are a club you will need to speak to the league).

View Member Statistics

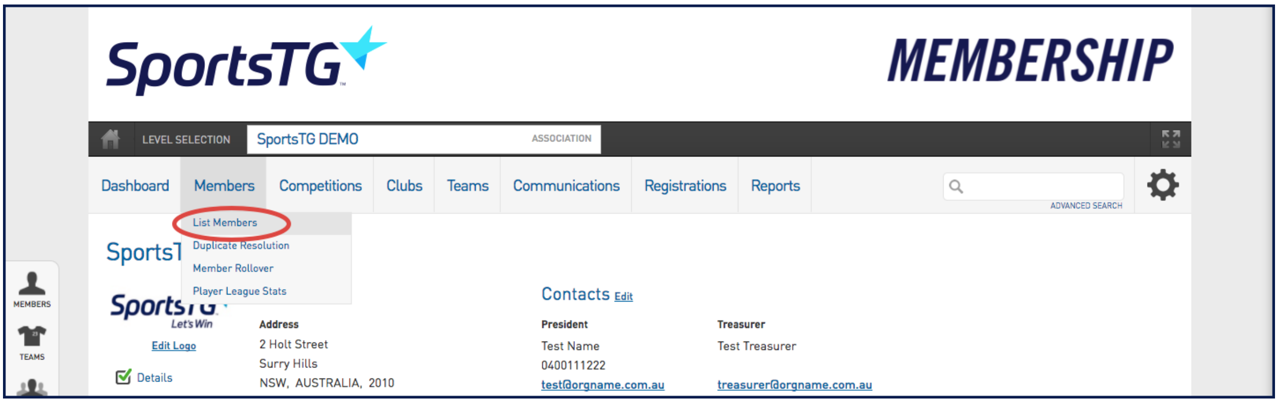
Last Modified on 08/08/2017 2:40 pm AEST

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Select **Members** From the Menu.

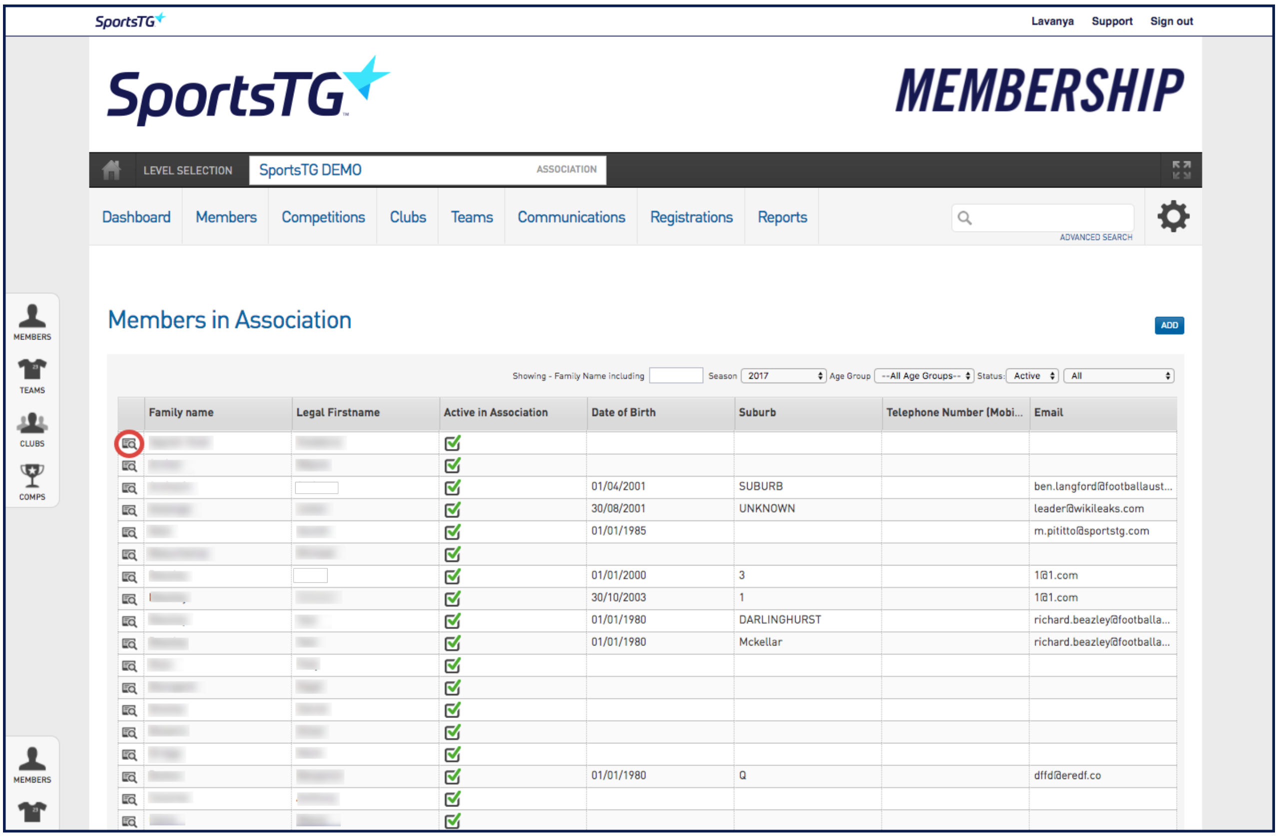


2. Select **List Members** from the drop-down. This will display the list of members.

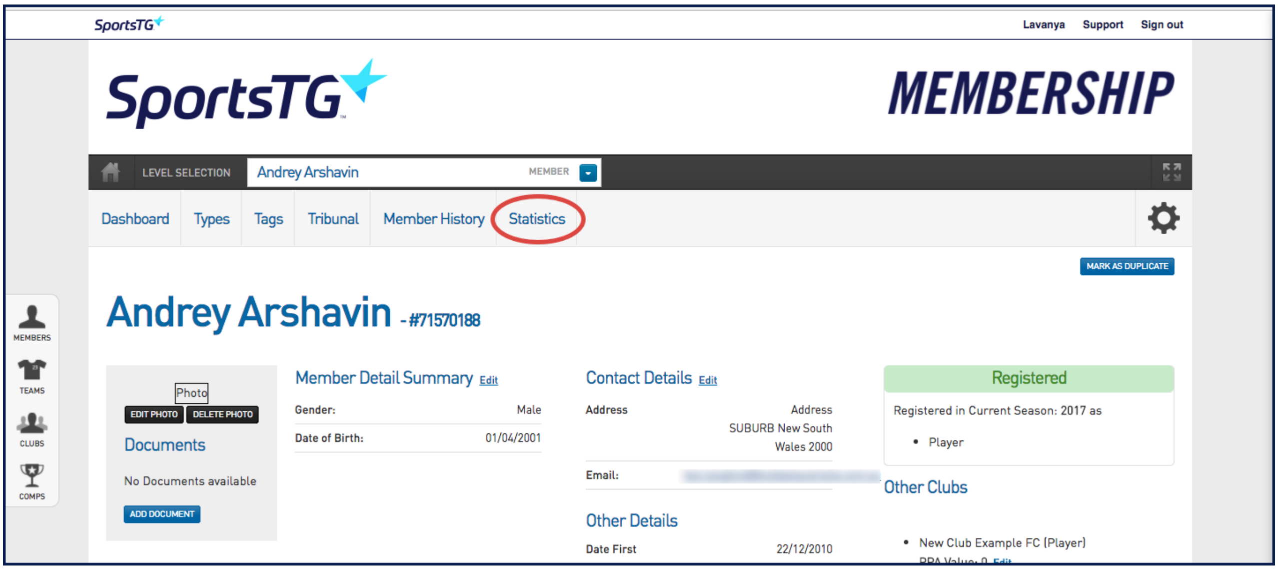


NOTE: You can also select Player League Stats to see the list of members.

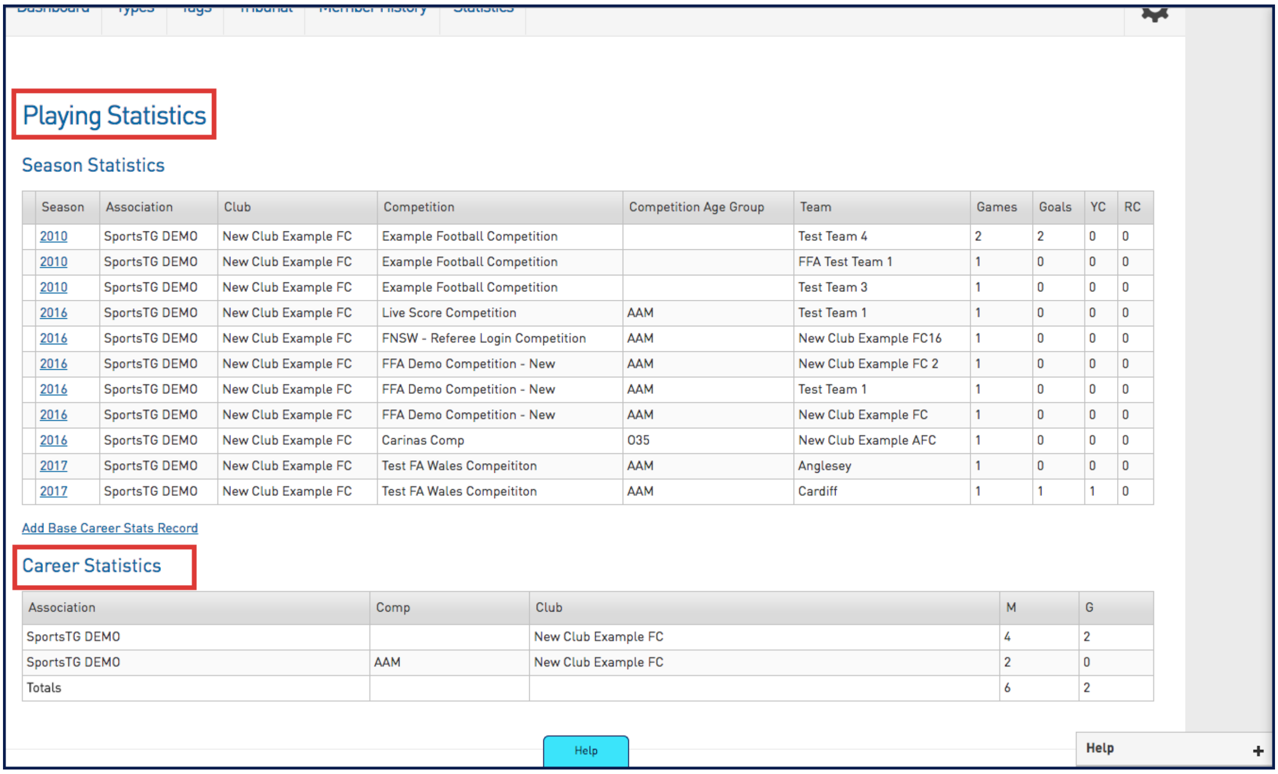
3. Click on the **magnifying glass** icon at the beginning of the line. This will open the member details.



4. Select **Statistics** from the menu.



5. The player statistics will be displayed on the screen.



Playing Statistics

Season Statistics

Season	Association	Club	Competition	Competition Age Group	Team	Games	Goals	YC	RC
2010	SportsTG DEMO	New Club Example FC	Example Football Competition		Test Team 4	2	2	0	0
2010	SportsTG DEMO	New Club Example FC	Example Football Competition		FFA Test Team 1	1	0	0	0
2010	SportsTG DEMO	New Club Example FC	Example Football Competition		Test Team 3	1	0	0	0
2016	SportsTG DEMO	New Club Example FC	Live Score Competition	AAM	Test Team 1	1	0	0	0
2016	SportsTG DEMO	New Club Example FC	FNSW - Referee Login Competition	AAM	New Club Example FC16	1	0	0	0
2016	SportsTG DEMO	New Club Example FC	FFA Demo Competition - New	AAM	New Club Example FC 2	1	0	0	0
2016	SportsTG DEMO	New Club Example FC	FFA Demo Competition - New	AAM	Test Team 1	1	0	0	0
2016	SportsTG DEMO	New Club Example FC	FFA Demo Competition - New	AAM	New Club Example FC	1	0	0	0
2016	SportsTG DEMO	New Club Example FC	Carinas Comp	O35	New Club Example AFC	1	0	0	0
2017	SportsTG DEMO	New Club Example FC	Test FA Wales Compeititon	AAM	Anglesey	1	0	0	0
2017	SportsTG DEMO	New Club Example FC	Test FA Wales Compeititon	AAM	Cardiff	1	1	1	0

Add Base Career Stats Record

Career Statistics

Association	Comp	Club	M	G
SportsTG DEMO		New Club Example FC	4	2
SportsTG DEMO	AAM	New Club Example FC	2	0
Totals			6	2

Help

Help +

SportsTG
Let's Win

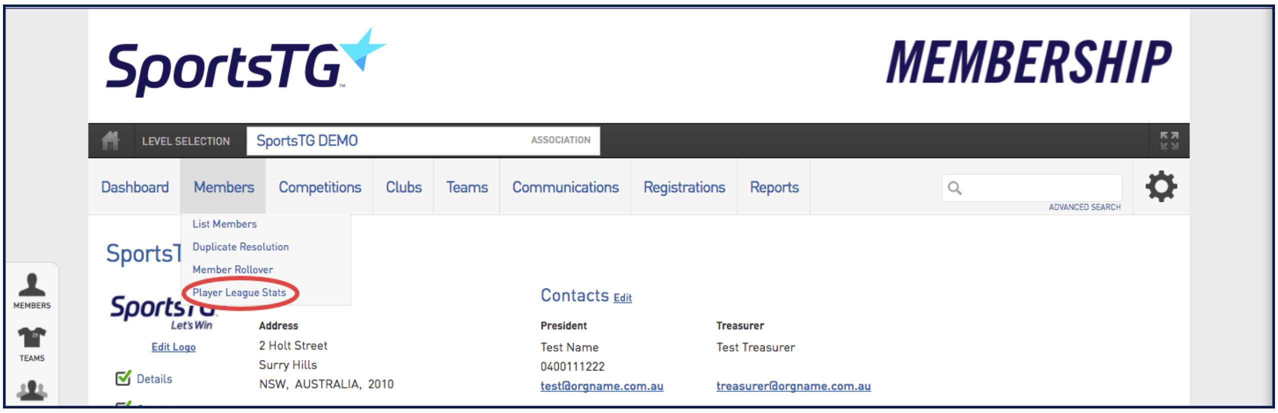
Rebuild player career statistics

Last Modified on 20/09/2017 11:12 am AEST

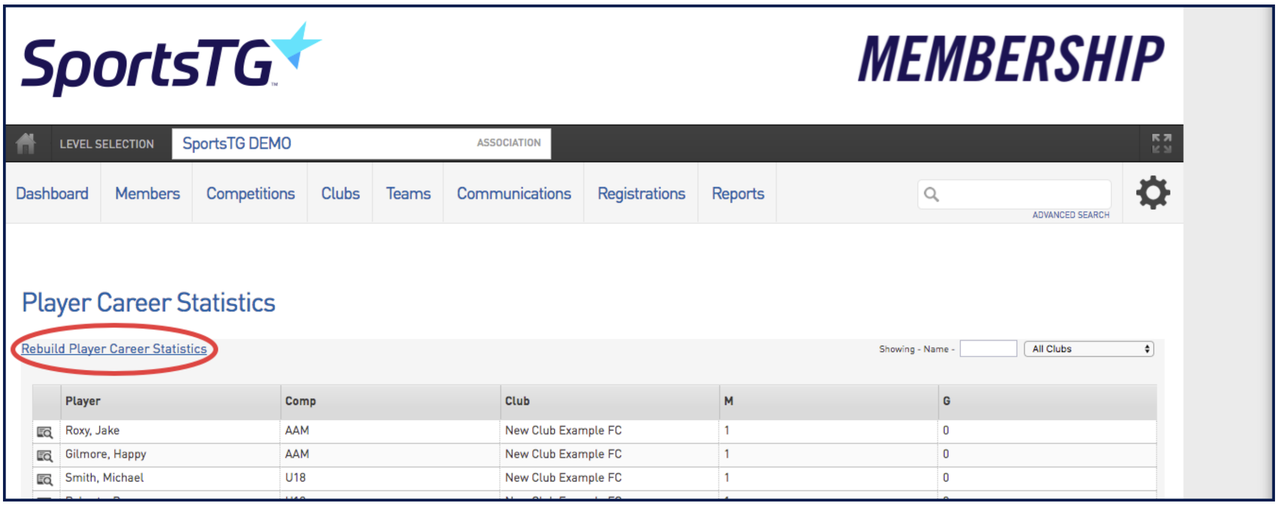
NOTE: This can be done only at the Association/League Level

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

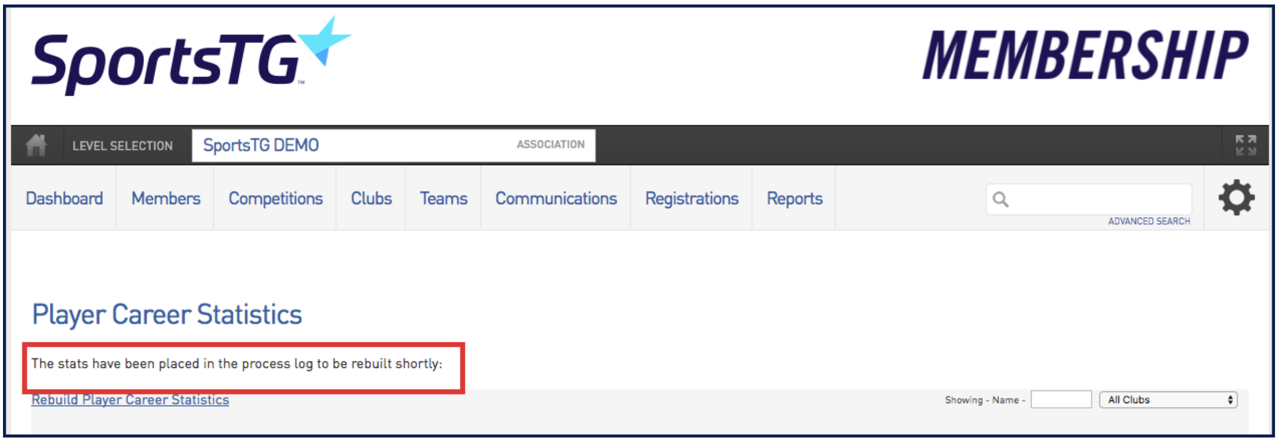
1. Hover over Members in the menu and select Player League Stats.



2. Click on **Rebuild Player Career Statistics.**



3. You will get a message indicating the stats have been placed in the process for rebuilding.


SportsTG
MEMBERSHIP
LEVEL SELECTION
SportsTG DEMO
ASSOCIATION
Dashboard
Members
Competitions
Clubs
Teams
Communications
Registrations
Reports
ADVANCED SEARCH
Player Career Statistics
The stats have been placed in the process log to be rebuilt shortly:
Rebuild Player Career Statistics
Showing - Name -
All Clubs

Duplicate resolution audit log

Last Modified on 05/07/2018 2:20 pm AEST

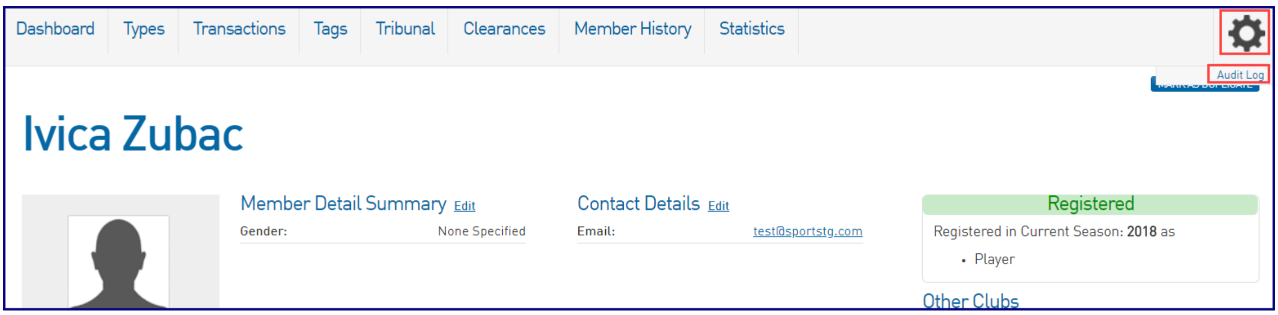
When a member has more than one record, they should be marked as duplicates and merged into one. It is now possible to see who merged the records and when.

Hover over **Members** and select **List Members**.

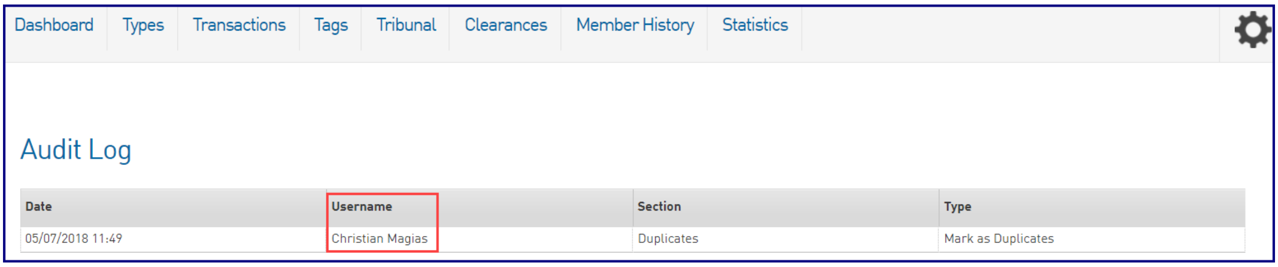
Find the member's record and click on the magnifying glass to open it.

NOTE: you can also use the Advanced Search to find the member.

Click on the cog in the right corner and select Audit Log.



The audit log will show you the details of the duplicate merge including who did the merge.


Dashboard
Types
Transactions
Tags
Tribunal
Clearances
Member History
Statistics
Audit Log
Date
Username
Section
Type
05/07/2018 11:49
Christian Magias
Duplicates
Mark as Duplicates

Hide member from public display

Last Modified on 02/08/2019 9:35 am AEST

Hide member from public display

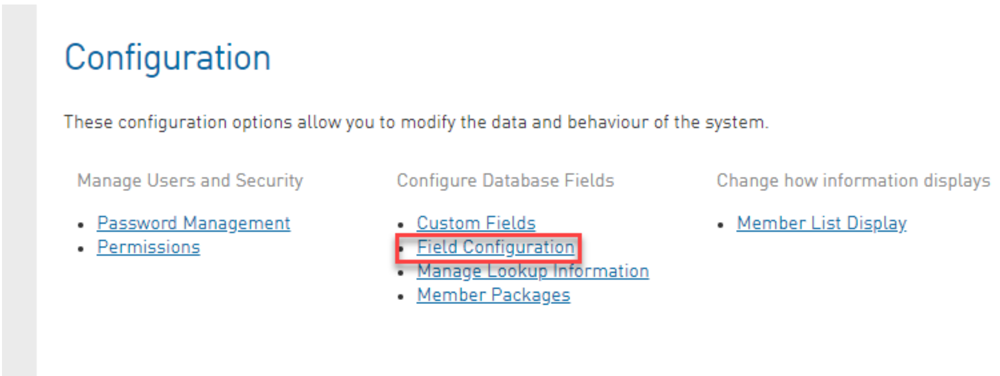
Club and league administrators now have the ability to mark members to be hidden from the public SportsTG websites.

Note: this field is configured at league/association level from which the league can choose a setting for this field for clubs. If you are a club and cannot see this field please contact your league to get it enabled.

1. Log into the league/association database

2. Settings cog > settings

3. Select **field configuration**



4. Under the **member fields** tab, scroll down to the bottom of the list and click on the **hide from public display** field

The admin then has the ability to set this field how they would like and if they would like clubs to be able to do this for members as well.

We recommend that leagues set this field to **editable.**

*- **For my level** - this is for your association level*

*- **For levels below** - this is for the club level - if this option is set to editable this will allow clubs*

*themselves to be able to tick/untick this checkbox if a member ever comes to them and asks to be removed from the website- it saves the association having to do it. However if you would only like your level (league/association) to be able to add/remove people from the website keep this field set to **let levels below choose.***

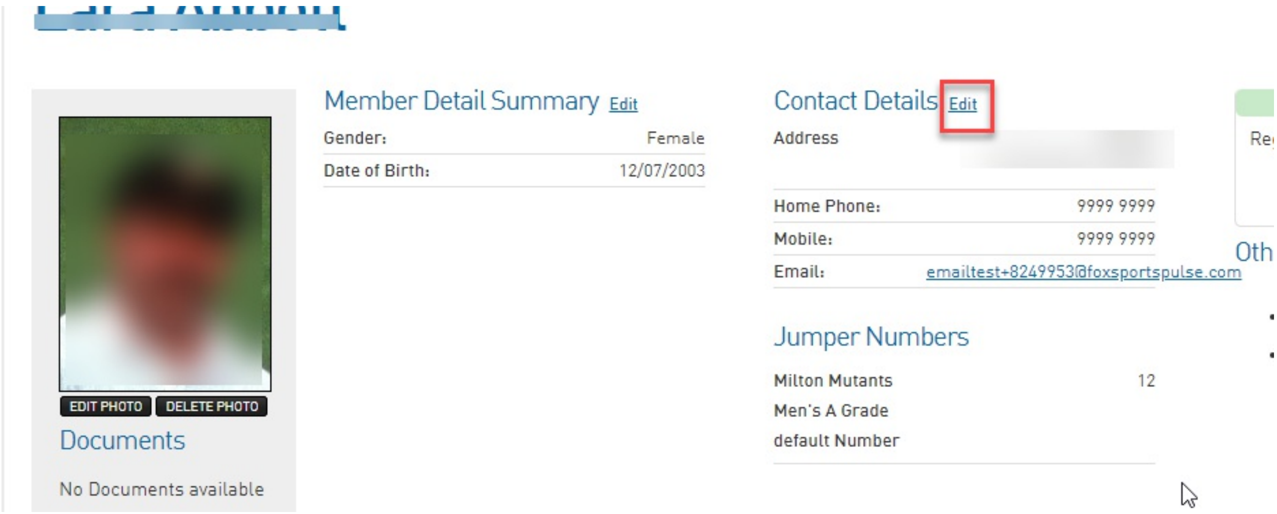
5. Click save once you have selected your option

To see this field within a members profile:

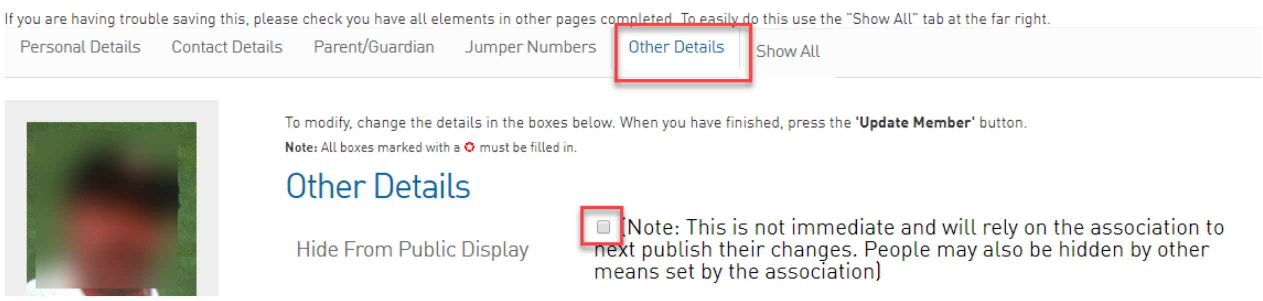
6. Members > list members

7. Click into the relevant member

8. Contact details > edit



9. Click on **other fields** and then the **hide from public display** field should be visible



Note: if this box is ticked, the association will need to publish to web first in order for this member to be removed from the website, so if you are a club, please contact the league directly.

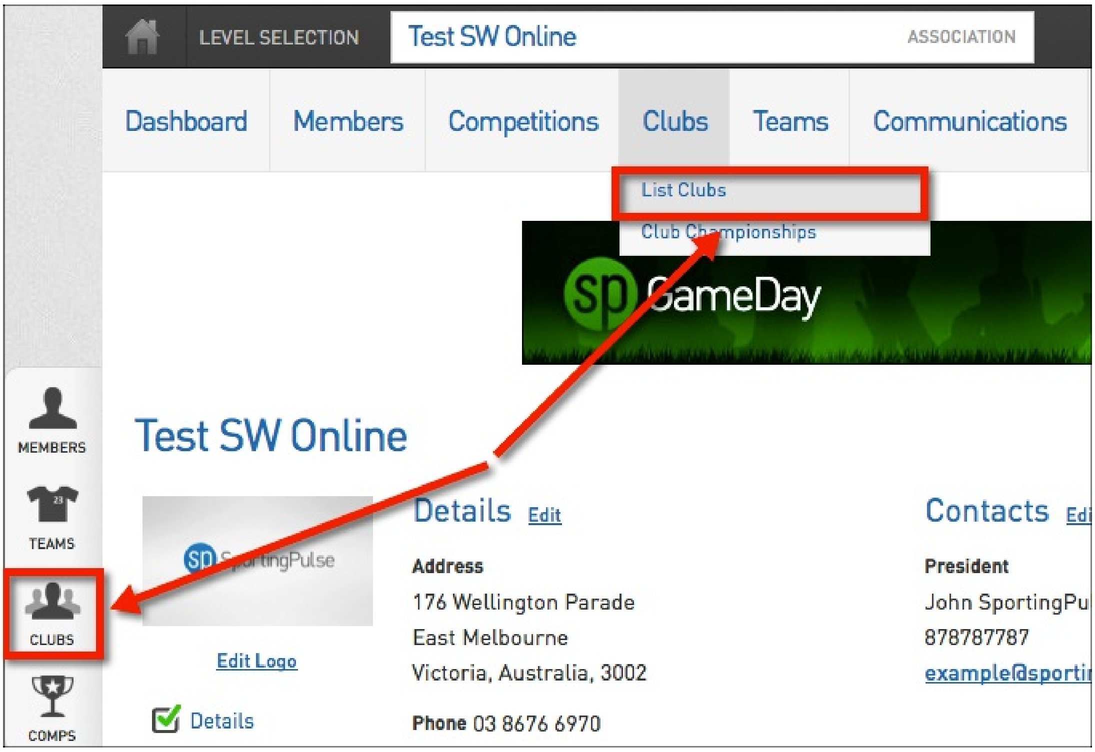
Add and Edit Clubs

Last Modified on 25/10/2016 6:09 pm AEDT

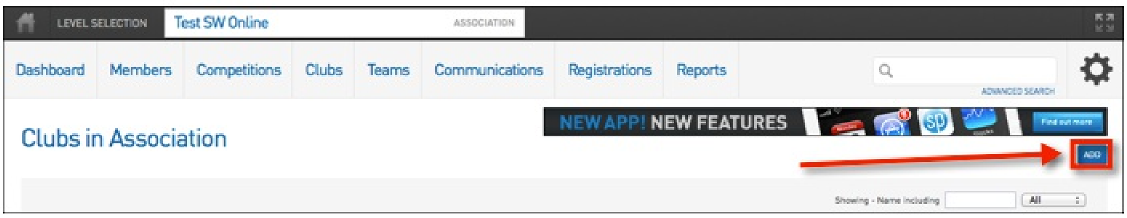
Add a new Club

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

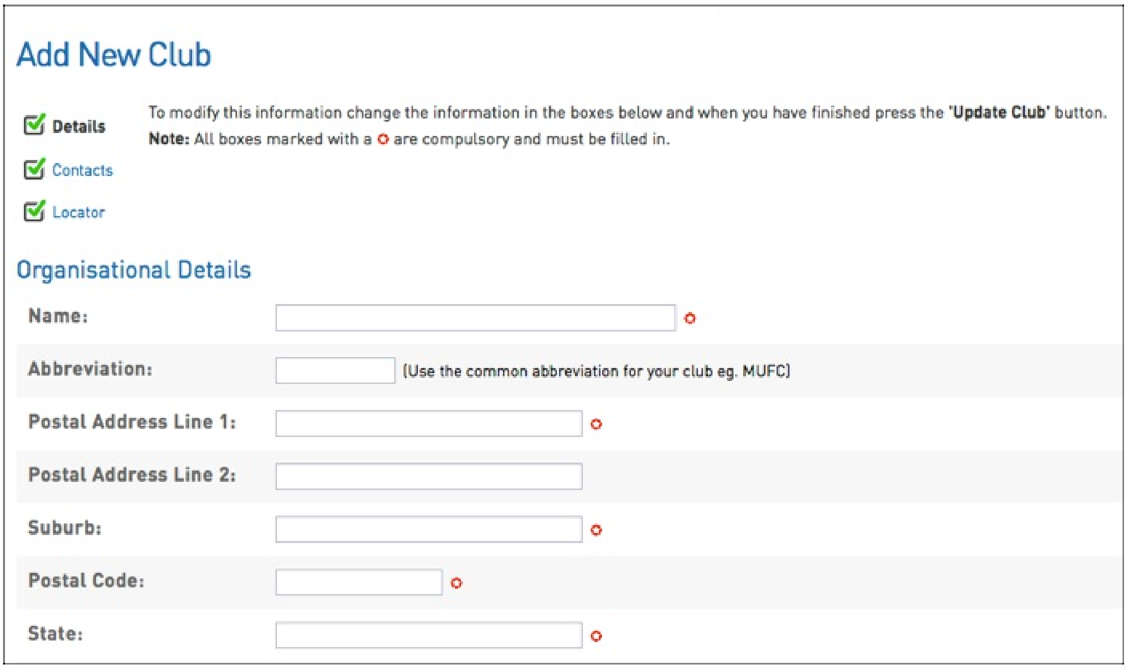
1. Click on clubs and then list clubs in the top menu or click clubs in the left hand menu.



2. A list of clubs within the association will appear. Click on Add in the top right corner



3. Enter the club details in the fields provided. Fields marked with a red asterisk are compulsory fields.

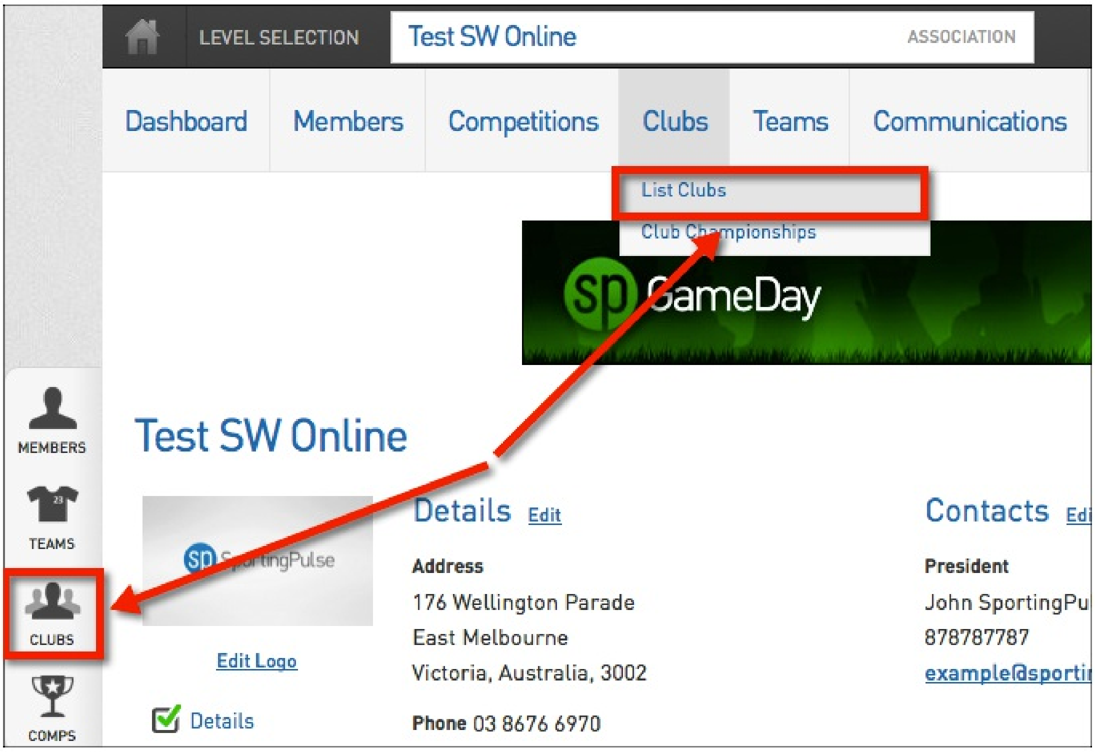


4. Click on Update Club to add the new club to the database.

5. A message will appear confirming the addition of the new club.

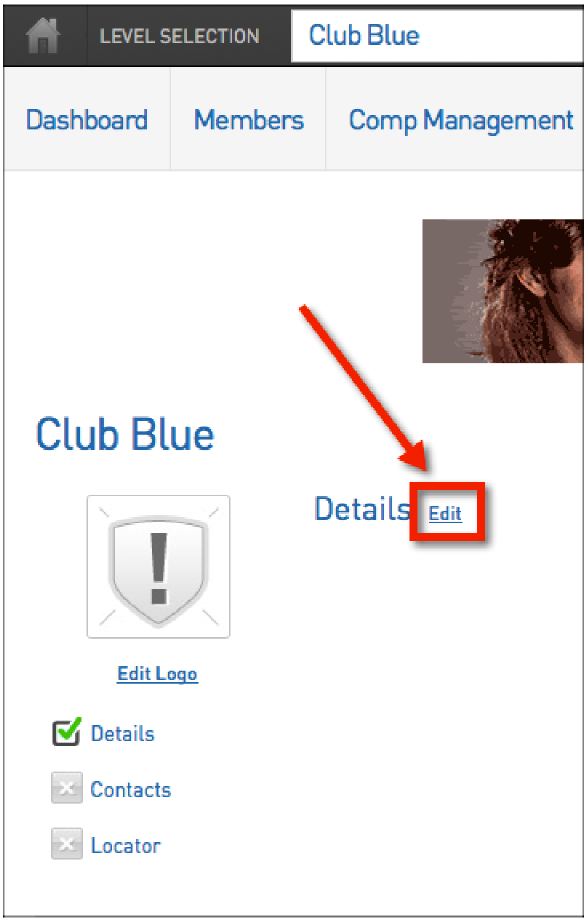
Edit a Club

1. Click on clubs and then list clubs in the top menu or click clubs in the left hand menu.

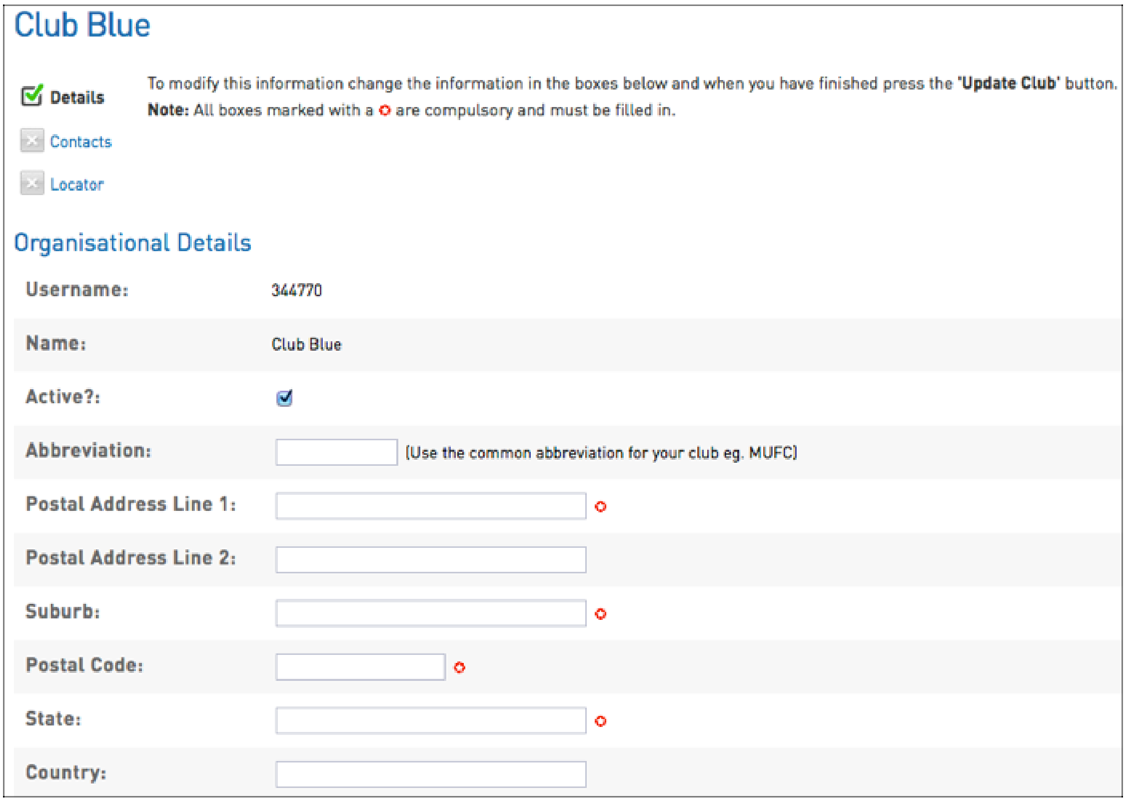


2. A list of clubs within the association will appear. Click on the View icon next to the club that you want to edit.

3. The 'Dashboard' for the club will open. Click on Edit next to the 'Details' heading.



4. Update the details of the club using the fields provided.



5. Click on Update Club.

6. A message will appear confirming that the club has been updated.

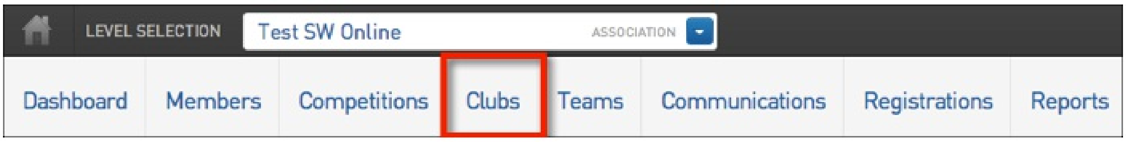
View Clubs in Association

Last Modified on 21/10/2015 9:42 am AEDT

To view the clubs in your association, please follow these steps.

Firstly, login to your Online Membership Database - If you don’t have your login details please contact your State Governing Body or Association.

1. From the dashboard, click 'Clubs' along the top menu.



2. To view information within one of your clubs, click the magnifying glass next to the specific club.

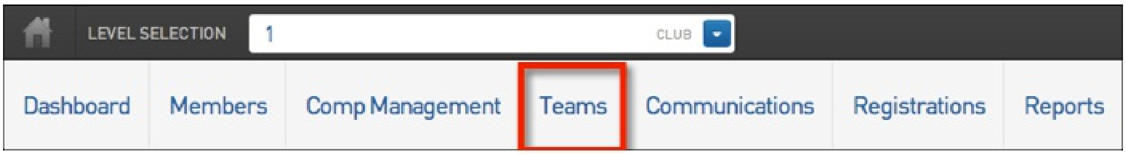
View Teams in a Club

Last Modified on 15/06/2016 3:12 pm AEST

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

To view teams within your clubs, please follow these simples steps.

1. From your dashboard, click 'Teams' from the top menu.



2. To view information within one of your teams, click the magnifying glass next to the specific team.

Add a Team

Last Modified on 25/10/2016 6:12 pm AEDT

Each team must belong to a club. Before adding teams to your database you should ensure that clubs have been set up. For associations/ competitions that do not have clubs, we suggest assigning your teams to a generic club - eg. 'General Club'.

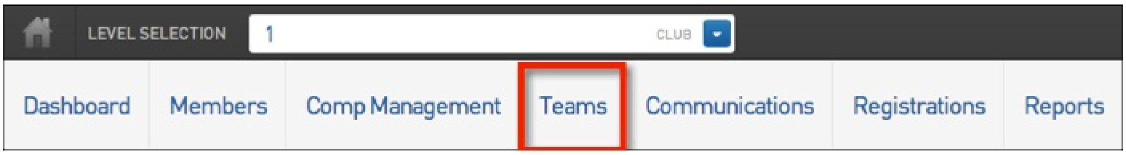
Once teams have been added to the database you can then proceed to add them to competitions.

Add a new Team

Associations and clubs can both add teams to the database, however the association can disable the ability of its clubs to add new teams through Configuration > Permissions.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

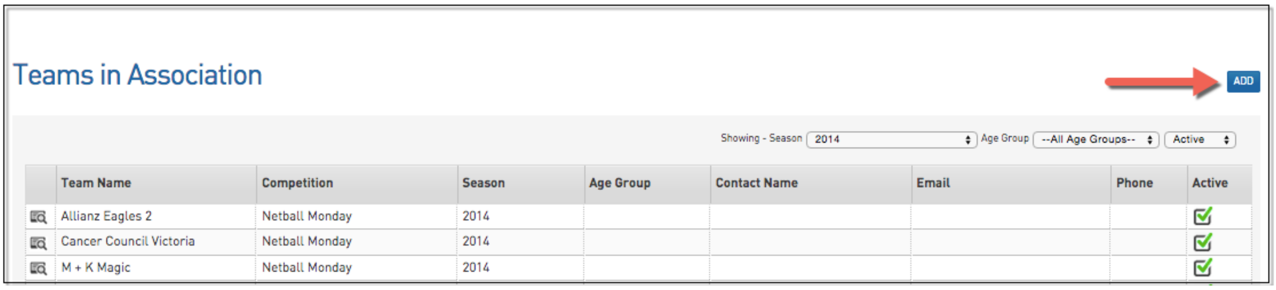
1. From the association or club level of the database, click on Teams in the top menu.



2. The list of teams will appear.

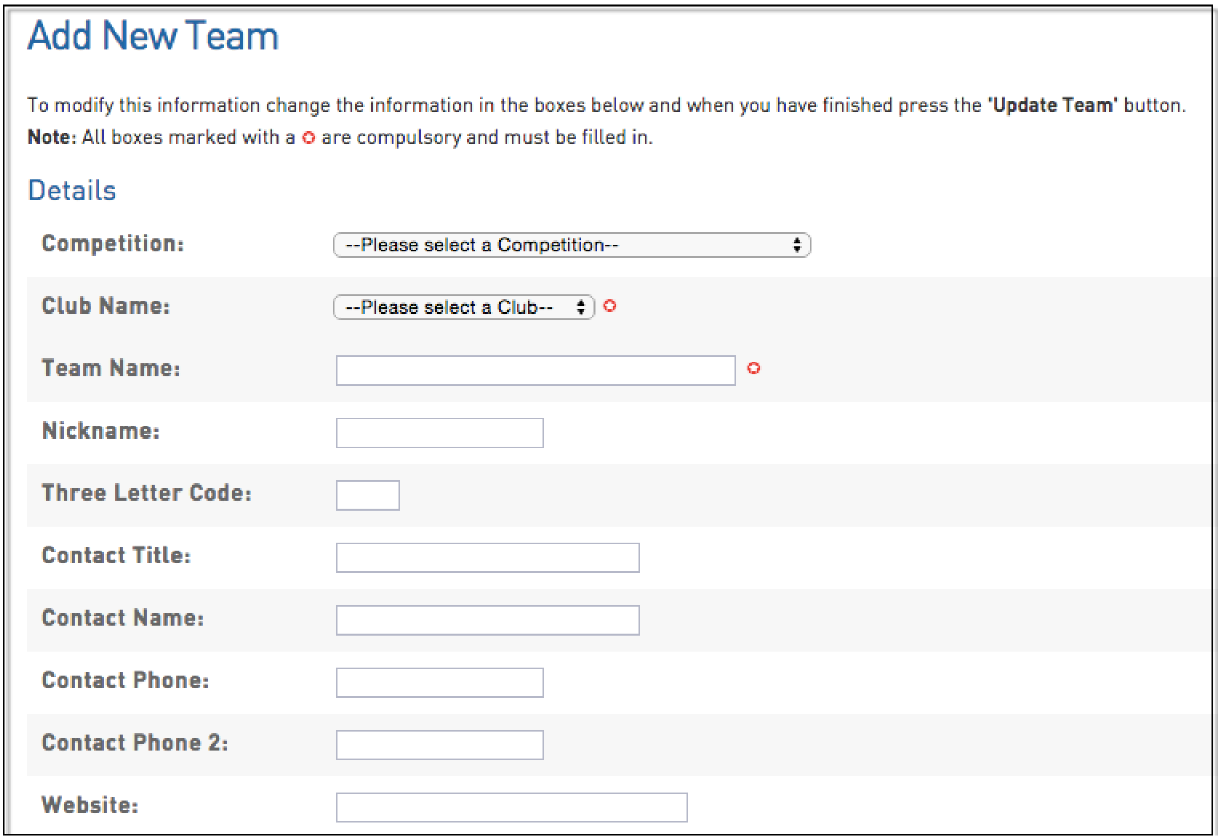
If you wish, you can use the 'Showing - Season' filter to show all teams in that particular competition season or the 'Age Group' filter to show all teams in a particular age group.

3. Click on Add in the top right corner.



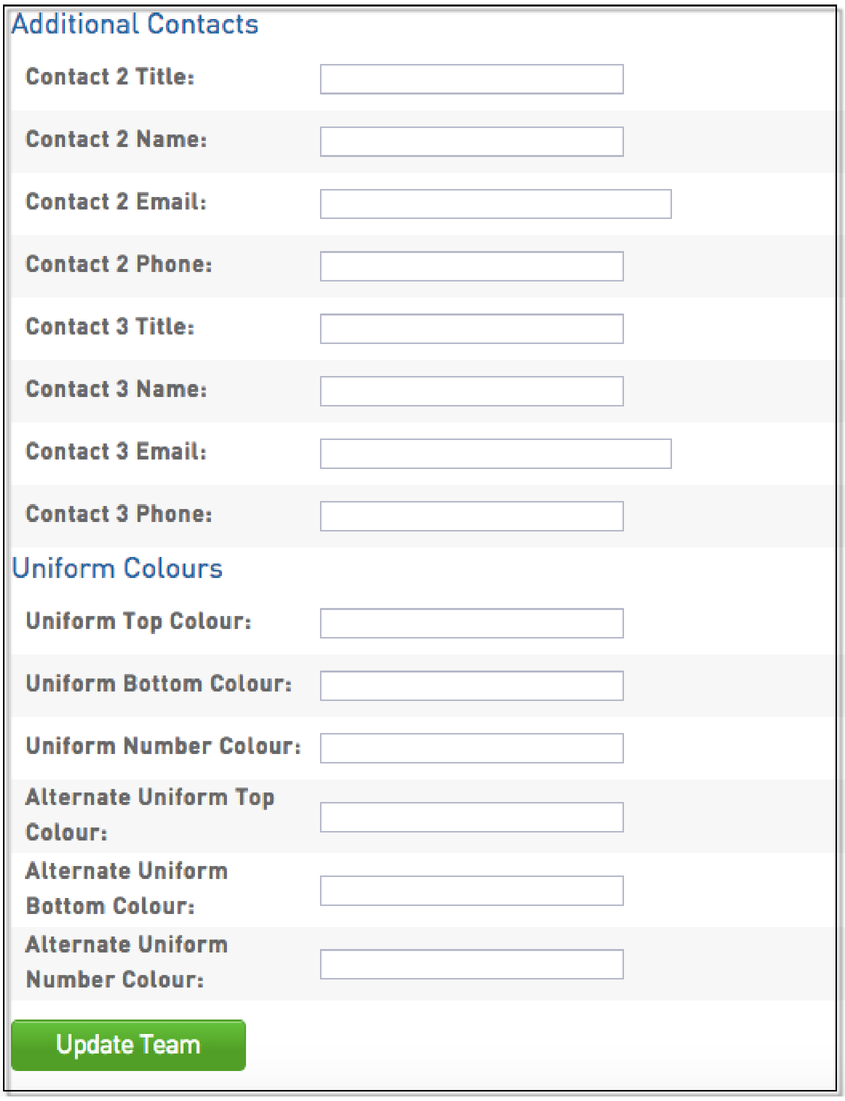
4. Enter the details in the fields provided, ensuring that you:

- Select the club that the team belongs to (association only). If you have logged into Membership at club level, the team will be added to your club.
- Enter the team name
- Select a competition



5. Enter Uniform Colours and Venue & Time Preferences which will apply upon fixture generation.

6. Click on Update Team.



Additional Contacts

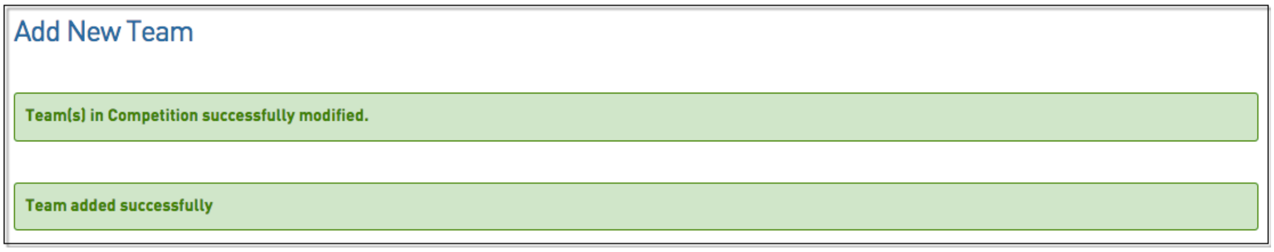
Contact 2 Title:	
Contact 2 Name:	
Contact 2 Email:	
Contact 2 Phone:	
Contact 3 Title:	
Contact 3 Name:	
Contact 3 Email:	
Contact 3 Phone:	

Uniform Colours

Uniform Top Colour:	
Uniform Bottom Colour:	
Uniform Number Colour:	
Alternate Uniform Top Colour:	
Alternate Uniform Bottom Colour:	
Alternate Uniform Number Colour:	

Update Team

7. A message will appear confirming the successful creation of the new team.



Add New Team

Team(s) in Competition successfully modified.

Team added successfully

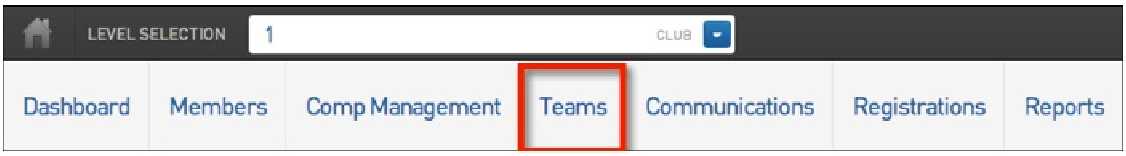
Edit Team Details

Last Modified on 21/06/2016 1:01 pm AEST

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

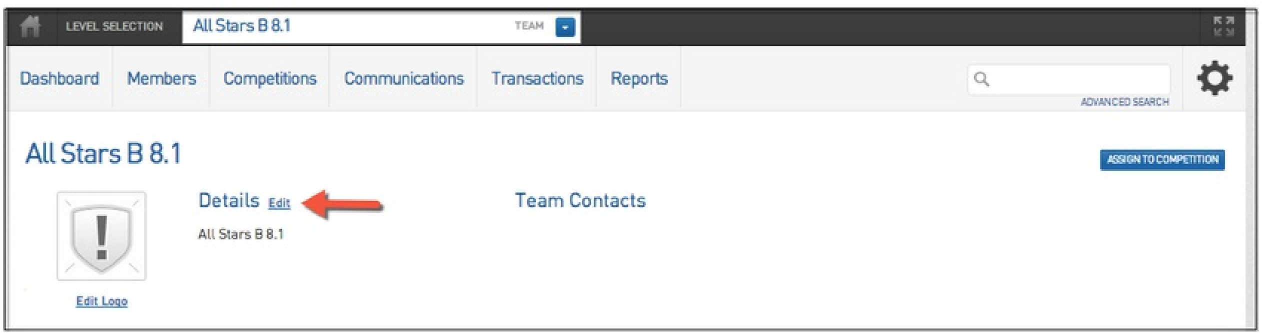
To edit Team Details, please follow these simple steps.

1. From your dashboard, click 'Teams' from the top menu.

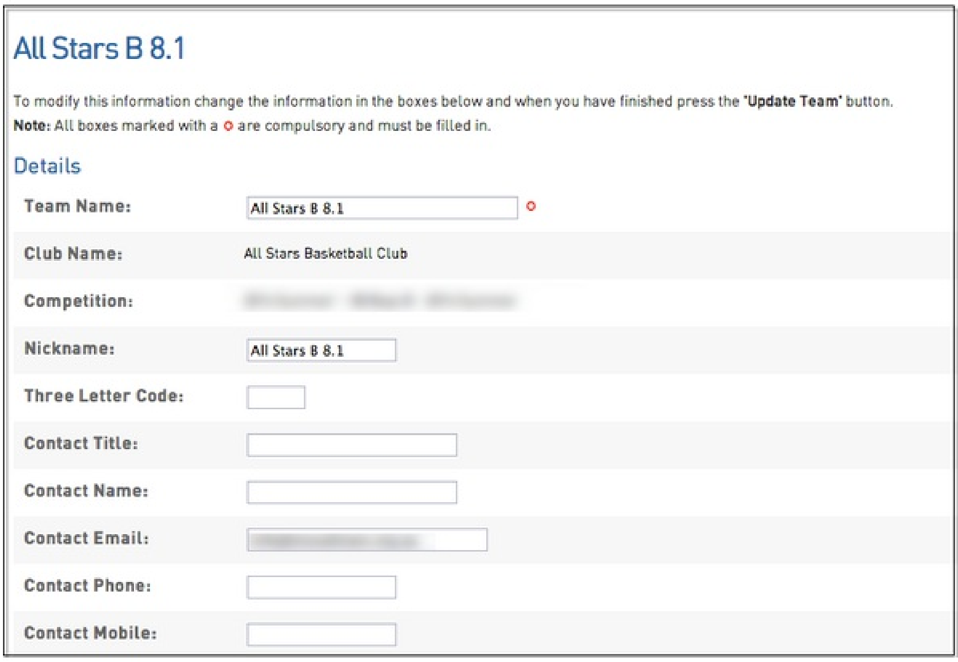


2. To view information within one of your teams, click the magnifying glass next to the specific team.

3. Click on 'Edit' next to Details.



4. Fill in the necessary details and click 'Update Teams'.



All Stars B 8.1

To modify this information change the information in the boxes below and when you have finished press the **'Update Team'** button.
Note: All boxes marked with a ○ are compulsory and must be filled in.

Details

Team Name:	All Stars B 8.1 ○
Club Name:	All Stars Basketball Club
Competition:	
Nickname:	All Stars B 8.1
Three Letter Code:	
Contact Title:	
Contact Name:	
Contact Email:	
Contact Phone:	
Contact Mobile:	

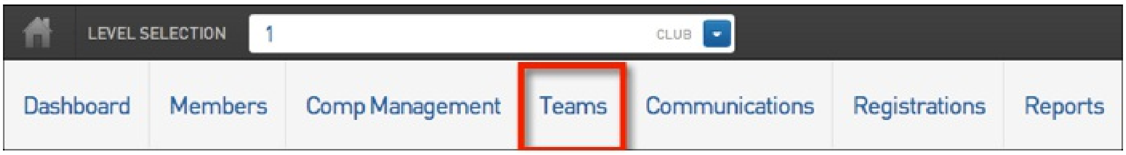
Assign Members to Teams

Last Modified on 25/10/2016 6:13 pm AEDT

Any club member can be added to a team within that club. Follow these instructions to select the club members that will participate in a team.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. If you are a team administrator, log into the team Membership database (skip to step 4). If you have logged in at the association or club level of Membership, click on Teams in the main menu.



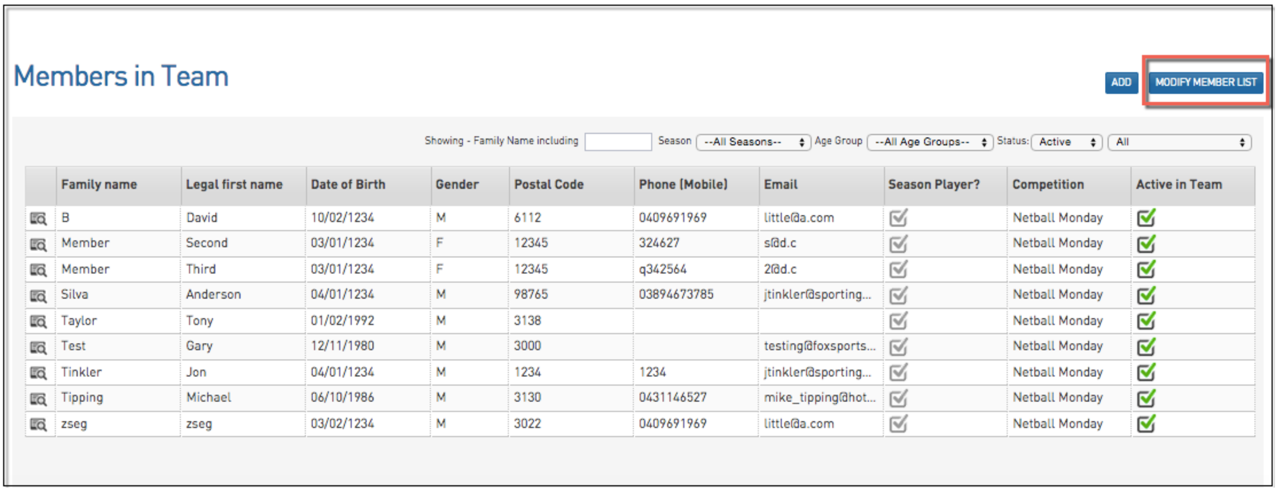
2. The list of teams will appear. Locate the team that you want to assign members to. You can use the filters provided to narrow down your search.

The search box can also be used to quickly locate the team by typing in the team name.

Open the team record clicking on the view button next to the team in the Teams List (or if you have used the search box, by clicking on the team name from the drop-down list).

3. The team 'dashboard' will open. Click on Members in the menu and from the drop-down menu select List Members.

4. The list of members belonging to that team will appear. Click on Modify Member List. Alternately, you can click on Members in the top menu and select Modify Team List.



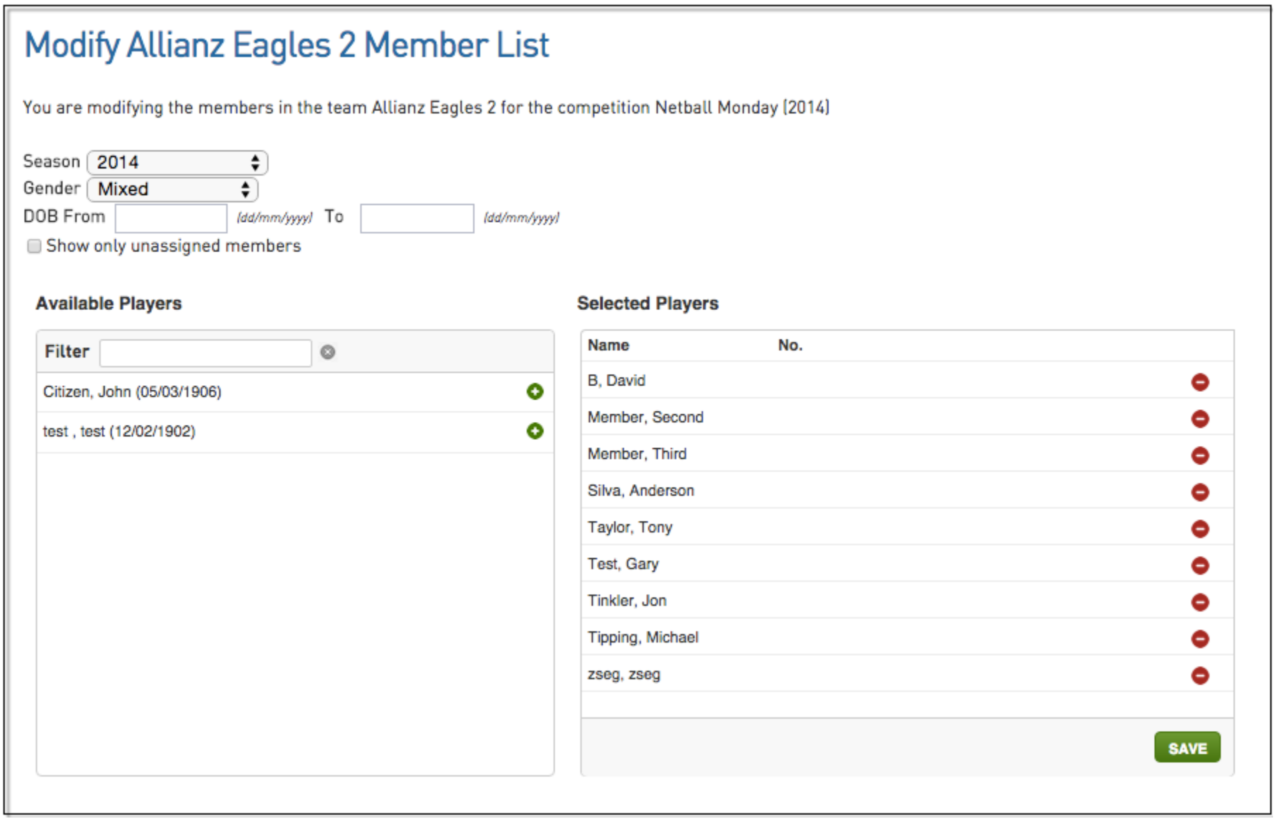
	Family name	Legal first name	Date of Birth	Gender	Postal Code	Phone (Mobile)	Email	Season Player?	Competition	Active in Team
	B	David	10/02/1234	M	6112	0409691969	little@a.com		Netball Monday	
	Member	Second	03/01/1234	F	12345	324627	s@d.c		Netball Monday	
	Member	Third	03/01/1234	F	12345	q342564	2@d.c		Netball Monday	
	Silva	Anderson	04/01/1234	M	98765	03894673785	jtinkler@sporting...		Netball Monday	
	Taylor	Tony	01/02/1992	M	3138				Netball Monday	
	Test	Gary	12/11/1980	M	3000		testing@foxsports...		Netball Monday	
	Tinkler	Jon	04/01/1234	M	1234	1234	jtinkler@sporting...		Netball Monday	
	Tipping	Michael	06/10/1986	M	3130	0431146527	mike_tipping@hot...		Netball Monday	
	zseg	zseg	03/02/1234	M	3022	0409691969	little@a.com		Netball Monday	

5. The 'Modify Member List' screen will open for the team. From here you can move club members in and out of the team. The list on the left hand side shows the 'Available Members', i.e. the club members based on the filters selected. On the right hand side is a list of the 'Selected Members, i.e. the team members based on the filters selected

Before assigning members to the team, firstly select the desired filters to refine the 'Available' and 'Selected' member lists: - Select the Season the members are registered to (before members can be moved into a team competing in a particular season, they must firstly be registered to that season) - Select the Age Group to show only members that belong to a particular age group - Enter a Date of Birth start and end date to show only members born within a specific date range

To move members into the team, click on the member's name in the Available Members list and drag and drop it into the Selected Members list.

To remove a member from the team, click on the member's name in the Selected Members list and drag and drop it into the Available Members list. Repeat this process for all the members you want to add to or remove from the team.



6. Click on **Save** when finished.

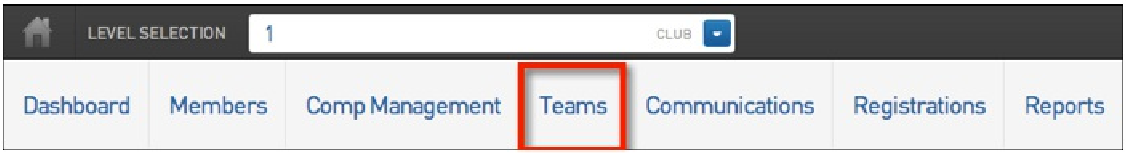
View members in Team

Last Modified on 25/10/2016 6:13 pm AEDT

View members in a Team If you are a team administrator, log into the team Membership database (skip to step 4).

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. If you have logged in at the association or club level of Membership, click on Teams in the main menu.



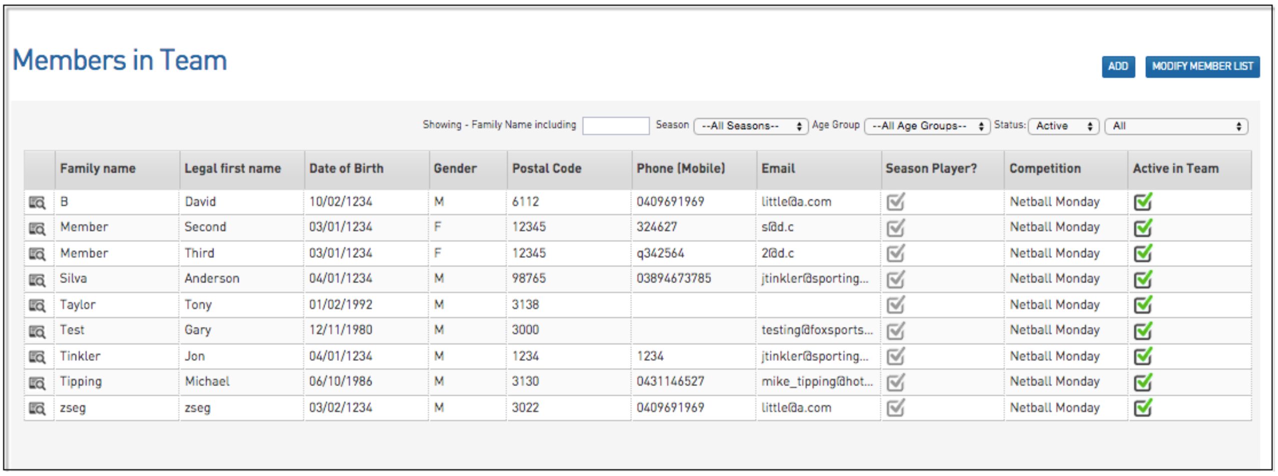
2. The list of teams will appear. Locate the team for which you want to view members. You can use the 'Showing - Season' filter to view all teams in that particular competition season or the 'Age Group' filter to view all teams in a particular age group.

The search box can also be used to quickly locate the team by typing in the team name.

Open the team record by clicking on the team name from the search drop-down list or clicking on the view button next to the team in the Teams List.

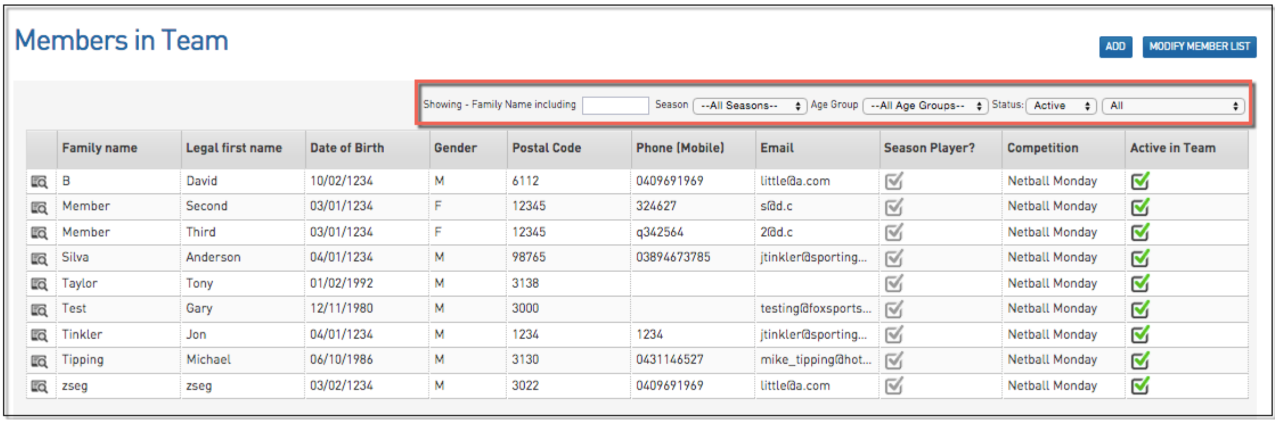
3. The team 'dashboard' will open. Click on Members in the menu and from the drop down menu select List Members.

4. The list of members belonging to the team will appear.



	Family name	Legal first name	Date of Birth	Gender	Postal Code	Phone (Mobile)	Email	Season Player?	Competition	Active in Team
	B	David	10/02/1234	M	6112	0409691969	little@a.com		Netball Monday	
	Member	Second	03/01/1234	F	12345	324627	s@d.c		Netball Monday	
	Member	Third	03/01/1234	F	12345	q342564	2@d.c		Netball Monday	
	Silva	Anderson	04/01/1234	M	98765	03894673785	jtinkler@sporting...		Netball Monday	
	Taylor	Tony	01/02/1992	M	3138				Netball Monday	
	Test	Gary	12/11/1980	M	3000		testing@foxsports...		Netball Monday	
	Tinkler	Jon	04/01/1234	M	1234	1234	jtinkler@sporting...		Netball Monday	
	Tipping	Michael	06/10/1986	M	3130	0431146527	mike_tipping@hot...		Netball Monday	
	zseg	zseg	03/02/1234	M	3022	0409691969	little@a.com		Netball Monday	

5. To quickly find a certain member record, typing the member's surname into the 'Family Name' search box. The filters can be used to view specific groups of team members according to season, age group, active status or member type.



	Family name	Legal first name	Date of Birth	Gender	Postal Code	Phone (Mobile)	Email	Season Player?	Competition	Active in Team
	B	David	10/02/1234	M	6112	0409691969	little@a.com		Netball Monday	
	Member	Second	03/01/1234	F	12345	324627	s@d.c		Netball Monday	
	Member	Third	03/01/1234	F	12345	q342564	2@d.c		Netball Monday	
	Silva	Anderson	04/01/1234	M	98765	03894673785	jtinkler@sporting...		Netball Monday	
	Taylor	Tony	01/02/1992	M	3138				Netball Monday	
	Test	Gary	12/11/1980	M	3000		testing@foxsports...		Netball Monday	
	Tinkler	Jon	04/01/1234	M	1234	1234	jtinkler@sporting...		Netball Monday	
	Tipping	Michael	06/10/1986	M	3130	0431146527	mike_tipping@hot...		Netball Monday	
	zseg	zseg	03/02/1234	M	3022	0409691969	little@a.com		Netball Monday	

Team Codes

Last Modified on 27/11/2020 10:40 am AEDT

What are team codes used for?

Team codes are used for registering players to a certain team via a **member to team form.** When members first access the form they are prompted to enter a team code in order to register.

To find the team codes for each team within your association you can run an **ADVANCED TEAM REPORT** to get these team codes to provide to your team managers:

1. Go to **Reports** and select the **Team** area.

2. From there you will configure the **Advanced Team Report** and you will need to include the following fields:

- Team Name
- Team Code
- Competition Name
- Competition Active - you will need to **filter** this field to **EQUALS** and select **YES**
- Season - you will need to filter this field to **EQUALS** and the select the **current season** that the teams are in (e.g 2017)

If you are a member/club and require a team code for registrations please speak to your association directly as they will be able to provide you with this information.

Or alternatively if you are at league/association level you can also view them via:

1. Settings cog > settings

2. Password management

3. Team

If you notice a team only has one digit assigned to it that means the team code hasn't been generated for that team yet so click **AUTOMATICALLY GENERATE PASSWORDS** and it will create a team code - it will not change the codes for the teams that already have team codes.

Duplicate Resolution

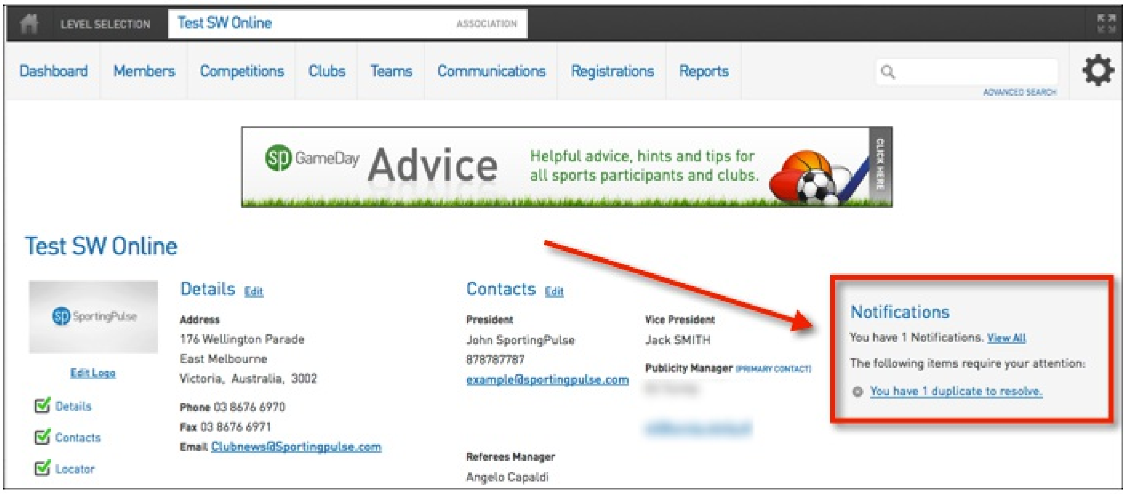
Last Modified on 24/10/2016 6:01 pm AEDT

Associations are required to resolve possible duplicate member records. A duplicate is created when a new member is added that matches a member record already in the database.

To resolve duplicates:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. When you first log into Membership at the association level, a notification will appear on the 'dashboard' alerting you of any possible duplicates that require your attention.

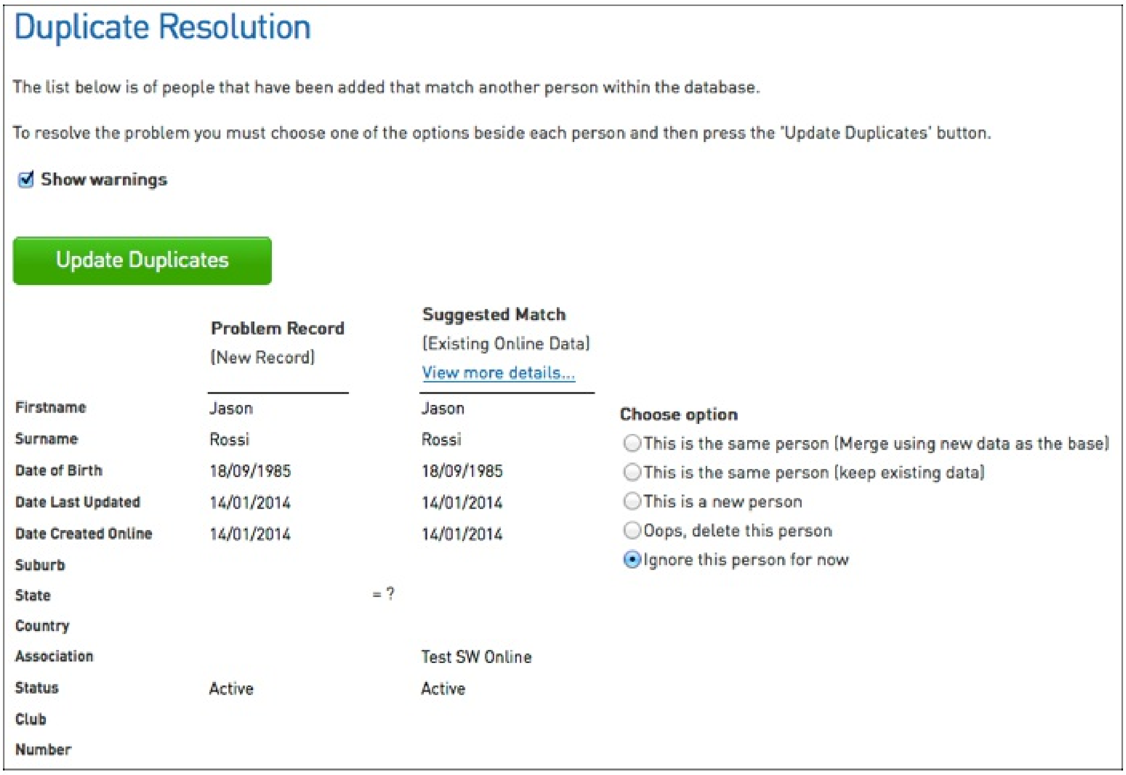


2. Click on You have [x number of] duplicates to resolve.
3. An alternate way to access the Duplicate Resolution screen is to click on Members in the menu and select Duplicate Resolution.

4. The Duplicate Resolution screen will appear showing the possible duplicates. The member data is shown in two columns:

-The Problem Record: the left column is the newly created member record that has caused the duplication
-The Suggested Match: the right column is the existing member record that was already in the database

While possible duplicates are based on three matching fields (first name, surname and date of birth), other member data is also shown on this screen to help you decide which member data to use, such as contact details, association, club, active status and member number.

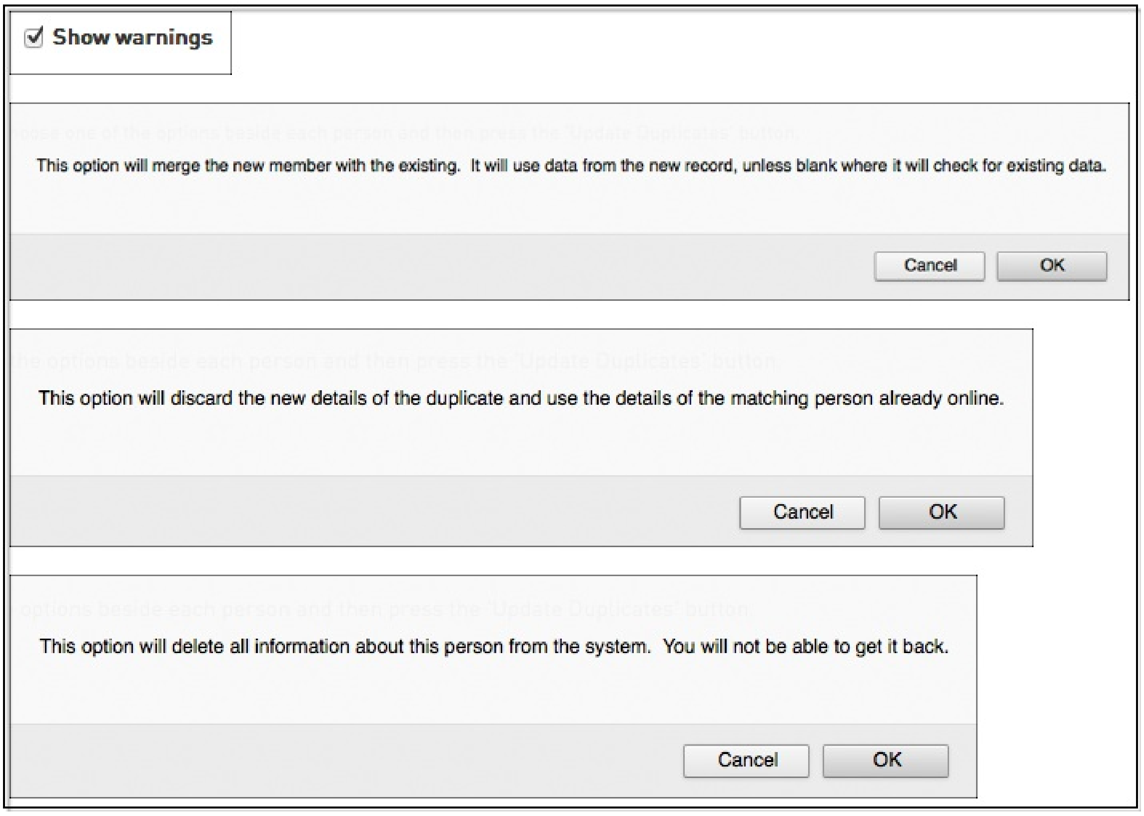


5. On the right under 'Choose Option' are five options for resolving the duplicate:

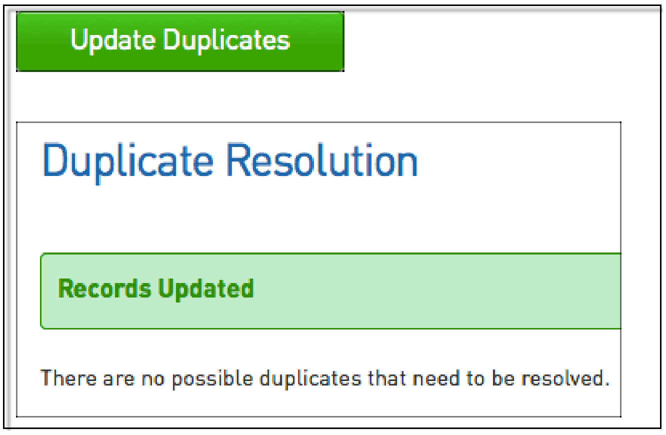
a. This is the same person (merge using new data as the base): Select this option if the new record is the same person as the existing record and the new record contains more up-to-date contact information. This option will use all of the new member data unless a field is blank, in which case in will use the existing data. In most cases, this option is the most appropriate one to use as it update the member's record with their new information, and still retain all of their historical data. The member record will belong to both locations (i.e. the two different clubs or associations) but the system will recognise the member as a single person.
b. This is the same person (keep existing data): Select this option if the new record is the same person as the existing record and the existing record contains more up-to-date contact information. This option will retain all of the member's existing information. The member record will belong to both locations (i.e. the two different clubs or associations) but the system will recognise the member as a single person.
c. This is a new person: Select this option if the new record, despite having the same first name, surname and date of birth, is in fact a different person.
Note: research suggests that this should only occur around about 1 in 10,000 records, so this option will rarely be used.
d. Oops, delete this person: Select this option if the new record was added by mistake and you wish to delete the new record. This will not affect the member's existing record.
e. Ignore this person for now: Defer a decision on resolving the duplicate until a later time.

6. Select the appropriate duplicate resolution option for each possible duplicate. If the ‘Show Warnings‘ option at the top of screen is selected, when an option is selected a pop-up message will appear providing a

further explanation of the option. You may wish to un-tick this option once you become familiar with all of the options.



7. Click on Update Duplicates.



Note: a maximum of 300 duplicates can be shown at the same time.

Member Record Types Overview

Last Modified on 20/06/2016 9:32 am AEST

Member Record Types are used to group members together based on the types set up by an Organisation at each level of the database. Member Record Types provides sports with the flexibility to manage their Member Types in a way that suits the structure of an organisations Membership Structure.

Member Record Types can be configured at each level of the database (National, State, Association or Club) and can be linked from one level of the database to the next to ensure a Member Record Type is applied at each level once a member registration has been processed. The Member Record Types assigned to a member upon registration can be viewed on the Members Record and can also be reported on via the Reporting tool.

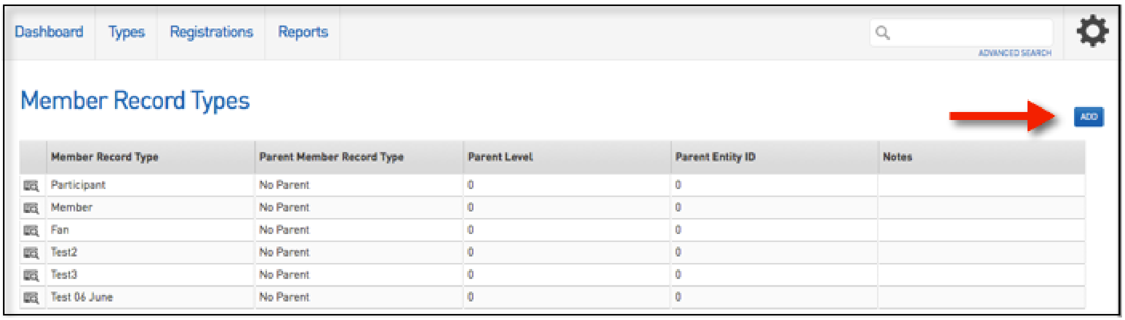
Adding Member Record Types: The way this would commonly work is that Member Record Types would be setup via the following process:

1. National Body creates Member Record Types at National level

2. State Body creates Member Record Types and links to the National Member Record Type (Parent Type)

3. Association creates Member Record Types and links to the State Member Record Type (Parent Type)

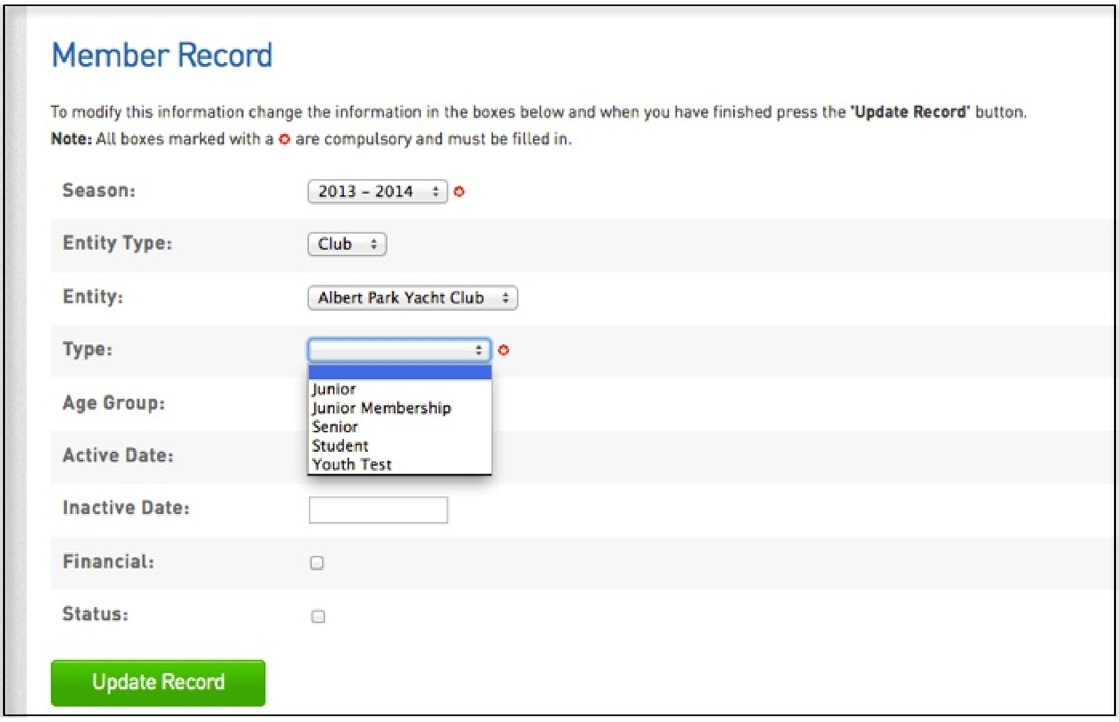
4. Club creates Member Record Types and links to the Association Member Record Type (Parent Type) Every Member that registers to a Club or Association is then assigned the Member type at that level and the linked Member Record Types at each level of the database.



Viewing Member Record Types

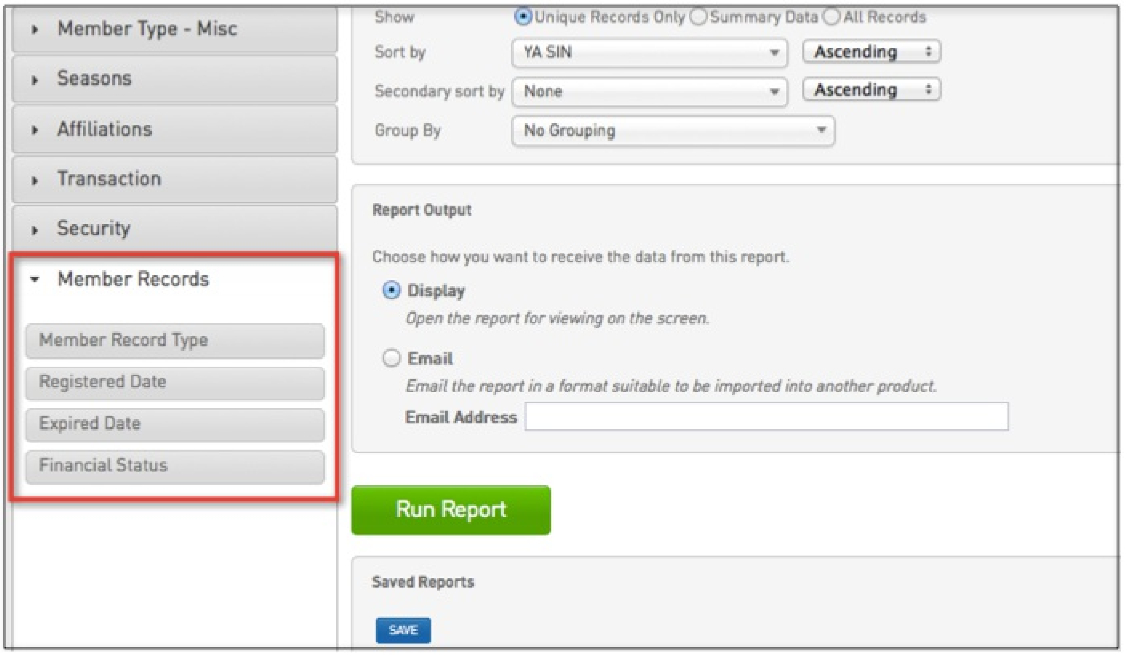
Navigating down to a Member in your database, the Member Records tab will provide administrators with an overview of the Member Record Type that has been assigned at each level, according to the setup of the Club or Association Member Record Type and how it has been linked throughout the database.

A member will be able to view their own Member History and the Member Record Types assigned at each level via the Member Profile.



Reporting on Member Record Types

Using the Reporting tool (Members > Advanced Member report), Member Record Types will be able to be reported on in detailed or summary data format, allowing administrators to conveniently extract data out of the system and segment their database to utilise for the Communicator tool.

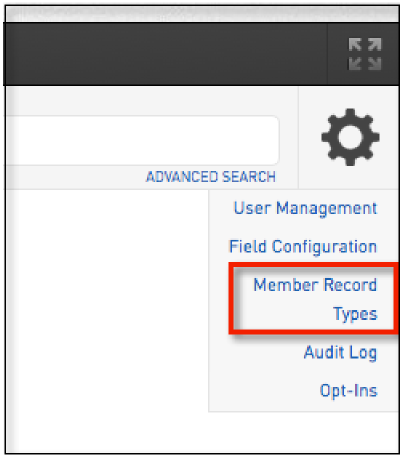


Creating Member Record Types at National Level

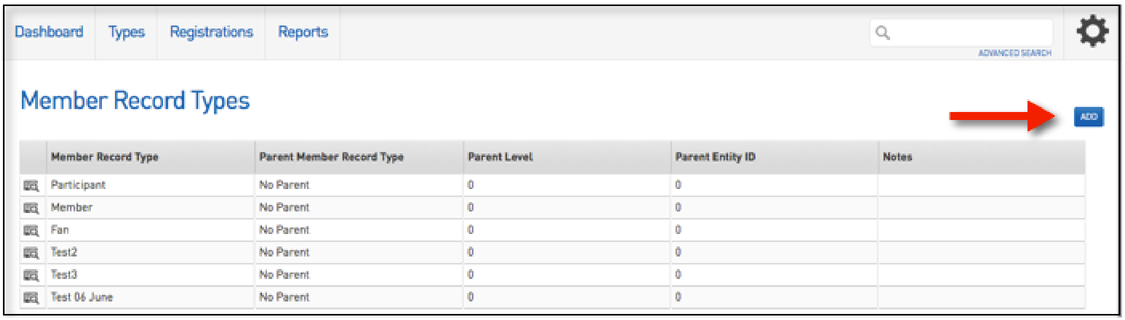
Last Modified on 16/06/2016 3:00 pm AEST

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

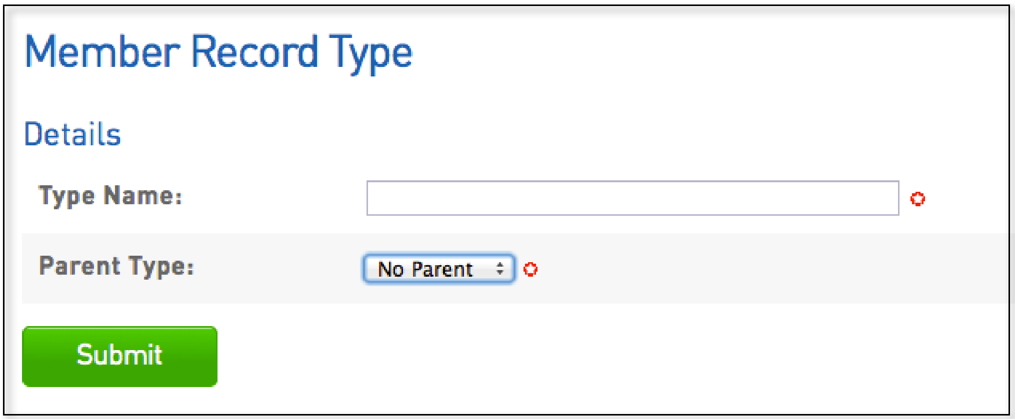
1. From the main dashboard page, click the 'cog' on the right hand side and then click 'Member Record Types'.



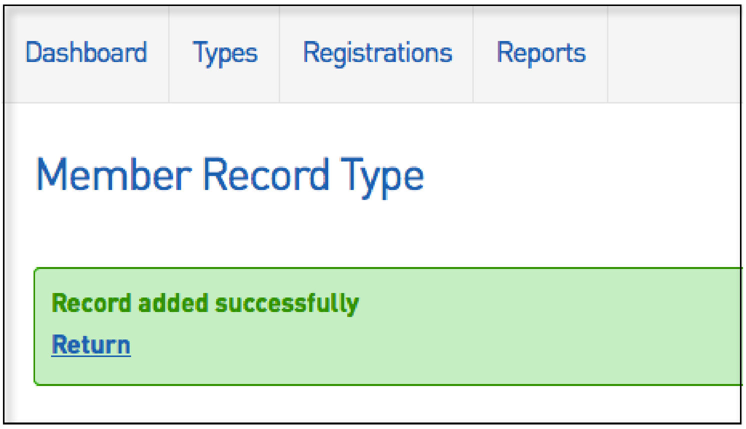
2. From the Member Record Types page, click the 'Add' button.



3. Enter in the name of the Member Record Type you wish to create. The Parent Type is not used at National level. It will default to 'No Parent'.



4. Click 'Submit'. The below screen will appear confirming the new Record Type.

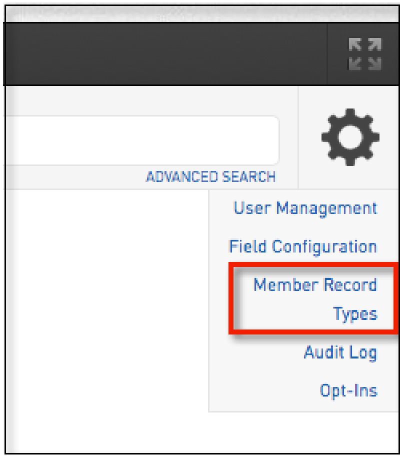


Creating/linking Member Record Types at Association or Club Level

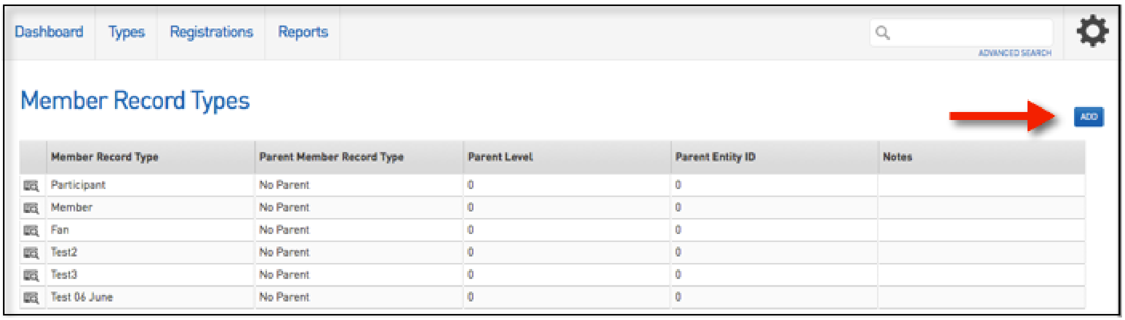
Last Modified on 16/06/2016 3:06 pm AEST

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

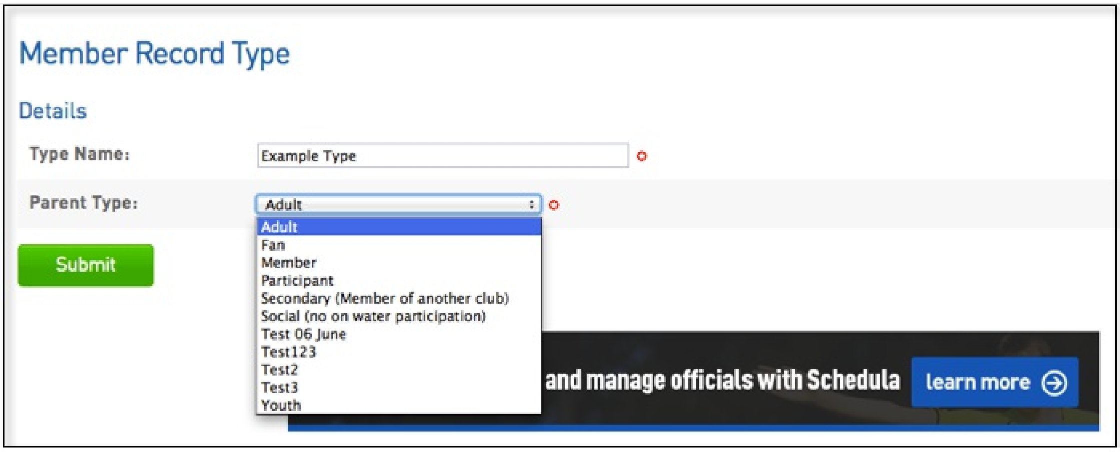
1. From the main dashboard page, click the cog on the right hand side and then click 'Member Record Types'.



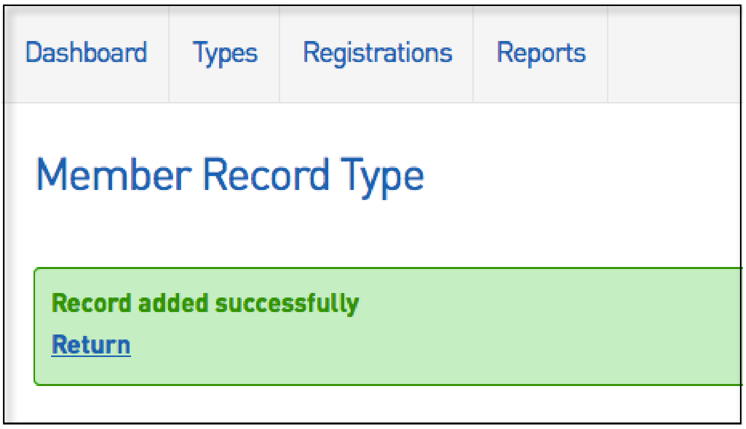
2. From the Member Record Types page, click the 'Add' button.



3. Enter in the name of the Member Record Type you wish to create. Be sure to link it to a Parent Type that has been created at a higher level.



4. Click 'Submit'. The below screen will appear confirming the new Record Type.



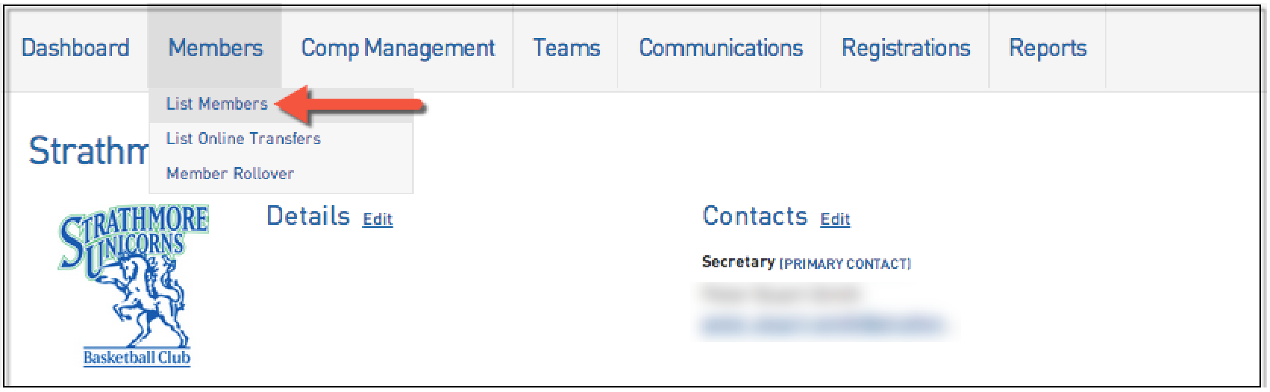
Viewing Member Record Types within your membership databse

Last Modified on 20/06/2016 9:15 am AEST

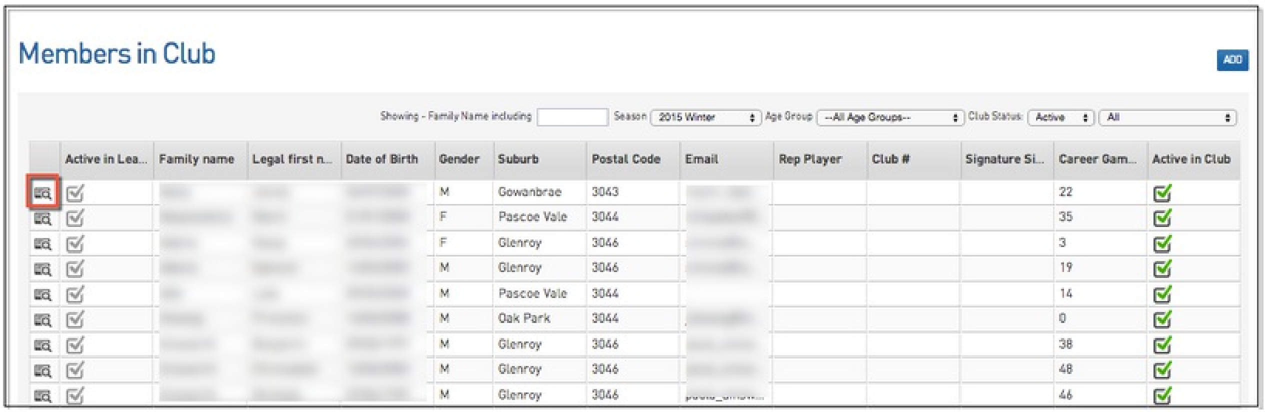
Navigating down to a Member in your database, the Member Records tab will provide administrators with an overview of the Member Record Type that has been assigned at each level, according to the setup of the Club or Association Member Record Type and how it has been linked throughout the database.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

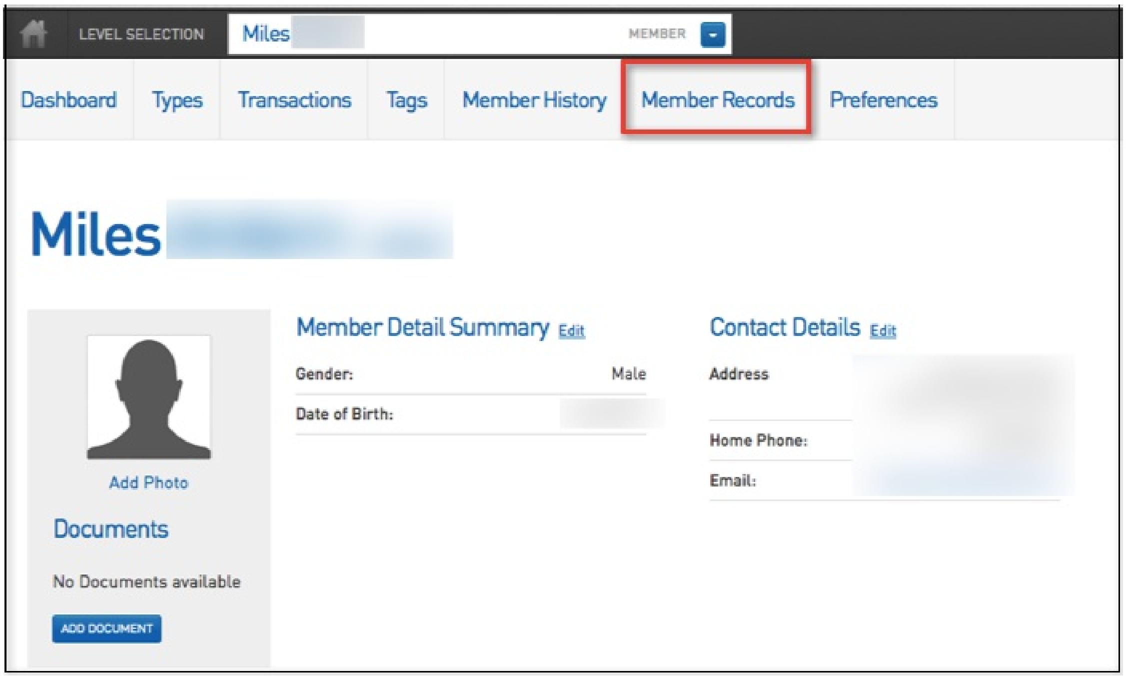
1. To view a Member's Record Type click 'Members' from your dashboard then, 'List Members'.



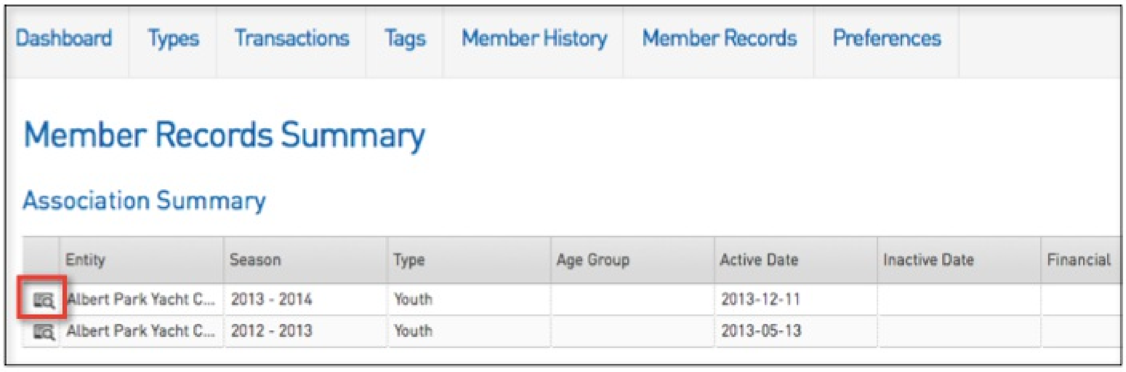
2. Click the magnifying glass next to the member you wish to edit/look at.



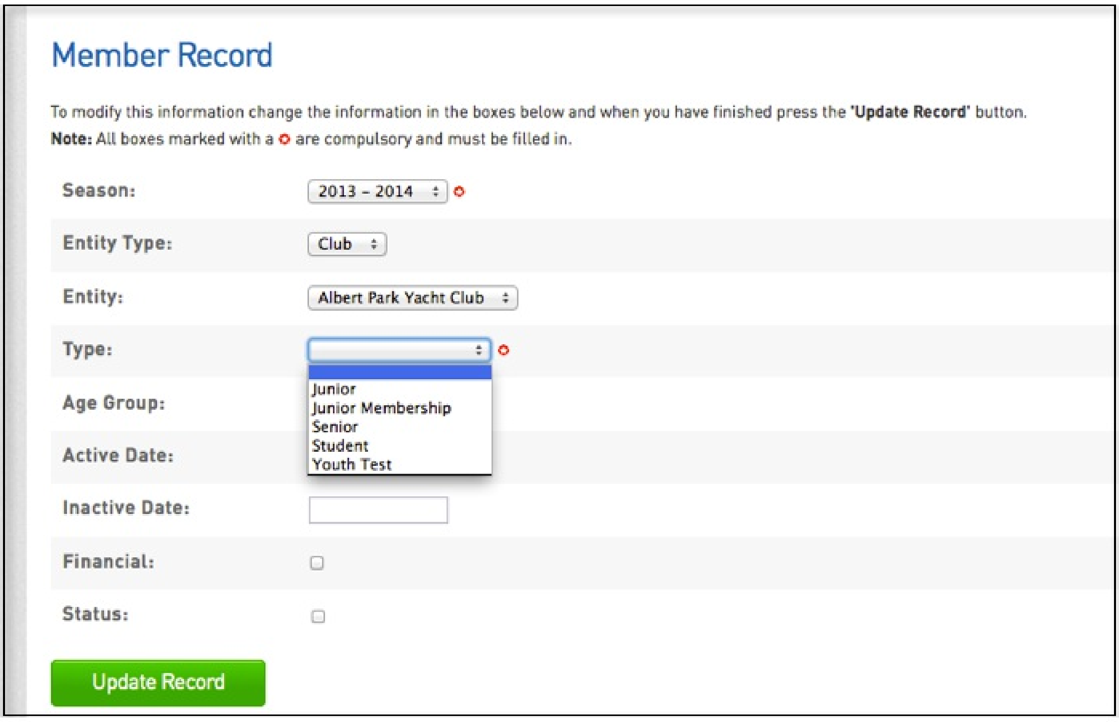
3. From the member's dashboard, click 'Member Records'.



4. Click the small magnifying glass to the left of the record you wish to view.



5. To edit the member's type, click on the drop down box next to 'Type' and then click 'Update Record'.



Member Record

To modify this information change the information in the boxes below and when you have finished press the **'Update Record'** button.

Note: All boxes marked with a ⭘ are compulsory and must be filled in.

Season:	2013 - 2014 ⭘
Entity Type:	Club
Entity:	Albert Park Yacht Club
Type:	⭘
Age Group:	Junior Junior Membership Senior Student Youth Test
Active Date:	
Inactive Date:	
Financial:	
Status:	

Update Record

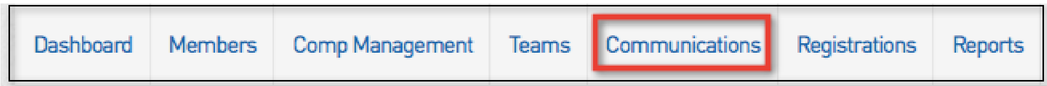
Profile Settings

Last Modified on 27/10/2016 2:57 pm AEDT

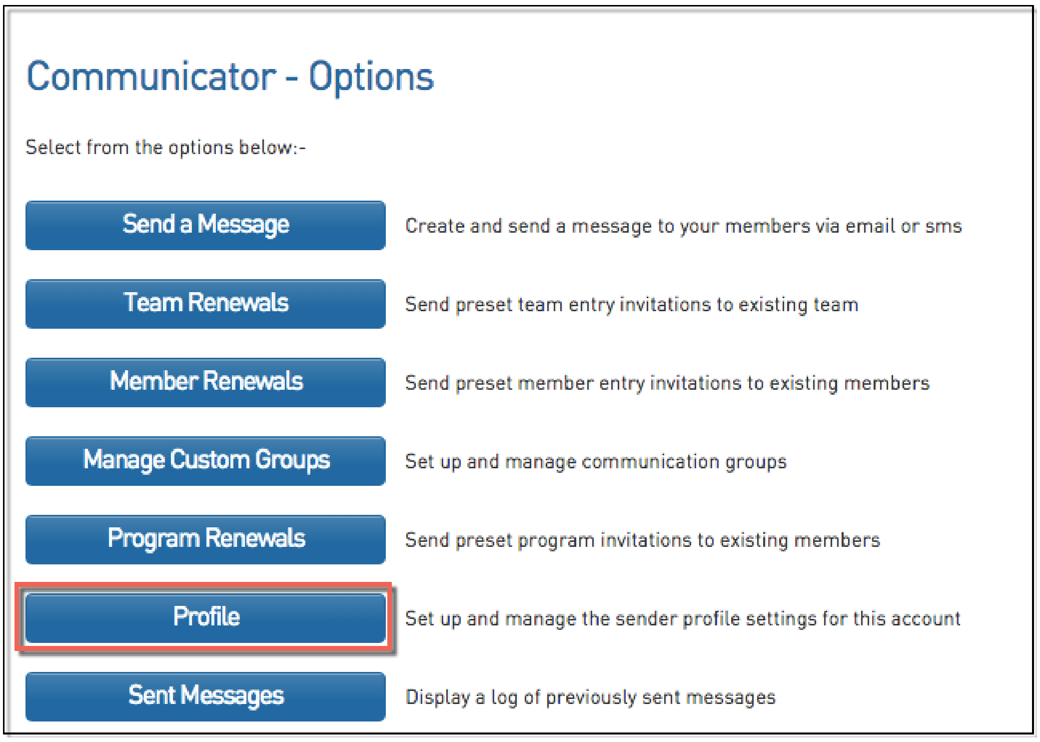
The Communicator profile settings is where preferences can be entered for email and SMS messages. You only need to enter information into the area that you intend to use, i.e. if you only intend to send emails, just complete the email settings; if you only intend to send SMS messages, just complete the SMS settings; or if you intend on using both methods, enter settings for both.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the association, club or team 'dashboard', click on Communications in the menu.



2. The Communicator options will open. Click on Profile.



Email Settings

Under 'Email Settings':

1. Enter the Reply To email address (compulsory). The Reply To address is the the email address that replies will be sent to. Email messages can not be sent successfully until a Reply To address has been entered.

2. Enter a default Email Footer/ Signature (optional) that will each new email will automatically be populated with. Setting up a default footer / signature will save you from having to set it up each time you compose an email. You can change or delete the default footer/signature when composing an email.

3. If you do not wish to enter any SMS settings for the time being, click on Save Settings. You are now ready to send an email message. 4. If you do want to set up your SMS preferences, continue on to the 'SMS Settings' area below.

SMS Settings

Before entering your SMS settings, you firstly need to create an SMS account and purchase credits - click here for instructions.

Once an SMS account has been set up and credits have been purchased, follow the steps below to enter your SMS settings.

Under 'SMS Settings':

1. Enter the Reply To number (compulsory). This is the mobile number that recipients can contact if they need to reply to the SMS message.

2. Enter the SMS Username and SMS Password, as set up through your SMS Account.

3. Click on Save.

4. Given that you have created an SMS account and purchased credits, you are now ready to send an SMS message.

Create SMS Account and Purchase Credits

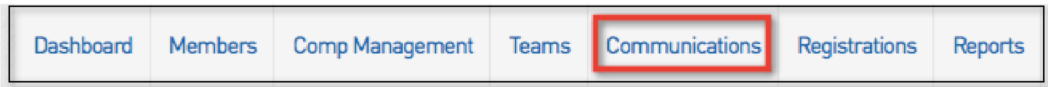
Last Modified on 27/10/2016 2:58 pm AEDT

Please note: Our SMS system is only available within Australia.

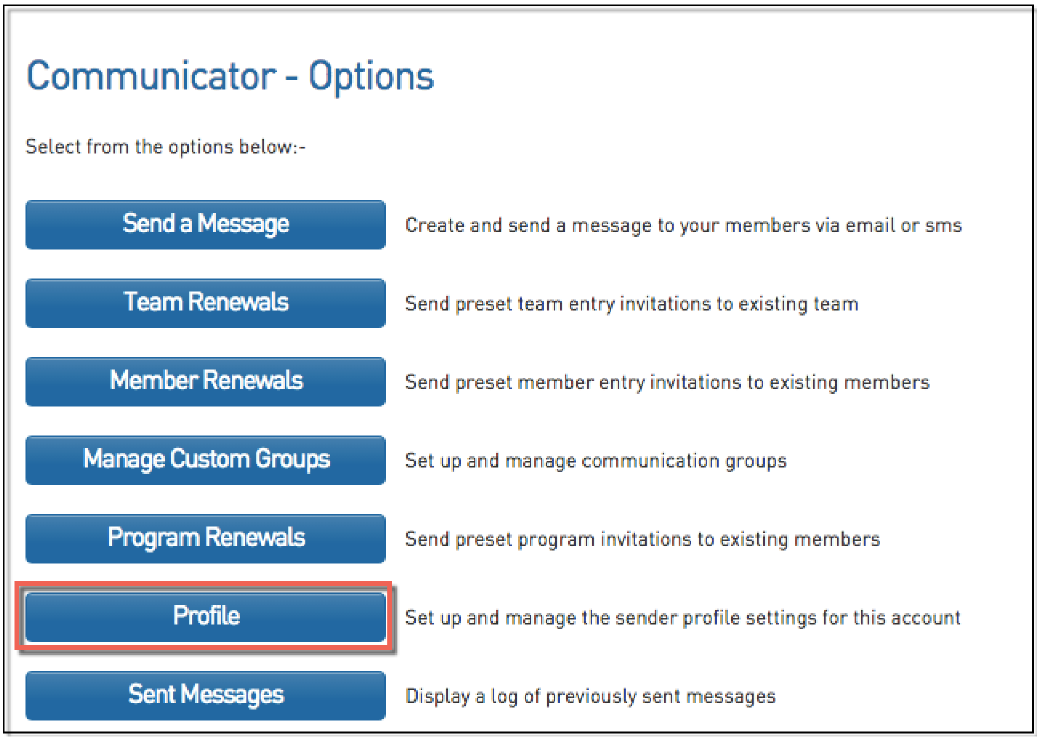
Before you can send SMS messages through Communicator you must firstly create an SMS Sender Account.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

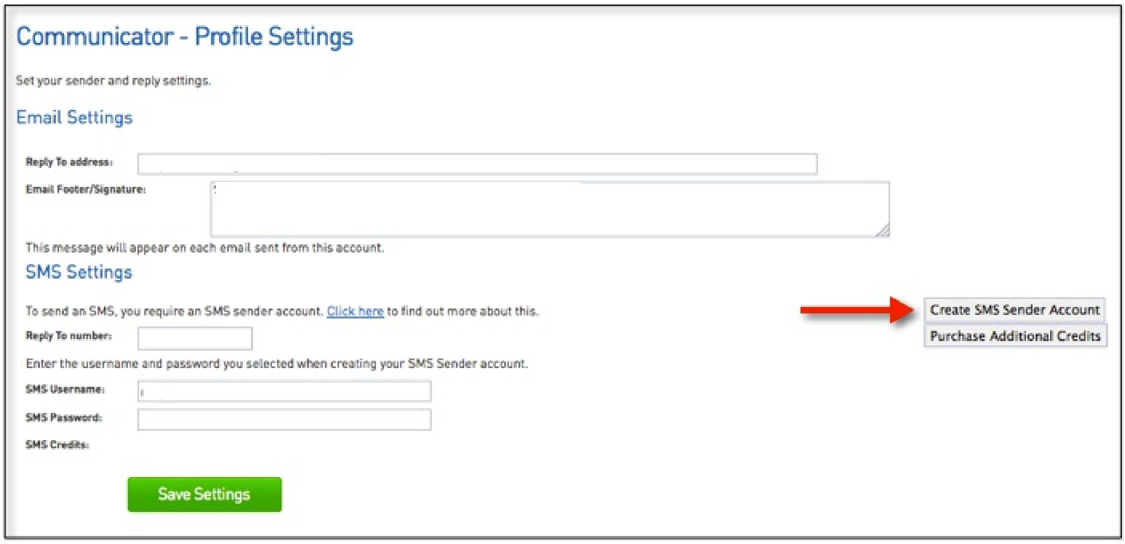
1. From the association, club or team 'dashboard', click on Communications in the menu.



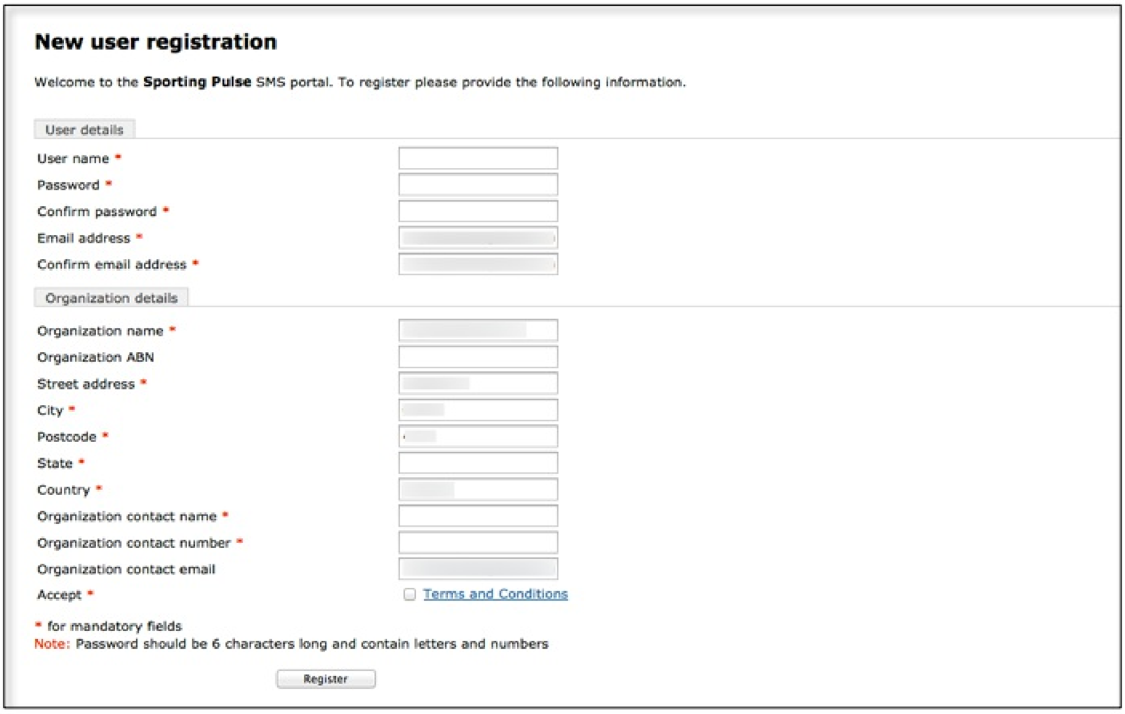
2. The Communicator options will open. Click on Profile.



3. Click on Create SMS Sender Account.



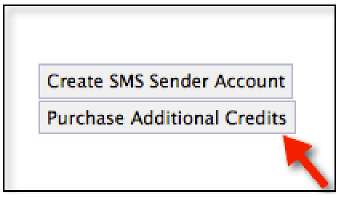
4. The SMS Sender Account registration form will open. Complete the fields (fields marked with an asterisk are compulsory).



5. Click on Register.
Note: If a field is not completed, or if a username, password or organisation name is already being used by another account, you will be prompted to correct or change these details.

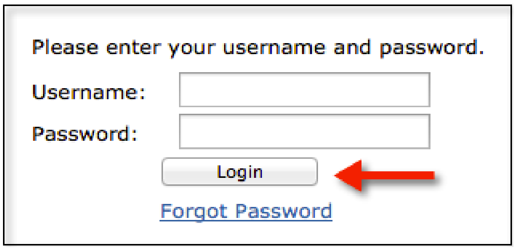
6. Your account will now be active and your Account summary screen will appear. At the top is a message alerting you to the fact that 'You are blocked from sending messages until you purchase more credits'. At the bottom under 'Account Details' your current balance will read '0.0'.

7. To buy credits click on Purchase Credits in the top menu.



8. The Intelli Messaging login screen will appear. Enter your SMS Sender Account username and password.

9. Click on Login.



10. You are now logged into Intelli Messaging and will be returned to the Account Summary screen. Click on Purchase Credits again.

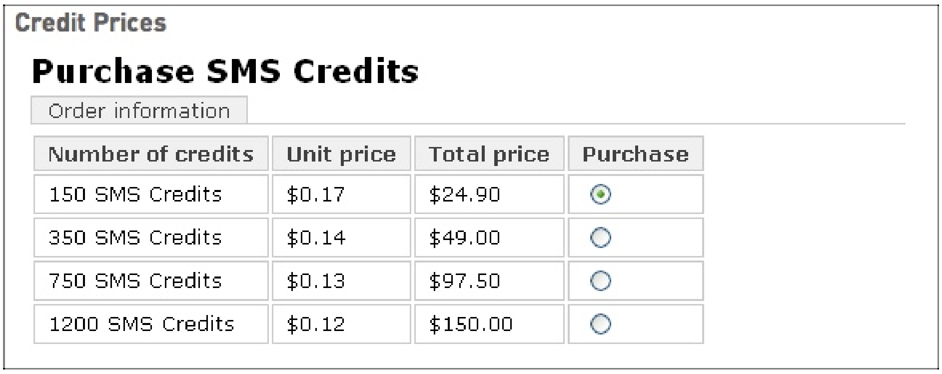
11. The 'Purchase SMS Credits' screen will appear. Under 'Purchase', select the quantity of credits you want to purchase:

- 150
- 350
- 750
- 1200

12. Under 'Billing Information', enter your credit card details.

13. Click on Process Order. Note: It may take up to 30 seconds to process the purchase. During this time to not close the screen or re-click on 'Process Order'.

14. After purchasing credits, the number of credits available in your account can be viewed on the Account Summary screen next to 'Current Balance'. You are now ready to send SMS messages to your members through Membership or from your mobile phone.



Credit Prices

Purchase SMS Credits

Order information

Number of credits	Unit price	Total price	Purchase
150 SMS Credits	$0.17	$24.90	
350 SMS Credits	$0.14	$49.00	
750 SMS Credits	$0.13	$97.50	
1200 SMS Credits	$0.12	$150.00	

Important: SMS credits are not refundable. Click here to read the SportsTG SMS Terms and Conditions.

Send a Message

Last Modified on 27/10/2016 2:52 pm AEDT

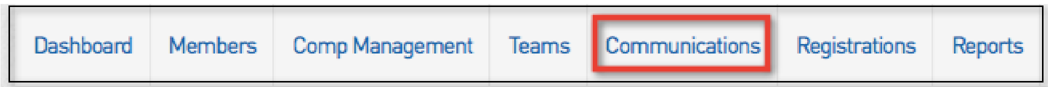
The process for sending a message consists of the following steps:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

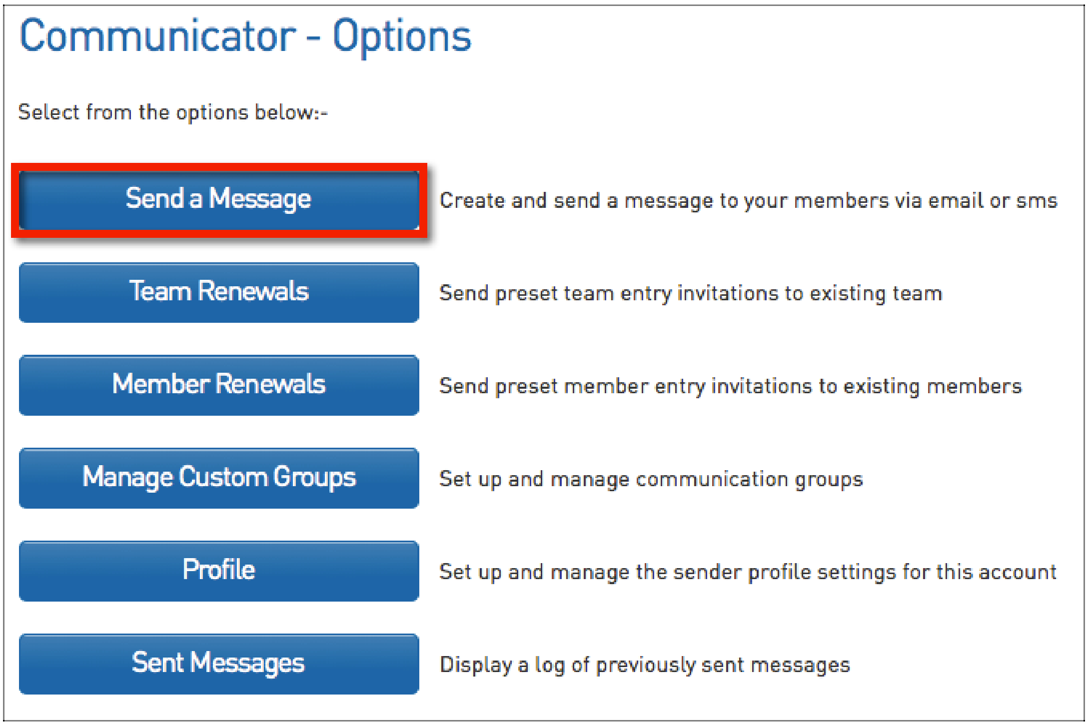
1. Specify recipients
2. Select a mode of communication
3. Compose message

Specify Recipients

1. From the association, club or team level of Membership, click on Communications in the menu.



2. The Communicator options will open. Click on Send a Message.



Three 'recipient options' are available. A description of each is provided below:

1. Membership Group - select members based on their member type (players, coaches, umpires, officials),

select administrators from the club contacts, and/ or select team contacts.
2. Custom Group - select a custom group of recipients that you have previously set up
3. Saved Report - select a saved member report that you have previously set up

4. Click on Membership Group if you wish to use this option. The Membership Group options will open. Click on the radio button to select an option:

Club Contacts - click on the Contact Type drop-down list select the type of club contacts you want to send the message to.

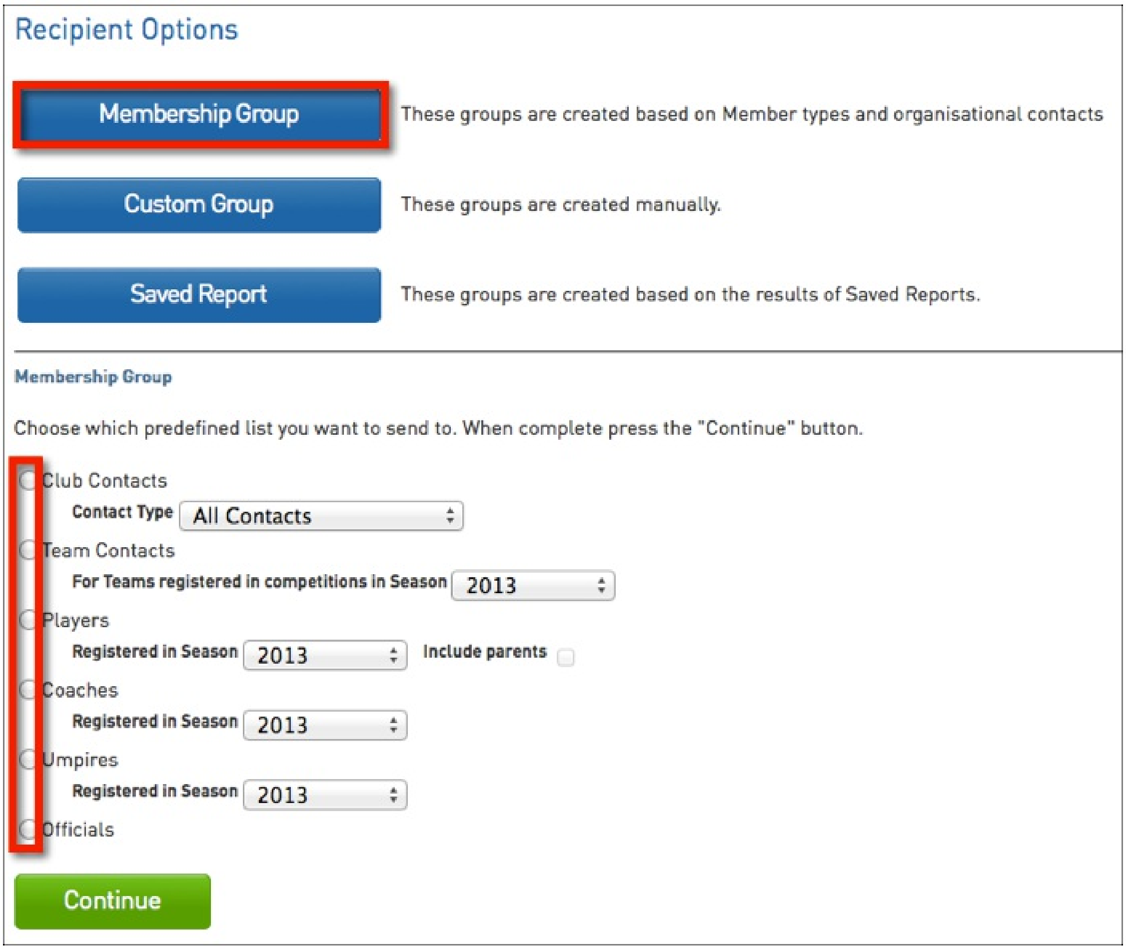
Team Contacts - click on the For Teams registered in competitions in Season drop-down list and select a season. This will send the message to teams participating in that season

Players - click on the Registered in Season drop-down list and select a season. This will send the message to players registered in that season. Click on the Include parents check box to also include players' parents as recipients.

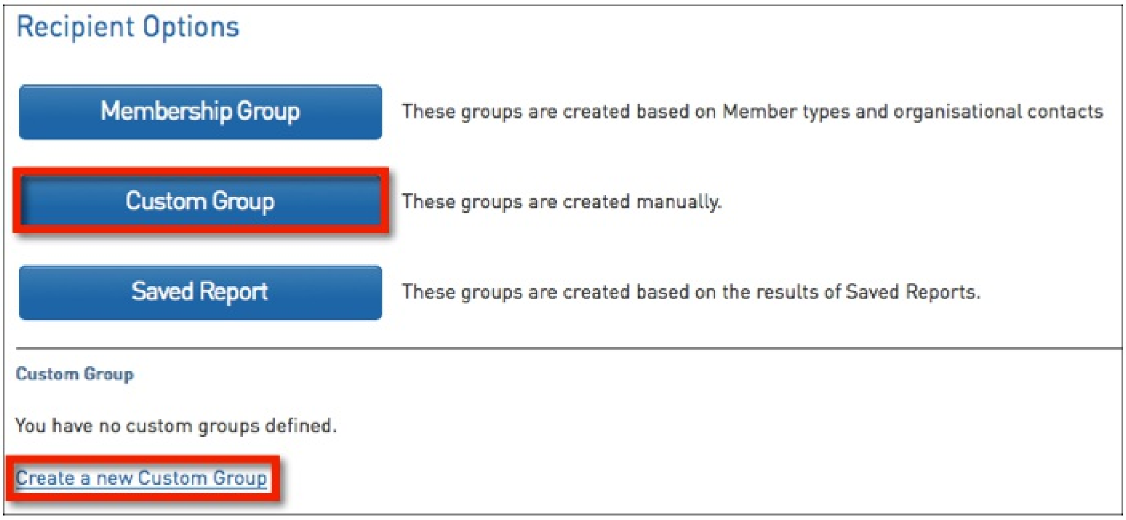
Coaches - click on the Registered in Season drop-down list and select a season. This will send the message to coaches registered in that season.

Umpires - click on the Registered in Season drop-down list and select a season. This will send the message to umpires registered in that season.

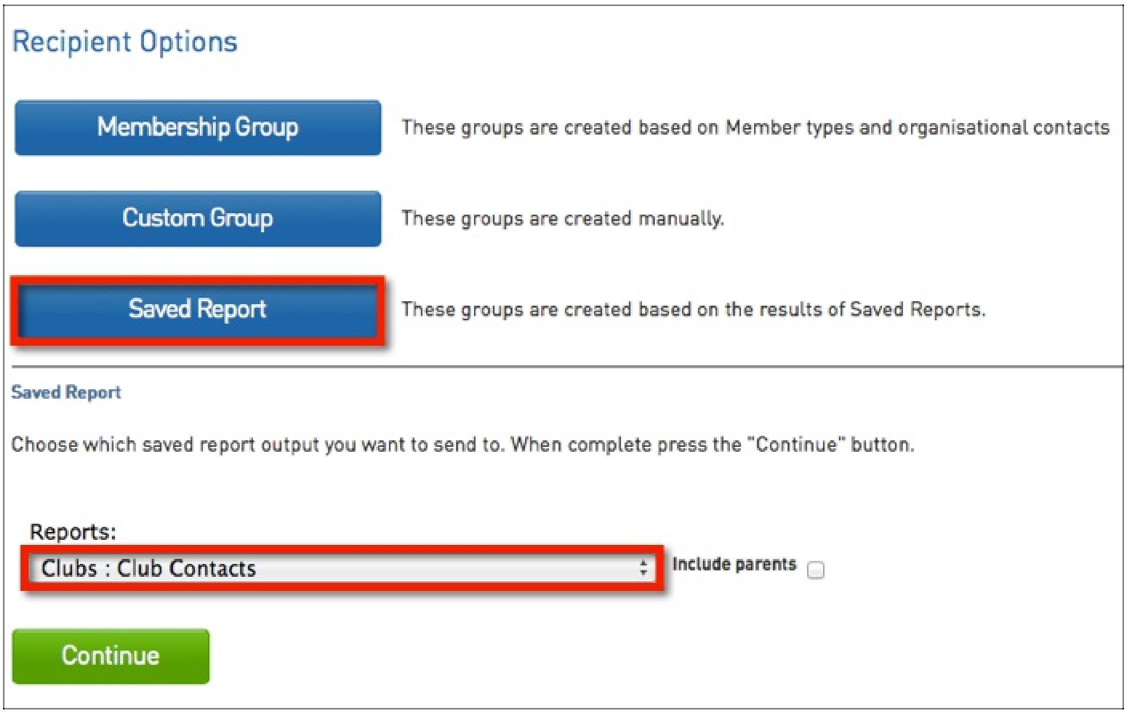
Officials - this will send the message to all officials in your database



5. Click on Custom Group if you wish to use this option. Click on the Groups drop-down list and select the group that you want to send the message to.



6. Click on Saved Report if you wish to use this option. Click on the Reports drop-down list and select the saved member report that contains the recipients that you want to send the message to.



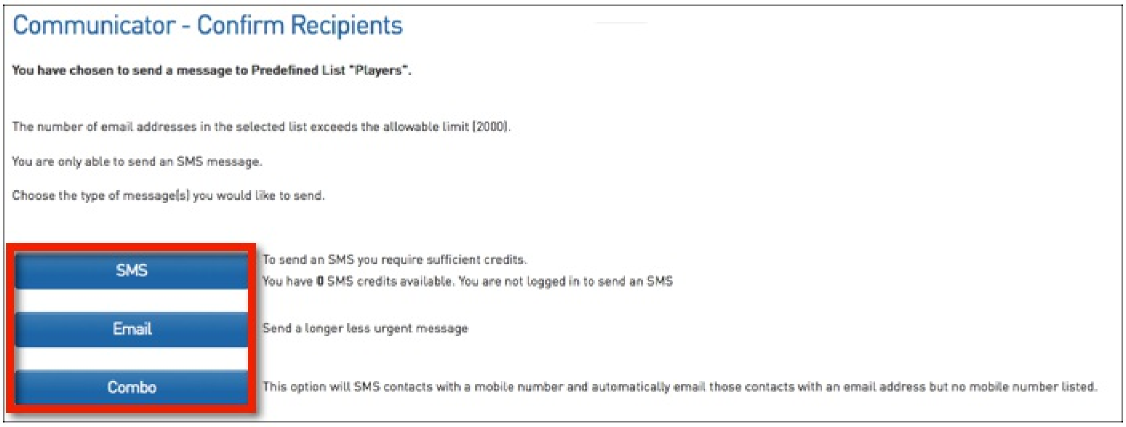
Tip: If you obtain permission from members to send them communications, you can use the 'mailing list' field to manage those that do/ do not want to receive communications. If you use the Mailing List field, be sure to include it in your custom report (eg. Mailing List = 'Yes').

7. Once you have selected your recipient option and specified the settings for that option, click on Continue.

Select a Communication Method

1. The 'Confirm Recipients' screen will appear, which contains:

- A message at the top of screen confirming the recipient option that you have chosen
- The communication methods available - choose whether to send the message via SMS, Email or Combo. The 'Combo' option will send an SMS to all recipients with a mobile number and an email to recipients that have an email address but no mobile number.
- A 'Contact Summary' of the recipients, which shows the total number of recipients and a breakdown by mode of communication available - the number of recipients that can be contacted by email, mobile phone, email and mobile phone, or email only (no mobile phone). These figures help identify the number of emails/ SMS messages that will be sent out



2. Click on the communication method that you wish to use - SMS, Email or Combo.

The next step is to compose and send the message. Click on a communication method below for instructions on each method.

Send Message by Email

Last Modified on 01/08/2019 11:00 am AEST

Compose and Send a Message by Email

Before following the steps below to send an Email message you must firstly select recipients and a mode of communication - click here for instructions. Once you have completed these steps and chosen Email as your mode of communication, proceed on to the instructions below.

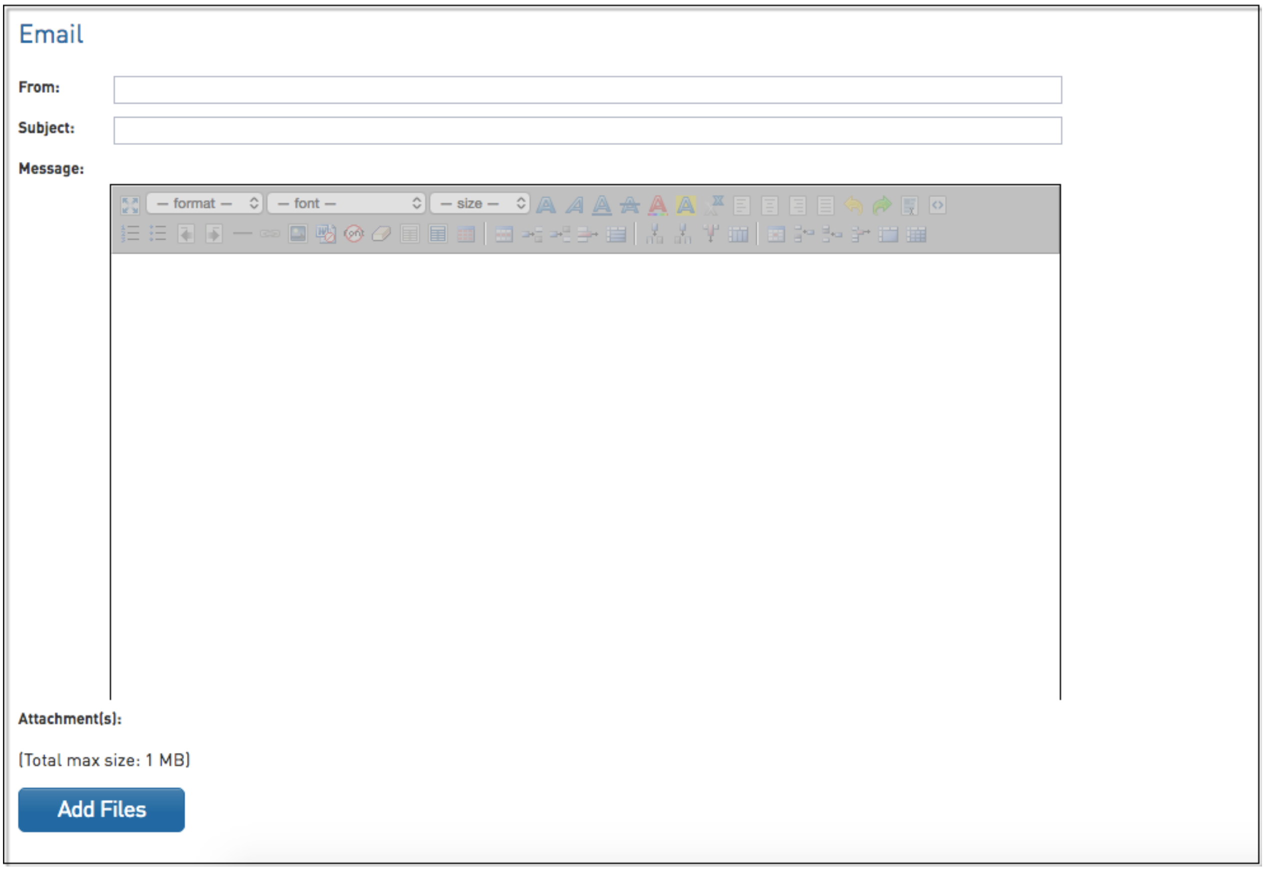
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Click on Email on the 'Confirm Recipients' screen. The 'Compose Message' screen will open.

2. If a default 'Reply To address' has been added to the Communicator Profile Settings it will automatically be populated in the 'From' field. This email address can be edited if needed. If you have not set up a default email address in the Profile Settings, enter the desired email address into this field. Any replies will be sent to this email address.

3. Enter a title for the email in the Subject field.

4. Type the message to be sent to recipients into the Message field.



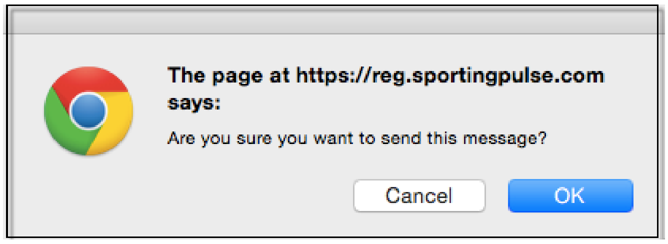
5. If you have set up a default email footer/ signature in the Communicator Profile Settings, this will automatically be added to the Message field.

6. Select the most suitable Type of Message from the drop-down list.

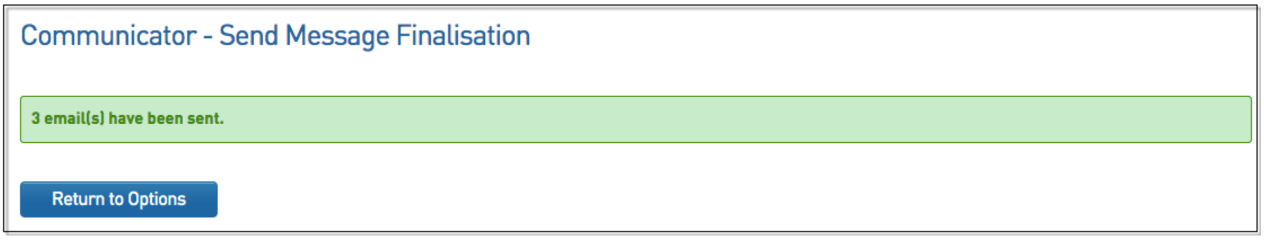
7. Read the Acceptable Use Policy.

8. Click on Send Message.

9. A verification message will appear. Click on OK.



11. A message will appear confirming that the message has been sent and the number of recipients it has been sent to.



Send Message by SMS

Last Modified on 27/10/2016 2:58 pm AEDT

Before you can send an SMS message through Communicator you must firstly:

Firstly, login to your Online Membership Database - If you don’t have your login details please contact your State Governing Body or Association.

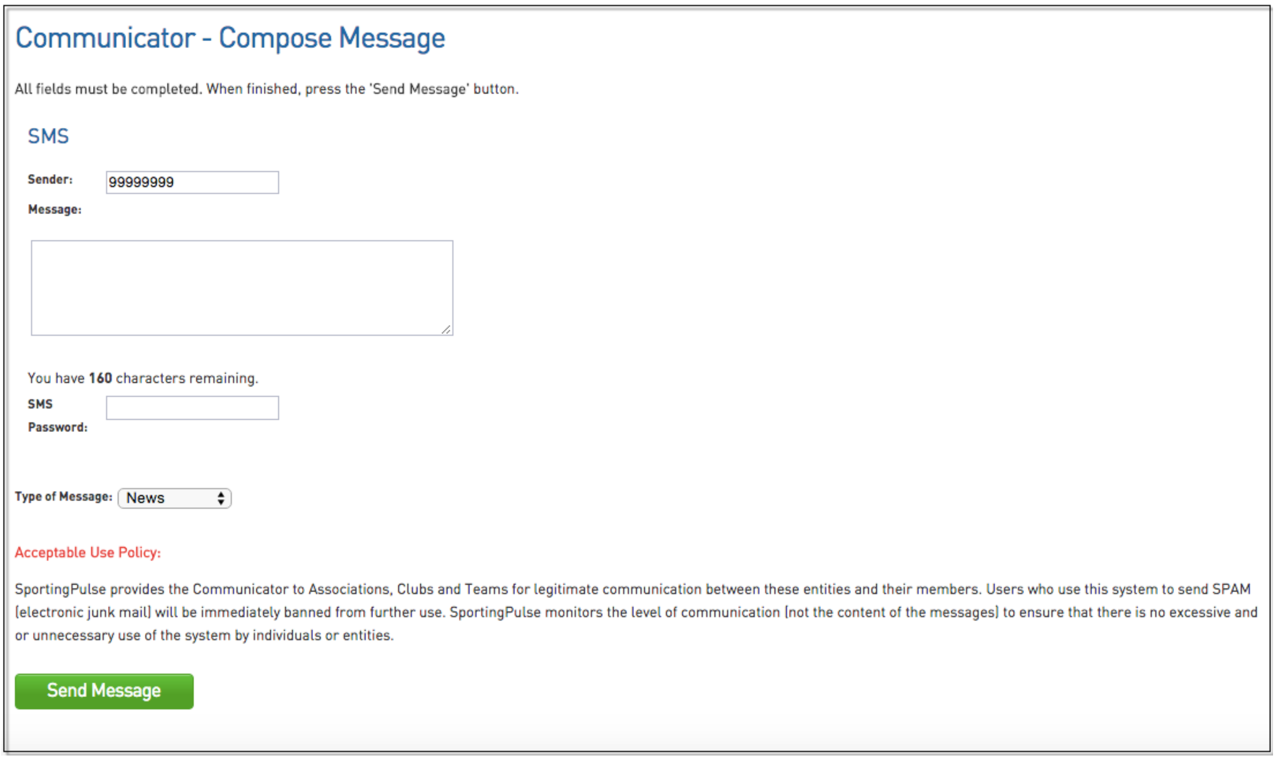
1. Create an SMS Sender Account and purchase credits

2. From the Communicator Options, click on Send Message and specify recipients

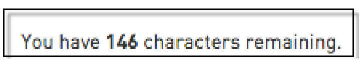
Once completing the steps above, follow the instructions below (starting from the 'Confirm Recipients' step of the Send Message process) to send an SMS message.

1. Click on SMS on the 'Confirm Recipients' screen

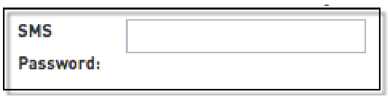
2. The 'Compose Message' screen will open. Type the message to be sent to recipients into the Message field.



There is a 140 character limit for SMS messages. As you type, the 'counter' below the message field will show the number of characters you have remaining.



3. Enter your association/ club/ team's SMS Password in the SMS Password field.



4. Read the Acceptable Use Policy.

5. When ready to send, click on Send Message.

6. A message will appear confirming that the SMS message has been sent and the number of recipients it has been sent to.

Important: SMS credits are not refundable. Click here to read the SportsTG SMS Terms and Conditions.

Send 'Combo' Message

Last Modified on 27/10/2016 3:01 pm AEDT

The 'Combo' option will send an SMS to all recipients with a mobile number and an email to recipients that have an email address but no mobile number.

Before following the steps below to send a 'Combo' message (combination of SMS and email) you must firstly select recipients and a mode of communication. Once you have completed these steps and chosen Combo as your mode of communication, proceed on to the instructions below.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

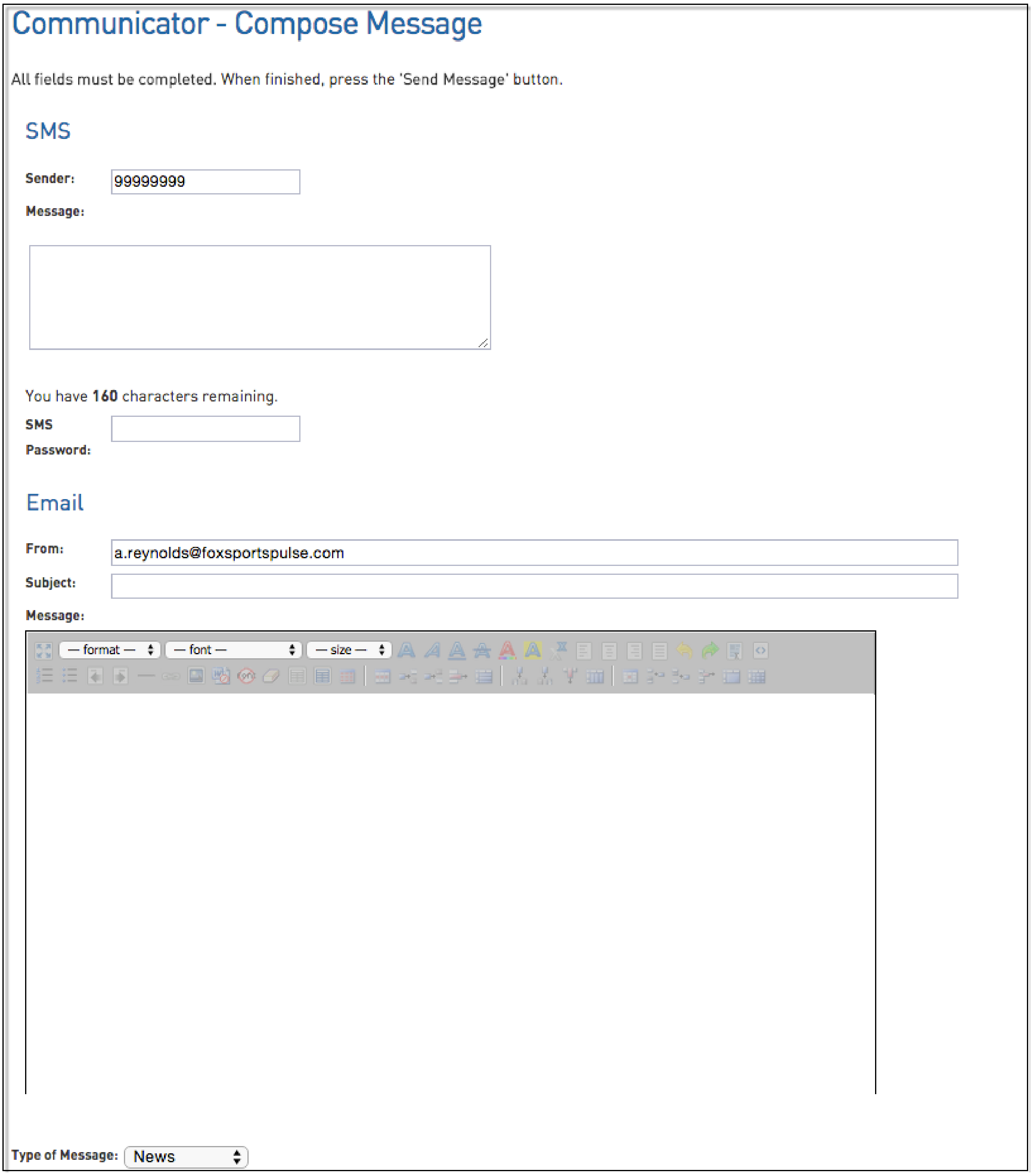
1. Click on Combo on the 'Confirm Recipients' screen. The 'Compose Message' screen will open. This screen allows you to compose both an SMS and an email.

2. Under 'SMS', complete the following fields:

- Sender: enter the Sender mobile number
- Message:Type the message to be sent to recipients. There is a 140 character limit for SMS messages. As you type, the 'counter' below the message field will show the number of characters you have remaining.
- SMS Password: Enter your association/ club/ team's SMS Password

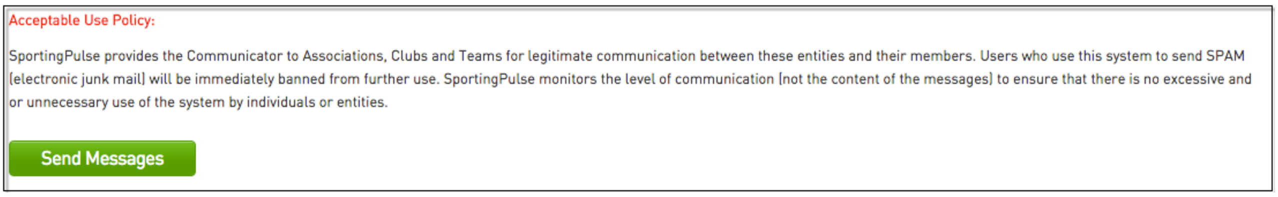
3. Under 'Email', complete the following fields:

- From: If a default 'Reply To address' has been added to the Communicator Profile Settings it will automatically be populated in the 'From' field. This email address can be edited if needed. If you have not set up a default email address in the Profile Settings, enter the desired email address into this field. Any replies will be sent to this email address.
- Subject: Enter a title for the email
- Message: Type the message to be sent to recipients
- Type of Message: Select the most suitable message type from the drop-down list



4. Read the Acceptable Use Policy.

5.Click on Send Messages.



6. A verification message will appear. Click on OK.

7. A message will appear confirming that the email/ SMS messages have been sent and the number of

recipients they have been sent to.

Please note: Our SMS system is only available within Australia.

Send SMS from mobile phone

Last Modified on 27/10/2016 3:00 pm AEDT

Please note: Our SMS system is only available within Australia.

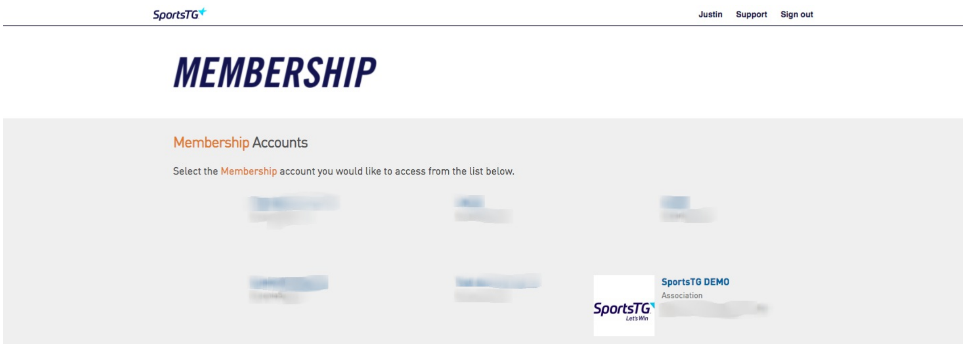
Group SMS messages can be sent from your smartphone using 'Mobile Communicator'. Before Mobile Communicator can be used, you firstly need to set up an SMS Sender Account and purchase SMS credits through SportsTG Membership.

Note: This service is not accessible for javascript disabled phones.

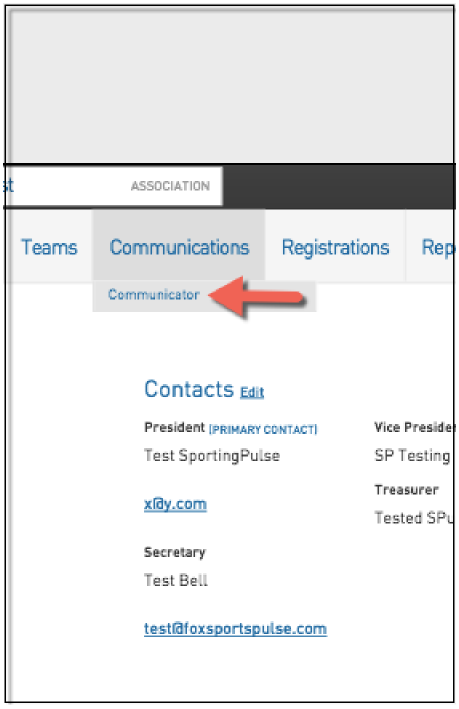
To send an SMS message to your members from your mobile phone:

1. Ensure that you have set up an SMS Sender Account and purchased credits through Membership.

2. Open the Internet browser on your smartphone and go to passport.SportsTG.com and log in to your database.



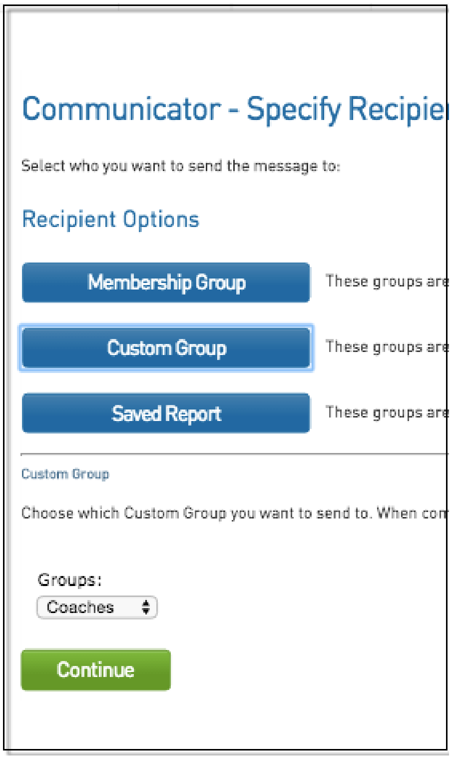
3. Hover over Communications and click Communicator.



4. Click on a recipient option:

- Membership Group - select members based on their member type (players, coaches, umpires, officials), select administrators from the club contacts, and/ or select team contacts.
- Custom Group - select a custom group of recipients that you have previously set up
- Saved Report - select a saved member report that you have previously set up

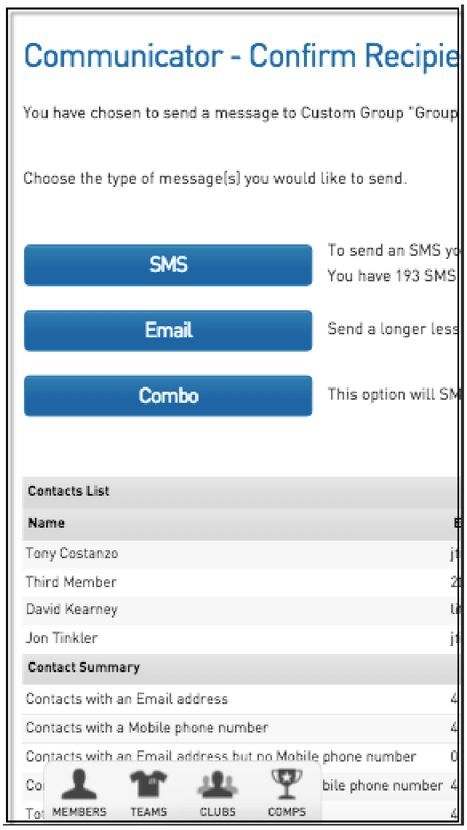
7. Depending on the recipient option that you have chosen (Membership Group, Custom Group or Remembered Report), a number of options will appear. For example, if you have selected Membership Group, you can now choose from players, coaches, officials, or club contacts. If you have selected Remembered Report, you can choose from your list of saved reports. Click on your preferred option.



8. The 'Contact Summary' screen will open, which provides a tally of:

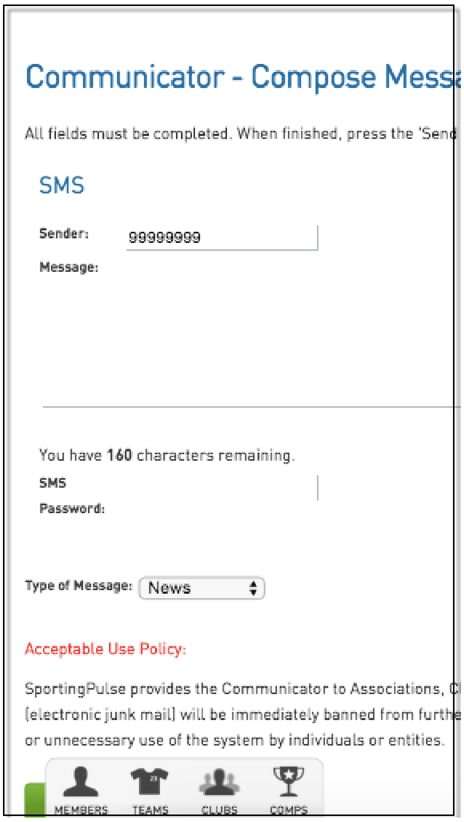
- The number of recipients with a mobile number
- The number of recipients without a mobile number but with an email address
- The total number of recipients

This screen will also inform you of the credits remaining in your account. So long as you have sufficient credits to proceed, click on Continue.



9. Compose your message (maximum of 140 characters) in the 'Message' text box.

10. Enter your SMS account password in the 'SMS Password' field.



11. Click on Send.

12. A confirmation screen will appear when your message has been sent successfully.

Important: SMS credits are not refundable.

Sent Messages

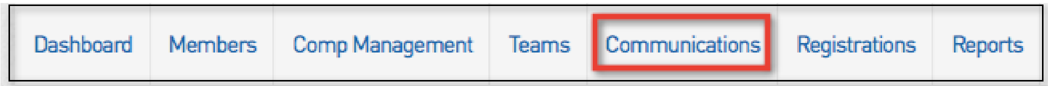
Last Modified on 27/10/2016 3:02 pm AEDT

The Sent Messages area keeps a record of all previously sent messages. It lists the specific date and time, the type of message sent (email or SMS), the message subject and the number of recipients. You can also read the message content.

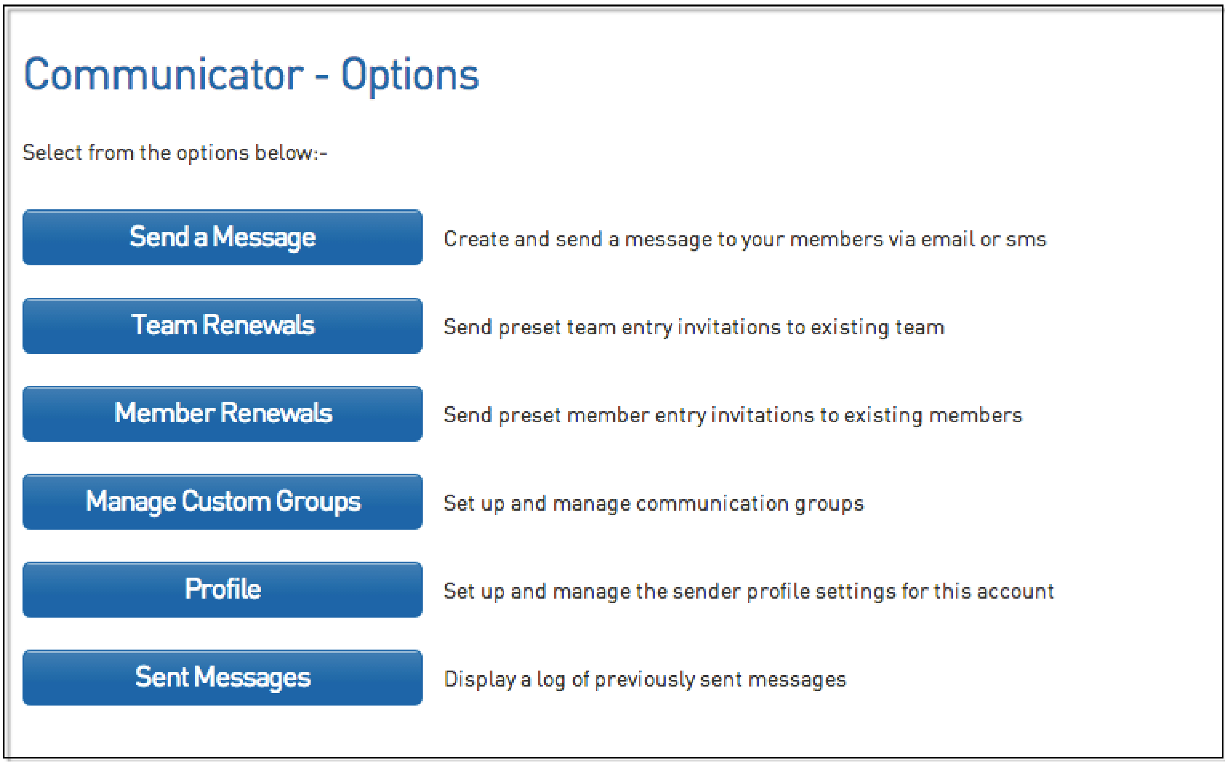
To view sent messages:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

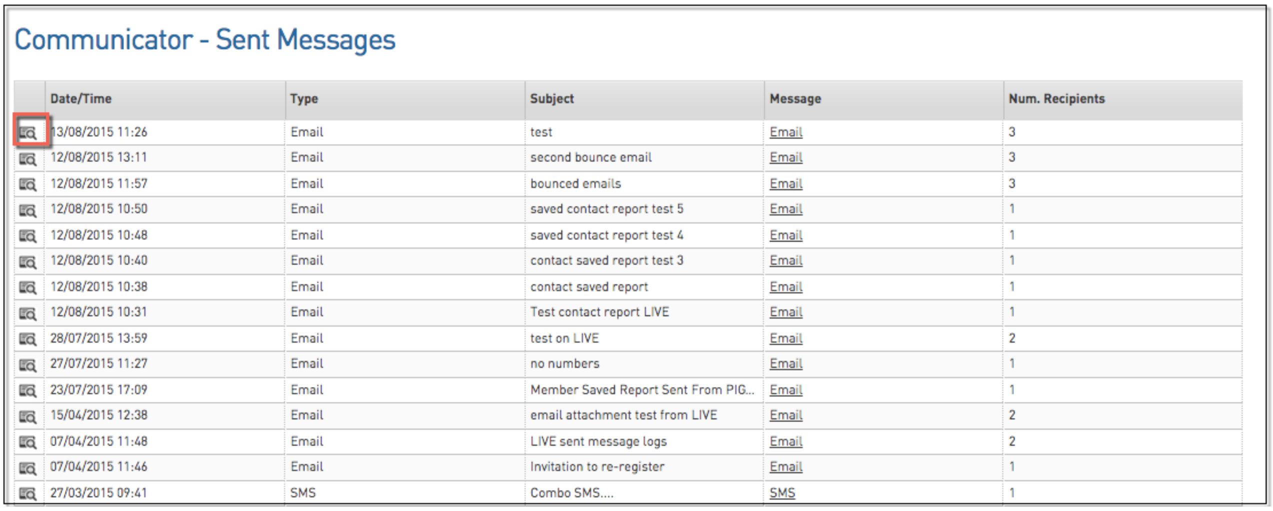
1. From the association, club or team level of Membership, click on Communications in the menu.



2. The Communicator options will open. Click on Sent Messages.



3. A list of sent messages will be displayed. From this list you are shown the date/time, type of message, message subject and number of recipients. For more details, click on the View icon next to the message.



Communicator - Sent Messages

	Date/Time	Type	Subject	Message	Num. Recipients
	13/08/2015 11:26	Email	test	Email	3
	12/08/2015 13:11	Email	second bounce email	Email	3
	12/08/2015 11:57	Email	bounced emails	Email	3
	12/08/2015 10:50	Email	saved contact report test 5	Email	1
	12/08/2015 10:48	Email	saved contact report test 4	Email	1
	12/08/2015 10:40	Email	contact saved report test 3	Email	1
	12/08/2015 10:38	Email	contact saved report	Email	1
	12/08/2015 10:31	Email	Test contact report LIVE	Email	1
	28/07/2015 13:59	Email	test on LIVE	Email	2
	27/07/2015 11:27	Email	no numbers	Email	1
	23/07/2015 17:09	Email	Member Saved Report Sent From PIG...	Email	1
	15/04/2015 12:38	Email	email attachment test from LIVE	Email	2
	07/04/2015 11:48	Email	LIVE sent message logs	Email	2
	07/04/2015 11:46	Email	Invitation to re-register	Email	1
	27/03/2015 09:41	SMS	Combo SMS....	SMS	1

4. The message content will appear. At the bottom of screen the number of recipients is shown as well as the individual emails the message was sent to.

Communicator - Sent Messages

Date/Time 13/08/2015 11:26
Subject test
Type Email
Message
Number of Recipients 3

Name Email

Name	Address	Status	Sent Date
Tony Costanzo	jtinkler@sportingpulse.com	Sent	2015-08-13 11:27:00
Third Member	2@d.c	Sent	2015-08-13 11:27:00
David Kearney	little@a.com	Sent	2015-08-13 11:27:00

Manage Custom Groups

Last Modified on 27/10/2016 2:57 pm AEDT

You can create your own groups of members to which you can send emails. This is in addition to the predefined Membership Groups - players, officials, team contacts, etc.

Firstly, login to your Online Membership Database - If you don’t have your login details please contact your State Governing Body or Association.

1. From the association, club or team level of Membership, click on Communications in the menu.

2. The Communicator options will open. Click on Manage Custom Groups.

3. Any existing custom groups will appear. Click on Add Group in the top right corner.

4. Enter the group's name into the 'Group Name' field and click on Update Group.

5. You will be returned to the list of custom groups. The newly added custom group will appear in the list. To add members, click on the View icon next to the group name.

6. Any existing group members will appear. Click on Modify Members. Other options on this page include 'Rename' group or 'Delete' group.

7. The 'Edit Group' page will appear. The list of 'Available Members' on the left is all members from your association/ club/ team. The 'Selected Members' list on the right is the list of members that have been added to the custom group. To add members to the custom group, click on the member's name from the 'Available Members' list, and while holding down the mouse key, drag and drop the member into the 'Selected Members' list.

8. Members can be removed from the custom group by clicking on their name in the 'Selected Members' list and dragging and dropping them into the Available Members list.

9. When you have finished selecting members for the custom group, click on Update.

10. A message will appear confirming that the group has been successfully updated.

Member Registration Renewal Emails

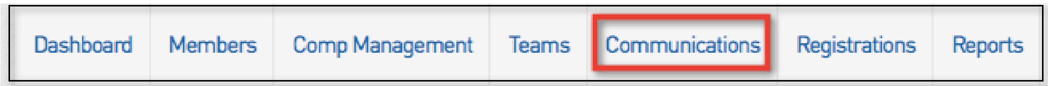
Last Modified on 27/10/2016 3:01 pm AEDT

Communicator provides associations and clubs with the ability to send emails to members in their database with a reminder to register to the new season.

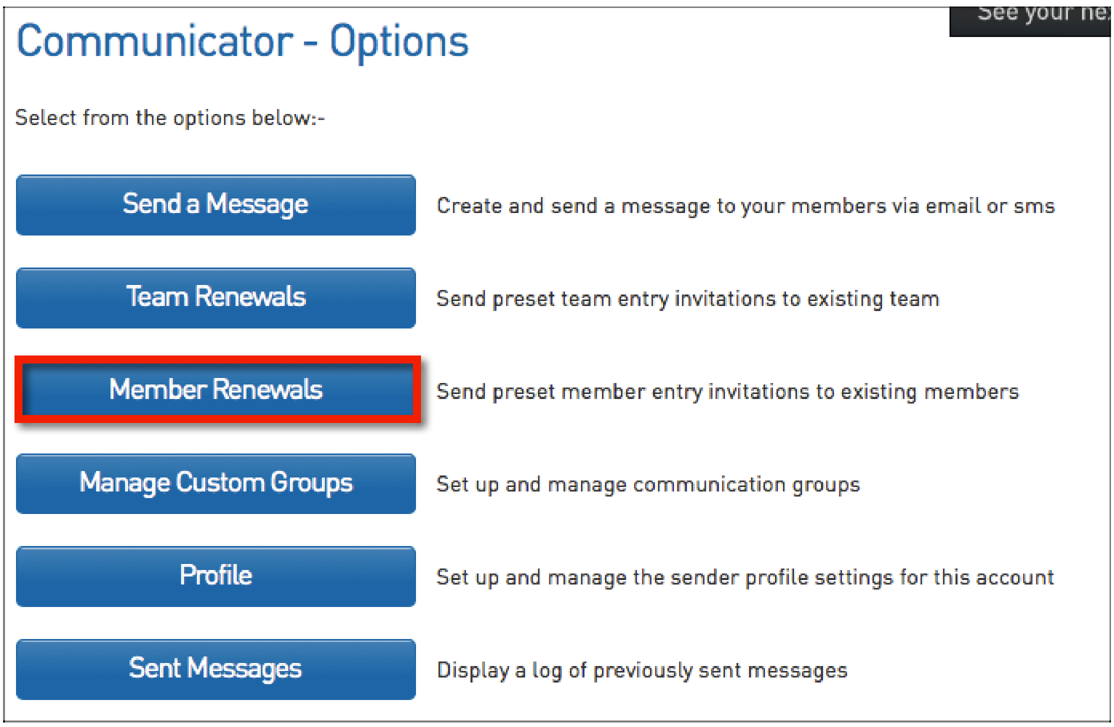
To send a Member Renewal email:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the association or club level of Membership, click on Communications in the menu.



2. The Communicator options will open. Click on Member Renewals.

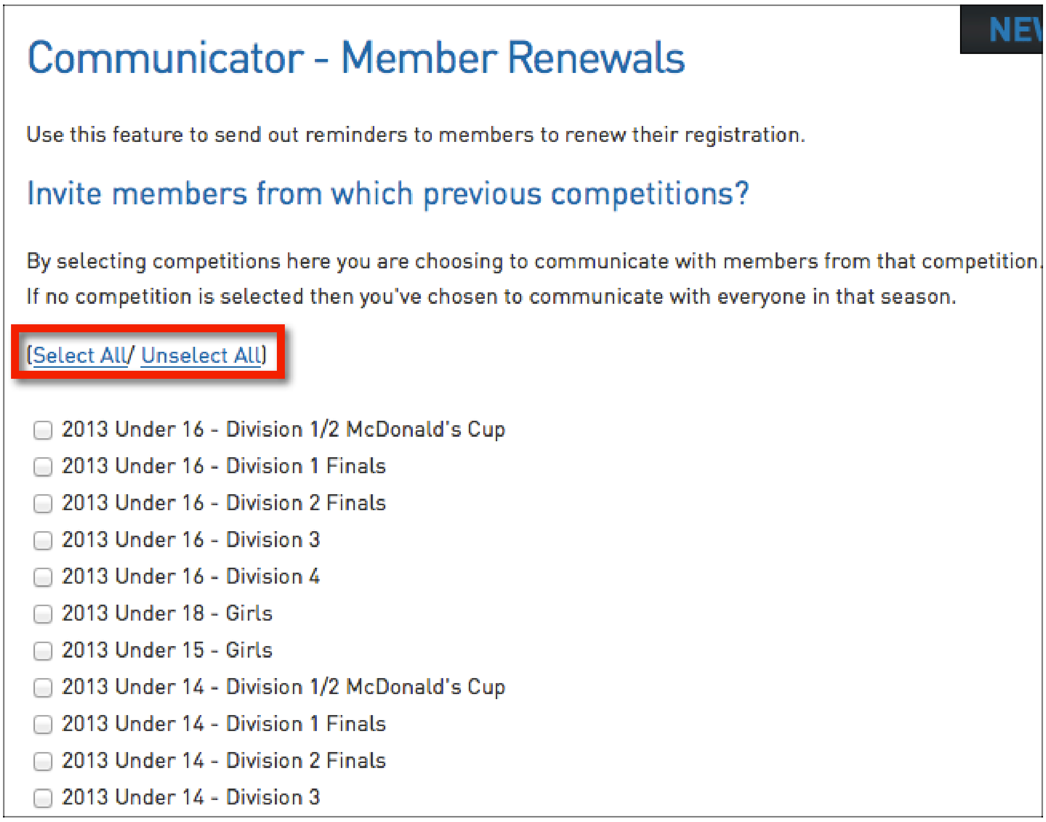


3. Click on the drop-down list and select a past season. Registration renewal emails will be sent to members from this season.

4. If you wish to also send the email to members' parents, click on the Include Parents check box. Within each member's record is a 'Parent/Guardian Email' field (screen shot below). Checking the 'Include Parents' option will also send the email to the Parent/Guardian's email address.

5. Click on Continue.

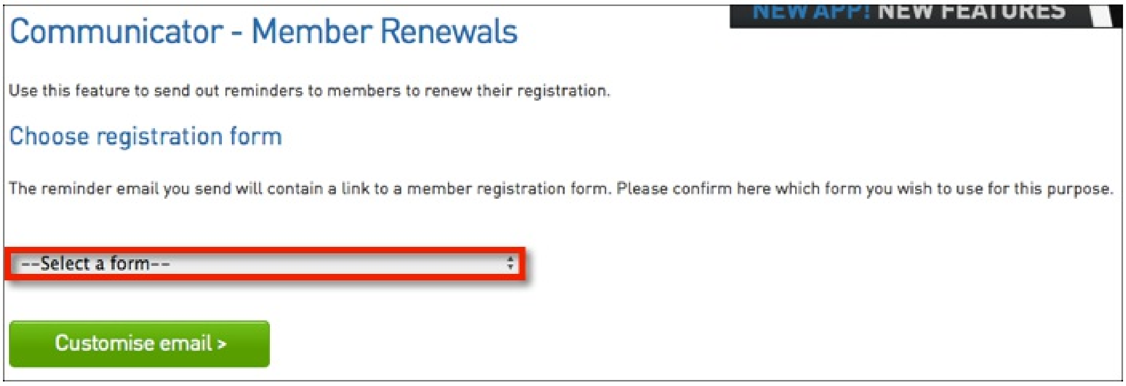
6. The list of competitions from the selected season will appear. If you want to send the email to members that participated in all (or most) competitions from that season, click on Select All. This will tick the check boxes for each competition, and you can click on any competitions that contains members that you do not want to send the message to (un-tick them).



7. Click on Choose Form.

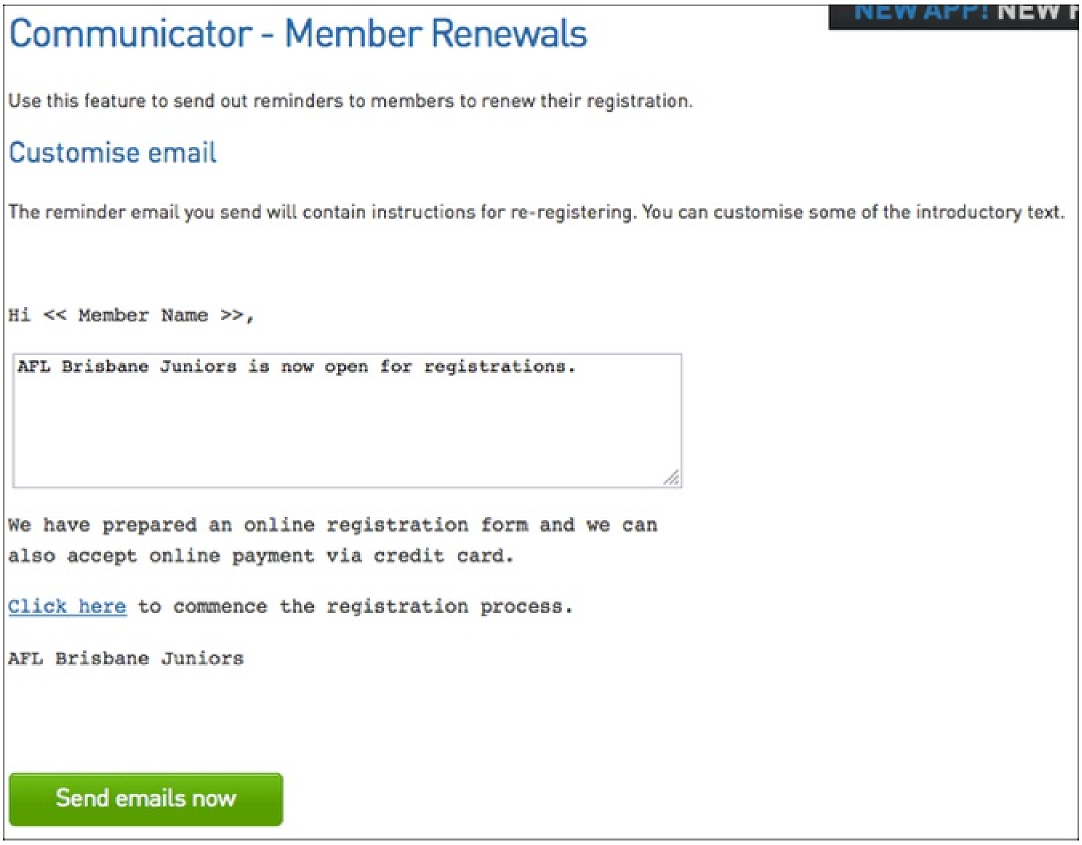
8. Under 'Choose Registration Form', click on the drop-down list and select the registration form you want to

send to each member.s.



9. Click on Customise Email.

10. The email message that will be sent to members will be shown. The member's name, your association's name and the link to the registration form are automatically included in the email. Most of this email cannot be modified, however you are able to customise the first paragraph. Click in the text box and type your message.



11. Click on Send emails now.

12. A message will appear confirming the number of emails that have been sent.

Note: The link to the registration form ('Click here') can only to be used for single registrations, i.e. It will only allow one member to register at a time. If you provide members with the ability to process multiple registrations (i.e. price discounts for families), you will need to direct these members to a link or form on your website rather than through the Member Renewal email.

Team Registration Renewal Emails

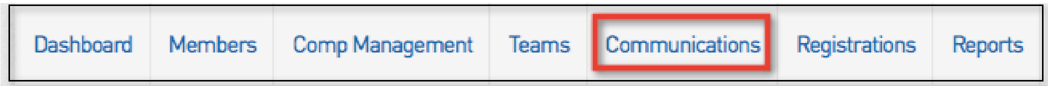
Last Modified on 27/10/2016 3:02 pm AEDT

For competitions/ leagues where teams are required to register each season, Communicator provides the ability to send an email to teams in your database with an invitation to register to the new season. This requires contact details to be present within each team's record.

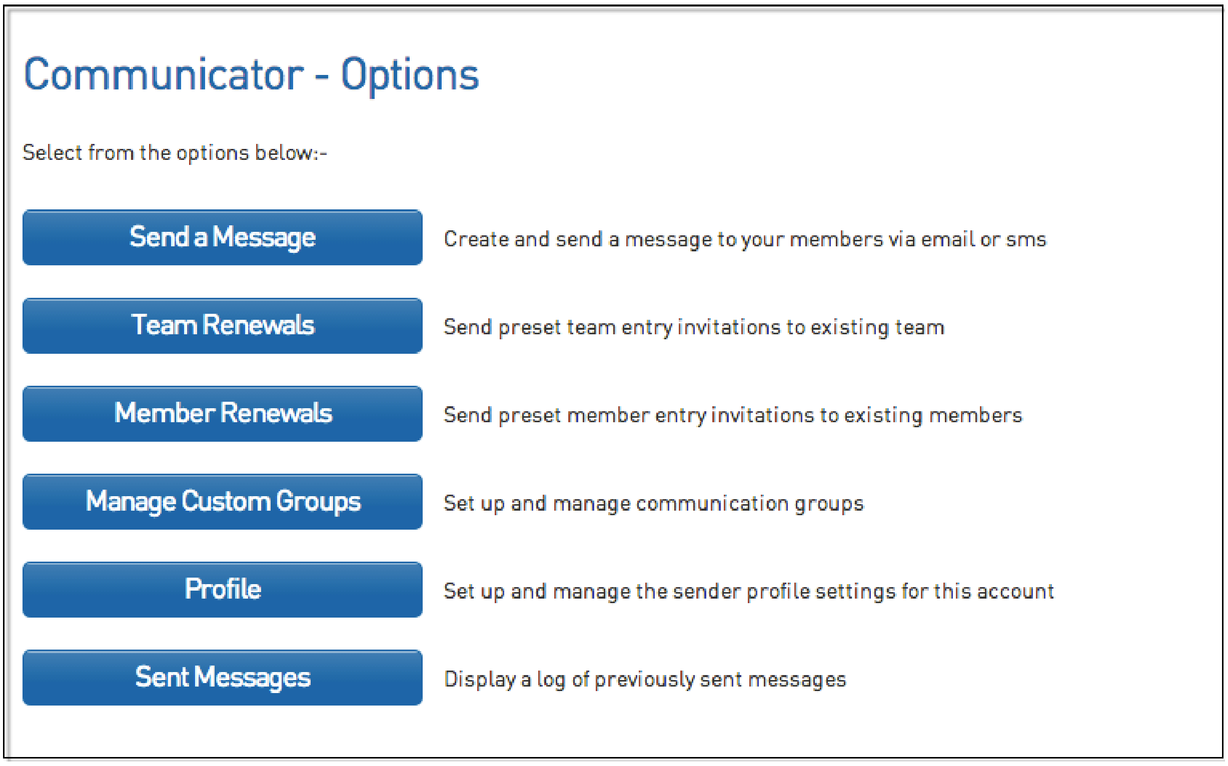
To send out a Team Renewal email:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the association or club level of Membership, click on Communications in the menu.



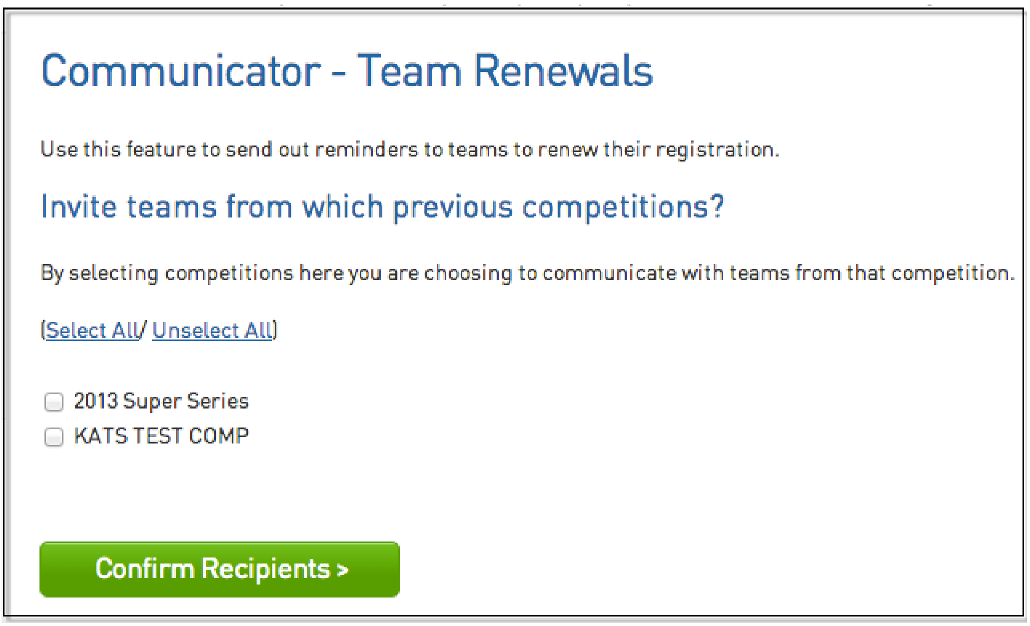
2. The Communicator options will open. Click on Team Renewals.



3. Under 'Choose a past season to send renewals to', click on the drop-down list and select a past season. Registration renewal emails will be sent to teams from this season.

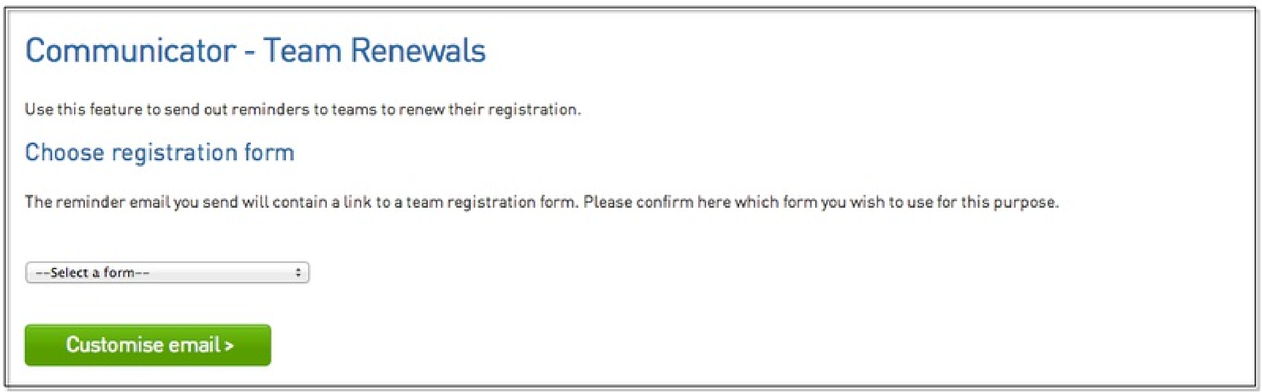
4. Click on Continue.

5. The list of teams registered to the selected season will appear. If you want to send the message to all (or most) teams, click on Select All. This will tick the check boxes for each team, and you can click on any teams (un-tick) that you do not want to send the message to.



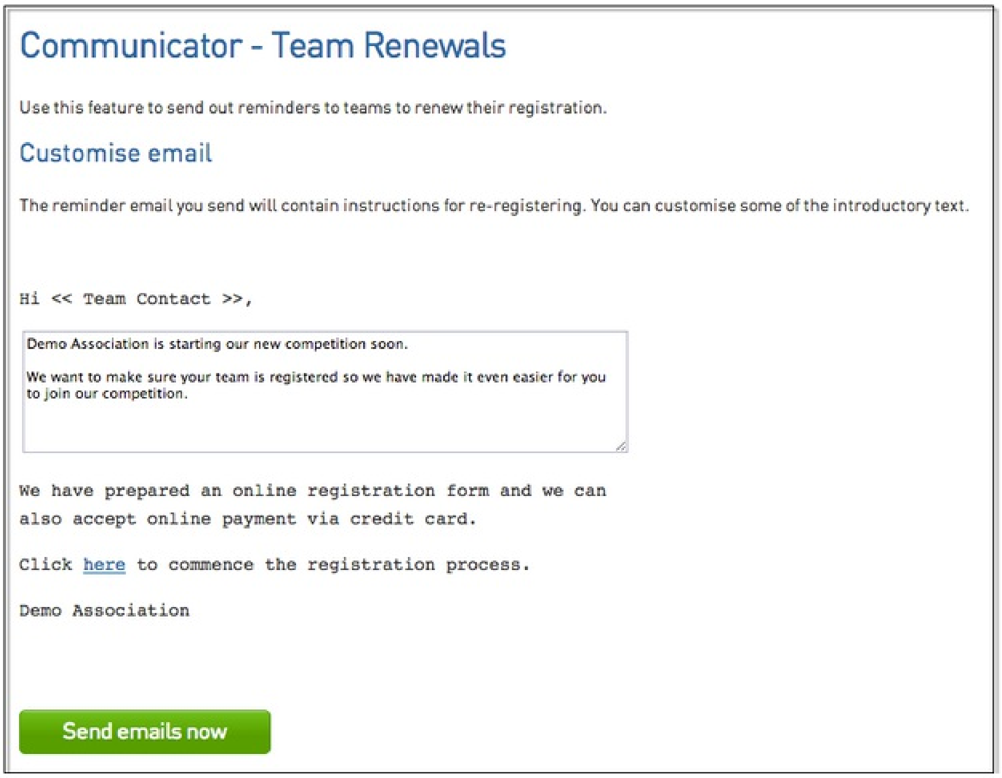
6. Click on Choose Form.

7. Under 'Choose Registration Form', click on the drop down list and select the registration form you want to send to each team.



8. Click on Customise email.

9. The email message that will be sent to teams will be shown. The team contact's name, your association's name and the link to the registration form are automatically included in the email. Most of this email cannot be modified, however you are able to customise the first paragraph. Click in the text box and type your message.



10. Click on Send emails now.

11. A message will appear confirming the number of emails that have been sent.

Remove individual members from communicator messages

Last Modified on 27/10/2016 3:03 pm AEDT

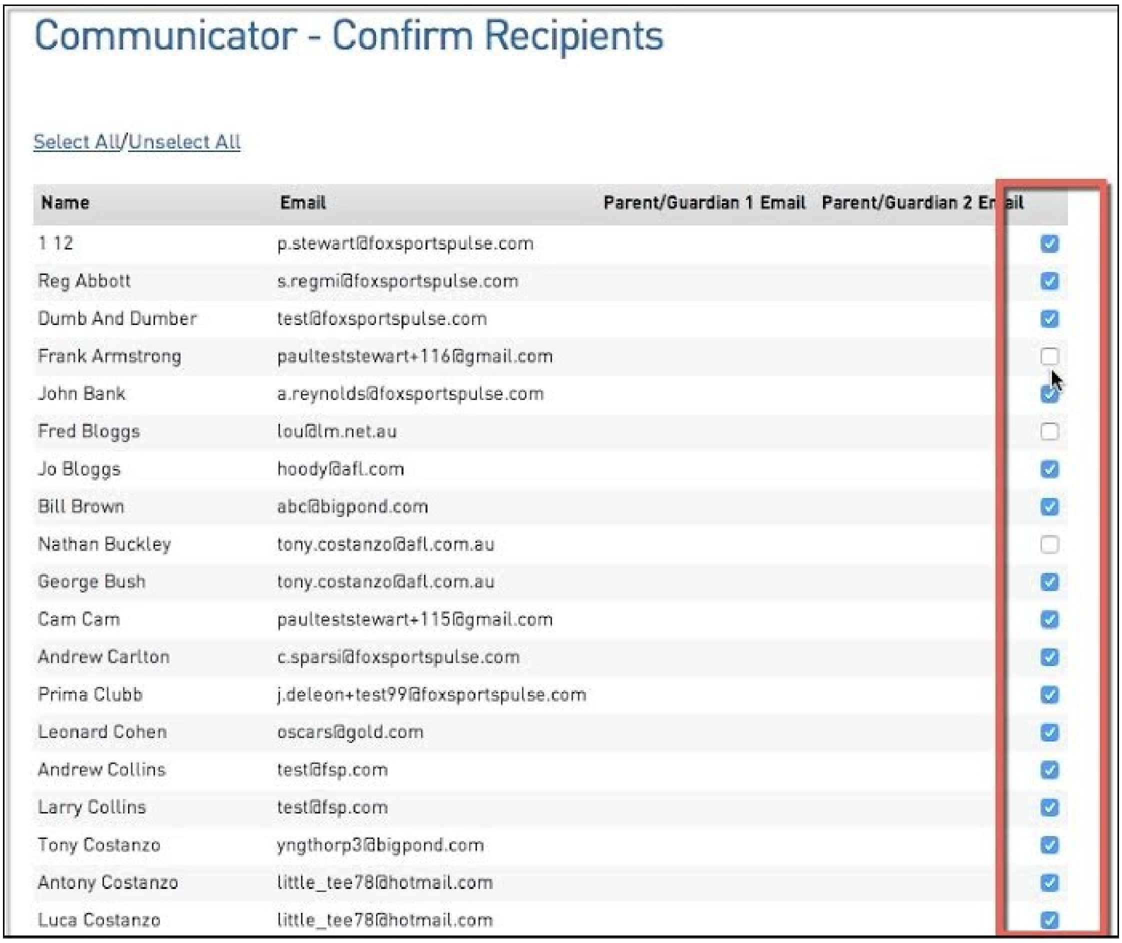
Communicator provides associations and clubs with the ability to send emails to members in their database with a reminder to register to the new season. It now has the ability to remove individual members from communicator messages.

This function can now be found within Communicator when:

1. Sending a Message

2. Sending Member Renewal

3. Sending Team Renewal



Communicator - Confirm Recipients

Select All/Unselect All

Name	Email	Parent/Guardian 1 Email	Parent/Guardian 2 Email	
1 12	p.stewart@foxsportspulse.com			☑
Reg Abbott	s.regmi@foxsportspulse.com			☑
Dumb And Dumber	test@foxsportspulse.com			☑
Frank Armstrong	paulteststewart+116@gmail.com			☐
John Bank	a.reynolds@foxsportspulse.com			☑
Fred Bloggs	lou@lm.net.au			☐
Jo Bloggs	hoody@afl.com			☑
Bill Brown	abc@bigpond.com			☑
Nathan Buckley	tony.costanzo@afl.com.au			☐
George Bush	tony.costanzo@afl.com.au			☑
Cam Cam	paulteststewart+115@gmail.com			☑
Andrew Carlton	c.sparsi@foxsportspulse.com			☑
Prima Clubb	j.deleon+test99@foxsportspulse.com			☑
Leonard Cohen	oscars@gold.com			☑
Andrew Collins	test@fsp.com			☑
Larry Collins	test@fsp.com			☑
Tony Costanzo	yngthorp3@bigpond.com			☑
Antony Costanzo	little_tee78@hotmail.com			☑
Luca Costanzo	little_tee78@hotmail.com			☑

Clearance Settings

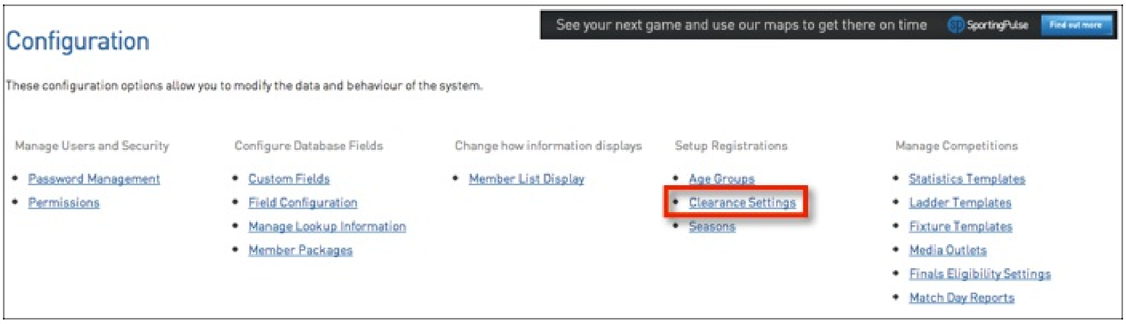
Last Modified on 09/06/2016 4:07 pm AEST

There are a number of rules that Associations can apply to how clearances are managed. For example, rather than manually approving or denying every clearance that is requested, associations can automatically approve or deny certain types of clearances, or player clearances within certain age groups.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the Association level of Membership, click on the Configuration icon and select Settings.

2. Under 'Setup Registrations' click on Clearance Settings.



The List of Clearance Settings will appear, showing any existing clearance settings that have already been set up. On the right hand side, click on **Add**.

A blank Clearance Settings screen will appear. Below is an overview of each option on the Clearance Settings screen.

a. Override all rules with Association ID:

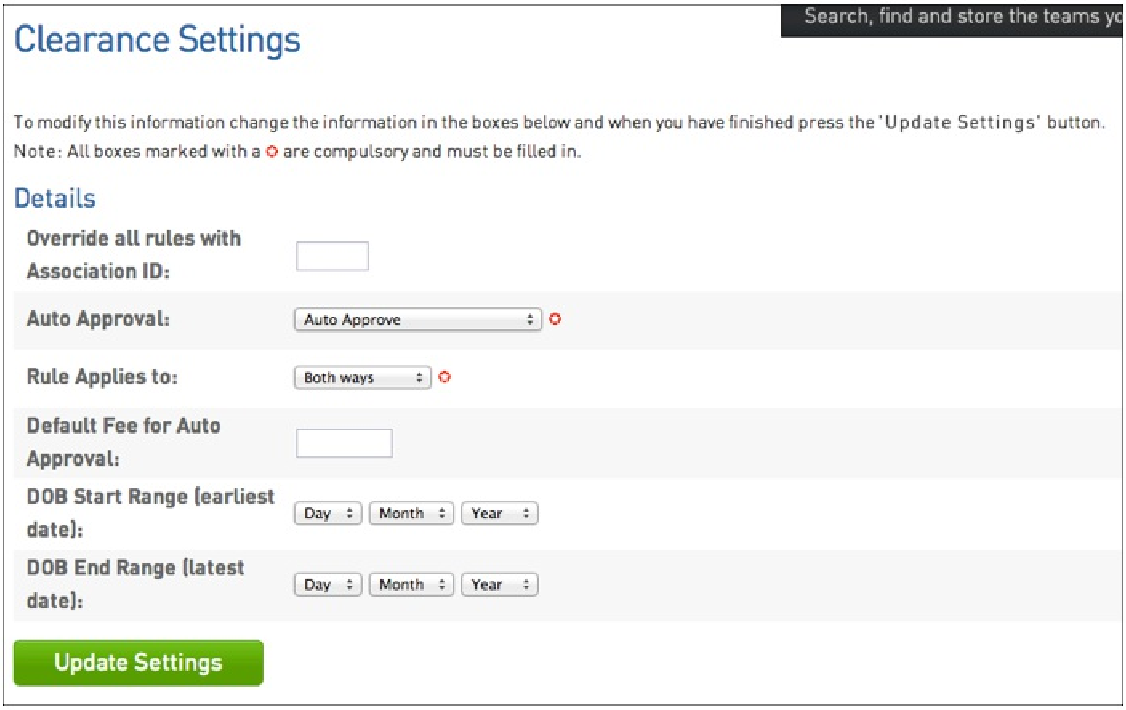
b. Auto Approval (compulsory): Select one of 3 options for how clearances will be processed at the Association level - automatically approve ('Auto Approve'), automatically deny ('Deny All'), or manually approve or deny ('Manual Intervention Required')

c. Rule Applies to (compulsory): Apply the auto approval rule (point 3) to clearances where players come in to the Association ('Inward Only'), players leave the association ('Outward Only'), or for all inbound and outbound clearances ('Both Ways').

d. Default fee for auto approval (optional): If a clearance fee needs to be paid, add the amount into this field.

e. DOB Start Range (optional): enter the start of the date-of-birth range that the auto approval rule applies to.

f. DOB End range (optional): enter the end of the date-of-birth range that the auto approval rule applies to.



4. Enter the details for your clearance settings and click on **Update Settings**. A confirmation message will appear.

The clearance settings will now apply to all future clearances that are processed within the association.

Clearances and Denial Reasons

Associations have the option of creating 'reasons' for clearance requests and clearance denials. The reasons for clearance will appear on the 'Request a Clearance' screen and the reasons for denial will appear on the 'Approve/ Deny a Clearance' screen.

Reasons for clearance requests and clearance denials can be set up through the Configuration area > Manage Lookup Information.

Clearance/Permit Process

Last Modified on 27/10/2016 3:10 pm AEDT

The player clearance/permit process includes the following parties:

- The player: the player being transferred from one club to another
- The source club: the club the player is leaving
- The destination club: the new club the player is moving into
- The source association: the association that the source club participates in *
- The destination association: the association that the destination club participates in *

* The 'source' and 'destination' association will be the same if the player is moving clubs within the same association.

Rather than manually approving or denying every clearance/permit that is requested, some associations may wish to automatically approve or deny certain types of clearances/permits. These rules can be set up within the Clearance Settings.

The clearance/permit process works as follows:

1. A clearance/permit request is submitted by a club (the 'destination' club).

2. The clearance/permit will now appear in the (source) association's Clearance List, which can be accessed by clicking on **Members** in the menu and selecting **List Online Clearances/Permits**.

3. Click on a member's name to view the member's clearance summary page. The 'Clearance Approval Details' section shows the progress of the clearance/permit and indicates the body that currently needs to tend to the clearance (deny or approve).

In the above example, the Warrnambool RSL Soccer Club has requested a clearance for the player Patrick Boyd, who was last registered to the Southbank Soccer Club.

The clearance needs to be processed in the following order:

- Clearance submitted by the destination club (Warrnambool RSL Soccer Club)
- Clearance approved by the source club (Southbank Soccer Club)
- Clearance approved by the association (Demo Association)

Clearance confirmed/finalised by the destination club (Warrnambool RSL Soccer Club)

When the destination club (in this example the Warrnambool RSL Soccer Club) completes the final step in the process by approving the player clearance, the member's record will then appear within the Warrnambool RSL Soccer Club's database. The member's record will be changed to 'inactive' and 'read-only' (cannot be edited) in their old club, the Southbank Soccer Club.

At any phase of the clearance/permit process (steps 2 - 4) the clearance/permit can be denied. If this happens, the clearance/permit process ends and no action will be required by any of the parties. The member's record will remain in the source club's database.

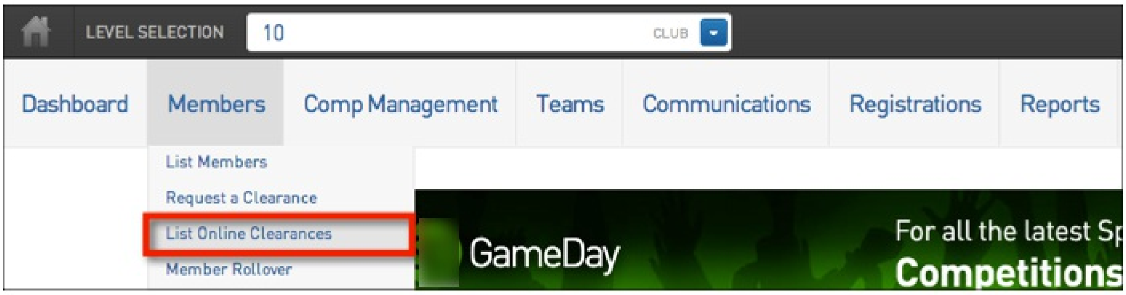
Request a Clearance/Transfer

Last Modified on 09/12/2015 3:15 pm AEDT

Clearances must be instigated from the club level of the database.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the club level menu, click on **Members** and select Request a Clearance.

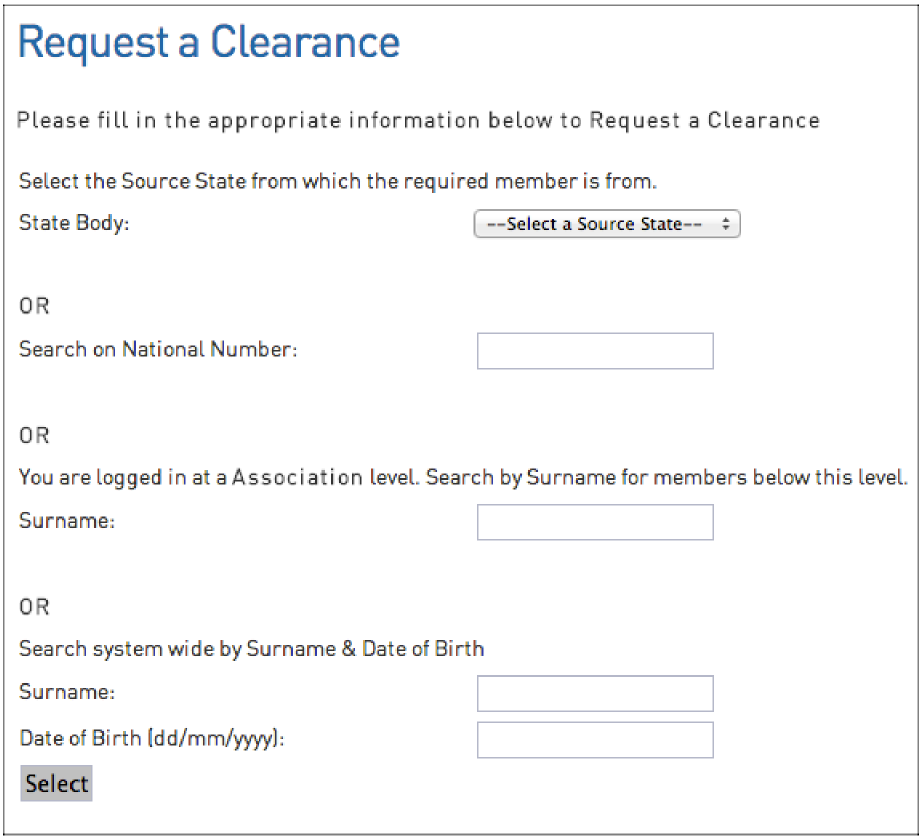


2. **Note**: The 'Request a Clearance' screen may differ depending on the level of the database you have logged in at and how clearances are configured by the National Body.

You have 4 options for initiating the clearance request:

a. Select the state governing body that the player currently belongs to; or
b. Search for the member by their ID number; or
c. If you are logged in at the Association level, you can search across the entire association by entering the player's surname; or
d. Search across the entire system by entering both the player's surname and date of birth

Use the most suitable method to search for the player and click on Select.

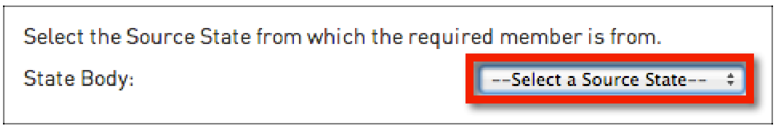


Below is an explanation of the clearance request process for each of the four methods described above. Skip straight to the method that you wish to use.

Search for player by source state

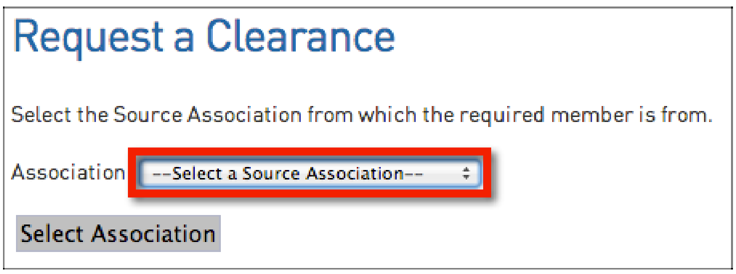
1. From the 'Select a Source State' drop down list on the 'Request a Clearance' screen, select the source state that the player currently belongs to.

2. Click on **Select**.



3. The next step asks you to select the source association that the player currently belongs to. Click on the Select a Source Association drop-down list and select the association.

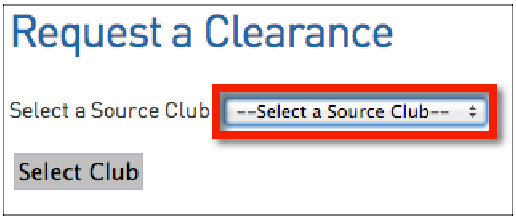
4. Click on **Select Association**.



5. The next step asks you to select the source club that the player currently belongs to. Click on the Select a

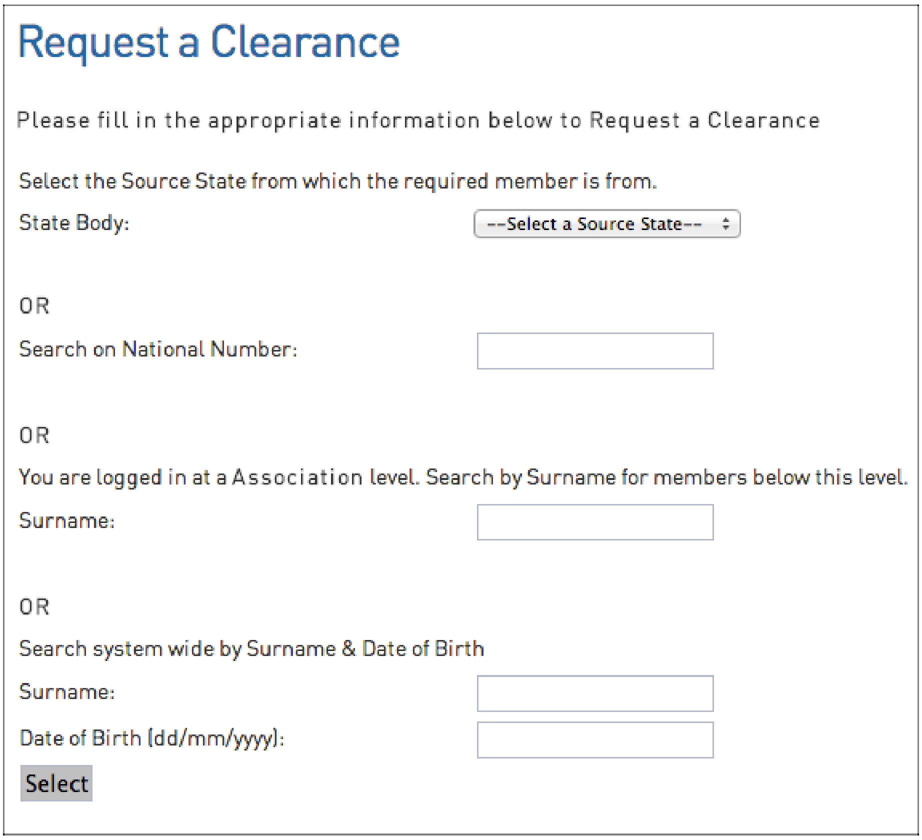
Source Club drop down list and select the club.

6. Click on **Select Club**.



7. The next step is the final step in the player search process. Enter the player's national ID number, and/or their surname, and/or their date of birth.

8. Click on **Select Member**.



9. A list of matching members will appear to select from.

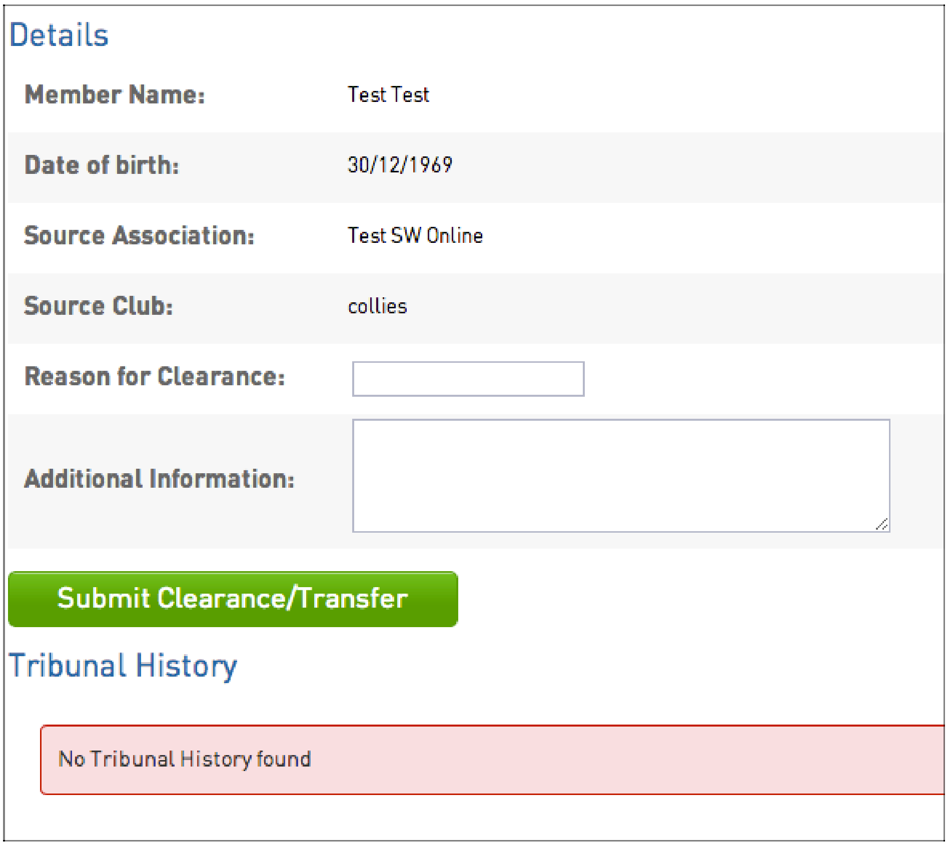

Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Test	Ethan	Test SW Online	Adamstown	(Y)		10/04/2002	
select	test	mike	Test SW Online	North Queensland Fury 0	(Y)		02/01/2018	
select	test	Phillip	Test SW Online	Kanwal	(Y)		01/01/1111	
select	Test	Test	Test SW Online	collies	(Y)		30/12/1969	

10. Click on select to choose the player you want to process the clearance for.

The player's details will appear. At the bottom of screen is an overview of the player's tribunal history. The tribunal history shows the player's disciplinary record and indicates whether the player is currently serving a suspension.

The 'Reason for Clearance' field is an optional field by default, but your National Body has the option to make it a compulsory requirement. You can also enter any additional information relating to the clearance request. Click on **Submit Clearance/ Transfer** to initiate the clearance. This will trigger an email to the source association and club, notifying them of the clearance request.



11. A confirmation message should appear to indicate that the clearance request has been successfully submitted. Click on Return to Clearances to return to the Clearances List.

12. The clearance will appear on the Clearances List with the status 'Pending'.

Search for player by national number

1. From the 'Request a Clearance' screen, enter the player's National ID Number in the 'Search on National Number' field.

2. Click on **Select**.

3. The member's record will appear. Click on select next to the record you want to process the clearance for.


Select a member from the club in the Association in which to Request a Clearance for.

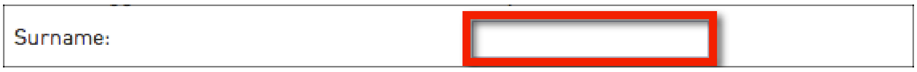
	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Test	Ethan	Test SW Online	Adamstown	(Y)		10/04/2002	
select	test	mike	Test SW Online	North Queensland Fury O	(Y)		02/01/2018	
select	test	Phillip	Test SW Online	Kanwal	(Y)		01/01/1111	
select	Test	Test	Test SW Online	collies	(Y)		30/12/1969	

4. Continue to follow the clearance request process as per steps 10 - 12 under 'Search for player by source state' above.

Search for player by surname (Association-only)

1. From the 'Request a Clearance' screen, enter the player's surname in the 'Surname' field.

2. Click on **Select**.



3. A list of matching members will appear to select from. Click on select to choose the player you want to process the clearance for.


Select a member from the club in the Association in which to Request a Clearance for.

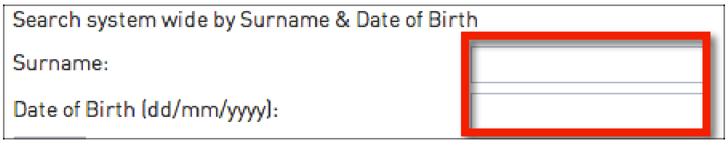
	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Test	Ethan	Test SW Online	Adamstown	(Y)		10/04/2002	
select	test	mike	Test SW Online	North Queensland Fury O	(Y)		02/01/2018	
select	test	Phillip	Test SW Online	Kanwal	(Y)		01/01/1111	
select	Test	Test	Test SW Online	collies	(Y)		30/12/1969	

4. Continue to follow the clearance request process as per steps 10 - 12 under 'Search for player by source state' above.

Search for player by surname and date of birth

1. From the 'Request a Clearance' screen, enter the player's surname in the 'Surname' field and date of birth in the 'Date of Birth' field. Take note of the required format for the date of birth.

2. Click on **Select**.



3. A list of matching members will appear to select from. Click on select to choose the player you want to process the clearance for.


Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Test	Ethan	Test SW Online	Adamstown	(Y)		10/04/2002	
select	test	mike	Test SW Online	North Queensland Fury O	(Y)		02/01/2018	
select	test	Phillip	Test SW Online	Kanwal	(Y)		01/01/1111	
select	Test	Test	Test SW Online	collies	(Y)		30/12/1969	

4. Continue to follow the clearance request process as per steps 10 - 12 under 'Search for player by source state' above.

NOTE: if a player is already involved in a pending clearance, then the clearance will not be able to be submitted. The following message will appear.

Check the progress of a Clearance

If you want to check the progress of a clearance at any stage:

1. Click on **Members** in the menu and select List Online Clearances.

2. From the Clearances List, click on the **Edit** button next to the clearance request that you want to view.

3. The Clearance Summary for the player will open. Scroll down to 'Clearance Approval Details'. This shows each body involved in the clearance process and the body the clearance is currently awaiting approval from. In the below example, the clearance has been approved by the source club (Australian National Sports Club), and is awaiting approval from the association (Demo Association).

Clearance Summary

Details

Clearance Ref. No.:	799253
Application Date:	08/08/2013
Member being Cleared:	test Phillip
Date of birth:	01/01/1111
From Club:	Kanwal
From Association:	Test SW Online
To Club:	11
To Association:	Test SW Online
Overall Clearance Status:	Pending

Cancel Clearance

Clearance Approval Details

Name	Clearance Status
Kanwal	Pending
Test SW Online	Pending
11	Pending

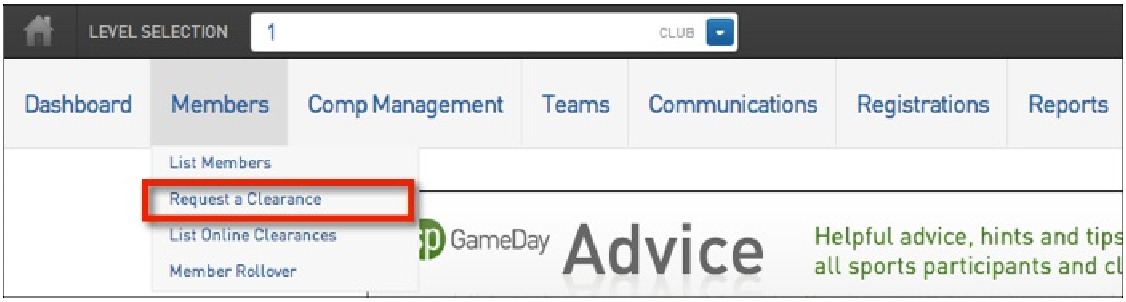
Request a Permit

Last Modified on 26/10/2016 1:21 pm AEDT

Permits are designed for temporary movement of players, not a permanent clearance or transfer and are made available by Sport. Permits must be instigated from the club level of the database (in the same area as Requesting a Clearance).

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the club level menu, click on **Members** and select Request a Clearance/Permit.

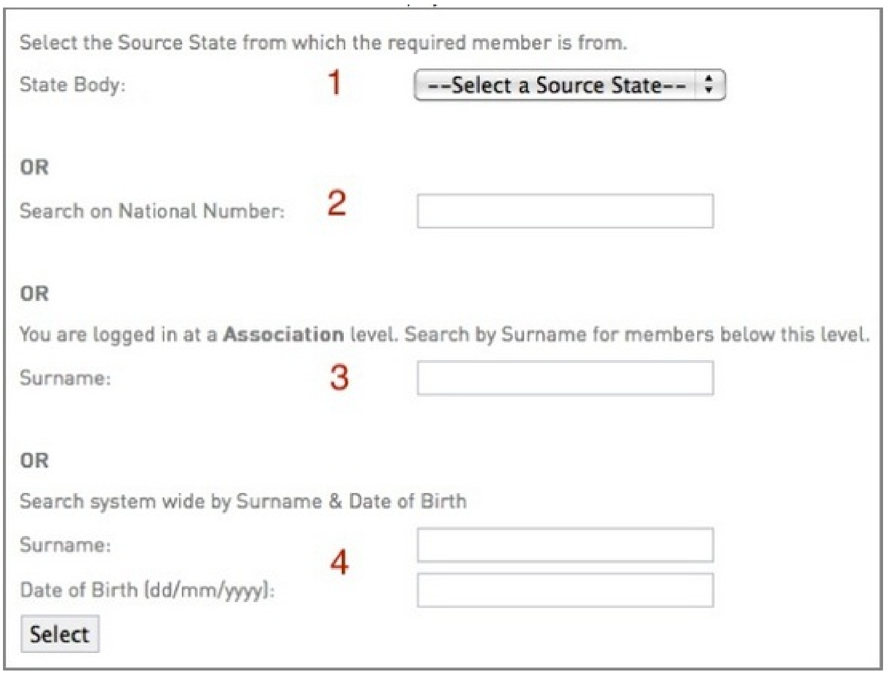


2. Note: The 'Request a Clearance/Permit' screen may differ depending on the level of the database you have logged in at and how clearances/permits are configured by the National Body.

You have 4 options for initiating the Permit request:

a. Select the state governing body that the player currently belongs to; or
b. Search for the member by their ID number; or
c. If you are logged in at the Association level, you can search across the entire association by entering the player's surname; or
d. Search across the entire system by entering both the player's surname and date of birth

Use the most suitable method to search for the player and click on **Select**.

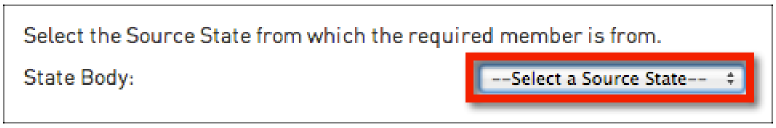


Below is an explanation of the Permit request process for each of the four methods described above. Skip straight to the method that you wish to use.

Search for player by source state

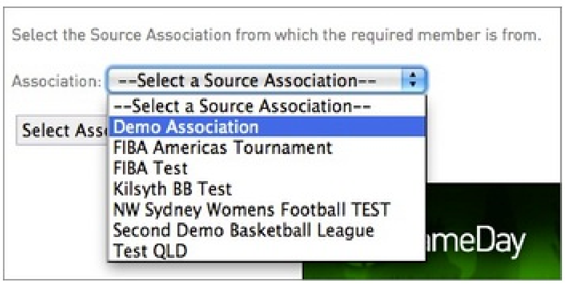
1. From the 'Select a Source State' drop down list on the 'Request a Clearance/Permit' screen, select the source state that the player currently belongs to.

2. Click on **Select**.



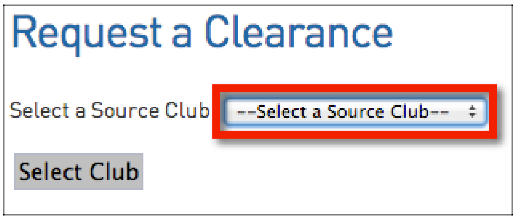
3. The next step asks you to select the source association that the player currently belongs to. Click on the Select a Source Association drop-down list and select the association.

4. Click on Select **Association**.



5. The next step asks you to select the source club that the player currently belongs to. Click on the Select a Source Club drop down list and select the club.

6. Click on Select **Club**.

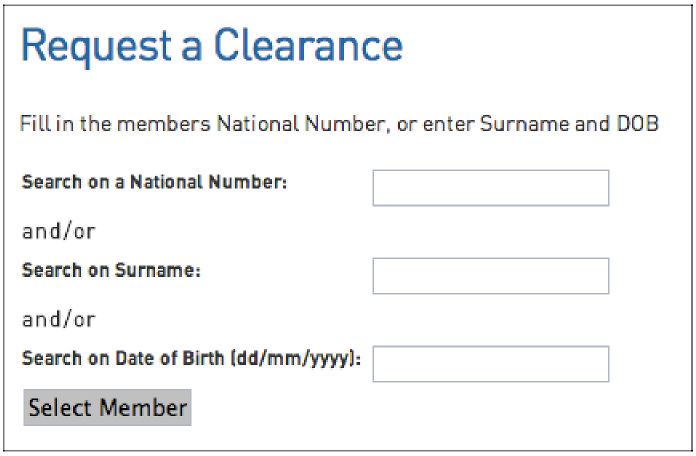

Request a Clearance

Select a Source Club --Select a Source Club--

Select Club

7. The next step is the final step in the player search process. Enter the player's national ID number, and/or their surname, and/or their date of birth.

8. Click on Select **Member**.


Request a Clearance

Fill in the members National Number, or enter Surname and DOB

Search on a National Number:

and/or

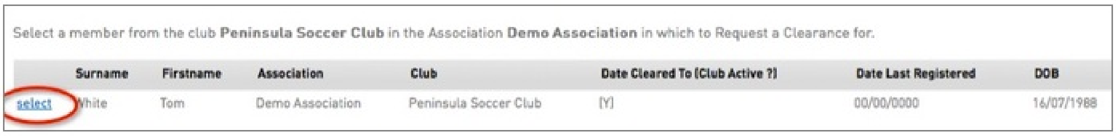
Search on Surname:

and/or

Search on Date of Birth (dd/mm/yyyy):

Select Member

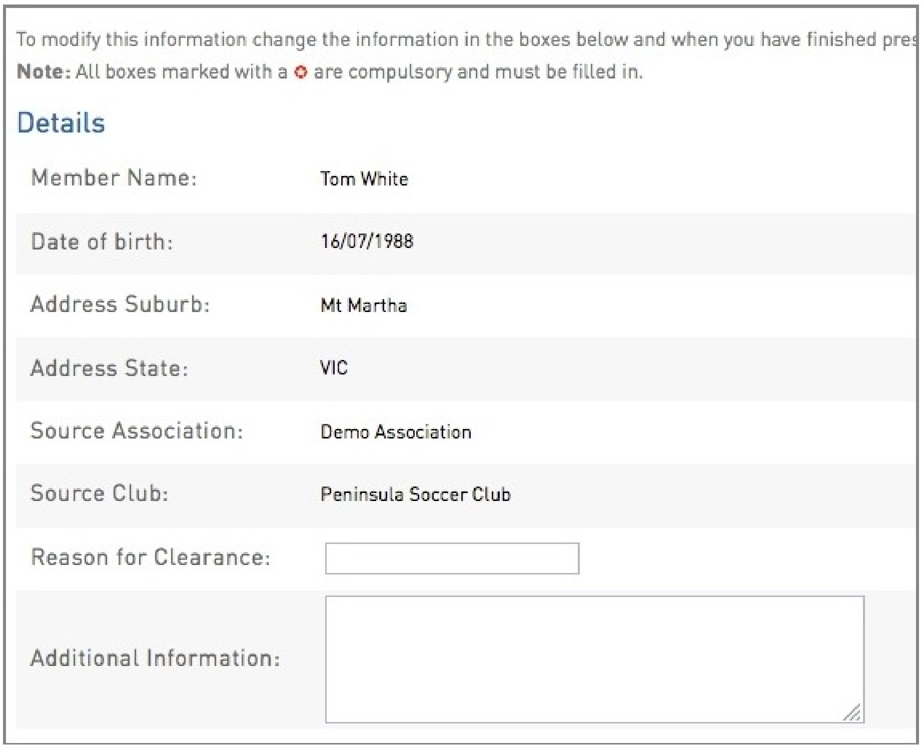
9. A list of matching members will appear to select from. Click on select to choose the player you want to process the clearance for.


Select a member from the club **Peninsula Soccer Club** in the Association **Demo Association** in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB
select	White	Tom	Demo Association	Peninsula Soccer Club	(Y)	00/00/0000	16/07/1988

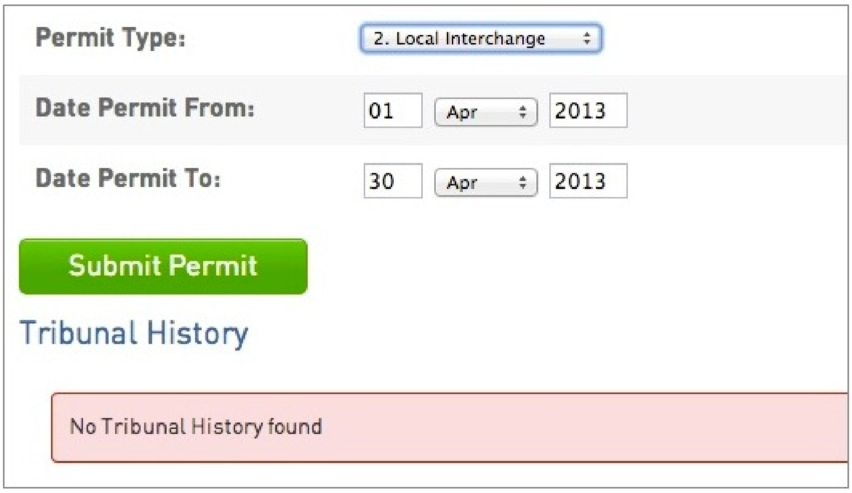
10. The player's details will appear at the top half of the screen. You will have the option to either Request a Clearance or a Permit. To request a Permit, fill in all the required details and scroll down to the bottom of the page to select the Permit Type. The tribunal history shows the player's disciplinary record and indicates whether the player is currently serving a suspension.

The 'Reason for Clearance/Permit' field is an optional field by default, but your National Body has the option to make it a compulsory requirement. You can also enter any additional information relating to the Permit request.



Select the Permit Type (explanation of each is listed below) and enter the Date Permit From / To fields.

1. Match Day: Allows for a permit at short notice to another club for a short period of time without requiring their online approval.
2. Local Interchange: Allows permitted player to play for both clubs for the duration of the permit (requires online approval).
3. Temporary Transfer: Allows a permit to another club for an agreed period of time (requires online approval).



Click on **Submit Permit** to initiate the Permit Request. This will trigger an email to the source association and club, notifying them of the Permit request.

11. A confirmation message should appear to indicate that the clearance request has been successfully submitted. Click on Return to Clearances/Permits to return to the Clearances/Permits List.

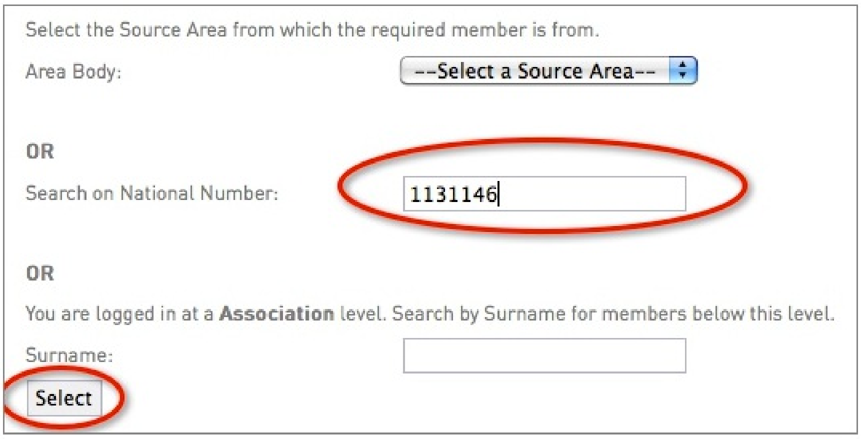
12. The Permit will appear on the Clearances List with the status 'Pending'. For more information about the Clearances List, click here.

Name	Date of Birth	From Associ...	From Club	To Associati...	To Club	This level's ...	Overall stat...	Application ...	Created By	Ref. No.	Alert Date	Year
test, Phillip	01/01/1111	Test SW Online	Kanwal	Test SW Online	11	Not yet for y...	Pending	08/08/2013	Online Clear...	799253		2013

Search for a player by their national number

1. From the 'Request a Clearance/Permit' screen, enter the player's National ID Number in the 'Search on National Number' field.

2. Click on **Select**.



3. The member's record will appear. Click on select next to the record you want to process the Permit for.

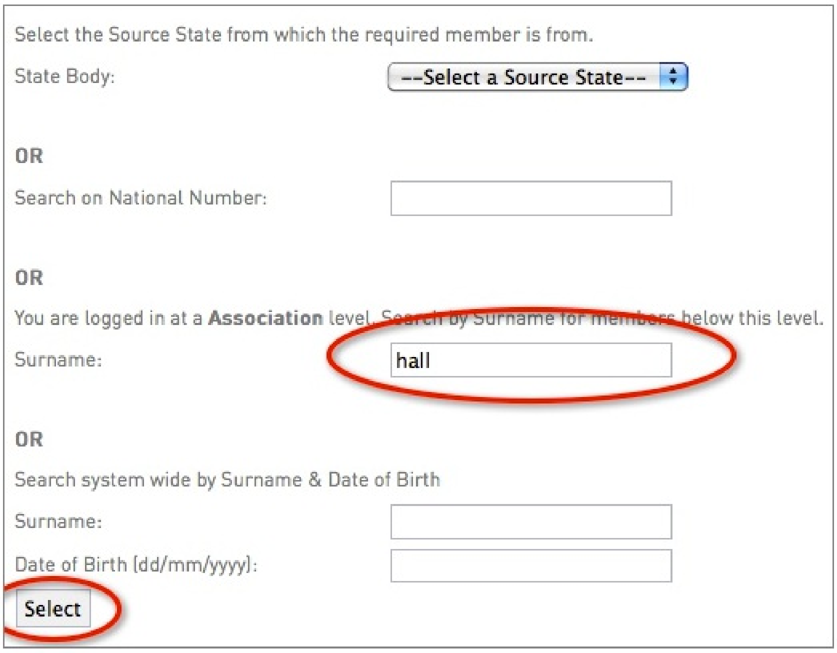
	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Daly	Michael	International Transfers	Rest of World	03/03/2011 (Y)		04/06/1987	1131146
CLEARED OUT	Daly	Michael	Auckland Football Federation (AFF)	Metro FC	(N)	00/00/0000	04/06/1987	1131146

4. Continue to follow the Permit request process as per steps 10 - 12 under 'Search for player by source state' above.

Search for player by surname (Association-only)

1. From the 'Request a Clearance/Permit' screen, enter the player's surname in the 'Surname' field.

2. Click on **Select**.



3. A list of matching members will appear to select from. Click on select to choose the player you want to process the Permit for.

Select a member from the club in the Association in which to Request a Clearance for.

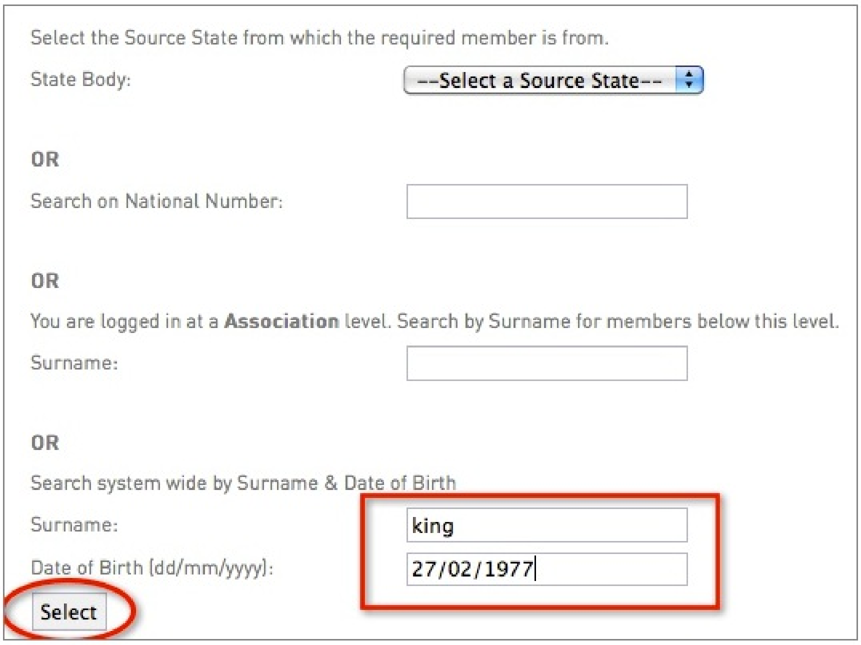
	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB
select	Hall	Grant	Demo Association	General Club	(Y)	00/00/0000	11/02/1975
select	Hall	Grant	Demo Association	Engadine Eagles FC	(Y)	00/00/0000	11/03/1975
select	Hall	Grant	Demo Association	Flinders Christian Community College	(Y)	00/00/0000	11/03/1975
select	Hall	Grant	Demo Association	Flinders Community Soccer Club	(N)	00/00/0000	11/03/1975
select	Hall	Grant	Demo Association	General Club	(Y)	00/00/0000	11/05/1975
select	Hall	Greg	Demo Association	General Club	(Y)	00/00/0000	11/06/1975
select	Hall	Greg	Demo Association	General Club	(Y)	00/00/0000	11/07/1975
select	Hall	Greg	Demo Association	General Club	(Y)	00/00/0000	11/08/1975
select	Hall	Hall	Demo Association	St Macartans Soccer Club	(Y)	00/00/0000	15/11/1975

4. Continue to follow the Permit request process as per steps 10 - 12 under 'Search for player by source state' above.

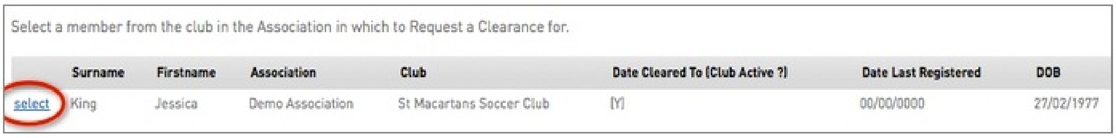
Search for player by surname and date of birth

1. From the 'Request a Clearance/Permit' screen, enter the player's surname in the 'Surname' field and date of birth in the 'Date of Birth' field. Take note of the required format for the date of birth.

2. Click on **Select**.



3. A list of matching members will appear to select from. Click on select to choose the player you want to process the Permit for.

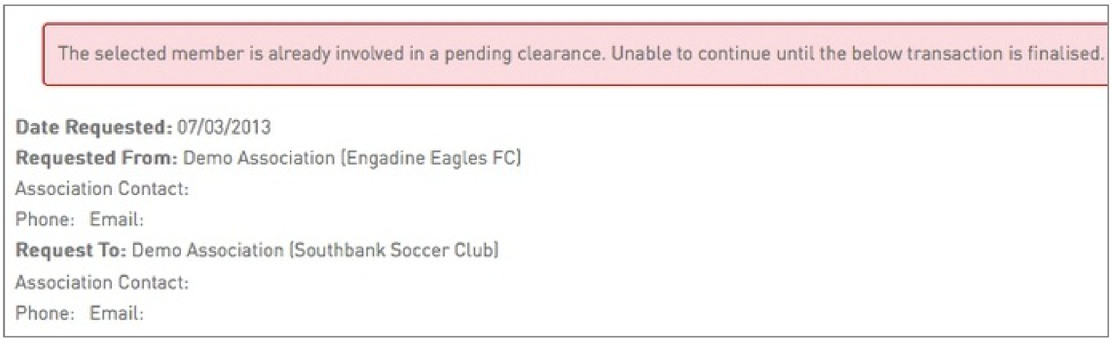


Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB
select	King	Jessica	Demo Association	St Macartans Soccer Club	(Y)	00/00/0000	27/02/1977

4. Continue to follow the Permit request process as per steps 10 - 12 under 'Search for player by source state' above.

NOTE: if a player is already involved in a pending clearance or permit, then the Permit will not be able to be submitted. The following message will appear.



Check the progress of a Permit

If you want to check the progress of a Permit at any stage:

1. Click on **Members** in the menu and select List Online Clearances/Permits.

2. From the Clearances/Permits List, click on the **Edit** button next to the permit request that you want to view.

Clearance Ref Showing Name: From Club: To Club: Year: 2013 Status: All records FILTER

Name	Date of Birth	From Associ...	From Club	To Associatio...	To Club	This level's s...	Overall statu...	Application D...	Created By	Ref. No.	Alert Date	Year
King, Jessica	27/02/1977	Demo Associ...	St Macartans...	Demo Associ...	Mt Eliza Mete...		Cancelled	08/03/2013	Online Clear...	680056		2013
White, Tom	16/07/1988	Demo Associ...	Peninsula So...	Demo Associ...	Mt Eliza Mete...	Not yet for yo...	Pending	08/03/2013	Online Clear...	679939		2013
McNeil, Leon	19/07/1978	Demo Associ...	General Club	Demo Associ...	St Macartans...	Not yet for yo...	Pending	07/03/2013	Online Clear...	678905		2013
Boyd, Patrick	22/02/1982	Demo Associ...	Southbank S...	Demo Associ...	Warrnamboo...	Not yet for yo...	Pending	07/03/2013	Online Clear...	678903		2013
Hughes, Jam...	08/12/1976	Demo Associ...	General Club	Demo Associ...	Southbank S...	Not yet for yo...	Pending	07/03/2013	Online Clear...	678902		2013
Hall, Grant	11/03/1975	Demo Associ...	Engadine Ea...	Demo Associ...	Southbank S...	Not yet for yo...	Pending	07/03/2013	Online Clear...	678896		2013
Adair, Aaron	10/01/1972	Demo Associ...	Australian N...	Demo Associ...	ABC Bowls C...	--AWAITIN...	Pending	05/03/2013	Online Clear...	675392		2013

3. The Clearance/Permit Summary for the player will open. Scroll down to 'Clearance/Permit Approval Details'. This shows each body involved in the permit process and the body the permit is currently awaiting approval from. In the below example, the permit has been approved by the source club (Australian National Sports Club), and is awaiting approval from the association (Demo Association).

Name	Clearance Status	Approved By	Alert Date	Denial Reason	Development Fee	Additional Information	Time Updated
Australian National Sports Club	Approved	Will Banbury			-		07/03/2013
Demo Association	Pending				-		
ABC Bowls Club	Pending				-		

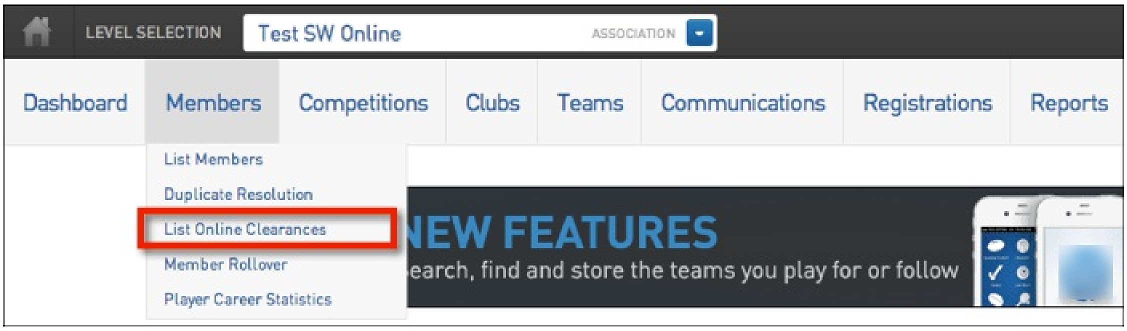
Access the Clearances List

Last Modified on 27/10/2016 3:05 pm AEDT

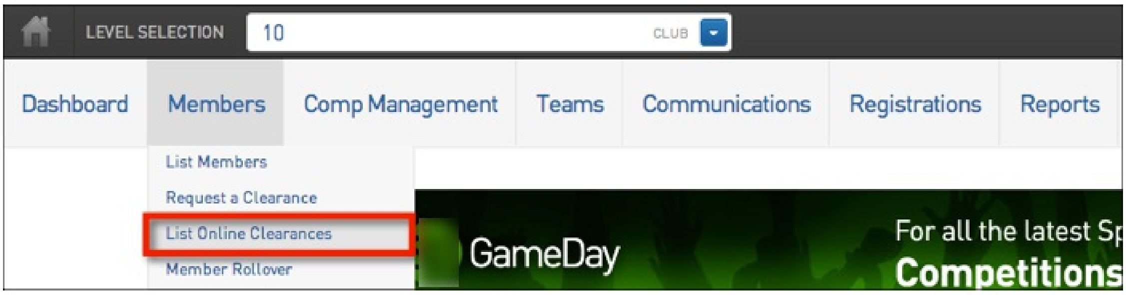
To access the Clearances List and the various clearance options available:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

- Associations: click on Members in the menu and select List Online Clearances.



- Clubs: click on Members in the menu and select List Online Clearances. This is also where clearances are initially requested, by clicking Request a Clearance.



- Levels of the database above the Association level (eg. National Body, States, Regions) can access the Clearances List directly from the main menu. They have an additional option to 'Search All Clearances'.

Clearances List Overview

Last Modified on 27/10/2016 3:10 pm AEDT

From the Clearances List, an association can see all clearances that have been completed and clearances that are currently in progress. A description of each column of the Clearances table is provided below:

Name: The name of the player involved in the clearance

Date of birth: The player's date of birth

From Association: The association that the player is leaving

From Club: The club that the player is leaving

To Association: The association that the player is moving into

To Club: The club that the player is moving into

This level's status: Depending on a sport's rules relating to the clearance process, the Association/s involved in player clearances may need to approve clearances before they are completed. These clearances will be easily identifyable as they will be highlighted with a notice - 'Awaiting your Approval' – in the Status column.

Overall status: this will indicate the final result of the clearance - 'Approved' or 'Denied' or whether the clearance is still 'Pending'.

Application date: The date that the clearance was initiated

Due date: this is a read-only field, configurable by each sport's national body. For example, a sport may place a 14 day limit on the processing of clearances. If a clearance isn't finalised by the due date, it will automatically change to a status of choice - e.g. 'denied' or 'approved'.

Created by: will indicate whether the clearance was processed through the Online Clearance process or the Offline Clearance process (Sportzware Central, which is no longer available).

Ref. No: A unique system-generated reference number for the clearance

Alert Date: This is a read-only field, generally 5 days from the date that the clearance was initially requested. On the alert date the entity (association or club) that is holding up the clearance is notified by email. The email will explain that the clearance requires urgent attention and that failure to act could result in the player being claimed under time limit rules (i.e. The clearance is automatically processed).

Year: The year that the clearance was initiated

The filters across the top allow you to narrow down the specific clearances you wish to view - e.g. you can choose to only view clearances in a certain year, from/to a certain club, only those that have been approved or are in progress, or a combination of several filters.

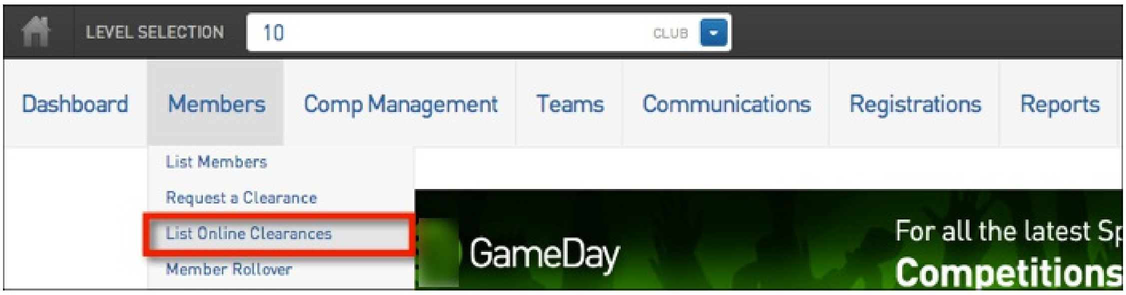
Cancel a Clearance/Transfer

Last Modified on 21/10/2015 10:34 am AEDT

If you have submitted a clearance request and need to cancel it for any reason, follow these steps.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Click on **Members** in the menu and select List Online Clearances.



2. From the list of clearances, click on the Edit button next to the clearance request that you want to cancel.

3. The Clearance Summary screen for that player will appear. Scroll down the screen and click on Cancel Clearance.

Clearance Summary

Details

Clearance Ref. No.:	799239
Application Date:	08/08/2013
Member being Cleared:	Test Test
Date of birth:	30/12/1969
From Club:	collies
From Association:	Test SW Online
To Club:	1
To Association:	Test SW Online
Overall Clearance Status:	Pending

Cancel Clearance

4. A confirmation message will appear. Click on Return to Clearance Listing to go back to the Clearances List.

Cancel Clearance

Clearance Cancelled

Return to Clearance Listing

5. The clearance will still appear in the Clearances List, with a status of 'cancelled'.

	Name	Date of Birth	From Associ...	From Club	To Associati...	To Club	This level's ...	Overall stat...	Application ...	Created By	Ref. No.	Alert Date	Year
	Test, Test	30/12/1969	Test SW Online	collies	Test SW Online	1		Cancelled	08/08/2013	Online Clear...	799239		2013

6. If you click on the Edit button next to the cancelled clearance, it will also reflect that the clearance has been cancelled.

Clearance Summary

Details

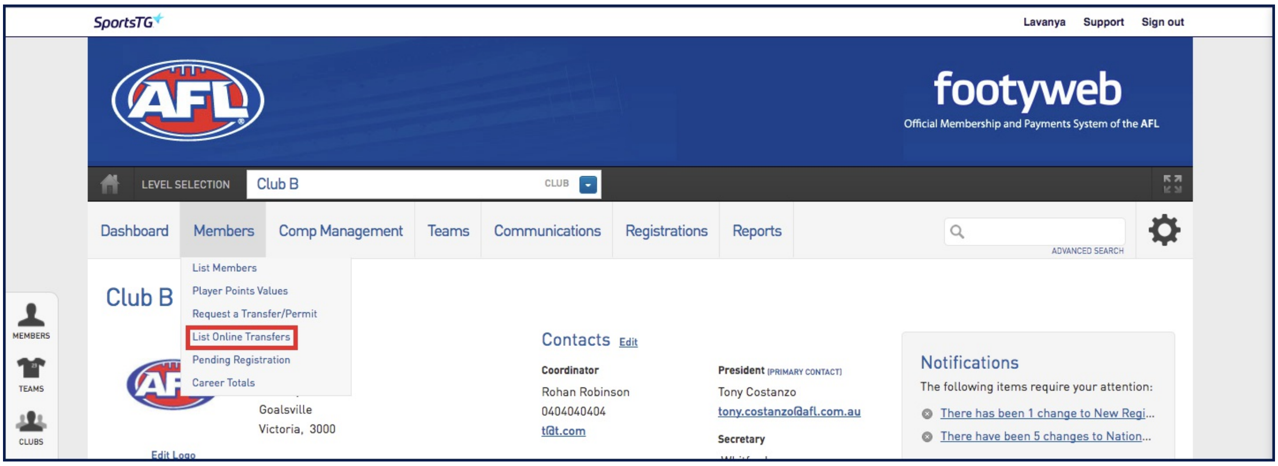
Clearance Ref. No.:	799239
Application Date:	08/08/2013
Member being Cleared:	Test Test
Date of birth:	30/12/1969
From Club:	collies
From Association:	Test SW Online
To Club:	1
To Association:	Test SW Online
Overall Clearance Status:	Cancelled

Approve/ Deny a Clearance or Permit

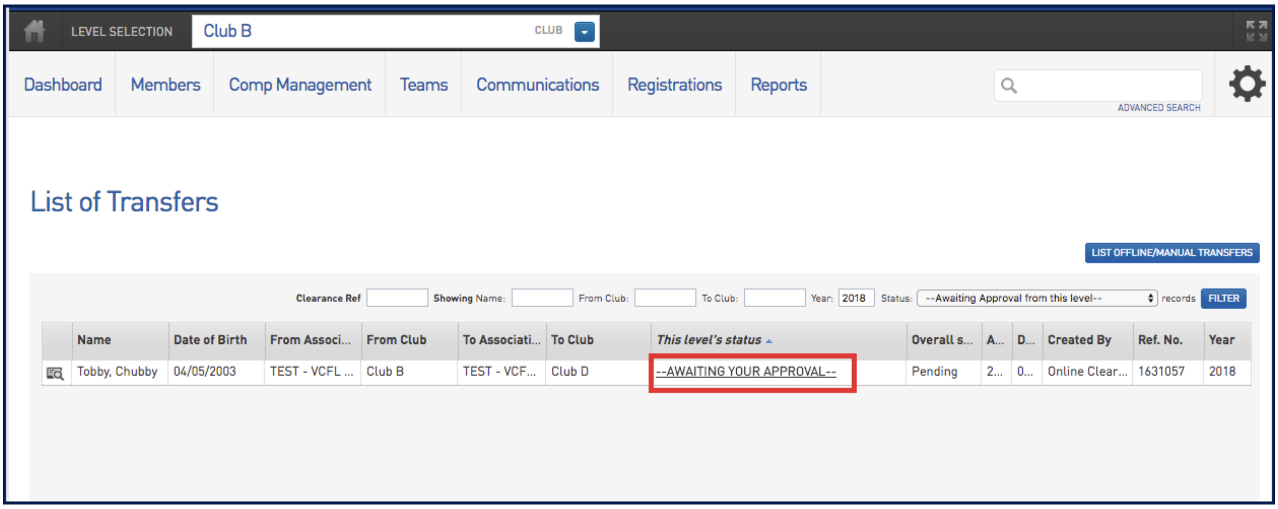
Last Modified on 13/02/2020 12:38 pm AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From menu, hover over **Members** and select **List Online Transfer**. You will see a list of transfers or permits, waiting for approval.

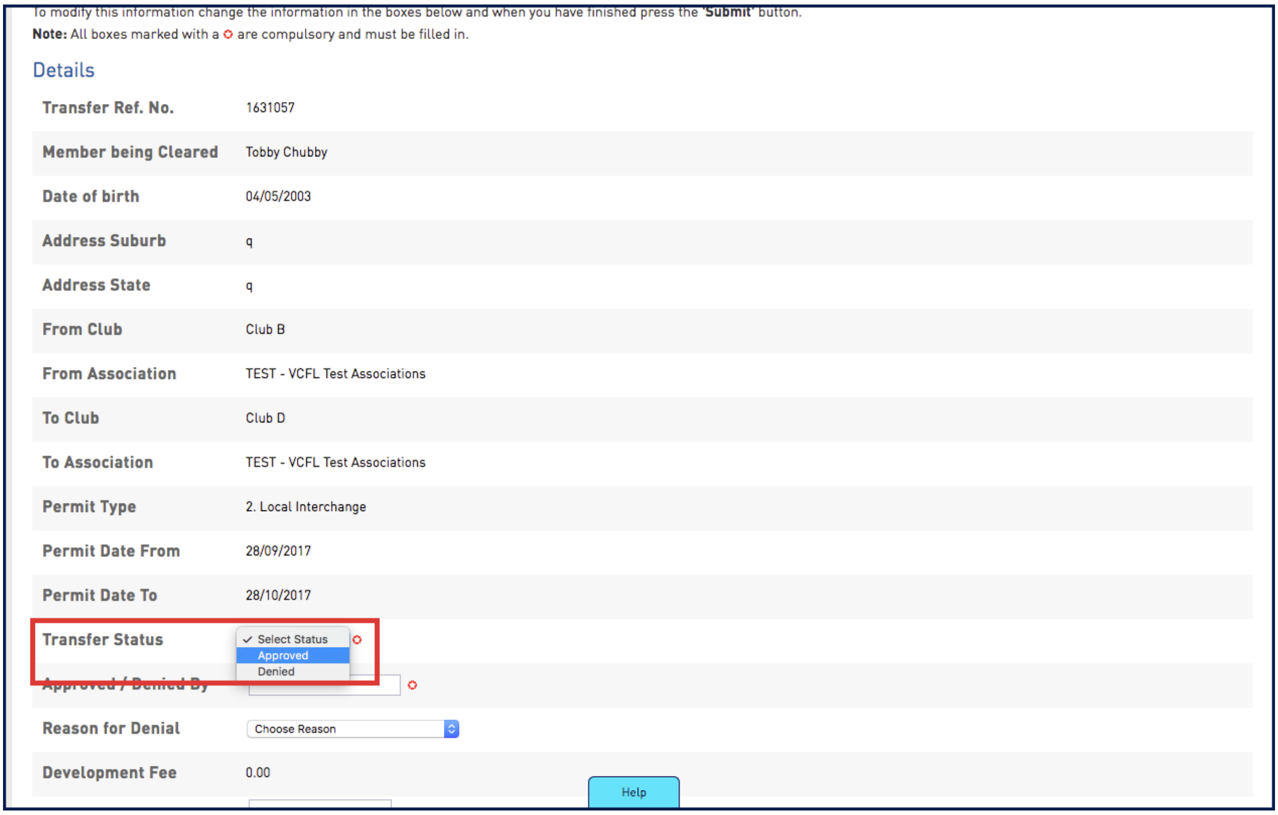


2. Click on the link under **This level's status** column. This will open the details page.



NOTE: if there are no member listed here that means that these permits/clearances are not yet ready to be approved/denied at your level and will be waiting for a higher level to do so first. So you will need to speak to your league or state to confirm where this is currently sitting at and get it moved along.

3. Scroll down the page and select **Approved** or **Denied** in the **Transfer Status Dropdown**.



To modify this information change the information in the boxes below and when you have finished press the '**Submit**' button.
Note: All boxes marked with a ✪ are compulsory and must be filled in.

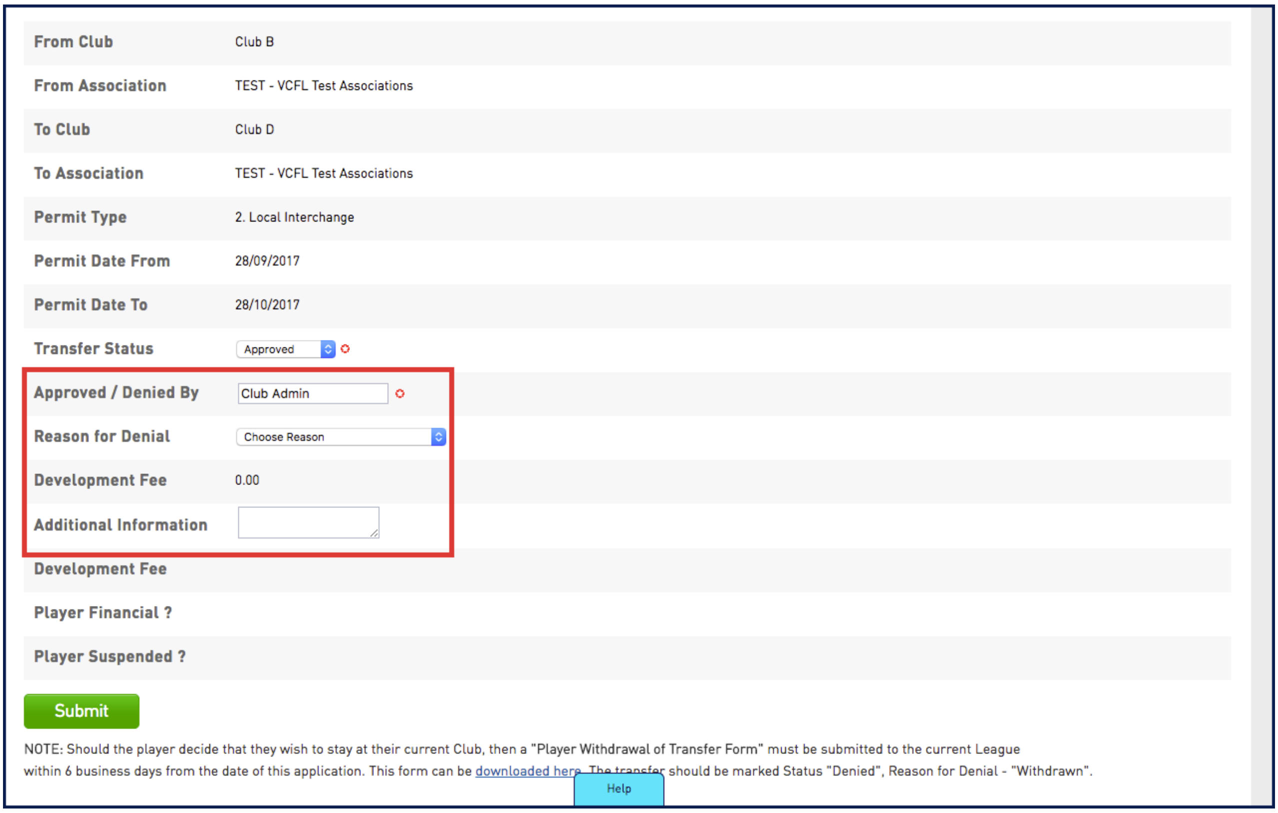
Details

Transfer Ref. No.	1631057
Member being Cleared	Tobby Chubby
Date of birth	04/05/2003
Address Suburb	q
Address State	q
From Club	Club B
From Association	TEST - VCFL Test Associations
To Club	Club D
To Association	TEST - VCFL Test Associations
Permit Type	2. Local Interchange
Permit Date From	28/09/2017
Permit Date To	28/10/2017
Transfer Status	✓ Select Status / Approved / Denied
Approved / Denied By	
Reason for Denial	Choose Reason
Development Fee	0.00

Help

4. Enter all other mandatory information. If you are denying the request, then select the reason for denial.

NOTE: Any field with a red star mark is mandatory.



From Club	Club B
From Association	TEST - VCFL Test Associations
To Club	Club D
To Association	TEST - VCFL Test Associations
Permit Type	2. Local Interchange
Permit Date From	28/09/2017
Permit Date To	28/10/2017
Transfer Status	Approved
Approved / Denied By	Club Admin
Reason for Denial	Choose Reason
Development Fee	0.00
Additional Information	
Development Fee	
Player Financial ?	
Player Suspended ?	

Submit

NOTE: Should the player decide that they wish to stay at their current Club, then a "Player Withdrawal of Transfer Form" must be submitted to the current League within 6 business days from the date of this application. This form can be downloaded here. The transfer should be marked Status "Denied", Reason for Denial - "Withdrawn".

Help

5. Click **Submit**.

SportsTG
Let's Win

Re-approve Clearance/Permit

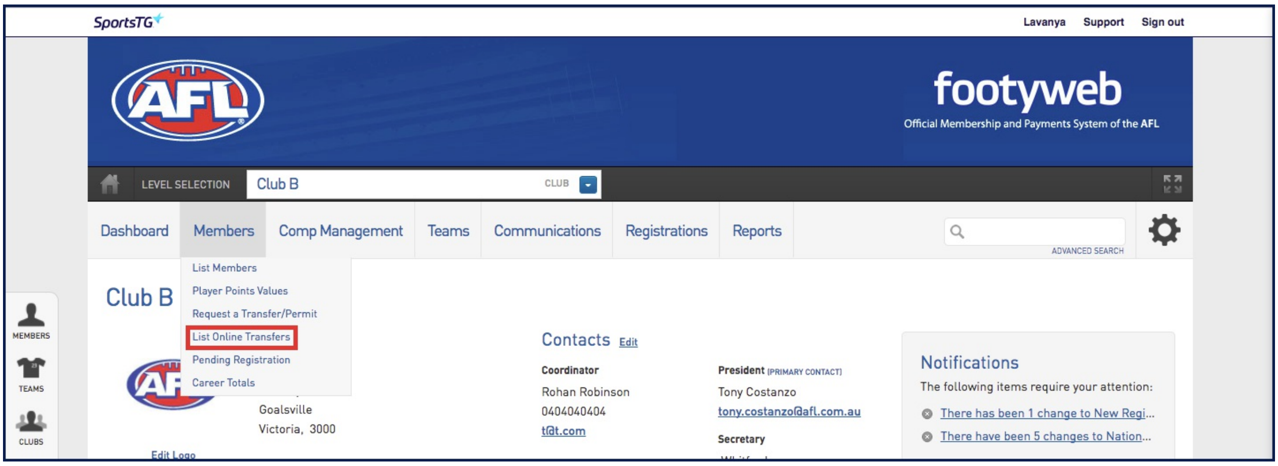
Last Modified on 29/08/2018 3:07 pm AEST

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

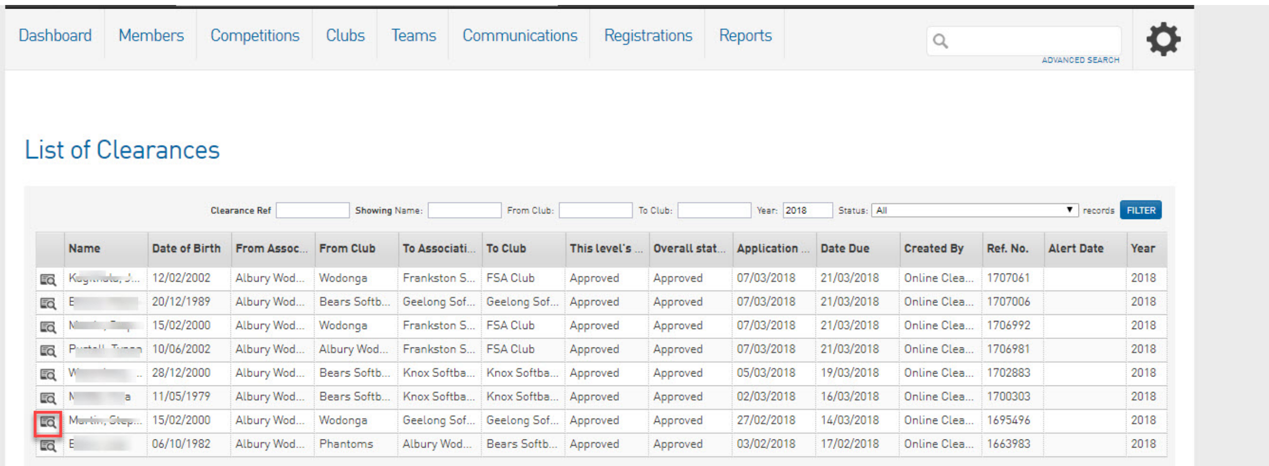
If a member from a transfer did not receive an email to complete their registration, you have the ability to be able to re-submit this transfer to get this registration email resent out to the email address linked to the members profile.

Please note: the confirmation registration email can only be sent out at club level for the club they have transferred to. If you are another club or league admin you will need to get the member to get in touch with the club they are transferring to and get them to resend this.

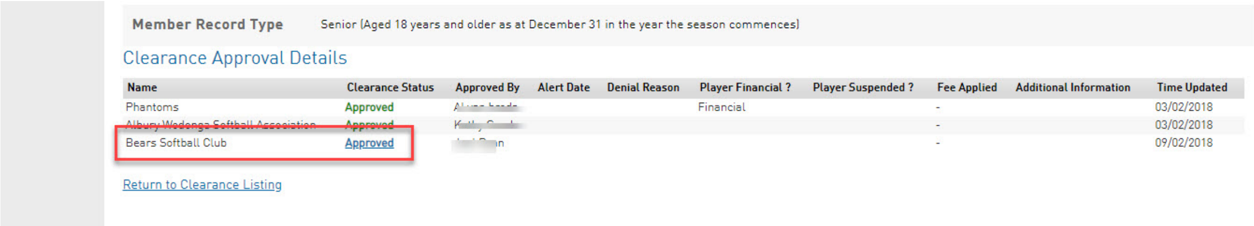
1. From menu, hover over **Members** and select **List Online Transfer**. You will see a list of transfers or permits, waiting for approval.



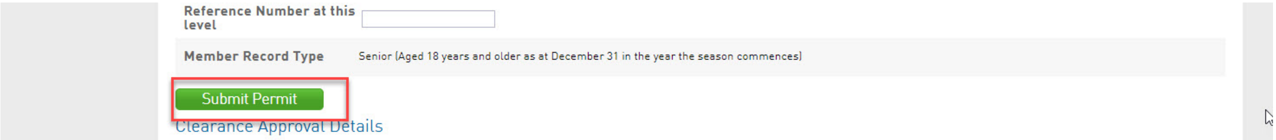
2. Click on the magnifying glass next to the members name. This will open the details page.



3. Scroll down the page and select **Approved** within the clearance details.



4. Leave all information as it is and just scroll down and select **Submit**.



Once you have clicked submit this will resend out the registration email for the member to finalize the clearance. This will be sent to the email address linked to their profile so please make sure this correct.

Viewing your Member Profile

Last Modified on 08/07/2020 10:13 am AEST

Viewing your member profile

Please note that Member Profile is only available for Basketball, AFL, and Softball.

Member Profile Links:

AFL: https://membership.sportstg.com/dashboard/?r=2

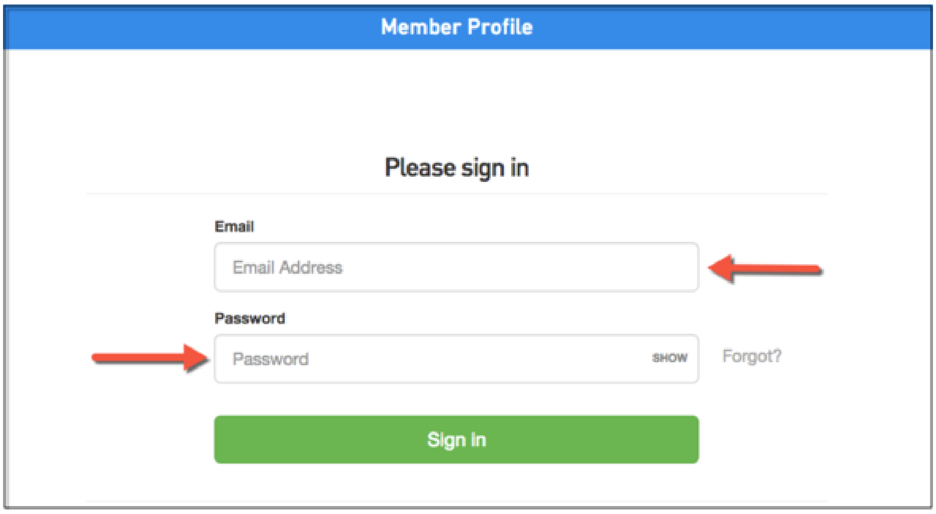
Basketball: https://membership.sportstg.com/dashboard/?r=13

Softball: https://membership.sportstg.com/dashboard/?r=66

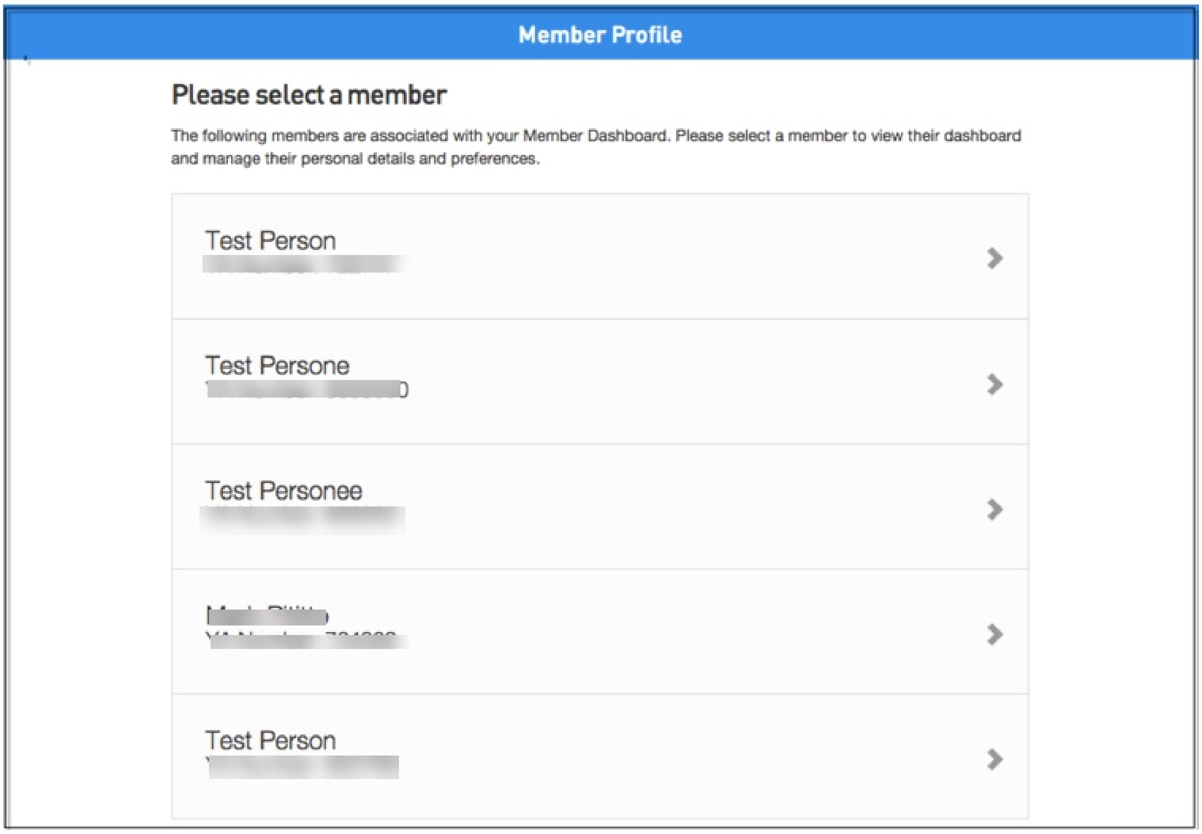
To login in to the Member Profile, follow these simple steps.

1. Use your email address and password to log in to the Member Profile.

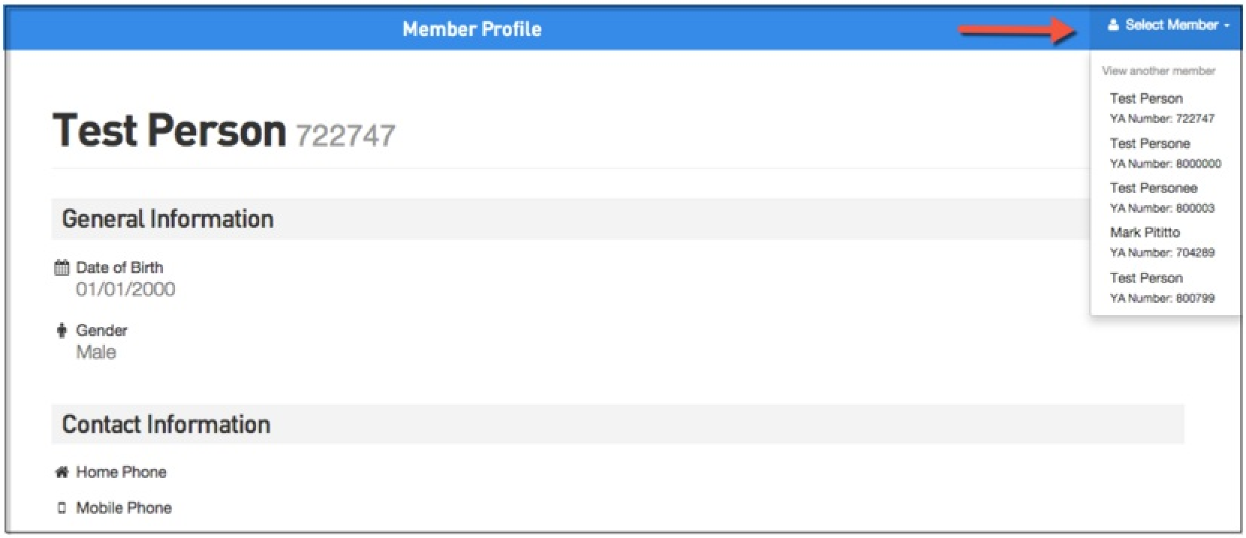
Please note: if you are logging into profiles for different sports, the colours and logos on the page may be different.



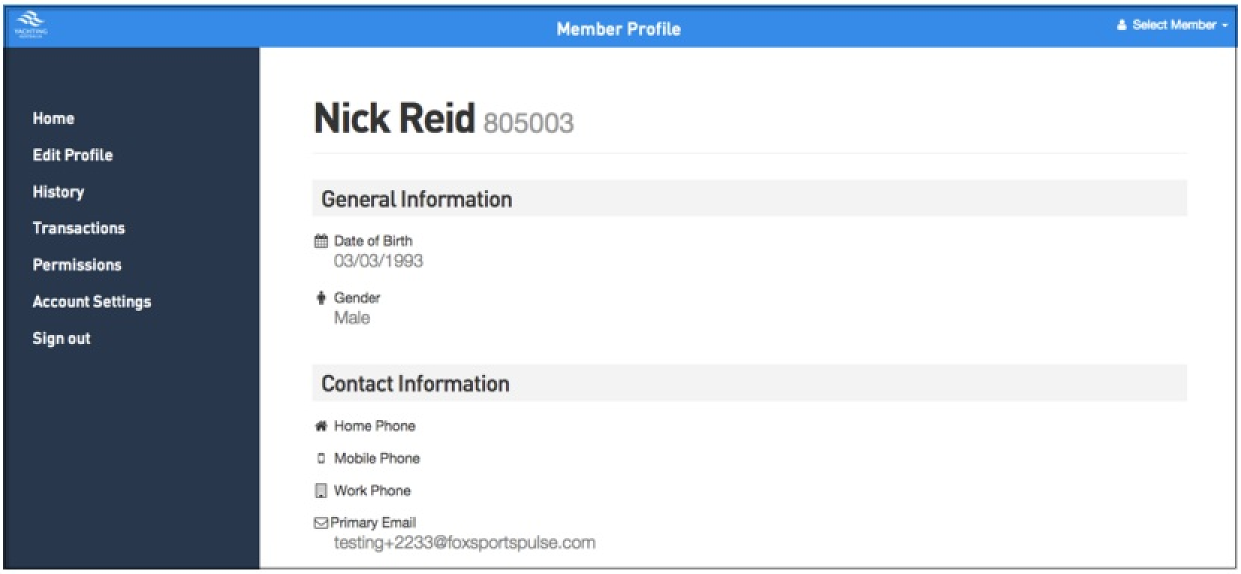
2. If an Email/Password is linked to Multiple Members, the user will be given the option to choose which member dashboard they would like to go in to.



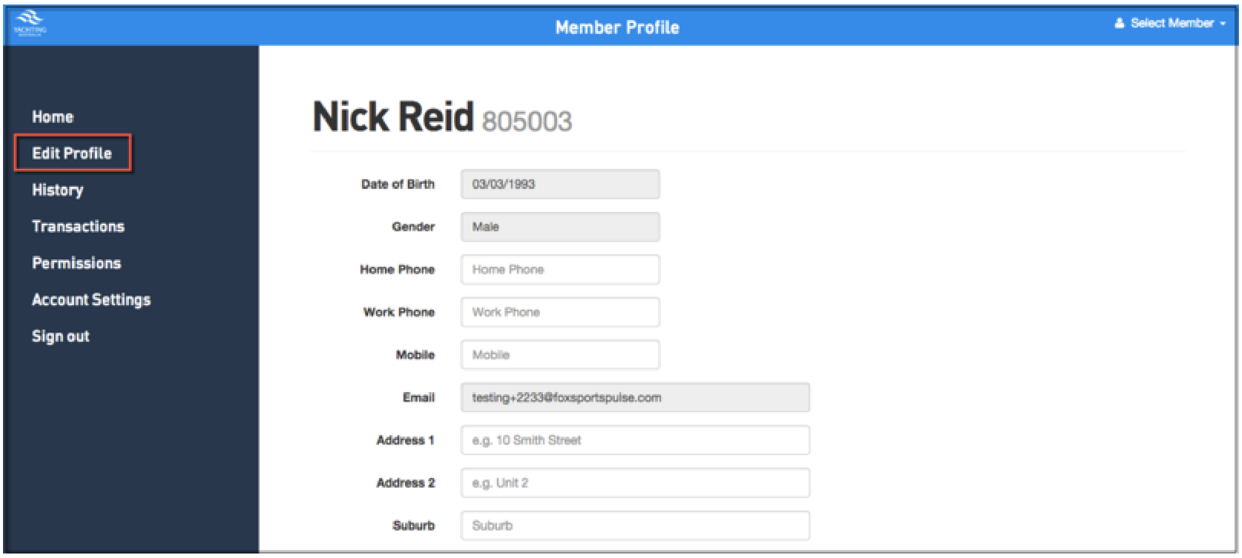
3. Once you have successfully logged in, you will see your member profile. You can change the member on the right hand side of the page. To do this, click 'Select Member'. A drop down of those members who are linked will appear. Simply click on the name to change to their dashboard.



4. You have the ability to click through the menu headings on the left hand side.

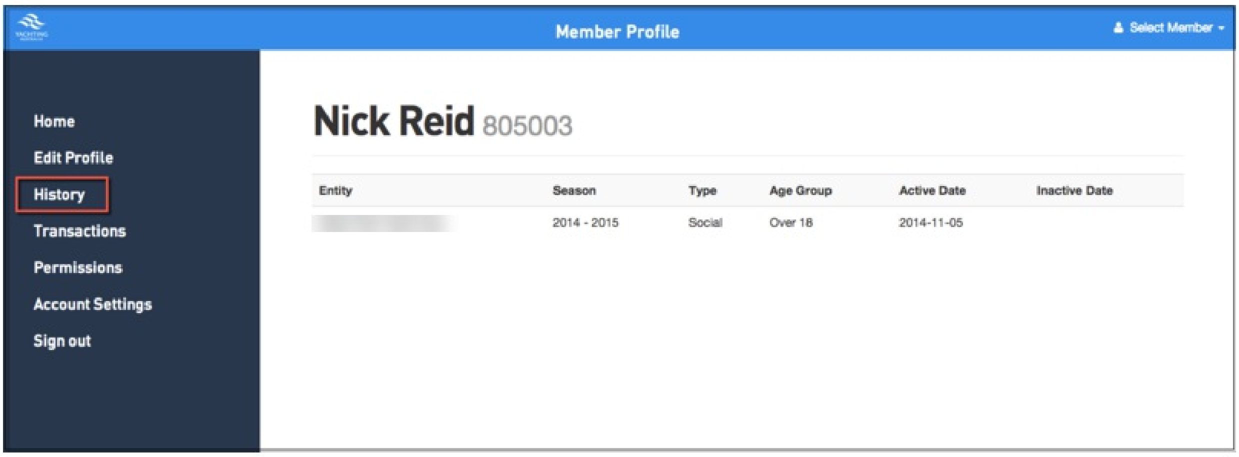


5. To change your General or Contact Information - click 'Edit Profile'.

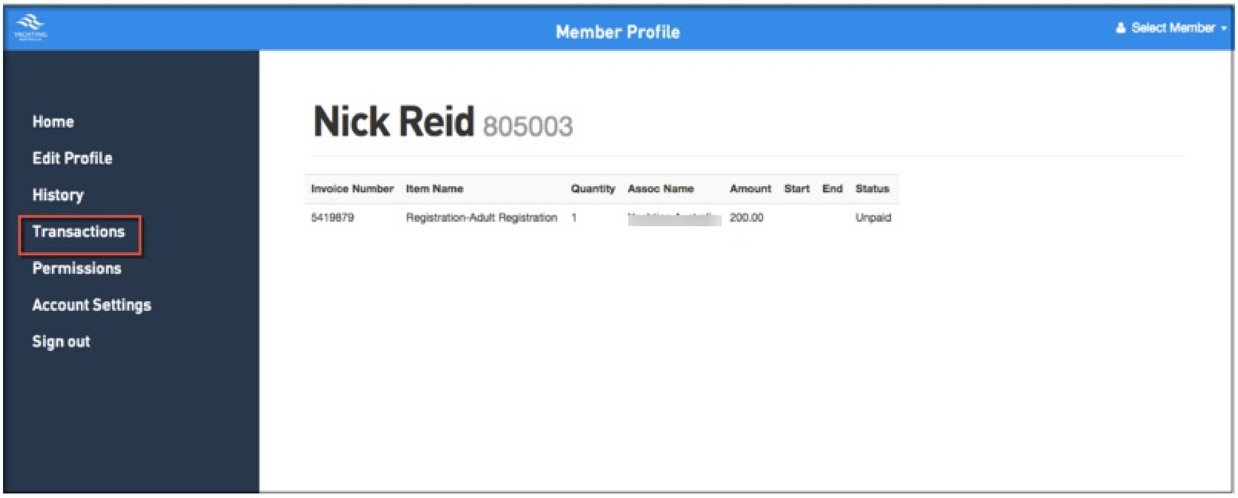


Note: if some information is greyed out, this is information that you are unable to edit yourself, so you will need to speak to your club directly as they will need to change this information for you.

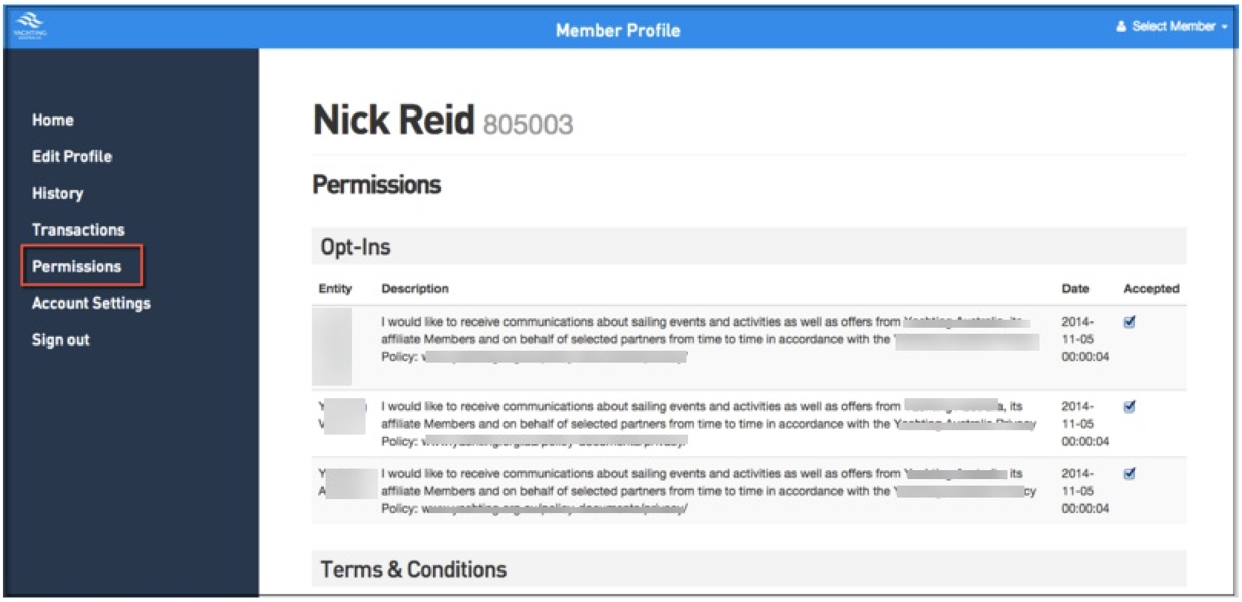
6. Click 'History' to view any information that has previously been recorded.



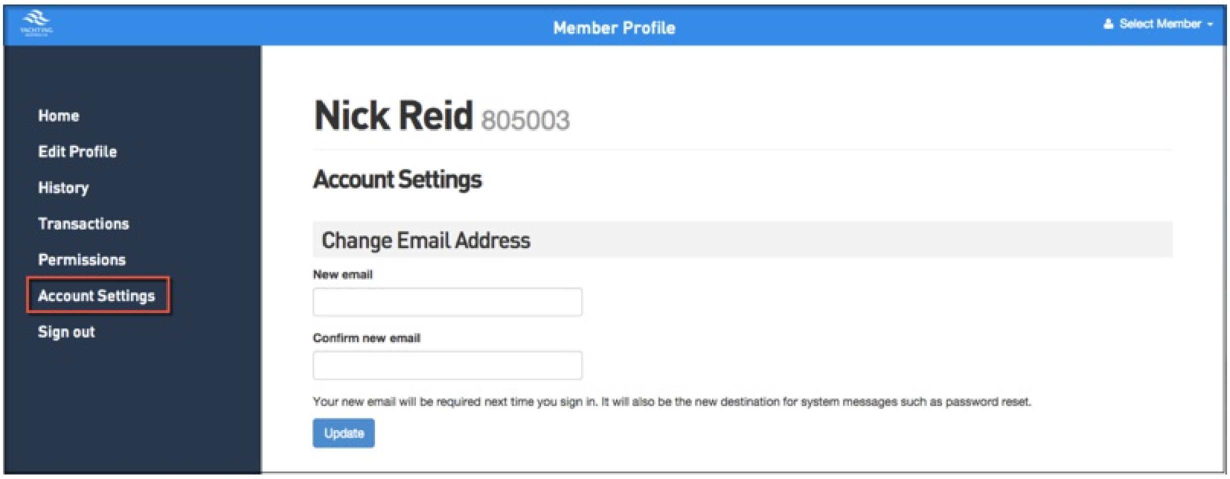
7. Click 'Transactions' to view any payments made.



9. Click on 'Permissions' to see any Opt- Ins you may have agreed to.



10. Click on 'Account Settings' to change your current email address.



11. If you want to log out, click 'Sign Out'.

Tip

If you have multiple children, they can all be accessed through the one member profile. The unique identifier is your email address.

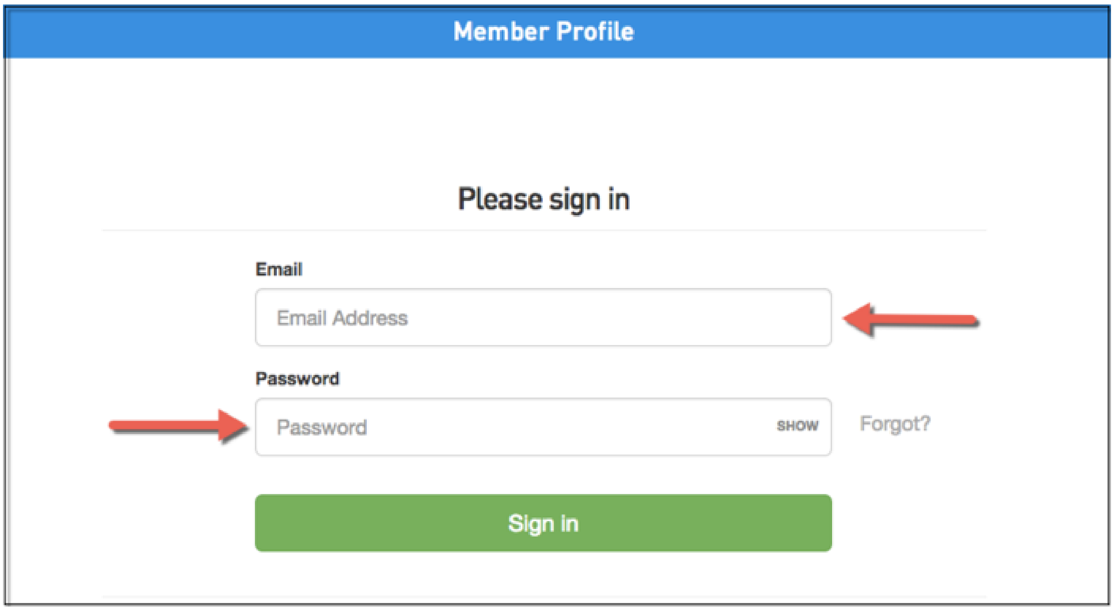
Changing your Email Address

Last Modified on 19/07/2018 5:00 pm AEST

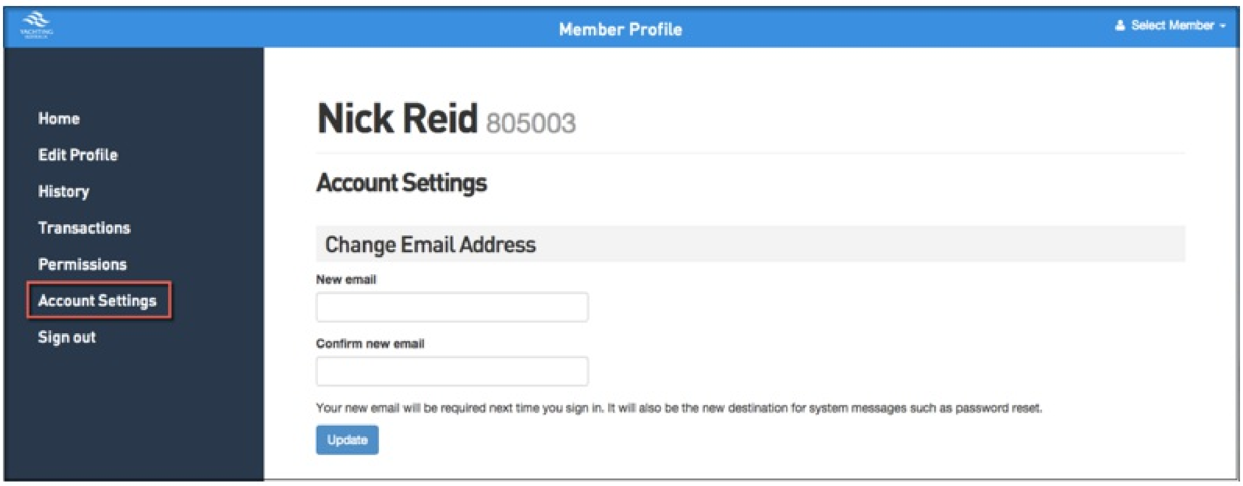
Please note that Member Profile is only available for Basketball, AFL, Softball, NRL and Yachting at this stage.

To change your email address follow these simple steps.

1. Log in to your Member Profile.



2. Click 'Account Settings' on the left hand side and type in your new email address.



3. Click 'Update'.

Alternatively you can contact your club/association.

Member Profile - Video Overview

Last Modified on 19/07/2018 5:00 pm AEST

The below video contains information regarding Member Profile.

Please note that Member Profile is only available for Basketball, AFL, Softball, NRL and Yachting at this stage.

Removing profile from public view

Last Modified on 16/11/2018 6:38 pm AEDT

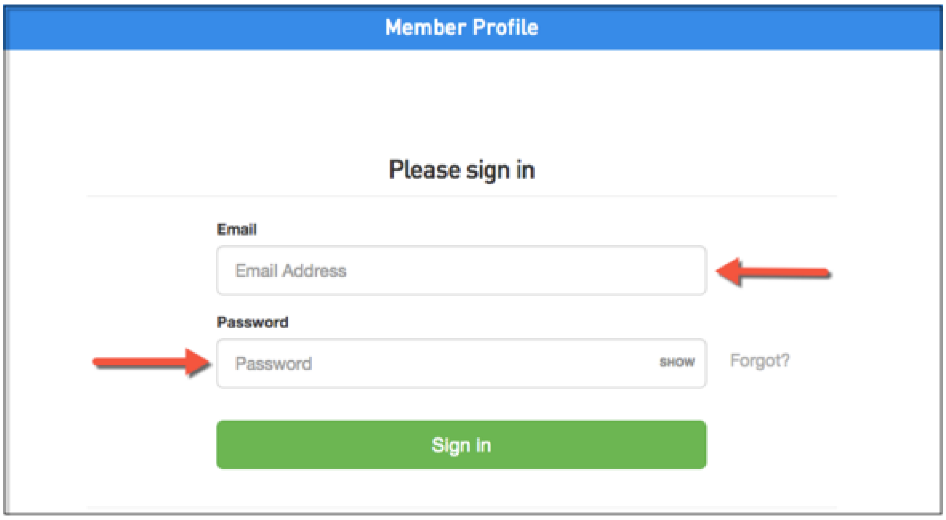
How to remove my profile from public view

Members are able to hide themselves from public view via their member profiles. Doing this will remove your information from our websites and Game Day app.

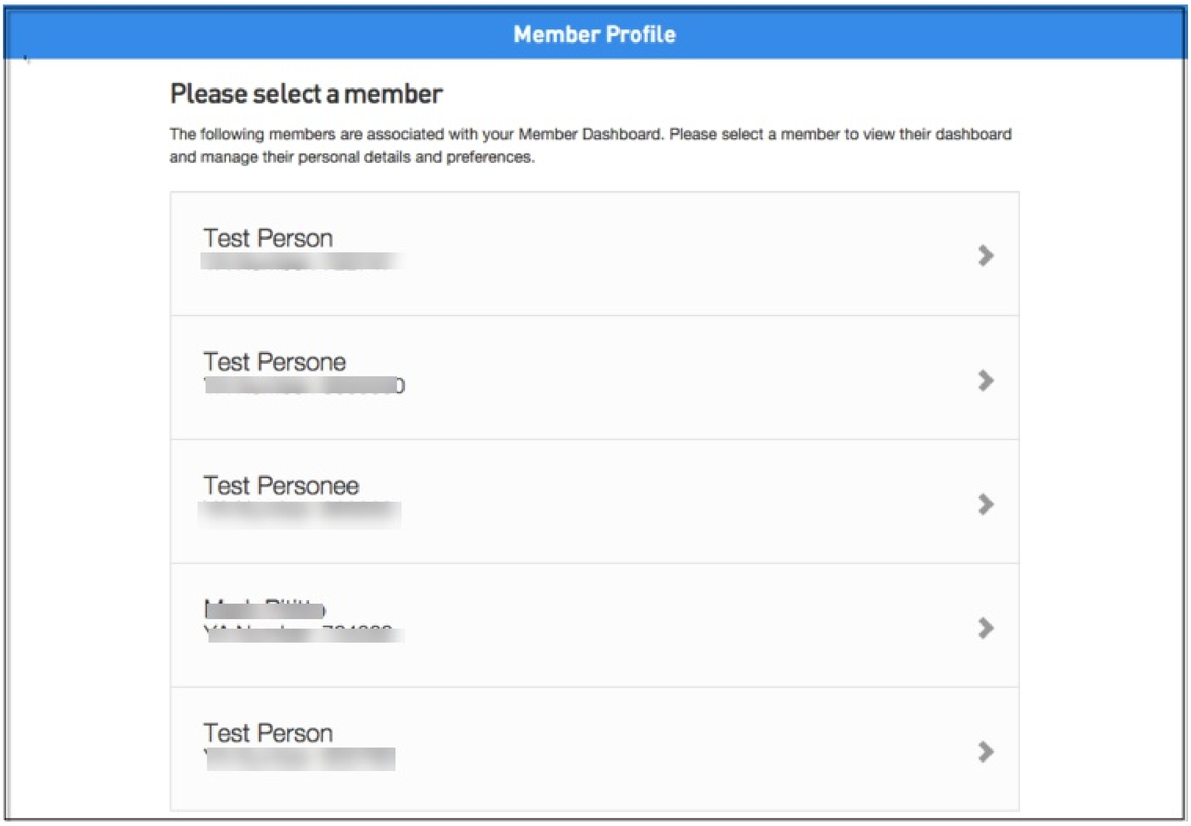
To remove yourself from public view, follow these simple steps.

Note: Each sport will have it's own member log in. View the member profile article for the website links.

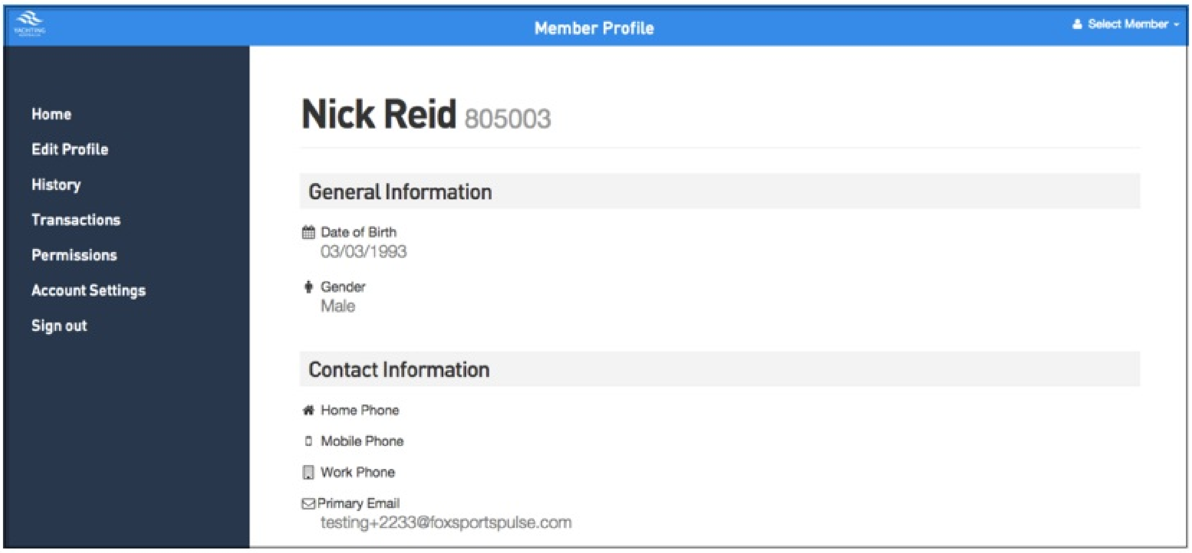
1. Use your email address and password to log in to the Member Profile.



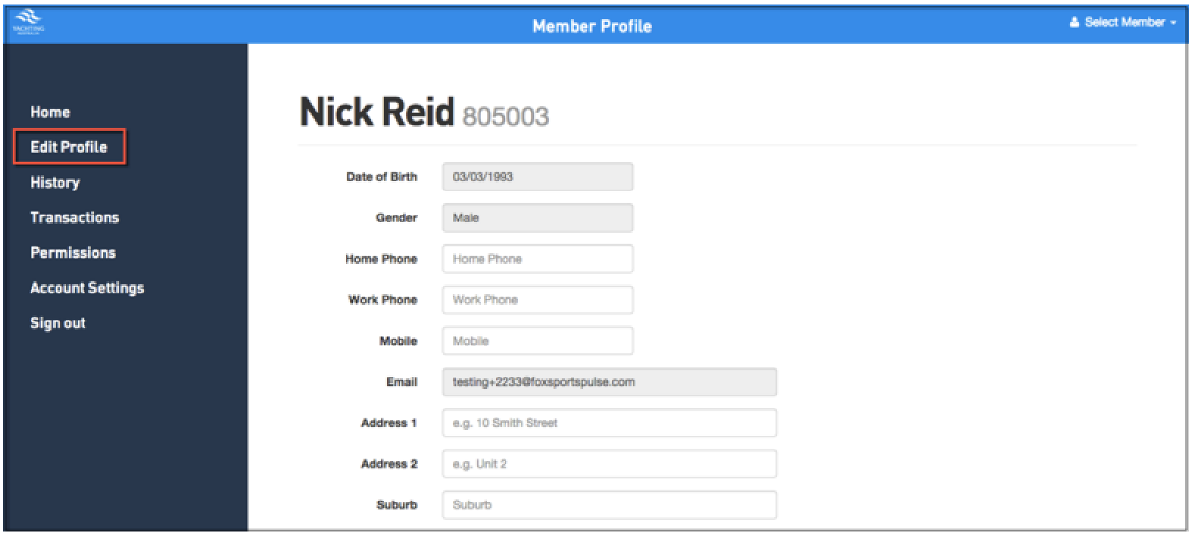
2. 2. If an Email/Password is linked to Multiple Members, the user will be given the option to choose which member dashboard they would like to go in to.



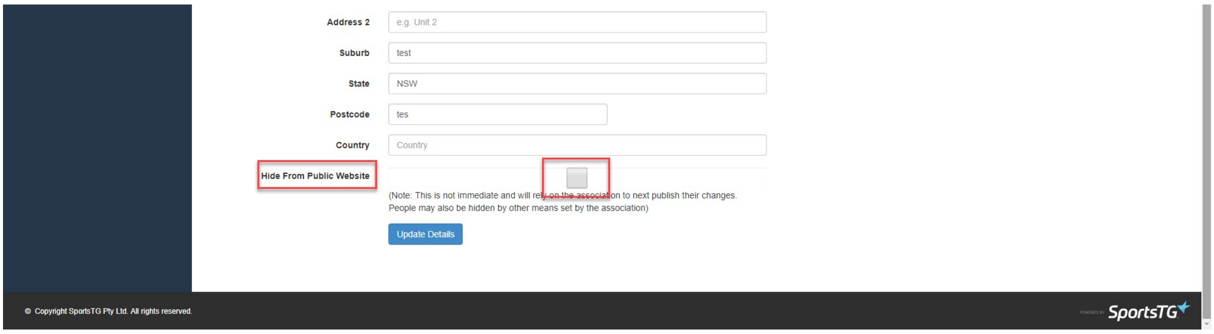
3. Once you have successfully logged in, you will see your member profile.



4. To change remove yourself from public view - click **Edit Profile**



5. Select the check box and then update details.



Please note: this option will remove your name from the Game Day app automatically however for SportsTG public websites; once this option has been selected it will require the association to publish to web before your name will no longer be visible, so please contact your association directly.

Viewing my playing history and statistics

Last Modified on 29/07/2020 10:30 am AEST

Viewing my player history and statistics

Please note that Member Profile is only available for Basketball, AFL, and Softball.

Member Profile Links:

AFL: https://membership.sportstg.com/dashboard/?r=2

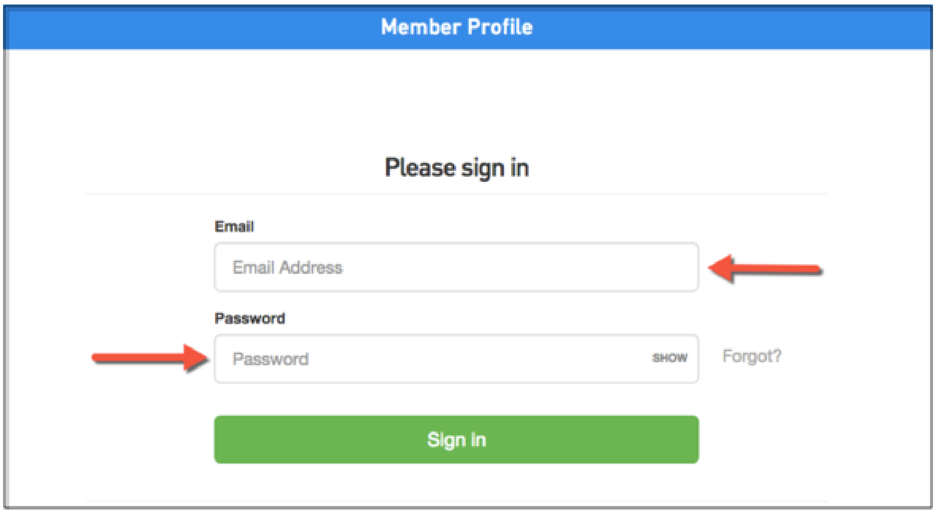
Basketball: https://membership.sportstg.com/dashboard/?r=13

Softball: https://membership.sportstg.com/dashboard/?r=66

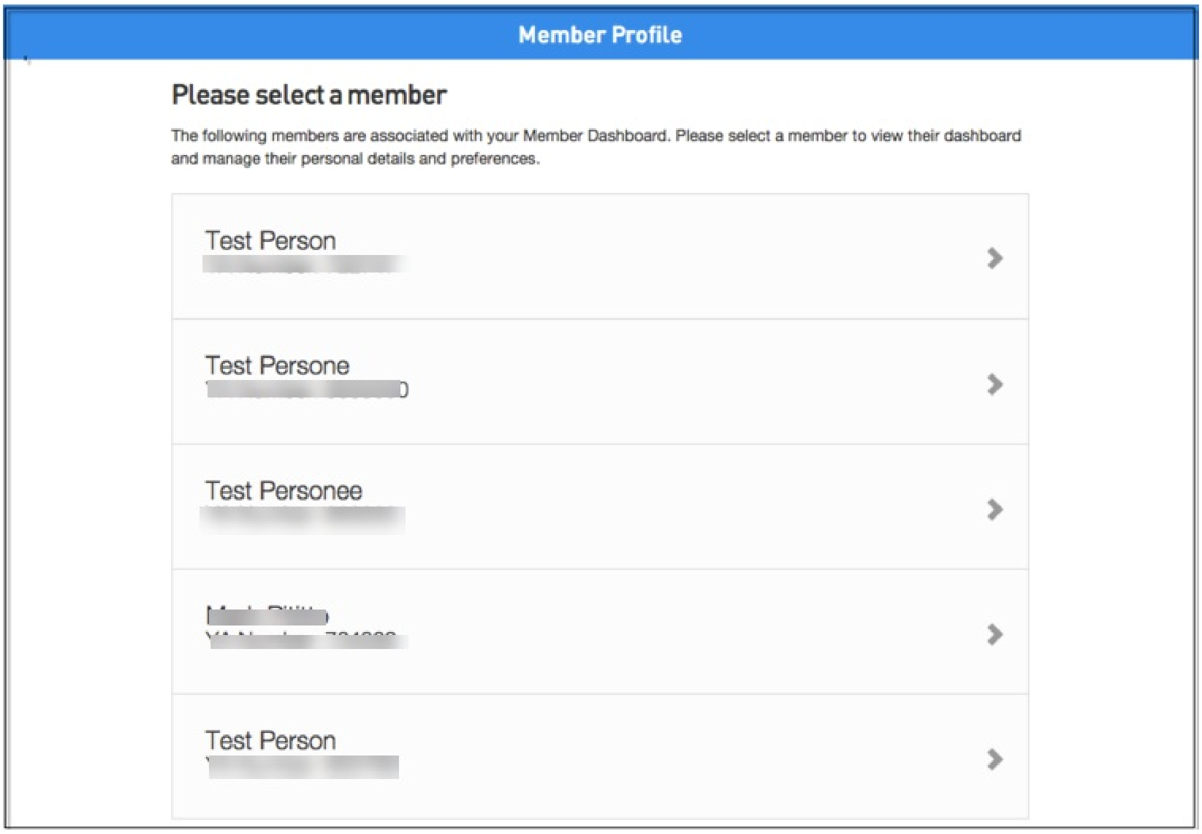
To login in to the Member Profile, follow these simple steps.

1. Use your email address and password to log in to the Member Profile.

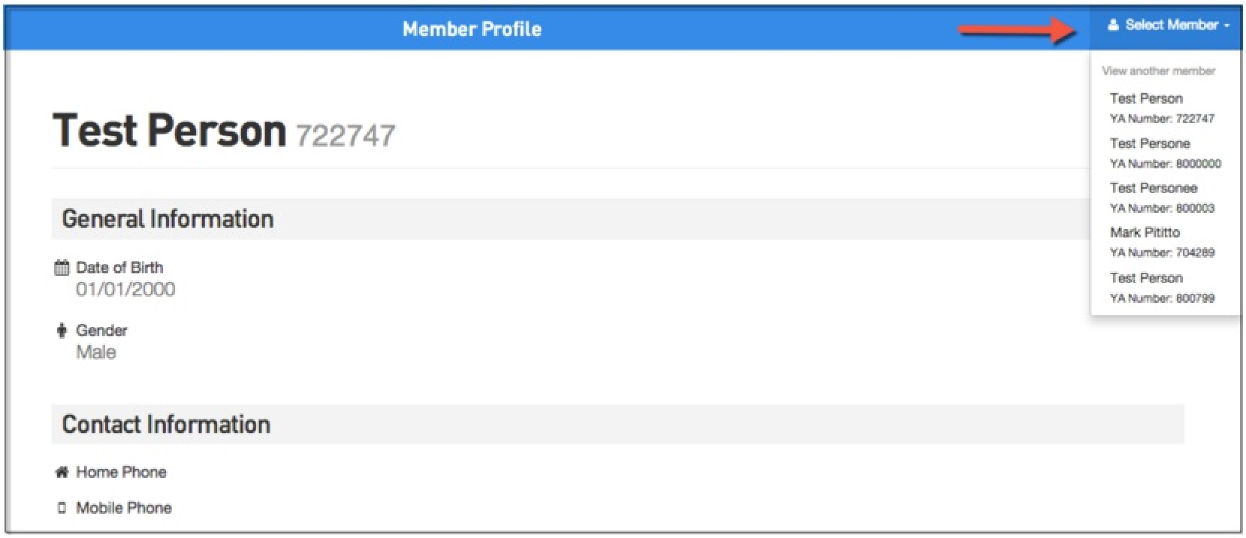
Please note: if you are logging into profiles for different sports, the colours and logos on the page may be different.



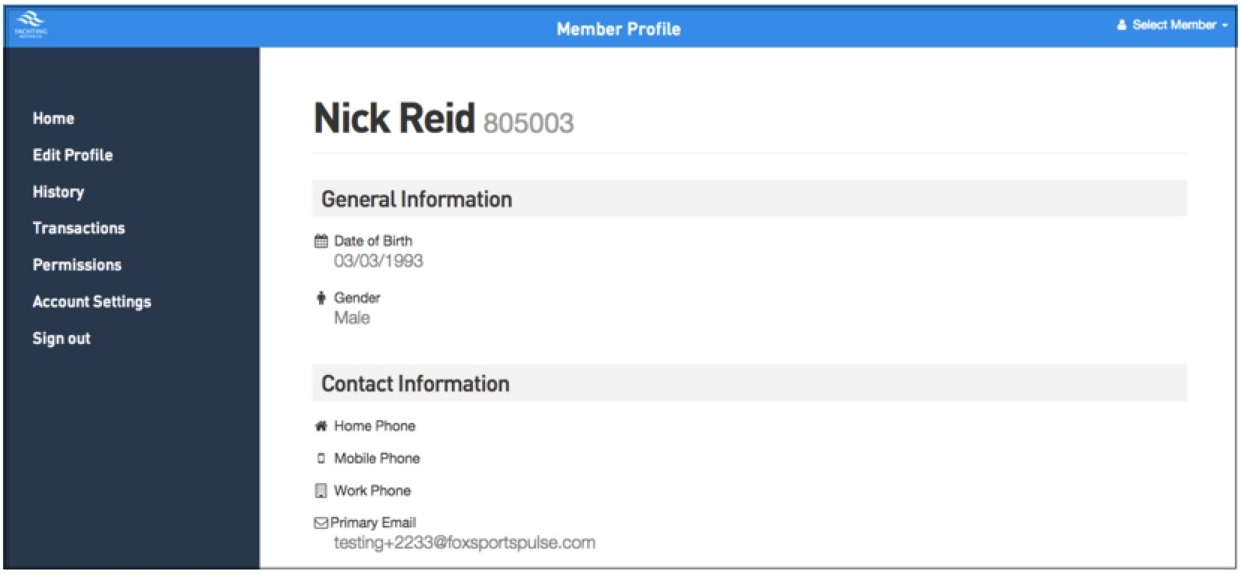
2. If an Email/Password is linked to Multiple Members, the user will be given the option to choose which member dashboard they would like to go in to.



3. Once you have successfully logged in, you will see your member profile. You can change the member on the right hand side of the page. To do this, click 'Select Member'. A drop down of those members who are linked will appear. Simply click on the name to change to their dashboard.

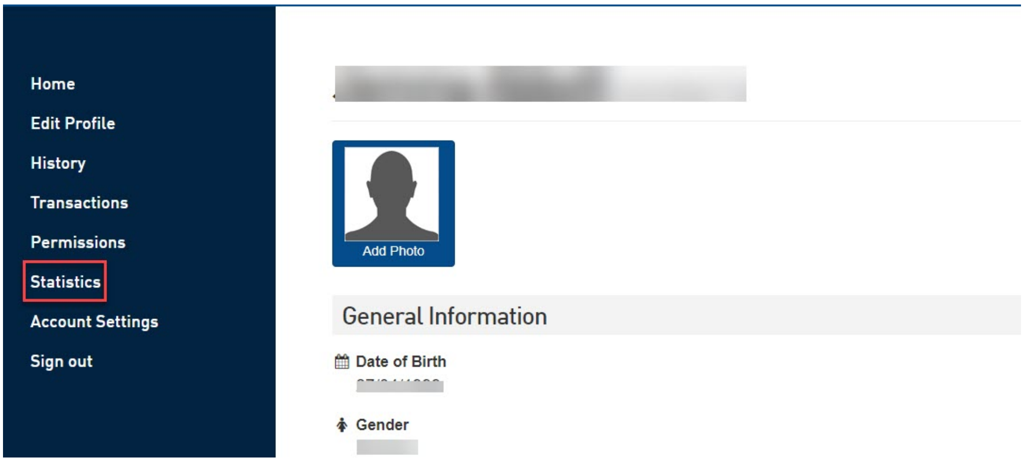


4. You have the ability to click through the menu headings on the left hand side.

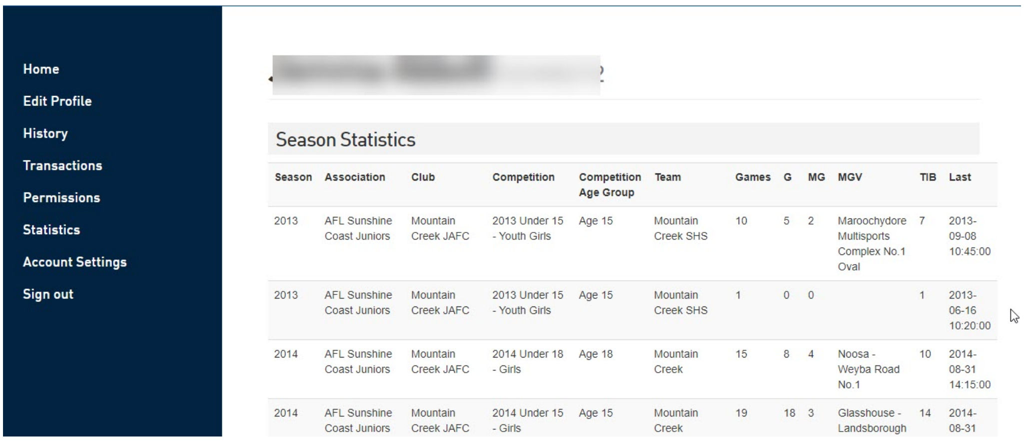


Note: if some information is greyed out, this is information that you are unable to edit yourself, so you will need to speak to your club directly as they will need to change this information for you.

5. Click 'statistcs' to view any information that has previously been recorded.



6. Here you will see a list of any previous playing history and statistics.



Season	Association	Club	Competition	Competition Age Group	Team	Games	G	MG	MGV	TIB	Last
2013	AFL Sunshine Coast Juniors	Mountain Creek JAFC	2013 Under 15 - Youth Girls	Age 15	Mountain Creek SHS	10	5	2	Maroochydore Multisports Complex No.1 Oval	7	2013-09-08 10:45:00
2013	AFL Sunshine Coast Juniors	Mountain Creek JAFC	2013 Under 15 - Youth Girls	Age 15	Mountain Creek SHS	1	0	0		1	2013-06-16 10:20:00
2014	AFL Sunshine Coast Juniors	Mountain Creek JAFC	2014 Under 18 - Girls	Age 18	Mountain Creek	15	8	4	Noosa - Weyba Road No.1	10	2014-08-31 14:15:00
2014	AFL Sunshine Coast Juniors	Mountain Creek JAFC	2014 Under 15 - Girls	Age 15	Mountain Creek	19	18	3	Glasshouse - Landsborough	14	2014-08-31

11. If you want to log out, click 'Sign Out'.

Tip

If you have multiple children, they can all be accessed through the one member profile. The unique identifier is your email address.

Note: If you would like more specific information related to this like how many exact games have been played etc, please contact your league and/or club who can run a report to gather this information for you. Please contact them directly if you would like this information.

Configuring custom fields to show on a members profile

Last Modified on 11/06/2020 3:25 pm AEST

Associations sometimes create custom fields on a registration form that they would like visible on a members profile so they can edit this information if needed. These fields need to be configured correctly in order to display on a members profile. This also applies for those fields that already exist/have already been created.

NOTE: Only an association can configure these fields to display on a members profile - if you are a club then you will need to speak to your association directly who can configure these fields to display.

If you are a state or national body you also have the ability to edit these fields as well, and the process will be the same, you will just need to do it from state or national level.

These fields can be configured to display on a members profile at two levels:

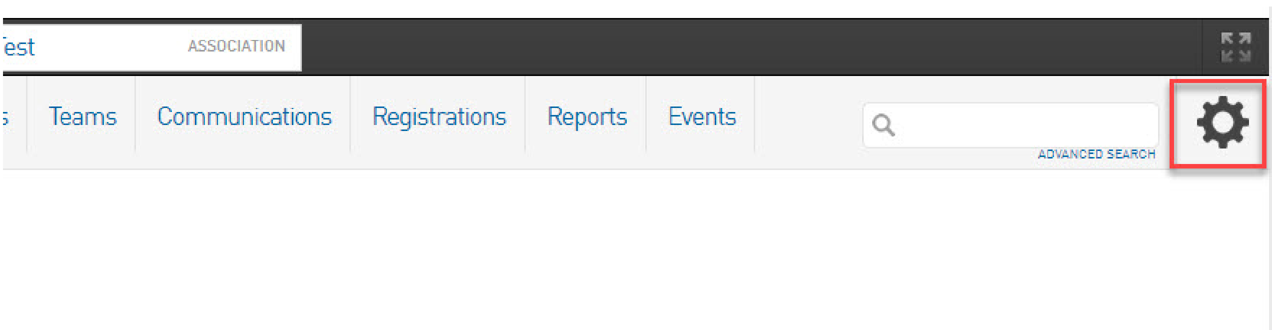
- For my level (association)
- For levels below (club)

* The registraion option is related to how you want to display it on the registration form itself.

1. Log into your association database.

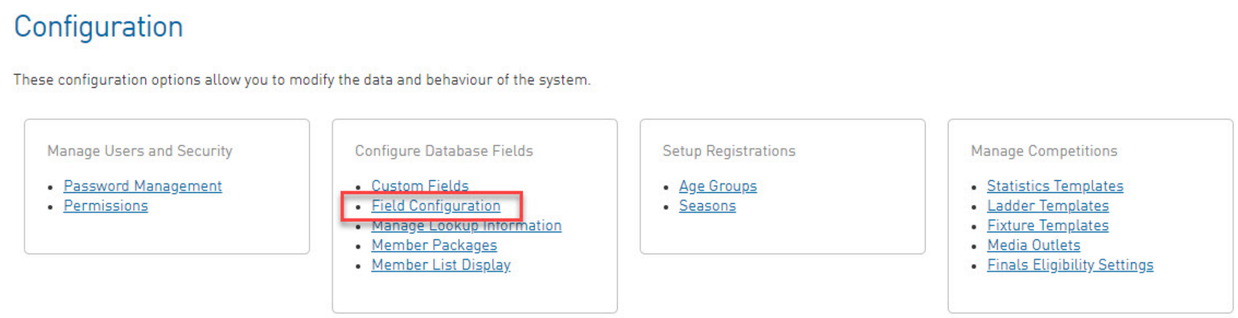
2. Create your custom fields if not already done so. Custom field creation can be found here.

3. Click on the **settings cog** on the right hand side of the database.

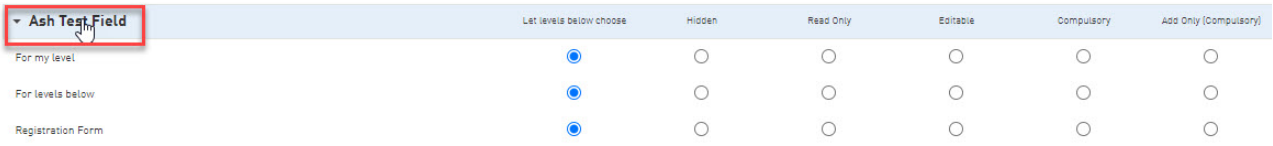


4. Click **SETTINGS**.

5. Click on **FIELD CONFIGURATION**.



6. Scroll down to find the field you created and click on the **NAME**.



7. Select how you would like this field to display **FOR MY LEVEL**.

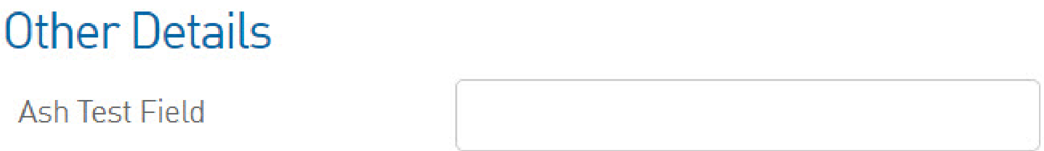
8. Select how you would like this field to display **FOR LEVELS BELOW**. This can match that of your level.

The most common configurations are **EDITABLE** and **COMPULSORY**.

Fields can in several ways:

- **Let levels below choose** - this gives clubs the ability to choose how they want this to display on their member profiles. This option is best if you are not fussed with whether or not clubs choose to use this field or not or if the field created has come from a club level request.
- **Hidden** - this means the field does not appear within a member profile at all.
- **Read Only**- this field will display as optional on the members profile however it cannot be edited- only use this option if the answer to this field won't change (e.g birth certificate number).
- **Editable** - this means that the field will display on the members profile but it can be left blank if they don't want to answer this field.
- **Compulsory** - this means that the field will display on the members profile and it must be filled out before saving their profile- it cannot be left blank.
- **Add only compulsory** - this means the field will appear on the members profile as compulsory but it cannot be edited - it is best to aviod using this option as it rarely needing to be used.

9. Once you have selected how you need that field to display on a members profile, click **SAVE OPTIONS** > you can then view the members profile to see this field.



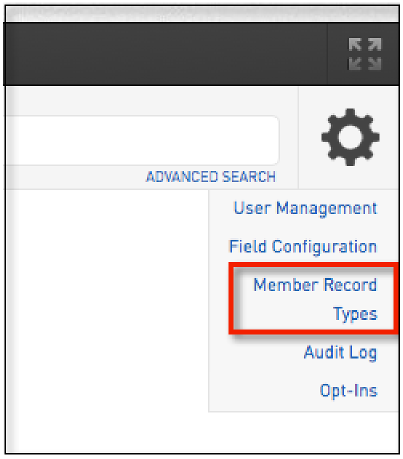
If you cannot see it on the main page of their member profile, click **SHOW ALL** and the field will be at the bottom of the information.

If this field was filled in via a registration form, the field will automatically appear with the answer from the form, if not you will need to manually fill this in.

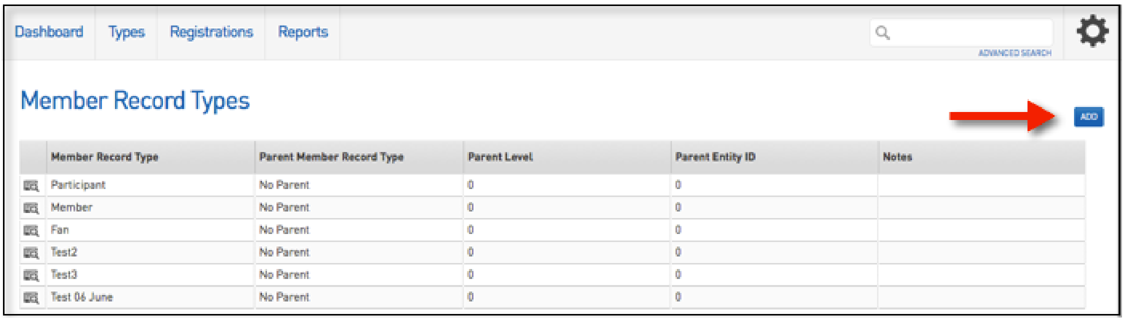
Creating an "Event" Member Record Type

Last Modified on 03/06/2016 3:11 pm AEST

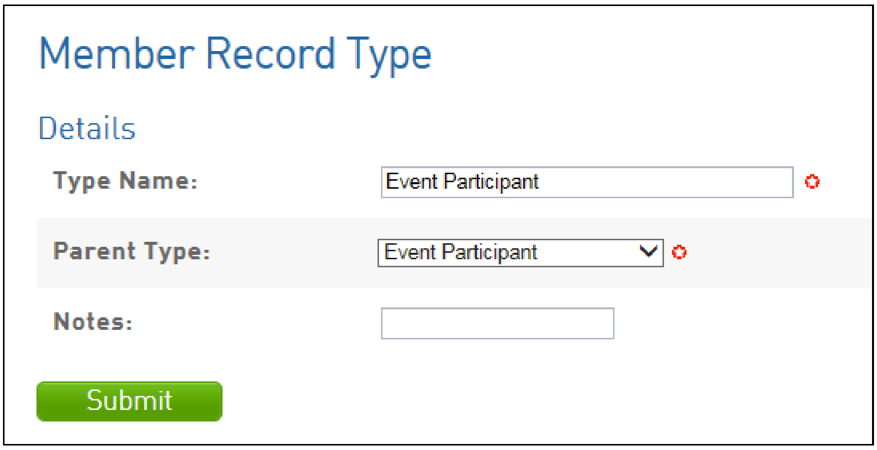
1. From the main dashboard page, click the cog on the right hand side and then click 'Member Record Types'.



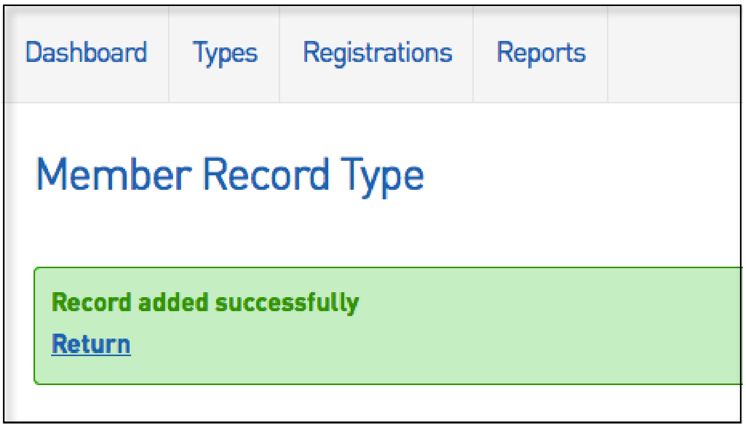
2. From the Member Record Types page, click the 'Add' button.



3. Enter in the name of the Event Member Record Type you wish to create. Be sure to link it to the correct Parent Type Event that has been created at a higher level.



4. Click 'Submit'. The below screen will appear confirming the new Record Type.

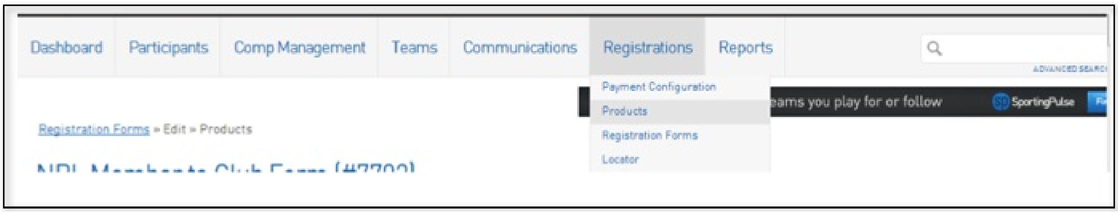


Creating an Event Product

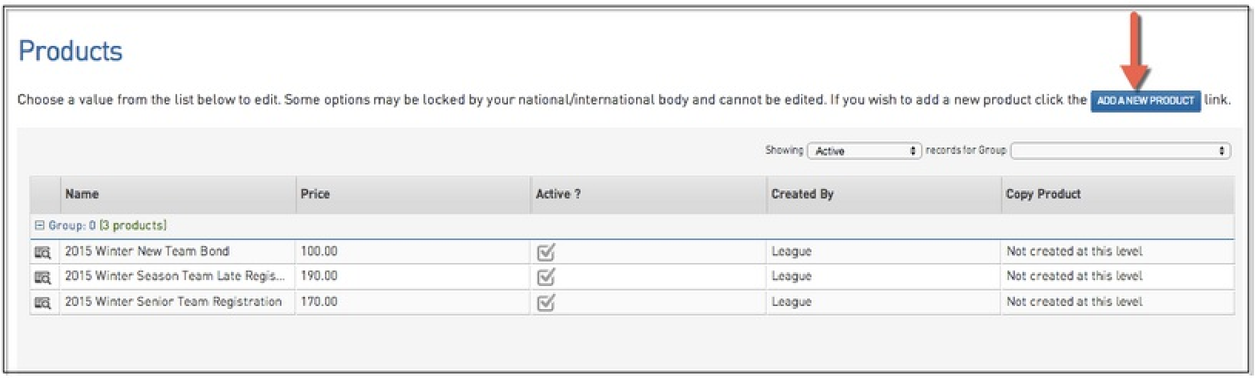
Last Modified on 03/06/2016 3:23 pm AEST

To create an Event Product, please follow these simple steps.

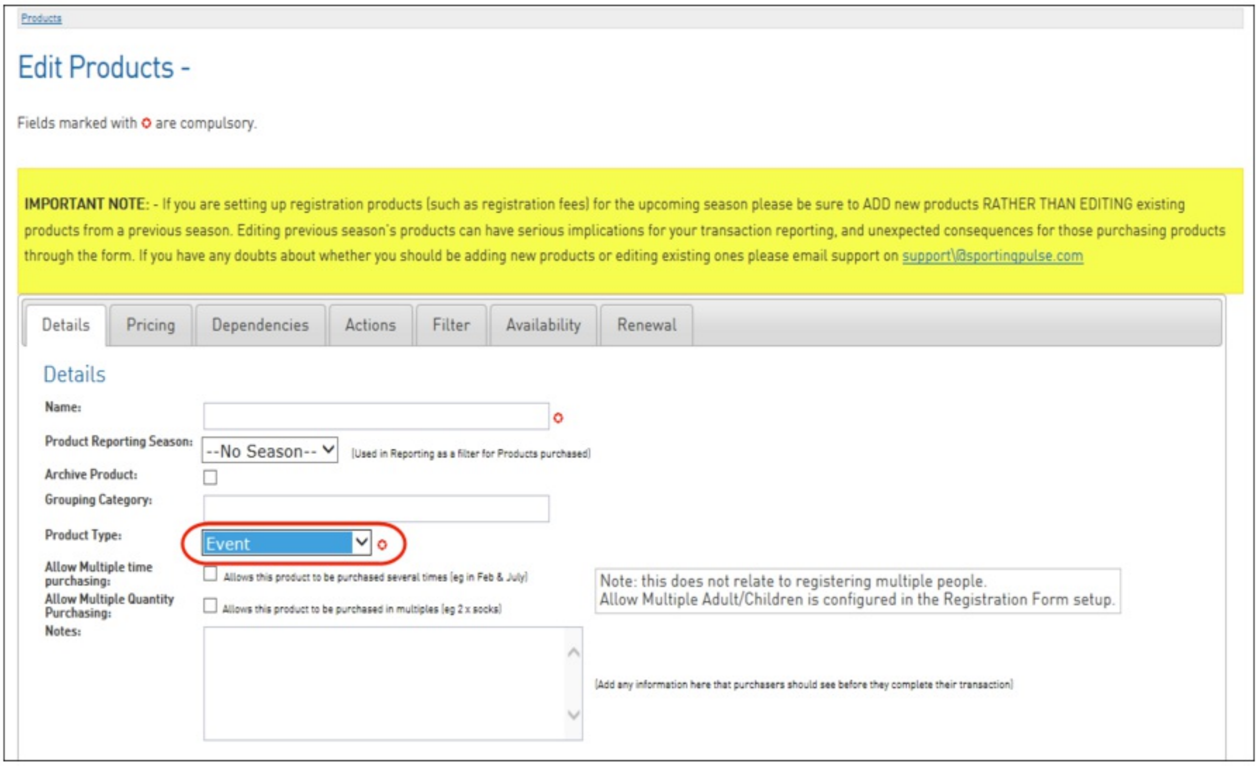
1.From your dashboard, hover over Registrations in the top menu and click on 'Products'.



2. From the product page, click 'Add New Product'.



3. Ensure all compulsory information is filled out throughout the tabs - most importantly the Product Type which needs to be Event.

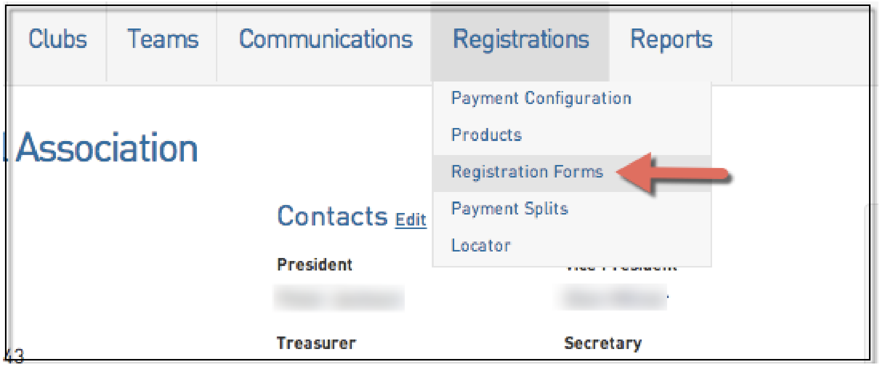

Products
Edit Products -
Fields marked with are compulsory.
IMPORTANT NOTE: - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing products from a previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please email support on support\@sportingpulse.com
Details
Pricing
Dependencies
Actions
Filter
Availability
Renewal
Details
Name:
Product Reporting Season:
--No Season--
(Used in Reporting as a filter for Products purchased)
Archive Product:
Grouping Category:
Product Type:
Event
Allow Multiple time purchasing:
Allows this product to be purchased several times (eg in Feb & July)
Allow Multiple Quantity Purchasing:
Allows this product to be purchased in multiples (eg 2 x socks)
Note: this does not relate to registering multiple people.
Allow Multiple Adult/Children is configured in the Registration Form setup.
Notes:
(Add any information here that purchasers should see before they complete their transaction)

Creating a Member to Event Registration form

Last Modified on 04/12/2015 3:00 pm AEDT

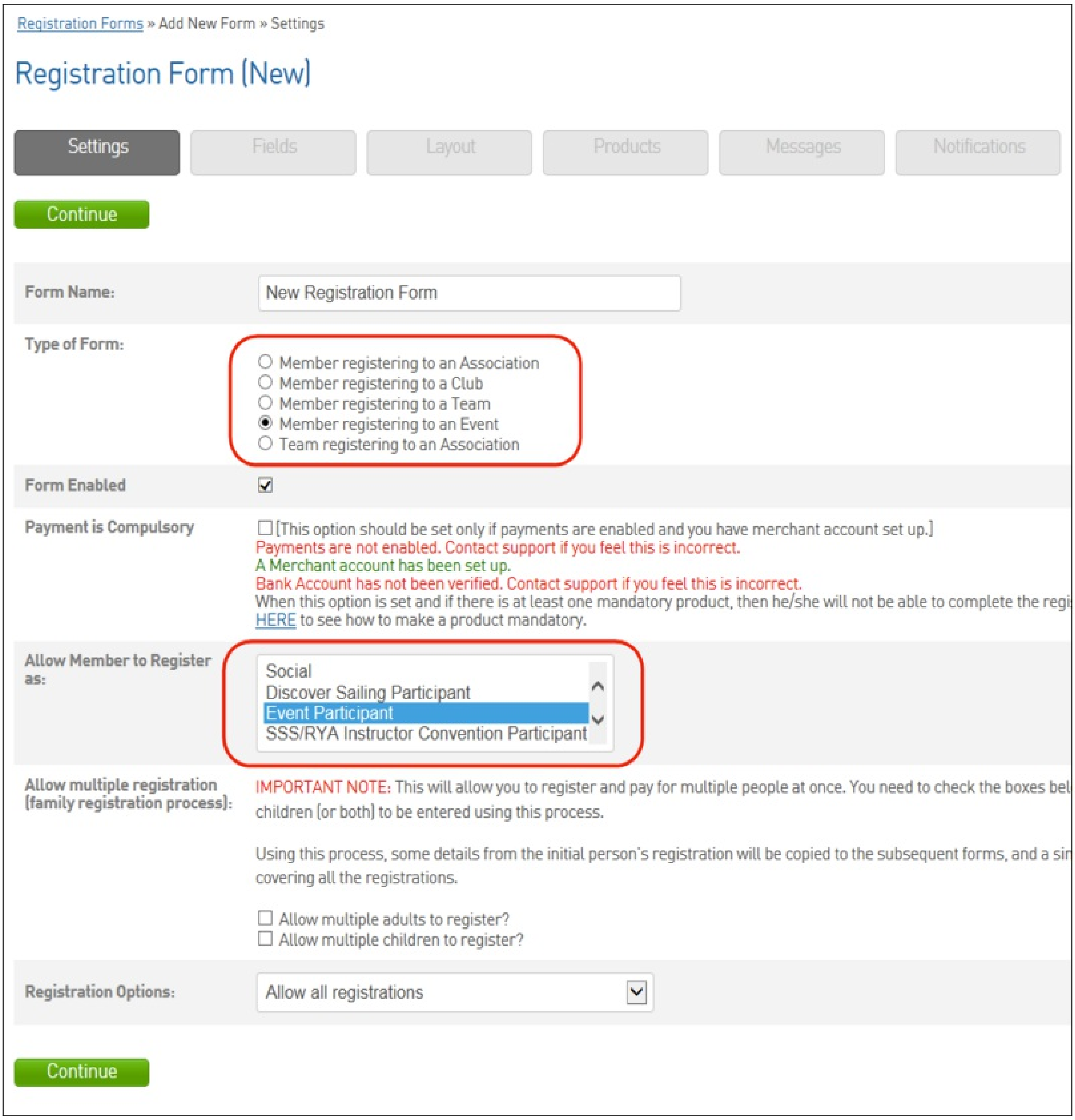
To create a Member to Event Registration Form, please follow these simple steps.

1. From your dashboard, hover over Registrations and click 'Registration Forms'.

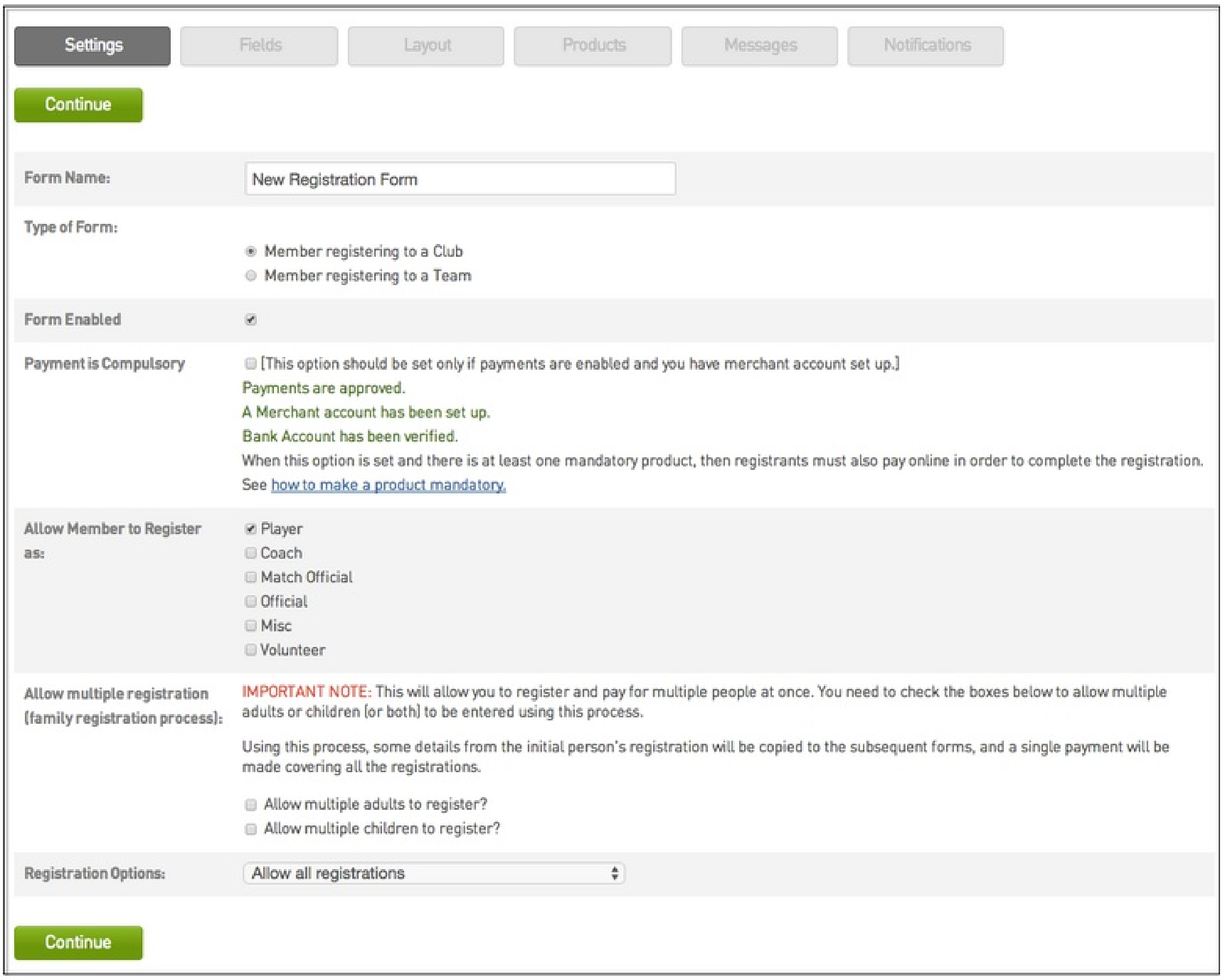


2. From the Registration Forms page click 'Add New Form'.

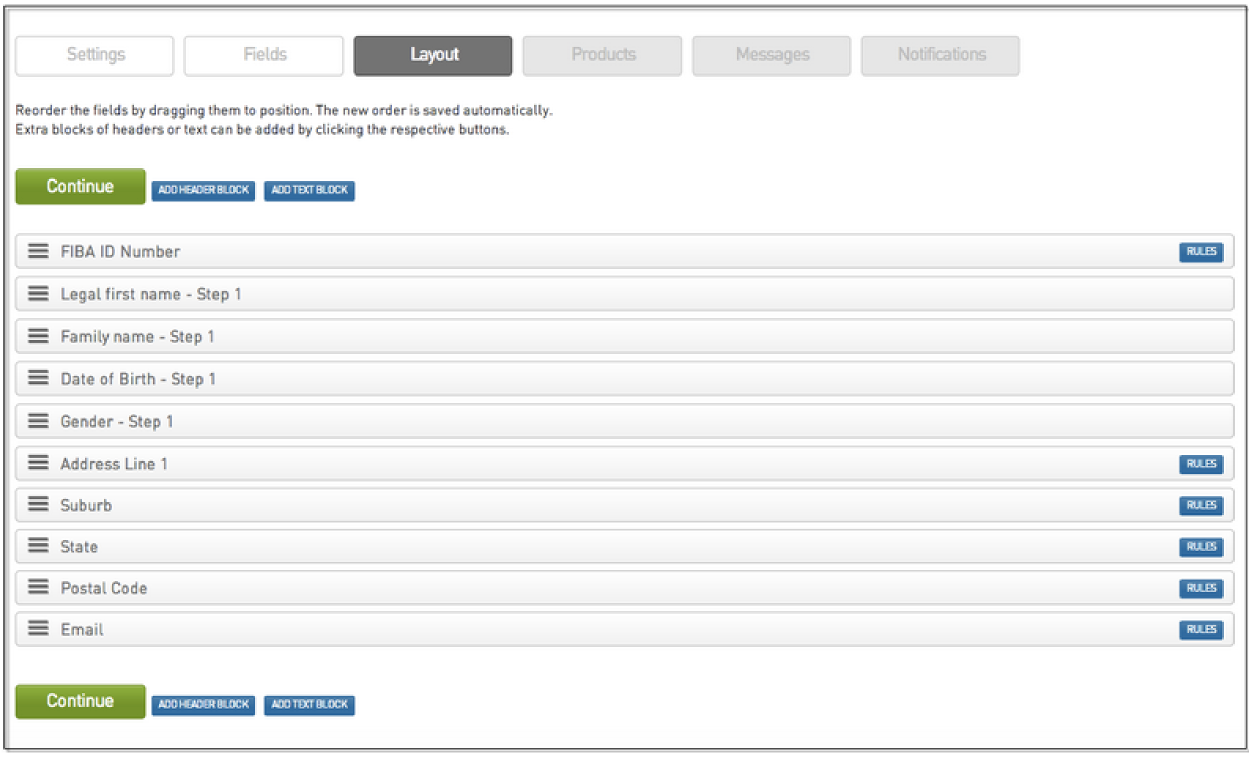
3. In the Settings tab, ensure you choose the correct 'Type of Form' - Member registering to an Event and the correct 'Allow Member to Register as' which corresponds to the Event, i.e. Discover Sailing Participant, Event Participant, etc. You can also choose to 'Allow multiple registration (family registration process)' in the Settings tab. This will allow you to register and pay for multiple people at once. Using this process, some details from the initial person's registration will be copied to the subsequent forms, and a single payment will be made covering all the registrations. Click on continue to get to the next tab and follow the prompts to edit your Event Registration Form.



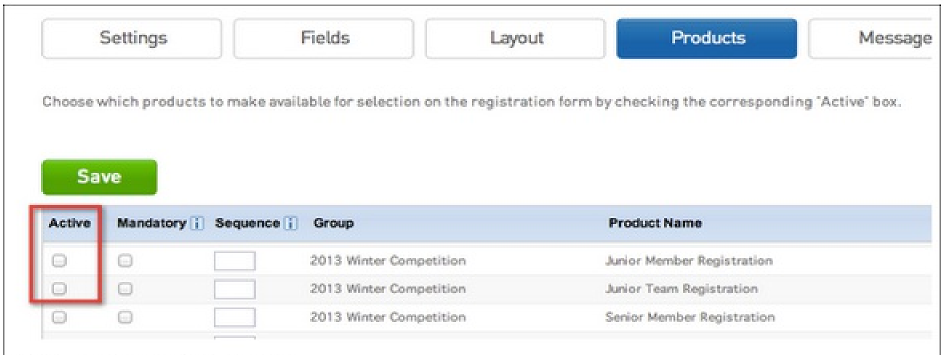
4. The Fields tab allows you to choose the visibility and editing options for each of the available Member fields. Use the slider on the right to scroll through the options. Once you have defined the options for the Member fields click on Continue to get to the Layout tab.



5. The Layout tab allows you to reorder the registration form fields. Click on the field you would like to move, hold the mouse button and drag the field to the new position. The new order is saved automatically. Extra blocks of headers or text can be added by clicking the respective buttons. When you are satisfied with the order of the fields, click on Continue to access the Products tab.

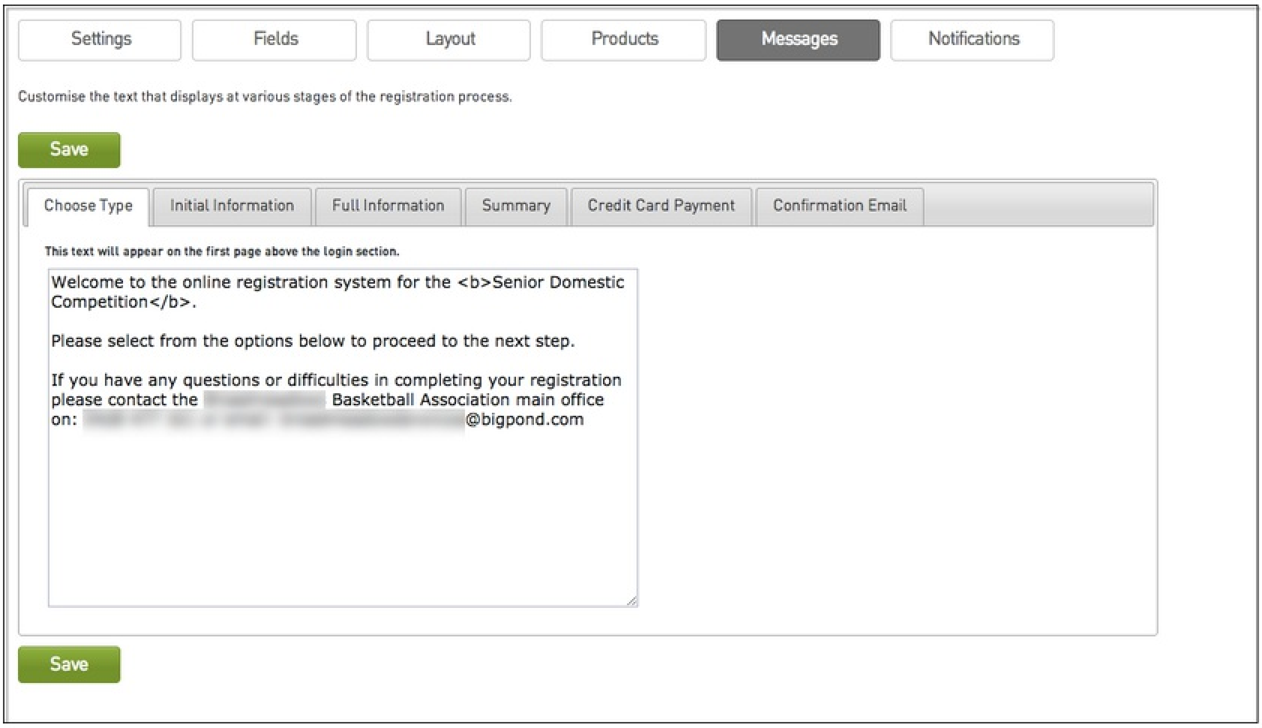


6. Products tab: Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box. Check the 'Mandatory' box to make the product mandatory on the registration form. Sequence dictates the order in which the product will display within its group on the registration form. Click on Continue to get to the Messages tab.

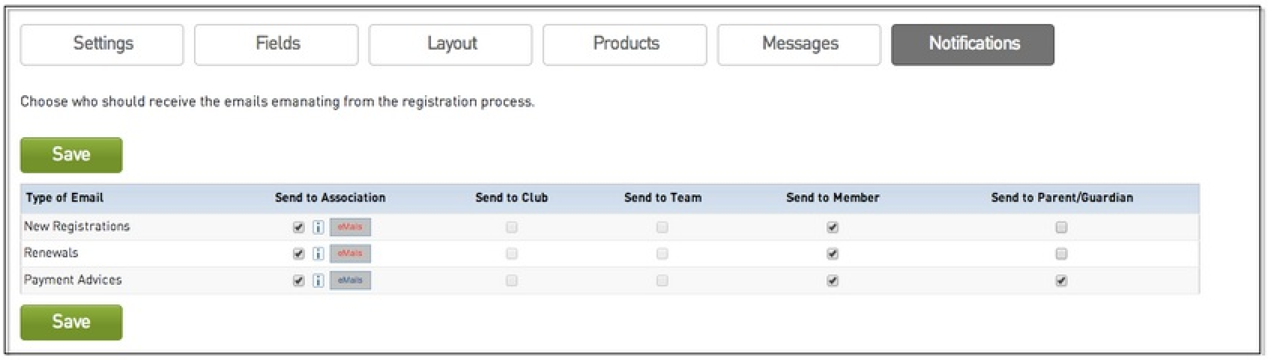


Making a Product Mandatory

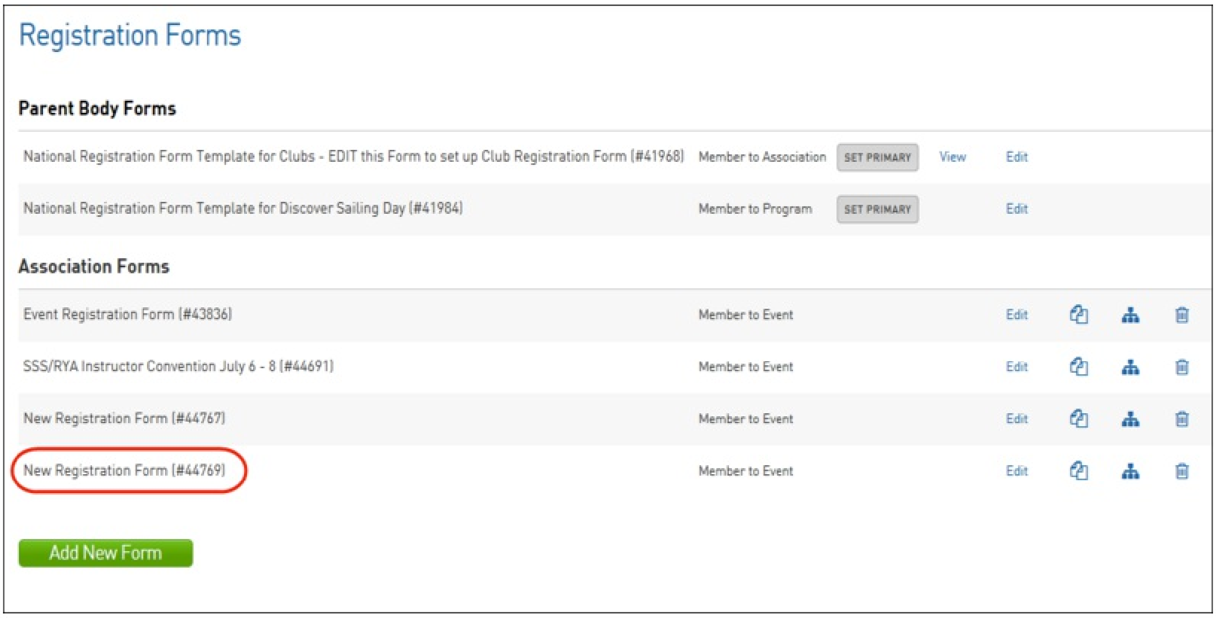
7. The Messages tab allows you to customise the text that displays at various stages of the registration process. Click on Continue to get to the Notifications tab.



8. Notifications tab: Choose who should receive emails emanating the registration process. Click on Continue to complete the Registration Form Setup.



9. The new Registration Form will be displayed in the Registration Forms list.

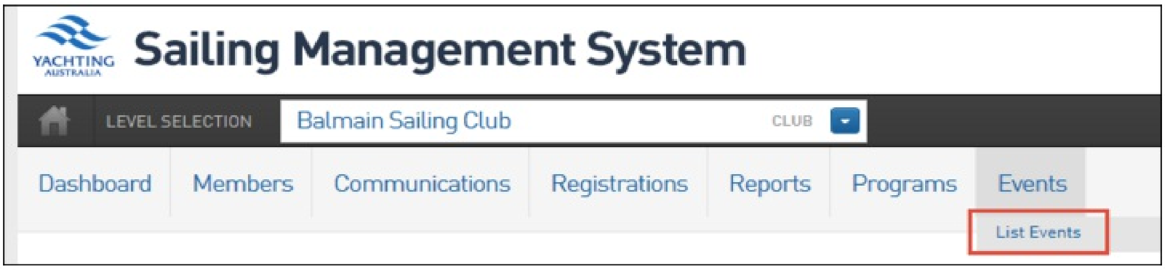

Registration Forms
Parent Body Forms
National Registration Form Template for Clubs - EDIT this Form to set up Club Registration Form (#41968)
Member to Association
SET PRIMARY
View
Edit
National Registration Form Template for Discover Sailing Day (#41984)
Member to Program
SET PRIMARY
Edit
Association Forms
Event Registration Form (#43836)
Member to Event
Edit
SSS/RYA Instructor Convention July 6 - 8 (#44691)
Member to Event
Edit
New Registration Form (#44767)
Member to Event
Edit
New Registration Form (#44769)
Member to Event
Edit
Add New Form

Creating an Event

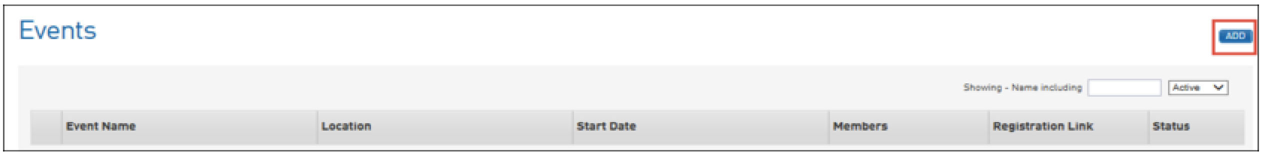
Last Modified on 09/11/2015 2:12 pm AEDT

To create an Event, please follow these simple steps.

1. From your dashboard hover over Events and click 'List Events'.

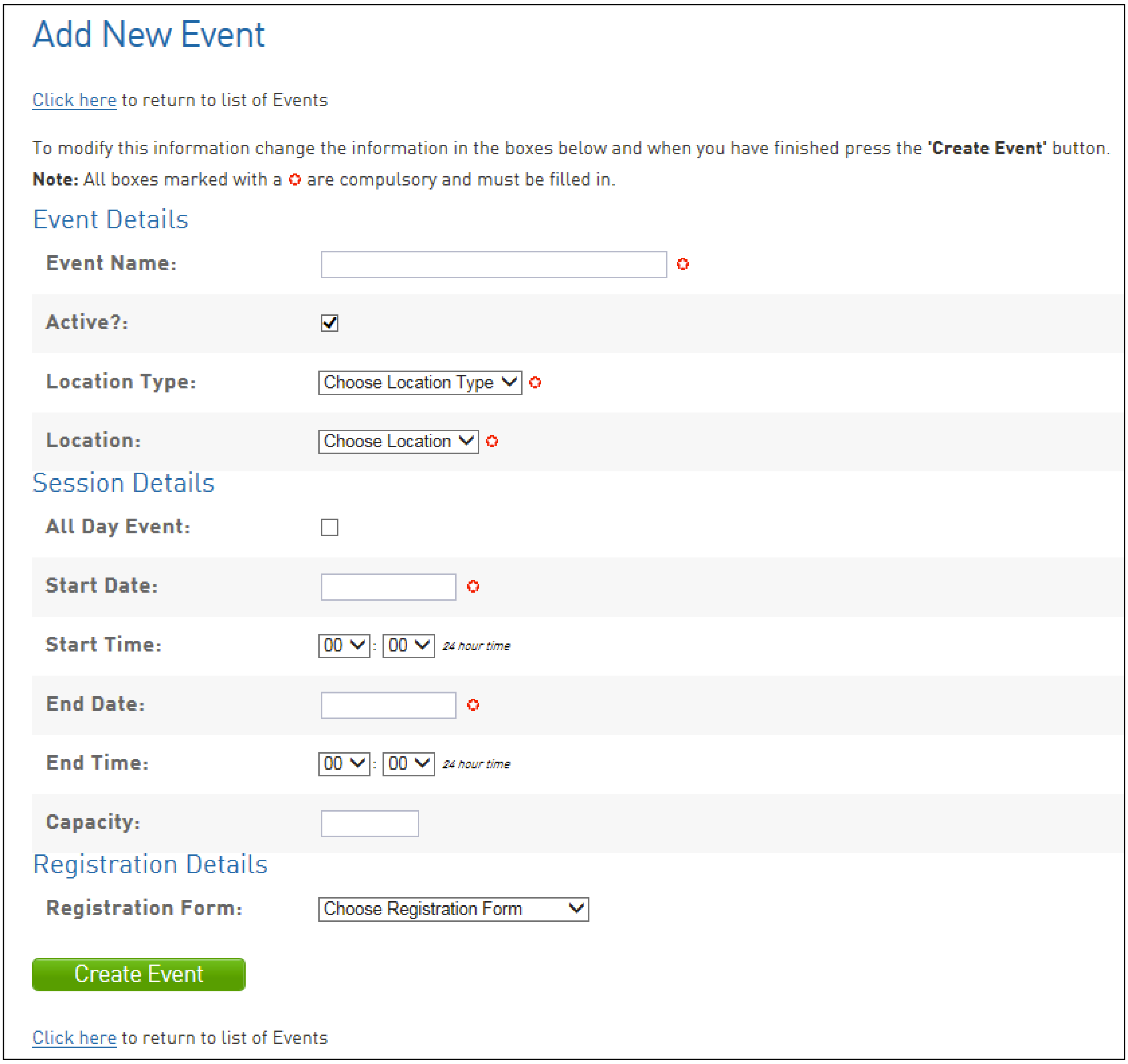


2. From the Events page, click 'Add'.

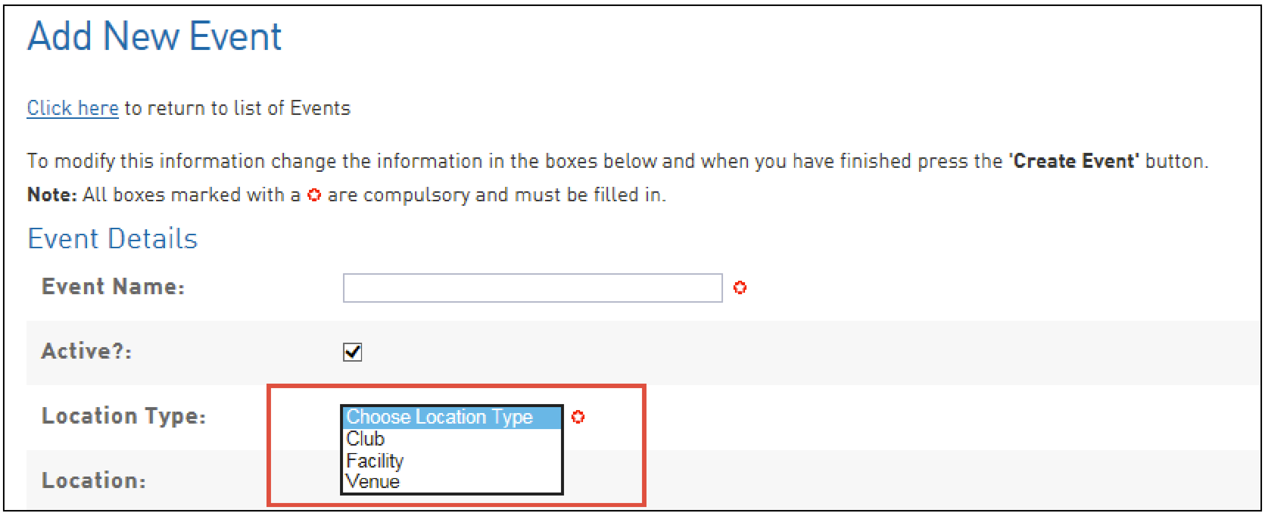


3. Enter in the name of the Event you wish to create and fill out all other relevant information. Ensure all compulsory fields (marked with a red asterisk) are filled in.

Note: You can select for no registration form to be attached to an event. This will mean that the event will display on the calendar without the option for people to register for the event - it will simply be a 'notification' appearing on the calendar.



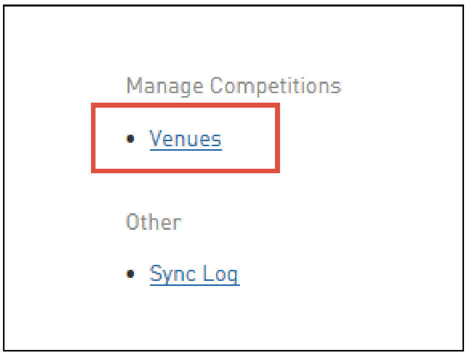
When choosing the Location Type select either Club or Venue. If you select Club, the information that is in the Club/Class Locator will display as the location for the Event. If you select Venue, a list of venues will appear for you to choose from. You will need to have set up some venues in order for options to appear.



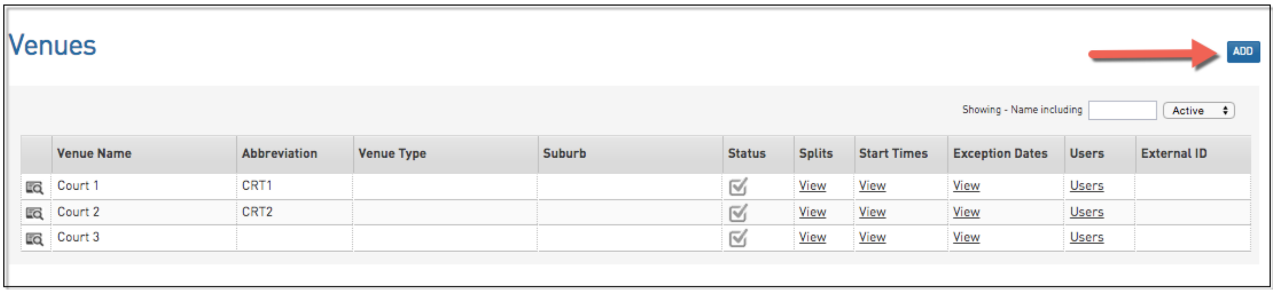
4. Setting up a venue:

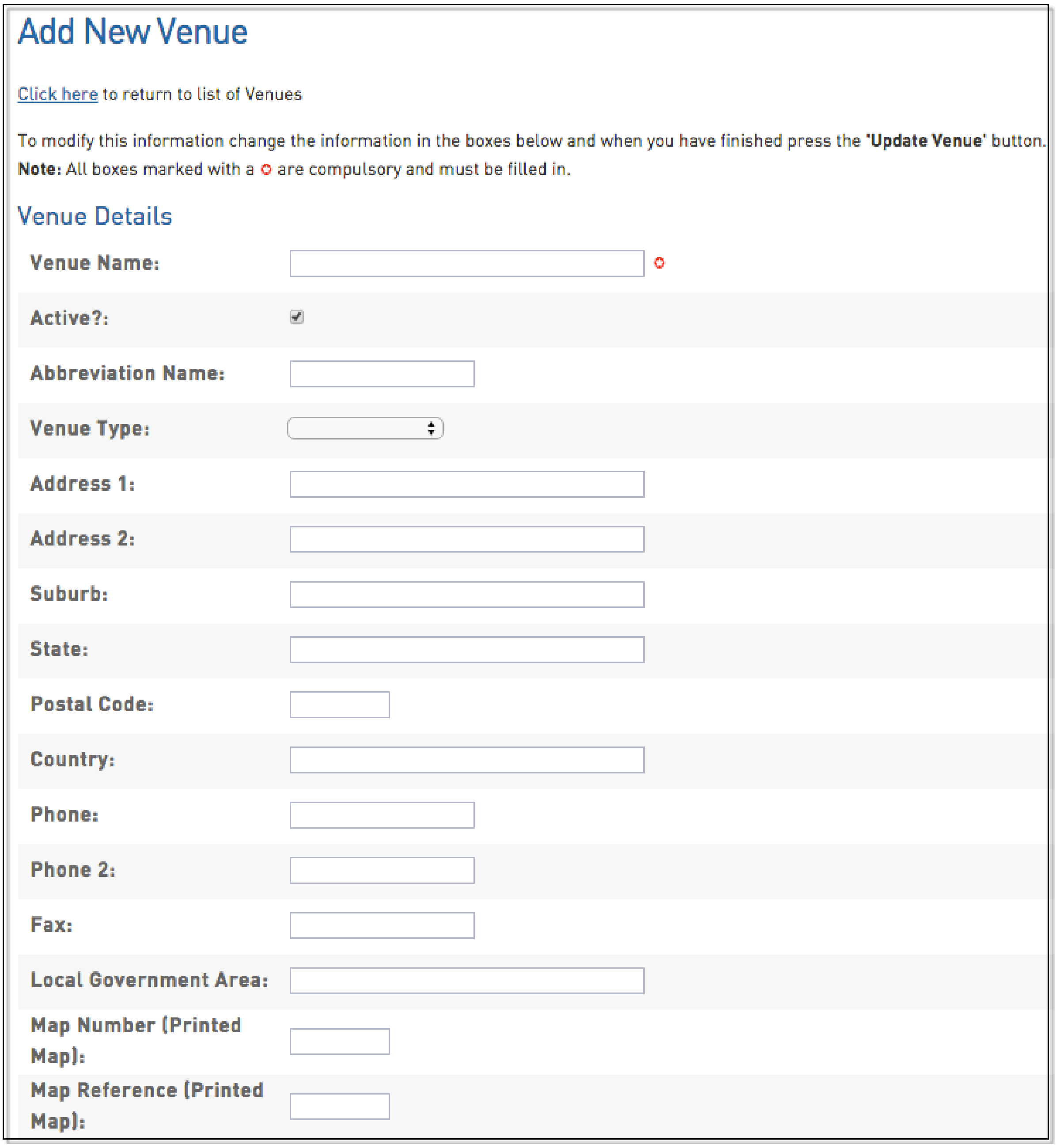
- Click on the 'Settings Cog' in the top right hand corner and select 'Settings'.

- Under 'Manage Competitions' select 'Venues'.



- Click on the ADD button, enter the details of the Venue and click Update Venue.





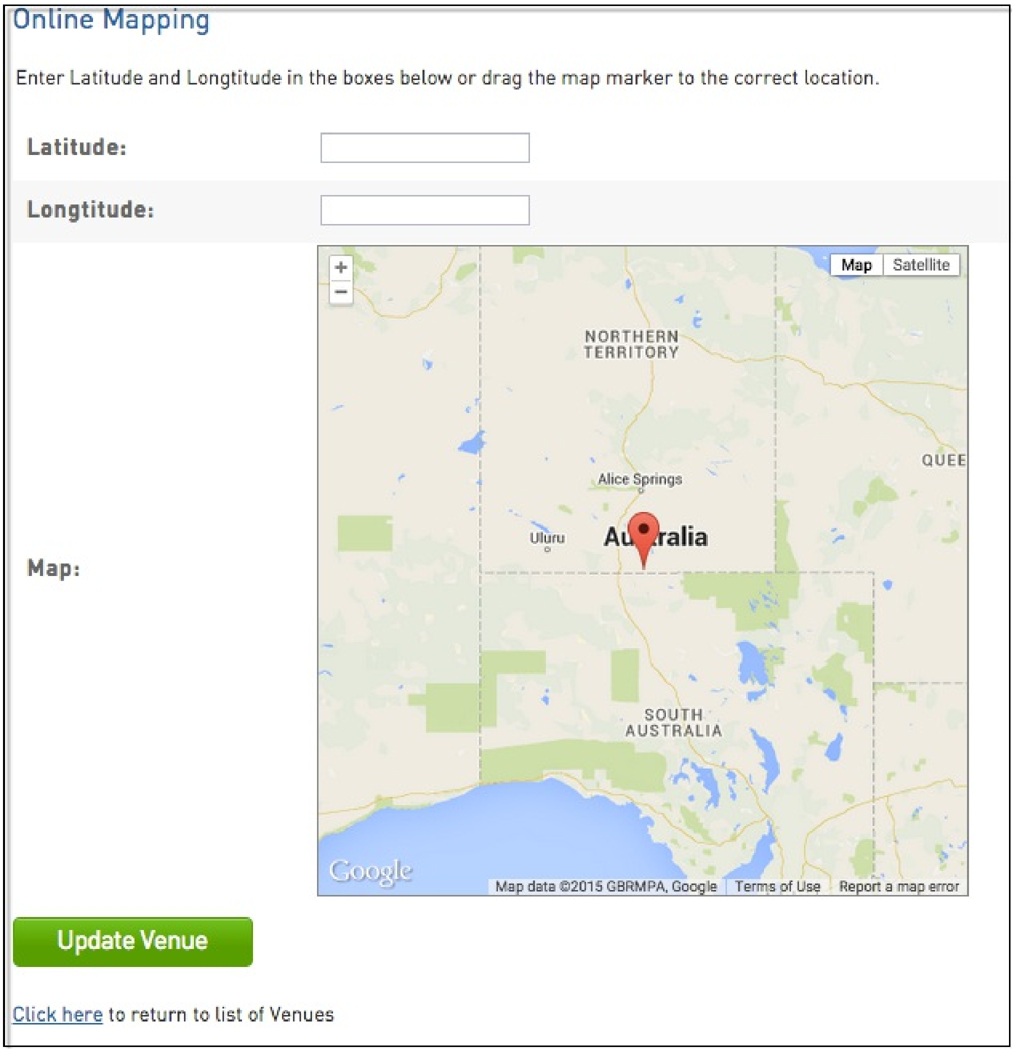
Add New Venue

Click here to return to list of Venues

To modify this information change the information in the boxes below and when you have finished press the **'Update Venue'** button.
Note: All boxes marked with a ✪ are compulsory and must be filled in.

Venue Details

Venue Name:	✪
Active?:	☑
Abbreviation Name:	
Venue Type:	
Address 1:	
Address 2:	
Suburb:	
State:	
Postal Code:	
Country:	
Phone:	
Phone 2:	
Fax:	
Local Government Area:	
Map Number (Printed Map):	
Map Reference (Printed Map):	



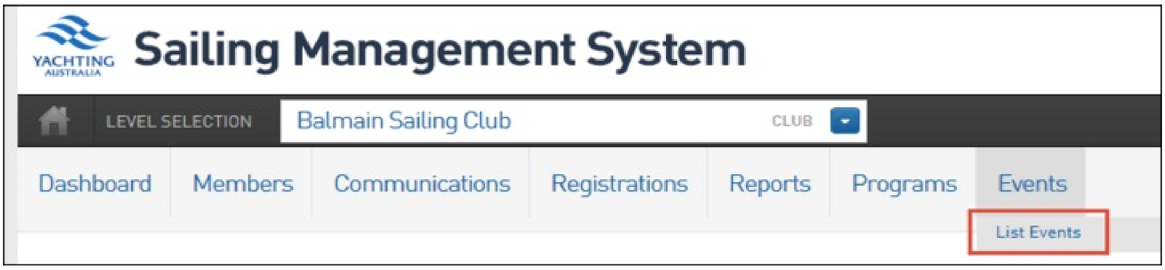
This will add a Venue to your list of Venues that you will be able to select when setting up an Event. For Class Associations setting up Events this will be a key step.

Viewing Event Registrations

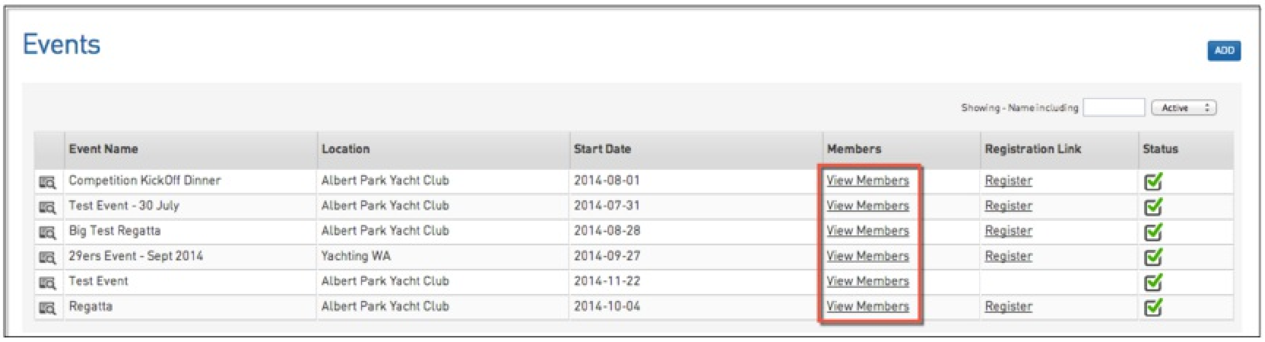
Last Modified on 03/06/2016 3:42 pm AEST

To view members who have registered in to a specific event, follow these simple steps.

1. From your dashboard, hover over Events and click 'List Events'.



2. From the Events page, click 'View Members' next to the Event you wish to view.



3. The next page will display the members within that Event. Members can be withdrawn by clicking on the 'Withdrawn' button.

Reporting on Event Registrations

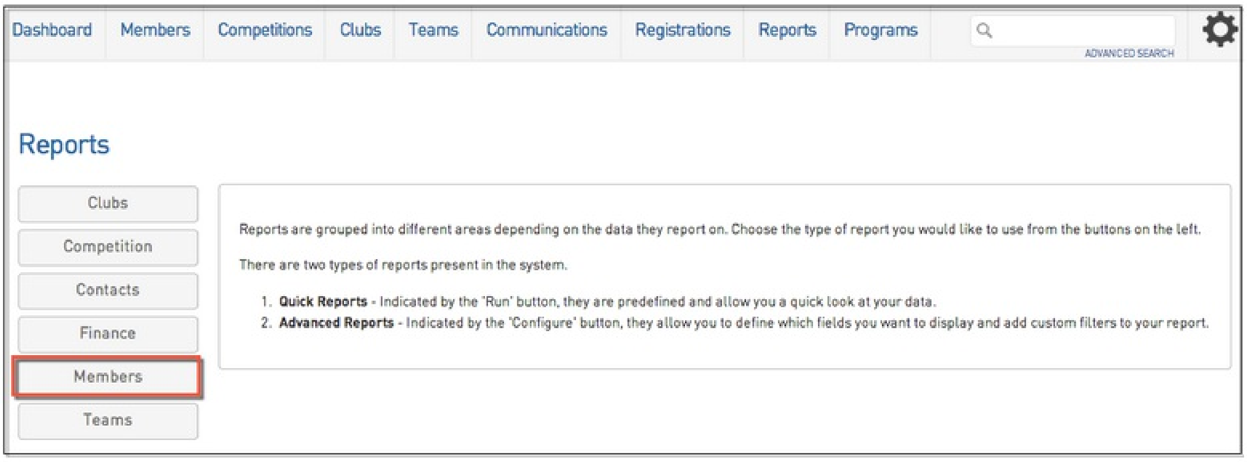
Last Modified on 30/09/2020 9:41 am AEST

Reporting on events is slightly different to how you would report on normal member registrations- you will need to add in certain fields to be able to get the correct information.

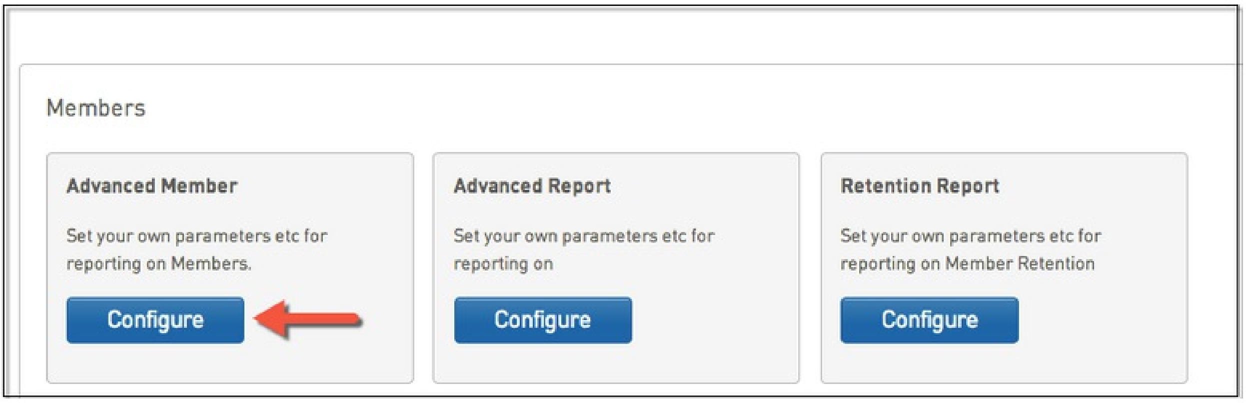
To report on Event Registrations, please follow these simple steps.

1. From your dashboard, click 'Reports' in the top menu.

2. From the Reports page, click members along the side menu.



3. Click Advanced Member - 'Configure'.



4. You will need to add in the following fields to the report to ensure you report correctly on events:

- First Name
- Family Name
- Event Name - (under Event Selections tab) - you can leave this blank to have all events listed, or filter this to equals and select a specific event (if you have more than one).
- Event Start date - (under Event Selections tab)
- Event End date - (under Event Selections tab)
- Enrolment status - (under Event Selections tab) - this will tell you if the member is currently enrolled in the event or has been withdrawn
- Product - filter this to EQUALS and select the event product you created
- Payment date
- Whatever other fields/questions you had within the event form

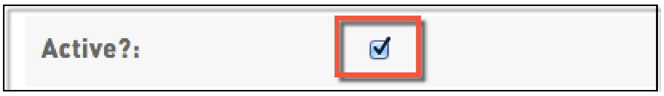
5. Once you have selected all the relevant fields, click RUN REPORT.

- You can choose how this report is sorted by using the SORT BY or GROUP BY options when configuring the report.

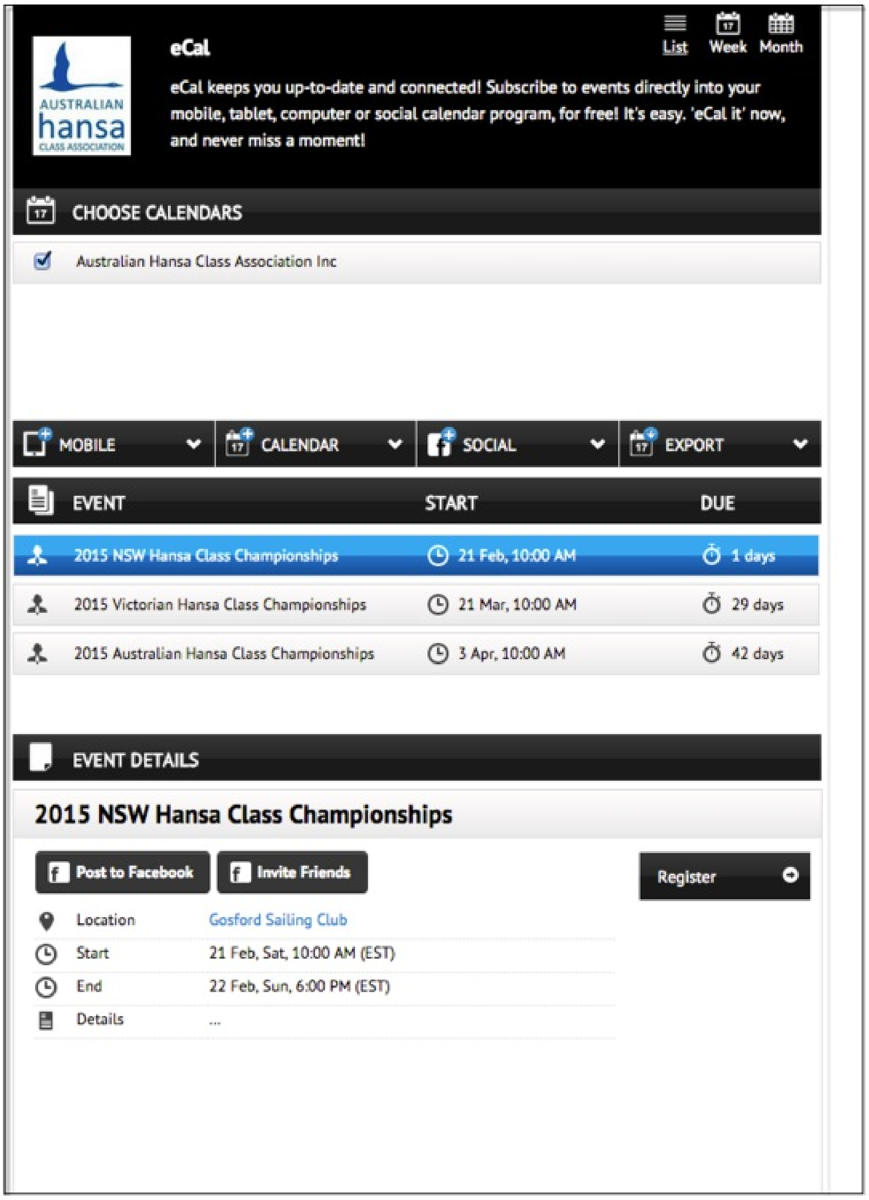
Display Events on eCal Calendar

Last Modified on 19/01/2016 9:11 am AEDT

Events Display on the eCal Calendar provided they are set as Active in the Events Functionality.



The Information entered into the Event will display on the eCal Calendar including the Date, Time & Venue information. A link to register via the Online Registration Form will be available, provided a Member to Event registration form has been linked.



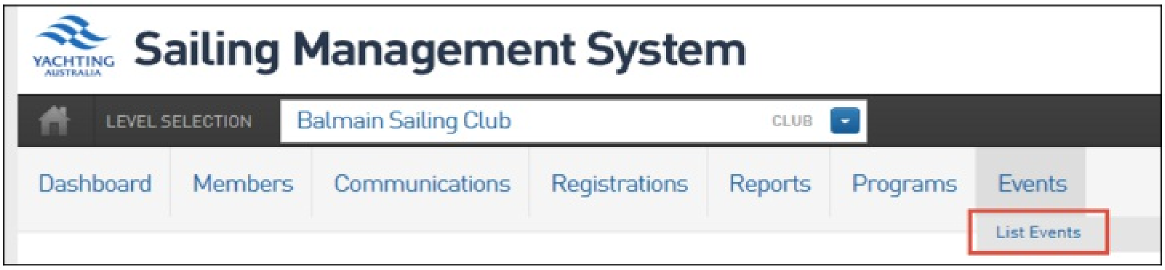
Shared Events

Last Modified on 19/01/2016 8:29 am AEDT

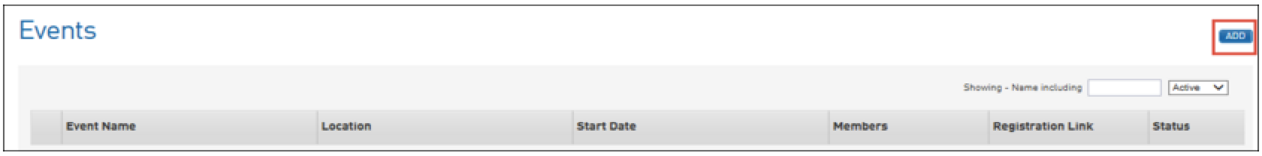
Shared Events provides the ability for Event Organisers to mark an Event as "sharable" and for other Organisations to add this Event to the eCal Calendar.

Please follow these simple steps:

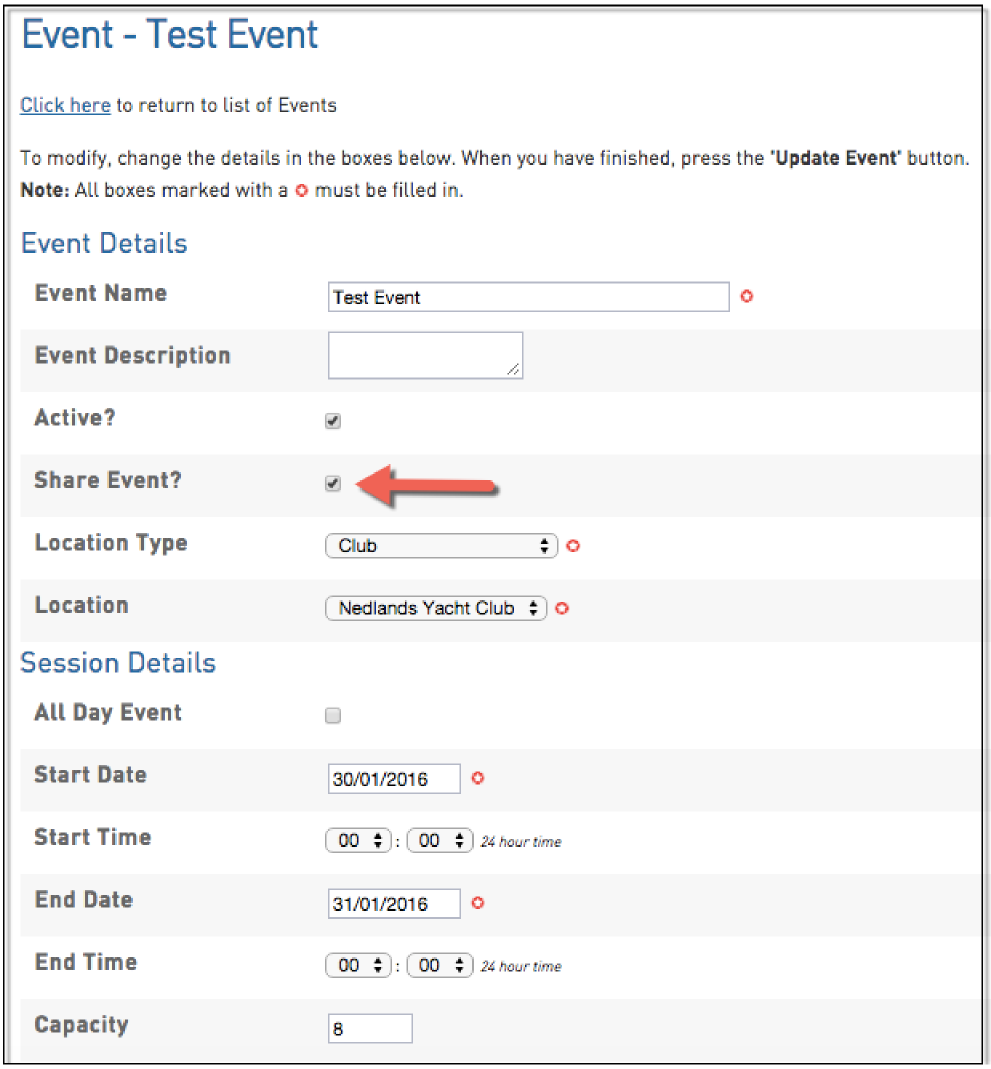
1. Hover over **Events** and click **List Events.**



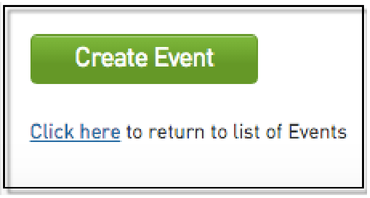
2. On the right hand side of the page, click the **Add** button.



3. While filling out the Event information, ensure the 'Share Event' box is ticked.

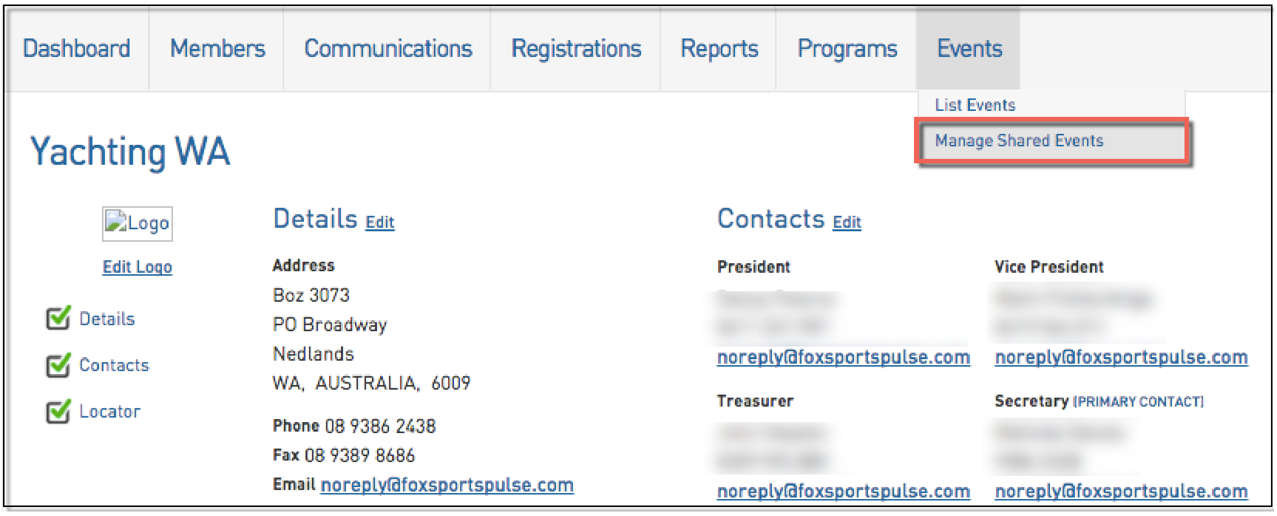


4. Click **Create Event**, when finished.



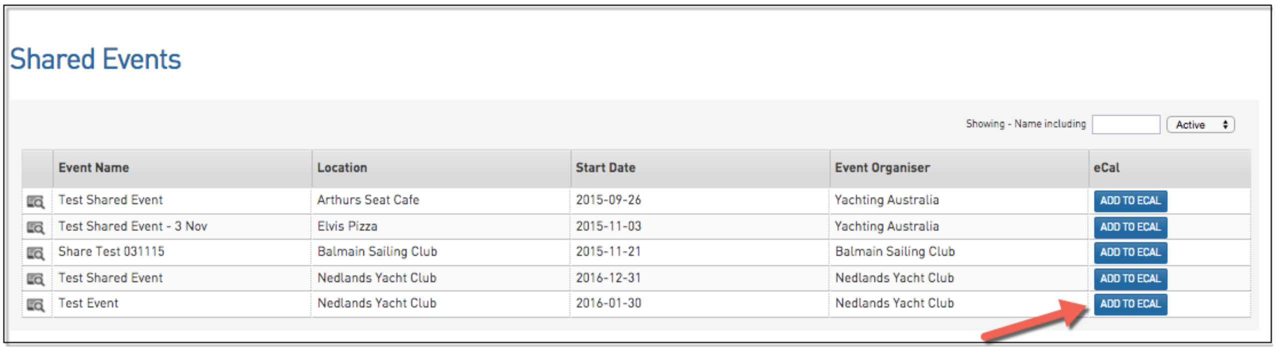
Viewing and Managing Shared Events

1. Hover over Events and click **Manage Shared Events.**



2. You will see a list of Events that have been marked as "Shared" events.

- Next to each Event there is an "Add to eCal" button. Selecting this button will add the Event to the Organisations eCal Calendar, provided that organisation has an eCal calendar set-up.



Note: The Event can only be managed by the Event Organiser

BVIT: myClub - VersionV2 User Manual V2.0-CA

Last Modified on 15/06/2016 12:57 pm AEST

1. Introduction

MyClub is a hierarchical online membership management system for clubs, states and national bodies. It allows a club to manage their membership and allow relevant information to be then made available to association, state and national organisations. It is ideally suited to sporting organisations that have a hierarchical structure with a national body requiring each club to register its players with the national body and optionally capitation fees payable to both the State and National bodies.

There are many levels of access to the system - each level providing different access rights. National level access allows the user to see all members of all states, state level access provides access to all clubs and associations in each state and association level access provides access to all clubs within the association.

In addition to providing online member registration, myClub also provides the club with a series of tools that makes the job of membership officer easier.

These tools include:

- Generate Invoices for member renewals and take payments online
- Register new members, including online payments
- The ability to send an email (HTML format or text) to all members.
- Download a list of the club members to excel for a mail merge.
- Update which members have paid state and national levies.
- Export a list of other clubs within their sport for promotional mailouts of events that the club is hosting.

Information about the club is also passed to the websites allowing the public to view certain information about the club - eg: Contact phone numbers, activities offered and club office bearers. MyClub serves as a promotional tool for each club to market itself to the public.

1.1. Major Components

MyClub has two main components – a National Registration system and a Club Membership Management system.

1.1.1. National Registration

Many sports require that members register at Association, State or National level. Typically this results in double or triple entry. MyClub allows a user to enter their player details into a single database available to all levels of the sport. The data entry could be done by any level (National, State, Association or Club) depending on the requirements of the sport.

This component can be implemented independently of the Club Membership Management system. See Chapter 3 for details.

1.1.2. Club Membership Management

Clubs can use this component for all of their club membership, rather than using Excel or Access or other similar tools. Larger clubs with bar tabs, yard fees, etc will probably already have purpose built systems in place and the system may not be suitable.

The system allows clubs to generate, print/email invoices to all club members and record their payments. When a member is marked as “Paid” the system automatically updates their status in the National Registration system, so no further updates are required.

An online credit card facility provided by BvIT is available, so after sending out invoices, club members will are able to pay online, and the system will automatically update their Club.

Membership and National Registration with no input from either club, state or national office, and funds deposited weekly in the club’s account. See Chapter 4 for details.

1.1.3. "Registered" vs "Paid"

In MyClub V1, the system referred to marking someone as "paid" in the system. However this caused considerable confusion, especially for those clubs using the Club Membership system. For example, a club could mark someone off as "registered" before payment has been received by the club. Therefore in V2, the terms "registered" indicates when the person is flagged as being registered with the national body.

When a person is mark as "paid", either by an online credit card transaction, or a manual change, the system marks the invoice as "paid" and also that the player is "registered".

To see a list of "registered" members, use the List/Count Members screen. To find a list of "unpaid" members, use the List/Edit invoices screen to find all unpaid invoices.

2. Logon Screen

To login to MyClub, got to your national website, e.g. www.yoursport.com.au/myclub . If your club has setup a standard website through the myWebsite system, you can enter myClub though your website simply add myClub at the end of your url
eg: www.XXXXXX.yoursport.com.au/myclub
You will be presented with the logon screen as shown below.

Enter the User ID and Password provided by the myClub Administrator, who is normally someone in your state office. If you are having trouble locating someone in your state office that can help you, please contact your National office for more information.
Once logged on, you will be presented with a set of menus similar to the one below dependent upon your user logon rights.

3. National Registration

If you are simply using MyClub to register your members with the national body, and use another system for maintaining a list of your club members, all you require is the information in Chapters 2 & 3. The main functions required by an administrator to manage the system are:
„h Setup a list of Membership Types (only required once per year)
„h Mark of all members as "registered" when they are considered "registered" by the club
„h Maintain the contact details of each member. These details are maintained by the State / National bodies for contact and insurance purposes.

3.1. Edit Membership Types & Fees

This section is used to setup membership types and their associated fees. Membership types are useful for both charging differing fees and for reporting by different types of members. Members are easier to separate by membership type than any other variable and are of significant help in reporting so even though the fee may be the same for a youth membership and a junior membership, knowing how many youths and how many junior members your club has can be very important. The Parent Membership Type is the membership types set up by the organisation above you, such as State or National body. If you are not using the Club Membership system, just set all the amounts to zero, the from/to dates for the appropriate season, and the Display Name the same as the Parent Membership Types, typically your state or association membership types.

3.2. Maintaining your Membership List

3.2.1. Updating Membership Status

If the member you are searching for is highlighted as not being a current registered member and you wish to update them to “registered” status, simply select the membership type from the dropdown menu and check the box in the “Update as registered” column.

3.2.2. Editing Member Details

The series of letters to the right of the member’s information edits their details. The first button (Ed) edits their personal information such as name, address, DOB, etc. The other buttons are sport specific such as boat info or players statistics. Hovering the cursor over each of these will display the name of the link.

Note: If you edit a member’s address or name information and then close the editing window, the updated information will not be shown in the membership list until the membership list is refreshed. Click on “Refresh” to refresh the membership list.
The screen should look like this:

The full list of fields displayed will be determined by the fields setup in “Edit Member Fields” (see Section 11.7). Some will be optional and some will be mandatory based on the options set in the Edit Member Fields screen.

3.2.3. Add New Member

Next to the “List Members” button is “Add New Member”. This will open a popup window asking you to search for the member. Searching for your new member in the database helps reduce the number of duplicate memberships in the system if members change clubs or are members of more than one club. Alternatively, if the member is new to the sport you can skip the search process by clicking the “Skip search” button. If you find the person that you are looking for, click the Select button and the person will be added to your club.

If you can’t find the person in the search, click the Skip Search button and enter their details into the relevant fields. Field titles with a * next to them are mandatory. Once your new member’s information has been entered, you have the option of saving and exiting (if you only need to add one new member) by clicking “Save and Close” or saving and adding another person (if you are adding several new members) by selecting “Save and New”.

3.3. List/Count Members

The List/Count Members option allows you to do exactly that, list and count the members within your club, state or national organisation. Outlined below is a step-by-step guide on how to best utilize this section of your database.

3.3.1. Counting Members

For various reasons, many people need to know how many members your club or association has. The Count Members function will allow the number of members of your club to be provided according to their membership types and in total. In the Basic Search you can filter what you search for by season, financial status or name and clicking “Count Members”.

3.3.2. Listing Members

Listing members may be used for a number of reasons and the process of filtering the search is the same as for the Count Members function except that instead of clicking on “Count Members”, you click the “List Members” button to the right.

3.3.3. Advanced Search

If the basic search is not returning the fields or the information that you want, clicking the ***Advanced Search*** button will give you extra options to filter your search and return the exact information that you require. As well as being able to search by season, name and financial status, you are able to search by birth date, gender, and membership type. You can also create your own search parameters by using the dropdown menus below the standard search fields.
In the screenshot below, we have searched for ***Senior*** members of ***Australian Canoeing*** (e.g.at the National level) for the ***2008-2009*** season with the surname ***Smith***. We searched for ***All members*** (no specific financial status), for ***Both*** male and female, and whose birth date was between ***1 Jan 1955*** and ***30 Dec 1989***. We then created our own search parameters so that the search would not include any members from the ***Northern Territory***, and would include members with postcodes between ***2000*** and ***8000***.

Column Chooser
If you chose to list the members that you have found in your Advanced Search, you will be given the option of choosing the fields displayed by clicking the “Column Chooser” button at the top of the screen. This opens a pop-up window that will let you select from a list what personal information you want displayed when you search your membership list. The options available will depend on the fields that the National, State and Club administrators have deemed relevant. Simply click the checkboxes to put a tick in the box next to the information you want displayed, or click the tick to make it disappear if you do not want that piece of information returned in your search, then click the save button at the top to save your preferences.

Unfinancial Members
If you are searching members who are not paid up this year but were several seasons ago, there is a search function to search the season that they were paid up as well as the season they were not. This is called Previous Season and is located on the left hand side underneath the Season option. In the following example, we have searched for people who are Unfinancial (not paid up) for season 2009-2010 but were paid members for the 2006-2007 season. We included the search parameter of people whose postcode is 3186, 3188, or 3191.

3.3.4. Sorting

Once your specified membership search is completed it will display the results under the following headings (or if you used the advanced search it will display the headings of your choice):

By clicking on any of the headings, the program will sort your list in order of that field. So by clicking on the surname field, the list will be ordered by surname. If you click the heading again, the list will be ordered in descending order instead of ascending (as shown above). By default, the membership list is sorted by surname in an ascending order.

3.3.5. Output Results

Once you have refined your list of members, the next decision is to decide what to do with the list. Next to “Advanced Search” is the “Output Results” button. This program has several functions to allow you to do various tasks with the list.

View/Print Report
This will open up a new window with your search results in it.

Export Data to Excel
This will open your search results in an Excel document. It can then be saved on your computer for later reference or for printing.

Save Report snapshot for later
This saves both the search parameters and the results returned onto the system for later reference. If members are added or deleted after these search results are saved, this will not affect the data. The members and their details listed are what will be saved and what will be shown when you access the snapshot later.

Save search criteria for later
This will not save the results of your search, only the conditions that you used to search.

Send Email to listed people
This function will send an email to every person that was returned in your search. To use this feature you will need to ensure

that the email field has been selected in the column chooser.

Send text message to listed people
This allows you to send an SMS message to the people returned in your search. As with the “send an email to listed people” function, to use this feature you will need to ensure that the mobile phone field has been selected in the column chooser.

3.4. Edit Members

The page displayed when you click the “Edit Members” link is a lot like the List/Count Members page. Select your search parameters and click “List members”. If you are searching for a specific person and know their membership number, you can type that into the field next to First Name/Last Name.

3.5. Count Member across Seasons

This feature shows the number of members over several seasons.

The count can be by club or membership type at any level (depending upon access level). By clicking on the Totals at the bottom the system will show, for that season, during which month the members paid. Clicking on the number elsewhere will transfer to the List Members screen and list out the members for that group of people, e.g, Junior Members in 2005-2006. The numbers shown are from a Summary Count, so the numbers for the current season may not be 100% up to date. The bottom left of the screen shows the last date that the Summaries were updated. To refresh this count, click on the Recount button. This will not affect the counts for previous seasons.

3.6. List Members Paid at another club

This page will let you know if your members are members at other clubs. Just make sure that your organisation name is in the correct field in the top left corner and select the season you wish to view then click “List Members”. If any of your members are paid up members at other clubs, you should see a screen something like this:

3.7. Search for Duplicate Members

This function is only available for State and National level administrators. Select the region you want to search and click Go.

The search program will display people with the same surname and similar first names. If the addresses and DOBs are the same then they are likely to be a duplicate of the same person in
which case you should click the “Merge” button to combine the two records. If they are obviously two different people who happen to have the same or similar names, click the Dismiss button.

3.8. Merge Duplicate Members

If you already know that there is a duplicate record for a specific person and you have the two membership numbers, you can enter them into this screen and merge.

3.9. List Saved Reports

This page will show and give you access to the results of searches that you saved in the List/Count Members area.

4. Club Membership

If you wish to use MyClub to manage your club membership, the following are the steps necessary to create invoices and receive payments. Refer to the previous section on listing, editing, merging members information.

One-off tasks
1. If you wish to take payments online via credit card, contact your National body about setting up a payment agreement. This is not a mandatory requirement, but makes accepting payments less time consuming. As of Sep 2010 this is available for yachting clubs, with canoeing in 3/4th quarter 2010, and baseball early 2011.
2. Decide which of the standard contact fields you wish to use in your system
3. Decide if there are additional fields that are only relevant to your club that you wish to use
4. Setup the layout of your invoices

Yearly tasks
5. Setup the Membership Types & Fees
6. Setup any Extra charges over and above your normal membership fees
7. Generate Invoices
8. Accept payments and mark invoices as paid. This will happen automatically with online credit card payments or manually with other forms of payment.

The ability for clubs to take direct new memberships online, or renewals online without an invoice is also available. To use this facility do steps 1 - 6 & 8 above, and then refer to the section below on "Online Renewals / New Memberships".

4.1. Edit Standard Member Fields

This is the area in which you decide which personal information is mandatory, optional or not required when requesting information for membership purposes. The national, state and local organisations will each have their own requirements however if the national body deems something to be mandatory, it will be mandatory at all the levels below it. If the state body deems something else to be mandatory, it will be mandatory at all clubs within that state etc.
In addition, at club level, if your club is using the online membership signup and renewal facility, you can nominate which of the fields will be displayed on the public signup screen. Ticking the checkbox on the far right means that this field will shown on the public website signup screen.

4.2. Edit Additional Club Fields

If the standard set of fields do not cover the needs of your club, you can setup additional fields such as locker key numbers, uniform numbers, rack locations, etc. The fields can be straight text fields or radio buttons, checkboxes or dropdown lists. Click on the ? icon in the top right of the screen for samples and information about how to set these up. Once added to this screen the fields are then available in the Advanced Search, in the Column Chooser and also the search options.

4.3. Edit Invoice Layout

If you plan to use the MyClub system to generate invoices, you can use this page to edit the layout of the invoice, as well as text to be included on invoices and/or receipts.

4.4. Edit Membership Types & Fees

See National Registration for a screen print.

The entered into the fee section ***should include GST and any fees that go on to the state or national organisations***. It is the total amount of money that the member will be paying to purchase their membership.

4.5. Edit/List Transactions

This function shows all the transactions that have taken place online such as entries for events and membership fees. If they do not pay online, once you receive payment you can update the status of the transaction by clicking the Payment button to the right. Next to Payment is a Log button which will show information on all changes to the transaction. If your transactions need to be saved or printed, check the box next to the relevant transactions (or click Select All in the bottom left corner) and click either “Export to Excel” or “Email or Print”. Tip: if you expect lots of transactions or just need a total amount click on Report Type “Summary Only”.

The Bank Ref column shows the Bank's credit card reference and can be used in case of disputed payments with members. If you sport uses a central payments system, the money collected in the central account will be disbursed approximately once per week. Once the funds have been disbursed, the Disbursement Batch ID will show the batch number in which this transaction was included.

4.6. Setup Extras

Use this screen to setup the list of optional fees that may be charged against some or all members and included on their invoice.

4.7. Create Member Invoices

This screen is used to create invoices to send to members for their membership renewals. To create invoices for next season, select the previous season to search, select Financial, and click on List Members.

The system will return a list of current members and provide the ability to generate an invoice and include any extra changes. Click the Extras button for a popup window to specify the number o each type of extra charge for this person. These numbers are stored against the member and will be retained from year to year. Click on the checkbox for members you wish to create an invoice and either Create New Invoice, or Replace Existing Invoices.

4.8. Sending Invoices - Cover Letters

Having created invoices, you now have the option of creating a cover letter and then emailing or printing, or a mixture of both. While emailing is certainly much simpler, you may find that the additional work of printing and mailing invoices provides a much higher retention rate, as emails are not as reliable, with people changing jobs, or being flooded with emails.

From the List/Edit invoices screen, search for the required invoices and click on the "Email or Print" at the bottom right of the screen.

The following screen will be displayed. From here you can either print all the invoices, or email those where an email address exists, or print those without an email address. Click on Edit Cover letters to create a mail merge cover letter that will either be printed with the invoice or emailed with the invoice.

This cover letter is an important part of the system and provides and excellent way of firstly showing your member the details you have on file for them, and also providing them with the information to allow them to update their details themselves. You might have several Cover Letters, e.g, renewal, first reminder, final reminder. The screen includes full instructions along with a sample template to copy.

Example Template Contents

Dear @@firstname@,

Please find enclosed your xxxx renewal invoice. You can pay either by returning the invoice with a cheque made out to xxxx, or pay online via Mastercard or Visa. Just go to:

www.xxxxx.org.au/payment

Enter the Payment Number and Total Amount from the attached invoice and you will then be able to pay your using any Mastercard or Visa Card.

The following are your details held by xxxx. @@firstname@ @@lastname@ @@address1@ @@address2@ @@city@ @@state@ @@postcode@

Email: @@email@ @@email2@ Home Phone: @@homephone@ Work Phone: @@workphone@ Mobile Phone: @@mobilephone@ Date of Birth: @@dateofbirth@

UserID: @@userid@ Password: @@password@

If these details are not correct, please logon to www.xxxx.org.au/myclub with the UserID and password above, and correct any details. If you do not have access to the internet, please alter this cover letter and return with your payment.

Regards,
xxxx

4.9. Online Renewals / New Members

The system has the ability to take renewals directly online without a member having received an invoice, and also the ability to accept new memberships directly. While the facility exists, it would generally be recommended for use only if your data collection needs are quite limited, as there is significantly more flexibility in creating invoices and less chance of error than providing a fully user driven application/renewal system. The biggest issue is in the are of membership types, with good explanations required on the different types of memberships in use at some clubs, e.g. "A Student membership is applicable to anyone who is under 25 as of 1 Jan this calendar year, but engaged in full-time study ...."
However, it can be an excellent tool for signing up new members with minimal admin effort and hopefully gets people into the system before they have time for a second think about whether or not they should join.
To setup your options, click on the "Edit Online Renewals" link.

At a future date, all of the fields in the Contact edit screen will be made available as required on these screens.

Members who join online will have their contact details added to MyClub and cause an invoice to be generated. If you have an online payment system available, they can also pay online and the system will them update the invoice to paid, and their status to registered. Without an online payment system, they can print off the invoice and send in with their payment, or the club can do a weekly scan to find new, unpaid invoices and mail them out to potential new members.

For renewals, the system will generate an invoice with a status of unpaid. With an online payment system, they can then pay directly online, or if not, print off the invoice and send to the club. They are not updated to "registered" until the invoice is paid.

4.10. Accepting Payments

If you are using the online payments system, members enter their payment reference number and amount from the invoice, enter their credit card details and upon successful payment the system will update the invoice to "paid' and the member to "registered" and no intervention is required by the administrator. The member is presented with an invoice and if they have an email address, a copy is also emailed to them.

Please note that the payment reference number is different from the invoice number. The reason for this is that invoice numbers are sequential, and a club will send out many invoices of the same amount and with sequential invoice number. The system uses the payment reference number and amount to cross check that the member is paying the correct invoice. The payment reference numbers include a 2 digit "check" to make sure that the number is a valid number and they are not sequential, so the chances of paying the wrong invoice are significantly reduced. While it is a little more confusing for people as there are two numbers on the invoice, this is now becoming quite common and people are becoming more and more familiar with the practice.

If you are not using an online payments system, use the List/Edit Transactions screen to search for the required transactions, click on Payment, and update accordingly. This will mark the invoice as paid, and update the person as "registered" so they will then appear in green on the List/Count Members screen as being Financial.

4.11. Payment Options

4.11.1. Edit Payment Options

If you plan to take membership fees or payment for other goods & services online, this is where you enter your banking details. If your organisation uses a central payment system, this is the information required by the organisation that manages the system (usually the national body). Clubs have access to the GST and ABN fields, plus the ability to specify email notifications, and whether to accept payments via manual credit card or on account.

4.11.2. List Disbursement Batches

This section is used if your organisation uses a central payment system. It shows transactions in batches that have been disbursed to your club. Clicking on the Batch ID will give more information about how much money was involved in the batch.

The detail of the payments in a disbursement batch will look similar to the following. In this example, there are four deposits for the one organisation, one for each event that the organisation is running. Splitting the deposits allows for easier reconciliation. The RefID column is the Event ID for each event.

To then view which transactions were consolidated into each deposit, click on the RefID.

5. Edit club details

This section is used to store information about individual clubs.

5.1. Edit Club Information

5.2. Edit Club Office Bearers

This section is used to add or change office bearers at your club.

5.3. Edit Club Facilities

You can store information about which facilities your club does/does not have so that people can search for clubs with certain facilities.

5.4. List Members with Qualifications

6. Edit organisations

National, State, Associations and Clubs are all considered “Organisations” within MyClub. However a Club typically has more detailed information covering their sport, types of membership, etc. Setting up a new organisation involves setting up the organisation itself, and then associating it with a “parent” organisation in the hierarchy of the sport.

6.1. Edit Clubs

6.2. Edit Companies

MyClub can also store information about other organisations who are not part of the sport, but who of interest to the sport, e.g. media contacts. Use the Companies section to record information these organisations.

6.3. Edit committees

7. Edit teams

Teams could be any group of people that you want to communicate with. Once you setup a squad or a team, you can include a list of team members on any BvIT webpage including links to their biographies if you are using the biography system.

7.1. Add Team

7.2. Team Details

7.3. List Team Members

7.4. Add/Delete

7.5. Email

8. Media releases

Many organisations send out media releases. The BvIT media release system allows organisations to maintain a list of media organisations, write a media release, and then selectively send out media releases to all or a sub-set of the media, e.g. email to all “print” media.

8.1. Company details

8.2. Company staff

8.3. Company affiliation

9. Utilities

9.1. Edit Passwords

This function is used to give members access to different areas of MyClub, and such as administration for their club. The member cannot give themselves access. It must be given to them by an administrator at a higher level.

9.2. Replace Email Address

9.3. Newsletter Subscribe

This area adds a single person to the newsletter subscription list. Check the boxes of the newsletters that you want the subscriber to receive.

9.4. Edit Shop Settings

This link takes you to the admin section of your shop. Please refer to the separate Online Shop Manual for more information.

9.5. Edit Sitelettes

This area is only available to National level administrators. It allows them to manage the websites that they have created for their affiliated clubs and organisations.

9.6. Club Level Menu

This link will take you to another version of the MyClub menu. This version is what club level administrators can access.

9.7. Optional Club Fields

At a Club level, in addition to all the standard fields, the club can name up to 20 text fields and 10 numeric fields in the database. In this screen, a club administrator can nominate how many of these fields will be used, what they will be called and also what sort of input field will be show to the user, e.g. a straight input box, or a series of radio buttons, checkboxes or dropdown lists. This could be things such as club locker number, key number, etc. If you believe that there is additional information that is likely to be required by the sport in general then it is recommended that you contact your National body and have the field added to the list of standard MyClub fields for your sport.
On the input screen, enter the name of your field (e.g. Locker Number), a short name (e.g. Locker), and the input data type. The following image shows the various types of input fields that could be used.

Text and date fields are show as straight input boxes. If there is a limited number of potential values for the field, consider using a Checkbox, Radio Buttons, or a Dropdown list (shown above) Checkbox allows multiple values to be selected, while Radio Buttons and Dropdown lists allow for a single selection. Use the dropdown list if there are more than 3 or 4 possible selections. To show the allowable list of values, enter the values in the "Values" column, separated by commas, e.g. Yes,No,Maybe for the example above.
When fields are added to this screen, they are then automatically added to the list of available fields to list out in the List Club Members screen, and also in the Advanced Search screen to allow you to search on this particular field.

These fields can then be viewed in the "List/Count Members" screen, but clicking on Advanced Search, and Column Chooser.

9.8. View Website Documentation

This link will take you to the area of the site where all the BvIT help documents and manuals are kept.

9.9. Edit Seasons

This section allows the National Body to edit your membership season. “First Updates Allowed” refers to when you will start adding members and accepting payments for that season and “Last Updates Allowed” is when your organisation will finish adding members and accepting payments.

BVIT: myWebsite - quickstart guide

Last Modified on 15/06/2016 3:25 pm AEST

This document provides a simple tutorial of how to load a news item, image, file and update the menus. There is an extensive manual available to assist you in maintaining your website (available as a menu link when you logon), but if you are the sort of person who doesn't read manuals, this is the quick start guide to get you going. Even if you do intend to read the manual, print off these pages, following the instructions will give you a quick overview of how to maintain the system. Included in the full manual are some strategies to help you plan and launch your site. In this document, it is assumed that the URL of your site and your sport iswww.XXX.yoursport.com.au. This could be

www.RBYC.yachting.org.au, or www.Eagles.baseball.com.au, etc.

Logging on

Your first News item

Your first Image

Upload and Link to your first File

Your first menu update

Popup “sub menu”

Most websites are big enough to require menus within menus. The BvIT system uses JavaScript popup menus (see www.canoe.org.au and mouse over the main menu along the top). To setup a popup “sub menu” do the following:

If you followed all of that, then you understand about 90% of the system. To learn more, it is suggested that you now go back and try out the various different options at each of the steps above.

myWebsite/myClub Training

This document is a series of checklists to assist you in conducting training on the MyWebsite/myClub software. It assumes that you are familiar with the product, however, you do not need to be an expert to run the training – most people just need an introduction to the system and they will work the rest out, either by themselves or from the manual. myClub in particular is very simple to explain – just run people through each of the menu options for the Club Official. Then summarise with the benefits of increased communication and decreased administrative time – after they have used the system, they will understand more about what you are saying than if you explain the benefits in detail up front.

If you wish to run a presentation prior to starting the education, there is a short PowerPoint presentation that is available outlining the major components of the MyWebsite system.

Some tips on training

• Use the pre-event Checklist, and check that all User Ids and sites work a few days in advance. Having a person show up for training without a working site or user ID is extremely embarrassing for the trainer, and a waste of time for the attendee.
• Don't go too fast, especially through the early stages. Once people have got their first page up on the system, they will gain some confidence and will be willing to explore and able to move a little quicker.
• Don't spend too much time initially on changing the design or colours of the site. Go through getting a simple page onto the system, add some images, and later on, go back and change the design. Spending too much time at the beginning on tasks that will only be done once might be counter-productive in that the emphasis is on areas that will be seldom used.
• Identify early on in the session those people that are picking it up quickly and are forging ahead. Give the faster ones room to go ahead and explore – don't try hold them back, while you spend more time with those that might be taking a little longer to grasp the concepts.
• Make sure early on that people know where to get help
• At the end of each section, recap what you have just learnt and ask if everyone has a good understanding, and if there are any further questions.
• Allow plenty of smoke/drink/brain breather breaks – as often as every 45 minutes depending on the speed of the group
• The best approach is to talk people through the screen, while walking around the room. Explain that the same information is in the manual, and that they can refer to this when they are at home. Having people reading the manuals during the session can be very time consuming.
• It can be useful to ensure that during the session, you encourage people to keep putting up new web pages, for example when they are adding a menu. This allows them to get very familiar with the "web page add" function, which will probably be the one they use the most.

Pre-Training Checklist

The following is a simple checklist of tasks prior to training. Note that the setting up of new names by the internet service provider can take 2+ days, so it is essential that the names of the websites be provided to the Website Administrator well in advance of the event.

MyWebsite Training Checklist

The following is a simple list of tasks to follow during the education on MyWebsite.

Key Points

- Who am I?

• What are we doing here?
• Web experience – who has done what?
• How do I get help in the system?

Planning

What do I want on my front page?

1. News
2. Events
3. Features
4. Photo
5. Welcome Message
6. Advertising
7. Menus

Setting up your site

• You can change the design
• You can change the colour
• You can add your logo
• You can add your sponsor information

Editing the site day to day – explain that there are the following five elements

• Write a webpage
o What kinds of pages are there?

BVIT: myClub/myWebsite - Sport Management Systems

Last Modified on 15/06/2016 3:26 pm AEST

Overview

Session 1

- Updating your website
- News, Images, Menus, Events
- Membership Management
- Where to get help

Session 2

- Review of Session 1 & Questions
- advanced Website & Membership Management

Objectives are to provide....

Websites and Communications for all levels of the sport

- National, State, Local levels
- Ability for non-technical specialists to update information
- Total control over all aspects of the site
- Complete ownership of each site by each organisation

National Database

- Clubs, Officials, Umpires, Scorers
- Player Stats (to be implemented 1Q 2004)

Each Club/State has their own identity

- E.g. www.southport.baseball.com.au

Design objectives of MyWebsite

- Each site has it's own unique name and "look"
- If a person has the skills to use Microsoft Word or Excel, they have the skills to maintain the site
- Any piece of information should only be "touched" once
- No need to remove old news and move to an archive section

Complete control by users over:

- Text, Images, Menus, Calendar, Results, Downloadable files

HTML experience not required

- But can be of use if you are a web techie

Website Construction

Choose a design that you like

- Only done once – can easily be changed

Add some text

- This could be a news items

Add some photographs

Setup the menu

Other tasks

- Put an Excel spreadsheet or Word document onto the site
- Setup an Event

image library

No need to size or format images on the PC

- Although uploading a 6 Mega Pixel file is time consuming and may timeout if you have a slow line

Adding to the image library

- Uploads the image to the web server
- Re sizes to the correct size if the image is too large in either direction
- Creates a thumbnail
- Adds a Caption, Full Description, Photographer information to the database
- Optionally links it to an event
- Makes it available to all other websites
- Can only be updated from the site that added the image

Navigation (Menus)

Once a site gets to a certain size, the Navigation becomes extremely important

Editing the menus is done online

- Ability to modify any level of menus

Also allows automatic generation of a Site Map

Can link to:

- Other pages within the site
- Lower level menus (I.e. menus, within menus for large sites)
- Files on the website (Word documents, Excel spreadsheets)
- Web “Services” – Programs on the server that are available to all sites – e.g. National News, Searches, Calendar, etc

Compact Menu – e.g. Edit Site Settings

Full Page Menu – for Large Sites

Full Page Menu – with introduction

Calendar

A shared national calendar of events

Each site only shows events relevant to their organisation

Different displays, and links to download to a PC with compatible software

- Outlook, Express, other late model email clients

How to design & construct your website

Draw a hierarchical diagram of your site

- Initially limit it to about 10 pages
- Think about how it will be in 10 years time, and allow for that now
- E.g. Some information is fairly static, e.g. Constitution, while others are repetitive
- Look at other large sporting sites

Create the lower level pages and work you way up

- Design from the top down, but construct from the bottom up"

Don't get too ambitious

- If you have more than 10 pages, you are too ambitious
- Launch the site with just the 10 pages after a week, don't have a 3 month development process (it will never be finished!)

Don't form a committee

Don't put "Under Construction" – just leave it off

If it isn't right the first time – you can always change it

A Question of Style

The “Style Sheet” is a central location for all the font colours, sizes, etc

- Provides a consistent look to the site
- Allows you to easily change the look of the entire site

MS Word & the online Editor can override the Style Sheet

Do:

- Use the standard text in the editor
- Use the Styles in the editor
- Use the “Clean Code” in the editor when you cut/paste from MS Word

Suggest that you Don’t

- Use Size in the editor
- Use Font, if you do then only for headings an never for normal text
- Use Font colours for normal text – only for headings
- You might change the template that you are using and it will look all wrong
- Use background text colour

BVIT: myClub - Media Releases

Last Modified on 08/06/2016 2:00 pm AEST

Media Releases

Media Releases are essentially newsletters that are being sent to media organisations instead of club members. It is not available to all sports so ask your national body if your sport has this facility.

Media Organisations

This is a search and edit program for information and contact details for media organisations across Australia. Select your state/territory and click Show Companies. Select a media organisation to view/edit and click Show Company. In this window you can now view and edit the contact information for the company or organisation. If you change any information in the contact details, be sure to click the Update Contact Details button. It is recommended that each media organisation be given a category such as Print Media, Government or Radio to make sending bulk media releases easier. The area to change the category of the organisation is at the bottom of the page. Again, if this information is changed make sure you click the Update Information button.

Don't stress over finding every piece of information about the media organisation. The most important fields to have filled in are Name, Email, Phone and Category. This information should be sufficient for most requirements.

Staff Members

Each media organisation is setup like a club within your sport. Contacts are setup as members of the club so you can search for, edit or add contacts like you would members of any other club. When entering information about your contact, as with adding an organisation, there's no need to fill in every piece of information about the contact. The most important pieces of information are Name, Phone Number, Email.

Media Organisation Status

If a media organisation is not affiliated with the state, it will not appear when you search for it.

Send Media Release

A media release is a webpage that you send to different media organisations.

Templates

The default template for a webpage is "Page". This is because it is assumed that this page will be viewed in an internet browser, which can handle complex html and flash. When you are sending your page in an email, such as when you are using the newsletter or media release systems, you need to simplify the html on the page so that it can be viewed properly in an email program that doesn't have the same capacity for displaying html. To create a newsletter template you can either contact our graphic designer or refer to the templates help manuals in the documentation section if you have an advanced knowledge of html.

Creating a Media Release

1. In the MyWebsite system, click “Add a Page”
2. Put your text into the editor.
3. Check the “Web Page” option in the Type of Page section.
4. Change the Page Template to your media release template.
5. Type in the headline of your media release.
6. Continue as you would for a normal webpage through the rest of the options such as Photos, Links etc.
7. Click Save and wait for “Page number xxx has been saved”
8. Copy the page number and click the Exit button.

Sending a test Media Release

1. Return to MyClub/Media Releases/Send Media Release.
2. Paste the page number in the “Media Release Page” text box. You can click the “Preview/edit” button if you want to see how it will look or make any changes.
3. Enter your own email address into the “Email Addresses” text box and click the Send Additional Emails button to send yourself a copy of the media release before it gets sent to the media. If there is someone else who wishes to be sent a test email, their email address can be put in the “Email Addresses” box following your own with a comma in between.
4. Check your email to preview your media release and make any changes.

Sending a Media Release

1. Return to MyClub/Media Releases/Send Media Release and ensure your media release’s page number is in the “Media Release Page” text box.
2. Next you will need to search for the contacts you want to send your media release to. This can be filtered by the State, Category and Method dropdown menus. Click the Filter button to display a list of contacts fitting the selected criteria.
3. Check the “Send?” box next to each of the contacts you want to send the media release to, or you can click the Check All button to select all the contacts on that list.
4. Click the Send button in the bottom right corner of the page to send the media release.

Viewing a list of media releases on your website

You can create a link on the public website which lists and allows you to view all previous media releases.

1. Choose the menu you want your media releases to appear in.
2. Click “Add to the menu above”.
3. Check the “Link to a Web Service” button.
4. Choose the “Media Releases” option from the Web Services dropdown menu.

BVIT: Online Entry Manual

Last Modified on 08/06/2016 11:49 am AEST

The online entry system is a generalised system to allow you to configure online entries for various different types of events. This could be for a National Championship with multiple payment options, down to entry for a committee meeting with no fees at all, with the intention just to know who is going to attend.
The system provides the option of paying by credit card or printing an invoice and paying by cheque or other means.
There are several different ways of setting up an individual event, and it is strongly recommended that in order to become familiar with the system that you find some small events to try things out, and work up to larger events in the future. Do not use the system for the first time on your National Championship with hundreds of entries.

Reconciliation
For the person taking the entries, the most challenging part is reconciling the entries with the payments. It is recommended that for your first event, you create some test entries and run through the reconciliation process in advance of releasing the system to the public as you may find out you require some additional information to add to the entry screens.

Divisions
The system allows you to setup up multiple “divisions” or “competitions” within the event, and then allows for “optional extras” such as dinner tickets, t-shirts, additional information, etc. The divisions are fairly straight forward, but to allow for maximum flexibility, the optional extras are quite detailed, and therefore tedious to set up the first time. It is recommended that having become familiar with how the system works, you setup a dummy event (do not release it to the public) with every conceivable optional extra (insurance, t-shirts, dinner tickets, next of kin, etc) and then use this to copy to your new event and delete what you don’t require. This is much quicker than setting up the optional extras from scratch on each event.

Terms and Conditions
It is also recommended that you setup a standard Terms and Conditions page. This is setup as a normal page on the website. Setup correctly, the same page can be used for multiple events.

Exporting data
The hard part in this process is downloading the entries and importing them into the local results package. Each results package will have their own format for importing results, typically Excel or a CSV file. However, within the Excel file, the package will expect certain columns, codes for events, etc. It is strongly recommended that you test this process with some test transactions prior to opening entries for a major event.

General Approach

The following is the recommended approach to setting up online entries:

Do once only

1. Setup online credit card facility. Contact BvIT to setup this up on your behalf. If you are setting up a new facility with a bank, this can take several weeks.
2. Setup a generalised Terms and Conditions page in your website
3. Setup a single event, with online entry with every conceivable option available (start off small and keep adding to it)

Do for each event

1. Add the event to the calendar with all the relevant information
2. Setup the basic online entry information, including a link to the T&Cs page setup above
3. Setup the competitions for this event
4. Copy the optional extras from the standard event
5. Modify the optional extras
6. Run through some test entries, including credit card payment if available
7. Download the entries to the Excel spreadsheet and verify that the data collected meets your requirements
8. Reverse the payments on the test entries
9. Delete the test entries from the system
10. Release the system to the public
11. Advertise your event, including that fact that online entries are now open.

Terminology

Event - An event, in this manual, is one that appears on the calendar e.g. Australian National Championships
Competition - This is a sub group of Event – K1, C1, C2 divisions/4.7, radial, full rig divisions

Before you begin

1. The online entry system can only be created for an event that is on your website's calendar. Ensure that the event is displayed on your calendar before you attempt to create the online entry system.
2. Make sure that the online entry system is created using the site of the organisation that wishes to receive the payments. For example, Black Rock Yacht Club is hosting the 470 world championships. This will appear on the BRYC website calendar as well as Yachting Victoria's website, Yachting Australia's, the International Sailing Federation's and the 470 class associations' websites at state, national and international level. Any one of these associations could be the official event organiser, and wish to collect the entry fee. The online entry system should be set up on the website of the organisation that is going to collect the money. Other websites can create a link to this online entry but cannot accept entries. The reason for this is that each website is connected to ONE payment account, so to ensure that the money goes to the correct organisation, it must be created on this website. For security reasons other accounts cannot be added for individual events.
3. If you wish to use an online credit card facility, it is recommended to have this setup in advance as this can take some time to setup.

Getting Started

Logon to the website using a UserID with Admin access. Go to the calendar and click on your event and in the popup window, click on the Setup Online Entry button. This will only be displayed if you are logged on with Admin access.

Event Status – if this is set to Active/Live, then when a member of the public clicks on the event name in the calendar, there will be a button down the bottom of the new window asking if they wish to enter the event. It is suggested that you set this to Testing/Setup while you are making changes and then reset to Active/Live once you are finished

Entries Open – the public will not be able to enter this event until the specified time and date

Entries Close – the public can still enter the event after this time, but the late fee will be added to their entry fee

Late Entries Close – the public will not be able to enter this event after this time and date

Entry Button Text – the text that will be shown on the button linking the public to the online entry. The program will automatically put in 'Enter this event', but it can be changed to anything you prefer.

Credit Card Accepted? Invoice Payment Accepted? Are you GST Registered? Cheques made out to Payment can be accepted online via credit card (assuming you have previously setup this facility), or you can provide the facility to allow users to print off an invoice and send in with a cheque. It is highly recommended that the entry and the payment be accepted at the same time otherwise reconciliation becomes difficult.

Credit Card on Invoice? – some people are uncomfortable about using their credit cards online. This option allows for the entrant to print off an invoice page, fill in their credit card details and send it in to the organisation.
Public View of entries – It is recommended that this remains turned off until there are a reasonable number of entries because too few entries will discourage others from entering.

Terms & Conditions page – here you must enter the page ID number of your page of terms and conditions that all competitors must agree to. This must be set up separately. It is recommended that the organisation has a standard Terms & Conditions page that is used for all events. For an example of a Terms & Conditions page visit http://www.yachting.org.au/?id=18510

Website – the website of the organising body, automatically entered in

Reply Email – who it will appear that the conformation email has been sent from, and who entrants can reply to.

CC Email – the email that is sent to the competitor will also be sent to this address

Event Pre-Amble – appears at the top of the first page of the online entry

Event Post-Amble – appears after the entrant has paid by credit card.

HTML Hyperlink – this is the HTML that can be put into any other website to create a link to the online entry system. It will be automatically generated. Cut/paste this link into a page of another site to create a direct link to your online entry for this event.

Competition setup

Within an event, there may be several divisions, referred to as Competitions in the online entry system. This does not have to be each individual event such as 100m, 200m, 400m freestyle in swimming, but could be split into Junior, Senior. It is common to split the comps into the different price ranges, e.g. Single Handers $30, Double Handers $40.

It is recommended that each individual division should be set up as a separate competition if there are only a few divisions (e.g up to 15). At the very least, competitions would usually be set up by price, as there can only be one entry fee per competition, although this can be modified using the optional extras. For example one may be tempted to only set up two competitions for the Australian Flatwater Championships – Canoe and Kayaks. If the entry fees are different for the C1 C2 and C4 divisions though, it is recommended that they be separated.

To get to the Competition setup screen, you must first be in the Setup Online Entry screen. Down the bottom of the page, you will find the Competition Setup button

There will be no competitions on screen so you must click the Add button to create one.

Competition Title – the title of the competition or division

Class – the type of boat used within this class. If there is no specific boat, there is an option for an open event (Yachting only)

Members Only – is this competition open to competitors who are not a member of the National body?

Non-Mem Fee? – the entry fee for those who are not members of the National body. Do not leave blank if the fee is the same as the members fee, enter the same number

Entry Fee$ - entry fee for members

Late Fee$ - the extra amount to be charged to the late entrant on top of the usual entry fee

Age Based? – does the age of the competitor matter?

Minimum Age – used if the competition is a Masters comp, for example

Maximum Age – used if the competition is a Youth comp, for example

More than one person per entry? – used when the competition is for teams with more one member.

Number in Team? – how many are in the team for this entry?

Optional extras

The optional extras options create a form that entrants are required to complete following the original registration details in the opening screen. The final form may look something like this:

To add in optional extras, you need to go back to the event setup page, and down the bottom of the screen click on the Optional Extras button

If your organisation has a common set of input items used repeatedly, you can type in the event ID of another event and the system will copy all of the optional items from this event.

It is strongly suggested that you take the time to do this to save time later on. Otherwise, you will need to create each item line by line. You do not need to worry about the order items are entered in, that can be changed later.

Type of optional item – refers to how you wish the person to give you information:

Short input text box – a short box in which one can enter text (used in the sample form for presentation night tickets)

Medium input text box – used in sample form for sail number

Long input text box – used in sample form for boat name

Radio buttons – where only one option can be selected (used in the sample form for t-shirt size)

Check boxes – several of these options can be selected (used in the sample form for ‘Competing in’)

Text – this is used for giving information to the entrant (used in sample form in bold italic)

Thick horizontal line – used in sample form at the top and bottom of the sample form. Simply used to format the look of the page

Thin horizontal line – used in sample form to separate the business side of things and the more light hearted, fun stuff. Purely aesthetics.

Input on this line is Mandatory – if Yes is selected, then the entrant must answer the question before they can continue with their online entry (will have an asterix next to it on the final form)

Description – the question that the person entering will be responding to.

Font style for text – some basic font styles, suggested that you just play around with them until you find the one you want

Cost per Item – only applicable for input text boxes (used in the sample form for presentation night tickets)

Request quantities – only applicable when using a small input text box (used in sample form for presentation night tickets)

Multiple options – only applicable when using check boxes or radio buttons.

Altering optional extras

Once all optional extras have been added, scroll to the bottom of the window and press the 'Cancel – List all' button.

All optional extras will be listed in the order they were created.

To change the order, swap the Line Order numbers around into the order you want.

Once you have changed them, you can click the Update button and the list will appear in the new order.

You can edit any of the optional items by clicking the Edit button on the right, and can delete them by clicking the DELETE button. You can also see what the page will look like to the entrant by clicking the Preview Form. This should help you decide what order you want your items in, as well as features such as fonts.

Assigning Team Managers with database access

Last Modified on 21/10/2015 10:44 am AEDT

How to give Team Managers access to your Database.

Member Profile Overview

Last Modified on 17/06/2016 3:49 pm AEST

The below video contains information regarding Member Profile.

Programs - Overview

Last Modified on 27/10/2016 4:13 pm AEDT

The Program functionality allows your organisation to participate in a National Discover Sailing Day Program and also set up Discover Sailing Programs at your Organisation so that they appear on the National Program Finder, allowing the public to find your organisation and register to participate.

To use the Program functionality, complete the following steps:

Step 1: Add a Member Record Type for Program Participants

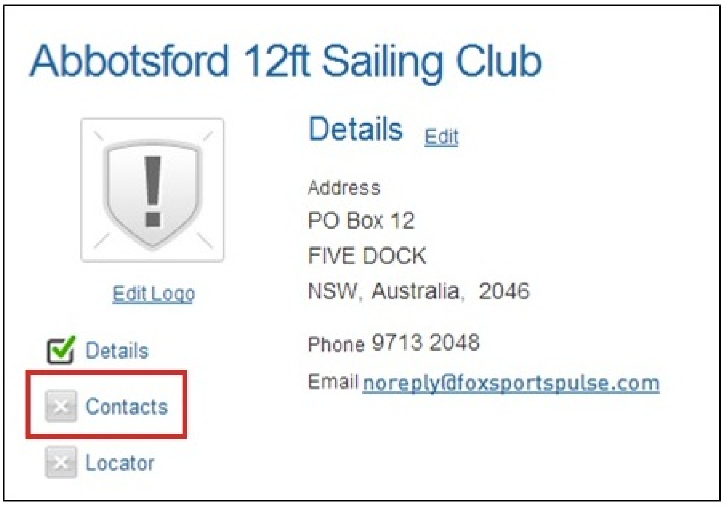
Follow the steps to create a Member Record Type for the Program you are creating. If you are setting up a Discover Sailing Program (i.e. Discover Sailing Day), it's recommended that you set up the following Member Record Type: Discover Sailing Participant. Please ensure that you map this Member Record Type to the appropriate State (Parent) Type. Contact your State Association if you are unsure about how to do this.

Please Note: It is important that you set up a Member Record Type to assign to anyone who participates in a Program that your organisation is running. If you do not do this, you will have to assign Program participants a Member Record Type that you use for your Members, meaning Program participants could be included in your membership count.

Step 2: Add/Edit Contact Details

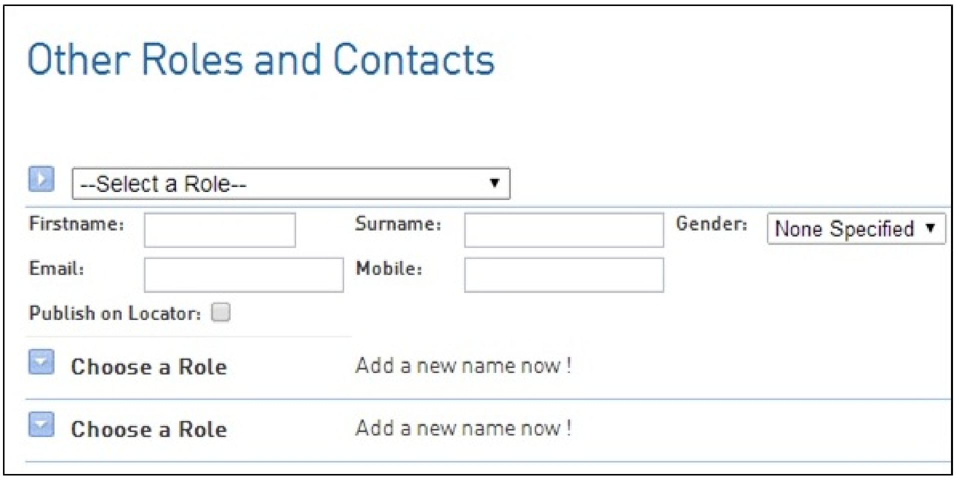
Club contact details are published in several locations, including the Club Locator and Discover Sailing Day Locator. It is important to make sure your club contacts are up to date, especially if you are intending on running in a Discover Sailing Program. To add or edit Club Contacts either view the Support Article or complete the following process:

1. On the Club dashboard, click on Contacts.

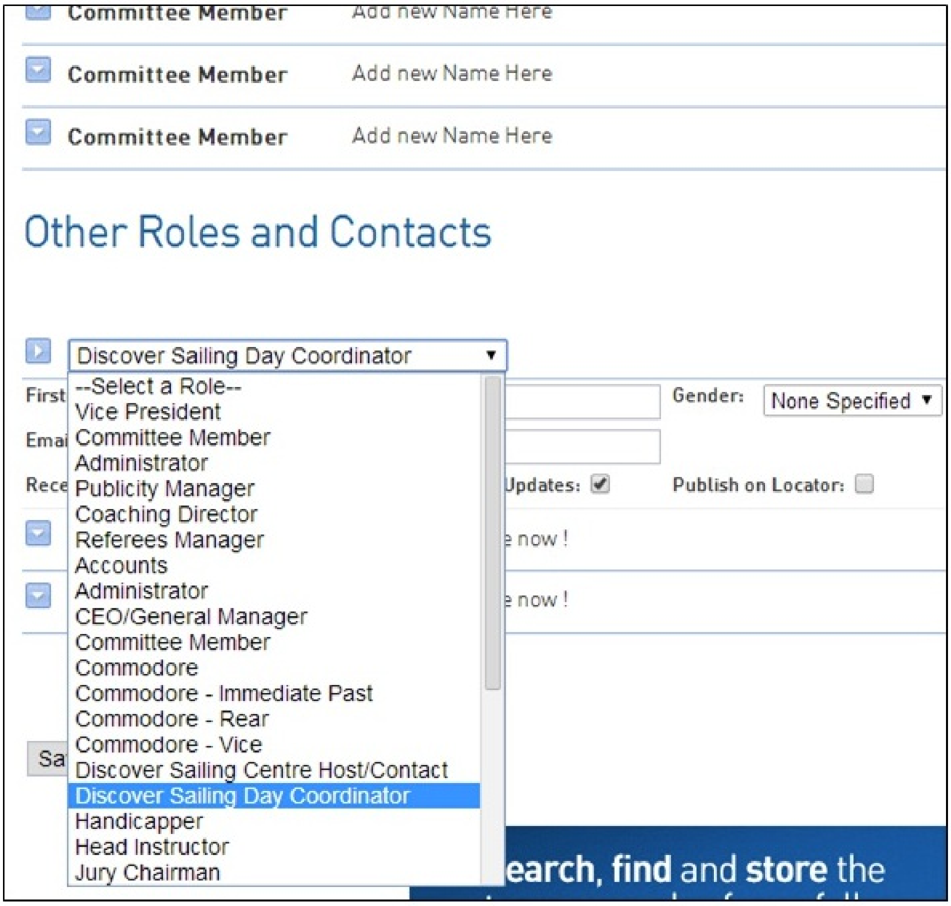


2. The Contacts page will appear. If you are participating in a Discover Sailing Program, you'll need to assign a

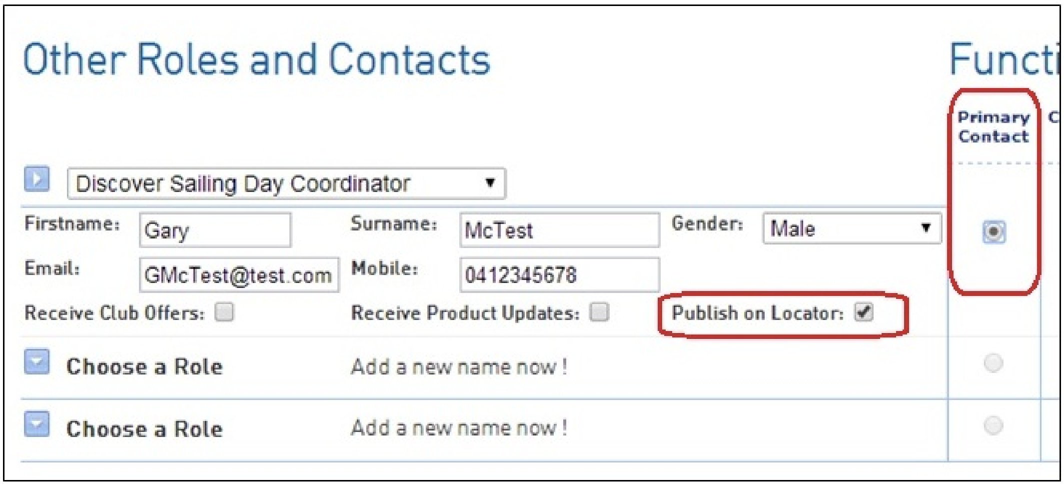
‘Discover Sailing Host’, listed under ‘Other Roles and Contacts’.



3. To add a ‘Discover Sailing Day Host’, click on the down arrow and a list of roles will appear. Select the role to add details. You can add multiple people for a role if required.



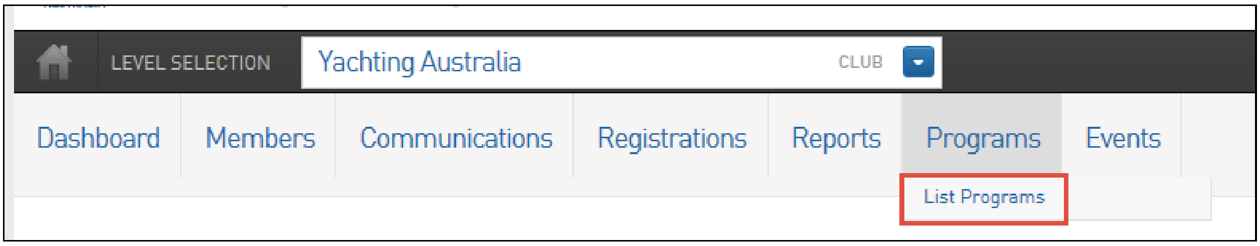
4. Add the details of the ‘Discover Sailing Host’. Publish on Locator determines whether the contact person's name and contact details are displayed on the Discover Sailing Locator. If there is more than one Discover Sailing Host, one person can be assigned the primary contact by selecting the Primary Contact radio button. Publish on Locator must be selected for the Primary Contact.



5. When you have finished adding contacts, click Save.

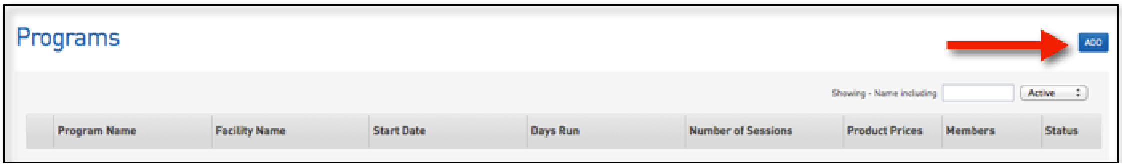
Step 3: Setting up a Program Programs will be set up at national level for clubs to participate in. The following steps outline how you can set up a Program:

1. Login to your club database and select Programs in the header.

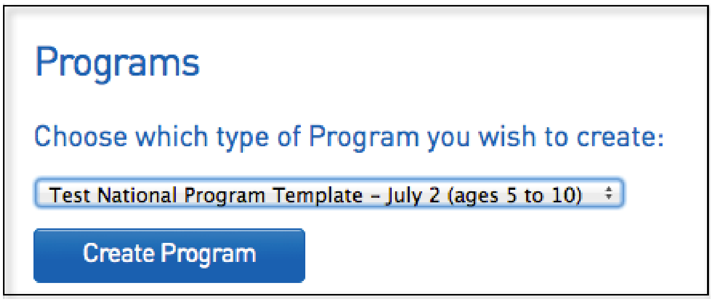


2. Click on Add a New Program

Please note: You need to add a new program for every individual day you run. For example, if one Program is a Monday and the other is a Friday, they need to be set up as individual programs.



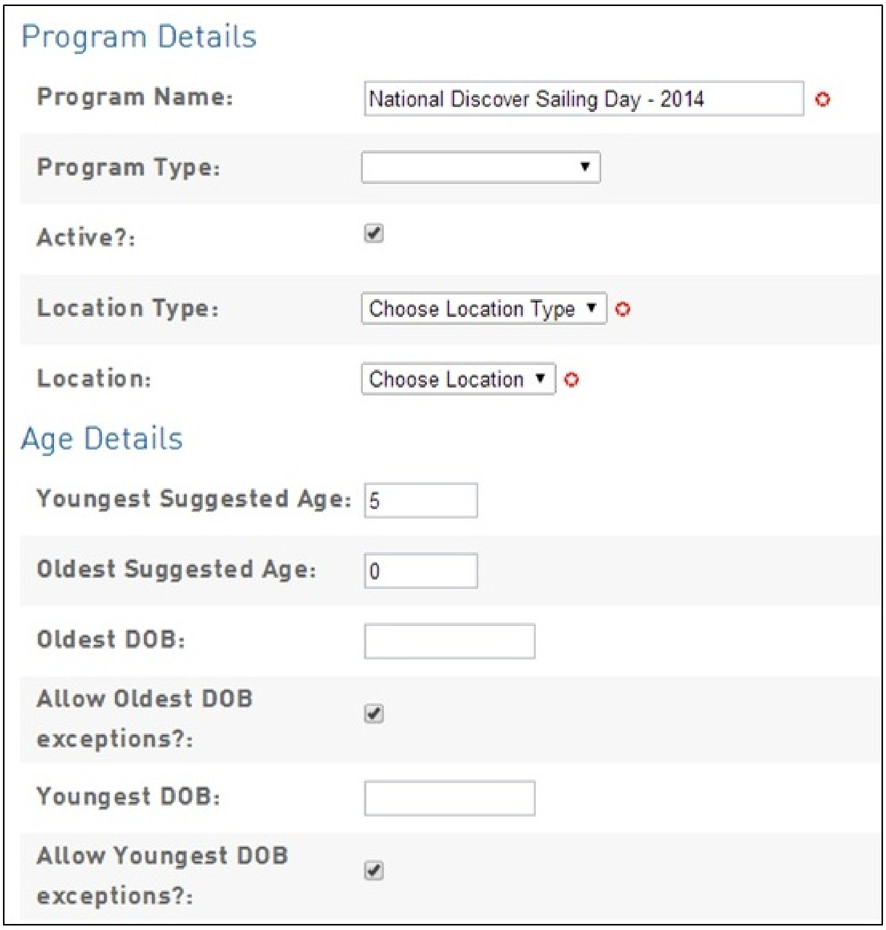
3. Choose the Program you wish to create. This can be selected from the drop-down list set by Yachting Australia. Click 'Create Program' when you find the Program that you want to set.



4. The next screen will give you the ability to edit the Program. In this screen you need to complete the

Program details specifically for your club.

Please note: There are some restrictions that are set by the national body to create a standard national program. All fields that have a red dot against them are mandatory.



4.1. Program Name: The default Program Name will be automatically populated. You can alter the Program name as required.

4.2. Program Type: This indicates the type of sailing your organisation will be offering in a Program: Dinghy, Keelboat, All Abilities etc... Please Note: You'll need to set up a Program for each Program Type you want to offer e.g. if you want to offer Dinghy and Keelboat you'll need to set up 2 Programs - a separate Program for each Program Type.

4.3. Active: By ticking Active, the Program will be made available to the public.

4.4. Location Type: Select Club. This will enable you to select the Locator details for your Club. If you need to update your Club Locator details, please view the support article. Please Note: To be able to add your Club location, the 'Venue Name' field must be populated in the club locator.

4.5. Location: If you have selected Club in the Location Type you will be able to select your Club location.

4.6. Youngest Suggested Age: Insert the minimum age of participants for the Program you are setting up.

4.7. Oldest Suggested Age: Insert the maximum age of participants for the Program you are setting up.

4.8. Oldest DOB: Insert the maximum DOB of participants for the Program you are setting up - optional.

4.9. Allow Oldest DOB exceptions: Tick if you want to allow exceptions to the maximum DOB - optional.

4.10. Youngest DOB: Insert the minimum DOB of participants for the Program you are setting up - optional.

4.11. Allow Youngest DOB exceptions: Tick if you want to allow exceptions to the minimum DOB - optional.

4.12. Start Date: Add an official start date of the program.. For the National Discover Sailing Day the date is fixed as Sunday, 26 October 2014.

4.13. Start Time: Add the Program Start Time in 24 hour format. Please Note: If you want to run different times for a Program, you'll need to set up a Program for each time you want to run a Program e.g. if you want two times (10am - 12pm & 1pm - 3pm), you'll need to set up 2 Programs - a separate Program for each time.

4.14. Capacity: Add the maximum participant Capacity for the program you are setting up. If you do not have a limit on the capacity and want to take all participants simply enter a very high number. Please Note: Once the number of people registered for a Program reaches the capacity you have set, no additional people will be able to register for the Program. It is advised that you set the capacity slightly above what your Club can manage to account for people who register for a Program but do not attend. e.g. if your Club can manage 100 people, set the capacity at 110.

4.15. Duration: Enter the Program duration (in minutes).

4.16. Number of Sessions:

4.17. Days Run: Enter the day of the week that the Program will be running. Ensure that the day of the week matches your start date.

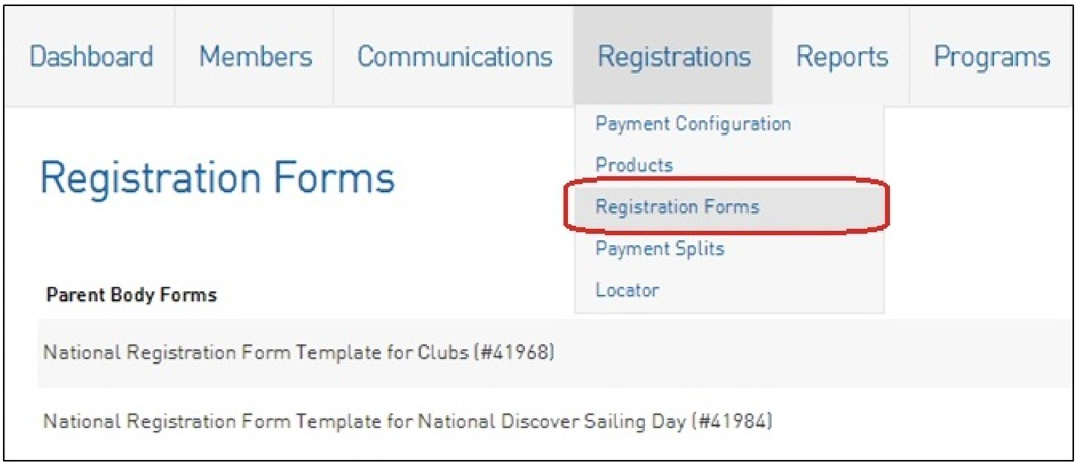
4.18. Default status of new Members on Enrolment: Set as Active.

Once you have added the required details click 'Create Program'.

Step 4: Setting up a Member Record Type and Assigning it to a Program Registration Form You need to assign the appropriate Member Record Type to the Program registration Form

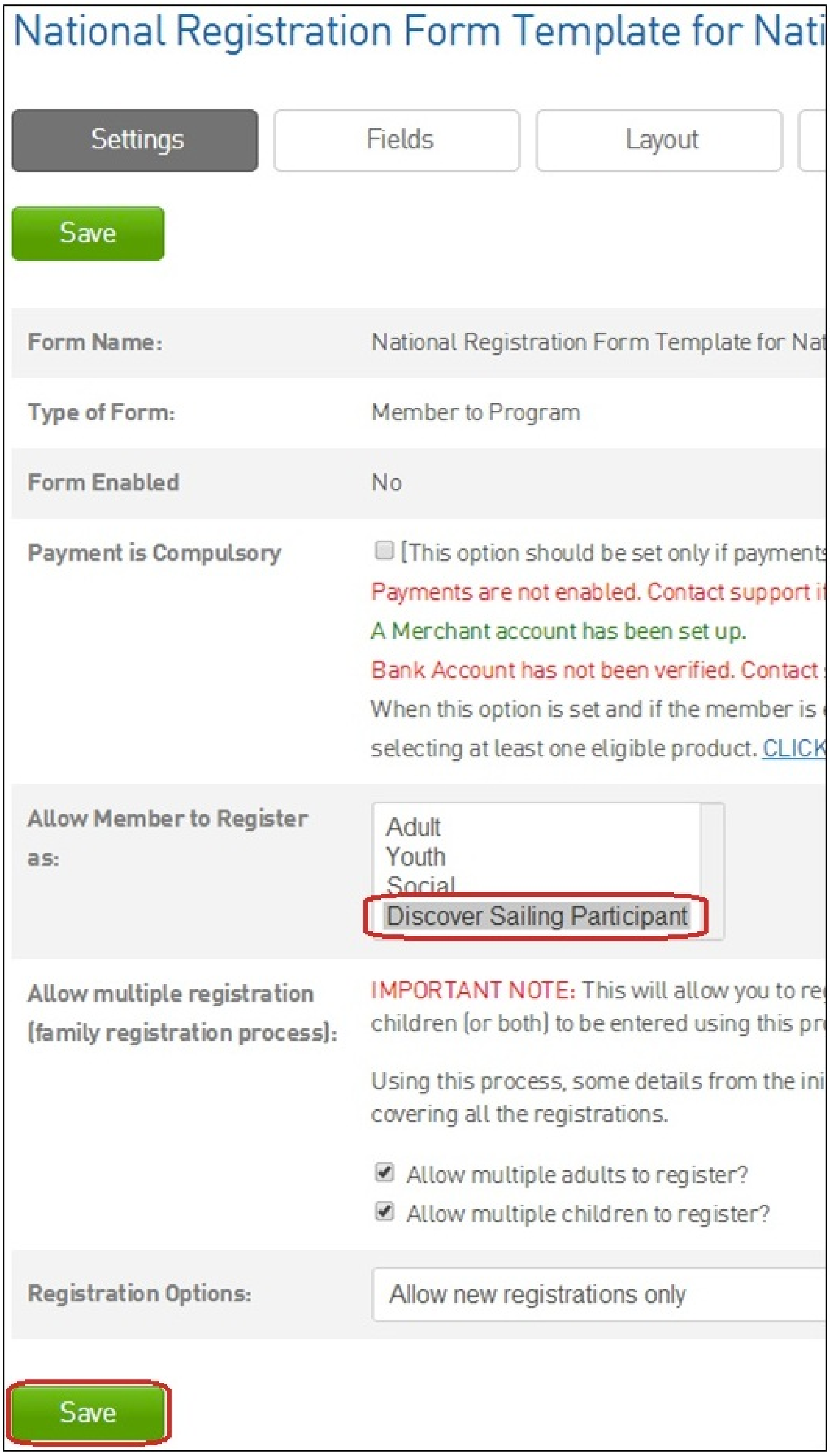
1. If you haven't already set up a Member Record Type for the Program you are setting up, please view the following article: Setting up Member Record Types. If you are setting up a Discover Sailing Program (i.e. Discover Sailing Day), it's recommended that you set up the following Member Record Type: Discover Sailing Participant. Please ensure that you map this Member Record Type to the appropriate State Type. Contact your State Association if you are unsure about this.

2. To assign the Member Record Type to the registration form, navigate to the 'Registration Forms' section.



3. Edit the National Registration Form Template for Discover Sailing Day.

4. On the form select the appropriate Member Record Type (Discover Sailing Participant) and Save



If you have followed the steps above, the Program will be set up and participants will be able to find the details for your club when searching on the Discover Sailing website and register for the program.

5. To view and manage the list of Programs set-up for your club, click on Programs in the header.

	Program Name	Location Name	Start Date	Days Run
	National Discover Sailing ...	Yachting Australia Test Fac...	2014-10-26	Sun
	National Discover Sailing ...	Yachting Australia Office	2014-10-26	Sun
	National Discover Sailing ...	Yachting Australia Office	2014-10-26	Sun
	National Discover Sailing ...	Yachting Australia Office	2014-10-26	Sun

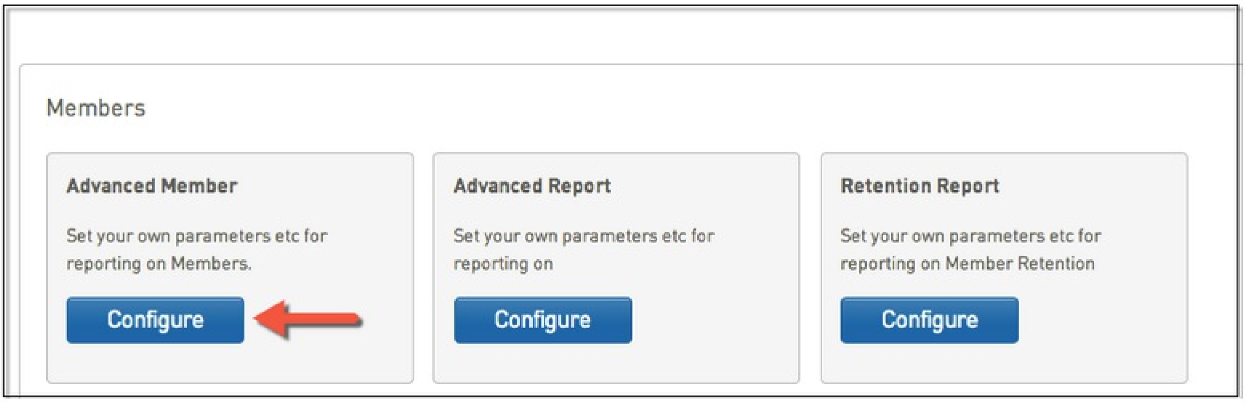
Extracting a Participant List

Last Modified on 27/10/2016 4:09 pm AEDT

To extract a list of Participants registered for a Discover Sailing Day, complete out the following steps:

1. Click on Reports in the myClub header.

2. From the list of options on the left hand side, select Members. Then select Configure under the Advanced Member option.



3. On the left hand side are the categories of database fields available to include in your report. Click on one of these categories to expand the list to show all fields available within that category. Use the scroll bar to navigate up and down the list of fields.

To extract a list of Participants for a Discover Sailing Day, drag the following fields (at a minimum) into the Selected Fields area:

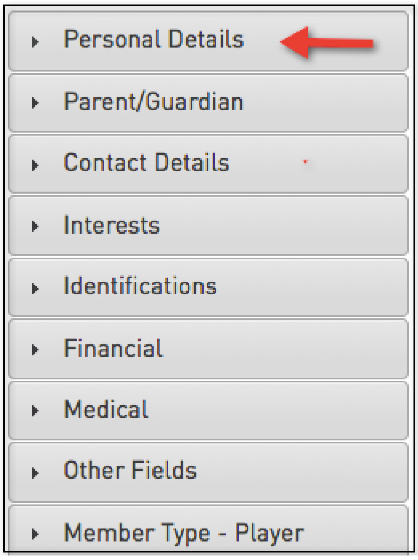
- First Name (Personal Details)

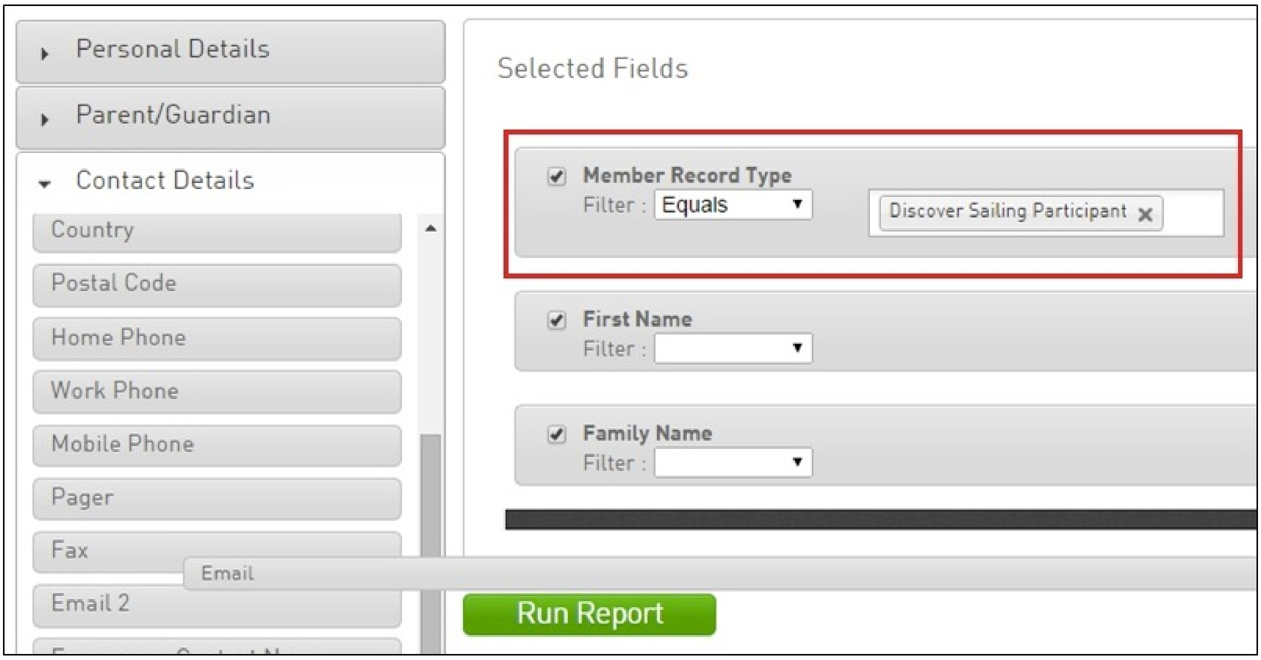
-Family Name (Personal Details)

- Email (Contact Details)

- Member Record Type (Member Records)

For the Member Record Type field you will need to set the filter to: Equals>Discover Sailing Participant.





4. Once you have added all of the required fields, scroll down to the 'Options' area. Select the following options:

a). Show: Unique records only

b). Sort by: Select a field from the drop-down list that you want to sort the report by and select the sort order - ascending or descending from the next drop down list. You can leave this field as the default.

c). Secondary sort by: If you wish to apply a secondary sort, select a field from the drop-down list and select the sort order (ascending or descending) from the next drop down list. You can leave this field as the default.

d). Group by: To group the data under headings, select a field from the drop-down list. For example, you could group your member data by member type. You can leave this field as the default.

5. Once you have set your sort and grouping options, scroll down to 'Report Output'. Select one of the

following two options:

Display: open the report in a new screen on your Internet browser Email: email the report as a text file, suitable to be imported and modified in another program. If you wish to use this option, you must enter a valid email address into the 'Email Address' field.

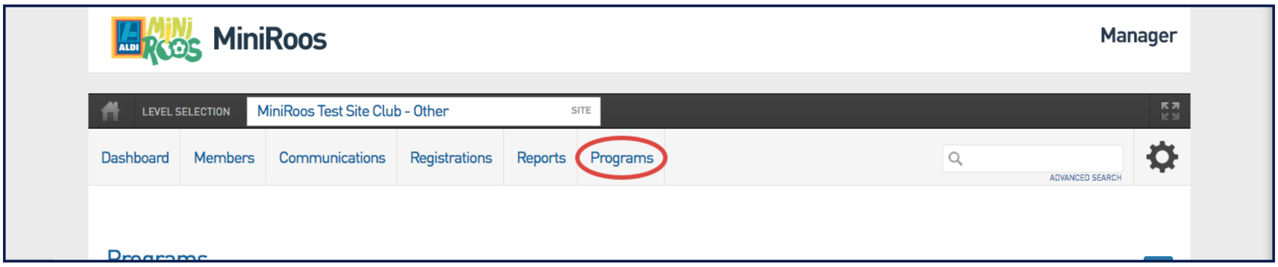
6. The final option available is to save the report. This will enable you to generate this same report again in the future at the click of a button without having to go through the process of selecting and setting up all the fields and options again.

Create a Program

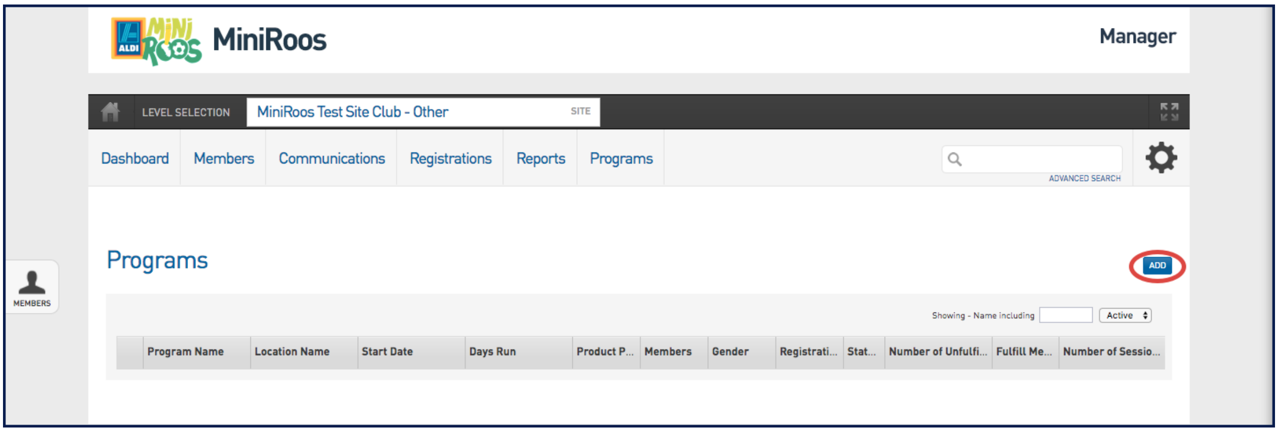
Last Modified on 12/02/2022 4:19 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

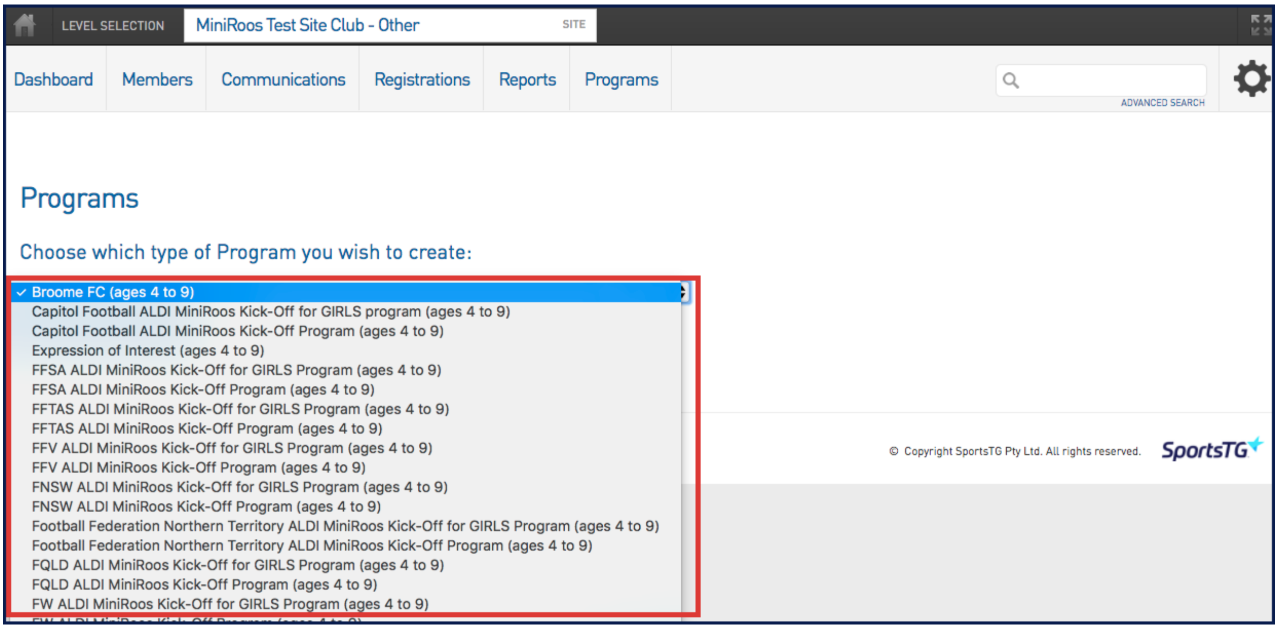
1. Select **Programs** from the menu.



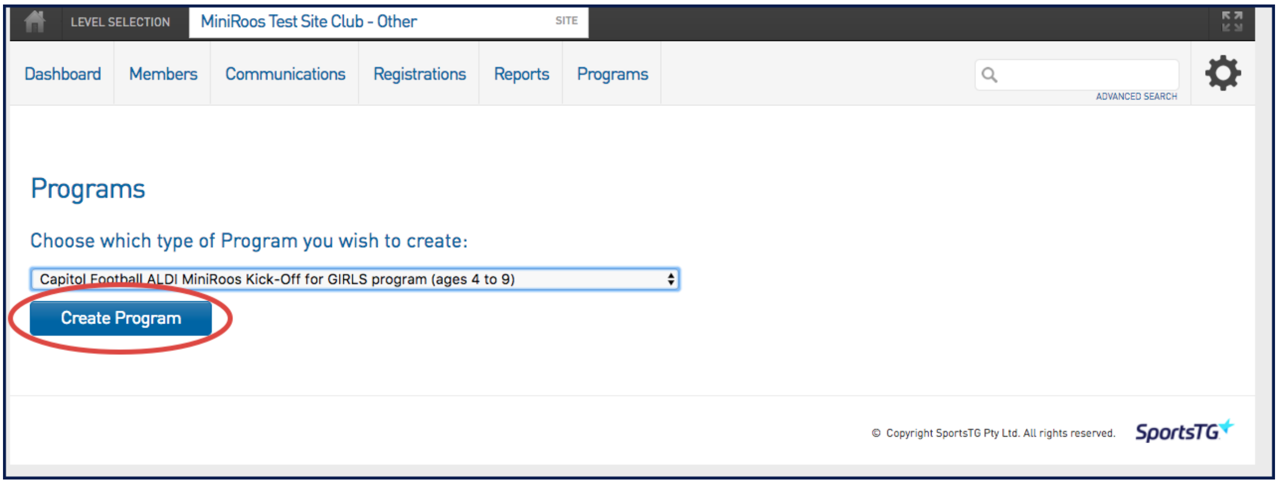
2. Click **Add** to create a new program. This will open the page where you can create a program.



3. Select the type of program you wish to create from **Choose which type of Program you wish to create** drop-down.

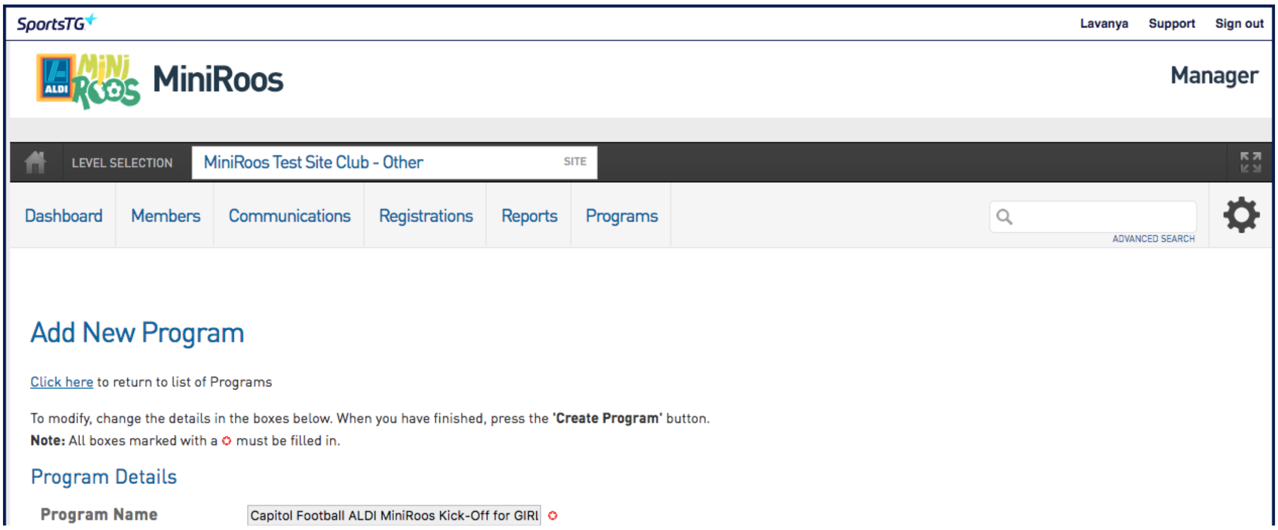


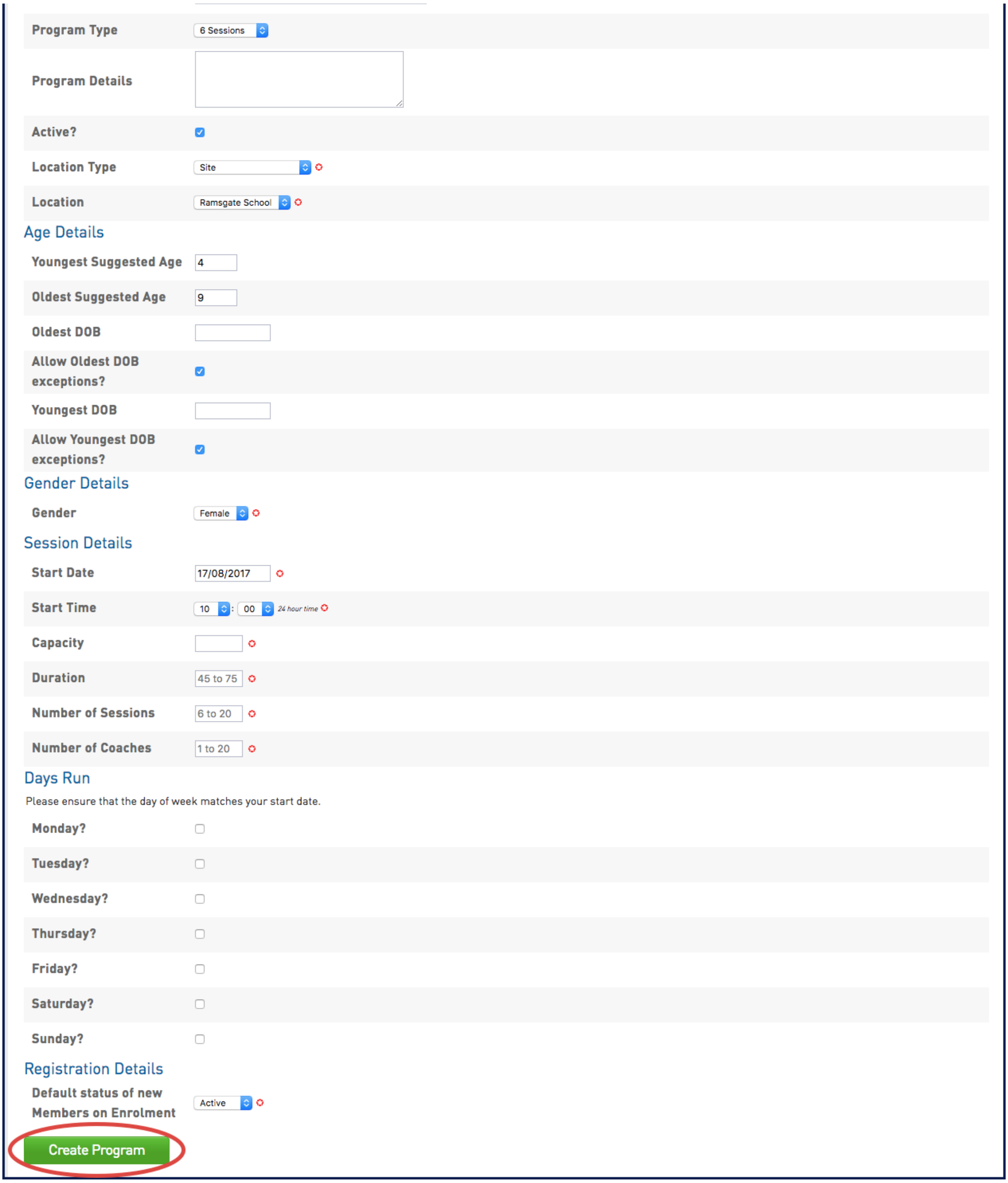
4. Click **Create Program.** This will open the Add New Program page.



5. Enter all the information and click **Create Program.**

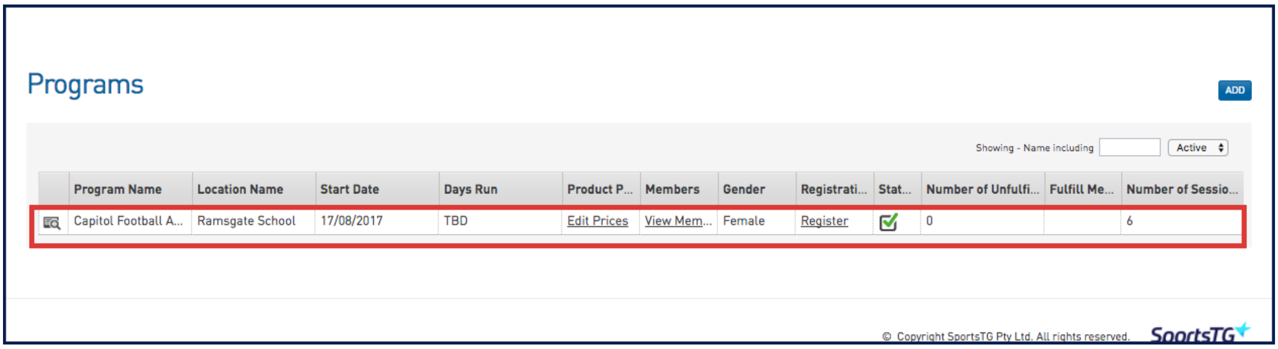
> **NOTE:** all fields marked with red star symbol are mandatory.





6. You will get a message stating that the program was added successfully. Click on **Click here** to go the program list and verify.

7. The Program in created. Continue to Add until you complete creating all your programs.



Manually adding a member to a program

Last Modified on 10/11/2021 10:16 am AEDT

Admins now have the ability to manually add members to indivdual programs *however, members need to be first registered to the club or league/association first.*

NOTE: if you do not see this configuration enabled, please contact our support team to get this turned on. However, if you are an organisation that is part of a national sporting body you will need to speak to your state contact first to get permission to turn this on as it may not be possible based on the sports business rules and how they would like to manage members.

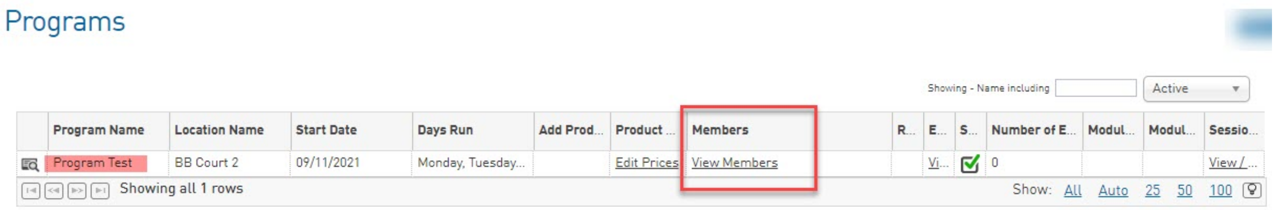
1. Log into the level (state,assoc,club etc) where the program is being run from.

Manually add the member/s to the organisation

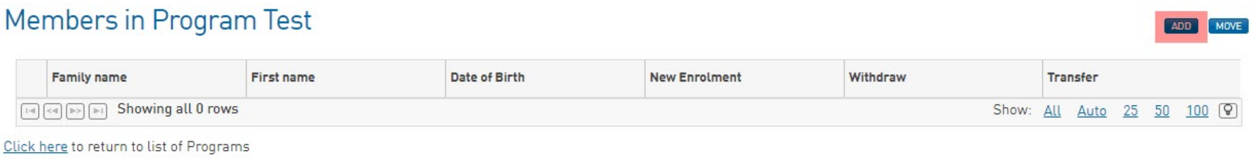
2. Members > List Members > Add.

Locate the program where the member needs to be added.

3. Programs > Click **VIEW MEMBERS** (under Members heading) against the relevant program.

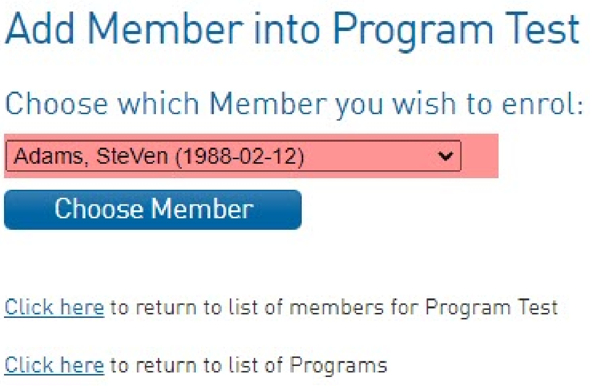


4. Click the **ADD** button in the top right hand side.

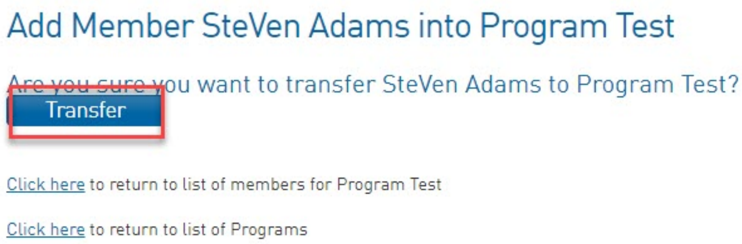


5. Select the relevant member from the drop down list.

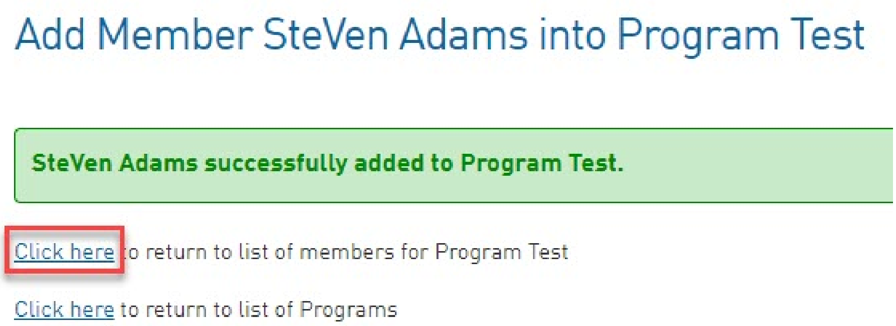
6. Select **CHOOSE MEMBER**.



7. A confirmation page will appear to confirm you want to add this member. Click **TRANSFER**.



8. A screen will display confirming member has been added to the program. Click the button to go back to the member list for the program where this member now appears.



9. Repeat for other members needing to be added to the program.

How do I view program registration history for a member?

Last Modified on 12/11/2021 12:57 am AEDT

Admins have the ability to check what programs a member is currently registered to or has been registered to in the past via their member profile within the organisation.

This can only be seen if the organisation is currently running programs and the member has been registered to programs at some point. If the member has not been part of a program within your organisation but has been in another organisation, your organisation won't be able to see this - you can only view program history of a member within your organsiation.

To view the program history of a member:

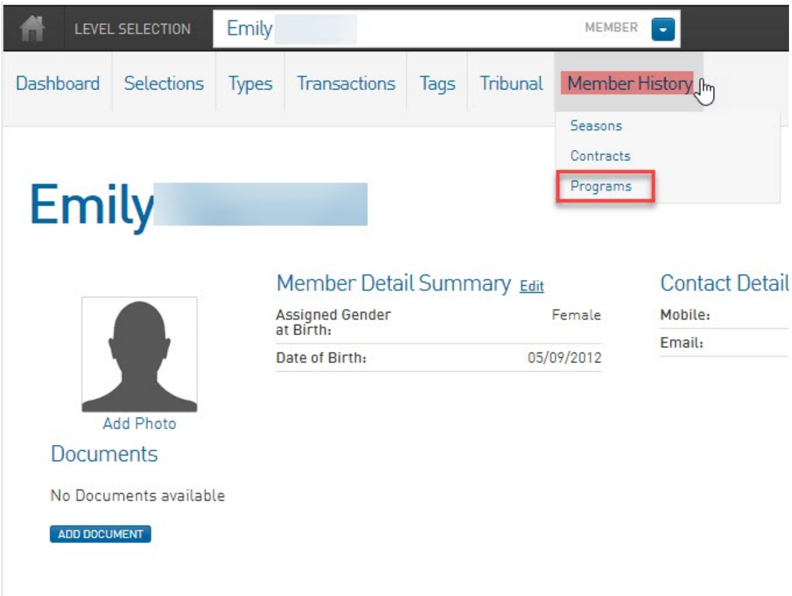
1. Log into your organisation.

2. Members > List Members.

3. Search for the member within the search bar in the member list.

4. Click the magnifying glass against the members record.

5. Hover over **MEMBER HISTORY** > select **PROGRAMS**.



Here you will see a list of current/previous programs this member has been part of.

This is a read-only screen and any changes needing to be made need to be done in the program itself.

Program Registration History

Organisation	Program Name	Location	Registration Date
Powerhouse/St Kilda Hockey Club	2020 Hookin2Hockey Registration	Powerhouse St Kilda Hockey Club	2020-03-08 19:58:47
Powerhouse/St Kilda Hockey Club	2021 Hookin2Hockey	Powerhouse St Kilda Hockey Club	2021-03-10 20:18:28

Managing Program Templates

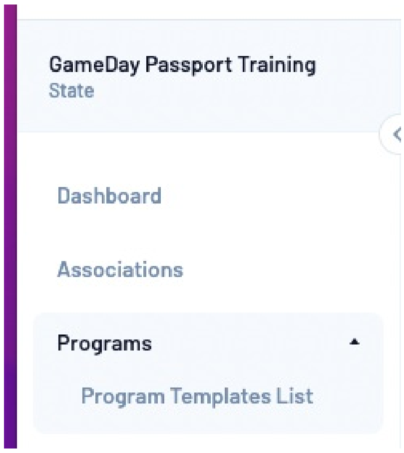
Last Modified on 15/02/2022 9:06 pm AEDT

Program Templates are created and managed at Program management level (usually National or State level). This allows Program managers to create templates that are used by Program facilitators (Clubs or Centres) to create a Program using a Program Template.

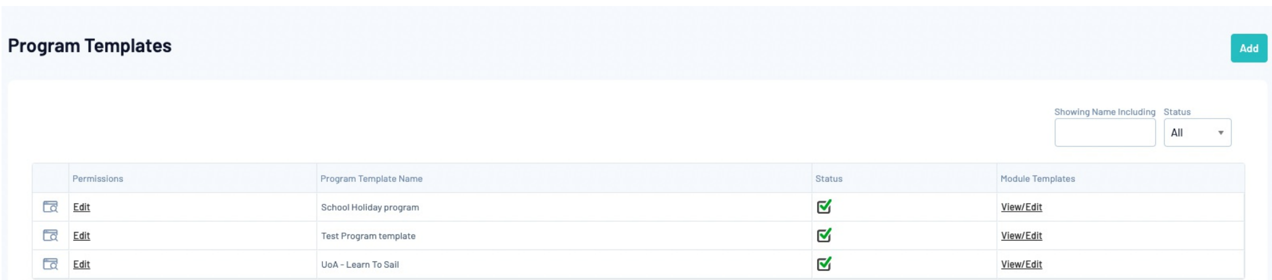
Create a Program Template

To create a **Program Template**, complete the following steps:

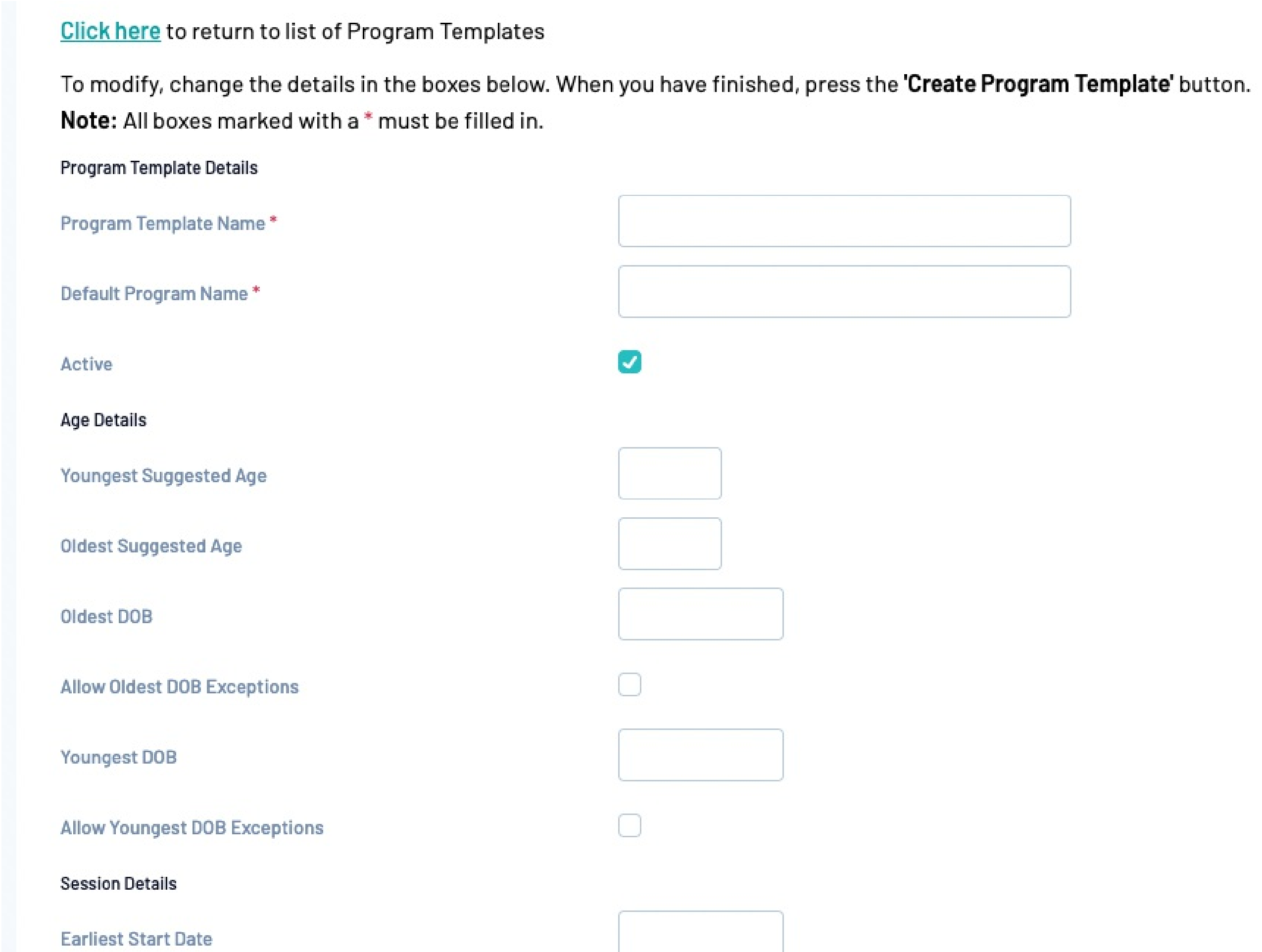
Step 1: Log into your organisation at state level and select programs



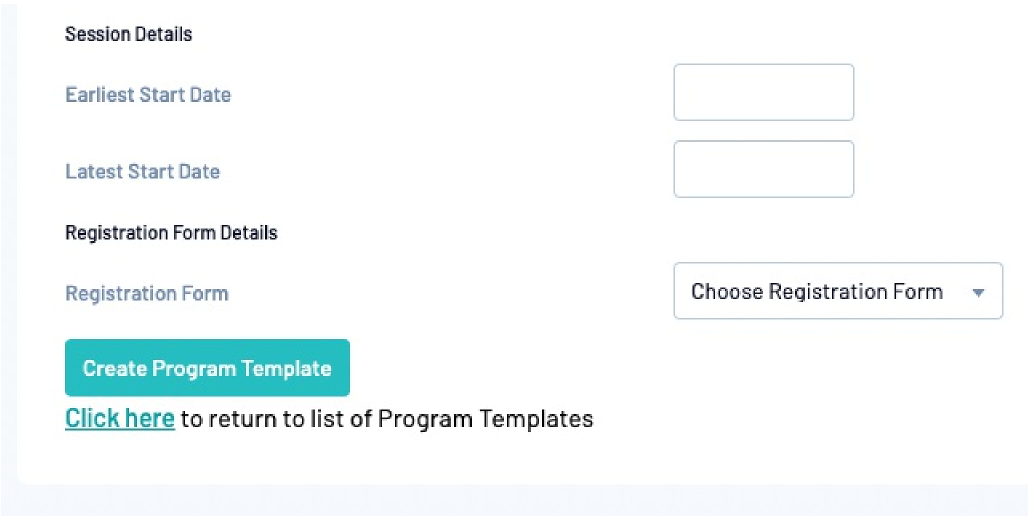
Step 2: Select program template List



Step 3: Click the add button in the top right hand corner to create a new program template



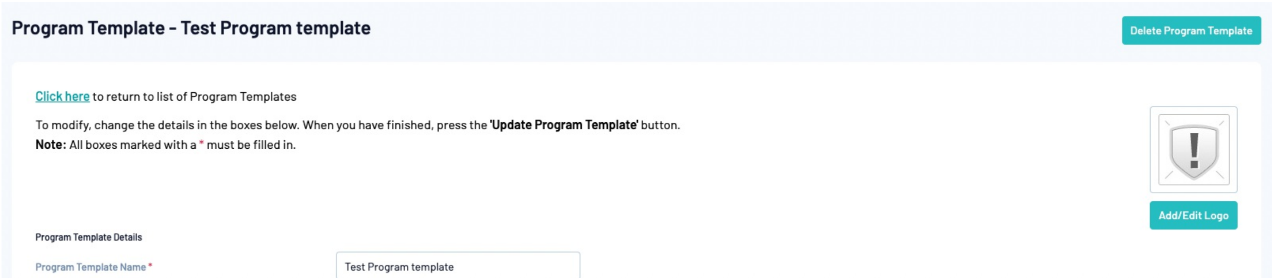
Step 4: Click "Create Program Template" once you have finished adding in the details of your program template



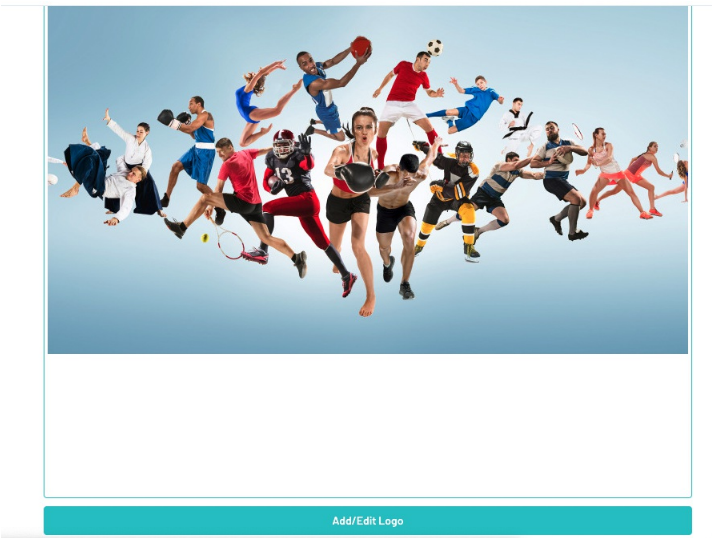
Adding a logo to your program template

Step 1: Return to the list of Program Templates and click on the magnifying glass icon to view your template

Step 2: Click add/edit logo on the right of the screen



Step 3: Click add/edit logo if you wish to change the desired photo. Otherwise, click update Program Template at the bottom of the page.



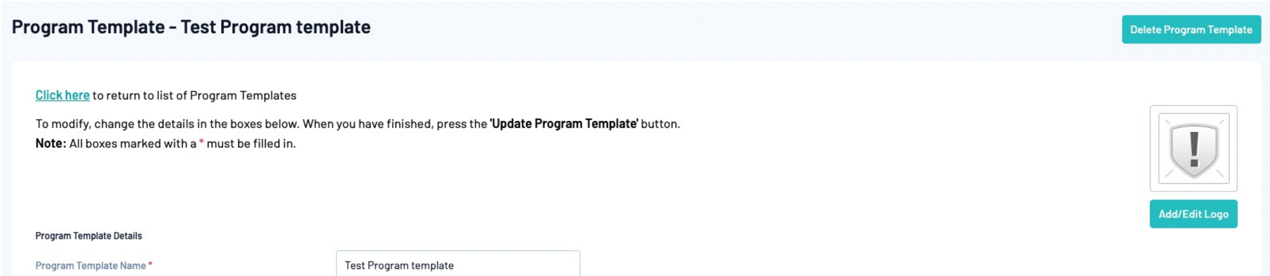
You have now successfully added a logo to your Program Template. The Program Logo will display on the Registration form for all Programs that utilise this Program Template.

Deleting unwanted Program Templates

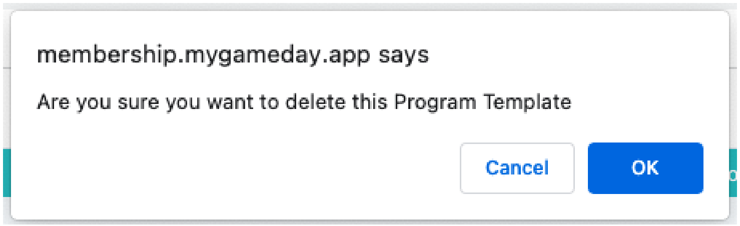
If you no longer want a program template, you can either delete the template or remove the "Active status" of the template.

Deleting template

Step 1: Click delete Program Template in the top right hand corner when viewing a template



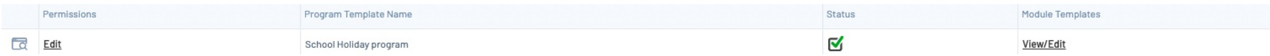
Step 2: A pop up will be displayed on the screen. Press OK.



Your program template is now deleted.

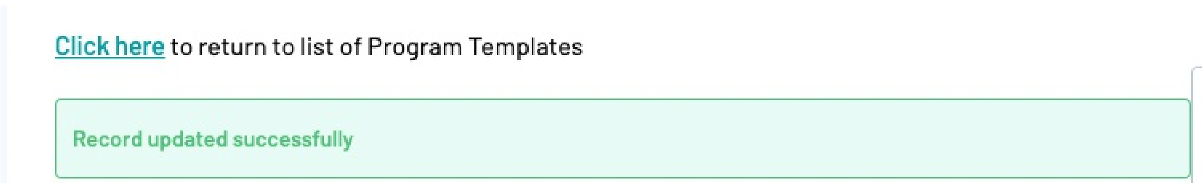
Removing the "Active" status of a template

Active program templates will have a green tick next below their status. To remove the active status, view the program template and follow the steps below.

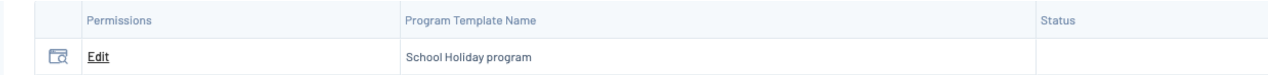


Step 1:Under Program Template Details, click on the green tick next to "Active" so that is no longer green.

Step 2: Click Update Program Template at the bottom of the page and you will get a confirmation that the Program template is no longer active.



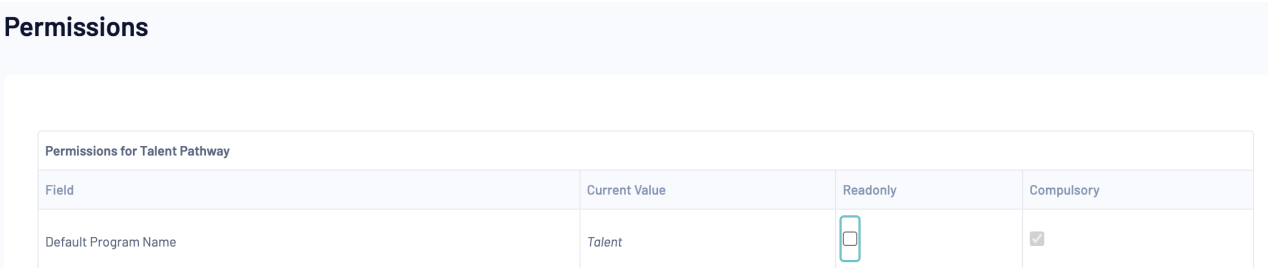
There wont be a green tick under the status column in the Program Template list after a template has been made inactive.



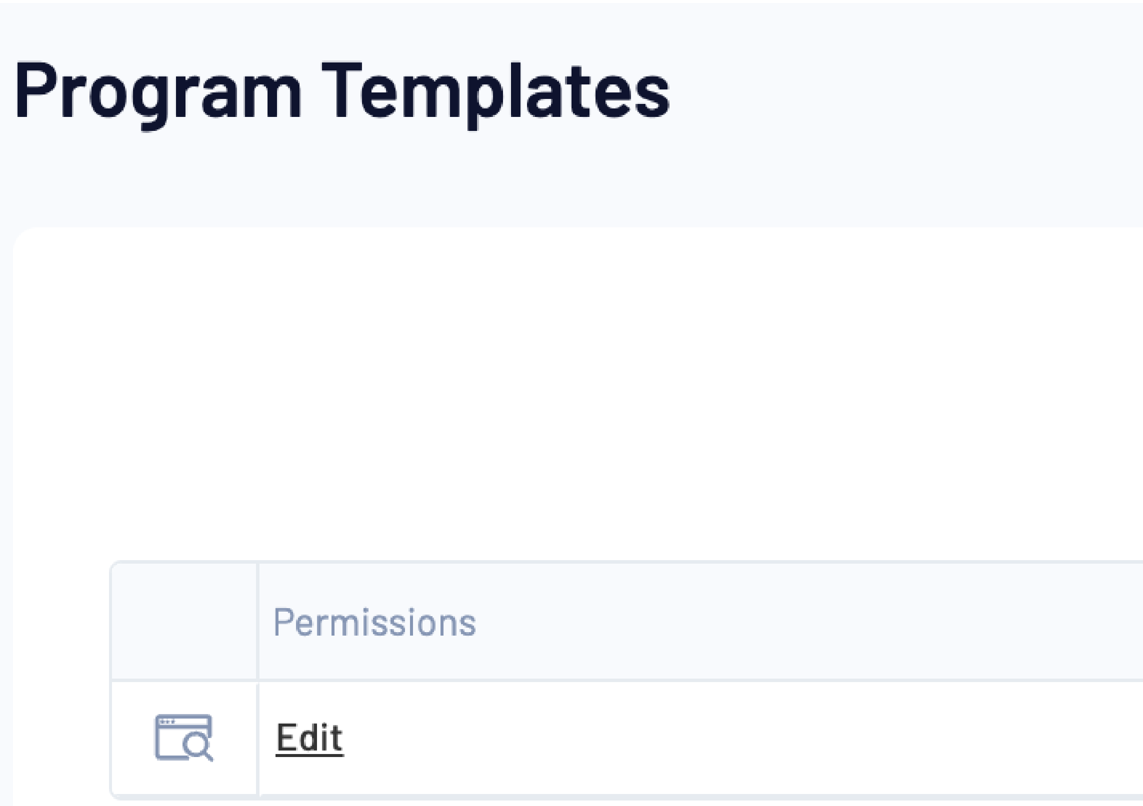
You have now successfully updated the status of your Program Template.

Managing Program Template Permissions

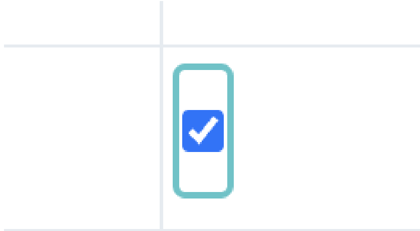
Organisations are able to edit permissions within each Program Template. This provides the functionality of making specific information fields READonly or Compulsory. Checking the compulsory box means the user will not be able to complete the form, without inputting the required information.



Step 1: To edit permissions, click "Edit" under the permissions column.



Step 2: Select the permissions for the information field by checking the boxes within the correct Readonly/Compulsory column. The Box will turn blue when selected.



Step 3: Save your changes when you're finished by clicking on "update permissions" at the bottom of the page.

Seasons

Last Modified on 01/08/2017 4:12 pm AEST

For the purpose of Membership, a season is a defined 'Registration Period'. A season could be a calendar year, a calendar season (summer, winter, etc), bi-annually, or whatever the sport requires. Membership allows seasons to either be controlled by a sport's National Governing Body or by each association.

Note - Depending on your Sport, your Seasons may be locked and set by your National Body, who will notify you when Registrations are available. Please contact your Sport directly for further clarification.

Should you be unable to access or edit your seasons, due to them being locked by your National Body, please proceed to the next steps in configuring your database, in preparation for your National Season Rollover.

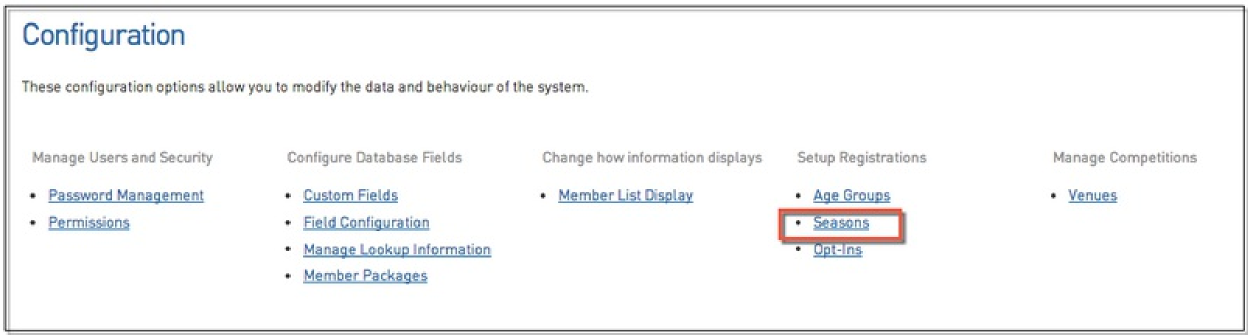
Seasons are an integral part of SportsTG Membership. All member registrations and all competitions must be assigned to a season. As a result, setting up seasons needs to be one of the very first things you do in Membership before setting up your competitions and registering/ importing members. This will ensure that your data is managed and organised effectively, leading to accurate and informative historical data. By organising your member and competition data into Seasons you will be able to quickly find information and produce reports.

Add a new Season

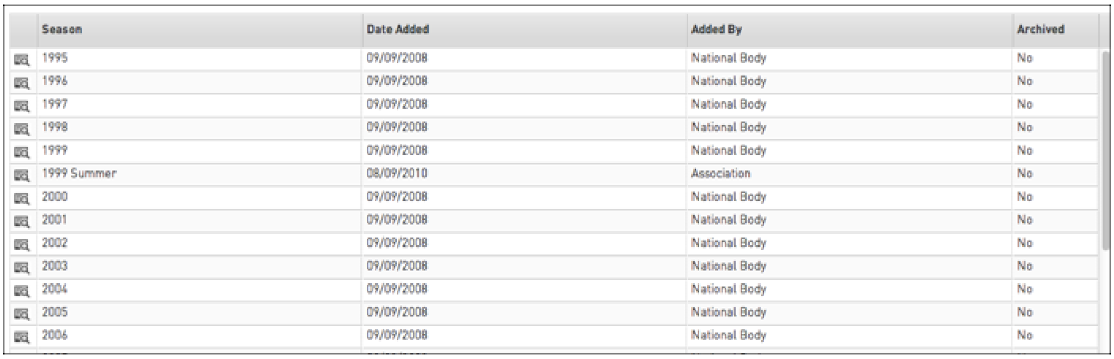
1. Log into the Membership at either the National Governing Body or Association level.

2. Click on the Configuration icon and select Settings from the drop-down list.

3. Under 'Set up Registrations' click on Seasons.

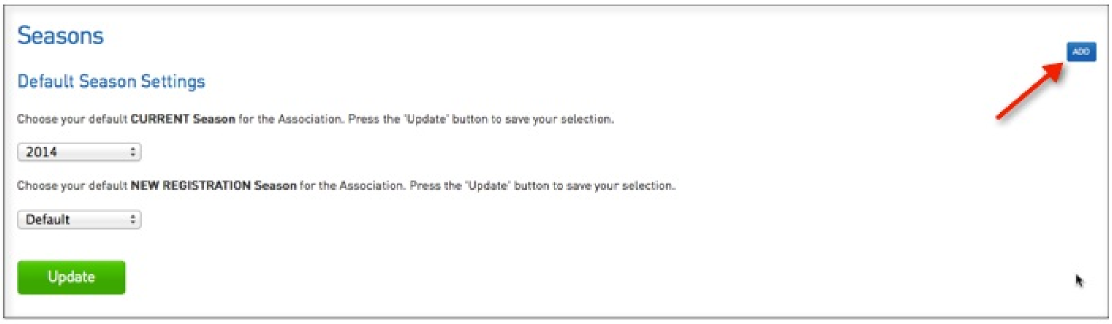


4. You will see a list of all the seasons created by the National Body, the Association, or both (depending on the permissions allowed).



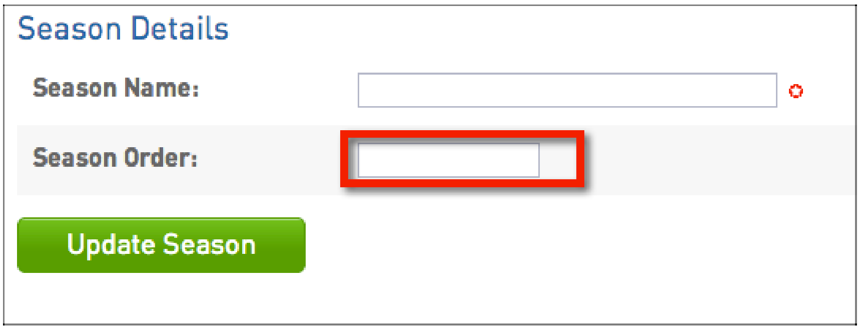
	Season	Date Added	Added By	Archived
	1995	09/09/2008	National Body	No
	1996	09/09/2008	National Body	No
	1997	09/09/2008	National Body	No
	1998	09/09/2008	National Body	No
	1999	09/09/2008	National Body	No
	1999 Summer	08/09/2010	Association	No
	2000	09/09/2008	National Body	No
	2001	09/09/2008	National Body	No
	2002	09/09/2008	National Body	No
	2003	09/09/2008	National Body	No
	2004	09/09/2008	National Body	No
	2005	09/09/2008	National Body	No
	2006	09/09/2008	National Body	No

5. To add a new season, click on Add in the top right corner.

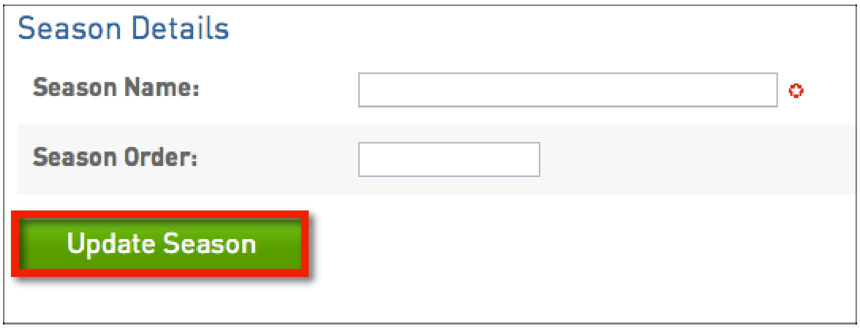


6. Type the name of the season in the 'Season Name' field (compulsory).

7. If you wish, you can set the order that the season appears in the list of seasons by typing a number in the 'Season Order' field.

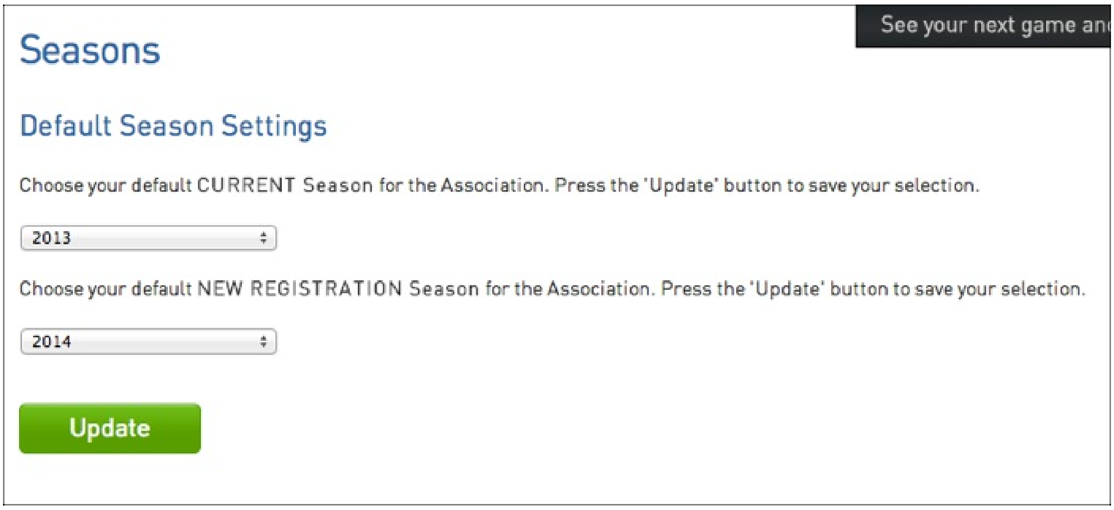


8. Click on Update Season to save the new season. You will be returned to the list of seasons where the newly created season will appear.



Set the 'Current Season' and 'New Registration Season'

1. At the top of the screen you have the option to set a 'Current Season' and 'New Registration Season'. To do so requires at least one season to have already been set up in the database.



- **Current Season**: When viewing members, competitions, teams, etc. throughout the database all filters will be initially set to this default 'Current Season'. You can easily view data for other seasons by changing the filter.
- **New Registration Season**: All new members added/registered to the system are automatically given a 'season record' for the New Registration Season. It is strongly recommended that you set a New Registration Season to assist in your member registration process.

2. Select a season from the drop down lists for the current season and/or the new registration season.

3. Click on Update.

Note: SportsTG **will not change seasons for any clubs.**

Age Groups

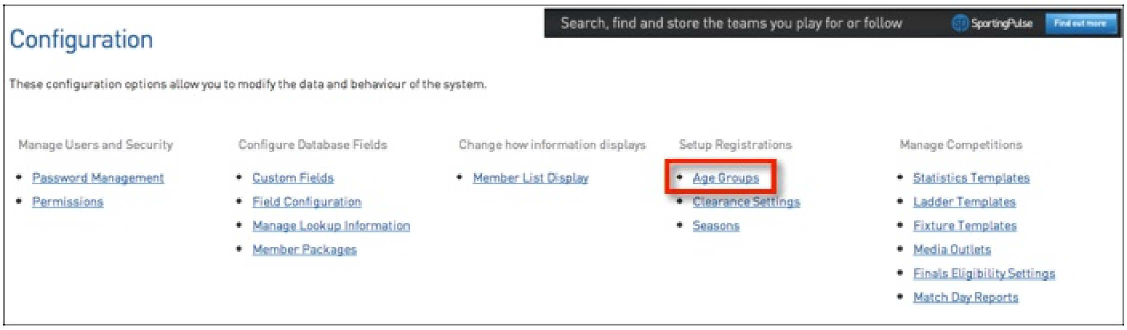
Last Modified on 28/08/2019 10:08 am AEST

To add a new Age Group:

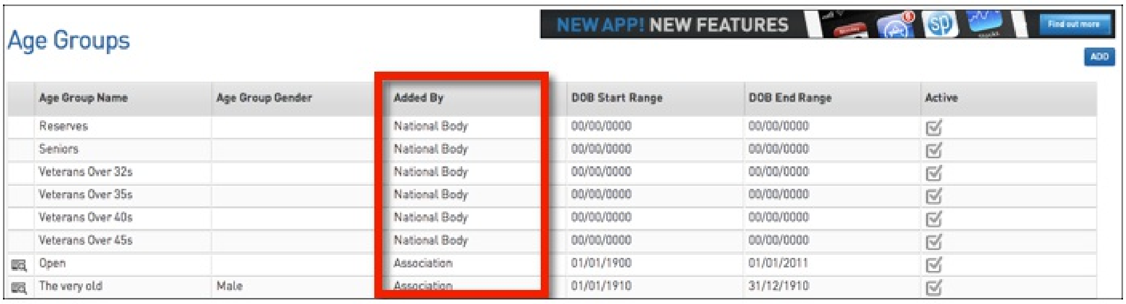
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the Association level of SportsTG Membership, click on the Configuration icon and select Settings.

2. Under 'Set Up Registrations', click on Age Groups.



3. A list of existing Age Groups will appear. The 'Added By' column indicates whether the age group was created by the National Body or the Association.



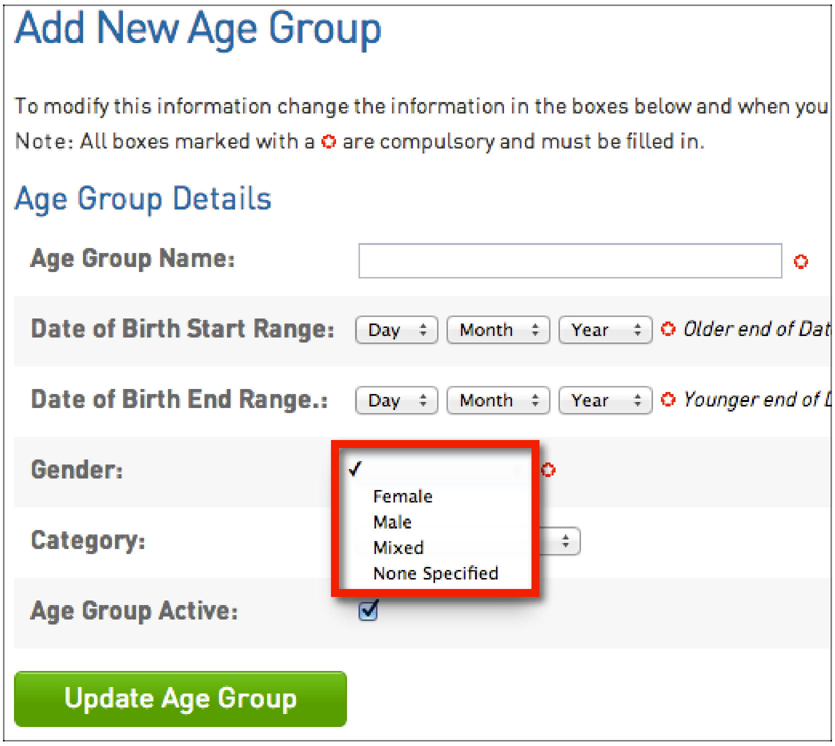
4. To add a new Age Group, click on Add in the top right corner.

5. The 'Add New Age Group' screen will appear. Type the name of the Age Group in the 'Age Group Name' field.

6. Enter the Date of Birth (DOB) range for the age group. For example, if the Age Group is 30 - 39 year olds for the 2013 season, the DOB start date will be 1 January 1974 and the DOB end date will be 31 Jan 1983. All members registered to the 2013 season (manually by the administrator or via the online registration form)

with a date of birth within this date range will be automatically allocated to the 30 - 39 age group.

7. Select a gender from the 'Gender' drop-down list (compulsory).



8. Click on Update Age Group.

9. A confirmation message will appear - 'Record Updated Successfully'. Click on the Click here link to return to the list of Age Groups.

10. You will be returned to the list of Age Groups which will show the newly created Age Group.

Note: The date of birth ranges for these age groups MUST be updated prior to every new season otherwise members will register into the same age group as the season previous, so please be sure to change these before your next season starts so members register into the correct age groups for the new season.

Manage Lookup Information - Pre-Competition Set Up

Last Modified on 27/05/2020 10:26 am AEST

NOTE: this functionality is only available at league level.

When setting up competitions you might notice that some of the compulsory drop down fields like competition type, division and age group, are missing so you cannot complete the competition set up.

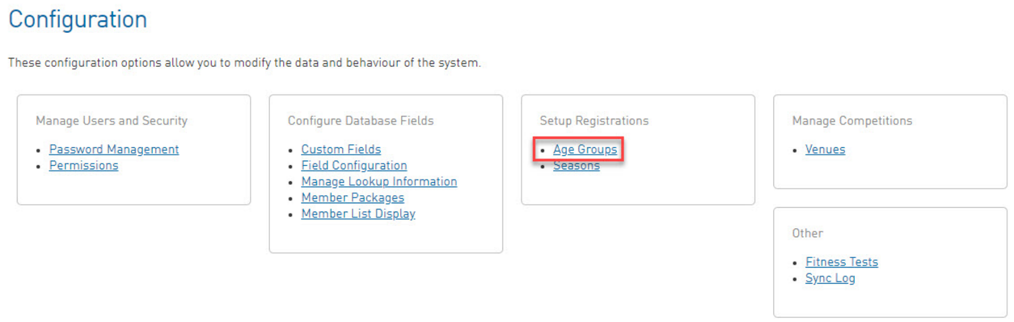
You will need to add options for these fields in order to complete the competition set up. The options available in each "lookup field" in Membership can be edited. The following instructions take you through how to add the records in lookup fields.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the Association level of Membership, click on the **Configuration icon** and select **Settings**.

AGE GROUPS

2. Click on **AGE GROUPS**.

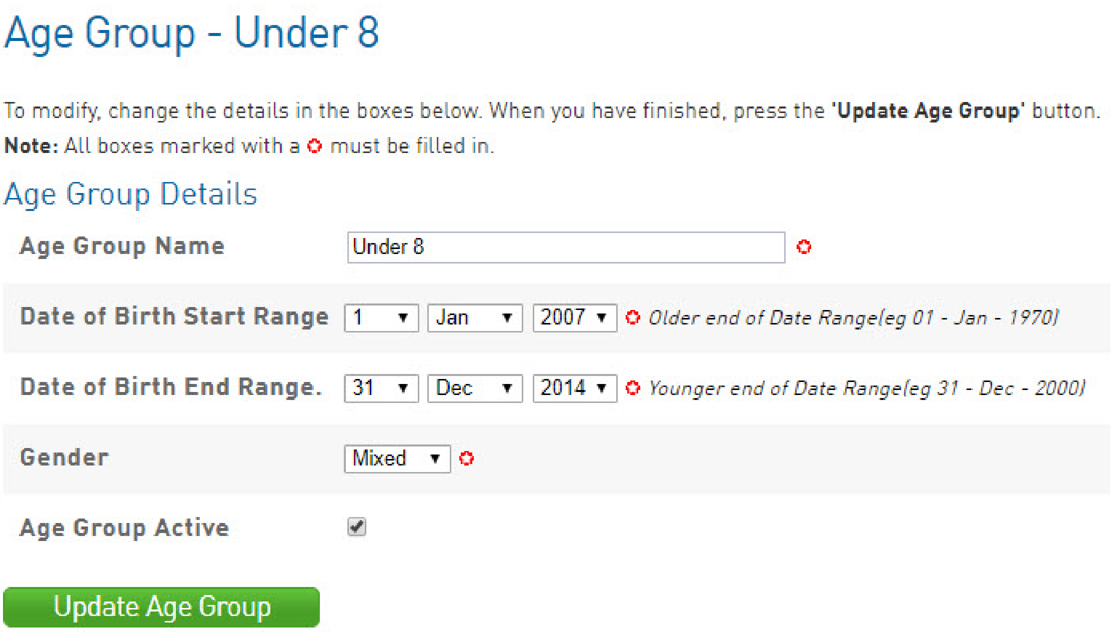


2a. Click on the **ADD** button to add in age groups.

Here you can input the age groups however you choose - this can vary between associations as each association may set up their age groups differently. Most of this time this will be like U8, U10, U12 etc.

For the age ranges:

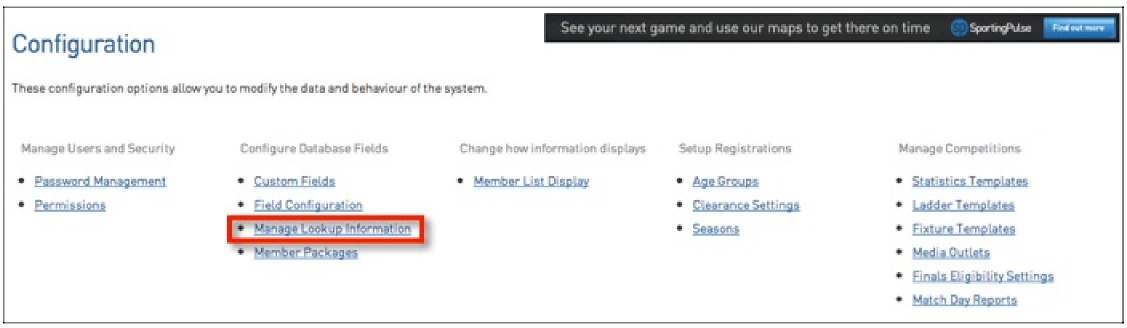
- The DOB start range, should be the oldest a member can be for that age group.
- The DOB end range, should be the youngest a member can be for that age group.



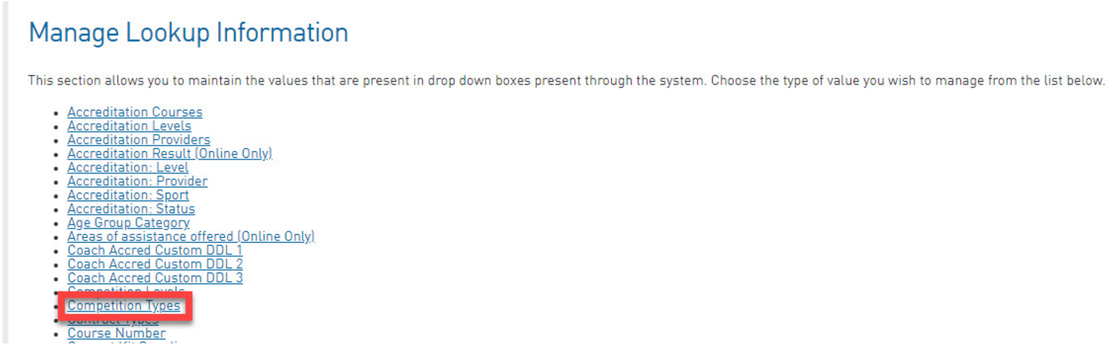
2b. Repeat the above process for however many types you would like to add (minimum of 1 needs to be listed).

COMPETITION LEVELS & DIVISIONS

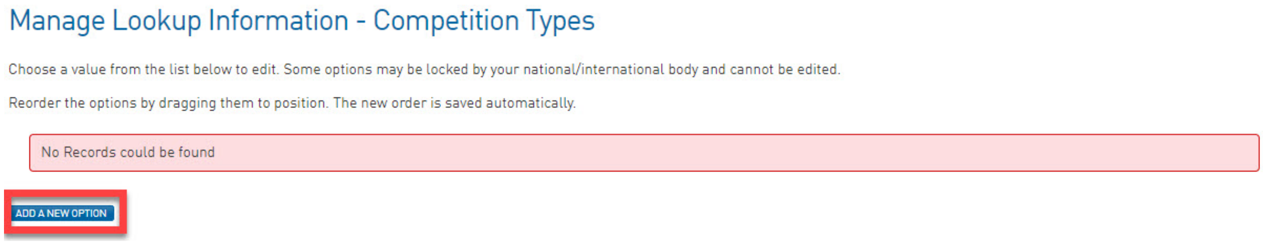
3. Click on **Manage Lookup Information**.



4. To add options to the **COMPETITION LEVELS** drop down find this within the list and click on the name.



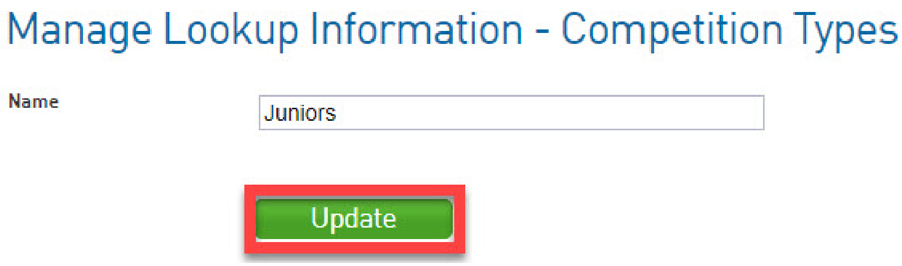
4a. You will notice that there are currently no options that appear. Click on **ADD NEW OPTION**.



4b. Input name of the type of competition you would like and click **UPDATE**.

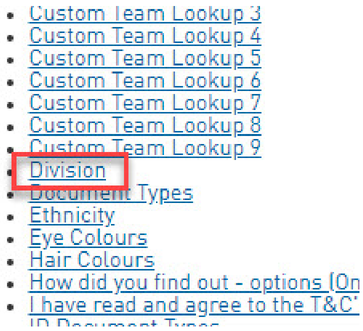
Here you can input the competition types you want available for your competitions. This will vary between each association however most associations have the following listed here:

- Juniors
- Seniors
- Mixed
- Mens
- Womens
- Boys
- Girls

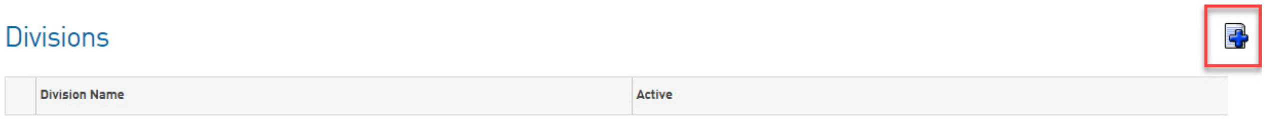


4c. Repeat the above process for however many types you would like to add (minimum of 1 needs to be listed).

5. Go back to the **MANAGE LOOKUP INFORMATION** list and find the **DIVISIONS** drop down find this within the list and click on the name.



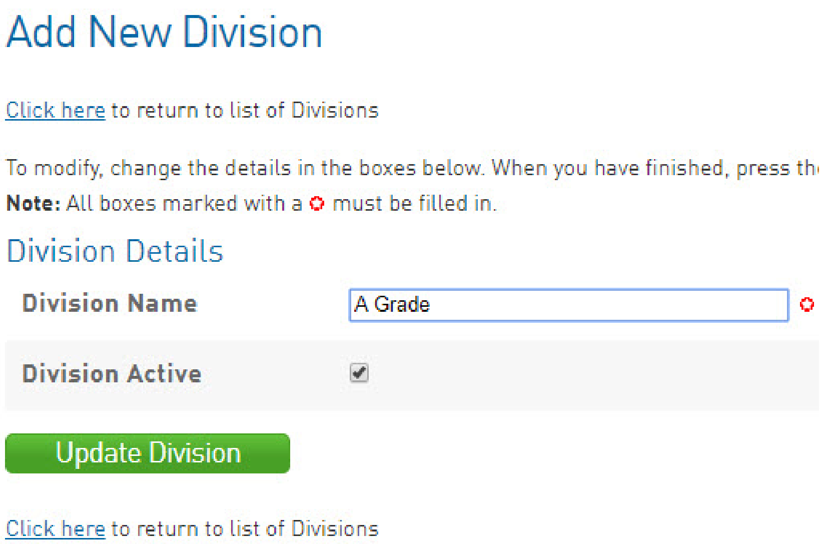
5a. You will notice that there are currently no options that appear. Click on **ADD ICON**.



5b. Input name of the type of division you would like and click **UPDATE**.

Here you can input the division types you want available for your competitions. This will vary between each association however most associations have the following listed here:

- A Grade
- B Grade
- Division 1
- Division 2



5c. Repeat the above process for however many types you would like to add (minimum of 1 needs to be listed).

Statistics Template Configuration

Last Modified on 28/10/2016 3:36 pm AEDT

The configuration options for player and competition statistics provide association administrators with a great deal of flexibility in how they record and collate statistics. Associations can customise the statistics that are recorded and how they appear on your website.

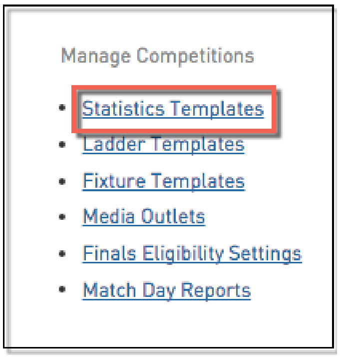
Default Stats Templates

As a starting point, each Association database will have a set of default stat templates applied to it. These default templates can be changed if you'd like to utilise your own customised Stats Templates.

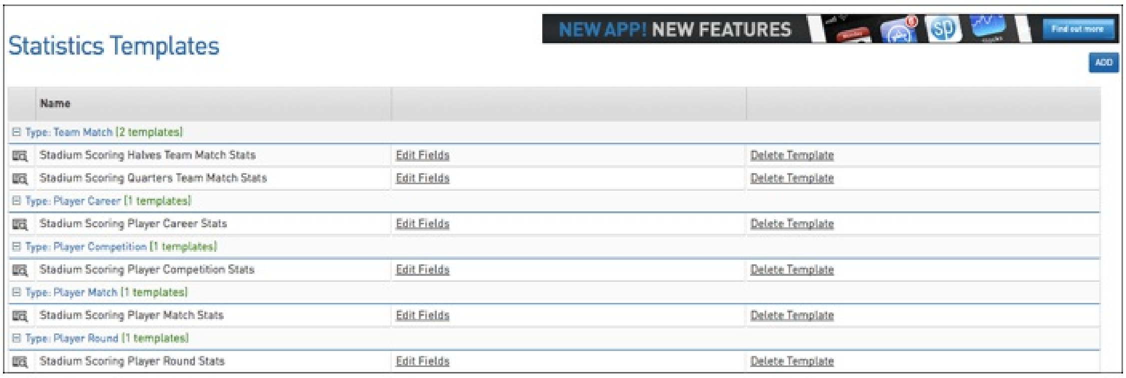
To find out which default stats template has been applied to your database:

1. Click on the settings cog at the top right corner and click Settings

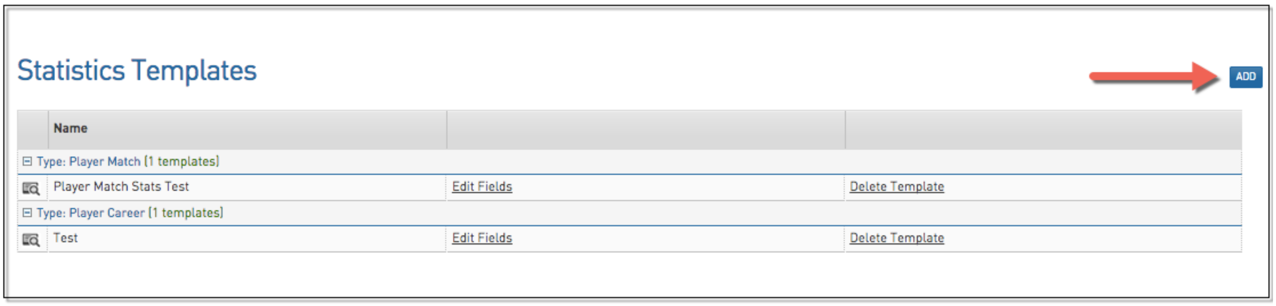
2. From the Settings screen click Statistics Templates which is located underneath the Manage Competitions menu heading



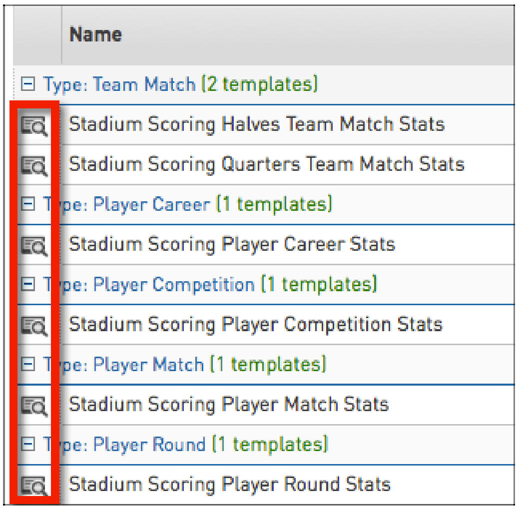
3. To change or select a default stats template, choose a template from the appropriate drop down list



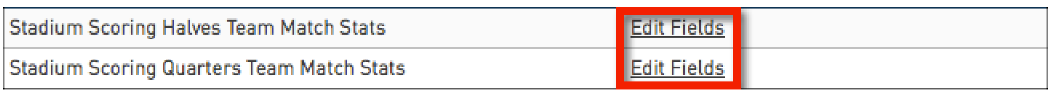
4. If you are wanting to add a new statistics template click the Add button on the right hand side



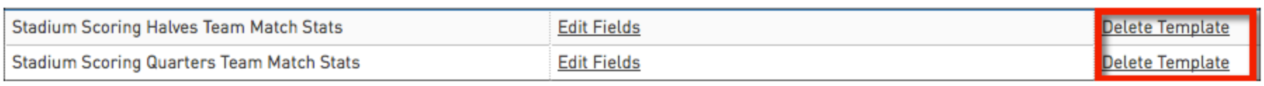
5. To view the details of the current statistical templates click on the Magnifying Glass to the left of the template name



6. To edit the current templates click Edit Fields



7. To Delete an existing template click Delete Template to the far right of the template name



For more detailed information, please click on the following links -

Player Career Statistics

Player Match Statistics

Team Match Statistics

Player Round Statistics

Player Competition Statistics

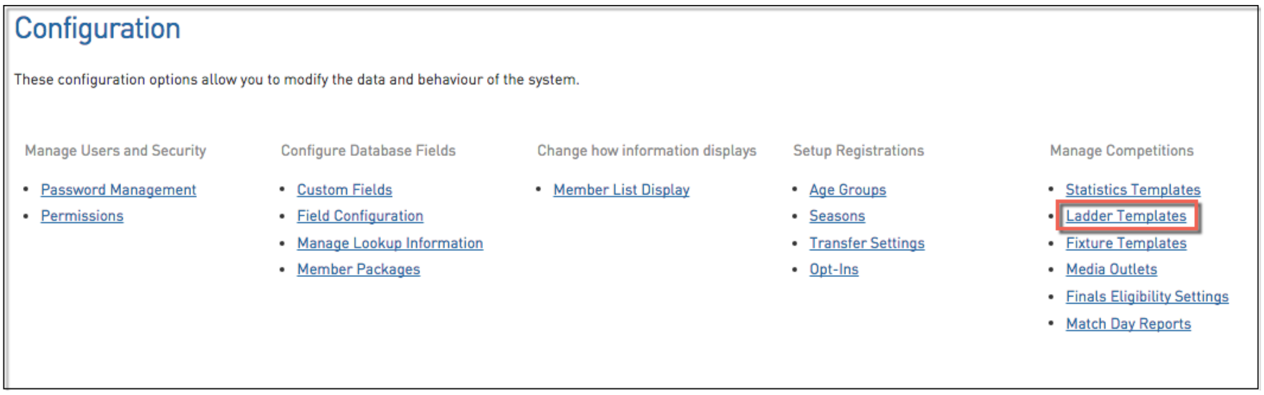
Ladder/ Table Configuration

Last Modified on 30/01/2017 4:08 pm AEDT

Ladder Templates are your own customised ladder configurations that can be applied to your competitions. You are able to customise the points each team will receive for a certain result, the fields your ladder will display and which fields your ladder will use to rank its teams. In order to create a new custom ladder template and apply this to your competitions please follow the instructions below:

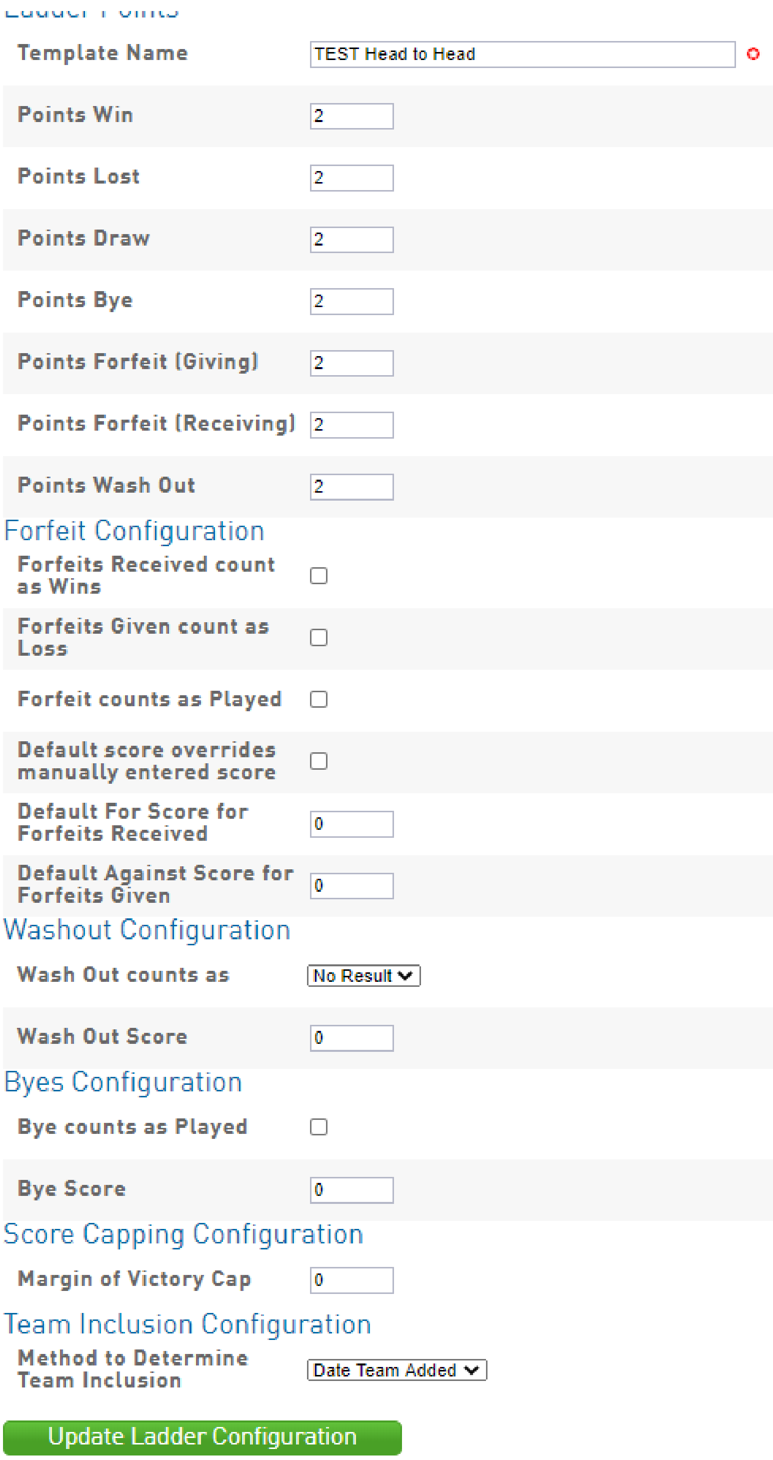
1. Click on the grey cog on the right hand side of the dashboard and click Settings.

2. Ladder Templates are located in the Settings under Manage Competitions, click the heading.



3. In the top right click on Add a Ladder Configuration.

4. Here you will need to nominate the ladder name and the amount of points for each result. E.g. if you wish a team to receive 3 points for a win then enter 3 in the "Points Win" field.



Team Inclusion Configuration; This field will determine when Teams in a competition will display on the Ladder.

Date Team Added will display the team on the ladder from the point in time it was added to the competition.

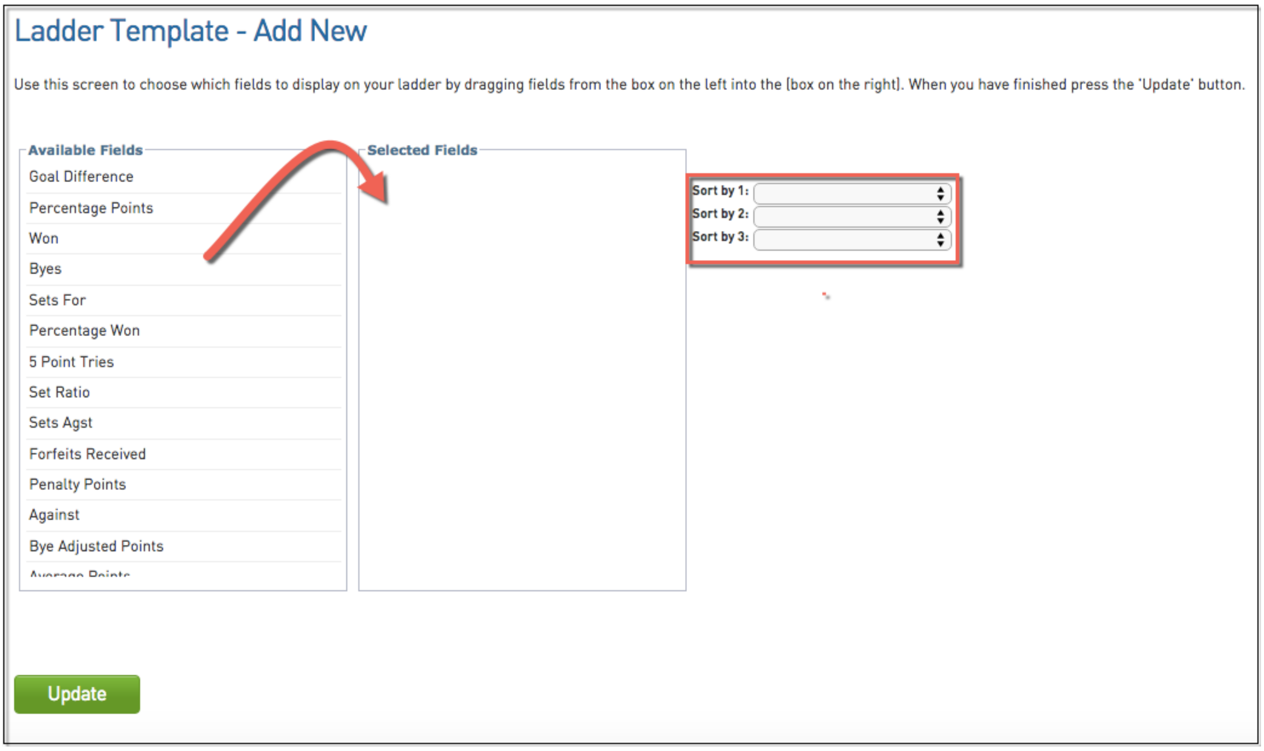
Matches In Round will display the team on the ladder if it has a match in a given round, regardless of the date in which this team was added to the competition.

Once you have completed all fields, select the Update Ladder Configuration button.

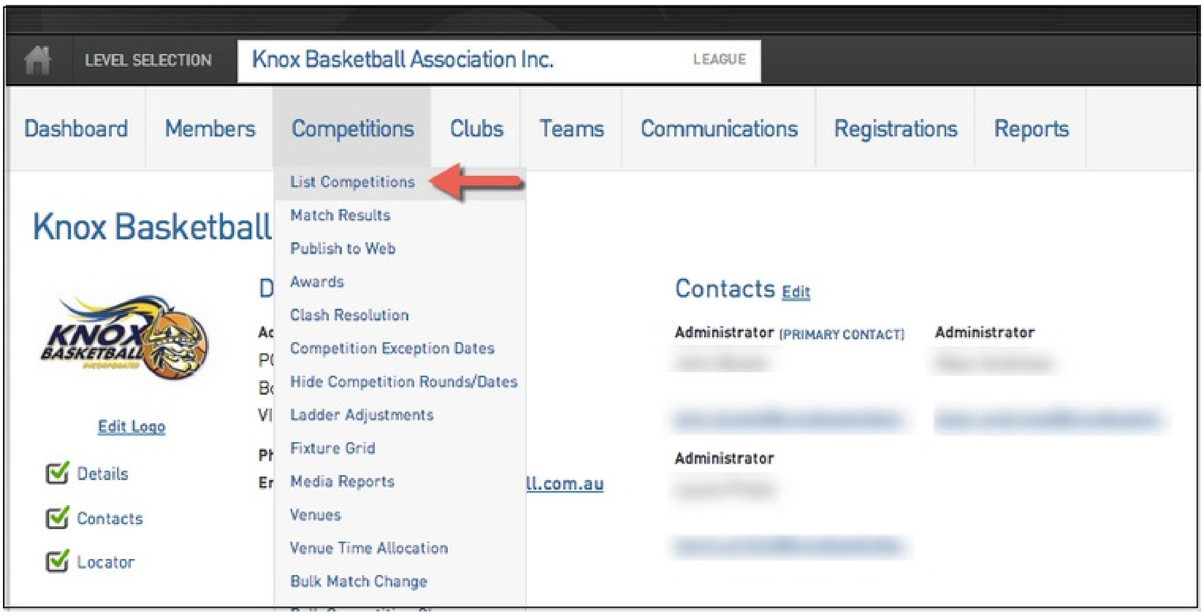
5. At the following screen you are able to decide which fields you would like your ladder to display. Under *Available Fields* are all possible fields that your ladder can display.

To select a field to display in your ladder, simply "drag and drop" from Available to Selected. Noting that the order in which selected fields display, are how they will appear on your ladder.

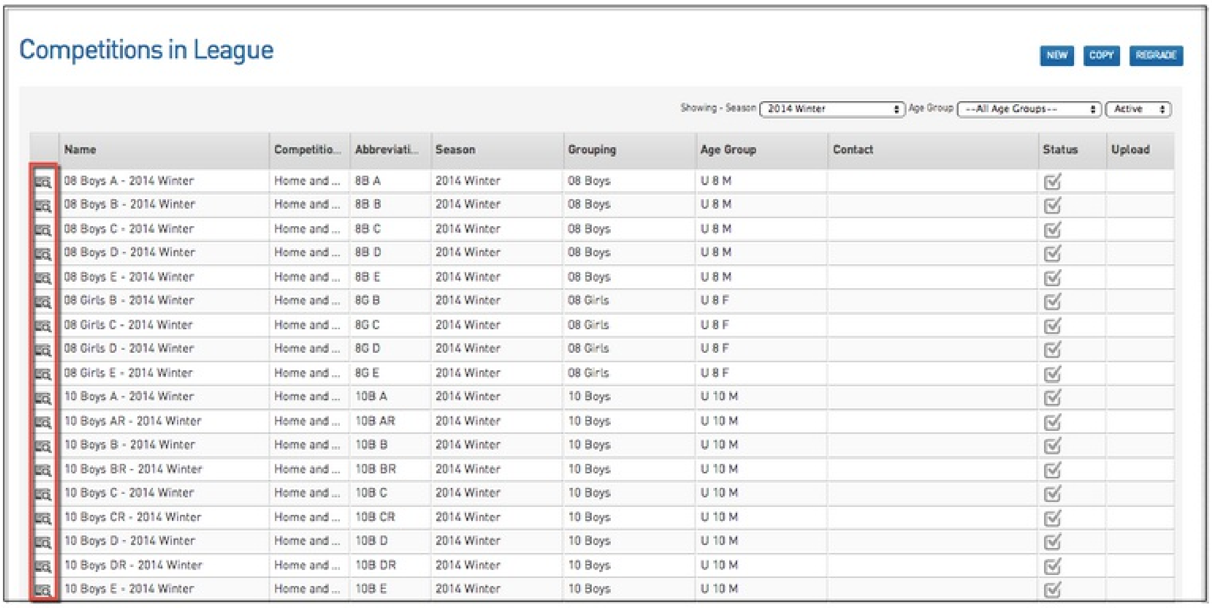
Determine your Ladder sort order by selecting your preferences from the drop-down. E.g. #1 Points, 2# Percentage etc.



6. In order to apply this ladder template to a competition hover over Competitions located in the Menu box on the left and click List Competitions.



7. Click the magnifying glass next to the competition you wish to edit.


Competitions in League

NEW COPY REGRADE

Showing - Season 2014 Winter Age Group --All Age Groups-- Active

Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

8. Click on Edit Competition, located in the top right of the page.


Monday Men A/AR Winter 2015

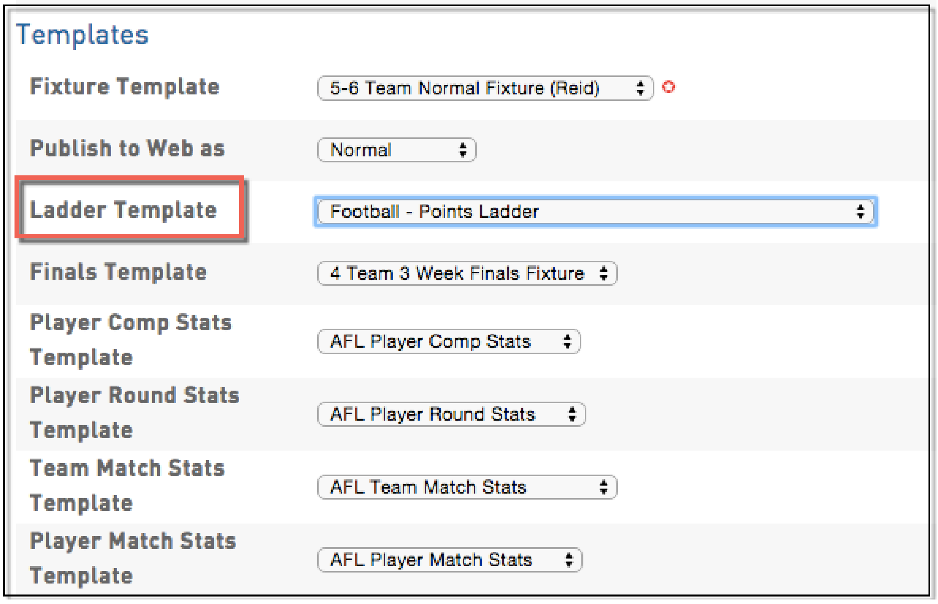
Competition Configuration Edit

Active Yes
Abbreviation Men A/AR
Season 2015 Winter
Type Men
Division A grade
Age Group Senior Domestic
Gender Male
Number of Teams 9
Number of Rounds 13
Match Duration 50
Limit Max Starting Players? No
Start Date 2015-06-29

Upcoming Matches

17/08/2015 06:30	Honey Black Dolphins	Booyah Tribe	BRM1
17/08/2015 07:20	Killaz	Nighthawks	BRM1
17/08/2015 08:10	Night Knights	Pink Socks	BRM1
17/08/2015 09:00	Tree Hill Ravens	GTP	BRM1
24/08/2015 12:00	Booyah Tribe	Bye	

9. Scroll down to Templates and select the newly created ladder from the Ladder Template dropdown list. Scroll down to the bottom of the page and click Update Competition.


Templates
Fixture Template
5-6 Team Normal Fixture (Reid)
Publish to Web as
Normal
Ladder Template
Football - Points Ladder
Finals Template
4 Team 3 Week Finals Fixture
Player Comp Stats Template
AFL Player Comp Stats
Player Round Stats Template
AFL Player Round Stats
Team Match Stats Template
AFL Team Match Stats
Player Match Stats Template
AFL Player Match Stats

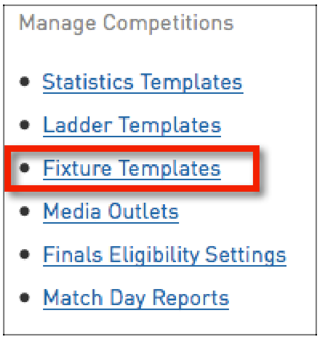
Create a Fixture Template

Last Modified on 28/10/2016 3:46 pm AEDT

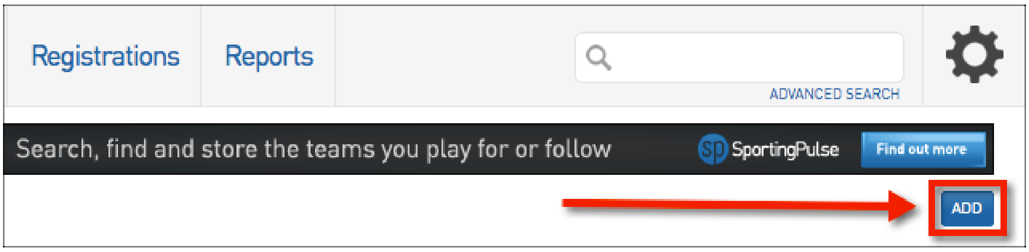
Create a Fixture Template Creating your own fixture template will allow you to customise how your competitions are fixtured. To create a new fixture template:

1. From the association 'dashboard' click on the Settings icon and select Settings.

2. Under ‘Manage Competitions’ click on Fixture Templates.



3. Click on the Add button to add a new fixture template.



4. Enter the details of the fixture, ensuring that all compulsory fields (with a red star) are completed.

STEP 1

Enter the name of the Fixture Template. Use a name that describes what type of fixture template you are creating. For example ‘5-6 Team Normal Fixture’.

STEP 2

Enter the number of teams for the fixture template. For example ‘6’. Note that the number entered provides the maximum team number that can be used within the template.

STEP 3

Enter the number of rounds in the fixture. For example ‘5’.

STEP 4

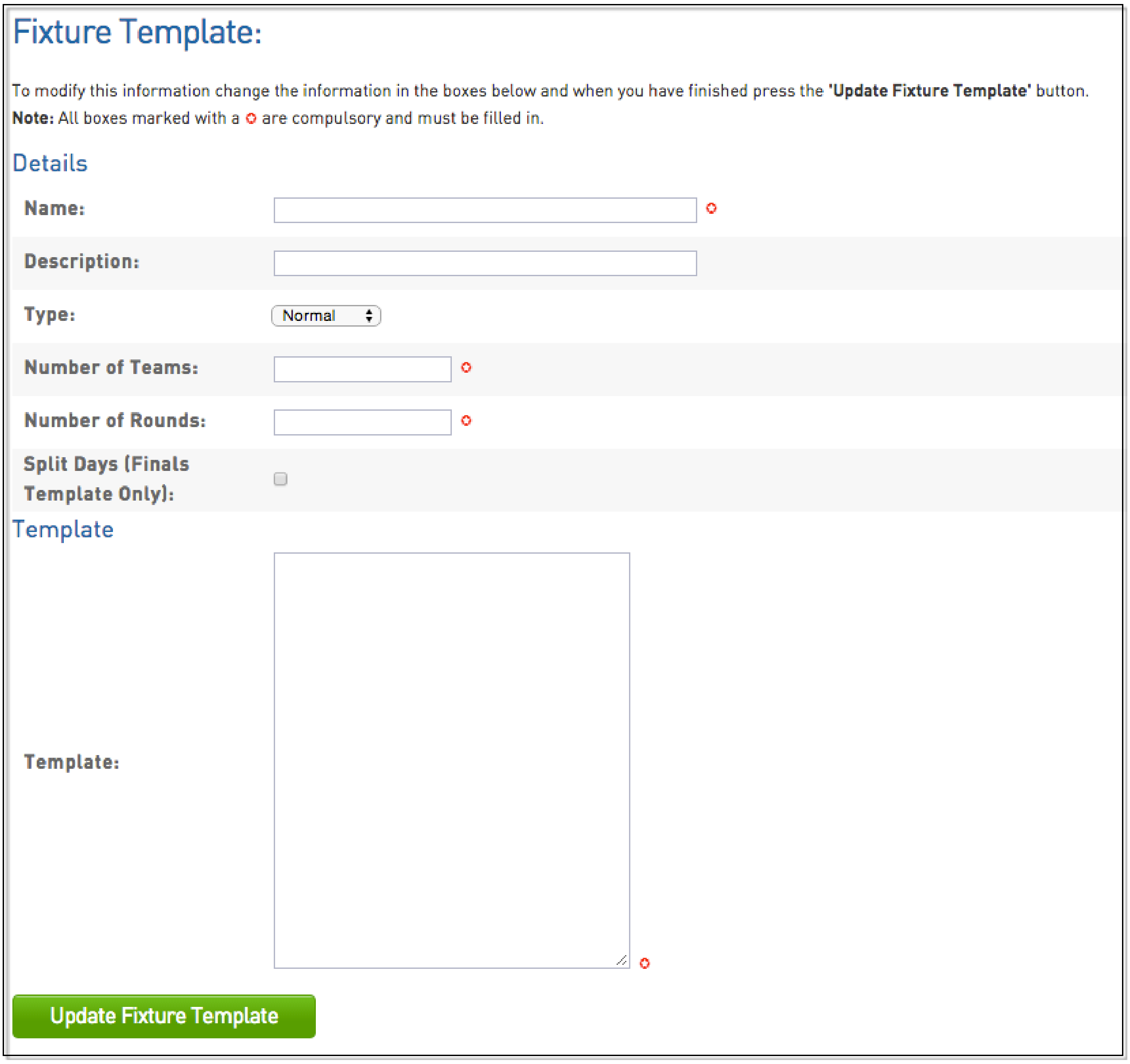
You then need to create the template following these rules:

1. On the first line enter the round number, starting with the word ‘Round’ followed by the number. Exactly like this… ‘Round 1’ or ‘round 1’

2. On the second line enter the number of matches that will be in the round. Exactly like this… ‘3’

3. On the third line enter the match number, a space, then the competing team numbers separated by a ‘v’. Exactly like this… ‘1 1v6’

4. On the following lines repeat the same game format, making sure that the rounds are in numerical order and that the first match number of a round follows on from the last match number of a previous round (first match in first round must be 1). Exactly like this ‘Round 2’ ‘3’ ‘4 2v3’ Continue this process until you have entered all the rounds and matches for your fixture.



Fixture Template:

To modify this information change the information in the boxes below and when you have finished press the **'Update Fixture Template'** button.
Note: All boxes marked with a ⭘ are compulsory and must be filled in.

Details

Name:

Description:

Type: Normal

Number of Teams:

Number of Rounds:

Split Days (Finals Template Only):

Template

Template:

Update Fixture Template

STEP 5

Click Update fixture template to save your changes.

What a Fixture Template Should Look Like...

```
Round 1
5
1 1v10
2 3v8
3 5v6
4 7v4
5 9v2
Round 2
5
6 2v7
7 4v5
8 6v3
9 8v1
10 10v9
Round 3
5
11 1v6
12 3v4
13 5v2
14 7v9
15 10v8
```

1. The number of teams remains the same in each round and the team numbers do not fall outside of the number of team range. For example '1,2,3,4,5,6'

2. The number of rounds in the fixture is equal to that entered in the details of the fixture template. The rounds are entered in ascending numerical order.

3. The match numbers continue in ascending numerical order from round to round. For example if Round 1 has 3 matches then Round 2 begins with match number 4.

Please note when you click 'update 'fixture template' if you have entered anything incorrectly a screen will appear saying that there are errors, which means you haven't entered the fixture template properly. Please go back and check that you have followed these instructions.

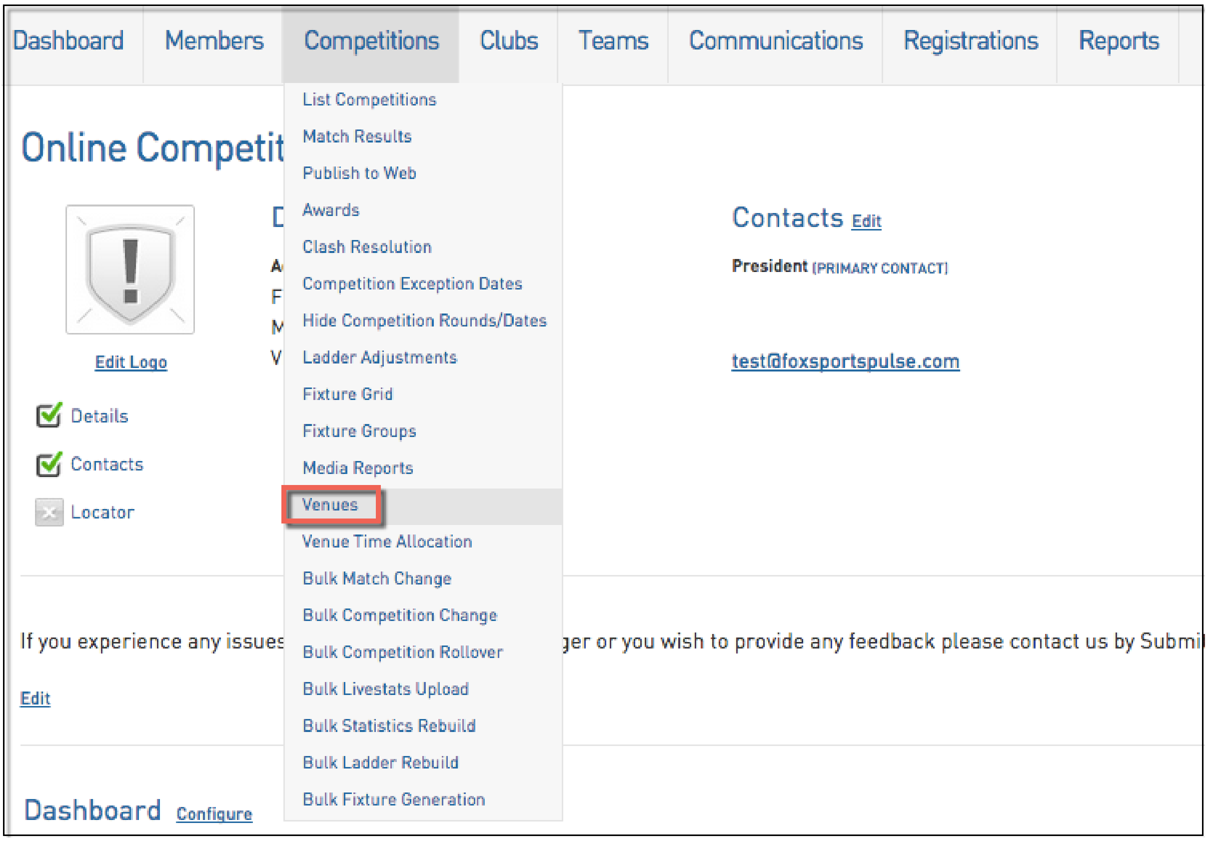
When you have successfully created your fixture template you will be ready to apply it to your competitions.

Add New Venue

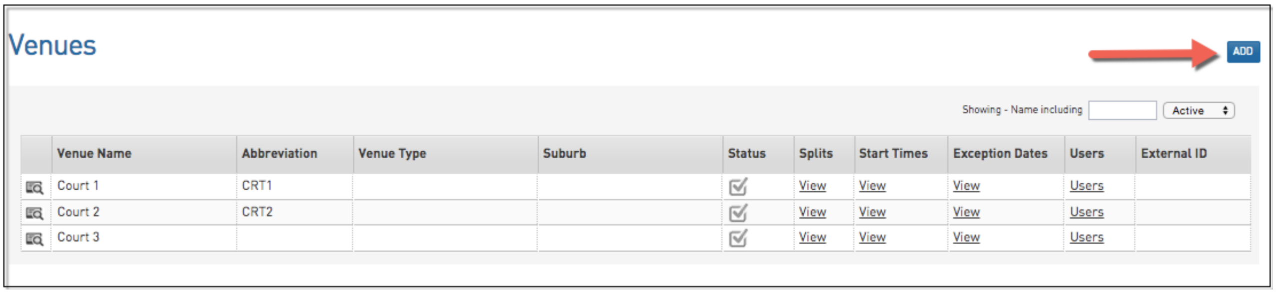
Last Modified on 05/01/2017 12:20 pm AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. To add a Venue, hover over Competitions and click Venues.



2. Click on the Add a Venue button in the top right hand corner.



3. Enter the details in as required. If you include a Street Address, Suburb and Postcode then a Google Map of this venue will appear on this Venue's page on your website enabling players and supporters to find the venue a lot easier.

Add New Venue

Click here to return to list of Venues

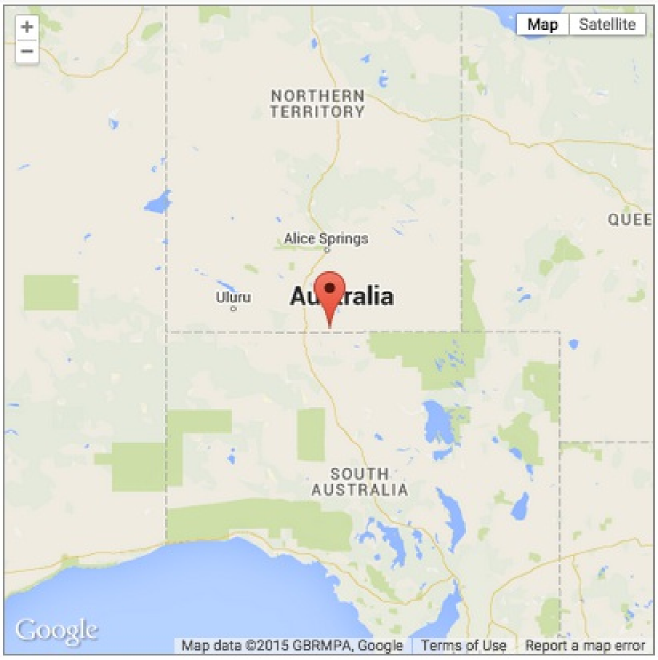
To modify this information change the information in the boxes below and when you have finished press the **'Update Venue'** button.
Note: All boxes marked with a ✪ are compulsory and must be filled in.

Venue Details

Venue Name:	✪
Active?:	☑
Abbreviation Name:	
Venue Type:	
Address 1:	
Address 2:	
Suburb:	
State:	
Postal Code:	
Country:	
Phone:	
Phone 2:	
Fax:	
Local Government Area:	
Map Number (Printed Map):	
Map Reference (Printed Map):	

Online Mapping

Enter Latitude and Longtitude in the boxes below or drag the map marker to the correct location.

Latitude:	
Longtitude:	
Map:	

Update Venue

Click here to return to list of Venues

Fixture Importer

Last Modified on 22/07/2020 11:01 am AEST

Fixture Importer

Another new change to the platform is that it now allows league/association administrators to import their fixture via an excel spreadsheet if they already have a fixture created for their competitions.

This new process allows administrators to not only upload a whole season fixture on a round by round basis. The fixture importer requires a specific set up for all teams, dates and times to imported correctly for the fixture.

Note: if you do not see this option available for your league/association, please contact the support team on support@sportstg.com to get this configuration enabled. Please ensure you list your league/association name when doing so.

BEFORE IMPORTING

Please note the following about the fixture importer:

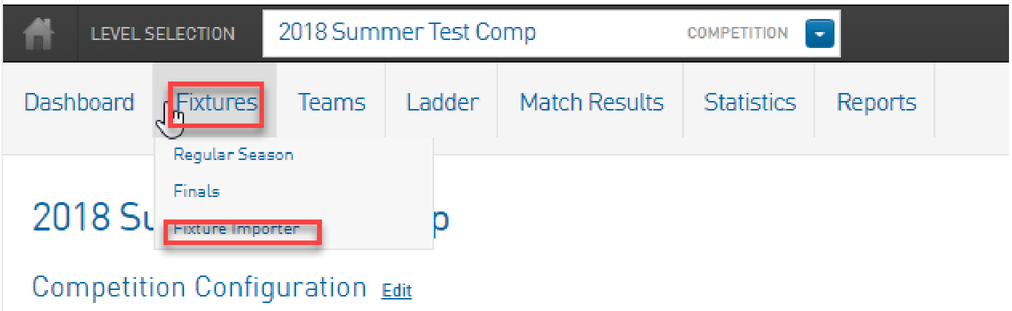
- **Teams:** teams need to be listed within the teams tab for the competition before they can be uploaded via the fixture and the team names in the template need to match those in the team listing - teams cannot be created when importing, as if the team does not exist or the team name does not match you will be prevented from uploading the fixture until these changes are made.
- **Venues:** venues also need to be created within the competitions > venues section before the template can be uploaded via the importer - if venues do not exist or the venue names do not match you will be prevented from uploading until these changes are made.
- **Round/Match numbers:** round numbers only need to be put into the spreadsheet as 1,2,3 etc (round does not need to appear before them), match numbers will automatically calculate once the fixture has been uploaded.
- Make sure the time input into the fixture template is 24 hour time (so if the game is at 7 pm input 19:00 into the template). The template may remove a zero if you input the time to be 00(minute) or 08/09/07 (am) but the template will still upload and adjust the fixture correctly).
- Match descriptor in the template can be left blank.
- If there are any errors with the template you will be displayed with a screen that displays these errors- if there is an asterisk **(*)** next to an error that means it is **not correct in the template and needs to be changed** before uploading while if there is a checkbox next to the error, tick the box and the uploader will **automatically resolve the error**.

A blank fixture importer template can be found by going to the fixture section of your competition:

1. Log into the association database

2. Competitions > list competitions

3. Select competition > fixtures > **fixture importer**



4. You can download the template by clicking the **hyperlink.**

Below is an example of how the template show appear (based on uploading for a whole season)- each template will be different based on the number of rounds and teams for each of the competitions:

Round	Home Team	Away Team	Venue	Day	Month	Year	Hour (24)	Minute	Match Descriptor
1	Test Team 1	Test Team 2	Test Court 1	22	10	2019	19	30	
1	Test Team 3	Test Team 4	Side Court	22	10	2019	8	15	
2	Test Team 1	Test Team 3	Test Court 1	23	10	2019	22	0	
2	Test Team 4	Test Team 2	Side Court	23	10	2019	9	35	
3	Test Team 4	Test Team 1	Test Court 2	24	10	2019	14	25	
3	Test Team 2	Test Team 3	Side Court	24	10	2019	12	0	

If your competition has bye games within it you will need to add 'bye' to either the home or away team and adjust the match time to be specific. It cannot be left blank otherwise the system will not register that it is a bye game.

- The name Bye need to be input in one of the team fields - cannot be left blank and can be applied for the home team or away team. Usually the bye team is the away team to feel free to do that and you can have more than one bye if that is how your competition is set up.
- Leave the Venue blank or input one if you wish.
- The hour and minute need to be input as 0(hour) 0(minute) - this will display as 12am on the fixture itself.

An example of how the template will appear when you have a bye game/s in your fixture.

Round	Home Team	Away Team	Venue	Day	Month	Year	Hour (24)	Minute	Match Descriptor
1	Charlotte Hornets	LA Clippers	Centre Court	21	7	2020	9	15	
1	Team 1	Washington Wizards	Centre Court	21	7	2020	10	0	
1	Werewolves	Bye		21	7	2020	0	0	
2	Werewolves	LA Clippers	Centre Court	22	7	2020	8	30	
2	Team 1	Charlotte Hornets	Centre Court	22	7	2020	13	0	
2	Washington Wizards	Bye		22	7	2020	0	0	
3	LA Clippers	Werewolves	Centre Court	23	7	2020	15	15	
3	Washington Wizards	Charlotte Hornets	Centre Court	23	7	2020	9	30	
3	Team 1	Bye		23	7	2020	0	0	

To upload the fixture template after creating it:

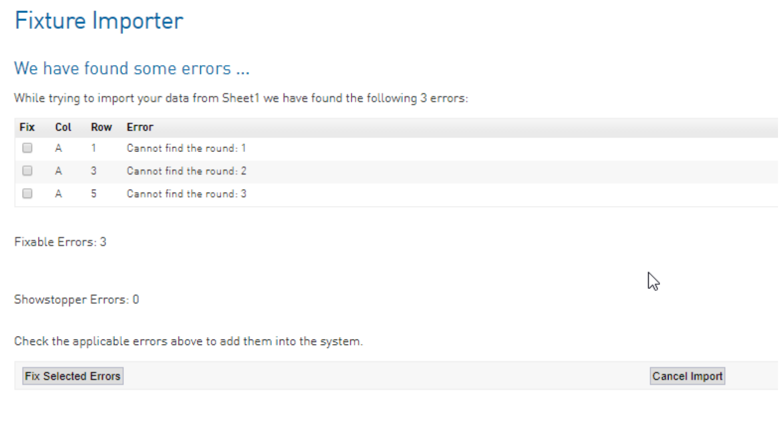
1. Competitions > list competitions

2. Select competition > fixtures > fixture importer

3. Choose file > select file > import file

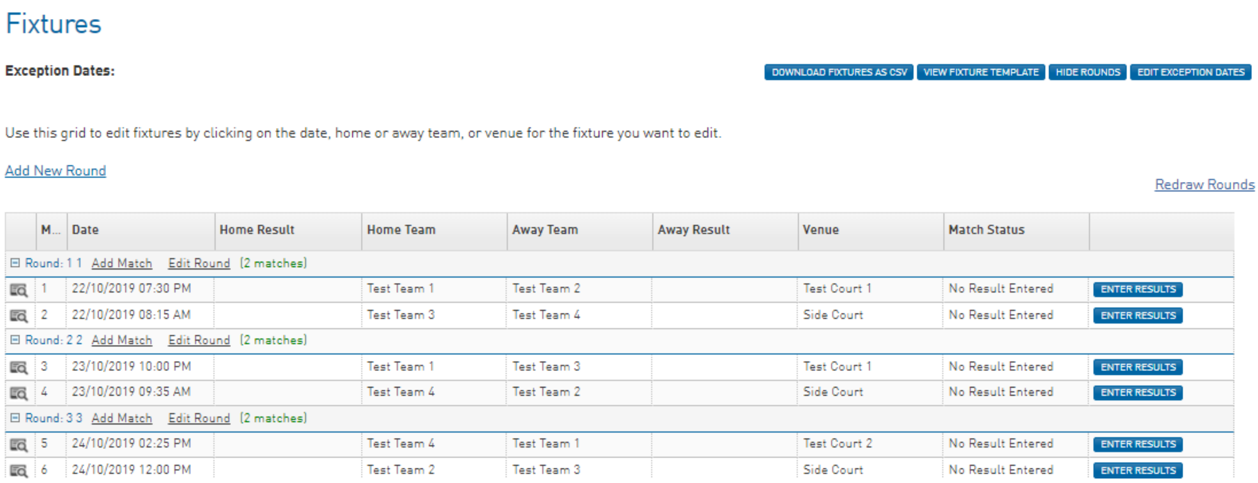
4. Select the **sheet** to import (**this will most of the time always be *sheet 1***) however you may have more than one sheet depending on whether you have all the competitions within the one spreadsheet - if so select the relevant sheet number for the competition fixture you need to upload

5. If you then get a fixture importer error page, similar to the below, just tick the checkboxes and click **fix selected errors** it will automatically resolve- if there is an asterisk you will need to go back to the spreadsheet and adjust then reimport.



6. Confirm that the fixture you imported is correct, especially concerning venues and match times. If this is all correct, click on **confirm the import.**

7. You will be directed to an import success page, just go to fixtures > regular season where the fixture you just imported will be displayed



AFTER IMPORTING

ADDING OR CHANGING TEAMS/TIMES FOR MATCHES- ROUND BY ROUND

After importing the season fixture, if an administrator decides they want to change the times of the matches, the teams, dates or add in extra teams etc, administrators can do this round by round rather than having to upload the whole season fixture again.

If an admin would like to add in extra games to the matches where there are new teams that need to be added to the fixture, the admin needs to ensure the teams are added to the team listing for the competition first.

Only those rounds that are listed within the fixture template that you want to upload will change in the fixture -all other rounds will remain with the same teams, dates, times etc. If an admin wants to change the matches around for a particular around as well (e.g change who Test Team 1 play in the first two rounds) and this has been input in the fixture template, the template will then override the fixture that was originally put for that round/match.

For example, if Test Team 1 was playing Test Team 2 in round 1 and then Test Team 3 in round 2 within the original whole season fixture that was uploaded, but the admin now wants to change this so that Test Team 1 play Test Team 4 in round 1 and Test Team 3 in round 2, if this is adjusted in the fixture template and imported, this will update the fixture accordingly (it will override the original fixture for that match in those rounds).

In this example, we are wanting to add in two new teams to the competition who have been regraded into the competition for round 3 onwards.

1. Before these new teams are added to the competition, the fixture currently displays as below:

⊟ Round: 2 2 Add Match Edit Round (2 matches)									
	3	23/10/2019 10:00 PM		Test Team 1	Test Team 3		Test Court 1	No Result Entered	ENTER RESULTS
	4	23/10/2019 09:35 AM		Test Team 4	Test Team 2		Side Court	No Result Entered	ENTER RESULTS
⊟ Round: 3 3 Add Match Edit Round (2 matches)									
	5	24/10/2019 02:25 PM		Test Team 4	Test Team 1		Test Court 2	No Result Entered	ENTER RESULTS
	6	24/10/2019 12:00 PM		Test Team 2	Test Team 3		Side Court	No Result Entered	ENTER RESULTS

2. We are now wanting to add in two extra teams from round 3, so the fixture template for round 3 (and onwards) would look similar to the following:

	A	B	C	D	E	F	G	H	I	M
1	Round	Home Team	Away Team	Venue	Day	Month	Year	Hour (24)	Minute	M
2	Round 3	Test Team 1	Test Team 2	Test Court 1	24	10	2019	19	30	
3	Round 3	Test Team 3	Test Team 4	Side Court	24	10	2019	8	15	
4	Round 3	Test Team 5	Test Team 6	Test Court 1	24	10	2019	22	0	
5										

3. Go to the fixture importer and import this new file.

4. View the fixture for the competition and based on what was uploaded in the template the fixture. You will see that Round 2 has not been changed and the extra match has been added to round 3.

⊟ Round: 2 2 Add Match Edit Round (2 matches)								
	3	23/10/2019 10:00 PM		Test Team 1	Test Team 3		Test Court 1	No Result Entered	ENTER RESULTS
	4	23/10/2019 09:35 AM		Test Team 4	Test Team 2		Side Court	No Result Entered	ENTER RESULTS
⊟ Round: 3 3 Add Match Edit Round (3 matches)								
	5	24/10/2019 07:30 PM		Test Team 1	Test Team 2		Test Court 1	No Result Entered	ENTER RESULTS
	6	24/10/2019 08:15 AM		Test Team 3	Test Team 4		Side Court	No Result Entered	ENTER RESULTS
	7	24/10/2019 10:00 PM		Test Team 5	Test Team 6		Test Court 1	No Result Entered	ENTER RESULTS

Note: if an admin attempts to import fixtures for a round that has match results entered, the fixture will not upload.

Competition Setup Overview

Last Modified on 06/01/2017 10:53 am AEDT

The following is an overview, containing the steps required to create a new competition, containing links to more detailed articles.

1. Register a SportsTG Passport account - Signup.

2. Log in to Passport - Login.

3. Get authorisation to access your database by contacting your Association/League or State Body direclty. See our Manage User Access article for further information.

4. Ensure you have read and completed the Pre-Competition Setup.

6. Create a new competition.

7. Create teams, for some sports you can also have your teams Register directly to a Competition.

8. Generate your fixture.

9. Use the fixture grid to manage your fixtures.

10. Resolve any clashes in your fixtures.

11. Enter results.

12. Publish fixtures, results and stats to the web.

Competition Types

Last Modified on 21/11/2016 12:24 pm AEDT

Home and Away

The Home and Away competition type should be selected when the teams in the competition alternate between playing a game at their home venue one week and then at the opponents ground the following week. This is the common format for club based sports such as Australian Football, Rugby League and Hockey.

Venue Time Allocation

The Venue Allocation competition type should be selected when matches for one or more competitions need to be allocated to specific times on specific courts or at certain venues and these allocations then remain in place throughout the entire season. This format is commonly used by team based sports such as basketball and Touch Football as well as indoor sporting complex competitions such as Futsal.

Pools Competitions

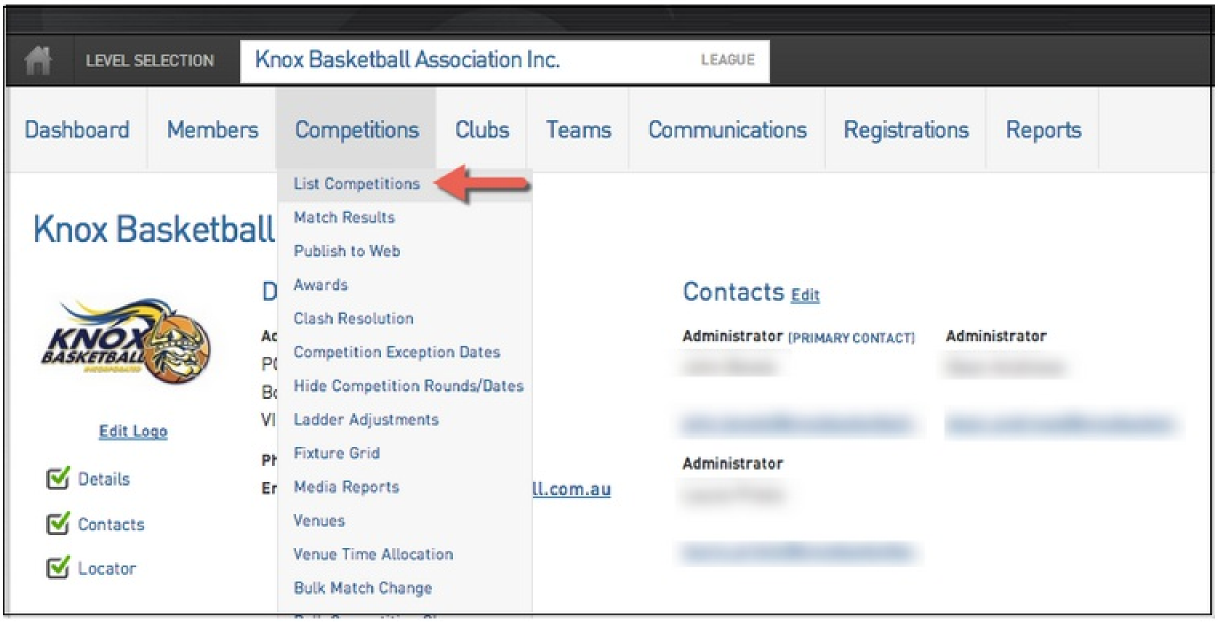
The Pools competition should be selected where the competition is broken into more than one group (or 'Pool'). It also allows for multiple phases of pools to be created (e.g. initial Pools phase followed by Finals), as well as the creation of progression rules governing which teams advance between Pool phases and into Finals.

Venue Allocation Competitions

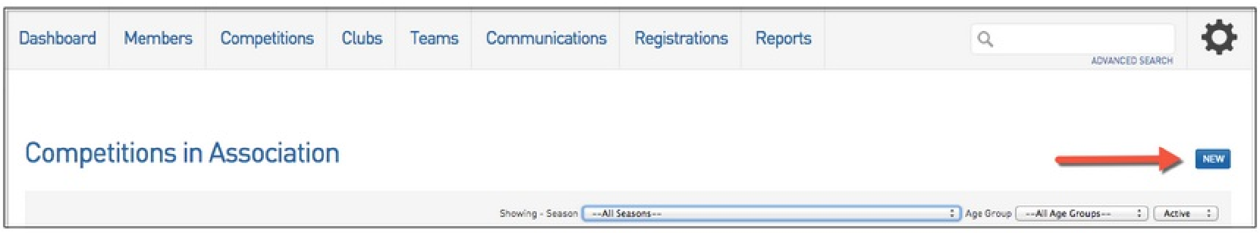
Last Modified on 09/01/2017 1:06 pm AEDT

The Venue Allocation competition type should be selected when matches for one or more competitions need to be allocated to specific times on specific courts or at certain venues and these allocations then remain in place throughout the entire season. This format is commonly used by team based sports such as basketball and indoor sporting complex competitions such as Futsal.

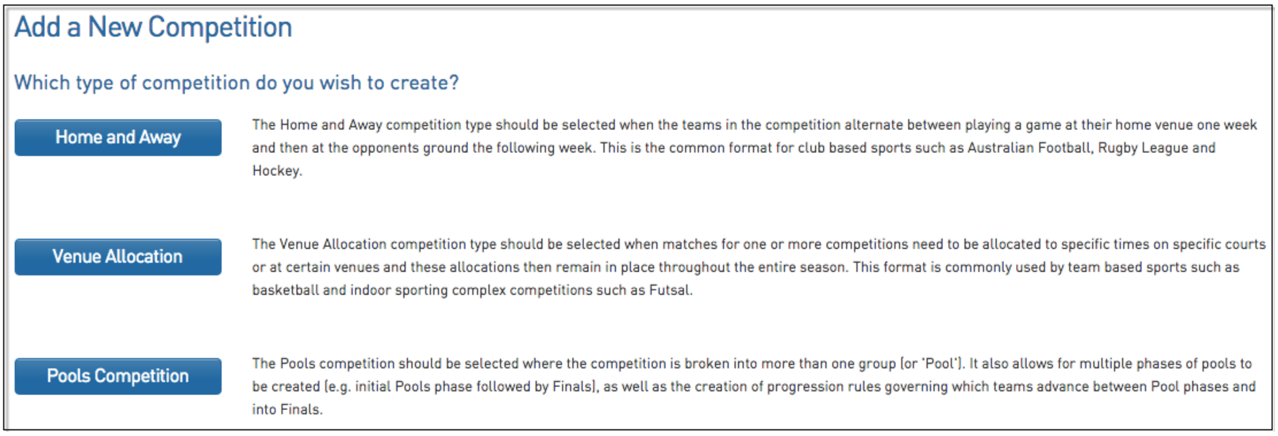
1. To create a new competition, hover over the Competitions and click List Competitions.



2. Click on the Add a Competition icon in the top right hand corner.



3. You will then get prompted to select whether you would like to create a Home and Away competition or a Venue Allocation competition. There is a brief explanation of each of these next to the buttons to proceed. Select to create a Venue Allocation competition.



4. All the fields that are marked with a red star are compulsory and need to be completed before being able to navigate away from this screen. Competition Names should be as specific as possible so as to remove any confusion when allocation teams or members to the competition. Competitions should also be assigned to the same season as what the current season is otherwise they won't appear on the website and members and teams can't be assigned to it.

Note: The very important field(s) for the Venue Allocation set-up is the Day(s) Competition Run'.

At least one of these days need to be ticked for the matches in the competition to be allocated to start times at your venues. You will also notice that it is not compulsory to assign a Default Start Time for Court Allocation competitions. This is because start times will be manually assigned when you allocate matches to courts.

Once the fields have been filled in correctly then click on Update Competition and the competition will be created with the parameters set as per the fields.

Add New Competition

To modify this information change the information in the boxes below and when you have finished press the Update Competition button.
Note: All boxes marked with a ✪ are compulsory and must be filled in.

Details

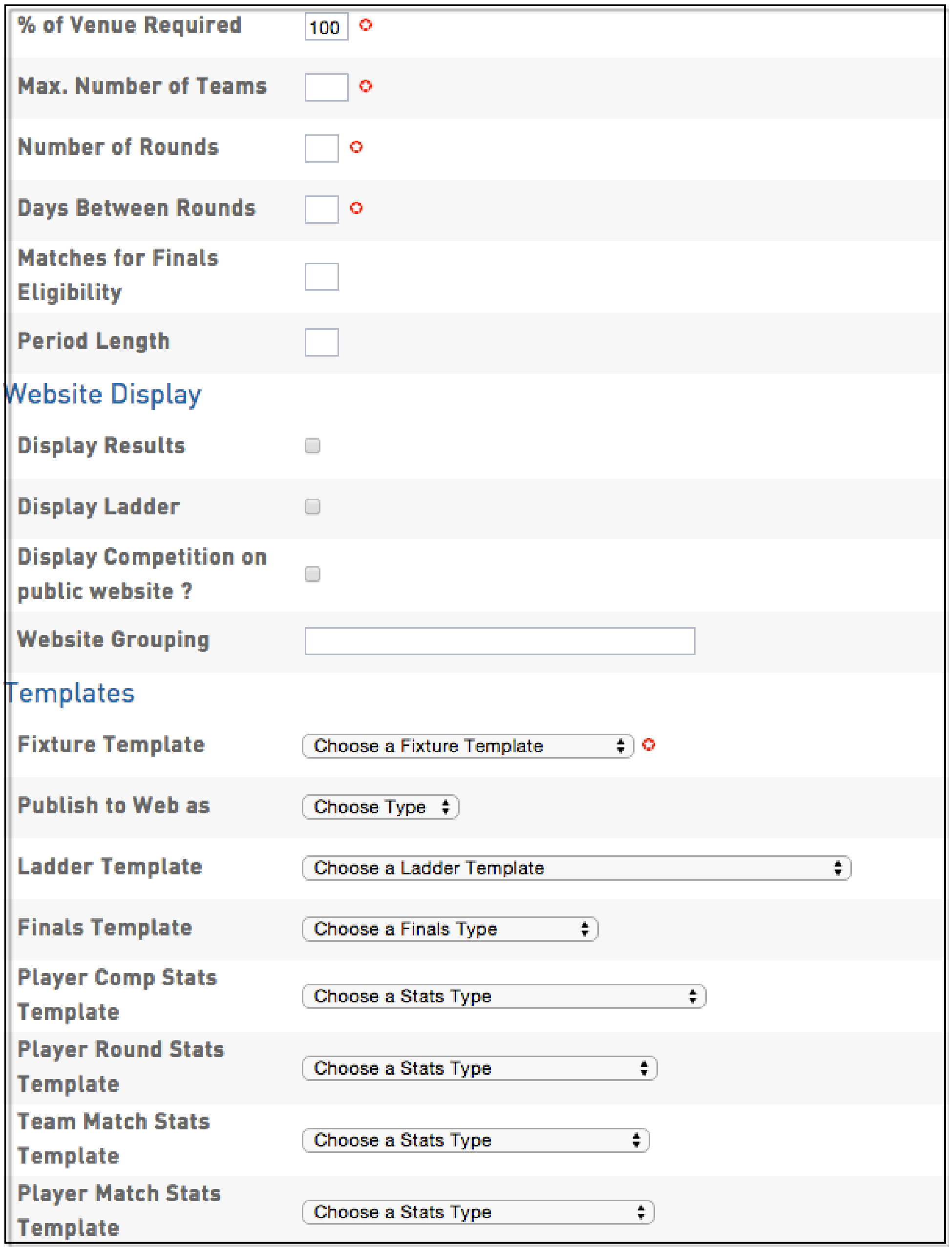
Competition Name	✪
Abbreviation	
Alternate Name	
Contact	
Season	Choose Season ✪

Type/Gender/Age/Order

Competition Type	Choose Type ✪
Gender	Choose Gender ✪
Division	Choose Division ✪
Default Age Group	Choose Age Group ✪
From (Maximum Age) DOB	Day / Month / Year
To (Minimum Age) DOB	Day / Month / Year
Sort Order	

Fixturing

Start Date	✪
Default Game Start Time	00 : 00 *24 hour time*
Match Duration (mins)	0 ✪
Time Venue Required For (mins)	✪



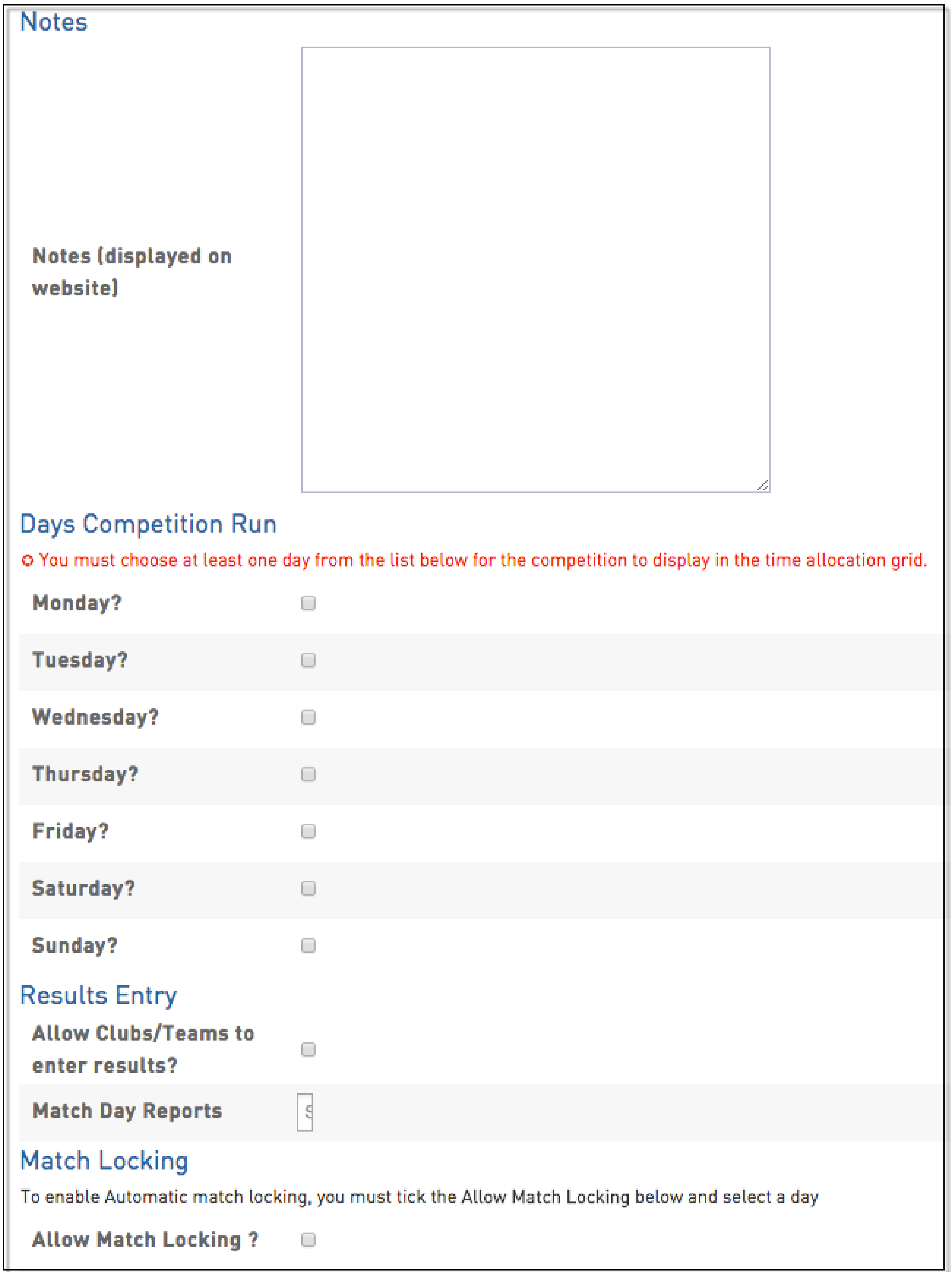
% of Venue Required	100
Max. Number of Teams	
Number of Rounds	
Days Between Rounds	
Matches for Finals Eligibility	
Period Length	

Website Display

Display Results	
Display Ladder	
Display Competition on public website ?	
Website Grouping	

Templates

Fixture Template	Choose a Fixture Template
Publish to Web as	Choose Type
Ladder Template	Choose a Ladder Template
Finals Template	Choose a Finals Type
Player Comp Stats Template	Choose a Stats Type
Player Round Stats Template	Choose a Stats Type
Team Match Stats Template	Choose a Stats Type
Player Match Stats Template	Choose a Stats Type



Notes

Notes (displayed on website)

Days Competition Run

You must choose at least one day from the list below for the competition to display in the time allocation grid.

Monday?

Tuesday?

Wednesday?

Thursday?

Friday?

Saturday?

Sunday?

Results Entry

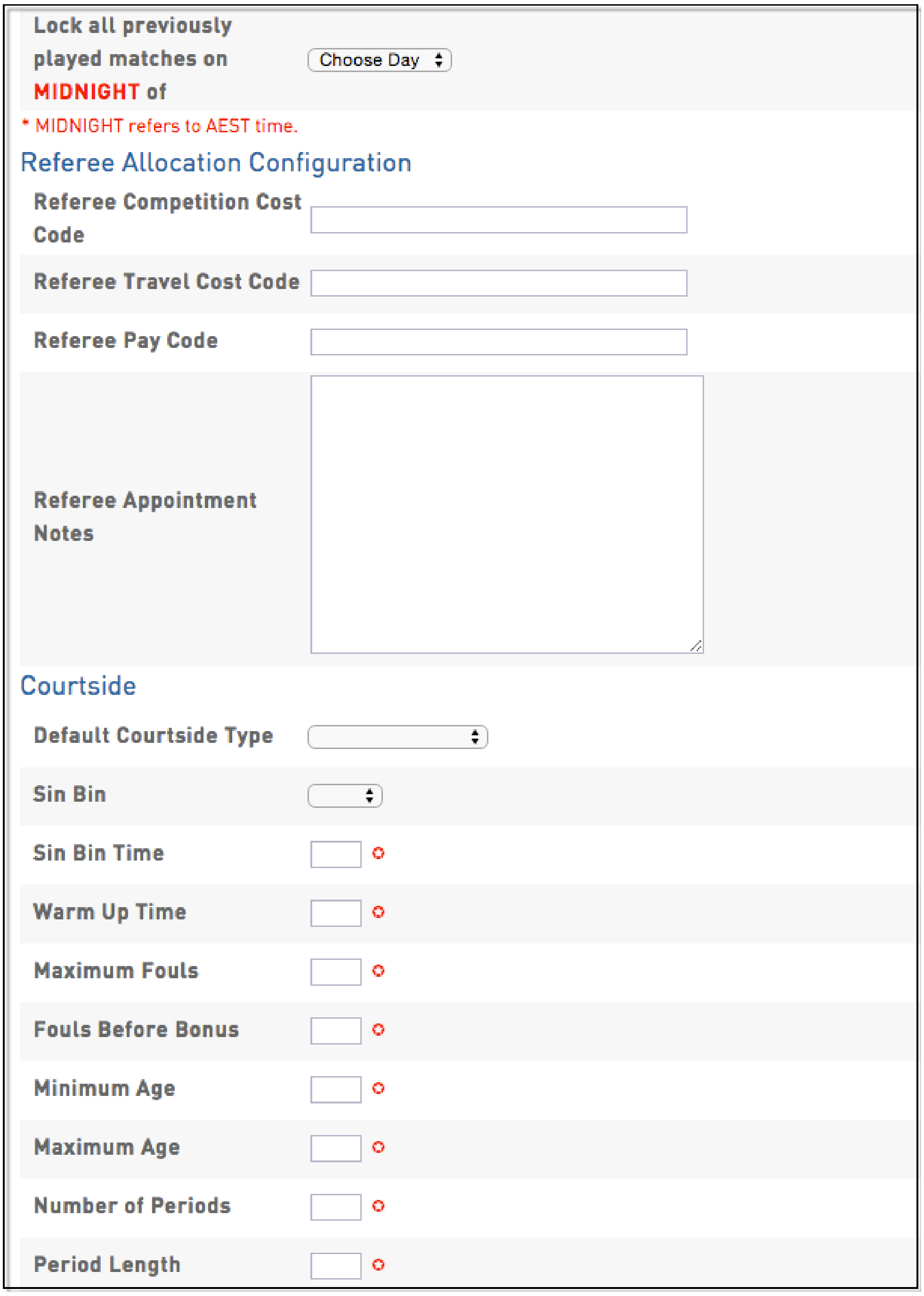
Allow Clubs/Teams to enter results?

Match Day Reports

Match Locking

To enable Automatic match locking, you must tick the Allow Match Locking below and select a day

Allow Match Locking ?


Lock all previously played matches on **MIDNIGHT** of | Choose Day

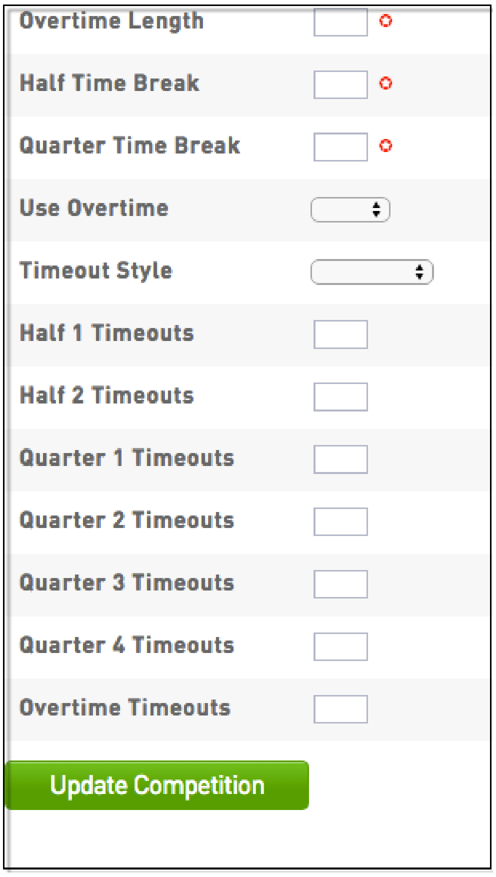
* MIDNIGHT refers to AEST time.

Referee Allocation Configuration

Referee Competition Cost Code	
Referee Travel Cost Code	
Referee Pay Code	
Referee Appointment Notes	

Courtside

Default Courtside Type	
Sin Bin	
Sin Bin Time	
Warm Up Time	
Maximum Fouls	
Fouls Before Bonus	
Minimum Age	
Maximum Age	
Number of Periods	
Period Length	



When this has been done in the Court Allocation set-up screen you will notice that the new Support Guide will appear in the right-hand side of the system.

This support guide displays the steps that are involved in completing the creation of a Venue Allocation competition so that it is ready to publish onto your website. The bold step signifies the next step you need to complete before you can move forward in the process. You can click on any of the steps to jump to the corresponding screen. As you can see above Venue Start Times still need to be set up in this database. This will be explained below.

Creating Venue Start Times

To create Venue Start times click on the Create Venue Start Times link in the guide.

This will take you to the to the Venues screen which will list all the venues you currently have set-up in the database.

Alternately you can get to this screen by clicking the Configuration (spanner) icon and selection the Venues option in the menu.

To add a Start Time to a particular venue or court click on the View button next to the appropriate court or venue.

You will go to the Manage Venue Start Times screen for that particular venue.

This screen will list all of the start times already set-up for the venue. As you can see in the above example no times have been set-up for this venue yet. At this screen you can add a up to five start times in one go. To do this select the day of the week from the drop-down box and a time.

Once you are happy with the times that you have chosen click the Add New Start Times button to create these.   The screen will refresh and the start times will now appear listed at the top of the screen. Any of these can be deleted by simply clicking the trash can icon next to the start time you wish to remove.

You can continue adding these these until you are happy that all the start times necessary have been assigned. To return to the Venue Screen to assign start times to other venues click on the Create Venue Start Times link in the Support Guide menu.

You also have the ability to copy venue start times to one venue from another. To find out how to copy venue start times please scroll down. If you do not need to create any further venue start times you then need to decide whether new teams need to be created for competition you are creating or if the teams are already created and simply need to be assigned to the competition. If they need to be created click the Create Teams link in the Support Guide.

This will take you to the list of teams in the database so that you can add new ones in. Click here to jump to that support section for adding teams If the teams already exist and you simply need to assign them to this competition click on the Add Teams to the Competition link in the support guide.

This will take you to Assign teams to competition screen. Click here to jump to how to assign teams to the competition Copying Venue Start Times Copying venue start times can save valuable time if you have multiple venues or courts that will need to have matches starting at the same time.

Form the venue screen click View next to the venue that you want to copy the start times into.

At the Manager Venue Start Times screen scroll down to the bottom of the page.

You will see the Copy Start Times section.

Simply select the venue you would like to copy start times from the drop-down box (in this example I have select AAMI Park which is the example used in the Creating Venue Start Times section) and then click the Copy Start Times button. The new start times will appear assigned to the venue.

You can copy as many venue times slots as you would like to venues. Once all you start times have been set-up you now need to decide whether new teams need to be created for competition you are building or if the teams are already exist in the database and simply need to be assigned to the competition.

If they need to be created click the Create Teams link in the Support Guide.

This will take you to the list of teams in the database so that you can add new ones in. Click here to jump to the support section for how to add teams to a competition If the teams already exist and you simply need to assign them to this competition click on the Add Teams to the Competition link in the support guide.

This will take you to Assign teams to competition screen.

Assigning/Adding Teams to the Competition

To assign teams to the competition you are creating click on the Add Teams to the Competition link in the support guide.   This will then take you to the Team Selection screen.

To pick a team, you first need to select the club from the left hand drop down box and then the list of teams available to be selected will appear in the right hand column. If the team that you are after isn't displaying you may need to change the Unassigned Filter to All Teams as the team is more than likely in another competition already.

Highlight the team you want to add to the competition then click the arrow facing right to move it into the Selected Teams box. To remove a team from the competition simply highlight the team in the Selected Teams box and click the arrow facing left to remove the team.

Once all of the teams that you require are in the right hand side window then click on the Update button and these teams will now be assigned to the competition and ready for fixturing. You are now ready to allocate the matches start times click on the Create Venue Time Allocations link in the support guide.

Creating Venue Time Allocations is explained below.

Create Venue Time Allocations Once you have clicked on the Create Venue Time Allocations link in the support guide you will be taken to the Venue Time Allocation screen.

Here you need to select the Season that the competition you need to create venue allocation for is in from the first drop down box and then you need to select the Day of the Week the competition plays matches. If the competition plays matches on multiples days simply select the first day of these.

In the example competition the season the competition has been created in was 2010 and the day of the week matches are going to be played on are Saturday. Once these selections have been made click View Allocation Grid to continue.

The Venue Allocation Grid will appear for the day you have selected. Now it is simply a matter of dragging and dropping matches on the Start Times for the given venues. As you can see in the above example the competition that has been created for the support information seen here is the Test Support Competition and the matches for these are labelled the Test Support Competition Match 1,2,3 and 4.

The number of matches has been decided in the competition set-up. Because the competition is an 8 team competition using an 8 team fixture template the system knows 4 matches will need to be scheduled per round.

Drag and drop the matches onto the start time you would like. Continue to do this until all the matches for the competition have been allocated start times.

You will know this has been done successfully because there will be no matches left in the Unallocated match box on the left-hand side.

Note: It important to remember that the changes made save automatically, you do not need to click anything to save these. If you needed to allocate matches start times from other days you can jump straight to the day by clicking the day name link at the top of the screen.

Once you have allocated all the start times for as many competitions as you would like to you are ready to generate your fixtures. Click on the Generate the Fixture link in the support guide.

This will take you to the Bulk Fixture Generation screen. Generating the fixture(s) is explained below.

Generating the Fixtures

Once you are ready to generate the fixture(s) for the competition click on the click on the Generate the Fixture link in the support guide.

This will take you to the Bulk Fixture Generation screen.

Select the season that the competitions you want to generate fixtures are within and click Continue.

You can now tick the boxes next to the competition that you wish to generate the fixtures for. Once you have ticked all the relevant boxes click the Generate Fixtures button.

The fixtures will be created for all the competitions selected.

You can view the the fixtures for these competitions by clicking the link for the appropriate competition.

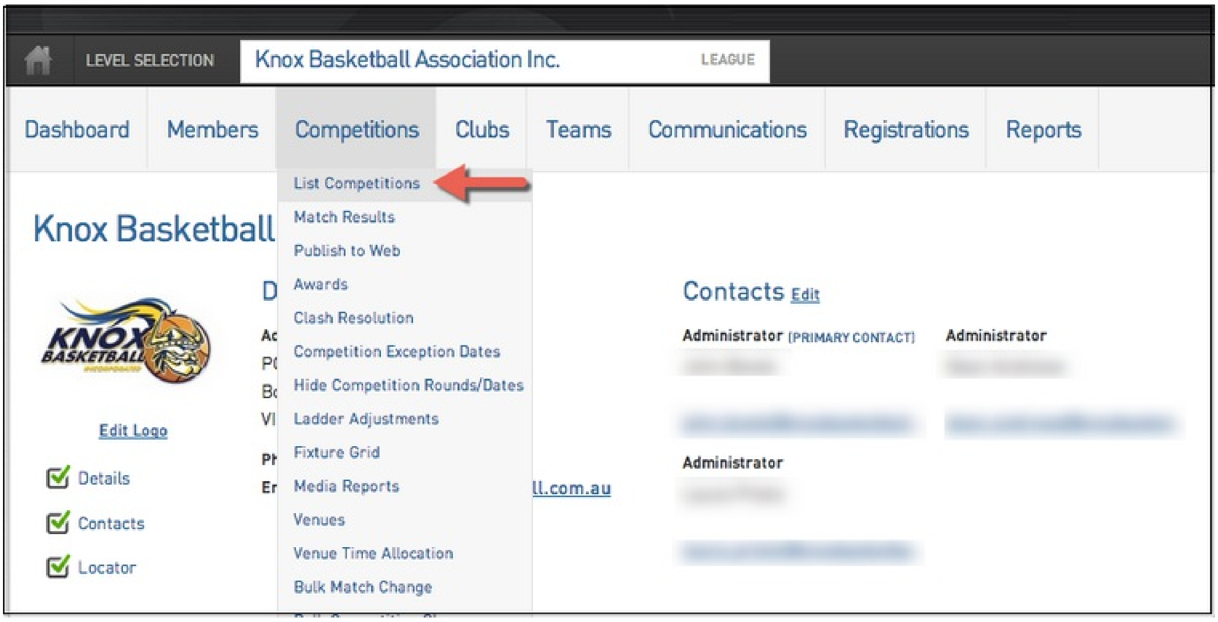
Create a New Competition

Last Modified on 05/01/2017 2:00 pm AEDT

Important: Prior to creating your competition, please ensure you have completed the Pre-Competition Setup steps.

To create a new competition, please complete the following steps:

1. Hover the cursor over the Competitions tab and select List Competitions.



2. A list of your current competitions will appear. Click on New in the top right corner.

3. Select the type/ format of the competition. Three different formats are available:

Home and Away competition

Venue Allocation competition

Pools competition.

Further information on Competition Types can be found via our Competition Types article.

After selecting your competition format, you will see the 'Add New Competition' screen. This screen is the same regardless of the type of competition format you have chosen in Step 3.

4. On the 'Add New Competition' screen you are required to enter information on:

Note: If there are no fields available to select from the drop-down, you will need to configure your Manage Lookup Information

- **Competition Name**
- **Age group**
- **Gender**
- **Division**
- **Default Age Group**
- **Start Date**
- **Default Game Start Time - Important**: this is <u>not</u> to be set at 12:00AM.
- **Match Duration** - The total of actual playing time e.g. 2x20 minute halves = 40
- **Time required for Venue** - Time of use of Venue (or field) for one match e.g. Playing time + Half Time + new match changeover time = 60.
- **% Of Venue Required** - the percentage of field space required to run a game. E.g. 50% will allow you to run two games on one Venue (field) at a time.
- **Maximum Number of Teams**
- **Number of Rounds**
- **Days Between Rounds**
- **Fixture Template**
- **Days Competition Run**

5. Once you have entered all the information and settings for your competition, click on Update Competition.

So long as all compulsory fields have been completed, a message will appear noting that the new competition has been successfully created.

Note: If any compulsory fields have not been completed, you will be automatically taken to the fields that need filling in. The field will appear in red with the message 'Field required' next to it. Enter the information and click on Update Competition to complete the setup of your competition.

Add Teams to a Competition

Last Modified on 16/02/2017 12:02 pm AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

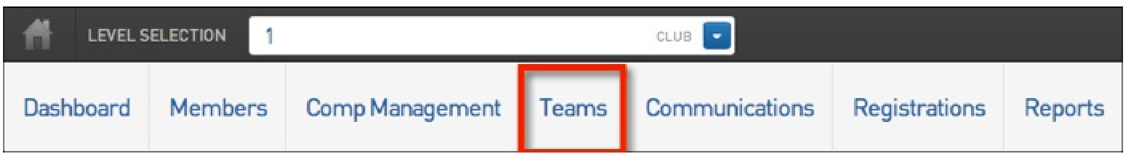
Once a competition has been set up, teams can be added to the competition. Then once teams are added, a fixture can be generated.

There are two methods for adding teams into a competition:

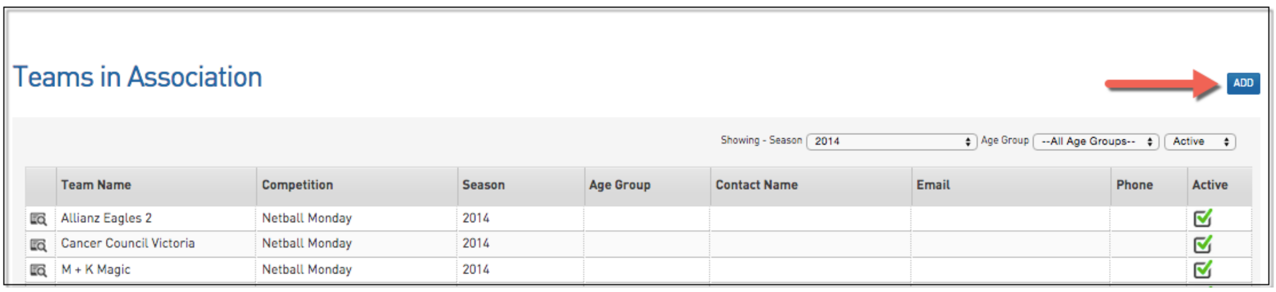
- Create new teams and add them directly into the competition
- Move existing teams from a previous competition into the new season's competition

These instructions will cover the first method - creating new teams and adding them to the competition.

1. From the association or club level of Membership, click on Teams in the top menu.



2. The list of teams in the association will appear. Click on Add in the top right corner.

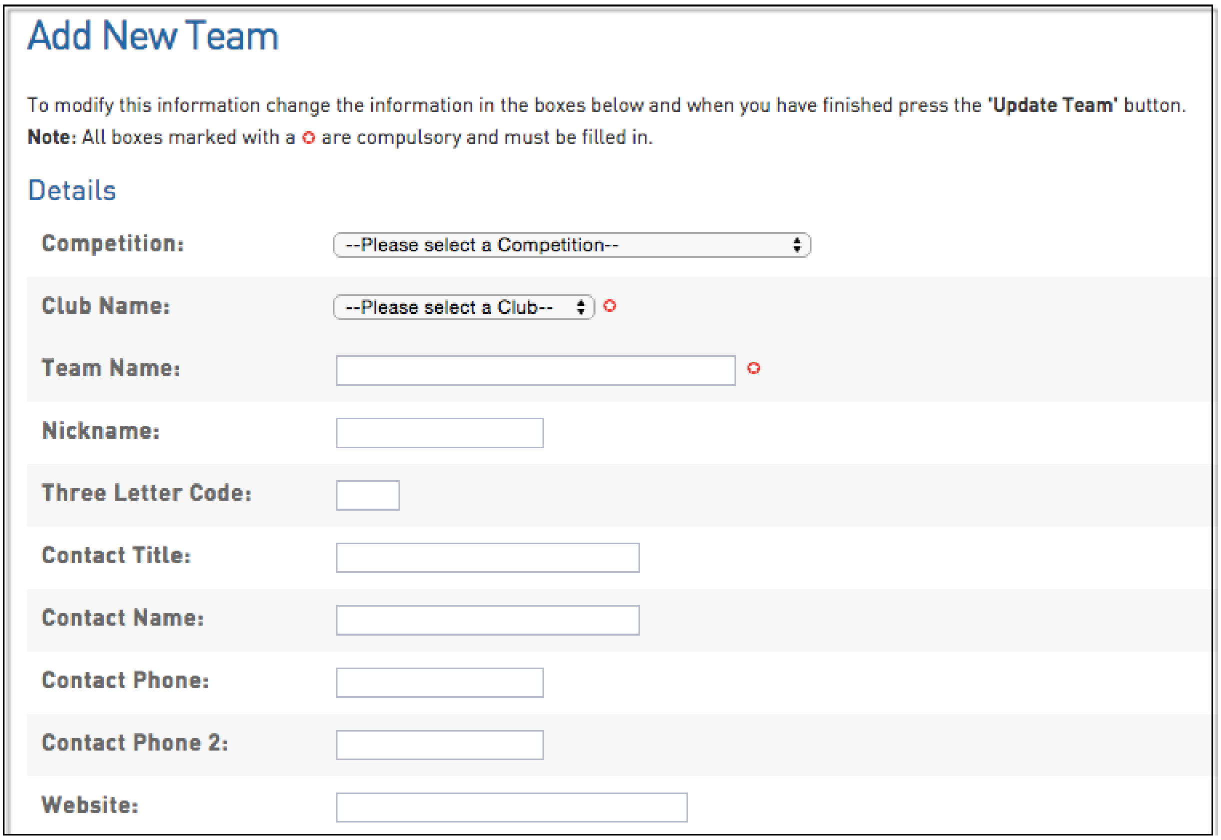


3. Enter the details in the fields provided, ensuring that you:

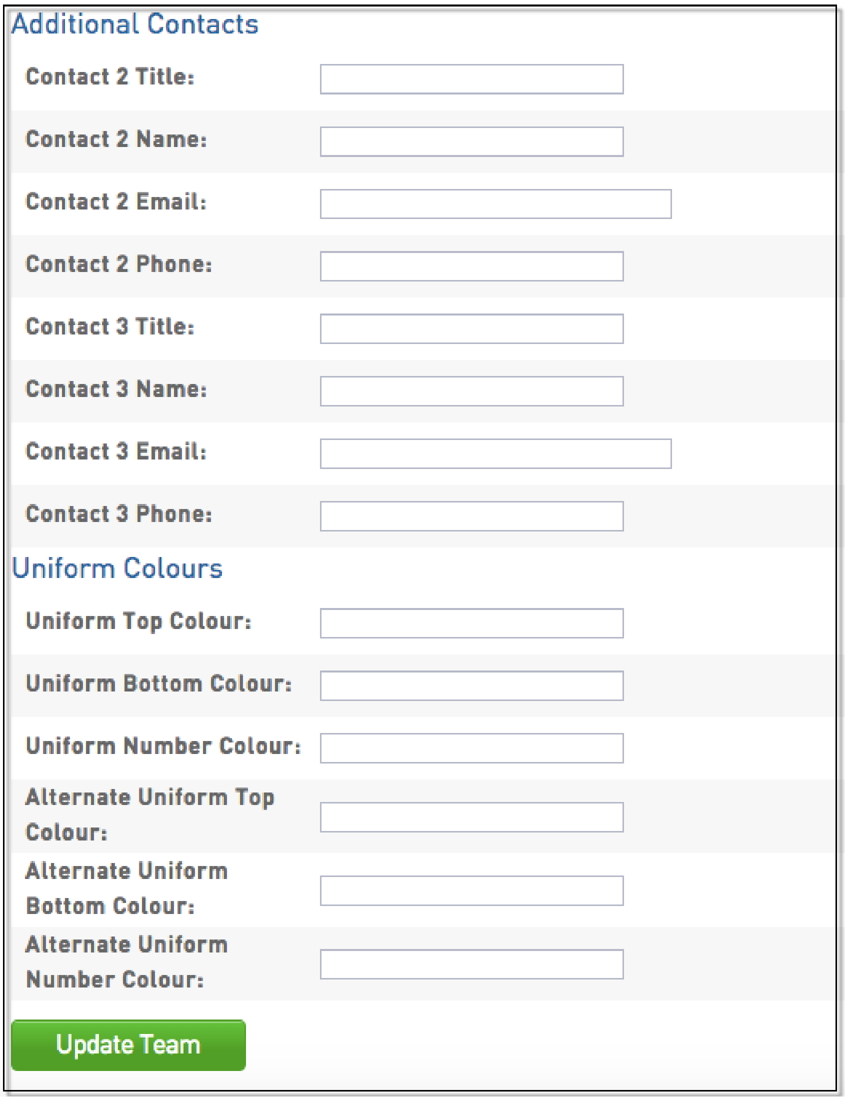
- Select the club that the team belongs to (association only). If you have logged into Membership at club level, the team will be added to your club.

- Enter the team name

- Select the competition from the drop-down list that the team will participate in



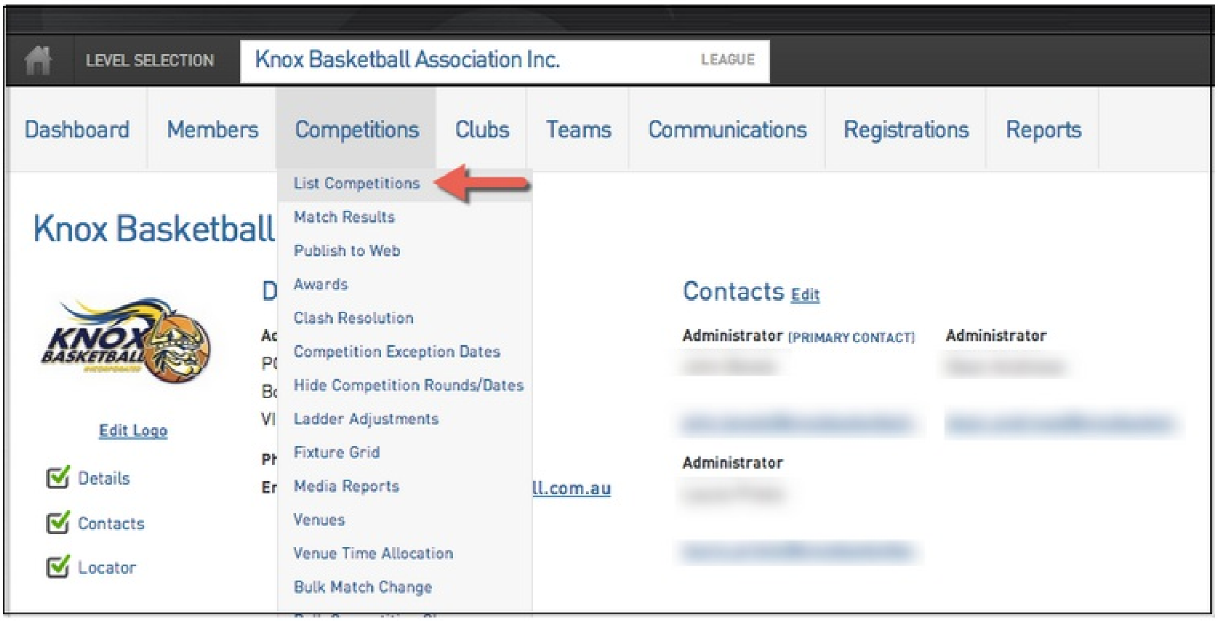
4. Click on Update Team. A message will appear confirming the successful creation of the new team.



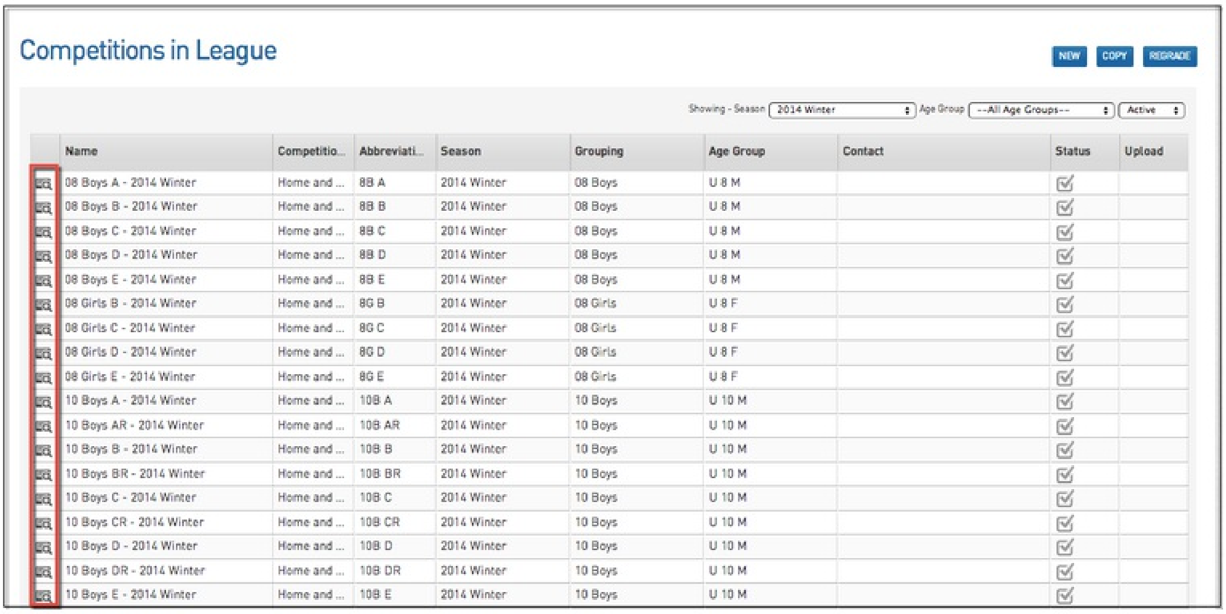
6. Repeat this process for each new team that will participate in the competition.

To view the new team and the record of it's addition to the competition:

1. Hover over Competitions and click List competitions.



2. Choose a specific competition.


Competitions in League

NEW COPY REGRADE

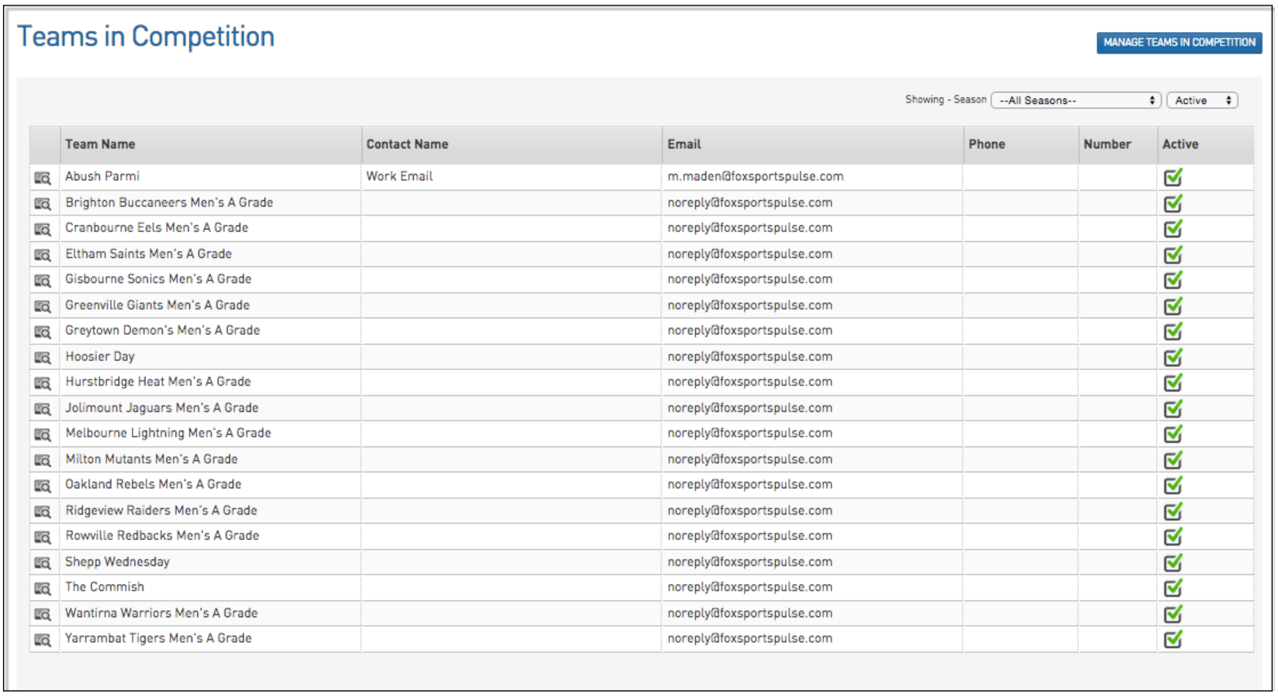
Showing - Season 2014 Winter Age Group --All Age Groups-- Active

Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

3. Click on Teams in the top menu and locate the new team on the Teams List.

Note: *For Pools Competitions, newly created Teams can be viewed/added to a Pool by selecting the Teams menu option, alongside the respective Pool (e.g. A,B,C,1,2,3) from within the Pools Competition Phase & Structure screen.*

2. Click on the view button next to the team.



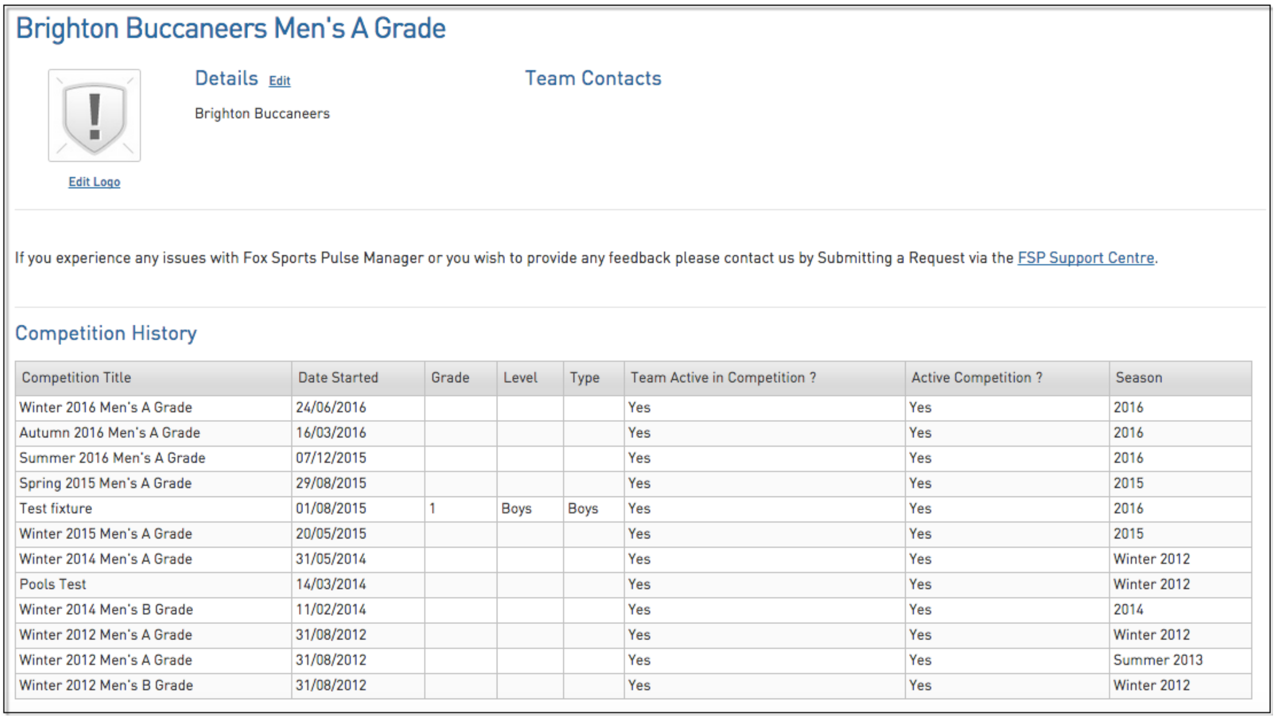
Teams in Competition

MANAGE TEAMS IN COMPETITION

Showing - Season --All Seasons-- Active

Team Name	Contact Name	Email	Phone	Number	Active
Abush Parmi	Work Email	m.maden@foxsportspulse.com			✓
Brighton Buccaneers Men's A Grade		noreply@foxsportspulse.com			✓
Cranbourne Eels Men's A Grade		noreply@foxsportspulse.com			✓
Eltham Saints Men's A Grade		noreply@foxsportspulse.com			✓
Gisbourne Sonics Men's A Grade		noreply@foxsportspulse.com			✓
Greenville Giants Men's A Grade		noreply@foxsportspulse.com			✓
Greytown Demon's Men's A Grade		noreply@foxsportspulse.com			✓
Hoosier Day		noreply@foxsportspulse.com			✓
Hurstbridge Heat Men's A Grade		noreply@foxsportspulse.com			✓
Jolimount Jaguars Men's A Grade		noreply@foxsportspulse.com			✓
Melbourne Lightning Men's A Grade		noreply@foxsportspulse.com			✓
Milton Mutants Men's A Grade		noreply@foxsportspulse.com			✓
Oakland Rebels Men's A Grade		noreply@foxsportspulse.com			✓
Ridgeview Raiders Men's A Grade		noreply@foxsportspulse.com			✓
Rowville Redbacks Men's A Grade		noreply@foxsportspulse.com			✓
Shepp Wednesday		noreply@foxsportspulse.com			✓
The Commish		noreply@foxsportspulse.com			✓
Wantirna Warriors Men's A Grade		noreply@foxsportspulse.com			✓
Yarrambat Tigers Men's A Grade		noreply@foxsportspulse.com			✓

3. The Team's dashboard will open. At the bottom is the team's 'Competition History' where the competition the team has been assigned to will appear.



Brighton Buccaneers Men's A Grade

Details Edit

Brighton Buccaneers

Edit Logo

Team Contacts

If you experience any issues with Fox Sports Pulse Manager or you wish to provide any feedback please contact us by Submitting a Request via the FSP Support Centre.

Competition History

Competition Title	Date Started	Grade	Level	Type	Team Active in Competition ?	Active Competition ?	Season
Winter 2016 Men's A Grade	24/06/2016				Yes	Yes	2016
Autumn 2016 Men's A Grade	16/03/2016				Yes	Yes	2016
Summer 2016 Men's A Grade	07/12/2015				Yes	Yes	2016
Spring 2015 Men's A Grade	29/08/2015				Yes	Yes	2015
Test fixture	01/08/2015	1	Boys	Boys	Yes	Yes	2016
Winter 2015 Men's A Grade	20/05/2015				Yes	Yes	2015
Winter 2014 Men's A Grade	31/05/2014				Yes	Yes	Winter 2012
Pools Test	14/03/2014				Yes	Yes	Winter 2012
Winter 2014 Men's B Grade	11/02/2014				Yes	Yes	2014
Winter 2012 Men's A Grade	31/08/2012				Yes	Yes	Winter 2012
Winter 2012 Men's A Grade	31/08/2012				Yes	Yes	Summer 2013
Winter 2012 Men's B Grade	31/08/2012				Yes	Yes	Winter 2012

If you have logged in at the association level of Membership, you can view the teams assigned to the competition by:

Hovering over Competitions in the top menu and click List Competitions. Click on the view button next to the competition.

The competition's 'dashboard' will open. Click on Teams in the top menu.

The list of teams assigned to the competition will appear.

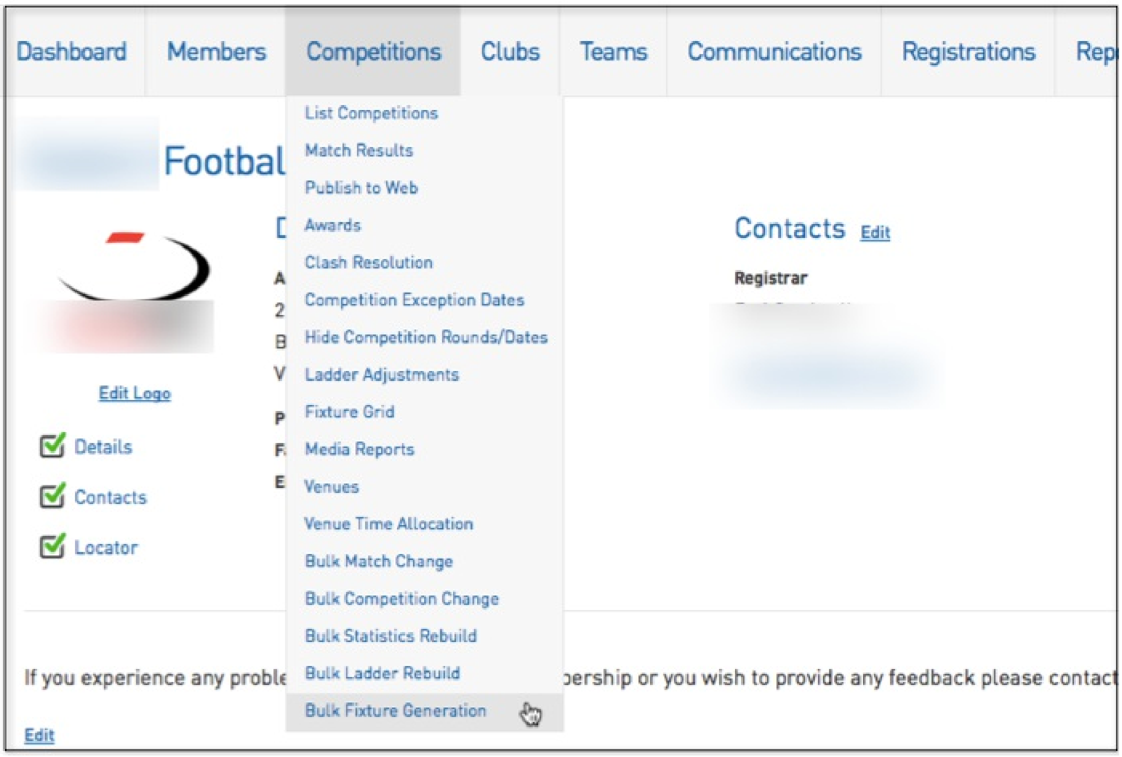
Generating Fixtures

Last Modified on 05/01/2017 2:08 pm AEDT

Generating - Bulk (all competitions at once).

Once competitions have been created / teams assigned to competitions fixtures can be generated.

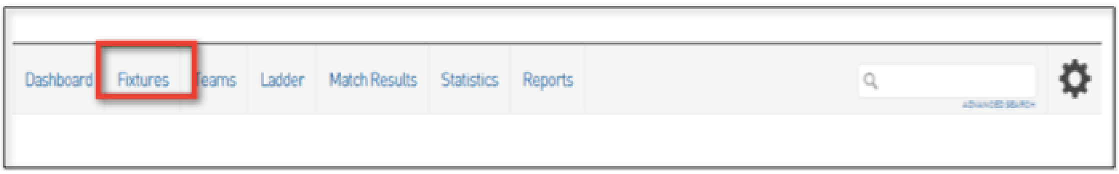
To generate fixtures in bulk select bulk fixture generation from the competitions tab as shown below.



Select the season, check the box next to the competitions to be generated and select the icon - fixtures for the competitions will now be generated.

Generating – Single (competition by competition)

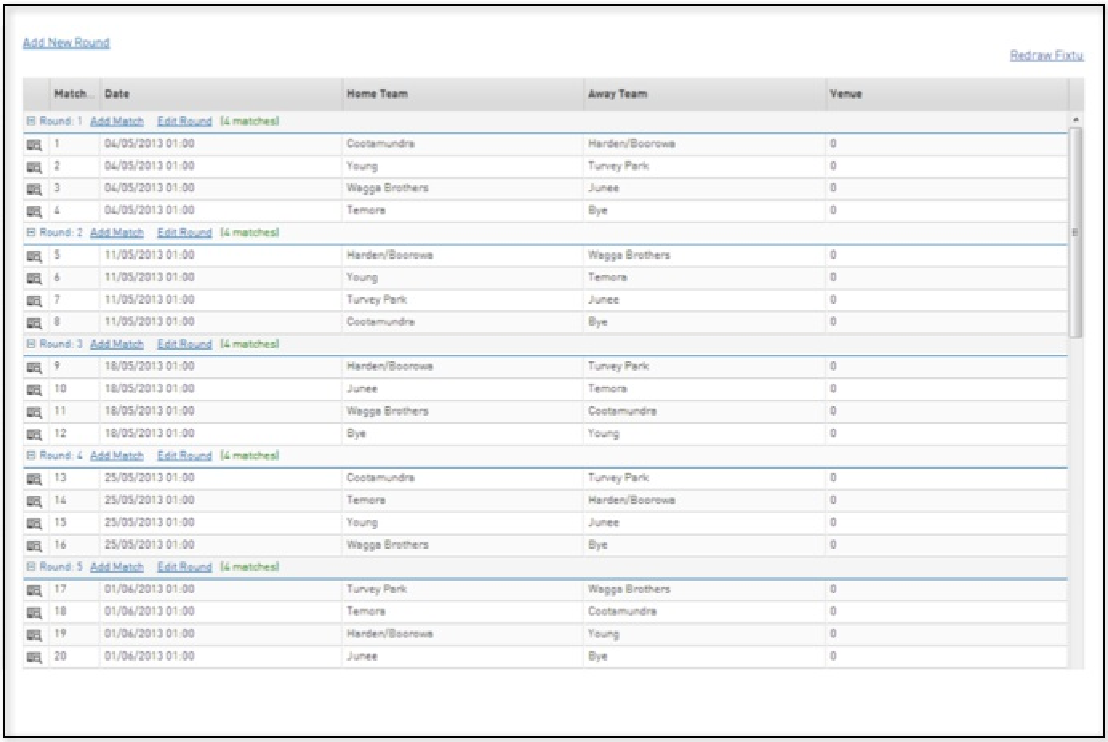
Navigate to the relevant competition from list competitions and select the icon » Select the fixtures tab from the top navigation menu as shown below.



Click generate fixtures - all fixtures for this competition will now be generated - repeat this process for all competitions.

Edit – Single (competition by competition)

Navigate to the relevant competition from list competitions select the icon and then fixtures – regular season from the top navigation menu. All fixtures for the current competition will be displayed as per below screenshot, click on a field such as the date/time – home team – away team – venue to change any fields when the change has been made click enter to lock in the changes. Alternatively select the icon next to the match you wish to update make the changes from the drop down box available and select Update Match.


Add New Round

Redraw Fixtu

Match	Date	Home Team	Away Team	Venue
Round: 1 Add Match Edit Round (4 matches)				
1	04/05/2013 01:00	Cootamundra	Harden/Boorowa	0
2	04/05/2013 01:00	Young	Turvey Park	0
3	04/05/2013 01:00	Wagga Brothers	Junee	0
4	04/05/2013 01:00	Temora	Bye	0
Round: 2 Add Match Edit Round (4 matches)				
5	11/05/2013 01:00	Harden/Boorowa	Wagga Brothers	0
6	11/05/2013 01:00	Young	Temora	0
7	11/05/2013 01:00	Turvey Park	Junee	0
8	11/05/2013 01:00	Cootamundra	Bye	0
Round: 3 Add Match Edit Round (4 matches)				
9	18/05/2013 01:00	Harden/Boorowa	Turvey Park	0
10	18/05/2013 01:00	Junee	Temora	0
11	18/05/2013 01:00	Wagga Brothers	Cootamundra	0
12	18/05/2013 01:00	Bye	Young	0
Round: 4 Add Match Edit Round (4 matches)				
13	25/05/2013 01:00	Cootamundra	Turvey Park	0
14	25/05/2013 01:00	Temora	Harden/Boorowa	0
15	25/05/2013 01:00	Young	Junee	0
16	25/05/2013 01:00	Wagga Brothers	Bye	0
Round: 5 Add Match Edit Round (4 matches)				
17	01/06/2013 01:00	Turvey Park	Wagga Brothers	0
18	01/06/2013 01:00	Temora	Cootamundra	0
19	01/06/2013 01:00	Harden/Boorowa	Young	0
20	01/06/2013 01:00	Junee	Bye	0

To add a round to a competition click the Add New Round button and complete the number of matches to be played.

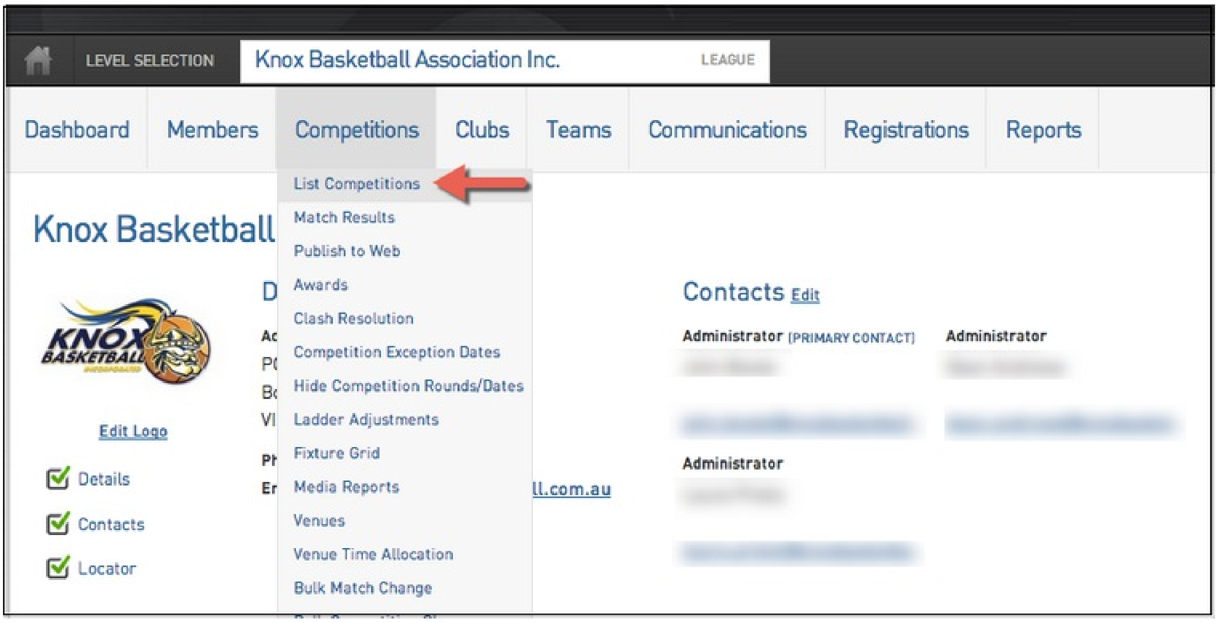
Matches can be added by selecting the Add Match icon which appears next to the round number.

Creating a Fixture Using Venue Time Allocation

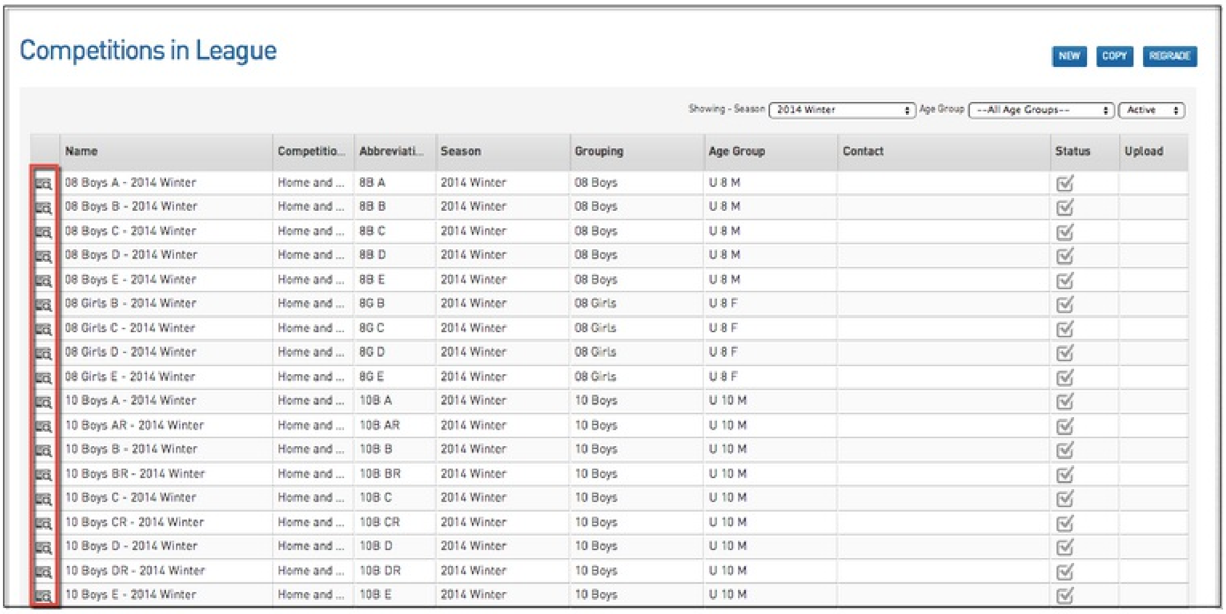
Last Modified on 14/01/2016 8:15 am AEDT

The Venue Time Allocation function will allow you to automate how venues and times are allocated to matches within your competitions. To utilise the Venue Time Allocation function:

1. Hover over the Competitions menu and click 'List Competitions'.

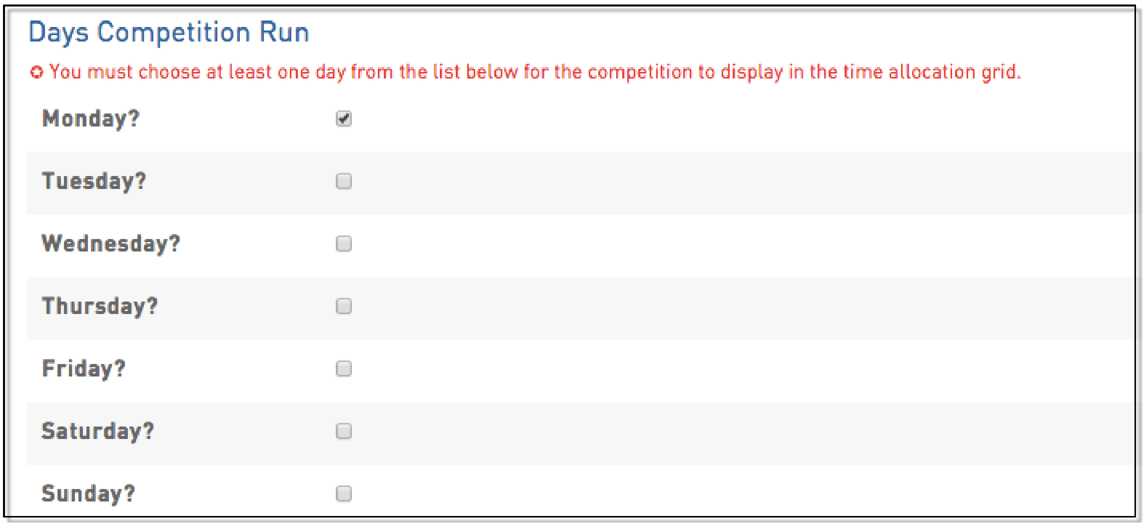


2. Click on the symbol on the left hand side to get into the competition.



3. Once in the competition, click Edit.

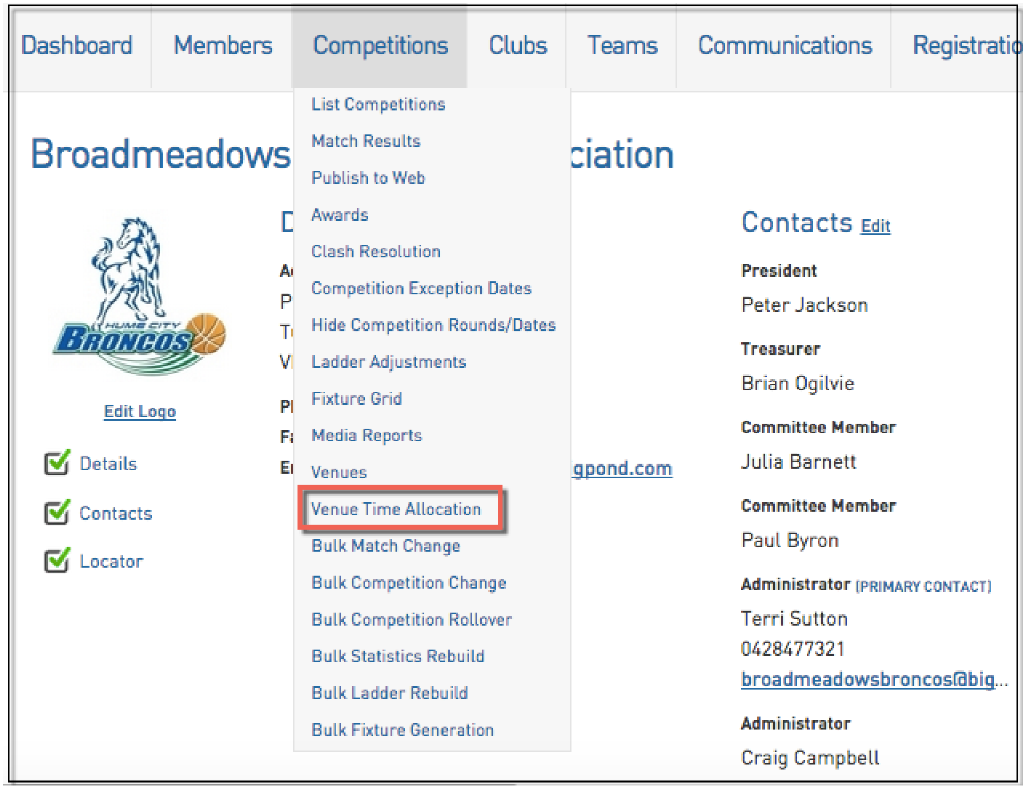
4. Scroll down to the Days Competition Run section and make sure the appropriate days are selected.



After configuring your competitions, you will just need to ensure that the Venue Start Times have been configured.

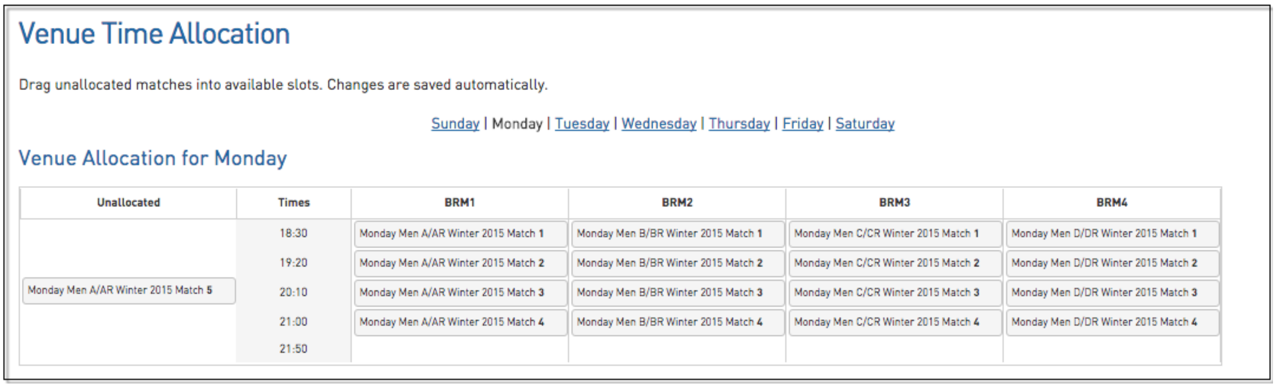
Once you've configured the competition and the venues you'll then be able to set up the Venue Time Allocation.

5. Hover over the Competitions menu and click on Venue Time Allocation



6. Select the appropriate Season and Day of the Week

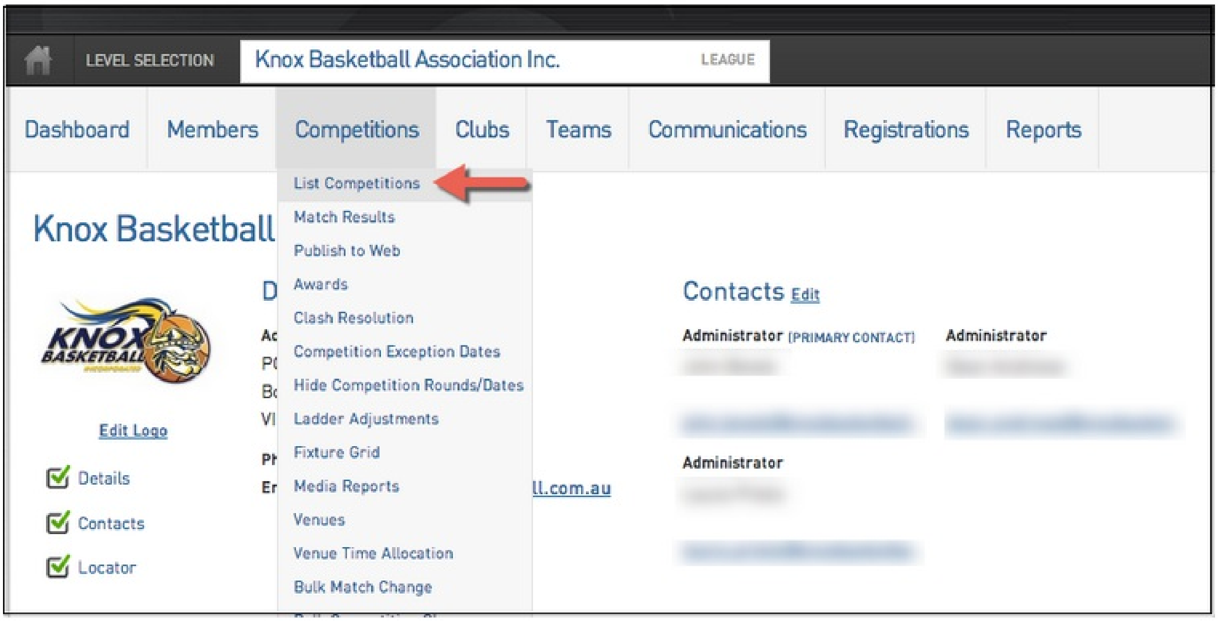
The system will recognise how many games per round are to be played in your competition and will list them in the Unallocated section on the left hand side (as below).



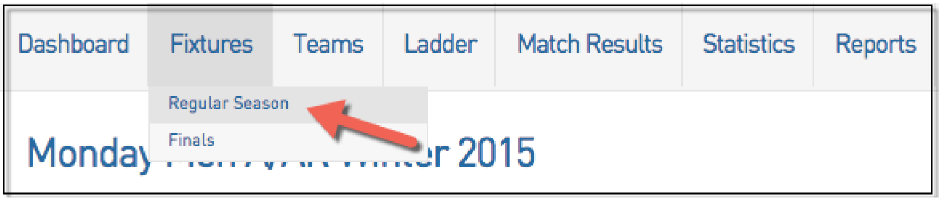
The above example shows one match that is unallocated. To allocate a time and a venue for this matches, simply click and drag the match into the correct time slot.

Once done you will then be able to generate the fixture.

7. Return to the List Competitions screen and click on the competition



8. Hover over Fixtures click Regular Season and click Generate Competition Fixtures (Note: if you already have fixtures created, simply click on the Redraw Fixture link)

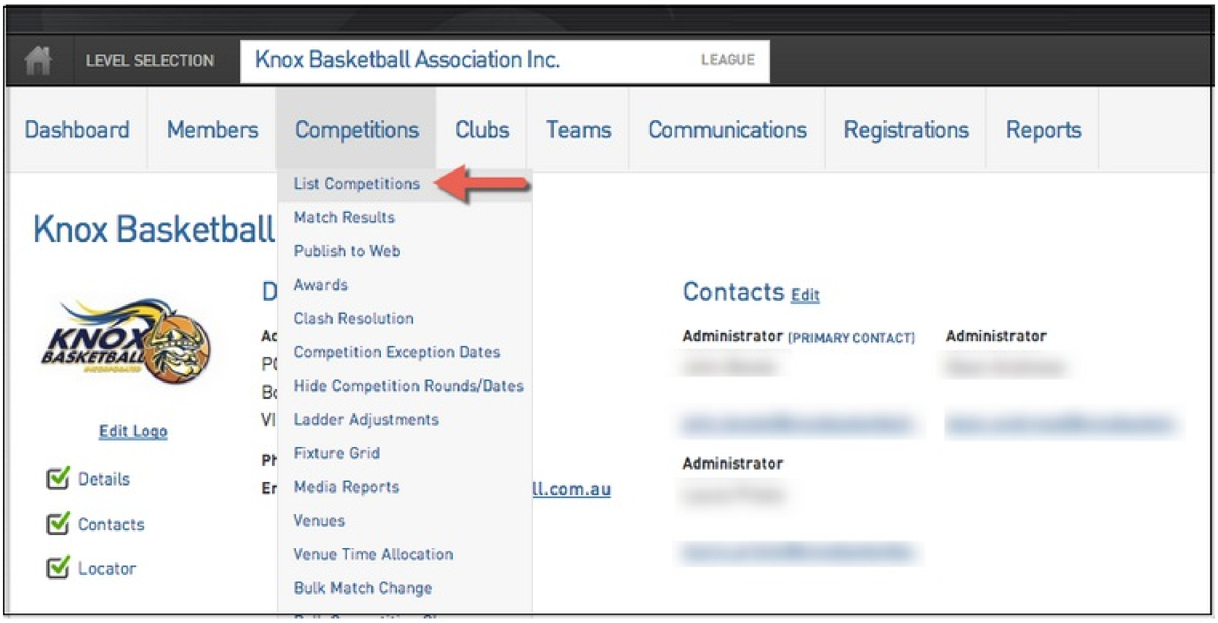


View Competitions in Association

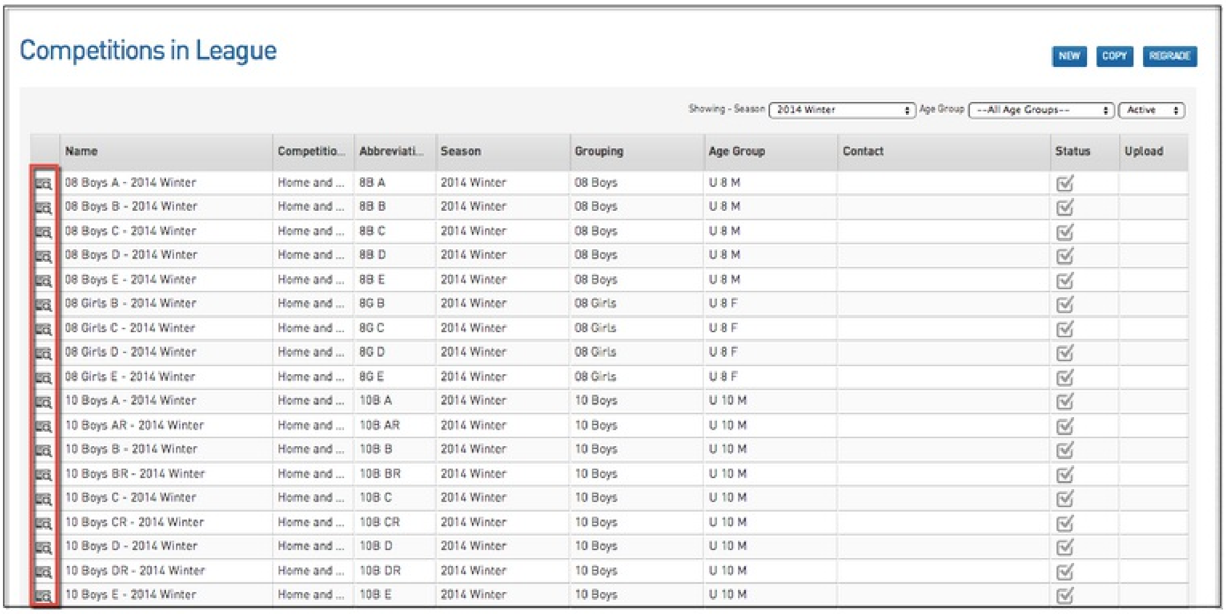
Last Modified on 14/01/2016 8:15 am AEDT

To view Competition within your association, please follow these simple steps.

1. From your dashboard hover over 'Competitions' and click 'List Competitions'.



2. To view more information within your competitions, click on the magnifying glass next to the specific competition.



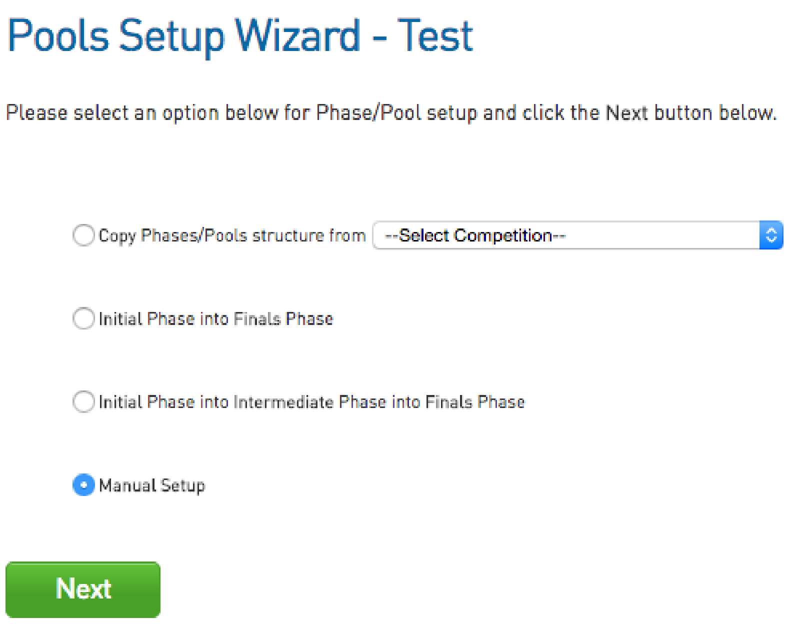
	Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
	08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
	08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
	08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
	08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
	08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
	08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
	08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
	08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
	08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
	10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
	10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
	10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
	10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
	10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
	10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
	10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
	10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
	10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

Pools Competition - Setup Wizard

Last Modified on 24/04/2018 2:44 pm AEST

The Pools Competition Setup Wizard will guide administrators through the pools setup process. For information on how to create a competition, please see our create a competition article.

Once you have created your competition, you will be taken to the Pools Competition Setup Wizard:



And are presented with the following options:

- Copy Phases/Pools structure from

- Initial Phase into Finals Phase

- Initial Phase into Intermediate Phase into Finals Phase

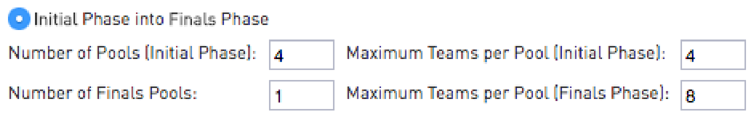
- Manual Setup

Initial Phase Into Finals Phase

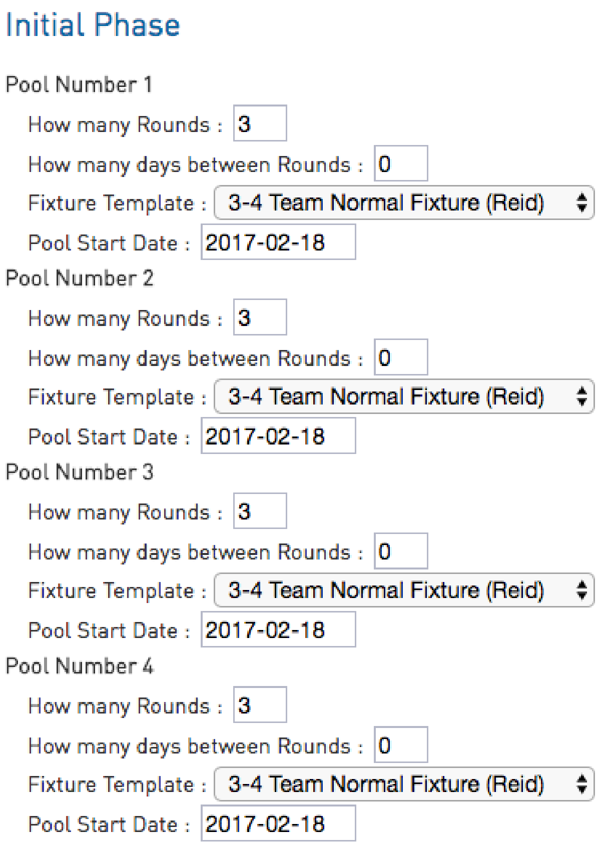
We will focus on a Initial Phase into Finals Phase structure.

Note: Ensure that the correct fixture templates (including finals fixture) for your competition have been established before you begin creating your competition.

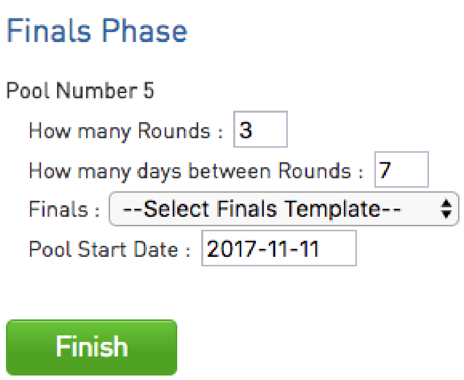
1. Our competitions will feature 16 teams across 4 pools, with the top 2 teams in each pool moving to Quarter Finals, Into Semi-Final into Grand Final.



2. Once we have defined our structure, we can proceed to assigning our Rounds and Templates. For this example, we will have 3 rounds for each of the *4 pools* with round 7 days apart, and use a 3-4 Team Fixture Template.



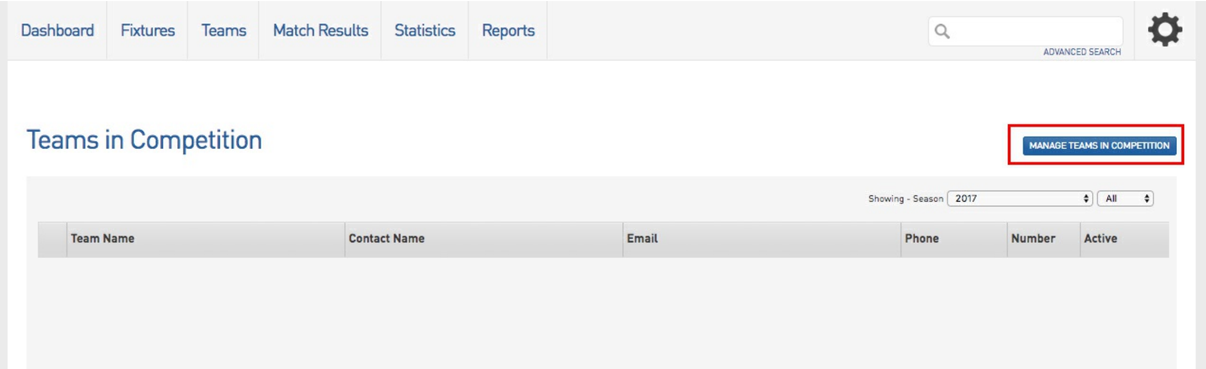
3. We will also define our Finals structure in this screen. We will use a traditional Quarter,Semi and Grand Final structure. For example, it would be 3 rounds (referring to each finals stage) with 7 days in between the 3 stages of finals, using an 8 team- 3 week finals template.



4. Once your pools have been created you can add your teams to the competition and then assign these teams to each of the pools.

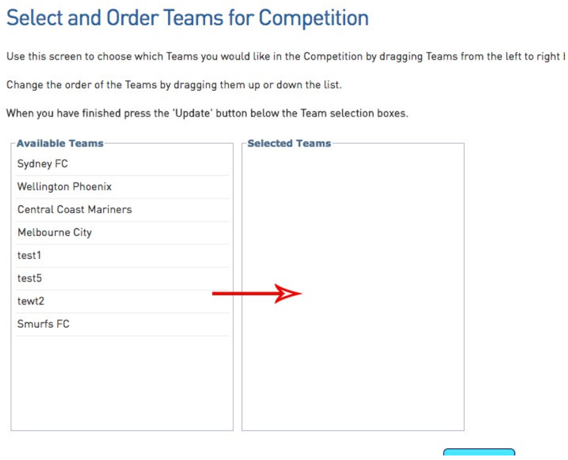
*Note: The teams have to be added to the competition itself **first** before they can be added to each of the pools.*

a. Go into the competition and select the **Teams** tab and add teams via the **manage teams in competition.**



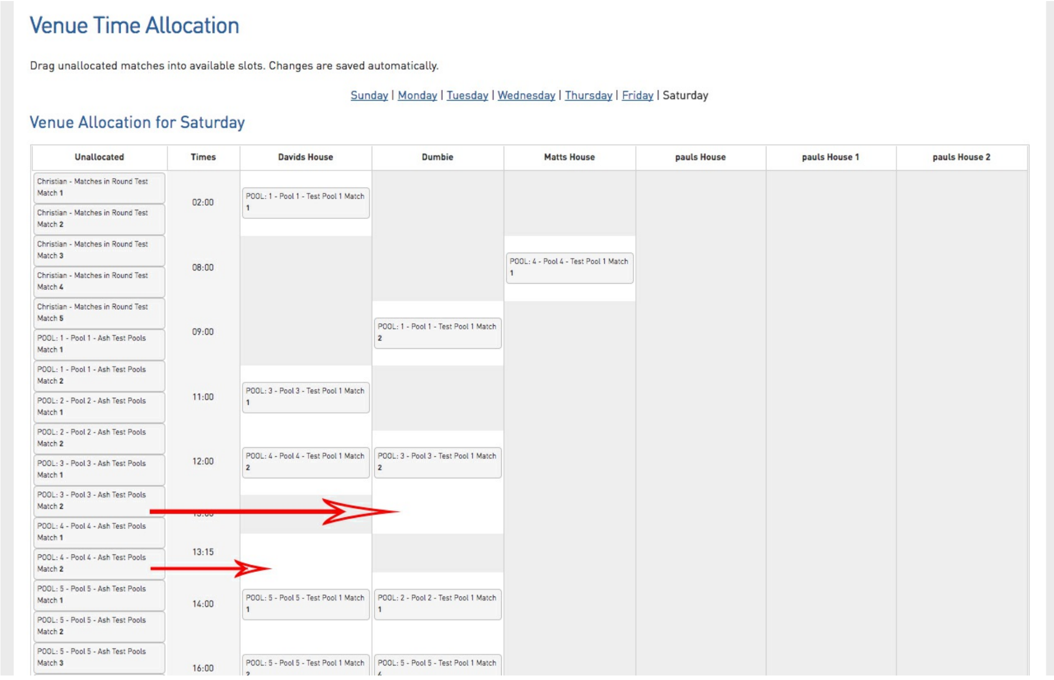
b. Once teams have been added to the competition, you can add them to each of the pools under the **Teams** tab next to each pool. Move each of the teams from the available team list to the selected team list.

Note: only select the correct amount of teams that are in this one pool. As per our example, we are having 4 teams per pool, so we would select 4.



5. When setting up the fixtures for pools competitions, it is recommended that you use the **venue time allocation** grid to assign all your games to their relevant times and venues and then generate your fixture. You will need to ensure the **start times** for your venues have been added as well before you assign any matches to the grid.

Once your start times have been set up, all the venues in use should appear in the grid with all your matches for your competition in the *unallocated box* where you then drag them over into their designed time slots.



6. Now go into each of the pool of the competition and **generate the fixtures**. If the allocation grid has been done correctly what you assigned there should now be listed within the fixture. Manually update any matches if needed.

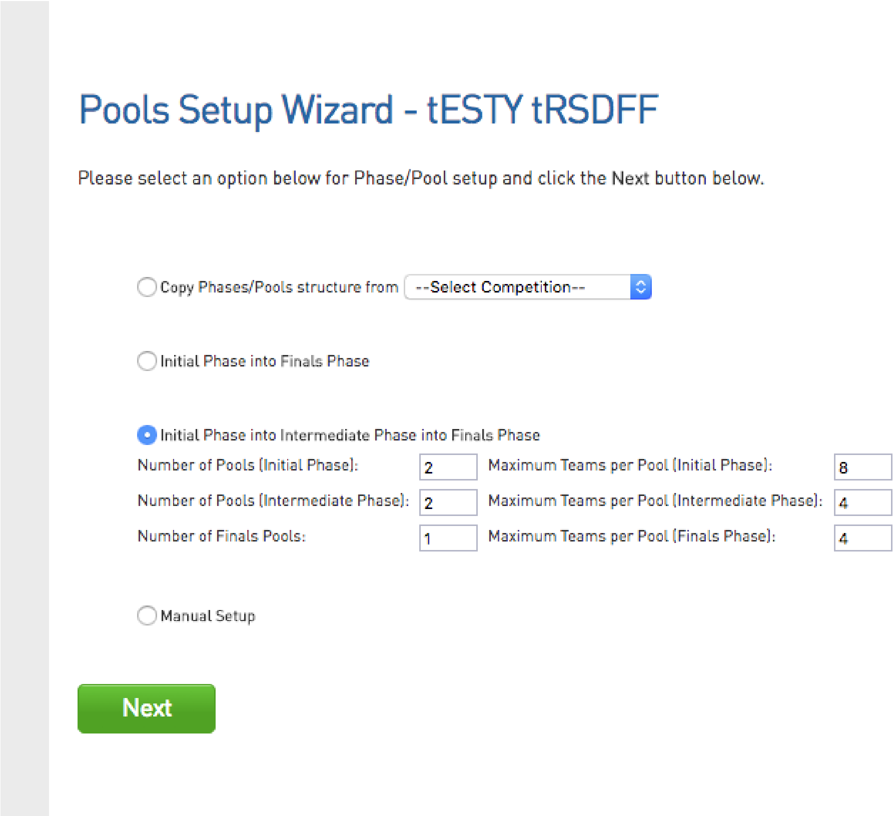
7. You will now need to create progression rules for each of the teams in order for them to move from Phase 1 to the Phase 2 (Finals Phase).

Note: DO NOT run the progression rules until the end of the season when all rounds have been played, match results have been entered and the ladder is appearing correctly.

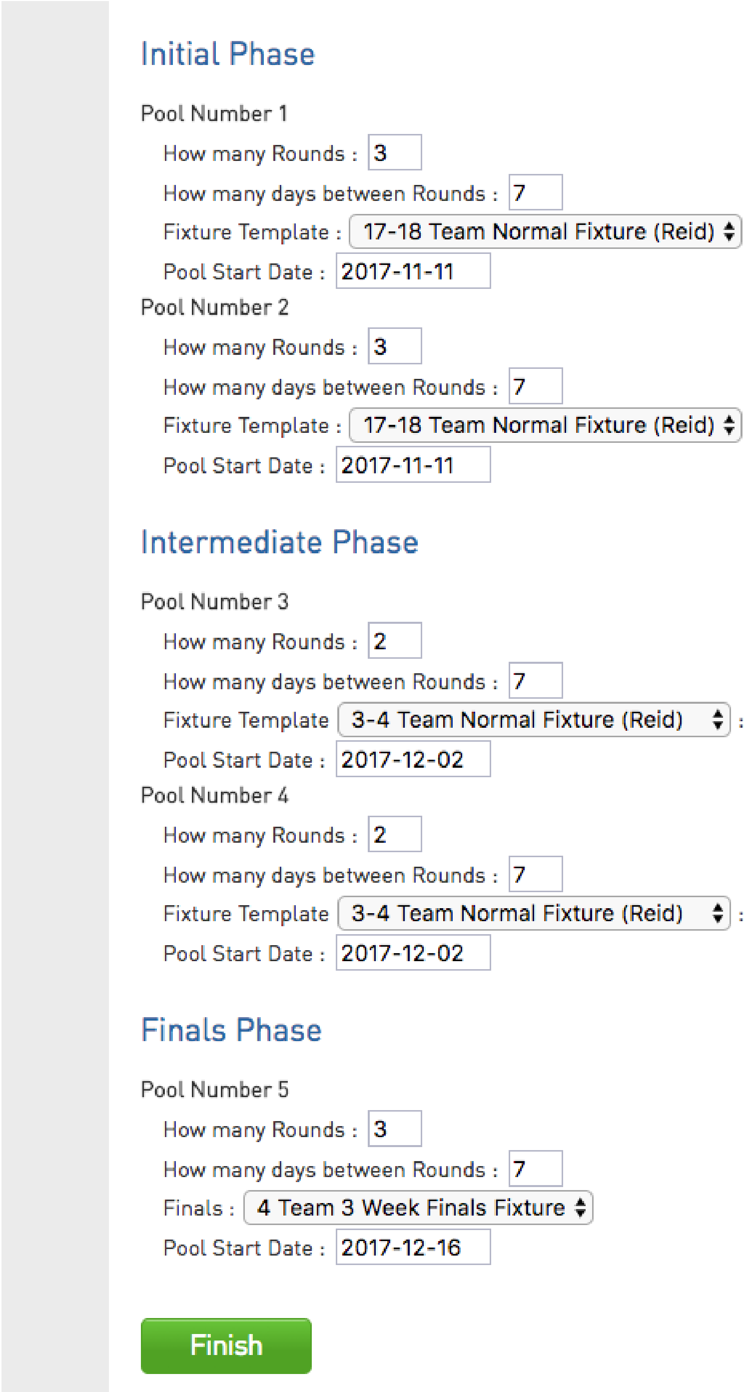
Initial Phase into Intermediate Phase into Finals Phase

The set up for this type of pools competition is set up exactly the same as the *initial phase to finals phase* but you would just create the progression rules for your teams going from the **initial phase** into the **intermediate phase** and then progression rules from the **intermediate phase** to the **finals phase**.

1. You will need to select the **initial phase into Intermediate Phase into Finals Phase** option when setting up the competition. *We will use the same example as above: Our competitions will feature 16 teams across 4 pools, with the top 2 teams in each pool moving to Quarter Finals, Into Semi-Final into Grand Final.*



For this example, In the initial phase we have 2 pools of 8 teams (all 16 teams), in the intermediate phase we have 2 pools with 4 teams (only top 4 teams from initial) and then the finals phase we have 1 pool with 4 teams (only top 2 teams intermediate).



2. Repeat **Steps 4-6** in the from the initial to finals phase set up.

3. When it comes to the progression rules for this type of competition, you will need to set them up twice. Once going from the **initial phase** to the **intermediate phase** and then again going from the **intermediate phase** into the **finals phase**.

- INITIAL TO INTERMEDIATE: When you create these progression rules be sure to **only** select the teams from the **initial phase** and select what pool the teams will be assigned into.
- INTERMEDIATE TO FINALS: When creating the progression rules be sure to **only** select teams from the **intermediate phase**.

4. Run the progression rules once rounds have finished in each phase and results have been entered.

Manual Set Up

The manual set up options allows you to set up the competition yourself rather than going through the wizard. It is also used for those competitions that may have more than 3 phases.

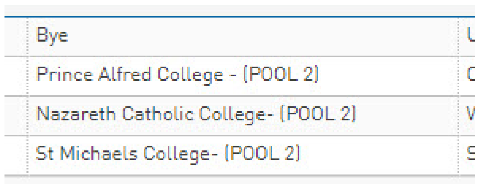
Copy Phases/Structure:

If you have had a pools competition set up in a previous season that you think you would like to use for your new season, you can select this option to copy the structure of that old competition for this new one. When copying this structure it WILL BRING over the PROGRESSION RULES but IT WILL NOT include the TEAMS from that season.

Question: I have teams displaying with a pool number in brackets what does that mean?

If you can see that some of your teams have a pool number in brackets this simply means that the team used to be in that pool but was either re-graded or moved out of that pool at some point in time, whether it was before the season or during the season.

It is a common assumption that administrators think that these teams are cross pool teams, when in fact they are not. We currently don't have the functionality in place for cross pool competitions set up. If you are wanting to set your competition up this way please get in contact with us and we will look into providing a work around.



Bye
Prince Alfred College - (POOL 2)
Nazareth Catholic College- (POOL 2)
St Michaels College- (POOL 2)

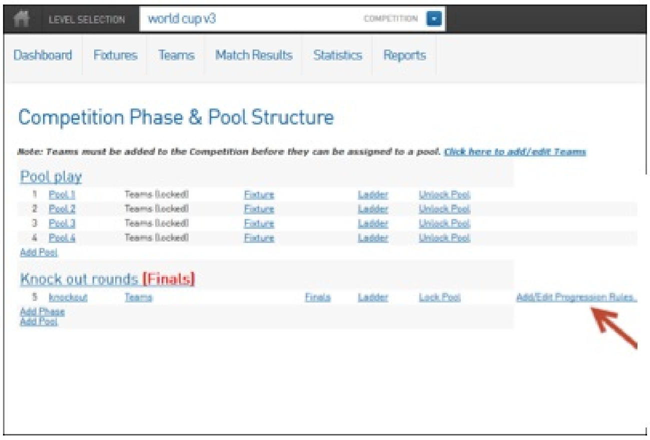
Pools Competition - Progression Rules

Last Modified on 06/11/2017 1:43 pm AEDT

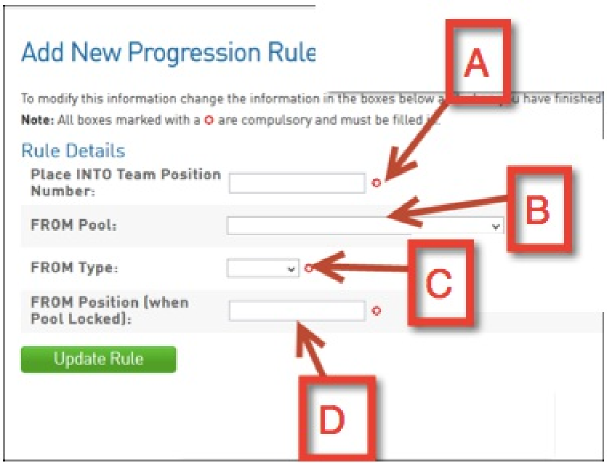
Progression rules for pools competitions can be created either during the initial set up of the competition or created at the end of each phase.

Note: DO NOT run the progression rules until AFTER all rounds in each phase have been completed and the ladders are correct in each pool.

1. To set up the progression rules, select the add/edit button within the next phase.

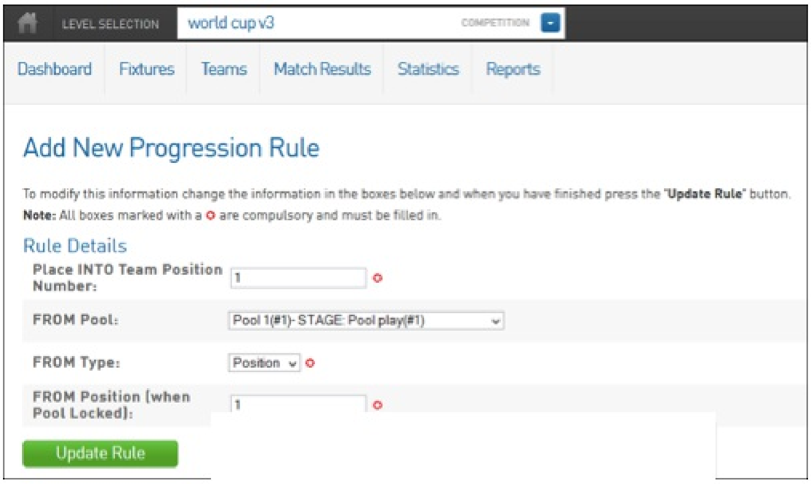


2. Adding progression rules:
A- This relates to the number the team will be given in the finals fixture template or the fixture template that you are using for the new phase- refer to the competitions fixture/finals template to ensure they are positioned correctly.
B- Select the appropriate pool that you want the team to move from.
C- Based on the position in the ladder or total wins.
D- The position the team you want to move are in, in their previous pool.



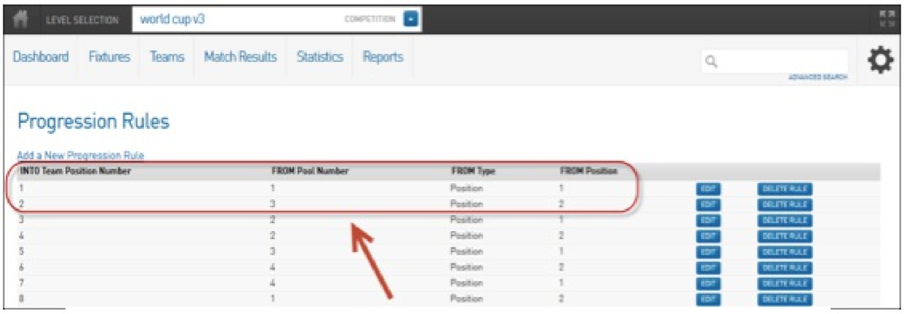
a.) In this example I want the top two teams from each pool to progress through to knockout stages (finals) of the tournament.

Here the team that finished in first place/position in pool 1 (on the ladder) will be placed into team position 1 in the final fixtures team list.



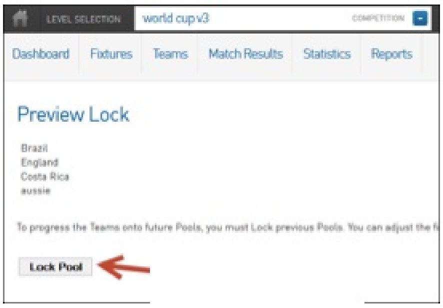
Here the team that finished in Second place in pool 1 will be placed into team position 8 in the final fixtures team list.

b.) This screen shows a summary of the progression rules. In a finals fixture template where 1v2, 3v4, 5v6 & 7v8. The team that finished first in pool 1 (team number 1) will play the team that finished 2nd in pool 3 (team number 2) based on the template that number 1 plays number 2.



3. Once all games are finished, match results have been entered and the ladders are correct in each Phase 1/Initial Phase pool you need to lock the pools, to do this click on Look Pool. Ensure this is done for all the pools in this phase.

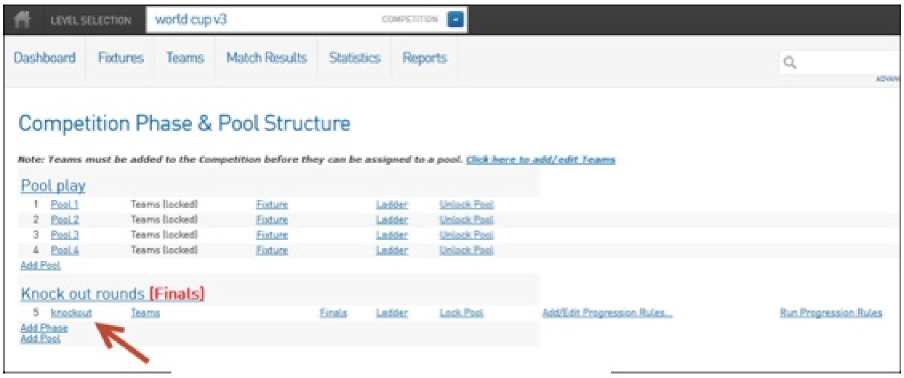
4. Click on the Look Pool button to confirm.



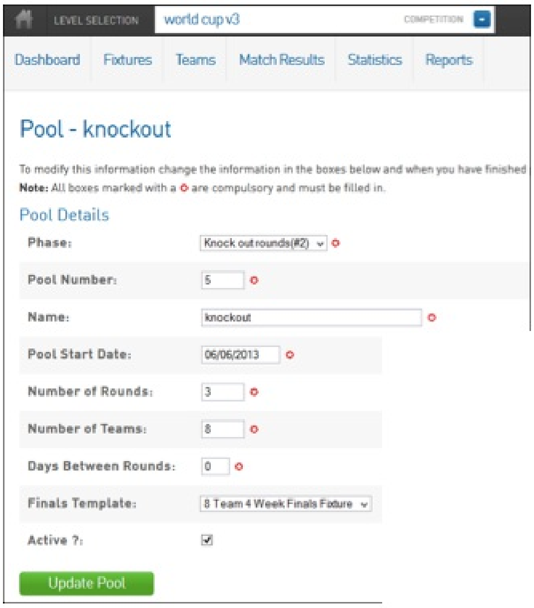
5. Click on Fixtures to return to the fixtures page to lock your remain pools.

6. Before moving teams from Phase 1 to Phase 2 or Finals you need to configure the pools in the next phase,

to do this click knockout.

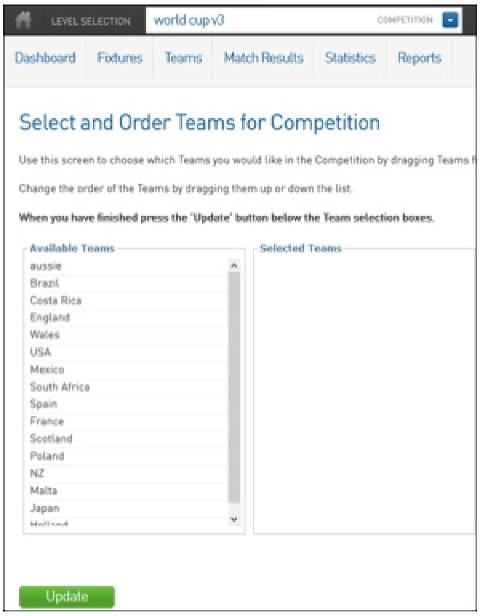


7. Fill out the details marked with a red asterisk. If you are progressing to finals ensure that you select a finals template from the drop down list.

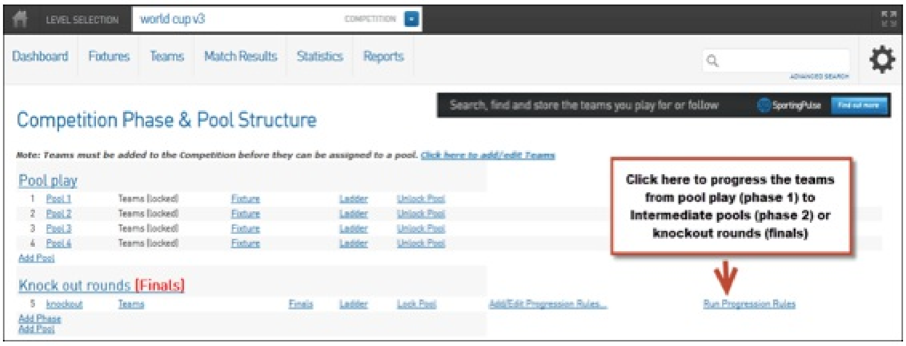


8. Then click Update Pool.

9. Before you can run the progression rules there can be no teams in the 'selected team' list for that stage of the competition. The progression rules will not work if you do this. (The cause of teams already being in the 'selected teams' list would be manual entry by an administrator).

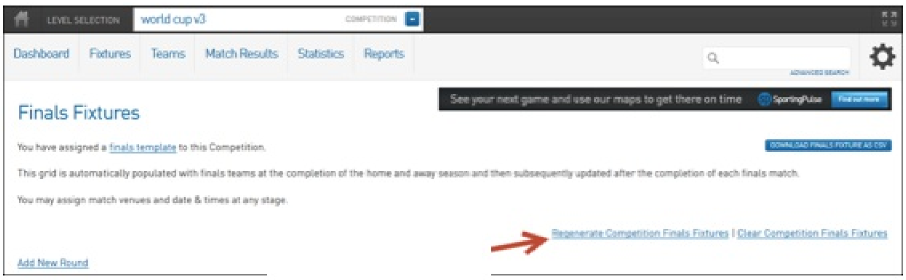


10. You should now be able to run the progression rules. Once you do this teams will be moved from pool play (phase 1) to the next phase in the competition.



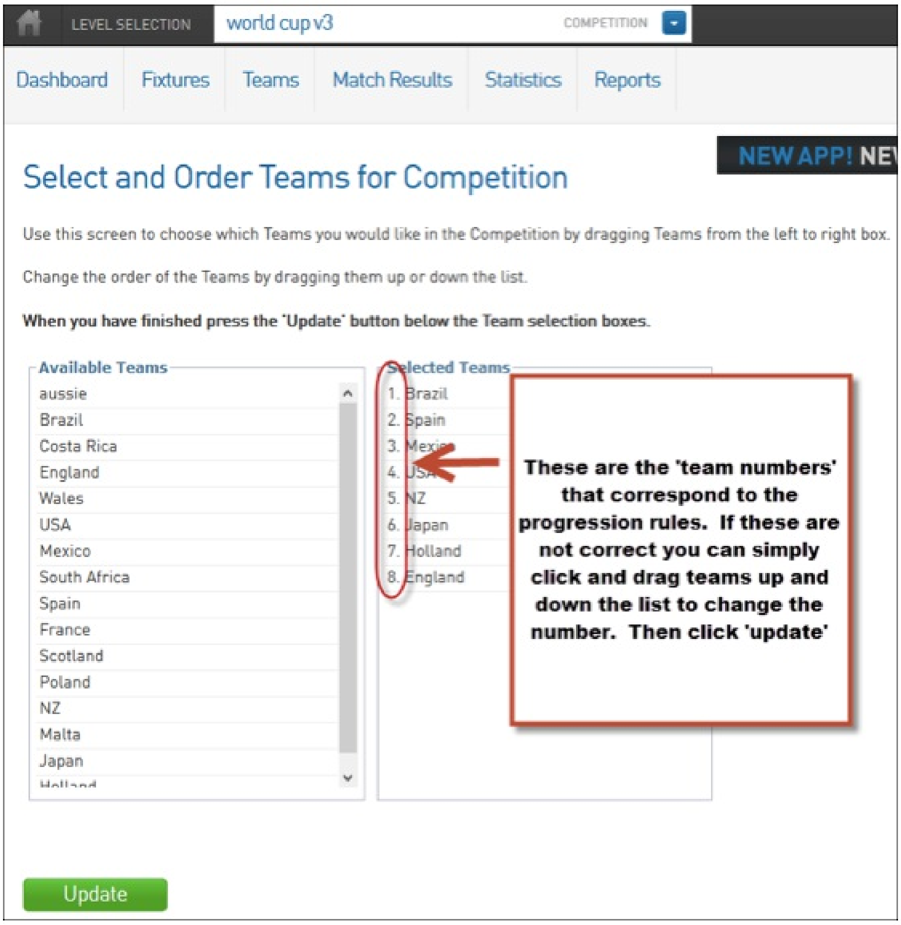
11. Rules have been run and teams should now appear in the 'team' area of the next phase. Click on **teams** and check if teams have progressed into that new phase.

12. Click on Regenerate Competition Finals Fixtures to generate your finals fixtures.



13. Finals fixtures will be generated.
 Note: If they are not displaying correctly it is probably due to the progression rules not matching the fixture template. Please check the 'teams' page to see if the 'selected teams' have the correct numbers (see

screenshot below).



Copying Selected Teams and Members Into New Competitions

Last Modified on 14/01/2016 8:15 am AEDT

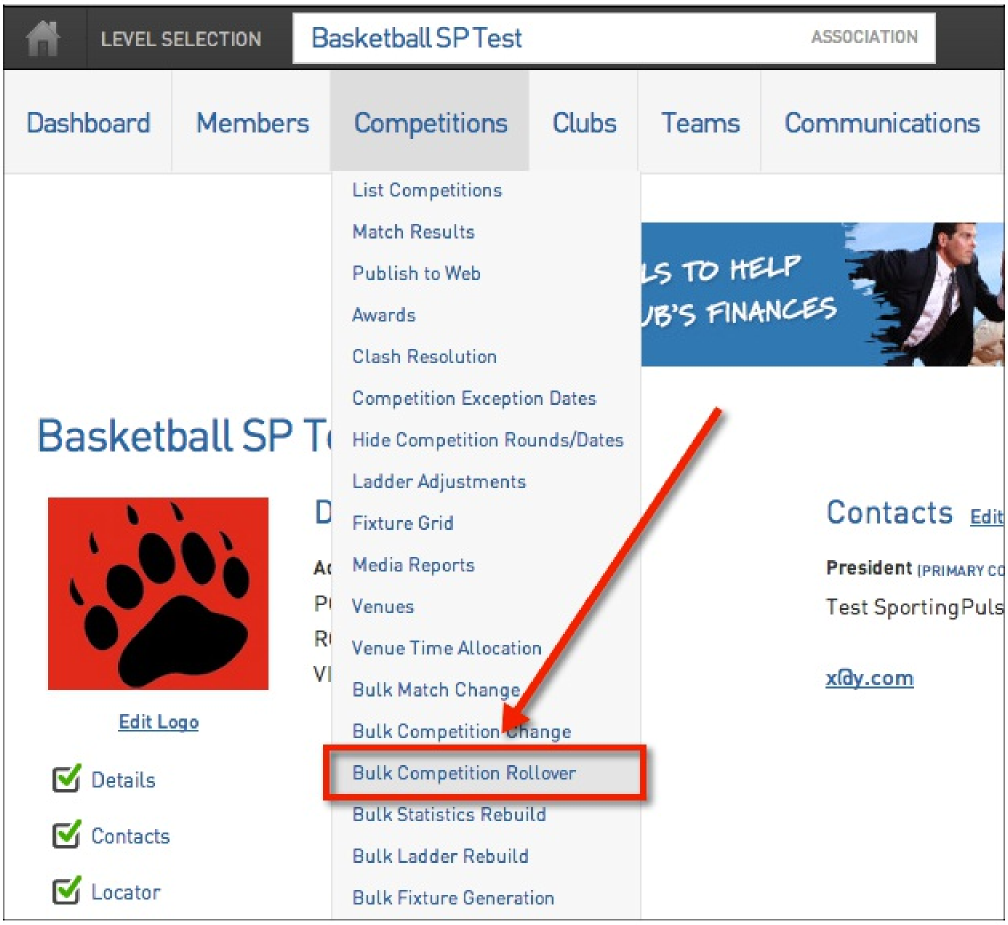
The below video contain information regarding copying selected teams and member into new competitions.

Bulk Competition Rollover

Last Modified on 02/06/2016 11:33 am AEST

The Bulk Competition Rollover is a function that now allows Associations to duplicate Competition details from one season to another. This dramatically accelerates the new season setup process as the information is automatically entered from the previous settings. This feature allows administrators to select which competitions are rolled over, this can be from rolling over one competition to all of them.

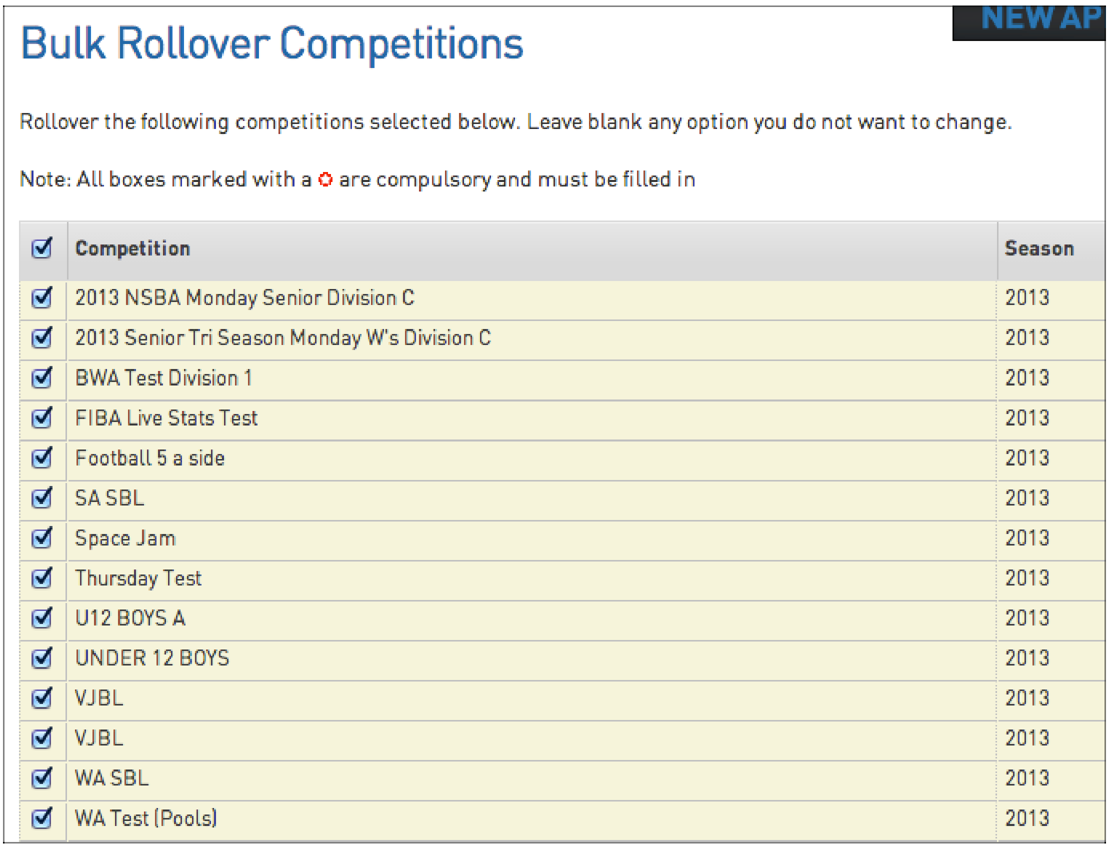
1. From the Association dashboard Hover over the Competitions tab and Click Bulk Competition Rollover.



2. In the Bulk Rollover Competitions section enter the Season details that you want to copy competitions from.

Note: You must ensure that the Season you select is the same Season as the existing Competition that the Teams will be from.

3. You will then need to Click the box next to the Competition/s that you want to duplicate into a new Season.



4. Further down the page you will then need to fill in the details for the new Season that you are duplicating the Competitions to.

5. Once all necessary information has been entered Click Bulk Rollover.

6. If successful you will receive a confirmation message.

Bulk Competition Rollover

Last Modified on 14/01/2016 8:15 am AEDT

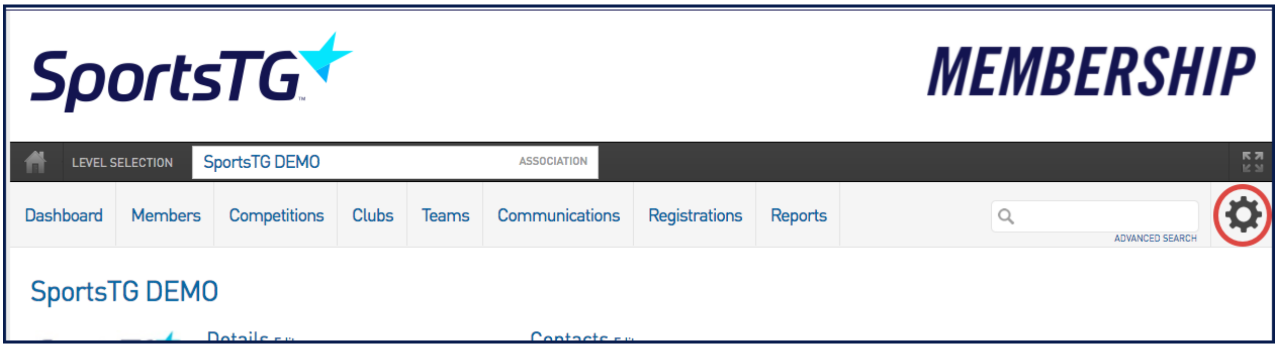
The below video contains information regard Bulk Competition Rollover.

Adding New Competition Types and Levels

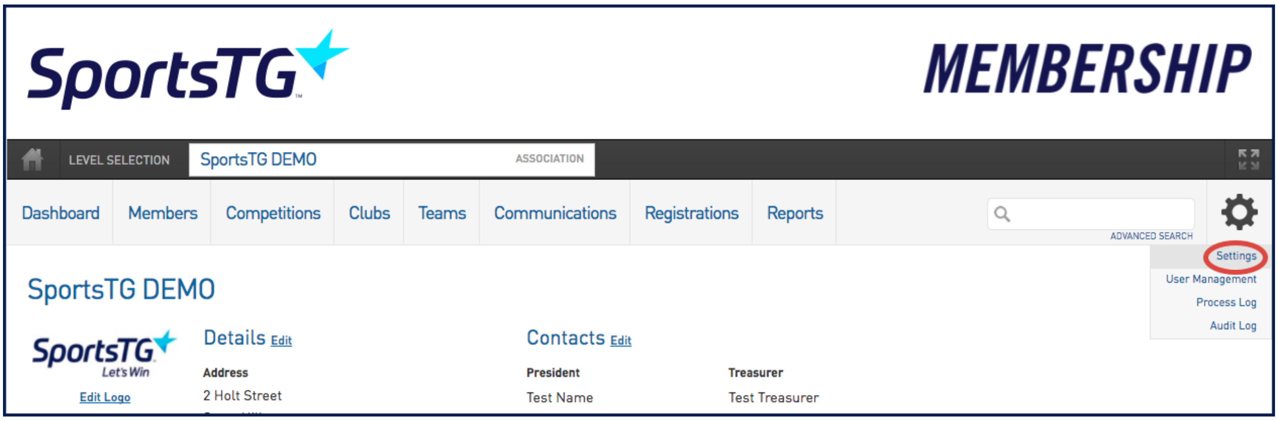
Last Modified on 12/09/2017 3:34 pm AEST

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

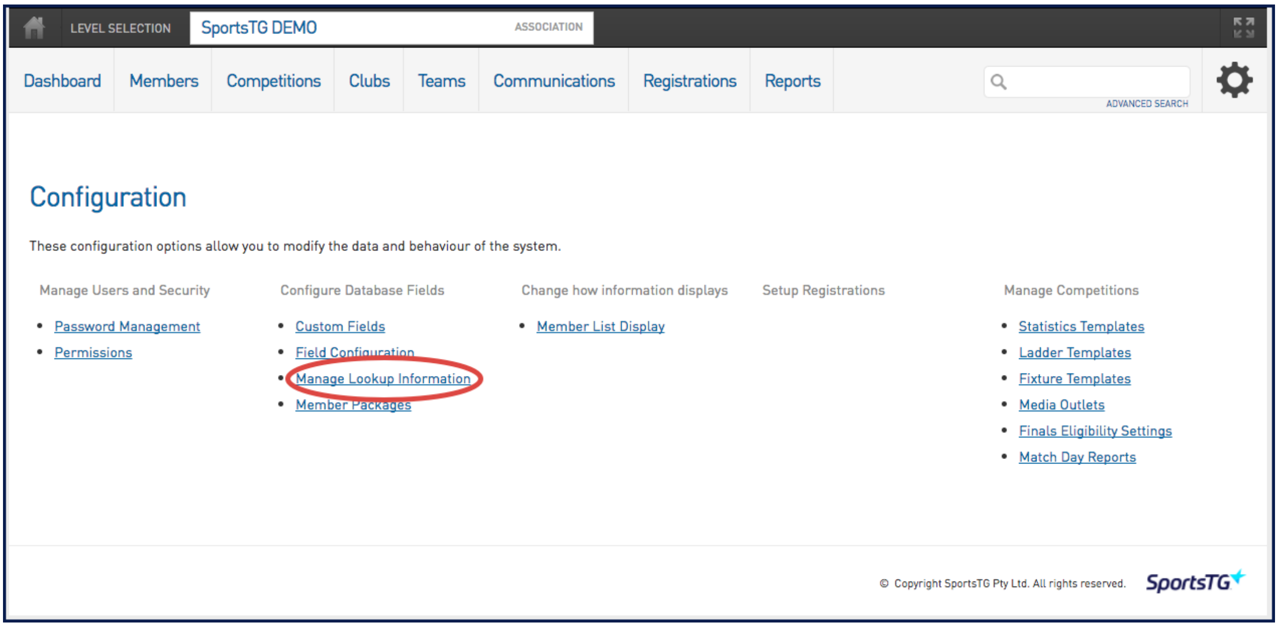
1. Click on the **Settings** icon at the right hand side of the page.



2. Select **Settings** from the drop-down.

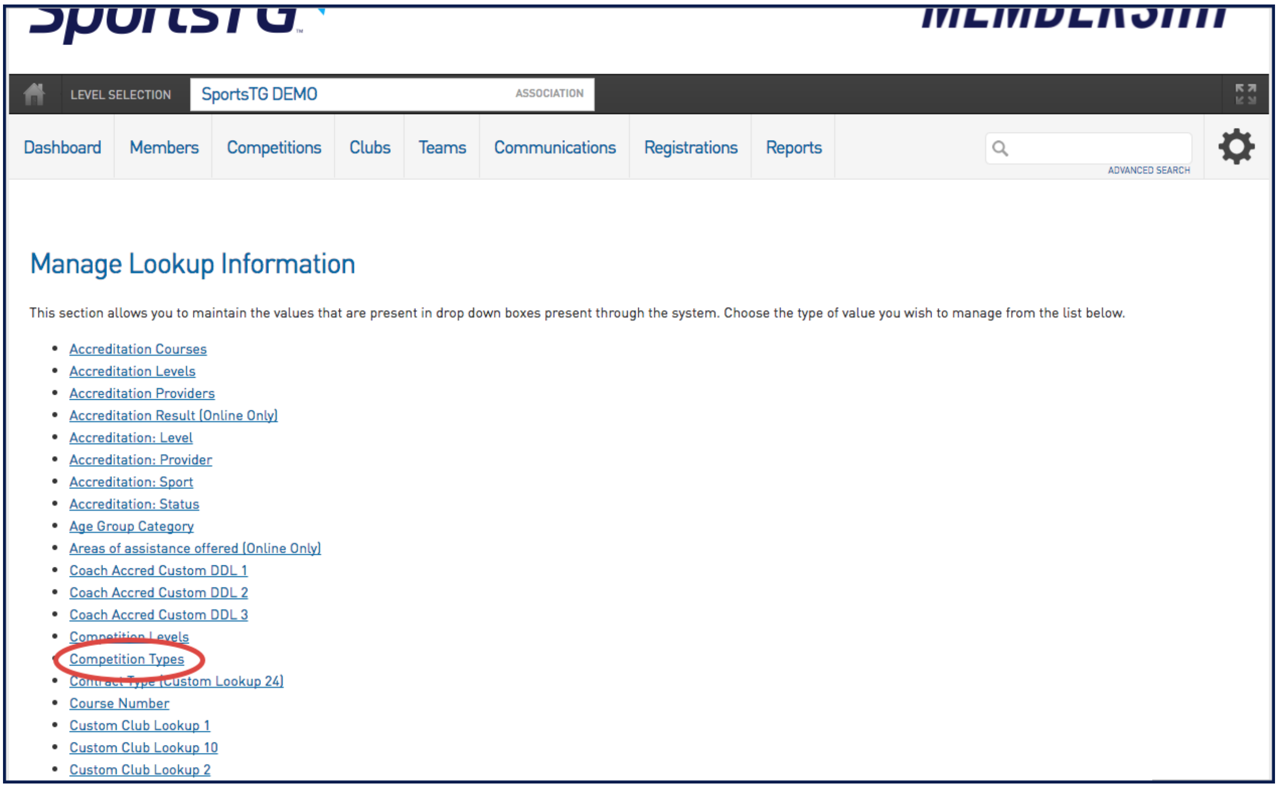


3. Click on **Manage Lookup Information** under **Configure Database Fields**.

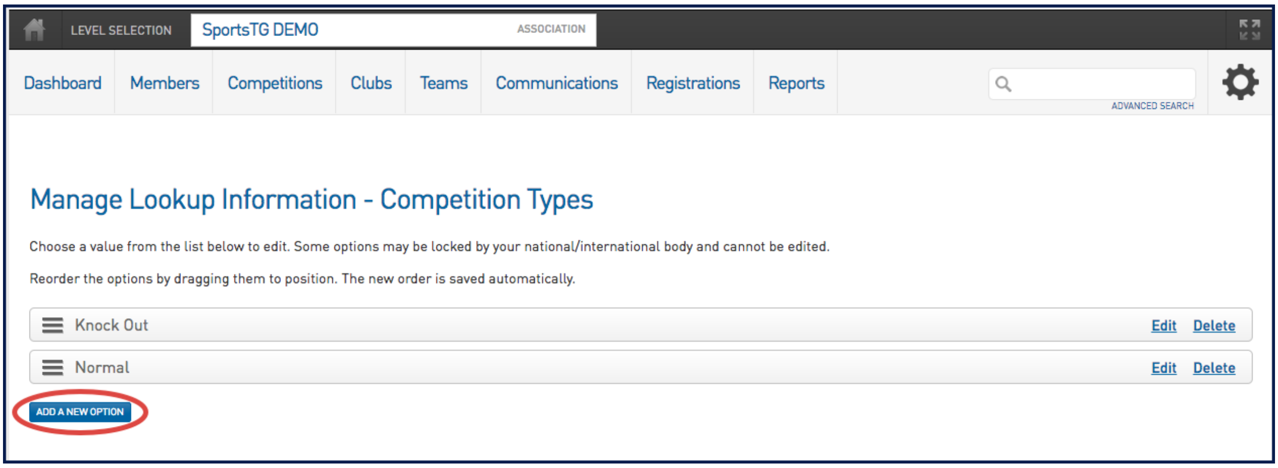


Competition Types

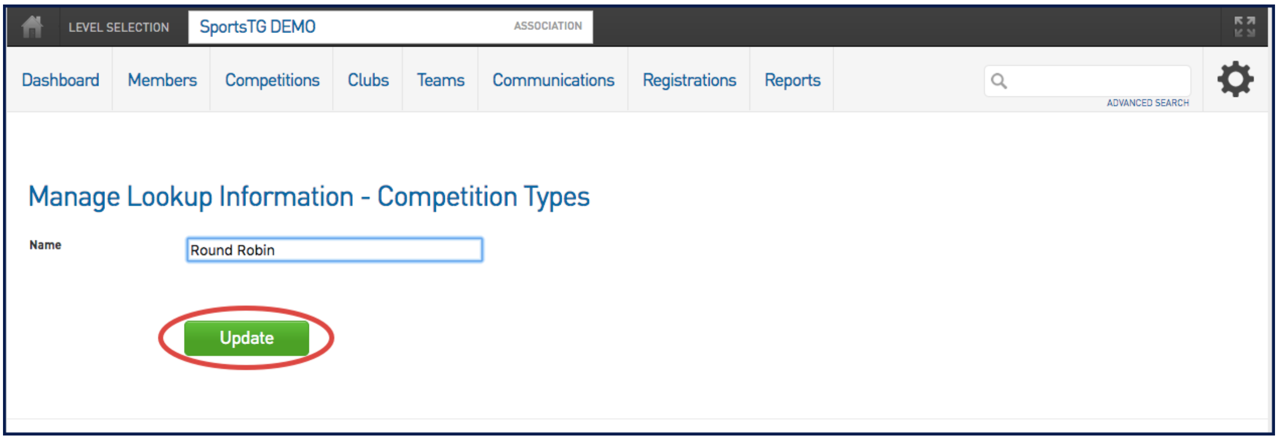
1. From the list displayed, click on **Competition Types**.



2. Click **Add a New Option** to add a new competition type.

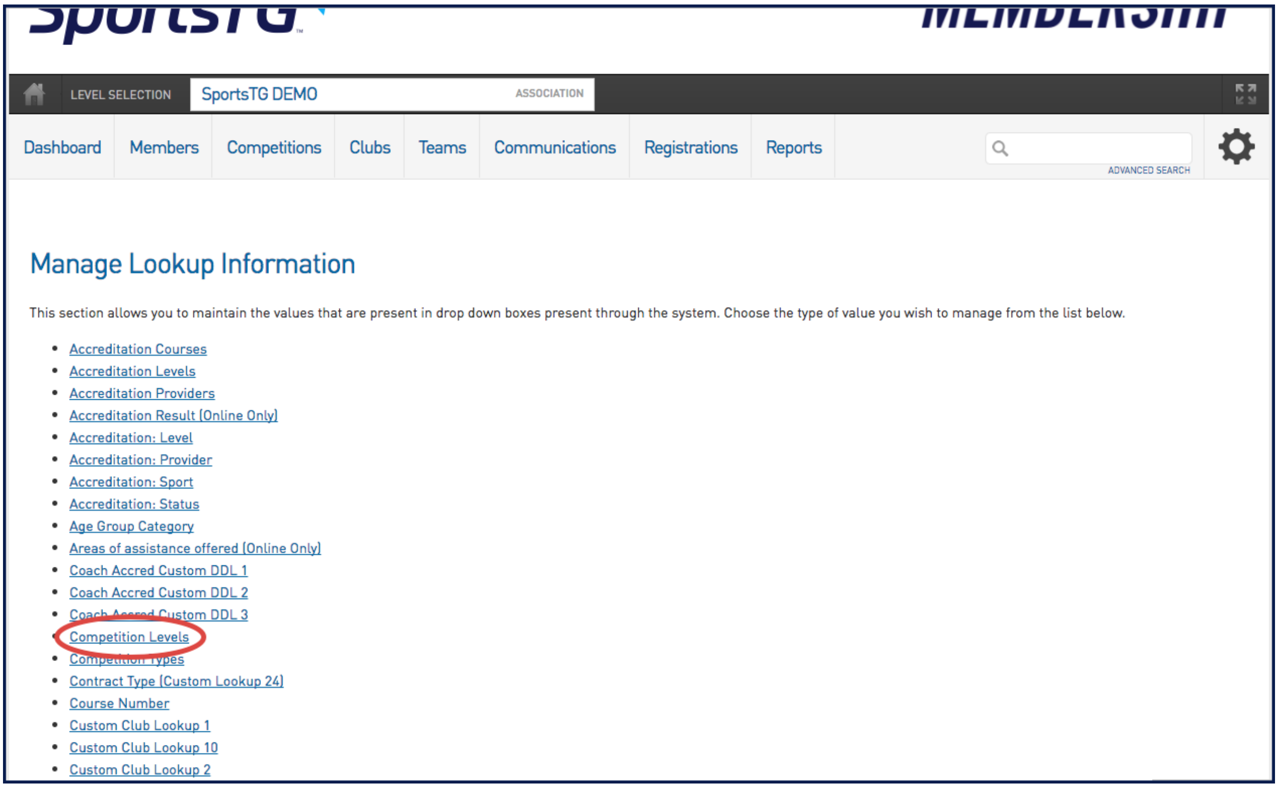


3.Enter the name and click **Update**. This will add the competition type.

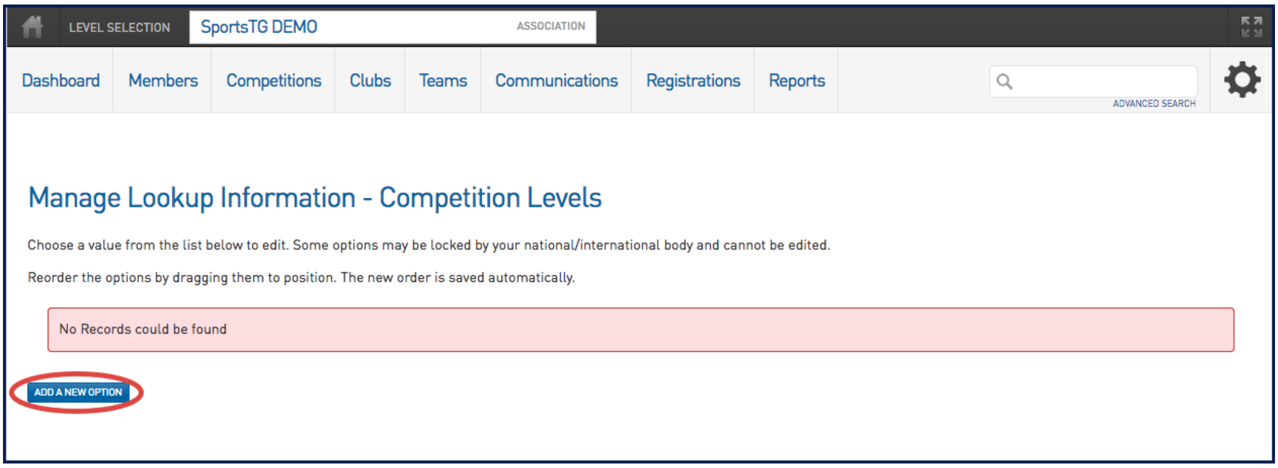


Competition Levels

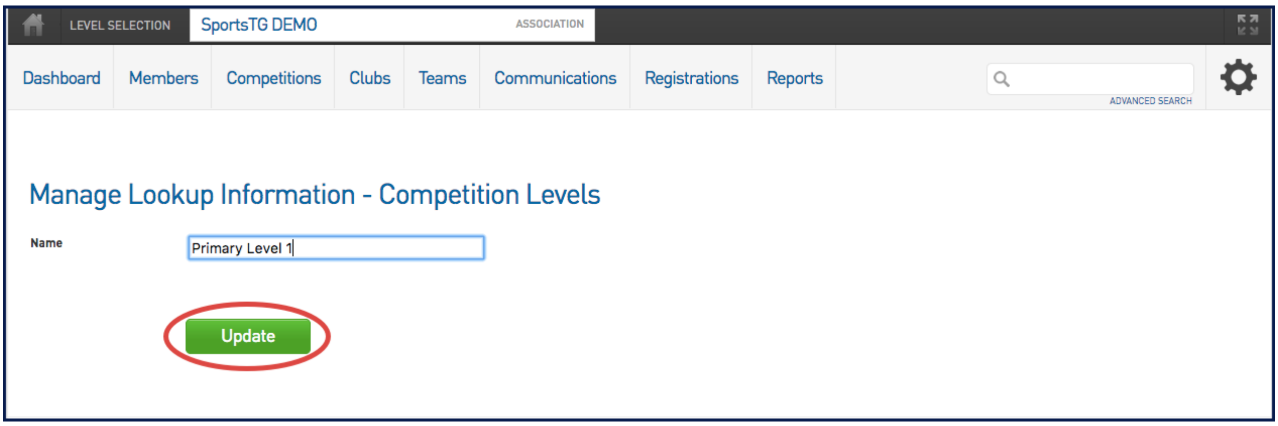
1. From the list displayed, click on **Competition Levels.**



2. Click **Add a New Option**.



3. Enter the name and click Update. This will add the competition level.



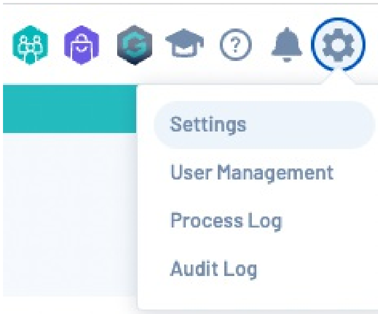
Creating a Fixture Template: Knockout Competitions

Last Modified on 18/01/2022 3:41 am AEDT

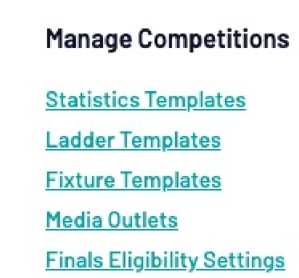
Knockout Competition is a type of elimination tournament where the loser in each match-up is immediately eliminated from the competition. The winners at each stage will play in the next round, until the final match-up. The winner of the final match-up becomes the tournament champion.

Creating your own fixture template will allow you to customise the structure of your Knockout Competition. To create a new fixture template, please follow the guide below. For guidance on filling in a fixture template, scroll down to "Part 2: How to complete the Fixture Template for Knockout Competitions".

1. From the association 'dashboard' click on the Settings icon and select Settings.

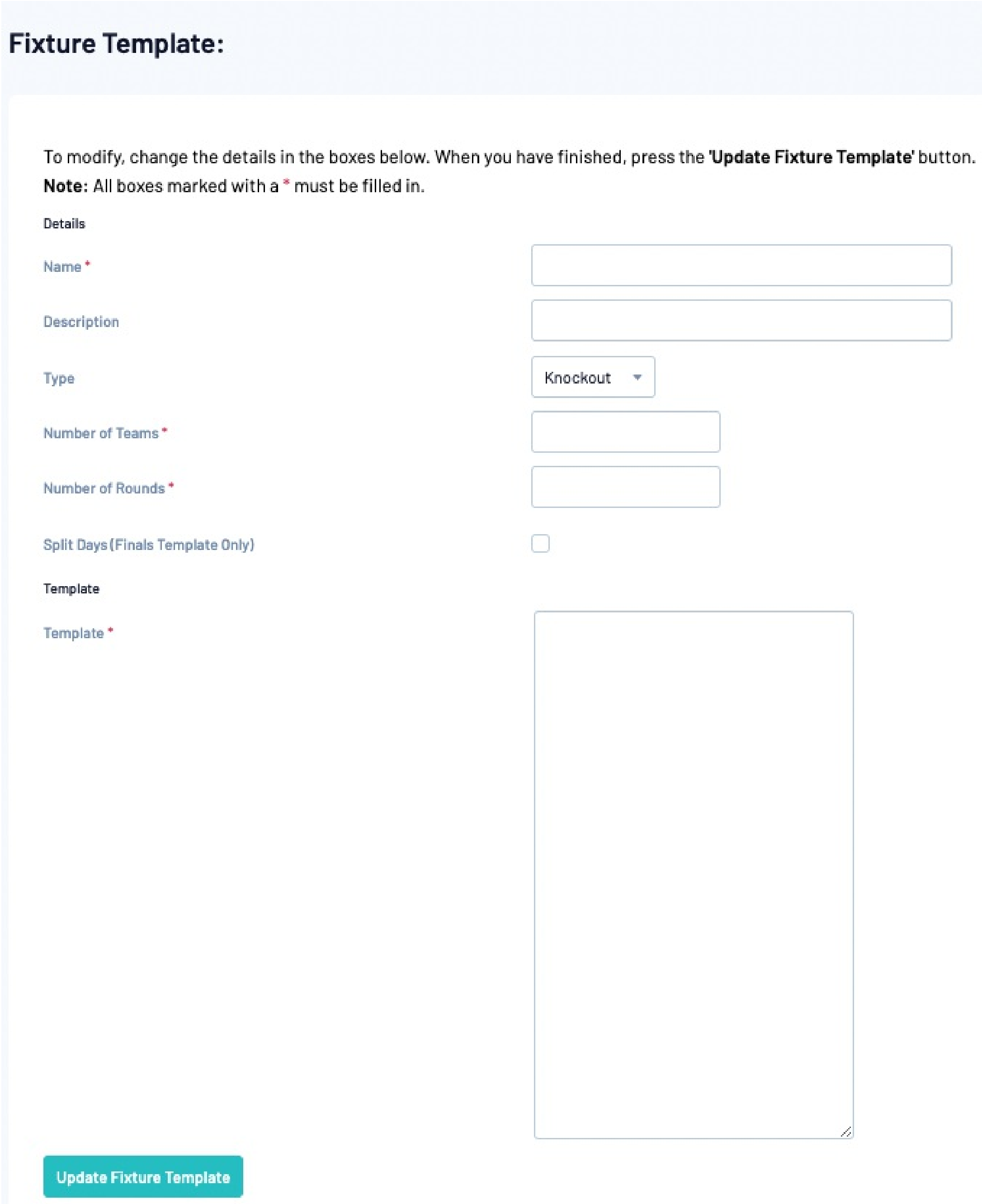


2. Under ‘Manage Competitions’ click on Fixture Templates.



3. Click on the Add button to add a new fixture template.

4. Enter the details of the fixture, ensuring that all compulsory fields (with a red star) are completed.



Part 2: How to complete the Fixture Template for Knockout Competitions.

Please scroll down to "Example" for an example of a complete Fixture Template.

STEP 1

Enter the name of the Fixture Template. Use a name that describes what type of fixture template you are creating. For example ‘32 Team Knockout Template’.

STEP 2

Enter the number of teams for the fixture template. For example ‘6’. Note that the number entered provides the maximum team number that can be used within the template.

STEP 3

Enter the number of rounds in the fixture. For example ‘5’.

STEP 4

You then need to create the template following these rules:

1. On the first line, Starting with the word 'Round', enter the number of teams within that round of the competition. It must be displayed exactly like this...."Round of 32,R32".

2. On the second line enter the number of matches that will be in the round. Exactly like this… '16'.

3. On the third line enter the match number, a space, then the competing team numbers separated by a 'v'. Exactly like this… '1 1v2'.

4. On the following lines, increment the match number until you have entered all the matches for that round. Exactly like this..."1 1v2" - "2 3v4" -"3 5v6" - "4 7v8" etc. Making sure that the matches are in numerical order.

Important - The numbers used in the first round of fixtures correlate directly to the Teams that have been added into this competition, as each Team is allocated a number when added.

As you get into the second round and beyond, we begin applying a convention such as "**W9**" or "**W15**". This means "**Winner**" of Match "**9**" to play "**Winner**" of Match "**15**".

Example

Round of 16,R16
8
17 W1vW2

5. Continue this process until you have entered all the rounds and matches for your fixture.

Important - At the end of the round stages, "Round" will then become the next stage of the competition e.g. **"Quarter Finals,QF"** and **"Semi Finals,SF"** and **"Final,F"**.

Example

Quarter Finals,QF
4

Semi Finals,SF
2

Final,F
1

Remember to include match number and the teams that will be competing against each other e.g: 25 W17vW18.

STEP 5

Click Update fixture template to save your changes.

Update Fixture Template

Please note when you click 'Update 'fixture template' if you have entered anything incorrectly a screen will appear saying that there are errors, which means you haven't entered the fixture template properly. Please go back and check that you have followed these instructions.

Example:

Here's an example of a Fixture Template for a Knockout Competition:

```
Round of 32,R32
16
1 1v2
2 3v4
3 5v6
4 7v8
5 9v10
6 11v12
7 13v14
8 15v16
9 17v18
10 19v20
11 21v22
12 23v24
13 25v26
14 27v28
15 29v30
16 31v32
Round of 16,R16
8
17 W1vW2
18 W3vW4
19 W5vW6
20 W7vW8
21 W9vW10
```

```
22 W11vW12
23 W13vW14
24 W15vW16
Quarter Finals,QF
4
25 W17vW18
26 W19vW20
27 W21vW22
28 W23vW24
Semi Finals,SF
2
29 W25vW26
30 W27vW28
Final,F
1
31 W29vW30
```

Important ReadMe.

1. The number of teams will decrease after each round. This is simply because of the elimination process following each set of fixtures.

2. The team numbers must not fall outside of the number of team range.

3. The number of rounds in the fixture is equal to the details entered within the fixture template. The rounds are entered in ascending numerical order.

How to make future changes and to copy/reuse a template:

1. Within Fixture Templates, Click View Template.

View Template

2. Click on Edit Fixture Templates to modify the template. Or Click on Copy Fixture Template for the template to be copied to your clipboard.

When you have successfully created your fixture template you will be ready to apply it to your competitions.

Sizes often vary from larger or smaller knockout competitions, i.e. 64 Team, 32, 16 Team, etc. Remember to enter the correct amount of teams for your competition.

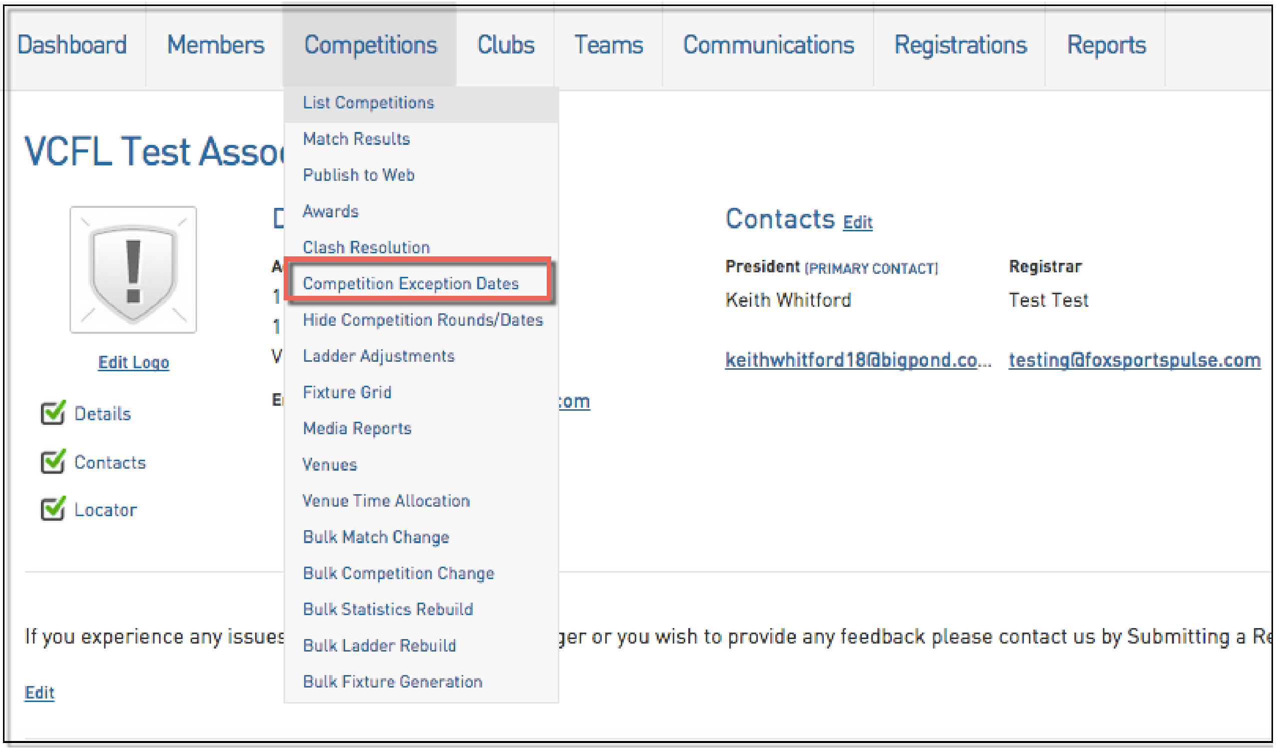
Competition Exception Dates

Last Modified on 09/01/2017 1:08 pm AEDT

Competition Exception Dates Exception Dates are dates where there is no competition games scheduled during the season. This may be for School Holidays, Public Holidays, Representative or Special Event games and the season skips over these dates and recommences on the next date in the sequence.

To add an exception date in:

1. Hover over Competitions and click on Competition Exception Dates



3. Click on the Add a Exception Date icon in the top right hand corner

4. Fill out all necessary information and click **Add Exception Date.**
Note: Click on **Click for more Competitions** if you'd like the exception to only be applied to specific competitions.

It is also advisable to add in an Exception Reason so that you are able to keep track of what dates are marked for which reason. You can also choose which competition that this exception date applies to so that School Holidays that may only apply to Junior Competitions, don't apply to the Senior Competitions.

Fixture Templates

Last Modified on 09/01/2017 1:58 pm AEDT

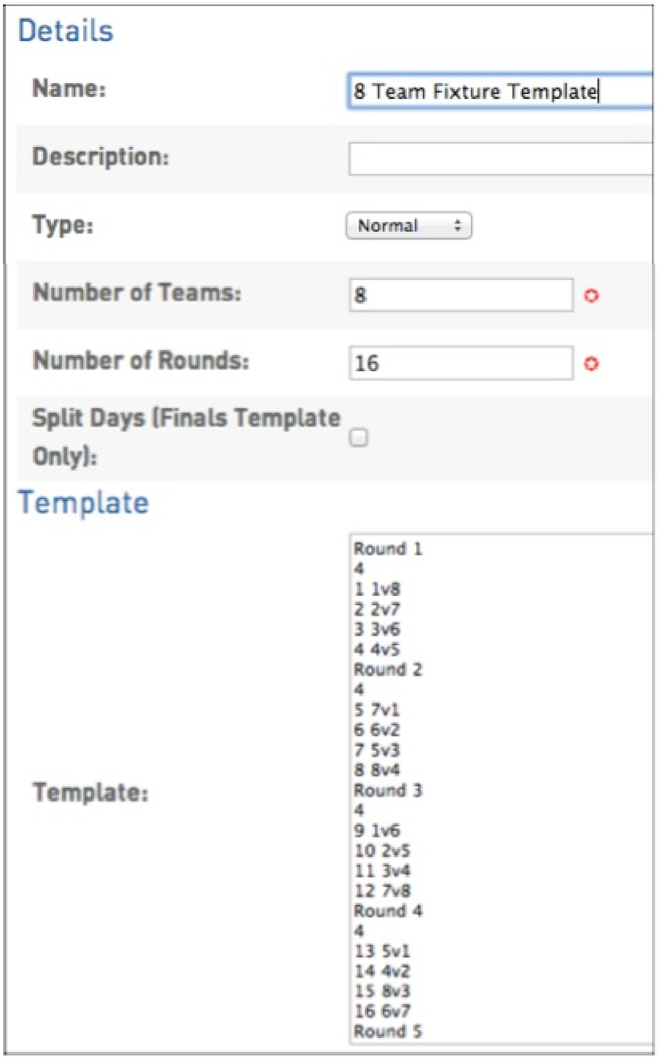
Fixture templates are used to determine the number of teams and number of rounds to be played within a competition. A set of default fixture templates will be available in your database, however of you'd like to keep the templates you've previously used in FIBA Organizer you are able to copy the 'formula' (i.e the 1v2, 3v4 etc.).

To add new Fixture Templates:

1. Click on the Settings icon and click on Settings.

2. Click on Fixture Templates and click on the Add button.

3. Add in the formula and details for the template (as below for example) and click Update Fixture Template to save.



Tip: if you have fixture templates in your FIBA Organizer database that you would like to use Online, simply copy the formula (1v2, 3v4 etc.) and paste it in to the add template screen as above.

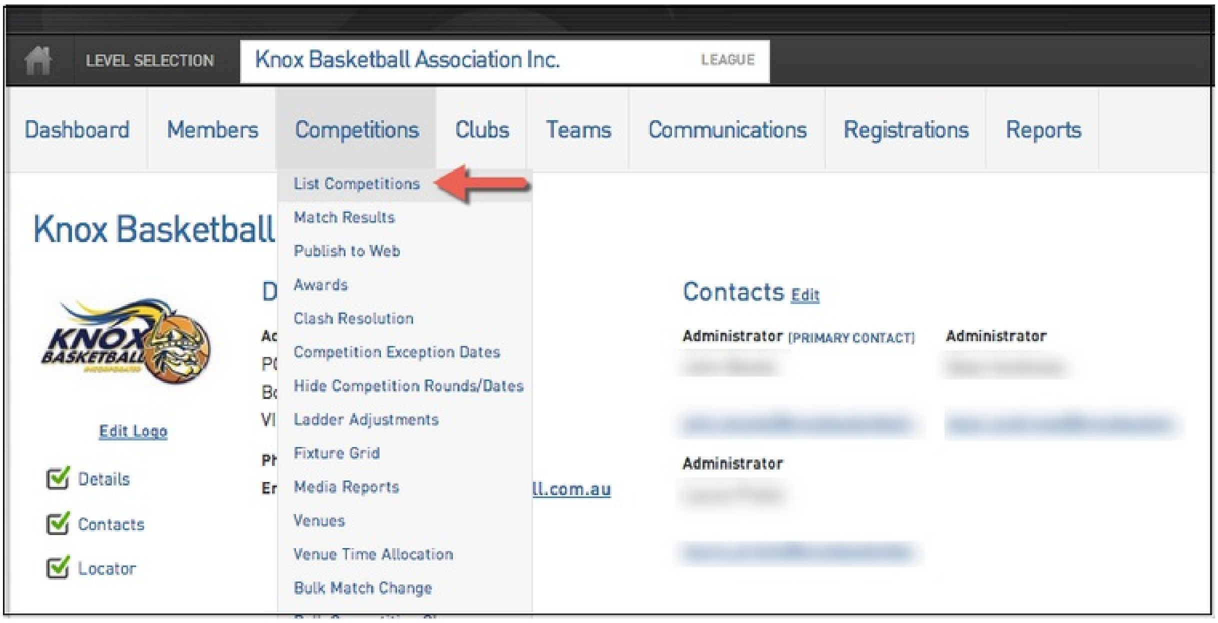
Generate Finals Fixture

Last Modified on 09/01/2017 1:59 pm AEDT

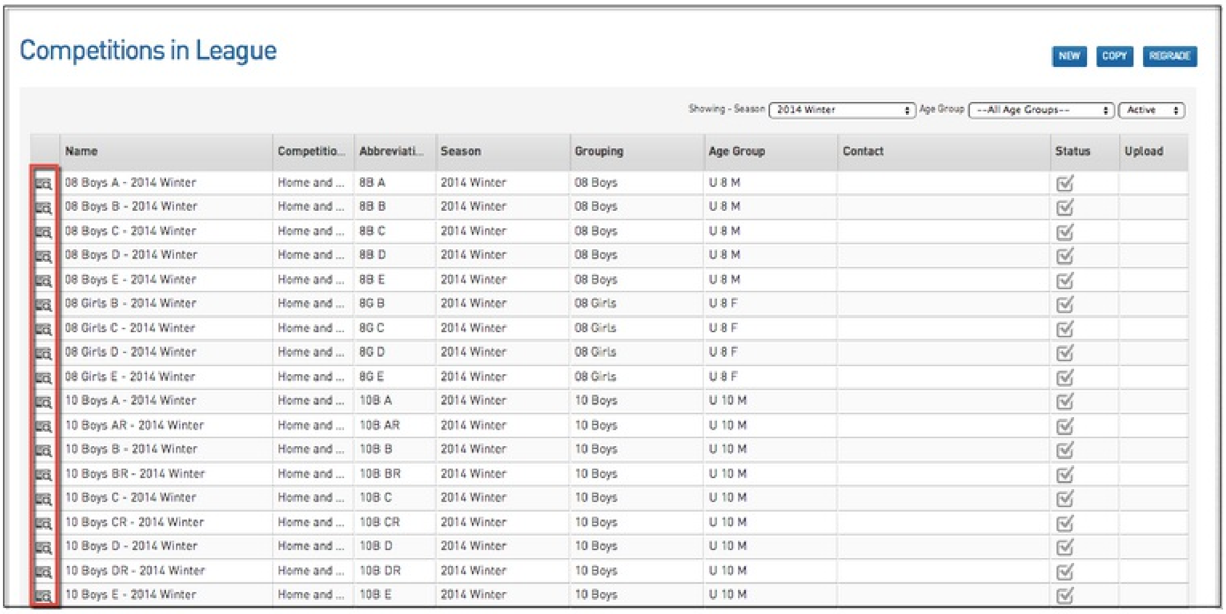
Generating a Finals Fixture

Finals Fixtures are created in the same way as the normal competition fixture and is based on the Finals Fixture Template selected in the Competition Setup.

1. Hover over Competitions and click List Competitions.

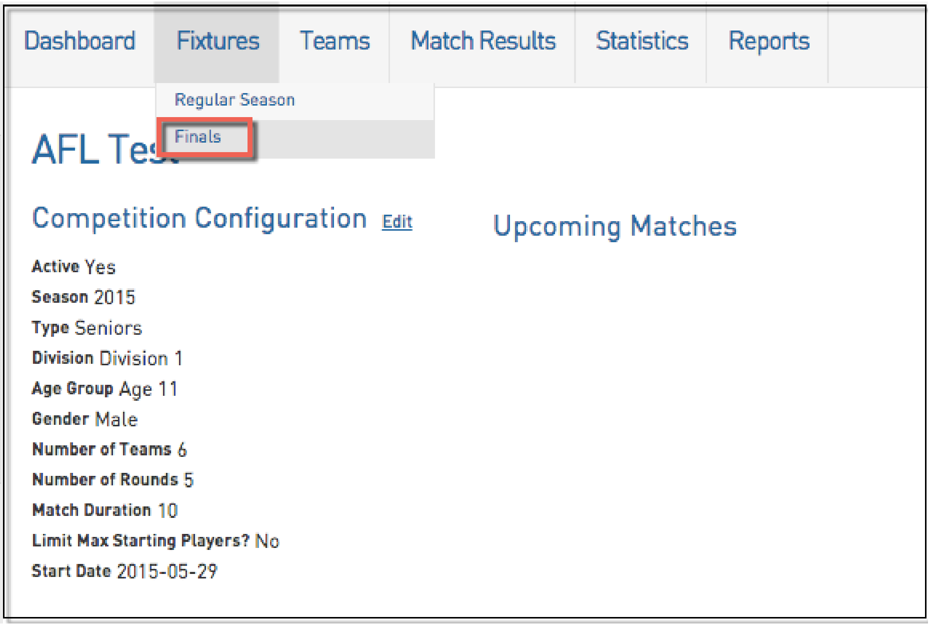


2. Select the Competition name that you wish to create the fixture for.

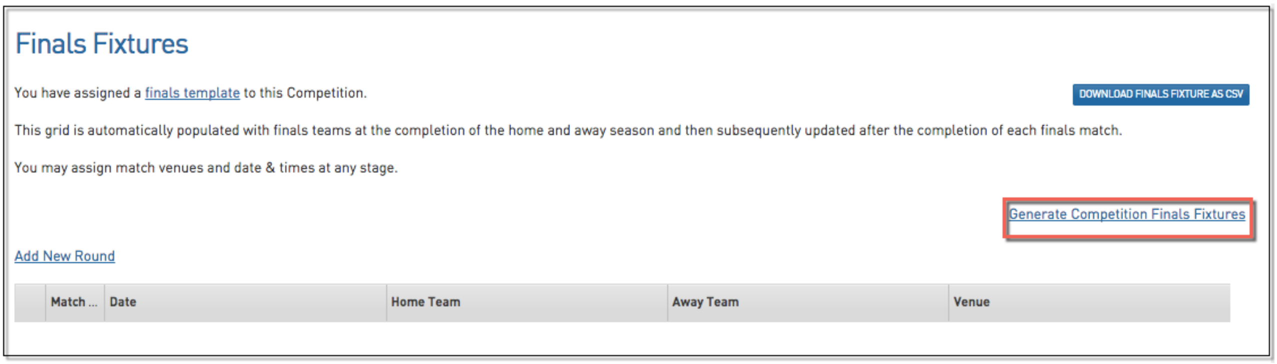


Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

3. Hover over Fixtures and click Finals.

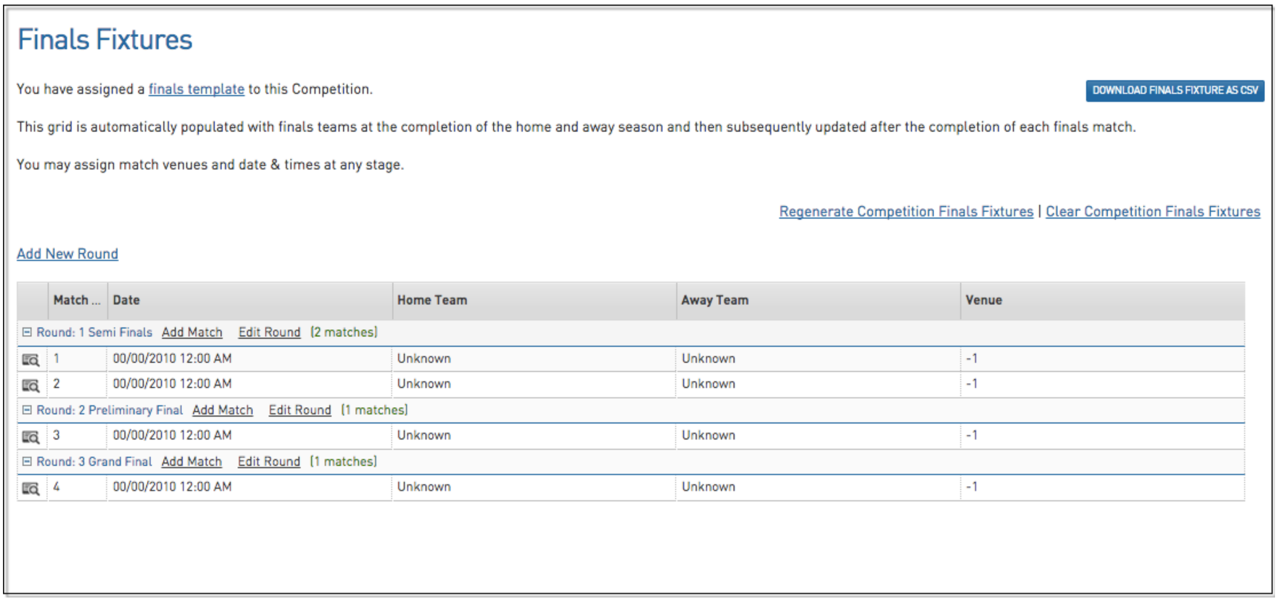


4. Click Generate Competition Finals Fixtures. Once the final round of the normal competition season has been completed, this grid will then auto populate with the teams that are eligible for the finals.



5. To make any changes to this fixture then click on the section that you wish to edit and select the new option from the drop down box or the calendar pop up. Rounds can also be added into the Finals Fixture just

the same as they can be in a normal competition.



Fixture Grid

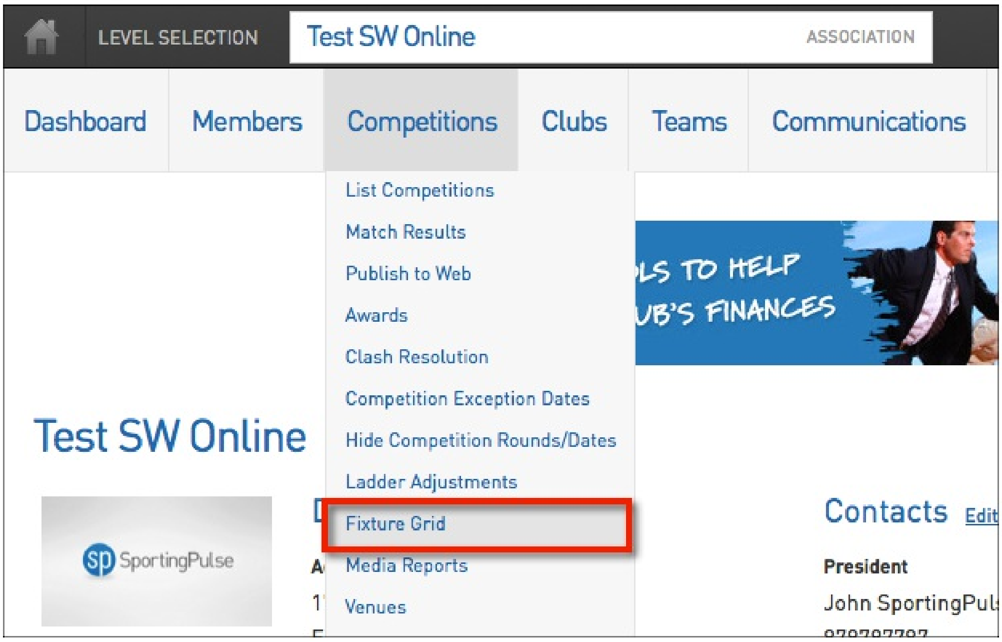
Last Modified on 09/01/2017 2:00 pm AEDT

Fixture Grid

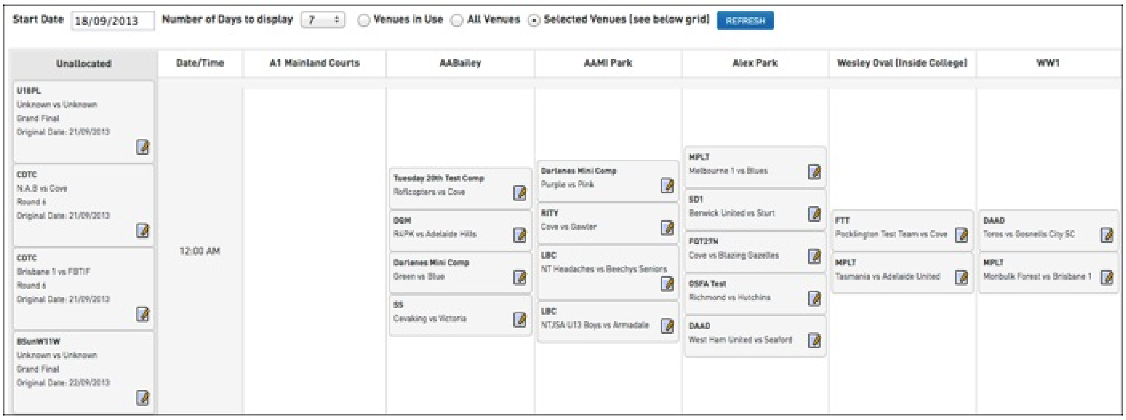
About the Fixture Grid The Fixture Grid functionality allows an administrator to graphically displays matches or games which are due to be played between certain dates and times at specific venues.

It also allows matches to be moved into new time, date and venue slots manually or using drag and drop technology.

To access the Fixture Grid click hover over the Competitions tab and click Fixture Grid.



The Fixture Grid will appear. You will see all the matches that are playing on the selected venues by date and time. To the left of this information you will also see all the matches that are due to played between the selected dates but have not been allocated to venues yet.



Display Settings

The grid will show the details of the matches, venues and times according to the selected settings which are located directly above the grid.

The settings that can be used to change the matches displayed are the Start Date, Number of Days to Display (from the start date) and whether to display all the Venues with matches already allocated to them (in use), All the Venues in the database or you can select to display a specific selection of Venues.

Changing the Start Date

To change the start date on the Venue Grid click in the Start Date box. A calender will open.

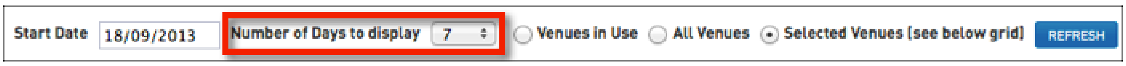
2. Simply click the arrows next to the month heading until the appropriate month has appeared in the calendar then highlight and select a date to change the start date setting.

3. To apply the new start date to the Fixture Grid click the Refresh button.

4. The grid will change to display the match information from the new start date

Changing the Number of Days to Display

1. To alter the number of days that are being displayed in the grid click on the arrow next to the current Number of Days to Display setting.



2. You will then be able to select any number of days between 1 and 30 to display

3. To apply the new start date click on the Refresh

4. The grid will change to display the match information from the new start date

Changing the Venue(s) Display

Displaying Venues in Use

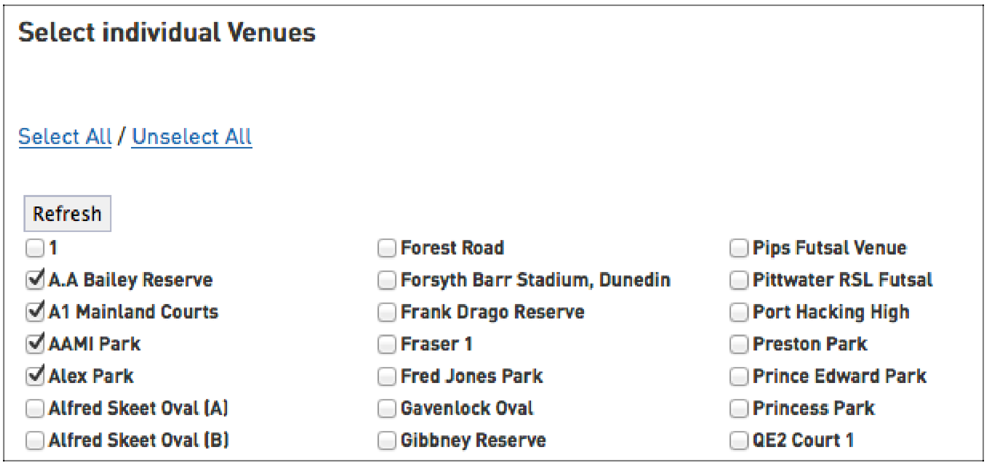
To display all the venues that currently have matches allocated to them on the selected display dates check the Venues in Usebox and click the Refresh button to apply this.

Displaying Specific Venues

1. To display a specific selection of venues click on the Selected Venues box.

2. You will then see a list of all the venues in the database appear below the grid.

3. Tick the boxes next to those venues you want to appear on the grid then click the Refresh button at the bottom to apply these changes.



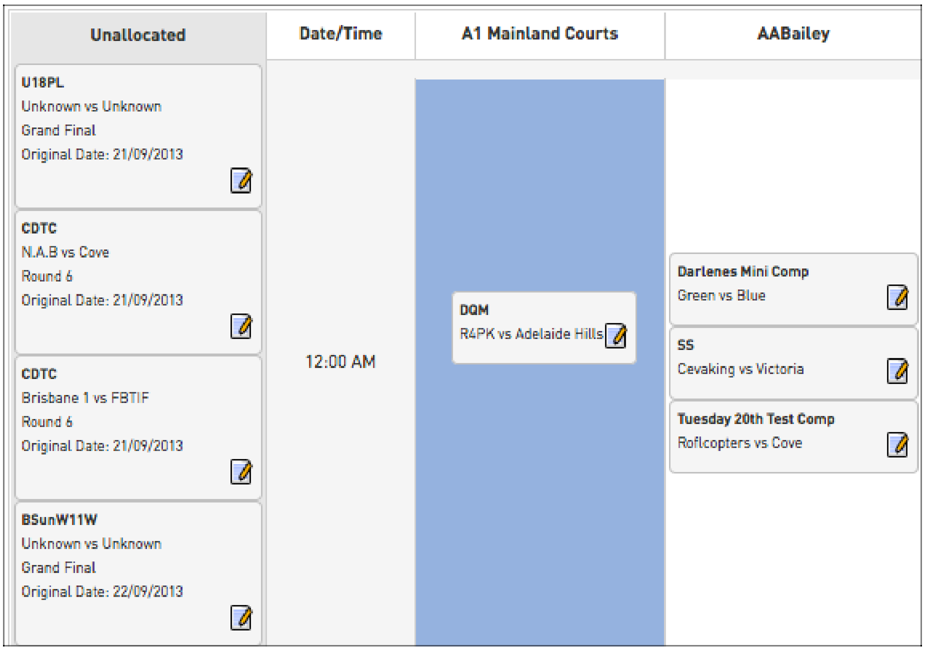
4. The selected venues will now appear on the Fixture Grid.

Allocating and Moving Match Times, Dates and Venues

One of the key features of the Fixture Grid is the ability to drag and drop matches into new times, dates and venues. You can also edit match details manually through the Fixture Grid.

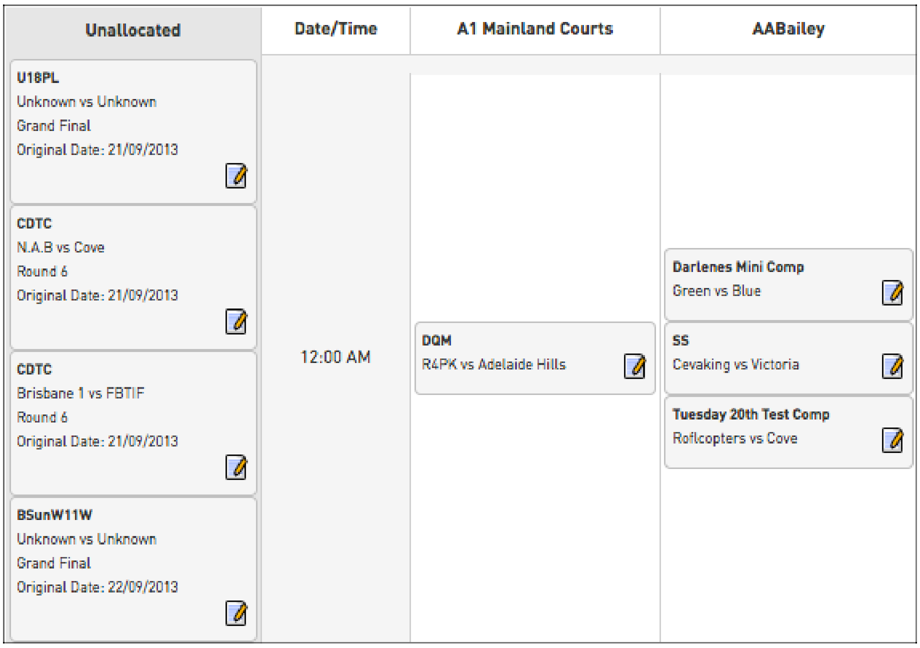
Drag and Drop

1. To move a match either from the Unallocated column or from an existing venue, date and time slot click and hold the match. The slot you are moving the match out of will turn blue.



2. Drag the match into the the date, time and venue slot you would like to move it too. As you hover over the grid you will see the slots turn blue to indicate where the match will be placed if you release the mouse button.

3. Release the mouse button to place the match into the Grid.



4. This process can be followed for any matches in the Unallocated area or to move a match already appearing in the grid.

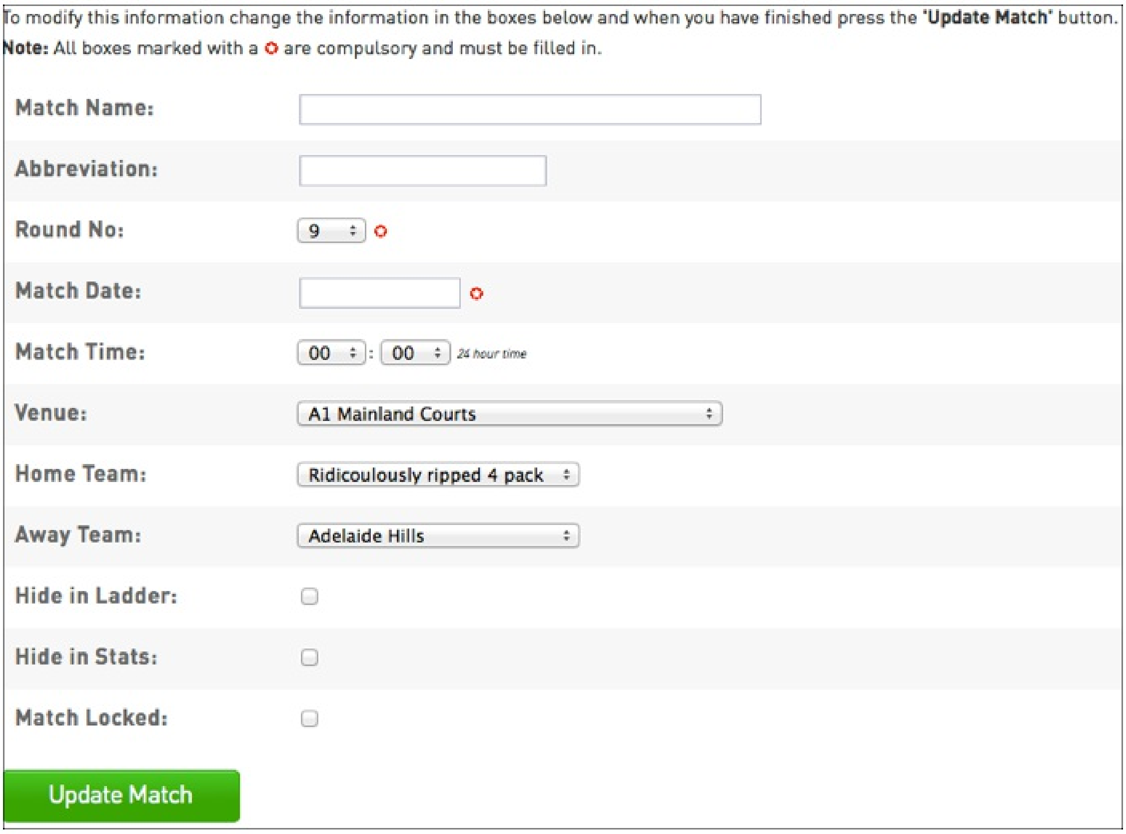
Creating a New Time Slot/Manually Editing a Match

If you wish to place a match at a specific start time at a venue but that time slot is not available (this will occur because there are no existing matches commencing at that time on a displayed venue) you will need to manually edit the match to create this new time slot.

An example of this will be used below to explain the process.

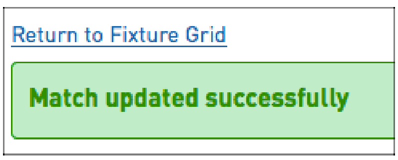
1. To manually edit a match and/or create a new time slot click on the pen and paper icon in the bottom right of the match details box for that specific match.

2. The Edit Match Details screen will open for that match.



3. Edit these details to suit the match venue, date and time allocation that you need. For the given example these details will need to be as per the below. Once the necessary changes have been made click the Update Match button to save these.

4. Once you click Update Match you will be taken to a screen with a link to Return to Fixture Grid. Click on this link to go back to the grid.



5. If you create a new time that doesn;t already exist for a venue it will be created. This new time slot will now be available for matches to be placed into at any venue that you select to display.

The manual match edit option does not just need to be used to create new time slots. It can also be used to reallocate matches into existing slots if you find that it is easier to use. The match edit screen also allows you to change the teams involved in the match, the round, adjust the match name and lock the match.

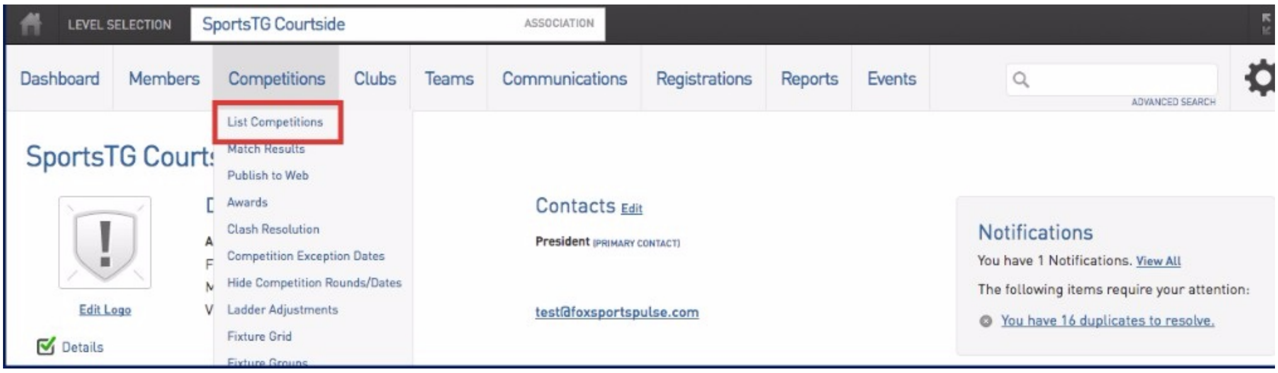
Redraw via Fixture Equalisation

Last Modified on 18/10/2017 8:56 am AEDT

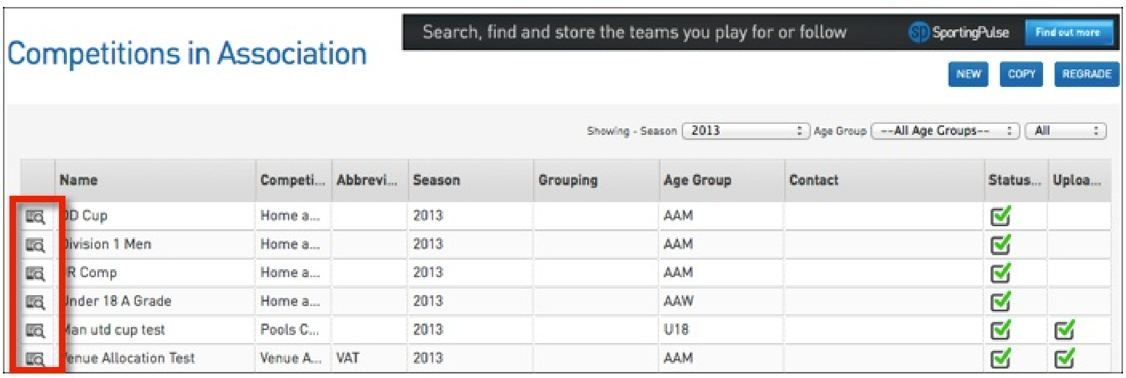
Creating fair fixtures is a constant priority and often a struggle for Administrators. FoxSportsPulse have created a way to redraw fixtures in an attempt to help Administrators with this process. The redraw of a fixture generally takes place due to teams being removed and others entered in. The current redraw process would use the fixture template that is set in the Competition details. This may result in Teams playing each other to soon after previous matches or not playing a Team at all. Our new option to 'Redraw via Fixture Equalisation' does not use the Fixture Template, instead it takes into account previous games played between Teams in the Competition and creates the 'fairest fixture'.

Firstly, login to your Online Membership Database - If you don’t have your login details please contact your State Governing Body or Association.

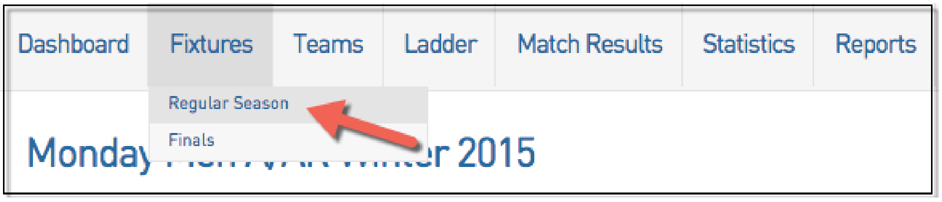
1. From the database Association level hover over the Competitions tab and then Click on List Competitions.



2. You will need to then click on the magnifying glass to the Left of the Competition that you want to redraw the fixture for.



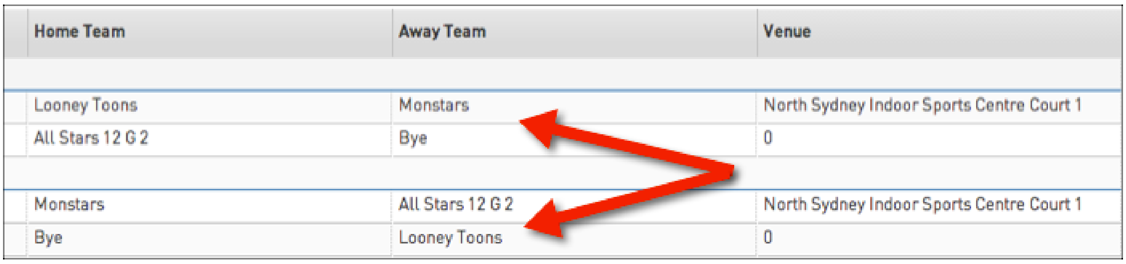
3. Once you are within the selected Competition hover over Fixtures and Click Regular Season.



4. The current redraw fixture option will use the current fixture template to draw teams against each other. This may result in teams playing each other soon after they previously had or not playing a team at all.

Home Team	Away Team	Venue
Looney Toons	Monstars	North Sydney Indoor Sports Centre Court 1
All Stars 12 G 2	Bye	0
Looney Toons	Monstars	North Sydney Indoor Sports Centre Court 1
All Stars 12 G 2	Bye	0

The new option available is to choose Redraw via Fixture Equalisation. This option will then take into account previous games played by the teams and fixture future games in a way that is 'fair'.



Home Team	Away Team	Venue
Looney Toons	Monstars	North Sydney Indoor Sports Centre Court 1
All Stars 12 G 2	Bye	0
Monstars	All Stars 12 G 2	North Sydney Indoor Sports Centre Court 1
Bye	Looney Toons	0

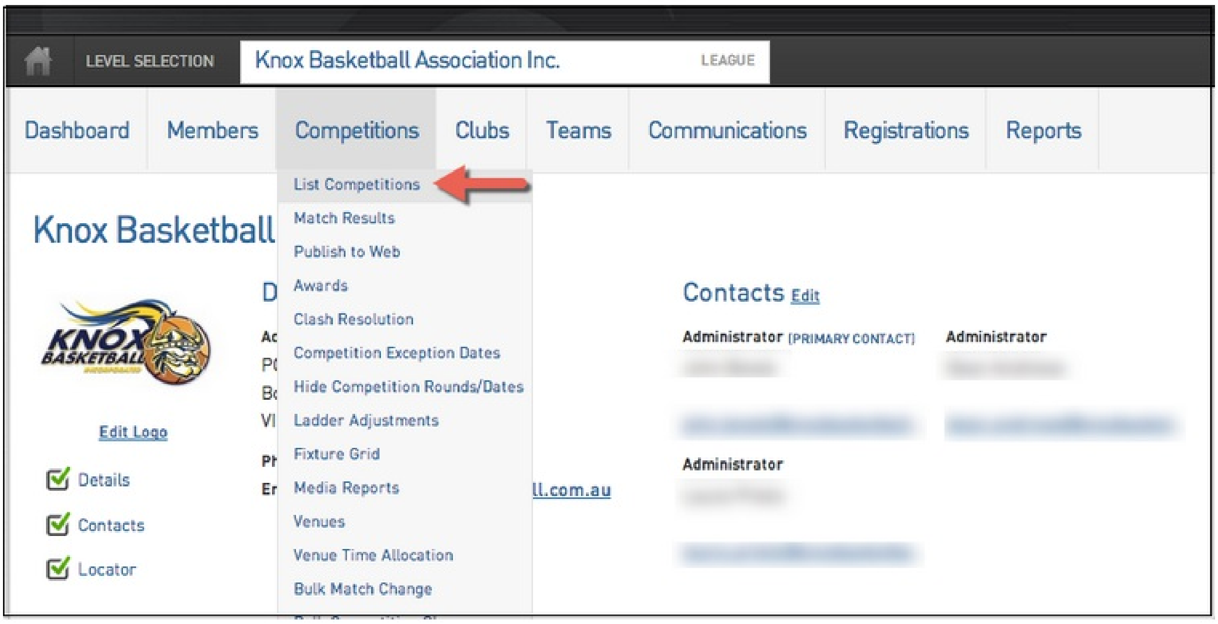
Regrade Teams in Competitions

Last Modified on 09/01/2017 1:04 pm AEDT

Regrading allows you to move teams in and out of competitions and into other competitions if necessary.

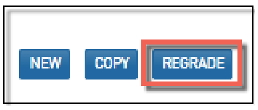
Please note: when regarding, the season that will show is whatever is chosen in the 'default' season'.

1. To regrade one on more teams hover over the Competitions tab and click List Competitions.



PLEASE NOTE: If as a result of regrading the number of Teams in the Competition will change, you may need to also modify the "Max Number of Teams" and "Fixture Template" options from the Competition set-up screen before you commence regrading. This is a very important step because re-drawing the fixture will not be possible until this is done.

2. At the Competitions screen you will see the Regrade button in the top-right hand corner. Click on this to access the Regrading section.

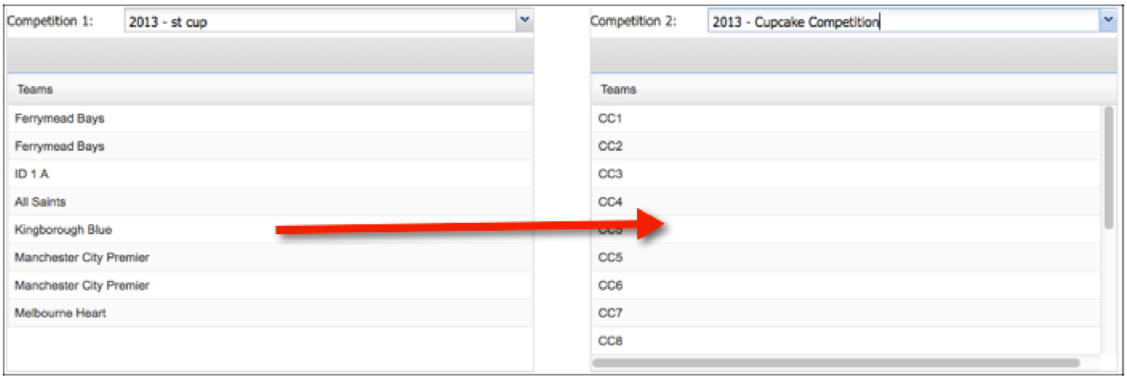


3. In this screen you will see two boxes that allow you to display the teams currently assigned to a particular competition as well as box at the bottom that displays all currently unallocated teams.

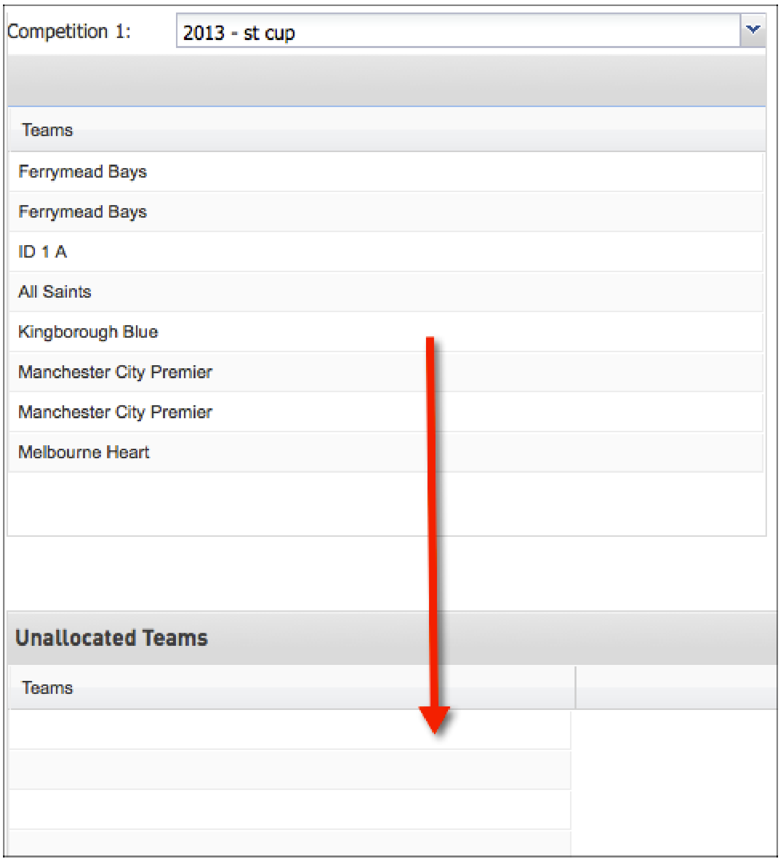
To select the competition you need to regrade a team out of select the competition in one of the two drop-down boxes. If you only wish to remove a team(s) from a competition you will only need to select one competition in a drop-down box. If you wish to move one or more teams from one competition to another you will need to select the other competition in the other drop-down box.

4. To move a team from one competition to another simply drag-and-drop this team into the other competition. .

The moved team will then appear in the list of teams for the other competition.



5. If you only wish to move a team out of a competition and not into another simply drag-and-drop the team into the Unallocated Teams box.



6. You can go through and make as many regrading changes as you would like. Once all these have been made click on the Preview and Save Changes to move to the next screen in the process.

7. The next screen in the regrading process will ask you what rules you would like applied on the regradings that you have made.

If you have only moved teams out of a competitions and into the Unallocated Teams box without moving any teams into other competitions you will not receive any prompts you will only be told the changes that are set to be made.

If you have moved a team out of one competition and into another you will see the below options:

The Competition that Team(s) have been Removed From

You will be asked if you wish to redraw the competition that any teams has been removed from.

If you select not to redraw a competition and the competition previously has an even amount of teams but will now has an odd number then the teams due to play the removed team will now have byes those rounds.

If the competition previously had an odd number off teams and will now have an even number then byes will be removed and each team will now play opponents each round.

If you do choose to redraw the fixtures for ticking the box this will be done using the standard template relative to the new number of teams in the competition.

The Competition that Team(s) have been Added To

For each team that has been added to the competition you will be asked whether you wish to Carry across ladder points and Carry across for and against totals.

By carrying across ladder points you are saying that you want the total competition points that the team accrued in the previous competition brought with them into the new competition.

By carrying across the for and against totals you are saying that you want the total amount of goals for and goals against for the team brought across into the new competition.

Note: Obviously both of these will affect the ladder so you need to be careful when selecting these.

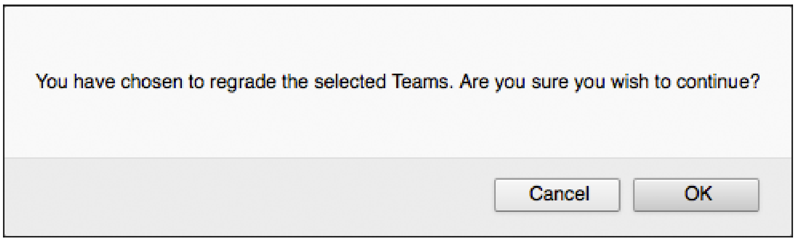
Again, you will be asked whether you wish to redraw the competition. If you select no and the competition will move from odd numbers to even numbers then the added team(s) will replace any byes in the competition.

If adding the team(s) will change the competition from being even to an odd competition than byes will be created in each round.

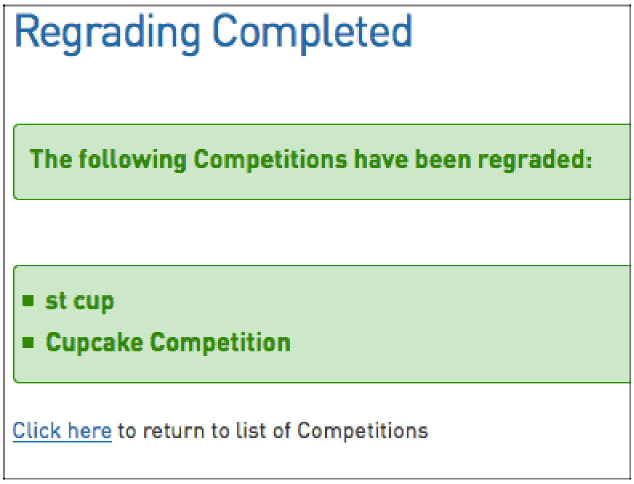
If you do choose to redraw the fixtures this will be done using the standard template relative to the new number of teams in the competition.

8. Once you have made all the selections on this screen either click on the Save Changes icon to process these regrading changes or Cancel Changes to abort the process.

9. If you select to Save Changes then you will be taken to a confirmation screen.



10. To return to the competition screen click on the Click Here link.

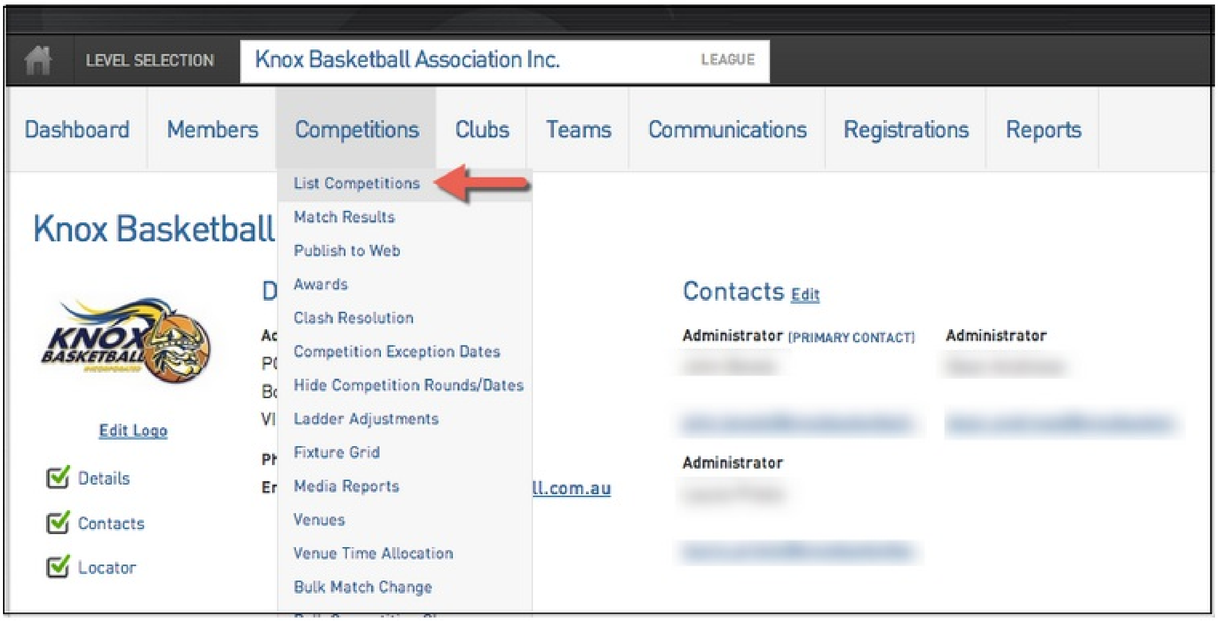


Manually Add a Round to a Home and Away Competition

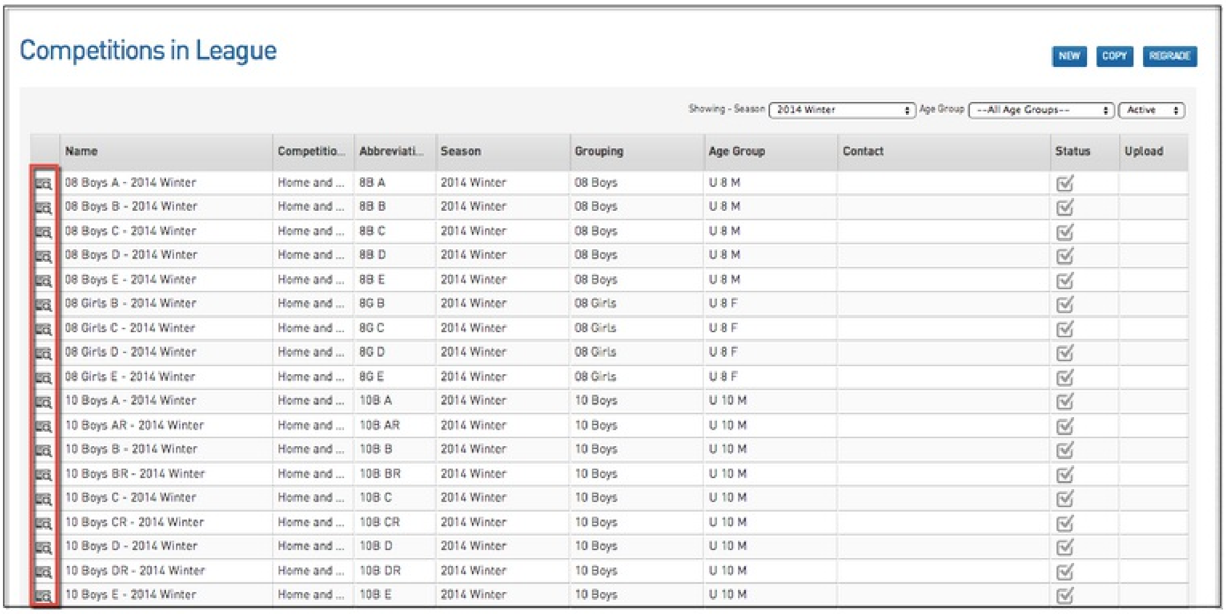
Last Modified on 09/01/2017 11:46 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. To add a round to a competition fixture without doing a complete refixture, hover over Competitions and click List Competitions.



2. Click on the magnifying glass just to the left of the specific competition.



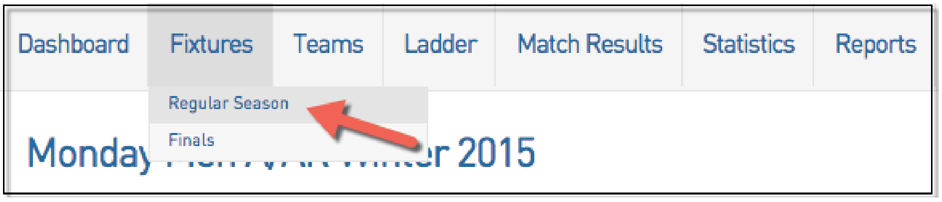
Competitions in League

NEW COPY REGRADE

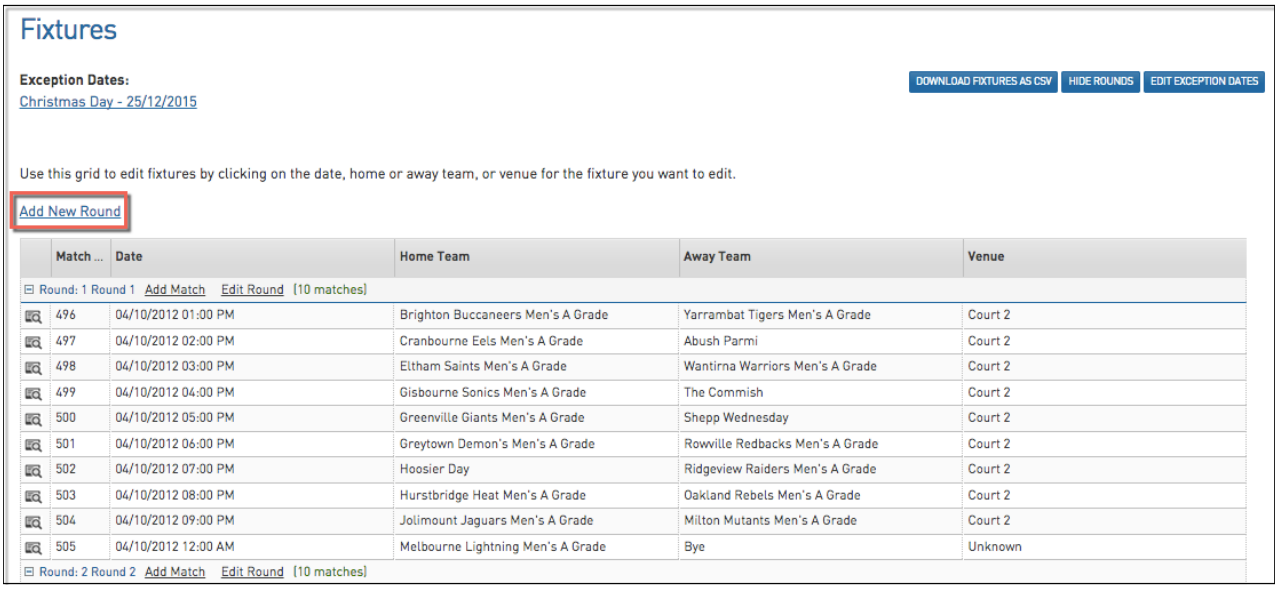
Showing - Season 2014 Winter Age Group --All Age Groups-- Active

Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

3. Once on the Competition dashboard, hover over Fixtures and click Regular Season.



4. Once on the fixtures page click Add New Round.


Fixtures

DOWNLOAD FIXTURES AS CSV | HIDE ROUNDS | EDIT EXCEPTION DATES

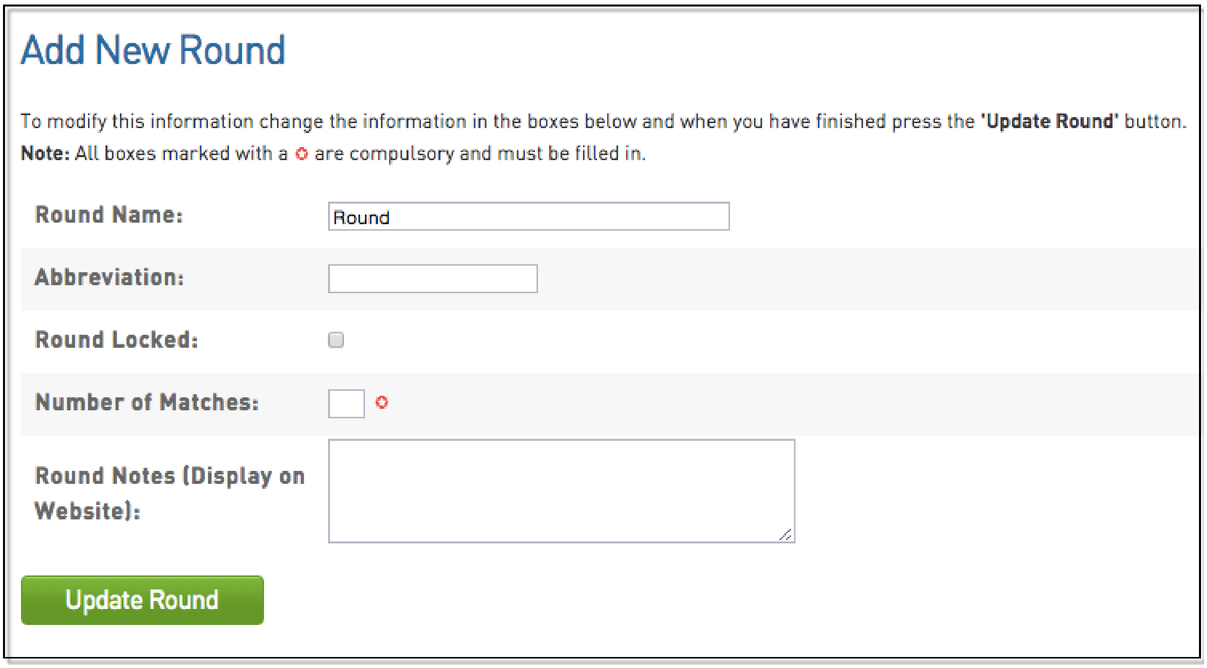
Exception Dates:
Christmas Day - 25/12/2015

Use this grid to edit fixtures by clicking on the date, home or away team, or venue for the fixture you want to edit.

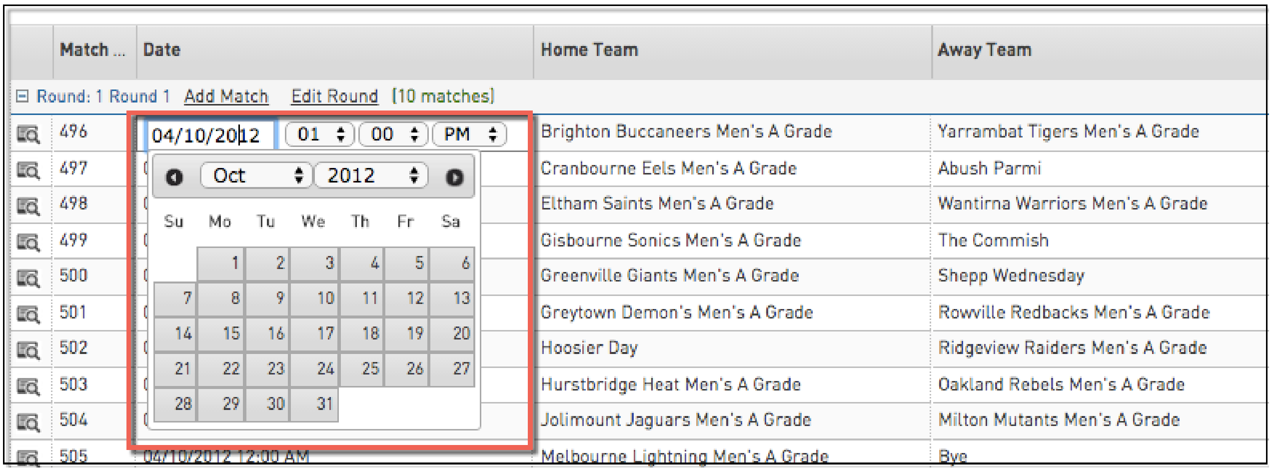
Add New Round

Match ...	Date	Home Team	Away Team	Venue
Round: 1 Round 1 Add Match Edit Round (10 matches)				
496	04/10/2012 01:00 PM	Brighton Buccaneers Men's A Grade	Yarrambat Tigers Men's A Grade	Court 2
497	04/10/2012 02:00 PM	Cranbourne Eels Men's A Grade	Abush Parmi	Court 2
498	04/10/2012 03:00 PM	Eltham Saints Men's A Grade	Wantirna Warriors Men's A Grade	Court 2
499	04/10/2012 04:00 PM	Gisbourne Sonics Men's A Grade	The Commish	Court 2
500	04/10/2012 05:00 PM	Greenville Giants Men's A Grade	Shepp Wednesday	Court 2
501	04/10/2012 06:00 PM	Greytown Demon's Men's A Grade	Rowville Redbacks Men's A Grade	Court 2
502	04/10/2012 07:00 PM	Hoosier Day	Ridgeview Raiders Men's A Grade	Court 2
503	04/10/2012 08:00 PM	Hurstbridge Heat Men's A Grade	Oakland Rebels Men's A Grade	Court 2
504	04/10/2012 09:00 PM	Jolimount Jaguars Men's A Grade	Milton Mutants Men's A Grade	Court 2
505	04/10/2012 12:00 AM	Melbourne Lightning Men's A Grade	Bye	Unknown
Round: 2 Round 2 Add Match Edit Round (10 matches)				

5. It is then possible to give the round a name and abbreviation but the number of matches in this round must be included. Once these details have been entered then click on Update Round to save your changes.



6. Once the round has been added, returned to the fixtures page. Ensure the match details are correct by double clicking on the information. Eg. below, the match date has been double clicked. You can then choose the appropriate date. To save this information click elsewhere on the fixture - eg. the Home Team heading. This will lock in the change.



Match ...
Date
Home Team
Away Team
Round: 1 Round 1
Add Match
Edit Round
(10 matches)
496
04/10/2012
01
00
PM
Brighton Buccaneers Men's A Grade
Yarrambat Tigers Men's A Grade
497
Oct
2012
Cranbourne Eels Men's A Grade
Abush Parmi
498
Eltham Saints Men's A Grade
Wantirna Warriors Men's A Grade
Su Mo Tu We Th Fr Sa
499
Gisbourne Sonics Men's A Grade
The Commish
1 2 3 4 5 6
500
Greenville Giants Men's A Grade
Shepp Wednesday
7 8 9 10 11 12 13
501
Greytown Demon's Men's A Grade
Rowville Redbacks Men's A Grade
14 15 16 17 18 19 20
502
Hoosier Day
Ridgeview Raiders Men's A Grade
21 22 23 24 25 26 27
503
Hurstbridge Heat Men's A Grade
Oakland Rebels Men's A Grade
28 29 30 31
504
Jolimount Jaguars Men's A Grade
Milton Mutants Men's A Grade
505
04/10/2012 12:00 AM
Melbourne Lightning Men's A Grade
Bye

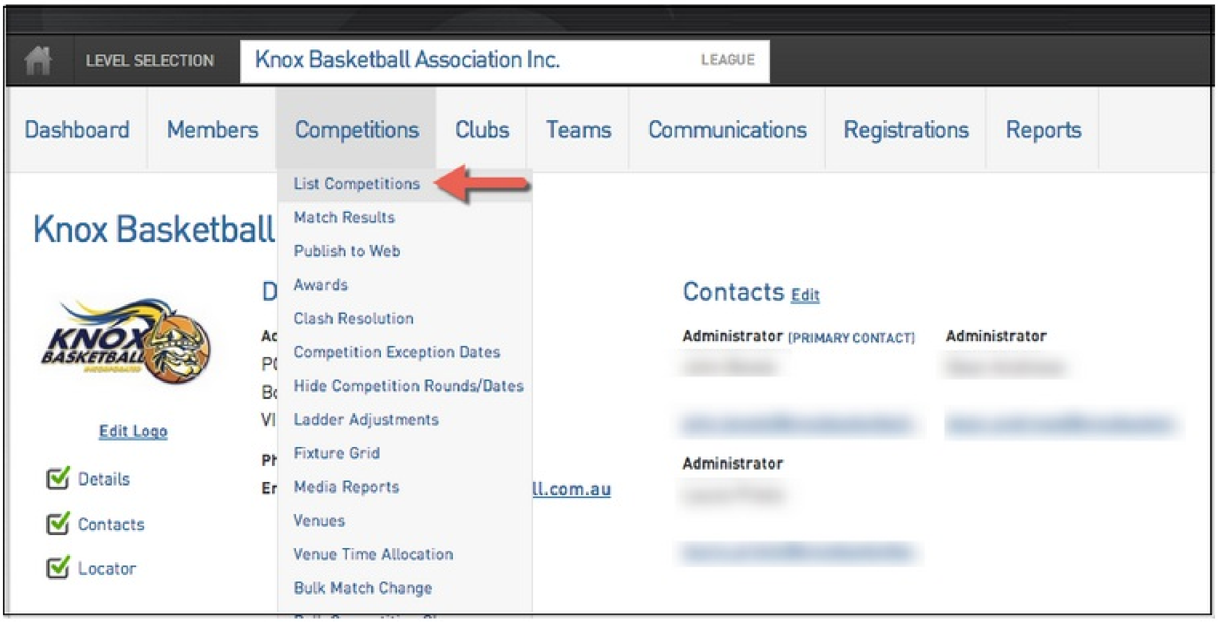
Redraw Fixture by Round

Last Modified on 09/01/2017 1:03 pm AEDT

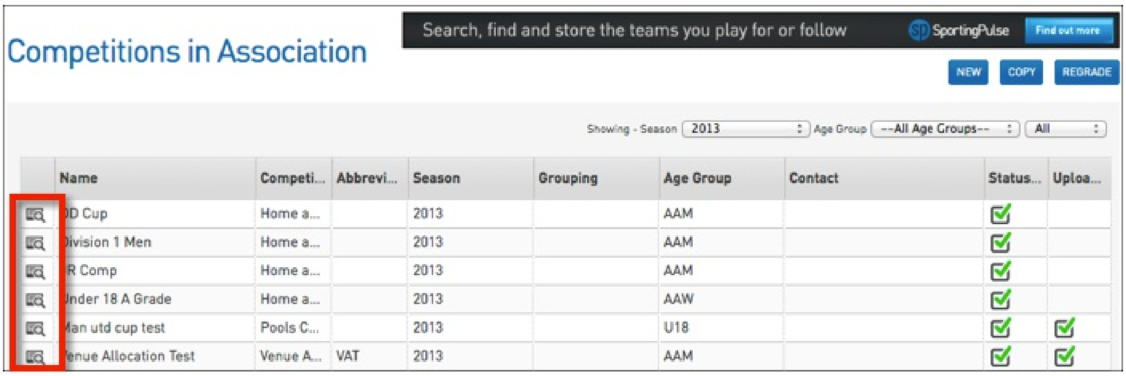
Redraw Fixture by Round

The ability to redraw fixtures for competitions has now been updated to allow administrators to chose the date that the fixture is redrawn from.

1. Firstly, hover over competitions and click List Competitions

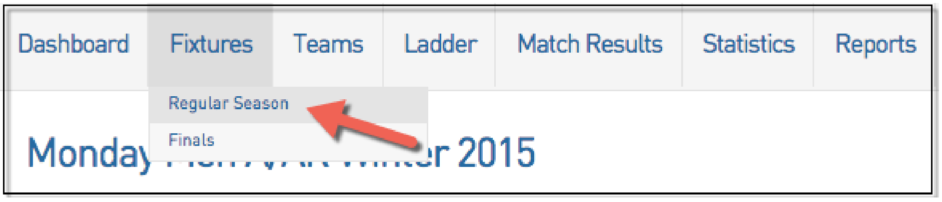


2. Then click the Magnifying Glass next to the competition fixture that you want to redraw

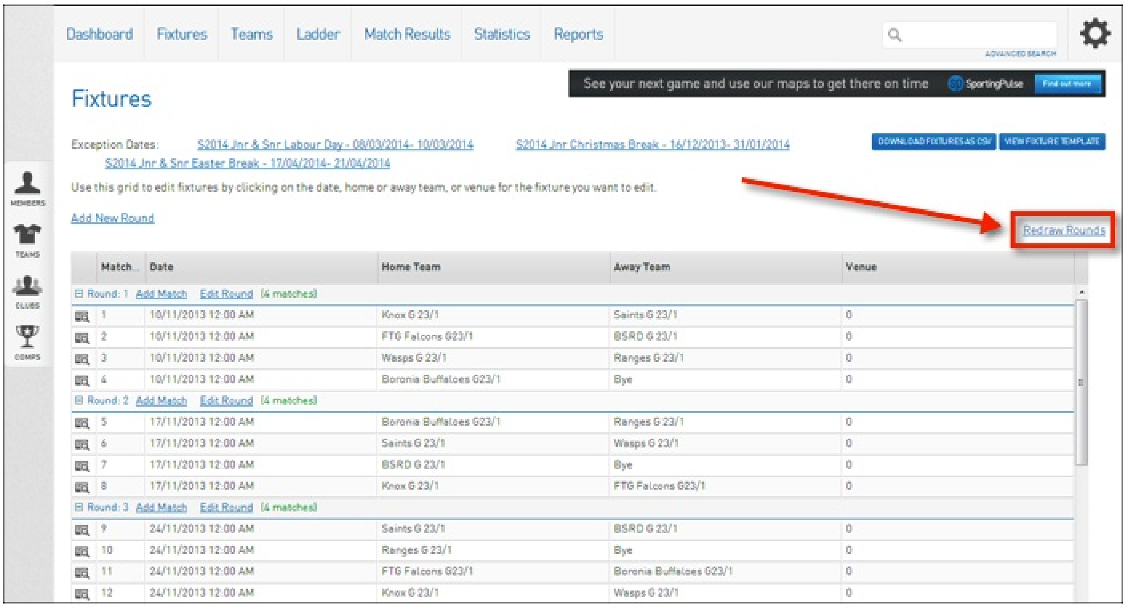


Name	Competi...	Abbrevi...	Season	Grouping	Age Group	Contact	Status...	Uploa...
D Cup	Home a...		2013		AAM		✓	
ivision 1 Men	Home a...		2013		AAM		✓	
R Comp	Home a...		2013		AAM		✓	
nder 18 A Grade	Home a...		2013		AAW		✓	
an utd cup test	Pools C...		2013		U18		✓	✓
enue Allocation Test	Venue A...	VAT	2013		AAM		✓	✓

3. From the competition menu hover over Fixtures and click Regular Season



4. At the top right hand corner click Redraw Rounds



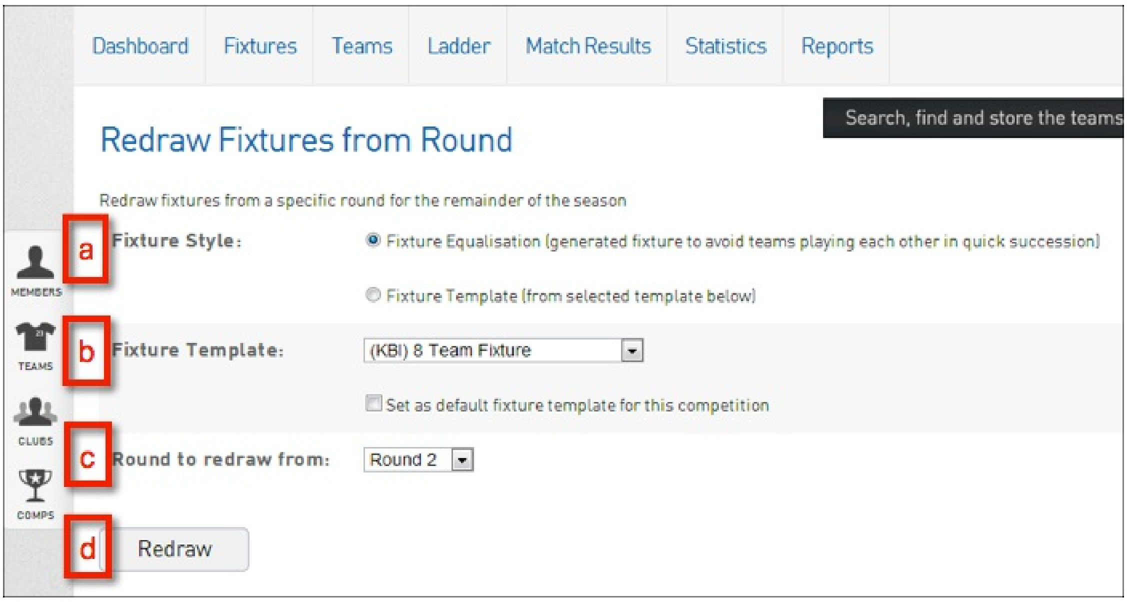
5. To complete the fixture redraw you will need to complete the next four sections

a) Fixture Style – The Fixture Style section allows the administrator to choose whether they want to redraw using the Fixture Equalisation or through a previously created Fixture Template

b) Fixture Template – If the Fixture Template option has been selected the intended template must be selected from the Drop Down Box. You can also set this template to be the default by clicking the Tick Box Below the template name

c) Round to redraw From – From the Drop Down Box select the Round Number that you want the new fixture to be drawn from

d) Click Redraw



Bulk Changes

Last Modified on 09/01/2017 1:14 pm AEDT

There are a number of competition functions that can be performed in bulk in the database. All of these options are housed in the Competitions menu. These options are outlined below:

Bulk Match Change - This will allow basic details of a match (date/time/venue) to be changed on bulk.

Bulk Competition Change - This will allow any details of a competition to be changed on bulk. For example, if you were looking to make all of your competitions set to display on your website, you could do this on bulk through the 'Display competition on Public Website' option.

Bulk Stats Rebuild - A bulk stats rebuild will force a refresh of all player statistics within your database. Typically, used if a members record doesn't look like it has included a game or statistics in a members tally.

Bulk Ladder Rebuild - A bulk ladder rebuild will force a refresh of all ladder data across specified competitions in your database.

Bulk Fixture Generation - This will allow you to generate fixtures for all un-fixtured competitions in one hit.

Clash Display and Resolution in Fixture Grid

Clash Display and Resolution in Fixture Grid

Last Modified on 09/01/2017 11:51 am AEDT

The Fixture Grid is also a very valuable tool for identifying and resolving match clashes. A clash is created when two matches overlap each other at a certain venue on a given date. The Time Venue Required For (mins) field, which is set per competition at the Competition Details screen, is the field that is used to determine how long a match requires a venue.

Note: This can be different to the Match Duration, also specified at the Competition Details screen, as it may include changeover or set-up time.

Clash Display in the Fixture Grid

When a clash is created on the system the matches involved in the clash will appear coloured red in the Fixture Grid. In the example below both matches have been scheduled to start at 12:00am and are therefore displaying as a clash.

It is important to note however, that matches do not necessarily need to start at the same time to be considered clashes in the system. They may overlap from one minute upwards.

Clash Resolution in the Fixture Grid

To resolve clashes in the Fixture Grid you can drag and drop or manually edit the date, time and/or venue details until there are no longer match overlaps.

Once clashes are resolved the matches that were involved with the clash, which were coloured red, will become return to being white.

Once the mouse is released and the match placed into its new slot the system re-checks for clashes and if these have been resolved all the matches turn white.

Delete a match

Last Modified on 09/01/2017 1:20 pm AEDT

Question: How do I delete a match fixture?

Answer: To delete a single match, complete the following steps:

1. Go to the Competition within your database

2. On the Fixtures Screen, you just need to click on the Grey Edit button (next to Match Number)

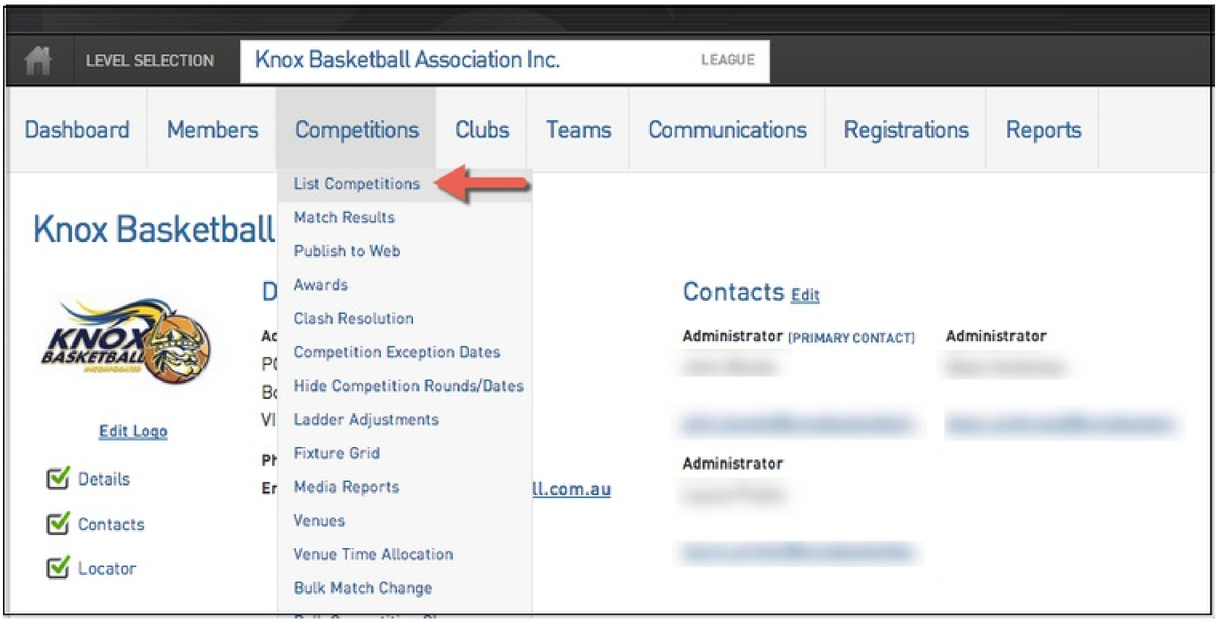
3. Once in the Edit Match Screen, click on the Delete button (top right of screen) - the Match Fixture will now be deleted

4. Schedule a Publish to Web to update the fixture on the website

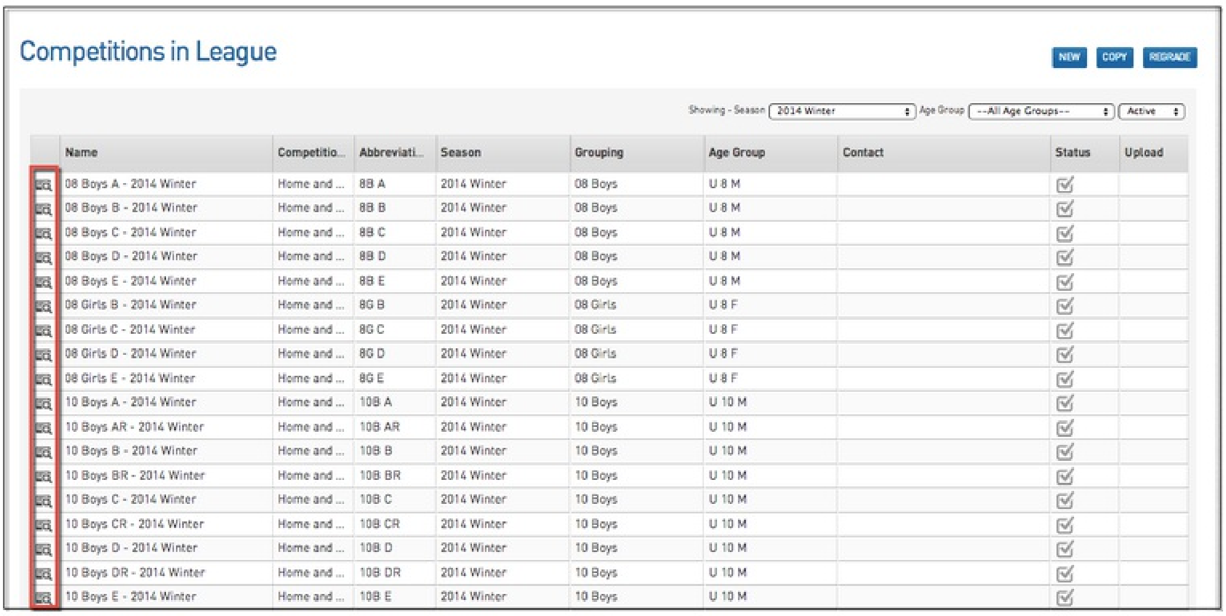
Teams Across Association - Selecting a Venue from another Association

Last Modified on 09/01/2017 3:58 pm AEDT

1. Hover over Competitions and click 'List Competitions'.

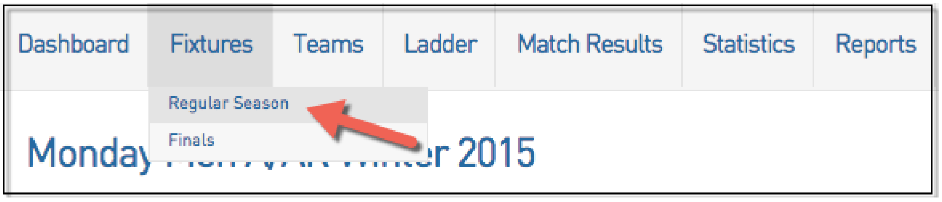


2. Click the magnifying glass next to the competition you want to generate the fixtures for.

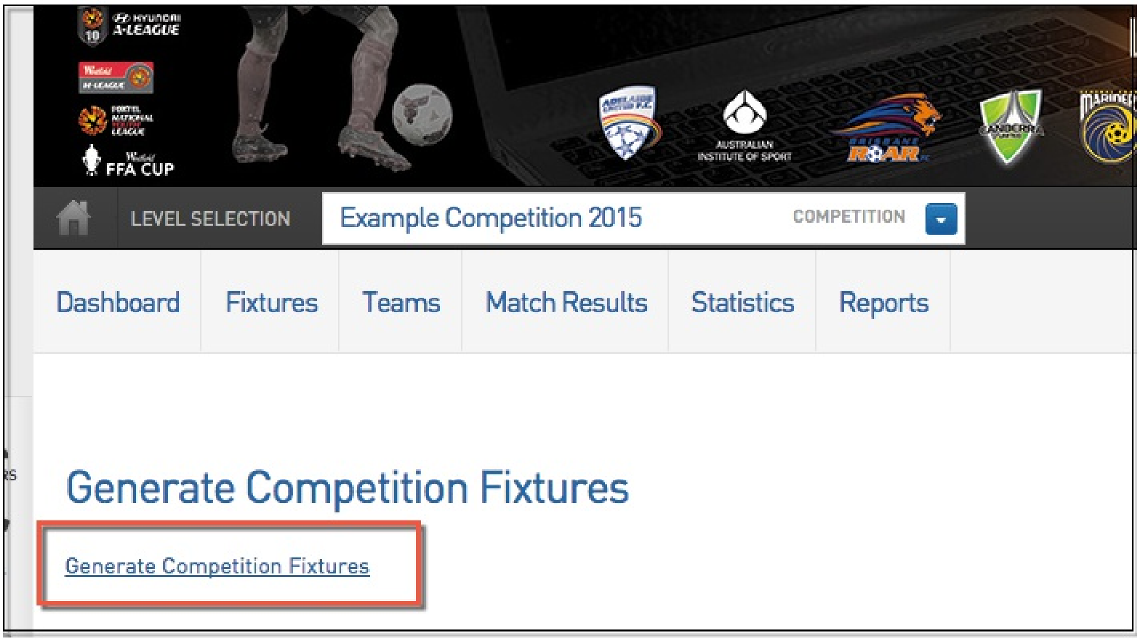


Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

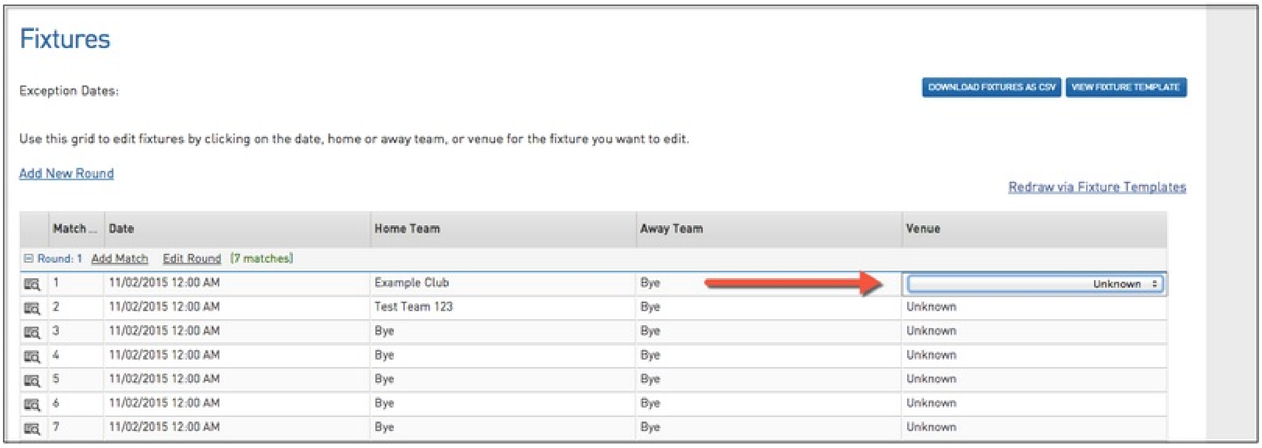
3. Hover over Fixtures and then click 'Regular Season'.



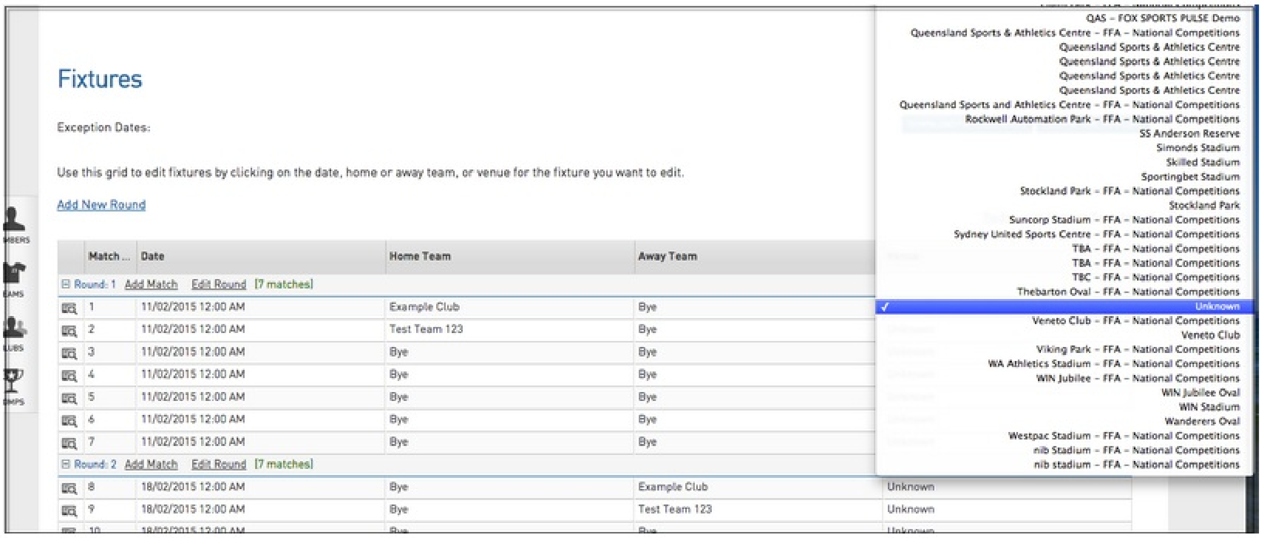
4. Click 'Generate Competition Fixtures'.



5. In the fixture for the competition, assign a Venue by clicking on the Venue Column for the particular match.



6. The list of option will populate based on the Teams involved in the Competition (the Venues will come from the existing Association.



Fixtures
Exception Dates:
Use this grid to edit fixtures by clicking on the date, home or away team, or venue for the fixture you want to edit.
Add New Round
Match ...
Date
Home Team
Away Team
Round: 1 Add Match Edit Round [7 matches]
11/02/2015 12:00 AM
Example Club
Test Team 123
Bye
Round: 2 Add Match Edit Round [7 matches]
18/02/2015 12:00 AM
Unknown
QAS - FOX SPORTS PULSE Demo
Queensland Sports & Athletics Centre - FFA - National Competitions
Queensland Sports & Athletics Centre
Queensland Sports and Athletics Centre - FFA - National Competitions
Rockwell Automation Park - FFA - National Competitions
SS Anderson Reserve
Simonds Stadium
Skilled Stadium
Sportingbet Stadium
Stockland Park - FFA - National Competitions
Stockland Park
Suncorp Stadium - FFA - National Competitions
Sydney United Sports Centre - FFA - National Competitions
TBA - FFA - National Competitions
TBC - FFA - National Competitions
Thebarton Oval - FFA - National Competitions
Veneto Club - FFA - National Competitions
Veneto Club
Viking Park - FFA - National Competitions
WA Athletics Stadium - FFA - National Competitions
WIN Jubilee - FFA - National Competitions
WIN Jubilee Oval
WIN Stadium
Wanderers Oval
Westpac Stadium - FFA - National Competitions
nib Stadium - FFA - National Competitions
nib stadium - FFA - National Competitions

Managing Catch- up Rounds

Last Modified on 09/01/2017 1:20 pm AEDT

Sometimes games cannot be played on their scheduled date (ie as a result of a washout). Occasionally these games are simply marked as a washout, however sometimes they are played at a later date. If you change the date of the game to when it has been played it can cause the website to display the wrong round when viewing Fixtures online as the website guesses which is the current round based on the match dates.

The suggested workaround to avoid this problem is to delete the game/s and insert them into a 'catch-up round' that sits chronologically correct (ie between whichever two rounds the games fall between). Please see below for an example and instructions on how to do this.

Create the 'Catch-Up' round in your database

1. Click Add New Round from your fixture page (Select the competition then Fixtures > Regular Season)

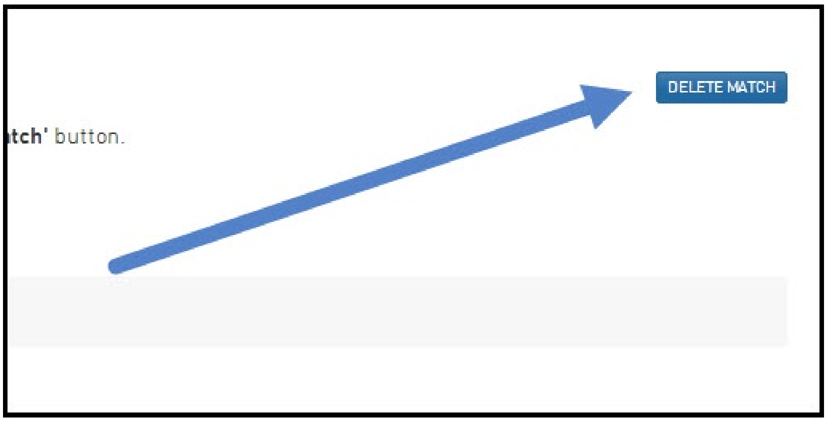
2. Enter a Round Name, ie 'Catch-Up Round'

3. Enter an Abbreviation, ie 'CUR'

4. Enter the Number of Matches (that are to be re-scheduled into this round)

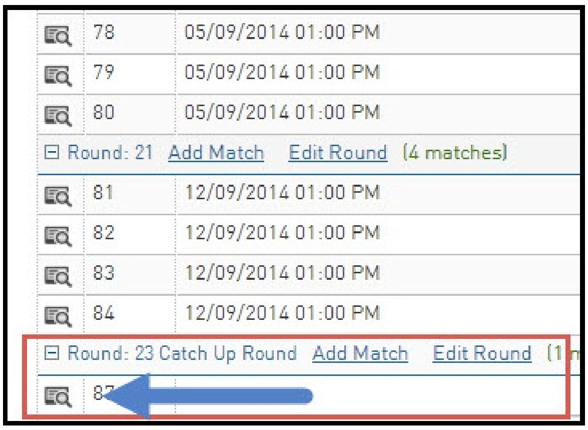
Re-assign the game/s to the catch-up round

1. First delete the matches from the round that they were originally scheduled in (make sure you first make note of the teams involved!)



NOTE: If players have already been selected for this match you will need to reset it (from Match Results > PreGame)

2. Now add these matches into the Catch-Up round, which should be located at the bottom of your Fixture (select each match and populate it with the teams, time, date and venue).



Publish To Web

Finally, to affect these changes on your website you need to perform a Publish To Web (from Competitions > Publish To Web). The Catch-Up round will appear in the correct chronological sequence in the competition rounds.

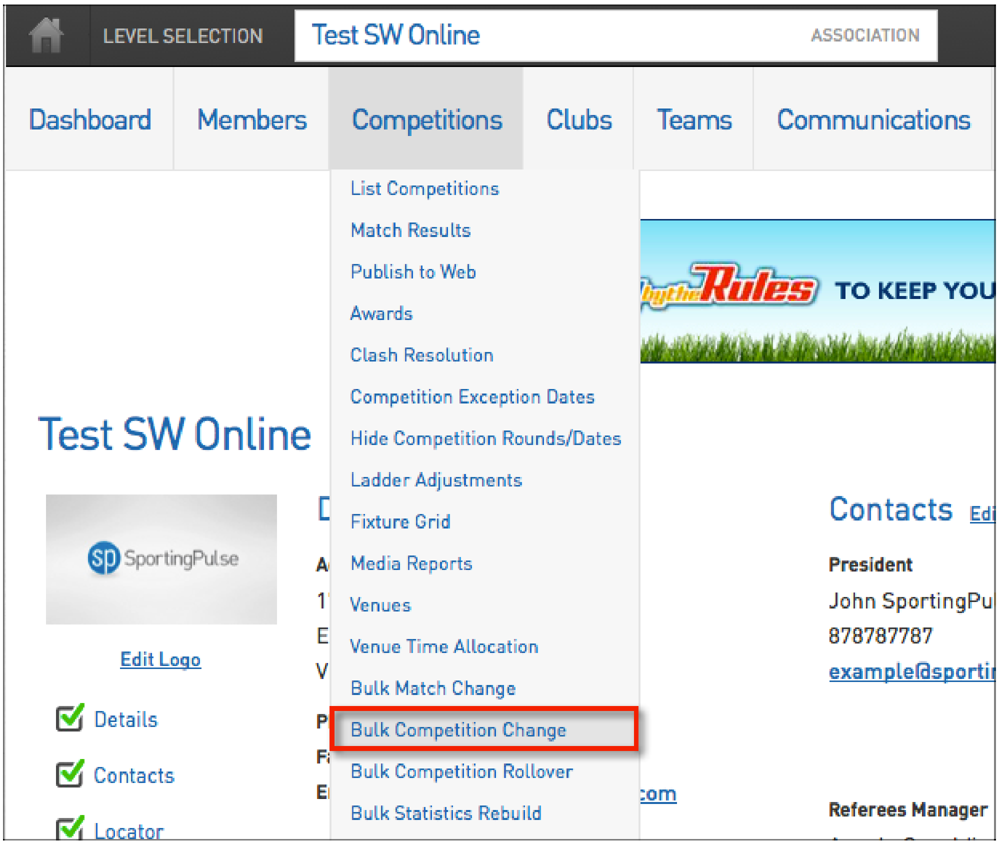
Bulk Competition Change

Last Modified on 09/01/2017 1:33 pm AEDT

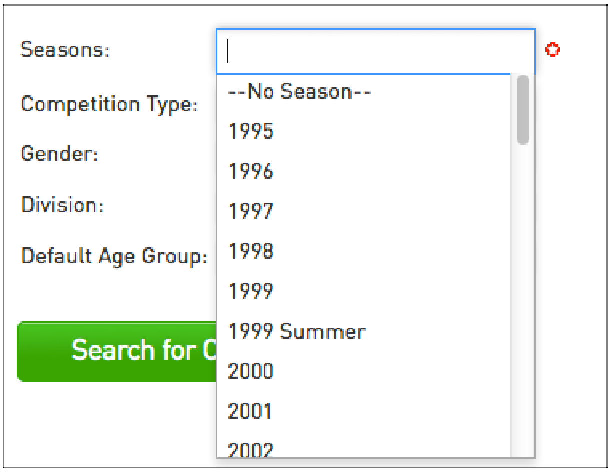
You'll notice now in your database when you click through to your Competitions page there is a 'Bulk Competition Change' link at the top of the page (as below). The basic premise for this functionality is that if, for example, you have 15 competitions that you wish to hide from your website or that you wish to update the website grouping for, you can now do it on bulk rather than individually!

To make changes to your competitions on bulk:

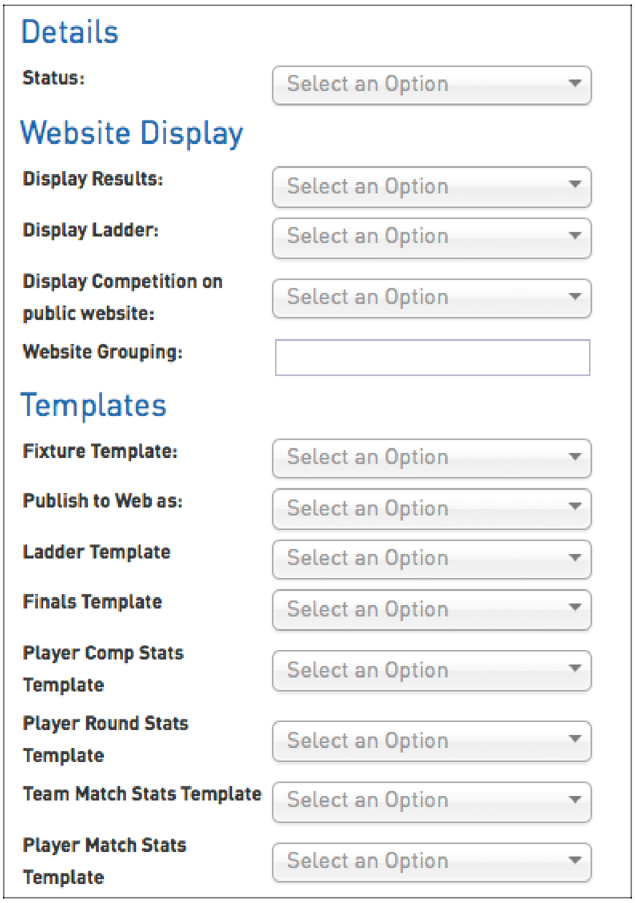
1. Hover over Competitions and click Bulk Competition Change.



2. Select the Competition season(s) of the competitions you wish to change.



3. Select which competitions you wish to apply the changes to at the top of the screen. Then enter in the Competition information you wish to change from the drop down lists at the bottom of the screen.



4. Hit the Bulk Update button to save/apply the changes to your competitions.

Fixture Equalisation

Last Modified on 09/01/2017 12:05 pm AEDT

The below video contains information regarding Fixture Equalisation.

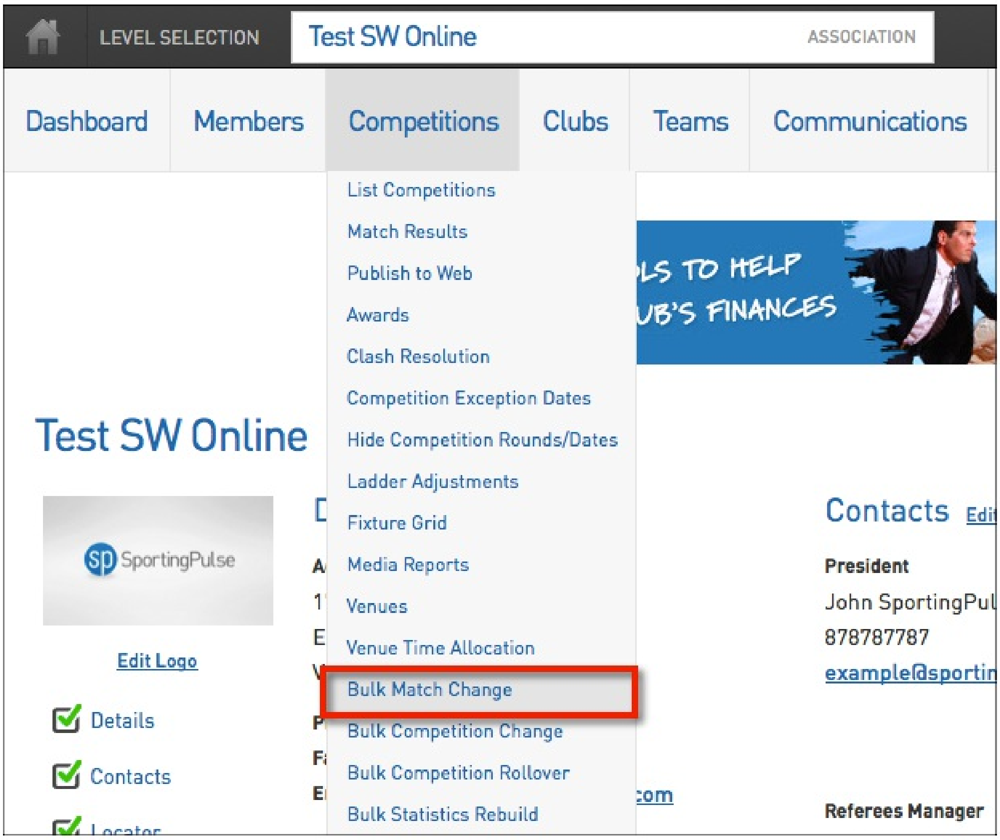
Bulk Match Change Functionality

Last Modified on 09/01/2017 3:55 pm AEDT

The bulk match change function allows bulk changes to be made to fixtures to a single specific competition or across multiple competitions in the database.

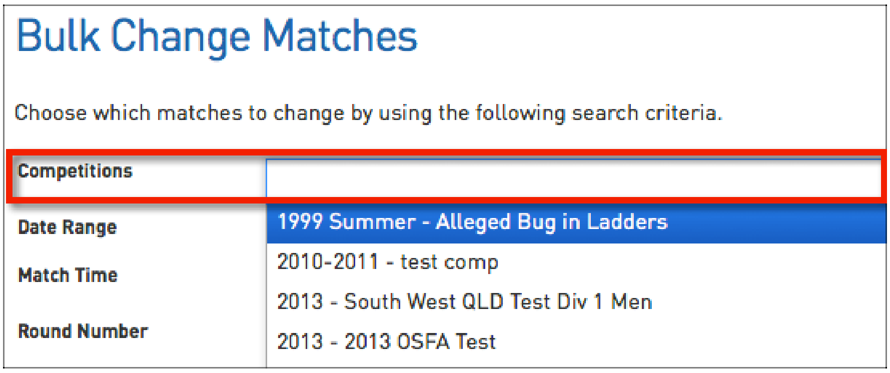
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Hover over Competitions and click Bulk Match Change.

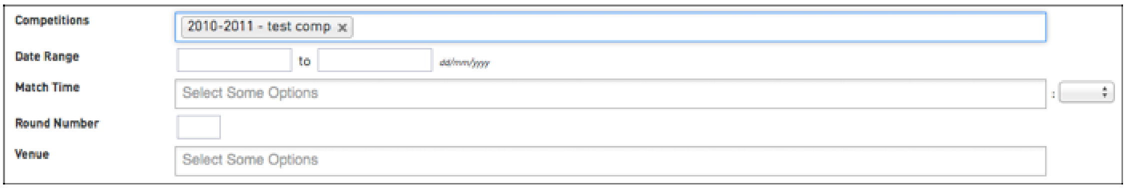


2. At the next screen you can select which Competitions and which specific matches within the selected Competition(s) you wish to make bulk changes to.

First highlight the Competition you wish to make bulk changes to. You can choose multiple Competitions by clicking next to the Competition name that you have previously added.



3. You can then add filters to further limit the matches that you are going to want to change. You can select to display matches between a specific date and time ranges, matches from a certain round and matches taking place at a particular venue or at several venues.

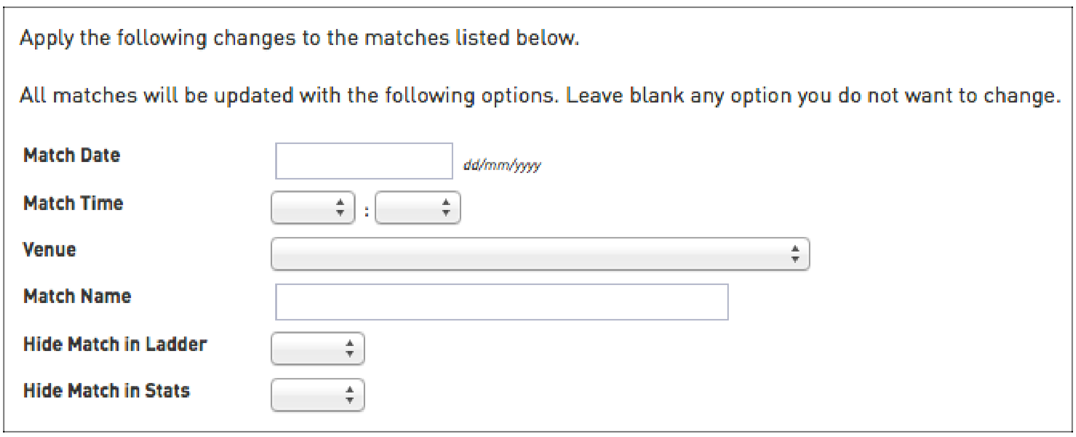


NOTE: If you leave all of these filters blank then you are going to be given the choice to bulk change every match in the highlighted competitions.

4. Once you have selected the competitions you want to bulk change and inputted any further filters click the Search for Matches button to proceed.

5. At the next screen you can input the changes you wish to make in bulk. You have the options to move all the selected matches (see tick boxed below) to a new Match Date, a new starting Match Time, to a new Venue or you can add a Match Description to these matches. The Match Description will display on the SportsTG Standard Website directly above the two team names in the fixtures section. Simply input the changes you wish to make into the appropriate boxes.

NOTE: You now have the ability to hide a match within a ladder and also hide player statistics for matches that have already been played. To do this, simply choose a date range (one that covers the match you wish to change), click Search for Matches and choose 'Yes' in Hide Match in Ladder' and/or 'Hide Match in Stats'. Click 'Apply Changes to Matches'.



6. Finally you need to check that the matches ticked below are the matches you wish to bulk apply these changes too. You can un-check any of the matches that you do not want to apply these to, however if matches you want to change are not displayed then you will need to go back a screen and search for matches using different filters.

☑	Round	Date/Time	Competition	Home Team	Away Team	Venue	Match Name
☑	1	19/01/2013 06:00	South West QLD Test Div ...	Adelaide United	West Adelaide	AAMI Park	
☑	1	19/01/2013 06:00	South West QLD Test Div ...	Northern Demons	Nelson Suburbs	AAMI Park	
☑	1	19/01/2013 06:00	South West QLD Test Div ...	Pocklington Test Team	Western Toros	AAMI Park	
☑	1	19/01/2013 06:00	South West QLD Test Div ...	Kaizer Chiefs	South Adelaide	AAMI Park	
☑	1	19/01/2013 06:00	South West QLD Test Div ...	N.A.B	Sturt	AAMI Park	

7. Once you have got ticked all the matches you wish to apply the changes too click the Apply Changes to Matches button.

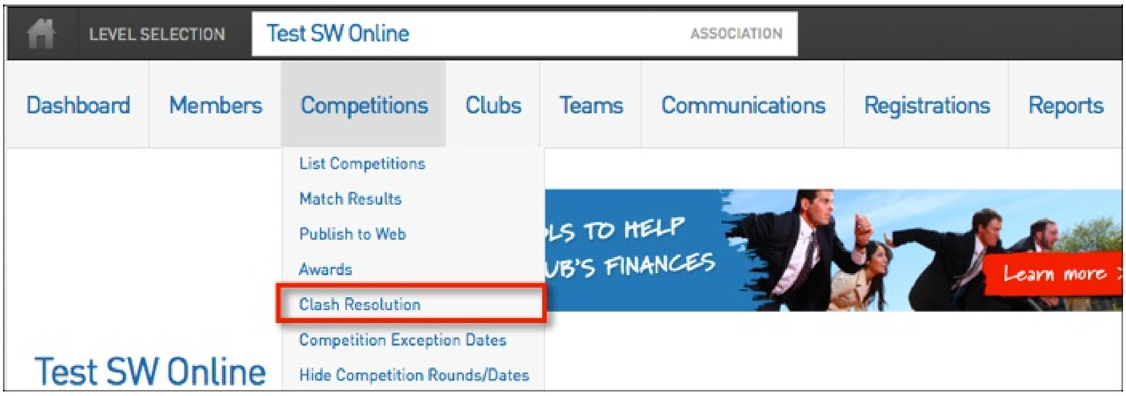
The matches will be changed accordingly.

Clash Resolution

Last Modified on 09/01/2017 1:38 pm AEDT

Clash Resolutions During the course of scheduling fixtures or matches across multiple divisions and grades, it is inevitable that some matches will be scheduled at the same time and venue as another match. It is therefore essential to the successful management of an association to be able to identify these clashes before they happen and to resolve them. To do this, SportsTG has the Clash Resolution module attached to it which allows for the identification and resolution of any instance where more than one match is scheduled at the same time and at the same venue as another.

1. To use the Clash Resolution module hover over the Competitions tab and click on Clash Resolution.



2. Any instance where the scheduled time of a match crosses over with the scheduled time of another match taking place at the same venue will be marked as a clash within the SportsTG Competitions system and you will have the ability to resolve these clashes.

This match duration can be set in the Edit Competition section and it is often a good idea to set this slightly longer than the actual length of the match because you will want to allow for changeover time in between matches.

3. Once you have run the Clash Resolution you will have the ability to select which clash you wish to resolve. To select a match that has been marked as a clash, select the match from the drop down box at the top of the screen.

Note: Matches are ordered by Date, Time, Venue and then Teams playing.

4. Once a match has been selected, the other match that it clashes with will be displayed below your selection.

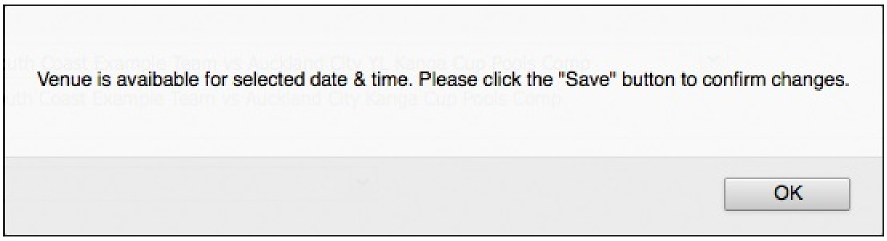
Venue Availability for Big Park

Date & Time	Home Team	Away Team	Competition	Age Group	% of Venue
21/11/2013 (2 Matches)					
10:00 AM	Football South Coast Example Team	Auckland City	Kanga Cup Pools Comp	Age 12	100
10:00 AM	Football South Coast Example Team	Auckland City YL	Kanga Cup Pools Comp	Age 12	100

5. Once you have decided on where and when the match should now be played, you can input the new Venue, Date and Time information in the respective fields.

6. To ensure these new Venue, Date and Time details will not cause a further clash click on the Check Availability button in the bottom right corner.

7. If the time slot is available, a notification message will appear and advise you that your selections are valid and to click on Save to continue. From there click OK.



8. If you are happy with these new match venue, time and date details click the Save button.

9. If you wish to reset your selections and start again, click on the Reset button and select your clashing match again.

10. You can then go through and follow this procedure for all the clashes in any of your competition's fixtures.

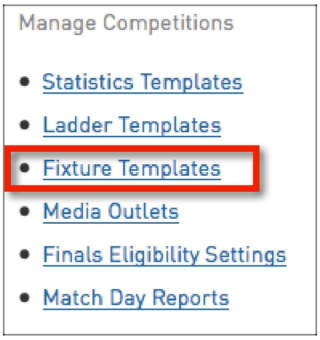
Create a Fixture Template

Last Modified on 09/01/2017 3:59 pm AEDT

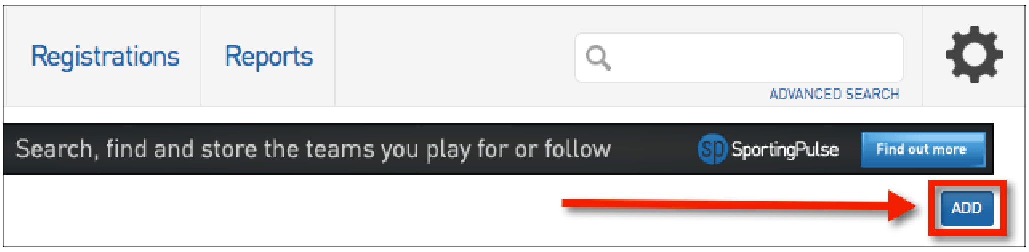
Create a Fixture Template Creating your own fixture template will allow you to customise how your competitions are fixtured. To create a new fixture template:

1. From the association 'dashboard' click on the Settings icon and select Settings.

2. Under ‘Manage Competitions’ click on Fixture Templates.



3. Click on the Add button to add a new fixture template.



4. Enter the details of the fixture, ensuring that all compulsory fields (with a red star) are completed.

STEP 1

Enter the name of the Fixture Template. Use a name that describes what type of fixture template you are creating. For example ‘5-6 Team Normal Fixture’.

STEP 2

Enter the number of teams for the fixture template. For example ‘6’. Note that the number entered provides the maximum team number that can be used within the template.

STEP 3

Enter the number of rounds in the fixture. For example ‘5’.

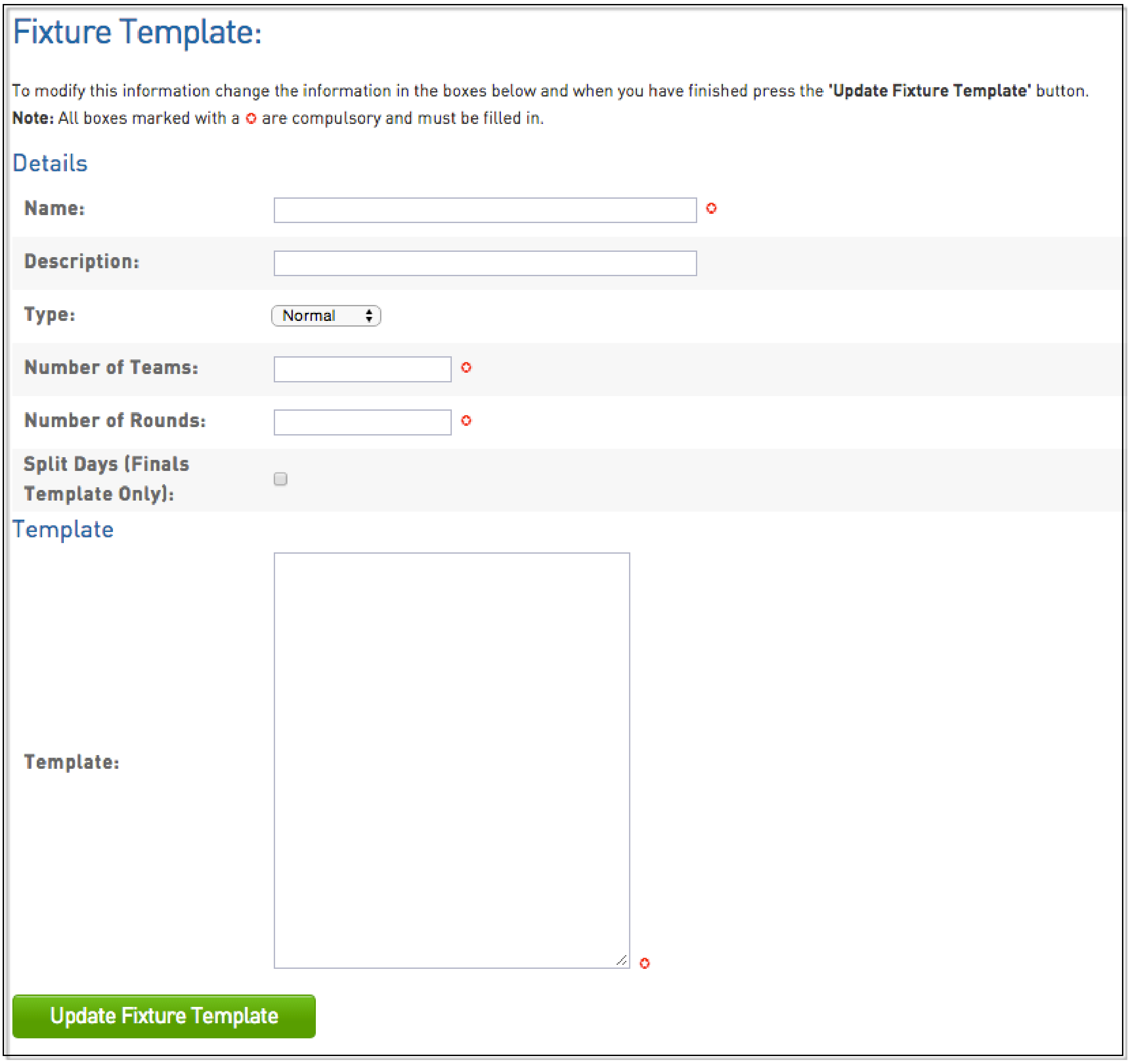
STEP 4
You then need to create the template following these rules:

1. On the first line enter the round number, starting with the word ‘Round’ followed by the number. Exactly like this… ‘Round 1’ or ‘round 1’

2. On the second line enter the number of matches that will be in the round. Exactly like this… ‘3’

3. On the third line enter the match number, a space, then the competing team numbers separated by a ‘v’. Exactly like this… ‘1 1v6’

4. On the following lines repeat the same game format, making sure that the rounds are in numerical order and that the first match number of a round follows on from the last match number of a previous round (first match in first round must be 1). Exactly like this ‘Round 2’ ‘3’ ‘4 2v3’ Continue this process until you have entered all the rounds and matches for your fixture.



STEP 5

Click Update fixture template to save your changes.

Update Fixture Template

What a Fixture Template Should Look Like...

```
Round 1
5
1 1v10
2 3v8
3 5v6
4 7v4
5 9v2
Round 2
5
6 2v7
7 4v5
8 6v3
9 8v1
10 10v9
Round 3
5
11 1v6
12 3v4
13 5v2
14 7v9
15 10v8
```

1. The number of teams remains the same in each round and the team numbers do not fall outside of the number of team range. For example ‘1,2,3,4,5,6’

2. The number of rounds in the fixture is equal to that entered in the details of the fixture template. The rounds are entered in ascending numerical order.

3. The match numbers continue in ascending numerical order from round to round. For example if Round 1 has 3 matches then Round 2 begins with match number 4.

Please note when you click ‘update 'fixture template’ if you have entered anything incorrectly a screen will appear saying that there are errors, which means you haven’t entered the fixture template properly. Please go back and check that you have followed these instructions.

When you have successfully created your fixture template you will be ready to apply it to your competitions.

Edit a Match

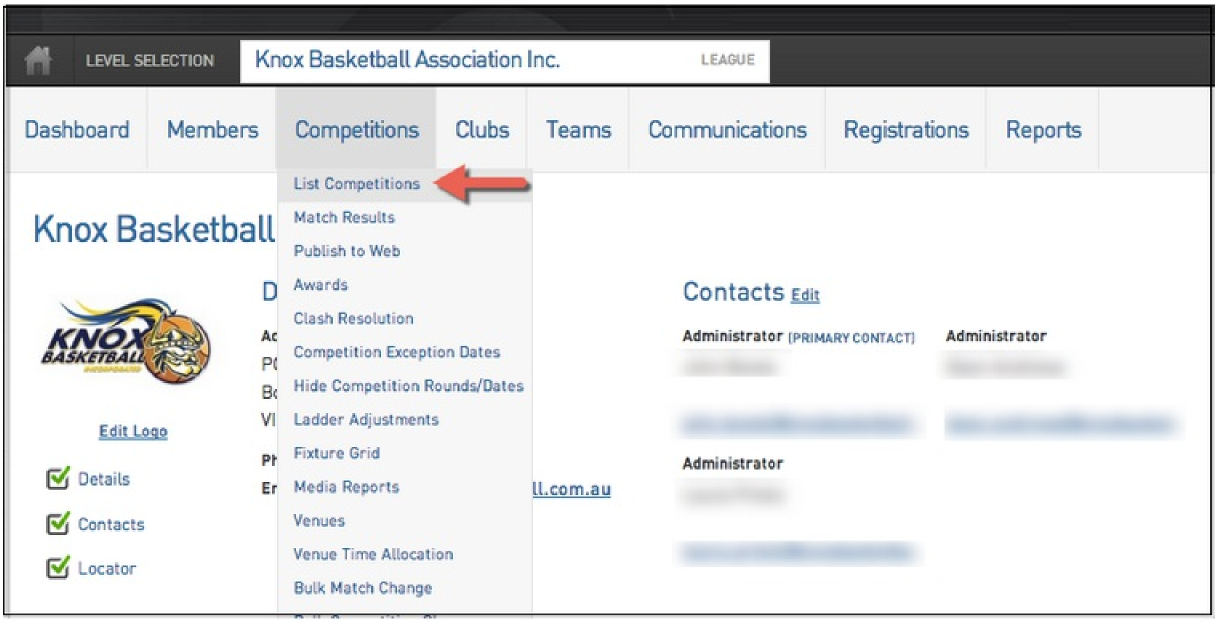
Last Modified on 09/01/2017 2:19 pm AEDT

Edit a Match Fixture

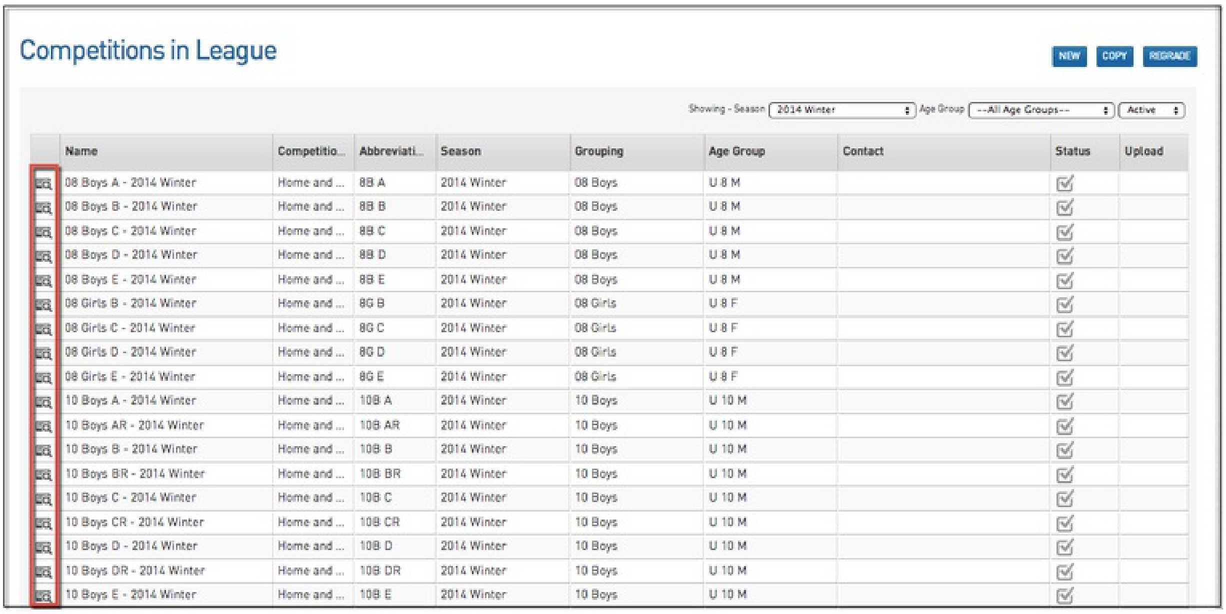
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

There are numerous ways to edit a fixture. To edit a single match in a fixture, follow these steps.

1. Hover over Competitions and click List Competitions.



2. Click on the magnifying glass next to the competition you wish to edit.



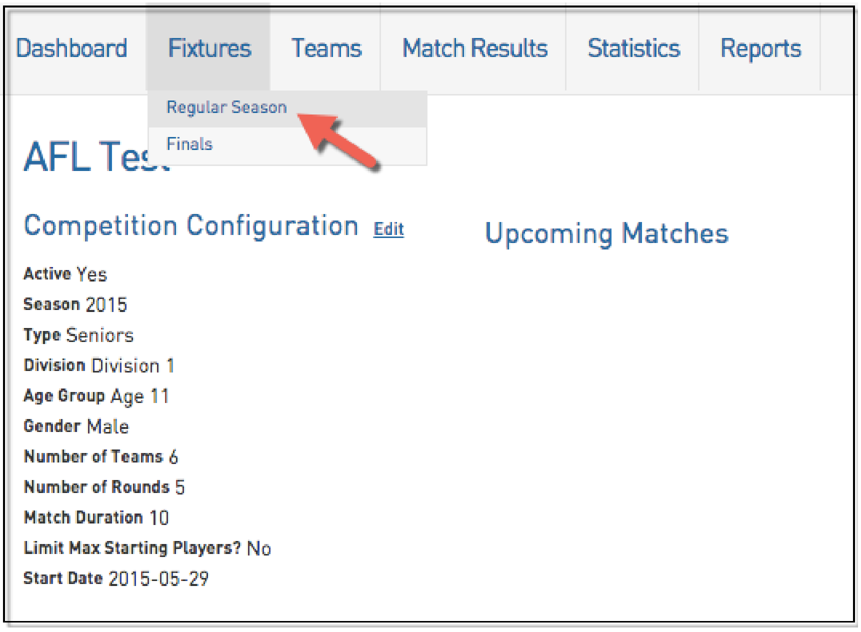
Competitions in League

NEW COPY REGRADE

Showing - Season 2014 Winter Age Group --All Age Groups-- Active

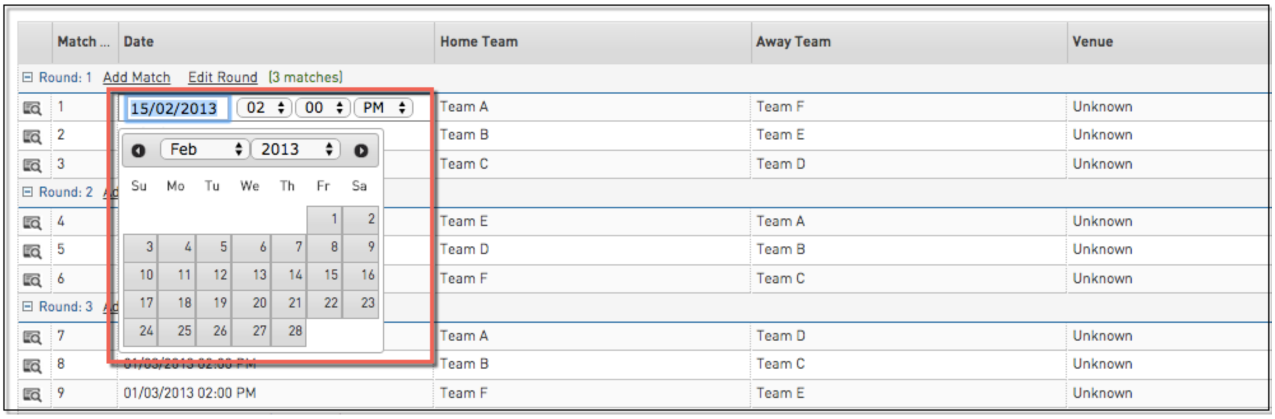
Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M		☑	
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M		☑	
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M		☑	
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M		☑	
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M		☑	
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F		☑	
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F		☑	
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F		☑	
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F		☑	
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M		☑	
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M		☑	
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M		☑	
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M		☑	
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M		☑	
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M		☑	
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M		☑	
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M		☑	
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M		☑	

3. Once you have selected the Competition, click on Fixtures which will display the fixture list for the Competition.

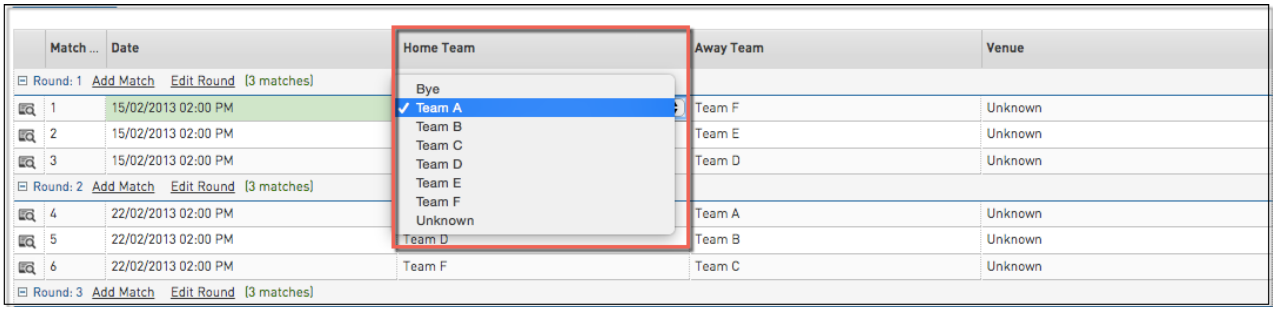


4. You will now have the following options to edit a Match Fixture.

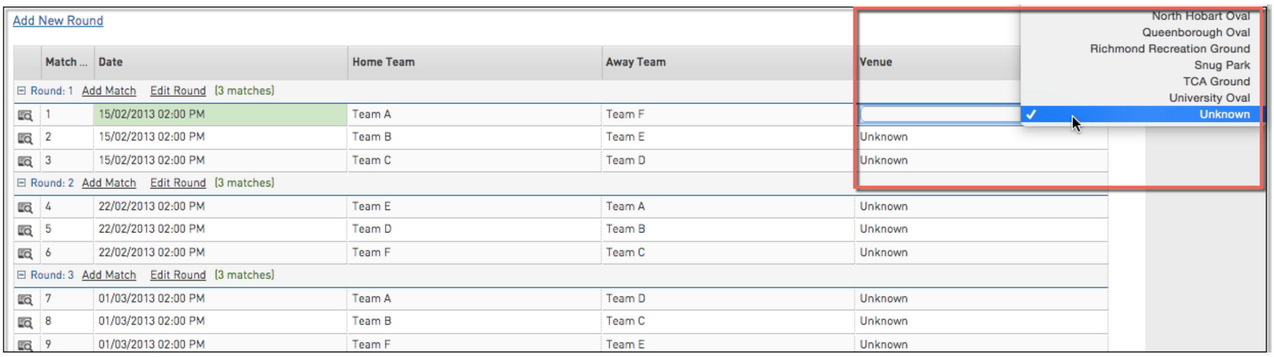
a) To Edit the Date or Time of a Match, click on the Date / Time of the Match in the Fixture List which will open a calendar and time option to edit:



b)To Edit the Home Team or Away Team of a Match, click on the appropriate Team Name in the Fixture List which will open a list of teams in the Competition to choose from:

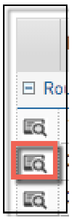


c) To Edit the Venue of a Match, click on the Venue Name in the Fixture List which will open a list of Venues in your Database to choose from:

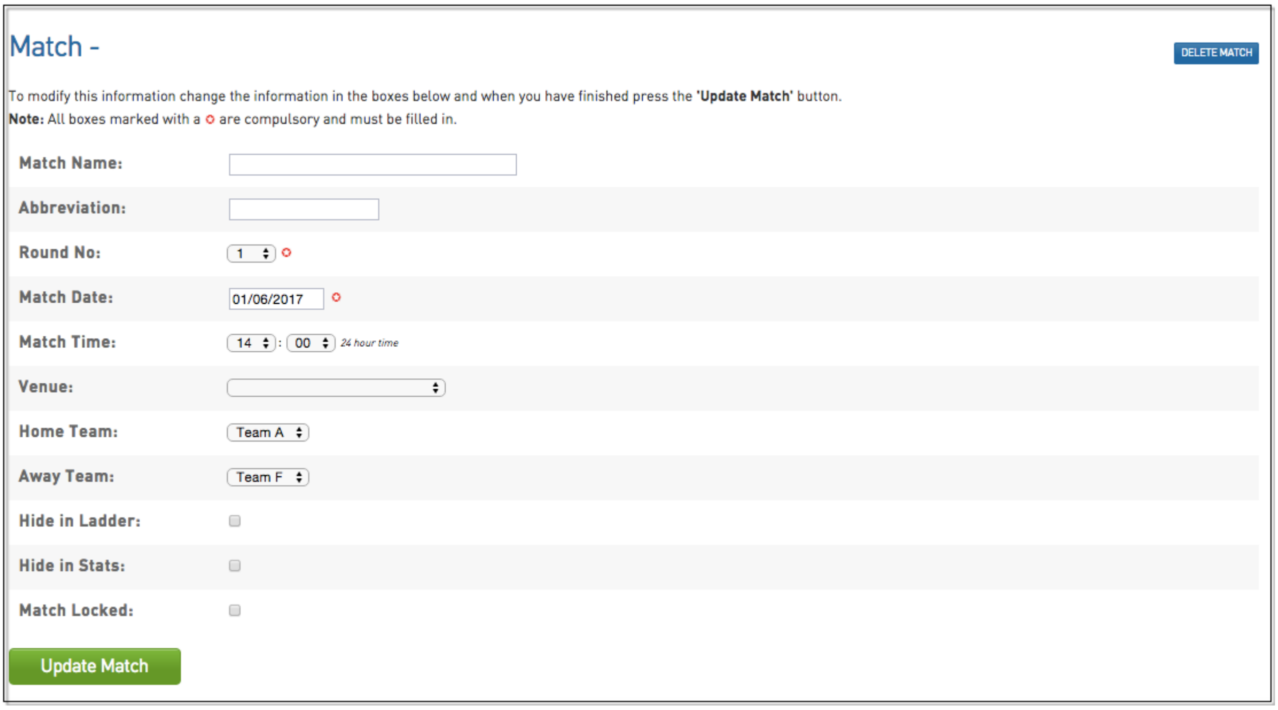


Edit a Match

To Edit all details of a Match, including adding a Match Name, moving a Match to another Round or to Delete a Match, click on the Edit Match Icon:

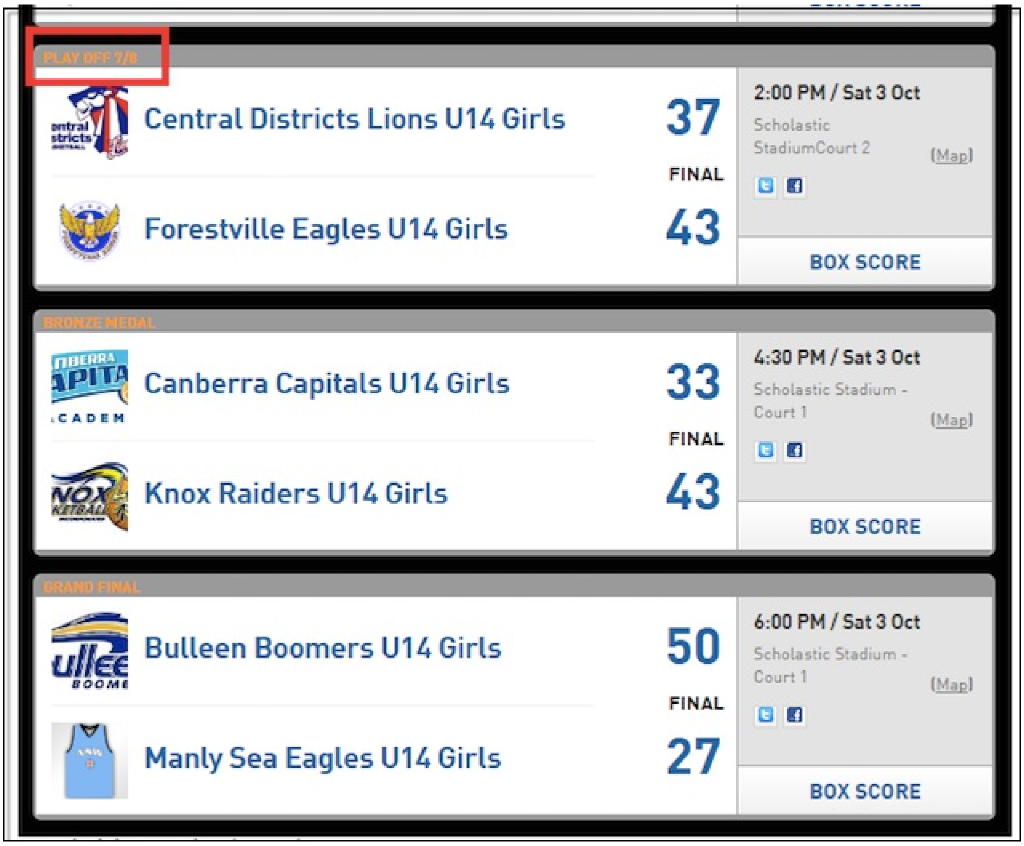


which will open the match details which you can edit and Update Match.



In this field you can also add a specific match name to a game. For example, Playoff 5/6; Bronze Medal; Gold Medal

It will then displays on the website like this;



Save Changes

If you do make any changes to the Fixture Grid it is important that you click on the Save Changes button in the bottom left of the Fixture Grid otherwise your changes will be lost.

Redraw Fixtures

Should you wish to generate your fixtures from scratch again, simply click on the Redraw Fixture link at the top right of the Fixture Grid and the fixture will be generated again based on the Fixture Template and teams assigned to the Competition.

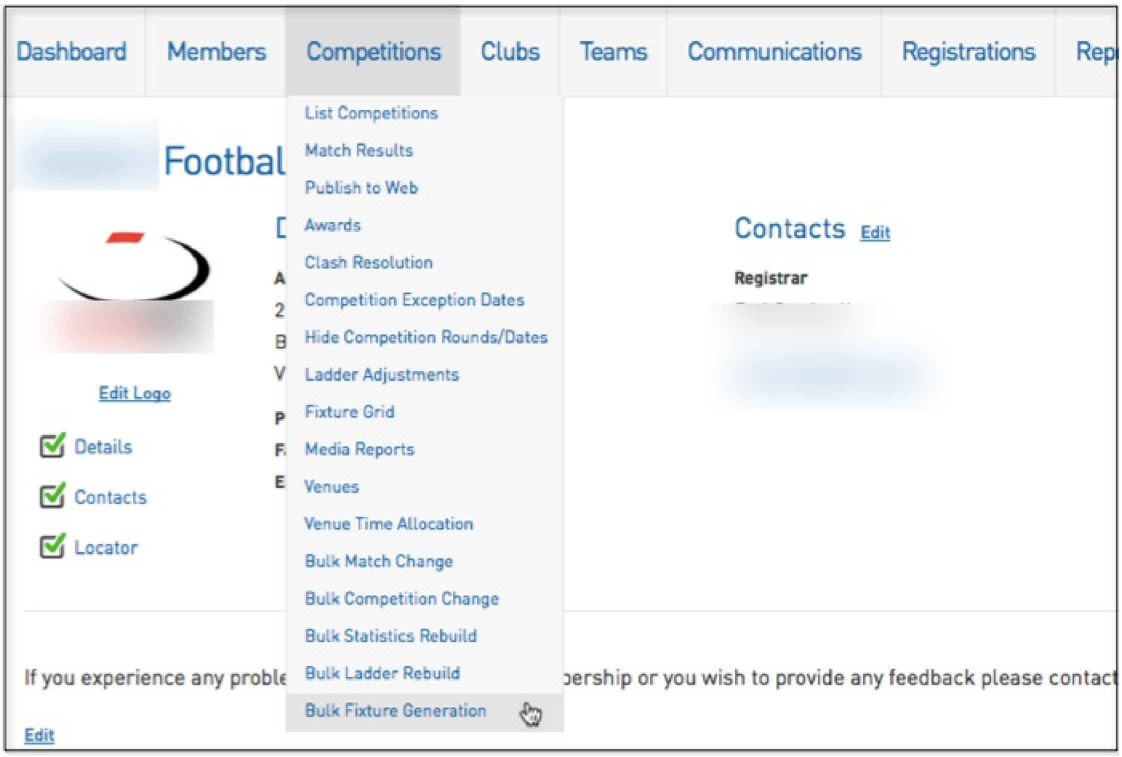
Note: all manual changes made to the fixture (as per instructions above) will be lost when the Redraw Fixtures option is selected.

Bulk Fixture Generation

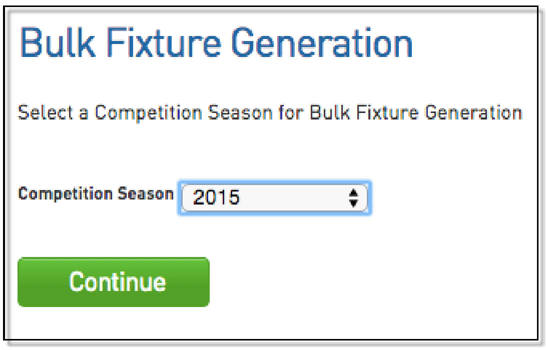
Last Modified on 09/01/2017 2:19 pm AEDT

The Bulk Fixture Generation menu will allow you to create/setup your fixtures for your competitions on bulk by a season.

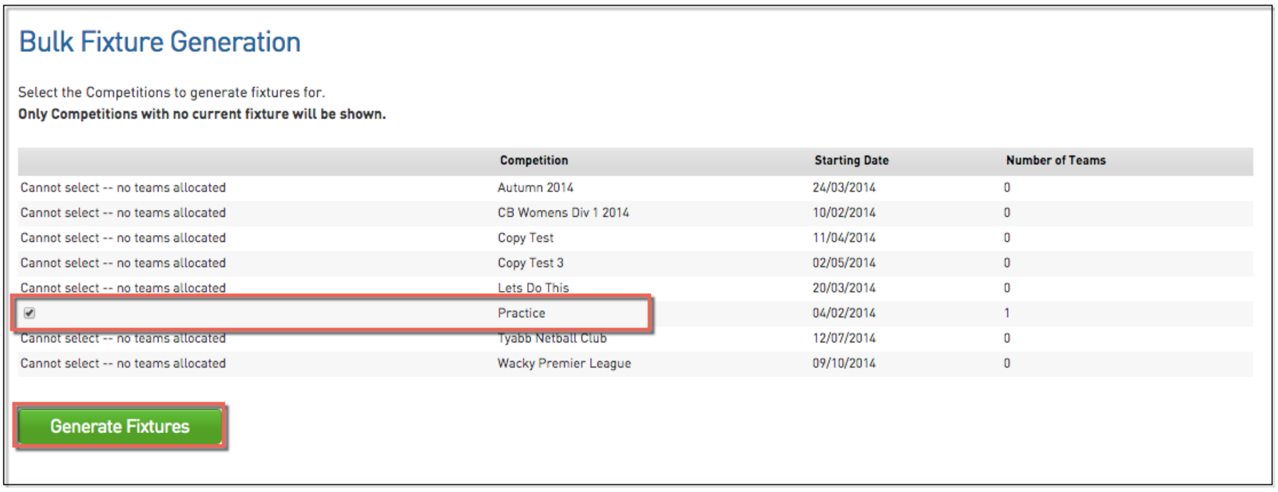
1. Hover over Competitions and click Bulk Fixture Generation.



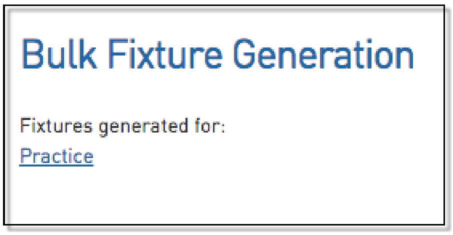
2. Select which Competition Season you'd like to generate fixtures for.



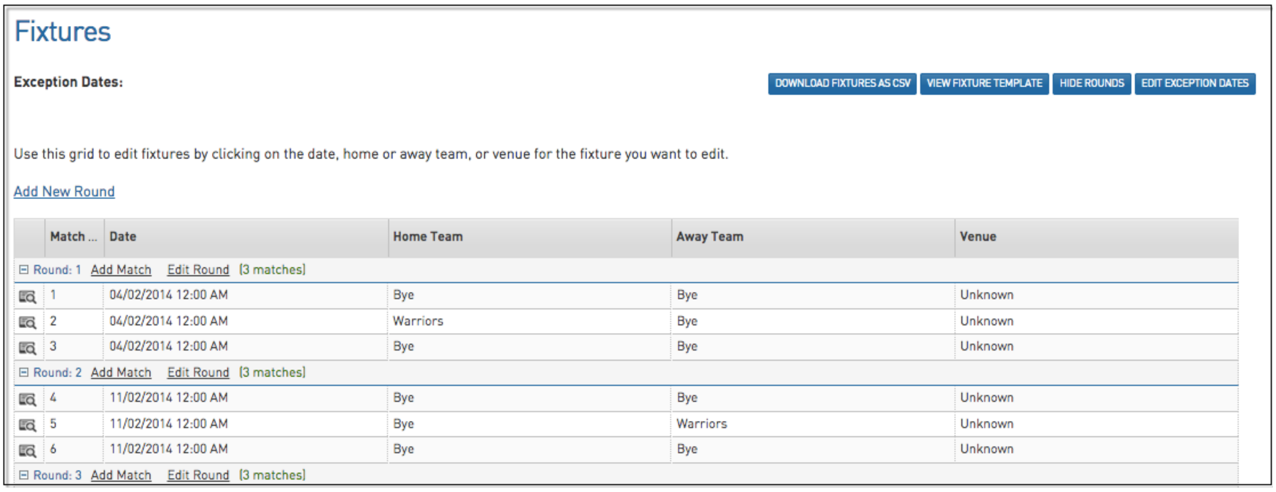
3. Once you've selected the Competition Season it will list all available competitions for that season with no current fixture. To then create the fixture for those competitions, click the Generate Fixtures button.



4. Once the below screen appears, click on the team name.



5. The fixture will appear in the next screen.



Add a Competition Exception Date

Last Modified on 09/01/2017 3:04 pm AEDT

The below video contains information regarding:

- Adding a Competition Exception Date
- Adding a wider range of Exception Dates

Note: This video is targeted at Compeition Administrators.

Bulk Competition Change

Last Modified on 09/01/2017 3:05 pm AEDT

The below video contains information regarding:

- Bulk Competition Change

Note: This video is targeted at League Compeition Administrators.

Create a Custom Fixture

Last Modified on 09/01/2017 3:30 pm AEDT

The below video contain information regarding:

- Creating a Custom Fixture
- Examples of editing existing templates
- Adding the created fixture to a competition

Note: This video is targeted at League Administrators.

Fixture Equalisation

Last Modified on 09/01/2017 3:51 pm AEDT

The below video contains information regarding Fixture Equalisation.

Fixture Grid - filter by club and specific competitions

Last Modified on 02/08/2019 9:34 am AEST

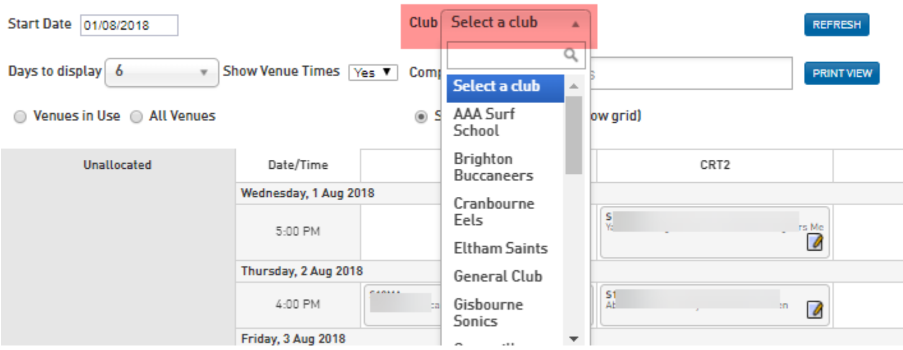
Fixure Grid - ability to filter by club and competitions

With the new upgrades to the platform, league/association administrators now have the ability to filter the fixture grid to see games for teams within a specific club as well as games for a specific competition/s.

Clashes will still be recongised however you won't be able to see the game/s that may be clashing due to filtering, so once you have input the games, your best option will be to display the fixture back to all competitions/clubs and check the fixture grid to see what games are clashing.

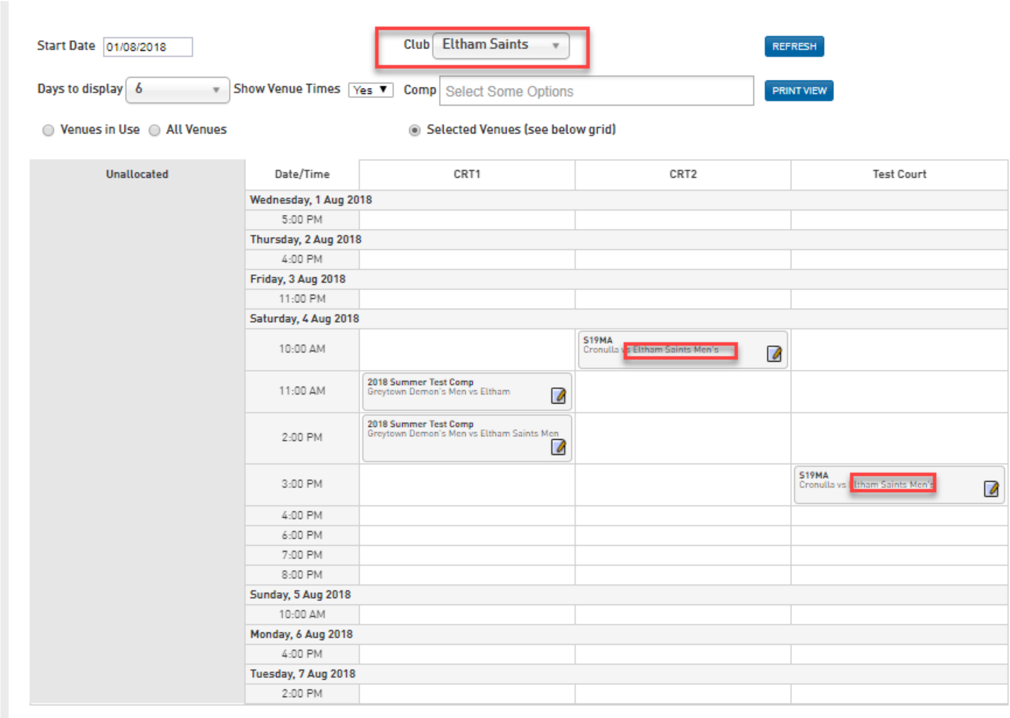
FILTER BY CLUB

Administrators now have the ability to filter the fixture grid to only show games for teams within a specific club. At the top of the fixture grid administrators will have a drop down option to filter to a specific club, which will in turn display the fixture for all the teams in that club. Once the club has been selected click the **refresh** button to reload the grid.



When filtering by a specific club, the fixture grid will only show the **allocated** teams - all unallocated teams (regardless of the club) will still display due to not being allocated as admins still need the ability to view all unallocated games in order to fixture them correctly.

*(In this example, the **Eltham Saints** club was filtered and the fixture grid now shows those teams allocated to the fixture grid who are part of that club)*



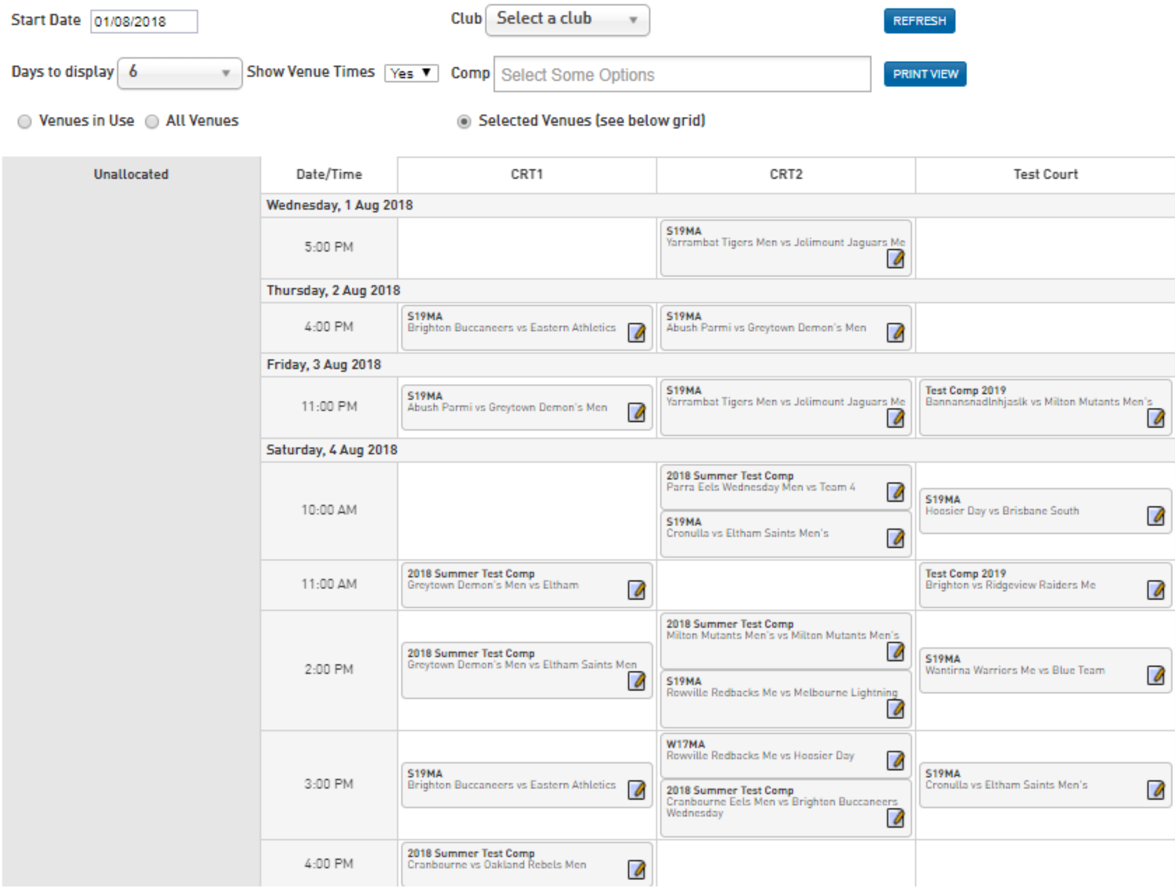
FILTER BY COMPETITION

Administrators now also have the ability to filter the fixture grid for a specific competition, if they would to only adjust or view the fixtures for one specific competition/s. One or more competitions can be selected to display on the fixture grid. Once one or more competitions have been selected, click the **refresh** button to reload the grid.

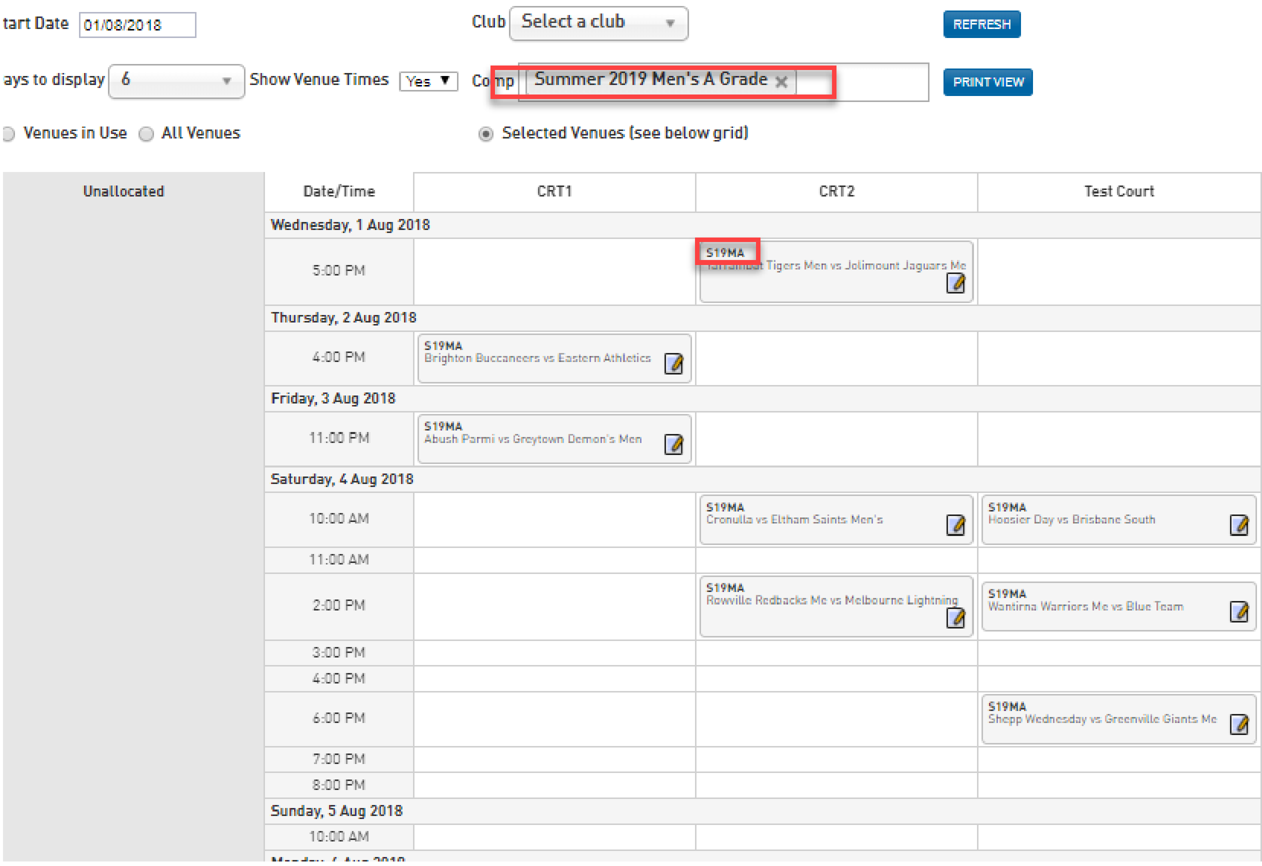
When filtering by competition, only those competitions in the current season will be displayed, so be sure the season setting for your association is set to the correct season.

(In this example, we will filter the fixture grid to only display competitions for the Summer 2019 Men's A Grade competition).

Before you will see all competitions being displayed on the fixture gird:



After the *Summer 2019 Men's A Grade* competition has been selected, it only displays those matches for that competition:



N*ote: after selecting a competition, the matches in the fixture grid will show the* ***abbreviated name*** *for the competition, that was listed for the competition when setting it up.*

Creating a Ladder Template

Last Modified on 09/01/2017 3:02 pm AEDT

The below video contains information regarding:

- Creating a Ladder Template
- Choosing Available Fields to display
- Assigning a Ladder Template to a specific Competitions
- Bulk assigning a Ladder Template

Note: This video is targeted at League Administrators.

Ladder Templates

Last Modified on 09/01/2017 12:46 pm AEDT

Ladder Templates will allow you to configure how your ladders display in your database and on your website.

To configure your Ladder Templates:

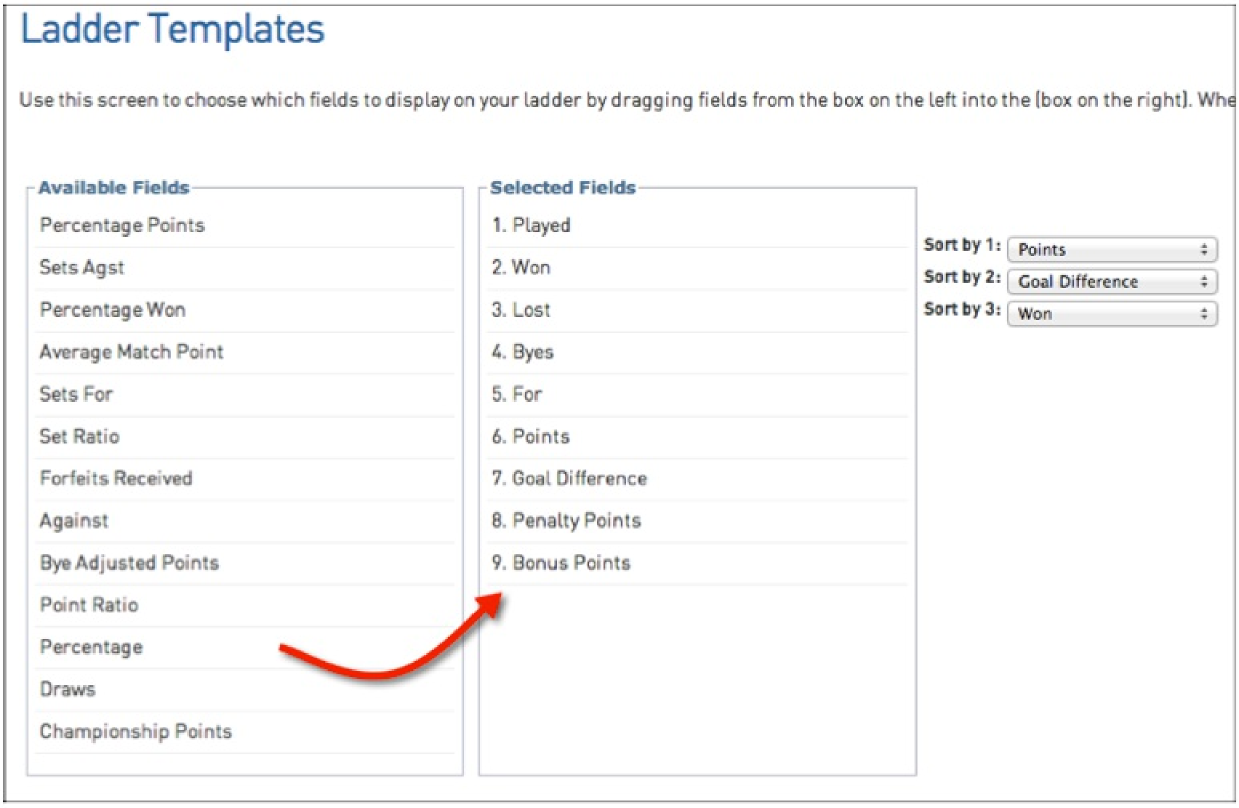
1. Click on the Setting icon and click on Settings.

2. Click on Ladder Templates.

3. On the right hand side click on the Add button to add a new template.

4. Fill out the details for the ladder including how many points for a win/loss/draw and once complete click Update Ladder Configuration.

5. On the screen below, click and drag across the fields that you wish to display in your ladder into the Selected Fields box.



6. Set how you'd like the ladder to be sorted on the right hand side.

7. Click Update to complete the Ladder Template configuration.

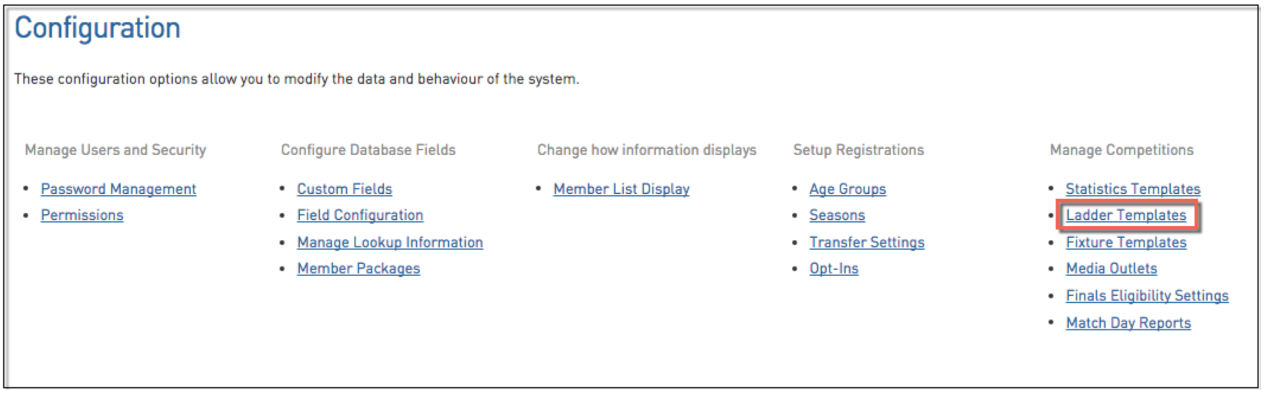
Ladder/ Table Configuration

Last Modified on 27/07/2020 11:58 am AEST

Ladder Templates are your own customised ladder configurations that can be applied to your competitions. You are able to customise the points each team will receive for a certain result, the fields your ladder will display and which fields your ladder will use to rank its teams. In order to create a new custom ladder template and apply this to your competitions please follow the instructions below:

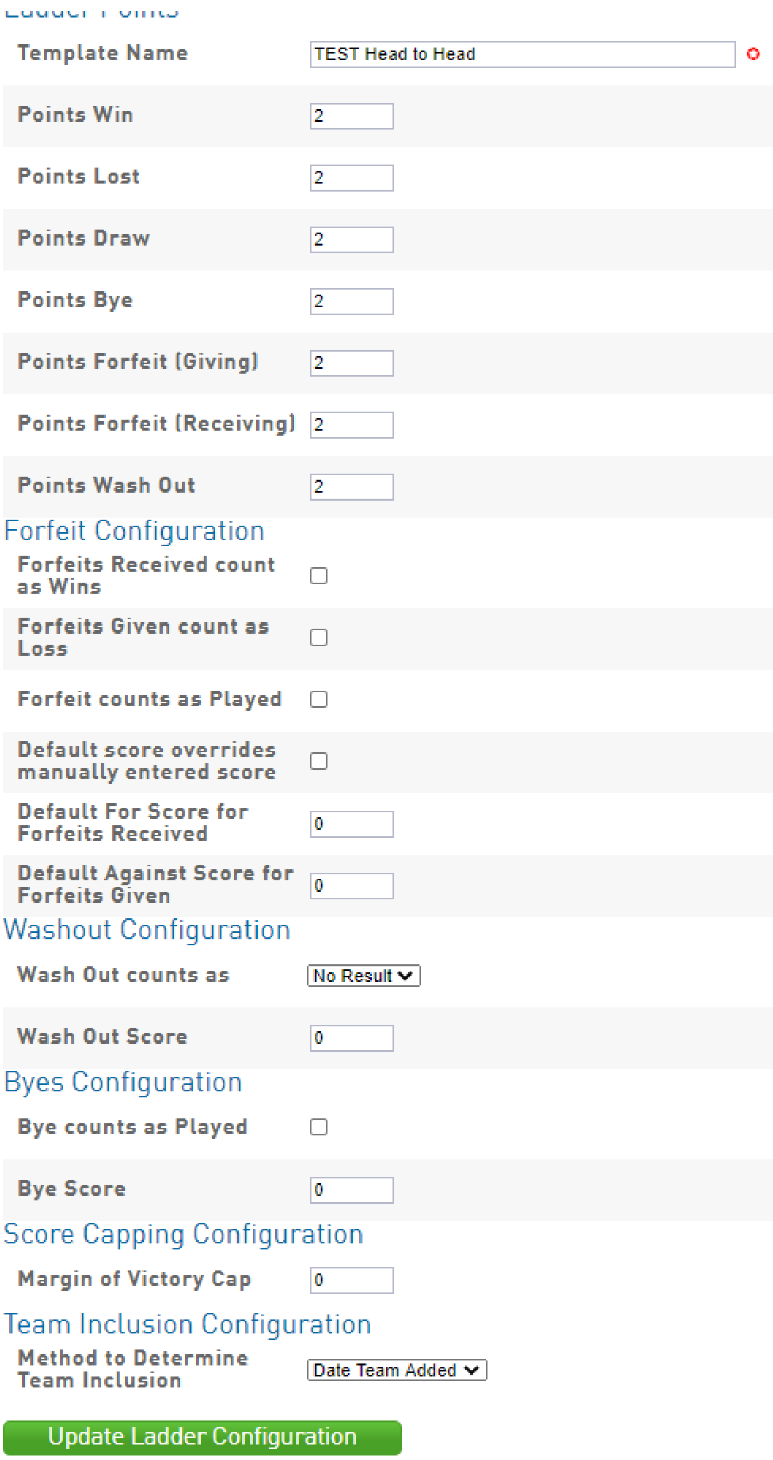
1. Click on the grey cog on the right hand side of the dashboard and click Settings.

2. Ladder Templates are located in the Settings under Manage Competitions, click the heading.



3. In the top right click on Add a Ladder Configuration.

4. Here you will need to nominate the ladder name and the amount of points for each result. E.g. if you wish a team to receive 3 points for a win then enter 3 in the "Points Win" field.



Team Inclusion Configuration; This field will determine when Teams in a competition will display on the Ladder.

Date Team Added will display the team on the ladder from the point in time it was added to the competition.

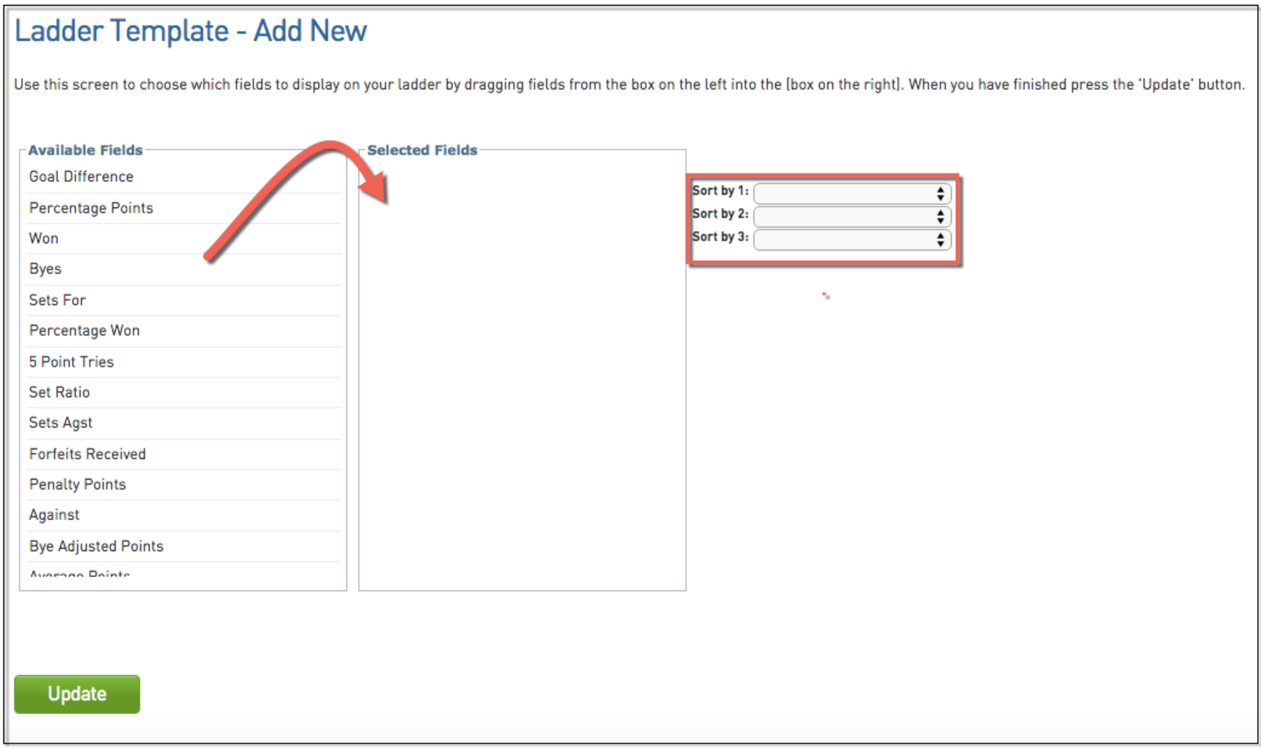
Matches In Round will display the team on the ladder if it has a match in a given round, regardless of the date in which this team was added to the competition.

Once you have completed all fields, select the Update Ladder Configuration button.

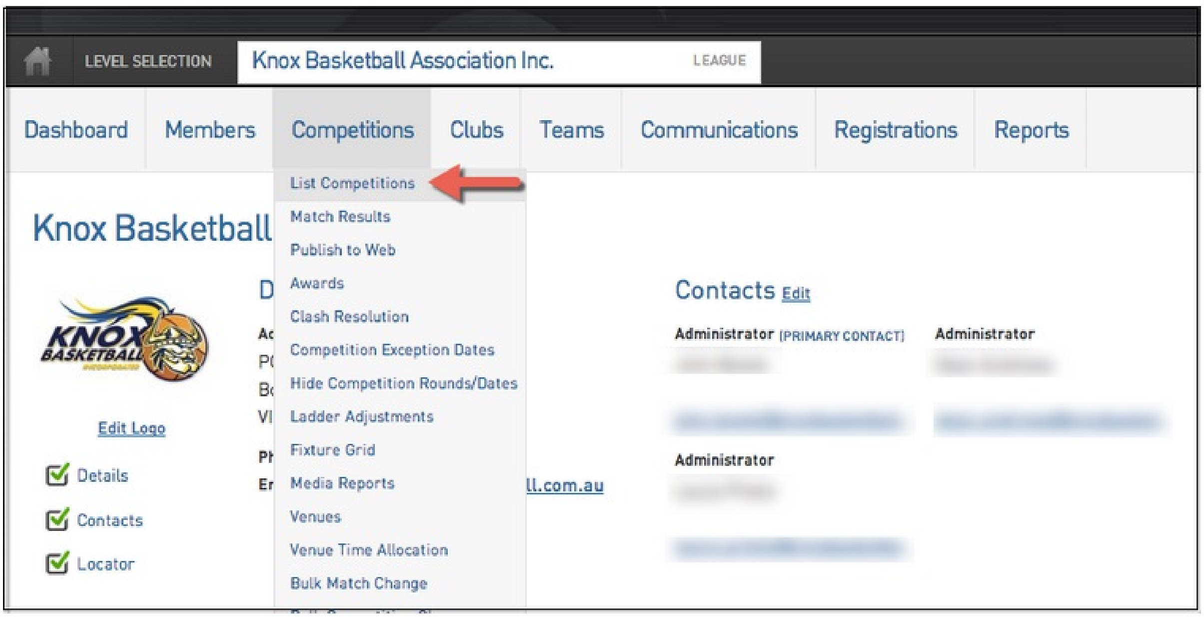
5. At the following screen you are able to decide which fields you would like your ladder to display. Under *Available Fields* are all possible fields that your ladder can display.

To select a field to display in your ladder, simply "drag and drop" from Available to Selected. Noting that the order in which selected fields display, are how they will appear on your ladder.

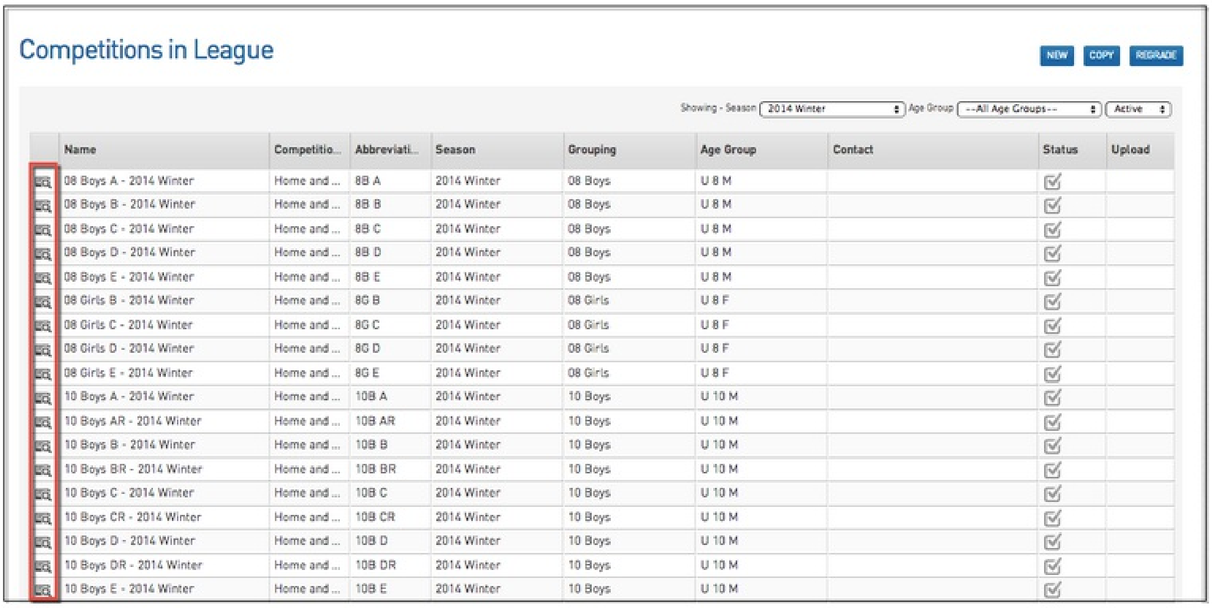
Determine your Ladder sort order by selecting your preferences from the drop-down. E.g. #1 Points, 2# Percentage etc.



6. In order to apply this ladder template to a competition hover over Competitions located in the Menu box on the left and click List Competitions.



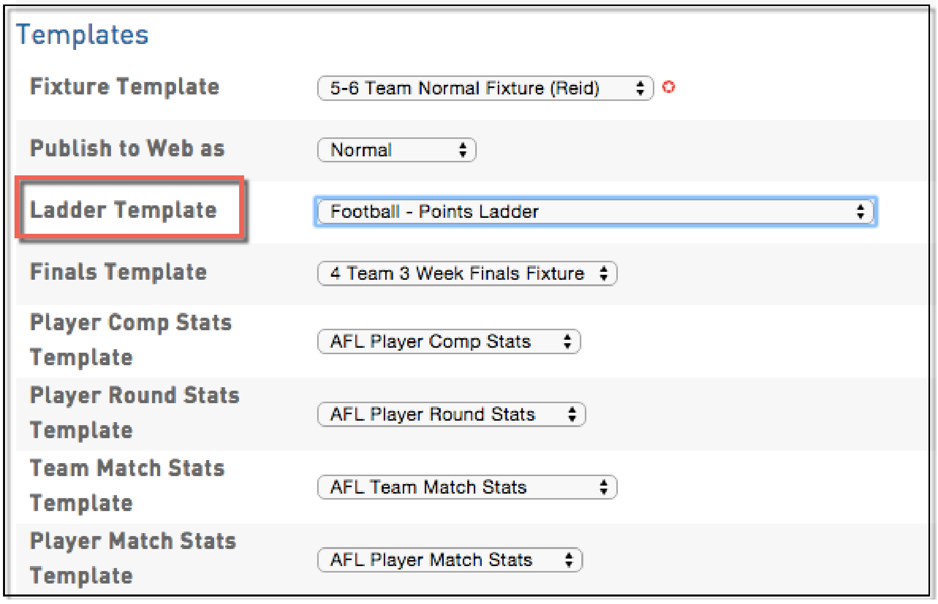
7. Click the magnifying glass next to the competition you wish to edit.



Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

8. Click on Edit Competition, located in the top right of the page.

9. Scroll down to Templates and select the newly created ladder from the Ladder Template dropdown list. Scroll down to the bottom of the page and click Update Competition.


Templates
Fixture Template
5-6 Team Normal Fixture (Reid)
Publish to Web as
Normal
Ladder Template
Football - Points Ladder
Finals Template
4 Team 3 Week Finals Fixture
Player Comp Stats Template
AFL Player Comp Stats
Player Round Stats Template
AFL Player Round Stats
Team Match Stats Template
AFL Team Match Stats
Player Match Stats Template
AFL Player Match Stats

Ladder Adjustment

Last Modified on 09/01/2017 12:56 pm AEDT

A ladder adjustment involves making a manual change to a ladder that the program cannot otherwise accommodate for. These are usually process as a result of specific association rules or regulations.

To make a manual ladder adjustment:

1. Hover over the Competitions menu and click on Ladder Adjustments.

2. Click on the Add button on the right hand side to add a new adjustment, then select the competition.

3. Enter in the adjustment reason, the team and the round number, then remove the require points, score etc. as required.

4. Click Update Ladder Adjustment to save.

Once save the ladder for the competition should automatically reflect the changes made.

Bulk Ladder Rebuild

Last Modified on 09/01/2017 1:44 pm AEDT

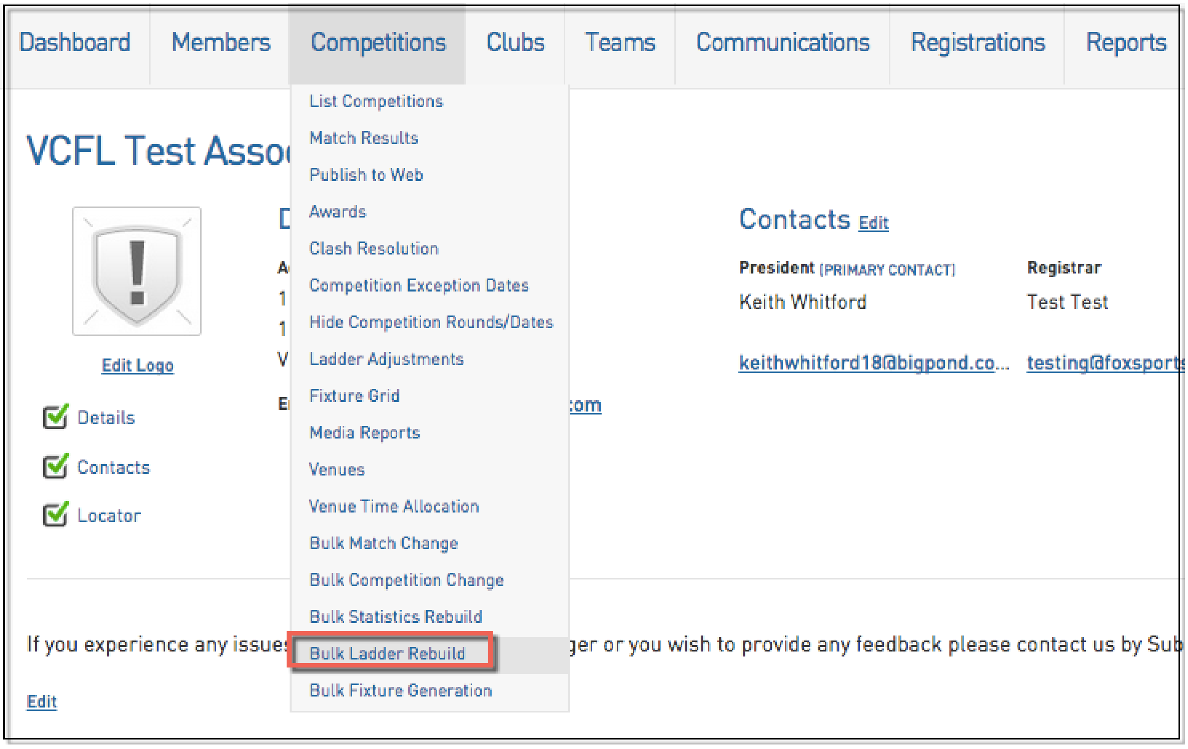
The Bulk Ladder Rebuild menu will give you the functionality to refresh the ladder data for the competitions in your database. This process will only need to be used if the ladder data in your database and the ladders displaying on your website aren't matching up, even after a Publish to Web. The Bulk Ladder Rebuild can be done by a Competition Season.

Processing a Publish to Web after completing a Bulk Ladder Rebuild should refresh and update the Ladder data on your website.

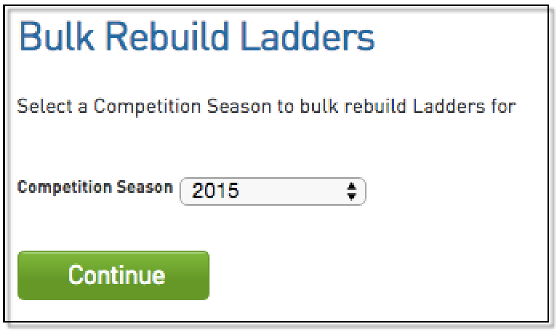
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

The following can only be completed at association level.

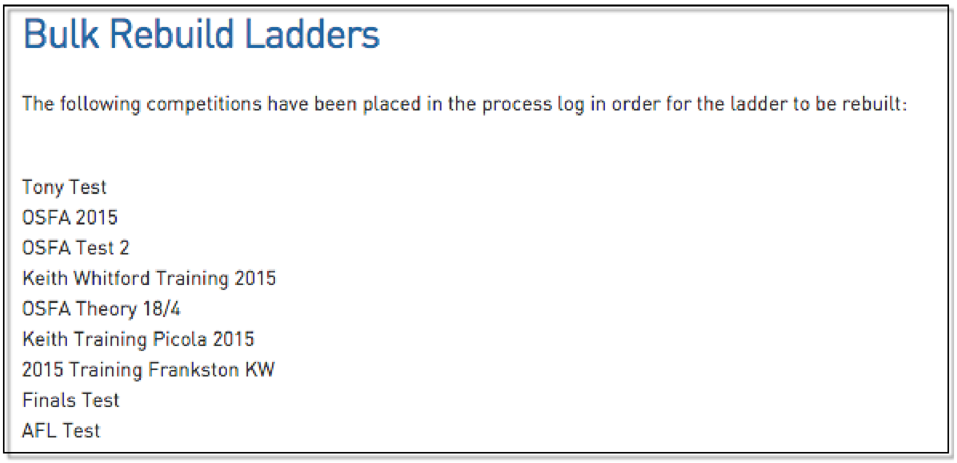
1. Hover over Competitions and click



2. Select the season to bulk rebuild and click Continue.



3.The below is an example showing that the competitions have been placed in the process log.



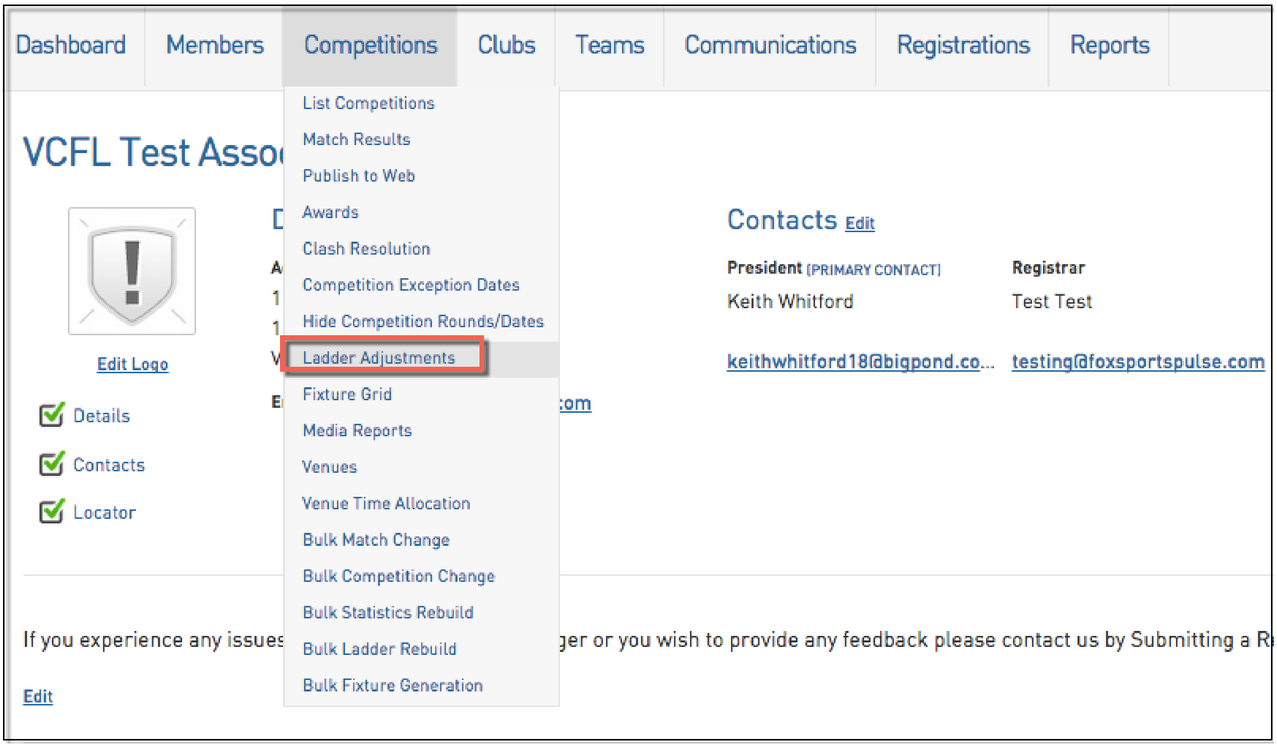
Make a Ladder Adjustment

Last Modified on 09/01/2017 1:52 pm AEDT

A Ladder Adjustment involves making a manual change to a ladder that the program cannot accommodate for otherwise. These are usually processed as a result of specific association rules or regulations.

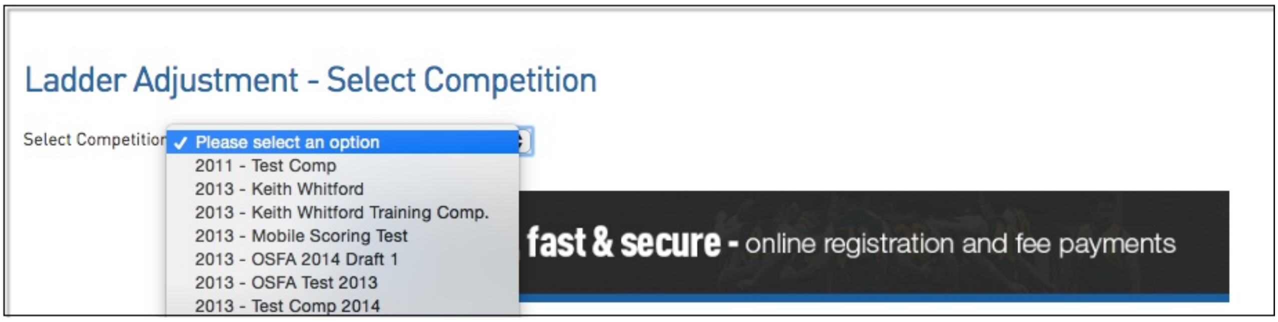
To make a Ladder Adjustment:

1. Hover over Competitions and click Ladder Adjustments.



2. Click on Add in the top right hand corner to make a new Ladder Adjustment.

3. From the drop down list select the Competition that requires a Ladder Adjustment



4. Fill out the compulsory fields and the Adjustment Value and then click Update Ladder Adjustment when complete.

Adjustment Reason: A short comment on the reason for the adjustment (i.e. Playing an Unregistered Player)

Team: Enter in the Team whose ladder details you wish to edit

Round Number: Enter which Round Number the match took place

Adjustment Value: Enter in the value you wish to deduct or add ("-14" will deduct 14 competition points, "14" will add 14 competition points). A hyphen " - " needs to be added to deduct values.

Ladder Adjustment - Add New

To modify this information change the information in the boxes below and when you have finished press the **'Update Ladder Adjustment'** button.
Note: All boxes marked with a ✪ are compulsory and must be filled in.

Details

Adjustment Reason:	✪
Team:	Select Team ✪
Round Number:	Select Round ✪

Adjustment Values

Played:	0
Position:	0 *Please Note: This adjustment will only apply directly to the Round Number selected above.*
Won:	0
Lost:	0
Draw:	0
Byes:	0
ForfeitsGiven:	0
ForfeitsReceived:	0
For:	0
Against:	0
Points:	0
Bonus Points:	0
Penalty Points:	0

Update Ladder Adjustment

Click here to return to list of Ladder Adjustments

Any Ladder Adjustments you make will automatically adjust the ladder for that competition and the adjustment itself will display in the Ladder Adjustments menu like so:

Creating a Ladder Adjustment

Last Modified on 09/01/2017 3:47 pm AEDT

The below video contains information regarding:

- Creating a Ladder Adjustment
- Editing a Ladder Adjustment

Note: This video is targeted at League Administrators.

Team Inclusion Configuration

Last Modified on 31/01/2022 12:24 pm AEDT

An improvement to the way Teams are included in ladders has recently been made, by way of the Team Inclusion Configuration option.

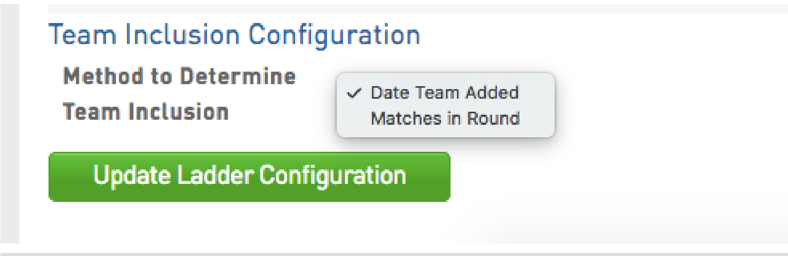
Previously, a Team would not show on the ladder if it had been entered into the competition after the competition had started, this was referred to as a "Timestamps issue".

Changing this to "matches in round" which provides a more accurate ladder and bases it off the matches played in the competition and adjust the ladder correctly for teams if they happen to move in/out of the competition or get added in before/after other teams. Then do a bulk ladder rebuild.

Administrators now have the ability to determine the method of inclusion. This is by way of:

Date Team Added will display the team on the ladder from the point in time it was added to the competition.

Matches In Round will display the team on the ladder if it has a match in a given round, regardless of the date in which this team was added to the competition.



For information on how to apply this Configuration, please see our Create a Ladder Template article

Administrators wishing to resolve a "Timestamps Issue" are advised to apply the Matches in Round option to the applied Ladder Template of the Competition and perform a Bulk Ladder Rebuild, followed by a Publish to Web.

Head to Head Ladders

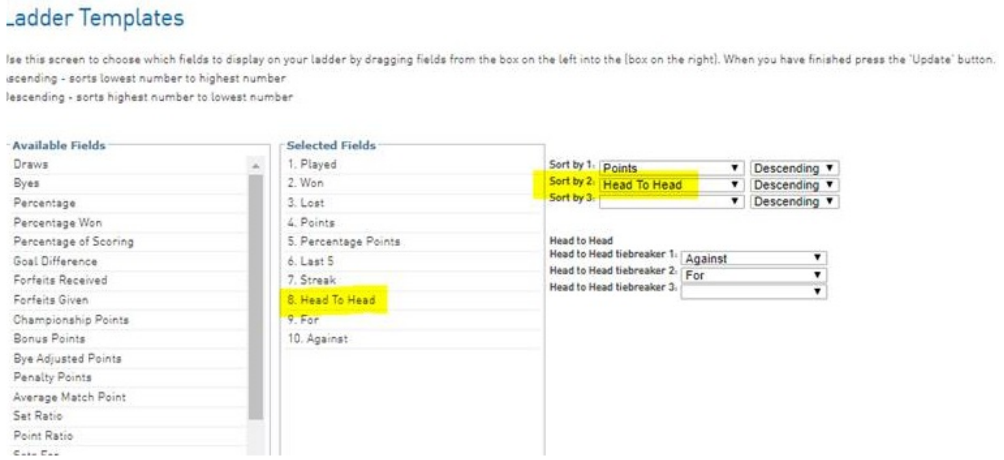
Last Modified on 22/04/2020 2:48 pm AEST

The calculation of head-to-head ladders is now available in ladder templates.

1) Edit your custom ladder template > Settings > Ladder Template

2) The field can now be added within a ladder template.

3) The "Head to Head" field needs to be dragged across into the 'Selected Fields' box and then selected from the drop down list before it will stay saved.
Note: *There needs to be something else to be sorted by first. For example sort by Points and then sort by Head to Head.*



Please note: You can remove the percentage from the selected fields but still use percentage in the head to head tiebreaker.

Here is a recent example of Head to Head ladders being used in the WA Country Champs.

https://websites.sportstg.com/comp_info.cgi?c=1-7467-0-556747-0&a=LADDER

CURRENT LADDER

POS	TEAM	P	W	L	D	B	FOR	AGST	HTH	%	PTS
1	Bridgetown	7	7	0	0	0	353	170	0.00	207.65	21
2	Collie	7	6	1	0	0	272	167	0.00	162.87	19
3	Esperance Jnr	7	4	3	0	0	223	211	3.00	105.69	15
4	Busselton	7	4	3	0	0	263	197	2.00	133.50	15
5	Bullsbrook	7	4	3	0	0	259	226	1.00	114.60	15
6	Eaton	7	2	5	0	0	206	251	0.00	82.07	11
7	Katanning Jnr	7	1	6	0	0	218	338	0.00	64.50	9
8	Byford	7	0	7	0	0	97	331	0.00	29.31	7

Resetting For/Against within the ladder

Last Modified on 23/07/2020 8:24 am AEST

Some associations have a rule in place for competitions that the calculation of percentage for the ladder is wiped at the end of grading and that calculations of percentage for the regular season begin at the conclusion of the first non-grading round. We have introduced a new hide process that allows organisations to wipe the ladder back to 0 in order for fields like, for, against, percentage and goal difference to start from 0 for the start of the regular season so a teams ladder standings is not based on grading rounds.

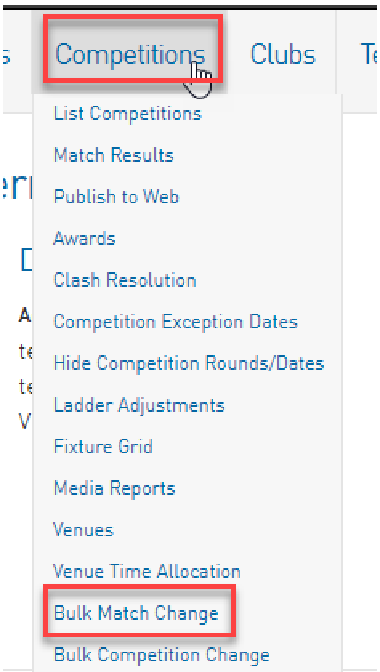
This hide option allows the following fields to be reset to 0:

- Points For (For)
- Points Against (Agst)
- Goal Difference (GD)
- Percentage (%)

This will not affect any other values within the ladder for teams like Played, won, lost etc.

1. Log into your association/league database

2. Hover over **COMPETITIONS** and select **BULK MATCH CHANGE**.

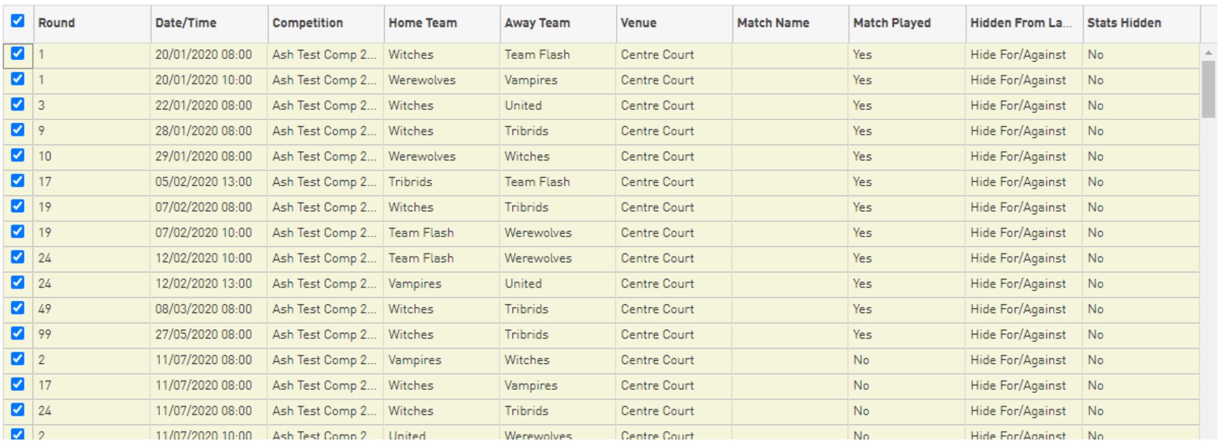


3. Click on the text box next to **COMPETITIONS** and select the season that you are currently in.

If you are resetting the ladder based on a certain date range, match time, venue etc please adjust the search to suit.

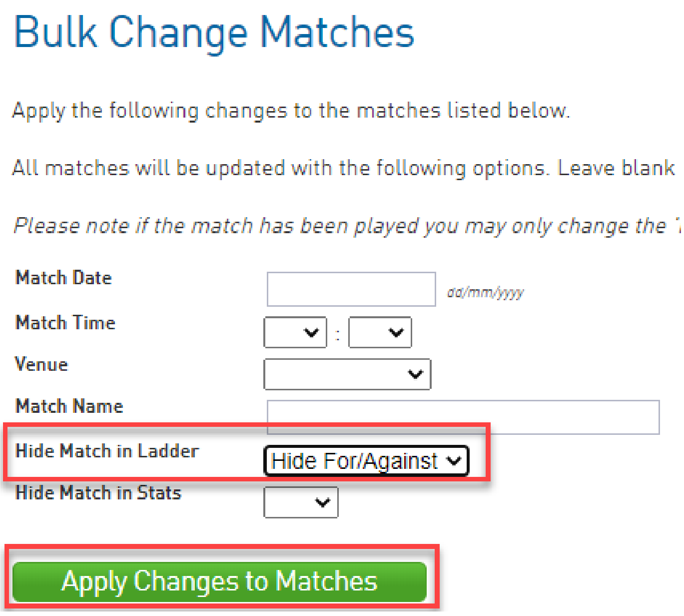
4. Click **SEARCH FOR MATCHES**.

A list of matches will be displayed based on your search results. Untick the irrelevant matches if needed.



Round	Date/Time	Competition	Home Team	Away Team	Venue	Match Name	Match Played	Hidden From La...	Stats Hidden
1	20/01/2020 08:00	Ash Test Comp 2...	Witches	Team Flash	Centre Court		Yes	Hide For/Against	No
1	20/01/2020 10:00	Ash Test Comp 2...	Werewolves	Vampires	Centre Court		Yes	Hide For/Against	No
3	22/01/2020 08:00	Ash Test Comp 2...	Witches	United	Centre Court		Yes	Hide For/Against	No
9	28/01/2020 08:00	Ash Test Comp 2...	Witches	Tribrids	Centre Court		Yes	Hide For/Against	No
10	29/01/2020 08:00	Ash Test Comp 2...	Werewolves	Witches	Centre Court		Yes	Hide For/Against	No
17	05/02/2020 13:00	Ash Test Comp 2...	Tribrids	Team Flash	Centre Court		Yes	Hide For/Against	No
19	07/02/2020 08:00	Ash Test Comp 2...	Witches	Tribrids	Centre Court		Yes	Hide For/Against	No
19	07/02/2020 10:00	Ash Test Comp 2...	Team Flash	Werewolves	Centre Court		Yes	Hide For/Against	No
24	12/02/2020 10:00	Ash Test Comp 2...	Team Flash	Werewolves	Centre Court		Yes	Hide For/Against	No
24	12/02/2020 13:00	Ash Test Comp 2...	Vampires	United	Centre Court		Yes	Hide For/Against	No
49	08/03/2020 08:00	Ash Test Comp 2...	Witches	Tribrids	Centre Court		Yes	Hide For/Against	No
99	27/05/2020 08:00	Ash Test Comp 2...	Witches	Tribrids	Centre Court		Yes	Hide For/Against	No
2	11/07/2020 08:00	Ash Test Comp 2...	Vampires	Witches	Centre Court		No	Hide For/Against	No
17	11/07/2020 08:00	Ash Test Comp 2...	Witches	Vampires	Centre Court		No	Hide For/Against	No
24	11/07/2020 08:00	Ash Test Comp 2...	Witches	Tribrids	Centre Court		No	Hide For/Against	No
2	11/07/2020 10:00	Ash Test Comp 2...	United	Werewolves	Centre Court		No	Hide For/Against	No

5. Under the **HIDE MATCH IN LADDER** field select **HIDE FOR/AGAINST** then click **APPLY CHANGES TO MATCHES**.



6. The matches will now have adjusted for the matches you selected. Go back into the relevant competition and view the ladder to see the changes.

Round: Round 99

LADDER ADJUSTMENTS

Pos	Team	P	W	L	D	B	FG	FF	For	Agst	%	GD	PTS
1	Witches	7	3	3	1	0	0	0	0	0	0.00	0	14
2	Tribrids	5	3	1	1	0	0	1	0	0	0.00	0	12
3	Werewolves	4	2	2	0	0	0	0	0	0	0.00	0	8
4	Team Flash	4	0	4	0	0	1	0	0	0	0.00	0	3
5	Vampires	2	2	0	0	0	0	0	0	0	0.00	0	6
6	United	2	1	1	0	0	0	0	0	0	0.00	0	4

Cap Margin of Victory for matches

Last Modified on 29/07/2020 3:26 pm AEST

Some leagues/associations limit the effect of blowouts on the ladders and as such they need to be able to define the maximum points for or against that can be included in ladder calculation. This configuration is called **MARGIN OF VICTORY CAP**.

For example some leagues/association want the margin of victory for an individual match when calculating the percentage to be no greater than 'x' (ie 20). If the margin of victory is less than 'x' the standard calculation for the match applies as per normal. This allows matches that may end up being a blowout to not affect the ladder for the season too much. This value can be between 0 and 99.

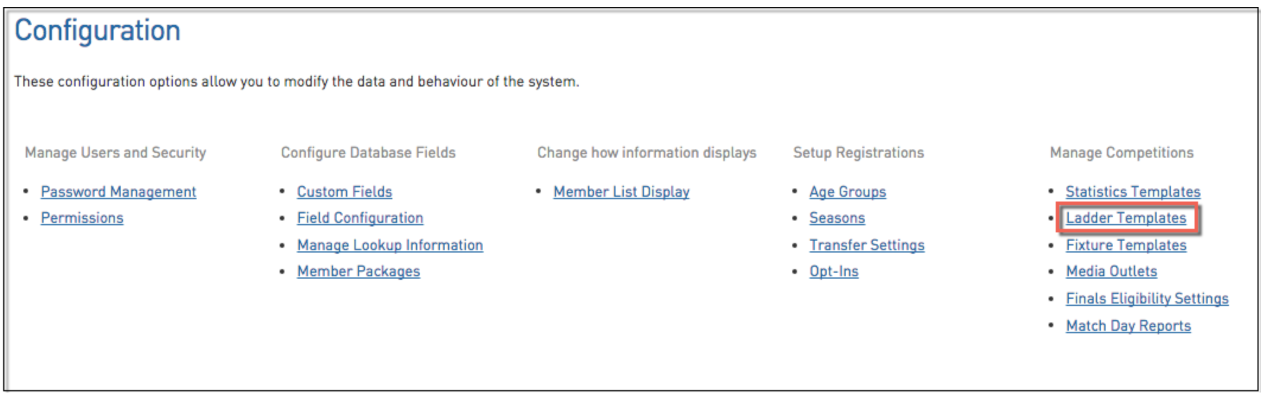
NOTE: the ladder template and this configuration can only be set at league/association level.

E.g The ladder template has a **MARGIN OF VICTORY CAP** set to 20 and a match was a blowout like Team 1 - 100 vs Team 2 - 69 then this configuration would adjust the points for and against in the ladder to be only a 20 point gap, so the end result would technically be Team 1 - 89 vs Team 2 - 69.

To set a MARGIN OF VICTORY CAP:

1. Click on the grey cog on the right hand side of the dashboard and click Settings.

2. Ladder Templates are located in the Settings under Manage Competitions, click the heading.



3. In the top right click on Add a Ladder or click on the magifing glass against an existing ladder template.

4. Towards the bottom of the template you will see the **MARGIN OF VICTORY** field - input a value here.

5. Once done click update ladder configuration.

This will now apply to matches that happen to be greater than that value.

Configuration - Password Management

Last Modified on 09/01/2017 1:11 pm AEDT

The Password Management settings allow administrators to create or reset passwords for all levels below, ie:

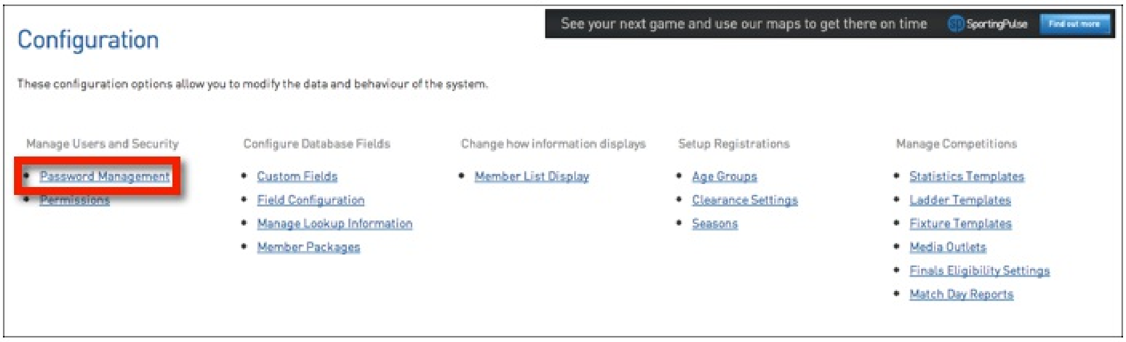
- Assocs/Leagues can manage passwords for it's clubs/teams/members
- Clubs can manage passwords for it's teams/members
- Team and Member passwords are used to log into a registration form in order to register as a player to a club/team or as a team to a competition for a given season.
- Usernames/codes cannot be edited.

To manage passwords:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

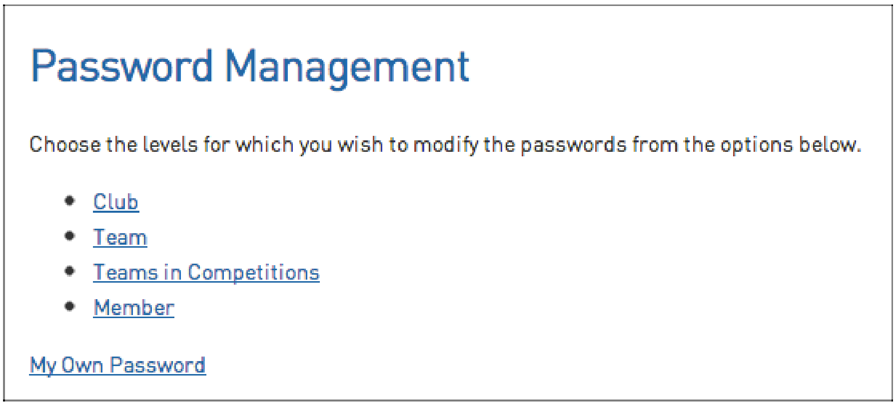
1. From the association/league level of Membership, click on the Configuration icon and select Settings

2. Click on Password Management. Skip to step 4.

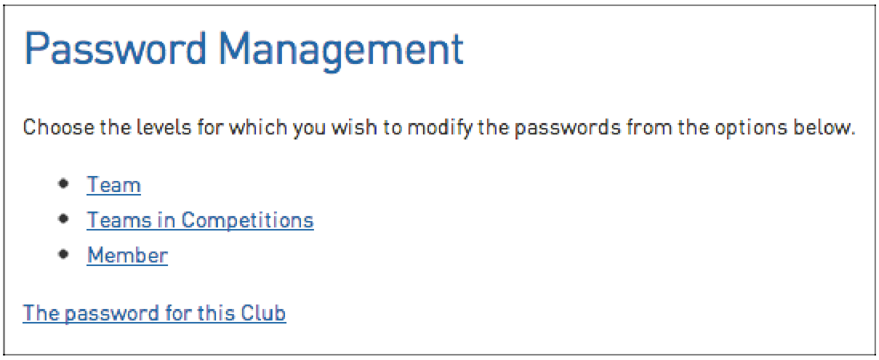


3. From the club level of Membership, click on on the Configuration icon and select Password Management.

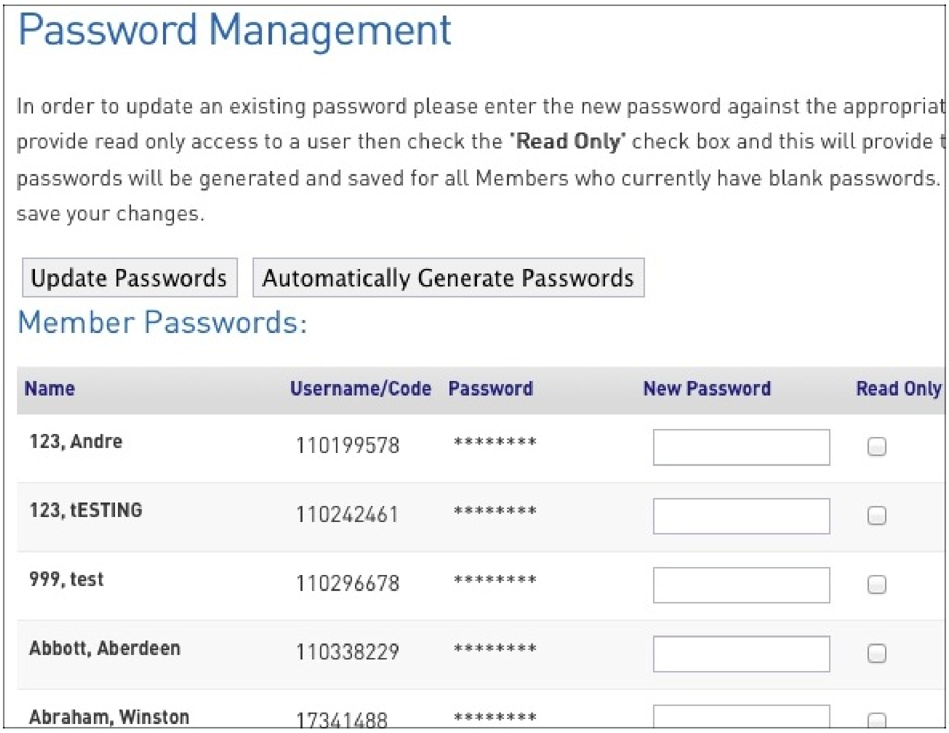
4. Click on the level of the database for which you want to view or update passwords.
Associations will see this screen:



Clubs will see this screen:



5. The clubs/ teams/ members (depending on your selection) are listed alphabetically. Find the relevant club, team or member and view or change their password.



6. If you would prefer to automatically assign passwords, click on Automatically Generate Passwords. The password fields will be populated with a random combination of letters and numbers for records that don't already have a password (it will not over-write existing passwords).

7. If you are obtaining a password for a club or team administrator, take note of the relevant password and send it on to the administrator.

8. Click on Update Passwords to save any changes.

NOTE: Password details are not visible on the screen for security reasons. Members can have their passwords emailed to them from a registration form and administrators can reset them if required (as per the above process).

Adding Player Numbers

Last Modified on 28/07/2021 10:12 am AEST

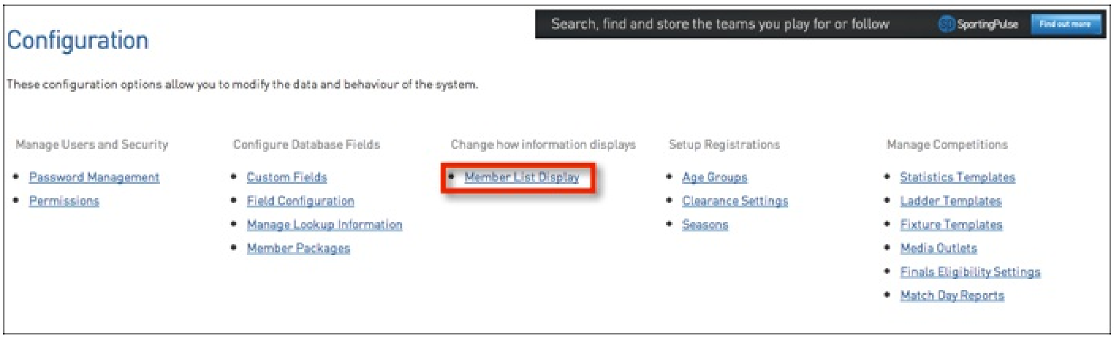
Administrators have the ability to set default jumper numbers for teams as well as clubs. Also administrators can now view and change these defaults via the relevant member lists. **Only the association** can enable these fields within the member list but clubs and teams are able to change this from their levels once enabled.

Adding player numbers via member list

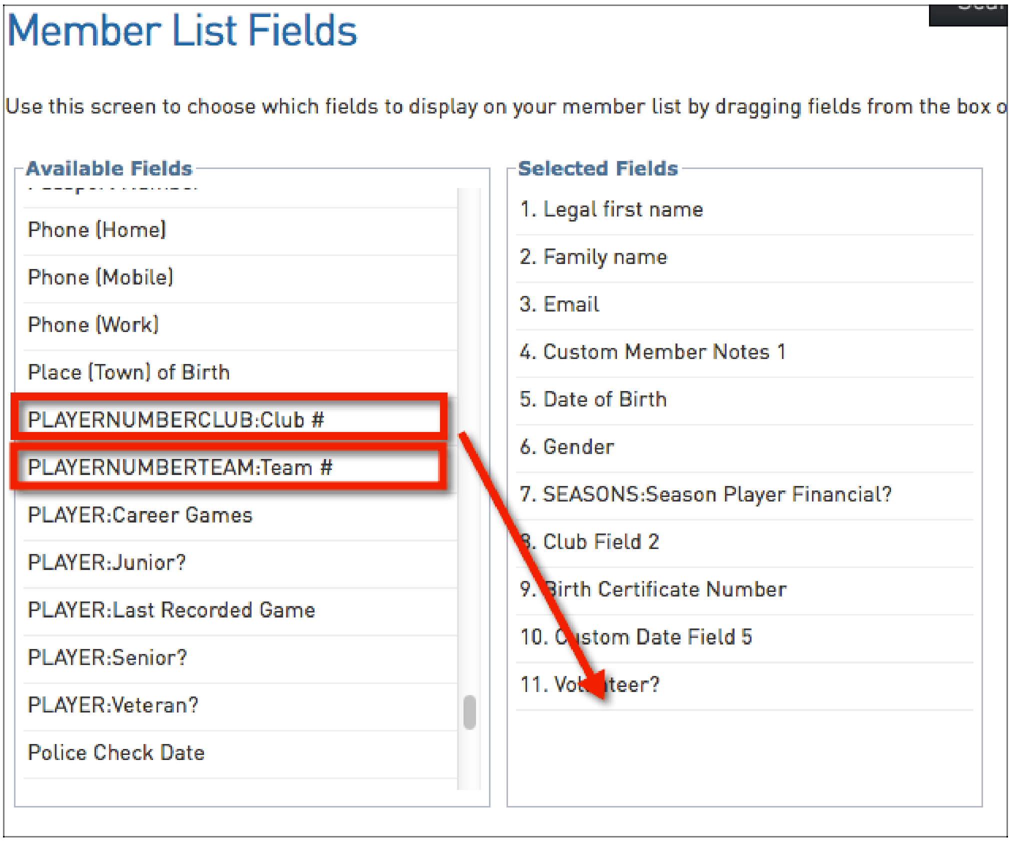
NOTE: if you are a club or team administrator and cannot see these options on the members listing, please speak to your association to get this enabled.

1. Firstly, at Association level click on the Settings Cog in the top right corner and click Settings

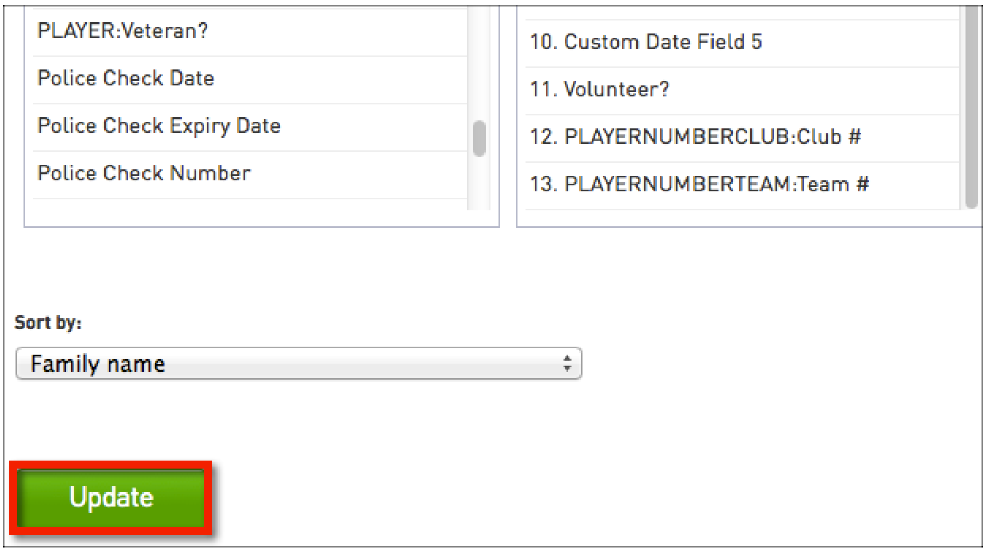
2. From the Configuration Menu click Member List Display



3. The list of Member fields will then be displayed. From this list Click & Drag the two fields highlighted below



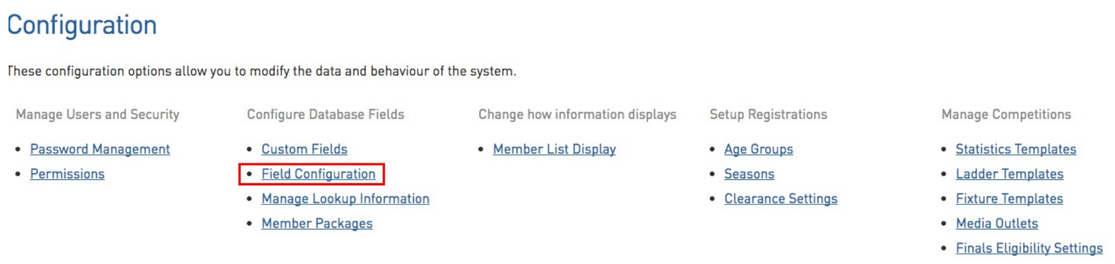
4. At the bottom of the page Click Update



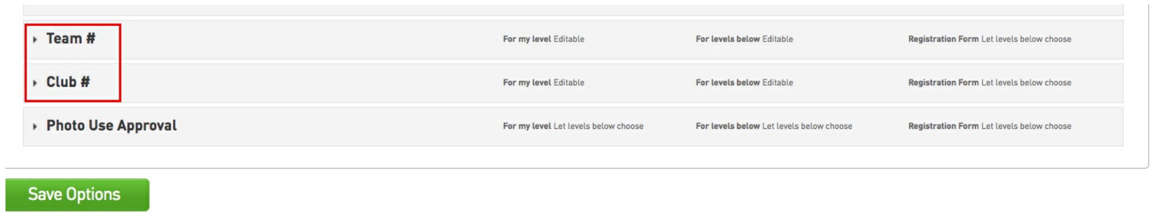
You will then need to go and configure these numbers to be able to be edited.

1. Firstly, at Association level click on the Settings Cog in the top right corner and click Settings

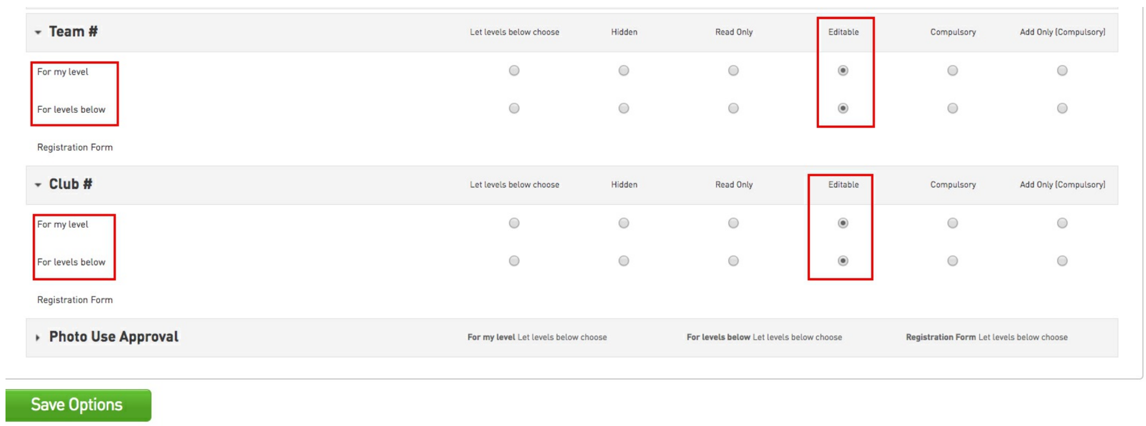
2. From the Configuration Menu click Field Configuration.



3. Under the Members tab, scroll to the bottom to find the *team #* and *club #.*



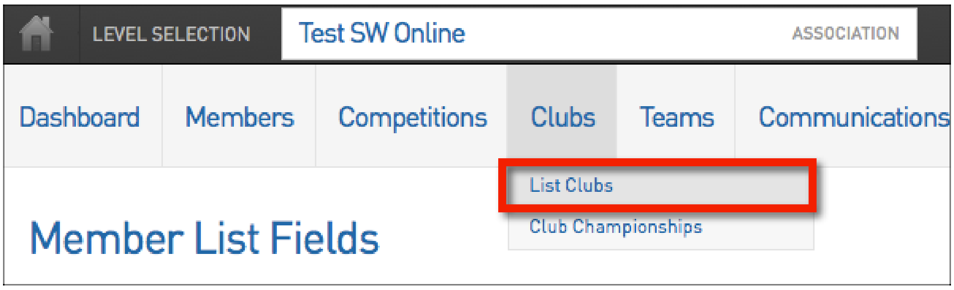
4. Change this from the default to **editable** for *my level* and *for levels below*.



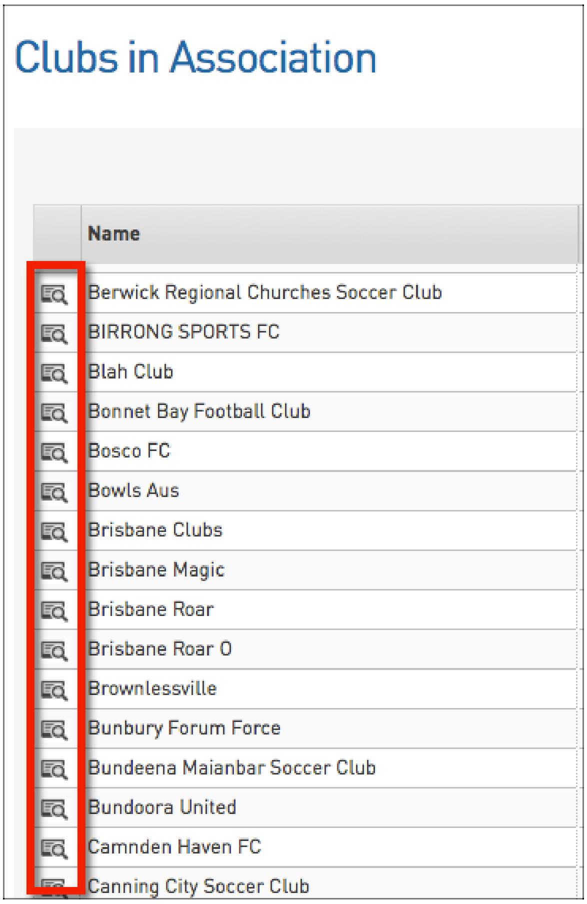
Once these fields have been added and configured associations, clubs and teams can go and assign members their numbers.

> *Please be aware that **club number** can only be changed from **club level** and **team numbers** can only be changed from **team level**, so you will need to drill down to that level or log in via that level to change these numbers.*

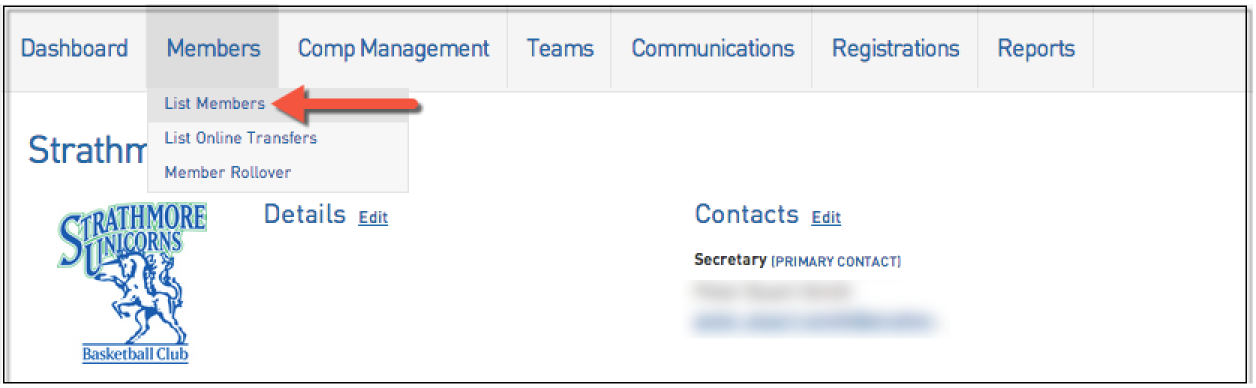
1. Once these fields have been added hover over the Clubs tab in the Menu and click List Clubs



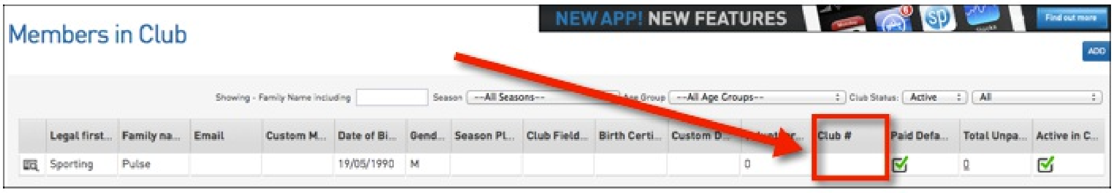
2. From the list displayed Click on the Magnifying Glass to the left of the Club that you want to select



3. From the Menu Hover over Members and Click List Members



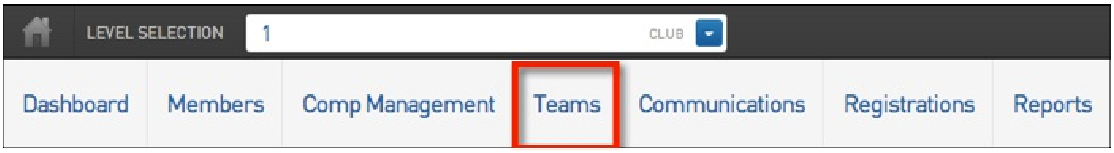
4. Then Click the Club # row next to the Member that you want to add a number for



5. Type in the number that you want to assign to the Member

6. After entering the number Click anywhere else in the grid and wait for the box to turn Green

7. To add a number to a Member within a Team, Click on the Teams tab from the Menu

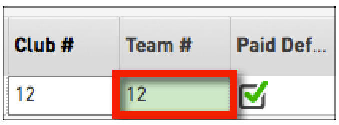


8. Click on the Magnifying glass to the left of the Team name that you want to edit

9. Then Hover over the Members tab and Click List Members

10. Then Click the Team # row next to the Member that you want to add a number for

11. Type in the number that you want to assign to the Member. After entering the number Click anywhere else in the grid and wait for the box to turn Green



12. The Member will now have the number automatically assigned to them when entered into games.

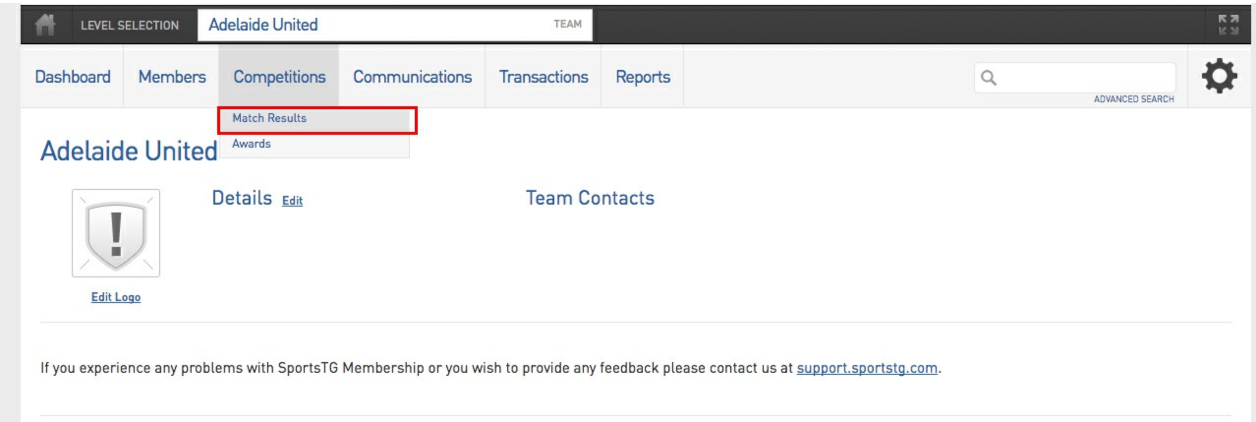
Please note: if the player has the same number at both club and team level, then you just need to fill out the *club number* ***field. Both of these are listed as sometimes players have different team numbers as they play in multiple teams and may use a different number for each team- their club number will be the main number that they use or for those that only play in one team throughout the whole season.***

Adding player numbers via Match Results

An alternative way to add these club and team numbers, if the association does not want to enable these fields or need numbers assigned for any upcoming game, you can actually add and edit these numbers via the Match Results section. You can either assign both a club and player number or just a team number.

NOTE: Player numbers can only be changed via match results when using a desktop.

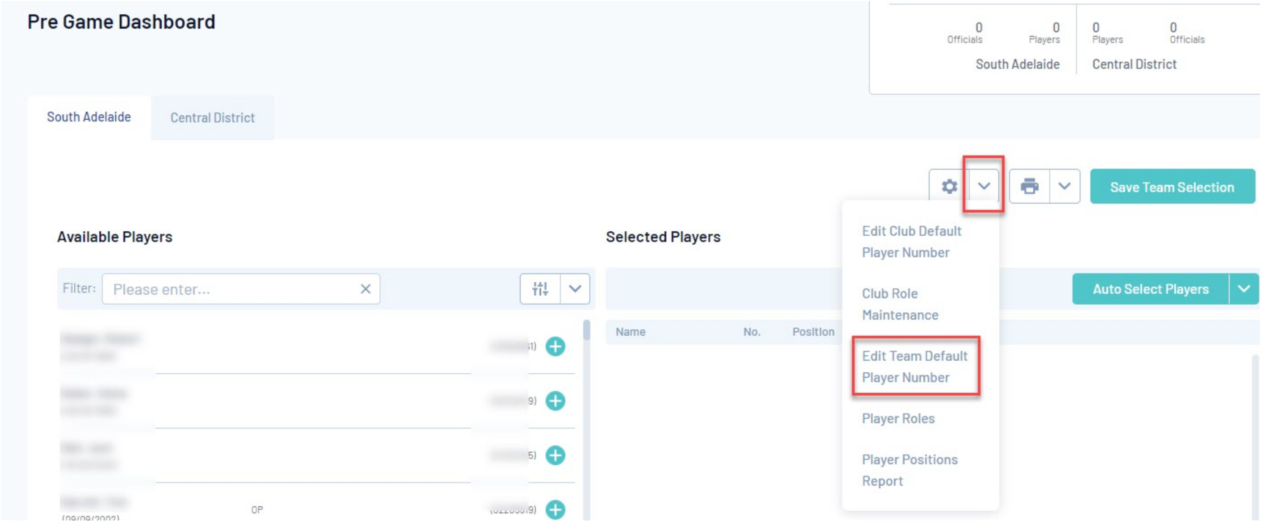
1. Log into your online database and go to Match Results.



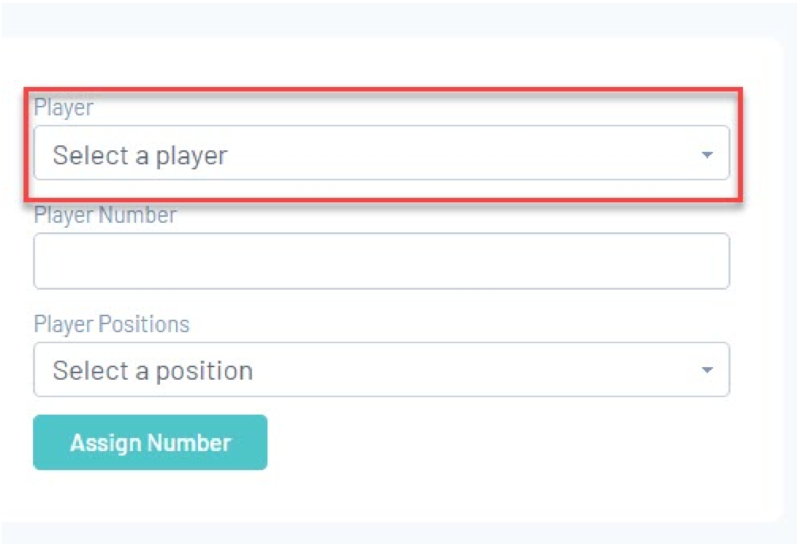
2. Go to Pre-game and click on your team.

3. Click on drop downa arrow against the Tools menu (cog wheel) and select the *edit team default player number*.

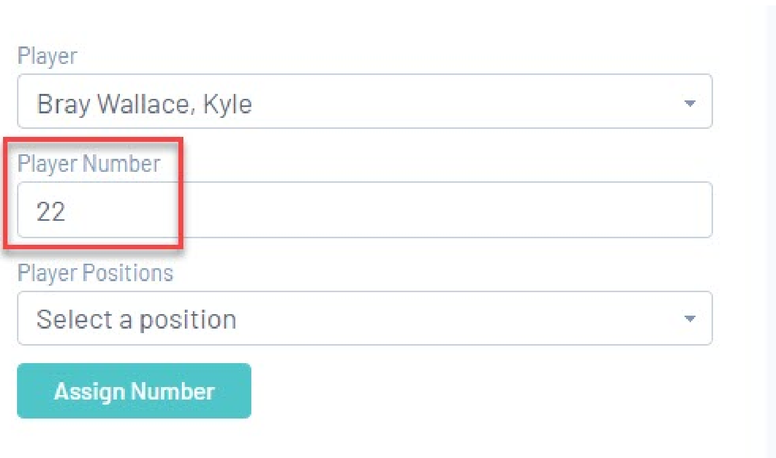
NOTE: Players do not need to be in the selected players list yet- all club members should appear in the drop down menu in Step 4.



4. On the left hand side, select the player from the drop down list.

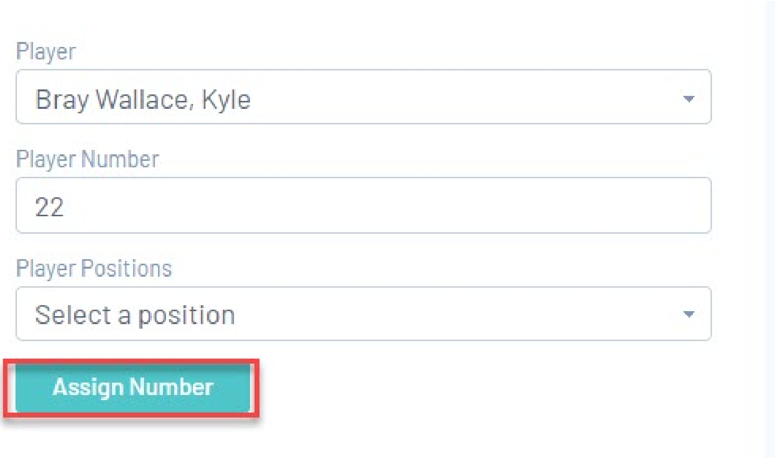


5. Input player number.

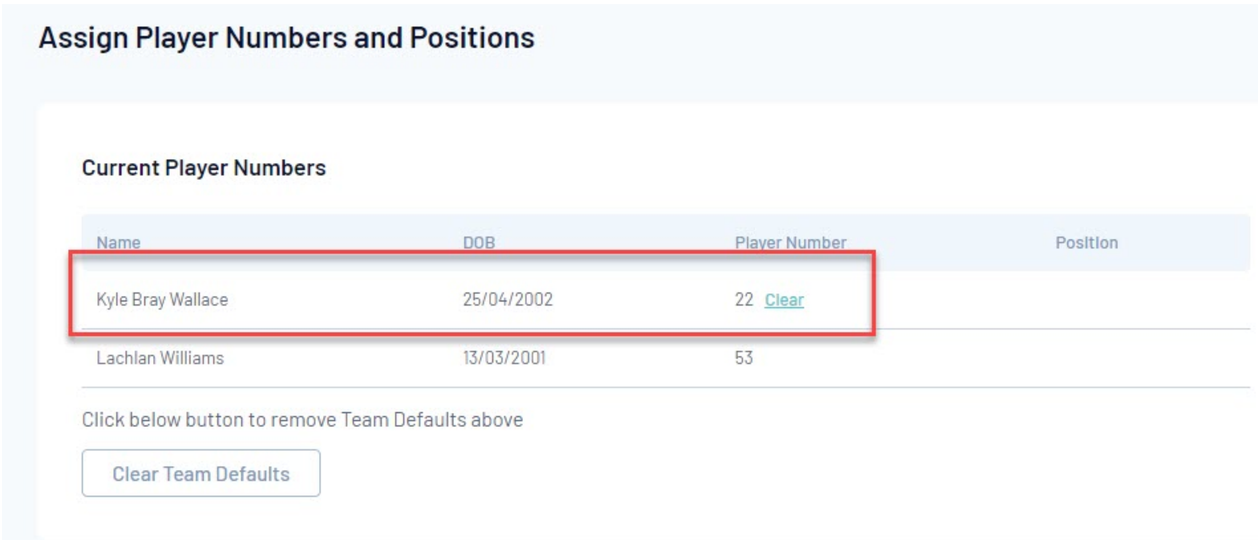


You can also select a position for this player if they have a defauly position in this team each week (optional).

6. Click ASSIGN NUMBER.



7. This player and their number will appear in the list.



Assign Player Numbers and Positions

Current Player Numbers

Name	DOB	Player Number	Position
Kyle Bray Wallace	25/04/2002	22 Clear	
Lachlan Williams	13/03/2001	53	

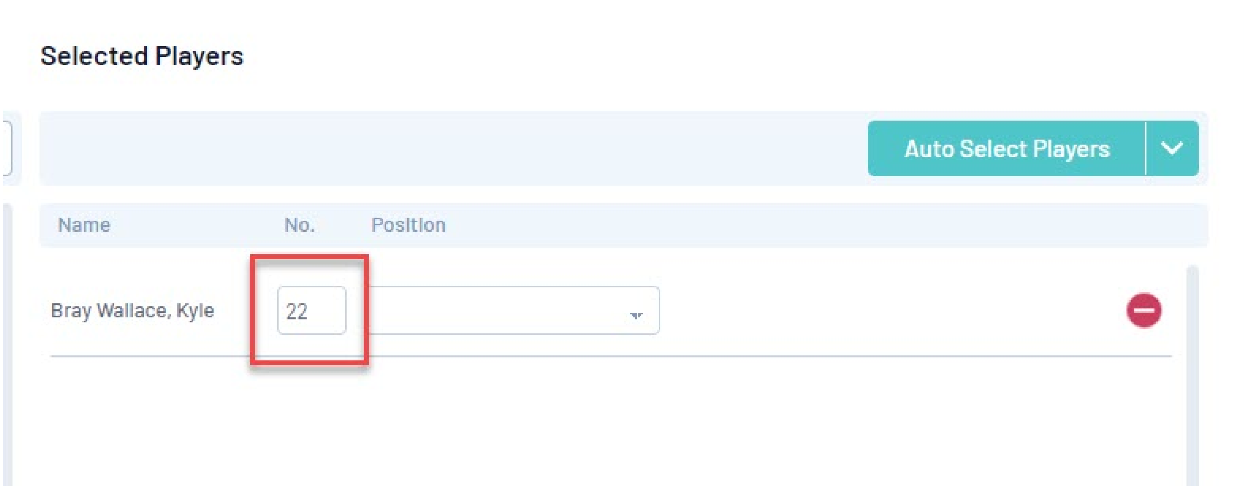
Click below button to remove Team Defaults above

Clear Team Defaults

- To change the player number for this player, click clear and re-add them.
- To clear all the player default number click, CLEAR TEAM DEAFULTS and you can start again.

8. Repeat steps 4-6 for all other players that need default numbers.

9. Go back into pre-game and when you assign these to the *selected players list* the default number will appear.



Please be aware of the following when assigning team/club numbers:

- If you want to input a club number AND and team number, the *team number* will override the club number within the pre-game section within match results and the team sheet, so if the player has the same number throughout the season across all the teams they play in, it is recommended that you either assign exactly the same numbers to both of the fields or just fill out one of the fields.
- If you only input either a team number or a club number (the other field is left blank) that will be the number that appears in the team sheet.
- If you have players that play for more than one team within the season, but the player number they are assigned is different to their original team number, you will manually need to adjust this within the pre-game section- you won't be able to change the default number just for that particular team.

Checking finals eligibility

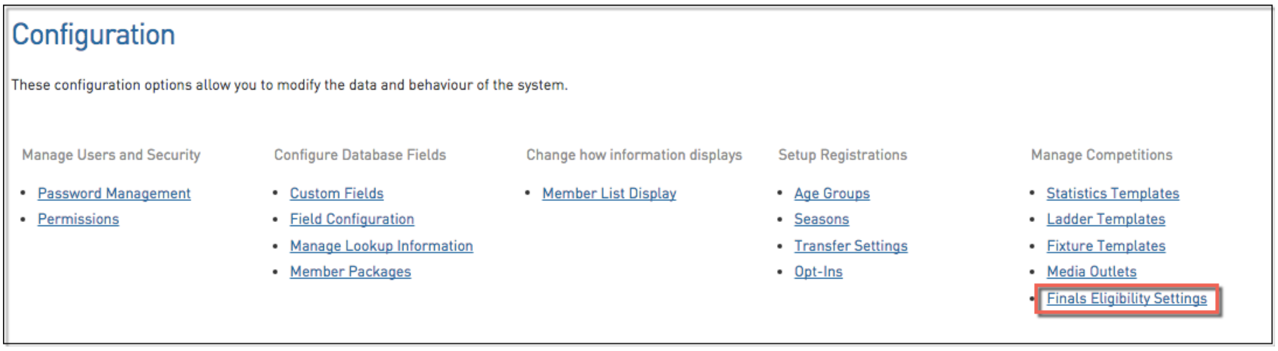
Last Modified on 09/01/2017 12:45 pm AEDT

Please note: these settings are only available at league level.   FE settings can be set at the league and competition level. If it's not set at the comp level then the comp inherits the league configuration, pretty simple.

To configure your League FE settings:

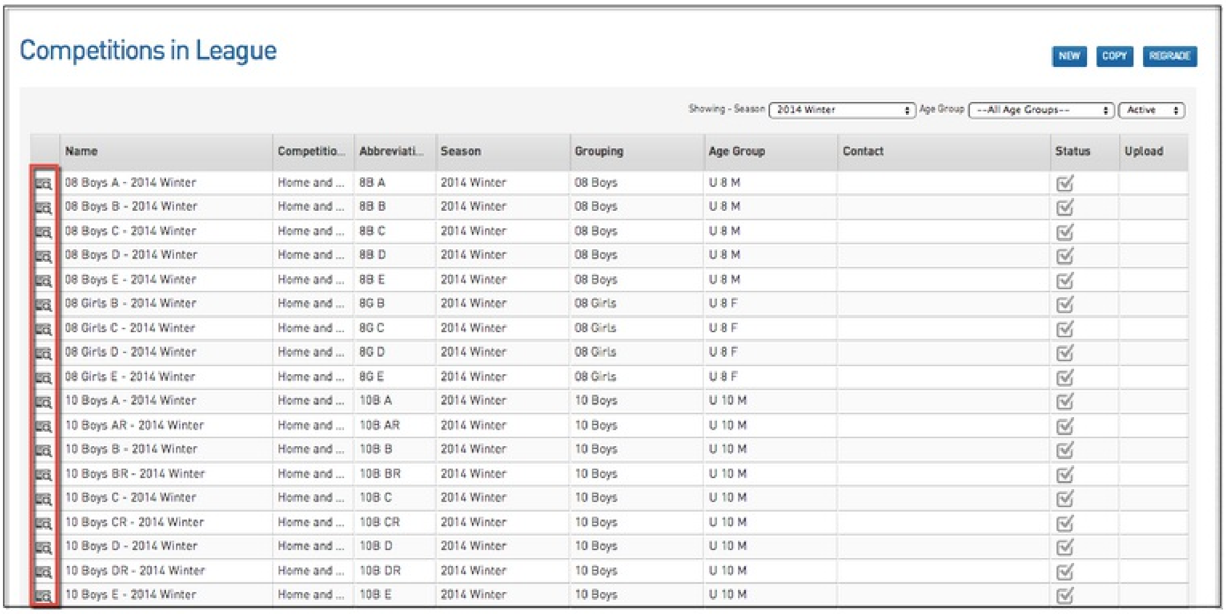
1. Click the Cog and then Settings.

2. Click Finals Eligibility Set



To configure your Competition FE settings:

1. Select the Competition.



Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

2. Once you have chosen your competition - click the Cog and then Finals Eligibility Settings.

Finals Eligibility Report

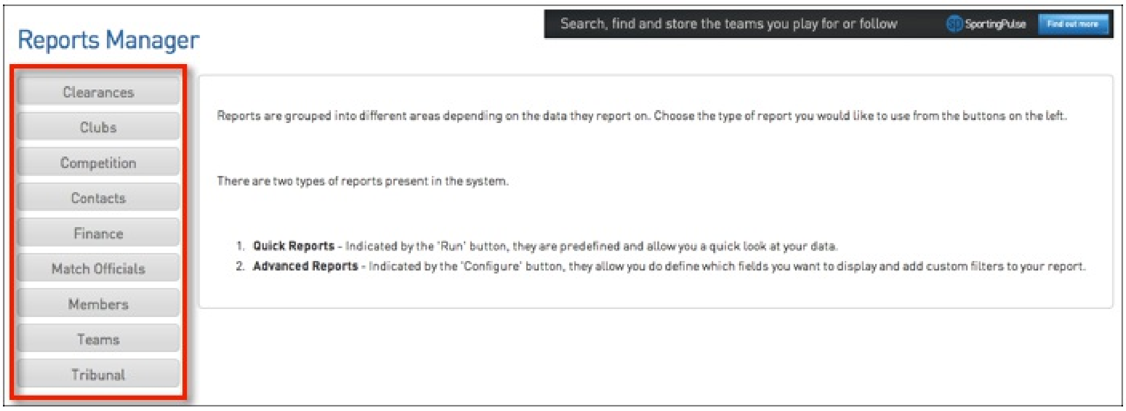
Please note: this report is only currently available for Basketball, Touch Football and Rugby League users, other sports usually use the Player Comp Stats report for the same purpose.

All the info you need to know is available in the Finals Eligibility report, which shows the number of games played and required to qualify for each player.

To run this report:

1.Click Reports in the top menu.

2. Click Competitions.



3. Select the Finals Eligibility (New) report and click Run.

If this report is not up to date you may need to rebuild your comp stats.

SportsTG Let's Win

Copying Selected Teams & Members Into New Competition

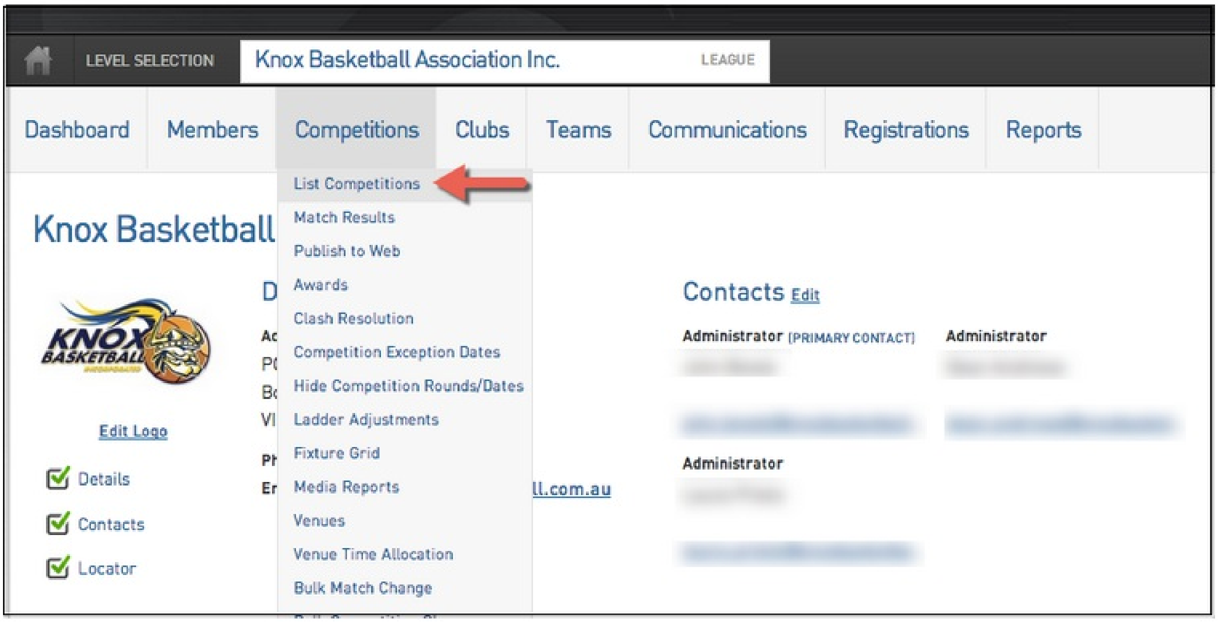
Last Modified on 09/01/2017 11:54 am AEDT

Moving teams between competitions is a regular occurrence and in the past has been time consuming process for administrators. The following documentation will explain the best process to copy all the teams including their members from one competition into a new competition. This process will only work if both competitions are being played in the same season, for example season 2013. This process is suitable if you have a large grading competition and then want to move teams into new competitions within the same season.

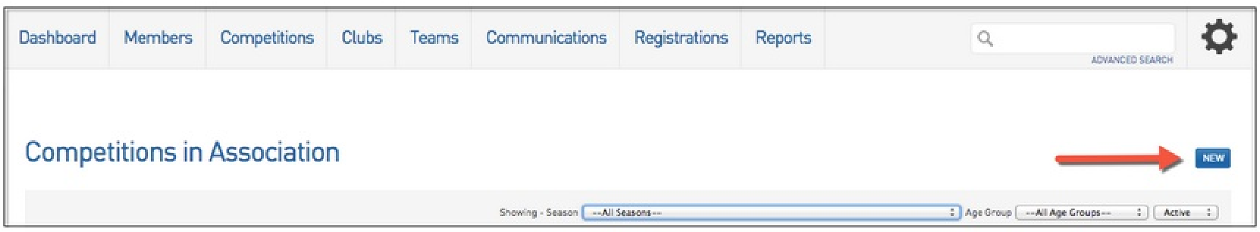
For example you may have a grading competition with 40 teams which you then want to split into four competitions with 10 teams each.

NOTE: This process will not regrade the teams it simply makes another copy of the team. This means that the teams you copy will still remain in their current competition.

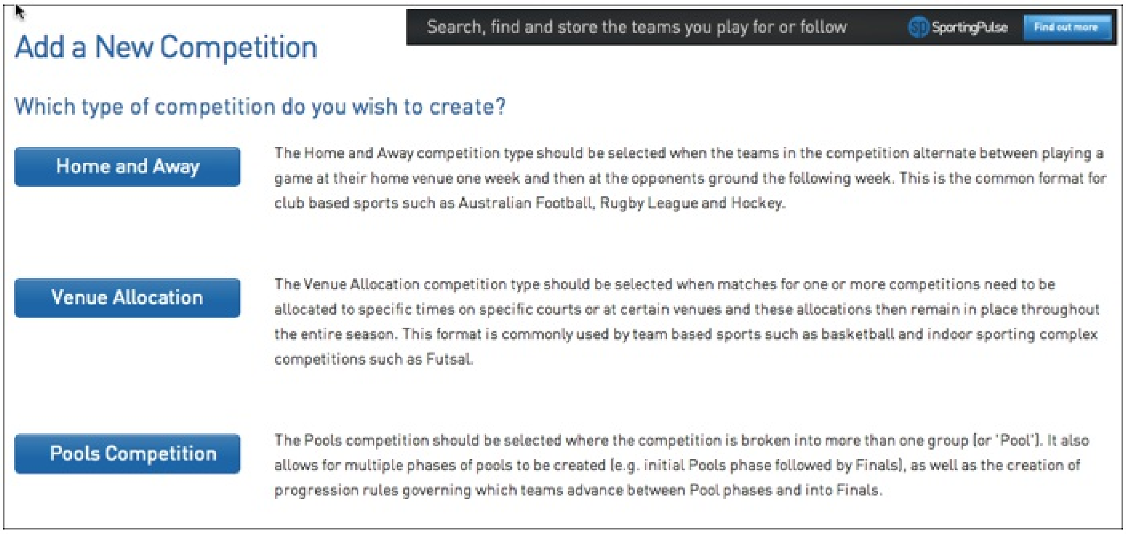
1. The first step is from the 'Dashboard' at Association level to hover over the 'Competitions' tab and then click List Competitions from the drop down list.



2. You will then click the New tab located in the top right hand corner.

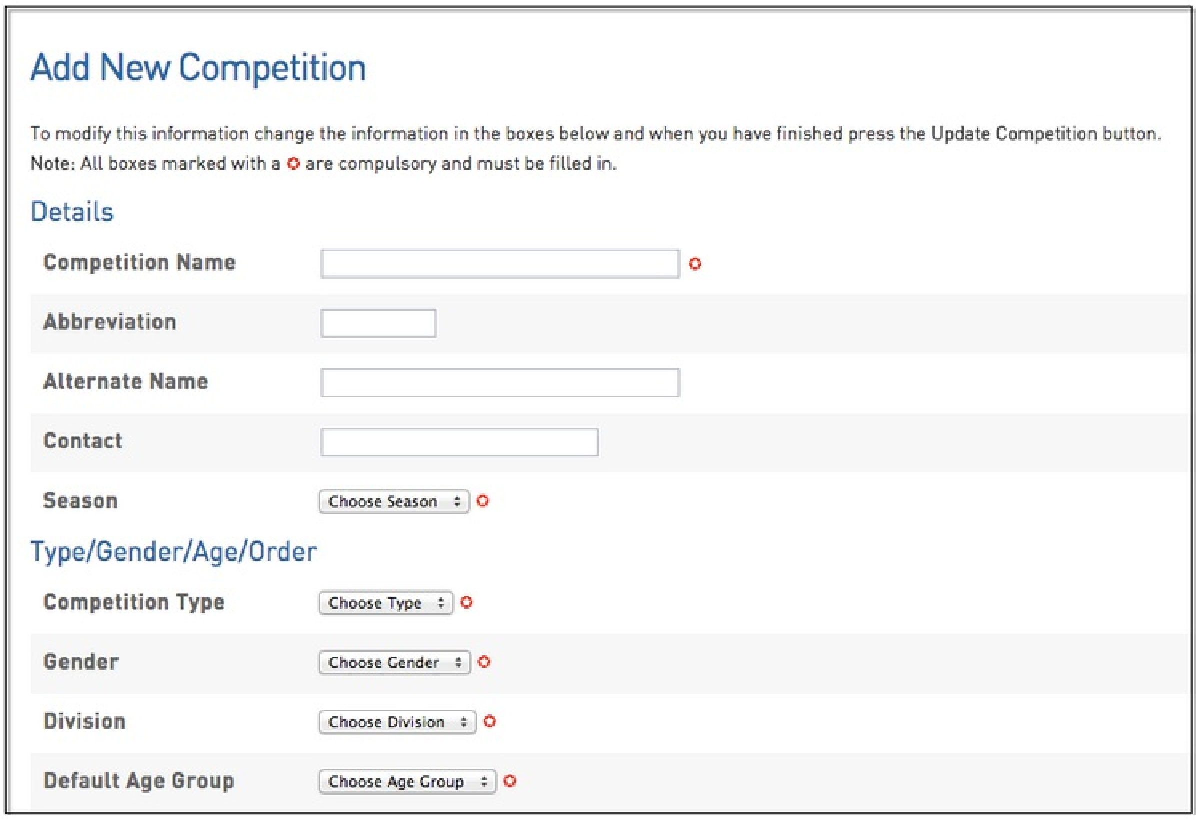


3. The next step is selecting the type of 'Competition' that you want to setup.

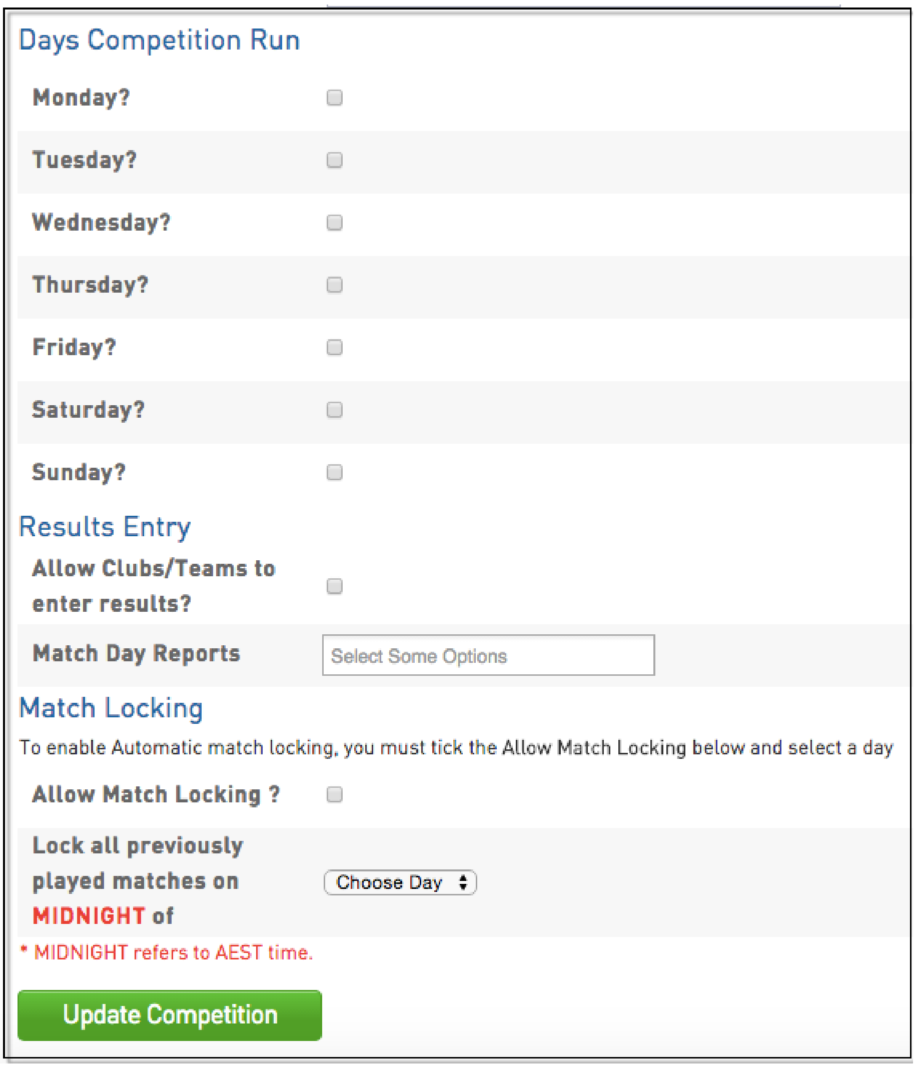


4.This will bring up a 'New Competition' form for you to fill in the details of the new Competition.

Note: You must ensure that the Season you select is the same Season as the existing Competition that the Teams will be from.

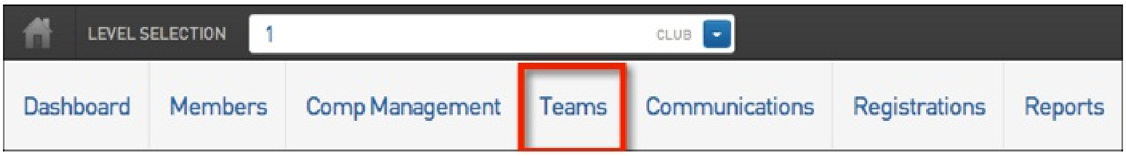


5. Once this is completed click Update Competition.

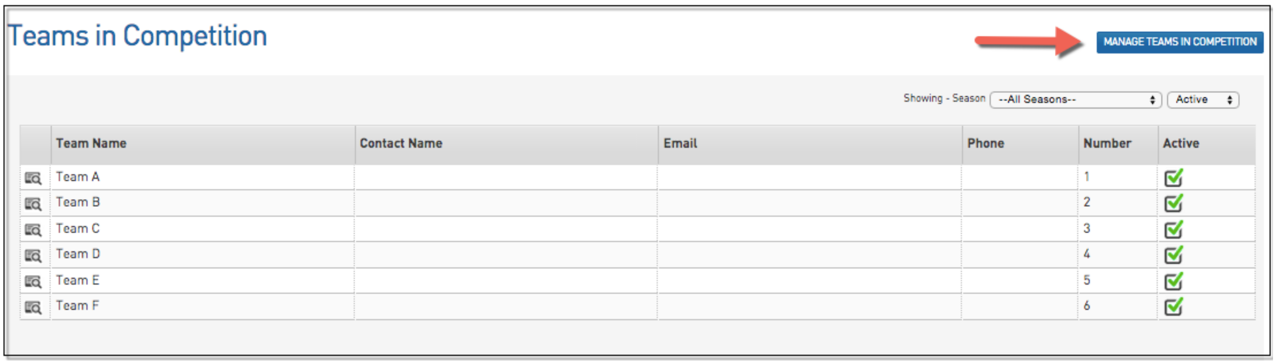


6. From there you can click Display Details for (the name of Competition)

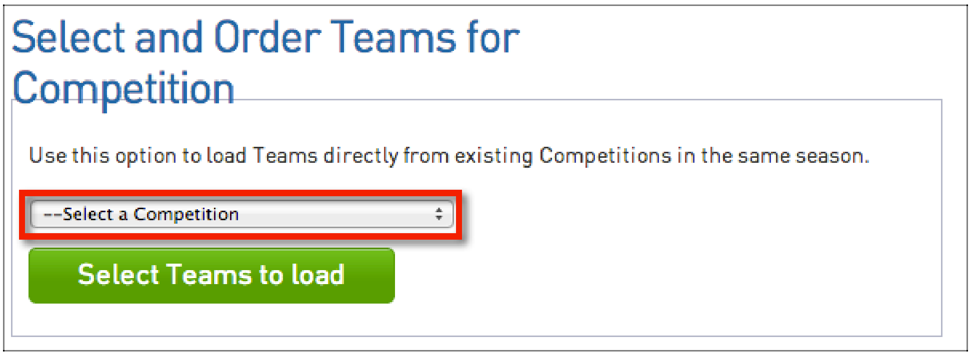
7. From the menu header click Teams.



8. Then click Manage Teams in Competition.

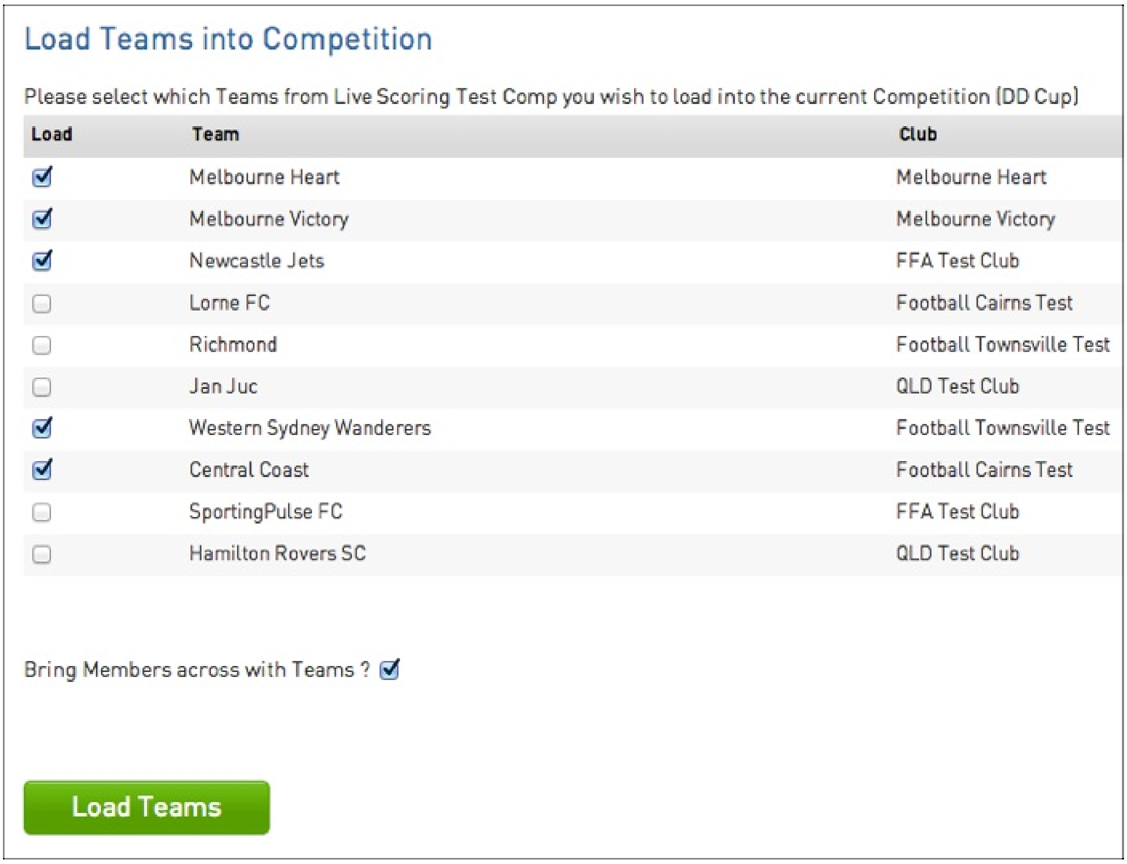


9. You will then need to select the 'Competition' that you want to select teams from.

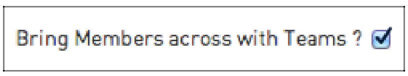


10. Once you have selected the Competition click select teams to load.

11. Select the Teams in the Competition that you want to bring across by clicking the Box next to the Team name.

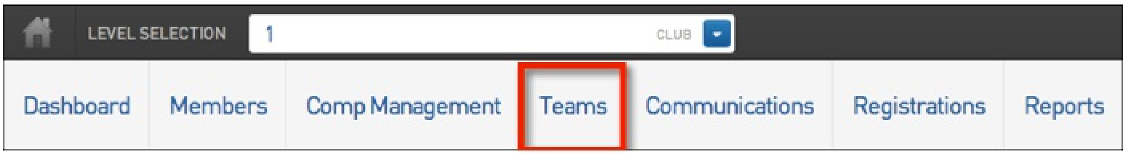


12. Click the Box to the right of ‘Bring Members across with Teams’.



13. Click Load Teams.

14. Click the Teams tab again from the Dashboard Menu.



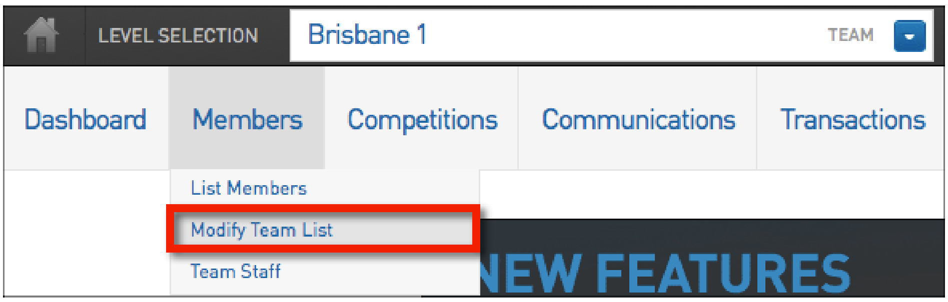
Note: If you need to add more teams repeat steps 7-11

15. Then select one of the Teams by clicking on the Magnifying Glass to the left of the Team name.

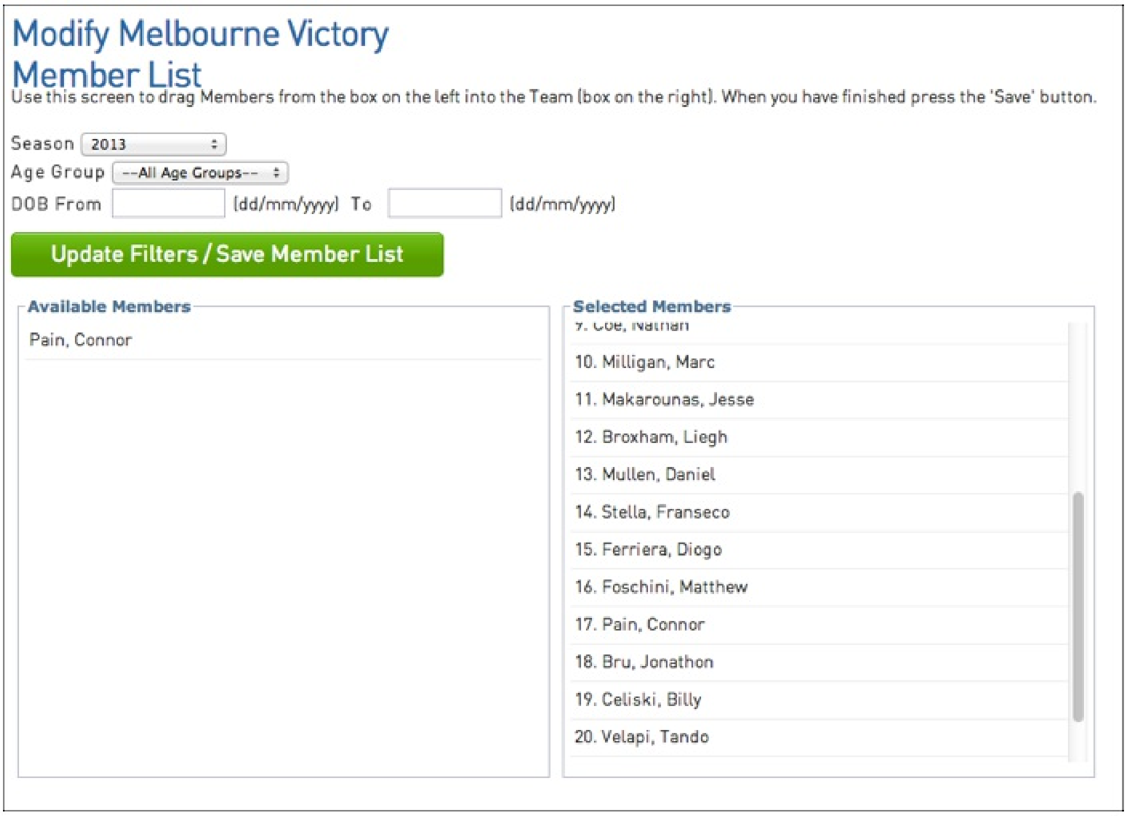

Teams in Association

	Team Name	Competition
	Brighton	Under 12 Div 4 North
	Brisbane 1	New Comp
	Brisbane 1	VWFL Premier
	Brisbane 1	VWFL Premier Reserves
	Brisbane 1	David's Competition
	Brisbane 1	FFA Under 10
	Brisbane 1	Test Support Competiton
	Brisbane 1	Example Competition - Venue ...
	Brisbane 1	Example Competition - Venue ...

16. Once the Team is displayed hover over the 'Members' tab and click Modify Team List.



Note: You will then see all the Members that have been brought across from the original Competition. You will notice that if they are 'Selected Members' in the original Competition they will also be in the 'Selected Members' for the 'New Competition'.


Modify Melbourne Victory
Member List
Use this screen to drag Members from the box on the left into the Team (box on the right). When you have finished press the 'Save' button.
Season 2013
Age Group --All Age Groups--
DOB From (dd/mm/yyyy) To (dd/mm/yyyy)
Update Filters / Save Member List
Available Members
Pain, Connor
Selected Members
7. Coe, Nathan
10. Milligan, Marc
11. Makarounas, Jesse
12. Broxham, Liegh
13. Mullen, Daniel
14. Stella, Franseco
15. Ferriera, Diogo
16. Foschini, Matthew
17. Pain, Connor
18. Bru, Jonathon
19. Celiski, Billy
20. Velapi, Tando

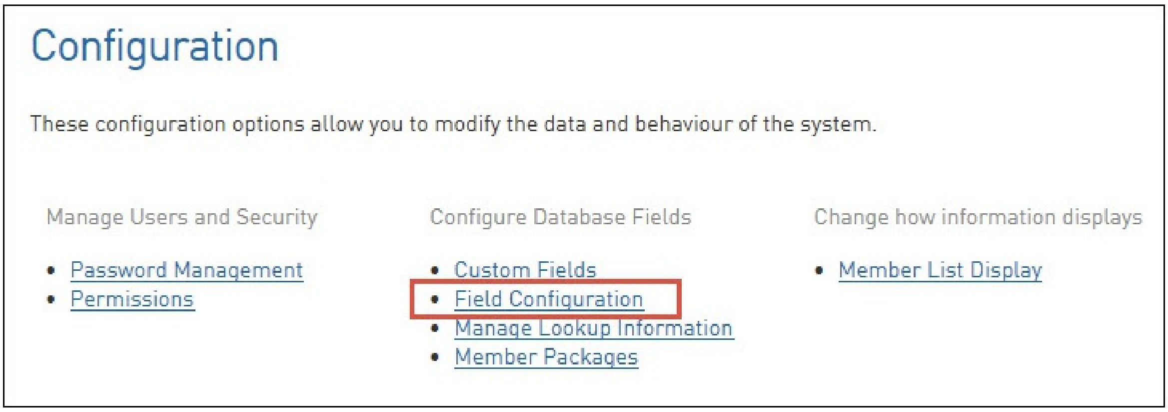
Assigning a Coach and a Manager to a Team

Last Modified on 09/01/2017 2:46 pm AEDT

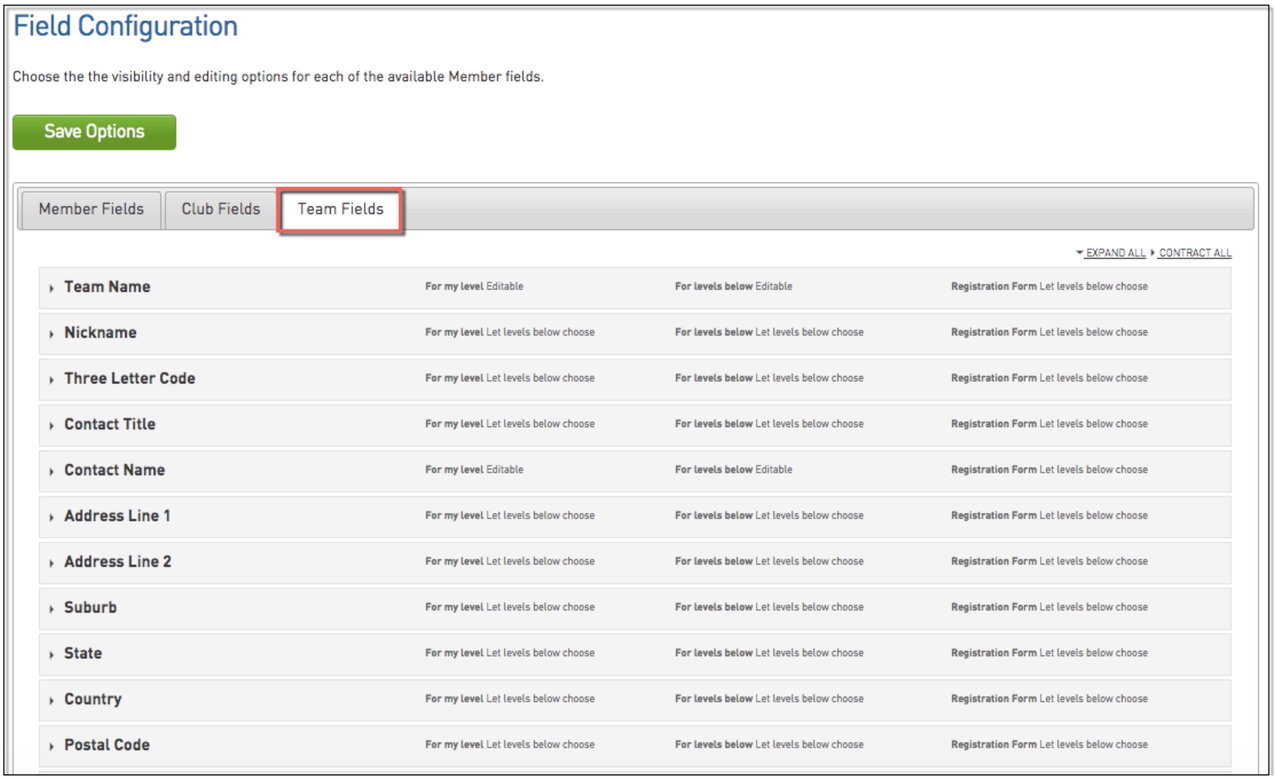
To add a coach to a team you need to configure the Team Coach field in your Settings. To do this:

1. Click the Cog on the right hand side of your dashboard and then click Settings.

2. Click Field Configuration.



3. Click Team Fields.



Now this field will display when you are editing a team.

For a member to appear in the drop down list, they need to be registered in the current season as a coach. This can be configured at the member level (member history > clubs > edit clubs).

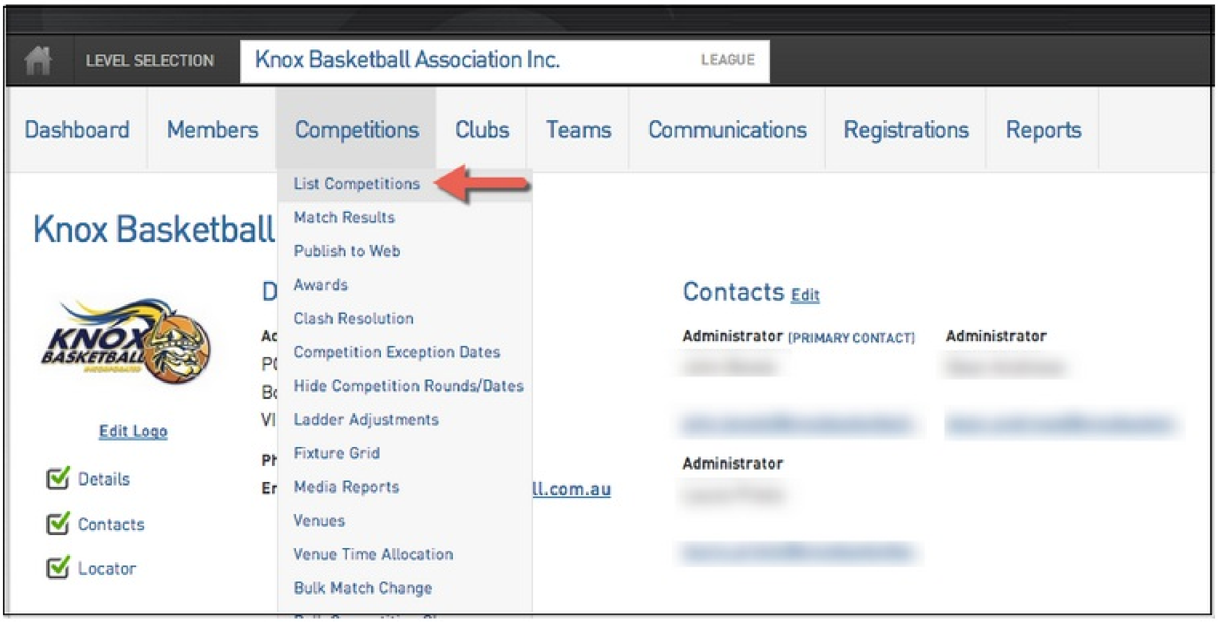
Copying All Teams & Members Into New Competitions

Last Modified on 09/01/2017 11:55 am AEDT

Moving teams between competitions is a regular occurrence and in the past has been time consuming process for administrators. The following documentation will explain the best process to copy all the teams including their members from one competition into a new competition. This process will only work if both competitions are being played in the same season, for example season 2013. You may wish to use this process if you are running a pre-season or post-season competition that will include the same teams and members as the regular season competition.

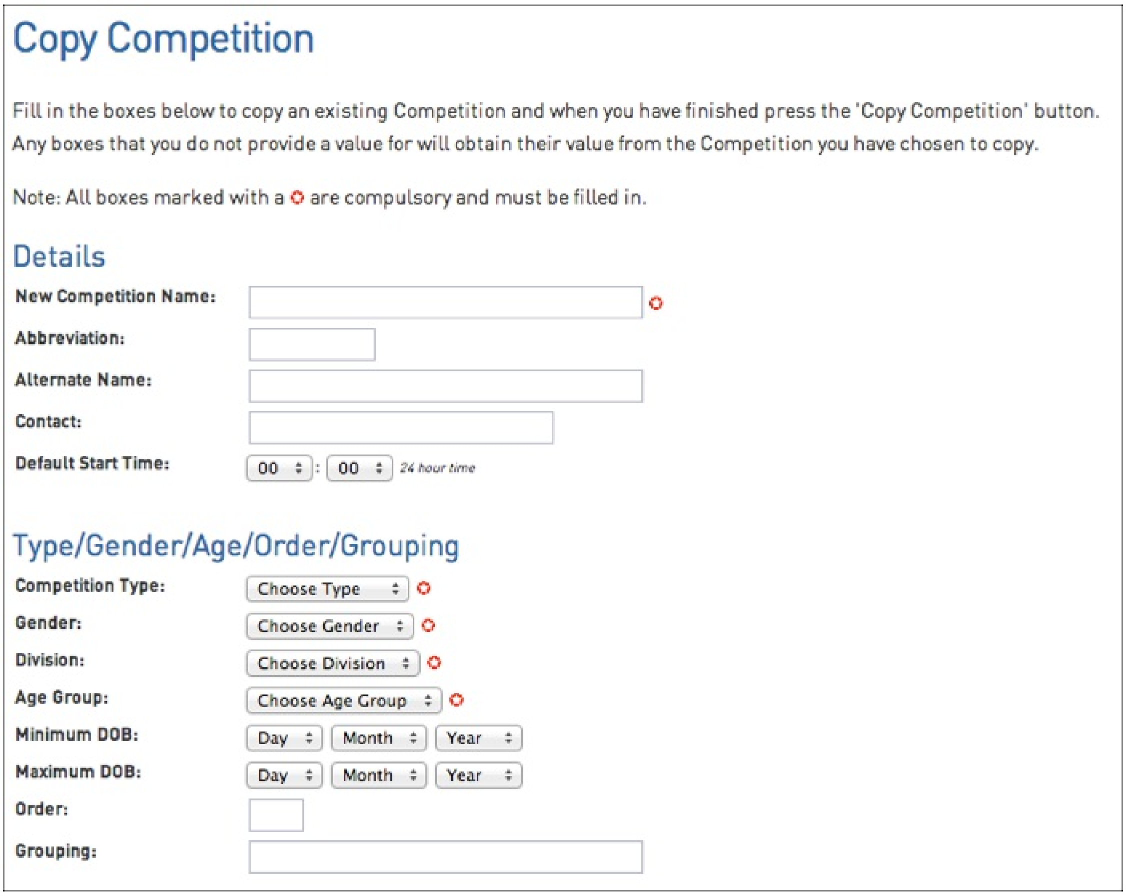
NOTE: This process will not regrade the teams it simply makes another copy of the team. This means that the teams you copy will still remain in their current competition.

1. The first step is from the dashboard at association level to hover over the 'Competitions' tab and then click List Competitions from the drop down list.

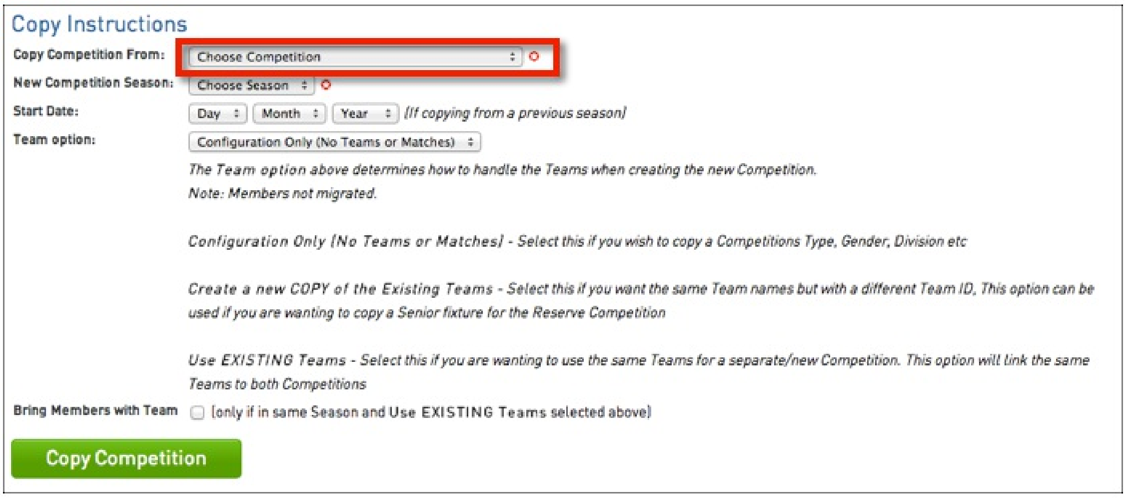


2. You will then need to click the Copy button located at the top right hand side of the screen.

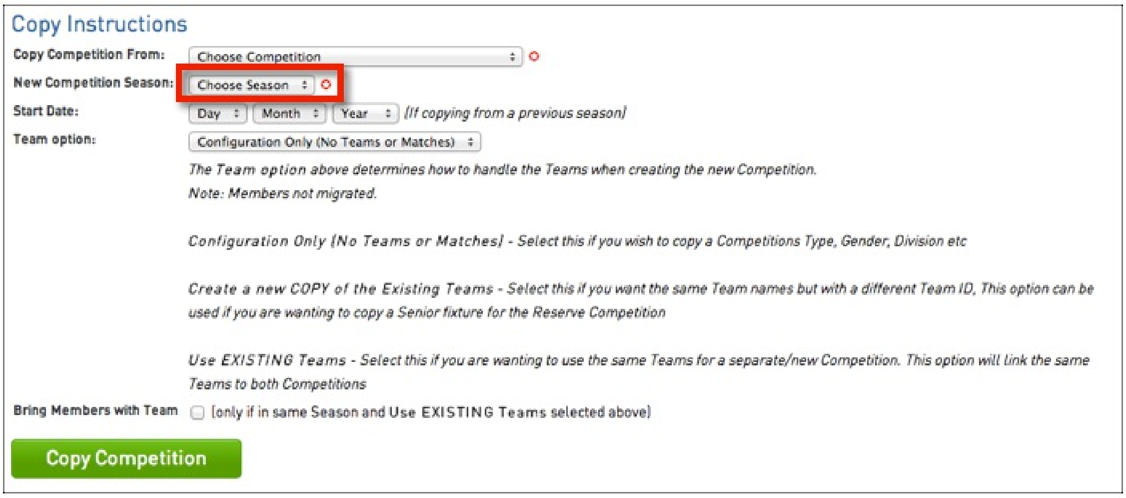
3. You will then be directed to the 'Copy Competition' form where you will need to fill in all of the compulsory fields indicated by the red asterisk. The details entered are for the new Competition that you are creating. At the bottom of the form you will notice the 'Copy Instructions' section.



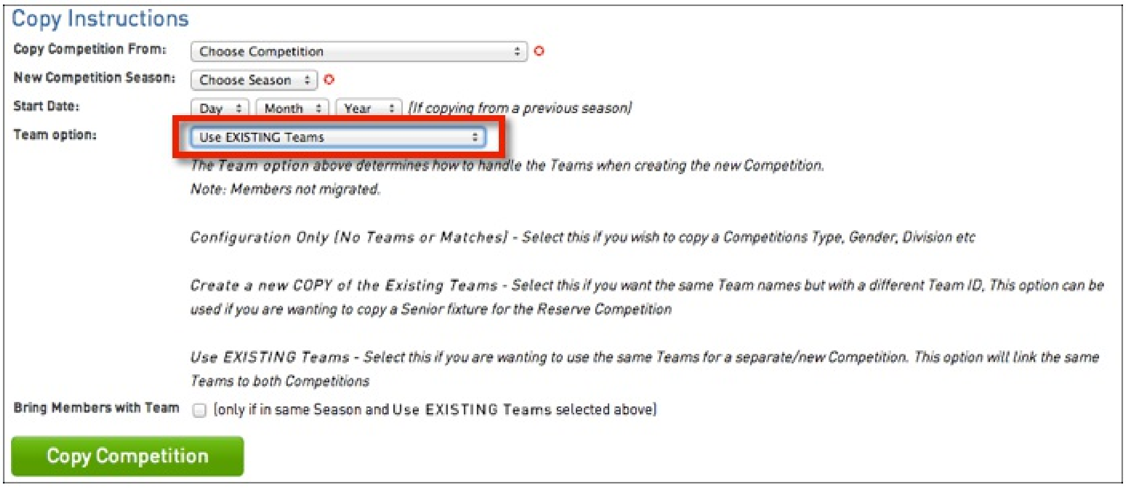
4. In the first drop down box you will be required to choose the 'Competition' that currently holds the 'Teams' that you want in your new Competition.



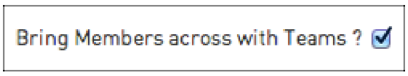
5. You then need to select the 'Season', this needs to be the same season as the Competition that you are copying Teams from.



6. The Team option drop down must be set to USE EXISTING TEAMS.



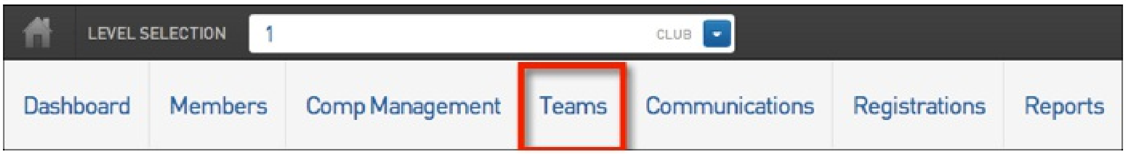
7. This will then allow you to click the tick box 'Bring Members with Team'. This is an important box to tick as it saves a lot of time having to manually add the members into their Teams again.



8. Once this is field out click Copy Competition.

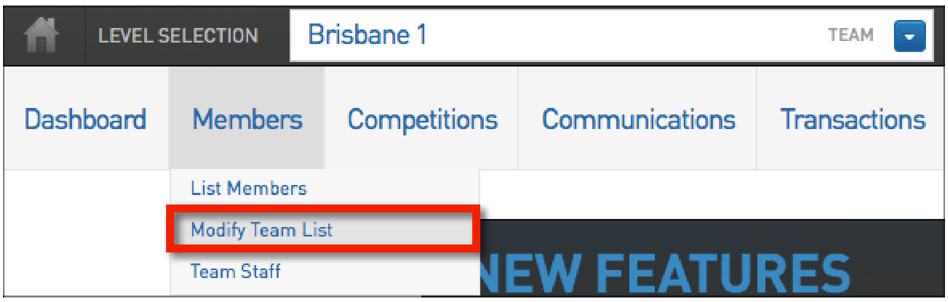
9. You will then see the alert advising you that the 'Competition' has been copied successfully. From there you can click Display Details for (the name of Competition) which will then bring up the 'Competition Details' for the new competition.

10. From the competition dashboard click on Teams.

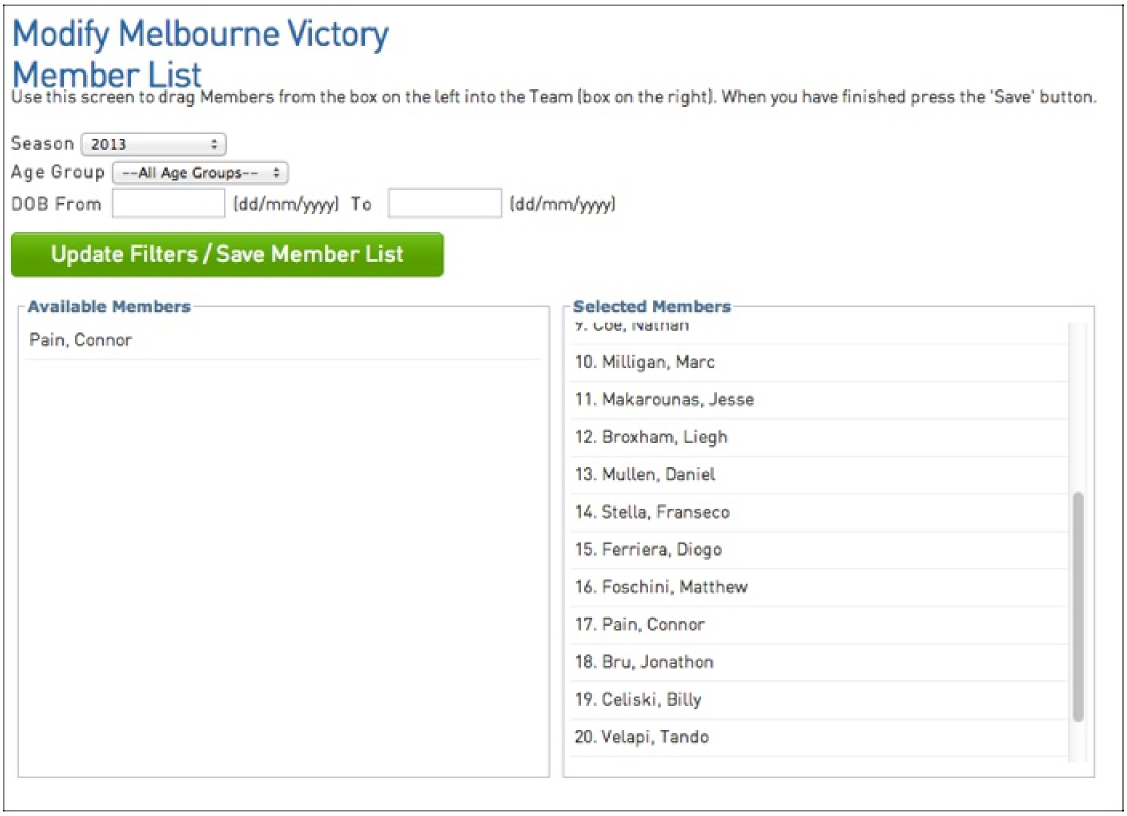


11. Then select one of the Teams by clicking on the Magnifying Glass to the left of the team name.

12. Once the Team is displayed hover over the 'Members' tab and click Modify Team List.



You will then see all the Members that have been brought across from the original Competition.



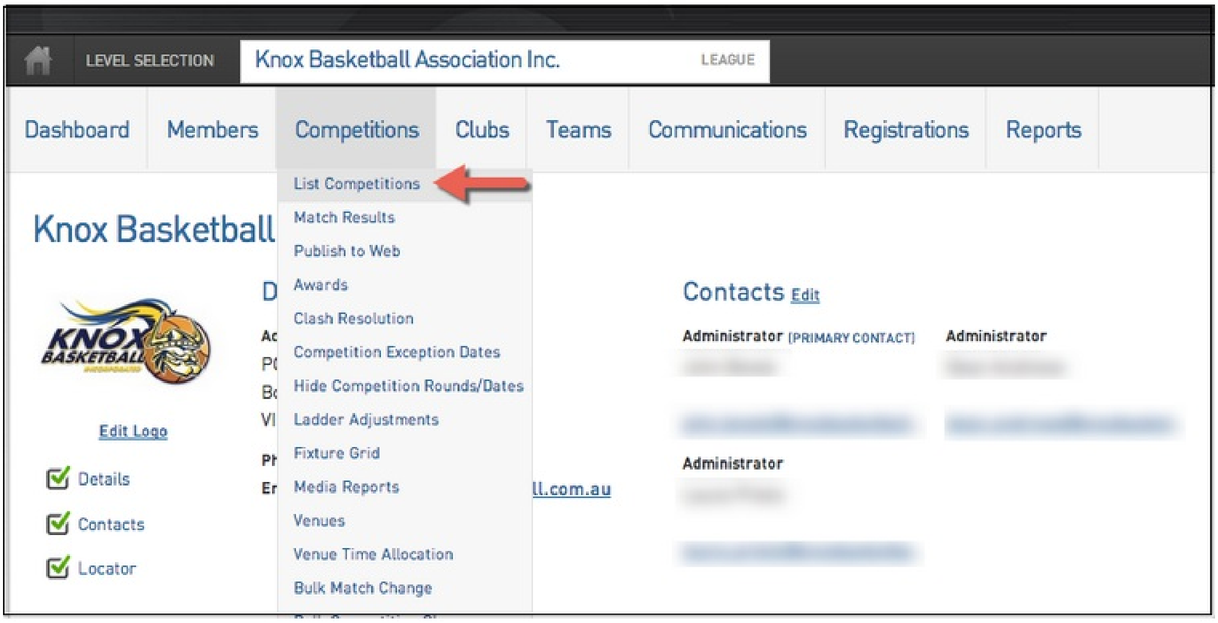
NOTE: Members that have been selected in the original Competition will also be selected in the copied Competition.

Teams Across Association - Adding a Team to another Club & Association

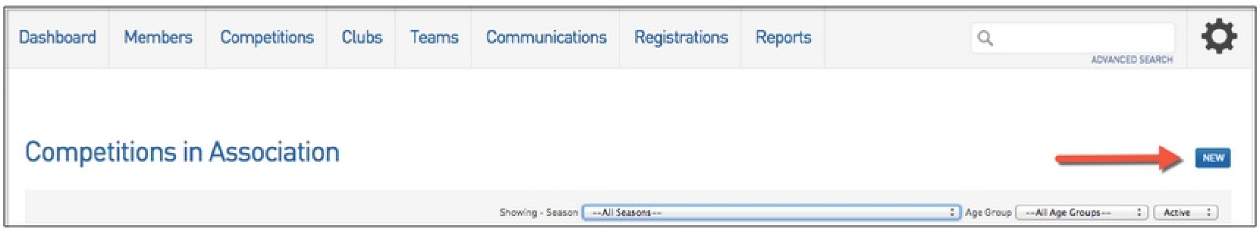
Last Modified on 09/01/2017 2:48 pm AEDT

Configuring the Competition:

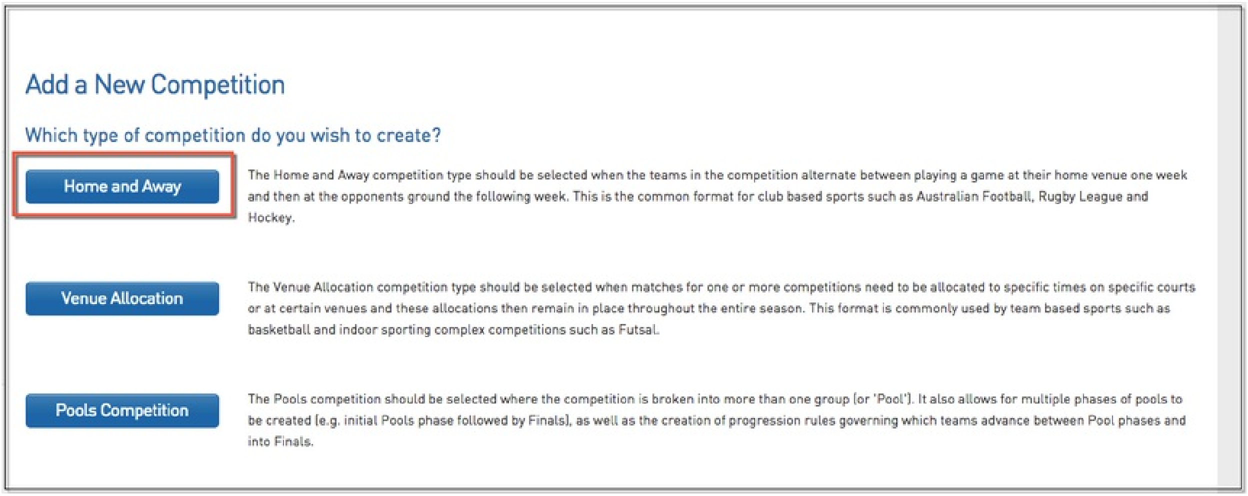
1. To add a new competition hover over Competitions and click 'List Competitions'.



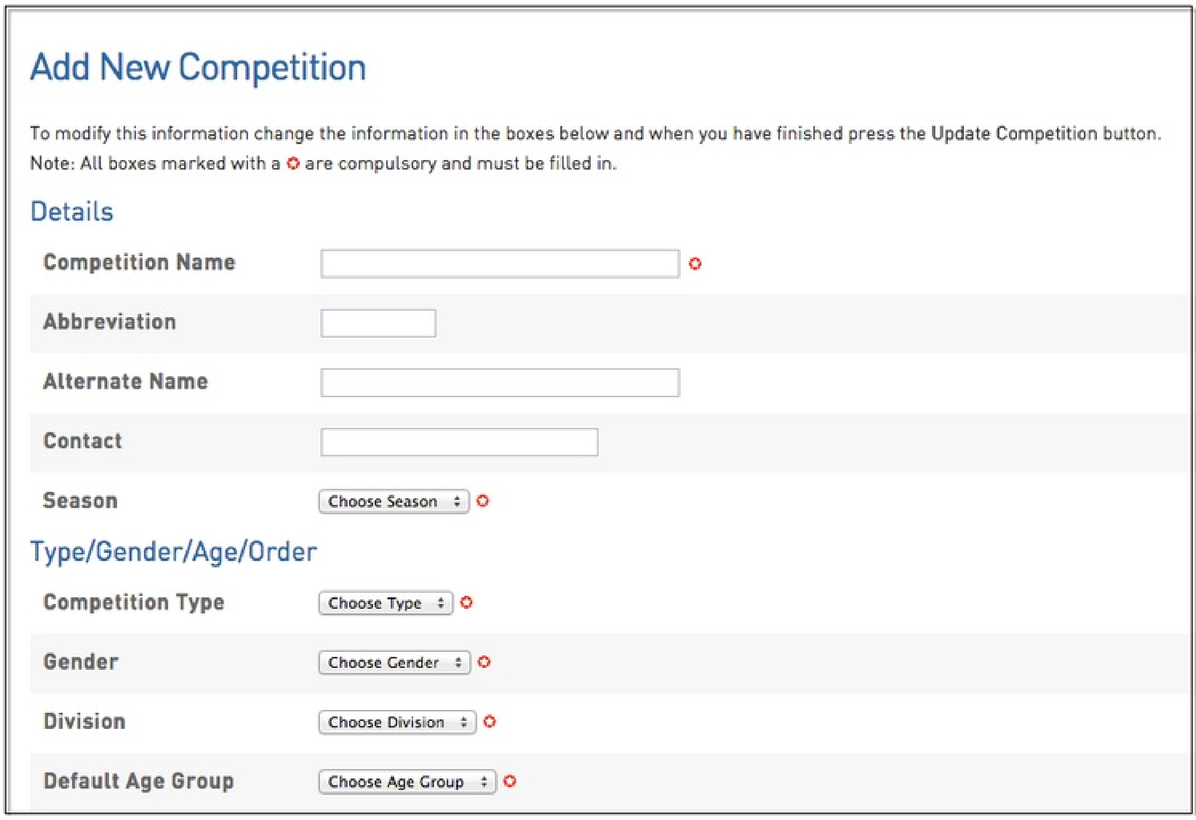
2. Click 'Add' on the right hand side.



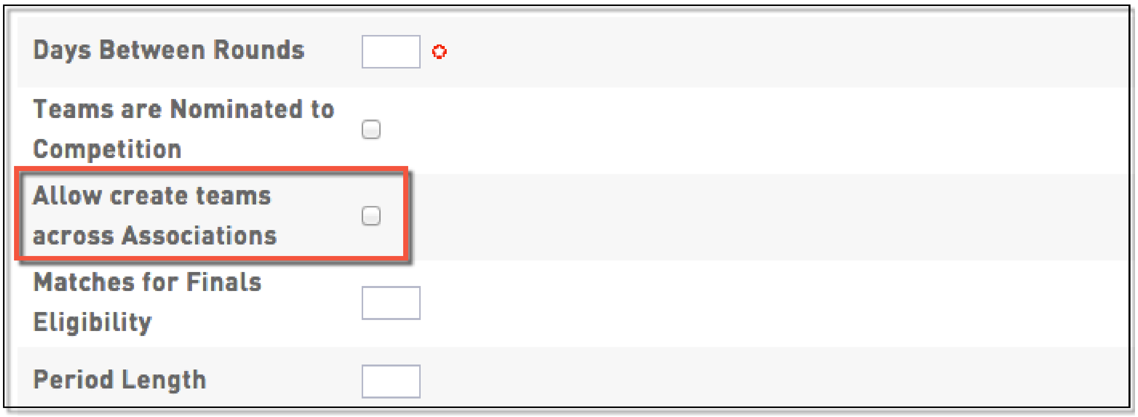
3. Choose which competition you wish to create.



4. Fill out all necessary information.



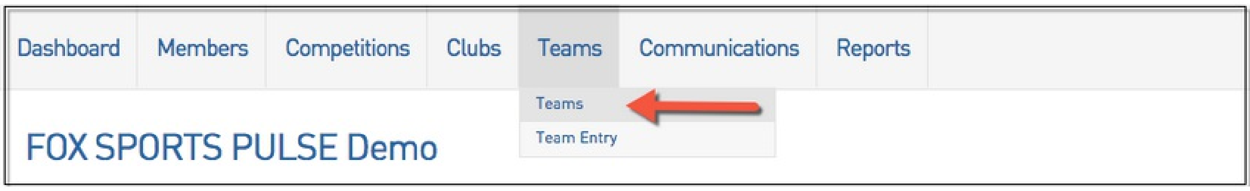
5. Ensure Allow create teams across Associations box is ticked and click 'Update Competition'.



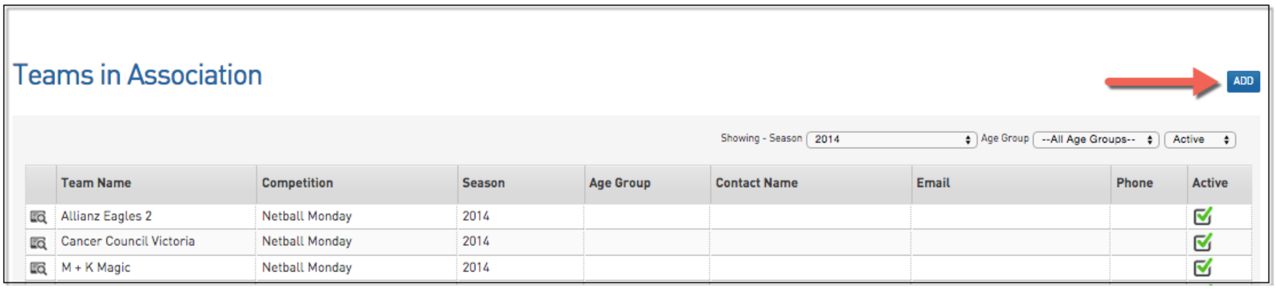
Once you have created the competition you will need to add a team. Please follow these simple steps to do this.

Adding a Team-

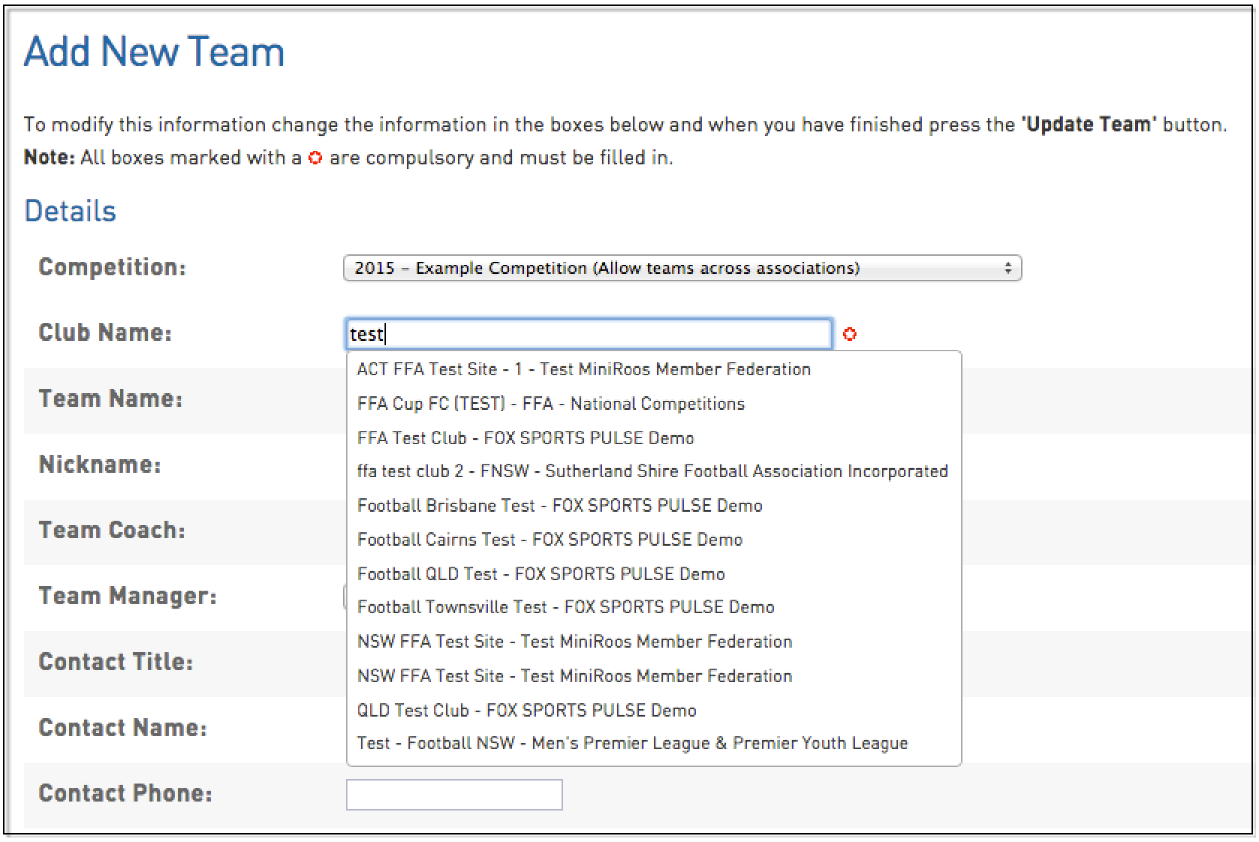
1. To add a team, hover over Teams and click 'Teams'.



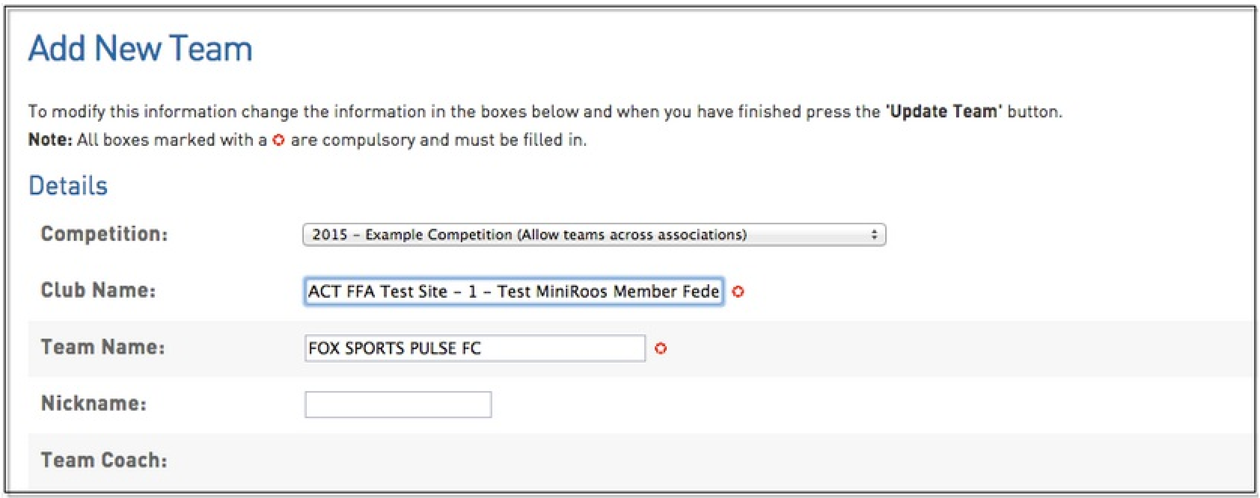
2. Click 'Add' on the right hand side of the screen.



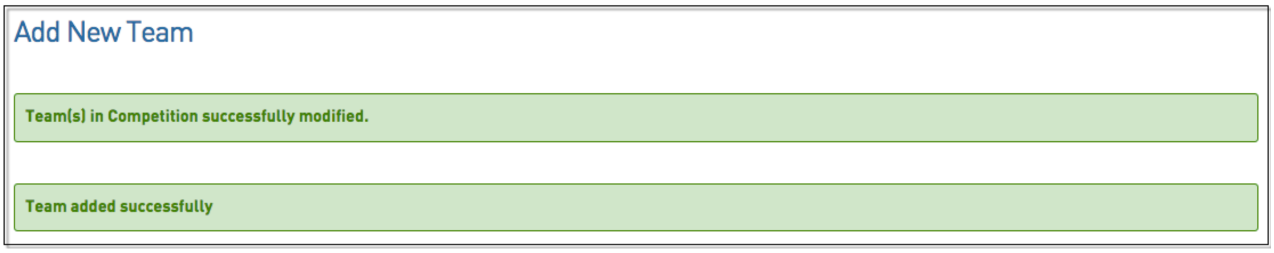
3. From the drop down box, select the Competition you have just created. Start typing in a Club Name and select the relevant Club the Team is part of (the existing Club Name and Association Name will display in the options).



4. Add the Team Name and complete the rest of the details (if necessary)



5. Click 'Update Team'.



Once this process has been completed you will now find the new team listed in the existing Association and Club.

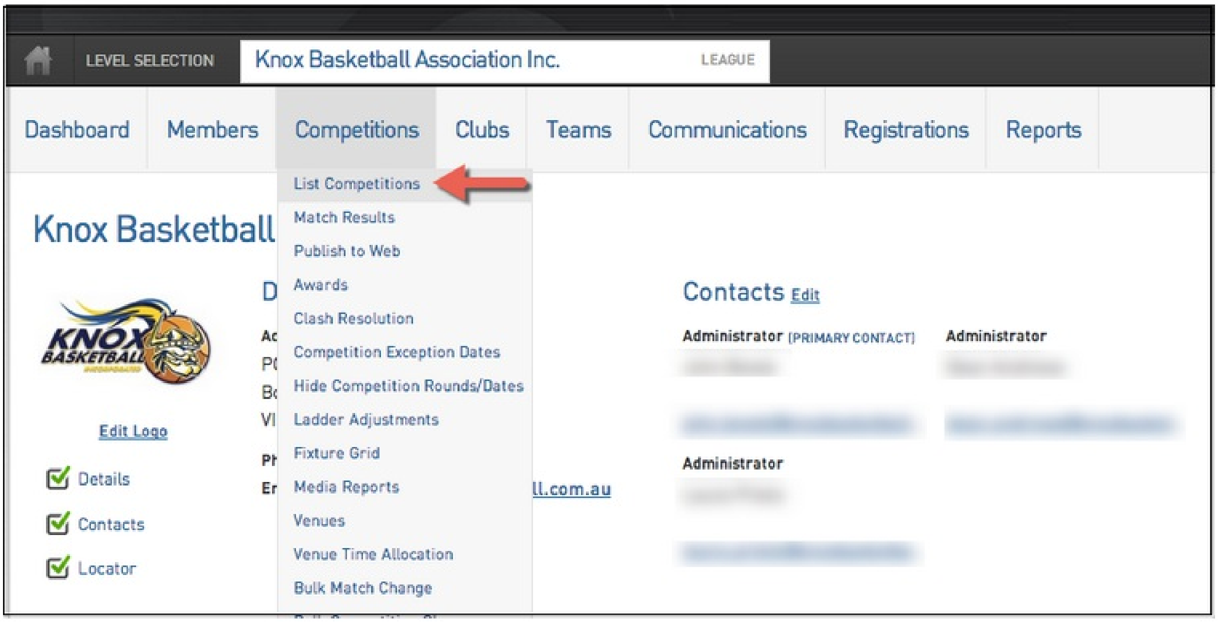
Move Teams into a new Season's Competition

Last Modified on 09/01/2017 2:53 pm AEDT

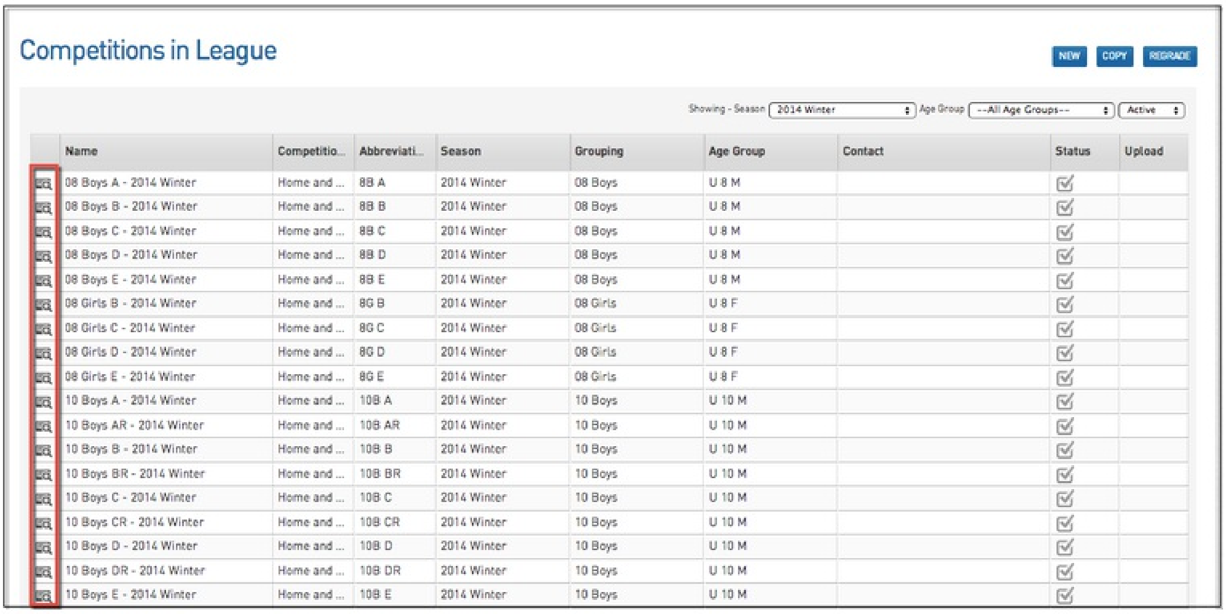
Existing teams from a previous season can be moved into a competition in the current season.

To do this:

1. From the association level of the database, hover over Competitions in the top menu and click List Competitions.



2. The list of competitions in the association will appear. Locate the competition you wish to assign teams to and open it by clicking on the view button next to the competition name.

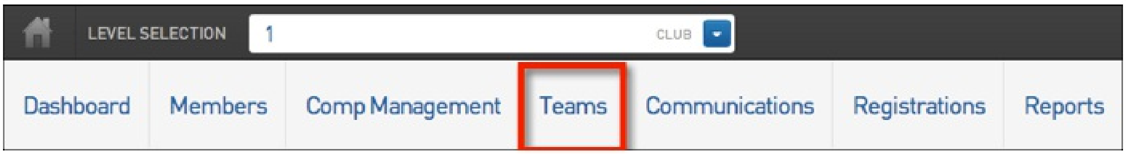

Competitions in League

NEW COPY REGRADE

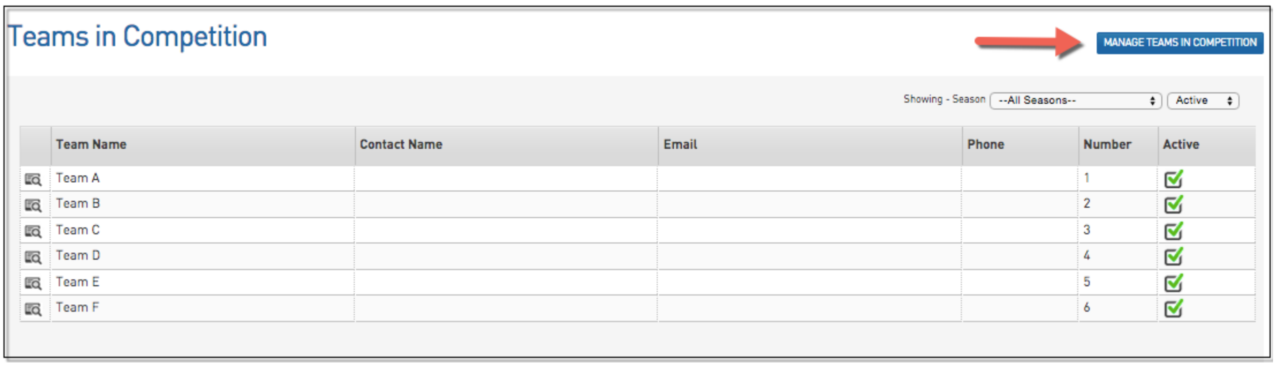
Showing - Season 2014 Winter Age Group --All Age Groups-- Active

Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

3. The competition's 'dashboard' will open. Click on Teams in the menu.



4. The list of teams participating in the competition will appear. Click on Manage Teams in Competition.


Teams in Competition

MANAGE TEAMS IN COMPETITION

Showing - Season --All Seasons-- Active

Team Name	Contact Name	Email	Phone	Number	Active
Team A				1	
Team B				2	
Team C				3	
Team D				4	
Team E				5	
Team F				6	

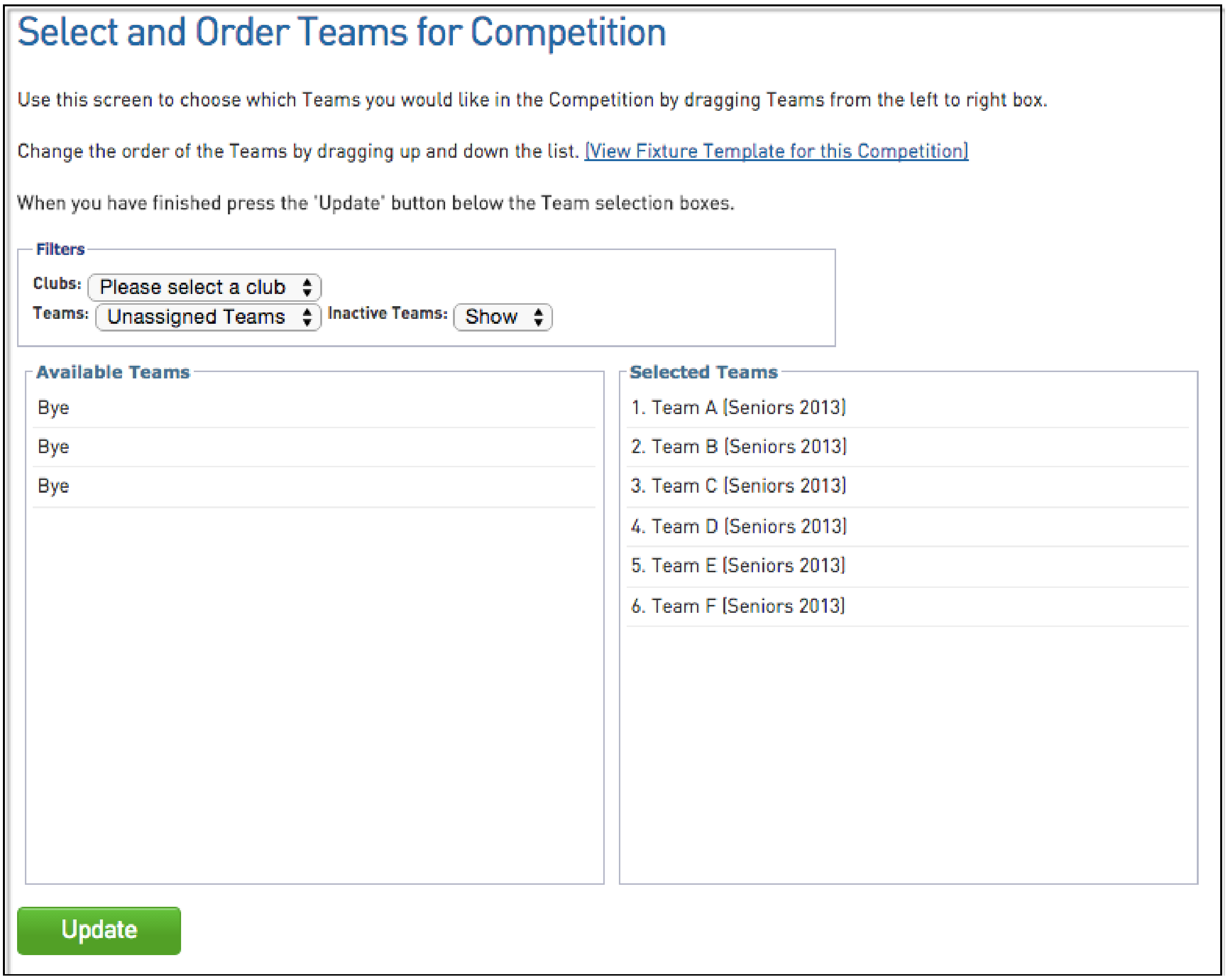
5. A screen will appear that allows you to select teams to participate in the competition. The list on the left hand side shows the 'Available' teams according to the filters selected. On the right hand side is a list of the 'Selected' teams - the teams that have been assigned to the competition based on the filters selected. If you have not yet assigned any teams into the competition, this list will be empty.

Use the filters to select:

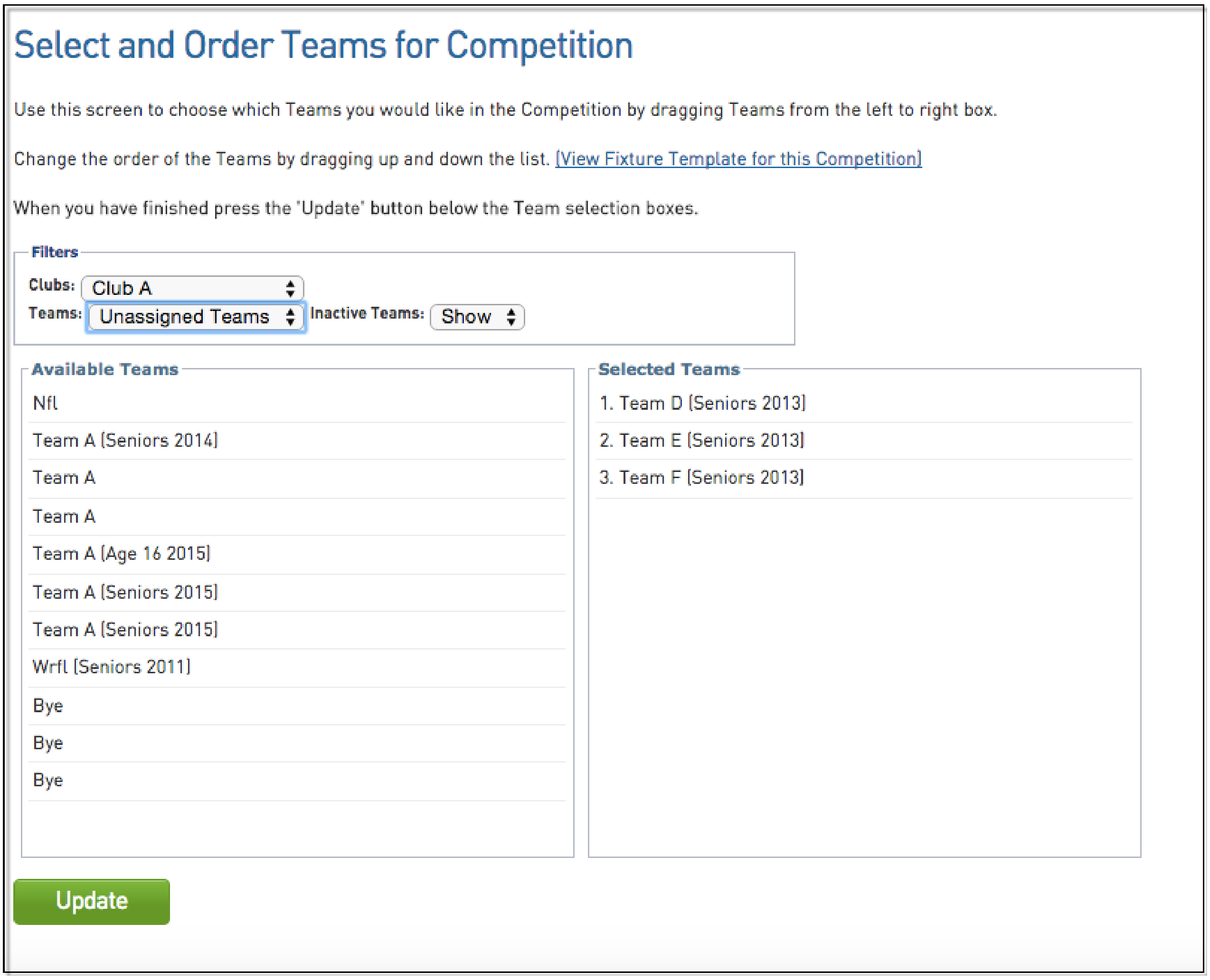
- Club: The club that contains the team that you want to move into the competition

- Teams: View unassigned teams (teams that have not been assigned to other competitions) or assigned teams (teams that have been assigned to other competitions)

- Inactive Teams: Show or hide inactive teams



6. After selecting your desired filters, the 'Available Teams' list will be updated accordingly.



To move a team into the competition, click on the team name from the Available Teams list and drag and drop it into the Selected Teams list. You can position the team anywhere in the list so that it is allocated a certain 'team number' which is then applied to the fixture template used to generate the fixture. The team is now in the competition.

7. Select the next club from the 'Clubs' filter that you want to move a team across from.

8. The Available teams list will be updated to show teams from that club. Drag and drop the desired team from this club into the Selected Teams list.

9. Continue this process until all of the required teams have been added to the competition.

10. Click on Update to save the teams selected for the competition.

Removal of Password from Team Registration process

Last Modified on 09/01/2017 2:54 pm AEDT

In order to comply with standard security practice around the communication of passwords, and ensuring consistency across our platform, we have removed the ability for team passwords to be included in registration emails.

This change affects Administrators dealing with registrations of Teams.

How this affects an administrator

You now have two options available to you to troubleshoot team captains who call you who cannot access their team password.

1. Process a Forgot Password reset. An email will be sent to the team contacts nominated email address.
2. The team contact needs to approach their League/ Association and request their Team Code and Password be reset.

   The League can reset a "New Password" and provide this to the team along with their Team Code.

   There is a request in to allow teams to request their password using their team contact registered email address.

Released Basketball Network wide.

Regrading within Competitions

Last Modified on 09/01/2017 3:48 pm AEDT

The below video contains information regarding:

- How Regrading works in the system
- How to deal with different scenarios, eg. a specific team is over performing in a certain grade
- How to ensure changes are saved after teams have been moved

Note: This video is targeted at League Administrators.

Copying all Teams and Members in to New Compeitions

Last Modified on 09/01/2017 3:52 pm AEDT

The below video contains information regarding Copying all Teams and Members in to New Competitions.

Copy Selected Teams

Last Modified on 09/01/2017 3:53 pm AEDT

The below video contains information regarding Copying Selected Teams.

Remove teams from a competition or move teams to a different competition

Last Modified on 29/01/2019 1:44 pm AEDT

MOVING TEAMS TO A DIFFERENT COMPETITION

There are two scenarios where you will need to move teams to a different competition.

1. Before the season starts and you have accidentally registered the team to the incorrect competition
2. During the season and you need to regrade the team into a different competition

Each process will be discussed for when you need to use them and steps on how to move them correctly without affecting your competitions, members or statistics.

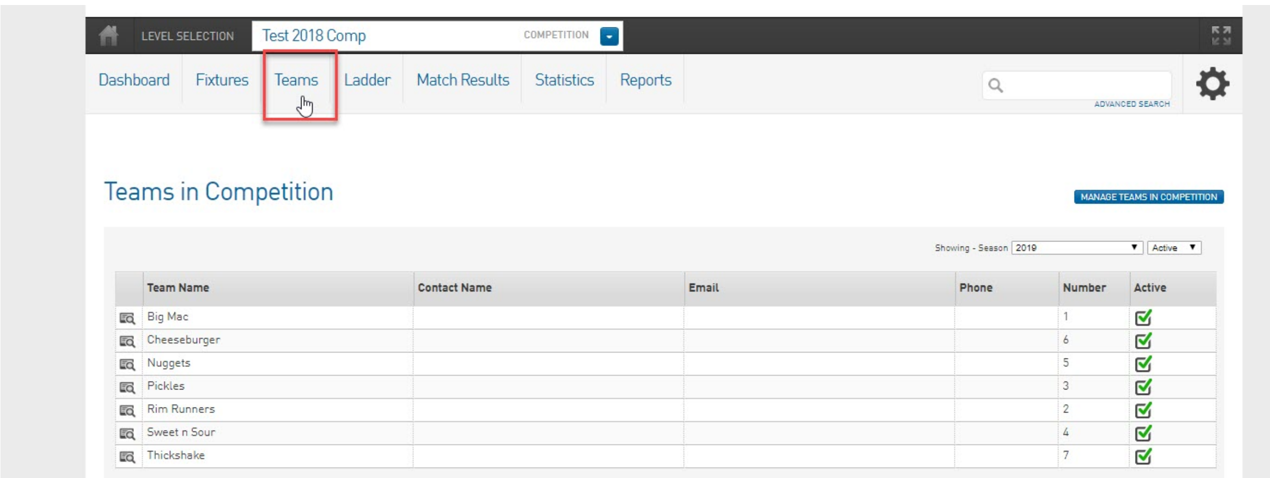
Teams cannot be deleted from competitions- only moved out or made inactive. If teams need to be in a different competition you will need to move them out of the competition and into the new one, however if the team is not needed anymore and doesn't belong to a competition you can make it inactive by clicking the check box next to the team name when viewing the team list at association level.

BEFORE THE SEASON - MOVING TEAMS TO THE CORRECT COMPETITION IF ACCIDENTALLY REGISTERED TO THE WRONG ONE.

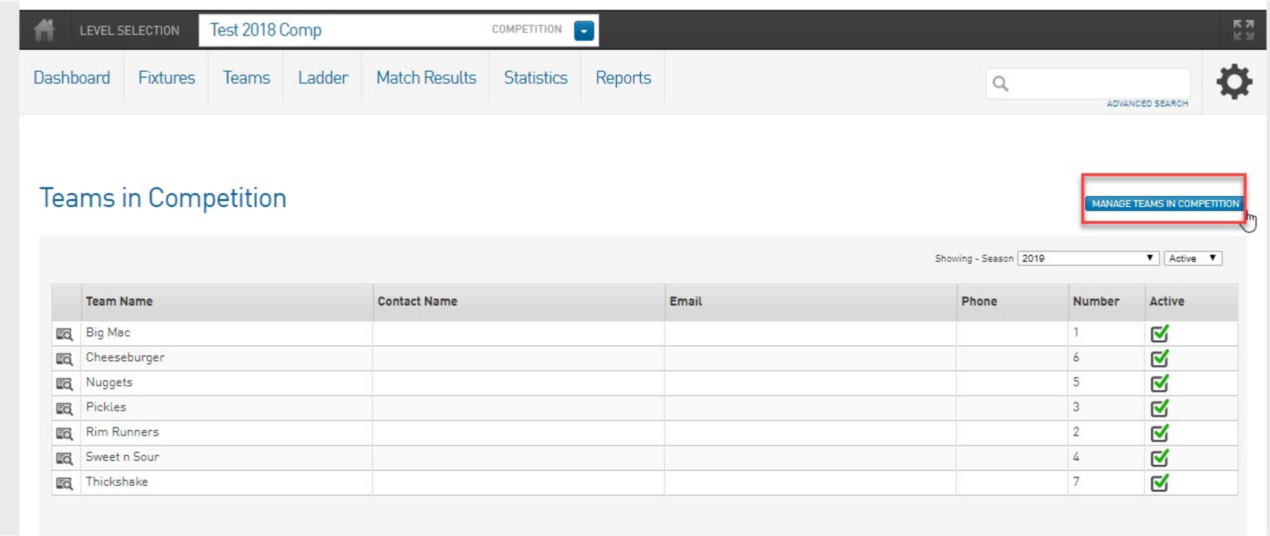
You will use this process if your season has not started yet and you have accidentally registered teams to the wrong competition and they need to be removed into the correct competition.

1. You will first need to go into the competition the team is currently listed in: Competitions > list competitions > select competitions

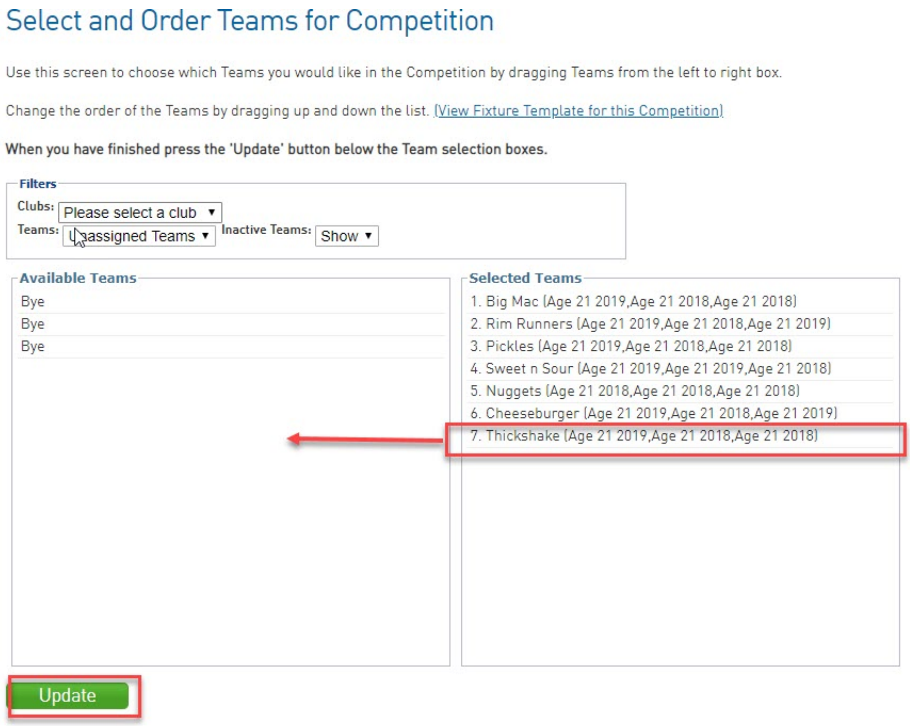
2. You will then need to select the **teams** listing within that competition



3. Then select the **manage teams in competition** option.



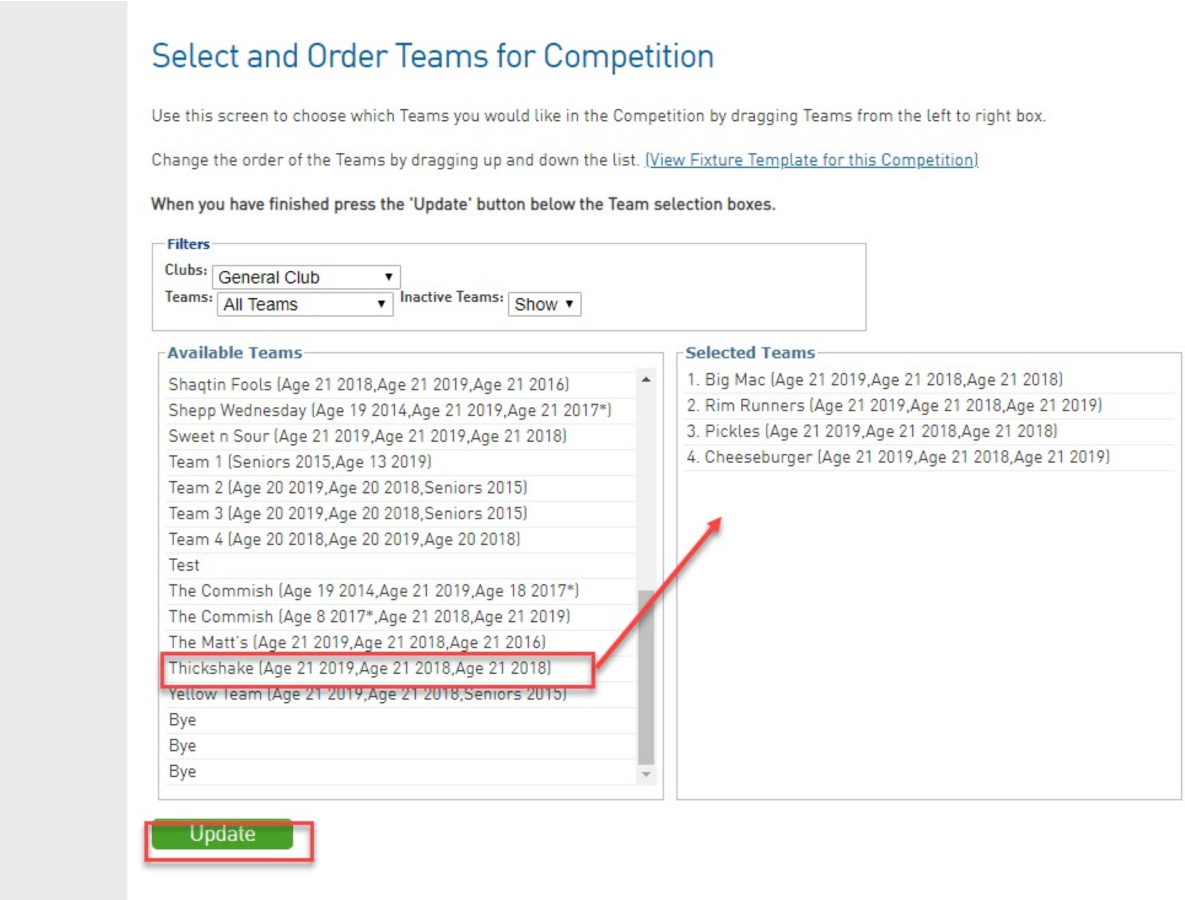
4. Move the team ***from* the selected** teams list ***to* the available** teams list and then click **update**.



5. You can now go into the correct competition that the team needs to be in and repeat **steps 2 and 3.**

6. You will need to move the team ***from* the available** teams list ***to* the selected** teams list and click **update**.

Note: you will need to find the team via the club they are linked to - if the team is not linked to a club you will need to do so before you can assign them back.



7. If you now view the team listing for the competition you will see they are now listed

DURING THE SEASON - NEED TO REGRADE TEAMS INTO A DIFFERENT COMPETITION

Admins would use this process during the season when they need to move or regrade teams into a different competition. During the season the team will already have members are if games have been played they will have results and statistics so you need to ensure that the regrade function is used so this information is not affected and is moved to the new competition. If this process is not used teams will not be moved correctly and you will need to manually add in any missing members or statistics.

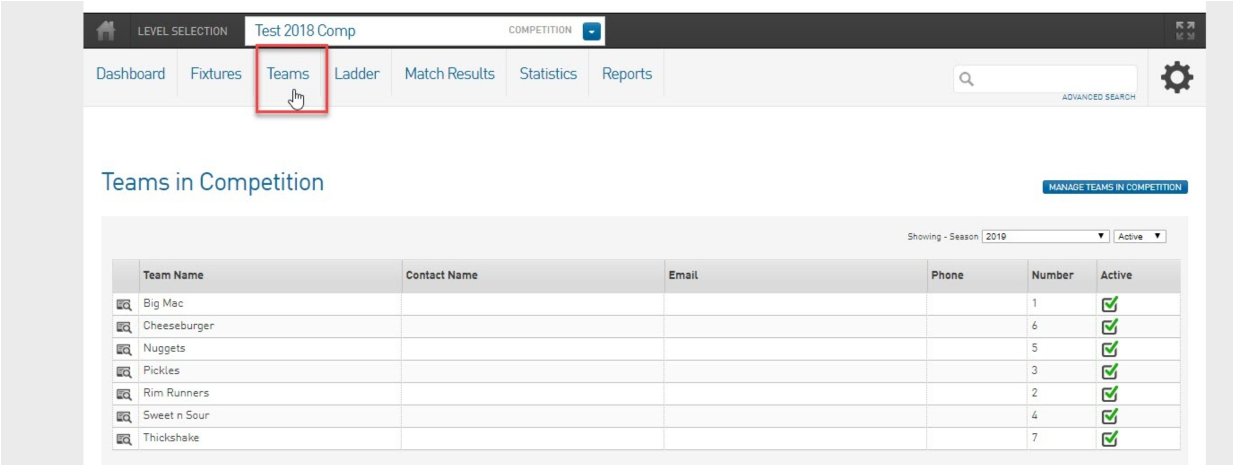
To regrade teams please view the following article: https://support.sportstg.com/help/regrade-teams-in-competitions

REMOVING TEAMS FROM A COMPETITION COMPLETELY

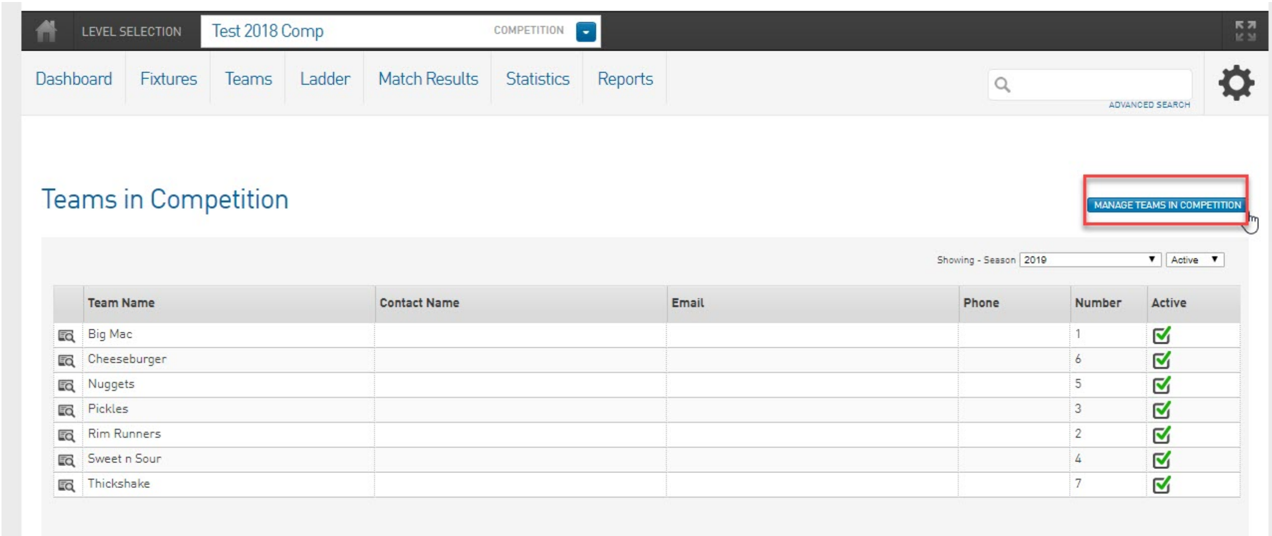
If you are wanting to remove teams from a competition completely and not wanting to assign them to another competition please see how to do this via the steps below.

1. You will first need to go into the competition the team is currently listed in: Competitions > list competitions > select competitions

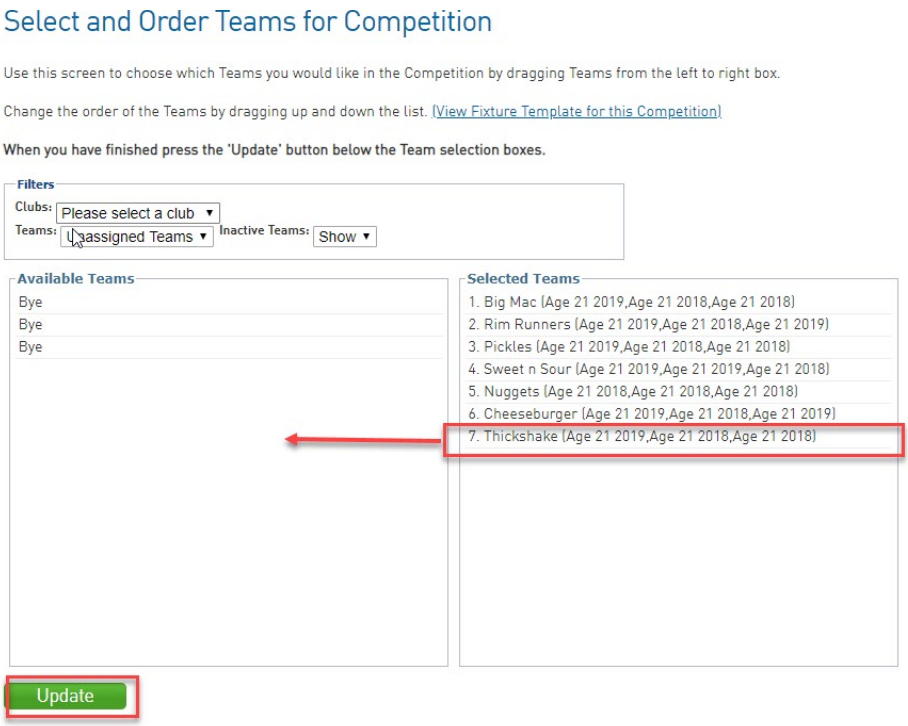
2. You will then need to select the **teams** listing within that competition



3. Then select the **manage teams in competition** option.



4. Move the team ***from*** **the selected** teams list ***to*** **the available** teams list and then click **update**.



The team is no longer part of that competition.

Teams across association set up

Last Modified on 29/10/2020 12:54 pm AEDT

If your association would like to have teams from one association play teams in another association, this is possible however there are rules around this in order for it to work correctly.

Teams across associations is only recommended if the team will be part of that competition in another association from round one. If the team from an association will only be part of the competition for a finals match then it can get more complicated and will require specifics in order for the team and members to display correctly.

> If your association wants to use the teams across association process you will need to contact the support team via phone or email and get this configuration applied to your associations. You won't be able to use this function if it is not enabled.

Rules/Notes around teams across association:

1. If you want team members from the team from the other association to be visible in the pre-game for matches you will need to register these members to that association - this is the only way to get players from that team to show in that competition match - this will mean that they will have two different association records for the season but it is the only way for players to show in the pre-game - they don't need to register via a form (only if you wish) as you will be able to manually add them to the team once you add the team to the competition. If you don't want players from the other association team listed in pre-game then you don't need to register these players to that association just the team.

2. If the team will be added to the competition late (e.g only for finals) then when you do add this team to the competition, in the backend it will display the team as a number - this is due to the competition not recognising this team, as they have not been recorded on the ladder and don't technically "qualify" for finals. On the front end (website) this will display the actual team name, so if you are not too worried about how the name displays within the database then you can leave the fixture as is- just warn other admins that the team is displaying as a number.

If you want the team to display as the name instead of a number within the database fixture, please do not contact the support team to get the number converted to a name as there is nothing we can do here - it is how the system works. Instead, you will need to do a ladder adjustment for this team with the relevant win-loss-played values so that the system counts this team as qualified and will display the name correctly internally.

Teams across associations: team from other association will be part of competition from round one

In this example, Team A is played in Association A for U14s but is also going to be playing for the U14s competition in association B for the whole season.

Note down the full team name, players (if players will be needed), and club that Team A is assigned to within Association A as you will need it when adding this team to Association B.

Configure the competition to allow Team A:

1. Log into association B

2. Competitions > list competition > click into the U14s competition.

3. Competition configuration: edit > scroll to find ALLOW CREATE TEAMS ACROSS ASSOCIATION and tick the checkbox > update competition

You will now need to add the team A to the U14s competition:

Follow the instructions listed here to add Team A to the U14s competition in Association B.

You will now need to register the players from Team A into associaion B:

If you don't need players from Team A to be listed in pre-game for these matches then you don't need to do this- you can now just generate the competition fixtures which will include Team A.

If you wish to have players from Team A displaying in association B you will need to register them. You can do this manually or use a registration form from Association B. To manually add players into Team A within association B:

1. Competitions > list competitions > click into the U14 competition

2. Go to teams > click into Team A > members list members > add

Fill in the details for the first player and then repeat for all other players.

If you wish to register the players for the team via a registration form, you will need to us a member to team form and you will need to get the team code and use this. The team code for Team A will be generated within Association A, so use this team code to register those players to Team A in Association B.

3. Once players have been added you can then generate the fixtures for the competition in which Team A will now display, and in pre-game these players will appear.

Teams across association: team from another association will only be part of competition for a finals match/s

In this example, the winner of the U14 finals match in Association A, (Team A) will be playing the winner of the U14 finals match in Association B (Team B) in a cross association championship finals match.

Once all matches have been played by existing teams in this U14 competition, generate the finals fixture for this competition. If existing teams will be playing first then leave the fixture as is, however if Team A will be playing in the final match then a team will already be assigned - you adjust this to team A when you have added them in.

You will need to add Team A to this competition:

Follow the instructions listed here to add Team A to the U14s competition in Association B.

You will now need to register the players from Team A into associaion B:

If you wish to have players from Team A displaying in association B you will need to register them. You can do this manually or use a registration form from Association B. To manually add players into Team A within association B:

1. Competitions > list competitions > click into the U14 competition

2. Go to teams > click into Team A > members list members > add

Fill in the details for the first player and then repeat for all other players.

If you wish to register the players for the team via a registration form, you will need to us a member to team form and you will need to get the team code and use this. The team code for Team A will be generated within Association A, so use this team code to register those players to Team A in Association B.

If you don't need players from Team A to be listed in pre-game for these matches then you don't need to do this set- you now just assign this team to the match.

1. Once Team A has been added to the U14s competition, go to the finals fixture and click into that particular finals match

2. Adjust the date/time/venue of this match and then select team A from the drop down list > update match

You may see Team A displaying as a number- this is due to what was mentioned above about them not being technically qualified - you can change this if you wish or leave it as is, as it won't display as a number on the front end (website).

SportsTG Let's Win

Creating Venues

Last Modified on 09/01/2017 1:42 pm AEDT

To add your Venues to your database:

1. Hover over the Competitions menu and click on Venues.

2. On the right hand side click on the Add button to add a new venue.

Note: The online system doesn't contain 'sub-venues', so all playing venues and fields will need to be added individually.

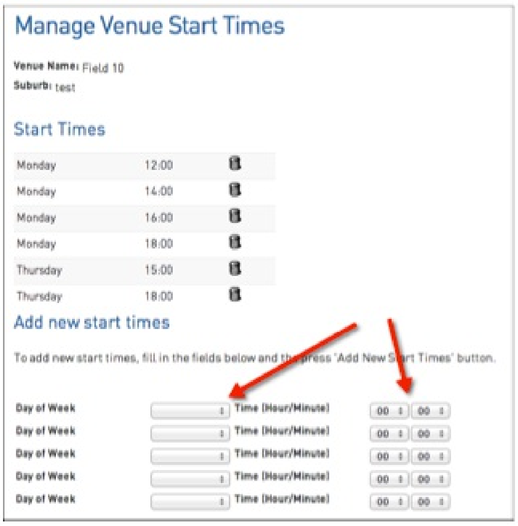
Tip: When adding your Venues be sure to use the Google mapping tool to pin point the exact location of your venue(s). This will make sure that the location of the venue can be viewed on your website by members/ players etc.

To configure Venue Start Times:

1. Hover over the Competitions menu and click on Venues

2. In the Start Times column click on View for the venue you wish to configure.

3. In the Day of the Week and Time fields simply enter in the time slots for that venue (ie. If matches run at 1pm, 3pm, 5pm on Saturdays enter in each on of those time slots).



Once you've entered this in they will then display under the Start Times on that page (as above).

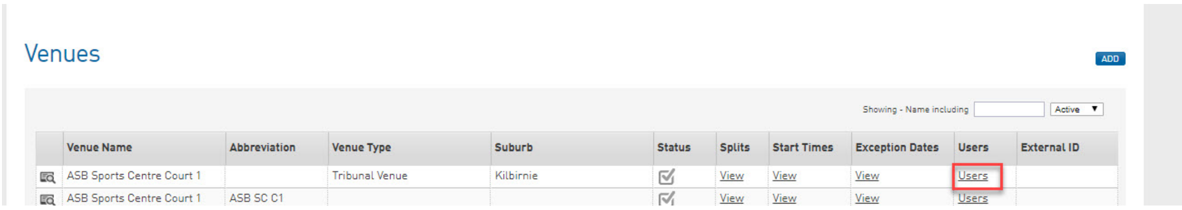
Adding a user to a specific venue

Last Modified on 31/10/2018 10:59 am AEDT

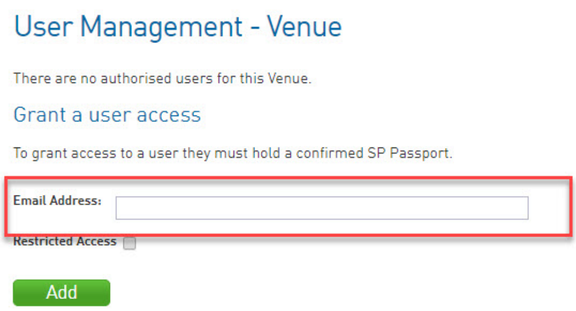
Adding users to a specific venue

You are able grant users access to a certain venues to be able to enter match results where once logged into their profile they can enter any results that have been played at this venue. This provides associations another option to grant admins access to enter match results along with club and team admin users.

1. Log into the association/league database
2. Competitions > Venues
3. Under the *Users* tab select **users**



4. Enter the email address of the user you want to grant access to:



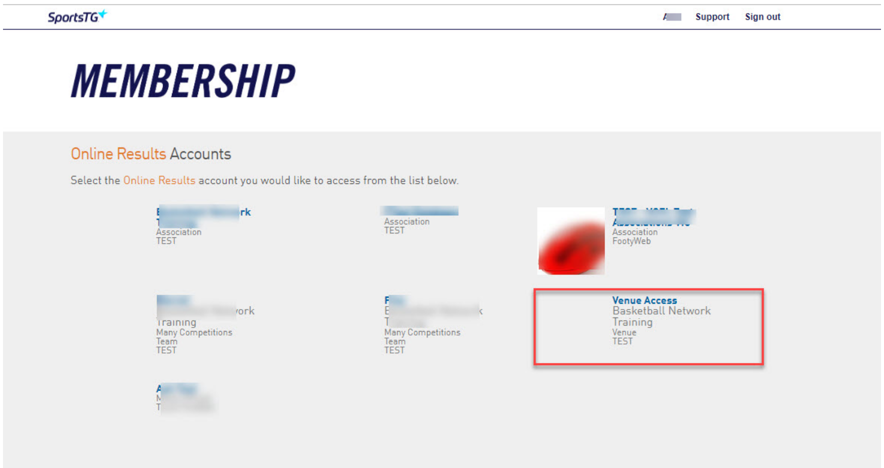
Note: The user must have a passport account, if they do not have one, one can be created via passport.sportstg.com

How Users can access this view

1. Log into your passport account via passport.sportstg.com

2. Select **Results Entry and Live Scoring**

3. Select the **venue** you have access to



If you are a venue admin user and have any questions related to your venue access, please speak to your association directly who can assist you.

Schedule a 'Publish to Web'

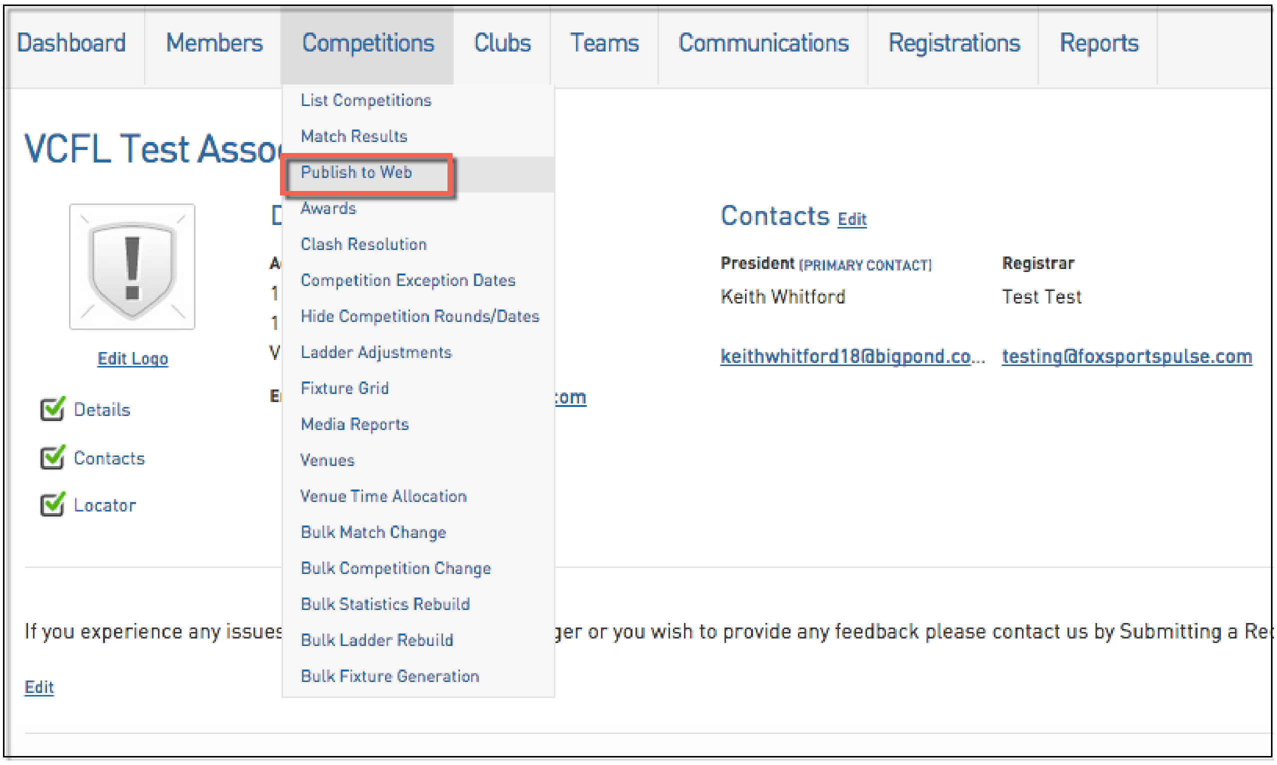
Last Modified on 09/01/2017 1:03 pm AEDT

Schedule a 'Publish to Web'

Associations are able to schedule a 'Publish to Web' which updates the Association website with details of Fixtures, Results, Ladders and Statistics. This allows uploads to be done to websites without the intervention of the Association secretary or competition manager and means that Fixtures, Results and Ladders are updated at the earliest opportunity and ensures everyone remains up to date and informed.

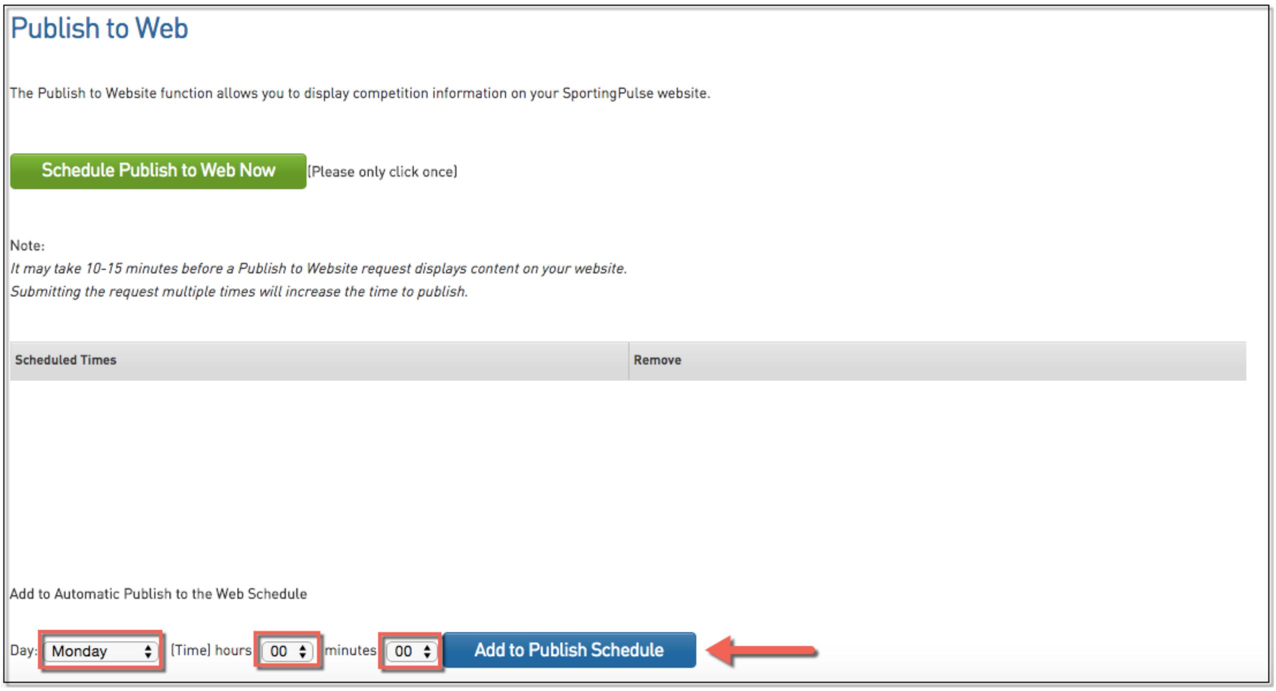
A Publish to Web can be scheduled at any time however this simply means the time that the upload file is placed in the queue. It normally takes 5 - 10 minutes for the upload to appear on the website but this can be longer in peak times.

1. Hover over Competitions and click Publish to Web.

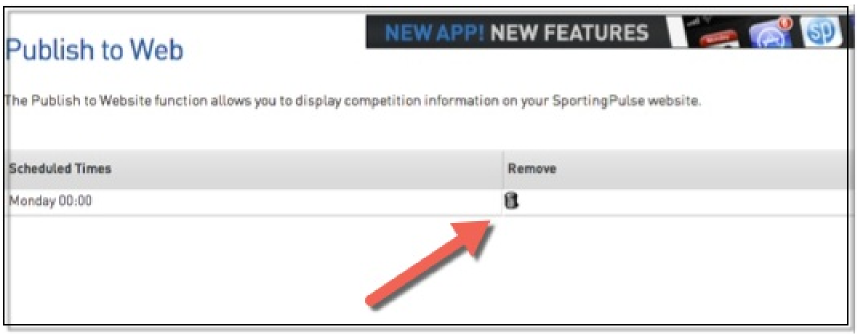


2. To schedule a Publish to Web, simply select the day and time that you wish for this to happen and click on the Add to Publish Schedule button.

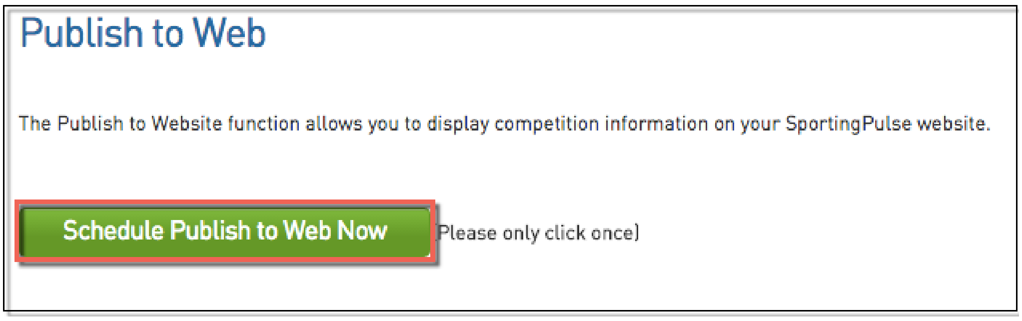
This will add it to the Schedule Times and at this day and time each week, a Publish to Web will occur.



3. To remove one of the Scheduled Times, click on the Trash Can to the right of the time you wish to remove.



4. Publish to Webs can also be done immediately by pressing the Schedule Publish to Web Now button. This will do an immediate upload of all competition's Fixtures, Results, Ladders and Statistics. This may be helpful if there is an important fixture or result change that needs to be updated sooner than usual.



Hide Competitions Round/Dates from the Website

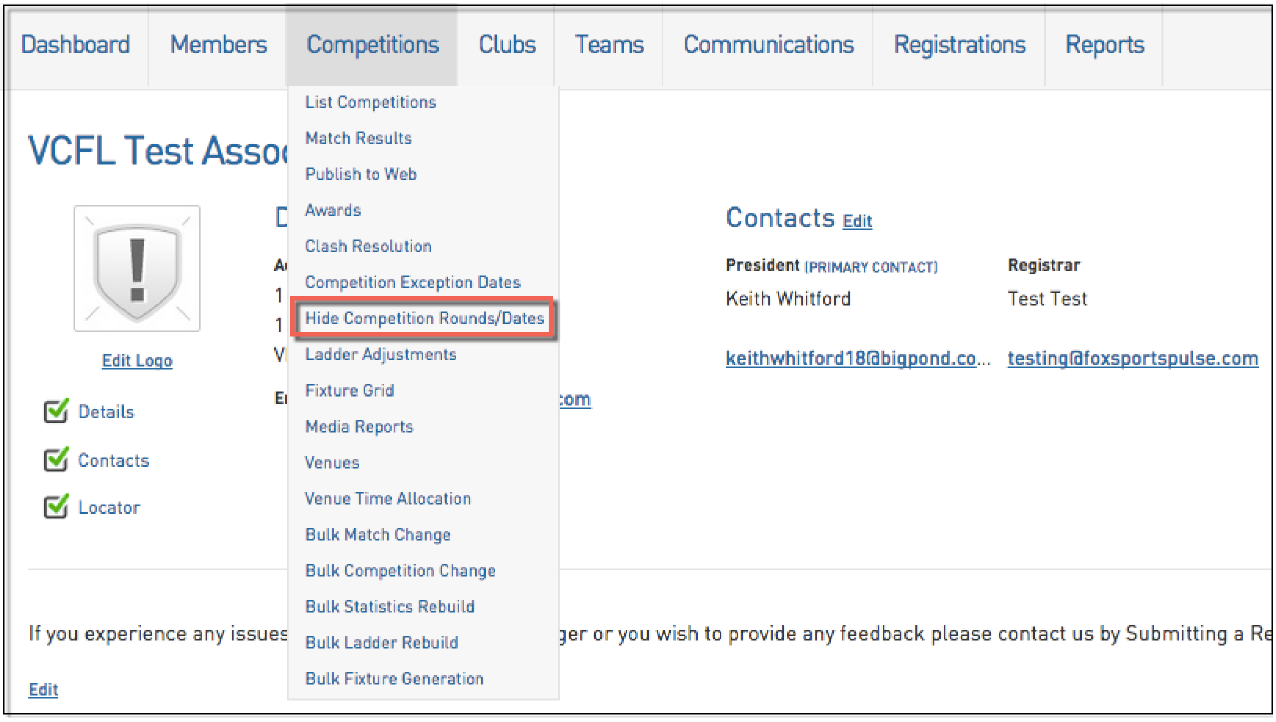
Last Modified on 09/01/2017 12:58 pm AEDT

Hide Competitions Round/Dates from your Website If you wish to not display all of the fixtured rounds for any competition you can use the Hide Competition Rounds/Dates functionality. This will allow you to hide specific rounds or a date range of rounds from displaying on your website.

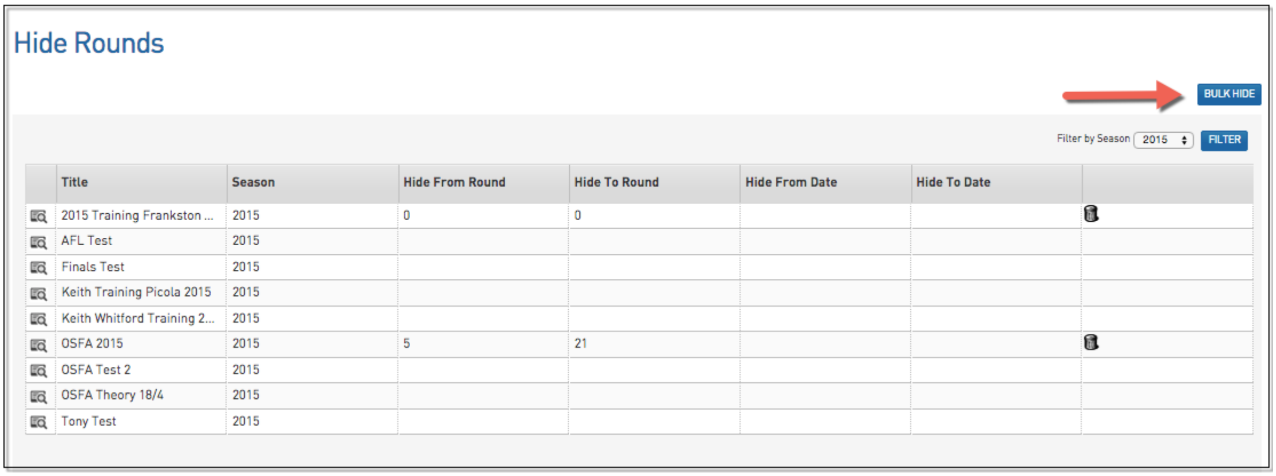
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

To Bulk Hide Competition Rounds/Dates:

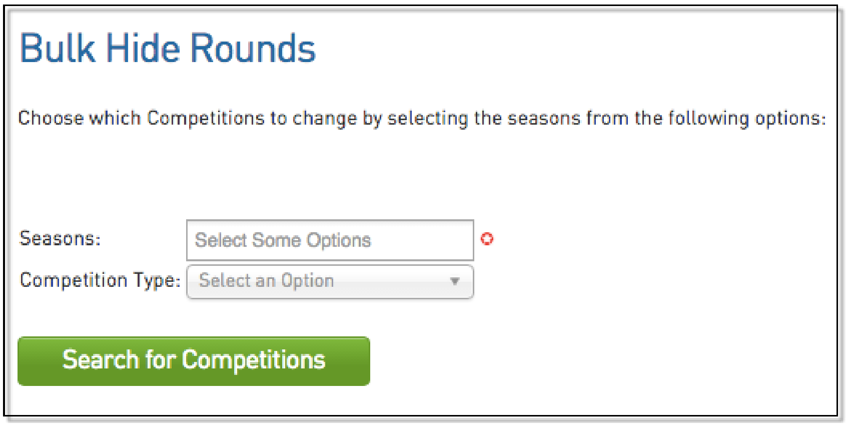
1. Hover over Competitions and click Hide Competition Rounds/Dates



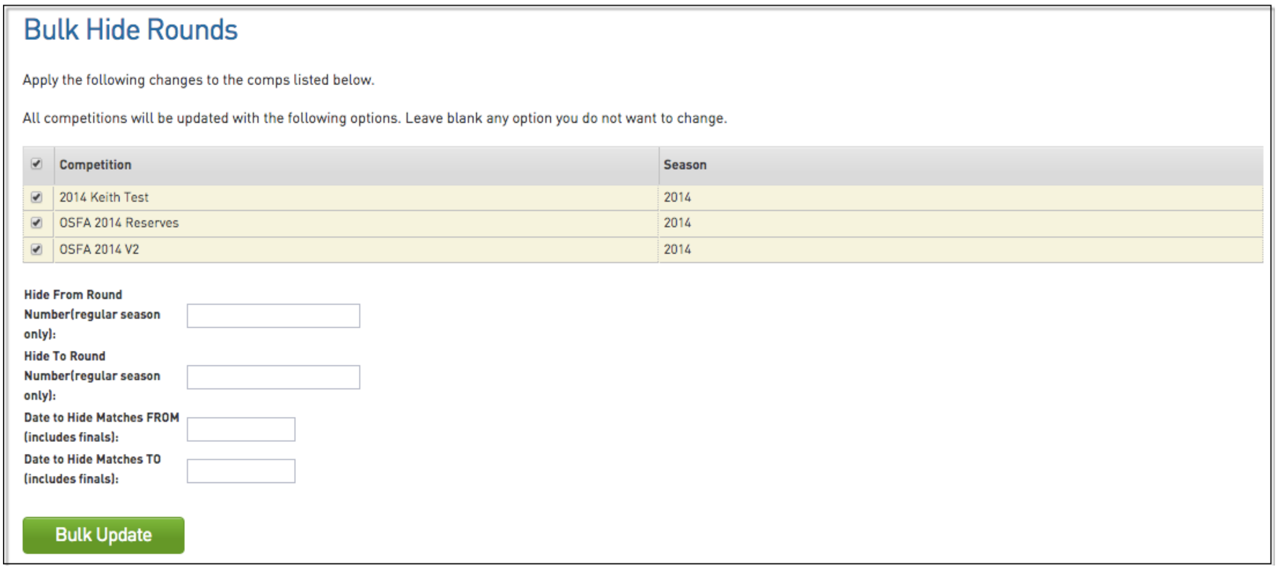
2. To hide multiple rounds, click Bulk Hide on the right hand side of the screen.



3. On the next page choose a Season and Competition Type and click Search for Competitions.

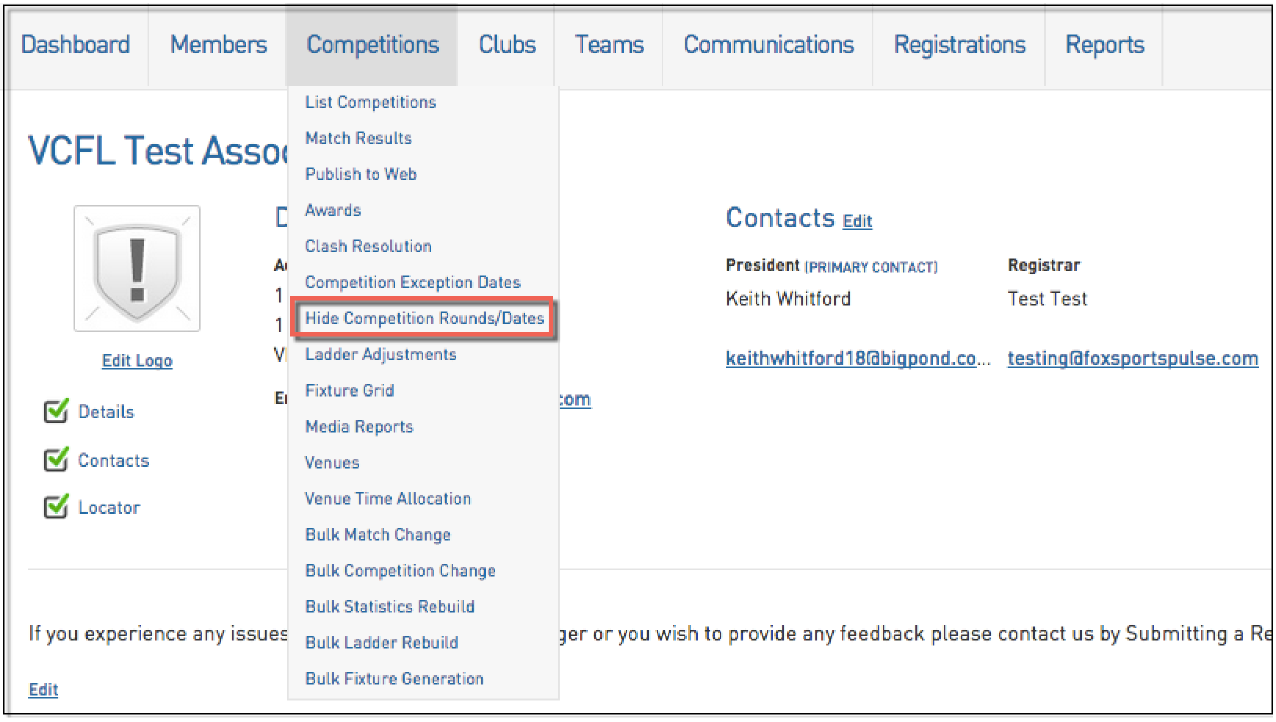


4. Ensure the Competitions highlighted are correct and choose to either hide rounds by Round Number or hiding matches by Date Range. Once done Click Bulk Update.

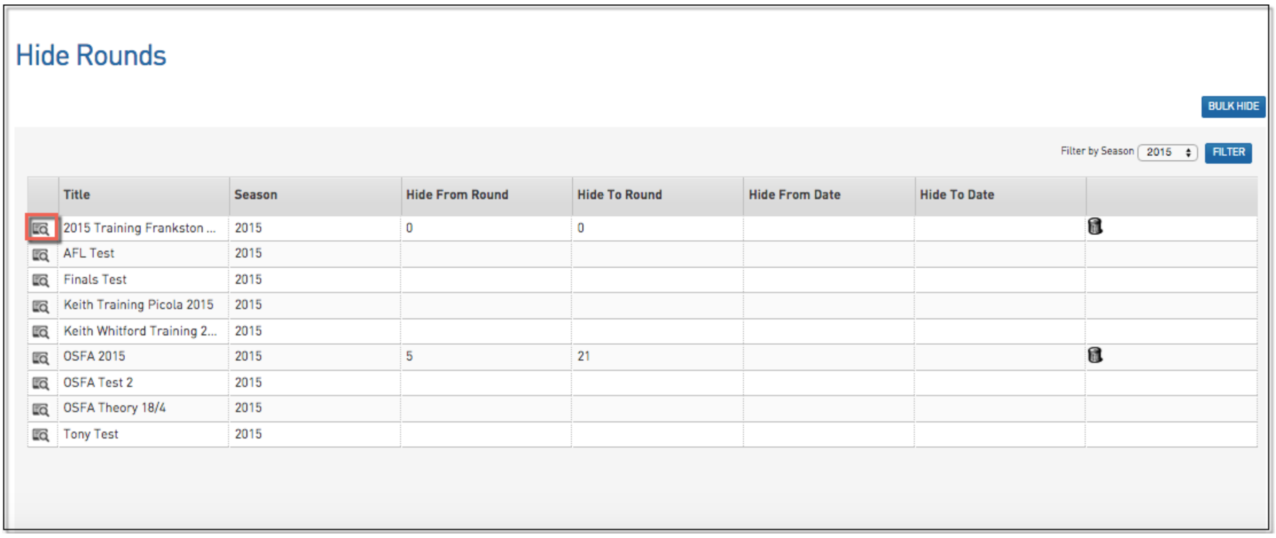


To Hide specific Competition Rounds/Dates:

1. Hover over Competitions and click Hide Competition Rounds/Dates

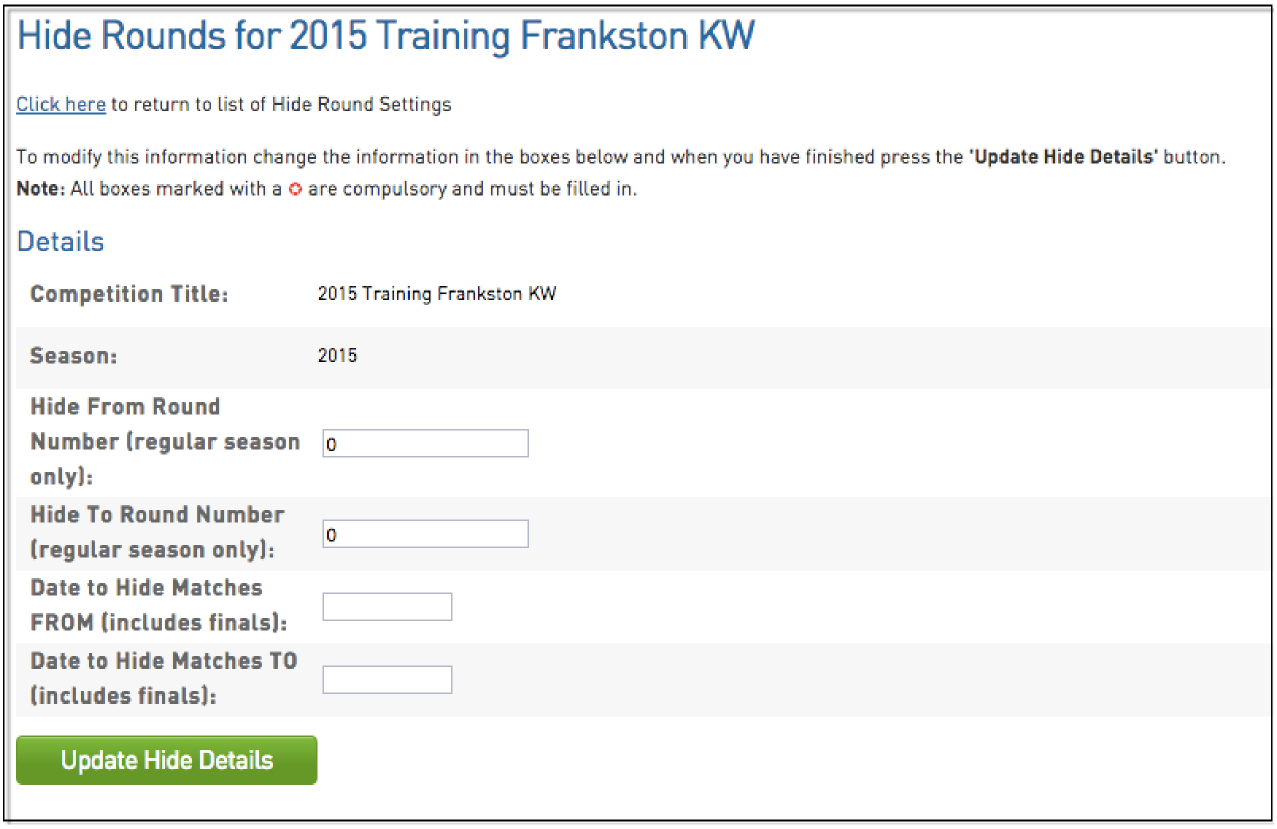


2. To hide specific competition rounds click on the magnifying glass next to the competition.



Title	Season	Hide From Round	Hide To Round	Hide From Date	Hide To Date	
2015 Training Frankston ...	2015	0	0			
AFL Test	2015					
Finals Test	2015					
Keith Training Picola 2015	2015					
Keith Whitford Training 2...	2015					
OSFA 2015	2015	5	21			
OSFA Test 2	2015					
OSFA Theory 18/4	2015					
Tony Test	2015					

3. Choose to either hide rounds by Round Number or hiding matches by Date Range. Once done Click Update Hide Details.



Hide Rounds for 2015 Training Frankston KW

Click here to return to list of Hide Round Settings

To modify this information change the information in the boxes below and when you have finished press the **'Update Hide Details'** button.
Note: All boxes marked with a ○ are compulsory and must be filled in.

Details

Competition Title:	2015 Training Frankston KW
Season:	2015
Hide From Round Number (regular season only):	0
Hide To Round Number (regular season only):	0
Date to Hide Matches FROM (includes finals):	
Date to Hide Matches TO (includes finals):	

Update Hide Details

Once a ‘Publish to Web’ has been done, your website will hide the rounds.

Any rounds that are hidden from the website will also be hidden from the Match Results area.

Hide Matches by Round or Date

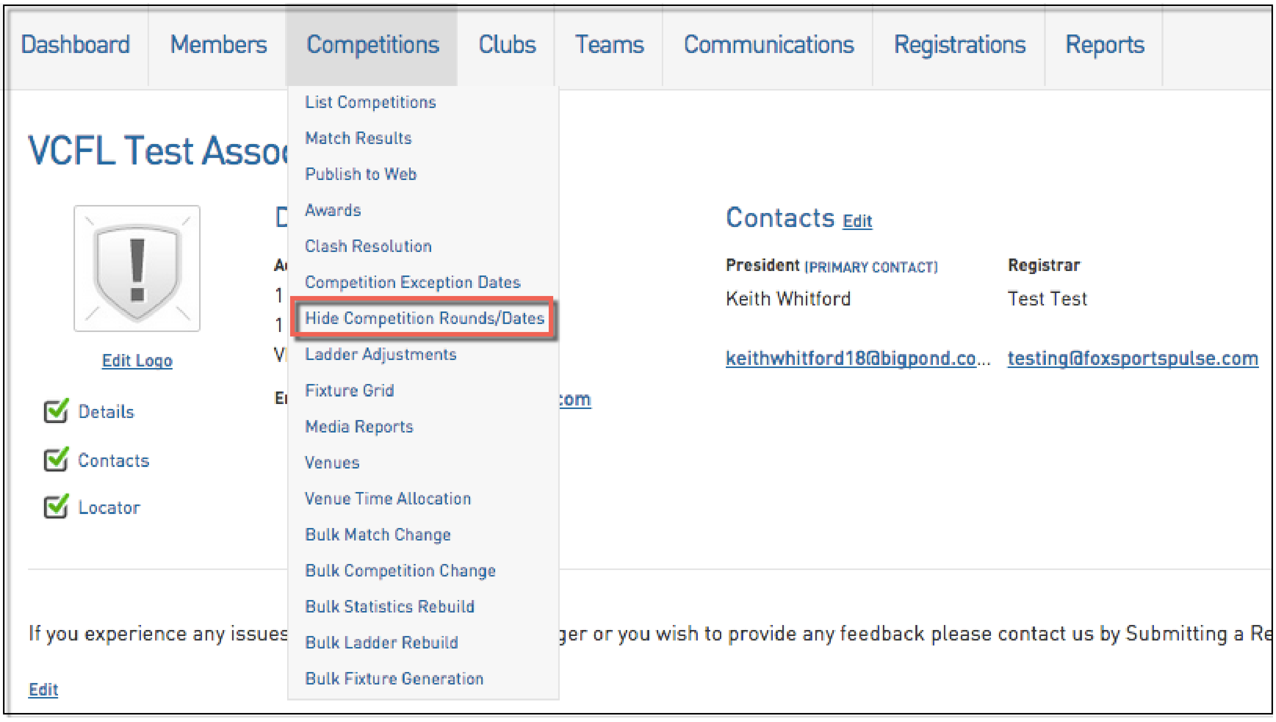
Last Modified on 09/01/2017 1:34 pm AEDT

If you do not want to display all of the fixtured rounds for a competition you can use the Hide Competition Rounds/Dates functionality. This will allow you to hide specific rounds or a date range of rounds from displaying on your website.

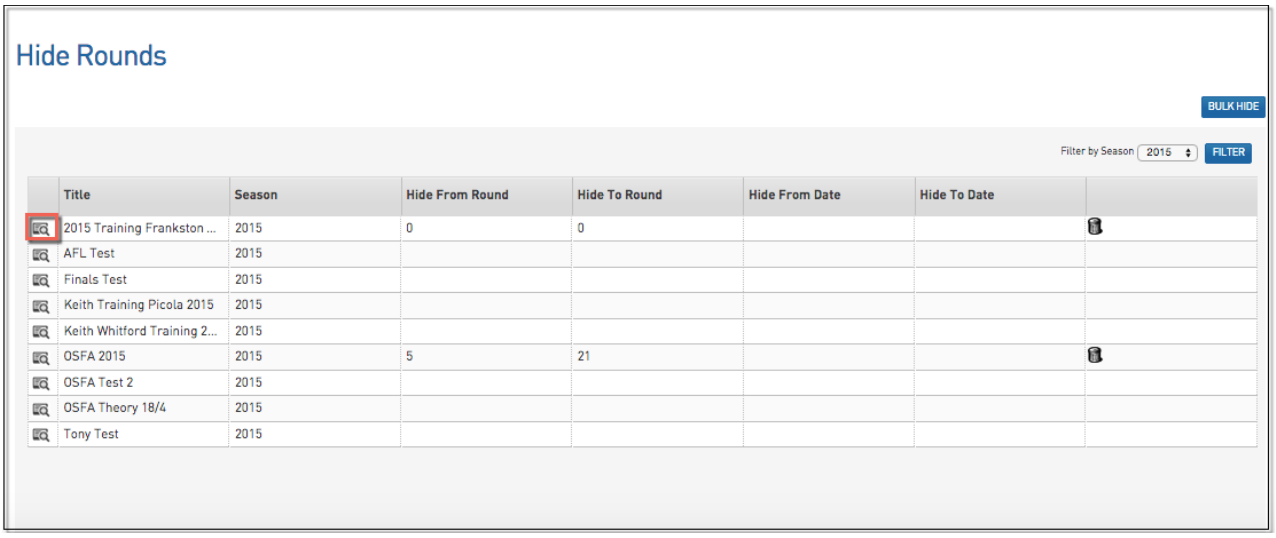
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

To Hide specific Competition Rounds/Dates:

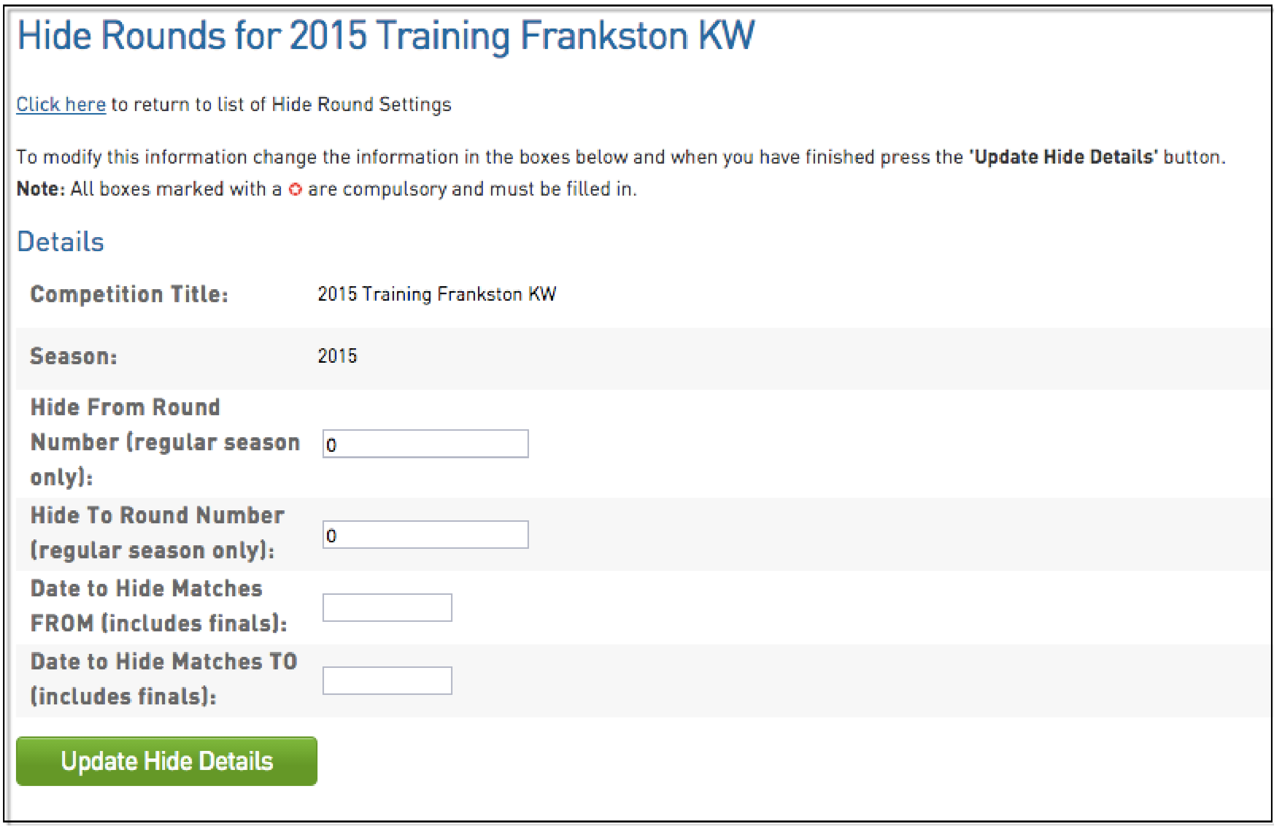
1. Hover over Competitions and click Hide Competition Rounds/Dates HideCompRound.png



2. To hide specific competition rounds click on the magnifying glass next to the competition.



3. Choose to either hide rounds by Round Number or hiding matches by Date Range. Once done Click Update Hide Details.



Once a ‘Publish to Web’ has been done, your website will hide the rounds.

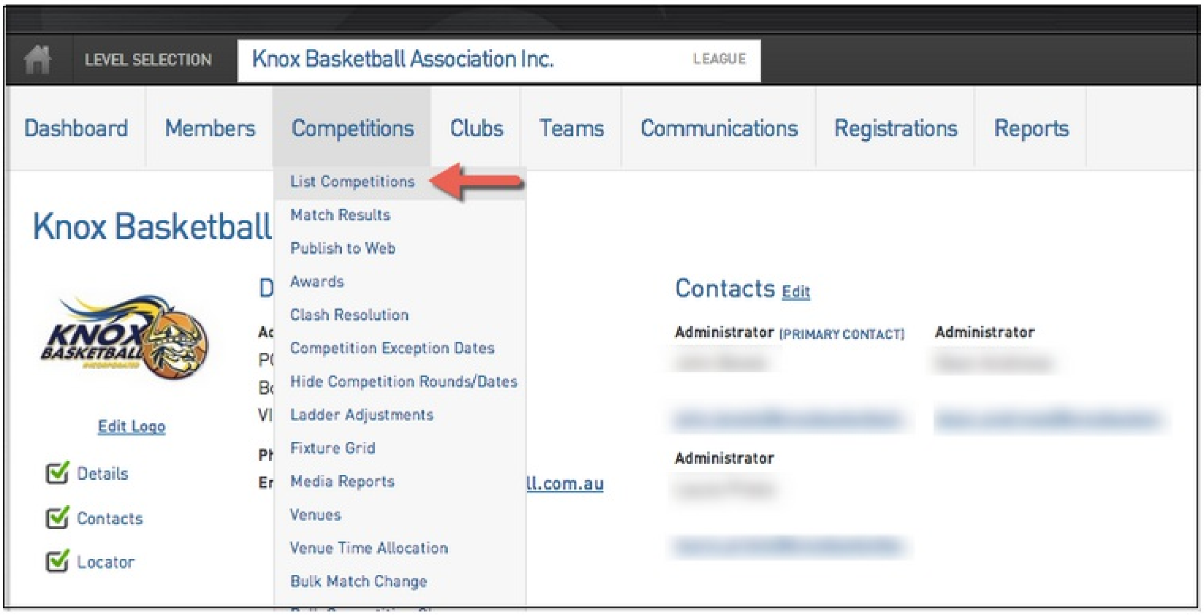
Any rounds that are hidden from the website will also be hidden from the Match Results area.

Set Competitions to display on website

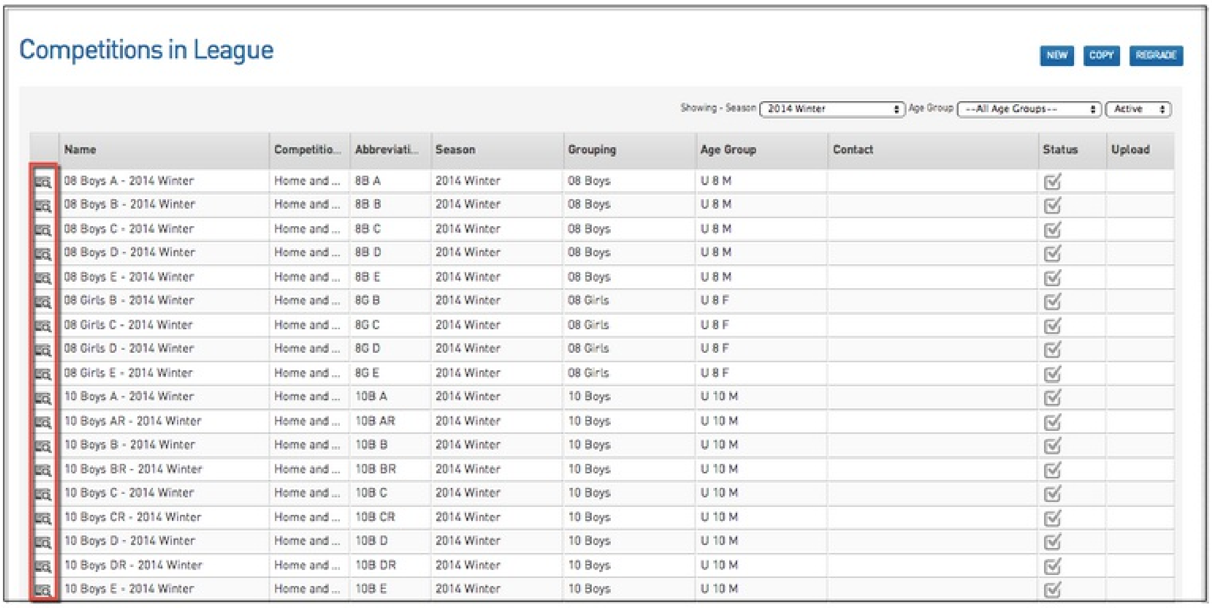
Last Modified on 22/02/2018 2:01 pm AEDT

To set your Competitions to display on your website:

1. Hover over Competitions and click List Competitions.



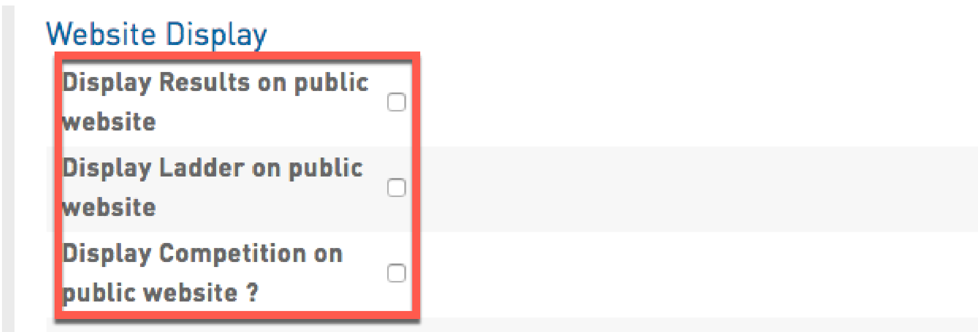
2. Click on the Competition you'd like to show on your website



Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
08 Boys A - 2014 Winter	Home and ...	8B A	2014 Winter	08 Boys	U 8 M			
08 Boys B - 2014 Winter	Home and ...	8B B	2014 Winter	08 Boys	U 8 M			
08 Boys C - 2014 Winter	Home and ...	8B C	2014 Winter	08 Boys	U 8 M			
08 Boys D - 2014 Winter	Home and ...	8B D	2014 Winter	08 Boys	U 8 M			
08 Boys E - 2014 Winter	Home and ...	8B E	2014 Winter	08 Boys	U 8 M			
08 Girls B - 2014 Winter	Home and ...	8G B	2014 Winter	08 Girls	U 8 F			
08 Girls C - 2014 Winter	Home and ...	8G C	2014 Winter	08 Girls	U 8 F			
08 Girls D - 2014 Winter	Home and ...	8G D	2014 Winter	08 Girls	U 8 F			
08 Girls E - 2014 Winter	Home and ...	8G E	2014 Winter	08 Girls	U 8 F			
10 Boys A - 2014 Winter	Home and ...	10B A	2014 Winter	10 Boys	U 10 M			
10 Boys AR - 2014 Winter	Home and ...	10B AR	2014 Winter	10 Boys	U 10 M			
10 Boys B - 2014 Winter	Home and ...	10B B	2014 Winter	10 Boys	U 10 M			
10 Boys BR - 2014 Winter	Home and ...	10B BR	2014 Winter	10 Boys	U 10 M			
10 Boys C - 2014 Winter	Home and ...	10B C	2014 Winter	10 Boys	U 10 M			
10 Boys CR - 2014 Winter	Home and ...	10B CR	2014 Winter	10 Boys	U 10 M			
10 Boys D - 2014 Winter	Home and ...	10B D	2014 Winter	10 Boys	U 10 M			
10 Boys DR - 2014 Winter	Home and ...	10B DR	2014 Winter	10 Boys	U 10 M			
10 Boys E - 2014 Winter	Home and ...	10B E	2014 Winter	10 Boys	U 10 M			

3. Click on the Edit symbol.

4. Find the Website Display section and tick the all three boxes, to ensure the competition, results and the ladder appear on the website.



5. Complete a Publish to Web and this competition will then be shown.

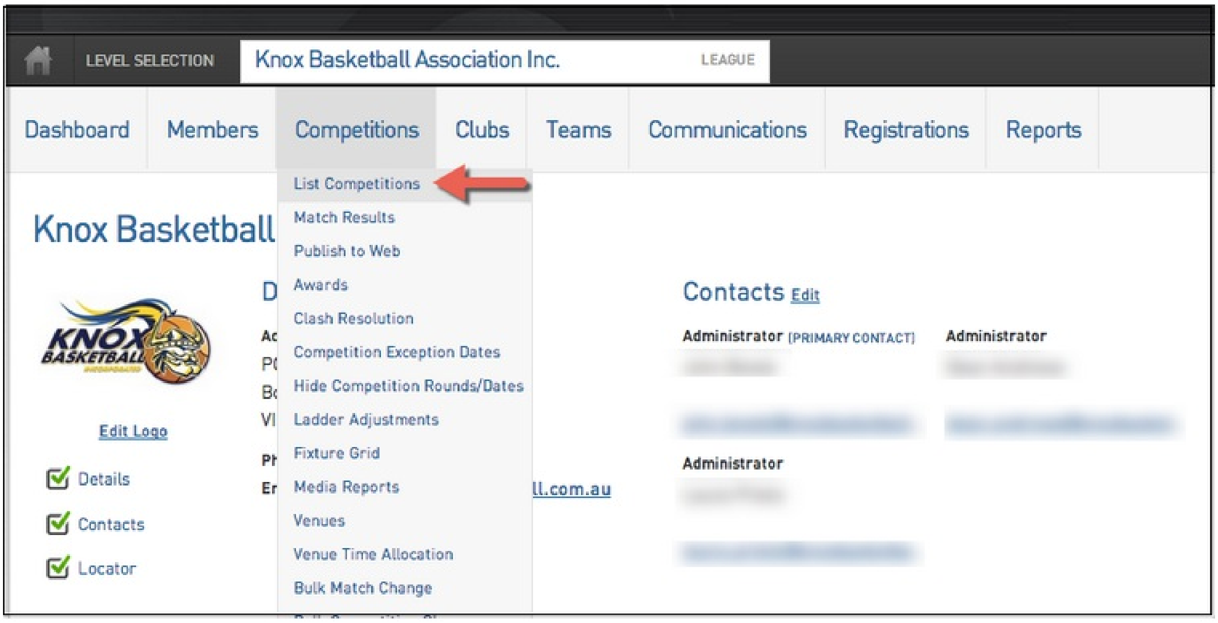
Stop Competitions from displaying on website

Last Modified on 09/01/2017 2:26 pm AEDT

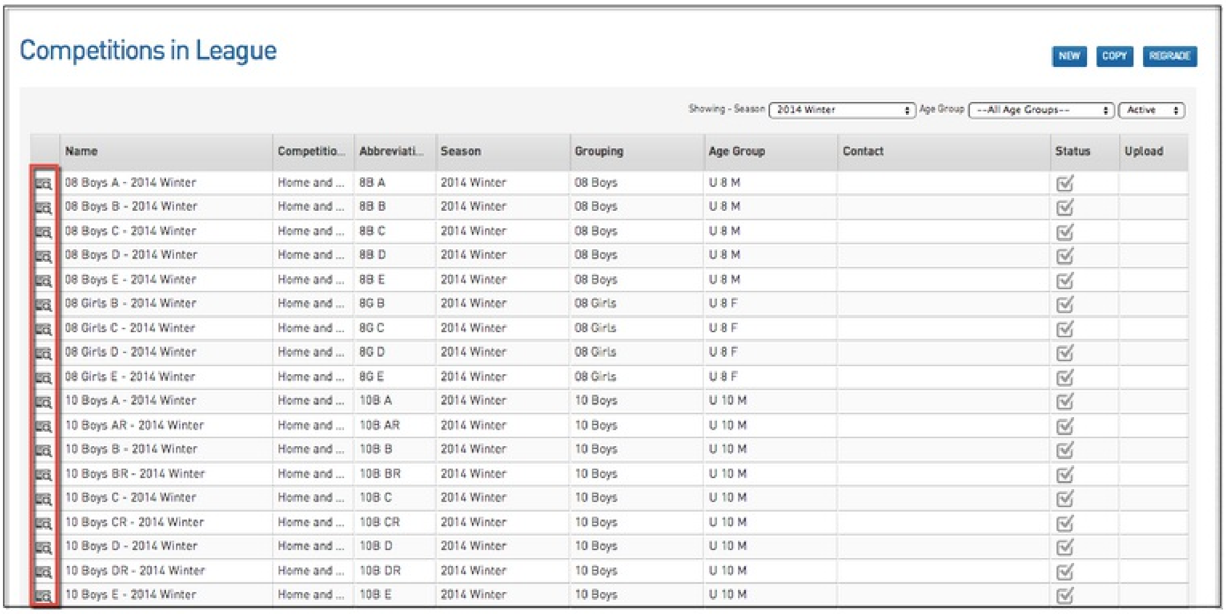
Stop Competitions from displaying on your Website

To stop your Competitions from displaying on your website:

1. Hover over Competitions and click List Competitions.

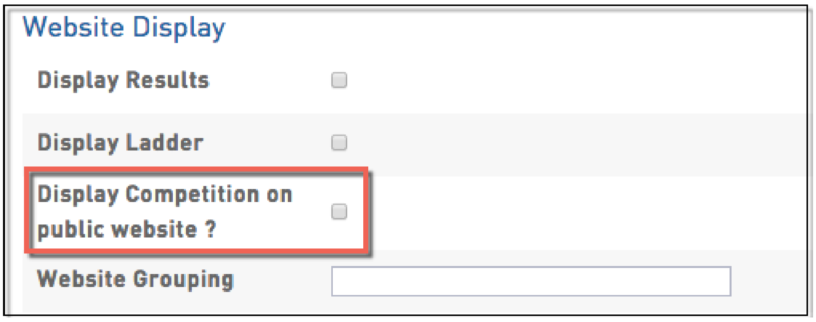


2. Click on the Competition you'd like to edit.



3. Click on the Edit symbol.

4. Find the Website Display section and un- tick the Display Competition on public website option.



5. Complete a Publish to Web and this competition will then not be sent and will not display on your website.

Display past competitions on website

Last Modified on 09/01/2017 2:26 pm AEDT

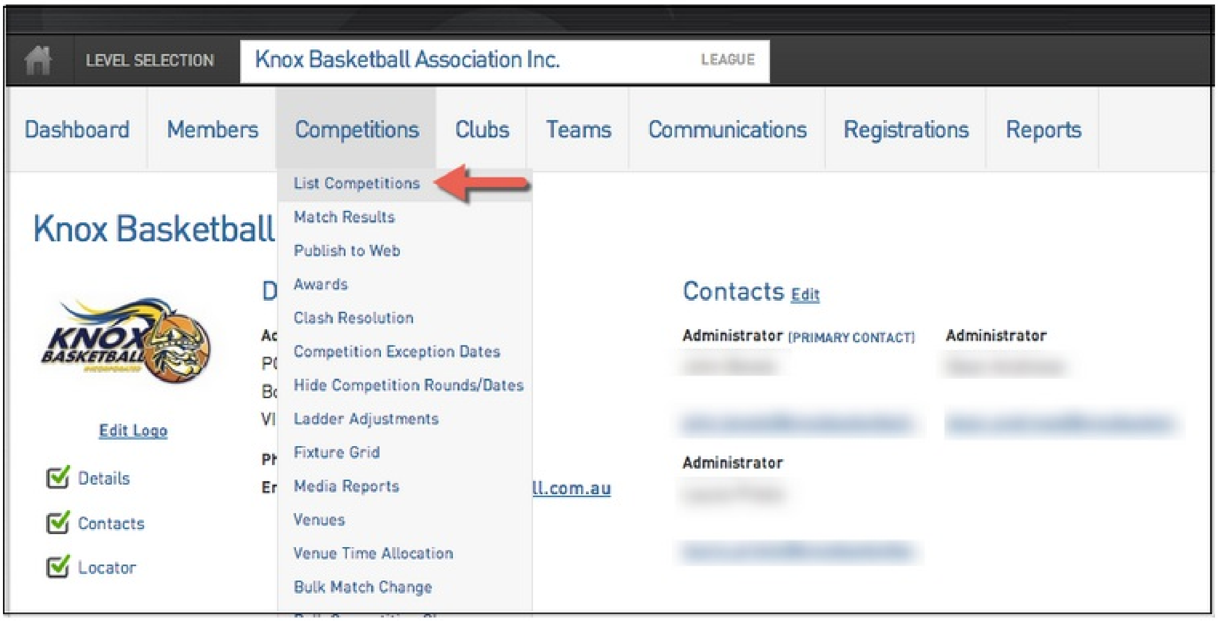
Display past competitions on website

To display past competitions on your website all you will need to do is make your competitions from previous seasons active and make sure they're set to upload to your website.

To do this:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

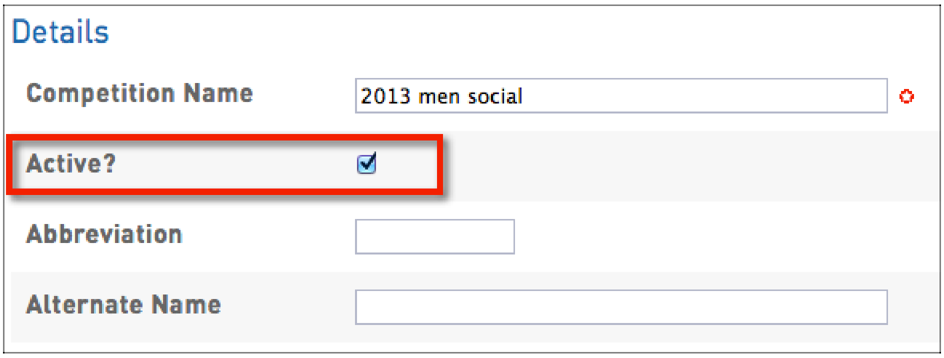
1. Hover over the Competitions menu and click on List Competitions



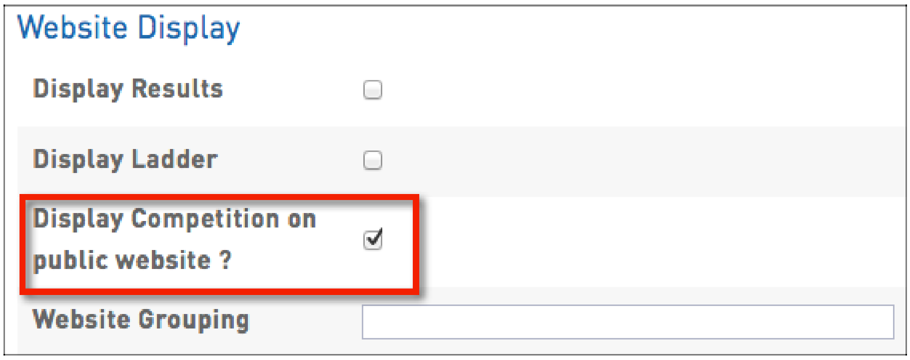
2. Filter out the competitions to show previous seasons (ie. the drop box called 'Showing - Season' is set to 2010 for example)

3. Click on the symbol next to the competition you wish to display

4. Click on the Edit link and make sure the Active tick box is selected (as below)

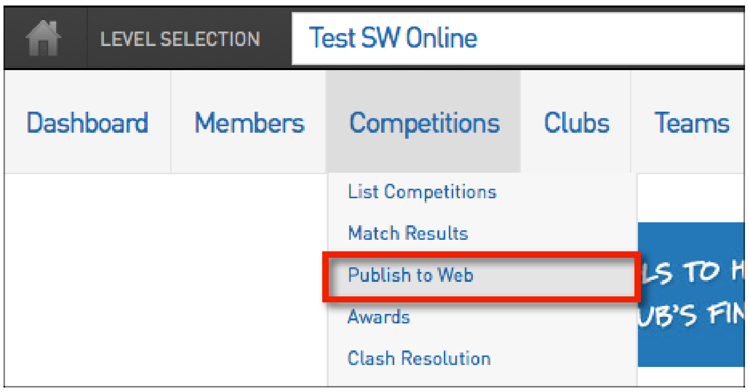


5. Make sure to check that the 'Display Competition on Public Website' box is ticked (as below)

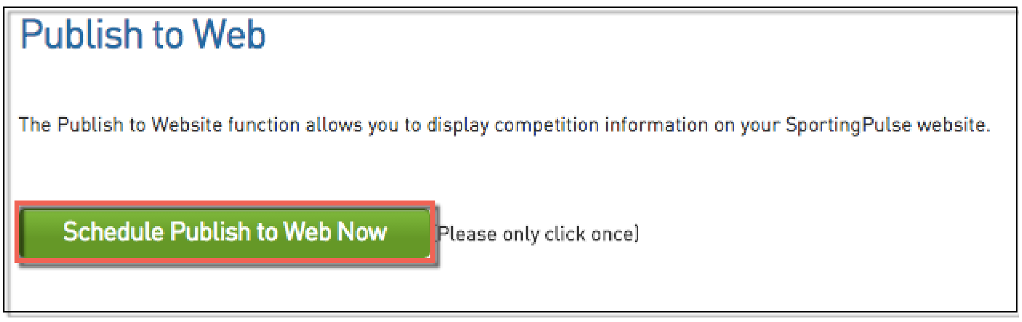


6. Click on the Home button in the top left corner.

7. Once you've done this, hover over the Competitions menu and click on Publish to Web



8. Process a Publish to Web and check your website once it has completed.



Schedule a 'Publish to Web'

Last Modified on 09/01/2017 3:51 pm AEDT

The below video contains information regarding:

- Scheduling an automated Publish to the Web

Note: This video is targeted at League Administrators.

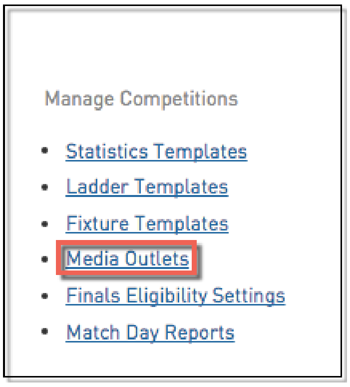
Media Outlets

Last Modified on 09/01/2017 1:30 pm AEDT

Media Outlets is a list of contacts of who receives the Media Reports that are sent out at scheduled times. You can have as many Media Outlets as you need and set which outlets receive which reports.

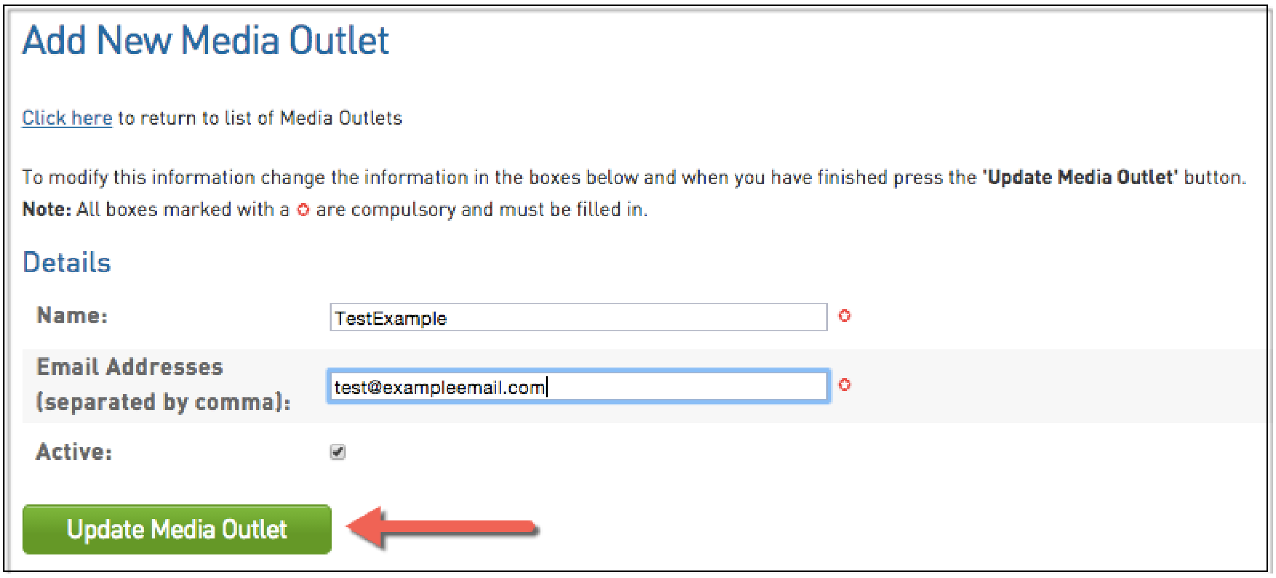
1. Click the Cog on the right hand side and then Settings.

2. Under Manage Competitions, click Media Outlets.

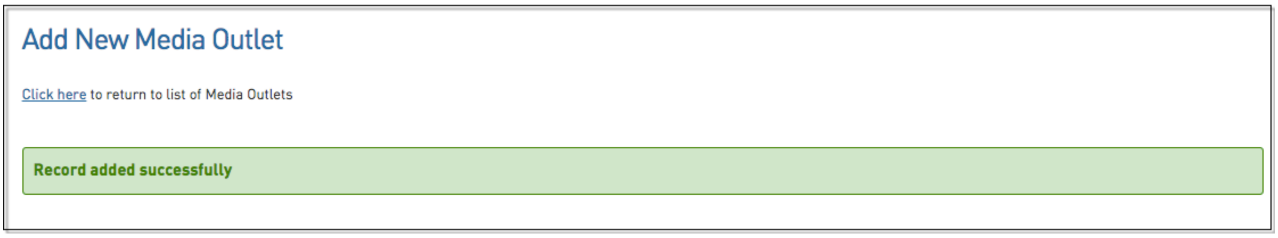


3. From the Media Outlets page, click Add on the right hand side.

4. Fill out all necessary information and click Update Media Outlet.



5. Once successful, the below screen will appear.



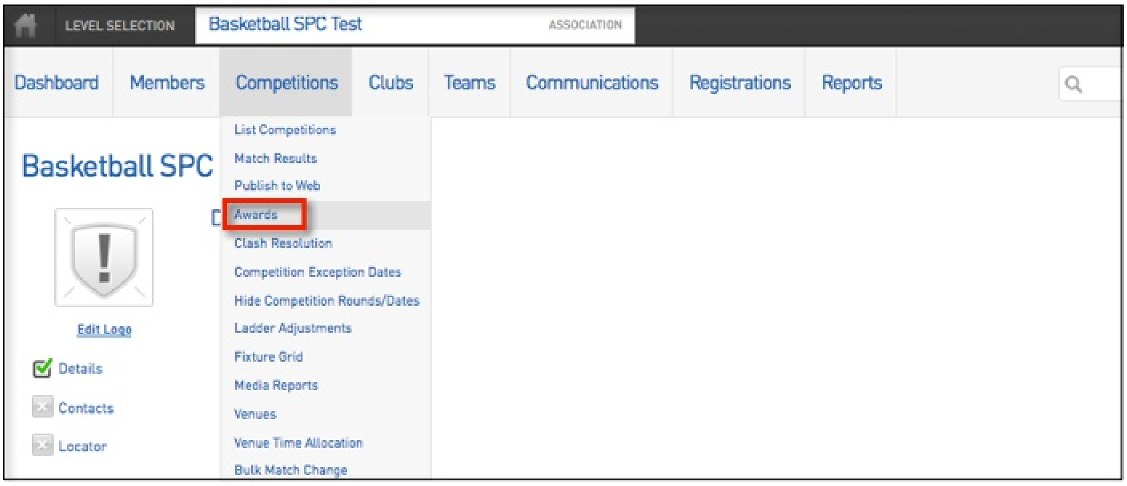
Set up and manage Awards

Last Modified on 19/07/2021 11:06 am AEST

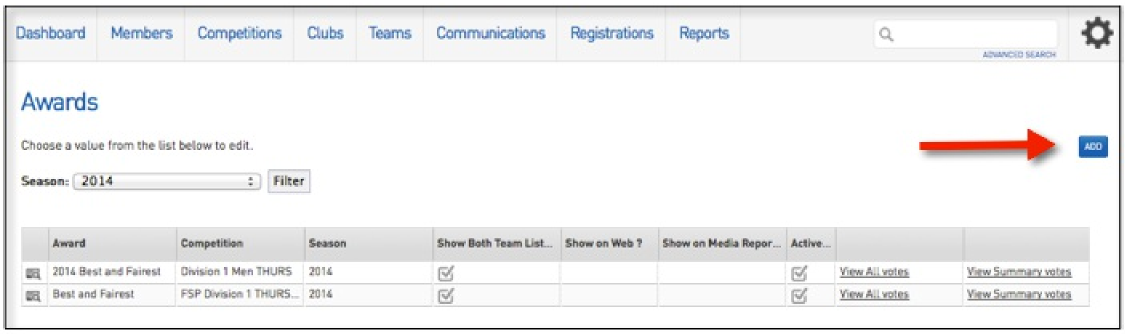
Clubs and Associations can set up Award(s) for the competitions in their database. The votes for the Awards are entered in where match results are entered in, and you'll be able to view the votes for all awards as well as report on the votes round by round throughout the season.

To set up an Award:

1. From your dashboard hover over 'Competitions' and click on 'Awards'.



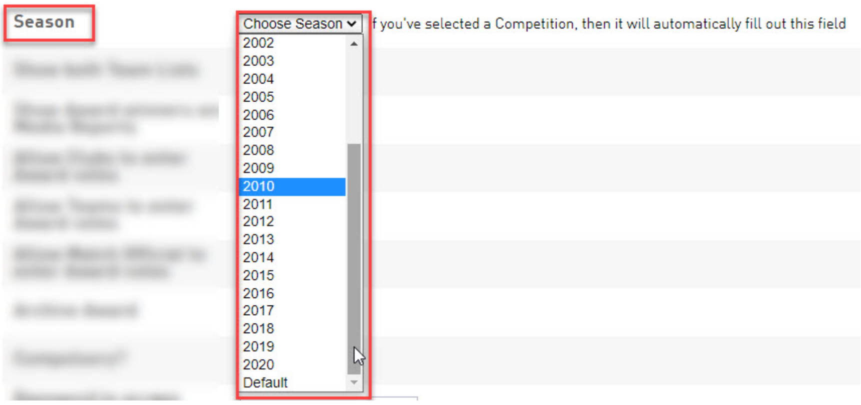
2. Click 'Add'.



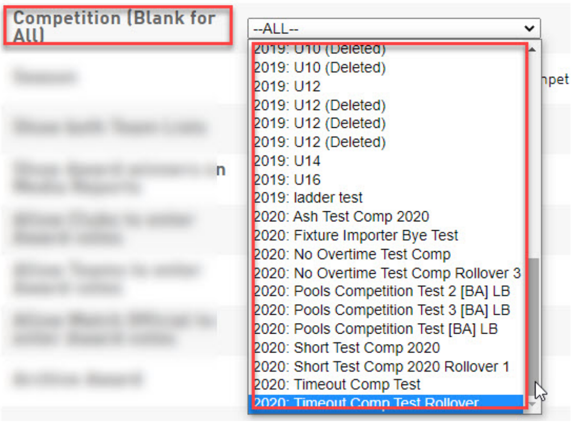
3. Fill in the details for the Award:

You have the option to create an award for the whole season or a specific competition:

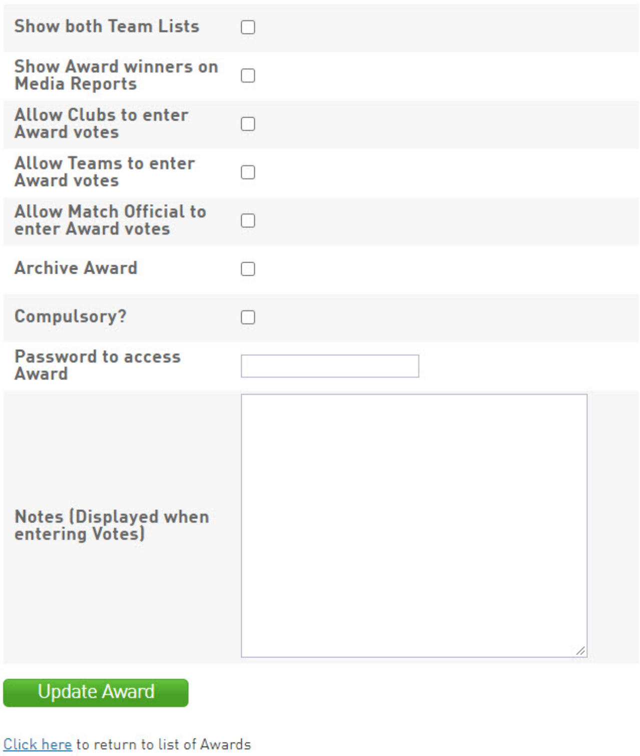
- Whole season - if you want the award to apply to all competitions within the one season, click the drop down list against the **SEASON** field and select the relevant season.



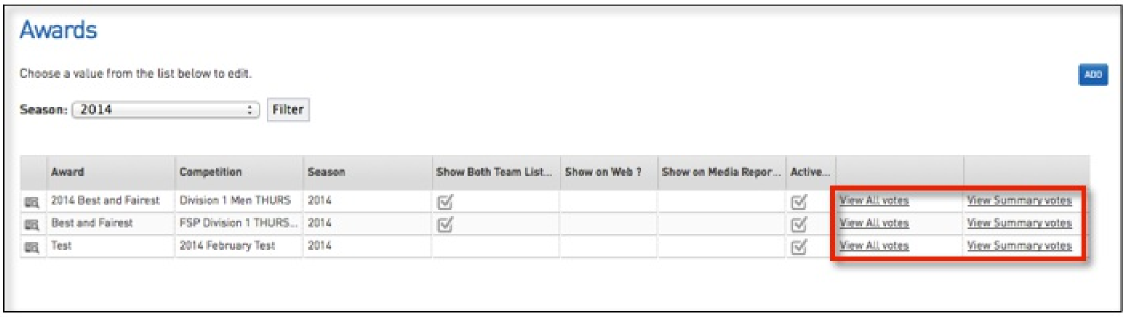
- Individual competition - if the award is to only apply to a specific competition, click the drop down arrow against **COMPETITION** field and select the relevant competition.



You can assign a password to the Award so that no one can access/edit it in your database without the password and you can decide if you want to display this award for both team lists and choose if teams and clubs can enter information for this award or not.

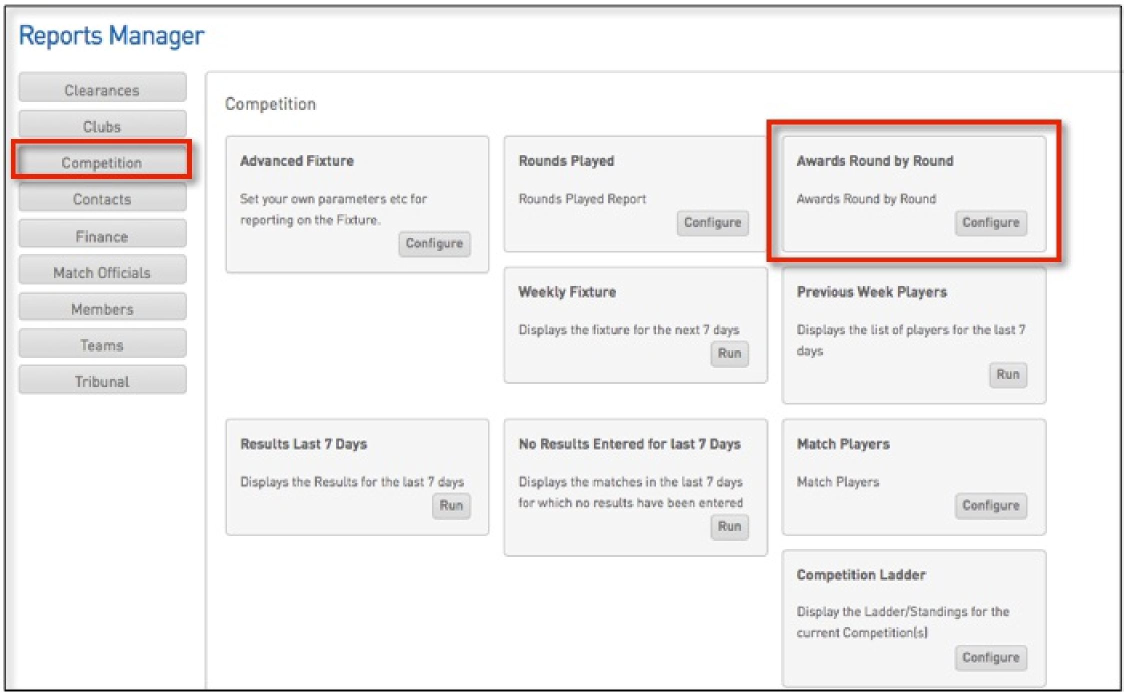


4. The Award will then appear on this screen. ‘View All Votes’ will allow you to view every single vote given for each match and ‘View Summary Votes’ will allow you to view the total votes players have received for the Award throughout the season.



	Award	Competition	Season	Show Both Team List...	Show on Web ?	Show on Media Repor...	Active...		
	2014 Best and Fairest	Division 1 Men THURS	2014	☑			☑	View All votes	View Summary votes
	Best and Fairest	FSP Division 1 THURS...	2014	☑			☑	View All votes	View Summary votes
	Test	2014 February Test	2014				☑	View All votes	View Summary votes

The reporting system will allow you to report on your Awards round by round.


Reports Manager
Clearances
Clubs
Competition
Contacts
Finance
Match Officials
Members
Teams
Tribunal
Competition
Advanced Fixture
Set your own parameters etc for reporting on the Fixture.
Configure
Rounds Played
Rounds Played Report
Configure
Awards Round by Round
Awards Round by Round
Configure
Weekly Fixture
Displays the fixture for the next 7 days
Run
Previous Week Players
Displays the list of players for the last 7 days
Run
Results Last 7 Days
Displays the Results for the last 7 days
Run
No Results Entered for last 7 Days
Displays the matches in the last 7 days for which no results have been entered
Run
Match Players
Match Players
Configure
Competition Ladder
Display the Ladder/Standings for the current Competition(s)
Configure

Enter awards for a match - via desktop

Last Modified on 07/09/2021 10:54 am AEST

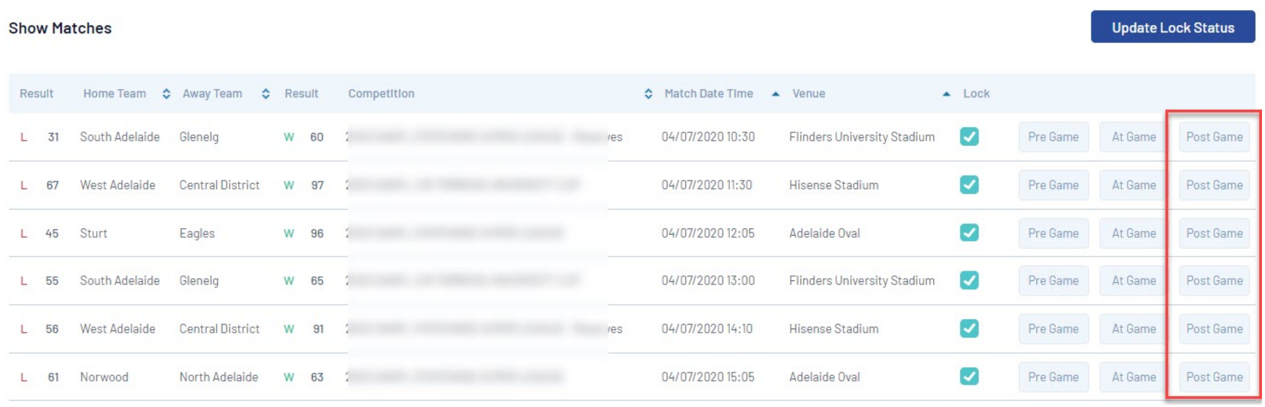
If your association has awards set up, like Best and Fairest etc, that you have been asked to input for each match, the below outlines how to access and input these awards via a desktop. If you are doing this via your mobile click here.

1. Click on the **Results Entry and Live Scoring** tab within your passport.

2. Click into the relevant team/club tab.

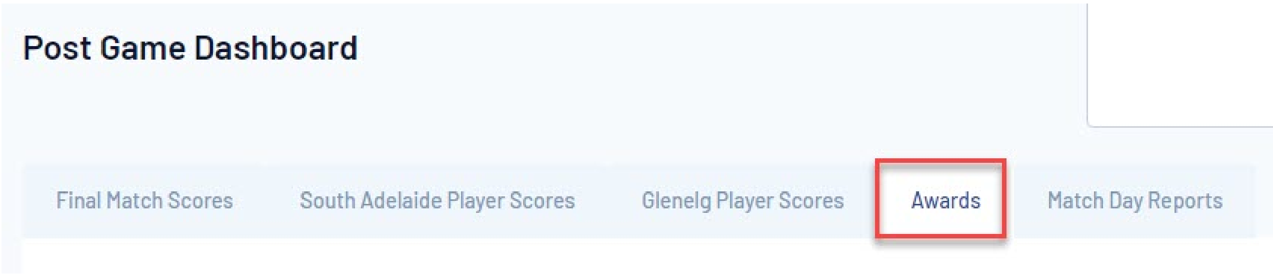
3. Apply the relevant dates to the match results section for the match/matches you need.

3. Click **POST GAME** against the relevant match.

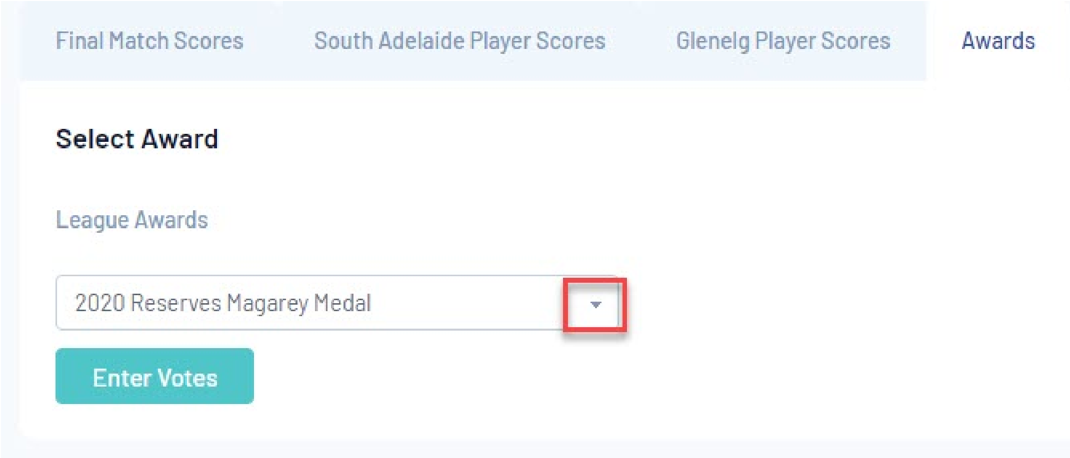


4. Click on the **AWARDS** tab.

> **NOTE: if you do not see this tab for this match it may mean the association/league has not set the awards to show for this competition so you will need to speak to them direcly if you should be able to enter an award for matches within these competitions.**

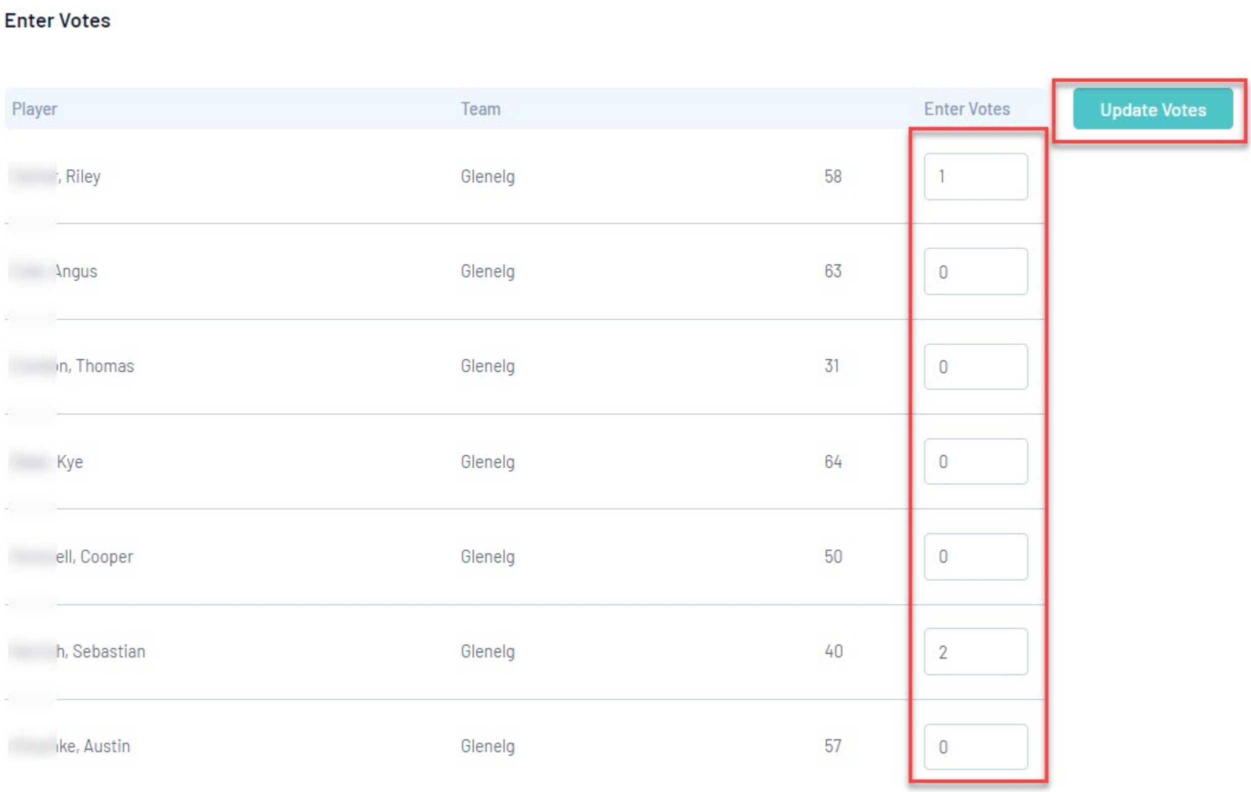


5. From the drop down list select the relevant award.

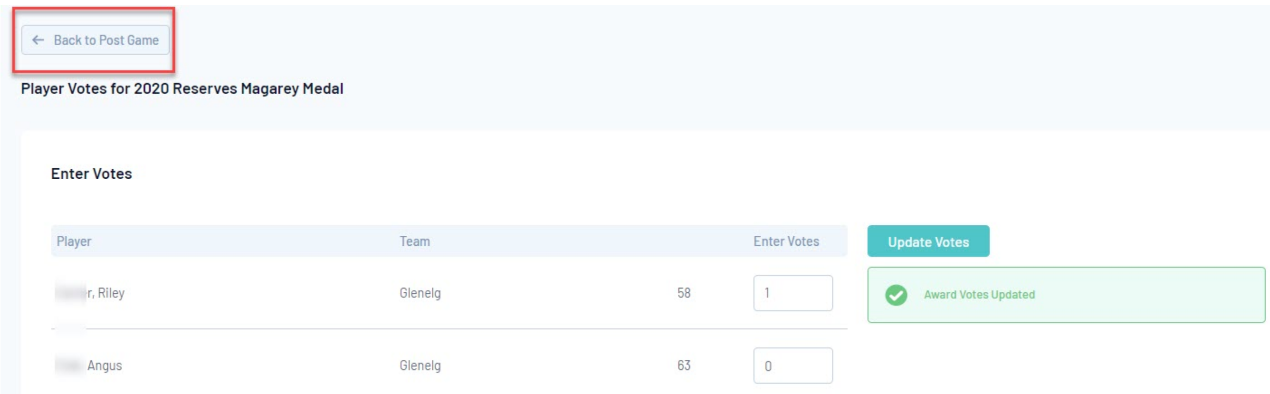


6. Click ENTER VOTES.

7. Input the relevant votes and the click UPDATE VOTES.



8. To to back to post game click the BACK TO POST GAME button at the top of the page.



9. Repeat for any other matches needing awards input.

SportsTG Let's Win

Enter awards for a match - via mobile

Last Modified on 07/09/2021 10:54 am AEST

If your association has awards set up, like Best and Fairest etc, that you have been asked to input for each match, the below outlines how to access and input these awards via a mobile device. If you are doing this via your desktop click here.

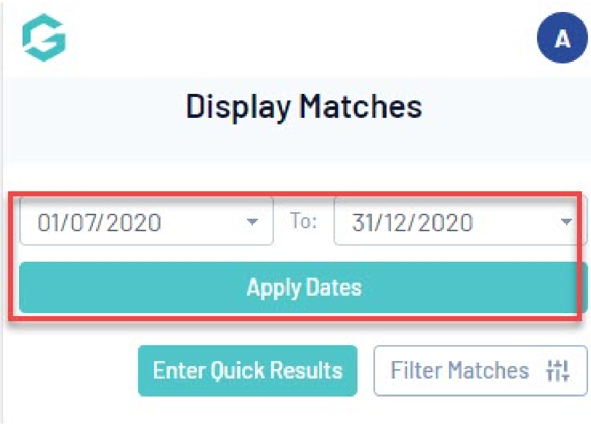
On mobile devices, we recommend using Google Chrome as it is a more stable browser.

1. On your mobile device, log into your passport account.

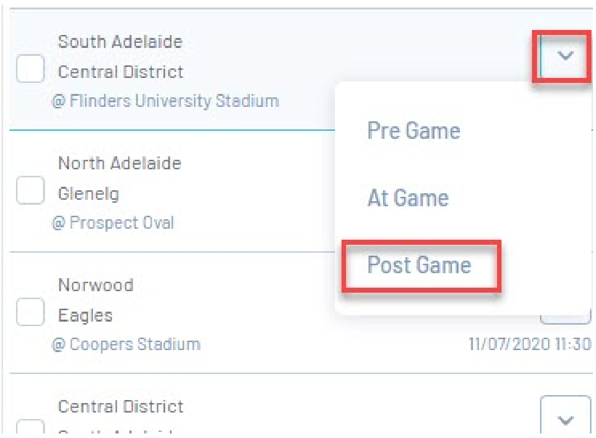
2. Click on the Results Entry and Live Scoring tab.

3. Click into the relevant club/team tab.

4. Apply the relevant dates for the match that you need.



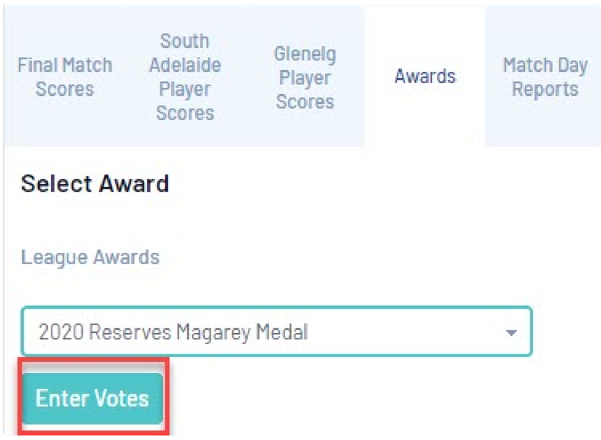
5. To access POST GAME click on the **drop down arrow** against a match and select **POST GAME**.



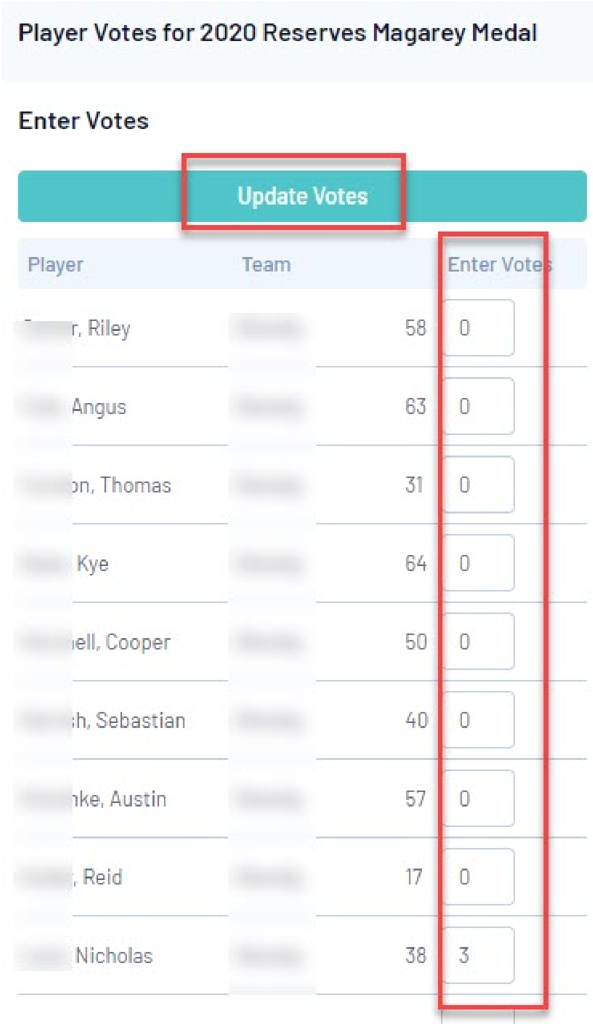
6. Click on the **AWARDS** tab.

NOTE: if you see no awards listed here, it may mean the association/league has not set up awards for matches within this competition so please contact them if you believe you should be able to input awards.

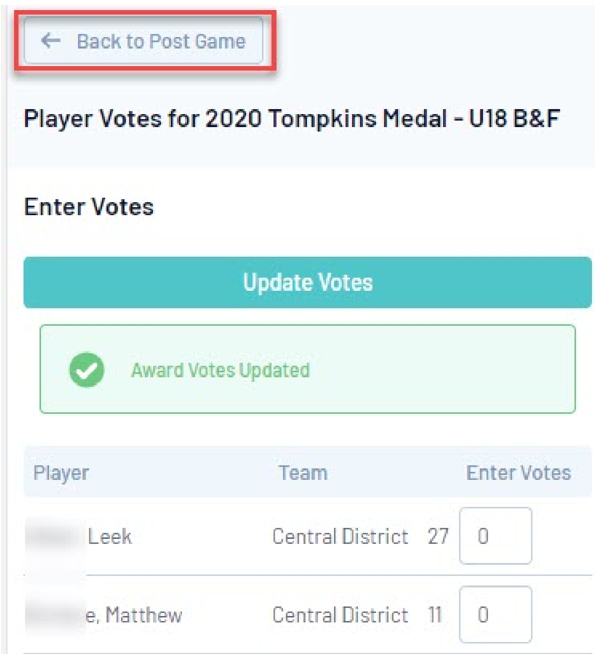
7. Select the relevant award from the drop down list.



8. Scroll up and down to input the relevant votes, then click **UPDATE VOTES**.



9. To get back to the Post Game screen, click the **BACK TO POST GAME** button from the top of the screen.



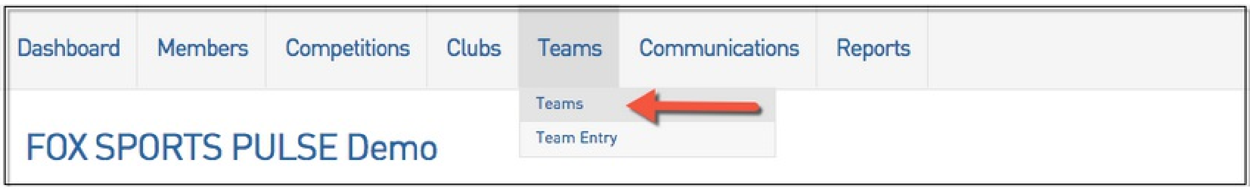
10. Repeat for other matches that need awards entered.

Adding Members into Teams

Last Modified on 09/01/2017 2:49 pm AEDT

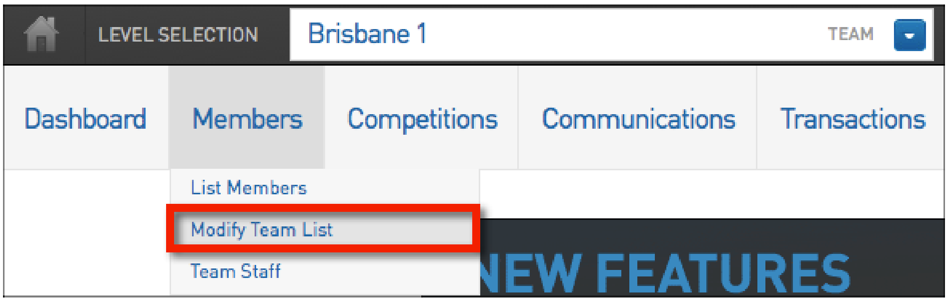
Adding members into teams has now been changed to allow easier filtering to help you find the members that you are looking for.

1. From the dashboard menu Hover over the teams tab and click team.

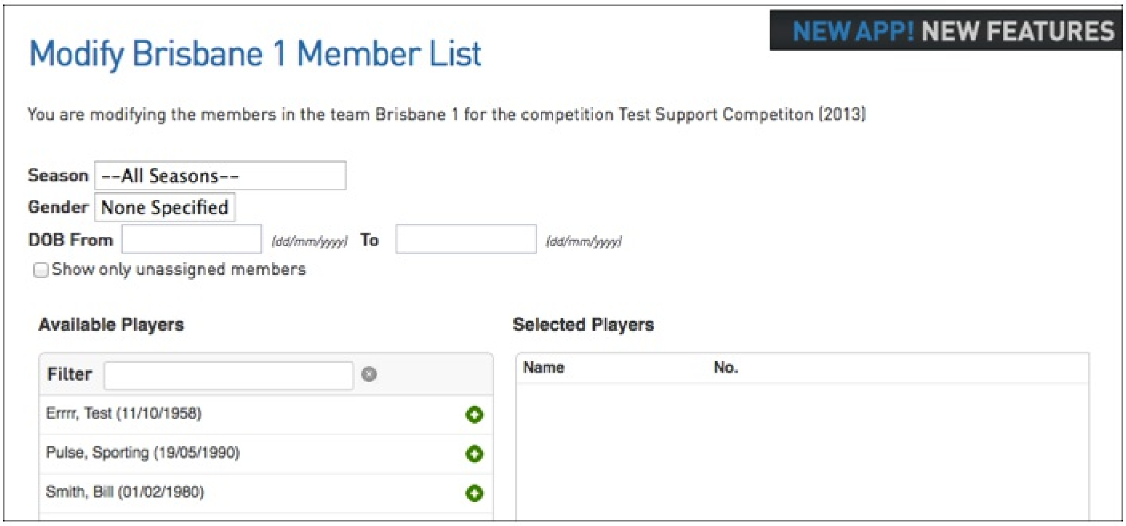


2. You will see a list of the teams. To select a team click the magnifying glass to the left of the team name.

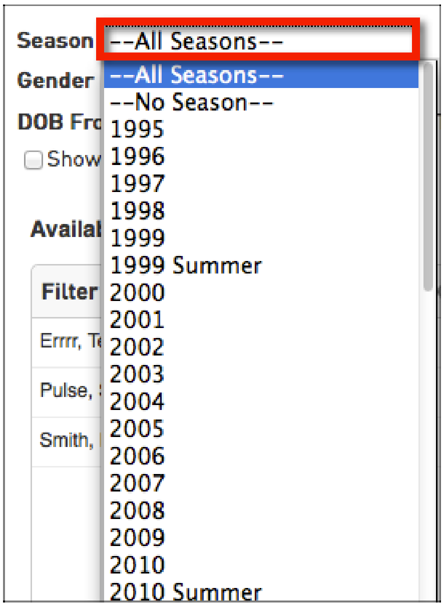
3. From the team menu hover over the members tab and click modify team list.



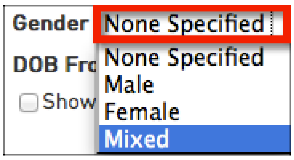
4. You will then be brought to a screen which displays all the available filters.



5. To filter by season click the word Season to open the drop down menu. By selecting a season only members within that season will be displayed.



6. To filter by gender click the word None Specified to open the drop down menu. By selecting a gender only members of that gender will be displayed.

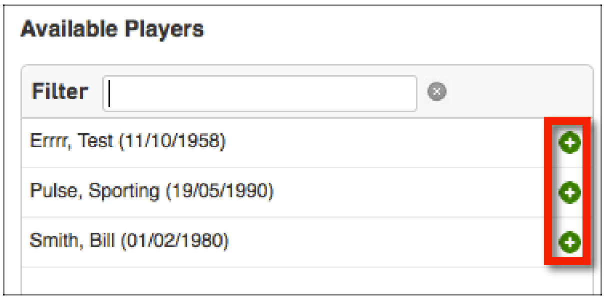


7. To filter by date of birth (DOB) click the box next to the words DOB From to open the date picker. By selecting a DOB only members within that date range will be displayed.

8. You can also select to show only members who are unassigned to other teams. To do this tick the box next to show only unassigned members.

9. You are also able to filter members by name. To do this simply type in the member name that you are searching for in the search box next to the word Filter.

10. Once you have found the members that you are searching for and want to add them to a team click the Plus symbol to the right of the member name.



11. Once you have selected the members for the team you may find that you want to remove one of them from the team. To do this click the minus symbol to the right of the member name.

Add a Tribunal Record

Last Modified on 09/01/2017 1:41 pm AEDT

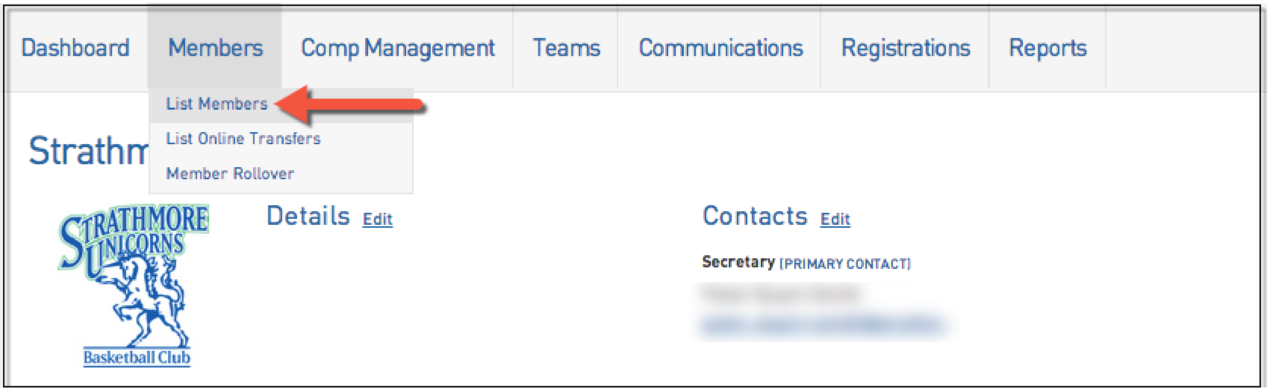
Tribunal records are used to record charges, offences, suspensions and/or outcomes of a Tribunal Hearing relating to the member participating in a competition or sport. Depending on the sport, Tribunal and related suspensions or sanctions may apply State-wide or Nationally.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

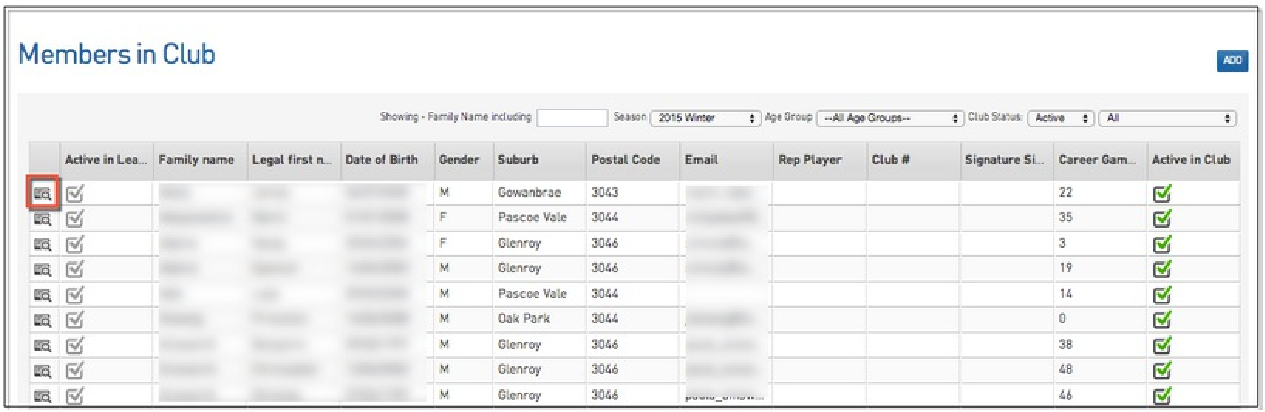
The list of charges or sanctions can be configured for a Sport, but can also be configured per Association.

To add a Tribunal Record via the Membership system, follow these steps:

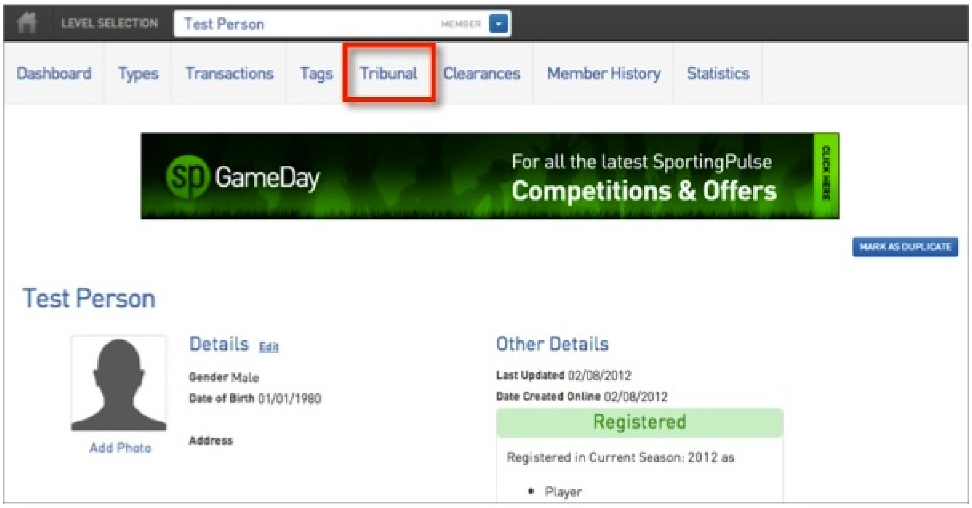
1. Hover over Members and click List Members.



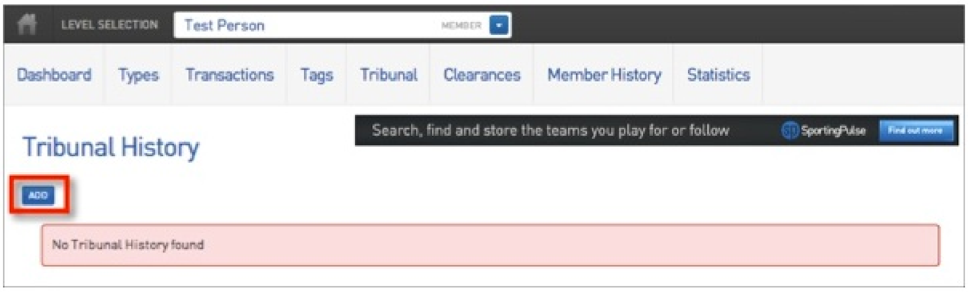
2.Choose the specific member you wish to edit.



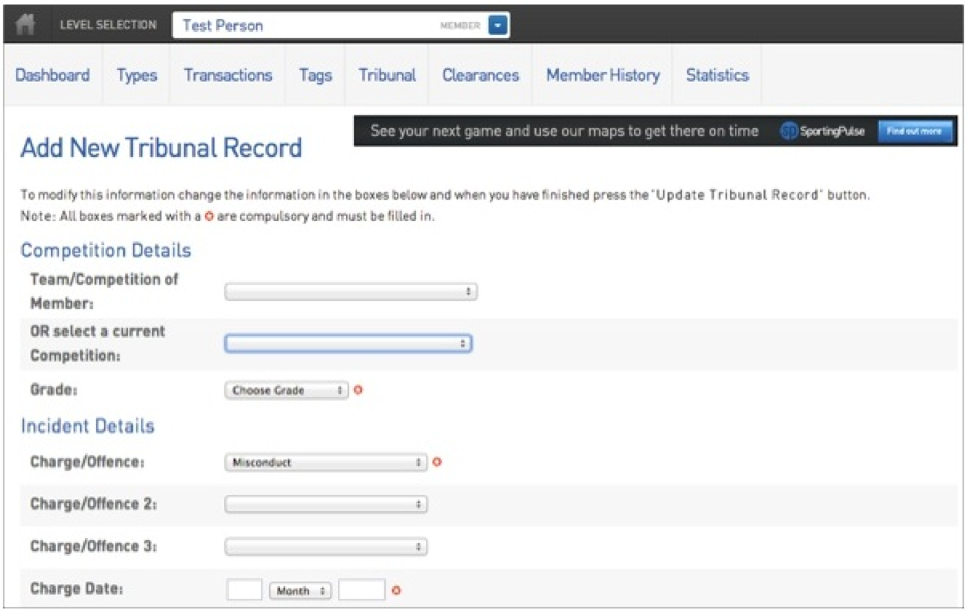
3. From a Members Record, click on the Tribunal menu option;



4. Click on the ADD button;

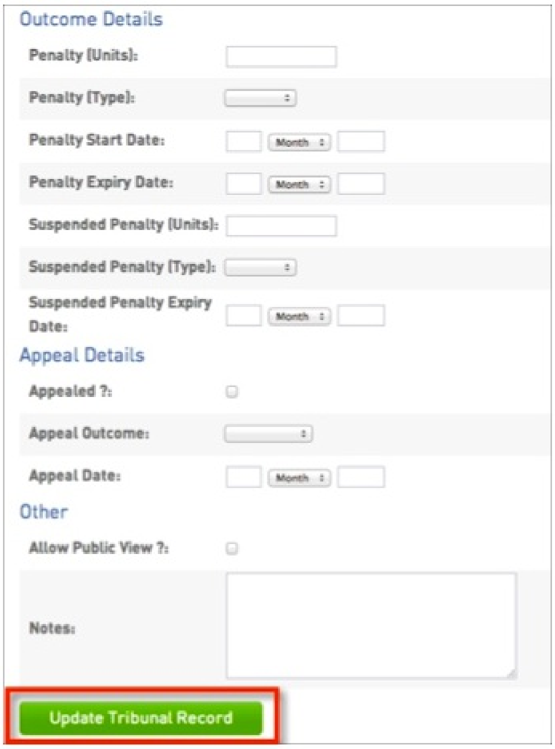


5. This will take you to the "Add New Tribunal Record" page. You will be able to add the Tribunal details including Competition, Incident (which consists of the list of charges/offences) and Hearing Details;

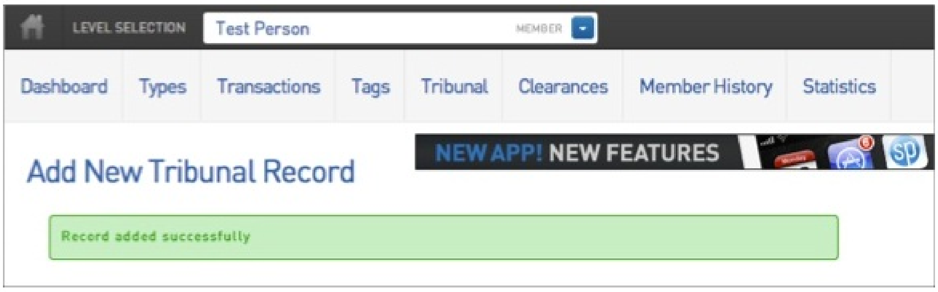


6. Continue to complete the Tribunal Record by adding Tribunal Outcome Details, any Appeal Details (which can be added at a later date).

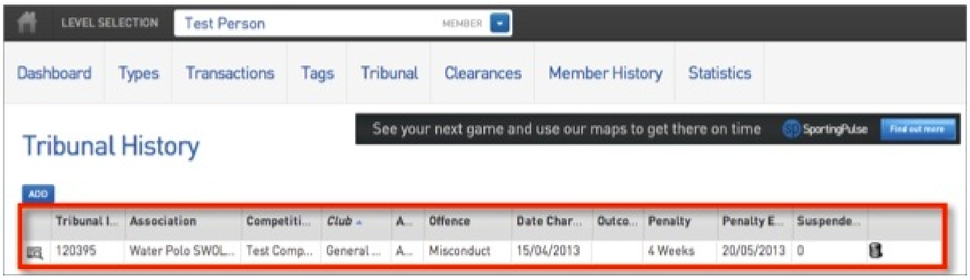
Finally click on the "Update Tribunal Record" button to complete the process



7. You will then see the following confirmation screen;



8. The Members Tribunal History will then display the Tribunal Record



Tribunal Quick Entry

Adding a tribunal record via the Online Match Results system is less detailed and a quicker process. To add a tribunal record for a member via Online Match Results, follow these steps:

1. When logged into the Online Match Results system, click on Post Game for particular Match

2. Then Select the Tribunal Records tab

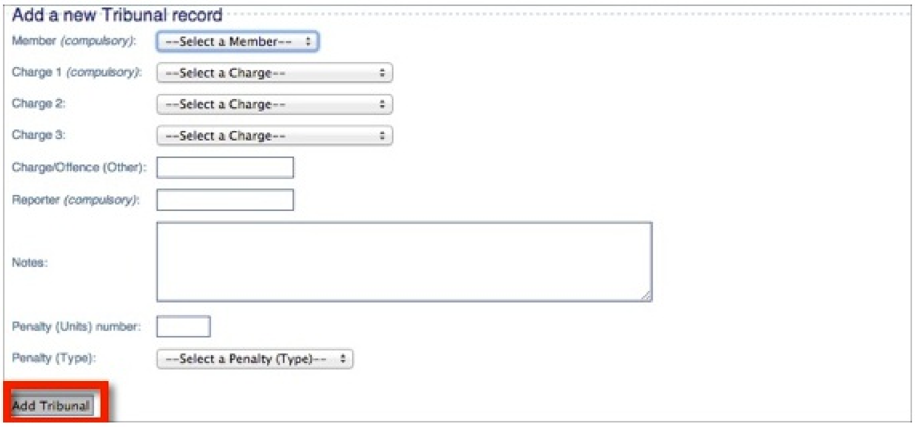
3. Select the Tribunal Quick Entry button for the Team which you need to add a Tribunal Record for

4. Add a new Tribunal Record by selecting the Member

5. Add the Charge/Offence details and any Notes

6. Add the Penalty Units and Select the Penalty Type

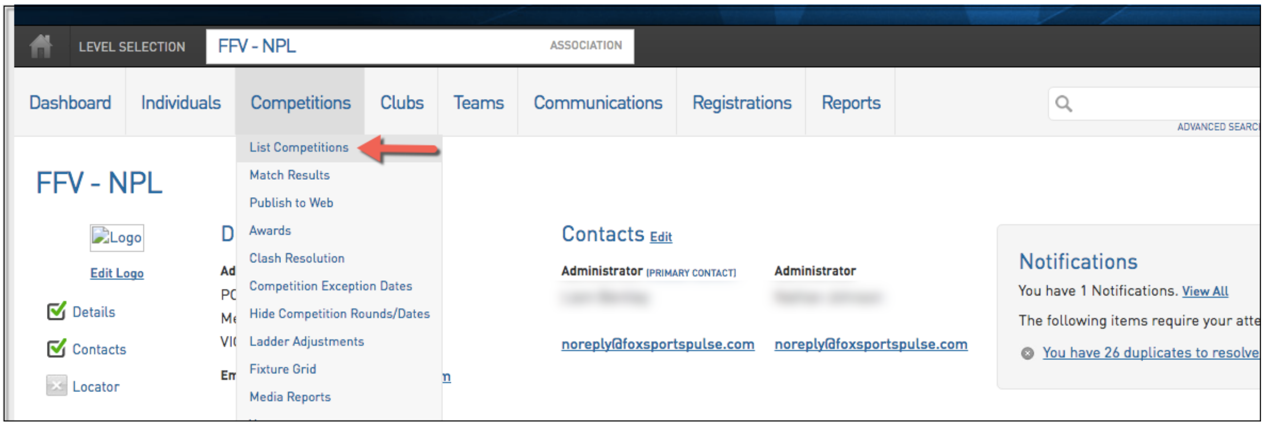
7. Finally click on the "Add Tribunal" button to complete the process



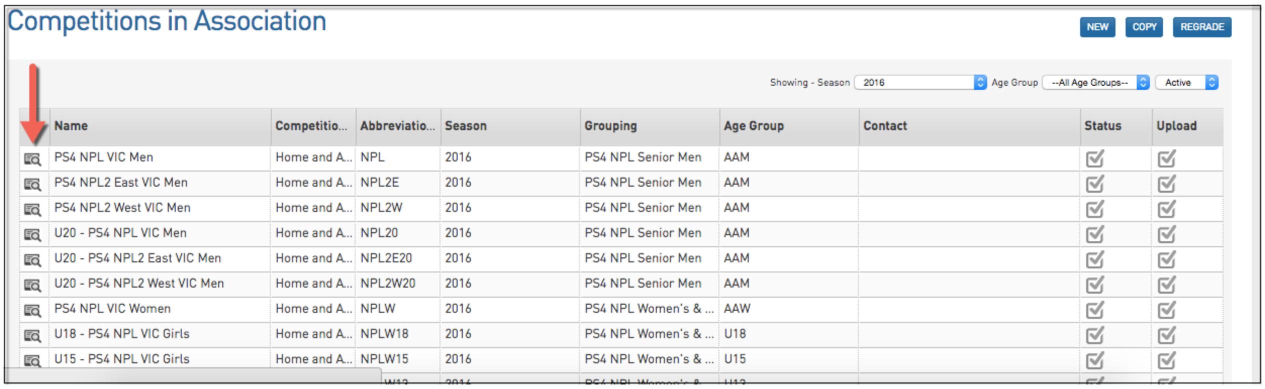
Make results entry compulsory

Last Modified on 28/07/2021 10:03 am AEST

1. Hover over Competitions and click '**List Competitions**'.



2. Click the *Edit* icon next to the competition you wish to edit.



3. Click '**Edit**'.

PS4 NPL VIC Men

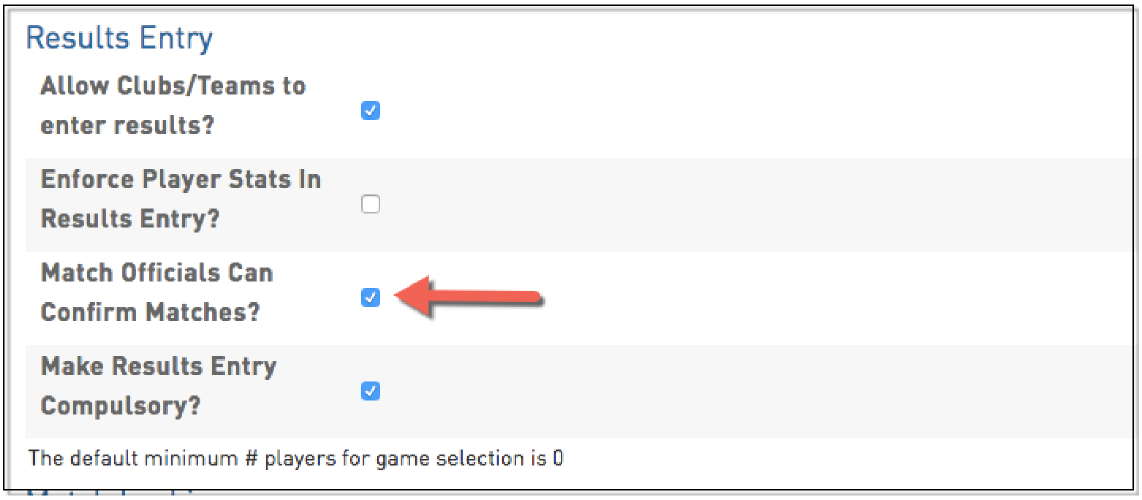
Competition Configuration Edit

Active Yes
Abbreviation NPL
Season 2016
Type Outdoor
Division First
Age Group AAM
Gender Male
Number of Teams 14
Number of Rounds 26
Match Duration 90
Limit Max Starting Players? Yes
Max Starting Players 11
Start Date 2016-02-21

Upcoming Matches

22/07/2016 08:15	Bentleigh Greens SC	Pascoe Vale FC	Kingston Heath Soccer Complex - Pitch 1
22/07/2016 08:30	Richmond SC	Heidelberg United FC	Kevin Bartlett Reserve - Bastow 1
23/07/2016 03:00	Melbourne Victory FC	South Melbourne FC	Epping Stadium
23/07/2016 04:00	Avondale FC	Port Melbourne Sharks SC	Knights Stadium - Pitch 1
23/07/2016 07:00	Hume City FC	Green Gully SC	ABD Stadium Broadmeadows Valley Park - Pitch 1
24/07/2016 05:30	Oakleigh Cannons FC	Melbourne Knights FC	Jack Edwards Reserve - Pitch 1
25/07/2016 08:30	FC Bulleen Lions	Northcote City FC	Veneto Club - David Barro Stadium (S)

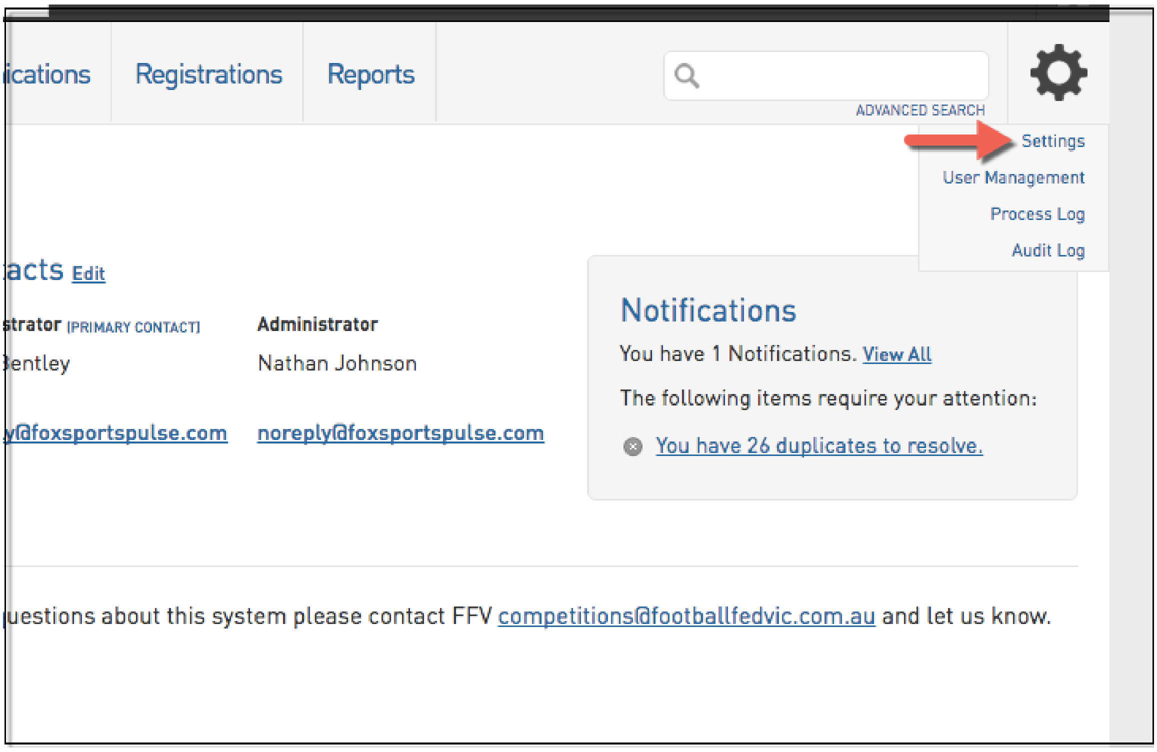
4. Scroll through to the Results Entry heading and ensure the the box is ticked next to '*Match Officials Can Confirm Matches*'.



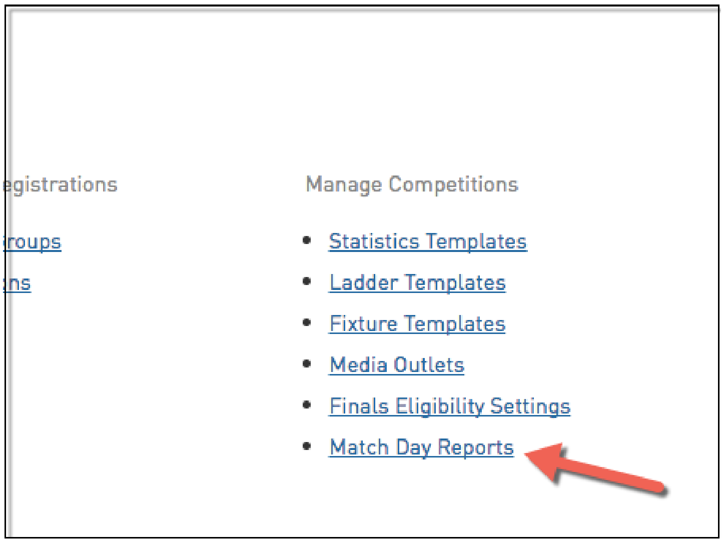
Make a match day form compulsory for a competition

Last Modified on 28/07/2021 10:03 am AEST

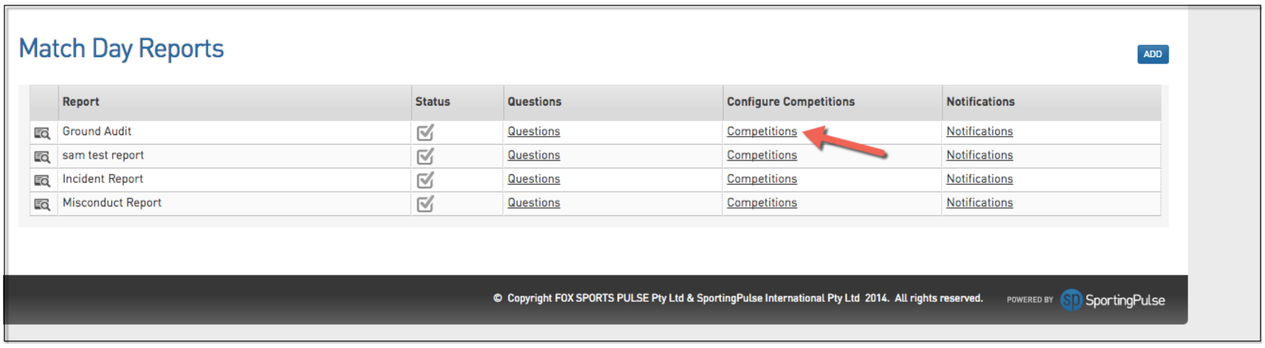
1. From the main dashboard click the *Cog* on the right hand side of the screen. Then click '**Settings**'.



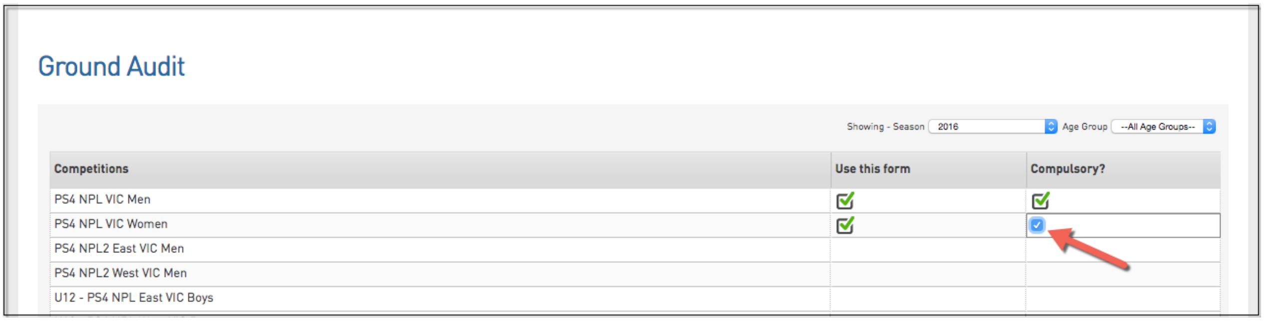
2 .Under the heading Manage Competitions, click '**Match Day Reports**'.



3. Click '**Competitions**'.



4. Ensure the Compulsory box is ticked, next to the correct competition.

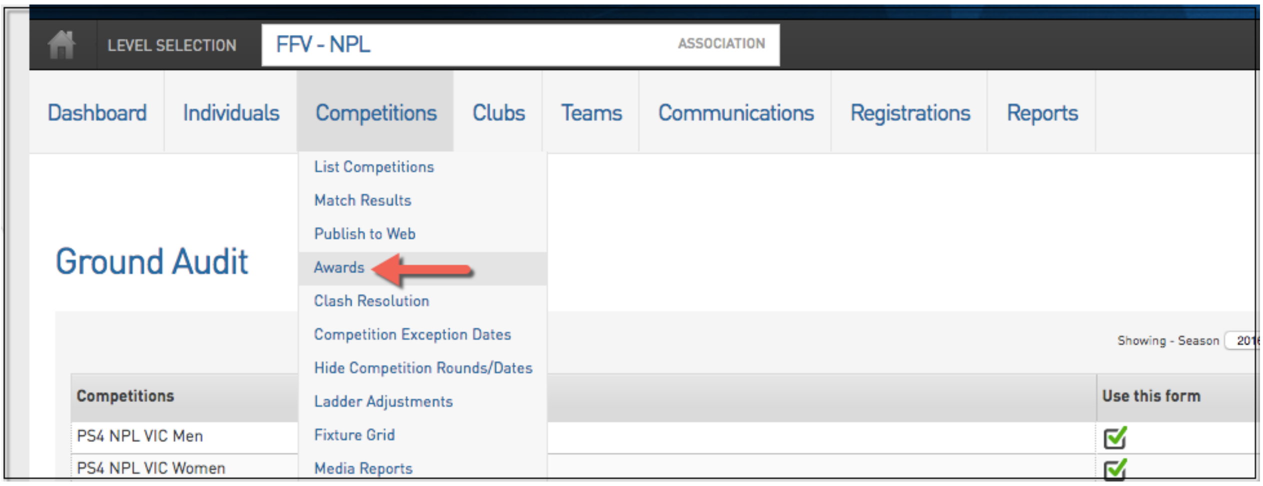


SportsTG Let's Win

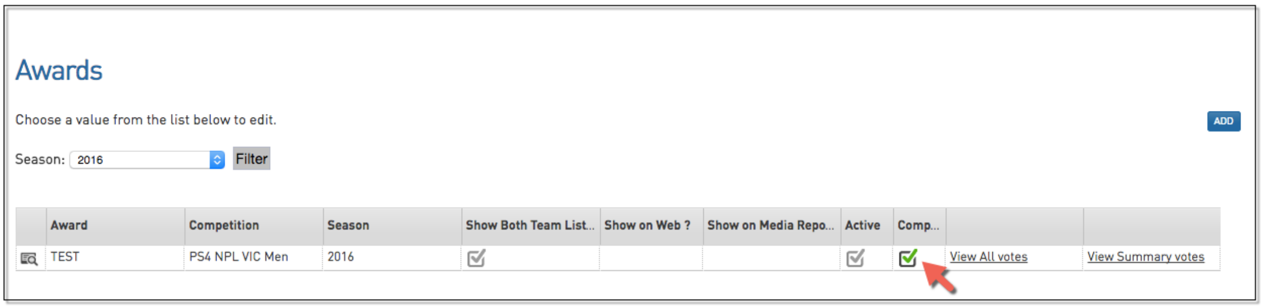
Make awards/votes compulsory for a competition

Last Modified on 28/07/2021 10:03 am AEST

1. From the main dashboard hover over Competitions and click '**Awards**'.



2. Ensure that the *Compulsory* box next to the Awards of your choosing is ticked.



Locating and printing team sheets

Last Modified on 28/07/2021 10:11 am AEST

A key part of your database when it comes to managing match day processes is the humble team sheet. From verifying games played to just keeping score team sheets may have various uses. Below are just a few little tips and pointers to get you up and running with the team sheet functionality available in your database.

NOTE: Accessing the team sheets is recommended to be done via a desktop rather than mobile, due to the fact you can print more easily.

Locating your team sheets

If you are a team admin and you need access to view these team sheets please contact your club directly who can grant you access.

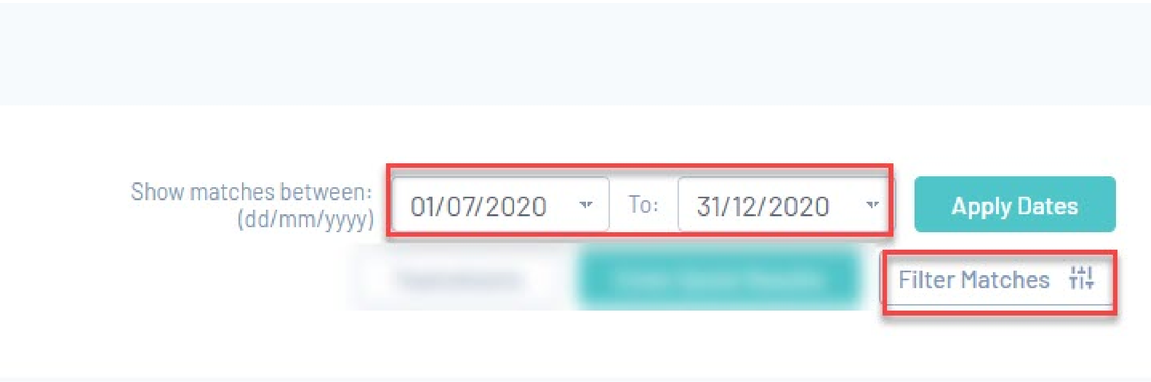
1. Log into your passport account

2. Click on the RESULTS ENTRY & LIVE SCORING tab.

3. Click into the relevant tab.

4. Adjust the date filter to suit the timeframe you need > click apply dates.

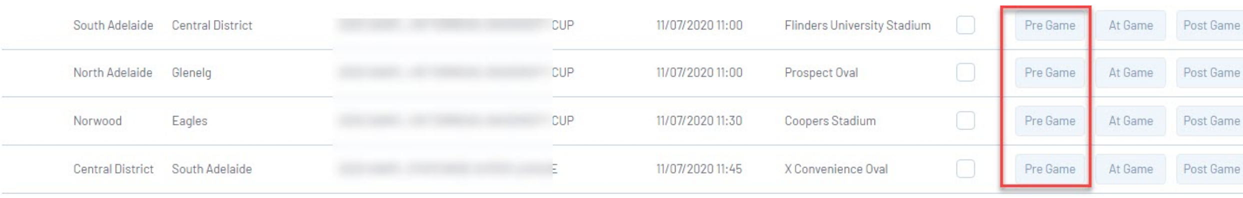
Here you can also filter matches based on competition, season etc.



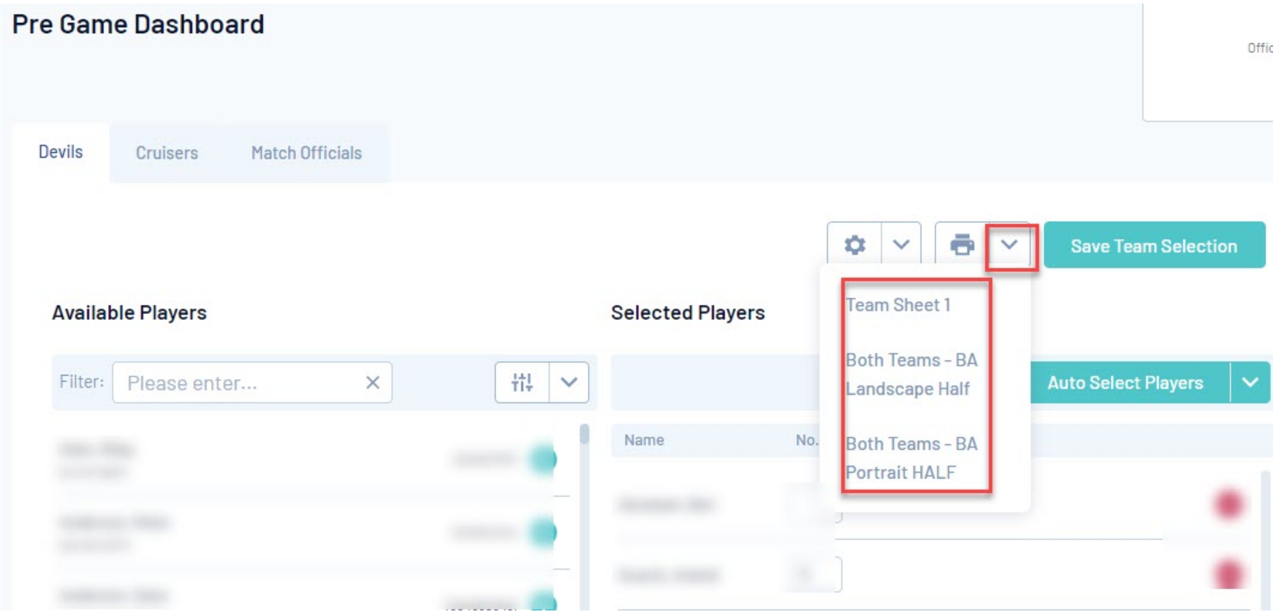
NOTE: If you are unable to see any matches here based on the dates you apply, it will mean the association/league has not made matches available for clubs/teams to access yet, so

please contact them directly to sort this out as it will usually be a configuration they have missed.

5. Click **PRE-GAME** against the relevant match.

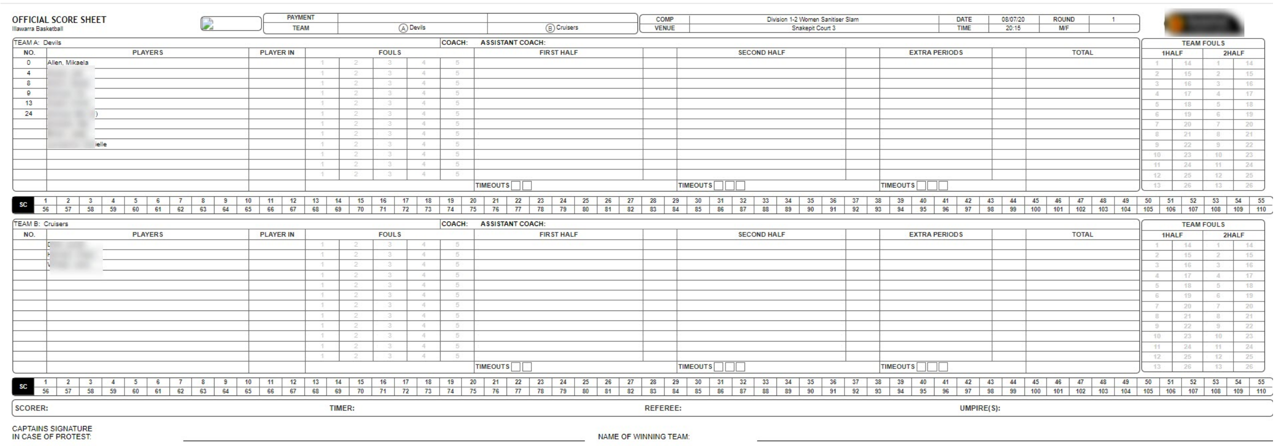


6. Click the drop down arrow against the **PRINT** icon to select the relevant team sheet.



NOTE: the team sheets that are available will be dependent on what sport the database belongs to and the individual settings of the Association/League. If you have any issues with these team sheets pleae contact the association/league directly.

7. The teamsheet will load in a new tab within the browser.



If this team sheet displays blank when loading it will mean that the league/association has a particular team sheet setting applied where the players need to be selected in pre game first before they can show in the team sheet.

If the team sheet displays with players already listed (but you haven't seleced players in pregame) if it will mean that the configuration is based on the team list within the database rather than pre-game.

Please contact your association/league directly if you have any issues with the team sheets.

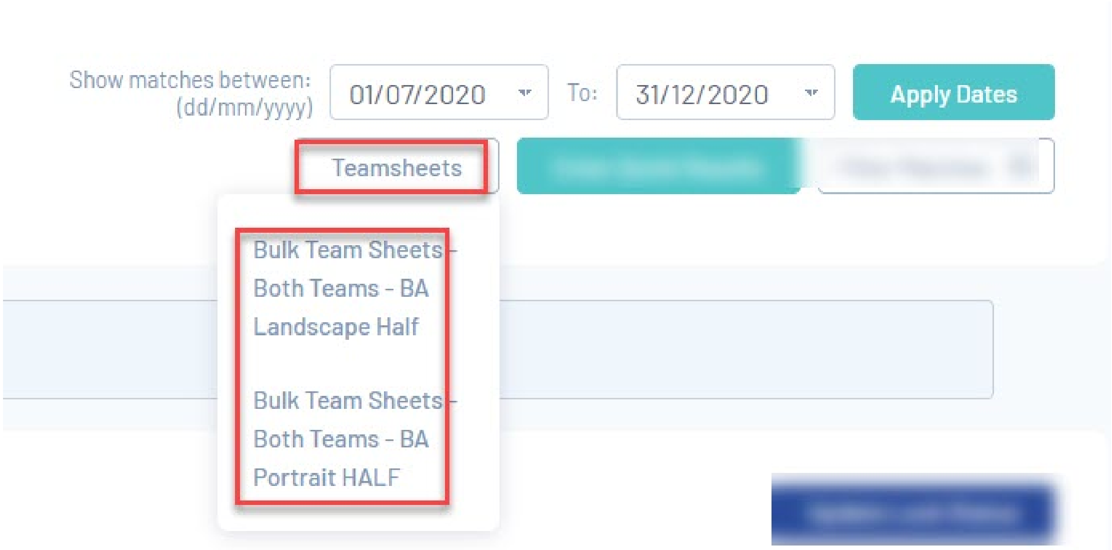
Printing team sheets off in bulk

This feature is only applicable for those with Custom Built Team Sheets or national team sheets. **If this is not available it means your league may not have this enabled so please check with them directly.**

To save having to click into every match, team sheets can be viewed and printed off for multiple games at a time. Any team sheets that have 'bulk team sheet' functionality enabled, you will be able to view and print team sheets for all matches listed.

1. Within the match results section, adjust the date range you need > apply dates.

2. Click the **TEAMSHEETS** button. A list of available teamsheets will appear in the dropdown for you to select. Select the relevant team sheet.



3. The teamsheets for those dates will load in a new tab within the browser.

Printing off team sheets

Team sheets can be printed off directly from your internet browser. To do this, click on the File menu at the top of the screen and click Print.

Enter Quick Results

Last Modified on 28/07/2021 10:11 am AEST

Quick Results is a simpler way to access the post game screen where you can input final team scores. The Enter Quick Results option will give the ability for the Result of a match to be entered in quickly and easily from the Match List screen. Quick Results entry will just give the option to enter in a Win/Loss result for a Match. This is used for organisations that don't necessarily add players to teams or have player or team statistics but can be used by any organisation if they want to add in results quickly and then worry about the player and team statistics later.

ENTER QUICK RESULTS - VIA DESKTOP

1. Log into your passport

2. Click on RESULTS ENTRY & LIVE SCORING.

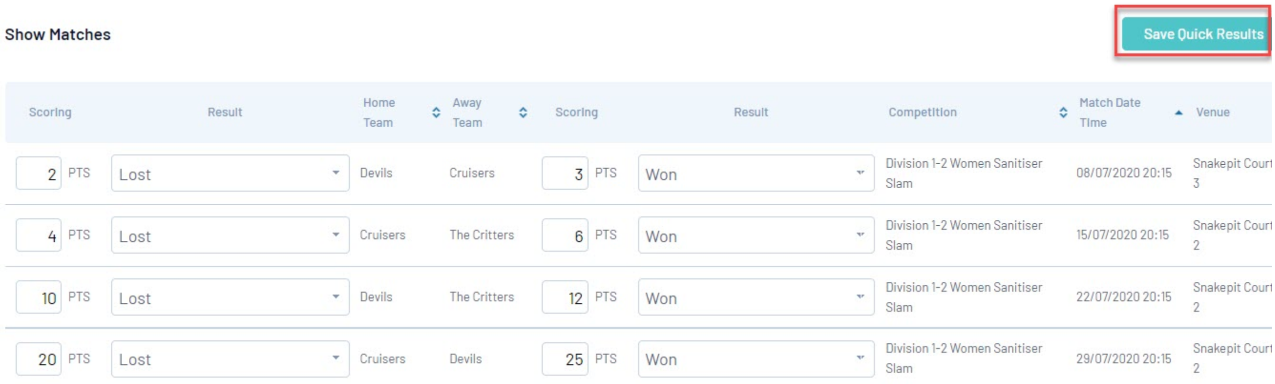
3. Click on the relevant club/team tab.

4. Apply the relevant dates for the match/matches you need.

5. Click **ENTER QUICK RESULTS** button.

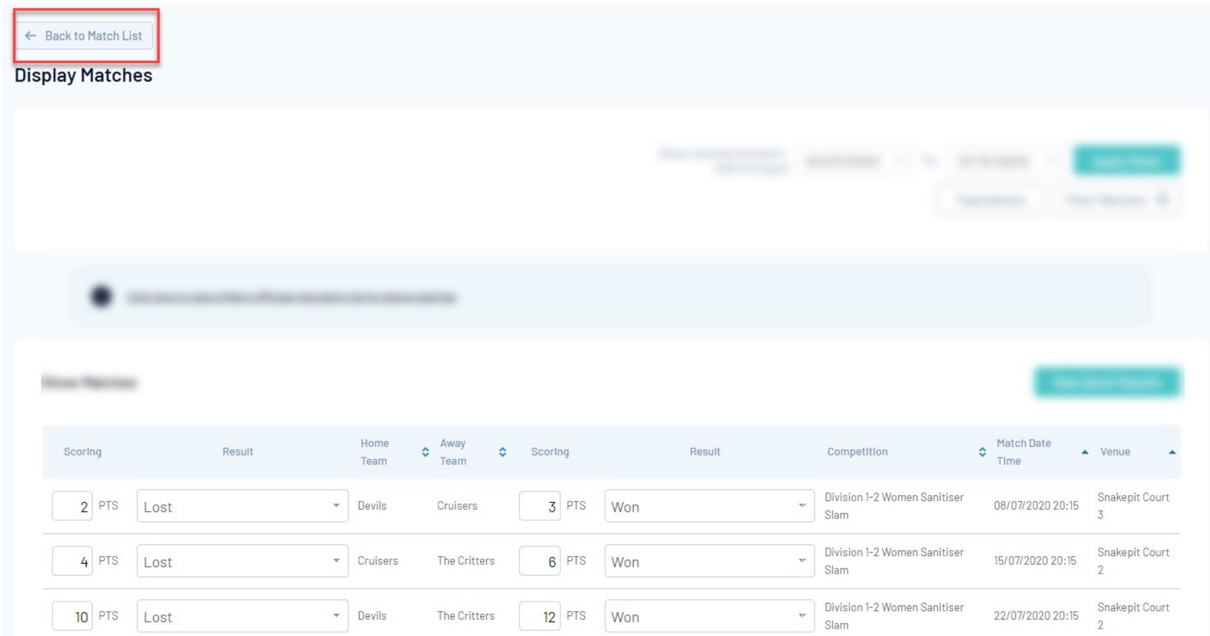
6. Input the final score (if visible) and a final result within the matches, then click **SAVE QUICK RESULTS**.

> NOTE: each sport has a different template when viewing the quick results section so some may have a final score plus a result, while others may only have a result.



7. Once saved this will update this display match screen with the relevant scores and final result.

8. The page will remain like the above but the results will have saved so if you just click the **BACK TO MATCH LIST** button, you will see this updated result for the matches.



ENTER QUICK RESULTS - VIA MOBILE

We recommend using Google Chrome as it is a more stable browser.

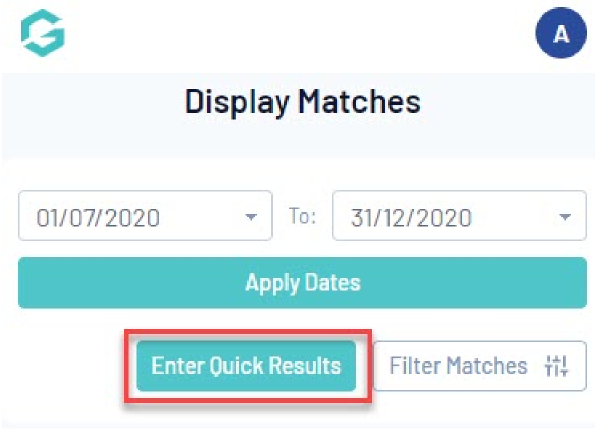
1. Log into your passport account.

2. Click into the RESULTS ENTRY & LIVE SCORING tab.

3. Click into the relevant club/team tab.

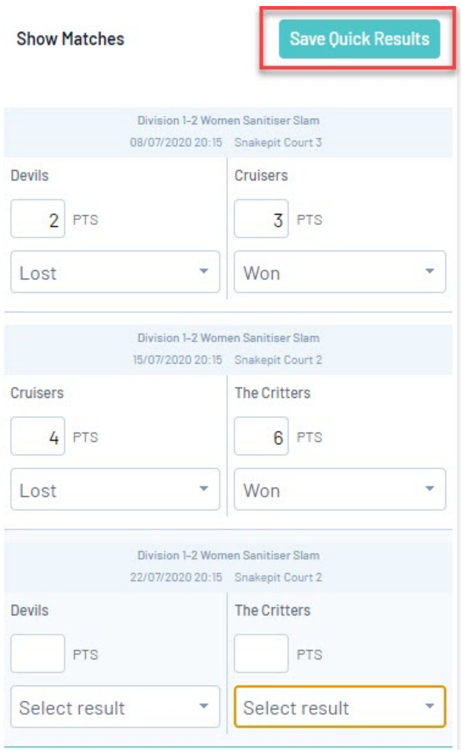
4. Apply the relevant dates for the match/matches you need.

5. Click **ENTER QUICK RESULTS** button.



6. Input the final score (if visible) and a final result within the matches, then click **SAVE QUICK RESULTS**.

> NOTE: each sport has a different template when viewing the quick results section so some may have a final score plus a result, while others may only have a result



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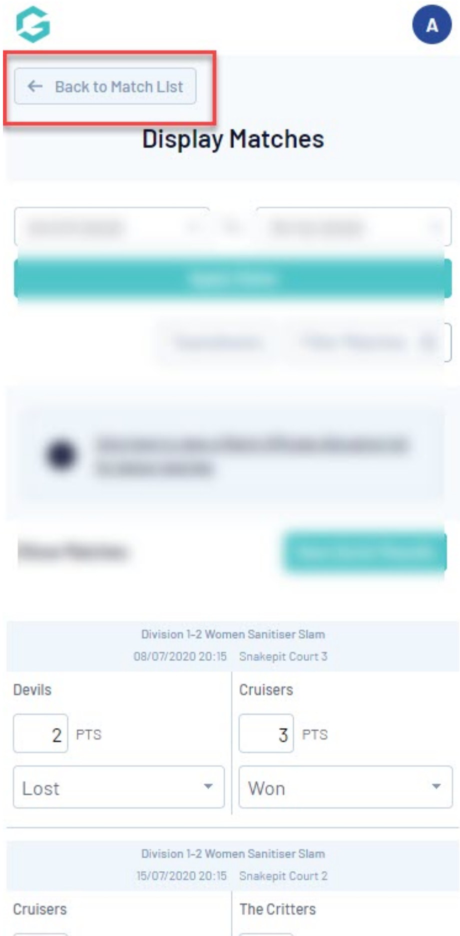

Back to Match List
Display Matches
Division 1-2 Women Sanitiser Slam
08/07/2020 20:15 Snakepit Court 3
Devils
2 PTS
Lost
Cruisers
3 PTS
Won
Division 1-2 Women Sanitiser Slam
15/07/2020 20:15 Snakepit Court 2
Cruisers
The Critters

Can't Find a Player for your Team Sheet?

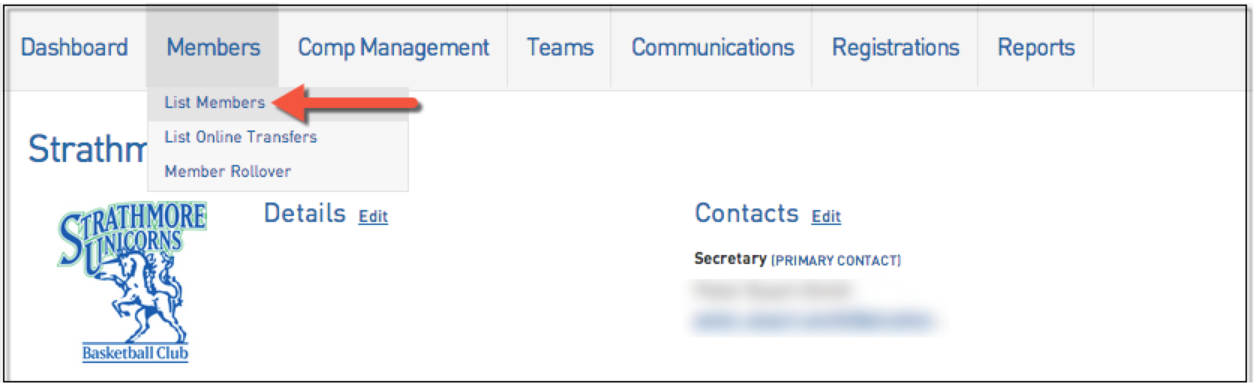
Last Modified on 21/07/2021 9:35 am AEST

If you are selecting your team for the weekend's game and you can't find a player you're looking for in the Available Players box, the below checklist should help you out:

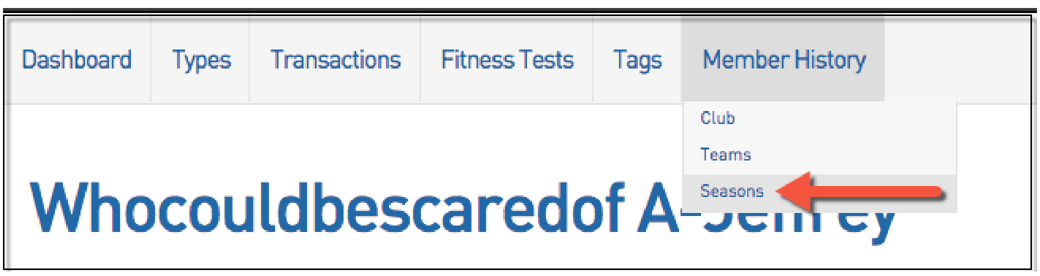
Please note: these functions are not available with team level logins, you must at least have club level access to see them.

1. Check that the player is registered to your club as a player for the current season

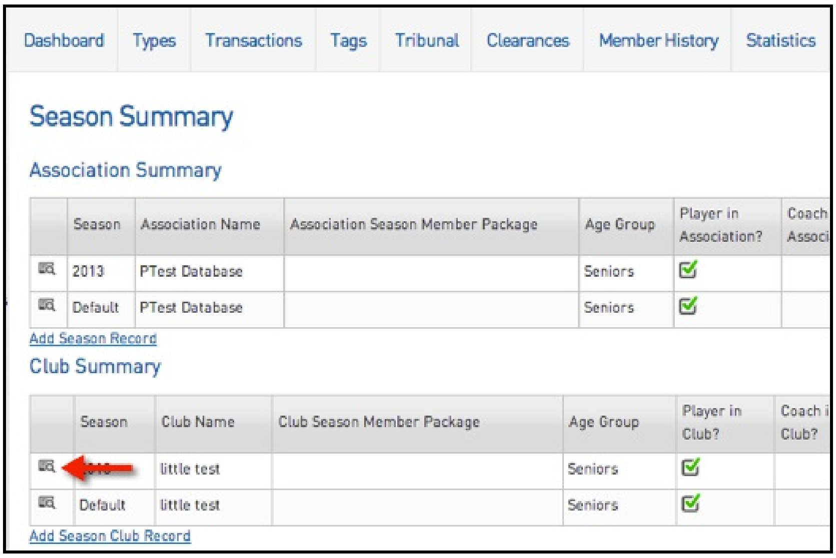
1a. Locate the member that you want to find by hovering over Members and click '**List Members**'.



1b. Hover over Member History and click '**Seasons**'.



1c. From Club Summary click the button shown below

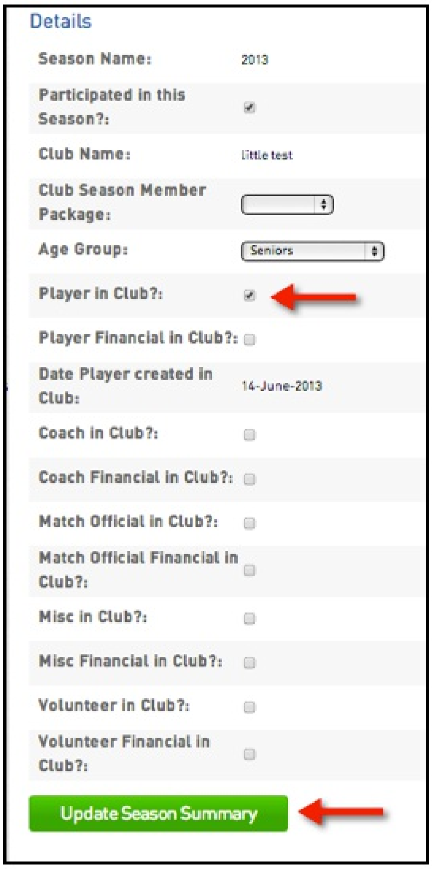


1d. Scroll down and click Edit details

If you are club admin and are unable to do this, it will mean your association/league has not allowed you this permission, so please speak to them directly and they can update this.

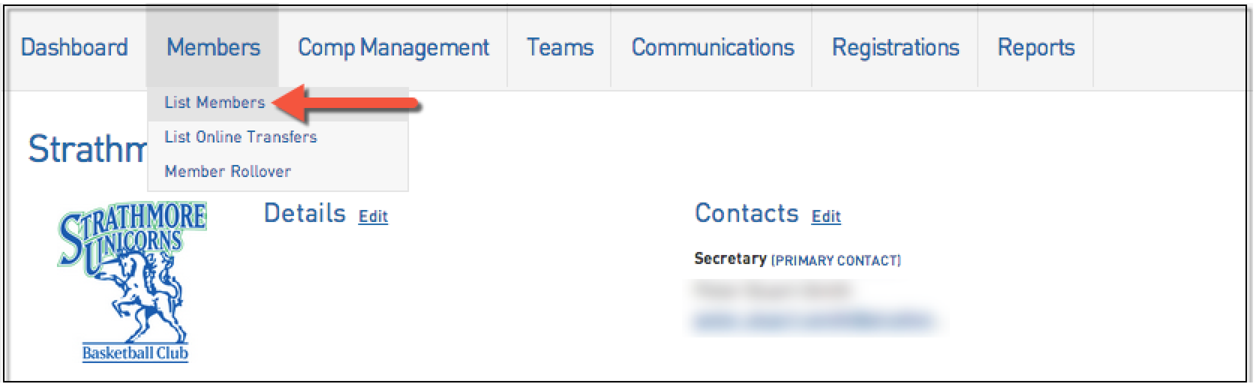
If your are an association/league admin and are unable to do this it will mean your sport has not allowed this at your level so you will need to speak to your state or national body/federation who can update this.

1e. Ensure that Player in Club is ticked and click Update Season Summary

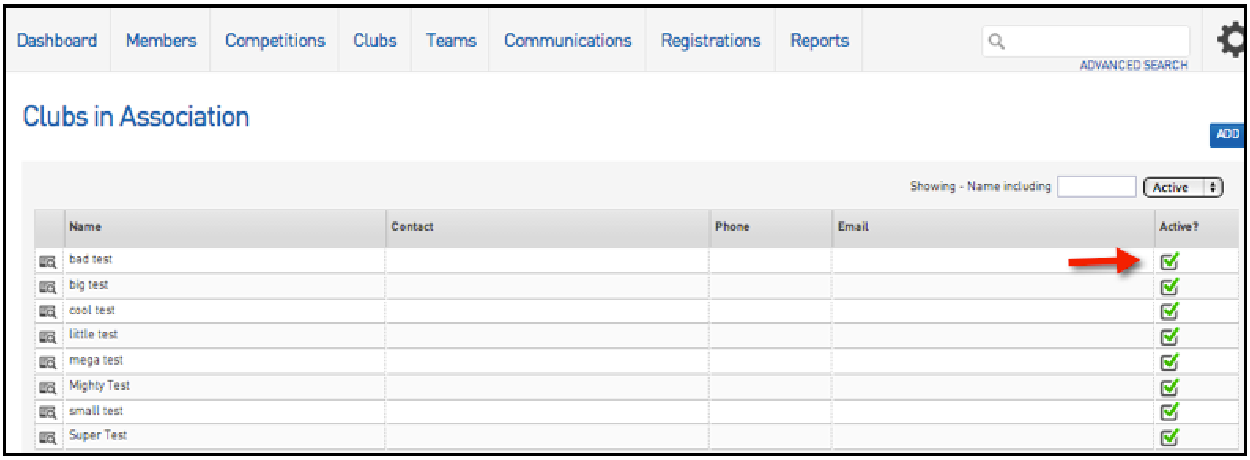


2. Ensure that the Active in Club box is ticked (from the Member List screen)

2a. Hover over Members and click '**List Members**'.



2b. Ensure that the Active in Club box is ticked for the player that you aren't able to add into the game.



Check with your league to ensure that the player isn't being filtered from the list because they're too old or young to play in the competition.

Club/team online match results permissions

Last Modified on 11/02/2022 11:30 am AEDT

Within the competition set up for each invidual competition admins can adjust permissions to enable or disable clubs and/or teams from being able to view the match results section and/or input results.

NOTE: only associations/leagues have the ability to edit these permissions, so if you are a club/team and want access please speak to them directly.

These permissions are set at each individual competition within the competition configuration. Each configuration is different so please read the below before deciding what configuration to enable that suits your association/league.

Admins can do the following in regards to club/team access:

- Allow clubs/teams to access match results entry (no results entry)
- Allow clubs/teams to access match results entry and input match results
- Disbale clubs/teams from accessing the match results entry completely.

ALLOW MATCH ACCESS TO MATCH RESULTS (NO POST GAME)

With this permission admins can allow clubs/teams to access the match results - which means that they can see pre-game and at game (if used) - so they can input teamsheets, however they don't have the ability to access post-game and input match results.

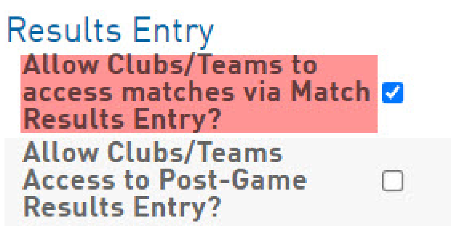
To enable this permission:

1. Go to COMPETITIONS > LIST COMPETITIONS > select the relevant competitions

2. Click EDIT against COMPETITION CONFIGURATION.

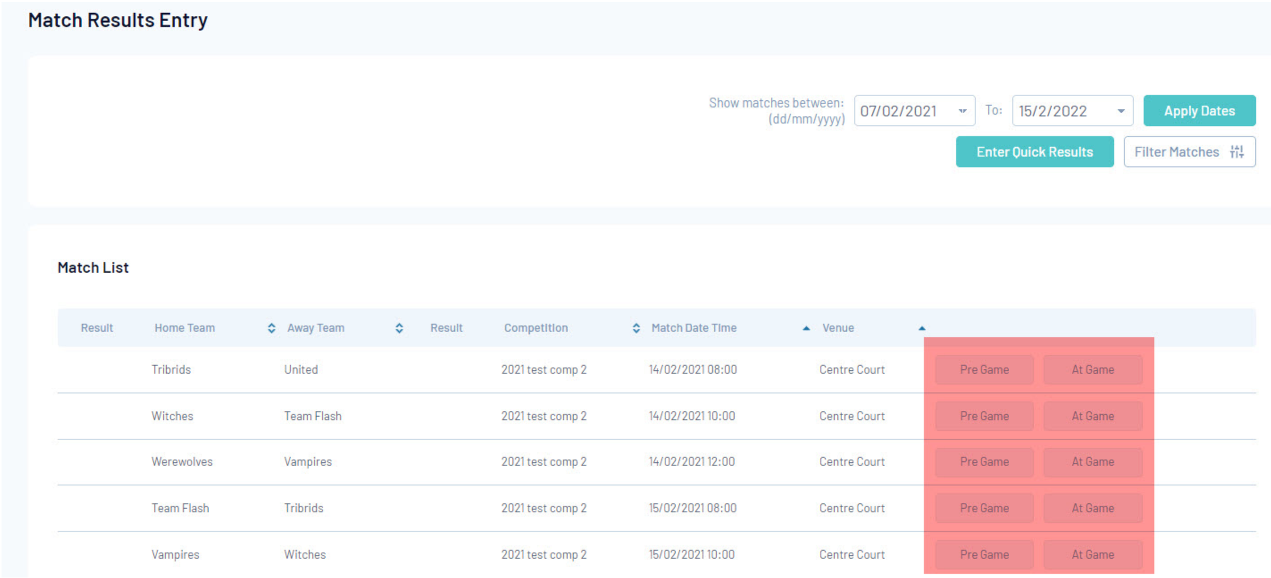
3. Scroll to RESULTS ENTRY.

4. Tick the **ALLOW CLUBS/TEAMS TO ACCESS MATCHES VIA MATCH RESULTS ENTRY** checkbox.



5. Click UPDATE COMPETITION.

This is what will now show for clubs/teams when an admin views the match results entry from their level:



ALLOW MATCH ACCESS AND INPUTTING OF MATCH RESULTS

With this permission admins can allow clubs/teams input match results from games. This permission works together with the ALLOW CLUBS/TEAMS TO ACCESS MATCHES VIA MATCH RESULTS ENTRY permission, so make sure this is set too. They will be able to see all three sections of the match results entry (pre-game, at-game and post-game).

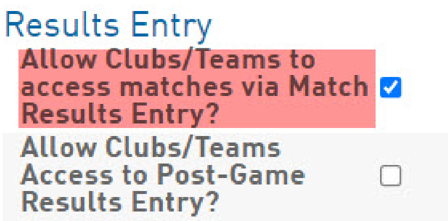
To enable this permission:

1. Go to COMPETITIONS > LIST COMPETITIONS > select the relevant competitions

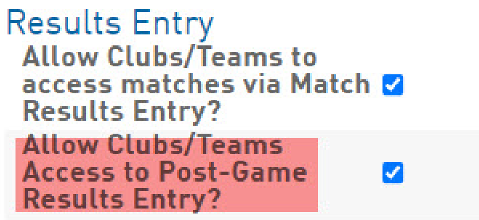
2. Click EDIT against COMPETITION CONFIGURATION.

3. Scroll to RESULTS ENTRY.

4. Tick (if not already) the **ALLOW CLUBS/TEAMS TO ACCESS MATCHES VIA MATCH RESULTS ENTRY** checkbox.

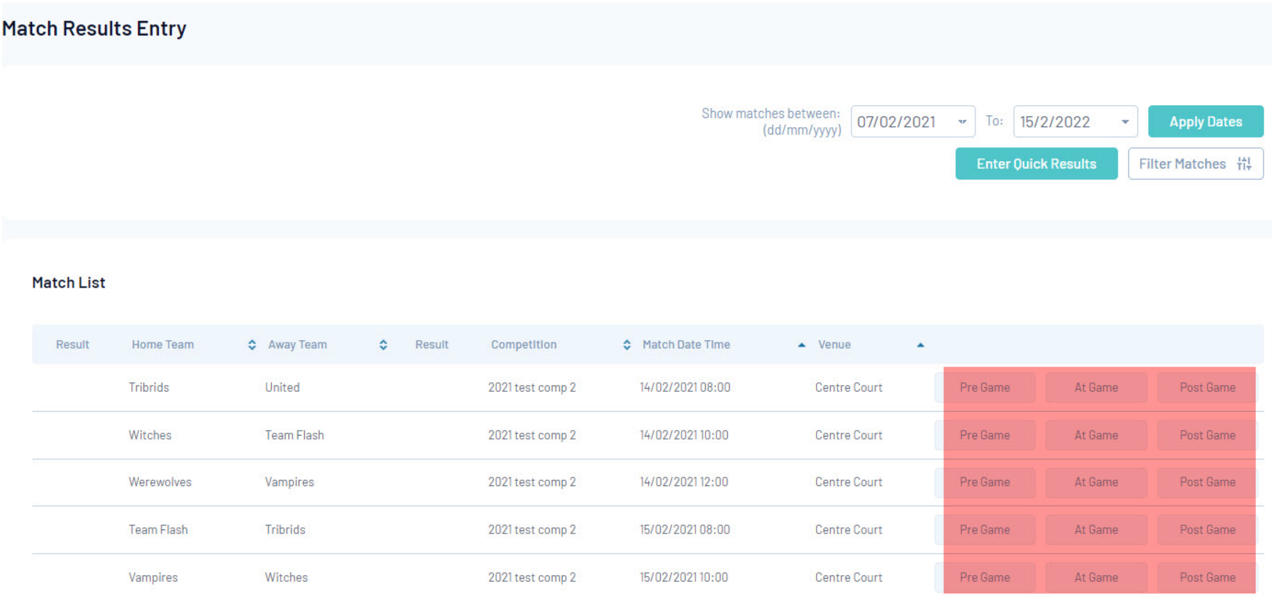


5. Tick the **ALLOW CLUBS/TEAMS ACCESS TO POST GAME RESULTS ENTRY** checkbox.



6. Click UPDATE COMPETITION.

This is what will now show for clubs/teams when an admin views the match results entry from their level:



DISABLE MATCH RESULTS ENTRY ACCESS

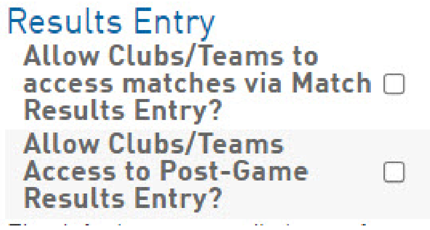
With this permission, admins can prevent clubs/teams from accessing the match results entry section altogether - this means they cannot view any of the sections and can't input team sheets or input match results.

1. Go to COMPETITIONS > LIST COMPETITIONS > select the relevant competitions

2. Click EDIT against COMPETITION CONFIGURATION.

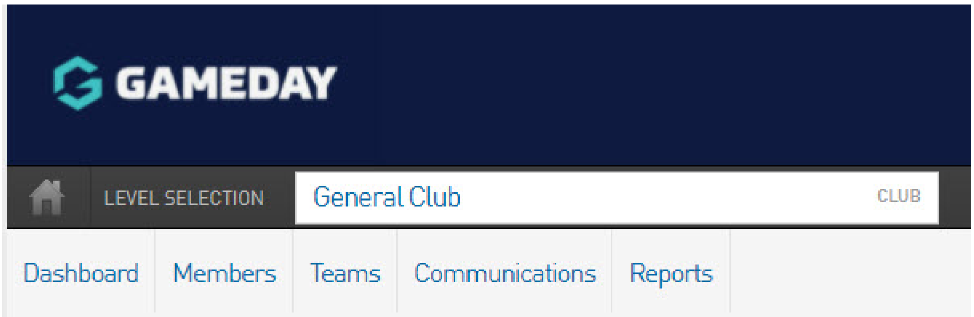
3. Scroll to RESULTS ENTRY.

4. Untick (if not already) the **ALLOW CLUBS/TEAMS TO ACCESS MATCHES VIA MATCH RESULTS ENTRY** and **ALLOW CLUBS/TEAMS ACCESS TO POST GAME RESULTS ENTRY** checkboxes.



5. Click UPDATE COMPETITION.

When clubs or teams now go and try to access the match results section from their level, they won't see this any competition management options at their level.



Pre Game Screen - Desktop

Last Modified on 28/07/2021 10:10 am AEST

The PRE GAME dashboard

The PRE GAME screen for matches is where you add in players that are playing for that particular match, these players will be added to the team sheet for that match where you can print this off.

In this screen you have a list of available players within your club where you then go and select the relevant players who will be playing that match. How to add these players to this list is outlined below.

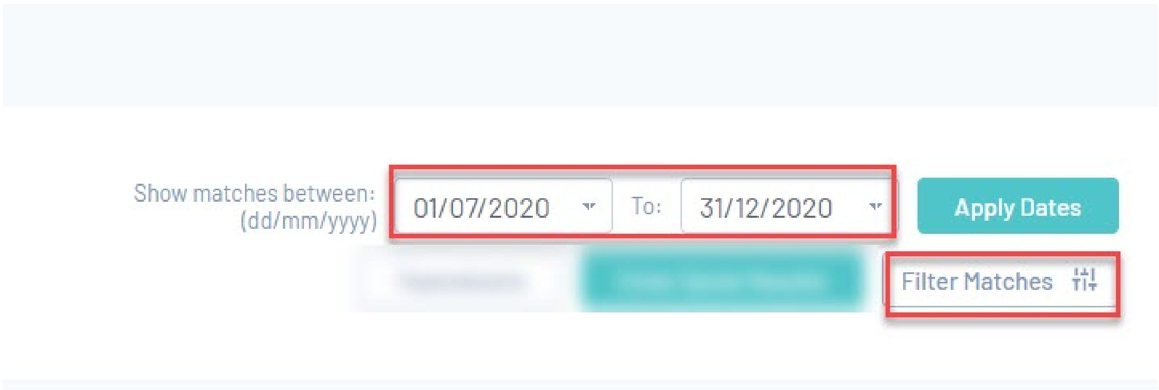
1. Log into your Passport account.

2. Click into the RESULTS ENTRY AND LIVE SCORING tab.

3. Click into the relevant team/club tab.

4. Apply the relevant date filters for the match you need to access.

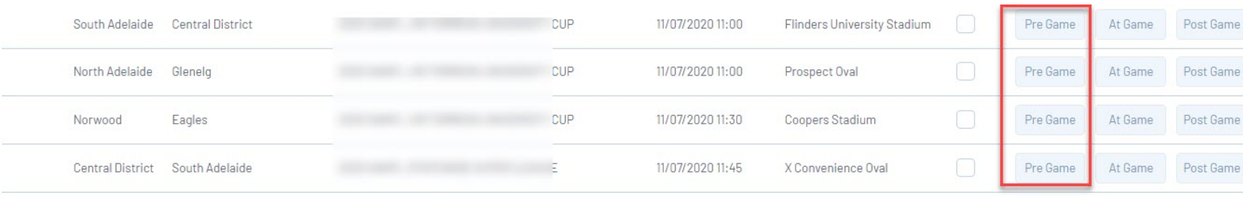
You can also filter by a specific season, competition etc. To do so click the FILTER MATCHES button.



NOTE: after you have applied the relevant date filter, if you are club or team admin and cannot see any matches listed here, it may mean your association/league has hidden or not allowed teams/clubs to input results, so please speak to them directly to change this.

NOTE: after you have applied the relevant date filter, if you are an association/league admin and you cannot see any matches here, please check to make sure you haven't hidden these matches.

5. Click the **PRE GAME** button against the relevant match.

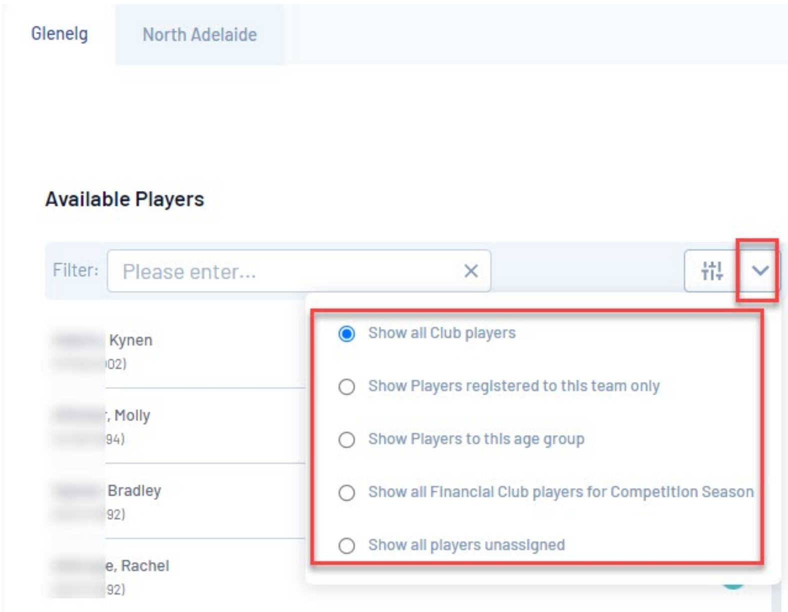


This pre game dashboard is where you can select the relevant players for this particular match. If you are a team/club admin you will most likely only see your club/team tab, however if you are a association/league admin you will be able to see both team tabs.

AVAILABLE PLAYERS LIST

On the left hand side is the **AVAILABLE PLAYERS** list. This is a list of all the players within your club who are registered for this season.

You can select a varitey of filters here to narrow down who appears within this available players list. You can adjust this via clicking the drop down arrow against the **FILTER** icon.

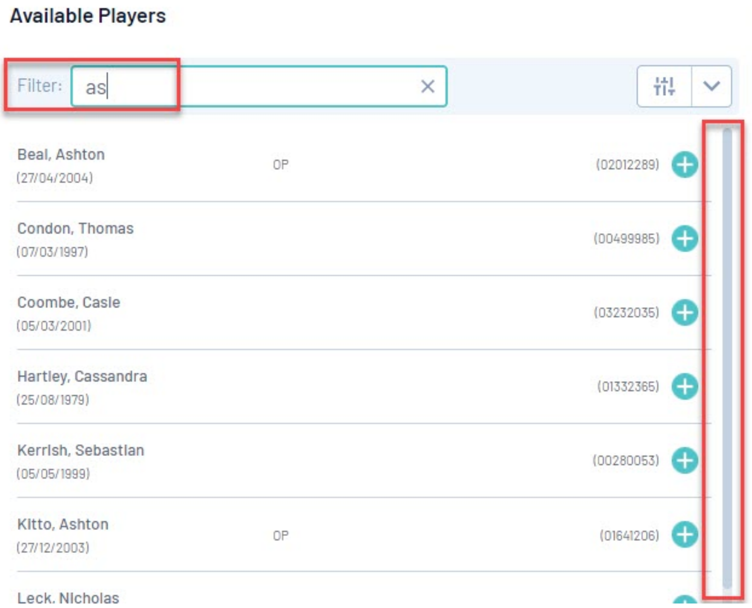


You can select from:

- **Show all club players** - this will list every player within your club who is registered for the season.
- **Show players registered to this team only** - this will list the players that have been assigned to this team via the modify team list functionality.
- **Show players to this age group** - if your league/association has a particular age rang set for the competition this match is in then those that classify within that age range will show.
- **Show all financial club players for competition season** - if your association/league uses the "financial filter" setting then you can see who within your club is financial to select from.
- **Show all players unassigned** - this will list all the players within your club that are not currently assigned to a team.

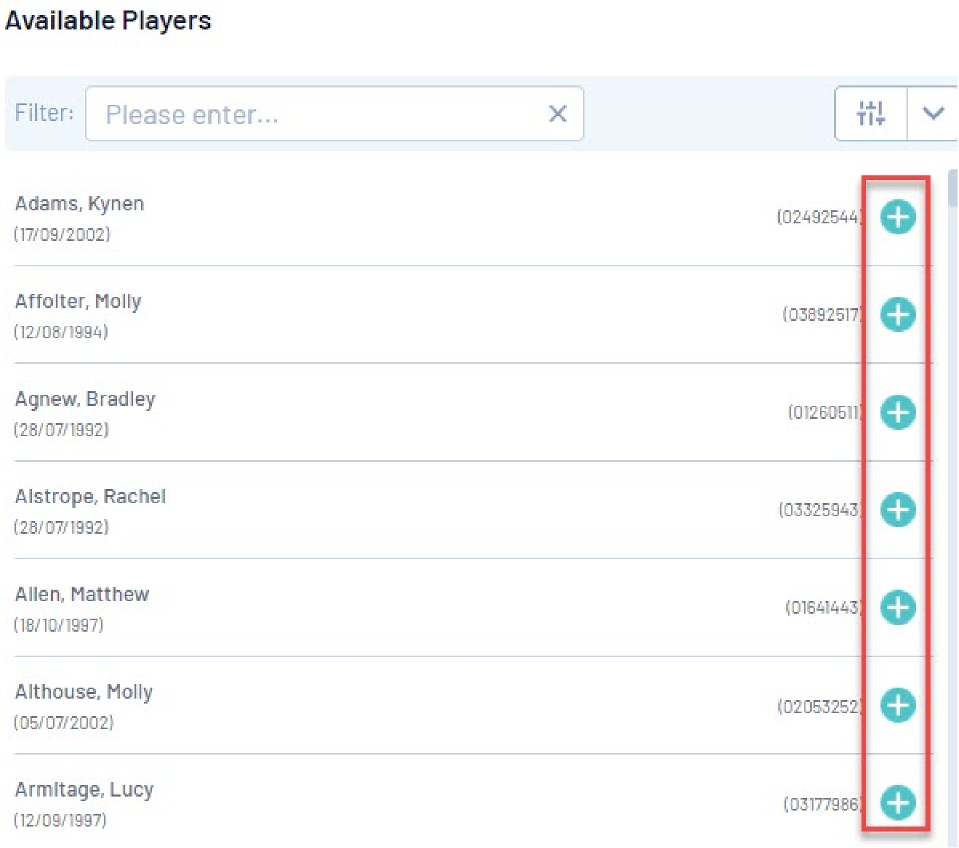
6. Scroll or use the search bar to find a player.

Under the name of the player, it will show their date of birth and if your sport uses "national numbers" then this will appear against their name as well.



NOTE: if you are unable to find a player within this list, it may mean they are not registered correctly at the club or association/league level so check their record, or they do not classify within the DOB range the league/association has set. Please contact them directly if you have any issues with finding players.

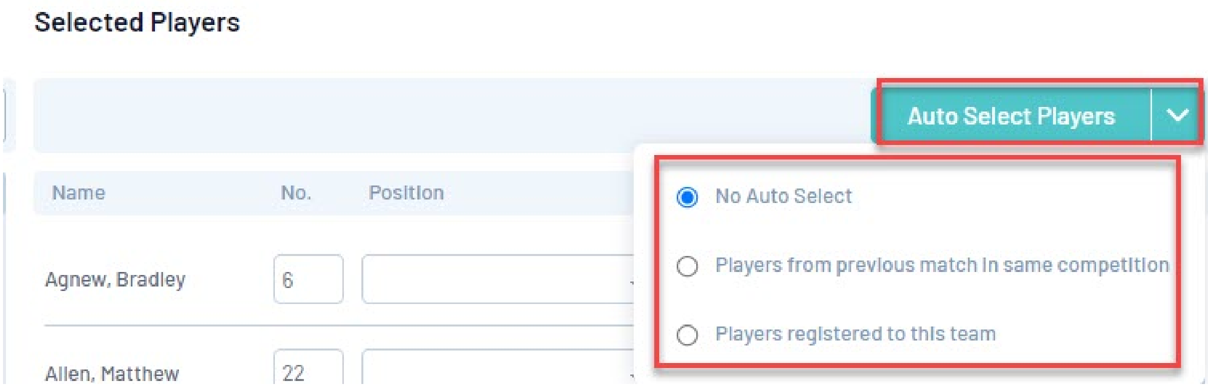
7. Once you have a player, click the **ADD icon** against their names to assign them to the SELECTED PLAYERS list.



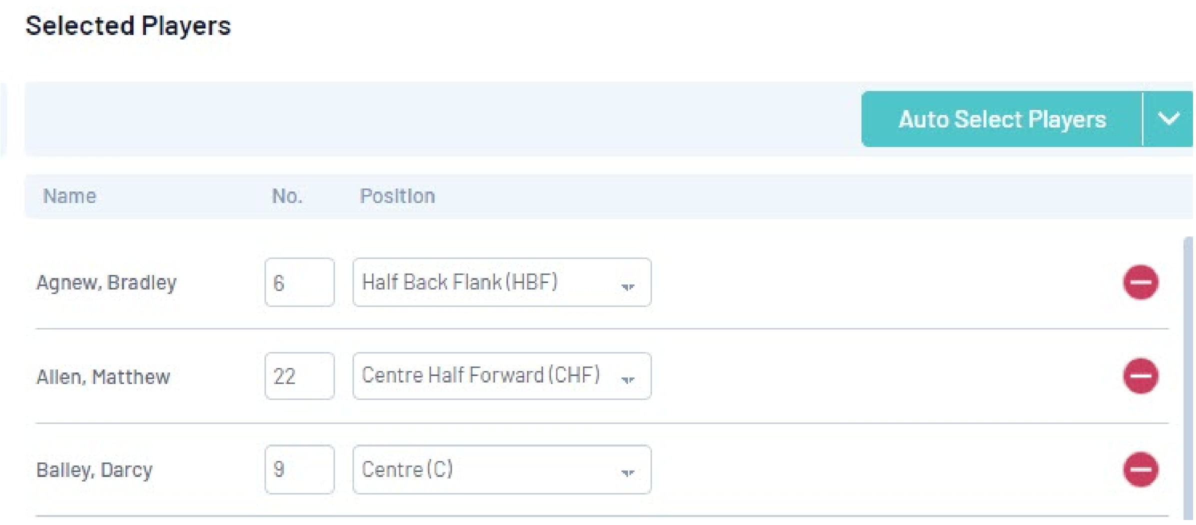
SELECTED PLAYERS LIST

The selected players list is the list of players that you have selected for this particular match either via searching and adding in the player or using the auto select players function.

The **player auto select** functionality allows you to automatically select players to add to this list rather than having you search each time for players. This functionality can only be used if players have been assigned to this team (via modify team list) or if they have been assigned in a previous match within the same competition (so at least one round is needed to have been played).



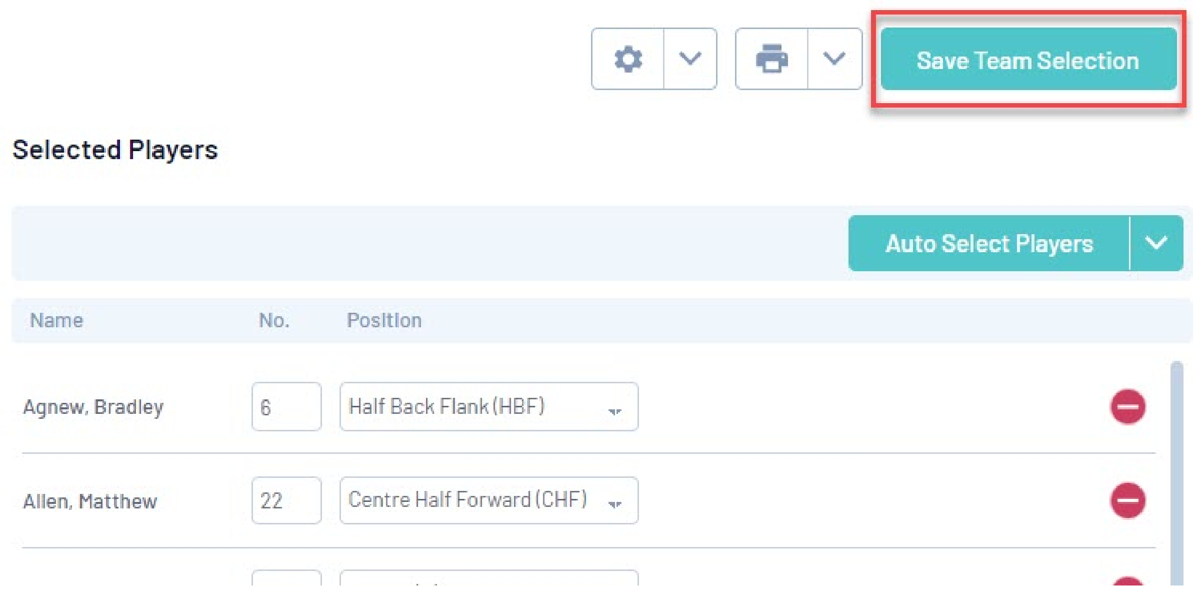
8. Once players have been added to the selected player list by add or auto select, input the relevant player numbers and positions (if available).



If you need to remove a player from the selected players list, just click the **MINUS icon** against their name.

9. Once happy with the team selection, click **SAVE TEAM SELECTION**.

A confirmation window will appear, click OK.



This will save the players you have selected, who will now appear on the team sheet when you go to view and print this off.

You can add and remove players at any time before the match, just click the add or remove button accordindly and make sure you save the selection each time.

Repeat or any other matches. You can assign players to matches for however many games in advance if you wish, or just week by week.

Team Staff Allocation - Pre Game Desktop

Last Modified on 28/07/2021 10:10 am AEST

Within the pre-game section, admins have the ability to assign team officials to each team, like a coach, team manager etc. These officials will also appear on the team sheet when you go to print (if your association/league has these officials listed on the team sheet template). You can manually select officials each week or auto select officials.

If you are an association/league admin and you are missing a specifc type of staff (e.g team doctor) then please contact us directly and we can get this added for you.

If you are a club/team admin and are missing a specific type of staff (e.g team doctor) then please contact your association/league who can confirm if this is able to be added (do not contact Gameday support directly as we need league/association approval first).

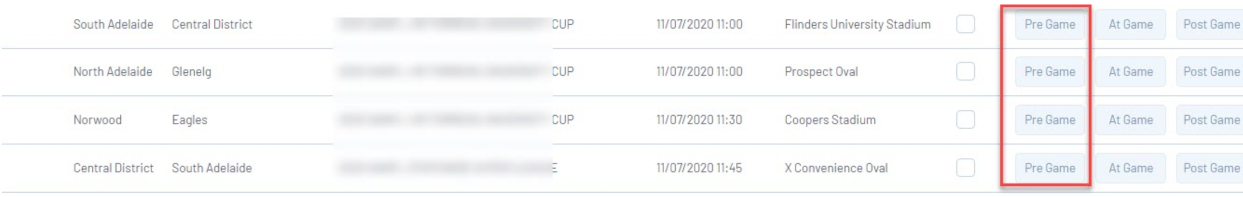
1. Log into your passport account.

2. Click on RESULTS ENTRY & LIVE SCORING.

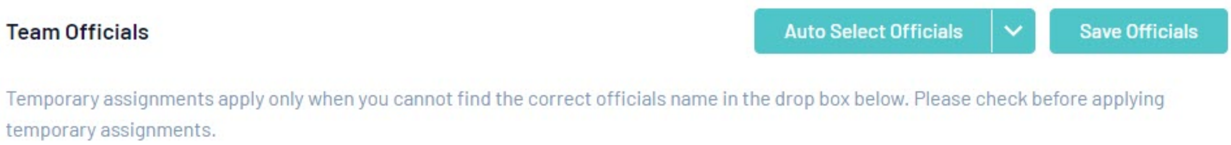
3. Click into the relevant club/team tab.

4. Apply the relevant dates for the match needed.

5. Click **PRE GAME** against the relevant match.



6. Scroll down the page to find the **TEAM OFFICIALS** section.



NOTE: the rules relating to team staff vary between each sport so check with your league/association if you cannot see a member listed within this section as their record may not have the correct member type to appear here.

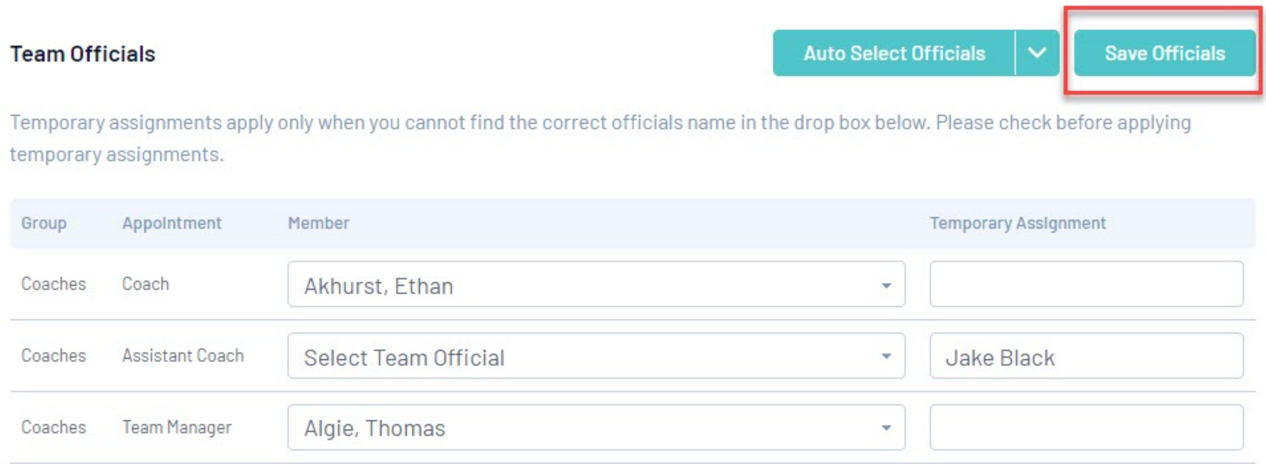
This is where you can assign the relevant member to the relevant team staff role.

*If a member needs to be a coach, make sure they have registered with the "**coach**" member type for the current season. All other staff need to have registered with the "**volunteer**" member type.*

You can do this via a few ways:

1. **Manually select member from the drop down list**
2. **Auto select officals** - here you have the option to select all default team staff or select all the same staff that were assigned to last weeks game (as long as one round has been played).
3. **Temporary assignment** - if you cannot find a member in the list or the member has not registered yet, you can write in the name of the staff member within the TEMPORARY ASSISGNMENT box.

7. Assign the relevant member to each staff role via one of the above ways, then click **SAVE OFFICIALS**.



8. You will get a confirmation that this has been saved, click OK.

Post Game Screen - Desktop

Last Modified on 28/07/2021 10:10 am AEST

POST GAME DASHBOARD

The post game dashboard houses all the post - game administration including team statistcs, results entry and individual player statistics and is where the majority of the admins will spend their time after every match.

How to access and input results and statistics is outlined below:

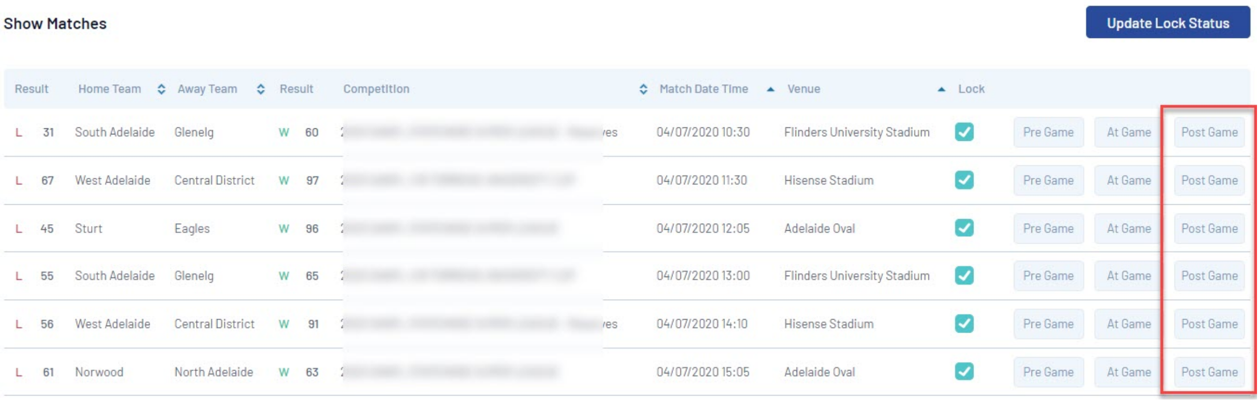
1. Log into your passport.

2. Click on the RESULTS ENTRY AND LIVE SCORING tab.

3. Click into the relevant club/team admin tab.

4. Apply the relevant dates for the match/matches you need.

5. Click on the **POST GAME** button against the relevant match.



Result		Home Team	Away Team	Result		Competition	Match Date Time	Venue	Lock			
L	31	South Adelaide	Glenelg	W	60	[illegible]	04/07/2020 10:30	Flinders University Stadium	✓	Pre Game	At Game	Post Game
L	67	West Adelaide	Central District	W	97	[illegible]	04/07/2020 11:30	Hisense Stadium	✓	Pre Game	At Game	Post Game
L	45	Sturt	Eagles	W	96	[illegible]	04/07/2020 12:05	Adelaide Oval	✓	Pre Game	At Game	Post Game
L	55	South Adelaide	Glenelg	W	65	[illegible]	04/07/2020 13:00	Flinders University Stadium	✓	Pre Game	At Game	Post Game
L	56	West Adelaide	Central District	W	91	[illegible]	04/07/2020 14:10	Hisense Stadium	✓	Pre Game	At Game	Post Game
L	61	Norwood	North Adelaide	W	63	[illegible]	04/07/2020 15:05	Adelaide Oval	✓	Pre Game	At Game	Post Game

This post game screen will display a number of tabs where admins can input team and player statistics as well as enter any awards or match day reports.

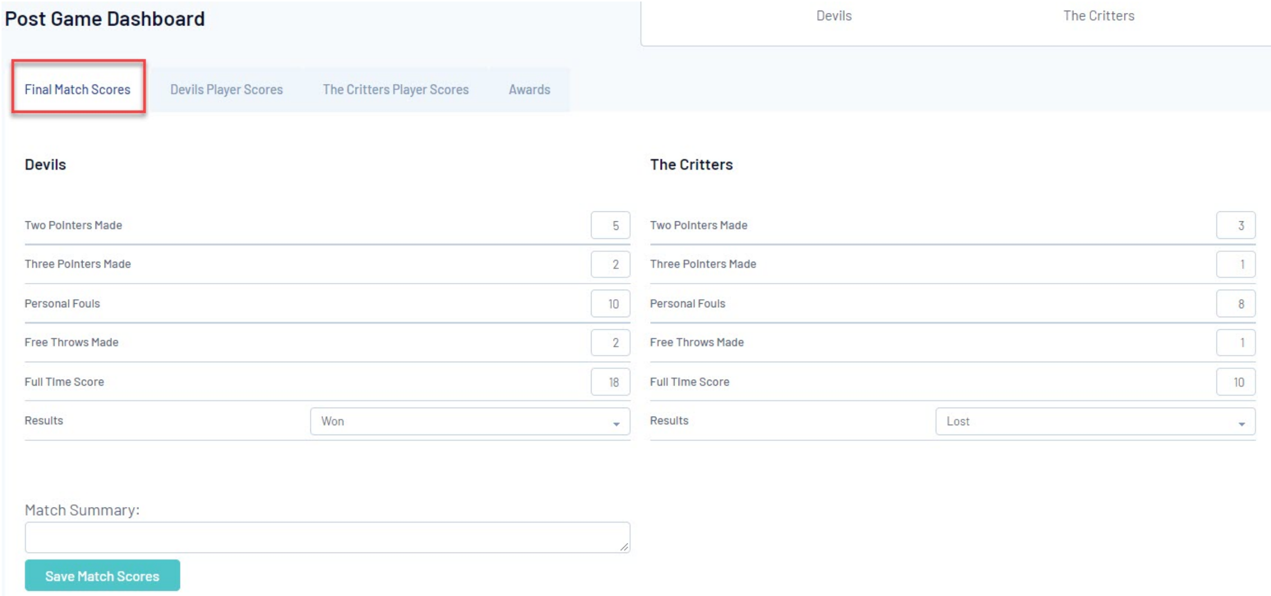
NOTE: if you get an error within any of these tabs, it will mean the association/league has not assigned team or player statistics for these competitions so you will need to contact them directly to get this updated.

NOTE: different sports will have different statistics for teams and players so if you notice a specific team or player statistic not listed within these screens, contact your association directly who can update the templates so you can input these.

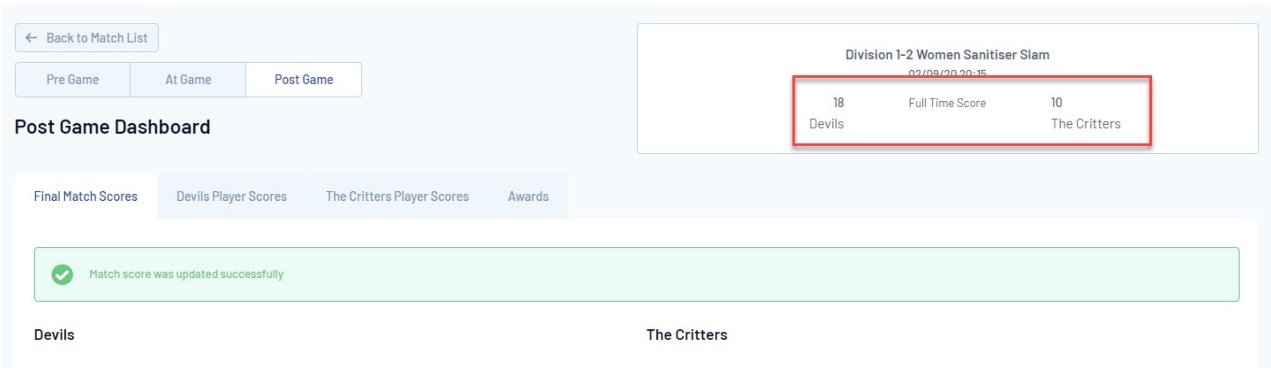
FINAL MATCH SCORES

This tab is where all team match datavase will be entered for both teams. You also have the ability to input any notes related to match here.

6. Within this tab input the total team statistics for both teams and input a win/loss (or a draw or washout) result for each team.

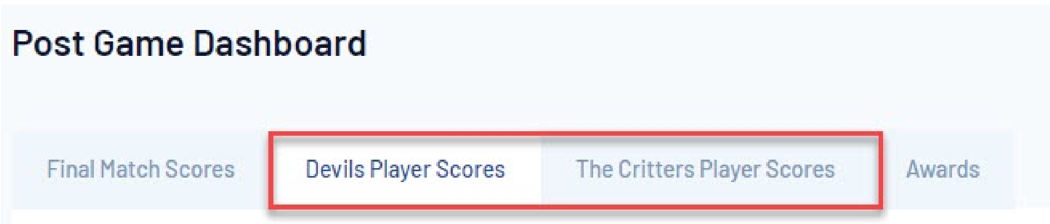


7. Once happy click the **SAVE MATCH SCORES** button to save these results.



You will get a confirmation that these results have been saved. You will also notice that the FULL TIME score display has also updated to reflect the finals scores for these teams.

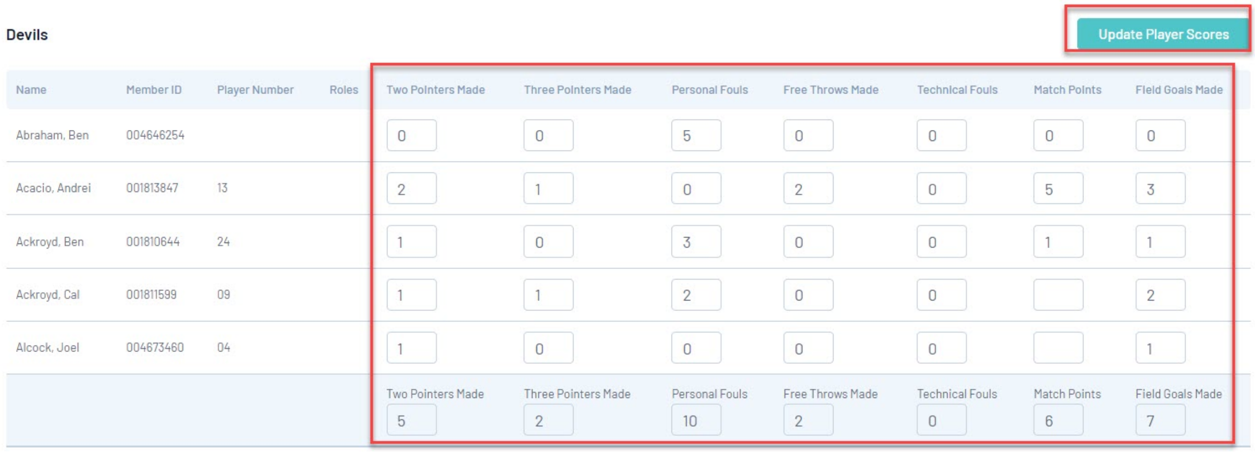
PLAYER SCORES



Each team will have their own indivdual player scores tab where you can input the individual player statisics for players from both teams throughout that match. These players pull from the PREGAME section so if there are no players listed, please add them via PREGAME.

7. Input the player statistics for the first team, then click UPDATE PLAYER SCORES.

8. Click into the other team player scores tab and input these statistics, then click UPDATE PLAYER SCORES.

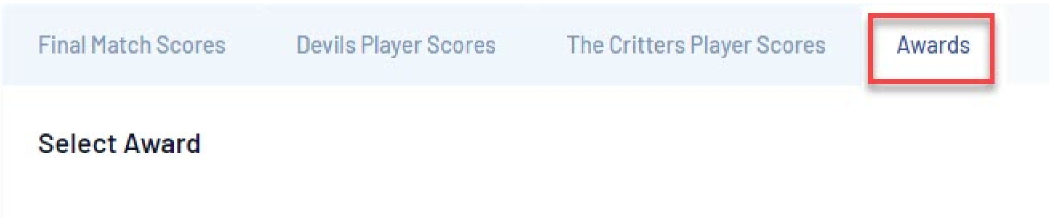

Devils

Update Player Scores

Name	Member ID	Player Number	Roles	Two Pointers Made	Three Pointers Made	Personal Fouls	Free Throws Made	Technical Fouls	Match Points	Field Goals Made
Abraham, Ben	004646254			0	0	5	0	0	0	0
Acacio, Andrei	001813847	13		2	1	0	2	0	5	3
Ackroyd, Ben	001810644	24		1	0	3	0	0	1	1
Ackroyd, Cal	001811599	09		1	1	2	0	0		2
Alcock, Joel	004673460	04		1	0	0	0	0		1
				Two Pointers Made 5	Three Pointers Made 2	Personal Fouls 10	Free Throws Made 2	Technical Fouls 0	Match Points 6	Field Goals Made 7

The last row will automatically tally the players statistics so make sure that matches the final match scores for both teams.

AWARDS (if enabled)



The awards tab is where admins can input the voting for the match (if the association/league has awards enabled).

Information on how to enter awards can be found here (input link).

Pre Game Screen - Mobile

Last Modified on 28/07/2021 10:10 am AEST

The PRE GAME dashboard

The PRE GAME screen for matches is where you add in players that are playing for that particular match, these players will be added to the team sheet for that match where you can print this off.

In this screen you have a list of available players within your club where you then go and select the relevant players who will be playing that match. How to add these players to this list is outlined below.

We recommend using Google Chrome as it is a more stable browser.

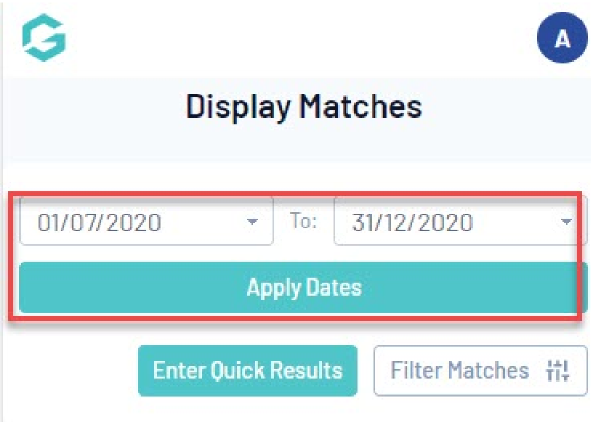
1. Log into your Passport account.

2. Click into the RESULTS ENTRY AND LIVE SCORING tab.

3. Click into the relevant team/club tab.

4. Apply the relevant date filters for the match you need to access.

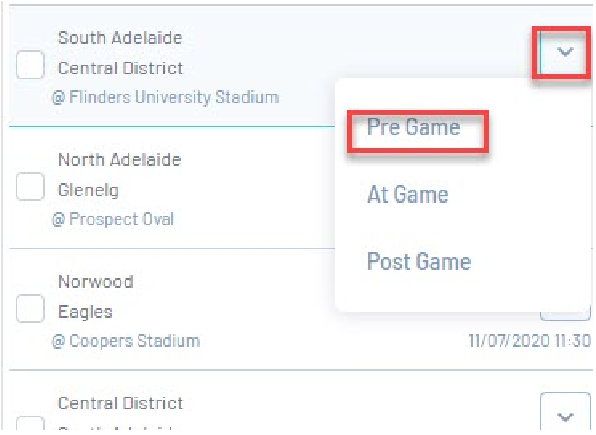
You can also filter by a specific season, competition etc. To do so click the FILTER MATCHES button.



NOTE: after you have applied the relevant date filter, if you are club or team admin and cannot see any matches listed here, it may mean your association/league has hidden or not allowed teams/clubs to input results, so please speak to them directly to change this.

NOTE: after you have applied the relevant date filter, if you are an association/league admin and you cannot see any matches here, please check to make sure you haven't hidden these matches.

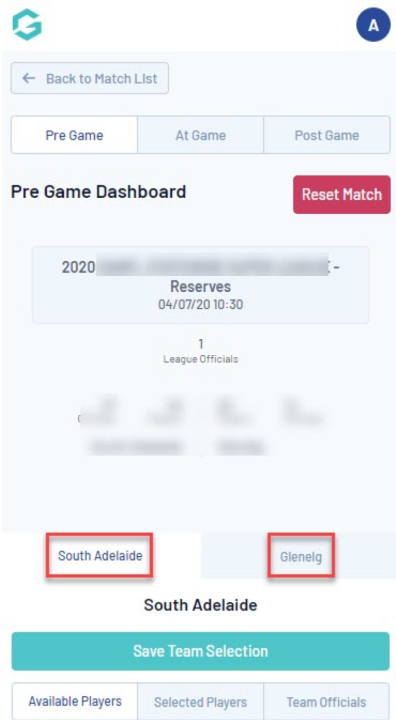
5. Click the **PRE GAME** button against the relevant match.



This pre game dashboard is where you can select the relevant players for this particular match. If you are a team/club admin you will most likely only see your club/team tab, however if you are a association/league admin you will be able to see both team tabs.

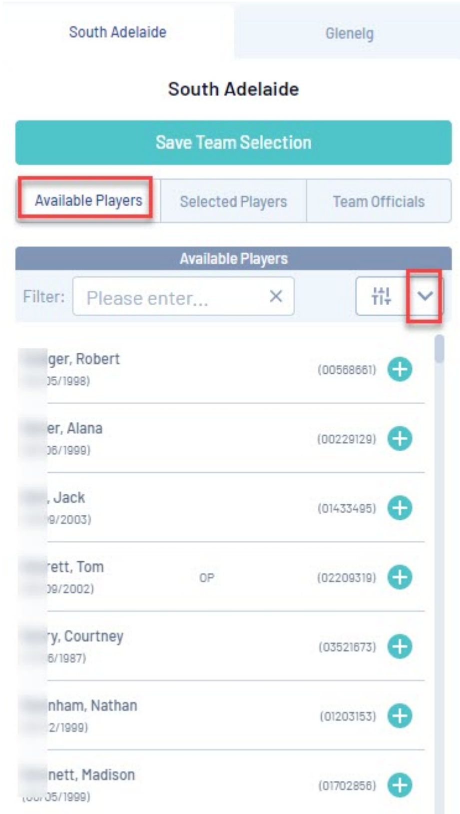
AVAILABLE PLAYERS LIST

Each team will have their own tab, where you can select the players needed for a match (click on the relevant tab for the relevant team players).



The first tab is the **AVAILABLE PLAYERS** list. This is a list of all the players within your club who are registered for this season.

You can select a varitey of filters here to narrow down who appears within this available players list. You can adjust this via clicking the drop down arrow against the **FILTER** icon.

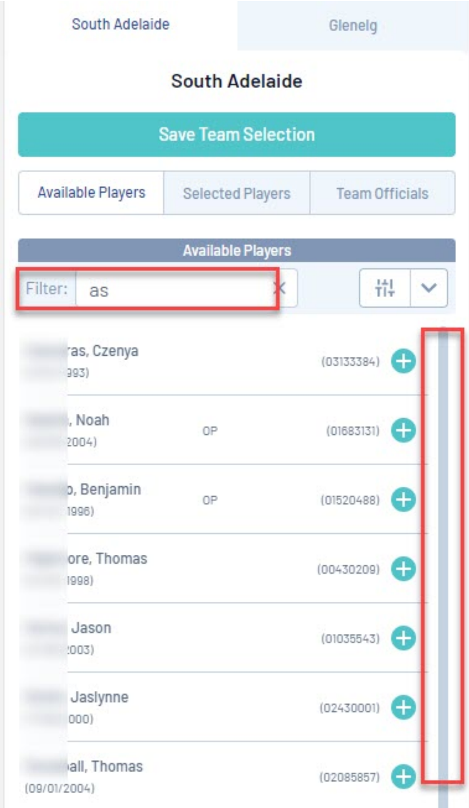


You can select from:

- **Show all club players** - this will list every player within your club who is registered for the season.
- **Show players registered to this team only** - this will list the players that have been assigned to this team via the modify team list functionality.
- **Show players to this age group** - if your league/association has a particular age rang set for the competition this match is in then those that classify within that age range will show.
- **Show all financial club players for competition season** - if your association/league uses the "financial filter" setting then you can see who within your club is financial to select from.
- **Show all players unassigned** - this will list all the players within your club that are not currently assigned to a team.

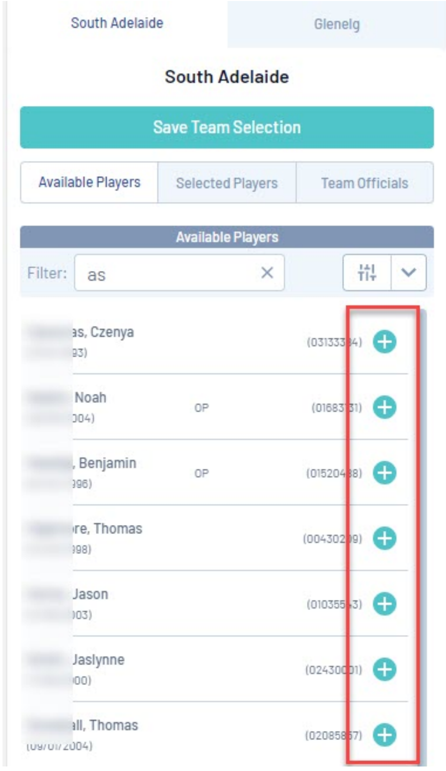
6. Scroll or use the search bar to find a player.

Under the name of the player, it will show their date of birth and if your sport uses "national numbers" then this will appear against their name as well.



NOTE: if you are unable to find a player within this list, it may mean they are not registered correctly at the club or association/league level so check their record, or they do not classify within the DOB range the league/association has set. Please contact them directly if you have any issues with finding players.

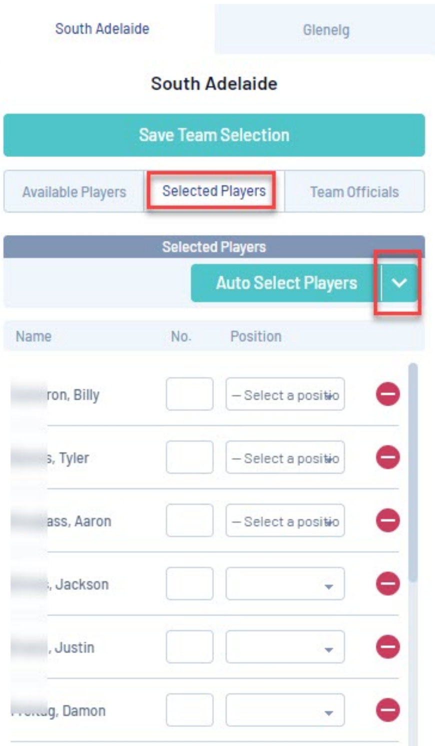
7. Once you have a player, click the **ADD icon** against their names to assign them to the SELECTED PLAYERS list.



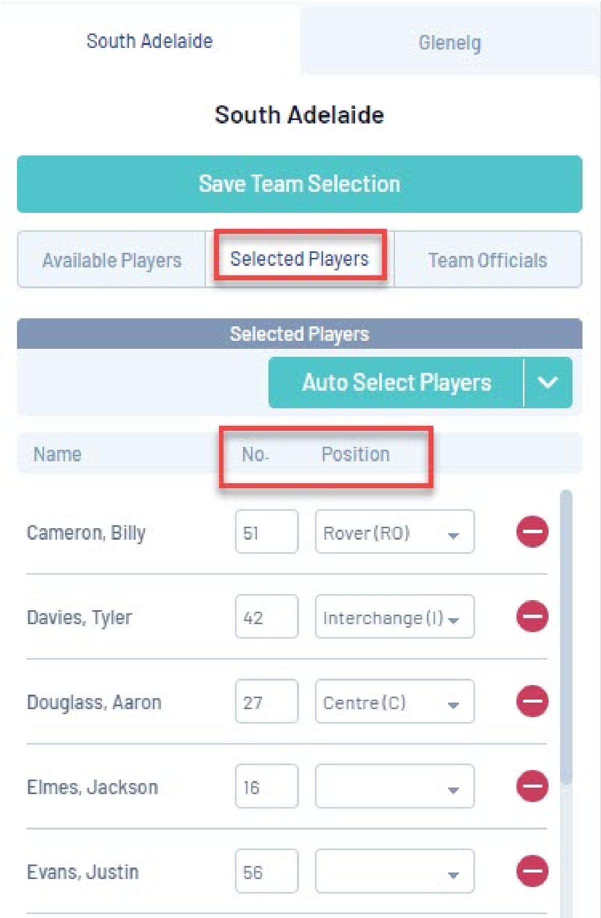
SELECTED PLAYERS LIST

The selected players list is the list of players that you have selected for this particular match either via searching and adding in the player or using the auto select players function.

The **player auto select** functionality allows you to automatically select players to add to this list rather than having you search each time for players. This functionality can only be used if players have been assigned to this team (via modify team list) or if they have been assigned in a previous match within the same competition (so at least one round is needed to have been played).

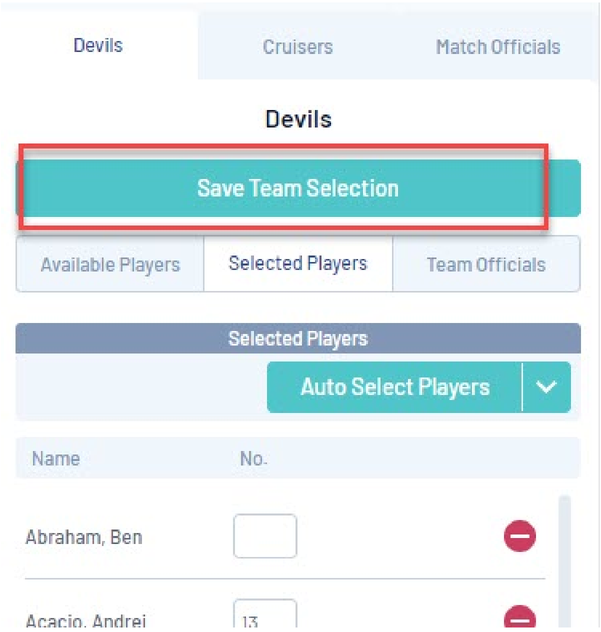


8. Once players have been added to the selected player list by add or auto select, input the relevant player numbers and positions (if available).



If you need to remove a player from the selected players list, just click the **MINUS icon** against their name.

9. Once happy with the team selection, click **SAVE TEAM SELECTION**.



This will save the players you have selected, who will now appear on the team sheet when you go to view and print this off.

You can add and remove players at any time before the match, just click the add or remove button accordindly and make sure you save the selection each time.

Repeat or any other matches. You can assign players to matches for however many games in advance if you wish, or just week by week.

Team Staff Allocation - Pre Game Mobile

Last Modified on 28/07/2021 10:10 am AEST

Within the pre-game section, admins have the ability to assign team officials to each team, like a coach, team manager etc. These officials will also appear on the team sheet when you go to print (if your association/league has these officials listed on the team sheet template). You can manually select officials each week or auto select officials.

> If you are an association/league admin and you are missing a specifc type of staff (e.g team doctor) then please contact us directly and we can get this added for you.
>
> If you are a club/team admin and are missing a specific type of staff (e.g team doctor) then please contact your association/league who can confirm if this is able to be added (do not contact Gameday support directly as we need league/association approval first).

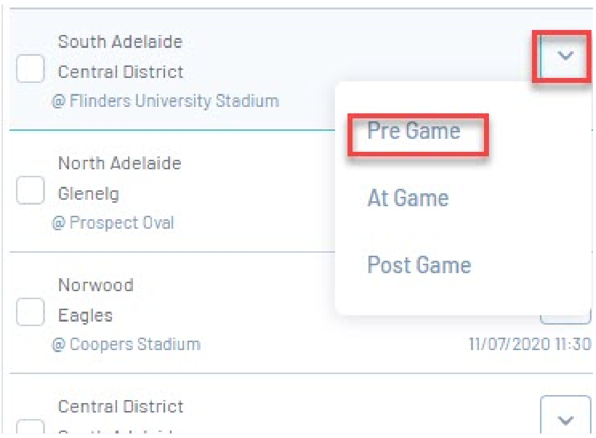
1. Log into your passport account.

2. Click on RESULTS ENTRY & LIVE SCORING.

3. Click into the relevant club/team tab.

4. Apply the relevant dates for the match needed.

5. Click **PRE GAME** against the relevant match.



Each team will have their own tab, where you can select the officials/staff needed for a match (click on the relevant tab for the relevant team staff).

6. Click on the **TEAM OFFICIALS** tab.

NOTE: the rules relating to team staff vary between each sport so check with your league/association if you cannot see a member listed within this section as their record may not have the correct member type to appear here.

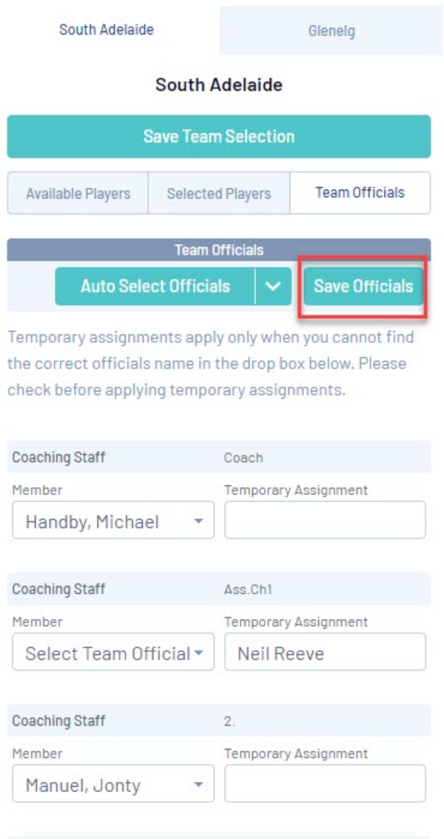
This is where you can assign the relevant member to the relevant team staff role.

*If a member needs to be a coach, make sure they have registered with the "**coach**" member type for the current season. All other staff need to have registered with the "**volunteer**" member type.*

You can do this via a few ways:

1. **Manually select member from the drop down list**
2. **Auto select officals -** here you have the option to select all default team staff or select all the same staff that were assigned to last weeks game (as long as one round has been played).
3. **Temporary assignment -** if you cannot find a member in the list or the member has not registered yet, you can write in the name of the staff member within the TEMPORARY ASSISGNMENT box.

7. Assign the relevant member to each staff role via one of the above ways, then click **SAVE OFFICIALS**.


South Adelaide
Glenelg
South Adelaide
Save Team Selection
Available Players
Selected Players
Team Officials
Team Officials
Auto Select Officials
Save Officials
Temporary assignments apply only when you cannot find the correct officials name in the drop box below. Please check before applying temporary assignments.
Coaching Staff
Coach
Member
Temporary Assignment
Handby, Michael
Coaching Staff
Ass.Ch1
Member
Temporary Assignment
Select Team Official
Neil Reeve
Coaching Staff
2.
Member
Temporary Assignment
Manuel, Jonty

Post Game Screen - Mobile

Last Modified on 28/07/2021 10:10 am AEST

POST GAME DASHBOARD

The post game dashboard houses all the post - game administration including team statistcs, results entry and individual player statistics and is where the majority of the admins will spend their time after every match.

How to access and input results and statistics is outlined below:

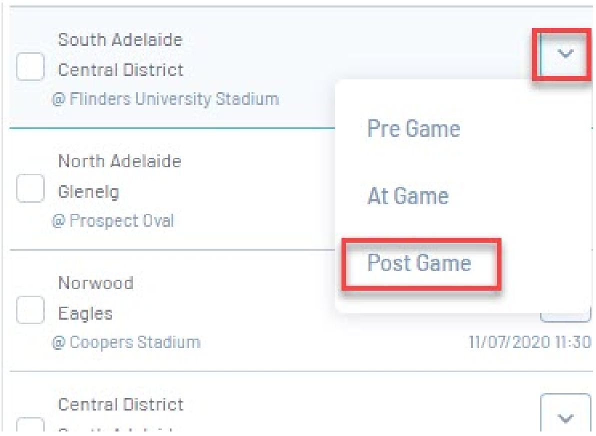
1. Log into your passport.

2. Click on the RESULTS ENTRY AND LIVE SCORING tab.

3. Click into the relevant club/team admin tab.

4. Apply the relevant dates for the match/matches you need.

5. Click on the **POST GAME** button against the relevant match.



This post game screen will display a number of tabs where admins can input team and player statistics as well as enter any awards or match day reports.

NOTE: if you get an error within any of these tabs, it will mean the association/league has not assigned team or player statistics for these competitions so you will need to contact them directly to get this updated.

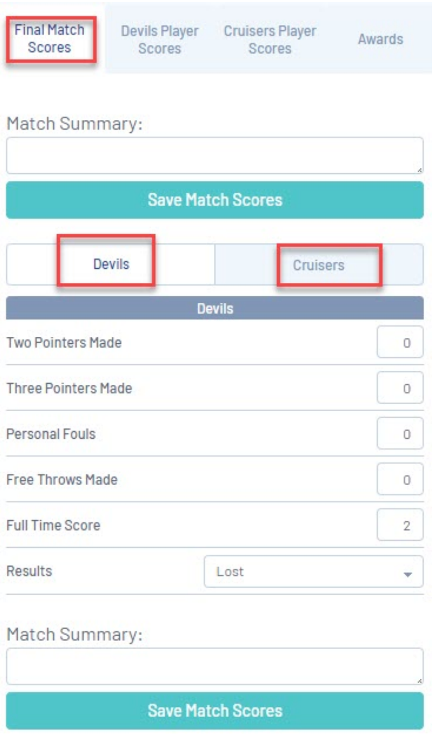
NOTE: different sports will have different statistics for teams and players so if you notice a specific team or player statistic not listed within these screens, contact your association directly who can update the templates so you can input these.

FINAL MATCH SCORES

This tab is where all team match datavase will be entered for both teams. You also have the ability to input any notes related to match here.

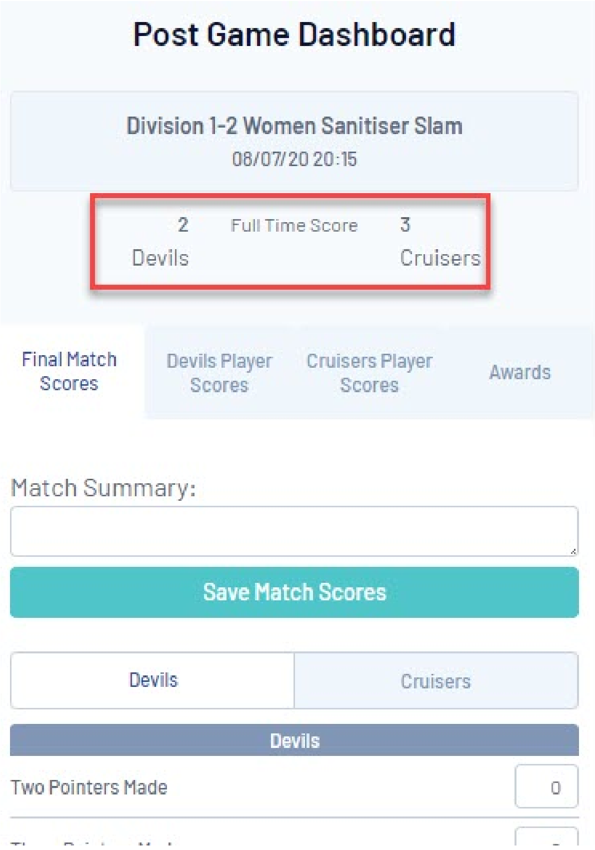
6. Within this tab input the total team statistics for both teams and input a win/loss (or a draw or washout) result for each team.

Each team will have a sub tab within this tab.



7. Once happy click the **SAVE MATCH SCORES** button to save these results.

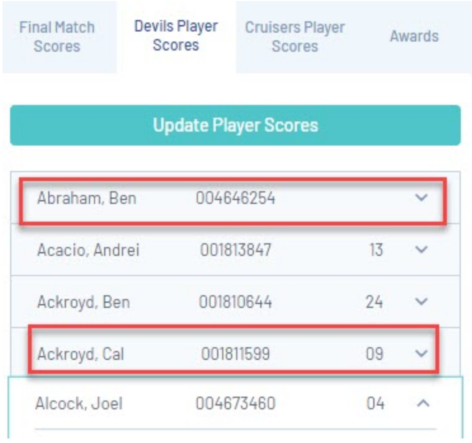
You will also notice that the FULL TIME score display has also updated to reflect the finals scores for these teams.



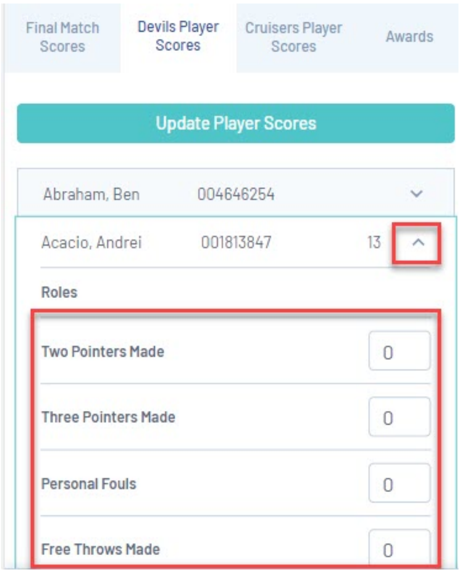
PLAYER SCORES

Each team will have their own indivdual player scores tab where you can input the individual player statisics for players from both teams throughout that match. These players pull from the PREGAME section so if there are no players listed, please add them via PREGAME.

Within these team score tabs each player will have their own drop down where you can input each players individual statistics.

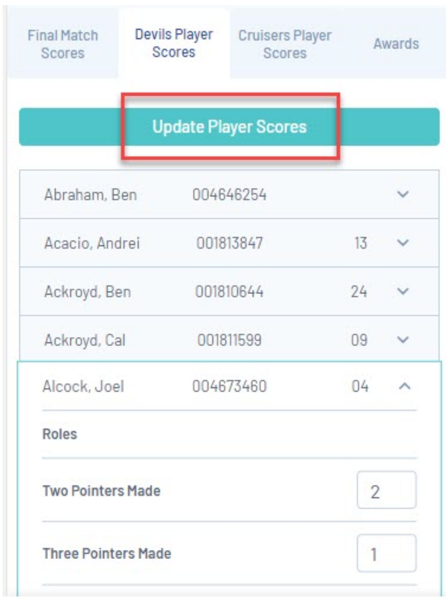


7. Click into the first team scores tab and click the drop down arrow against the first player of the team to input their statistics.



8. Repeat for all other players within the team.

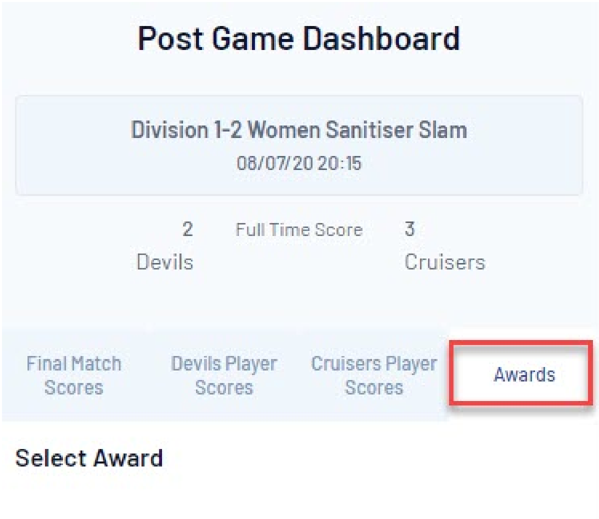
9. Once all statistics have been input, click **UPDATE PLAYER SCORES**.



8. Click into the other team player scores tab repeat steps 7-9.

The last row will automatically tally the players statistics, so make sure that matches the final match scores for both teams.

AWARDS (if enabled)



The awards tab is where admins can input the voting for the match (if the association/league has awards enabled).

Information on how to enter awards can be found here (input link).

Bulk Stats and Player League Stats Rebuild

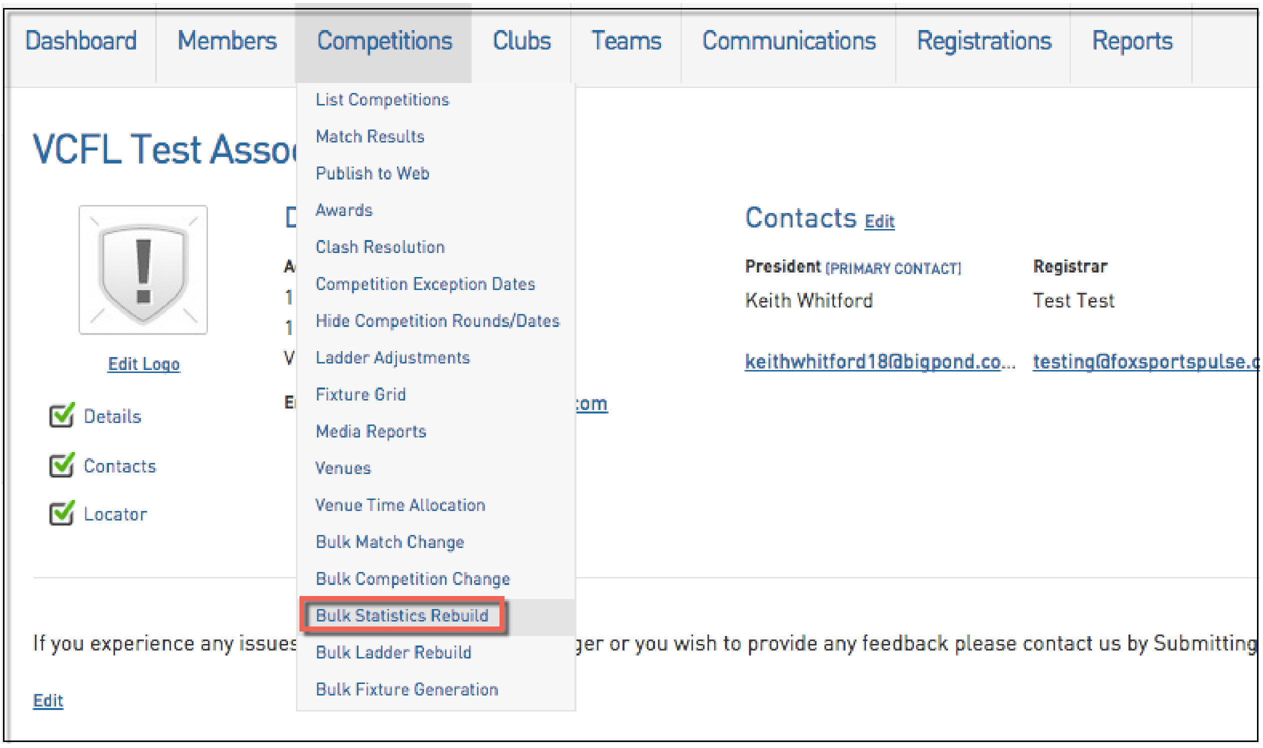
Last Modified on 02/11/2017 3:12 pm AEDT

The Bulk Stats Rebuild and Player League Stats menu will give you the functionality to refresh the player stats within your database. This process will only need to be used if the player statistics displaying on your website don't reflect the stats within your database, even after a Publish to Web. The Bulk Stats rebuild can be done by a Competition Season and can be done per particular Competitions. Processing a Publish to Web after completing a Bulk Stats Rebuild should refresh and update the Player Stats data to your website.

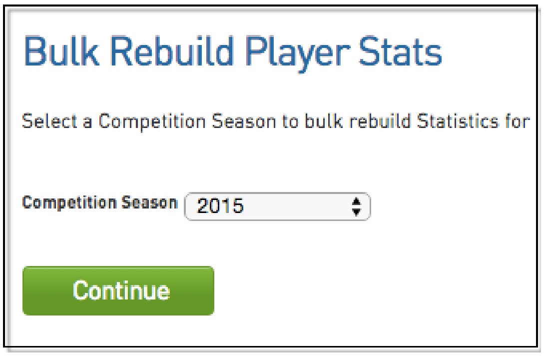
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

The following can only be completed at association level.

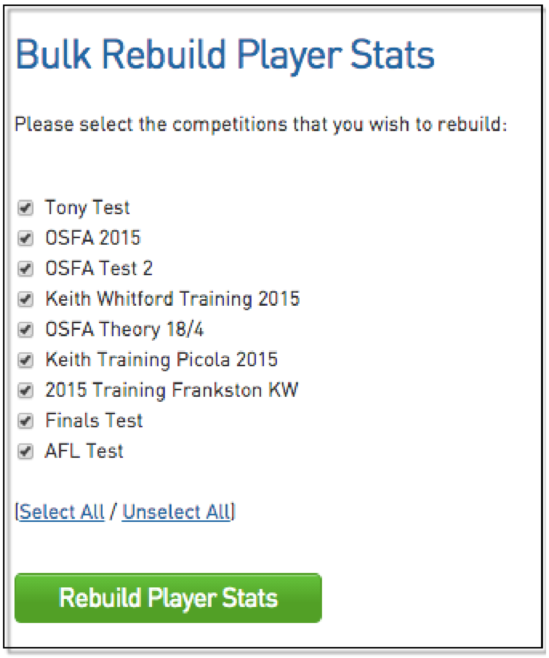
1. Hover over Competitions and click Bulk Statistics Rebuild.



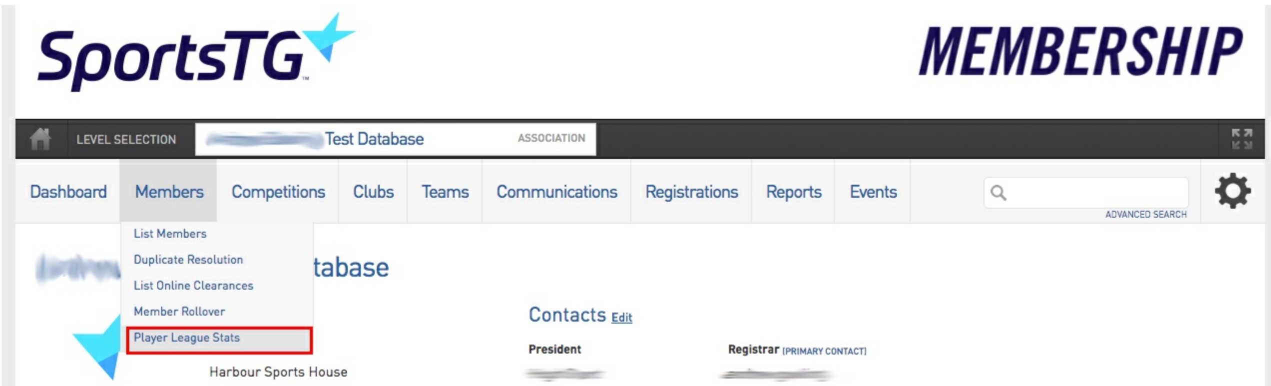
2. Select the season to rebuild and click Continue.



3. Ensure the correct competitions are chosen and then click Rebuild Player Stats.



4. Hover over **Members** and click **Player League Stats**



5. Click rebuild player career stats

6. Check the **Process Log** to see when these have completed and then perform a **Publish To Web.**

Player Round Statistics

Last Modified on 09/01/2017 1:52 pm AEDT

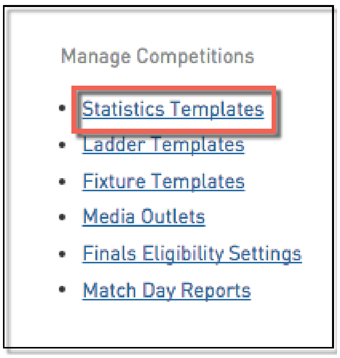
This will allow you to define the statistics that are recorded for all players within a competition on a round by round basis. It will give you the ability to easily view the statistics for a player for any given round within that competition.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

To set up a Player Round Stats template:

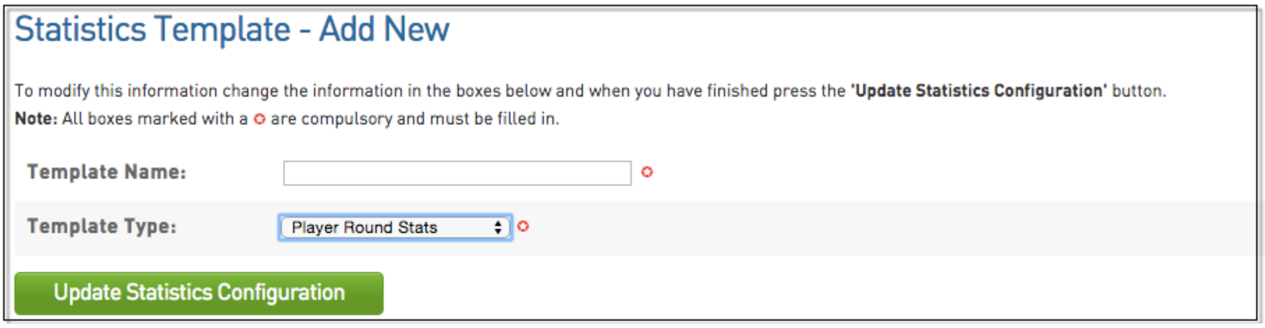
1. From the dashboard, click the Cog on the right hand side and click Settings.

2. Under Manage Competitions, click on Statistics Templates



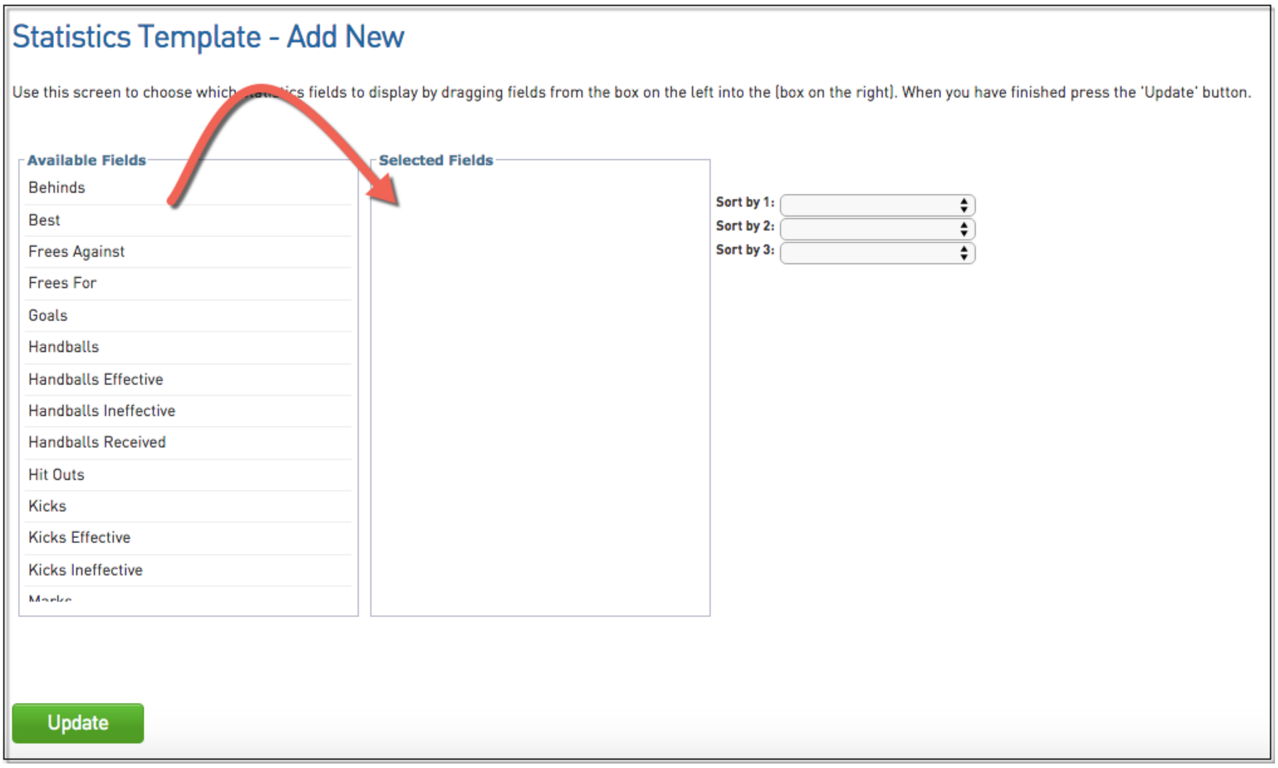
3. Click on the Add a Statistics Configuration button in the top right hand corner

4. Enter in a name for the template and select Player Round Stats from the drop box and click Update Statistics Configuration.



5. You will then come to a screen that will allow you to define which statistic categories you would like to capture for Player Round Stats. The fields that are available on the following screen are set for all associations and leagues across your particular sport.

Click and drag across the statistic fields that you wish to use from the Available Fields box on the left across into the Selected Fields box on the right.



8. If you'd like to sort your Player Round statistics by one of the particular fields, select it from the Sort drop boxes at the bottom of the screen.

9. Click Update to save the Stats Template

The Player Round statistics can then be accessed from the database by clicking on Competitions on the left hand side menu, then click on the specific competition.

From there you will see the Player Round Stats menu which will display all player stats for players within that competition.

The stats will display as below

Apply the Stats Profile to a Competition

Applying a Player Round Stats Template to a competition needs to be done through the Competition Setup screen. Once you have set up a either a Player Comp, Player Round, Team Match or Player Match Stats Template, you will need to select it from the appropriate drop boxes.

Team Match Statistics

Last Modified on 09/01/2017 1:54 pm AEDT

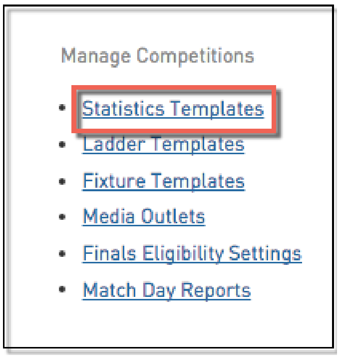
The statistics that are captured for players within your matches and then displayed on your website can be customised to include the statistic categories that you wish to use.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

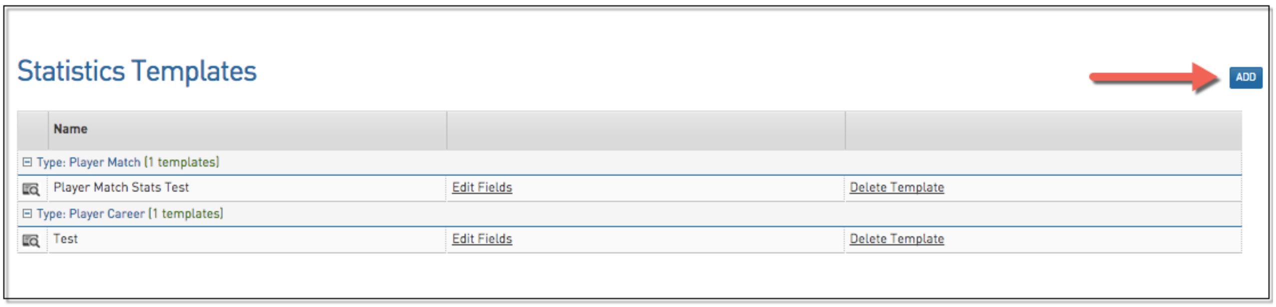
To set up a Team Match Stats profile:

1. Click the Cog on the right hand side of the dashboard and click Settings.

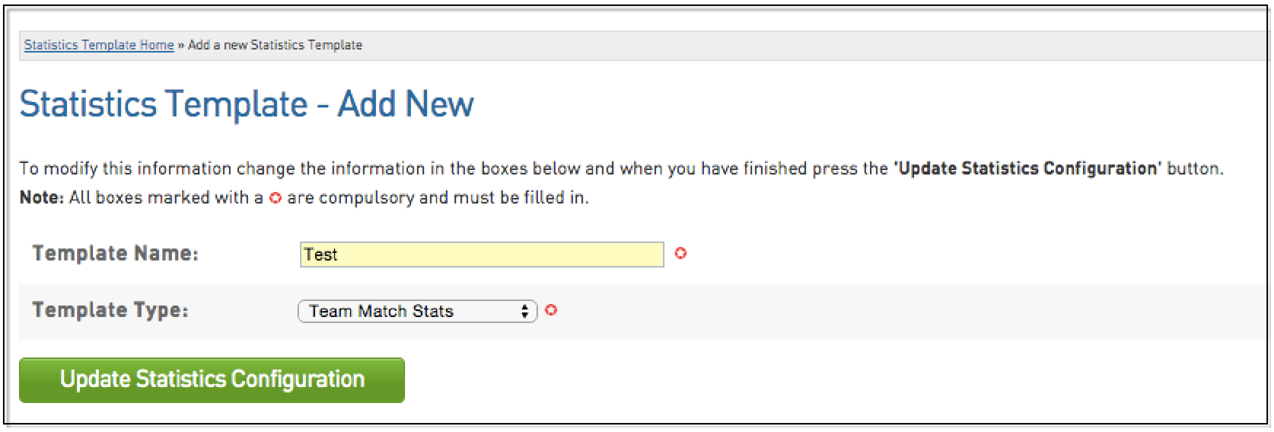
2. Under Manage Competitions, click on Statistics Templates.



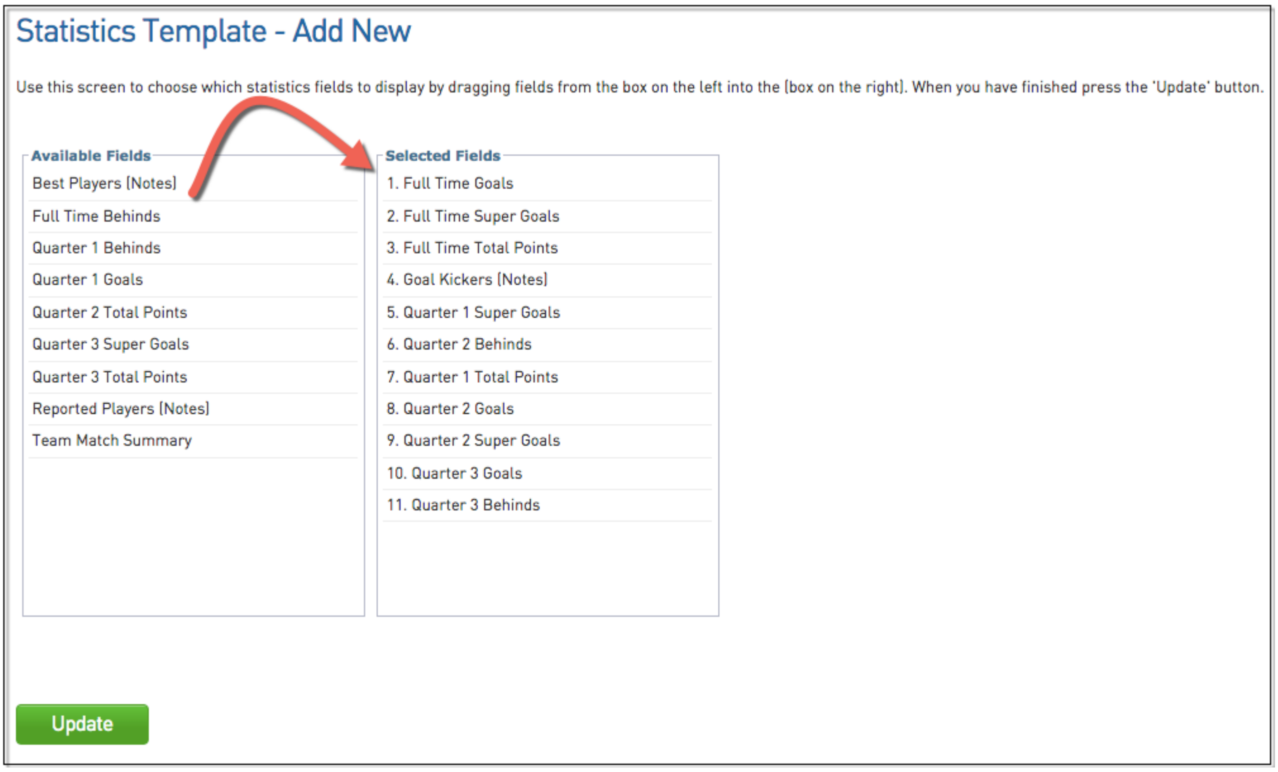
4. Click on the Add a Statistics Configuration button in the top right hand corner



5. Enter in a name for the template and select Team Match Stats from the drop box. Click Update Statistics Configuration



6. You will then come to a screen that will allow you to define which statistic categories you would like to capture for Team Match Stats. The fields that are available on the following screen are set for all associations and leagues across your particular sport. Click and drag across the statistic fields that you wish to use from the Available Fields box on the left across into the Selected Fields box on the right.



8. If you'd like to sort your Team Match statistics by one of the particular fields, select it from the Sort drop boxes at the right side of the screen.

9. Click Update to save the Stats Template.

The Team Match Stats template you use will alter the statistic fields that are captured in the Online Results system.

Apply the Stats Profile to a Competition

Applying a Team Match Stats Template to a competition needs to be done through the Competition Setup screen. Once you have set up a either a Player Comp, Player Round, Team Match or Player Match Stats Template, you will need to select it from the appropriate drop boxes.

Player Match Statistics

Last Modified on 09/01/2017 1:54 pm AEDT

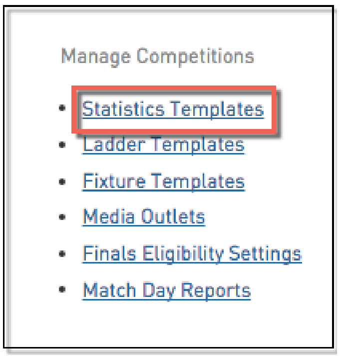
This will allow you to customise the Match statistic categories that are captured and displayed for the players within your matches.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

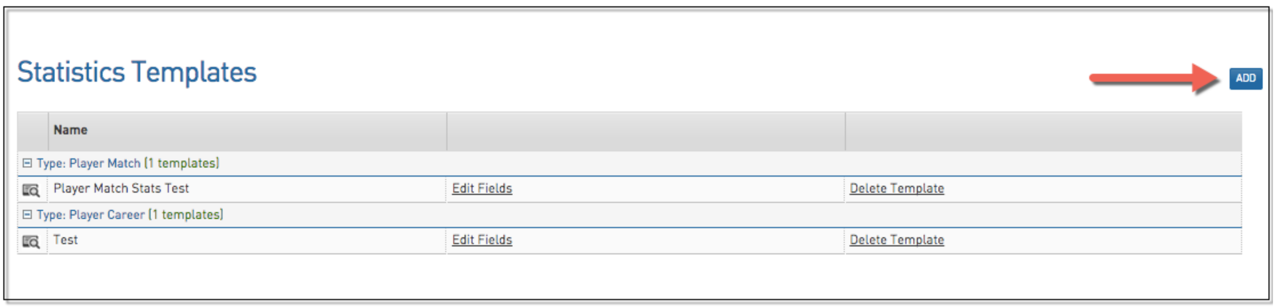
To set up a Player Match Stats profile:

1. Click the Cog on the right hand side of the dashboard and click Settings.

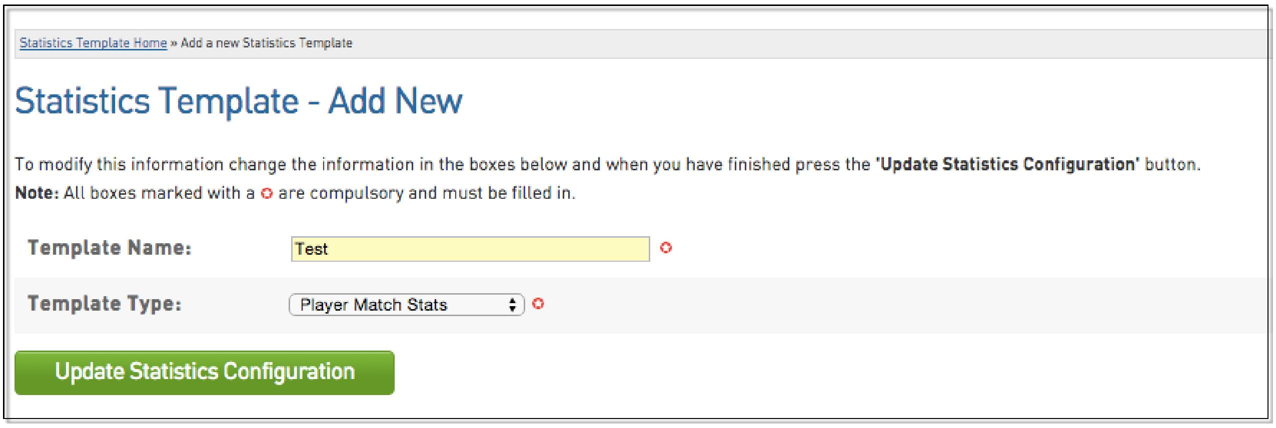
2. Under Manage Competitions, click on Statistics Templates.



3. Click on the Add a Statistics Configuration button in the top right hand corner

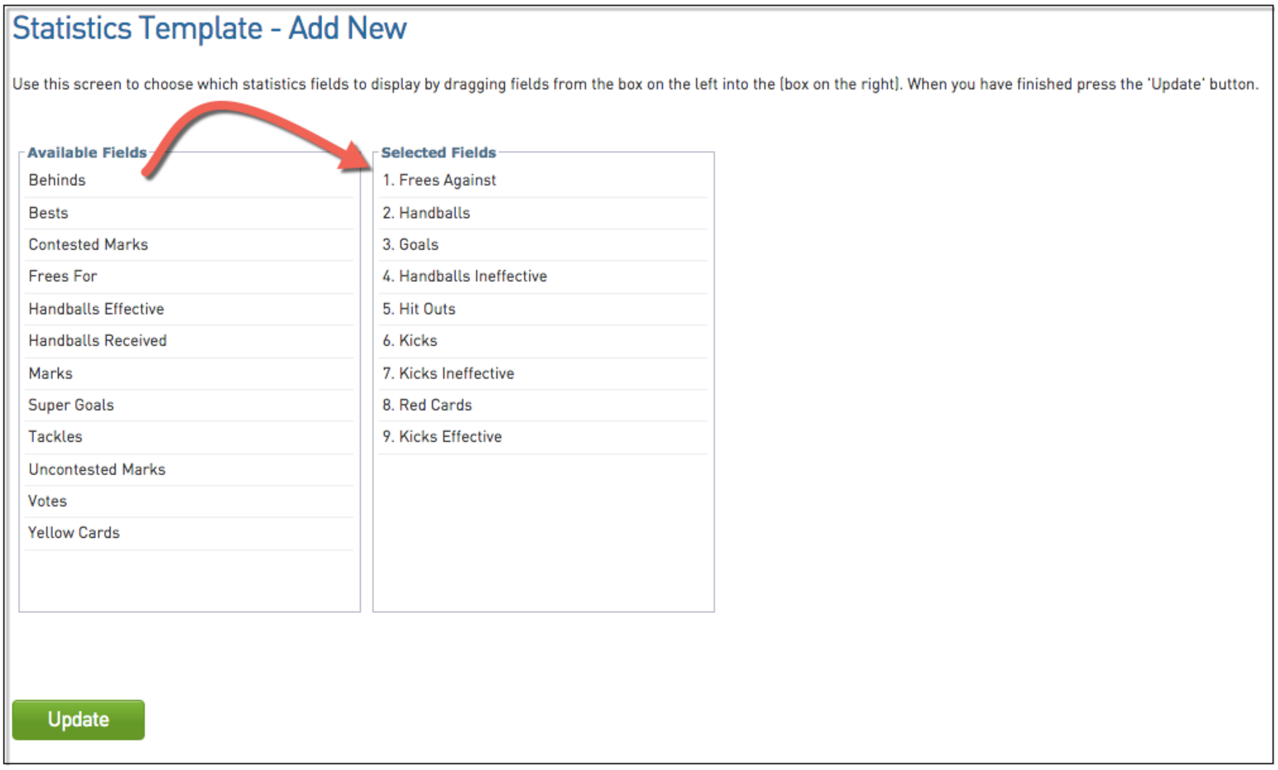


5. Enter in a name for the template and select Player Match Stats from the drop box



6. Click Update Statistics Configuration

7. You will then come to a screen that will allow you to define which statistic categories you would like to capture for Player Match Stats. The fields that are available on the following screen are set for all associations and leagues across your particular sport. Click and drag across the statistic fields that you wish to use from the Available Fields box on the left across into the Selected Fields box on the right.



8. If you'd like to sort your Player Match statistics by one of the particular fields, select it from the Sort drop boxes at the bottom of the screen.

9. Click Update to save the Stats Template

The Player Match Stats template you use will alter the statistic fields that are captured in the Online Result system.

Apply the Stats Profile to a Competition

Applying a Player Match Stats Template to a competition needs to be done through the Competition Setup screen. Once you have set up a either a Player Comp, Player Round, Team Match or Player Match Stats

Template, you will need to select it from the appropriate drop boxes highlighted below.

Player Competition Statistics

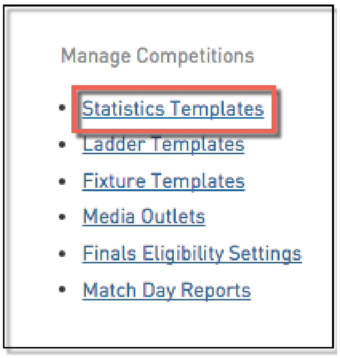
Last Modified on 09/01/2017 1:55 pm AEDT

This will allow you to define the statistics that are recorded for all players within a competition and will give you the ability to easily view the statistics for a player within that competition.

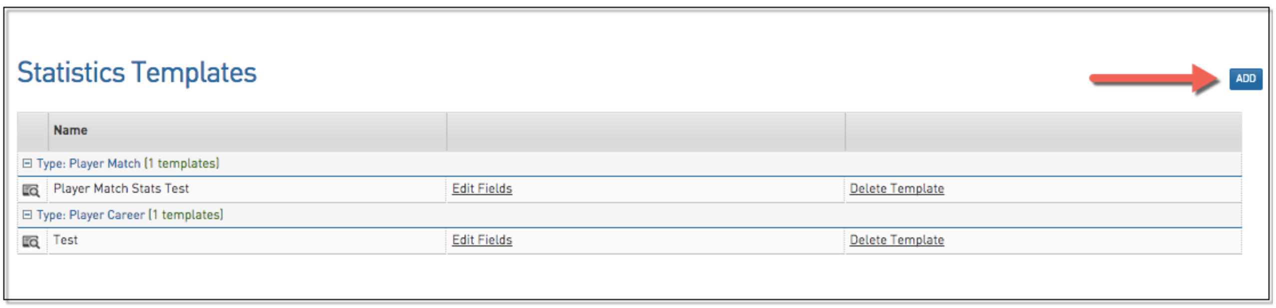
To set up a Player Competition Stats template:

1. Click on the Cog on the right hand side of the dashboard and click Settings.

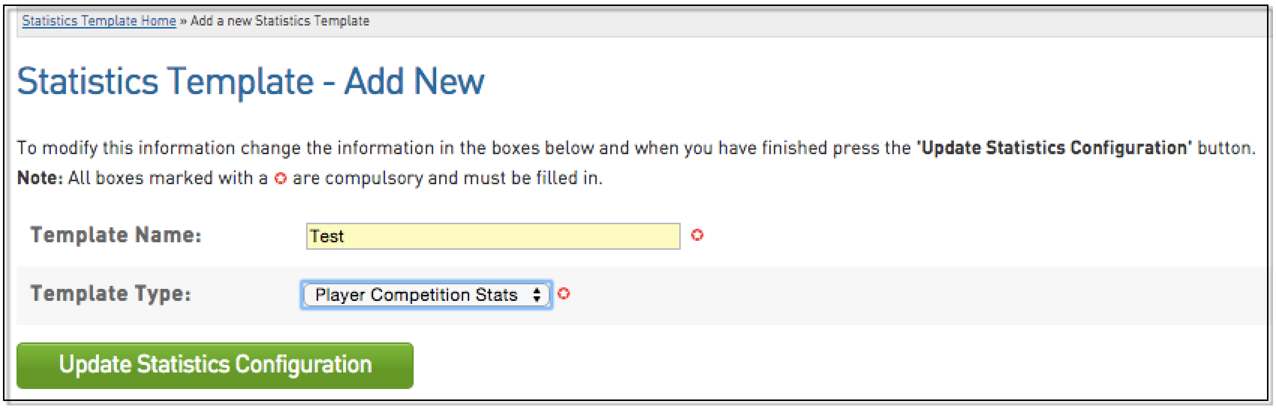
2. Under Manage Competitions, click on Statistics Templates.



3. Click on the Add a Statistics Configuration button in the top right hand corner

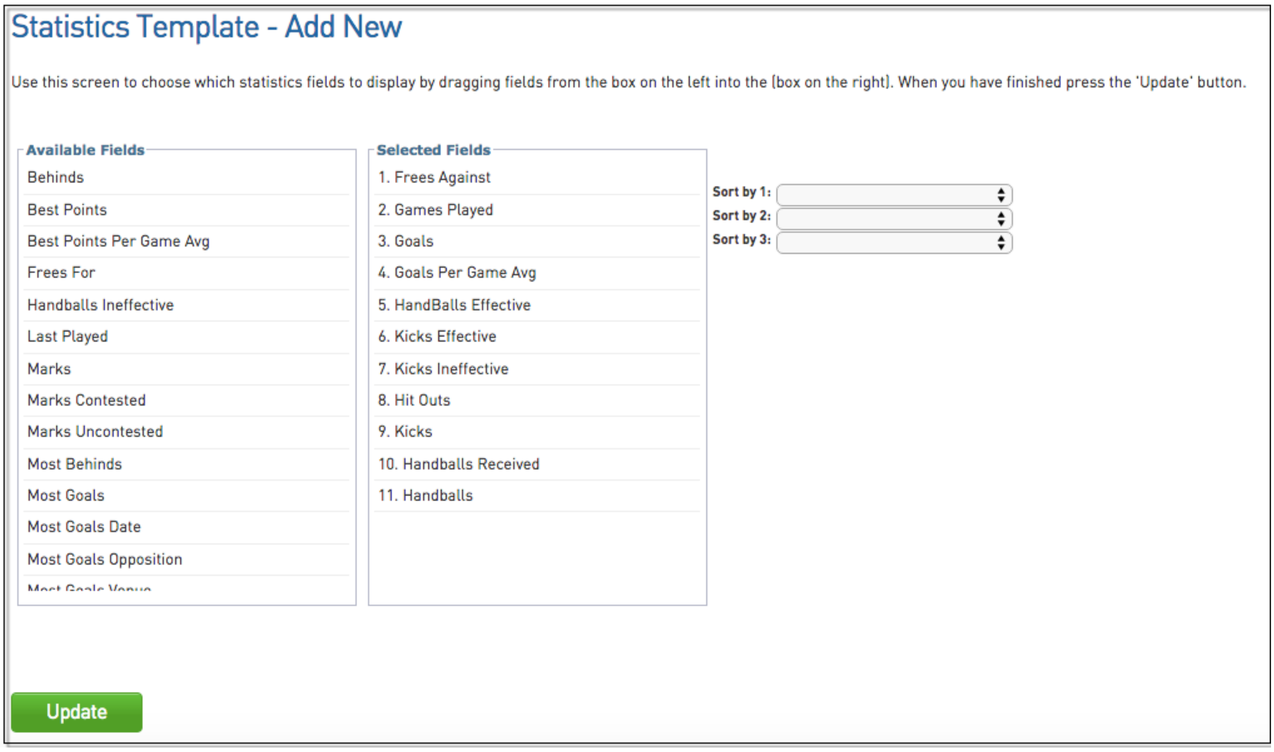


4. Enter in a name for the template and select Player Comp Stats from the drop box



5. Click Update Statistics Configuration

6. You will then come to a screen that will allow you to define which statistic categories you would like to capture for Player Comp Stats. The fields that are available on the screen below are set for all associations and leagues across your particular sport. Click and drag across the statistic fields that you wish to use from the Available Fields box on the left across into the Selected Fields box on the right.



7. If you'd like to sort your Player Comp statistics by one of the particular fields, select it from the Sort drop boxes at the bottom of the screen

8. Click Update to save the Stats Template

The Player Comp statistics can then be accessed from the database by clicking on Competitions on the left hand side menu, then click on the specific competition. From there you will see the Player Comp Stats menu which will display all player stats for players within that competition.

Apply the Stats Profile to a Competition

Applying a Player Competition Stats Template to a competition needs to be done through the Competition Setup screen. Once you have set up a either a Player Comp, Player Round, Team Match or Player Match Stats Template, you will need to select it from the appropriate drop boxes.

Player Career Statistics

Last Modified on 09/01/2017 1:55 pm AEDT

The 'Player Career Stats Profile' allows associations to set the particular statistics they want to record for players over the course of their careers.

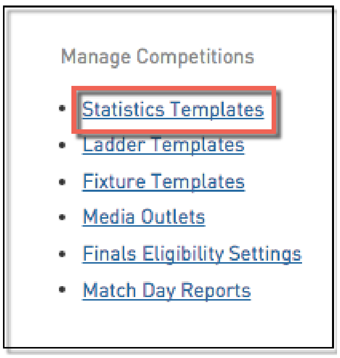
To set up a Player Career Stats Profile:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

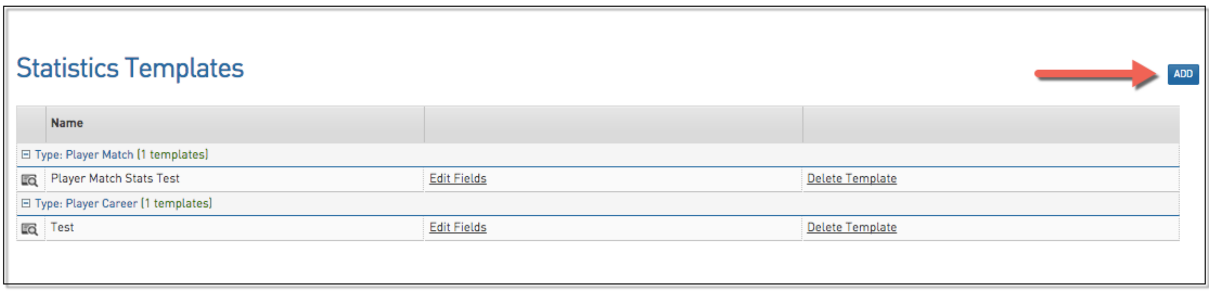
To set up a Player Match Stats profile:

1. Click the Cog on the right hand side of the dashboard and click Settings.

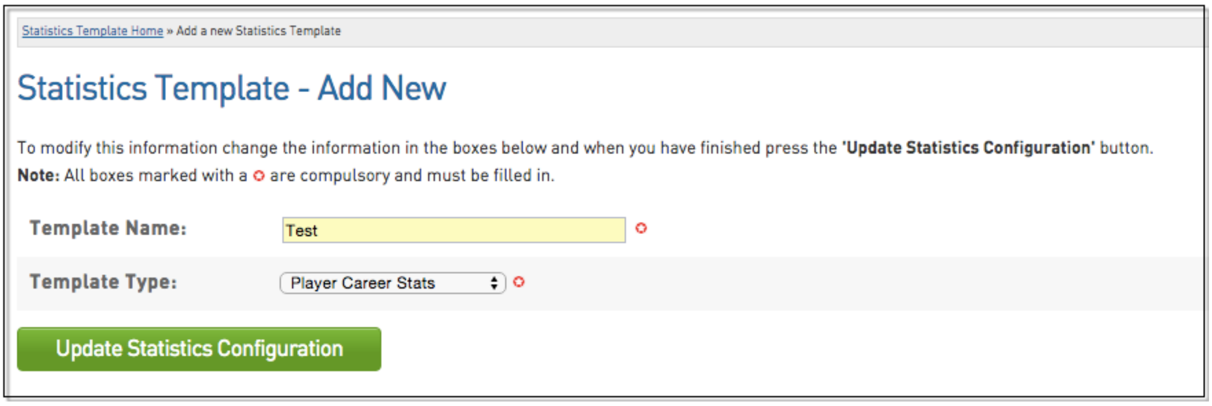
2. Under Manage Competitions, click on Statistics Templates.



3. Click on the Add a Statistics Configuration button in the top right hand corner

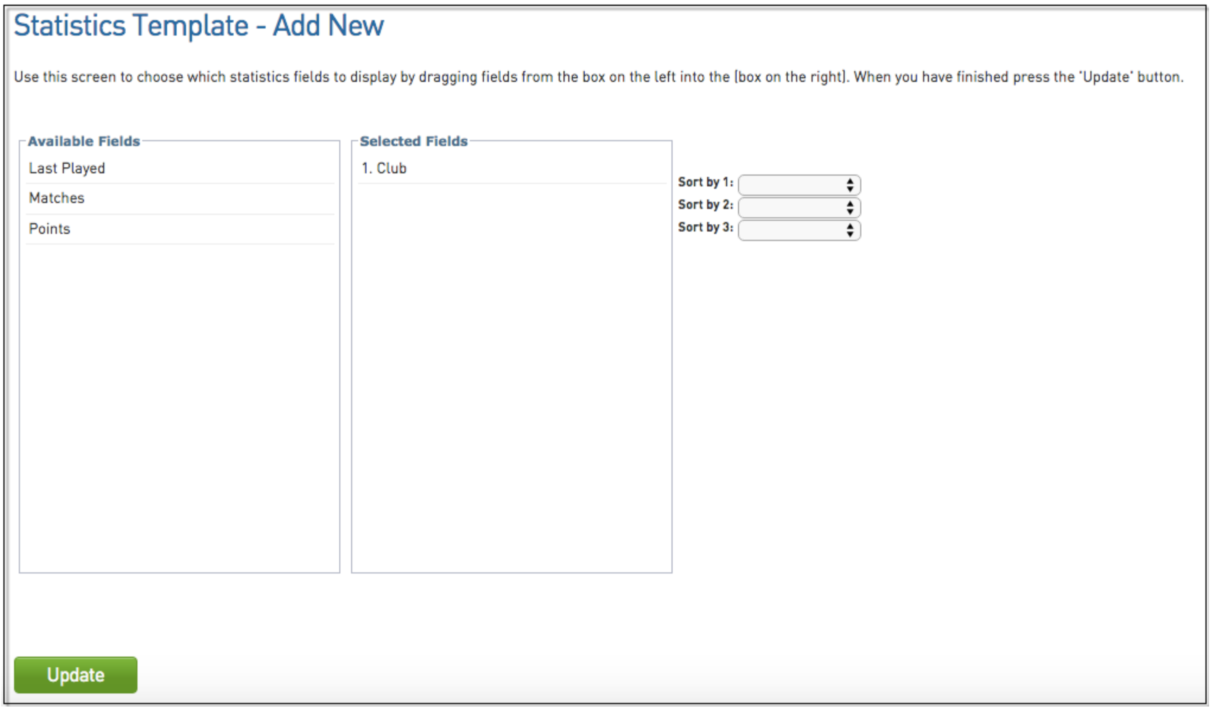


4. Enter in a name for the template and click on the Template Type drop-down list and select Player Career Stats.



5. Click on Update Statistics Configuration.

6. The next screen allows you to select the individual statistics to be used for your Player Career Stats (the stats available to be used are set by the national governing body of your sport). Click on the statistic that you want to use under 'Available Fields' on the left and drag and drop it into 'Selected Fields' on the right.



To change the order for the statistics columns in the table, click on the statistic under 'Selected Fields' and drag and drop it into the desired position.

To set the fields by which the statistics will be sorted by (eg. sort by number of games, highest to lowest), click on the Sort by 1 drop-down box and and select the field you want to sort by. A secondary (Sort by 2) and third (Sort by 3) sort field can also be set.

7. Click on Update.

To apply the Player Career Stats template to your database:

1. At the association level of Membership, click on Dashboard in the menu.
2. Click on the Edit link next to Details.
3. Scroll down to 'Player Career Stats Template' and from the drop-down list select the required template.
4. Click on Update Information.

To access Player Career Statistics:

1. Click on Members in the menu, and from the drop-down list select Player Career Statistics.

Statistics Template Configuration

Last Modified on 09/01/2017 1:55 pm AEDT

The configuration options for player and competition statistics provide association administrators with a great deal of flexibility in how they record and collate statistics. Associations can customise the statistics that are recorded and how they appear on your website.

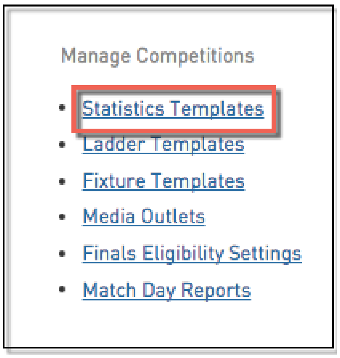
Default Stats Templates

As a starting point, each Association database will have a set of default stat templates applied to it. These default templates can be changed if you'd like to utilise your own customised Stats Templates.

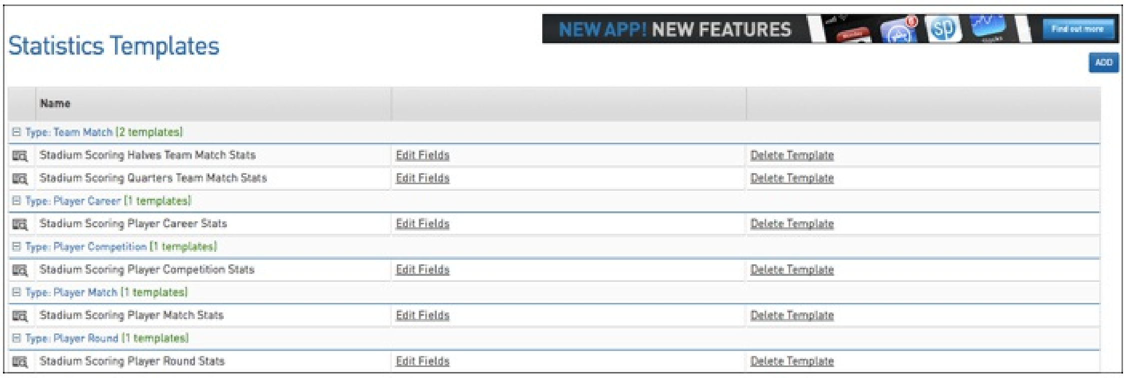
To find out which default stats template has been applied to your database:

1. Click on the settings cog at the top right corner and click Settings

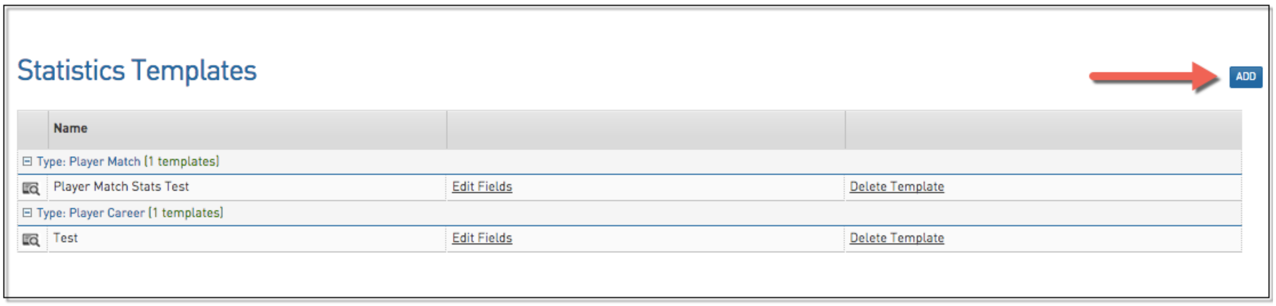
2. From the Settings screen click Statistics Templates which is located underneath the Manage Competitions menu heading



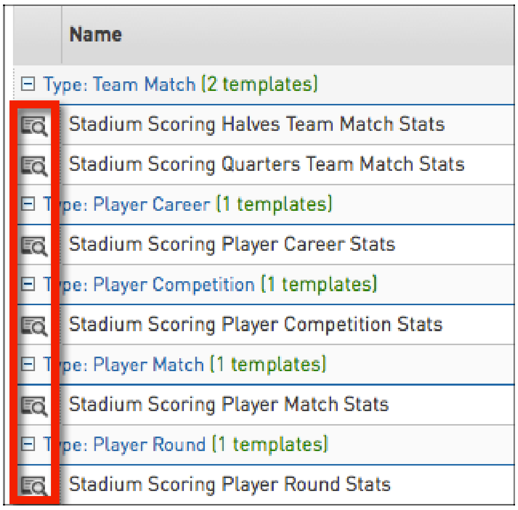
3. To change or select a default stats template, choose a template from the appropriate drop down list



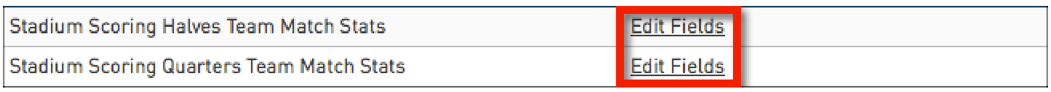
4. If you are wanting to add a new statistics template click the Add button on the right hand side



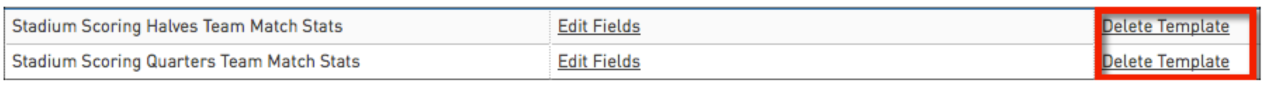
5. To view the details of the current statistical templates click on the Magnifying Glass to the left of the template name



6. To edit the current templates click Edit Fields



7. To Delete an existing template click Delete Template to the far right of the template name



For more detailed information, please click on the following links -

Player Career Statistics

Player Match Statistics

Team Match Statistics

Player Round Statistics

Player Competition Statistics

Create a Statistics Template

Last Modified on 09/01/2017 3:04 pm AEDT

The below video contains information regarding:

- Creating a Statistics Template
- Selecting and Ordering available fields
- How to individually assign a Stats Template
- How to bulk assign a Stats Template

Note: This video is targeted at Competition Administrators.

Bulk Rebuild Player Finals Eligibility

Last Modified on 28/08/2019 12:39 pm AEST

Bulk Rebuild Player Finals Eligibility

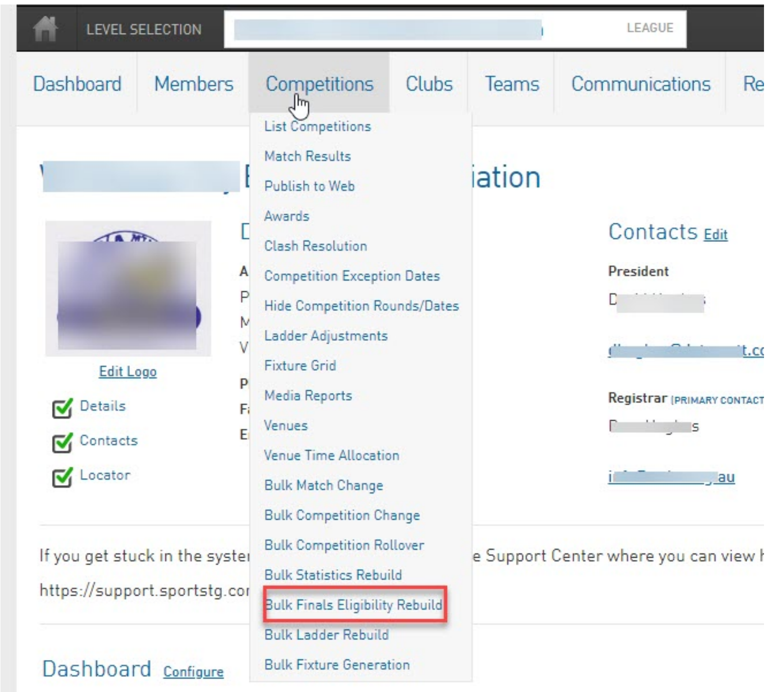
Associations now have the ability to rebuild the finals eligibility for players. If an association/team/club notices that a player does not appear in the team listing when viewing the pre-game section of match results for a finals match, and can see that the player is missing some games within their statistics that they definitely played, associations can now rebuild the finals eligibility for players to correct this.

Note: In order for these finals eligibility statistics to calculate correctly, the association must have the correct finals eligibility setting defined for the season. To check this you can go into the competitions and click the finals eligibility settings within the settings cog.

To rebuild the finals eligibility statistics for players:

1. Log into the association database

2. Competitions > **Bulk Rebuild Finals Eligibility Rebuild**



3. Select the competition season (the current season)

4. Click or unselect the relevant competitions

5. Click **rebuild finals eligbility**

Please give these statistics at least 15 minutes to rebuild successfully

Note: If you are a club or team admin and notice a player does not appear on the team list for finals please contact the association and they can run this rebuild for you.

Allocate Umpires/Referess/Match Officials to Matches

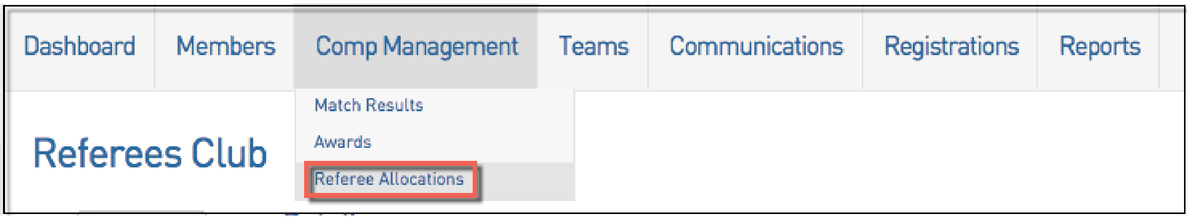
Last Modified on 29/07/2016 3:15 pm AEST

Before you can commence using the umpire allocation functionality there needs to be at least one active club in your database and the umpire database needs to have at least one active member who is a Umpire/Referee/Match Official. Once you have created a club to house your Umpire/Referee/Match Official, the Umpire/Referee/Match Official Allocation system can then be linked to that club (GameDay will need to switch on the Umpire Allocation functionality for that club).

Once you have configured your 'Umpire Types' you can then allocate your officials to matches for each competition.

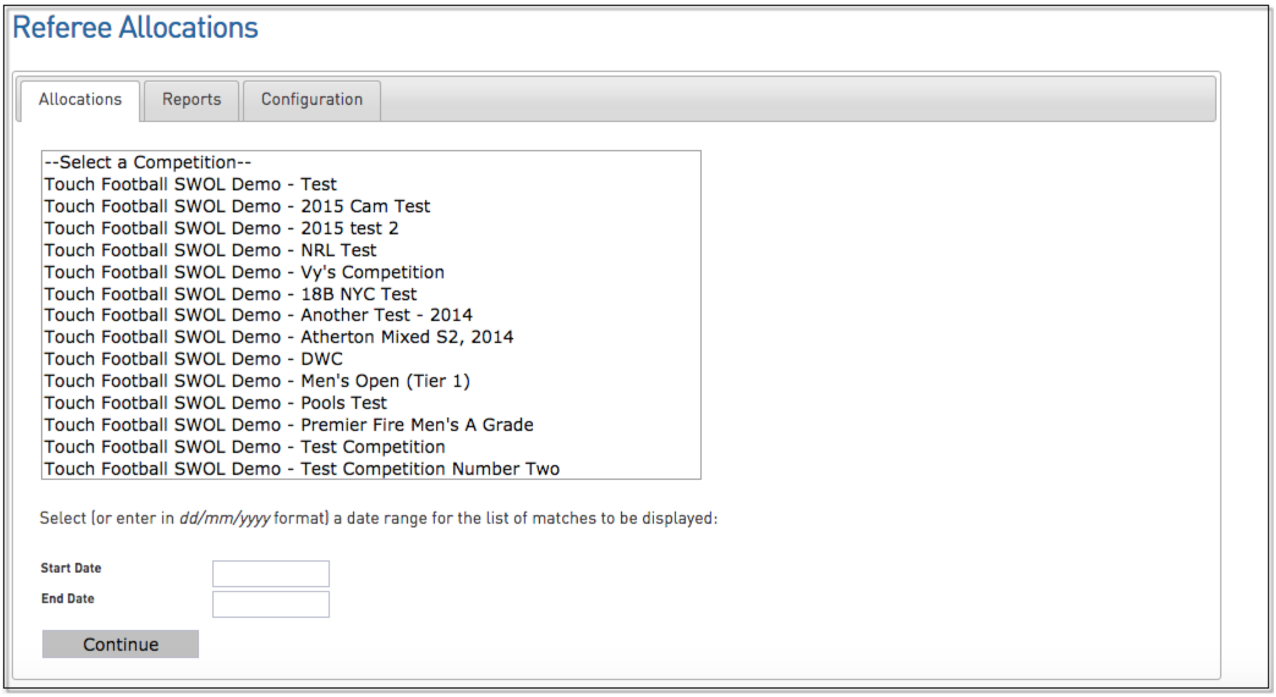
To allocate officials to a match:

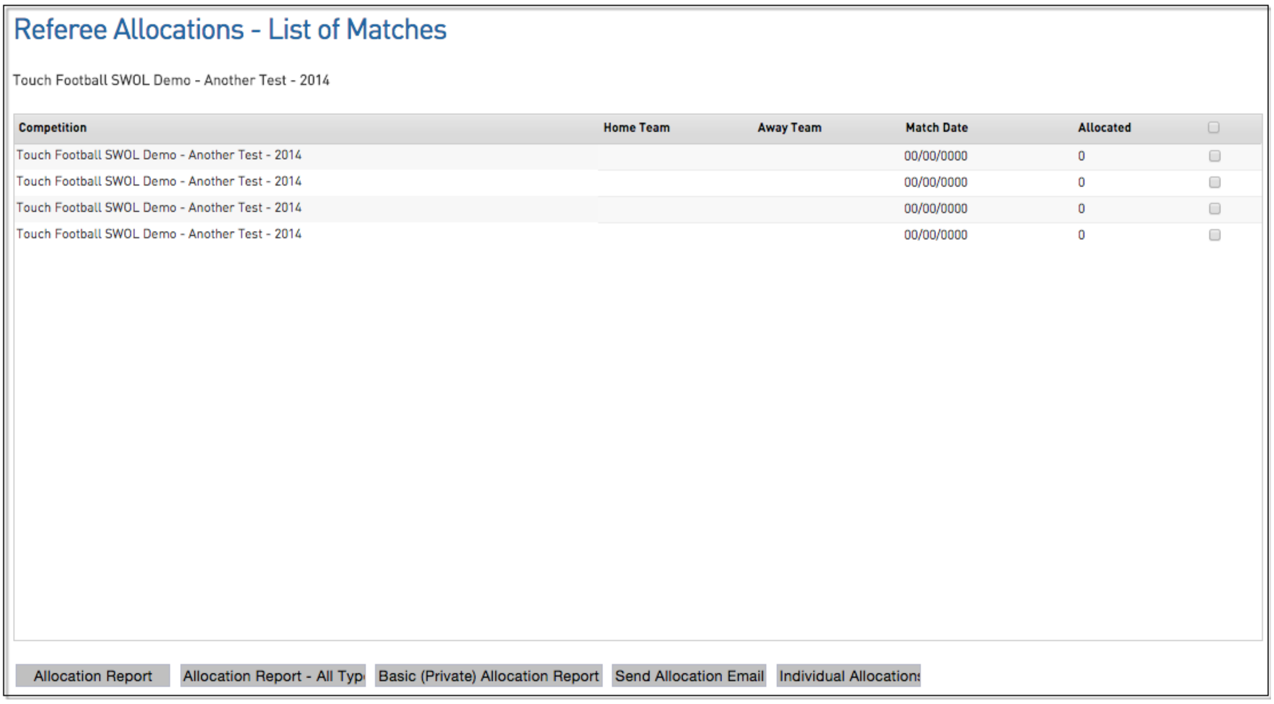
1. Hover over Comp Management and click Referee (Match Official) Allocations.



2. Select the Competition(s) from the drop down list and click Continue

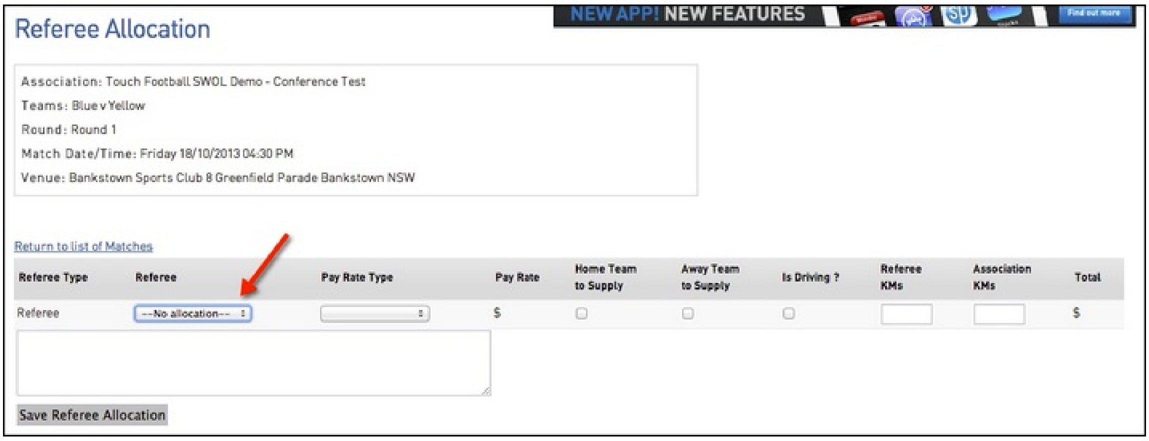
3. Enter in a date range if you'd only like matches within that date range to be displayed. If the field is left blank it will show all matches for the competition. Note: The format for date entry is dd/mm/yyyy (eg. 01/01/2000)





4. Click on Edit for the match you wish to allocate officials to. The Allocated column will display zero if no allocations have been made for a match. Once you've entered in your officials it will display how many officials have been allocated to that match.

5. Select the official from the drop down list and enter in any details required.


Referee Allocation
NEW APP! NEW FEATURES
Find out more
Association: Touch Football SWOL Demo - Conference Test
Teams: Blue v Yellow
Round: Round 1
Match Date/Time: Friday 18/10/2013 04:30 PM
Venue: Bankstown Sports Club 8 Greenfield Parade Bankstown NSW
Return to list of Matches
Referee Type
Referee
Pay Rate Type
Pay Rate
Home Team to Supply
Away Team to Supply
Is Driving ?
Referee KMs
Association KMs
Total
Referee
--No allocation--
$
$
Save Referee Allocation

Copy Umpire/ Referes/ Match Official Requirements

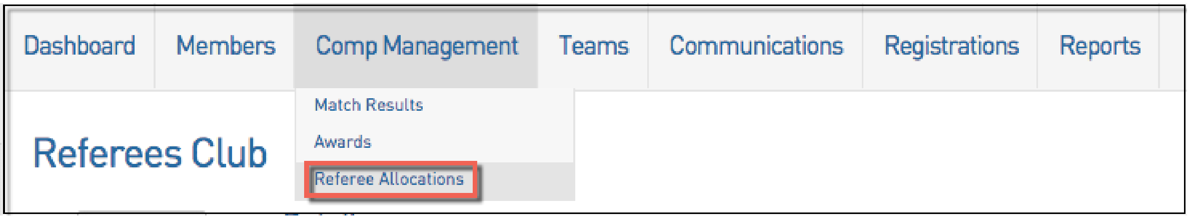
Last Modified on 29/07/2016 3:39 pm AEST

Rather than set up separate Umpire Configurations for each of the competitions in an association you also have the option of copying the configurations from one to another. This means one competition needs to be configured manually but once this done you can copy across this configuration to all the other competitions if they all use the same umpire types and payment schemes.

Please note: As the terms Referee and Umpire differ from sport to sport, for this example the term will be Match Official. The screen shots will show the Referee examples.

To copy an Umpire Configuration to another competition:

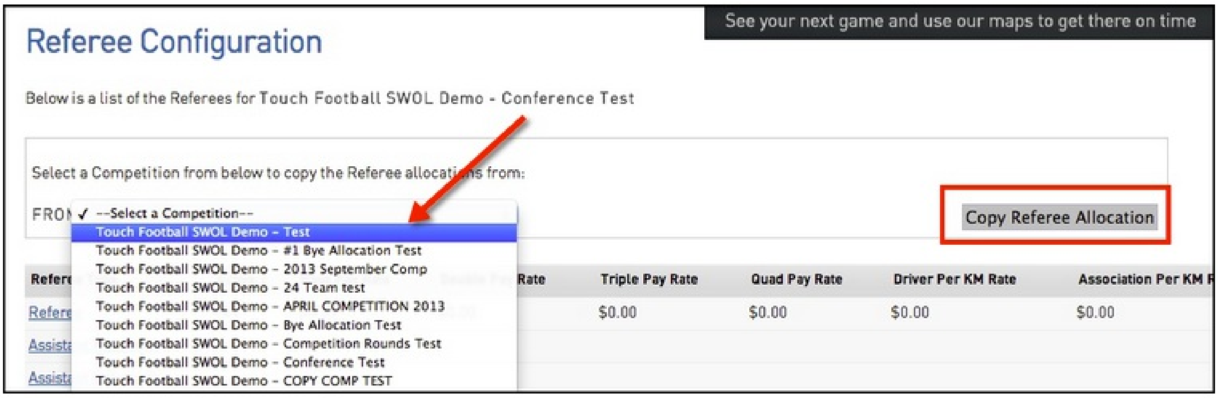
1. Click on the Umpire/Referee/Match Official Allocations option from the top menu



2. Click on the Configuration tab

3. Select the competition from the drop down box that you would like to configure. This will be the competition you wish to carry across previous configurations to.

4. Select the competition from the down down box that you would like to copy the configurations from. This will be the competition that you have previously set up/configured.



5. Click Copy Umpire/Referee/Match Official Allocation to copy configurations from the selected Competition

6. Click OK to complete the Copy Umpire/Referee/Match Official Allocation process

Configure Umpires/Referee/Match Officials required

Last Modified on 07/10/2016 1:00 pm AEDT

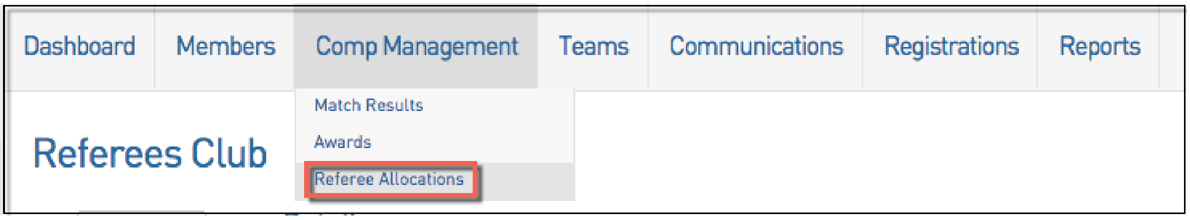
Before you can commence using the umpire allocation functionality there needs to be at least one active club in your database and the umpire database needs to have at least one active member who is a Umpire/Referee/Match Official. Once you have created a club to house your Umpire/Referee/Match Official, the Umpire/Referee/Match Official Allocation system can then be linked to that club (SportsTG will need to switch on the Umpire Allocation functionality for that club).

The first step in allocating officials to your matches is to configure the umpire types. Configuring and activating your Umpire Types will need to be done before you can allocate officials to a match.

Please note: As the terms Referee and Umpire differ from sport to sport, for this example the term will be Match Official. The screen shots will show the Referee examples.

To configure your umpire types:

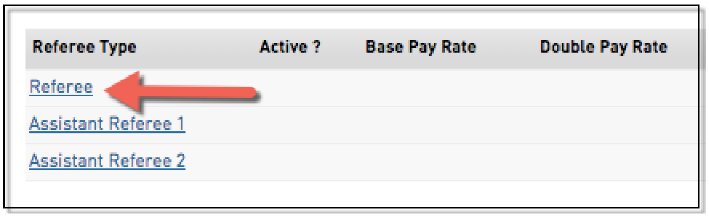
1. Click on the Umpire/Referee/Match Official Allocations option from the top menu



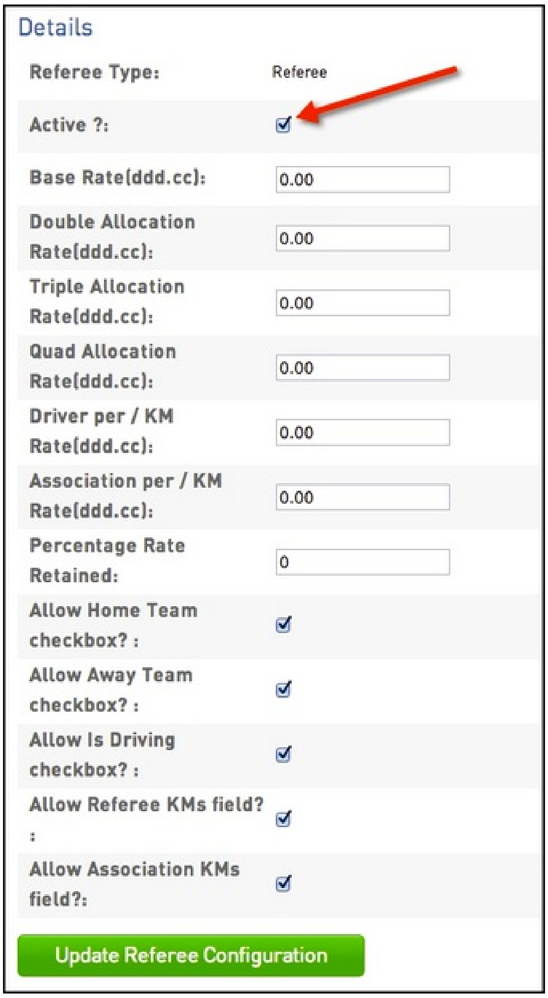
2. In Umpire Allocations click on the Configuration tab. Select a competition from drop down list and hit Continue.

3. From there you will need to select an Umpire/Referee/Match Official Type that you wish to activate. The Umpire Types are set on a sport by sport basis.

Click on the Umpire/Referee/Match Official Type you wish to activate (ie. Umpire/Referee/Match Official #1)



4. Click on the Active tick box to activate the Umpire/Referee/Match Official Type



5. Once your Umpire/Referee/Match Official Type has been set as Active, it will display as shown below.

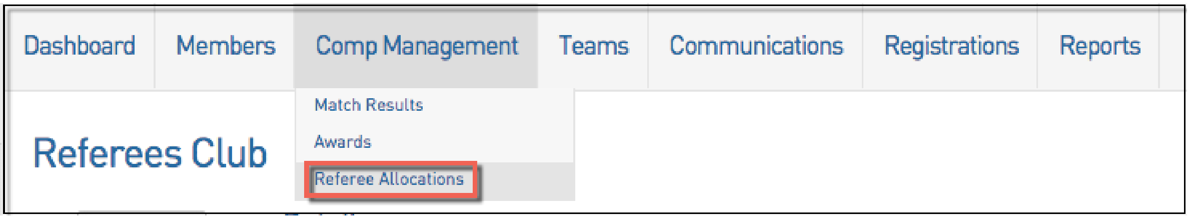
6. Once you have activated the Umpire/Referee/Match Official Type you will then be able to allocated a match official as Umpire/Referee/Match Official #1 for example. If you require additional member types you will need to activate those Umpire/Referee/Match Official Types.

Umpire/Referee/Match Official Allocation Menu

Last Modified on 07/10/2016 12:45 pm AEDT

Before you can commence using the umpire allocation functionality there needs to be at least one active club in your database and the umpire database needs to have at least one active member who is a Umpire/Referee/Match Official. Once you have created a club to house your Umpire/Referee/Match Official, the Umpire/Referee/Match Official Allocation system can then be linked to that club (SportsTG will need to switch on the Umpire Allocation functionality for that club).

1. To locate the Umpire Allocations menu, navigate down to the club you have created to house your Umpire/Referee/Match Official, where there will be an Umpire/Referee/Match Official Allocations option under Comp Management.



2. You will then come to the Umpire Allocations screen where you can allocate officials for a particular competition, run reports on umpire activity, run pay reports, configure umpire types and pay rates.

Umpire/Referee/Match Official Allocation Overview

Last Modified on 29/07/2016 12:26 pm AEST

The Competitions 'Umpire Allocation and Payment' module allows you to allocate Umpire/Referee/Match Official to matches you have created in the Competitions competition and member management system. The system also allows you to designate pay rates for different umpiring types and levels as well as run invoicing and activity reports for the umpire allocations.

For more information on Umpire/Referee/Match Official Allocation, please view the following related articles

Umpire/Referee/Match Official Allocation Menu

Configure Umpires/Referee/Match Officials required

Allocate Umpires/Referess/Match Officials to Matches

Match Official Allocation Reports

Match Official Payment Reports

Copy Umpire/ Referes/ Match Official Requirements

Match Official Log In

Last Modified on 07/09/2021 10:55 am AEST

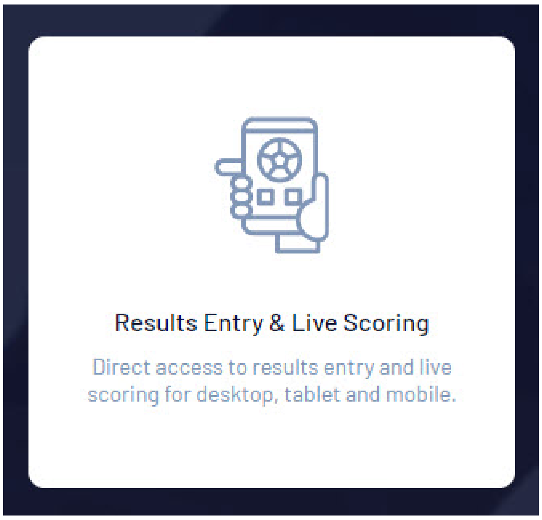
When an umpire/official has been assigned to a match they have the ability to enter results (if this is the task on the official based on the league/association permissions) as well as fill out match day reports before confirming the match.

NOTE: if are an official/umpire and you are unsure of what tasks you need to complete for each match, please speak to your league/association as they will tell you what is required of you as this is specific to each individual league/association.

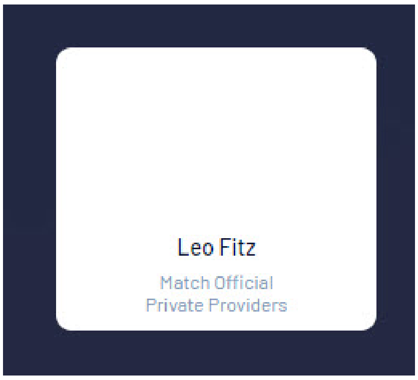
To undertake the relevant tasks for the matches they have been assigned, an official/umpire can access it via the following:

1. Log into your Gameday Passport account via: https://passport.mygameday.app/login/?

2. Click on RESULTS ENTRY & LIVE SCORING.



3. Click on your name. You will be displayed as a "match official" tab.

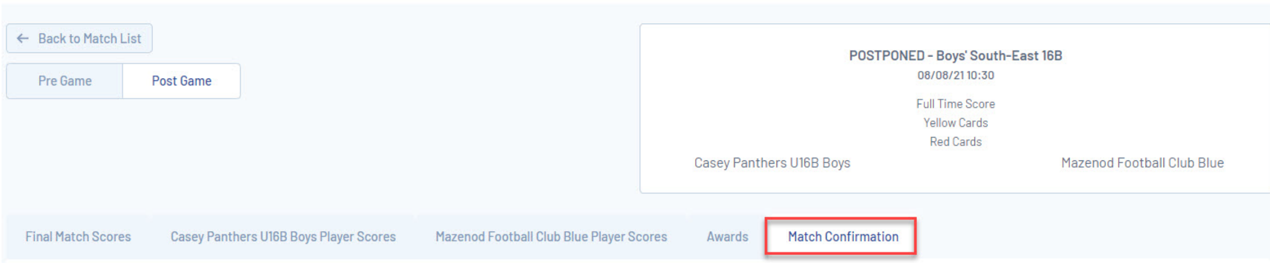


You will be taken to the match results screen.

4. Input the relevant date ranges for your match/es. Click **APPLY DATES**.

5. To determine what tasks are required of you for each match, click on the **ENTER RESULTS** tab against the first match.

6. Click into the **MATCH CONFIRMATION** tab.

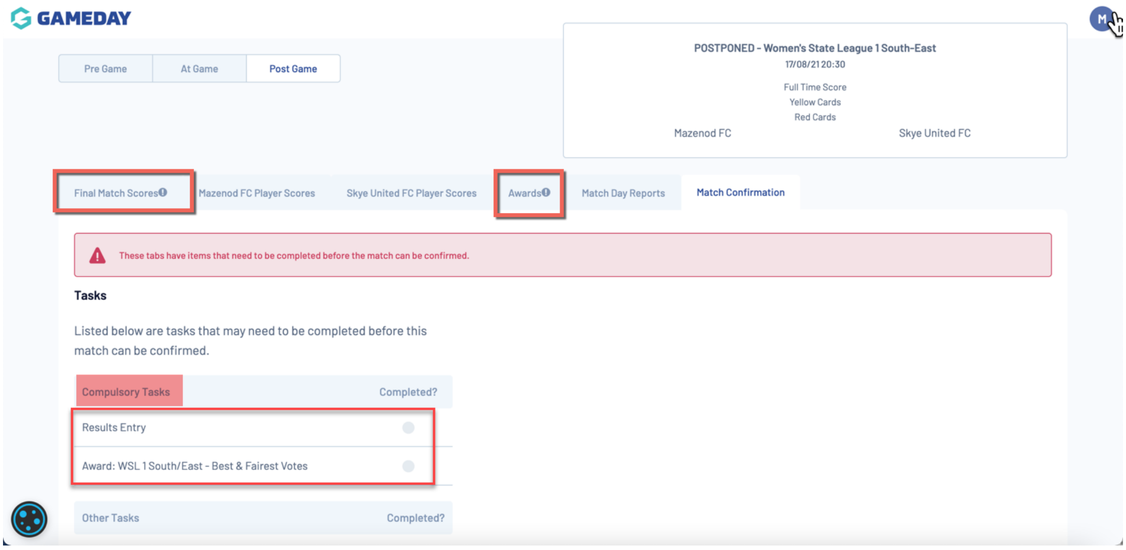


7. Here you will be able to see if you have any compulsory tasks or not to fill out before confirming the match.

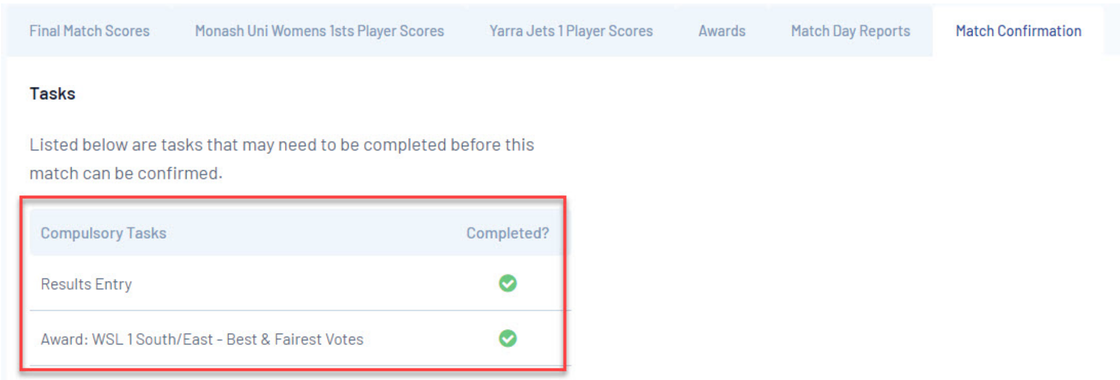
NOTE: If you are unsure what tasks will be required of you as a match official for your league/association, please check with them directly, as if you do not have any compulsory tasks to fill out you might be asked to undertake other non compulsory tasks before confirming each match.

COMULSORY TASKS

Compulsory tasks are those tasks that are required to be completed before you can confirm the match. If you see **compulsory tasks** listed here, make sure these are filled out before you confirm the match - these tabs will also be marked to ensure you fill them out.



Once you have completed your compulsory tasks, this tab will update to show these have been completed.

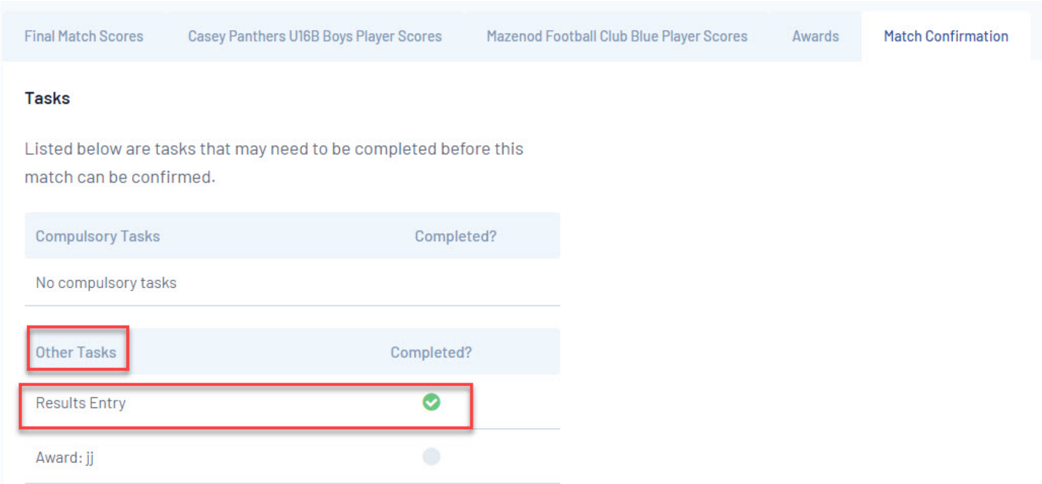


OTHER TASKS

You may not be required to fill out any compulsory tasks however your association/league may ask you to complete other tasks before you confirm the match. These tasks can range from awards, to inputting results and filling out match day reports.

They can be filled out by clicking into the relevant tabs within the match itself.

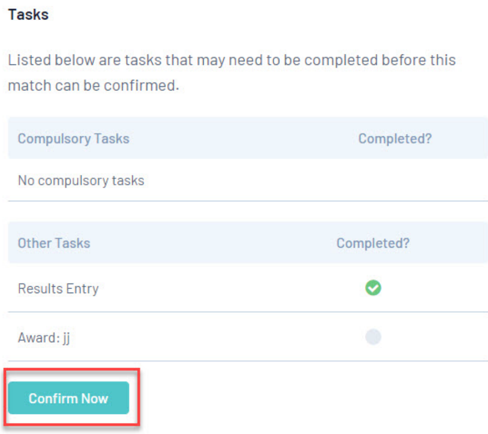
Once any other tasks have been completed, these will update to show as completed.



Once you have completed the relevant tasks, or if you are not required to complete any tasks, you can then CONFIRM THE MATCH.

8. To confirm the match, click back into the **MATCH CONFIRMATION** tab (if not already in there), then click **CONFIRM NOW**.

A pop up box will display double checking if you want to confirm this match, as once it has been confirmed it cannot be reversed, so make sure all tasks asked of you have been completed before doing so.



9. The match has now been confirmed.

10. Repeat for all other matches.

NOTE: if you have made a mistake or not completed a relevant task, then please speak to your association/league directly as they may be able to unlock the match for you so can complete whatever you have missed or be able to do this for you.

Accessing Match Day Reports

Last Modified on 07/09/2021 10:56 am AEST

As an umpire/match official you may be asked to fill in match reports for matches that you have been assigned to.

These reports can vary from incident and misconduct reports to facility/pitch inspection reports. These reports may also vary between each association/league.

You can access these match reports one of two ways:

- Via the match day reports tab within the match list
- Via the match day reports tab within each individual match

VIA MATCH RESULTS

1. Log in via your match official profile within Gameday Passport.

2. Apply the relevant dates for the match/es you need.

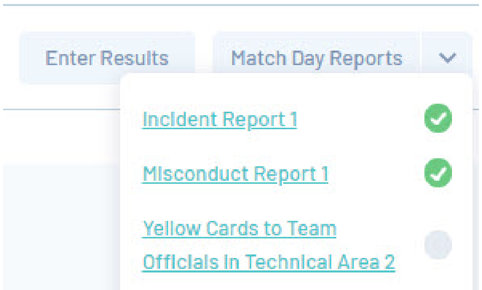
3. Click on the **MATCH DAY REPORTS** button against the relevant match.

4. Click on the name of the report you need to fill out

5. Fill out report.

6. Click **SUBMIT**.

Once the report/s have been completed it will update accordingly.



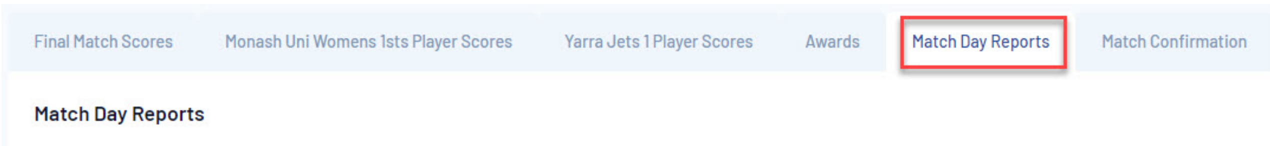
VIA EACH INDIVIDUAL MATCH

1. Log in via your match official profile within Gameday Passport.

2. Apply the relevant dates for the match/es you need.

3. Click on the **ENTER RESULTS** button against the relevant match.

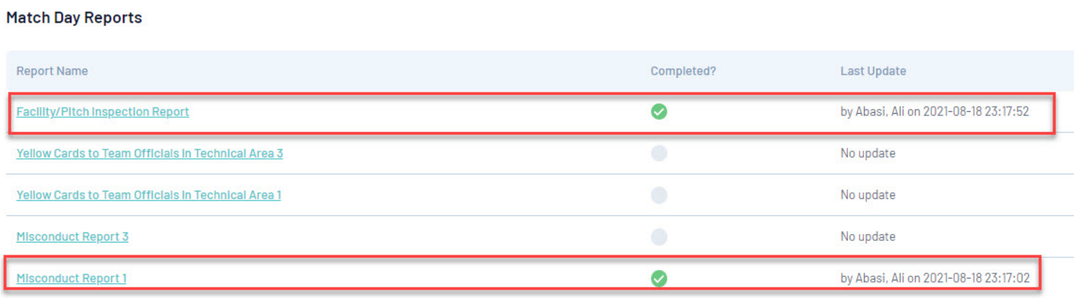
4. Click on the **MATCH DAY REPORTS** tab.



5. Click on the name of the report you need to fill out.

6. Fill out report and click **SUBMIT** once completed.

7. This tab will now update to reflect accordingly.



Enter Awards - Match Official

Last Modified on 07/09/2021 10:57 am AEST

If you as an umpire/match official have been asked to fill out an award/s for a match as well, this can be done via:

1. Click on the **Results Entry and Live Scoring** tab within your passport.

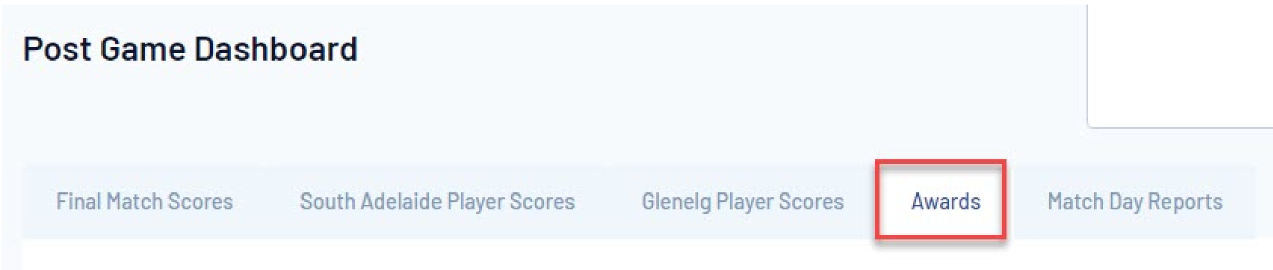
2. Click on your name match official tab.

3. Apply the relevant dates to the match results section for the match/matches you need.

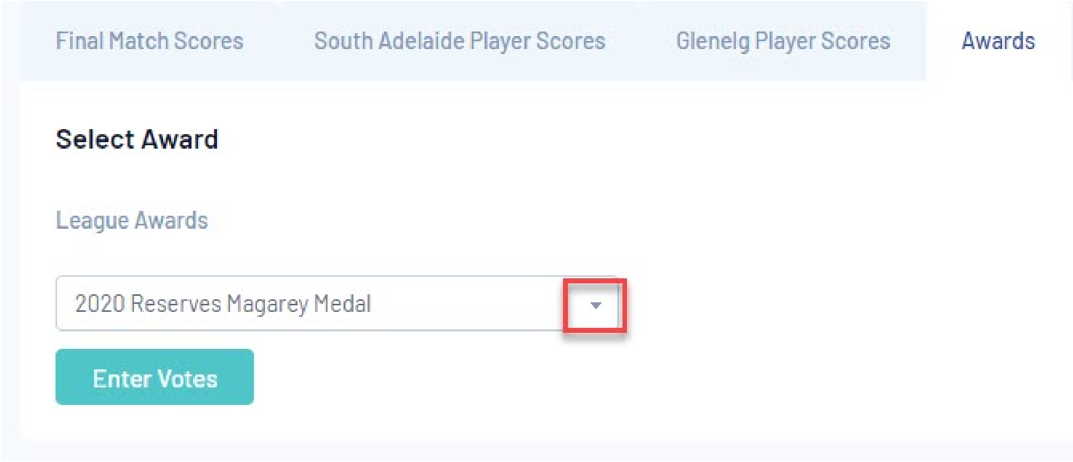
3. Click **ENTER RESULTS** against the relevant match.

4. Click on the **AWARDS** tab.

> NOTE: if you do not see this tab for this match it may mean the association/league has not set the awards to show for this competition so you will need to speak to them direcly if you should be able to enter an award for matches within these competitions.

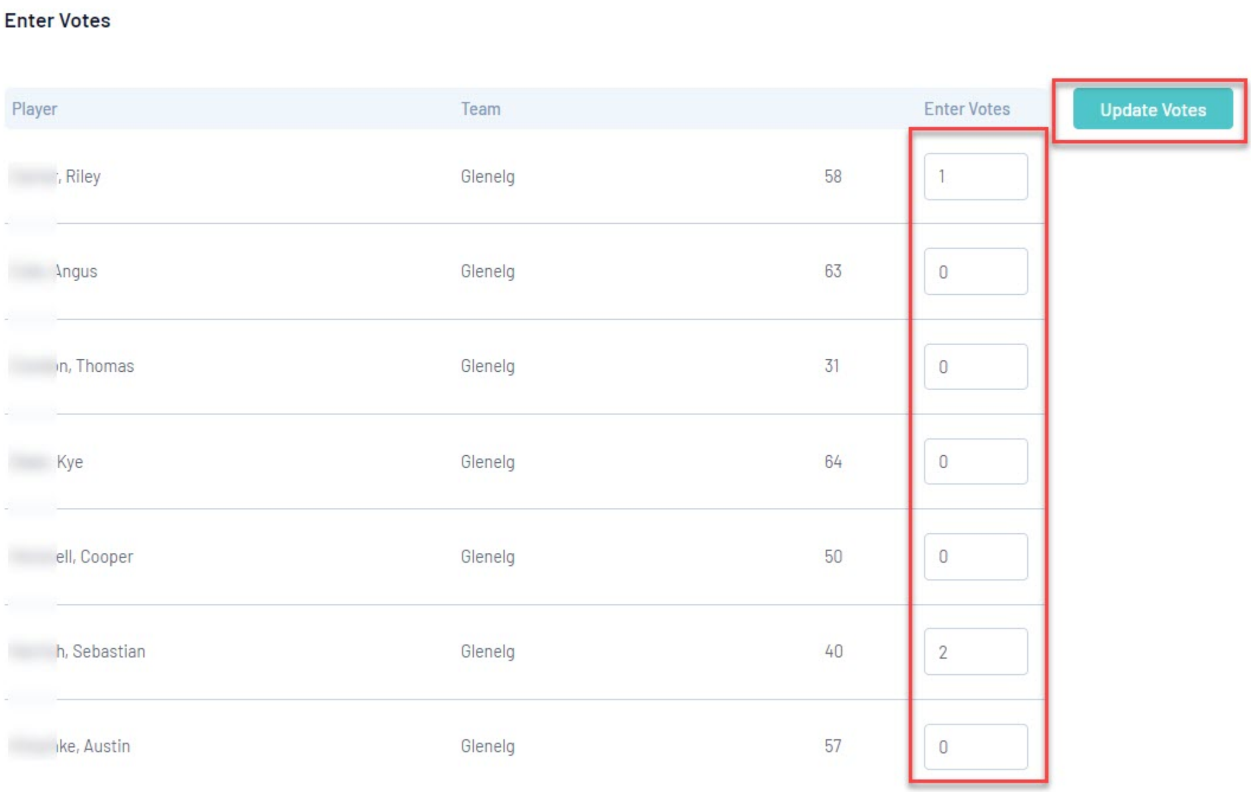


5. From the drop down list select the relevant award.



6. Click ENTER VOTES.

7. Input the relevant votes and the click **UPDATE VOTES**.



9. Repeat for any other matches needing awards input.

Report Filters

Last Modified on 24/11/2016 2:22 pm AEDT

Administrators have the ability to apply a number of filters to a selected field, to narrow search results. Examples of filters are as follows:

Is Blank: will show search results which DO NOT contain the select field. For example, Product Is Blank, will show users who have not selected a Product.

Is Not Blank: will eliminate results which contain no data from the selected field. For example, Email Is Not Blank, will show only users who have an email address against their record.

Equals: will only show results which match identically the data in the Equals feild. For example, this may be Product Equals "Registration Fee 2017", DOB Equals 01/01/1990, Surname Equals "Smith", Competition Equals "Seniors 2017"

Depending on the selected field, the Equals filter will present a Text Entry, Drop-Down or Date Selection. For Text Entry, this must be entered identically to what is stored in the system.

Not Equals: will eliminate all results containing the data entered in the Not Equals field. For example Product Not Equals "2017 Merchandise" will show results for all Products other than "2017 Merchandise"

Like: Similar to Equals, the Like function will display results which match the value entered, without the need for it to identically match. For example, Competition Like "Seniors" will display all results containing the word "Seniors"

Tip - If you are struggling to generate the desired results with Like functionality, try using "%" for example %Seniors%

Less Than: Will only show search results under the value entered. For example, Games Played: Less Than 10, will show participants who have played less than 10 games.

More Than: Will only show search results over the value entered. For example, Games Played: More Than 10, will show participants who have played more than 10 games.

Between: Will only show search results between the value entered. For example, Date Registered: Between 01/01/2016 - 30/06/2016, will show participants who registered between those dates.

Important - Please ensure that a filter/s applied is not cancelling out another field, causing search results to not display.

Report Options

Last Modified on 24/11/2016 5:54 pm AEDT

Administrators have a number of Report Options available as to how a Report will be displayed on screen. These are as follows:

Show

Unique Records Only: Will only display Unique records, to avoid duplicate results.

Summary Data: Will list totals (or "Count") for data generated on selected fields.

All Records: Will list all data, including any duplicate results.

Sort By

The Sort By option, will allow administrators to sort by a selected field in either ascending or descending order. E.g. Family Name, Age, DOB.

Secondary Sort By

The Secondary Sort By option allows administrators to apply a second sort order preference to a selected field in ascending or descending order. For example, the primary sort order may be Family Name may be Team Name.

Group By

The Group By option allows administrators to group data by a selected field. E.g. Age Group, Team Name, Competition Name.

Export a Report

Last Modified on 20/12/2016 2:50 pm AEDT

Administrators have the ability to Export Reports via .TXT or .CSV via email directly to their inbox.

CSV exports allow administrators to manipulate reports in Excel, for greater flexibility.

To Export a Report, please see the following steps:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

- Access the Reports Tab

- Build your desired report

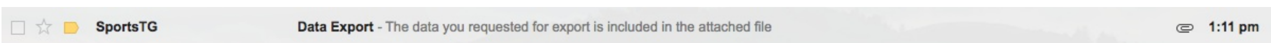
- In the Report Output area, select the Email bubble and choose your desired output format e.g. TXT or CSV

- Enter the email address/s you would like to export the report to. Multiple email addresses can be entered, separated by a comma *e.g. test@sportstg.com, help@sportstg.com*

- Select the Run Report button

- Your report will open in a new window informing you the data has been exported via email

- Your report will then arrive in your email inbox



Save/Edit/Delete a Report

Last Modified on 09/01/2020 1:16 pm AEDT

Saving a report enables you to easily generate a report again in the future without having to re-select and set up all the fields and options.

Save a Report

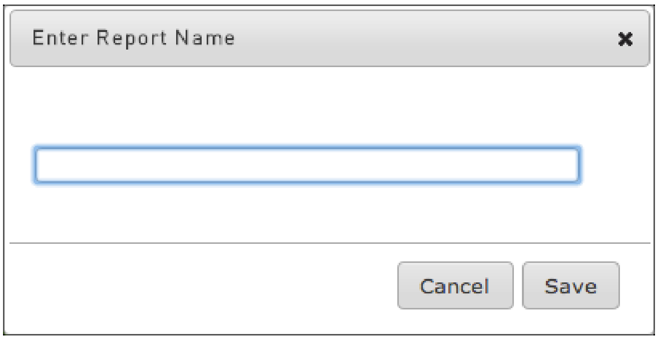
To save a report:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. After setting up a report (click here for instructions), scroll to 'Saved Reports' at the bottom of screen.

2. Click on Save.

3. A lightbox will open asking you to enter a name for the report. Type in a name for the report and click on **Save**.

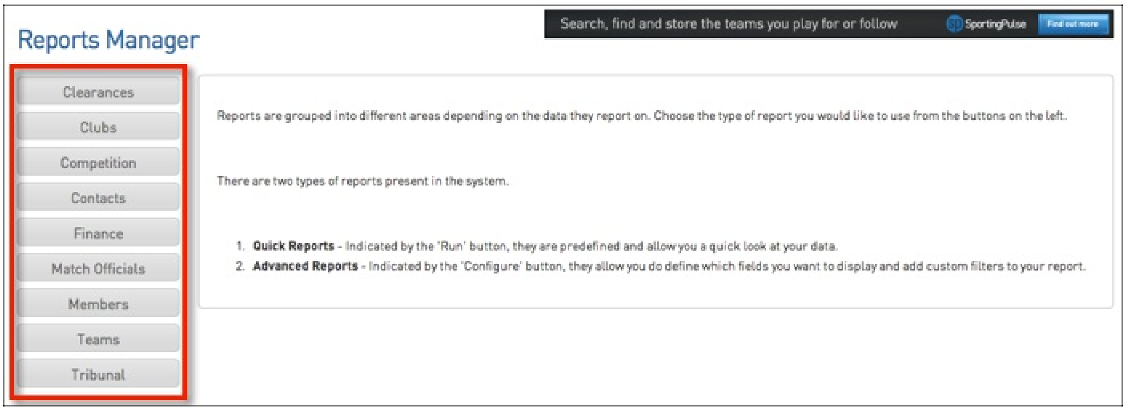


4. A confirmation message will appear informing you that the report has been saved.

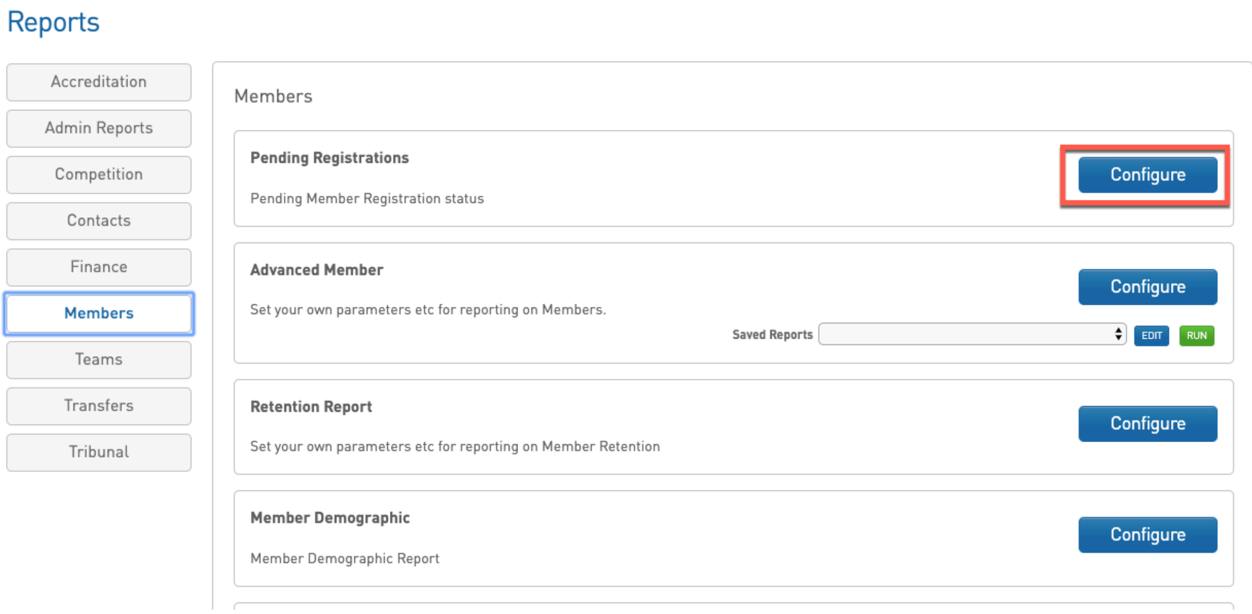
Run a Saved Report

To run a saved report:

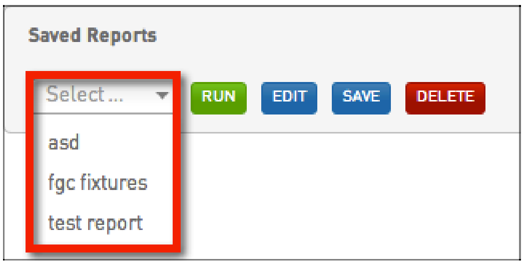
1. From the main 'Reports Manager' screen, click on the category of report that the saved report belongs to.



2. The names of the various reports will appear. Click on Configure for the report that the saved report belongs to.



3. Scroll to 'Saved Reports' at the bottom of screen. Click on Select an Option and select your saved report from the drop-down list.



4. Click on **Run**.

5. The saved report will open or be sent via email (depending on the 'Report Output option' selected.

Edit a Saved Report

To duplicate a Saved Report and change its parameters (fields, filters or options):

1. Follow steps 1 - 3 for 'Run a Saved Report' above.

2. Click on **Edit**.

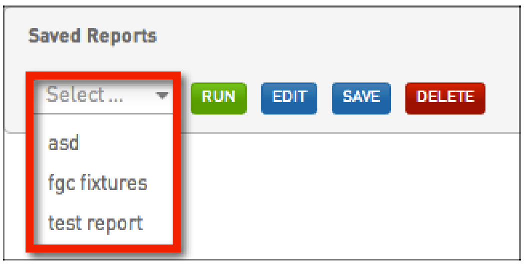
3. The report's parameters will appear. Change the fields, filters and options as needed.

4. When you have finished making the changes to the report, click on **Save**.

5. A lightbox will appear showing the report name. If you leave the name the same, it will append 'Copy 1' to the end of the report name. Alternately, you can give the report a different name. Rename the report, or leave as is (will add 'Copy 1'), and click on Save.

6. A confirmation message will appear informing you that the report has been saved.

7. When you return to the saved report list, you will notice the new report in your list of Saved Reports. The old report still exists under its original name. If you wish to delete the old report, follow the instructions below under 'Delete a Saved Report'.

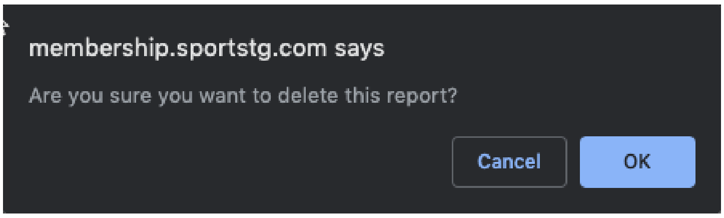


Delete a Saved Report

1. Follow steps 1 - 3 for 'Run a Saved Report' at the top of this page.

2. Click on **Delete**.

3. A lightbox will appear with the message: 'Are you sure you want to delete this report?' Click on **OK** to delete the report.



4. A confirmation message will appear - 'Saved Report has been deleted'.

Quick links in reporting

Last Modified on 02/08/2019 9:35 am AEST

Quick links in reporting

League and club administrators now have the ability to add a field when reporting that enables them to quickly view a members profile without having to exit the report. This field products a hyperlink to the members record (opens in a new tab).

Note: including this field will cause a slighlty lower run time to generate the report so please be patient. The hyperlink will also expire after around 30mins and if this report is exported, the user will need to be logged into the database to access this member profile via the quick link.

The report is only available for the following reports:

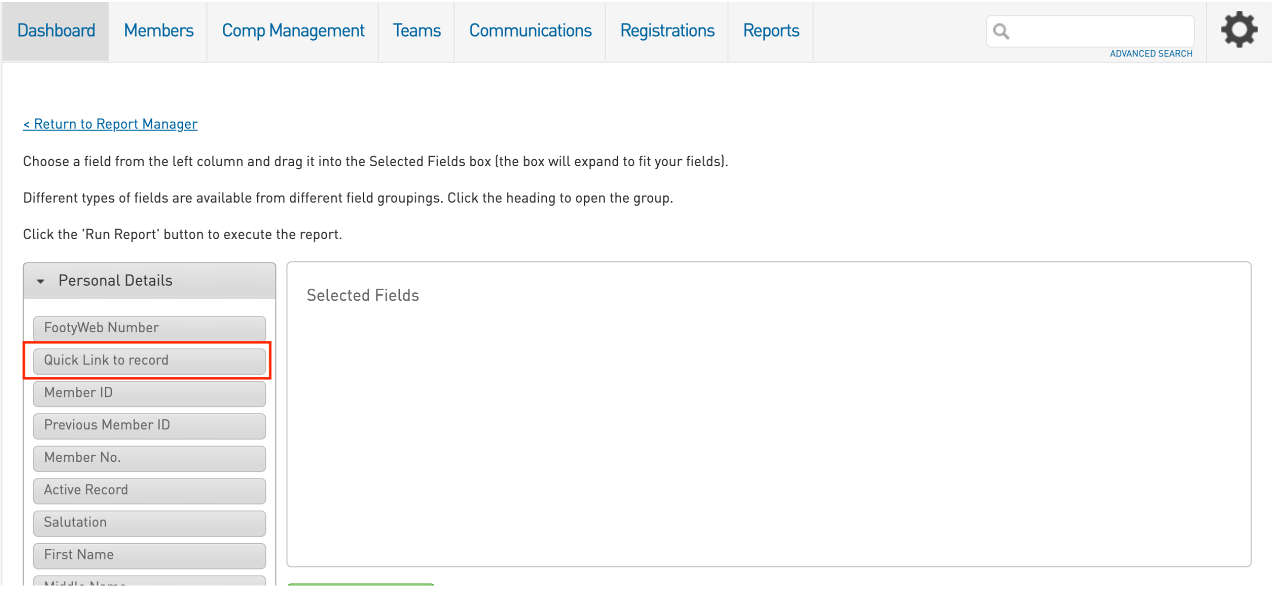
- Advanced Member
- Advanced Transfers
- Advanced Tribunal
- Player Competition Stats

1. Log into the club or league database

2. Reports

3. Select configure on the relevant report

4. The **quick links** field is located under the **personal details** tab - drag and drop to add it to the report



5. Add in any other fields needed for the report

6. Run report

7. The **quicks links** field will show as below

Quick Link to record	First Name
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]

When you click on this field it will open the member profile in another tab on your browser.

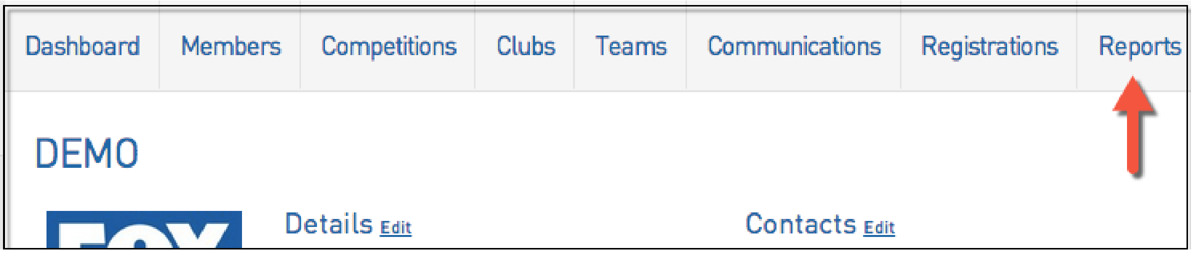
One Click Passport Report

Last Modified on 26/10/2016 5:29 pm AEDT

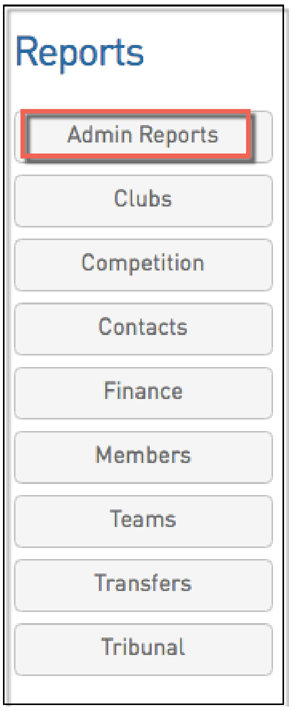
The One Click Passport report will allow administrators at all levels the ability to easily identify who has administrative access to a level of the membership and competition system.

This report allows users to communicate with these administrators via email and can be accessed at your level of login via:

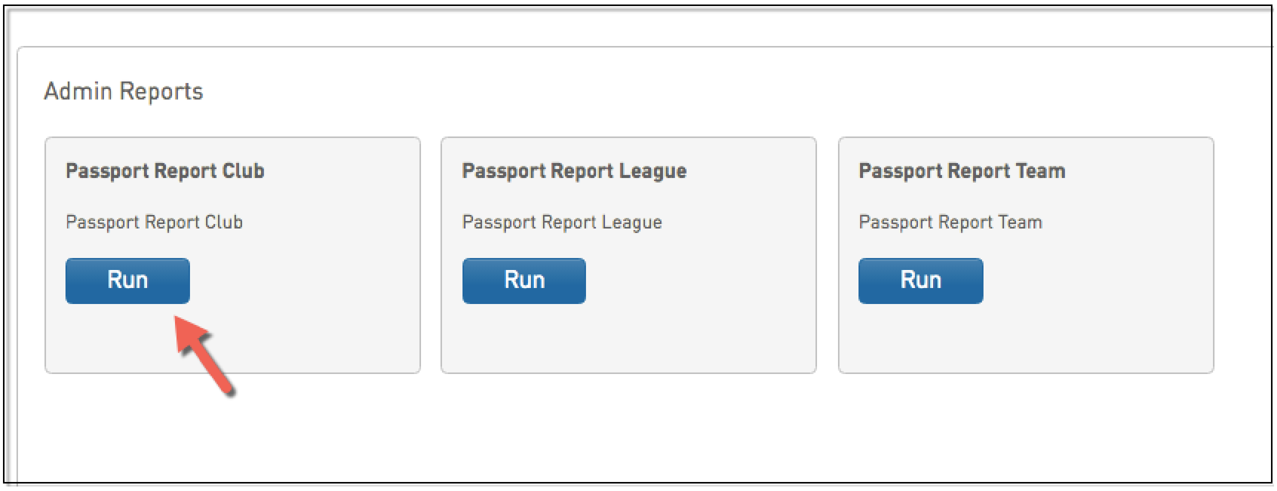
1.Clicking '**Reports**' along the top menu bar.



2. Click '**Admin Reports**'.



3. Choose which report and click '**Run**'.



The information that is displayed includes

- Entity Type - State/ Region
- Entity Name = Association Name
- Passport ID
- First Name
- Family Name
- Email
- Date Created
- Date Added
- Date Last Logged in

Tips

This report should be run at the beginning of every season to determine users who have departed the organization and should no longer have access. For information on how to remove administrator access check out this article - Manage User Access to your Database

For State/ National administrators a Support ticket should be submitted with the email address that should have their Passport deleted.

The admin should run this report each time they plan to communicate with administrators as the list can change over time.

The admin should run the one click report and then copy and paste the data into an excel spreadsheet. To ensure data pastes in to the correct format in excel, the Administrator should select all, and then copy and paste (ensure you choose 'Paste Special') into an excl spreadsheet.

Released Basketball Network wide but information can only be viewed at the level the administrator is given access at.

Media reports

Last Modified on 09/01/2017 2:32 pm AEDT

There are eight different types of Media Reports that can be sent to various Media Outlets to advise them on a range of different information relating to the Association. These are:

Club Championships – This report displays the current standings for the Club Championship Competition

Full Time Scores – Displays the Full Time Scores for the games in the Competitions selected and during the time frame selected

Ladder – Displays the Ladder for the Competitions selected

Match Results – Displays the Match Results for the games in the Competitions selected and during the time frame selected in the format required by newspapers

Match Results (full name) - Displays the Match Results for the games in the Competitions selected and during the time frame selected and includes the full names of Goal Scorers and Best on Ground players

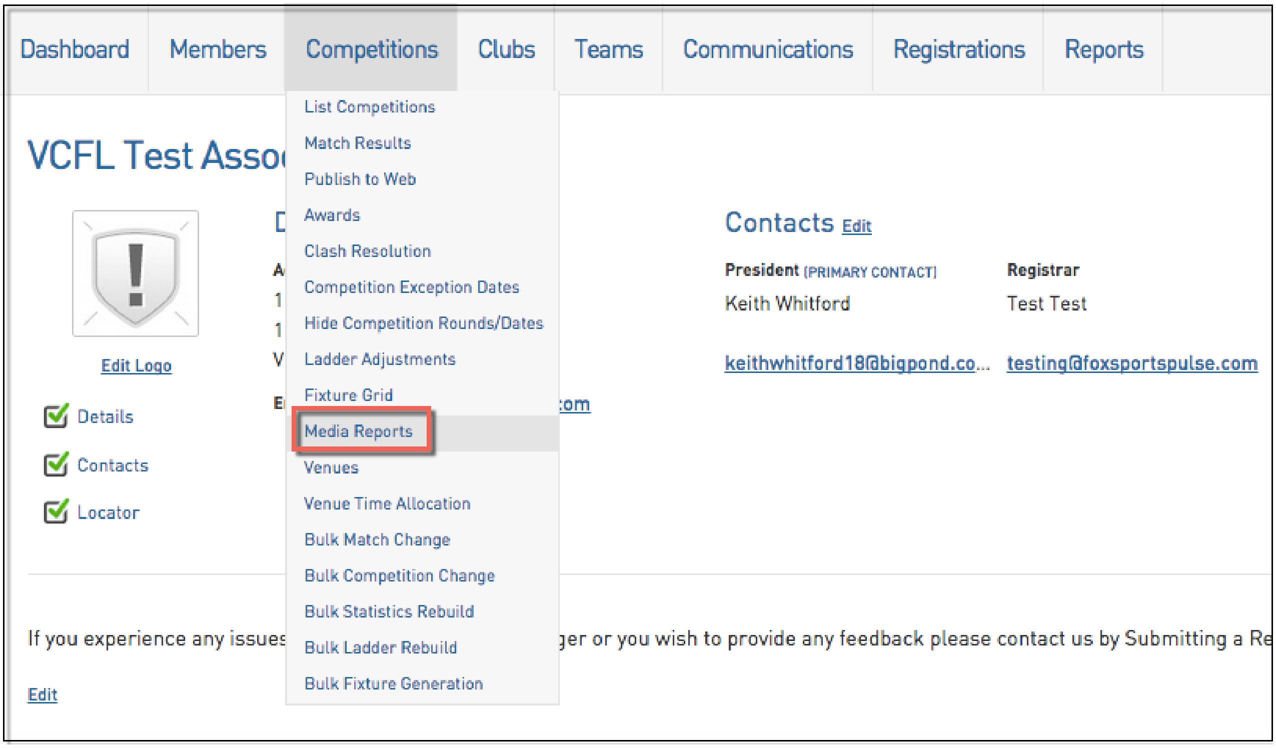
Selected Sides – Displays the selected sides for each team and the positions that players are nominated in

Top Award Winners – Displays who is winning or has won the awards for each competition

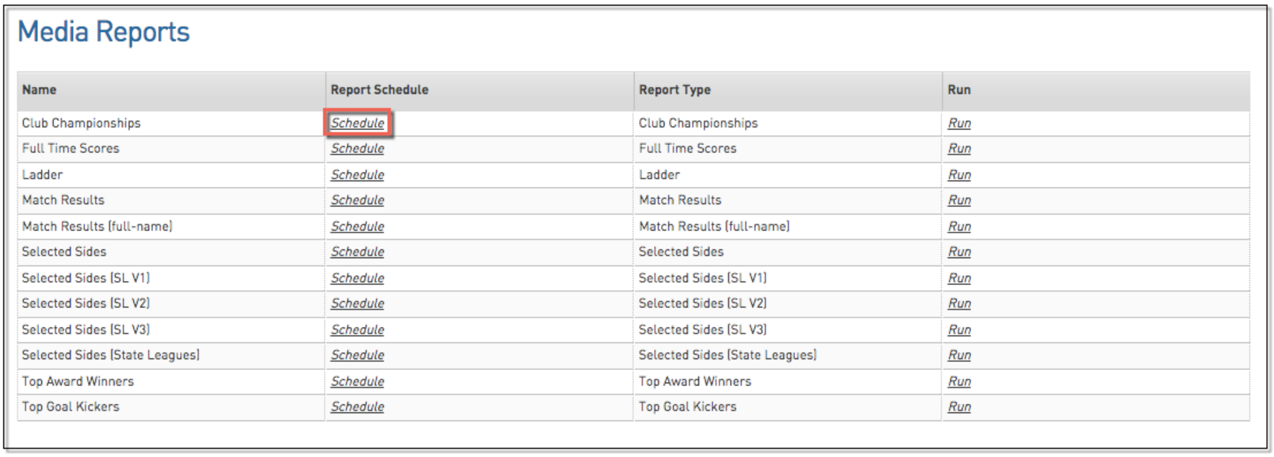
Top Goal Kickers – Displays the current list of Top Goal Kickers

These reports can either be scheduled to run at set times each week or can be run at the time of your choosing.

1. Hover over Competitions and click Media Reports.



2. To schedule a report to be run, click on the Schedule link for the name of the report that you wish to setup.



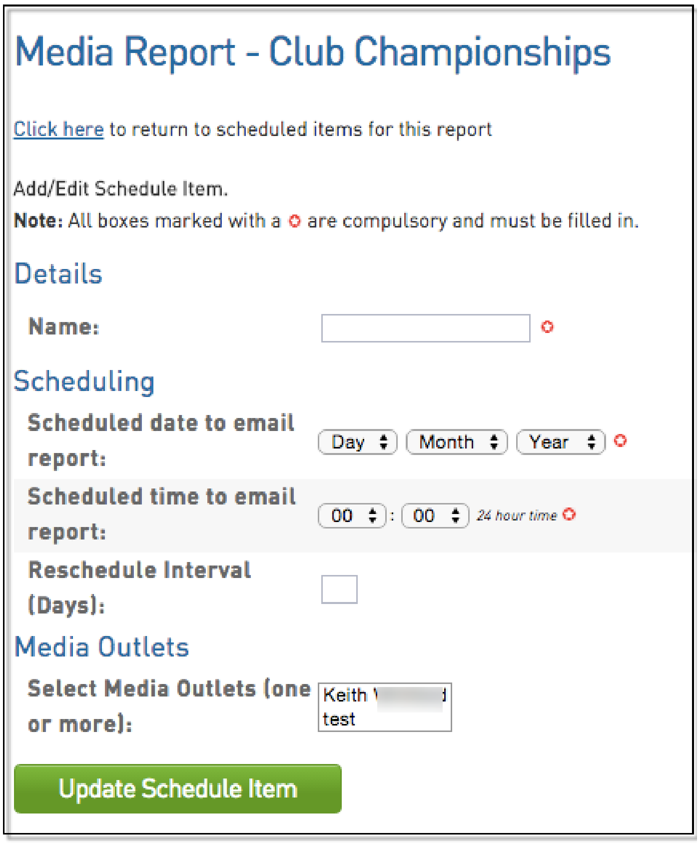
Media Reports

Name	Report Schedule	Report Type	Run
Club Championships	Schedule	Club Championships	Run
Full Time Scores	Schedule	Full Time Scores	Run
Ladder	Schedule	Ladder	Run
Match Results	Schedule	Match Results	Run
Match Results (full-name)	Schedule	Match Results (full-name)	Run
Selected Sides	Schedule	Selected Sides	Run
Selected Sides (SL V1)	Schedule	Selected Sides (SL V1)	Run
Selected Sides (SL V2)	Schedule	Selected Sides (SL V2)	Run
Selected Sides (SL V3)	Schedule	Selected Sides (SL V3)	Run
Selected Sides (State Leagues)	Schedule	Selected Sides (State Leagues)	Run
Top Award Winners	Schedule	Top Award Winners	Run
Top Goal Kickers	Schedule	Top Goal Kickers	Run

3. Click on the **Add** button to add a Schedule Item in the top right hand corner.

4. Then enter the name that you would like to call this instance of a Scheduled Report which incorporates what the report is and who it is being sent to as this will allow you to easily identify the scheduled instance when required.

It is then important to enter what date and time you would like to send the first report at and then the interval between the days that it is being sent (i.e if you would like the report sent every Saturday then the Interval will be 7). As each report can be sent to different Media Outlets and display different competitions it is important to choose which ones will be applicable to this Scheduled Report. This allows you to send your top league's information to newspapers or radio but not include any junior competitions or vice versa. Once filled out, click **Update Schedule Item**.



Match Official Payment Reports

Last Modified on 09/01/2017 2:34 pm AEDT

Referee/Umpire/ Match Official Payment Reports

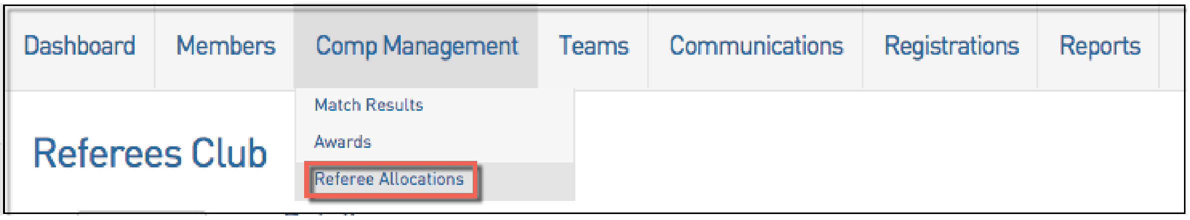
Umpire League Invoice

This report sends an email to the association administrator with the invoicing details for all the umpires within a competition.

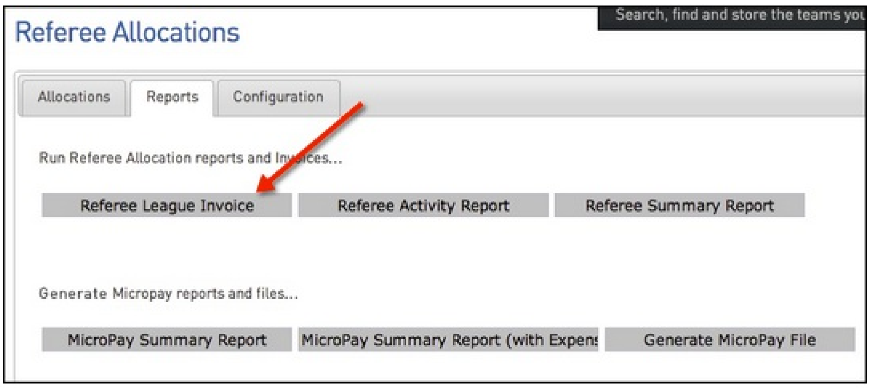
Please note: As the terms Referee and Umpire differ from sport to sport, for this example the term will be Match Official. The screen shots will show the Referee examples.

To run the report:

1. Hover over Comp Management and click Referee (Match Official) Allocations.



2. Click Reports and then click Referee (Match Official) League Invoice button.



3. Select the appropriate association from the Select Association drop-down box.

4. Choose the competition that the invoicing information is required for and enter a date range if necessary. If you do not enter a date range the administrator will receive the invoicing details for the entire competition.

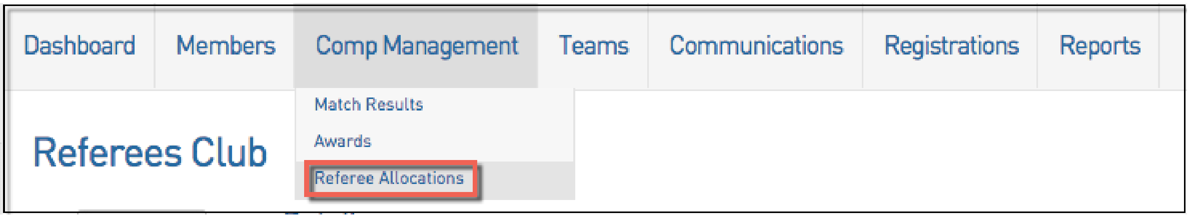
5. Once the competition has been highlighted and dates entered if needed click the Run Referee (Match Official) Invoice Report button.

Match Official Activity Report

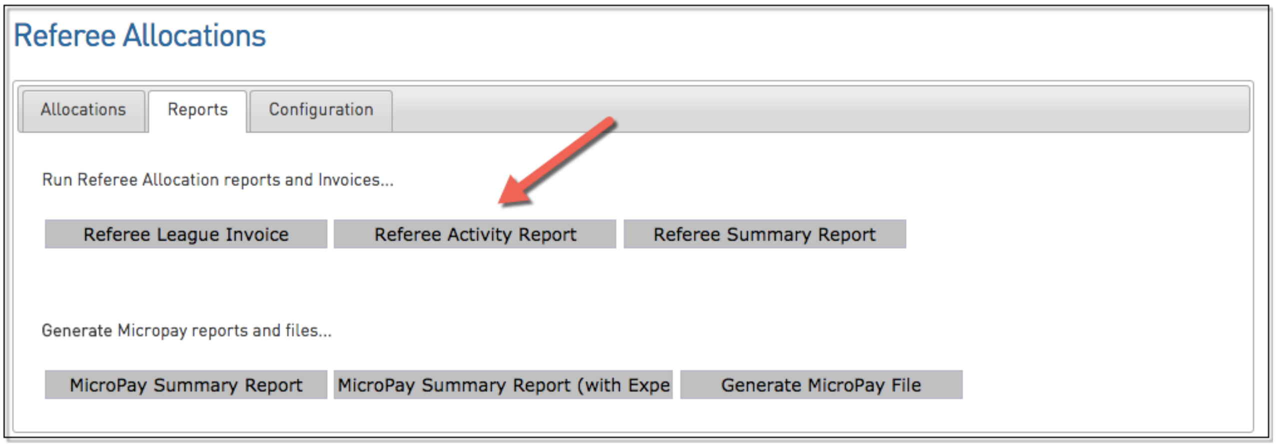
This report shows the activity details for one or more of the umpires in the association. This allows the association administrator to easily view the complete movements of one or more umpires throughout a competition.

To run the report:

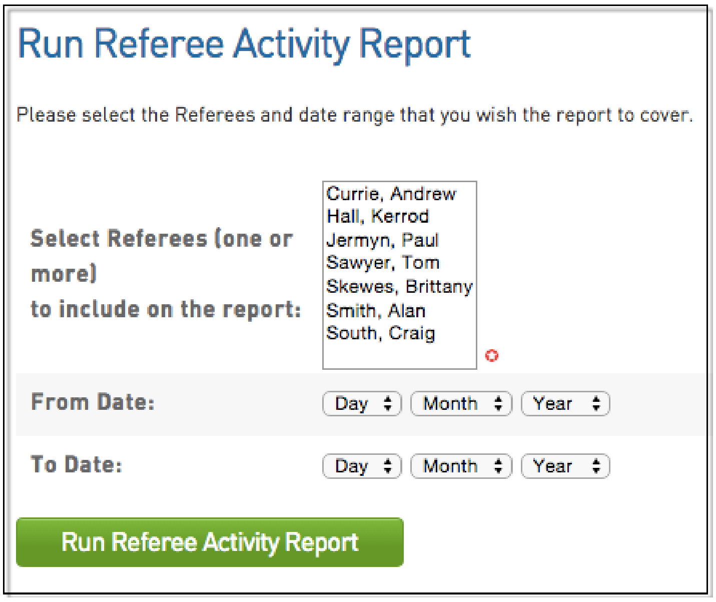
1. Hover over Comp Management and click Referee (Match Official) Allocations.



2. Click on the Referee (Match Official) Activity Report button



3. Select the Umpire(s) you wish to report on and enter in a date range if desired. Click the Run Activity Report to run the report.

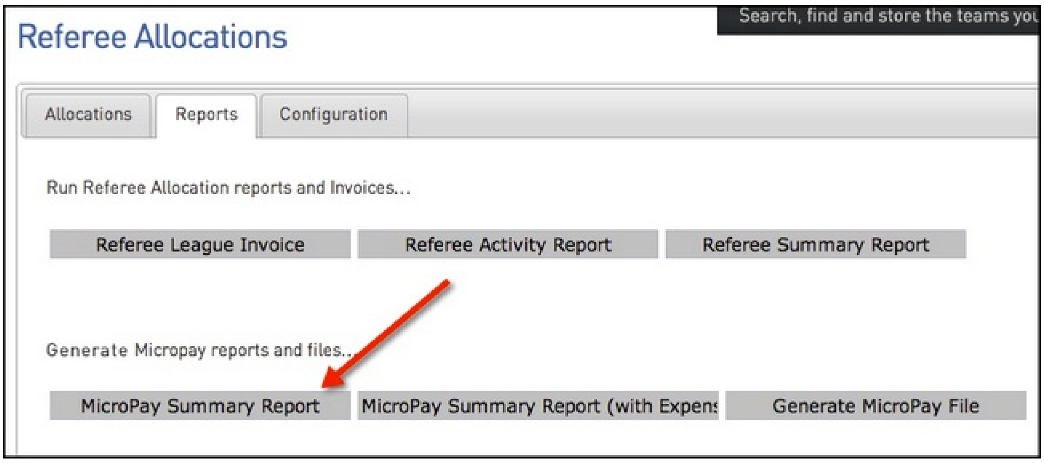


Umpire MicroPay Report

The Umpire MicroPay Report produces an import file for the MicroPay accounting software. This allows you to import the umpire payment records and process them in the MicroPay system.

To run the report:

1. Click on the MicroPay Summary Report button



2. At the next screen enter a date range for the report. This is the time period which will be covered in the report. If you leave this blank the report will cover everything umpire allocation across the entire competition period. Then enter an email address for the file to get sent too. To run the report click the Run MicroPay Report button.

4. You will see a confirmation screen appear confirming the report file has been sent to the email address allocated.

Match Official Allocation Reports

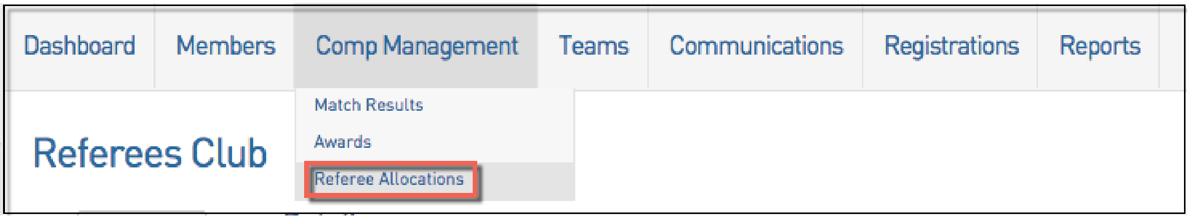
Last Modified on 09/01/2017 2:35 pm AEDT

At the bottom of the match allocation screen there is the ability to run reports on your official allocations.

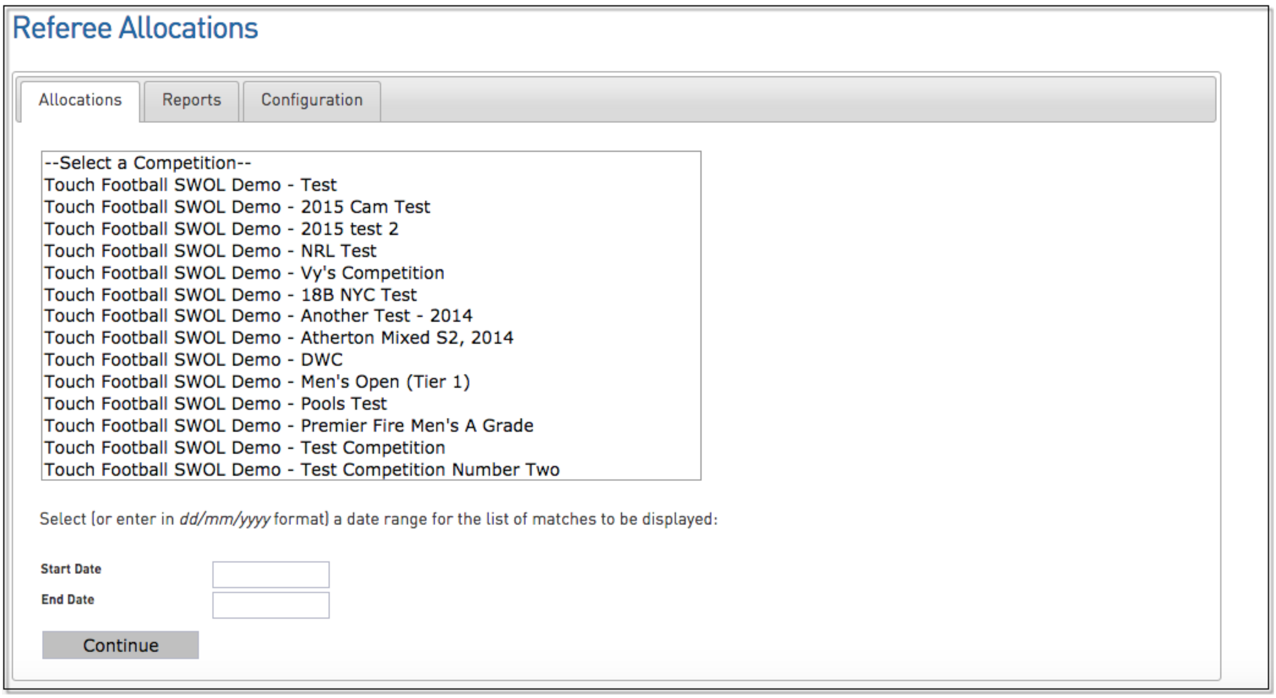
Please note: As the terms Referee and Umpire differ from sport to sport, for this example the term will be Match Official. The screen shots will show the Referee examples.

To run a report on your allocations:

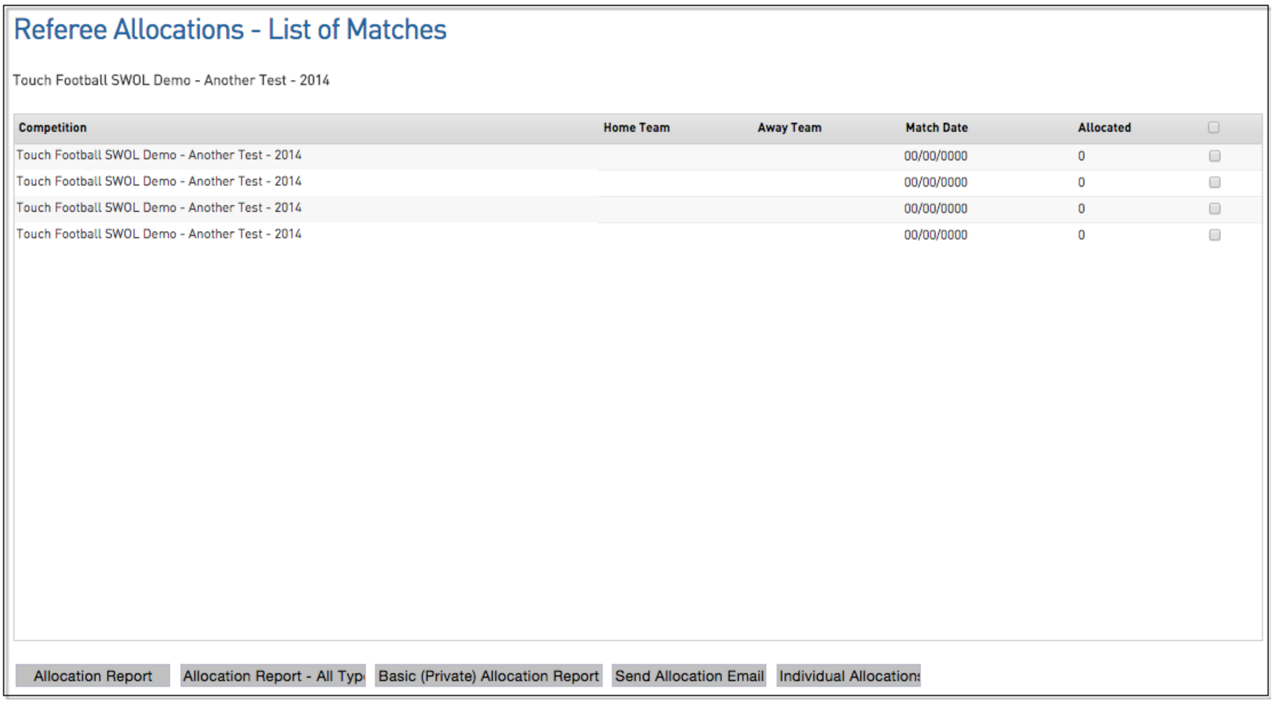
1. Hover over Competition Management and click Referee (Match Official) Allocation.



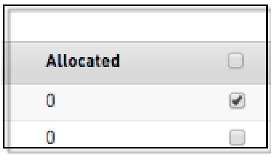
2. Select a competition from the Allocations tab



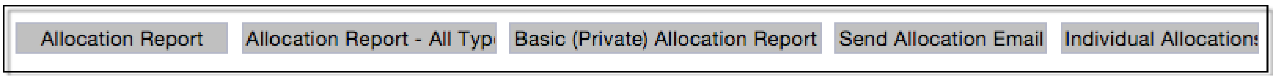
2. A list of matches will appear.



3. Select a match or all matches from the right hand column by ticking the box for the corresponding match



4. Click on the specific report button to run the report



Played more than one game in a week

Last Modified on 26/10/2016 5:44 pm AEDT

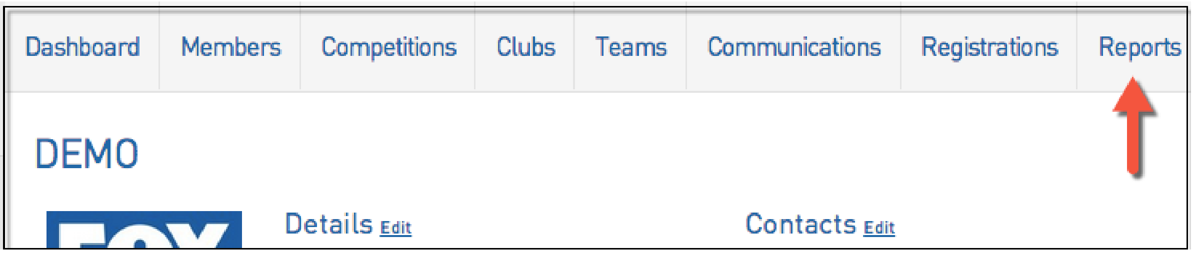
As there is no one specific report that is going to show only those who have played more than one game in a week, there are certain reports that with a little work will tell you the same thing.

Listed below are those reports.

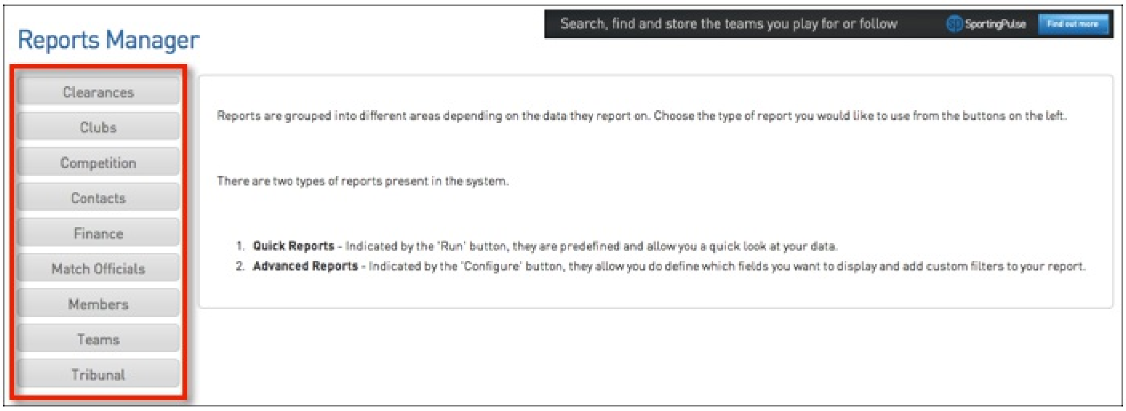
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

Match Player Stats Report

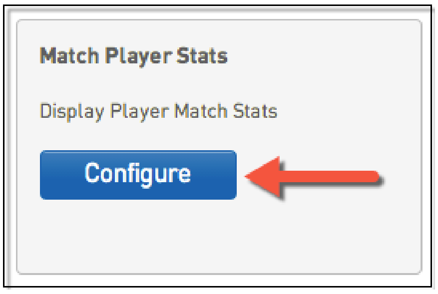
1. From your dashboard, click Reports in the top menu.



2. Click the heading- Competition in the list.



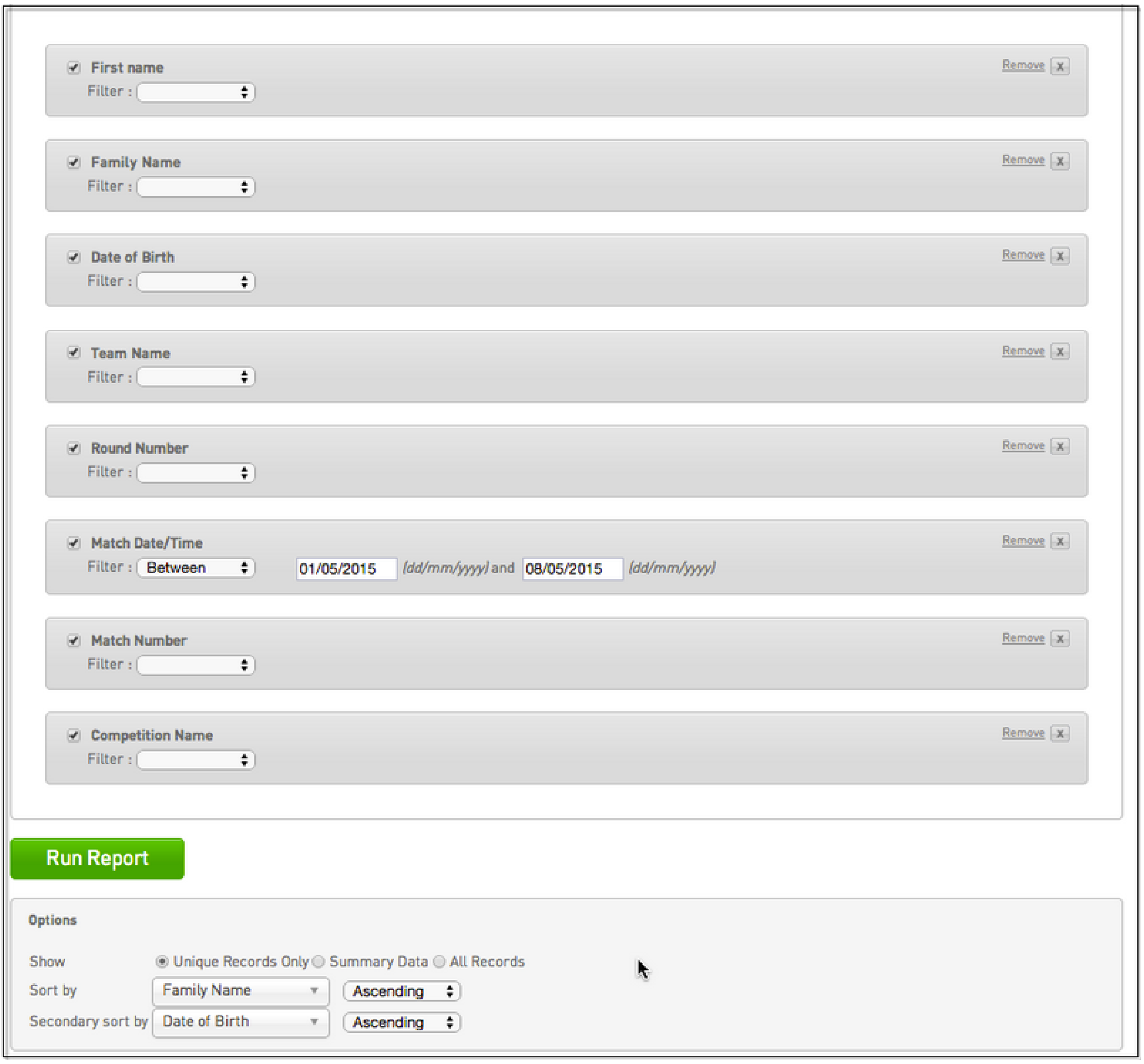
3. Click Configure under the Match Player Stats Report.



4. Click, drag and drop the following fields under the 'Selected Fields' area.

- First Name
- Family Name
- DOB,
- Team Name,
- Round Number
- Match Date/Time (must enter the 7 day period you want to report on otherwise the report will be quite large)
- Match Number
- Competition

We recommend to sort by Family Name and DOB.



5. This report can be sent as a CSV file via email. Under Report Output, ensure that the circle next to Email is highlighted, the format is CSV and that your correct email address is entered. Click Run Report.

6. The following is an example of the email that will be received.

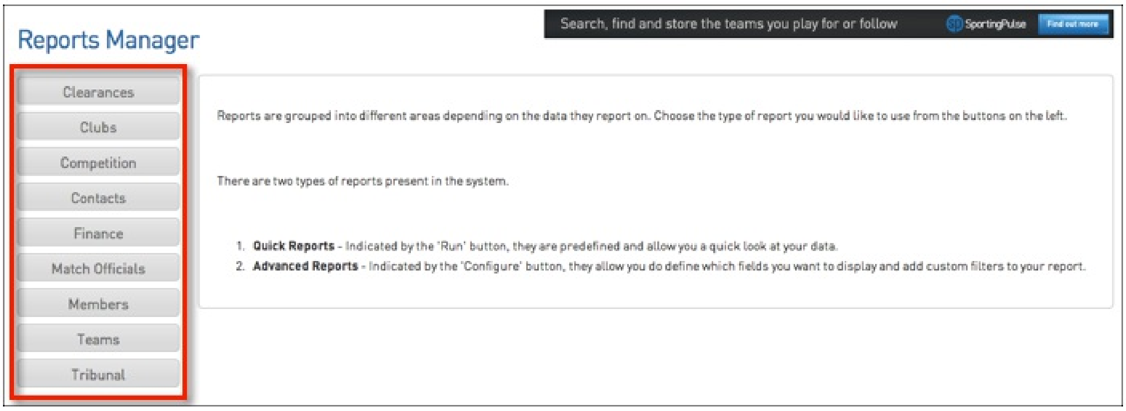
7. Open the file and check for Duplicates to see if there is anyone who has played twice over the course of the 7 days. eg.

Karl	A k	7/1/9	Saints(J)	23/05/2015 17:30	20	Under 18A Boys
Karl	A k	7/1/9	Saints(C)	24/05/2015 16:45	23	Mens Classic Div 2

Previous Weeks Players Report

1. From your dashboard, click Reports in the top menu.

2. Click the heading- Competitions in the list.



3. Click Run under the Previous Weeks Players heading. This report will open in a new window. Please copy and paste the report in to excel.

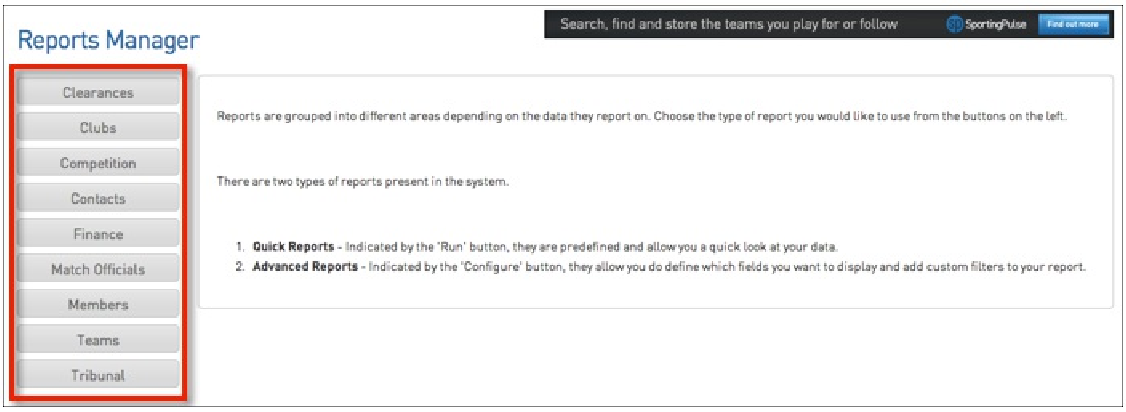
- Sort the sheet by DOB and run a remove duplicates report to see if there is anyone who has doubled up.

- This pulls through Competition, Team Name, First Name, Last Name, DOB, Round, Date and Time.

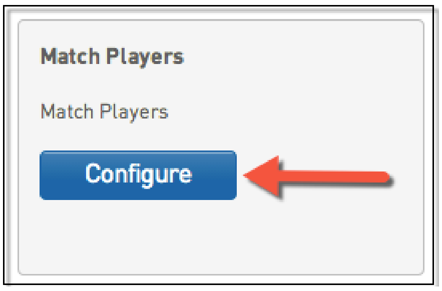
Match Players Report

1. From your dashboard, click Reports in the top menu.

2. Click the heading- Competitions in the list.

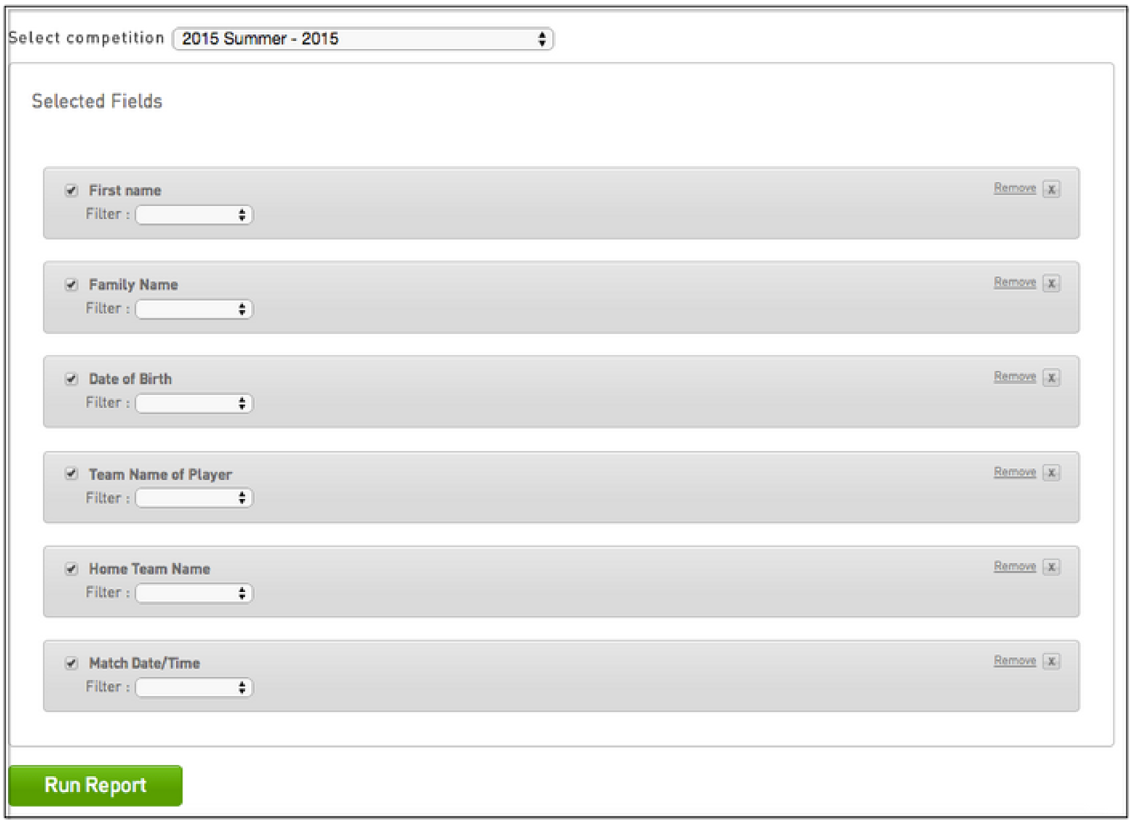


3. Click Configure under the Match Players Report heading.



4. Click, drag and drop the following fields under the 'Selected Fields' area.

- First Name
- Family Name
- DOB
- Team Name of Player
- Match Date/Time (must enter the 7 day period you want to report on otherwise the report will be quite large)
- Competition



Please Note:

- The downside of this report is that you cannot run multiple competitions at a time.
- However - again you could Save the report and have it send to CSV and find duplicates in Excel

Game Totals

Last Modified on 02/12/2016 5:42 pm AEDT

The following report will outline the key Fields required to generate a Game Totals report. For the purpose of this report, we will focus on Games Played and Goals. You can also add additional fields to this report if required.

For advice on compiling reports and different reporting functions, as well as output options please see the Using Reports area - Using Reports

To access this report, select the Reports Tab and select the Competitions area. From there we will Configure a Competition Player Stats Report and include the following fields:

- First Name
- Family Name
- Team Name
- Competition Name
- Season = Current Season
- Games

In the Report Options area, we will set the following:

Sort By = Games

Secondary Sort By = Teams

Group By = Competition Name

You can alter your Options to achieve the desired display.

Games Played + Goals/Try's Scored

Last Modified on 02/12/2016 6:06 pm AEDT

The following report will outline the key Fields required to generate a Game Played + Goals/Try's Scored report. For the purpose of this report, we will focus on Games Played and Goals/Try's. You can also add additional fields to this report if required.

For advice on compiling reports and different reporting functions, as well as output options please see the Using Reports area - Using Reports

To access this report, select the Reports Tab and select the Competitions area. From there we will Configure a Competition Player Stats Report and include the following fields:

- First Name
- Family Name
- Team Name
- Competition Name
- Season = Current Season
- Games
- Goals/Try's

In the Report Options area, we will set the following:

Sort By = Team Name

Secondary Sort By = Family Name

Group By = Competition Name

Fixtures Reports

Last Modified on 30/05/2019 9:37 am AEST

The following reports will outline the key Fields required to generate a Fixtures Report or a Weekly Fixture report. It is encouraged that this report be tailored to suit your organisations needs.

For advice on compiling reports and different reporting functions, as well as output options please see the Using Reports area - Using Reports

ADVANCED FIXTURES REPORT

To access this report, select the *Reports* Tab and select the *Competitions* area. From there we will Configure an *Advanced Fixture Report* and include the following fields:

- Season filter this to EQUALS and select the current season
- Competition Name
- Competition Active filter this to EQUALS and select Yes
- Round Number
- Match Date
- Match Time
- Team 1
- Team 2
- Venue Name

If you want to report on results that have been input in previous rounds, you can select the relevant fields from the *results* tab.

WEEKLY REPORT

This report will provide the fixture for the next 7 days for all of your association/club teams across all competitions. To access this report, select the *Reports* Tab and select the *Competitions* area.

Please note that the fields cannot be changed in this report as they are hardcoded.

ACCESS THE SEASON FIXTURE FROM THE CLUBS WEBSITE

Participants and parents from clubs also have the ability to view a season fixture report from the clubs website.

1. To find this report, you will need to Google search for the association/league website

2. Click on the **club websites** menu and select your club

If this menu is not visible on the site, click into the fixtures and results page, find your team > click into the team and then select club website which will take you to the homepage for the club

3. Click on the **club reports** menu

4. Click on **club fixture** - this report will open in a new tab

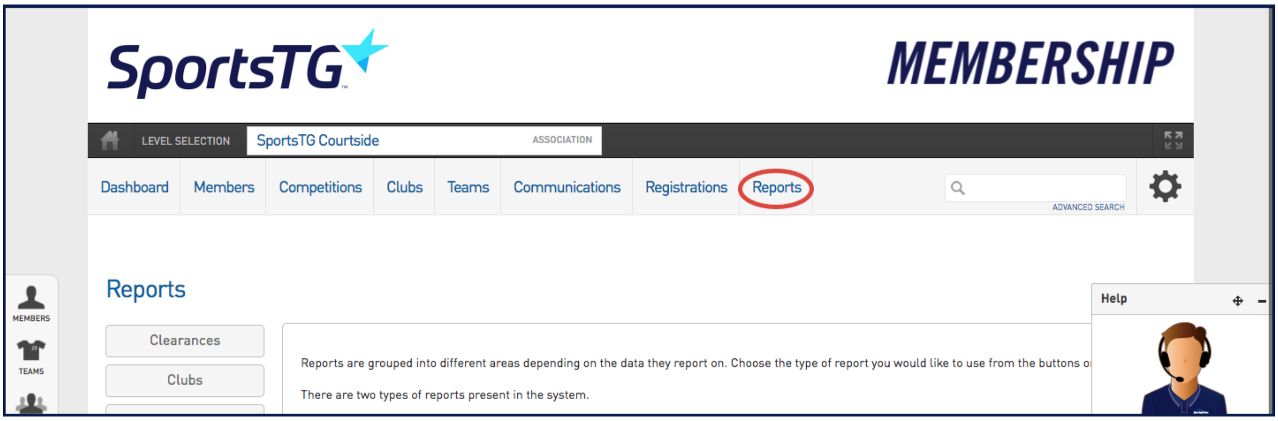
5. Print the current screen (crtl P)

Games Played - By Season

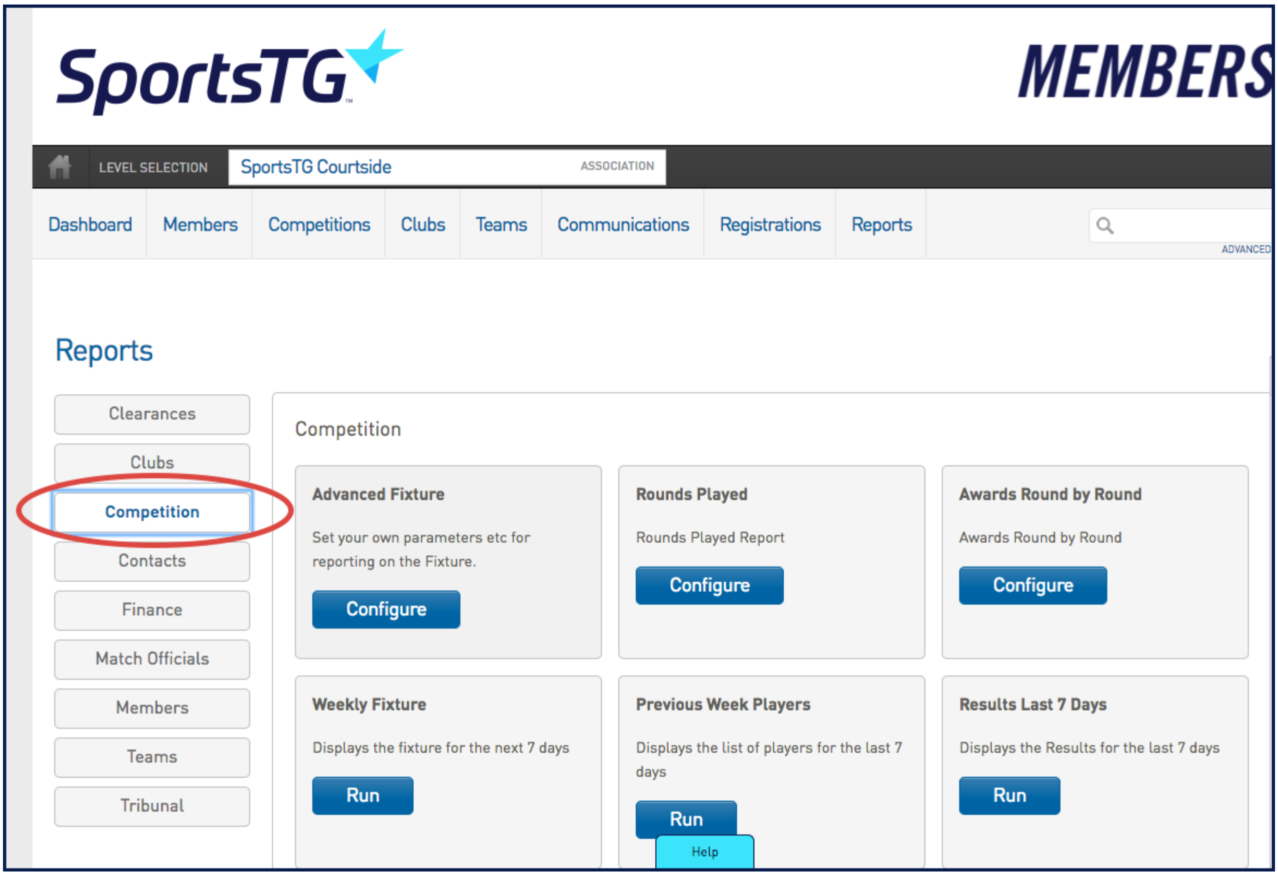
Last Modified on 18/06/2019 11:05 am AEST

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

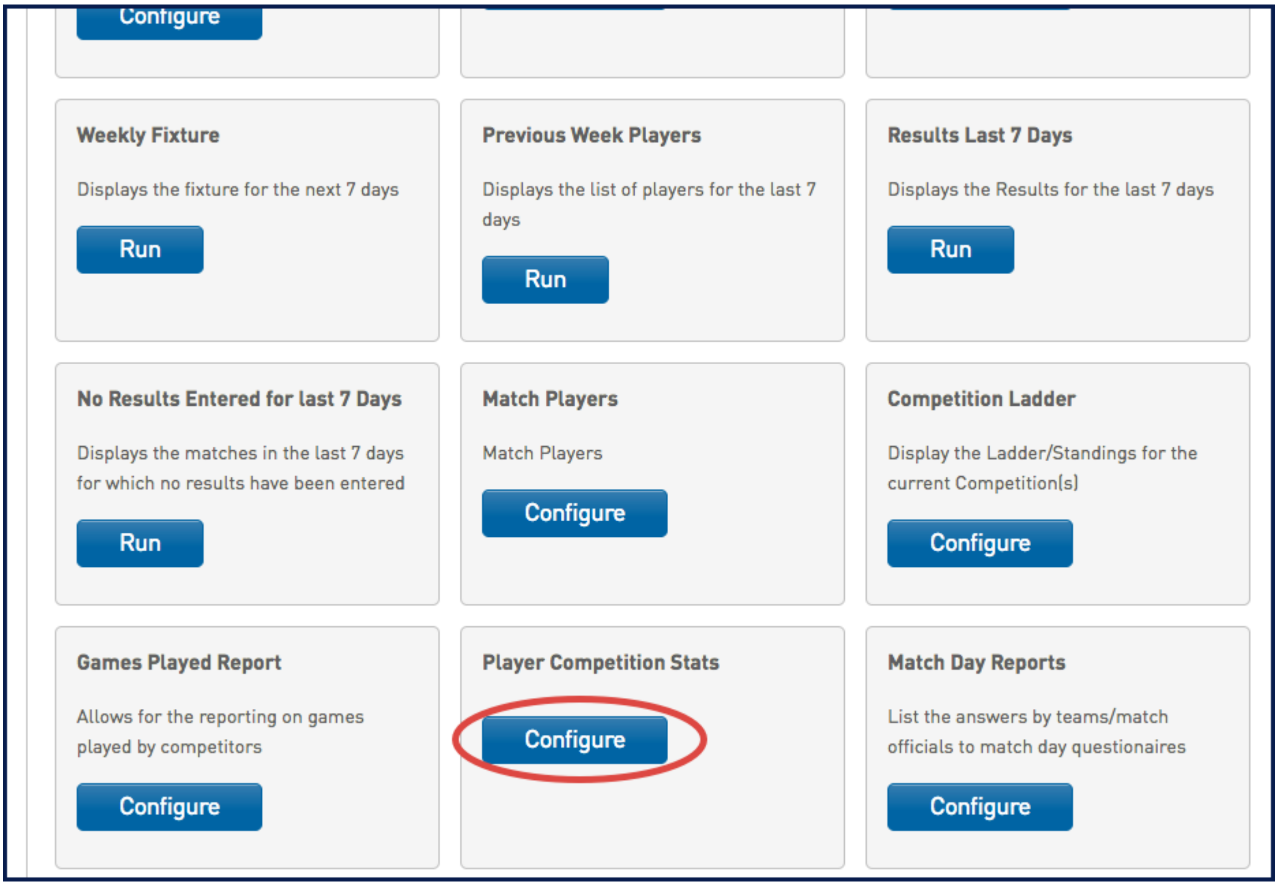
1. From the menu, select **Reports**.



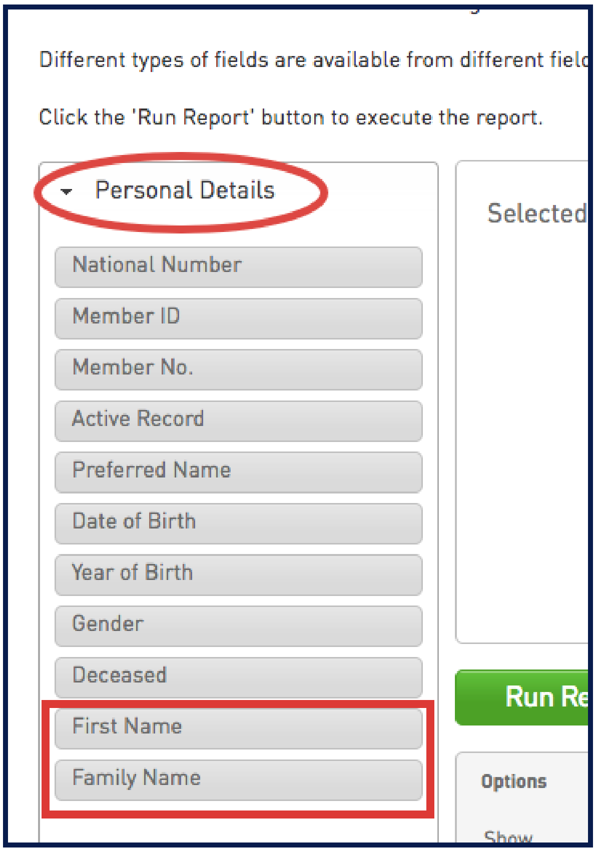
2. Select **Competitions** under **Reports**.



3. Scroll down to the **Player Competition Stats** box and click **Configure**.

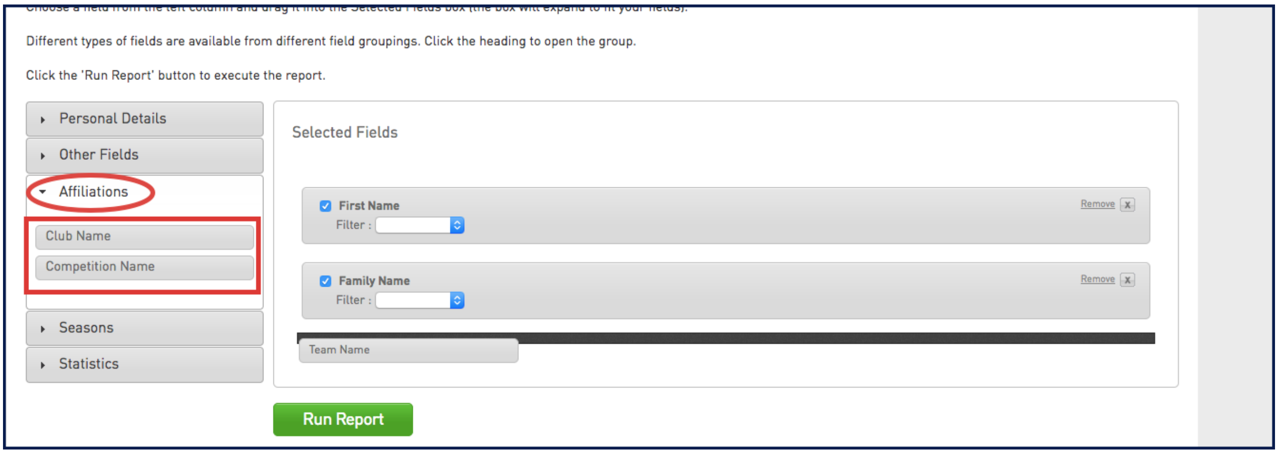


4. Drag and drop the following fields from **Personal Details** to **Selected fields: First Name**, **Family Name**.

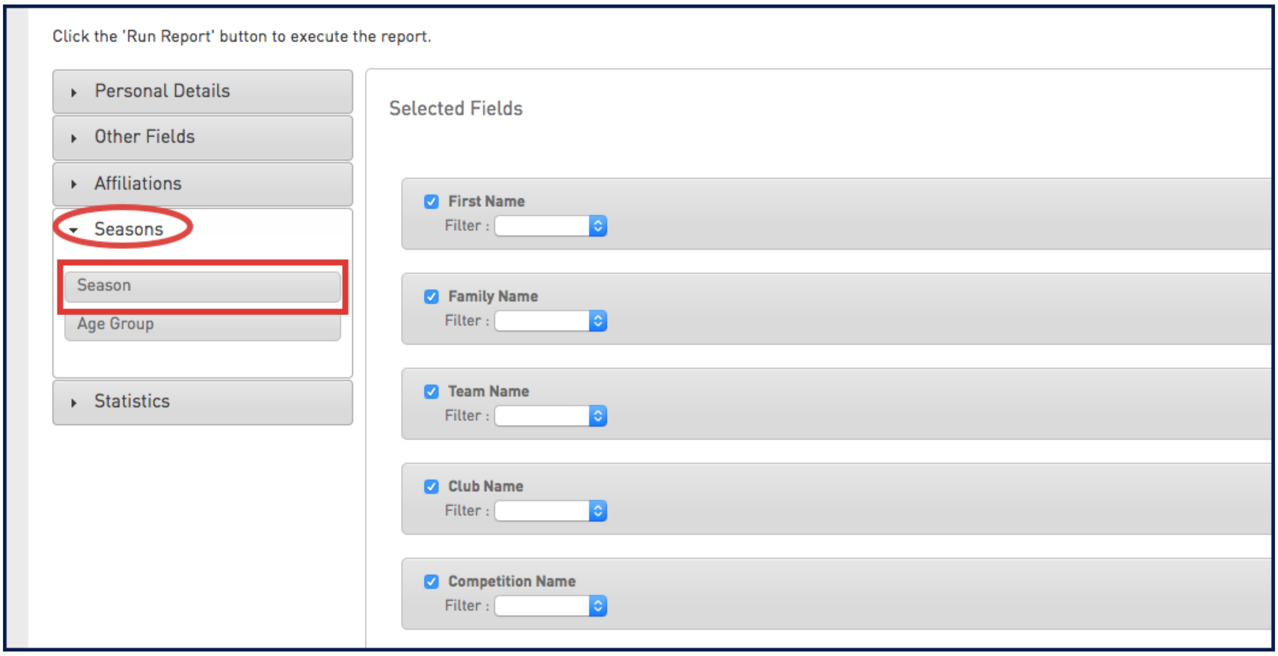


5. Expand the **Affiliations** section. Drag and drop the following fields to **Selected Fields: Team Name, Club Name, Competition Name.**

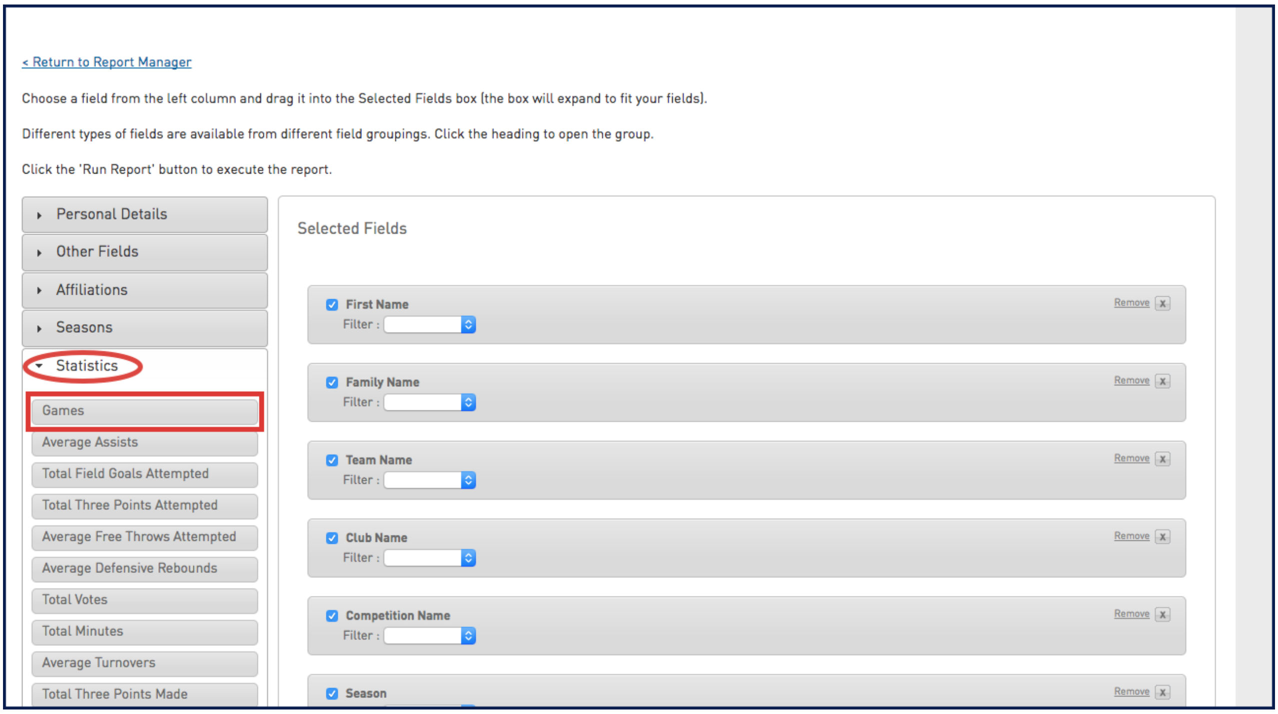
NOTE: Use the club name when your are generating the report from association level.



6. Expand the **Seasons** section. Drag and drop the following fields to **Selected Fields: Seasons.**

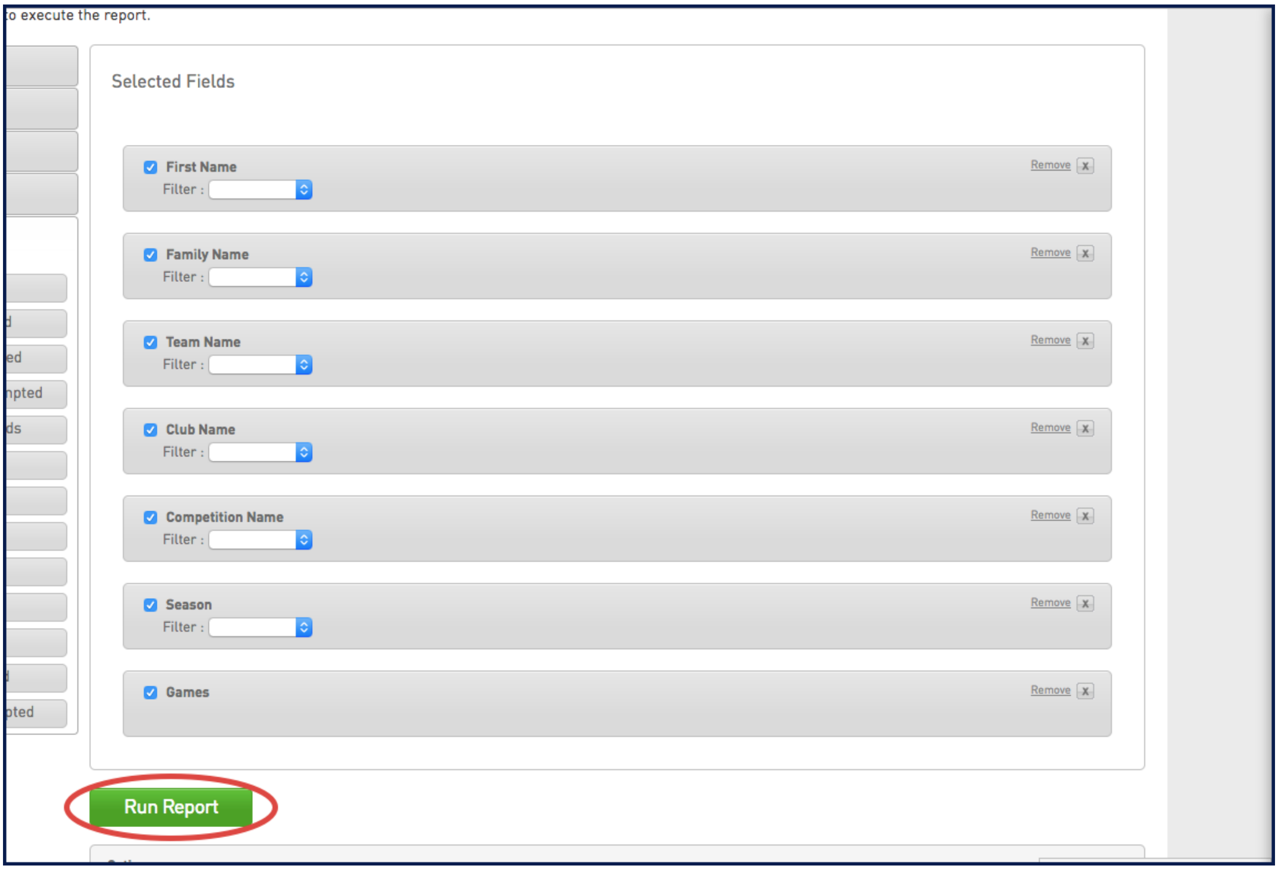


7. Expand the **Statistics** section. Drag and drop the following fields to **Selected Fields: Games.**



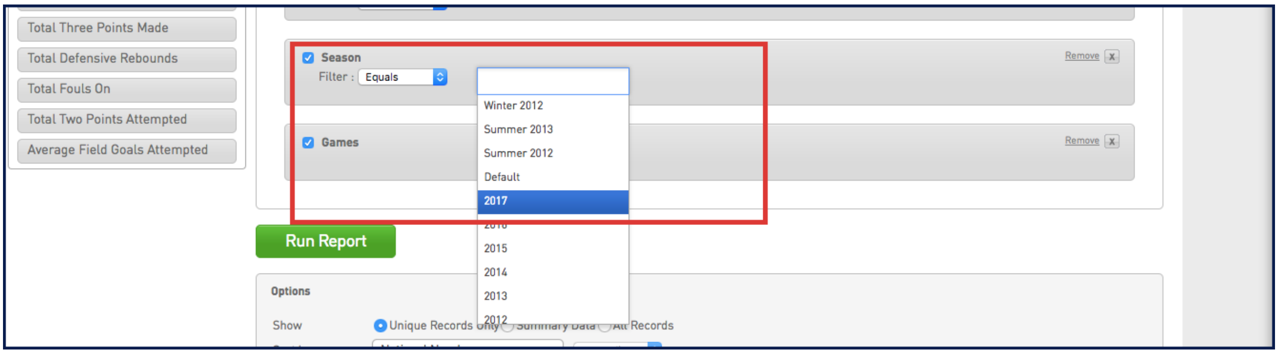
Running Report for All Seasons

1. After adding the required fields under Selected Fields, Click **Run Report**. This will give the report if games played across all seasons.



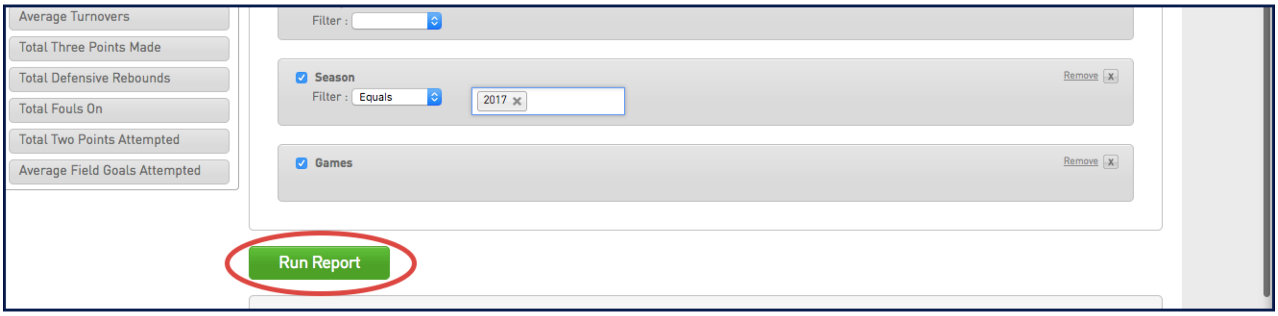
Running Report for a specific season.

1. From the **Filter** under **Seasons**, select **Equals**. Then select the season you want to runs the report from the **Select Some Option** box.



You can select multiple seasons from the list, just click on them one by one.

2. Click **Run Report**. This will give the report of games played in the particular season.



Player Statistics Report

Last Modified on 22/05/2019 12:05 pm AEST

Player Statistics Reprt

If you are wanting to run a report to get specific statistics on players you can run a *player competition statistics* report. If the report is run at **association/league** level it will include all players within all clubs within that specific association/league, and if this run at **club level**, it will only display those statistics for the player within that club in that specific league/association.

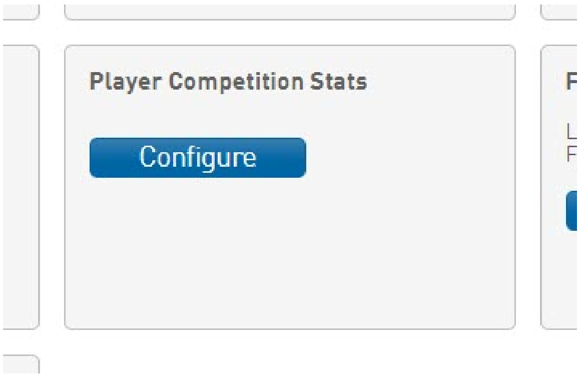
If players/admins are wanting to get statistics for players across their whole career (if a player has been in more than one league/club) you will need to contact your relevant state body who will be able to run this report to get an overall view. Information on state contacts can be found here: https://support.sportstg.com/help/sport-specific-contact-information

Note: the statistics within this report will vary based on each sport, so AFL will have different statisitcs listed than those within Basketball.

1. Log into your database

2. Go to **Reports > Competition**

3. Select the **Player Competition Statistics** report

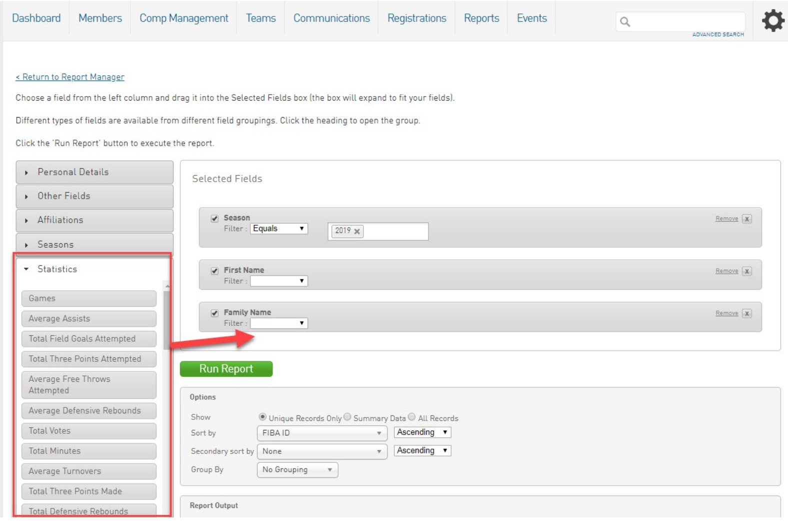


4. Drag accross the generic following fields

- First Name
- Last Name
- Season - you can leave this field blank to get statistics across the whole season or filter this to a specific season - if you wanted to report on the 2019 season you woild filter this field to **EQUALS** and then select the 2019 season.

5. Within the statistics tab you have a variety of fields to choose from, so select the statistics that you need.

Just drag and drop these fields onto the report



6. Run report

Note: if some fields are blank this will mean that your association has not included these in their statistics template, so please contact them directly if you have an questions regarding this.

Below is a list of the general fields admins report on based on their sports:

AFL:

- Games
- Goals
- Behinds
- Qualified for Finals (league level)
- Goals Per Game Avg
- Votes
- Best Points

Basketball:

- Games
- Total Three Points Made
- Total Personal Fouls
- Match Points
- Average Points
- Total Free Throws Made
- Qualified for finals (only at association/league level)
- Total Two Points Made

NRL (Rugby League)

- Games
- Tries
- Votes
- Qualified for Finals
- Points

Touch

- Games
- Touchdowns
- Period of time
- Qualified for finals

Players Assigned to Teams

Last Modified on 27/05/2020 10:45 am AEST

Players Assigned to Teams Report

League and Club administrators have the ability to report on the number of players assigned to each of the teams in the current competition season. This report allows admins to see how many players are missing from the miniumum amount of players required for a team

The default amount of players is set to 5, however this can be adjust when running the report. This is a one-click report, which means that fields in the report are prefined and cannot be changed.

The report also lists the contact person with their mobile and email for the team so the admin can easier find the contact information for the team manager to let them know that they are missing players.

1. Log into association/club database

2. Reports > competitions > PLAYER ASSIGNED TO COMPETITION report > run

3. Select the miniumum amoun of players needed for the team (if more than 5)

4. Select the competition season (e.g current season) > run report

Logo **Players Assigned to Team in Competition**

Competition Name	Team Name	Players in Team in Competition	Contact Person	Contact Mobile	Contact Email
2019 Courtside Pools Friendly Cup	Nuggets	0			noreply@foxsportspulse.com
2019 Courtside Pools Friendly Cup	Rebel without a Cause	0			noreply@foxsportspulse.com
2019 Courtside Pools Friendly Cup	Red Team	5			noreply@foxsportspulse.com
2019 Courtside Pools Friendly Cup	Sweet n Sour	5			noreply@foxsportspulse.com
2019 Courtside Pools Friendly Cup	The Commish	5			noreply@foxsportspulse.com
KnockOut test	Abush Parmi	0			noreply@foxsportspulse.com
KnockOut test	Hoosier Day	0			noreply@foxsportspulse.com
KnockOut test	Ketchup	0			noreply@foxsportspulse.com
KnockOut test	Morning Glory	0			noreply@foxsportspulse.com
Summer 2019 Men's A Grade	Abush Parmi	0			noreply@foxsportspulse.com
Test Comp 2019	Bannansnadlnhjaslk	0			noreply@foxsportspulse.com
Test Comp 2019	Brighton	0			noreply@foxsportspulse.com
Test Comp 2019	Greytown Demon's Men's A Grade	0			noreply@foxsportspulse.com
Test Comp 2019	Melbourne Lightning Men's A Grade	0			noreply@foxsportspulse.com
Test Comp 2019	Milton Mutants Men's A Grade	0			noreply@foxsportspulse.com
Test Comp 2019	Ridgeview Raiders Men's A Grade	0			noreply@foxsportspulse.com
test comp fixtuer importer	Test Team 1	0			
test comp fixtuer importer	Test Team 2	0			
test comp fixtuer importer	Test Team 3	0			
test comp fixtuer importer	Test Team 4	0			
test comp fixtuer importer	Test Team 5	0			
test comp fixtuer importer	Test Team 6	0			
Report Run Tue Jul 16 12:32:25 2019					

Venue Attendance Report

Last Modified on 28/05/2020 4:36 pm AEST

As easing of restrictions around COVID- 19 is allowing sports to continue with their seasons, administrators may need to report on the individuals and the venues that have been played at during a specific data range to assist with contact tracing.

To help with this, we have developed an easy one-click report that allows an administrator to report on the venues, individuals and contact details of those individuals so admins can easily obtain a contact list for those participants.

NOTE: this report is only available at the league/association level. So if you are club that needs access to this data, please contact your league/association admin to get this information.

This report includes:

- Season
- Venue
- Match time/date
- Contact information of players (including those of parents/guardians)
- Contact information of non-playing staff (if assigned)
- contact information of match officials (if assigned)

NOTE: if fields within this report are blank this means that no information was filled out for these members within the member profile or via the registration form, so you may need to find another way to contact these members.

To run this report:

1. Log into the association/league database

2. Reports > Competition Reports > **VENUE ATTENDANCE** > Run

3. Input the date range you need to run this information for

4. Select the specific venue

If you have multiple venues that are affected, this report will need to be run separately for each venue

5. Click DISPLAY > RUN REPORT if you want this report to display in a new tab, otherwise feel free to email it to yourself - change this to EMAIL > CSV > input your email address > RUN REPORT

Contacts Report

Last Modified on 05/12/2016 2:59 pm AEDT

The following report will outline the key Fields required to generate a Contacts Report report. For the purpose of this report, we will focus on Club contacts from Association level.

For advice on compiling reports and different reporting functions, as well as output options please see the Using Reports area - Found Here

To access this report, select the Reports Tab and select the Contacts area. From there we will Configure a Contacts Report and include the following fields:

- Role
- First Name
- Surname
- Email
- Club Name

In the Report Options area, we will set the following:

Sort By = Club Name

Secondary Sort By = Surname

Members without purchased Products

Last Modified on 26/10/2016 5:55 pm AEDT

Chasing up unpaid Members

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

Below are a few ways you can use the report and communicator systems to your advantage in hounding those disobedient unpaid members.

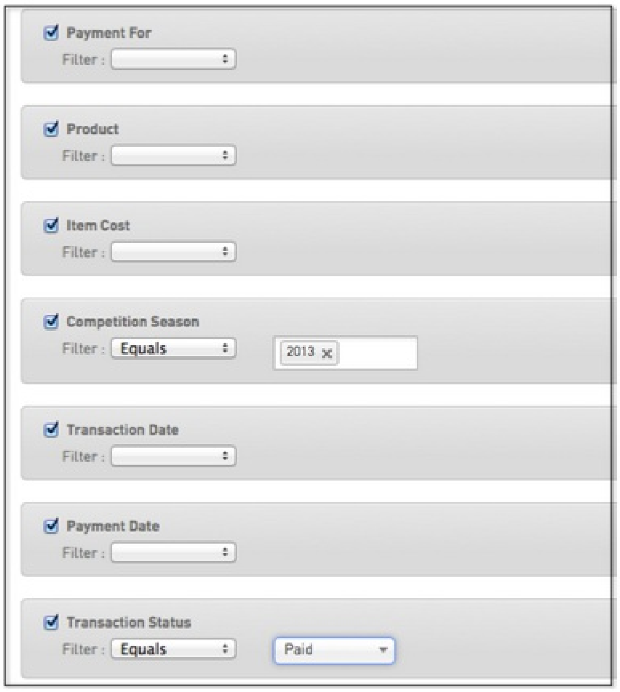
This is possible at Club and Association level.

Using Reports

The reporting system within your database is a particularly powerful tool and when used effectively, will provide you with endless ways to slice and dice your data. Crucially, the capability of running all manner of reports extends to all online registration and payments transactions that take place through your database.

To get a quick and easy glance at the members that have registered into the current season without purchasing a product you will be able to run a one-click report as below (this can be found in the Finance section of the Reports system).

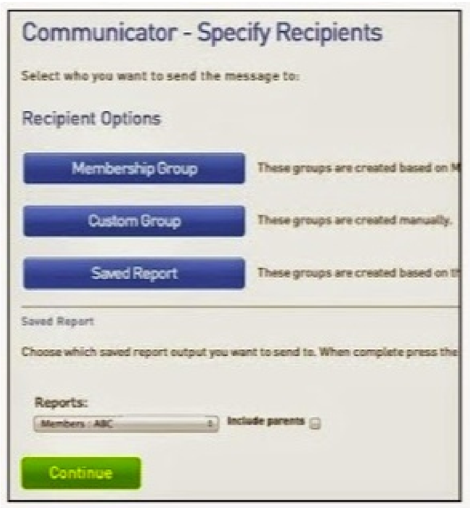
To get a more detailed look at your members transactions run the Transactions report in the Finance section. Below is an example of the fields that you could use to generate a report to show all members in the current season with an 'unpaid' transaction record. The key element here are the filters that will filter out the results for 'unpaid' and '2013' records.



Once you've generated this report and are happy with it, the best thing to do is to save it. For more information on saving reports click here. Saving the report serves two functions. The first that you can come back and re-run the report at any time without clicking and dragging the fields across, the second, and key to the purposes of this article, is that you can utilise the list of unpaid members through the Communicator menu (described below) to send them a direct email or SMS.

Using Communicator

As described above, communicator can be used to directly communicate to a group of your members, in this case, unpaid members. In the Communications menu click on Send a Message and Saved Report to go through and send either an SMS or Email directly to your unpaid members.



This process is a really efficient way to target specific members and can be repeated as often as you like. It will just depend on how much you'd like to pester your members!

Funds Received

Last Modified on 16/03/2021 8:58 am AEDT

The following report will outline the key Fields required to generate a Funds Received report, so that you can reconcile funds received from participants with what appears on your organisations bank statement.

For advice on compiling reports and different reporting functions, as well as output options please see the Using Reports area - Using Reports

To access this report, select the Reports Tab and select the Finance area. From there we will Configure a Funds Received Report and include the following fields:

- Product
- Payment For
- Line Item Total
- Money Received After Fees
- Payment Date
- Receiving Bank Code (BSB)
- Receiving Account Number
- Receiving Account Name
- Distribution ID
- Date Funds Sent by Gameday

In the Report Options area, we will set the following:

Sort By = Payment Date

Group By = Distribution ID

The *Distribution ID* is the series of numbers which display on your organisations bank statement. This report, grouped by Distribution ID will display a list of members as well as the amount and date they paid their registration fees.

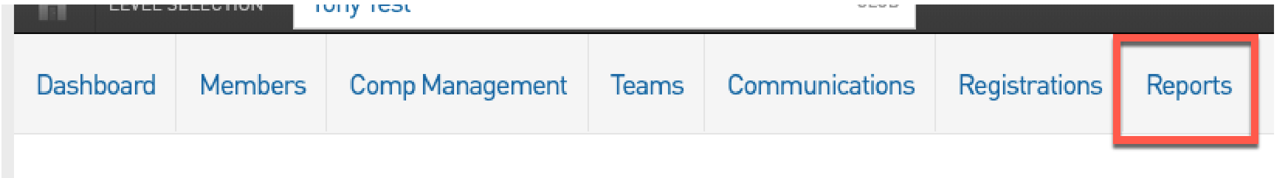
The receiving bank code, account number and account name detail what bank account these funds have been sent to- these will match what is listed within the payment configuration section of your database. If these payment details are incorrect please submit a support request through to get these bank details changed: support@mygameday.app.

Finance Reports Overview

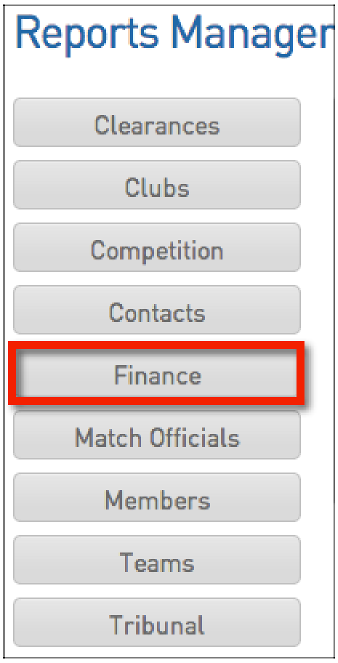
Last Modified on 09/01/2020 1:08 pm AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

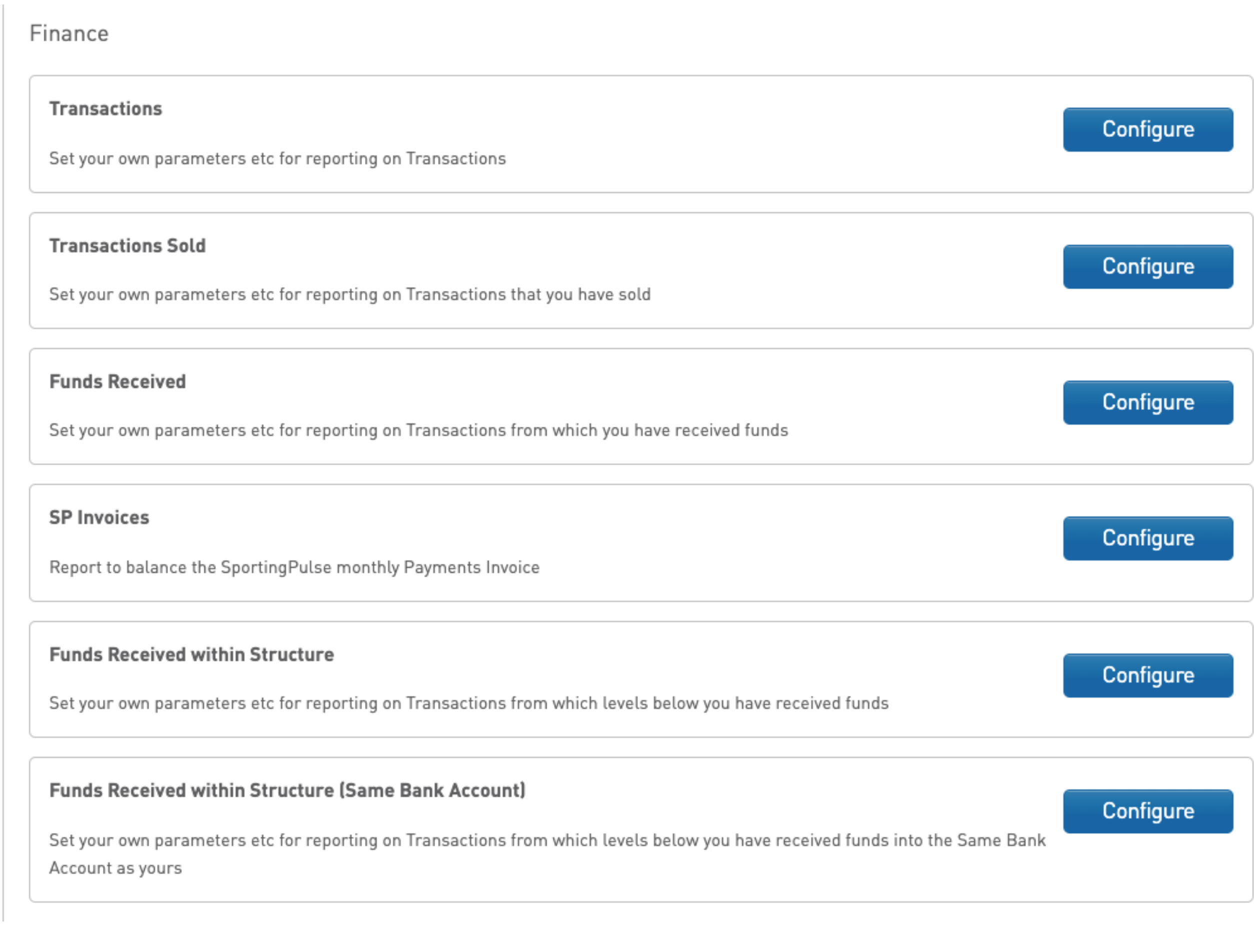
1. Click on **Reports** in the menu to open the 'Reports Manager'.



2. Click on **Finance**.



3. The various Finance reports will appear.



A description of each Finance report is provided below:

Transactions Report: Set your own parameters etc for reporting on Transactions.

Transactions Sold Report: Set your own parameters etc for reporting on Transactions that you have sold.

Funds Received Report: Set your own parameters etc for reporting on Transactions from which you have received funds.

SP Invoices Report: Report to balance the SportsTG monthly Payments Invoice.

Funds Received within Structure (Same Bank Account): Set your own parameters etc for reporting on Transactions from which levels below you have received funds into the Same Bank Account as yours.

New Registrations without Products: Lists all the members in the new registration season who are registered without having any products also in this same season.

Funds Received Report - Video

Last Modified on 21/02/2017 3:58 pm AEDT

The following video details our best practice Funds Received Report, which will reconcile which users have paid, with the money SporstTG deposits into your organisations bank account.

We recommend you save your report for easier access in the future.

Transaction report on products purchased

Last Modified on 02/11/2017 3:44 pm AEDT

The following report will allow you to report what products members have purchased and whether or not these members are paid or unpaid.

To access this report, select the **Reports** tab and select the **Finance** area. From there we will configure a **Transaction Report** and include the following fields:

- Product
- Payment For
- Item Cost
- Order Total
- Transaction Date
- Transaction Status
- Payment Date
- Transaction ID
- Payment Log ID

If you want to report on a specific product then you will need to filter the **PRODUCT** field to **EQUALS** and select a relevant product.

Transaction ID refers to the **invoice number** on a members transactions record within their profile.

Payment Log ID refer to the **receipt number** for an invoice within a members transactions record.

Additional information on items purchased with product

Last Modified on 10/05/2018 12:31 pm AEST

Reporting on additional items purchased with a certain product

The following report will allow you to find the information that was attached to a certain product that members purchased. For example if a member purchased a club fee but you had an additional item of say a jumper and a jumper size, this report will allow you to report on what members selected a jumper and the jumper size they selected.

This report will also allow you to report on particular products that members were given an option to purchase, like jumper, socks, shoes etc.

To access this report, select the **Reports** tab and select the **Finance** area. From there we will configure a **Transaction Report** and include the following fields:

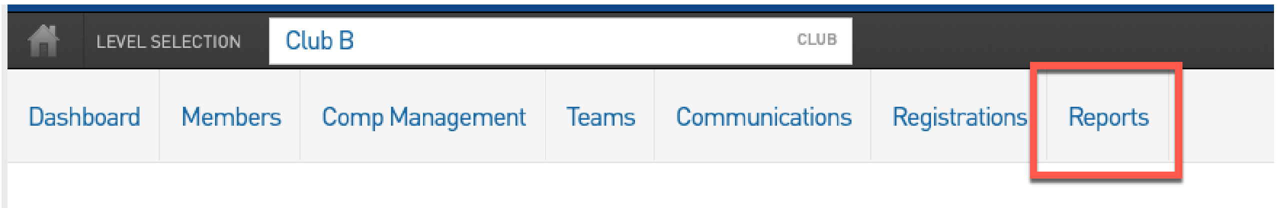
- Product
- Payment For
- Payment date
- Product Items
- Product Item selections

Member Record Types Report

Last Modified on 09/01/2020 1:41 pm AEDT

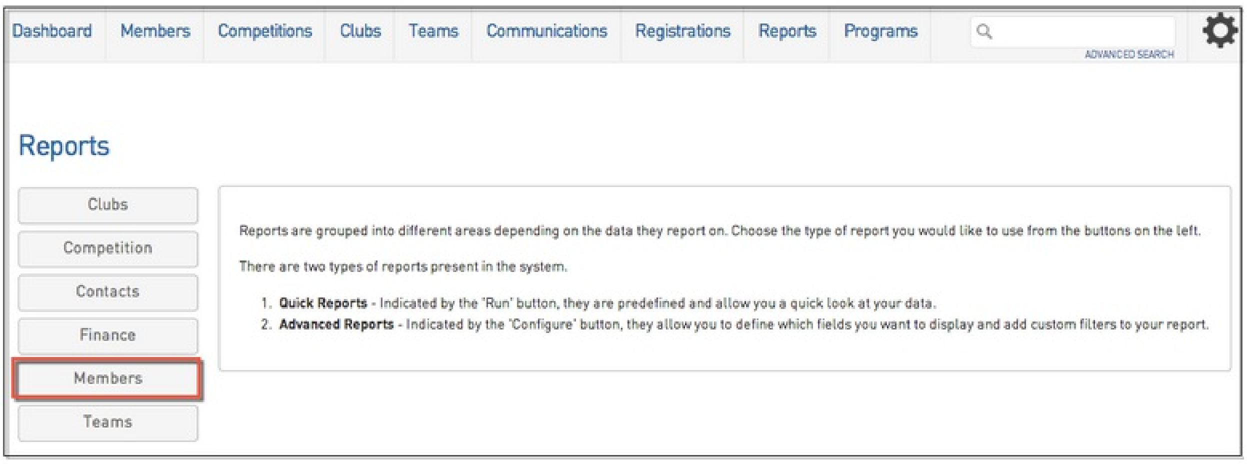
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Click on 'Reports' in the menu to open 'Reports Manager'.



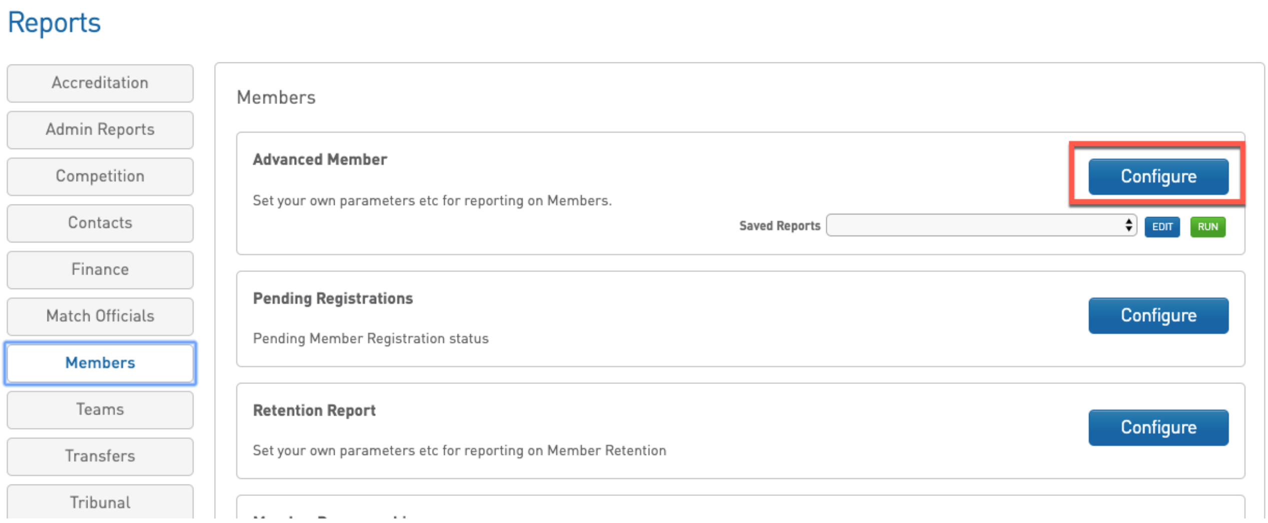
By default, the Reports Manager offers 8 different categories of reports:

- Clearances
- Clubs
- Competitions
- Contacts
- Finance
- Members
- Teams
- Tribunal

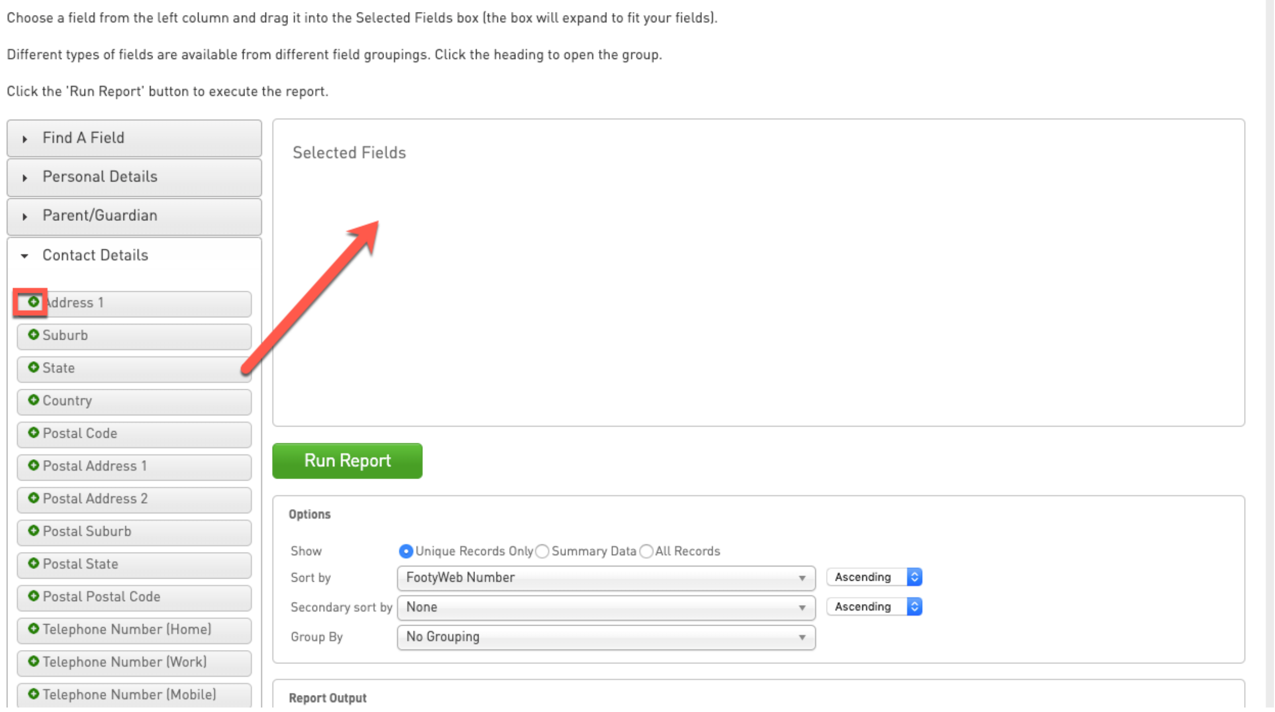


The categories of reports available will differ depending on the sport and the level of database access, e.g. 'teams' reports are not available at the team level. Click on the category of reporting you wish to use.

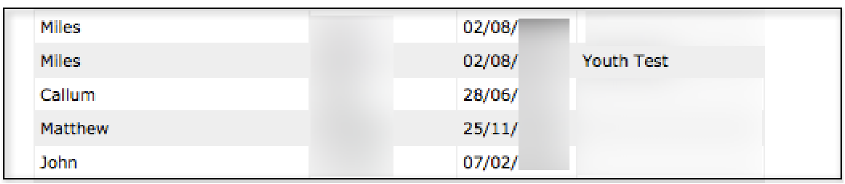
2. To run a report on Member Record Types, click 'Members', 'Advanced Member' - 'Configure'.



3. Drag across or press the "+" icon for the fields from 'Personal Details' that you want to report on. Eg. First name, Family name, Date of Birth.



4. Once you have chosen your fields, scroll down and click 'Run Report'.



Report Output: Report Output gives you the option to email the report as a text file, so it suitable to be imported and modified in another program. If you wish to use this option, you must enter a valid email address into the 'Email Address' field. Click here to see how to email reports as a text files.

The final option available is to save the report. This will enable you to generate this same report again in the future at the click of a button, without having to go through the process of selecting and setting up all the fields and options again. Click here for instructions on saving reports and running saved reports. When you have finished setting all of the parameters for the report, click on Run Report. Your report will be generated according to the output method selected.

Advanced Members / Advanced Clearances Report

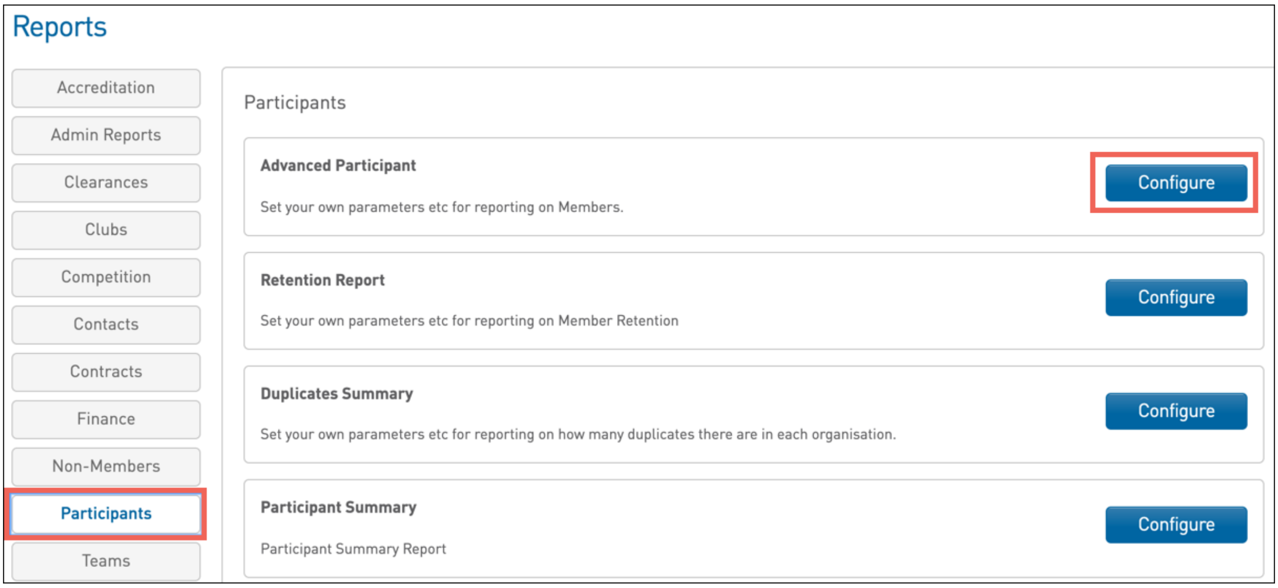
Last Modified on 13/01/2020 10:39 am AEDT

The advanced member/clearance reports will allow you to collate any or all information that is collected from your members on your registration form/clearance process. You can create it and adjust it to your liking.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

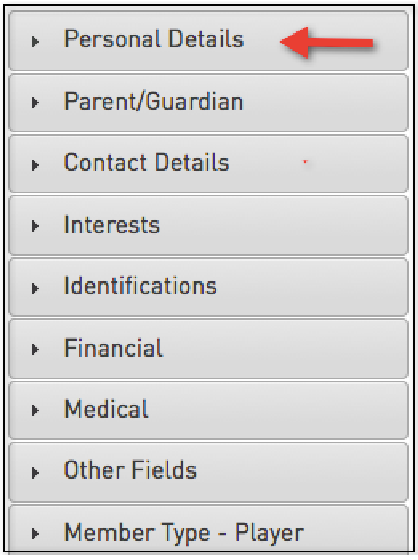
1. Click on Reports in the menu to open the 'Reports Manager'.

2. Select Members/Participants, then Click 'Configure' on the report that you want to generate. In this case, click configure on 'Advanced Member/Participant'.

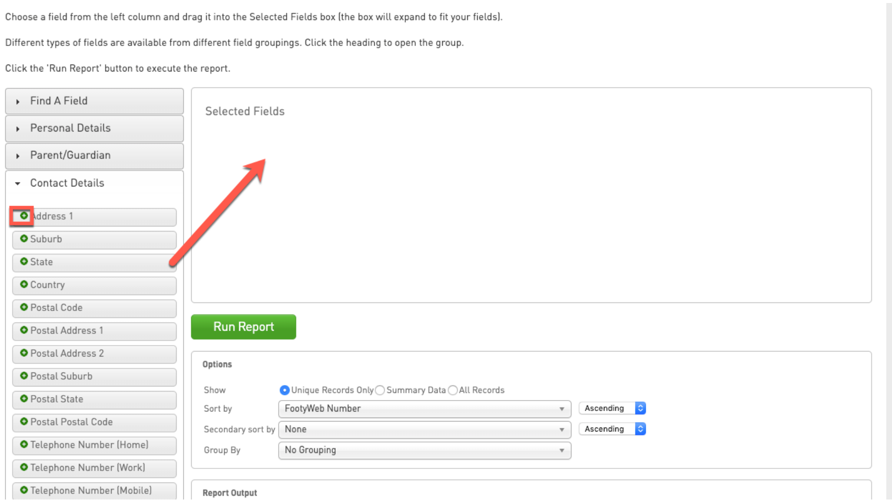


The same can also be done for the the Advanced Clearances Report; select Reports, then Clearances, then Click 'Configure' on the 'Advanced Clearances Report'

3. Using the Advanced Members/Participants report as an example; down the left hand side are the categories of database fields available to include in your report. Click on one of these categories to expand the list to show all fields available within that category. Use the scroll bar to navigate up and down the list of fields.



4. To select a field to include in your report, click on the "+" icon, or click on the field, and while holding down the mouse button, drag and drop the field into the 'Selected Fields' area.



5. You can now filter the report to only show specific data/ records for this field.

6. Continue to add all the fields that you want to include in the report by dragging and dropping them into the 'Selected Fields' area. The position of fields can be re-ordered by dragging and dropping them into the desired order.

The generic information that clubs and associations want from this type of report is information on members, contact details, teams etc. The general fields used for this report is:

- Active Record
- First Name
- Family Name
- Gender
- Date of Birth
- Telephone Number (Mobile)- of the member themselves
- Email - of the member themselves
- Parent Guardian 1 First Name
- Parent Guardian 1 Surname Name
- Parent Guardian 1 Mobile
- Parent Guardian 1 Email

- Medical Conditions
- Allergies
- Allow Medical Treatment
- Medical Notes
- Season- ensure this is filtered to EQUALS and the current/relevant season is selected.
- Team name

7. Once you have added all of the required fields, scroll down to the 'Options' area. The options available are:

a) *Sort by*: Select a field from the drop-down list that you want to sort the report by, and select the sort order - ascending or descending - from the next drop down list
b) *Secondary sort by*: If you wish to apply a secondary sort, select a field from the drop-down list and select the sort order (ascending or descending) from the next drop down list
c) *Group by*: To group the data under headings, select a field from the drop-down list. For example, you could group your member data by club, team, member type (Player, Coach, Official, etc) or season.

8. Once you have set your sort and grouping options, scroll down to 'Report Output'. Select one of the two options: - *Display*: open the report in a new screen on your Internet browser - *Email*: email the report as a text file, suitable to be imported and modified in another program. If you wish to use this option, you must enter a valid email address into the 'Email Address' field.

9. The final option available is to save the report. This will enable you to generate this same report again in the future at the click of a button, without having to go through the process of selecting and setting up all the fields and options again. Click here for instructions on saving reports and running saved reports.

10. When you have finished setting all of the parameters for the report, click on Run Report. Your report will be generated according to the output method selected.

Member Transaction Reports

Last Modified on 13/01/2020 11:05 am AEDT

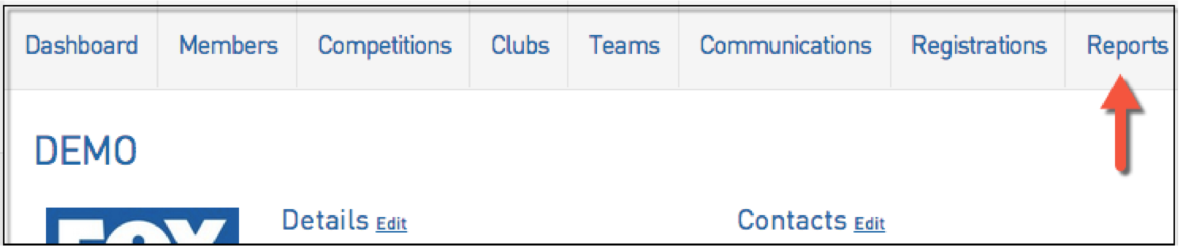
Member Transaction Reports

The below process takes you through how to run an example of a member transaction report. The fields and field settings used are examples of relevant fields to include in such a report. Database administrators should select the fields and field settings relevant to their needs.

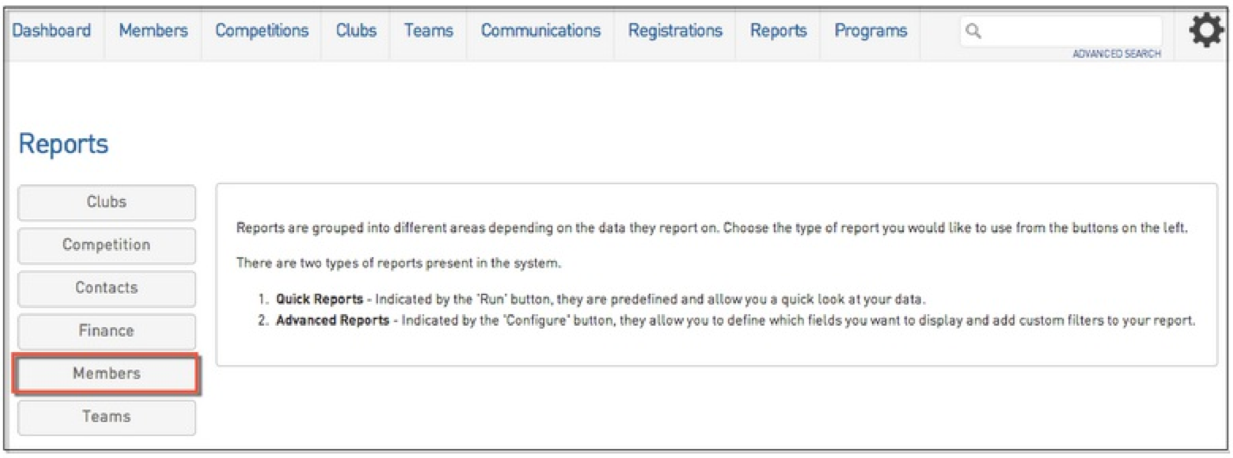
This is editable at Club and Association level.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

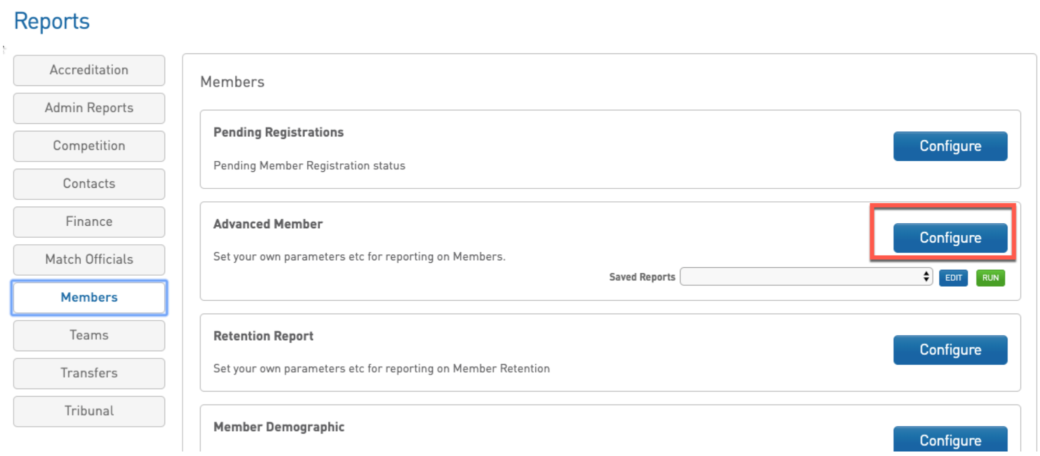
1. Click on Reports in the menu to open the 'Reports Manager'.



2. Click on Members.

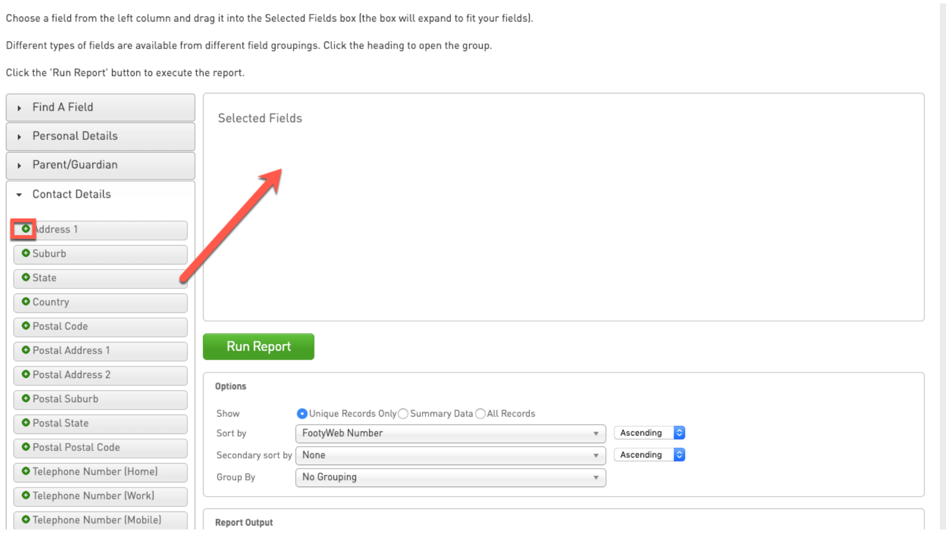


3. The various member reports will appear. Under 'Advanced Member', click on Configure.



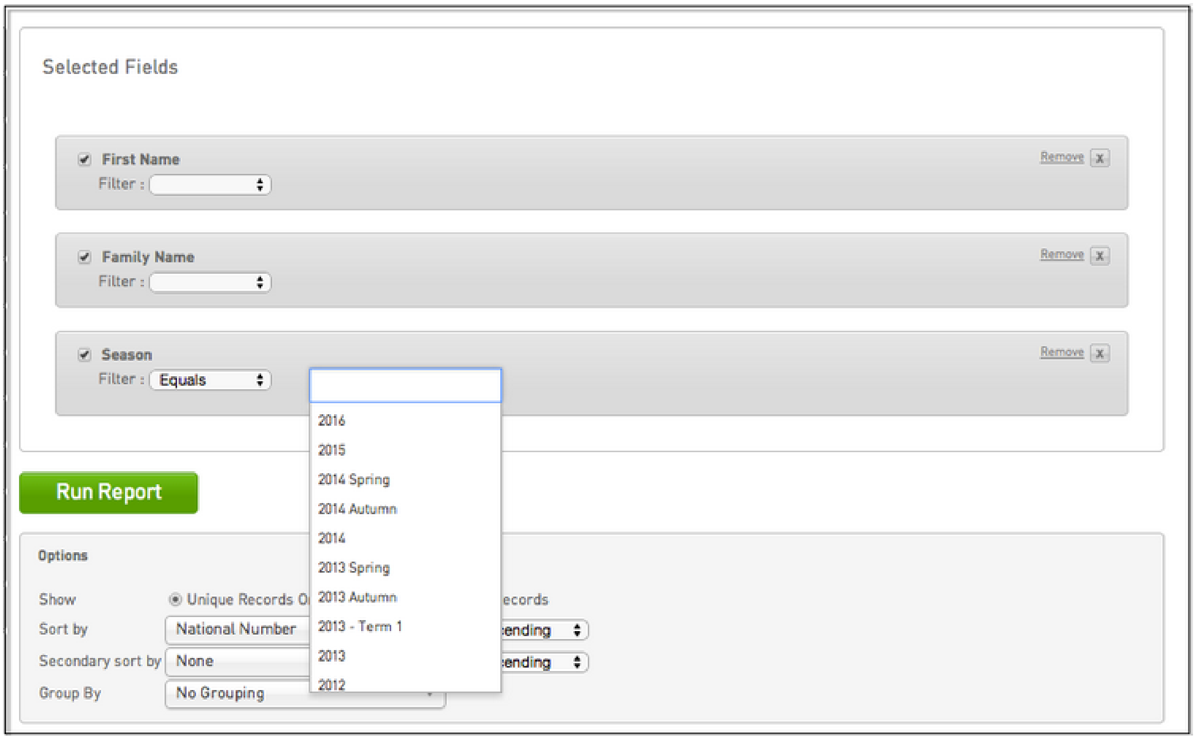
4. The report configuration options will open. Down the left hand side are the categories of database fields available to include in your report. Click on Personal Details to show all fields available within this category.

Select the Personal Details fields that you want to include in the report (eg. First Name, Surname, Member ID). To add fields to the report, click on the "+" icon next to the field, or click on the field and while holding down the mouse button, drag and drop the field into the 'Selected Fields' area.



5. Once you have finished adding the Personal Details fields to the report, click on Seasons from the categories on the left to show all fields available within this category. Add the Season field to the report.

From the 'season' options, set the filter to Equals and from the drop-down list select the season/s that you want to run the report for.



6. Drag and drop any other Seasons fields that you want to use into the 'Selected Fields' area.

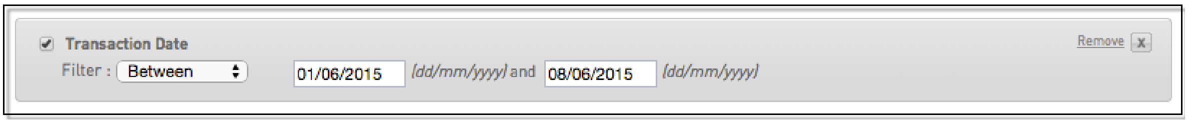
7. Click on Affiliations from the categories on the left to show all fields available within this category. Drag and drop fields that you want to include in the report, such as Club Name (association only), Club Name, Team Name or Competition Name.

8. Finally, and most importantly, click on Transactions from the categories on the left to show all fields available within this category. Drag and drop the Transaction ID field into the 'Selected Fields', and then select any other fields that you want to include in the report, such as , Transaction Status, Transaction Date, Product, Order Total and Payment Date.

9. Set the Transaction ID filter to Is Not Blank.

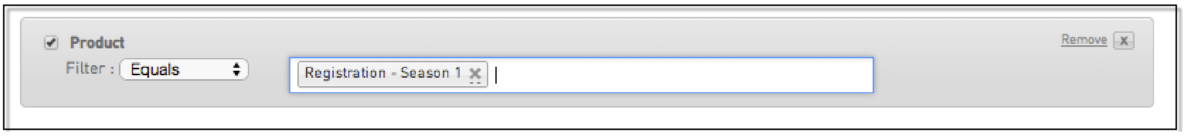
10. Set any other filters and settings to these fields. For example, you may want to only run the report for:

- Transactions processed between certain dates:



- Unpaid transactions:

- Specific products:



- A specific payment type, e.g. 'Online NAB':

11. Add any other fields and field settings you want to the report.

12. Once you have added all of the required fields, scroll down to the 'Options' area. The options available are:

a. Select from one of the 'Show' options:

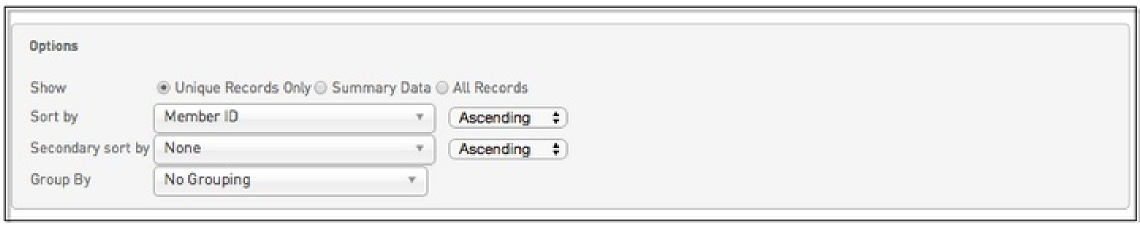
- Unique records only
- Summary data
- All records

b. Sort by: select a field from the drop-down list that you want to sort the report by, and select the sort order - ascending or descending - from the next drop down list

c. Secondary sort by: if you wish to apply a secondary sort, select a field from the drop-down list and select the sort order - ascending or descending - from the next drop down list

d. Group by: to group the report data under headings, select a field from the drop-down list.

For example, you could group the data under club, team, product, or payment type.



13. Once you have set your sort and grouping options, scroll down to 'Report Output'.

Select one of the two options:

- Display: open the report in a new screen on your Internet browser
- Email: email the report as a text file, suitable to be imported and modified in another program. If you

wish to use this option, you must enter a valid email address into the 'Email Address' field.

14. The final option available is to save the report. This will enable you to generate this same report again in the future at the click of a button, without having to go through the process of selecting and setting up all the fields and options again. Click here for instructions on saving reports and running saved reports.

15. Click on Run Report. Your report will be generated according to the output method selected.

Contacting Unregistered and Unpaid players

Last Modified on 13/01/2020 11:08 am AEDT

The Communicator tool in your Membership database is a powerful tool. Not only can you email and SMS your members quickly and easily you can also target any group of members in your database and customise a specific message to them using the Saved Report functionality. Below are a couple of examples that might help registrars in chasing up players that have registered but not paid, and players that have not registered that played last season.

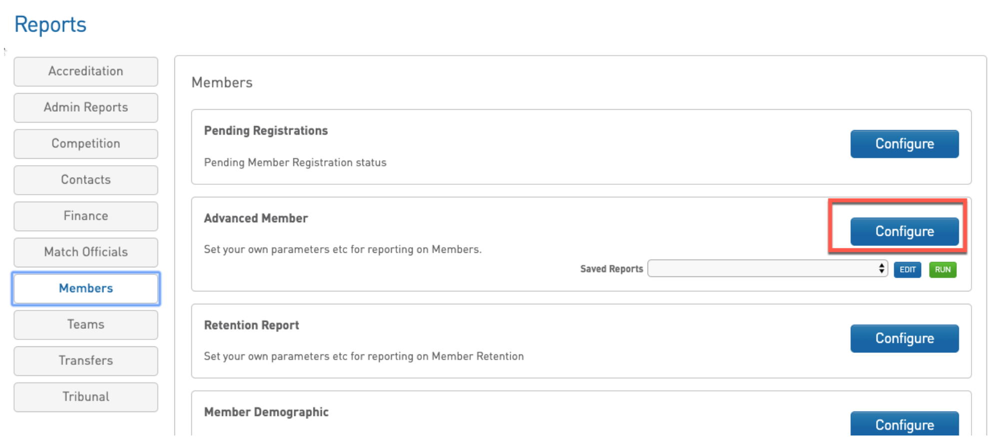
This is editable at Club and Association level.

Contacting members who have registered but not paid

To set this up:

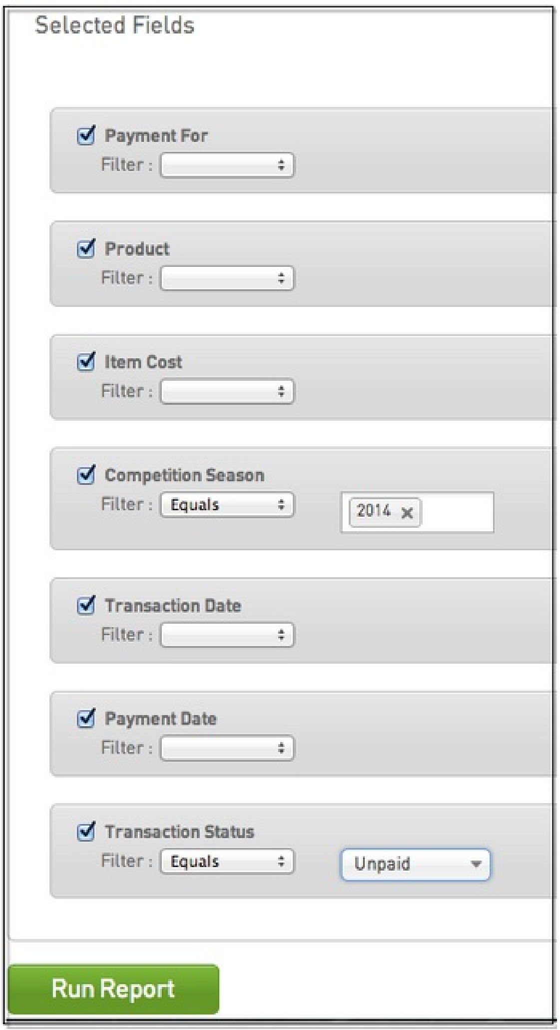
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Click into the Reports section and configure an Advanced Member report

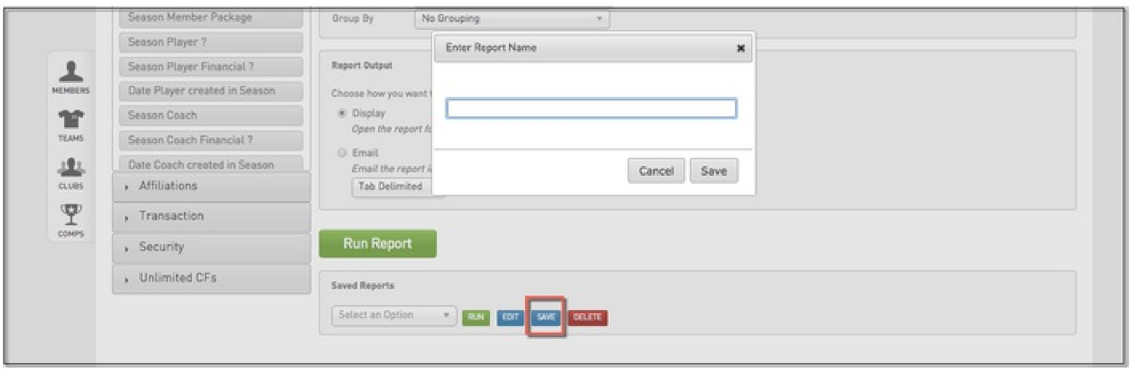


2. Click and drag across the relevant fields (below as an example), making sure to set the Transaction Status filter to equal 'Unpaid'

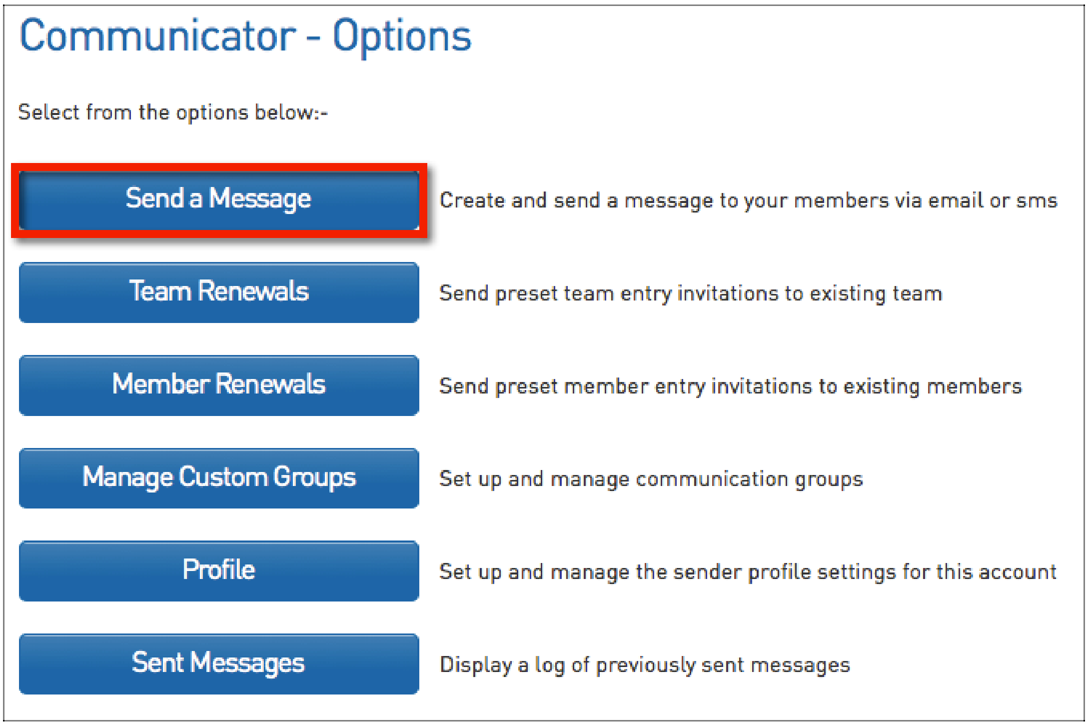
NOTE: you should also filter the product by the registration product you used for the current season



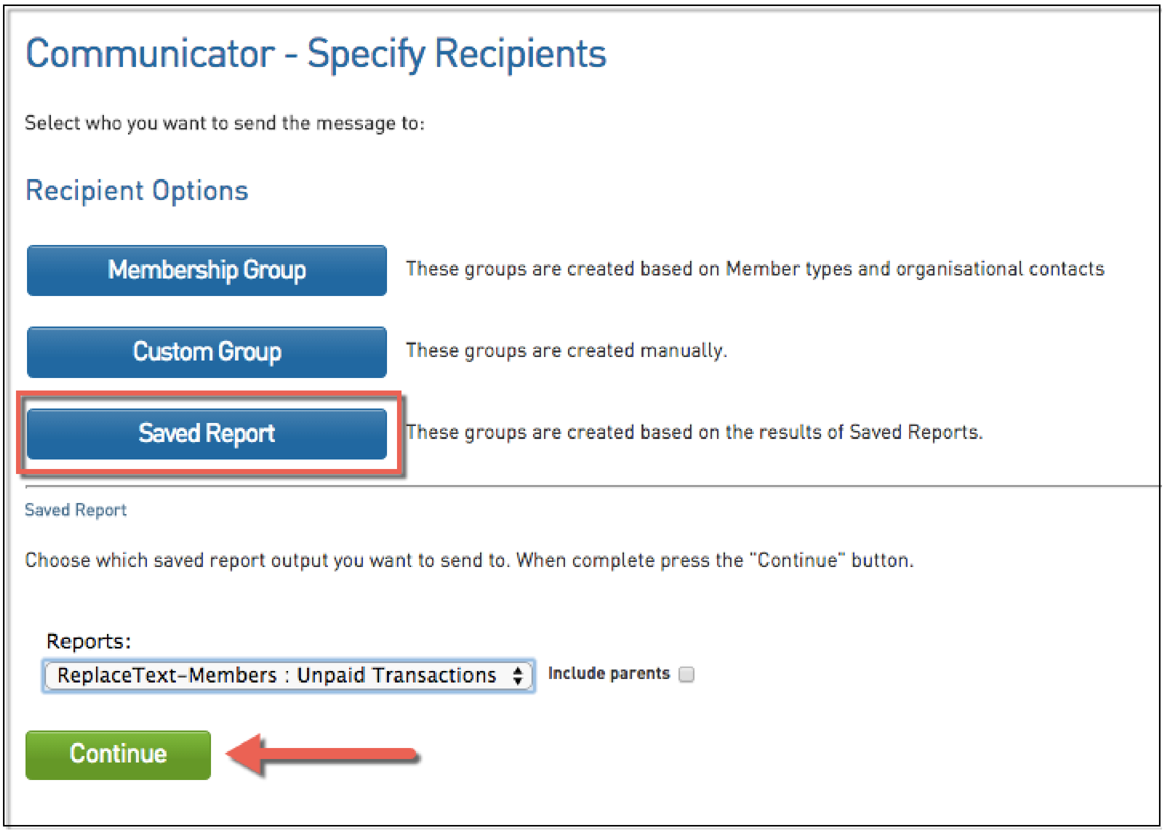
3. Save the report at the bottom of the screen



4. Click into the Communications tab and click on Send a Message



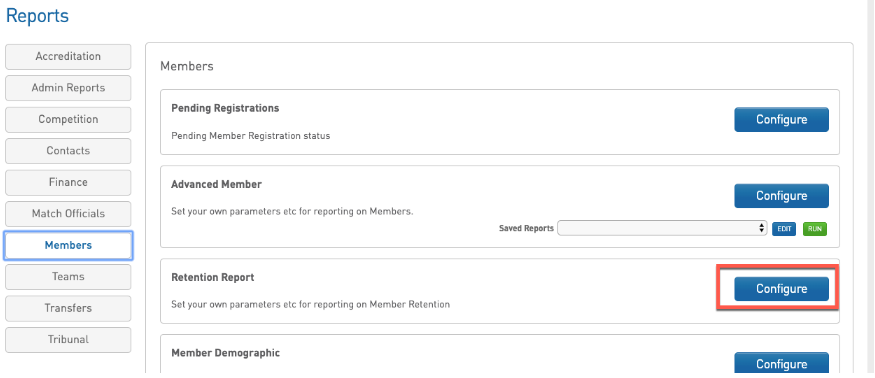
5. Click on Saved Report and select your saved report.



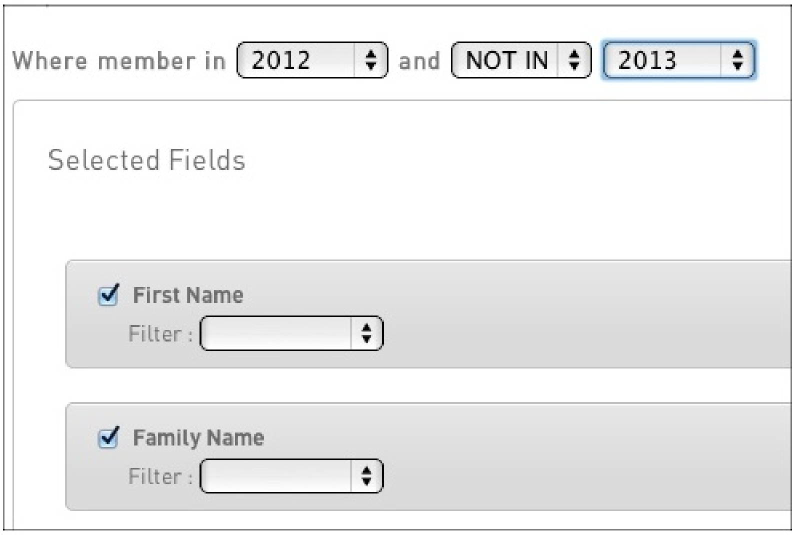
You'll then be able to go through and either Email or SMS (or do both) the members with unpaid transactions listed on the report that you have saved.

Contacting all players that played last season but have not yet registered for this season

This process is much the same yet it uses a different report. From the Members reports click on Configure in the 'Retention Report' section.



In the following screen you will see the following filters near the top of the field list:



As indicated above, you can filter the list of members by those that were registered in one season and not another. The above example will show members that were registered in 2012 that are yet to register in 2013. In a similar way, you could run this report to see new members to your Club by selecting the values Where member in 2013 and NOT IN 2012.

All manner of Member and Team reports can be customised and saved giving you the ability to efficiently contact any members that you need to.

Members Registered In Current Season

Last Modified on 02/12/2016 6:06 pm AEDT

The following report will outline the key Fields required to generate a report which highlights Members/Participants registered in the current season.

For advice on compiling reports and different reporting functions, as well as output options please see the Using Reports area - Using Reports

To access this report, select the Reports Tab and select the Members/Participants area. From there we will Configure a Advanced Member Report and include the following fields:

- Active Record = Yes
- First Name
- Family Name
- Season = Current Season
- Record Creation

In the Report Options area, we will set the following:

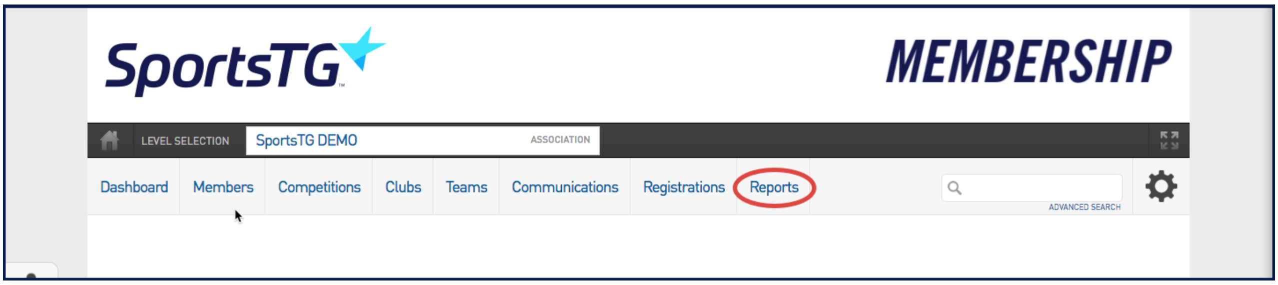
Sort By = Family Name

Generate team players/contacts report

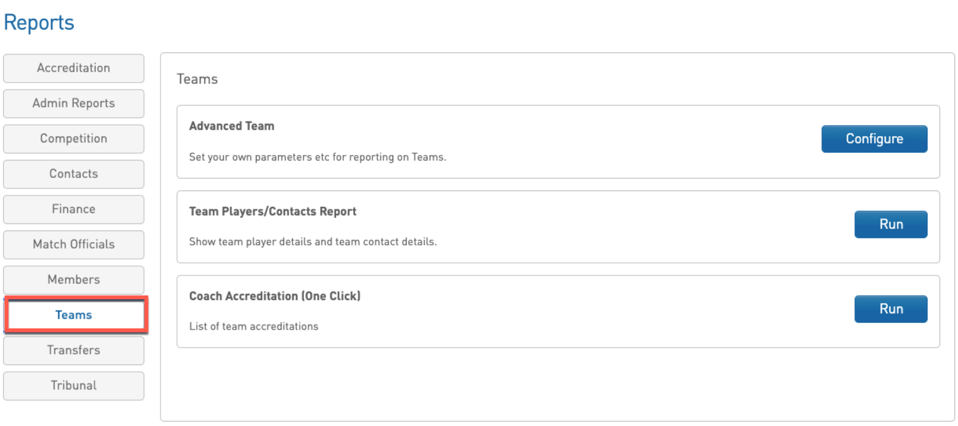
Last Modified on 13/01/2020 11:27 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

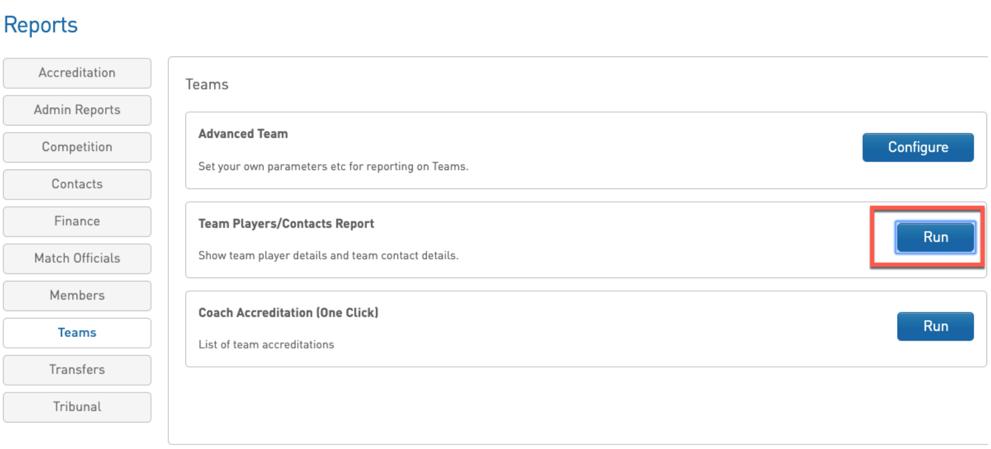
1. Select the **Reports** tab from menu.



2. Select **Teams** under **Reports**.



3. To run the pre defined Team Players/Contacts Report, click **Run** under **Team Players/Contacts Report**.



4. The report will be generated and displayed on the screen.

Wheelchair Rugby - Newcastle Jets

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Richard	Beazley	1@1.com				
	Test	Beazley	richard.beazley@footballaustralia.com.au				
	Benjamin	Button	dffd@eredf.co				
	Jack	Cassidy	julie_cass@hotmail.com	61 58 58218968			
	Test	CelisedeCarvalho	john.decarvalho@footballaustralia.com.au				
	Happy	Gilmore	dfsdf@ere.co		61 (0) 4 23178815		
	Jordan	gow	test@hotmail.com				
	Shane	gow	test@hotmail.com				
	Rory	Howie	test@hotmail.com				

Wheelchair Rugby - Hamilton Rovers SC

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Wayne	Archer					
	Christiano	Flores					
	Sam	Jones					
	Andrew	McMahon					
	David	Messy					
	Craig	Mona					
	Frank	Ronaldo					
	Jason	Rossi					
	Marco	Rues					

Wheelchair Rugby - Central Coast

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Zach	Anderson					
	Pedj	Bojic					
	Oliver	Bozanic					
	Anthony	Caceres					
	Mitchell	Duke					
	Nick	Fitzgerald					
	Brent	Griffiths					
	John	Huthinson					

Test FA Wales Compeititon - Swansea

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Shane	gow	test@hotmail.com				
	Rory	Howie	test@hotmail.com				
	Test	NewReg1	Test@email.com				
	Paul	Patchell321Test	ppatchell@first-sports.com	61 67 67676767			
	Mark	Pititto	m.pititto@sportingpulse.com	0444566788	0444566788		

Test FA Wales Compeititon - Newport

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Shane	gow	test@hotmail.com				
	Rory	Howie	test@hotmail.com				
	Test	NewReg1	Test@email.com				
	Paul	Patchell321Test	ppatchell@first-sports.com	61 67 67676767			

Test FA Wales Compeititon - Anglesey

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Test	3.2.3	test@email.com				
	Andrey	Arshavin	ben.langford@footballaustralia.com.au				
	Julian	Assange	leader@wikileaks.com				
	Jack	Cassidy	julie_cass@hotmail.com	61 58 58218968			
	Test	CelisedeCarvalho	john.decarvalho@footballaustralia.com.au				
	Rio	Ferdinand	test@email.com				
	Test	Futsal	secondtest@email.com				

FA Wales Test Comp 2 - Cardiff

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Andrey	Arshavin	ben.langford@footballaustralia.com.au				
	Julian	Assange	leader@wikileaks.com				
	1test	Beazley	1@1.com				
	Richard	Beazley	1@1.com				
	Test	Beazley	richard.beazley@footballaustralia.com.au				

FA Wales Test Comp 2 - Swansea

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Shane	gow	test@hotmail.com				
	Rory	Howie	test@hotmail.com				
	Test	NewReg1	Test@email.com				
	Paul	Patchell321Test	ppatchell@first-sports.com	61 67 67676767			
	Mark	Pititto	m.pititto@sportingpulse.com	0444566788	0444566788		
	Ricky	Ponting	q@q.co				
	Test	Sez	steve.simonovski@footballaustralia.com.au				
	Ben	Strickland	test@hotmail.com				
	Ben	Test	m@h.com				

FA Wales Test Comp 2 - Newport

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Shane	gow	test@hotmail.com				
	Rory	Howie	test@hotmail.com				
	Test	NewReg1	Test@email.com				
	Paul	Patchell321Test	ppatchell@first-sports.com	61 67 67676767			

FA Wales Test Comp 2 - Anglesey

Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
	Richard	Beazley	1@1.com				
	Benjamin	Button	dffd@eredf.co				
	Jack	Cassidy	julie_cass@hotmail.com	61 58 58218968			
	Test	CelisedeCarvalho	john.decarvalho@footballaustralia.com.au				
	Rio	Ferdinand	test@email.com				
	Test	Futsal	secondtest@email.com				
	Happy	Gilmore	dfsdf@ere.co		61 (0) 4 23178815		

If you want to customize your team reports, please see the article - Customize the Teams report

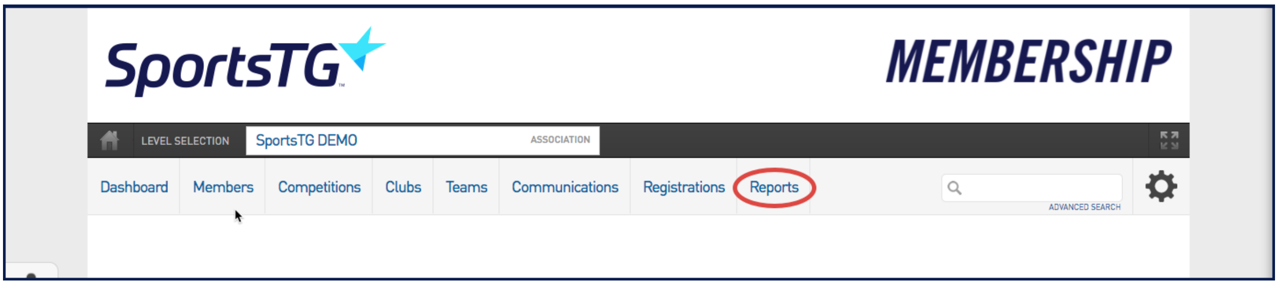
If you want to save or email the customized reports, please see the article - Save or Email Team reports

Customize the Teams report

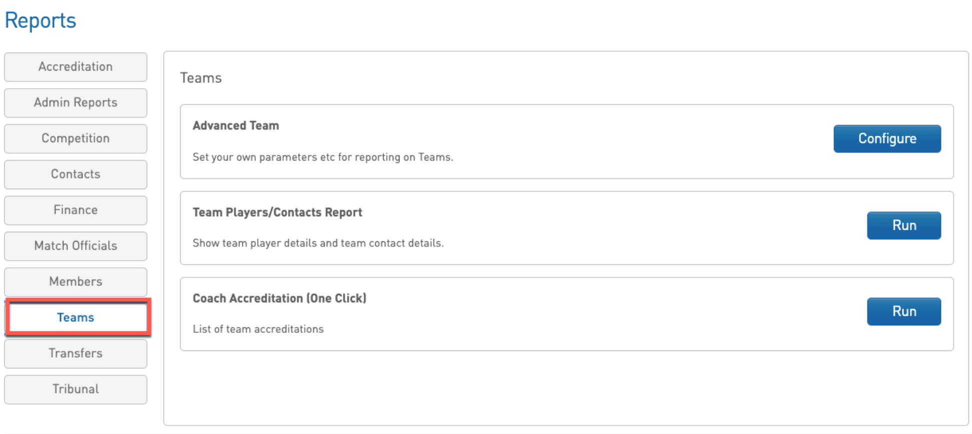
Last Modified on 13/01/2020 11:36 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

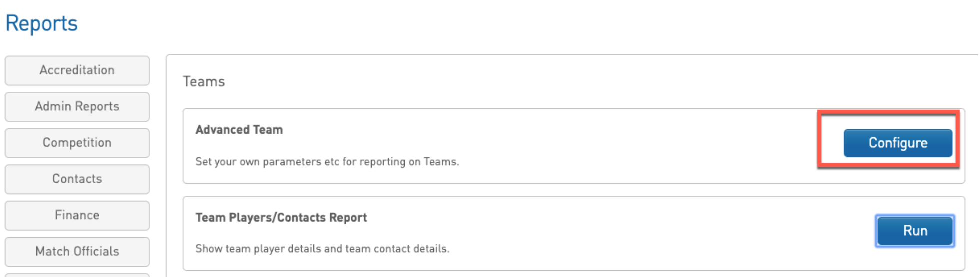
1. Select the **Reports** tab from menu.



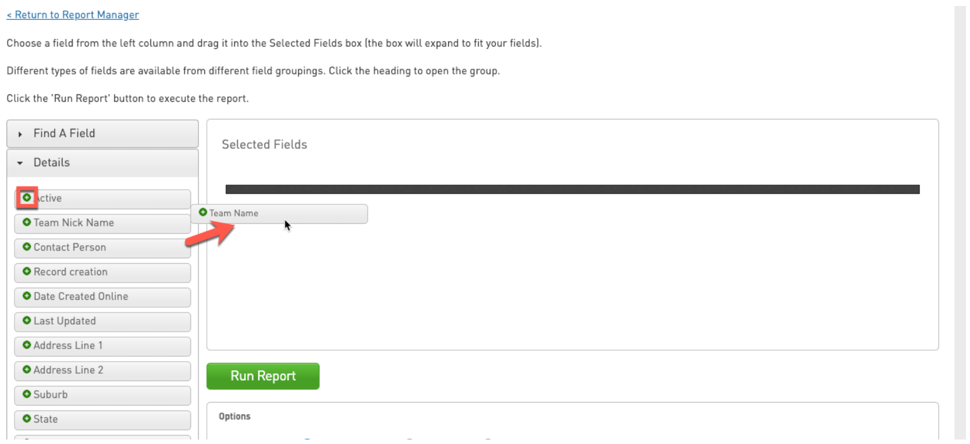
2. Select **Teams** under **Reports**.



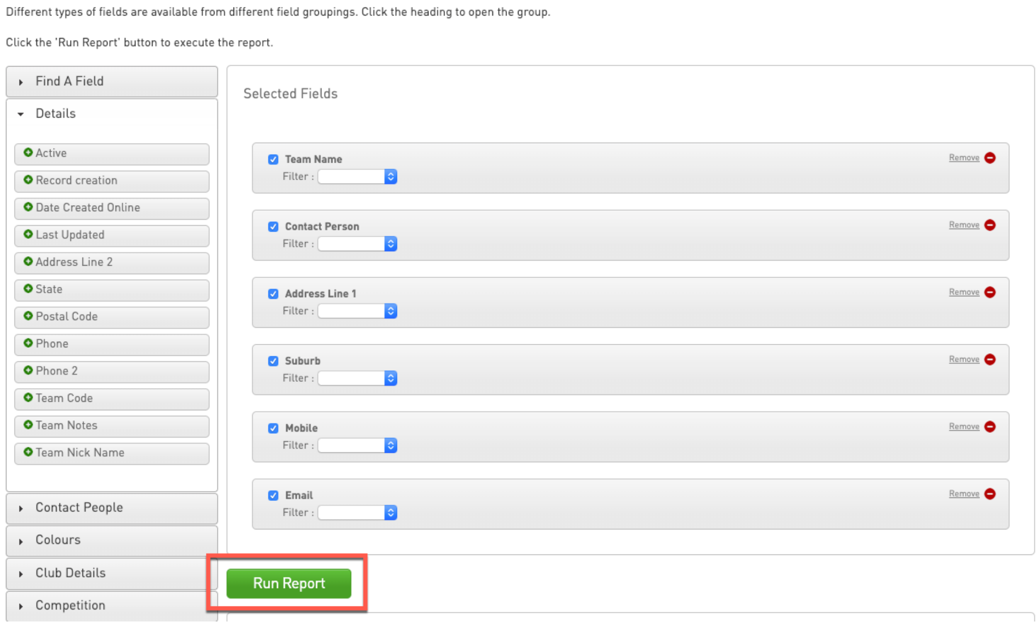
3. Click **Configure** under **Advanced Team**. This will open the page from where you can customize your report.



4. Drag and drop the fields you need on the report under the **Selected Fields** area or click the "+" icon. Continue adding the fields until you are done with all the fields you need.



5. Click **Run Report**.



6. The report will be displayed on the screen.

Returned 259 records

SportsTG Let's Win

Advanced Team

Team Name	Club Name	Club Suburb	Club State	Contact Person	Phone
Aberporth	New Club Example FC	Artarmon	New South Wales		
Adelaide United	Football Brisbane Test				
Anglesey	New Club Example FC	Artarmon	New South Wales		
annas	Football QLD Test			Anna	554567894
armando	Football QLD Test			armando	0404114123
Bangor	New Club Example FC	Artarmon	New South Wales		
Blues	Football QLD Test				
Brisbane City	QLD Test Club				
Broadbeach Premier Womens	Football Brisbane Test				
bronties	Football QLD Test			Bronwyn	55
brumbies	Football QLD Test				
Cardiff	New Club Example FC	Artarmon	New South Wales		
Central Coast	Football Cairns Test				
Central Coast Assign Member Test	Football Cairns Test				
Cicadas	Football QLD Test				
CPS	New Club Example FC	Artarmon	New South Wales		
Crickets	Football QLD Test				
Epping	New Club FC	Melbourne	VIC		
Epsom Test Team	Football Brisbane Test				
FA Wales Test Team	New Club Example FC	Artarmon	New South Wales		
FC 1	FFACUP - Test Teams	2	789		
FC 2	FFACUP - Test Teams	2	789		
FC 3	FFACUP - Test Teams	2	789		
FC 4	FFACUP - Test Teams	2	789		
FC 5	FFACUP - Test Teams	2	789		
FC 6	FFACUP - Test Teams	2	789		
FC 7	FFACUP - Test Teams	2	789		
FC 8	FFACUP - Test Teams	2	789		
FFA Test Team 1	New Club Example FC	Artarmon	New South Wales		
FFA Test Team 2	New Club Example FC	Artarmon	New South Wales		
FFACUP - Test Teams	FFACUP - Test Teams	2	789		
FFNT 1	FFACUP - Test Teams	2	789		
FFNT 2	FFACUP - Test Teams	2	789		
FFNT 3	FFACUP - Test Teams	2	789		
FFNT 4	FFACUP - Test Teams	2	789		

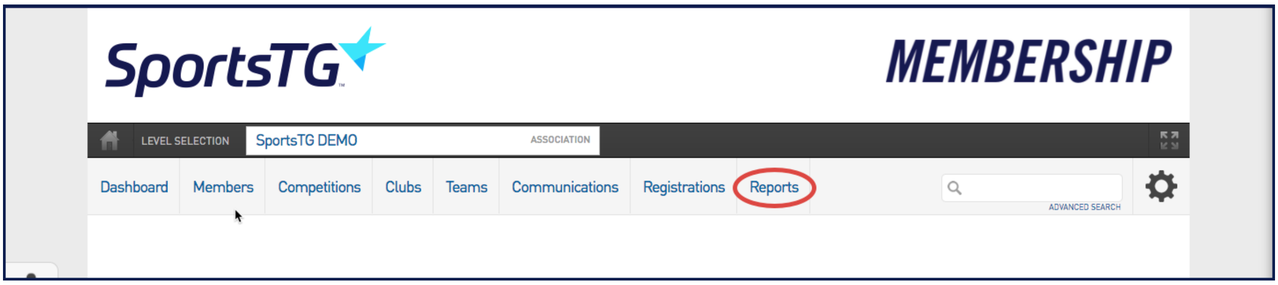
If you want to save or email the team report, please see the article Save or Email Team reports

If you want to generate a predefined Team Players/Contacts Report, please see the article Generate team players/contacts report

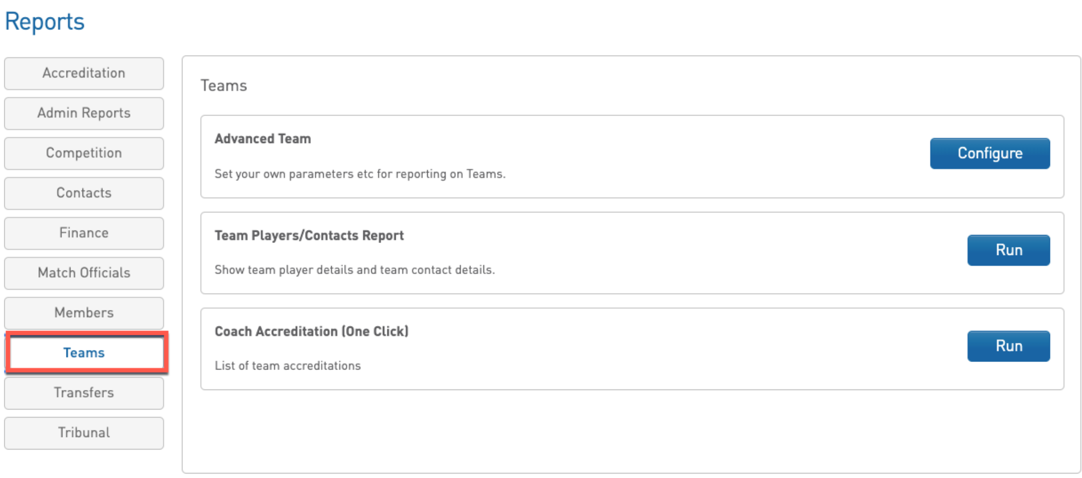
Save or Email Team reports

Last Modified on 13/01/2020 11:50 am AEDT

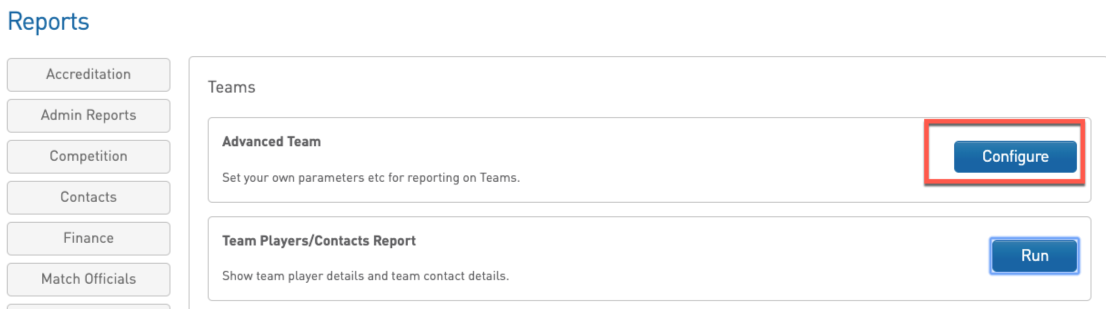
1. Select the **Reports** tab from menu.



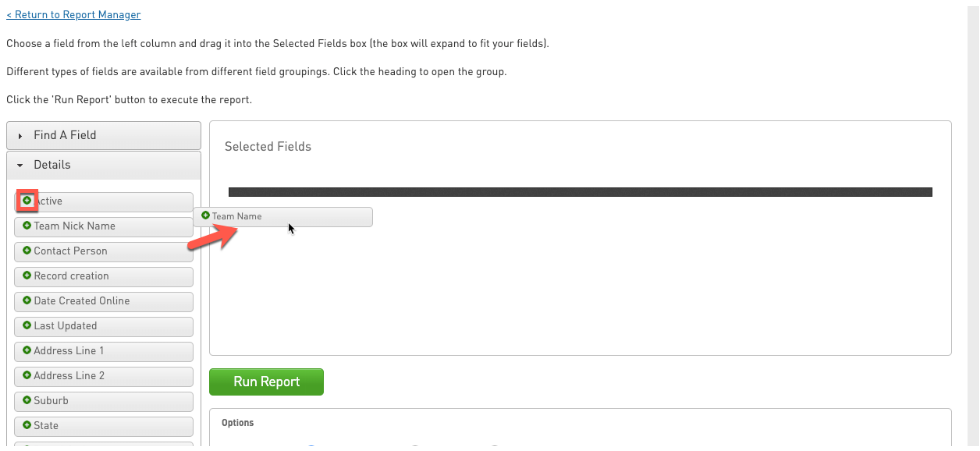
2. Select **Teams** under **Reports**.



3. Click **Configure** under **Advanced Team**. This will open the page from where you can customize your report.

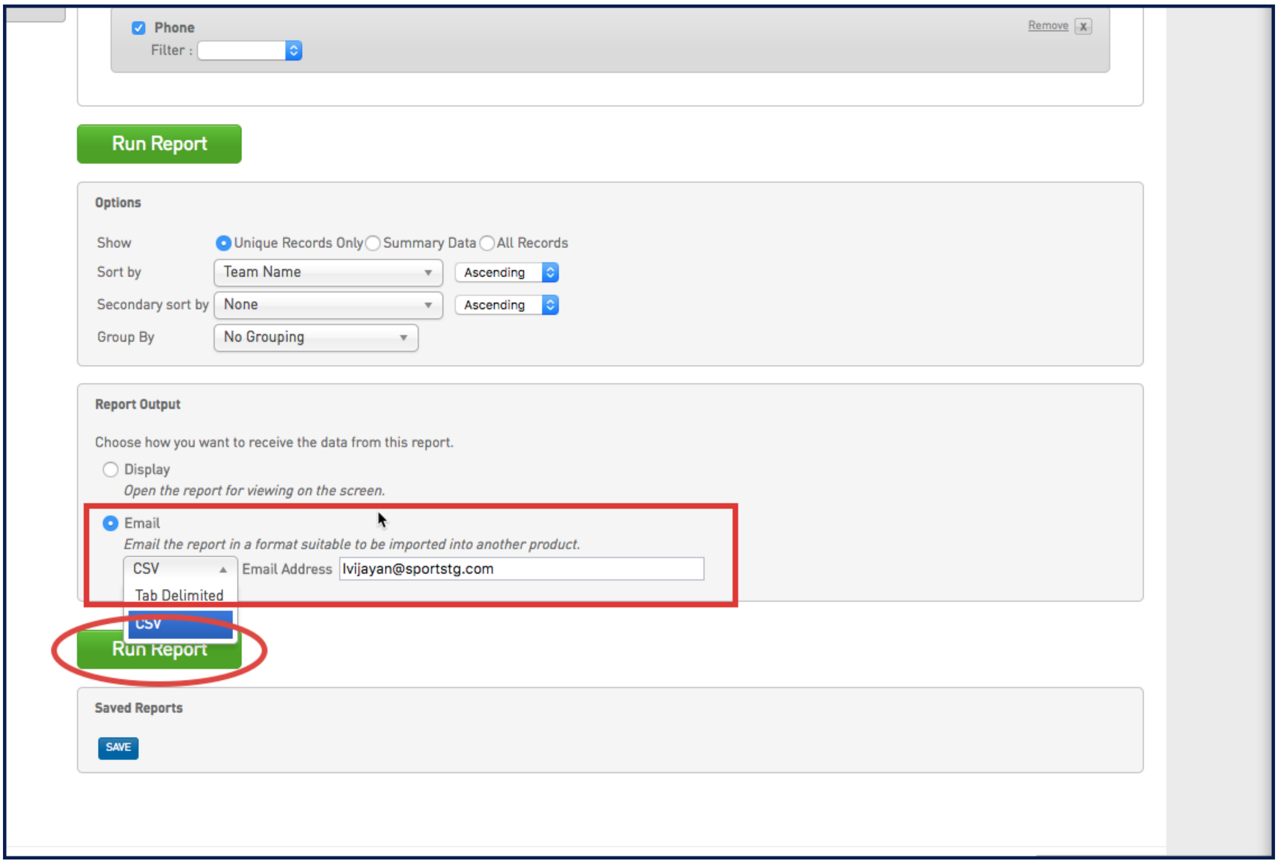


4. Drag and drop the fields you need on the report under the **Selected Fields** area, or click the "+" icon. Continue adding the fields until you are done with all the fields you need.



Email the Report

5. Select the **Email** option under **Report Output**. Select the file format from the dropdown and provide a valid email address. This is the address to which the report will be sent. Click **Run Report**.

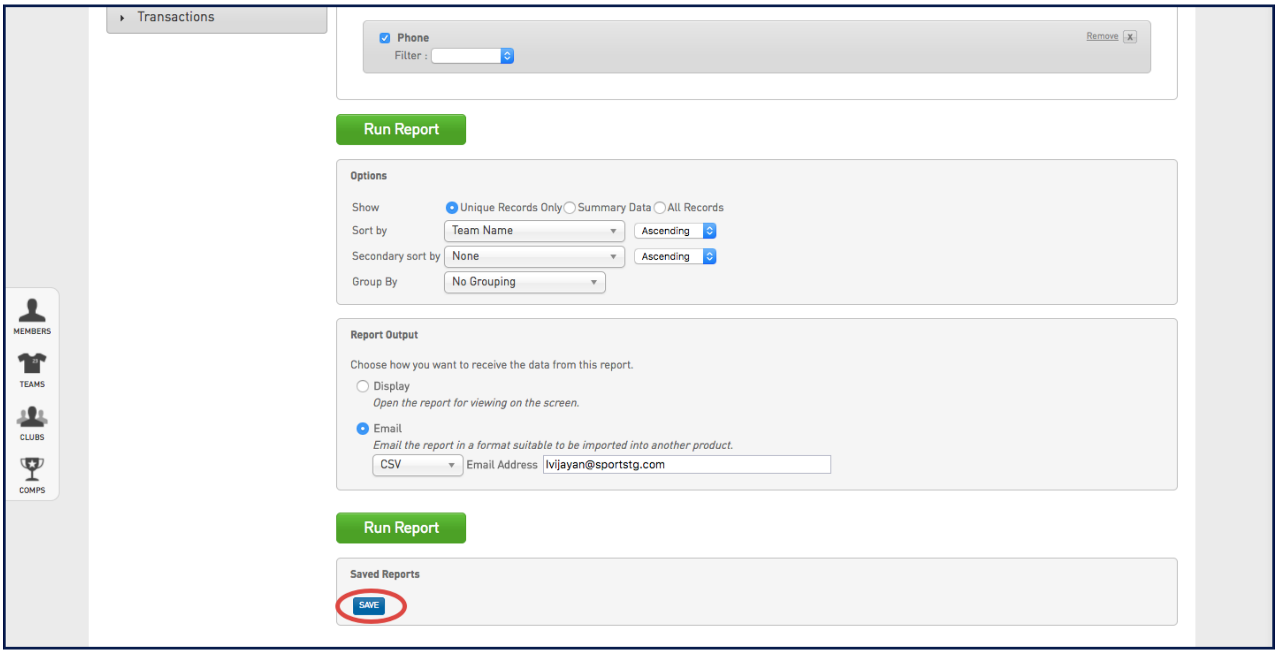


6. You will get a message saying the report has been emailed.

NOTE: Please check the emails in the email id you provided to download and use the report.

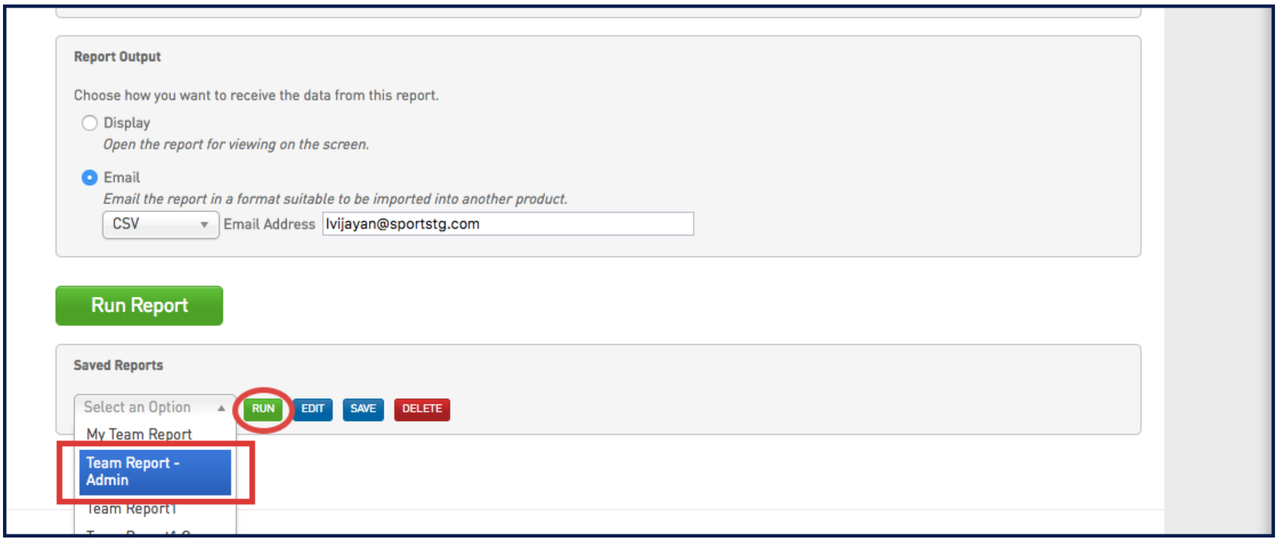
Save the Report

7. Click **Save** under **Saved Reports**.



8. Enter a Report Name and Click Save. The report will be saved under this name.

9. Select the report name from the drop-down under **Saved Reports** and click **Run**.



10. This will run the report and emails it to you.

If you want to know how to customize a report, please see the article - Customize the Teams report

If you want to generate a pre-defined Team Players/Contacts report, please see the article - Generate team players/contacts report

Redirecting a Private Domain to a GameDay Website

Last Modified on 18/06/2021 5:20 pm AEST

Need help updating your domain configuration?

Please note that the below is only applicable to our Standard Websites, and does not impact our Silver, Gold or Custom platforms. If you are a Standard website user, please see the following steps.

Important Note: If you are using one of our Silver, Gold or Custom built GameDay Website's and require assistance updating your domain configuration, please contact our Customer Support Team via our Contact Us form.

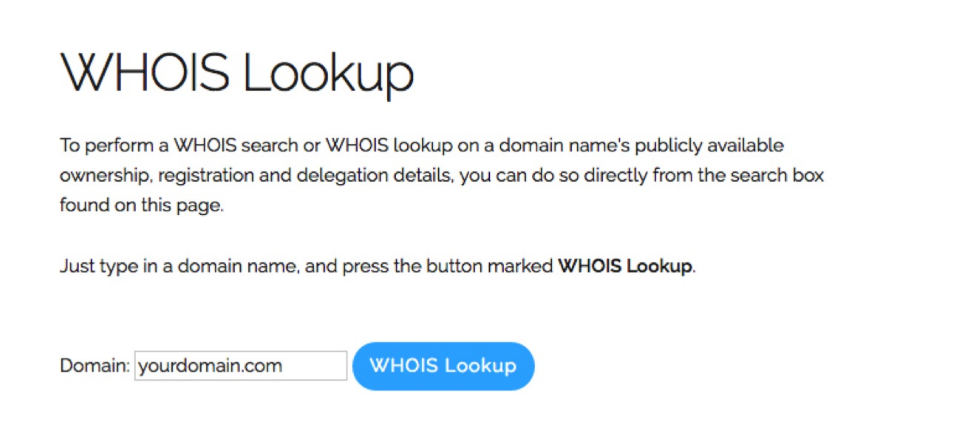
Identify your domain Host.

A domain host is the service provider that hosts and manages your domain (the address of your website). **GameDay is not a domain host.** If you know who hosts and manages your domain, skip to 'Update your DNS settings' section.

How do I find my Domain Host?

To find your domain host, you can use a DNS lookup service such as WHOIS Lookup. Please see the following steps

- Visit the WHOIS Lookup website



- Enter your domain name in the Domain field and click **WHOIS Lookup** button.
- The results will display information about your Domain, including your Domain Host.

Update your DNS Settings

If you manage your domains yourself, you can make the following changes to your DNS settings. If you don't manage your domain, please contact your domain host to update your DNS settings for you. Please provide them with the following information:

- **IF** any of your A records point to following IP : **203.21.3.160. Delete the A record.**
- If there is a CNAME for your www sub-domain (www.yourdomain.com) you have to modify it to point to alias.stg-websites.sportstg.com. Don't miss the dot at the end.
- If you don't have a CNAME record for the www sub-domain, you have to add a CNAME record to point to: alias.stg-websites.sportstg.com. Don't miss the dot at the end.

Your DNS settings should look like the following:

www.yourdoamain.com CNAME alias.stg-websites.sportstg.com.

- If you are directing a domain at your standard website for the first time, you will also need to provide the Customer Support Team via our Contact Us form your domain and a link to your standard website so that we can add that domain to your website.

Where to point root domain?

We do not support root domains (yourdomain.com - without www). Therefore, A records or CNAME for root domains should not be added.

Paid DNS Services

There are paid DNS hosting services in the market that offer advanced tools that help in managing the DNS better and would cater for both root and subdomains. The service we offer is free and is therefore limited in functionality. Examples of paid services:

Domain Manager

http://www.netregistry.com.au/domain-names/domain-manager/

DNS Made Easy

http://dnsmadeeasy.com/

Become a Website Editor

Last Modified on 09/06/2021 11:11 am AEST

Become a Website Editor

Before someone can become a Website Editor, they must firstly register online for a Passport (sign up here). Passport is an important process for ensuring the security of the websites.

To become the first website administrator of an association website, you must register with Passport and then contact GameDay. Alternately, if your website already has a website editor, this person can authorise you as an additional website editor themselves.

If you are a club, you **must** contact your Association for access.

There is no limit to the number of people that can become website editors of a website.

Club Editors

If your association has set up club and team websites, and you wish to become a club editor, you must contact the editor of your association site and provide them with your email address. They can then authorise you as a website editor of your club site.

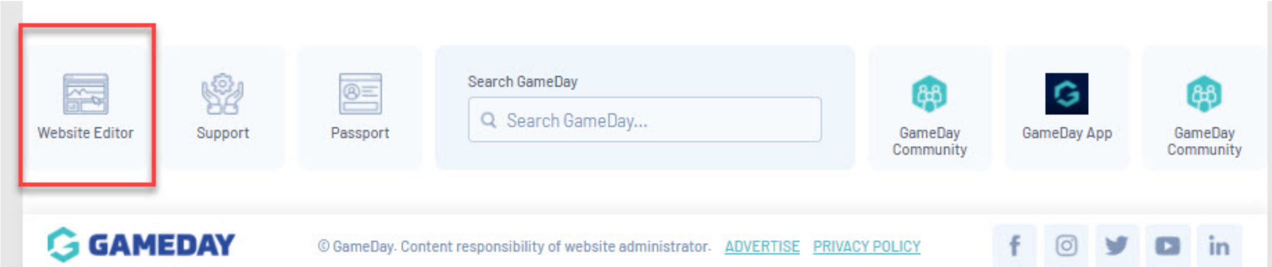
Team Editors

To become a team editor, you must contact the editor of either your club or association site and provide them with your email address. They can then authorise you as a website editor of your team site. Both club and team editors must firstly register for a Passport before they can become website editors.

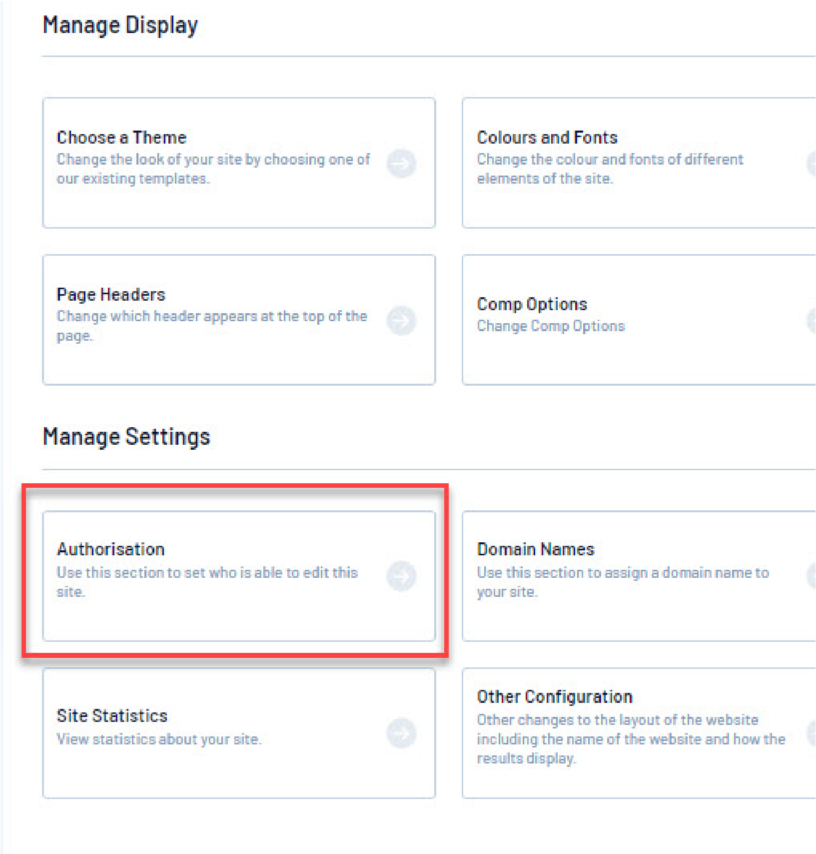
Adding new website editors

Once someone has granted you access to a website, you can then add other administrators from the club/association as well.

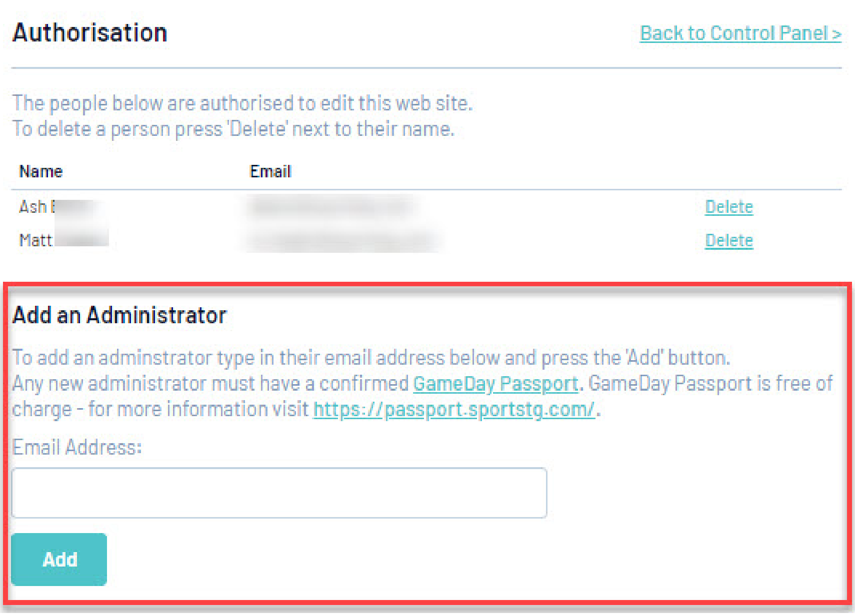
1. Scroll down to the bottom of the website you need to give this administrator access to and click on the **Site Editor.**



2. Under the **Manage settings** tab, go to **Authorisation.**



3. Add the email address of the administrator wanting access



Note: Administrators can only be added as admins if they have a Gameday Passport account: passport.sportstg.com

Manage Settings

Last Modified on 09/06/2021 11:26 am AEST

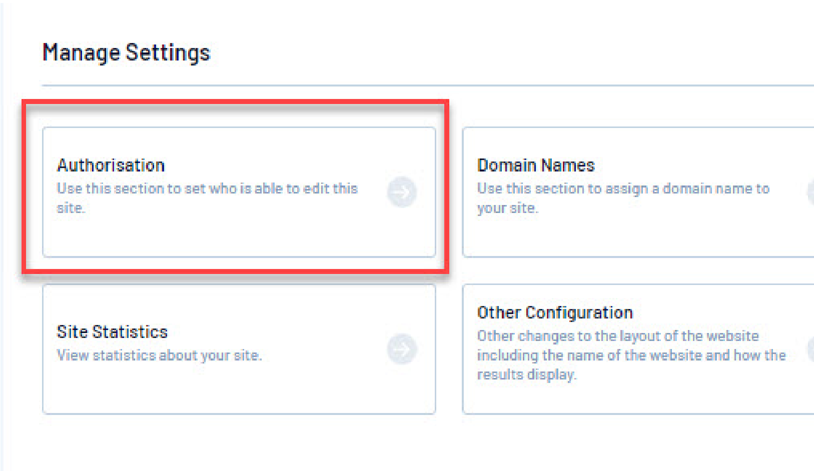
The below information explains the different headings found under Manager Settings with the Website Editor Control Panel.

Firstly, scroll down to the bottom of your website and click 'Site Editor'. You will then be shown the Website Editor Control Panel.

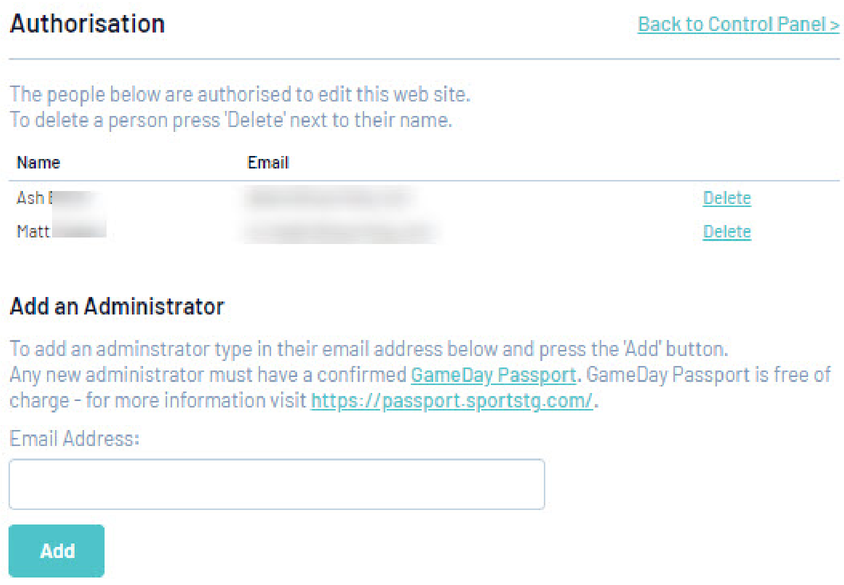
Authorisation

Firstly, login to your Online Membership Database - If you or the person you are giving authorisation to do not have your login details, please contact your State Governing Body or Association.

To add additional Website Editors, you can make any SportsTG Passport account holder an administrator of your website. When logged in to the Website Editor Control Panel, you can manage authorisation of other website editors by clicking on the Authorisation menu under the Manage Settings heading.



This section displays a list of those people who are authorised to administer the website.



To add an administrator for the site type in their email address and click on the add button. To remove a member's authorisation click on delete next to their name. All administrators must be registered through Passport in order to be authorised as a website editor.

Go to top

Authorising Club website editors

As a League or Association, you hold the keys to controlling the website editor access for all of your Club's websites. Many clubs don't even know that they have a free Standard website available to them, so it's a good PR/relationship building exercise for you to firstly build the awareness of this amongst your clubs, and secondly give them access to their site. Actually, we wrote a short blog about this recently.

So what do you have to do? Simple. First get them to sign up to Passport if they haven't already, then you need to authorise them, see below:

1. Go to your Standard/Advanced website and find the club's site that you want to authorise (if you can't find your club websites section, you may have renamed it or made it inactive within your content manager).

2. Click on Website Editor and login with your Passport email/password (please note: your Passport will need to have editor access to the Assoc/League Standard website for this to work).

3. Click on the Authorisation menu underneath Manage Settings.

4. Enter in the Passport email address of the person that you wish to authorise as the editor of this club website.

Go to top

Domain Names

What is a Domain Name?

A domain name is like a street address for the Internet. Computers identify websites by a number.

Why Would I Want One?

You do not necessarily need a domain name. Your website can be reached through a google search. If you want people to be able to go directly to your site your best option will be to create a unique domain name for your website.

1. Purchase your own unique domain name and arrange your domain to redirect to your SportsTG site - see: 'Domain Registration' below. Domain names make it easier to advertise your web site.

Domain Name Registration

If you would like to register a domain name for your association or club so as to make your site easier to find and easier for your members to remember then Netregistry can offer several types of domain names. You may use the domain name company of your choice, however. With any domain name ending in .au then an Australian Business Number (ABN) or Incorporation Number is required for a domain name.

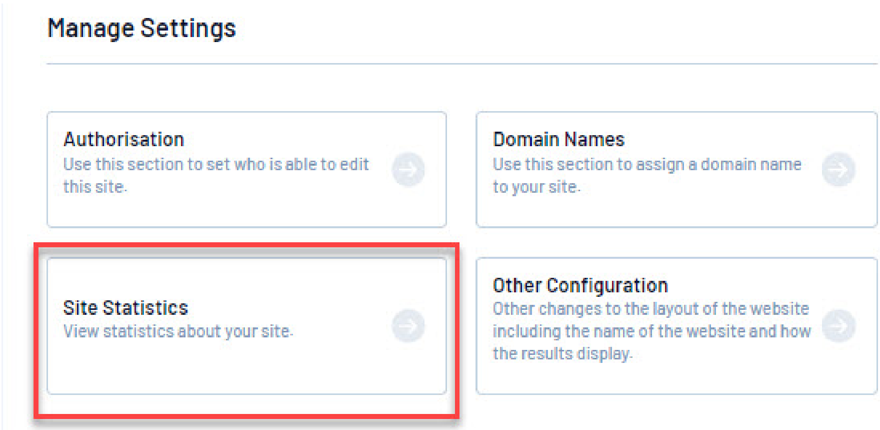
Domain Name Redirection

Once you have created a domain name or if you already own a domain name and wish to redirect it to your new Gameday website, please see the following instructions on how to do this.

Once done please contact the support team with this domain name who will need to redirect it on their end so the website redirects correctly.

SITE STATISTICS

1. From the Website Editor Control Panel, click on Site Statistics.



2. The stats area provides figures relating to the traffic to your website over the past 12 months. This is measured in terms of page requests, which is basically the number of times a user clicks on a link on your website. The Site Statistics area gives you breakdown of page requests per month over the past 13 months (as well as MB of data downloaded/ viewed), and per day over the past week.

Web Site Statistics

Back to Control Panel >

Page Requests for the last 12 months

Hello and welcome to your site stats. You will notice some changes to your statistics, which has come about due to the exclusion of search engine bots (as of June 23, 2008). This has been done to keep in line with new industry standards, thus enhancing the accuracy of reporting and providing you with more precise figures.

These numbers represent the number of pages requested from our servers for your site. The totals are for the last 13 months. These statistics are updated periodically during the day and are not real time.

	Page Requests	Traffic (Mb)
Jun 2021	21	0
May 2021	44	1
Apr 2021	27	0
Mar 2021	8	0
Feb 2021	1	0
Jan 2021	3	0
Dec 2020	5	1
Nov 2020	22	0
Oct 2020	49	1
Sep 2020	33	1
Aug 2020	11	0
Jul 2020	30	0
Jun 2020	7	0

Page Requests for the last 7 Days

Date	Page Requests	Traffic (Mb)
03/06/2021	13	0
04/06/2021	0	0
05/06/2021	0	0
06/06/2021	0	0
07/06/2021	1	0
08/06/2021	0	0
09/06/2021	0	0

Number of Members with Email Reminders: 0

Number of Members with Upload Notification: 0

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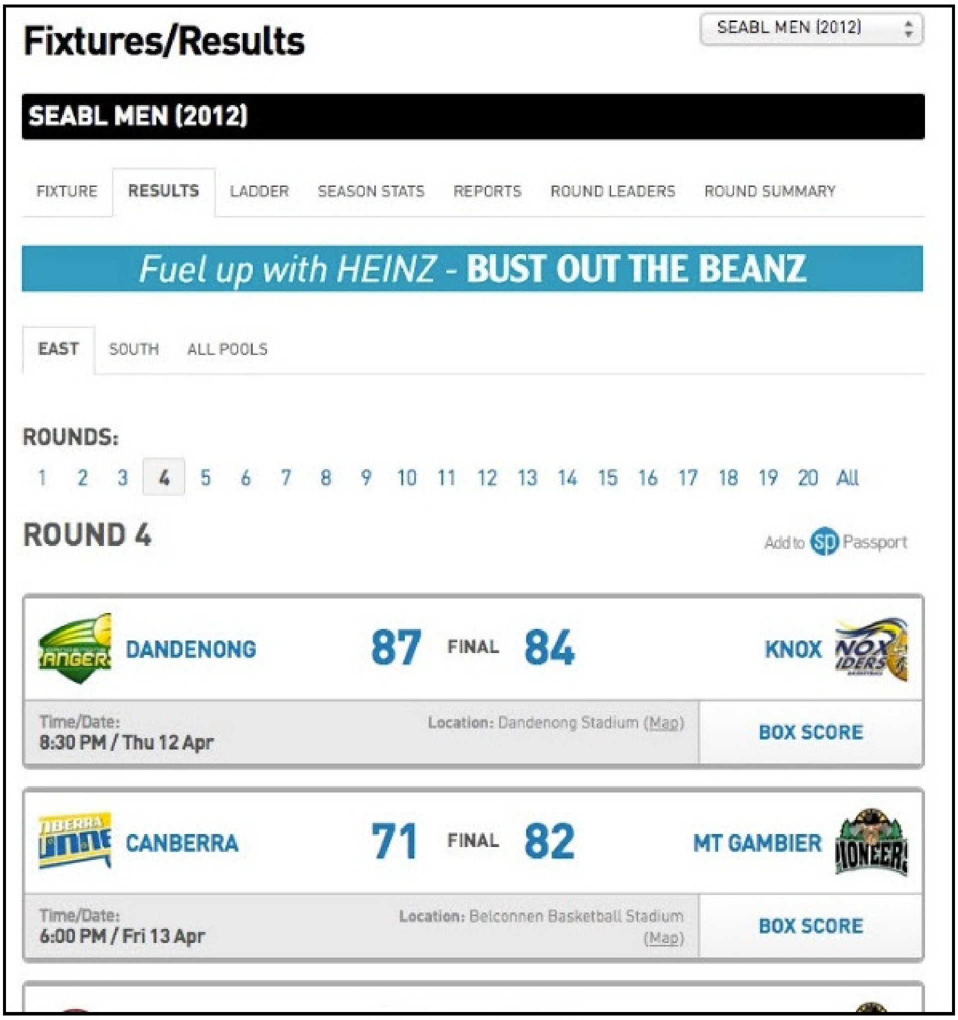
Fixture and Results Layouts: Results Display Format Options

There are 6 results display formats to choose from: Classic, Classic [By Dropdown Date], Classic [By Rolling Date], Side by Side [By Round], Stacked Narrow [By Round], Stacked Wide [By Round]. Examples of a couple of these format options are below:

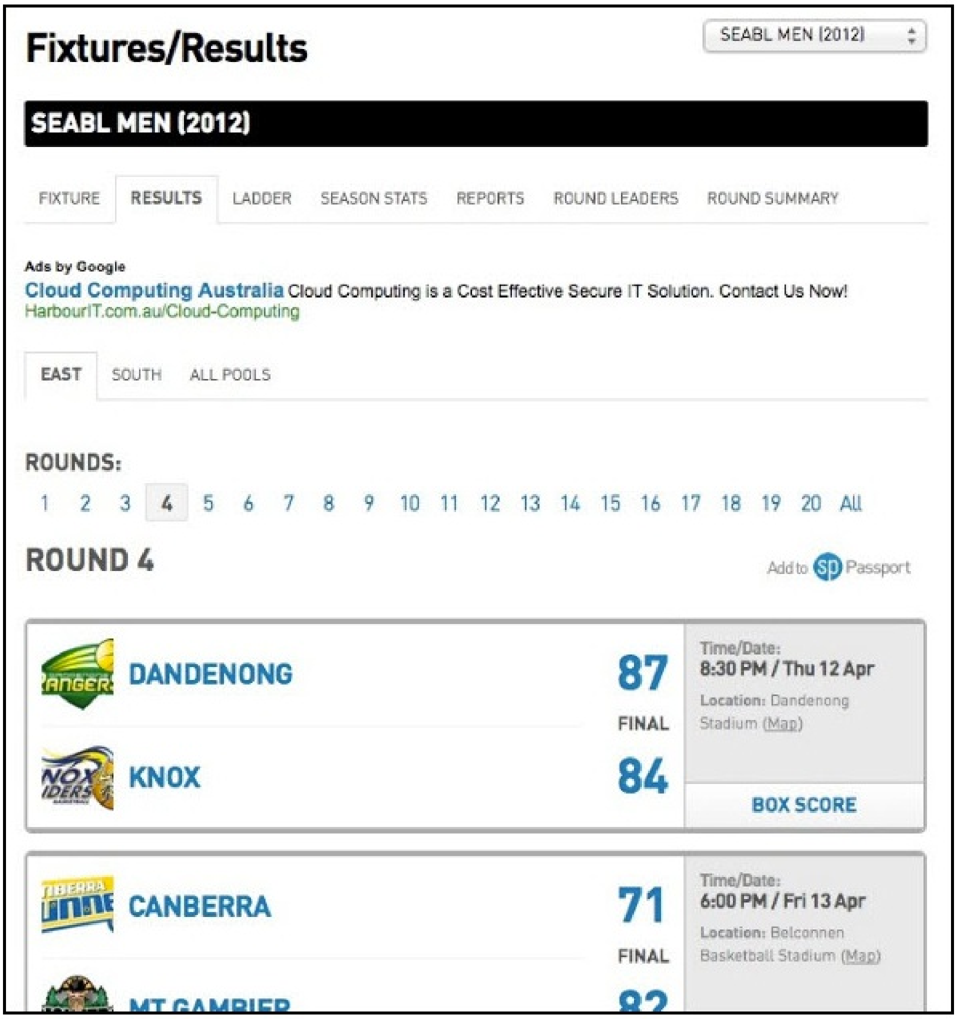
If you are a club this format will be defaulted based on the format your league/association has set, so if you want to change this you will need to speak to them directly.

If you are a league/association this format is generic and picked when initally creating your website based on what other leagues in your sport use, if you wish to use another layout than the one you currently have please get in contact with our support team and we are happy to change this for you.

Side By Side (default)



Stacked Wide (By Round)



Stacked Narrow (By Round)

Unable to access Club Website Editor

Last Modified on 09/06/2021 11:27 am AEST

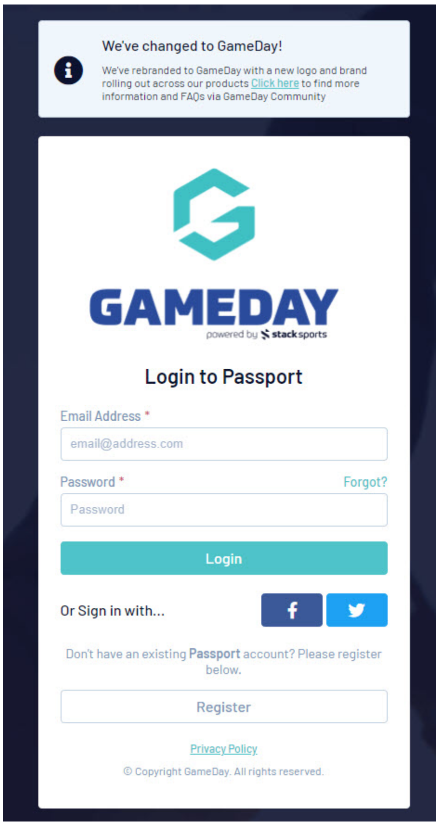
If you aren't able to access the website editor function for your Club website (either the previous editor is no longer at the Club, or the site hasn't had an editor before), then follow the steps below.

Sign up to Passport

In order to maintain a Club website, you are required to have an Passport account to ensure that the Club website is linked to at least one valid email address. This is required to validate that you have a real email address so that any queries from your participants can be channelled accordingly.

1. Go to passport.sportstg.com

2. Click Register



4. Work your way through the Passport sign up process. On completion you will be sent a confirmation email, you are required to click the Confirm button/link to complete this process. Request Authorisation from your League/Association Now you need to contact your League/Association for them to grant you access to your Club site (send them a link to this page which shows them what they need to do).

Website Frequently Asked Question

Last Modified on 09/06/2021 11:29 am AEST

Question: We have been contacted by a third party to request some advertising on our Gameday site. I assume this would have to go through you guys, but just checking.

***Answer*:** If the third party wish to advertise on your League site, it does not need to go through Gameday. You can add their logo via the 'Sponsor Information' or 'Major Sponsor' sections in the Widget Manager.

Question: My competition seems to be missing some teams (including mine).

Answer: Here's a few things you can do which may help:

1. Remove the app from your phone, and download/install it again

2. Remove any teams that you have added as 'favourites' on the app

3. Select one of the other teams in the competition, click 'My Team' at the top-right hand side, then click 'All Teams' on the same spot and the full team list should appear.

Question: I am trying to upload photographs to the media library on my site. I am being told the file is too large. Please advise what is the size limit for files in the Media Library.

Answer: The size limit for a file being uploaded into the media library is 4MB.

Question: When I post an excel spreadsheet on our web site, I lose all colour and borders.How can I preserve these?

Answer: Content from Excel is only formatted to display in Excel. If you copy/paste this into a website, the website doesn't understand the Excel formatting. This is the same with MS Word and any other program. The website will try and interpret the formatting but the end result is almost always messy. One solution is to either attach the file to be downloaded, or reproduce the spreadsheet as a table manually in the WYSIWYG editor. If you are copy/pasting from MS Word, we recommend that you copy/paste it into a text editor (ie Windows Notepad) to remove the formatting, then copy/paste it onto the website from there. This will result in much cleaner information that you can format as you like without too much trouble.

Question: My fixtures/ladders/results are missing or incorrect, what should I do?

Answer: If you notice that your fixtures, results or ladder is missing, out of date or incorrect you will need to contact your League to have this rectified. You should be able to find their office contacts somewhere on their website. SportsTG does not manage this information, we only supply the software to the Leagues to manage this themselves.

Question: One of my menu items is displaying in IE but it appears under 'More' in Firefox/Chrome..

Answer: As Standard/Advanced Websites are designed to limit the menu to one line (grouping additional menu items into a 'more' menu item at the right side of the menu), on the odd occasion a website will display a particular menu item in one browser (ie Internet Explorer) and appear in 'more' in other browsers (ie Chrome, Firefox). The cause for this is that certain Internet Explorer renders fonts and padding slightly differently to other popular browsers (ie Google Chrome, Mozilla Firefox) which unfortunately is something we cannot do anything about at this stage. Users with a lot of menu items should be wary of this. We generally advise that clubs/leagues keep their number of menu items to a simple and logical minimum to assist in making the website as easy to read and navigate as possible.

Question: I'm looking for my team and can't find it. What should I do?

Answer: Looking for your team fixture or ladder? You won't find it here, this page is for club and league administrators. Try the google searching, if you can't find it there contact your club/league in case they're displaying this information elsewhere.

Question: How do I log in as a Website Editor

Answer: Once you have been authorised as a website editor, you will be able to log into the Website Editor Control Panel. Click on the Website Editor link at the bottom left hand corner of your website. Type in your Gameday Passport email address and password and click on OK.

Tips for Using Standard Websites

Last Modified on 17/06/2016 1:56 pm AEST

Here are some useful tips and hints that will help you utilise some of the additional features of Standard Websites.

- Trial and error is the best way of working and learning about your website. It is easy to edit, hide and delete your work, making it possible to regularly change information.
- Mandatory fields are marked with a red arrow. These fields must not be blank in order for your submission to be saved.
- Make sure you go back to your website occasionally to look at your work, through the 'return to your website' button, located in the top toolbar. It is a good idea to work with two tabs open in your web browser - one with the back end of your website and one with the front end, so you can quickly flick between the two.
- If it appears that your work has not updated, hit the 'Refresh' button in your web browser. If you change an image, it may not immediately look like it has been saved - don't worry, chances are that it has!

Using Different Sections

Each section type has different characteristics and functions. Click on 'Section Maintenance' to see a list of sections and their descriptions. Here you can add, remove or swap sections.

Full Page

A 'Full Page' provides maximum flexibility in creating a page – it allows you to include combinations of text, images, documents, links and html. Even add videos and animated GIFs.

Hide Sections

Want to work on a section without it appearing on your website, or remove a section from appearing on your website without permanently deleting it? Hide a section by going to Content Manager > select a section > right click > uncheck the 'Active' box.

Configuration Options

Alter the way some sections display on your website. Go to Content Manager > select the section from nav bar > right click > select 'Configure'. Available for News, Profile, Social Calendar, Logo, Photo Gallery and Remote Content.

WYSIWYG Editor

Use the WYSIWYG (What You See Is What You Get) Editor to format text, create tables, bullet lists, hyperlinks, and much more.

Archive News Items

To set an activation or expiry date for a news item, click on Content Manager > edit a News section > select a news item from the list > enter the date in the field provided. After the expiry date the article will be moved to the archives folder. NOTE: this takes effect at midnight each day.

Tables

Embed simple spreadsheets into a news article or full page with the WYSIWYG Editor. Copy and paste the spreadsheet into the appropriate section. If you have multiple sheets or a very wide spreadsheet, it is more effective to attach the document using the “Photo/File administration” in the news sections.

Add Images and Attachments

Most section types allow you to add or edit an image or attachment by clicking on the ‘Photo/File Admin’ icon. Click on ‘browse’ > select the file > click on ‘Upload new image/attachment’. If you want to set a caption you can do this after uploading the image.

Change the Colour Scheme

Click on ‘Customise Your Website’. ‘Simple Configuration’ allows you to choose from over 10 pre-configured colour schemes. ‘Advanced Configuration’ > ‘Color Scheme’ allows you to customise the exact colours for each component of your website. Use hexi-decimal colour system to get an exact match of your clubs colors, for example.

Table Options – Right Click

You can make quick changes to your tables in the WYSIWYG interface by right clicking on the table. Options include changing text alignment, inserting/deleting rows/columns, and using Table Properties to alter width/height and borders.

Widget Manager

Last Modified on 09/06/2021 3:17 pm AEST

The Widget Manager section is used to activate and modify your widgets. A widget is an application, or a component of an interface, that enables a user to perform a function or access a service.

NOTE: Once you have added/edited all relevant widgets make srue you right click each widget and tick the ACTIVE checkbox to make sure they appear on your website.

If you aren't able to access the website editor function for your Club website (either the previous editor is no longer at the Club, or the site hasn't had an editor before), then please click here. Alternatively , if your website already has a website editor, this person can authorise you as an additional website editor themselves. If you are a club, you must contact your Association for access.

Below are detailed examples of how to edit content within Widget Manager:

Firstly, scroll down to the bottom of your website and click 'Site Editor'. You will then be shown the Website Editor Control Panel.

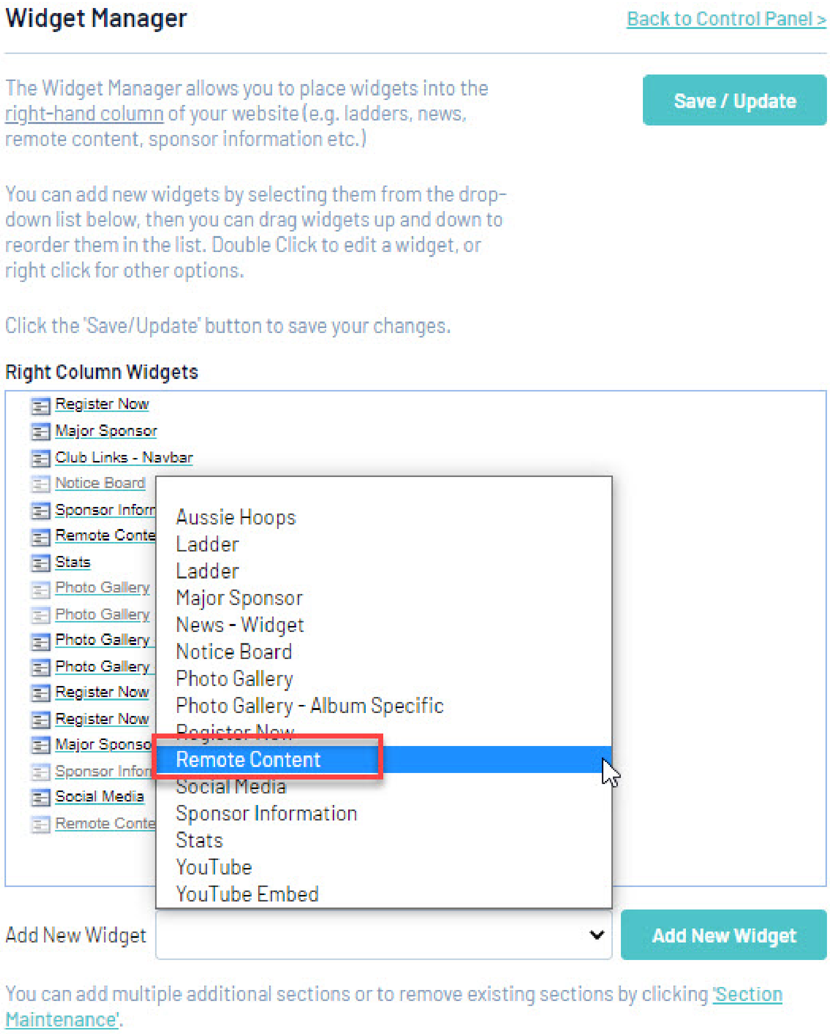
Remote Content

This function displays news content from an external website in the right hand column of your website. There are a wide range of remote news sources to choose from.

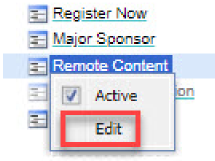
To add a remote news feed to the right hand column:

1. From the Website Editor Control Panel, click on Widget Manager.

2. Click on the Add New Widget drop down list, select Remote Content, and click on Add New Section.

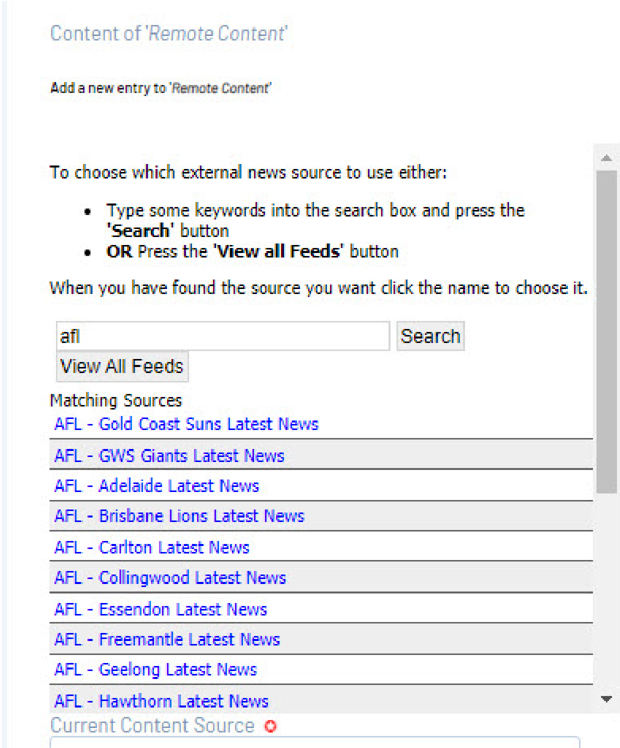


3. Right click on the Remote Content section and select Edit from the menu.



4. Click on Choose/Change Source.

5. The Search/Browse window will appear. This enables you to either (a) hit the Browse button to view all news feeds available or (b) enter a search term (eg. type in ‘AFL‘ to search for all news feeds with ‘AFL' in the title) and click on Search.



- If you have submitted a search, it will return all results for that search.
- If you click on View All Feeds, it will show a list of all Remote News Feed sources. Scroll through the list to find the news feed you wish to use.

6. Click on the name of the remote news feed to select it.

7. A confirmation screen will appear with the remote news feed you have chosen. Enter the maximum number of articles to display in the right hand column (compulsory) and click on Save.

8. You can return to the Remote News Feed at any time and change the news source by clicking on the Choose/Change Source button.

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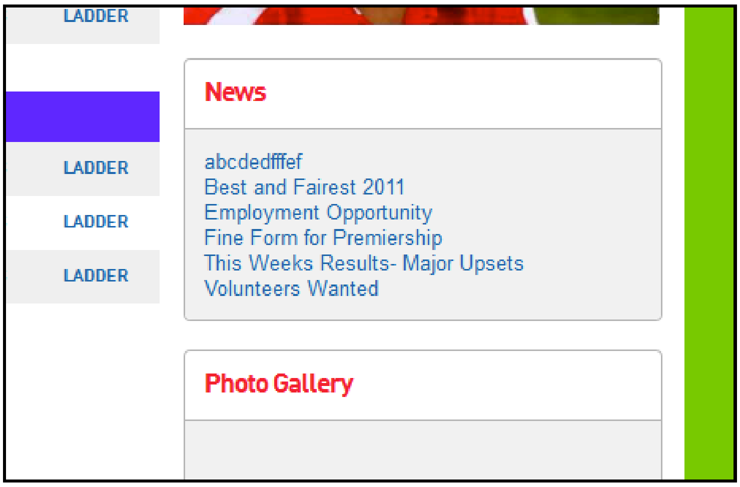
News

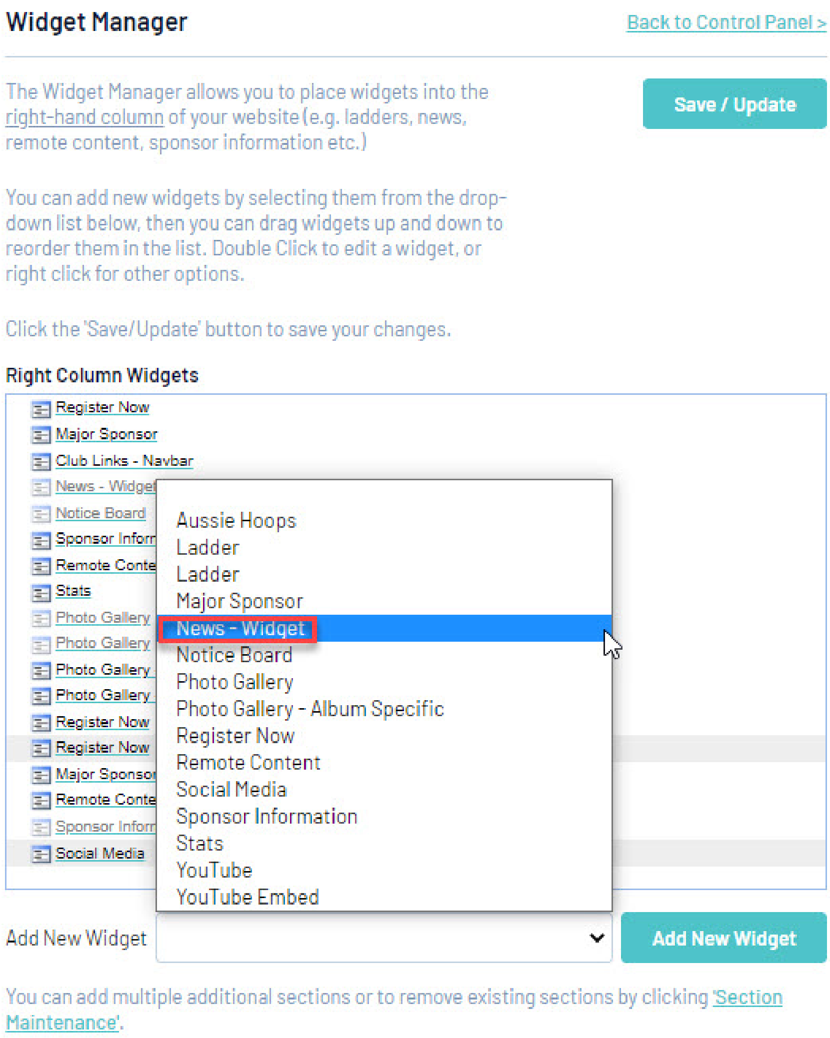
A news feed from your website's news section can be shown on the right side of the page. This is different to a Remote News Feed, which brings in news from an external website.

Example:

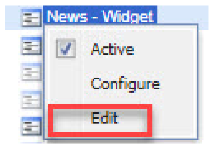


To add a News Feed to the right hand column:

1. From the Website Editor Control Panel, click on Widget Manager.
2. From the 'Add New Widget' drop down list, select 'News - Widget' and click on Add New Section.



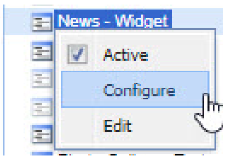
3. Right click on the News - Widget in Sidebar section and select Edit.



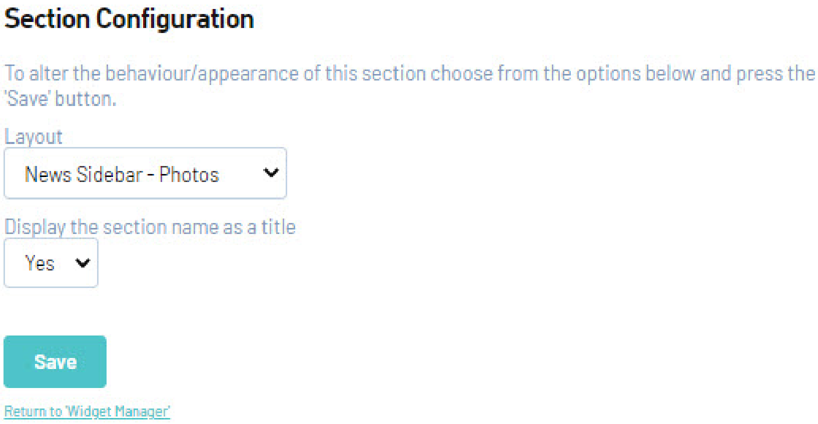
4. There are two options on the Edit screen - (1) select the News section to feed from, and (2) set the maximum number of articles to display. Set your preferences and click on Save.

5. Return to the Widget Manager.

6. Right click on the ‘News - Widget‘ section and this time select Configure from the menu.



7. There are two options for how the News Feed appears in the right-hand column widget – (1) select between showing news headlines or photos, and (2) whether to show the section name (eg. Latest News) as the title for the news feed. Make these selections and click on Save.



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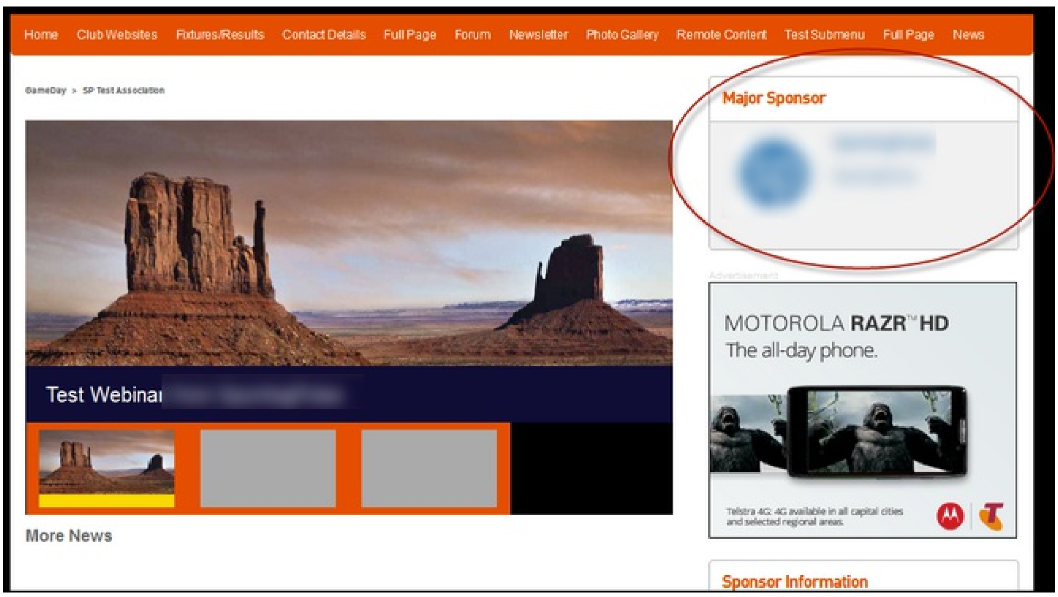
Major Sponsor

This widget (as distinct from the Sponsor Information widget) can display information about your major sponsor, including their logo, title and description (and links to their websites) at the top of the right hand column of your site (i.e. above the island advertisement).

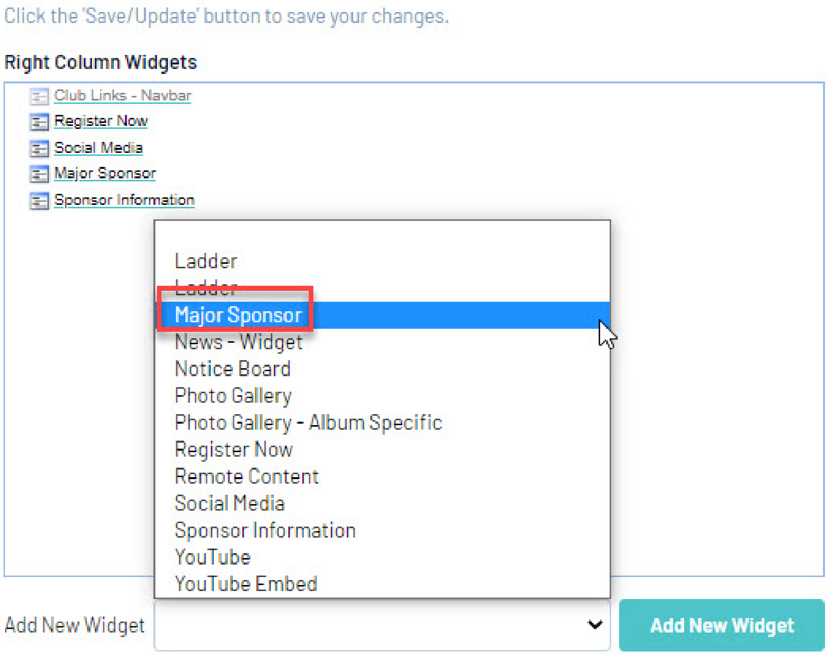
Example:



To set up your major sponsor information in this widget:

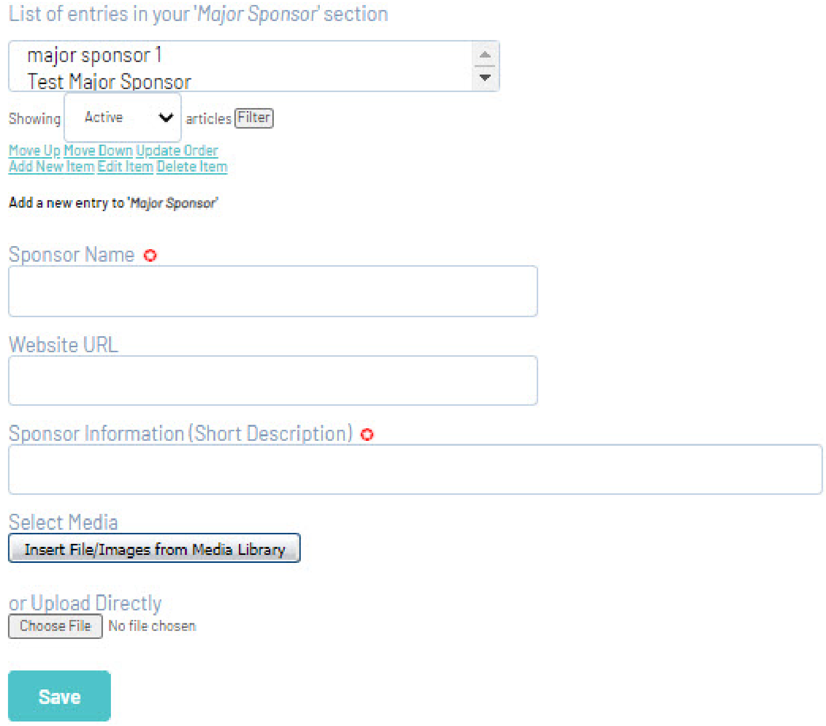
1. From the Website Editor Control Panel, click on Widget Manager.

2. Select Major Sponsor from the Add New Widget drop down list and click on Add New Section.



3. Right click on the Major Sponsor section and from the menu select Edit.

4. From the Edit screen, enter in the information relating to your sponsor, and click Save at the bottom. You can then add additional sponsors by clicking Add New Item, or edit any sponsor information by selecting the sponsor from the list and clicking Edit Item.



PLEASE NOTE: This widget is not linked to the Sponsor Information section (in the Content Manager) or Sponsor Information widget in any way; these are separate sections that need to be maintained separately.

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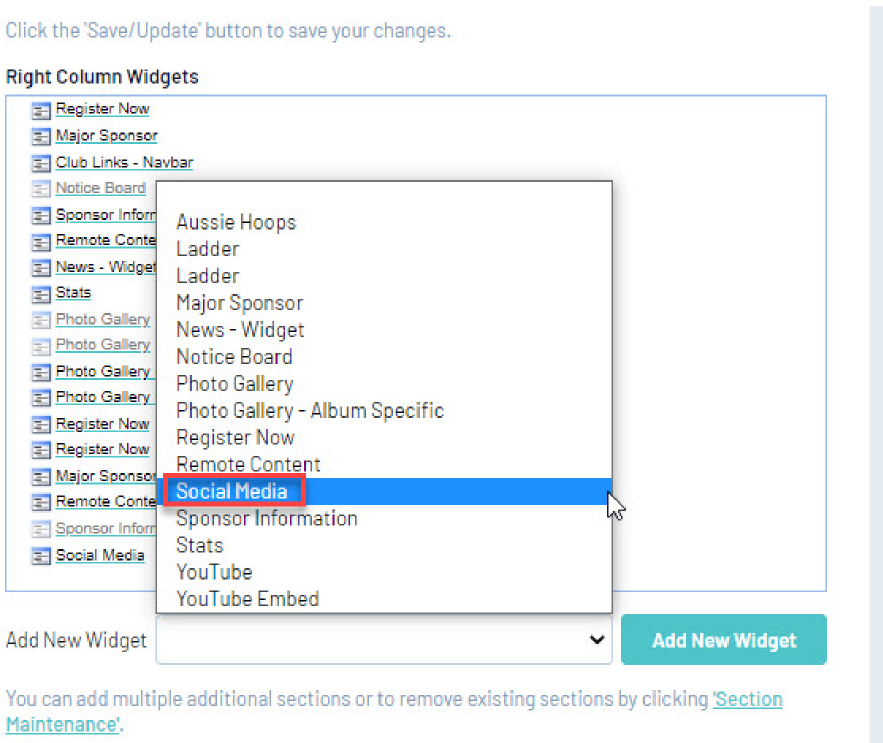
Social Media

Social Media Widget The Social Media widget allows you to add a link to your Facebook and Twitter pages, as well as displaying your latest Twitter news feed.

To set up your Social Media accounts to work with this widget:

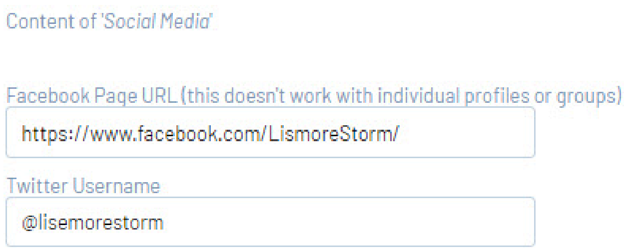
1. From the Website Editor Control Panel, click on Widget Manager.

2. Select Social Media from the Add New Widget drop down list and click on Add New Section.

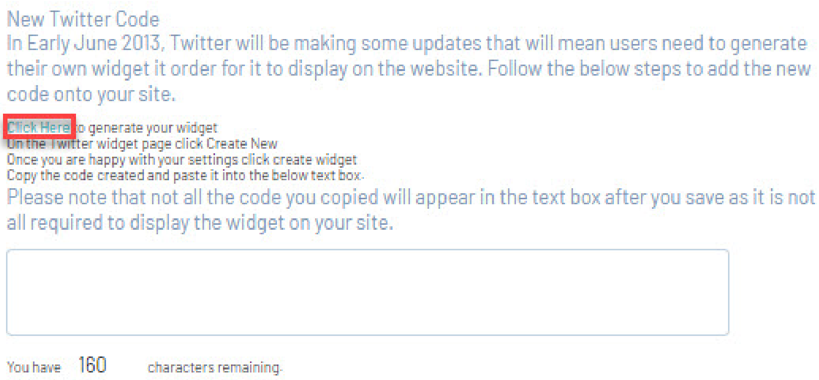


3. Right click on the Social Media section and from the menu select Edit.

4. From the Edit screen, enter in the information relating to your social media accounts

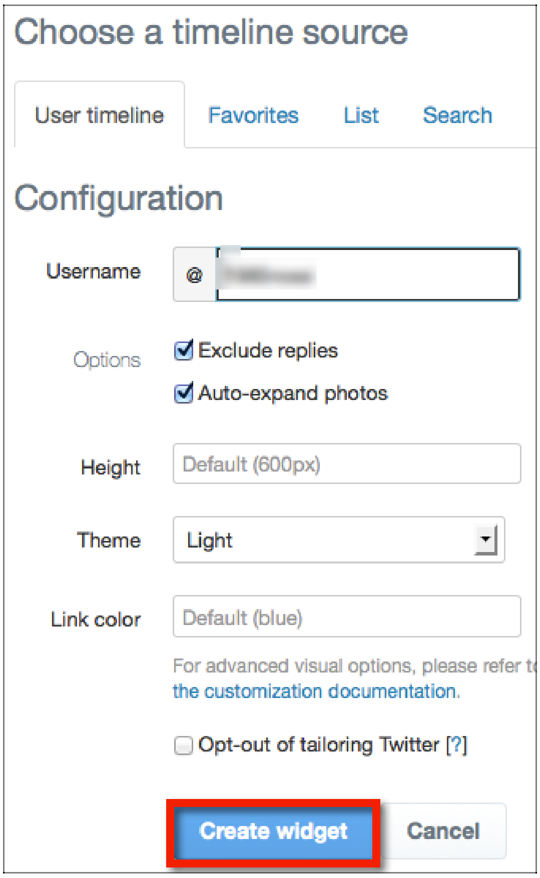


5. You will see a new field called New Twitter code on this page you wil first need to click the Click Here link.

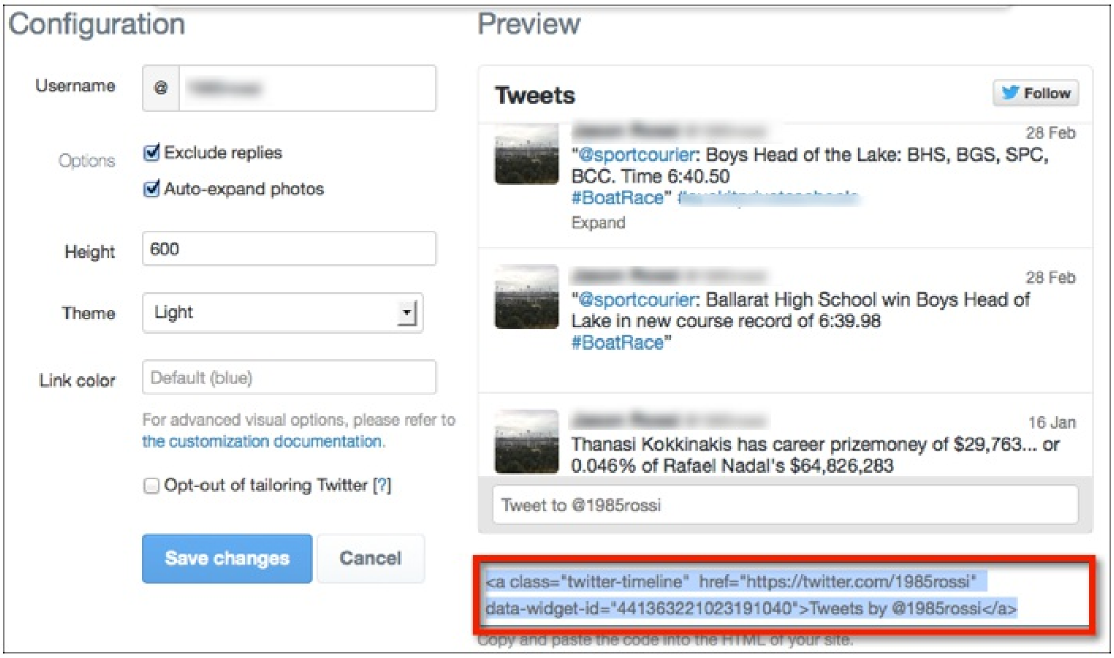


6. On the Twitter widget page click Create New

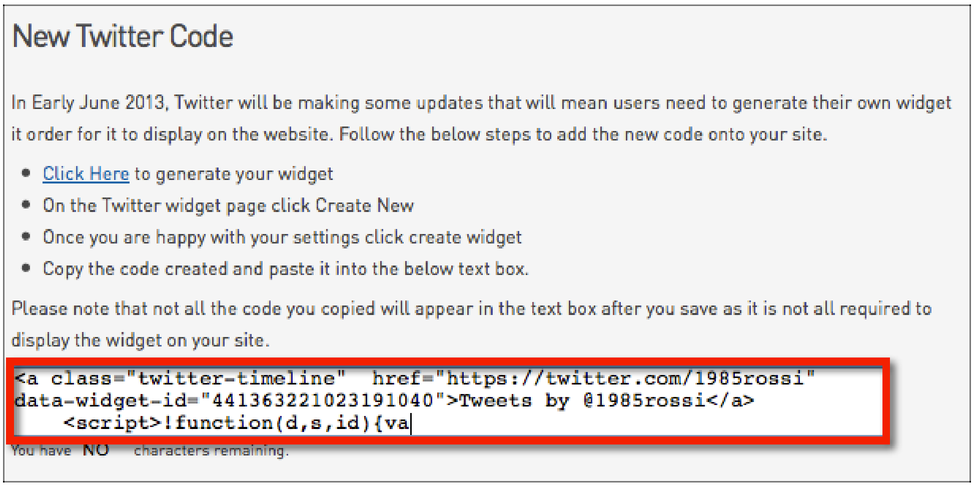
7. Once you are happy with your settings click create widget



8. Copy the code created HTML code.



9. Paste the HTML code into the twitter code in the twitter code box in the back end of your website, as shown below



Please note that not all the code you copied will appear in the text box after you save as it is not all required to display the widget on your site.

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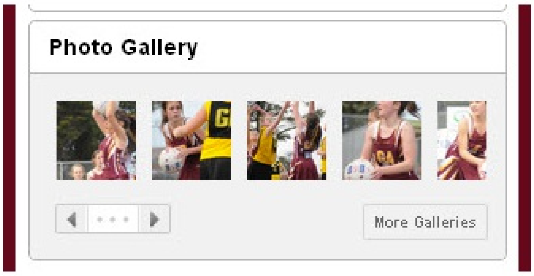
Photo Gallery

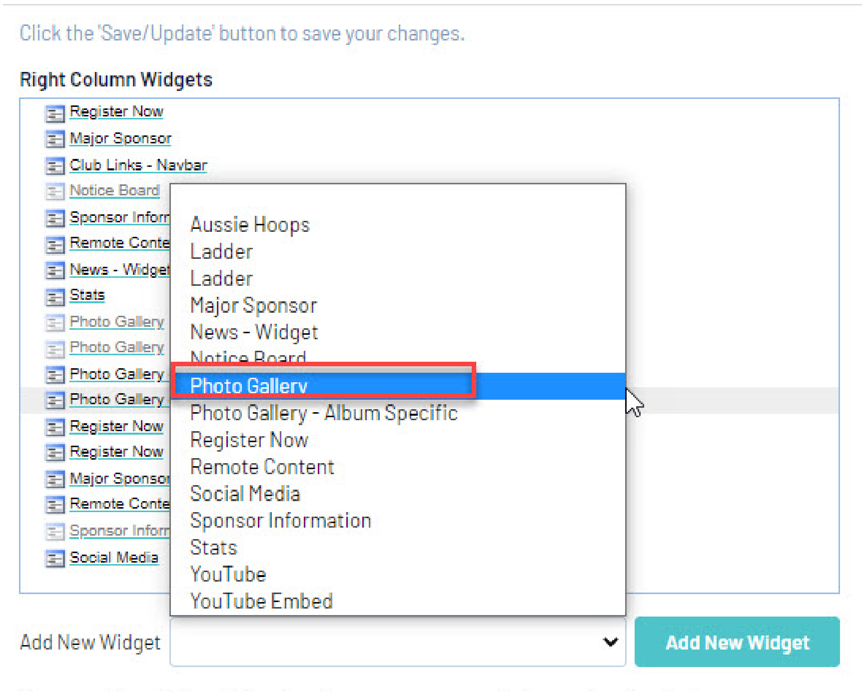
The Photo Gallery widget displays a collection of the **most recent** photographs you've uploaded to your Media Library. And if you prefer you can set them via specific albums.



To set up your Photo Gallery widget:

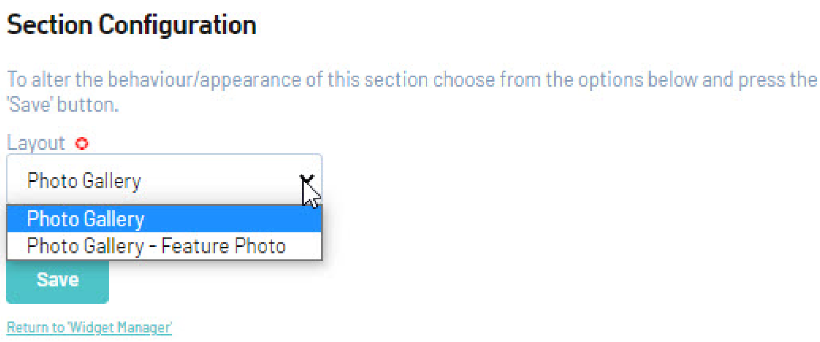
1. From the Website Editor Control Panel, click on Widget Manager.

2. Select Photo Gallery or Photo Gallery - Album Specific from the Add New Widget drop down list and click on Add New Section.



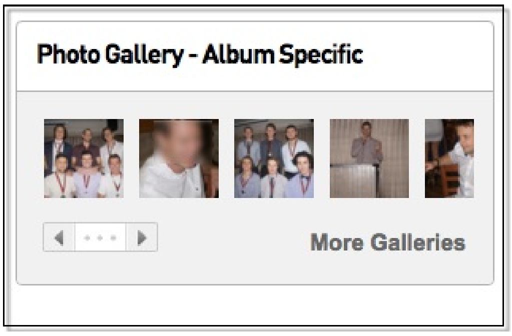
3. Right click on the Photo Gallery section and from the menu select Configure.

4. From the Configuration screen, select a layout for how you wish to display your Photo Gallery widget, and click Save at the bottom. There are two configuration options - either with a larger image feature (Photo Gallery - Feature Photo) or without a feature (Photo Gallery).



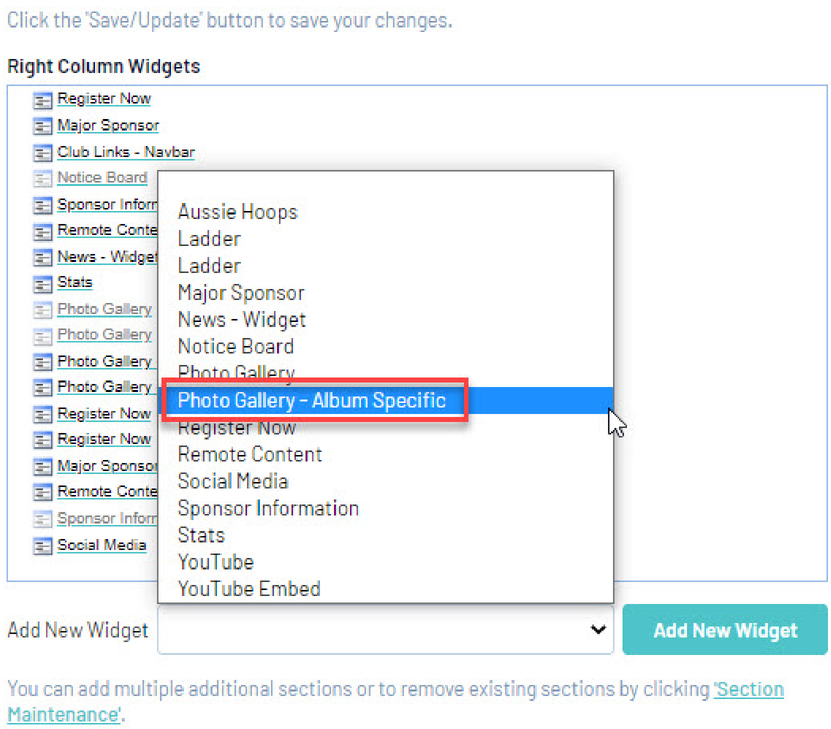
Add a Specific Photo Album

The Photo Gallery - Album Specific widget allows you to choose a specific album to upload (not just the most recent).



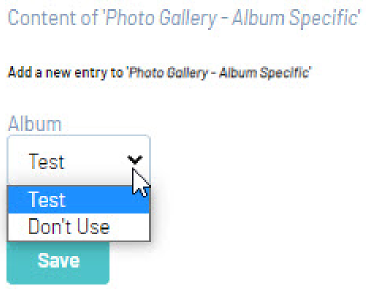
1. From the Website Editor Control Panel, click on Widget Manager.

2. Select Photo Gallery - Album Specific from the Add New Widget drop down list and click on Add New Section.



3. Once the new widget appears in the list, right click over 'Photo Gallery - Album Specific' and click '**Edit**'.

4. Choose the album you wish to display and make your way back to the Widget Manager page.



5. Right click over 'Photo Gallery - Album Specific' (you can change this name at any time by double clicking on the name) and click 'Active'.

5. To move this Album click and drag it in to position in the available list.

The Album will now appear on your website.

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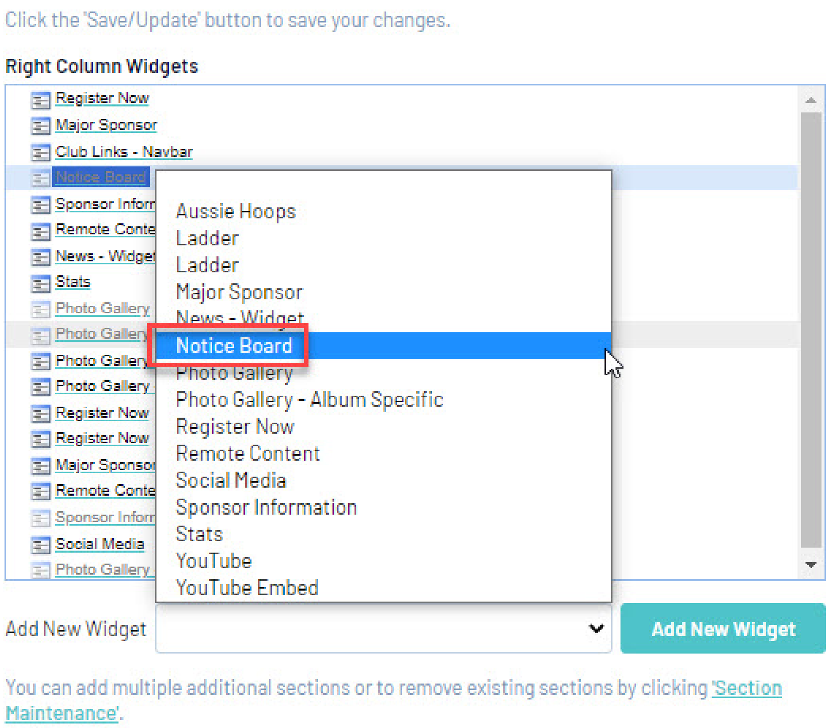
Notice Board

To add a notice board to the right hand column:

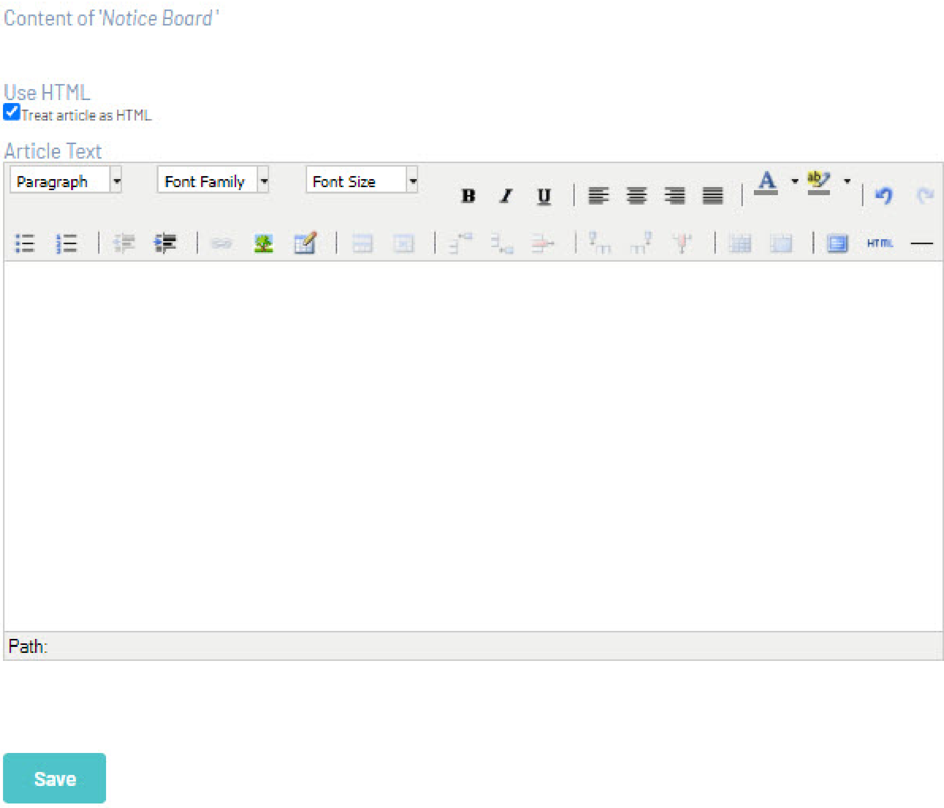
1. From the Website Editor Control Panel, click on Widget Manager.

2. From the Add New Widget drop down list, select Notice Board and click on Add New Section.



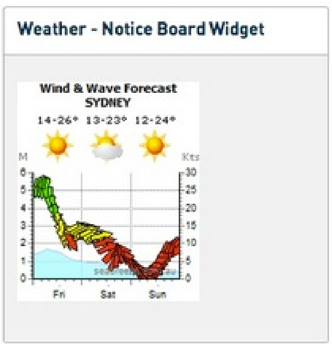
3. Right click on the Notice Board section and select Edit from the menu.

4. Type the message you want to appear on the Notice Board into the Text Editor.



5. You can also utilise Source Code by clicking on the "HTML" button which will open up the source code editor. This can be used to imbed an image, video or a widget from another website (such as a Weather Forecast)

Some of the Noticeboard Widget examples with Source Code are as follows:



6. Click on Save when finished.

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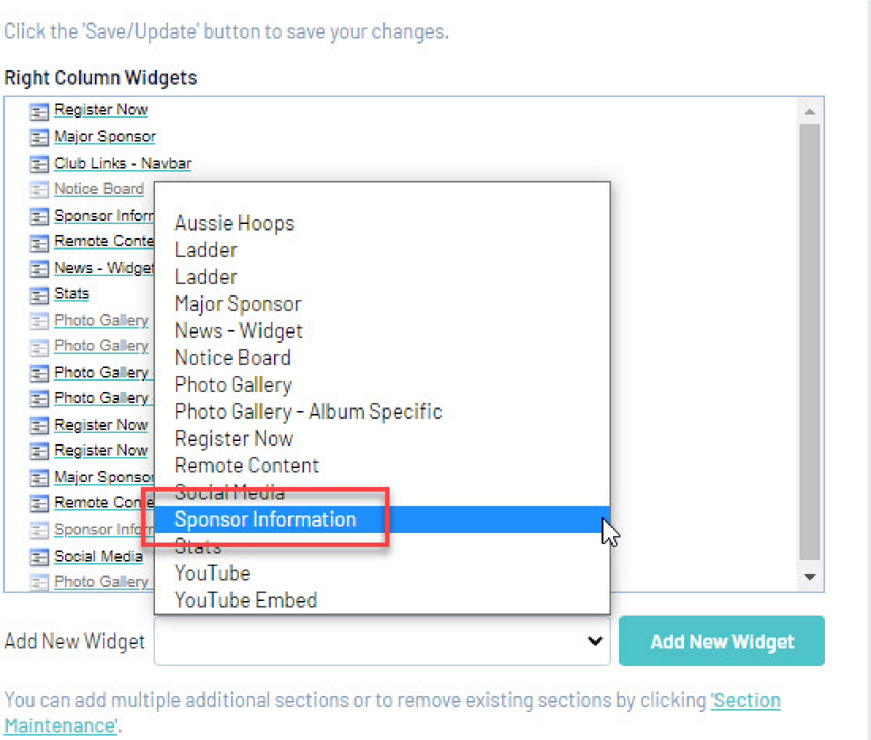
Sponsor Information

This section (as opposed to the Major Sponsor widget) can display your sponsor logos (and links to their websites) in the right hand column of your site. The ‘Sponsor Information‘ section is best utilised by setting it to ‘rotate‘ mode. This will increase the size of the sponsor images to 200 x 200 pixels (compared to 100 x 100 pixels when set to display as a ‘list‘).

To set up sponsor logos in your right hand column:

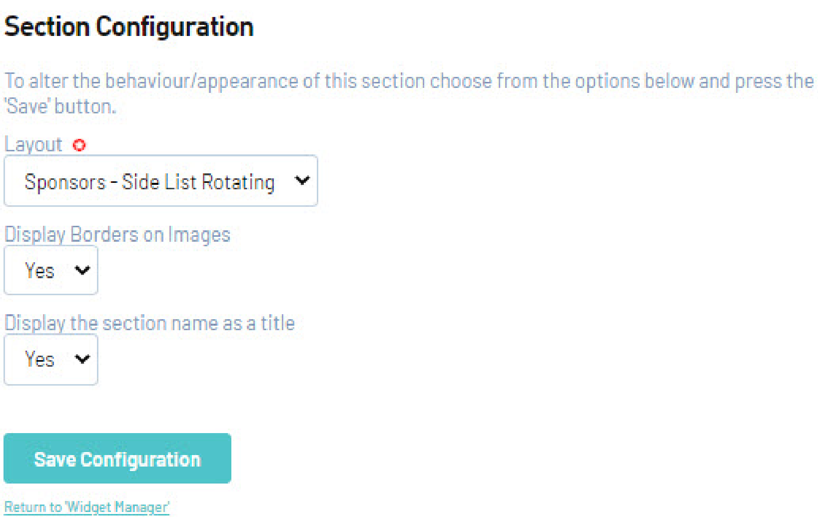
1. From the Website Editor Control Panel, click on Widget Manager.

2. If you do not already have a ‘Sponsor Information‘ section on your website, select ‘Sponsor Information‘ from the ‘Add New Widget‘ drop down list and click on Add New Section.



3. Right click on the ‘Sponsor Information‘ section and from the menu select Configure.

4. From the ‘Layout‘ drop down list, select Sponsors - Side List Rotating.



5. There are two more configuration options available - (1) to display borders around sponsor logos and (2) to display a heading (eg. 'Our Sponsors') above the sponsor logos. Set your preferences and click on Save

Configuration.

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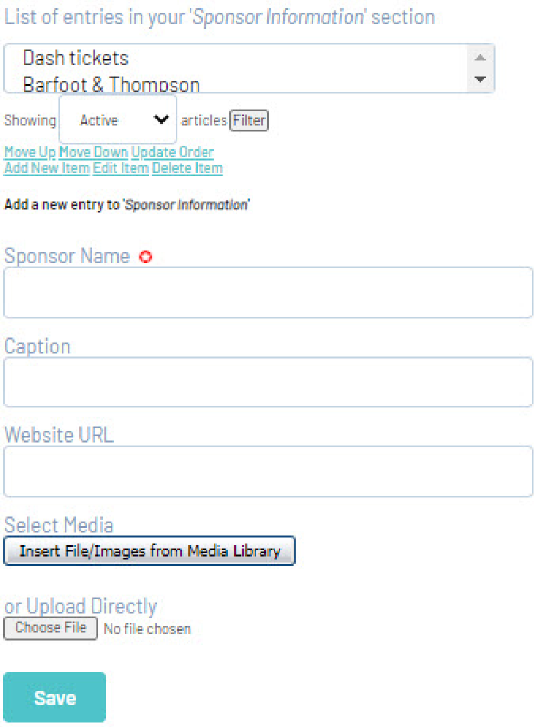
Adding/Editing Sponsor Information in your Widget

To add your sponsor's information (including a logo) into the widget:

1. Right click on the 'Sponsor Information' widget and click 'Edit'

2. Enter in your Sponsor's information as you need. You can include the Sponsor Name, a Caption, a URL link to their website and a logo or image file (either from your media library or directly from your computer hard drive).



3. Click 'Save' to update your widget

To Add/Edit/Delete any sponsor information you have entered in to your widget, click on the appropriate button at the top of the widget.

PLEASE NOTE: This widget is not linked to the Sponsor Information section (in the Content Manager) or Major Sponsor widget in any way; these are separate sections that need to be maintained separately.

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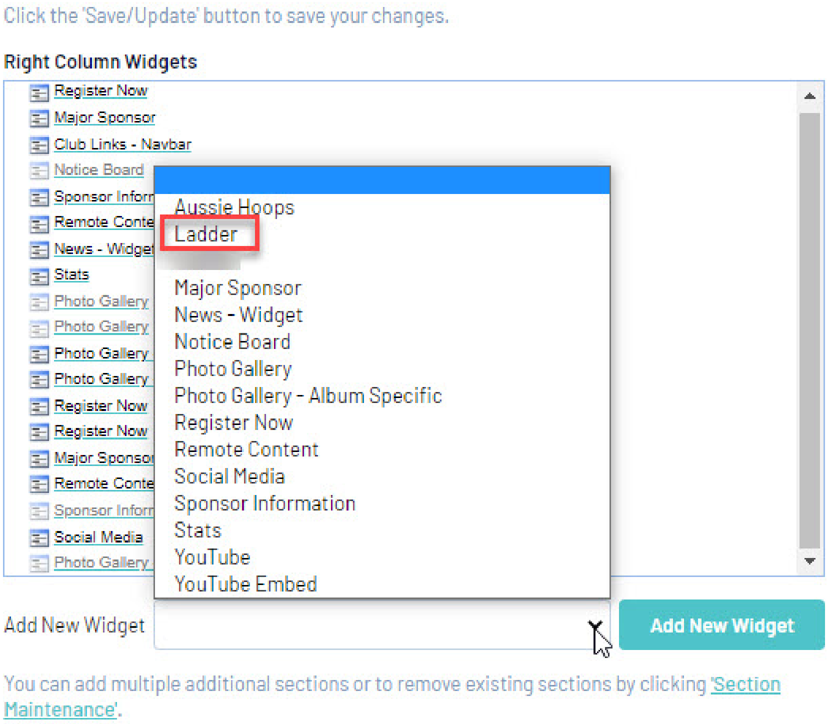
Ladders

Ladder in Right-Hand Column

To add a ladder to the right hand column:

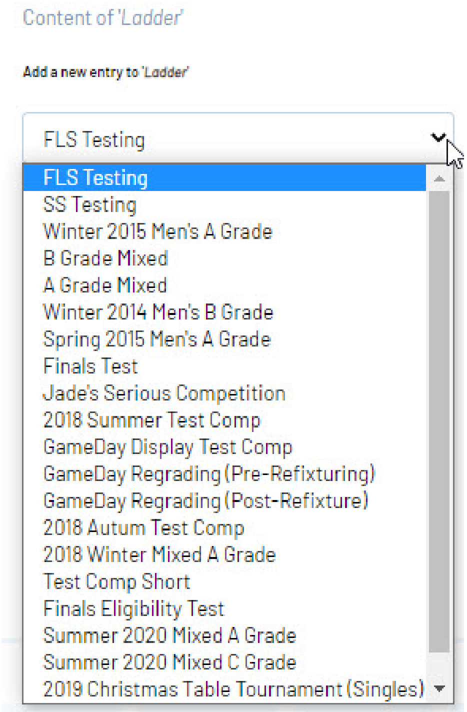
1. From the Website Editor Control Panel, click on Widget Manager.

2. Click on the Add New Widget drop down list, select Ladder, and click on Add New Section.



3. Right click on the Ladder section and select Edit from the menu.

4. Select which competition ladder you want to display from the drop down list (competitions uploaded through Sportzware Central will be available to select).



5. Click on Save to add the ladder for this competition to the right hand column.

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Youtube

This new section of the widget enables you to stream videos from your YouTube channel onto your website. Once the YouTube widget is added onto your site the latest four videos will appear in the right hand side widget. Viewers can play these videos straight from your website, by simply clicking on them. If you don't already have a YouTube channel you can set one up by clicking on this link

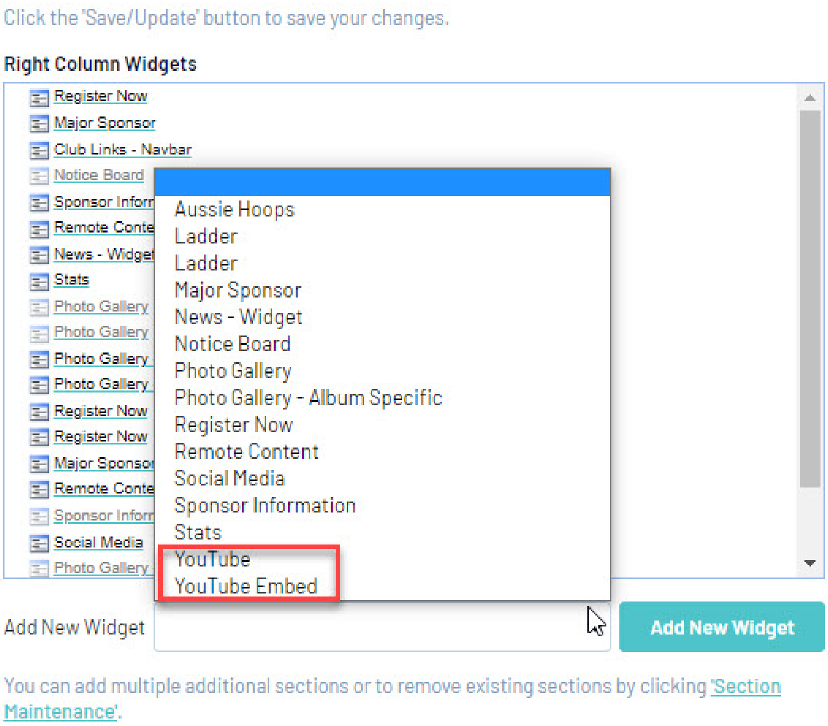
To add the YouTube widget to your website, in the Website Editor Control Panel click on the Widget Manager menu.

Scroll down to the Add New Widget section.

1. Click to open the drop down list

2. Click on YouTube

3. Click Add New Section



The YouTube widget will then appear at the bottom of the list of widgets for your site. Initially it will be grey in colour, which means it is inactive.

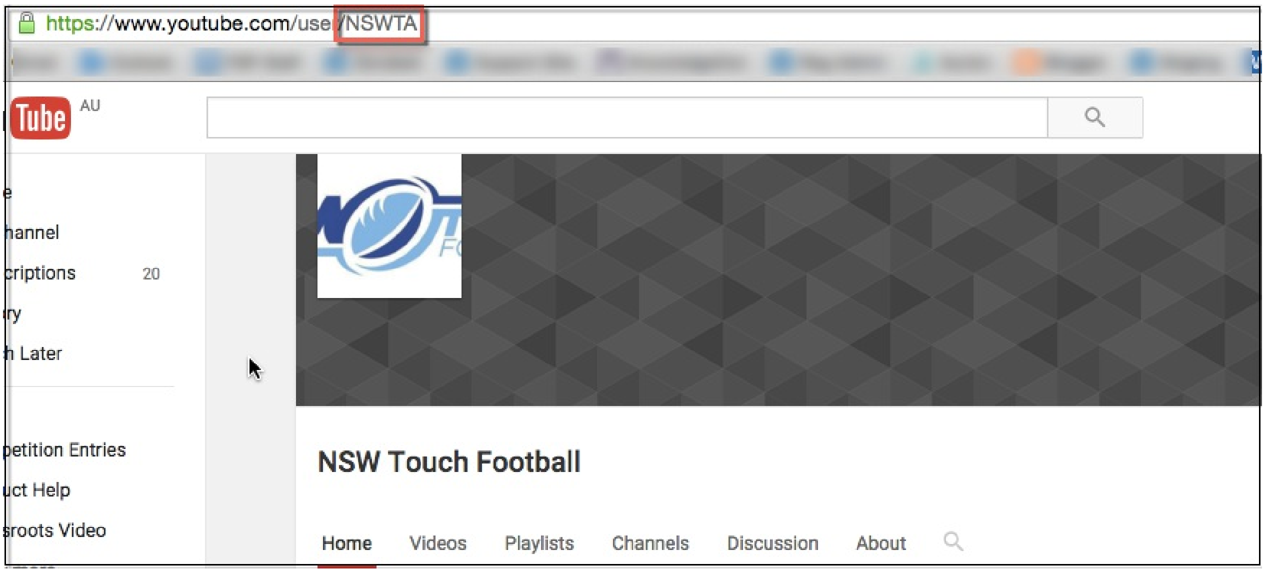
4. To make the widget active right click on YouTube and check the Active box.

5. Click and drag the YouTube widget to where you would like it to appear in your right hand side widget then click Save/Update

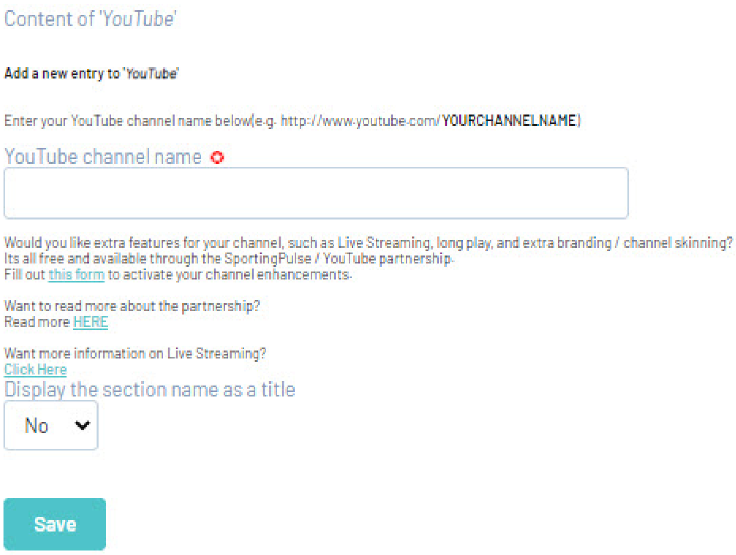
Once you have activated the YouTube widget you will then be able to choose the channel you wish to show on your website by following these steps:

6. Right click on YouTube and click edit

7. You then need to enter the name of your YouTube channel, this name will appear at the end of the domain of your channel page (as highlighted below in red).

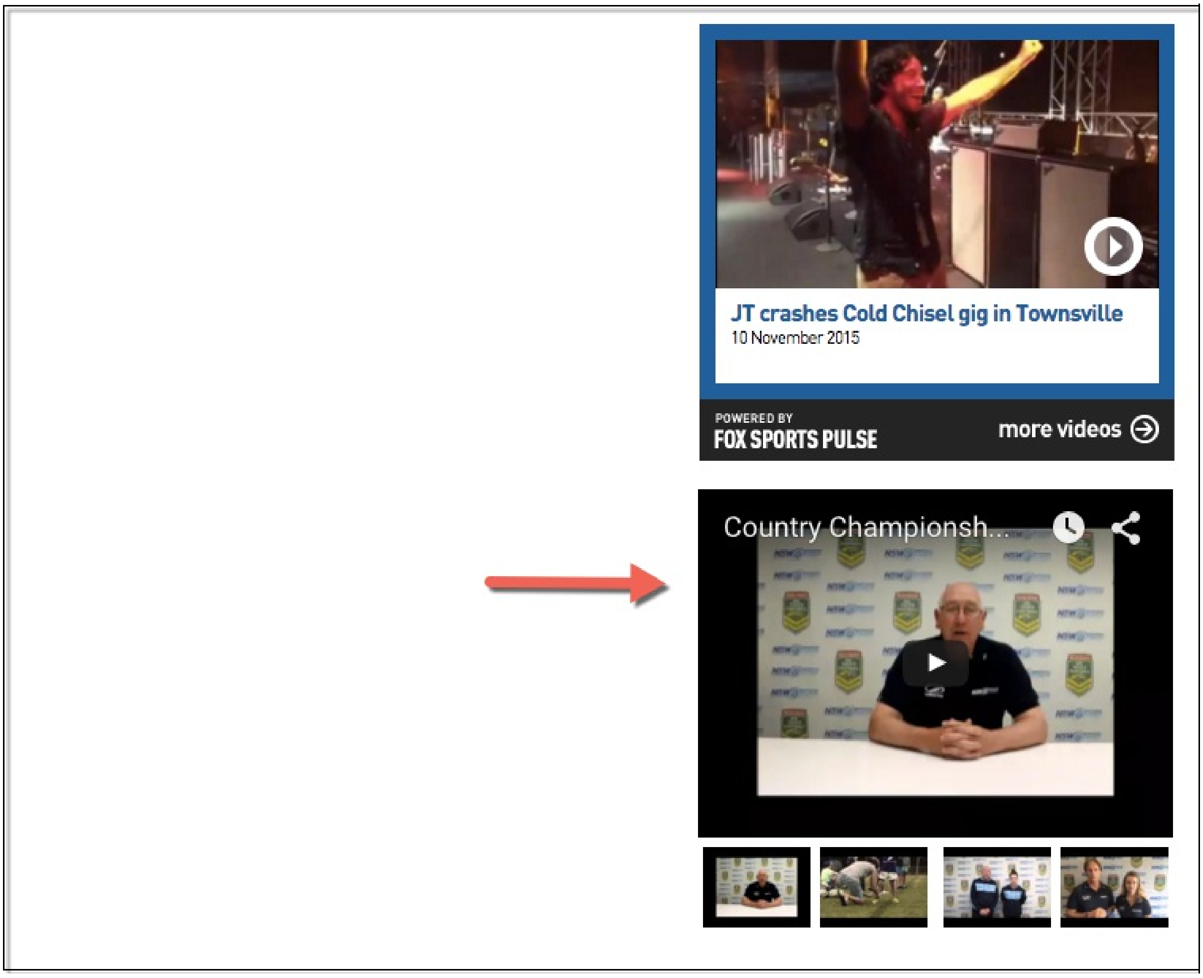


8. Type in the name of your YouTube Channel and click Save.



9. Return to the Widget Manager and click Save/Update.

When you return to your website you will see the YouTube videos in the right hand widget. Please note that if you have added new videos to your YouTube channel it may take a few hours for them to appear on your website YouTube widget.



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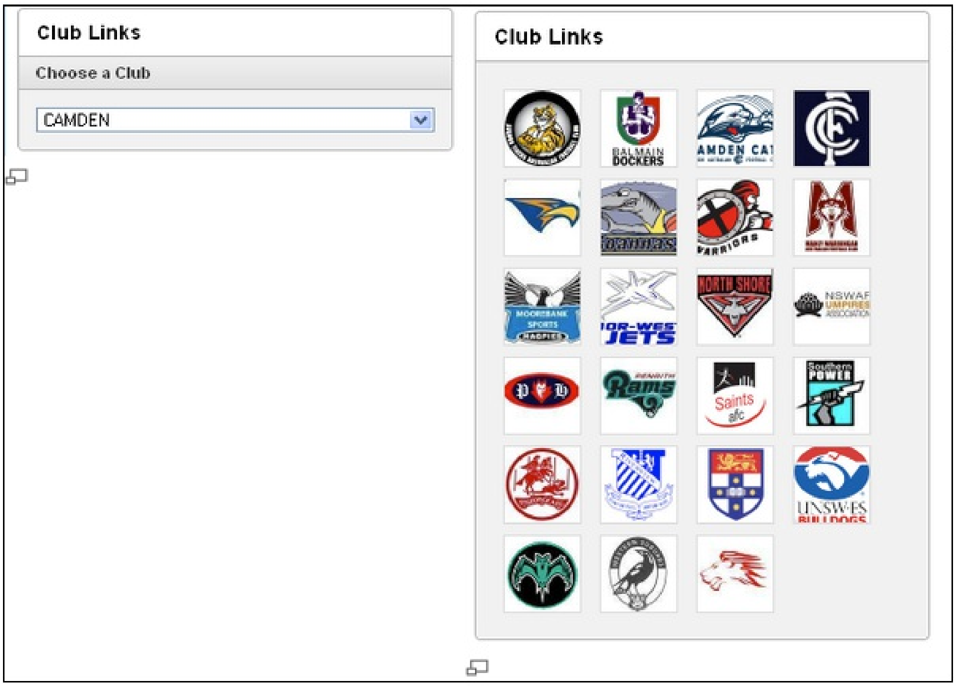
Club Links/Logos

Associations that use Gameday Passport to upload their competitions to their website will now see an additional section in the Widget Manager called ‘Club Links‘. This provides quick access to any club website.

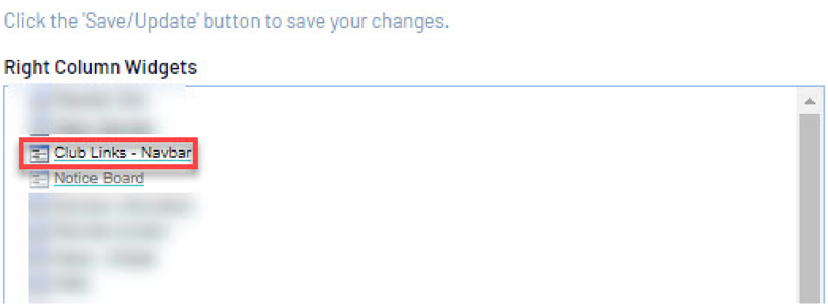
Example:



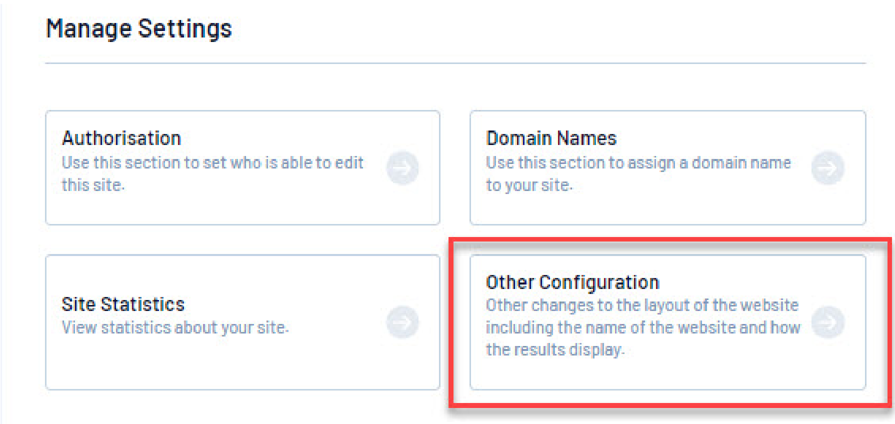
By adding club logos, they will also appear on the Club Websites page:

To set up a club/links logo section in your right hand column:

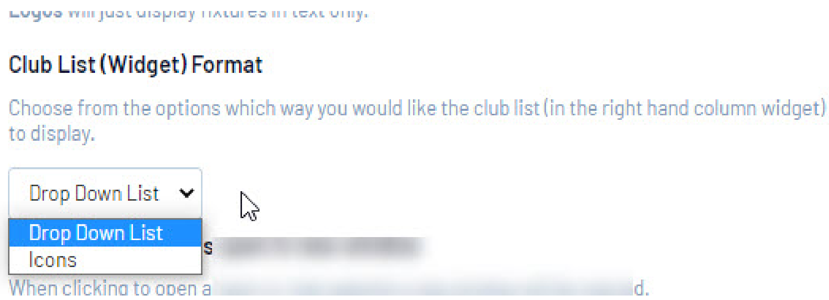
1. The Club Links section should appear in your right hand column. To confirm this, click on Widget Manager from the Site Administration Control Panel - there should be a page titled 'Club Links'.



2. To set whether your Club Links display as a list or logos you need to return to the Site Admin Control Panel and click on Other Configuration



3. Under 'Club List (Widget) format' – and select from 'Drop Down List' or 'Icons'*.



4. Click on Save Options.

5. Return to the Widget Manager, right click on the 'Club Links' section and tick the Active box to activate it.
* If you select the 'Icons' option, each club will need to have its logo uploaded to its club website. If your clubs have not done this themselves (or don't use their club website), association website editors are able to log into the admin area of their club's websites and upload club logos themselves.

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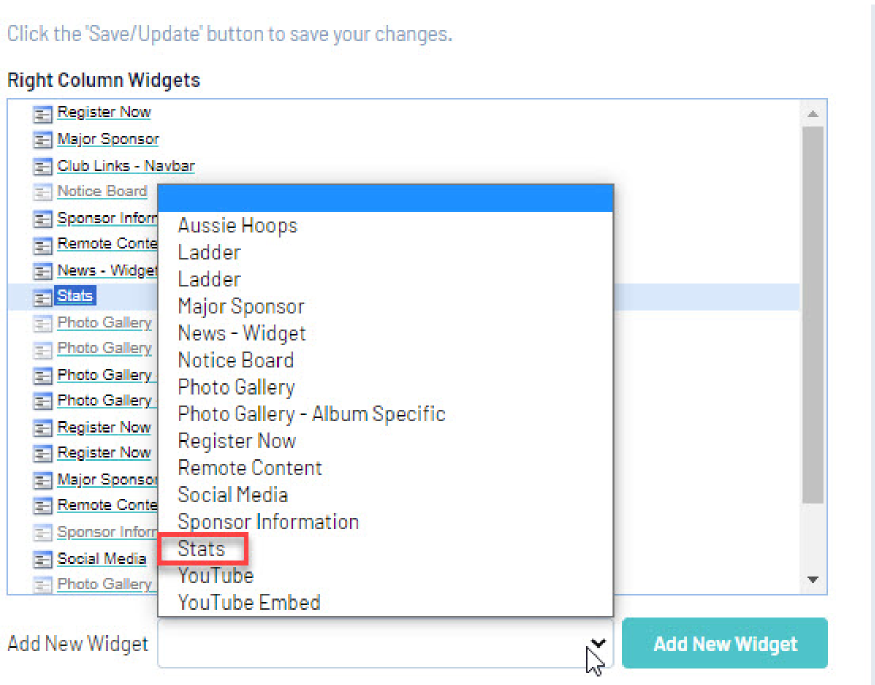
Stats

Please note at this stage this feature is only available in AFL, Basketball and Football (Soccer) websites.

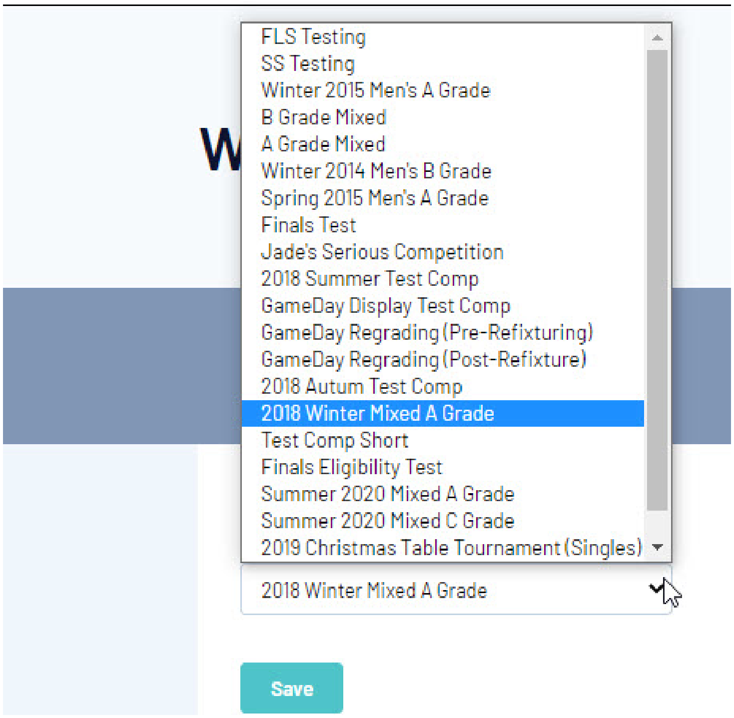
Competition stats and ladders have always been an extremely popular part of the Gameday offering. This widget will show the top five in a stats category for your chosen competition and will appear in your website's right hand column, along with the rest of the widgets we provide.

2. Under add new widget select "Stats" then add new section.

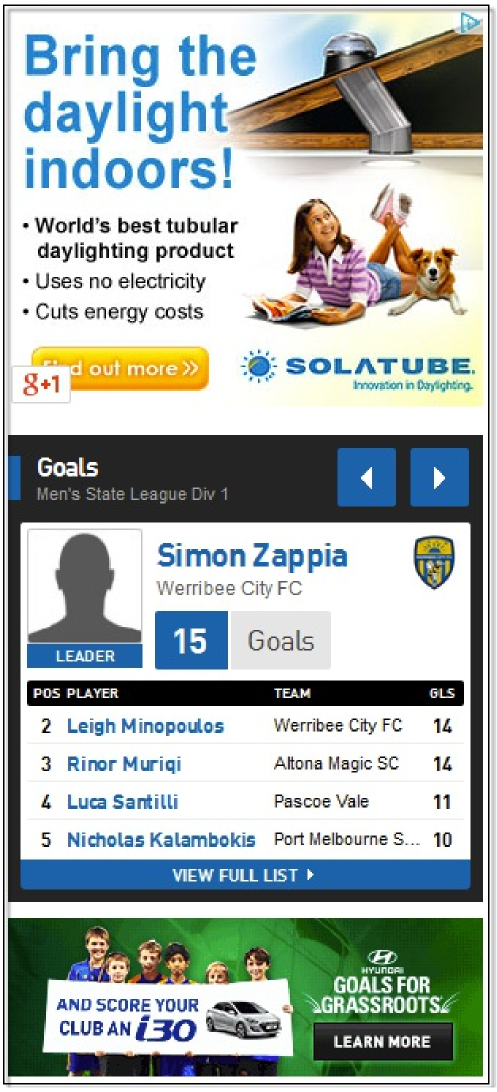


3. Click "Edit" (you will need to click "Active" when you want it to appear to the public).

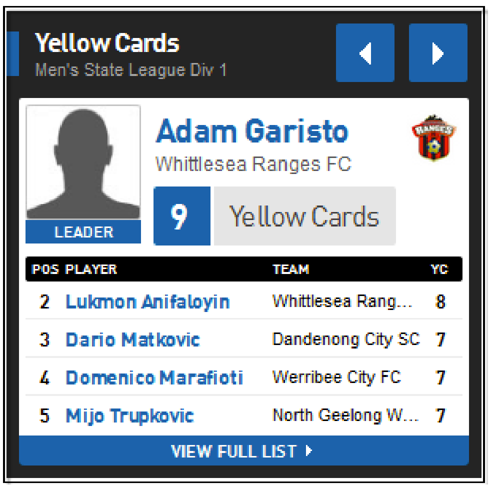
4. Choose your competition press "Save".



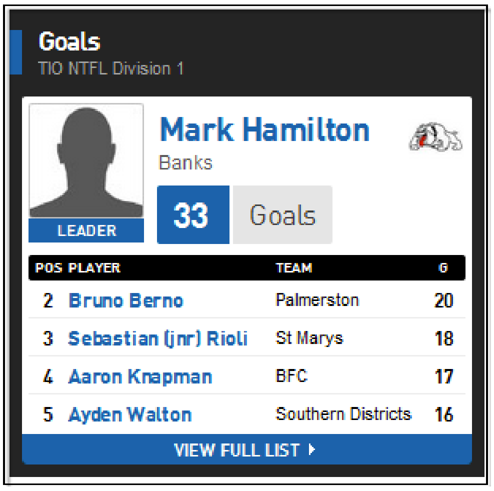
You will see your stats widget appear in the right hand column of your website!



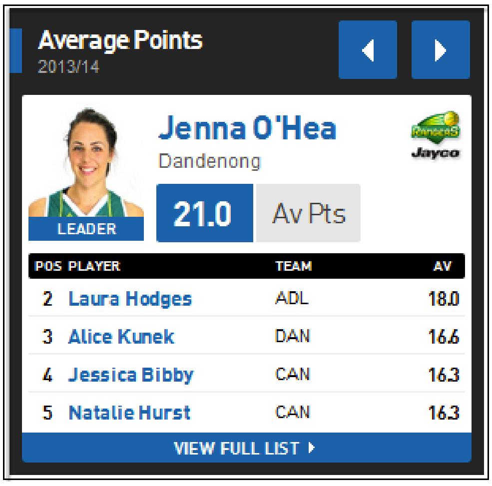
If your competition records season competitions stats for multiple stats categories you will see some arrows in the top right hand corner of your widget. This is where you will be able to navigate between the categories.



If your selected competition only records one stat then it will appear without the arrows as shown below.



If your players have images the leader's image will appear as shown below, otherwise the placholder image will appear (as per the above example).



Clicking "VIEW FULL LIST" brings you through to the competition stats page where the full leaderboard is visible.

Fixtures/Results

MEN'S STATE LEAGUE DIV 1

FIXTURE | RESULTS | LADDER | SEASON STATS | REPORTS | ROUND SUMMARY

Scoring Summary

Scoring Summary

Player Name	Team	M	GOALS	YC	RC
Simon Zappia	Werribee City FC	22	15		
Leigh Minopoulos	Werribee City FC	22	14	3	
Rinor Muriqi	Altona Magic SC	22	14	2	
Luca Santilli	Pascoe Vale	18	11	4	2
Nicholas Kalambokis	Port Melbourne Sharks	15	10	4	
Simon Kelly	Western Suburbs SC	22	9	6	
Goran Jozeljic	St Albans Saints SC	18	8	5	1

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Content Manager - Sections

Last Modified on 22/09/2021 12:30 pm AEST

The below information explains different sections whilst editing your website.

Firstly, scroll down to the bottom of your website and click 'Site Editor'. You will then be shown the Website Editor Control Panel.

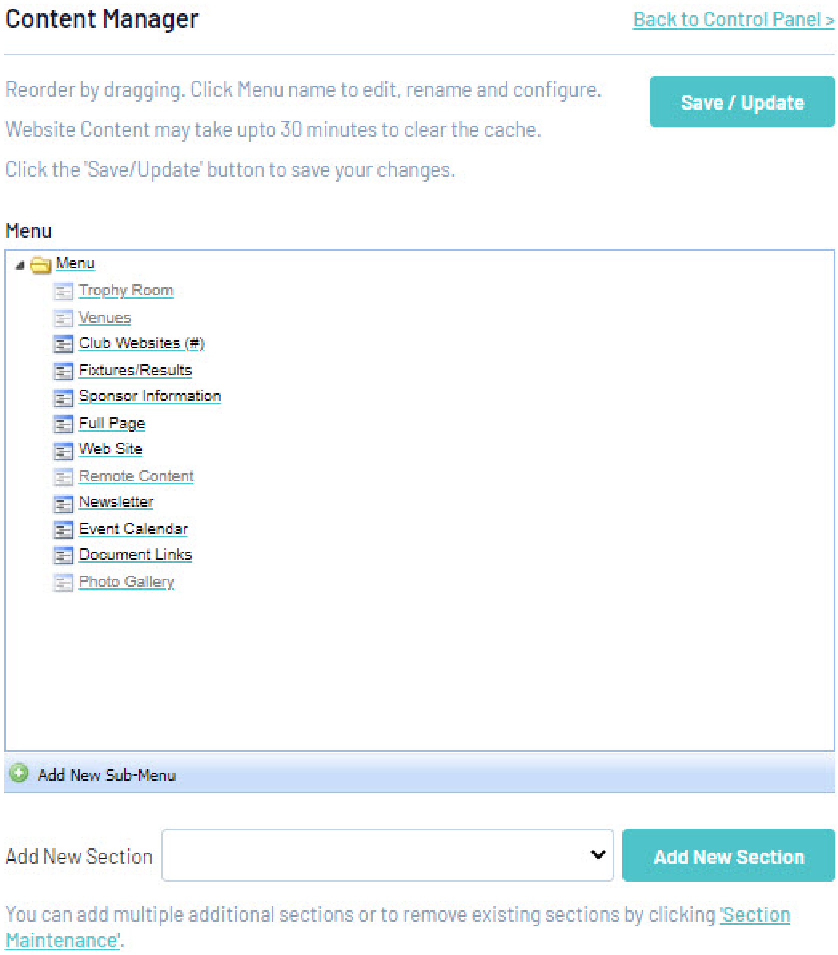
If you aren't able to access the website editor function for your Club website (either the previous editor is no longer at the Club, or the site hasn't had an editor before), then please click here. Alternatively , if your website already has a website editor, this person can authorise you as an additional website editor themselves. If you are a club, you must contact your Association for access.

NOTE: to make any of these headings active, just right click the section and tick the active box. Max amount of headings should be no more than 11, however you can do more than that, it will just create a dropdown option at the end of the menu header.

Content Manager - Overview

1. Click on Content Manager.

The Content Manager area displays a visual structure of what your website looks like at the front end. The Content Manager allows you to arrange the structure of your site by: Creating sub-menus Easily adding new sections



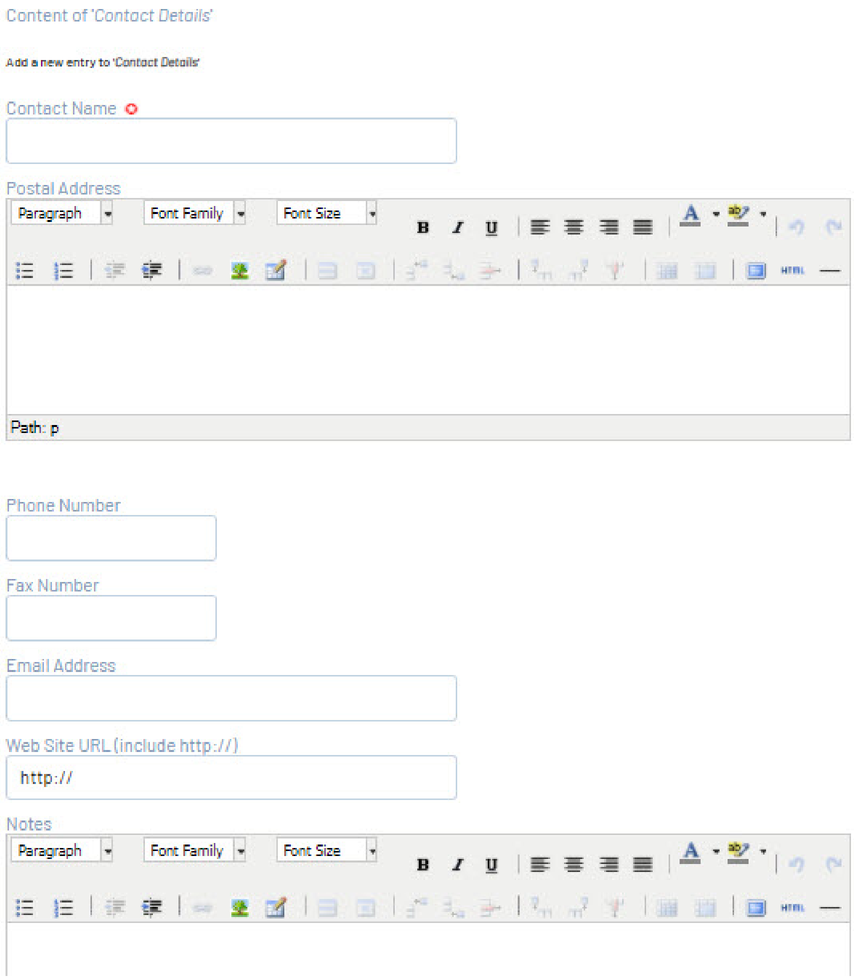
From the Content Manager you can right click on any section to edit and add content to your website. See The Right Click Menu for further detail.

Go to top

Contact Details

This section allows for only one entry and is specifically designed for the organisation to enter their contact details - contact person, postal address, phone number, fax number, email address and notes.

Enter the contact information in the required fields and click Save.



Go to top

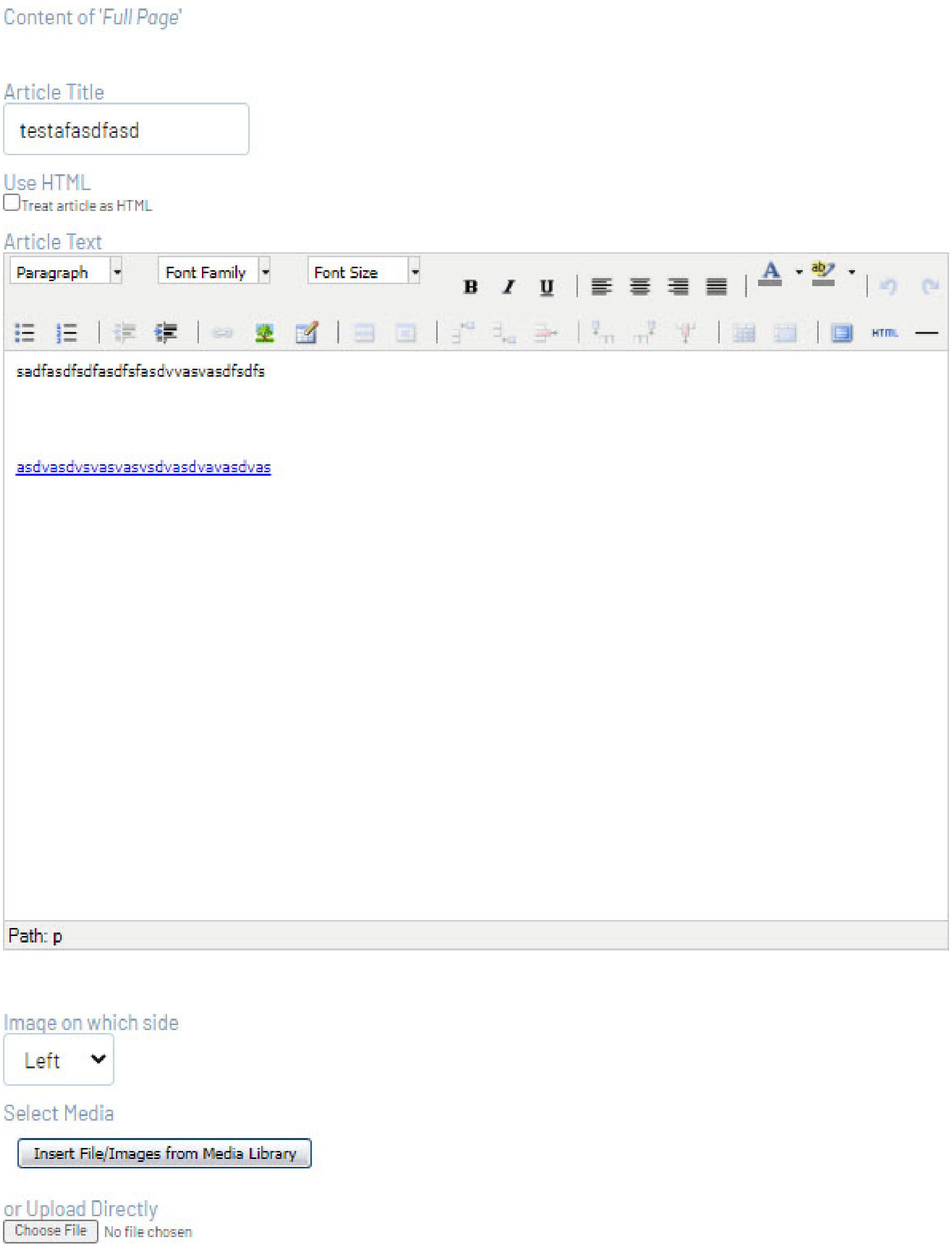
Full Page

A full page allows you to create a single page of text, html, images, hyperlinks and documents. The three icons at the top of the screen allow you to edit the content of the page, delete the page, or add/remove images and files.

Creating a New Full Page

1. When you edit a Full Page section from the Content Manager you will see blank fields for adding a new entry. Within the Article Text box, insert the information (text, tables, hyperlinks and images to create your page). Format your text using the 'What You See Is What You Get' (WYSIWYG) editor. For example, you can create bold, underlined, or italic text, modify font size, style and colour, or add bullet lists.

2. When finished, click Save. If you want to add images and photos separately, choose which side you want your image to appear under 'Image on Which Side' and click on Insert File/Images from Gallery. The next section explains how to add images and files.



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Adding Photos and Files

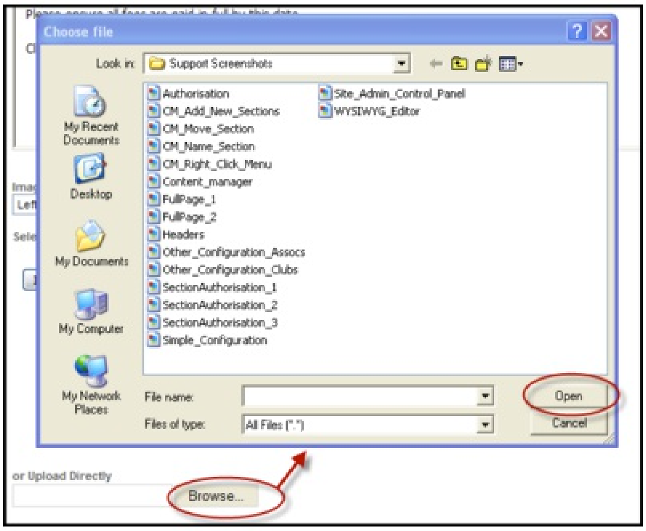
Images can be added to a full page through the 'Media Gallery' option.

To add Files and Photos:

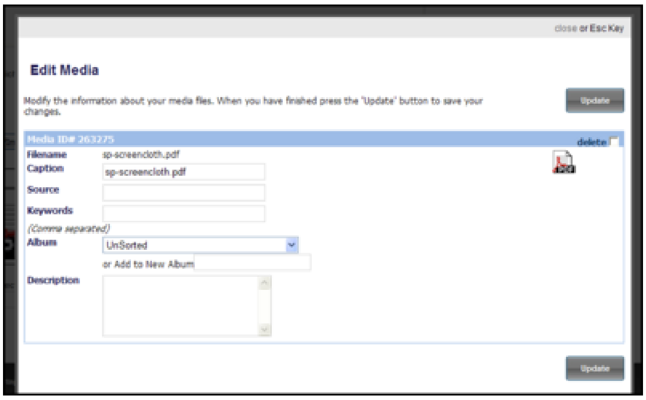
1. When adding your Full Page, go to the 'Image on Which Side' option at the bottom of the page. This allows you to select where you want to position your image/s by clicking on the drop down box and selecting left or right.

2. Click on Insert File/Images from Gallery. A screen will open which allows you to select an image. When you have found the image you want in the media gallery click "OK".

3. Alternately, you can upload a photo or file directly by clicking on BrowseYou will be taken to a screen which allows you to browse your computer for the image or file you wish to upload. Click on the Browse button to locate the file/image, and click on Open. Files can be no larger than 3mb and images no larger than 600kb.



4. To add a caption or a description to the image click on Edit in the top right corner of the image preview. A new screen will open allowing you to edit this information. Click Update when you are done.



5. Repeat this process for other images or files you wish to upload.

Go to top

Editing and Deleting a Full Page

1. Click on the Edit icon to go to the main editing screen. Here you can make changes to your Full Page.

2. To delete all content on a Full Page, click on the Delete icon at the top of the screen.

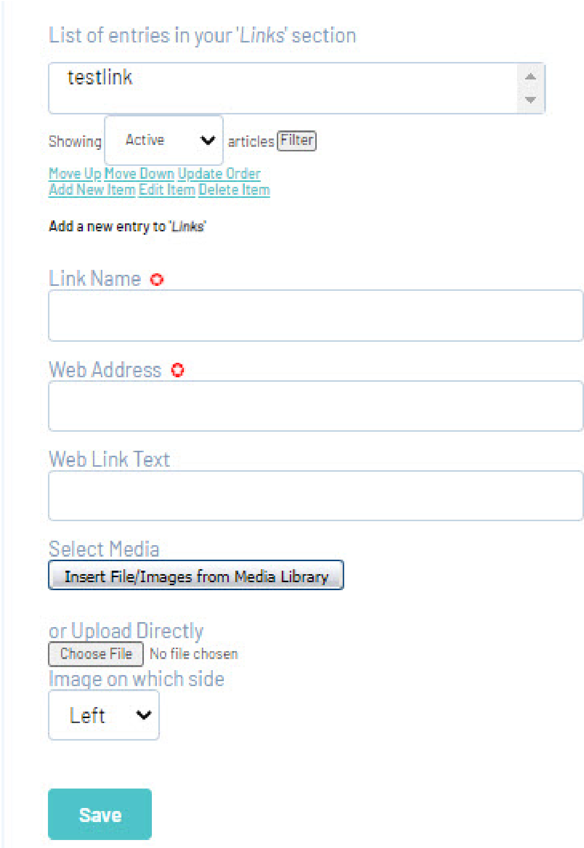
Go to top

Links

This section allows you to provide multiple links to other websites. The box at the top of the screen displays your list of active links.

Add a New Link

1. When you edit a Links section from the Content Manager you will see a screen with blank fields for adding a new link.



2. Enter the link name, eg. 'Gameday' (compulsory field).

3. Enter the web address, eg. mygameday.app (compulsory field).

4. Enter web link text, eg. ‘The leading provider of sports technology solutions’.

5. If you wish to include an image, select whether you want the image to be displayed to the left or right of the text.

6. Click on Save.

Add an Image to a Link

To add an image to a link, follow the instructions in the Media Library

Go to top

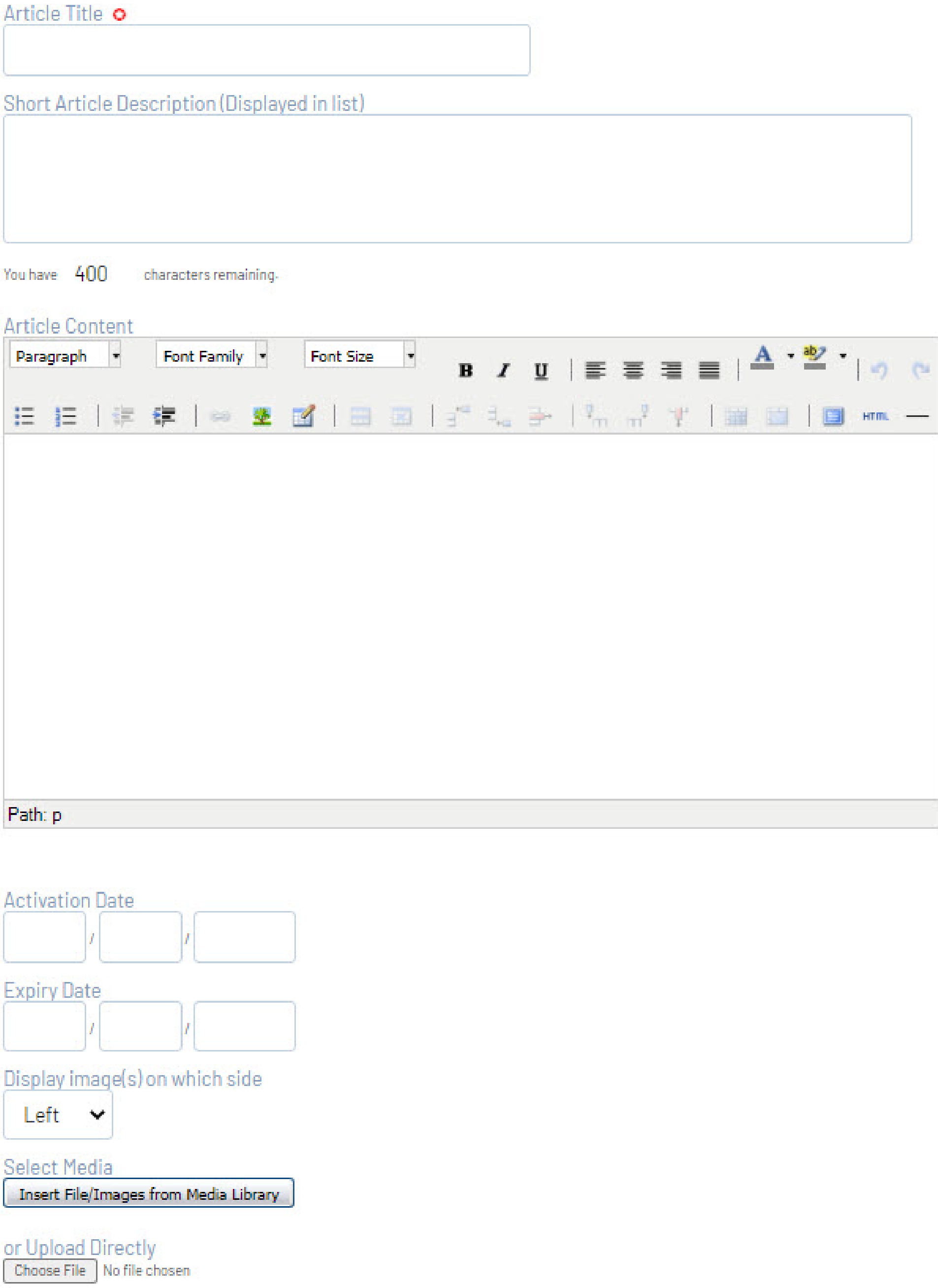
News

This section allows you to add multiple news items. The box at the top of the screen displays your list of active news items. As with editing a Full Page, there are several options available - Edit an Item, Photo/File Admin and Delete an Item. The new option is 'Add New Item’, because you can create multiple items (ie. news articles) to a news section.

NOTE: to aviod a lot of old news articles displaying when viewing this widget, we recommend you add an expiry date to each of the articles so they hide/remove after a certain time and you don't have a long list of old articles when viewing this page, as

deleting them cannot be done in bulk - only one by one.

1. Add a News Item When you edit a News section from the Content Manager you will see blank fields for adding a new entry. You can add a new news item at any time by clicking on the Add New Item icon.



2. Enter the article title (compulsory field).

3.Enter a short article description of up to 400 characters. On your website, this will be displayed in the list of news items on the main news page.

4. Enter the article content. Here you can enter text, tables, images, bullet lists, hyperlinks, and format text using the WYSIWYG Editor.

5. If you wish, the article can both appear and be removed from the news display after a certain date. To set

an activation or expiry date, enter the date in the fields provided. After the expiry date the article will be moved to the archives folder.

NOTE: we recommend putting in expiry dates, so this widget doesn't end up having a long list of articles that are no longer relevant.

6. If you intend to include images separately, select whether you want images to display on the left or right of the article.

7. If you are finished, click on Save. Repeat this process for each news item.

8. If you wish to upload an image or attach a file to the news item, click on Save and Edit Images/ Attachments.

Adding an Image or File

1. For instructions on adding files and images see the Media Library

2. To remove existing images and files click on ‘Delete Image’ or ‘Delete File’ above the thumbnail of the image/file.

Edit a News Item

To make changes to an existing news item:

1. Highlight the news item you wish to edit by clicking on it. Click on ‘Edit Item’.

2. The existing article information and content will be displayed. Make the desired changes to the news item.

3. When finished modifying the news item, click on ‘Save’, or ‘Save and Edit Images/Attachments’ to add new or remove existing images and files.

Delete a News Item

1. Highlight the news item you wish to delete. Click on the ‘Delete Item’ icon.

2. A message will appear saying ‘Are you sure you wish to delete this entry?’ Click on ‘yes’. This will permanently delete the news item.

View archives

News items that have been given an expiry date will be moved into the archives folder once they reach their expiry date (when setting an expiry date it must be at least a day into the future). This means that the item is not deleted but stored for future reference or access. To view archived items:

1. Under the box displaying the list of news items, next to ‘Showing’, there is a drop down menu.

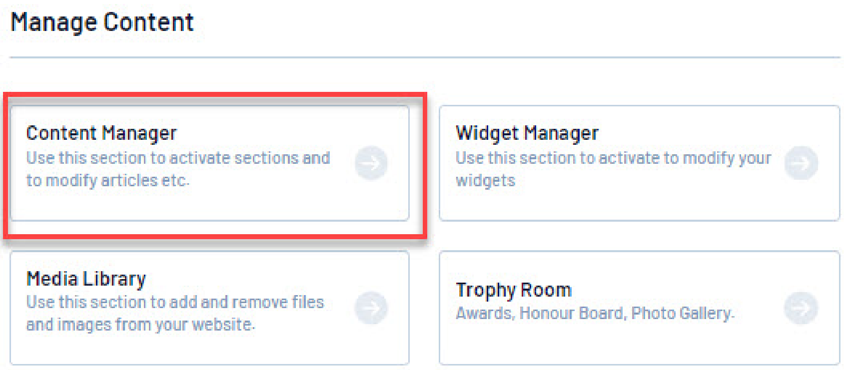
2. Click on the drop down menu and select ‘Archives’. Click on ‘Filter’. All archived items will be displayed. They can then be viewed, edited, deleted, or re-activated by changing the expiry date.

For options regarding sorting the date display, article list display and order of appearance of news items, go to Configure Sections.

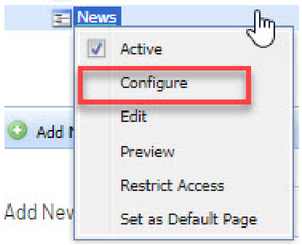
Go to top

Disabling News Article Comments

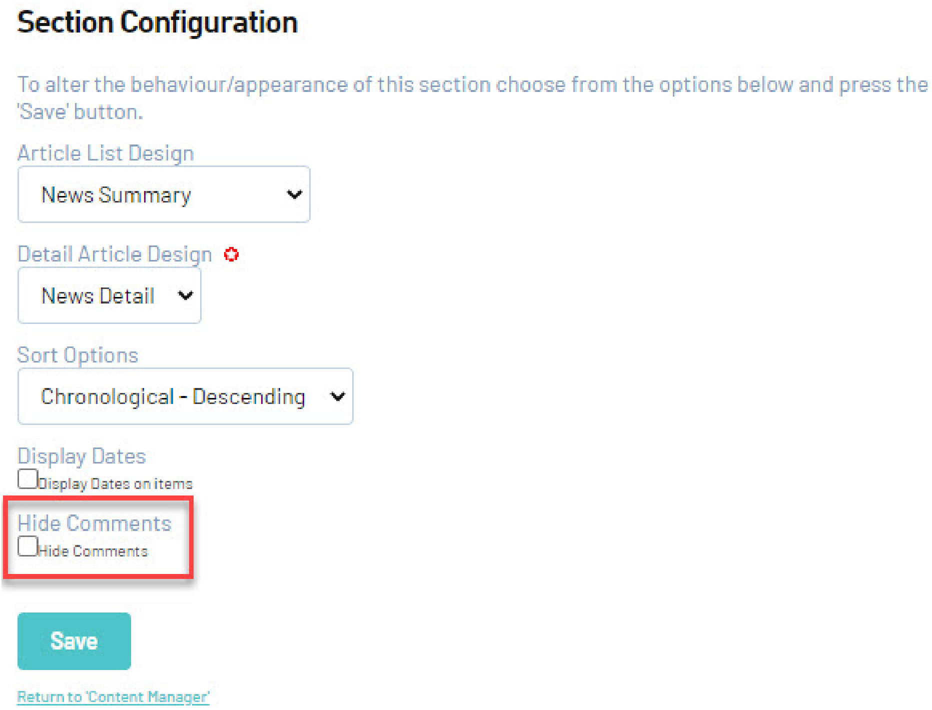
1. Click 'Content Manger'.



2. Right click on 'News' and click 'Configure'.



3. Scroll to the bottom, tick the 'Hide Comments' box and click save.



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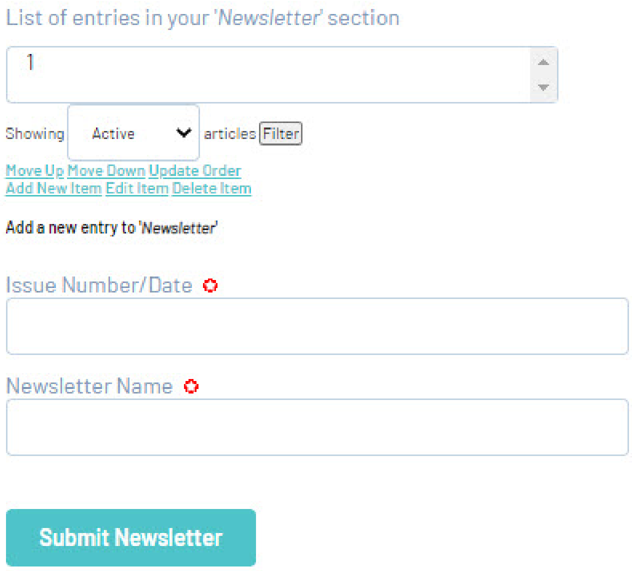
Newsletter

This section type allows you to create newsletters that in turn are made up of multiple articles. Creating an article works in the same way as creating a news item in the news section.



To create a newsletter:

1. When you edit a Newsletter section from the Content Manager you will see a screen with blank fields for adding a new newsletter. You can also click on the Add New Item icon at any time when the List of Newsletter Entries is showing to create a new newsletter.

2. Enter the issue number and date (compulsory). This is what will appear in the drop down list of newsletters on your website's main newsletter page.
3. Enter the newsletter name (compulsory).
4. Click on Submit Newsletter.
5. Repeat this process to continue adding new newsletters.

Add and Manage Newsletter Articles

1. Highlight the newsletter in the list of entries that you want to add an article to (or edit) and click on the Edit Item icon.
2. Click on Manage Newsletter Articles.
3. Enter the article title (compulsory field).
4. Enter a short article description. On your website, this will be displayed in the list of article items on the page for that particular newsletter.
5. Enter the article content. Here you can enter text, tables, images, bullet lists, hyperlinks, and format text using the WYSIWYG Editor.
6. If you are including images separately, select whether you want images to display on the left or right of the article.
7. Follow the instructions in the Media Library to add images or files.
8. Click on Save.

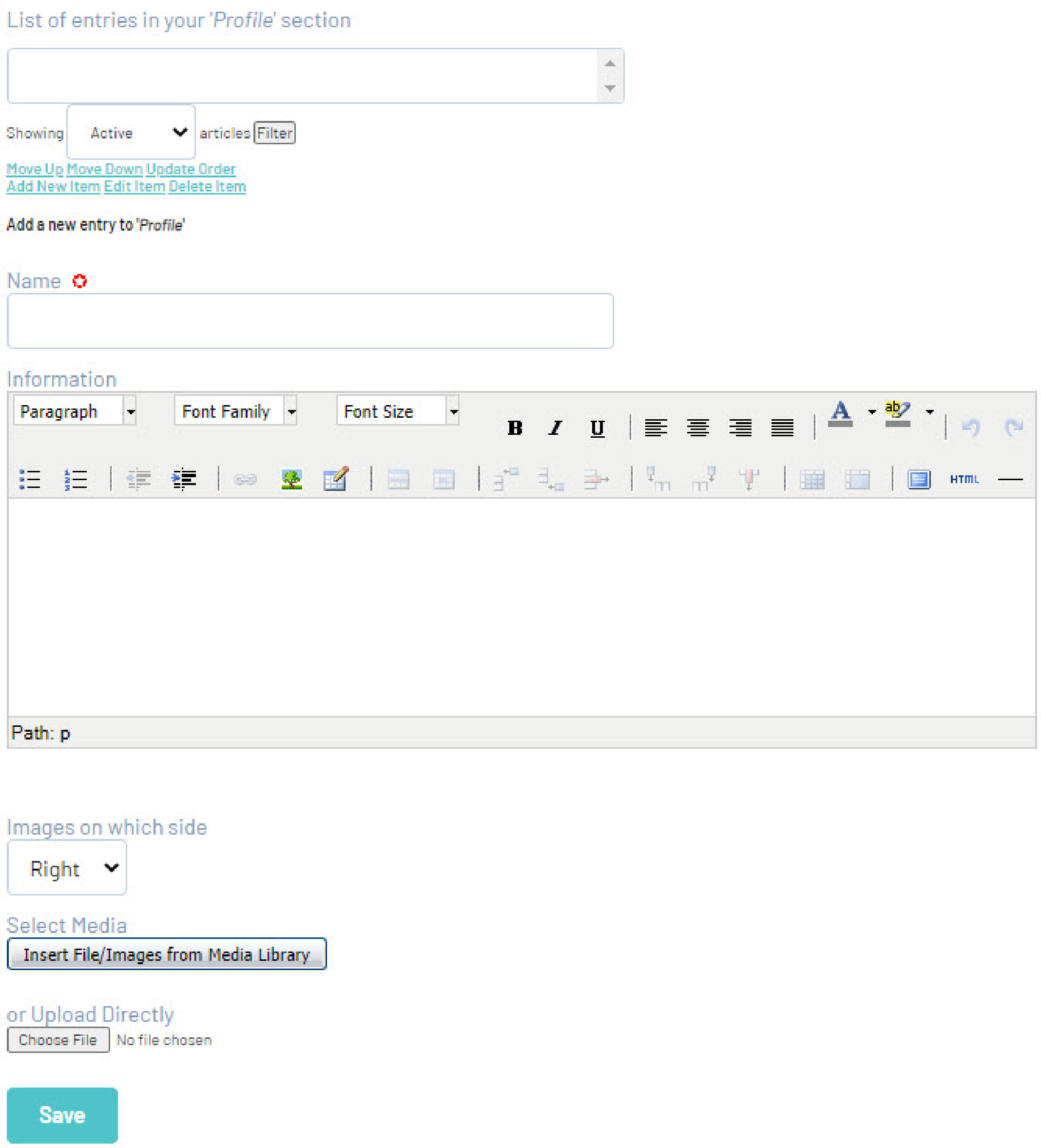
Go to top

Profile

A Profile section works similarly to the News section, only that instead of entering multiple article entries, you enter multiple profiles. Profile information is entered into up to 16 fields of your choice. For information on changing the names of each field, click here. You can upload one image per item (usually a photo of the person).

Add a New Profile

1. When you edit a Profile section from the Content Manager you will see blank fields for adding a new entry. You can add a new item at any time by clicking on the Add New Item icon.



2. Enter the person's name in the 'Name' field (compulsory).

3. Enter text in the 'Information' field which can be formatted using the Editor.

4.If you intend to include an image, select whether you want the image to display on the left or right hand side and then follow the instructions in the Media Library to add the image.

5. If you are finished, click on Save. Repeat this process to add multiple profiles.

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Remote Content

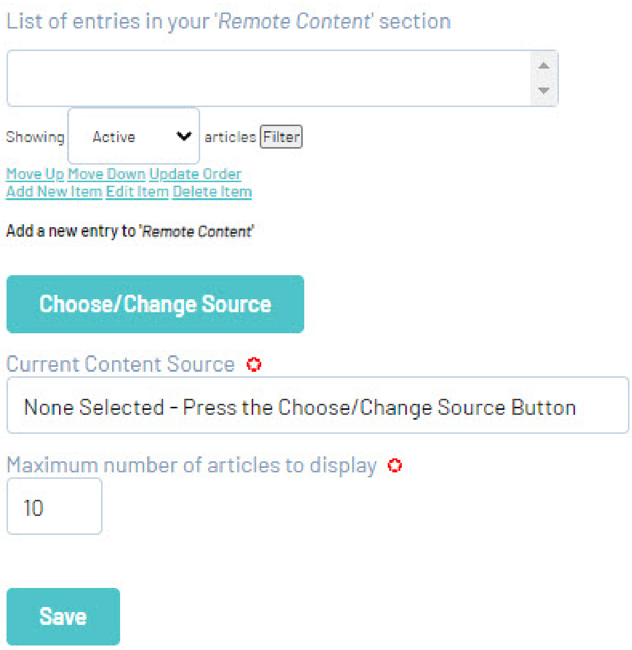
This function displays news content from external websites. You can choose to display information from more than one source.

1. Edit the Remote Content section from the Content Manager.

2. Click on Choose/ Change Source.

3. Click on Browse.

4. Scroll through the list of remote sources to select the source you want to use. Click on the link to that source to select it.



5. Select the maximum number of articles you want to be displayed from the source (default is set to 10).

6. Click on Save.

7. The selected remote content source will now be displayed in the list of entries at the top of the screen.

8. Repeat this process if you wish to include other remote content sources.

9. You can manage remote content sources in your list by moving them up and down the order, deleting them, or by clicking on the Edit Item icon to change a source.

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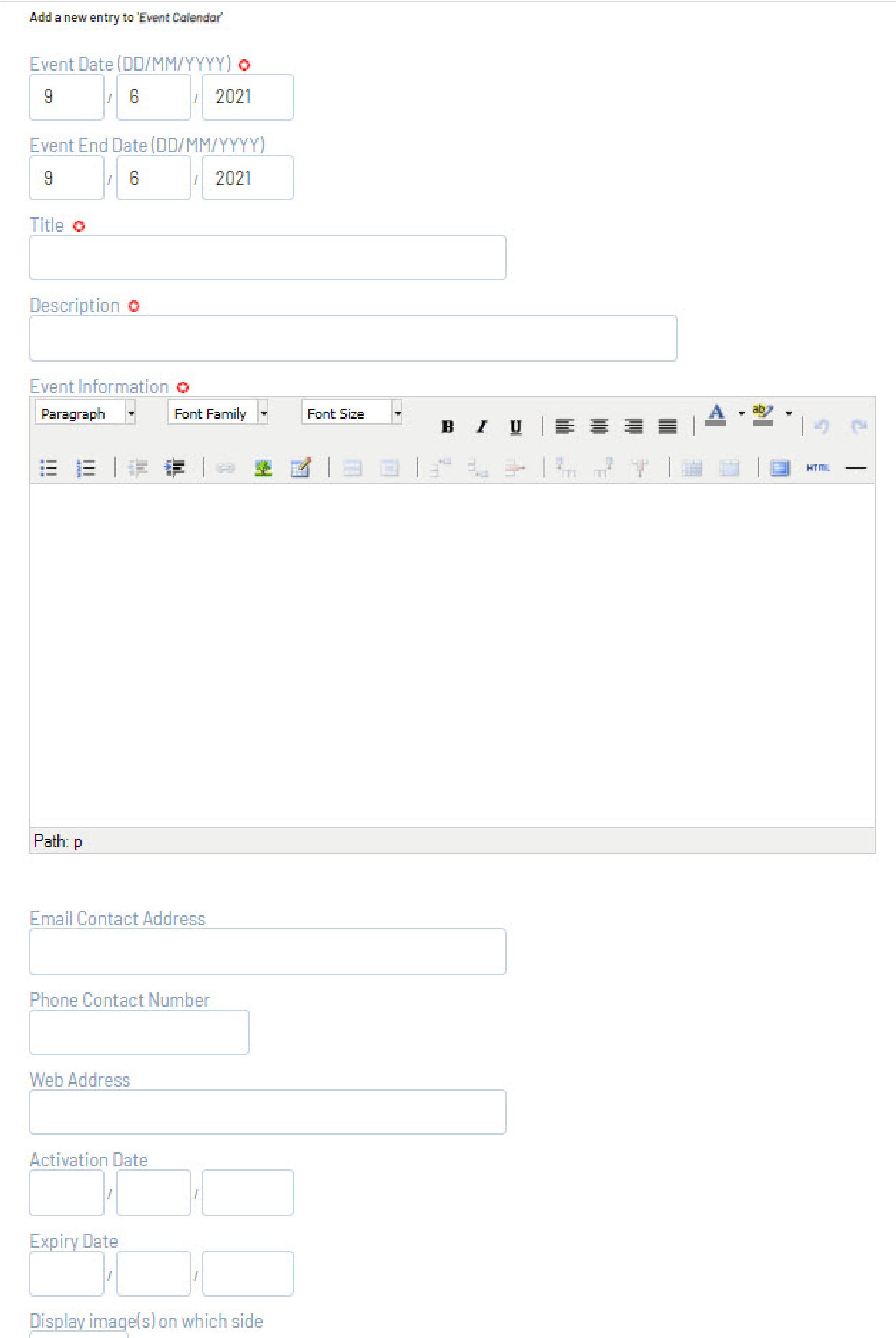
Event Calendar

This section allows you to list multiple events into a calendar. Each entry must have a date, title, brief description and event information. You can add other non-compulsory information such as email address, phone number and web address, and insert one image and one document for each event.



Add a New Event

1. When you edit an Events Calendar section from the Content Manager you will see a screen with blank fields for adding a new event. You can also click on the Add New Item icon at any time when the List of Event Entries is showing to create a new event.

2. Enter the event date (compulsory) and an end date (optional) if the event goes for more than one day.

3. Enter the event name and a brief description of the event in the fields provided (compulsory).

4. Enter detailed event information using the Editor.

5. Enter email address, contact phone number, web address, activation date and expiry date (all optional)

6. If you wish to include an image, select whether you want the image to be displayed to the left or right of the text.

7. Click on Save.

Add an Image or File to an Event Entry

1. Follow the instructions in the Media Library to add an image or a file to an event entry.

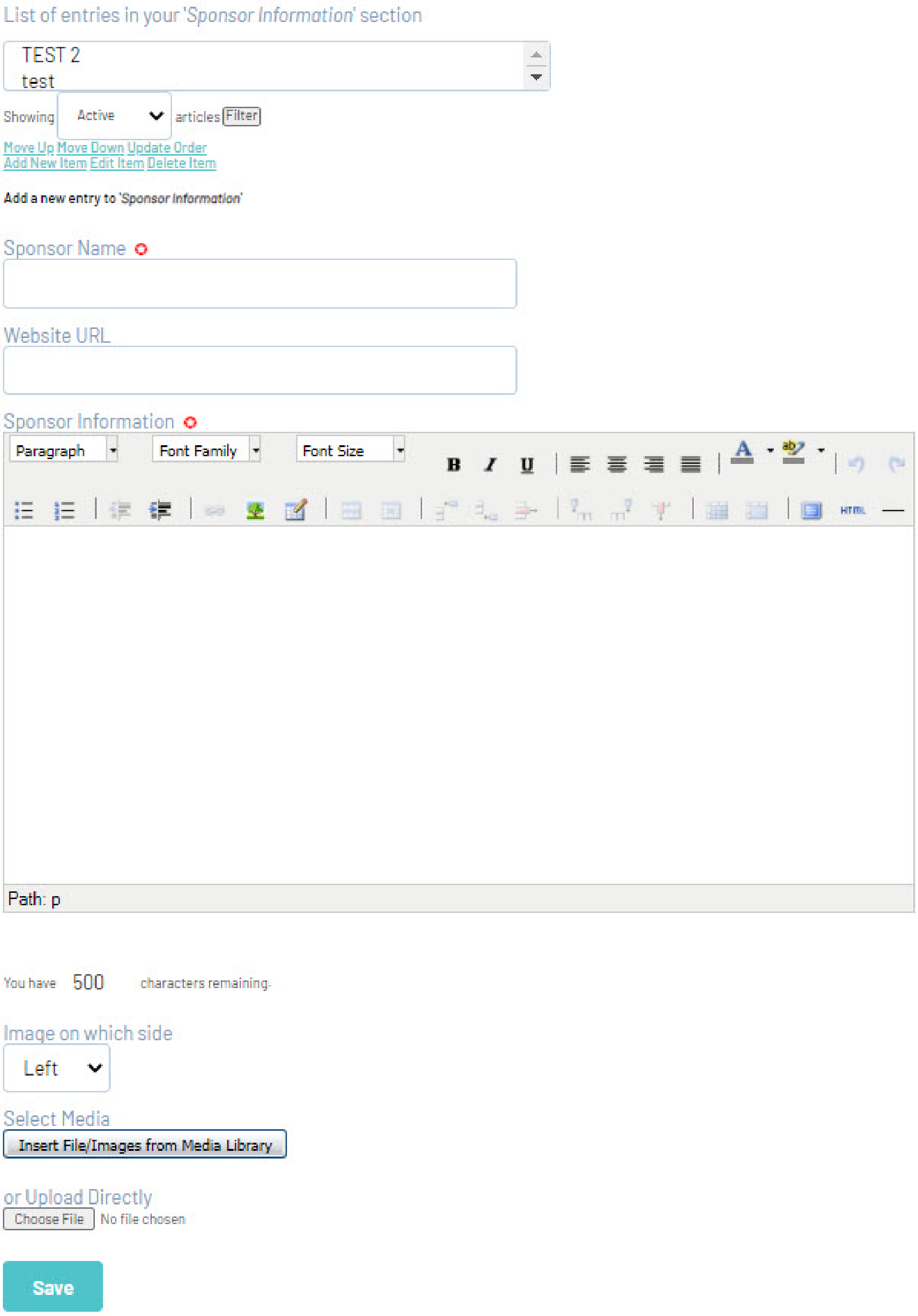
Go to top

Sponsor Information

This section allows multiple entries for sponsor information. One image (eg. Photo or sponsor logo) can be uploaded per entry. Each individual sponsor entry will display in a list on the sponsor page of your website, in a similar manner to a news page.

Add a new Sponsor Entry

1. When you edit a Sponsor Information section from the Content Manager you will see a screen with blank fields for adding a new sponsor.



2. Enter the Sponsor Name in the field provided (compulsory), their website address (optional) and any other information in the 'Sponsor Information' box. Similarly to a Full Page, this can be text, html, tables, photos, etc. and can be fully formatted in the WYSIWYG Editor.

3. If you wish to include an image separately, select whether you want the image to be displayed to the left or right of the text.

4. If you wish to upload an image for a sponsor, click on Save and Edit Images/ Attachments (go to the next section).

5. If you do not want to upload an image, click on Submit Sponsor Information. Repeat this process to add multiple sponsor entries.

Go to top

Adding an Image/ Logo

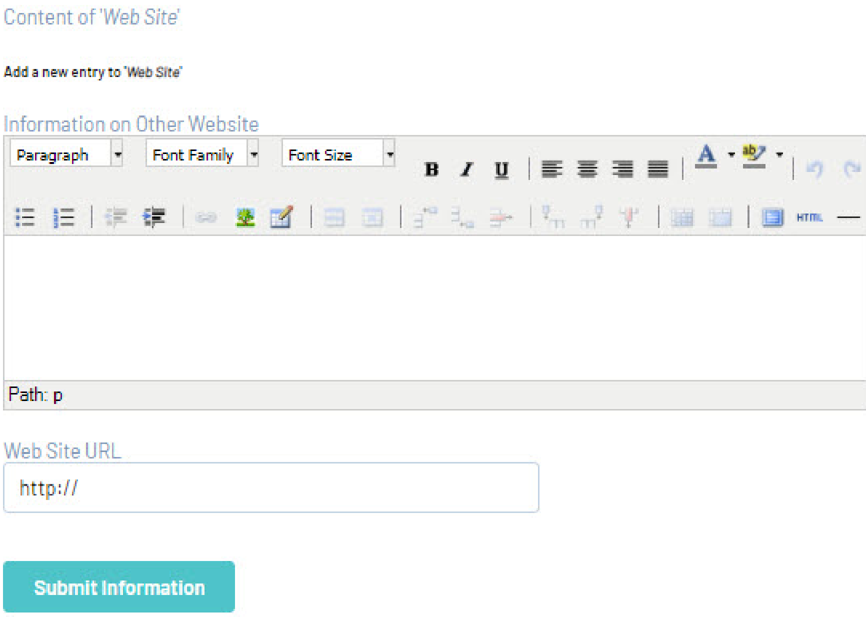
Follow the instructions in the Media Library to add an image or logo. This section allows for one entry and is specifically designed for an organisation to enter details about their other website, should they have one. This is often used by associations who use another website as their main site, and link to their Gameday Website to display uploaded competition information (fixtures, results and ladders) from Gameday Passport.

1. From the Content Manager, edit a 'Website' section.

2. In the first field, enter information on the other website.

3. In the second field, enter the website address.

4. Click on Submit Information.



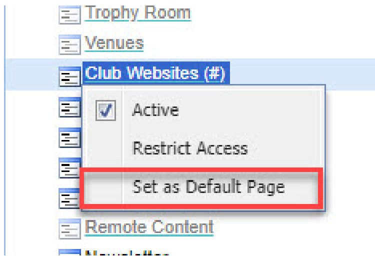
Go to top

Set the default (home) page

The default section is your home page (the page that opens when your website is first viewed).

1. Click Content Manager.

2. To set the default section, right click on the section that you want to make the default section and select 'Default'. A hash (#) symbol denotes which section is the current default section.



Go to top

Standard Website Design Tips

Last Modified on 10/06/2021 10:06 am AEST

Standard Website Design Tips

Gameday provides a number of tools to help you design a professional website.

Follow these tips to create an engaging and user-friendly experience for your members and fans.

Note: Website Template changes are not available for Football/Soccer Websites.

1. Association/Club Logos and Page Headers

Logos and banners are important visual indicators that tell your audience they are visiting the right website.

By following a few simple steps, can make sure that first impressions count!

1.1 Logos

Your logo is an important connection your audience will have with your website.

Below are some steps to consider when adding your logo:

Ensure your logo is the right size (200 pixels x 200 pixels)

Make sure your whole logo fits into this size dimension (i.e. Resize your logo rather than cropping it to fit the size requirement)

Use a high resolution image

If you have recently changed your logo, ensure that latest version is uploaded to your website as soon as possible

Make sure your club or association name within your logo. If not, you can add your logo in the page header section (See 1.2 Page Headers).

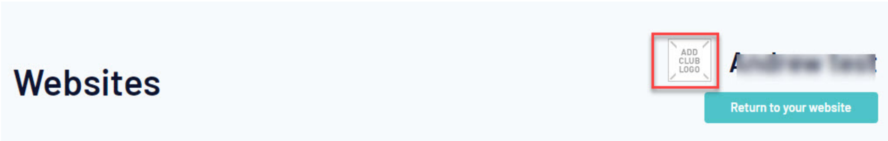
Avoid using a logo that isn't identifiable with your club or association. For example, using an association logo instead of your club logo might confuse visitors and drive them away from the site. If this is unavoidable, ensure the correct club or association name sits alongside the logo.

To add or update your logo:

Login to Passport

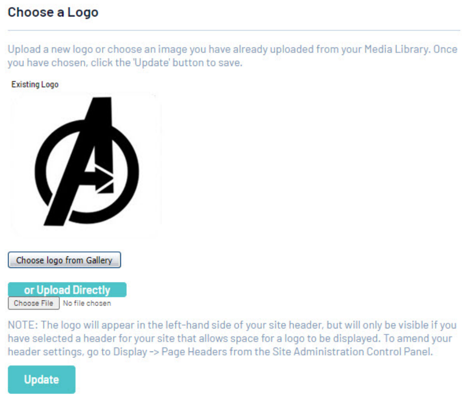
Go to 'websites' and select the relevant site

Click the logo icon to the left of your website name (If you have already uploaded a logo, it will display your existing logo)



Upload your logo from the approved gallery or from your computer

Select ‘Update’



1.2 Page Headers

Apart from your logo, your Page Header reinforces that visitors are viewing the correct website.

Gameday provides a selection of default options; however we recommend using a template that relates to your sport (these will be uploaded for you to choose from when your site is created) or by creating your own custom page header. If providing a custom page header:

Avoid using generic colours. Ensure the colours match your primary and secondary association or club colours.

Custom page headers are required to be 996 pixels (W) by 140 pixels (H) (NOTE: The height of the header can be between 100 pixels and 140 pixels. However, the width is fixed at 996 pixels.)

Use high resolution imagery that relates to your sport and easy easily recognisable

If you integrate your logo into your banner, you may not need to place a designated logo on your site. If this is the case, your banner will need to be wider by 200 pixels to accommodate for the extra space..

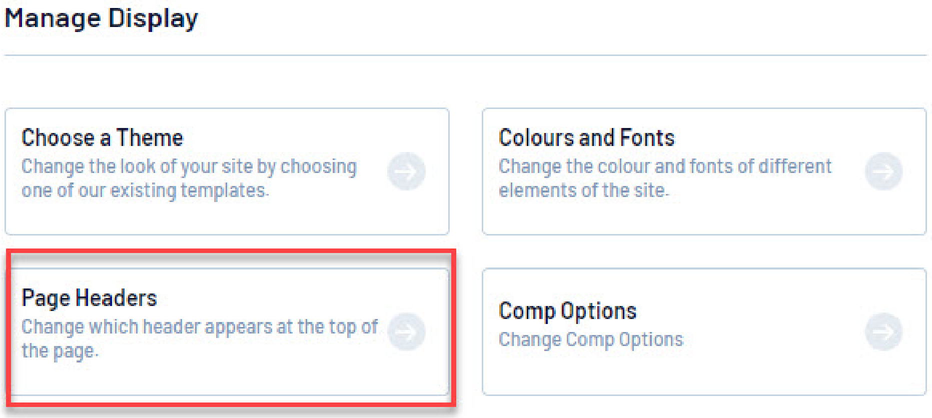
Banner must be submitted in .jpg format

If you'd like your own header design to be uploaded to your website please get in touch with our customer support team .Make sure when submitting your ticket you attach the image file of the header and provide a link to your website.

To select a Page Header from one of our templates:

Login to Passport

Select ‘Page Headers’ under the Manage Display section



Select your desired header

Click ‘Save’

1.3 Choosing Themes

Ga provides a number of default themes that can help you get up and running quickly, but to really strengthen the branding of your website we recommend using the advanced colour palate tools.

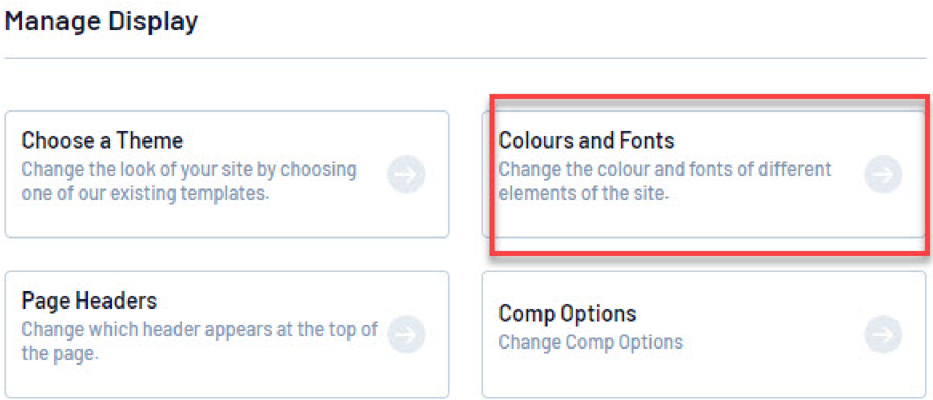
You can set colours for headings, page titles, backgrounds, menus and tag lines.

To do this, find out the colour codes of your primary and any secondary colours, associated with your club or association.

Then follow the below steps:

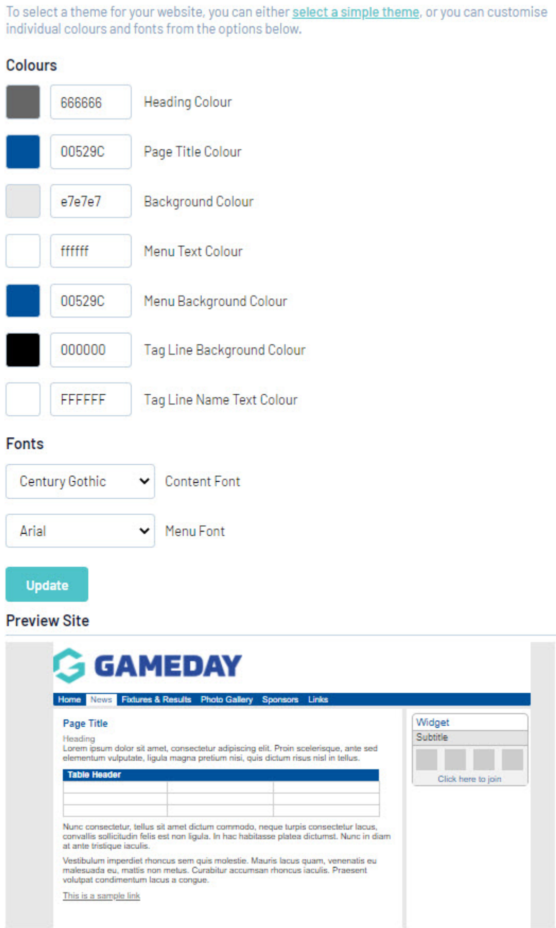
Login to Passport

Select ‘Colours and Fonts’ under the Manage Display section



Enter the colour codes in the field provided. You can customise where you can feature your primary and secondary colours on menus, headings and backgrounds.

Check the 'preview site' section. This will preview how the colour themes will display on your site.



Click 'Update'

If you're unsure of your club or association colour codes, you can select the colour box next to the code field. This will bring up a number of colours. Select which options give you as close to your desired colour scheme as possible.

Some other things to note regarding colours and themes:

It's very important that text is easily readable for users. When previewing your websites theme, consider that visitors to your site will be trying to easily navigate to the page(s) they want, and may be reading a lot of text.

Try and stick to your primary and secondary colours where possible, and use neutral colours such as black, grey or white to compliment these. Using a large number of colours that are not related to your club or association will confuse and disorientate visitors to the site.

1.4 Club and Team Logos – Fixtures & Results

Associations and Leagues can elect to display the logos of their teams and clubs within their competition pages, providing the teams and clubs have uploaded their logos.

We recommend displaying logos on your competition pages as it is more engaging for visitors and it helps uses to find the information they are looking for.

Instructions on how to do this can be found here.

1.5 Custom background image

If you would like to have a custom image appearing as the background on your standard website you will need to submit a support request to get this added for your website: support@sportstg.com

The correct dimensions that this image needs to be is: **2560px wide with a 996px wide gap in the middle** (as this is where the content of the website sits), while the height of the image should roughly be between 900-1000px.

Competition Options

Last Modified on 10/06/2021 9:55 am AEST

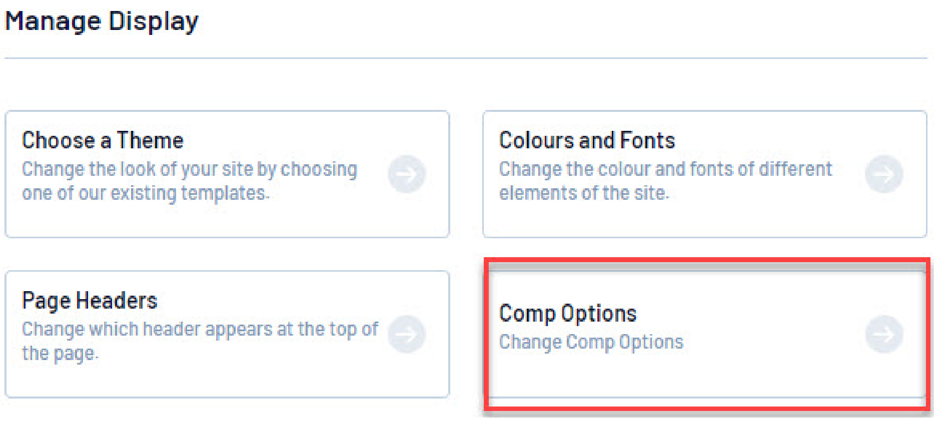
Below are detailed examples of how to edit headings under the Competition Options area within the Website Editor Control Panel.

Firstly, scroll down to the bottom of your website and click 'Site Editor'. You will then be shown the Website Editor Control Panel.

If you aren't able to access the website editor function for your Club website (either the previous editor is no longer at the Club, or the site hasn't had an editor before), then please click here. Alternatively , if your website already has a website editor, this person can authorise you as an additional website editor themselves. If you are a club, you must contact your Association for access.

Hide Competitions

1. From the Website Editor Control Panel, click on Comp Options underneath the Manage Display heading.



2. The Competition Options screen allows you to do two things:

- Set a feature competition which will be anchored to the top of the list on the Fixtures/Results page:
  - Select a feature competition by choosing it from the drop down list
- Hide competitions from appearing on the website:
  - Tick the boxes corresponding to the competitions you wish to hide.
- Click on Update to save the changes

Go to top

Add Comments on Games

Anyone can comment for a game listed in the result service. Clicking on the blue Post a new comment link will enable comments to be made by members.

Website editors at the association level can remove inappropriate comments posted by members if required. A 'Delete Post' button will appear for association editors only at the bottom of the comment page. Clicking the 'Delete Post' button will permanently remove the comment.

Go to top

Manage Players (Team Only Option)

This option will appear in the Site Administration Control Panel for team websites only. Team websites are created when an association uploads a competition from Gameday Passport. Players entered into the team through Passport will appear on the team website. This is a profile section and works in exactly the same way as a normal Profile section by allowing you to edit player profiles for the team.

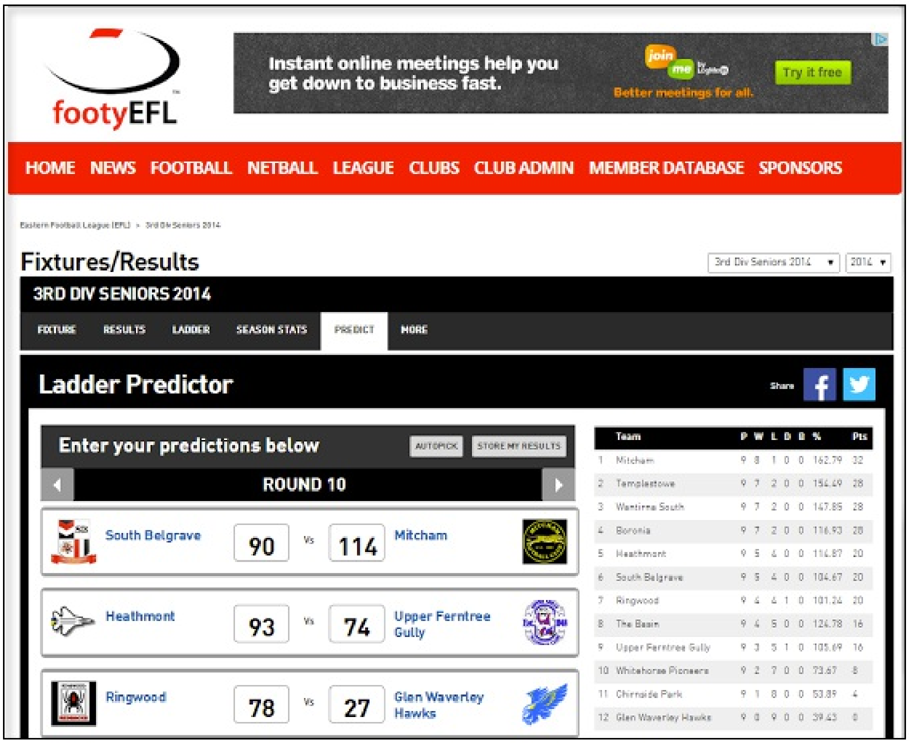
Because the players are uploaded from Gameday Passport, this section cannot be edited through the Content Manager. This information will still be visible on the team website even if you choose to activate the Copy Club Content option.

Go to top

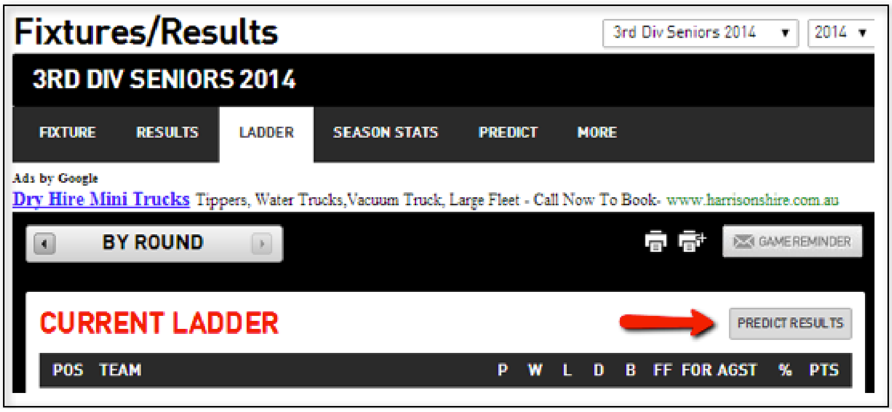
Ladder Predictor

The Ladder Predictor is available for AFL, Basketball, Football and is developed to allow visitors to your site, easily predict upcoming matches and see if their team can make the finals. The Ladder predictor has seven templates which can be configured for each competition. Also the Predictor can be configured to display or be hidden by individual competition (instructions below).

The Predictor is shown below (next to 'Season Stats'):

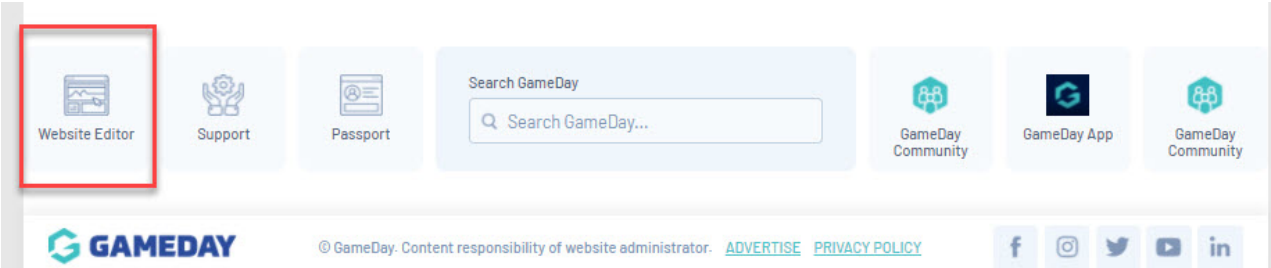


Also on the ladders page.



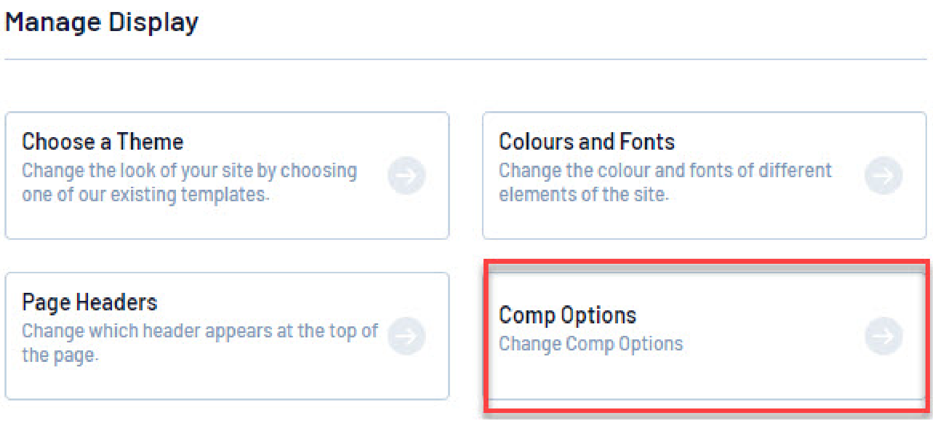
To configure it in the back end:

1. Scroll to the bottom of your webpage and click 'Site Editor'.



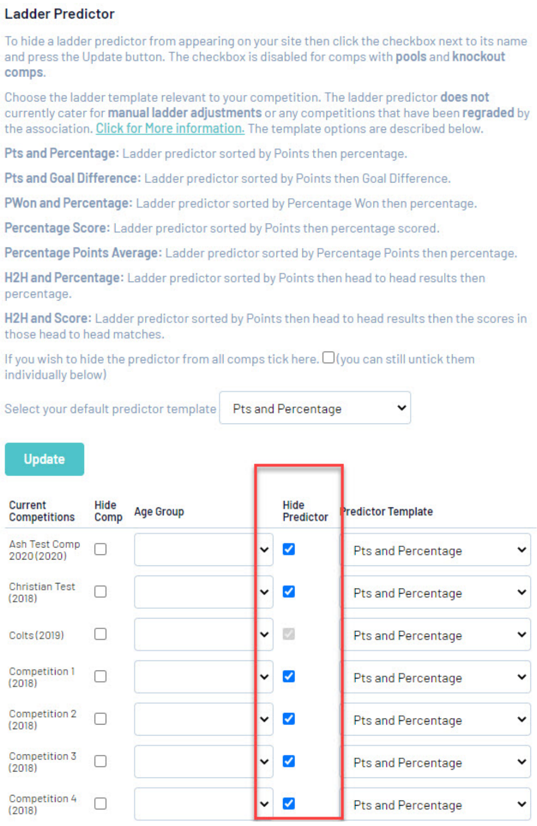
2. Scroll to Manage Display and click 'Comp Options'.

There will be additional information in the backend for AFL, Basketball and Rugby League besides the feature competition information.



3. In the below image, you can find information about the available templates.

Choose which template you wish to use from each competition and choose whether to hide the ladder or not. There is also a bulk hide and bulk template chooser so that you can make all your competitions the same if required.



Go to top

Store Results

This stores the information locally in the users browser so they won't have to enter in their predictions again the next time. (It will not be there if they store it and try it in another browser on their phone). When the round is played the score gets over written with the real game score, which is put in by the association.
 Currently their is no functionality to compare your predictions with the actual results

Please Note: It is currently only available for 'normal' competitions, not pools or knock out competitions and does not cater for manual ladder adjustments made by the association (which includes all competitions that have been regraded).

Go to top

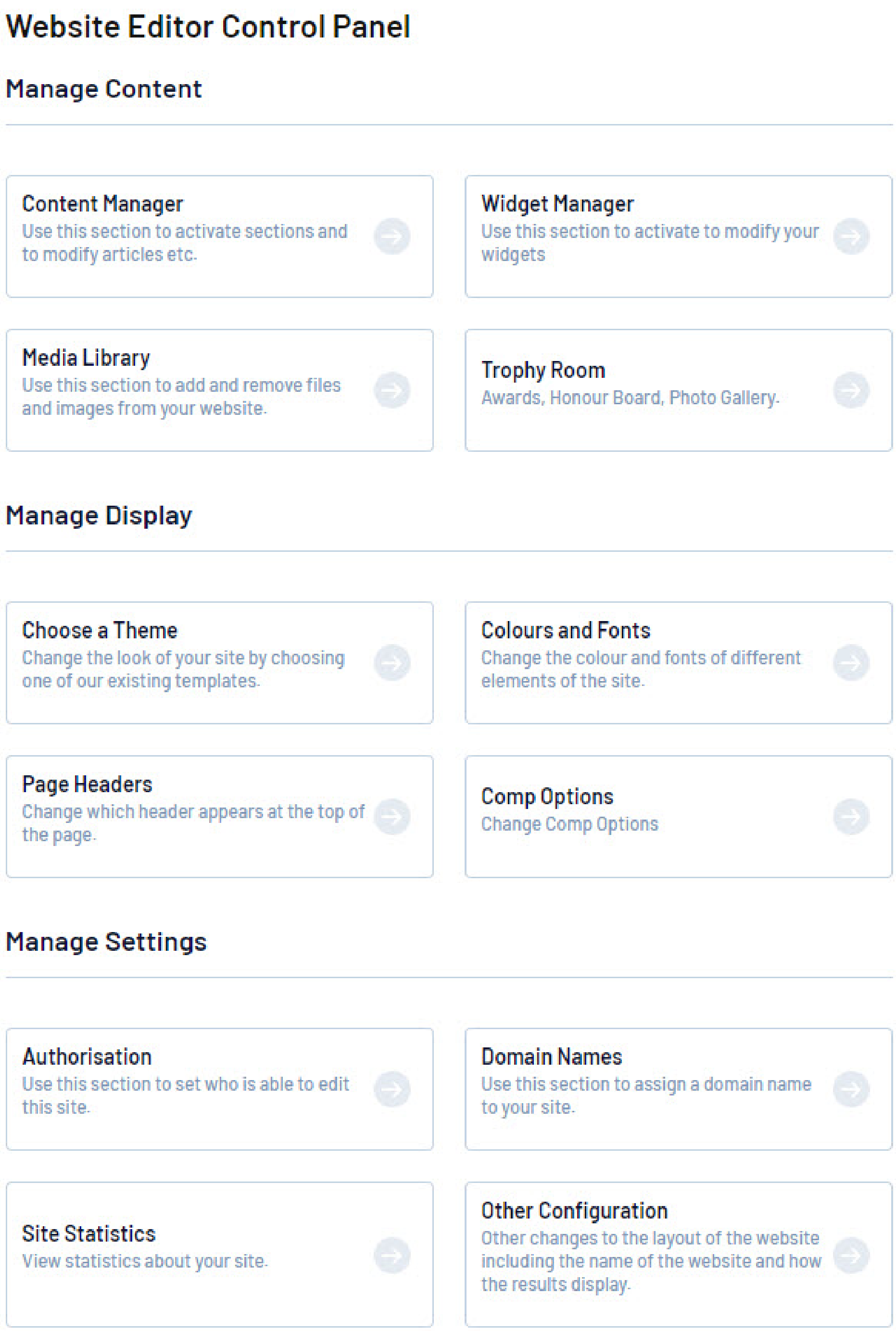
Website Editor Options

Last Modified on 10/06/2021 9:57 am AEST

Firstly, scroll down to the bottom of your website and click 'Site Editor'. You will then be shown the Website Editor Control Panel.

If you aren't able to access the website editor function for your Club website (either the previous editor is no longer at the Club, or the site hasn't had an editor before), then please click here. Alternatively , if your website already has a website editor, this person can authorise you as an additional website editor themselves. If you are a club, you must contact your Association for access.

The first screen you see when logging in as a Website Editor is the Website Editor Control Panel.



The Website Editor Control Panel is the central menu of the website administration area. Each of the website’s management functions are organised into logical modules. A description of that module’s function appears underneath each heading. You can return to the control panel from anywhere within the site administration area by clicking on the ‘Website Editor Control Panel’ link in the top menu bar or by clicking on the quick menu icons (Content, Display, Settings) on the left hand side.

Websites- Uploading logos for a club or team

Last Modified on 10/06/2021 10:00 am AEST

How to upload a logo onto a club or team website

Logos on a club or team website do not feed from the database so if you update the logo in the database it will not reflect on the website. These logos need to be uploaded to the website directly in which they will then reflect within the fixtures and results page.

Note: these instructions are based on when you are drilling down from league > club > team - this will be the same process if you are accessing it from just club level > team level.

- If your league has clubs and the teams linked to these clubs will have the same logo please use the **uploading logo onto a club website** process.
- If your league does not have clubs (e.g has a general club) or the teams under your clubs will have different logos than the club (e.g the club has a lion logo while the team will have a tiger logo) please use the **uploading logo onto team website** process.

UPLOADING LOGO ONTO A CLUB WEBSITE

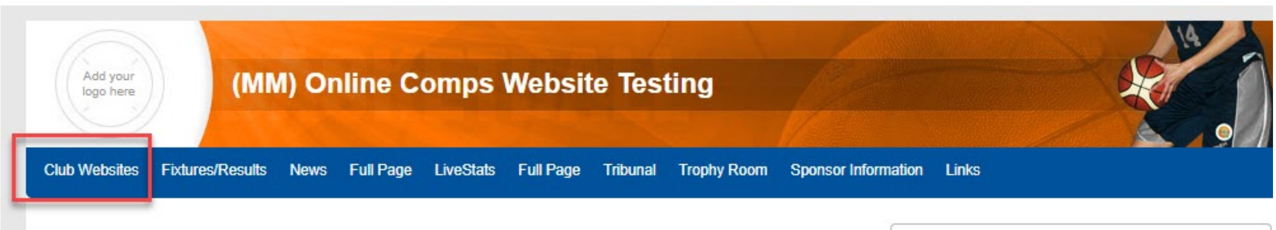
When you update the logo on the club website, all the teams linked to this club will also display with the same club logo, so you won't need to upload a team logo indivdually.

Note: you will need to be granted access to the club website, so if you are a league you can just drill down into the club from league website level, whereas if you are from the club you will need to speak to the league who can grant you this club website access.

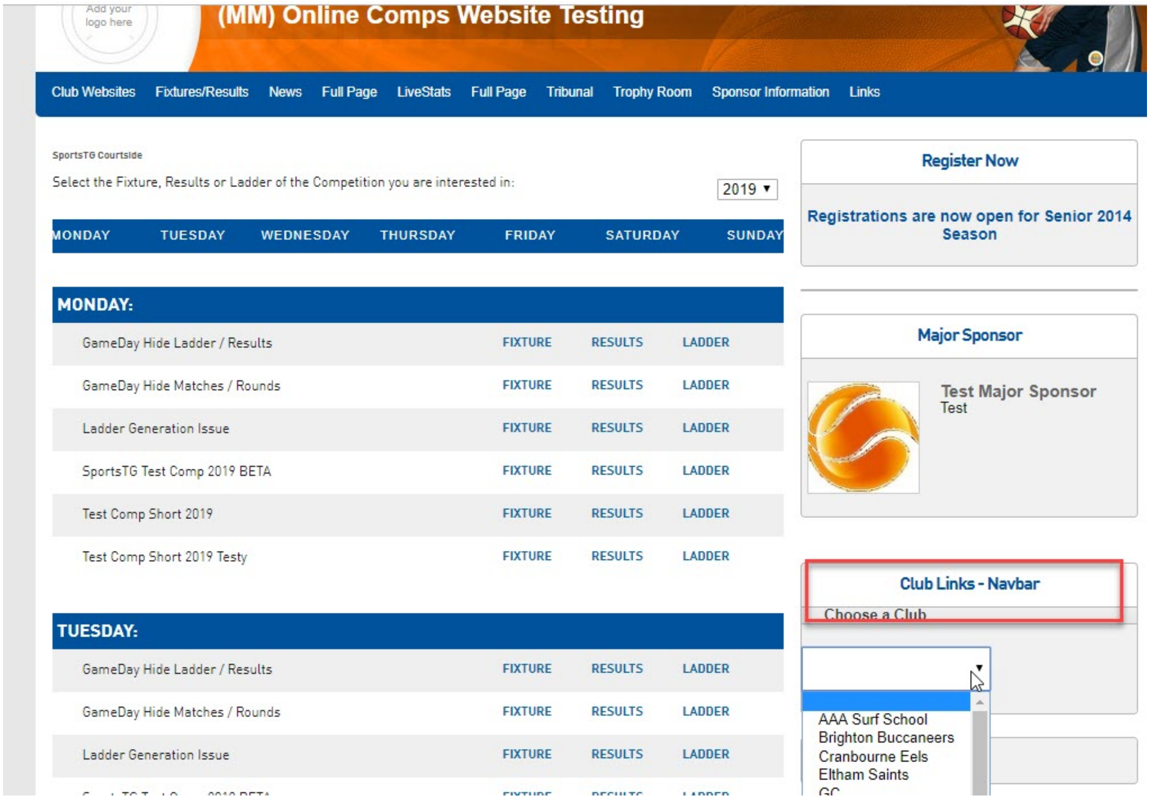
1. Go onto the league website

2. Click into the **club websites** menu.

- Can be located at the top of the webpage

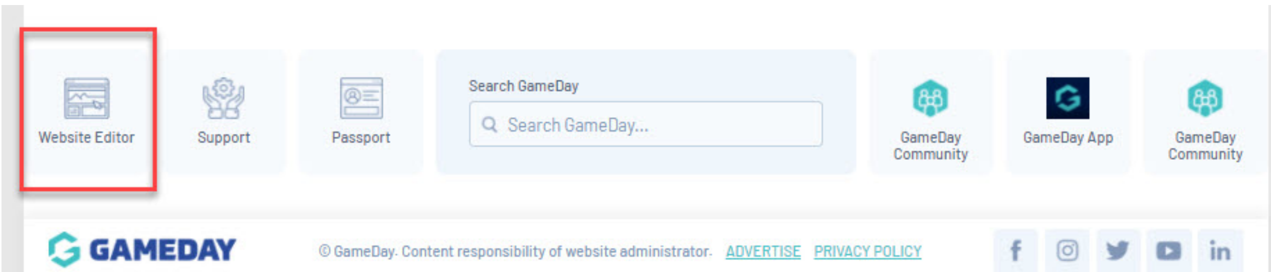


- Or on the side of the webpage



3. Select a club and click into the webpage. Should appear something similar to the below- you can tell you are at club level as will see this drill down on the left hand side of the page

4. Scroll down and click on the site editor



5. Click on the **add club logo** in the right hand corner

6. Upload the image (should be about 200 pixels x 200 pixels) > update

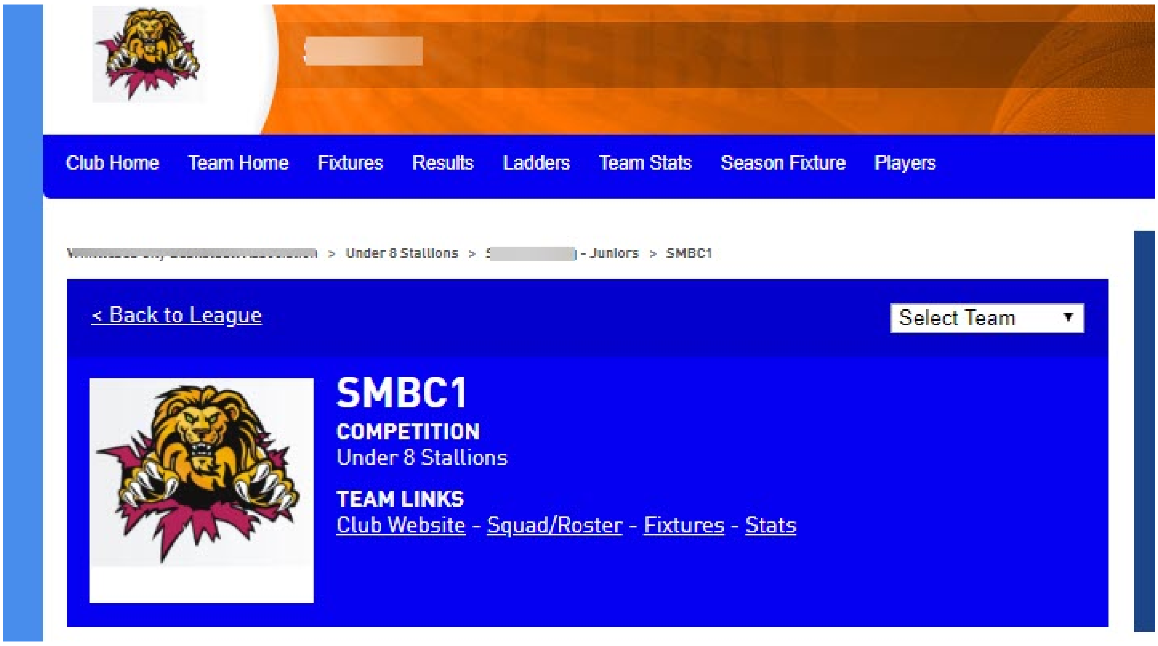
7. Return to website

8. Club website now as the new logo

9. Click into the **FIXTURES AND RESULTS** menu

10. Click on the **team name** on one of the teams (all teams will have this logo)

11. This will open up to the team home page -team has the same logo



UPLOADING LOGO ONTO A TEAM WEBSITE

If teams have a different logo than the club or the association doesn't have different clubs (e.g only has a general club) then you will need to update the logos for the teams via the team home page instead. This will have to be manually done for every team in your association.

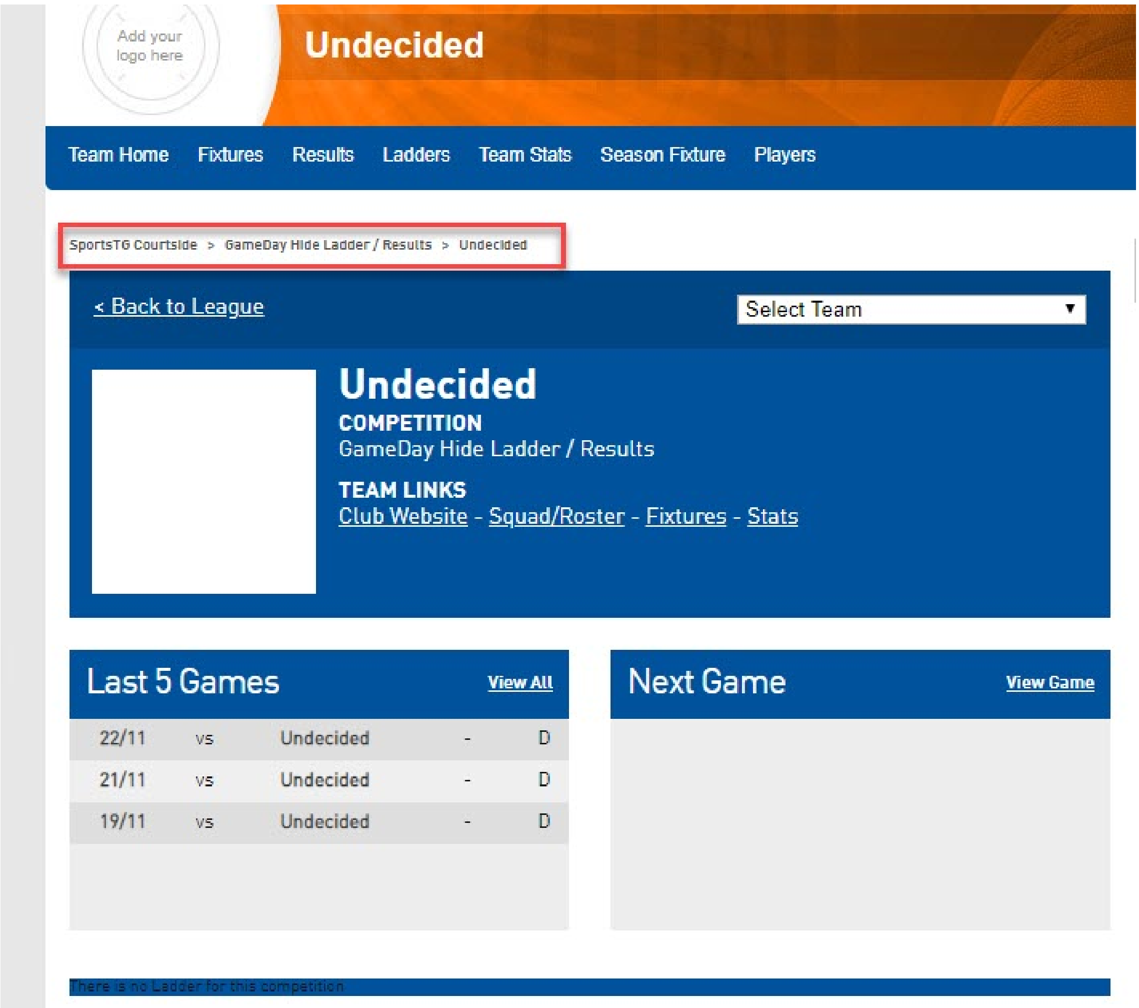
1. Go to the league website

2. Click on the fixtures and results tab

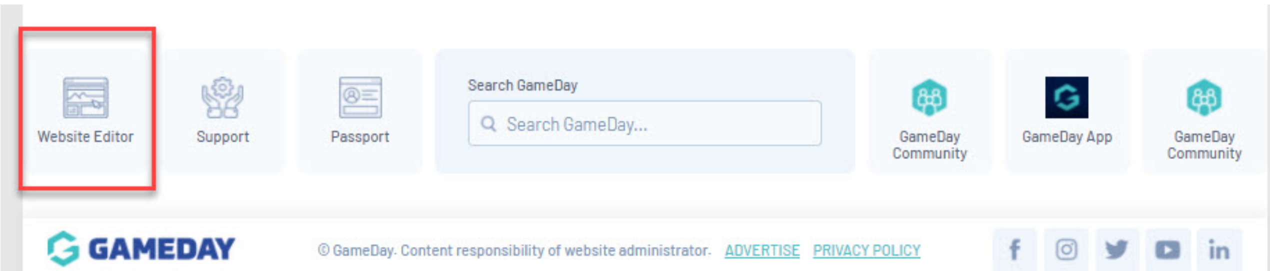
3. Click **fixture** into a competition that a team is in

4. Click on the team name

5. This will take you to the team homepage- it will look similar to this - and you can tell you are at team level as the drill down will be shown in the left hand corner



6. Scroll down and click into the **site editor**



7. Click on the **add club logo** in the right hand corner

8. Upload the image (should be about 200 pixels x 200 pixels) > update

9. Return to website

10. Team website now as the new logo

Manage Display

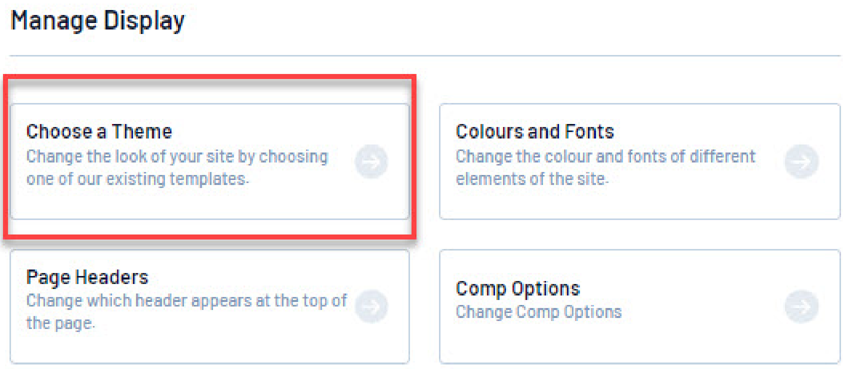
Last Modified on 10/06/2021 10:13 am AEST

Firstly, scroll down to the bottom of your website and click 'Site Editor'. You will then be shown the Website Editor Control Panel.

If you aren't able to access the website editor function for your Club website (either the previous editor is no longer at the Club, or the site hasn't had an editor before), then please click here. Alternatively , if your website already has a website editor, this person can authorise you as an additional website editor themselves. If you are a club, you must contact your Association for access.

Choose a Theme

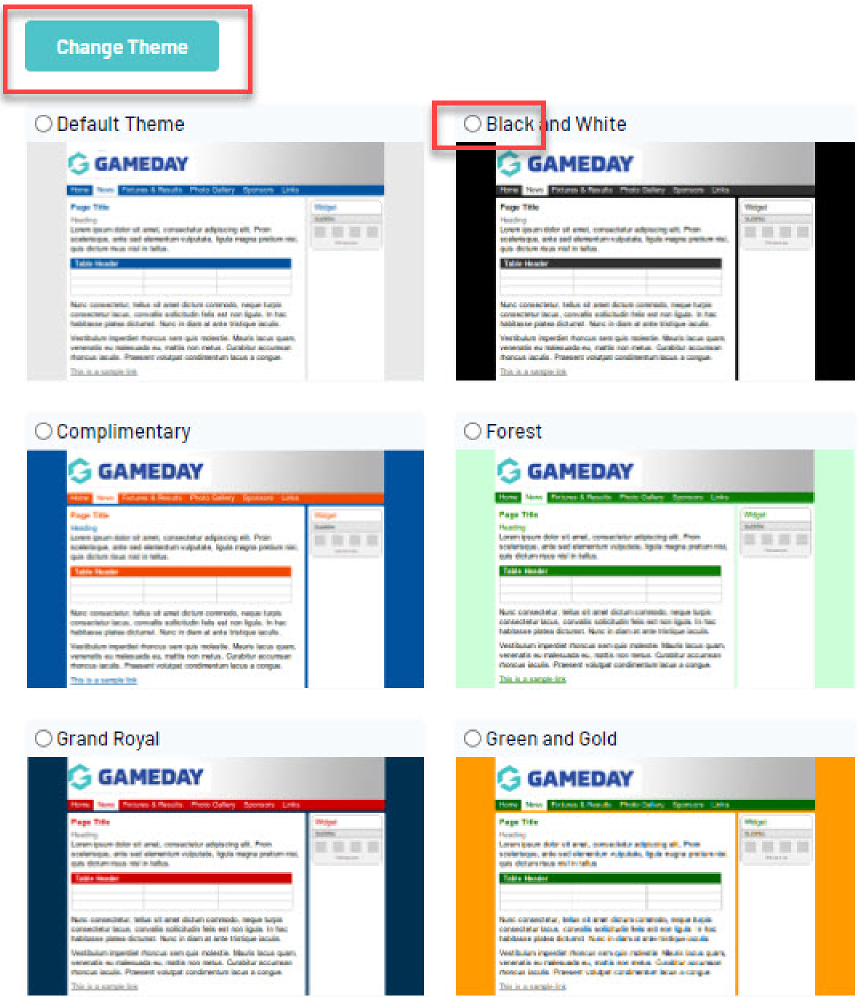
1. From the Website Editor Control Panel, click on Choose a Theme.



To select a theme:

2. Click on the white check circle at the top left corner of the colour theme you wish to chose

3. Click on the Change Theme button



Go to top

Colours and Fonts

The Colour Scheme area enables you to customise colours throughout your site, using a colour selection grid for each selectable colour.   From the Website Editor Control Panel, click on Colours and Fonts underneath the Manage Display heading

To select colours:

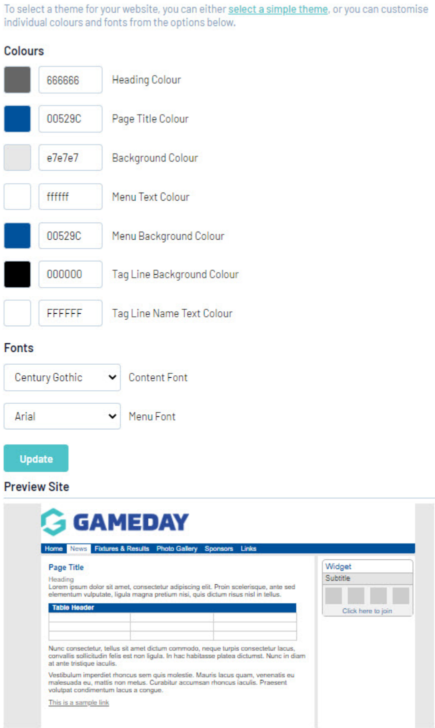
1. Click on the colour square of the area you wish to change to open the colour selection grid.

2. Choose the colour you wish to apply to that area.

3. You can also type the colours code into the text box rather than trying to find it in the colour selection box (eg. ffffff = white).

4. You can view how the colour changes will affect your site in the Preview area at the bottom of the Colours and Fonts screen.

5. When you have finished customising your colour scheme, click on Update to save the changes.



Go to top

Website Font

1. From the Website Editor Control Panel, click on Colours and Fonts.

2. There is an option to select the content font type, as well as the menu font type.

3. You can view how the font changes will affect your site in the Preview area at the bottom of the Colours and Fonts screen. Select the fonts you wish to use and click on Update.

Go to top

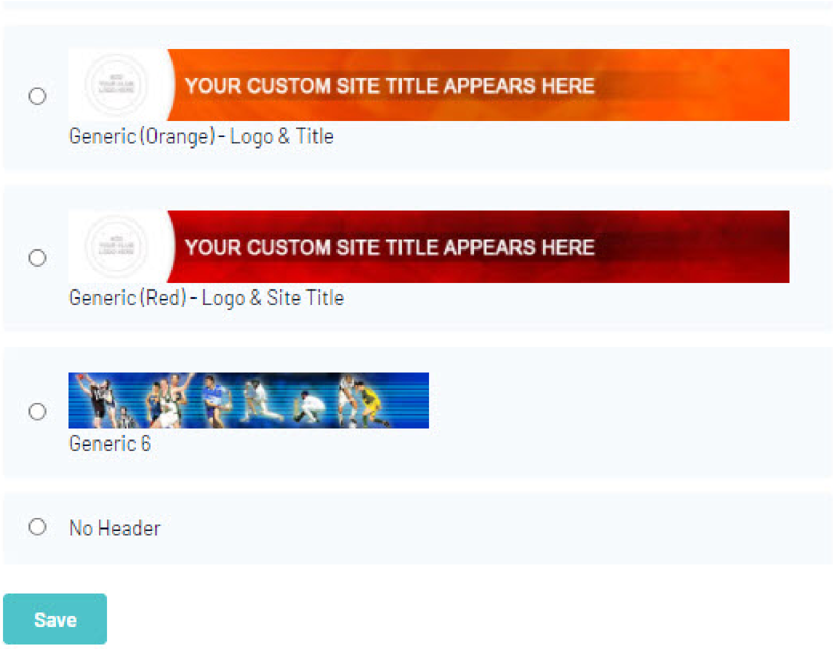
Page Header

The Page Headers area enables you to choose from a variety of sport-specific headers and generic headers for your site.

By clicking on Page Headers, this will take you to the Choose Header page, where you can select which page header you would like for your website.

1. Click on the white check circle next to the page header you wish to choose

2. Click on the Save button



Alternately, you may wish to create your own header design which we can upload to your website for you.

The custom designed header needs to adhere to the following:

Dimensions: Size 996px w by 140px h (The height of the header can be between 100px and 140px. The width is fixed at 996px).

Format: .jpg

If you'd like your own header design to be uploaded to your website please use submit a ticket. Make sure when submitting your ticket you attach the image file of the header and provide a link to your website.

Go to top

News Article Design Templates

Last Modified on 10/06/2021 10:20 am AEST

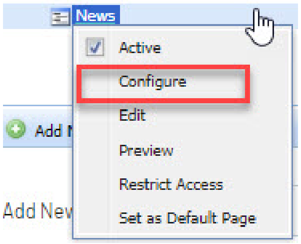
The News pages within Standard and Advanced websites are able to be configured to display your news articles in a cleaner and more prominent manner. The three News Templates shown below will provide you with an improved display of your news articles.

To customise your News Templates:

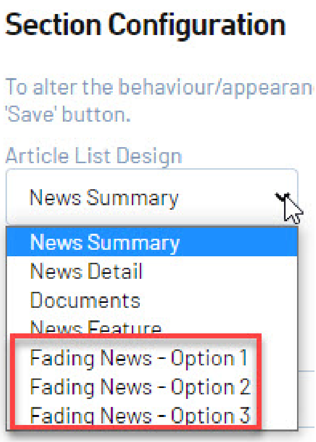
1. Log in to the Website Editor by clicking on the Website Editor button in the bottom left corner of your website.

2. Click on Content Manager

3. Right click on your News page and click on Configure



4. In the Article List Design drop down list select one of the Fading News templates (templates shown below)

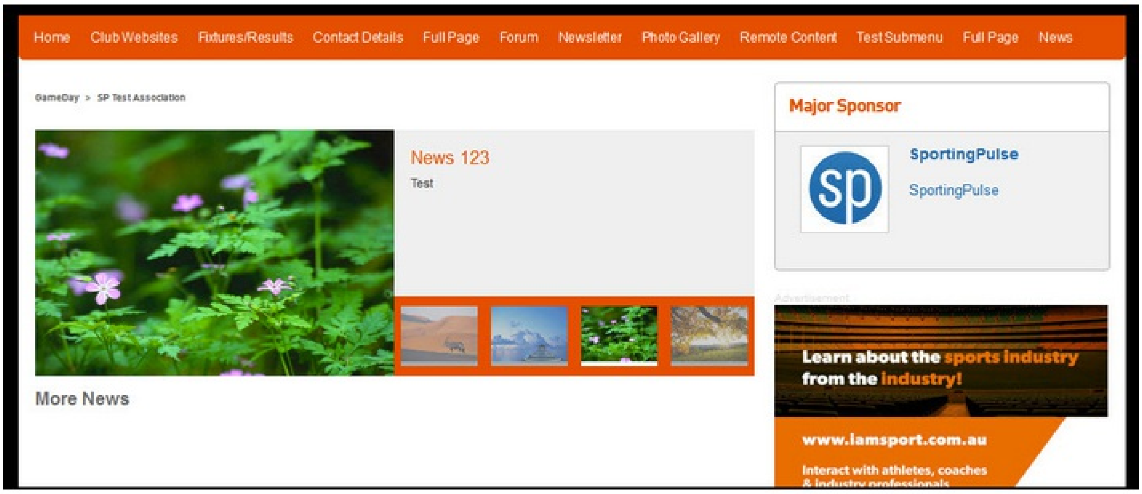


5. Click on Save to update the changes

FADING NEWS OPTION TEMPLATES

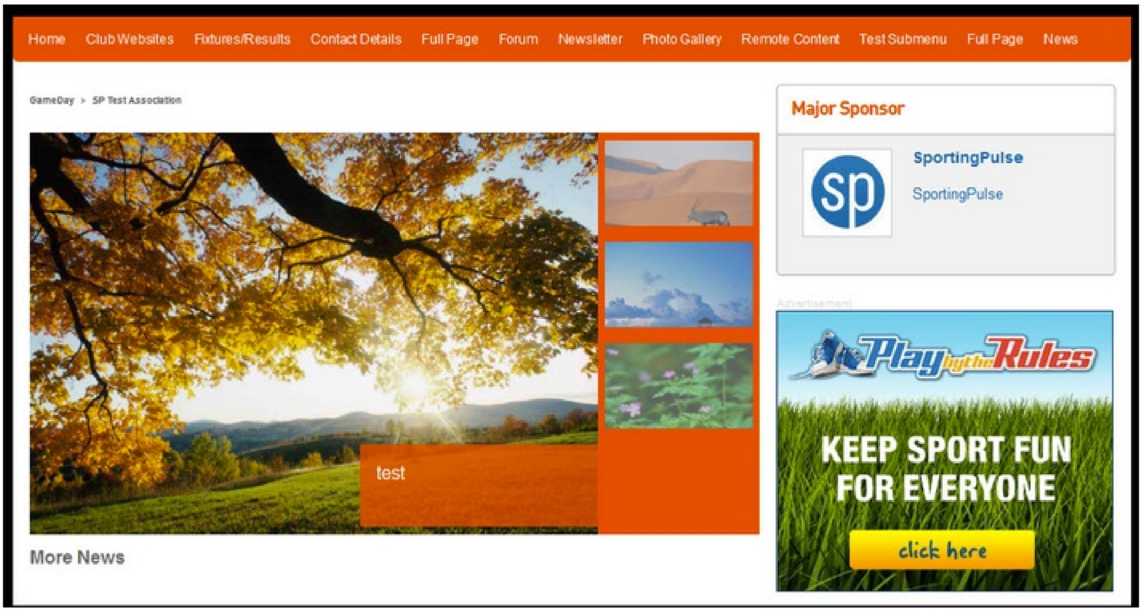
Fading News Option 1 (ideal image size 323px wide x 221px high)

Will display like this:



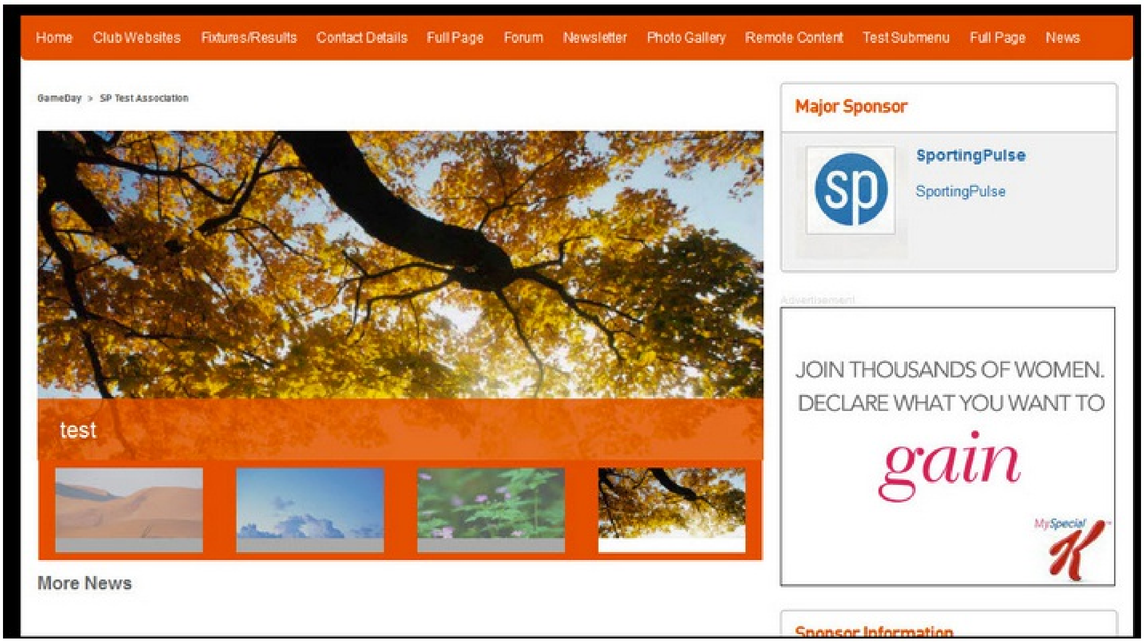
Fading News Option 2 (ideal image size 506px wide x 357px high)

Will display like this:



Fading News Option 3 (ideal image size 650px wide x 295px high)

Will display like this:



Click on Save to update the changes

HTML iFrame Website Sections

Last Modified on 06/10/2016 5:36 pm AEDT

An iframe is used to display a web page within a web page. To iframe a section of a Website into the SportsTG website, follow the steps below.   Note: this should only be used for certain sections such as "About Us" which feeds data from the myClub system.

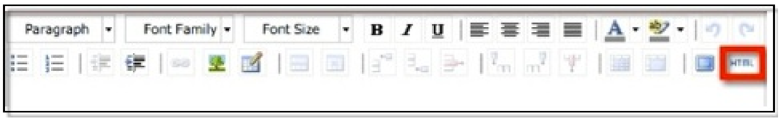
1. Add a new "Full Page" section to your Website in the Content Manager

2. Right-click on the Section and select "Edit"

3. Click on the HTML button to edit the source code SP_Website_-_HTML_Source_Code_Button.jpg

4. Copy the below source code and insert the website URL of the web page to be iframed. You can also adjust the width and height by changing the figures in the source code:

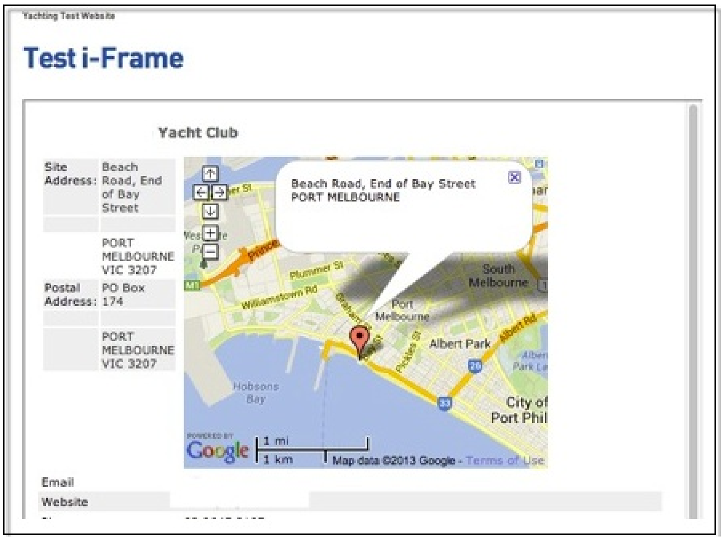
5. Click "Update" when you have finalised the source code. You should then be able to see the iFramed Page in the Content Manager



6. Click on "Save"

7. Make the page Active in the Content Manager

See example below of an About Us Page:


Yachting Test Website
Test i-Frame
Yacht Club
Site Address: Beach Road, End of Bay Street
PORT MELBOURNE VIC 3207
Postal Address: PO Box 174
PORT MELBOURNE VIC 3207
Beach Road, End of Bay Street
PORT MELBOURNE
South Melbourne
Port Melbourne
Albert Park
Hobsons Bay
City of Port Phil
1 mi
1 km
Map data ©2013 Google - Terms of Use
Email
Website

Media Library

Last Modified on 10/06/2021 1:08 pm AEST

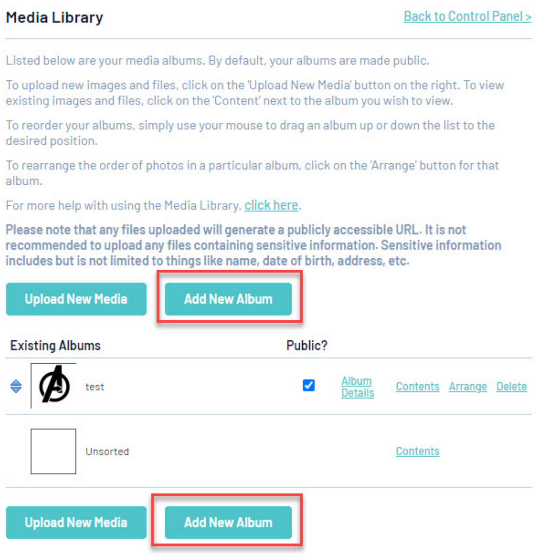
The below information explains different section of the websites Media Library.

Create a new Album/Photo Gallery

Please click Media Library and follow these simple steps.

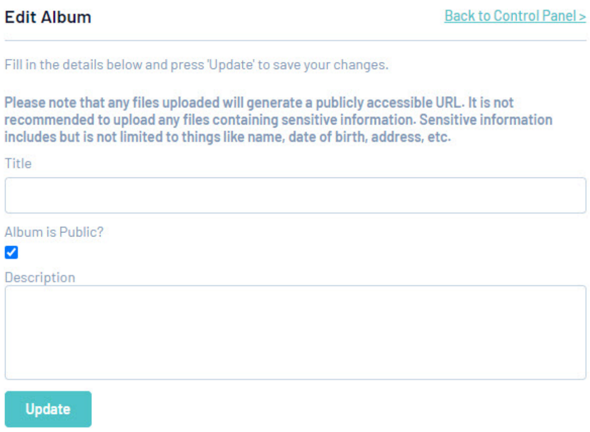
Images and files must belong to an album. If you upload an image/file without assigning it to an album, it will be stored in a default album called ‘unsorted‘.

1.Click Media Library, then click on Add New Album at the bottom of screen.



2.Enter the details of the album - the ‘public‘ option allows you to select whether or not to show the album on your website- if you want people who visit your website to view the photos within this album then this needs to be ticked.

3.Click on Update. The new album will appear in the list of albums in the Media Library.



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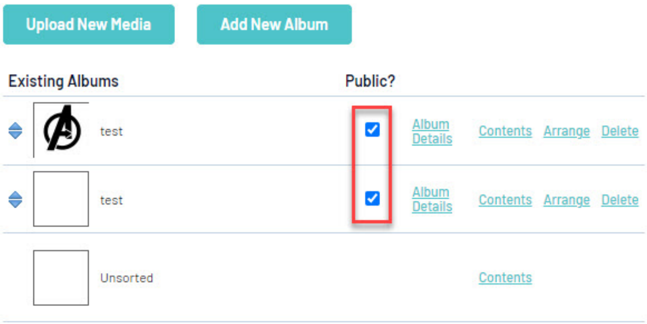
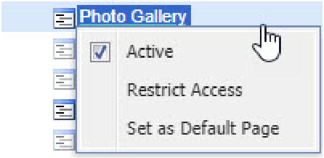
Add Photo Gallery to the Website

1. Click Media Library and then tick the Public checkbox corresponding to the Album you wish to display as a gallery on the Photo Gallery page of your website. If this is the first time you are making an album public, then a Photo Gallery page will automatically be created.



Note: You are not required to press anything for this tick to take effect. Once you have ticked a checkbox, simply click 'Website Editor Control Panel' to return to the main screen.

2. In the Content Manager, go to the Photo Gallery page and click Active.



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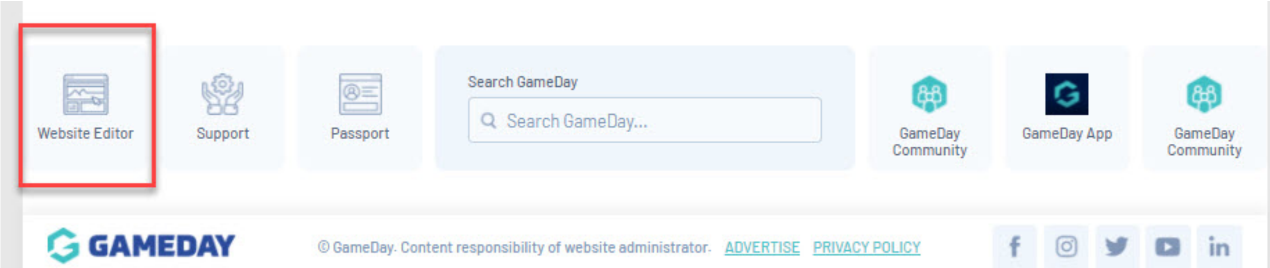
Upload Media

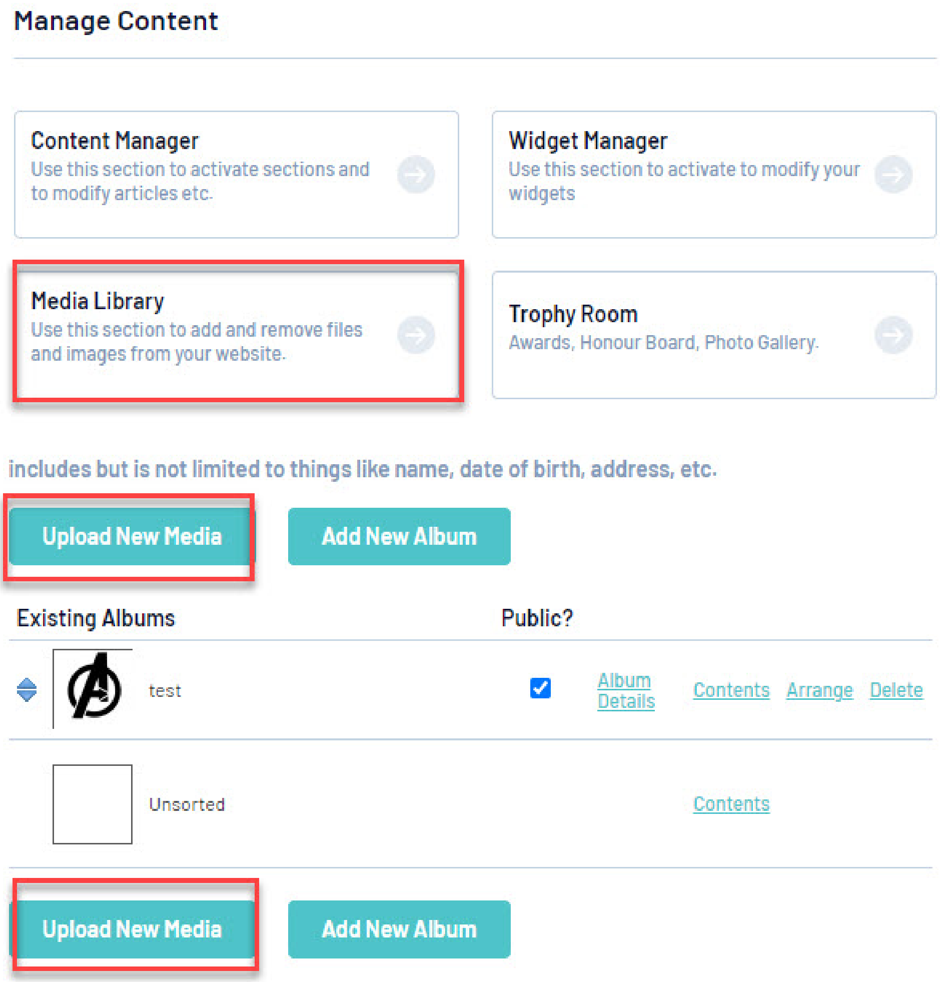
File types supported by the Media Library include:

Images: jpeg, gif, bmp and png file format.
Files: doc, pdf, xls, ppt.

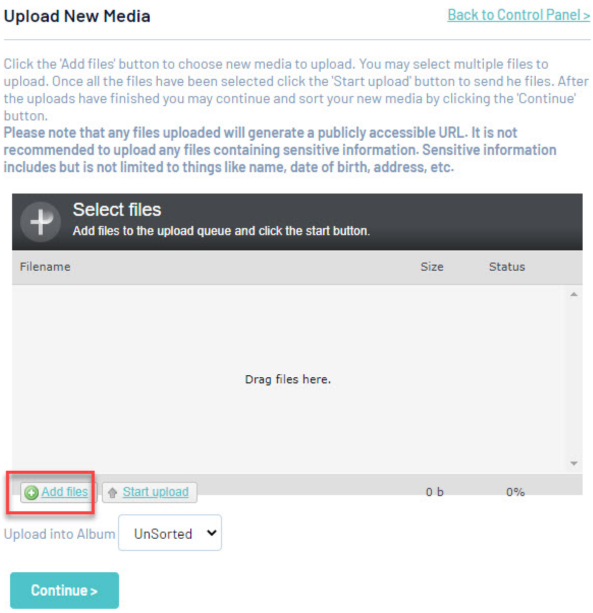
1. Click Site Editor at the bottom of your website.



2. Click Media Library and then Upload New Media.

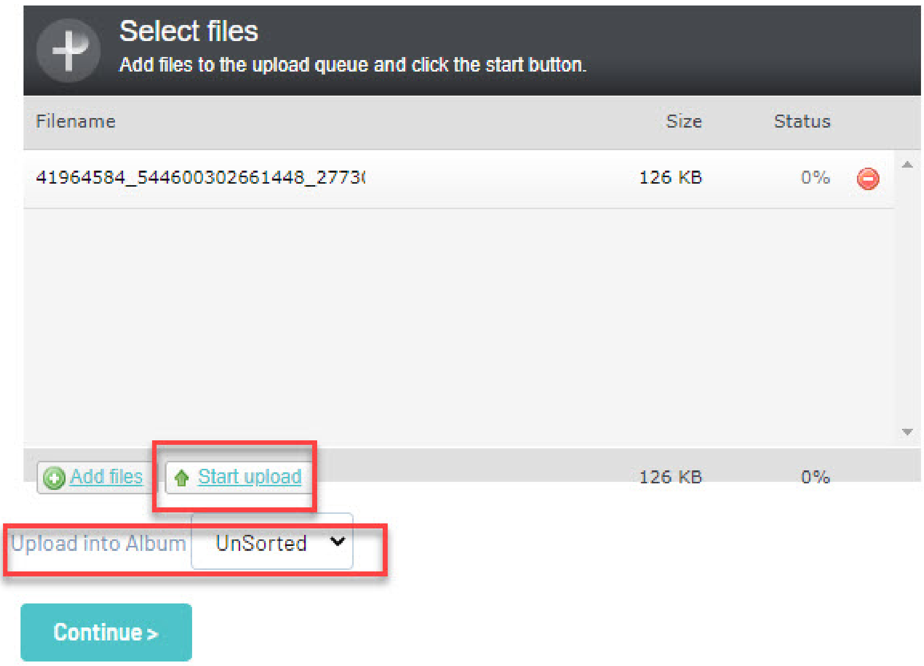


3. To upload new files click on Add Files



4. Locate and select the files you wish to upload (to select multiple items, hold down the Ctrl button on your keyboard)

The selected file/files will appear in a list in the upload queue. You can select which album the file/files are uploaded to by choosing from the Upload into Album drop list.



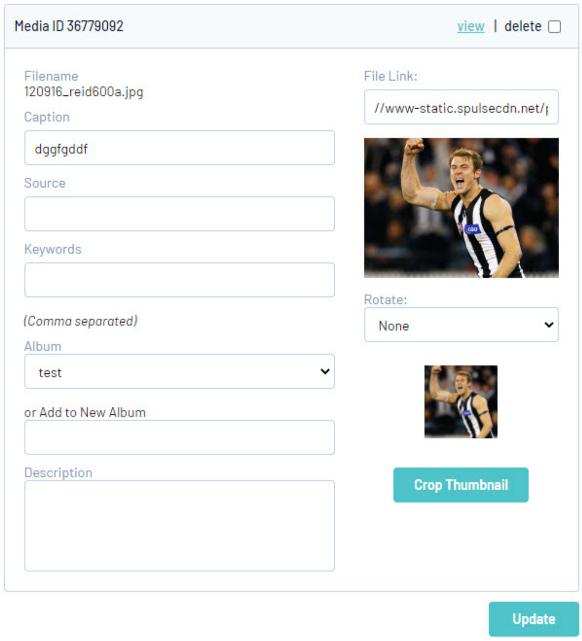
5. Click Start upload to begin uploading the files.

6. Once the files have been uploaded, click on Continue >

The files will appear in the Uploaded files area.

Here you are able to edit the file details.

7. Save any changed you make by clicking the Update button.



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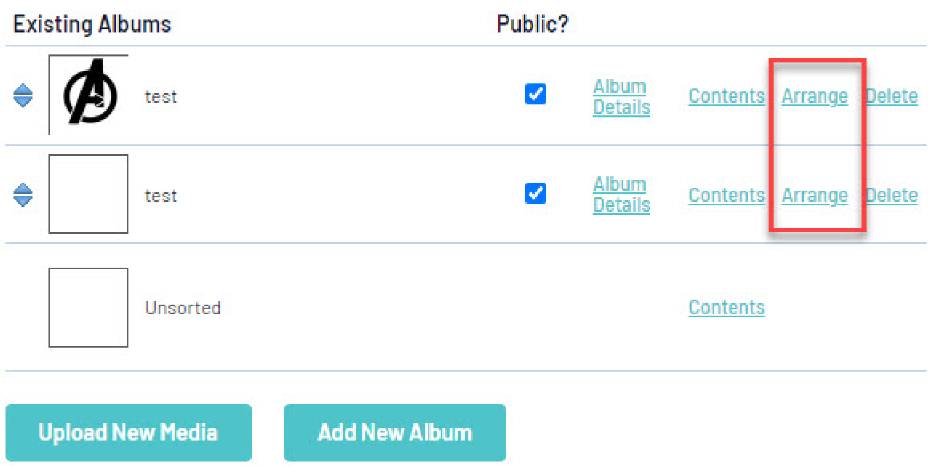
Arrange the Order of Photos

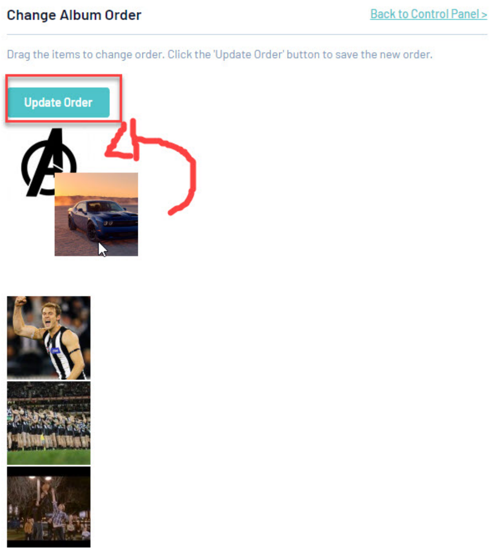
Once you have clicked on Media Library please follow these simple steps.

1. Click on the Arrange option of the Album you wish to re-order photos for.



3. You can then change the order of the photos by clicking on an image, and dragging and dropping into the desired location.

4. Click on Update Order to save changes.



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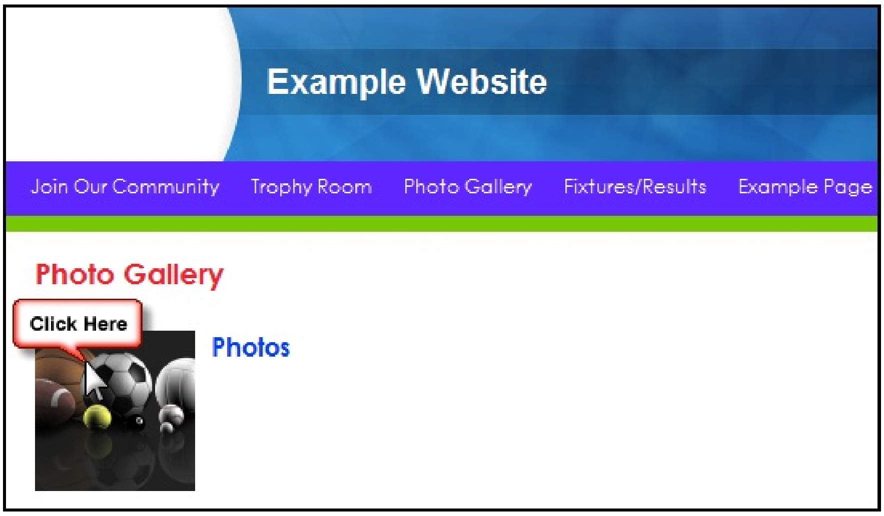
View a Photo Album from the Website

1. To view a photo album and its contents go to a Sportzware Website and click on the Photo Gallery in the menu.

2. The list of public galleries will appear. Click on a Gallery to open it.



The gallery window will open. The numbers describe the various functions.

1.Click on the Arrows to navigate to the next/ previous photo.

2.Click on a Thumbnail to view the full image.

3.Click on Next/ Previous to view thumbnails for the next 9 photos.

4.Click on Return to Galleries to return to the Standard Website Photo Gallery page.

5.Click onHome to return to the Standard Website home page.

This is where you can view the images and files in a gallery and add details about those images/files.

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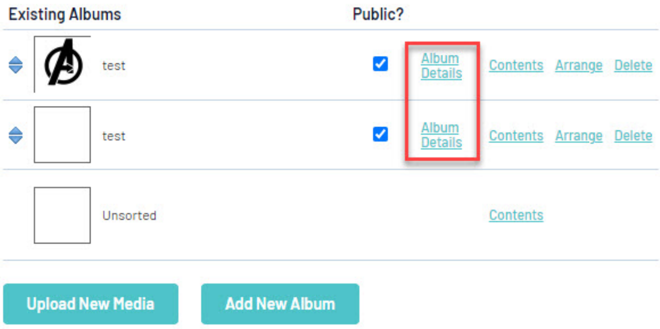
Edit an Existing Album's Details

This is where you can change the name of an album, set the order in which it appears, and choose whether or not to make it public.

From the Media Library, click on Album Details corresponding to the Album you wish to edit.



Edit the details of the album (the ‘public‘ option allows you to select whether or not to show the album on your website).

Click on Update.

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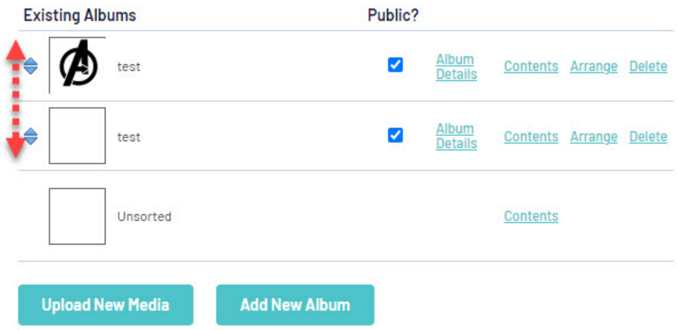
Change the order of Albums appearing on the Website

From the Media Library, you can sort your albums by dragging and dropping them using the arrow-heads to the left of the thumbnail image, as shown in the example below. This will order the Albums that will appear on the Photo Gallery page of your website.



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Adding Images/Files to pages

You can utilise the Media Gallery to upload photos/files to any page that allows photos/images, such as a News Section, Full Page, or Profile Section. A News Section has been used in the following example.

To add images/files to a page on your website:

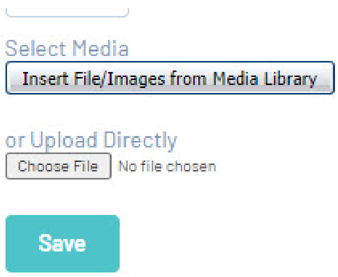
1. From the Website Editor Control Panel, click on Content Manager.

2. Right click on the News section and click on Edit from the menu.

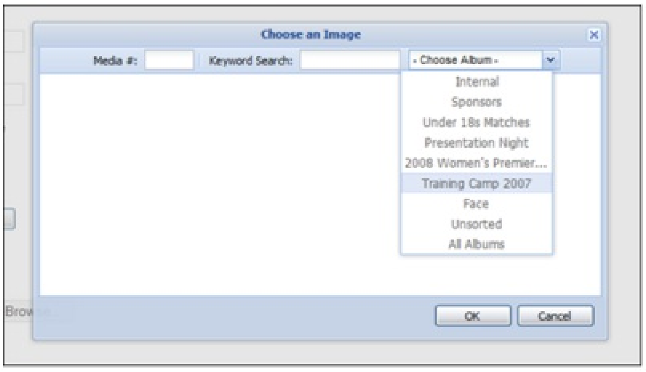
3. Select a news article from the list and click on Edit Item.

4. Scroll to the bottom of the screen until you reach the 'Select Media' area.

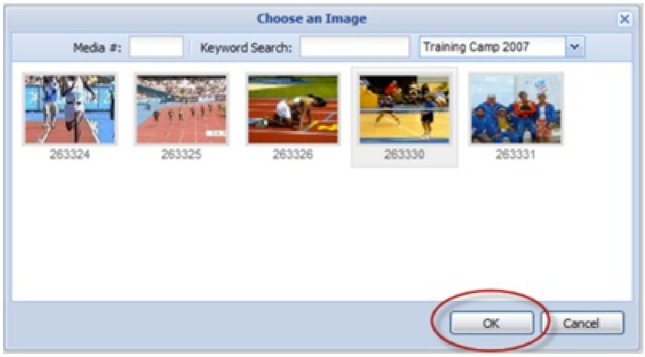
5. You have two options for adding an image/file to the news item. Either select an existing image/file from the Media Gallery, or upload a new image/file from your computer.



6. To add an existing image/file, click on Insert File/Images from Gallery.
a. A pop up window will appear. Click on the Choose Album drop down list and select the album to retrieve an image/file from.

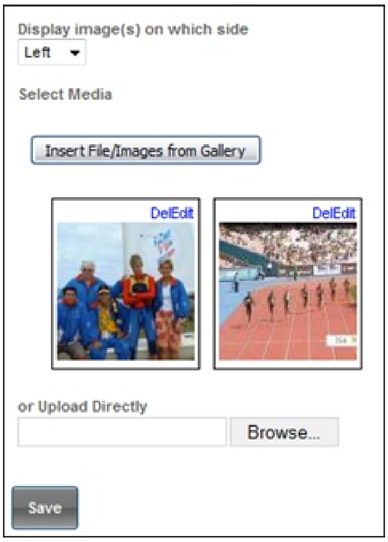


b. The images/files from within that gallery will appear. Select the image/file you want to add to the news article and click on OK.



c. To select multiple images/files, click on Insert File/Images from Gallery again toselect another image/file.

d. After selecting another image/file, you will be returned to the News Article editing screen, where a preview of the image(s)/file(s) will appear.

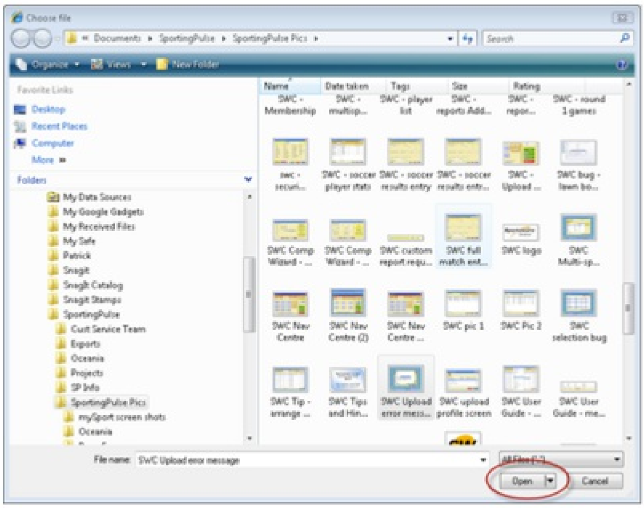


e. You can remove or change these images/files by clicking on the blue Del/Edit link above each image/file.

f. Click on Save when you have finished adding images/files to the article.

g. Alternately, should you wish to upload an image/file directly from your computer, click on Browse.

h. Windows Explorer will open. Locate the image/file you wish to use and click onOpen.



i. You will be returned to the News Article editing screen. Click on Save to upload the image/file to the article.

This process applies for all website sections that allow you to add images/files.

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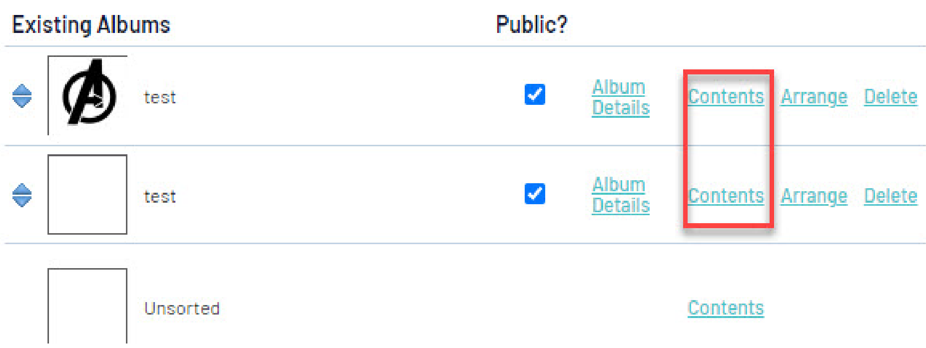
View and Edit Images/Files

1. From the Media Gallery, click on Contents corresponding to the album containing the photos/files you wish to edit, or click on Continue after uploading files from the ‘Upload New Media‘ screen.

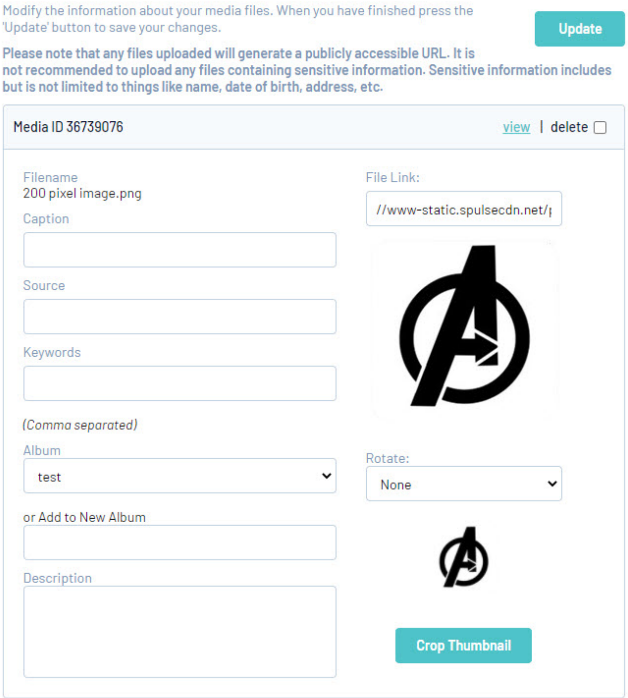


2. You will see the ‘Uploaded Files‘ screen for that album, which shows all the images/files contained within that gallery.

- Image Details: allows you to add the image name, source, keywords and description.
- Album: allocate the image to a album, or in the text box below, enter the name of a new album. The default gallery will be ‘Unsorted‘.
- Description: allows you to provide a description of the photo.

- Rotate: allows you to rotate the image.
- Crop thumbnail: crop the image thumbnail (not the image itself).
- Delete the image.

3. Enter the information and click on Update to save changes.



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Content Manager - Editing a section

Last Modified on 07/10/2016 3:52 pm AEDT

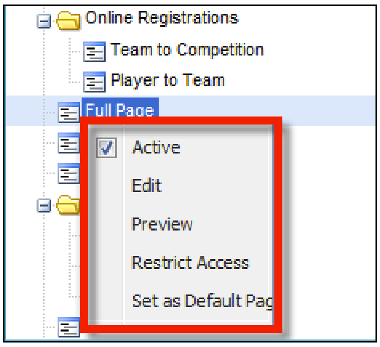
Firstly, scroll down to the bottom of your website and click 'Site Editor'. You will then be shown the Website Editor Control Panel.

Below are detailed examples of how to edit sections within your website:

Editing Sections

1. Click Content Manager and then Right click on a section to perform the following actions:

- Activate/Hide - show/withhold an item from appearing on the website.
- Edit - change details about a certain thing.
- Preview - view something before it is live.
- Restrict Access - limit the ability for users to see/use.
- Set as the Default (home) Page



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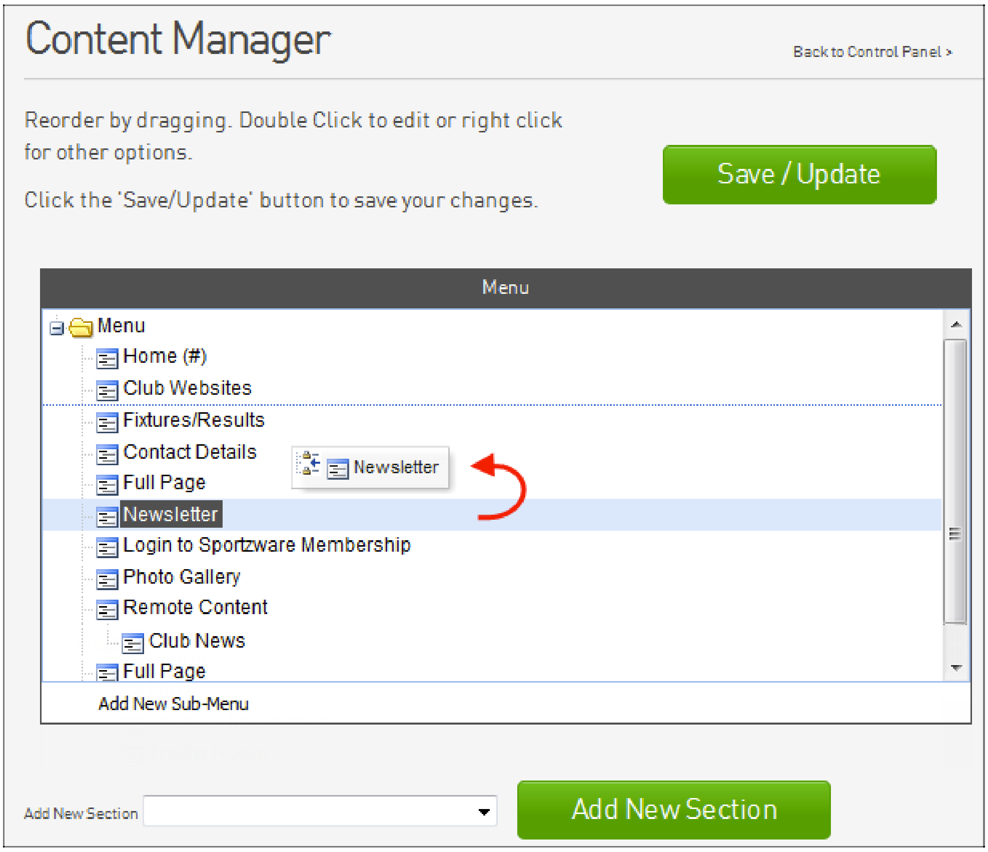
Moving and Arranging Sections

Sections can be moved up and down the menu structure - or from one sub-menu to another sub-menu.

1. Click content Manager and then click on the section name.

2. Drag and drop the section into the desired position.



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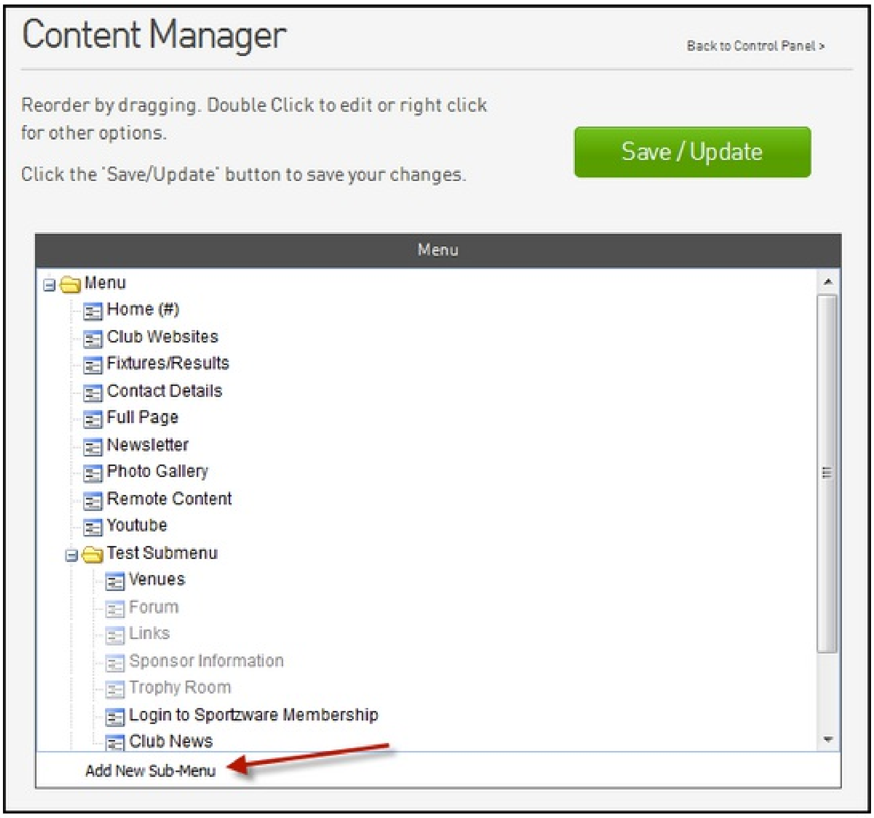
Sub Menus

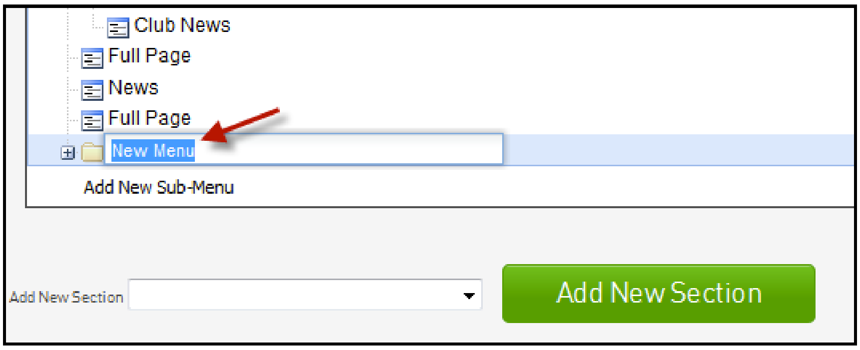
You can create a menu item with multiple drop down sub-menus. For example, you may want to create a menu item called ‘Inside the League’ or ‘About Us’ that includes several sub menus (eg. History, Committee Members, Contact Us). To do this:

1. Click on Content Manager and then Add New Sub Menu at the bottom of the menu box for which you want to add the sub menu. The sub menu folder will appear at the bottom of the menu tree with the name ‘New Folder’. The folder will be hidden to begin with.



2. Click on the New Menu you have created.

3. Give the new folder a name by clicking again to open the text box. Type in the name you want to give the folder. Hit the 'Enter' key or click outside of the text box to save the name.



4. To activate the folder, right click on the folder and click 'Active'.

5. Now that you have created the folder, you can add sections to it as sub menus using the drag and drop process.

NOTE: Sub menus can also be created within sub menus, by adding a sub menu folder to an existing sub menu folder (again just use drag and drop).

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Adding a New Section

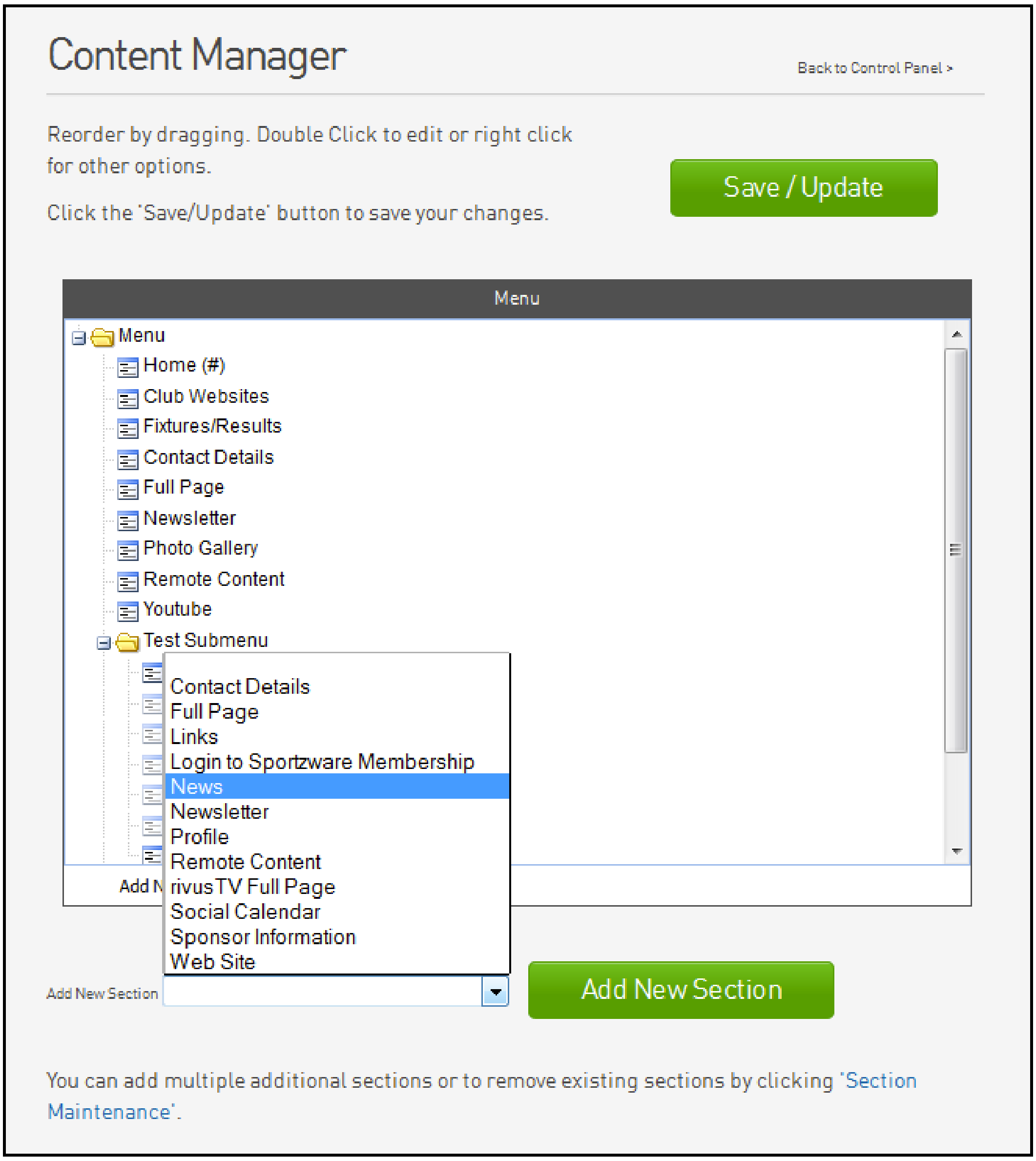
You can add a new section through your website by:

1. Click Content Manager and then click the drop down box next to 'Add New Section' at the bottom of screen.

2. Select the section type you would like to add. Click on the Add New Section button.

3. This is a quick option for adding new sections one at a time.

Multiple sections can be added in one single process through Section Maintenance.



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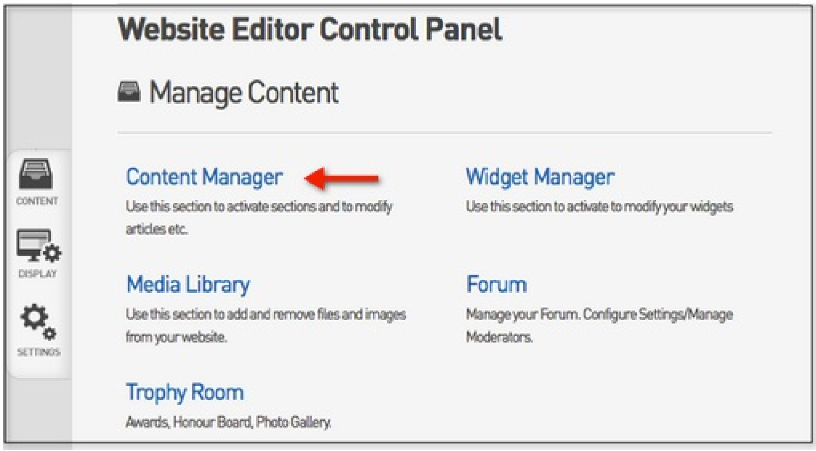
Add a Live Stats Section

Please note: this article is only relevant for those using LiveScore.

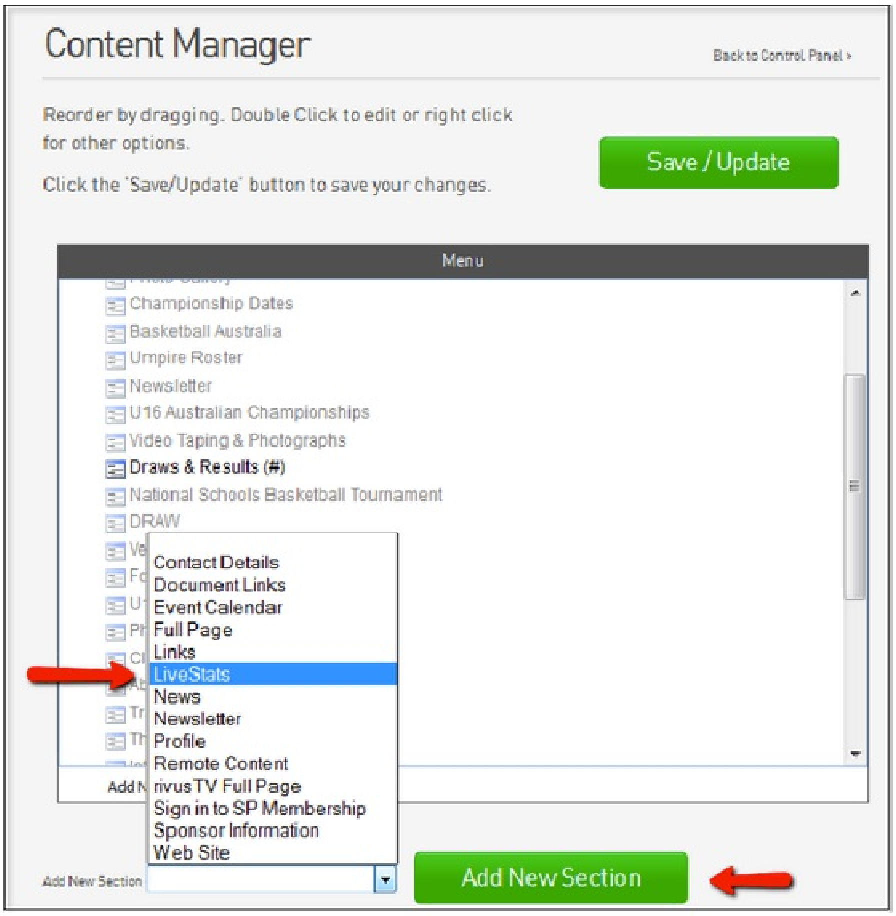
You can add a new section by:

1. Scroll to the bottom of your website and click 'Site Editor'.

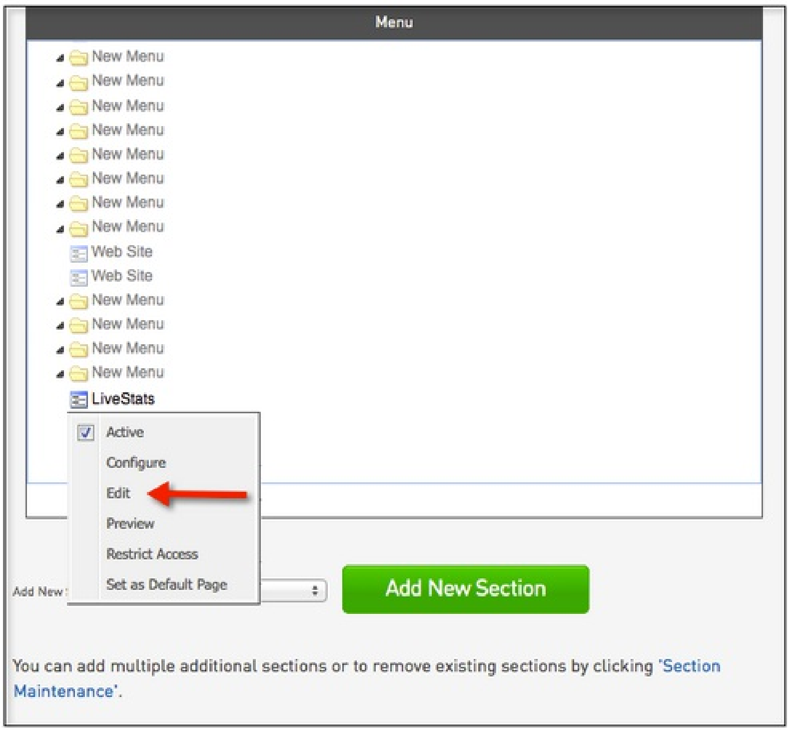
2. Once at the following page, click 'Content Manager'.



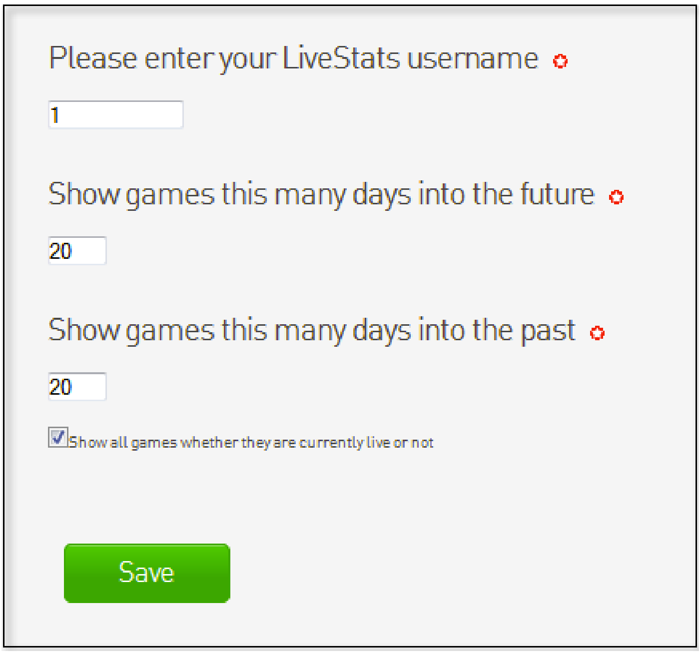
3. Click the drop down box next to 'Add New Section' and click 'Live Stats'.



4. Right click on 'Live Stats' and click 'Edit'.

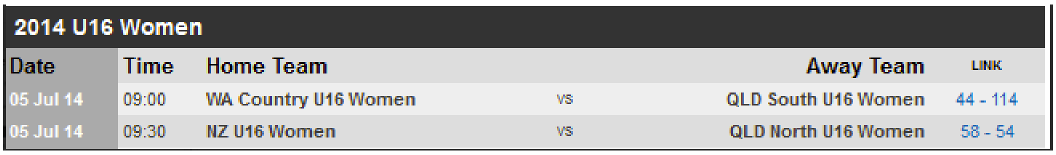


5. Enter in LiveStats username and answer the compulsory questions. Click 'Save'.



Please Note: This is the same username that is used to login to live.sportingpulse.com. You would have received this username from SportsTG - if you are not sure, please contact our support.

6. See the below image showing an example of what this will look like on your website.



2014 U16 Women					
Date	Time	Home Team		Away Team	LINK
05 Jul 14	09:00	WA Country U16 Women	vs	QLD South U16 Women	44 - 114
05 Jul 14	09:30	NZ U16 Women	vs	QLD North U16 Women	58 - 54

Note: When using a mobile device, the LiveStats section uses the abbreviated names that have been put in the system. If a user has no abbreviated names, then this will appear blank.

2014 U16 Men					
Date	Time	Home		Away	LINK
05 Jul 14	09:00	NTY	vs	SAM	62 - 108
05 Jul 14	11:00	NSC	vs	WAM	75 - 48
05 Jul 14	11:00	ACT	vs	VIM	60 - 93

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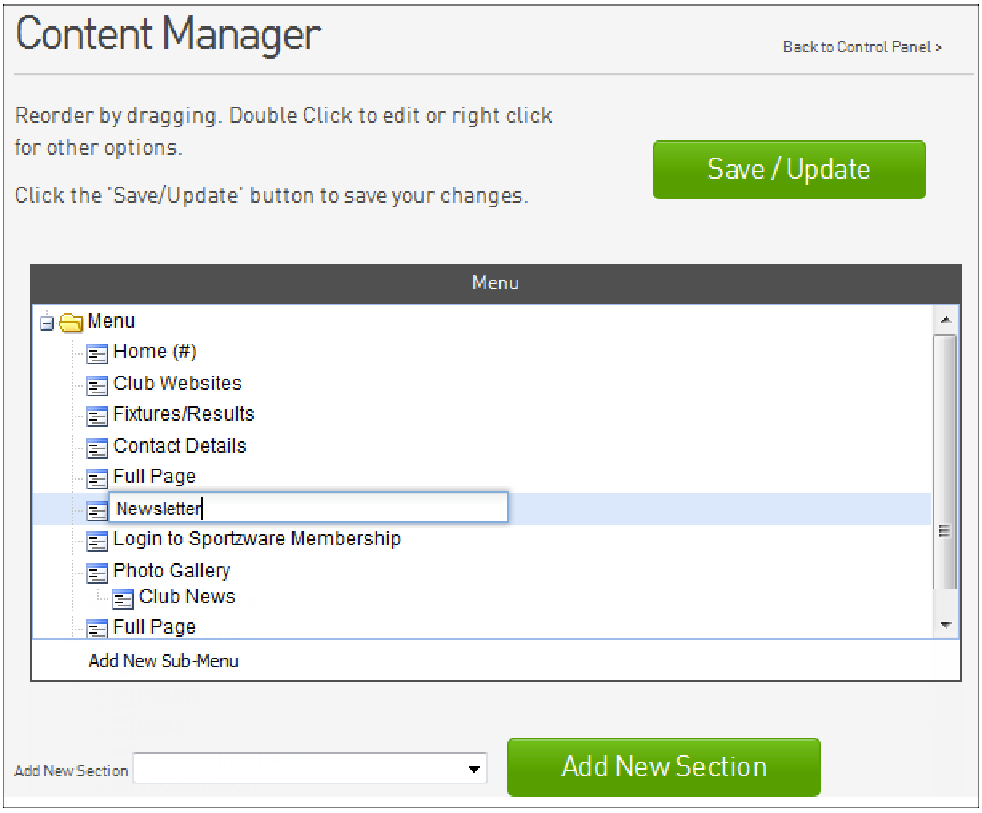
Name/Rename a section

To give a section on your website a name, or change its name:

1. Click Content Manager and then click on the section you wish to rename.

2. Click on it again to open the text box.



3. Type in the new name.

4. Hit the 'Enter' key or click outside of the text box to save the name.

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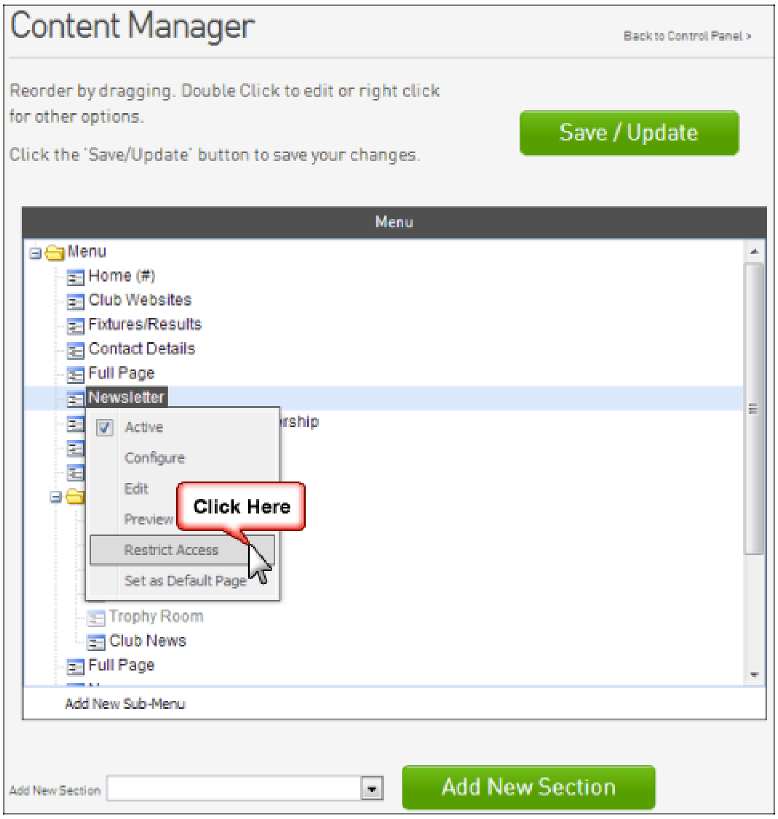
Secure/Restrict Access to a Section

Selecting Restrict Access will make that section of the websites available only to pre-approved members. For example, an association or club may want to set up a secure section for coaches, representative players or board members. The general public therefore can not access the section.

People authorised to access the section must have a valid Passport . The email address used in their SportsTG Passport registration is used to give authorisation to that person to access the secure section.

To make a section secure:

1. Right click on the section form within the Content Manager. Click on Restrict Access from the menu.



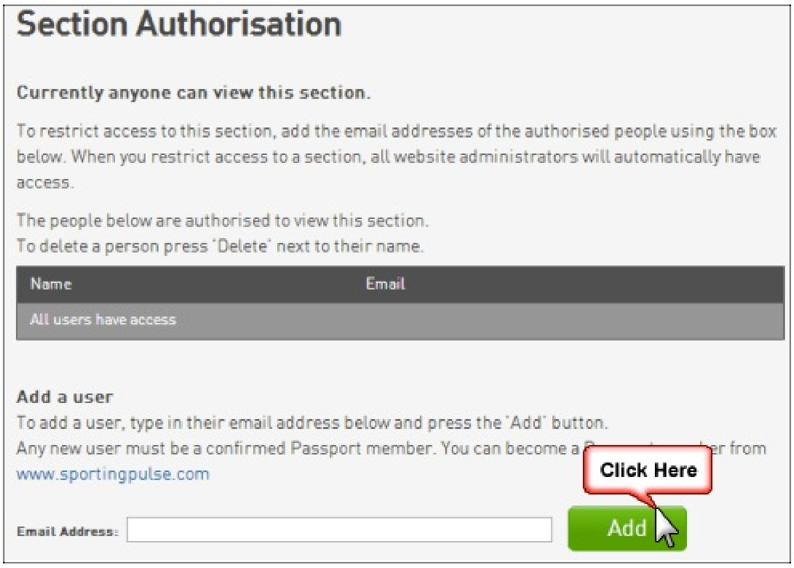
It will initially state that 'All Users have Access' (red writing). The section will remain open to the public until someone is added to the list of authorised visitors.

Enter the email addresses of the people who have access to this page (NB: the email address needs to be the same as their Passport email address).

2. Click Add.

The member will be added to the list of authorised people. There is no limit on the number of people who may be allowed to view a page.

3. In order to access the restricted section on the website, the member must enter their Passport email address and password to access the section. After doing this the first time, the member will remain logged in so should not have to re-enter their Passport username and password on subsequent visits.



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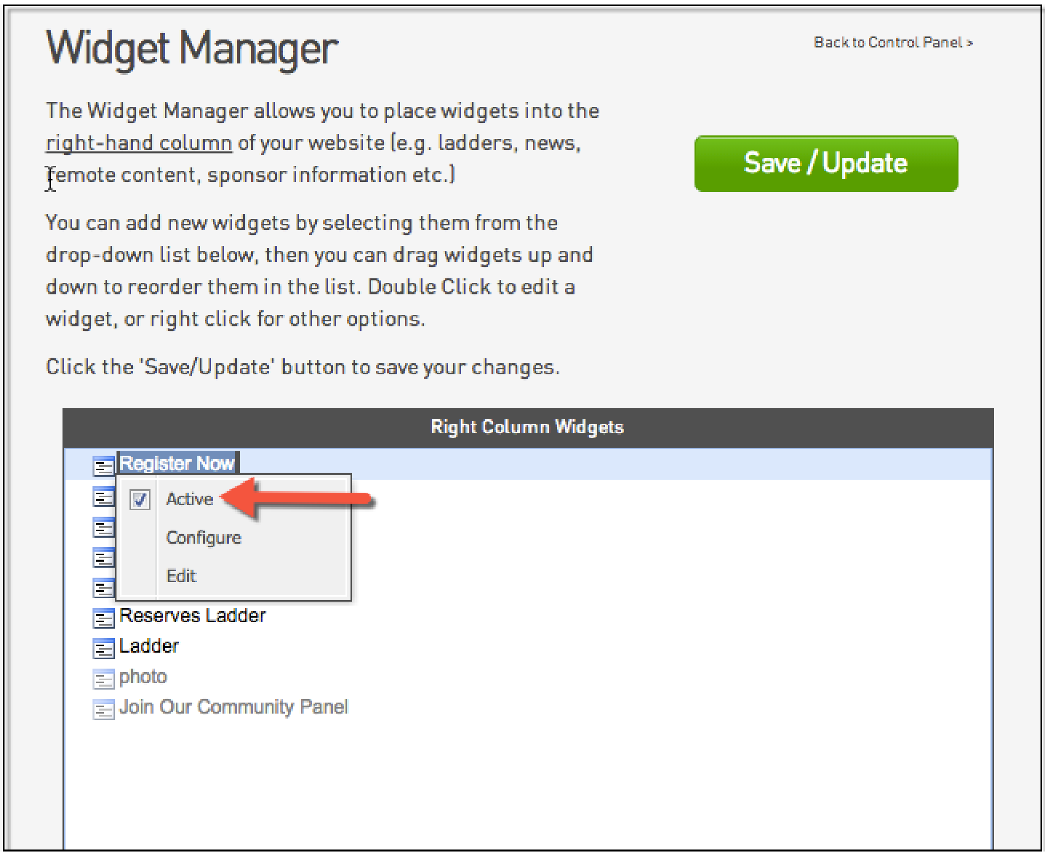
Activate/Hide Sections

Once a new section within Widget Manager has been created, it will need to be activated in order for it to appear on your website. When it is hidden, it will not appear on your site.

1. To activate or hide a section, right click on a section and select 'Active'. A tick in the checkbox indicates an active section, while no tick means the section is hidden.



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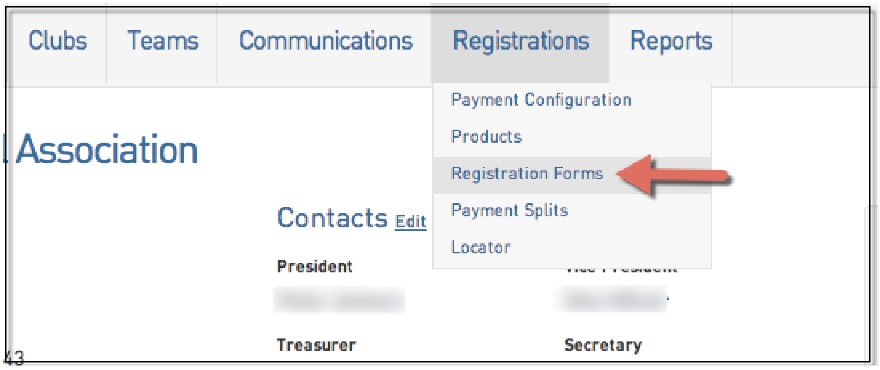
Registration Form Number

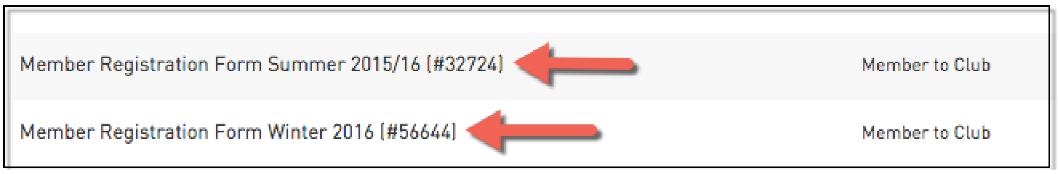
Last Modified on 09/03/2016 11:24 am AEDT

When adding a registration form to a club site you will be prompted to add in the registration form number, this can be found by following these simple steps:

1. Hover over Registrations and click Registration Forms.



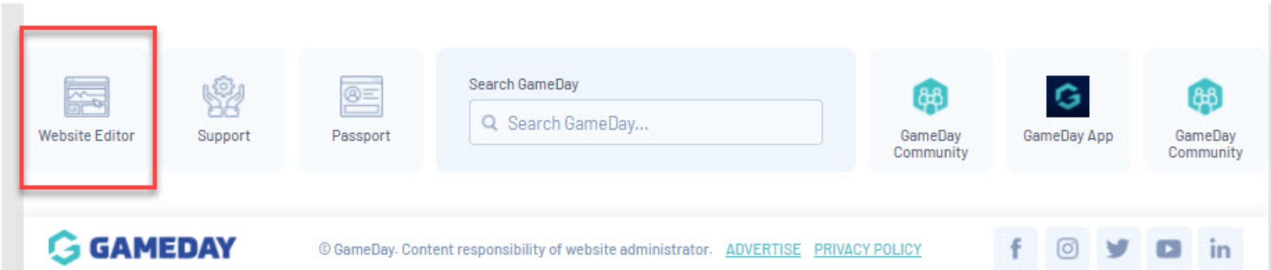
2. Once on the Registration Froms page, you will see your forms listed. The red arrow in the below image points to where you can find the form number. Copy and paste this into the widget manager box.



Setup the Registration Form to be viewed correctly from website

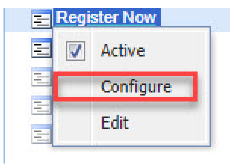
Last Modified on 10/06/2021 1:13 pm AEST

1. Scroll to the bottom of your website and click 'Site Editor'.

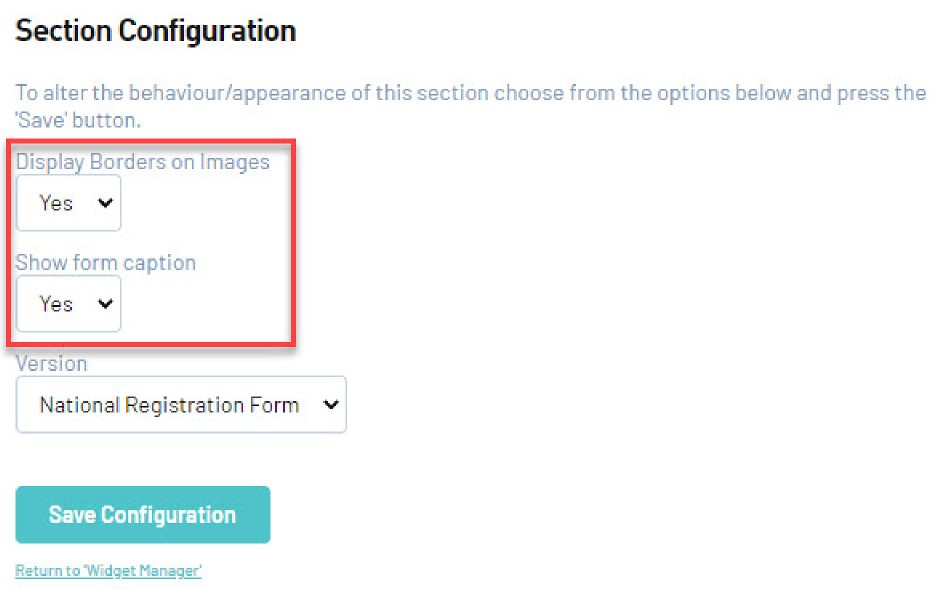


2. Click on the Widget Manager.

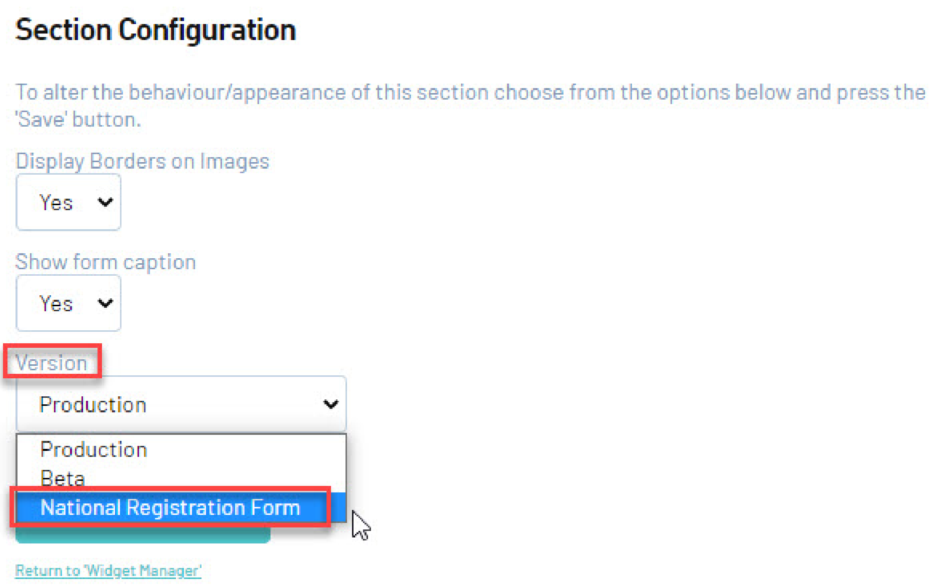
3. Right click on the **Register Now** and select **Configure** (if there is no widget then add a new section).



4. Select **Yes** in both **Display Borders on Images** and **Show form caption** drop downs.



5. Select **National Registration Form** in the **Version** drop down.



6. Click **Save Configuration**.

SportsTG
Let's Win

Add plain HTML to News Articles

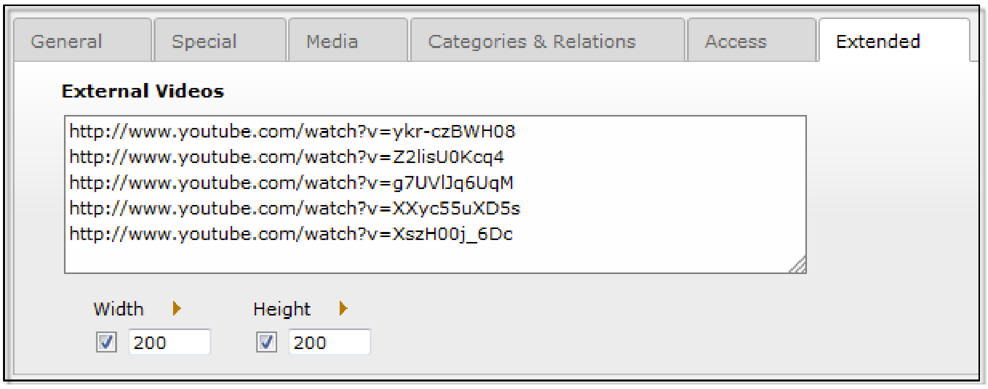
Last Modified on 07/10/2016 1:04 pm AEDT

SportsTG can give you the abilty to insert plain html content into your Smarterweb.

Adding YouTube Videos

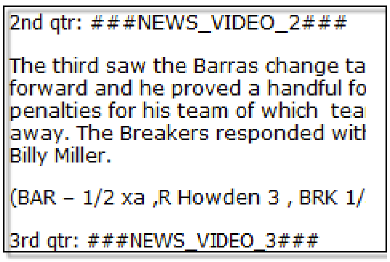
1. Get the url of the video from Youtube eg http://www.youtube.com/watch?v=ykr-czBWH08 copy this url and go into the news articles section of your website.

2. Locate the Extended tab. Paste the url into the box, you can have more than one video here you just need to make sure that each video is separated by a new line.



3. Input a height and width, (300px w x 300px h would be the max recommended dimensions here) depending on how many videos you are loading in the article it may be better to have these dimensions smaller.

4. Go back to the general tab and put in some hash tags where you want the video to appear in your article. eg ###NEWS_VIDEO_1### if you only have one video on your page, if you have three videos on your page for example you would use ###NEWS_VIDEO_3### for the third video on the page.



5. It will now display aligned right on your page.

The Lions were happy to win the game, but were disappointed they couldn't put more points on the board.

BARRACUDAS - 4 – BJ Howden 1 , R Howden 3 – XA – 1/8

BREAKERS - 5 – Miller 3 , Yusuki 1 , Marsden 1 – XA 3/11

Newcastle (March 27) - from Gemma Noon

Hunter Hurricanes v Sydney University Lions Men
Newcastle, March 27

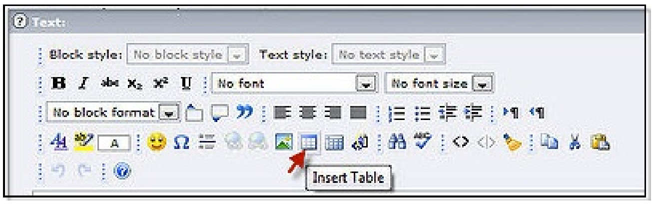
The Sydney University Lions mastered the Hunter Hurricanes at Lambton Swimming Centre on Sunday. Then Lions just clawed the lead from the 'Canes with a final score of 7-6.

The Lions were happy to win the game, but were disappointed they couldn't put more points on the board.

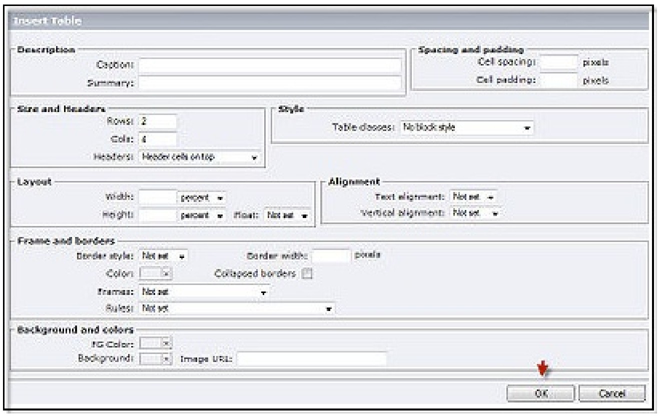
Adding a Table

Last Modified on 14/06/2016 12:52 pm AEST

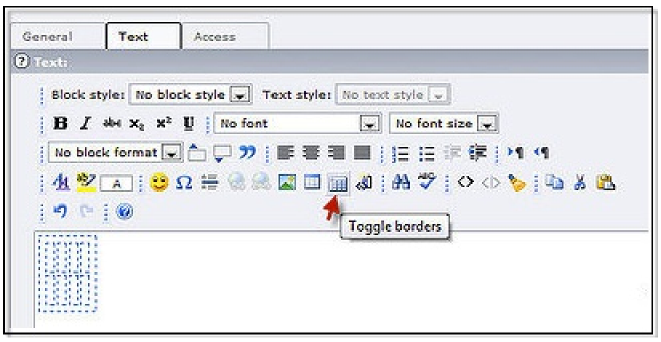
1. Adding a Table From the text editor, click Insert Table.



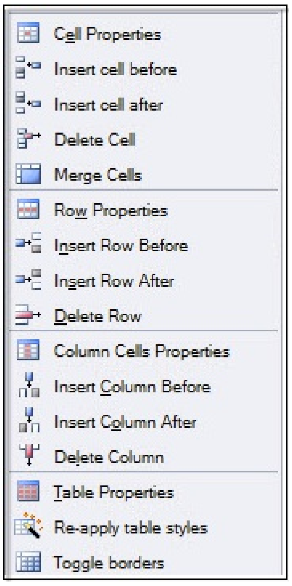
2. A window will appear; enter the number of rows and columns and other details for the table. Then click OK.



3. You can now enter content into the table. Hit toggle borders to see where your cells are in the editor.



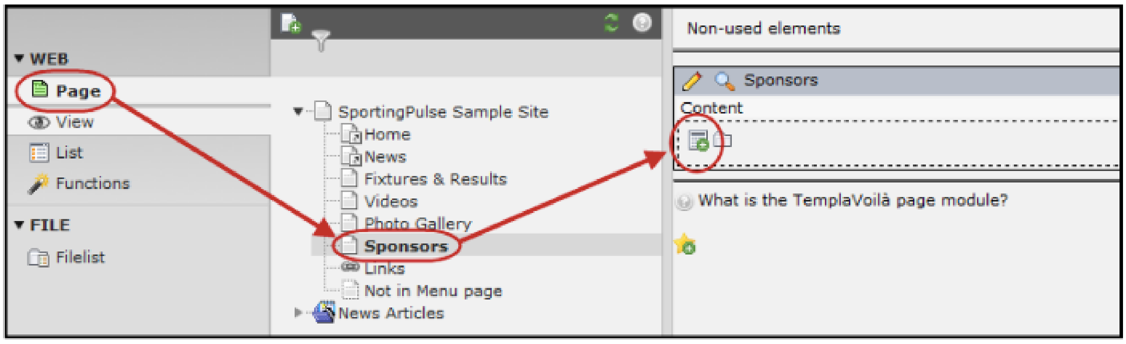
4. Enter the content into the table. Note: Right clicking on a table presents several additional options.


Cell Properties
Insert cell before
Insert cell after
Delete Cell
Merge Cells
Row Properties
Insert Row Before
Insert Row After
Delete Row
Column Cells Properties
Insert Column Before
Insert Column After
Delete Column
Table Properties
Re-apply table styles
Toggle borders

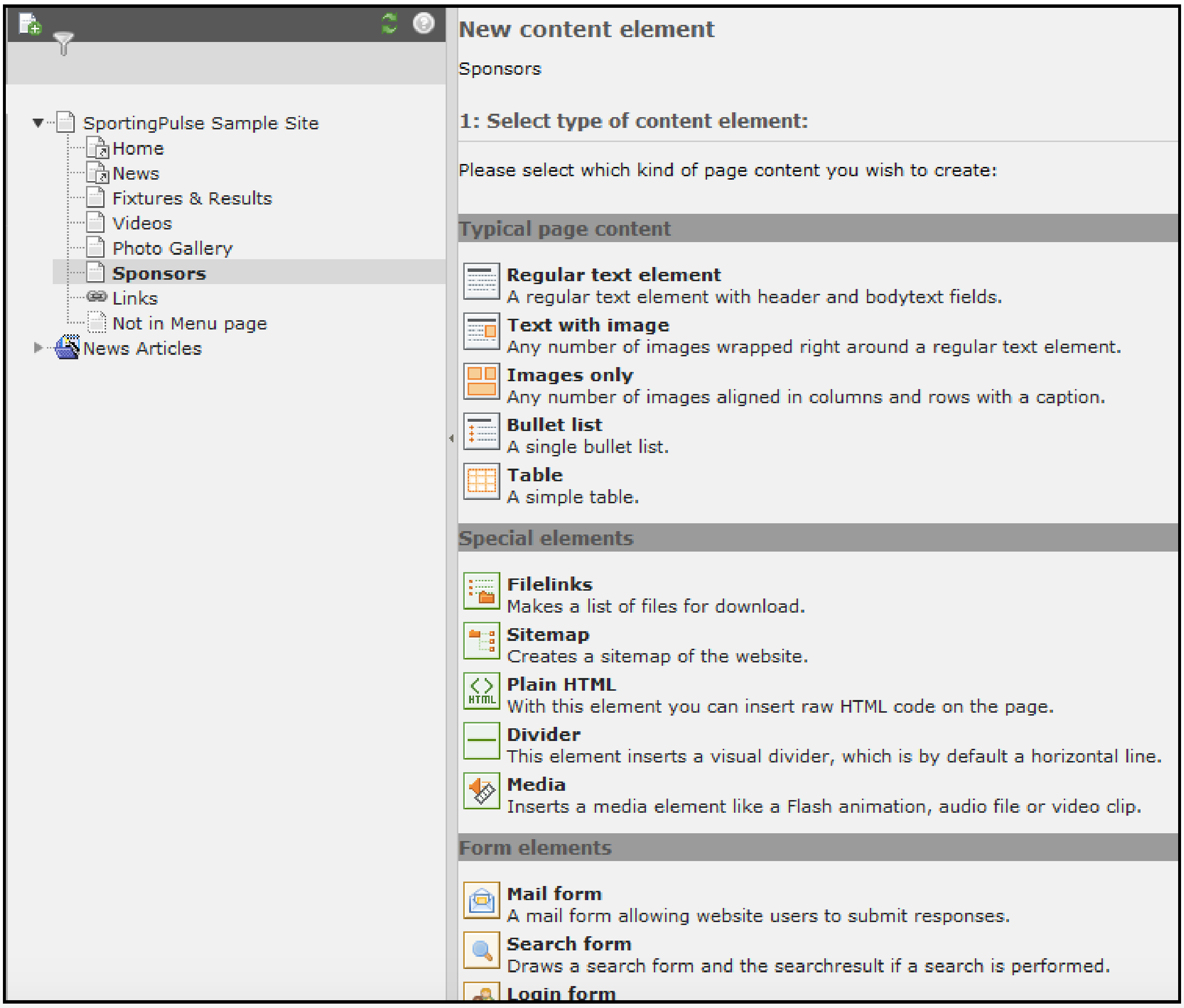
Adding Content to Pages

Last Modified on 14/06/2016 1:01 pm AEST

1. Click Page in the left menu, then click the title of the page you want to edit. Click the Create new record image.



2. Select the type of content element you want.



3. Enter the content details and any other required information

4. Click Save/Close.

Adding flash files to elite sites

Last Modified on 14/06/2016 1:27 pm AEST

1. Upload swf file to filelist.

2. Go to the relevant position on your page and add new element, select Media Inline images 1

3.Put in the path of your file untick use player and put in the height and width you want your file to display at Inline images 2

4. Once you hit save and close your file should appear in the relevant spot on your page.

Adding Flash/moving images

Last Modified on 06/10/2016 6:20 pm AEDT

Macromedia Flash content can include moving banners, advertisements or even mini-applications and games embedded into your website. If you have an idea for Flash content that you want in your site, contact SportsTG and we can explain how you can make this a reality.

1. Once you have the completed .swf file, click List on the left menu and then click the title of the page where you want to add the Flash content. Click ‘Create new record.

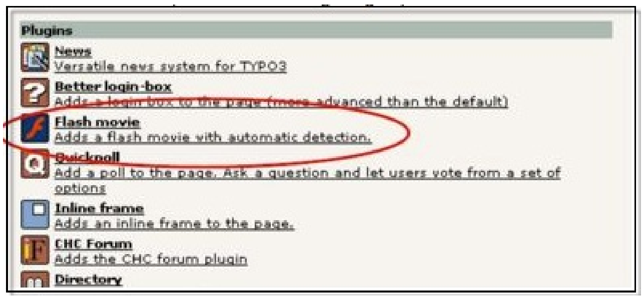
2. Select ‘Flash Movie’.

3. Enter the details of the Flash Movie.

4. Click Save/Close.

5. Click Page in the left menu, then click the name of the page where you just added the Flash Movie. Click ‘Create New Record’ in the location where you want the Flash content to show.

6. Select ‘Flash movie’ (under the heading Plugins).



7. Under the ‘Flash movie’ heading, click ‘Browse for records’

8. In the popup window, click the name of the current page, then select the record you created in steps 1-4.

9. Click Save/Close.

Adding animated gifs

Animated gifs are an image file that rotates through several images. They are not as versatile as Flash animations, but are generally quicker for users to download. Adding an animated gif is done in the same way as adding and formatting a image in an element

Making News Articles appear on the homepage

Last Modified on 11/11/2015 8:55 am AEDT

1. In the news articles editor, click on the ‘Relations’ tab.

2. Click ‘Frontpage News’ under the Category section.

3. Click Save/Close.

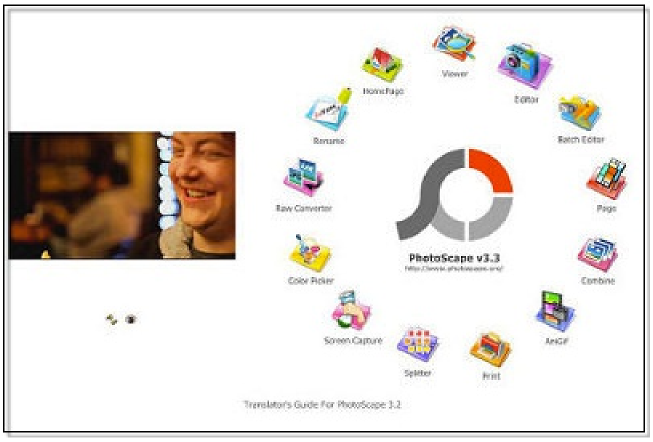
Adding images to news articles with Photoscape

Last Modified on 07/10/2016 12:49 pm AEDT

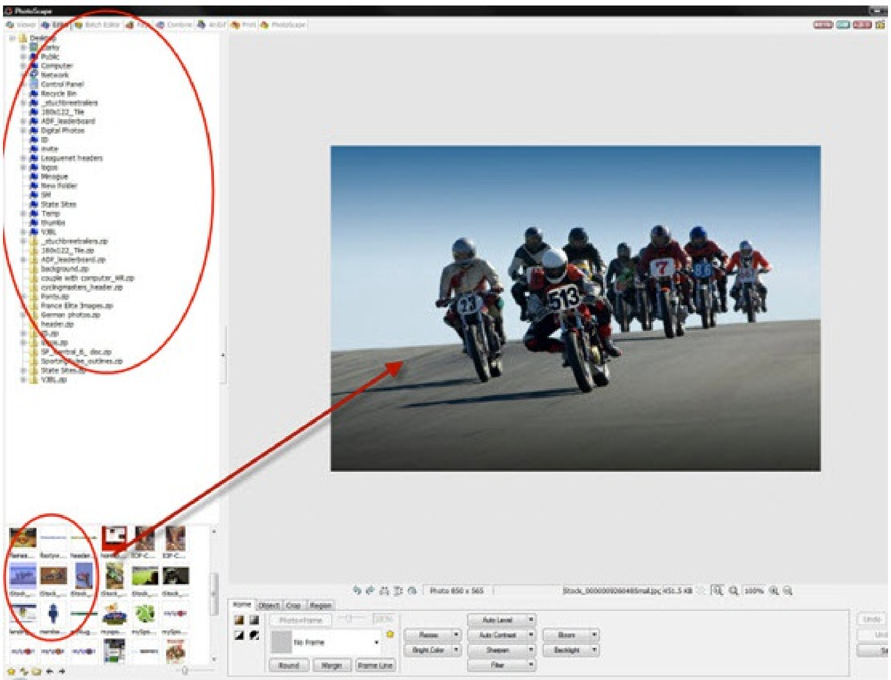
Photoscape is free easy to use photo editing software which can be downloaded from www.photoscape.org/ There are many other image programs out there but we have found that this program is very simple to use for the purpose of resizing and cropping images for news articles.

Using Large Images

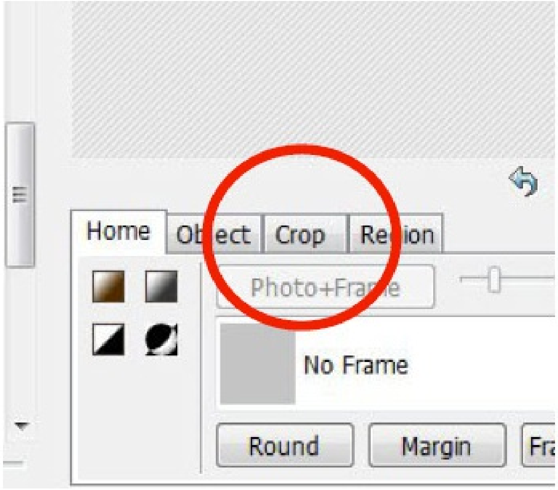
1. Open Photoscape and select Editor Icon



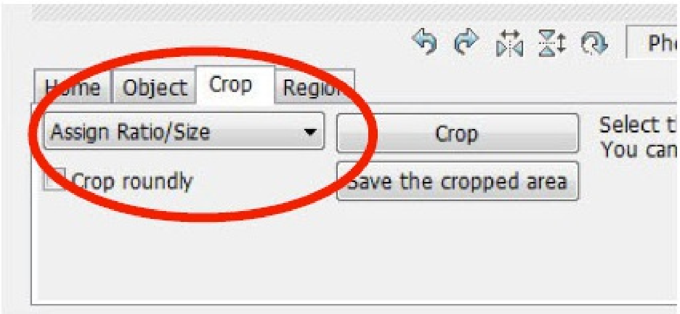
2. Select Photo you wish to edit in the left menu. It will then appear in the right panel.



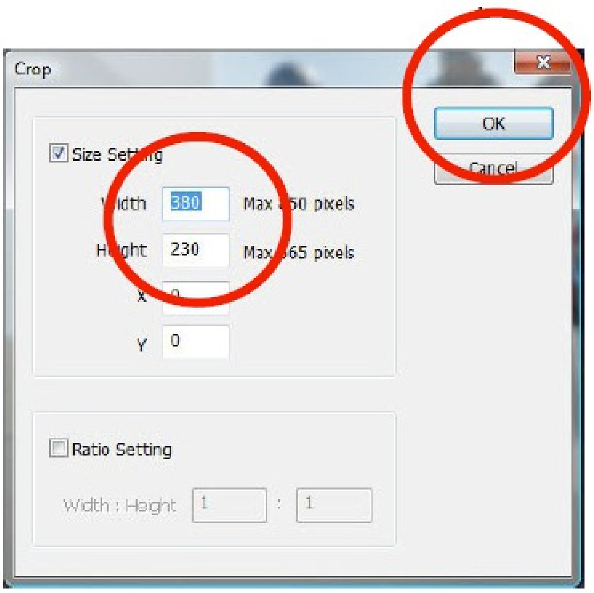
3. Select Crop Tab



4. Click on "crop freely" and select the "assign Ratio/size" button

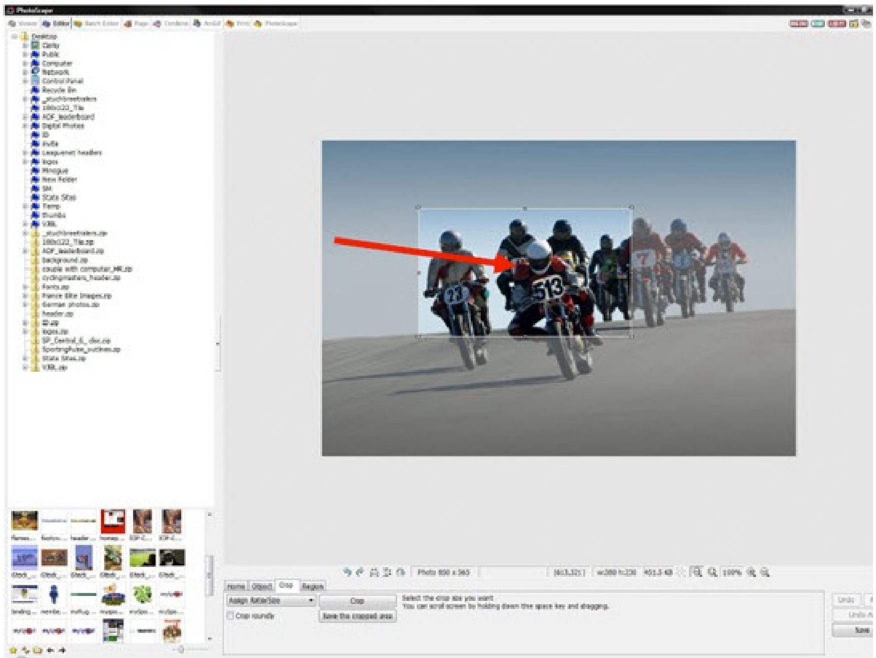


5. In the crop screen that follows please input your desired size you wish the final result to be. (SportingPulse will instruct you on what the desired dimensions for your news article images are) For this example we will use 380px (width) by 230px (height). Click OK

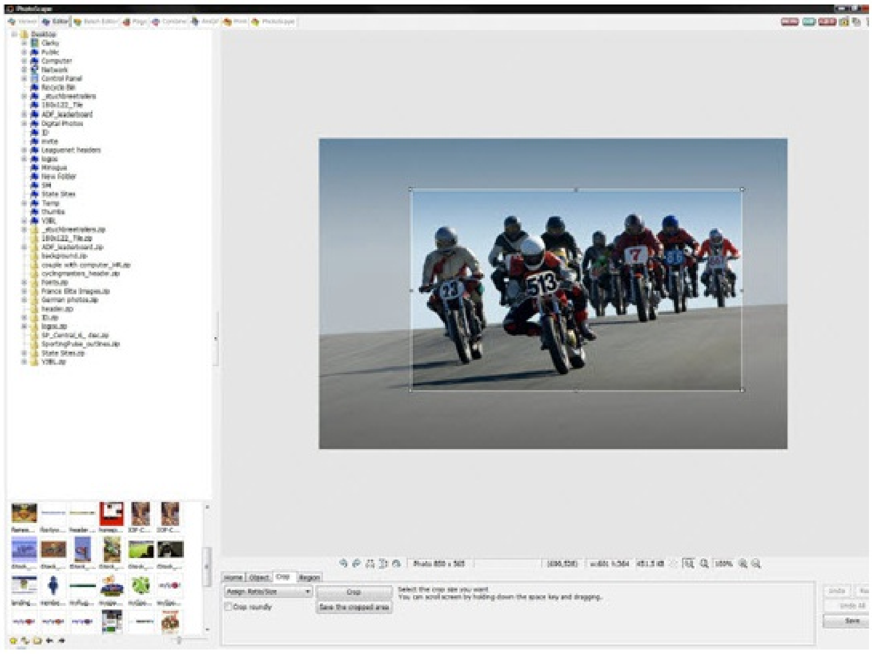


6. Preview will look like this with a rectangle showing how the cropped image will look at present

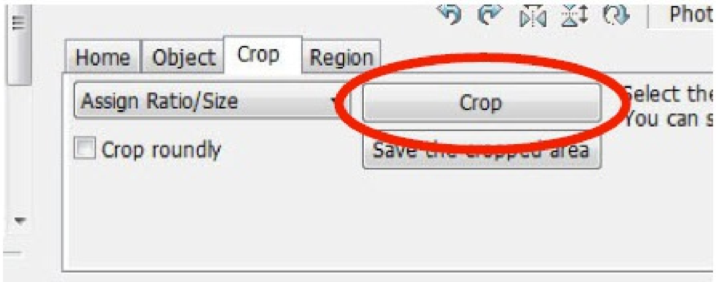
7. Move the rectangle panel to the area you would like to crop to by grabbing the rectangle with the mouse and dragging it to the desired position



8. Hold down shift and drag the corners of the rectangle out to cover the detail in the photo you want to keep. See below. (Image is nicely framed)



9. Click on "crop" to remove unwanted portion of image.



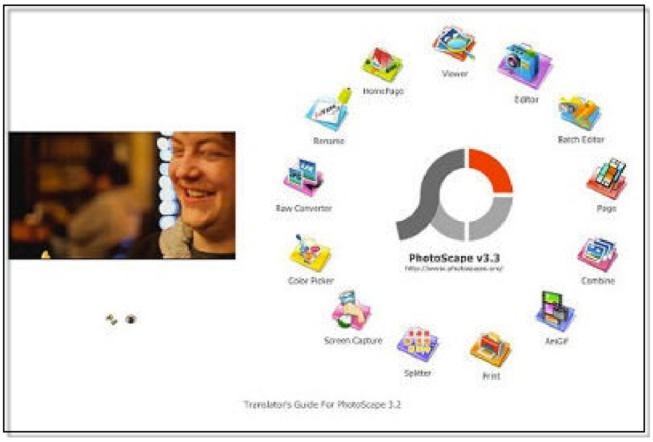
10. Your image will now look like this.

11. This is larger than the 380 pixels wide by 230 pixels high, however the ratio between height and width is correct and when you add this to a news article, Typo3 will auto resize the image for the homepage display, and the full page article.

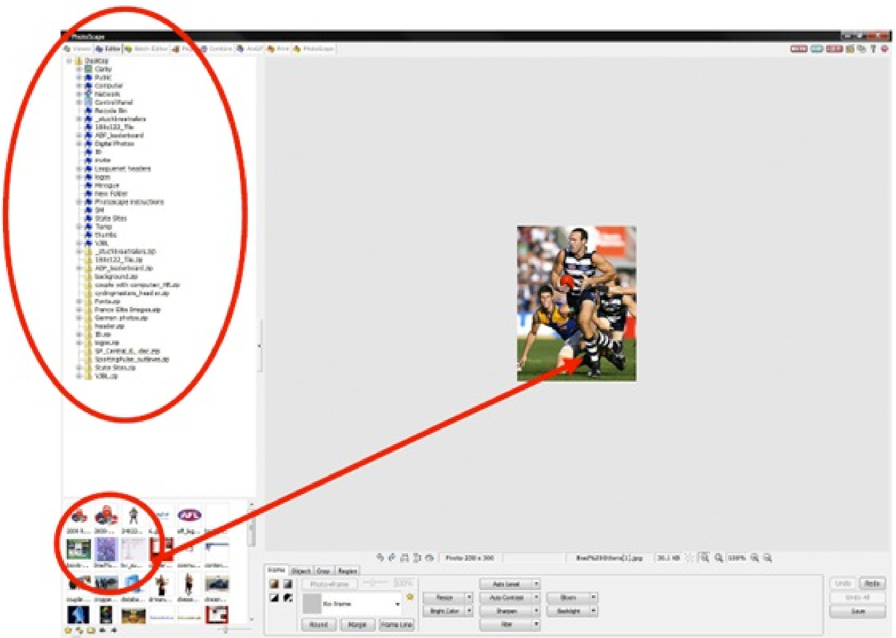
12. Last step is to save the image. Click on "Save" in the bottom right corner, select "save as" which is the third option that comes up. This allows you to select a Folder and give the file a name. Clicking save opens up a quality setting, I recommend you select 80% and then save the file. It is ready to be added to your news articles.

Using Smaller Images

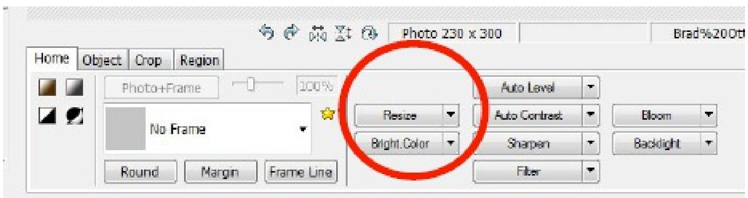
1. Open Photoscape and select Editor Icon



2. Select Photo you wish to edit in the left menu. It will then appear in the right panel. Note, it is smaller than the required size, however still a reasonable image to use for the website. Please ensure you don't use images that are too small as they will look blurry and of a poor quality when enlarged



3. Click "resize" from the menu at the bottom of the screen

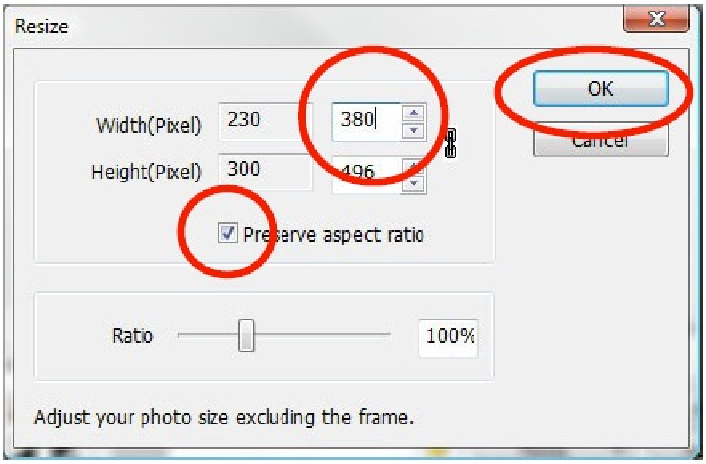


4. In the follow pop-up screen that appears, please ensure the "preserve aspect ratio" box is ticked.

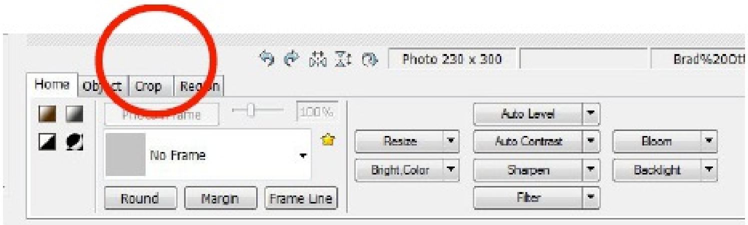
- Input the width of the final image (380 pixels)

- Leave the height as is

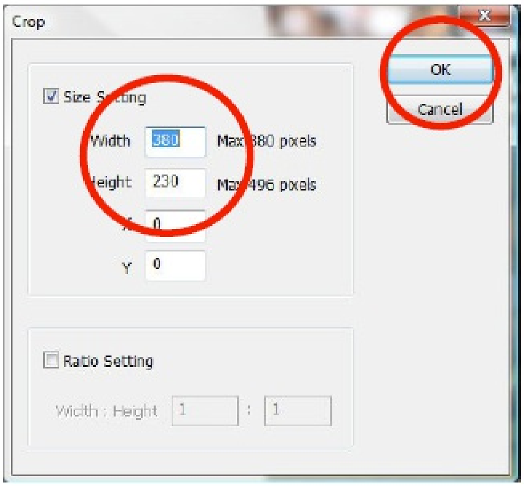
- Click OK



5. Click on crop Tab in bottom menu



6. In the pop-up menu. Input the final cropped size in (380 pixels wide and 230 pixels high). Click OK



7. Your preview will now look like this.

8. Grab the image by clicking and holding with the mouse and drag the frame up or down till you are happy with where the cropping frame is positioned.

9. Click on "Crop" to remove the unwanted area of the image leaving the image below.

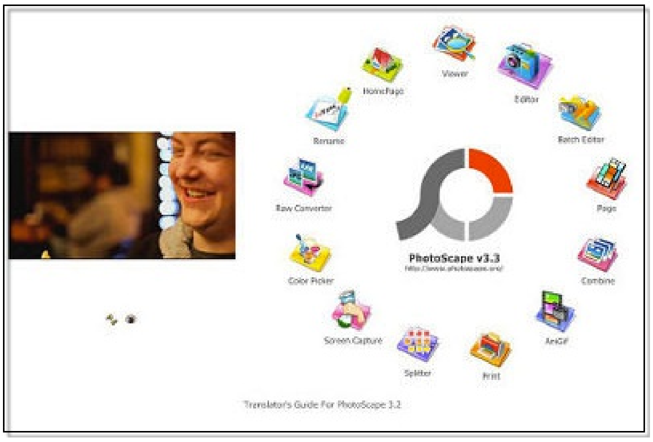
Cropping preview

10. What you are left with is an image correctly sized to 380 pixels to 230 pixels for your news articles.

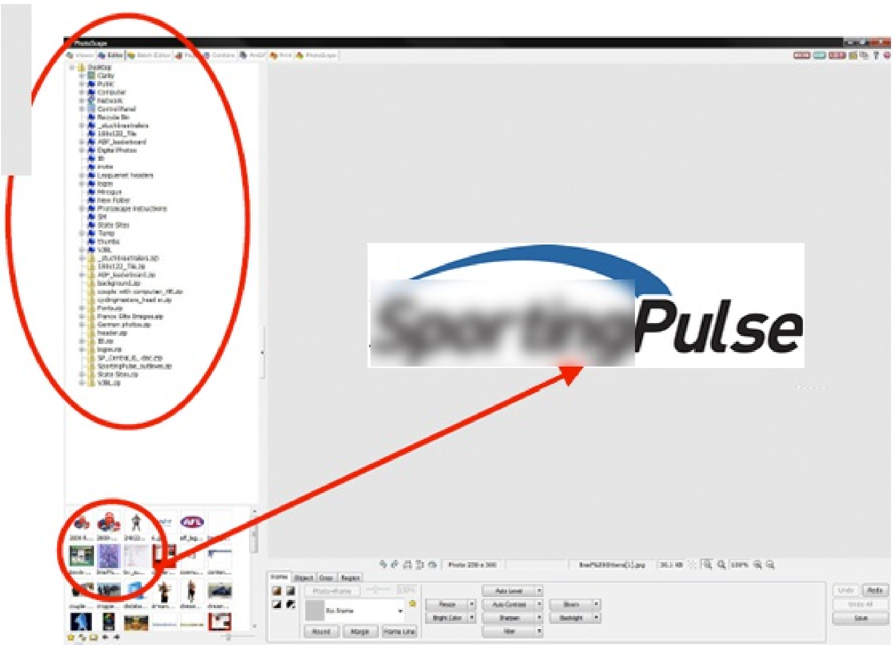
11. Last step is to save the image. Click on "Save" in the bottom right corner, select "save as" which is the third option that comes up. This allows you to select a Folder and give the file a name. Clicking save opens up a quality setting, I recommend you select 80% and then save the file. It is ready to be added to your news articles.

Create image with Whitespace (for logos)

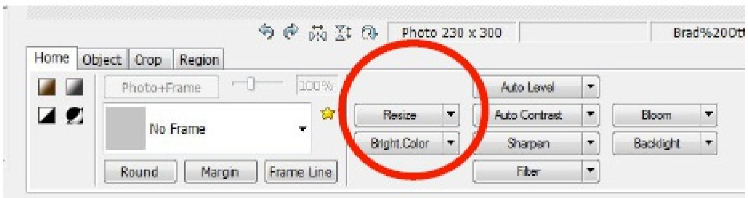
1. Open Photoscape and select Editor Icon



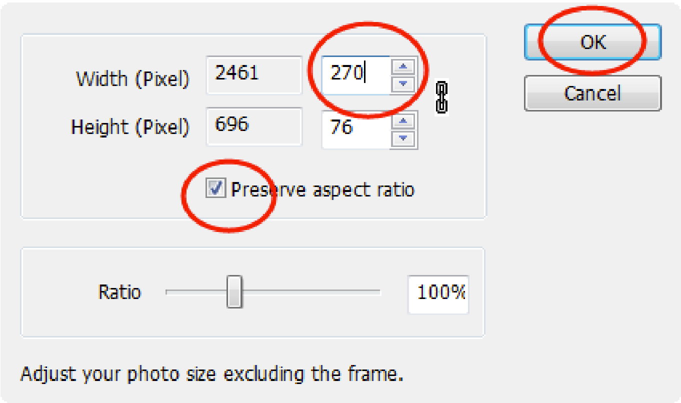
2. Select Photo you wish to edit in the left menu. It will then appear in the right panel. SportsTG will have given you a desired size for the image space (eg sponsor logos) for this example the size required is 300px (width) x 100px (height)



3. Click "resize" from the menu at the bottom of the screen



4. In the follow pop-up screen that appears, please ensure the "preserve aspect ratio" box is ticked.

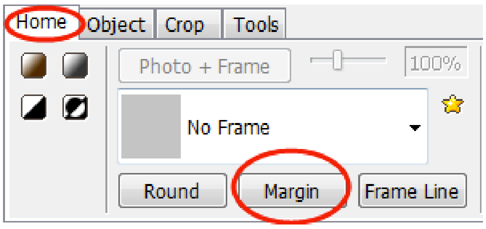


Input the width of the final image (270 pixels, as this image doesn't have any white space around it we are making it 30px smaller than the desired width so that we can add 15px to each side)

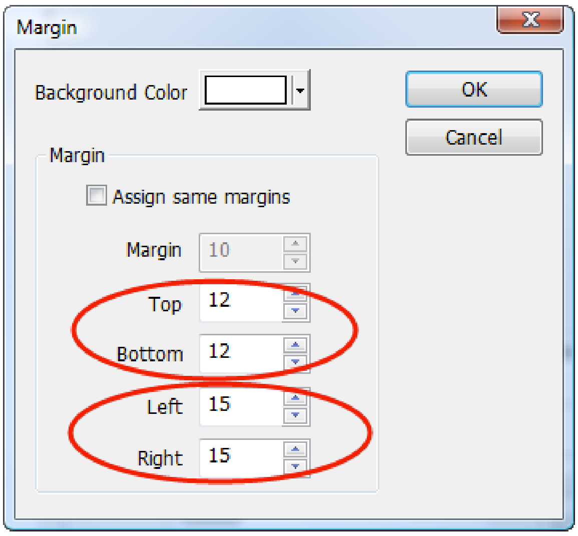
- Leave the height as is

- Click OK

5. Now add the margin.



6. As discussed in point 4 give add 15 px margin to the left and right. Our current image is 76px high so we want to also add 12px to the top and bottom to get it to the desired 100px. You will also see a color there for the margin. In most cases white will be the best colour to use here.



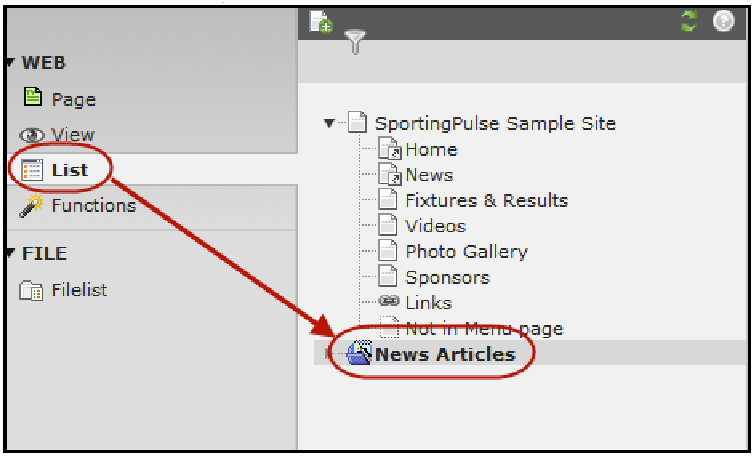
7. We now have our image that is 300px (width) x 100px (height). If your image is smaller than the specified dimensions to begin with go straight to 5 and add the margin.

300px (Width) x 100px (Height)

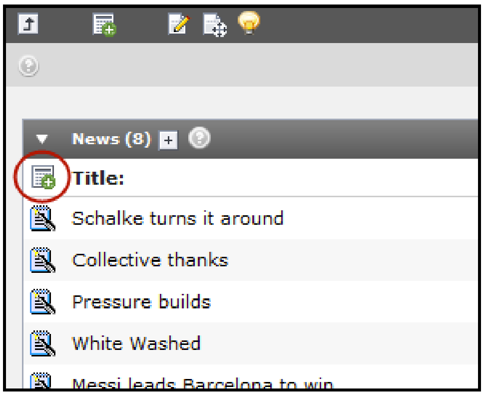
Adding News Articles

Last Modified on 11/01/2016 12:07 pm AEDT

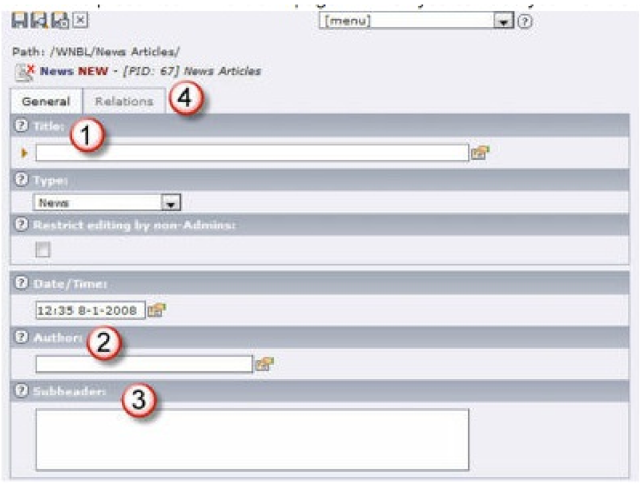
1. Click List in the left menu, then click the title of the 'News Articles' folder.



2. Click 'Create new record'.



3. You will be presented with a blank page in which you can add your news article. Follow the steps below.



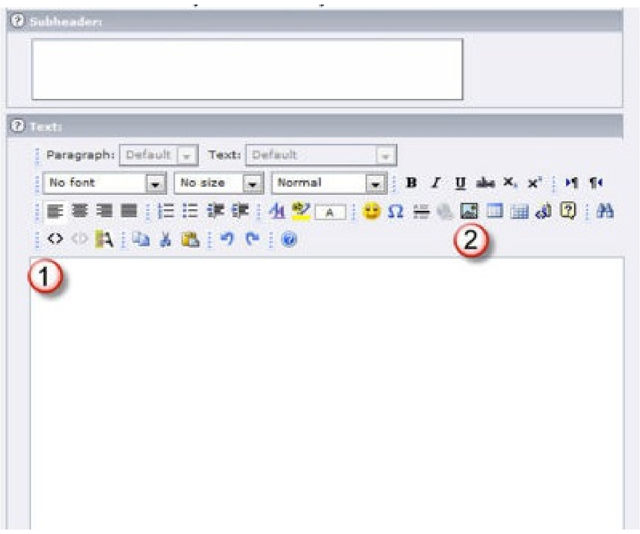
a. Title: Youmust always enter a title for a news article – normally this is simply a headline as you would like it to appear on your website.

b. Author: The Author field is not mandatory, but a descriptor is often useful.

c. Subheader: The sub-header can simply be a copy of the first paragraph of the story or might be an inducement to the reader to simply “read on”.

d. Relations: This section tags where the article originates from and must be used and allows you to add a picture that will be displayed with the article.

4.Now add the main body of the text of your article.

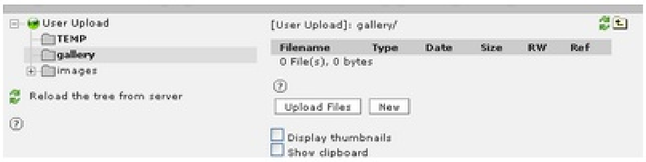


5. Click Save/Close.

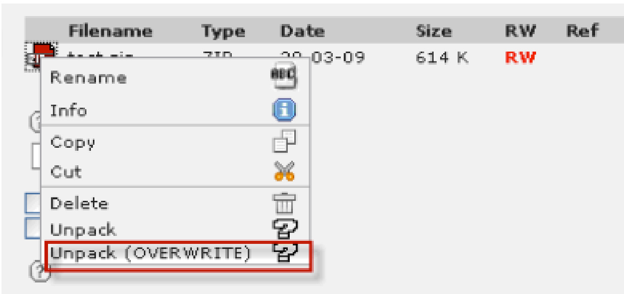
Adding photos using the Smooth Gallery

Last Modified on 11/01/2016 12:27 pm AEDT

1. In the file list there is a folder called gallery



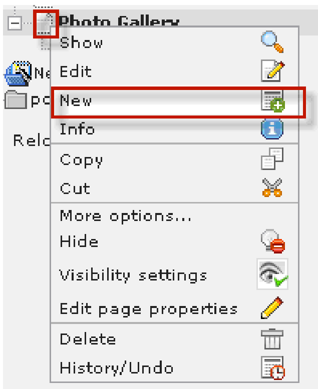
2. Put all images from a particular gallery (eg round 1) into a folder on your computer, then zip this folder up. Upload the zip file into the folder, then click on the red zip icon and select unpack (OVERWRITE)



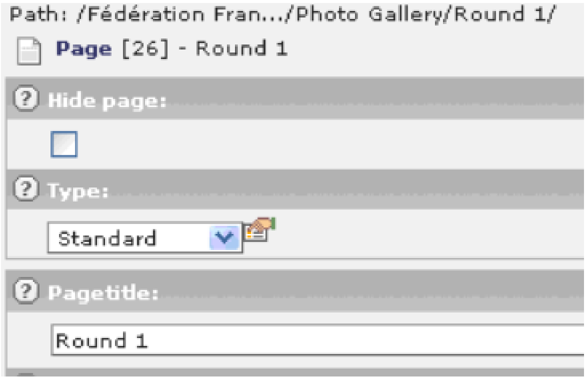
3. Once the file is unpacked you can then delete the zip file.

Creating the pages for the gallery

1. Click on page view. You will notice a page called photo gallery (or something similar eg gallery)



2. Click on the icon next to this and select new. Select page inside and call the page the name of the gallery eg round 1

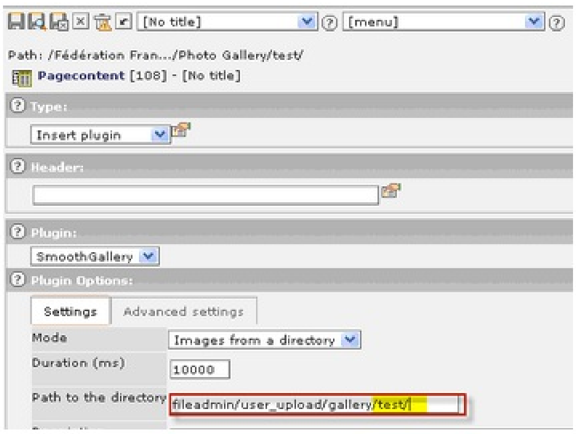


Copying the elements on to your new page

1. You will notice a page has already been set up for you, in this case the page called test. Copy both elements from this page so your page will now look similar to this

2. Edit the top element

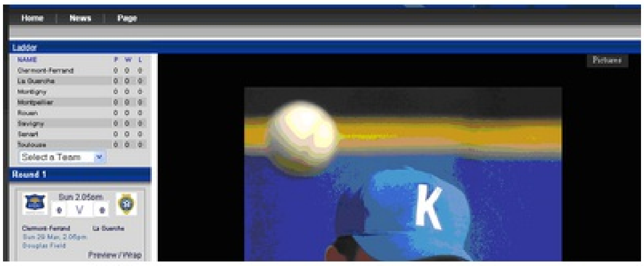
3. Change the path of the directory to the name of the folder you created in the filel ist eg round_1 you only need to edit the area that has been highlighted below. Click save and close.



Viewing the gallery

1. Locate the gallery on the front end of the website. You will now notice a list of all pages you have created on the photo gallery page

2. Clicking on the link wil bring up the photo slide show.

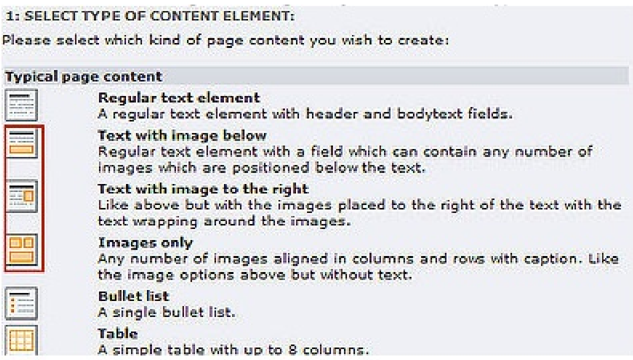


Adding/Formatting Images

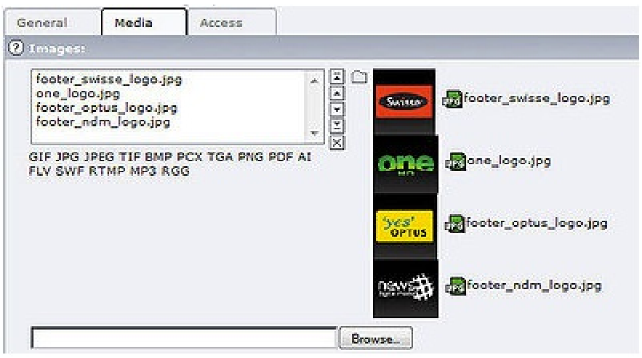
Last Modified on 11/11/2015 8:15 am AEDT

1. Click Page in the left menu, then click the name of the page you want to edit. Click the ‘Create new record’ image.

2. Select ‘Text with Image’ or ‘Image Only’ as the content type.



3. Click on browse to find the image on your computer. (Note: To add multiple images in the one element simply hit save and then either hit browse or the file list icon to add more images).



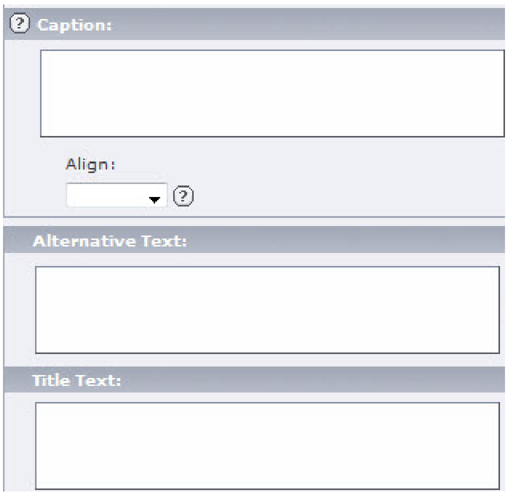
4. Select the position that you want for the image from either the icons or the dropdown menu.

5. Choose how many colums you want to split the image up into. This only really applies if you add multiple

images in the one element. In the images below the firstr time two columns have been selected which mean the images get split into two columns, the next image shows four columns.

6. To make text appear beside the image, enter the text into the ‘Caption’ field. (Note: if you are wanting to add a specific caption to an image (when you have added more than one image) then it is recommended that you don't use an image element as it is difficult to get the layout you want. In this case it is easiest to use a table in a regular text element.)

7. Alternate text and Title text are also recommended for SEO



8. To alter the width of the image, enter the width you want (in pixels), a tick will automatically appear in the checkbox.

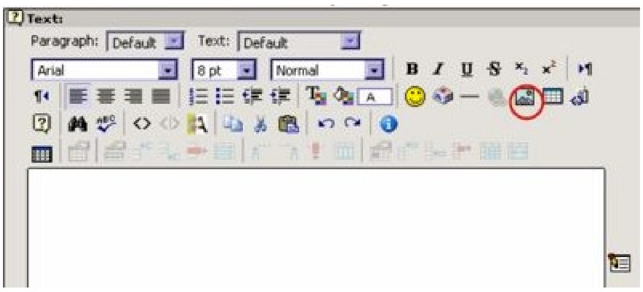
9. To alter the height of the image, click the ‘More Options’ icon

10. Then enter the height you want (in pixels). A tick will automatically appear in the checkbox.

Adding/Formatting Images within the Text Editor

Last Modified on 11/11/2015 8:15 am AEDT

1. From the text editor, click Insert/Modify Image.



2. Click on a folder and then an image if you have already uploaded one. Otherwise click Browse to upload one.

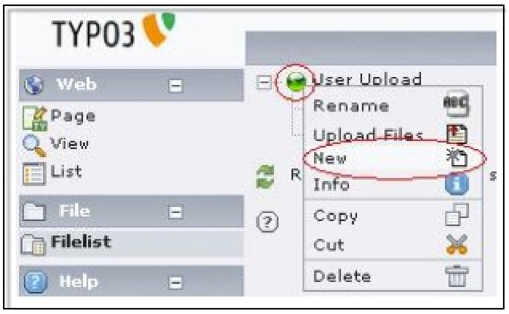
3. With the image selected click 'Insert/Modify Image' again, a pop-up window will appear.

4. Select / Enter the details you want for that image, then click Update.

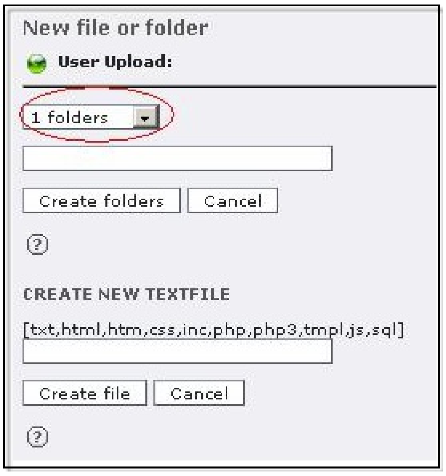
Creating a folder in the file list

Last Modified on 14/06/2016 12:50 pm AEST

1. Click Filelist in the left menu, then click on the green icon and select new.



2. Select the number of folders you want to create, the name of these folders, then click Create Folder.



Note: to create a new sub folder follow the same process but instead of clicking on the green icon click on the folder which you want to make a sub folder in.

Creating a mailform

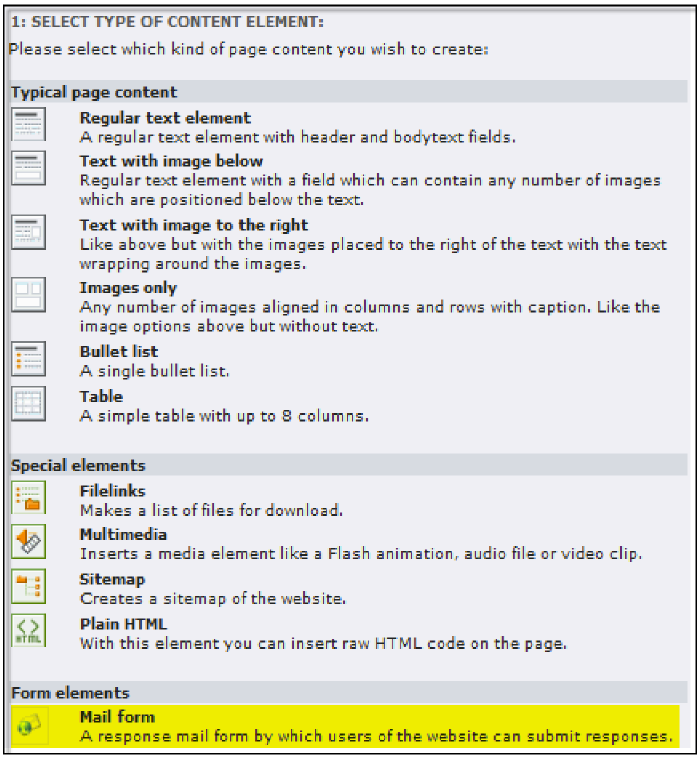
Last Modified on 06/10/2016 6:25 pm AEDT

There is a configurable mail form available within the typo3 system. This form will send an email back to the user with the results. If you are after something that is a bit more customisable than puts the results into a database contact sales@SportsTG.com and a customisable form can be created for you.

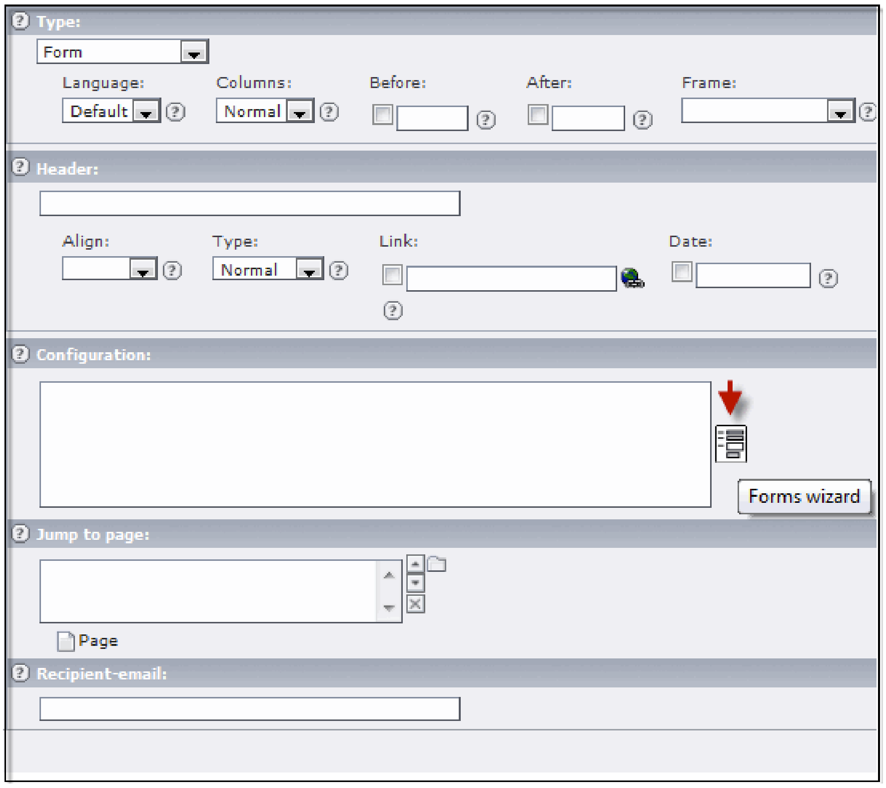
Creating a mail form element

1. Click create new element

2. Select mail form which is under Form elements.



3. Click the mail form wizard button



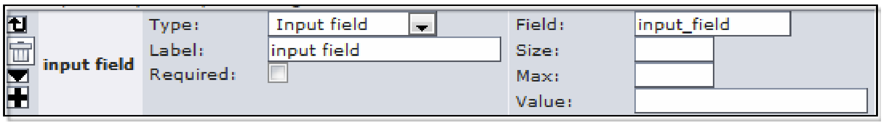
Details

To the left in the form wizard you can add, delete and move items in the form around. In the Element Type column you can select between various kinds of form elements such as regular input fields, text areas, selector boxes, checkboxes etc. Each form element also has a label field where you can enter a title for the field. Some fields also provide the possibility of checking for "required" values. If you make a value required it is recommended that you put a * in the label field so that the user knows that it is a required field

Field type

Input Field

Description: A plain input field eg email address: Backend View

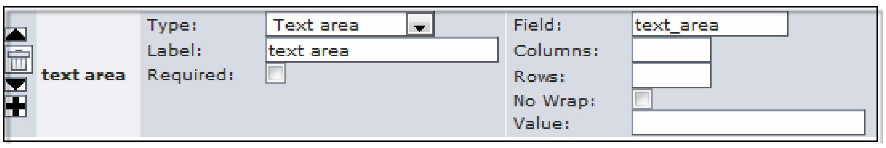


Frontend view:

Text Area

Description: A longer text area. eg if you want the user to provide a detailed response to a question.

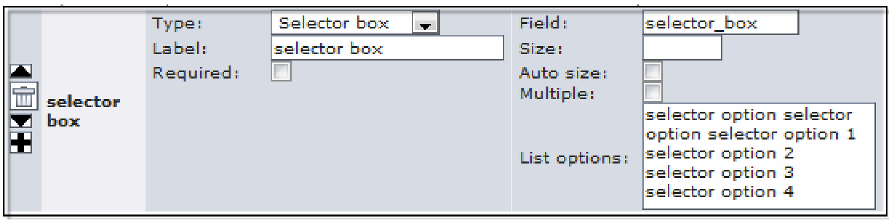
Backend View



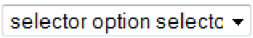
Frontend View

Selector Box

Description: A drop down selector box where the user can select one option. Backend View

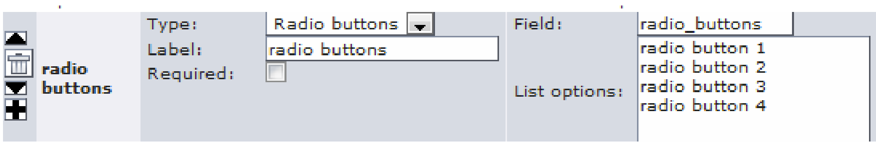


Frontend View

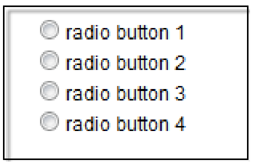


Radio Buttons

Description: A radio button selection list where the user can select one option. Backend View



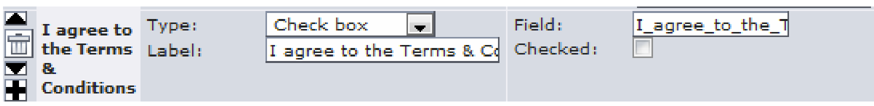
Frontend View



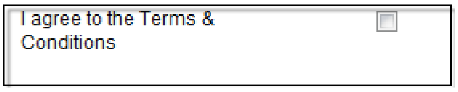
Check Box

Description: A tickbox field for the user to tick. eg Terms and Conditions. Click Checked if you want this to be ticked upon a page load.

Backend View

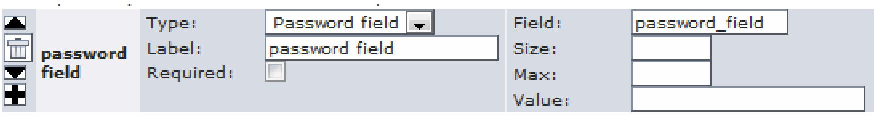


Frontend View



Password field

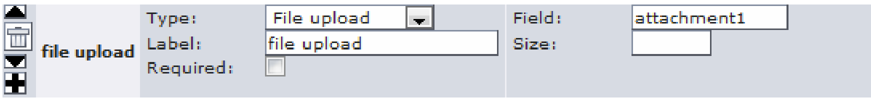
Description: if you want the user to create a password. Backend View



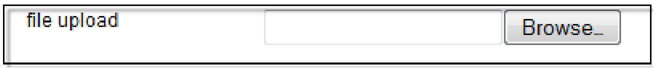
Frontend View

File upload

Description: upload a small file to your site. eg picture of the month. SportsTG strongly recommend that you advise users to only upload files that are below 300kb. This is because your mail server may not receive the file if it is any bigger than this. Backend View

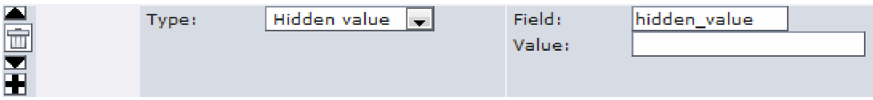


Frontend View



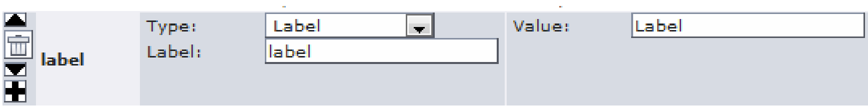
Hidden value

Description: If you want a value to be put in the email received but don't want the user to have to fill it out. EG If you have two different forms one for males and one for females and you want to know who they are from when you receive the email. Backend View



Label

Plain text often used as a description for the user. The value is put in bold. The label field is in standard font. Backend View

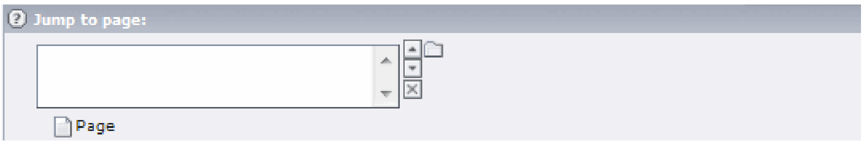


Frontend View

Label Label

Jump to page

Description: When the user hits submit they will be taken to this page. eg. Thanks for entering the competition.

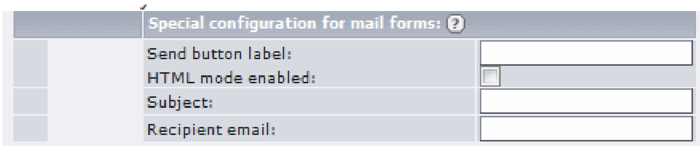


Special configuration for mail forms:

Description:

These fields are required for when the administrator receives an email Send button label: What the user clicks on to submit the mail form. HTML mode enabled: Not required to tick this in most cases as the results received will be plain text. Subject: What the email subject will say when the administrator receives the email. Recipient email: who the email will go to, if you want multiple email addresses in here then separate them with a comma(,).

Put in the label you want on the send button Backend View

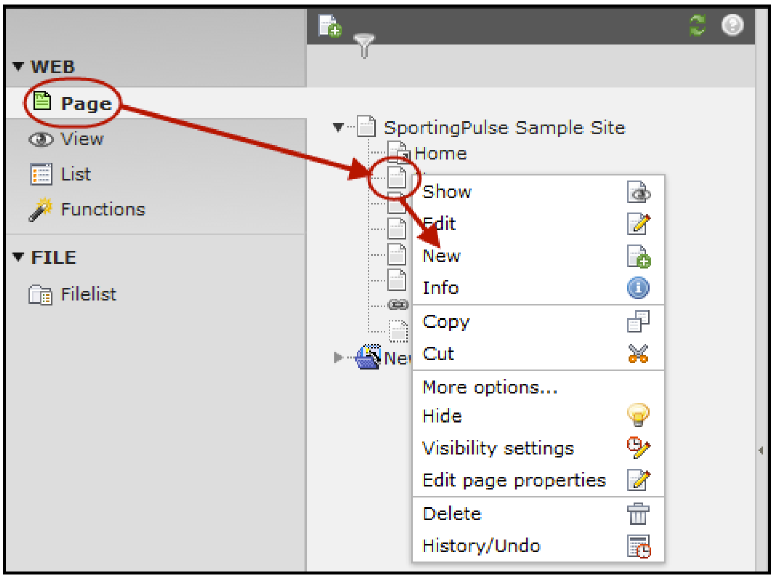


Frontend View

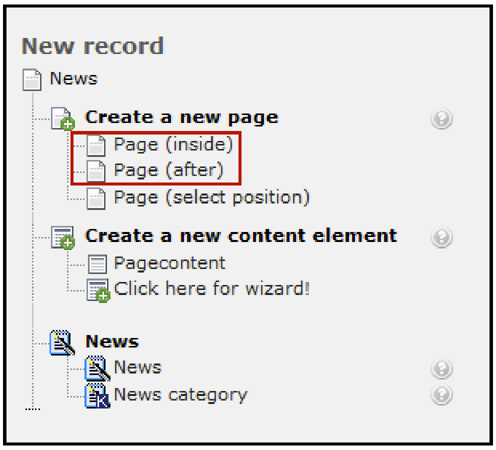
Creating a page

Last Modified on 11/11/2015 8:15 am AEDT

1. Click Page in the left menu, then click the icon beside a page. Select ‘New’ from the popup menu.



2. Click Page (inside) or Page (after), depending on where you want the new page to go.



3. Enter the page details**.(Note: Make sure ‘Hide page’ is unchecked if you want it to appear to the public.)

4. Click Save/Close – You can now enter content.

Select a page type: '

- Standard' and 'Advanced' are regular webpages, just differing in the number of options.
- 'Shortcut' allows you to link to a page in the page tree. This is useful when you want to add another item

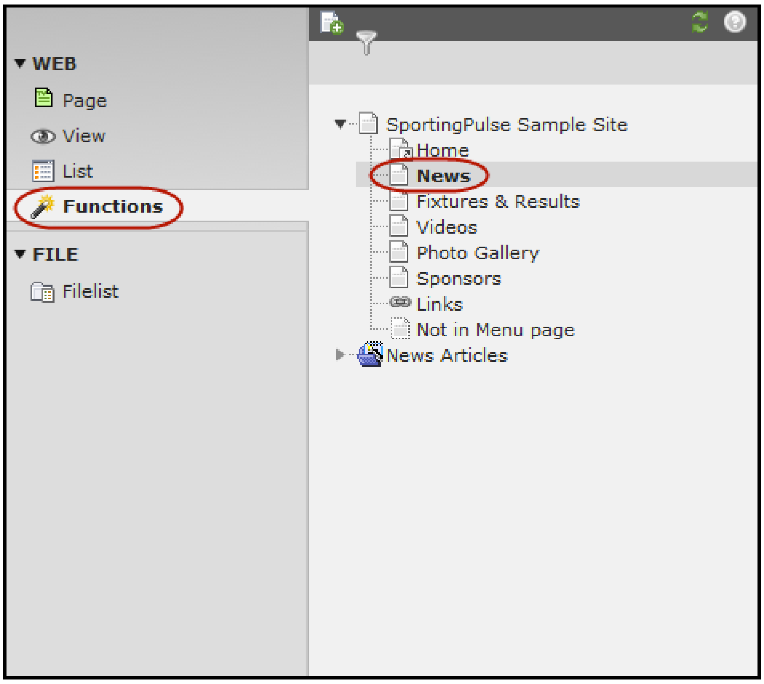
to the menu, but link to an existing page.

- 'Not in menu' is also a regular page, but will not be shown in the navigation.
- 'Backend User Section' is an option which requires a backend user to be logged in for the page to be visible.

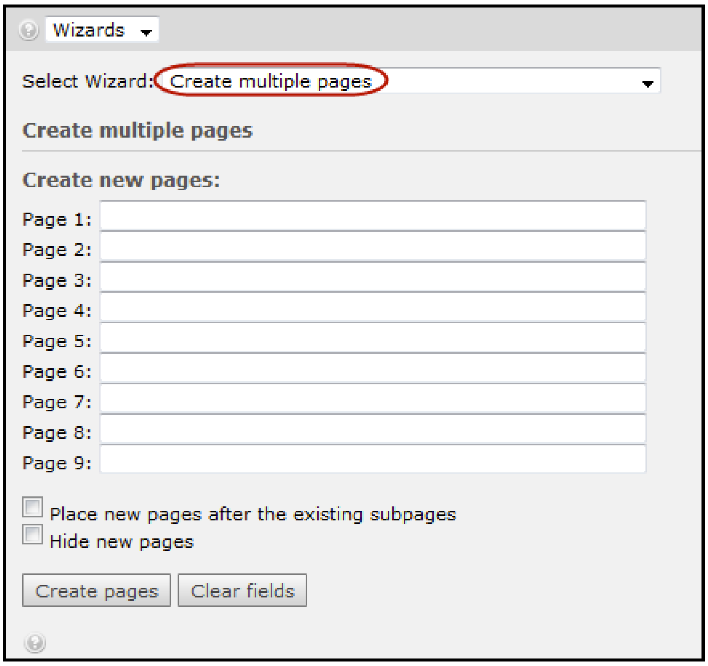
Creating many pages at once

Last Modified on 11/11/2015 8:15 am AEDT

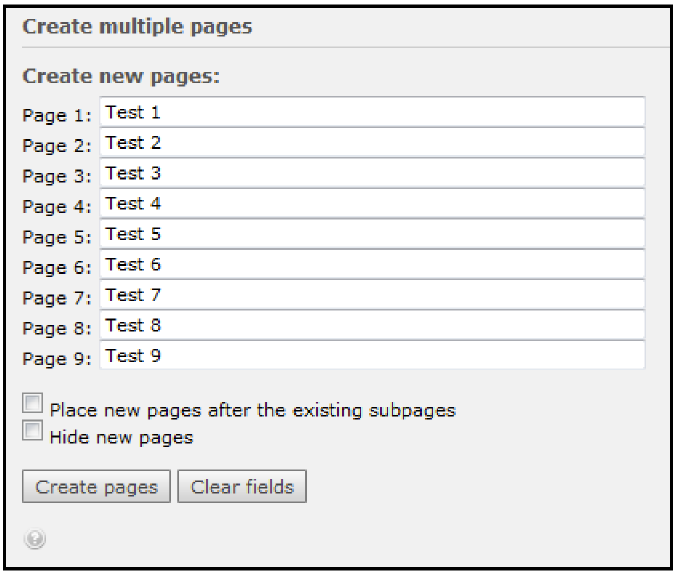
1. Click Functions on the left menu, then click the title of the page that you want the new pages to appear under.



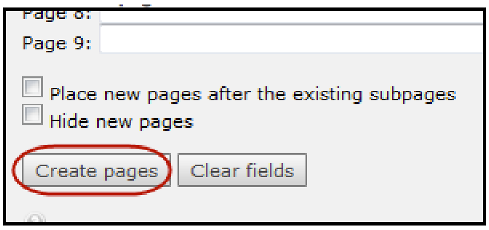
2. Select ‘Create multiple pages’ from the dropdown menu.



3. Enter the title of each new page in the textboxes.



4. Click ‘Create pages’.

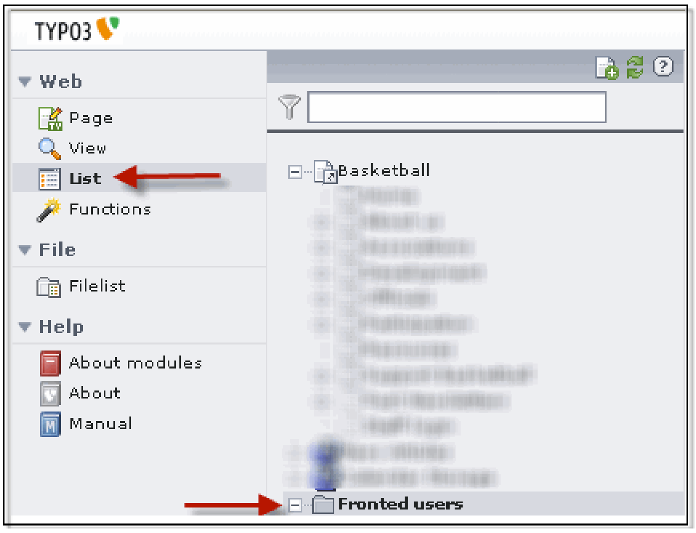


Creating secure pages

Last Modified on 07/10/2016 12:47 pm AEDT

Locate your users folder

To locate your user’s folder click list, SportsTG will set up a folder for you called frontend users/Secure Users.

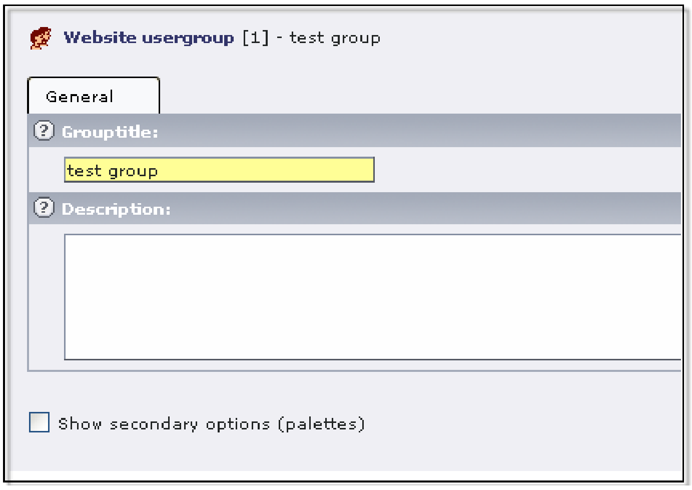


Add new usergroups

You will see a website usergroup usually called test has been created for you by SportsTG. To create a new user group click on the green + icon as shown below

Configure usergroups

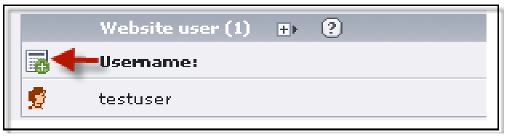
You will only need to add a Grouptitle in this section, but you are also able to add a description as well if you wish. (The description is only displayed in this area so is usually not used)



Add new users

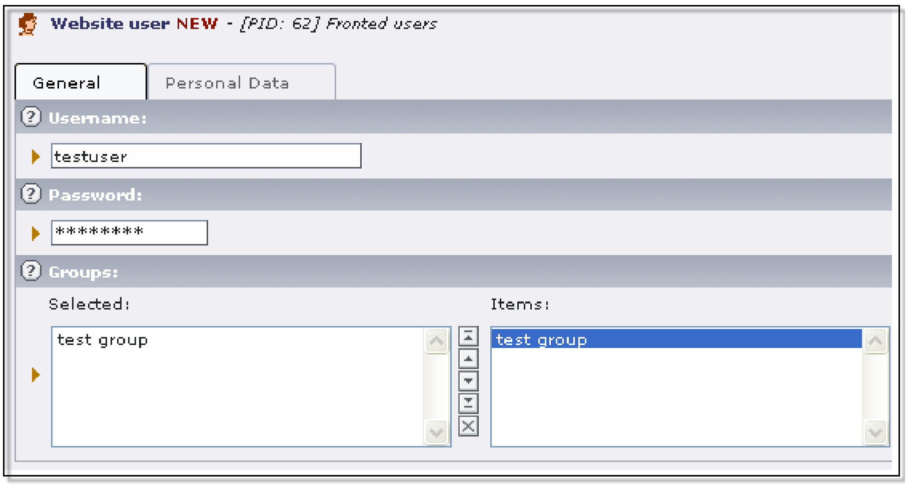
Once you have made a usergroup you can now add users to your page.

You will see a website user usually called test has been created for you by SportsTG. To create a new user group click on the green + icon as shown below



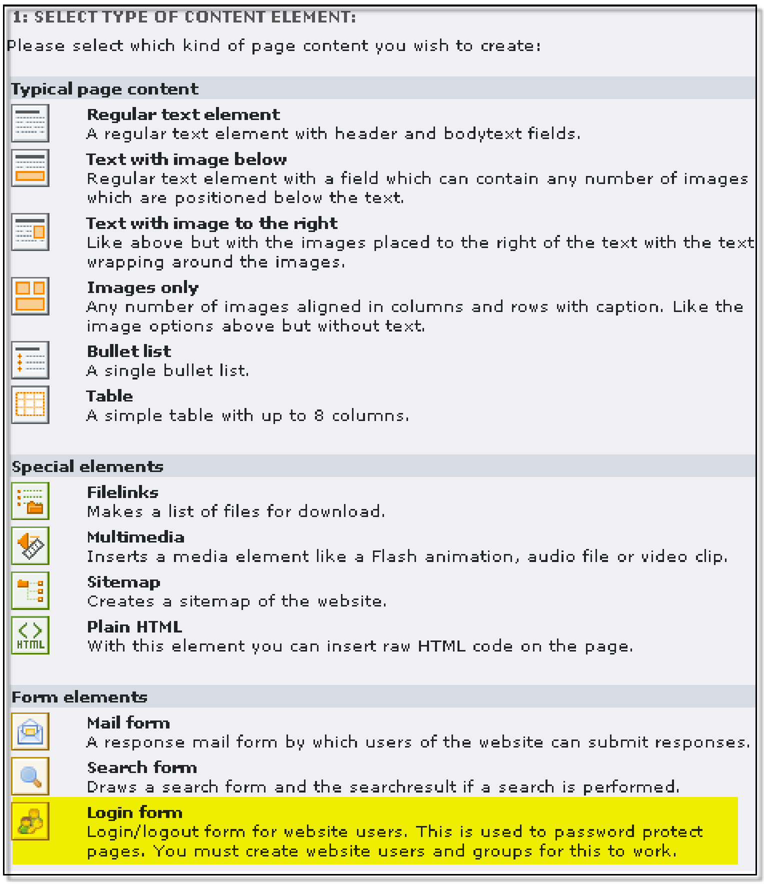
Configure new users

The compulsory information in this area is the username, password and group. The group being the user group that that login has access to. There is also a personal data tab for things such as the person's email address and phone number. This is only for internal use and is rarely used.



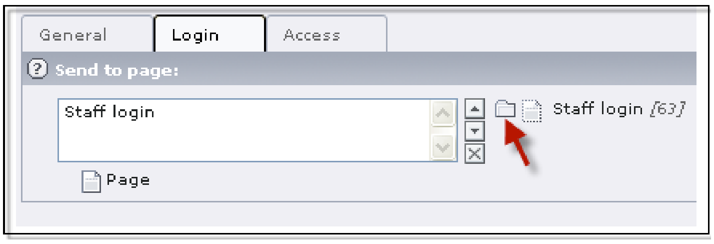
Add a login form to your desired page

When you click on the create new element icon on any page within your site you will see that one of the options is login forms. Select this element.



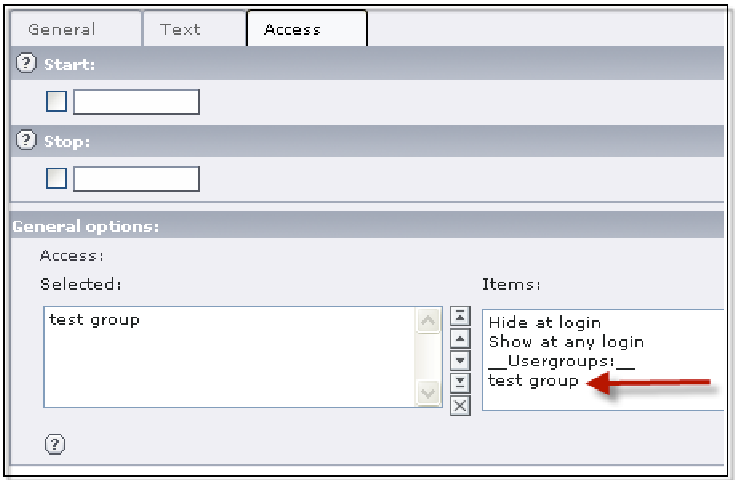
Configure the login element

To configure the login element you can add a header in the general tab if you wish. You then need to click on the login tab and choose what page you wish the user to go to once they are logged in (this may be the same page).



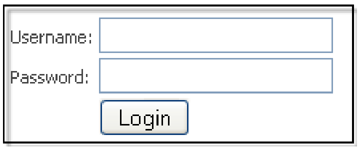
Create restricted elements.

Usually when you create a text element you would have used the general and text tabs. You will have also noticed a Access tab (NOTE: The access tab is not present in all versions of typo3, in some versions there is no access tab however these fields will be available at the bottom of the page). Under general options in the access tab you will see that all the usergroups appear on the right hand side of the page under items. Select the usergroups who you wish to have access to this page, then anybody who logs in with a user account that is linked to that usergroup will be able to access this content.



Test your login page

Go to the front end of the site to test this. Login with the details you created.



Once logged in you will see the content that you have restricted to the specified usergroup.

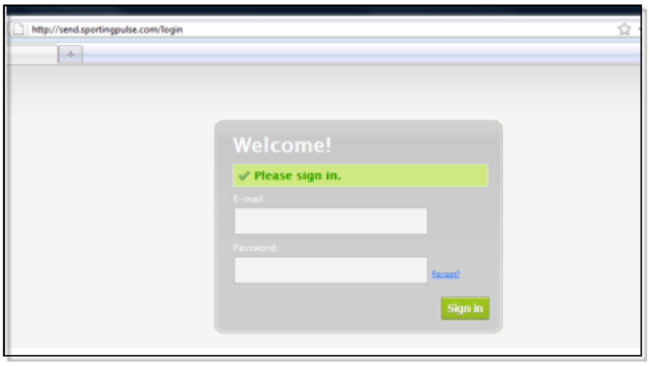
Administer newsletters with Streamsend

Last Modified on 07/10/2016 12:55 pm AEDT

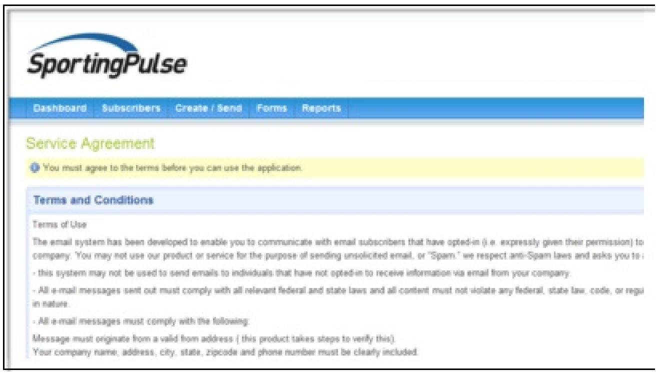
SportsTG can setup you up a StreamSend account to enable you to send newsletters out to clients.

Logging in

Go to http://send.sportingpulse.com/



Input the login details you have been given by SportsTG (the first time you login you will need to agree to the terms and conditions)



Once logged in you will notice 5 menu items across the top of the page Dashboard, Subscribers, Create/send, Forms, Reports.

Dashboard

The dashboard is just an overview of the account and a link to the other sections in your account.

Subscribers

Contains all the information relating to your subscribers and is broken up into 4 tabs.

Subscribers

You can do the following in the subscribers section.

Manually Add

Fill out a registration form one by one for each subscriber you wish to add.

Upload a file

Upload a file in tab delimited format.

Edit current subscribers

You can edit and fields in a members record as well as change which list they have been added to.

Bulk Unsubscribe

Unsubscribe many members at once.

Download/export

Export your subscribers as a csv file.

Lists

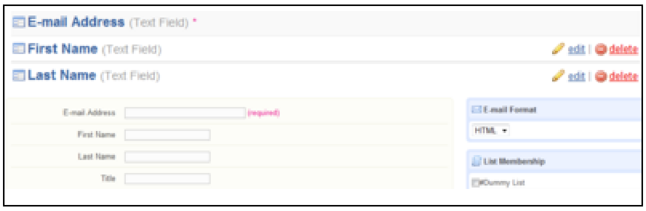
A list is sub-grouping of subscribers. Name these lists to describe your sub-grouping.

Filters

A filter is a set of rules that describe a set of subscribers. You can use filters for anything; from sending a blast, to creating a list, to even removing people from a database.

Fields

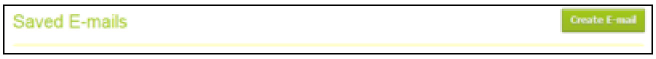
Where you can edit/add fields for your subscribers



- Text Field: One line of text
- Text Area: Multiple lines of text
- Date/Time: Store dates, times, or both.
- Select: Multiple options, one choice
- Radio: Multiple options, one choice
- Checkbox: Multiple options, multiple choices

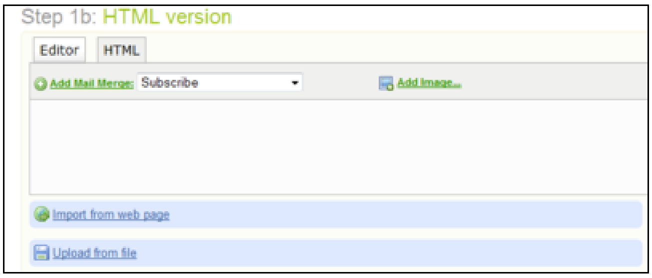
Create/Send

Create your content then schedule a blast to your subscribers. There are two options here, either building it yourself, or using a template.



Build it yourself

If you are using a typo3 website (SmarterWeb) then you are able to import the newsletter page that SportsTG has set up for you straight into the streamsend system. For those not using a typo3 site, SportsTG will set up a template which can be edited each time you want to send out a newsletter.



Locate your page

Locate your page in the backend of your typo3 website.

Edit it as required

Usually the page will have news articles which will be automatically taken from your news articles folder and you will have the chance to edit a small amount of text images on the site.

Copy url

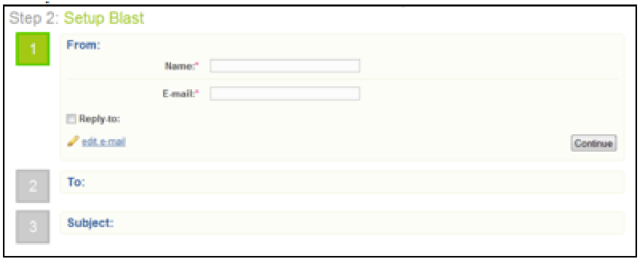
Once you are happy with how your template looks, copy the url of the page.

Import into StreamSend

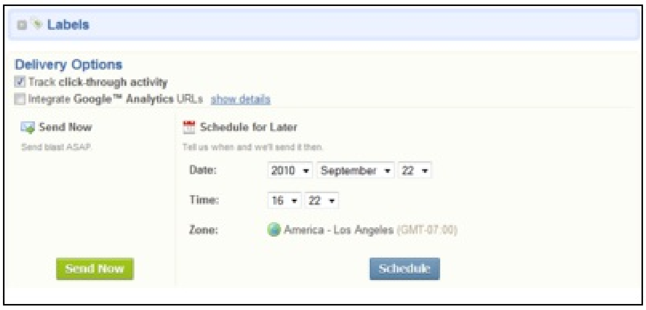
Return to StreamSend and go to create/send > Build it yourself. Then select Import from webpage and paste in the url of the page you created in typo3. Once you have viewed this hit Save. You must tick the address tick box in order to proceed, once done hit continue.

- Step 1c: Text Version Enter the plain-text version of your e-mail (optional) is usually just ignored.
- Hit Send Email (this doesn’t actually send the message only takes you to the screen to send a page.

Setup Blast



- Set who the email is from
- Setup who the email is to:
- Choose a subscriber list.
- Create the subject of the message
- Schedule and Send!



- Review details.
- Send a test so that you can see what your clients would see.
- Chose Send options – Send Now sends ASAP, Schedule for later, schedules a time to send the mail.
- Use a Template: There are several templates that you can use that are already in the system. In most situations SportsTG will set you up a template so this section can just be ignored.

Forms

The forms section relates to the forms and email messages that the users see when subscribing to your newsletter.

- Sign up forms
- Form HTML: This basic form will initially be setup by SportsTG. Client needs to inform SportsTG of the fields they want in this form
- Email Messages: User can define what text goes to the user when they receive an email for the below.
- Thank You (Double Opt-In) edit [default] receive this upon sign up and must click an activation link to double opt-in.
- Welcome (Opt-In Confirmation) Notifies subscribers that they have successfully signed up and will receive emails
- Activation Reminder Used when reminding subscribers who have not completed the double opt-in

process.

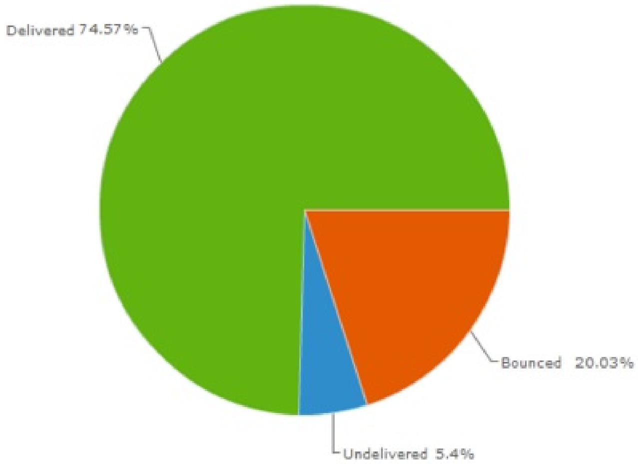
- Website Tools: Setup by SportsTG.
- Other forms
- Update Profile/Unsubscribe: What the users see when they click update Profile/Unsubscribe.
- Share With Friends: What the users see when they click share with friends

Reports

You can get reports on all your emails sent the areas covered include:

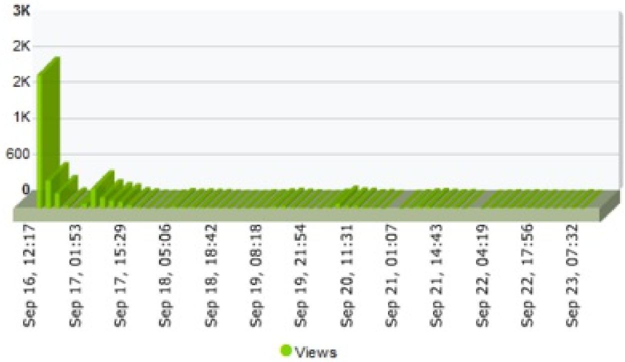
Summary

An overview of the mail sent



Delivery Report

Information about which emails were sent/undelivered/bounced. The StreamSend definitions are below.

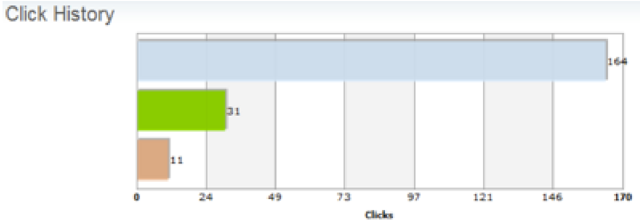


Undelivered messages are soft bounces. Soft bounces could eventually be resolved. Issues such as full mailboxes are examples of what should show up when you export your undelivered addresses.

Bounced messages are hard bounces. Hard bounces cannot be resolved easily. A specific domain not existing is an example of a hard bounce. For example, if you emailed someaddress@yhoo.com when the email address was someaddress@yahoo.com, this would show up as a bounced message. Addresses that result in a hard bounce are set to inactive. We advise not re-activating hard bounces because these email addresses are not good and will likely never be delivered to.

Views

The amount of views of the newsletter. These are broken up into.



- Total Views: All instances of recipients who viewed this email.
- Unique Views: Recipients who viewed this email.

Clicks

Shows what links the users clicked on in the newsletter and is broken down into.

Total Clicks: All instances of recipients who clicked in this email.

Unique Clickers: Recipients who clicked in this email.

Unsubscribes

Shows the people who have unsubscribed and how long they have been a subscriber for. This section is broken down into:

Unsubscribes: People who no longer wish to receive your emails.

Complaints: Recipients who complained about this email. These people were automatically unsubscribed

Forwards

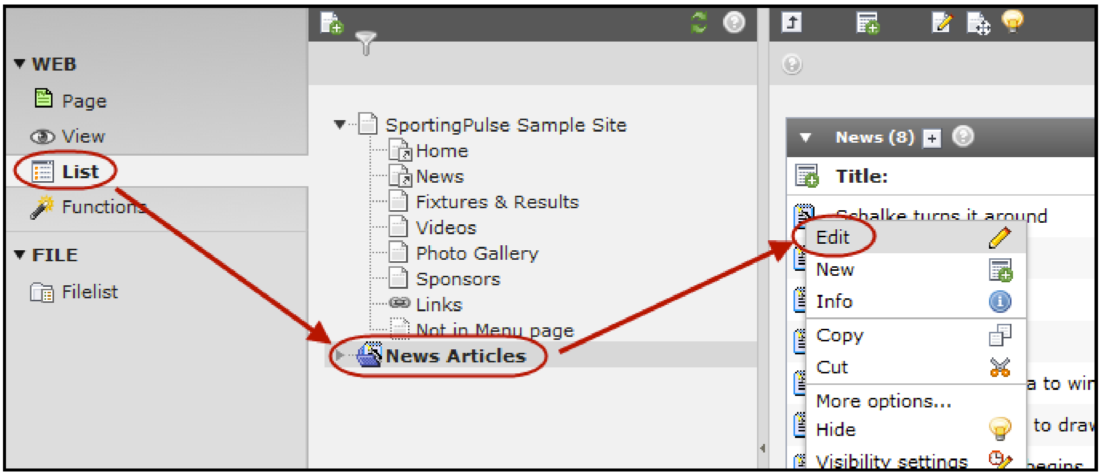
Shows any forwarded on newsletters.

Changing the order of news articles

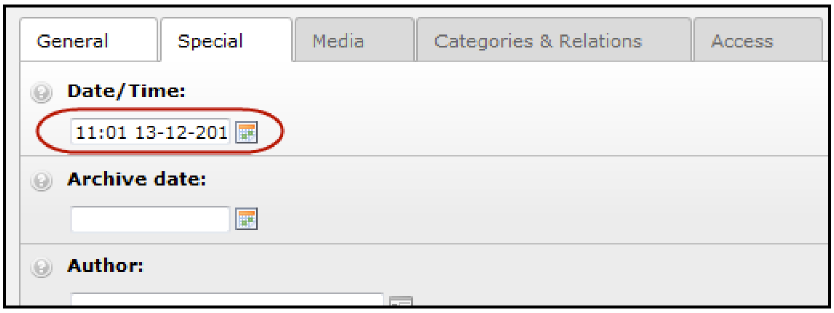
Last Modified on 29/07/2016 2:17 pm AEST

Articles are sorted by date so to change the order of news articles you will need to change the date and/or time.

1. Click the icon next to the article you want to move, then click ‘Edit’ from the popup menu.



2. Change the ‘Date/Time:’ settings so that the article appears where you want it.(Articles will be listed on your website with the newest ones first)



3. Click Save/Close .

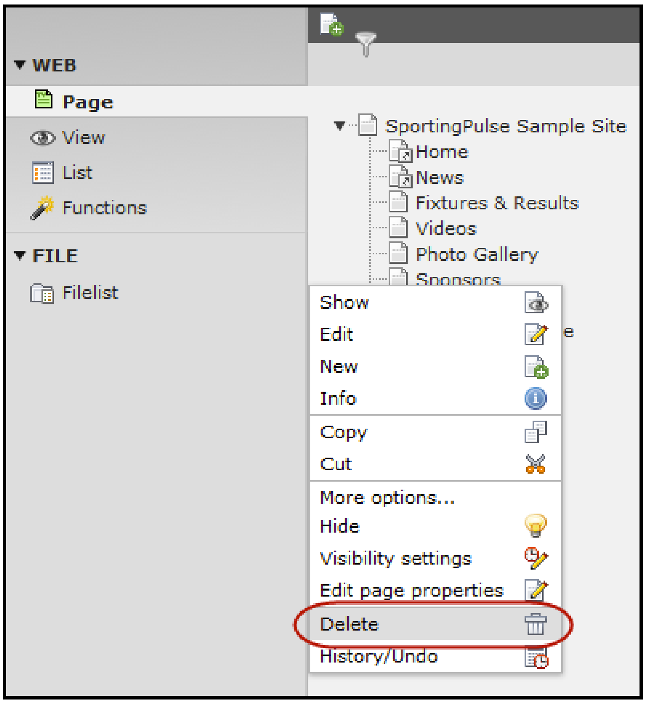
Deleting a Page

Last Modified on 11/11/2015 8:19 am AEDT

1. Click Page in the left menu

2. Click the icon beside the page you want to delete.

3. Select Delete from the dropdown menu.



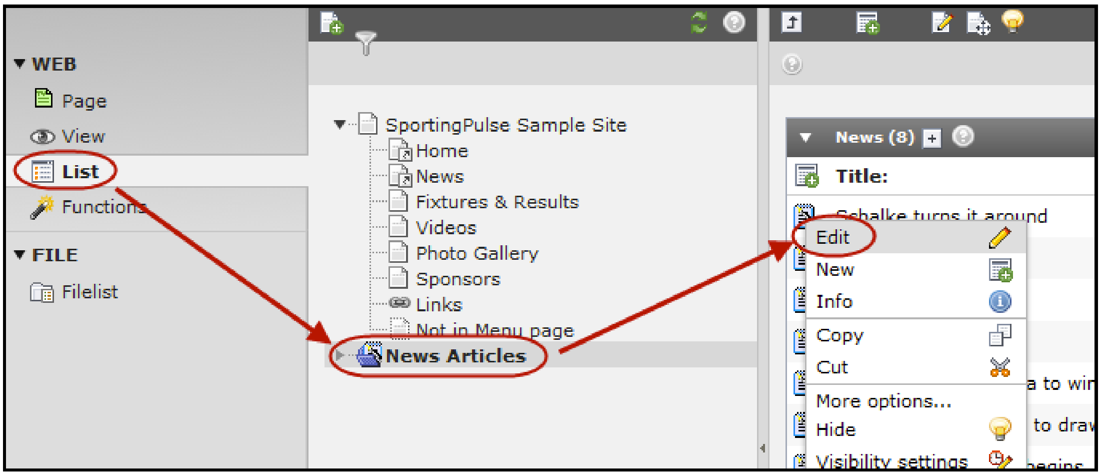
Editing a News Article

Last Modified on 08/07/2016 3:48 pm AEST

1. Click List in the left menu

2. Click the title of the News Articles folder.

3. Click the title of the news article you want to edit and select Edit.



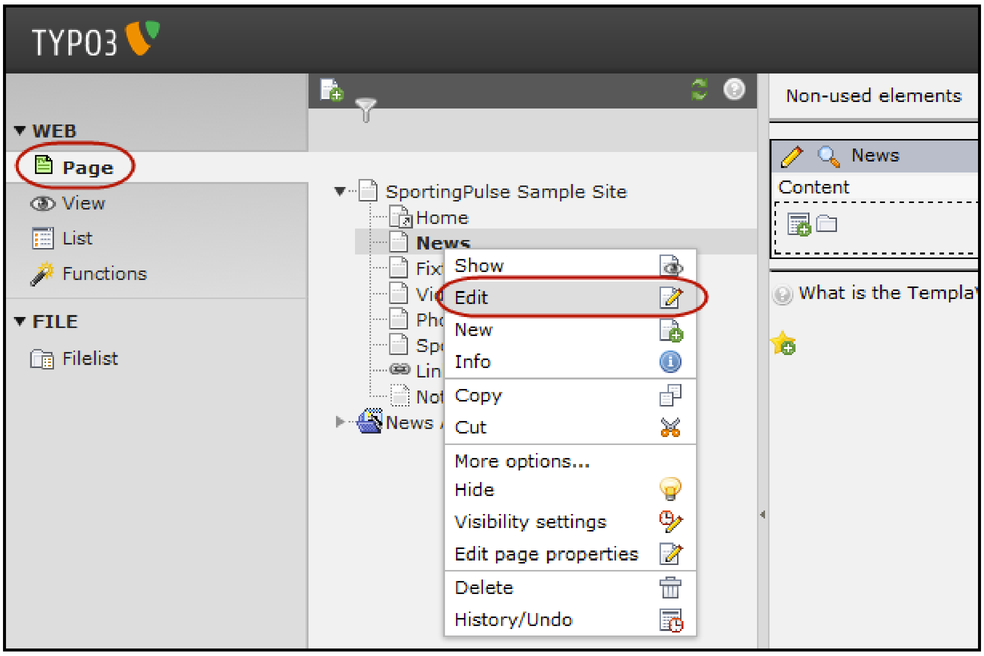
Hiding a page from the menu

Last Modified on 11/11/2015 8:19 am AEDT

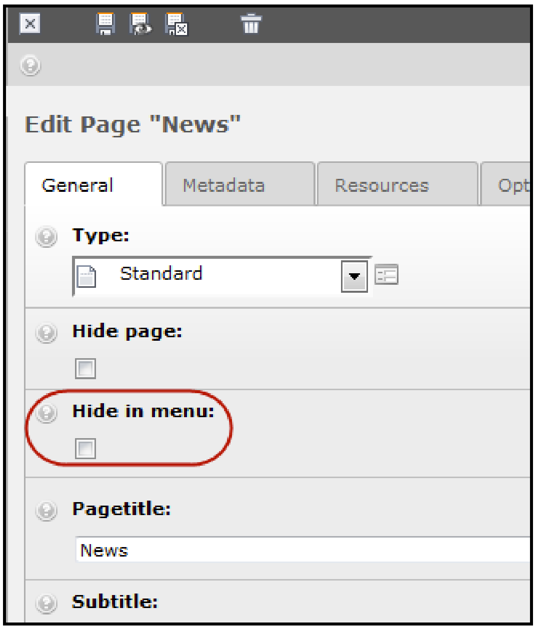
Making a page not appear in the menu

1. Click Page on the left menu, then click the name of the page you want to remove from the menu.

2. Click the edit image to the right of the page name.



3. Under Page Type, select 'Not in Menu'.


Edit Page "News"
General
Metadata
Resources
Opt
Type:
Standard
Hide page:
Hide in menu:
Pagetitle:
News
Subtitle:

Editing flexible content elements

Last Modified on 11/11/2015 8:18 am AEDT

GameDay will set up a rotating content element for you. Follow the below steps to edit this element.

1. Click the pencil icon to edit this element

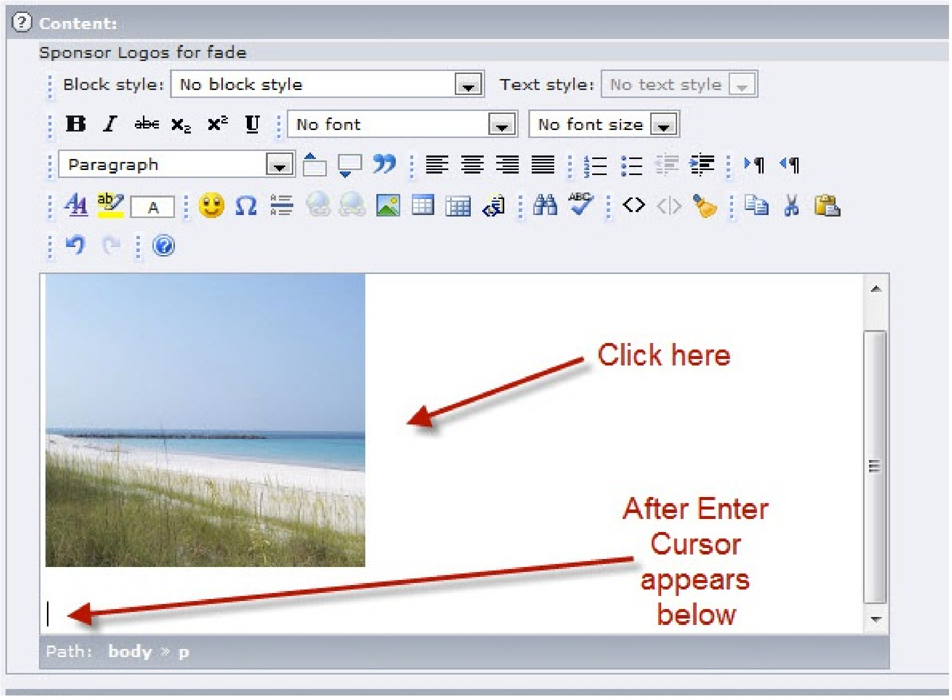
2. You'll be presented with the standard Word-like text editor.

3. Insert your first logo into the text area

4. Once inserted click the logo then click the add link button to add the external web link

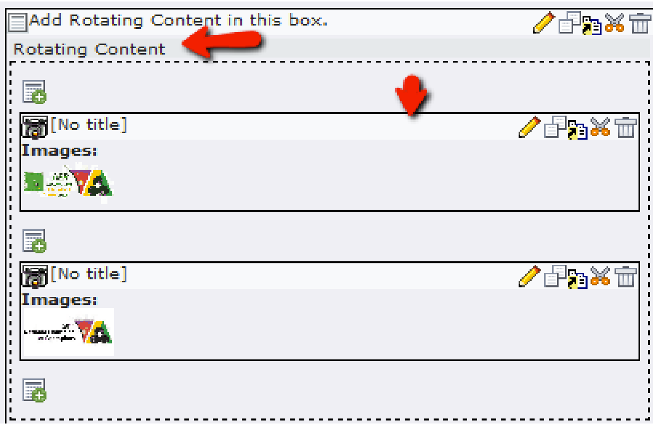
5. Once the link has been added select the short cut arrow added in front of the image and delete it

IMPORTANT: Click after (to the right of) your first image in the blank area of the text editor and press Enter on your keyboard once. Anymore than once will produce gaps in the fade.



6. This should put a cursor below your inserted image with a standard line space between.

7. From here you can repeat the above process for as many images as needed. Always remember to click after an inserted image and press enter once.



Editing Fading content elements

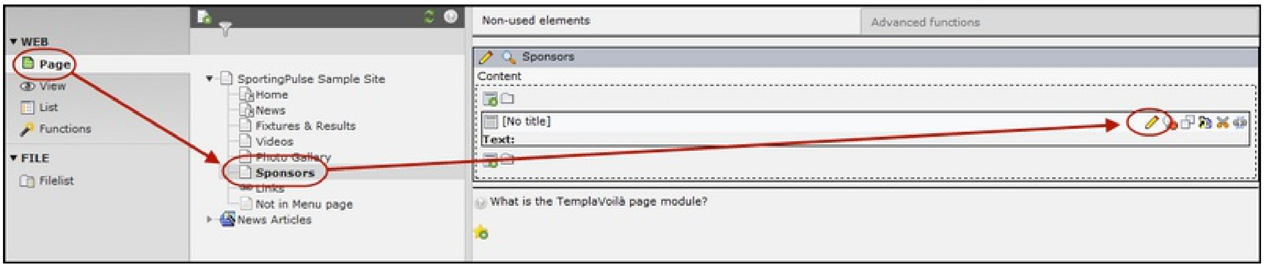
GameDay will set up a rotating content element for you. Follow the below steps to edit this element.

You will see an element in the relevant spot on the page with the text rotating content. Simply add the imageswithin this box (1 element per image) GameDay will instruct you as to what the ideal image size should be. Repeat the above process for as many images as needed.

Editing Page Content

Last Modified on 11/11/2015 8:18 am AEDT

1. Click Page in the left menu then click the title of the page where the content is located.



2. Click the Edit button beside the content you wish to edit.

Editing Pages (additional)

Last Modified on 11/11/2015 8:18 am AEDT

Making further edits to the page

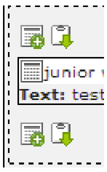
Once you have saved the element you will be returned to the page. You can now either add a new element above or below the current one by clicking on the relevant there are also five other icons which you will find relevant.

Edit element

Edit the element to make changes to it

Copy element

Copy the element to another location on your site. (When you do press Copy a icon appears next to the icon see below



Create Reference

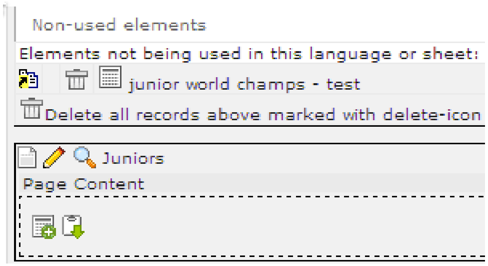
Referencing an element allows you to show the contents of one element on another part of your website. This is a useful feature as it means you won't need to make the change to every page if you change the contents of an element as the change will take effect on all pages that has the referenced element. (When you do press Reference a icon appears next to the icon see above

Cut element

Cut the element to another location on your site. (When you do press Cut a icon appears next to the icon see above

Unlink element

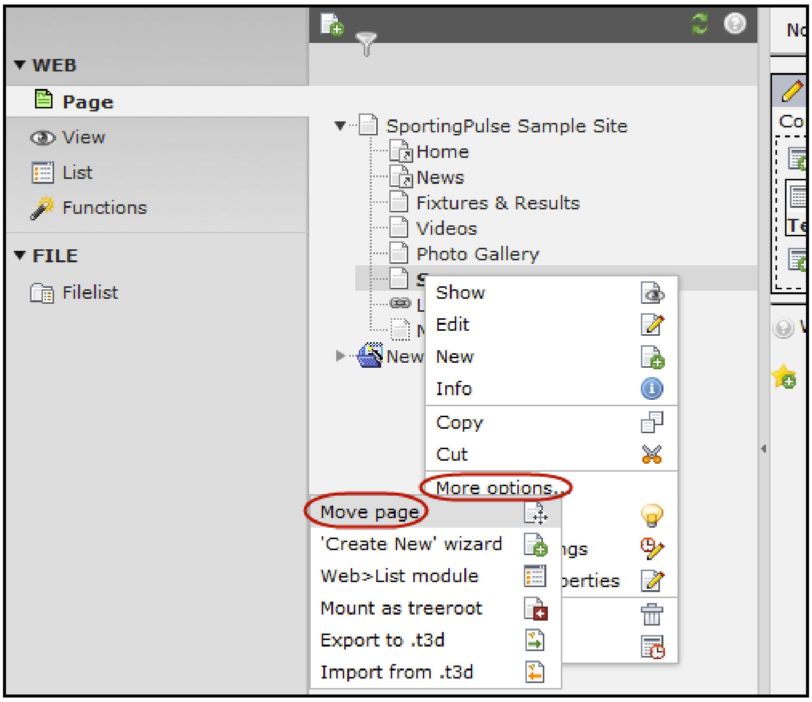
Unlink the element. Takes the element off the page so it won't be seen on your site. It does not completely remove it but puts it in the unused elements section for the relevant page. See below. You click on the icon to restore it onto the page


Non-used elements
Elements not being used in this language or sheet:
junior world champs - test
Delete all records above marked with delete-icon
Juniors
Page Content

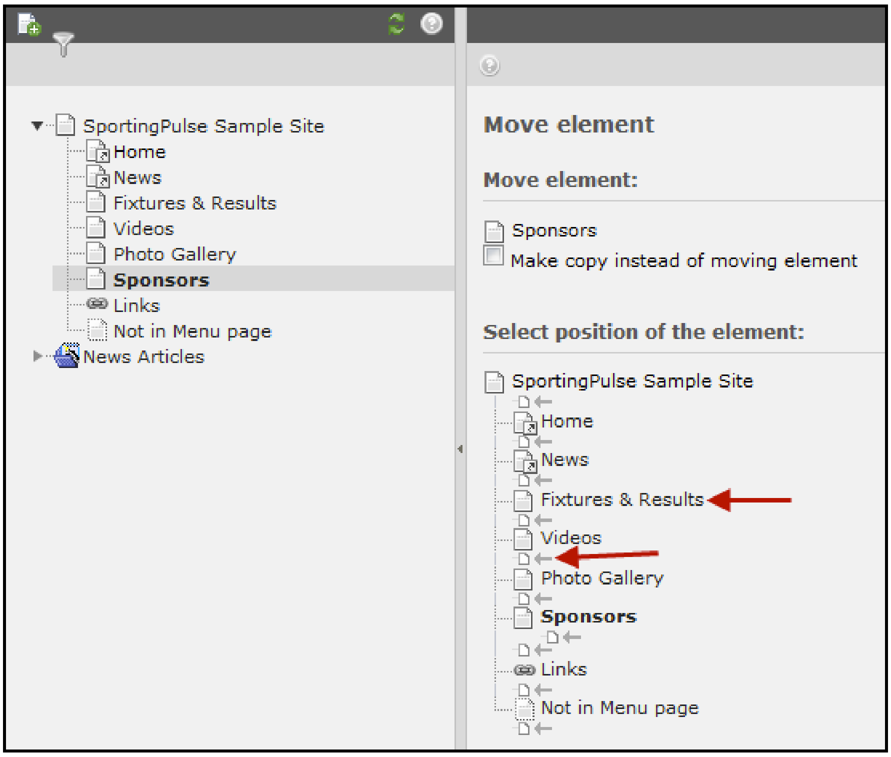
Moving a page

Last Modified on 11/11/2015 8:55 am AEDT

1. Click Page in the left menu, then right click the icon of the page you want to move. From the popup menu, select More options, then Move Page.



2. Click an arrow to indicate where you want to move the page.



(Note: you can move a page inside another. To do this, click on a page name instead of an arrow in step 2 then click on the arrow that appears. A page that is inside another will usually appear as a fly out menu on your website that appears when users hover their cursor over the container page)

Remove multiple items at once

Last Modified on 11/11/2015 8:55 am AEDT

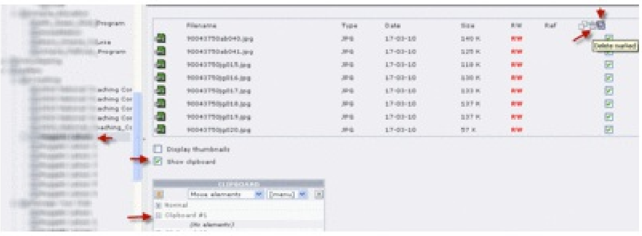
1. Select the folder you wish to delete the image out of.

2. Tick the show clipboard option

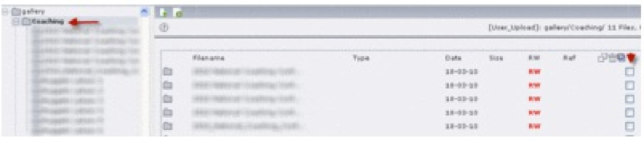
3. Click on the + icon next to Clipboard #1

4. Tick the select all tick box (if you want to remove all images at once).

5. Click on the trash can.



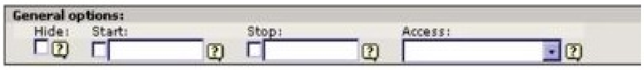
You can also delete multiple folders at once (once they are empty).



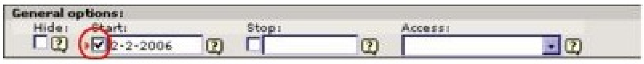
Making a page/news only show on certain dates

Last Modified on 11/11/2015 8:19 am AEDT

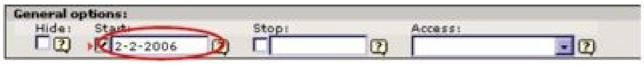
1. While editing a Page or another item you will see a section titled ‘General options’.



2. Click the Checkbox under ‘Start:’, a date will appear beside it.



3. Alter this date to the date you want the page / news article etc. to begin appearing.



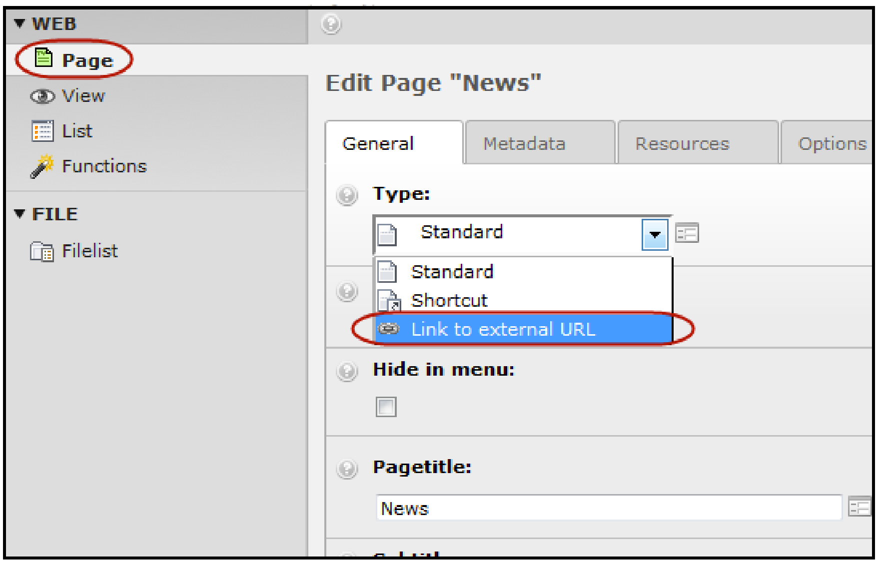
4. To stop the page / news article etc. appearing click the checkbox under ‘Stop:’ and enter the date you want the page to stop showing.

Linking a menu item to an external page

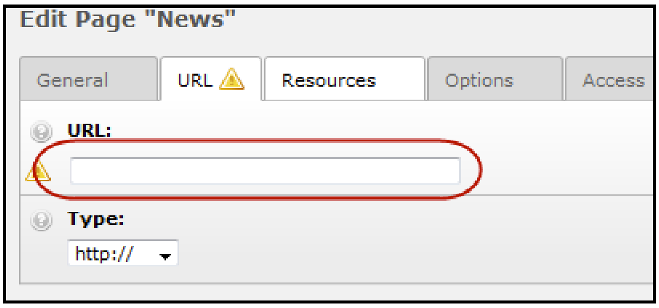
Last Modified on 11/11/2015 8:19 am AEDT

1. Add a page as described in Creating a page.

2. Select ‘Link to External URL’ as the page type.



3. In the ‘URL’ field, enter the URL of the page wish to link to. DO NOT include the http:// part of the URL (ie: a valid URL to enter here would be www.sportingpulse.com).



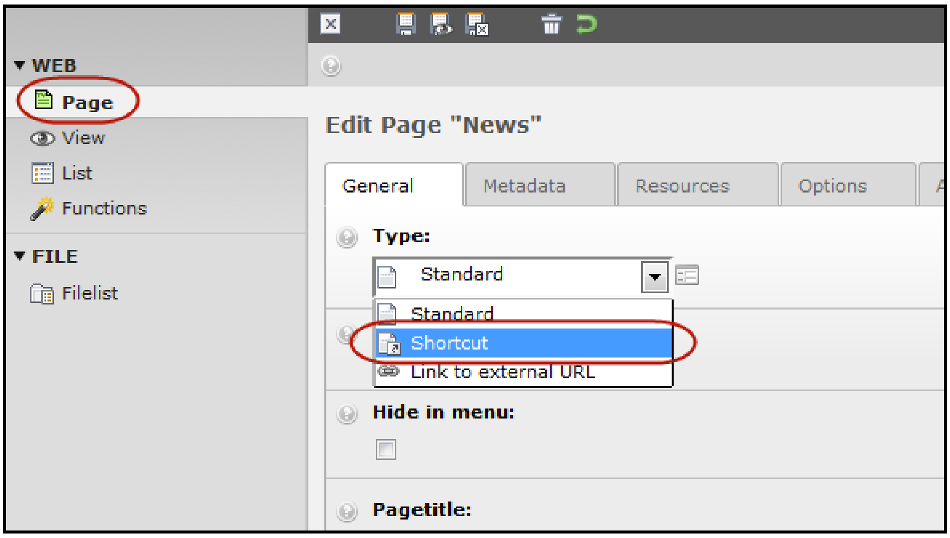
Linking a menu to an internal page

Last Modified on 11/11/2015 8:19 am AEDT

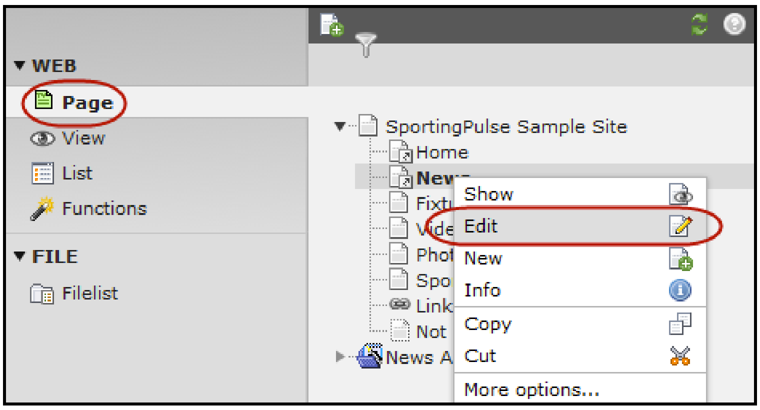
Creating a menu item that links to another internal page

1. Add a page as described in Creating a page.

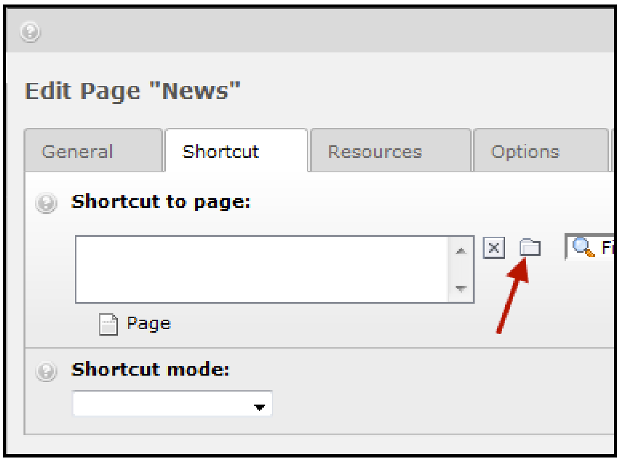
2. Under Page Type select ‘Shortcut’.



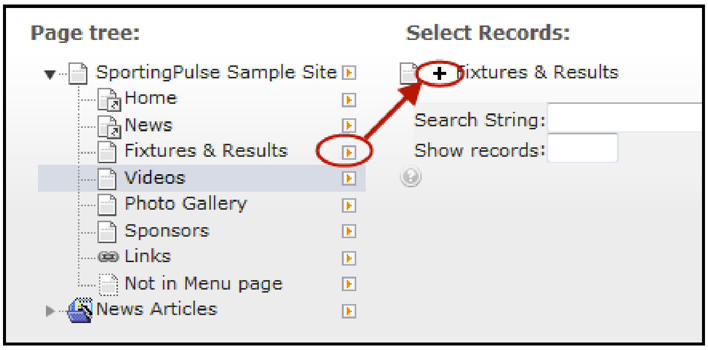
3. Right click on the page, click ‘Edit’



4. On the 'Shortcut' tab click on 'Browse for Records' to search for the page you wish to link to



5. Select the page as shown below

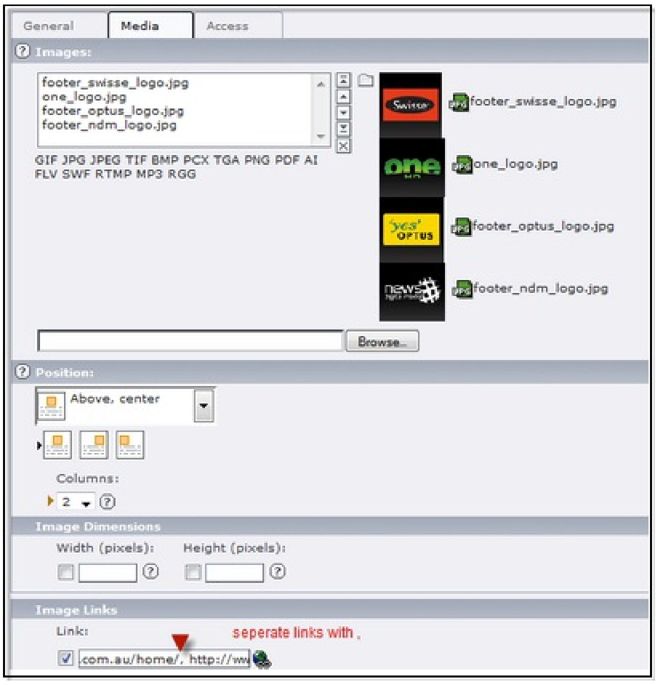


Linking from an image

Last Modified on 11/11/2015 8:19 am AEDT

1. Add an image as described in Adding/Formatting Images

2. Scroll down to image links and either type in the url or click the hyperlink icon to add a link in. If you have uploaded multiple images into the element then you can add multiple links by separating the links with a ,

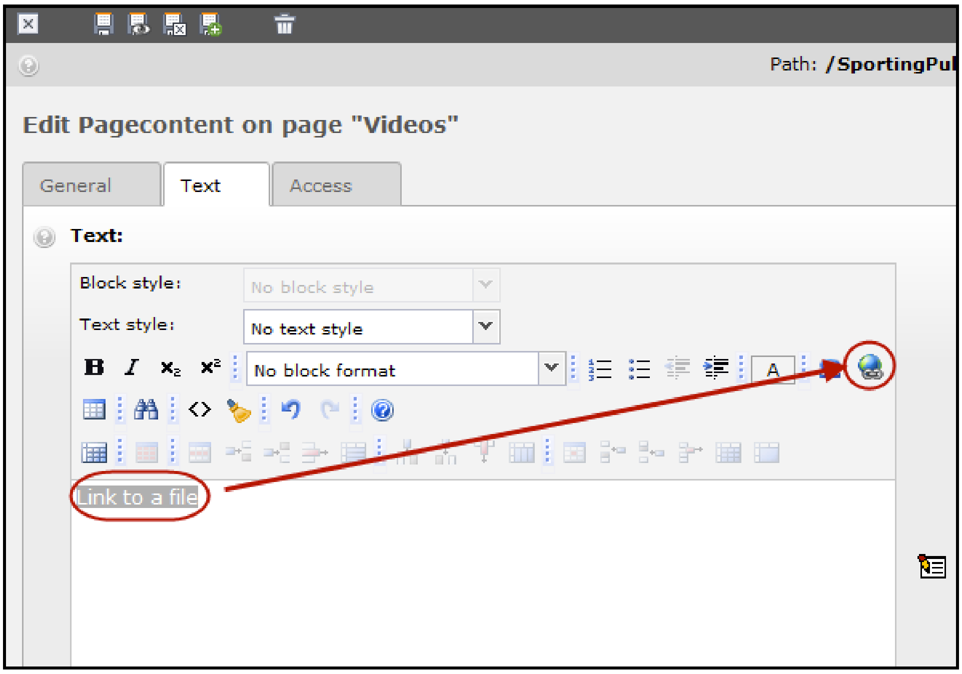


Linking to a file

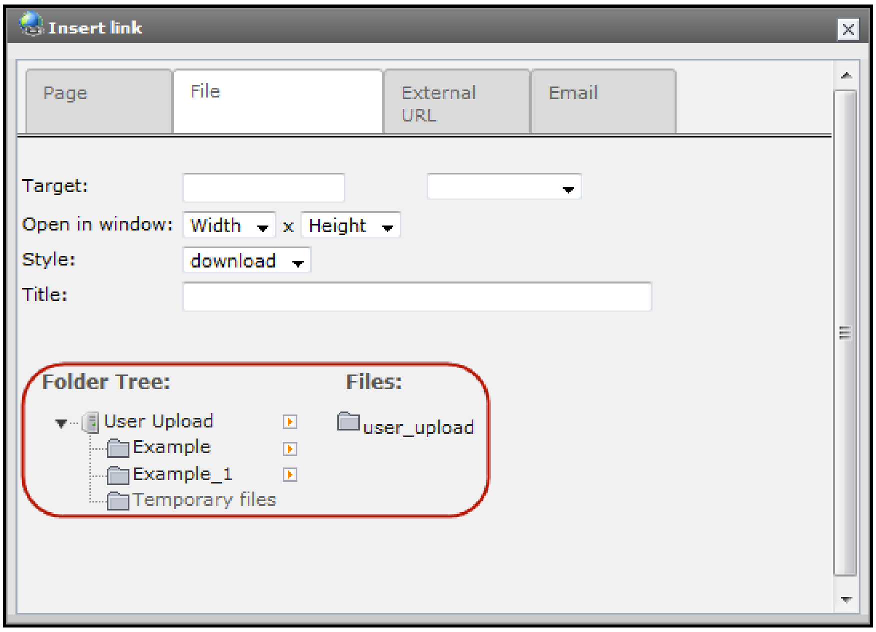
Last Modified on 11/11/2015 8:19 am AEDT

To insert a direct link to a file, follow the steps below:

1. From the text editor, highlight the text/image you want to link to the file, then click the 'Insert Web Link' icon.



2. Select the 'File' tab, then click the title of the user_upload folder.



3. Select the file you want to link to.

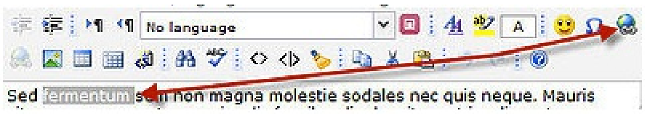
The text editor will automatically place a link image in front of the link – click on this and press delete to remove it.

Linking to a page or file

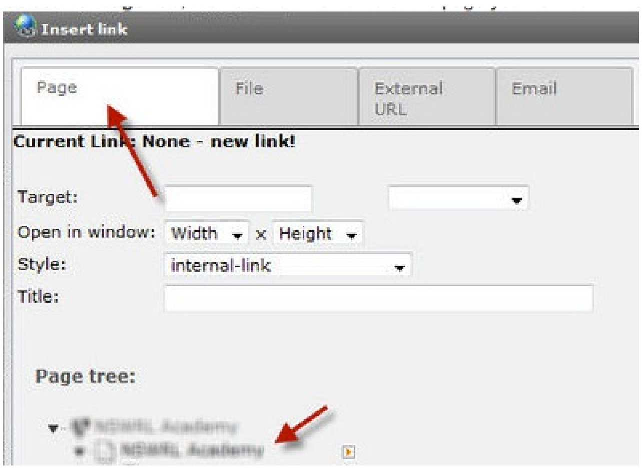
Last Modified on 11/11/2015 8:19 am AEDT

Linking to a page or file in SmarterWeb

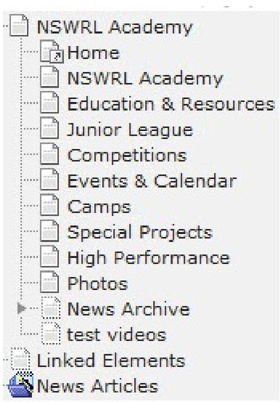
1. From the text editor, highlight the text or image that will be the link and then click the ‘Insert Web Link’ icon.



2. Select the ‘Page’ tab, then click on the name of the page you want to link to. (You can also link to a file, email address or external url.)



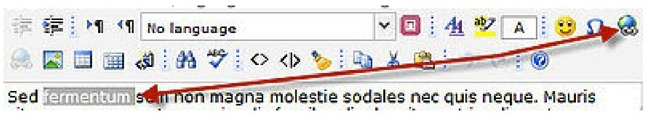
3. Select the name of the page you want to link to.



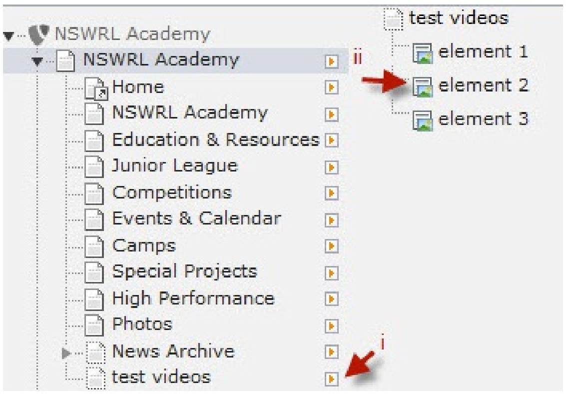
4. The text editor will automatically place a link image the link – click on this and press delete to remove it.

Linking to an anchor

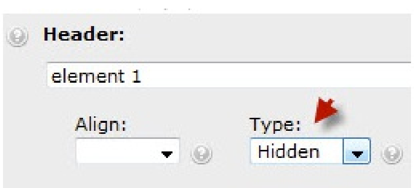
1. From the text editor, highlight the text or image that will be the link and then click the ‘Insert Web Link’ icon.



2. Select the ‘Page’ tab, then click on the orange icon (i) next to name of the page you want to link to. Then choose the element you want to link to (ii)



3. To make this easier to find which element you want to link to it is recommended that you add a title in the header tab of the element (and select hidden if you don't wish to display it).



4. The text editor will automatically place a link image the link – click on this and press delete to remove it.

Common Buttons

Last Modified on 11/11/2015 8:55 am AEDT

Within the Edit Area there are some basic buttons you will need to become familiar with:

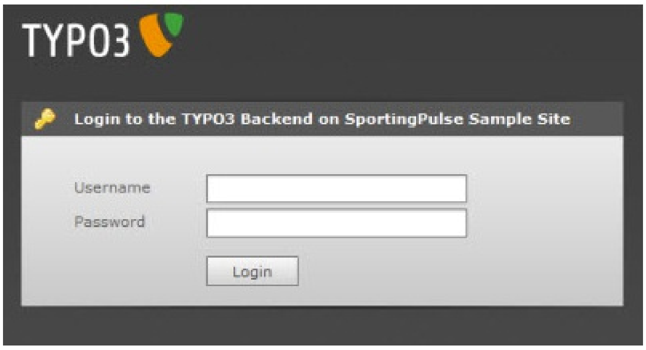
Graphic Element & Name	What it Does
Create New Element	This allows you to create a new item within a page. In most cases you will only ever add one item to a page. Items include things like Regular Text Elements, Text Elements with Pictures or a Simple Table
Edit Element	Once you have created a new element, you use this icon to edit the element (add text, change fonts etc.)
Copy Element	At times you might like to copy an element and then paste it somewhere else, you can do that by clicking on this incon.
Cut Element	Use sparingly! If you create an element incorrectly or realise you do not need an element you can delete it using this.
Save Document	Allows you to save the section of the page you are currently viewing
Save Document & View	Allows you to instantly view what you are working on in the page (will require pop-ups to be disabled on your browser)
Save Document and Close	Allows you to save your current work in the element and close the element.

Logging In

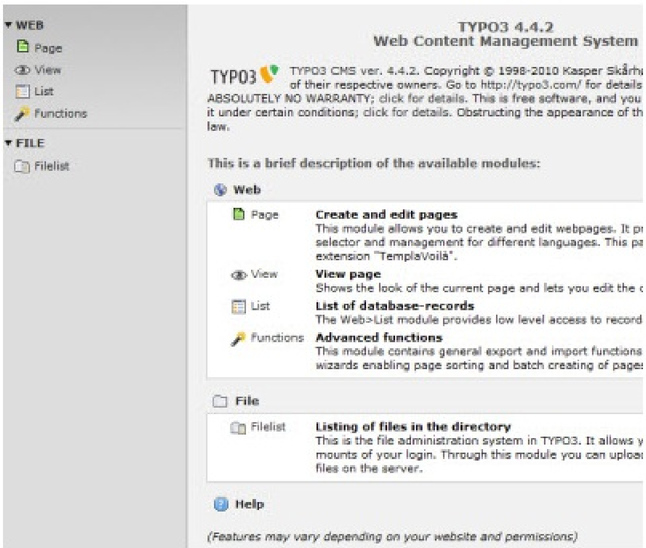
Last Modified on 11/11/2015 8:55 am AEDT

After your website is built, GameDay will provide you with a URL, a username and a password for editing your website. In the address bar of your Internet browser either type or copy the URL (eg. http://hosting3.sportingpulse.com/yourdomain/) and enter your username and password and click on the Log In button.

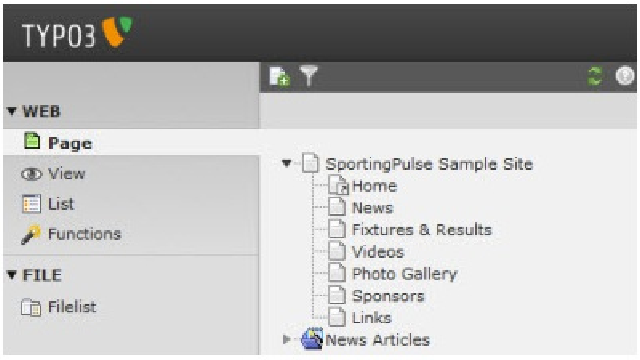
1. You will be taken to the Web Content Management Page.



2. Click on the Page Icon in the left menu to view the structure of your website:



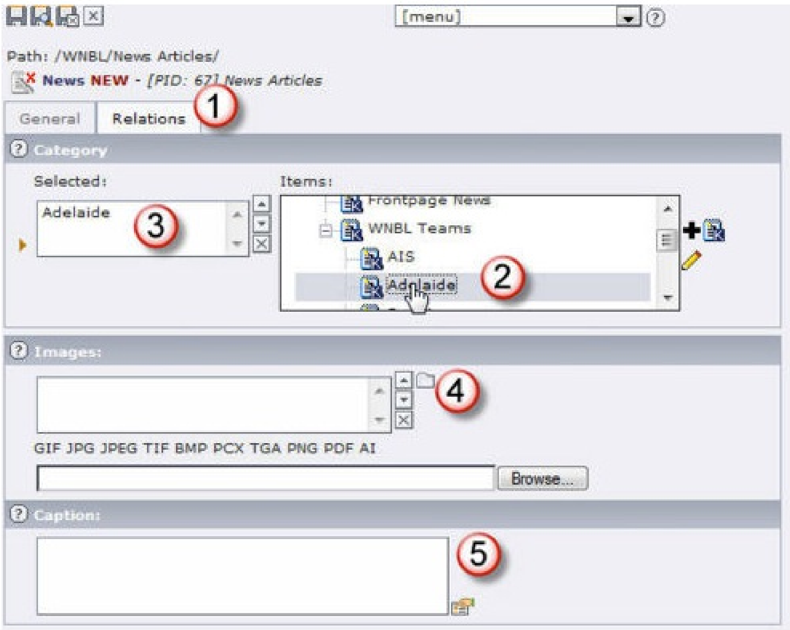
3. You will see the tree structure of your website, showing all the pages in your website menu as well as some other items.


TYPO3
WEB
Page
View
List
Functions
FILE
Filelist
SportingPulse Sample Site
Home
News
Fixtures & Results
Videos
Photo Gallery
Sponsors
Links
News Articles

Managing Relations

Last Modified on 11/11/2015 8:55 am AEDT

The following example demonstrates how to set up a news item 'relation'. In this example we choose to make the article an 'Adelaide' article.



1. Select the Relations Tab

2. Scroll down and select 'Adelaide'

3. Adelaide automatically appears in the “selected box” (Please note: You will only be able to select a category specific to your area under your login but this process must always be followed)

4. Using a Picture: You can add a picture to display with the article simply by clicking on the folder to the right of the images box (this will allow you to select from a picture in your image library) or by clicking on the browse button which will allow you to select a picture directly from your computer.

5. Adding a caption: In this area you can add a caption for a picture (or photo)

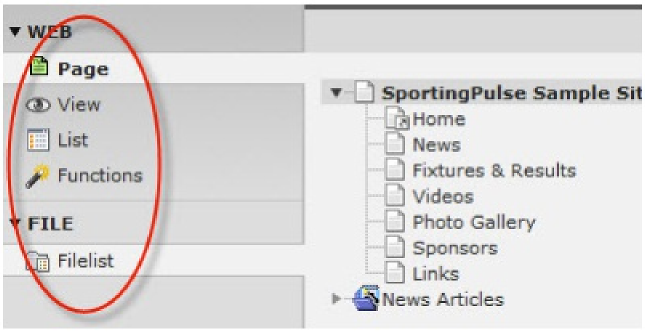
When you have finished, save your work. You can save either by clicking on any of the save buttons we explained earlier

To be safe, we always recommend you use the save and close button.

Menu Details

Last Modified on 07/10/2016 1:22 pm AEDT

The below information outlines each menu action:



Page

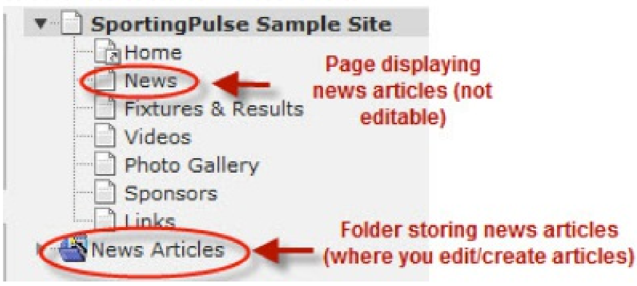
This view allows you to add, edit and delete pages and add content to your pages.

View

This allows you to quickly preview the pages in your website.

List

Many of the plug-ins in Smarterweb V3 websites use pages to display their contents and folders to store the associated data. The List section allows you to edit the records stored in those folders.



Functions

Enables you to create a batch of new, empty pages for quickly building up a new page tree. Just enter the titles for the pages you need. Only filled in fields will be created as pages.

Filelist

The File List allows you to upload documents and images to your website. Once you've uploaded them, they can be linked to / displayed anywhere within your website.

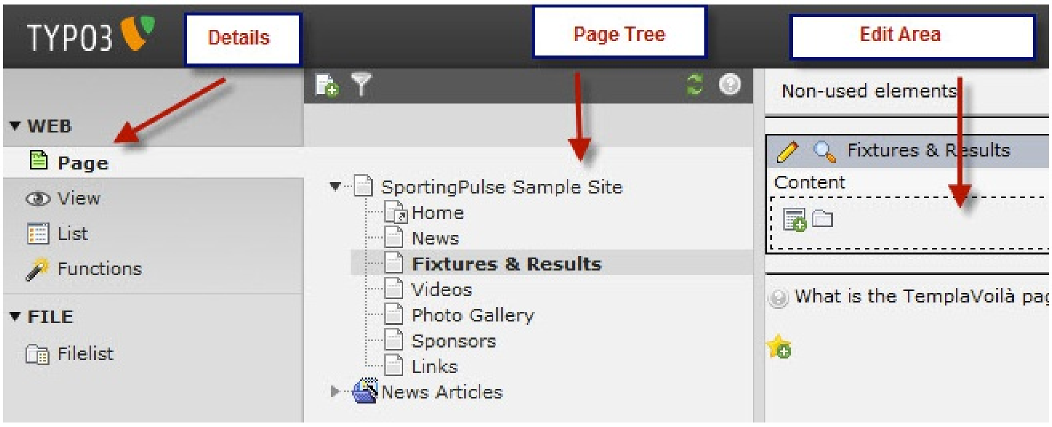
Other Items

There are many plug-ins that can be added to a Smarterweb website, some of which will add extra options to the menu. Please contact SportsTG if you require assistance on any features not covered in this manual.

Menu Structure

Last Modified on 11/11/2015 8:55 am AEDT

The typical view of typo3 is three columns:



The **Menu Details** section is a listing of backend functionallity for the whole site. You will mostly use the “Page”, “List” and “Filelist” sections of this area.

The **Page Tree** is a graphical listing of all pages of the site (your view of this might be determined by the login access you have).

The **Edit Area** is the major area you will be concerned with and allows you to add articles and images, and then publish those.

Page Templates

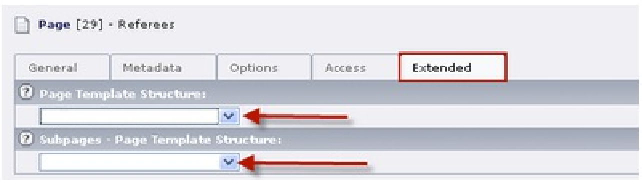
Last Modified on 11/11/2015 8:55 am AEDT

Choosing page templates

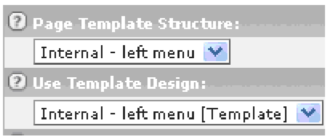
1. Click on the symbol of the page you wish to edit

2. Click Edit

3. Choose the page template structure (in the extended tab)



4. Make sure you also put the correct item in use template design



5. Click Save and close.

Page Tree

Last Modified on 11/11/2015 8:55 am AEDT

The Page Tree contains a list of all of the pages in the website as well as any folders used to store data. Below are some descriptions of common icons used in the Page Tree.

Normal Page: This is a normal page that will automatically appear in the menu of your website.

Not in Menu Page: This is a normal page that will NOT appear in the menu of your website. Any pages inside this page will also not appear in the menu. You can still link to this page from other places.

Hidden Page: This page has been hidden. It will not appear in the menu and cannot be linked to.

Shortcut: A link will appear in the menu. When the user clicks on it they will be taken to the linked page.

External Link: A link will appear in the menu, but when the user clicks on it they will be taken to an external url.

Restricted Page: This is a normal page that has restricted access. Generally this will mean that only users that have created an account and logged in can view this page. This page will appear in the menu if the user is able to access it.

Storage Folder: A folder used to store data for your website. It does not appear in the menu of your website. It can store records such as news articles, registered users of your website, forum topics and calendar events.

Setting up your site in a second language

Last Modified on 11/11/2015 8:55 am AEDT

GameDay is able to configure your Smarterweb website so that you can add content to it in multiple languages. Visit the Smarterweb home page for more information about Smarterweb websites.   .

Creating the page title in the second language

1. Click page on in the web menu

2. Select the page that you want to translate to your second language

3. Select the localization tab at the top of the page

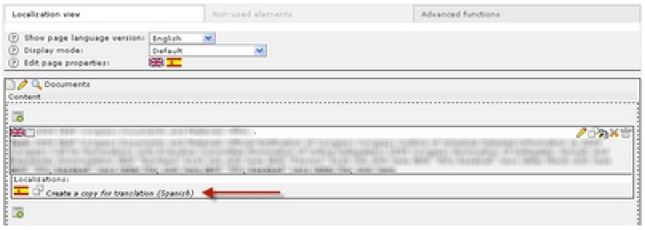
4. Select the language you wish to translate the page to

5. Type in the page title in the alternate language

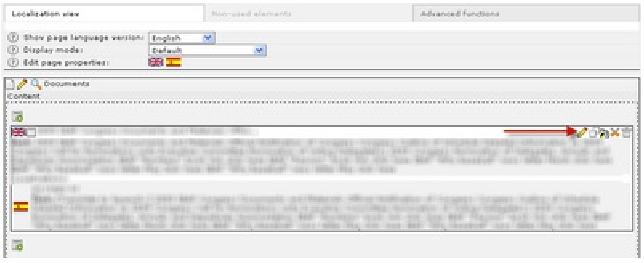
Press save and close

Editing the content in a second language

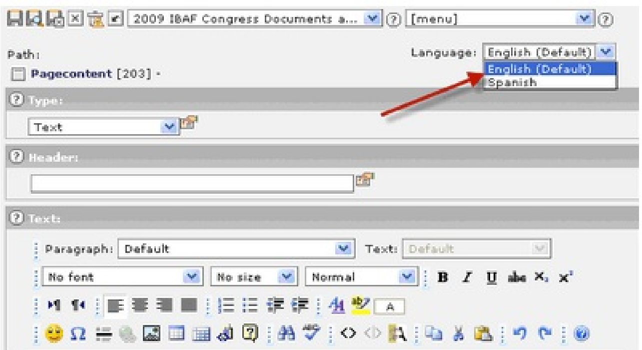
1. You will notice at the bottom of every element there is an option to 'Create a copy for translation (second language eg Spanish)' Select this option



2. You will then notice content appears next to this flag, click on the pencil to edit this content.



3. You will notice a language drop down menu inside the element.



4. Any content in the English drop down will appear on the main site. Any content created under the second language will appear when the second language is selected.

Adding news articles in a second language

News articles work the same way as normal however you will notice in your back end there are both english and your second language's categories. So you need to assign the correct category so that the content will appear on the relevant page. Click here for more information about categories

Viewing the site in the secondary language

Initially the flags will be disabled to allow the user to populate the site so to view the page in a second language you can put &L=1 at the end of your url.

Eg What the url would look like on the main site http://www.test.org/index.php?id=190

What the url would look like in the second language

http://www.test.org/index.php?id=190&L=1

When you are ready to put the second language live GameDay can add the flag of the language to the site to allow the user to select the content in both languages.

Website Troubleshooting

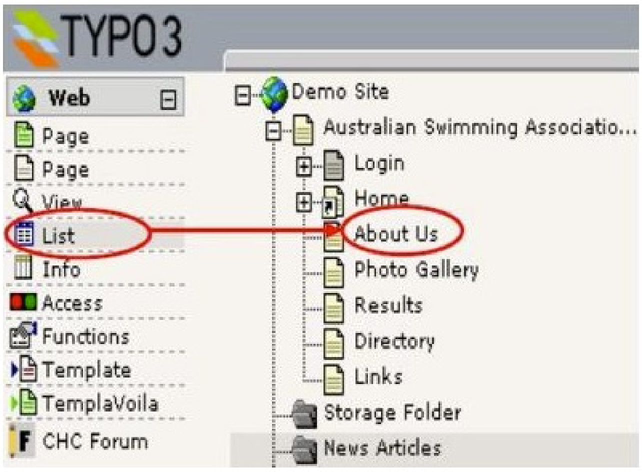
Last Modified on 16/03/2016 4:04 pm AEDT

I changed a page, but the old version is still showing on the website If this happens you may need to clear the cache.

Websites cache (store temporary versions of) pages to improve performance. However, this may mean that any changes you make take a few minutes to appear.

1. Click List in the left menu

2. Click the title of the page that has not refreshed. (Note: You cannot refresh a folder. If you have just added a news article to the News Articles folder and you want to see it immediately, you will have to clear the cache on the Page that displays the news articles)



3. Click the clear cache button in top right group of buttons.

Typo 3 Statistics

Last Modified on 08/12/2015 7:31 am AEDT

Please note that this information is Typo3 specific.

Website Administrators will be provided with a link to view your website statistics.

Here is an explanation of these stats:

Webalizer Quick Help

Hits represent the total number of requests made to the server during the given time period (month, day, hour etc..).

Files represent the total number of hits (requests) that actually resulted in something being sent back to the user. Not all hits will send data, such as 404-Not Found requests and requests for pages that are already in the browsers cache.

Tip: By looking at the difference between hits and files, you can get a rough indication of repeat visitors, as the greater the difference between the two, the more people are requesting pages they already have cached (have viewed already).

Sites is the number of unique IP addresses/hostnames that made requests to the server. Care should be taken when using this metric for anything other than that. Many users can appear to come from a single site, and they can also appear to come from many IP addresses so it should be used simply as a rough gauge as to the number of visitors to your server.

Visits occur when some remote site makes a request for a page on your server for the first time. As long as the same site keeps making requests within a given timeout period, they will all be considered part of the same Visit. If the site makes a request to your server, and the length of time since the last request is greater than the specified timeout period (default is 30 minutes), a new Visit is started and counted, and the sequence repeats. Since only pages will trigger a visit, remotes sites that link to graphic and other non- page URLs will not be counted in the visit totals, reducing the number of false visits.

Pages are those URLs that would be considered the actual page being requested, and not all of the individual items that make it up (such as graphics and audio clips). Some people call this metric page views or page impressions, and defaults to any URL that has an extension of .htm, .html or .cgi.

A KByte (KB) is 1024 bytes (1 Kilobyte). Used to show the amount of data that was transfered between the server and the remote machine, based on the data found in the server log.

Common Definitions

A **Site** is a remote machine that makes requests to your server, and is based on the remote machines IP Address/Hostname.

URL - Uniform Resource Locator. All requests made to a web server need to request something. A URL is that something, and represents an object somewhere on your server, that is accessable to the remote user, or results in an error (ie: 404 - Not found). URLs can be of any type (HTML, Audio, Graphics, etc...).

Referrers are those URLs that lead a user to your site or caused the browser to request something from your server. The vast majority of requests are made from your own URLs, since most HTML pages contain links to other objects such as graphics files. If one of your HTML pages contains links to 10 graphic images, then each request for the HTML page will produce 10 more hits with the referrer specified as the URL of your own HTML page.

Search Strings are obtained from examining the referrer string and looking for known patterns from various search engines. The search engines and the patterns to look for can be specified by the user within a configuration file. The default will catch most of the major ones.

Note: Only available if that information is contained in the server logs. User Agents are a fancy name for browsers. Netscape, Opera, Konqueror, etc.. are all User Agents, and each reports itself in a unique way to your server. Keep in mind however, that many browsers allow the user to change it's reported name, so you might see some obvious fake names in the listing. Note: Only available if that information is contained in the server logs.

Entry/Exit pages are those pages that were the first requested in a visit (Entry), and the last requested (Exit). These pages are calculated using the Visits logic above. When a visit is first triggered, the requested page is counted as an Entry page, and whatever the last requested URL was, is counted as an Exit page.

Countries are determined based on the top level domain of the requesting site. This is somewhat questionable however, as there is no longer strong enforcement of domains as there was in the past. A .COM domain may reside in the US, or somewhere else. An .IL domain may actually be in Israel, however it may also be located in the US or elsewhere. The most common domains seen are .COM (US Commercial), .NET (Network), .ORG (Non-profit Organization) and .EDU (Educational). A large percentage may also be shown as Unresolved/Unknown, as a fairly large percentage of dialup and other customer access points do not resolve to a name and are left as an IP address.

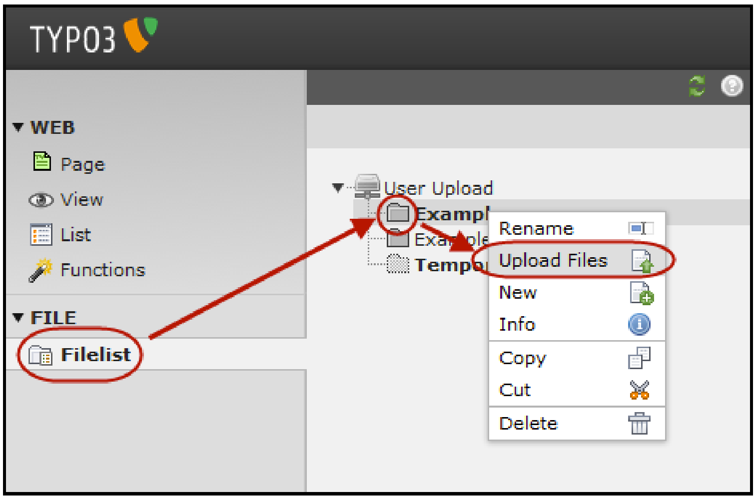
Response Codes are defined as part of the HTTP/1.1 protocol (RFC 2068; See Chapter 10). These codes are generated by the web server and indicate the completion status of each request made to it.

Uploading a file

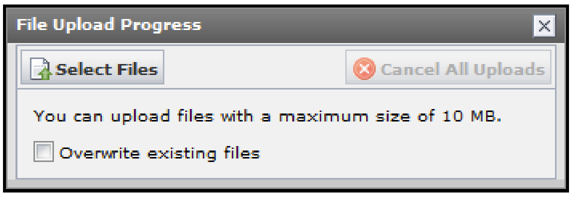
Last Modified on 11/11/2015 8:55 am AEDT

These steps apply to all files including zip files

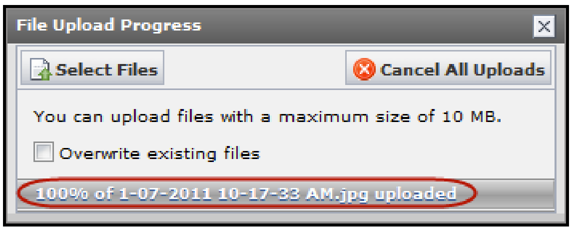
1. Click Filelist in the left menu, then click on the icon of a folder and select ‘Upload Files’ from the popup menu.



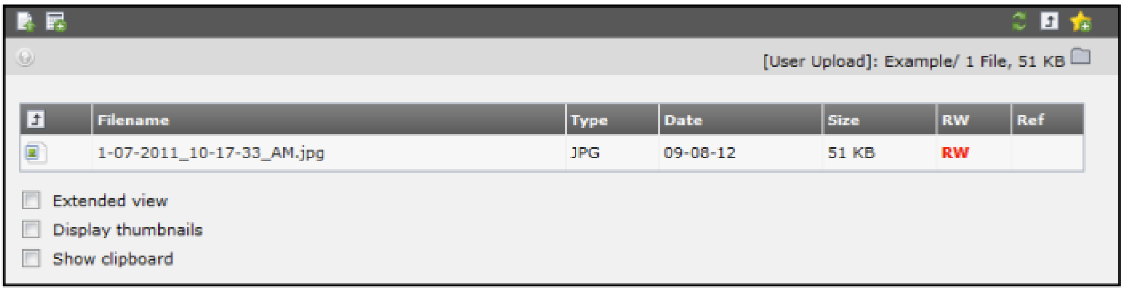
2. Click Select Files



3. Browse to find the files on your computer and hit Open to upload the file(s). It will automatically upload.



4. Once all the files have been uploaded, they will display as below.


[User Upload]: Example/ 1 File, 51 KB
Filename
Type
Date
Size
RW
Ref
1-07-2011_10-17-33_AM.jpg
JPG
09-08-12
51 KB
RW
Extended view
Display thumbnails
Show clipboard

Website Registration Widget

Last Modified on 21/10/2015 11:15 am AEDT

The below video contains information regarding adding a Registration Widget to your Website.

Hiding Comments on News Articles

Last Modified on 21/10/2015 11:44 am AEDT

The below video contains information regarding Hiding Comments on News Articles.

Colours and Fonts on your Website

Last Modified on 22/10/2015 8:10 am AEDT

The below video contains information regarding adding Colours and Fonts to your Website.

Domain Names for your website

Last Modified on 08/07/2016 9:06 am AEST

The below video contains information regarding the Domain Name for your website.

This function provides you with the ability to assign a domain name to your website that is appropriate and relevant to your association/club. For example, you can use yourclubname.sportingpulse.net and use this URL (web address) when promoting your website to your members and users. GameDay reserves the right to revoke access to any domain name in our system at any time.

Creating a New Album on your website

Last Modified on 22/10/2015 8:07 am AEDT

The below video contains information regarding Creating a New Album on your website.

Upload Media to your Website Library

Last Modified on 22/10/2015 8:28 am AEDT

The below video contains information regarding Uploading Media to you Media Library.

Adding a Ladder Widget to your Website

Last Modified on 22/10/2015 8:47 am AEDT

The below video contains information regarding Adding a Widget to your website.

Website Overview

Last Modified on 22/10/2015 1:03 pm AEDT

The below video contains information regarding Website Editor Overview.

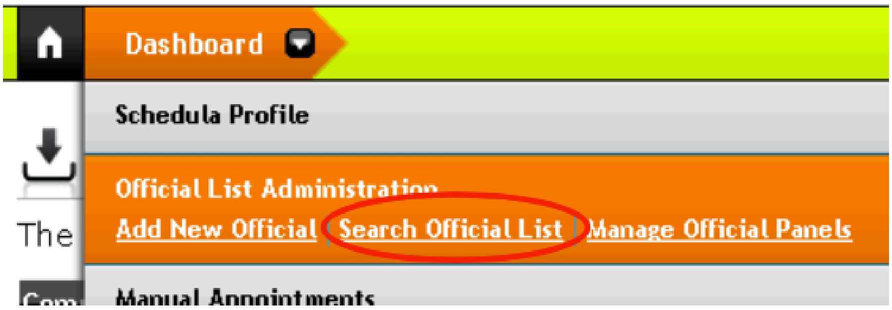
Managing Official Logins

Last Modified on 13/12/2021 11:29 pm AEDT

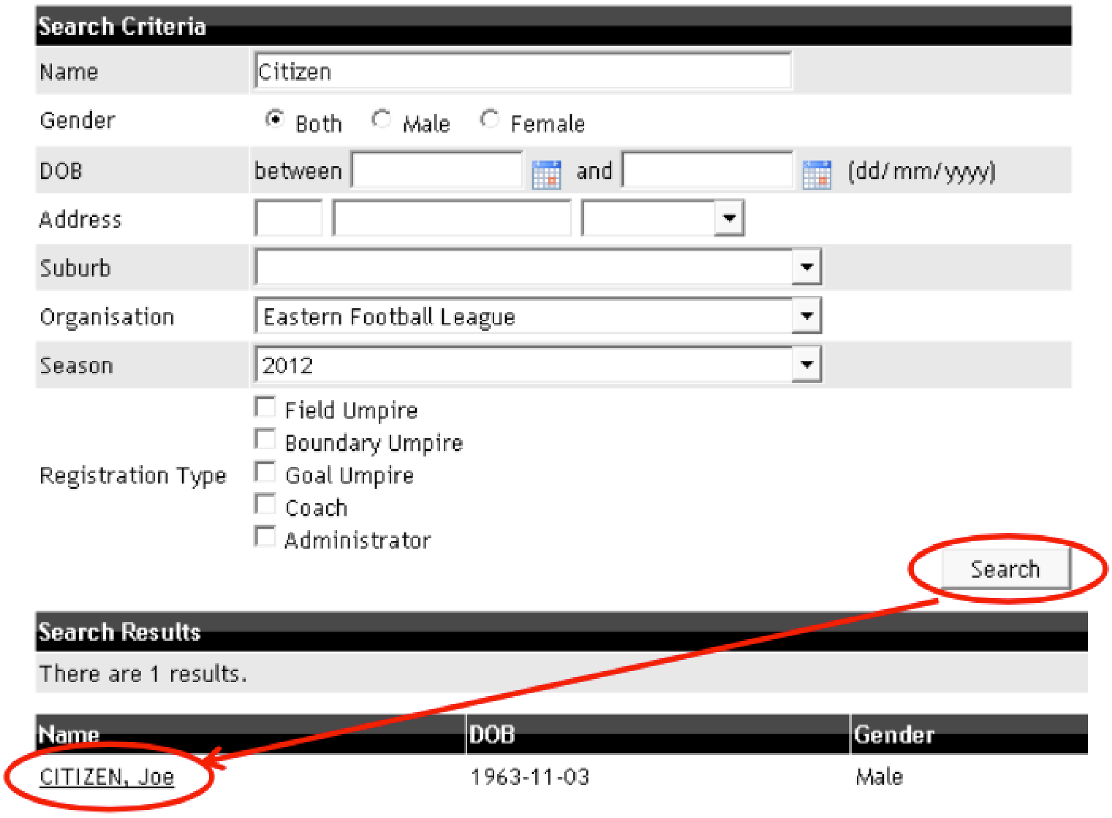
Using the Schedula database, you can manage each of your people's logins to their customised Dashboard. The following instructions will explain how you can add, change and remove the logins for your people within your Organisation.

Note: You can generate a Login Report from the Reports menu which will assist you in understanding who has a login for Schedula, what their login email is and when they last logged in.

1. Login to Schedula and navigate to List Administration>Search Official List.



2. On the Search Official List dialog, enter in some search criteria to find the person you want to enable as an Administrator then click Search.

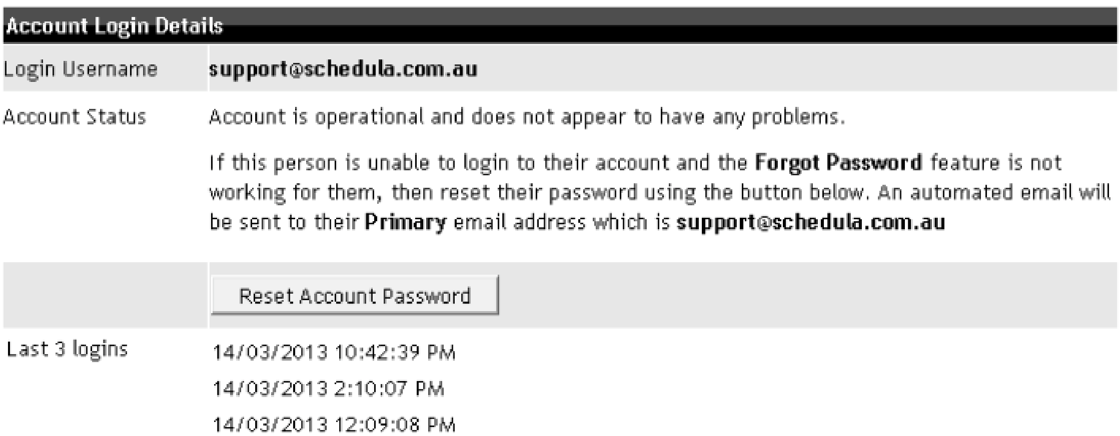


Click on the person's name to bring up their Profile.

3. On the person's Profile page, scroll down to Account Login Details.

Note: You can generate a Login Report from the Reports menu which will assist you in understanding who has a login for Schedula, what their login email is and when they last logged in. Managing Official Logins Page 1

4. Under the Account Login Details table, you can see the following information:



Login Username – The email address assigned to this person as their login username.

Account Status – Details the current status of the account.

Reset Account Password – As an Administrator, you can reset a person's login password for them should they not be able to recover their own.

Last 3 Logins – Lists the date and time of the last three logins.

Important: The critical piece here is the **Login Username**. When a person has an email address assigned to them, the email address can be either a **Primary** or **Additional** email address (as demonstrated below).

Email Addresses

Email	Type	
support@schedula.com.au	Primary	Remove
joecitizen@gmail.com	Additional	Remove

Add Email Address

The **Primary** email address will be the one that is automatically assigned as the **Login Username**. For the above example, Joe Citizen's login is support@schedula.com.au as this is the **Primary** address assigned to his profile.

Only one person can use an email address as a **Primary** address at any one time, however multiple people can share one email address as an **Additional** address (as this is not used as a login and to identify someone in Schedula.

Official Payment and Club Invoicing

Last Modified on 03/06/2016 4:06 pm AEST

Schedula provides Associations with the ability to use appointment information to generate Official payment reports to pay Officials, and Club Invoices to collect fees from Clubs. Schedula is able to generate the following reports for Associations and Officials:

- Official Payment Report (Summary)
- Club Invoice Report (Summary)
- Individual Official Payment Advice
- Individual Club Invoice
- ABA Bank File

In addition to these reports, you can use Schedula to manage any account deductions for your Officials (ie. registration fees, uniforms etc.) which are then included in an appropriate pay period.

1. Getting Started

To start using these Payment Reports, you first need to define in Schedula Pay Periods for the Association. A Pay Period is a predefined date range for which you want to process payments for. For more information on defining a pay period, please read Section 2 – Defining Pay Periods. Once you have defined your pay periods, you then need to start entering in Deductions for your officials. For more information on managing deductions, please read Section 3 – Managing Deductions.

After you have defined a set of pay periods, you then need to start Locking fixtures. Locking fixtures is effectively a way of confirming that the officials listed for a particular fixture are true and correct.

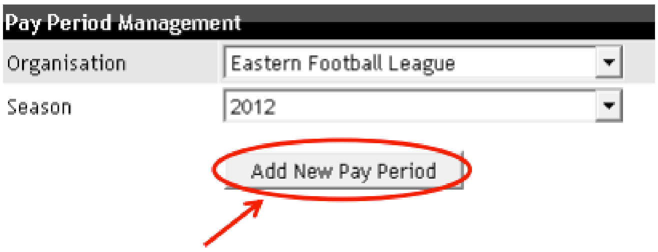
Note: Only fixtures that are locked will be included in all payment reports. When processing a pay period, Schedula takes into account the date the fixture was locked, and not when the fixture actually occurred. Make sure that you lock your fixtures within your defined pay period for those appointments to be included in your pay period.

2. Defining Pay Periods

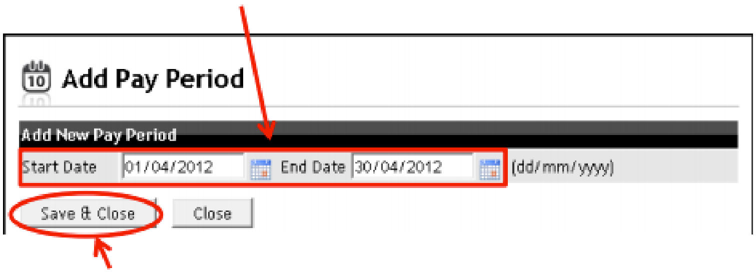
A Pay Period is a predefined date range for which you want to process payments for. For example, if your Association pays your officials monthly, then you would create a pay period for every month. If your Association pays every fortnight, then you would create a pay period in two week blocks. In the examples used in this documentation, the pay periods defined will be monthly.

To define a new Pay Period, follow these steps:

- From the menu, select Schedula Settings>Pay Periods
- Select the Organisation and Season you want to create the pay period for.



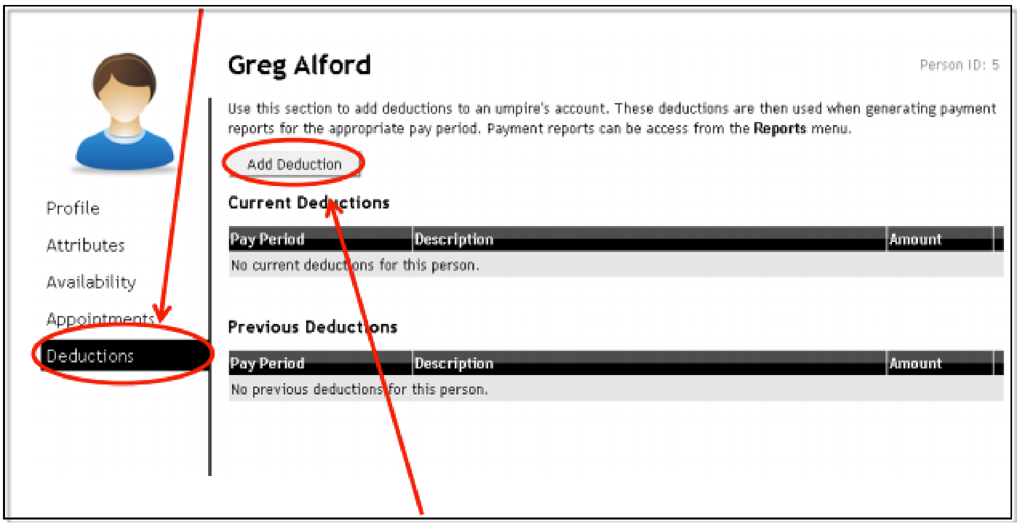
- Click Add New Pay Period. A popup window will appear.
- In the popup window, either select a start and end date using the calendar tool, or manually enter in a start and end date in the format dd/mm/yyyy



- Click Save & Close. You have successfully created a new Pay Period.

3. Managing Deductions

If your Association allows items such as registration fees or uniform fees to be taken out of the payments to officials, then you will need to manage these Deductions in a person's profile. When a deduction is created for an official, it is processed in the pay period for when the deduction was added. The following screen capture shows the Deductions section in a person's profile.



This section of a person's profile contains the following sections:

Current Deductions – These are deductions that have just been added to a person's statement and have not yet been processed. Only current deductions are able to be deleted.

Previous Deductions – These are deductions that have either been fully or partially processed within a pay period. If a deduction has been processed and is therefore a previous deduction, then it cannot be deleted.

Question: How does Schedula determine if a deduction has been processed?

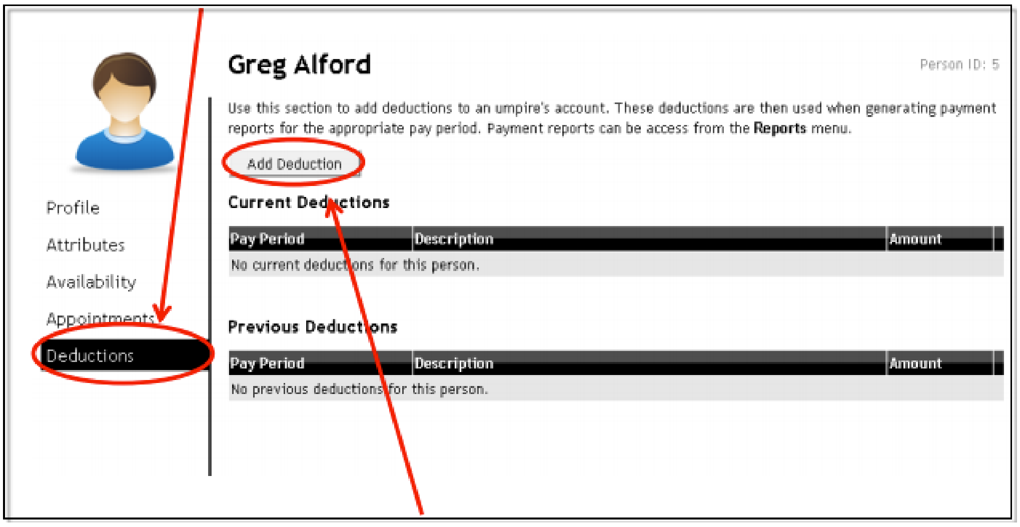
Answer: When you add a Deduction to a person's statement, you need to specify a Pay Period. If the Pay Period you have added the deduction for has been processed (from the Reports menu), then all deductions for all officials within that Pay Period are marked as processed. This means that the amount of that deduction has been included in the various reports (including the ABA bank file) for that pay period and will not be re-processed.

To add a deduction to a person's statement:

1. From the menu, select List Administration>Search Official List

2. Using the Search Criteria dialog, search for the person you want to add the deduction for and click on their name. The profile popup will appear for that person.

3. On the left hand side, select the Deductions tab.



4. On the Deductions tab, select Add Deduction. A new popup will appear.

5. Select the Organisation and Pay Period.

6. Enter in a Description for the deduction. For example: "Shorts" or "Registration Fees".

7. Enter in an Amount for the deduction.

8. When finished, click Save & Close.

When you click on Save & Close, the profile screen will reload and you will see the newly added deduction for this person:

Current Deductions

Pay Period	Description	Amount	
01/04/2012 to 30/04/2012	Registration Fee	-75.00	Delete

You have successfully added a new deduction for a person.

4. Locking Fixtures

Before a fixture can be included in any pay report, it must be Locked. By locking a fixture, you are confirming that the Officials listed for that fixture are the ones that officiated and are to be paid.

For the purposes of these payment reports, it is important to remember that when processing a pay period, Schedula takes into account the date the fixture was locked, and not when the fixture actually occurred. Make sure that you lock your fixtures within your defined pay period for those appointments to be included in your pay period.

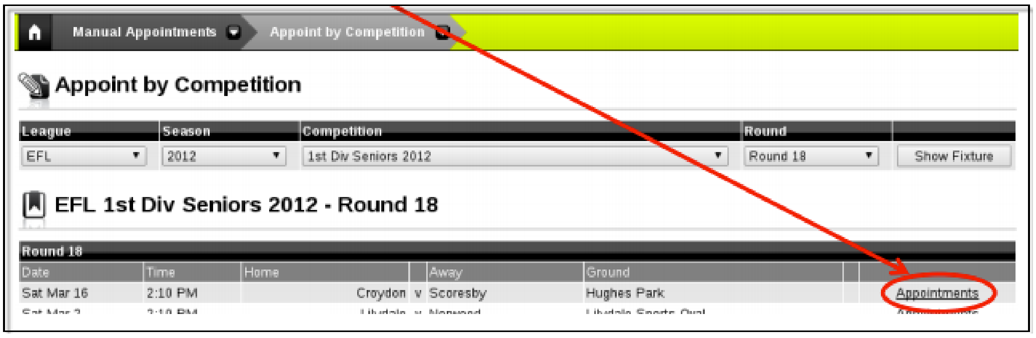
There are two ways to lock a fixture:

1. Individually per fixture; or

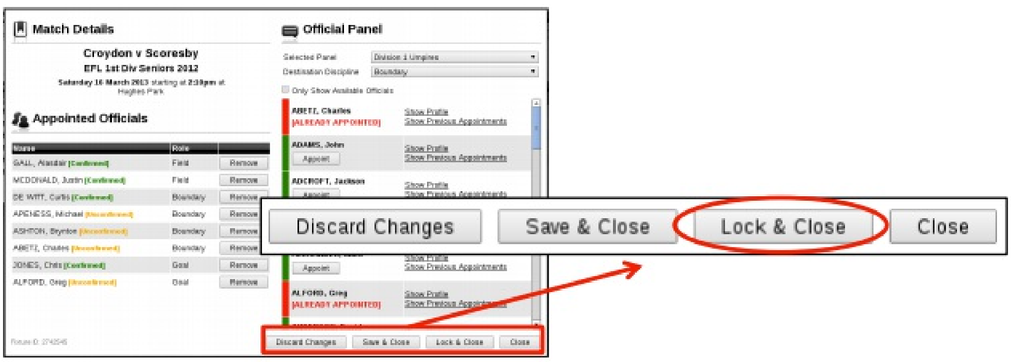
2. In bulk using the Bulk Lock Fixtures setting.

To lock an individual fixture:

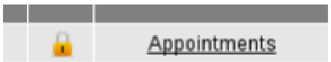
1. Open the fixture you want to lock by either using the Appoint By Competition, Appoint By Week or Appoint By Ground screens.



2. On the Appointments screen, ensure the appointments are correct and click Lock & Close.



3. The Appointment screen will close and a padlock will appear next to the game you have locked.

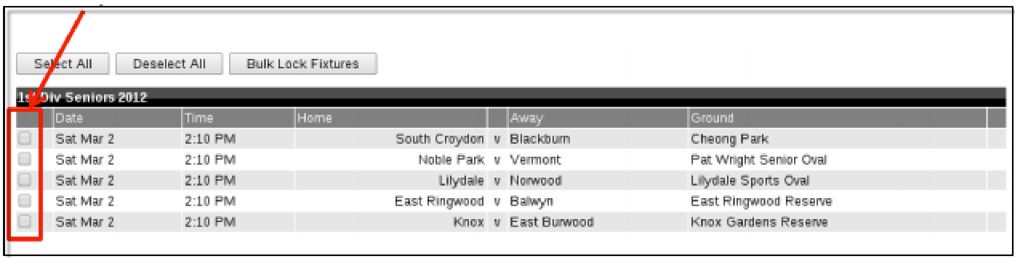


To bulk lock fixtures:

1. Navigate to Manual Appointments>Bulk Lock Fixtures menu

2. From the dropdown options, select the League, Season and Week that you want to bulk lock fixtures for and click Show Fixtures.

3. From the list of fixtures for the selected week, use the checkboxes on the left to select which fixtures you want to lock.



Or, if you know all appointments in Schedula are correct, you can choose to Select All fixtures which will tick all boxes and all fixtures.

4. Once you have selected the fixtures you want to lock, click Bulk Lock Fixtures.

You have now locked fixtures and are ready to process a pay period.

5. Processing a Pay Period

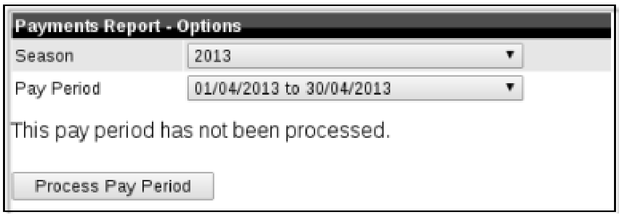
Once you have entered appointments and locked them, it’s time to process a pay period to generate reports and the ABA bank file. Processing a pay period rolls up all appointments, deductions and club levies into a series of reports and makes the ABA bank file available for you to send to your bank.

To process a Pay Period:

1. Go to the Reports Home menu

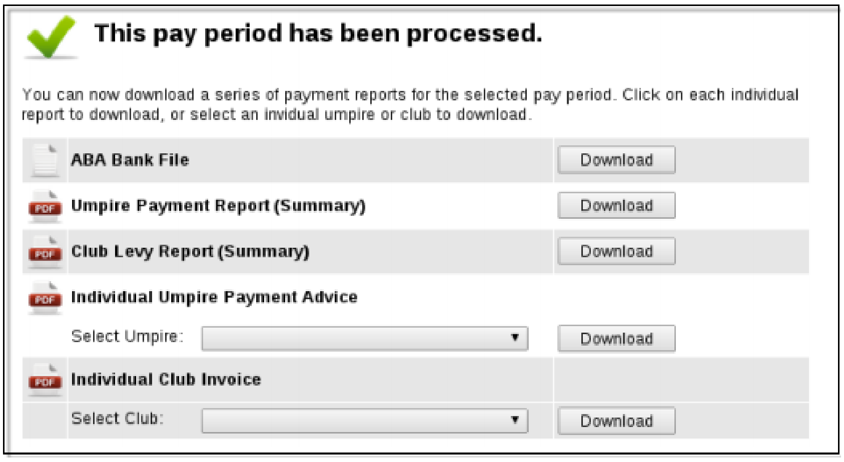
2. From the list of reports, select Payment Reports

3. From the Payment Report Options dialog, select the Season and Pay Period which you would like to process. Note: You can only process a pay period that is in the past. Ie. you cannot process a pay period mid period.



4. To process the period, click Process Pay Period.

5. Once the pay period has completed processing, you will see a list of reports.



The following reports are now available for you to generate:

- ABA Bank File – This is the file that you can download and submit to your bank for processing.
- Umpire Payment Report (Summary) – This report will list for you all officials for your Organisation, how many appointments they have had, how much they are owned from their appointments and what bank account (if any) they were paid into.

Note: If an Official does not have a bank account entered into Schedula for the selected Pay Period you have processed, that amount will be carried forward to subsequent Pay Periods and will only be paid until a Bank Account is added to an Official's profile.

- Club Levy Report (Summary) – This report will list all Clubs in your Organisation and the amount that will be charged to them for the various disciplines they have had appointed to them. On this report, there will be copies of the Club Invoices that can be sent to your Clubs.
- Individual Umpire Payment Advice – This is like a Pay Slip for an Official. It will list all the games they

have completed, how much they were paid and to what bank account they were paid to.

- Individual Club Invoice – This report allows you to generate a Club Invoice for a selected Club.

Automatic Appointments

Last Modified on 17/12/2015 3:08 pm AEDT

Schedula provides Associations and competitions with the ability automatically appoint match officials based on certain criteria. Allowing Schedula to automatically appoint match officials can reduce the amount of time it takes for an Appointments Officer to finalise appointments for upcoming matches.

When processing appointments, Schedula takes the following configuration items into account:

- Ranking of Panels (eg. from Senior panels down)
- Ranking of Competitions (eg. from Division One down)
- Number of Match Officials required for each competition.
- A Match Official's availability.
- Number of Match Officials who qualify for a particular discipline.
- Whether an Official has officiated at a particular club for a given number of weeks.

1. Getting Started

To get started with the automatic appointments function, you need to:

1. Define Custom Panels of match officials;

2. Qualify match officials within these custom panels; and

3. Configure one or more Appointment Groups

Note:

You cannot use built-in panels within an automatic appointment group. You must define at least one custom panel to use this functionality. Configuring your custom panels and appointments groups only needs to be done once per season. After defining your panels and appointment groups, you then need to trigger an automatic appointments process for every week you want to perform appointments.

2. Defining a Custom Panel

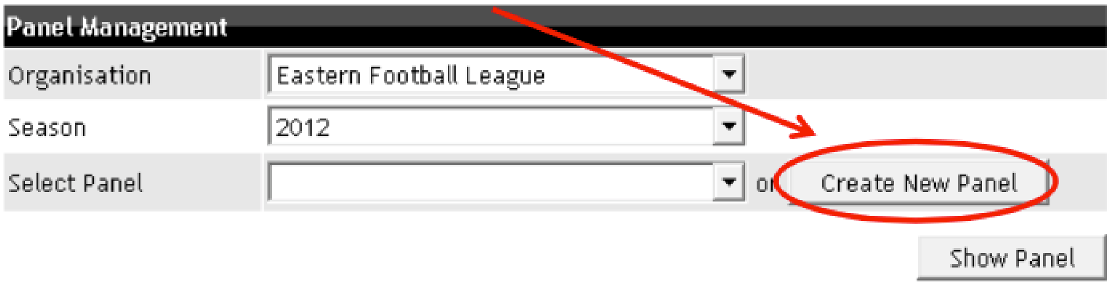
A panel in Schedula is a logical grouping of match officials. If your Association has a large list of match officials, then creating a series of custom panels either based on seniority, accreditation level or discipline can cut your entire list down into more manageable chunks. At the same time, you are able to Qualify match officials to certain disciplines based on the panel they are a member of.

To create a Custom Panel:

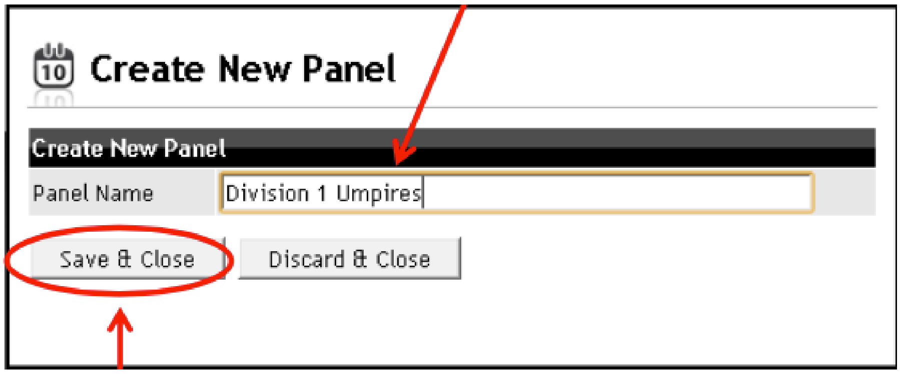
1. From the menu, select Official List Administration>Manage Official Panels

2. Select the Organisation and Season you want to create a custom panel for.

3. Click Create New Panel. A popup window will appear.



4. In the popup window, enter in a name for your panel.



5. Click Save & Close You have successfully created a new Custom Panel.

3. Assigning and Qualifying Match Officials

Once you have created a custom panel, you need to assign and qualify match officials. To add a match official to a custom panel:

1. From the menu, select Official List Administration>Manage Official Panels

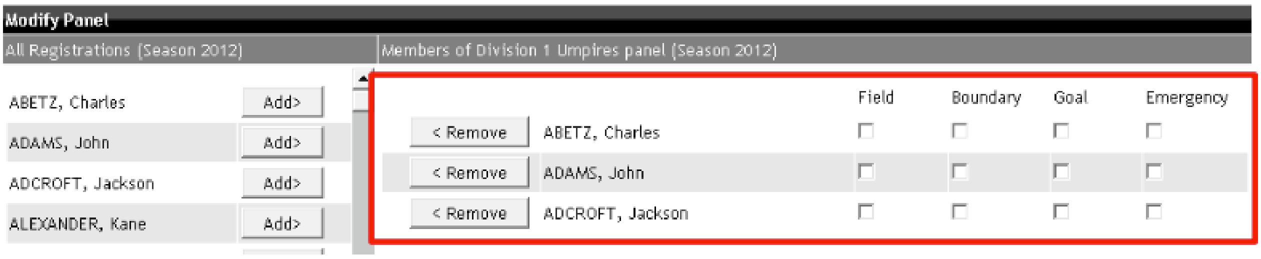
2. Select the Organisation and Season for which you want to adjust your custom panel membership.

3. Select the name of the custom panel from the Panels list.

4. Click Show Panel. The Modify Panel dialog will appear.

This dialog contains two columns. On the left hand side is a list of all registrations for the selected season. The right hand column contains the names of the people who are a member to this panel.

5. Click on the Add button next to the person you want to add to this custom panel. When you click Add, an entry with their name will appear on the right hand side as follows:



6. For each person you add to the panel, you need to Qualify them. Tick the box under the appropriate discipline to specify what role that match official will have within the panel.

Info: One person can be a member of more than one panel. Also, a person can be qualified for more than one role in the same panel.

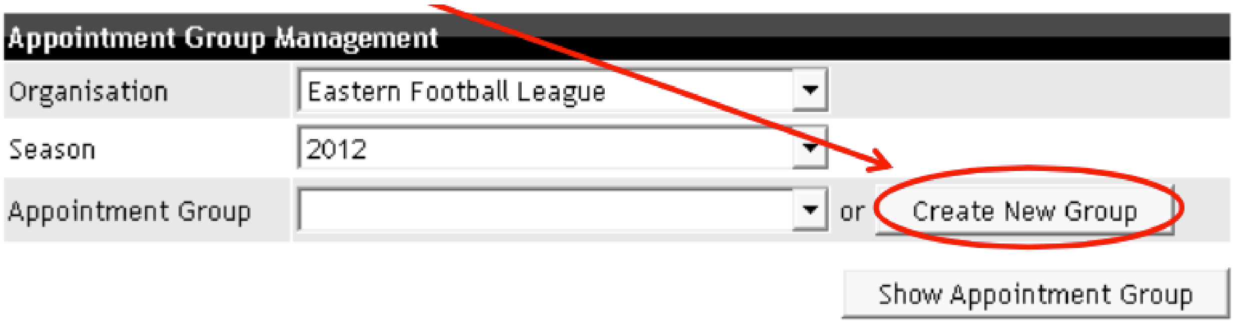
4. Configuring an Appointment Group

An Appointment Group brings together competitions and panels for which you want to run an automatic appointments process over. When building an appointment group, you specify a list of competitions, associate and rank panels to each competition and specify how many officials to appoint to each discipline. To create a new appointment group:

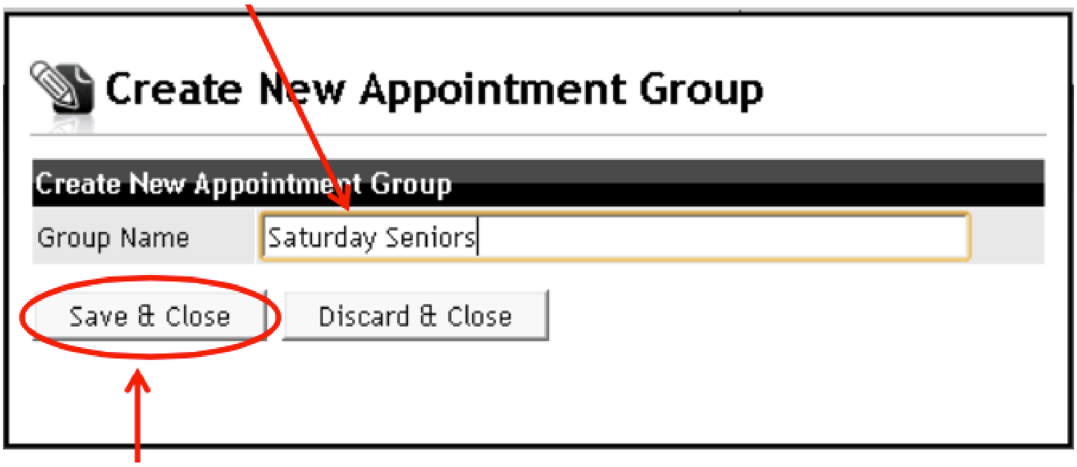
1. From the menu, select Automatic Appointments>Configure Appointment Groups

2. Select the Organisation and Season you want create your appointment group for.

3. Click Create New Group. A popup window will appear.



4. Enter in a name for the appointment group (Eg: Saturday Seniors)



5. Click Save & Close

You have successfully created a new Appointment Group.

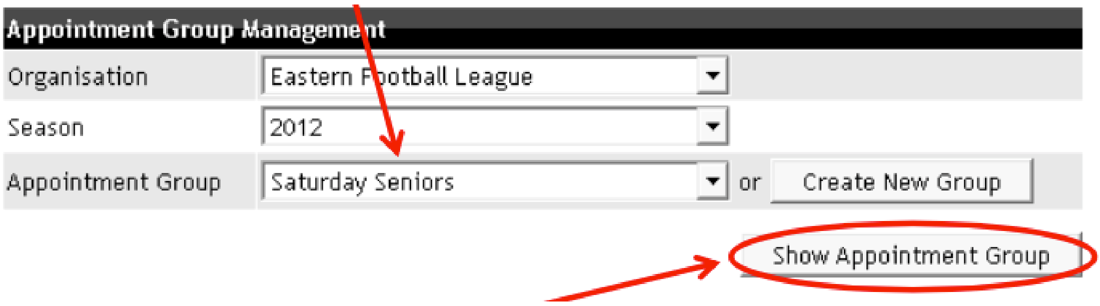
Now that you have an appointment group, you need to configure the group and assign some competitions and panels.

To configure a new or an already existing appointment group:

1. From the menu, select Automatic Appointments>Configure Appointment Groups

2. Select the Organisation and Season for which you want to modify an appointment group for.

3. Select the appropriate group from the Appointment Groups dropdown.

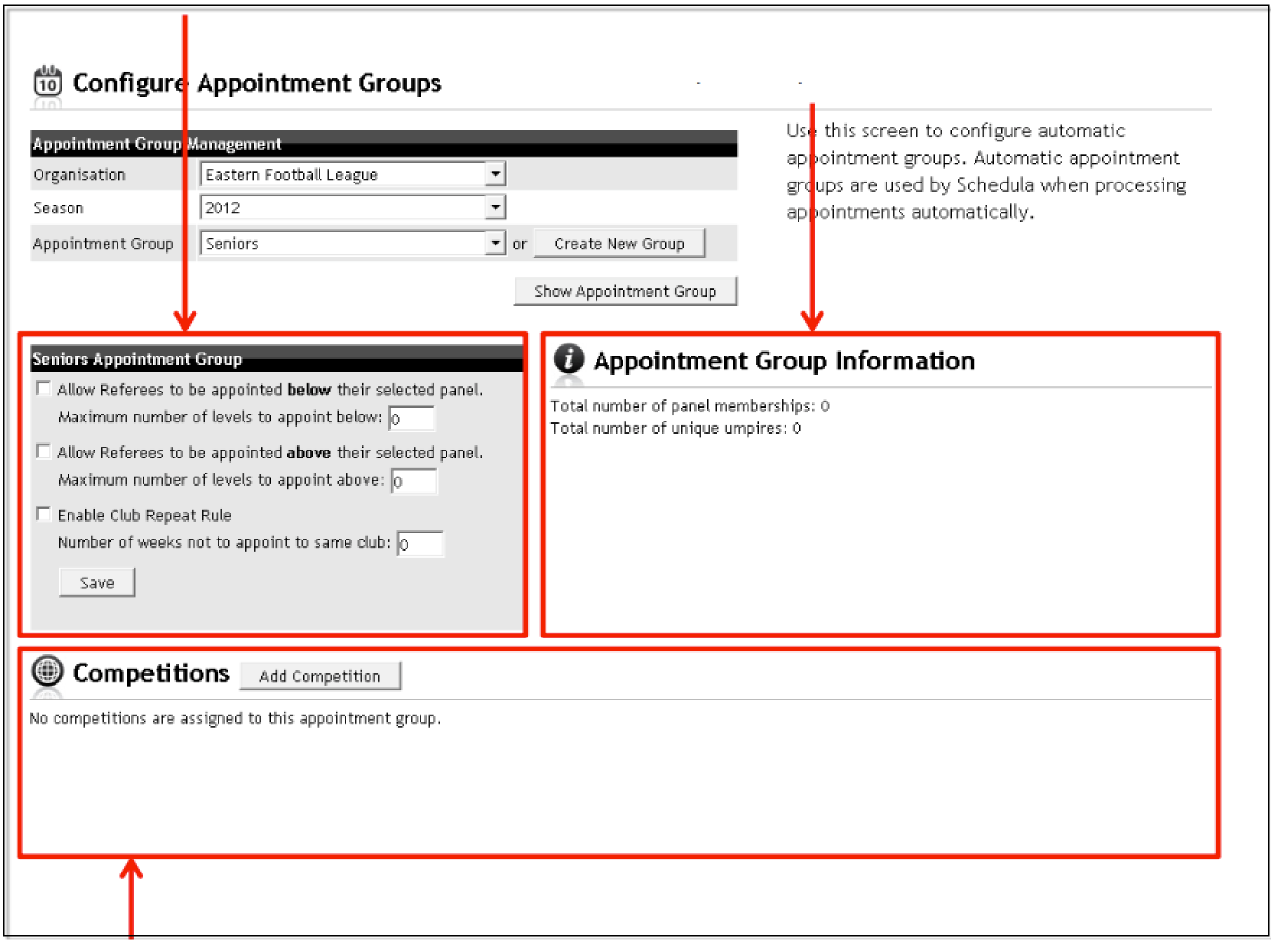


4. Click Show Appointment Group.

The Appointment Group configuration dialog appears. This dialog has three main areas:

1. Appointment Group Settings – Where you can set overflow and Club Repeat rules.

2. Appointment Group Information – Shows an estimate of how many officials you have qualified within your panels compared with how many are required.



3. Competitions – A list of competitions that are a part of your appointment group where you can sort from higher ranking competitions to lower ranking competitions, and add source panels (see below).

The following section details each of the three areas pictured above.

Appointment Group Settings

In the settings dialog, there are three settings that can be configured:

1. Allow Officials to be appointed below their selected panel – This option allows you to specify if you want to allow Officials within a particular competition to be appointed below to lower ranked competitions, and how many levels below you will allow them to be appointed to.

2. Allow Officials to be appointed above their selected panel – This option allows you to specify if you want to allow Officials within a particular competition to be appointed above to higher ranked competitions, and how many levels above you will allow them to be appointed to.

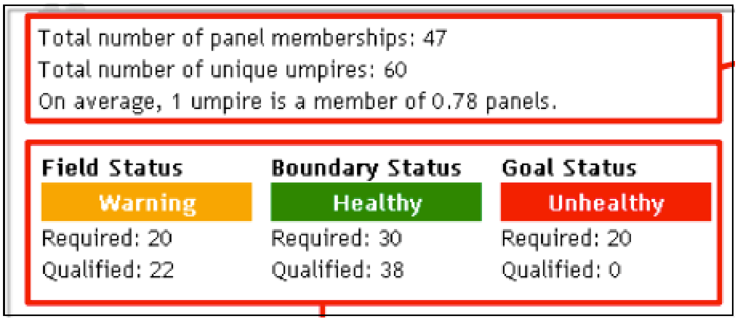
More information on these overflow rules are described in Section 5 – Using Overflow Rules.

3. Enable Club Repeat Rule – This option allows you to specify how many weeks you want to lapse between an Official being appointed at a certain club, and when they are allowed to be appointed again. For example, you may not want to allow your Officials to officiate at the same club for a 2 week period. In this case, you would enable this rule and enter 2 in the field.

Appointment Group Information

This section will update as you make changes to your Appointment Group. Within this section, you will be able to see how many Officials you have qualified for the various disciplines you require, how many Officials you require per discipline for a given week, and whether you have enough people available to fill appointments in the Appointment Group.

The below screenshot is an example of what the Appointment Group Information dialog looks like:



These fields indicate whether you have enough Officials qualified for the various roles you are trying to fill. As you add competitions to the Appointment Group and tell Schedula how many Officials you require for games within that competition, this field will update and calculate in total how many people you require and how many are qualified. Each discipline will report one of three states:

Healthy – When you have more people qualified than you require. This is good because you have a buffer of Officials accounting for some to be unavailable.

Warning – When you have more people qualified than you require, however you are close to running out of people should some be unavailable.

Unhealthy – When you have less people qualified than you require.

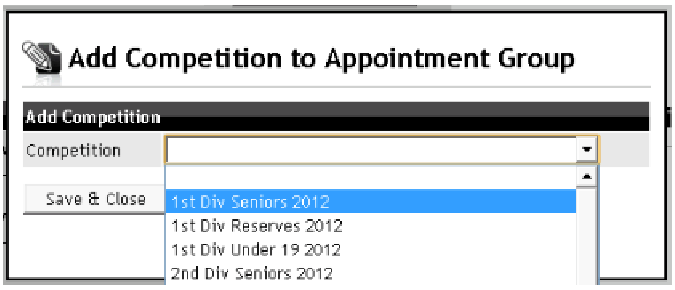
In all cases, these numbers can be adjusted by changing your Custom Panel Memberships or reducing the number of officials you require per match.

Competitions

Use this area to add competitions to your Appointment Group. You need to tell Schedula what competitions you want to perform Automatic Appointments for. You can assign many competitions to the one Appointment Group, and rank those competitions in order of which ones you want Schedula to process first. To add a competition:

1. Click Add Competitions.

2. The following dialog will appear:



These lines indicate how many memberships in total you have a part of all your panels in your Appointment Group, how many unique people you have (ie. actual people) and a ratio of people to panels. This is helpful to understand if you have too many people a part of multiple panels.

Select the appropriate competition from the list.

Note: You cannot add the same competition to the same Appointment Group more than once; however one competition can be associated with more than one Appointment Group if you choose.

When you have selected the appropriate competition, click Save & Close.

3. The competition will now appear in your appointment group as follows:

Keep repeating this process to list the competitions you want for this Appointment Group.

As you add competitions to an Appointment Group, you will see a series of green arrows to the left hand side of the Competition Dialog. These arrows allow you to rank your competitions after you add them to the Appointment Group.

When you go to trigger an Automatic Appointments process, Schedula will process the first (or higher) ranked competition first, and once all the fixtures are appointed, all of the overflow rules have been processed or there are not enough Officials in the panels, then it will move on to the next competition.

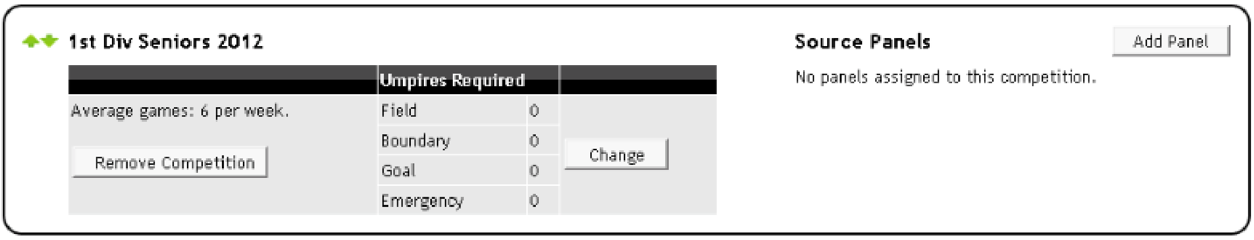
Note: Schedula will try to make sure that at least one official is appointed to a match, even though you may have specified that you require two or more. Schedula's thinking behind that is that it's better to have at least one Official at a match as opposed to none.

For each competition you add to an Appointment Group, you need to perform two tasks:

1. Tell Schedula how many Officials are required per game within the competition; and

2. Assign a Source Panel to the competition from where Schedula will try and pull Officials from.

When you add a competition to an Appointment Group, Schedula will automatically determine how many games occur within that competition per week.



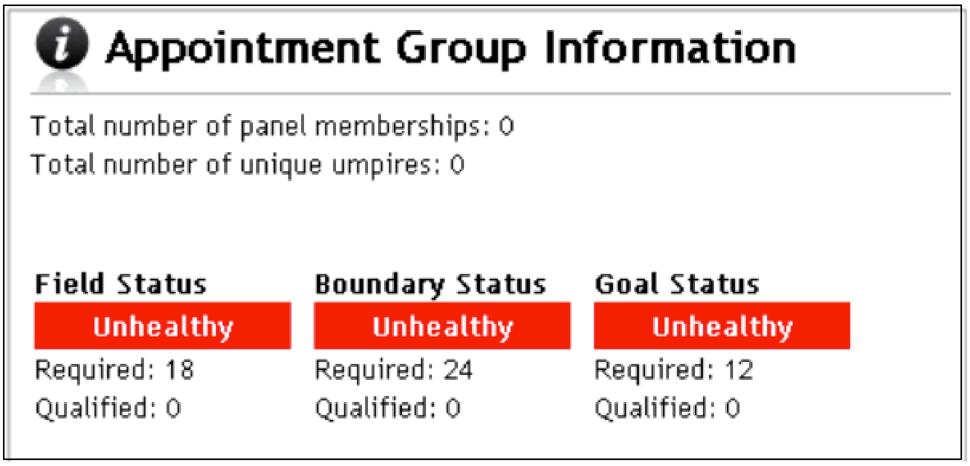
You can then change the number of Officials that are required per game using the Change button. A popup dialog will appear when you can edit the number of officials required per game.

As you update these numbers, the Appointment Group Information dialog will update, advising you if you how many people you require within your Appointment Group. For example, if you specify you require 3 x Field Umpires, 4 x Boundary Umpires and 2 x Goal Umpires for the above competition that has 6 games per week, then Schedula will determine that you require:

- (6 games x 3 umpires) = 18 Field Umpires per week

- (6 games x 4 umpires) = 24 Boundary Umpires per week; and
- (6 games x 2 umpires) = 12 Goal Umpires per week.

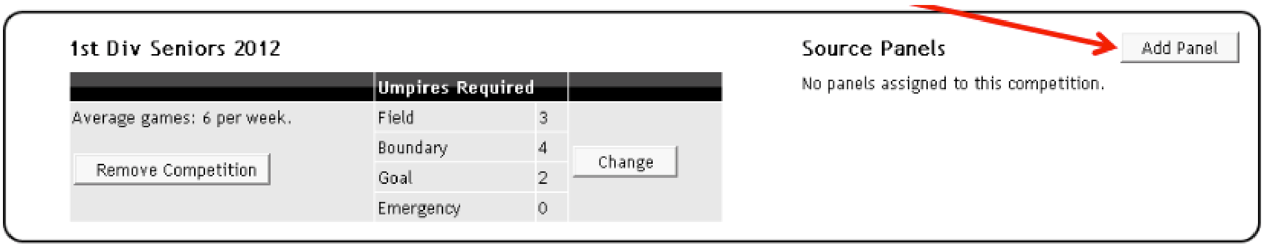
At this stage, you would not have added any Source Panels to your competition, so the above example, the Appointment Group Information dialog will look like this:



Now, for each competition, you need to specify a Source Panel. A Source Panel is where Schedula first goes to pull Officials and appointment them to games.

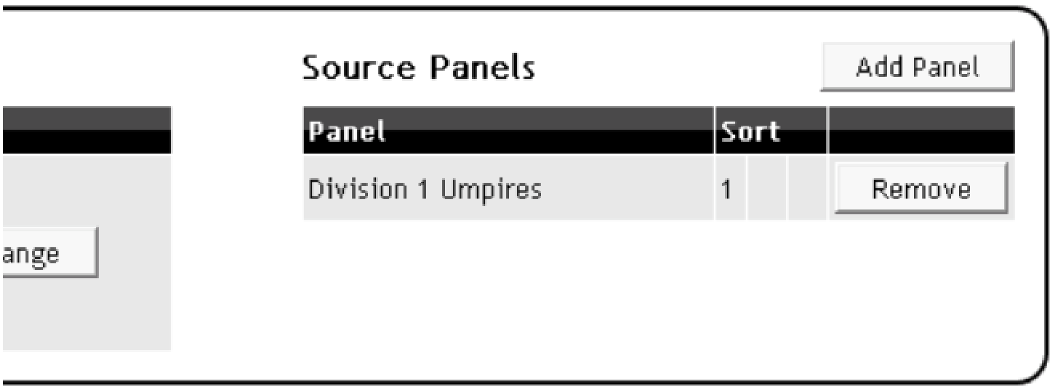
To add a Source Panel to a competition:

1. Click on the Add Panel button for the competition



2. From the list of panels, select the panel you want to be your source panel for your competition and click Save and Close

3. Your competition dialog will update with your selected Source Panel

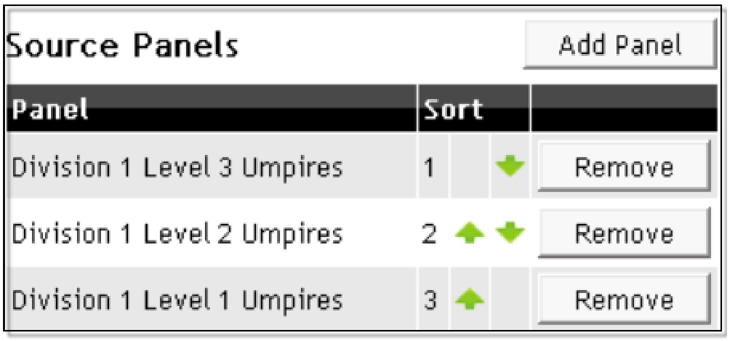


Notice as well how your Appointment Group Information dialog has now updated advising you how healthy your panel memberships are.

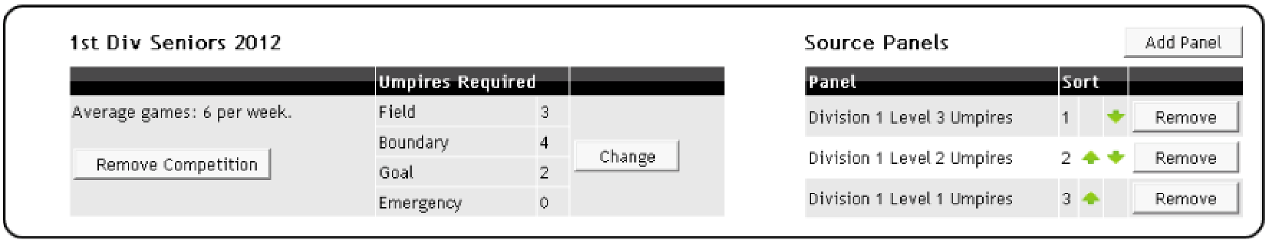
You are able to add as many panels to a competition as you like. Whilst there are any number of combinations you can have in terms of how your structure your panels, you may want to have panels based on a person’s ability, seniority or preferred discipline. For example, for the 1 st Div Seniors 2012 in the examples above, you may have multiple panels similar to the following:

In this configuration, we have specificed three different source panels for the 1 st Div Seniors 2012 competition, and ranked them based on (in this case) their accreditation level.

You may want to create panels and rank them on how long people have been officiating instead – it all comes down to how you have your panels structured.



In this example:



Schedula will attempt to pull officials from the Division 1 Level 3 Umpires panel first and appoint them to games first over those in the lower ranked panels. Once the Division 1 Level 3 Umpires panel is exhausted (ie. There are no more available officials), then Schedula will move onto the Division 1 Level 2 Umpires panel and appoint people from there.

Schedula will continue to roll through each panel until one of the following conditions are met:

1. All games for the competition are fully appointed. Or;

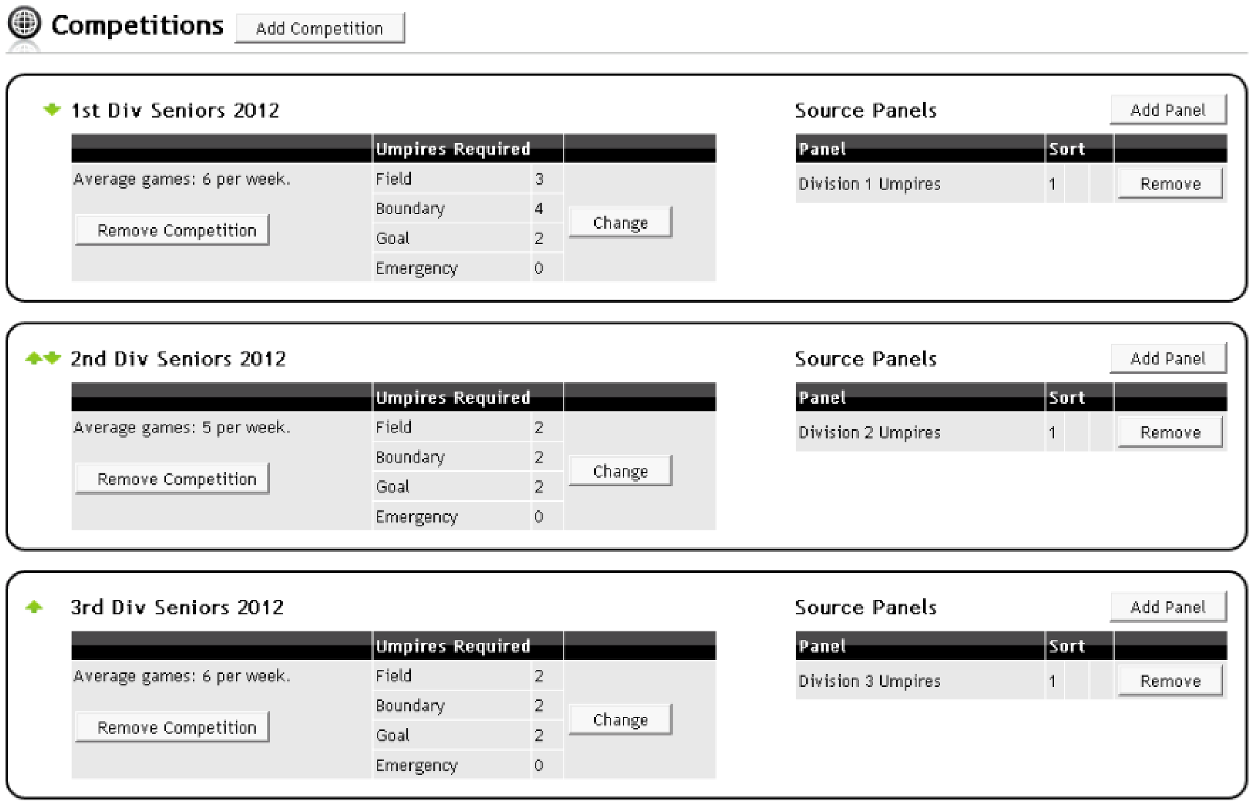
2. There are not enough available officials to fill every position.

Either way, you will see these results after you trigger an automatic process, which is covered in Section 6 – Triggering an Automatic Appointments Process.

You can also configure Schedula to pull officials from other panels that are source panels for other competitions within the same Appointment Group. This can happen by implementing Overflow Rules which will be covered in the next section.

5. Using Overflow Rules

Overflow Rules allow you to further configure source panels across multiple competitions in the same appointment group. Consider the following configuration:

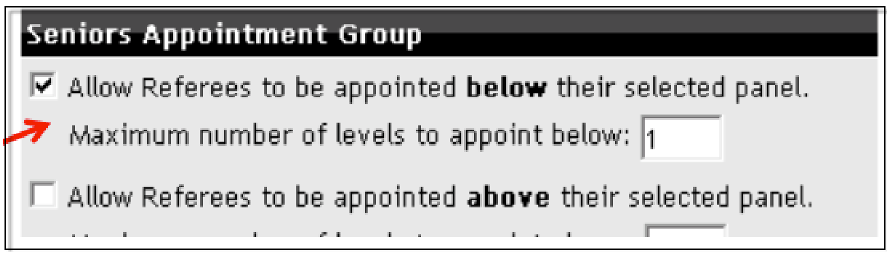


In this configuration:

- Three competitions have been selected with each competition ranked against the other as to which ones Schedula is to process first.

1. Only one panel has been specified per competition in the Appointment Group.

If you configure the Overflow Rule for this Appointment Group to allow Officials to be appointed below their selected panel to a level of 1 (as displayed in this example) then the following will be possible:



When all games in the 1 st Div Seniors 2012 competition are full, and there are surplus officials who have not been appointed from the Division 1 Umpires panel, Schedula will make them available for appointment in the 2 nd Div Seniors 2012 competition. These surplus officials from the Division 1 Umpires panel will be appointed first over those in the Division 2 Umpires panel. However, because your level is set to 1, then no surplus officials from the Division 1 Umpires panel will be available for appointment in the 3 rd Div Seniors 2012 competition.

The second overflow rule works in the opposite way.

If you configure the Overflow Rule for this Appointment Group to allow Officials to be appointed above their selected panel to a level of 1 (as displayed in this example) then the following will be possible:

When the Division 1 Umpires panel is exhausted and not all games in the 1 st Div Seniors 2012 competition have been appointed fully, then Schedula will go to the first panel in the next ranked competition – in this example it is the Division 2 Umpires panel and make them available for appointment in the 1 st Div Seniors 2012 competition. However, no officials from the Division 3 Umpires panel will be made available to the 1 st Div Seniors 2012 competition, because it is more than 1 level away.

As you can see, there are quite a number of ways to configure these rules, and depending on how you structure your competitions and panels.

Once your Appointment Group is finished, you need to Trigger an Automatic Appointment Process, which is covered in the next section.

Triggering an Automatic Appointments Process

Triggering an automatic appointments process is what is repeated on a weekly basis. When you trigger a process, Schedula takes all of your competitions, panels and settings into account and appoints officials based on your configuration and official's availability.

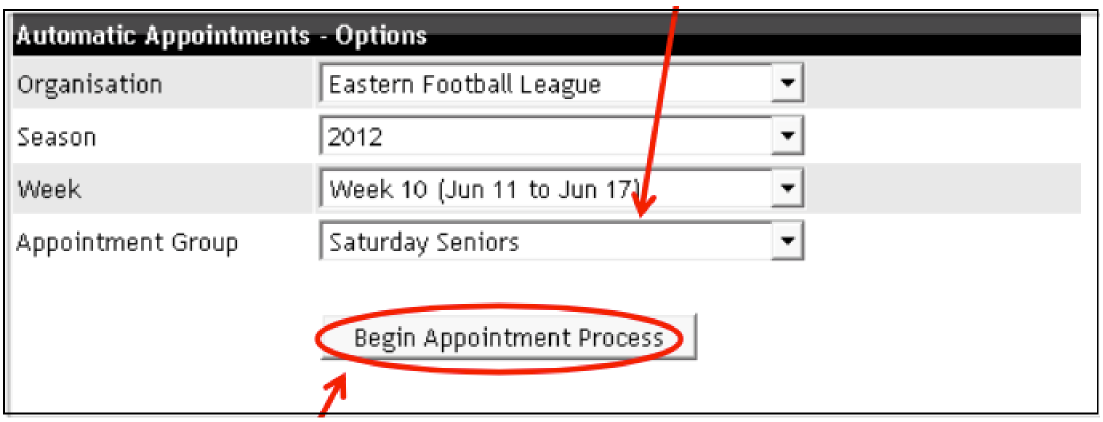
Once you trigger an Automatic Appointments Process, you can continue to use Schedula as the engine performing the appointments is operating in the background. When the job is done, Schedula will send you an email advising you that the process is complete and a link to view the results.

To trigger an automatic appointments process:

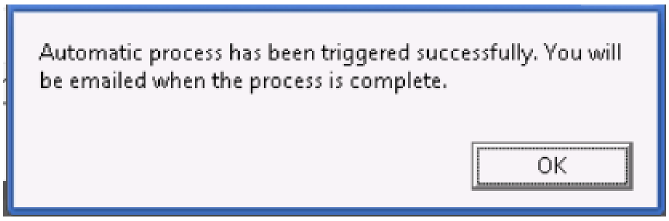
1. From the menu, select Automatic Appointments>Automatically Appoint

2. Select the Organisation, Season and Week for which you want to perform an automatic appointment process for.

3. Select the appropriate group from the Appointment Group dropdown.



4. Click Begin Appointment Process to kick off the appointments engine. You will see the following popup:



You will then receive an email from Schedula once the automatic appointment process is complete. In that email, you will see a link you can click which will take you to a results page where you can view what Schedula has done.

Managing Availability Regions

Last Modified on 03/06/2016 12:18 pm AEST

Schedula provides Associations with the ability to define Regions that Officials can make themselves available to. A Region is a collection of venues within your Organisation. The aim of Availability Regions is to enable Administrators to better manage the availability of Officials within their Organisation whose venues are spread across a large geographical area. By carving up your Organisation into Regions, you are allowing your Officials to only be appointed to venues that are either close them or close to various modes of transport. How you define your Regions is up to you.

1. Getting Started

To get started with Availability Regions, you need to:

1. Define a Region; and

2. Assign venues to the Region.

Note: A single ground can only be assigned to a single Region. In other words, one ground cannot be assigned to multiple Regions.

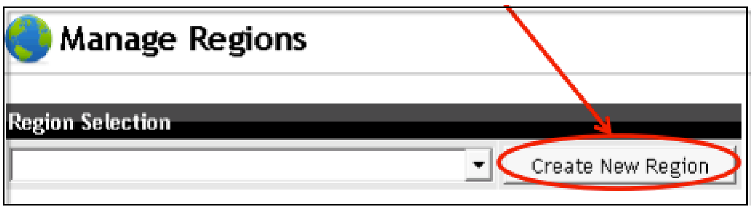
Configuring your Regions really only needs to be done once. Unless your venues change between seasons, Availability Regions will carry forward to the next season so you don't have to keep re-defining Regions.

2. Defining a Region

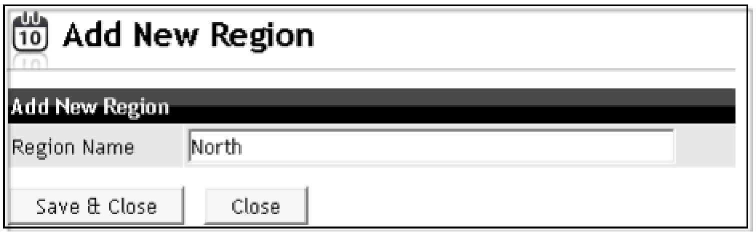
A Region in Schedula is a collection of venues. To create a Region that you can start assigning venues to:

1. Navigate to Schedula Settings>Manage Regions in the menu

2. In the Region Selection table, click on Create New Region



3. A popup window appears where you can define a name for your Region. Enter in a name and click Save & Close.



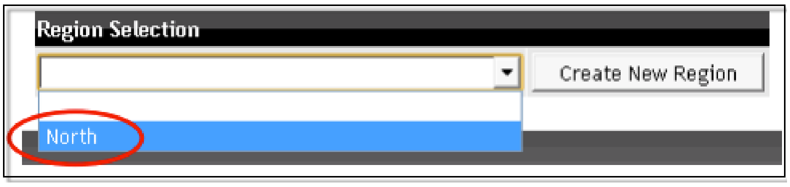
4. You will receive a message saying your Region has been created. The page will reload and your new Region will be available in the Region Selection dropdown box.

You have successfully created a new Region.

3. Assigning Venues to a Region

To assign a venue to a Region:

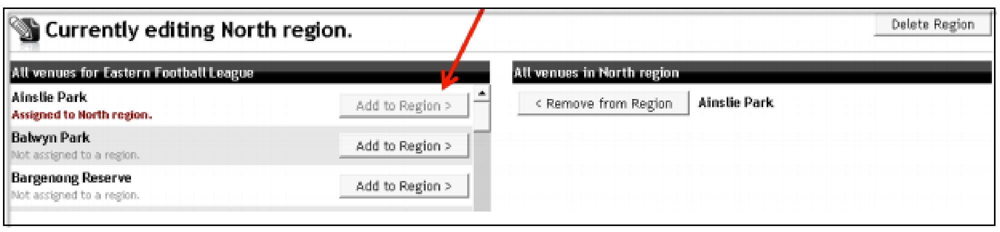
1. From the Region Selection table, select the Region you wish to edit from the dropdown menu.



The Edit Region dialog will appear as follows:

The list on the left side of this dialog lists all the venues for the selected Organisation. This list will be the same no matter what Region you are editing. The list on the right side of this dialog are venues that are assigned to the Region you are editing.

2. To assign a venue to the Region, click on the Add to Region button next to the venue you wish to add. The venue from the All Venues list will change as follows:

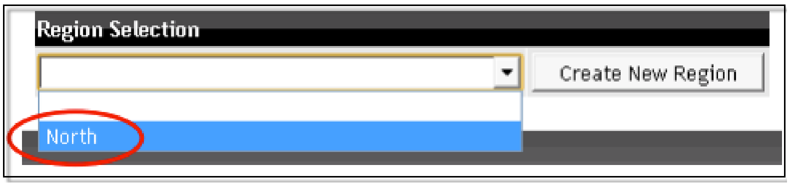


Under each venue, there is some text indicating if the venue is assigned and if it is, where it has been assigned. This is to enable Administrators to see straight away where venues are assigned without having to go through every Region.

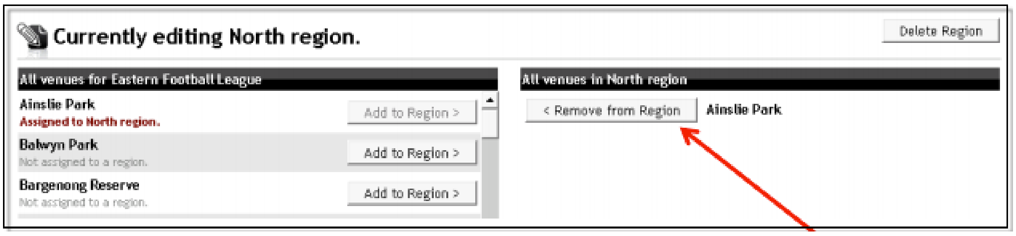
4. Unassigning a Venue from a Region

To unassign a venue from a Region:

1. From the Region Selection table, select the Region you wish to edit from the dropdown menu.



The Edit Region dialog will appear as follows with venues that are assigned:



2. Next to the ground you wish to remove from the Region, click on the Remove From Region button.

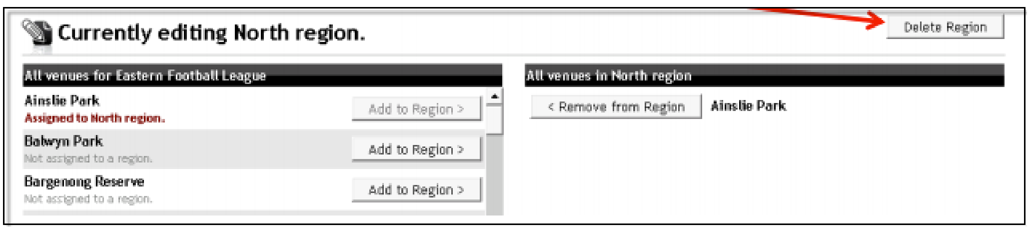
5. Deleting a Region

If you choose to delete a Region, then all venue assignments and availabilities that Officials have entered against that Region will be removed. Deleting a Region is final and can not be undone.

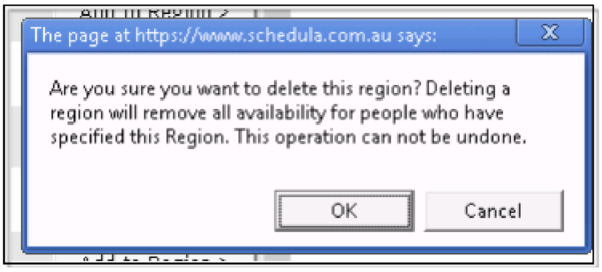
To delete a Region:

1. From the Region Selection table, select the Region you wish to delete from the dropdown menu.

2. On the Edit Dialog, click on the Delete Region button.



3. You will receive a confirmation dialog confirming that you want to delete. Remember, this operation can not be undone.


The page at https://www.schedula.com.au says:
Are you sure you want to delete this region? Deleting a region will remove all availability for people who have specified this Region. This operation can not be undone.
OK
Cancel

Importing and Using MYOB Reports

Last Modified on 05/10/2015 2:45 pm AEDT

Schedula provides Associations with the ability to generate MYOB formatted reports to assist in importing data into MYOB. From this data, you can facilitate payments to your match officials.

1. Getting Started

To start using the MYOB Reports, you need to ensure that Schedula has been setup with Item Codes that match what you have setup in MYOB. When importing the Payment Data, Schedula generates an appropriate item code for the type of appointment. It is important that these item codes match codes in MYOB for the payment report to be successfully imported.

Note: Only fixtures that are locked will be included in all MYOB reports. When generating MYOB Payment Reports, Schedula takes into account the date the fixture was locked, and not when the fixture actually occurred. Make sure that you lock your fixtures within your defined pay period for those appointments to be included in your Payment Report.

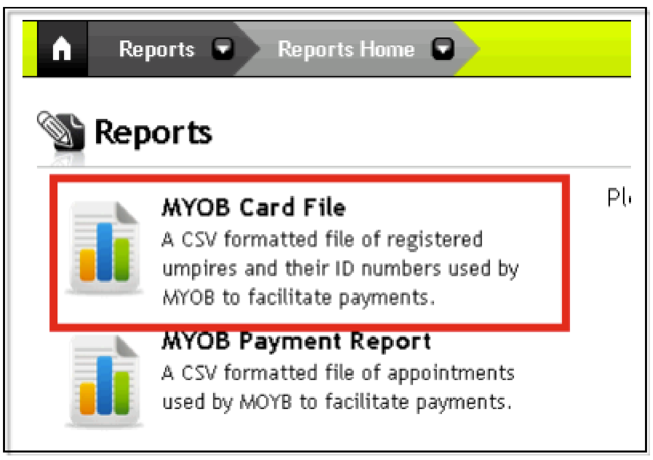
Schedula treats match officials as Suppliersin MYOB. The first task that needs to be completed is importing the supplier Card File, which will import the details of all registered officials.

2. Generating the MYOB Card File

The MYOB Card File contains all registered officials for your organisation, and needs to be imported prior to importing a Payment File. To generate a Card File:

1. Login to Schedula and navigate to Reports > Reports Home

2. From the list of reports, select MYOB Card File.



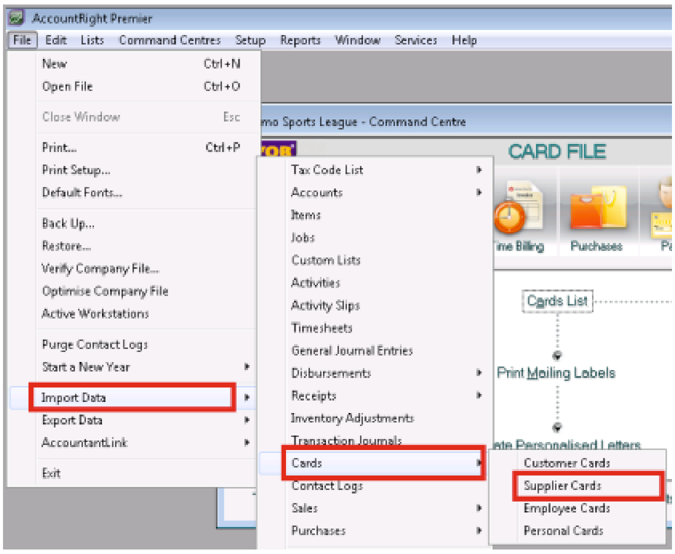
3. Select the appropriate Season and select Generate Report.

4. Save this file on your computer. You will need to refer to it to import it into MYOB.

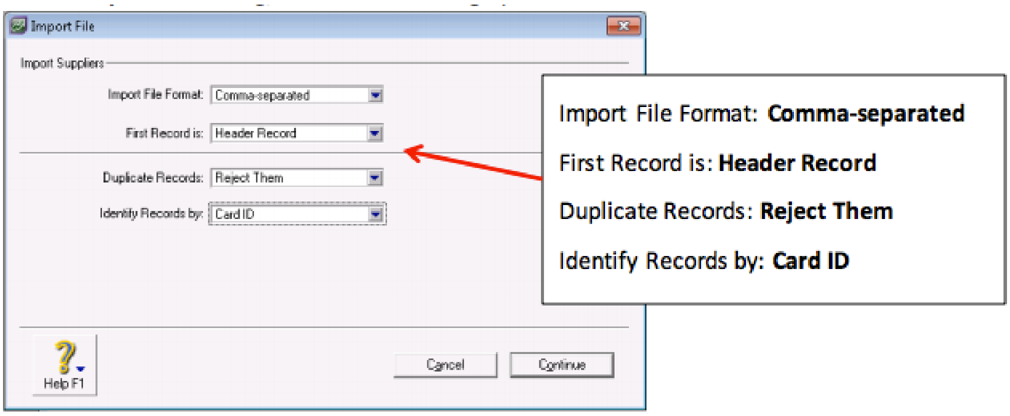
3. Importing the MYOB Card File

Once the Card File has been generated from Schedula, it needs to be imported as a Supplier Card. To import this card file into MYOB:

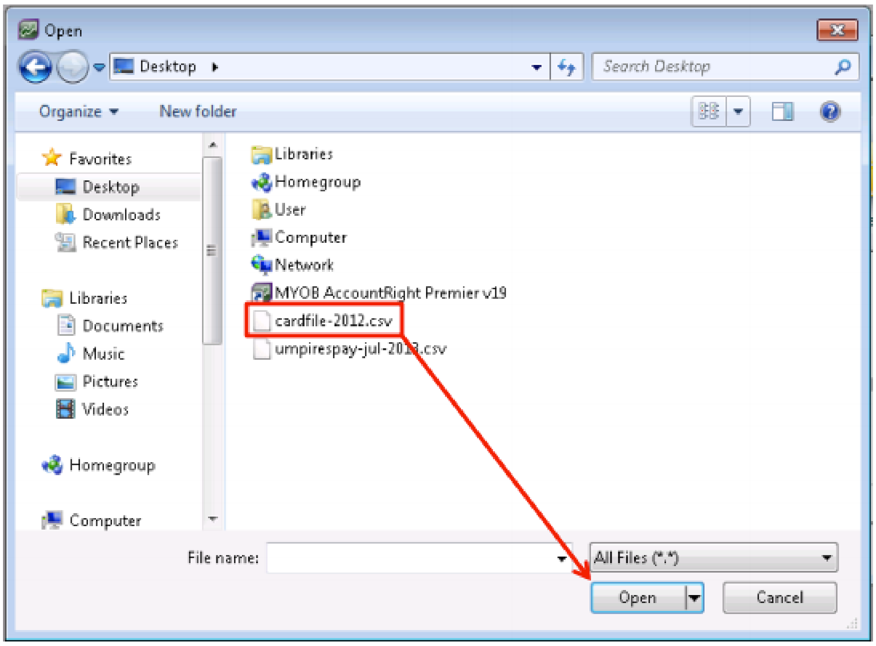
1. Open MYOB and select File > Import Data > Cards > Supplier Cards



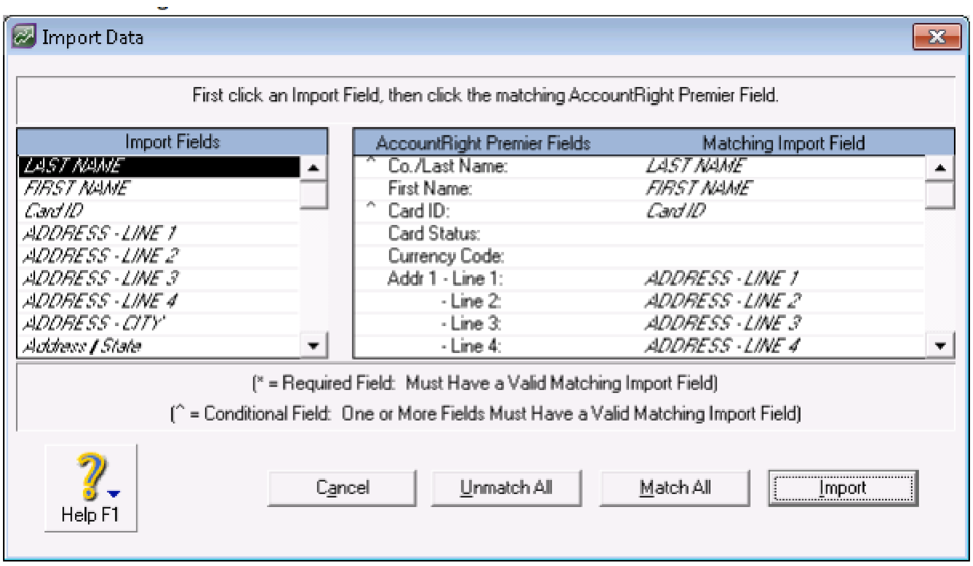
2. On the Import File dialog, select the following options and click Continue.



3. From the Open File dialog, select the card file generated from Schedula and click Open.

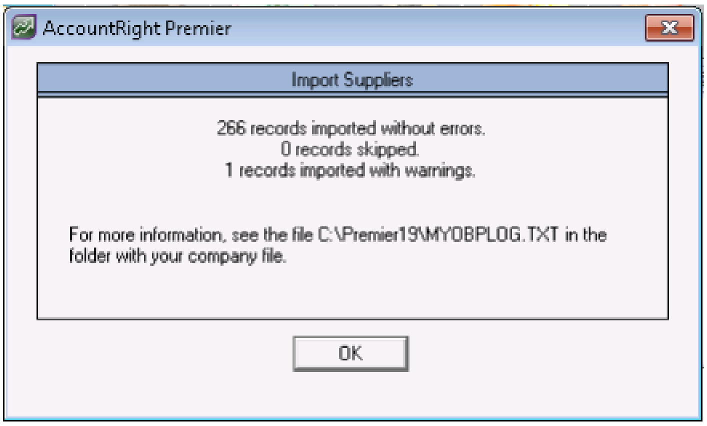


4. On the Import Data dialog, you need to match fields from the Schedula generated Card File to fields in the MYOB software. To do this, you can either select Match All, or you can manually match fields by clicking on the appropriate Input Field (ie. LAST NAME) and click the corresponding AccountRight field. If using Match All, make sure that MYOB has correctly matched the right fields.

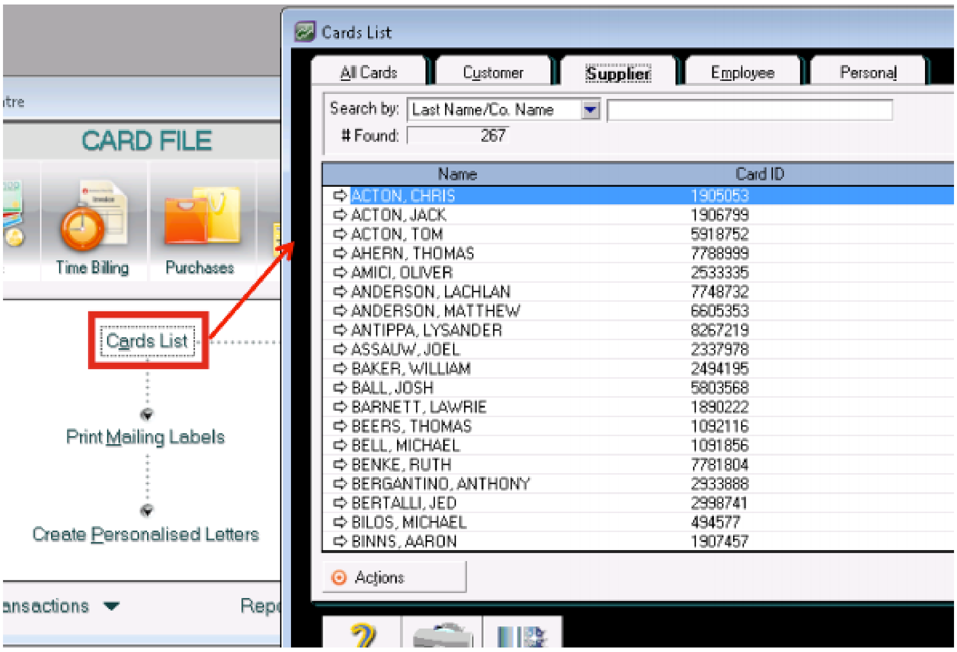


Once you have matched the appropriate fields, click Import.

5. MYOB will then display a progress dialog and advise you when the import process is complete.



Once you cards are imported, you can view them by opening your Cards List.



You are now ready to import a Payments File.

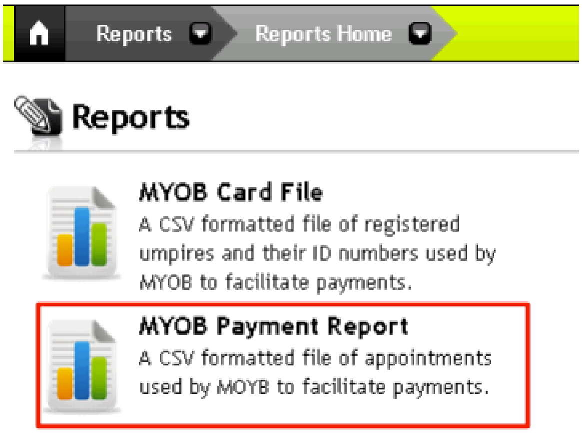
4. Generating the MYOB Payment File

The MYOB Payment File contains all of the appointment information for officials for the selected period. For every appointment against an official, an Item Code is generated depending on the type of appointment. It is important that these items codes are setup in MYOB or your import of this report will fail.

To generate a Payment Report:

1. Login to Schedula and navigate to Reports > Reports Home

2. From the list of reports, select MYOB Payment Report.



3. Select the Season and Month you want to generate this report for and click Generate Report.

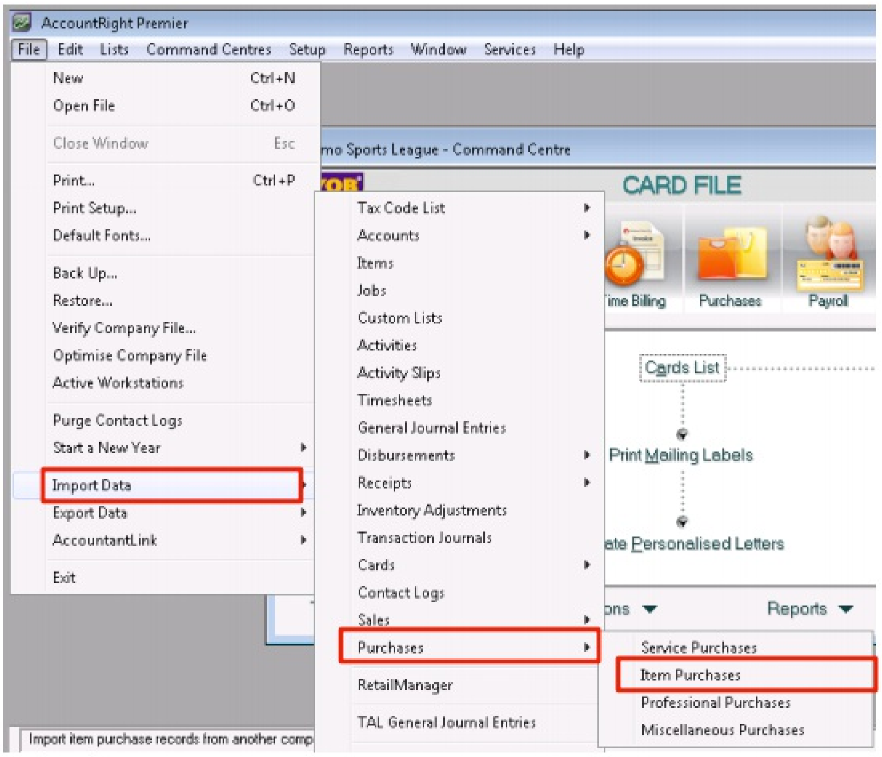
4. Save this file on your computer. You will need to refer to it to import it into MYOB.

5. Importing the MYOB Payment File

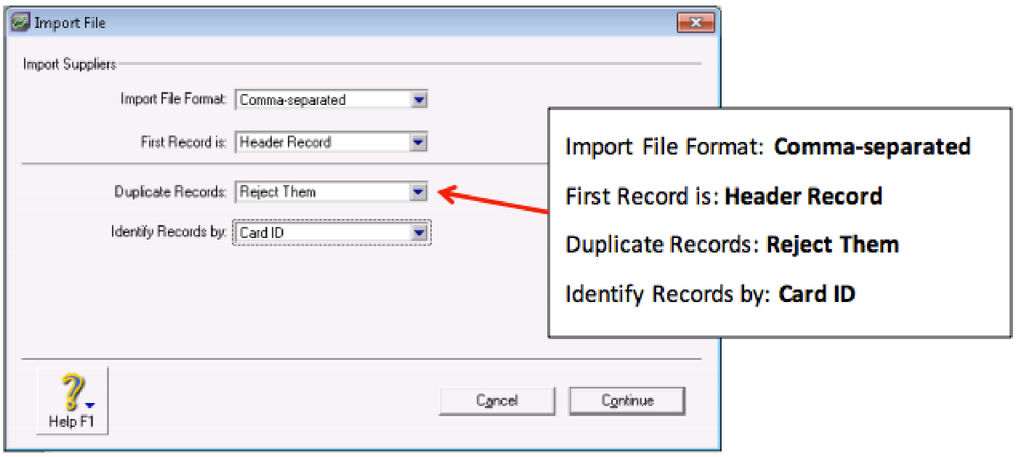
Once you generate the Payment Report from Schedula, you need to import it into MYOB. This report is imported as an Item Purchase (as we use the Item Codesto determine the rate for the appointment).

To import this Payment File into MYOB:

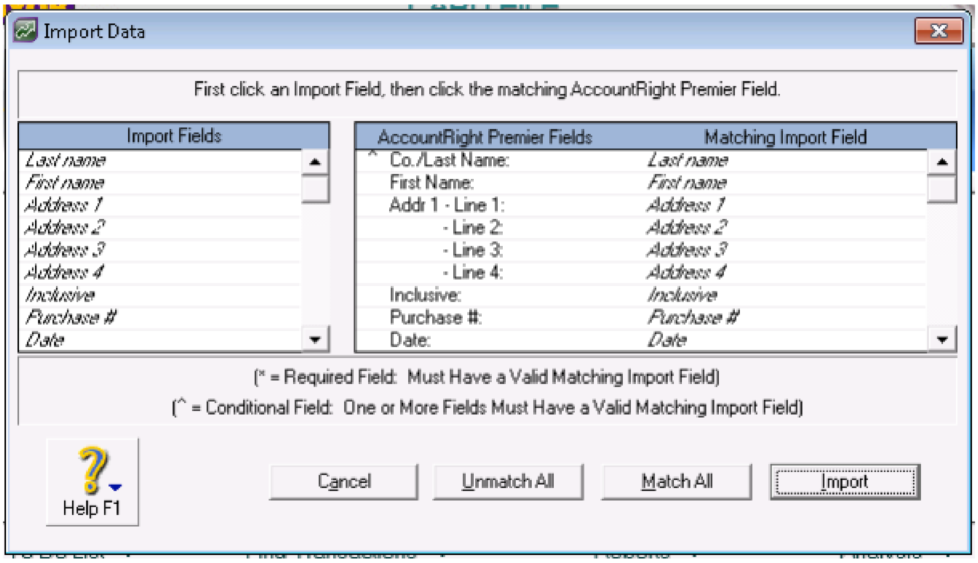
1. Open MYOB and select File > Import Data > Purchases > Item Purchases



2. On the Import File dialog, select the following options and click Continue.

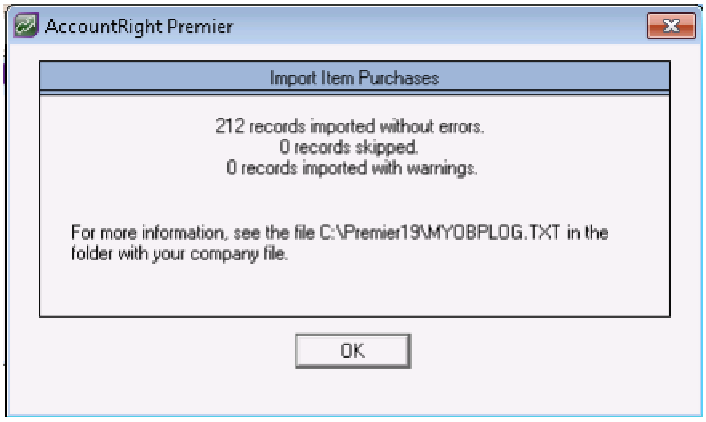


3. On the Import Data dialog, you need to match fields from the Schedula generated Payment Report to fields in the MYOB software. To do this, you can either select Match All, or you can manually match fields by clicking on the appropriate Input Field (ie. LAST NAME) and click the corresponding AccountRight field. If using Match All, make sure that MYOB has correctly matched the right fields.



Once you have matched the appropriate fields, click Import.

7. MYOB will then display a progress dialog and advise you when the import process is complete.



You have now imported these purchases into MYOB.

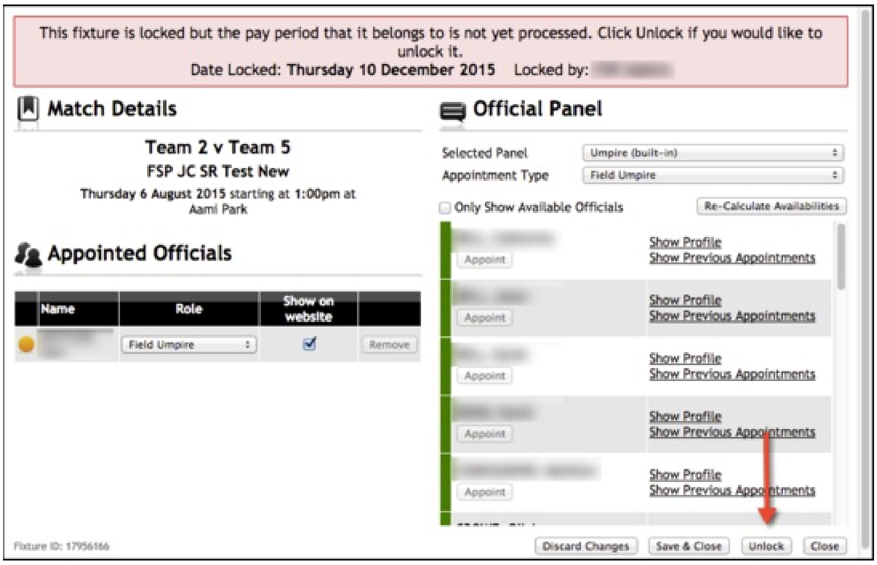
Unlocking a fixture

Last Modified on 01/04/2016 10:27 am AEDT

How to unlock a fixture -

Please note: matches can only be unlocked if the match is in a pay period that has not yet been processed.

1. To unlock a fixture, simply hit 'Unlock' on the bottom right of your screen.



Please note that your fixture ID can be found at the bottom left on the above screen shot.

Match Day Paperwork & Reporting

Last Modified on 03/06/2016 12:29 pm AEST

Overview

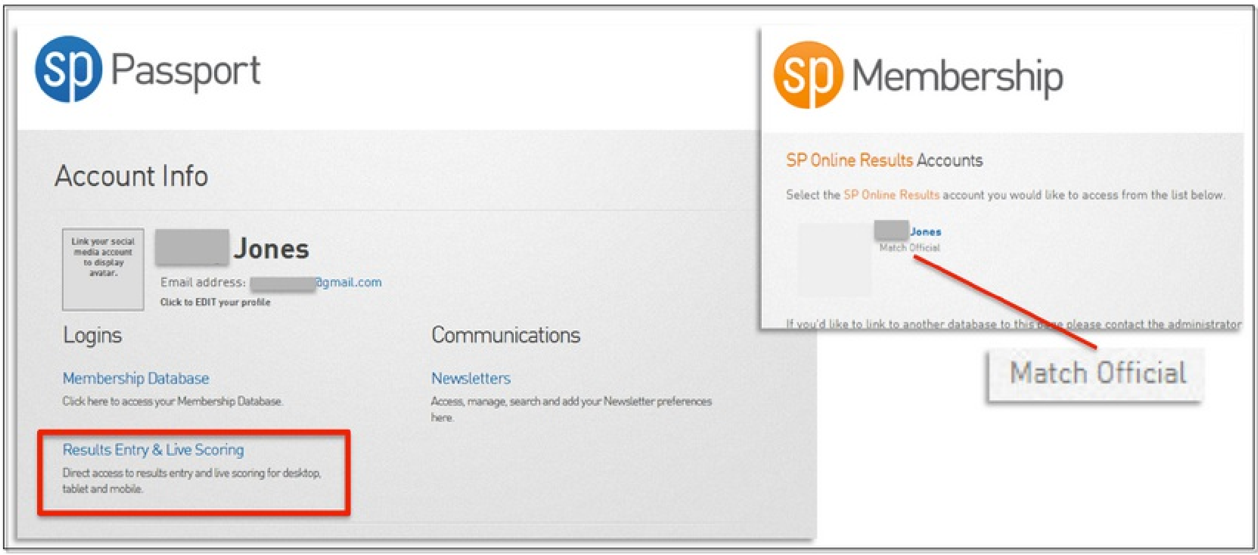
As part of the Schedula+ Functionality, Match Day Paperwork & Reporting allows an Association/League to create a series of questions to collect additional Match Data (ie Ground Condition, Standard of Facilities, Crowd Behaviour etc.) for Umpires/Referees/Match Officials to Complete via Referee Login.

Details below will outline the process for completing Match Day Paperwork utilising Referee Login as part of Schedula+ Functionality:

Passport Process

1. Login to Passport

2. Click on Results Entry & Live Scoring

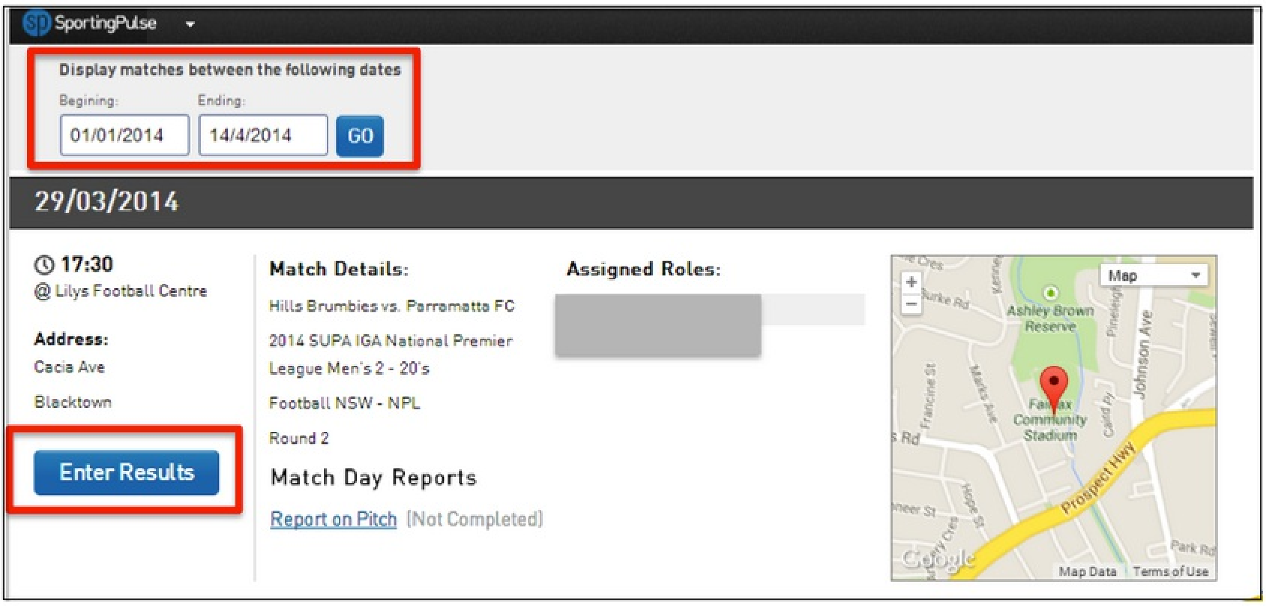


Data entry process

1. Set Beginning and Ending date, then click GO

2. Select Enter Results

3. Association level access to Post Game and Pre Game screens



Locating Fixtures

You will now be taken to a list of all of your appointed fixtures. Change the date parameters at the top of the screen to select the fixture/s that you need to enter results for.

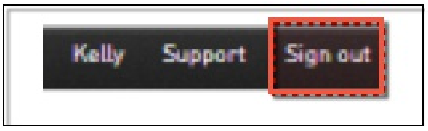
The grey header indicates the date of the fixture. The match details are under the header along with information on which other officials have been appointed. Always check the information under “Match Details” to ensure you are entering Match Day Paperwork for the correct Match.

1. Click on the relevant Report you wish to Complete (there may be more than

2. Save the Results

3. The Status of the Report should change from "Not Completed" to "Completed"

Ensure that you sign out after you have entered all results.   To log out, click on “Sign Out” located in the black bar at the top of the screen to the right.


Kelly
Support
Sign out

Match Official Login Functionality

Last Modified on 30/10/2019 12:44 pm AEDT

Overview of Match Official Login as part of Schedula+ Functionality

1. Functionality allowing the Match Officials to access the Match Results screens as part of Schedula+ Functionality

2. Pre Game and Post Game Screens

3. Access to Match Day Paperwork Forms

4. Any appointed Match official in Schedula, that have confirmed their appointments can access the matches that they are appointed to.

5. Match Officials have Association level access

6. Match Officials cannot access LOCKED matches

How is Match Official Login Configured?

1. Match Official Log In configured at Association Level for those that sign up for Schedula+

2. Consideration is required before requesting to configure this functionality on

3. Communication to Match Officials also required

4. Communication to affected stakeholders (other associations) may be required

What happens once Match Official Login is Configured?

1. Once Match Official login is configured via Schedula+, an SportsTG Passport is created for each referee (who do not have one)

2. Match Officials will receive an email (to their Primary Email address)

3. Confirmation of SportsTG Passport (link in email -image below)

4. Create SportsTG Passport password

5. With SportsTG Passport Username being the Match Officials primary email address (same as Schedula), recommendation to use same password as Schedula

6. Any existing SportsTG Passports using the same Primary email, will have their Passport modified according.

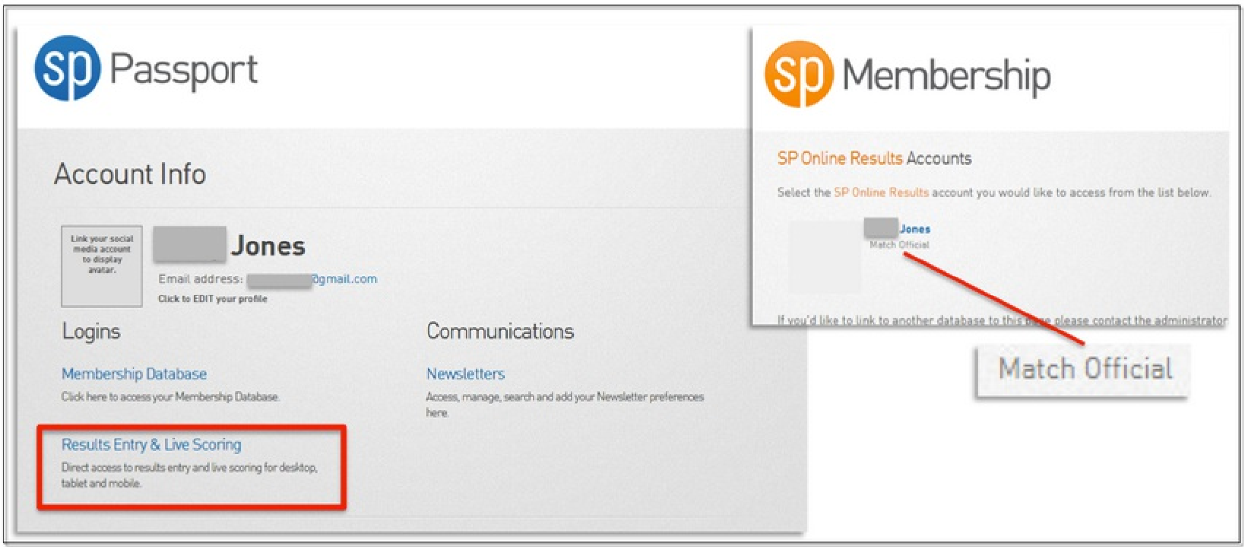
Details below will outline the process for Match Officials utilising Referee Login as part of

Schedula+ Functionality:

Passport Process

1. Login to Passport

2. Click on Results Entry & Live Scoring

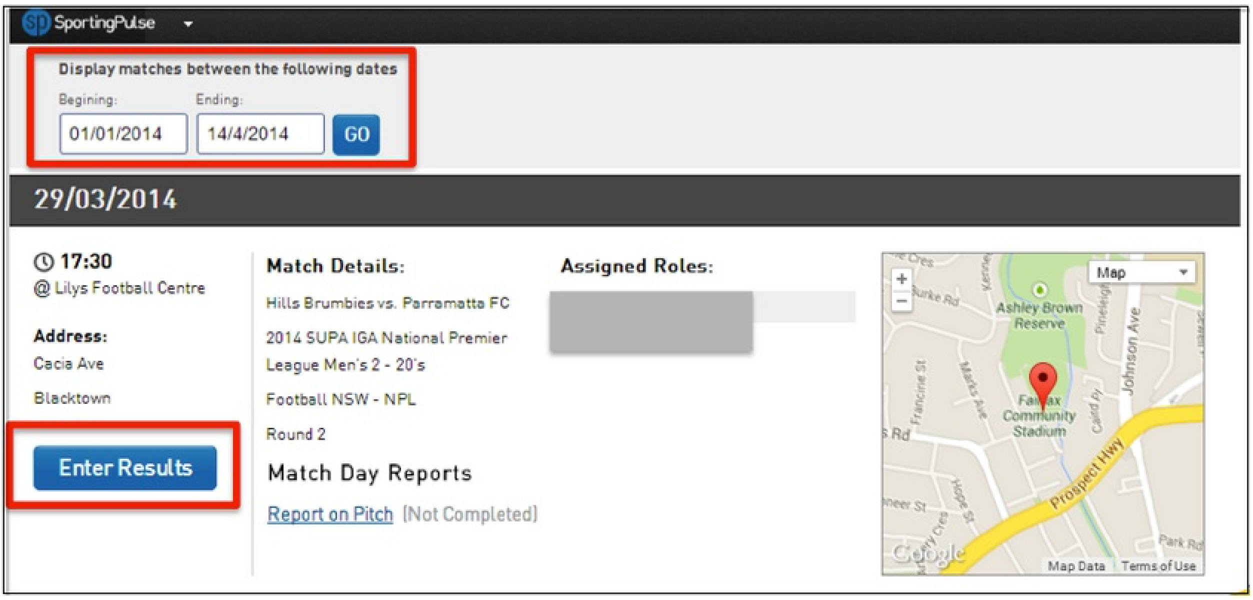


Data entry process

1. Set Beginning and Ending date, then click GO

2. Select Enter Results

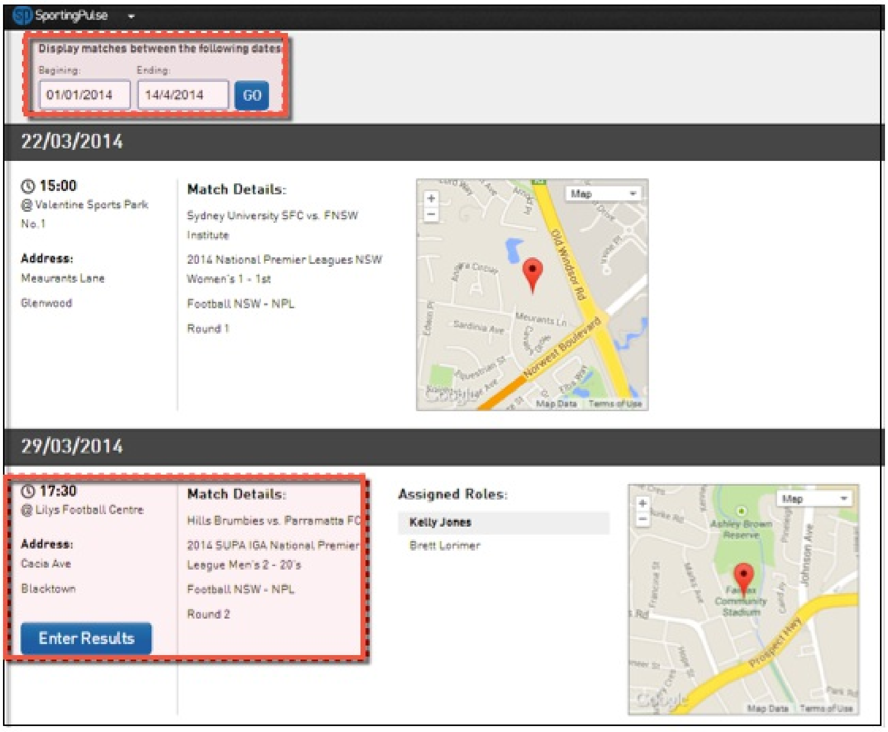
3. Association level access to Post Game and Pre Game screens



Locating Fixtures

You will now be taken to a list of all of your appointed fixtures. Change the date parameters at the top of the screen to select the fixture/s that you need to enter results for.

The grey header indicates the date of the fixture. The match details are under the header along with information on which other officials have been appointed. Always check the information under “Match Details” to ensure you are entering the results for the correct grade/fixture.



Click on the blue button, “Enter Results” for the appropriate fixture. Where you do not see this button, it meant that the fixture already has results entered and post-match information has been checked by Football NSW and as such the fixture has been locked for editing.

You will be taken to a new screen which is the post-match area for the chosen fixture.

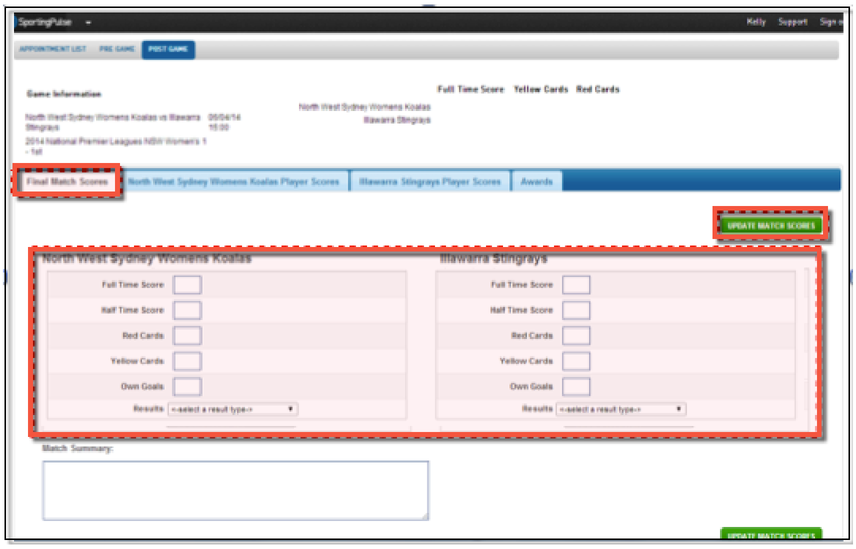
Post - Match Data Entry

In the Post-Match screen you will see the fixture information at the top as well as information on the scores and yellow and red cards.

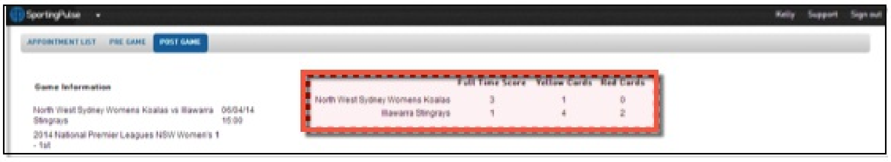
The first tab that is open is “Final Match Scores”. In here you will enter the Half Time Score, Full Time Score, total number of Red and Yellow cards and any own goals. The “Results” drop down box will automatically update according to the results you enter into the “Full Time Score” fields for each team. The home team (the team listed first in the fixture) will always be the team on the left of the screen.

You do not need to enter anything into “Match Summary”. Anything that is entered into this space will appear on the Football NSW website in the results area.

After entering in this information, click on the green button, “Update Match Scores” either at the top or the bottom of the screen.

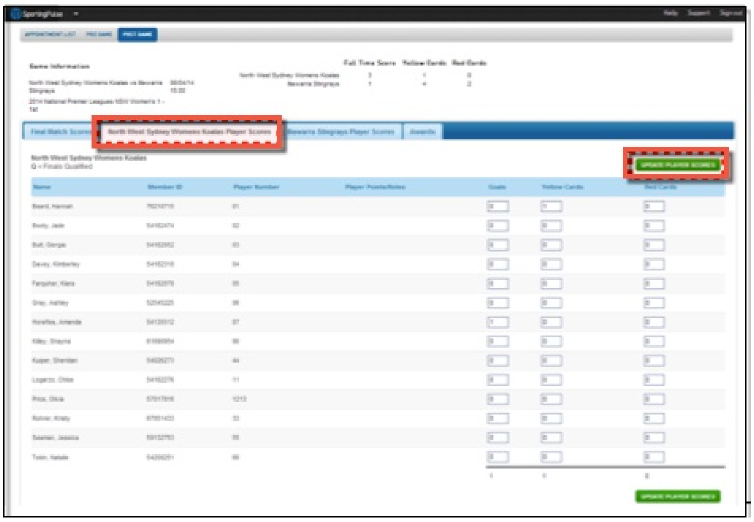


You will then see the information at the top of the screen will update to reflect the information you have just entered.



The second tab of the post-match area will be the player information for the home team. All of the players that were selected for the team sheet will be listed in this area.

You are required to allocate the number of red and yellow cards and goals to each of the players in this area. When complete, click on the green button, “Update Player Scores” either at the top or the bottom of the screen.



When complete, click on the third tab which will be the player information for the away team (the team listed second in the fixture).

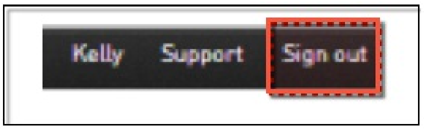
As with the home team, allocate the number of red and yellow cards and goals to each of the players in this area. When complete, click on the green button, “Update Player Scores” either at the top or the bottom of the screen.

IMPORTANT: For the three post-match screens (Final Match Scores, Home Team Player Scores & Away Team Player Scores) you are required to take a screen shot (hold the iPad in the landscape position to get all data in the one screen). This will be three (3) separate images which will save to the device. These then need to be emailed to matchdaymedia@footballnsw.com.au

This will automatically filter out to the same Football NSW Media Personnel as the team sheets.

Ensure that you sign out after you have entered all results.

To log out, click on “Sign Out” located in the black bar at the top of the screen to the right.



SportsTG
Let's Win

Feed Match Officials From Schedula to Websites

Last Modified on 07/10/2016 12:56 pm AEDT

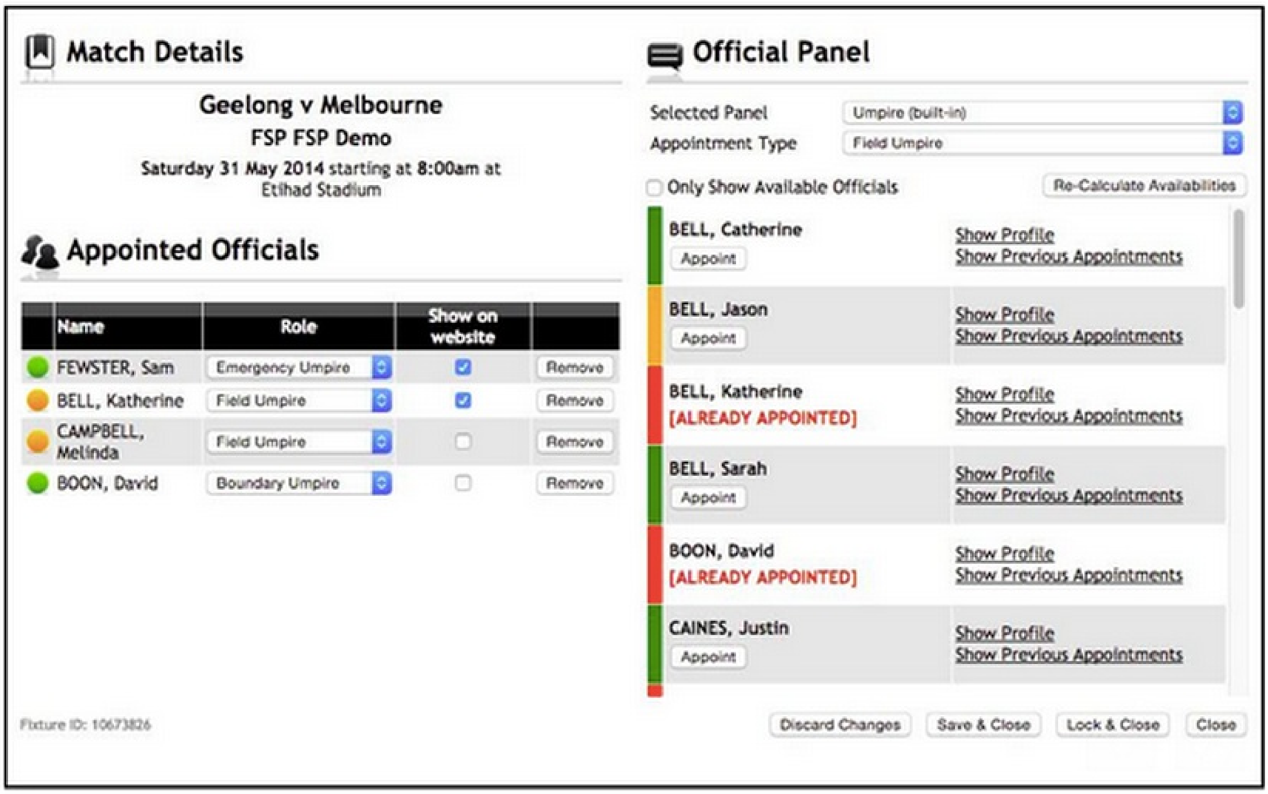
To Feed Match Officials from Schedula to websites please follow these simple steps-

1. It is important to know that by default all appointments will not display until your organisation contacts SportsTG to activate this functionality (even though the text box will appear). It is recommended to do this at least one week in advance. Once activated, a script will pull the data from Schedula to the database once a day, looking for matches in the next 7 days, and it is sent to the website from there.   Please note - the above must be done for this function to work.

2. - Log in to Schedula, choose a specific competition and particular game.

3.a - Once on the Match Details page, ensure the 'show on website' box is ticked next to the corresponding Match Official - this box allows you to hide appointments from the website by unticking this box.

b. Appointments will not display until they have been confirmed by the Match Official (indicated by the green light in the match appointments screen below). The orange light is a pending state - waiting for acceptance and the green light means it has been activated.



c - As shown above, there are 4 scenarios.

d - Below is listed the expected behaviour of each:

Match Official	Appointment Status	Show on Website	Expected Behaviour
Sam Fewster	Confirmed	Yes	Will display on Website
Katherine Bell	Unconfirmed	Yes	Will not display on Website
Melinda Campbell	Unconfirmed	No	Will not display on Website
David Boon	Confirmed	No	Will not display on Website

4. As shown below, the website appointments are displayed at the bottom of the match centre page on your website.

Please note: Once this functionality is turned on, all previous appointments will default to being ticked to show on the website. You will need to manually go through and untick them if you do not want them to show on your website.

Share Contact Numbers with Colleagues

Last Modified on 05/10/2015 2:45 pm AEDT

Schedula provides Officials the ability to share phone numbers with other Officials online. By sharing your details, others can contact you to either arrange a car pool or contact another Official if someone is running late. Sharing a phone number is optional, and your number is not shared with others by default.

Note: Only you have the ability to share your numbers with others. Administrators and Appointments Officers cannot share your numbers with others on your behalf. Schedula respects your privacy, and understands that you may not want to share your phone numbers with others. This system is completely opt-in, and you are always in full control of your share settings.

1. Getting Started

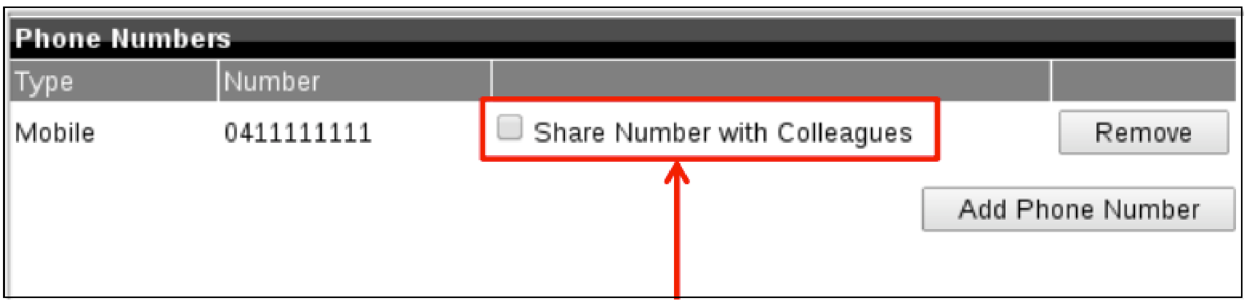
To share a phone number, you first must make sure you have a phone number registered in your Profile. Once you have phone numbers attached to your profile, you can choose one or many to share with others. When you do share your number, it will appear on the Match Detail screen where others appointed to the same match will be able to see.

2. Sharing and Un-Sharing your Contact Numbers

To share your contact numbers:

1. Open your Profile by navigating to Dashboard>Manage Your Profile.

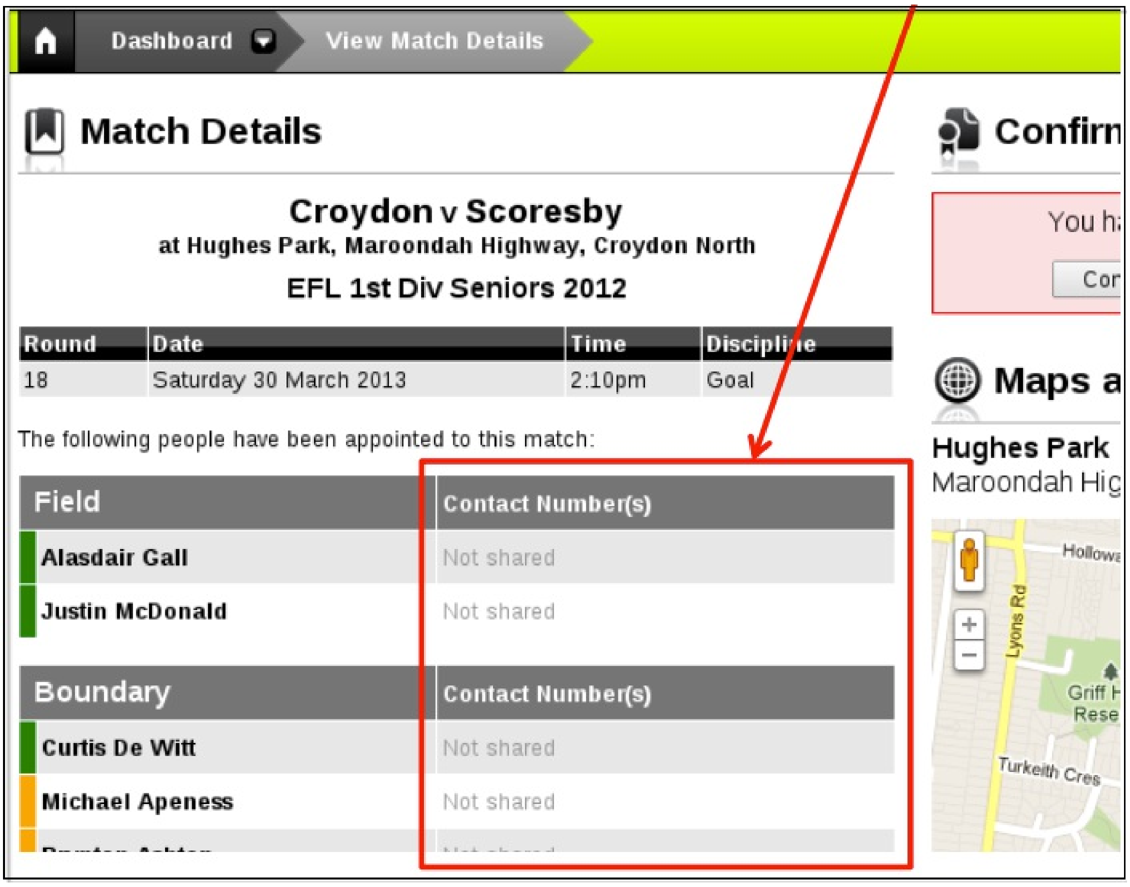
2. On your profile, scroll down to Phone Numbers.



3. To share your number, select the Share Number with Colleagues check-box. You will see a popup dialog appear confirming you have shared your number.

4. To un-share your number, deselect the Share Number with Colleagues check-box. You have now changed the share options for your phone number(s).

When you share your number, you will be able to see it on the Match Details screen below:



Dashboard
View Match Details
Match Details
Croydon v Scoresby
at Hughes Park, Maroondah Highway, Croydon North
EFL 1st Div Seniors 2012
Round
Date
Time
Discipline
18
Saturday 30 March 2013
2:10pm
Goal
The following people have been appointed to this match:
Field
Contact Number(s)
Alasdair Gall
Not shared
Justin McDonald
Not shared
Boundary
Contact Number(s)
Curtis De Witt
Not shared
Michael Apeness
Not shared
Confirm
Maps a
Hughes Park
Maroondah Hig
Hollowa
Lyons Rd
Turkeith Cres

Schedula Referee Information

Last Modified on 05/10/2015 2:23 pm AEDT

The below video contains infomation regarding Referees within Schedula.

List Administration

Last Modified on 05/10/2015 2:23 pm AEDT

The below video contains information regarding List Administration.

Manual Appointments

Last Modified on 05/10/2015 2:23 pm AEDT

The below video contain information regarding Manual Appointments.

Automatic Appointments

Last Modified on 01/08/2019 10:45 am AEST

The below video contains information regarding Automatic Appointments.

Communications

Last Modified on 05/10/2015 2:23 pm AEDT

The below video contain information regarding Communications.

Settings

Last Modified on 05/10/2015 2:22 pm AEDT

The below video contains information regarding Settings.

Reports

Last Modified on 05/10/2015 2:23 pm AEDT

The below video contains information regarding Reporting within Schedula.

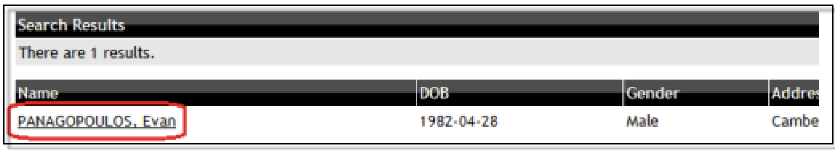
Modifying a person’s Availability Settings

Last Modified on 05/10/2015 2:16 pm AEDT

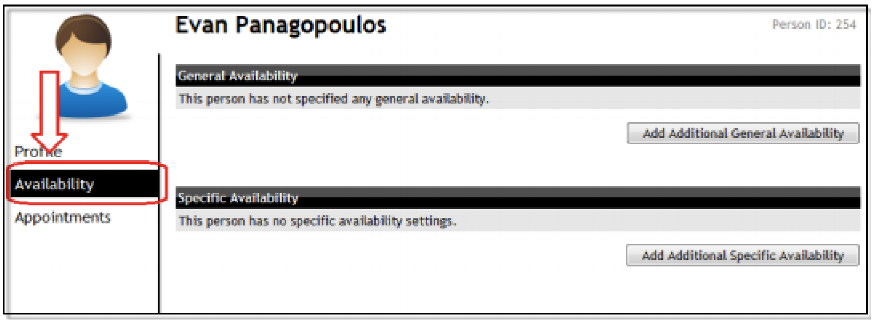
As an administrator, you have the ability to view and adjust the availability settings for officials registered to your Association. To view or make adjustments, follow the steps below:

1. Using the Search Umpire List feature, search for the official you wish to view or make availability modifications for.

2. From your search results, click on the official’s name to open their profile.



3. On the official’s Profile, select Availability from the left hand menu. This will take you to the availability settings for this official.



4. From here, you are able to add and remove any items of General Availability and/or Specific Availability.

Remember: Schedula is able to record two types of Availability for a person. General Availability specifies when a person is generally available. For example, a person may be generally available all day Saturdays, but only available from 12pm onwards on Sundays. Specific Availability allows a person to enter in one-off notifications of availability or unavailability. For example, a person may be generally available all day Saturdays; however on Saturday 16th April 2011 they are unavailable for some reason. You would leave their general availability to 'available all day Saturdays' but would enter in a specific entry making them unavailable on Saturday 16th April. For assistance in using Schedula, please refer to our online help and tutorials at www.schedula.com.au/support

5. To add General Availability, click Add Additional General Availability. The following window will appear:

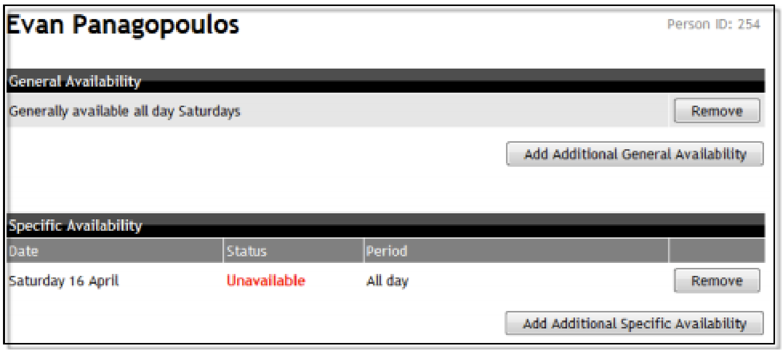
6. Once you have finished entering the details for this entry of General Availability, click Save & Close. To discard the entry, click on Close.

7. When you click Save & Close for the above example, the official's profile will update as follows: This person will now be able to be appointed to any Saturday fixtures.

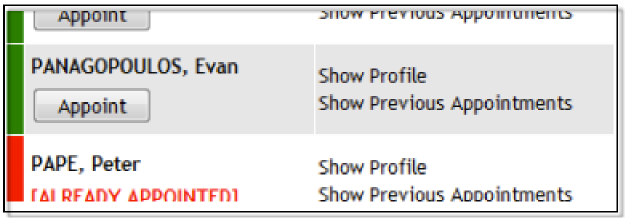
8. To add Specific Availability, click Add Additional Specific Availability. The following window will appear:

9. Once you have finished entering the details for this entry of Specific Availability, click Save & Close. To discard the entry, click on Close.

10. When you click Save & Close for the above example, the official's profile will update as follows: This person is now unavailable for Saturday 16 April.



11. Now you will be able to appoint this person to any Saturday fixtures. Note: Using the above example, you will be able to appoint Evan to any Saturday fixtures except for any on Saturday 16 April as he has been made Unavailable for the entire day.

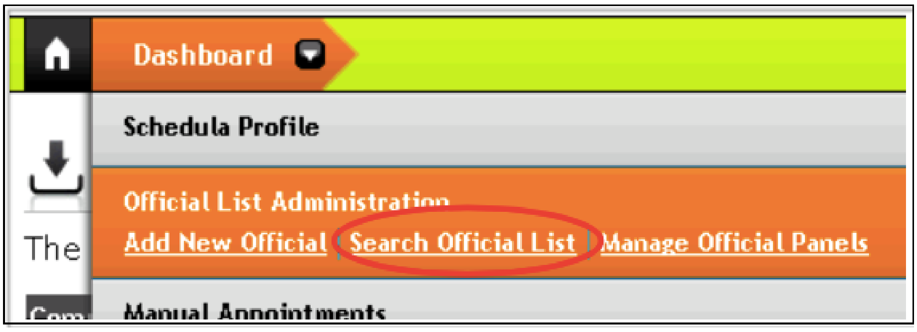

Appoint
Show Previous Appointments
PANAGOPOULOS, Evan
Appoint
Show Profile
Show Previous Appointments
PAPE, Peter
[ALREADY APPOINTED]
Show Profile
Show Previous Appointments

Adding Additional Administrators

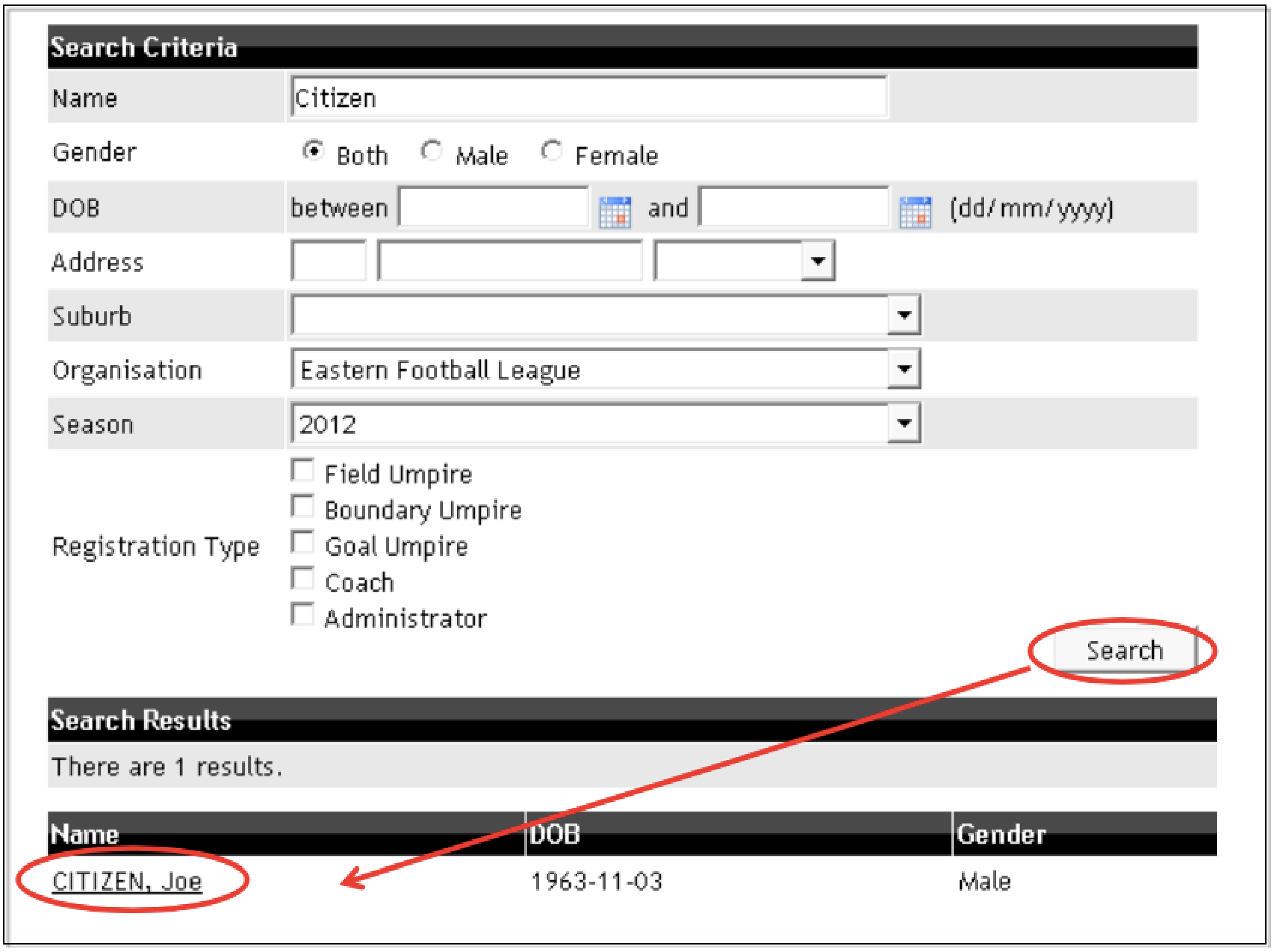
Last Modified on 05/10/2015 2:16 pm AEDT

Administrators in Schedula are those who have the ability to manage and update the List of Officials, facilitate Manual and/or Automatic appointments and run Reports. Schedula allows you to specify as many Administrators as you like. The more Administrators you have, the lighter the workload for everyone. The following instructions will explain how you can enable people within your Organisation with Administrative privileges.

1. Login to Schedula and navigate to List Administration>Search Official List.

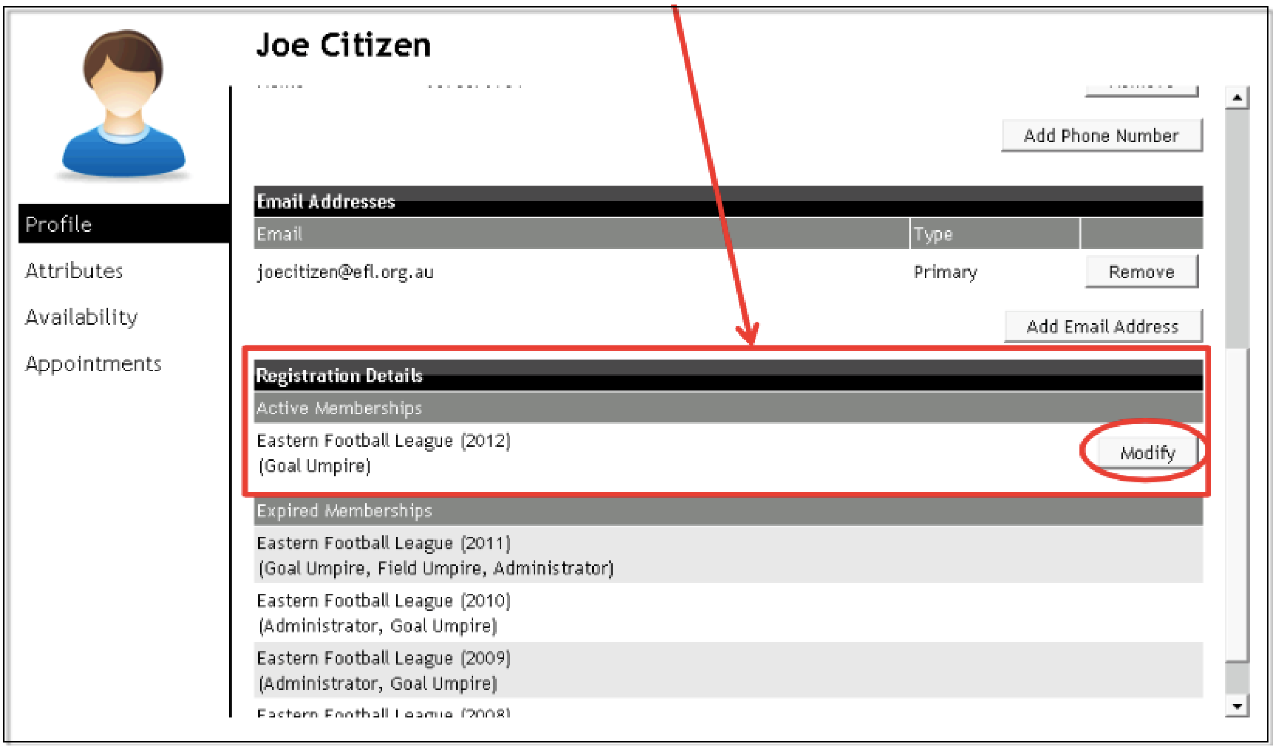


2. On the Search Official List dialog, enter in some search criteria to find the person you want to enable as an Administrator then click Search. Click on the person's name to bring up their Profile.

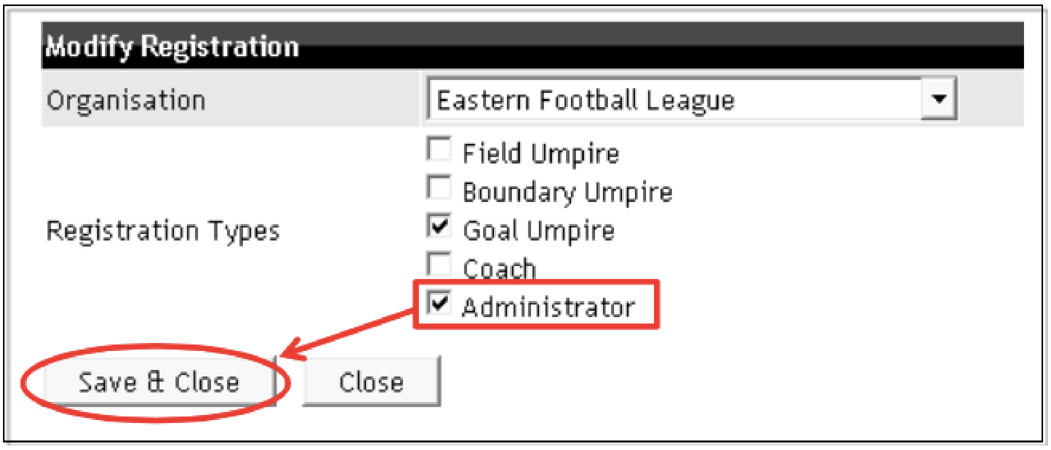


3. On the person's Profile page, scroll down to Registration Details.

4. Next to the Organisation you would like this person to Administer, click Modify. A popup dialog will appear.



5. On the Modify Registration dialog, select Administrator and click Save & Close.



6. The Registration Details area will update reflecting this new registration. You have successfully added a new Administrator to your Organisation

Modify Pay Period Dates

Last Modified on 01/10/2019 9:42 am AEST

If you need to modify the dates of one of your pay periods (perhaps you weren't able to lock the matches in time that occurred right before the end of the pay period), you can now change the dates of that pay period without having to contact support.

You can only do this for unprocessed pay periods, and the system will ensure that the new dates do not overlap with any other pay periods.

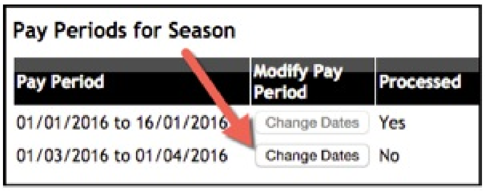
1. Log into Schedula with your admin access.

2. Hover over Dashboard > Schedula Settings > Pay Periods.

3. Select your organisation (unless it is already defaulted).

4. Select the current season.

5. Click **change dates** next to the pay period you need to adjust.



6. Once changed, click **Save & Close**.

Troubleshooting Schedula

Last Modified on 13/12/2021 11:33 pm AEDT

How do I know when our officials will be notified of their appointment times?

You can find this under: Schedula Profile > Manage Your Profile > Active Memberships.

I can’t seem to find a particular official in Schedula

- *First check that they’re registered in the current season as a match official in your GameDay database.*
- *If they also officiate in another league their email address might already be used by that account. They’ll need to be marked/resolved as a duplicate in your Gameday database, then email support@mygameday.app and we can merge the two records in Schedula (we’ll need to know their first name, surname, DOB and the name of the leagues they officiate in)*

Can we use Schedula for practice games?

Yes, you should create a new competition for this in your GameDay database. Make sure that you edit the practise game and click ‘Hide in Stats’ so the game doesn’t contribute to player career stats.

I’m not receiving the decline notifications, why is this?

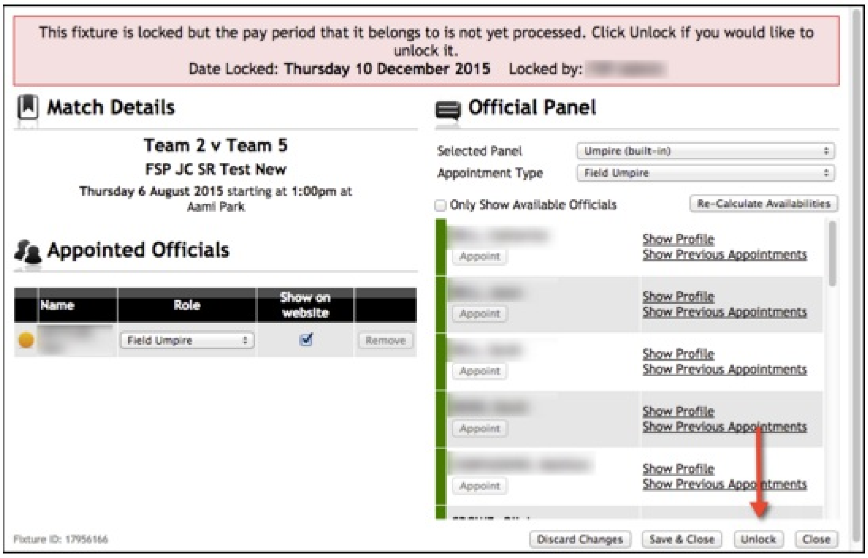
Decline notifications are only sent to the administrator that made the appointment.

Our officials aren’t receiving their appointment notifications.

Why is this? Confirm that the emails are not going to their spam folder.

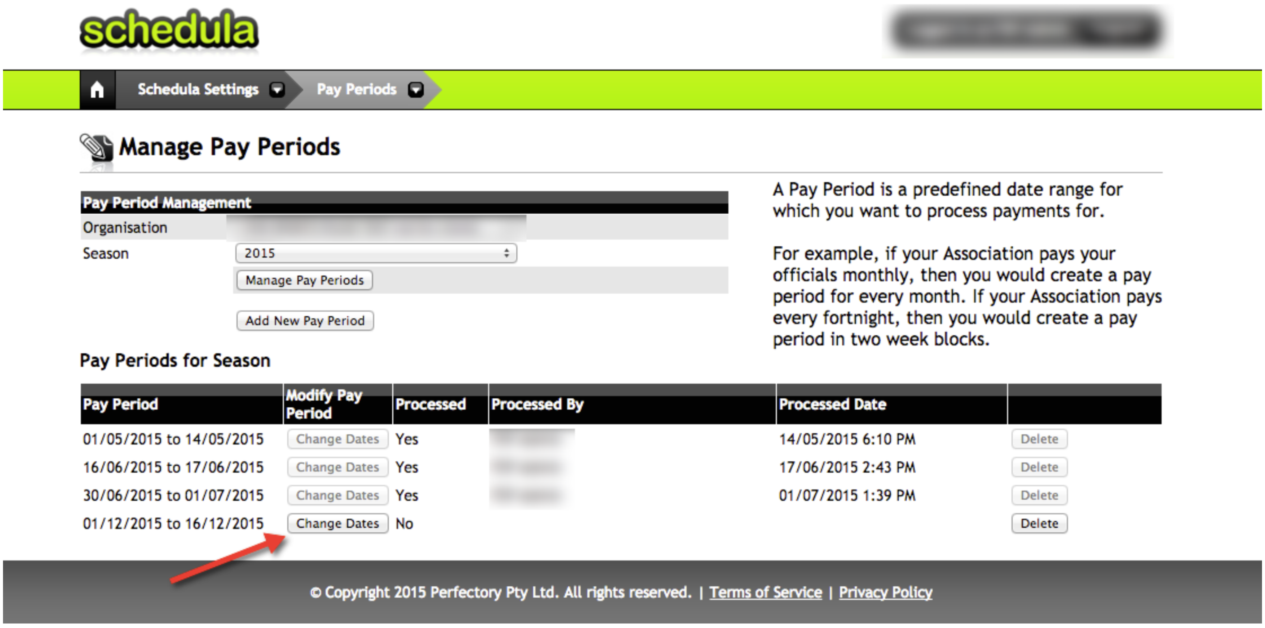
How do I unlock a fixture?

To unlock a fixture, simply hit 'Unlock' on the bottom right of your screen.



How can I edit the dates on existing unprocessed pay periods?

Click change Date, just to the left of the Pay Period dates.



I cannot Login or reset my password for Schedula - what should I do?

GameDay support will need to do this for you. Please contact us via support@mygameday.app with your a request to reset your password.

An error message is telling a member my email address is already in use - what should I do?

This means that the member is a duplicate. GameDay support will need to merge the member's record. To do this please contact us via support@mygameday.app with the member's details.

On the pay advice, it states 'Make sure your bank account details are up to date in Schedula.' How do I add the bank account details?

Please check out this article - Adding Bank Account Details. This article provides instructions on how to add your bank account details.

I have renewed my membership but Schedula will not update, (24 hours later) still saying it has expired. I am unable to receive my appointments.

This will have occurred because you did not select a member type, eg. Umpire. Once selected, this will then copy to Schedula within the hour.

Getting Started with Schedula

Last Modified on 13/12/2021 11:28 pm AEDT

Schedula Online Appointments

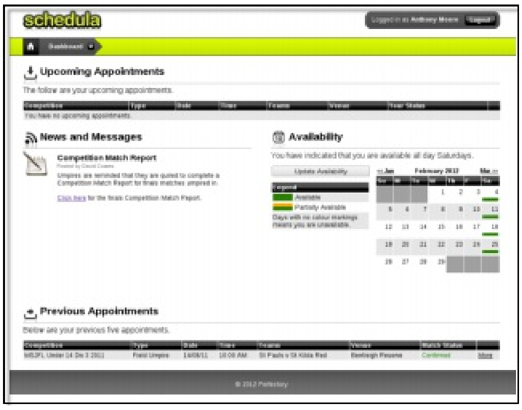
This Getting Started guide covers the use Schedula for match officials. Along with distributing appointments, this tool will also be used for the management of an official's availability throughout the season. This guide describes how you as an official can use Schedula to update your availability and manage your appointments.

1. Logging into Schedula: https://schedula.mygameday.app/

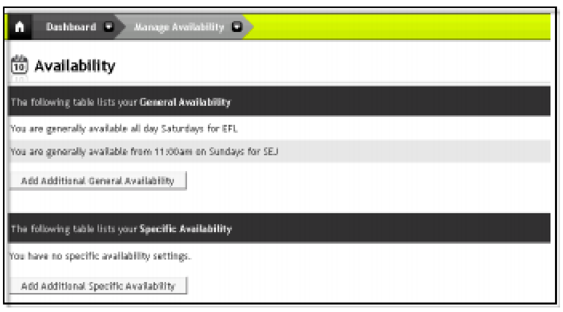
At the start of the season, you will be emailed your login credentials to your registered email address. In order to have access to Schedula, you must advise the league of a valid email address that is unique to you. If you have not done so, please contact your League official.

2. The Dashboard

When you login to Schedula, you will be presented with your customised Dashboard. This screen brings together your appointments, availability and messages from the League. Use this screen to navigate around and update your information, availability and to view and respond to your appointments.



3. Availability Management



Managing your availability online using Schedula allows the coaches making the appointments to only appoint those who are available. You can access and edit your availability settings by clicking the Update Availability button on the Dashboard, or selecting Dashboard > Schedula Profile > Manage Availability from the menu bar. There are two different types of availability you can set:

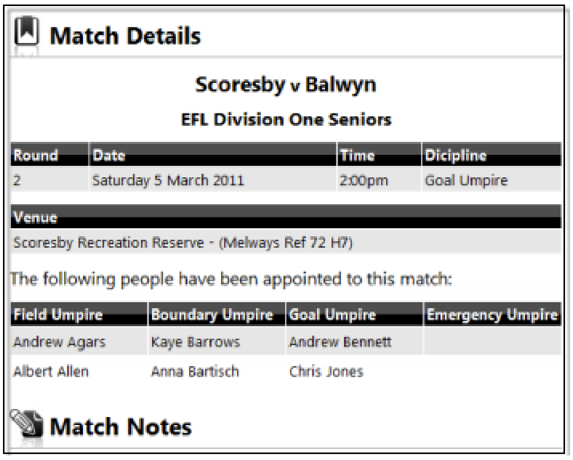
General Availability: This setting specifies when you are generally available. For example, you may be generally available all day Saturdays, but only available from 12pm onwards on Sundays.

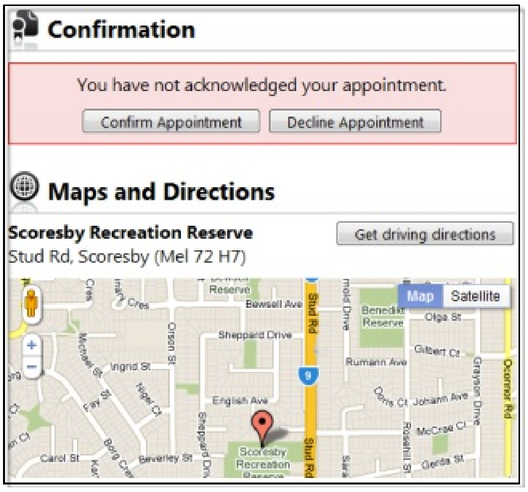
Specific Availability: This setting allows you to enter in one-off notifications of availability or unavailability. For example, you may be generally available all day Saturdays, however on Saturday 13th April 2013 you are unavailable for some reason. You would leave your general availability to 'available all day Saturdays' but would enter in a specific entry making you unavailable on Saturday 13th April.

You can also specify which Organisation and/or Region you wish to be available for. Selecting an individual Organisation is helpful if you are registered at one or more Organisations.

4. Receiving and Responding to Appointments

At a time specified by your League, you will receive an email from Schedula informing you that you have been appointed to a match. It is then your responsibility to login to Schedula, read the appointment details and respond to them. Below is a screen shot of the Match Details screen:





There are three main areas to this screen. First, the Match Details shows details such as the match date, time and location. You are also able to see who else is officiating in this match. The next main area is the Maps and Directions area which shows you a map and is able to generate driving directions for you (from your home address). The third and most important area is the Confirmation dialog.

You are required to respond to your appointment by using the Confirmation dialog. By confirming (or declining) your appointment, you are advising the League of your commitment for the upcoming match.

To confirm you have read and received your appointment, and that you will be officiating, click on the Confirm Appointment button. The Confirmation area will then change to a green box acknowledging that you have confirmed your appointment.

Accessing Schedula

Last Modified on 13/12/2021 11:27 pm AEDT

To access Schedula to manage your availability please complete the following steps:

1. Complete your registration to your Referees Association in the current season - further information on Registering can be found via our Participant FAQ's article.

2. Log in to Schedula via - https://schedula.mygameday.app/ using the following details:

   Email: Is your primary email used to register to your referees association.

   Password: Is either a custom password of your choosing OR your DOB in DDMMYYYY format. If you are unable to remember your password, please use the forgot password option.

3. Once you have successfully logged in to Schedula, you are then able to Manage your Availability

> ***Note:*** *if you are unable to login to Schedula, it is likely the email address you are using does not match the email against your name in the referees association membership database. You will need to contact your association directly, to have this rectified. Please be aware GameDay are not authorised to edit or provide member information.*

Managing Your Availability

Last Modified on 09/04/2021 8:24 am AEST

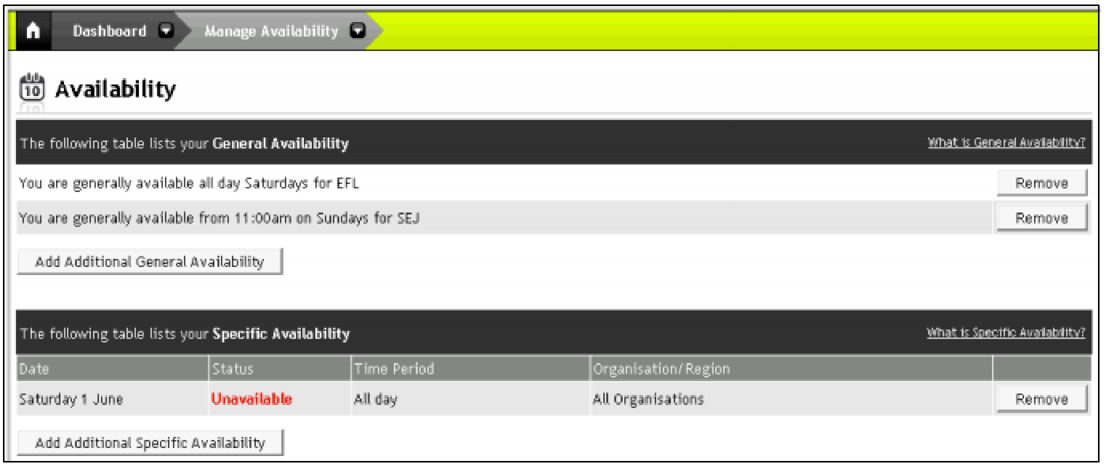
A core feature of Schedula is the ability for people to self-manage their Availability online. This allows coaches and appointment officers to see who is available for matches, and significantly reduces the workload for all involved. Managing your Availability in Schedula is easy and is done all from one screen.

1. Getting Started

To get started with Availability, you need to have a registered Schedula account. If you do not have an account, please contact your Appointments Officer from your registered Association.

2. The Manage Availability Screen

Your Availability is managed from a single screen called Manage Your Availability.



There are two kinds of availability in Schedula:

1. General Availability - This setting determines when someone is Generally Available. For example, a person may be generally available all day Saturdays. This means that this person can be appointed to any game that occurs at any time on any Saturday.

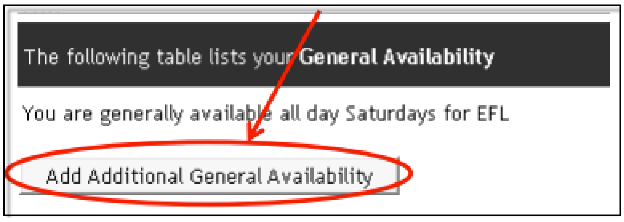
2. Specific Availability – This setting determines when you are specifically available that falls outside of your General Availability. Your Specific Availability overrides your General Availability, and multiple items of Specific Availability cannot overlap each other. Note: No items of the same kind of availability can overlap each other. For example, you can not specify to be generally available from 9am to 12pm, then from 11am onwards.

> **NOTE: You must have some sort of availability set within your profile to be able to be appointed to matches. If you leave this blank you will appear as unavailable for all matches.**

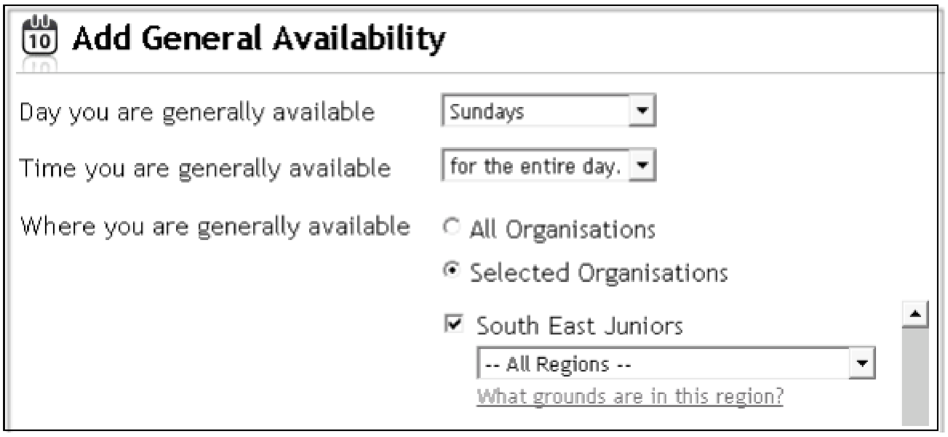
3. Adding General Availability

To add General Availability to your Profile:

1. Click on the Add Additional General Availability button.



2. On the Add General Availability popup, select the different options applicable to you:



Day you are generally available: Select the day you are Generally Available for.

Time you are generally available: Select the time you are Generally Available for. As you select different options, different drop down boxes will appear allowing you to be specific with your time periods. Where you are generally available: If you are registered at multiple Organisations, you can choose which Organisation you want to be available for. You can also choose which Region within that Organisation you want to be available for.

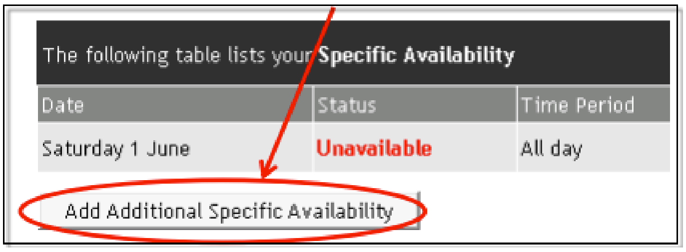
Note: Your Associations are the ones who define Regions, not Schedula. Should you have any questions on the make up for your Regions, please consult with your Schedula administrator or appointment officer.

3. When you are finished, click Save & Close.

4. Adding Specific Availability

To add General Availability to your Profile:

1. Click on the Add Additional Specific Availability button.



2. On the Add Specific Availability popup, select the different options applicable to you:

Date you are specifically available: Select the day you are Specifically Available for.

Time you are specifically available: Select the time you are Specifically Available for. As you select different options, different drop down boxes will appear allowing you to be specific with your time periods.

Type of availability: Select whether you are Available or Unavailable for this setting.

Where you are specifically available: If you are registered at multiple Organisations, you can choose which Organisation you want to be available for. You can also choose which Region within that Organisation you want to be available for.

3. When you are finished, click Save & Close.

Remove Pay Advices

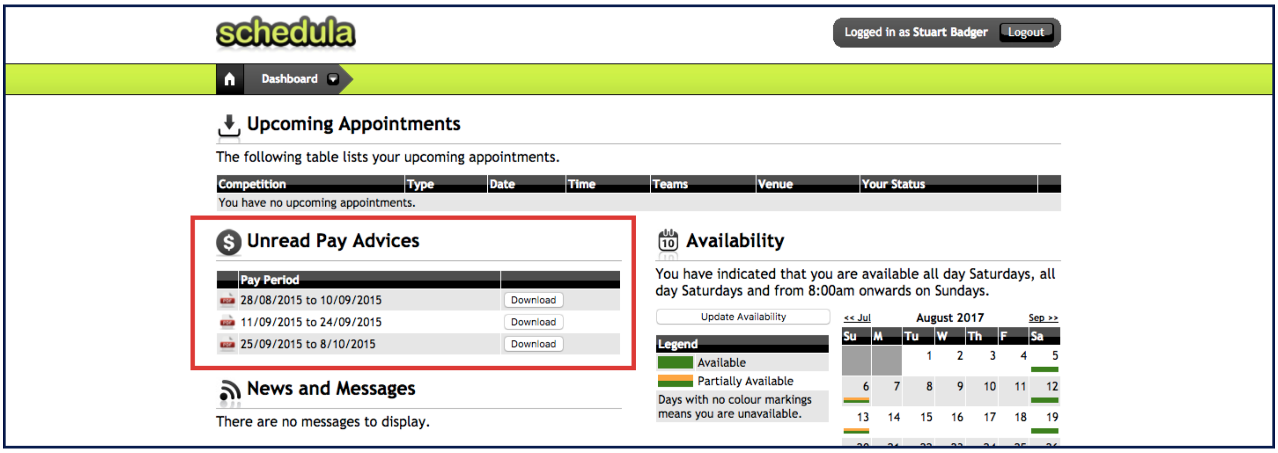
Last Modified on 14/08/2017 11:14 am AEST

1. Getting Started

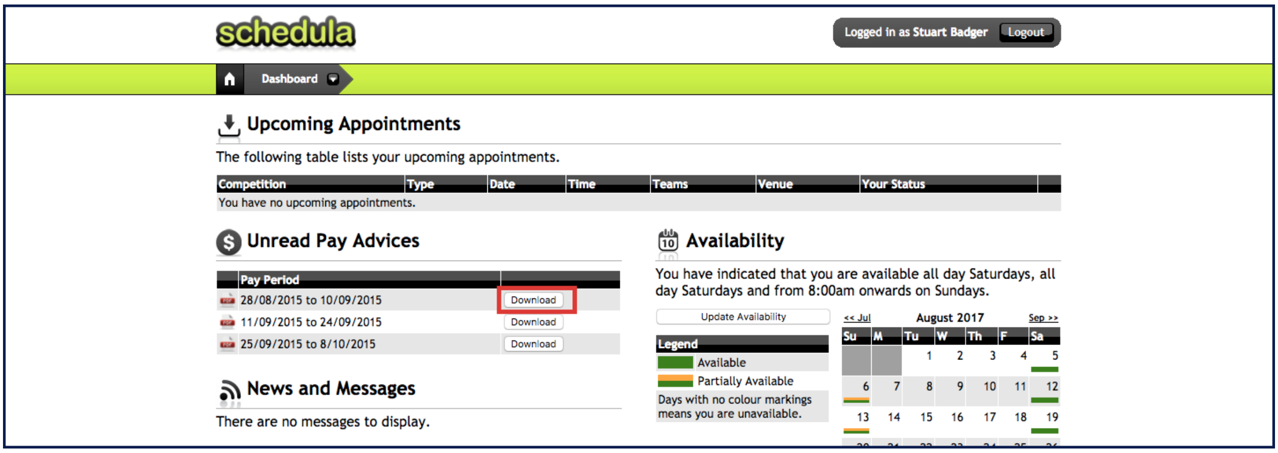
To remove the pay advices, you need to have a registered Schedula account. If you do not have an account, please contact your Appointments Officer from your registered Association.

2. Downloading Unread Pay advices

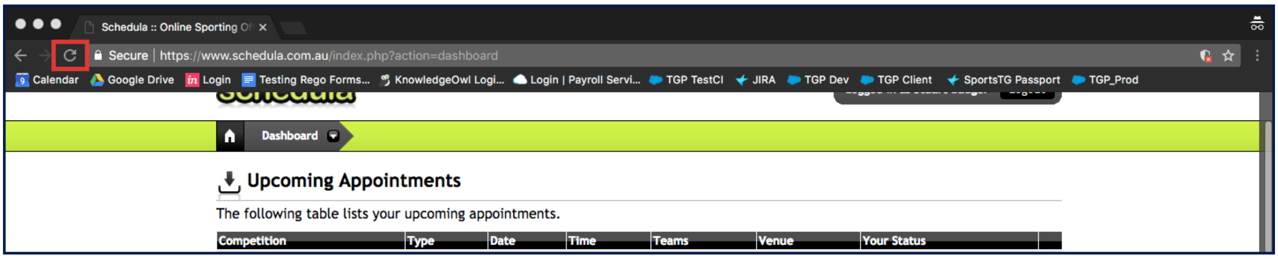
Once you login to Schedula, on the dashboard page you will see unread pay advices if you have any, under the Unread Pay Advices area.



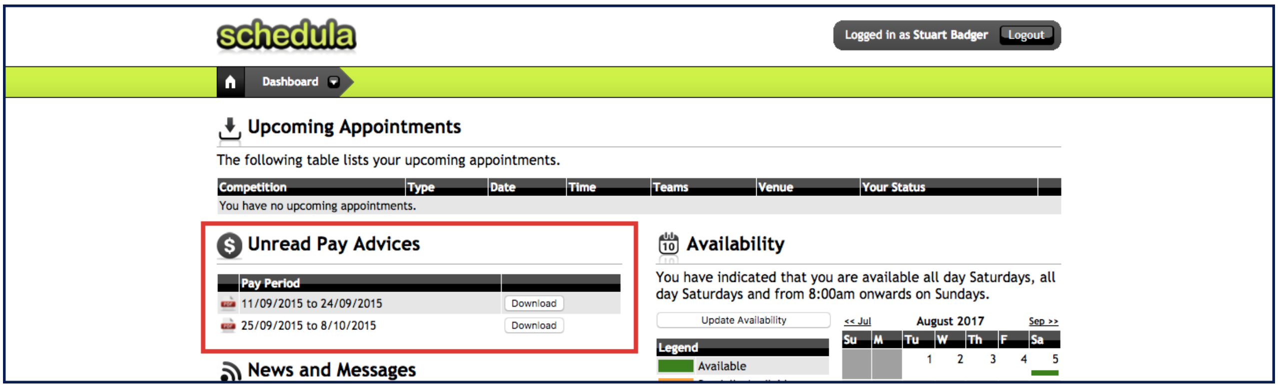
Click on the Download button to download the pay advices.



After the advice has been downloaded, click on the refresh button near the address bar to refresh the page.



Once you refresh, the downloaded pay advice will be removed.



View Pay Advices

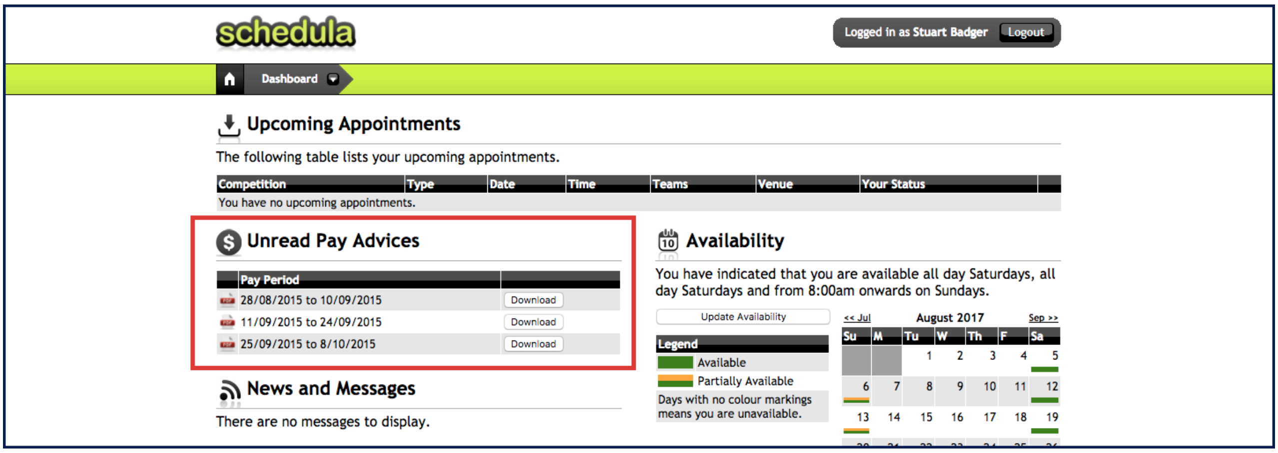
Last Modified on 13/06/2019 10:05 am AEST

1. Getting Started

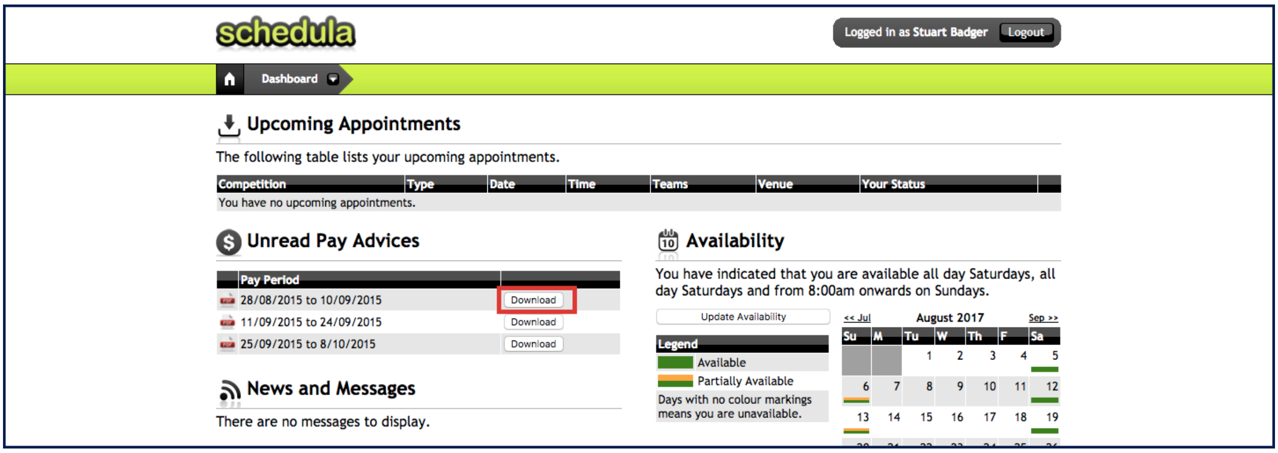
To view the pay advices, you need to have a registered Schedula account. If you do not have an account, please contact your Appointments Officer from your registered Association.

2. Viewing Pay advices

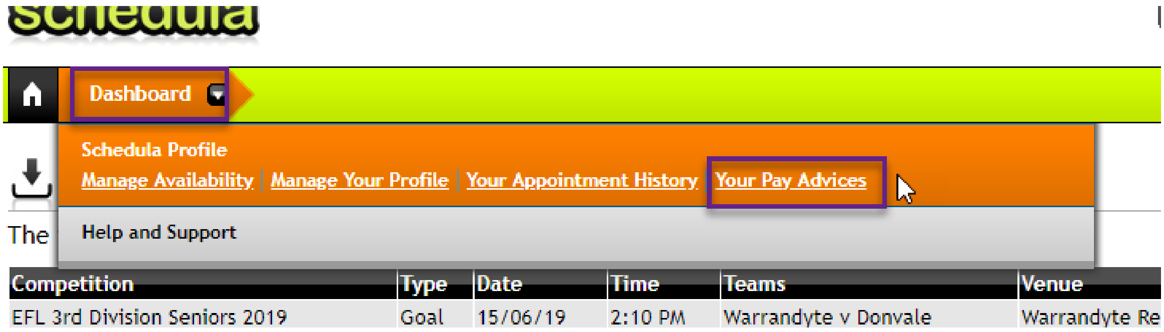
Once you login to Schedula, on the dashboard page you will see all your unread pay advices under the Unread Pay Advices area.



Click on the Download button to download and view a specific pay advice.



If you have no unread pay advices, you can view a full list of your pay advices by hovering over your **dashboard** and then selecting **your pay advices.**


schedula
Dashboard
Schedula Profile
Manage Availability | Manage Your Profile | Your Appointment History | Your Pay Advices
Help and Support
The
Competition | Type | Date | Time | Teams | Venue
EFL 3rd Division Seniors 2019 | Goal | 15/06/19 | 2:10 PM | Warrandyte v Donvale | Warrandyte Re

View Appointment History

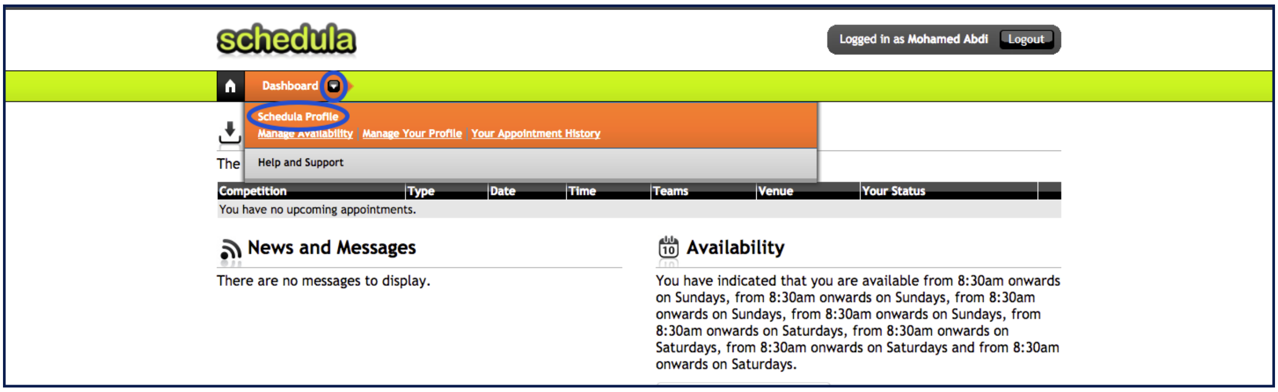
Last Modified on 27/09/2017 2:35 pm AEST

1. Getting Started

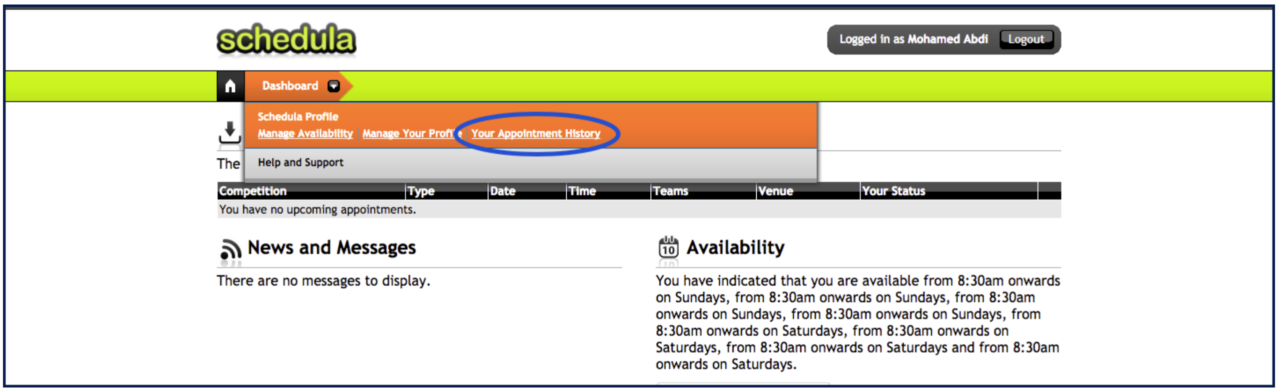
To view previous appointments, you need to have a registered Schedula account. If you do not have an account, please contact your Appointments Officer from your registered Association.

2. Viewing Appointment History

Login to Schedula. From Dashboard, click on the dropdown arrow and hove over Schedula Profile.



Click on the Your Appointment History.



This will give you the list of all your previous appointments.

Logged in as Mohamed Abdi Logout

Dashboard · Your Appointment History

Your Appointment History

Appointment History

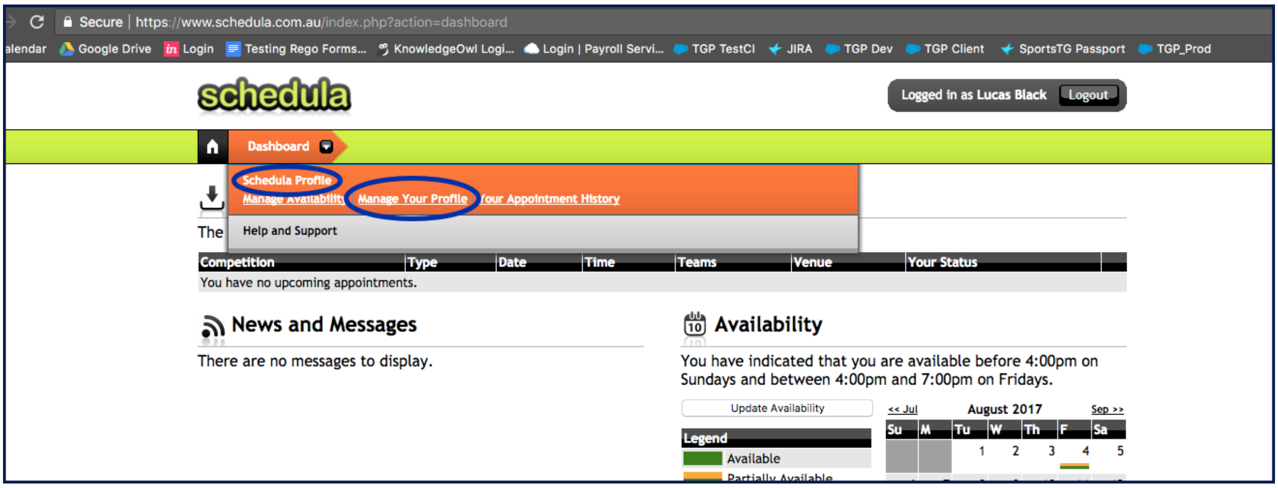
Competition	Round	Discipline	Date	Teams	Ground
NPLV U12 - PS4 NPL East VIC Boys	26	Referee	17/09/17	Northcote City Fc v Goulburn Valley Suns Fc	Hlt Oulton Park - Pitch 1
FFV Sportsmart Boys' North 13D	18	Referee	10/09/17	Heidelberg Stars Sc v Banyule City Sc Red	Cartledge Reserve - Pitch 1
FFV Sportsmart Boys' North 12 Joeys Blue	17	Referee	03/09/17	Watsonia Heights Fc v Alphington Fc	Elder Street Reserve - Pitch 1 Junior
FFV Sportsmart Girls' North-West 13-14B	17	Referee	03/09/17	Watsonia Heights Fc v Barnstoneworth United Junior Fc (vic)	Elder Street Reserve - Pitch 1 Junior
FFV Sportsmart Boys' North 12 Wallabies	16	Referee	20/08/17	Heidelberg Stars Sc v Essendon Royals Sc	Cartledge Reserve - Pitch 2
FFV Sportsmart Boys' North 14C	16	Referee	20/08/17	Heidelberg Stars Sc Blue v Northern Falcons Sc	Cartledge Reserve - Pitch 2
FFV Sportsmart Girls' North-West 13-14D	15	Referee	13/08/17	Moreland City Sc v Northern Falcons Fc	Campbell Reserve - Pitch 2
FFV Sportsmart Boys' North 13A	14	Referee	06/08/17	Brunswick Zebras Fc Red v Bundoora United Fc	Balfe Park
FFV Sportsmart Boys' North 13C	14	Referee	06/08/17	Brunswick Zebras Fc Green v Greenvale United Sc Blue	Balfe Park
FFV Sportsmart Boys' North-West 17B	14	Referee	06/08/17	Brunswick Zebras Fc v Tarneit United Sc	Balfe Park
NPLV U12 - PS4 NPL East VIC Boys	21	Referee	06/08/17	Heidelberg United Fc v Northcote City Fc	Olympic Village - Pitch 2
NPLV U13 - PS4 NPL East VIC Boys	20	Referee	30/07/17	Northcote City Fc v Dandenong City Sc	Hlt Oulton Park - Pitch 2
NPLV U14 - PS4 NPL East VIC Boys	20	Referee	30/07/17	Northcote City Fc v Dandenong City Sc	Hlt Oulton Park - Pitch 2
NPLV U16 - PS4 NPL East VIC Boys	20	Assistant Referee 1	30/07/17	Northcote City Fc v Dandenong City Sc	Hlt Oulton Park - Pitch 2
NPLV U13 - PS4 NPL West VIC Boys	19	Referee	23/07/17	Moreland City Fc v Ballarat City Fc	Campbell Reserve - Pitch 1
NPLV U14 - PS4 NPL West VIC Boys	19	Referee	23/07/17	Moreland City Fc v Ballarat City Fc	Campbell Reserve - Pitch 1
NPLV U18 - PS4 NPL East VIC Boys	19	Assistant Referee 1	22/07/17	Northcote City Fc v Oakleigh Cannons Fc	John Cain Memorial Park - Pitch 1
NPLV U18 - PS4 NPL East VIC Boys	18	Assistant Referee 1	16/07/17	Heidelberg United Fc v Oakleigh Cannons Fc	Olympic Village - Pitch 2

Adding Bank Account Details

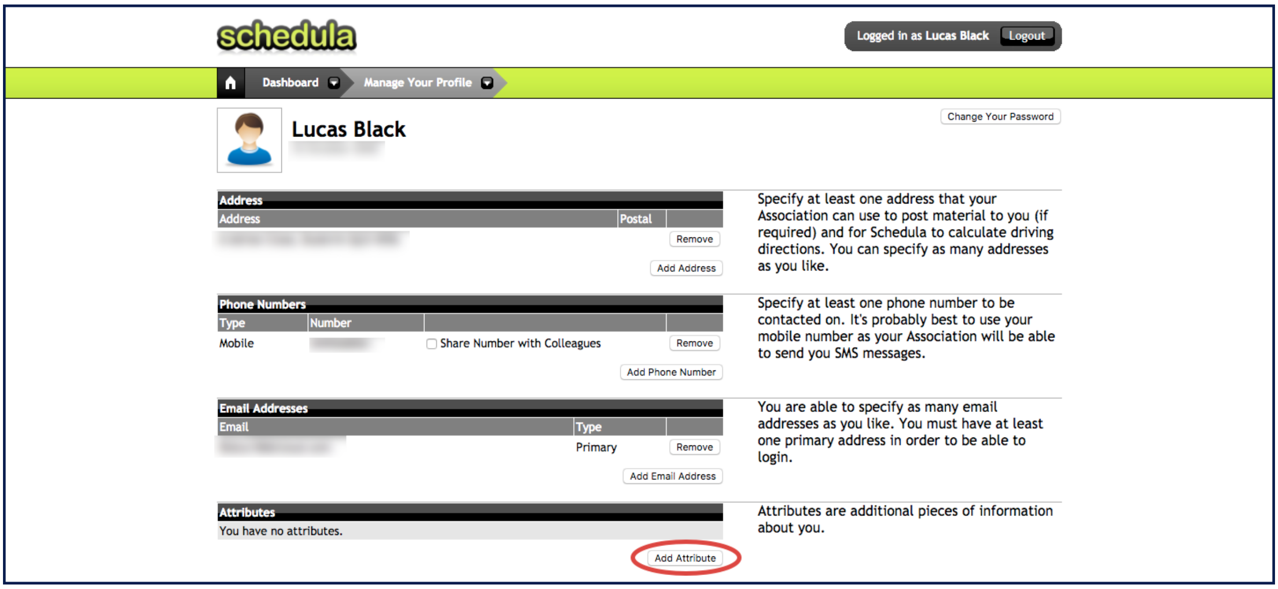
Last Modified on 21/05/2019 1:19 pm AEST

1. Login to Schedula.

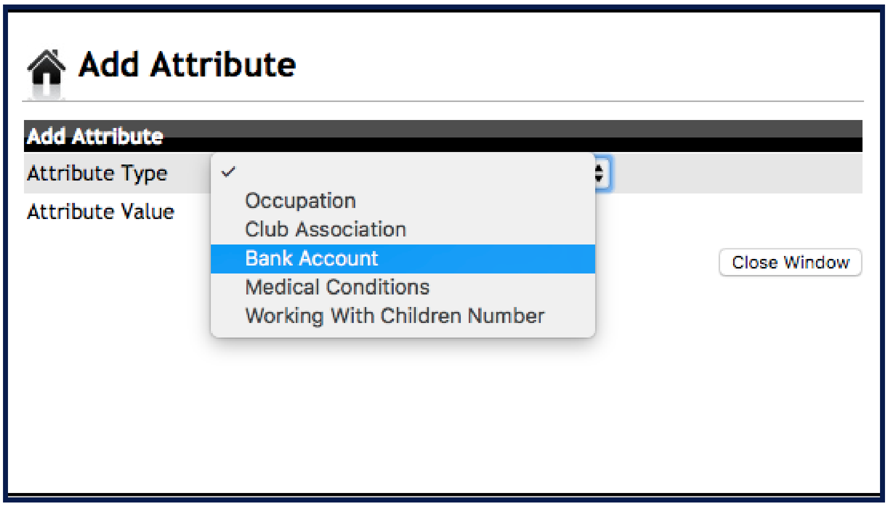
2. From **Dashboard** menu, select **Schedula Profile** and then **Manage Your Profile**.



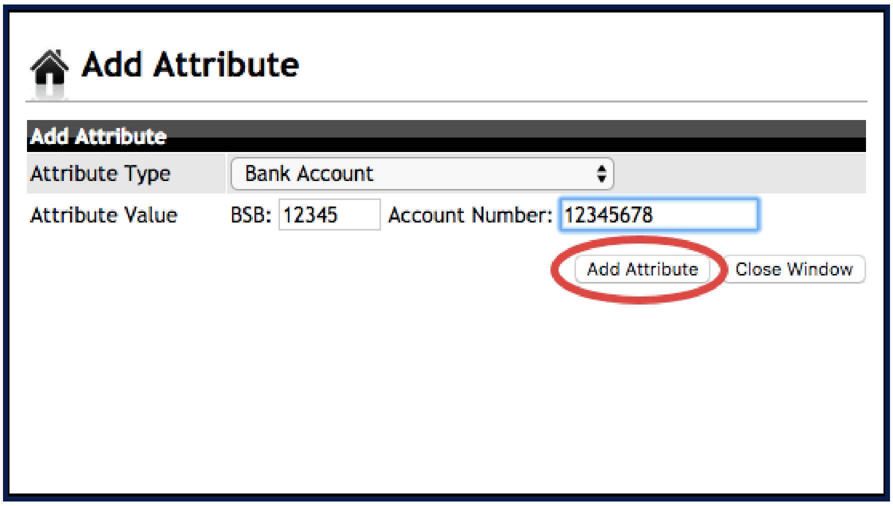
3. On the profile page, scroll down to the **Attributes** section and click **Add Attribute**. This will open the Add Attribute window.



4. Select Attribute Type as "Bank Account" from the drop-down.



5. Enter the BSB and Account Number and click Add Attribute.



6. The account number will be added to your Schedula profile.

Downloading GameDay App

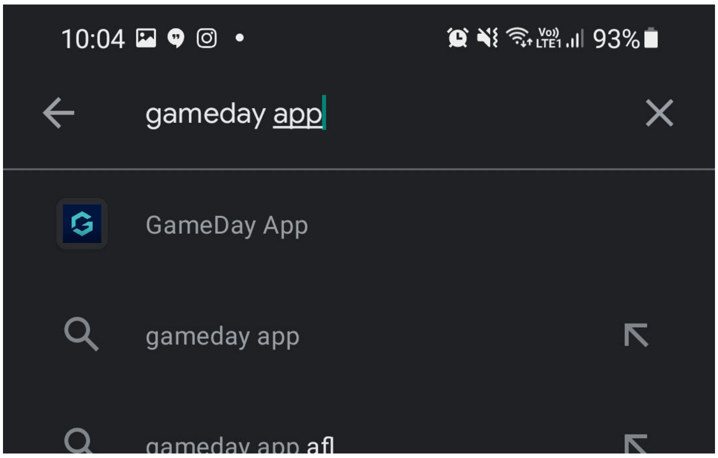
Last Modified on 23/07/2021 9:49 am AEST

To download GameDay App on your mobile or tablet device, please click here or follow the below steps:

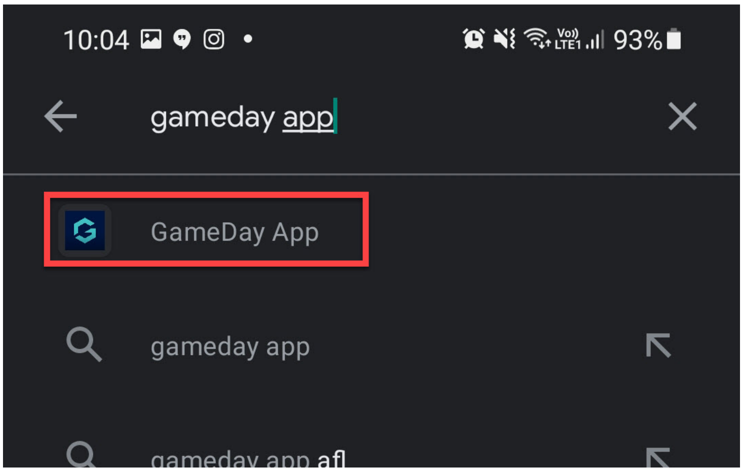
Android

1. Open the Google Play Store from your device.

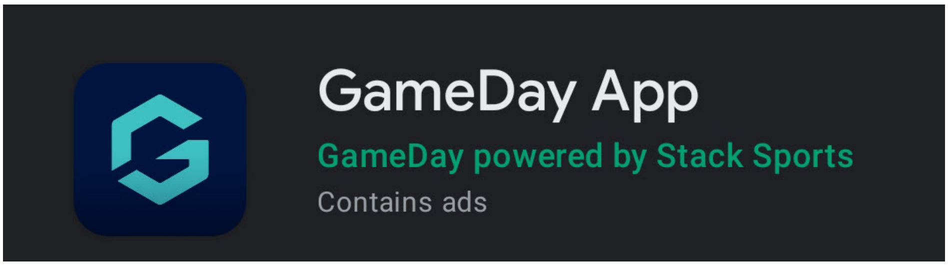
2. From the Google Play Store homepage, type “GameDay App” into the search bar.



3. Select GameDay from the list of options.



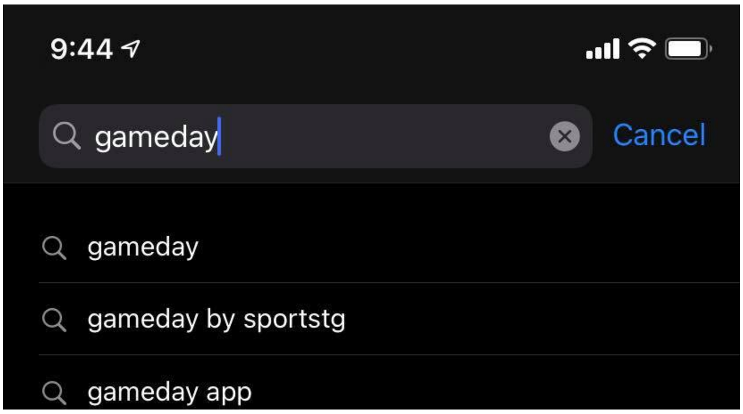
4. Select **INSTALL** from the application page



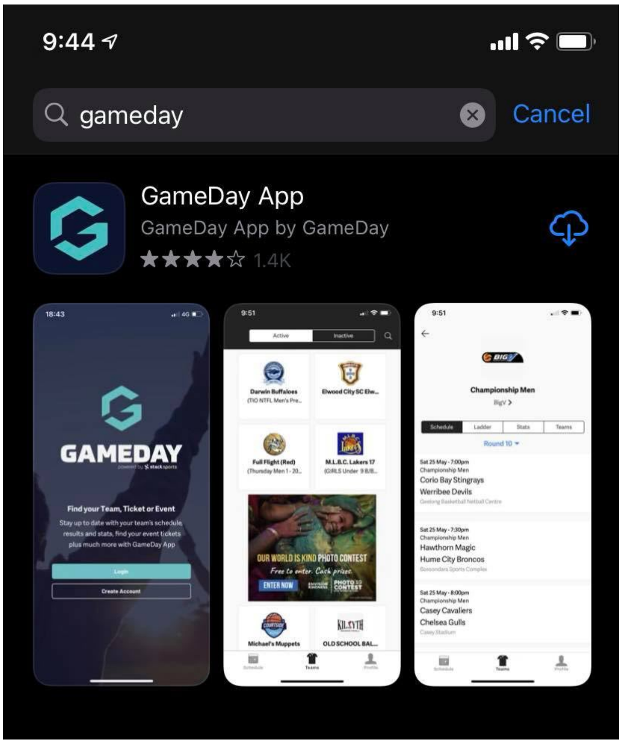
Once you have installed GameDay App, please see our Using GameDay article, for operation instructions.

iPhone (iOS)

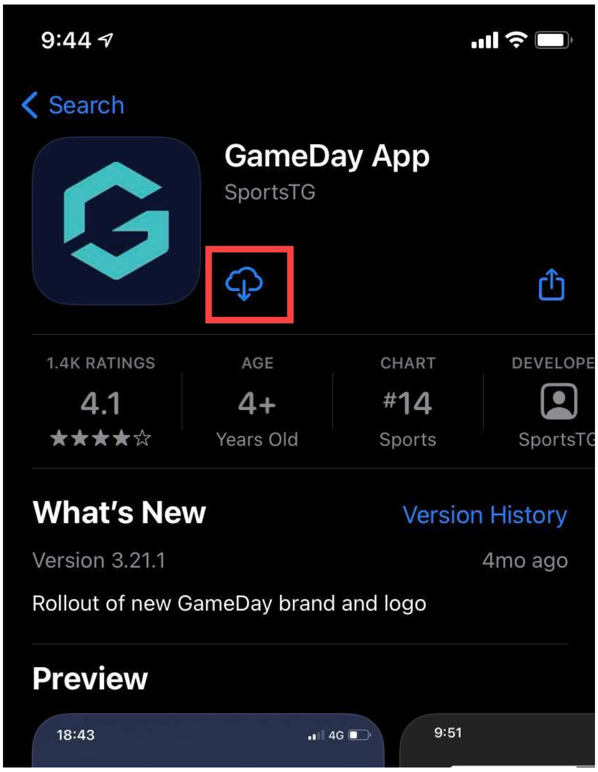
1. Open the App Store from your device
2. From the App Store homepage, select the Search icon
3. In the Search menu, enter “GameDay”



4. Select Gameday in the list of options



5. Click the "cloud" or install button



Once you have installed GameDay App, please see our Using GameDay article, for operation instructions.

GameDay FAQ's

Last Modified on 14/10/2021 1:13 pm AEDT

The following article seeks to address the common questions raised when using the new version of the GameDay App. If your question does not appear below, please contact us via: support@mygameday.app

To download GameDay, please visit the App Store (iPhone) or Play Store (Android). Detailed instructions can be found via our Downloading GameDay Article.

What devices does GameDay support?

GameDay App is optimized for mobile devices. GameDay App uses our latest technology to access the Gamday network - and is available for download on Apple devices with iOS 10 and above and on Android devices with Android 7 and above.

For optimum performance, please ensure your mobile operating software is up-to-date with the latest version.

Can I use the app to edit teamsheets or input results?

The GameDay app is NOT USED to input teamsheets/results if you are a team admin- the app is only used for viewing fixures/results. If you need team admin access please speak to your club so they can grant you access and you will need to log in via passport.mygameday.app where you can do this.

Do I need to register a new account?

If you have never used the Game Day app before, you will need to register for an account, if you have used the Game Day app previously you will need to log in. If you do not remember your password, you can reset it from the homepage.

How do I login?

Accessing GameDay is via a unique login, that is separate from other logins you may have with Gameday Passport. Your Passport, Member Profile, or Player Registration details will not log you in to the GameDay App.

Why can't I reset my password from my computer/tablet?

If you are attempting to open the password reset email on a computer or laptop it will display an error message asking for you to open this up within your mobile. This is due to the fact that the password reset link requires the Game Day app to be opened in order to create your new password, which cannot be done if you are viewing this on a computer or laptop, so please be sure to view this password reset link via your mobile phone.

To do this you can either download a mail app and access the email that way by logging in with your account or open up a browser (like Safari or Chrome) on your phone and log into your email account that way - sort as if you would when logging in via a computer.

Can I signup/login via social media (e.g facebook, twitter)?

Currently the new version of the app does not have the functionality to log in or sign up via social media channels, so you will need to create an account with your email address if you have not already done so.

When updating to the new version will my teams come across?

Yes, any saved teams will come across, you can view these via the **teams** tab.

How do I find my team?

You can find your team via the search functionality from within the GameDay App.

If you are still unable to find your team, please check the following:

- Make sure that your fixtures and results are up to date on your association's Gameday fixtures and results website. If they are not please speak to the association directly who will need to update these before they can be viewed on the app.

- Check with the association to make sure they are not hiding any rounds as if matches are hidden the app will not display them.

- Check the competition the team plays within as this can vary each season.

Why can't I find my team's fixtures?

If your association/league are using the Gameday Competition and Management system , please search for your Team again to ensure you have saved your Team for the Current season, and not a Previous season.

If you still can't find your current fixtures, your League or Association may not have created their fixtures for the coming season. Please contact your League/Association directly if this is the case.

Why can't I see Ladders/Results?

If you are unable to see any Results/Ladder when viewing your Teams this may be due to the following:

- Your association has yet to input and/or publish Results for the Season/Match. Cross check this with the associations website. Please contact your association directly if this is the case.

- Results and/or Ladders are being hidden by your Association/League. Please contact your Association/League directly if this is the case.

Login/Sign Up

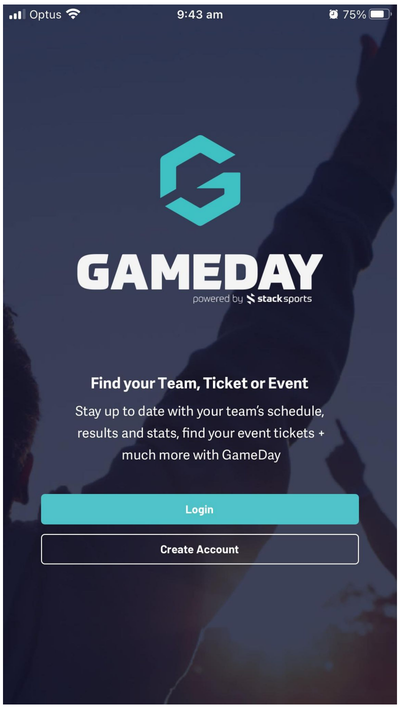
Last Modified on 13/10/2021 11:54 am AEDT

Gameday is excited to re-introduce our Mobile App. The following article will step you signing up and loggin in using GameDay, which is currently available to download via the App Store and Google Play Store.

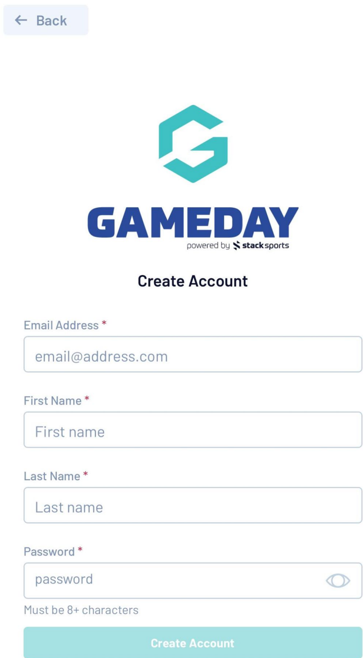
> NOTE: The GameDay app is NOT USED to input teamsheets/results if you are a team admin- the app is only used for viewing fixures/results. If you need team admin access please speak to your club so they can grant you access and you will need to log in via passport.mygameday.app

SIGNUP

Once you have downloaded and installed the app, upon opening the app you will be presented with the Sign Up/Login screen:



Click **SIGN UP** - you must use a valid email address to sign up to GameDay.



Once you complete the account registration we will ask you to open your email on your phone and confirm the account creation.

LOGIN

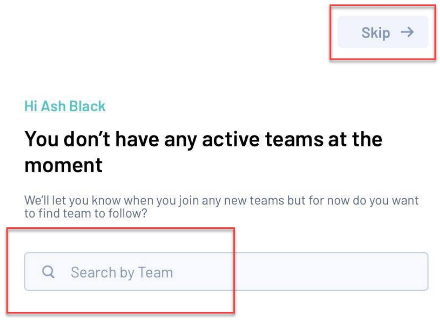
If you already have an account or just created an account, use those details to log into the app.

NOTE: if you have a GameDay Passport account you cannot use these details to login as these are two different systems and are not linked, so please create a new account (you can use the same details though).

If you are a **brand new user**, you will not have any currently active teams and you will be promoted to search for a team.

If you know the correct name of the team you want to follow, input it into the search box and follow the prompts.

If you do not know the correct name of the team you are after yet, click SKIP. You can search for the team via a league/club later.



If you have used the app before (and are currently following teams) you will be prompted to choose which teams you still want to follow.If you no longer want to follow any of those teams just **untick the checkbox** and continue through.

HELLO KYLIE BALDACCHINO

Here's the active teams we found for you

Howling Wolves
2021 Semester 2 - Under 13 Boys Division 5
General Club

Spearwood Hawks Boys 17
Friday U14 Boys - SUMMER 2021/22
Spearwood Hawks Junior Basketball Club

Lucas - Sparks 211
2021/22 Summer - B16C2 Saturday
Sparks

Lucas Bball Bulldogz
2021 Semester 2 - Under 15 Boys Division 5
General Club

Campbell Soccer
12s Red
Murdoch University Melville Football Club

We found the following records associated with your email address.

Schedule

Last Modified on 14/10/2021 10:13 am AEDT

SCHEDULE

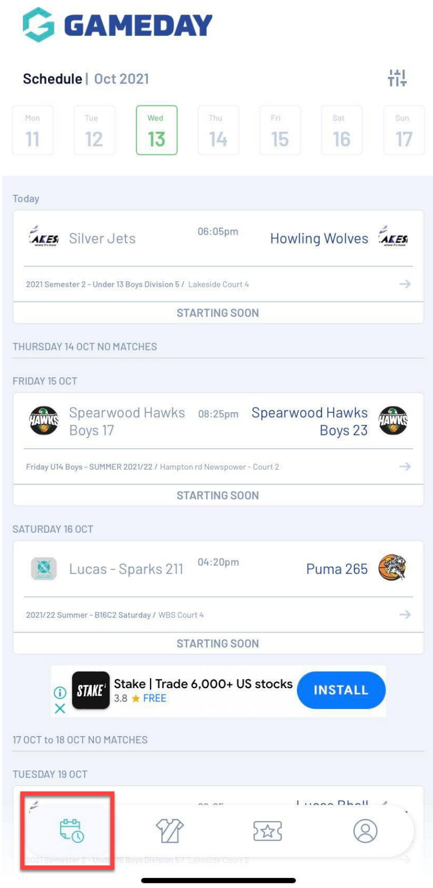
The home page for GameDay mobile is the **SCHEDULE** screen. Here you can see all upcoming games for teams you are following.

The schedule is the main homepage so will always be the default page when logged in however you can get to this page by clicking the **schedule icon (calendar icon)** at the bottom of the screen.

This page will display all the schedules for the active teams you follow. You can filter the teams you want to see in this view by tapping on the filter option in the top right hand corner and choosing which teams you want to appear in the schedule view.

The dates at the top of the screen reflects the current day, however the schedule itself displays a week at a time for teams.

Tapping on each match tile will take you into the Match Centre where you can view additional information about the match including venue details and results, stats and ladders. More information related to the match day information can be found here.



NOTE: fixtures will only display here if the association/league has publicly made the fixtures visible. If there is nothing in this schedule it will mean you are following the wrong team for the current season (as teams can change each season) or the league/association has not made these public, so please speak to them if you are unsure if you have the correct team for the season and if they have made the fixtures public.

Teams

Last Modified on 03/02/2022 2:05 am AEDT

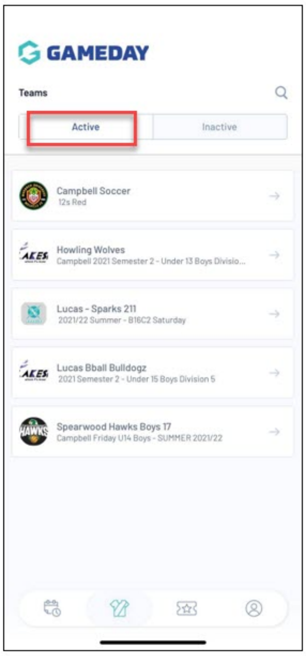
TEAMS

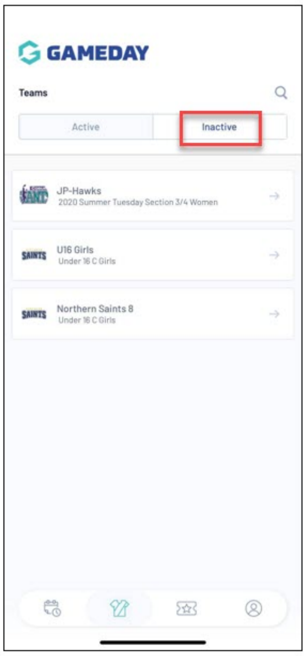
Within this teams tab you will be able to view all the teams you are currently following, as well as see previously inactive teams and search for any new teams you wish to follow.

You can get back to this page at any point by clicking the **TEAMS icon (jersery icon)** at the bottom of the screen.

The **ACTIVE** tab will display the teams you are currently following and the **INACTIVE** teams tab will display the teams you are following but are no longer active.

The inactive teams list are the teams you are still following, it will just be that the competition administrators have made them inactive within the current season or are part of a previous season that is no longer active.



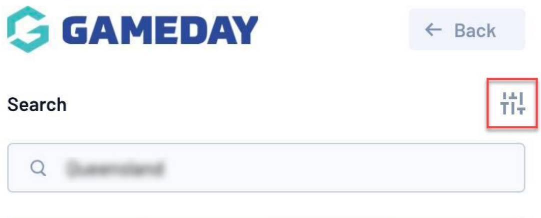


HOW DO I SEARCH FOR A TEAM?

You can follow a team by clicking the **SEARCH** icon in the top right hand corner of the screen, or click 'find a team' (if you don't have any active teams).

This will take you to the team search where you can search for your team.

We recommend filtering this search via **sport first** as this will narrow down the search area, as leaving this unfiltered will bring in all teams within all sports that are on our Passport system. To filter, click the **FILTER** icon in the top right hand corner, then select the relevant **sport** > **APPLY**.



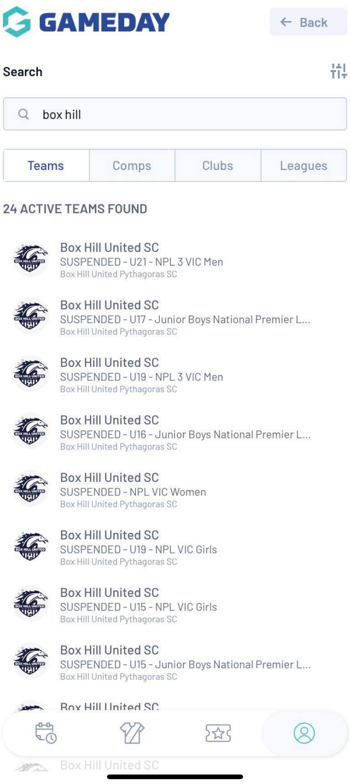
We recommend searching for teams via **LEAGUE** first and then drilling down to the team, as using the other search parameters can return a lot of search results if you are not specific enough when searching.

You can search teams via the following:

<u>TEAMS:</u> if you know the full name of your team then you can search them here. The competition name of the team is listed under the team name.

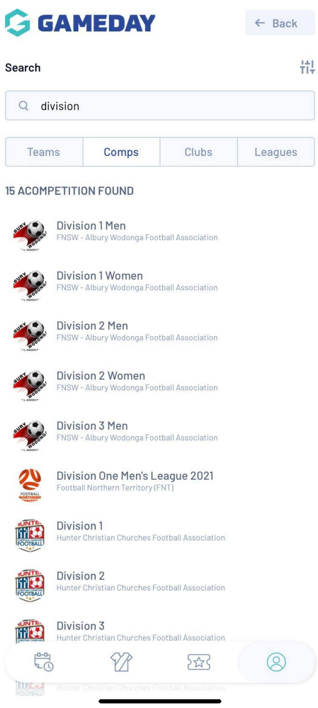
It will be best if you know the correct name of the team, word for word and the competition they are a part of as most team names can be generic (based on club) so it can return a lot of results and you may have to scroll through to find them.

Once you have found the team click on the name.



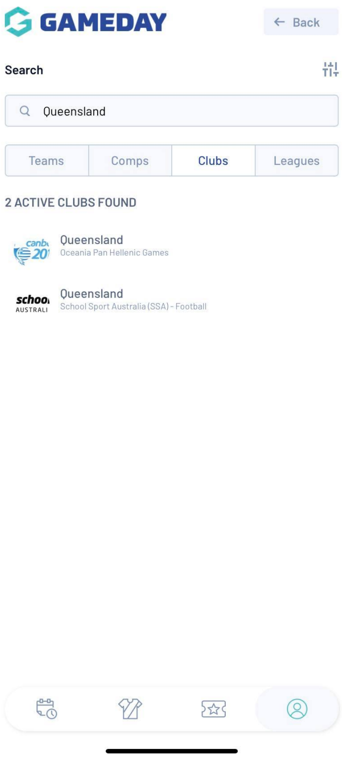
<u>COMPS:</u> **if you are unsure of what the team name is but know what competition they belong to within the league then you can search by inputting the competition name.**

Once you have found the competition, click on the name > click on the TEAMS tab and find your team.



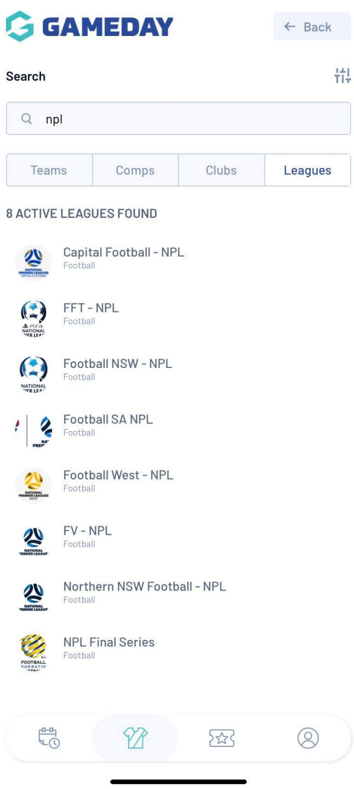
<u>CLUBS:</u> **if you know the club your team is part of you can search the club name. The league/association the club is part of will be also listed.**

Once you have found the correct club click on the name > click on the TEAMS tab and find your team.



LEAGUES: **input the name of the league/association your team is affiliated with.**

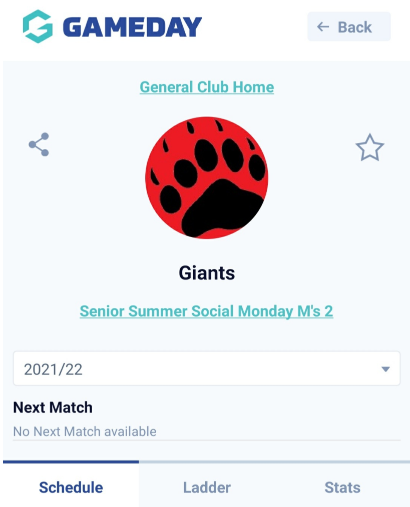
Once you have found the league, click on the name > click on CLUBS > click into the relevant club > click on your team.



HOW DO I FOLLOW/UNFOLLOW A TEAM?

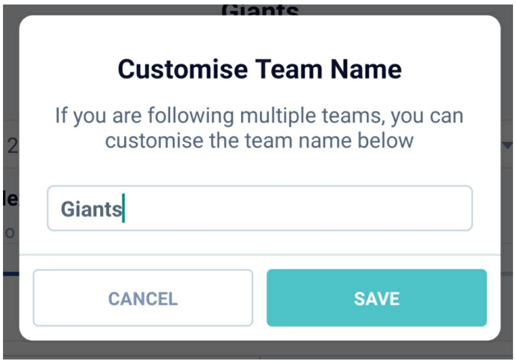
By clicking into one of your teams, this will take you to the "team homepage" where you can view the team schedule, ladder and statistics related to this team within the relevant competition.

To **FOLLOW** your team click the **ADD icon (Star Icon)** in the right hand corner.

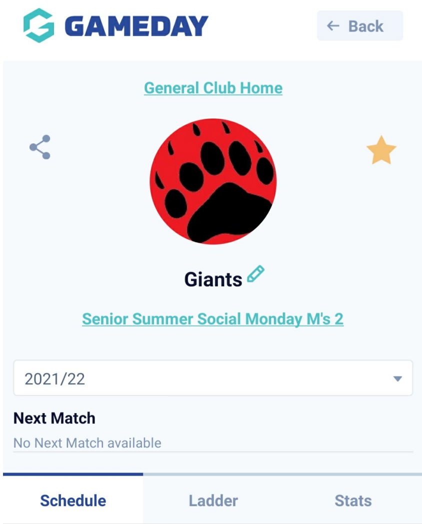


You will be prompted to confirm the name you would like for this team - you can leave this as is or make a custom name for this team. Once happy, click **SAVE**.

NOTE: no special characters can be used when using a custom team name.



To **UNFOLLOW** a team, within this team homepage, click the **REMOVE icon (Orange Star icon)** in the right hand corner.



If the "unfollow" option is not available when viewing a team, this will mean that you have had previous admin access to this team in the past via your passport account and you still currently have this access.

If you are no longer a team manager for these teams you will need to speak to the club directly to have your access removed and then you should have the option to unfollow the team within the app, as we do not have authorisation to remove this access for you.

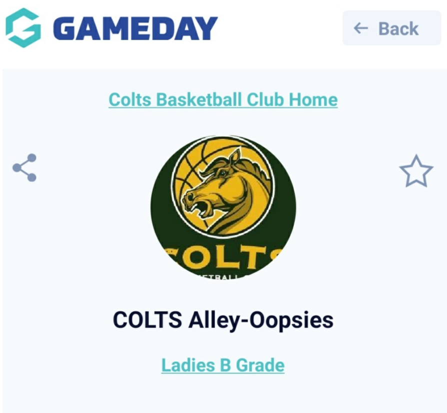
Team Home

Last Modified on 03/02/2022 2:26 am AEDT

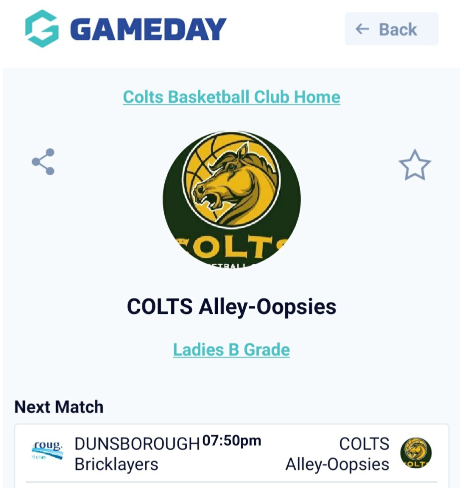
TEAM HOME

The team home is where you can view the team schedule, ladder and statistics related to this team within the relevant competition.

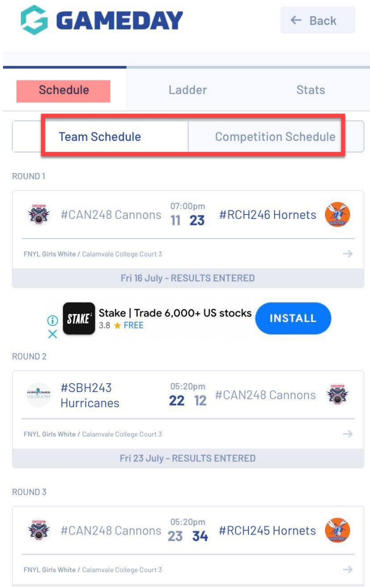
You can **edit the name** of the the team by clicking the **edit (Star)** icon.



You can see when the team's **next upcoming match** is. This will be blank if the next week's fixture has not been made public by the competition administrator or the season has finished.

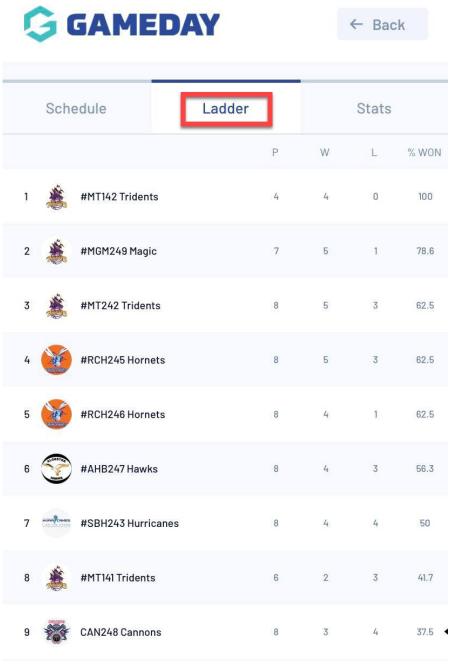


The **SCHEDULE** tab displays the fixture for the season for the team itself within the competition, as well as the fixture for the competition as a whole.



You can view the ladder for the competition from the **LADDER** tab.

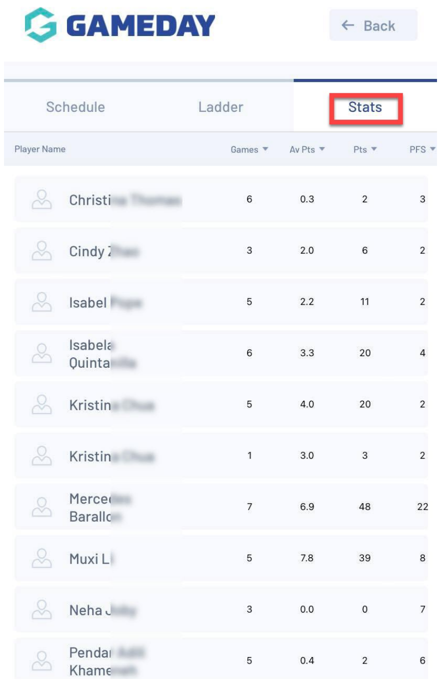
If you rotate your mobile device you will be able to see more ladder values.



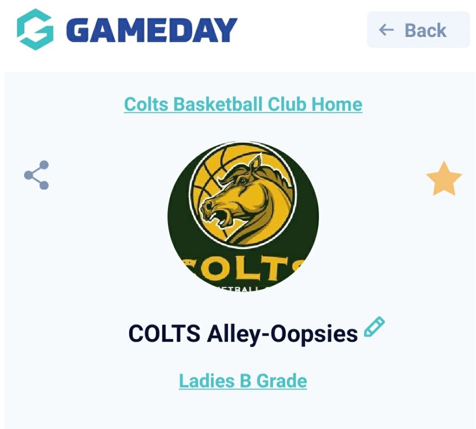
You can also view the **individual statistics** for each member of the team throghout the season.

Statistics may or may not be listed here, depending on whether the competition administrators record this type of information. If you wish to be removed from a team list (so you're information is not visible on the website or the app) then please contat your administrator who can publicly hide your record.

If you see statistics are incorrect for you or your family member, please speak to the competition administrators directly who can check and update.



To unfollow the team, click the **unfollow icon (Orange Star)** in the top right hand corner.



Match Centre

Last Modified on 14/10/2021 10:15 am AEDT

The match centre provides users with a dynamic experience. Prior to the game the match centre displays information about the upcoming games including map options for directions to the venue. Post game the section provides a full break down of the match including top performers, team and player stats, play by play (where available) as well as the competition ladder.

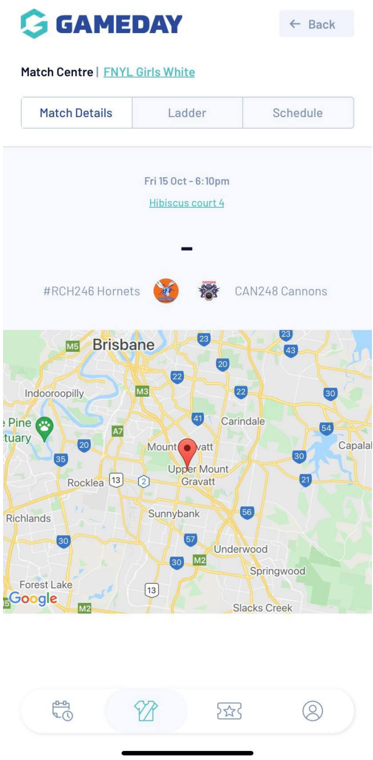
You can access the match centre by clicking into a past or upcoming game within the schedule or team view.

PRE GAME

Prior to the game you can see details of the match, including teams, time, date and a map of the location of the venue.

Here you can also see the season ladder for the competition as well as the competition fixture.

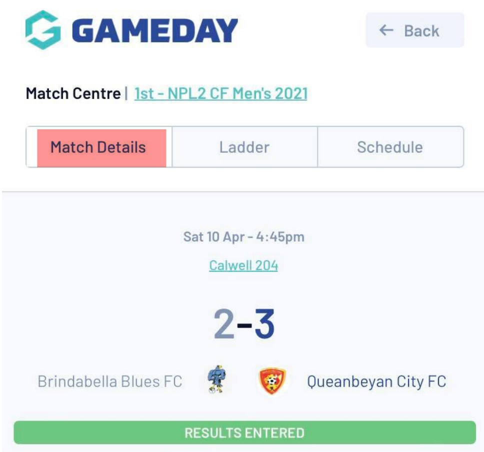
The map location pulls from the address the competition administrators have set for the venue. If this is incorrect, please contact them directly.



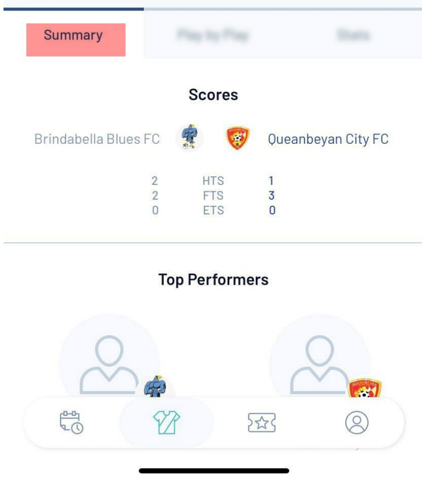
POST GAME

You can view the post game information of a match that has been played at any time (as long as the administrators have not hidden the match).

After a match has been completed (and the administrators have published the results) you can view information from that match from within the **match details** tab.



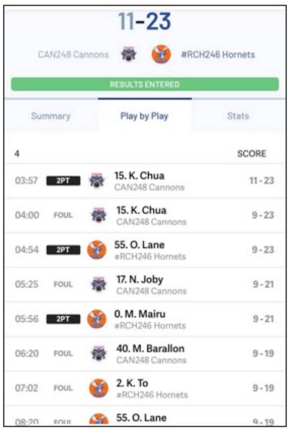
Summary tab: the summary tab provides the final scores for the match as well as the top performers for that match (if individual statistics are recorded).



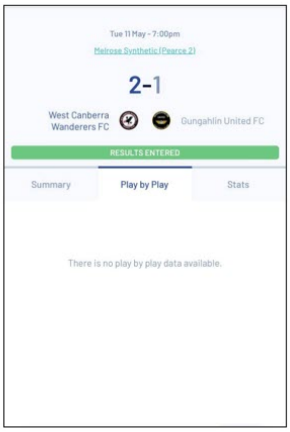
Play by Play tab: this play by play shows when each individual score or statistics was recorded and by which player/team.

The play by play is not applicable for all sports, so this may be blank.

Screen if PLAY BY PLAY is recorded:



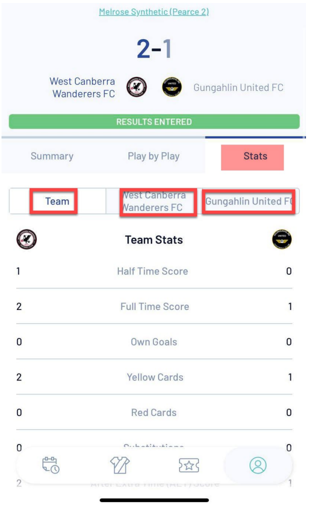
Screen if PLAY BY PLAY is not recorded:



Stats tab: this is where individual and team statistics that were recorded throughout the match will display.

Within this tab you can see the team statistics, as well as the individual player statistics for each team (if recorded).

This may be blank if your sport does not record this information.



SportsTG Let's Win

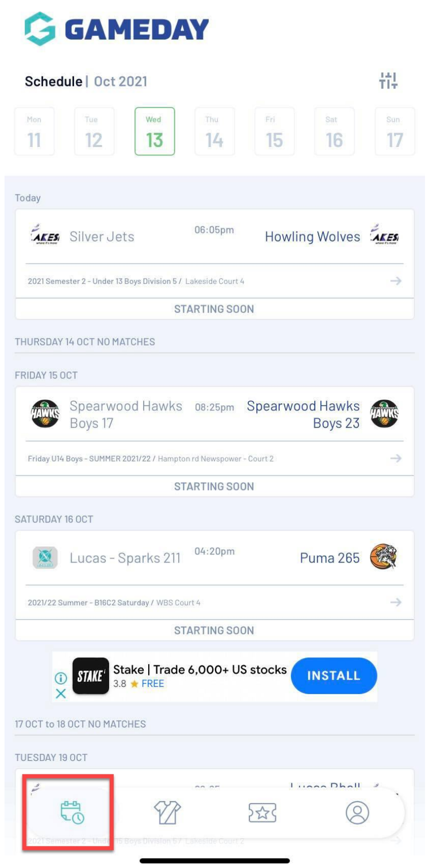
How do I view season fixtures?

Last Modified on 14/10/2021 11:09 am AEDT

When you first log into the app and after you have followed all relevant teams, the upcoming fixture for those team should display automatically for the week after your inital log in on the **SCHEDULE** screen. This page is the homepage and you will always be taken to this screen after login.

You can also access this screen at any time, by clicking on the **calendar icon** at the bottom of the screen.

SCHEDULE SCREEN



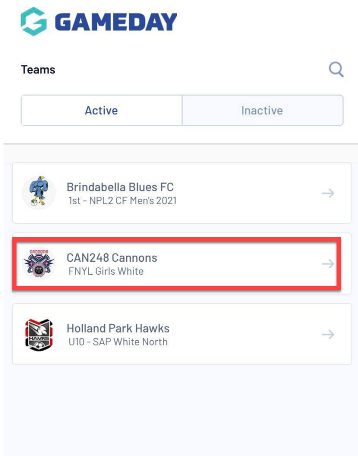
This screen will display the fixture for teams for that week.

HOW DO I VIEW MY TEAMS FULL SEASON FIXTURE?

You can access the teams full season fixture (if all rounds have been published by the competition administrators) via:

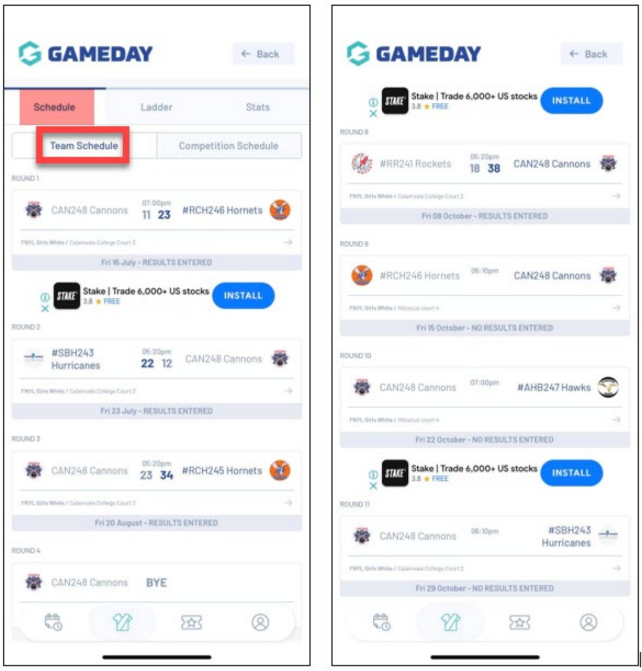
1. Go to your active teams listing, by clicking on the **team icon (jersey)**.

2. Click on the relevant team.



3. **TEAM SCHEDULE** will be the default page when viewing the team home page.

Scroll to find past and upcoming games for your team for the season.



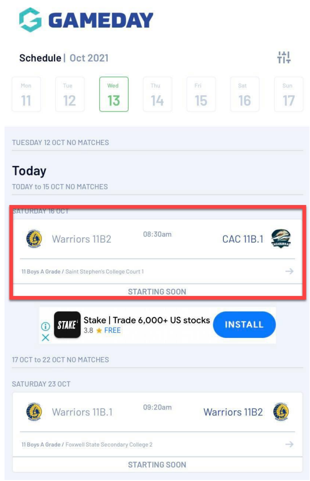
NOTE: if you cannot see past or upcoming fixtures here it may mean the competition administrators have not made these public yet or have hidden them, so wait to see if they make them public or contact the administrators directly.

HOW DO I VIEW THE WHOLE SEASON COMPETITION FIXUTRE?

You can view the season fixture for the competition as a whole via two ways:

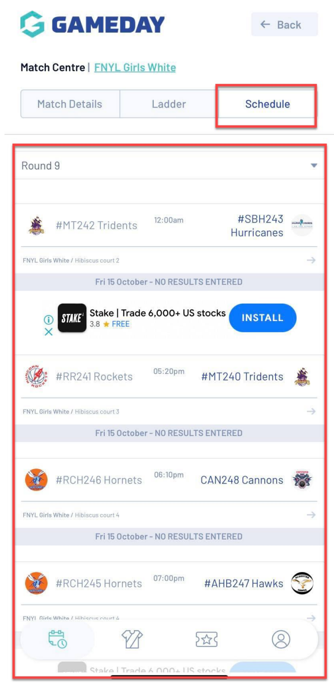
VIA AN UPCOMING MATCH IN THE SCHEDULE SCREEN:

1. Click into an upcoming match within the schedule screen.



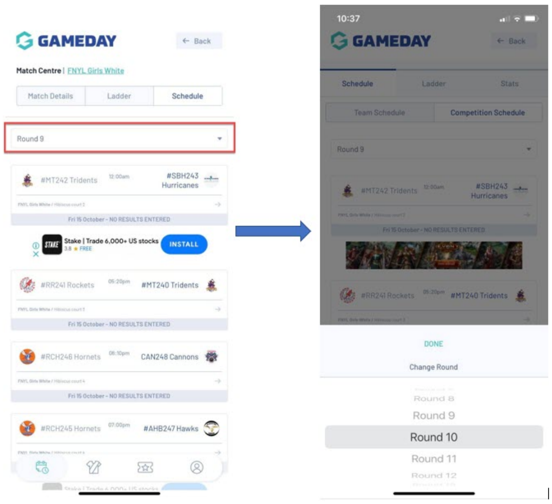
2. Click on the **SCHEDULE** tab.

Scroll to find fixtures for all teams for that particular round.



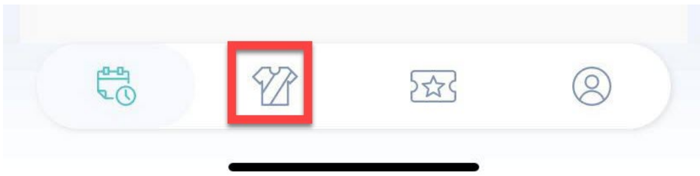
NOTE: if you cannot see past or upcoming fixtures here it may mean the competition administrators have not made these public yet or have hidden them, so wait to see if they make them public or contact the administrators directly.

To **change the round**, just click the round drop down list at the top and select the relevant round > done.

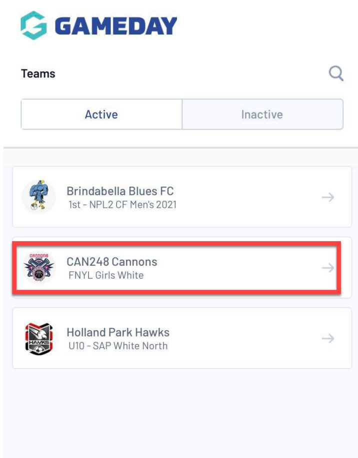


VIA THE TEAM HOMEPAGE:

1. Go to your active teams listing, by clicking on the **team icon (jersey)**.

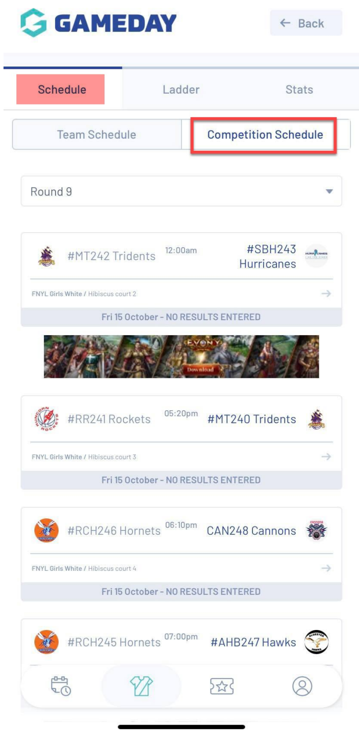


2. Click on the relevant team.

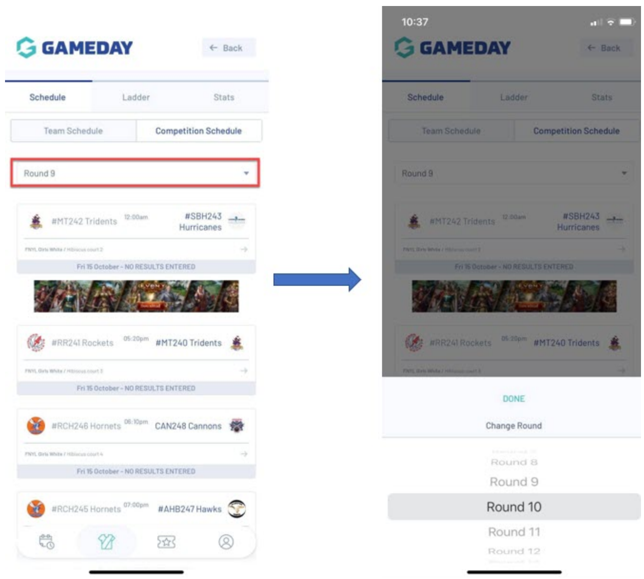


3. On the **SCHEDULE** tab, click on **COMPETITION SCHEDULE**.

Scroll to find fixtures for all teams for that particular round.



To **change the round**, just click the round drop down list at the top and select the relevant round > done.



NOTE: if you cannot see past or upcoming fixtures here it may mean the competition administrators have not made these public yet or have hidden them, so wait to see if they make them public or contact the administrators directly.

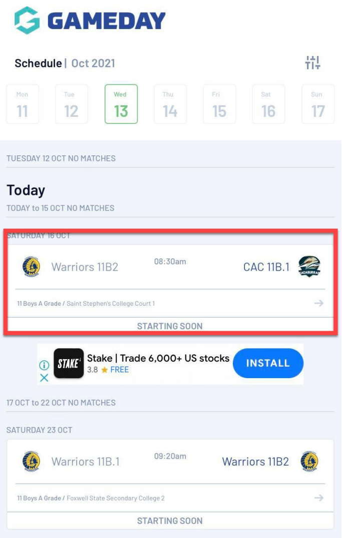
How do I view the competition ladder?

Last Modified on 14/10/2021 12:19 pm AEDT

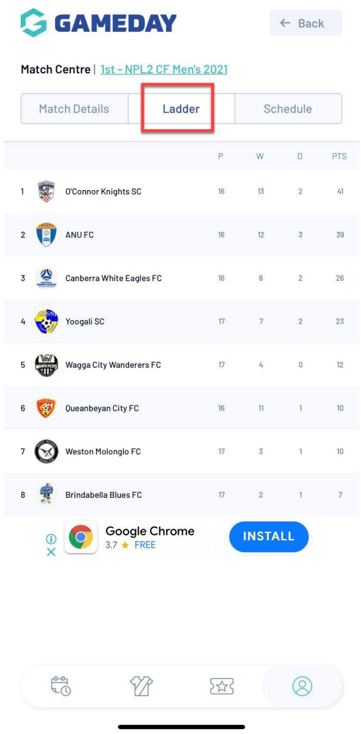
The ladder for the competition can be viewed via:

AN INDIVIDUAL MATCH:

1. In the schedule tab, click into an upcoming match.



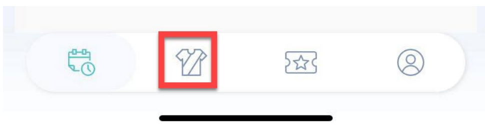
2. Click on the **LADDER** tab.



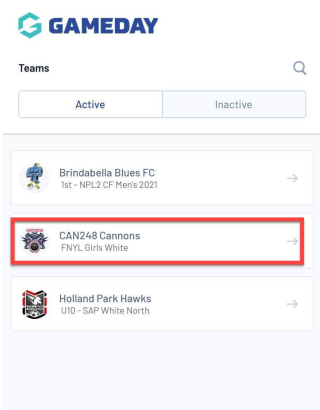
To see more ladder fields, rotate your mobile device.

TEAM HOMEPAGE:

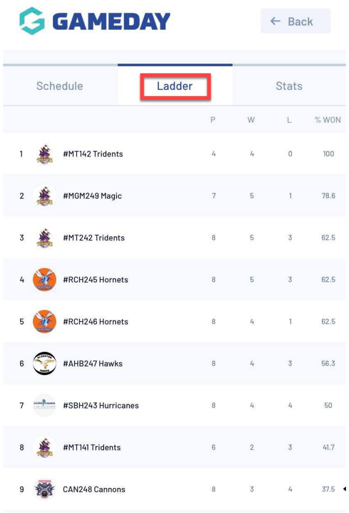
1. Click on the TEAM icon.



2. In your active teams, click into the relevant team.



3. Click **LADDER**.



To see more ladder fields, rotate your mobile device.

NOTE: if you find the ladder incorrect, please contact your competition administrators directly as they can check and update this if needed.

How do I view competition statistics?

Last Modified on 14/10/2021 12:56 pm AEDT

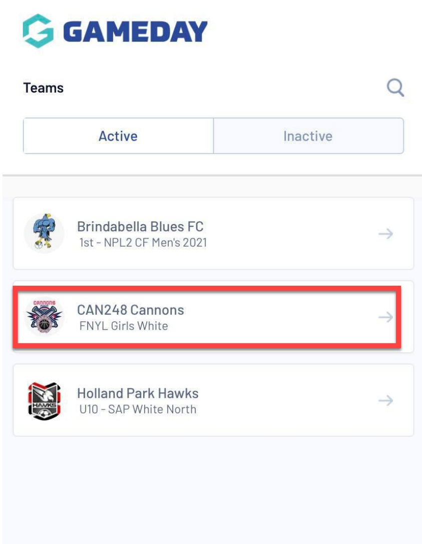
You can view the statistics for your team across the season or the statistics for individual games via the following:

NOTE: not all sports record individual player statistics throughout the season, so this may be blank.

STATISTICS ACROSS THE SEASON FOR YOUR TEAM:

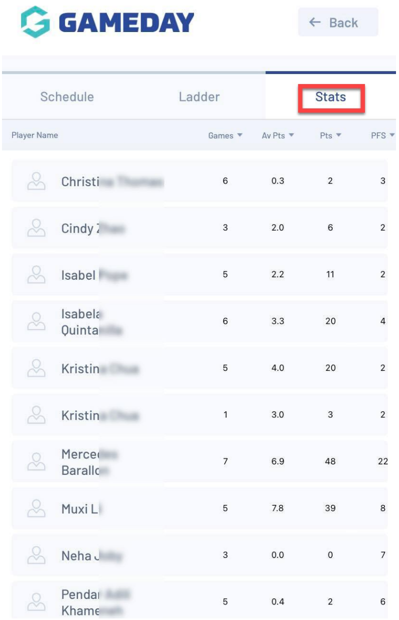
1. Click on the team icon.

2. Click into the relevant team.



3. Click on the **STATS** tab.

Scroll to find your name within the team list.

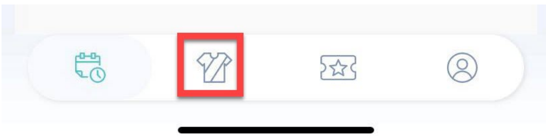


Rotate your mobile device to see more statistics.

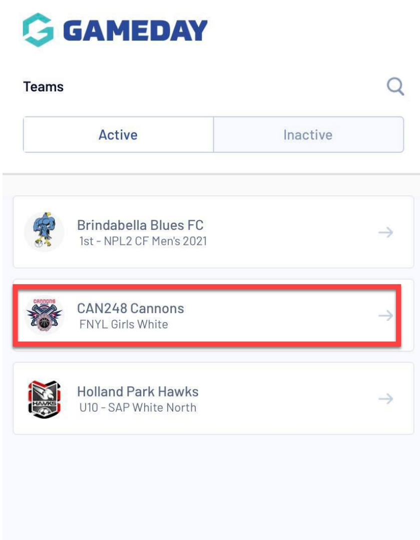
INDIVIDUAL MATCH STATISTICS FOR YOUR TEAM:

These can only be seen on a past match and if the association/league has published these results for the specific match.

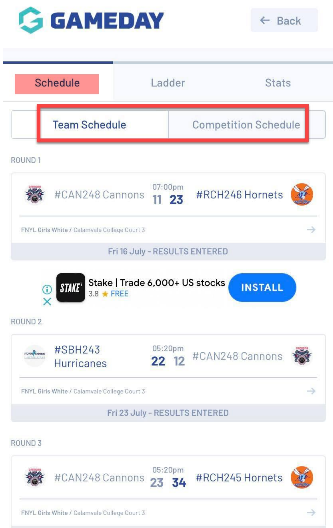
1. Click on the team icon.



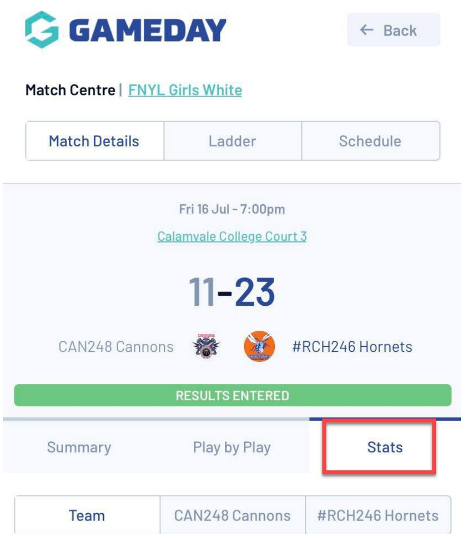
2. Click into the relevant team.



3. Under **TEAM SCHEDULE** find a previous match and click into it.

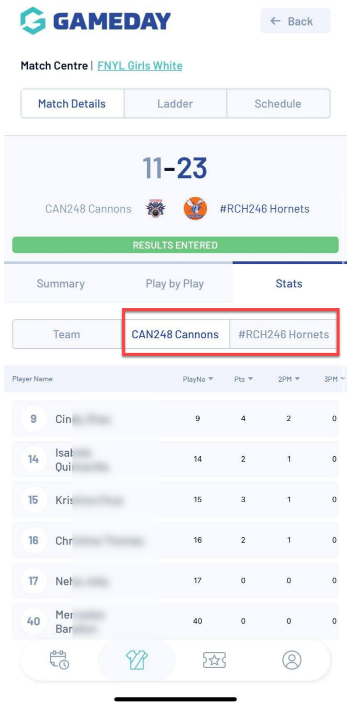


4. Click on the **STATS** tab.



5. Click on your team name.

Scroll to see the statistics for that game.

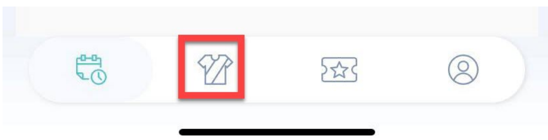


Rotate your mobile device to see more statistics.

STATISTICS FOR PLAYERS ACROSS THE COMPETITION AS A WHOLE:

If you would like to see the statistics of players from other teams within the competition as a whole you can do so via the following:1

1. Click on the team icon.

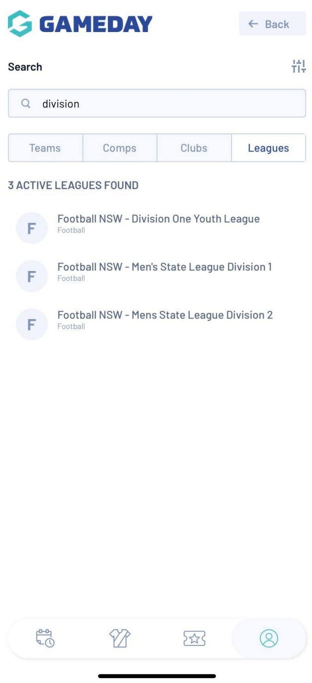


2. Click on the **search icon**.

The best way to find this will be to drill down from the league/association first.

3. Click on the **LEAGUE** tab.

4. Search for the league/associaton.



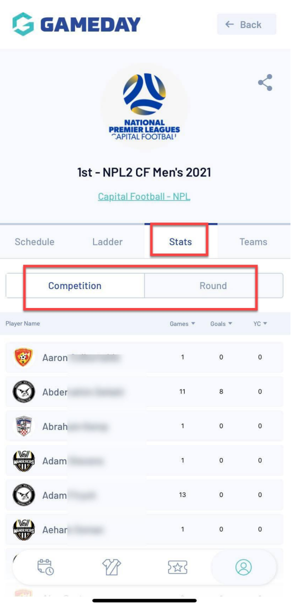
5. Scroll to find your league and then click on the league name.

6. Scroll to find your competition and the click on the competition name.

7. Click on the **STATS** tab.

Under the **COMPETITON** tab you will see the statistic leaders across all teams.

Under the **ROUND** tab, you can adjust the round to find the leader across all teams for that particular round.



To filter by a certain statistic, click on the arrow against the statistic name.

Rotate your mobile device to see more statistics.

NOTE: if you find any of these statistics incorrect, please contact your competition administrators directly as they can check and update these.

Device specifications for Courtside tablet app

Last Modified on 23/02/2021 9:50 am AEDT

Apple / iOS

- Apple A9X @ 2.3 GHz
- 2 GB RAM minimum

OR https://browser.geekbench.com/ios-benchmarks - above 2940 (single core) is recommended

Compatible with latest iOS Courtside versions **2.2.110 & 2.6.111**

Supported iOS versions

When a new operating system is released by Apple, SportsTG does not recommend updating the operating system of your device until testing by both SportsTG and Basketball Australia has been completed. Basketball Australia will communicate with the Basketball community once testing has been successful.

iOS 13 - Courtside is compatible on iOS 14

The minimum supported version is iOS 12, along with iOS version 13.

SportsTG recommends that devices should have 4G sim card capability.

Important: If the operating system version is **lower than the previous major release** and below our recommended specifications (both based on last years devices), Courtside may not perform to the required standard.

Android

- Snapdragon 808 @ 1.2 GHz
- 2 GB RAM minimum

https://browser.geekbench.com/android-benchmarks - above 1450 (single core) is recommended.

Compatible with latest Android Courtside version **1.10.115 & 1.10.116**

Supported Android versions

When a new operating system is released by Android, SportsTG does not recommend updating the operating system of your device until testing by both SportsTG and Basketball Australia has been completed. Basketball Australia will communicate with the Basketball community once testing has been successful.

The minimum supported version is Android 8 along with andriod 9 and 10.

SportsTG recommends that devices should have 4G sim card capability. Ensure the device allows for Wifi.

Important: If the operating system version is **lower than the previous major release** and below our recommended specifications (both based on last years devices), Courtside may not perform to the required standard.

Recommended Devices

SportsTG recommend that only those android and iOS devices and operating systems that are **no more than 3 years old** are compatible with Courtside. It is recommended that these devices are purchased based on their compatibility to that of the most recent version of the operating system released.

If you have a tablet/ipad that DOES NOT appear on this list or was released between 2017 and 2018 the app may still work but you may come across issues - please note we will not be fixing any of these issues if this is the case so you will need to upgrade your device, as we need to remain up to date with recent releases as making changes to the app to suit tablets/ipads older than 3 don't allow us to do this.

If you have a tablet/ipad that DOES appear on this list and is not older than 2019 please send through your issue/s to Basketball Australia (if your organisation is affiliated with BA) who need to be notified of this first and can then forward this onto us directly via: https://basketballaustralia.zendesk.com/hc/en-us/requests/new

If your organisation is unaffiliated with Basketball Australia please send an email to the SportsTG support team directly.

Android Devices Supported:

- Samsung Galaxy Tab A 10.1 (2019)
- Samsung Galaxy Tab A 8.0 (2019)
- Samsung Galaxy Tab S7 and S7+
- Samsung Galaxy Tab S6 and S6 Lite
- Samsung Galaxy Tab 5Se

iOS Devices Supported:

- iPad Pro (4th Gen, 11"/12.9")
- iPad Mini (5th Gen)
- iPad (7th or 8th generation)
- iPad Air (3rd or 4th generation)

It is advisable to consider battery-life when purchasing a device to ensure it will meet your needs. Ensure that the device allows for Wifi.

Note: Courtside will not support FIBA Organiser

More Information

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at http://australia.basketball/tbnsupport

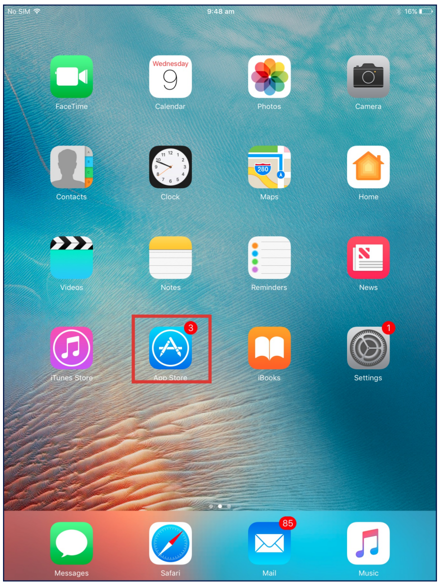
Courtside Installation

Last Modified on 02/03/2021 10:52 am AEDT

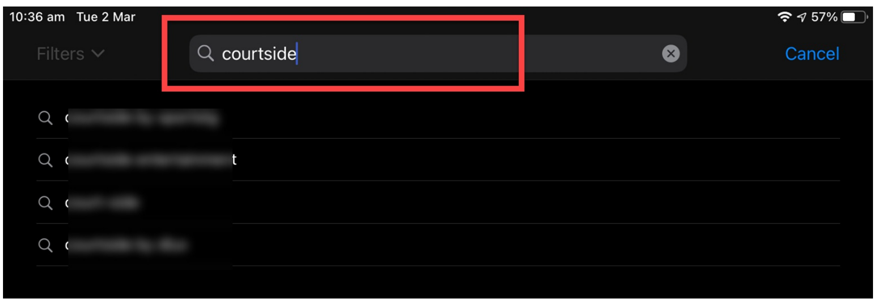
Installation

Apple iOS

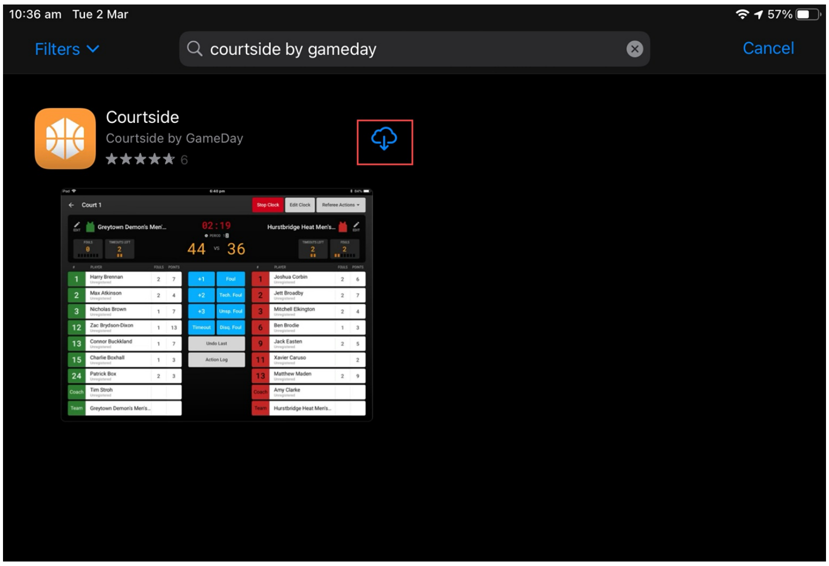
Open App Store on your device.



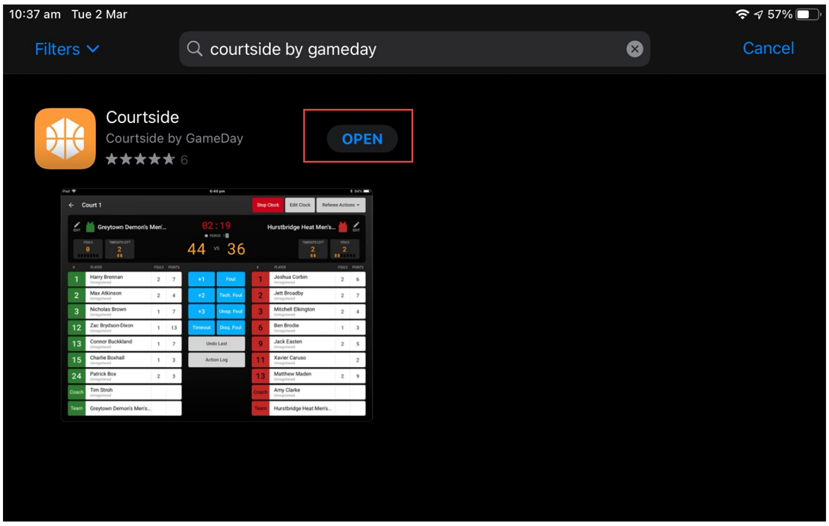
Enter Courtside in the search bar to find the app.



From the list of apps displayed, select the download icon next to **Courtside by Gameday**.

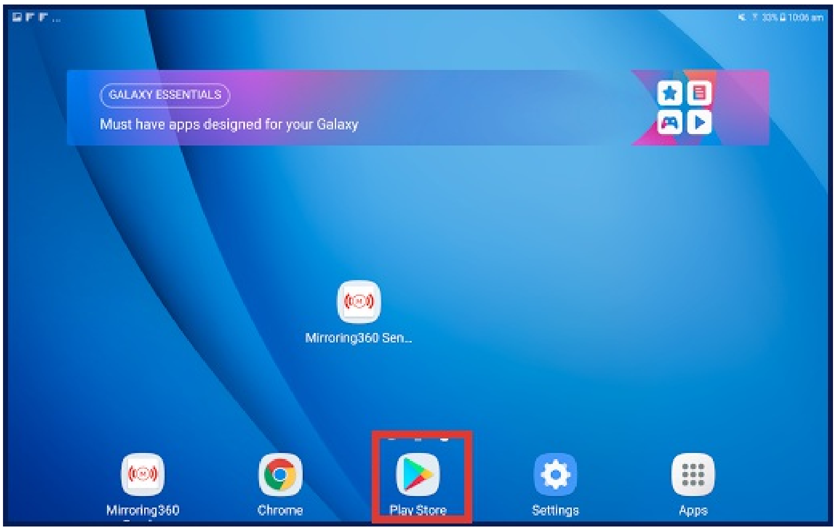


This will install the app in your device.

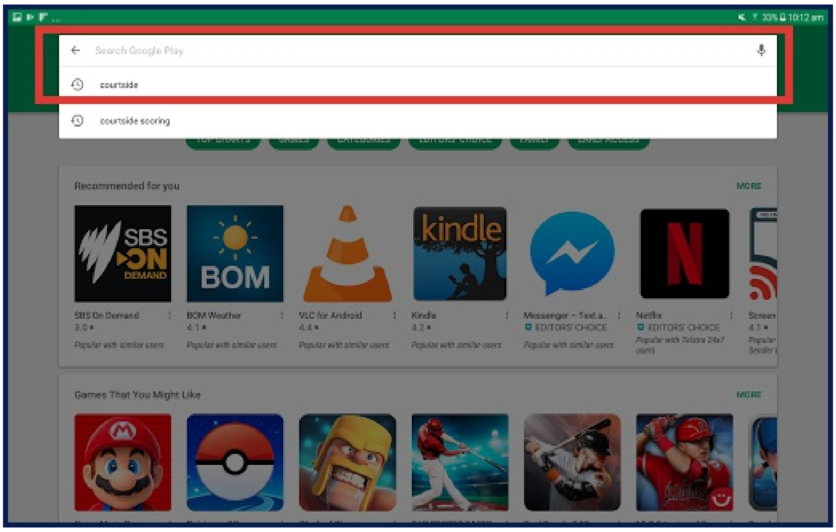


Android

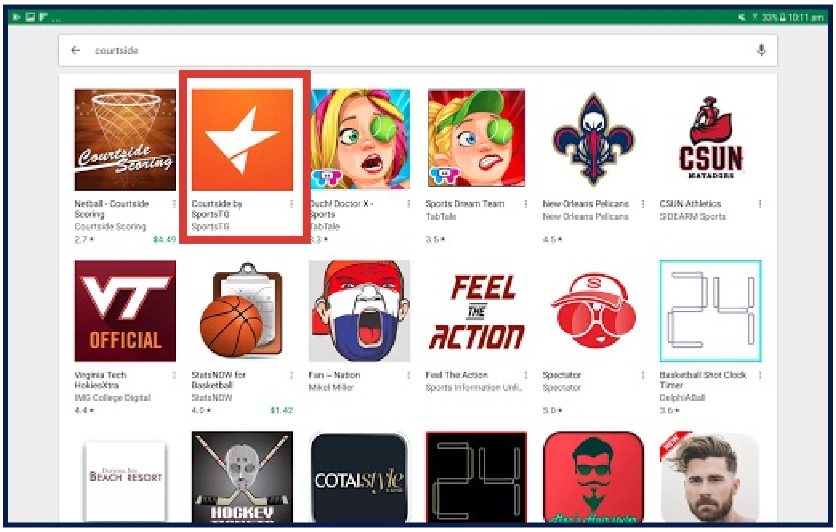
Open **Play Store** on the Android Device.



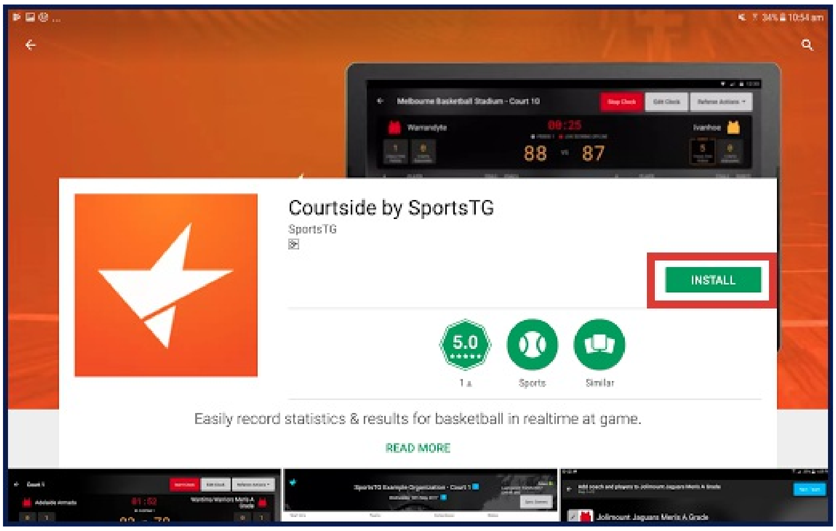
Enter **Courtside** on the search bar to find the app.



From the list of apps displayed, select **Courtside by SportsTG**.



Click Install to install the app in your device.



1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Initial Setup

Last Modified on 02/03/2021 10:09 am AEDT

Once you have downloaded Courtside, there is an initial set up process.

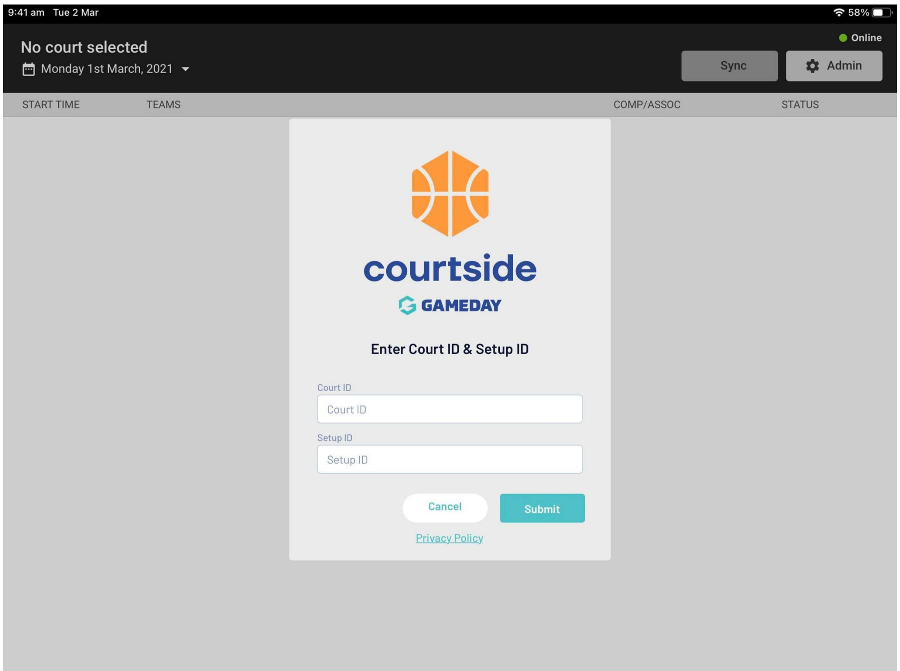
> **NOTE:** You must have an internet connection to complete this process.

Adding a Court

When you enter Courtside for the first time, you are prompted to enter a **Court ID** and **Setup ID**. These are unique to your venues and are necessary to ensure the correct games are downloaded.

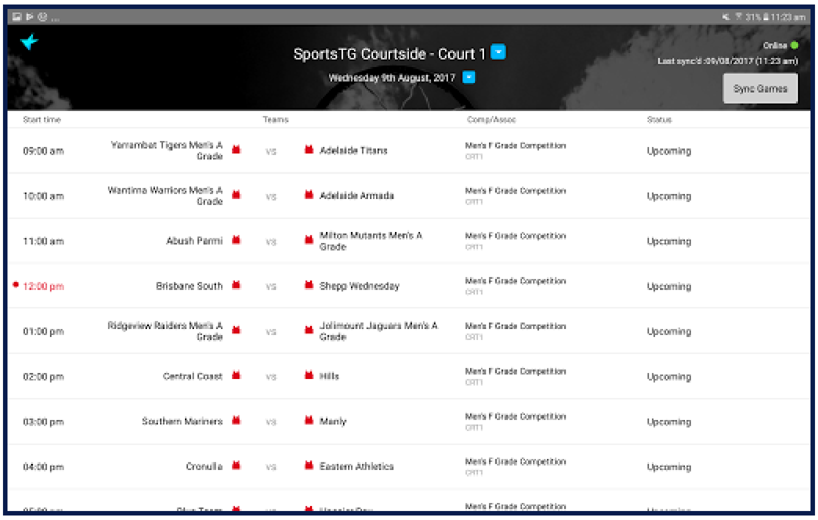
Tap on the line to activate the keyboard.

Enter the **Court ID** and the **Setup ID** and click Sumbit.

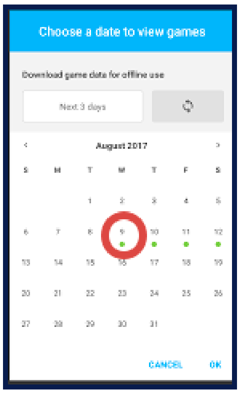


This will then display the list of competitions available for the venue.

NOTE: the app will only be able to display games for matches no more than 3 days in advance so if you have no games within the next 3 days you will need to wait until closer to the date to download these games.



If you do not have games running on the current day then you can choose a date from the date picker. Dates with competition are displayed with a green dot below them.



NOTE: the **Court ID** and **Setup ID** can be found in the SportsTG Competition Database. Please see the articles below to know the process.

How to find Court Id?

How to find Setup Id?

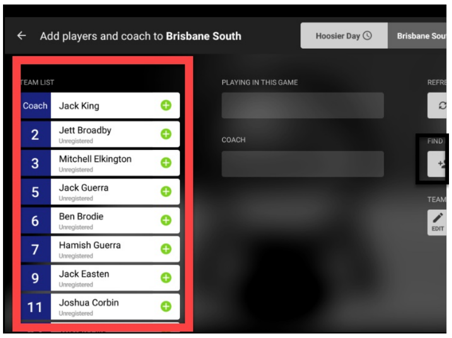
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/

tbnsupport.

Courtside: Team Set Up

Last Modified on 02/03/2021 10:10 am AEDT

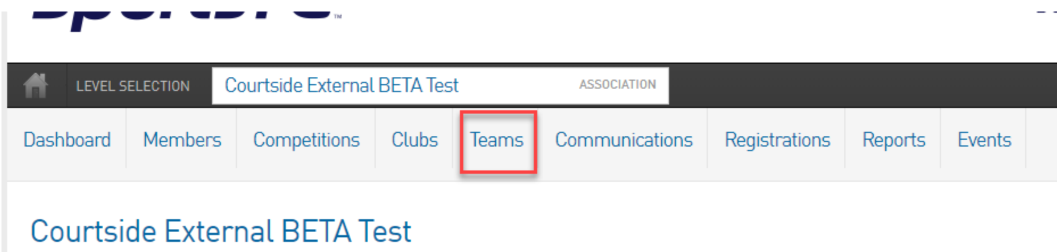
In order for members to show in the available list on courtside, they first need to be added to the teams within the association database (if they haven't already pre-register to their teams).



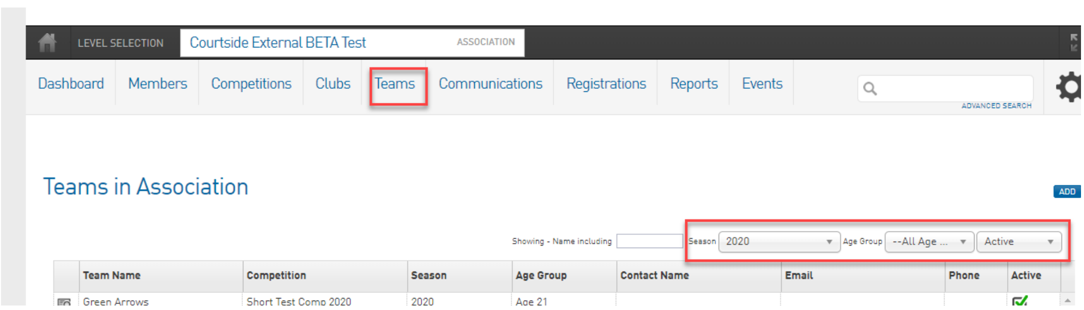
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

> **NOTE:** if players have registered to the team via a member to team form, then they will already show in the team so these steps are not relevant.

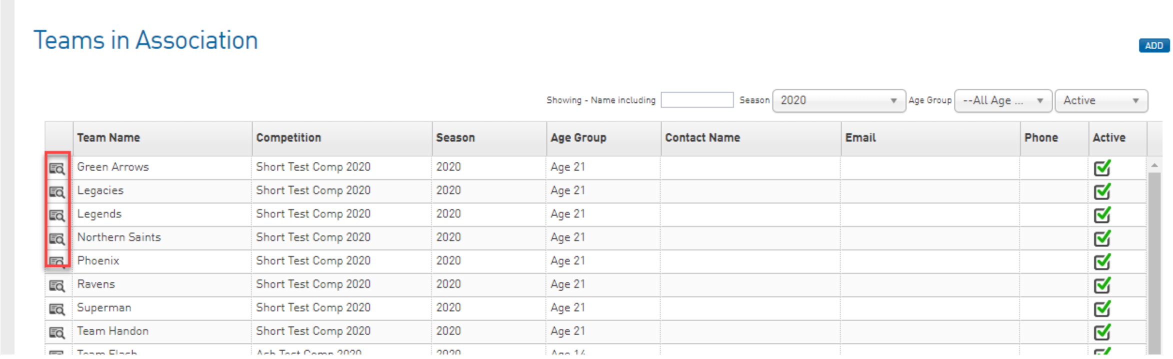
1. From the menu, click the **Teams** tab.



2. Ensure that the season setting is to the correct season your competitions are currently in and the filter is set to active and all age groups in order to display the correct teams.

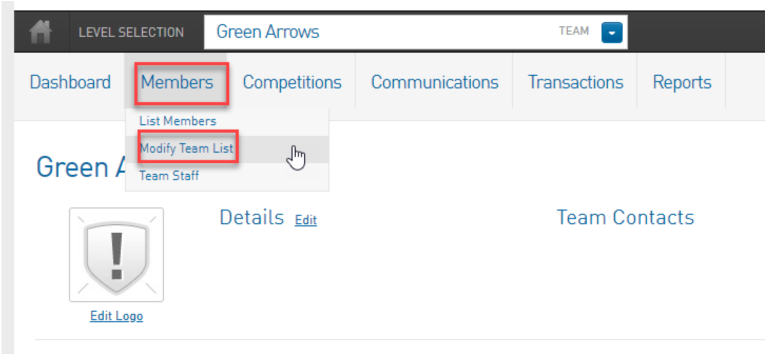


3. Click into a team via the **magnifying glass icon**.

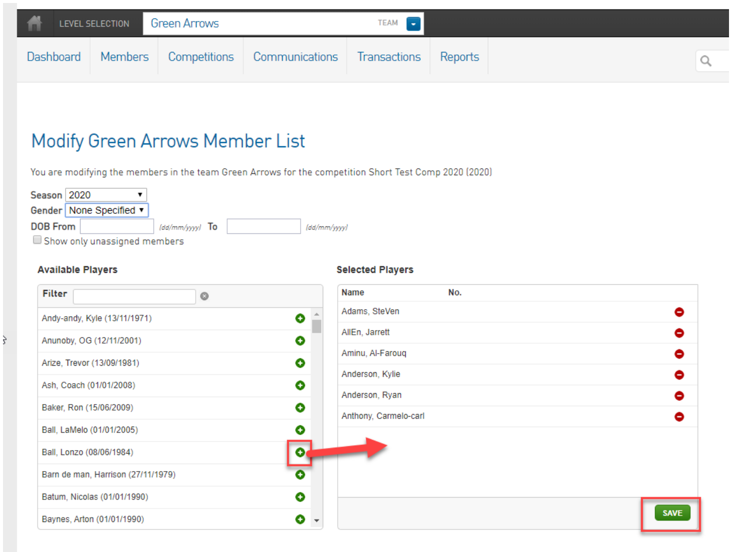


Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
Green Arrows	Short Test Comp 2020	2020	Age 21				
Legacies	Short Test Comp 2020	2020	Age 21				
Legends	Short Test Comp 2020	2020	Age 21				
Northern Saints	Short Test Comp 2020	2020	Age 21				
Phoenix	Short Test Comp 2020	2020	Age 21				
Ravens	Short Test Comp 2020	2020	Age 21				
Superman	Short Test Comp 2020	2020	Age 21				
Team Handon	Short Test Comp 2020	2020	Age 21				

4. This is now the team dashboard: hover over **Members** and select **Modify Team Members**.



5. Available players will appear on the **left hand side**, where if you click on the **plus sign (+) or their name**, it will move them over into the selected players list.

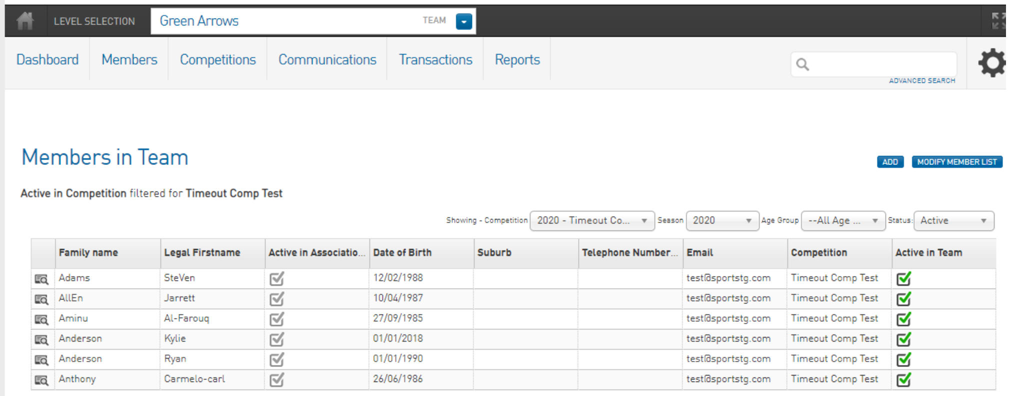


NOTE: if members are not showing on the left hand side box, check the filters to make sure they are set to the correct season and have no gender or DOB range set. If members still don't show in the left hand box after checking this, please contact support directly as this will most likely be related to players or teams not being in the same club, in which support can show you how to fix.

6. Add all players needed for this team.

7. Click **save** once you have all members selected.

8. These members will appear in the member list for this team, which will feed through into Courtside.



NOTE: to pre assign team numbers for players see the following article adding player numbers.

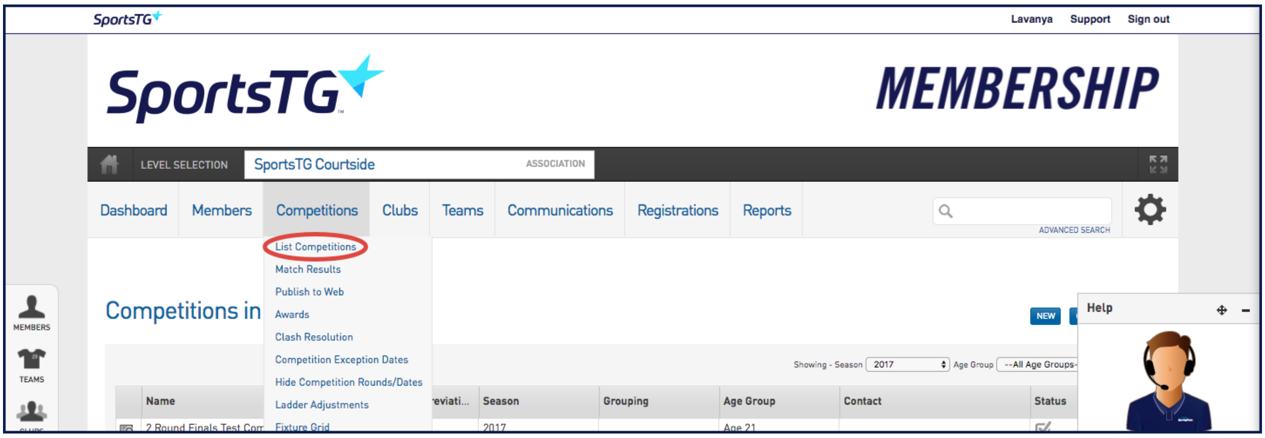
9. Repeat steps 3-7 for all other teams that will be using Courtside.

Courtside: Configuring Competitions

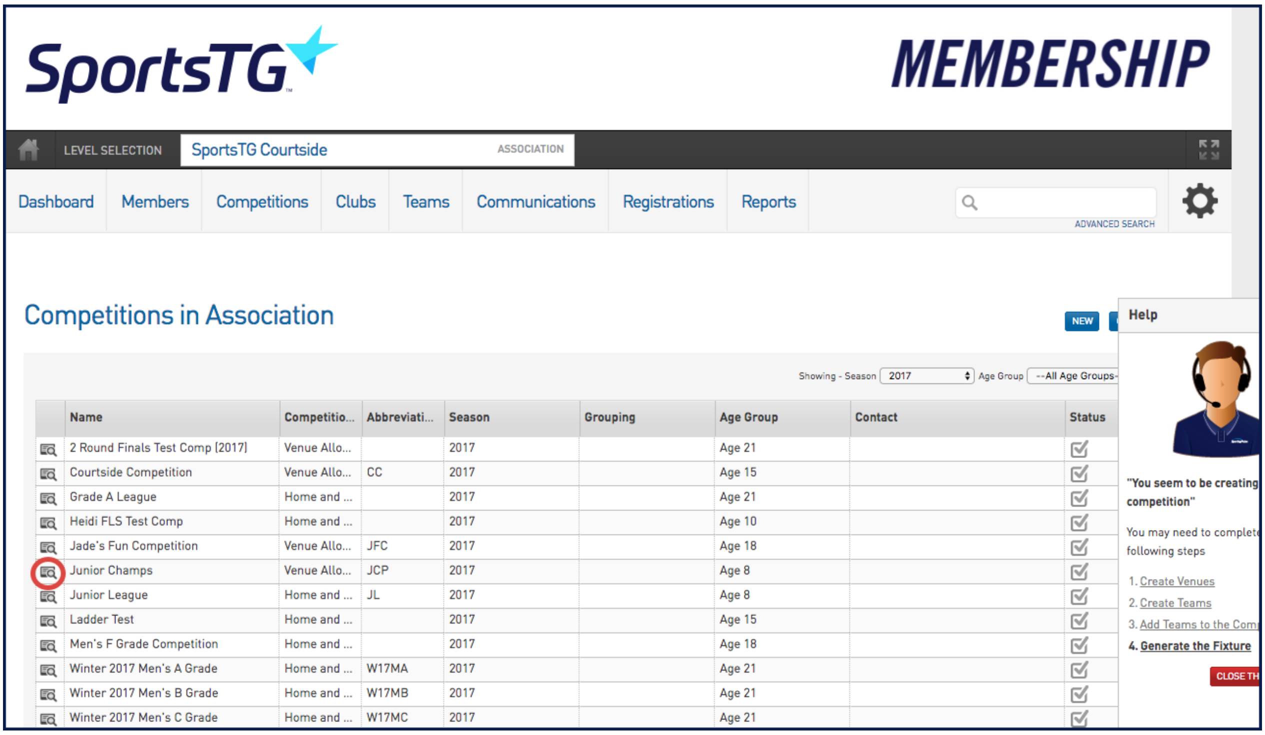
Last Modified on 02/03/2021 10:10 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

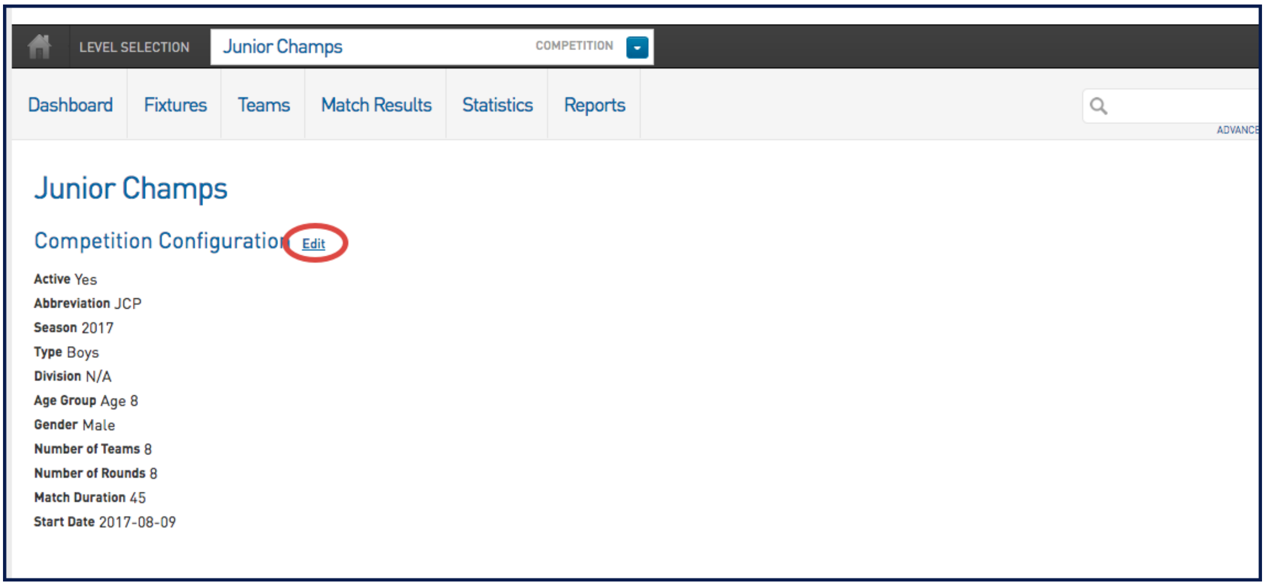
1. From the menu, hover over **Competitions** and click **List Competitions.**



2. Click on the **magnifying glass** next to the competition you wish to edit.



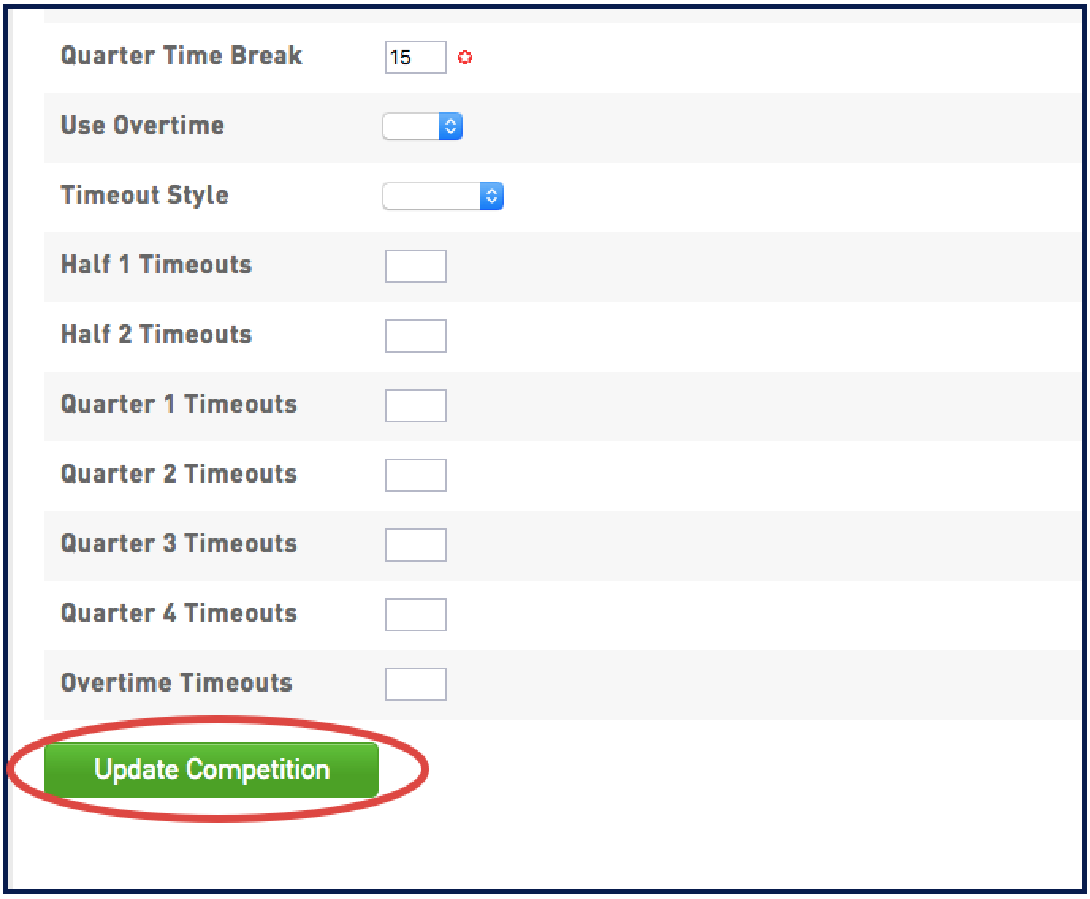
3. Click **Edit**.



4. Scroll to the bottom of the page to the **Courtside** section and enter all information.

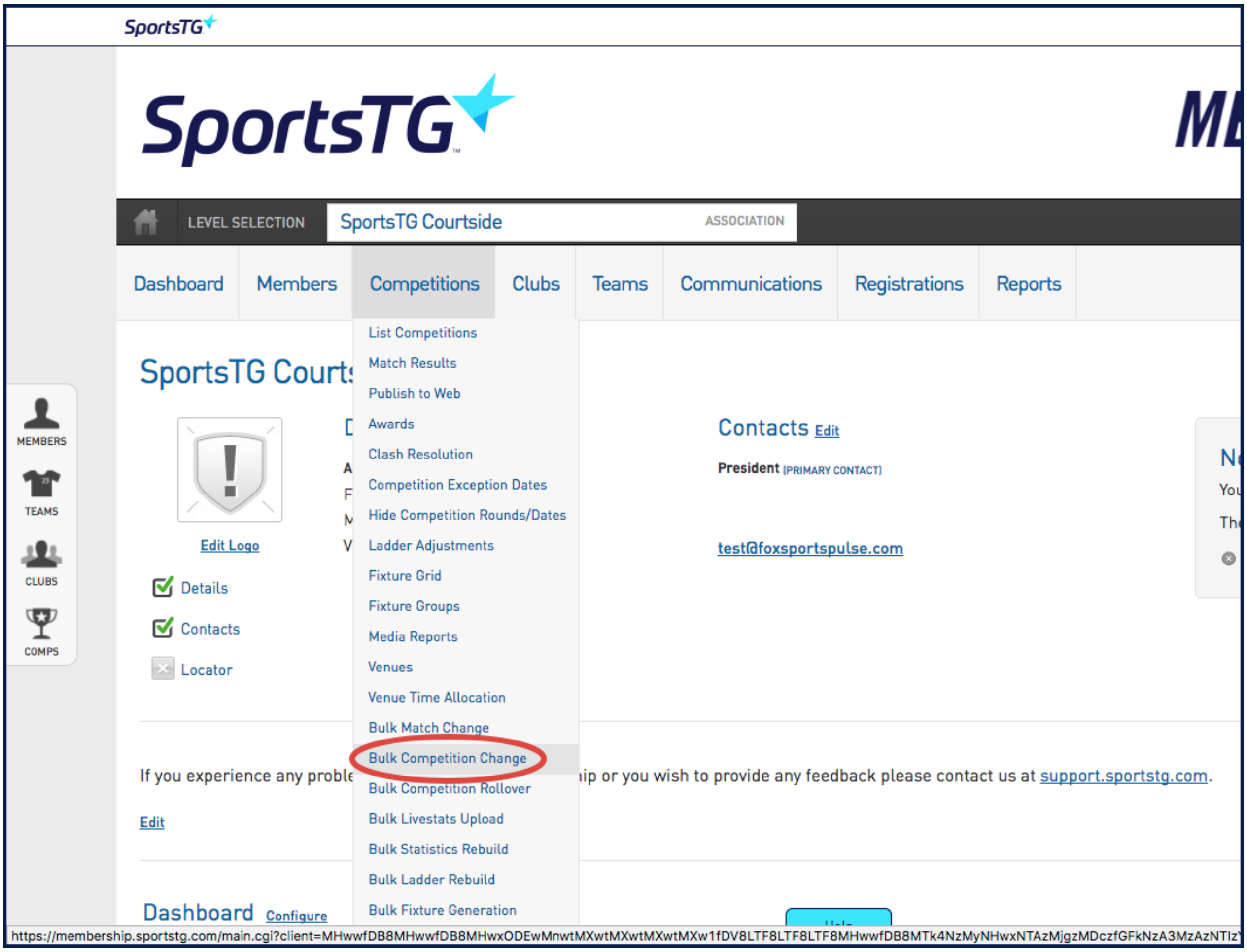
NOTE: any field with a red star mark is mandatory. Also ensure Courtside is selected in the Default Courtside Type drop-down.

5. Review the information and click **Update Competition**.

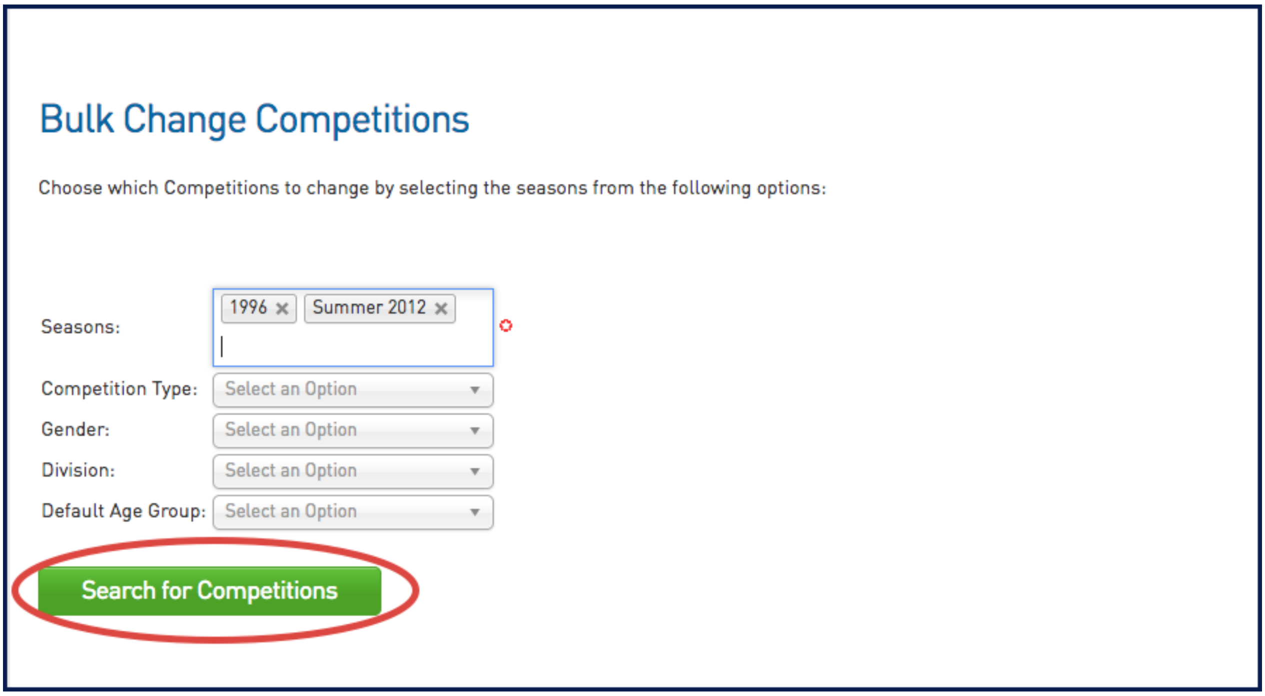


Bulk Change Competitions.

1. From menu, hover over **Competitions** and click **Bulk Competition Change**.



2. Enter in your season and any other relevant information. Click **Search for Competitions**.



3. Ensure you have the competitions you want included are ticked.

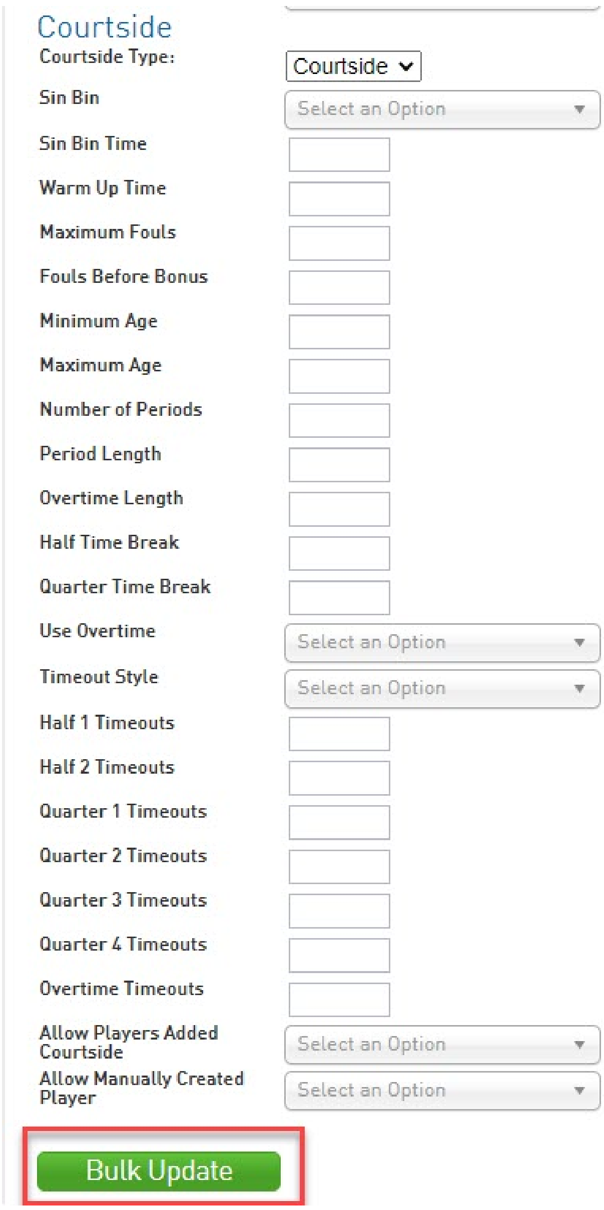
Bulk Change Competitions

Apply the following changes to the comps listed below.

All competitions will be updated with the following options. Leave blank any option you do not want to change.

☑	Competition	Season
☑	08 Boys A - 2014 Summer	2014 Winter
☑	08 Boys A - 2014 Winter	2014 Winter
☑	08 Boys B - 2014 Summer	2014 Winter
☑	08 Boys B - 2014 Winter	2014 Winter
☑	08 Boys C - 2014 Winter	2014 Winter
☑	08 Boys D - 2014 Winter	2014 Winter
☑	08 Boys E - 2014 Winter	2014 Winter
☑	08 Boys F - 2014 Winter	2014 Winter
☑	08 Girls A - 2014 Winter	2014 Winter
☑	08 Girls B - 2014 Winter	2014 Winter
☑	08 Girls C - 2014 Winter	2014 Winter
☑	08 Girls D - 2014 Winter	2014 Winter
☑	10 Boys A - 2014 Winter	2014 Winter
☑	10 Boys AR - 2014 Winter	2014 Winter
☑	10 Boys B - 2014 Winter	2014 Winter
☑	10 Boys BR - 2014 Winter	2014 Winter
☑	10 Boys C - 2014 Winter	2014 Winter
☑	10 Boys CR - 2014 Winter	2014 Winter
☑	10 Boys D - 2014 Winter	2014 Winter

4. Scroll to the bottom of the page and enter in relevant information under the **Courtside** section.Click **Bulk Update**.



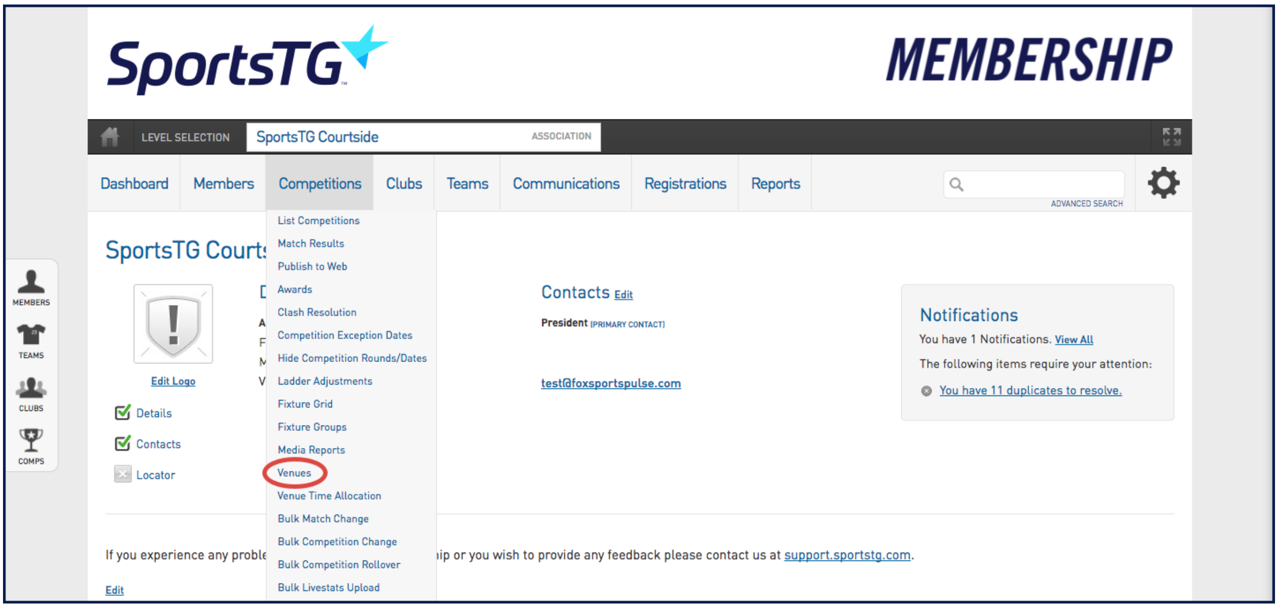
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Finding Court Id

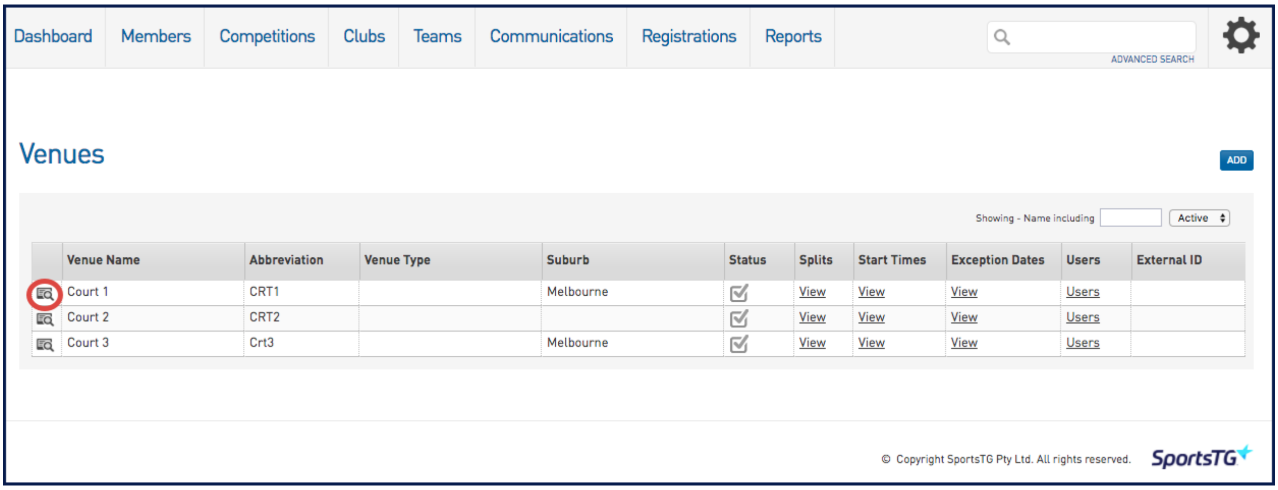
Last Modified on 02/03/2021 10:10 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

Hover over **Competitions** in the menu and select **Venues**.



Click on the **magnifying glass** icon at the beginning of the line of the venue you want to use. This will open the venue details page.



On the Venue Details page, you can find the **Court ID** against the **Venue ID** Field.

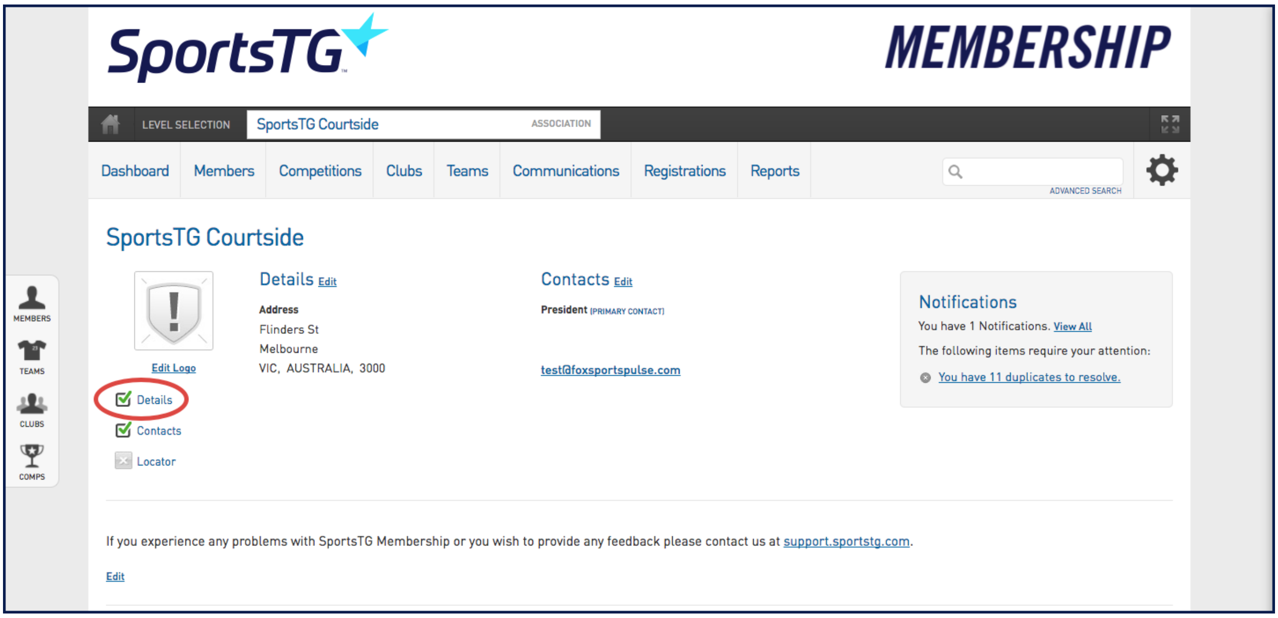
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Finding Set up Id

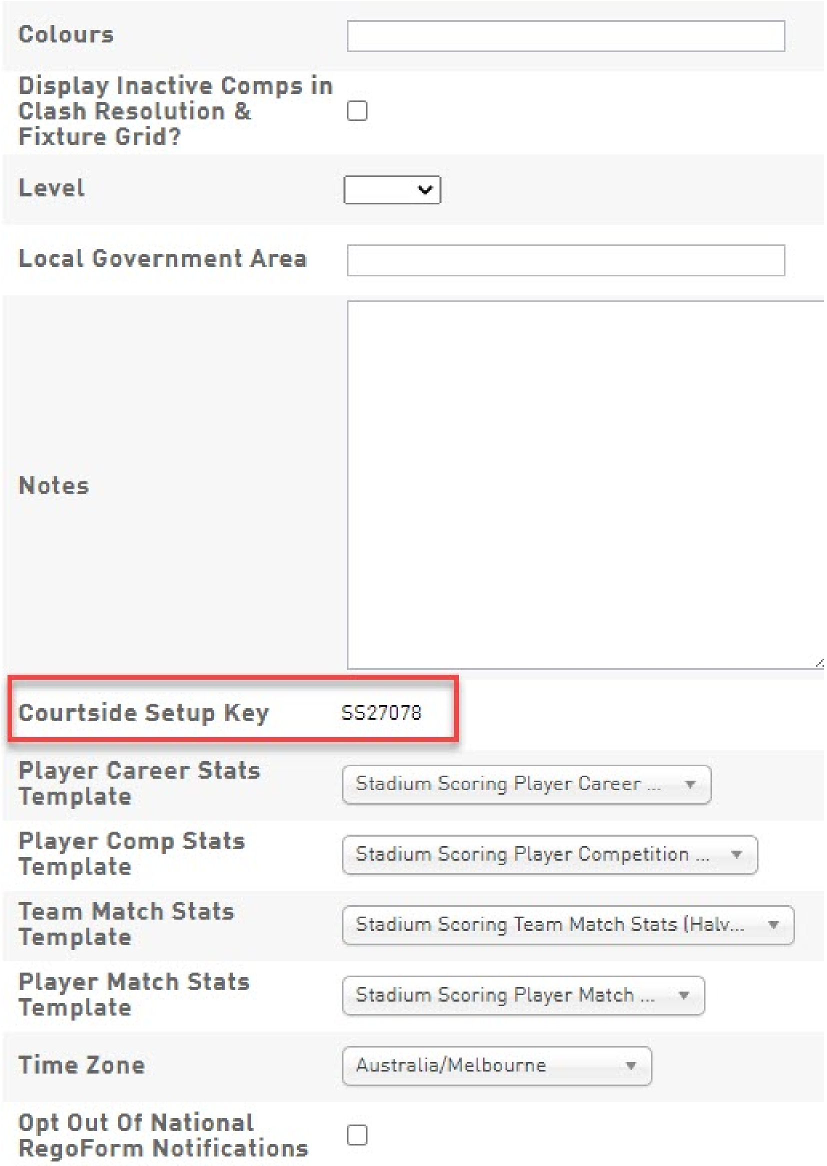
Last Modified on 02/03/2021 10:11 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

Click on **Details** below the organisation's logo.



Scroll down to the bottom of the details page. You will find the **Setup Id** against the **Courtside Setup Key**.



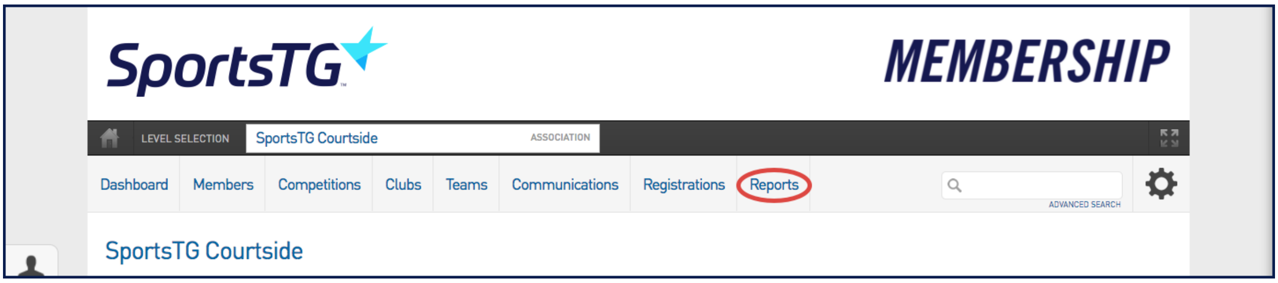
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Finding Umpire Codes

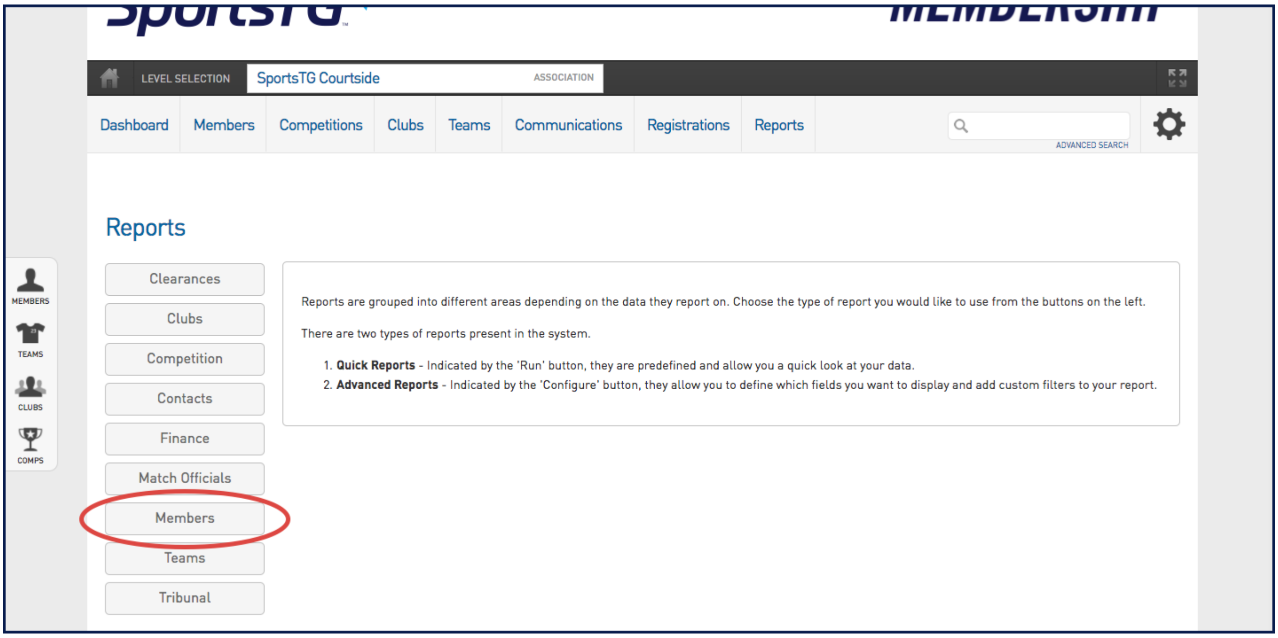
Last Modified on 02/03/2021 10:11 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

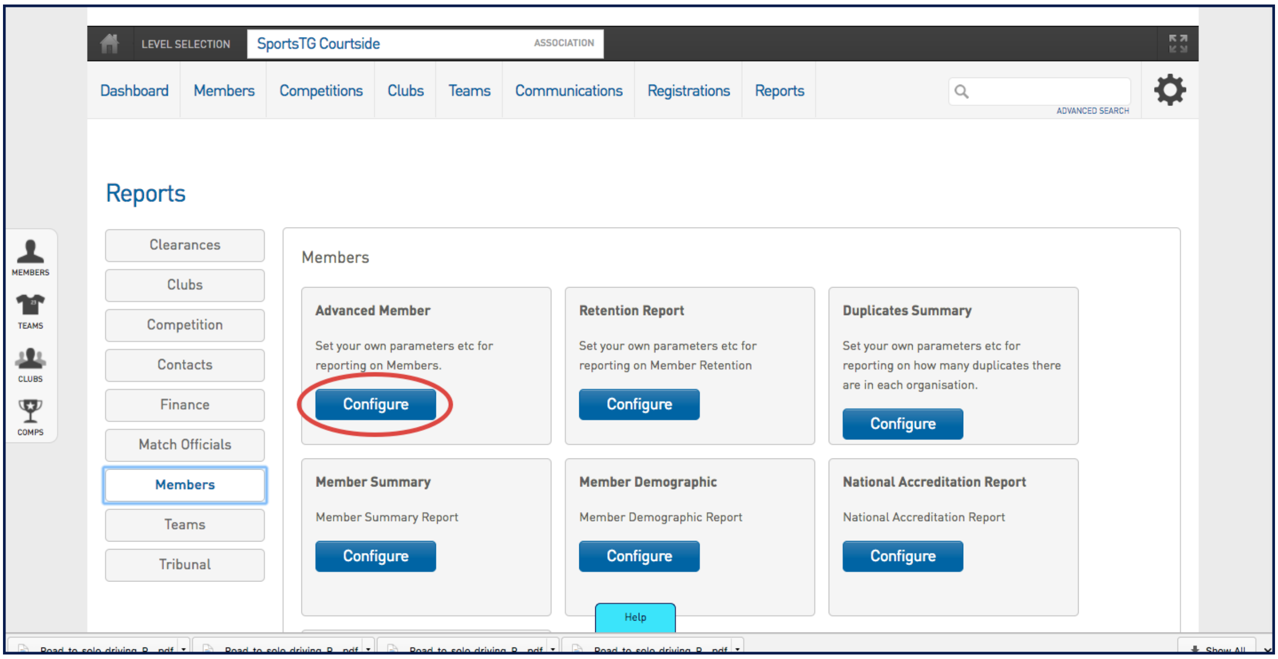
Select **Reports** from menu.



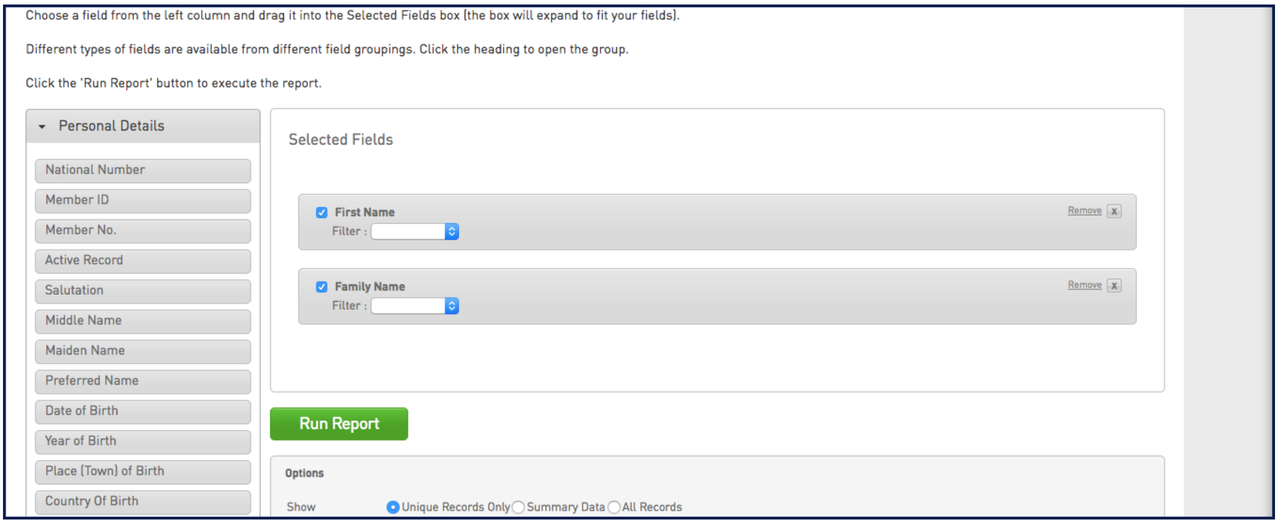
Click **Members**.



Click **Configure** under **Advance Member** option.



From **Personal Details**, drag and drop the following fields: **First Name**, **Family Name** under **Selected Fields.**

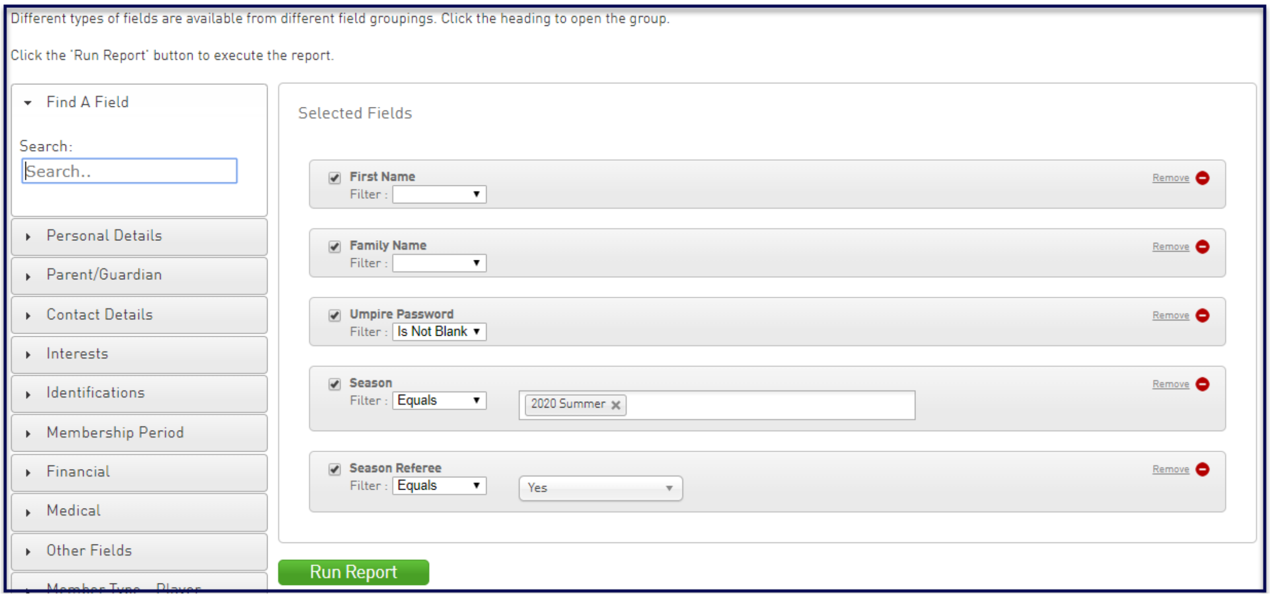


From **Find A Field** search and drag and drop under Selected Fields and set the following Filters

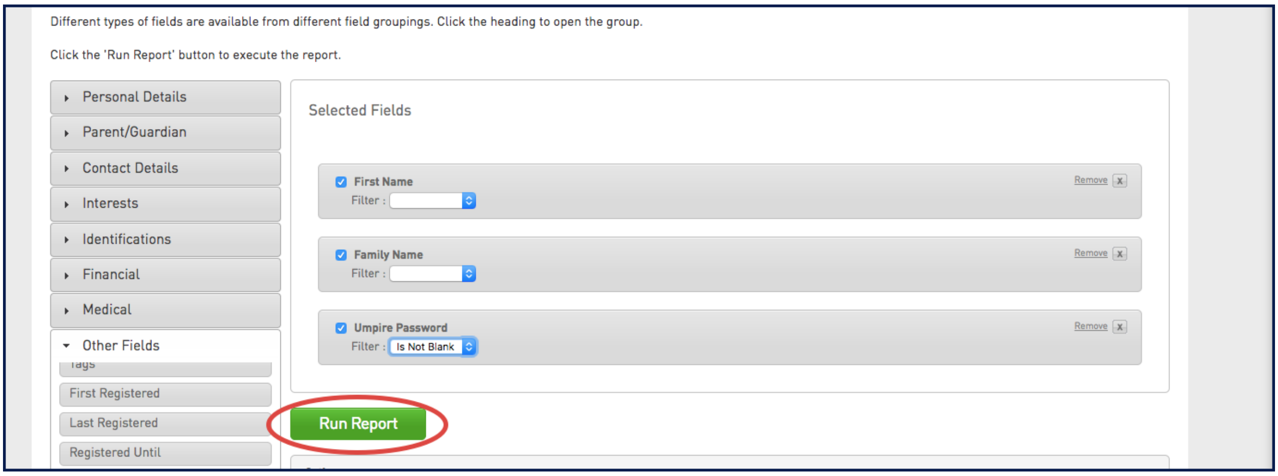
-**Umpire Password** & select '**Is Not Blank**'

-**Season** & select **Equals** '**Current Season**'

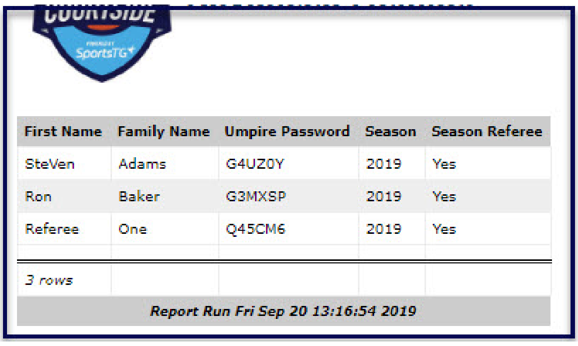
-**Season Referee** & select **Equals** 'Yes'



Click **Run Report**.



The Report with the umpire passwords (codes) will open in a new window.



First Name	Family Name	Umpire Password	Season	Season Referee
SteVen	Adams	G4UZ0Y	2019	Yes
Ron	Baker	G3MXSP	2019	Yes
Referee	One	Q45CM6	2019	Yes
3 rows				

Report Run Fri Sep 20 13:16:54 2019

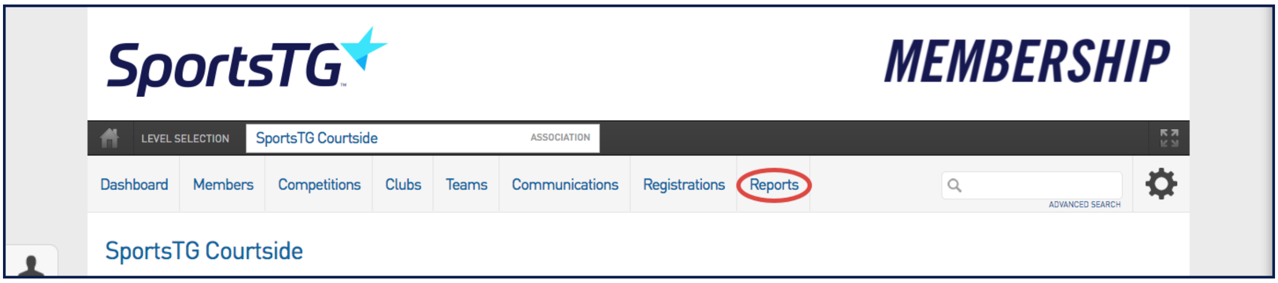
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Report on Venue Id

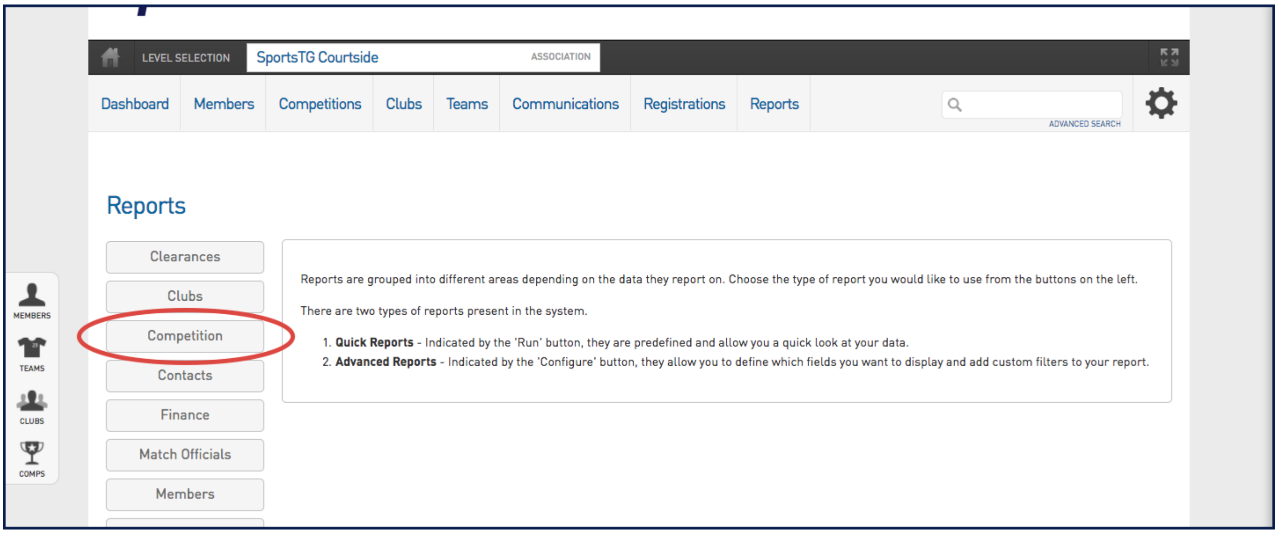
Last Modified on 02/03/2021 10:11 am AEDT

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

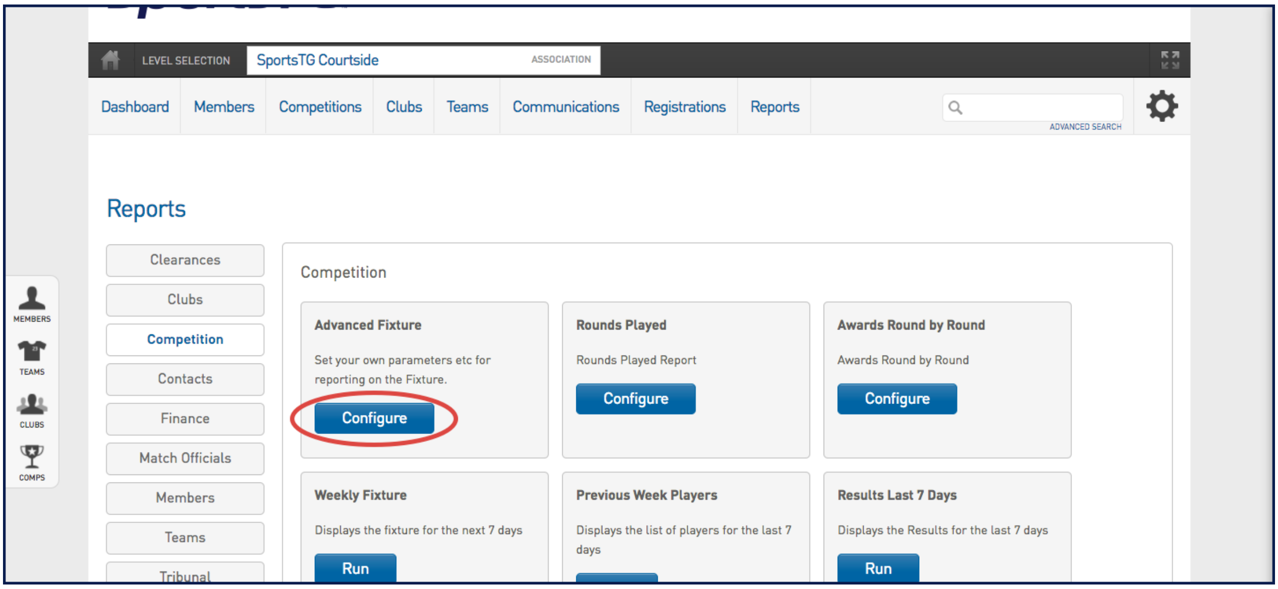
Select the **Reports** tab from the menu options.



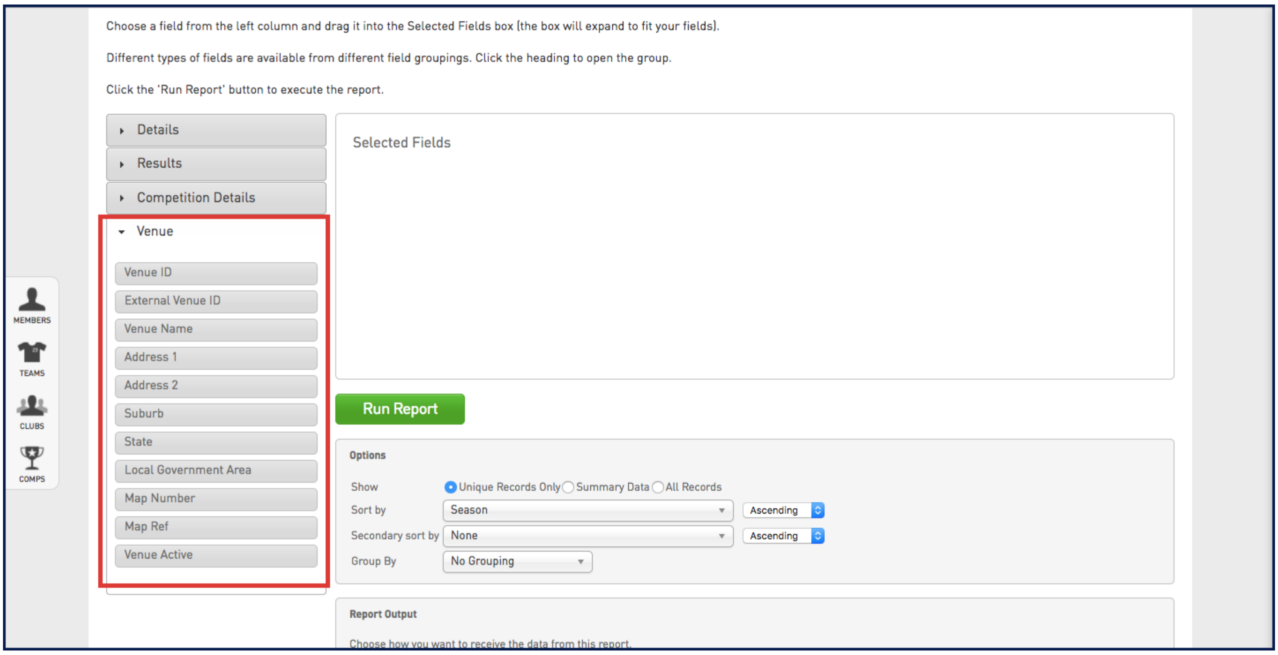
Click **Competition.**



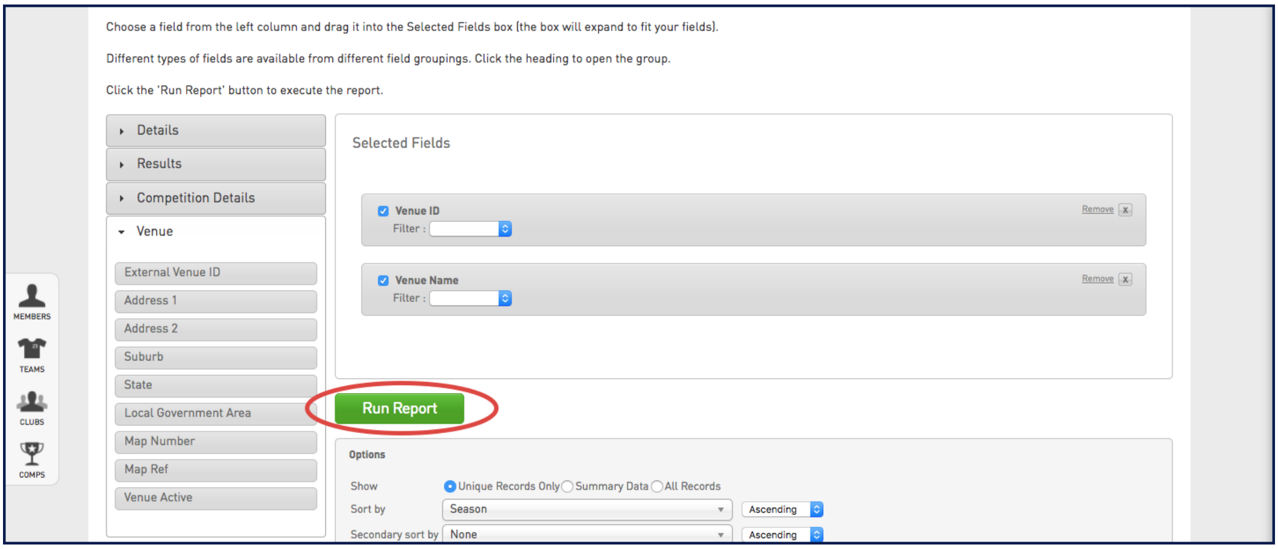
Click **Configure** under **Advance Fixture** option.



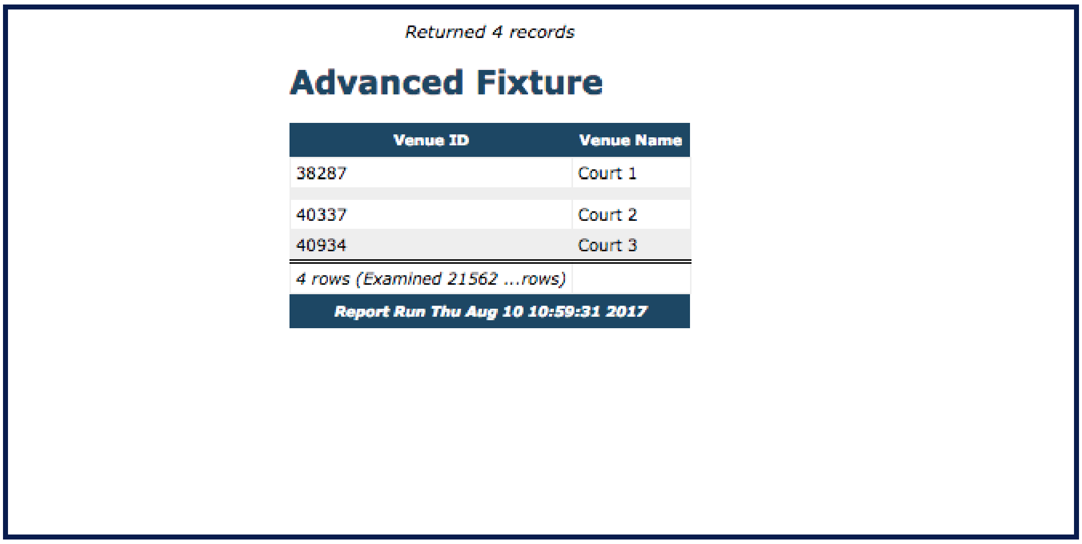
Scroll down to the heading **Venue** and click to expand more options.



Drag and drop the fields: **Venue Id**, **Venue Name** to **Selected Fields**. Click **Run Report**.



A report of Venue ID's and name will open in a new window.



Returned 4 records

Advanced Fixture

Venue ID	Venue Name
38287	Court 1
40337	Court 2
40934	Court 3
4 rows (Examined 21562 ...rows)	
Report Run Thu Aug 10 10:59:31 2017	

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Games Not Loading

Last Modified on 02/03/2021 10:12 am AEDT

If your games are not appearing when you open Courtside, please run through the following checklist:

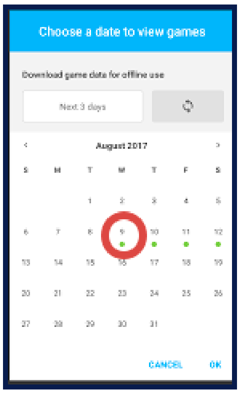
1. Check internet connection.

2. Make sure a valid Set up ID and Court Id are provided . To find out how to check for Setup Id and Court Id, please refer to the following articles.

Setup Id - How to find Setup Id?

Court Id - How to find Court Id?

3. Check if the correct date is selected on the date picker. Dates with Competitions have a green dot below them. Games will only show if they are running in the next 3 days.

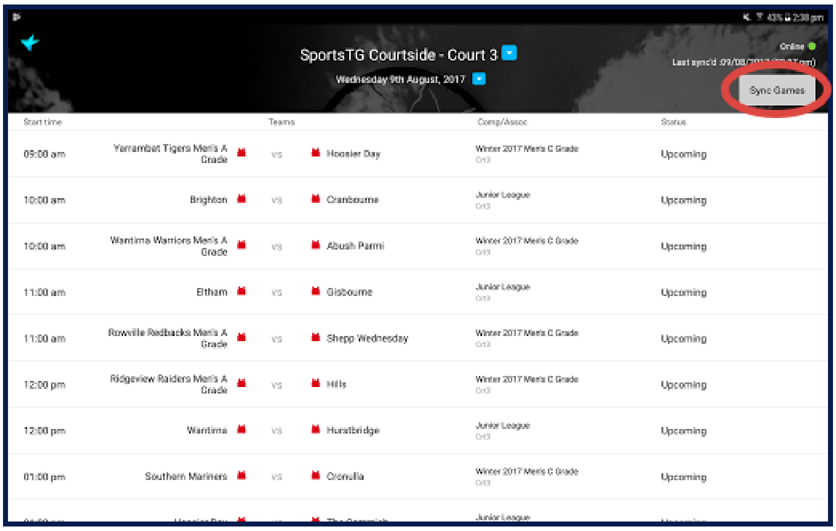


4. Ensure that the competitions are configured to be used for Courtside . To see how to configure competitions, please see the article below.

Courtside: Configuring Competitions

5. Ensure that competitions have correct dates, times and courts/venues.

6. If you have added competitions after opening the app, tap the **Sync Games** button for the new games to appear.



If you have tested all of these steps, please submit a request, including the Courtside Setup Id and Court Id.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: User Manual

Last Modified on 02/03/2021 10:12 am AEDT

Please download the Courtside user manual here : Courtside_User_Manual (2).pdf 📎

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Quick Userguide

Last Modified on 02/03/2021 10:13 am AEDT

Courtside Quick User Guide

Download the user guide for administrators - 2017 Courtside User Guide for Administrators v1.2.5 2.pdf

Download the user guide for referees & scorers - 2017 Courtside User Guide for Referees and Scorers v1.2.3 2.pdf

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry

2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Manually Syncing Games

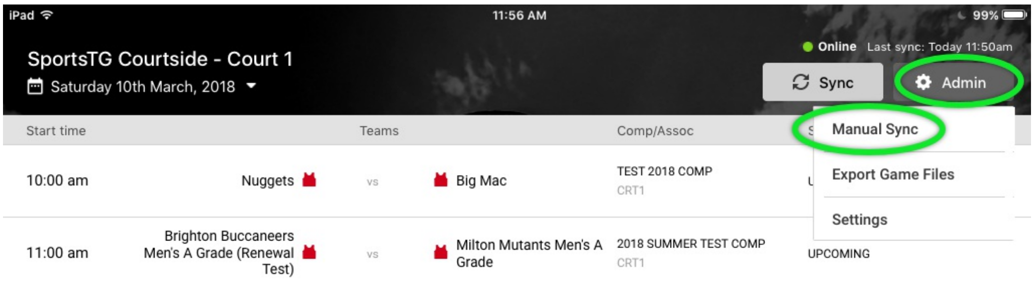
Last Modified on 30/11/2018 3:13 pm AEDT

1. Manually syncing games

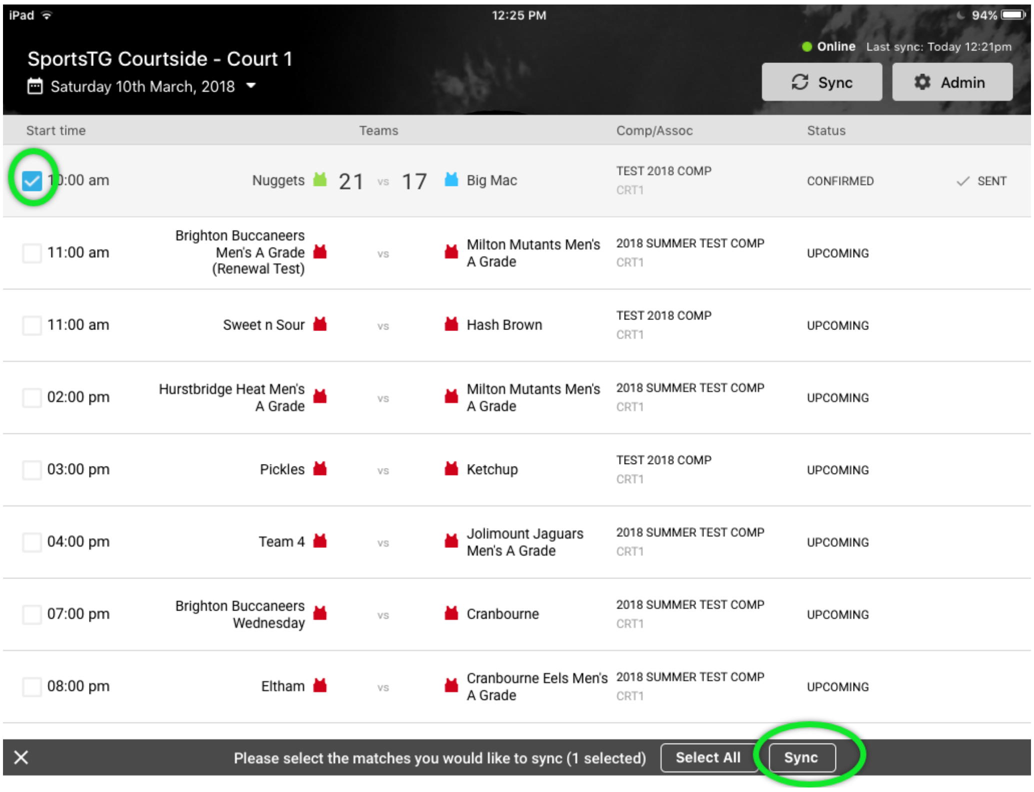
Rather than syncing all the matches back to the database at once you can manually select which matches you'd like to sync.

The manual sync is also used in scenarios where the sync was incomplete (no internet or otherwise), the referee code has been entered incorrectly or when a customer is moving the device from no wifi to a wifi location.

Click on the Admin button in the right hand corner and select Manual Sync.



Select the Match(es) you'd like to sync and click Sync at the bottom of the screen.



Note: that a manual sync will override any scores input via match results, e.g forfeits. Leave those games out of the manual sync. If you have accidentally included those matches within the manual sync, you will need to go back into match results and adjust the score in post game.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Export Game Files

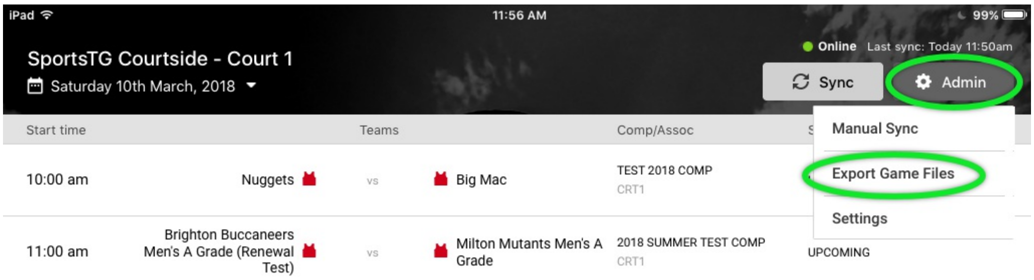
Last Modified on 30/11/2018 3:14 pm AEDT

1. Export Game Files

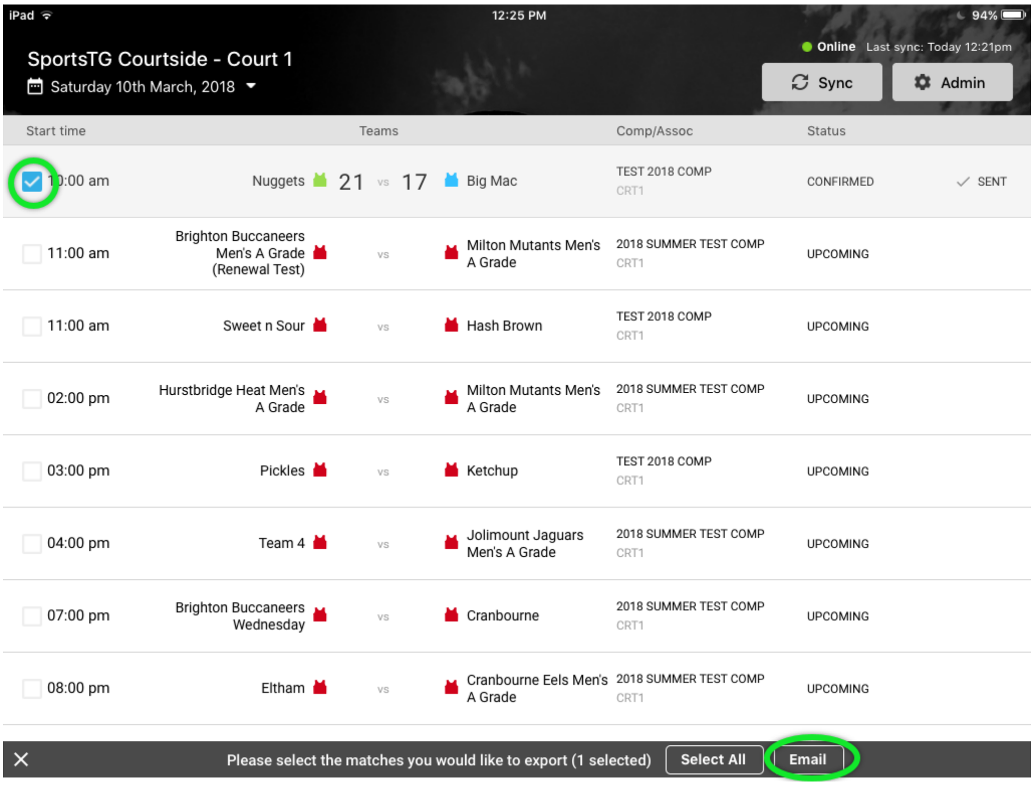
Game Files can be exported so that you have a backup should something go wrong in the upload process or with your Device.

NOTE: You need to have a mail client setup on your device

Click on the Admin button in the right hand corner and select Export Game Files.

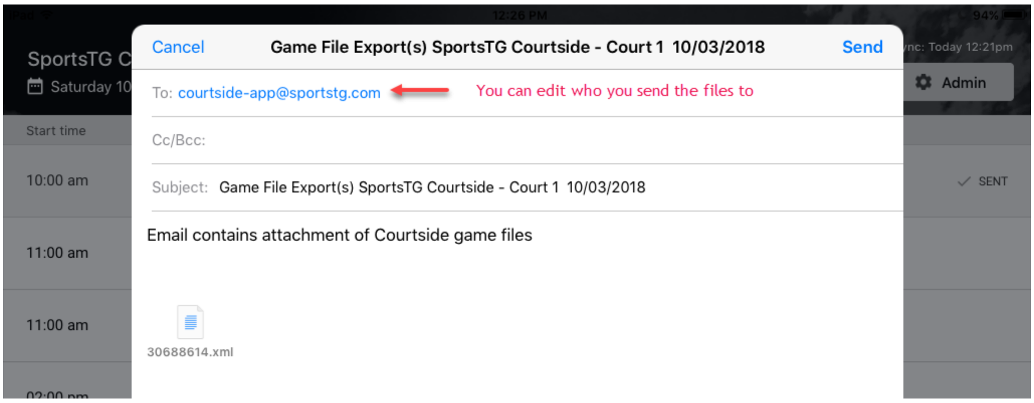


Select the Match(es) you'd like to export and click Email at the bottom of the screen.



This will bring up the mail client installed on your device.
Type in the email address you'd like to send to, write something in the description if you wish then click Send.

NOTE: The Court Name and date automatically populate into the Subject Line



1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

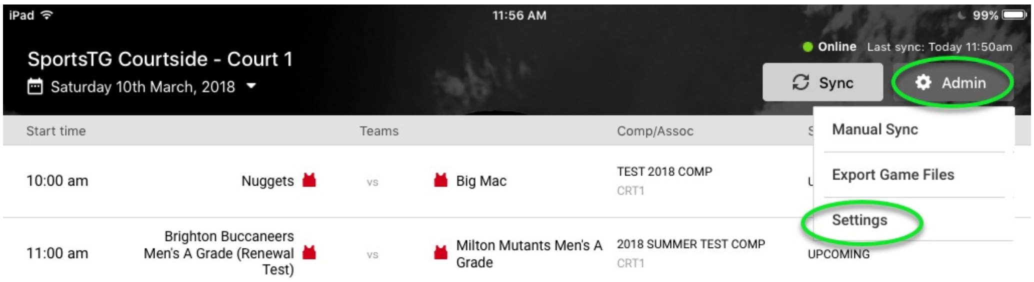
Courtside: Activity Log

Last Modified on 30/11/2018 3:14 pm AEDT

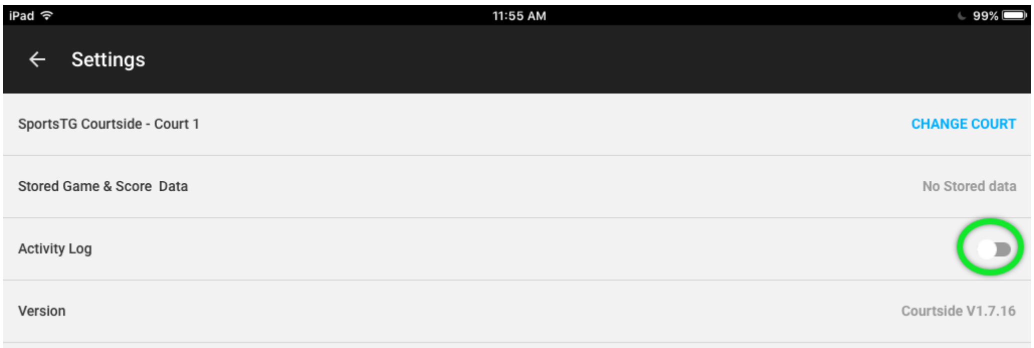
1. Activity Log

The Activity Log records is a list of all actions inputted into a game. Users are able to edit actions if actions are entered incorrectly. The Activity Log is also able to be exported.

To turn on the Activity log click on the Admin button in the right hand corner and select Settings.

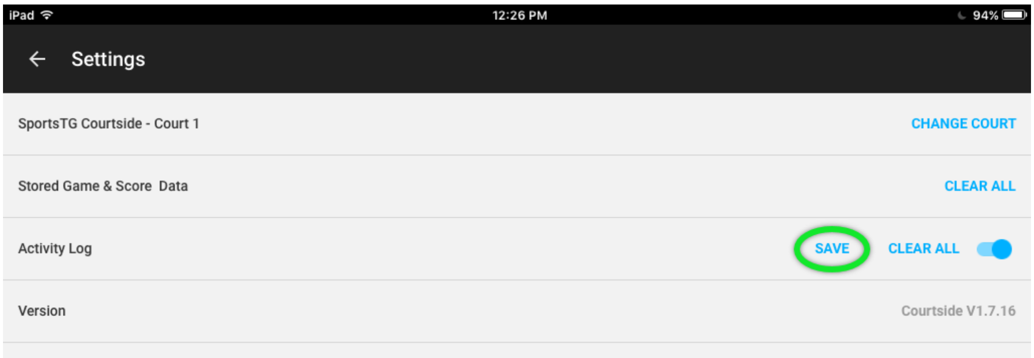


Toggle the switch next to Activity Log to turn logging on



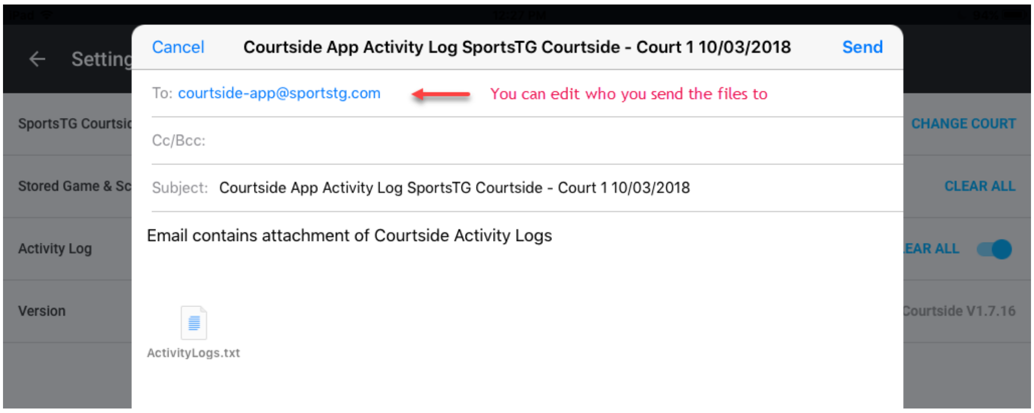
To export the Activity Log click Save.

NOTE: There must have been actions in a match AFTER the Activity Log was turned for there to be any data to export.



This will bring up the mail client installed on your device.
Type in the email address you'd like to send to, write something in the description if you wish then click Send.

NOTE: The Court Name and date automatically populate into the Subject Line



1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

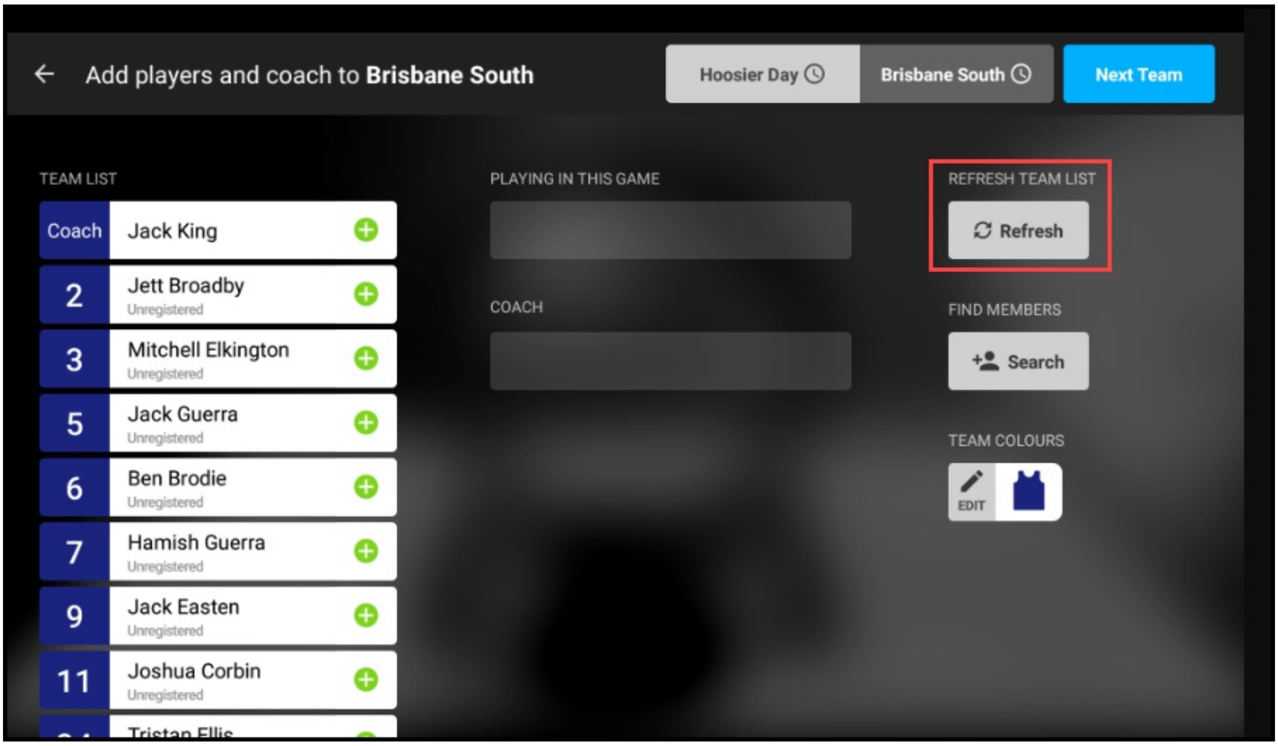
Courtside: Refreshing team members

Last Modified on 30/11/2018 3:15 pm AEDT

To ensure you have all the team members available to you, you can refresh the team list. This will check for any added players so you don't need to find them manually.

NOTE: this functionality is only available when you are online.

To refresh, on the member to team screen, click **Refresh**.



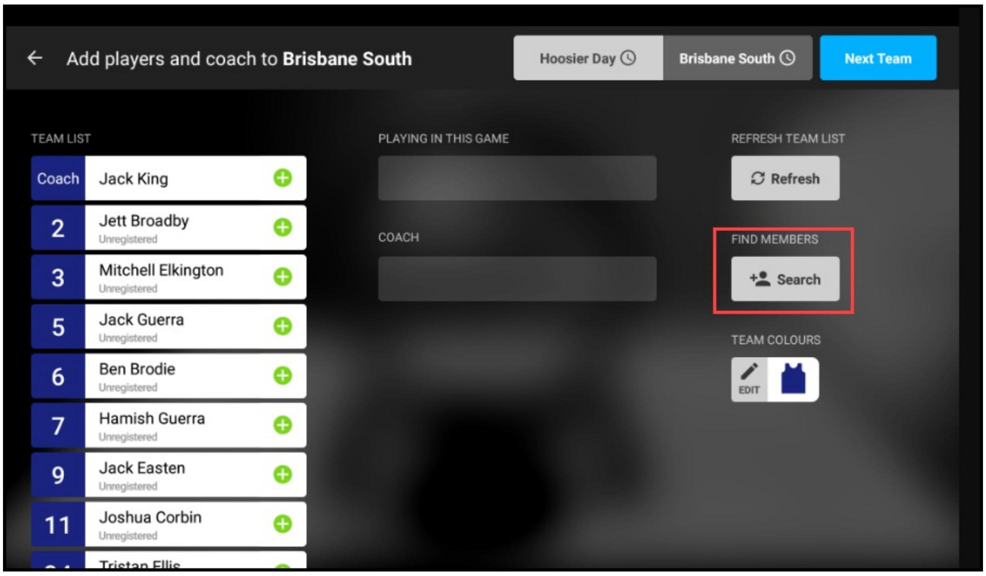
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Adding members who aren't on the available list

Last Modified on 02/03/2021 10:14 am AEDT

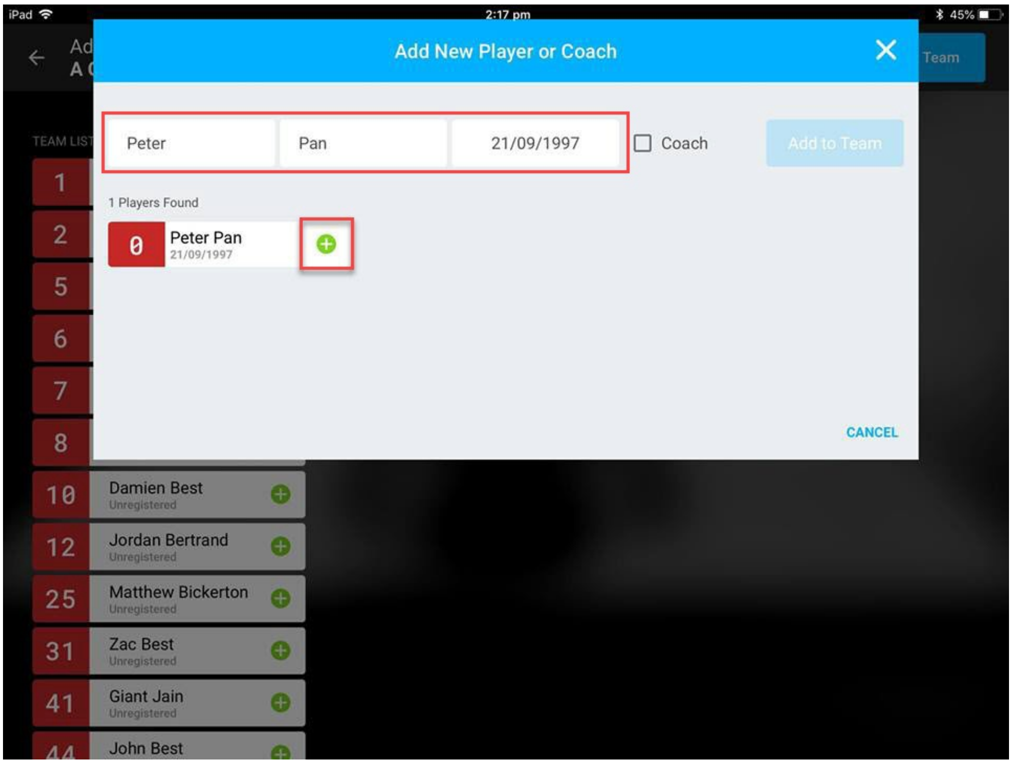
When you are adding players to your team, you may find that some players do not appear in the list. You can easily add them.

Click **Search**.

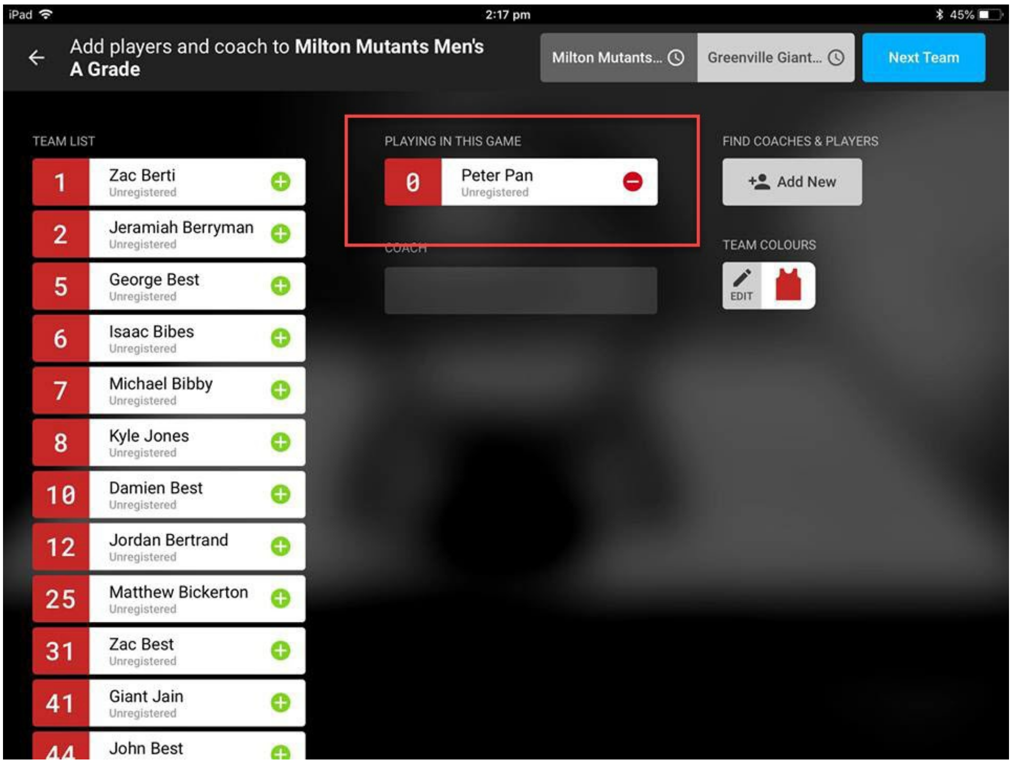


NOTE: this functionality only works when you are online and when you have this configured for your association.

Enter the player's first and last name and date of birth to search. When the name appears, click the **green plus sign.**



The new player now appears on the list of players for this game.



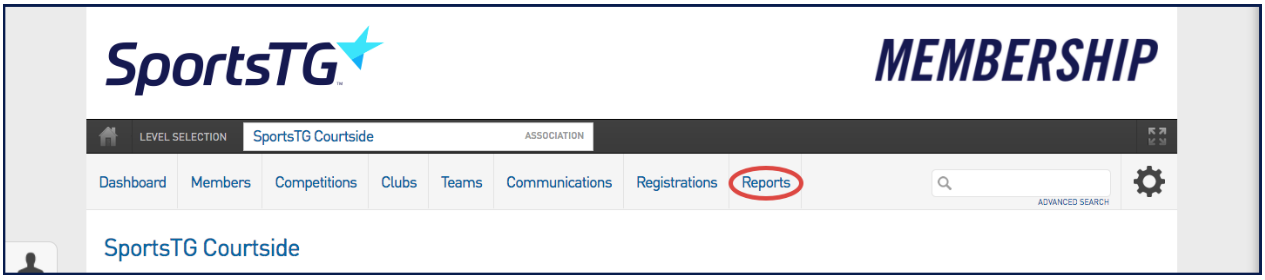
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Courtside: Reporting on Referee Confirmation

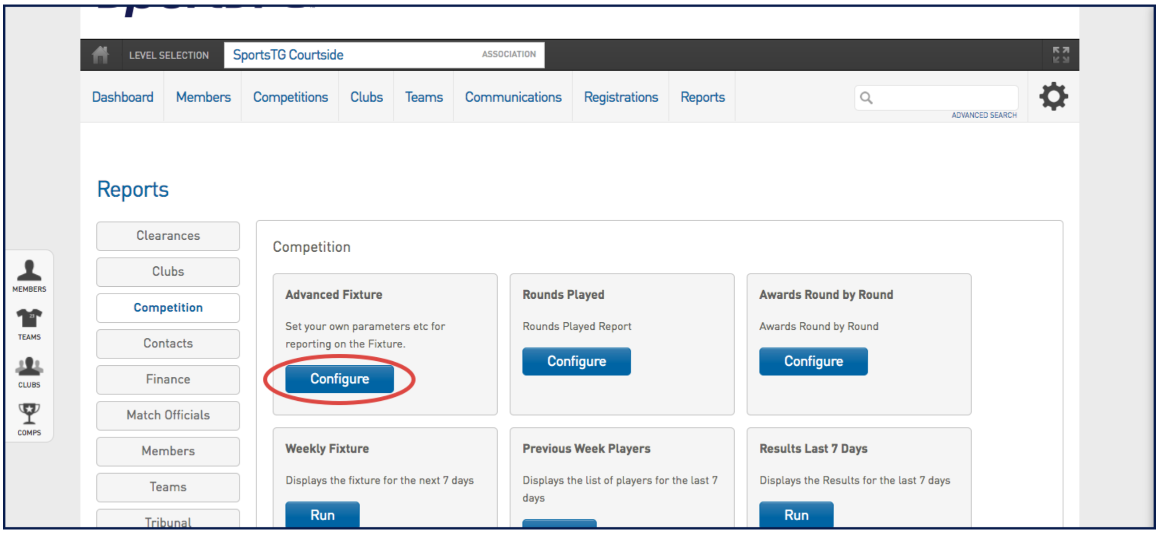
Last Modified on 01/05/2019 9:16 am AEST

Associations wanting to find information on which of their referees confirmed which games are now able to run a report to gather this information.

1. Log into your association database via your passport account
2. Select the **Reports** tab on the menu



3. Select **Competition** > and then select the **Advanced Fixture** option



4. Add the following fields onto the report to get the correct information related to matches:

- Season - filter to EQUALS and your current season
- Competition name
- Match Date
- Team 1

- Team 2
- Team 1 score
- Team 2 score

5. The fields admins need to include on the report to get information on what referees confirmed each of the matches are the following. These fields can be found at the bottom of the list under the **results** tab.

Note: these fields can vary so feel free to add or remove any fields that you want to report on.

6. The report should look similar to this and depending on what fields you choose and how many umpires you have, will depend on if one or all four referees fields have data. These fields will have the **first name** and **last name** of each referee listed.

Season	Competition Name	Match Date	Team 1	Team 2	Team 1 Score	Team 2 Score	Courtside Umpire 1	Courtside Umpire 2	Courtside Umpire 3	Courtside Umpire 4
Winter 2019	W19 Monday Men A	01/04/2019	Big A.D	NFC	62	59	Code Special			
Winter 2019	W19 Monday Men A	01/04/2019	Whack Whack	The Beavers	78	56	Code Special			
Winter 2019	W19 Monday Men A	01/04/2019	Tatay Philip	24th Infantry	53	38	Code Special			
Winter 2019	W19 Monday Men A	01/04/2019	Court Kingz-Mon	Titans	47	43	Code Special			
Winter 2019	W19 Monday Men A	01/04/2019	Pacers	MUFF	64	41	Code Special			
Winter 2019	W19 Monday Men A	01/04/2019	Sons of Uncle Drew	Bye						
Winter 2019	W19 Monday Men A	08/04/2019	Titans	Big A.D	63	79	Code Special			

Note: if you cannot find these fields listed in the report, this will mean this referee reporting configuration has not been enabled for your association so please contact the Basketball Australia support team to get this enabled for your association.

Courtside: Reporting on codes to configure the app

Last Modified on 10/06/2020 9:41 am AEST

Admins have the ability to report on the codes needed to configure the courtside app for their organisation, this includes the SET UP key and the VENUE codes for each of the venues for that organisation.

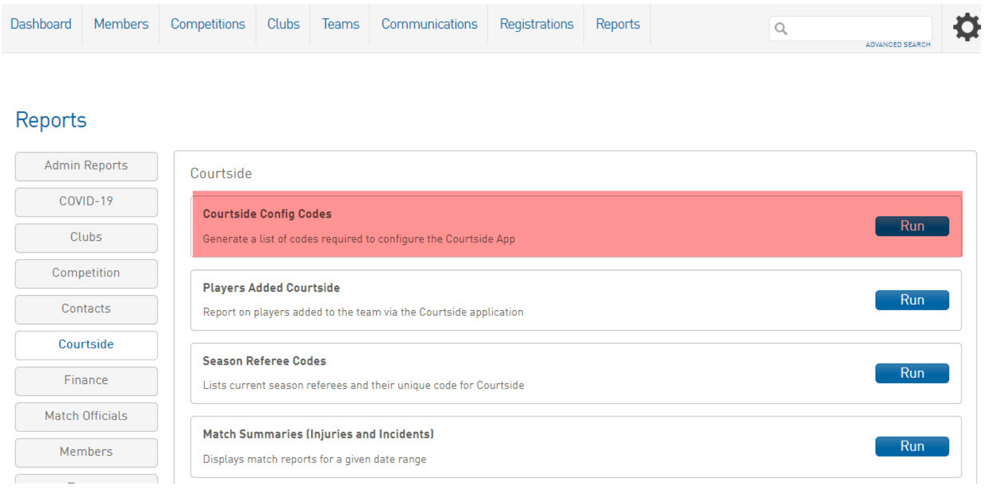
This one click report allows them to have all this information in the one report rather than going into each venue and finding this code or contacting support because they don't remember their setup key.

1. Log into your association database

2. Click on REPORTS.

3. Click on **COURTSIDE**.

4. Click **RUN** against the **COURTSIDE CONFIG CODES** report.



5. Select how to want to see the report, via display or emailed to you > click **RUN**.

6. This report shows the set up key (this remains the same for your organisation) and each specific venue code.

Courtside Config Codes

League Name	Setup ID	Venue Name	Venue Status	Venue ID	External ID
Basketball Association	s87ej32	Darebin Community Sports Stadium - CRT 10	Active	29368	
Basketball Association	s87ej32	Darebin Community Sports Stadium - CRT7	Active	29363	
Basketball Association	s87ej32	Darebin Community Sports Stadium - CRT 8	Active	29364	
Basketball Association	s87ej32	Darebin Community Sports Stadium - CRT 9	Active	29369	
Basketball Association	s87ej32	Eltham High School	Inactive	29365	
Basketball Association	s87ej32	Keon Park Youth Club Crt 18	Active	29362	
Basketball Association	s87ej32	Lalor East Primary School - Crt 11	Active	40550	
Basketball Association	s87ej32	Mary Mede Catholic College - Sport Centre - CRT 6	Active	29367	
Basketball Association	s87ej32	Mary Mede Catholic College - Sports Centre CRT 5	Active	29366	
Basketball Association	s87ej32	Mernda Central P-12 College - CRT 15	Active	76170	
Basketball Association	s87ej32	Mernda Central P-12 College - CRT 16	Active	76171	
Basketball Association	s87ej32	Mernda Park Primary School - Crt 17	Active	76812	
Basketball Association	s87ej32	Mill Park Secondary College Sen Camp	Inactive	29361	
Basketball Association	s87ej32	Mill Park Stadium Court 1	Active	29354	
Basketball Association	s87ej32	Mill Park Stadium Court 2	Active	29356	
Basketball Association	s87ej32	Mill Park Stadium Court 3	Active	29359	
Basketball Association	s87ej32	Mill Park Stadium Court 4	Active	29360	
Basketball Association	s87ej32	NIL	Active	53831	
Basketball Association	s87ej32	Thomastown Recreational and Aquatic Centre	Inactive	29357	
Basketball Association	s87ej32	Thomastown Recreational Centre Court 7	Inactive	29358	
Basketball Association	s87ej32	xx	Inactive	29355	
Basketball Association	s87ej32	YMCA Leisure City - Crt 12	Active	52087	
Basketball Association	s87ej32	YMCA Leisure City - Crt 13	Active	52088	
Basketball Association	s87ej32	YMCA Leisure City - Crt 14	Active	66396	

Report Run Tue Jun 9 23:36:46 2020

NOTE: if your venues are used by other organisations the EXTERNAL ID will also be listed which allows an organisation outside your own to use your venues - this only occurs for those major associations that have cross competitions.

Courtside: Reporting on players manually added to the app

Last Modified on 10/06/2020 9:52 am AEST

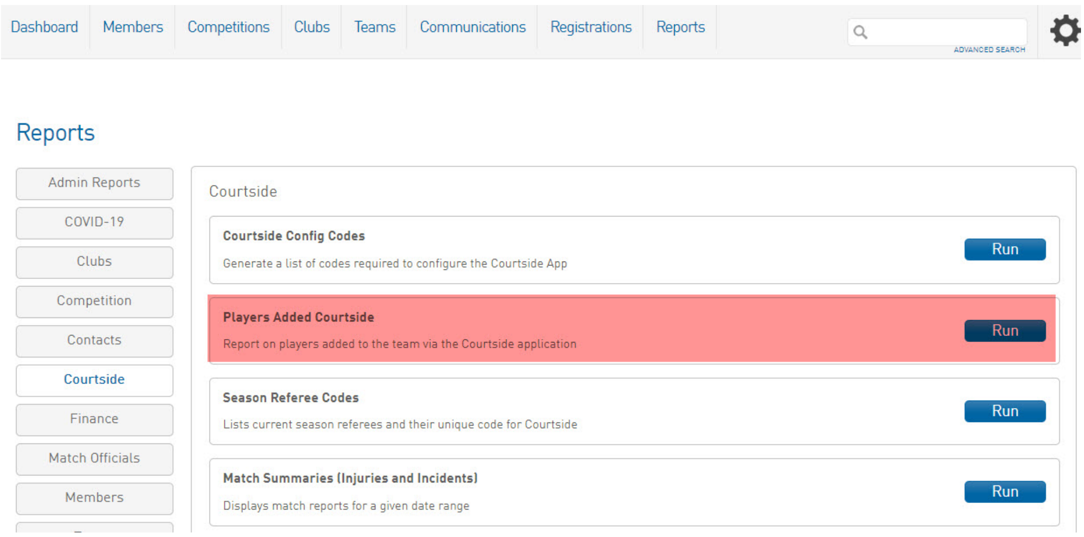
Admins have the ability to report on the players manually added to the app during a specific period. This report displays information related to that player like the date they were added, what team, date they last played etc.

1. Log into your association database.

2. Click on **REPORTS**.

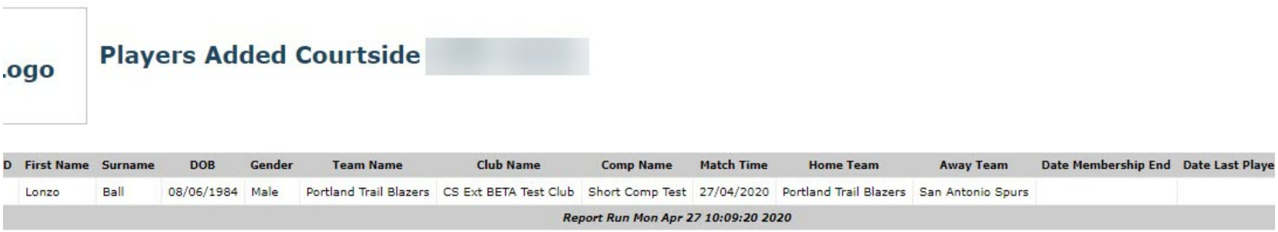
3. Click on **COURTSIDE**.

4. Click **RUN** against the **PLAYERS ADDED COURTSIDE** report.



5. Select the **timeframe** in which you need to report on when players were manually added via the app > click **RUN REPORT**.

6. This report will then show information relating to players who have been added during that period.



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Players Added Courtside

D	First Name	Surname	DOB	Gender	Team Name	Club Name	Comp Name	Match Time	Home Team	Away Team	Date Membership End	Date Last Playe
	Lonzo	Ball	08/06/1984	Male	Portland Trail Blazers	CS Ext BETA Test Club	Short Comp Test	27/04/2020	Portland Trail Blazers	San Antonio Spurs		

Report Run Mon Apr 27 10:09:20 2020

Courtside: reporting on season referee codes

Last Modified on 02/03/2021 10:17 am AEDT

If referees do not remember their referee codes when confirming games or you are unsure if you have any current season referee codes to use, admins have the ability to report on the unqiue codes that referees have for the current season.

1. Log into your association database.

2. Click into **REPORTS**.

3. Click **RUN** against the **SEASON REFEREE CODES** report.

Season Referee Codes

FIBA ID	First Name	Surname	Email	Telephone Number (Mobile)	Umpire Password
	SteVen	[illegible]	[illegible]		G4UZ0Y
	Ron	[illegible]	[illegible]		G3MXSP
	Umpire	[illegible]	[illegible]		C633UX
	Referee	[illegible]	[illegible]		Q45CM6
	Referee	[illegible]	[illegible]		RF3MR0
	Referee	[illegible]	[illegible]		D72ZBE
	Referee	[illegible]	[illegible]		UYWAVG
	Umpire	[illegible]	[illegible]		Z84HC4
	Courtside	[illegible]	[illegible]		DGG89Q

Report Run Tue Jun 9 23:58:08 2020

This report will run based on the *current season* your association has set.

NOTE: if no referees codes appear in this report this means that your association does not have any registered referees for your current season so you will need to register at least one referee to the current season to be able to see a code here.

eCal - Calendar Sync

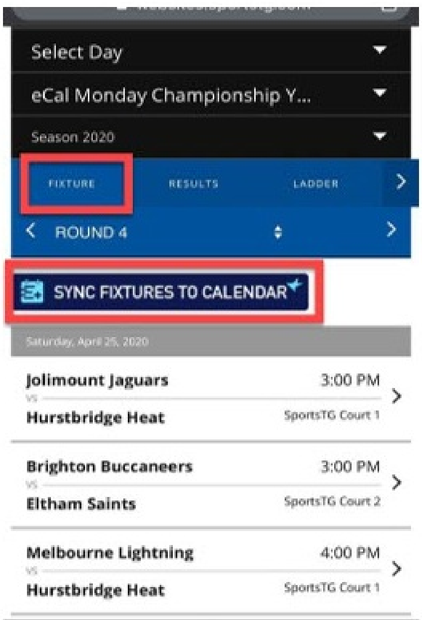
Last Modified on 23/07/2021 8:45 am AEST

Partnering with **ECAL**, we offer our users the ability to sync fixtures to personal calendars. The feature has been rolled out throughout our user-base.

Where do I find the option to sync my team's fixtures to my calendar?

The areas in which the widget to sync fixtures will appear is within:

- The competition fixtures section



- The ladder section

What do I need to get started?

Once you find your team fixtures and tap on the sync button you will be asked to provide a valid email address and agree to eCal's terms and conditions after which you can select the calendar provider you wish to sync fixtures to and you are on your way.

What calendars can be used to sync these fixtures?

The calendars that can be used to sync fixtures are:

How do I unsubscribe from calendars?

As these calendars are integrated via an external party if you would like to unsubscribe from receiving these emails please contact the eCal support or view articles on how to do this via https://support.ecal.com/FAQs/.

I can't find the option to sync to my calendar for my league?

They may not be configured yet for the feature. Please let your league know that you would like to be able to do this and get them to get in contact with us directly, and if this is something they are wanting to enable for the whole league, we can then work with your league to get this made available.

Note: This functionality is not available to leagues currently not using GameDay's online competition management solution- please speak to your league if you are unsure about whether or not they are using our competition management.

Will this feature be available on the GameDay mobile app?

Currently, this feature is unavailable, however, we hope to have this feature available in-app in the near future.

Rosterfy - Basic Member Export Report

Last Modified on 23/07/2021 8:46 am AEST

GameDay have partnered with Rosterfy; the leading supplier of technology for scalable volunteer and workforce engagement for organisations across the globe.

Rosterfy's venue attendance tracking module will assist grassroots sporting clubs and other sporting organisations manage attendance at training along with Sport Australia guidelines which requires a "check-in" and "check-out" process of players, coaching staff, officials and volunteers attending training sessions.

We have built a new report which provides a list of members that can be imported into the Rosterfy system.

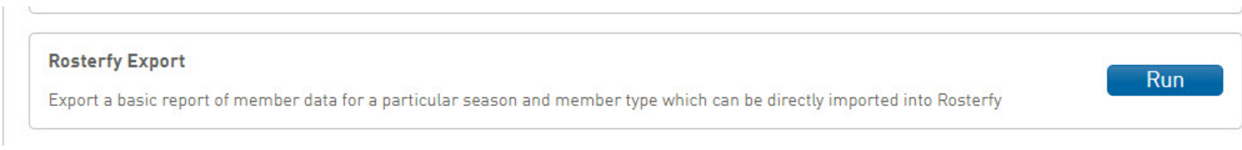
NOTE: This report is available at both club and association/league level for all sports.

1. Log into your club/association database.

2. Click on **REPORTS**

3. Click on **MEMBERS**

4. Click **RUN** against the **ROSTERFY EXPORT**



The **SEASON** will default to the **current season** the association is in - please change the season if you need information from previous seasons.

Teammo Integration

Last Modified on 16/12/2021 11:28 pm AEDT

Teammo and GameDay have partnered together to assists sports teams, clubs and associations in managing and simplifying their payment processes to collect payments relevant to Match Day – such as game fees, forfeits and other ad hoc fees.

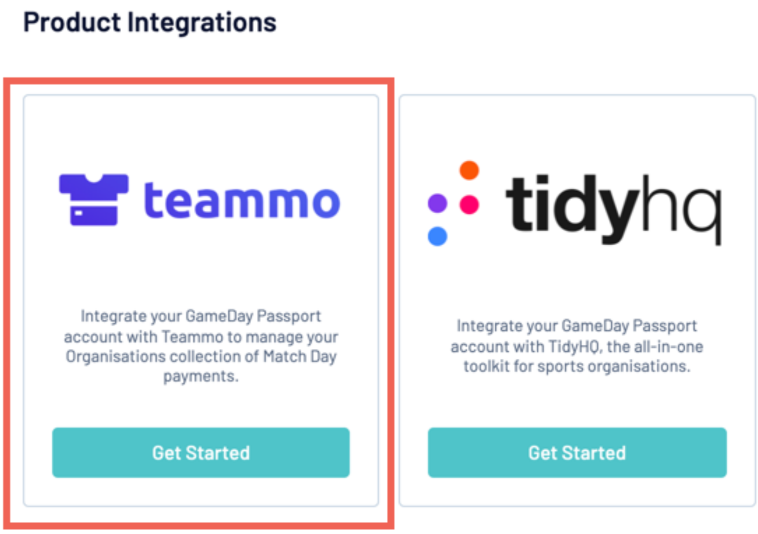
Note: This integration is available via GameDay Marketplace to all Associations transacting in Australian Dollars and with Competition Management enabled.

To set up your organisation to integrate with Teammo follow the steps below:

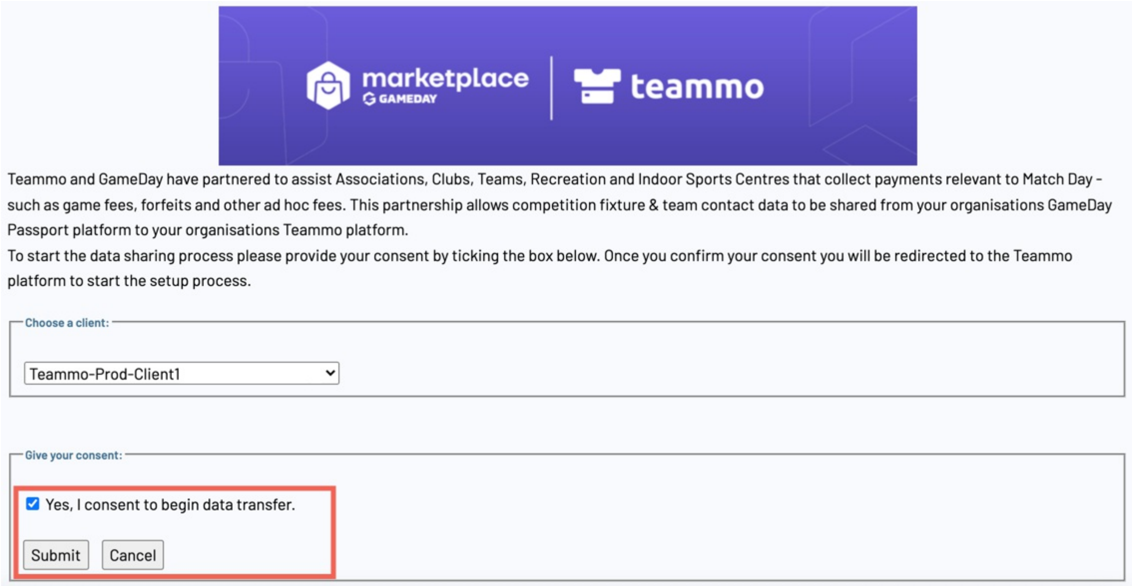
1. Log into your association database via your passport account: passport.mygameday.app

2. On the home dashboard, click the **GameDay Marketplace** icon on the top right hand side.

3. Scroll down to **Product Integrations** section and click **GET STARTED** button on the **Teammo** tile.

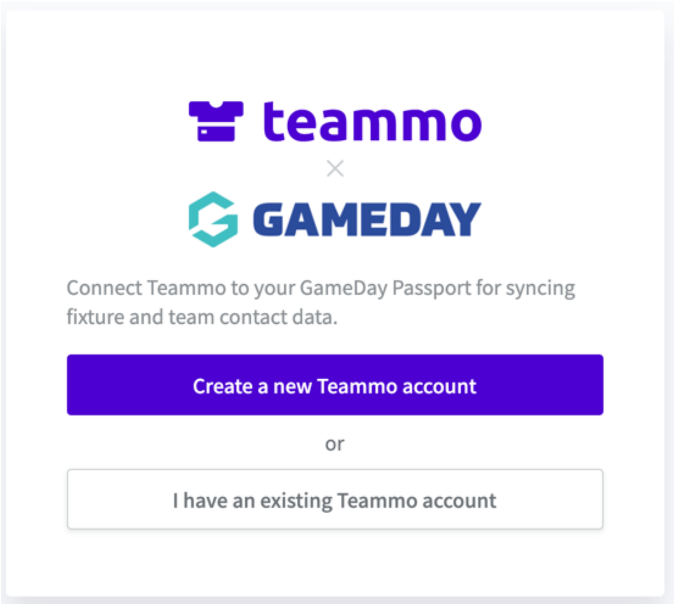


4. Click the **checkbox** under the **GIVE YOUR CONSENT** heading, then click **SUBMIT** to proceed.

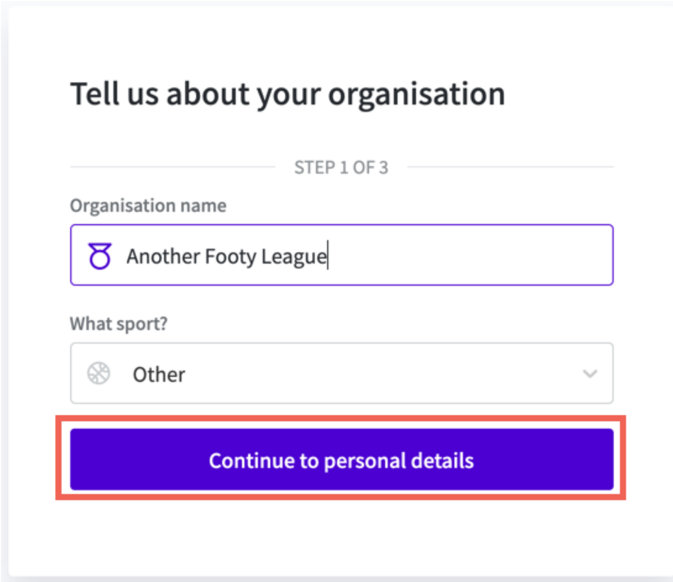


5. You will then be taken to the **Teammo** portal. Select **CREATE A NEW TEAMMO ACCOUNT** to proceed.

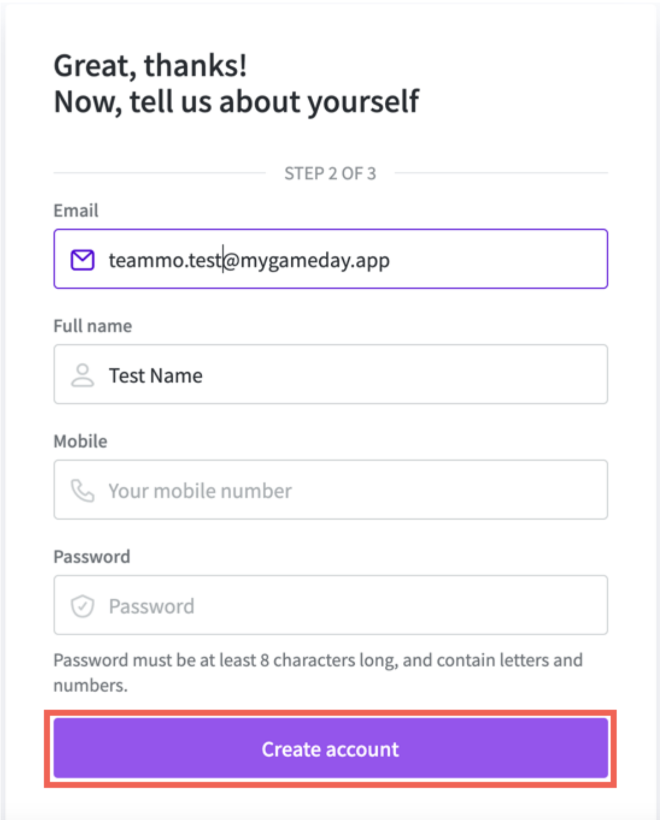
(Alternatively if you already have an account, select the **I HAVE AN EXISTING TEAMMO ACCOUNT** option)



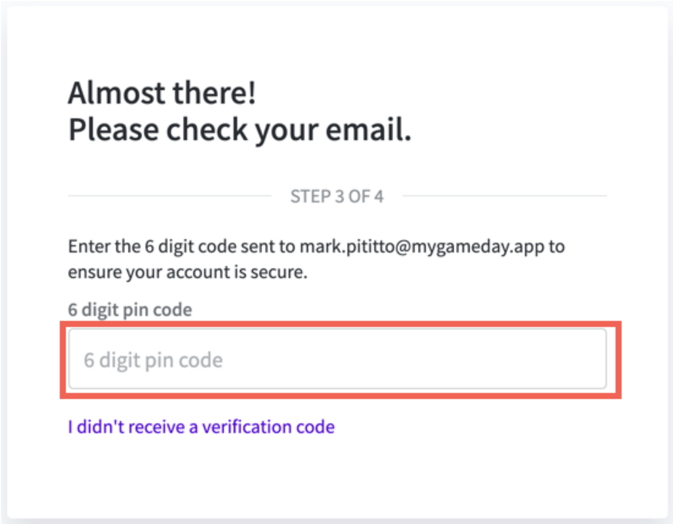
6. Continue through the Teammo set-up process. **Tell us about your organisation** step will pull through data from your GameDay Passport organisation. Select **CONTINUE TO PERSONAL DETAILS**



7. Continue through the Teammo set-up process. **Tell us about yourself** step will pull through data from your GameDay Passport account for email & full name. Enter your phone number and a password and then select **CREATE ACCOUNT**

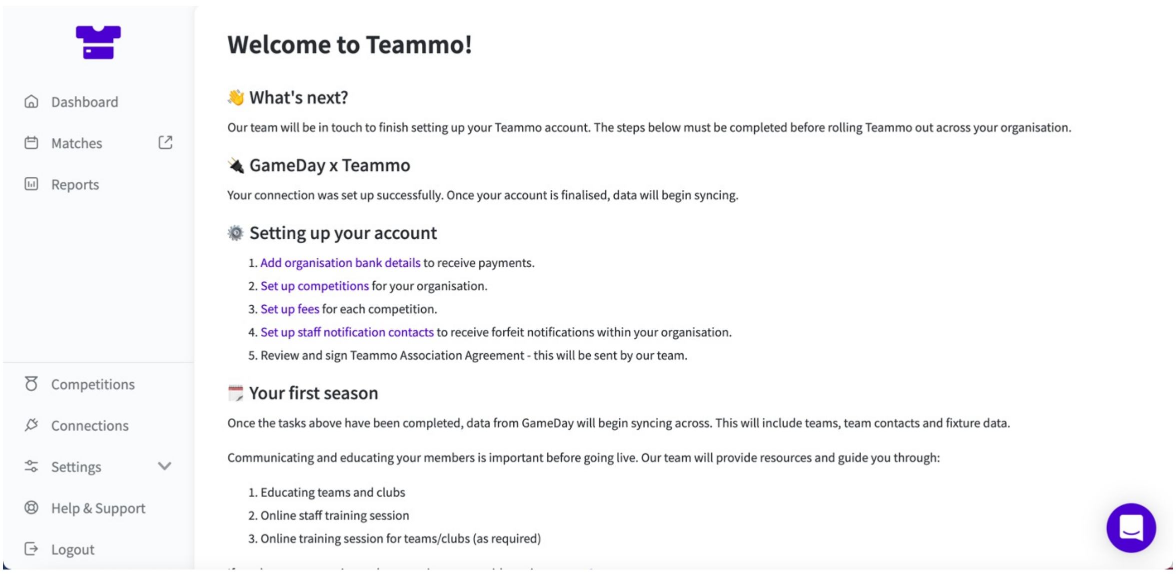


8. Continue through the Teammo set-up process. **ENTER** the **6 digit pin code sent to your email** and then select **VERIFY**



9. **Welcome to Teammo!** Once your account has been verified you will be taken to your newly created Teammo account dashboard.

Note: Teammo will be in touch with you to finish setting up your Teammo account. Some further steps are provided on the Teammo dashboard screen which must be completed before rolling Teammo out across your organisation.



If you have any queries using Teammo, please contact Teammo directly. You can use the Help & Support section in the left-hand menu or contact their support team via the chat widget within the Teammo portal.

TidyHQ Integration

Last Modified on 16/12/2021 5:11 am AEDT

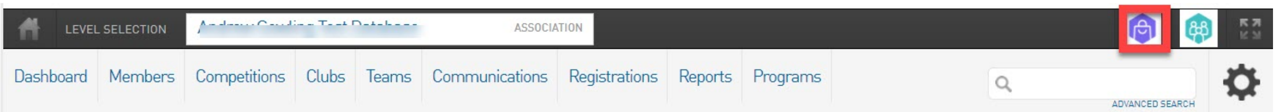
TidyHQ and GameDay have partnered together to create a sports ecosystem that allows administrators to effectively and efficiently manage their members online. This partnership allows member data and some financial information to be shared from an organisations Gameday Passport account to their TidyHQ account.

Note: If you don't currently have access to your organisations account within GameDay Passport, you will need to contact another admin from organisation. If you're from a Club, your league/association may be able to provide you with access.

To set up your organisation to integrate with TidyHQ follow the steps below:

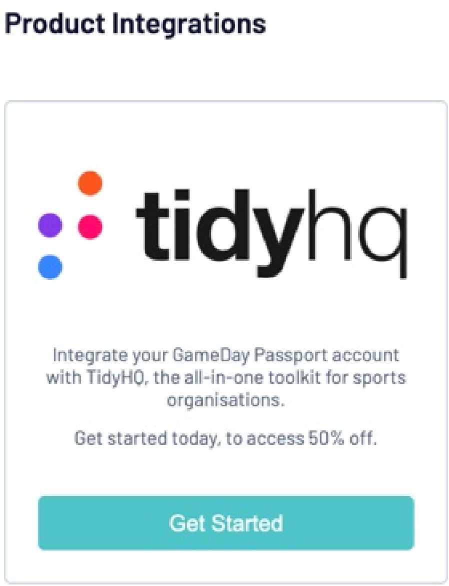
1. Log into your association/club database via your passport account: passport.mygameday.app

2. On the home dashboard, click the **GameDay Marketplace** icon on the top right hand side.

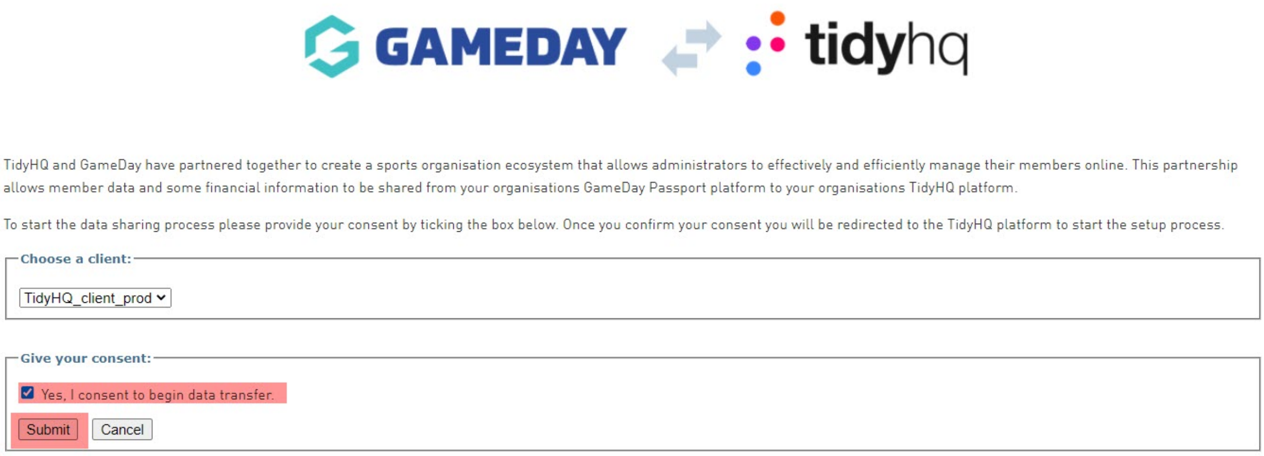


Note: This integration is only active for organisations at Club or Association/League level.

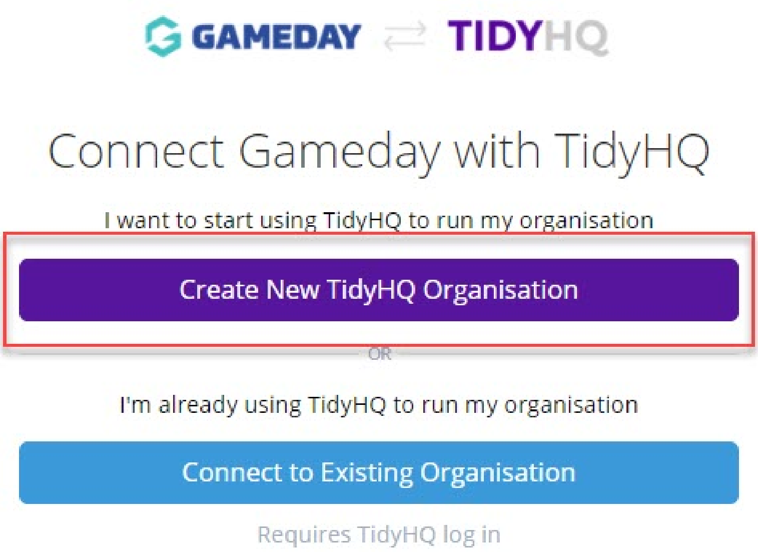
3. Scroll down to **Product Integrations** section and click **GET STARTED** button on theTidyHQ tile.



4. Click the **checkbox** under the **GIVE YOUR CONSENT** heading, then click **SUBMIT** to proceed.



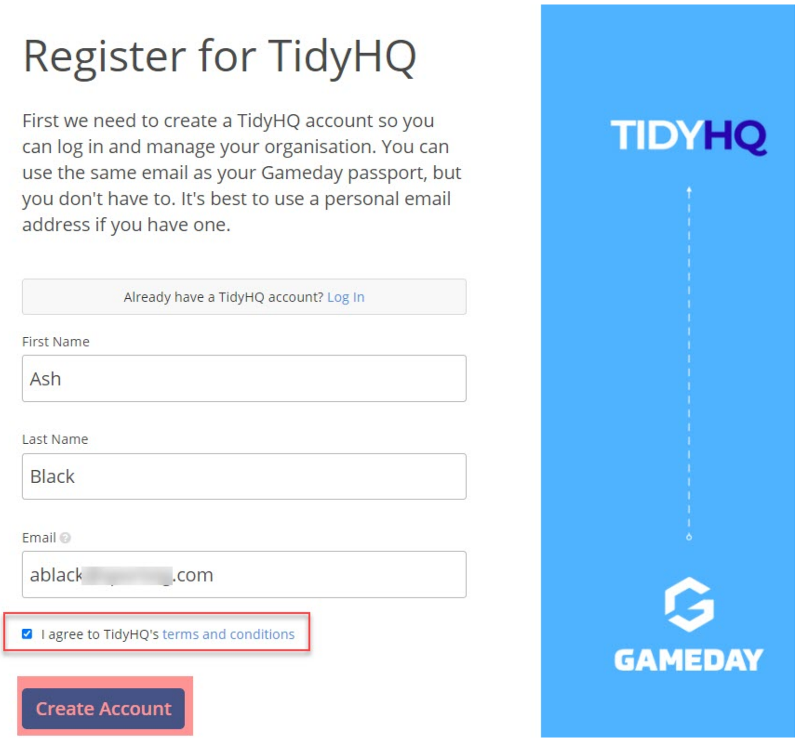
5. You will then be taken to the TidyHQ portal. Click **CREATE NEW TIDYHQ ORGANISATION** to proceed.



6. Click Continue.

5. You will need to register for TidyHQ - information will already be filled out as this information pulls from your account passport account within Gameday so you don't need to input any information.

All you need to do is **tick the checkbox** that you agree to the T&Cs and click **CREATE ACCOUNT**.



5. You will then be asked to fill in the organisational information based ON YOUR ROLE within your organisation.

- Input the role you have within your organisation (e.g President, Committee Member)

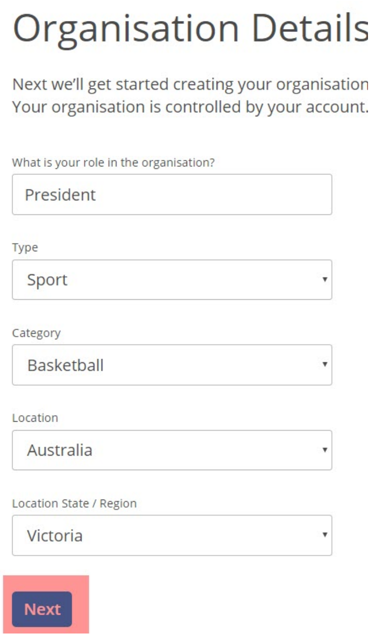
- Select the type of organisation you are: SPORT

- Select the sport your organisation is part of (e.g AFL, Basketball)

- Select the country, if not Australia (Australia will be the default)

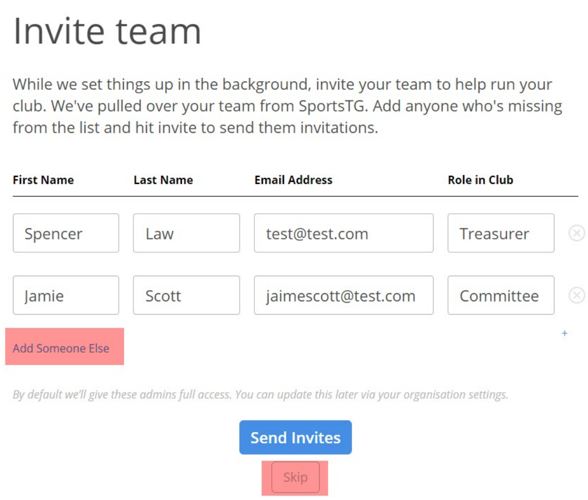
- Select the state your organisation is in

6. Once all information has been filled in click **NEXT**



7. You will be asked to review the information. If all good, click **CREATE ORGANISATION**

8. If you have other contacts listed on your organisation dashboard within Gameday Passport you have the option to send an invite to those admins to sign up as well. If you would like to do this, click add and then click **SEND INVITES** or you can choose to skip this step if you don't want to send to others within the committee.



9. You have now successfully set up the link between GamedayPassport and TidyHQ - Click **GO TO DASHBOARD**

Note: Members should automatically feed through however please be patient if members are not appearing - depending on how many people are listed within your organisation, the load time may vary

10. You will also receive a password set up email from TidyHQ, please set a password (preferably the same as your passport account) to activate your account.

If you have any queries using TidyHQ, please contact TidyHQ directly. You can contact their support team via the wheel icon (top right hand corner) within the TidyHQ portal or email them on: info@tidyhq.com

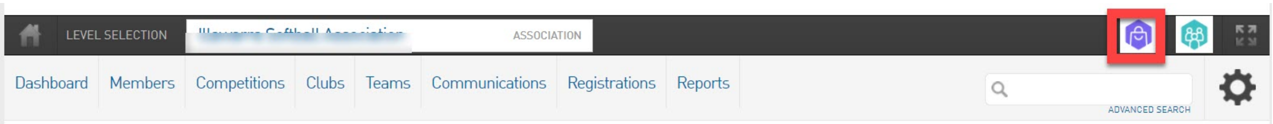
GameDay Marketplace: How to access it

Last Modified on 23/07/2021 11:31 pm AEST

GameDay Marketplace is our "online shop" for sports administrators that sits within GameDay. Administrators can readily access and find more information on a wide variety of offerings and partners that benefit their organisation.

This will continually be updated with products that GameDay have integrated within the system.

To access GameDay Marketplace, once logged into your membership database, click on the GameDay Marketplace icon in the top right hand corner.



This will then direct you to GameDay Marketplace where you will be able to see a list of products that are currently available via GameDay Passport.

Here your association/club has the ability to get more information, or get started on any featured products that might interest you or manage if already using.

Featured Products

Select category

Search Marketplace

Integrate your GameDay Passport account with TidyHQ, the all-in-one toolkit for sports organisations.

Get started today, to access 50% off.

Get Started

Choicely

Choicely is a codeless app development platform used by leaders in sports & entertainment. The platform enables building native iOS & Android apps in days with extensive features & integration capabilities

Apps

More Info Get Started

GameDay Events & Ticketing

Managing Events and Selling Tickets has never been easier. GameDay's next generation event & ticketing management platform generates QR code ticketing integrated with GameDay App allowing event organisers to scan participants in providing a complete end-to-end event management solution

Events, Ticketing

More Info Get Started

GameDay Websites

Upgrade your organisations website today! GameDay's website offering has three levels to choose from ranging from Club Starter to Elite with multiple add-on options, ideal for organisations at all levels. Powered by WordPress

Websites

More Info Get Started

Teambuys

Teambuys is the game changer sports club fundraising. The worlds first online store that gives customers the ability to share revenue from each transaction with their sporting club of choice. You win - Team wins (Australian Customers Only)

Fundraising

More Info Get Started

Sport specific contact information

Last Modified on 24/11/2021 11:33 am AEDT

Sport specific contact information

Below are links and contact information relating to sport specific support:

AFL

- AUSKICK:
  - *NAB AFL Auskick support team:*
    - aflauskick@afl.com.au
- CLUBS AND LEAGUES: please Google search your club and league to find contact information or search for your local club/league via the PLAY AFL website: https://play.afl/

- STATE BODIES - JUNIOR AND SENIOR FOOTBALL:
  - *South Australia - Nik Byrne*
    - nik.byrne@sanfl.com.au or 08 8424 2231
  - *Western Australia - Maree Power*
    - mpower@wafc.com.au or (08) 9287 5518
  - *VIC/NSW/QLD/NT/TAS - Tony Costanzo or Tony Saunders*
    - tony.costanzo@afl.com.au or 0409 691 969
    - Tony.Saunders@afl.com.au or 0400 006 859

Basketball Australia

If you are a participant, please contact your club directly who are your first point of contact.

If you are an club, please contact your association, and if you are an association please contact your state body or feel free to email the BA support team. Basketball Australia have their own support team who can provide information and advice via: https://australia.basketball/tbnsupport

FFA/SOCCER

The FFA (Soccer) do not use the Gameday system for registrations and payment, they instead use PlayFootball and can be contacted via playfootball.support@ffa.com.au or on (02) 8880 7983 .

STATE BODIES:

- ***Football Federation Victoria:*** (03) 9474 1800
    - Miniroos: MiniRoos@footballvictoria.com.au
    - Club support: ClubSupport@footballvictoria.com.au
    - Competitions: Competitions@footballvictoria.com.au
    - Registrations: Registrations@footballvictoria.com.au
    - Fustal: Futsal@footballvictoria.com.au
    - Referees: Referees@footballvictoria.com.au
- ***Football West:*** (08) 6181 0700
    - Participants: participantsupport@footballwest.com.au
    - Club Support: clubsupport@footballwest.com.au
    - Referees: referees@footballwest.com.au
- ***Football Queensland/Brisbane:*** https://footballqueensland.com.au/general-enquiries/ or (07) 3208 2677
- ***Football NSW:*** reception@footballnsw.com.au or (02) 8814 4400
- ***Football Federation Tasmania:*** competitions@footballfedtas.com.au or (03) 6273 3299
- ***Football Federation South Australia:*** info@footballsa.com.au or (08) 8340 3088

Hockey Australia

Hockey have their own support team that can assist with all registration, membership and competition queries. They can be contacted via support@hockey.org.au or (03) 9947 9900

If you are an admin or participant for a Hookin2hockey program/club, their support team can be contacted on: hookin2hockey@hockey.org.au

Softball, baseball, and all other general sports - please Google search your local league or state body.

AFL Footyweb Email Login webinar

Last Modified on 24/01/2018 4:13 pm AEDT

The below webinar contains information regarding Email Login.

AFL National Registration System Videos

Last Modified on 03/03/2016 11:19 am AEDT

The following videos will assist users in gaining a greater understanding of the National Registrations System (NRS). Each video details a different part of the system.

Member Dashboard

Payments and Products

NRS Registration Form

Member Renewals through Communicator

Pending Registrations

NRS Reporting

Website Registration Widget

AFL: Member Renewals through Communicator [Video]

Last Modified on 18/01/2016 9:55 am AEDT

Member Renewals through Communicator

AFL National Registrations Compulsory Payments

Last Modified on 18/01/2016 9:59 am AEDT

The below video contains information regarding National Registrations - Compulsory Payments

AFL National Registrations Add Terms & Conditions

Last Modified on 24/01/2018 4:11 pm AEDT

The below video contains information regarding AFL National Registrations Add Terms & Conditions

AFL Team Managers Webinar

Last Modified on 24/01/2018 4:45 pm AEDT

The following webinar offers an overview of Footyweb for Team Managers.

View Webinar here: 2017-03-22 21.00 Footyweb Team Manager Training.mp4

Note: Should you have any questions regarding the content of this webinar, please speak with your club or league for specific advice.

Footyweb Club Admin - Online Registration and Payment 2020

Last Modified on 21/02/2020 2:10 pm AEDT

Please see the video below for Online registration and payment

Footyweb Club Admin - Reporting

Last Modified on 21/02/2020 2:11 pm AEDT

See the below video for reporting

Footyweb Club Admin - Using Communicator

Last Modified on 21/02/2020 2:12 pm AEDT

See below video for Footyweb Club Admin - Using Communicator

Footyweb Club Admin - Start of Season House Keeping

Last Modified on 21/02/2020 2:14 pm AEDT

See below video for Footyweb Club Admin - Start of Season House Keeping

Match Day Paperwork (MDP) - League Functions

Last Modified on 01/08/2017 2:16 pm AEST

MDP allows a league to capture votes and match day forms from team managers and match officials. Leagues control what is accessible to whom in the league database, and users login to complete these tasks in the MDP app.

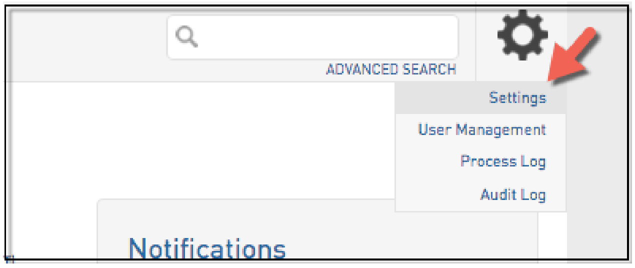
This page covers the following league functions. If you would like to see the instructions on how to use the MDP app please visit this page Using The Match Day Paperwork (MDP) App

Add a Match Day Report

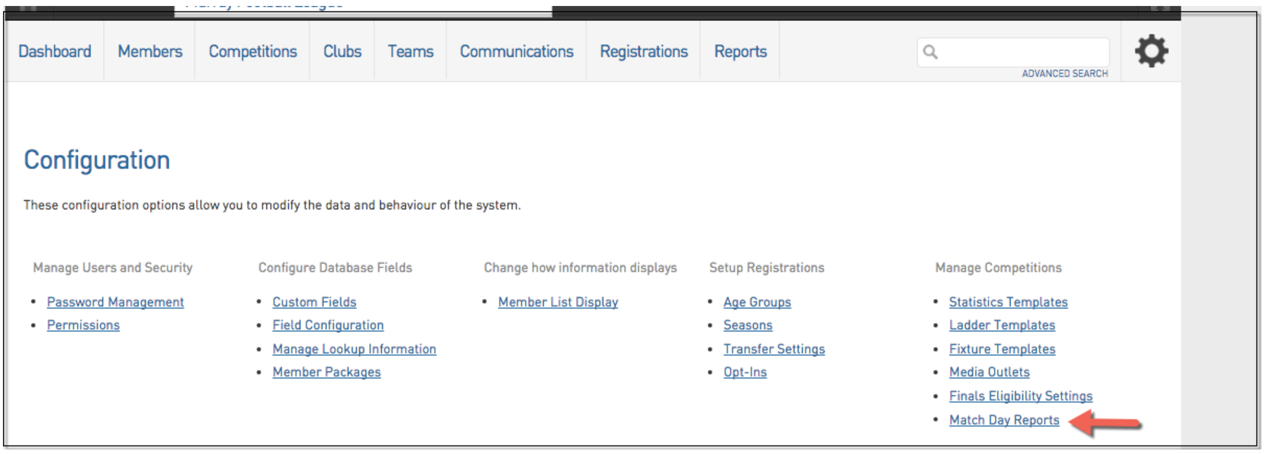
To Add Match Day Paperwork forms please follow these simple steps:

League level.

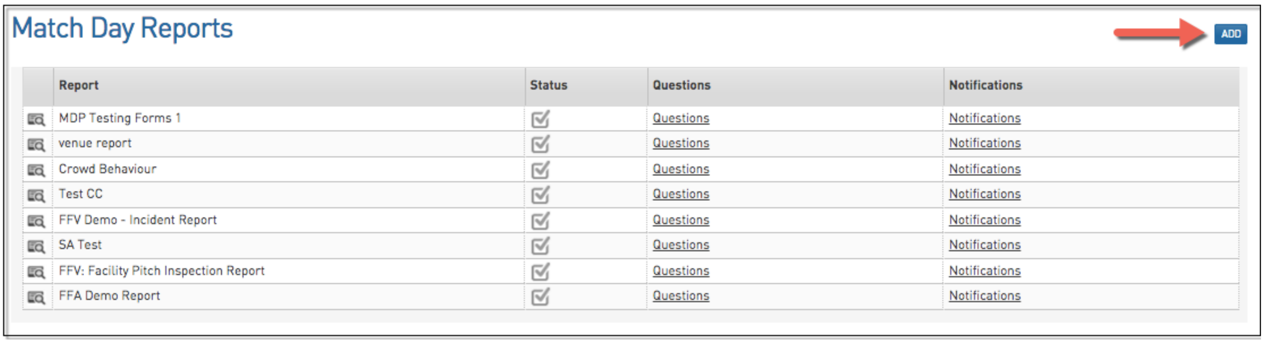
1. Click the **Cog** on the right hand side and click '**Settings**'.



2. Under *Configuration*, click '**Match Day Reports**' on the bottom right.



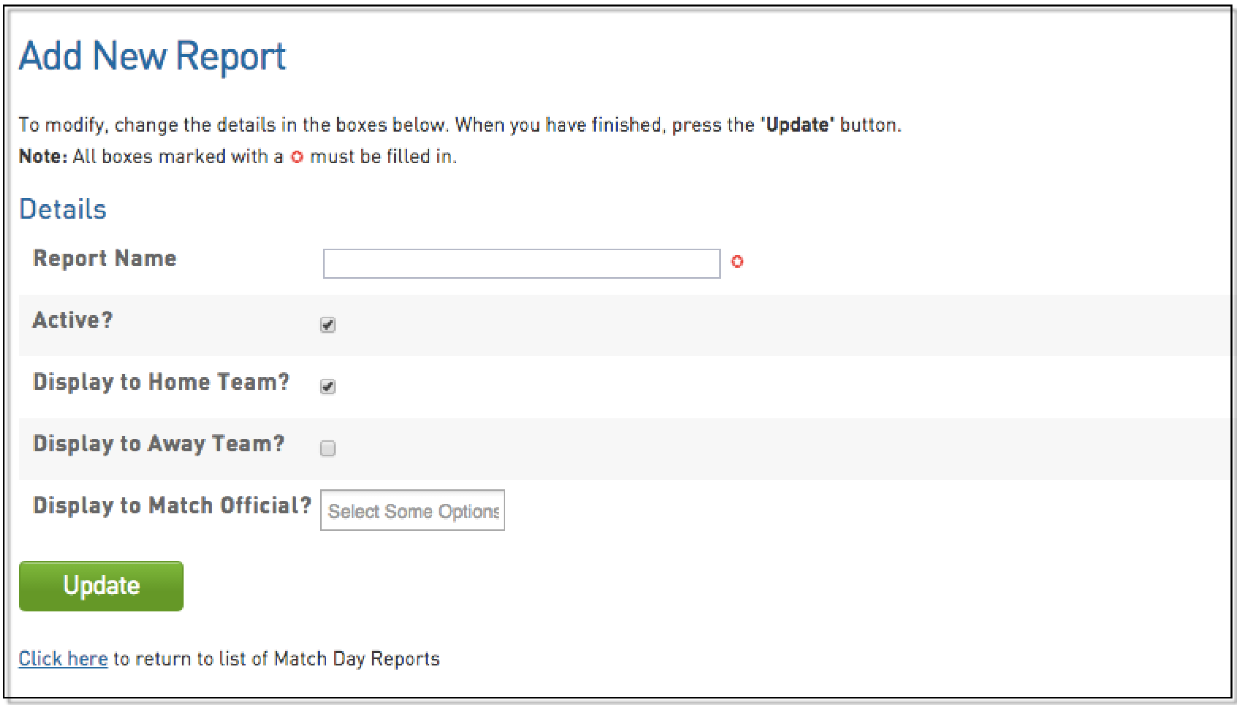
3. Click '**Add**'.


Match Day Reports

ADD

Report	Status	Questions	Notifications
MDP Testing Forms 1		Questions	Notifications
venue report		Questions	Notifications
Crowd Behaviour		Questions	Notifications
Test CC		Questions	Notifications
FFV Demo - Incident Report		Questions	Notifications
SA Test		Questions	Notifications
FFV: Facility Pitch Inspection Report		Questions	Notifications
FFA Demo Report		Questions	Notifications

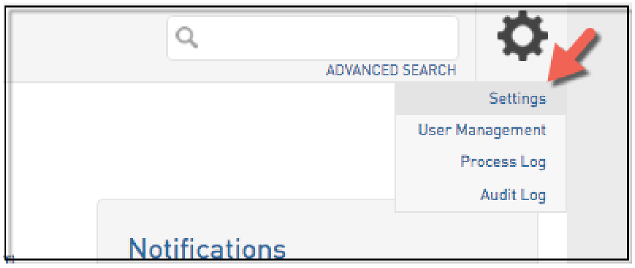
4. Fill out the report details, including name and display options. Click '**Update**' to Add your from.



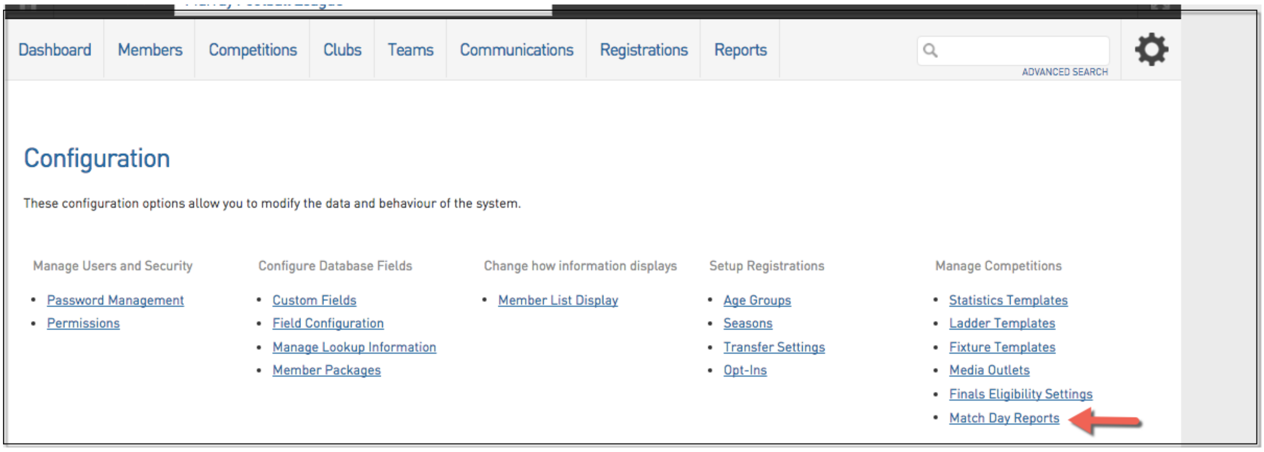
Edit a Match Day Report

To Edit an existing form, please follow these simple steps:

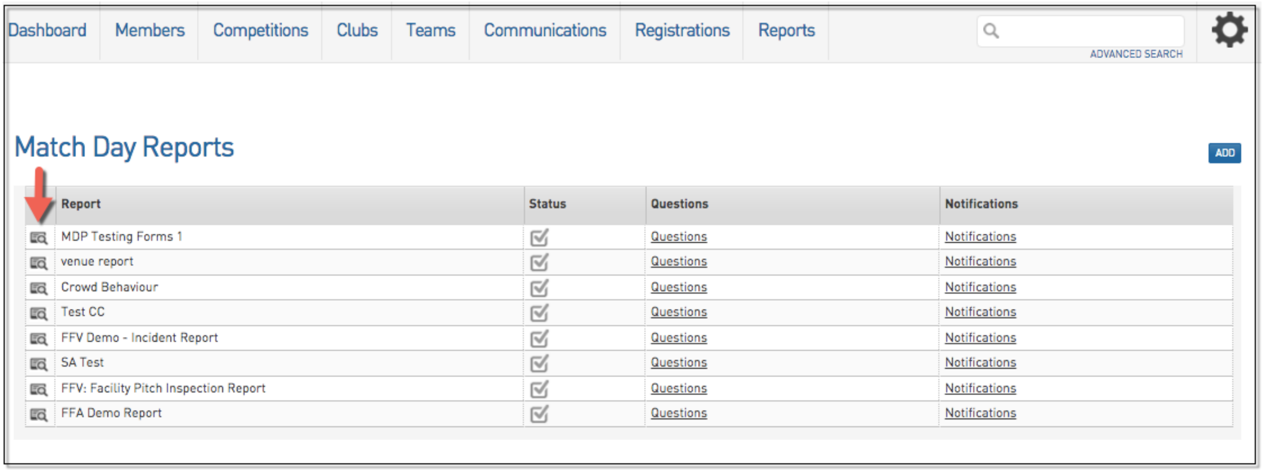
1. Click the '**Cog**' on the right hand side and click '**Settings**'.



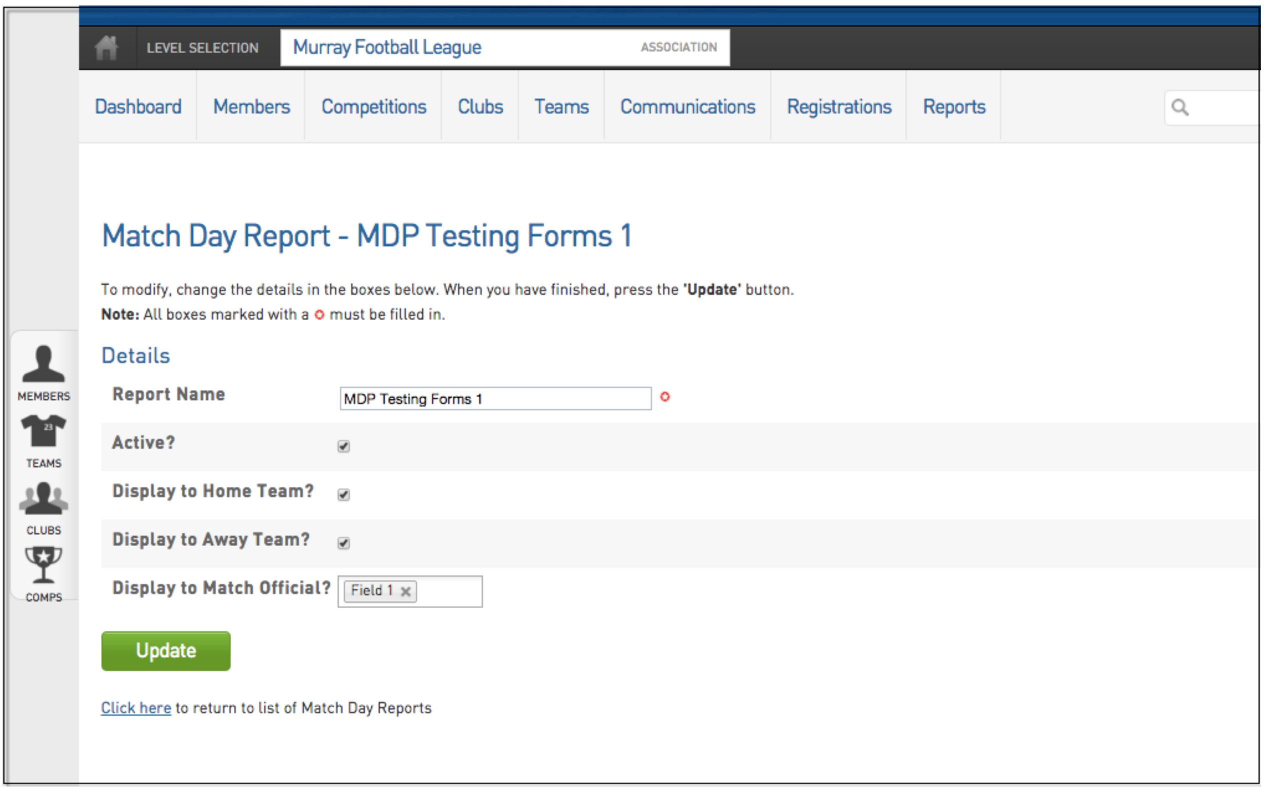
2. Under *Configuration*, click **Match Day Reports** on the bottom right.



3. Click the 'Edit' icon to the right of the Report you wish to Edit.



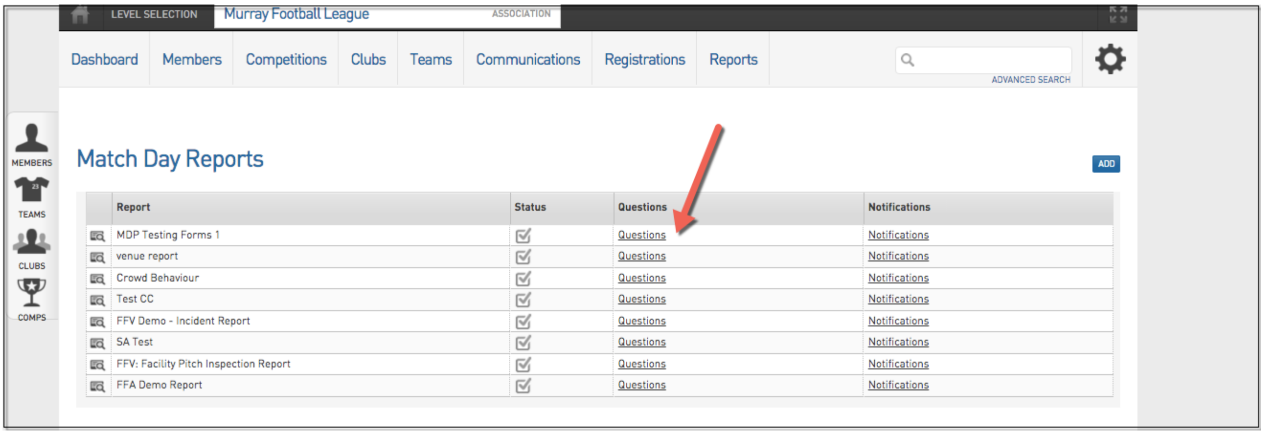
4. Edit the details on the Reports.



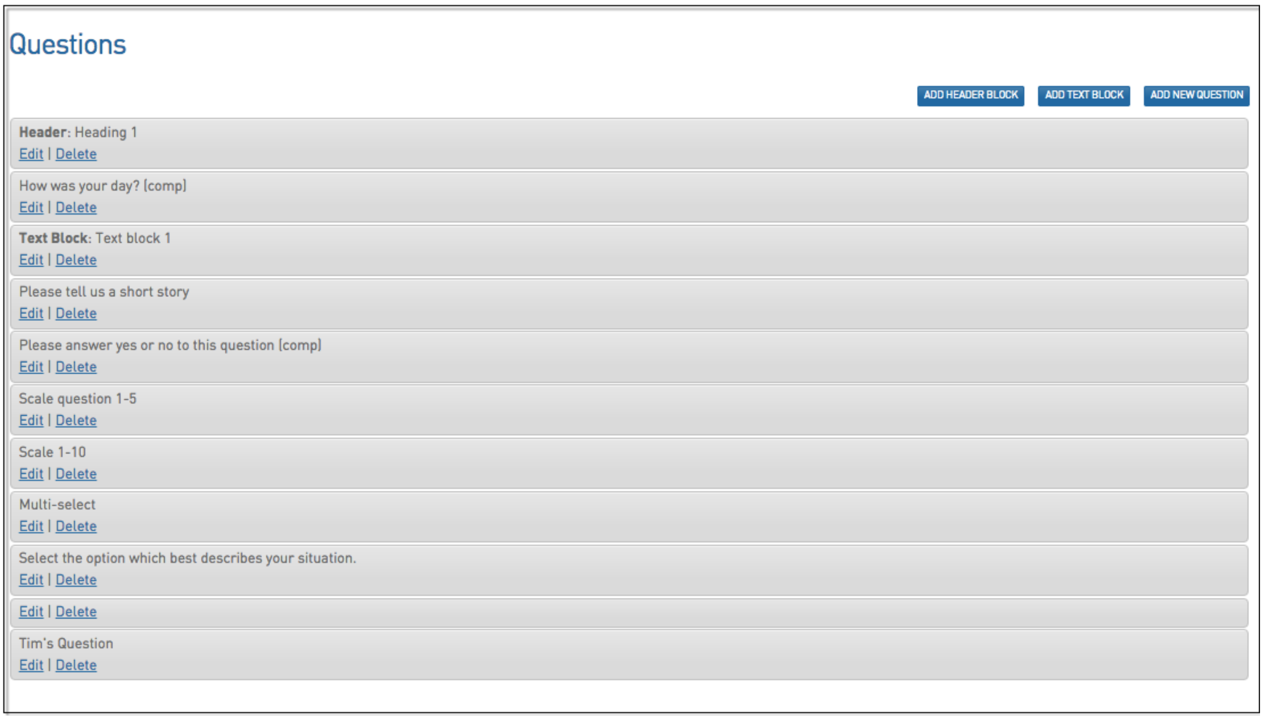
Adding Questions to a form

To add *Questions* to a Report, please follow these simple steps:

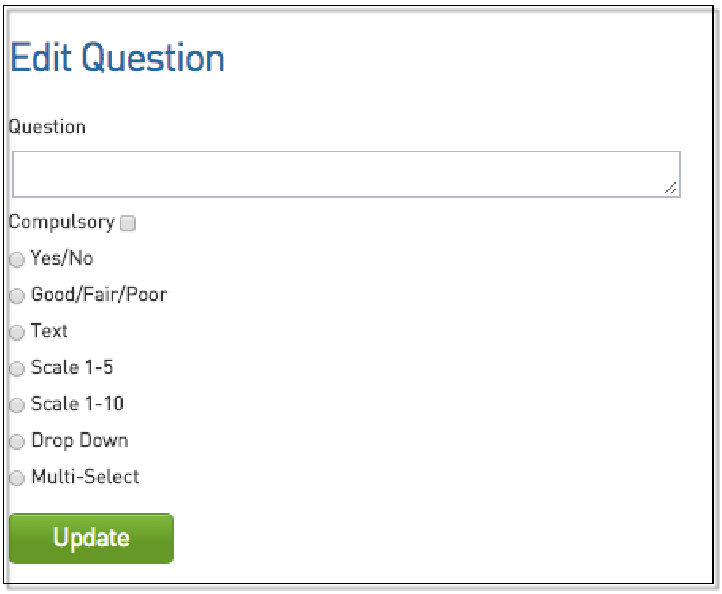
1. After clicking Cog>Settings>Match Day Paperwork, click '**Questions**' next to the chosen report.



2. To add a Heading click '**Add Header Block**'. To add text block click ' **Add Text Block**'. To add a new question, click '**Add New Question**'.



3. To edit an existing question, click edit and follow the prompts to change the information.

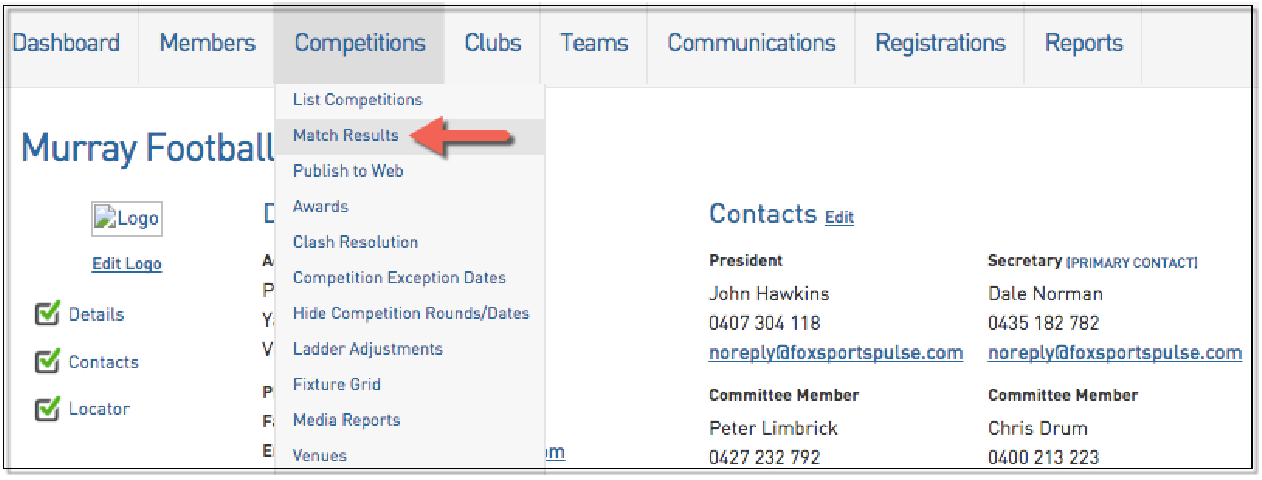


If you would like to change the order that the questions, text/header blocks appear you can drag and drop them into your preferred sequence.

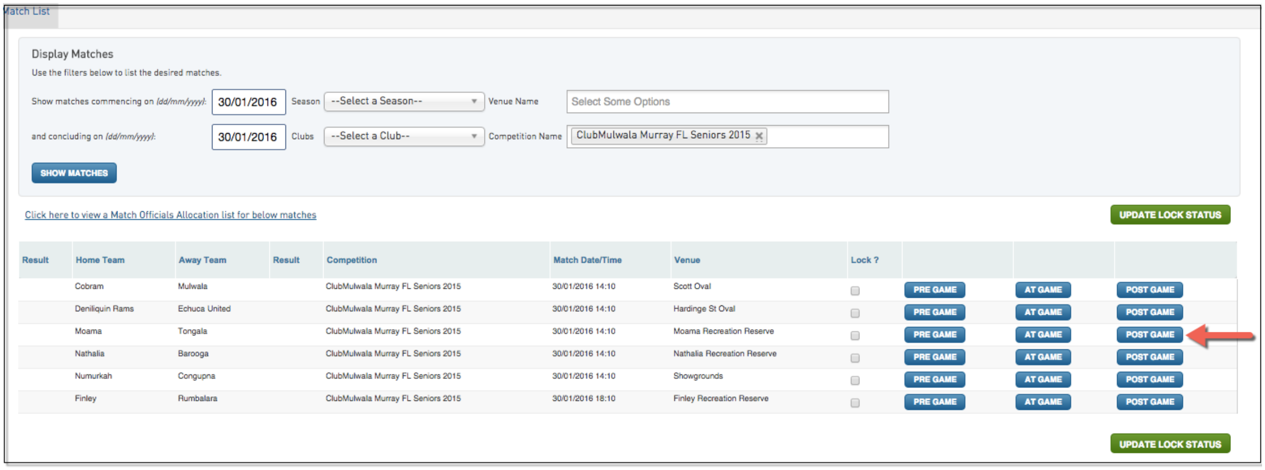
View report data for a specific match

To fill out questions without the app follow these simple steps:

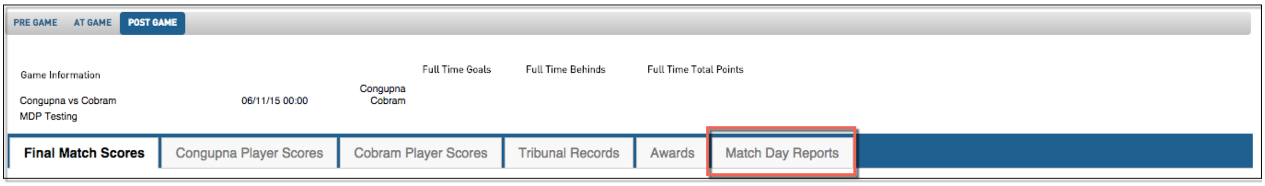
1. Hover over *Competitions* and click **Match Results.**



2. Enter in the correct filters to find the specific game and click '**Post Game**'.



3. Once in *Post Game*, click '**Match Day Reports**'.

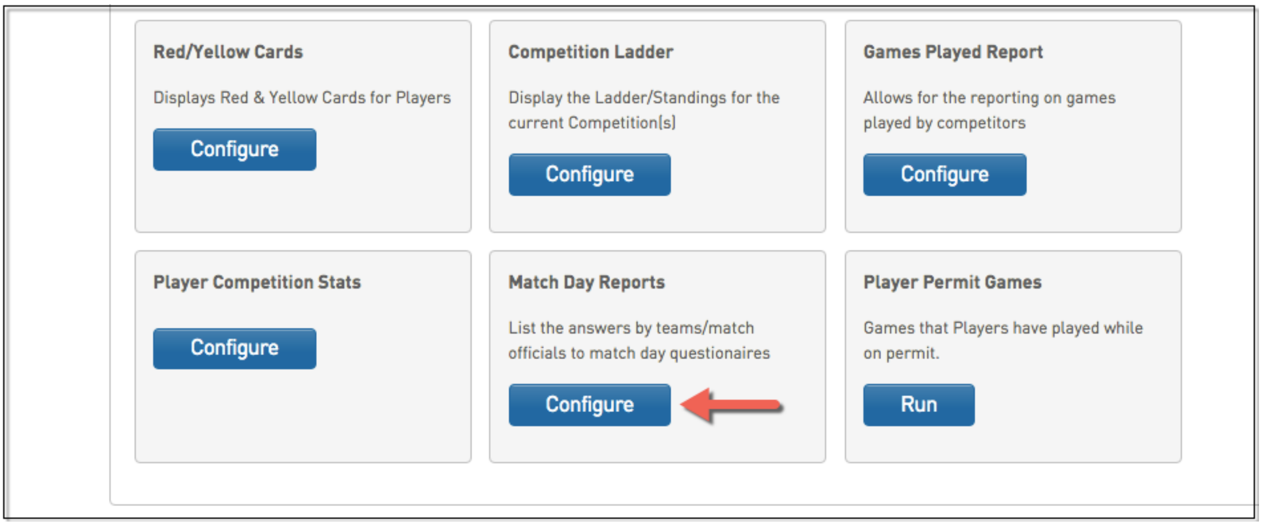


4. Each report for this competition will be listed, click '**Answers**' to see the data submitted by each user.

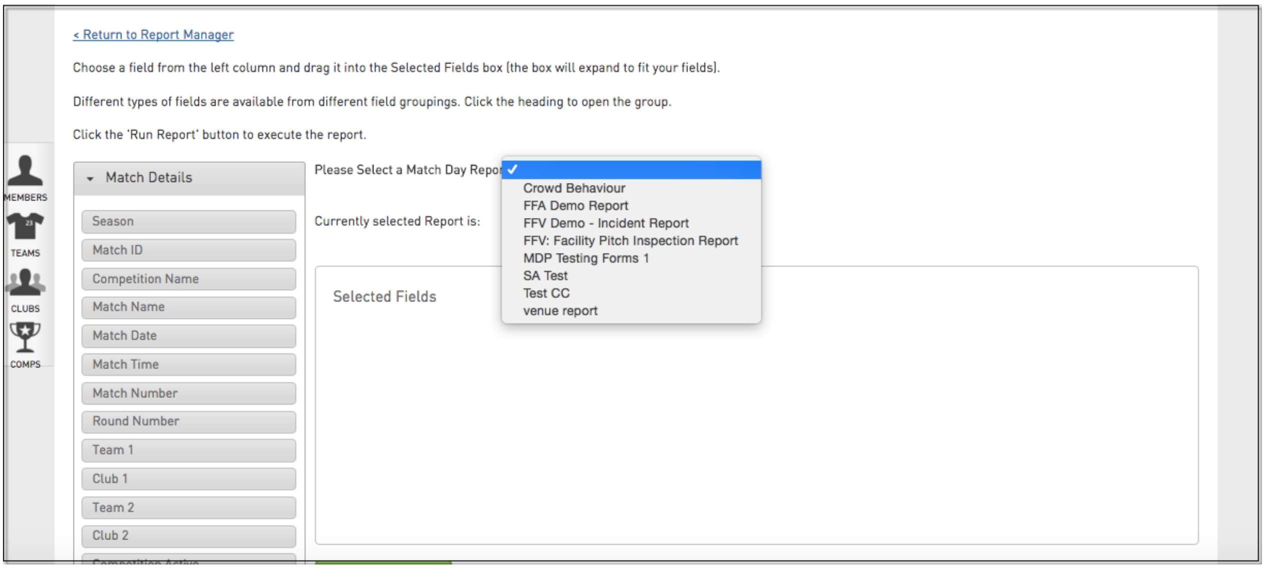
Report on Form Data

1. Click the '**Reports**' along the top menu.

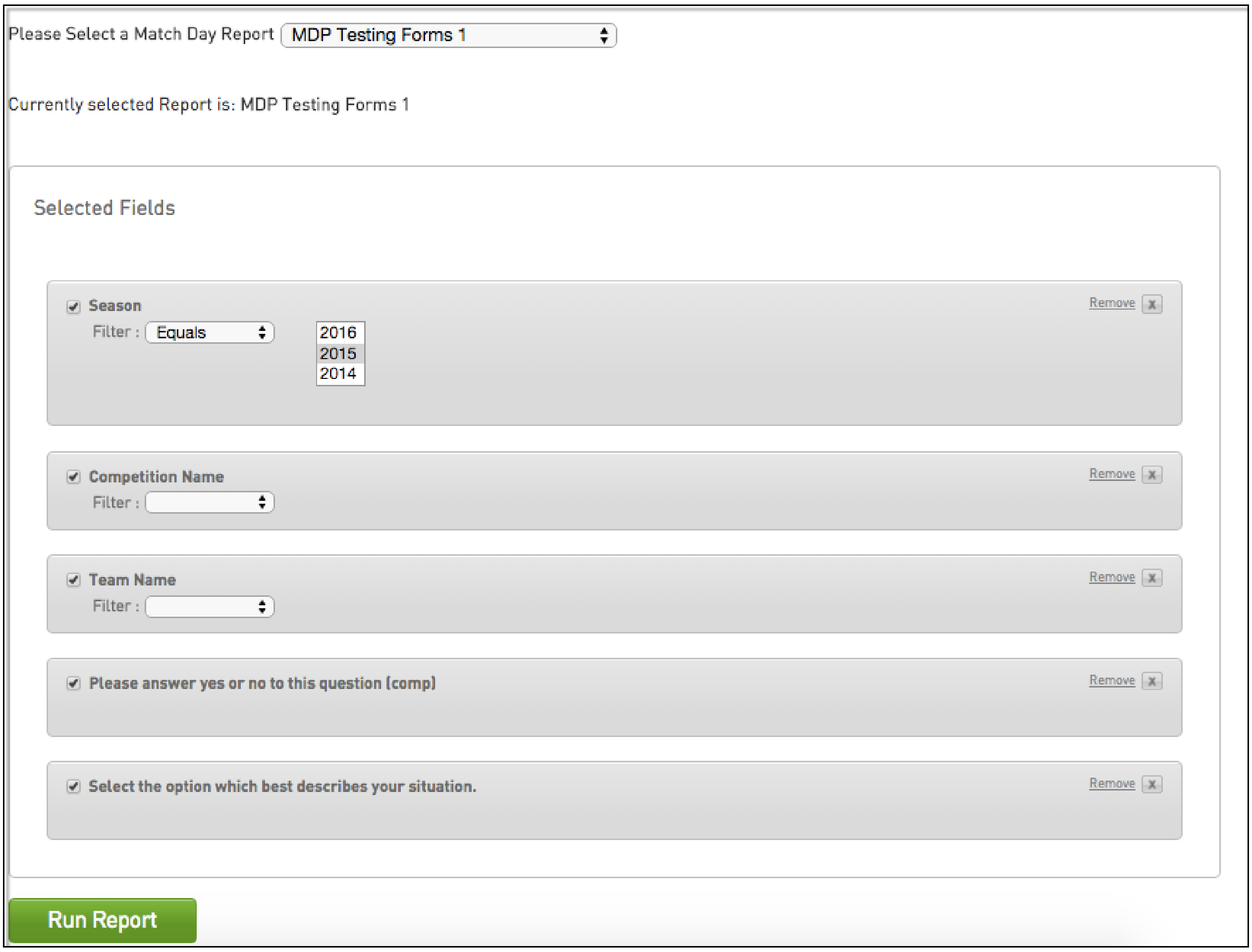
2. Under the heading Competitions, navigate to '*Match Day Reports*' and click '**configure**'.



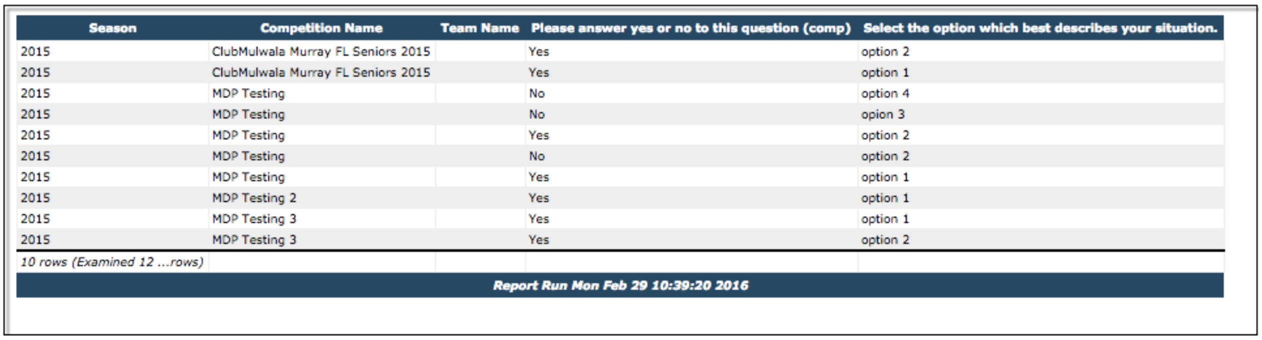
3. Select which report you wish to run from the drop down box available.



4. Add in necessary fields and click '**Run Report**'.



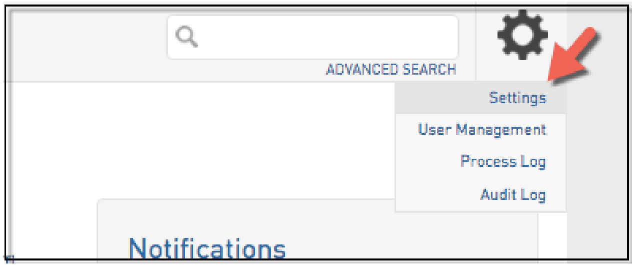
5. The report will open in a new window.



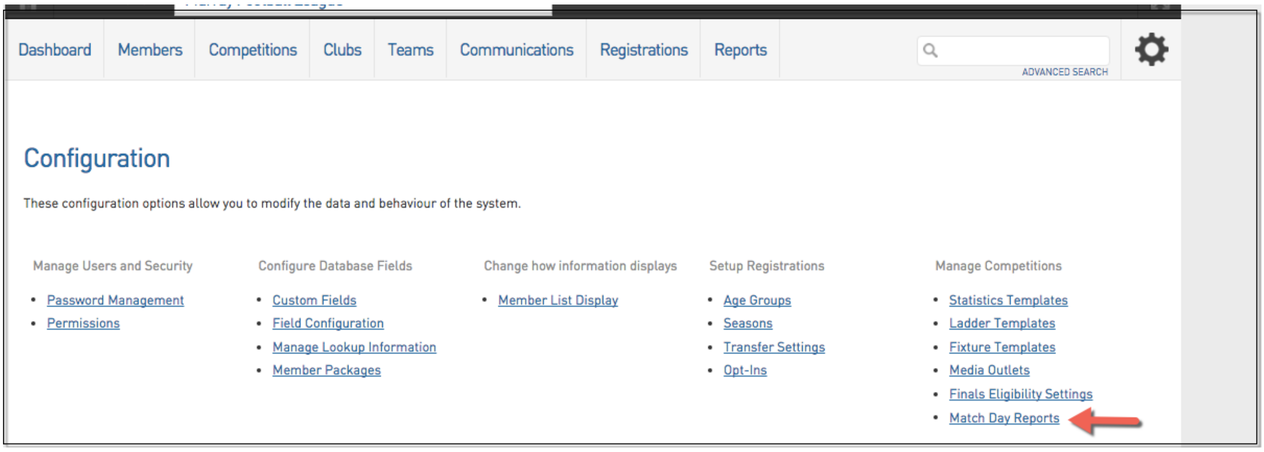
Season	Competition Name	Team Name	Please answer yes or no to this question (comp)	Select the option which best describes your situation.
2015	ClubMulwala Murray FL Seniors 2015		Yes	option 2
2015	ClubMulwala Murray FL Seniors 2015		Yes	option 1
2015	MDP Testing		No	option 4
2015	MDP Testing		No	opion 3
2015	MDP Testing		Yes	option 2
2015	MDP Testing		No	option 2
2015	MDP Testing		Yes	option 1
2015	MDP Testing 2		Yes	option 1
2015	MDP Testing 3		Yes	option 1
2015	MDP Testing 3		Yes	option 2
10 rows (Examined 12 ...rows)				
Report Run Mon Feb 29 10:39:20 2016				

Add Notifications to a form

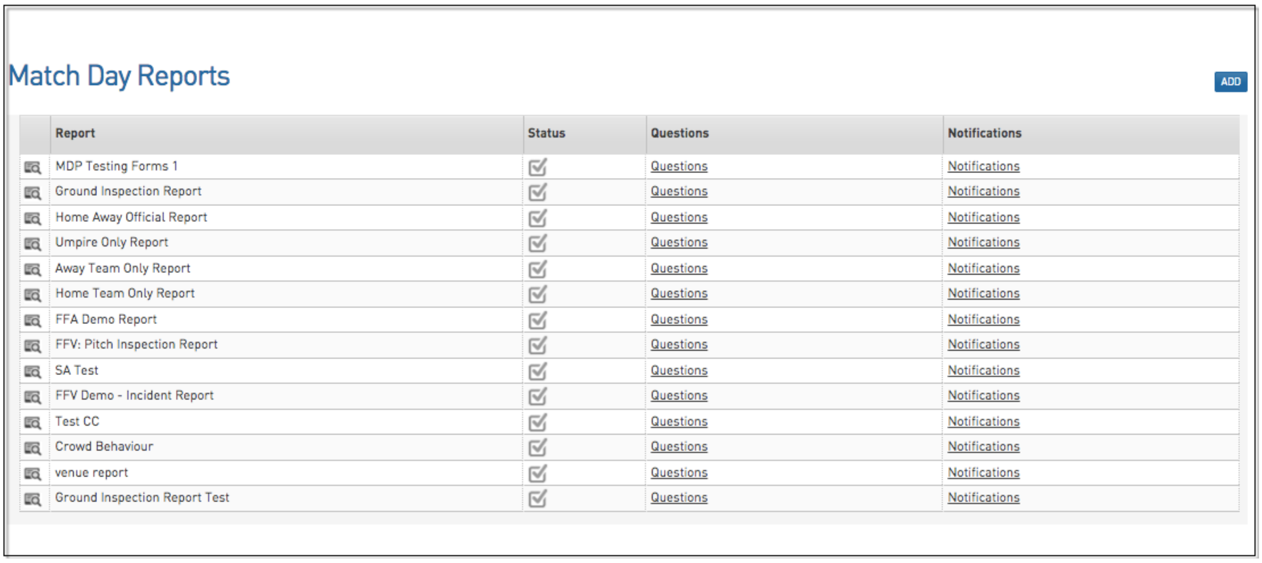
1. Click the '**Cog**' on the right hand side and click '**Settings**'.



2. Under *Configuration*, click '**Match Day Reports**' on the bottom right.

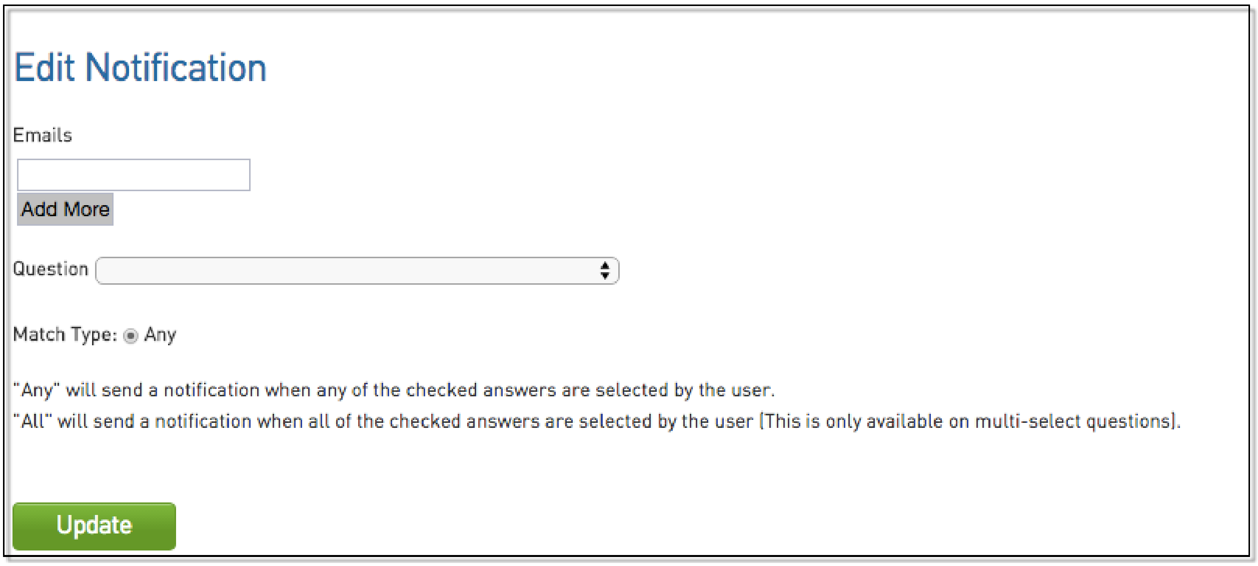


3. Click '**Notifications**' in the right hand column.



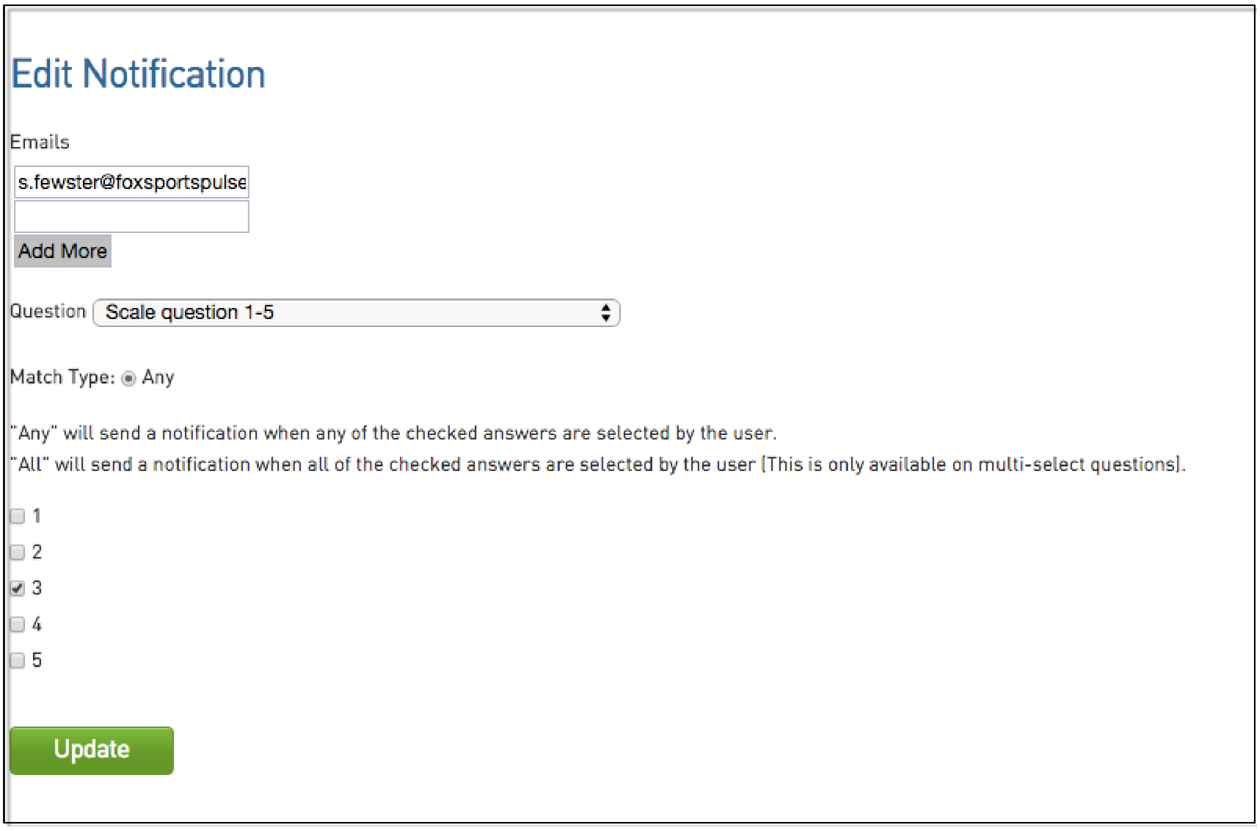
4. Click '**Add New Notification**'.

5. Fill out necessary information.



6. Click '**Edit**' if you wish to edit and existing notification.

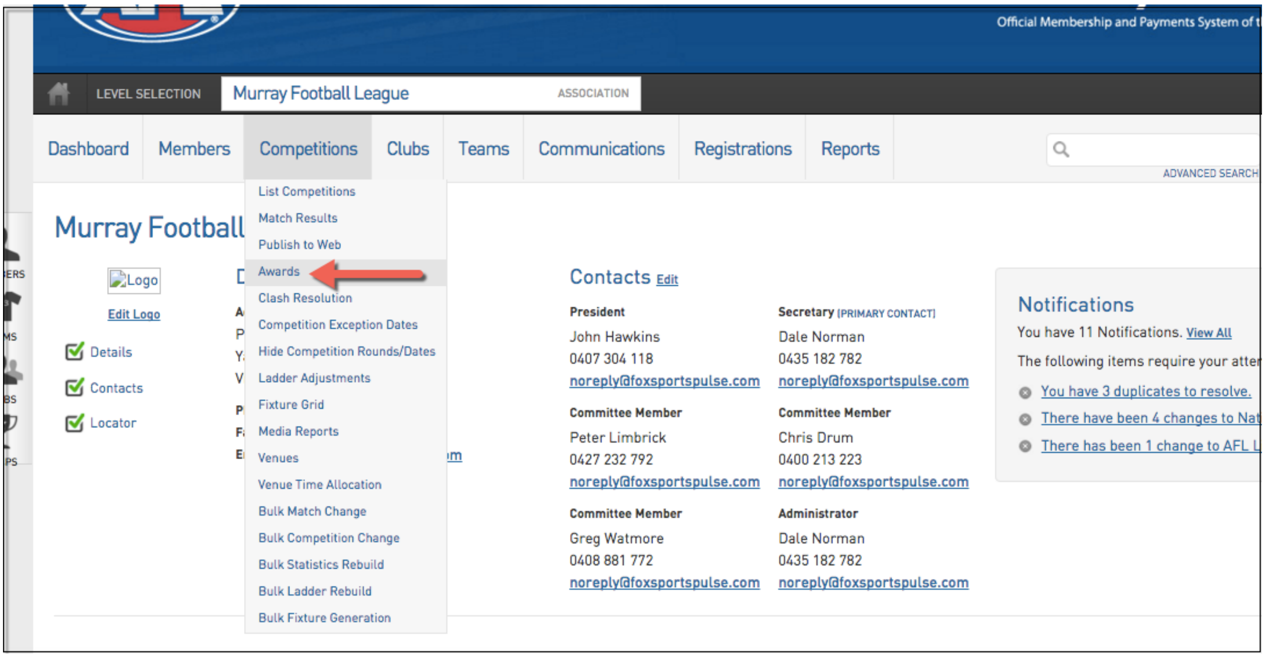
7. Edit all necessary information.



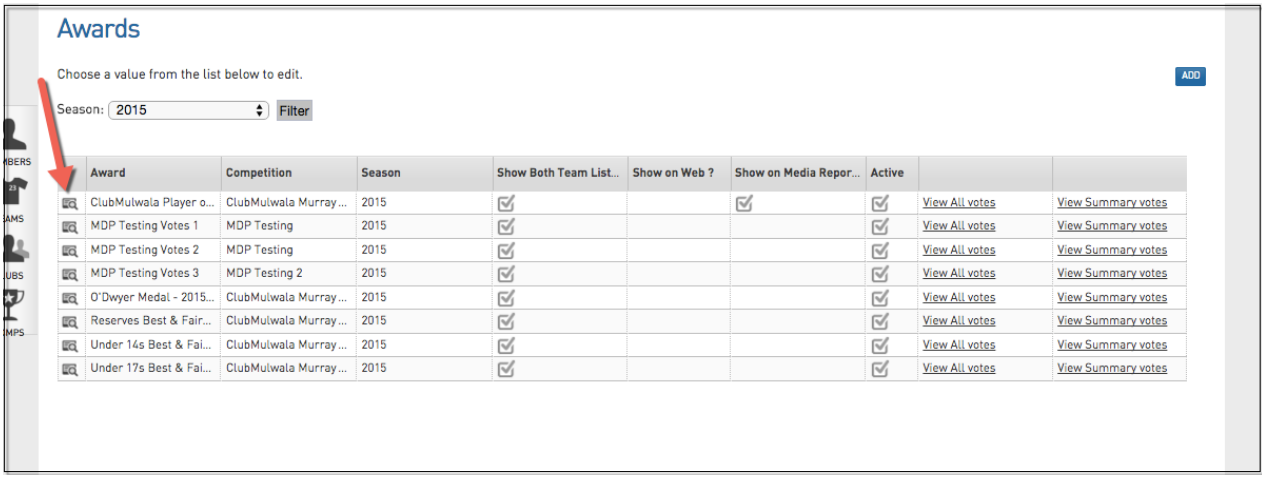
Setting up Awards/Votes

To set up awards, please follow these simple steps:

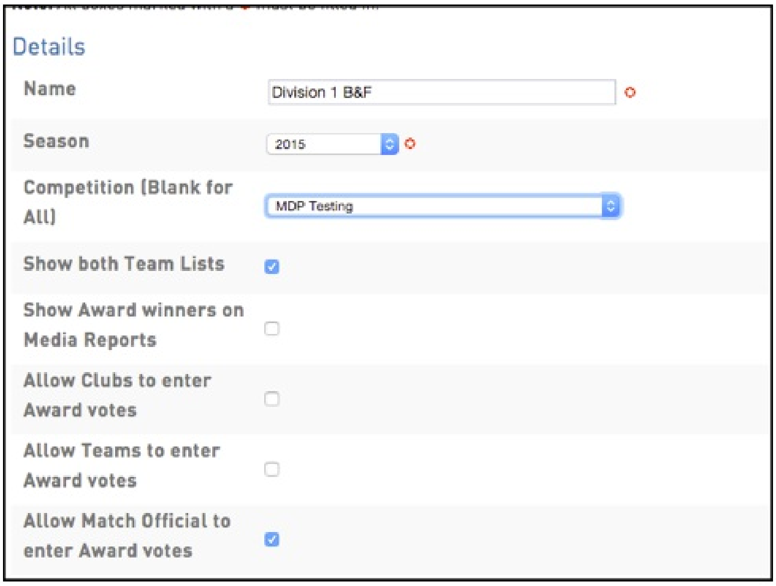
1. Hover over *Competitions* and click '**Awards**'.



2. Click the '**Edit**' icon next to the award you wish to edit.



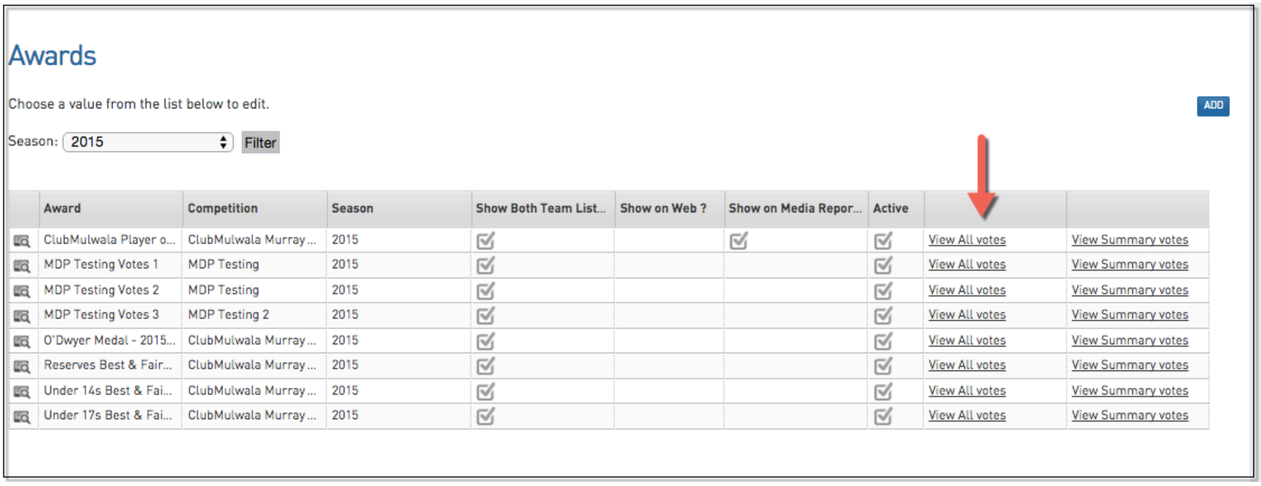
3. Ensure the correct competition is chosen within the setup of the award.



4. Choose which official has the ability to give Award votes. Once done click '**Update**'.

View accumulate votes

1. Click '**View All Votes**' to observe those players who have been given votes in specific games.



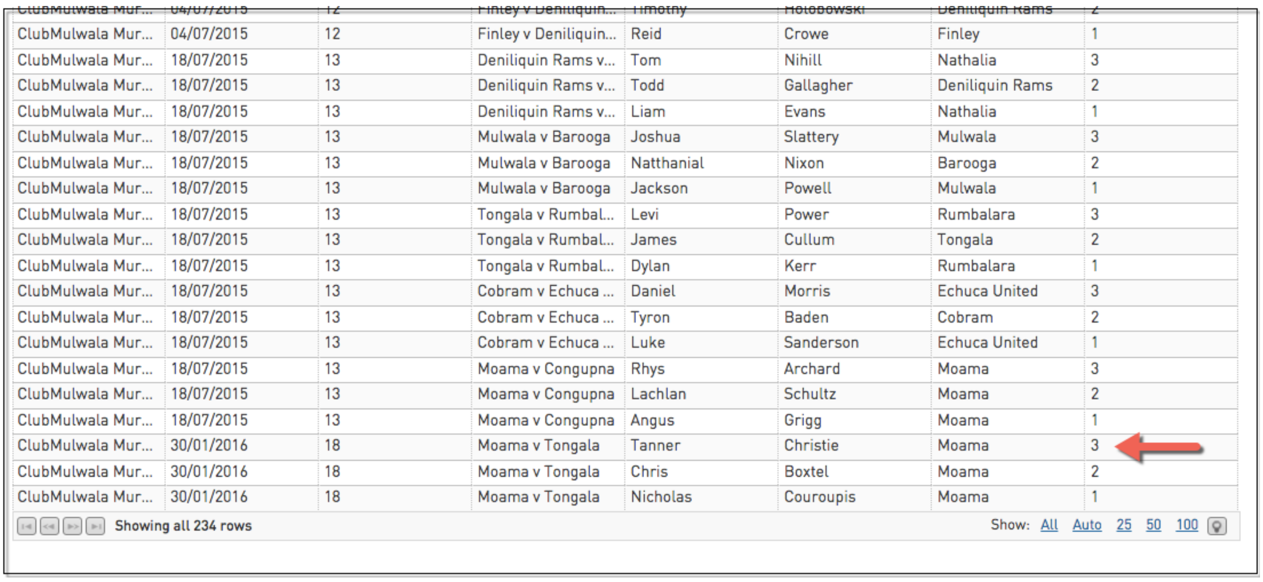
Awards

Choose a value from the list below to edit.

ADD

Season: 2015 Filter

	Award	Competition	Season	Show Both Team List...	Show on Web ?	Show on Media Repor...	Active		
	ClubMulwala Player o...	ClubMulwala Murray...	2015	✓		✓	✓	View All votes	View Summary votes
	MDP Testing Votes 1	MDP Testing	2015	✓			✓	View All votes	View Summary votes
	MDP Testing Votes 2	MDP Testing	2015	✓			✓	View All votes	View Summary votes
	MDP Testing Votes 3	MDP Testing 2	2015	✓			✓	View All votes	View Summary votes
	O'Dwyer Medal - 2015...	ClubMulwala Murray...	2015	✓			✓	View All votes	View Summary votes
	Reserves Best & Fair...	ClubMulwala Murray...	2015	✓			✓	View All votes	View Summary votes
	Under 14s Best & Fai...	ClubMulwala Murray...	2015	✓			✓	View All votes	View Summary votes
	Under 17s Best & Fai...	ClubMulwala Murray...	2015	✓			✓	View All votes	View Summary votes



ClubMulwala Mur...	04/07/2015	12	Finley v Deniliquin...	Timothy	Holobowski	Deniliquin Rams	2
ClubMulwala Mur...	04/07/2015	12	Finley v Deniliquin...	Reid	Crowe	Finley	1
ClubMulwala Mur...	18/07/2015	13	Deniliquin Rams v...	Tom	Nihill	Nathalia	3
ClubMulwala Mur...	18/07/2015	13	Deniliquin Rams v...	Todd	Gallagher	Deniliquin Rams	2
ClubMulwala Mur...	18/07/2015	13	Deniliquin Rams v...	Liam	Evans	Nathalia	1
ClubMulwala Mur...	18/07/2015	13	Mulwala v Barooga	Joshua	Slattery	Mulwala	3
ClubMulwala Mur...	18/07/2015	13	Mulwala v Barooga	Natthanial	Nixon	Barooga	2
ClubMulwala Mur...	18/07/2015	13	Mulwala v Barooga	Jackson	Powell	Mulwala	1
ClubMulwala Mur...	18/07/2015	13	Tongala v Rumbal...	Levi	Power	Rumbalara	3
ClubMulwala Mur...	18/07/2015	13	Tongala v Rumbal...	James	Cullum	Tongala	2
ClubMulwala Mur...	18/07/2015	13	Tongala v Rumbal...	Dylan	Kerr	Rumbalara	1
ClubMulwala Mur...	18/07/2015	13	Cobram v Echuca ...	Daniel	Morris	Echuca United	3
ClubMulwala Mur...	18/07/2015	13	Cobram v Echuca ...	Tyron	Baden	Cobram	2
ClubMulwala Mur...	18/07/2015	13	Cobram v Echuca ...	Luke	Sanderson	Echuca United	1
ClubMulwala Mur...	18/07/2015	13	Moama v Congupna	Rhys	Archard	Moama	3
ClubMulwala Mur...	18/07/2015	13	Moama v Congupna	Lachlan	Schultz	Moama	2
ClubMulwala Mur...	18/07/2015	13	Moama v Congupna	Angus	Grigg	Moama	1
ClubMulwala Mur...	30/01/2016	18	Moama v Tongala	Tanner	Christie	Moama	3
ClubMulwala Mur...	30/01/2016	18	Moama v Tongala	Chris	Boxtel	Moama	2
ClubMulwala Mur...	30/01/2016	18	Moama v Tongala	Nicholas	Couroupis	Moama	1

Showing all 234 rows   Show: All Auto 25 50 100

Clicking on '**Basic Grid**' will give you a different view of the same data, which you can copy/paste into another program (for example MS Excel).

Using The Match Day Paperwork (MDP) App

Last Modified on 01/08/2017 2:45 pm AEST

MDP allows a league to capture votes and match day forms from team managers and match officials. Leagues control what is accessible to whom in the league database, and users login to complete these tasks in the MDP app.

This page covers the following app functions. If you would like to see the instructions on how to control the data that is viewed in the app please visit this page Match Day Paperwork

This functionality is currently only available for AFL users.

Minimum System Requirements

The MDP app will only work on the following mobile/tablet devices:

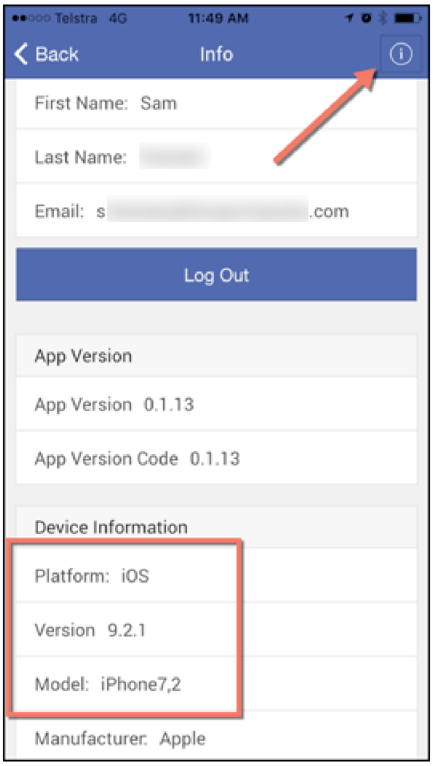
iPhone

- IOS 7+
- iPhone 4s or newer

Android

- Android 4.1 or newer on Samsung devices
- For all previous versions and other devices there is partial or no support

You can find out the version info of your device and operating system via the information button, as shown below:



Download the MDP app

Here are the instructions on how to find the MDP app on your phone:

For iPhone

Open the ‘App Store’ app

Search for ‘Match Day Paperwork’

Select ‘Get’ to download

For Android

Open the ‘Google Play’ app

Search for ‘Match Day Paperwork’

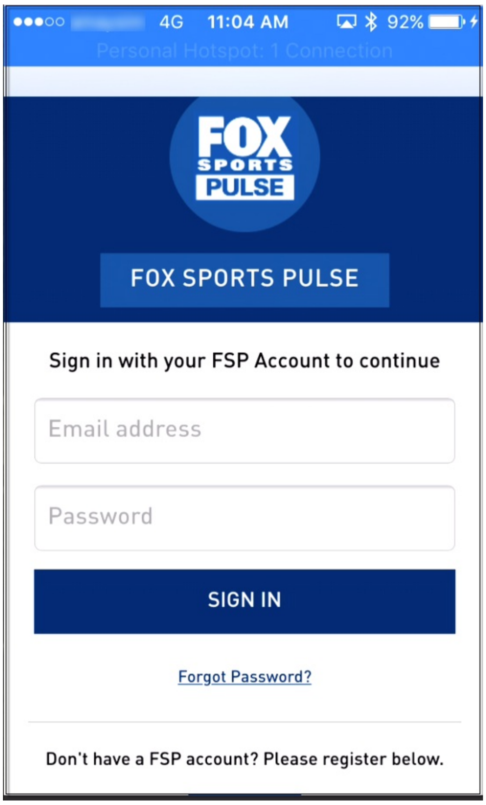
Select the app then click Install

Login To The App

You can login to the MDP app with your Passport account. Please note the following:

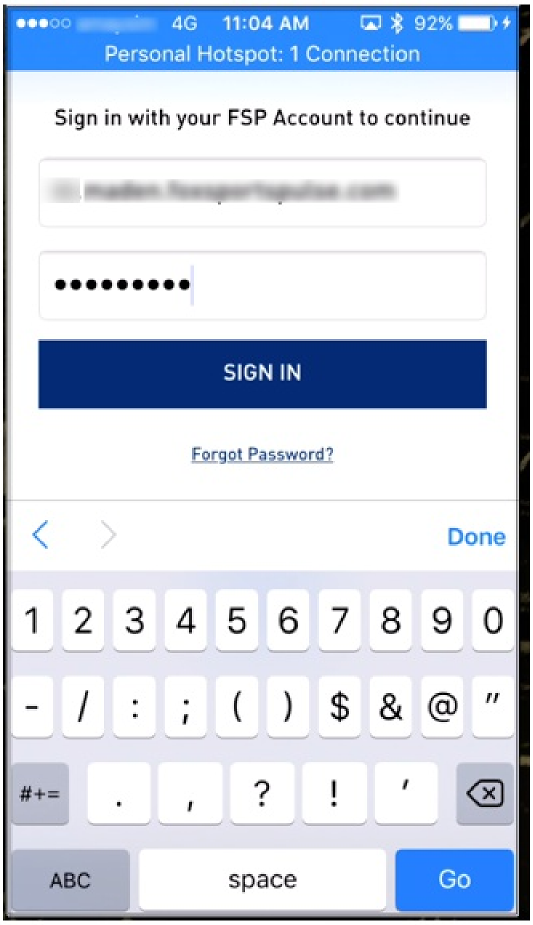
For match officials: Your Passport account must match the email address that you registered with in the current season.

For Team Managers: Your Passport account must be authorized by your club in the database. Click here to see how this is done.

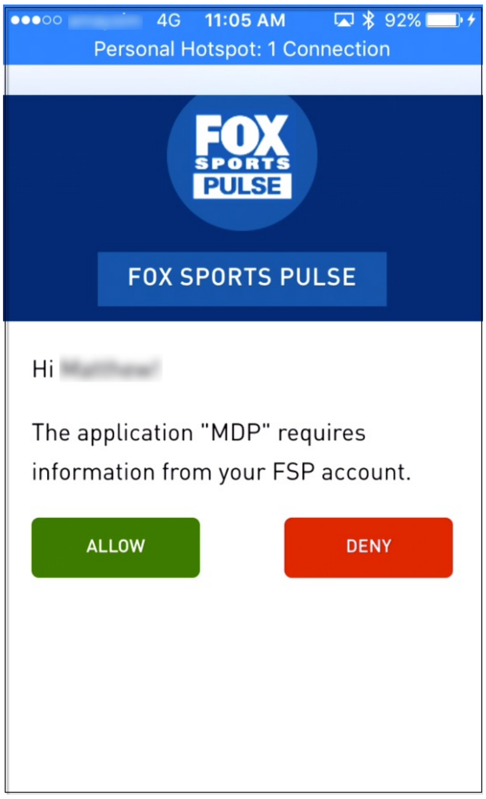


If you don't yet have a Passport account created, click 'Register' to create one.

1. Fill out your passport details on the first page.



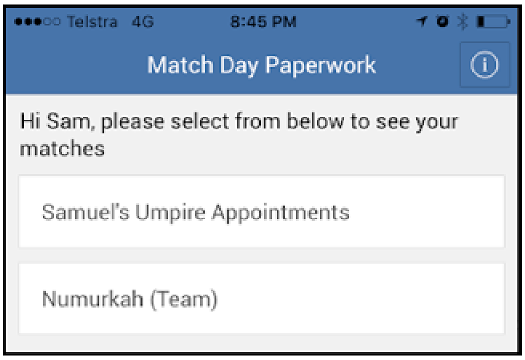
2. Once you have logged in, ensure you 'allow' the application to access information from your account (you will only have to do this the first time you login).



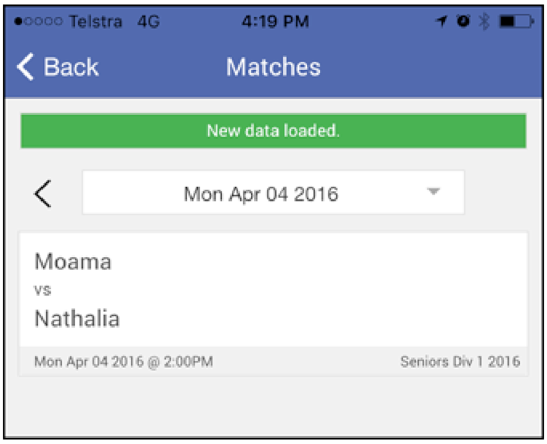
Select a Match

Tasks can be assigned by your league to match officials and/or team/club staff, so if you are a Team Manager for more than one team, or perhaps you are a Team Manager and a Match Official, then you will need to select which entity you want to complete tasks for before you select a match.

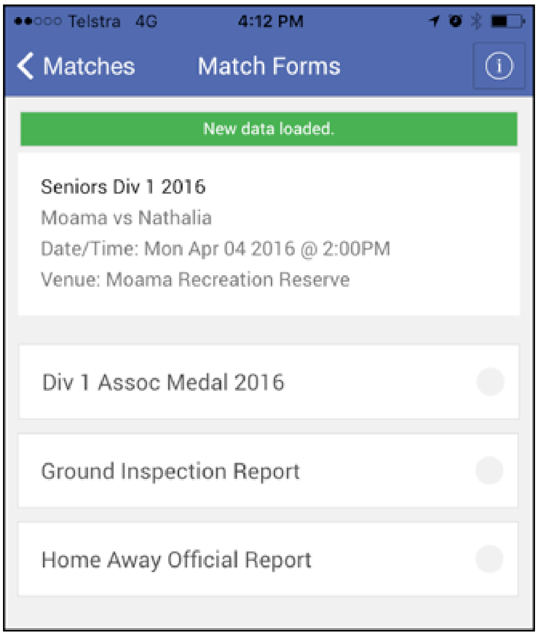
1. Select who you would like to complete tasks for to move to the match selection screen.



2. The match closest to the current date should appear, if this is not the right match, navigate through the date filter at the top of the screen to find it. If you cannot see your match in this screen, contact your league administrator.

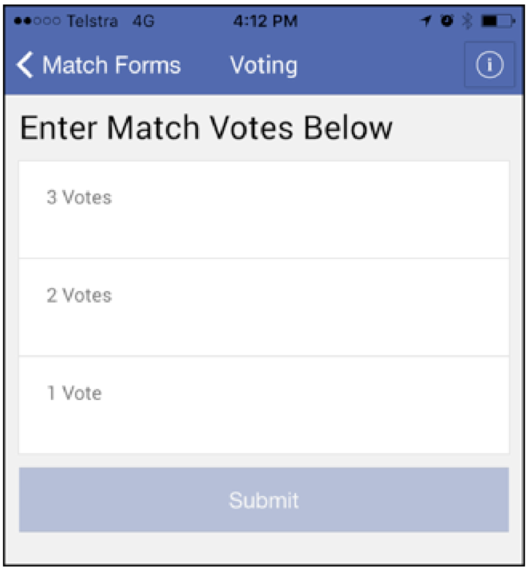


3. Once you have found the correct match, simply select it and you should see a list of tasks for you to complete for this match.



Submit Votes

1. Select the award you need to enter votes for, then select how many votes you need to give.



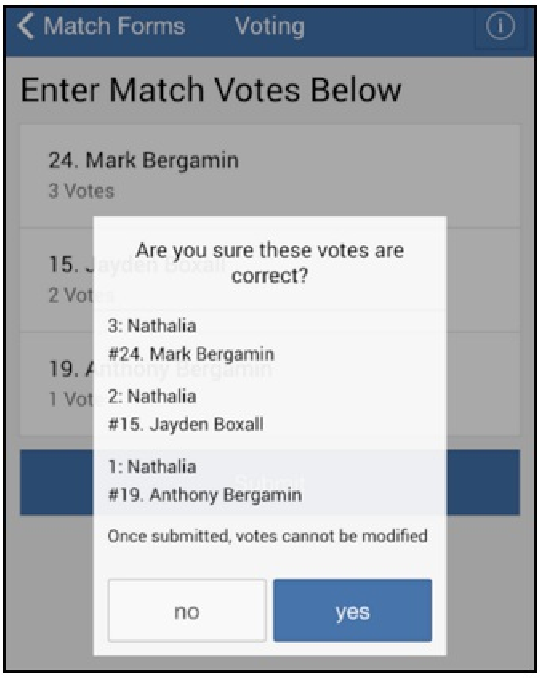
2. Select a player to give the votes to from the list of players selected for this match.

Note: you can switch between teams by selecting the team names from the top of the screen.

Note: If a player received votes that is not appearing in this list, it probably means they were not selected for the match. If you click the 'player not in list?' button at the bottom of the screen you can select from a list of all other registered club players.

3. Repeat this step for all votes and you will see a screen like the one shown below.

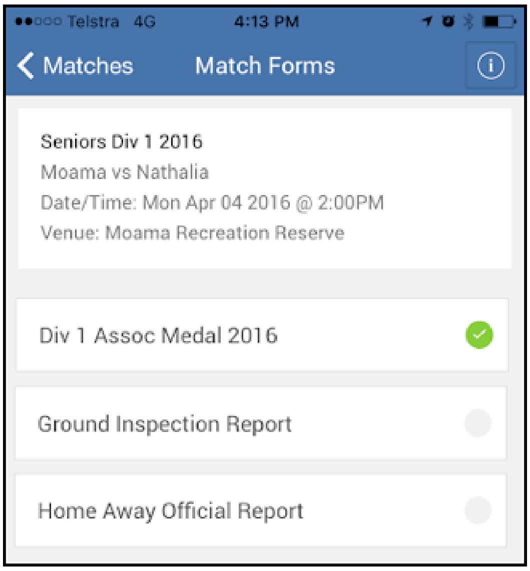
4. Once done, click '**Submit**' and you will need to confirm your votes.



5. Click '**yes**' to confirm.

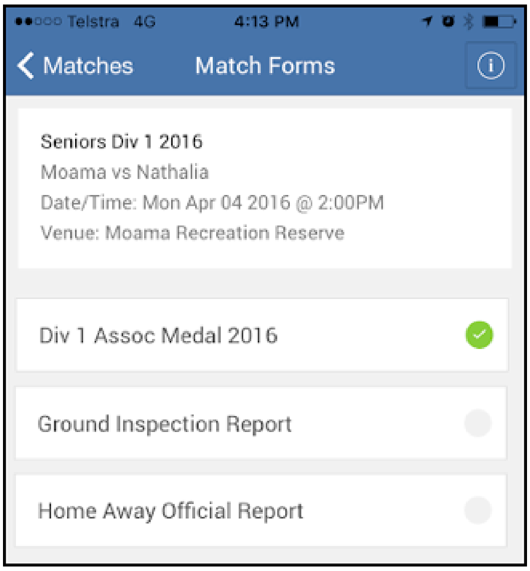
Note: Once confirmed, you cannot change your votes selections. The only way to do this is through the league.

The green tick indicates that this task is now completed.



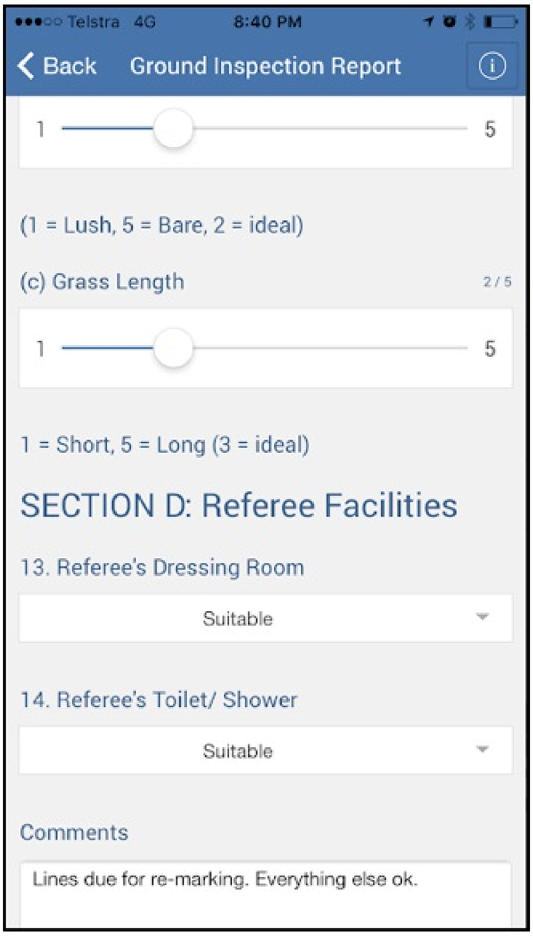
Submit a Form

1. Select the form you need to submit (the two examples below are 'Ground Inspection Report' and 'Home Away Official Report').



The form will display.

2. Answer questions as required by your league.



Note: Compulsory questions are marked with a red asterisk.

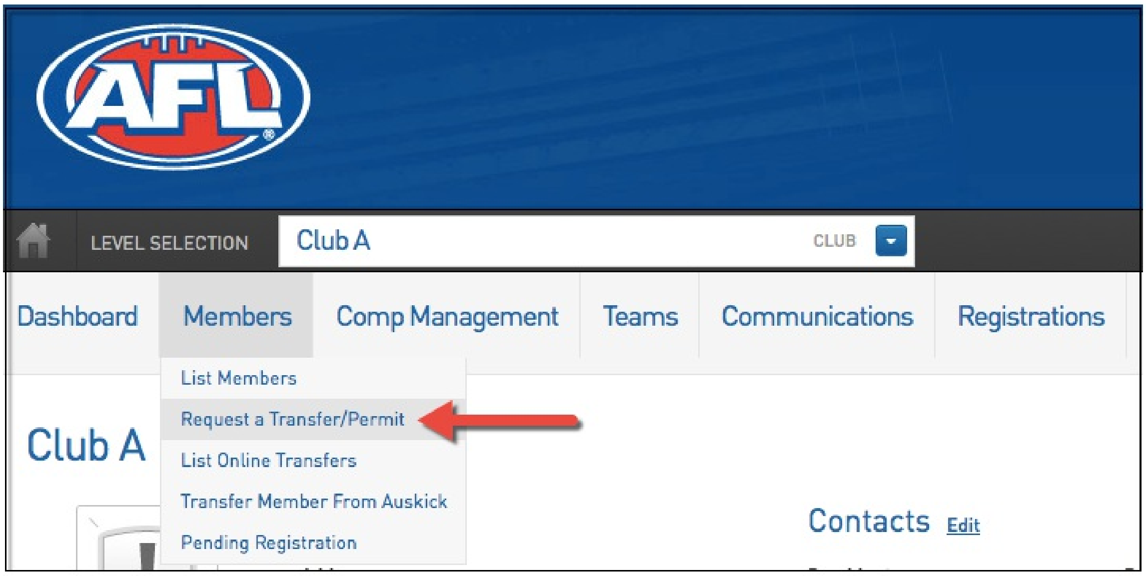
3. Click '**Submit**' once completed.

If you have any queries during this process please contact your league office for assistance.

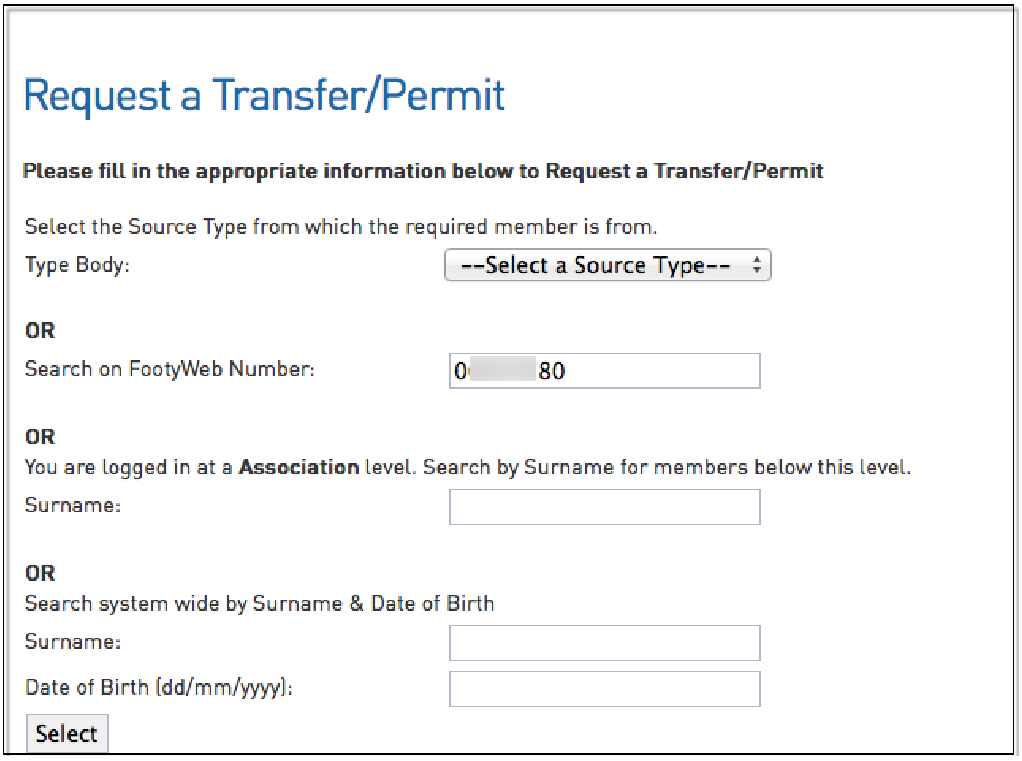
New process for transferred players

Last Modified on 01/08/2017 3:23 pm AEST

1. To request a Transfer, hover over Members and click 'Request a Transfer/Permit'.

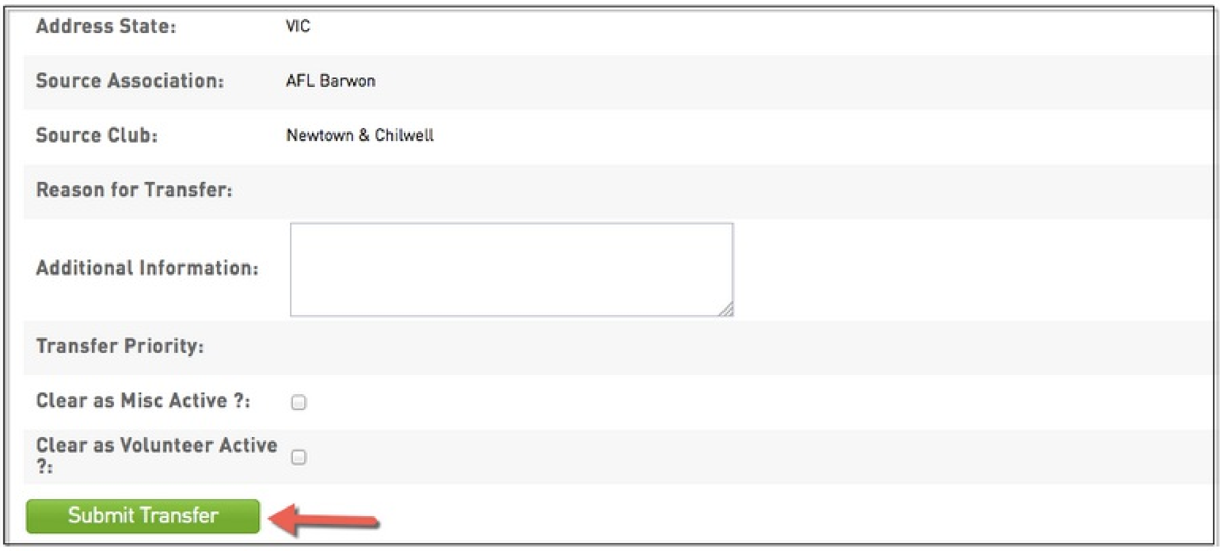


2. Use the below sources to search for a particular member.

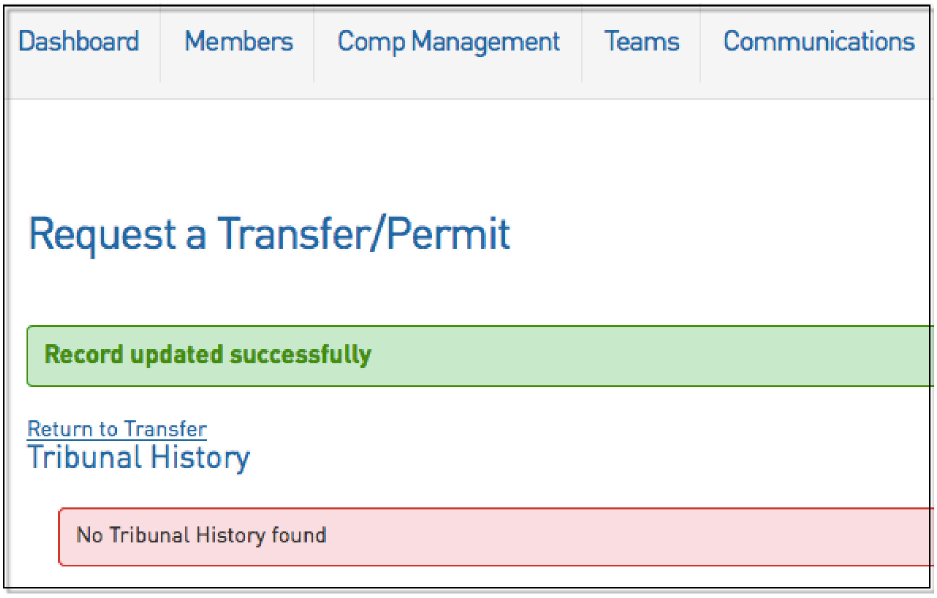


3. Select the member you wish to transfer.

4. Click 'Submit Transfer'.

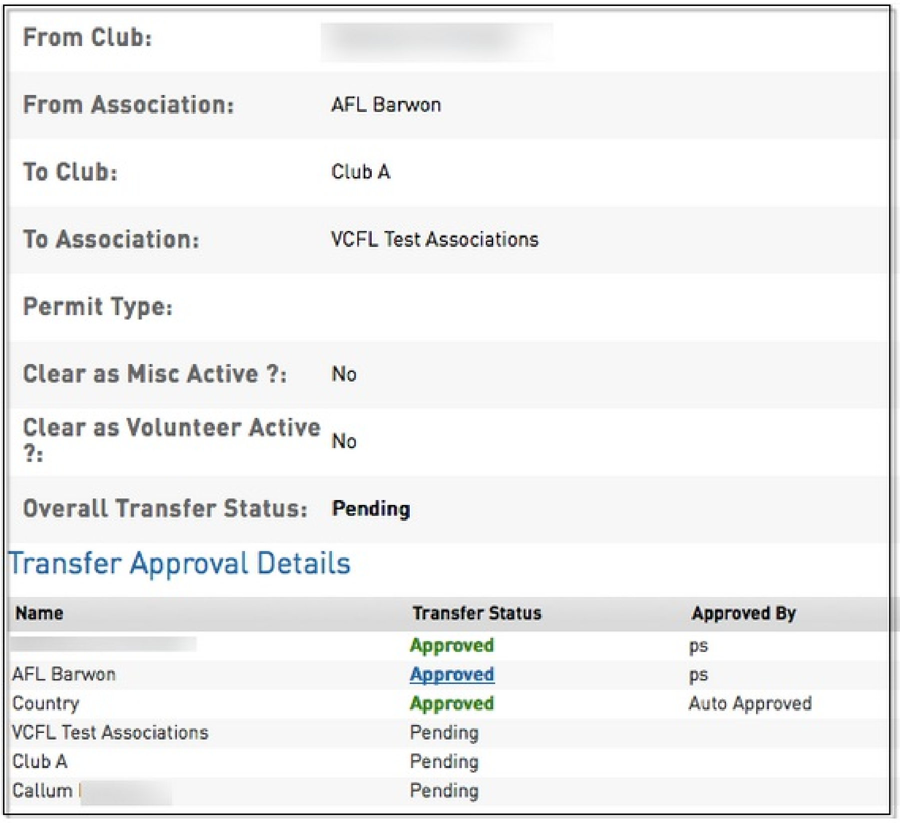


5. When the message below appears on your screen, the record has been updated.



6. As per last year's process all levels must be involved in the approval of the transfer.

Please note: there is now a player's section.

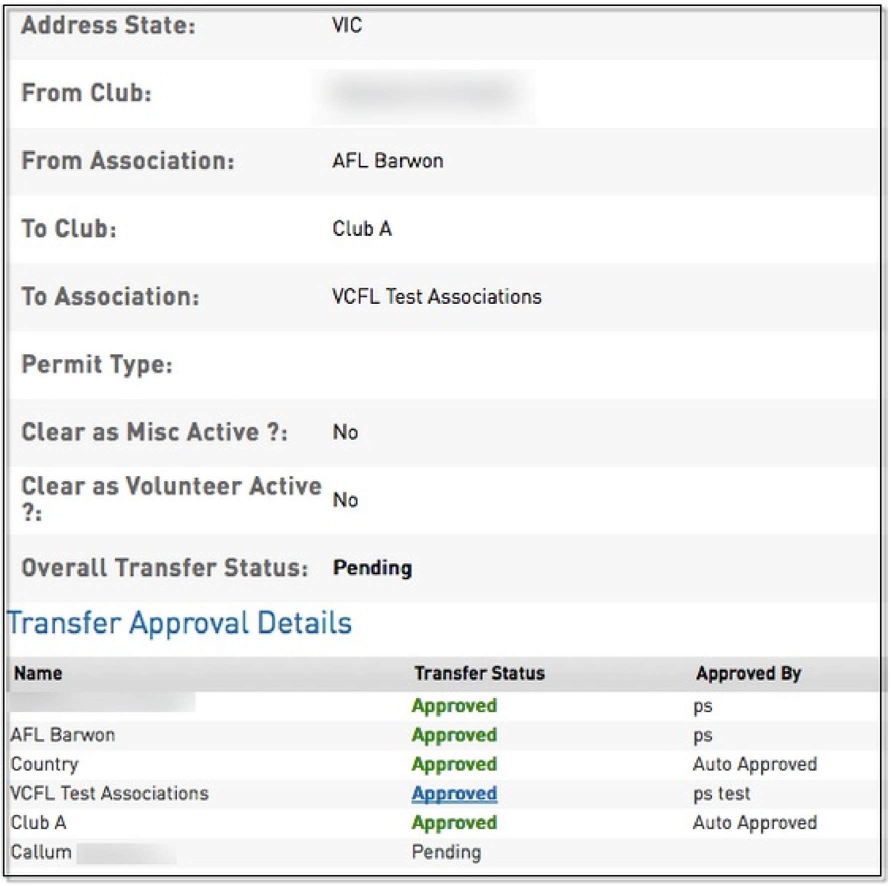


From Club:	
From Association:	AFL Barwon
To Club:	Club A
To Association:	VCFL Test Associations
Permit Type:	
Clear as Misc Active ?:	No
Clear as Volunteer Active ?:	No
Overall Transfer Status:	**Pending**

Transfer Approval Details

Name	Transfer Status	Approved By
	Approved	ps
AFL Barwon	Approved	ps
Country	Approved	Auto Approved
VCFL Test Associations	Pending	
Club A	Pending	
Callum	Pending	

7.a) Once the club that has requested the transfer approves the final step, the player's primary club will then change to the new club and they will become cleared out of the previous club.



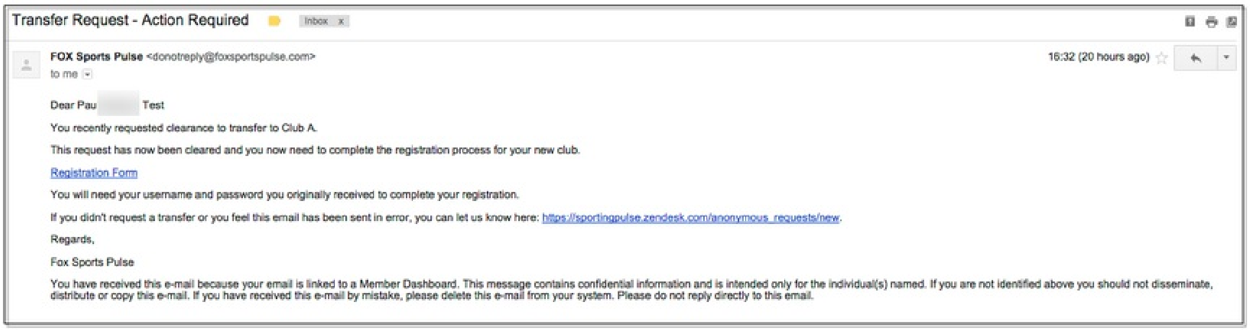
Address State:	VIC
From Club:	
From Association:	AFL Barwon
To Club:	Club A
To Association:	VCFL Test Associations
Permit Type:	
Clear as Misc Active ?:	No
Clear as Volunteer Active ?:	No
Overall Transfer Status:	**Pending**

Transfer Approval Details

Name	Transfer Status	Approved By
	Approved	ps
AFL Barwon	Approved	ps
Country	Approved	Auto Approved
VCFL Test Associations	Approved	ps test
Club A	Approved	Auto Approved
Callum	Pending	

7. b) At the same time the club approves the final step, the player will be sent an email. The player will need

to fill out the registration form to ensure they are registered for the new season.


Transfer Request - Action Required

FOX Sports Pulse <donotreply@foxsportspulse.com>
to me

16:32 (20 hours ago)

Dear Pau Test

You recently requested clearance to transfer to Club A.

This request has now been cleared and you now need to complete the registration process for your new club.

Registration Form

You will need your username and password you originally received to complete your registration.

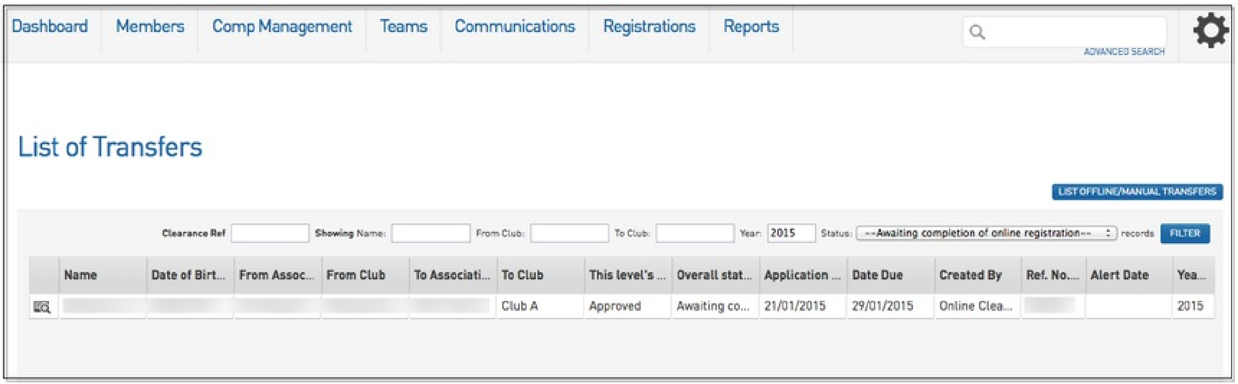
If you didn't request a transfer or you feel this email has been sent in error, you can let us know here: https://sportingpulse.zendesk.com/anonymous_requests/new.

Regards,

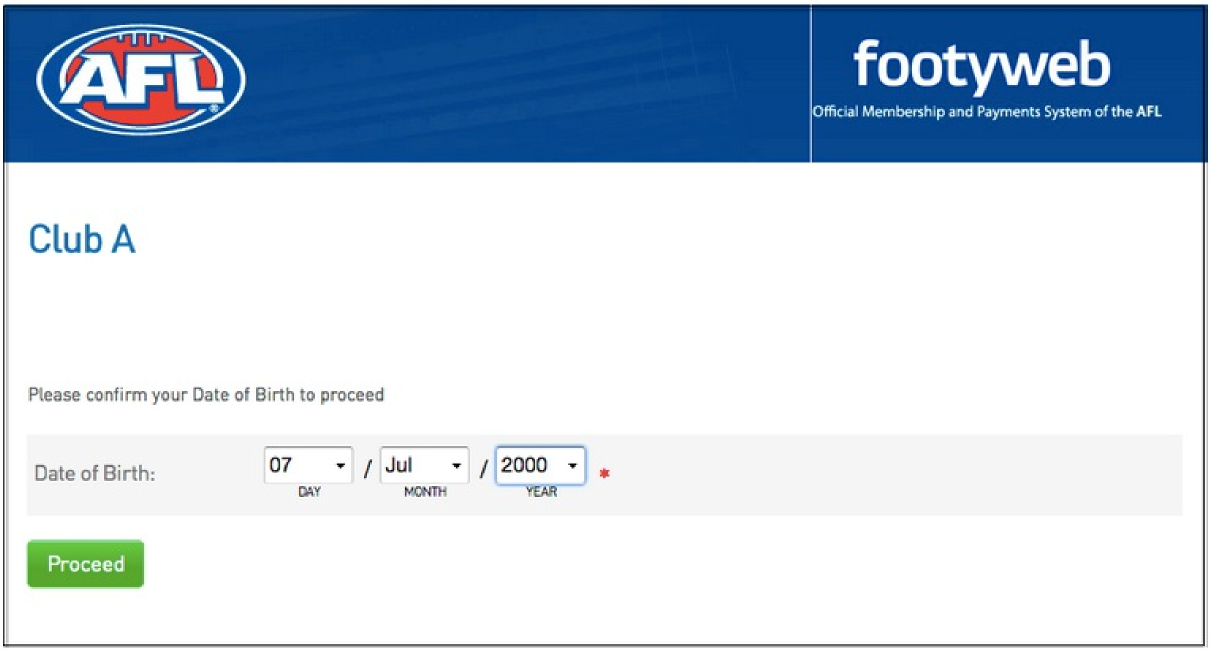
Fox Sports Pulse

You have received this e-mail because your email is linked to a Member Dashboard. This message contains confidential information and is intended only for the individual(s) named. If you are not identified above you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake, please delete this e-mail from your system. Please do not reply directly to this email.

8. You can check if a player has filled out the registration form by looking up the List of Transfers and ensuring the filter displays 'Awaiting completion of online registration'.



9. Once the link in the email has been clicked, the player will need to confirm their Date of Birth before proceeding to fill out the registration form.



Once the registration form has been filled out by the player, the process is complete. To check approved players, return to the List of Transfers and ensure the filter is set to Approved.

Please note: If the player did not receive an email, the club has two options. Please click here for more information on Resending a Transfer Registration Form.

Resending Transfer Registration Form

Last Modified on 01/08/2017 3:31 pm AEST

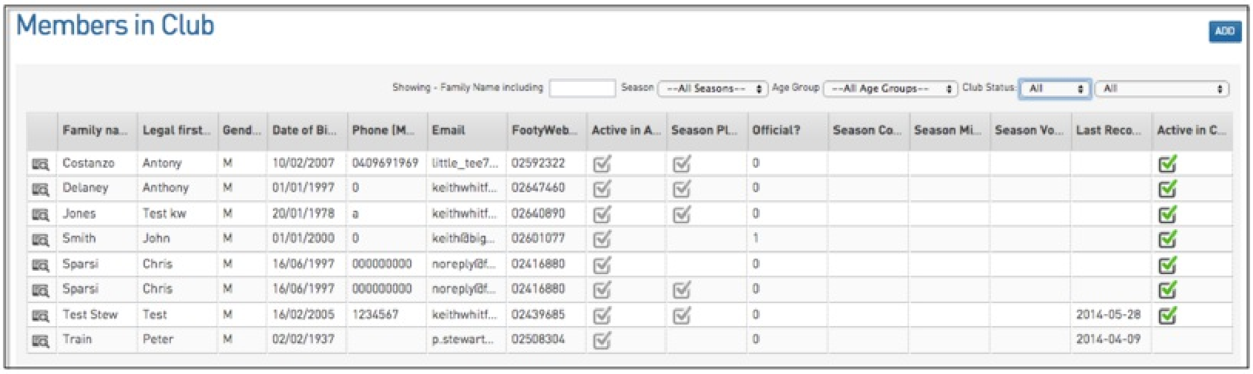
If the player did not receive an email in the transfer process, the club has two options:

- They can correct a possibly incorrect email address for the player and resend the registration form link (Instructions are below) or:
- They will need to reset the player's password and send it to the player along with the link to the registration form (Scroll down for instructions).

The first option is to resend the registration form to the user.

The club may need to correct a wrong email address (if the player believes the wrong email address was entered).

To do this hover over Members and click List Members. Ensure the Club Status filer reads 'All'. Click on the magnifying glass next to the member.

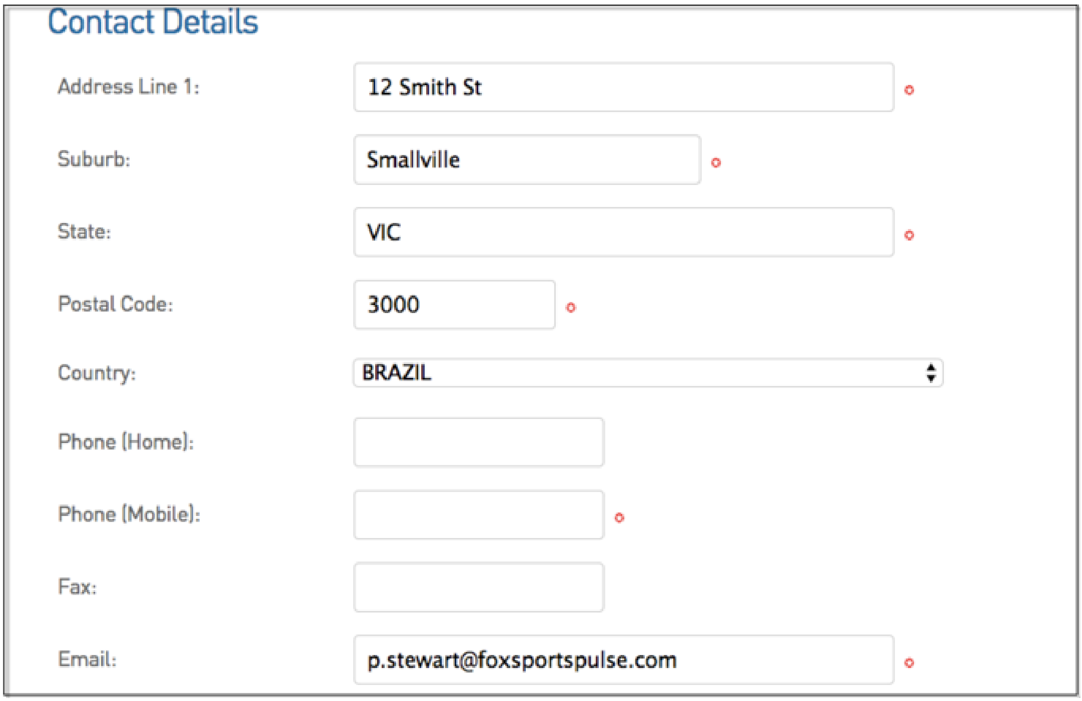

Members in Club

ADD

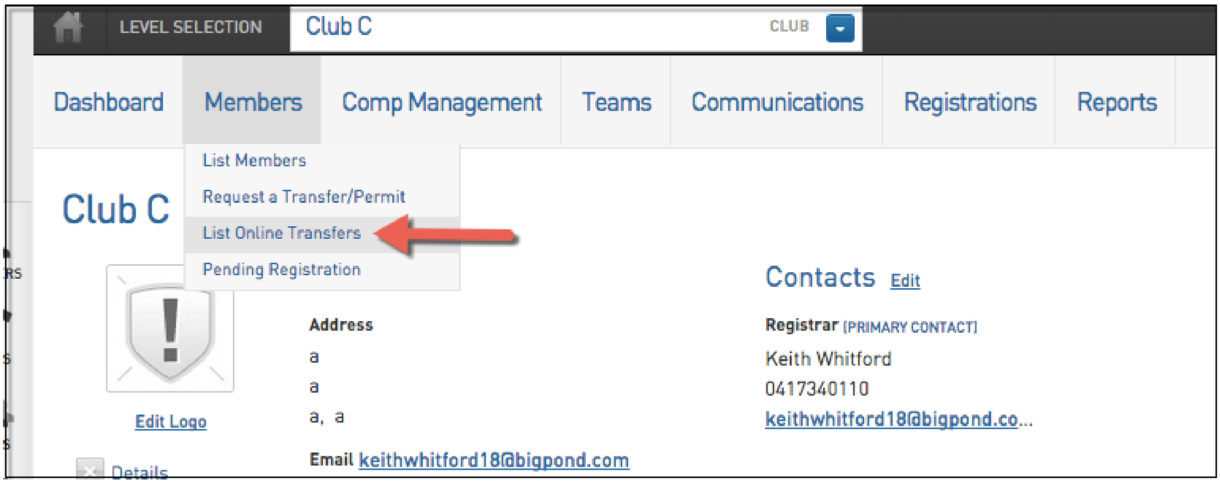
Showing - Family Name including | Season --All Seasons-- | Age Group --All Age Groups-- | Club Status: All | All

	Family na...	Legal first...	Gend...	Date of Bi...	Phone (M...	Email	FootyWeb...	Active in A...	Season Pl...	Official?	Season Co...	Season Mi...	Season Vo...	Last Reco...	Active in C...
	Costanzo	Antony	M	10/02/2007	0409691969	little_tee7...	02592322	✓	✓	0					✓
	Delaney	Anthony	M	01/01/1997	0	keithwhitf...	02647460	✓	✓	0					✓
	Jones	Test kw	M	20/01/1978	a	keithwhitf...	02640890	✓	✓	0					✓
	Smith	John	M	01/01/2000	0	keith@big...	02601077	✓		1					✓
	Sparsi	Chris	M	16/06/1997	000000000	noreply@f...	02416880	✓		0					✓
	Sparsi	Chris	M	16/06/1997	000000000	noreply@f...	02416880	✓	✓	0					✓
	Test Stew	Test	M	16/02/2005	1234567	keithwhitf...	02439685	✓	✓	0				2014-05-28	✓
	Train	Peter	M	02/02/1937		p.stewart...	02508304	✓		0				2014-04-09	

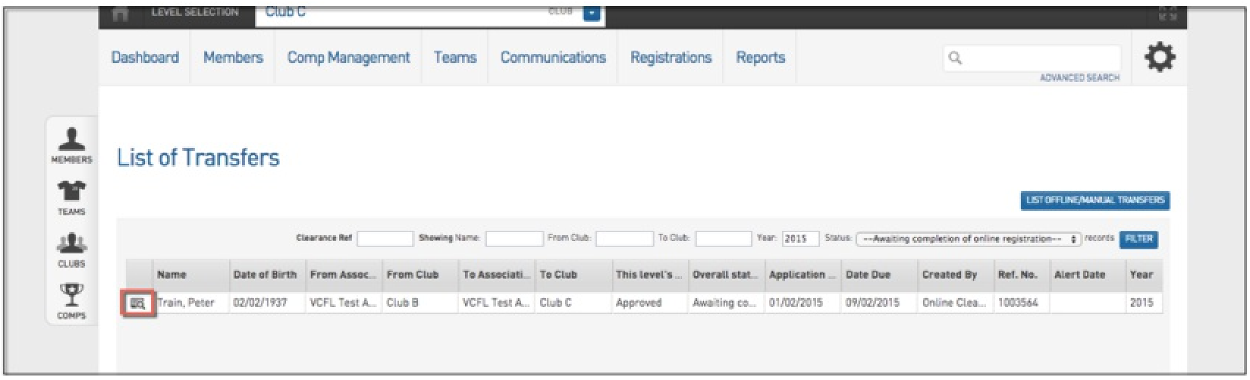
Click Edit to the right of the heading 'Contact Details' to correct the email address.



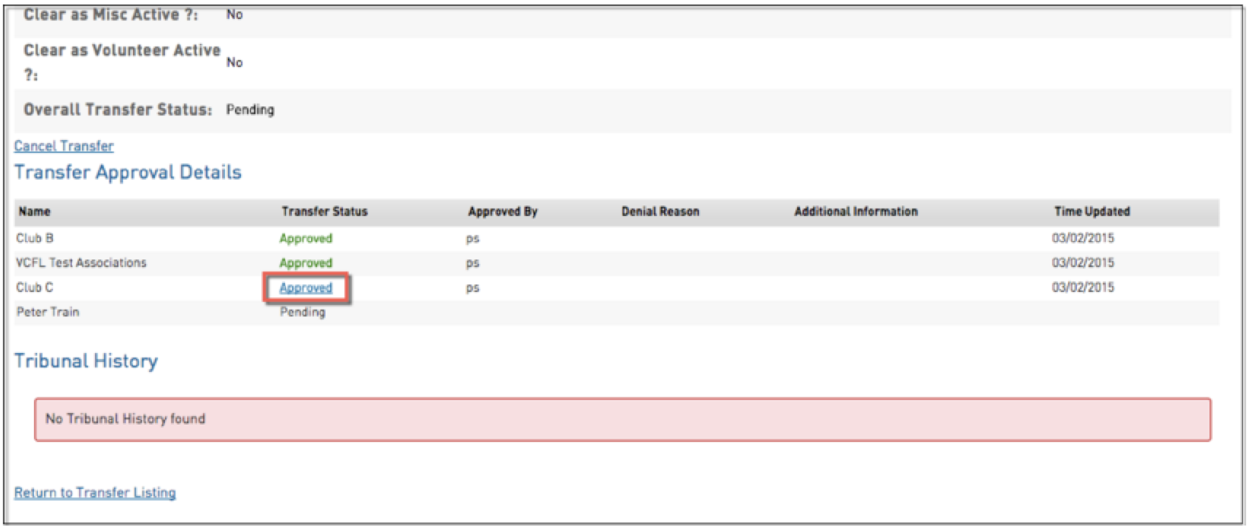
Once the email address has been saved, return to the Club's dashboard.
Hover over Members and click 'List Online Transfers'.



Click the magnifying glass next to the player you wish to edit. Ensure the Status shows 'Awaiting completion of online registration form'.



Scroll through the player's infromation to the 'Transfer Approval Details' heading. Click the 'Approved button.



Clear as Misc Active ?: No

Clear as Volunteer Active ?: No

Overall Transfer Status: Pending

Cancel Transfer

Transfer Approval Details

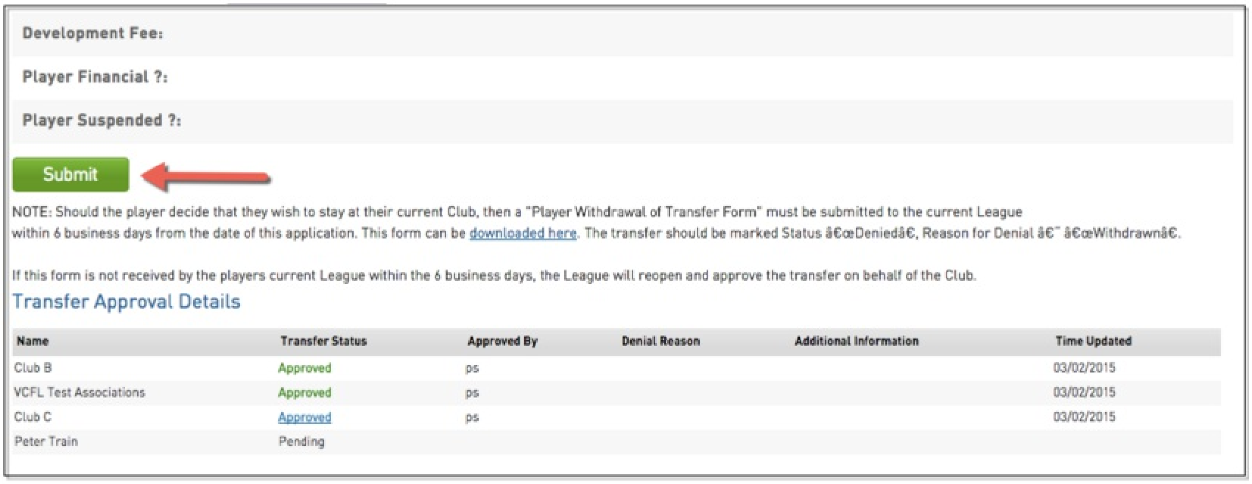
Name	Transfer Status	Approved By	Denial Reason	Additional Information	Time Updated
Club B	Approved	ps			03/02/2015
VCFL Test Associations	Approved	ps			03/02/2015
Club C	Approved	ps			03/02/2015
Peter Train	Pending				

Tribunal History

No Tribunal History found

Return to Transfer Listing

By clicking the 'Approved' button, the site will take you to a Transfer page. Scroll down until you see the 'Submit' button. Click it.



Development Fee:

Player Financial ?:

Player Suspended ?:

Submit

NOTE: Should the player decide that they wish to stay at their current Club, then a "Player Withdrawal of Transfer Form" must be submitted to the current League within 6 business days from the date of this application. This form can be downloaded here. The transfer should be marked Status â€œDeniedâ€, Reason for Denial â€" â€œWithdrawnâ€.

If this form is not received by the players current League within the 6 business days, the League will reopen and approve the transfer on behalf of the Club.

Transfer Approval Details

Name	Transfer Status	Approved By	Denial Reason	Additional Information	Time Updated
Club B	Approved	ps			03/02/2015
VCFL Test Associations	Approved	ps			03/02/2015
Club C	Approved	ps			03/02/2015
Peter Train	Pending				

By clicking Submit, the registration form will be resent to the player along with their username and password.

Transfer

Record updated successfully

Return to Transfer Details NOTE: Should the player decide that they wish to stay at their current Club, then a "Player Withdrawal of Transfer Form" must be submitted to the current League within 6 business days from the date of this application. This form can be downloaded here. The transfer should be marked Status â€œDeniedâ€, Reason for Denial â€" â€œWithdrawnâ€.

If this form is not received by the players current League within the 6 business days, the League will reopen and approve the transfer on behalf of the Club.

Transfer Approval Details

Name	Transfer Status	Approved By	Denial Reason	Additional Information	Time Updated
Club B	Approved	ps			03/02/2015
VCFL Test Associations	Approved	ps			03/02/2015
Club C	Approved	ps			03/02/2015
Peter Train	Pending				

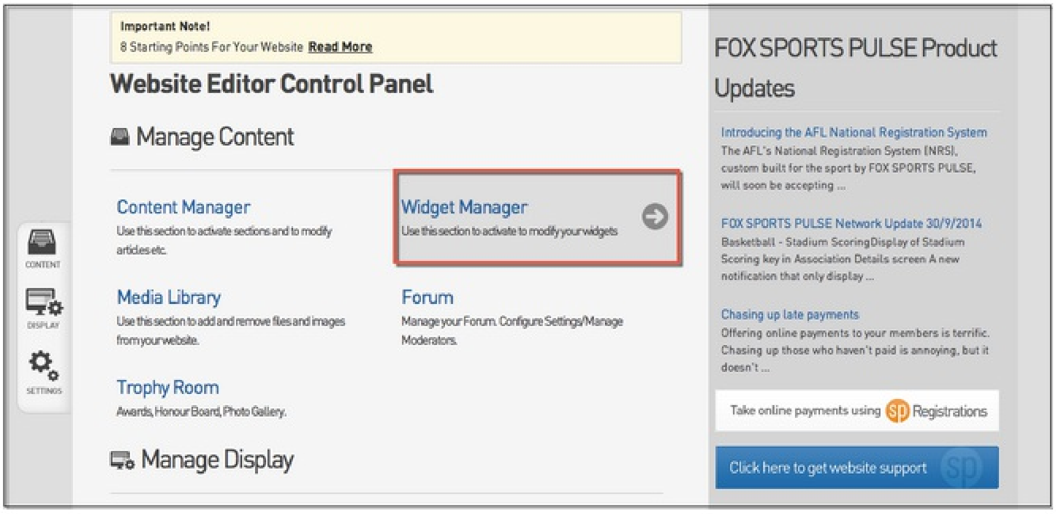
URL for AFL Registration Widget

Last Modified on 01/08/2017 3:32 pm AEST

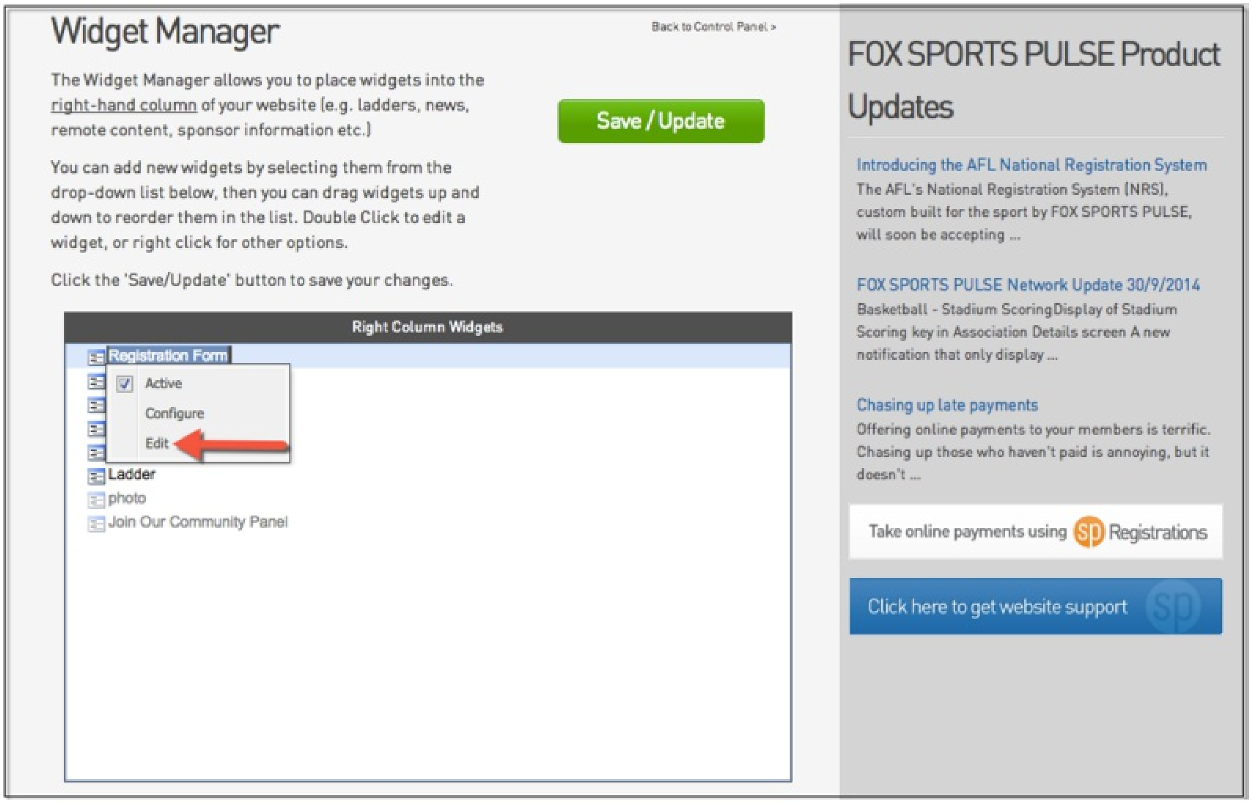
Please note that at this stage, this applies only to AFL.

1. Scroll to the bottom of your website and click 'Site Editor'.

2. Click 'Widget Manager'.



3. To Edit a current Widget, right click on the Widget name and click 'Edit'.



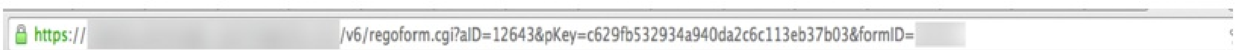
4. Copy and Paste the URL from your NRS Registration Form in to the box provided below and click 'Update'.

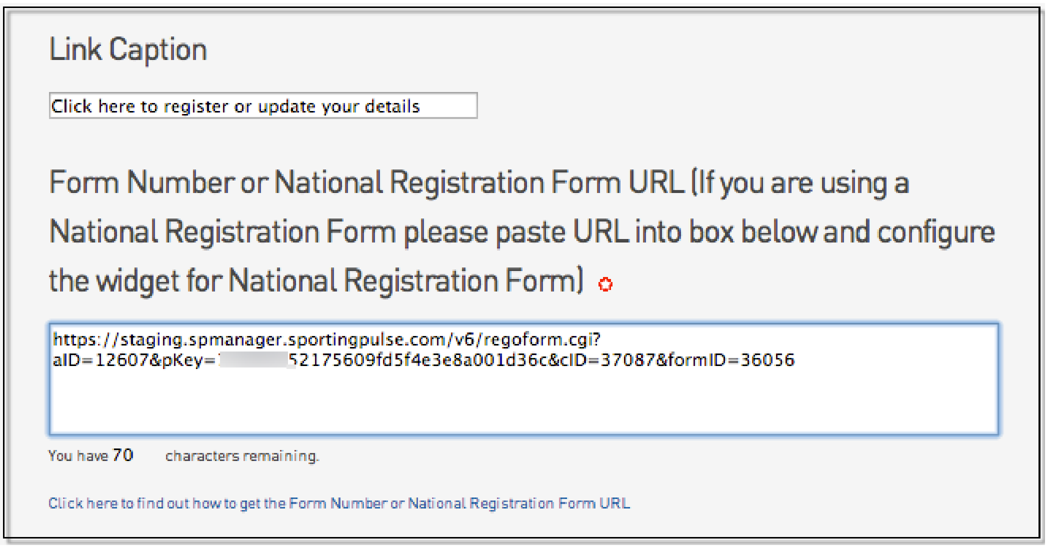
Note: To obtain the URL follow these simple steps:

-Within Footweb hover over Registrations and click 'Registration Forms'.

-Click 'View' next to the Registration Form you are using.

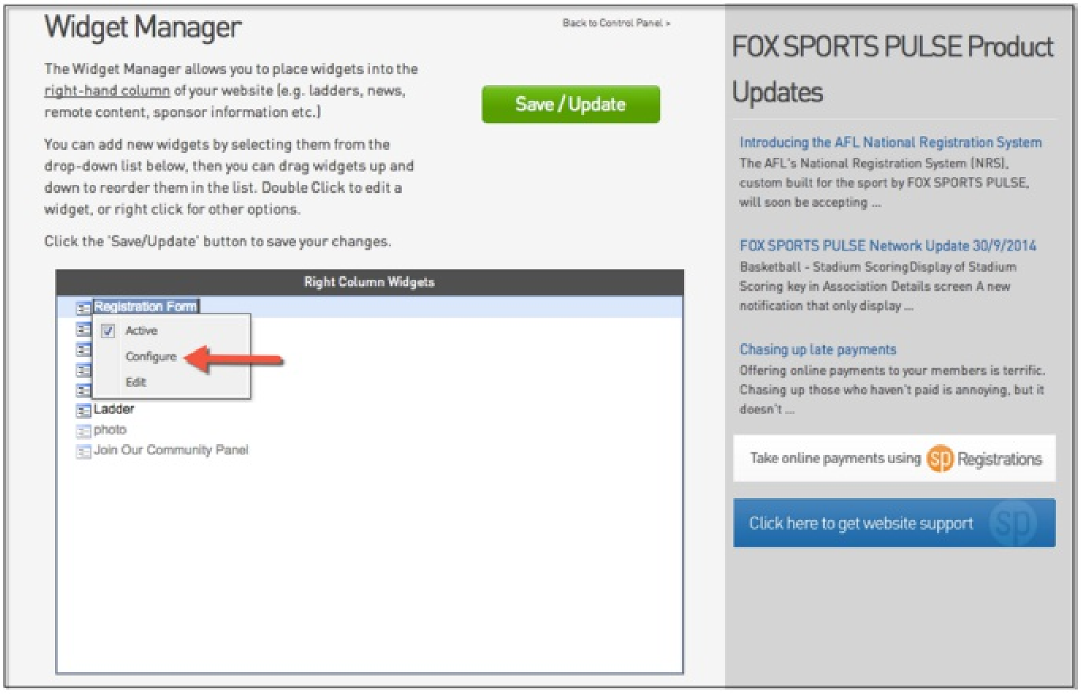
-The Registration Form will open in a new window, highlight the URL in the top bar and copy it.



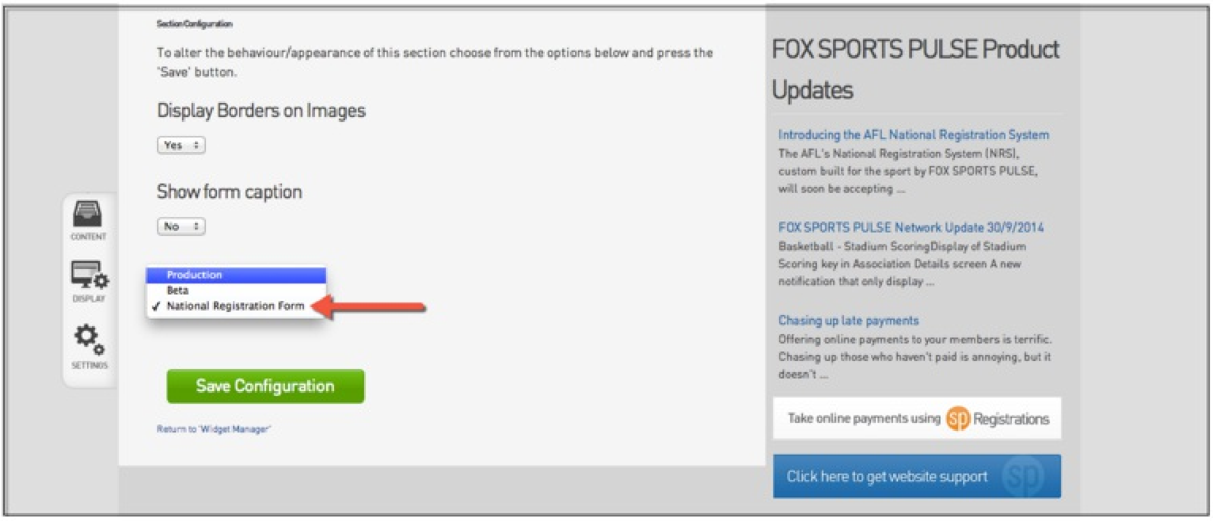


5. Return to Widget Manager by clicking 'Return to your website' at the top of the page and complete steps 1

and 2 again. Right click on the same widget again. This time click 'Configure'.



6. Click on the box underneath 'Version' and ensure that 'National Registration Form' is highlighted. Click 'Save Configuration'.



Communicator- Primary vs Secondary Purpose

Last Modified on 24/02/2016 1:00 pm AEDT

To comply with legal obligations, please ensure all communications fall within the legitimate purposes described below.

Primary Purpose/Implied Consent: This communication should be contained to including only information that, if not communicated would affect the administration of the game. For instance: if the game is postponed, cancelled or forfeited, or if there is a change in time or location. These are the ONLY types of communications that can be sent to the whole database.

Secondary Purpose/Express Consent: This communication can contain information about the season (e.g. scores, statistics, weekly newsletters), special offers, promotions and marketing. These communications can ONLY go to those who have opted-in to receiving this information upon registration and have not opted-out prior to the last 7 days.

Primary Club FAQs

Last Modified on 24/02/2016 1:00 pm AEDT

What is Primary Club?

Primary club is the idea that every player in Footyweb has one club that holds their registration and so that player can only play for that club until they get permitted or transferred to another club.

What happens if a player gets permitted?

If the player gets permitted from their Primary Club the player's primary club does not change, but they are able to play for the club they were permitted to.

What happens if a player gets transferred?

If a player gets transferred from their Primary Club the player's primary club will change to the club that he or she is transferring to.

What happens if a players does not have a primary club set?

If a player does not have a primary club set they will not be able to be transferred or permitted. You can only be transferred or permitted if you have a primary club set. If a player does not have a primary club set they will still be able to added to a team sheet for either club, and will still show up in reports for both clubs.

How is primary club set?

The primary club script will be run over the player records. If the player has two club records then the script will choose the primary club for each player based on the most recent active player status (when the player was last marked as a player in the club). If that status is the same date then the player will be placed in the list of players for League/State/National Administrators to manually assign a primary club.

Ongoing, an overnight script will run to pick up all new players and give them a primary club.

What happens when a primary club is set?

When the primary club is set and the player will become active in the selected club and will be marked as inactive in the unselected club.

Footyweb National Registration System

Last Modified on 24/02/2016 1:00 pm AEDT

The below video contain information regarding the AFL National Registration System.

Footyweb National Registration System User Guide (for Clubs)

Last Modified on 07/02/2017 2:15 pm AEDT

This User Guide is for all Clubs using the National Registration System. It's designed specifically for Club Administrators.

Footyweb NRS User Guide - pdf

How to look up an Opt-in Unsubscribe URL

Last Modified on 09/08/2019 11:04 am AEST

The following information is related to Secondary Communication only.

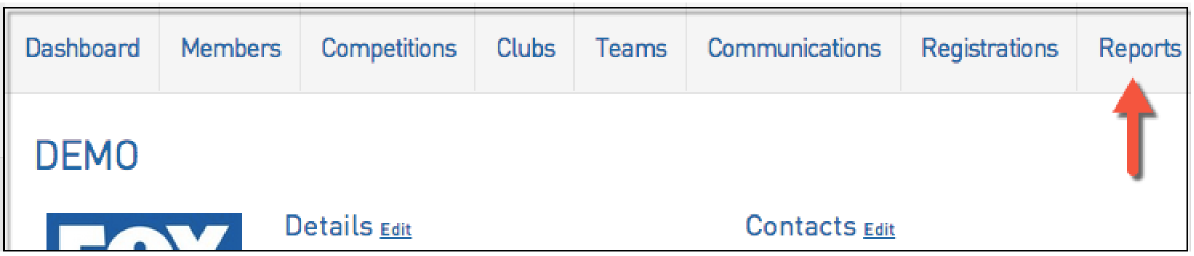
When registering, a member has the option to agree to receive Secondary Communication.

This communication can contain information about the season (e.g. scores, statistics, weekly newsletters), special offers, promotions and marketing. These communications can ONLY go to those who have opted-in to receiving this information upon registration and have not opted-out prior to the last 7 days.

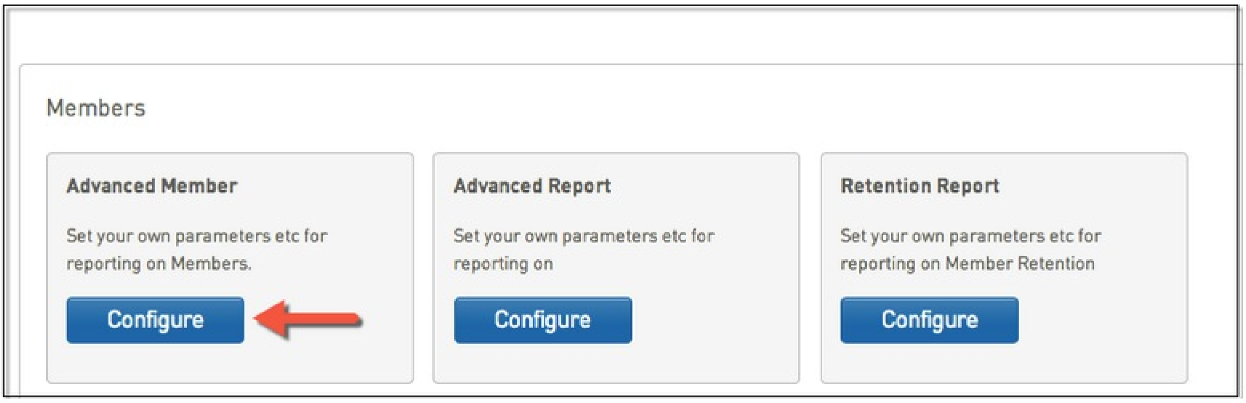
Administrators now have the ability to obtain an 'unsubscribe URL' for a specific member. To find the URL follow these steps -

Firstly, login to your Online Membership Database - If you don’t have your login details please contact your State Governing Body or Association.

1. From your dashboard, click 'Reports'.



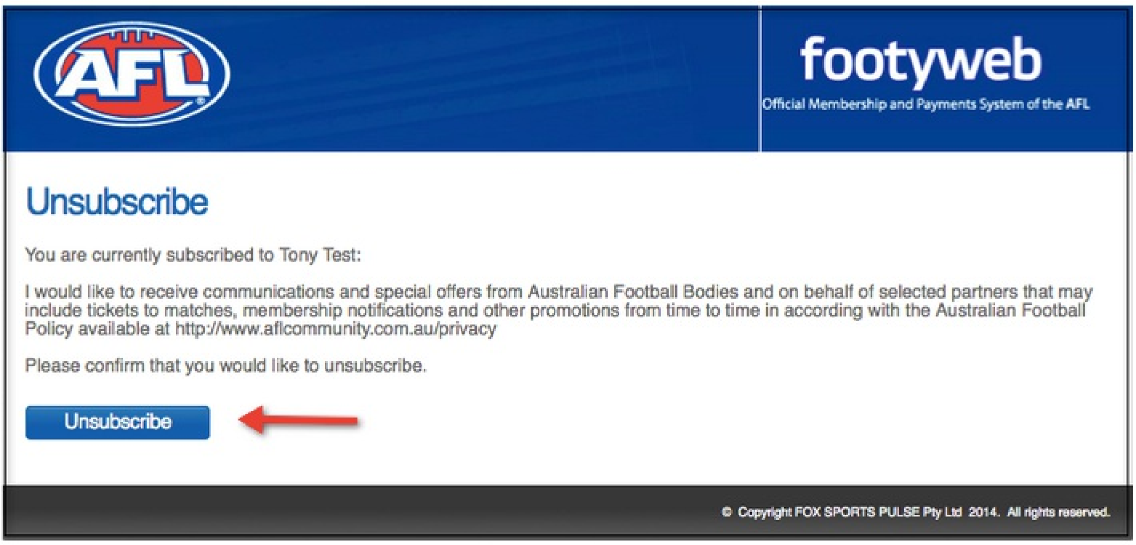
2. On the Reports Manager page, click 'Members' along the side and then configure- form the 'Advanced Member' area.



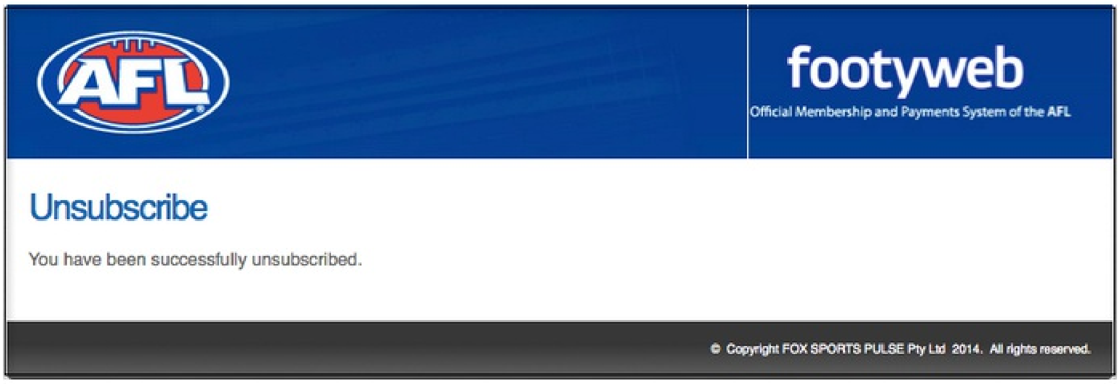
3. Drag across 'First Name', 'Family Name' from the 'Personal Details' heading and then scroll to the 'Other Fields' heading and drag across 'Opt-in UnsubscribeURL'. Click Run Report.

4. Opening in a new window will be the result of your report. If a member wishes to unsubscribe, this is their specific link to do so.

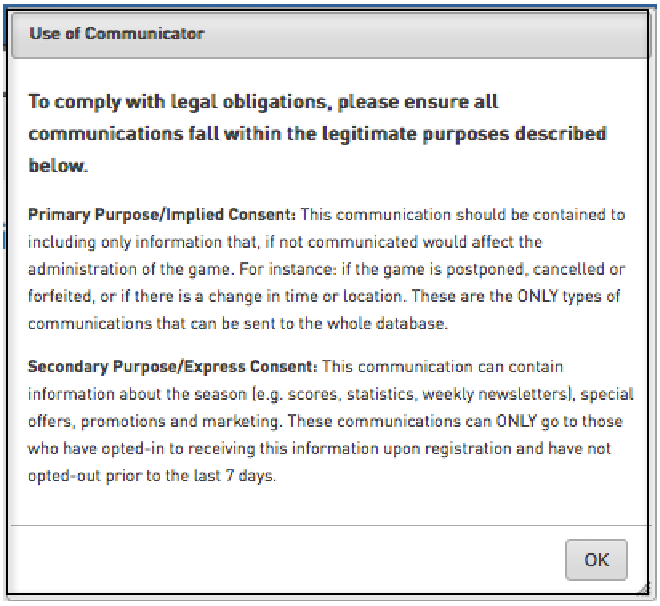
5. For those who need to unsubscribe someone at their level, simply copy and paste the unsubscribe url link into a new window and press enter. Once there, click 'Unsubscribe'. For those proficient in Mail Merge, you can also Mail Merge the unsubscribe url into your emails using a 3rd party communication tool etc (if you use a 3rd party communication).

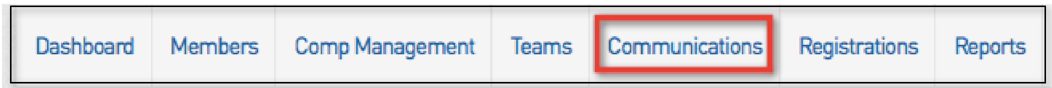


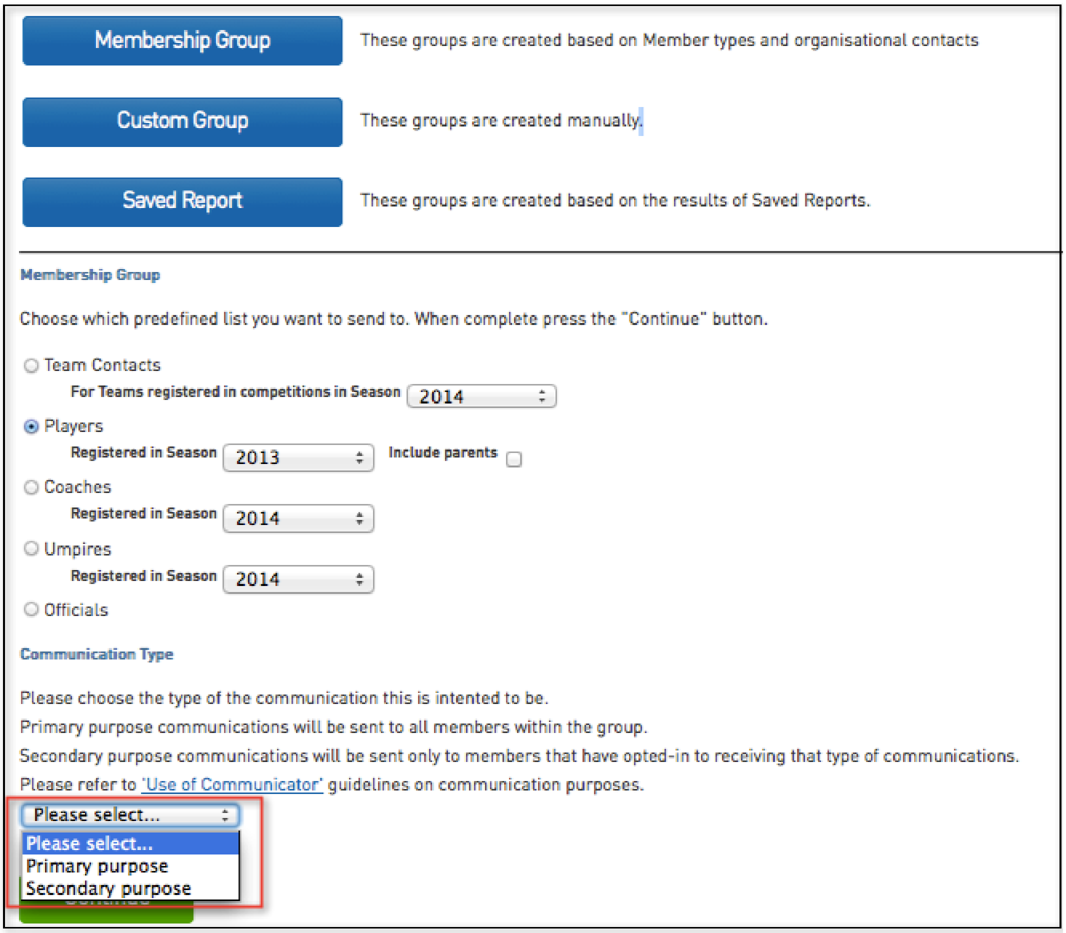
Once you have successfully unsubscribed the member, the following screen will appear.



Similarly, when using the Communications tool to send out information, you will be prompted to choose whether your message is for a Primary or Secondary purpose.







To comply with legal obligations, please ensure all communications fall within the legitimate purposes described.

Footyweb National Registration System overview for Participants

Last Modified on 24/02/2016 1:00 pm AEDT

This User Guide is designed to give Participants an overview of how to register to their Club using the National Registration System.

Download the Footyweb National Player Registration Process- pdf

AFL 9s Centre Co-ordinator User Guide

Last Modified on 24/02/2016 1:00 pm AEDT

This User Guide is for all Centre Co-ordinator Managers who run AFL 9s Competitions.

Download the AFL 9s Centre Co-ordinator User Guide - pdf

Footyweb Club Operations Userguide

Last Modified on 24/02/2016 1:00 pm AEDT

Good overall userguide for AFL Clubs and Auskick Centres on some of the key operational functionalities of Footyweb.

Footyweb Manual Club copy.pdf

Communicator - Member Registration SMS Renewal (AFL Users Only)

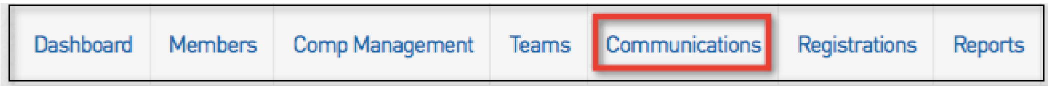
Last Modified on 24/02/2016 1:00 pm AEDT

Communicator provides associations and clubs with the ability to send emails to members in their database with a reminder to register to the new season.

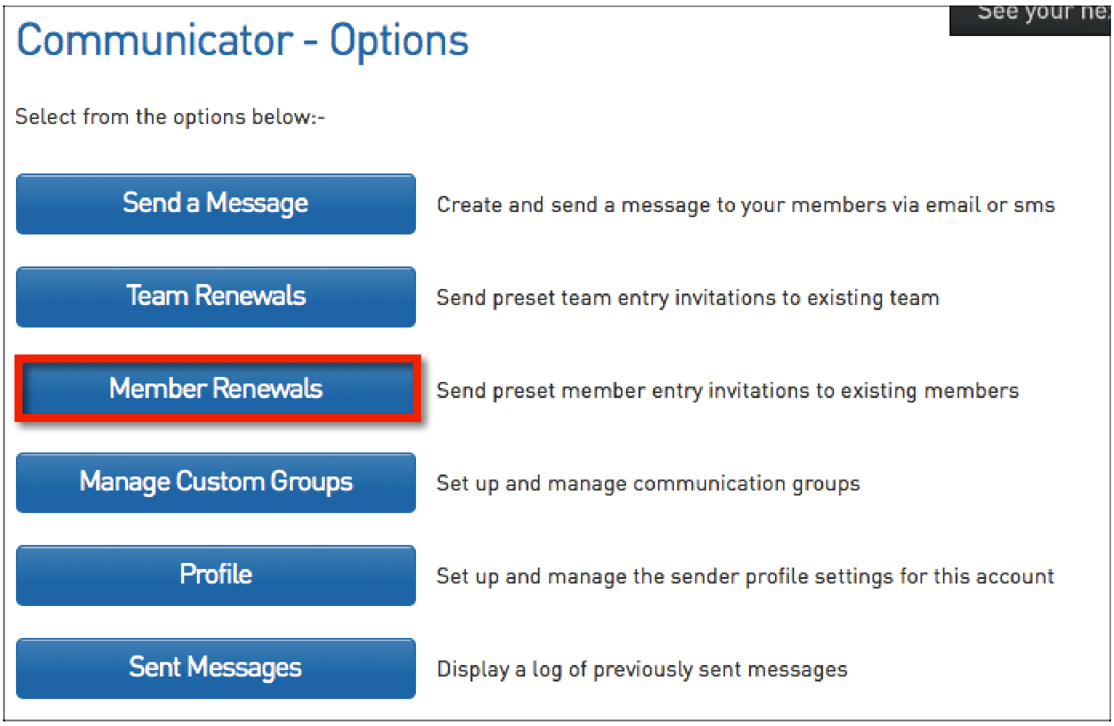
To send a Member Renewal email:

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. From the association or club level of Membership, click on Communications in the menu.



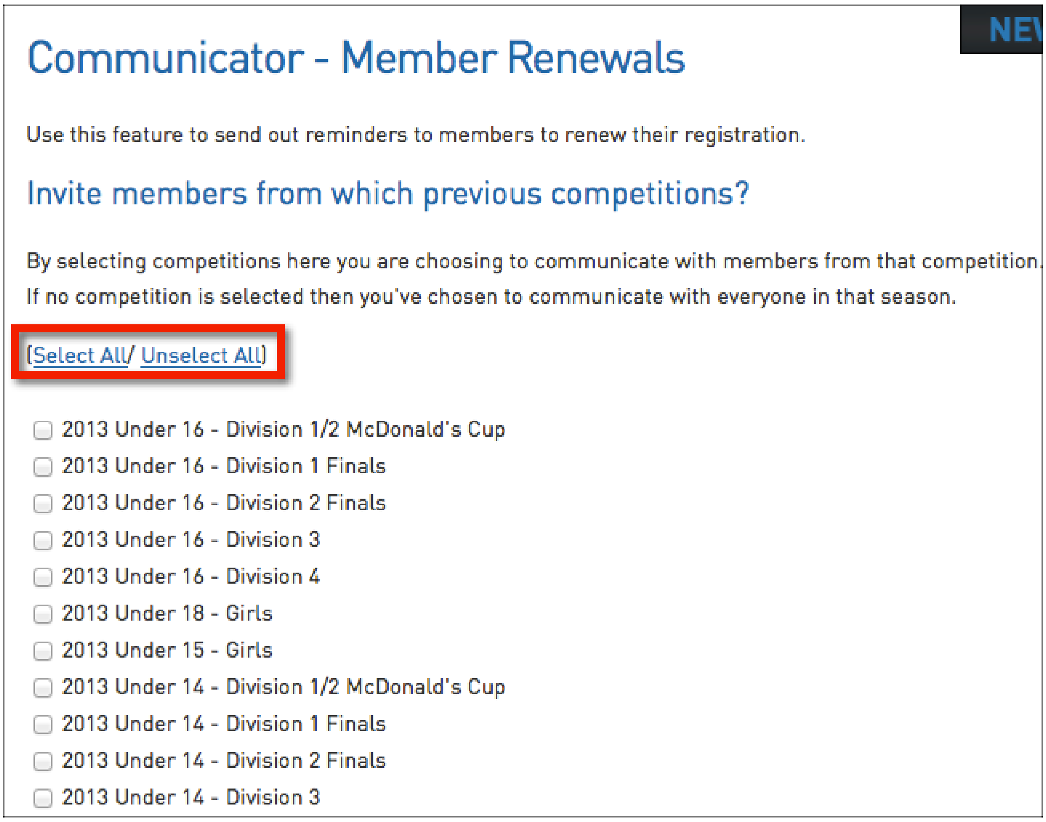
2. The Communicator options will open. Click on Member Renewals.



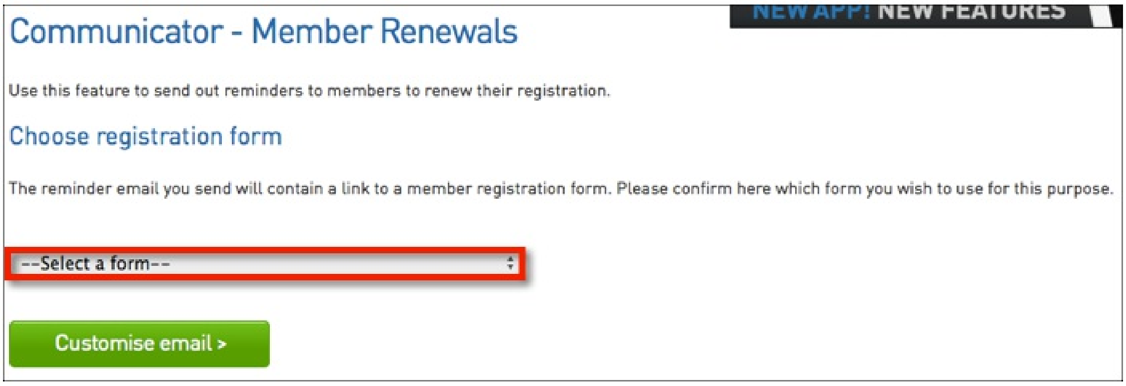
3. Click on the drop-down list and select a past season. Registration renewal emails will be sent to members from this season.

4. If you wish to also send the email to members' parents, click on the Include Parents check box. Within each member's record is a 'Parent/Guardian Email' field (screen shot below). Checking the 'Include Parents' option will also send the email to the Parent/Guardian's email address.

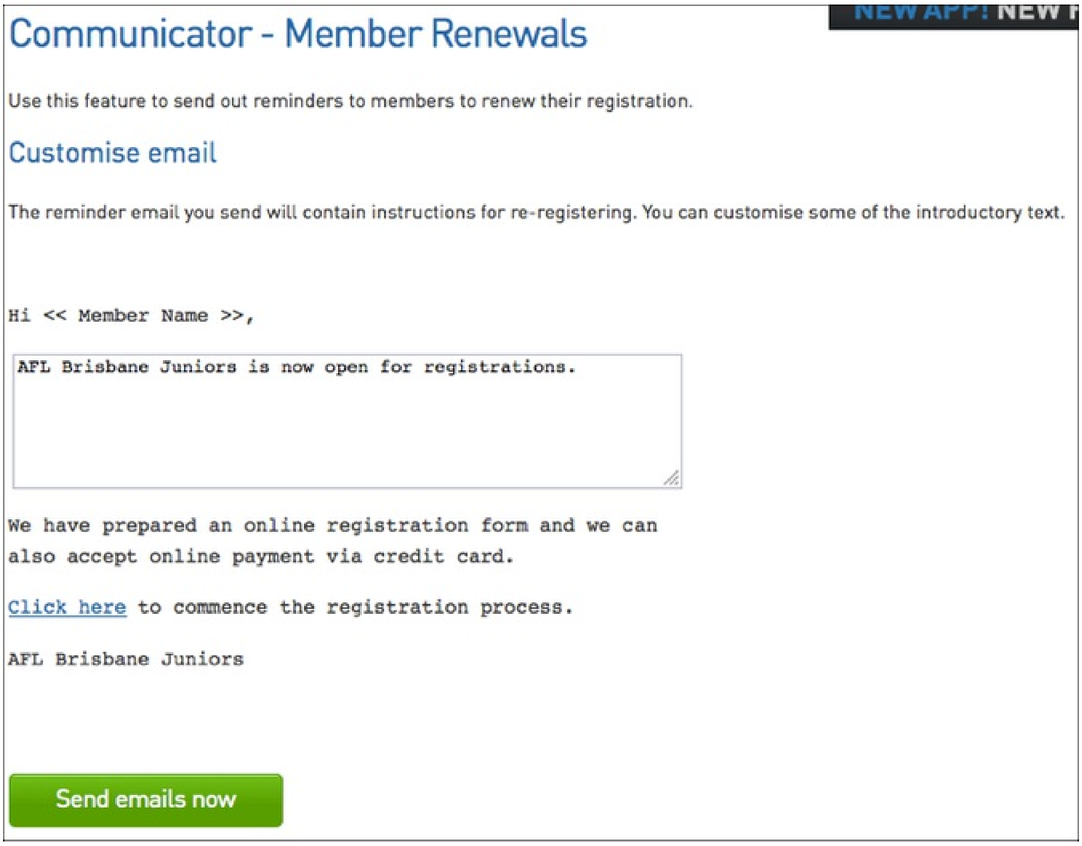
5. Click on Continue.
6. The list of competitions from the selected season will appear. If you want to send the email to members that participated in all (or most) competitions from that season, click on Select All. This will tick the check boxes for each competition, and you can click on any competitions that contains members that you do not want to send the message to (un-tick them).



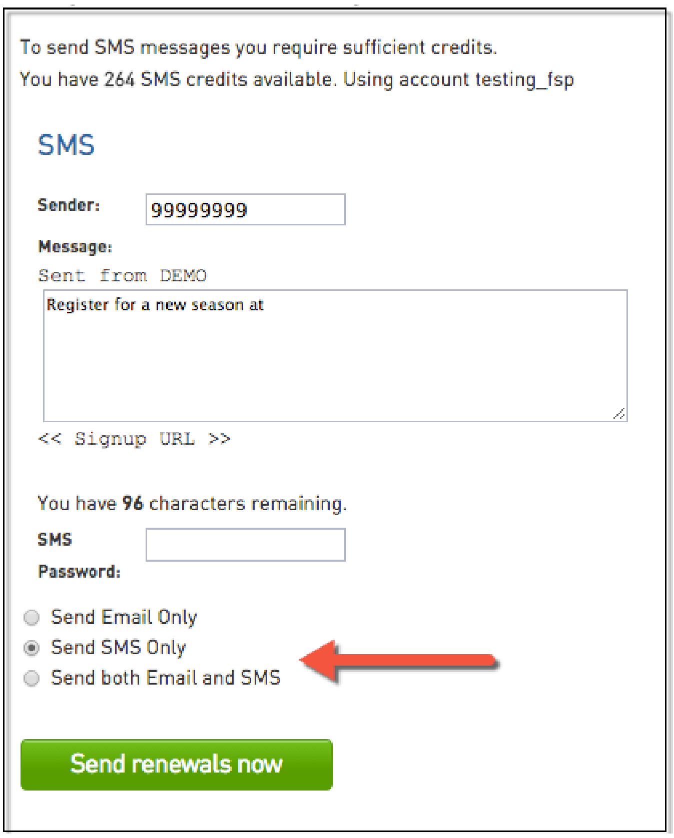
7. Click on Choose Form.
8. Under 'Choose Registration Form', click on the drop-down list and select the registration form you want to send to each member. If you haven't already set up the member registration form that you want to use, click here for instructions.



9. Click on Customise Email. The email message that will be sent to members will be shown. The member's name, your association's name and the link to the registration form are automatically included in the email. Most of this email cannot be modified, however you are able to customise the first paragraph. Click in the text box and type your message.



10. Ensure you choose the ‘Send SMS Only’ or ‘Send both Email and SMS’ box has been ticked when customising your form to send this link via SMS.



11. Click on Send emails now or Send Renewals Now A message will appear confirming the number of emails/SMS that have been sent.

Note: The link to the registration form ('Click here') can only to be used for single registrations, i.e. It will only allow one member to register at a time. If you provide members with the ability to process multiple registrations (i.e. price discounts for families), you will need to direct these members to a link or form on your website rather than through the Member Renewal email.

National Registration System Userguide - Email Login

Last Modified on 08/06/2016 3:33 pm AEST

The below PDF contains information regarding Email Login.

Footyweb National Registration System User Guide - Email Login - pdf

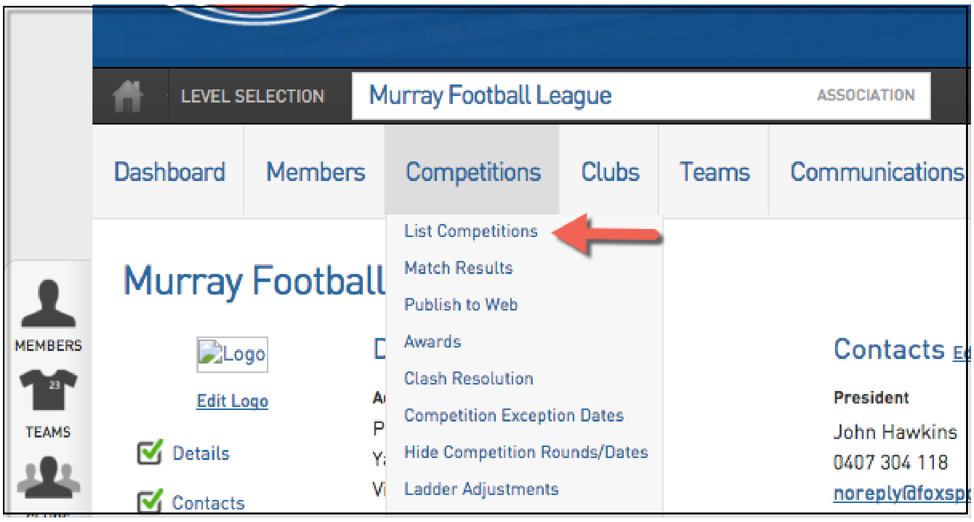
Player Points Allocation

Last Modified on 24/02/2016 1:00 pm AEDT

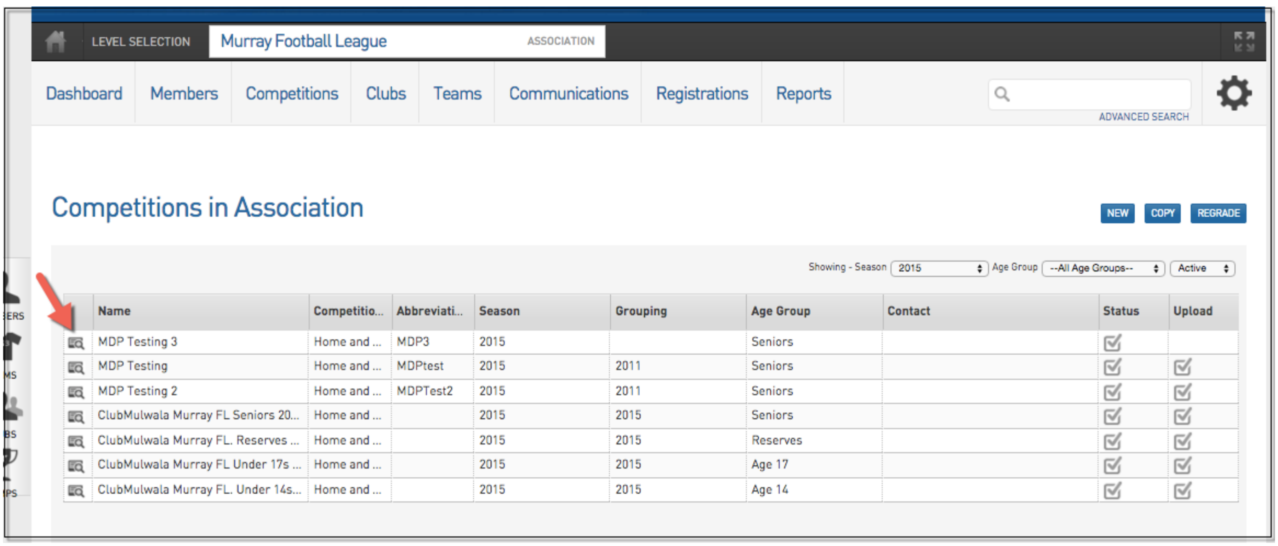
The below article contains information regarding:

How to add Player Points to a competition (League)

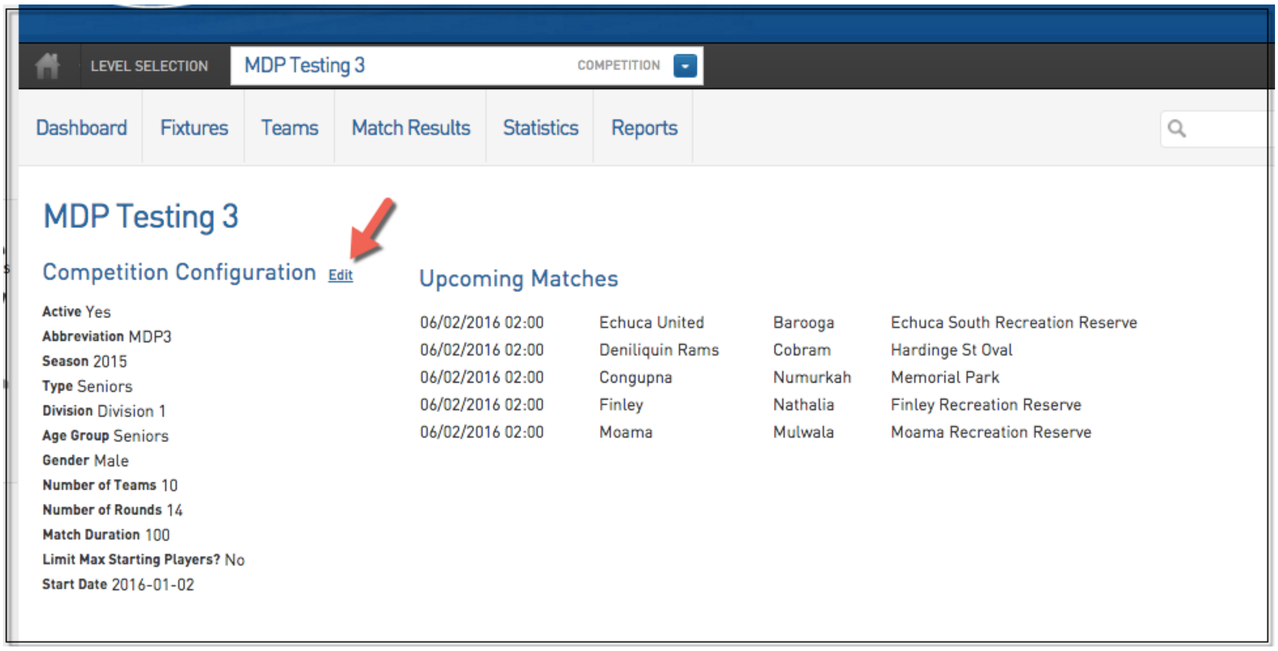
1. Hover over *Competitions* and click **List Competitions**.



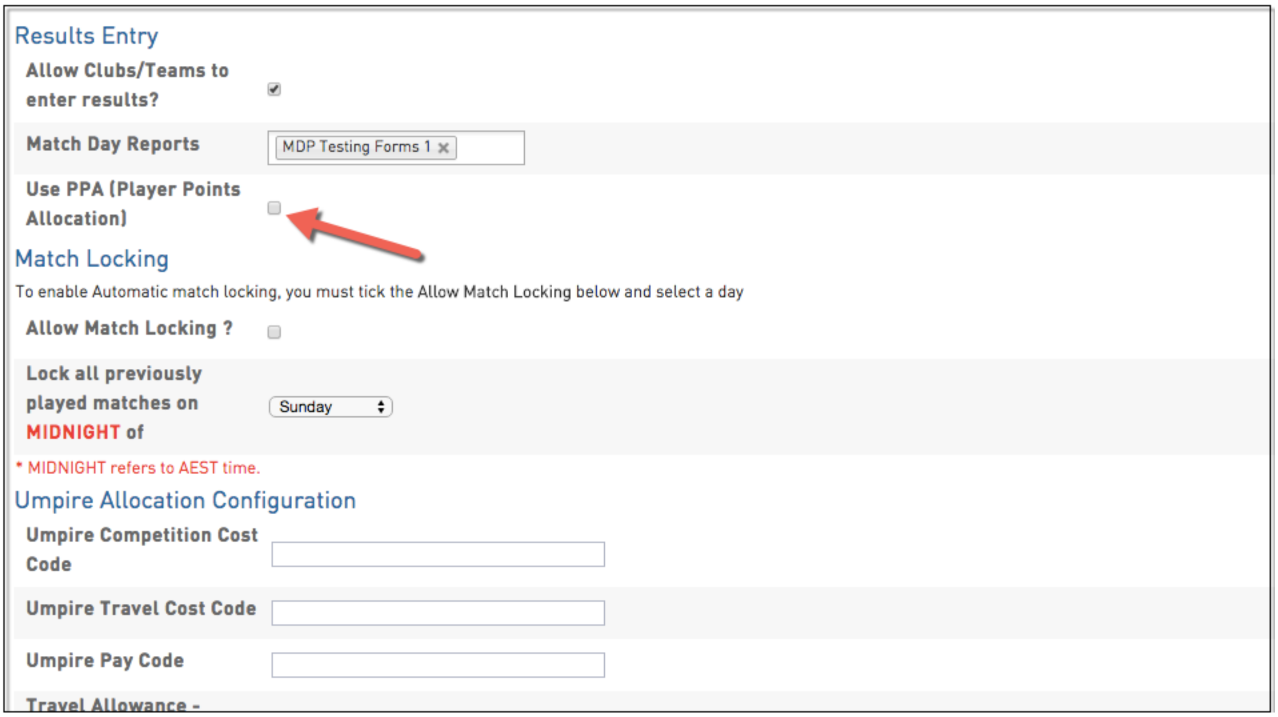
2. Click the **Edit** button to the left of the competition you wish to edit.



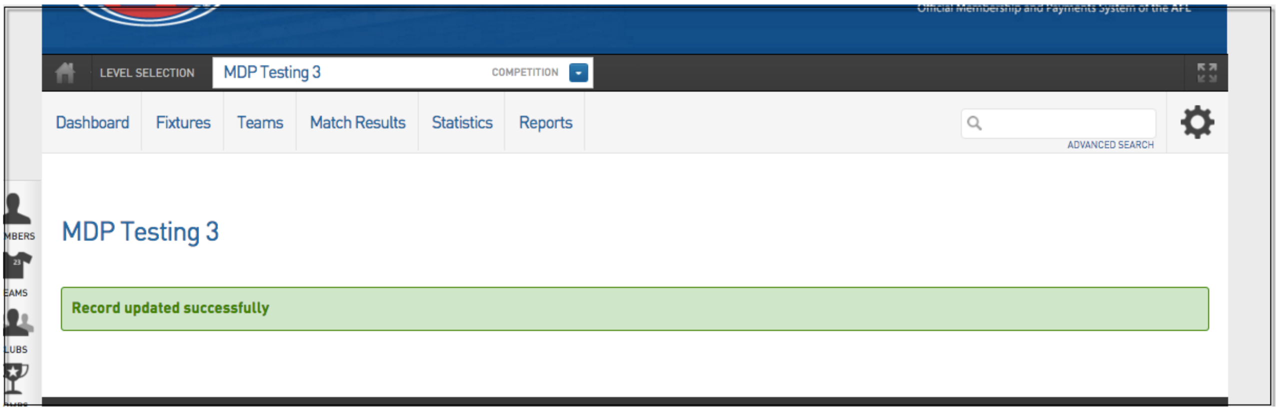
3. From the competition dashboard, click **Edit**.



4. Scroll through the competition details until you reach Results Entry. Ensure the 'Use PPA (Player Points Allocation)' box is ticked. Scroll to the bottom and click Update.

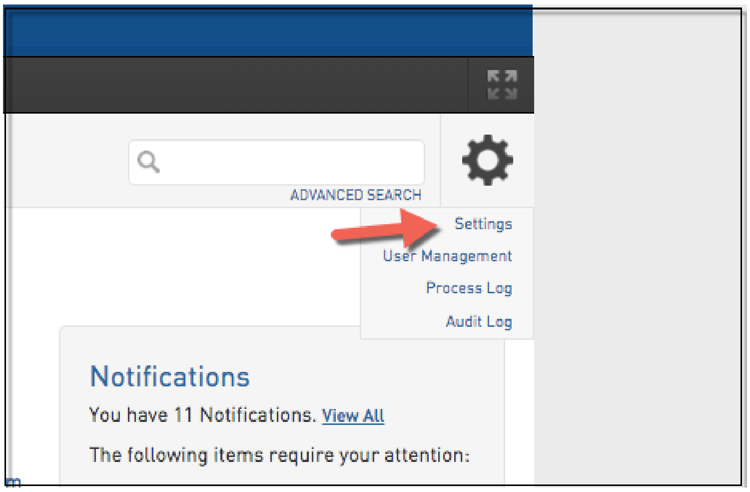


5. Once updated, the below screen should appear.

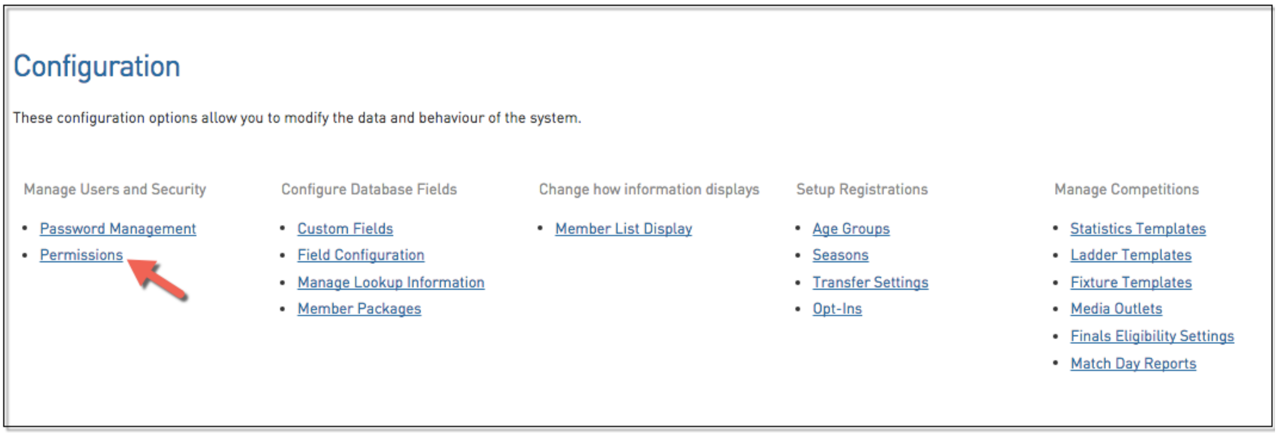


How to allow a club to adjust Player Points (League)

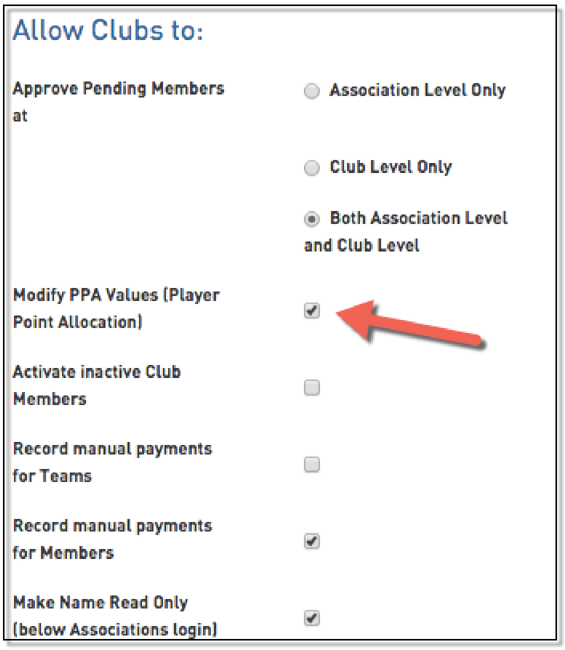
1. From the main dashboard, click the **Cog** on the right hand side and then **Settings**.



2. From the list that appears, click **Permissions**.

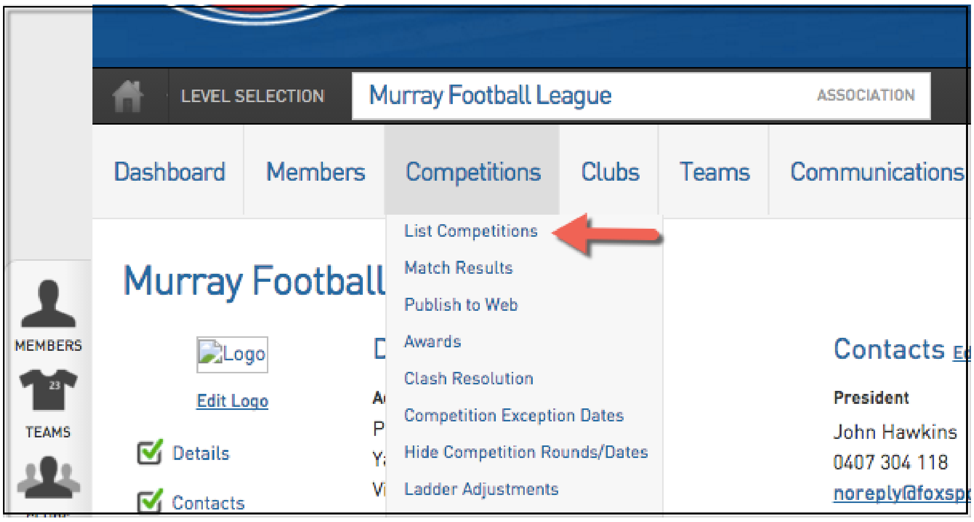


3. Under 'Allow Clubs to' ensure the 'Modify PPA Values (Player Point Allocation)' tick box is ticked.

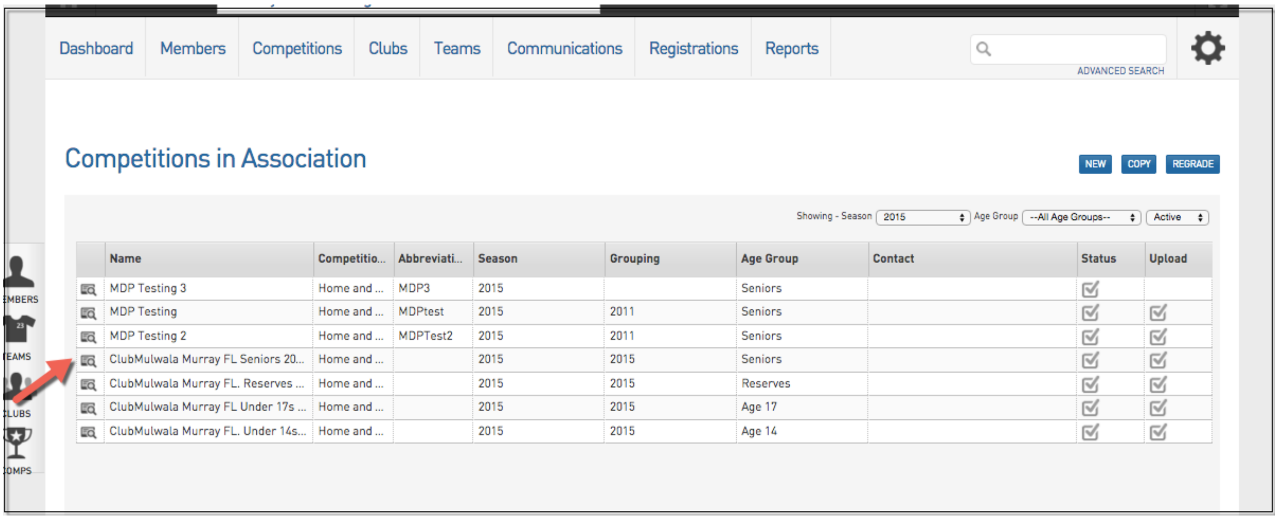


How to set a points cap for each team (League)

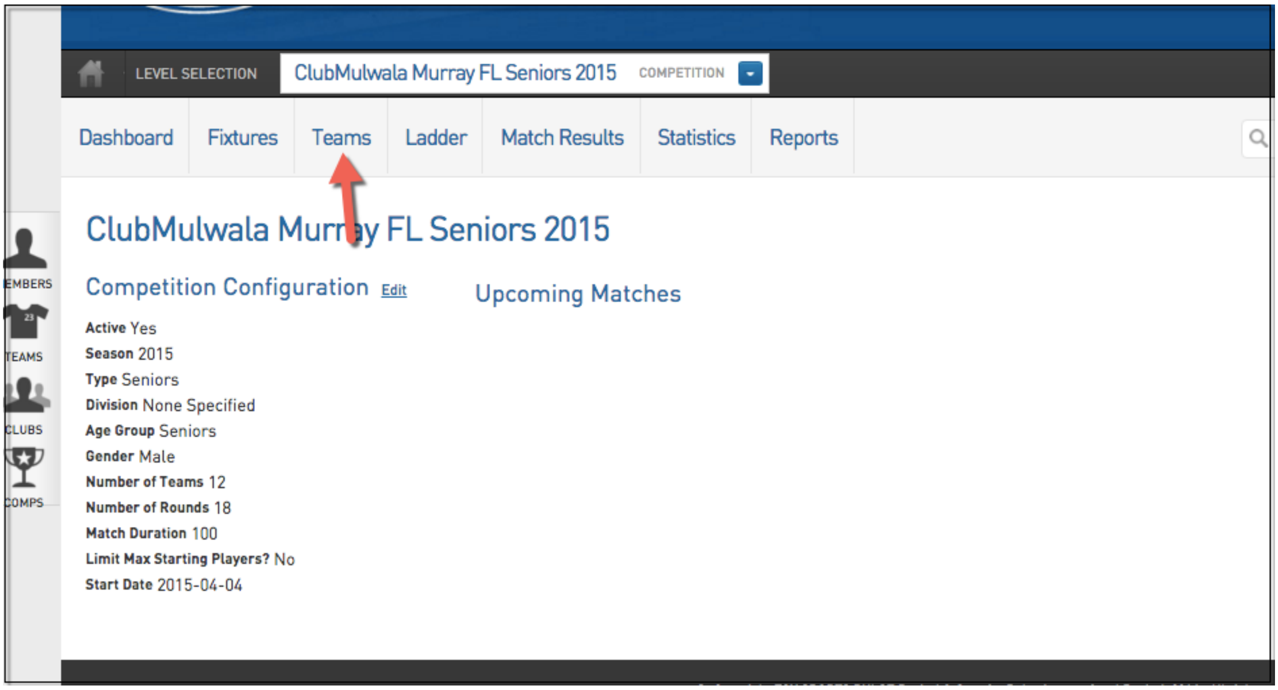
1. Hover over *Competitions* and click **List Competitions**.



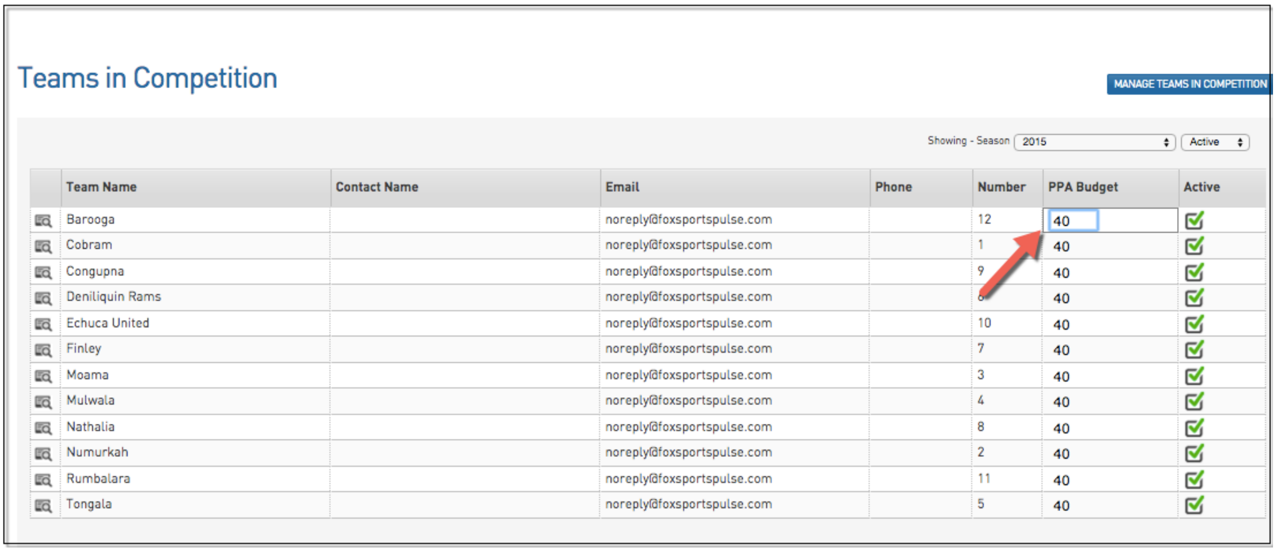
2. Click the **Edit** button to the left of the competition you wish to edit.



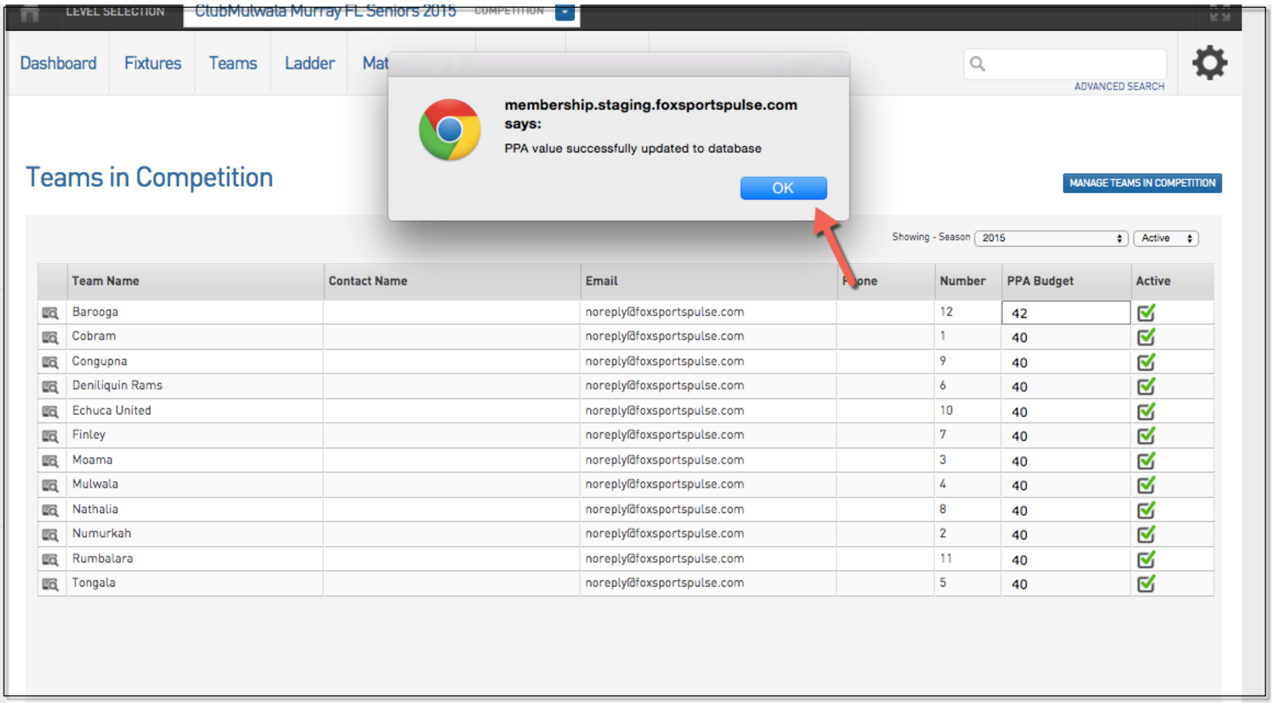
3. From the competitions dashboard, click **Teams**.



4. The teams are listed with their respective player points. To change them, click on the number and type in the change.



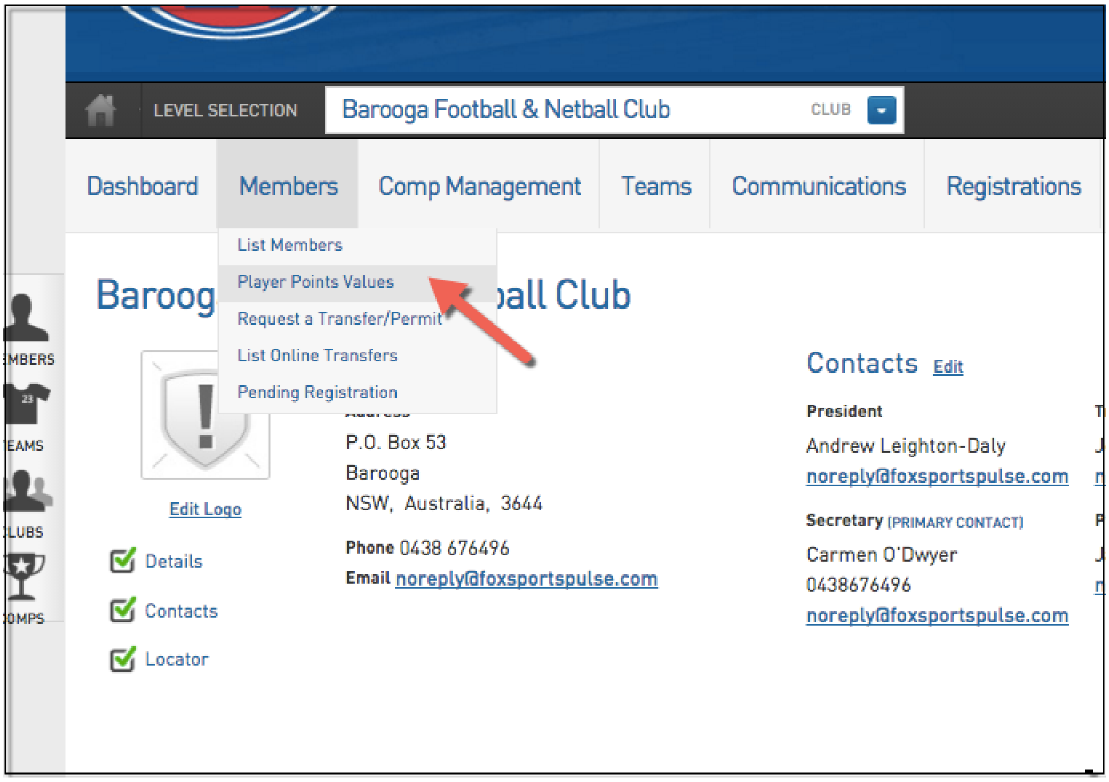
5. A confirmation will appear.



How to manually change points for players (Club)

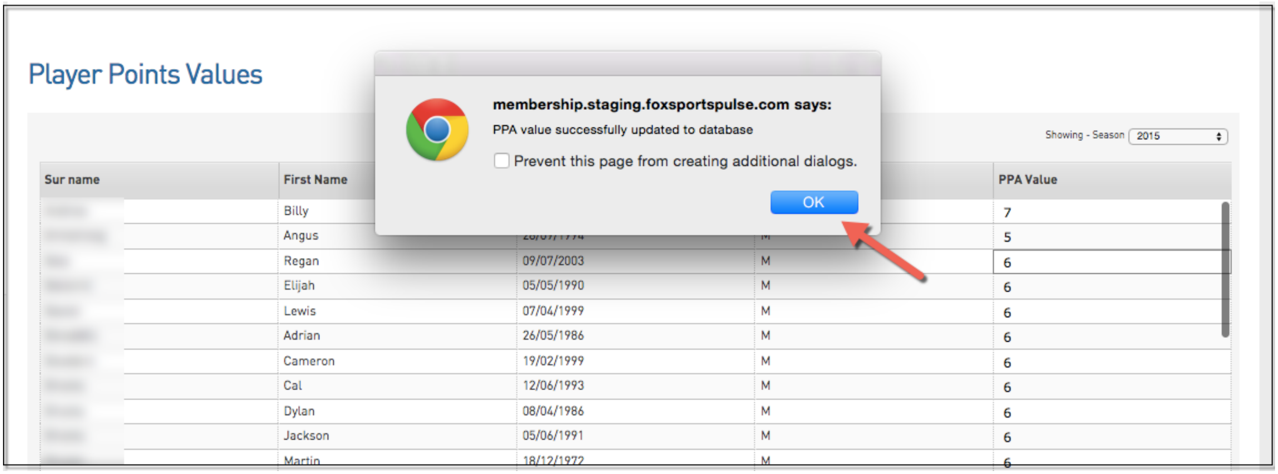
To do this by bulk:

1. Hover over *Members* and click '**Player Points Values**'.



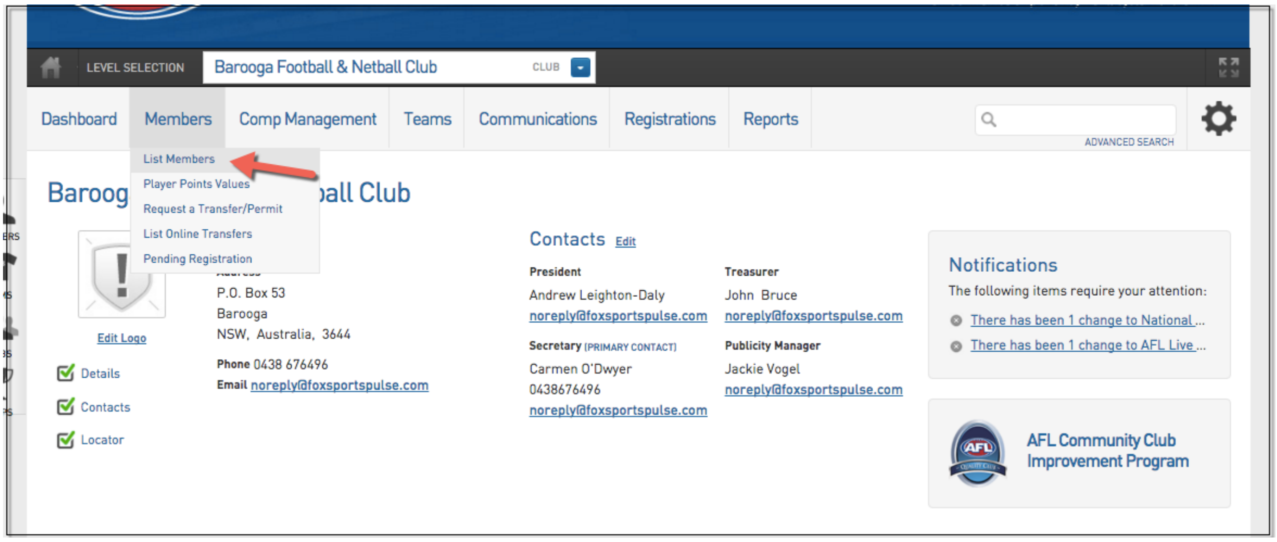
2. As shown in the shot below, you can manually change the PPA Value. Click on the number next to the specific player to change it. A confirmation will pop up.

Please note: Maximum player numbers differ by State. If a number exceeds what is allowed, a pop up box will appear informing you of this.

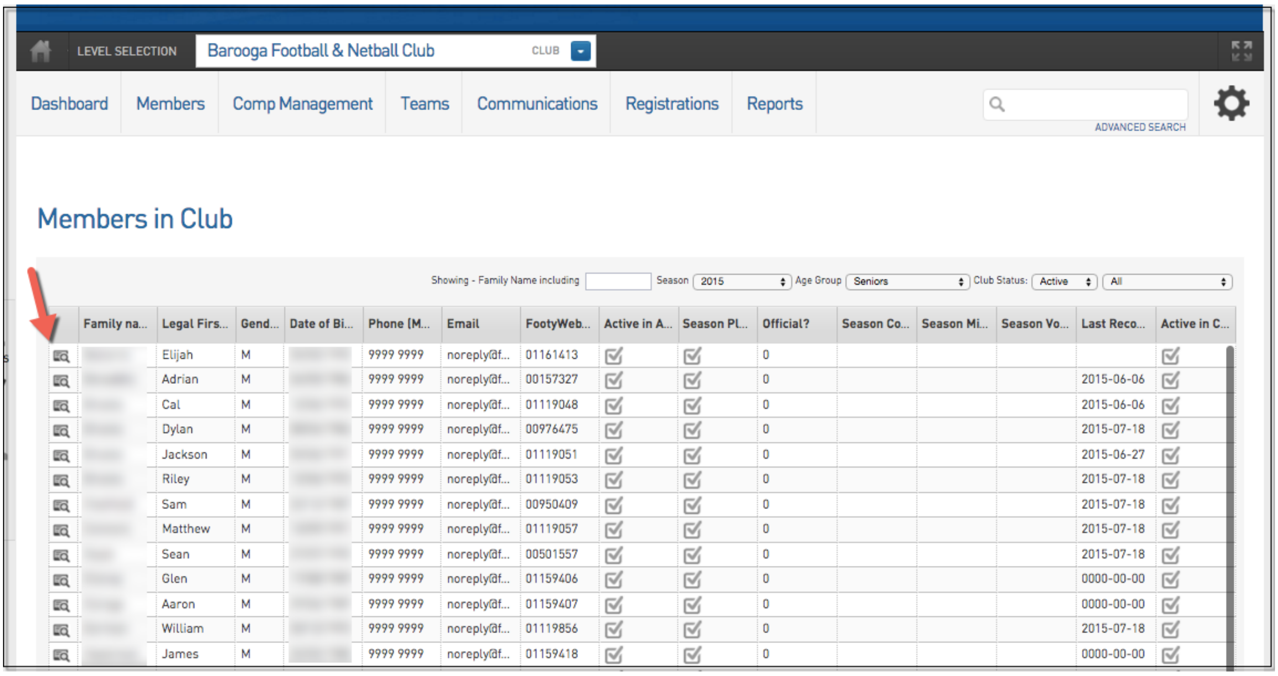


To do this to specific members:

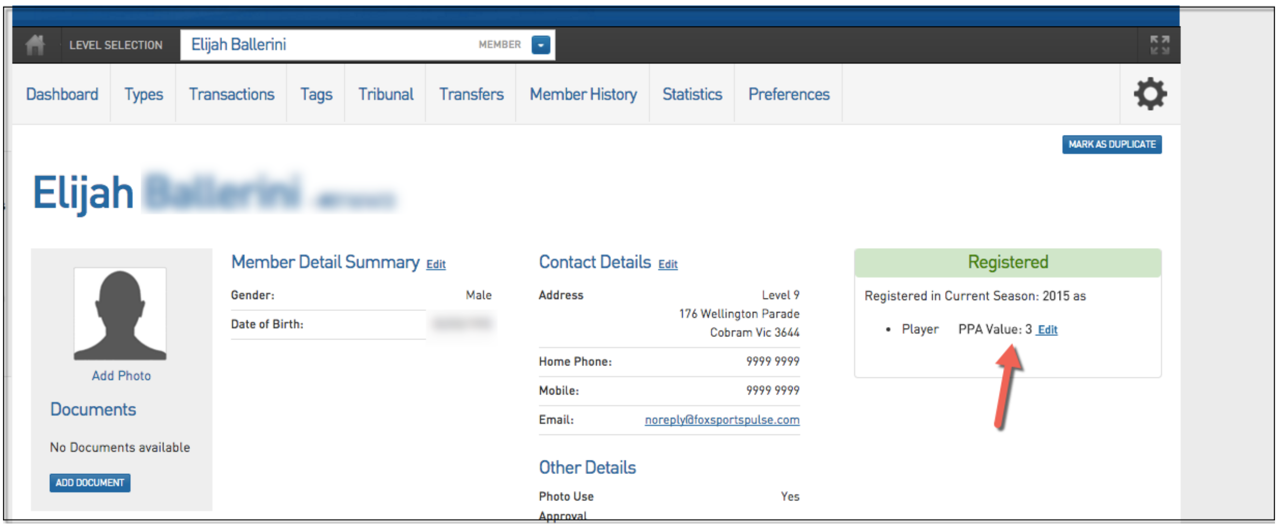
1. From the Club dashboard, hover of *Members* and click **List Members**.



2. Click the **Edit** sign next to the member you wish to edit.

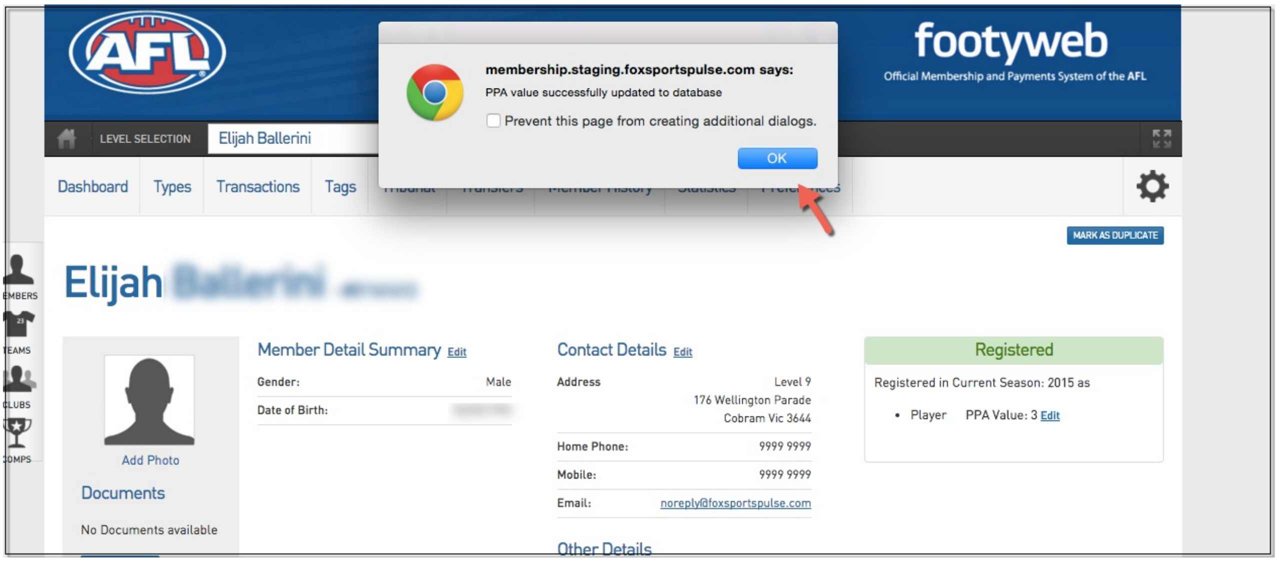


3. On the right hand side, you will be able to manually change a player's points. Click **Edit**.



4. A confirmation will appear.

Please note: Maximum player numbers differ by State. If a number exceeds what is allowed, a pop up box will appear informing you of this.



Editing season and club record for AFL

Last Modified on 21/07/2021 9:37 am AEST

At the request of the AFL and its State Bodies the ability for league administrators to add club and season records has been removed.

This is to make sure players are registering correctly (via the national registration form) into their current or new clubs Footyweb database.

State Footyweb administrators are now responsible for adding club and season records to a member. League administrators will notice that the 'edit club' and 'add season' button is no longer available under the member history tab in Footyweb.

Please direct any relevant requests or queries in relation to this to your State Footyweb Manager:

STATE BODIES - JUNIOR AND SENIOR FOOTBALL:

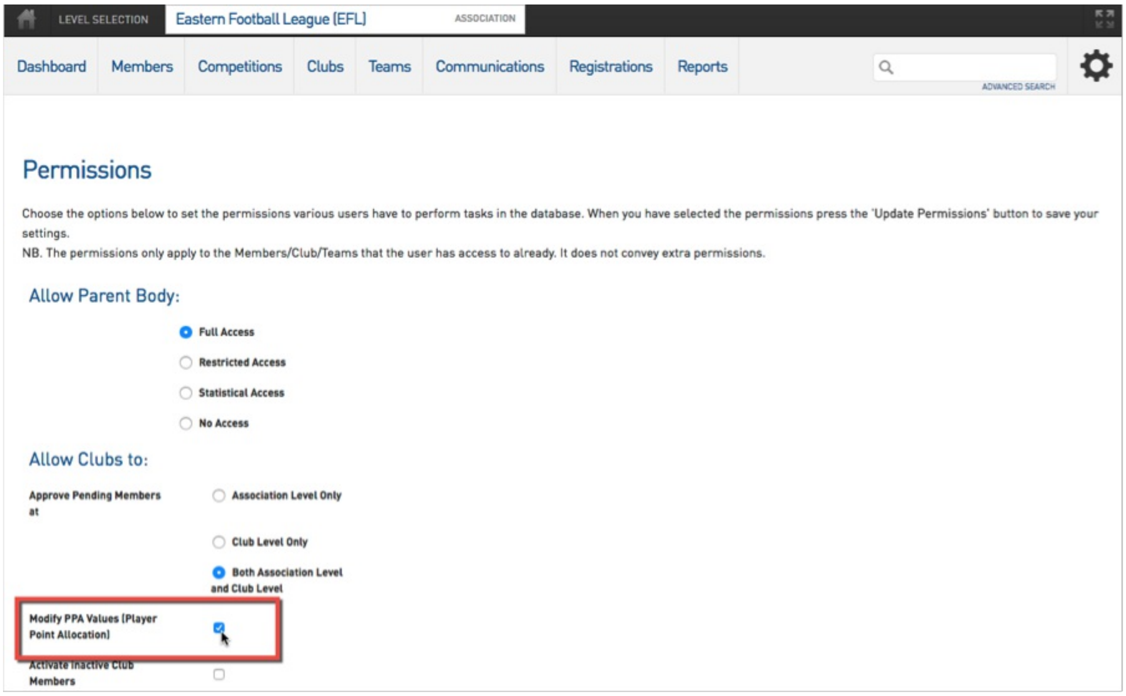
- *South Australia - Nik Byrne*
  - nik.byrne@sanfl.com.au or 08 8424 2231
- *Western Australia - Maree Power*
  - mpower@wafc.com.au or (08) 9287 5518
- *VIC/NSW/QLD/NT/TAS - Tony Costanzo or Tony Saunders*
  - tony.costanzo@afl.com.au or 0409 691 969
  - Tony.Saunders@afl.com.au or 0400 006 859

Locking Player Point changes by club – League Administrators

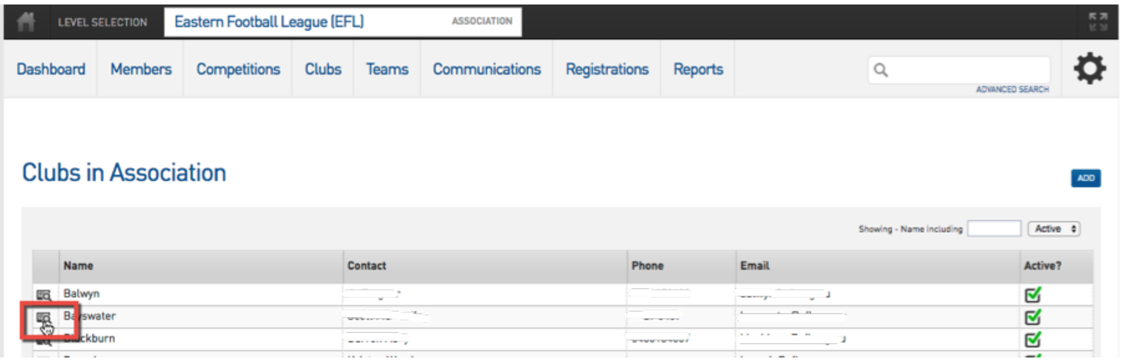
Last Modified on 25/01/2017 4:34 pm AEDT

To lock player point changes by club, please complete the following:

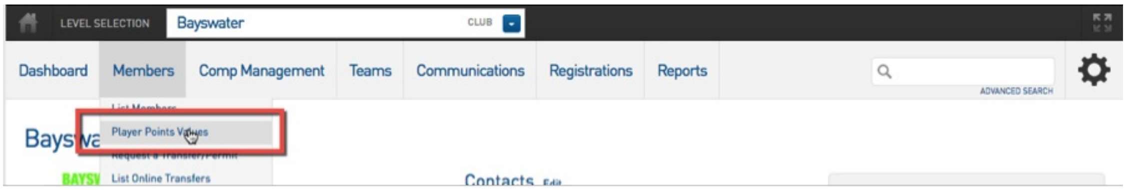
1. Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.
2. Go to Settings (Found under the "cog wheel")
3. Select Permissions
4. Tick the box to allow clubs to modify PPA Values (once this box is ticked then all clubs by default have the ability to modify their players Point value).



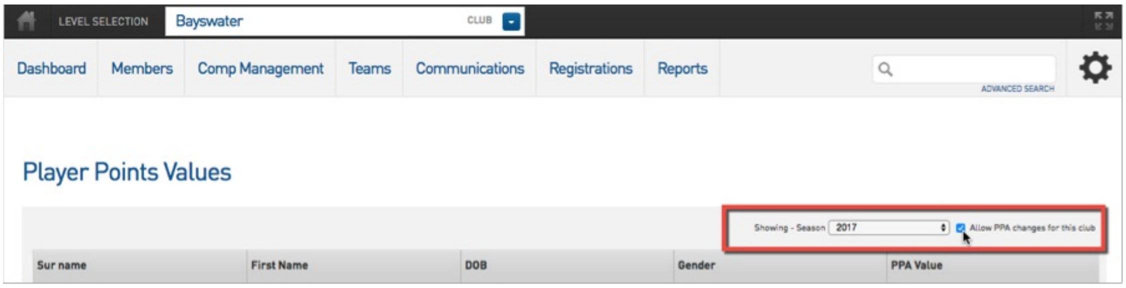
5. To lock individual clubs out of modifying the points values you will need to drill down to the club level of the database. Select Clubs > List Clubs and select which Club you would like to lock.



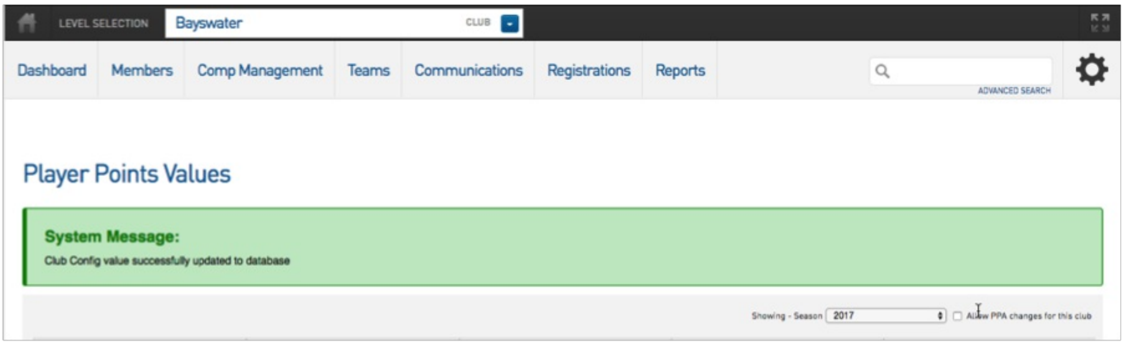
6. Once at Club level select Members > Player Points Values.



7. Un-tick the 'Allow PPA changes for this club' tick box will lock the player points values for that Club.



8. Once un-ticked you will receive the following confirmation message:



Contracts and Documents - League Administrators

Last Modified on 06/03/2020 4:34 pm AEDT

Document Module - User Guide for League and Regional Administrators (1) (1).docx 📎

Contracts and Documents - Club Administrators

Last Modified on 06/03/2020 4:36 pm AEDT

Document Module - User Guide for Club Administrators (1) (1).docx

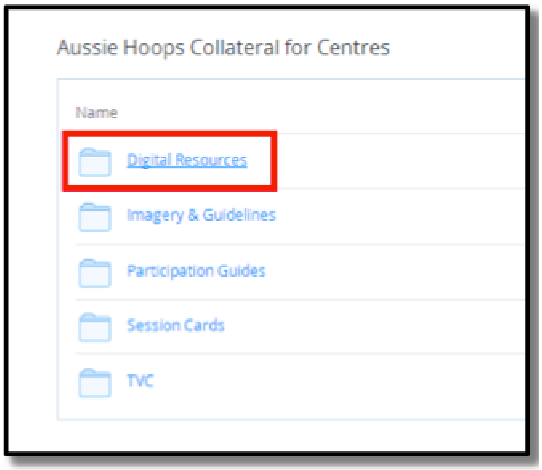
Aussie Hoops: Program flyers

Last Modified on 10/09/2018 2:26 pm AEST

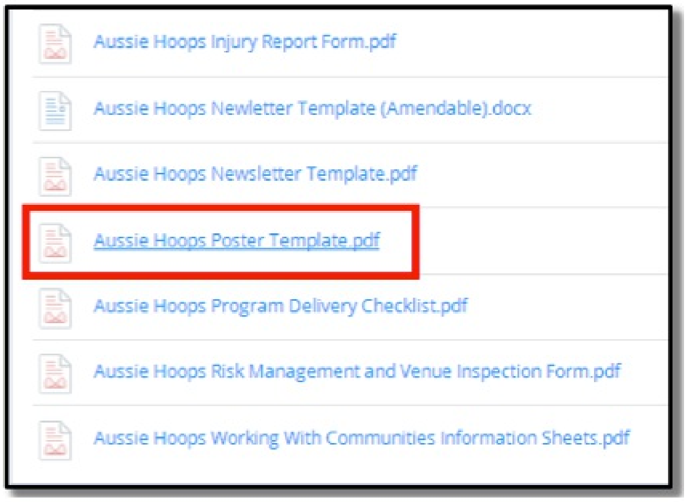
Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

1. Open the Aussie Hoops dropbox. Click Here

2. Select Digital Resources, then Poster Templates.



3. Select the desired template in either Word or PDF format.



4. Right click the poster image and select Save As.

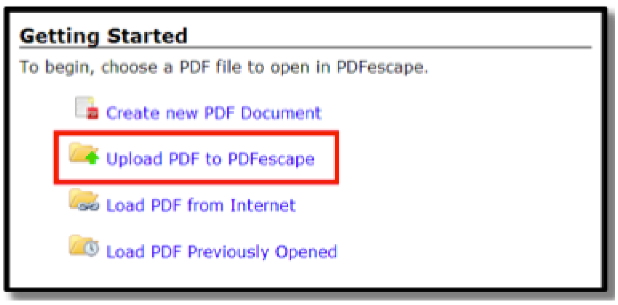
5. Save the file to an accessible location (i.e desktop or a personal folder). For PDF files only

6. Once the file is saved go to the PDF escape webpage.

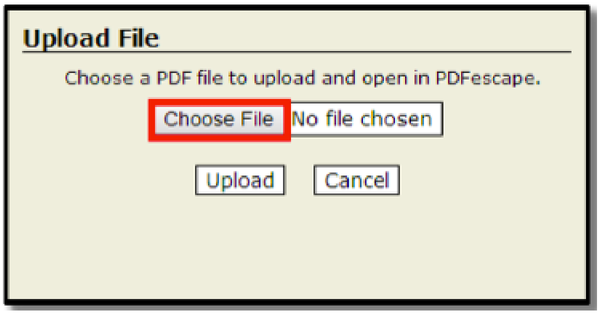
7. Select Edit Your PDF Now.

8. Select Continue to PDF escape to continue as a free user.

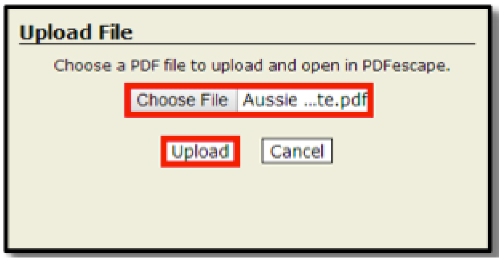
9. Select Upload PDF to PDF escape.



10. Select Choose File to open the browser and select the poster template file you saved. Then select Open.



11. Once you have selected the correct file, click Upload.



12. Use the Toolbar on the left to add your program information to the blank space provided on the template.

13. Once you have finished adding your program details to each of the template pages, you can either print the flyers right away or select the green Save and Download button in the toolbar to print later.

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

Aussie Hoops: Refunds

Last Modified on 10/09/2018 2:27 pm AEST

Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

Refunding a Registration fee

1. The centre needs to provide parents requesting a refund for their child's registration with the Aussie Hoops Participant Refund Form.

2. Section A of the form is to be completed by the parent and returned to the centre coordinator.

3. Providing the terms of the Aussie Hoops Refund, Cancellation and Termination Policy are met, the centre coordinator will:

i. Complete section B of the form (see Setting a Payment to "Cancelled" and Withdrawing a participant from a program);

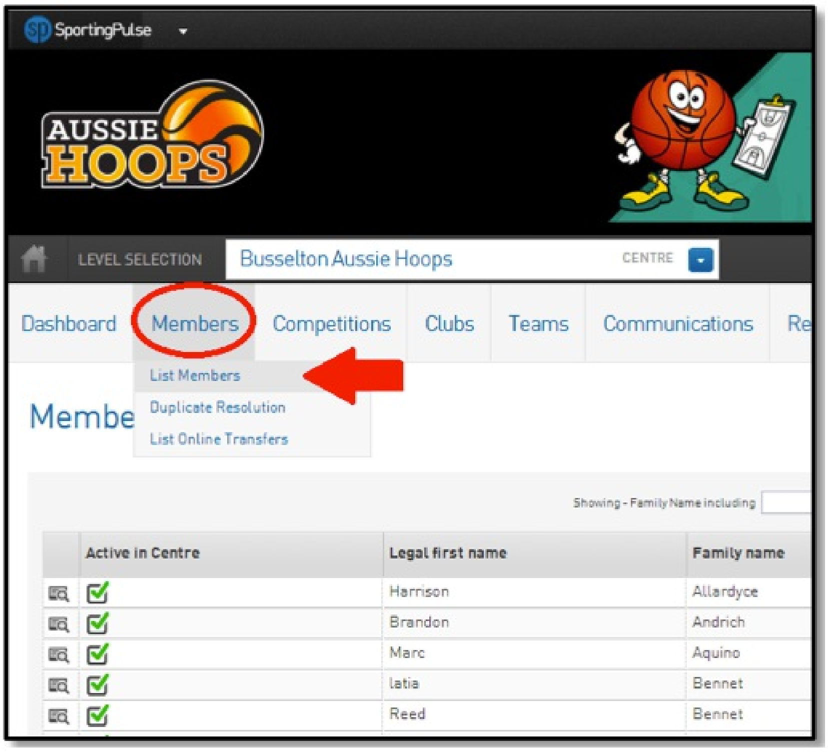
ii. Refund the registration fee directly to the parent as per the Aussie Hoops Refund, Cancellation and Termination Police

iii. Return the completed form to Basketball Australia and their State Aussie Hoops Coordinator to claim reimbursement of the state and national fees.

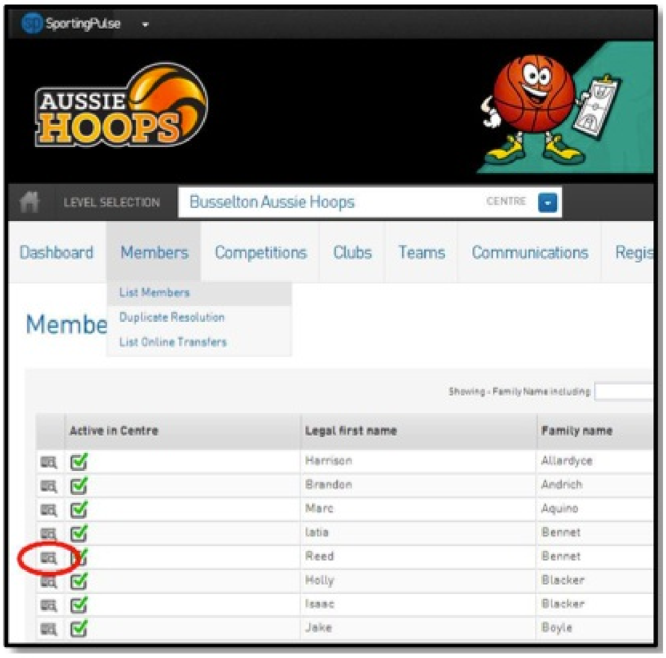
Setting a Payment to "Cancelled"

1. Login to Aussie Hoops Membership at Centre level through SportsTG Passport.

2. The dashboard will appear. Hover the cursor over Members and click List Members.

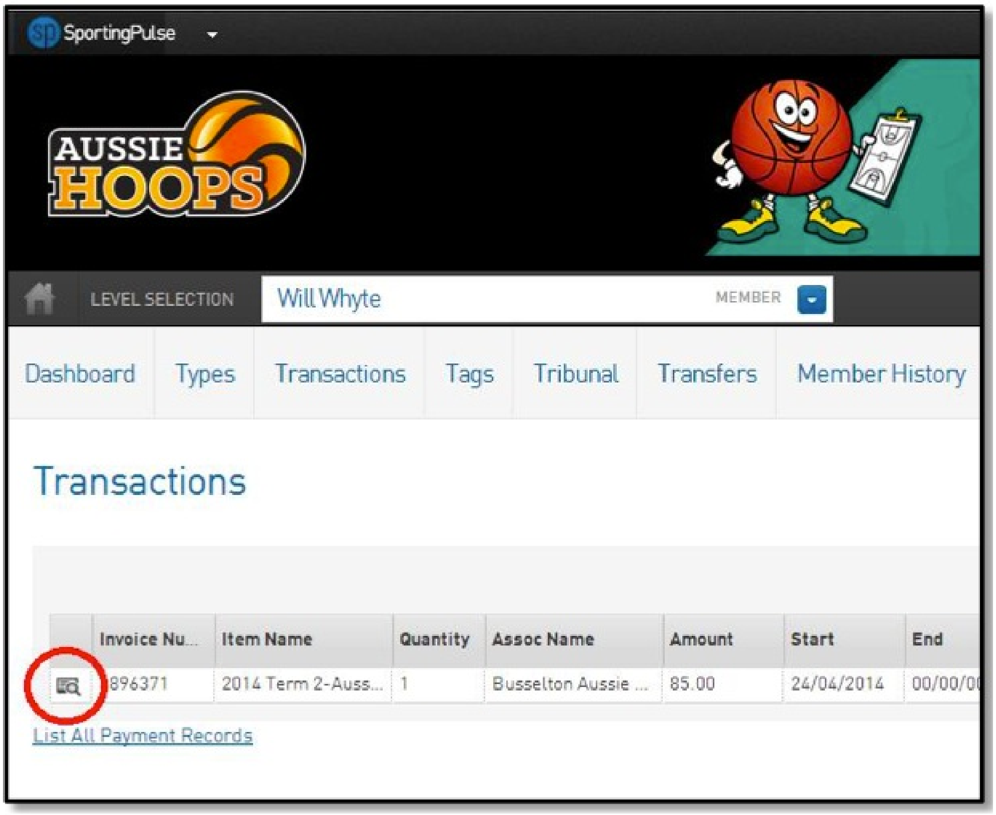


3. Select the participant you wish to withdraw using the magnifying glass icon.

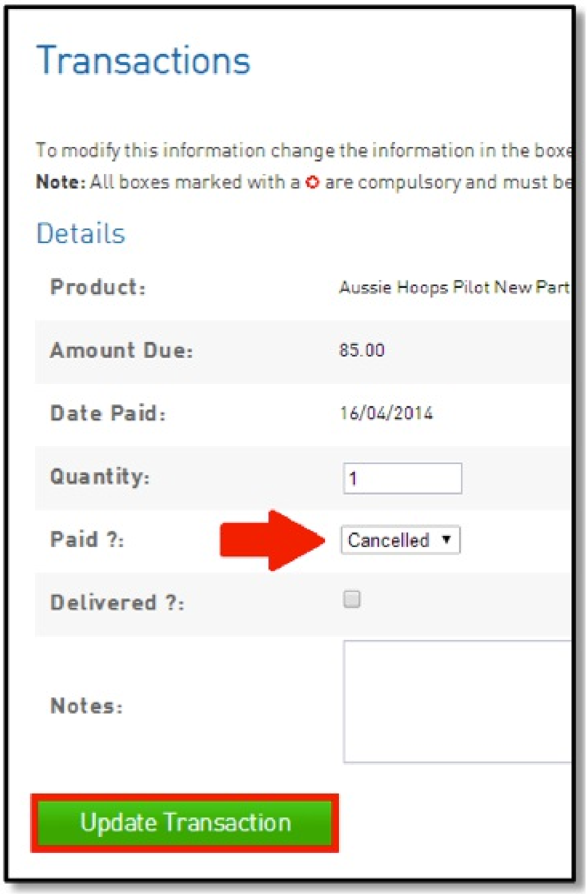


4. Once at the participant dashboard, select Transactions.

5. Select the payment you wish to cancel, again using the magnifying glass icon.



6. Use the drop-down menu to adjust the participant to Cancelled. Then click the update transaction button.



Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

Aussie Hoops: Printing Certificates at the end of your program

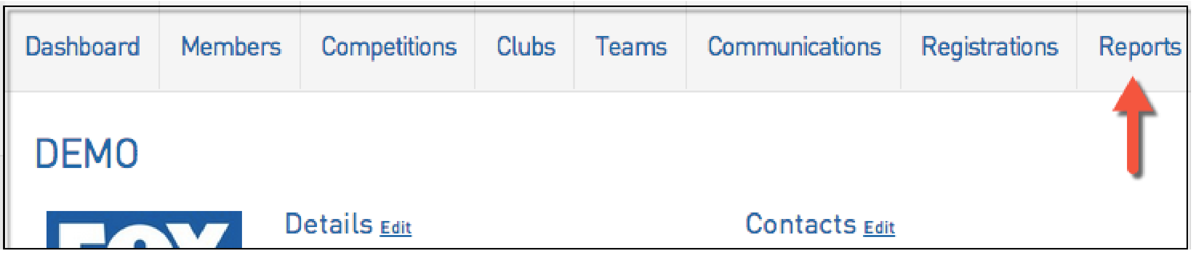
Last Modified on 10/09/2018 2:27 pm AEST

Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

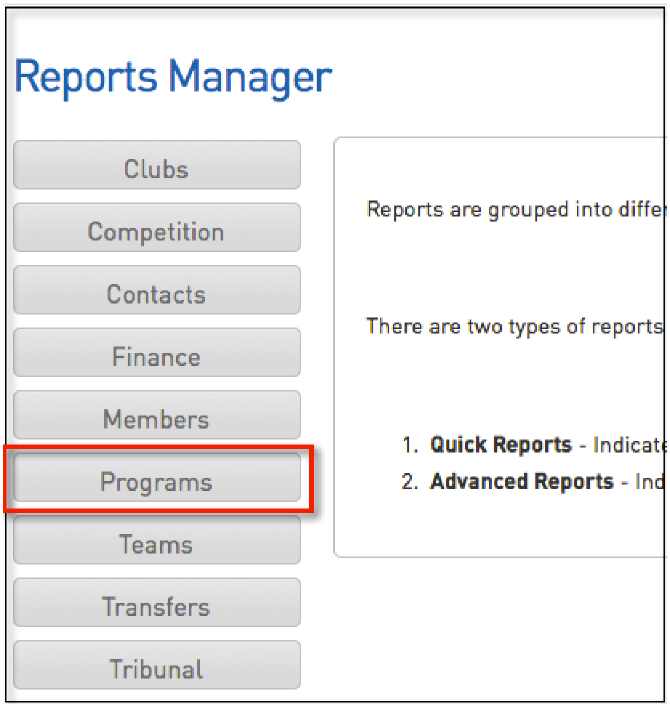
Aussie Hoops Player Certificates By following these simple steps, you can print off your participants certificates with ease.

Preferred Browser: Google Chrome (Firefox would also suffice) Please note: a standard printer will not print to the edge. If you want to print to the edge you would need to send this file as a PDF to a professional printer.

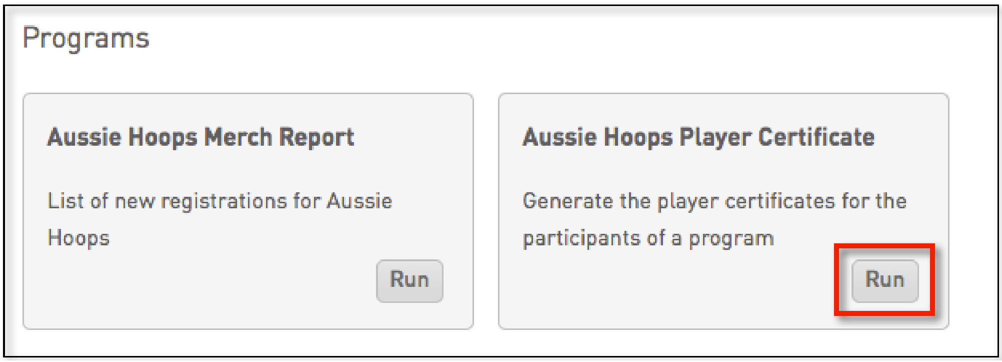
1. From the dashboard click 'Reports'.



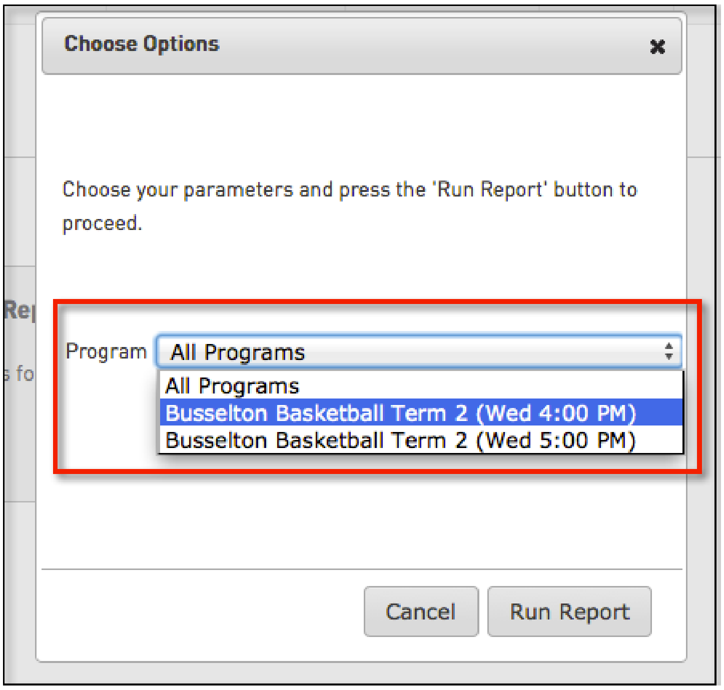
2. From the Reports Manager page, click 'Programs'.



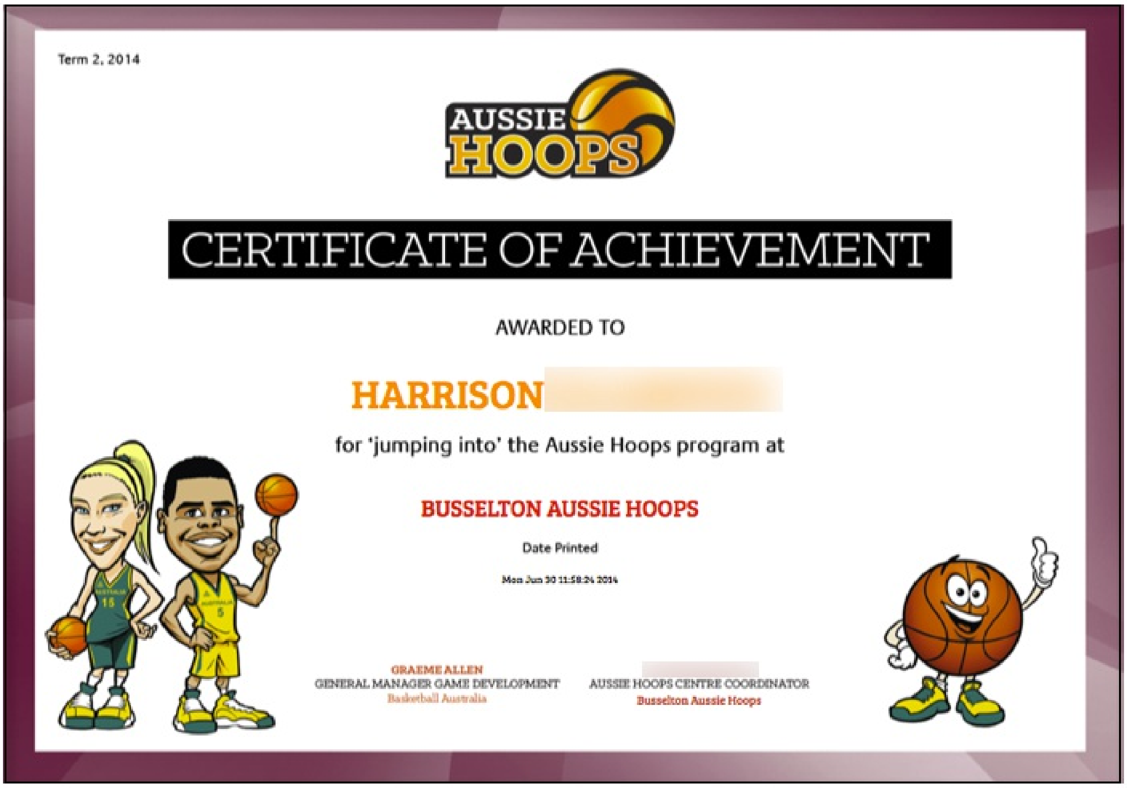
3. Click 'Run' under Aussie Hoops Player Certificate.



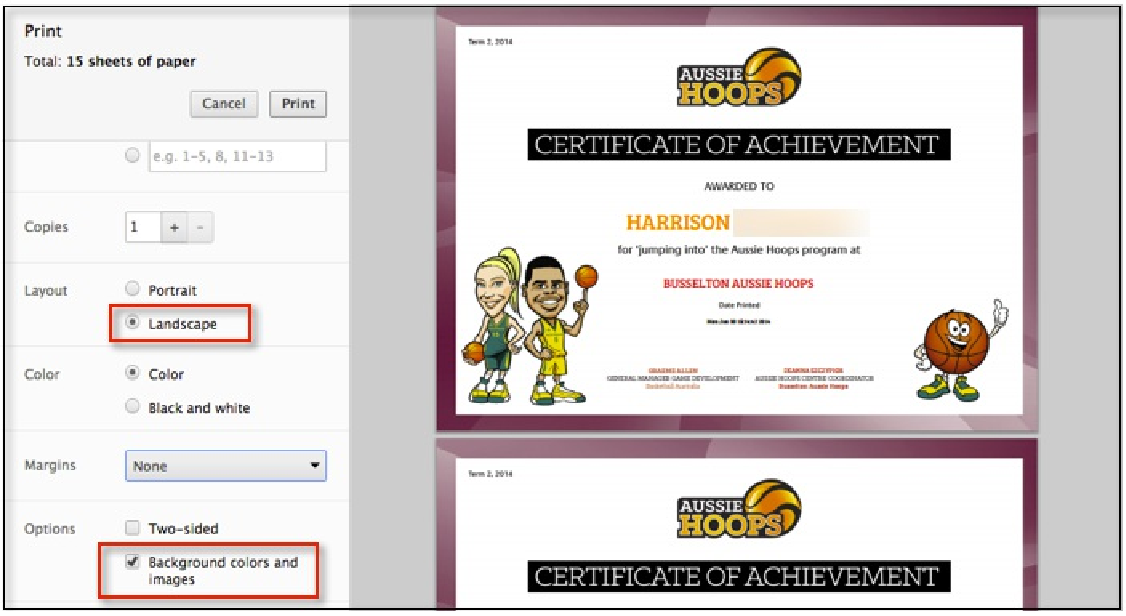
4. Choose your program and click 'Run Report'.



5. The below image is an example of the Certificate that will appear in a new window. By scrolling down the page you will see each individuals certificate pre populated, ready for print.



6. It is important you setup your print settings correctly. Ensure that the image layout is set to 'Landscape' and that the 'Background colours and images' box is ticked.



You can also save your certificates as a PDF and send to a printer to be printed. Progressional printers would be able to print right to the edge. This would mean there was no white border around the edge of the purple boarder.

Please note - to save the certificates, click 'File', 'Print' - 'Save as PDF' and name the file accordingly.

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

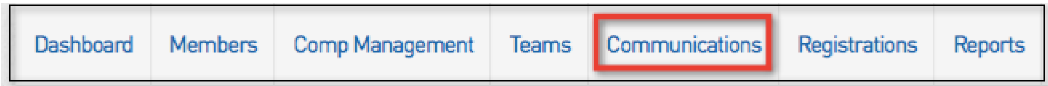
Aussie Hoops: Sending emails to parents

Last Modified on 10/09/2018 2:30 pm AEST

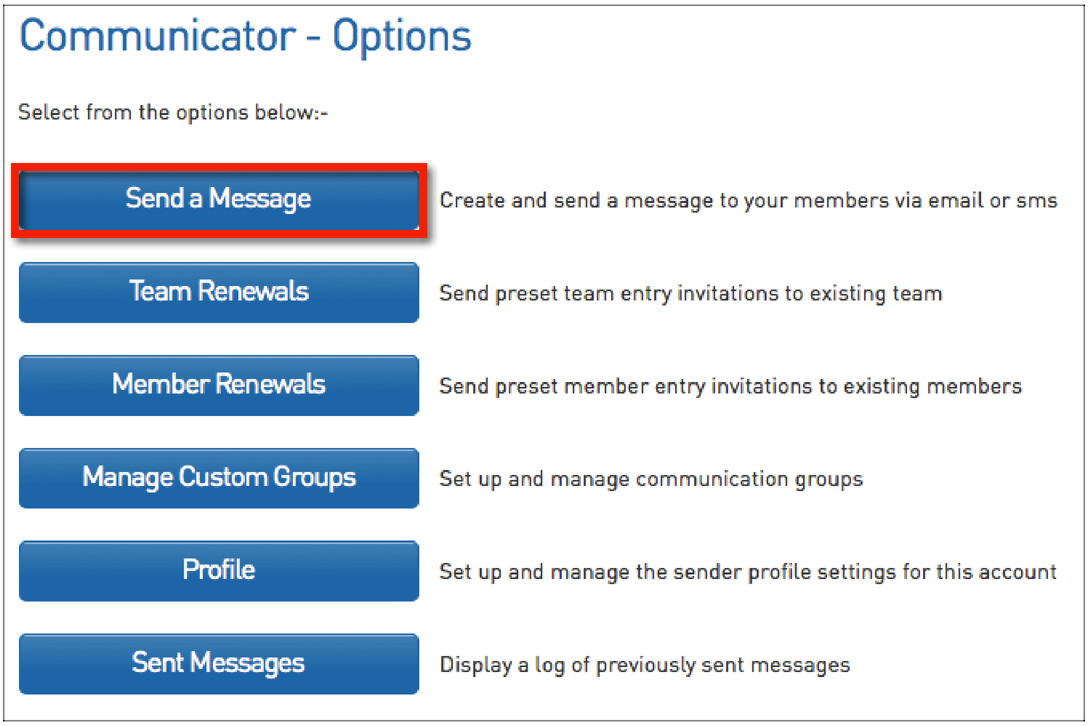
Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

1. Login to Aussie Hoops Membership at Centre level through SportsTG Passport

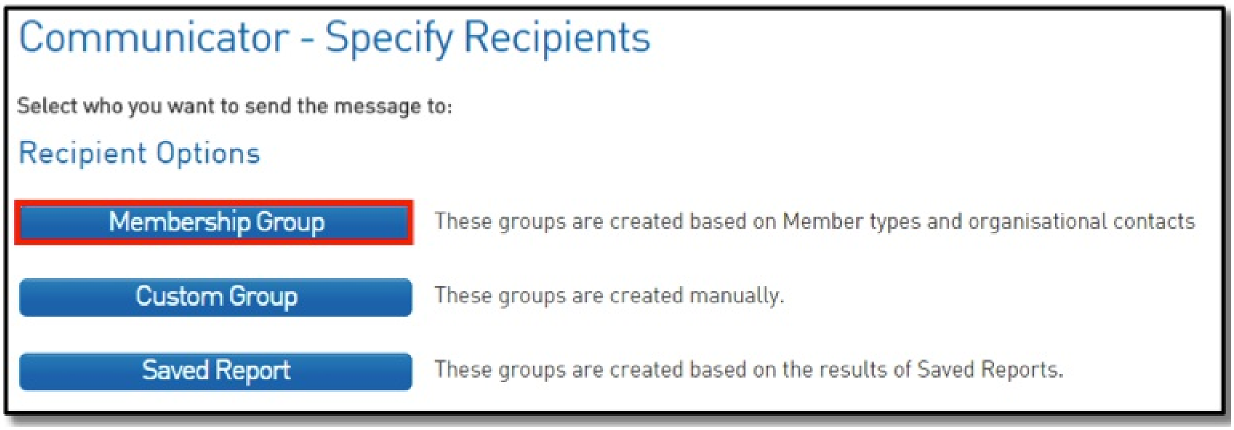
2. Click on the Communications Tab.



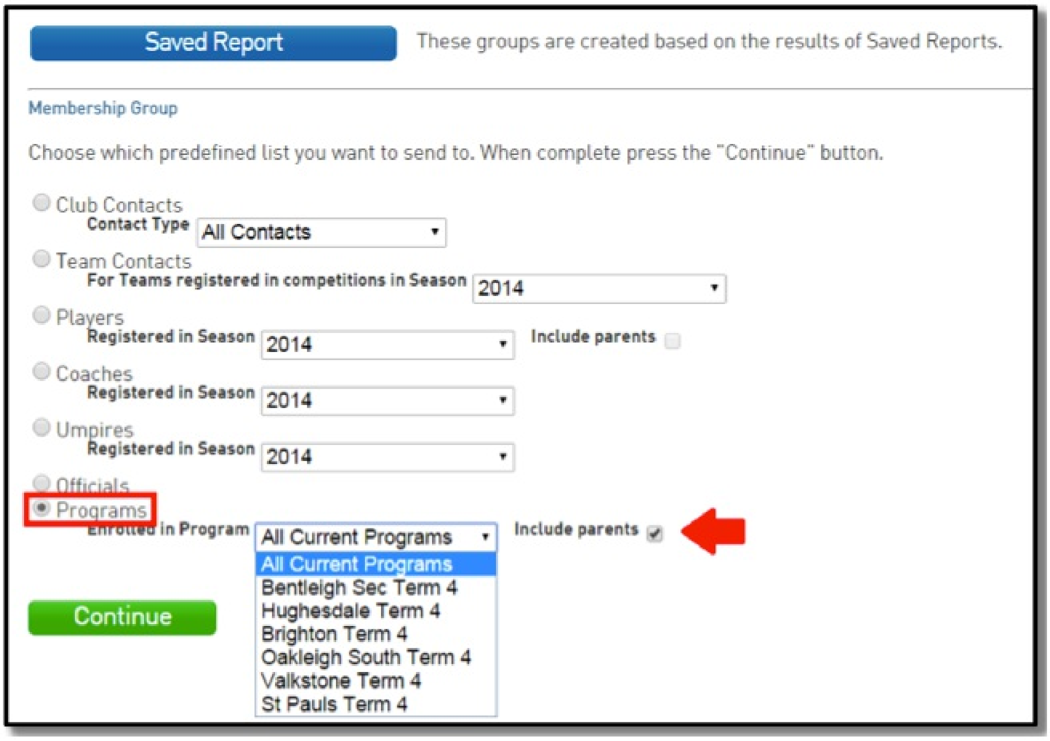
3. Select Send a Message button.



4. Select Membership Group button.



5. The Membership Group options will appear below. Select Programs using the check circle. Click the Include Parents box on the right. Finally, select the program using the dropdown menu you wish to email. Select Continue.



6. The list of recipients will appear. Once you checked your recipients, click Email.

7. You will be taken to the "Compose Message" screen where you will simply need to add your email address to the From line, add your Subject, and enter your Message.

8. Once you are happy with your message and are ready to send, click Send Message.

9. A verification message will appear. Click on OK.

10. A message will appear confirming that the message has been sent and the number of recipients it has been sent to. 0 have Liked this

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

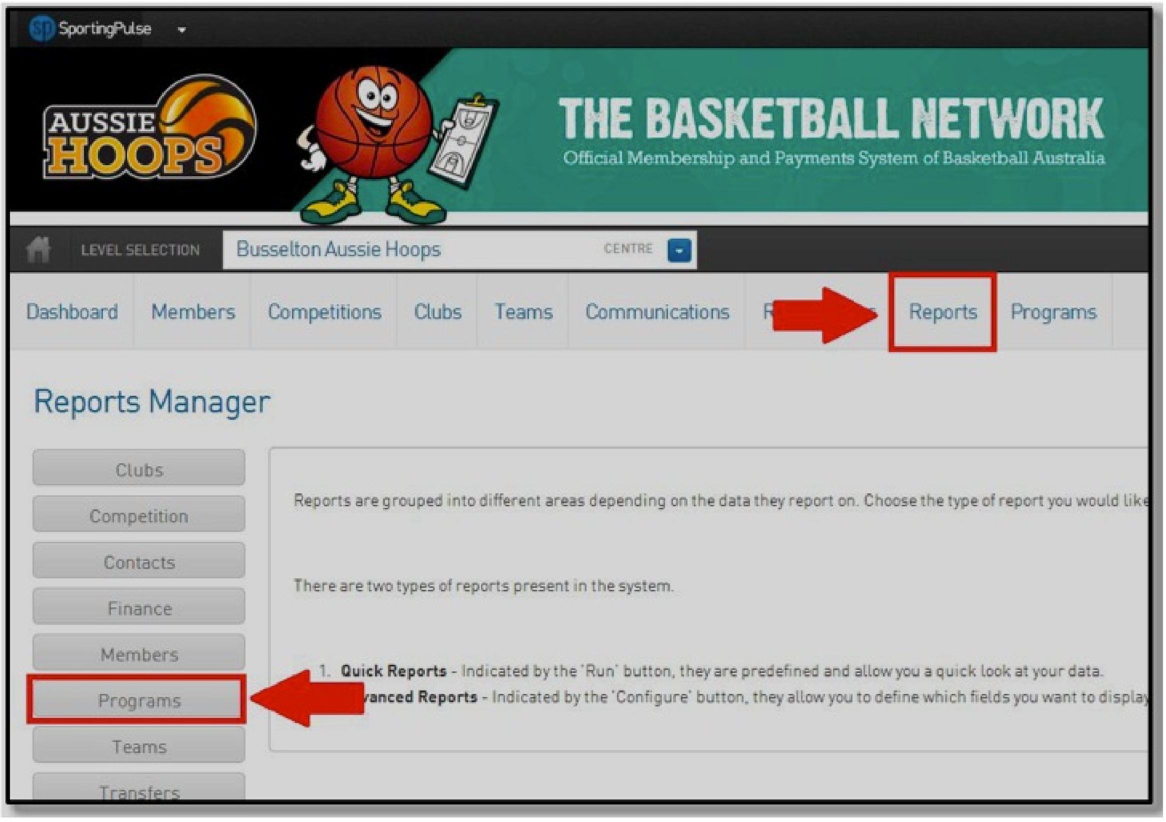
Aussie Hoops: Printing program merchandise reports

Last Modified on 10/09/2018 2:30 pm AEST

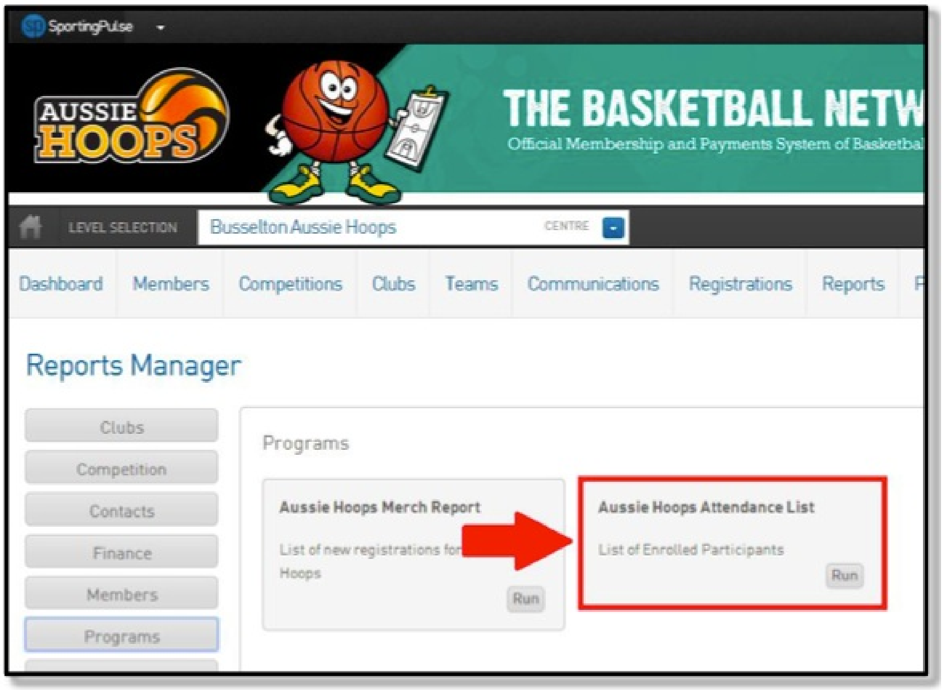
Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

New participants to Aussie Hoops are entitled to a merchandise pack with their registration. A merchandise report will help you to distinguish which of your participants will need a merchandise pack purchased for them, and which sizes to purchase.

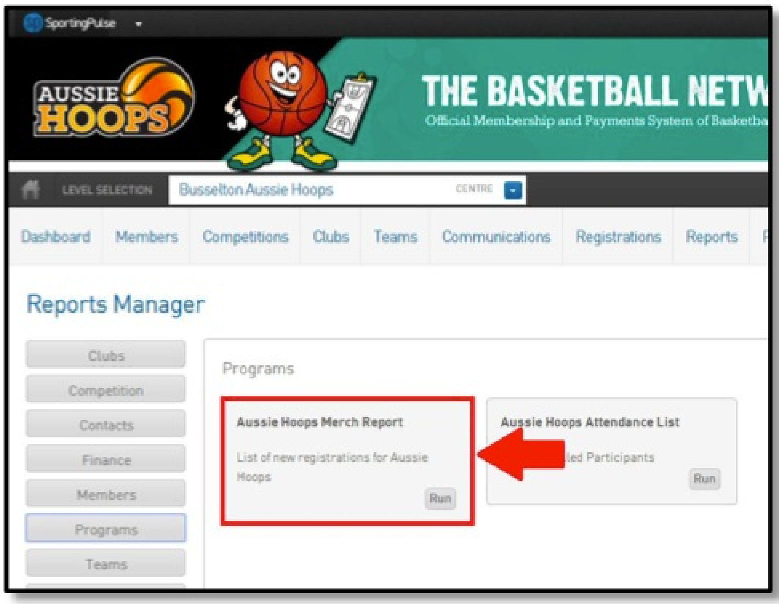
1. Login to Aussie Hoops Membership at Centre level through SportsTG Passport.



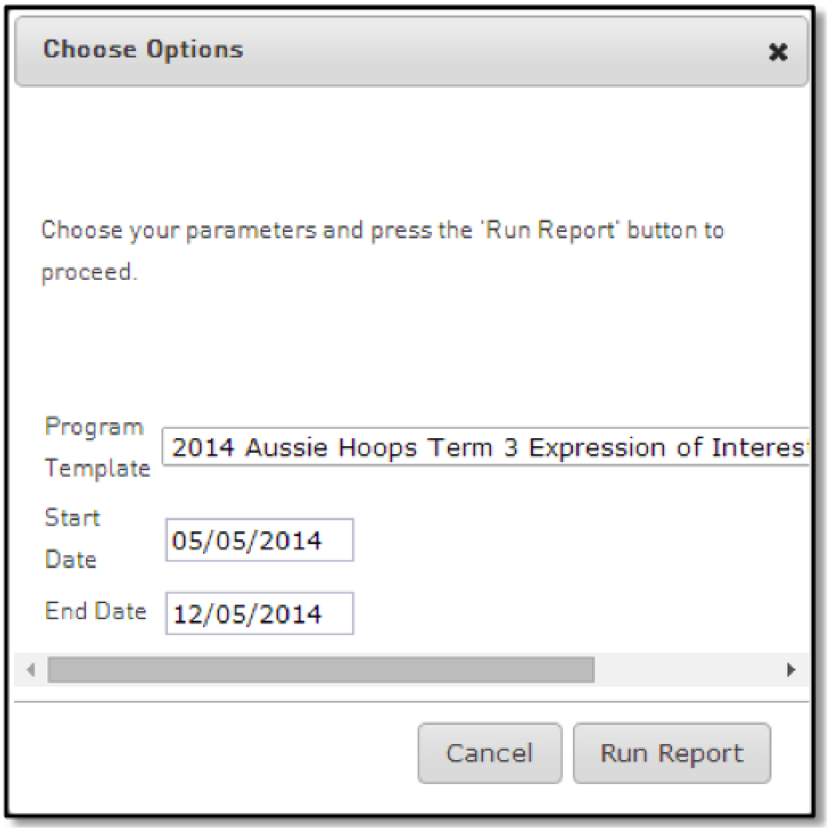
2. The dashboard will appear. Click on Reports and then Programs.



3. The Reports Manager page will appear with three Program Report options. Click on Aussie Hoops Merch Report.



4. Use the drop-down and date menus to select which program and date range ** you would like to run the Merch Report for and click on Run Report.



** You can use the date ranges for a report from the last day you ordered packs, so only newly registered participants populate the report.

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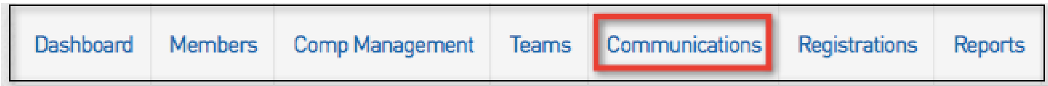
Aussie Hoops: Sending program renewal invitation emails to parents

Last Modified on 10/09/2018 2:51 pm AEST

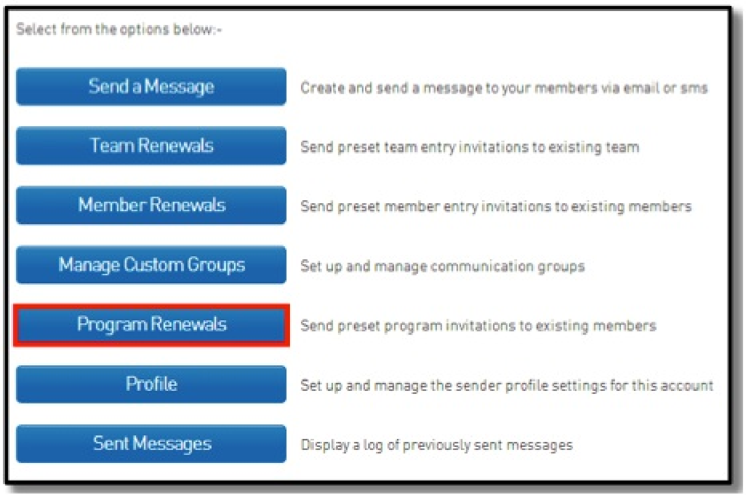
Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

1. Login to Aussie Hoops Membership at Centre level through SportsTG Passport

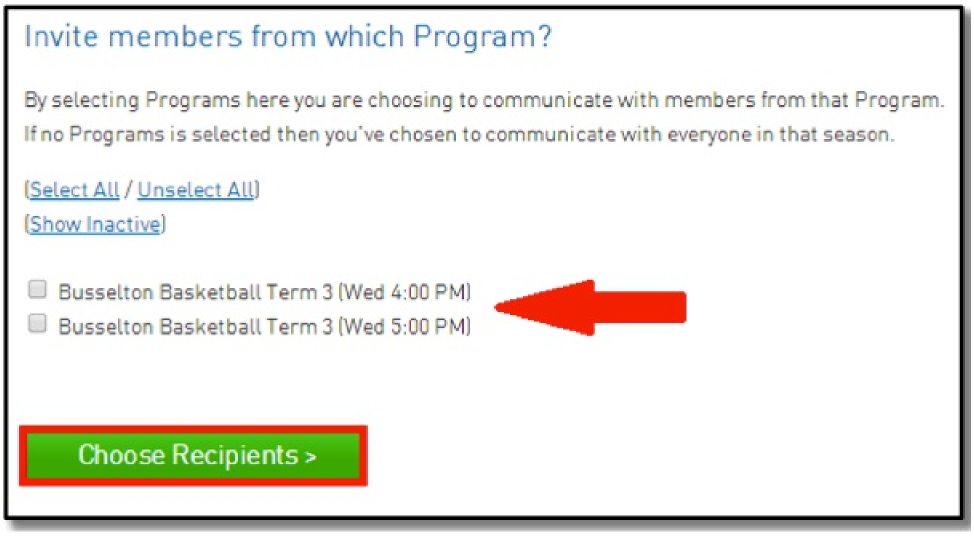
2. Click on the Communications Tab.



3. Select Program Renewals button.



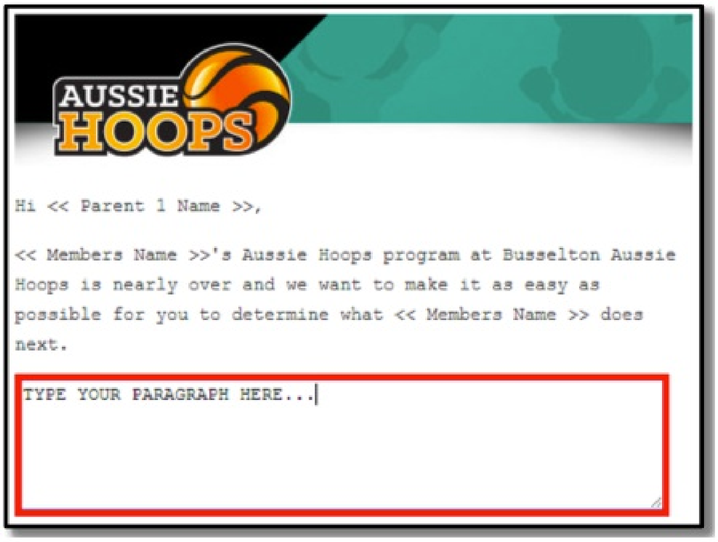
4. Select the programs relating to the participants you would like to send renewal invitations to and select Choose Recipients.



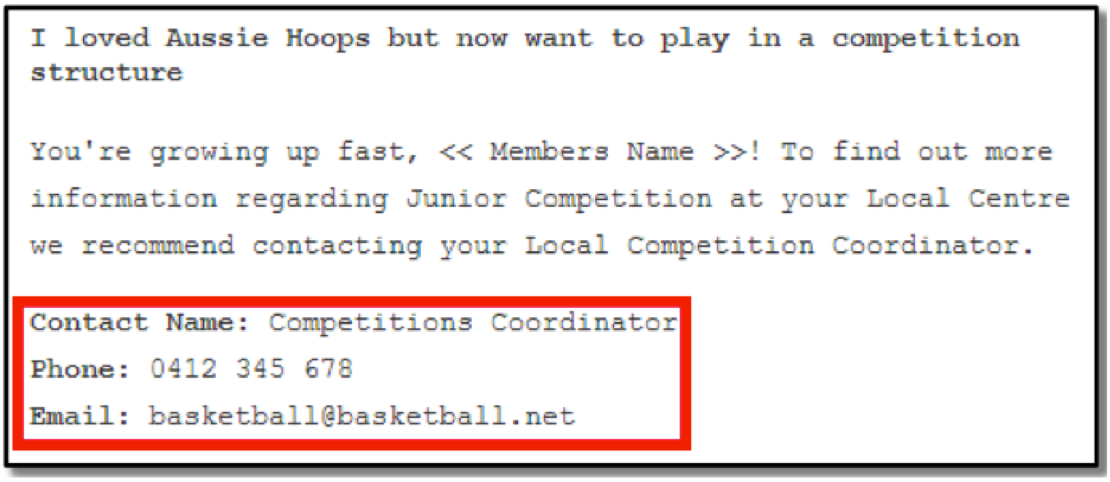
5. Select which email address fields you would like to send the renewal invitations to. You can also select individual participants to email.

6. Once you have selected your recipients, click Customise Email.

7. You can then add a paragraph to the pre-set renewal email. Be sure to read the entire message so you don't repeat the same information.



8. Check the contact details of your Local Competitions Coordinator are correct so participants and their families are directed to the correct person. Please see “Adding/Editing Local Centre Coordinator Contact Details” for instructions on adding/editing these.



9. Finally, scroll down and click the Send emails now button.

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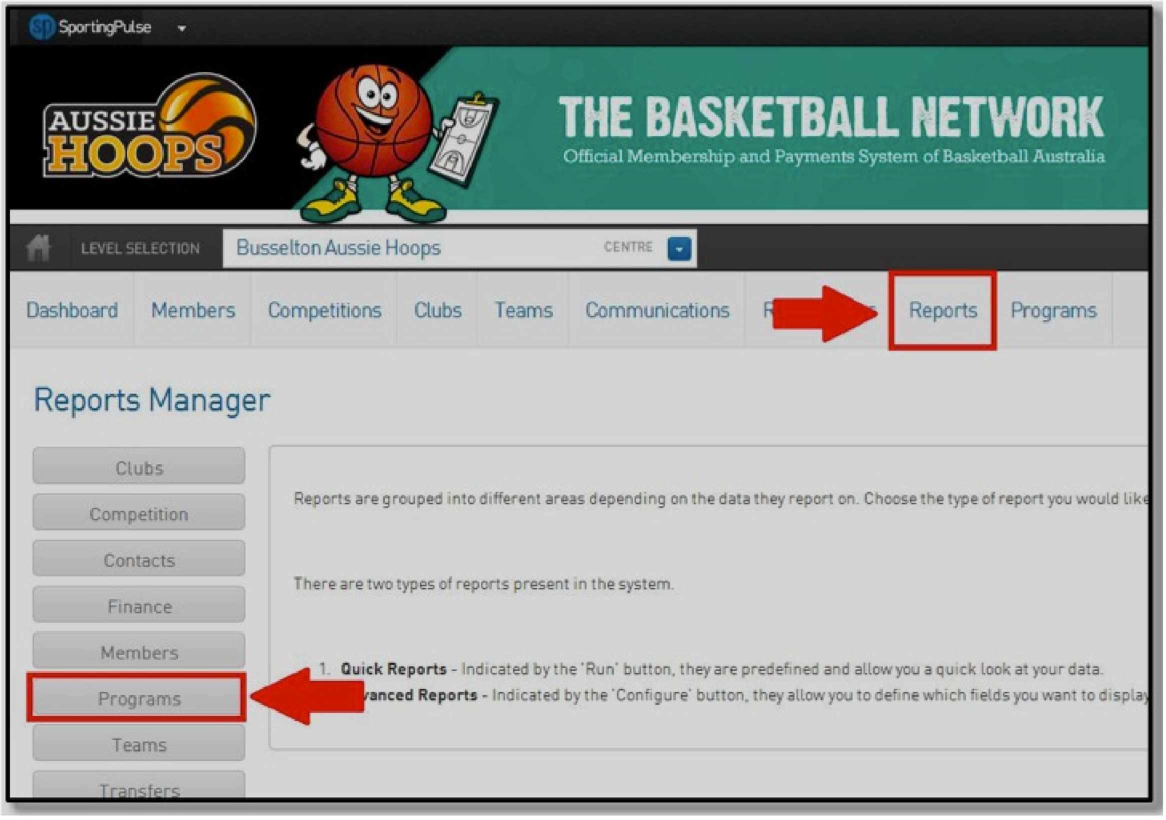
Aussie Hoops: Printing program attendance sheets

Last Modified on 10/09/2018 2:52 pm AEST

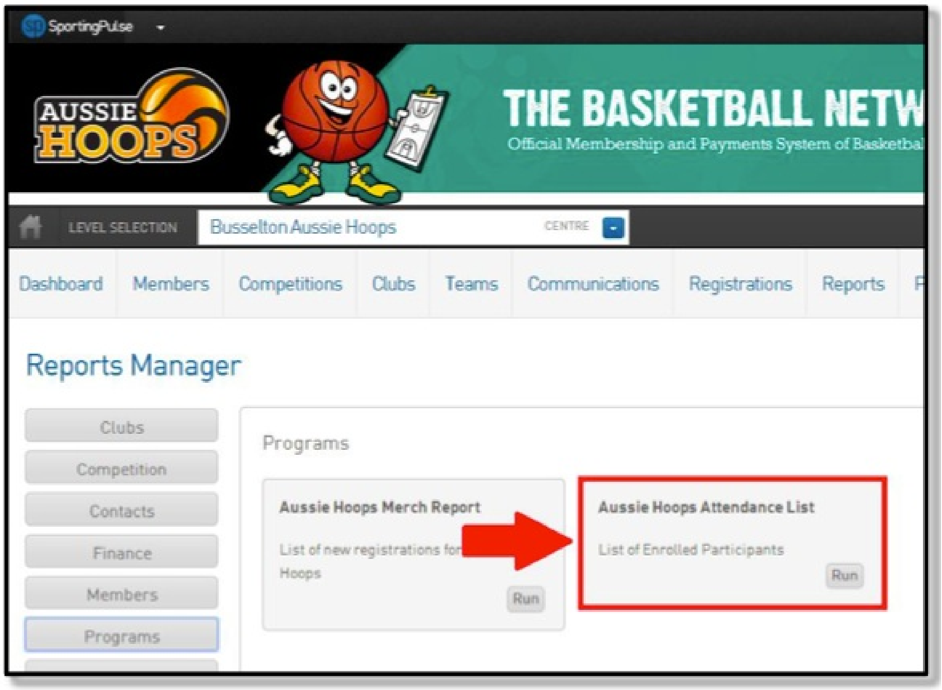
Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

1. Login to Aussie Hoops Membership at Centre level through SportsTG Passport.

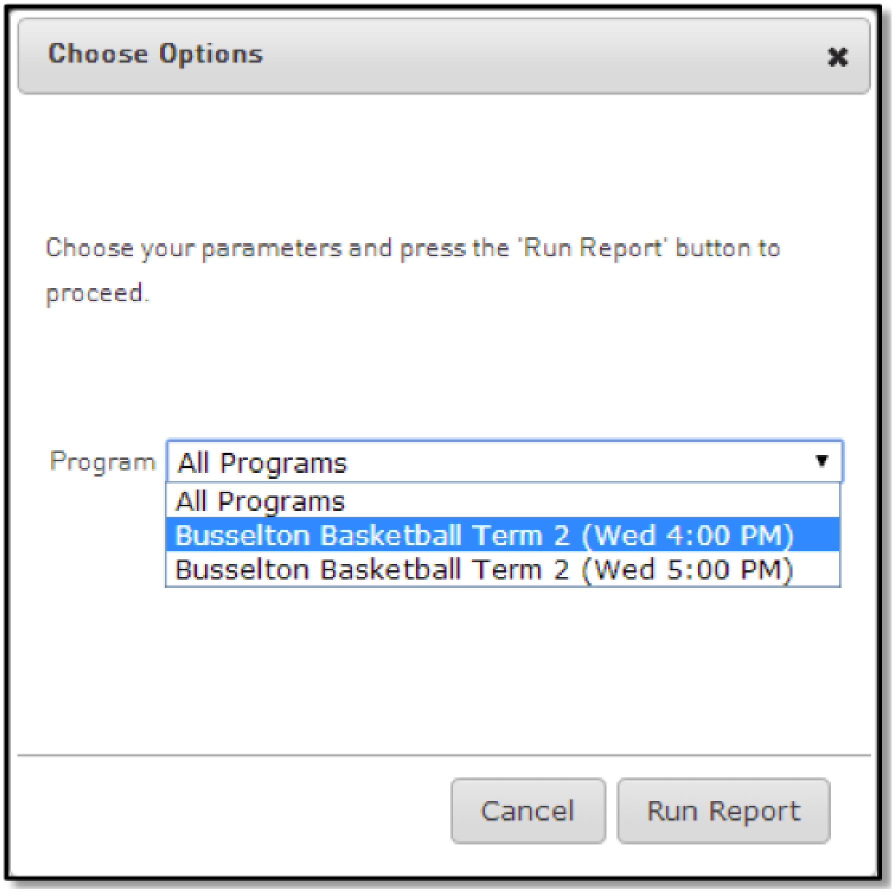
2. The dashboard will appear. Click on Reports and then Programs.



3. The Reports Manager page will appear with three Program Report options. Click on Aussie Hoops Attendance List.



4. Use the drop-down menu to select which program you would like to print an attendance sheet for and click on Run Report. By selecting "All Programs" the report will create attendance sheets for each individual program. If you would like an attendance sheet for a specific program, you can select just that one from the drop-down.



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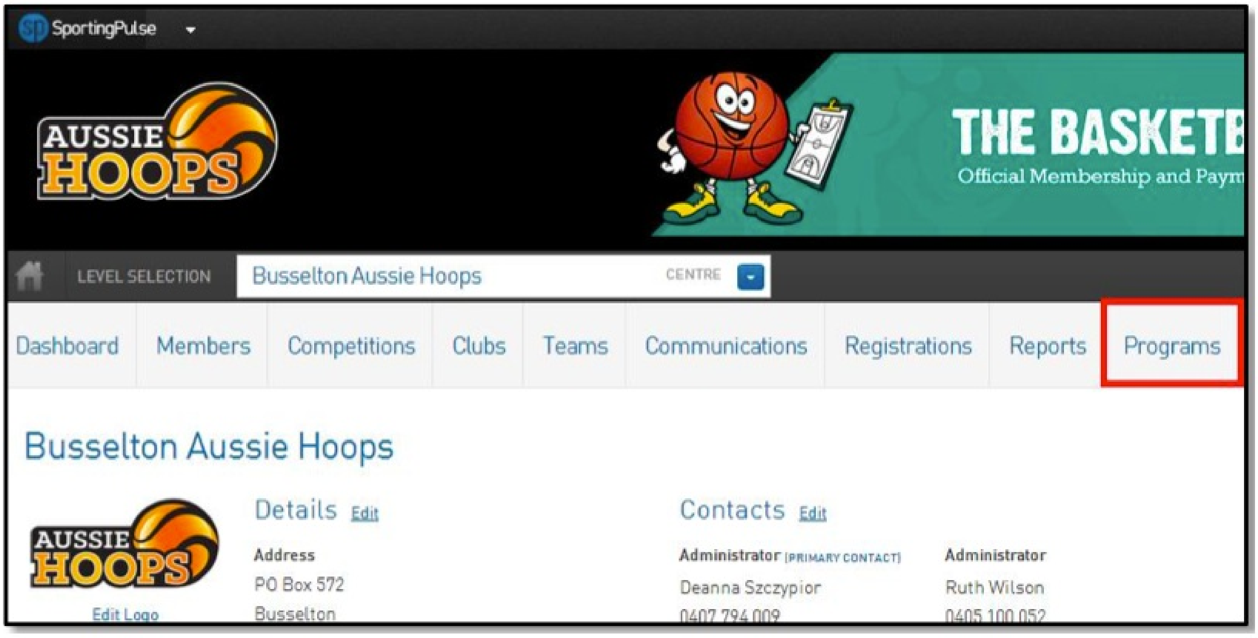
Aussie Hoops: Withdrawing a participant from a program

Last Modified on 10/09/2018 2:52 pm AEST

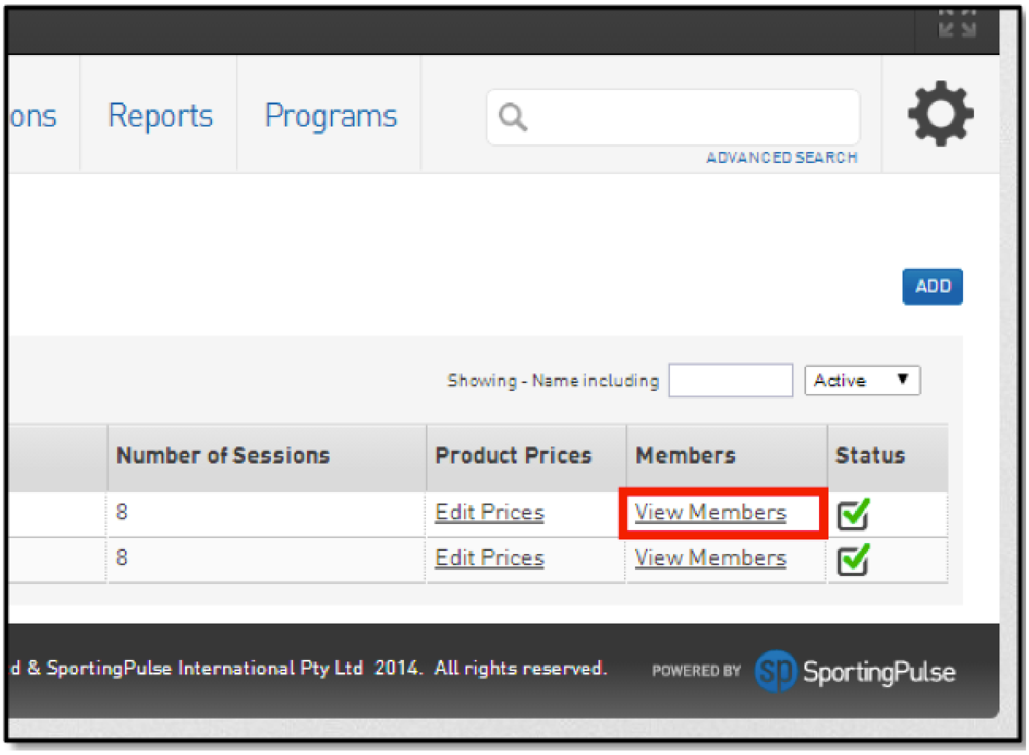
Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

1. Login to Aussie Hoops Membership at Centre level through SportsTG Passport

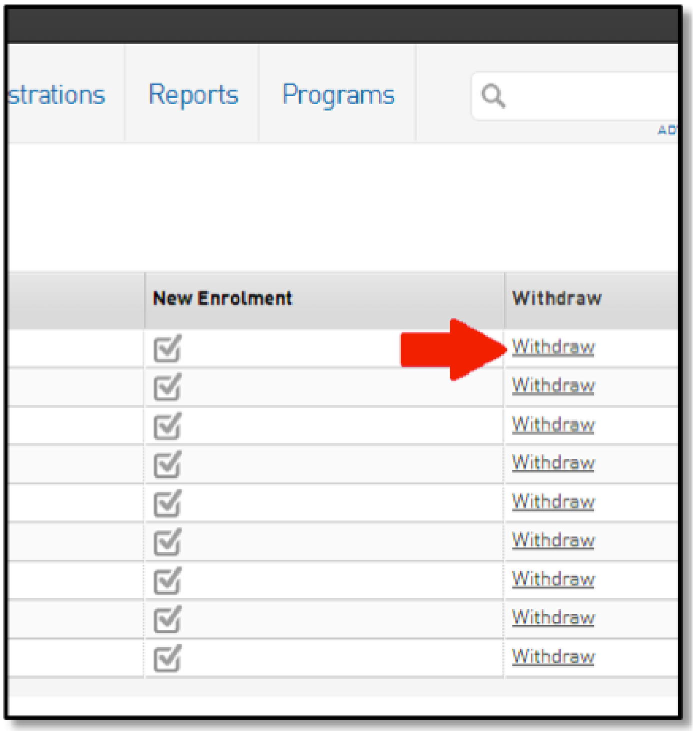
2. The dashboard will appear. Click on Programs. Aussie Hoops User Guide for Coordinators



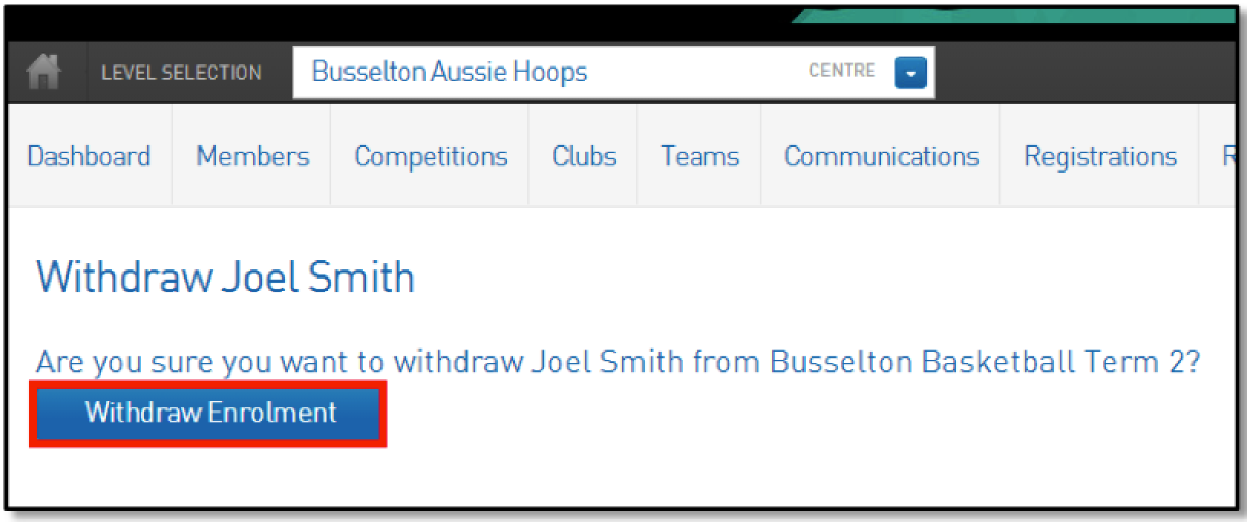
3. The Programs page will appear. Select View Members for the program you wish to withdraw the participant from. +



4. Select Withdraw next to the participant you wish to withdraw from the program.



5. Confirm the withdrawal by clicking the Withdraw Enrolment button.



Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

Aussie Hoops: Program Renewals

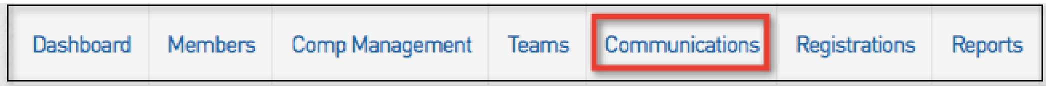
Last Modified on 10/09/2018 2:53 pm AEST

Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

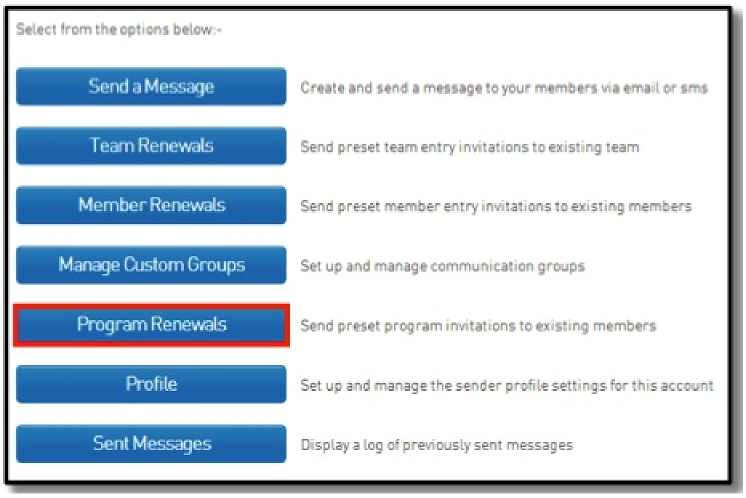
Program Renewals

Basketball Australia are keen to understand the actions of each Terms Aussie Hoops program participants. To do so, Basketball Australia has created a template email that we recommend to be sent out to participants during week 5 or 6 of your current program. To do this, follow these simple steps.

1. From the dashboard, click on the 'Communications' Tab.

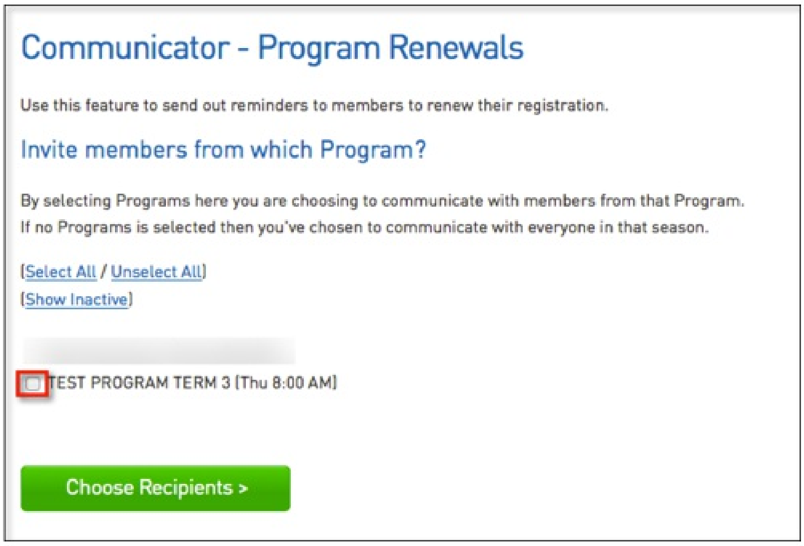


2. Click on 'Program Renewals'.

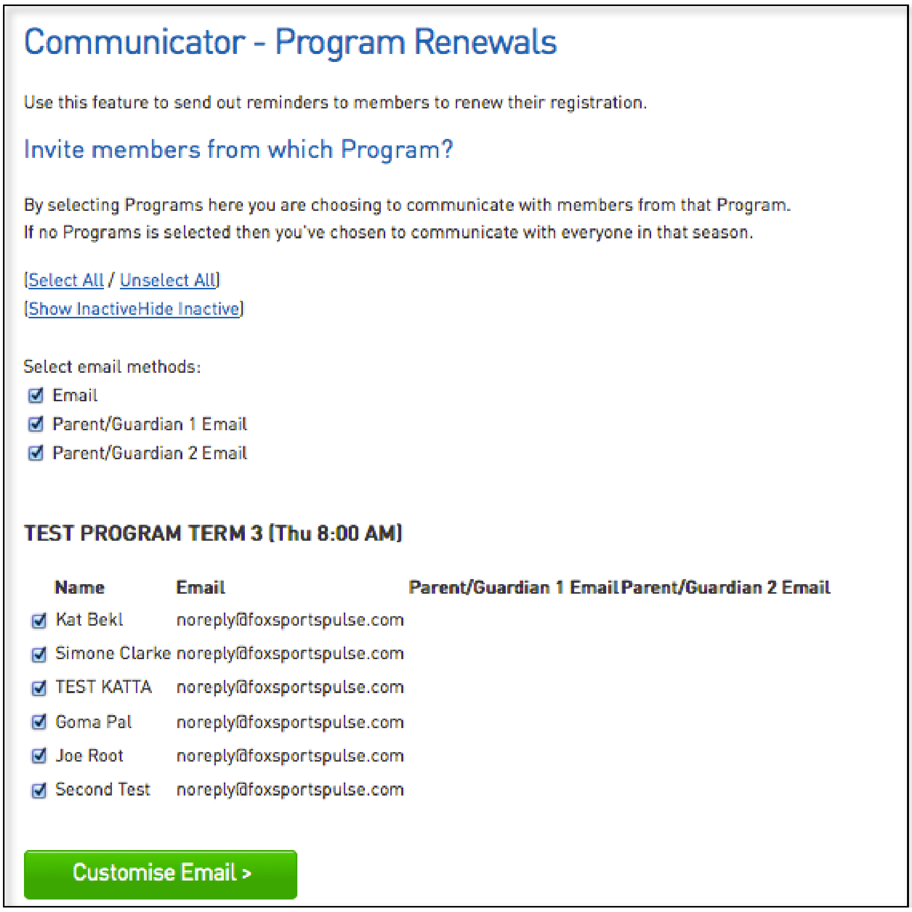


3. Select the Program/s you wish to communicate with. Active Programs will show up automatically but Inactive programs will only show by clicking on 'Show Inactive' (if required).

4. Click on 'Choose Recipients'.



5. Select which participants you want to communicate with. As a part of the Aussie Hoops registration you requested one parents email address be captured, some have provided two. If you only want to send to one group eg. Parent/Guardian 1 simply unselect the other group Parent/Guardian 2.



6. Click on 'Customise Email'.

7. Preview your email template and enter any specific customized text you feel relevant in the blank box.

AUSSIE HOOPS

Hi << Parent 1 Name >>,

<< Members Name >>'s Aussie Hoops program at Busselton Basketball Association - Aussie Hoops is nearly over and we want to make it as easy as possible for you to determine what << Members Name >> does next.

As a << Member Age >> year old << Members Name >> and you have some options to choose from:

The following option if clicked will automatically link through to Program Locator displaying your Centres programs only.

I want to keep playing Aussie Hoops

Great choice! As Basketball Australia's official Junior Game Development Program Aussie Hoops is the best way to continue to develop your skills in a fun, structured and safe environment where everbody gets a go! All you need to do is click here, find your local Centre for Term 3 and follow the prompts to registration!

To make it easier to re-register please find your login details

Username: **<< Member Username >>**

Password: **<< Member Password >>**

The following option will show the Contact Name, Phone and Email of the New Competition Coordinator, parents will be directed to contact. Note: You MUST add this persons details within your Aussie Hoops database or this field will not populate. Click here to see how.

I loved Aussie Hoops but now want to play in a competition structure

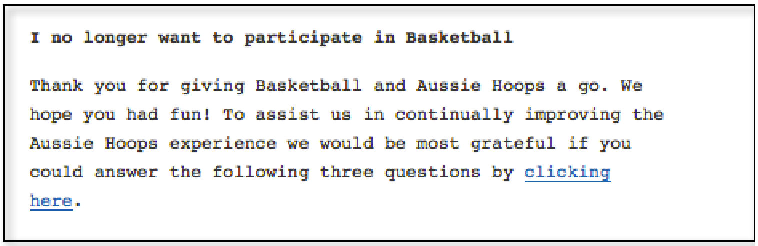
You're growing up fast, << Members Name >>! To find out more information regarding Junior Competition at your Local Centre we recommend contacting your Local Competition Coordinator.

Contact Name:

Phone:

Email:

The following option will automatically default to a survey that has been generated by Basketball Australia.


I no longer want to participate in Basketball

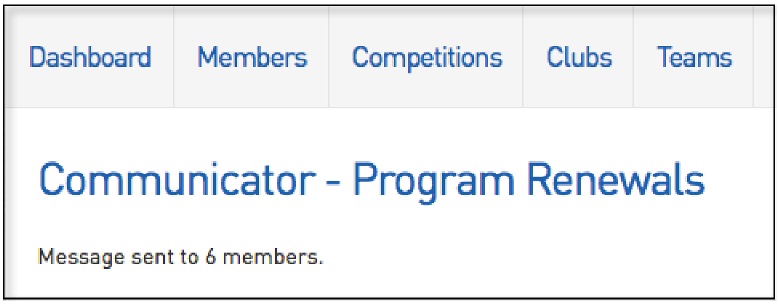
Thank you for giving Basketball and Aussie Hoops a go. We hope you had fun! To assist us in continually improving the Aussie Hoops experience we would be most grateful if you could answer the following three questions by clicking here.

The email will be signed off including the Aussie Hoops Centre, Administrator Name, Mobile Number and email address.

All fields marked <> will pre populate once the email is sent with the data. It will be relevant to the member.

8. Click on 'Send Emails Now'.

The system will confirm how many emails were sent successfully.



Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

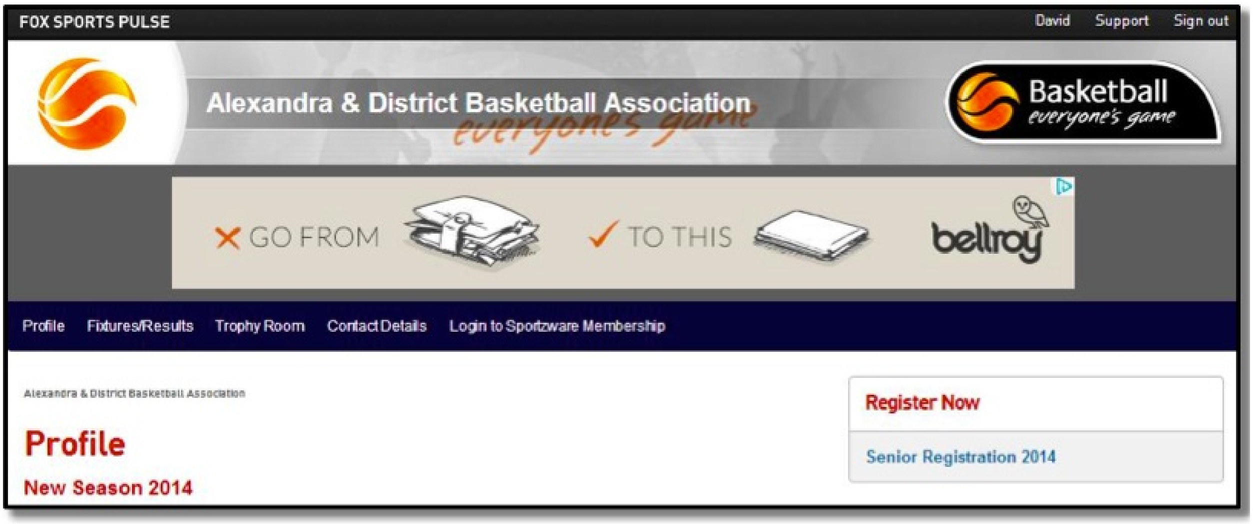
Aussie Hoops: Adding a widget to a standard website

Last Modified on 10/09/2018 2:53 pm AEST

Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

Adding a widget to your association webpage will require access to make changes to the page. You will need to speak to the member assigned to maintaining your association's page to gain access. You will also need to email aussiehoops@basketball.net.au to be issued your Association ID.

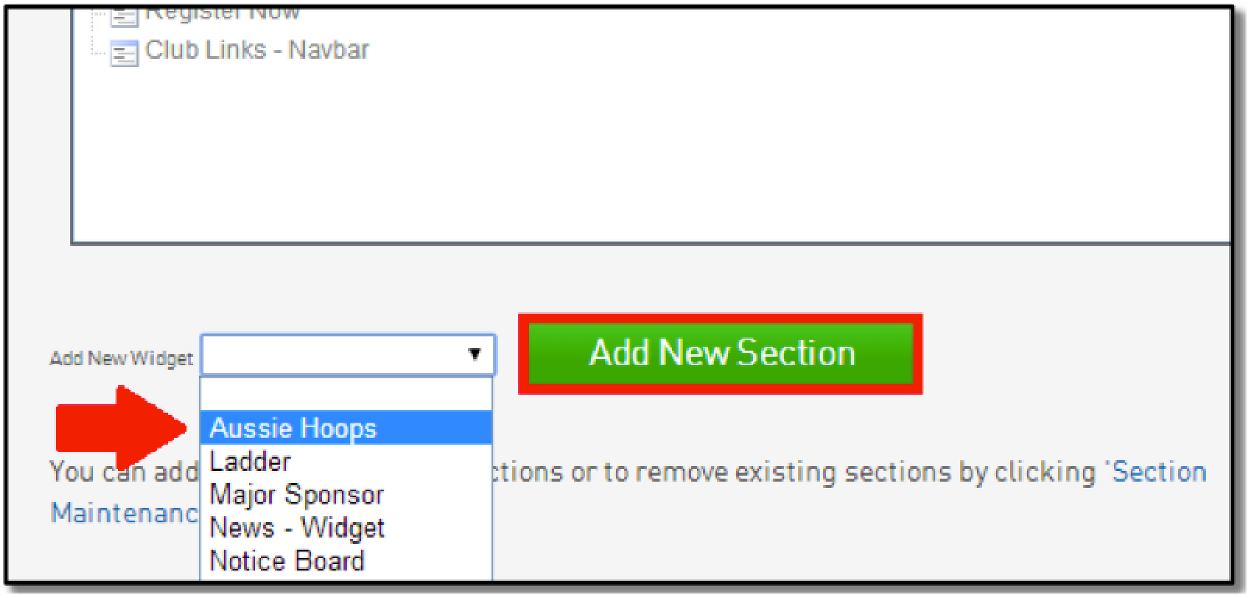
1. Navigate to your association's SportsTG webpage.



2. Scroll to the bottom of the page and select Site Editor.

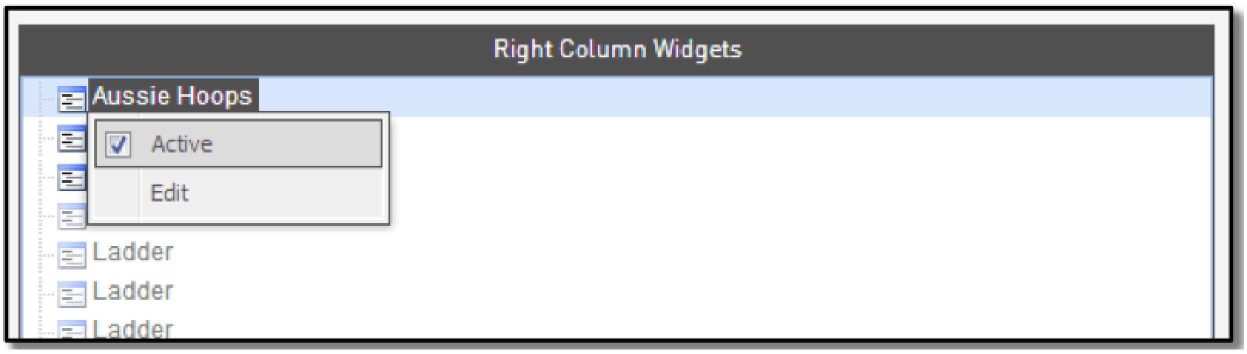
3. You will be taken to the pages Website Editor Control Panel. Select Widget Manager.

4. Using the drop-down menu, select Aussie Hoops then the Add New Section button to continue.

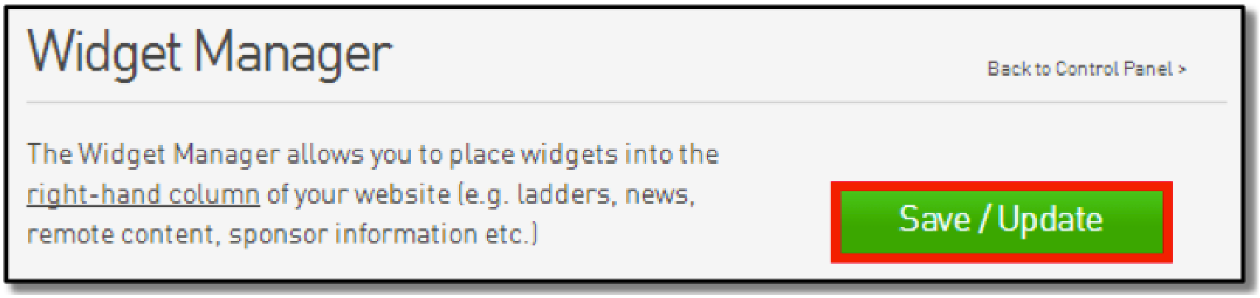


5. The Aussie Hoops option will appear in the table above. Click and drag Aussie Hoops to set the priority order.

6. Right click Aussie Hoops and tick the box next to Active.

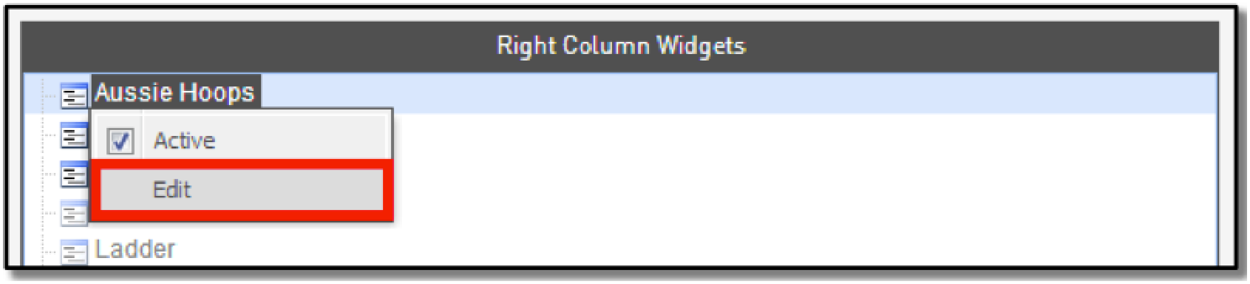


7. Then click the Save/Update button.



8. Select Widget Manager again.

9. Right click Aussie Hoops and select Edit.



10.Complete the three (3) fields as follows:

Title: “The official junior development program”

Subtitle: “for boys & girls, of all abilities, aged 5 to 10”

You will need to email aussiehoops@basketball.net.au for your Association ID.

11.Select Save.

12. Return to your association website by clicking Return to your website.

13. You will now see the Aussie Hoops Widget on the right hand column of your website.

Please Note: This can take a minute to load. Refresh your page if the widget does not appear the first time.

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

Aussie Hoops: Emailing program participants directly

Last Modified on 10/09/2018 2:54 pm AEST

Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

Direct Email Communication.

The best way to communicate with your Aussie Hoops Program participants is to send them an email notifying them of important Aussie Hoops news. Eg. The coach is sick this week and tomorrows program will be cancelled and rescheduled for another night.

Follow these simple steps to send an email, fast.

1. Click on **'Communications'** tab.

2. Click on **'Send a Message'**.

3. Click on '**Membership Group**'.

4. Click on '**Programs'** and select which program you wish to communicate with. Click '**Continue**'.

5. Click on **'Email'.**

6. Construct your email.

Click on **'Send Message'.**

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

Aussie Hoops: Adding a New Competition Coordinator

Last Modified on 10/09/2018 2:54 pm AEST

Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

Adding a New Competition Coordinator

A new Competition Coordinator is defined as the person in charge of running competitions at the Association linked to your Aussie Hoops program.

When a Program Renewal email is being sent out from an Aussie Hoops Association, the New Competition Coordinator's details MUST be filled out within your Aussie Hoops Database. To do this, follow these simple steps.

1. From your dashboard, click **'Contacts'.**

2. Scroll down to 'Committee Member' and fill in the New Competition Coordinators details. It is essential that these details are filled in so that the Program Renewal email can pull this information through, to show the participants.

Note: Ensure that the Competition Admin box is ticked.

3. If these areas are not filled, this section will remain blank and potentially confuse members.

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

Aussie Hoops: Registering a participant

Last Modified on 10/09/2018 2:55 pm AEST

Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

The attached document contains information regarding Registering an Aussie Hoops Participant.

Registering an Aussie Hoops Participant copy.pdf

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

Aussie Hoops - User Guide for Coordinators

Last Modified on 10/09/2018 2:55 pm AEST

Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

The attached document is an Aussie Hoops User Guide for Coordinators.

2016 Aussie Hoops User Guide for Coordinators (ver 6.4).pdf

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

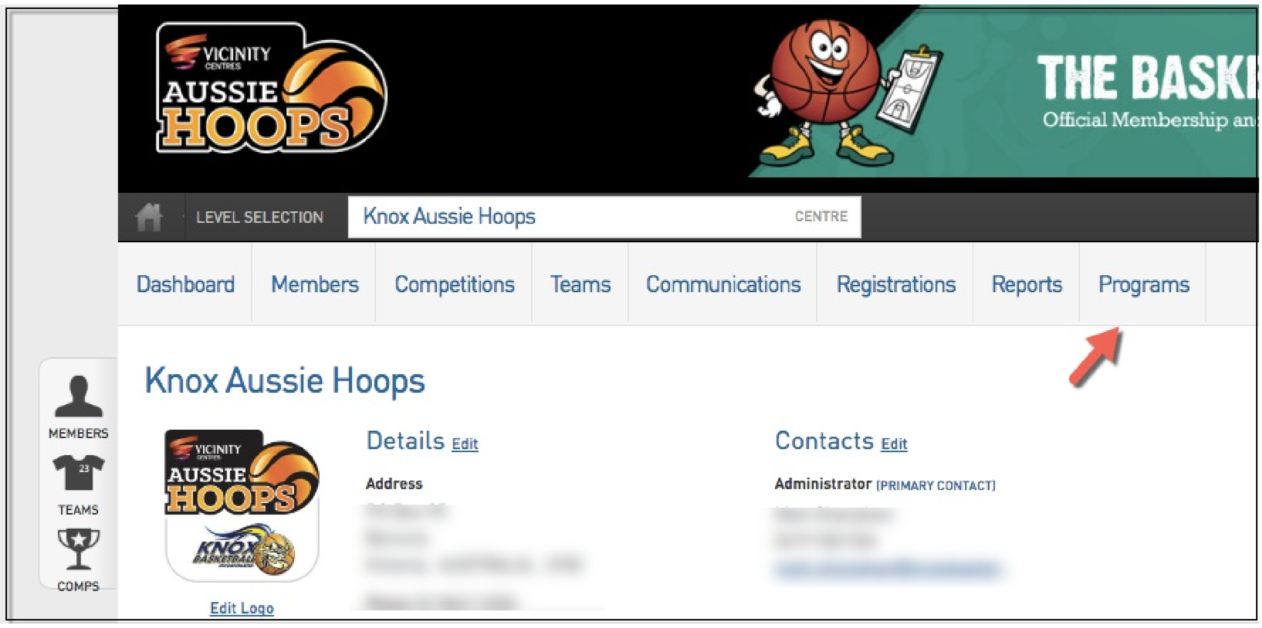
Aussie Hoops Registration Link available at Centre level

Last Modified on 10/09/2018 2:55 pm AEST

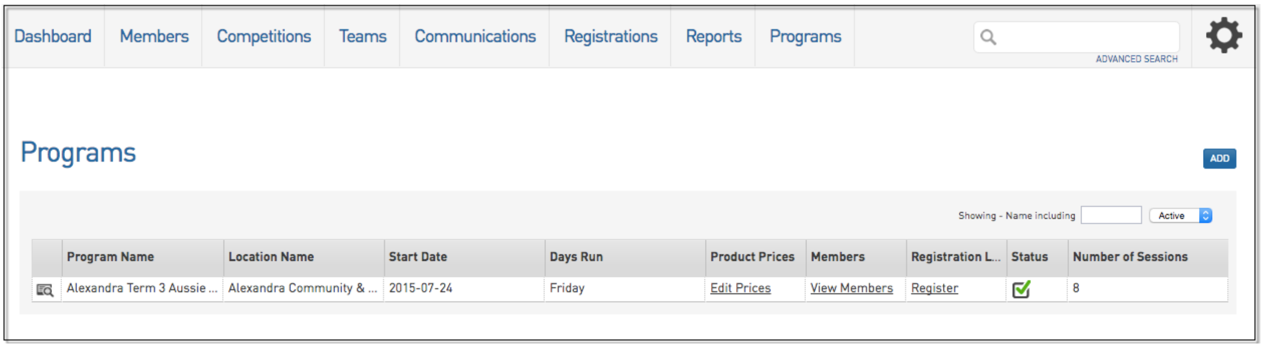
Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

The Aussie Hoops Registration link makes it easier for Centre administrators to find and send on the unique Centre registration forms to prospective participants. Previously the Register button was only able to be found on the Aussie Hoops Locator.

This can be located by logging into your Centre Membership system and clicking on **Programs** along the top menu.



Each program has their own unique Register Link available adjacent to the program.



-Released Aussie Hoops Network wide and available at Centre level.

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

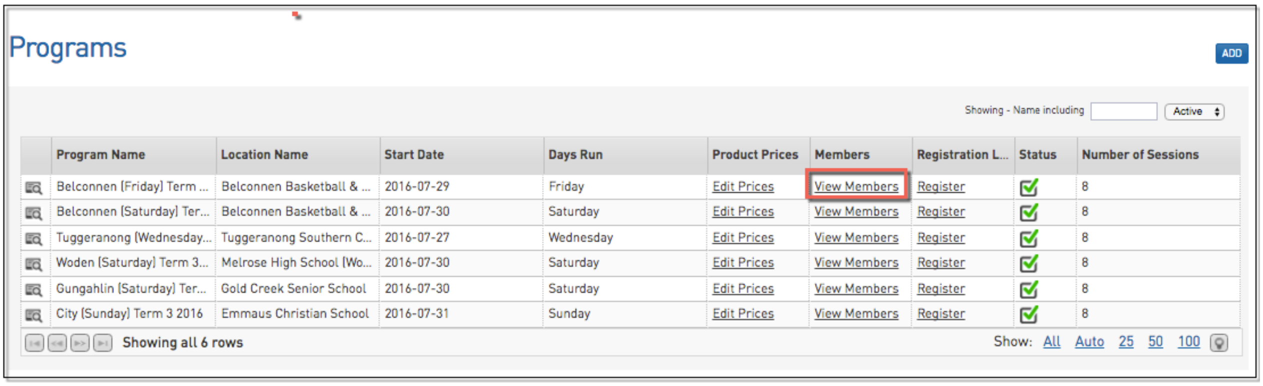
Aussie Hoops: Transferring Participants to a Different Program

Last Modified on 10/09/2018 2:56 pm AEST

Read this article and if you still can't resolve your issue, CLICK HERE to submit a support request to your local Basketball Network representative

1. Click on Programs to view your list of active programs.

2. Next to the program you wish to transfer a participant from, click View Members.



Programs

ADD

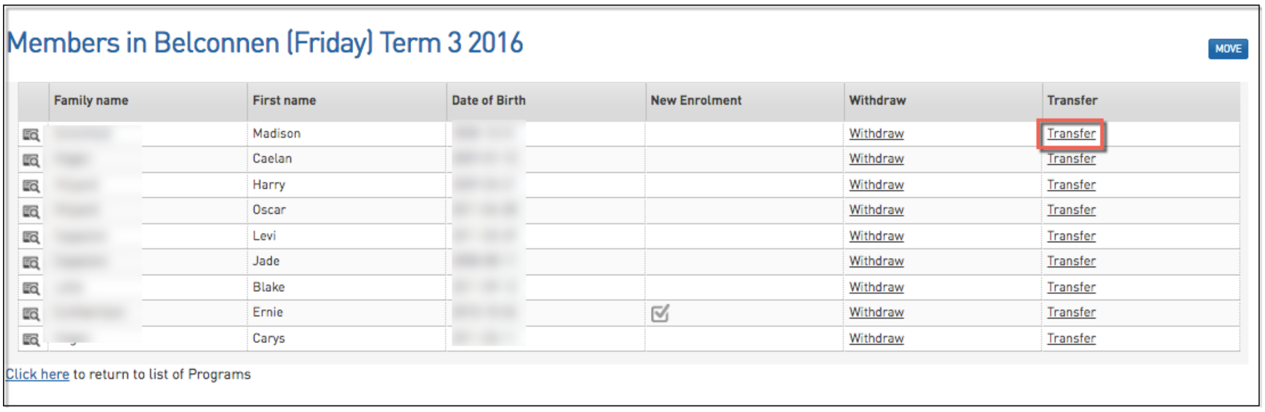
Showing - Name including Active

	Program Name	Location Name	Start Date	Days Run	Product Prices	Members	Registration L...	Status	Number of Sessions
	Belconnen (Friday) Term ...	Belconnen Basketball & ...	2016-07-29	Friday	Edit Prices	View Members	Register	✓	8
	Belconnen (Saturday) Ter...	Belconnen Basketball & ...	2016-07-30	Saturday	Edit Prices	View Members	Register	✓	8
	Tuggeranong (Wednesday...	Tuggeranong Southern C...	2016-07-27	Wednesday	Edit Prices	View Members	Register	✓	8
	Woden (Saturday) Term 3...	Melrose High School (Wo...	2016-07-30	Saturday	Edit Prices	View Members	Register	✓	8
	Gungahlin (Saturday) Ter...	Gold Creek Senior School	2016-07-30	Saturday	Edit Prices	View Members	Register	✓	8
	City (Sunday) Term 3 2016	Emmaus Christian School	2016-07-31	Sunday	Edit Prices	View Members	Register	✓	8

Showing all 6 rows

Show: All Auto 25 50 100

3. Select Transfer next to the participant you wish to transfer.



Members in Belconnen (Friday) Term 3 2016

MOVE

	Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer
	[redacted]	Madison	[redacted]		Withdraw	Transfer
	[redacted]	Caelan	[redacted]		Withdraw	Transfer
	[redacted]	Harry	[redacted]		Withdraw	Transfer
	[redacted]	Oscar	[redacted]		Withdraw	Transfer
	[redacted]	Levi	[redacted]		Withdraw	Transfer
	[redacted]	Jade	[redacted]		Withdraw	Transfer
	[redacted]	Blake	[redacted]		Withdraw	Transfer
	[redacted]	Ernie	[redacted]	✓	Withdraw	Transfer
	[redacted]	Carys	[redacted]		Withdraw	Transfer

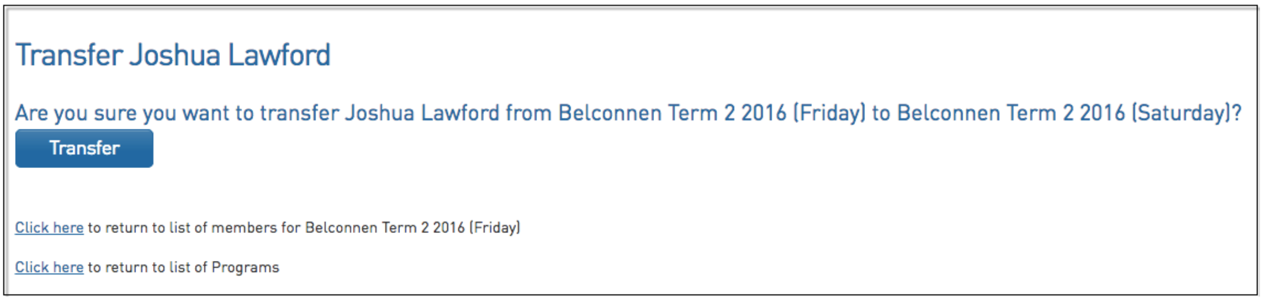
Click here to return to list of Programs

4. Choose which program the participant is changing to. You can only move a participant to

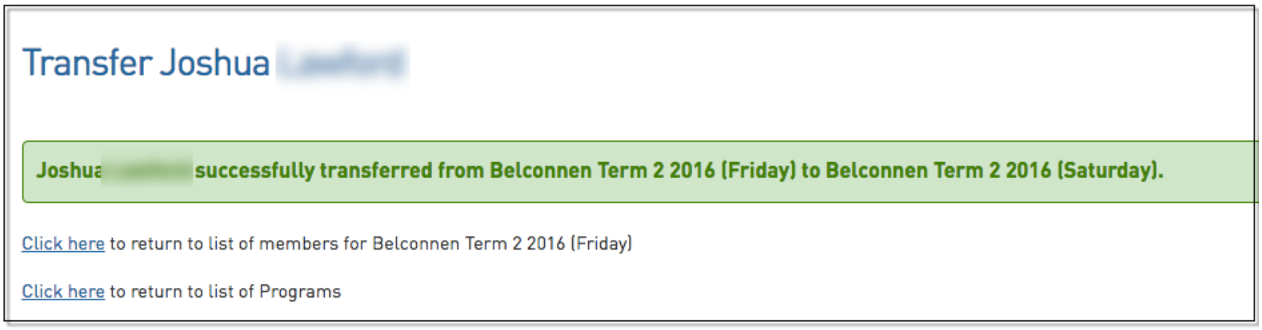
a. A program which has not yet reached capacity (as defined in the program's Capacity).

b. A program with the same price as the program initially selected by the parent/guardian.

5. You will be prompted to confirm the transfer, please double-check and click Transfer.



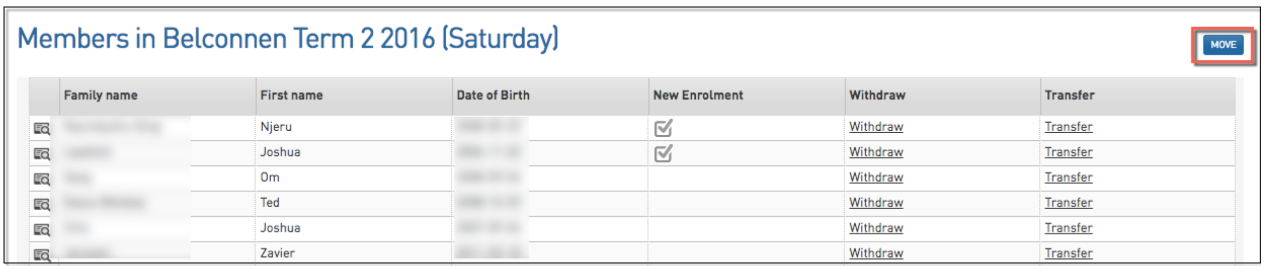
6. The participant has successfully been transferred into the new program, and will appear on all relevant reports (certificates, pack report and attendance list).



Please note, the participant will appear as a "New Enrolment" in the Member List for their new program irrespective of whether they are a new or returning member to that Centre, however this has no noticeable implications for administrators when reporting. Transferring an entire program participant list into another program (merging programs)

1. Complete Steps 1 & 2 as per "Transferring an Individual Participant".

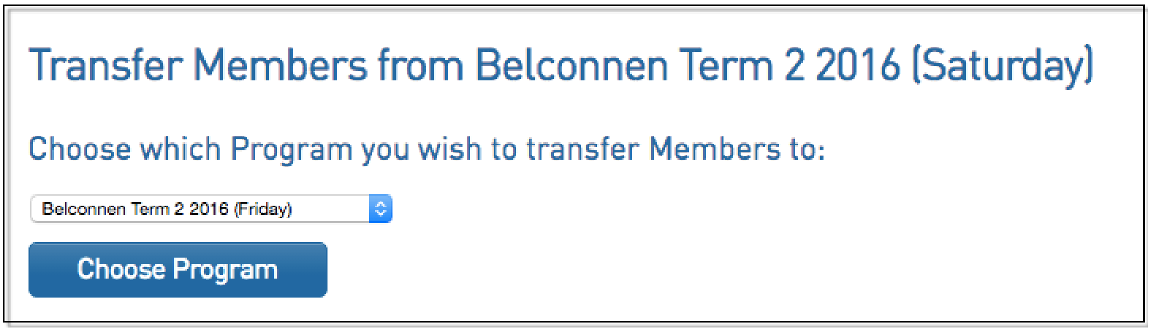
2. Select Move at the top-right of the program's member list.



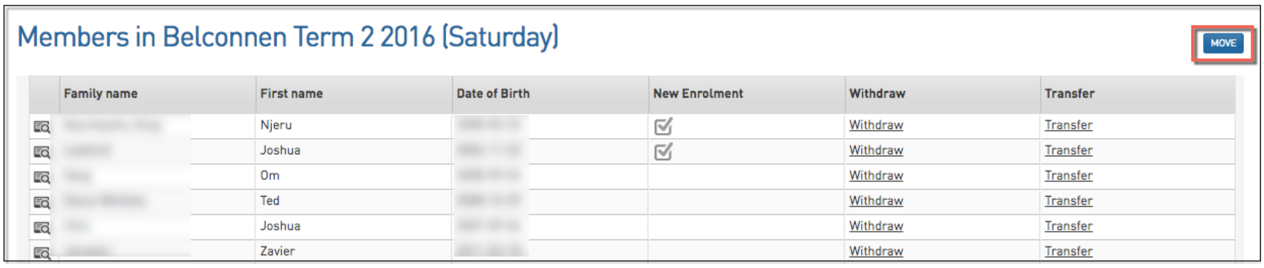
3. Choose which program the participants are changing to. You can only move the group to

a. A program which can accept the other program's participants within its defined capacity.

b. A program with the same price as the program being closed down.



4. You will be prompted to confirm the transfer, please double-check and click Transfer.



5. The participants have successfully been transferred into the new program, and will appear on all relevant reports (certificates, pack report and attendance list).

Please note, each participant will appear as a "New Enrolment" in the Member List for their new program irrespective of whether they are a new or returning member to that Centre, however this has no noticeable implications for administrators when reporting.

Can't resolve your issue with this article? CLICK HERE to submit a support request to your local Basketball Network representative.

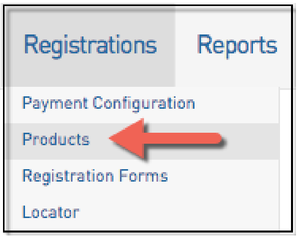
National Registration: How to add a Club product

Last Modified on 30/11/2018 2:49 pm AEDT

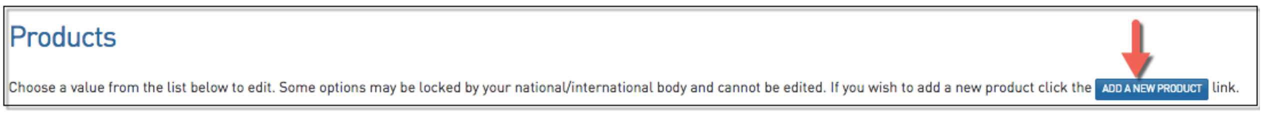
A Club administrator has the option to create and add a Club product to a Member to Club National Registration form.

Login at Club level and follow these simple steps:

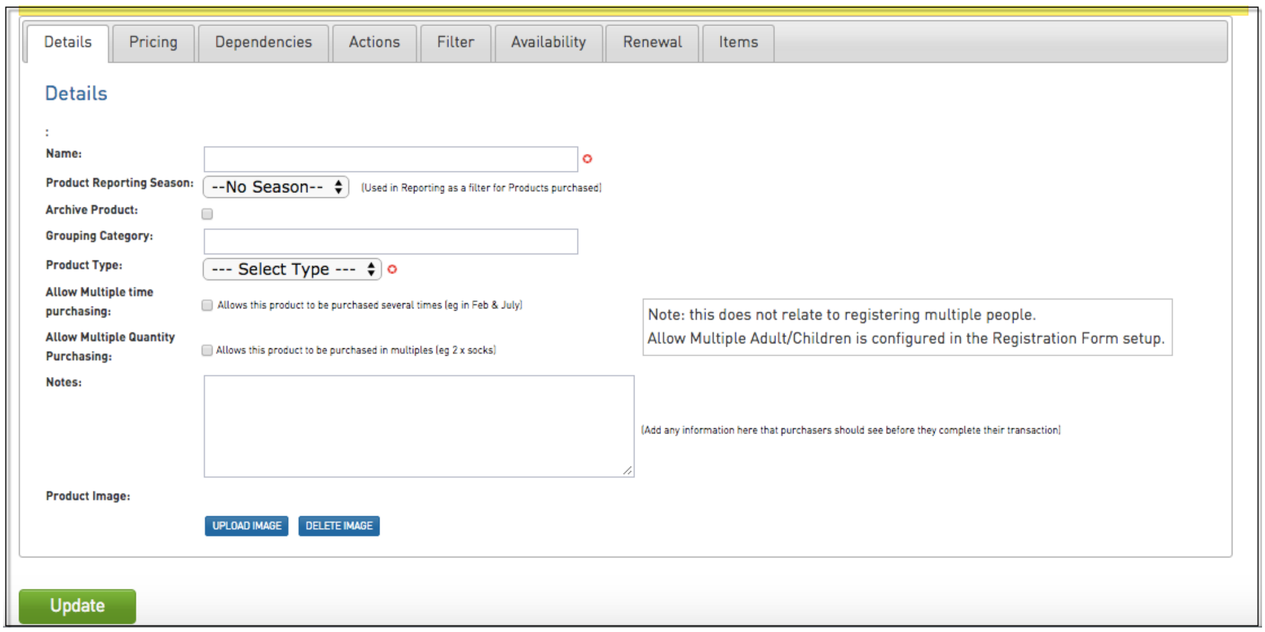
1. Hover over the *Registrations* tab and click **Products**.



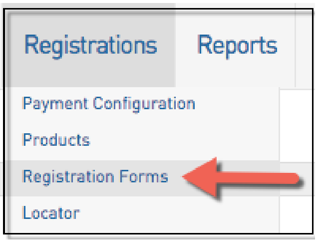
2. Click **Add New Product**.



3. Fill in all compulsory details and click **Update**.

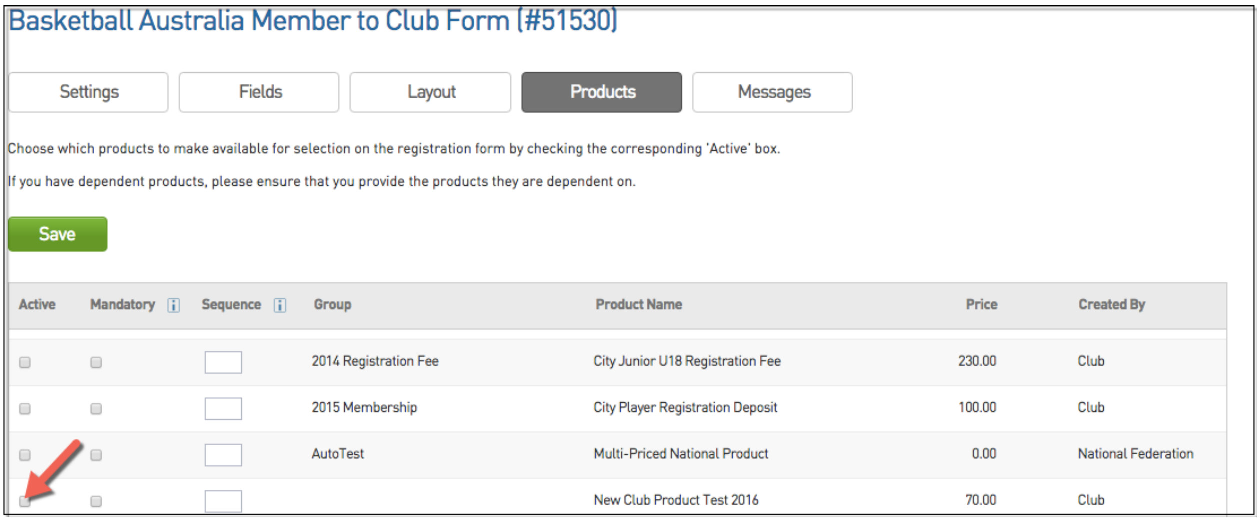


4. Hover over *Registrations* and click **Registration Forms**.



5. Click **Edit** next to the Registration Form you with to add the new product to.

6. Click on the **Products** Tab along the top and scroll through the list to activate the new club product.



7. Click on **Save**.

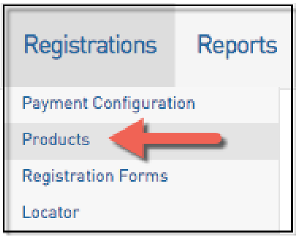
An important note to Association administrators

- If you request your Clubs to create their own products and add their products to the Member to Club National Registration form, please be aware, if you are editing the same form at Association level, you will not see the Club product selections as ticked checkboxes.
- However, if you drill down to Club level and edit the National Registration form you will see all selected Club products marked as a ticked check box.
- Our recommendation to you is its important you do sufficient testing of your forms prior to their public release.

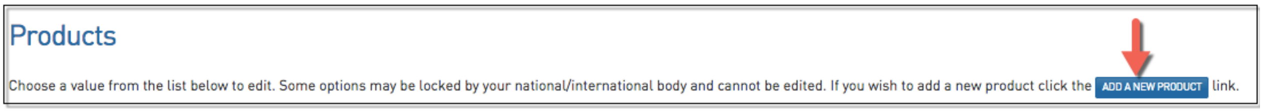
An Association Administrator also has the option to add Club created products to the Member to Club National Registration form at Association level once the Club has created their products.

You can do this by logging in at Association level and following these simple steps:

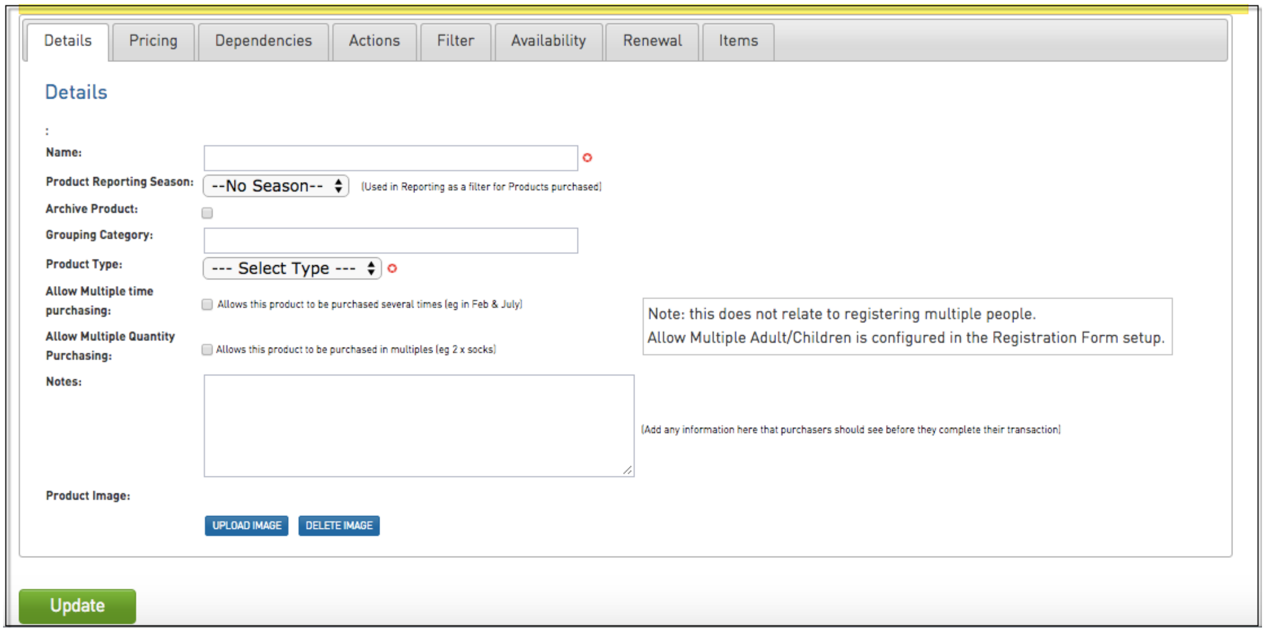
1. Hover over the *Registrations* tab and click **Products**.



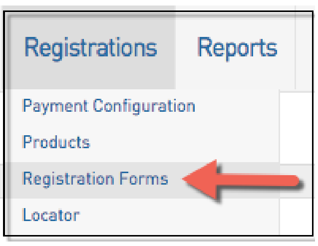
2. Click **Add New Product.**



3. Fill in all compulsory details and click **Update**.



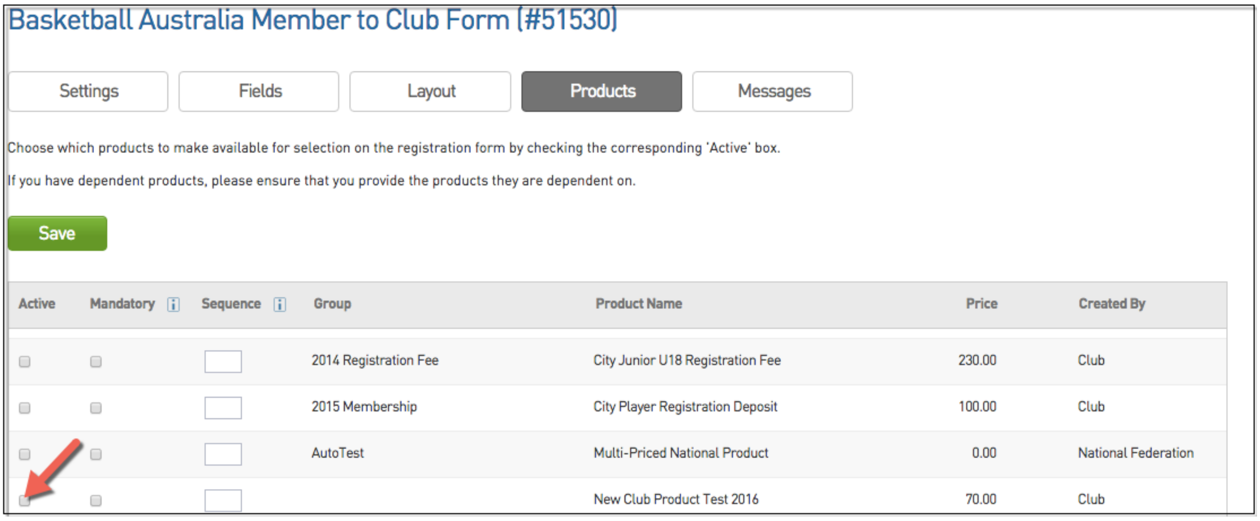
4. Hover over *Registrations* and click **Registration Forms**.



5. Click **Edit** next to the Registration Form you with to add the new product to.

6. Click on the **Products** Tab along the top and scroll through the list to find all relevant Club products as indicated by your clubs as needing to be available.

-At Association level, all selected products will display with a tick in the check box making it easy to decipher what has and hasn't been added.



7. Click on Save in order to Save the additional club product selection.

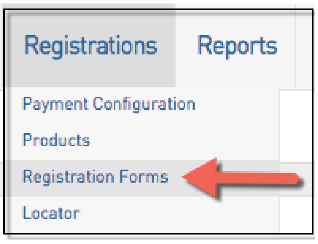
Promoting the Member to Club National Registration form to participants

There are two options available to the Administrator.

1. Promote the Member to Club form at Association level

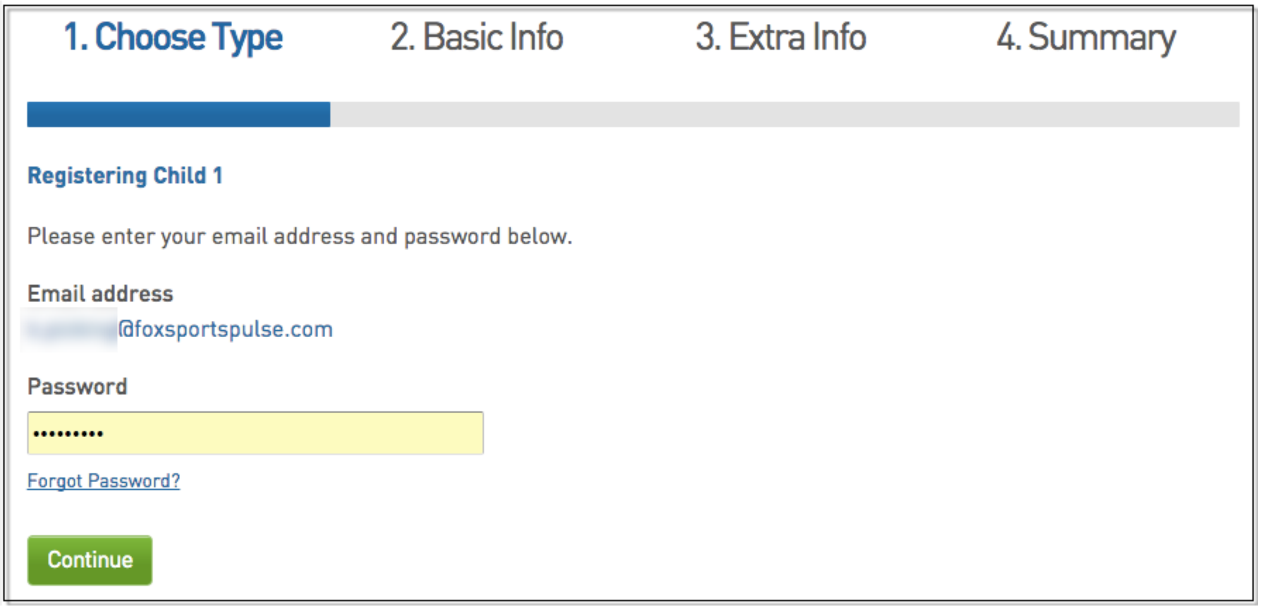
Navigate to Association level-

a. Hover over *Registrations* and click on **Registrations Tab**.

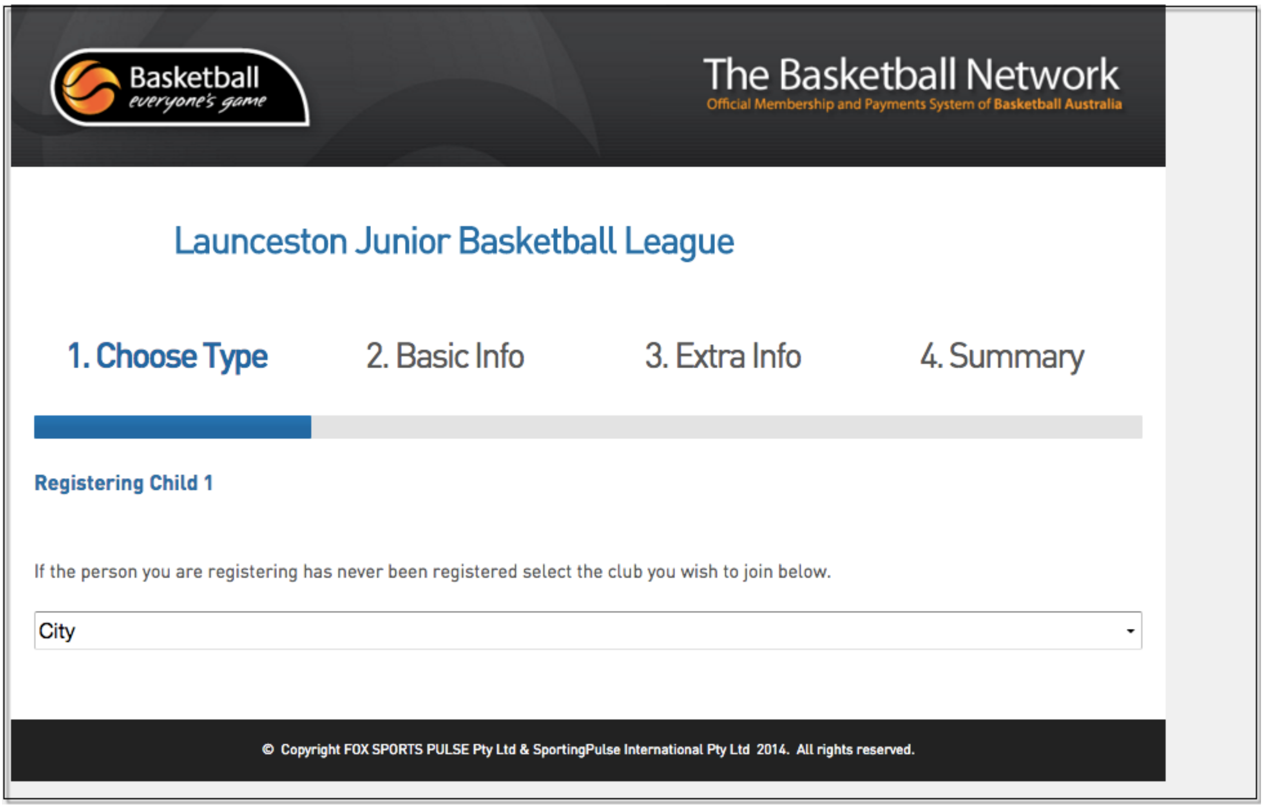


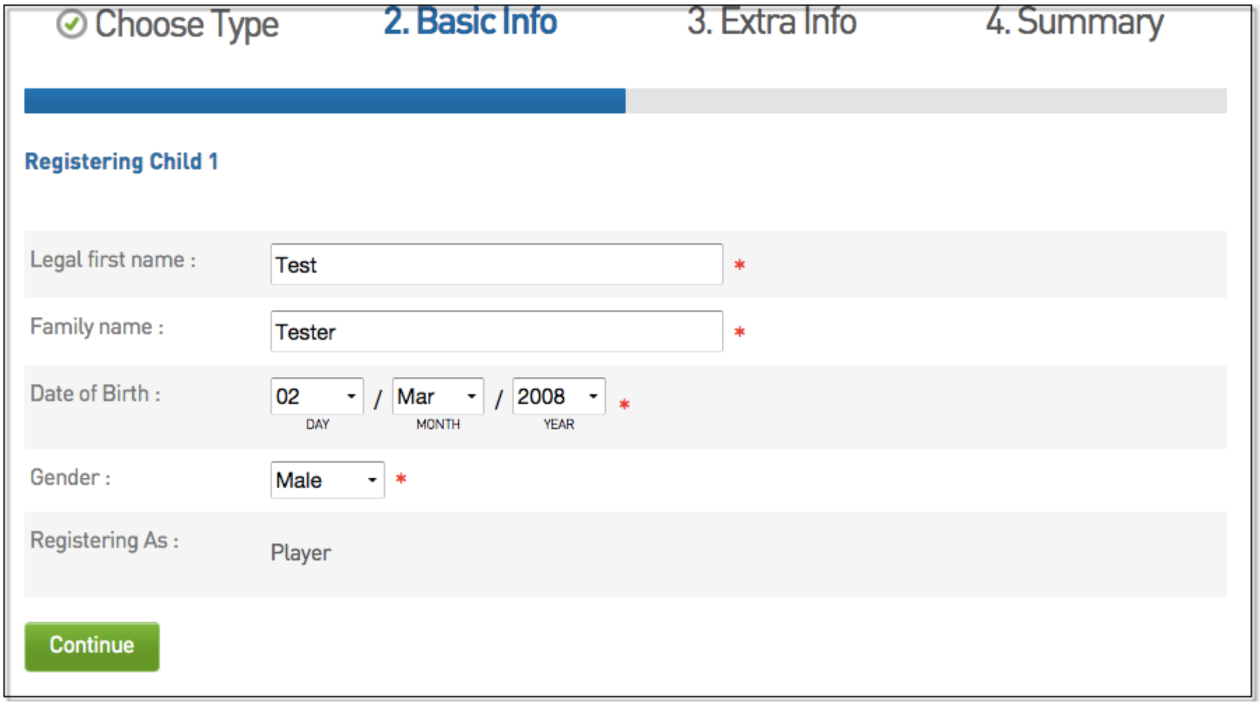
b. Click on **View** - This URL should be used and promoted through whichever medium the league feels appropriate (email, facebook, website).

c. By clicking **View**, a new window will open showing the Registration Form. Follow the prompts to move through the form.



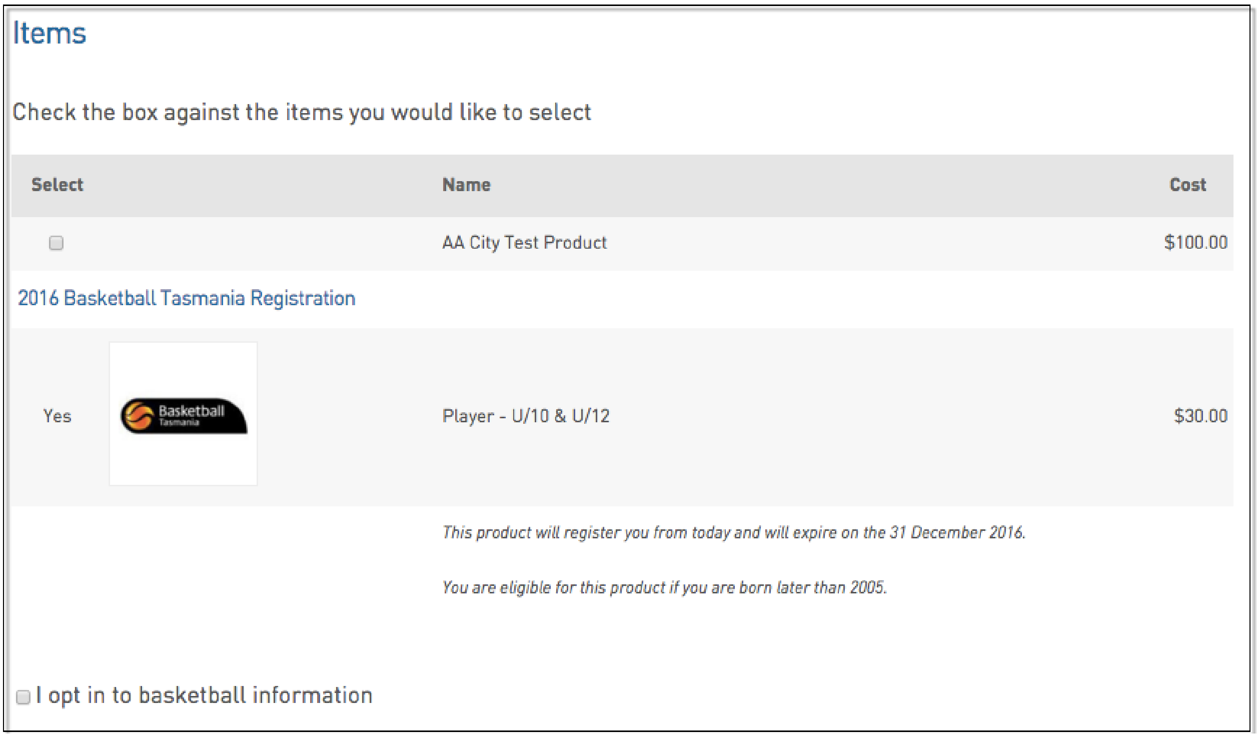
d. Please note: The participant will have the option to select their Club before completing the rest of the form.





e. Once necessary information is filled out, you will taken to the Extra Info area. The Club selection will filter to display only relevant State, League and Club selected products.

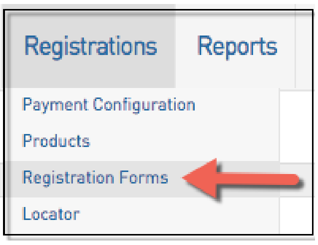
Eg. If the Devils Club and the City Club had created their own Club products and added them to the form and the participant had entered the form and chosen Devils Club as their Club selection then only the State, League and Devils products would display.



2. Promote the Member to Club form at Club level.

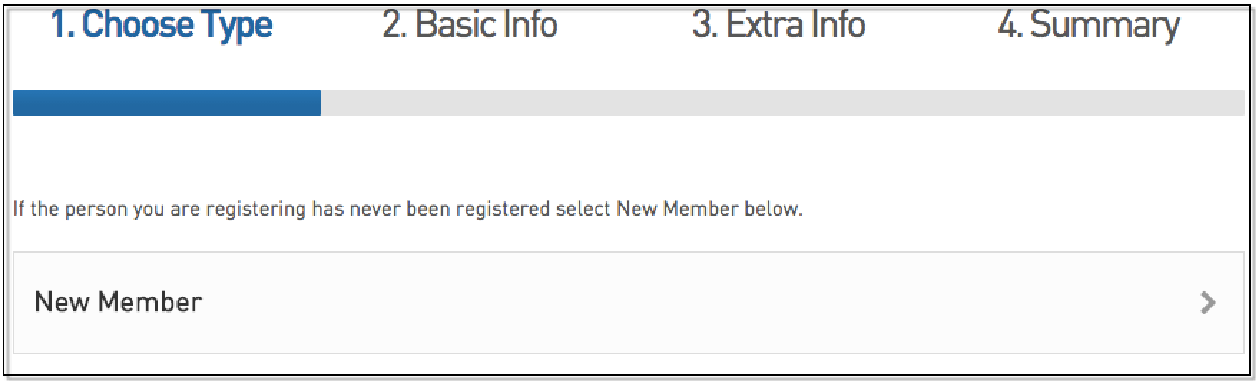
Navigate to Club level-

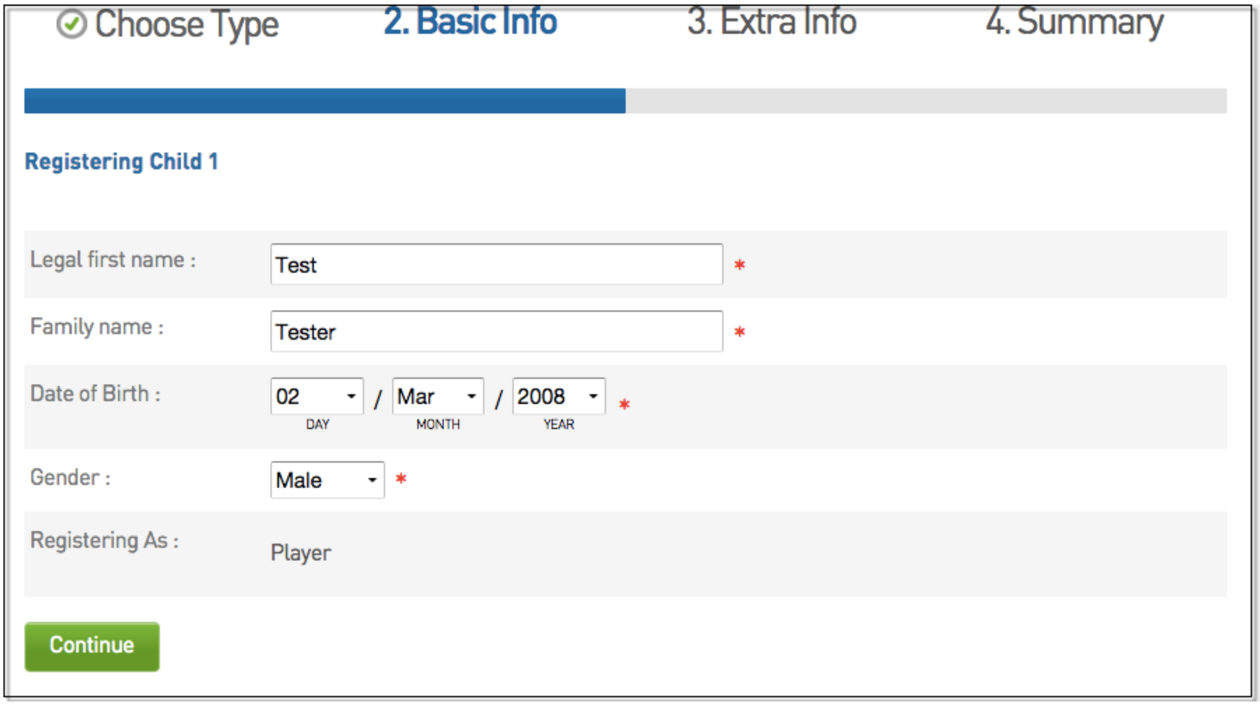
a. Hover over Registrations and click on Registrations Tab.



b. Click on View - This URL should be used and promoted through whichever medium the league feels appropriate (email, facebook, website).

c. The participant will not be presented with the choice to choose which Club they select when the form is entered at this level.





1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Basketball Network Registration & Membership User Guide NSW

Last Modified on 30/11/2018 3:01 pm AEDT

A step by step guide for using registration and membership in the Basketball Network.

This user guide covers passport, email sign on, configuration, membership dashboard, registration and payments, communication and membership management.

It is a comprehensive user guide ensuring as an administrator you can best utliise the system to manage your sporting business, as well as comply with state registration requirements.

2018 Registration and Membership Management NSW v1.3.pdf

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Basketball Victoria Country Registration Manual (V1.0)

Last Modified on 21/01/2016 11:39 am AEDT

Please see below the Basketball Victoria Country Registration Manual (V1.0)

2015 Basketball Victoria Registration Process (v 1.0) copy.pdf

National Registration - 2016 BQ Registration Process v2.0

Last Modified on 02/08/2016 2:06 pm AEST

The attached PDF contains information regarding the 2016 BQ Registration Process v2.0.

Download the 2016 BQ Registration Process - pdf

National Registration - How to add availability dates to an NRS form

Last Modified on 20/03/2019 10:57 am AEDT

An Association/Club administrator has the option to add availability dates to a National Registration form. Associations/Clubs now have the option to display their NRS forms to participants within a certain timeframe.

Please note:

- This feature is available by request only, please raise a request to the Basketball Network Support Team through the below link to enable this feature.

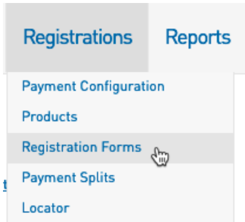
Raise request here: basketball.net.au/tbnsupport

- This can feature can only be requested by Associations or States.

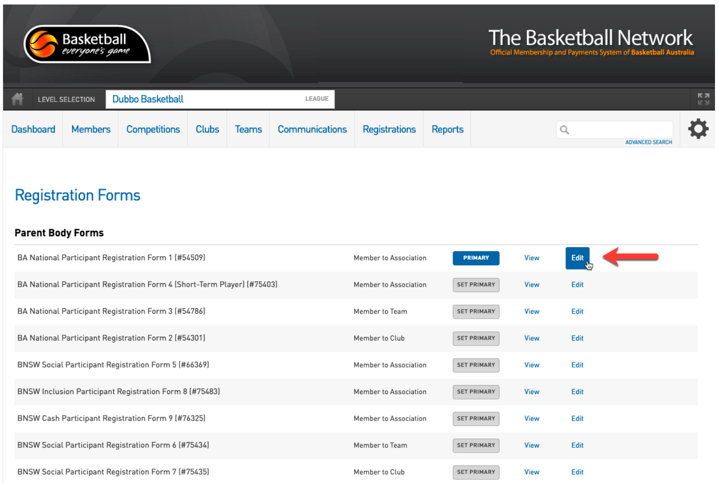
- This feature is only applicable to Associations using the National Registration Forms.

Login at Association or Club level and follow these simple steps:

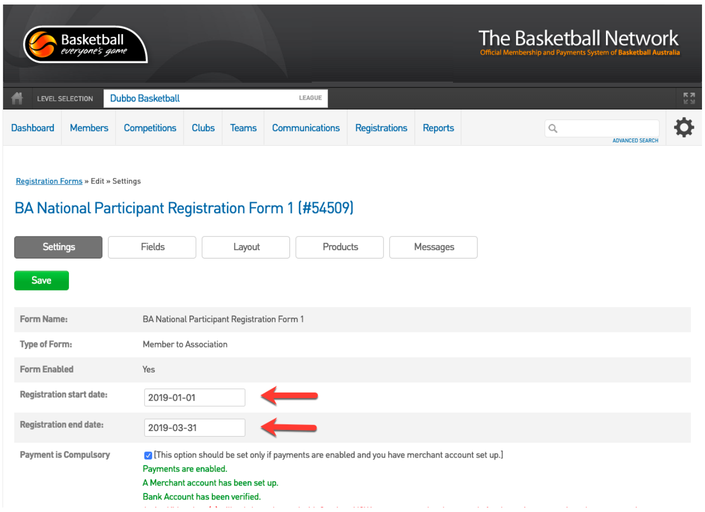
1. Hover over the **Registrations** tab and click Registrations.



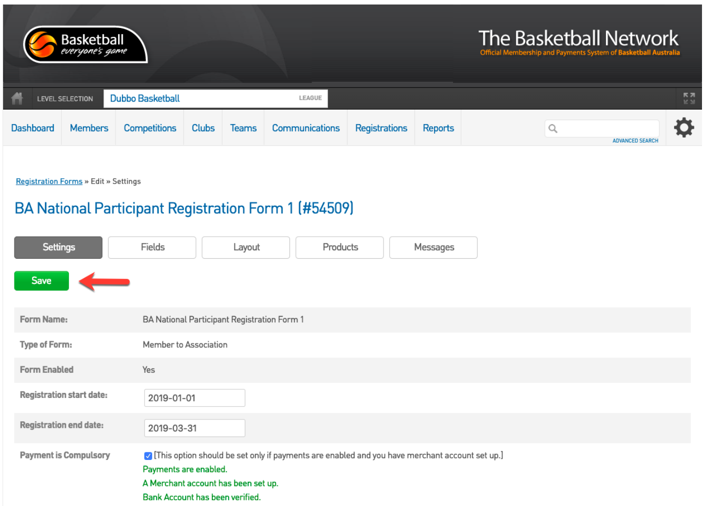
2. Click **Edit** on the relevant NRS form.



3. Add in availability dates.



4. Click **Save**.



If the Association sets the availability date then this date will be inherited by clubs below. If the Association date sets the availability date as blank then Clubs have the ability to add their own dates.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Member View of Membership on a Registration Form

Last Modified on 30/11/2018 3:02 pm AEDT

If you are a registered member, you can see this on a registration form when you access the form again.

Complete the registration form as usual.

When you get to the page with the products, in the products section, you will see a list of products you have already selected.

Below is a list of **previously selected** items

	Name	Amount Paid
2018 Participant Registration Fee		
Basketball NSW	2018 Player Senior	$82.41
2018 Association Participant Fee		
	AA 2018 Senior Player	$10.00

This lets you know that if you are registering for a different club, you have already paid the Association fee.

Continue completing the form as usual.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Add Membership Period to Product

Last Modified on 30/11/2018 3:02 pm AEDT

NOTE: this functionality is only available for Basketball Australia affiliates that use Basketball Australia's National Registration System.

A **Membership Period** is the period of time a member is registered to the State or Region governing body (eg Basketball NSW, Basketball Tasmania or Basketball Victoria Country). A **Membership Period** is assigned when a member registers through the National Registration System and purchases the State or Region membership product.

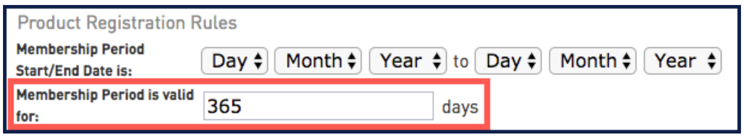
As a National, State or Region governing body, you can set up a **Membership Period** within a product at your level and updating the **Membership Period** tab on the product setup page. If you are unsure of how to set up a product, please see Create a Product.

NOTE: this functionality is associated with National, State and Regional level products and can only be added and edited at those levels

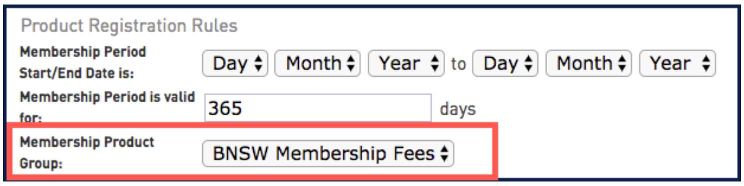
You can define the Membership Period either by specific dates or number of days.

To specify specific dates that the membership is valid, enter **start** and **end dates**.

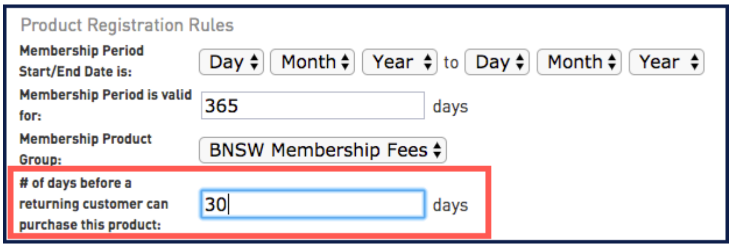
To use a number of days, enter the **number of days** the for which the membership is valid.



Select a **Membership Product Group** using the drop down list.

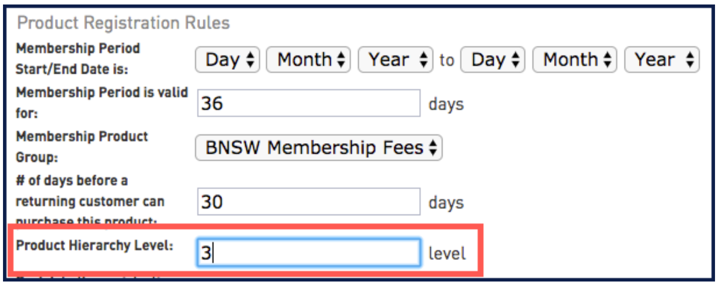


You can choose when to make this new product available to existing members. Enter how many days prior to the current membership expiry this product should appear.



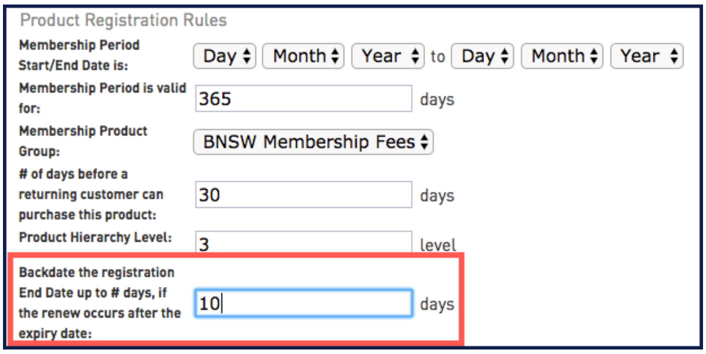
For example, if my current state membership expires on 31 January and you specified 30 days before, I would see this product on a registration form from 1 January. I would be able to purchase the new State/Region membership product from that date (eg 1 January). If a member purchased the product anytime within that 30 day period the system would create a new membership period and set the start date to the day after the current period expires (eg 1 February).

The Product Hierarchy Level determines which product will show if a member registers for multiple types. For example, if I register as a player and a coach, I will only have to pay the higher fee (player) instead of paying for both.



NOTE: Higher numbers mean higher fees.

Sometimes people are a bit late with re-registering but they continue to play. You can specify how many days after an existing membership expires that members can register for the new Membership Period and have it backdated to the day after they previous Membership Period expired.



For example, my membership expired on 1 November. You have specified 10 days for back registrations. If I register on 10 November, my Membership Period would be backdated to 2 November.

Click **Update** at the bottom of the page to save your Membership Period and your Product.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

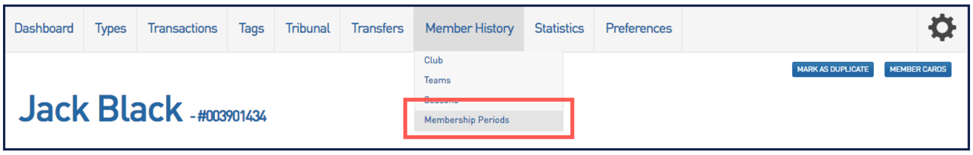
Manually Adjust Membership Period

Last Modified on 30/11/2018 3:02 pm AEDT

NOTE: Membership Period can only be manually adjusted by a state level administrator

If a Membership Period is incorrect, please contact your state administrator to manually change it in the member's record.

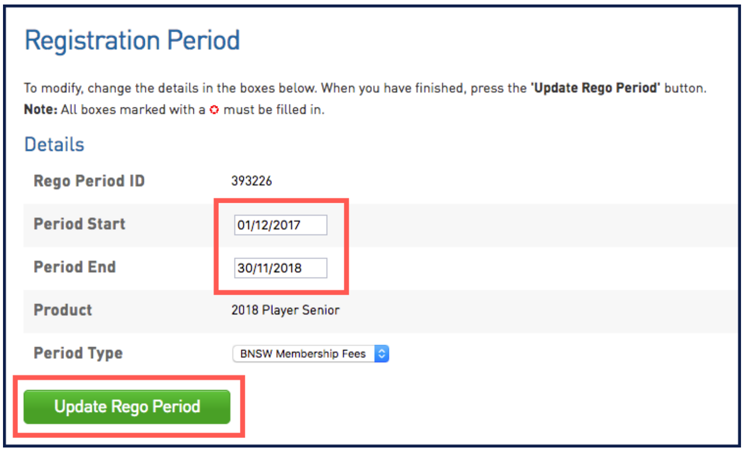
From the member's record, hover over **Member History** and select **Membership Periods**.



You will see a list of the member's Membership Periods.

Click on the **edit icon** at the beginning of the row you want to change.

Enter the correct information and click **Update Rego Period**.



When you go back to the Membership History, you will see the corrected dates.

	Start	End	Membership Product Group	Primary Association	Membership Product	Transaction Date
	2017-11-01	2017-01-15	BNSW Membership Fees	Central Coast Waves	2017 Player Senior	2017-11-17
	2017-12-01	2018-11-30	BNSW Membership Fees	Central Coast Waves	2018 Player Senior	2017-11-17

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Association adding renewal messages to a State Membership Period in a Product

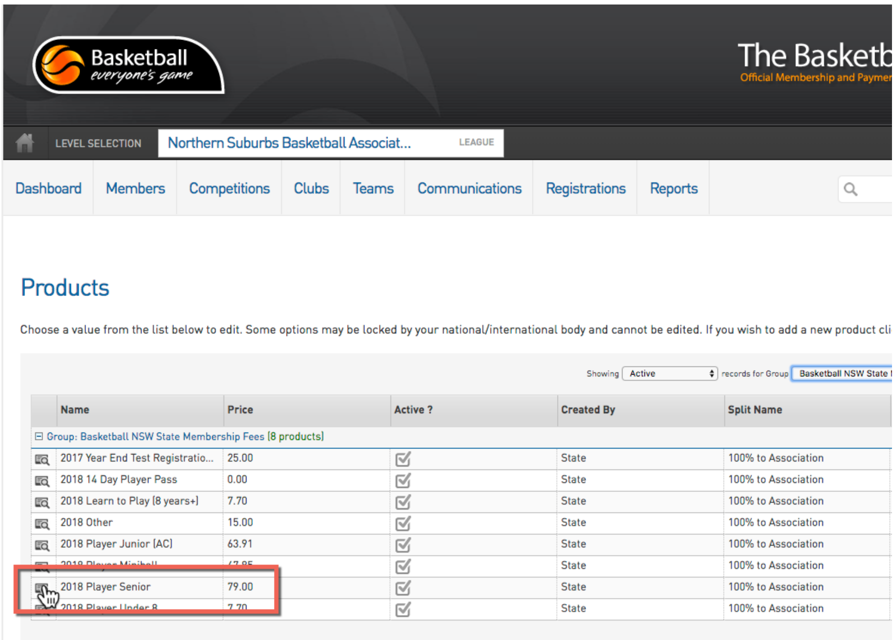
Last Modified on 30/11/2018 3:03 pm AEDT

NOTE: This functionality is only available for Basketball Australia affiliates that use Basketball Australia's National Registration System.

A **Membership Period** is the period of time that a member is registered to the State or Region governing body (eg Basketball NSW, Basketball Tasmania or Basketball Victoria Country). A **Membership Period** is assigned when a member registers through the National Registration System and purchases the State or Region membership product.

An Association administrator can view (but not edit) the **Membership Period** setup on the State and Region products via the membership period tab in the product setup page.

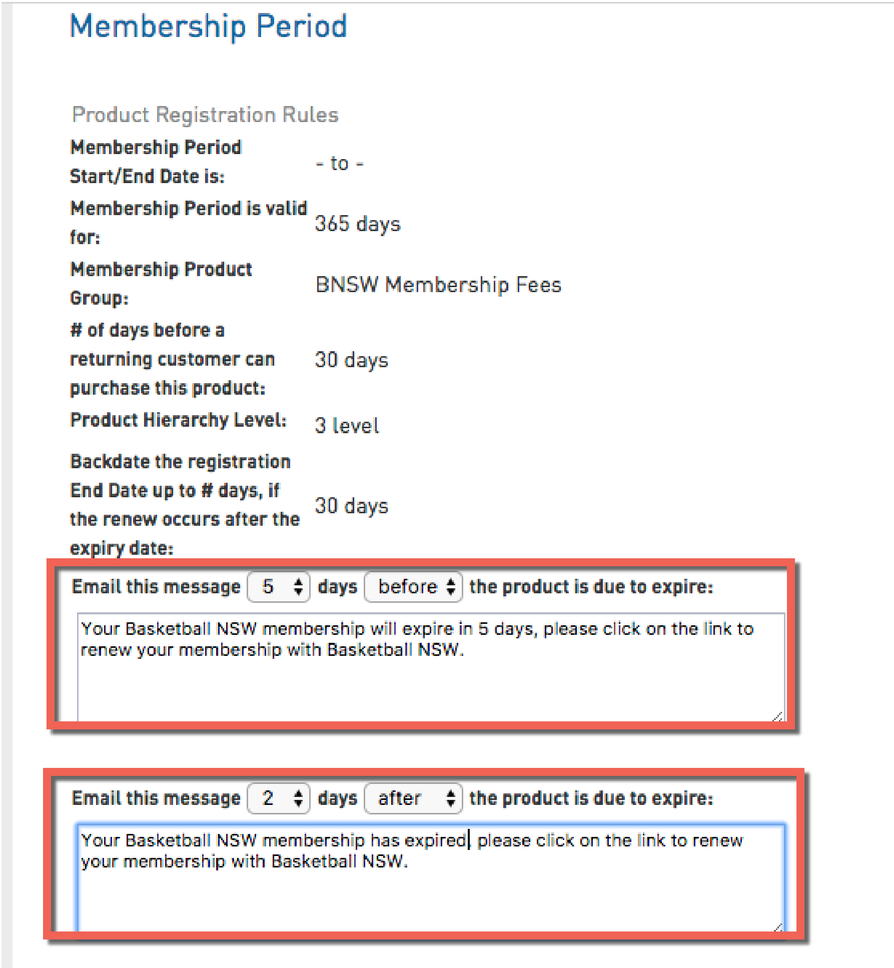
As an Association administrator, you are able to manage the renewal/reminder message and when to send that message. Login into your Association database, go to **Registrations** menu, click **Products** and click on the State/National registration product to edit



You can customise the renewal message and determine when to send the message.

Select the number of days either before or after the expiry date of a members **Membership Period.**

Write your message. You can have a "before" and an "after" message in the same Membership Period.



The renewal message will be sent to members based on the renewal rules. For example, a member whose membership period expires in 5 days will receive a renewal email if the rule set is "Email this message 5 days before the product is due to expire".

NOTE: To communicate to all members that are currently unregistered use the Unregistered Member Report

PLEASE NOTE: If you do not fill out this section then renewal emails will not be sent to the participants.

To learn more about Membership Periods attached to products, please see Add Membership Period to Product.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Association view of Membership Period

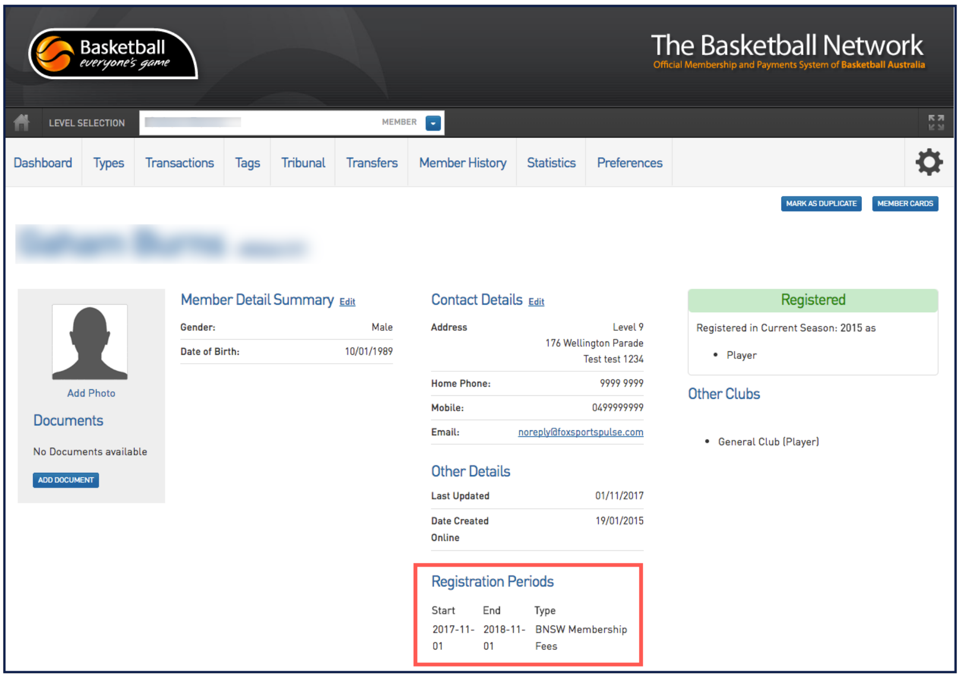
Last Modified on 02/07/2020 3:01 pm AEST

As an Association, you can view Membership Periods for members. There are a number of places where you can see Membership information.

NOTE: you are unable to change the Membership Period.

From the Member's Dashboard

Find the member. You should be on the member's Dashboard. If not, click **Dashboard**.

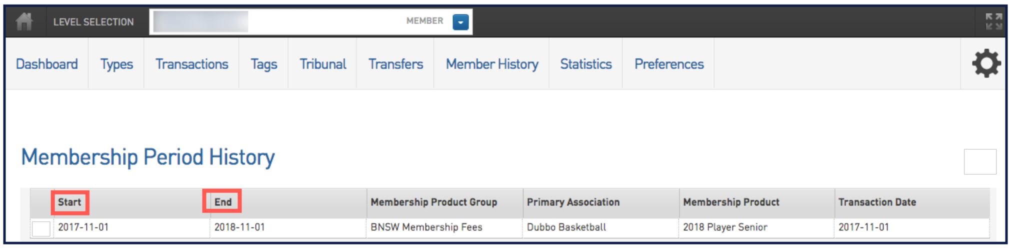


From the Member History

Find the member.

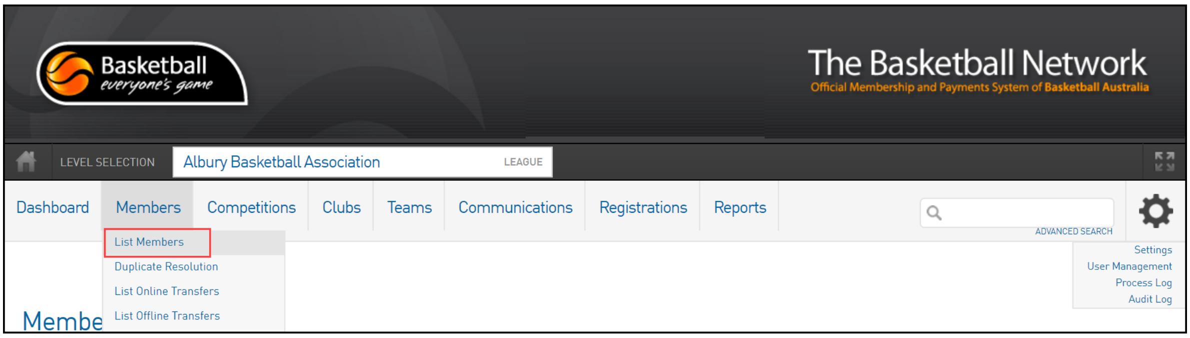
Click the Member History tab.

There is a section for Membership Periods that displays all of the Membership Periods the member has paid for.

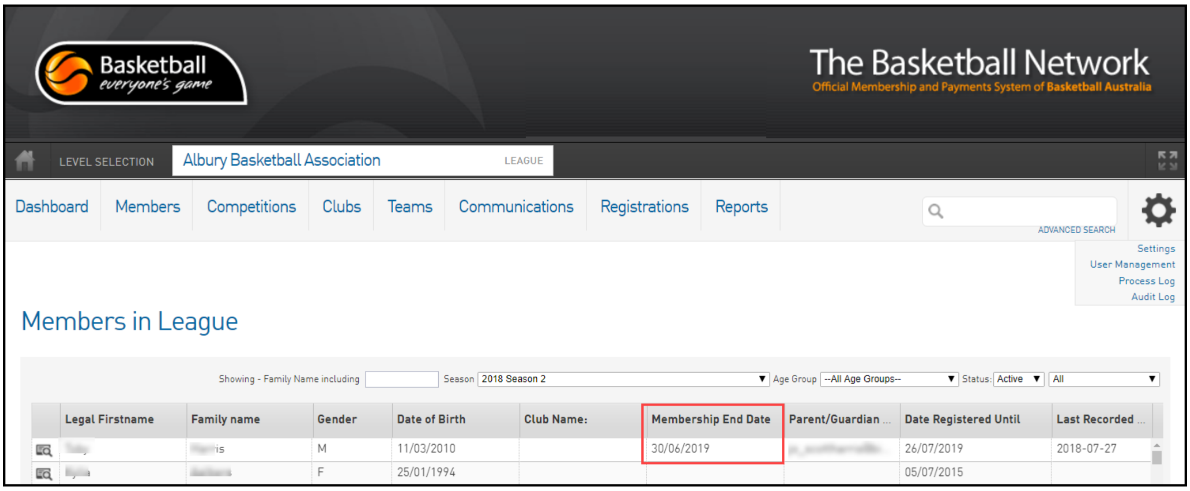


From the Member List

Hover over **Members**, select **List Members**.



The **Membership End Date** shows when the member's membership expires.



NOTE: if a player has an expired membership and is added to a game via Courtside or a printed team sheet, their record will display a 'U' next to their name.

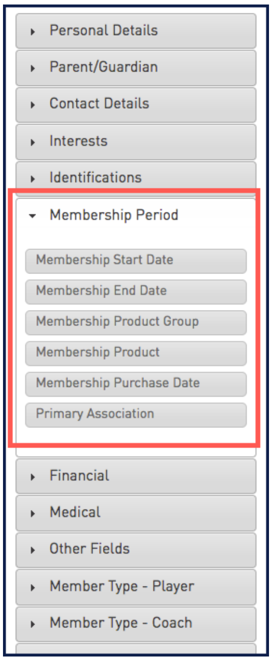
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Report on Membership Periods

Last Modified on 30/11/2018 3:04 pm AEDT

You can report on Membership Periods using the Advanced Members report. If you are unsure how to run this report, please see Advanced Member Report.

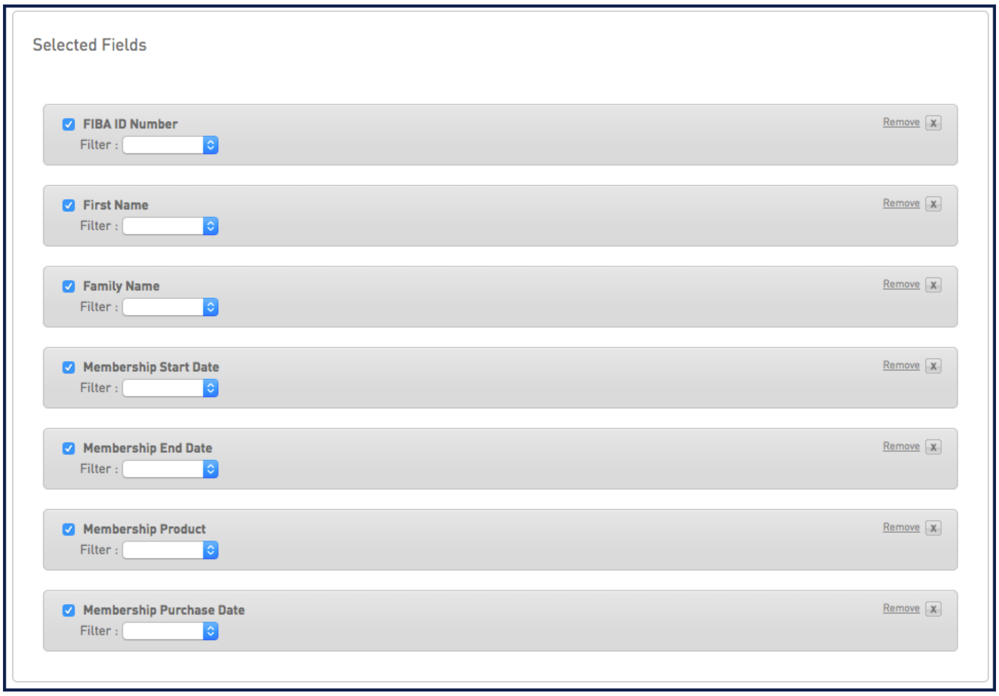
In the list of fields, there is a section called **Membership Period** where you will find the fields associated with this.



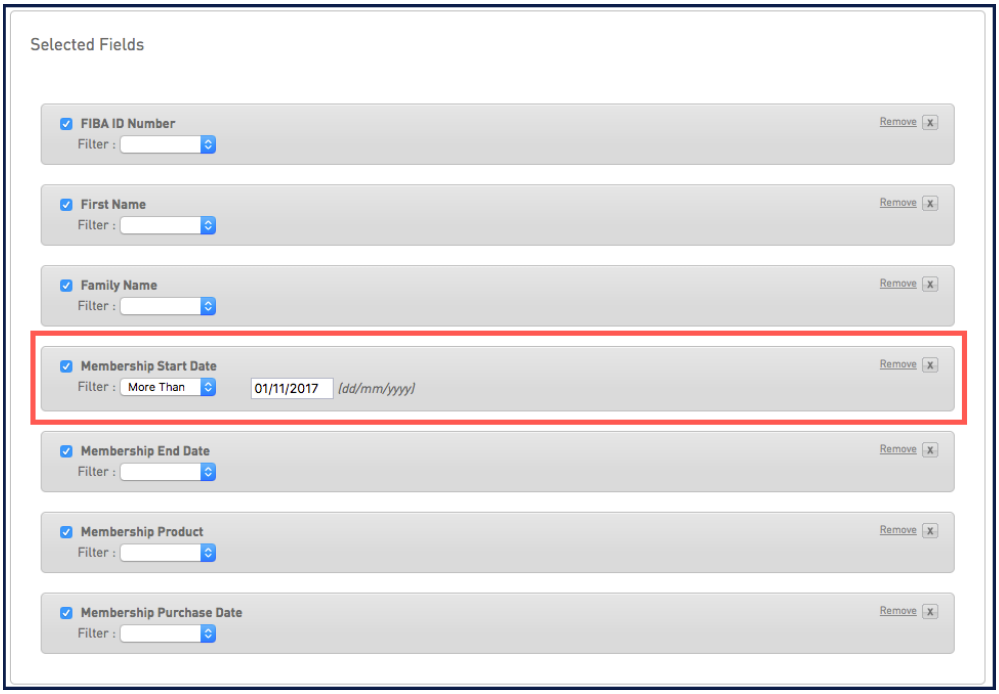
Select the fields on which you want to report. Below is an explanation of the different options.

Membership Start Date	The first date the member is active for the membership
Membership End Date	The last date the member is active for the membership
Membership Product Group	The state group in which the product is included e.g. Membership Fees
Membership Product	The product or membership fee for which the member has paid
Membership Purchase Date	The date the member paid for the membership
Primary Association	The Association to which the member has paid their state fees

Below is an example only.



Filter any fields to narrow the report results. Below is an example only.



Set sorting and output options as you would any other report.

Click **Run Report**.

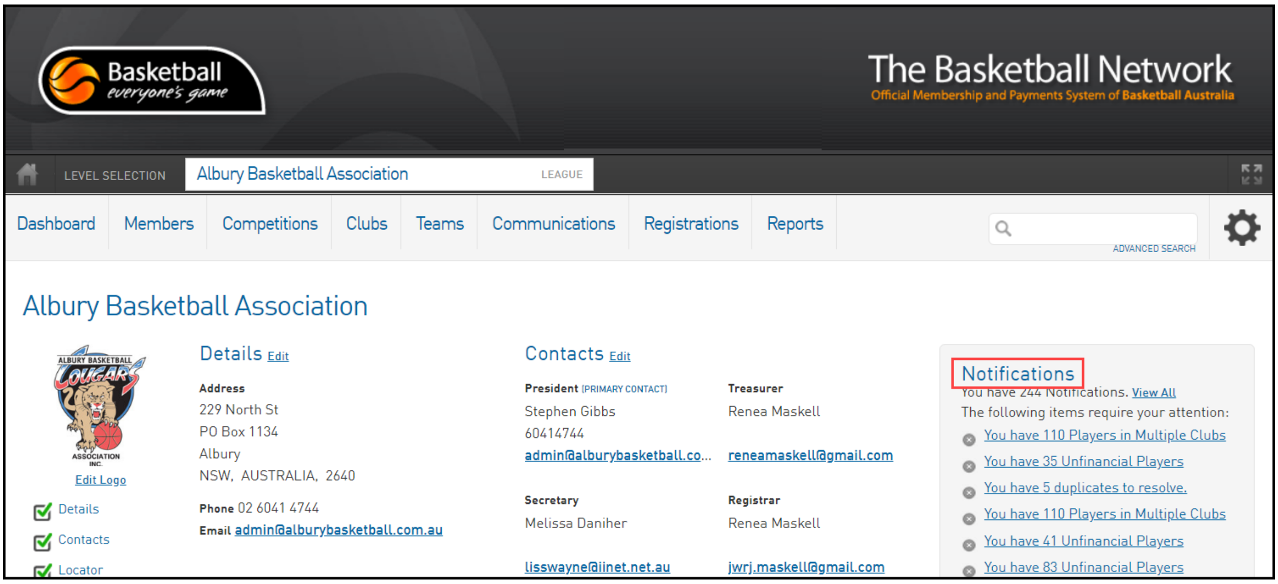
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Notifications - Unfinancial Players

Last Modified on 30/11/2018 3:04 pm AEDT

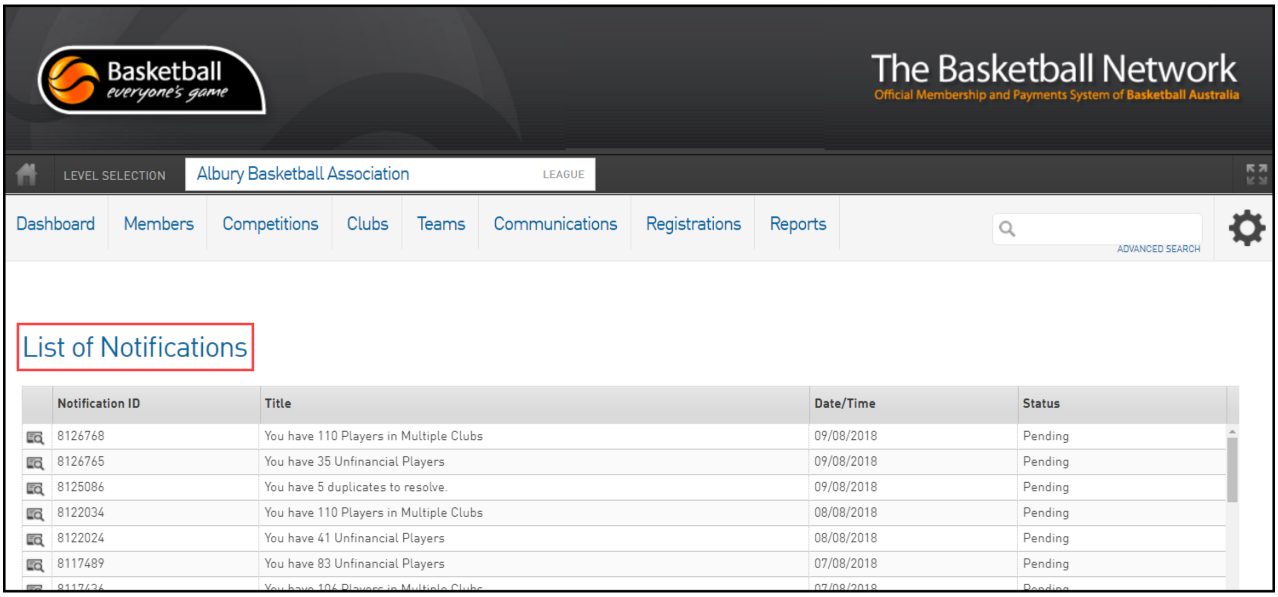
Associations get notified when players become unfinancial. This allows you to contact them about renewals.

On the right side of the **Dashboard**, there are notifications.

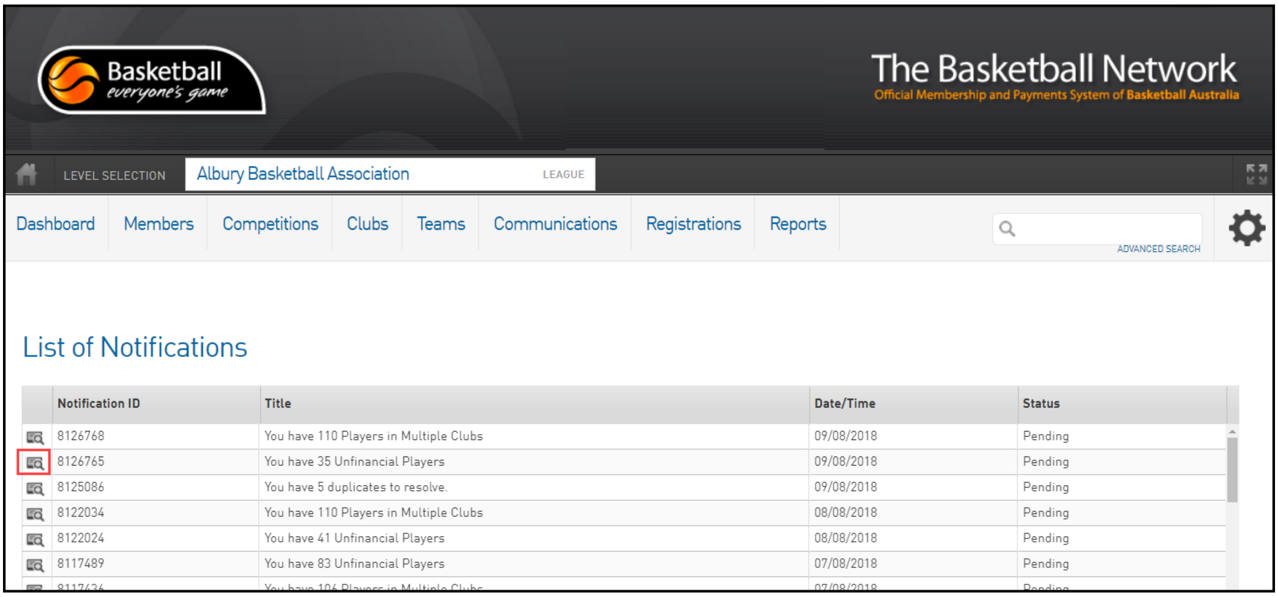


In the **Notifications** section, you will see links to notifications when players are unfinancial.

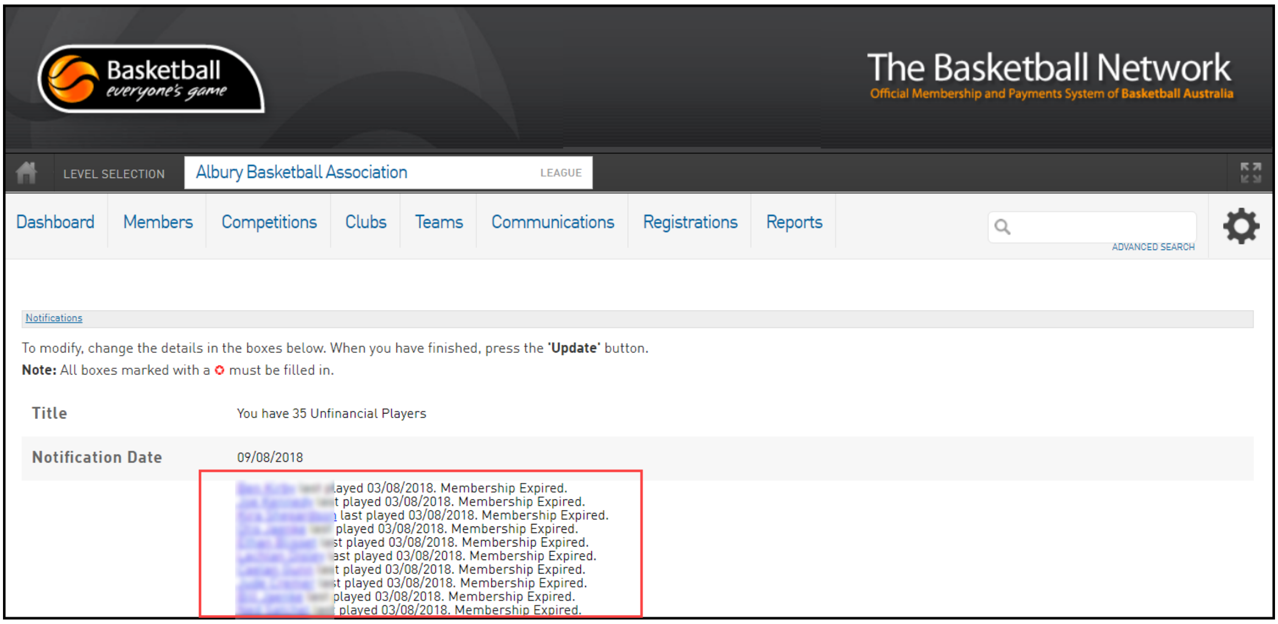
Click on a link. This brings you the notifications list.



Click on the selection icon for the notification you want to view.



This brings up a list of members with expired memberships.

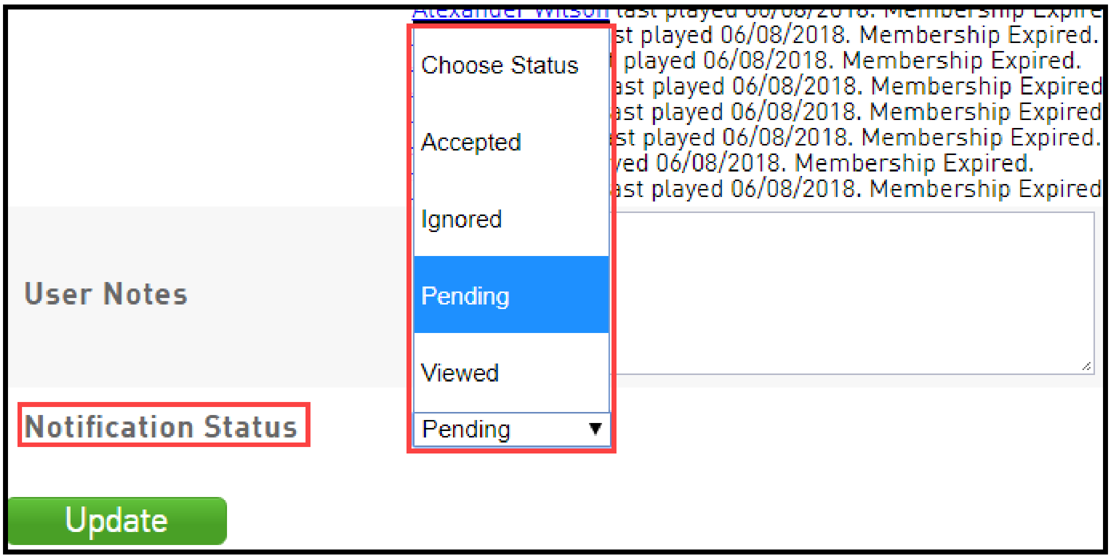


Click on a link to go to the member's profile page. The list provided allows you to email these members about re-registering for the new season.

Scroll down to the bottom of the list.

Enter notes if applicable.

Change the notification status.



Click **Update** if you have made any changes.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

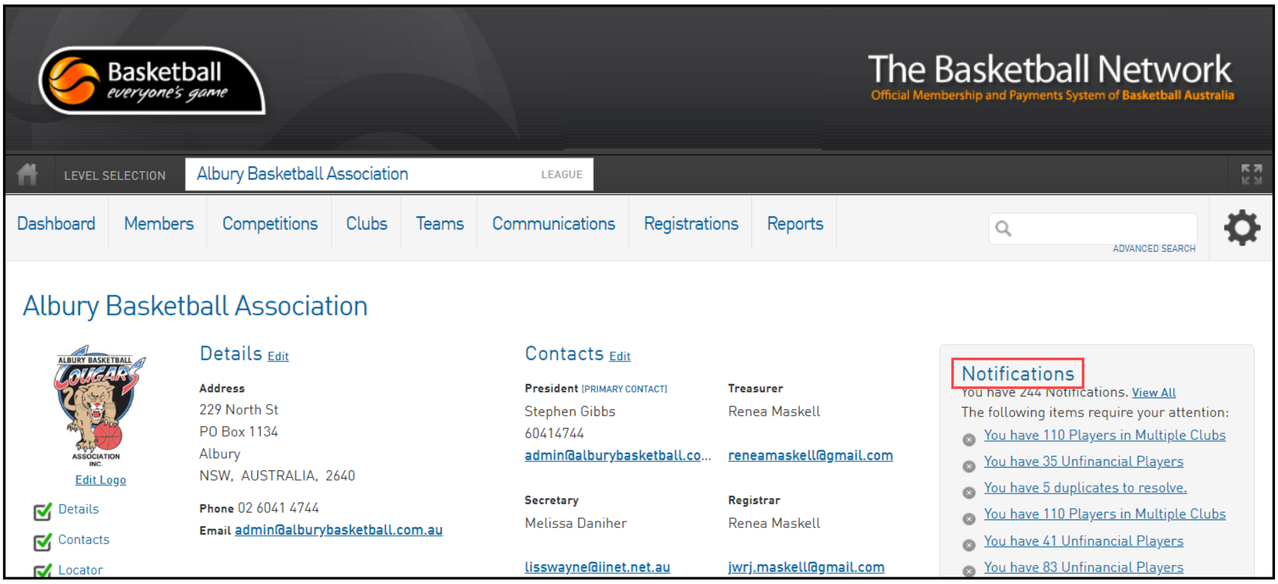
SportsTG Let's Win

Notifications - Players in Multiple Clubs

Last Modified on 30/11/2018 3:04 pm AEDT

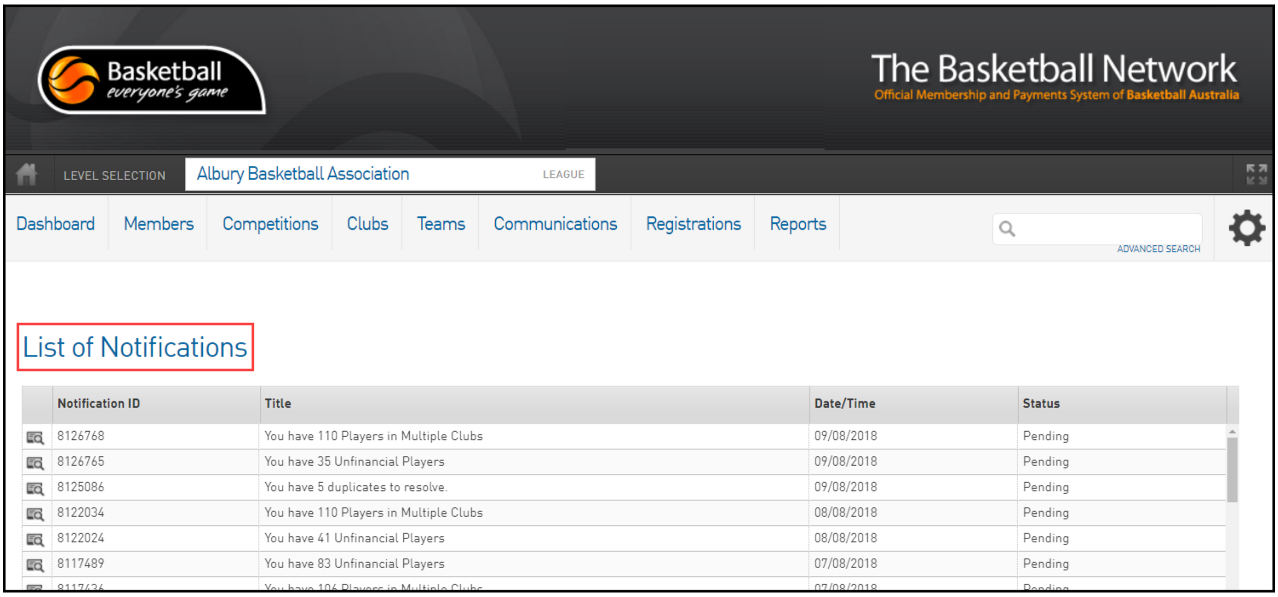
Associations get notified when players register for more than one club.

On the right side of the **Dashboard**, there are notifications.

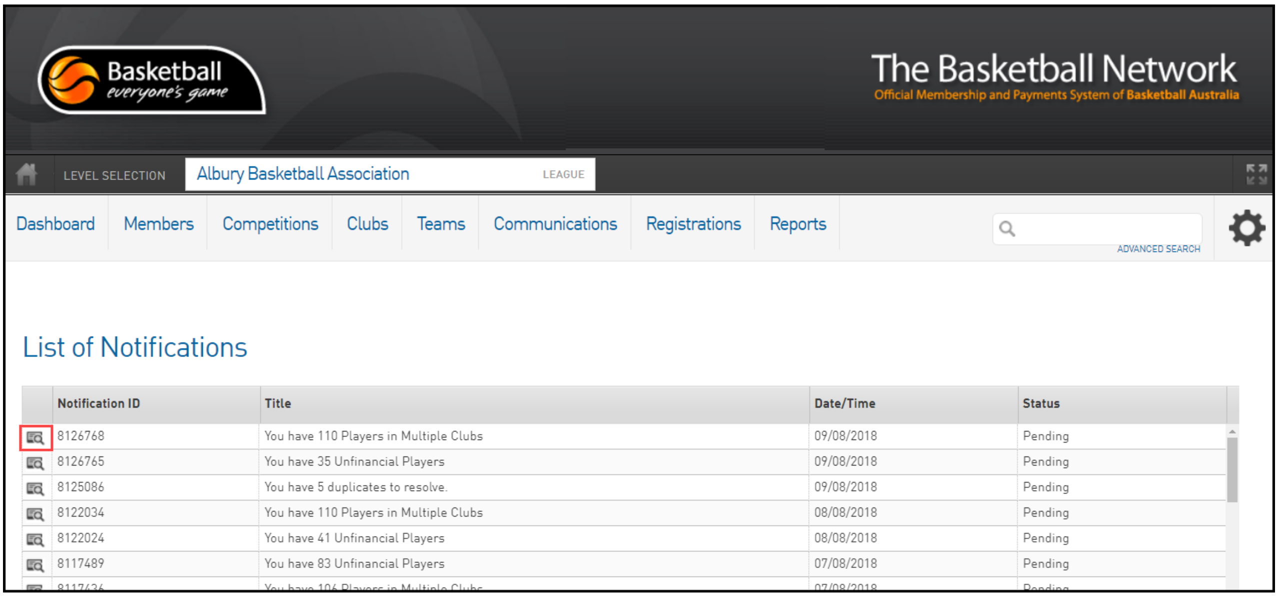


In the **Notifications** section, you will see links to notifications when players have registered for more than one club.

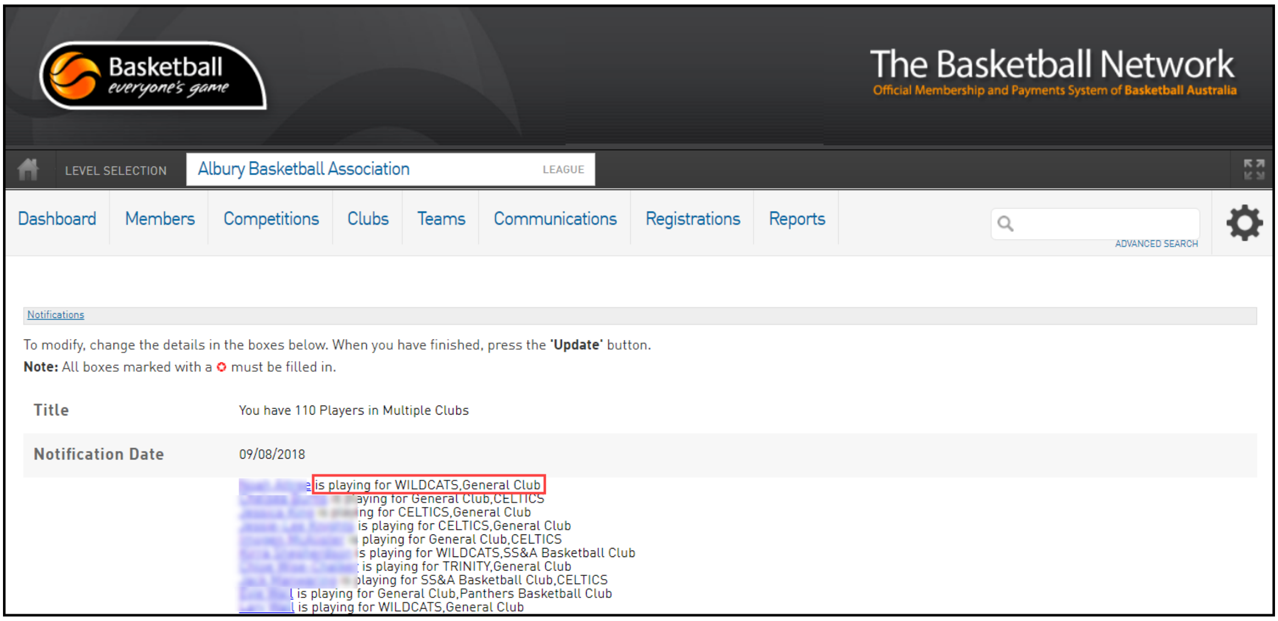
Click on a link. This brings you the notifications list.



Click on the selection icon for the notification you want to view.



This brings up a list of members who have registered for more than one club. You can see the clubs to which they have registered next to their names.

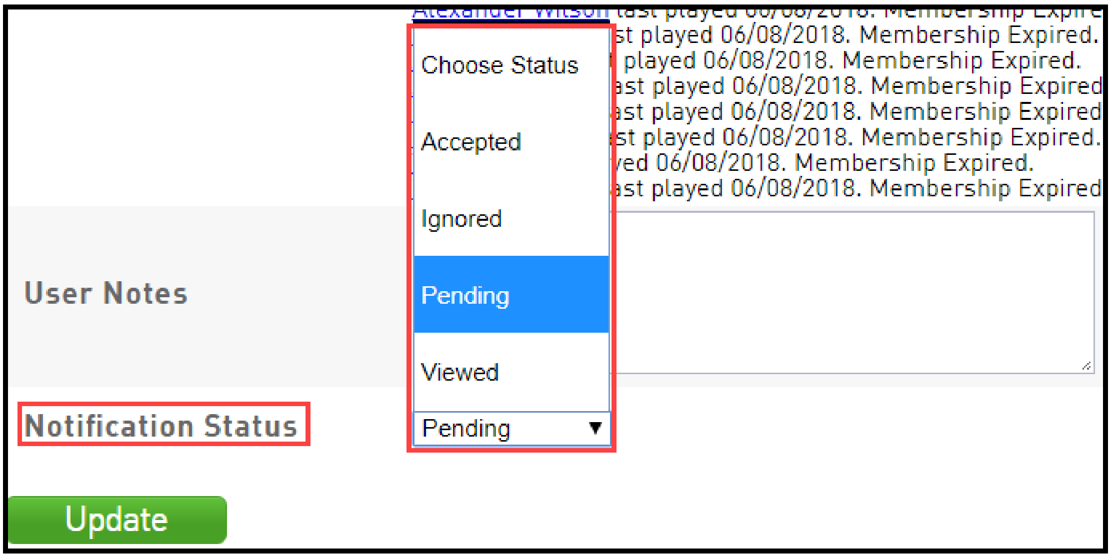


Click on a link to go to the member's profile page.

Scroll down to the bottom of the list.

Enter notes if applicable.

Change the notification status.



Click **Update** if you have made any changes.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Association Product Secondary Pricing

Last Modified on 27/03/2019 9:35 pm AEDT

Secondary Pricing Fees

Associations have the option to offer a secondary price for their association fees to members who have already paid for state fees in another association.

The secondary pricing fee will appear on a registration form if the member has already purchased the state fees (has a current membership period) at their primary association and is now registering to a second association.

Example:
Basketball recently moved to unbundled membership fees, which means that when the participant registers for the first time or renews their membership fees, the system displays the State and Association/Club fee as individual products.

Example 1 (Albury)
Association Fee = $20
State Fee = $40
Total = $60

Once paid for, and if that participant then decides to join another association/club (within the defined State membership period), the system will identify that they have already paid the State fee and will not allow them to purchase the same product again.

Example 2 (Wagga)
Association Fee = $20
State Fee = $0 (previously purchased)
Total = $20

In example 1 the person would be a primary member of the Albury association, and then in example 2, the person would be a secondary member of the Wagga association.

Associations/Clubs now have the option to charge differential pricing for the secondary Association/Club membership fee, that is, as a secondary member the association/club fee is higher than if you were a primary member.

Example 3 (Wagga)
Association Fee = $60
State Fee = $0 (previously purchased)
Total = $60

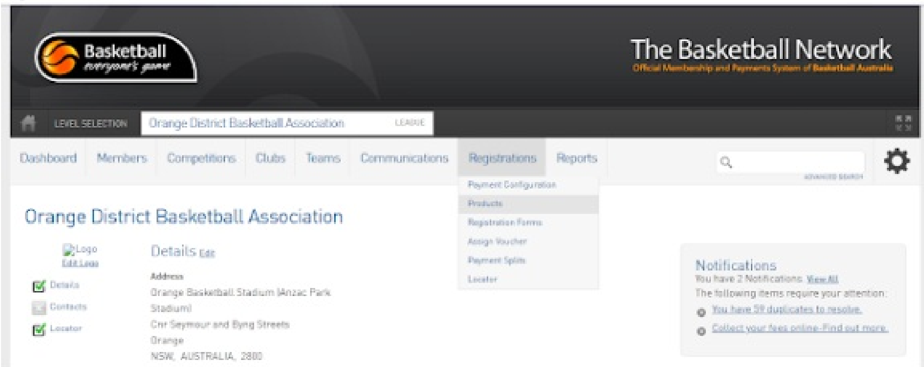
If your association wishes to charge differential pricing, that is the Association/Club membership fee is higher, then you will need to complete the following steps for each participant membership fee product you sell.

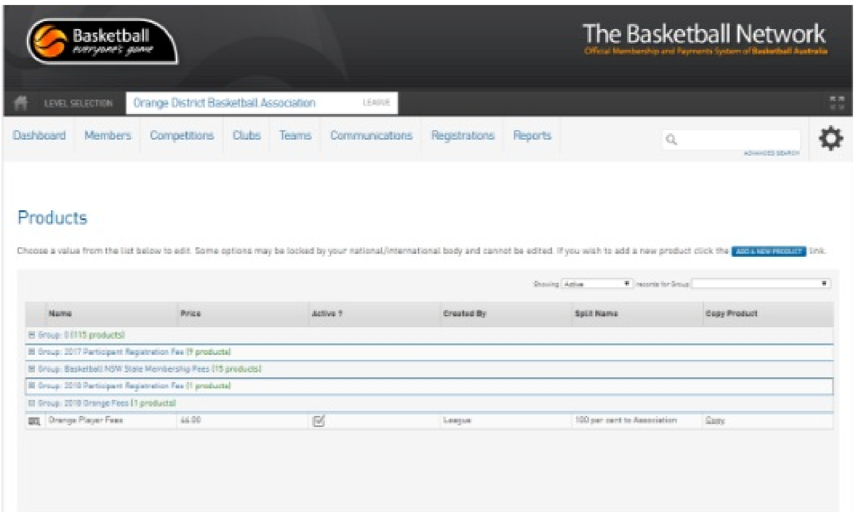
If your association does not charge a higher fee, then you do not need to set up secondary pricing fees

Setting up the secondary pricing option.

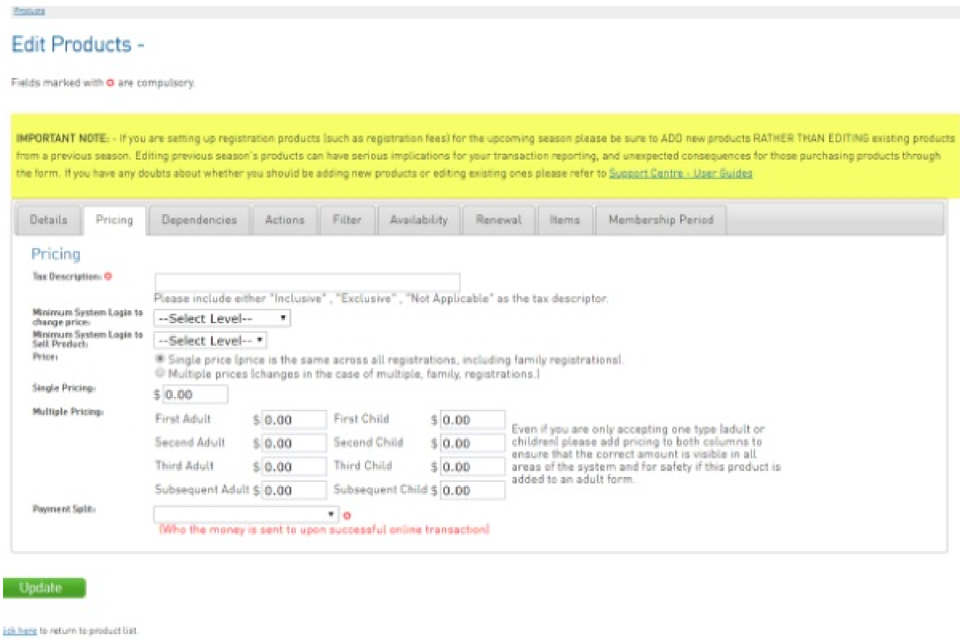
From **Registrations**, select **Products**.
Edit an existing product or add a new one.

> **NOTE:** If you need help with editing or adding a product, please see Create a product.





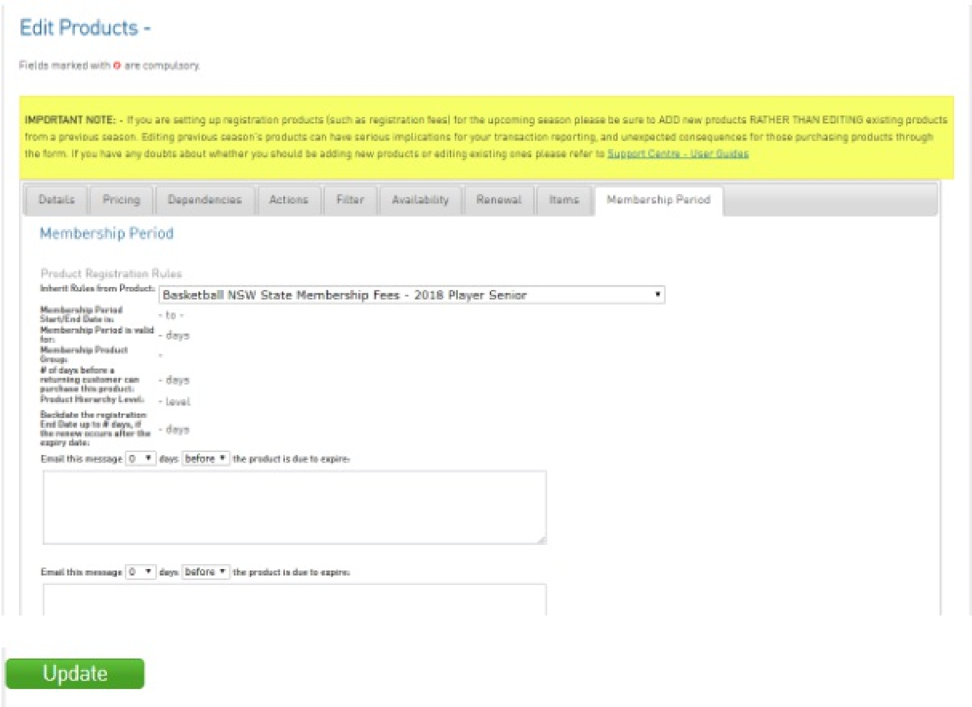
Pricing
Set Standard Pricing Fees and click **Update**.



Membership Period

From **Inherit Rules from Product**, select the matching **State Product** and click **Update.**

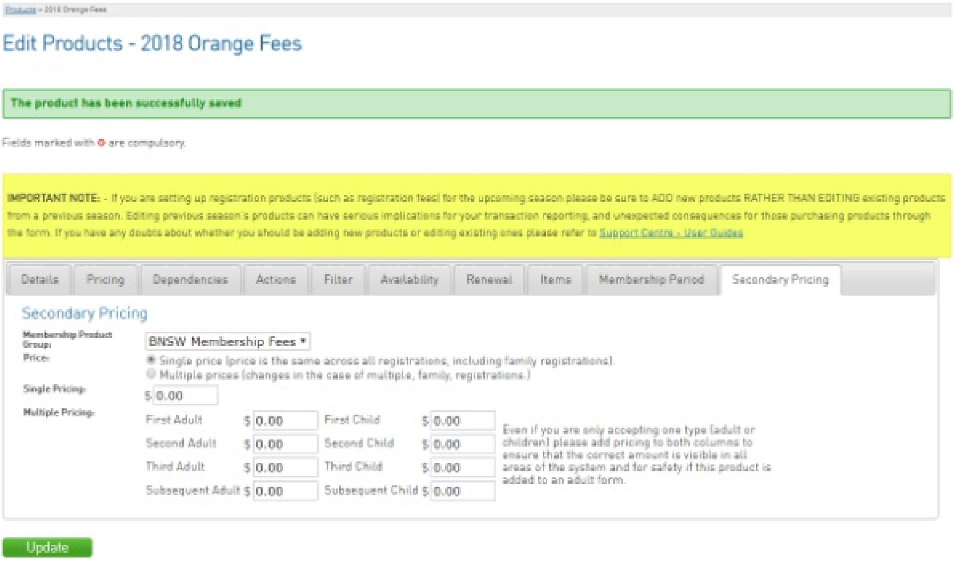
This will populate the end date fields in this Membership Period tab and display the **Secondary Pricing** tab.



Secondary Pricing

From, **Membership Product Group,** select 'None' for no secondary pricing or 'Group' to add a secondary pricing option.

Enter your Secondary Pricing Fees options and click **Update.**



Products » 2018 Orange Fees
Edit Products - 2018 Orange Fees
The product has been successfully saved
Fields marked with are compulsory.
IMPORTANT NOTE: - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing products from a previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please refer to Support Centre - User Guides
Details
Pricing
Dependencies
Actions
Filter
Availability
Renewal
Items
Membership Period
Secondary Pricing
Secondary Pricing
Membership Product Group:
BNSW Membership Fees
Price:
Single price (price is the same across all registrations, including family registrations).
Multiple prices (changes in the case of multiple, family, registrations.)
Single Pricing:
$ 0.00
Multiple Pricing:
First Adult $ 0.00
Second Adult $ 0.00
Third Adult $ 0.00
Subsequent Adult $ 0.00
First Child $ 0.00
Second Child $ 0.00
Third Child $ 0.00
Subsequent Child $ 0.00
Even if you are only accepting one type (adult or children) please add pricing to both columns to ensure that the correct amount is visible in all areas of the system and for safety if this product is added to an adult form.
Update

Basketball Australia Chargeback Information

Last Modified on 30/11/2018 3:24 pm AEDT

Chargebacks are a demand by a customers financial institution/bank or PayPal, for a retailer to reimburse for the loss on a fraudulent or disputed transaction, raised by the card holder.

Commonly the customer does not recognise the soft descriptor on their statement, or they don't remember what the payment is for.

As the merchant provider, SportsTG (STG) are contacted directly by the customers financial institution regarding chargebacks.

Chargeback process:

- The customer contacts their bank/PayPal and disputes a transaction record. eg. Saying they do not recognise the transaction or remember making the payment.
- The financial institution opens up an investigation and contacts the merchant who processed the order (SportsTG)
- STG finance will email you/the client and the customer the disputed transaction details
- You/the client are to also contact the customer directly and verify that the payment is legitimate, advising the customer to contact their bank and cancel/resolve the dispute

If RESOLVED

- The customer contacts their bank/paypal and cancels the dispute
- You/the client should then also contact the STG finance to advise the dispute has been resolved.

  If NOT RESOLVED

- The financial institution deducts the funds from the merchant (STG)
- The financial institution credits the customer's account for the transaction
- STG finance team contacts clubs/associations individually with an invoice for the funds of the transaction, plus $25 bank / $15 PayPal chargeback fee
- All chargeback transactions are at the expense of the club/association who received the transaction payment from SportsTG

Please note:

- Customers have up to 4 months to raise a disputed or fraudulent transaction claim with their financial institution
- Once confirmed as fraud, it can take the bank another 2 months to process the order as fraud and deduct the funds from the merchant account (STG)
- STG does not add any additional margins to this invoice, it is simply the transaction fee deducted and the bank/paypal chargeback fees
- As soon as the bank confirms the order as fraud and the funds are withdrawn, STG will notify all clients immediately.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Basketball Scoresheets

Last Modified on 30/11/2018 3:05 pm AEDT

Adjustments to all 4 score sheet variations

- Halves in Portrait and Landscape
  - Lightly shade All Team B running Score (Portrait only)
  - Addition of Team Foul numbers 1 – 26 for each half (Landscape only)
  - Captains Signature in case of protest (Landscape only)
  - Name of Winning Team (Landscape only)
  - Addition of Player in (Landscape only)
  - Addition of Team A and Team B (Landscape only)
  - Addition of Scorer (Landscape only)
  - Addition of Timer (Landscape only)

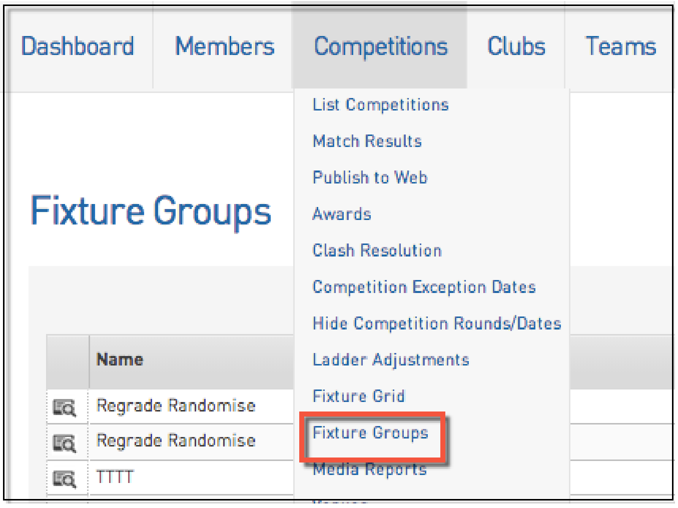
- Quarters in Portrait and Landscape
  - Lightly shade All Team B running Score (Portrait only)
  - Addition of Team Foul numbers 1 through 12 for each quarter (Landscape only)
  - Addition of Scorer and Timer (Landscape only)
  - Addition of Captains Signature in case of protest (Landscape only)
  - Addition of Name of winning team (Landscape only)
  - Change Name to Players (Landscape only)
  - Addition of Player in (Landscape only)

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Venue Randomisation

Last Modified on 30/11/2018 3:06 pm AEDT

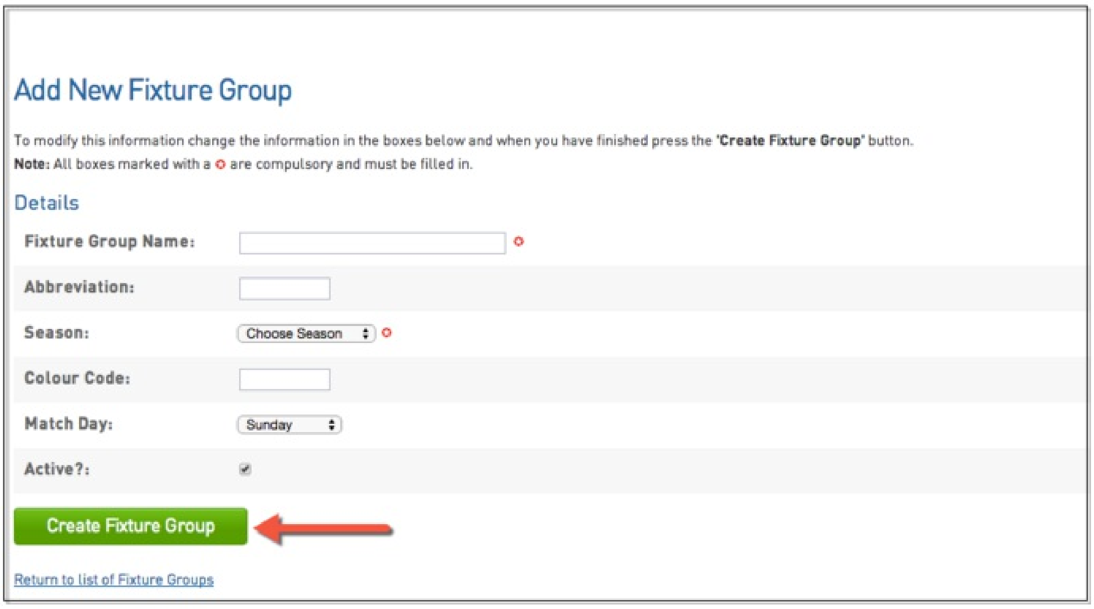
1. Hover over Competitions and click 'Fixture Groups'.



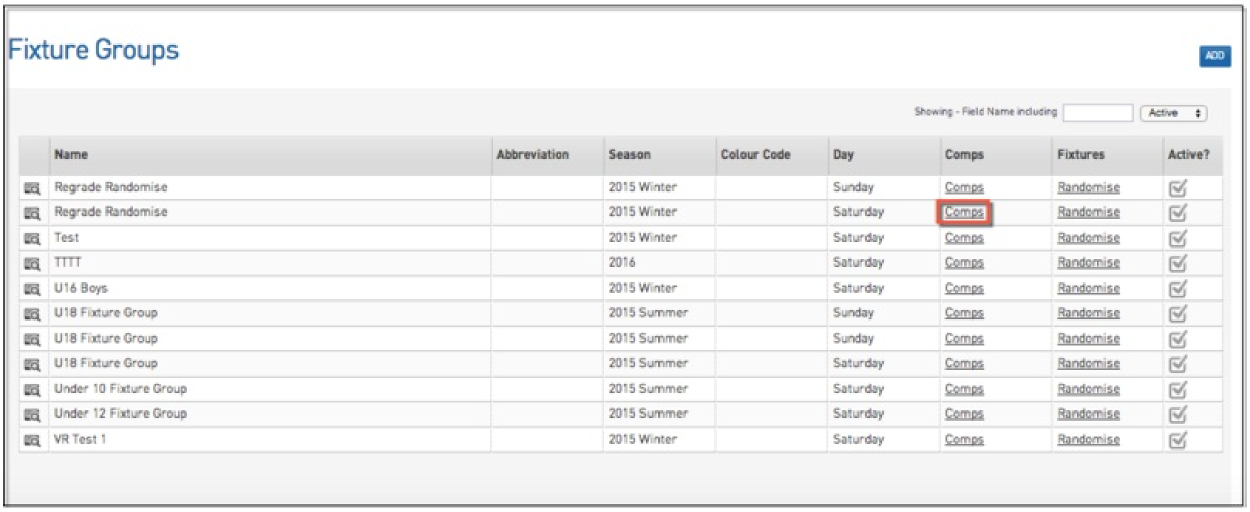
2. On the Fixture Groups page, click 'Add' on the right hand side.

3. Enter in all compulsory information. Please ensure that the Match Day is the same as the match day within the competition.

Click 'Create Fixture Group' and then Return to list to Fixture Groups.

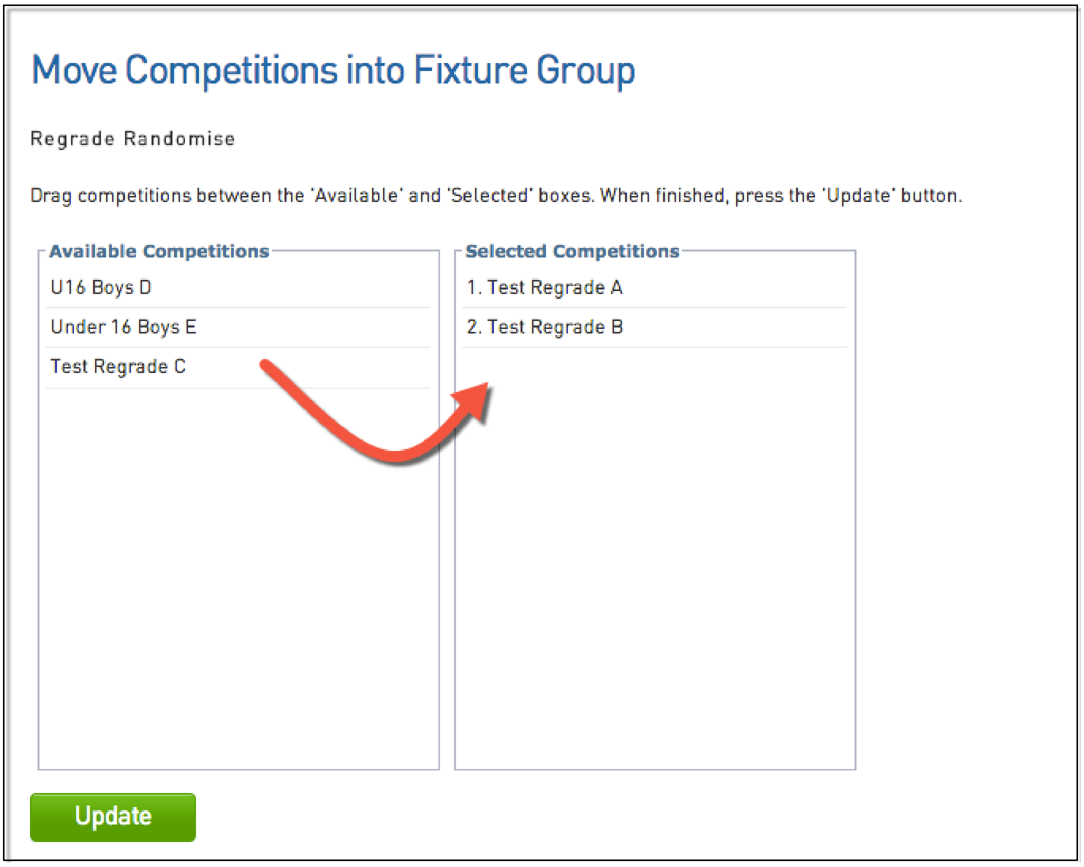


4. Once on the Fixture Groups page again, click 'Comps' next to the Fixture group created recently.

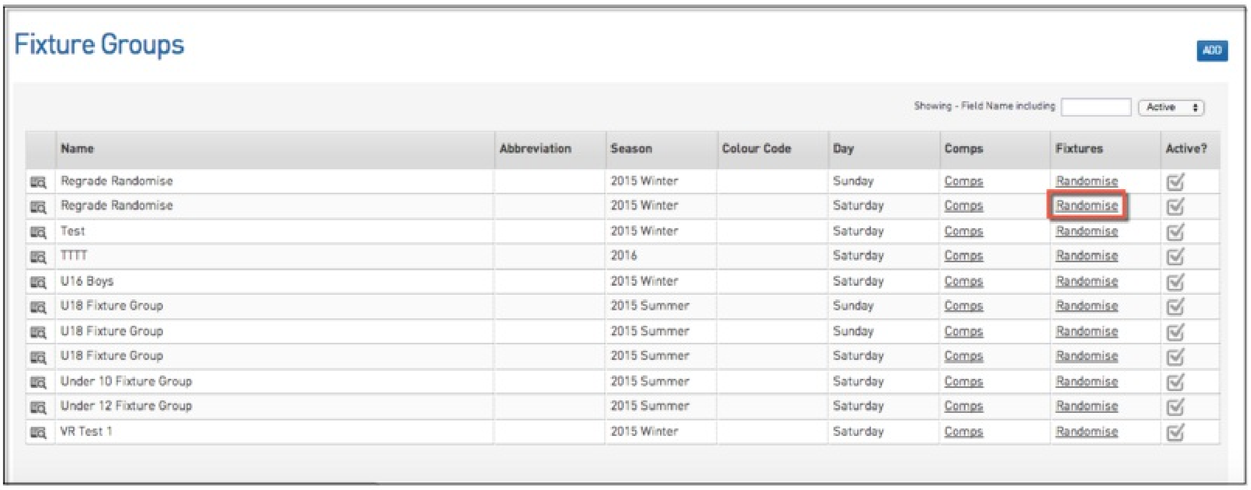


	Name	Abbreviation	Season	Colour Code	Day	Comps	Fixtures	Active?
	Regrade Randomise		2015 Winter		Sunday	Comps	Randomise	
	Regrade Randomise		2015 Winter		Saturday	Comps	Randomise	
	Test		2015 Winter		Saturday	Comps	Randomise	
	TTTT		2016		Saturday	Comps	Randomise	
	U16 Boys		2015 Winter		Saturday	Comps	Randomise	
	U18 Fixture Group		2015 Summer		Sunday	Comps	Randomise	
	U18 Fixture Group		2015 Summer		Sunday	Comps	Randomise	
	U18 Fixture Group		2015 Summer		Saturday	Comps	Randomise	
	Under 10 Fixture Group		2015 Summer		Saturday	Comps	Randomise	
	Under 12 Fixture Group		2015 Summer		Saturday	Comps	Randomise	
	VR Test 1		2015 Winter		Saturday	Comps	Randomise	

5. Click, drag and drop competitions from the Available Competitions area to the Selected Competitions area and click update. Click Return to list of Fixture Groups to get back to the Fixture Groups page.



6. Click 'Randonmise' next to your chosen fixture group.

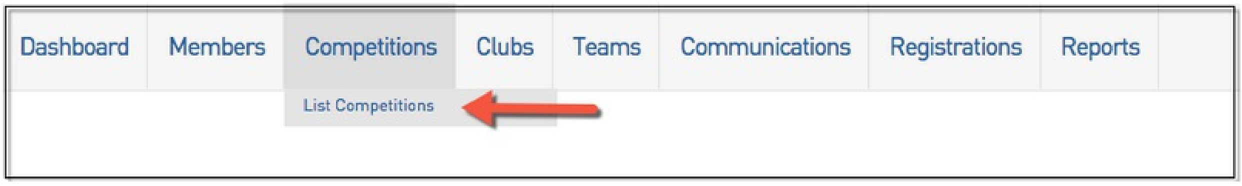


	Name	Abbreviation	Season	Colour Code	Day	Comps	Fixtures	Active?
	Regrade Randomise		2015 Winter		Sunday	Comps	Randomise	
	Regrade Randomise		2015 Winter		Saturday	Comps	Randomise	
	Test		2015 Winter		Saturday	Comps	Randomise	
	TTTT		2016		Saturday	Comps	Randomise	
	U16 Boys		2015 Winter		Saturday	Comps	Randomise	
	U18 Fixture Group		2015 Summer		Sunday	Comps	Randomise	
	U18 Fixture Group		2015 Summer		Sunday	Comps	Randomise	
	U18 Fixture Group		2015 Summer		Saturday	Comps	Randomise	
	Under 10 Fixture Group		2015 Summer		Saturday	Comps	Randomise	
	Under 12 Fixture Group		2015 Summer		Saturday	Comps	Randomise	
	VR Test 1		2015 Winter		Saturday	Comps	Randomise	

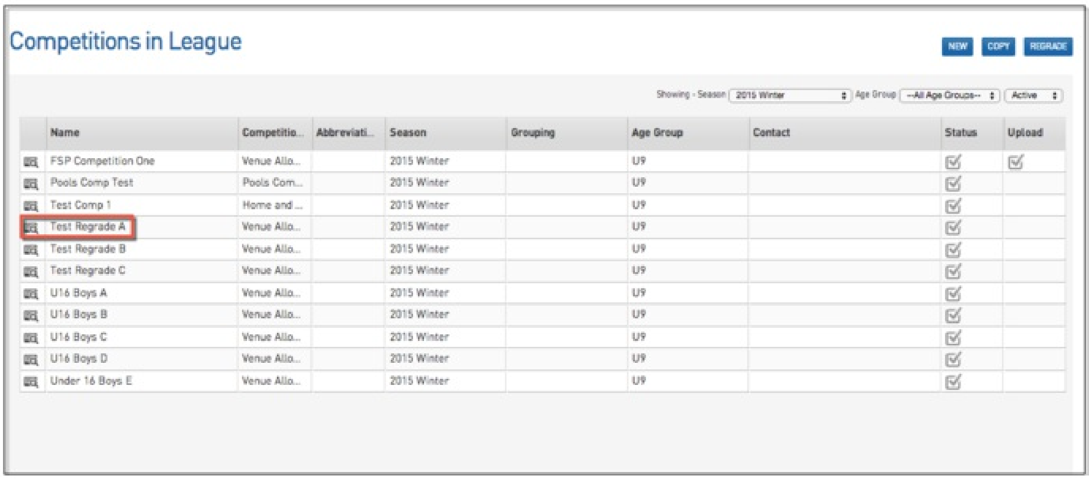
7. Click 'Randomise Fixture Group Venues'.

8. A green box will appear, notifying that it has been successful.

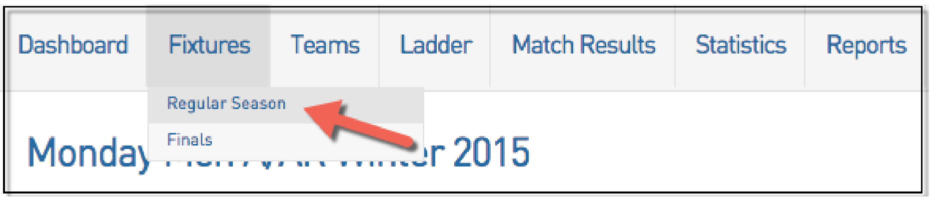
9. To view randomisation, hover over Competitions and click 'List Competitions'.



10. Click the magnifying glass next to the competition you wish to enter.



11. Hover over Fixtures and click 'Regular Season'.



12. The regular season fixture will show the changes.

Match ...	Date	Home Team	Away Team	Venue
Round: 1 Add Match Edit Round [3 matches]				
1	16/05/2015 09:00 AM	Paul	John	Bialik College 2
2	16/05/2015 09:00 AM	Tim	James	Bialik College 1
3	16/05/2015 10:00 AM	Chris	Piano	Balwyn Leisure Centre
Round: 2 Add Match Edit Round [3 matches]				
4	23/05/2015 09:00 AM	James	Chris	Ashburton Recreation Centre 1
5	23/05/2015 09:00 AM	John	Tim	Bialik College 1
6	23/05/2015 09:00 AM	Paul	Piano	Bialik College 2
Round: 3 Add Match Edit Round [3 matches]				
7	30/05/2015 09:00 AM	Piano	James	Bialik College 2
8	30/05/2015 11:00 AM	John	Chris	Balwyn Leisure Centre
9	30/05/2015 10:00 AM	Paul	Tim	Ashburton Recreation Centre 1
Round: 4 Add Match Edit Round [3 matches]				
10	06/06/2015 09:00 AM	Tim	Chris	Boroondara Sports Complex 1
11	06/06/2015 10:00 AM	Paul	James	Ashburton Recreation Centre 1
12	06/06/2015 09:00 AM	Piano	John	Bialik College 2
Round: 5 Add Match Edit Round [3 matches]				
13	13/06/2015 11:00 AM	Tim	Piano	Balwyn Leisure Centre
14	13/06/2015 09:00 AM	Paul	Chris	Bialik College 1
15	13/06/2015 10:00 AM	John	James	Ashburton Recreation Centre 1
Round: 6 Add Match Edit Round [3 matches]				
16	20/06/2015 11:00 AM	John	Paul	Ashburton Recreation Centre 1
17	20/06/2015 10:00 AM	James	Tim	Balwyn Leisure Centre
18	20/06/2015 09:00 AM	Piano	Chris	Bialik College 1

Please check each of your competitions fixtures to ensure no unknown venues are displaying.

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

SportsTG Let's Win

Report- Played more than one game in a week

Last Modified on 30/11/2018 3:06 pm AEDT

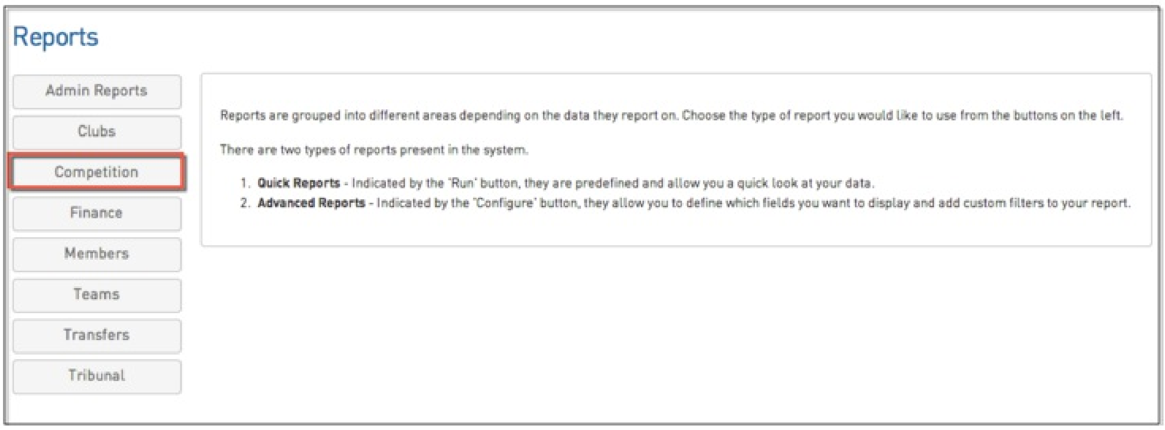
As there is no one specific report that is going to show only those who have played more than one game in a week, there are certain reports that with a little work will tell you the same thing.

Listed below are those reports.

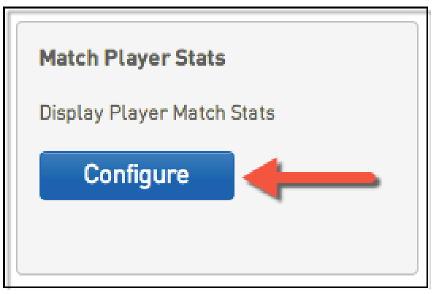
Match Player Stats Report

1. From your dashboard, click Reports in the top menu.

2. Click the heading- Competitions in the list.



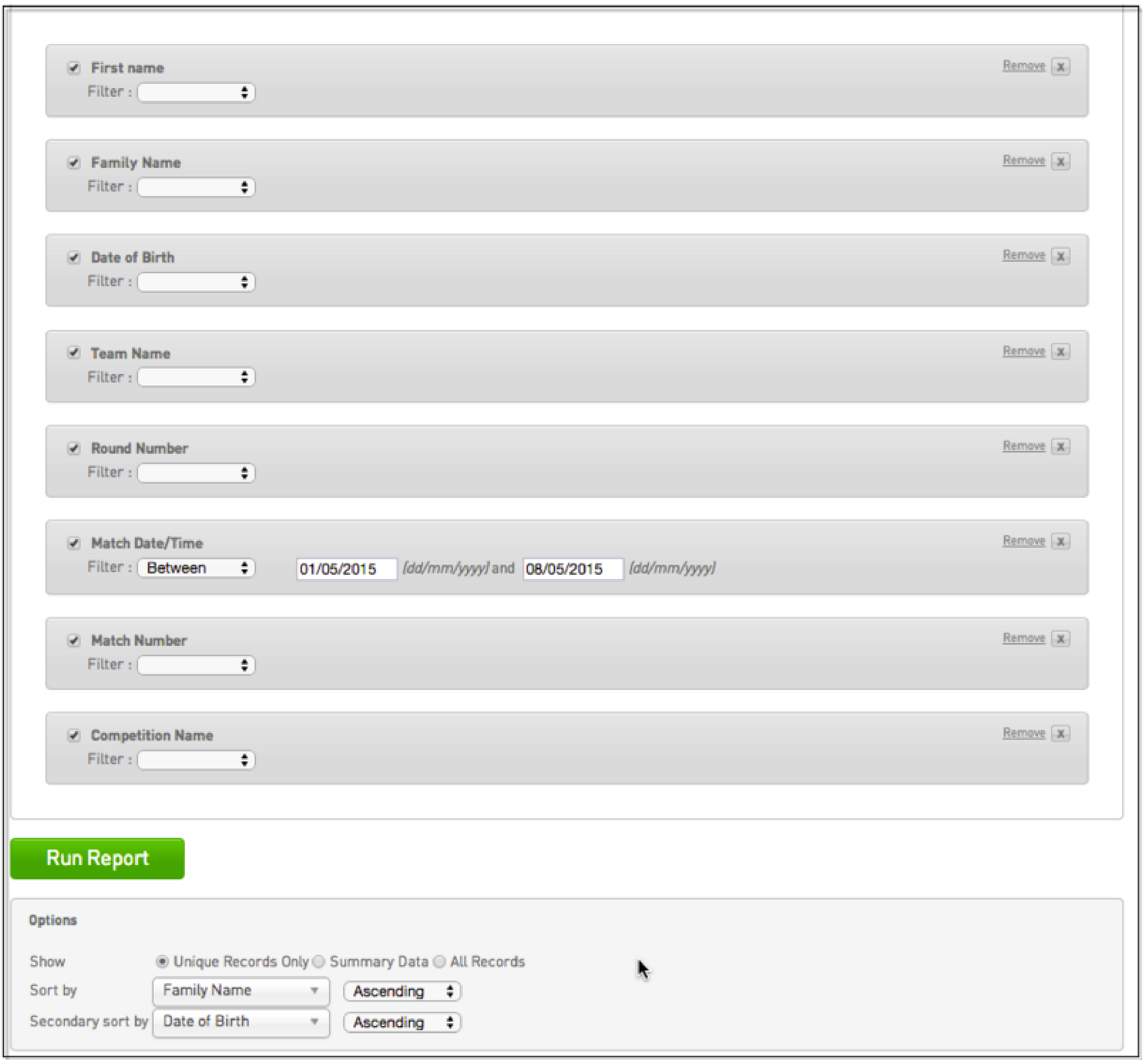
3. Click Configure under the Match Player Stats Report.



4. Click, drag and drop the following fields under the 'Selected Fields' area.

- First Name
- Family Name
- DOB,
- Team Name,
- Round Number
- Match Date/Time (must enter the 7 day period you want to report on otherwise the report will be quite large)
- Match Number
- Competition

We recommend to sort by Family Name and DOB.



5. This report can be sent as a CSV file via email. Under Report Output, ensure that the circle next to Email is highlighted, the format is CSV and that your correct email address is entered. Click Run Report.

6. The following is an example of the email that will be received.

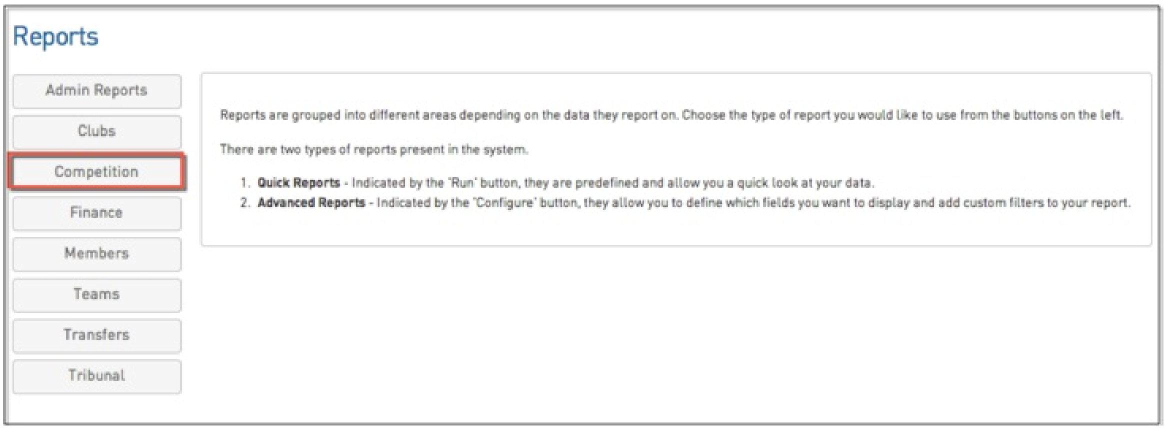
7. Open the file and check for Duplicates to see if there is anyone who has played twice over the course of the 7 days. eg.

Karl	A[illegible]k	7/1/9[illegible]	Saints(J[illegible])	23/05/2015 17:30	20	Under 18A Boys
Karl	A[illegible]k	7/1/9[illegible]	Saints(C[illegible])	24/05/2015 16:45	23	Mens Classic Div 2

Previous Weeks Players Report

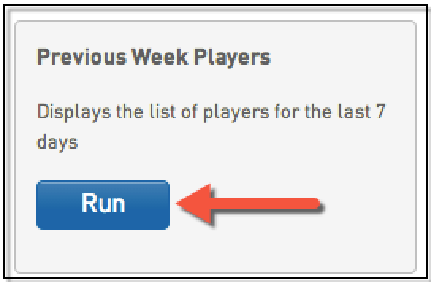
1. From your dashboard, click Reports in the top menu.

2. Click the heading- Competitions in the list.



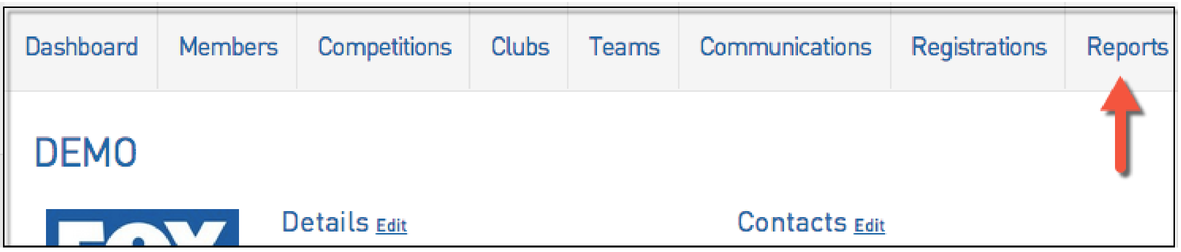
3. Click Run under the Previous Weeks Players heading. This report will open in a new window. Please copy and paste the report in to excel.

- Sort the sheet by DOB and run a remove duplicates report to see if there is anyone who has doubled up.
- This pulls through Competition, Team Name, First Name, Last Name, DOB, Round, Date and Time.

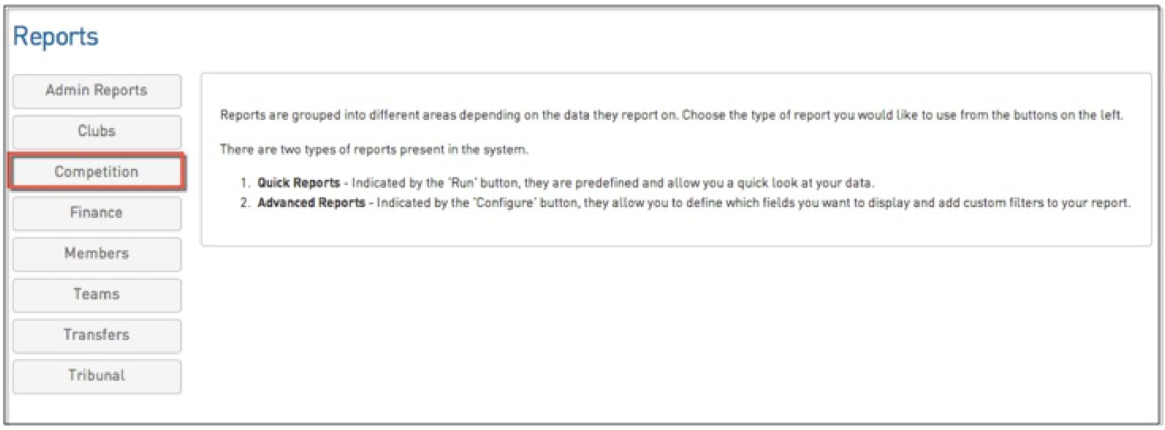


Match Players Report

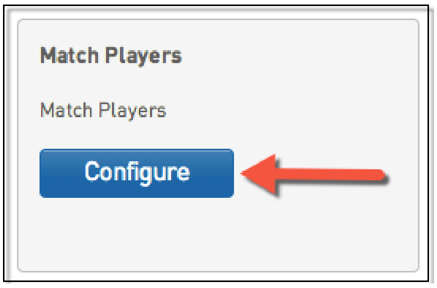
1. From your dashboard, click Reports in the top menu.



2. Click the heading- Competitions in the list.

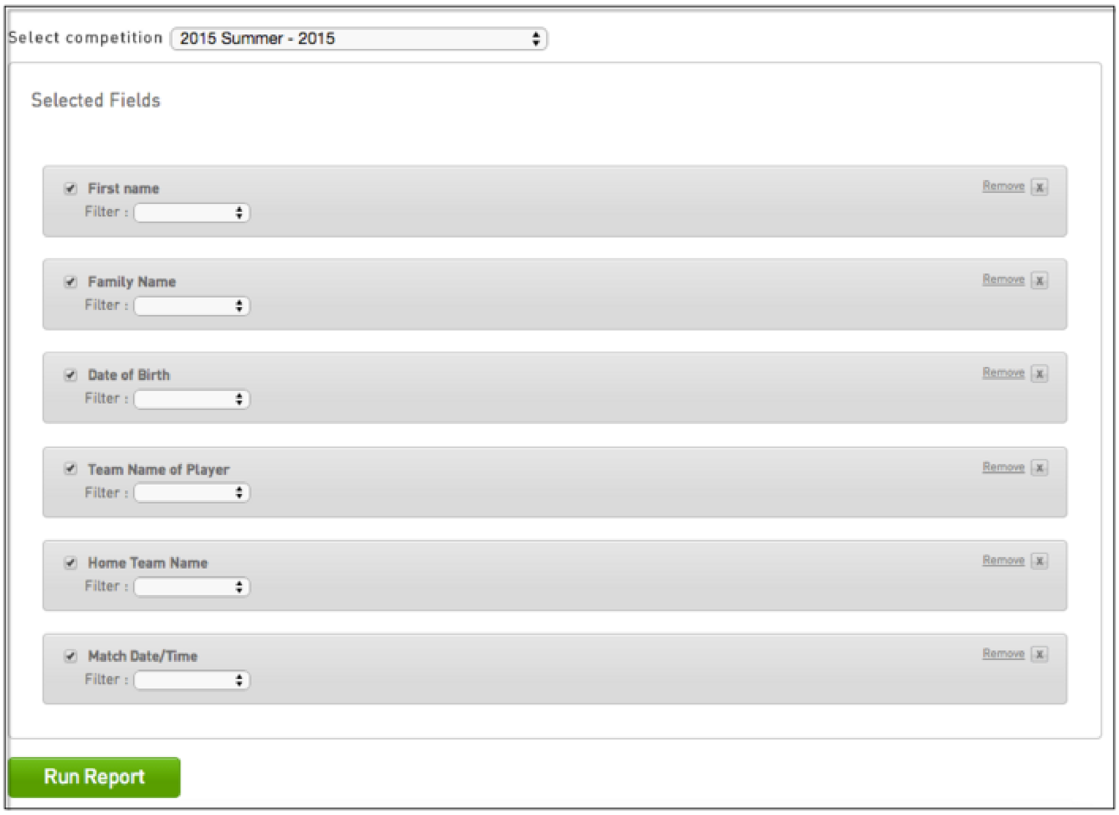


3. Click Configure under the Match Players Report heading.



4. Click, drag and drop the following fields under the 'Selected Fields' area.

- First Name
- Family Name
- DOB
- Team Name of Player
- Match Date/Time (must enter the 7 day period you want to report on otherwise the report will be quite large)
- Competition



Please Note:

- The downside of this report is that you cannot run multiple competitions at a time.
- However - again you could Save the report and have it send to CSV and find duplicates in Excel

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

SportsTG Let's Win

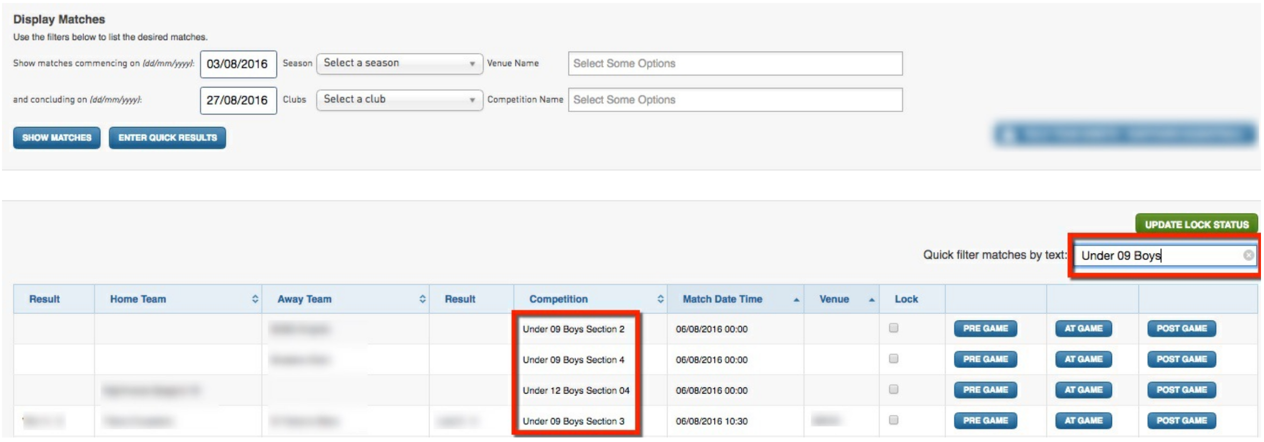
Online Match Results - New Filter options

Last Modified on 30/11/2018 3:07 pm AEDT

Quick Filter

A new search filter has been added to the match results match list screen.

The field works by filtering the matches to show only the ones containing the text that is typed. The filter matches the text with any of the fixture fields (e.g. team names, competition name, match date/time, and venue.



One important thing to know is that if you want to match exact text you can use quotes "". For example, view the match list below and notice the following:

- The word 'Olympic' exists in the team Olympic United, and the venues Olympic Fields and Olympic Park
- The word 'Park' exists in team Parker City and the venues 'Olympic Park and Emu Park

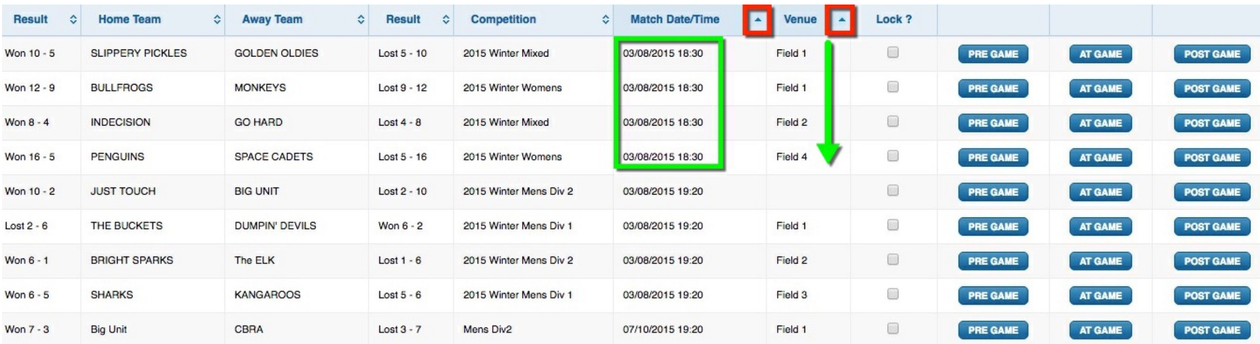
#	Competition	Team A	Team B	Date/Time	Venue
1	Women's B Grade	Northcote City	Green Machines	13/8/16 2:00pm	Olympic Park
2	Women's B Grade	Emus	Olympic United	13/8/16 2:00pm	Emu Park
3	Women's B Grade	Knox City	Berwick	13/8/16 2:00pm	Punt Road Park
4	Women's A Grade	Parker City	Kangaroos	13/8/16 4:00pm	Olympic Fields
5	Women's A Grade	Great Divide	Wombats	13/8/16 4:00pm	Carlton Field
6	Women's A Grade	Blues	Magpies	13/8/16 4:00pm	Olympic Park

Now if you type Olympic Park into quick filter, only matches 1, 6 (venue = Olympic Park) and 4 (venue = Olympic Fields, team = Parker City) will show.

However, if you surround the filter text with quotes (e.g. “Olympic Park”) it will only show matches where there is an exact text match. So using the above match list, only matches 1 and 6 will then show (venue = Olympic Park).

Multiple Sort Order

Previously clicking on column headings (e.g. Venue, Date/Time, Home Team etc.) would sort the match list by that column. Now the page will remember multiple sort orders. For example if you are a tournament that runs 25 matches at each timeslot and you receive the score sheets in venue order (e.g. field 1, field 2 etc.), then then you can now sort the match list by time then venue by clicking the venue column heading, then the date/time column heading.



Result	Home Team	Away Team	Result	Competition	Match Date/Time	Venue	Lock ?			
Won 10 - 5	SLIPPERY PICKLES	GOLDEN OLDIES	Lost 5 - 10	2015 Winter Mixed	03/08/2015 18:30	Field 1		PRE GAME	AT GAME	POST GAME
Won 12 - 9	BULLFROGS	MONKEYS	Lost 9 - 12	2015 Winter Womens	03/08/2015 18:30	Field 1		PRE GAME	AT GAME	POST GAME
Won 8 - 4	INDECISION	GO HARD	Lost 4 - 8	2015 Winter Mixed	03/08/2015 18:30	Field 2		PRE GAME	AT GAME	POST GAME
Won 16 - 5	PENGUINS	SPACE CADETS	Lost 5 - 16	2015 Winter Womens	03/08/2015 18:30	Field 4		PRE GAME	AT GAME	POST GAME
Won 10 - 2	JUST TOUCH	BIG UNIT	Lost 2 - 10	2015 Winter Mens Div 2	03/08/2015 19:20			PRE GAME	AT GAME	POST GAME
Lost 2 - 6	THE BUCKETS	DUMPIN' DEVILS	Won 6 - 2	2015 Winter Mens Div 1	03/08/2015 19:20	Field 1		PRE GAME	AT GAME	POST GAME
Won 6 - 1	BRIGHT SPARKS	The ELK	Lost 1 - 6	2015 Winter Mens Div 2	03/08/2015 19:20	Field 2		PRE GAME	AT GAME	POST GAME
Won 6 - 5	SHARKS	KANGAROOS	Lost 5 - 6	2015 Winter Mens Div 1	03/08/2015 19:20	Field 3		PRE GAME	AT GAME	POST GAME
Won 7 - 3	Big Unit	CBRA	Lost 3 - 7	Mens Div2	07/10/2015 19:20	Field 1		PRE GAME	AT GAME	POST GAME

Limited Search Results

Search results are limited to returning 200 entries at any one time.

If the query is too large and should return more than 200 results an error will return *“This list has been cut off at 200 results. If matches are missing, please use the filters above to narrow your search.”*

The reason this has been implemented is to improve the performance of the Match Results panel.

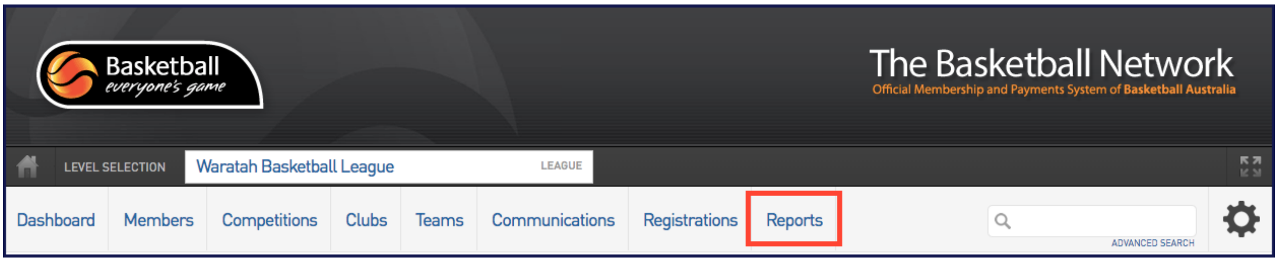
1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Report - Milestones

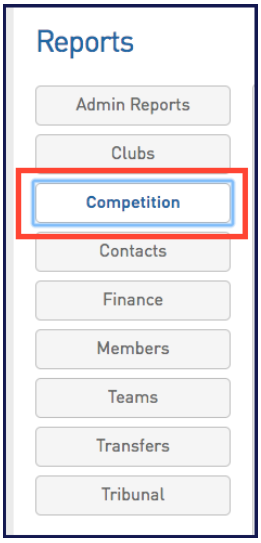
Last Modified on 15/05/2019 9:13 am AEST

The Milestone report shows upcoming player milestones. This report can be run at club level so everyone is aware of player milestones approaching for players within the competitions.

From the menu, select **Reports**.

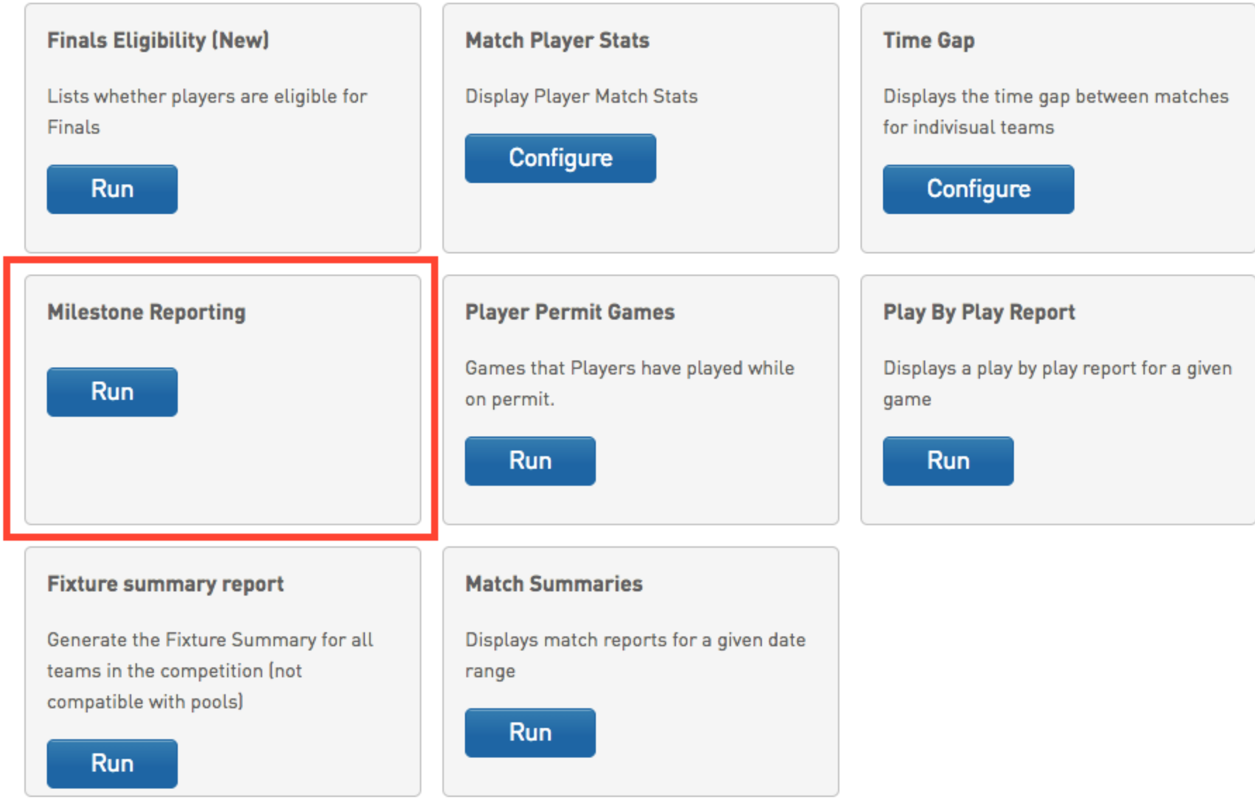


From the **Reports** menu on the left, click **Competitions**.

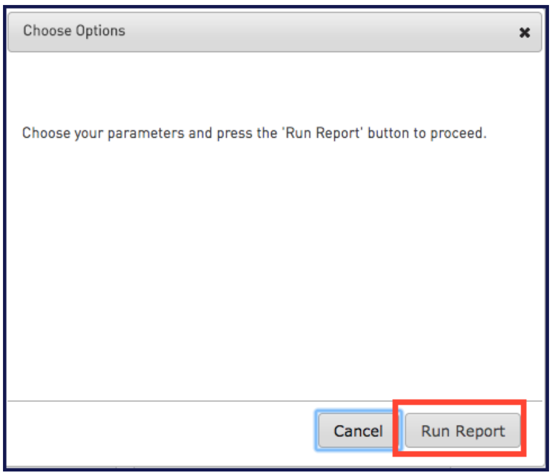


Find the **Milestone Reporting** report and click **Run**.

NOTE: you may need to scroll down as this report is towards the bottom of the list.



A box will open asking you to choose options. Just click **Run Report**.



The report will open in a new window.

Logo **Milestone Reporting**

National Number	First Name	Last Name	Amount	Milestone	Club Name
001555397	Kevin	Achampong	157	Career Total Points	
001555397	Kevin	Achampong	157	Club Total Points	Penrith Panthers
000148719	Patrick	Adams	158	Career Total Points	
000148719	Patrick	Adams	158	Club Total Points	Queanbeyan Yowies
001292223	Thomas	Akamarmoi	400	Club Total Points	Central Coast Crusaders
001292223	Thomas	Akamarmoi	400	Career Total Points	
003721961	Chris	Alvarez	150	Career Total Points	
003721961	Chris	Alvarez	150	Club Total Points	Camden Valley Wildfire
001454854	Samuel	Alvarez	160	Club Total Points	Penrith Panthers
001454854	Samuel	Alvarez	160	Career Total Points	
000437229	Kristian	Andrievski	177	Career Total Points	
000437229	Kristian	Andrievski	177	Club Total Points	Sutherland Sharks
000315540	Grant	Anticevich	81	Career Total Rebounds	
000315540	Grant	Anticevich	81	Club Total Rebounds	Bankstown Bruins
000592655	Trent	Awadallah	242	Club Total Points	Hawkesbury Jets
000592655	Trent	Awadallah	242	Career Total Points	
002642736	Egange	Ayuk	168	Club Total Points	St George Saints
002642736	Egange	Ayuk	168	Career Total Points	
002688875	Daniel	Babb	176	Career Total Points	
002688875	Daniel	Babb	176	Club Total Points	Hornsby Spiders
000275314	Jack	Bartholomeusz	154	Career Total Points	
000275314	Jack	Bartholomeusz	154	Club Total Points	Canberra Nationals
002187634	Benjamin	Basten	186	Career Total Points	
002187634	Benjamin	Basten	186	Club Total Points	Ryde Bulls
000209511	Brandon	Bates	190	Career Total Points	
000209511	Brandon	Bates	190	Club Total Points	Norths Bears

These are the milestones the report includes.

Games (both career and with club)
50, 100, 150, 200, 250 and onwards
Notification 5 games prior

Points (both career and with club)
250, 500, 750, 1000, 1250 and onwards
Notification 100 points prior

Rebounds (both career and with club)
100, 200, 300, 400 and onwards
Notification 20 rebounds prior

Assists (both career and with club)
50, 100, 150, 200, 250, 300, and onwards
Notification 10 assists prior

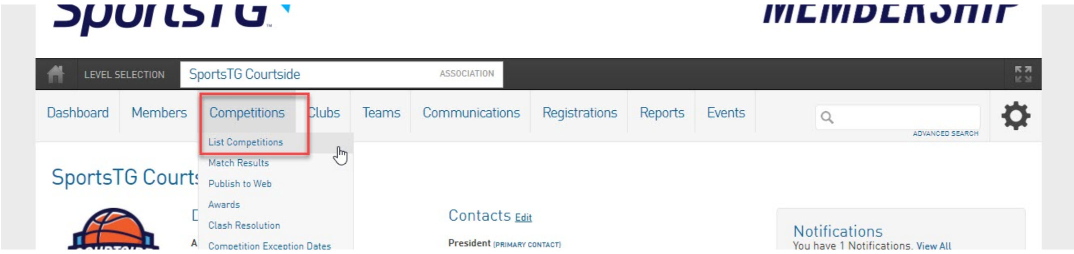
Steals (both career and with club)
50, 100, 150, 200, 250, 300, and onwards
Notification 10 steals prior

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.

Configuring LiveStats in Online Membership

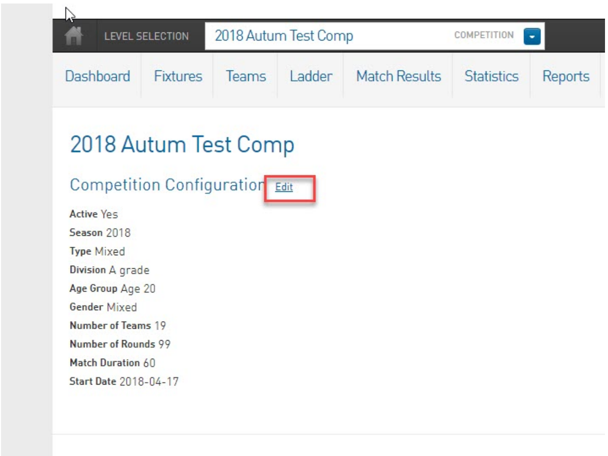
Last Modified on 22/01/2019 10:57 am AEDT

1. The first step to set up live stats is from the dashboard hover over **Competitions** and click **List Competitions.**

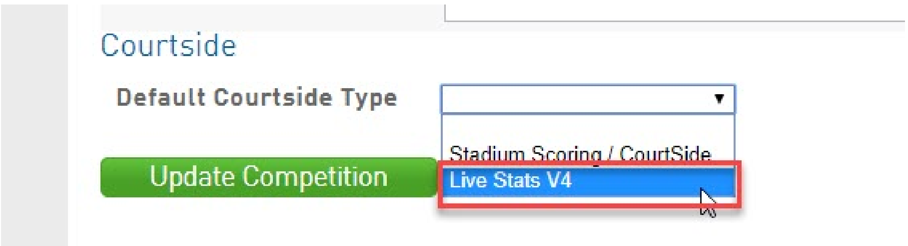


2. From the competition menu click the **magnifying glass** to the left of competition that you are wanting to configure.

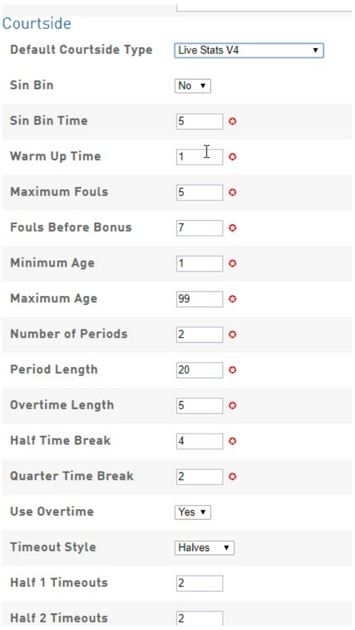
3. Click **Edit** to the right of **Competition Configuration.**



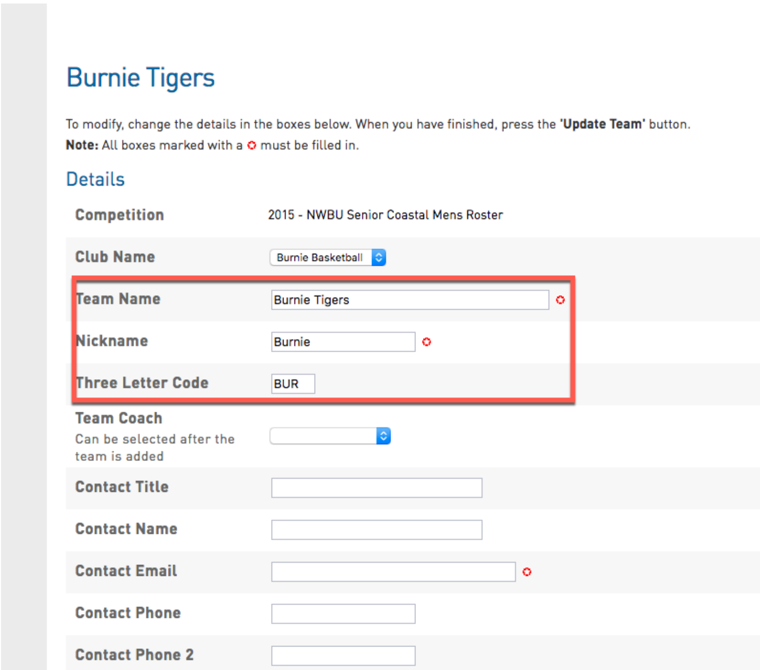
4. In the completion configuration section scroll down to the **Courtside** heading.
5. Select **LiveStats V6** from the dropdown box to the right of **Default Courtside Type** (please ignore the V6 next to the title- as long as this option is selected it will still work on V7).



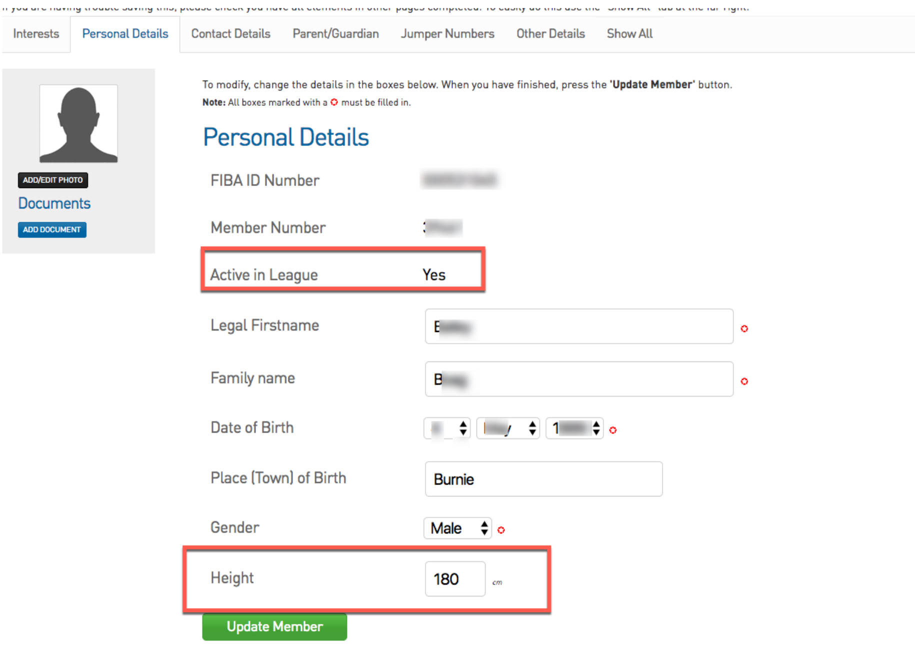
6. Then configure the game settings ensuring that all compulsory fields are populated



7. Once you have completed the settings click **Update Competition.**
8. You now need to configure the team settings so all relevant teams feed through. Drill down to **team level** in each competition and click the **edit** button next to **details.**
9. You will need to ensure that the **team name, three letter code** and **nickname** of the team are filled out as well as any other compulsory fields. Although these three fields may not be compulsory these MUST be filled out in order to appear within the Livestats program.



10. You will also need to ensure that all players are registered as **players** in the **current** season as well as ensuring the all players **heights** are input as well.



Note: If this 'height' field is not visible within a members profile you will need to configure it to display via the association settings (settings > custom fields > member fields > find field > set to compulsory > update > edit in member profile).

LiveStats: Getting set up with Livestats

Last Modified on 12/02/2018 10:56 am AEDT

Getting your association set up with Livestats V7:

1. You will need to submit a request to the Customer Support team support@sportstg.com. The title of the request should be something along the lines of "**(Assoication NAME) Livestats V7 set up reque**st". In this request you will need to provide the following:

a. Association name

b. Country and state

c. League Results Website URL (the URL of the website where the results are displayed)

d. League Administrator Name

e. League Administrator Email

f. Number of competitions requesting Livestats

g. Competition name/s that will be using Livestats

2. The support team will work with Genius Sports to get this set up for your association, so please keep an eye out on your request for further information and tasks that need to be completed by the association to get Livestats up and running for your association.

Downloading Livestats V7:

Genius Sports, in partnership with FIBA, is proud to launch FIBA LiveStats (FLS) Version 7, a totally revamped and enhanced version of the long trusted FIBA LiveStats application.

Contact Genius Sports to download Livestats V7:
http://www.fibaorganizer.com/

Note: For any questions relating to the actual Livestats program, like how to use it or questions on some of the functionality, please speak to **Genius Sports** at support.geniussports.com as they are best suited to answer these questions. For any questions related to troubleshooting matches, like members aren't appearing in the list, no results etc, please submit a request to SportsTG at support@sportstg.com.

FIBA LiveStats: Install LiveStats Widget on your website

Last Modified on 12/02/2018 10:21 am AEDT

This Livestats widget should already be visible on the website as this would have been done by the Customer Support team on the initial request to set up Livestats for your association.

If there is no widget visible on your website, please check your site editor in case it has been disbabled:

Note: you need to have administration access to the website to access the site editor- if you do not, please speak to someone at the association and they can grant you this access.

1. Scroll to the bottom of the webpage and click on the **Site Editor**

2. Click on **Content Manager**

3. If there is a widget called **Livestats** right click this widget and tick the **active** box to enable the widget > save

If there is no Livestats widget at all, please set one up called Livestats and send a support request through to the Customer Support team at support@sportstg.com detailing the name of your association and that you need this widget set up as you cannot currently see one. Please also provide the URL for your website.

1. Scroll to the bottom of the webpage and click on the **Site Editor**

2. Click on **Content Manager**

3. Add a new **Full Page** widget > save

4. Rename the widget to **Livestats -** to rename the widget double click on the space next to the name and this will display a text, click out of the box to save it and then ensure you save your changes.

This is what a full page widget will look like on your website once it has been set up:

This is what the horizontal widget will look like once set up:

LiveStats: Using live.sportingpulse.com

Last Modified on 07/10/2016 1:22 pm AEDT

This page describes some of the simple administrative options that you have to help with your webcasting of FIBA LiveStats matches. Each League has their own login.

Open a browser and go to http://live.sportingpulse.com. Enter your user ID and password as supplied by SportsTG. From this administration area you can

- View all matches for webcast
- Create new matches for webcast
- Upload a logo (ie the League or major Sponsor logo) which is displayed on the webcast
- Select which languages you wish your webcast games to be available in
- Integrate your League Twitter account to automatically tweet score updates with a link to the live stats games

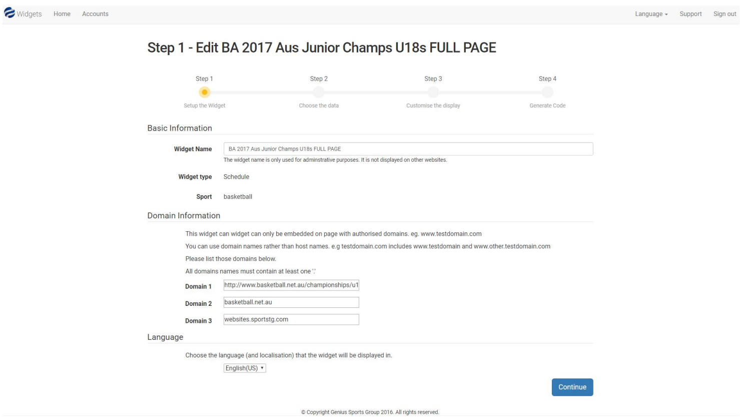
TIP: If you want to copy/paste match keys and URL's into Excel, you can do this via the **Matches** screen.

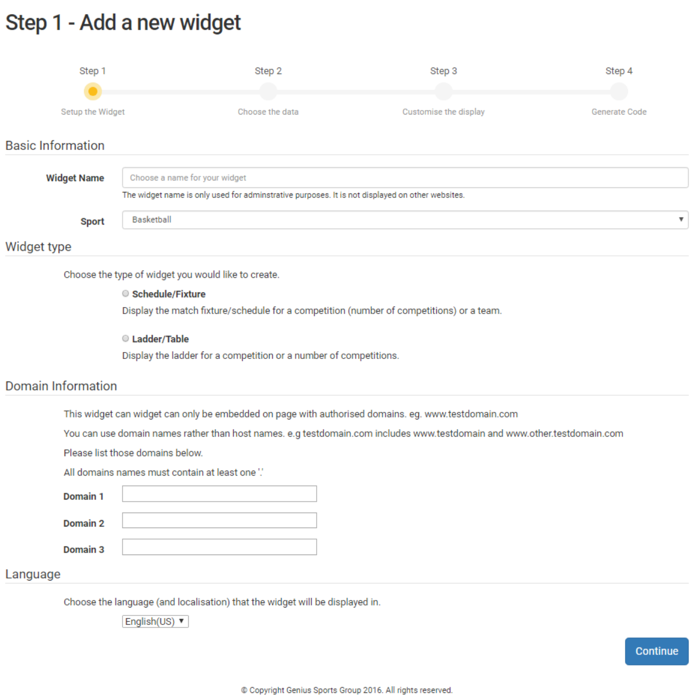
FIBA LiveStats: Setting up a Full Page Widget

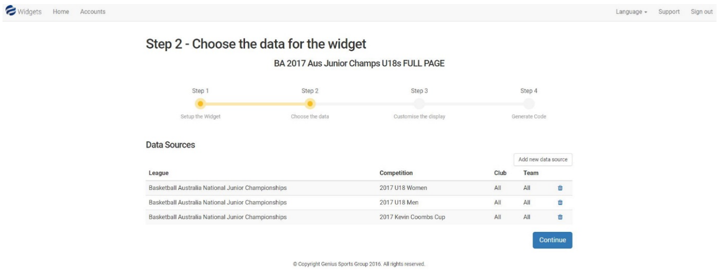
Last Modified on 06/03/2019 9:58 am AEDT

How to set up a Widget

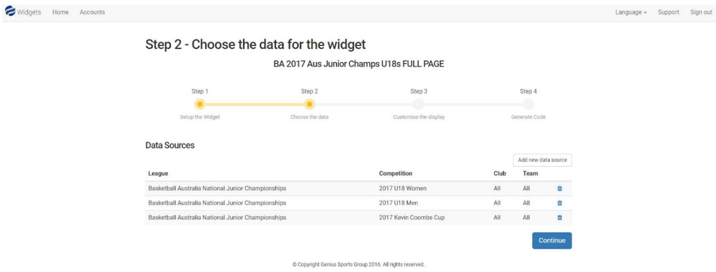
http://widget.wh.sportingpulseinternational.com/

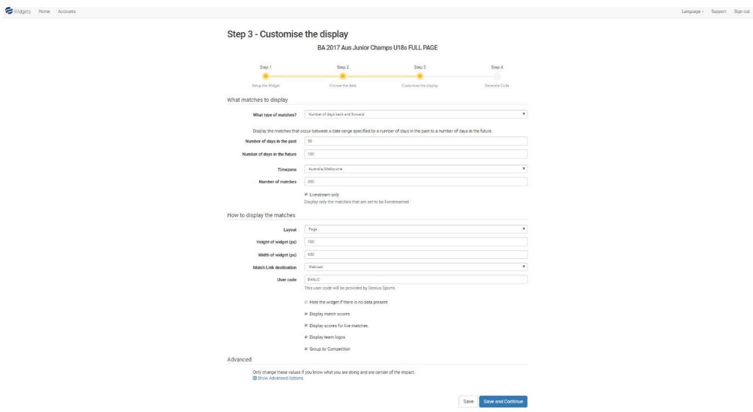






- Select the competitions you wish to display



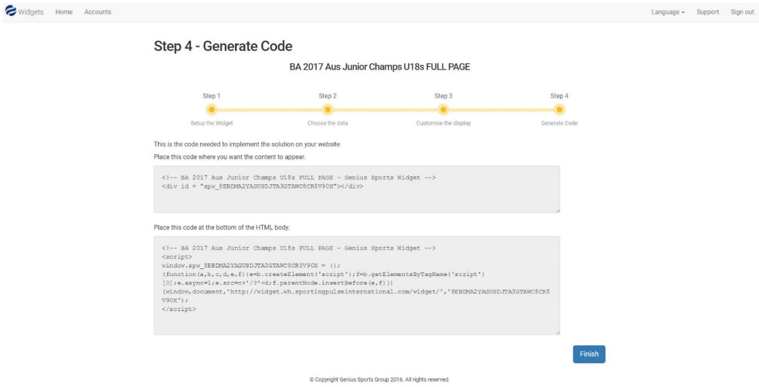


- For FULL PAGE

  Layout = Page

  Height = 700 (minimum)

  Width = 650



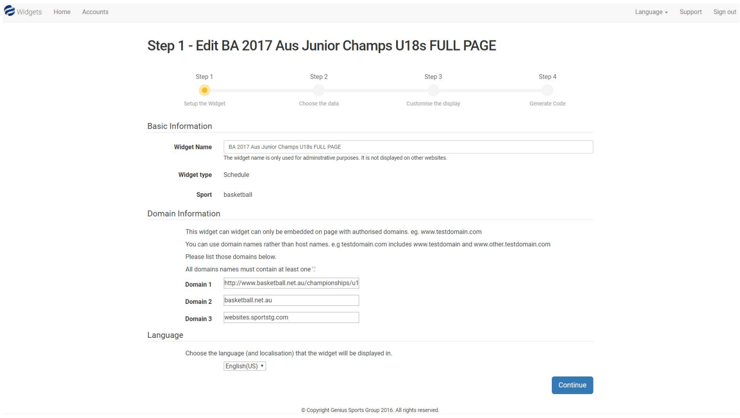
- Copy and paste both sections of code into website

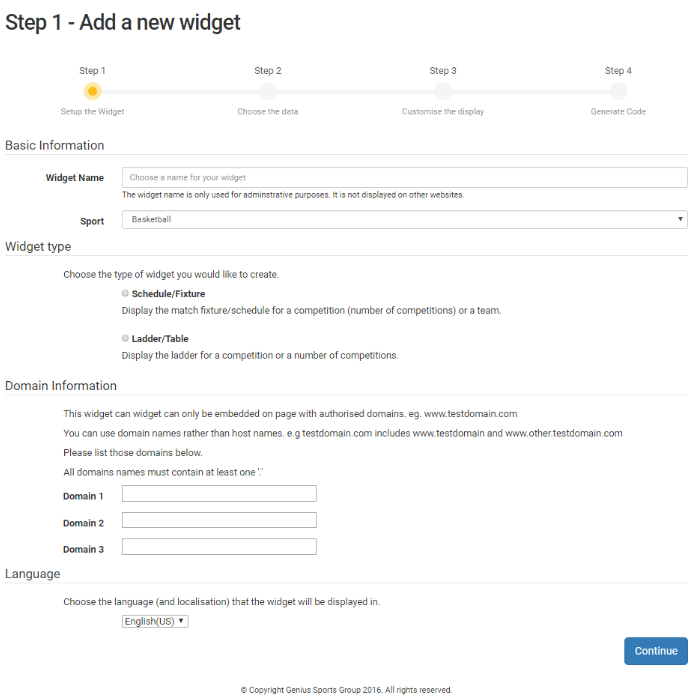
FIBA LiveStats: Setting up a Horizontal Widget

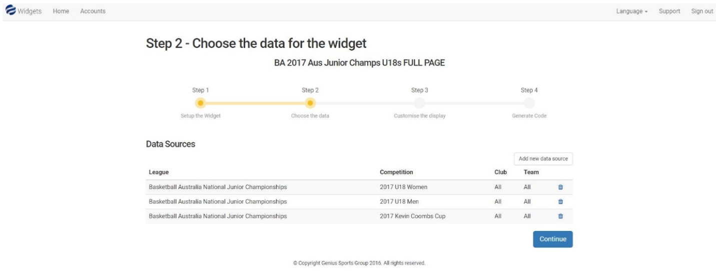
Last Modified on 06/03/2019 10:00 am AEDT

How to set up a Widget

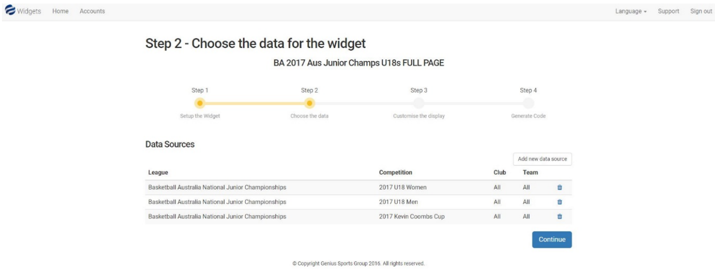
http://widget.wh.sportingpulseinternational.com/

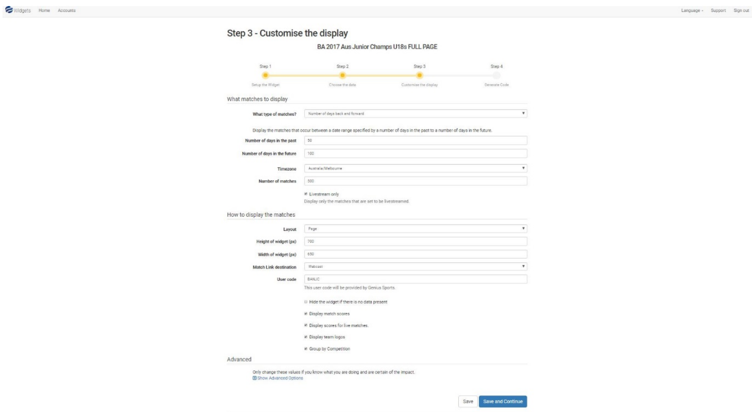


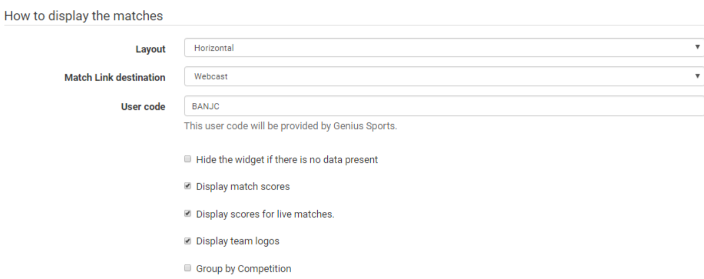


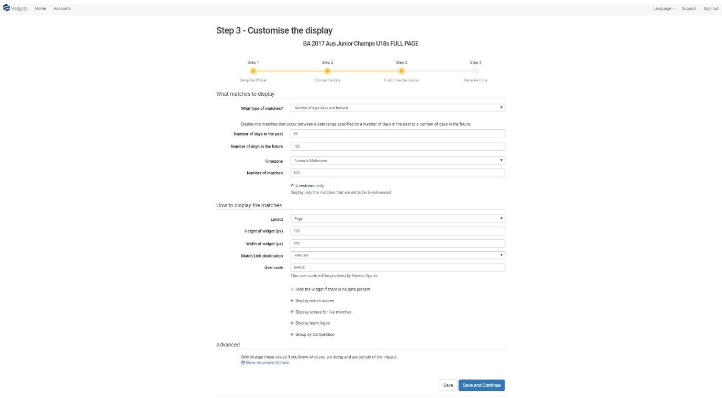


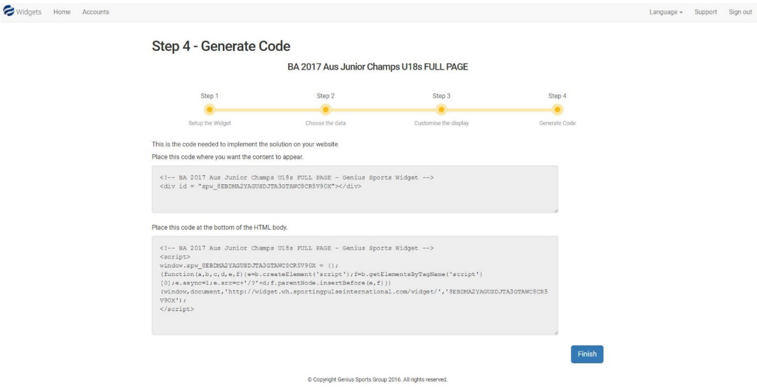
- Select the competitions you wish to display











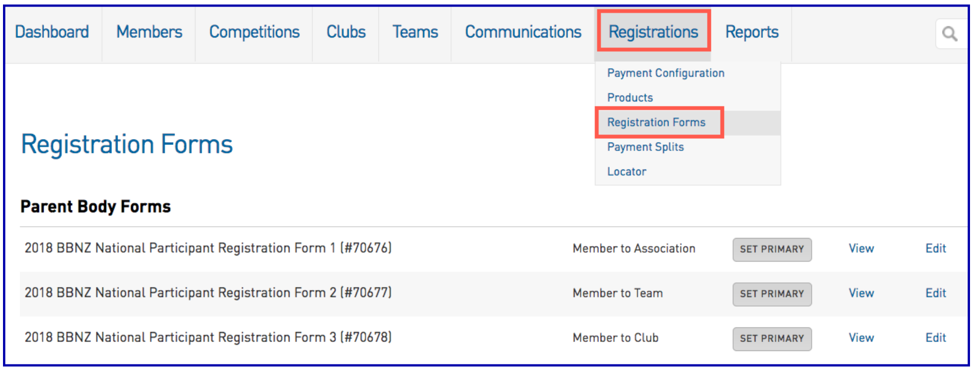
- Copy and paste both sections of code into website

Accessing Registration Forms

Last Modified on 20/12/2017 2:28 pm AEDT

This will guide administrators through the process of accessing **Registration Forms**, and how they can send them out to their members for registration.

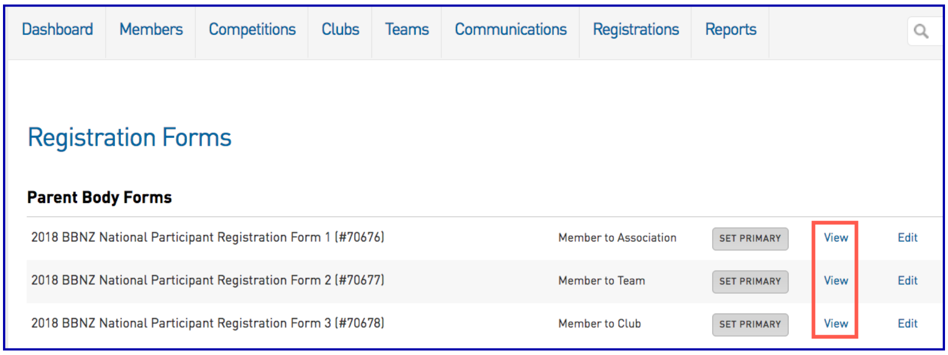
1. Hover over **Registrations** from the top navigation bar and click on **Registration Forms**.



There are three National BBNZ Registration Forms which appear:

- 2018 BBNZ National Participant Registration Form 1 – Member to Association
- 2018 BBNZ National Participant Registration Form 2 – Member to Team
- 2018 BBNZ National Participant Registration Form 3 – Member to Club

2. To access the front facing registration form (view the member will see), click the **View** button.



This takes you to the registration form your members will use to register.

Each registration form has a unique URL. You can copy this URL and add it to your website, email, Facebook or any other forms of communication that you use.

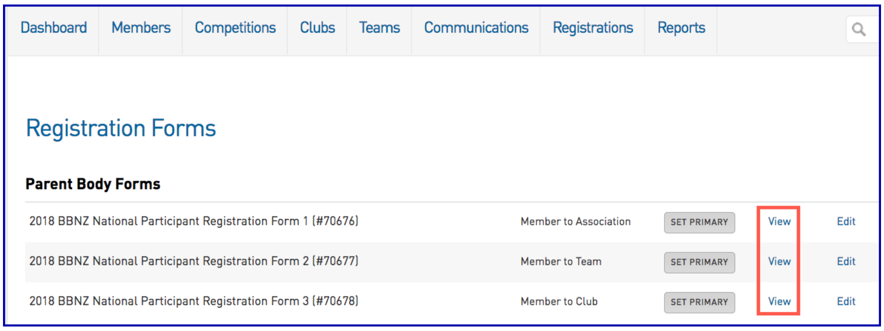
https://membership.staging.sportstg.com/regoform.cgi?aID=5525&pKey=b4db5e42b86989047407a552f3e07e80&formID=XXXXX

Editing Registration Forms

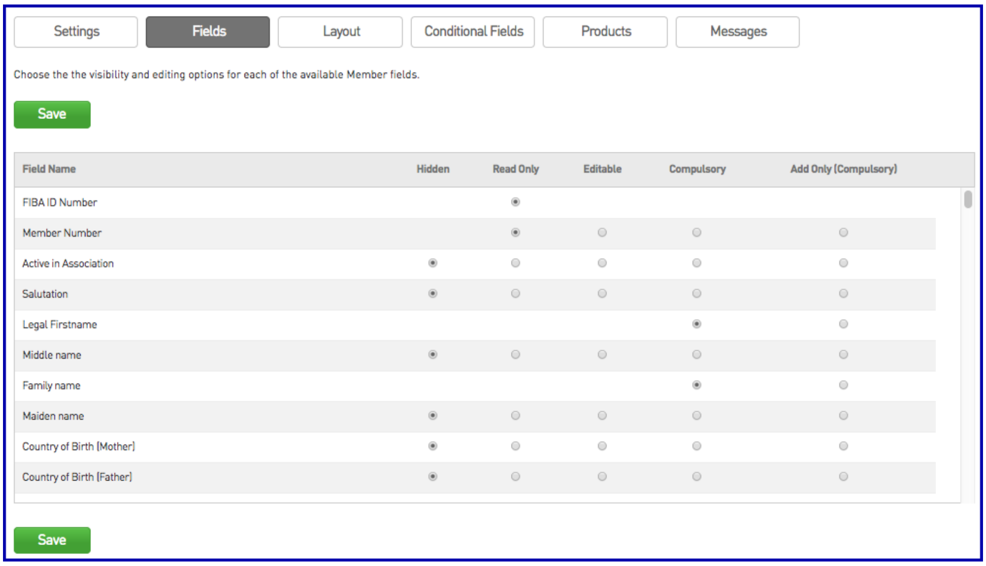
Last Modified on 20/12/2017 3:03 pm AEDT

Should you wish to add more questions to your registration form, please follow the instructions below.

1. Click **Edit** next to the necessary registration form.



2. Click **Fields.**



The questions are listed under **Field Name**. You have options to make the questions **Editable** (not compulsory to complete) and **Compulsory** (which is a required field for the member to complete).

When you have made your changes, click **Save**.

There are a substantial amount of question options here for you to use, but should you not find the option you want, click here to learn about **Custom Fields.**

Linking my Player Registration Form to my Team Registration Form

Last Modified on 21/12/2017 10:53 am AEDT

*"I, the Team Captain/Manager/Nominee, have registered into a competition using a **Team to Association Registration Form.** I now wish to send the **Player Registration Form** to all of my team members, so they can register into my team".*

NOTE: You must have created a Team to Association Registration Form to link the 2 forms together. Please read **HERE** to find out more.

Please go **HERE** for a step by step guide on linking the forms together.

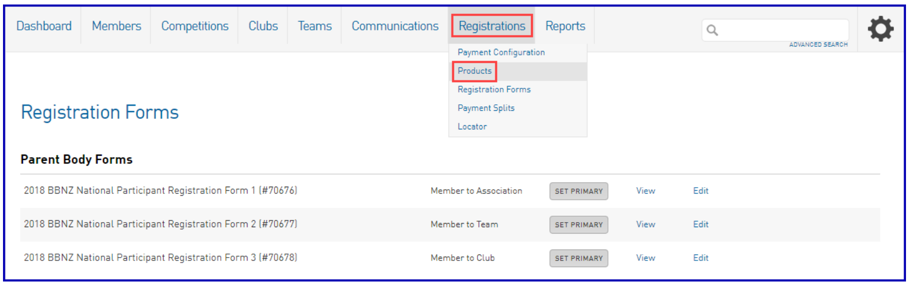
Adding Registration Fees (Products) to your Registration Form

Last Modified on 22/12/2017 7:37 am AEDT

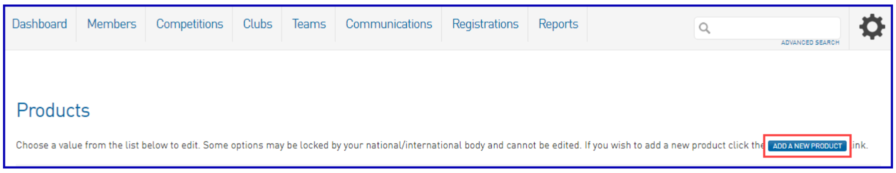
Before you add a registration fee to your form, you must complete a **Payment Configuration**. Please click **HERE** to learn how to do this.

Once you have completed the **Payment Configuration**, please follow the steps below to add a Registration fee to your Registration form.

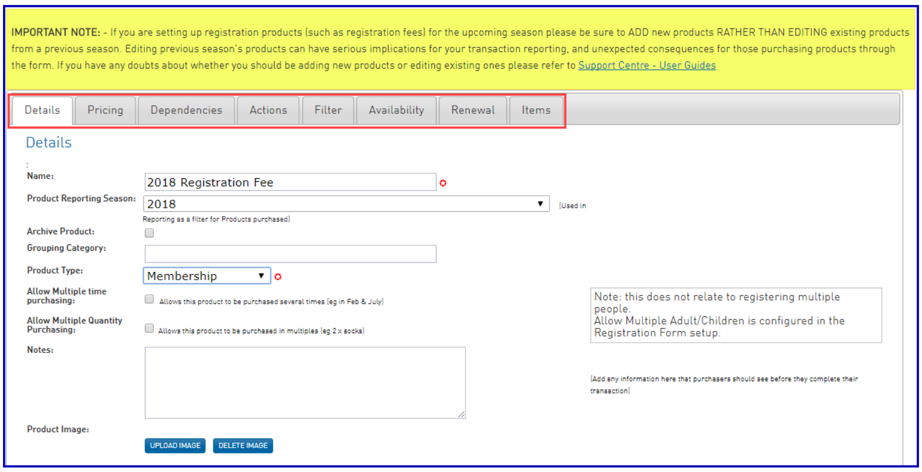
1. Hover over **Registrations** and select **Products.**



2. Select **Add A New Product.**

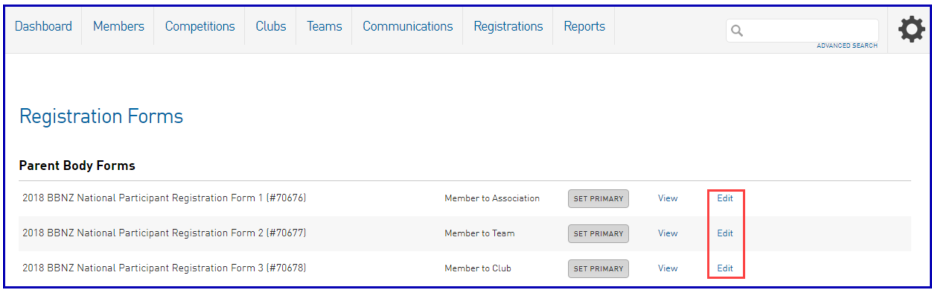


3. Complete all necessary fields for your Registration Fee (**Product**). For further assistance on how to create **Products**, please click **HERE.**



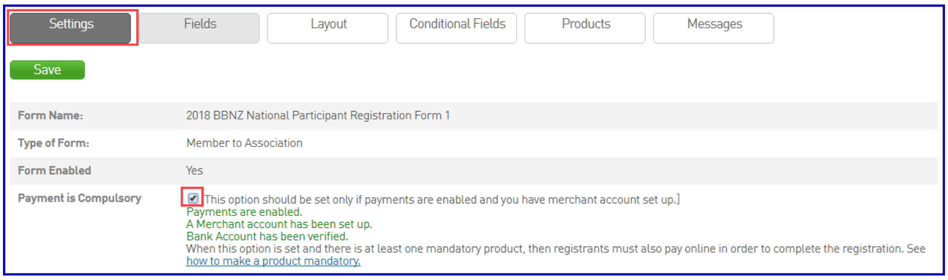
4. Once you have finalised your Registration Fee (**Product**), go back into your **Registration Form** and click

Edit.



5. Click the **Products** tab and select your **Product** as shown below. You have the option to make this a **Mandatory Product** so it will be pre-selected when the member registers.

6. To ensure payment is captured at time of registration, select the **Settings** tab and click the **Payment is Compulsory** option as shown below.



FIBA Organizer: Rebuilding Statistics (and the hidden Rebuild Always tick box...)

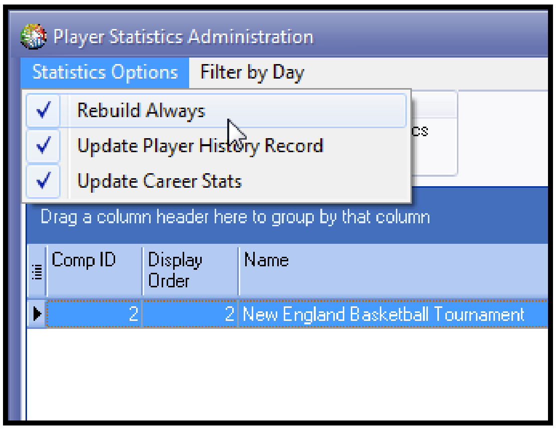
Last Modified on 02/12/2015 7:42 am AEDT

One of the most common issues that our support desk faces from FIBA Organizer (Sportzware Central) users is that statistics do not look correct. In most cases this is because the competition statistics have not been rebuilt correctly. There is a little trick you need to know that should fix this issue if it's happening for you.

1. From Daily Admin, select Statistics

2. Select Competition Statistics and click Ok

3. Select the Statistics Options menu item and ensure that the Rebuild Always box is ticked



4. Select the competitions that you wish to rebuild statistics for (hold CTRL to multi-select) and click Rebuild.

If you have done it correctly the rebuild process should take a while to complete. If you are a large League with many competitions, it's faster to only rebuild the stats for the competitions that you just imported games for (rather than rebuilding all competitions each time).

FIBA Organizer: Upload to FIBA 3x3 Database

Last Modified on 02/12/2015 8:07 am AEDT

FIBA are requesting that all users of FIBA Organizer upload their competition data to the FIBA 3x3 database.

This can be done through a simple process in FIBA Organizer.

SETUP FIBA ORGANIZER FOR 3x3

1. From the configuration tab click Preferences

2. Ensure Enable 3x3 is ticked to allow 3x3 functionality

3. Setup up the FIBA 3x3 Synchronisation by going to Uploaded to Web

4. Click on FIBA 3x3 Synchronisation

5. Click Setup to insert upload details,

- Go to www.3x3planet.com and sign up
- Email support@fibaorganizer.com from the same email address that you signed up from and request FIBA make you a promoter
- Once FIBA has approved you as a promoter, they will notify you
- Enter URL (http://import.3x3planet.com/XMLImport/ComplexUnOfficial), your 3x3 account email and password
- Tick the Upload box for competitions that you wish to upload to 3x3 Planet

TOURNAMENT SETUP AND PREPARATION

Tournaments created in FIBA Organizer can be uploaded to 3x3 Planet to allow participants to register and obtain their individual ranking, Tournaments should be upload in 3 stages.

- Pre-Tournament Registration – to create tournaments and categories for registration on 3x3 Planet
- Pre-Tournament Schedule – once entries have closed and schedule has been completed upload to 3x3 Planet to display schedule.
- Post Tournament – to upload all results to 3x3 Planet. (Upload can occur throughout tournament at any time to display results on 3x3 Planet

Tournaments should be setup as follows:

1. Create individual competitions for each category in your tournament. To ensure your data is successfully upload to 3x3 Planet and your players will receive their ranking points the following fields must be completed correctly;

- NAME: TOURNAMENT NAME + DIVISION (CATEGORY) NAME. For example: Poland Championship Open Women or Moscow Open Men or Barcelona U18 Boys
- SEASON – ONLINE; SEASON. For example: 2012
- TOURNAMENT: Used to link divisions or categories within a single tournament. All categories in the same tournament must be linked by this field for display on 3x3 Planet. For example: Poland Championship or Moscow Open or Barcelona
- AGE LEVEL: Must be indicated Junior 18 and Under, Senior 19 and Over, Veteran 35+
- GENDER: Must be indicated eg Male, Female or Mixed

2. Creating a Tournament

Click on the Pencil tool next to Tournament to setup a new tournament.

Create new tournament for each new event you run. Ensure you fill in all details required under the FIBA 3x3 tab. If your tournament is part of a tour please create or select a tour.

3. Setting Category Age Restrictions.

Add your minimum and maximum category age if required. For example: Open Men Minimum Age = 18 or U18 Men Min Age 16 Max Age 18.

4. Category Specific Setup

For each category/competition you have the option of adding additional requirements by selecting the Basketball tab.

- Publish date indicates when the tournament will be displayed on 3x3
- Planet Fee is the cost of entry for each team
- Fee Currency = team fee currency

- Prize = Total prize pool for category of tournament
- Maximum number of teams able to enter category
- Upload to 3x3 Planet

UPLOAD DATA TO 3x3 PLANET

Finally you need to synchronise your data, please complete the following steps:

1. From FIBA Organizer, click Upload to Web

2. Select FIBA 3x3 Synchronisation

3. Click Synchronise

Now visit 3x3planet.com to see how your tournament displays online.

PLAYER REGISTRATION IN FIBA ORGANIZER

Please note FIBA require the following minimum details for each player entered into FIBA Organizer;

- First Name
- Last Name
- Date of Birth
- Email
- Suburb/Town
- Country
- Passport Country

Delete a Venue

Last Modified on 02/12/2015 8:09 am AEDT

Delete a Venue

1. From the Competitions tab click on Venues.
2. Find the venue you wish to delete (you can use the column header search filter located at the top of screen if needed).
3. Select the venue you want to delete.
4. Click on Delete.

Sportzware Central - Adjusting Ladders Due to a Tie - Count-back

Last Modified on 02/12/2015 8:11 am AEDT

Sportzware Central, Adjusting Ladder position for tied teams

When processing results under the Standard ladder type I have a problem in that when both teams have won the same number of matches and the same number of games the system apparently does not then look at points won when deciding which team should be awarded the winning score. It seems to award the win to the Home team. It requires a manual over-ride by the person entering the scores for the correct team to be awarded the win.

Is it possible for a fix to be applied?

SWC decides your ladder position based on the setup of the ladder. Go to Daily Admin > Ladder Design > Select your Ladder type, then look at the 'Sort by' fields. The field at the top is the first field that the ladder sorts by, the next field down is the secondary sort field (only used when two or more teams are tied on the first field).

SWC does not automatically sort teams based on the games they played against each other, but it allows you to see those games easily from the ladder screen so you can manually sort them yourself if you have to change the order.

To view all games played between two or more teams, multi select the teams in the ladder and right-click then select 'View Head to Head Games'.

A new window will appear showing the games played between the selected teams, summarising the results for you. All you need to do then is go back into the ladder and right-click the team you want to move position for and select 'move up' or 'move down'.

Please note, if you rebuild the ladder after this point, it will revert back to the way it was. This feature is only designed to be used after the final round of the regular season is completed.

Sportzware Central: Backing Up Data

Last Modified on 02/12/2015 8:29 am AEDT

What is a Backup?

Backing up saves the information stored within your Sportzware Central database to a secure location either on your computer or within your computer's network.

Why back up my Sportzware Central Database?

It is important to backup your database so that if you wrongly delete or edit the information it contains, you can reload a copy of the database that contains the information previous to the changes that you had made.

When should I back up my Sportzware Central Database?

It is a good idea to backup your database before you make any major change to information stored within your database, or before adding new information. It may also be worthwhile to backup your database if you haven't backed it up in a long period of time, regardless of what changes have been made.

How do I back up my Sportzware Central Database?

1. From the Data Manager single click on a database to highlight it
2. Click on File
3. From the list, select Backup/Restore/Compact
4. The Backup/Restore screen will appear. Select Backup
5. From the Database Backup screen click on Backup
6. The database backup process will commence. Once the backup process is complete, an information prompt will appear informing you of the location that the backup copy of the database has been saved to.

Where should I backup my Sportzware Central Database to?

When performing a backup, by default Sportzware Central will save the backup file to a folder at a location similar to the following (for stand alone setup): C:/Program Files/Sportzware/Data/'Name of your Database'. The backup file is designated by this file extension: .fbk.

It is highly recommended that you regularly transfer these backup files to a CD or external Flash Drive so that if your PC's memory is ever damaged, you will still have a copy of your databases.

How do I find the location of the database file on my computer?

As mentioned above, the Data Manager screen shows you where abouts on your computer's hard drive the database is located. To get to this location, you can simply navigate to the file using Windows Explorer, or alternatively use the shortcut provided by Sportzware Central:

1. From the Data Manager screen single click on a database to highlight it. The Data Location at the bottom of the Data Manager shows the location the database is saved to on your hard drive.
2. To get to this location, right click the database to open a drop down menu
3. From the drop down box select Explore Location
4. This will open Windows Explorer directly to the data folder containing that particular database file its backup files

Some good reasons to backup your data

1. Should you have your computer of laptop stolen
2. A computer virus hits your computer and you lose your data
3. Your computer hard board crashes and you lose all your files and folders
4. You import or add incorrect data into your database. So long as you backed up your data prior to doing this, you can easily restore it.
5. You reformat your computer and forget to save your Sportzware Data. It will all be lost unless you have previously backed up to an external location.
6. A sporting injury compensation claim requires proof that a player in fact played in the game. You can retrieve this information from your old database by restoring it.

Sportzware Central: What's my SMTP/Mail Server?

Last Modified on 06/10/2016 6:48 pm AEDT

Please note that this article also applies to FIBA Organizer.

Your Outgoing Mail Server is what you use for sending email in programs such as Outlook and Outlook Express.

The outgoing mail server you use for uploading to SportsTG will depend on the ISP (Internet Service Provider) you are connected to the Internet through. If you use a laptop and connect to different ISP's, depending on your location, you will need to obtain the outgoing mail server for the ISP you are connected to at the time you are uploading.

How do I find my outgoing mail server?

The easiest way to find your outgoing mail server is to contact your ISP. Most ISP's provide their outgoing mail server in the Help/Support sections of their Websites.

If you have a working email program installed you can obtain your outgoing mail server from there. If you use Outlook or Outlook Express the following instructions will show you how to obtain your outgoing mail server:

1. Outlook and Outlook Express Open Outlook or Outlook Express
2. Go to the Tools menu
3. Select Accounts
4. Click on the Mail tab
5. Select your mail account
6. Click on Properties
7. Click on Servers
8. The server you require is in the Outgoing mail (SMTP) field
9. Outlook (XP and 2003) Open Outlook
10. Go to the Tools menu
11. Select E-Mail Accounts
12. Select View or change existing email accounts
13. Click on the Next button Select an email account Click on Change
14. The server you require is in the Outgoing mail server (SMTP) field
15. Common Mail Servers This list below is in no way an up-to-date or accurate listing of outgoing mail servers, but merely a guide, which may be of assistance when trying to find your outgoing mail server. If you cannot find your mail server in this list or by looking it up in Outlook or Outlook Express, then you will need to contact your ISP to obtain your outgoing mail server.

Sportzware Central: Button images have disappeared!v

Last Modified on 11/12/2015 9:53 am AEDT

Please note that this article also applies to FIBA Organizer.

This error can sometimes occur after the installation or update of Sportzware Central. There is usually a prompt during the installation or upgrade that will advise the user that the "imagelist.iml" file failed to load properly.

What this will result in is the appearance that the Add, Edit and Delete buttons will not be visible. Some other buttons may not be visible either but these are the most common. While the images are gone, the actual function of the available space is still valid and by clicking in the space where the buttons usually are will enact the appropriate responses.

To fix this error:

1. Complete a backup of your database and transfer a copy of the backup file to either a CD or USB memory drive.
2. Reinstall Sportzware Central taking careful note of any error messages and ensuring that the "imagelist.iml" file loads correctly. This file can be assumed to load correctly if no errors are received during installation.

Sportzware Central: Ladders

Last Modified on 11/12/2015 9:49 am AEDT

Ladders/ Tables

A ladder (also commonly known as a table or standings) is a list of teams/ competitors within a competition, sorted from highest to lowest ranking by user-defined fields (eg. points).

View Ladders

1. From the Daily Admin module click on Ladders.

2. From the list of competitions, click on the name of the competition for which you want to view the ladder. Click Select to view the ladder for that competition.

   Note: All matches for a round must be completed before the ladder reflects the results for that round.

3. The ladder for that competition will appear. You are able to quickly view match results for each team in the ladder by either double clicking on the team name or clicking on the 'expand' icon to the left of the team's position number.

Adjust Ladders

Ladders can be adjusted manually if required. For example, in the case of a specific rule or penalty, the association may wish to change the points or score allocated to a team.

1. From the Daily Admin module click on Ladders (as per step 1 above).
2. Click on the name of the competition for which you want to adjust the ladder (as per step 2 above).
3. Click on Select.
4. The ladder for that competition will appear. Right click on the team for which you need to adjust the ladder record and click on Adjust.
5. Add a number into the field/s you want to adjust and click OK.

   Note: The number you enter will adjust (add or subtract) that field accordingly. E.g. if you want to add 2 points to the 'Points' field, enter the number 2. Use negative numbers to subtract from the team's ladder record.

6. To update the changes, click OK.

7. At the 'View Ladders' screen click Rebuild to refresh the ladder with the changes (see below for instructions on rebuilding ladders).

Rebuild Ladders

Rebuilding Ladders is a simple process that should be done at least once a week to ensure that all of your ladders/standings are accurate.

1. From the 'Daily Admin' module click on Ladders.
2. The list of competitions will appear. To rebuild the ladders for all competitions, click on Build All.
3. To rebuild ladders for selected competitions, click on the name of the competition/s so that they are highlighted, and click on Rebuild.

Filter Ladders By Day

Ladders can be 'filtered' to show data from one particular day's results of a competition.

To filter ladders by day:

1. Click on the Filter by Day button at the top of the 'Ladder Administration' screen and select the day from the drop-down list. Note: If there have not been any matches on the day you have selected, the 'Ladder Administration' screen will become greyed out and no ladders will be displayed.

Sportzware Central: Data Manager - View Upgrade Log

Last Modified on 02/12/2015 9:03 am AEDT

Data Manager - View Upgrade Log

This function enables you to view any errors when upgrading Sportzware Central or using a Specstrap file. It provides the ability to re-run any failed update lines.

1. From the Data Manager screen, click on Support in the menu and select View Upgrade Log.
2. Details of all upgrades will be displayed.
3. To try and fix the database click Repair Errors. Make sure you Backup your database before doing this.
4. You will be asked if you want to create a Specstrap file click yes to do this.
5. You will then get the following message press ok to proceed.

Launch your Database

1. In the Data Manager, click on the Launch button
2. The popup message shown below should appear. Click Yes. message

Batch Processing

Last Modified on 02/12/2015 9:04 am AEDT

Membership Batch Processing

If you're the kind of person that likes to keep your data neat and tidy, then the FIBA Organizer Membership Batch Processing tool is for you.

No longer will you have to look at reports where some player names are in uppercase and some in lowercase. FIBA Organizer's batch processing tools can clean all of this up for you.

Steps

1. From the Navigation Centre go to Membership / Members

2. Select the members that you would like to tidy up

3. Click Menu / Batch Processing

4. Select the field you would like to tidy up

5. Select from the options `Uppercase', `Lowercase' and `Title Case'

FIBA Organizer will then update all members records as selected.

NB: You can also use Batch Processing to assign selected members to a specific Member package or Club.

Sportzware Central: Minimum System Requirements

Last Modified on 02/12/2015 9:31 am AEDT

Please note that this article also applies to FIBA Organizer. Minimum System Requirements for Sportzware Central:

Processor	Pentium 4 2.40 Ghz
RAM	512MB
Screen Resolution	1024 x 768 or higher
Operating Systems	Windows Vista Windows XP Windows 2003
Browser	Internet Explorer 9.0 Firefox 13.0

Hard Drive Space at least 900 MB Free

* Please note, we do not support Windows 8 machines with Sportzware Central

* Please note, If you are running across a LAN, performance will greatly depend on the performance of the server machine and the speed of the network.

* The Data Manager may work on other computers less than the above, but we are unable to provide support for anything below the above requirements.

FIBA Organizer: Having troubles uploading with Gmail

Last Modified on 15/12/2015 12:28 pm AEDT

Some users have recently started experiencing problems when performing a Competition Upload using Gmail to send the upload.

The cause of this problem is out of our control unfortunately, however users should be able to get around this problem by either of the following methods:

Upload using the Mail Server of your Internet Service Provider (ISP)

If you don't know what the mail server address (smtp) is, you will need to contact your ISP and request this information. Usually it looks something like mail.yourisp.com or smtp.yourisp.com (where 'yourisp' is the domain used by your ISP)

1. To enter in this address go to Upload to Web > Select Competition Uploader and click OK > Click Setup.
2. Click the yellow folder on the right side of the 'Mail Server (SMTP) field as indicated
3. Enter your email address (this may need to be the email address provided to you by your ISP).
4. Enter the Outgoing Mail Server (SMTP) \If your ISP requires authentication to send email then tick this box and enter the SMTP Authentication details in the box below.

5. Press OK and try the Competition Upload again.

Upload Using Microsoft Outlook

If you use Microsoft Outlook to send emails, then this is usually a reliable method to also do your Competition Uploads. To configure FIBA Organizer to use Outlook for these uploads please follow the below steps:

1. Go to Upload to Web > Select Competition Uploader and click OK > Click Setup which will display the following screen:
2. Select Outlook Mail as the Mail Client
3. Click OK and attempt the Competition Upload again. You will most likely receive a message from Outlook telling you that another program is attempting to use Outlook to send an email. You will need to approve this for a period of time (ie 5 minutes) for the upload to send.
4. Open Microsoft Outlook and check in your Sent Items to see if the upload was sent.

Sportzware Central: Full Match Entry - Enter Match Scores and Statistics

Last Modified on 15/12/2015 12:31 pm AEDT

Enter Match Score and Statistics

This is where you can enter all the match scores and a detailed array of statistics for a competition.

1. From the Daily Admin module click Full Match Entry.
2. The 'Entering Match Results' screen will open. Select a competition and click Select.

   Note: If there are no competitions appearing on the screen use the Seasons filter at the top of the screen.
3. The list of matches will appear for that competition. Click on the match you want to enter results and statistics for and click Ok
4. The 'Full Match Entry' screen for that match will open. Please note that the score entry screen varies from sport to sport. The 9 tabs down the left hand side provide input for various match information. The below table provides details of what can be entered in each of these tabs.
5. Enter match information and click OK to save.

Full Match Entry Fields

Note: These fields can alter depending on the competition type and the sport being played the competition. The tabs will always remain the same and compulsory fields, which are seen in bold, will also be the same regardless of sport or competition type.

Tab Name	Field Name	Description	Example
Match	1st Half/Final	This is where the half-time and the final scores are entered. Sports with periods	1/3
Match	Match Results	This is automatically selected by Sportzware depending on the results entered in 1st Half/Final for each team. One team will be selected as the winners or it will be a draw	Team 1 Seniors wins
Match	Date	Where the match date is entered or can be changed.	10/01/2009
Match	Time	The designated game time.	02:00
Match	End Time	The designated end time for the match. Automatically generated by the length of the sport	03:00

		selected.	
Match	Played At	The ground at which the match was played.	Team 1 Home Ground

Team Fields

Statistics on the teams can be added into this section. Simply enter the amount for each team and then click Ok. The table below explains what each statistic stands for. These statistics fields will change depending on the sport selected.

Tab Name	Field Name	Description	Example
Teams	HTS/FTS/OTS/PGS	These boxes will vary depending on the sport you have selected. You can enter statistics that are relevant to each sport here.	2/8/9/5/4
Teams	Goals	This is where the names of the goal scorers can be entered.	Smith; Roberts; Harvey
Teams	Substitutions	This is where the names of substitutions can be entered.	Lake; Roberts; Fitzpatrick
Teams	Expulsions	This is where the names of the players that have been removed from the game are entered.	Kearney; Bourke
Team 1 Tab		This is where players for Team 1 (the first team listed) can be registered for the match and their individual stats added.	
Team 2 Tab		This is where players for Team 2 (the second team listed) can be registered for the match and their individual stats added.	

Team Specific Tabs

The next two tabs are the individual team tabs which allow you to register players to the teams playing in this particular match.

1. To register a player to a team click on the Register/Add button.
2. At the screen that opens select the player you would like to register and click Register button. You can select more than one player by holding the Control button when selecting players. Once you have highlighted all the players to wish to add click Register.
3. If the player you want to register does not appear in the list you can add them to the database by clicking the Add button.
4. The next screen that opens will allow you to choose which club you need to add the player too. Highlight the correct club then clickOk.
5. The Member Details screen will open. Input the details then click Ok to save.
6. You will then be able to select the member from the list and click Register to put them into a team. Once all the players are registered click on Close to return to the team screen.
7. All the players will now appear in the team screen.

It is not necessary to register players for games but doing so will allow you to add more individual statistics at a later stage.

Team Match Reports

Team match reports are where comments or match summaries can be written about what happened in the match.

Tab Name	Field Name	Description	Example
Team Match Reports		This is where you can write up a match report for each team.	"Team 1 played a hard game giving their all only to go down in the last minutes of the match. A great first half was let down by a sloppy second."

This is where you can write up a match report for each team.

"Team 1 played a hard game giving their all only to go down in the last minutes of the match. A great first half was let down by a sloppy second."

Match Details

The match details section is where a summary of the match can be written. You can also enter the attendance size, the weather details for the day and the gate takings for the day.

This table gives an example of what can be entered into each section.

Tab	Field Name	Description	Example

Name			
Match Details	Match Comments	This is where an overview of the game can be inputted.	"Team 1 went down in a very tight affair with Team 2 sealing a 1-0 victory in the final 3 minutes."
Match Details	Attendance	Where the match attendance can be entered.	12,564
Match Details	Gate Taking	The amount of money taken at the gates	$2,790
Match Details	Weather Conditions	The match-day weather conditions can be entered here.	Overcast and Windy

Votes

Votes can be allocated to players who participated in their match here.

1. To allocate votes double-click on the player you wish to give the votes to.
2. In the screen that opens input the number of votes to allocate and click Ok.

Repeat the process for all the other players you wish to receive votes. Once you have allocated all the votes click Ok to exit the screen.

Match Officials

The match official tab allows you to enter edit the match official allocation page through the Sportzware Central - Match Official Allocations creen.

1. To get access to this screen click on the Edit button.

Team Officials

The team officials screen allows you to add or register team officials to teams. You can also allocate the type of official the person is within the team.

1. To add a team official to the team select the Register/Add button.
2. The Team Administration screen will open at the Officials tab.
3. To add a new official click on the Add button. If you wish to edit a pre-existing team official click the Edit button. To remove a current team official click Remove.
4. To register an official that is currently in the system highlight his.her name and click Ok.
5. To add a selected official to a match highlight his/her name and click the Add Selected Officials button.

6. This will assign the official to the match. You can add multiple officials to the match by holding control then highlighting several names before clicking Add Selected Officials.

Add Tribunal Offence

Offences can be added through the Full Match Entry area. This will automatically populate all of the Match Details fields.

1. Open a match
2. Click on the tab of the team with the offending player
3. Ensure the player is entered into the game (use the Register/Add button to move them from left to right)
4. Right click on the player and select ‘Send Off’ or ‘Reported Offence’
5. A new Tribunal Administration screen for that player opens, with the match details already populated.
6. Fill out the details as per steps 5-12 in Add a New Tribunal Appearance/Offence

Sportzware Central - Generate Finals Fixtures

Last Modified on 02/12/2015 10:27 am AEDT

Sportzware Central - Generate Finals Fixtures

Finals are the latter phase of a season where the number of competitors in a competition is usually reduced to playoff for the final positions/awards.

Generate Finals Matches for a Competition

Note: Finals may be fixtured when all games are complete or pre-fixtured at any stage after the original fixture is done. Pre-fixturingenables you to set the venues and times for finals matches in advance.

From the Competitions module click Generate Finals Fixtures.

Select a competition to generate a Finals Fixture for, then click Select.

The finals wizard will then take you through the available options for that competition.

Generate Finals Matches for a Round Robin Competition

Note: Before you generate a finals fixture for a Round Robin competition, you should ensure that you have the correct finals template selected on the Ladder/Points tab in the Competition Details form, in the Competitions module, for the competition you are generating a Finals Fixture for.

1. From the Competitions module select Competition Details.
2. Select the round robin competition that you wish to generate a finals fixture for, then click on the Edit button.
3. From the Tournament tab ensure that the correct finals fixture is selected
4. From the Teams tab, click the View button and select Final Group.
5. Move the teams from the right-hand side across to the left in the order of finals position by doubleclicking them (they should already be listed in this order, 1st from pool A, then first from pool B etc).
6. Click Generate from the fixture options.
7. Finalise the fixture details.

Note: To add match descriptions (eg semi final, grand final etc), edit the Finals Fixture as required from Competitions -> Edit Finals Matches. You can also add round descriptions by right-clicking on a match in that round and selecting 'Enter Round Description' from the 'Select match for editing' screen.

Venue Administration - General

Last Modified on 02/12/2015 10:38 am AEDT

Venue Administration - General

Field Name	Description	Example
ID	System generated identification number that cannot be edited	27
Name	The name of the **Venue**	Blackburn Oval
Abbreviation	Short name, or acronym, to reference the **Venue** by	BO
Contact	The contact person associated with the **Venue**.	Joe Bloggs
Address	Address of the **Venue**	42 Christopher Road
Suburb/Town	Suburb/Town of the **Venue**	Blackburn
State	State of the **Venue**	Victoria
Postcode	Postcode of the **Venue**	3130
Phone	Phone of the **Venue**	03 4783 5432
Facsimile	Fax of the **Venue**	03 4783 5432
Venue Type	Type of the **Venue**	Football oval
Map Number	A map number, giving the location of the ground	53
Map Reference	A map reference for the given map number	E4
Country	The Country that the **Venue** is in	AUSTRALIA
Venue Type	The type of **Venue**	Tribunal **Venue**
Capacity	How many people can fit in to the **Venue**	1000
Days Available	Days that this **Venue** can be used	Saturday, Sunday
Show in Fixture Grid	Shows the **Venue** in the Fixture Grid regardless of whether it has any matches on the day selected	
Night Games	**Venue** is available for night games	
Suit Charging	**Venue** is setup to be able to charge the Public an entry fee (ie Ground is fenced off)	
Car Park Spaces	number of car parking spaces available near the **Venue**	80

Sportzware Central: Fixture Grid

Last Modified on 02/12/2015 11:22 am AEDT

Please note: This article is also relevant to FIBA Organizer.

The SWC Fixture Grid is a handy screen with a range of functions. Some of these functions are listed below:

Allocate Match Officials

Note: to allocate match officials you must first ensure that all individual match officials are added as members in the database and also specified as being match officials in the Membership Details form of their membership administration screen in the membership tab. To allocate teams or clubs as match officials you must tick the Use Teams as Match Officials and Use Clubs as Match Officials boxes in the Preferences window in the Configuration tab.

1. From the Competitions tab click Fixture Grid.
2. Select the date that you wish to allocate match officials to.
3. Select Match Officials from the Allocation drop down menu at the top of the window.
4. Select the date that you wish to assign Match Officials for from the calendar on the left hand side.
5. All the matches will appear for the day in the Fixture Grid. Drag the Match Officials from the left hand side onto the matches that you want to assign them for.
6. Click ok to save the information you have entered or click cancel to close the window without saving.

Print Matches For a Specific day

1. From the Competitions tab click Fixture Grid.
2. Select the date that you wish to view matches for from the calendar on the left hand side.
3. Right-click any of the matches on the Fixture Grid and select Print Fixture Grid.
4. Change the Print Settings to display the report as you wish.
5. Click ok to preview the report.
6. Click the Printer icon at the top of the window to send the Fixture Grid report to the printer.

Export Daily Matches

1. From the Competitions tab click Fixture Grid.
2. Select the date that you wish to export matches for.
3. From the File menu at the top of the screen select Export and then the desired format (Excel, Word, or HTML).
4. The matches will be exported to the selected format where you can make any manual changes you like from there

Resolve clashes

Clashes can also be resolved in the Clash Resolution section of the Competitions tab

1. From the Competitions tab click Fixture Grid.
2. Select the date that you wish to resolve the clashes for.
3. Any clashes that exist in the fixture will appear in pink
4. To resolve the clashes drag the cell into an empty cell in the fixture grid
5. Click apply to apply these changes to the fixture

Sportzware Central: Data Manager - Add Location - Make New Database

Last Modified on 02/12/2015 11:25 am AEDT

Add Location - Make New Database

This function allows you to create a new blank database.

1. From the Data Manager screen, click on File
2. Hover the mouse cursor over Add location and select Make New Database
3. Click on New Folder
4. Enter the name of the new database
5. Click on OK
6. The Edit Location screen will appear, allowing you to change the database name if required. Click on OK.
7. The new database will appear in the Data Manager

Sportzware Central: Reports Maintenance - edit/delete an existing report

Last Modified on 06/10/2016 6:37 pm AEDT

Edit An Existing Report

1. From the configuration module click on Reports Maintenance.
2. Click on Edit to bring up the 'Editing a Report' window for viewing the selected report. A window will be displayed with the properties of this report.

Editing General Report Options

At this screen you can change the title of the report. While there are other fields available to alter we suggest you do not make any other changes because they may affect the quality and accuracy of the report.

1. To change the Report Title click in the Report Title field and type the name that you would like to appear on the report.
2. Click OK to save the change.

Editing Report Parameters

At the Parameters screen you can edit the parameter types the report uses to display information. By adding or removing a parameter you are restricting or allowing the report to show information relevant to that parameter type.

1. To add or remove a Parameter, check or uncheck the Use box next to the 'Field Name'.
2. Once you have made all the parameter changes click on OK.
   Note: It is important to remember custom reports have been built around the mock up provided to SportsTG. Therefore it is advised that you run the report as it has been sent to you first, check to see whether it is correct for what you need, and make changes as necessary afterwards.

Editing Report Sports

Editing report sports allows you to add or remove the sports that can utilise the report. The sport that your association is involved with will probably be the only one in the 'Active Sports' box when you receive the report because it has been built for this particular sport.

1. To add another sport highlight the sport you would like to add in the right-hand box and click Add.
2. To remove a sport from the 'Active Sport' list, highlight the sport in the left-hand box and click the Remove button.

Descriptions of fields are provided in the table below.

Delete A Report

1. From the configuration module click on Reports Maintenance.
2. Select the report you wish to delete by clicking on it once.
3. Click on Delete to delete the selected report.
4. You will be asked if you are sure that you want to delete the report. Click Yes to confirm or No to cancel the delete process.

Sportzware Central: Reports Maintenance - Print/Preview/Export A Report

Last Modified on 02/12/2015 11:35 am AEDT

Print A Report

1. From the configuration module click on Reports Maintenance.
2. Select the report you wish to delete by clicking on it once.
3. Click Print to print the selected report.
4. You may be asked to select some parameters for the report before the report can be generated and then printed.

Preview A Report

1. From the configuration module click on Reports Maintenance.
2. Select the report you wish to delete by clicking on it once.
3. Click Preview to preview the selected report.
4. You may be asked to select some parameters for the report before the report can be generated and displayed in the preview screen.

Export A Report

1. From the configuration module click on Reports Maintenance.
2. Select the report you wish to delete by clicking on it once.
3. Click on Export to export the selected report.
4. You may be asked to select some parameters for the report, followed by the export options for the report.

Sportzware Central: Reports Maintenance - Report Fields

Last Modified on 02/12/2015 11:36 am AEDT

Report Fields

General		
Field Name	**Description**	**Example**
Filename on Disk	The location of the report file. Click the folder icon to edit the location.	16Knockout_O.rpt
Report Title	The title to display on the report when it is run	16 Knockout Tree
Report Name	The name of the report, used internally to identify the report	16 Knockout Tree
Security Level	A security level number to determine which users can access this report.	50
Report Category	Determines under which lists this report will appear.	Competition
Member Report	N/A	N/A
Custom Report	Whether this report is specific to the league.	N/A
Show this report	This report is displayed in the Reports section.	N/A
My Report	This report has been bookmarked by the user and appears on the My Report tab.	N/A
Notes	Notes entered by the user relating to the report.	N/A
Built-in Filters	Shows the SQL code that this report uses to filter what is displayed.	N/A
Report Views	Lists filters that can be applied to the report to view it in different ways.	N/A

Parameters		
Field Name	**Description**	**Example**
Fields depend on the report you are running	Lists fields that the user can filter the report by. Tick the box in the “Use” column next to the field you wish to allow the user to filter the report by this field.	N/A
Parameters Required	Parameters must be selected before the report is generated.	N/A

Sports		
Field Name	**Description**	**Example**
Sports that the report can be used for	Add sports that this report will apply to into the left list	N/A

Export		
Field Name	**Description**	**Example**
Mail Merge Report	Report is used for mail merge documents	N/A

Application Details		
Field Name	**Description**	**Example**
Application Name	Application that the report exports to for merging	Microsoft Word
Master Document Name	Filename of the exported document	AddressListing.doc
Export Report	Report is to be exported by default	N/A

Export Options		
Field Name	**Description**	**Example**
Format	Application that the report exports to	Word for Windows document
Destination	Destination of the Export report	Application (open in application on screen)
File Name	Filename of export report	TeamList.rpt
Character Separator	These settings apply to the format of text exports. In most cases the values here will be left as they already are.	
Character Delimiter		
Lines per page (Paginated Text)		
Use Report Date Format		
Use Report Number Format		
Column Headings (Excel5 Tabular)		

ODBC		
Field Name	**Description**	**Example**
Source	Not currently applicable,reserved for future use.	N/A
User		
Password		
Table Name		

Email		
Field Name	**Description**	**Example**
Recipient(s) separate with semi-colons	Separates recipients in the email with a semi-colon	N/A
Message Subject	Default subject for emails	Email from Box Hill Football League

Exchange		
Field Name	**Description**	**Example**
Profile	If you use an Exchange server, the name of the profile.	N/A
Password	Password for the Exchange server	Folder Default folder to use Outbox

Sportzware Central: Uploader Configuration

Last Modified on 02/12/2015 11:47 am AEDT

Uploader Configuration

The Uploader Configuration area is where you must enter your settings for:

1. Uploading competition data to your website;
2. Synchronising member data with your Online Membership Database; and
3. Synchronising competition information with the Online Results module.

From the Configuration tab, click on Uploader Configuration.

Select the Uploader Profile you wish to enter settings for and click on the Edit button (or simply double-click).

Venues - Officials

Last Modified on 02/12/2015 11:48 am AEDT

You can add officials to this Venue by clicking the **Add** button. When the add button is selected all match officials are selected.

Edit Venue Information

Last Modified on 02/12/2015 11:49 am AEDT

Edit Venue Information

1. From the Competitions tab click on Venues.
2. Locate and select the venue you want to edit (you can use the column header search filter at top of screen if desired).
3. Click on Edit to bring up the Venue Details window for the selected venue.

Sportzware Central - Venues

Last Modified on 02/12/2015 11:49 am AEDT

All matches in a competition draw need to be assigned to venues (courts, fields, ovals, etc). Before adding a new competition and generating a fixture, you should ensure that all venues to be used in the competition have been added to the database.

From the Competitions tab, click on Venues to open the Venue Administration screen, which provides a list of all venues in the database.

Sportzware Central - Add a New Venue

Last Modified on 02/12/2015 11:49 am AEDT

Sportzware Central - Add a New Venue

1. From the Competitions tab click on **Venues**.
2. The Venues Administration window will appear. Click on **Add**.
3. A blank 'Venue Details' window will open. Enter the information you want to record for the Venue. Note: The 'Name' and 'Abbreviation' fields are compulsory.
4. Click on **Ok** to save the information you have entered, or click **cancel** to close the window without saving.

GameDay Sportzware Central/FIBA Organizer - Editing Report Parameters

Last Modified on 18/06/2021 5:13 pm AEST

Editing Report Parameters

At the Parameters screen you can edit the parameter types the report uses to display information. By adding or removing a parameter you are restricting or allowing the report to show information relevant to that parameter type.

1. To add or remove a Parameter, check or uncheck the Use box next to the 'Field Name'.
2. Once you have made all the parameter changes click on OK.

Note: It is important to remember custom reports have been built around the mock up provided to SportsTG. Therefore it is advised that you run the report as it has been sent to you first, check to see whether it is correct for what you need, and make changes as necessary afterwards.

Sportzware Central: Regrading

Last Modified on 02/12/2015 12:04 pm AEDT

Sportzware Central - Regrading

Regrading is the process of moving competitors (teams or individuals) between competitions during a season (after the fixture has been drawn up).

Delete a Team From a Fixtured competition (move out)

1. From the **Competitions module** click **Re-Grading**.
2. Select a **competition** from one of the drop down lists.
3. Select the **team** that you wish to remove from the **competition**, and click the **Move Out** button below the team list to move the team to the **Unallocated Teams box**.

Move a Team From One Fixtured competition to Another

1. From the **Competitions module** click **Re-Grading**.
2. Select **competition** that you want to move the team from in the **left drop down list**.
3. Select **competition** that you want to move the team to in the **right drop down list**.
4. Select the team that you want to move in the left list.
5. Click the **Move Right button** to move the team.

Renumber Team Within a Fixtured Competition

1. From the **Competitions module** click **Re-Grading**.
2. Select a **competition** from one of the drop down lists.
3. Below the **Competition's** Team list, click the **re-number** button.
4. Enter each **Team's** new number in the **left column**.
5. Click **ok** to **save** the new team numbers or **cancel** to close the window without saving.

Redraw a Fixtured

1. From the **Competitions module** click **Re-Grading**.
2. Select the **competition** from one of the drop down lists that you wish to redraw.
3. Below the Competition's Team list, click the redraw button.
4. Enter the **new fixture detail**s and click **generate**.
5. The new fixture will be displayed.

Insert A Team into a Fixtured Competition

1. From the **Competitions module** click **Re-Grading**.
2. Select a **competition** from one of the drop down lists.
3. Select a team from the Unallocated Teams list at the bottom of the window.
4. Click the **Move In** button below the **competition** team list.

Insert A New Team into a Fixtured Competition

1. From the **Competitions module** click **Re-Grading**.
2. Select a **competition** from one of the drop down lists.
3. Click on the New Team button.
4. Enter in the **details** of the **new team** and click on the **ok** button.

Sportzware Central: Import a Competition from an Excel Spreadsheet

Last Modified on 02/12/2015 12:08 pm AEDT

Import a Competition from an Excel Spreadsheet

Associations are able to import competitions into Sportzware Central using data in an Excel spreadsheet, rather than create the competition fixture by the normal means through the SWC competition fixture wizard.

Please note: Only Normal competitions can be imported from an Excel spreadsheet. Round Robin and Knockout competitions cannot be imported.

The first step is to create the fixture import file in Excel:

Make a Fixture Import File

1. From the Navigation Centre, click on the Daily Admin tab
2. Right click on any competition.
3. Click on Create Fixture Export > Excel.
4. The competition fixture will open in an Excel Spreadsheet. Save the file in a suitable location in your computer's directory.
5. If you wish to create a brand new competition in Excel to import into SWC, open the Excel file you have just saved, select all of the fixture data and delete it. Now enter the desired fixture data into the spreadsheet and save it.
6. Do not change the column headers or their order. This will prevent the fixture from being imported correctly.
   Note: Ensure that game times are included in the import file. The competition can not be imported into SWC unless times are present.

Import the Competition

1. From the Navigation Centre, click on Import from the top menu and select Fixture from Excel.
2. Click on Select Import File. Browse for the Excel spreadsheet import file you created (by following the steps above under 'Make a Fixture Import File) and click on Open.
3. A preview will be shown. Make sure that the data in the columns matches the headings.
4. Click on Import.
5. A message may appear that says: 'There is no competition called (comp name) in the database. Would you like to create a new competition of this name?' Click on Yes.

6. A message will appear that says: 'Fixture import data has been verified. Do you wish to proceed with the import of (xx number of) games?' Click on Yes.
7. The fixture will appear in the Edit Fixture screen. You can select any match and edit its details if needed.
8. Go back to the Navigation Centre > Competition > Competition Details.
9. Select and edit the new competition > Ladder/Points.
10. Select a statistics profile by clicking on Activate this stats Profile.
11. Double-check all the competition details before using the new competition.

Sportzware Central: User Administration

Last Modified on 02/12/2015 12:30 pm AEDT

Add a New User

1. From the Configuration tab click on User Administration.
2. Click on Add to add a new user profile and bring up the User Administration window.
3. Enter the details that you want to associate with this profile.
4. Click Ok to save the security level, or click Cancel to close the window without saving the user.

Edit an Existing User

1. From the configuration module click on User Administration.
2. Select the user that you wish to edit.
3. Click Edit to edit the user you have selected.
4. Enter the details that you want to associate with this profile.
5. Click Ok to save the user, or click Cancel to close the window without saving.

Delete a User

1. From the configuration module click on User Administration.
2. Select the user that you wish to delete.
3. Click on Delete to delete the selected profile.
4. You will be asked if you are sure that you want to delete the user, click on Yes to confirm or No to cancel.

User Fields

User Fields		
Field Name	**Description**	**Example**
User ID	Username for the user	Admin
Description	Description of the user	System Administrator
Level	The security level that describes this users privileges.	80
Password	User's password to login with	footy

Sportzware Central: Security Levels

Last Modified on 02/12/2015 12:34 pm AEDT

Add A Security Level

1. From the configuration module click on Security Levels
2. Click on Add to add a new security level
3. Enter the level of access (a number between 1 and 100)
4. Tick all the areas this Security Level is entitled access to (Fields are described below)
5. Click Ok to save the security level, or click Cancel to close the window without saving the security level

Edit An Existing Security Level

1. From the configuration module click on Security Levels
2. Select the Security Level that you wish to edit
3. Click Edit to edit the selected security level
4. Enter any details that you wish to record for this security level (Fields are described below)
5. Click Ok to save the security level, or click Cancel to close the window without saving the security level

Delete A Security Level

1. From the configuration module click on Security Levels
2. Click on Delete to delete the selected security level
3. You will be asked if you are sure you want to delete the Security Level. Click Yes to confirm or No to cancel

Security Level Fields

General	
Field Name	**Description**
Level	A number to identify this security level. Generally the higher this level the more privileges associated with it.
Description	A description of the level.
Add	Security level can add new records to the data they are entitled to view
Edit	Security Level can edit records of the date they are entitled to view
Delete	Security Level can delete records that they are entitled to view
Members	Security Level can view Members

Clearances	Security Level can view Clearances
Leagues	Security Level can view Leagues
Competitions	Security Level can view Competitions
Clubs	Security Level can view Clubs
Teams	Security Level can view Teams
Voting	Security Level can view Votes
Fixtures	Security Level can view Fixtures
Results	Security Level can view Results
Finals	Security Level can view Finals
Ladders	Security Level can view Ladders
Grounds	Security Level can view Venues
Voting Systems	Security Level can view Voting Systems
Finals Systems	Security Level can view Finals Systems
Grades	Security Level can view Grades
Competition Types	Security Level can view Competition Types
Associations	Security Level can view Leagues
Sponsors	Security Level can view Sponsors
Custom Fixtures	Security Level can view Custom Fixtures
Regrading	Security Level can view Regrading
Player Stats	Security Level can view Player Stats
Configuration	Security Level can view Configuration
Reports	Security Level can view Reports
Archives	Security Level can view Archives
Exception Dates	Security Level can view Exception Dates
Batch Processing	Security Level can view Batch Processing
Zones	Security Level can view Zones
Tribunals	Security Level can view Tribunals
Seasons	Security Level can view Seasons
Sports	Security Level can view Sports
Security	Security Level can view Security
Membership Types	Security Level can view Membership Types
Upload	Security Level can Upload
Export	Security Level can Export
Email	Security Level can Email

Sportzware Central: Data Manager - Workstation Settings - Backup

Last Modified on 02/12/2015 12:36 pm AEDT

Workstation Settings - Backup

Your Backup options allow you to specify the location of the Backup Path and the default data folder. The default file is where all new databases are added.

It is unlikely that you will need to change either of these settings. The option to remove player photos when emailing the database should only be used after a backup has been done.

Sportzware Central: Data Manager - Backup/Restore/Compact

Last Modified on 02/12/2015 12:41 pm AEDT

Backup/Restore/Compact

1. From the Data Manager, single click on a database to select it
2. Click on File and select Backup/Restore/Compact

Backup

Performs a backup of the selected database to a specified destination. It is recommended that you also save a copy of your backup files to a network or external hard drive, zip drive, or other backup location. The current selected location displays where the database you are about to back-up is coming from.

Restore

Restores a back-up of your data over the dataset that is currently selected. As a default, Sportzware will name your backup file with the date of the backup. A filename such as, SWC-29-8-2009(MyDatabase).zip for instance, would indicate a backup done on the 29th of August, 2009. If a backup, via restore, was attempted on the same day a (1) would be appended to the filename on the first occasion, a (2) on the second and so on. If you choose Restore, another dialogue box will open that will allow you to specify the backup file to Restore. If you simply press Restore it chooses the latest backup file, or alternatively you can select the backup file you want restored and then click Restore.

Compact

The Compact option backups then restores the database, by doing so it cleans up and rebuilds the database thus reducing its size showing the before and after size. It is recommended that you compact every 1 to 2 months.

Sportzware Central: Data Manager - Check/Repair Database

Last Modified on 02/12/2015 12:42 pm AEDT

The Check/Repair utility provides the ability to check and repair database tables.

1. From the Data Manager, single click on a database to select it
2. Click on File and select Check/Repair Database

If there are no errors you will receive the following notification: Validation seems to indicate that your database is healthy.

If you have received an index error, it will usually carry with it the name of the offending table.

Sportzware Central: Data Manager - Remove Location

Last Modified on 02/12/2015 12:45 pm AEDT

Remove Location

This function will remove the selected dataset from the Data Manager. It will not delete the dataset; merely remove it from the Data Manager. You can load the dataset again by using the Add Location function - Load Existing Database (or Back up File) or Make New Database to return a dataset to the Data Manager. If you wish to physically remove the data from the computer, you will need to do this through your file management program (eg. Windows Explorer).

1. From the Data Manager screen, click on File
2. Select Remove Location
3. A confirmation screen will ask whether you wish to proceed in removing the dataset from the Data Manager. Click on Yes to proceed or No to cancel.

Sportzware Central: Data Manager - Language

Last Modified on 02/12/2015 12:46 pm AEDT

Data Manager - Language

1. From the Data Manager screen, click on File
2. Select Language
3. Select from:

- English
- Spanish
- French

Sportzware Central: Reports

Last Modified on 02/12/2015 12:54 pm AEDT

Reports

The Reports are the output of information that is used to summarise certain aspects of the information in the database. Some common reports include fixtures/schedules, scoresheets, match summary reports etc.

Preview a Report

1. Click on the Reports button located on the right-hand side of the Navigation Centre to bring up the Reports module.

2. Scan through the tabs at the top of the window to find the report you would like to preview.

3. Click on Preview to display a report's content on the screen.

Print a Report

1. Click on the Reports button located on the right-hand side of the Navigation Centre to bring up the Reports module.

2. Scan through the tabs at the top of the window to find the report you would like to print.

3. Click on Print to send the report straight to the Printer

Export a Report

Exporting sends information from Sportzware Central to a different program in a format specific to that program, eg. Microsoft Word, Excel etc. This is typically done when the user wishes to make formatting changes to the information before printing.

1. Click on the Reports button located on the right-hand side of the Navigation Centre to bring up the Reports module.

2. Scan through the tabs at the top of the window to find the report you would like to preview.

3. Click on Export to bring up the export options for the chosen report.

4. After choosing the parameters for your report you will need to choose a format and a destination for the report. 'Format' refers to the type of application you wish to view the report in. 'Destination' refers to the program you wish to send it to.

Sportzware Central: Logon Failed Details: Database Vendor Code: -904

Last Modified on 02/12/2015 1:58 pm AEDT

Please note that this article also applies to FIBA Organizer

What is this the problem?

This error message occurs when the program is looking at an old version of the gds32.dll file on your computer

The Solution

1. Make sure Sportzware Central (or FIBA Organizer for basketball) is closed.
2. Go to c:\program files\firebird\firebird_2_1\bin. You should find a file called gds32.dll
3. Copy this file and paste it into C:\Program Files\Sportzware\Central*
4. In the C:\Program Files\Sportzware\Central folder you will find a file called Firebird_2_1_Setup.exe
5. Run this and click next all the way through the wizard to reinstall this program.
6. Restart the computer then open up Sportzware Central. You should now have no trouble running reports.
   *If you are using FIBA Organizer substitute C:\Program Files\Sportzware\ with C:\Program Files\Fiba\Fiba Organizer\

Sportzware Central: Windows XP Service Pack 2 error

Last Modified on 02/12/2015 2:02 pm AEDT

Please note that this article also applies to FIBA Organizer.

Problem

You are running Windows XP with Service Pack 2 and get this error:

Connection failed, please check location details. The error message was Unable to complete network request to host server. Failed to establish a network connection. Unknown Win32 error 10060.

Solution

The Windows XP Service Pack 2 installs a new security centre into your Control Panel which comes with a Firewall. When this Firewall is turned on you will most likely find that Sportzware Central will no longer work in a network environment.

The following information applies only to users of Sportzware Central who are operating in a network environment, have Windows XP as their operating system and have Service Pack II installed. After installing Windows XP Service Pack II on the server machine, users on client machines may experience difficulties with connecting. As part of the Service Pack you will now find in your control panel an icon titled Security Centre. This checks to ensure that you have a virus scanning program installed on your computer and also controls and turns on the Windows XP Firewall by default. The cause of the problem experienced by the client machines, is that the firewall is now preventing successful connections to the Firebird Database. In order to overcome this problem, the following is recommended:

1. Click on the ‘Start’ menu icon at the bottom left corner of your screen
2. Select ‘Control Panel’
3. Click on the icon titled ‘Security Centre’

   if you are in ‘Category View’ or if you are in ‘Classic View’ double click on the ‘Security Center’ icon.
4. Click on the ‘Windows Firewall’ icon
5. Click on the ‘Exceptions’ tab
6. Click on ‘Add Port’
7. Enter the name as ‘gds_db’
8. Enter port as ‘3050’

9. Select ‘TCP’ as the protocol

10. Click on the ‘OK’ button

When you now attempt to connect from the client machine to the server you should experience no difficulties.v

Sportzware Central: LiveStats Synchronisation

Last Modified on 06/10/2016 6:41 pm AEDT

Please note that this article also applies to FIBA Organizer. Enter your Sync codes

1. From the Navigation Centre click Upload to Web

2. Select LiveStats Synchronisation

3. Click Setup

4. Ensure that the Active Profile box is ticked

5. Enter your username and password as supplied by SportsTG

6. Set the Days to Upload field. 7 days is a good figure here, unless your LiveStats syncs are taking too long due to a large number of games. If this is the case, reduce it.

TIP: Change the Days to Upload field to a large number (ie 200) for your first sync of the season. This will upload all season games to the 'Live Games' page.   Perform a LiveStats Synchronisation

1. From the Navigation Centre click Upload to Web

2. Select LiveStats Synchronisation

3. Click Synchronise

Sportzware Central: Rebuilding Ladders/Standings

Last Modified on 02/12/2015 2:05 pm AEDT

Rebuilding Ladders is a simple process that should be done at least once a week to ensure that all of your ladders/standings are accurate.

1. From Daily Admin, Select Ladders (Standings for FIBA Organizer)

2. Click Build All

Sportzware Central: Membership Synchronisation

Last Modified on 06/10/2016 6:34 pm AEDT

Please note that this article also applies to FIBA Organizer.

Enter your Sync codes

1. From the Navigation Centre click Upload to Web

2. Select Membership Synchronisation

3. Click Setup

4. Ensure that the Active Profile box is ticked

5. Enter your username and password as supplied by SportsTG

Perform a Membership Synchronisation

1. From the Navigation Centre click Upload to Web

2. Select Membership Synchronisation

3. Click Synchronise

2016 Basketball Network Training Schedule

Last Modified on 05/07/2018 11:09 am AEST

Click here to sign up for a Course.

For more information on each course, check out the following PDF - 2016 Basketball Network Courses Explained.pdf

Tuesday, 17 May 2016 10:00am - 3:30pm Registration & Membership Management - Basic

Bankstown Basketball Stadium, Condell Park NSW

Wednesday, 18 May 2016 9:30am - 3:00pm Competition Management - Advanced
Bankstown Basketball Stadium, Condell Park NSW

Monday, 6 June 2016 10:00am - 3:30pm Registration & Membership Management - Basic
SportsTG HWT Tower, Level 9, 40 City Rd, Southbank VIC

Tuesday, 7 June 2016 10:00am - 3:30pm Competition Management - Basic
SportsTG HWT Tower, Level 9, 40 City Rd, Southbank VIC

Tuesday, 7 June 2016 3:00pm - 4:00pm Stadium Scoring - Getting Started
Webinar

Tuesday, 5 July 2016 3:00pm - 4:00pm Stadium Scoring - Getting Started
Webinar

Tuesday, 19 July 2016 10:00am - 3:30pm Registration & Membership Management - Advanced
SportsTG HWT Tower, Level 9, 40 City Rd, Southbank VIC - FULL

Wednesday, 20 July 2016 10:00am - 3:30pm Competition Management - Advanced
SportsTG HWT Tower, Level 9, 40 City Rd, Southbank VIC

Tuesday, 2 August 2016 3:00pm - 4:00pm Stadium Scoring - Getting Started
Webinar

Saturday, 6 August 2016 10:00am - 3:30pm Registration & Membership Management - Basic
SporstsTG HWT Tower, Level 9, 40 City Rd, Southbank VIC

Sunday, 7 August 2016 10:00am - 3.30pm Competition Management - Basic
SportsTG HWT Tower, Level 9, 40 City Rd, Southbank VIC

Tuesday, 6 September 2016 3:00pm - 4:00pm Stadium Scoring - Getting Started
Webinar

Friday, 16 September 2016 10:00am - 3:30pm Registration & Membership Management - Advanced
Bendat Basketball Centre, 201 Underwood Ave, Floreat WA

Saturday, 17 September 2016 10:00am - 3:30pm Registration & Membership Management - Basic
Bendat Basketball Centre, 201 Underwood Ave, Floreat WA

Sunday, 18 September 2016 10:00am - 3:30pm Competition Management - Basic
Bendat Basketball Centre, 201 Underwood Ave, Floreat WA

Monday, 19 September 2016 10:00am - 3:30pm Competition Management - Advanced

Bendat Basketball Centre, 201 Underwood Ave, Floreat WA

Tuesday, 4 October 2016 3:00pm - 4:00pm Stadium Scoring - Getting Started
Webinar

Tuesday, 8 November 2016 3:00pm - 4:00pm Stadium Scoring - Getting Started
Webinar

Tuesday, 5 July 2016 3:00pm - 4:00pm Websites - Getting Started
Webinar

Tuesday, 2 August 2016 3:00pm - 4:00pm Websites - Getting Started
Webinar

Tuesday, 6 September 2016 3:00pm - 4:00pm Websites - Getting Started
Webinar

Tuesday, 4 October 2016 3:00pm - 4:00pm Websites - Getting Started
Webinar

Tuesday, 8 November 2016 3:00pm - 4:00pm Websites - Getting Started
Webinar

Registrations Starter Guide

Last Modified on 16/01/2018 8:00 am AEDT

NZRL - Starter Guide

Please follow these steps to ensure your Club/Association is ready to take Registrations and Payments.

1. Passport

You are required to have a Passport to access your Association/Clubs Database. If you do not have a Passport click here for information on how to create a Passport – once you have created a Passport please contact Ani Cherrington at NZRL for access to your Association/Club.

2. Payment Configuration.

To accept registrations online you need to apply to become a SportsTG Sub-Merchant. Before starting the payments application, ensure you have the information below to get started. Click here for more information on your payment application.

- Legal Trading Name of Association/Club
- Street Address / Contact Details (cannot be a PO BOX)
- Is your organisation incorporated? If you answered yes an equivalent of an New Zealand Company Number/New Zealand Registered business number must be supplied
- Contact Name, phone and email of two committee members
- Electronic copy of club's bank statement showing Account Number
- Registration Fee/s

Complete the Payments Application. Please note the important fields noted below whilst completing the Payment Application.

BSB and Account Number: Enter the first six digits of your bank account in the BSB area and the remaining in the account number.

Processing Fee Model: SportsTG recommend to all Associations/Clubs to select an Inclusive Processing Fee

Model. If you require more information please contact SportsTG Payments Team.

When completed, ensure you agree to the terms and conditions.

Your payment application has now been passed onto SportsTG. The payments application usually takes between 3-5 days to be processed. Please contact us to have this payments application “Fast Tracked”.

3. Creating Products

Products will need to be created and added to your registration from. Please click here for more information.

4. Accessing Registration Forms

Please click here for information on accessing registration forms.

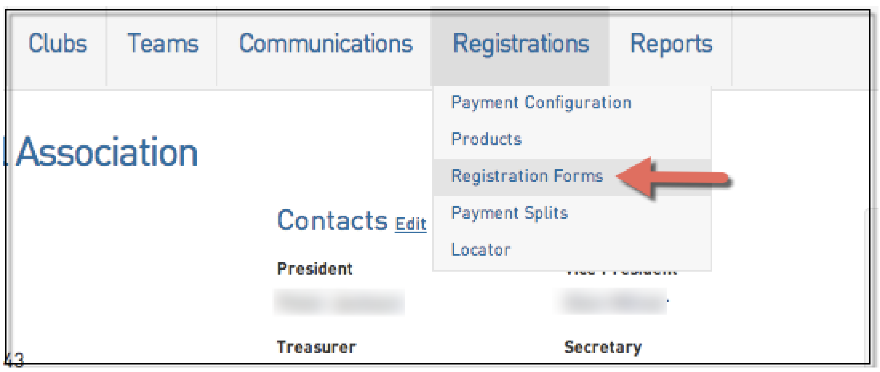
Accessing Registration Forms

Last Modified on 16/01/2018 8:01 am AEDT

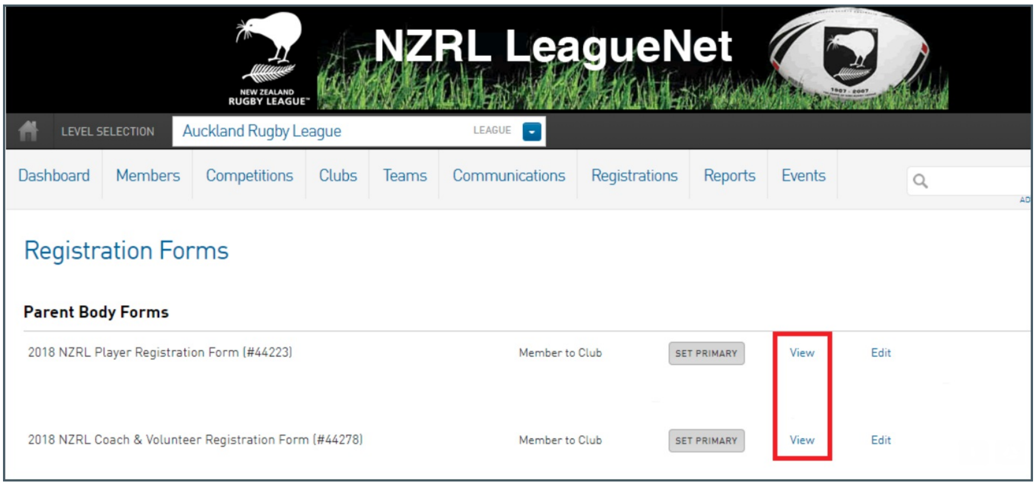
This will guide administrators through the process of accessing Registration Forms so they can notify their members know they are open for registrations.

1. Select Registrations from the top navigation bar and click on Registration Forms, there are two National NZRL Registration Forms which appear these are listed below:

- 2018 NZRL Player Registration Form
- 2018 NZRL Coach & Volunteer Registration Form



2. Select view next to the registration form you wish to access as shown below.



3. The registration form will now open in a new window/tab, the url (link) at the top of the page as shown below is unique to your club - simply copy this link.

To copy the link, ensure the whole line is selected. Using your keyboard, hold down the Ctrl Key and letter C at the same time. This will ensure that the link has been copied.

Now that you have copied the URL (link) that is unique to your club, you need to paste it somewhere for your members to access it. Then, you can notify your members you are open for Registrations. Why not post this link on your clubs Facebook Page, create a news story on your website, use the Registration Form widget available on all standard LeagueNet websites or even send a message out via communicator?

How to apply for a merchant

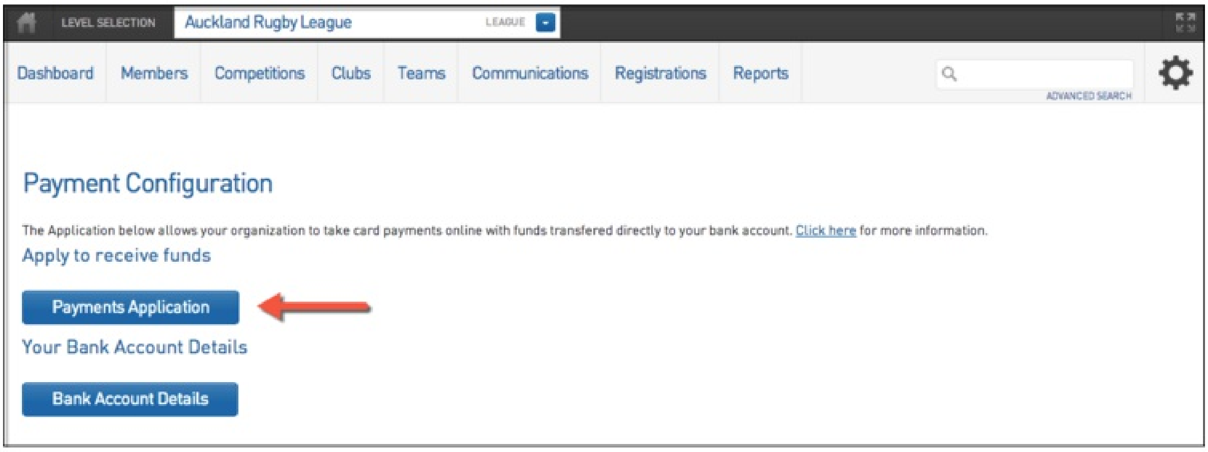
Last Modified on 18/06/2021 5:19 pm AEST

This step-by-step guide will help new users through the process of signing up to become a GameDay Sub-merchant, which also forms part of the process to access the online member database and functionality. It‟s specifically designed for GameDay users, and includes some advice on how to fill in the different sections of the sign-up form, and while these are generally correct for sporting Clubs and Associations, they should be read in conjunction with your organisation's individual requirements.

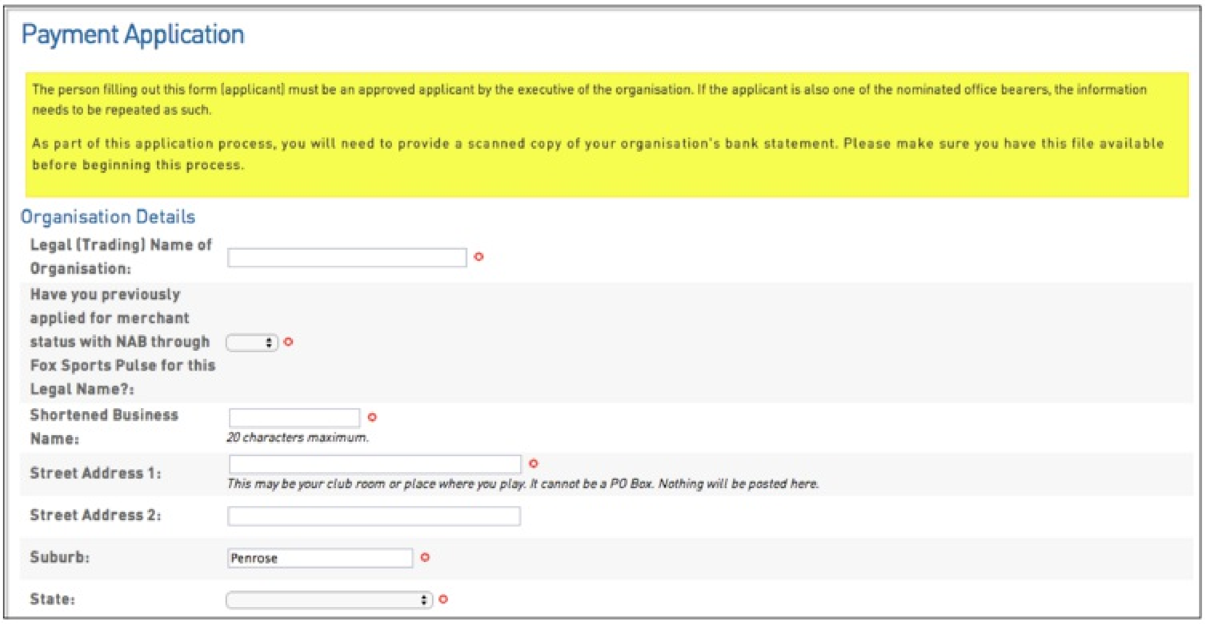
When you sign up as a GameDay Sub-merchant, you are able to receive payments via the GameDay Registrations system:

1. Click "Registrations" in the top menu bar and then click "Payment Configuration"

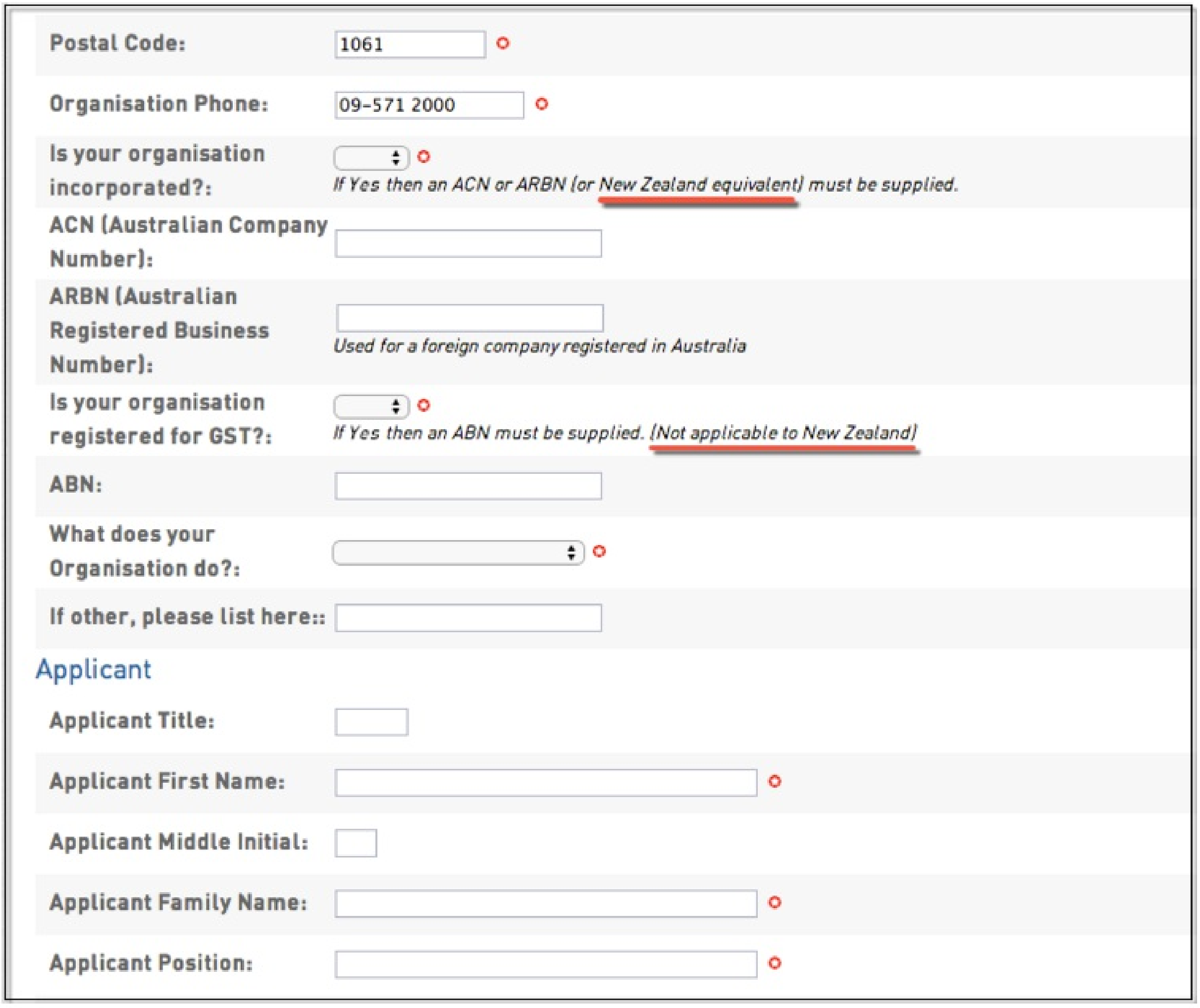
2. Once on the Payment Configuration page - please click 'Payment Application'.



3. Fill out all mandatory fields within the application.



Please Note: If you have a business number in NZ, please enter it in the ARBN box.



Postal Code:	1061
Organisation Phone:	09-571 2000
Is your organisation incorporated?:	*If Yes then an ACN or ARBN (or New Zealand equivalent) must be supplied.*
ACN (Australian Company Number):	
ARBN (Australian Registered Business Number):	*Used for a foreign company registered in Australia*
Is your organisation registered for GST?:	*If Yes then an ABN must be supplied. (Not applicable to New Zealand)*
ABN:	
What does your Organisation do?:	
If other, please list here::	

Applicant

Applicant Title:	
Applicant First Name:	
Applicant Middle Initial:	
Applicant Family Name:	
Applicant Position:	

4. Ensure that there is at least one Office Bearer's details filled in.

Office Bearer 1

First Name:	
Family Name:	
Position:	Chairman
Phone:	
Email:	

Office Bearer 2

First Name:	
Family Name:	
Position:	President
Phone:	
Email:	

Transactional Information

Note: The following information is required by the bank to assess risk.

How many members does your organisation have?:

What is your average registration fee?:

What is your organisation's total annual income?:

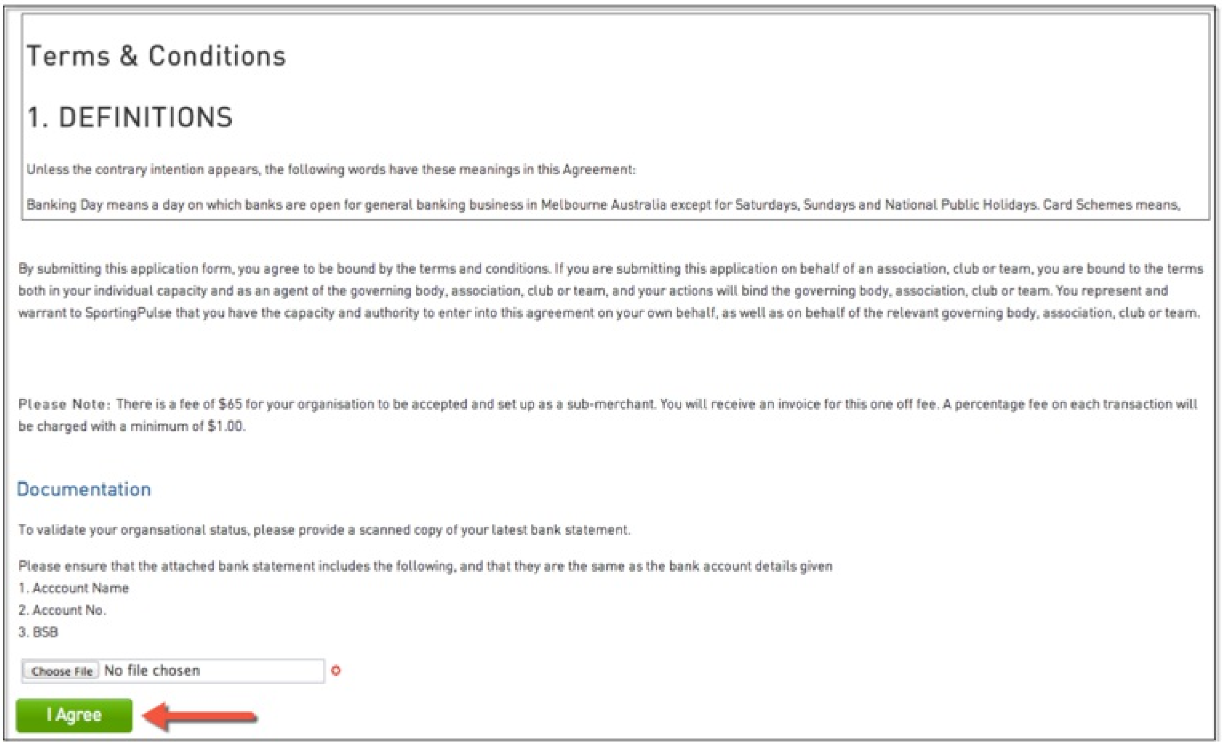
How much revenue do you anticipate will go

Bank Account Details:
BSB : *No Spaces*
Account Number : *No Spaces*
Account Name :

Note: New Zealand customers should enter first 6 digits in bsb box and remaining numbers in account number box.

Other Details

Credit Card Descriptor:		*Note: This is the Descriptor that payees will see on their Credit Card statement. It will begin with . The field has maximum 22 characters, of which 21 is allowed for your custom Descriptor*
Accounts Email:		*Note: This is where your invoices will be sent.*
Processing fee model:	Inclusive Model The Inclusive model method means that the processing fee is included within your pricing, therefore you need to calculate the price of your products to include the processing fee. If your products value is below the threshold a 'processing fee' may be added. The User Pays method means that the processing fee is displayed to the person making the payment, and it is included "on top" of the total. Click here for more detail	
Promotional Code:		*Note: If you have a promotional code, please enter it here.*
Parent Body Merchant Code:		*Please fill in the following two fields only if you have been provided a merchant code by your parent body.*
Parent Body Merchant Name:		



Terms & Conditions

1. DEFINITIONS

Unless the contrary intention appears, the following words have these meanings in this Agreement:

Banking Day means a day on which banks are open for general banking business in Melbourne Australia except for Saturdays, Sundays and National Public Holidays. Card Schemes means,

By submitting this application form, you agree to be bound by the terms and conditions. If you are submitting this application on behalf of an association, club or team, you are bound to the terms both in your individual capacity and as an agent of the governing body, association, club or team, and your actions will bind the governing body, association, club or team. You represent and warrant to SportingPulse that you have the capacity and authority to enter into this agreement on your own behalf, as well as on behalf of the relevant governing body, association, club or team.

Please Note: There is a fee of $65 for your organisation to be accepted and set up as a sub-merchant. You will receive an invoice for this one off fee. A percentage fee on each transaction will be charged with a minimum of $1.00.

Documentation

To validate your organsational status, please provide a scanned copy of your latest bank statement.

Please ensure that the attached bank statement includes the following, and that they are the same as the bank account details given
1. Acccount Name
2. Account No.
3. BSB

Choose File No file chosen

I Agree

5. Your details will now be passed onto GameDay and you will be notified once your Sub-merchant set-up has been approved. Once approved, you will have the ability to start receiving payments.

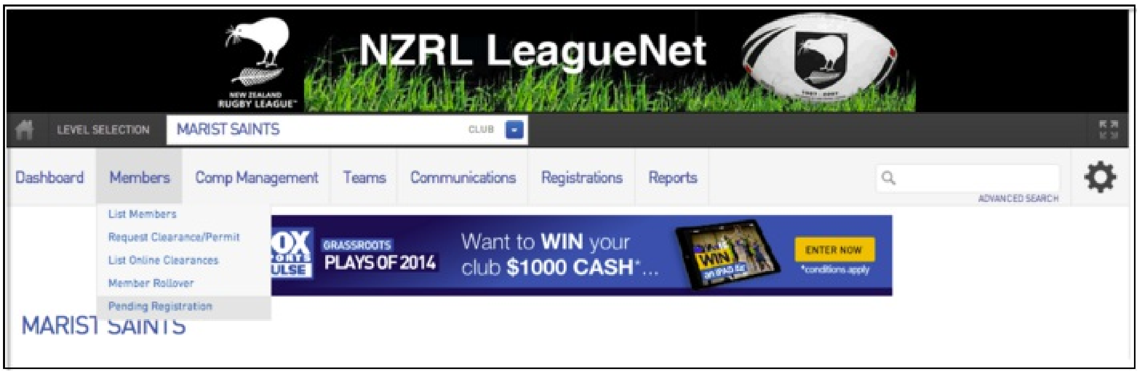
Pending Registrations

Last Modified on 16/01/2018 7:57 am AEDT

Pending Registrations - Approving/Denying

All participants that register as New (I am registering to this club for the first time) appear in the club as a pending registration. Depending on the Districts (associations) permission settings pending registrations may be able to be approved by clubs or may be required to be approved by the Districts.

Navigate to the club to approve the pending registration (Districts/Associations only) - from the top navigation bar select Members then Pending Registration



All participants that are involved in pending registrations will now be displayed in the grid as shown below depending on the filters that have been applied

In the Approve Registration column you can now Approve or Reject the registration from the drop down list as shown above, once you have selected an option click in another field in the grid - the column will change green when your selection has been saved.

An email will be sent to participants once their registration has been Approved or Denied.

All members involved in Pending Registrations, Registrations that have been approved or rejected can be reported on under the Pending Registration Report that is available under Reports Manager. Another support article details the parameters to select for Pending Registrations.

Events and Accreditations

Last Modified on 16/01/2018 7:57 am AEDT

The Events functionality allows an organisation to create an Event and allow members to register and pay for this specific Event.

Events are being used by the NZRL to manage all registrations for courses, but can also be used by clubs and districts.

The Events functionality works very similar to the way the current online registrations & payments functionality in that users create a Member to Event Registration form and add the appropriate products, create the Event and link the registration form to the Event.

Step by Step details of creating an Event using the Events Functionality is outlined below:

1. Create an Event Product

2. Create an Event and viewing the Event Registration Form

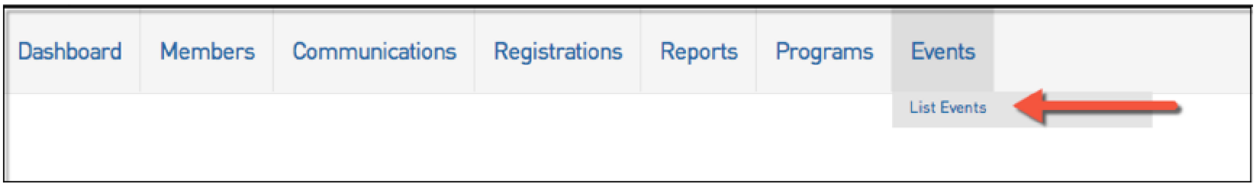
3. Viewing and Managing Event Participants

Viewing Event Registrations and Viewing Participants

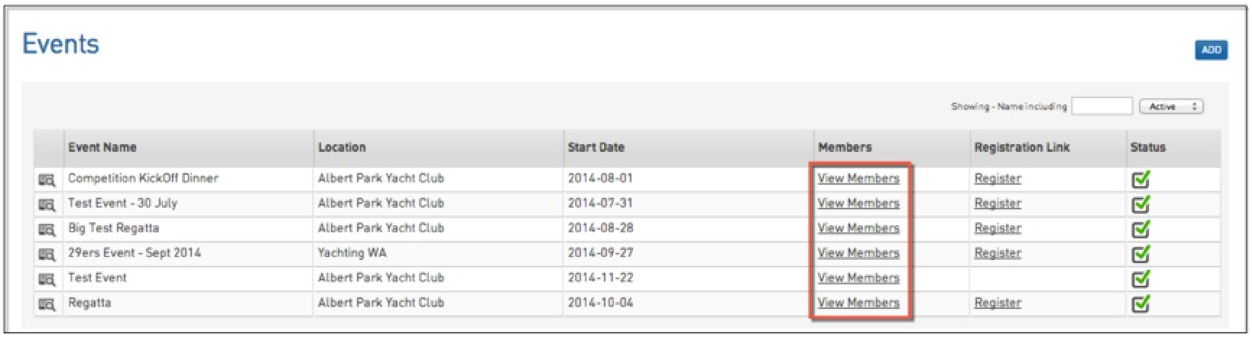
Last Modified on 16/01/2018 7:58 am AEDT

To view members who have registered in to a specific event, follow these simple steps.

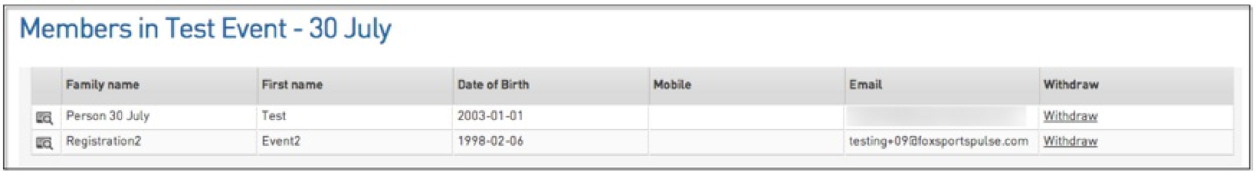
1. From your dashboard, hover over Events and click 'List Events'.



2. From the Events page, click 'View Members' next to the Event you wish to view.



3. The next page will display the members within that Event. Members can be withdrawn by clicking on the 'Withdrawn' button.

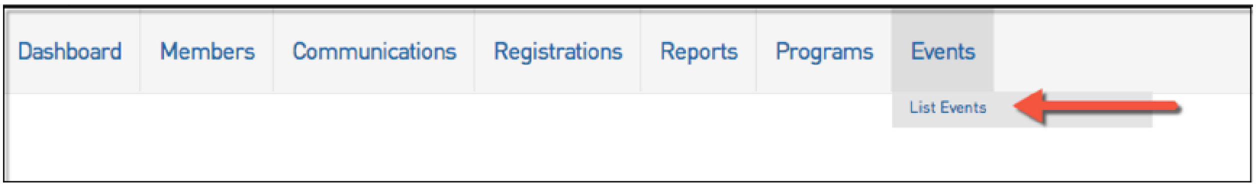


Creating an Event and Viewing the Event Registration Form

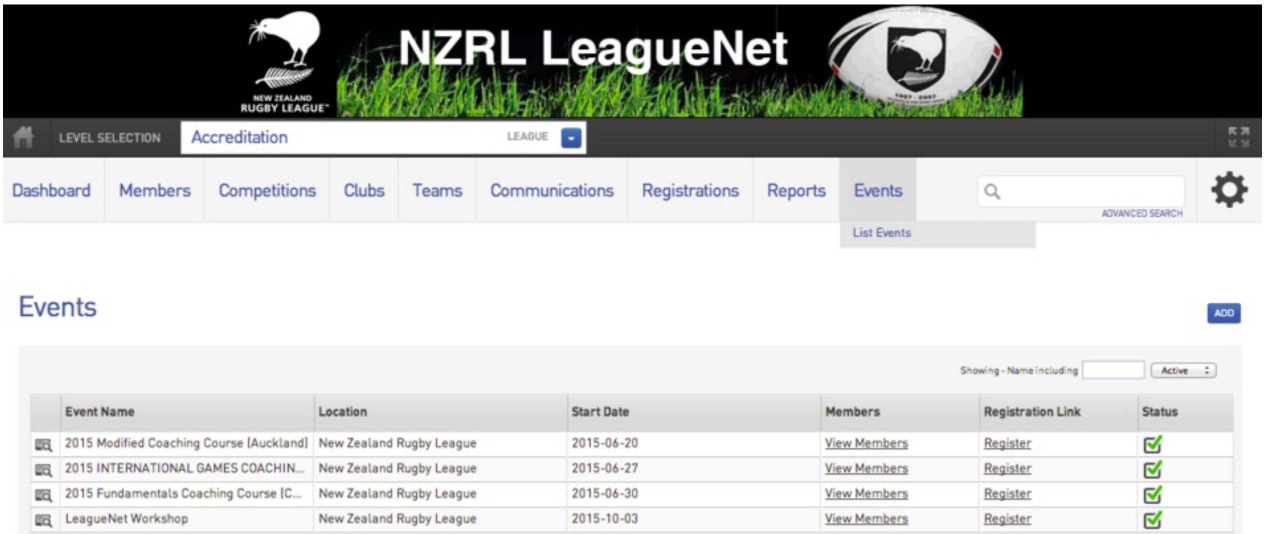
Last Modified on 16/01/2018 7:58 am AEDT

To create an Event, please follow these simple steps.

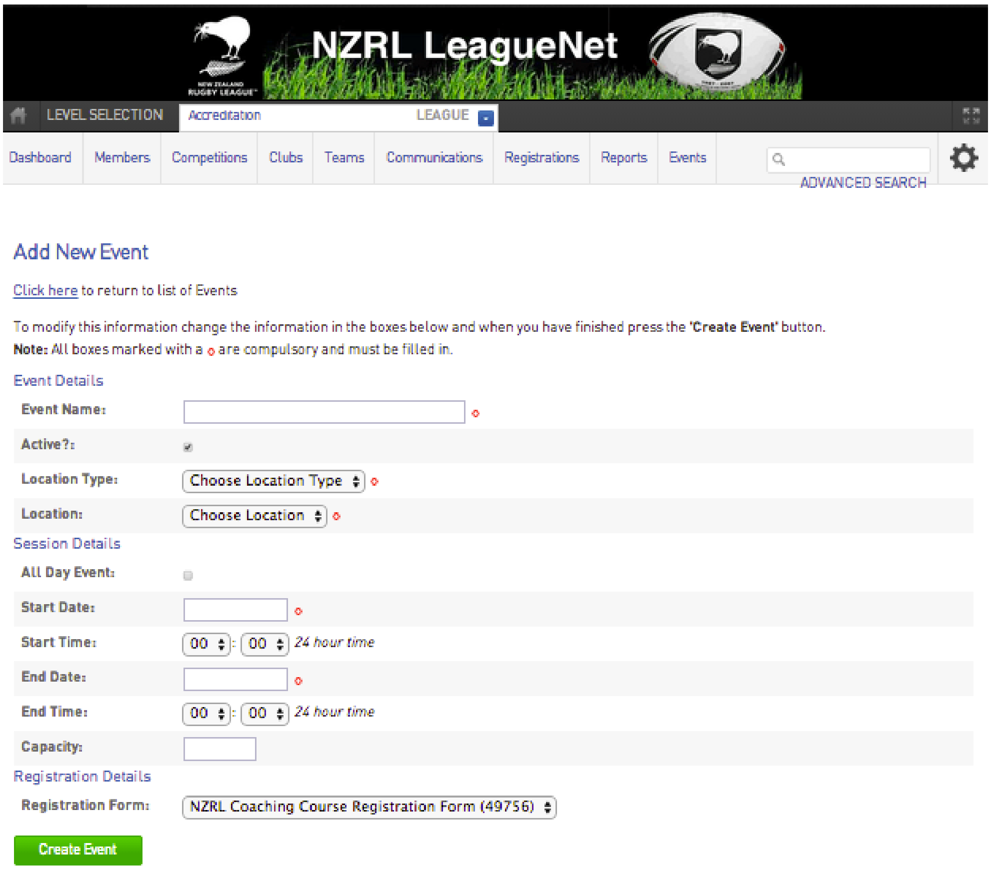
1. From your dashboard, hover over Events and select 'List Events'.



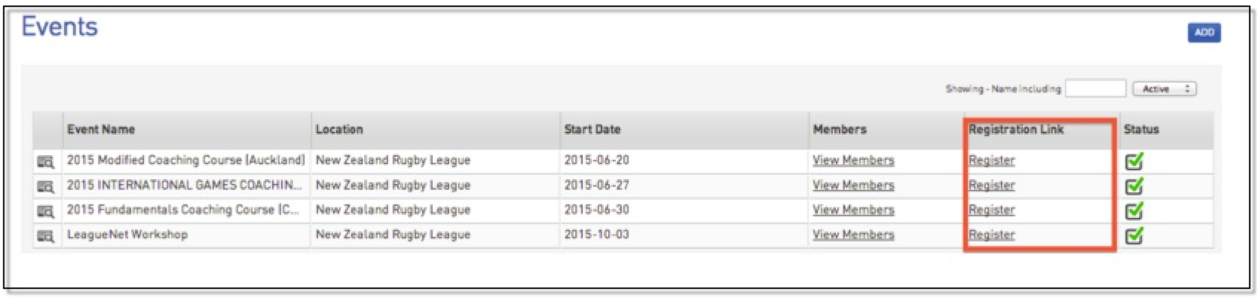
2. All events will now be displayed, select the Add Icon to add a new event



3. Enter relevant details about the Event as shown below and select Create Event



4. Once the event has been created you will be returned to the list of all current events as per the below screenshot. Select the Register icon next to the relevant event - this is the registration form that will need to be advertised on your website etc for participants to register to the event.

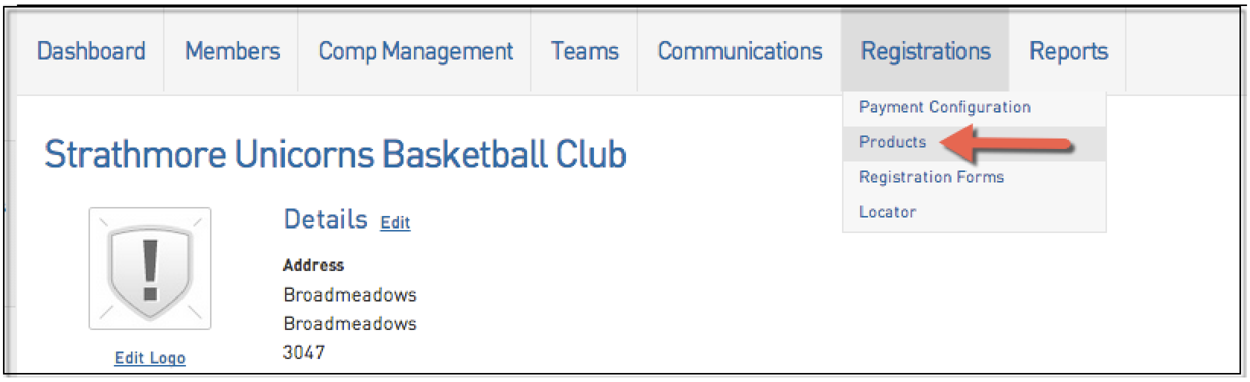


Event Name	Location	Start Date	Members	Registration Link	Status
2015 Modified Coaching Course (Auckland)	New Zealand Rugby League	2015-06-20	View Members	Register	
2015 INTERNATIONAL GAMES COACHIN...	New Zealand Rugby League	2015-06-27	View Members	Register	
2015 Fundamentals Coaching Course (C...	New Zealand Rugby League	2015-06-30	View Members	Register	
LeagueNet Workshop	New Zealand Rugby League	2015-10-03	View Members	Register	

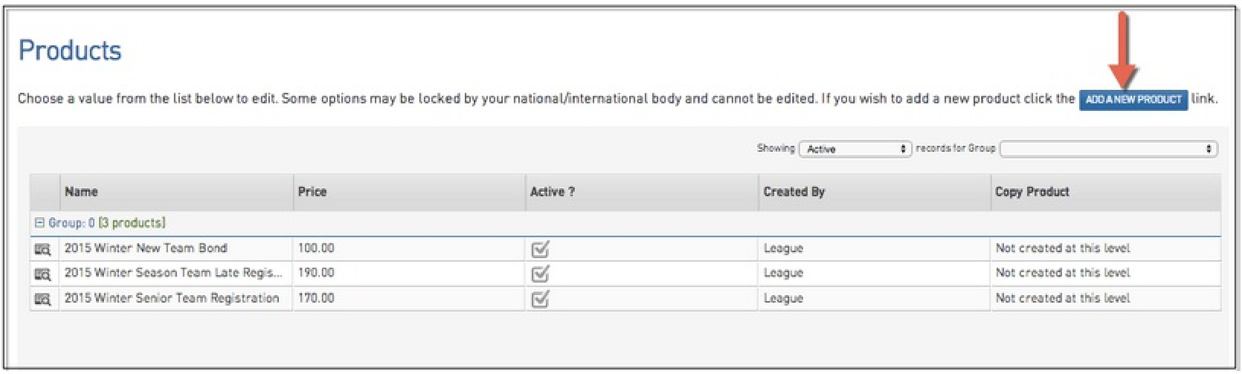
Creating an Event Product

Last Modified on 16/01/2018 7:59 am AEDT

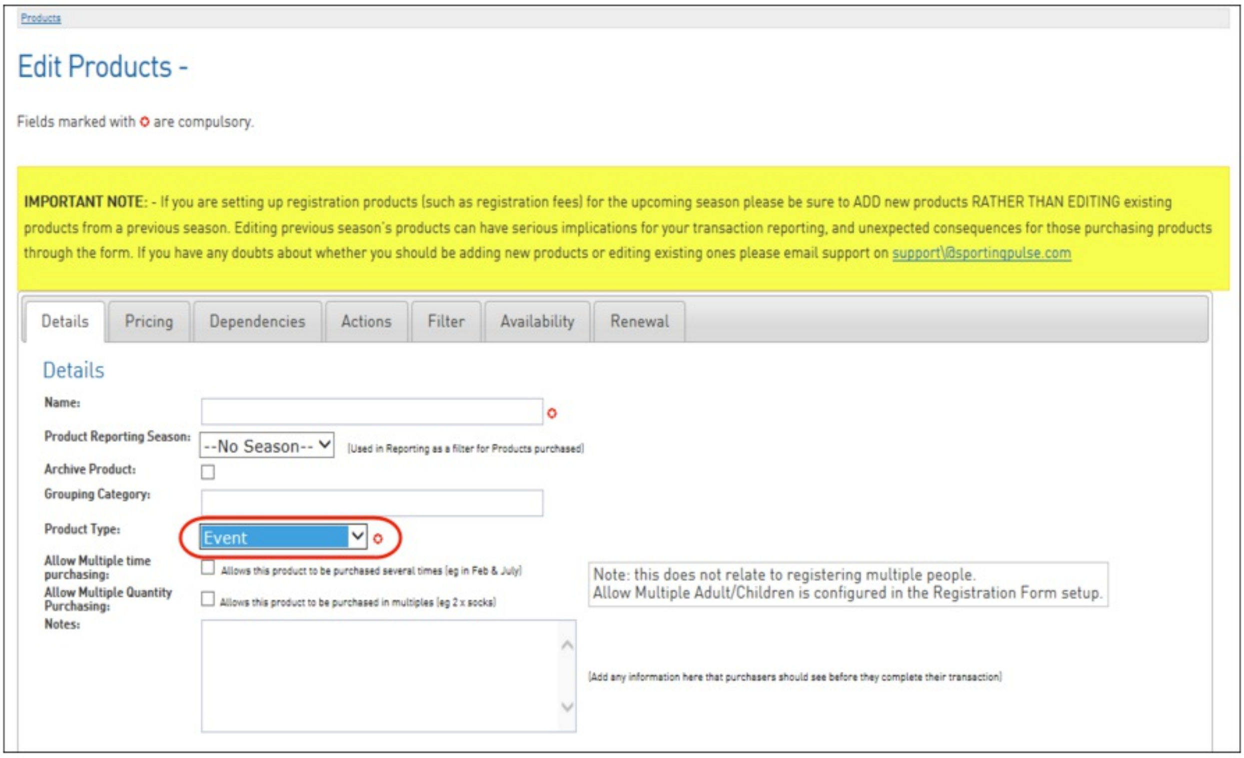
1.From your dashboard, hover over Registrations in the top menu and click on 'Products'.



2. From the product page, click 'Add New Product'.



3. Ensure all compulsory information is filled out throughout the tabs - most importantly the Product Type which needs to be Event.



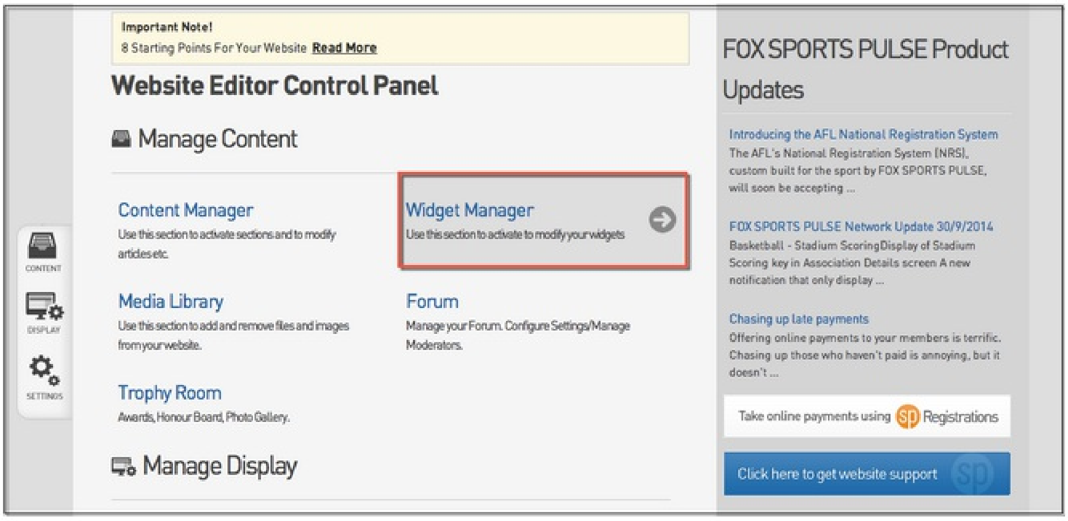
For additional information on setting up an Event product, please view the support article for setting up generic products: Setting Up a Product

Registration Widget on Standard/Advanced LeagueNet Websites

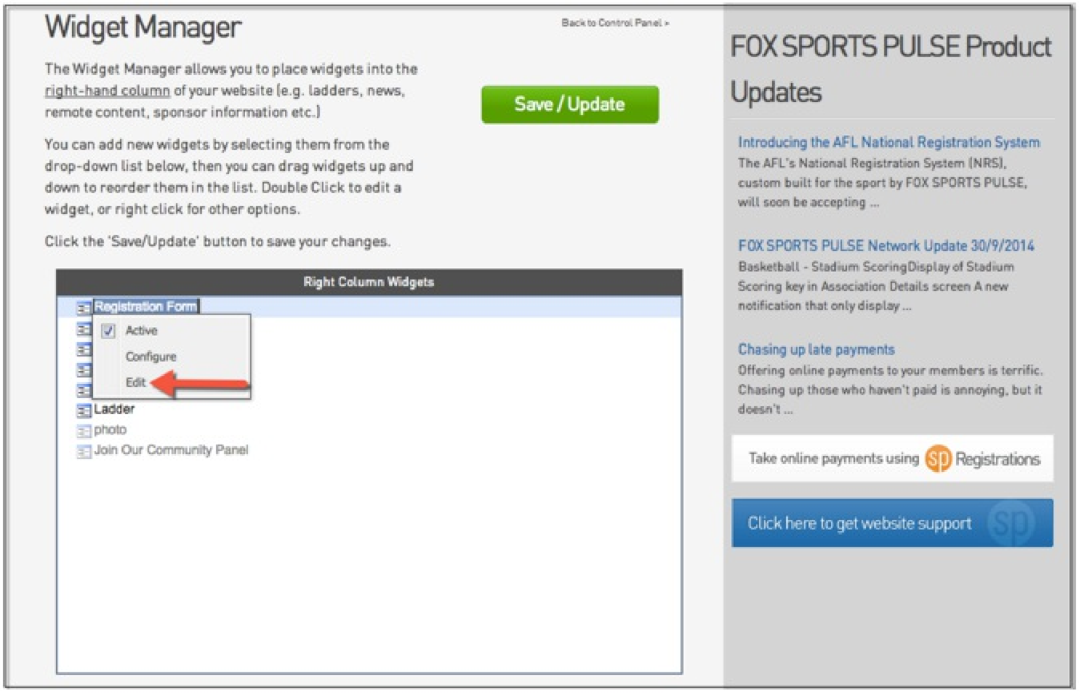
Last Modified on 16/01/2018 7:59 am AEDT

1. Scroll to the bottom of your website and click 'Site Editor'.

2. Click 'Widget Manager'.



3. To Edit a current Widget, right click on the Widget name and click 'Edit'.



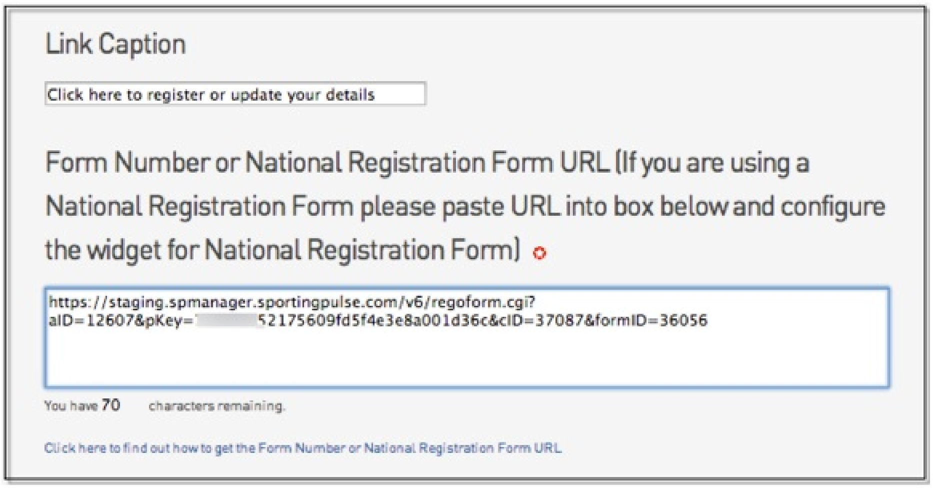
4. Copy and Paste the URL from your NRS Registration Form into the box provided below and click 'Update'.

Note: To obtain the URL follow these simple steps:

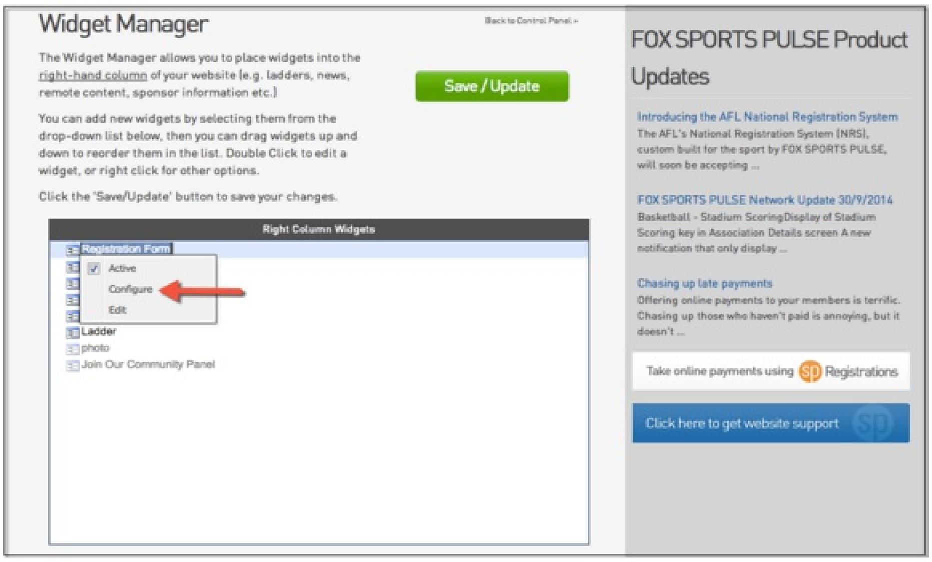
-Within LeagueNet hover over Registrations and click 'Registration Forms'.

-Click 'View' next to the Registration Form you are using.

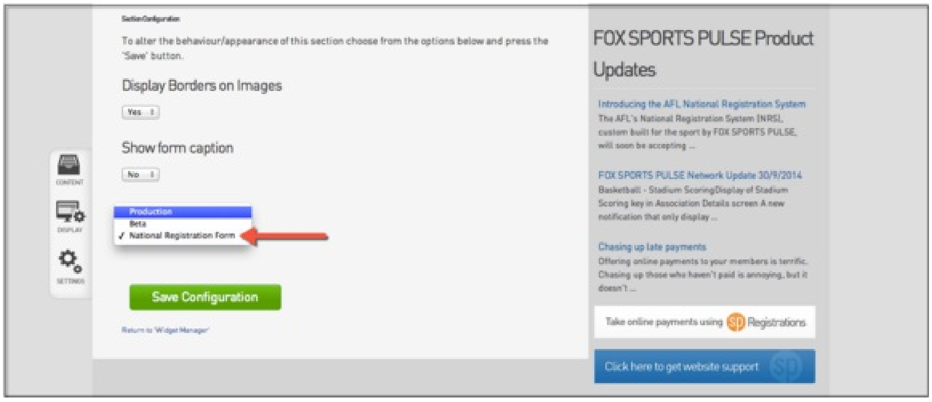
-The Registration Form will open in a new window, highlight the URL in the top bar and copy it.



5. Return to Widget Manager and right click on the same widget again. This time click 'Configure'.



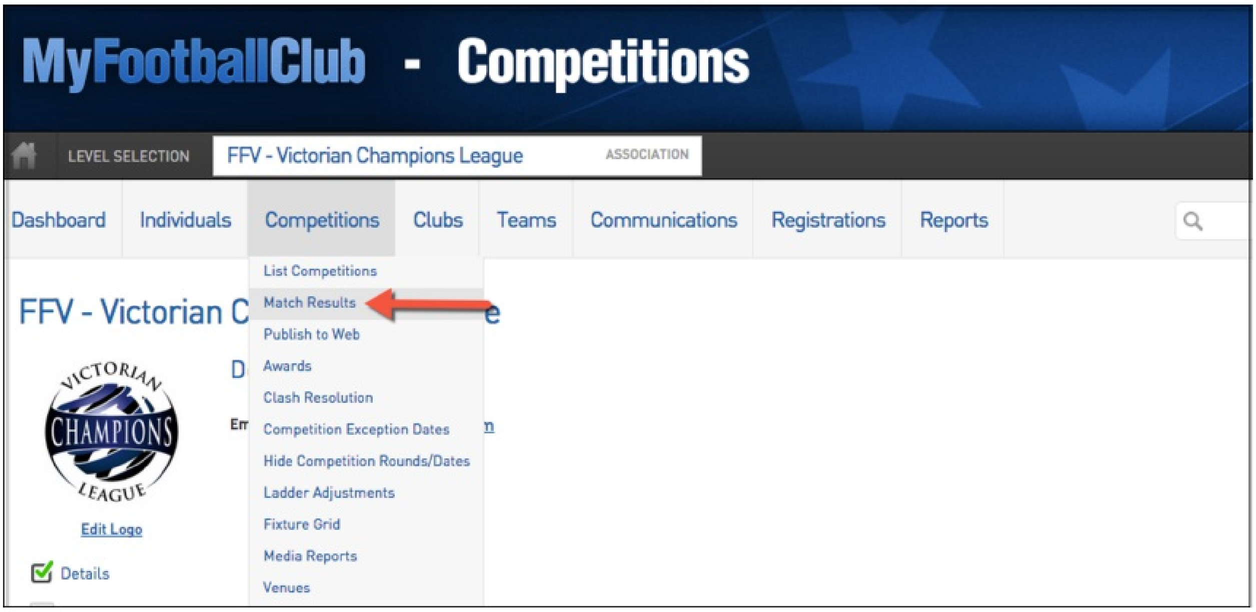
6. Click on the box underneath 'Version' and ensure that 'National Registration Form' is highlighted. Click 'Save Configuration'.



Post-Game Results Entry

Last Modified on 28/01/2016 8:20 am AEDT

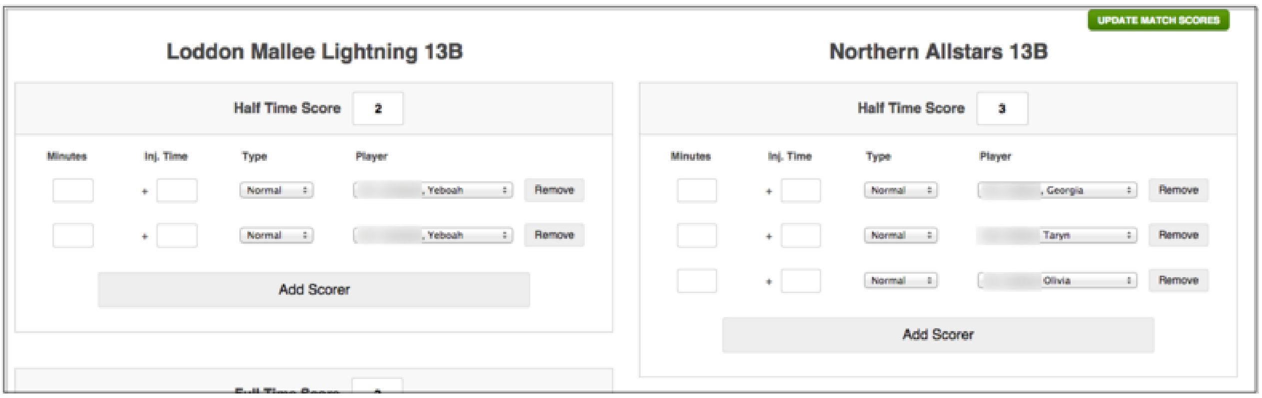
1. Hover over Competitions and click on 'Match Results'.



2. Click on '**Post - Game**' and enter the following details if needed. Add the Half Time Score and Full Time Score. Once done, add scorers if required. If a match goes into Extra Time or Penalties, utilise the "After Extra Time (AET) Score or "Penalty Shoot Out Score" fields and ensue the Team Result (Won/Lost) is reflective of the result.

Click on '**Add Scorer**' to record a scorer for each goal and choose the type of goal (Normal, Penalty or Own Goal). You can also add the time the goal was scored and indicate injury time if required.

Please ensure that the scorers listed match the half time/full time score.



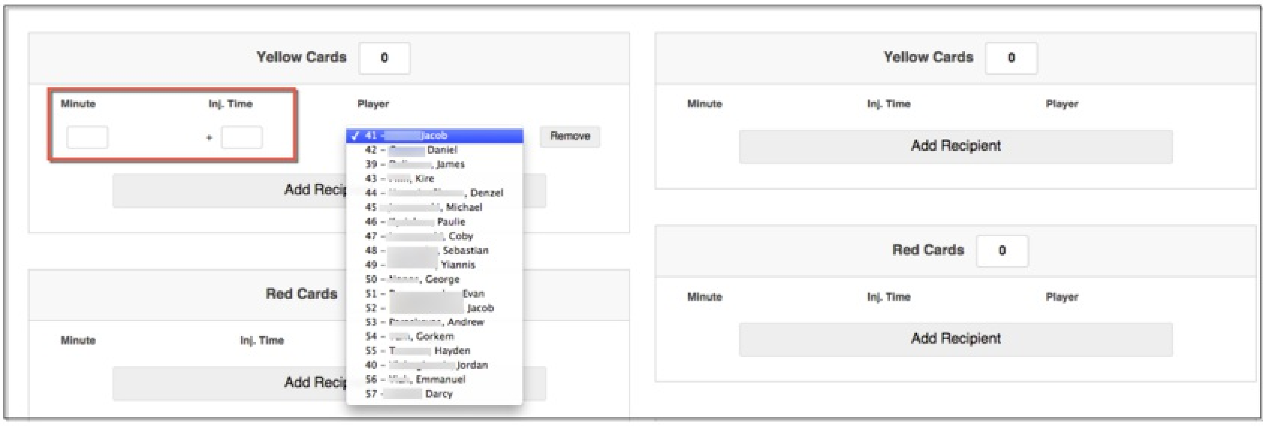
Add a Yellow or Red Card:

Click on '**Add Recipient**' to:

- Record individual who received each Card.

- Add the time for each Card that has been awarded (indicate injury time if required).

Please ensure that the yellow and red cards that are listed match the half time/full time total.



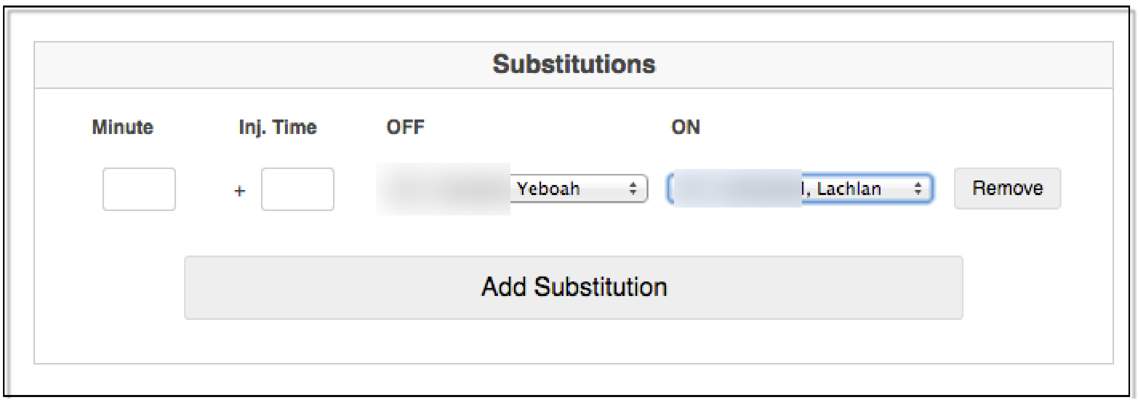
Add a Substitution:

Click on 'Add Substitution' to:

-Record the time of Substitution (indicate injury time if required).

- Select the Player coming OFF

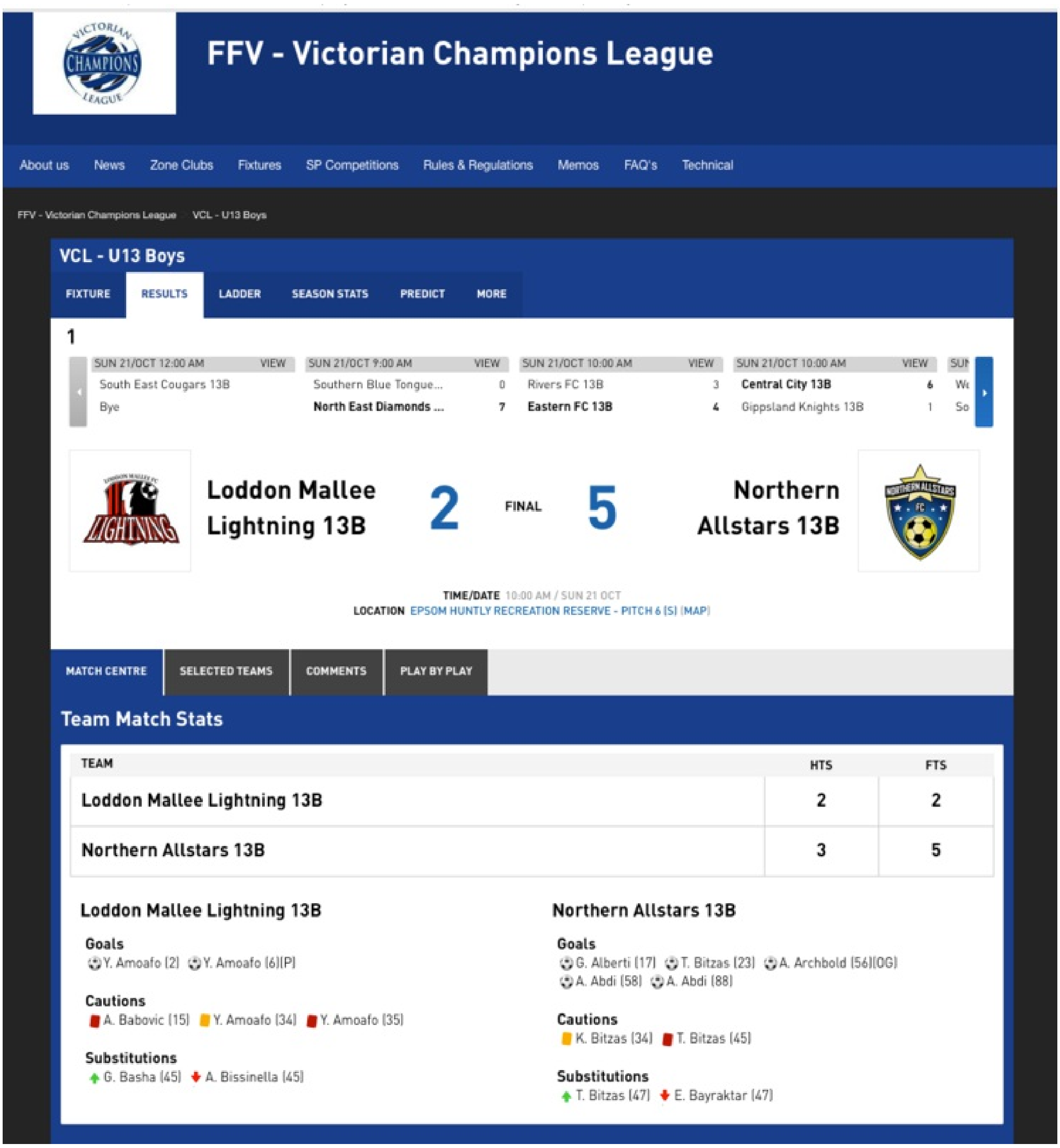
- Select the Player coming ON



3. Once completed - click on 'Update Match Scores'.

Website Front-end Display:

The below example of a Match Centre, displays how Teams and Players are portrayed on the website front end based on the data entered in the previous screens.



Player Match Stats

Loddon Mallee Lightning 13B

#	PLAYER	G	YC	RC	OG
1	L. Beever	0	0	0	0
2	L. Barker	0	0	0	0
3	M. Babovic	0	0	0	0
4	C. Arkinstall (C)	0	0	0	0
6	A. Archbold	0	0	0	1
7	Y. Amoafo	2	1	1	0
25	K. Arkinstall	0	0	0	0
28	G. Basha	0	0	0	0
50	A. Babovic (GK)	0	0	1	0
56	A. Bissinella	0	0	0	0
57	L. Arkinstall	0	0	0	0

Northern Allstars 13B

#	PLAYER	G	YC	RC	OG
1	A. Abdi	2	0	0	0
2	C. Addamo	0	0	0	0
3	O. Al Saadi	0	0	0	0
4	G. Alberti	1	0	0	0
5	O. Barale (C)	0	0	0	0
6	E. Bayraktar	0	0	0	0
7	S. Beram	0	0	0	0
8	K. Bitzas	0	1	0	0
9	T. Bitzas	1	0	1	0
10	S. Black (GK)	0	0	0	0
11	G. Boin	0	0	0	0

MiniRoos Program Fulfillment

Last Modified on 15/01/2016 11:33 am AEDT

MiniRoos Program Managers are now able to control when Fulfilment for Programs is to be processed.

Fulfilment will only be calculated for Participants that register as new Members for a Program by selecting the option "I am registering to a MiniRoos Program for the first time".

When viewing the List of Programs for your Site, for Programs where fulfilment is required, a "Fulfil" button will now appear along with a count of the number of unfulfilled members for each Program.

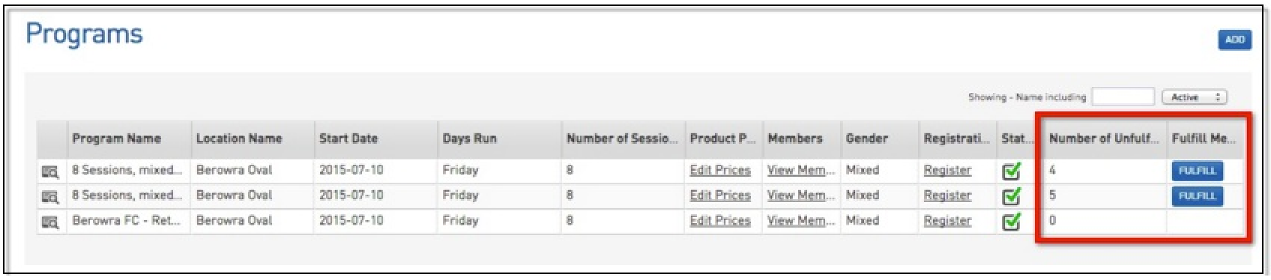
To process Program Fulfilment, follow the below steps:

1. Login to your MiniRoos Site

2. Click on Programs > List Programs

3. From this screen, you will notice 2 additional columns

- Number of Unfulfilled Members
- Fulfill Members (Fulfill button will only appear if there are more than 1 Unfulfilled Members)



4. Click on the "Fulfill" button to fulfill the Program

This will add the number of Members for that Program to the daily fulfilment report that will be sent to the distribution warehouse for MiniRoos Participant Packs.

This will reset the Number of Unfulfilled Members to "0" until any additional new Members register for that particular Program.

Programs

ADD

Showing - Name including Active

	Program Name	Location Name	Start Date	Days Run	Number of Sessio...	Product P...	Members	Gender	Registrati...	Stat...	Number of Unfulf...	Fulfill Me...
	8 Sessions, mixed...	Berowra Oval	2015-07-10	Friday	8	Edit Prices	View Mem...	Mixed	Register	✓	4	FULFILL
	8 Sessions, mixed...	Berowra Oval	2015-07-10	Friday	8	Edit Prices	View Mem...	Mixed	Register	✓	0	
	Berowra FC - Ret...	Berowra Oval	2015-07-10	Friday	8	Edit Prices	View Mem...	Mixed	Register	✓	0	

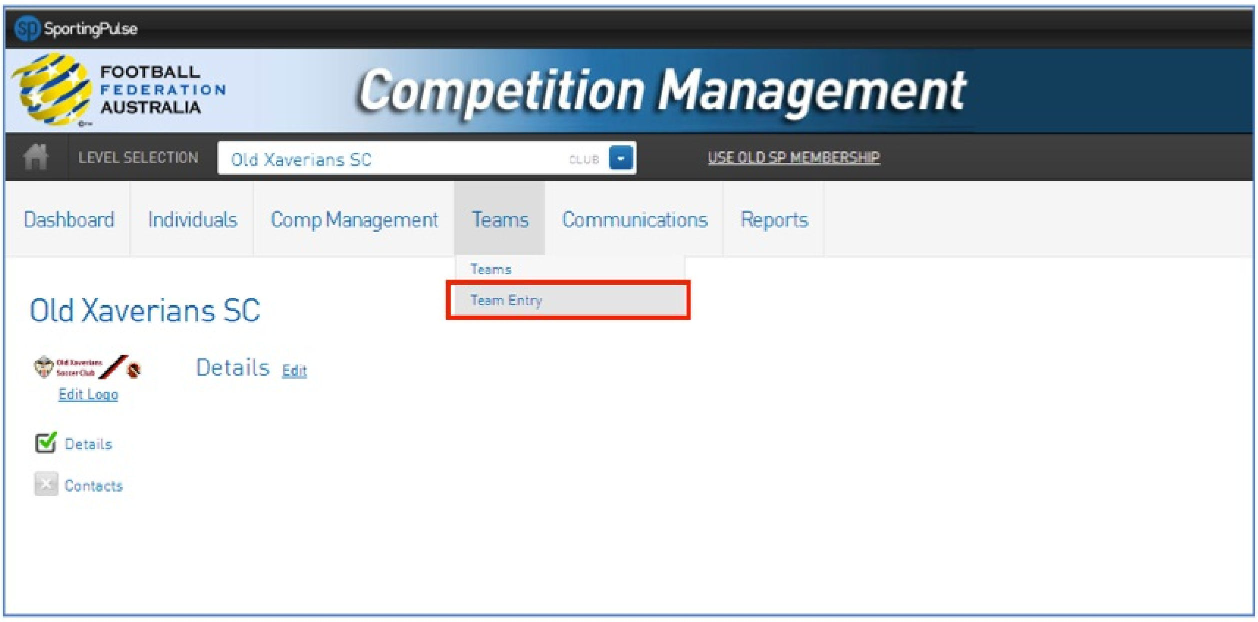
Team Entry System - User Guide

Last Modified on 07/10/2016 3:49 pm AEDT

Step 1 – Getting Started

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

Step 2 – SportsTG Competitions Welcome Page



Once logged into the SportsTG system, click 'Team Entry' to confirm existing team entries or to enter new teams into 2015 competition.

Team Entry – Initial Information

Mandatory Fields

All fields are mandatory and require a selection to be made. A successful team entry cannot be made without completing all of the fields. The more accurate the information that is provided at the time of submission, the smoother the process will be for creating your club's 2015 fixtures.

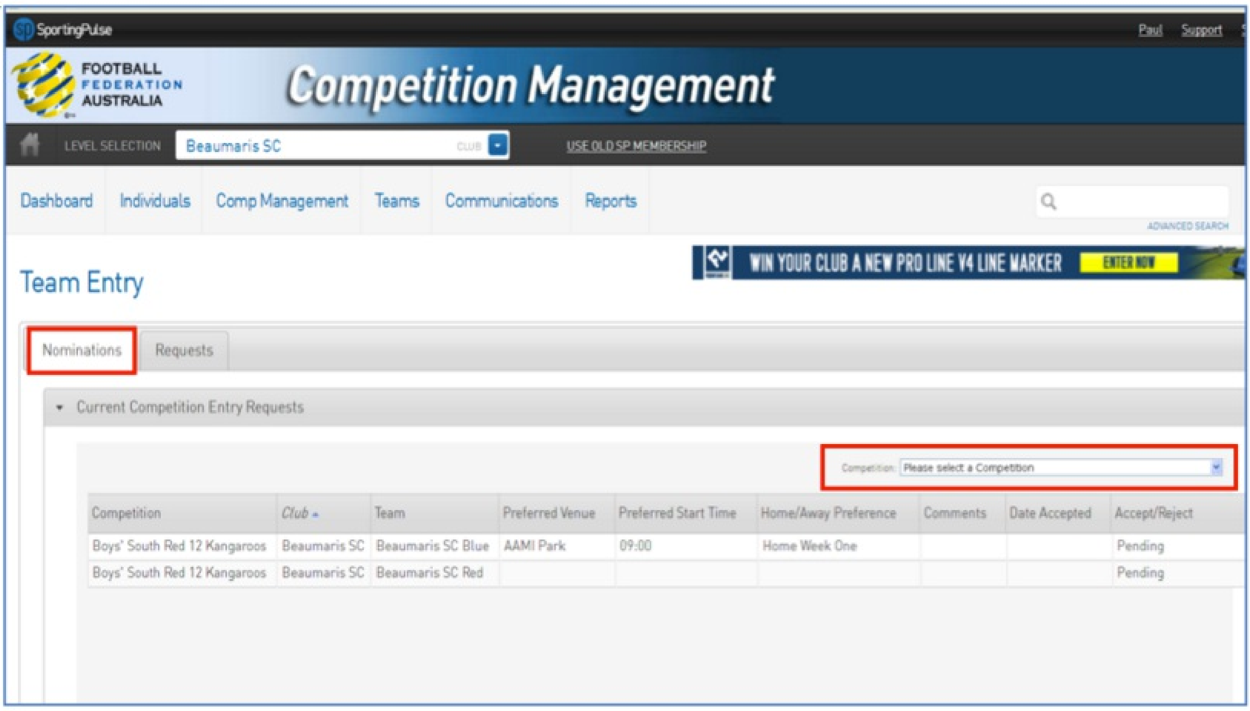
Preferred Venues

Following the facility audit conducted across the 2015 pre-season, pitch information is as comprehensive as it has ever been. Each individual pitch (senior, junior or MiniRoos) across all venues, has been entered into the SportsTG system. Please select the most appropriate pitch for each team at the club.

Editing a Submission

Once a team entry has been submitted the club will have the ability to edit the submission before the closure of the online team entry period on Friday March 21.

Step 3 – Confirming Existing Teams



To confirm existing team entries:

1. Click the 'Nominations' tab – highlighted in red.

2. To filter the teams that the club has been offered in 2015, filter by competition using the Competition drop-down box – highlighted in red.

3. For each existing team input the following information:

a. Preferred Venue – all team entries for your club should be automatically assigned to the club's main pitch. In this section you will be able to select which of your club's pitches (senior, junior or MiniRoos) each team will play off in 2015;

b. Preferred Start Time – please adhere to Appendix 1 – List of Kick-Off Times (refer to page 7) and select the time your club would prefer the team to kick-off each week. You will have the opportunity to nominate a flexible kick-off time within certain timeframes for all leagues, except junior boys' leagues U12s-U16s;

c. Home/Away Preference – if the club would prefer the team to play at home or away in week one. This will set the home and away sequence for the team but it will need to be managed against the requirements of other teams in their league and other teams at your club. Please be advised that due to certain variables within the fixturing process, your club is not guaranteed to receive home/away preferences as requested;

d. Comments – any specific requests your club has for this team. EG: placement request or any other information that we need to create this team's fixture; 3

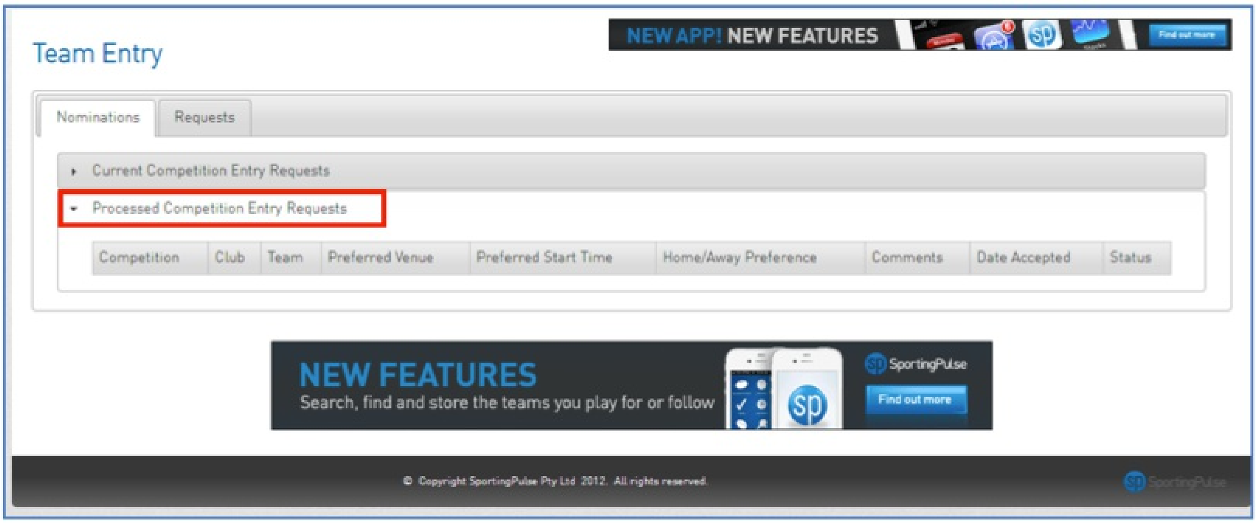
e. Status - Select 'Accepted' or 'Rejected' next to each nomination depending on if the team will be or won't be playing in 2015. Please refer below for definitions.

Accepted – club accepts the team allocation

Rejected – team entry rejected by the club (i.e. no longer competing in 2015)

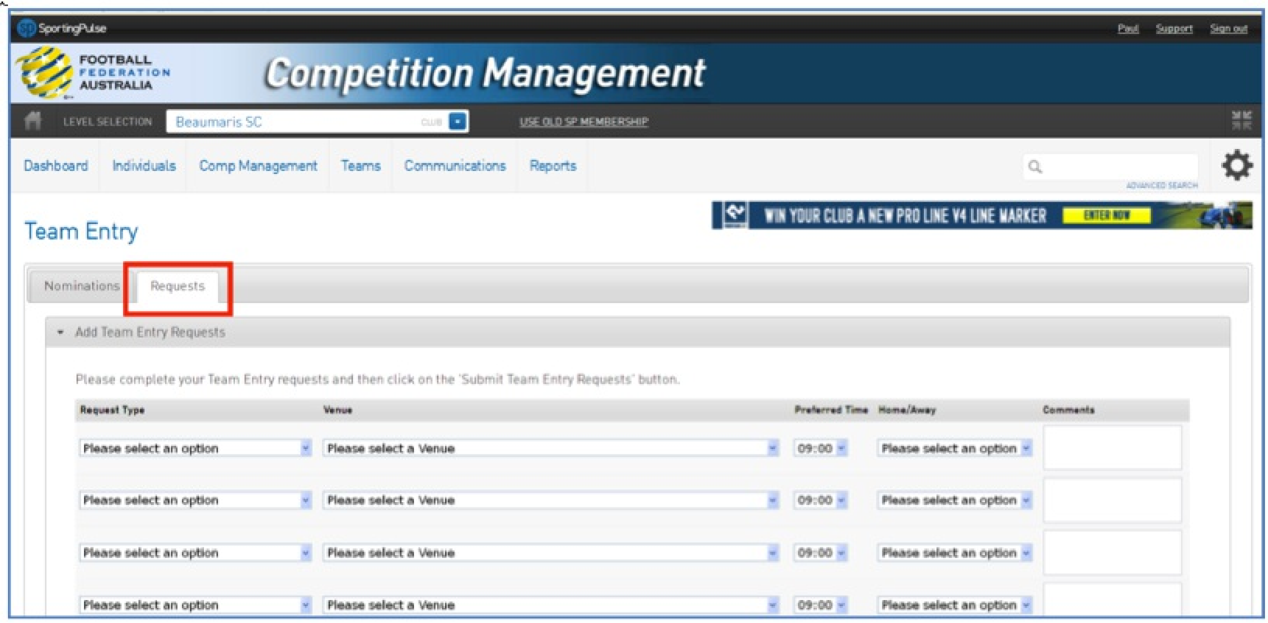
All clubs should accept their existing team entries and if they want to place a request to change a league, they must indicate their request in the 'Comments' text box provided. Selecting to 'Reject' a team indicates to Competitions, your club wishes to have this team completely removed from competition in 2015.

f. Once a status for the nomination has been selected all accepted and rejected team nominations will appear under the 'Processed Competition Entry Requests' tab – highlighted below in red.



4. Once your club has updated the Accepted/Rejected status for all team nominations, click the Requests tab to proceed to enter new team requests.

Step 4 – Entering New Teams



To request new team entries:

1. Click the ‘Requests’ tab – highlighted above in red.

2. For each new team entry input the following information:

a. Request Type – the competition that this team is entering. EG: Men’s Metropolitan, Metropolitan Masters, Women’s State Leagues, Juniors or MiniRoos;

b. Preferred Venue – which of your club’s pitches (senior, junior or MiniRoos) the team will play on in 2015;

c. Preferred Start Time – the time the club would prefer the team to play each week. Please adhere to Appendix 1 – List of Kick-Off Times (refer to page 7);

d. Home/Away Preference – if the club would prefer the team to play at home or away in week one. This will set the home and away sequence for the team but it will need to be managed against the requirements of other teams in their league and other teams at your club. Please be advised that due to certain variables within the fixturing process, your club is not guaranteed to receive home/away preferences as requested;

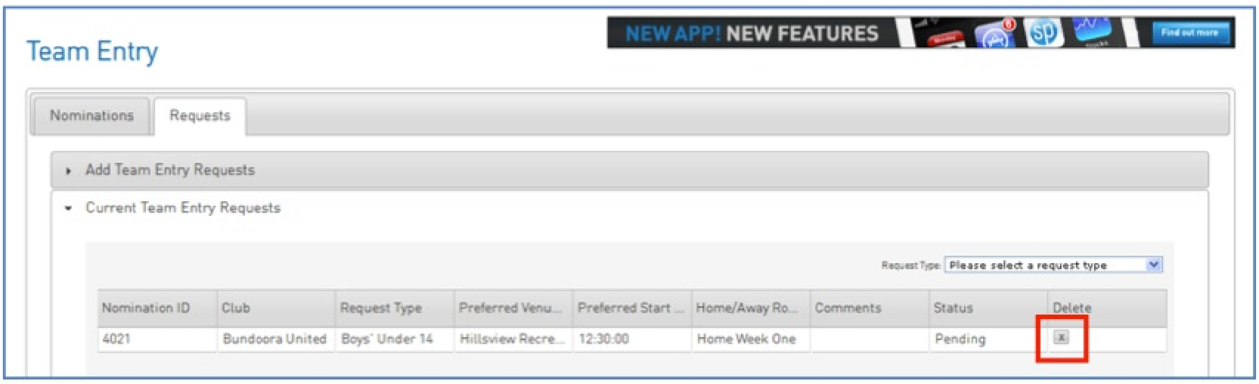
e. Comments – any specific requests your club has for this team. EG: placement request, or any other information that we need to create this team’s fixture; 5

3. Click Submit Team Entry Requests to finish the process.

4. Once submitted all team entry requests will appear under the ‘Current Team Entry Requests’ tab – highlighted below in red.

5. Once a team is assigned a request to a 2015 league after the team entry period closes (March 21) it will appear under the ‘Processed Team Entry Requests’ tab – highlighted below in red.

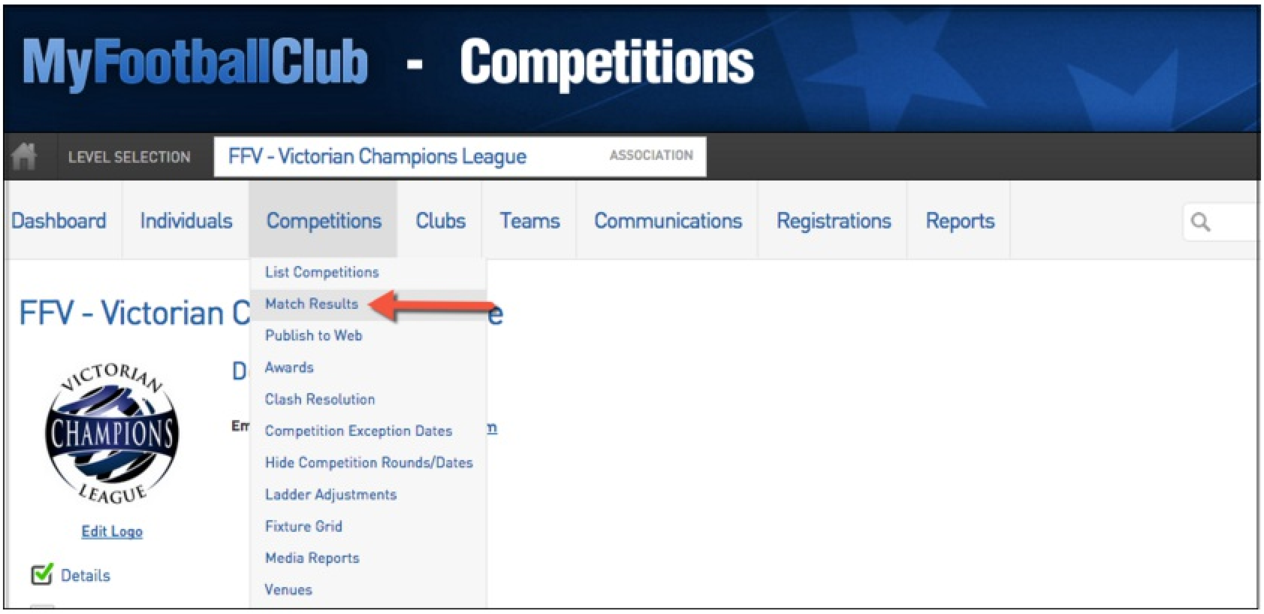
6. If you wish to delete a team request simply click the ’x’ button which is highlighted below in red.



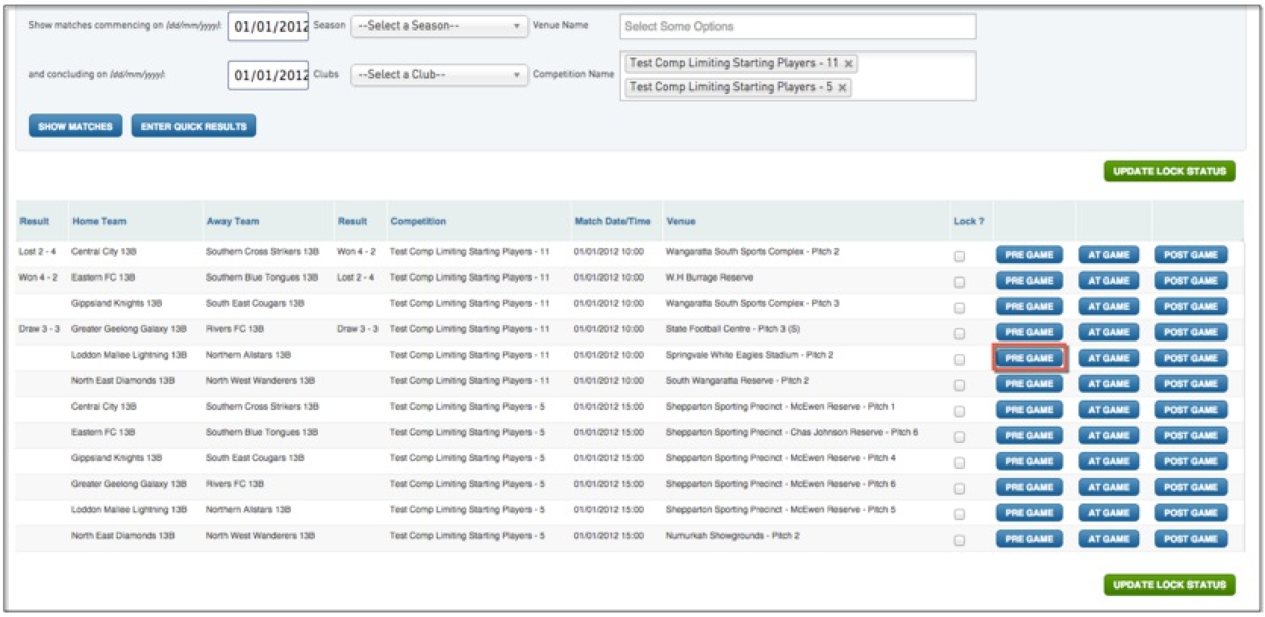
Define Starting Team

Last Modified on 15/01/2016 11:40 am AEDT

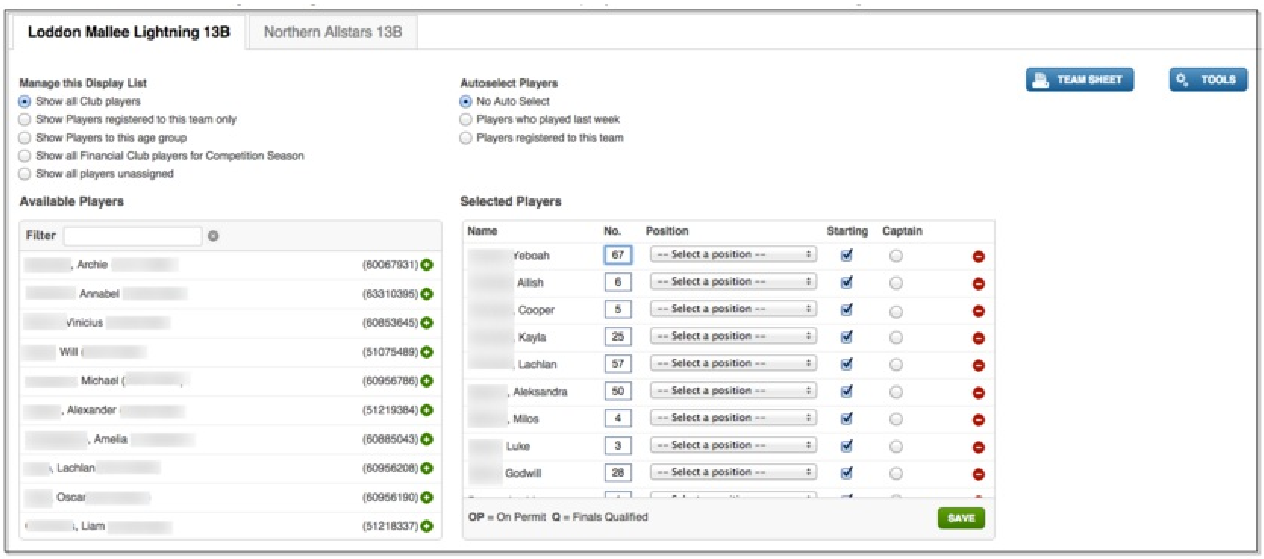
1. Hover over 'Competitions' and click 'Match Results'.



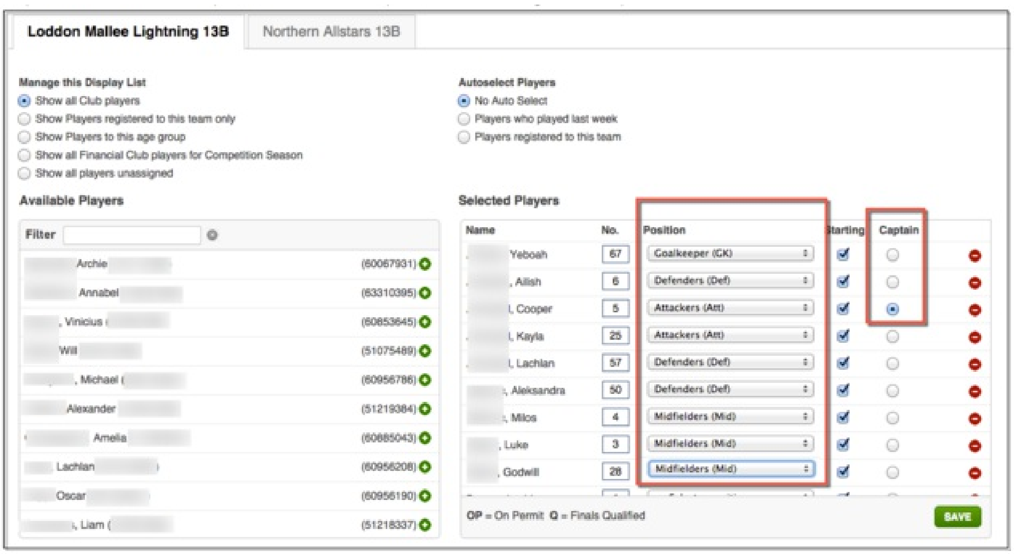
2. Find the specific game you wish to edit and click the pre-game' button.



3. Under Available Players click the green plus button to add players to a team. In the Selected Players section of the Pre Game screen, next to each player there is a checkbox under the heading "Starting". Select the check-box for each player that is defined in the Starting Team.



4. Under the Selected Players section there is the option to choose a player position and Captain. Next to each player there is a radio button to indicate who the Captain is and also a drop down list to select positions including Goalkeeper.



Please Note:

-Not selecting a Captain or Goalkeeper will provide an automated warning pop-up message.

-Ensure Player numbers are entered.

Setting the Starting Team Limit

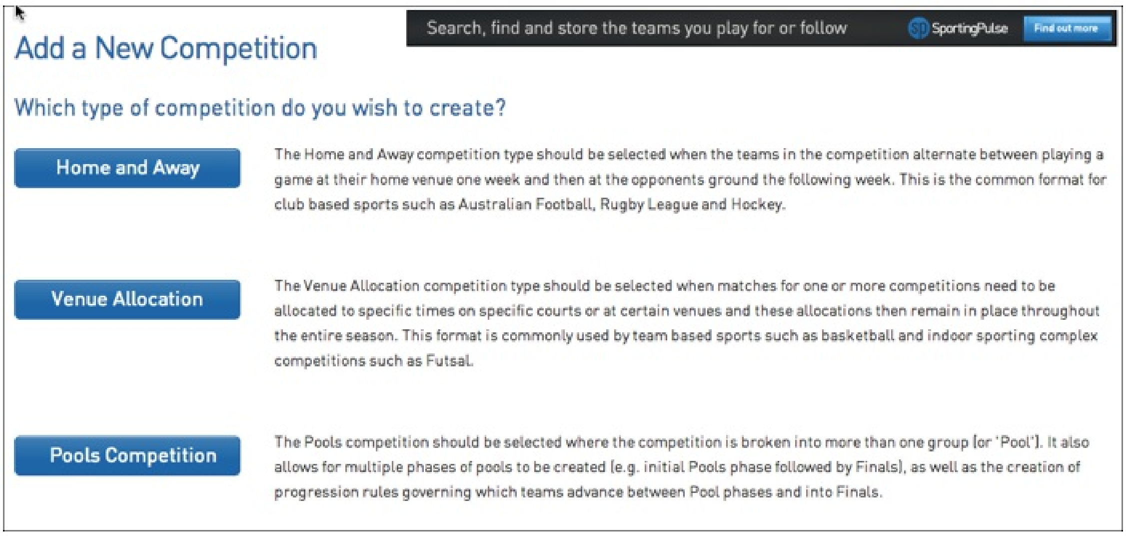
Last Modified on 15/01/2016 11:41 am AEDT

1. Hover over Competitions and click 'List Competitions'.

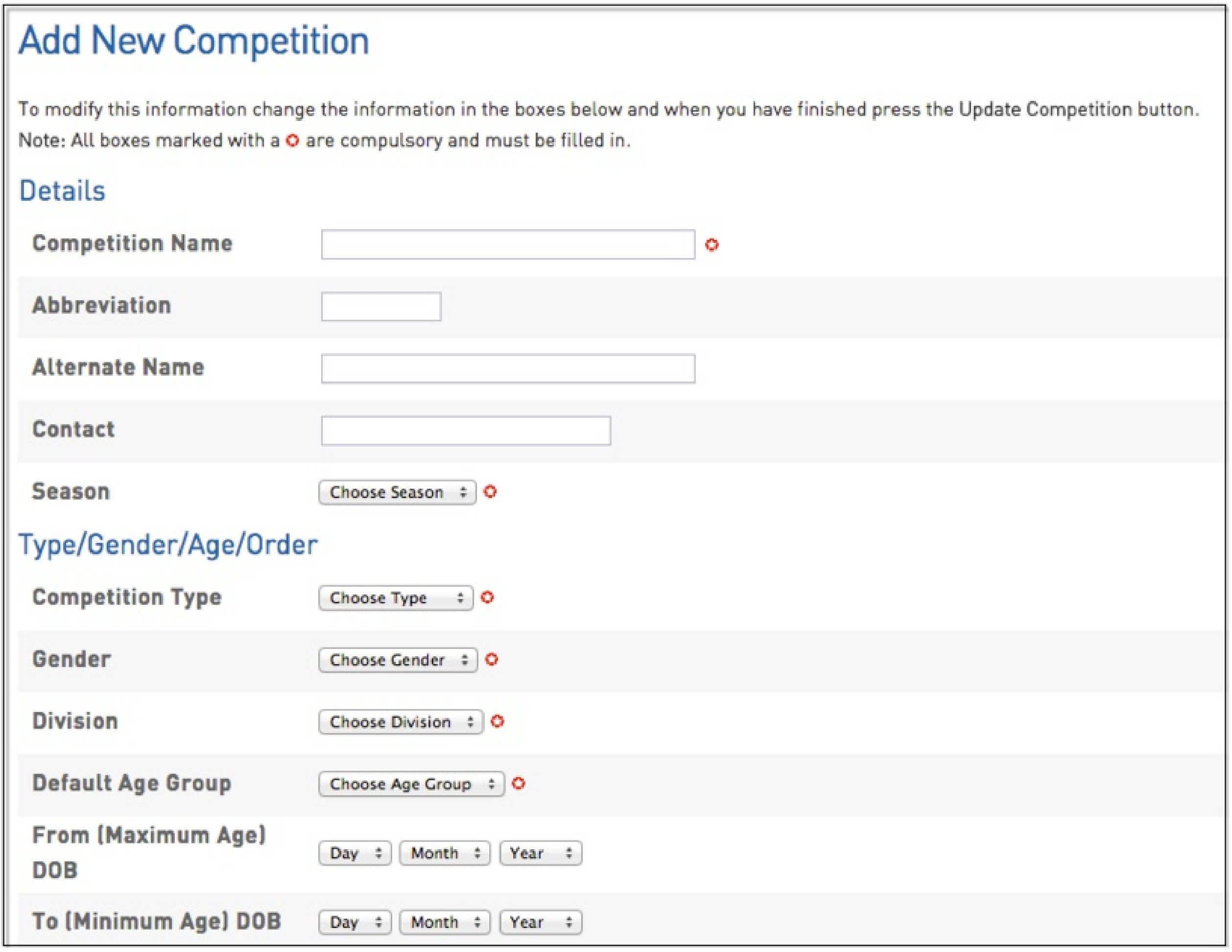
Please note: If you already have an existing competition please find that competition, edit it and skip to point 5.

2. Click the blue 'New' button on the right hand side.

3. Select which type of competition you wish to create.



4. Proceed to Set-up the Competition as per normal.

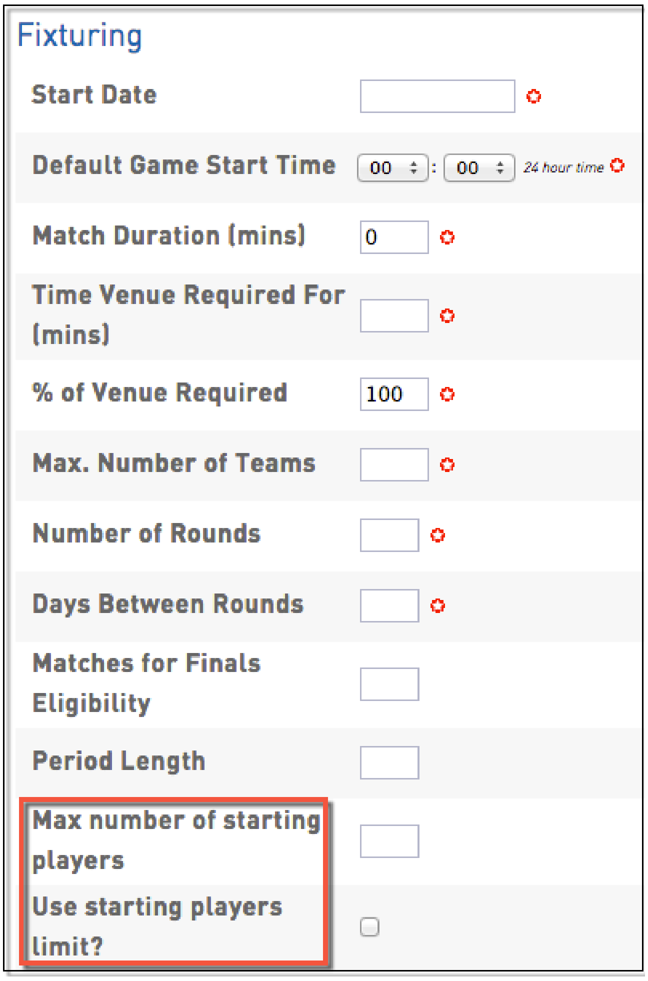


5. Below "Fixturing", there are two additional items

a. Max number of starting players - used to define the maximum number of starting players to be indicated in pre-game.

b. Use starting players limit? - used to flag the use of the limit indicated above.

Note: Once configured, the starting player limit will lock after the first round results have been finalised.


Fixturing
Start Date
Default Game Start Time
00 : 00
24 hour time
Match Duration (mins)
0
Time Venue Required For (mins)
% of Venue Required
100
Max. Number of Teams
Number of Rounds
Days Between Rounds
Matches for Finals Eligibility
Period Length
Max number of starting players
Use starting players limit?

Publishing Team Officials to Websites

Last Modified on 15/01/2016 11:44 am AEDT

1. Logged into Competition Management, go to *Competitions* and click '**Match Results'.**

2. Find the match you wish to edit.

3. Scroll down to the Team Officials section. Under "Member", select the drop-down list and select the Team Staff for each Role (This list will commonly come from Members that are registered as either Coaches or Volunteers).

4. Select the "Public Visible?" checkbox next to each Role that you wish to Publicly Display the Team Official on the Selected Teams section of the Website
Click "Save Team Officials"

Once set, users can utilise the "Select all staff from last week" auto-select option for subsequent matches.
The below image is an example of how the team officials will appear on the website.

Player Stats Validation

Last Modified on 09/03/2016 12:03 pm AEDT

The Functionality can be turned on by Competition (when adding/editing a Competitions settings) and will only work with a minimum of the following Team Stats being configured for a Competition:

- Half Time Score
- Full Time Score
- Yellow Cards
- Red Cards

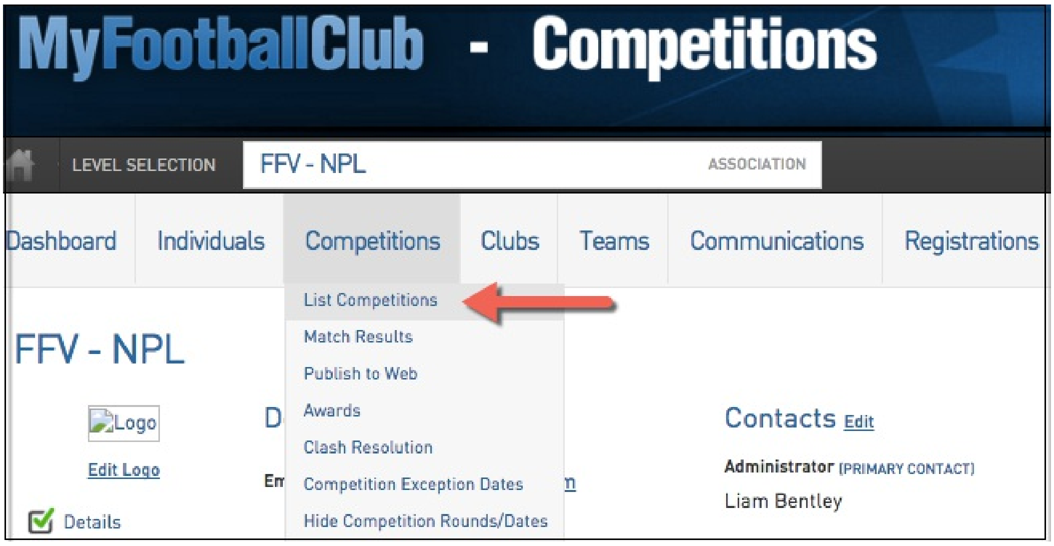
This functionality will display a warning message if Player Stats do not match the Team Stats, Minute has not been indicated for a Player Stat and no value has been entered for the following Team Stats:

> Half Time Score
> Full Time Score
> Yellow Cards
> Red Cards

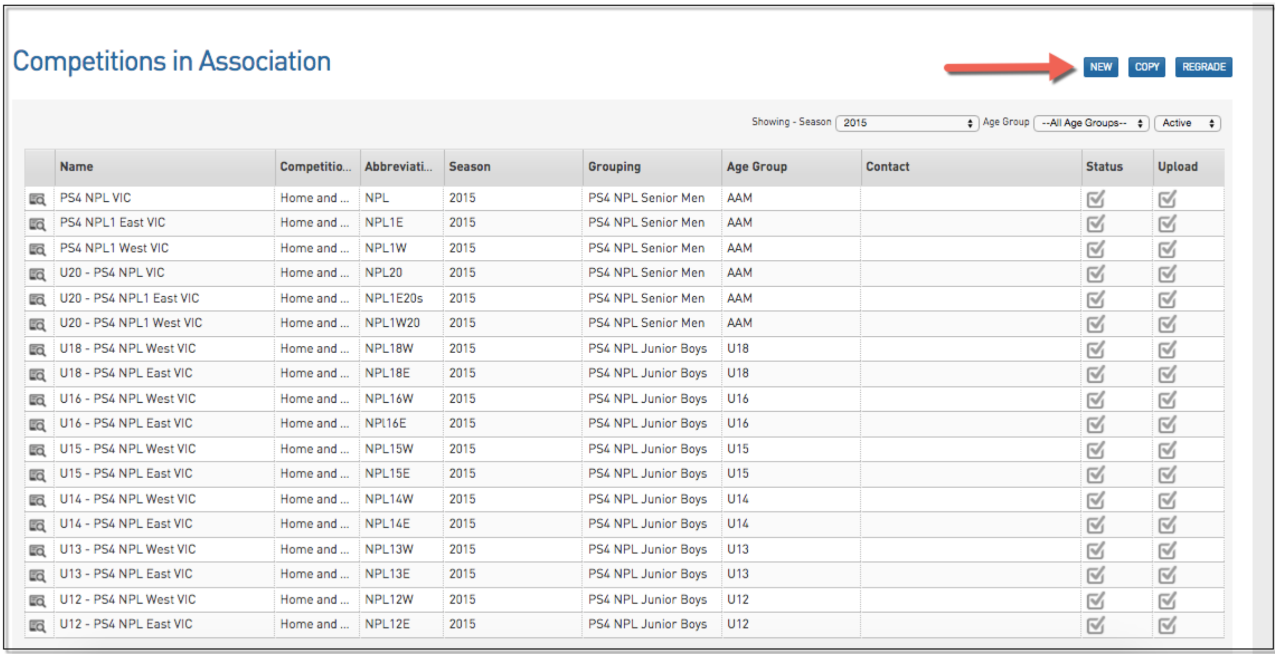
If any of the above issues are found, the Match Scores will not be saved and a dialog box with the issue will display. Only once all issues have been resolved will the Final Match Scores be able to be saved.

Configure a Competition with Player Stats Validation

1. Hover over *Competitions* and click **List Competitions.**

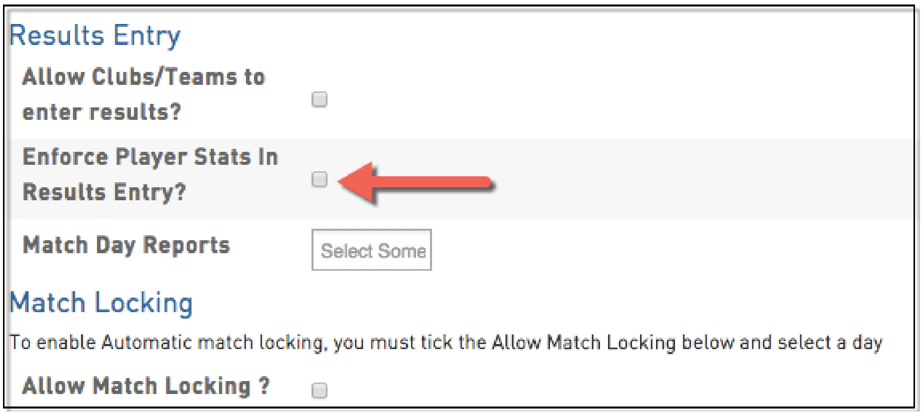


2. Add a new Competition



	Name	Competitio...	Abbreviati...	Season	Grouping	Age Group	Contact	Status	Upload
	PS4 NPL VIC	Home and ...	NPL	2015	PS4 NPL Senior Men	AAM			
	PS4 NPL1 East VIC	Home and ...	NPL1E	2015	PS4 NPL Senior Men	AAM			
	PS4 NPL1 West VIC	Home and ...	NPL1W	2015	PS4 NPL Senior Men	AAM			
	U20 - PS4 NPL VIC	Home and ...	NPL20	2015	PS4 NPL Senior Men	AAM			
	U20 - PS4 NPL1 East VIC	Home and ...	NPL1E20s	2015	PS4 NPL Senior Men	AAM			
	U20 - PS4 NPL1 West VIC	Home and ...	NPL1W20	2015	PS4 NPL Senior Men	AAM			
	U18 - PS4 NPL West VIC	Home and ...	NPL18W	2015	PS4 NPL Junior Boys	U18			
	U18 - PS4 NPL East VIC	Home and ...	NPL18E	2015	PS4 NPL Junior Boys	U18			
	U16 - PS4 NPL West VIC	Home and ...	NPL16W	2015	PS4 NPL Junior Boys	U16			
	U16 - PS4 NPL East VIC	Home and ...	NPl16E	2015	PS4 NPL Junior Boys	U16			
	U15 - PS4 NPL West VIC	Home and ...	NPL15W	2015	PS4 NPL Junior Boys	U15			
	U15 - PS4 NPL East VIC	Home and ...	NPL15E	2015	PS4 NPL Junior Boys	U15			
	U14 - PS4 NPL West VIC	Home and ...	NPL14W	2015	PS4 NPL Junior Boys	U14			
	U14 - PS4 NPL East VIC	Home and ...	NPL14E	2015	PS4 NPL Junior Boys	U14			
	U13 - PS4 NPL West VIC	Home and ...	NPL13W	2015	PS4 NPL Junior Boys	U13			
	U13 - PS4 NPL East VIC	Home and ...	NPL13E	2015	PS4 NPL Junior Boys	U13			
	U12 - PS4 NPL West VIC	Home and ...	NPL12W	2015	PS4 NPL Junior Boys	U12			
	U12 - PS4 NPL East VIC	Home and ...	NPL12E	2015	PS4 NPL Junior Boys	U12			

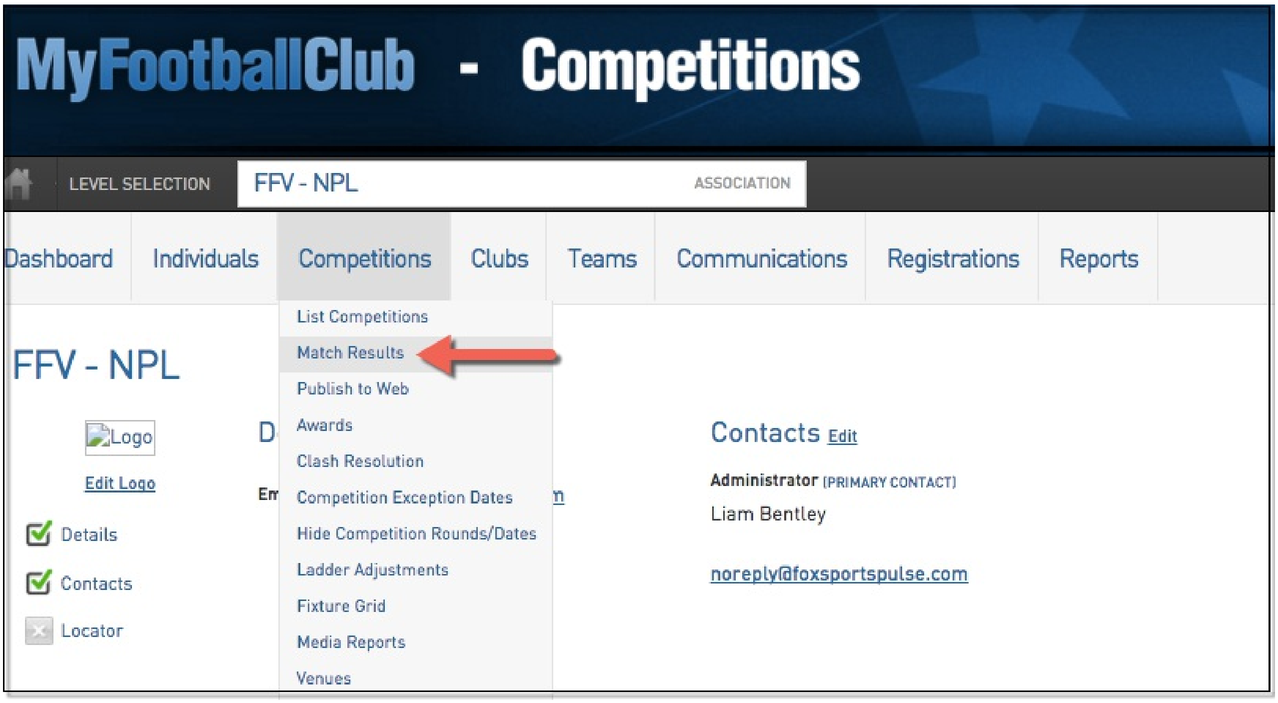
3. In the Competition Settings, ensure that the box next to the option "Enforce Player Stats In Results Entry?" under the Results Entry section of Competition set-up is ticked. Checking this option for any Competition will enforce the Player Stats Validation in Post-Game



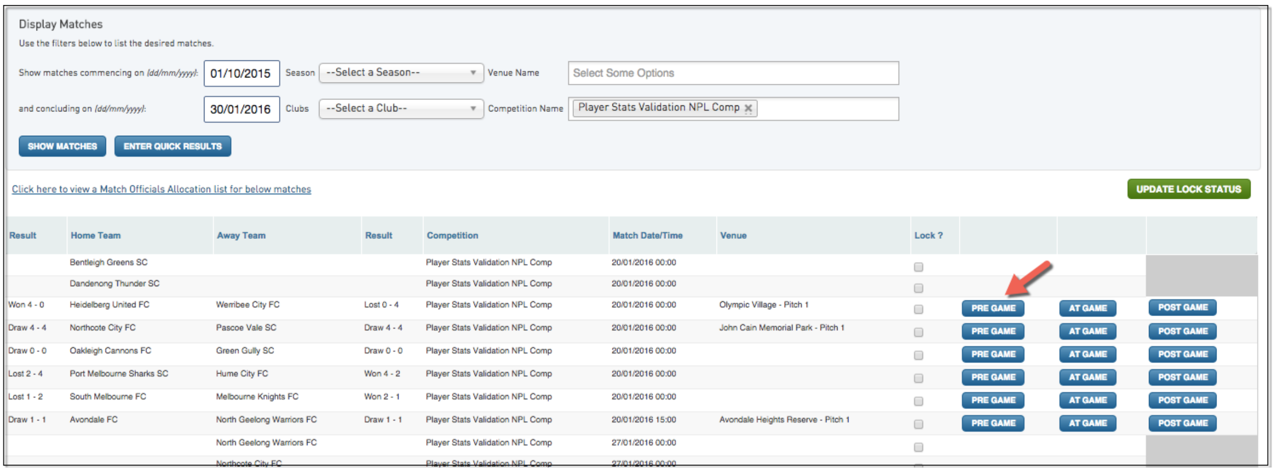
4. Click **Update** when done.

Player Stats Validation in Post Game of Online Match Results

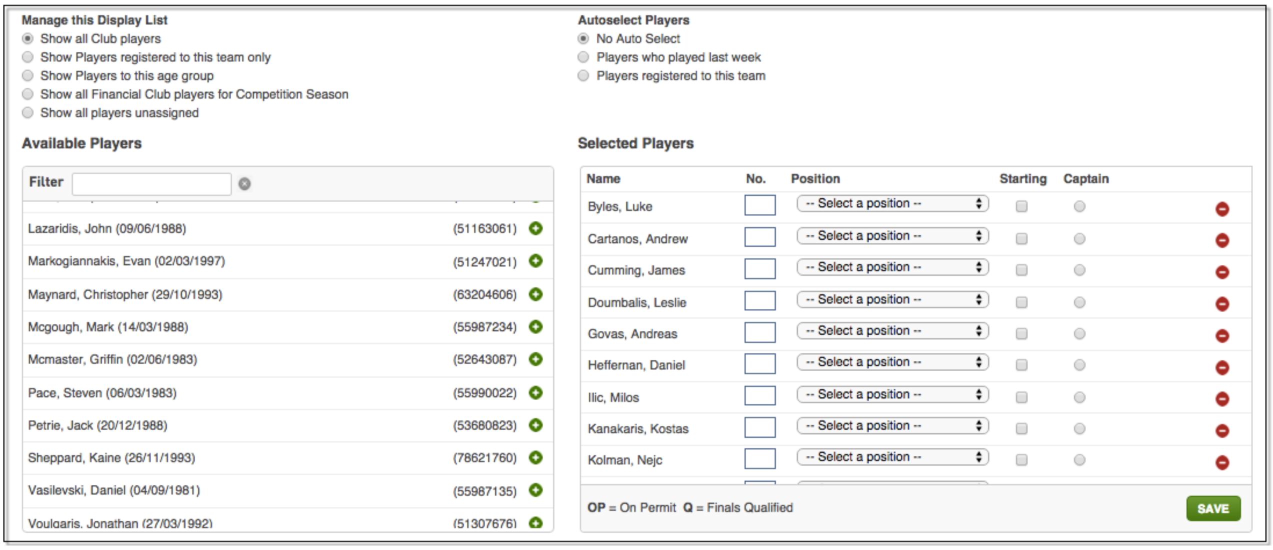
1. Hover over *Competitions* and click **Match Results**



2. Find a match with the Player Stats Validation setting turned



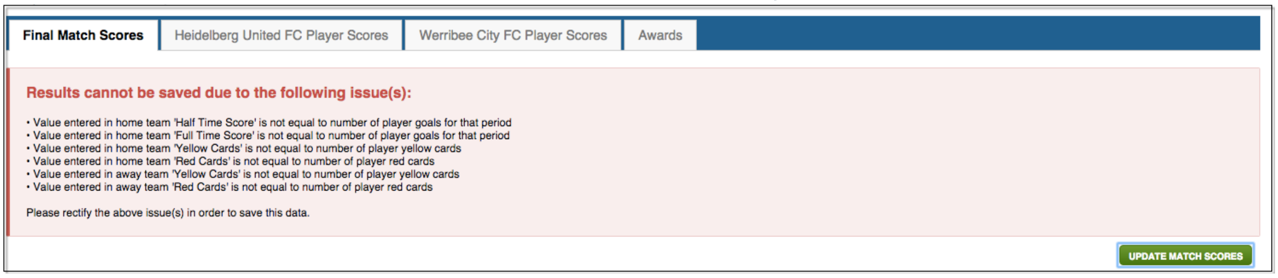
3. Select Players in Pre-Game for a match



4. Go to Post-Game for the match

- You will notice a warning message appear if any of the following issues have been found :

> No Players entered in Pre-Game
> Value entered in team 'Half Time Score' is not equal to number of player goals for that period
> Value entered in team 'Full Time Score' is not equal to number of player goals for that period (Full time less Half Time Score)
> Value entered in team 'After Extra Time (AET) Score' is not equal to number of player goals for that period (AET less Full Time Score)
> Value entered in team 'Red Cards' is not equal to number of player red cards
> Value entered in team 'Yellow Cards' is not equal to number of player yellow cards
> No Value Added for any of the following fields - Half-Time Score, Full Time Score, Yellow Cards, Red Cards
> No Minute Recorded when a Goal Scorer or Yellow/Red Card recipient has been added



Until any and all issues have been rectified, the Final Match Scores will not be able to be saved.

Bulk Team Changes

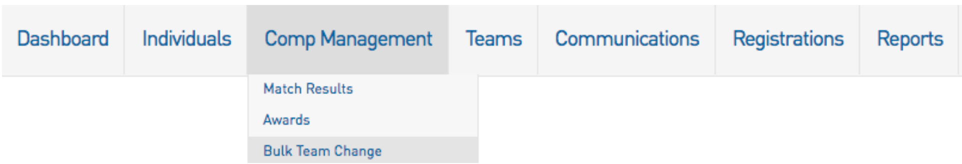
Last Modified on 28/02/2017 5:52 pm AEDT

Bulk Team Changes allow administrators to make changes to a Teams Venue/Time preferences, from the one screen, in bulk.

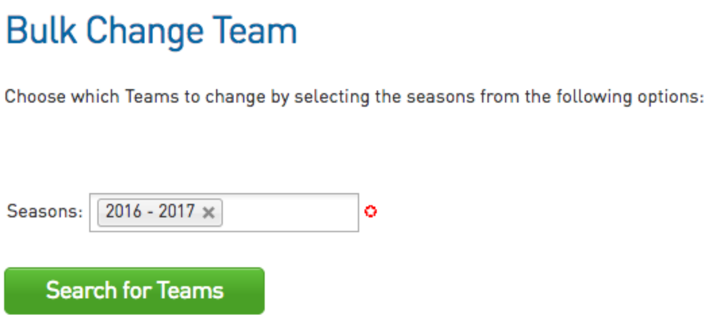
To perform Bulk Team Changes, please see the following steps:

1. Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

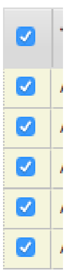
2. Under the Comp Management Tab, select Bulk Team Change



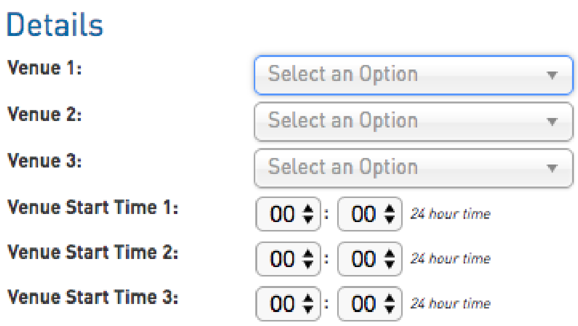
3. Enter the Season you wish to update Team information



4. Select which teams, you wish to apply the changes to



5. Apply the changes to the selected teams



Note: Only apply changes to options you wish to change, leaving blank any information you wish to remain.

Once you have finished applying your changes, select the Bulk Update button to save your changes.

Across Association Clash Resolution

Last Modified on 09/03/2017 7:27 pm AEDT

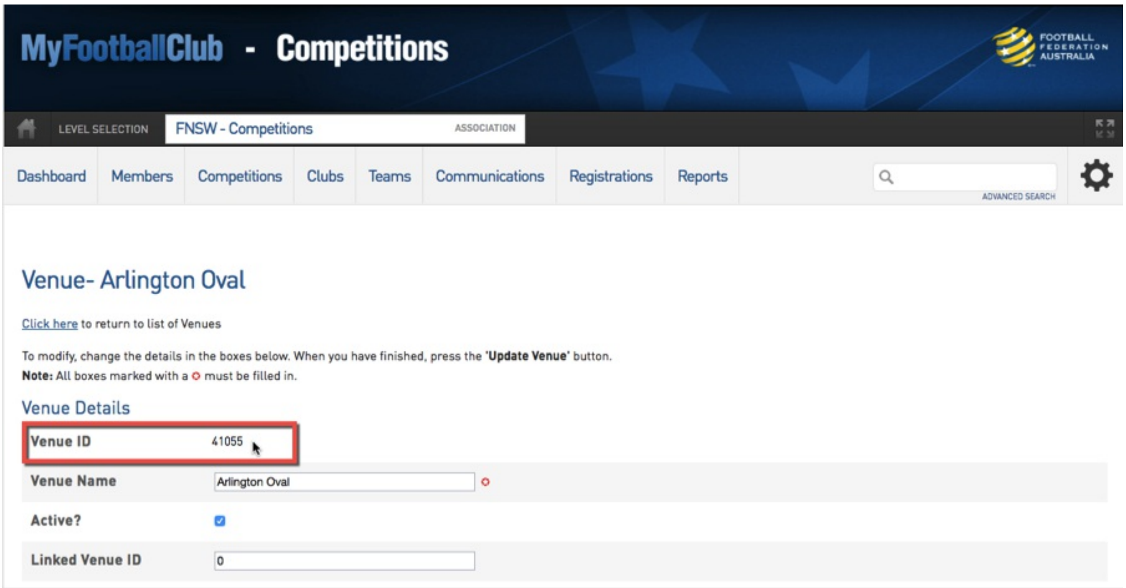
Administrators who manage more than one Competition in separate databases, For example State League and NPL, now have the ability to Link Venue's, across Associations allowing for Clash Resolution to occur across Associations.

This is particularly applicable to Venues of the same name, which sit in different databases.

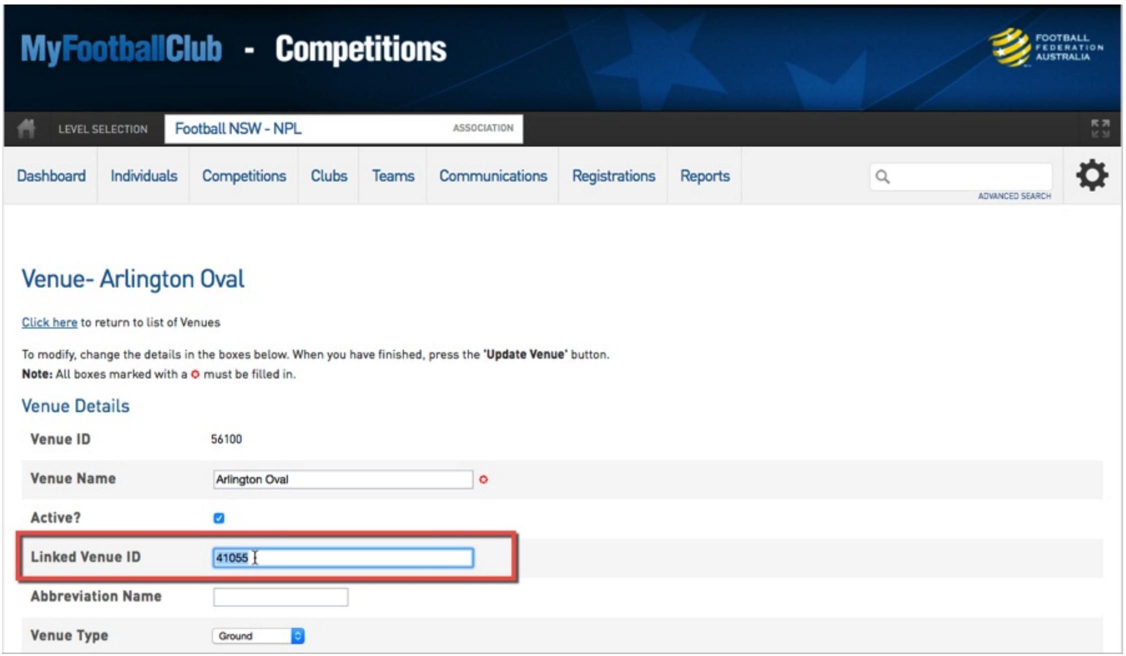
As Venues are given a unique ID, regardless of Venue name, each time they are created, we will need to link the Venue's that you are using across associations, in order to perform the Clash Resolution.

To Link two Venues together, please complete following steps:

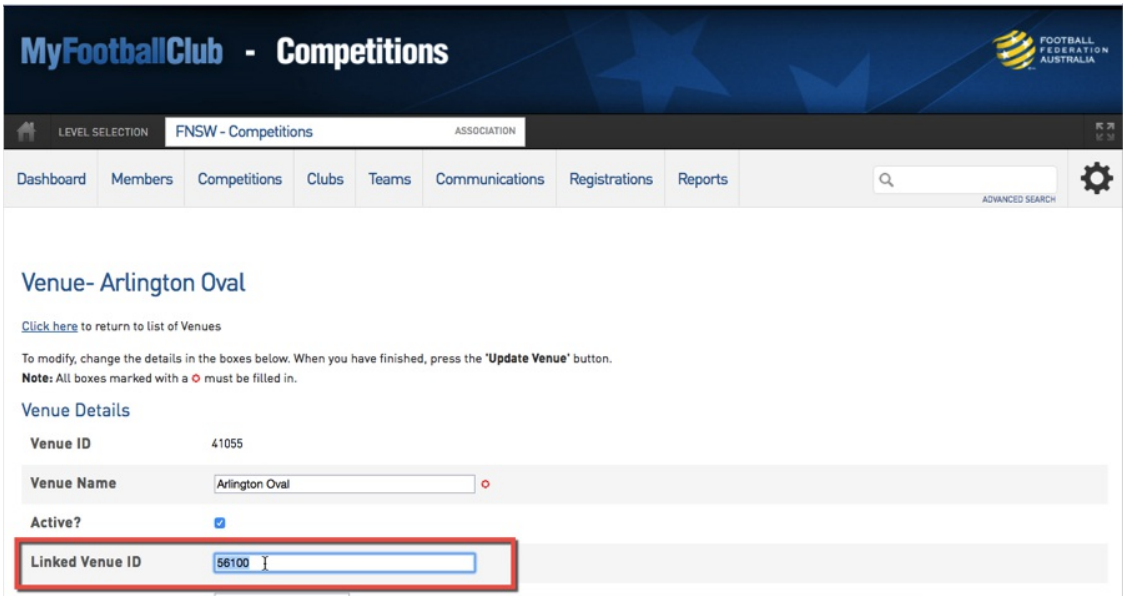
1. Select Venues, under the Competitions Tab
2. Open the Venue you wish to link to another of the same name.
3. Copy the Venue ID



4. Open the second database you manage, and access the Venue you wish to Link, Once you have located the Venue, Paste the Venue ID into the Linked Venue ID field.



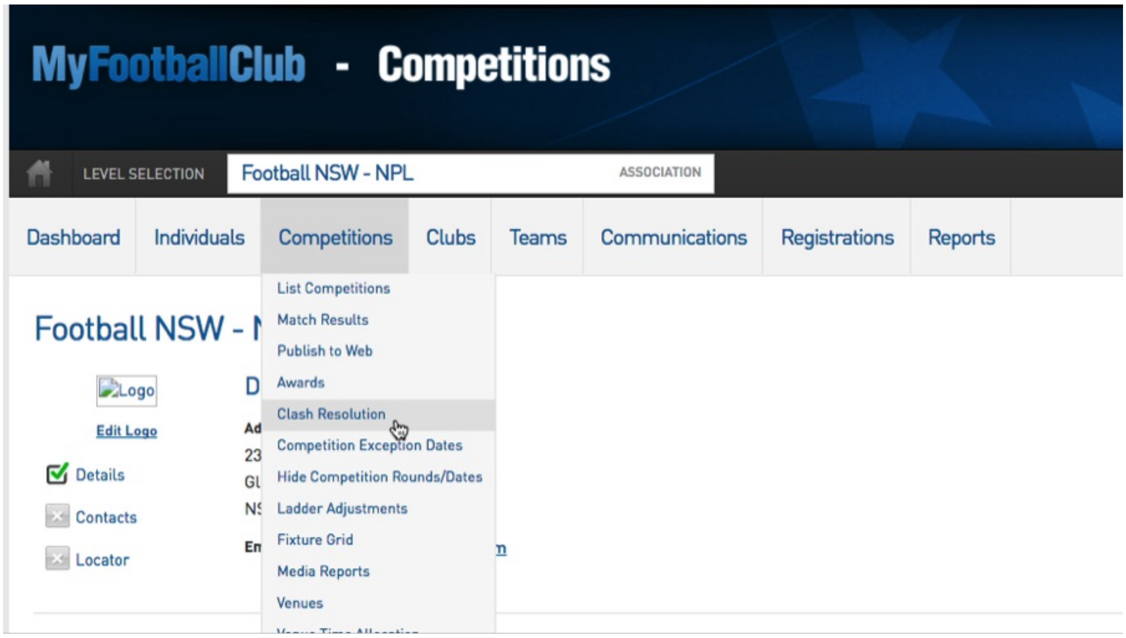
5. Repeat steps 1-4, using the Venue ID of your second database, to complete the Link.



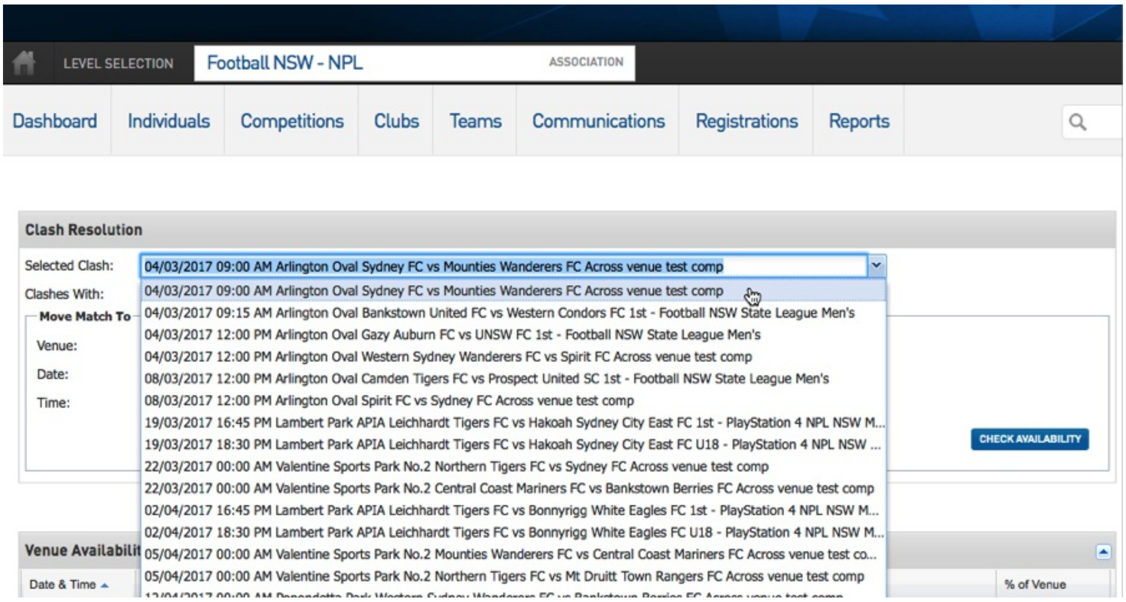
To resolve a Clash across Associations, please see the following:

Note: We have prepared a Clash, in this scenario a Clash is apparent in a Venue in FNSW – NPL and Football NSW State League.

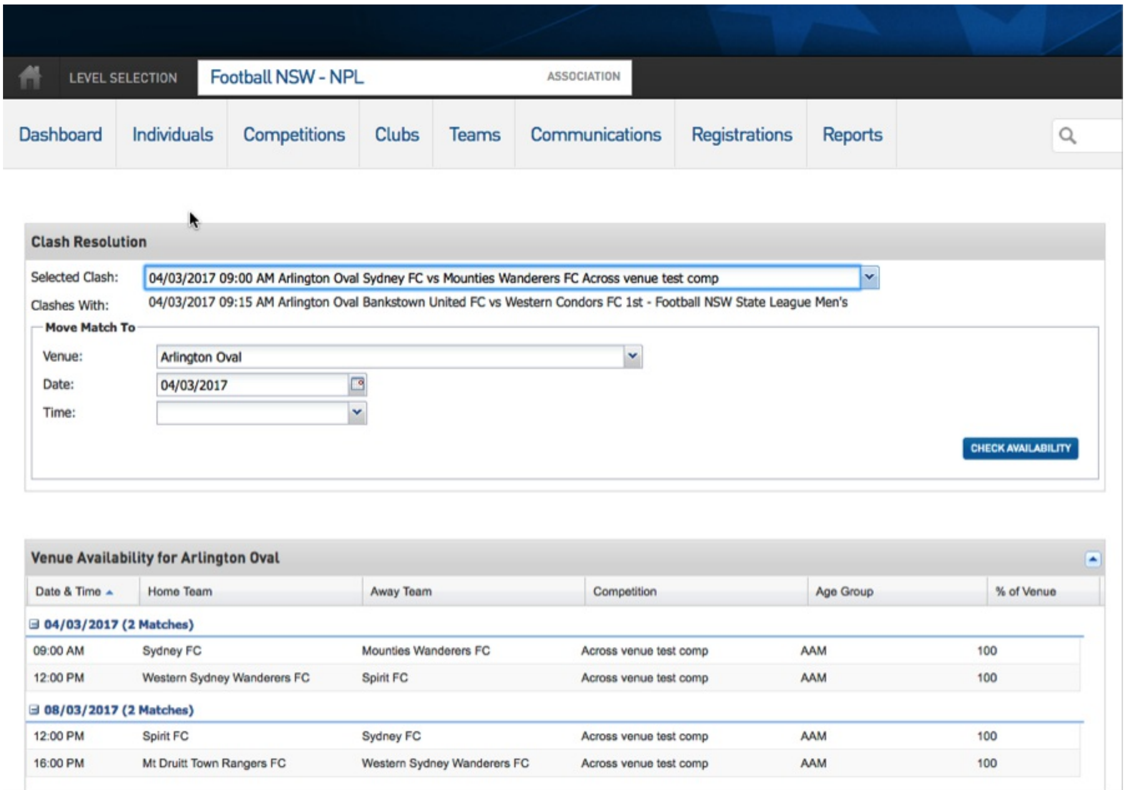
6. Locate Clash Resolution, found under the Competitions Tab



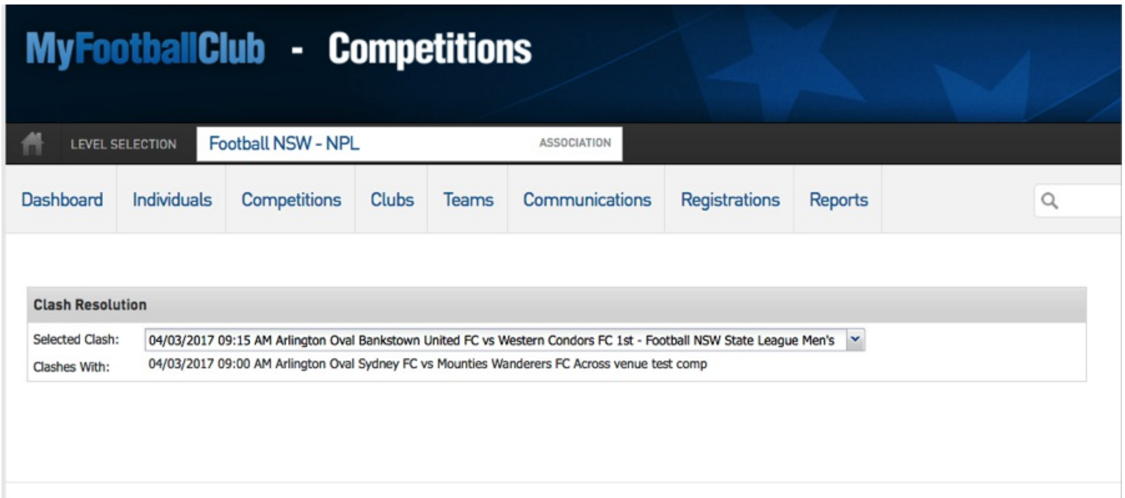
7. Locate your Clash from the drop-down menu.



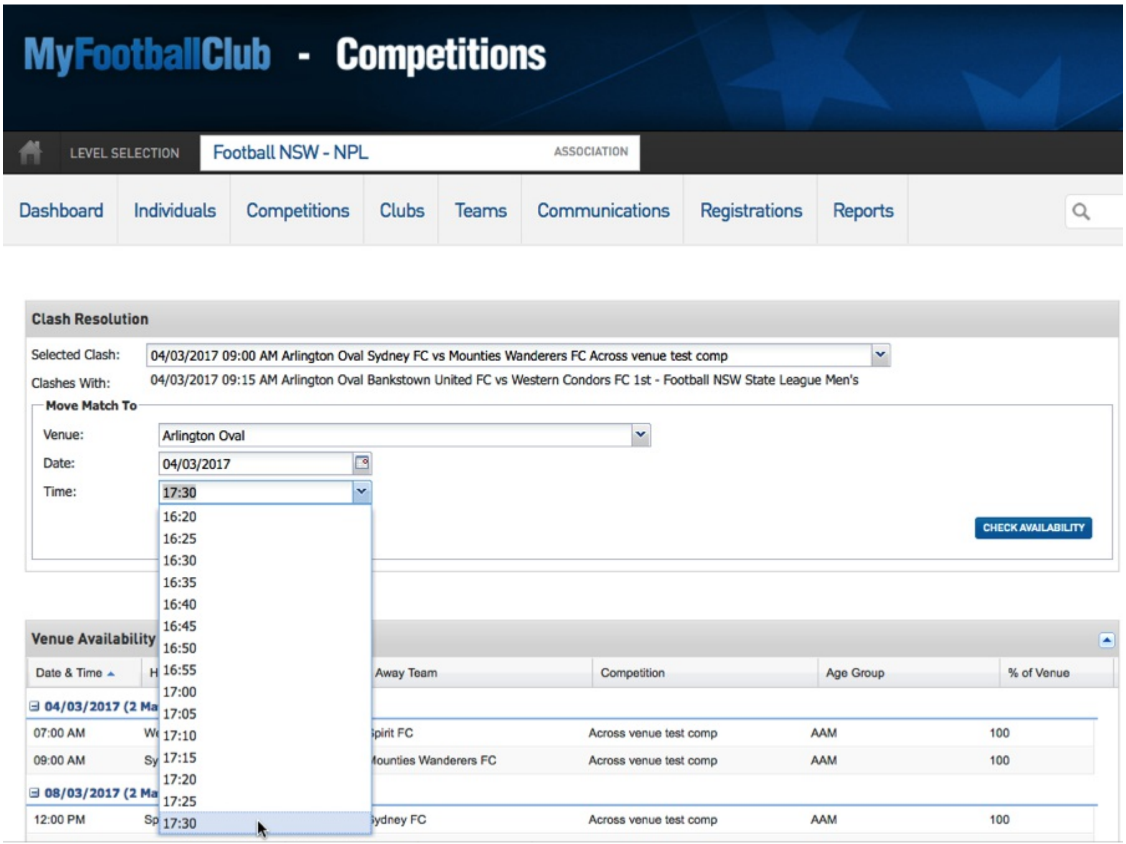
8. Select the Clash, to highlight the Clash across Association.



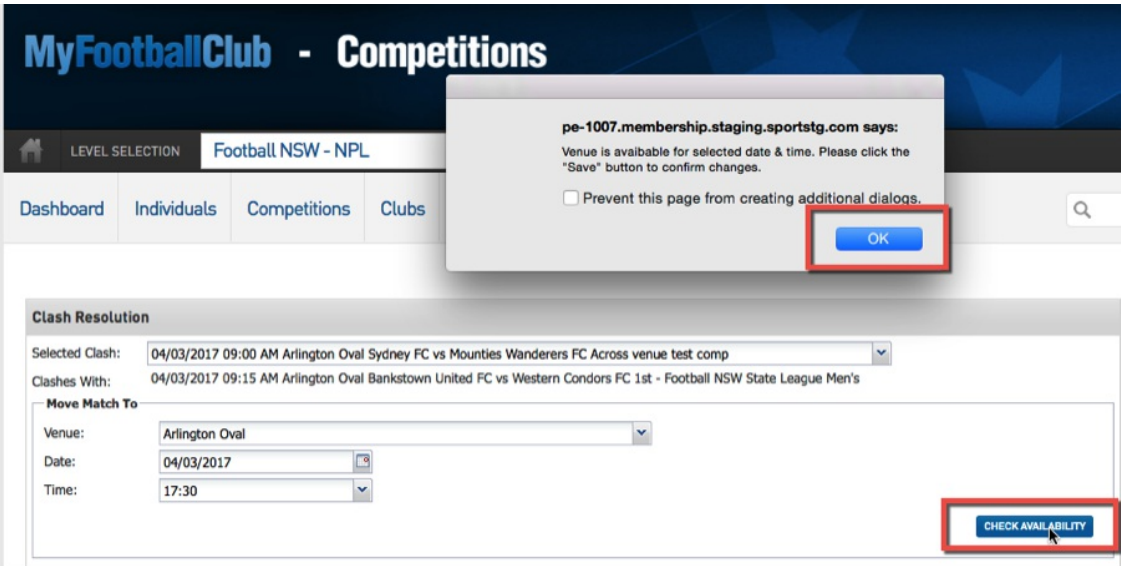
9. Please note that Clashes can only be rectified via the Association the match exists in.



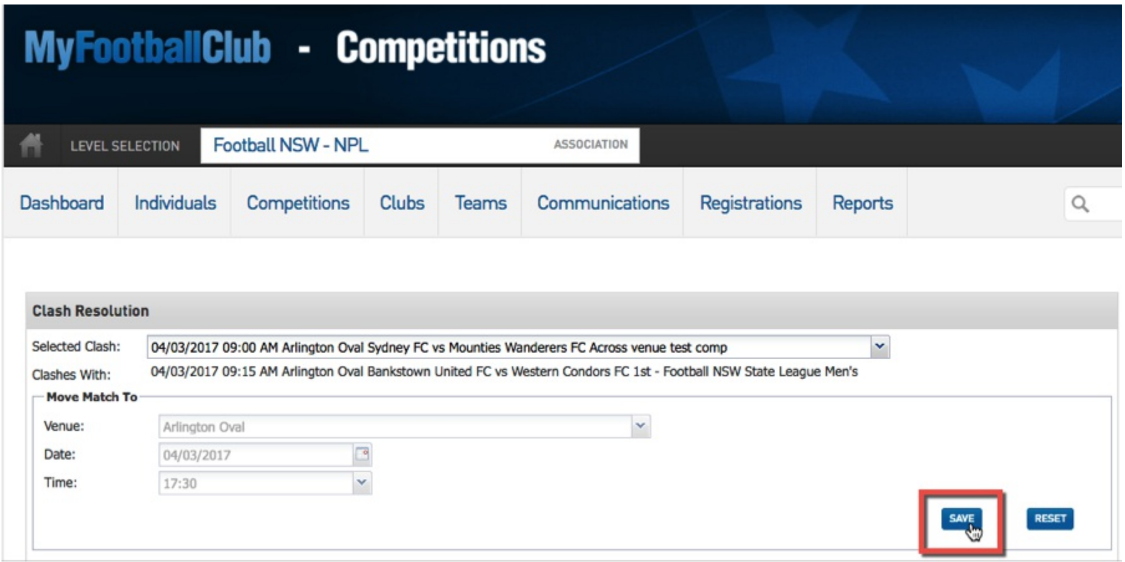
10. Once you select the clash from the Association the match exists in (in this case FNSW – NPL) the clash game from FNSW – Competitions will appear. You can then change the venue or date or time of the game to resolve the clash



11. Check the availability and then confirm the change



12. Save the changes and then refresh the page


MyFootballClub - Competitions
LEVEL SELECTION
Football NSW - NPL
ASSOCIATION
Dashboard
Individuals
Competitions
Clubs
Teams
Communications
Registrations
Reports
Clash Resolution
Selected Clash:
04/03/2017 09:00 AM Arlington Oval Sydney FC vs Mounties Wanderers FC Across venue test comp
Clashes With:
04/03/2017 09:15 AM Arlington Oval Bankstown United FC vs Western Condors FC 1st - Football NSW State League Men's
Move Match To
Venue:
Arlington Oval
Date:
04/03/2017
Time:
17:30
SAVE
RESET

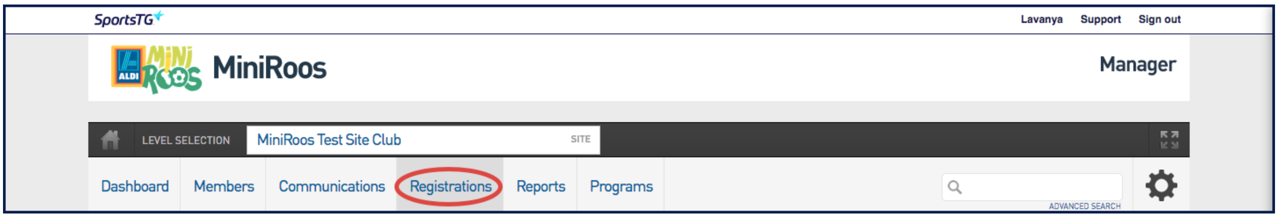
MinRoos Payment Application

Last Modified on 18/08/2017 12:01 pm AEST

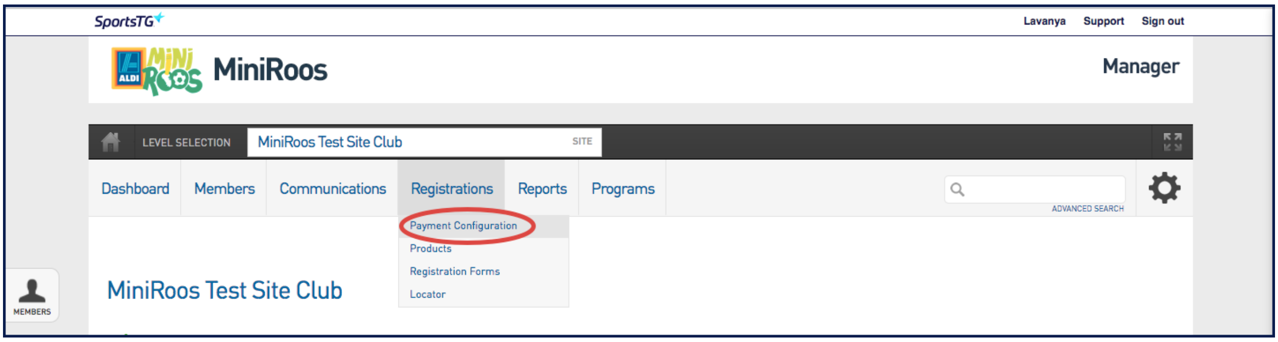
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

NOTE: you must upload your bank statement to validate your bank details.

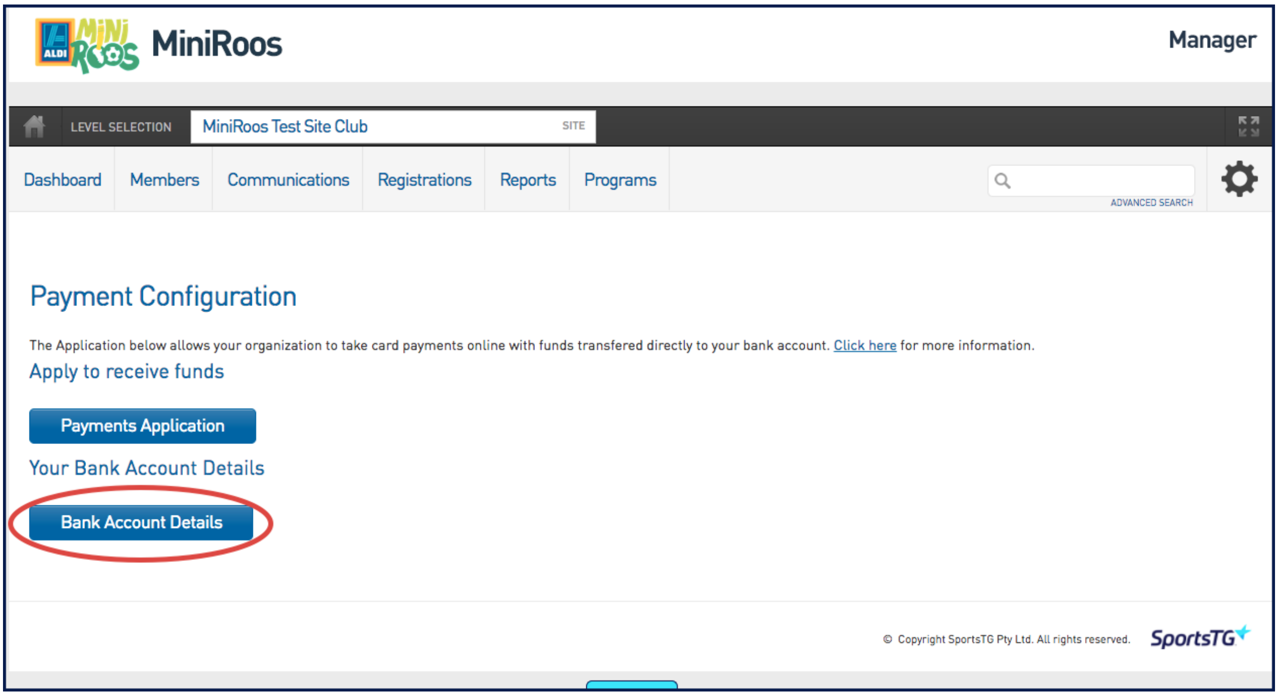
1. From the menu click **Registrations**.



2. Select Payment Configuration.

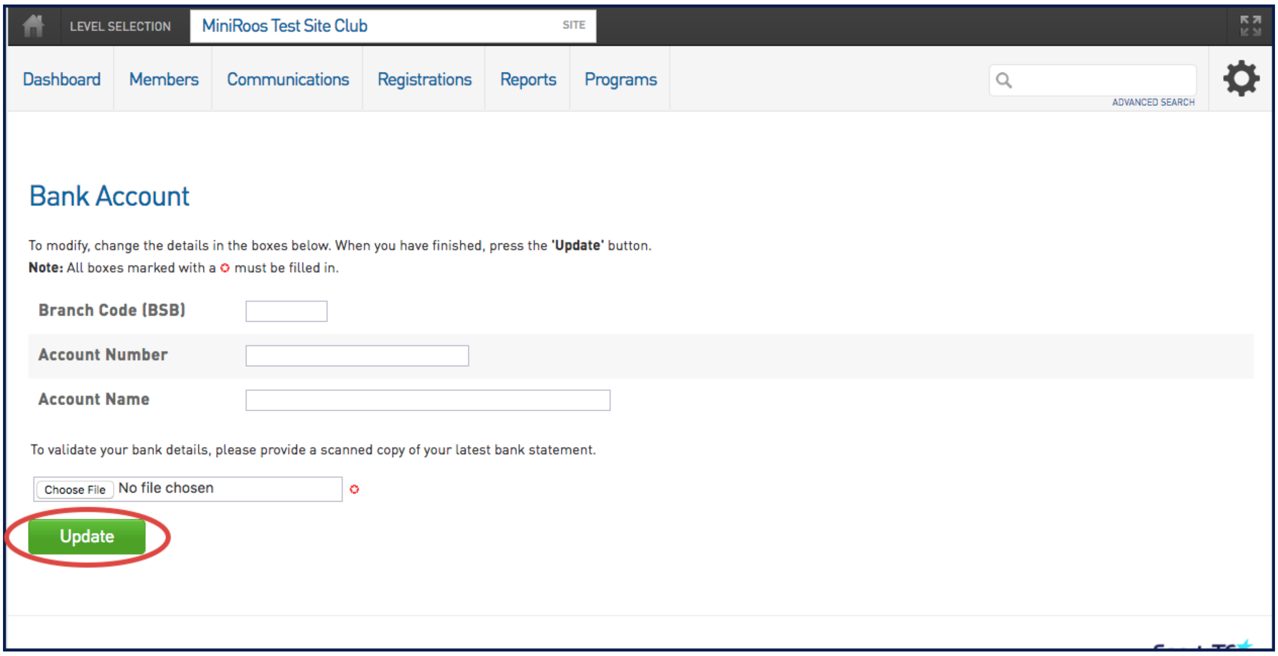


3. Click **Bank Account Details** under **Your Bank Account Details**.



4. Enter the required information and click **Update**.

> **NOTE:** Any field with red star mark symbol is mandatory.



FFA - View my clubs accredited participants

Last Modified on 05/03/2019 3:52 pm AEDT

Getting Access to the system

Firstly ensure you have a SportsTG Passport. To sign up for one head to this article - Passport: How to sign up to Passport.

If you already have a SportsTG Passport but do not have access to your club data database:

- If you are a Club administrator, you need to contact your League/Association.
- If you are a League/ Association administrator, you need to contact your State or National Governing Body.

For more information on how users are granted admin access head to this article - Obtain Access to your Membership Database

View Accreditation Records for my club

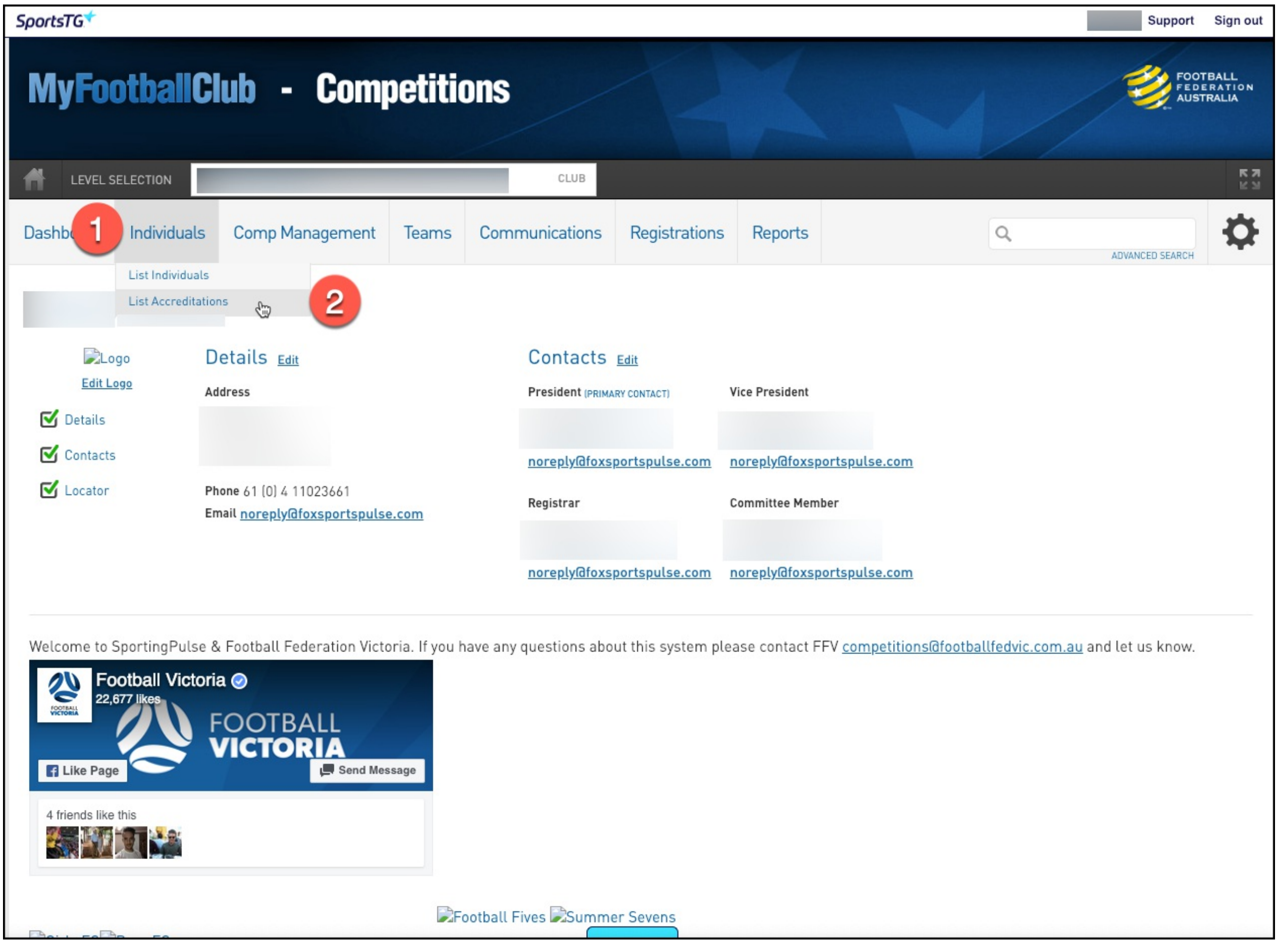
There are three different views of individuals with accreditations within the database.

Club List of individuals

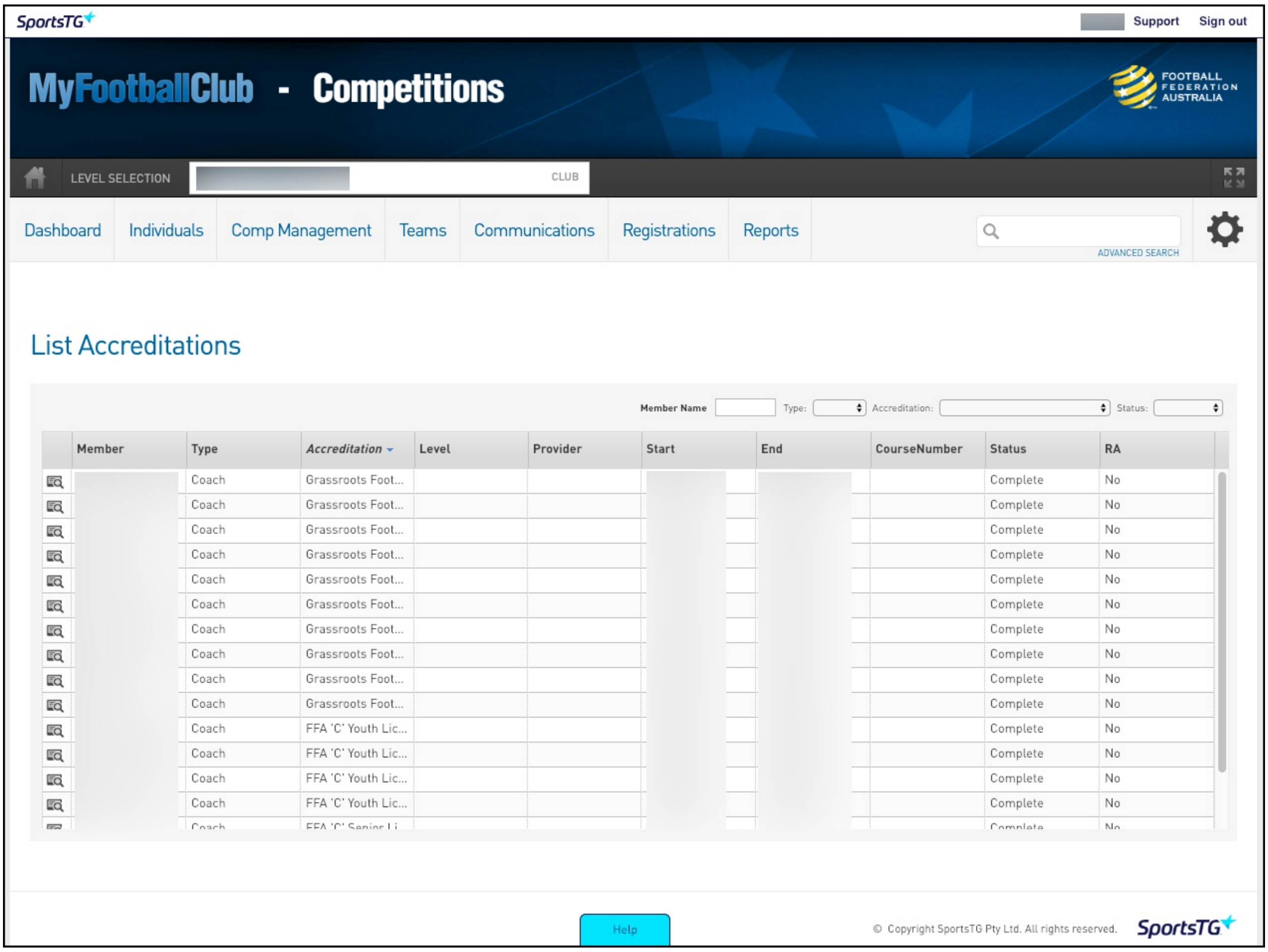
This option will display a list of records with an affiliation to your organization that have an accreditation.

Once you have logged into your club database:

Go to Individuals > List Accreditations



A list of records for your club will then be presented to you.



Clicking on the magnifying glass next to the record will load a screen with further information on the accreditation record for the individual.

Accreditation Report

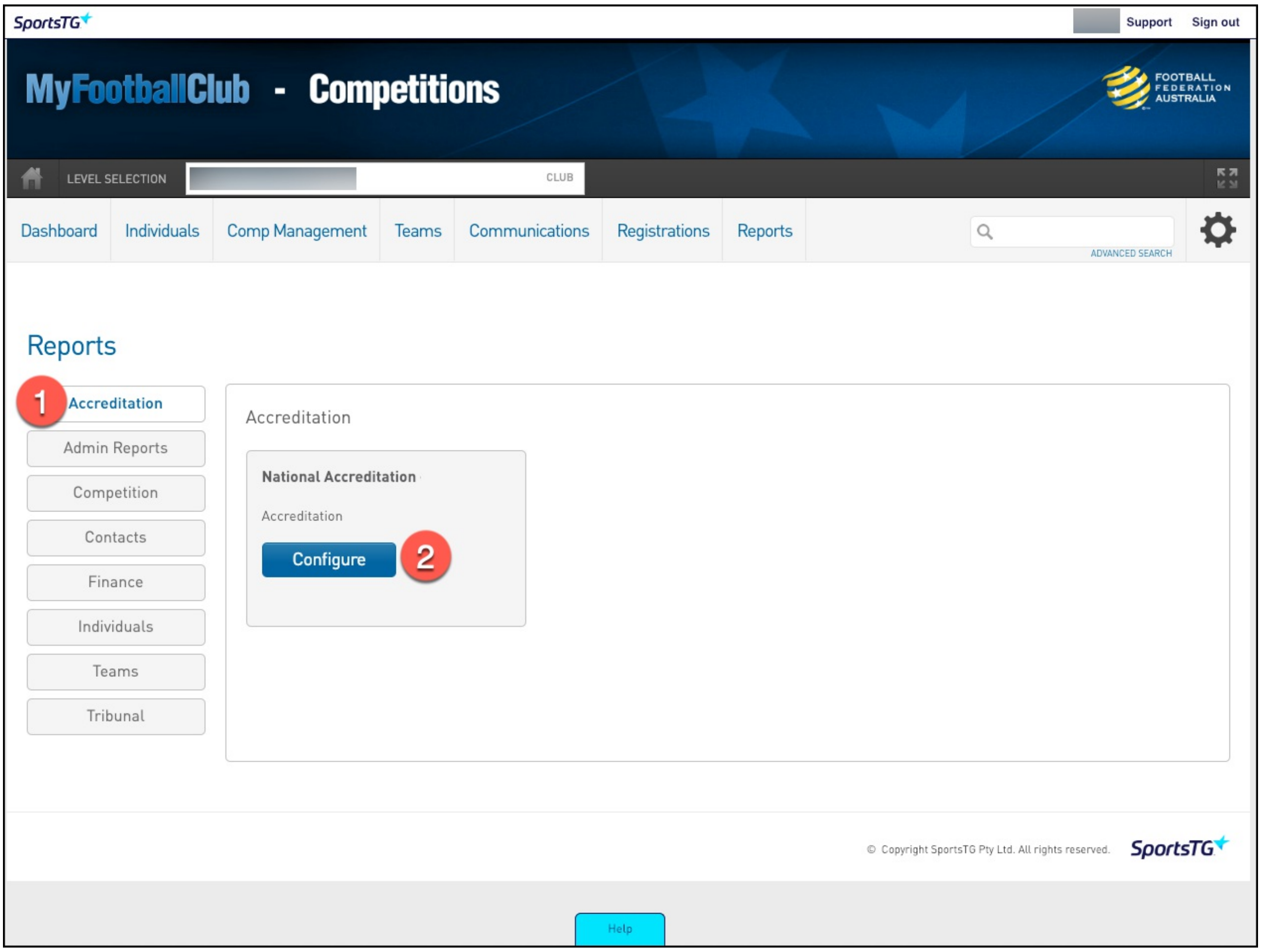
This report allows you to configure your clubs accreditation information in an exportable format.

Once you have logged into your club database:

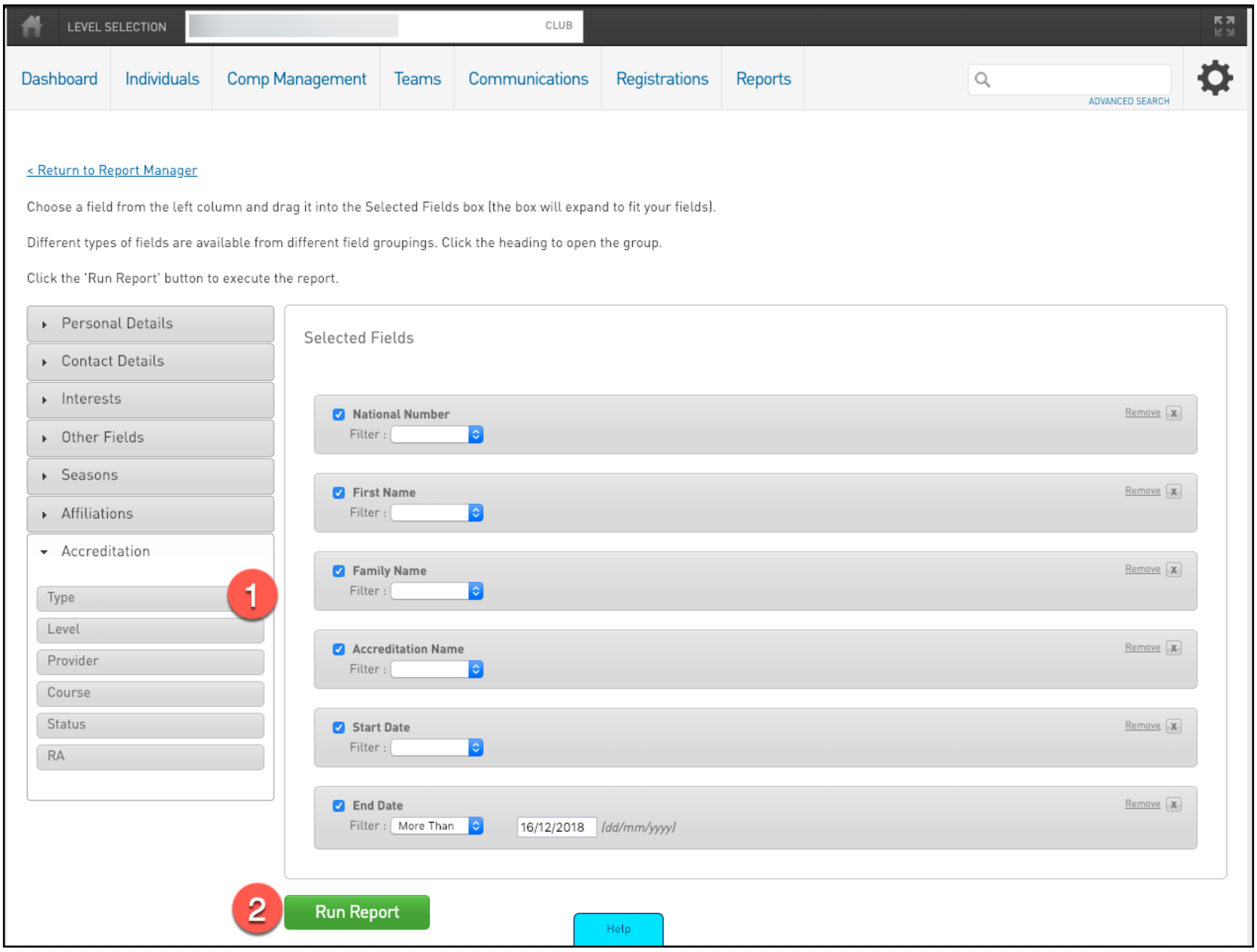
Click on Reports.

Once the page loads click on Accreditation

Then click on 'Configure' for the National Accreditation Report which will load up the report builder.



In the report builder, you can click and drag fields from each of the sections into the selected fields area.



Once all fields required have been selected click on 'Report Report' to view the output.

Returned 16 records

National Accreditation

National Number	First Name	Family Name	Accreditation Name	Start Date	End Date
			FFA 'C' Senior License		
			Grassroots Football Certificate		
			FFA 'C' Youth License		
			Grassroots Football Certificate		
			Grassroots Football Certificate		
			FFA 'C' Youth License		
			FFA 'C' Senior License		
			Grassroots Football Certificate		
			Grassroots Football Certificate		
			Grassroots Football Certificate		
			Grassroots Football Certificate		
			Grassroots Football Certificate		
			FFA 'C' Youth License		
			FFA 'C' Senior License		
			Grassroots Football Certificate		
			FFA 'C' Youth License		
16 rows (Examined 22 ...rows)					

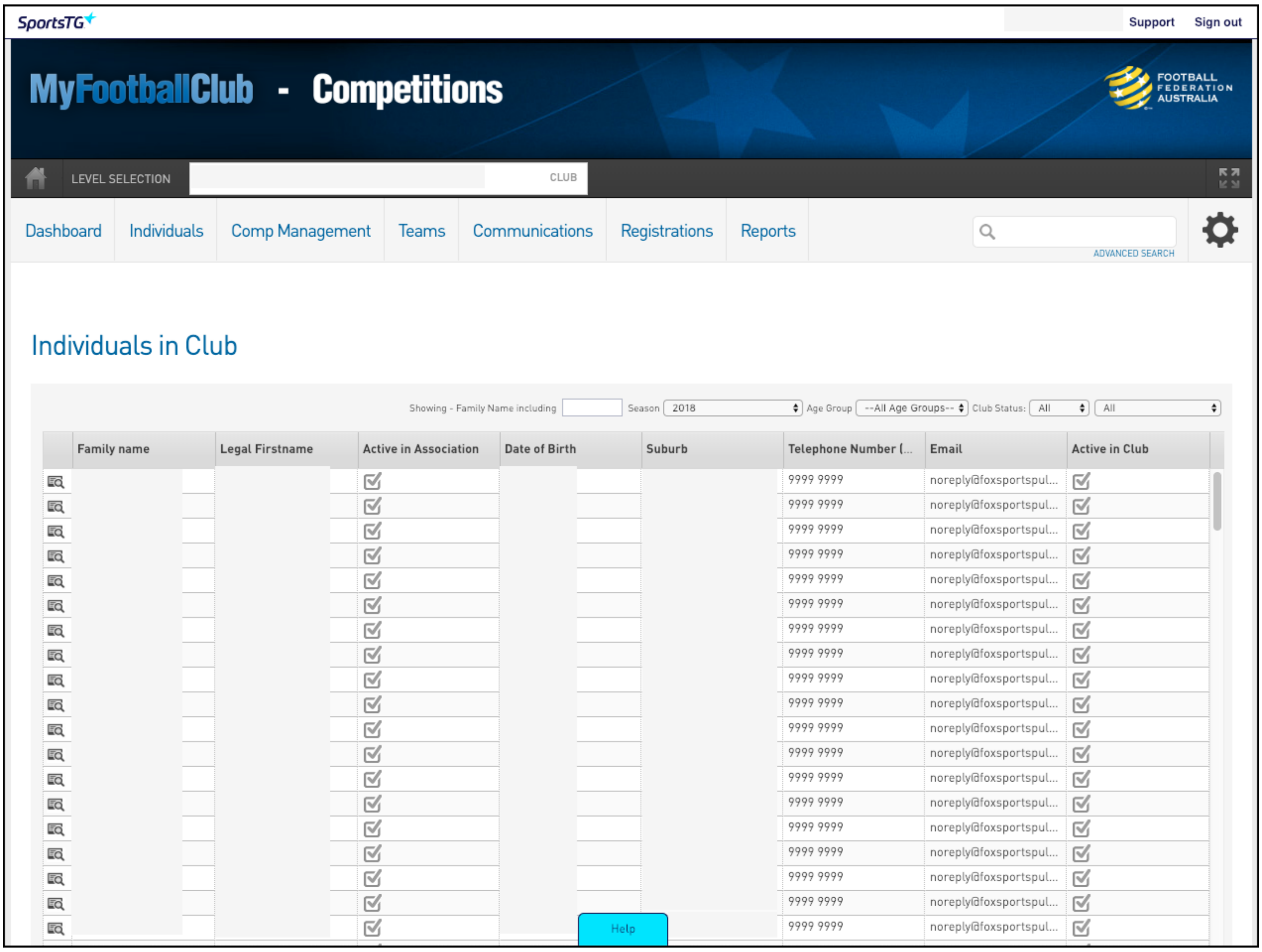
Report Run Sun Dec 16 15:22:09 2018

Member Dashboard Display

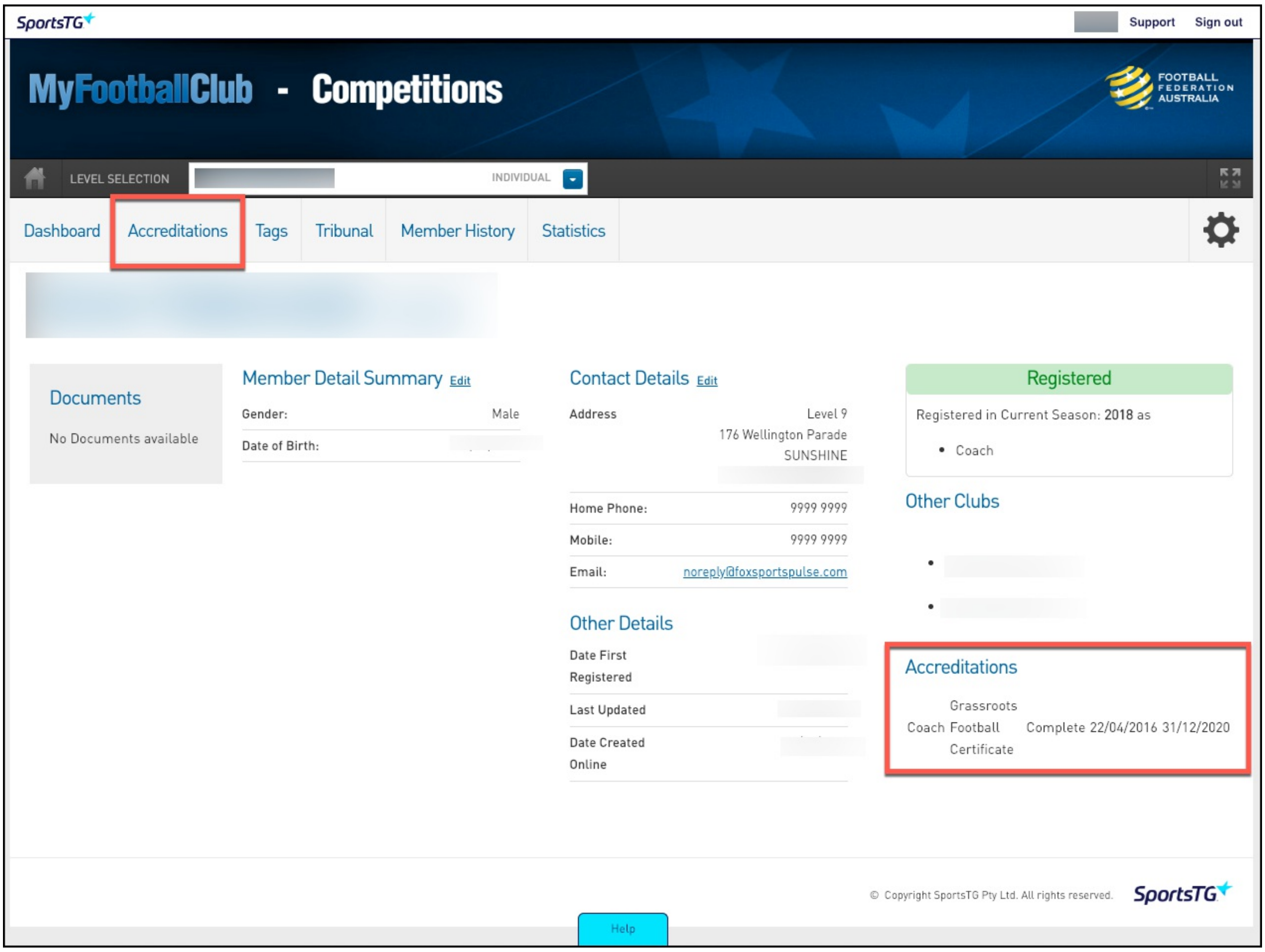
You can view an individuals accreditation history from their member record in the database.

Once you have logged into your club database:

Click on Individuals > List Individuals



Click on the magnifying glass for the individual you want to view.



On the member's page, you can view current accreditations on their dashboard or

Click on Accreditations to view their full history.

Returned 16 records

National Accreditation

National Number	First Name	Family Name	Accreditation Name	Start Date	End Date
[redacted]	[redacted]	[redacted]	FFA 'C' Senior License	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Grassroots Football Certificate	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	FFA 'C' Youth License	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Grassroots Football Certificate	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Grassroots Football Certificate	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	FFA 'C' Youth License	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	FFA 'C' Senior License	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Grassroots Football Certificate	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Grassroots Football Certificate	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Grassroots Football Certificate	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Grassroots Football Certificate	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Grassroots Football Certificate	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	FFA 'C' Youth License	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	FFA 'C' Senior License	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	Grassroots Football Certificate	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	FFA 'C' Youth License	[redacted]	[redacted]
16 rows (Examined 22 ...rows)					

Report Run Sun Dec 16 15:22:09 2018

GameDay Passport UI/UX Refresh: New Layout

Last Modified on 10/12/2021 10:00 pm AEDT

GameDay has introduced a new layout for our market-leading software GameDay Passport as part of our product refresh to align our products to our new brand. Admins will have the ability to try the new layout and switch back to the current layout of Passport. See below an overview video of the new layout:

Admins can choose to stay within the current layout or use the new layout to get familiar with the new look and feel. The functionality itself has not changed, you can still do everything you could before, it is now just formatted a little differently. We recommend staying in this view as much as possible as this view will become the default layout during 2022.

The new layout is in a BETA version so if you notice any format, display or functionality issues please submit a request, with screenshots and where you were within the database to our support team: support@mygameday.app

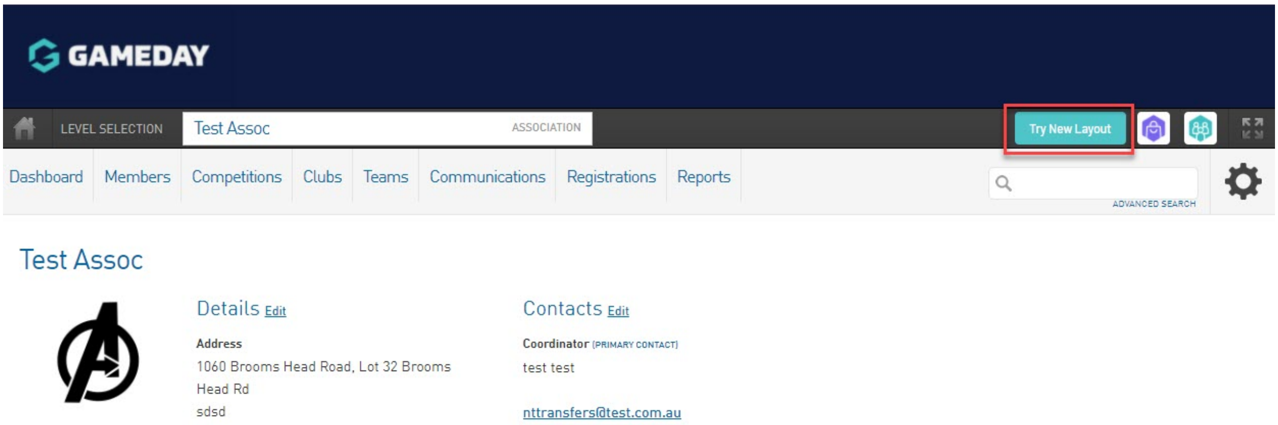
- This new feature is admin based, not organisation based, meaning if you log in with your details and choose to view the new layout but another admin logs in with their details they will see the current layout
- If you are trying the new layout and log out and back in again, the new layout will still be in use until you choose to switch back to the current layout and vice-versa

The below outlines how to navigate between the new layout and current layout.

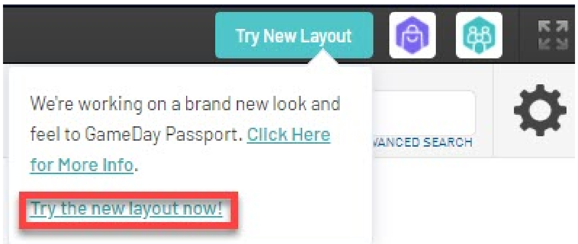
TRY NEW LAYOUT

1. Log into your database.

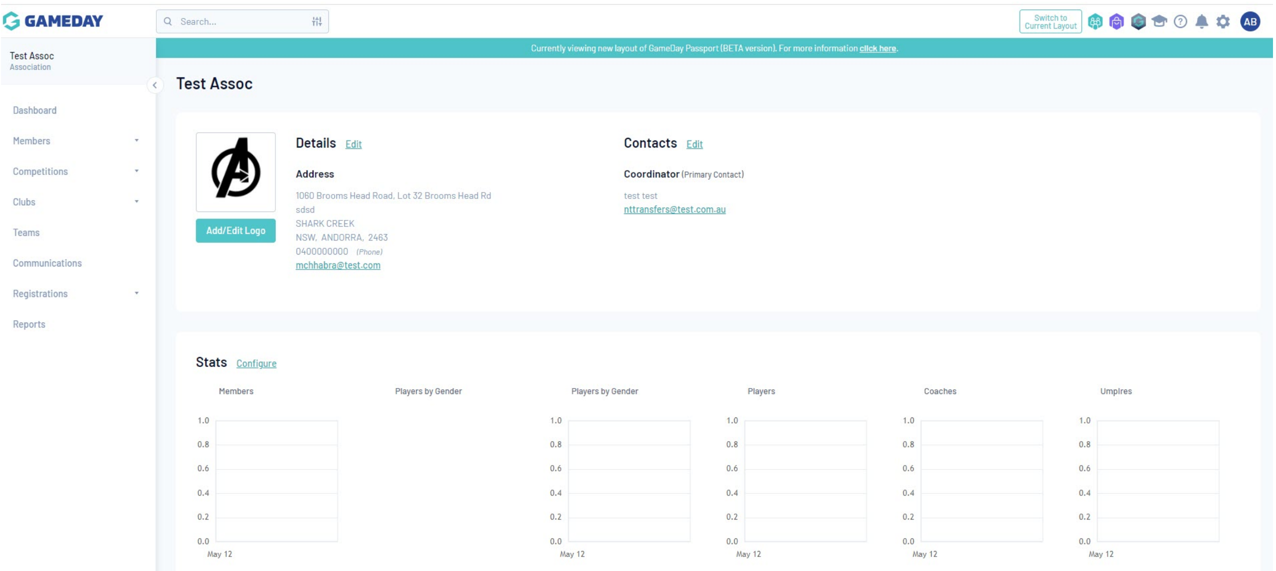
2. In the top right hand corner of the database, click on the **TRY NEW LAYOUT** button.



3. A message box will appear with information about our new layout. Click **TRY THE NEW LAYOUT NOW!** link

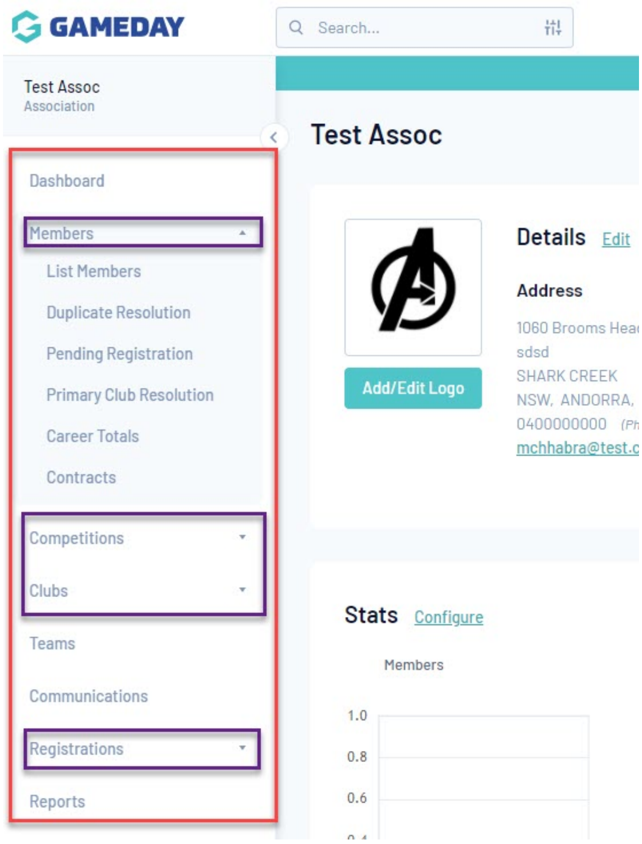


4. You will then be taken to the new layout for GameDay Passport.



You will notice in this new layout that the **menus are now on the left hand side**, and those menus with **sub menus will have a drop down arrow** against the main menu heading in order to view them.

Click against any of the menus/sub menus to view those sections.



SWITCH TO CURRENT LAYOUT

When in the new layout (you can be in any section) on the top right hand corner click **SWITCH TO CURRENT LAYOUT** button

This will take you back to the current layout.

GameDay Community: How to access it

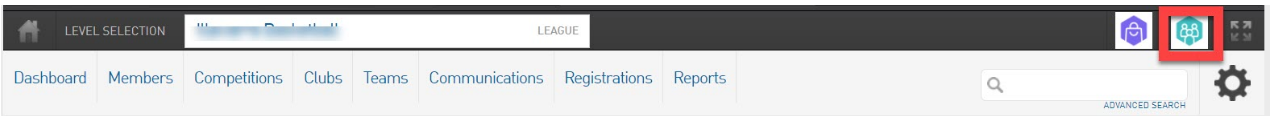
Last Modified on 21/07/2021 12:32 pm AEST

GameDay Community

GameDay Community provides our users and partners with an online destination to find, share and learn all things about GameDay including links to the lates product updates & release notes.

This community can be accessed at all levels within the sporting heirarchy (national, state, association, club, team).

Admins have the ability to access this community portal via their membership dashboard by clicking on the GameDay community icon in the top right hand corner of the dashboard.



This will take you to the portal where you can view the recent updates we have posted.

Become a member of GameDay Community by signing up here (it's FREE to join!)

Database Welcome Message

Last Modified on 28/07/2017 3:58 pm AEST

Upon signing in to Membership, the 'Dashboard' will appear. Associations can add a welcome message to this screen that will also be seen by Clubs and Teams when they sign in to their database. The welcome message is therefore a good method of conveying information down to club and team administrators.

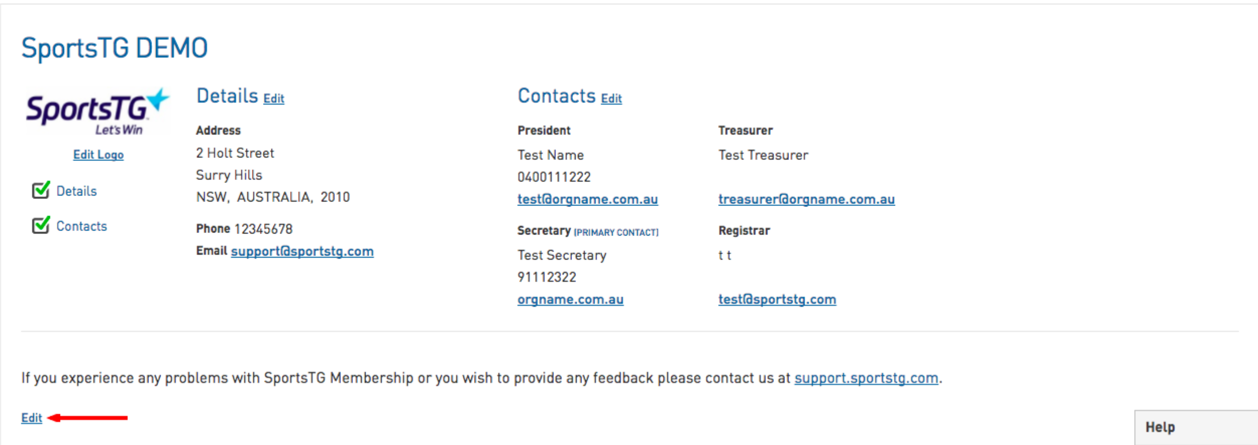
The welcome message is only able to be modified at the Association level.

To configure the welcome message:

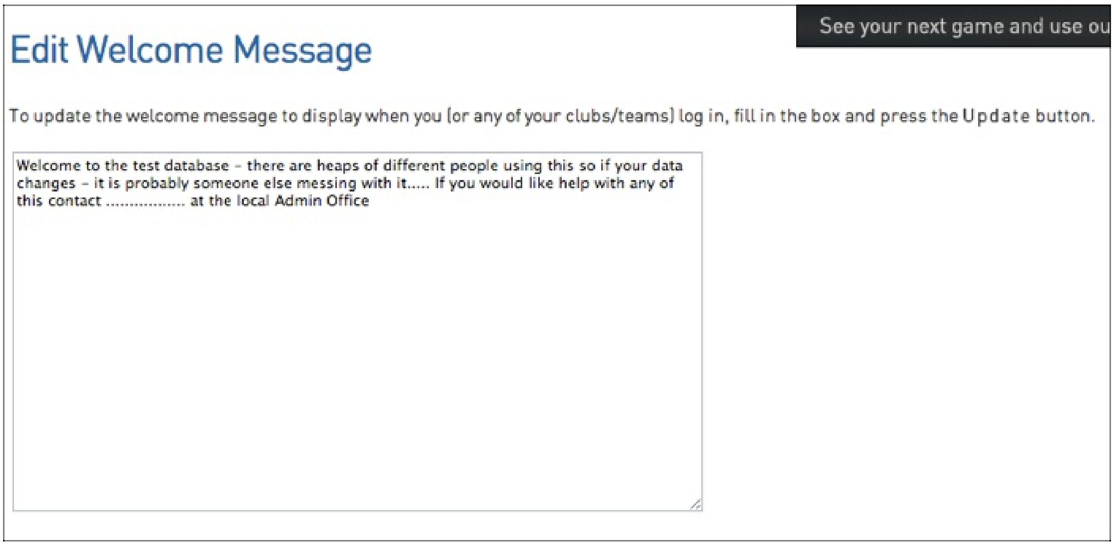
Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Log into Membership at the Association level

2. From the Dashboard, click on Edit next to the welcome message



3. The Welcome Message will appear in a text box. Modify the message as needed.



Click on Update to save the changes.

Database Levels & Functions

Last Modified on 01/08/2016 2:58 pm AEST

Database Levels and Functions

Access Levels

Last Modified on 01/08/2016 2:58 pm AEST

Membership allows access at each of the following levels: National, State/Region, Association, Club and Team.

These levels of access typically work hierarchically in that:

- A national administrator can access data at all levels within the database.
- A state administrator can access all data at that state's level and below.
- An association administrator can access all data at that association's level and below.

Note: If required, access to association-level data (and club and team data within that association) by levels above (eg. state and national) can be restricted to demographic data only.

Troubleshooting Registrations

Last Modified on 03/08/2016 9:12 am AEST

Troubleshooting at club level

I am a club and my members are sending through these queries:

'I received an email stating I need to register my child but when I log in, the form won't let me. What do I need to do?'

It sounds like the user might be inactive in the club. In this situation they will need to contact their club, who should then contact their association to ensure that the member is made active in the club.

'I am requesting a transfer but the user appears to not have a primary club, what do I need to do?'

In this situation the State body will need to be contacted and they will ensure that issue is resolved.

'My son played last year but when I log in it only prompts for new members to sign in... what am I doing wrong?'

The likely explanation is that your email addresses are different. Ensure that when you are entering in your email address that it is the same one that you used last year.

'I try to login to my registration form but it says I am not registered. When I try to register, it says I am already registered.
I have tried resetting my password and that does not help. What do I need to do?'

A confirmation email that has previously been sent to you was not activated. The email will need to be resent by FSP for you to activate. Please contact us at https://sportingpulse.zendesk.com/anonymous_requests/new with the error you are receiving and the email address you use for passport. Once activated, you will need to reset your password. After this has been done try and log in again.

'I have been charged twice for my registration, how do I get the money back?'

On rare occasions, member credit cards are double charged by the bank, however, only one transaction will show in the member record.
If this occurs, the member should submit a request with our support site with the date and amount of the payment. They should supply the first 6 and last 3 digits of their credit card number, date of payment, amount of payment and the organisation with which they registered to, as this will allow us to quickly investigate the duplicate payments. The address is: https://sportingpulse.zendesk.com/anonymous_requests/new

Note that this is different to when the member has actually paid twice for an item. If that is the case, both transactions will show up in the member's transaction record and it will be the responsibility of the club to reimburse where relevant.

*Also, please ensure that you only send through the first six and last three digits of the credit card that was used. **Do not** send through the whole card number.*

'I received an email stating I needed to register my child but when I log in, the form states 'A member with the same name and date of birth already exists! Please contact your club to request a transfer'. What do I need to do?'

In this situation the members needs to be transferred from one club to another before he is registered. Please contact your club to ensure this happens.

I have created a new product with multiple pricing but it is showing as $0. How do I fix this?

Single pricing must be set completed even if you are selecting multiple pricing to ensure those who register as 1 person are paying for the product. If the first option in the multiple pricing is $100, the Single pricing must be set at $100 also.

How much do I have to add to my product in order for the 3.9% to be accounted for?

If you divide the product cost by .961 then this should give you the amount that you should set the product to, in order for the 3.9% to be accounted for.

I clicked the 'back' button in my browser (which I know I shouldn't do) and now the transaction value has doubled. What should I do?

Firstly, try closing the browser and registering again (or try a different browser). The browser session should refresh and resolve this issue. If this does not solve the problem, you will need to contact your club and ask them to remove the superfluous transaction from your member record. If you have already paid for the transaction, then you will need to contact your club to organise a refund.

'The product (registration fee) is not showing on the registration form. What should I do?'

This means the product has been set up incorrectly. Ensure that the correct product is active on the correct registration form. Also make sure that each filter on the product is correct, eg. the availability filter on the product.

'Why am I not receiving a discount for registering more than one member on our club registration form?'

Ensure that the question 'how many adults/children do you want to register' has been answered correctly. If you only select one adult/child and then attempt to register multiple adults/children in the same form, you will not receive the discount.

Troubleshooting at Association/League level

I am an association and my clubs are sending through the following queries:

'Joe Blogs at Test Club is a duplicate, can you please resolve this so he can register?'

The association needs to follow the instructions at the following document to ensure the member is resolved.

Resolving Duplicates within your membership database

'Joe Blogs at Test Club has entered in his email wrong and wants to change it. We cannot access his email at club level, can you please change it.'

Add and Edit Members

Troubleshooting Schedula

Last Modified on 06/10/2016 6:12 pm AEDT

How do I know when our officials will be notified of their appointment times?

You can find this under: Schedula Profile > Manage Your Profile > Active Memberships.

I can't seem to find a particular official in Schedula

- *First check that they're registered in the current season as a match official in your* SportsTG *database.*
- *If they also officiate in another league their email address might already be used by that account. They'll need to be marked/resolved as a duplicate in your* SportsTG *database, then email support@foxsportspulse.com and we can merge the two records in Schedula (we'll need to know their first name, surname, DOB and the name of the leagues they officiate in)*
- *For AFL users check that they aren't listed in the 'pending registrations'.*

Can we use Schedula for practice games?

Yes, you should create a new competition for this in your SportsTG *database. Make sure that you edit the practise game and click 'Hide in Stats' so the game doesn't contribute to player career stats.*

I'm not receiving the decline notifications, why is this?

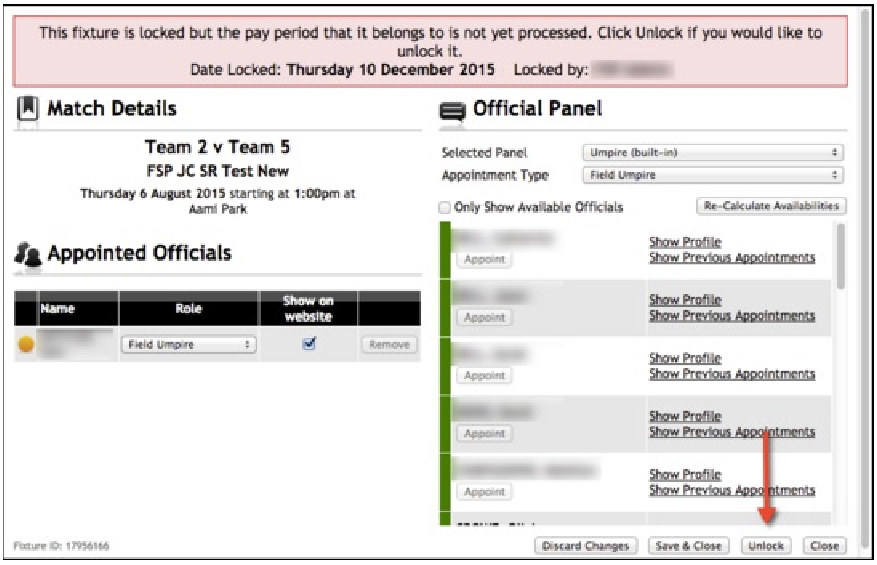
Decline notifications are only sent to the administrator that made the appointment.

Our officials aren't receiving their appointment notifications.

Why is this? Confirm that the emails are not going to their spam folder.

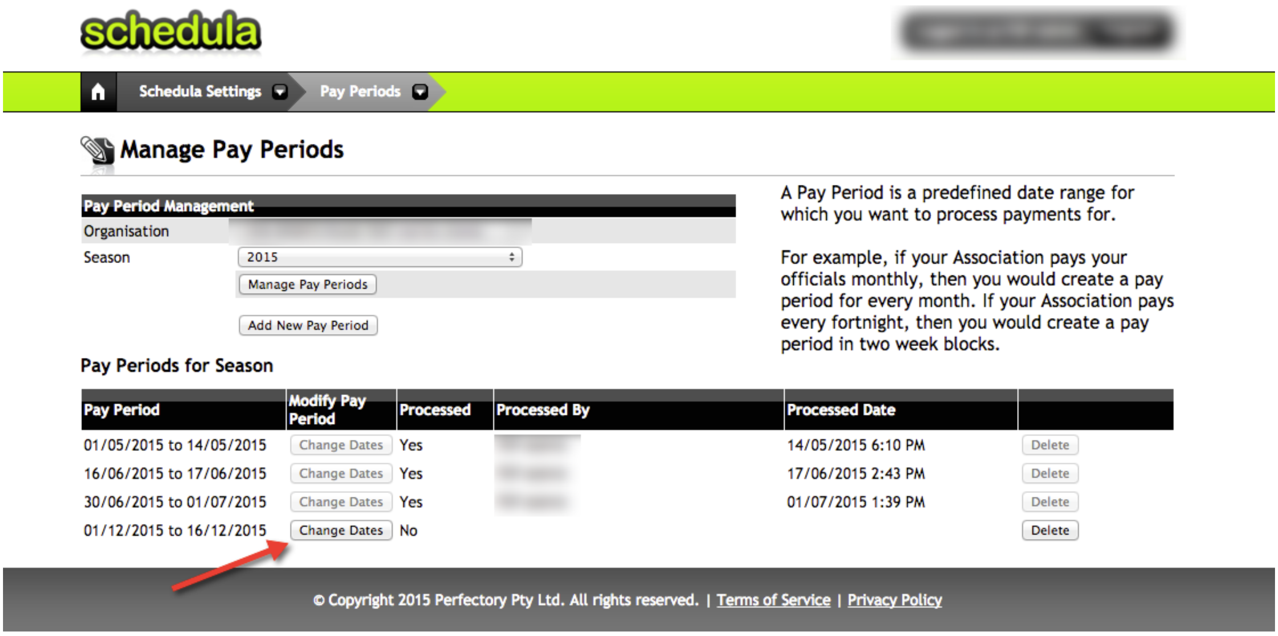
How do I unlock a fixture?

To unlock a fixture, simply hit 'Unlock' on the bottom right of your screen.



How can I edit the dates on existing unprocessed pay periods?

Click change Date, just to the left of the Pay Period dates.



I cannot Login or reset my password for Schedula - what should I do?

SportsTG *support will need to do this for you. Please contact us here: http://support.sportingpulse.com/help/contact-us with your contact information.*

An error message is telling a member my email address is already in use - what should I do?

This means that the member is a duplicate. SportsTG *support will need to merge the member's record. To do this please contact us here: http://support.sportingpulse.com/help/contact-us with the member's details.*

On the pay advice, it states 'Make sure your bank account details are up to date in Schedula.' How do I add the bank account details?

Please check out this article - Adding Bank Account Details. This article provides instructions on how to add your bank account details.

I have renewed my membership for 2016 but Schedula will not update, (24 hours later) still saying it has expired. I am unable to receive my appointments.

This will have occurred because you did not select a member type, eg. Umpire. Once selected, this will then copy to Schedula within the hour.

Teamsheet and Results Entry Troubleshooting

Last Modified on 07/10/2016 4:09 pm AEDT

Team Manager

'I need to be given access to create team sheets and enter results'

Ensure that you have a registered Passport Account, If you don't have one go to passport.sportingpulse.com and sign up. You will then need to provide your club with the email address that you signed up with and which team you need access to. Your club will grant the access required. We are not authorized to provide access as we cannot verify who is allowed access.

When the club confirms with you that they have assigned that access to you - then login to your passport account at:

To enter team sheets follow this self-help guide: Entering Team Sheets

To enter results follow this self-help guide: Enter Match Results and Statistics Online

'I can't see a player to add on the team sheet. (Not registered, needs a transfer to be completed, too old/ young for competition).'

C*ontact your club, the member may not have completed their online registration or could be in the final stages of the transfer process.*

'The match is locked but I need to enter player stats'

Each league can set a lockout time for matches in a competition, at this point no further changes can be made to a game by team managers or club officials.

If this happens to you contact your club, they will need to submit a request to your league to unlock the game and allow you to make the relevant updates.

Club Administrator

'My team managers are asking me to provide them access to their teams to submit team sheets and enter results. How do I do this?'

Ensure that they have registered and confirmed an Account with SportsTG *Passport (passport.sportingpulse.com). Follow steps in this article for team access - Manage User Access to your Database*

To enter team sheets follow this self-help guide: Entering Team Sheets

To enter results follow this self-help guide: Enter Match Results and Statistics Online

'My team manager is having issues selecting members on team sheets and have been directed to contact me. What can I do?'

Check out this article Can't Find a Player for your Team Sheet?

Is the member new to your club? Has a transfer been successfully processed? Check your transfer list in membership and ensure that the transfer is complete, including self registration of the member to your club as a player. If you can see the member in the database check that they are registered as a player in the current season if not they will need to complete the registration form for your club.

'One of my team managers has contacted me because a match was locked before they could enter player stats. What do I do?'

They have come to you as they correct process is for teams to contact their club and then the club to contact the league on their behalf. Take note of the games that need to be edited and then contact your league administrator. They will be able to unlock the games required if they permit it.

'Why is a team not showing in the ladder?'

1. Check that match results have been entered for each round.

2. Check for Hidden Rounds.

3. Ensure the team is active in the Association, as well as the competition.

League Administrator

'One of my clubs has contacted me because they cannot select certain members registered in the current season to a team sheet.'

The first thing that needs to be check is the date range of the competition, is it incorrect? Do this by hovering over Competitions > List Competitions > Click Magnifying Glass > Edit Details
Secondly, check whether the member is inactive in the club.

'Our "publishing" has still not carried through to the mobile app, I was told it would take a couple of days once I set it to publish.'

This will likely be because the association was not set to 'display in the app', once you have set this, it should show within 24 hours.

How can I enter team sheets?

To do this, follow this self-help guide: Entering Team Sheets

'I cannot pull up matches from the past 2 weeks, I have tried to enter the details of these matches the morning after games to no avail. I just put in the whole month of May 2016, and I can see the upcoming matches but not the past 2 weeks.'

Please change your date filters to be inclusive of the date of the match - for example, if you want to view games on the 7th May, set the range to 06/05/2016 - 07/05/2016 , this should fix the issue.

How can I enter results?

To enter results follow this self-help guide: Enter Match Results and Statistics Online

'Why is a team not showing in the ladder?'

1. Check that match results have been entered for each round.

2. Check for Hidden Rounds.

3. Ensure the team is active in the Association, as well as the competition.

Exporting Game files from Courtside

Last Modified on 02/07/2020 1:36 pm AEST

Exporting game files from Courtside

If errors occur when trying to sync, download or upload games from either the Courtside programs and you have bought this up with the support team, they may ask you to send through the game files from the affected matches.

What the support team requires from the association when you are needing to send these files through are:

- The **game files** from the matches that were affected

- A list of all the matches that were affected:

1. The **date** the matches were played on
2. The **competitions** that were affected
3. The **courts** that were affected
4. The **teams** that played in those matches (and final scores if you do happen to know them)

The above information allows the team to determine what games they need to look into so please be as specific as possible - feel free to write this list in a word doc or screenshot (of the match results) with the highlighted games affected.

Courtside

Please note when attempting to send the game files from Courtside you need to go back to the dates that were affected individually and do the same process below for each of the days- we only store game data for **three days before and three days after**. If your games were played more than three days before you submitted the request unfortunately we won't be able to find any game data from those matches so we won't be able to upload any results for those matches. In this case you need to go in and manually add the final scores to each of the games.

1. Load the app

2. Go to **admin**

3. Export game files

4. Select the matches that are affected

5. Select **email** on the bottom of the screen

6. Open your email account

7. With the email please ensure that you put the **name of your association** within the email (or subject line) so we know the association we need to upload these games to as well as the **information listed above relating to the games**.

8. Send the email

9. If you have a support ticket open regarding this with a support team members please email them to let them know you have sent the files so they can look for these within the support centre.

Note: Some files that you may send through may not have the correct data, only partial data or no data at all. If the support team member informs you that they have not been able to upload data from certain games, unfortunately there is no other way to get this game data, so you will need to go into the games and manually add a final score for those teams.

Bulk Refunding Process

Last Modified on 31/01/2022 2:14 pm AEDT

In response to the large number of requests to refund participant fees after the shutdown of sports due to COVID-19, we have built a tool which allows GameDay staff the ability to process refunds from the admin console on a case by case or bulk basis.

We have created a new report that is designed for sporting organisations to run based on a date range for payments to get a list of transactions (via Braintree, which is our payment gateway). It is designed to export as a CSV email attachment which would populate the information we need in order to refund successfully.

> **NOTE: Payments that were made by Polipay are not refunded by GameDay. As Polipay is a direct debit between the members bank account and the club/association bank account, these payments don't go through our gateway so we can't refund them. Your organisation will need to refund the amount the members paid from their bank account directly.**

If you only need to refund a few members (1-5 people) then your best option will be refund directly from your club bank account and then manually mark the payment as refunded within the transaction tab of the members profile. For refunds of 5 of more people please see the following:

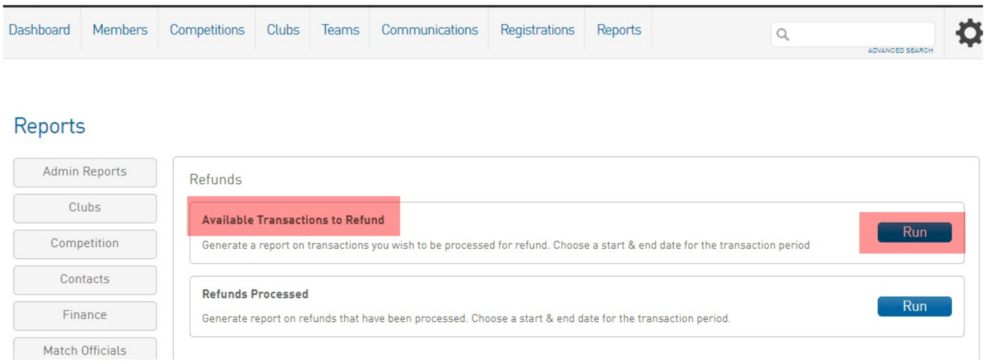
Please see the below on what is needed by your club/association in order for us to refund in bulk:

1. Log into your organisations database.

2. Go to **REPORTS**.

3. Click on the **REFUNDS** tab.

4. Click **RUN** against the **AVAILABLE TRANSACTIONS TO REFUND** report.



5. Input the **date range** of the transactions that need to be refunded.

- Please make this as accurate as possible so our team is able to process this within the one go.

6. Input **your email address** - so this can be sent to you as a copy and you can check this is correct.

7. Once you have received the report and confirmed it has the correct transactions, please forward this report to our support team via support@mygameday.app

Please include your best contact email address and phone number as well as the name of your organisation (and affiliated assocaition if you are a club). A sample of an email is below:

> (Organisation Name) Bulk Refund Request
>
> Hi SportsTG.
>
> I am (name) from (organisation name (with affiliated association included).
> Please see the attached report that lists the transactions our organisation needs refunded in bulk.
>
> Best contact information:
> Email: same as above
> Mobile: 0412345678
>
> Please let me know if you need anything further.

8. Once our team has received this we will send you an email back confirming this and our team will look into refunding these payments.

We understand that refunds are needed as soon as possible during this hard time, however as we have a large quantity of requests to get through, we ask you to be patient with us while we process these refunds- we will do our best to attend to these requests ASAP.

AFTER REFUNDING:

Once we have emailed you back about these refunds being processed you can then run a REFUNDS PROCESSES REPORT to see information related to the transactions refunded. The report contains a summary of the refunds that STG has processed for the organisation including the amount refunded, time of refund and the items included in the transaction. It is designed so the club can keep a record as the tool does not update products involved in the transaction to mark it as refunded.

1. Log into your organisations database.

2. Go to **REPORTS**.

3. Click on the **REFUNDS** tab.

4. Click **RUN** against the **REFUNDS PROCESSED** report.

5. Choose whether you would like this displayed in a new tab or emailed to you directly.

Report an issue

Last Modified on 16/12/2015 9:51 am AEDT

Step 1.

Firstly, check the Current Issues page to see if there are any relevant details and advice. We might already be on it!

Step 2.

If it is not a current known issue, Contact Us and provide full details. Heres some tips on what to provide:

- The name of your association, federation, league, club
- Contact details so we can get in touch
- The URL (address) of the page or pages where you are experiencing a problem.
- A step by step account of what you are doing or have done.
- What you were expecting to occur as opposed to what has occurred.
- Screenshots of the issue (if possible and is very helpful)
- The error message
- **If it is an issue with a payment** - provide the first 6 last 3 digits on the credit card used.

Important: Fixtures, scores, ladders, player stats and other website content is managed by associations, federations, leagues and clubs. If you feel that something is not accurate or up-to-date, please contact the relevant organisation for that competition.

Product Updates & Release Notes

Last Modified on 24/11/2021 10:35 am AEDT

Find the latest Product Updates & Release Notes via **GameDay Community**: https://community.mygameday.app/

- Passport, Membership & Competition Management
- GameDay App
- Courtside App
- Schedula

Service Status

Last Modified on 05/02/2022 1:58 am AEDT

Here you will find information and advice regarding any known issue or schedule service maintenance.

Service = Good 😊

Scheduled Maintenance:

GameDay Passport will have a scheduled downtime on Monday 14th February 2022, between 6:00 am to 7:00 am AEDT, to upgrade the GameDay Passport database and hosting to the latest version.

Affected services:

- GameDay Passport (Membership + Competition Management)
- GameDay Passport Registration forms
- GameDay Passport Websites

Current Issues:

No current issues 😁

Resolved Issues:

For past resolved issues, please refer to the GameDay Release Notes available via GameDay Community 😎

Release Notes: June 2020

Last Modified on 30/07/2020 12:25 pm AEST

June 2020

Our June releases are related to the following:

New features:

- Rosterfy - organisations now have a report that allows them to gather basic information about members so that they can import this into Rosterfy.
- Organisations can now report on if a player is participating in more than one competition within a season.
- Organisations can now report on if a player is part of more than one club within a season.
- Organisations can now report on venue clashes to see what venues/games may be clashing to ensure no games are affected and all games are fixtured correctly.

Courtside Release Notes: May 2020

Last Modified on 03/06/2020 9:52 am AEST

Our latest release for Courtside includes the following:

iOS App - Version 2.6.111
Android App - Version 1.10.116

New Features:

- Added ability to flag players added via Courtside search in competition module
- Added the ability to restrict the ability to add players to the team by competition configuration
- Added the ability to configure the use of overtime for only finals games

Resolved Issues:

- Fixed issues with final scores effected by points assigned to the team
- Fixed issues where timeouts were not showing in the action log
- Fixed issue around changing player number mid-game foul bug

Release Notes: May 2020

Last Modified on 30/07/2020 12:24 pm AEST

May 2020

Our May releases are related to the following:

New features:

- New report allowing organisations to see if members have purchased a product more than once within the same season so they can issue a refund
- Courtside: New report that allows organisations to report on the configuration codes for Courtside
- Courtside: New report created to allow organisations using Courtside to report on those players that have been manually added via the app.
- Courtside: National sporting bodies are now able to report on how many of their organisations in their hierarchy use Courtside.
- Courtside - associations now have the ability to turn on/off manually adding players to Courtside.
- Returning to sport - new report created to allow organisations to report on member information, teams and venues etc if an instance of COVID-19 is reported so organisations can quickly contact affected persons.
- Organisations can now cap the margin of victory for teams within the ladder template, so that if a game is a blowout it does not affect the ladder too much.

Functionality changes:

- Team players/contacts report now has the ability to be exported via email
- Courtside - Associations now able to bulk allow their competitions to only use overtime in finals

Resolved issues:

- Custom data no longer disappearing when members duplicate resolve either the new or existing record.

Release Notes: March 2020

Last Modified on 30/07/2020 12:22 pm AEST

March 2020

Our March releases are related to the following:

Functionality changes:

- Enhancements to uploading and editing an image when uploading via mobile

- Country of birth fields updated to be gender neutral - now should as parent/guardian 1 and parent/guardian 2 instead of mother/father.

Resolved issues:

- Sport specific registration issues resolved.

Release Notes: February 2020

Last Modified on 30/07/2020 12:21 pm AEST

February 2020

Our February releases are related to the following:

New features:

- More updates to the Ecal integration
- Implementation of HTTPS across the FSP fixtures/results websites.

Functionality changes:

- Upgrades made to our accreditations module to allow greater flexibility for administrators across multiple organisations when managing participant qualifications.

Release Notes: January 2020

Last Modified on 30/07/2020 12:20 pm AEST

January 2020

Our January releases are related to the following:

New features:

- API created to allow logos for associations and clubs to be pulled from the STG system for fixtures and results to be used for external partners/organisations.

Resolved issues:

- Sport specific bugs resolved.

System Enhancements: 17/07/2019

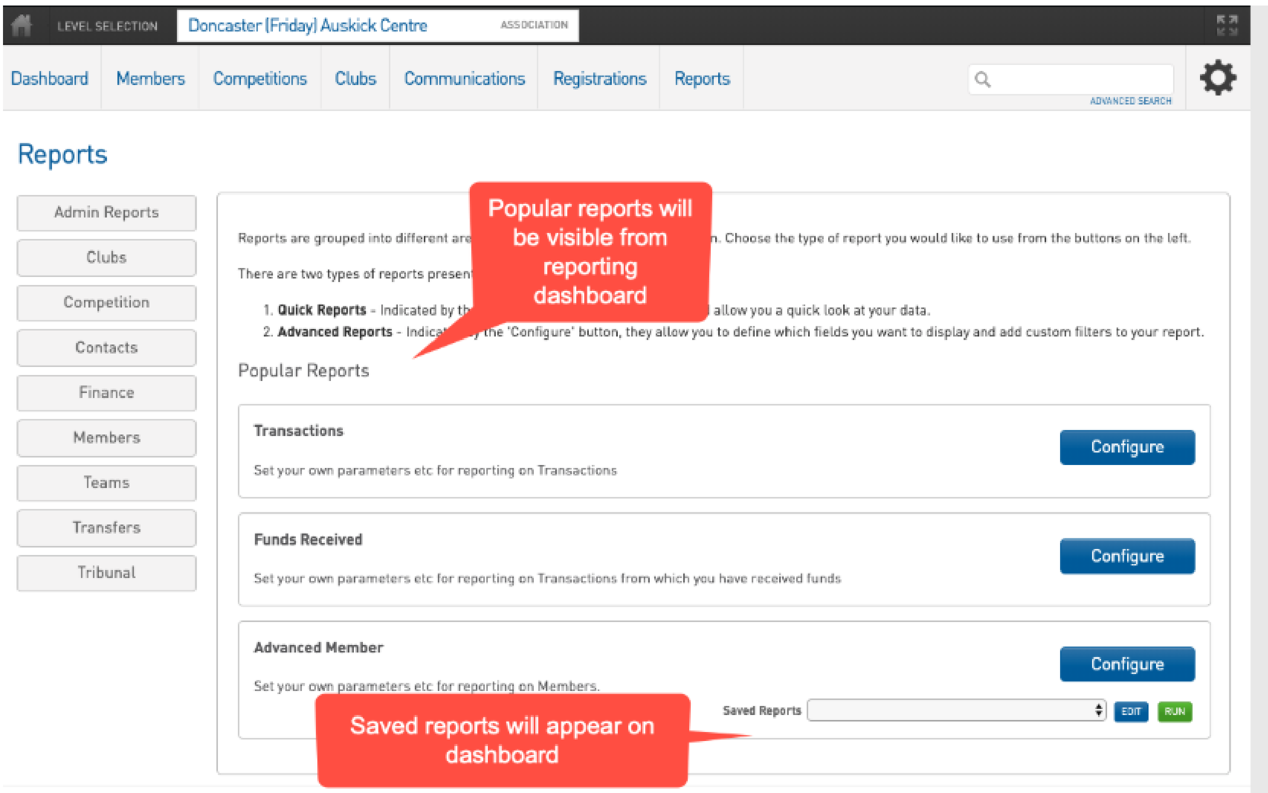
Last Modified on 02/08/2019 9:35 am AEST

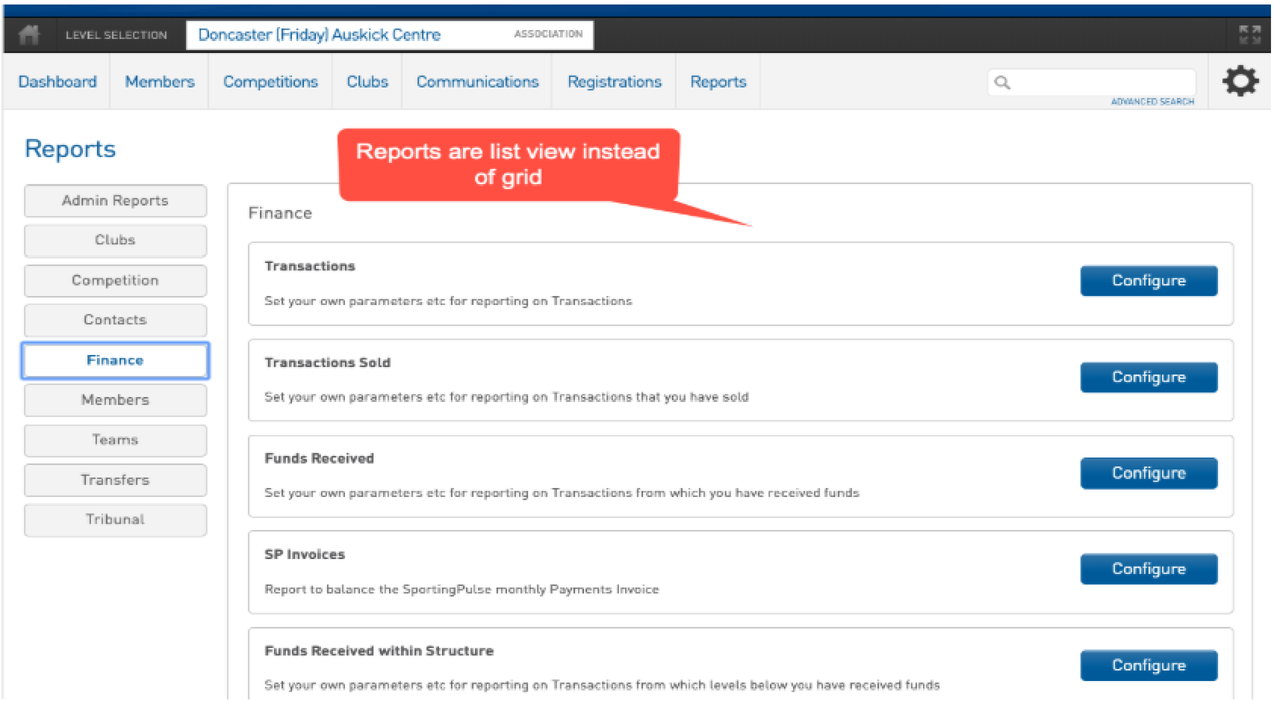
Reporting Updates: New Layout, Click to add fields, Find a field search function

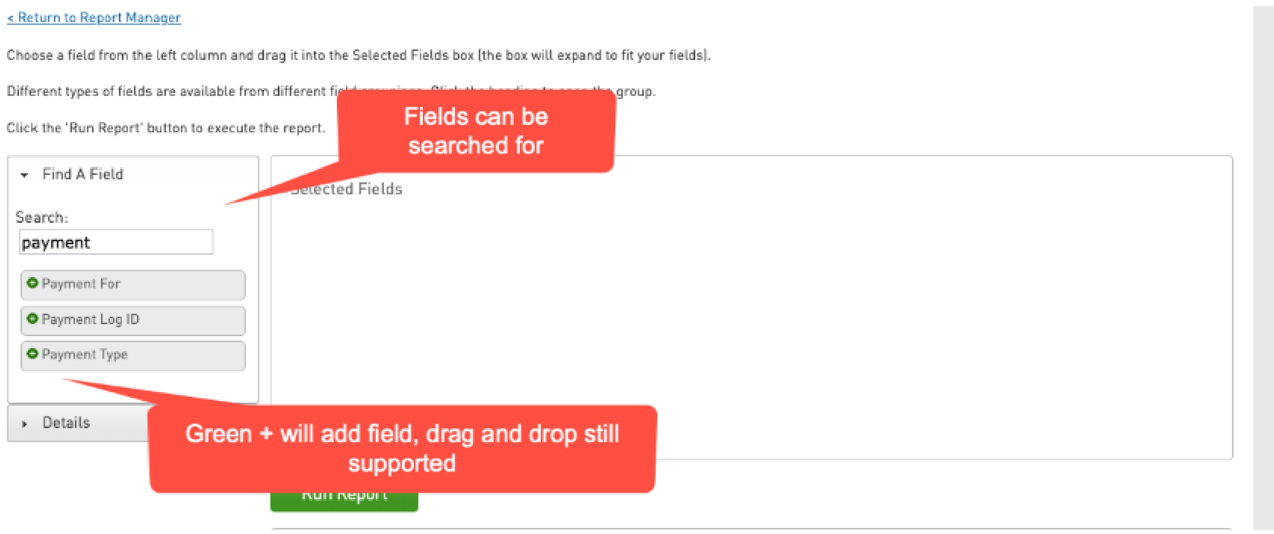
With the new update to the platform, we recognized the amount of time that all of our administrators spending in our reporting module so we decided to make a number of small design changes aimed to make everyone's experience better.

The changes include:

- New layout for reports list (including popular reports on reports homepage)
- Ability to find the field you need via search
- Added ability to tap to add fields to report
- Run saved reports directly from reports list.

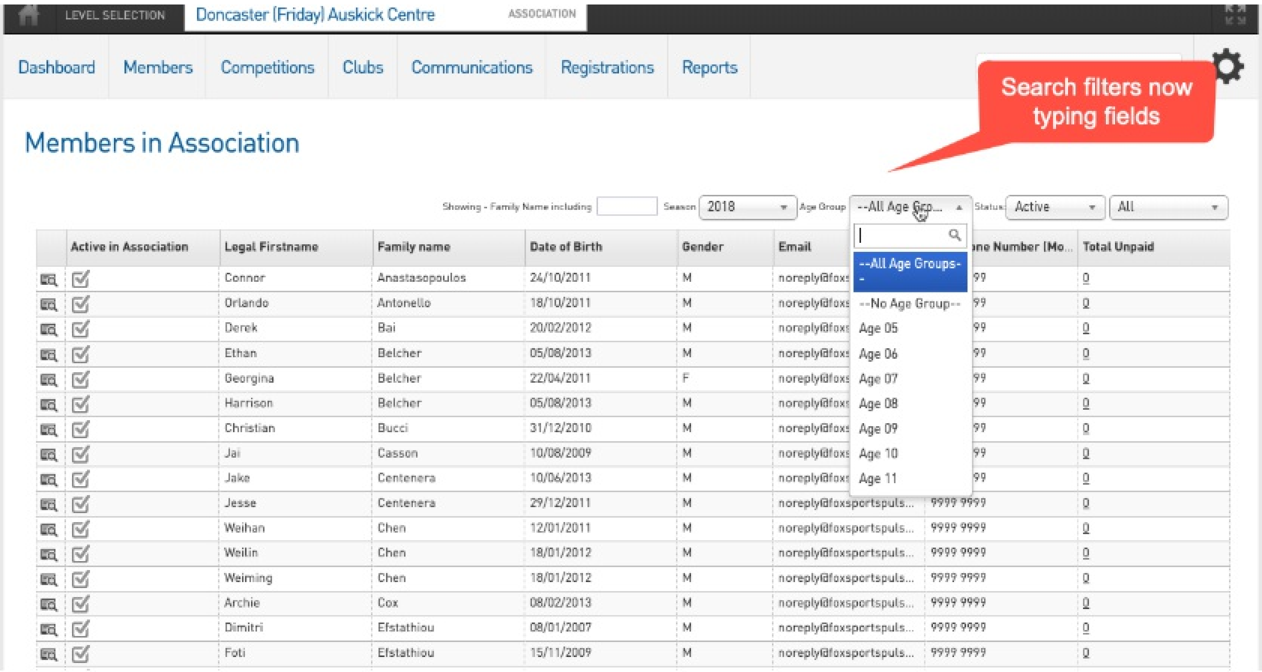






Page filters and search bars

We identified that many of our list screens did not contain dynamic drop down filters or search bars to find the record the user needed to access. We have made changes to update the following pages: Competitions, Members, Products and we intend to address other pages in the near future.



Fixture Grid - UI Updates & New Filters

The fixture grid is one of our platforms most used features and we decided it needed some TLC to help make our competition administrators lives a little easier.

UI Enhancements

Administrators managing large numbers of competitions and venues often had issues being able to clearly see defined time slots and would lose sight of the time slot label when scrolling across the grid. We have addressed this by fixing the time bar as users scroll and by adding more distinct cell outlines so you can be confident that you are assigning a game to the correct time slot.

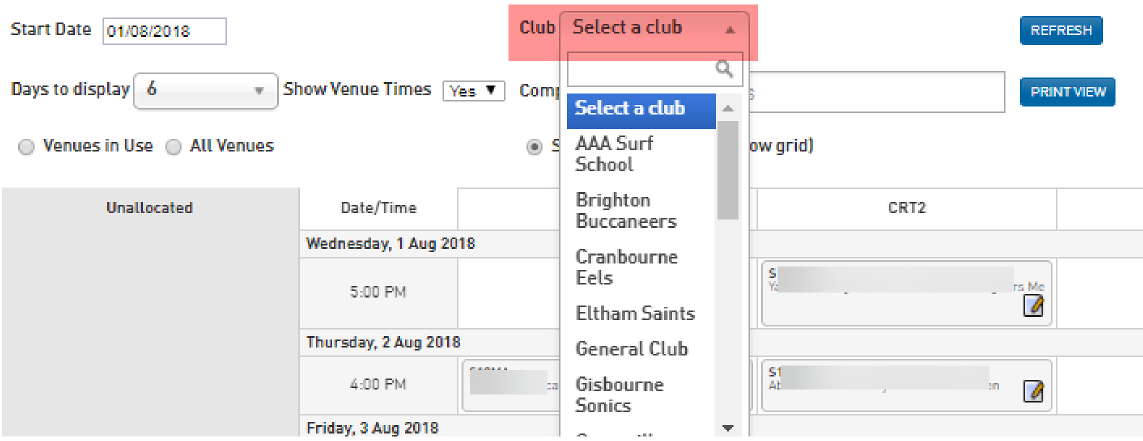
Show Venue Times

Previously the fixture grid would only display a time slot if there was a match assigned to that time meaning that a competition administrator might have a free time slot but can't see it due to our default settings. A new filter has been created to Show Venue Times.

If toggled to yes this filter checks the Venue Start times defined in Competitions > Venues and displays the defined time slot for all venues to users on the grid.

Filter by Club

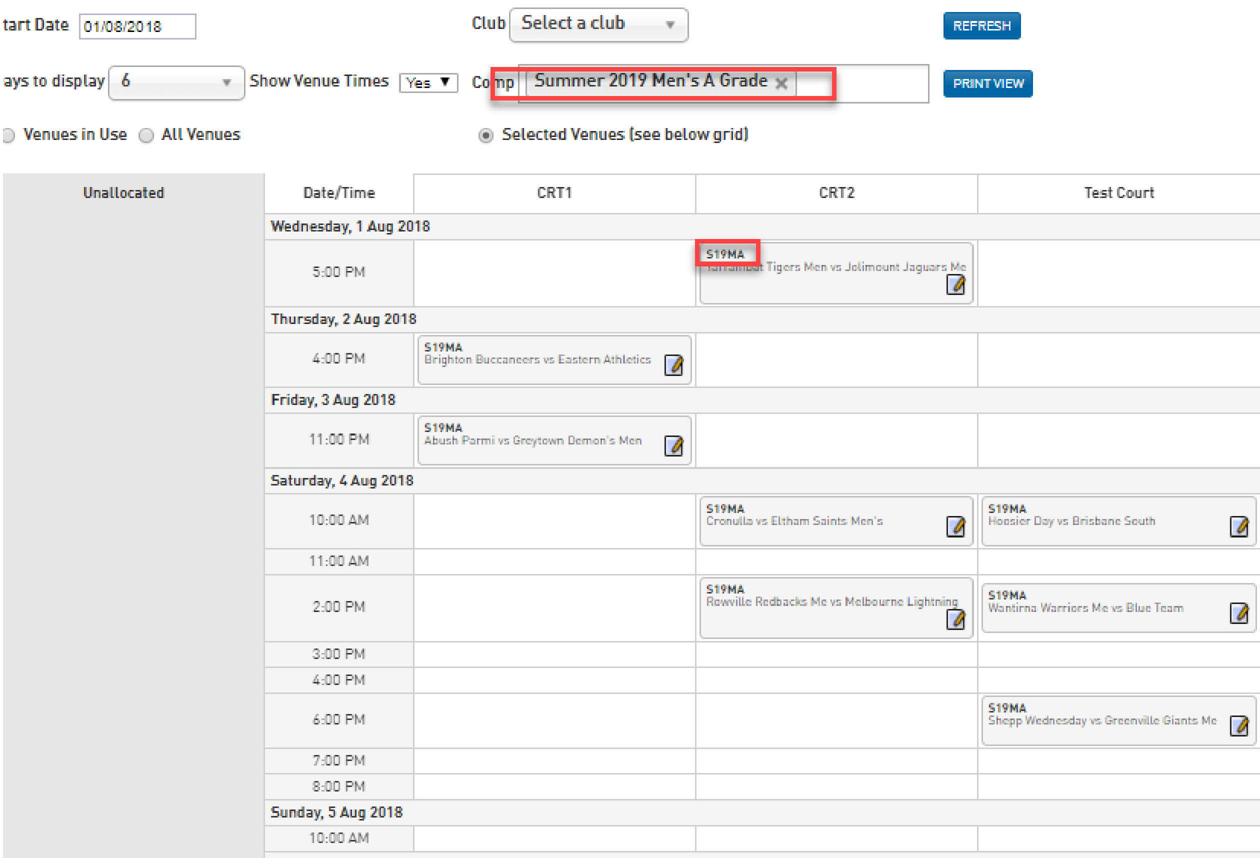
Administrators now have the ability to filter the fixture grid to only show games for teams within a specific club. At the top of the fixture grid, administrators will have a drop-down option to filter to a specific club, which will, in turn, display the fixture for all the teams in that club. Once the club has been selected click the `refresh` button to reload the grid.



When filtering by a specific club, the fixture grid will only show the **allocated** teams - all unallocated teams (regardless of the club) will still display due to not being allocated as admins still need the ability to view all unallocated games in order to fixture them correctly.

Filter by Competition

Administrators now also have the ability to filter the fixture grid for one or more competition(s). Once one or more competitions have been selected, clicking the **refresh** button to reload the grid with only the selected competition.



*Note: after selecting a competition, the matches in the fixture grid will show the **abbreviated name** for the competition, that was listed for the competition when setting it up.*

Import Fixture from excel updates

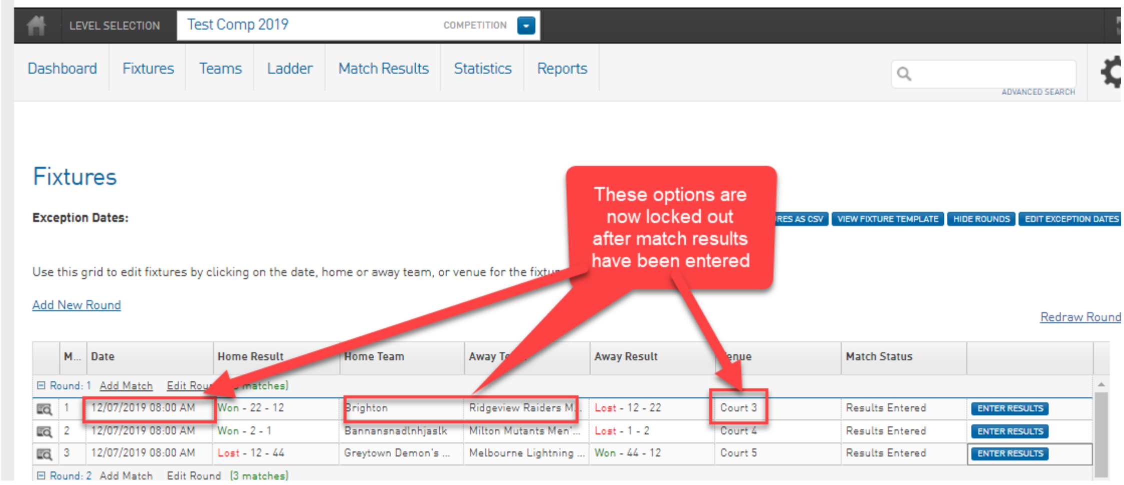
We have made some small but very useful enhancements to this functionality including:

- Additional validation on team and venues when importing the schedule.
- Ability to import fixtures on a round by round basis.

This functionality is not currently available by default to all competition users. If you are a competition administrator who wishes to enable this feature for your organizations' database please contact your state or national superuser who can ensure this is enabled.

Row locking in admin fixture screen where match has a result entered

After a match has had results entered, within the fixture screen for the competition, the "match row" is now locked, which stops admins from accidentally being able to change the date, time, teams etc for that match. Admins still have the ability to go back into the match results to change the result or reset the match. Only after the match has been reset can the admin adjust the date/time/teams.



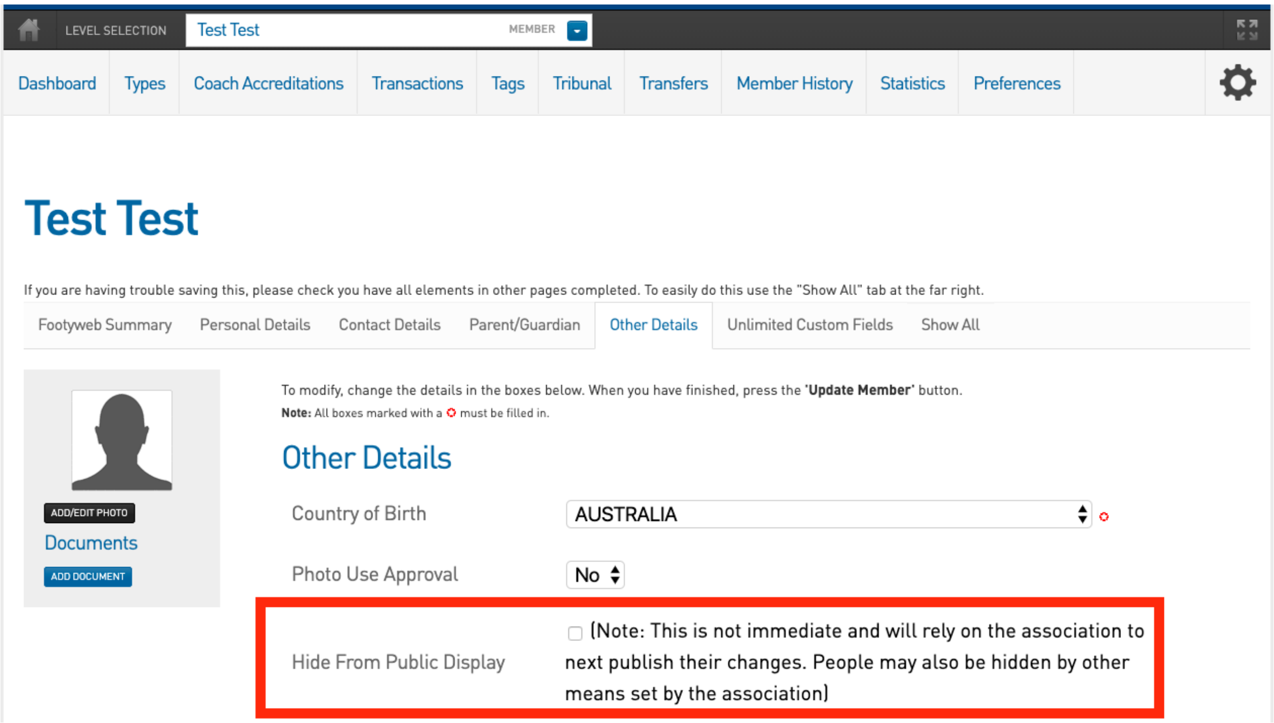
System Enhancements: 03/07/2019

Last Modified on 03/07/2019 1:09 pm AEST

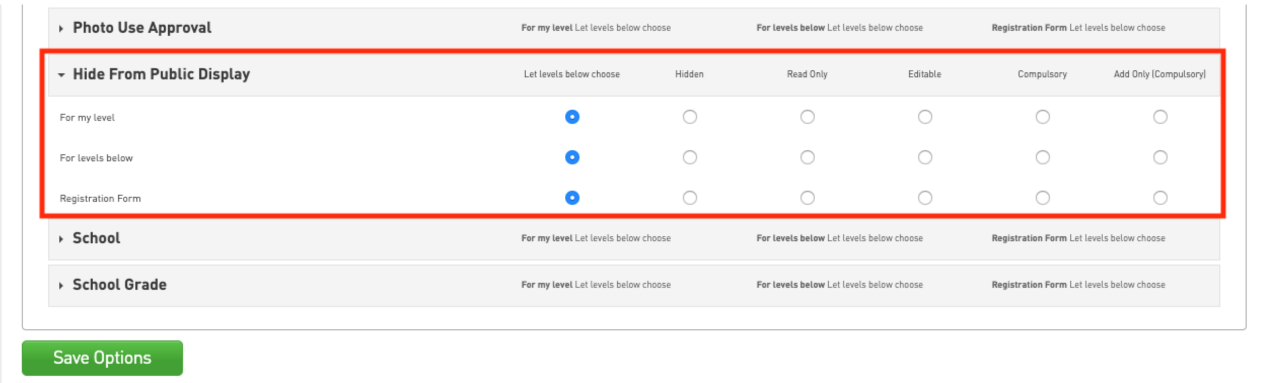
This week we are introducing two additional enhancements to the system.

Admin - Hide from public display

Club and League administrators can now mark members to be hidden from public SportsTG websites. The 'hide from public display' field will be available to be set through the members' dashboard in the 'other details' section.



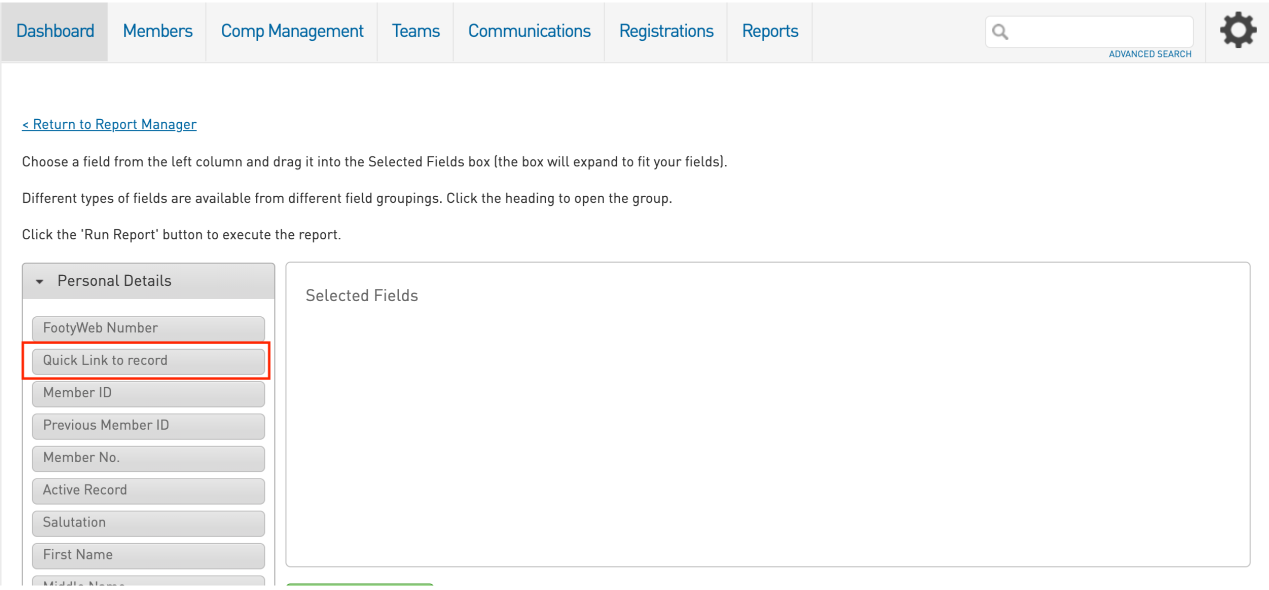
Like other fields, it will be controlled through the field configuration area the national body can set which levels below them can edit this field.



Please note that this can also be set by the member through the Member Profile Page (click here to see how to do this)

2. Quick links in reporting

In advanced member, advanced transfers, advanced tribunal and player competition stats reports we have added a field called 'Quick Link' in the 'Personal' category. You will be able to include this field into the report that you are building and when the report is run it produces a hyperlink to the members' record. The field is only available at club and assoc level and it will cause a slightly slower run time. The hyperlink will expire after around 30 minutes and people need access to the database to open the links if the report is exported.



Quick Link to record	First Name
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]
Quick Link	[illegible]

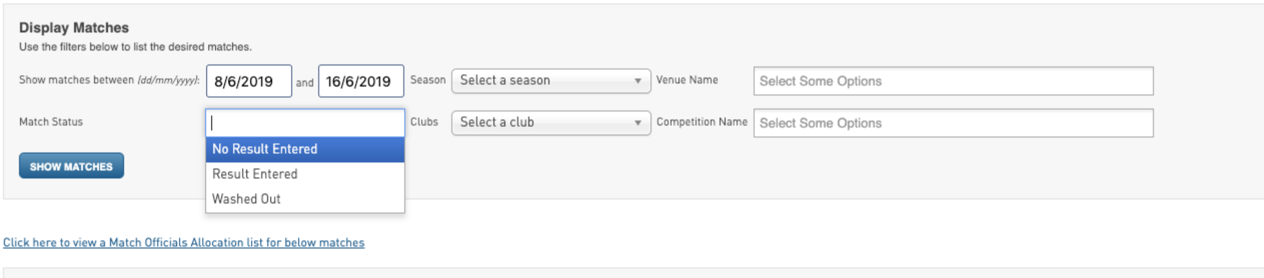
System Enhancements: 19/06/2019

Last Modified on 03/07/2019 10:11 am AEST

This week we are introducing enhancement within our competition management system to provide some greater detail to administrators with the intent of providing an improved experience and hopefully save all of our volunteer administrators some precious time.

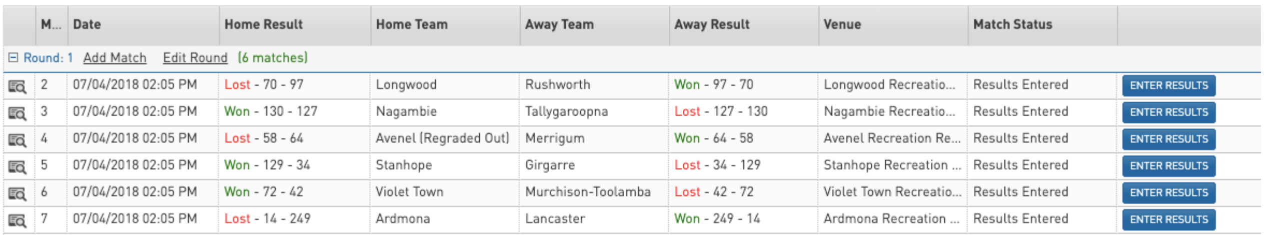
Online Results Entry - Filter Match list by Match Status (Club, League and Competition Administrators)

We have added a new filter for all club and league administrators who utilise online results entry. Users can now filter by match status to quickly give them a view of matches that do not currently have a result entered.



Fixtures Screen - Addition of columns for team results, match status and link to the results entry (League and Competition Administrator)

This change is visible to competition and league administrators and provides greater details to users when viewing or editing fixtures in the database. Users can now see matches with and without results as well as a link to the results entry module for each match.



⊟ Round: 1 Add Match Edit Round (6 matches)

M...	Date	Home Result	Home Team	Away Team	Away Result	Venue	Match Status	
2	07/04/2018 02:05 PM	Lost - 70 - 97	Longwood	Rushworth	Won - 97 - 70	Longwood Recreatio...	Results Entered	ENTER RESULTS
3	07/04/2018 02:05 PM	Won - 130 - 127	Nagambie	Tallygaroopna	Lost - 127 - 130	Nagambie Recreatio...	Results Entered	ENTER RESULTS
4	07/04/2018 02:05 PM	Lost - 58 - 64	Avenel (Regraded Out)	Merrigum	Won - 64 - 58	Avenel Recreation Re...	Results Entered	ENTER RESULTS
5	07/04/2018 02:05 PM	Won - 129 - 34	Stanhope	Girgarre	Lost - 34 - 129	Stanhope Recreation ...	Results Entered	ENTER RESULTS
6	07/04/2018 02:05 PM	Won - 72 - 42	Violet Town	Murchison-Toolamba	Lost - 42 - 72	Violet Town Recreatio...	Results Entered	ENTER RESULTS
7	07/04/2018 02:05 PM	Lost - 14 - 249	Ardmona	Lancaster	Won - 249 - 14	Ardmona Recreation ...	Results Entered	ENTER RESULTS

The changes can be viewed by logging into your database > Navigate to Competitions > List Competitions > Enter a competition > Go to Fixtures > Regular Season

System Enhancements: 16/10/2019

Last Modified on 31/10/2019 12:39 pm AEDT

We have recently made UI (user view) changes to the Memeber to Team and Member to Club forms. These changes were made to improve user experience and hope to make registering a little easier.

Please see the below for changes to both these forms, including the "before'" and "after" looks of the forms.

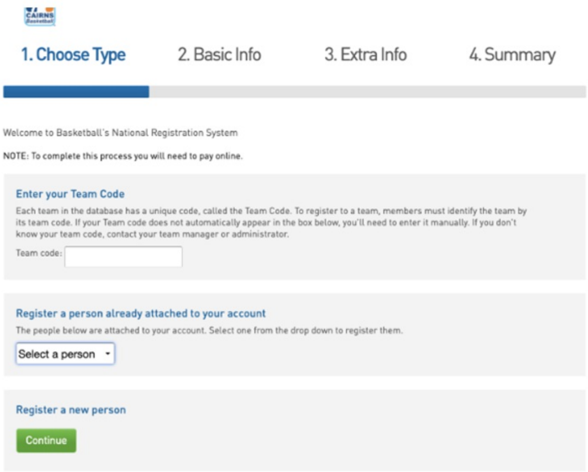
Member to Team

The issue we faced on these forms was that the user was clicking on continue under Register a new person instead of selecting the record linked to their account and re-registering.

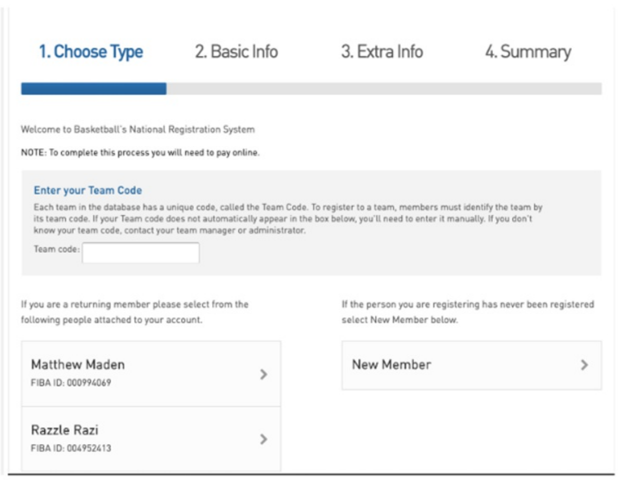
This was causing an issue where if users did this they were being asked to pay their state registration fees again and unnecessary refunds were being issued.

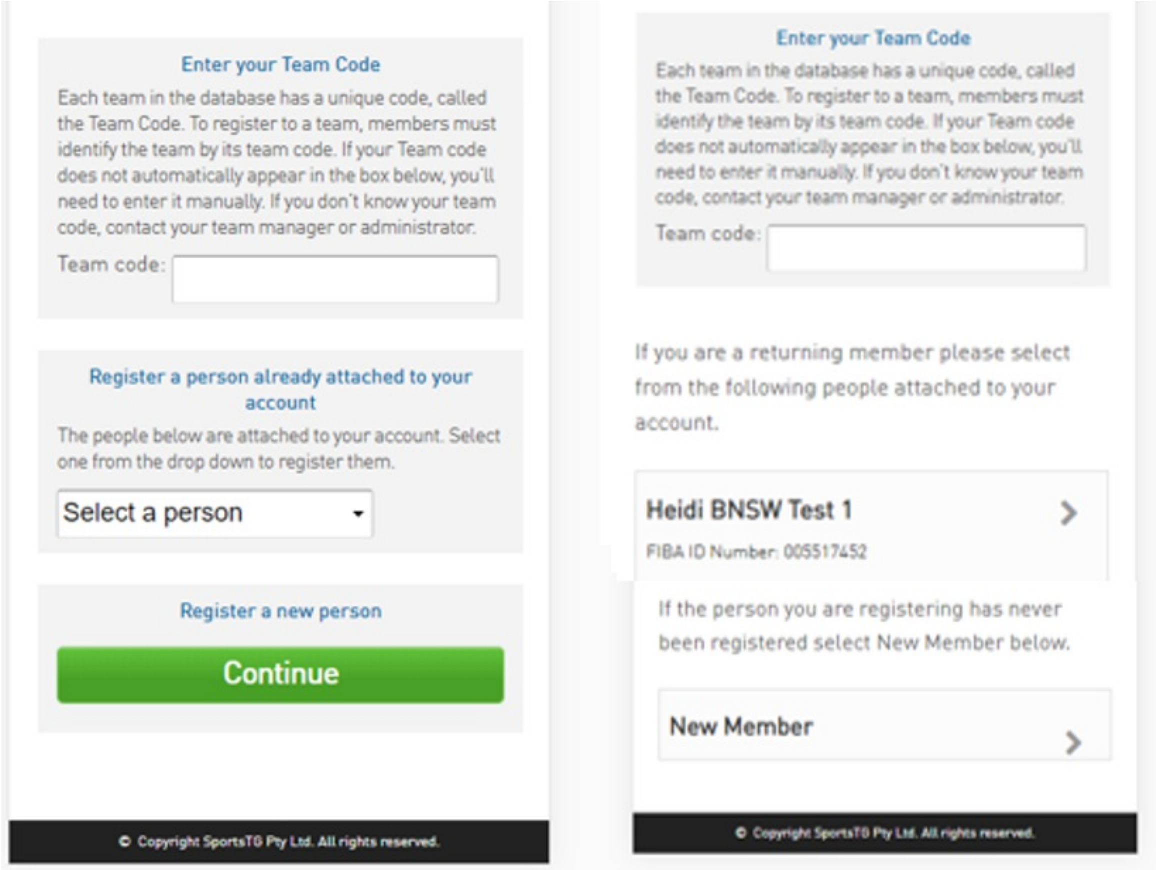
We removed the drop-down layout and replaced the member selection.

Existing Display



New Display





Member to Club

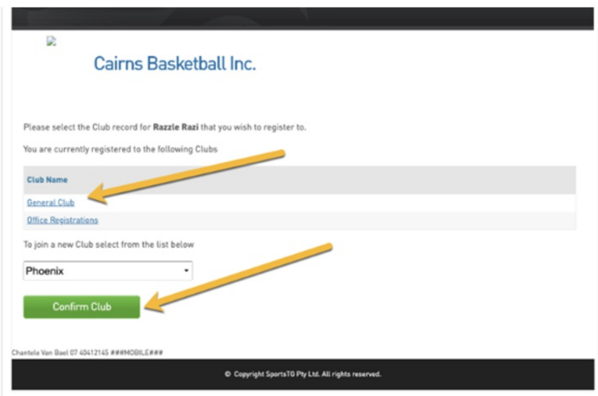
As part of the current form flow, a user is prompted to select their club before proceeding.

The current layout confused many people who weren't clear that they needed to click on their club name to proceed and instead were clicking confirm club which started registration with a new club.

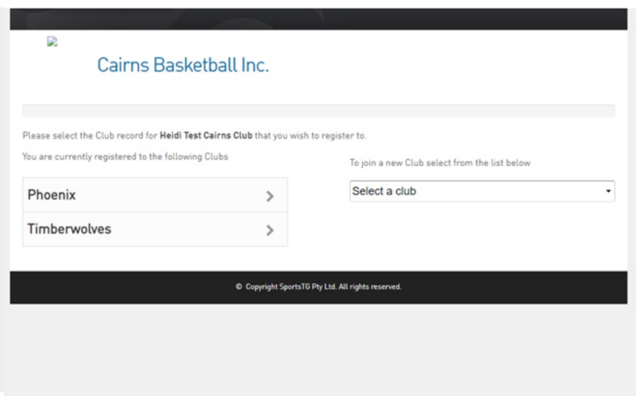
The result was many people were registering to the wrong club and paying the wrong fees.

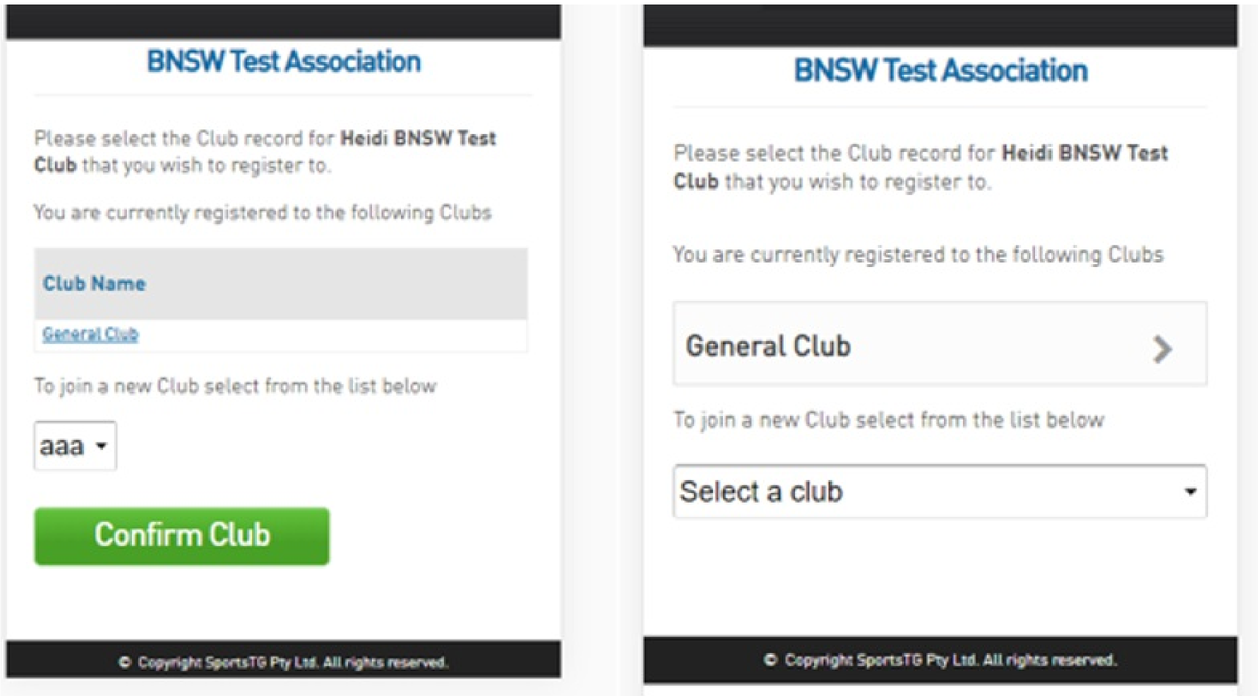
We have updated the layout of this screen to look more like the previous screen on member to club forms where we layout linked members on the left with a button on the right to register to a new club.

Existing Display



New Display





Registration Forms -Refresh & Back Button

In addition to the form changes, SportsTG have been working on some additional functionality and changes to help avoid extra duplicate members and transactions in the system.

It is known to cause problems when users hit the 'back' or 'refresh' buttons in their browsers when using registration forms.

All forms on The Basketball Network will have an added message at the top of pages to advise users. Example below
'Do not hit refresh or the back button on your web browser! Your progress on the form will be lost.

In addition to the text, (depending on the individuals browser settings eg. Chrome & Firefox) when the user presses the 'back' button a pop-up message will appear and the user must confirm they want to proceed back to the start of the form.

Release Notes: April 2020

Last Modified on 06/08/2020 10:53 am AEST

Our April releases related to the following;

New features:

- Courtside: new report to allow organisations to report on the umpire codes within the current season.
- Unlimited custom fields can now be assigned to a field group.
- Configuration to allow associations to hide details for match officials assigned to games for club level and within match results.
- Bulk Refund Process as part of response to Covid-19 Support - Click here for more details

Functionality changes:

- eCal updates for websites
- Sport specific registration, reporting and competition changes.

Release Notes: October 2019

Last Modified on 30/07/2020 12:15 pm AEST

October 2019

Our October releases are related to the following:

New features:

- New configurations allowing national and state admins to enforce compulsory payments for their clubs and leagues beneath them in their hierarchy.
- Reporting - A new competitions report allowing comp admins to report on games where the margin of victory is greater than a defined amount to assist in ensuring teams are graded correctly at the start of the season.

Functionality changes:

- Updates to all forms to prevent users from going back or refreshing their registration session to prevent Active Kids voucher issues and duplicate registrations.
- Updates to the layout of the registration has made the form easier to navigate when registering existing members/teams.
- Validation check for Legal First Name and Family Name within registration forms so that information can’t have a space before or after the name.
- Sport specific bugs resolved.

Resolved issues:

- Active Kids Vouchers - multiple purchases now creating membership periods/making members season financial
- ‘’Unread pay advices’’ within Schedula are no longer clashing with the ‘previous appointments’’ on the dashboard
- If forgetting to accept T&C’s within a registration form, going back to accept this field, no other information is lost which it used to do previously.

- BA - Secondary pricing now being applied correctly when registering.

Release Notes: November 2019

Last Modified on 30/07/2020 12:18 pm AEST

November 2019

Our November releases are related to the following:

New features:

- eCal can now be configured for organisations

Functionality changes:

- Miniroos confirmation email updated

Resolved issues:

- Non- member forms no longer able to validate/use Active Kids Vouchers

Release Notes: December 2019

Last Modified on 30/07/2020 12:19 pm AEST

December 2019

Our December releases are related to the following:

New features:

- Fixture importer updated to cater for pools competitions

Functionality changes:

- Red/Yellow card one click report can now be exported via email

Release Notes: July 2020

Last Modified on 30/07/2020 12:27 pm AEST

July 2020

Our July 2020 releases are related to the following:

New features:

- eCal integration now added to team pages on websites.
- TidyHQ integration was enabled for all organisations.
- Organisations now have the ability within the ladder to wipe the for, against, percentage and goal difference values to 0 for matches, so that grading games do not affect the ladder for teams in regular season games.

Functionality changes:

- Updates to the permissions around club and team admins: associations now need to configure within their competitions the ability for club/teams admins to enter match results.
- Courtside: organisations have the ability to bulk disable/enable the ability to add players manually via Courtside.
- Updates to how images are uploaded via a mobile within a registration form - more efficient.
- Stadium Scoring no longer supported within the system.
- Fixture importer now allows you to upload a fixture for bye competitions.
- Programs are now easily able to be turned on/off for organisations, previously they had to be enabled at a national level.

Resolved issues:

- Sport specific bugs resolved.
- Image orientation has now been fixed up when uploading an image to a registration form via mobile.
- Images uploaded via mobile now display correctly on a members profile - previously they were either missing or the wrong way round.

- eCal sync issues resolved - different timezones were not syncing fixtures correctly.
- Ads that were overtaking standard websites have now been adjusted.
- Issues with the ladder cap for margin of victory now correctly adjusts the for and against values for the losing team.

Release Notes: August 2020

Last Modified on 07/09/2020 10:26 am AEST

August 2020

Our August releases are related to the following:

Functionality changes:

- Sport specific competition and reporting changes
- Registration form - when copying a form, the conditional questions set on the original form are also copied and rules are applied
- Courtside: competition configuration field changes when allowing players to be manually created.

Resolved issues:

- Layout rules for member types other than player or coach now applying correctly within registration forms.

Release Notes: November 2020

Last Modified on 07/12/2020 10:02 am AEDT

November 2020

Our November 2020 releases are related to the following:

Functionality changes:

- Finals matches are now included in the Team Lineup Media Report.
- Sports now have the ability to save a team without being asked if you need to select a Goalkeeper if it is not relevant to their sport