



SportyHQ Resource

How to use SportyHQ

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Date	Name	Detail of Change	Version
January 2019	Leanna Davey	Original Release	v 1.0
11/Feb/2019	Leanna Davey	Update to include links in TOC	v 1.1
8/Mar/2019	Leanna Davey	Update to Memberships and Leagues	v 1.2

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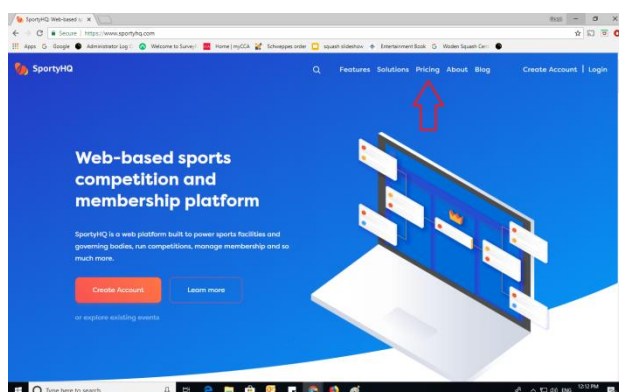
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Clubs and Facilities

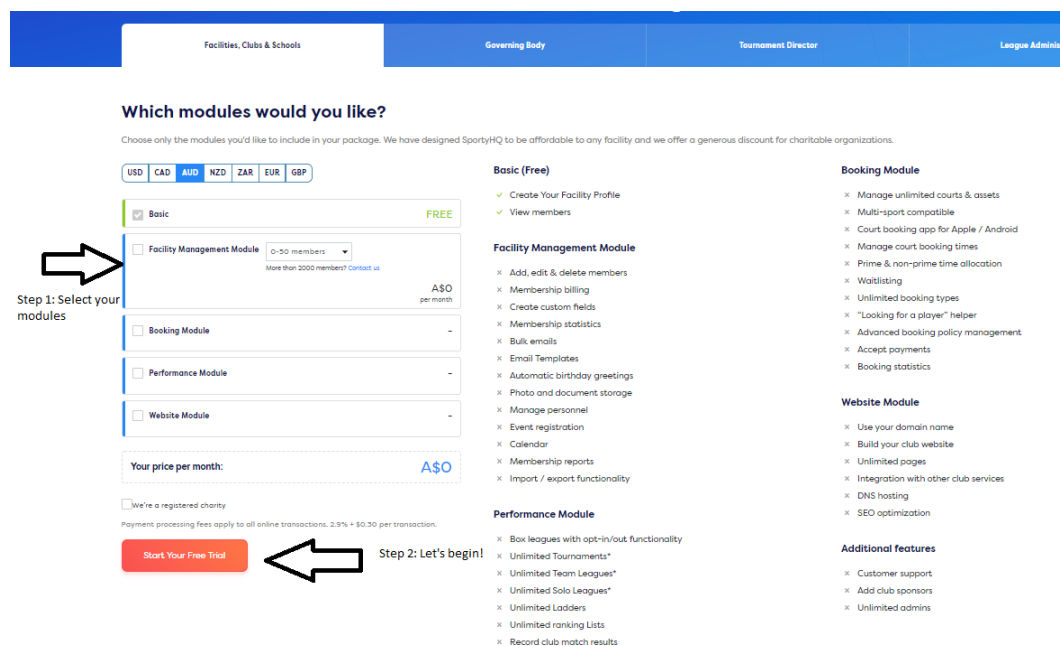
How to Set Up a Club/Facility in SportyHQ

Getting Started

To begin go to the SportyHQ homepage and select 'Pricing' in the top right-hand side of the screen, this will lead to an options page.



Select the required modules for your club/facility. Recommended – Membership and Performance Module, select 'start your free trial' to begin.



Which modules would you like?

Choose only the modules you'd like to include in your package. We have designed SportyHQ to be affordable to any facility and we offer a generous discount for charitable organizations.

USD CAD AUD NZD ZAR EUR GBP

Basic (Free)

- ✓ Create Your Facility Profile
- ✓ View members

Facility Management Module

- ✗ Add, edit & delete members
- ✗ Membership billing
- ✗ Create custom fields
- ✗ Membership statistics
- ✗ Bulk emails
- ✗ Automatic birthday greetings
- ✗ Photo and document storage
- ✗ Manage personnel
- ✗ Event registration
- ✗ Calendar
- ✗ Membership reports
- ✗ Import / export functionality

Performance Module

- ✗ Box leagues with opt-in/out functionality
- ✗ Unlimited Tournaments*
- ✗ Unlimited Team Leagues*
- ✗ Unlimited Solo Leagues*
- ✗ Unlimited Ladders
- ✗ Unlimited ranking Lists
- ✗ Record club match results

Booking Module

- ✗ Manage unlimited courts & assets
- ✗ Multi-sport compatible
- ✗ Court booking app for Apple / Android
- ✗ Manage court booking times
- ✗ Prime & non-prime time allocation
- ✗ Waitlisting
- ✗ Unlimited booking types
- ✗ "Looking for a player" helper
- ✗ Advanced booking policy management
- ✗ Accept payments
- ✗ Booking statistics

Website Module

- ✗ Use your domain name
- ✗ Build your club website
- ✗ Unlimited pages
- ✗ Integration with other club services
- ✗ DNS hosting
- ✗ SEO optimization

Additional features

- ✗ Customer support
- ✗ Add club sponsors
- ✗ Unlimited admins

Facility Management Module

- ✗ 0-50 members
- ✗ More than 2000 members? Contact us

Booking Module

- ✗ -

Performance Module

- ✗ -

Website Module

- ✗ -

Your price per month: A\$0

☐ We're a registered charity

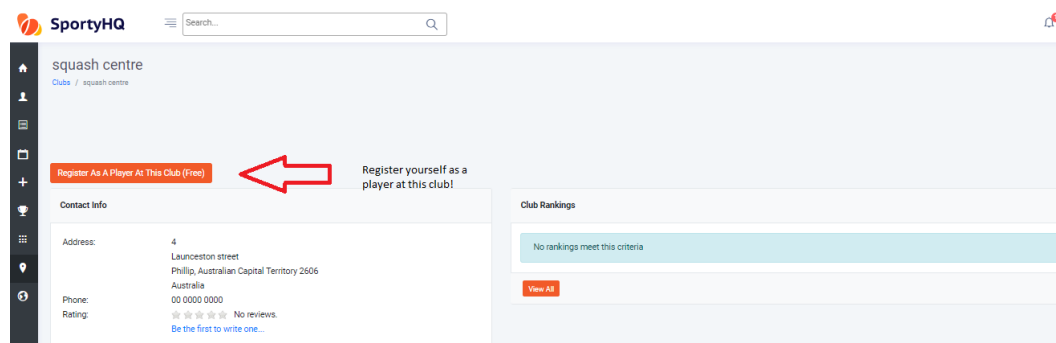
Payment processing fees apply to all online transactions: 2.9% + \$0.30 per transaction.

Start Your Free Trial

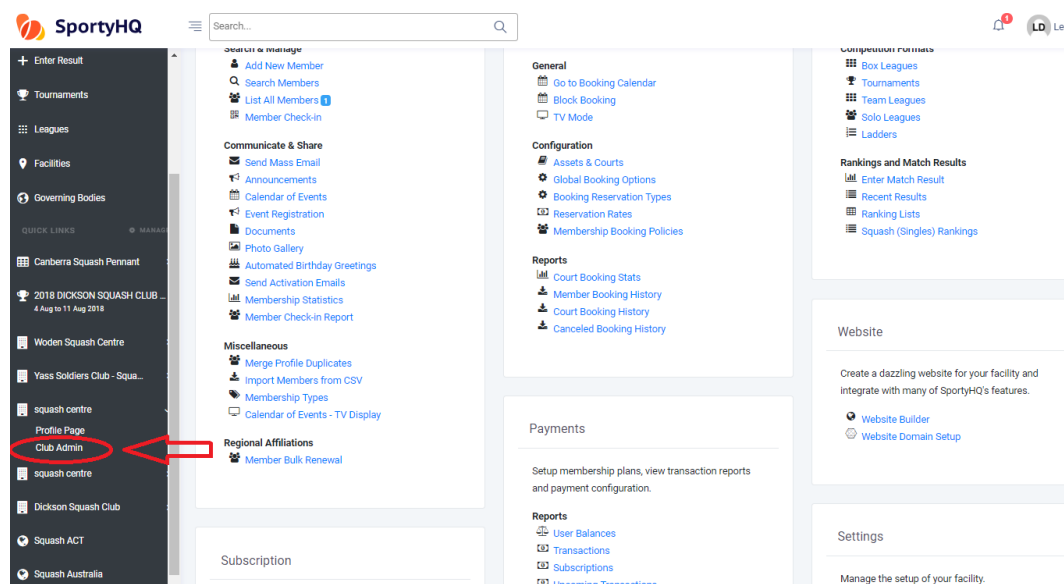
Step 2: Let's begin!

Once selected, you will be redirected to the login page, login or sign up for your account here. Once logged in, you will be redirected to the facility information page, complete all required fields and click submit.

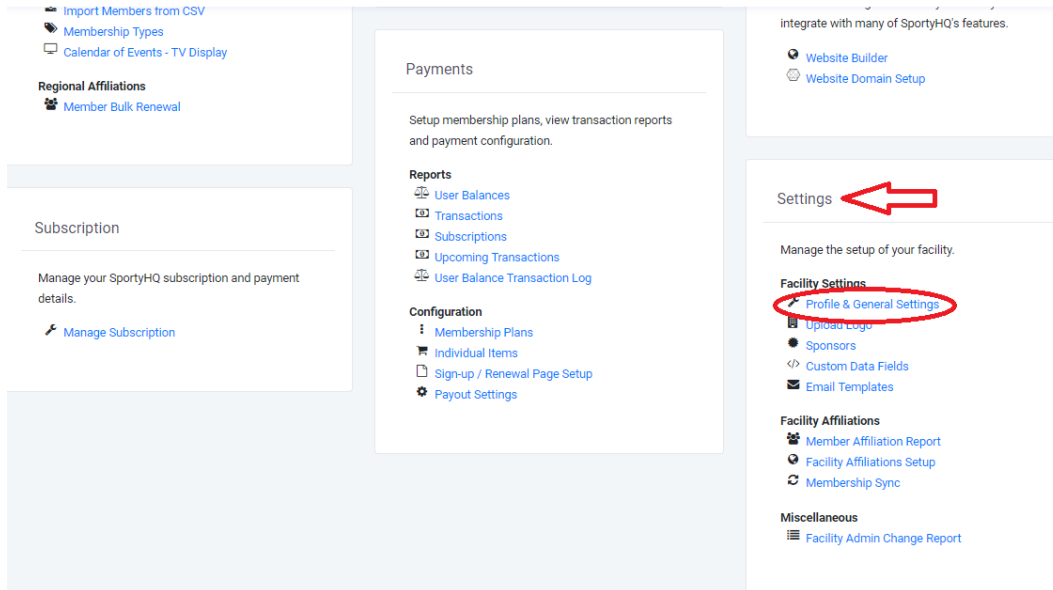
Register yourself as a player of this club, a pop-up box will come up, click confirm.



Contact your state organisation to affiliate your club/facility to the state body and make you a club administrator. Once you have been made an administrator, your club name will appear in the Quick Links section of the grey pull-out tab on the left-hand side of the page. The 'club admin' link will appear beneath your club, click on this to access all settings.



Finally, add any extra club admins by going to 'Profile & General Settings'.



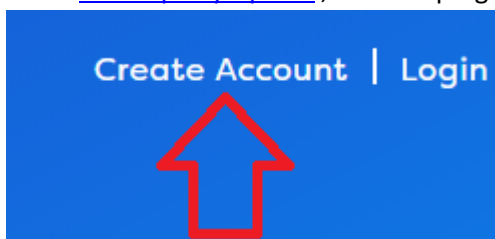
The screenshot displays the SportyHQ dashboard interface. On the left, there are three main menu sections: 'Import Members from CSV' (with sub-items 'Membership Types' and 'Calendar of Events - TV Display'), 'Regional Affiliations' (with 'Member Bulk Renewal'), and 'Subscription' (with 'Manage your SportyHQ subscription and payment details' and 'Manage Subscription'). The central area is titled 'Payments' and contains sections for 'Reports' (User Balances, Transactions, Subscriptions, Upcoming Transactions, User Balance Transaction Log) and 'Configuration' (Membership Plans, Individual Items, Sign-up / Renewal Page Setup, Payout Settings). On the right, there is a 'Settings' section with a red arrow pointing to it. Below 'Settings' is the 'Facility Settings' section, where 'Profile & General Settings' is circled in red. Other items in 'Facility Settings' include 'Upload Logo', 'Sponsors', 'Custom Data Fields', and 'Email Templates'. Below this are 'Facility Affiliations' (Member Affiliation Report, Facility Affiliations Setup, Membership Sync) and 'Miscellaneous' (Facility Admin Change Report).

Memberships

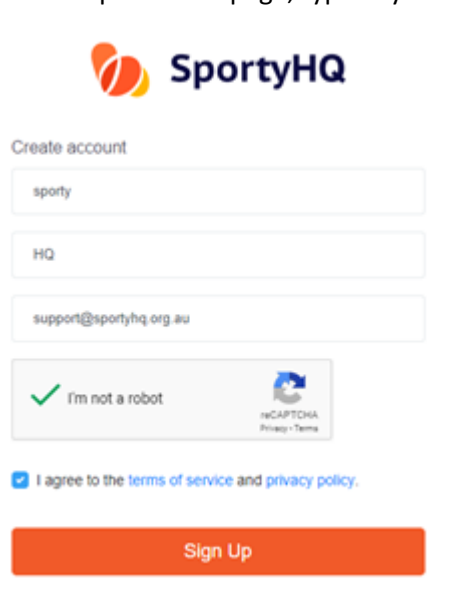
How to Manage Memberships

Creating a new Player Profile

1. Go to www.sportyhq.com, in the top right-hand screen, click 'create account'



2. This will open a new page, type in your name (First & Last) and email address.

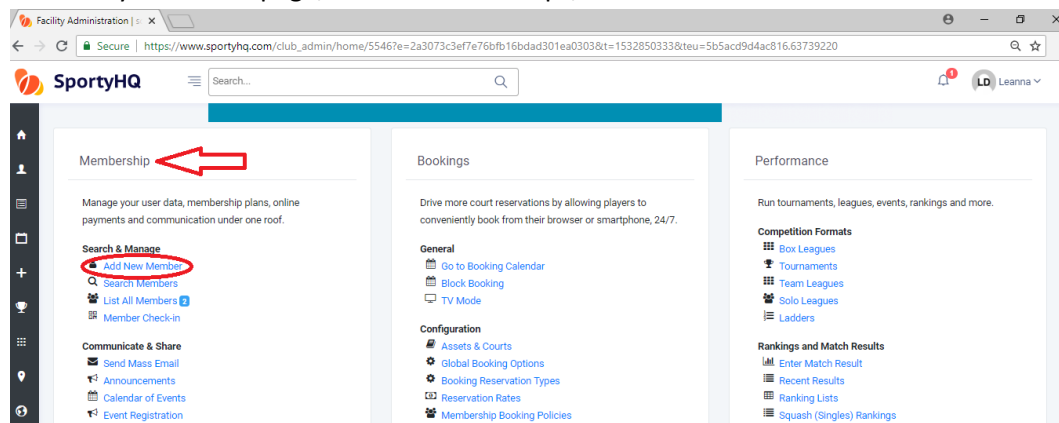


The screenshot shows the SportyHQ 'Create account' page. At the top is the SportyHQ logo. Below it, the text 'Create account' is displayed. There are three input fields: the first contains 'sporty', the second contains 'HQ', and the third contains 'support@sportyhq.org.au'. Below these fields is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. To the right of the reCAPTCHA is a small icon and the text 'reCAPTCHA Privacy - Terms'. Below the reCAPTCHA is a checkbox with the text 'I agree to the terms of service and privacy policy.' At the bottom is an orange 'Sign Up' button.

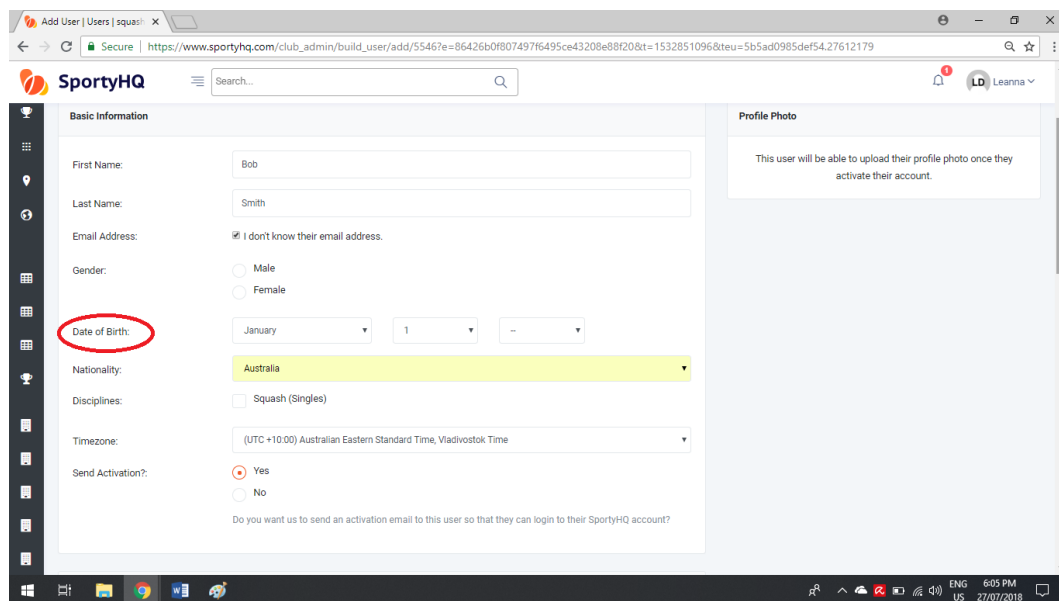
3. Once you hit Sign Up, an email will be sent to the elected email address. Check your junk folder. In this email, click the link provided, which will take you to a new page to set up your details. Fill in the required information and click 'continue'.

Add/edit members

1. When in your admin page, under memberships, select 'add new member'.



2. When adding a new member, try and ensure you know their email address as this will help to detect any duplicate profiles. Then fill out the remainder of the details. Ensure DOB is also entered as this will allow admins to add players with non-activated profiles into a tournament.



Basic Information

First Name:

Last Name:

Email Address: ☒ I don't know their email address.

Gender: ☐ Male ☐ Female

Date of Birth:

Nationality:

Disciplines: ☐ Squash (Singles)

Timezone:

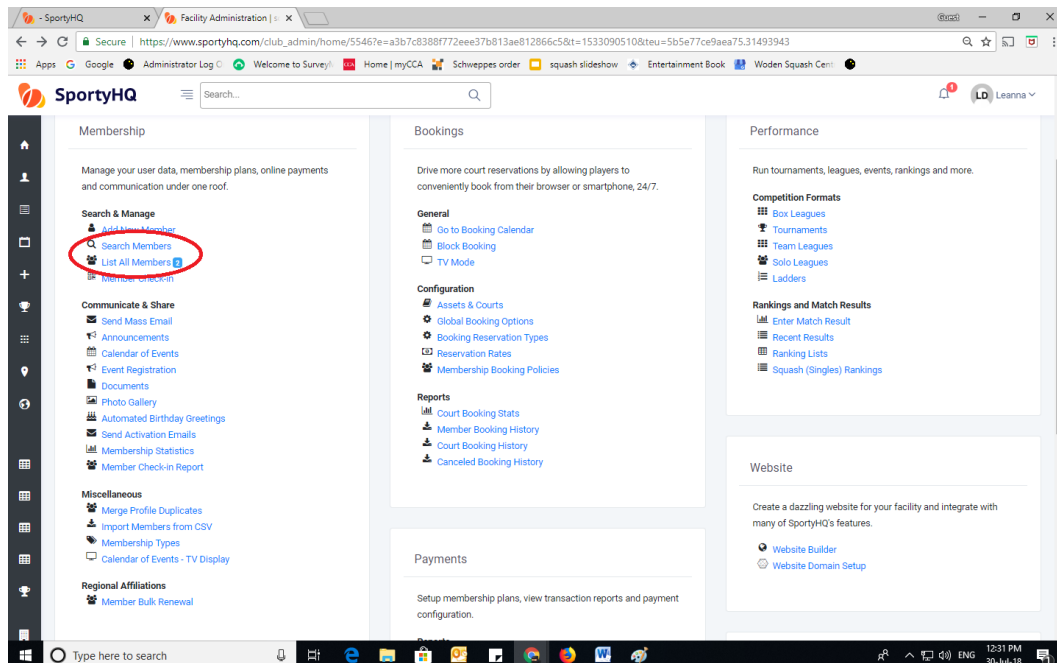
Send Activation?: ☒ Yes ☐ No

Do you want us to send an activation email to this user so that they can login to their SportyHQ account?

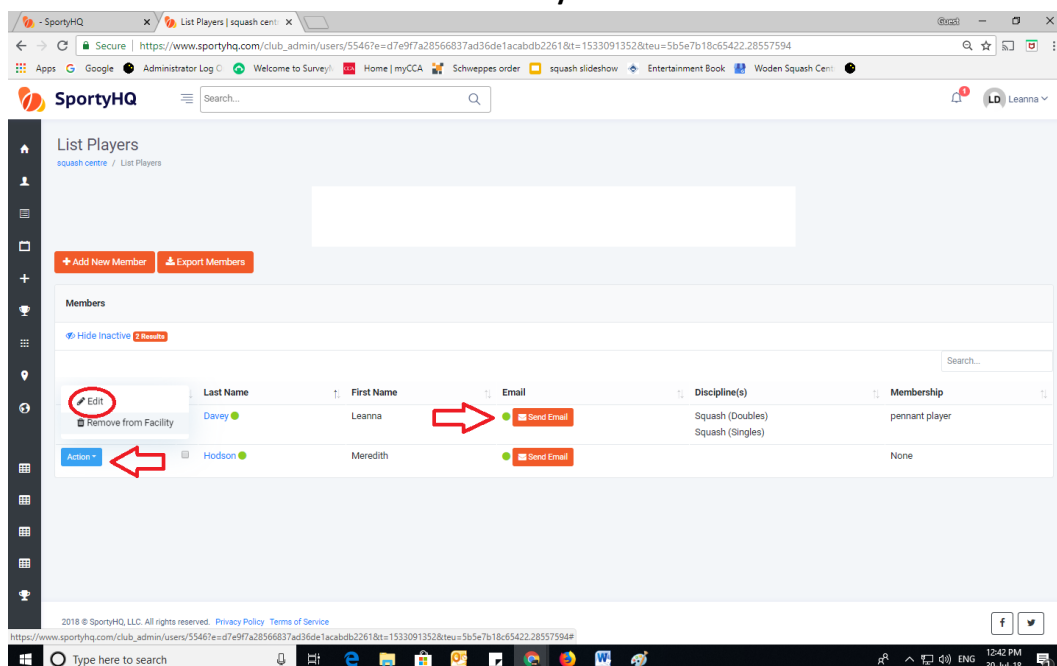
Profile Photo

This user will be able to upload their profile photo once they activate their account.

- To edit a player's profile, under 'Membership' you can go into 'search members' or 'list members'.

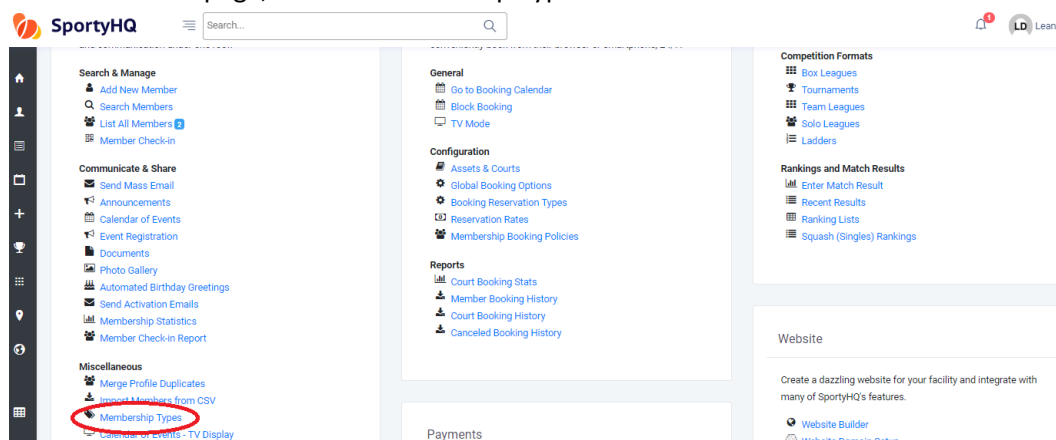


- To view all your club players, select 'list members'. Next to the players name, click 'Action', here you have a few different options – edit player or remove from facility. If the circle next to 'send email' is red, this means that the players account has not yet been activated. For those players within the 'Action' drop down menu, there will also be an option to 'resend activation link'. **Note: Ensure that there is only ONE correct email address listed.**

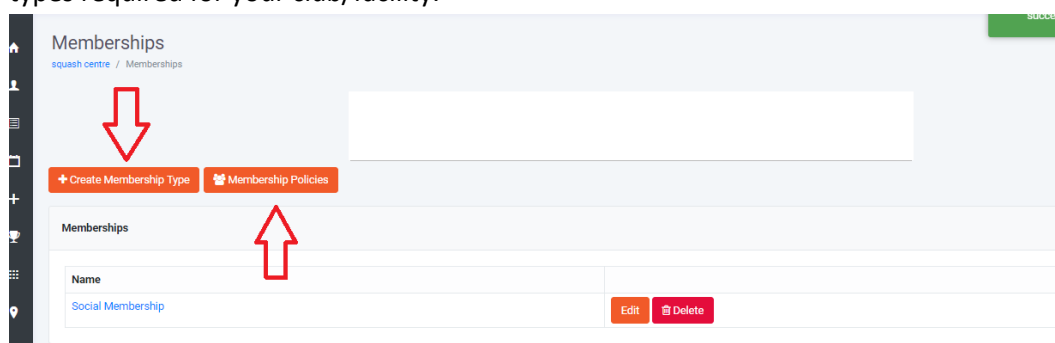


Membership Types

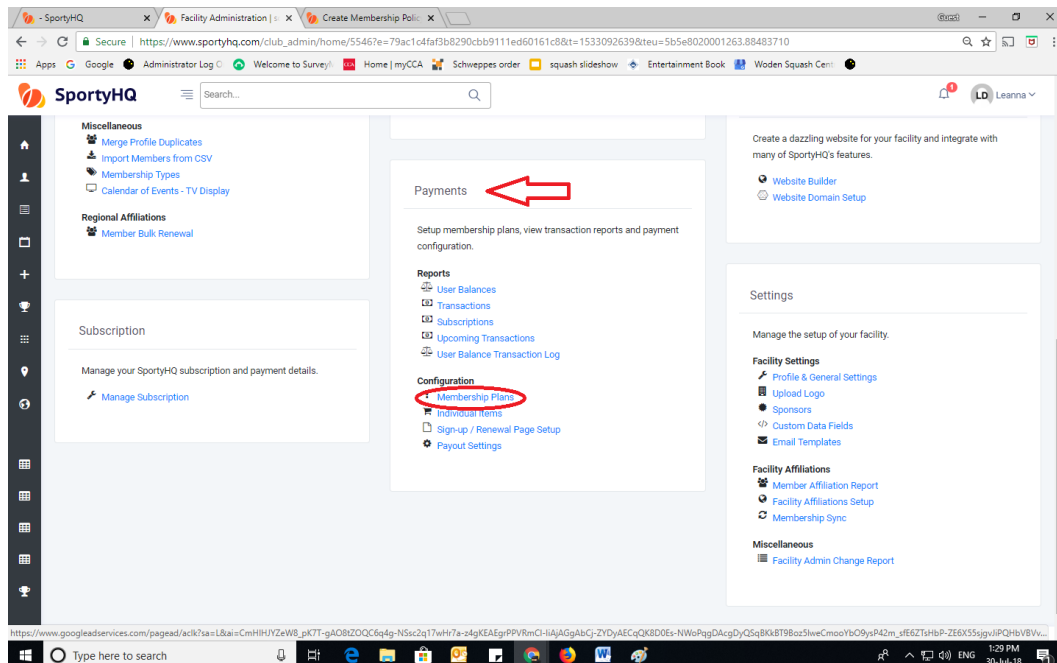
- To distinguish between your different members, e.g. pennant player, social member etc. In the main admin page, select 'Membership Types'



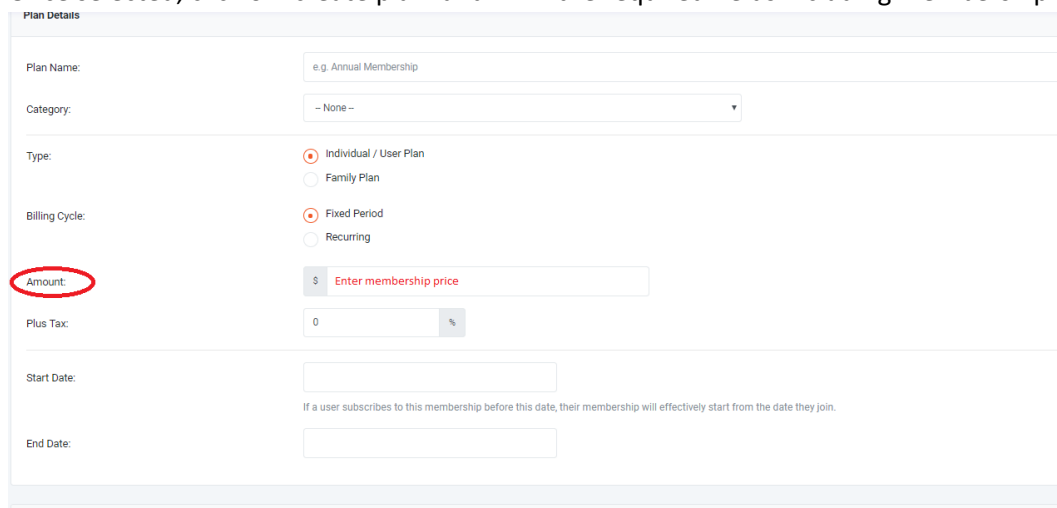
- Create a membership type by selecting 'Create membership type'. Once you have created your membership type, create a membership policy to apply to the different membership types required for your club/facility.



- To create different membership plans, select 'membership plans' under 'payments' on the admin page.



- Once selected, click on 'create plan' and fill in the required fields including membership cost.



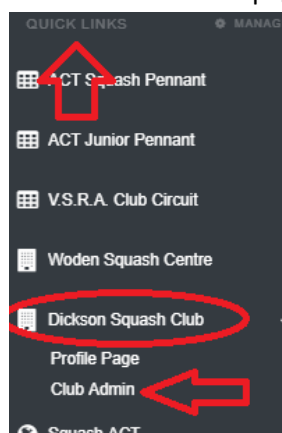
The screenshot shows the 'Plan Details' form in the SportyHQ admin interface. The form contains the following fields and options:

- Plan Name:** A text input field with the placeholder text 'e.g. Annual Membership'.
- Category:** A dropdown menu with the selected option '- None -'.
- Type:** Two radio button options: 'Individual / User Plan' (selected) and 'Family Plan'.
- Billing Cycle:** Two radio button options: 'Fixed Period' (selected) and 'Recurring'.
- Amount:** A text input field with a red circle around it, containing the placeholder text 'Enter membership price'.
- Plus Tax:** A text input field with the value '0' and a percentage sign.
- Start Date:** A date input field with a placeholder text: 'If a user subscribes to this membership before this date, their membership will effectively start from the date they join.'
- End Date:** A date input field.

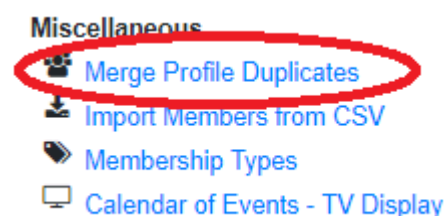
Duplicate Profiles

Merging Duplicate Player Profiles

10. Go to club admin page:



11. under members, scroll down slightly to view miscellaneous– select ‘merge profile duplicates’ as shown:



12. Once selected, this will open the following page. If you know the players who need their profiles combines, paste the two profile URL's into the allocated boxes. OR select auto detect

Information

This feature lets you merge users who have multiple profiles in the SportyHQ database. In the fields below, enter in their profile URLs, which you can find by searching for their profile, and then copying and pasting the URL in to the fields below.

1st Profile URL:

e.g. <https://www.sportyhq.com/ranking/user/Henry-Weber>

2nd Profile URL:

e.g. <https://www.sportyhq.com/ranking/user/Henry-Weber-1>

[Continue...](#)

Duplicate Detector

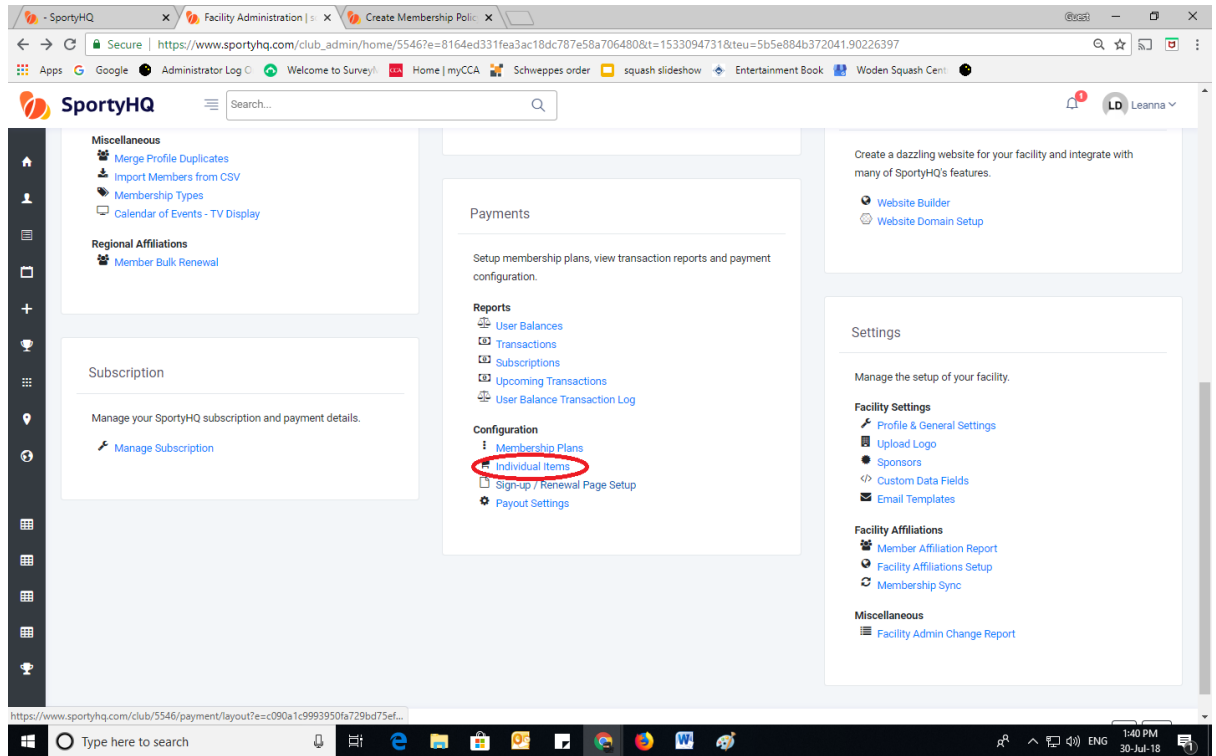
We can try to detect possible duplicates for you. For this to happen, the user must belong to your organization and their first name, last name, date of birth and gender must all match another record in the database. We ask you to use extreme caution when vetting possible duplicates, as untangling a mistake can take significant time.

[Auto-detect Duplicates](#)

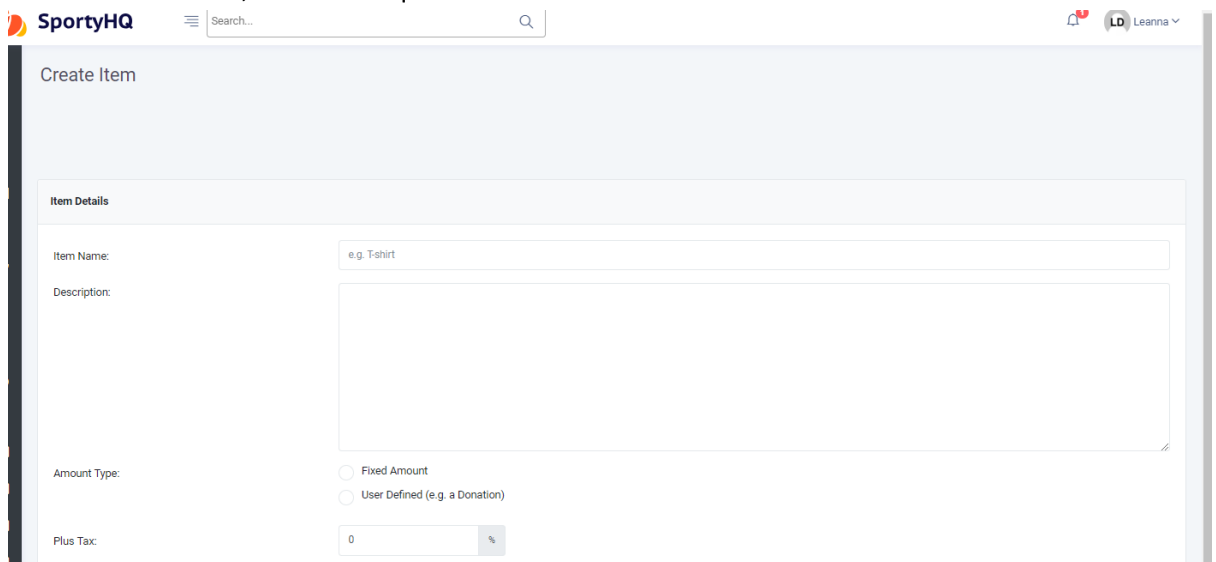
13. The auto duplicate functionality will open with a list of players; when duplicating profiles, some may be accepted straight away. Others may have to go to SportyHQ for approval. Please check the information and **take extreme caution** when merging duplicate profiles.

Selling Additional Items

14. If you wish to sell additional items such as T-shirts, water bottles etc. Click on 'Individual items' under the payments category on the admin page.



15. Select 'Create Item', fill in the required fields and click 'submit'.

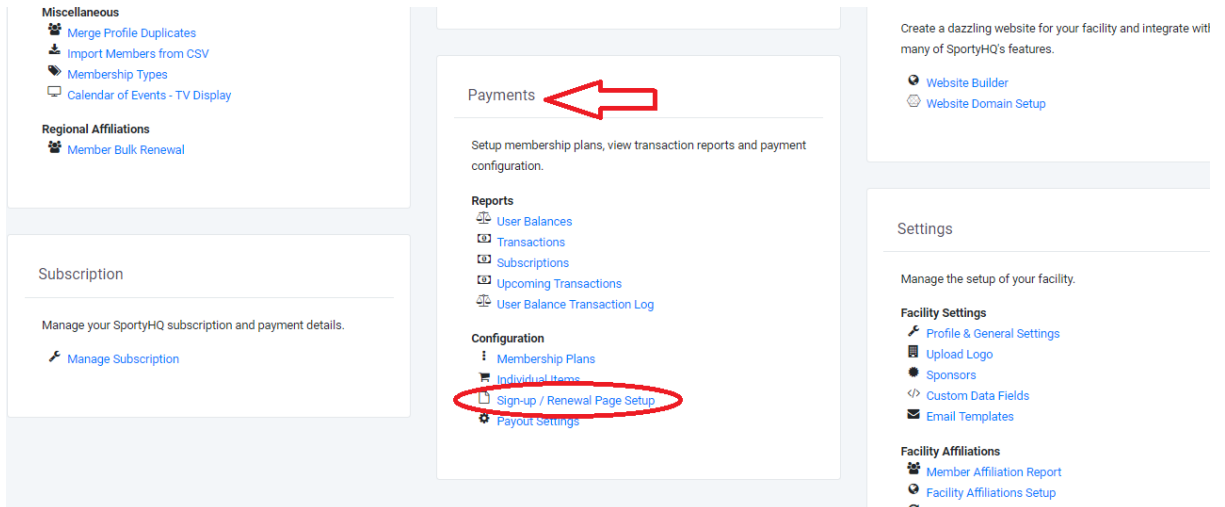


The screenshot shows the 'Create Item' form in SportyHQ. The form is titled 'Create Item' and contains the following fields:

- Item Name:** A text input field with the placeholder text 'e.g. T-shirt'.
- Description:** A large text area for describing the item.
- Amount Type:** Two radio button options: 'Fixed Amount' (selected) and 'User Defined (e.g. a Donation)'.
- Plus Tax:** A text input field with the value '0' and a percentage symbol (%) next to it.

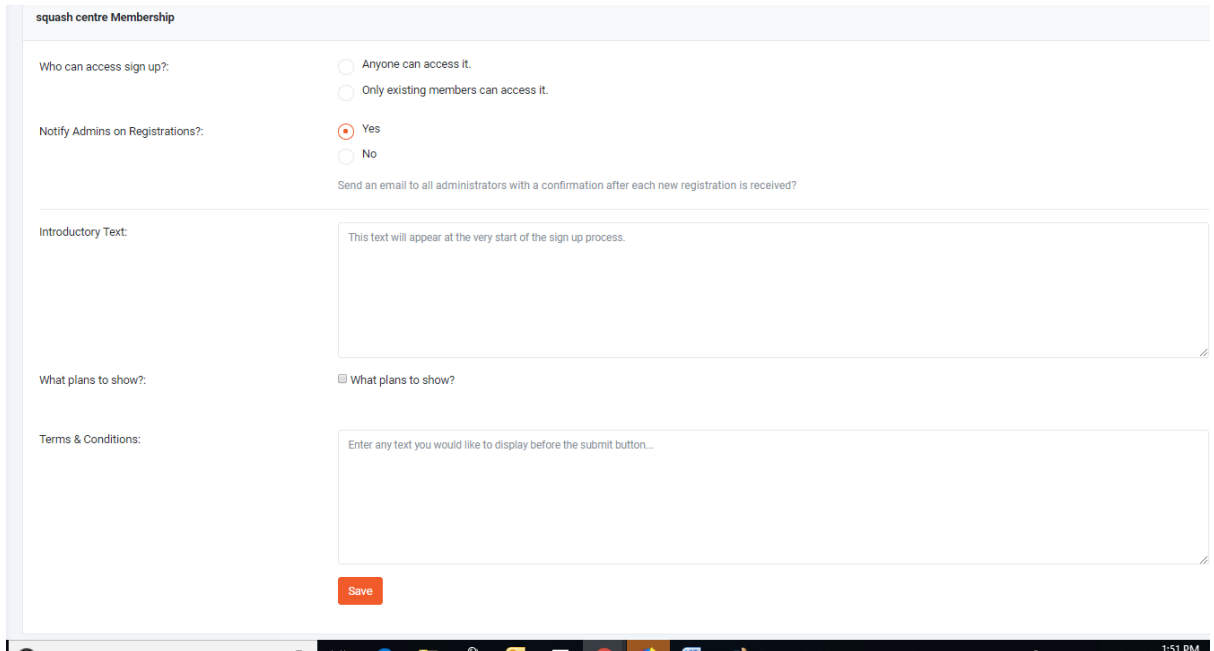
Membership Sign-Up and Renewal

16. To setup the sign-up renewal page, on the admin page, select 'Sign-up/Renewal Page Setup'



The screenshot shows the admin interface with a sidebar on the left containing 'Miscellaneous' and 'Regional Affiliations' sections. The main content area is titled 'Payments' and includes a description: 'Setup membership plans, view transaction reports and payment configuration.' Below this are three sub-sections: 'Reports' (with links for User Balances, Transactions, Subscriptions, Upcoming Transactions, and User Balance Transaction Log), 'Configuration' (with links for Membership Plans, Individual Items, Sign-up / Renewal Page Setup, and Payout Settings), and 'Settings' (with links for Profile & General Settings, Upload Logo, Sponsors, Custom Data Fields, and Email Templates). The 'Sign-up / Renewal Page Setup' link is circled in red. A red arrow points to the 'Payments' header.

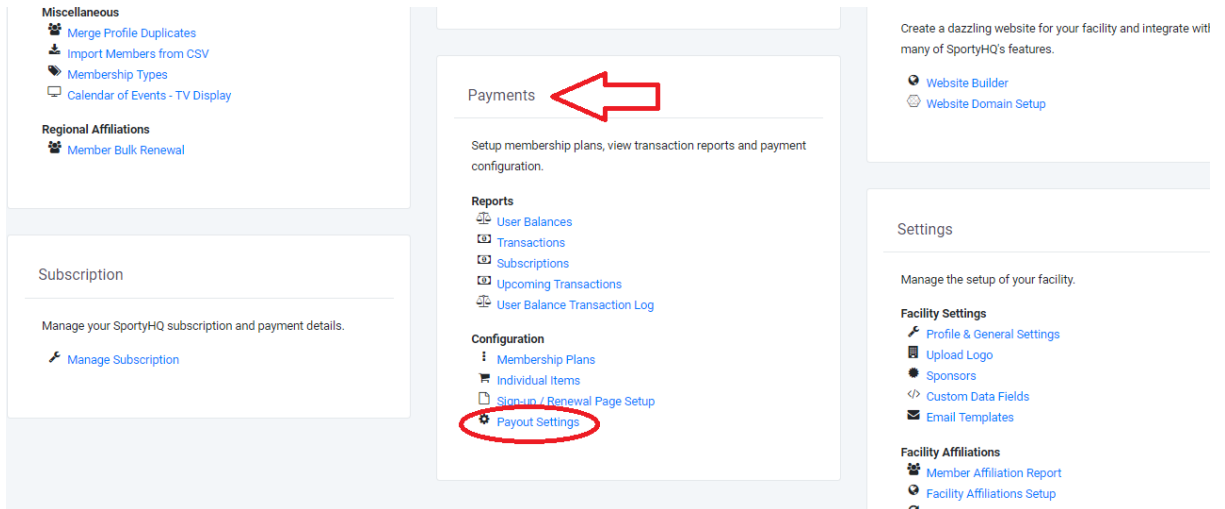
17. Complete all required fields in the 'membership layout page'



The screenshot shows the 'squash centre Membership' layout page. It includes several configuration options: 'Who can access sign up?' with radio buttons for 'Anyone can access it.' and 'Only existing members can access it.'; 'Notify Admins on Registrations?' with radio buttons for 'Yes' (selected) and 'No'; 'Introductory Text:' with a text area; 'What plans to show?:' with a checkbox for 'What plans to show?'; and 'Terms & Conditions:' with a text area. A 'Save' button is at the bottom.

Payout Settings

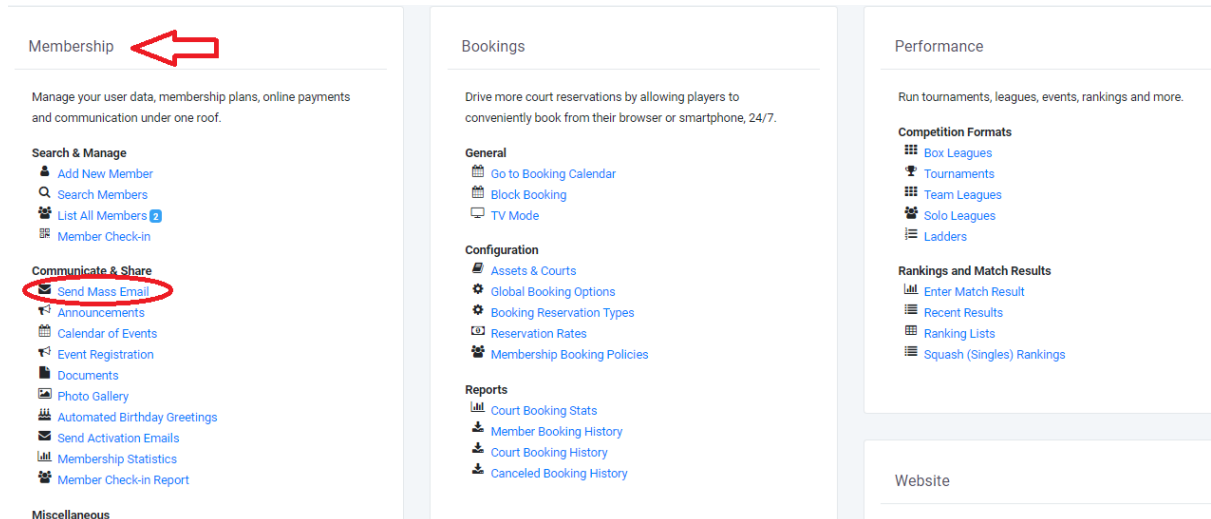
18. To ensure you receive payments, complete the payout settings page, follow all the prompts and fill out all required fields.



The screenshot displays the SportyHQ dashboard interface. On the left, there are two main menu sections: 'Miscellaneous' and 'Regional Affiliations'. The 'Miscellaneous' section includes links for 'Merge Profile Duplicates', 'Import Members from CSV', 'Membership Types', and 'Calendar of Events - TV Display'. The 'Regional Affiliations' section includes a link for 'Member Bulk Renewal'. Below these is a 'Subscription' section with a link for 'Manage Subscription'. The central area of the dashboard is titled 'Payments' and contains a description: 'Setup membership plans, view transaction reports and payment configuration.' Below this, there are three sub-sections: 'Reports' (with links for 'User Balances', 'Transactions', 'Subscriptions', 'Upcoming Transactions', and 'User Balance Transaction Log'), 'Configuration' (with links for 'Membership Plans', 'Individual Items', 'Signup / Renewal Page Setup', and 'Payout Settings'), and 'Settings'. The 'Payout Settings' link is circled in red. On the right side of the dashboard, there is a 'Settings' section with a description: 'Manage the setup of your facility.' Below this, there are three sub-sections: 'Facility Settings' (with links for 'Profile & General Settings', 'Upload Logo', 'Sponsors', 'Custom Data Fields', and 'Email Templates'), 'Facility Affiliations' (with links for 'Member Affiliation Report', 'Facility Affiliations Setup', and 'Membership Setup'), and 'Website Builder' (with links for 'Website Builder' and 'Website Domain Setup').

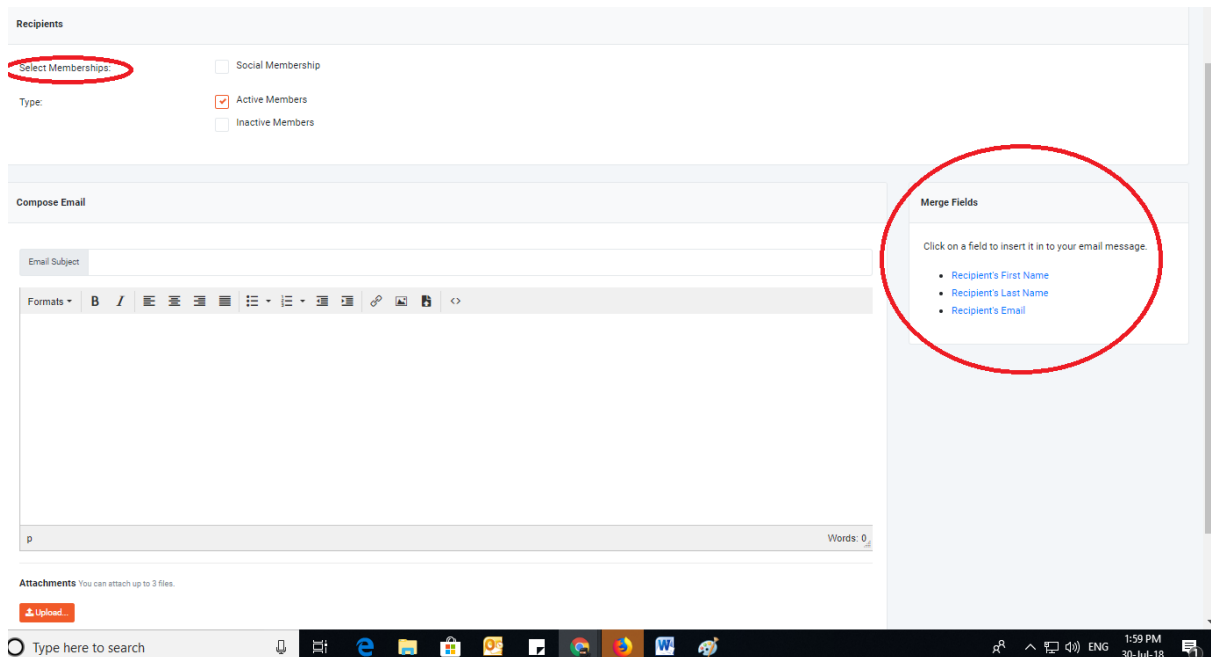
Member Communication

1. To send bulk emails to all your club members, under 'Membership' on the admin page select 'send mass emails'



The screenshot shows the admin dashboard with three main sections: Membership, Bookings, and Performance. The Membership section is active, showing options for managing user data, membership plans, and online payments. Under the 'Communicate & Share' sub-section, the 'Send Mass Email' option is highlighted with a red circle. The Bookings section shows options for driving more court reservations, and the Performance section shows options for running tournaments, leagues, events, rankings, and more.

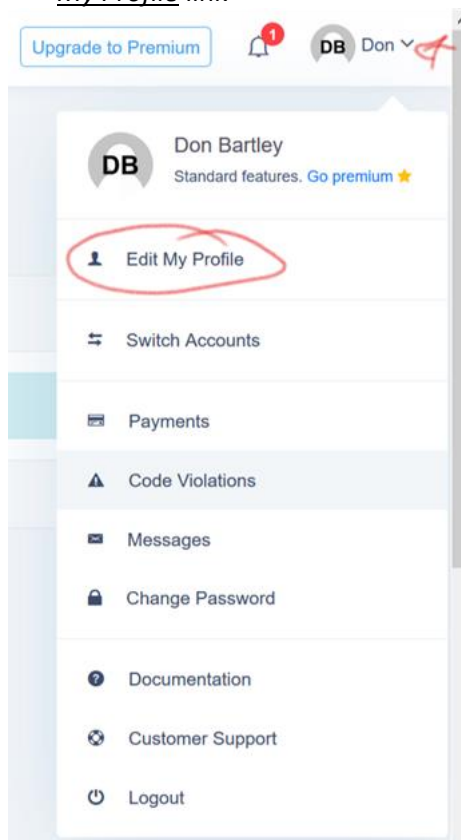
2. Select the group of players you wish to email, compose your email. Add any attachments –i.e., tournament entry forms. On the right-hand side of the page, add the fields that you want to enter, i.e. name.



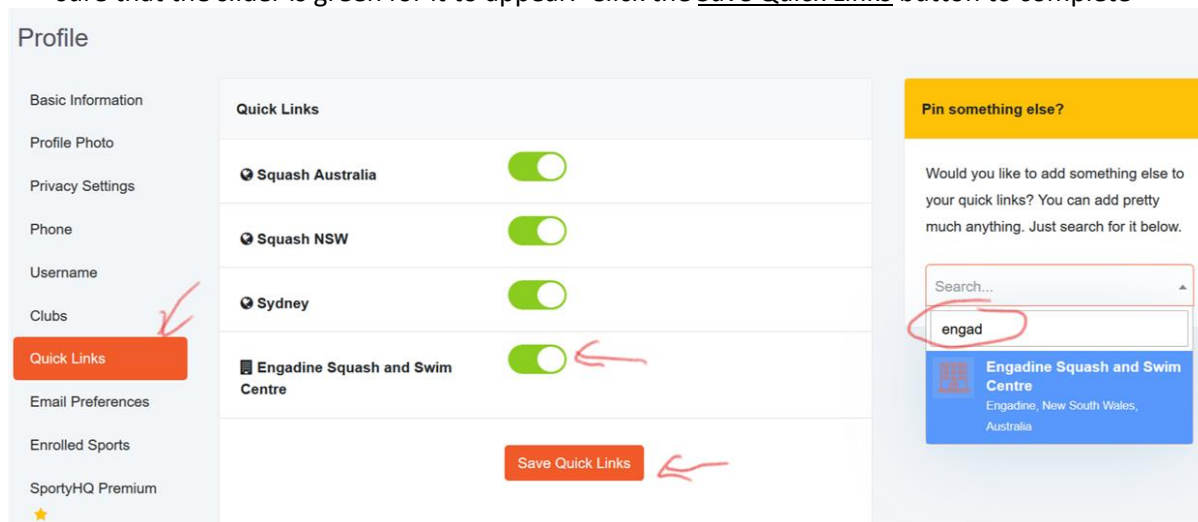
The screenshot shows the 'Compose Email' form in the admin dashboard. The 'Recipients' section at the top has a 'Select Memberships' dropdown menu highlighted with a red circle. Below it, there are checkboxes for 'Social Membership', 'Active Members' (checked), and 'Inactive Members'. The 'Compose Email' section has a text area for the email body and a 'Words: 0' counter. On the right side, the 'Merge Fields' section is highlighted with a red circle, showing a list of fields to insert into the email message: 'Recipient's First Name', 'Recipient's Last Name', and 'Recipient's Email'.

Editing 'Quick Links'

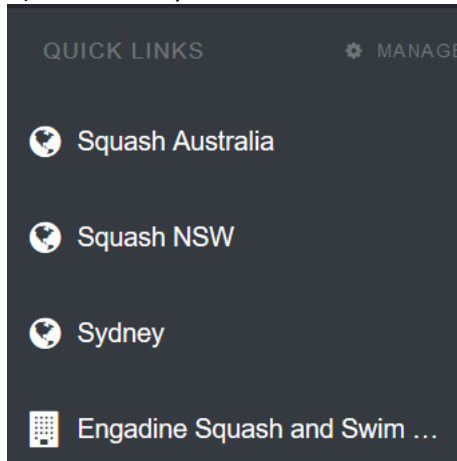
- 1) Edit the player's profile, click on the drop down on the right of their name and select the Edit My Profile link



- 2) Click on the Quick Links button, then you should see what is available. If you need to add something, click in the *Search* box on the right and find the facility (or tournament, etc) that you wish to add, then select the correct one. The link should appear, and you need to make sure that the slider is green for it to appear. Click the Save Quick Links button to complete



3) The facility should now show on the side bar







Other useful functions within the Membership component of SportyHQ











Membership

Manage your user data, membership plans, online payments and communication under one roof.





Search & Manage

-  [Add New Member](#)
-  [Search Members](#)
-  [List All Members](#) 2
-  [Member Check-in](#)


Communicate & Share

-  [Send Mass Email](#)
-  [Announcements](#)
-  [Calendar of Events](#)
-  [Event Registration](#)
-  [Documents](#)
-  [Photo Gallery](#)
-  [Automated Birthday Greetings](#)
-  [Send Activation Emails](#)
-  [Membership Statistics](#)
-  [Member Check-in Report](#)

Miscellaneous

-  [Merge Profile Duplicates](#)
-  [Import Members from CSV](#)
-  [Membership types](#)
-  [Calendar of Events - TV Display](#)

Regional Affiliations

-  [Member Bulk Renewal](#)

Active/Inactive Profiles and Activation Links

1. When in your club admin page, select 'list all members' here you can see who has and hasn't activated their account. Those that have both logged in and activated will show up with two green dots, those who have logged in but not activated will show up with one green and one red dot. For those with a red dot, select the 'action' option to the left of their name.

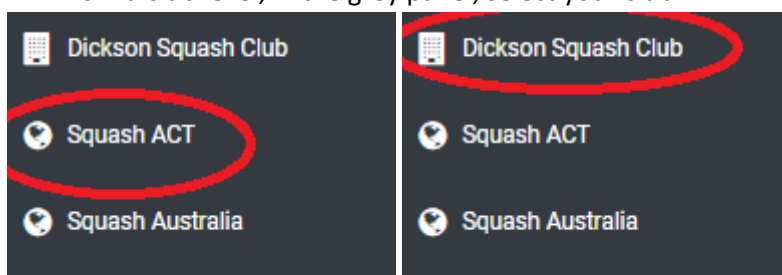
Action ▾	<input type="checkbox"/>	Czajor ●●	Ben	● Send Email
Action ▾	<input type="checkbox"/>	Czoban ●●	Amy	● Send Email
Action ▾	<input type="checkbox"/>	D'allesandro ●●	Austin	● Send Email

2. Once you have selected the 'Action' drop down box, select to 'resend activation link' and this will send an email to the person (assuming the person has the correct email address listed)

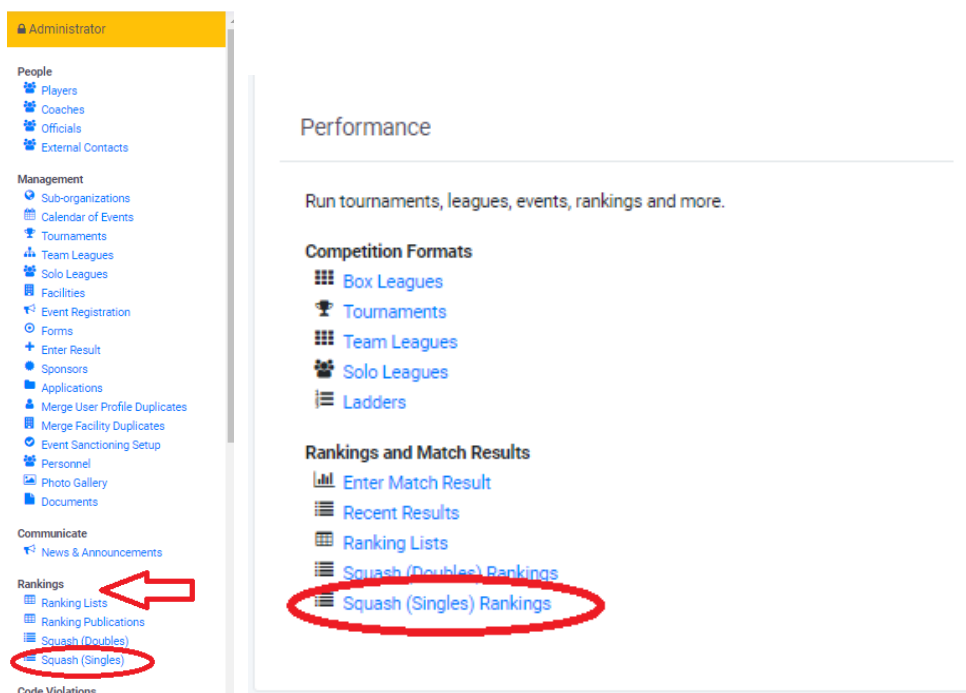
Action ▾	<input type="checkbox"/>	D'allesandro ●●	Austin	● Send Email
<ul style="list-style-type: none"> Edit Remove from Facility Resend Activation Link Get Activation Link Remove Expiry Date 			lincoln	● Send Email
			Haydn	● Send Email
			Leanna	● Send Email
			Grahame	● Send Email

Adjusting a Player's Ranking

1. From a state level, on the left-hand side of the page, in the grey panel, select your state.
From a club level, in the grey panel, select your club.



2. In the state page, go to the administrator panel on the left-hand side and select 'squash (singles)', as shown below. For a club admin, go to your club admin page, under the performance module, you will see rankings, select 'Squash (Singles) Rankings'.



3. Search the user whose ranking you wish to adjust. Type in their new ranking, give a reason for the adjustment and click 'Apply Adjustment'. **Note: If a player has had a rating update from a provisional rating, their rating/ranking will update in the rankings list following**

their next match.

Search User

Leanna Davey

Name:

Leanna Davey

Current Rating:

717

Discipline:

Squash (Singles)

Adjustment Date:

21 August, 2018

Adjust their points to:

points

4 x (matrix) + 400

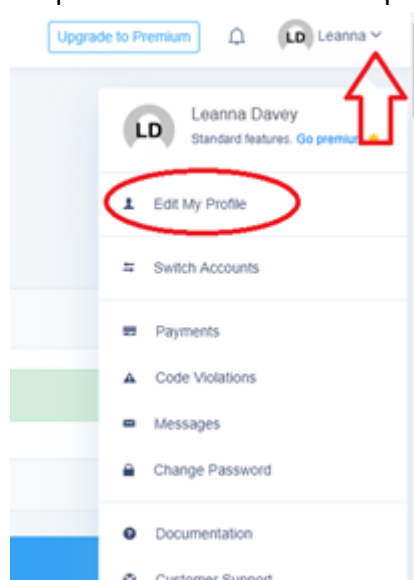
Reason for adjustment?:

Apply Adjustment

Updating a Player's SPIN Number

From a player's profile

1. Login to your SportyHQ Account
2. Once logged in, on the right-hand side of the page next to your name, select the drop-down menu. The first option will be 'Edit my Profile'. Select this.



3. Once selected, this will open a new page. Ensure you are on the 'Basic Information' screen.

Basic Information

Profile Photo

4. Scroll down this page slightly until you reach 'WSF Squash SPIN Number' – Update the record with your correct SPIN number.

WSF Squash SPIN Number:

0

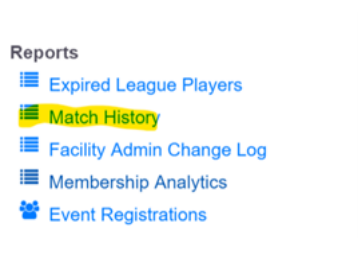
This is your World Squash Federation SPIN Number.

5. Once completed, scroll to the bottom of the page and save your information.

Save Profile

Exporting Match History

1. You can run an export of all matches for a date period, including 1 years' worth of data. This can be performed in the Reports section of your organisation administration menu, as shown here:



2. This will open the following screen. As noted, change your Start and End dates to the required period, ensure that "Squash Singles" is selected as the option, then click

submit. This will create an Excel spreadsheet or CSV file which you can manipulate as

Options

Start Date:

7 December, 2018

End Date:

7 March, 2019

You can only pull 1 year of history at a time. Date ranges greater than this will be ignored.

Sport:

☒ Squash (Doubles)

☐ Squash (Singles)

Format:

Excel (.xlsx)

Submit

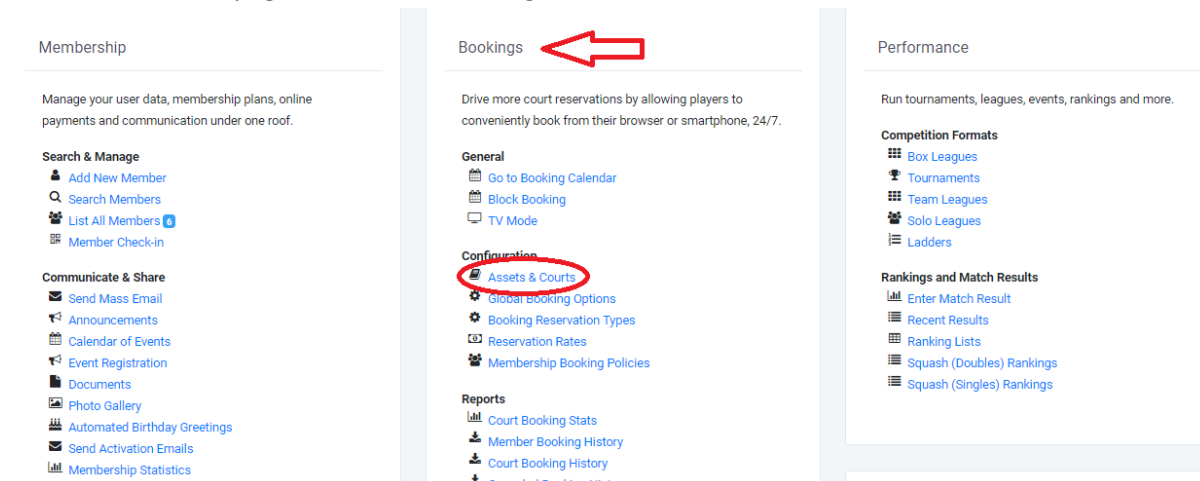
Check this section!

necessary.

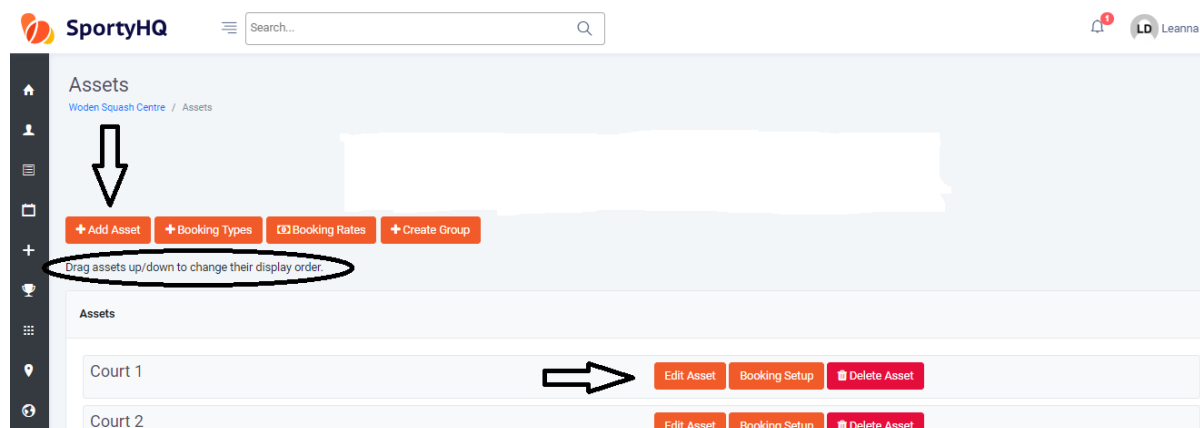
Online Court Bookings

Set Up Online Court Bookings with Payments

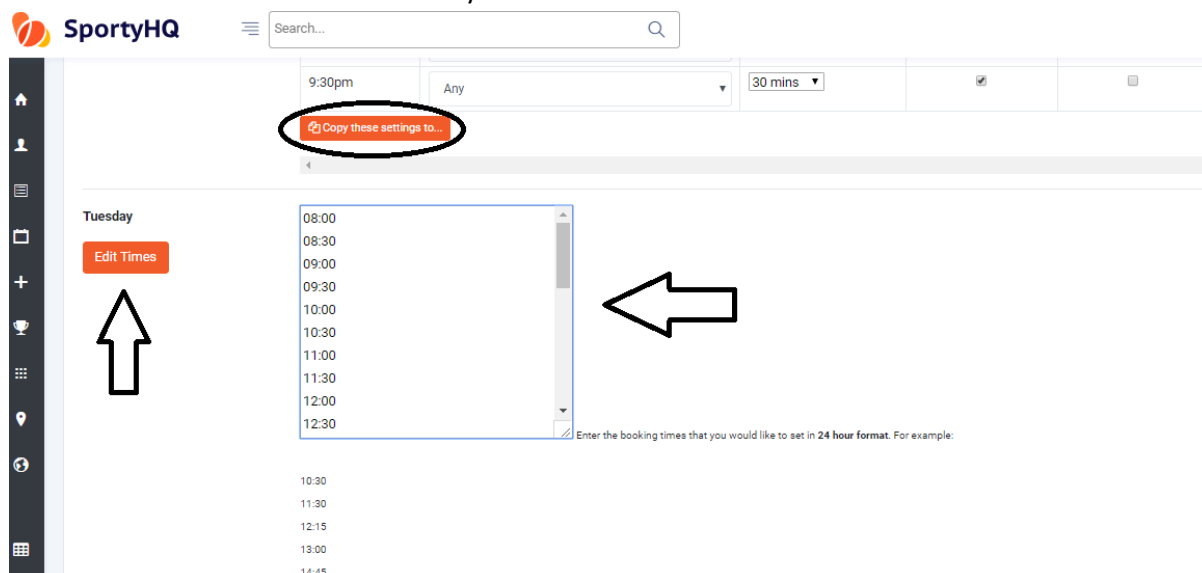
1. Go the club admin page. Under the 'Bookings' Module click on the 'Assets & Courts'.



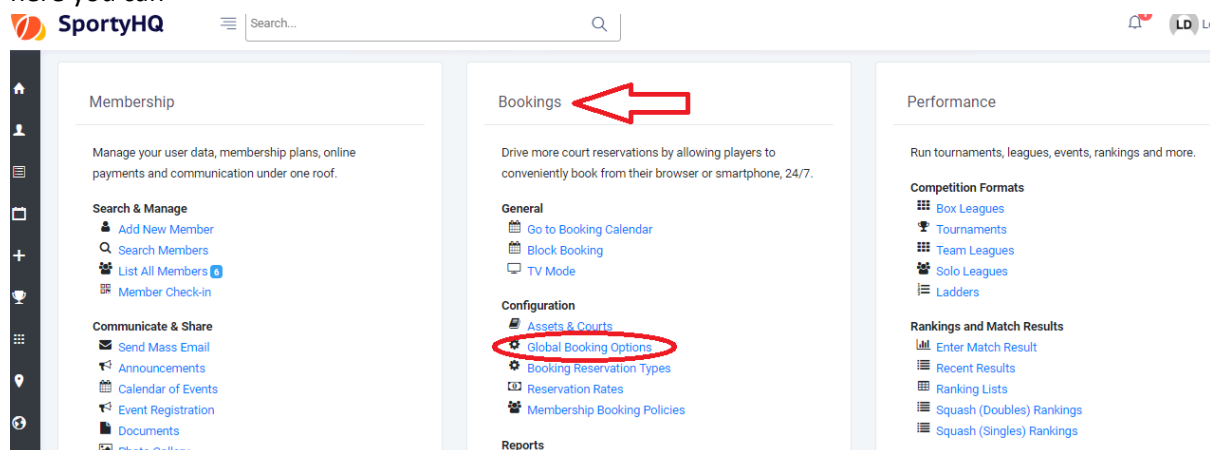
2. Once in the 'Assets' page, click 'Add Asset'

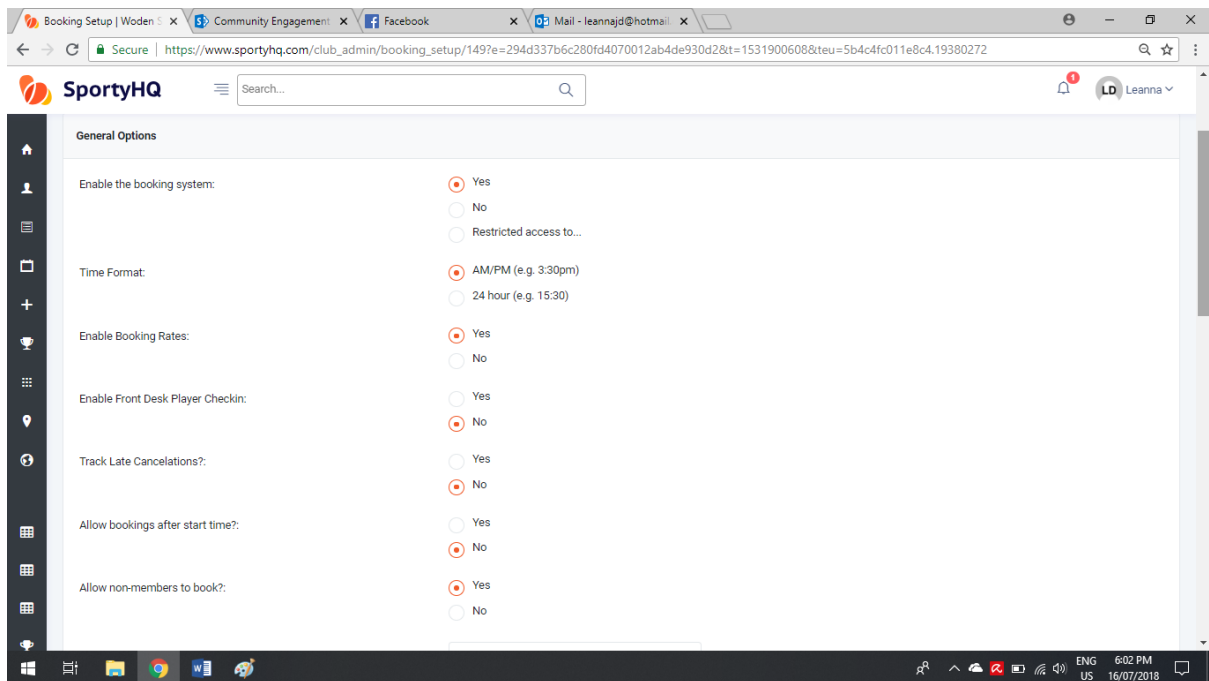


3. In the 'Assets' page, select 'Booking Set-up' next to the asset. Edit the times that bookings can be made – this can be done by selecting 'Edit Times' under the day. Type in your booking times in the allocated box in 24-hour time. Finally, you can select 'Copy these settings to...' to allocate the same times to other days.



4. On the 'Assets' Page, click on 'Bookings Type'. Here you can add any other booking types necessary. e.g. 'Pennant'.
5. On the Administration page, under the Bookings Module, click on 'Global Booking Options', here you can

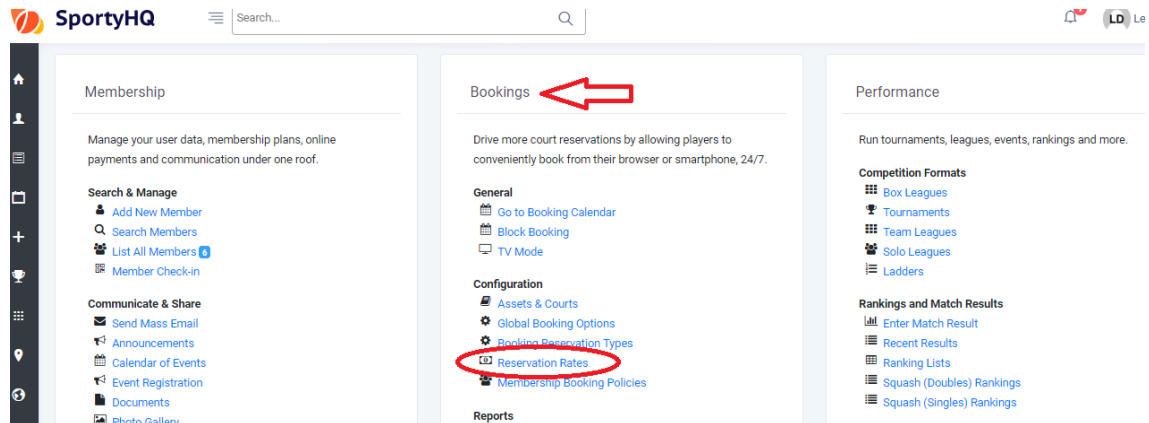




Reservation Rates

6. Reservation rates can be found in the admin page under the booking module. Once you click on the 'reservation rates' option, prices can be adjusted in 'peak' and 'non-peak' time. Press

save.



The screenshot shows the SportyHQ dashboard. The 'Bookings' section is highlighted with a red arrow. The 'Reservation Rates' link under the 'Configuration' section is circled in red.

Booking Rates | Woden S

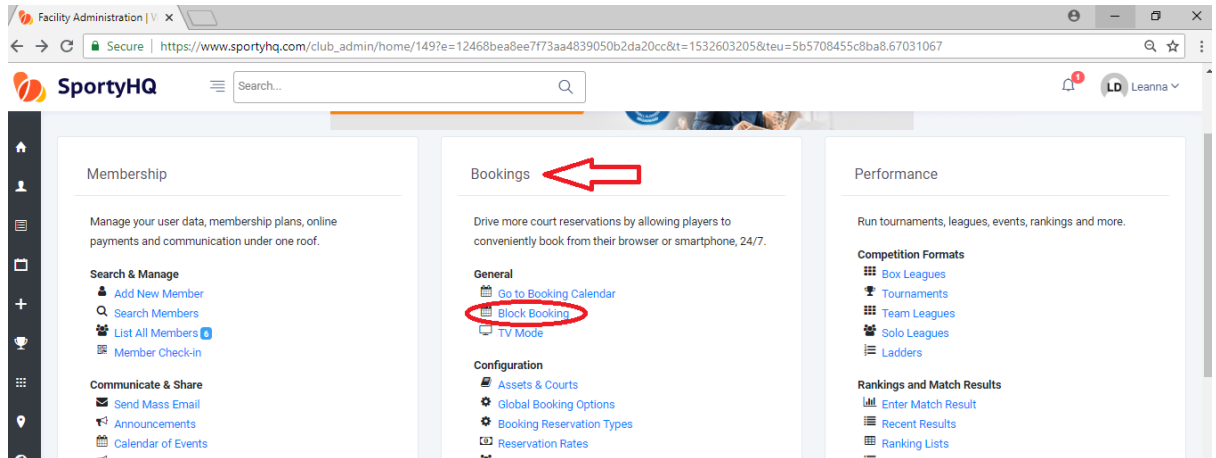
Secure | https://www.sportyhq.com/club_admin/booking_rates/149?e=609cd74e6a36feb2da111772bef7d4a5&t=1532669742&teu=5b580c2e9066b0.19651016

Squash

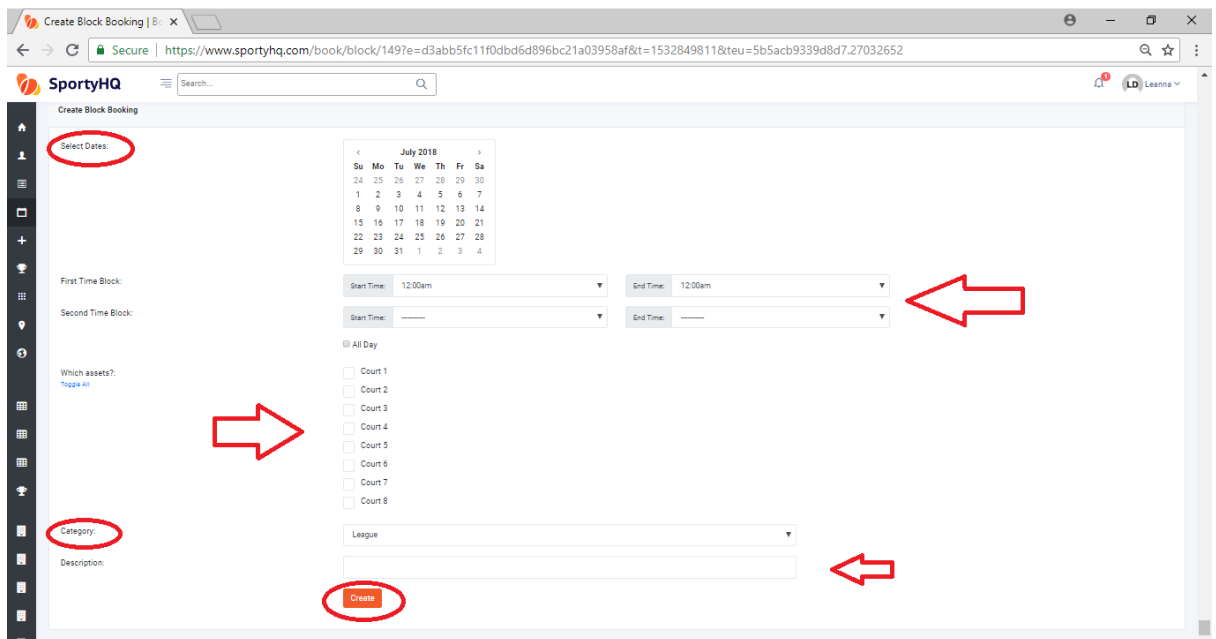
	Flat Rate	30 mins	45 mins	Peak Time 60 mins	90 mins	120 mins	30 mins	45 mins	Non-Peak Time 60 mins	90 mins	120 mins
Public											
Playing A Game With...	<input checked="" type="checkbox"/>	20.00		30.00	50.00		14.00		20.00	34.00	
Bringing In A Guest	<input checked="" type="checkbox"/>	20.00		30.00	50.00		14.00		20.00	34.00	
Solo Practice	<input checked="" type="checkbox"/>	20.00		30.00	50.00		14.00		20.00	34.00	
Still Looking for a Player	<input type="checkbox"/>										
Pennants	<input type="checkbox"/>										
Masters	<input type="checkbox"/>										
School	<input type="checkbox"/>										
Permenant	<input type="checkbox"/>										

Block Booking

- To create multiple bookings, in the main admin page under bookings select 'block booking'

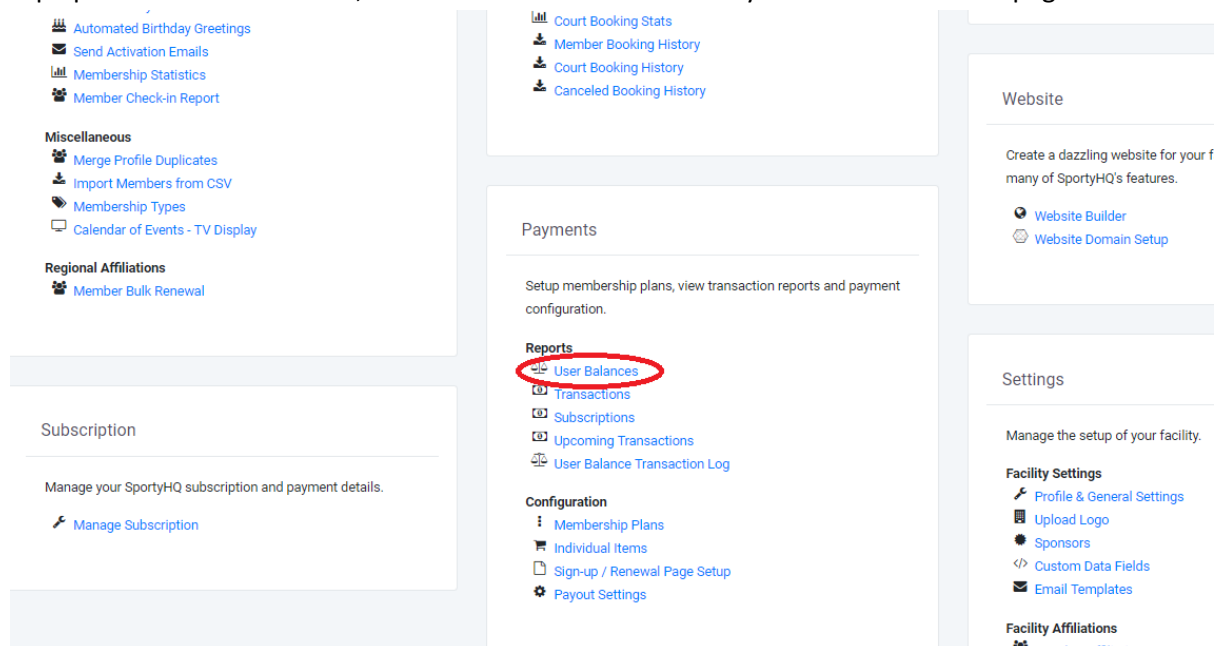


- Once you have selected 'Block Booking', a new page will open up. Here you can select all the dates that the booking needs to be on. Select times, courts, category – 'other' is most commonly used and write a description. e.g. 'Junior Training' and press create.



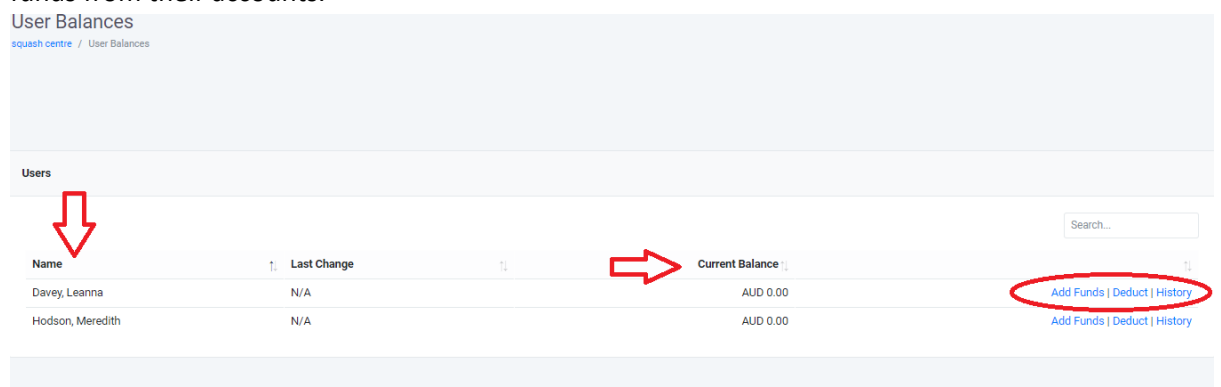
User Balances

9. Players can add funds to their accounts so when they pay for court hire they can continue to top up their funds. To do this, select 'user balances' under 'Payments' on the admin page.



The screenshot shows the admin dashboard with a sidebar on the left containing various menu items. The main content area is divided into sections: 'Payments' (Setup membership plans, view transaction reports and payment configuration), 'Reports' (User Balances, Transactions, Subscriptions, Upcoming Transactions, User Balance Transaction Log), and 'Configuration' (Membership Plans, Individual Items, Sign-up / Renewal Page Setup, Payout Settings). The 'User Balances' link under Reports is circled in red. On the right, there are sections for 'Website' (Website Builder, Website Domain Setup) and 'Settings' (Manage the setup of your facility, Facility Settings, Facility Affiliations).

10. In this page you can see your list of members, their current balance and you can add/deduct funds from their accounts.

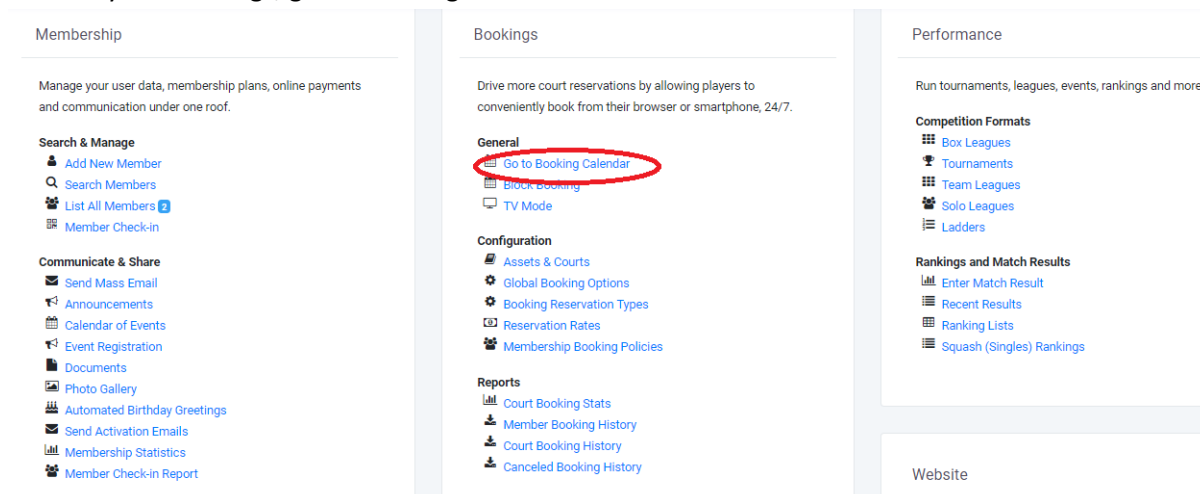


The screenshot shows the 'User Balances' page with a table of members. A red arrow points to the 'Users' section header. Another red arrow points to the 'Current Balance' column. The table lists two members: Davey, Leanna and Hodson, Meredith, both with a current balance of AUD 0.00. The 'Add Funds | Deduct | History' link for each member is circled in red.

Name	Last Change	Current Balance	
Davey, Leanna	N/A	AUD 0.00	Add Funds Deduct History
Hodson, Meredith	N/A	AUD 0.00	Add Funds Deduct History

View Bookings

11. To view your bookings, go to 'booking calendar'.



The screenshot shows the admin interface with three main sections: Membership, Bookings, and Performance. In the Bookings section, the 'Go to Booking Calendar' link is highlighted with a red circle. Other links in the Bookings section include 'Block Booking' and 'TV Mode'. The Performance section includes links for 'Box Leagues', 'Tournaments', 'Team Leagues', 'Solo Leagues', 'Ladders', 'Rankings and Match Results', 'Enter Match Result', 'Recent Results', 'Ranking Lists', and 'Squash (Singles) Rankings'.

12. Here you can add, remove and edit bookings as well as see all courts and all upcoming bookings. The below example shows block bookings (permanent) in capital letters, casuals (call-ins) in lowercase and the coloured boxes indicate a competition ie., Masters, pennant.




5:00pm 30m Other Vlad Edit Delete Info	5:00pm 30m Reserve	5:00pm 30m Reserve	5:00pm 30m Reserve	5:00pm 30m Reserve	5:00pm 30m Reserve	5:00pm 30m Reserve	5:00pm 30m Reserve
5:30pm 30m Other Vlad Edit Delete Info	5:30pm 30m Other RANGER Edit Delete Info	5:30pm 30m Reserve	5:30pm 30m Reserve	5:30pm 30m Other SAM Edit Delete Info	5:30pm 30m Other Adrian Edit Delete Info	5:30pm 30m Reserve	5:30pm 30m Reserve
6:00pm 30m Other Anthony Edit Delete Info	6:00pm 30m Other RANGER Edit Delete Info	6:00pm 30m Other JEFF Edit Delete Info	6:00pm 30m Reserve	6:00pm 30m Other SAM Edit Delete Info	6:00pm 30m Other Adrian Edit Delete Info	6:00pm 30m Other CONRON Edit Delete Info	6:00pm 30m Other MAY Edit Delete Info
6:30pm 30m Other Anthony Edit Delete Info	6:30pm 30m Reserve	6:30pm 30m Other JEFF Edit Delete Info	6:30pm 30m Other NILSHAN Edit Delete Info	6:30pm 30m Other BAUER Edit Delete Info	6:30pm 30m Other Adrian Edit Delete Info	6:30pm 30m Other CONRON Edit Delete Info	6:30pm 30m Other MAY Edit Delete Info
7:00pm 30m Reserve	7:00pm 30m Reserve	7:00pm 30m Reserve	7:00pm 30m Other NILSHAN Edit Delete Info	7:00pm 30m Reserve	7:00pm 30m Other Matt Edit Delete Info	7:00pm 30m Reserve	7:00pm 30m Reserve
7:30pm 30m Masters Edit Delete Info	7:30pm 30m Masters Edit Delete Info	7:30pm 30m Reserve	7:30pm 30m Masters Edit Delete Info	7:30pm 30m Masters Edit Delete Info	7:30pm 30m Other Edit Delete Info	7:30pm 30m Masters Edit Delete Info	7:30pm 30m Masters Edit Delete Info

Booking Policies






13. the admin will also need to create a booking policy using the "Membership Booking Policies" link. Those policies govern how many bookings a membership type can hold. Once you

create a booking policy, you can apply it to the membership type by going to the "Membership Type" link and editing your existing membership types.




































General

-  [Go to Booking Calendar](#)
-  [Block Booking](#)
-  [TV Mode](#)

Configuration

-  [Assets & Courts](#)
-  [Global Booking Options](#)
-  [Booking Reservation Types](#)
-  [Reservation Rates](#)
-  [Membership Booking Policies](#)

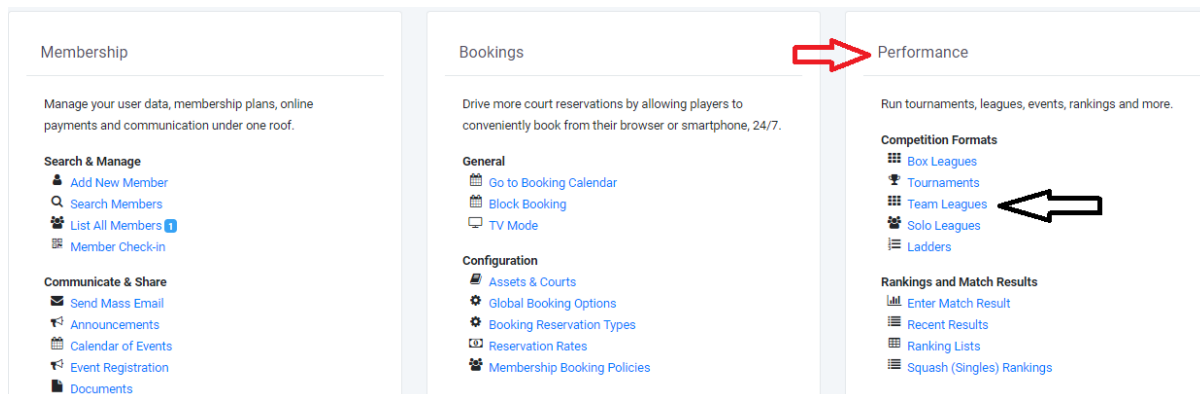
14. Other useful functions relating to court hire: booking stats and booking history.

Membership	Bookings	Performance
<p>Manage your user data, membership plans, online payments and communication under one roof.</p> <p>Search & Manage</p> <ul style="list-style-type: none">  Add New Member  Search Members  List All Members  Member Check-in <p>Communicate & Share</p> <ul style="list-style-type: none">  Send Mass Email  Announcements  Calendar of Events  Event Registration  Documents  Photo Gallery  Automated Birthday Greetings  Send Activation Emails  Membership Statistics  Member Check-in Report 	<p>Drive more court reservations by allowing players to conveniently book from their browser or smartphone, 24/7.</p> <p>General</p> <ul style="list-style-type: none">  Go to Booking Calendar  Block Booking  TV Mode <p>Configuration</p> <ul style="list-style-type: none">  Assets & Courts  Global Booking Options  Booking Reservation Types  Reservation Rates  Membership Booking Policies <p>Reports</p> <ul style="list-style-type: none">  Court Booking Stats  Member Booking History  Court Booking History  Canceled Booking History 	<p>Run tournaments, leagues, events, rankings and more.</p> <p>Competition Formats</p> <ul style="list-style-type: none">  Box Leagues  Tournaments  Team Leagues  Solo Leagues  Ladders <p>Rankings and Match Results</p> <ul style="list-style-type: none">  Enter Match Result  Recent Results  Ranking Lists  Squash (Singles) Rankings <p>Website</p>

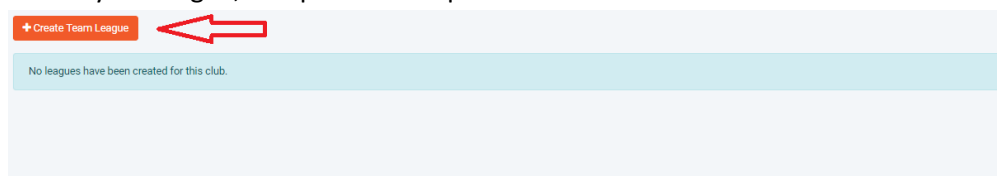
League Setup

Setting up a Competition

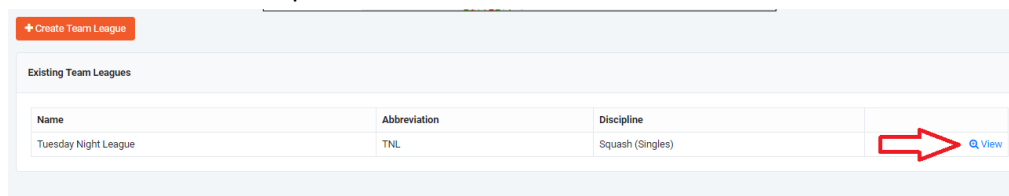
1. Within your club administrator page, under the 'Performance' module, select 'Team Leagues'



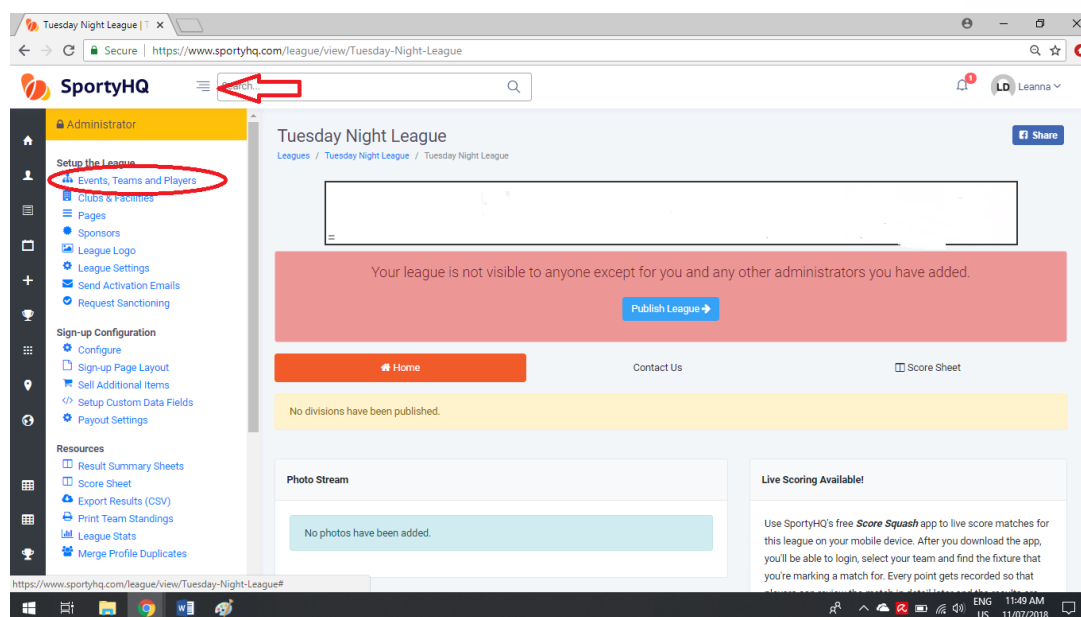
2. Create your league, complete the required information and click 'submit'.



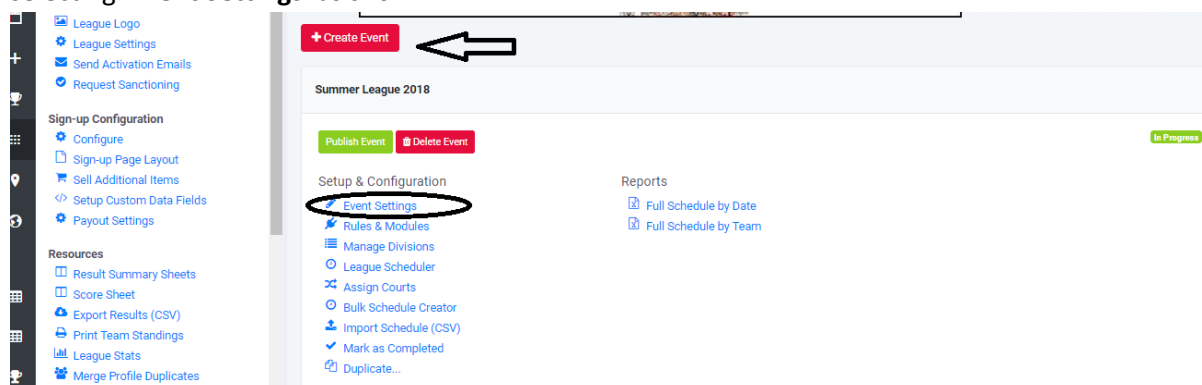
3. Once you have submitted, this will lead back to the displayed page. On the right-hand side, click on the 'view' option



4. Once you have selected 'view' this will take you to your 'league' page. The administrator options will show up in a panel under a yellow banner on the left hand side of the page.
5. To create your event, in the administrator panel, select 'Events, Teams & Players'



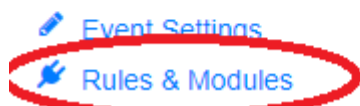
6. Next, select **'Create event'**, fill in the required fields. This information can be edited later by selecting **'Event Settings'** as shown.



7. Next, select the **'Rules & Modules'** tab.



Setup & Configuration



8. This allows you to determine who can enter scores and how many matches a player can play on the night. Once completed, press 'Save'.

Rules

Who can enter match results?:

☐ Each team's captain can enter the result for their team
☒ Any team member can enter the results on behalf of their team

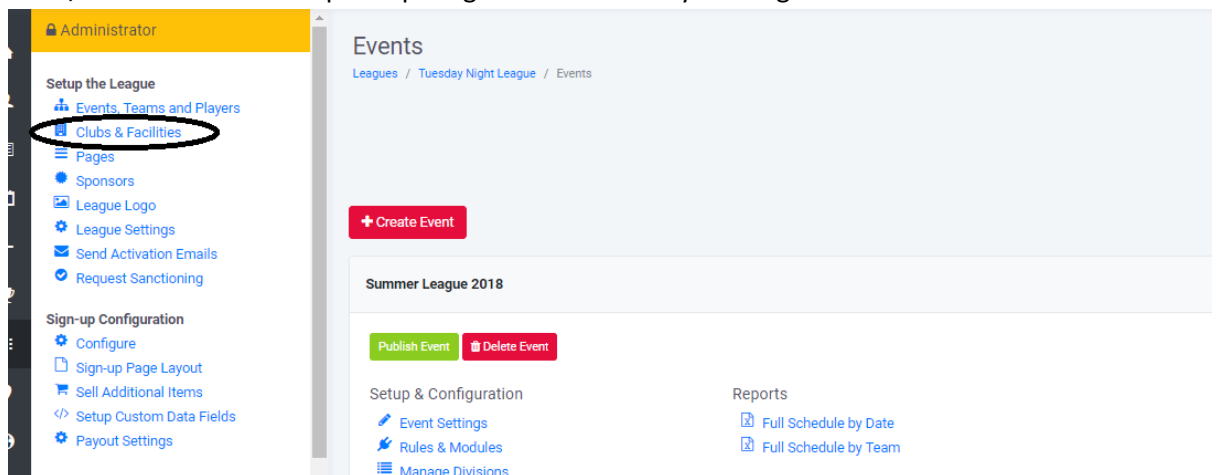
Matches Per Player: 3

How many matches can each player play for their team in a given round


Require game points when inputting results:

☒ Yes
☐ No

9. In the Administrator Tab – Select 'Clubs & Facilities' use the search bar to add the clubs/facilities that will be participating and used within your league.



10. In the 'Manage Divisions' Tab – select 'create divisions'. Fill in the relevant information, press 'submit'. Note: **All divisions must be created BEFORE any scheduling can occur.**



Divisions
Leagues / Tuesday Night League / Events / Divisions

[+ Create Division](#) [+ Create Teams \(Bulk Create\)](#)

Divisions

This event has no divisions. Divisions are usually different levels of players (e.g. Div 1, Div 2, etc.)

SportyHQ Search... LD Leanna

Administrator

Setup the League

- Events, Teams and Players
- Clubs & Facilities
- Pages
- Sponsors
- League Logo
- League Settings
- Send Activation Emails
- Request Sanctioning

Sign-up Configuration

- Configure
- Sign-up Page Layout
- Sell Additional Items
- Setup Custom Data Fields
- Payout Settings

Resources

- Result Summary Sheets
- Score Sheet
- Export Results (CSV)
- Print Team Standings
- League Stats
- Manage Profile Functionality

About

Name:

Scoring System:

Allow an alternate scoring system?: ☐ Yes ☒ No

Format: ☒ League Format (Recommended)

Scheduling Preference:

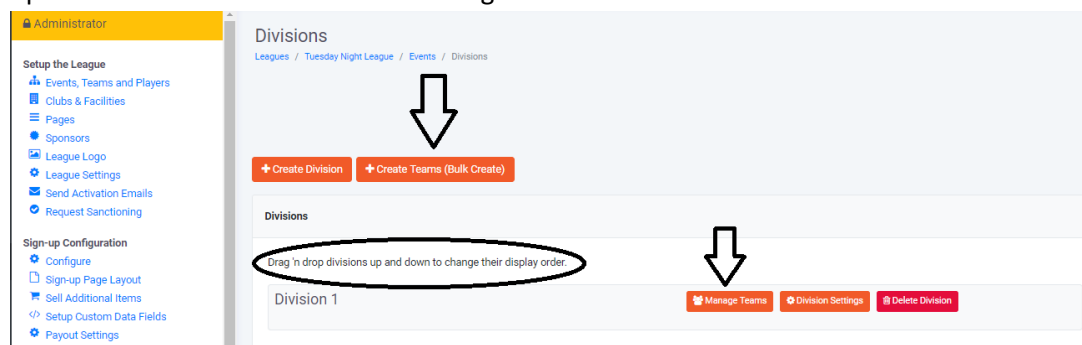
Let teams set their preferred starting time?: ☐ Yes ☒ No

Require Game Scores: ☒ Yes ☐ No

Override default matches per round?: ☐ Yes ☒ No

Set up Teams

11. Once you have created all your divisions, it's time to set up the teams! There are two options for this – 'bulk create' or 'manage teams'



Divisions
Leagues / Tuesday Night League / Events / Divisions

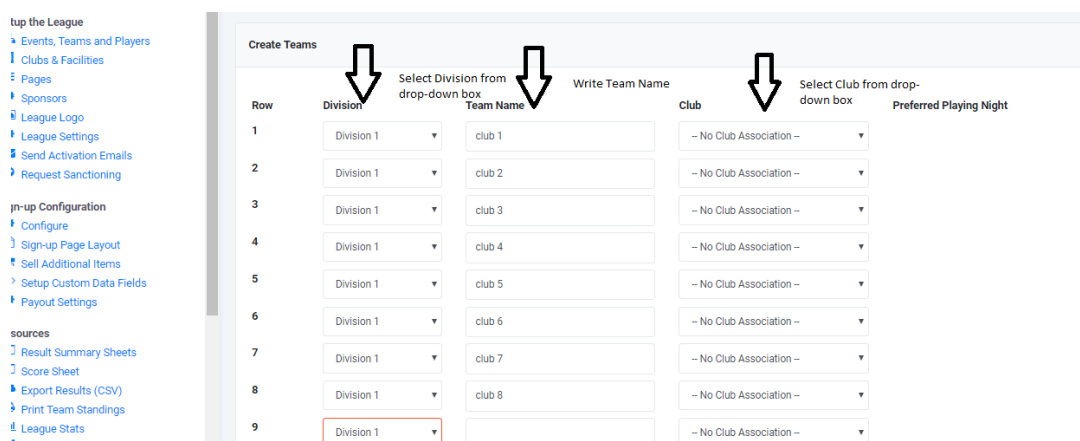
[+ Create Division](#) [+ Create Teams \(Bulk Create\)](#)

Divisions

Drag in drop divisions up and down to change their display order.

Division 1 [Manage Teams](#) [Division Settings](#) [Delete Division](#)

a. Create Teams (Bulk Create):



Create Teams

Select Division from drop-down box

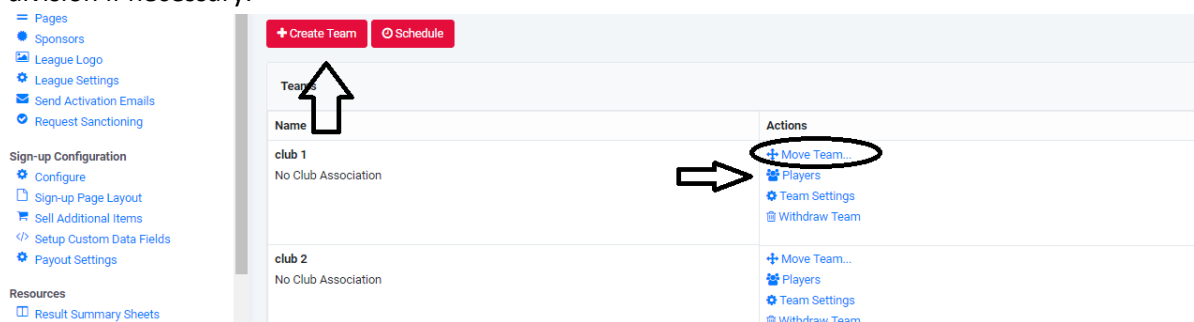
Write Team Name

Select Club from drop-down box

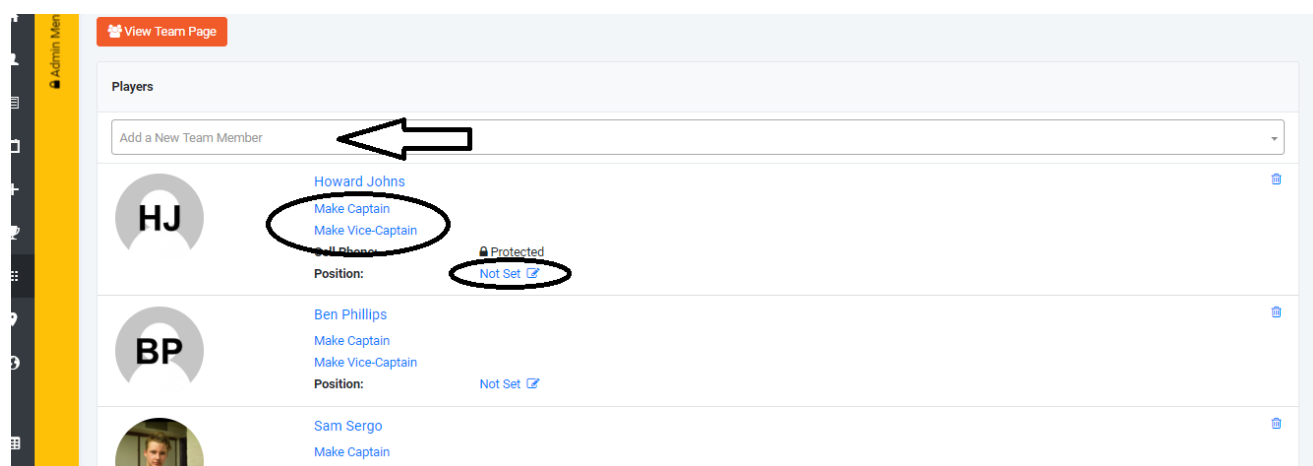
Preferred Playing Night

Row	Division	Team Name	Club	Preferred Playing Night
1	Division 1	club 1	-- No Club Association --	
2	Division 1	club 2	-- No Club Association --	
3	Division 1	club 3	-- No Club Association --	
4	Division 1	club 4	-- No Club Association --	
5	Division 1	club 5	-- No Club Association --	
6	Division 1	club 6	-- No Club Association --	
7	Division 1	club 7	-- No Club Association --	
8	Division 1	club 8	-- No Club Association --	
9	Division 1		-- No Club Association --	

- b. Manage Teams: Within Manage teams you can move the whole team to another division if necessary.



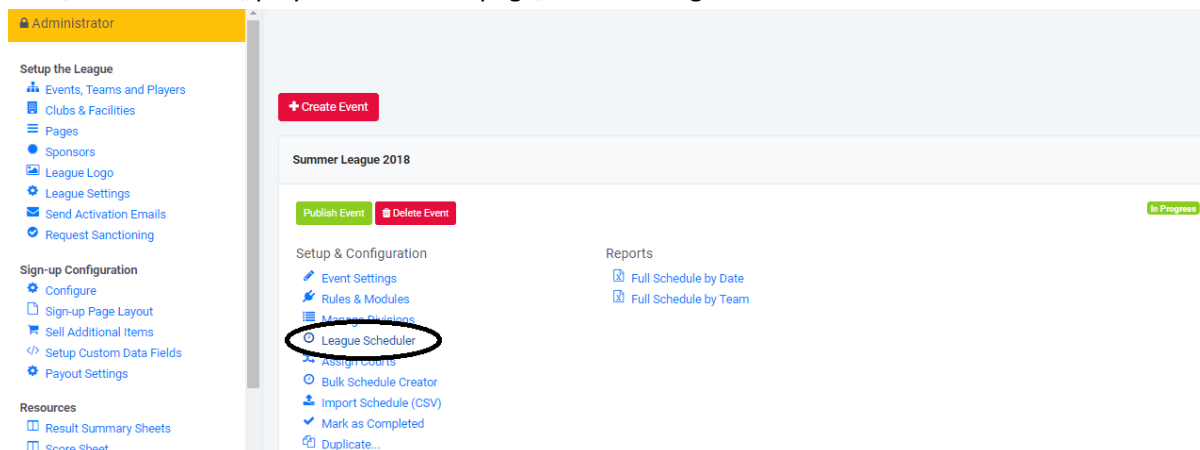
12. Add players to teams: On the divisions page, within 'manage teams' you will see four 'Action' items next to each team name. Select 'Players' as demonstrated above. Add your players by typing their names in the search bar. Here you can choose the team captain and their position in the team.



Scheduling a League

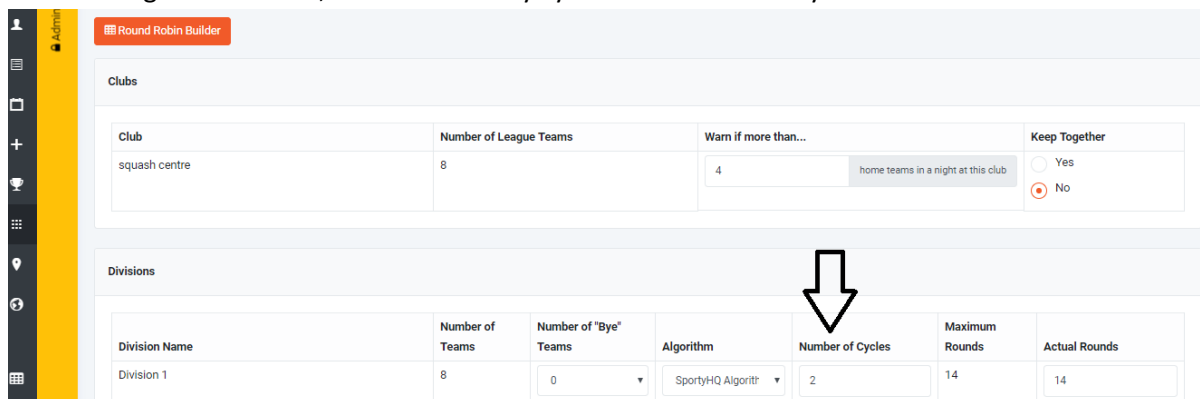
Make sure that you have added all Divisions to your league **before** scheduling the rounds.

13. Next, on the events, players and teams page, click on 'league scheduler'



The screenshot shows the 'Administrator' interface for 'Summer League 2018'. On the left sidebar, under 'Setup the League', the 'League Scheduler' option is circled. The main content area shows the 'Summer League 2018' setup page with a '+ Create Event' button and 'Publish Event' and 'Delete Event' buttons. Below these are sections for 'Setup & Configuration' and 'Reports'.

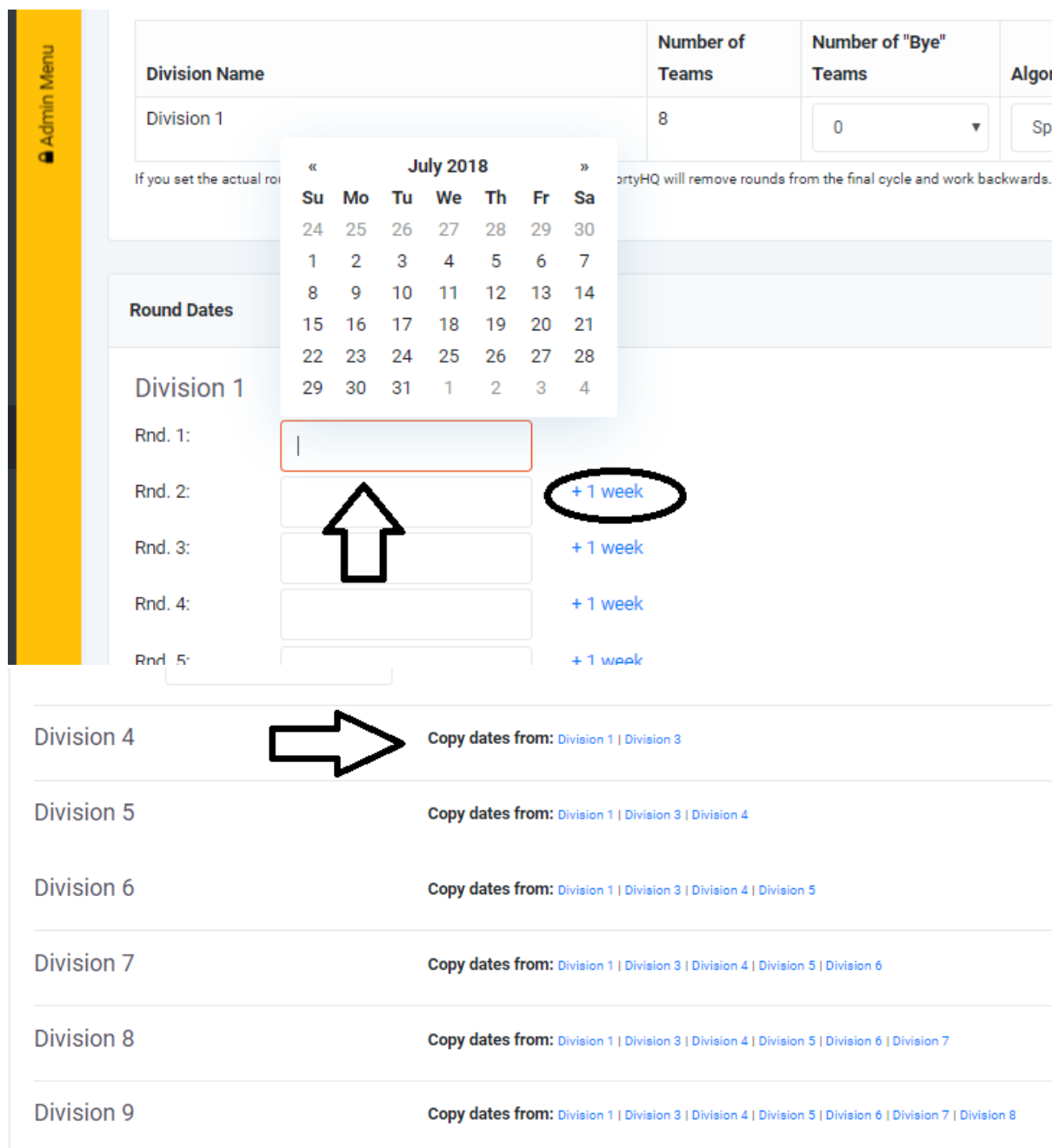
14. Within 'League Scheduler', select how many cycles of the schedule you want.



The screenshot shows the 'Round Robin Builder' interface. The 'Divisions' table is visible, showing 'Division 1' with 8 teams, 0 'Bye' teams, and 2 cycles. A large arrow points to the 'Number of Cycles' column.

Division Name	Number of Teams	Number of "Bye" Teams	Algorithm	Number of Cycles	Maximum Rounds	Actual Rounds
Division 1	8	0	SportyHQ Algorithm	2	14	14

15. Under 'round dates' click in the box next to 'Rnd 1' A calendar will appear, select your date. For the following weeks, you can either add in the date manually, or select '+ 1 week' and this will do the same day each week. You can select to copy the same schedule for other divisions as shown below.



Admin Menu

Division Name	Number of Teams	Number of "Bye" Teams	Algor
Division 1	8	0	Sp

If you set the actual round date, the system will remove rounds from the final cycle and work backwards.

Round Dates

Division 1

Rnd. 1:

Rnd. 2:

Rnd. 3:

Rnd. 4:

Rnd. 5:

+ 1 week

+ 1 week

+ 1 week

+ 1 week

+ 1 week

Division 4 ☐ Copy dates from: Division 1 | Division 3

Division 5 ☐ Copy dates from: Division 1 | Division 3 | Division 4

Division 6 ☐ Copy dates from: Division 1 | Division 3 | Division 4 | Division 5

Division 7 ☐ Copy dates from: Division 1 | Division 3 | Division 4 | Division 5 | Division 6

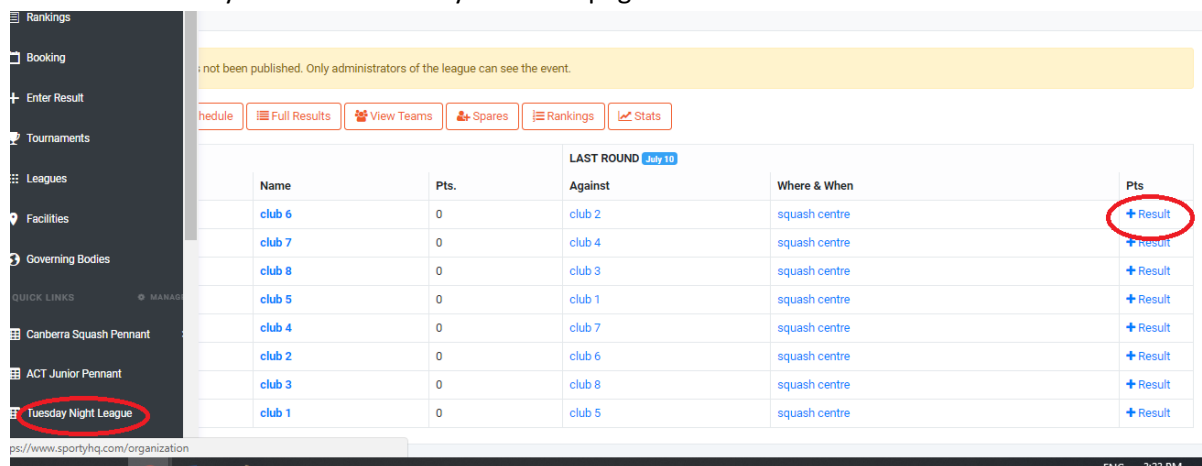
Division 8 ☐ Copy dates from: Division 1 | Division 3 | Division 4 | Division 5 | Division 6 | Division 7

Division 9 ☐ Copy dates from: Division 1 | Division 3 | Division 4 | Division 5 | Division 6 | Division 7 | Division 8

16. Other options within the 'Events, Teams & Players' page include, 'assign courts' – schedule the exact court the match will be played on i.e., team 1 v team 2 on court 1. 'Bulk Schedule Creator' – create the schedule manually for each individual division. 'import schedule' –

import from another software. 'mark as completed' – when the event finishes, mark it as completed.

- Now everything is set up, hover your mouse over the grey panel on the left-hand side of the screen and select your event to view your event page.



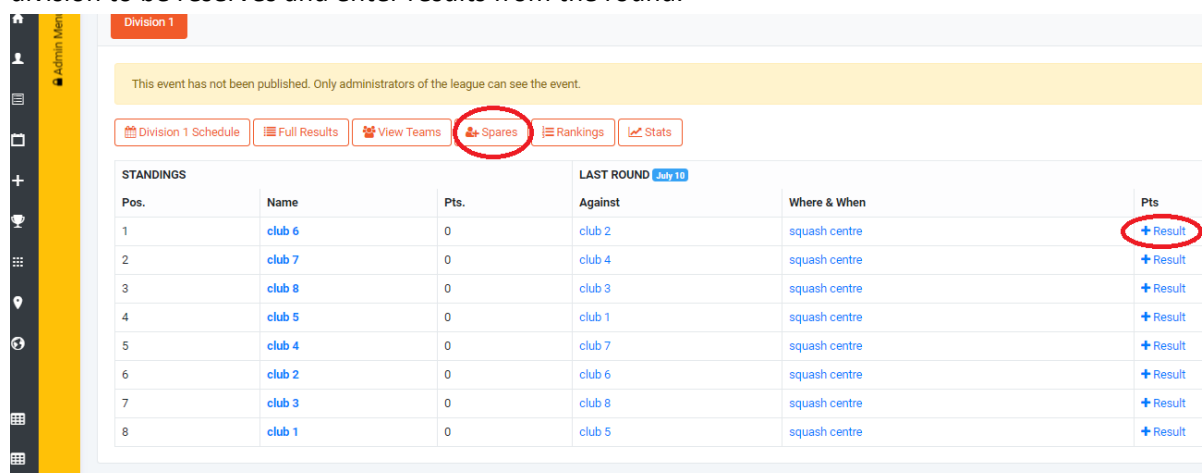
not been published. Only administrators of the league can see the event.

Schedule Full Results View Teams Spares Rankings Stats

Name	Pts.	Against	Where & When	Pts
club 6	0	club 2	squash centre	+ Result
club 7	0	club 4	squash centre	+ Result
club 8	0	club 3	squash centre	+ Result
club 5	0	club 1	squash centre	+ Result
club 4	0	club 7	squash centre	+ Result
club 2	0	club 6	squash centre	+ Result
club 3	0	club 8	squash centre	+ Result
club 1	0	club 5	squash centre	+ Result

ps://www.sportyhq.com/organization

- On your league page you can view schedules, results, add any 'spare' players to teams or the division to be reserves and enter results from the round.



Division 1

This event has not been published. Only administrators of the league can see the event.

Division 1 Schedule Full Results View Teams Spares Rankings Stats

Pos.	Name	Pts.	Against	Where & When	Pts
1	club 6	0	club 2	squash centre	+ Result
2	club 7	0	club 4	squash centre	+ Result
3	club 8	0	club 3	squash centre	+ Result
4	club 5	0	club 1	squash centre	+ Result
5	club 4	0	club 7	squash centre	+ Result
6	club 2	0	club 6	squash centre	+ Result
7	club 3	0	club 8	squash centre	+ Result
8	club 1	0	club 5	squash centre	+ Result

- When entering your results – select '+ Results'. Type in each individual game score. If you need to replace the player, click on the arrow next to the players name, here you can select someone else in the team, or search a new player. Any 'spares' that were entered will also

display here.

club 1 vs. club 5

1	Players	Par 11	1	2	3	4	5	POINTS	GAMES
club 1	Finian Kennedy (1588 points)								
club 5	<div> <div>Leanna Davey (719 points)</div> <div>Leanna Davey (719 points)</div> <div>Harrison Barnett (1329 points)</div> <div>Leland Barnett (1144 points)</div> <div>No Player (match was not played)</div> <div>Player not listed. Enter new player...</div> </div>								

Regular Result Match Defaulted

League Administrator Options

☐ Lock Result - Only the league administrator(s) will be able to make changes, if selected.

☐ Apply Penalty Point(s)

20. Need to let your team know you aren't available to play? Select one of the thumb options next to the round to show your availability.

Help with your team schedule by indicating your availability for the following league nights:

Date	Venue	Time	
Tue 17th Jul	squash centre club 5 VS. club 4	TBD	<div> <div></div> <div></div> <div></div> </div>
Tue 24th Jul	squash centre club 5 VS. club 7	TBD	<div> <div></div> <div></div> <div></div> </div>
Tue 31st Jul	squash centre club 5 VS. club 3	TBD	<div> <div></div> <div></div> <div></div> </div>
Tue 7th Aug	squash centre club 5 VS. club 6	TBD	<div> <div></div> <div></div> <div></div> </div>
Tue 14th Aug	squash centre club 5 VS. club 2	TBD	<div> <div></div> <div></div> <div></div> </div>
Tue 21st Aug	squash centre club 5 VS. club 8	TBD	<div> <div></div> <div></div> <div></div> </div>
Tue 28th Aug	squash centre club 5 VS. club 1	TBD	<div> <div></div> <div></div> <div></div> </div>
Tue 4th Sep	squash centre club 5 VS. club 4	TBD	<div> <div></div> <div></div> <div></div> </div>

Use Sport your mol team and recorded recorded

Available on the App

League O

21. From your team page, you can view the entire competition schedule, all results and download your scoresheet/summary sheet

[Division Schedule](#)
[Division Results](#)
[Teams](#)
[Spares](#)
[Division Rankings](#)
[Division Stats](#)

Next Match

club 1 vs. club 7

at

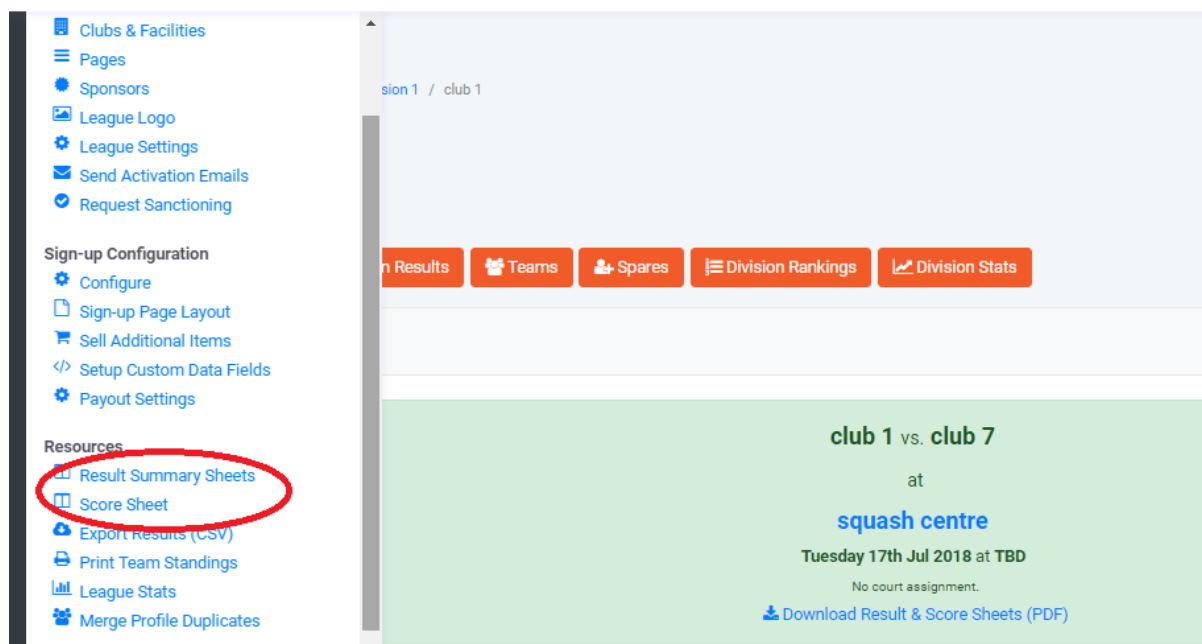
squash centre

Tuesday 17th Jul 2018 at TBD

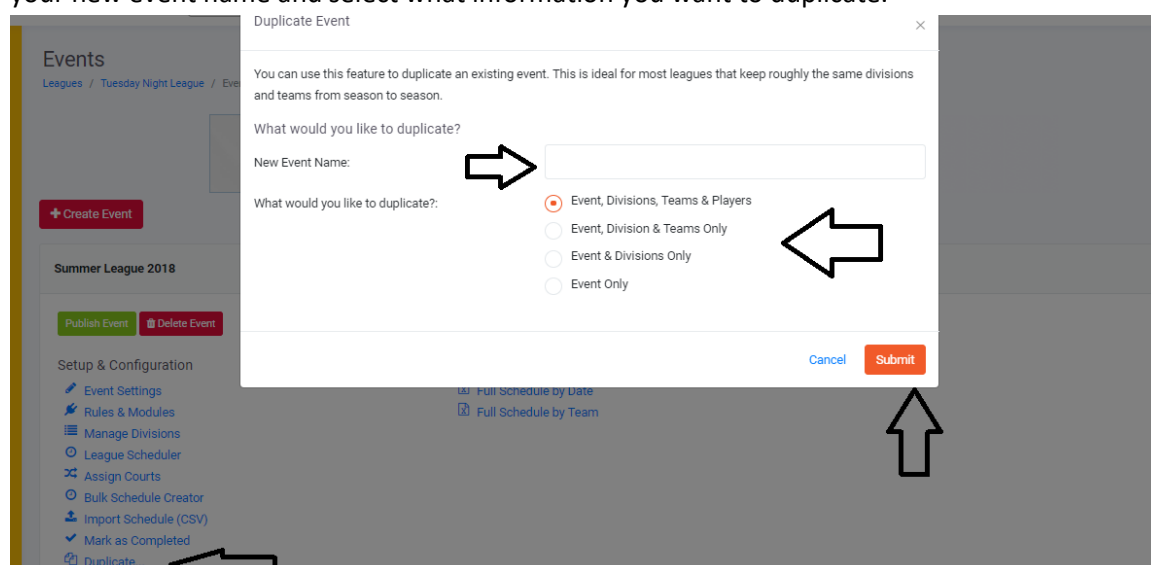
No court assignment.

[Download Result & Score Sheets \(PDF\)](#)

22. To download/print scoresheets and result summary sheets, go to the administrator panel on the left-hand side of the screen.



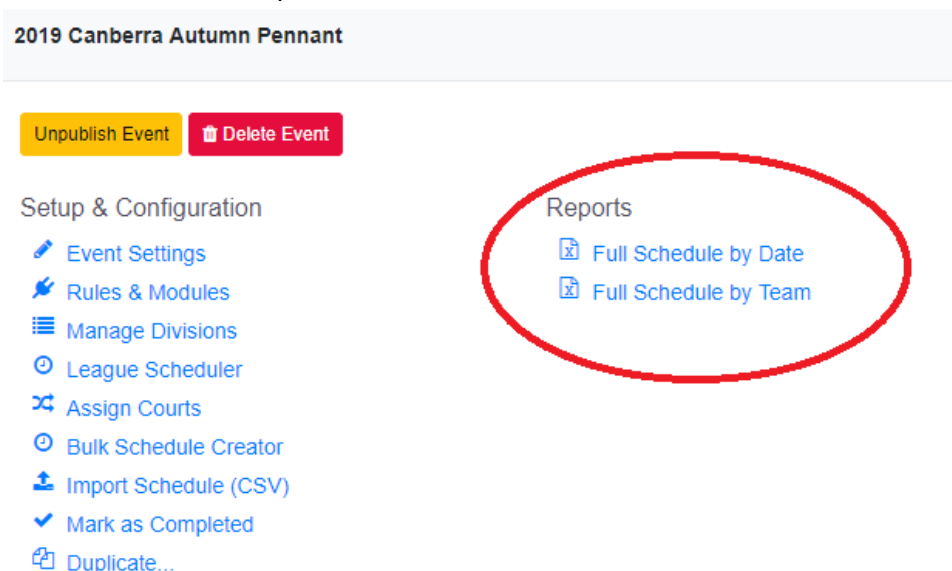
23. Now your event is over but you're ready to start the next one, just duplicate your previous competition! Select 'Duplicate' from the 'events, teams & players' admin option. Type in your new event name and select what information you want to duplicate.



24. The above example is based on an in-house competition to be played at the same centre each week. If you need to make a state/city league, involving multiple facilities, ensure you add all clubs and facilities that will be participating. If you wish to make the teams centre based (e.g. players from different centres in a team) you will need to use the 'bulk schedule creator' option) If you wish to have individuals playing against other individuals (rather than teams) use box leagues.

Exporting a League Schedule for Court Allocations

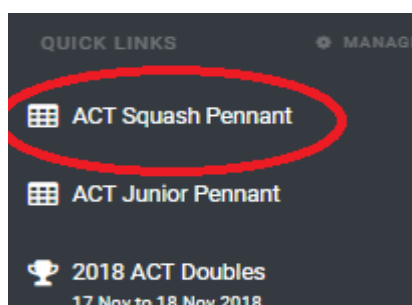
1. Go to your current pennant season and select 'Events, teams & players'
2. go to the event that you need the schedule for. On the left-hand side, you will see 'schedule by date' or 'schedule by team'. Select 'full schedule by date' and open the download. This will open in Microsoft Excel.



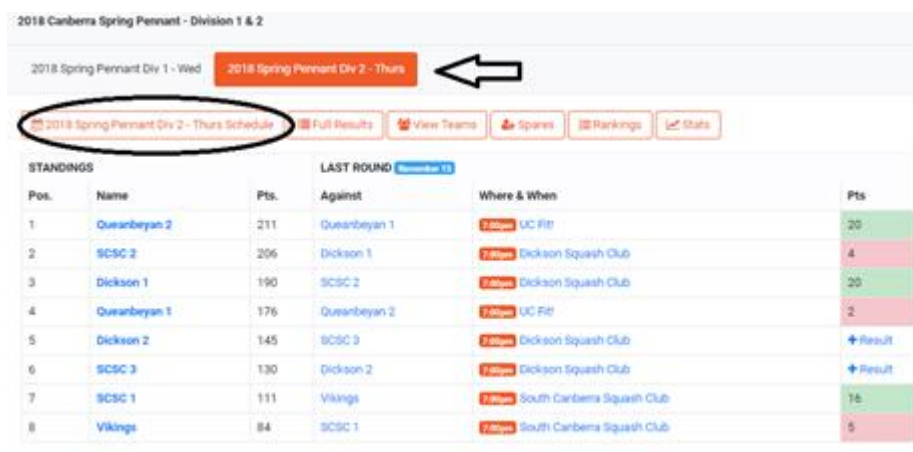
3. Once opened, in Excel, select 'enable editing', select 'insert' then choose 'pivot table'. A new box will open, press 'OK'.
4. To the left-hand side of the page the 'pivot table fields' will come up. Simply drag and drop the relevant fields into the bottom white boxes. Generally, do the following; Columns = Location, Rows = Match Date/Day of week and Values = Away Team or Home Team (but only choose one).
5. This will create your table in the spreadsheet - each number next to the date and under each location will tell you how many courts are required at each venue.

Setting a Team Line-Up

1. In the grey panel on the left-hand side of the page, under quick links select the competition



2. This will take you to your competition home screen – Start with your division and select your team page



3. Scroll to the bottom of the team's page, click 'select line up'

Thu 8 Nov 2018	SCSC 3	Home UC Fit!	7:00pm	10 - 14	Details Edit
Thu 15 Nov 2018	Queanbeyan 1	Home UC Fit!	7:00pm	20 - 2	Details Edit
Thu 22 Nov 2018	SCSC 2	Home UC Fit!	7:00pm		Set Line-up
Thu 29 Nov 2018	-		-		
Thu 6 Dec 2018	-		-		

4. Once selected, this will open a new page with all the team players, select the players on your team by ticking the box next to the players name under 'will be playing'.

Will be Playing	Player	Available?	Team Position	Home Matches	Away Matches	Total Matches	Wins	Losses	Win/Loss %
<input type="checkbox"/>	 Zac Evans	Click here	1	2	2	4	3	1	75
<input checked="" type="checkbox"/>	 James Rusk	Click here	2	5	5	10	7	3	70
<input checked="" type="checkbox"/>	 Duncan Treasure	Click here	3	4	6	10	6	4	60
<input checked="" type="checkbox"/>	 Andrew Kominek	Click here	4	7	7	14	11	3	78.6
<input type="checkbox"/>	 Diego Hernandez	Click here	5	2	1	3	3	0	100
<input checked="" type="checkbox"/>	 LES HUGHES	Click here	6	6	5	11	8	3	72.7
<input type="checkbox"/>	 Russell Weatherburn	Click here	Spares	1	2	3	0	3	0

Enter a message that you'd like to send to your team along with the lineup (e.g. carpooling info, etc.)

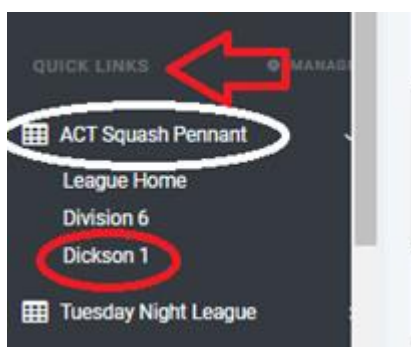
[Save Lineup](#) ☒ Email lineup to my team

5. This will ensure that those names selected will appear on the result sheet for the night.

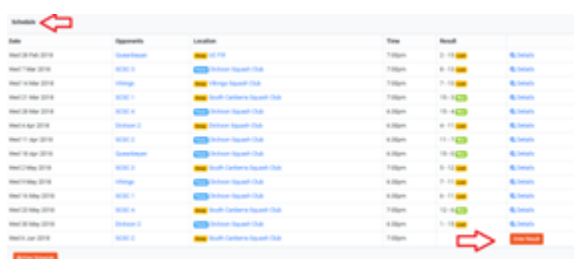
Entering Results

How to enter results

1. Log into SportyHQ. This will take you straight to your dashboard. There are two ways to enter results – in the grey panel, click on **'enter result'** OR
2. Under the 'Quick Links' option in the grey side panel on the left-hand side of your screen, click on the required pennant. This will give you a drop down of 3 options – League home, Division and team. Select your team name.



3. Once you have selected your team name, scroll down slightly to view the 'schedule'. Next to each round, there will be an orange button saying 'enter result', click on this. Previous results will show next to each round.



Date	Opponent	Location	Time	Result
Round 1	ACT Squash Pennant	ACT	7:00pm	0-1
Round 2	ACT Squash Pennant	ACT	7:00pm	0-1
Round 3	ACT Squash Pennant	ACT	7:00pm	0-1
Round 4	ACT Squash Pennant	ACT	7:00pm	0-1
Round 5	ACT Squash Pennant	ACT	7:00pm	0-1
Round 6	ACT Squash Pennant	ACT	7:00pm	0-1
Round 7	ACT Squash Pennant	ACT	7:00pm	0-1
Round 8	ACT Squash Pennant	ACT	7:00pm	0-1
Round 9	ACT Squash Pennant	ACT	7:00pm	0-1
Round 10	ACT Squash Pennant	ACT	7:00pm	0-1

Once selected, a new page will open with player's names. Please note that you will need to collect the score sheets and enter individual game scores. If using the Score Squash App, results scored will be automatically added to SportyHQ. To enter a reserve, select the drop-down arrow next to the player's name, select enter new player. Previously used reserves will continue to appear. The drop-down box also allows you to enter **forfeited matches** by selecting **'no player, match was not played'**. 'Match Defaulted', ie., no players, will stop you from being able to enter scores, retiring from injury – enter results as normal and then select 'match defaulted'

League Rankings

- In the appropriate division) I.e., Division 1; Select the Rankings tab for the division:

2019 Canberra Autumn Pennant

Division 1 - Wed Division 2 - Thurs Division 3 - Wed Division 4 - Tues Division 5 - Thurs Division 6 - Wed Division 7 - Thurs Division 8 - Wed Division 9 - Thurs

Division 10 - Tues

This event has not been published. Only administrators of the league can see the event.

[Division 1 - Wed Schedule](#)
 [Full Results](#)
 [View Teams](#)
 [Spares](#)
 [Rankings](#)
 [Stats](#)

STANDINGS			LAST ROUND NA		
Pos.	Name	Pts.	Against	Where & When	Pts
1	SCSC 3	0		None scheduled	
2	Vikings	0		None scheduled	
3	SCSC 2	0		None scheduled	
4	SCSC 1	0		None scheduled	
5	Dickson 2	0		None scheduled	
6	Dickson 1	0		None scheduled	








- Review the next page:

Division 1 - Wed Rankings

Leagues / ACT Squash Pennant / Division 1 - Wed / Division 1 - Wed Rankings

[Schedule](#)
 [Division Results](#)
 [Teams](#)
 [Spares](#)
 [Stats](#)

Division 1 - Wed


















Rank	Name	SportyHQ Rating	Last Change	Position	Team	Club
1	 [Redacted Name] Australian Capital Territory, AU	1870	0	1	SCSC 3	South Canberra Squash Club
2	 [Redacted Name] AU	1832	0	1	Dickson 2	Dickson Squash Club
3	 [Redacted Name] Canberra, Australian Capital Territory, AU	1756	-35	1	Vikings	Vikings Squash Club
4	 [Redacted Name] Australian Capital Territory, AU	1754	-35	1	Dickson 1	Dickson Squash Club
5	 [Redacted Name] Australian Capital Territory, AU	1655	0	2	Vikings	Vikings Squash Club
6	 [Redacted Name] Canberra, Australian Capital Territory, AU	1638	7	1	SCSC 2	South Canberra Squash Club
7	 [Redacted Name] Canberra, Australian Capital Territory, AU	1632	-10	3	Vikings	Vikings Squash Club

- Note: Players with provisional ratings will not be shown on the Rankings list until they have played their 5 matches.

League Membership Enforcement

1. To manage a League Rule Enforcement, go to your State Organisation Administration Page and select 'Event Sanctioning Setup'.

Management

-  Sub-organizations
-  Calendar of Events
-  Tournaments
-  Team Leagues
-  Solo Leagues
-  Facilities
-  Event Registration
-  Forms
-  Enter Result
-  Sponsors
-  Applications
-  Merge User Profile Duplicates
-  Merge Facility Duplicates
-  Event Sanctioning Setup
-  Personnel
-  Photo Gallery
-  Documents

2. Select 'team leagues', scroll down to the bottom and you will see a box titled 'League Membership Enforcement'. Select the appropriate option and click 'Save'.

League Membership Enforcement

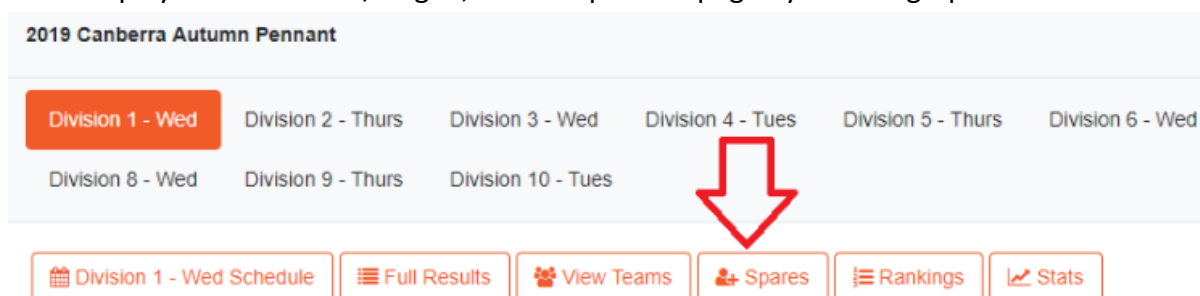
League Membership Option:

- ☐ Block all team results from getting entered if one or more of the results has someone who does not have an active membership
- ☐ Allow results to be submitted with expired members, but do not award any team points for that result.
- ☒ Allow any results to be recorded, even with non-members.

Adding A Reserve

There are two different ways that an Administrator can add a reserve/spare;

1. Add the player to the desired team and set their team position to 'spare'.
2. Add the player to a division/league, at the top of the page by selecting 'spares'



3. Search the players and select what position they would usually play in.

Add Spare

Name:

Lowest Position:

Add Spare

OR a player can register themselves as a spare, at the top of the league page, the player can select 'Yes, I would like to register'

Register as a reserve?

Would you like to make yourself available as a reserve for this league? It will allow other teams to contact you if they're in need of a player. If you select yes, your phone number will be made available to other people in this league. They'll also be able to email you, although we'll mask your email address.

Yes, I'd like to register...

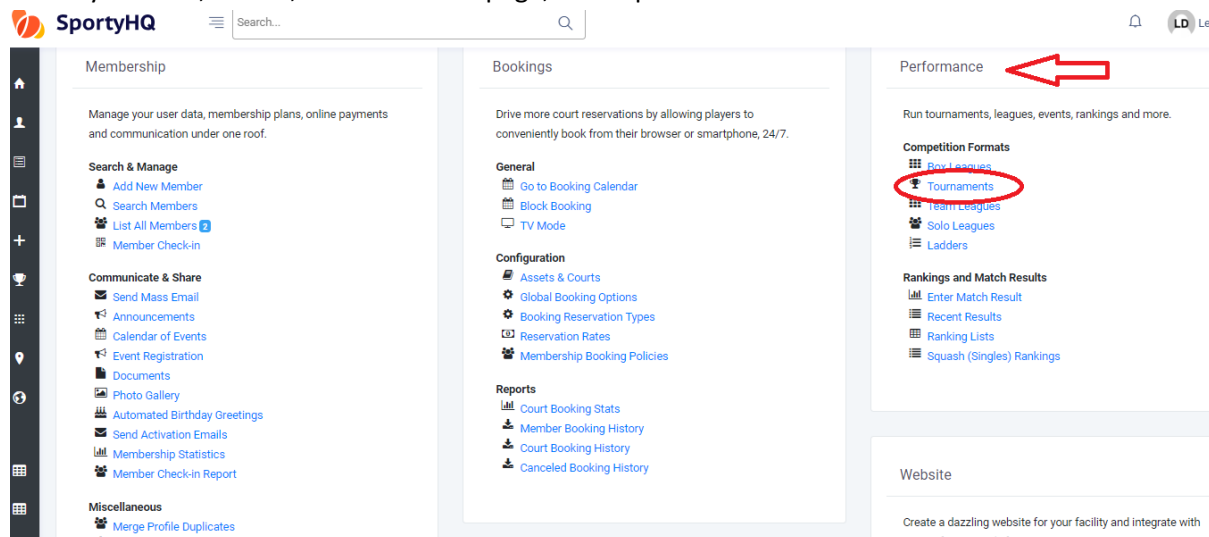
No thanks

Once a player has been added to the league as a 'spare/reserve'. In the app, simply select the team they are playing for and scroll down until you find the players name.

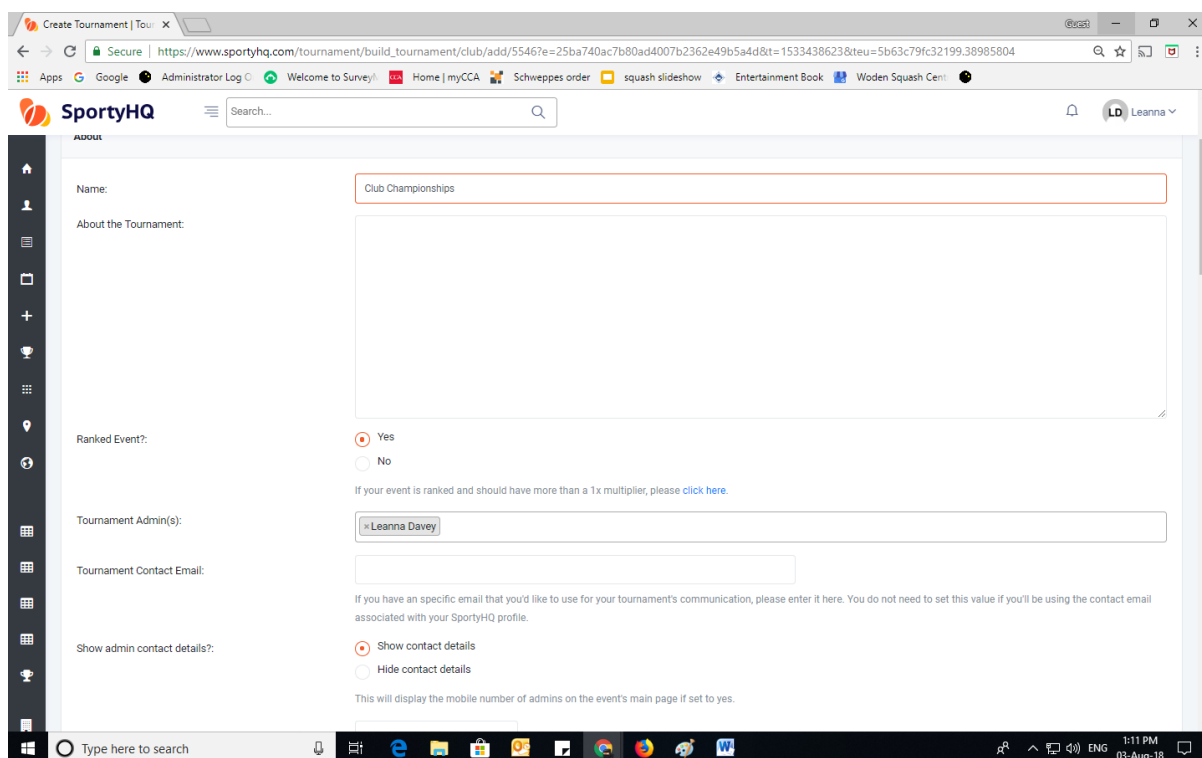
Tournament Setup

Tournament Information

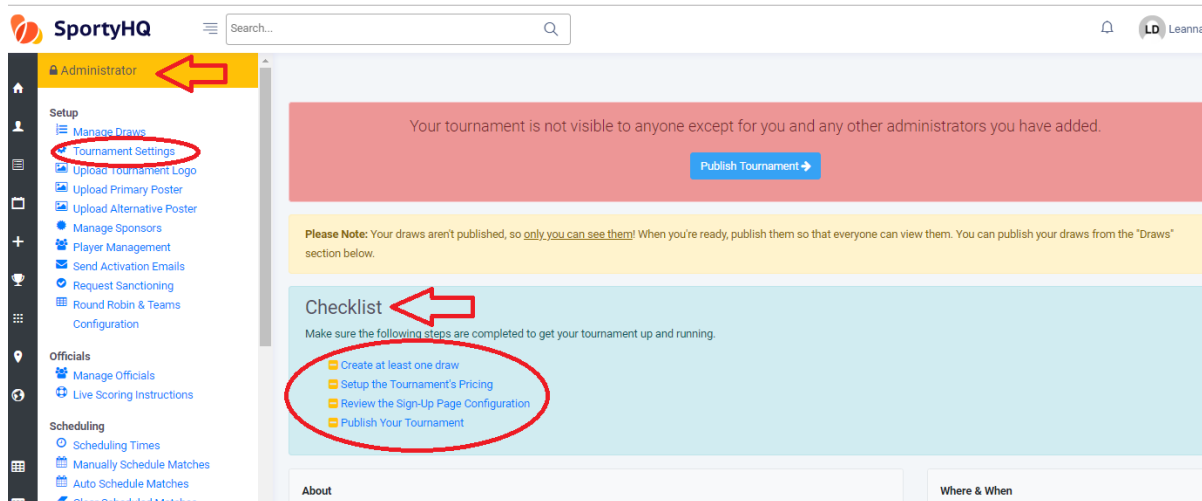
1. In your club, centre, or state admin page, under performance select 'Tournaments'



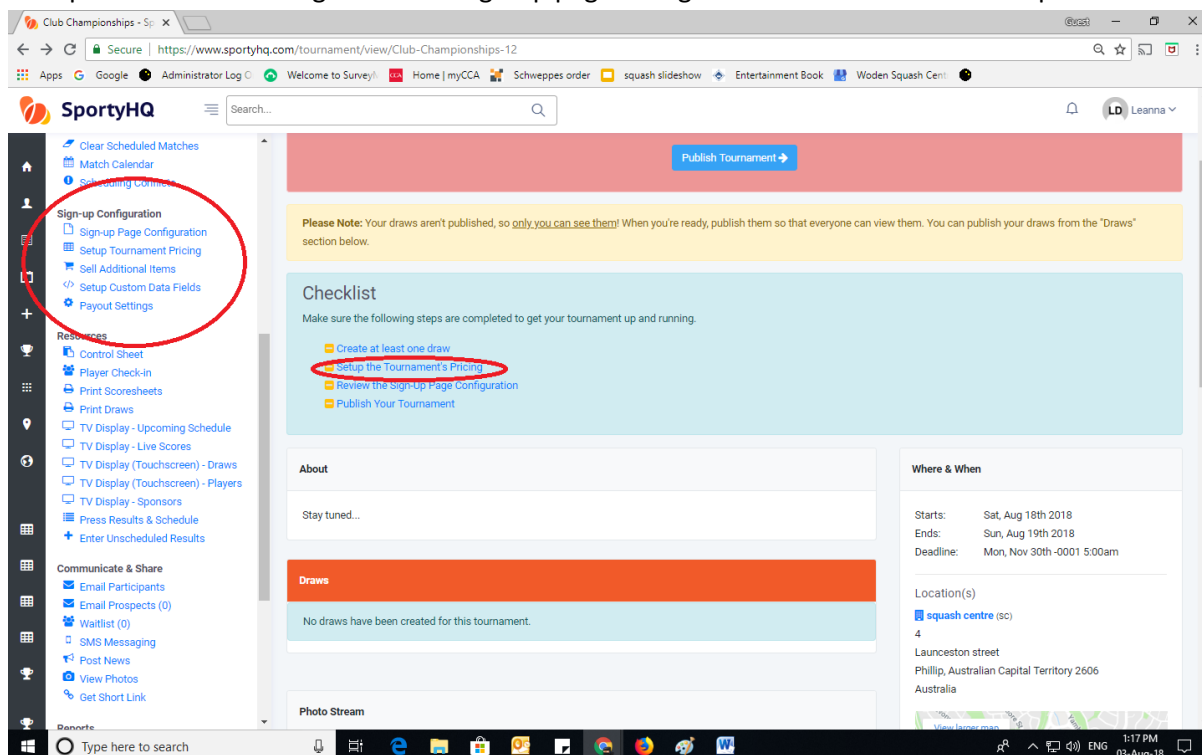
2. Select 'Create Tournament'. This will open a new page, fill in all relevant details and press 'submit'.



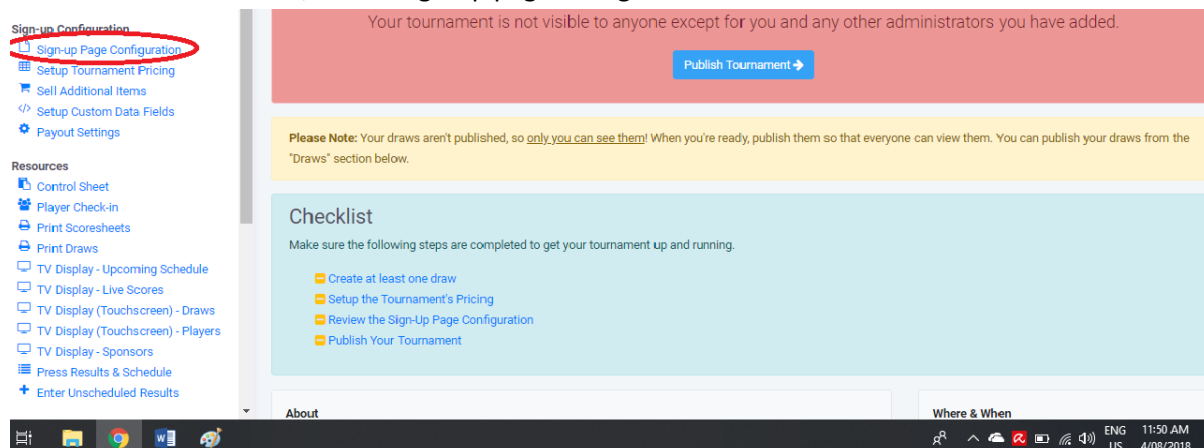
- Once you press 'submit' it will open your tournament page, here you will see a checklist of things that need to be done first. If you need to adjust any of the information in the previous step, you can do so by selecting 'tournament settings' in the Administrator tab.



- To create the pricing and payment options for your tournament, under checklist select 'Setup Tournament Pricing' or Under 'sign-up page configuration' in the administrator panel.

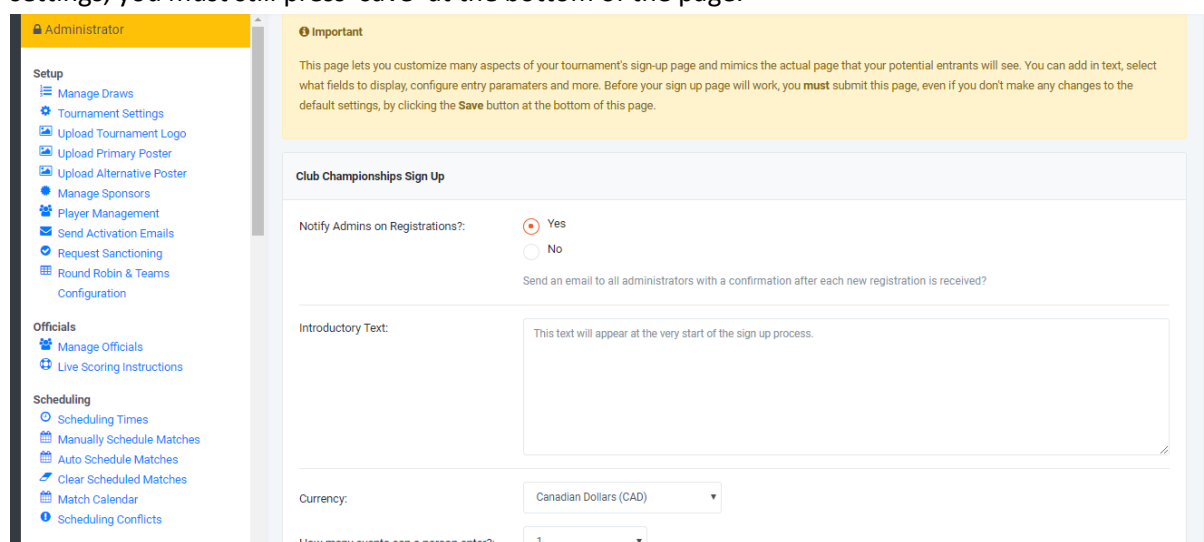


5. In the Administrator Tab, select 'sign-up page configuration'



The screenshot shows the Administrator interface. On the left sidebar, under 'Sign-up Configuration', the 'Sign-up Page Configuration' item is circled in red. The main content area has a red banner at the top stating 'Your tournament is not visible to anyone except for you and any other administrators you have added.' Below this is a yellow banner with a 'Please Note' about unpublished draws. A blue 'Checklist' section lists steps: 'Create at least one draw', 'Setup the Tournament's Pricing', 'Review the Sign-Up Page Configuration', and 'Publish Your Tournament'. The 'About' and 'Where & When' sections are partially visible at the bottom.

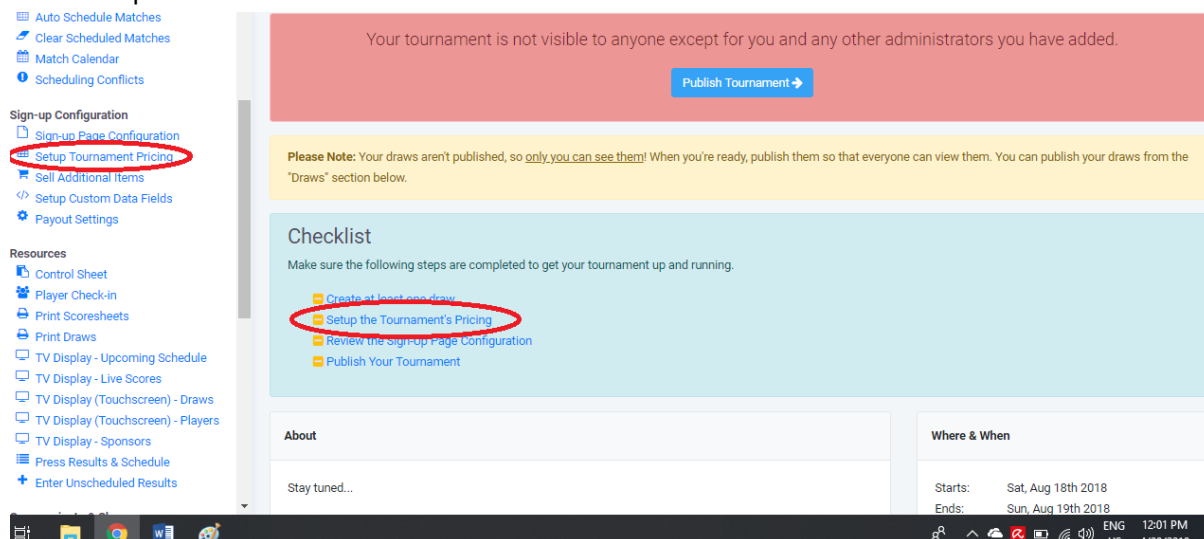
6. Fill in all required fields, please note that even if you don't change any of the default settings, you must still press 'save' at the bottom of the page.



The screenshot shows the 'Club Championships Sign Up' configuration page. The left sidebar has the 'Administrator' tab selected. The main content area has a yellow 'Important' banner. Below it, the 'Club Championships Sign Up' section contains:

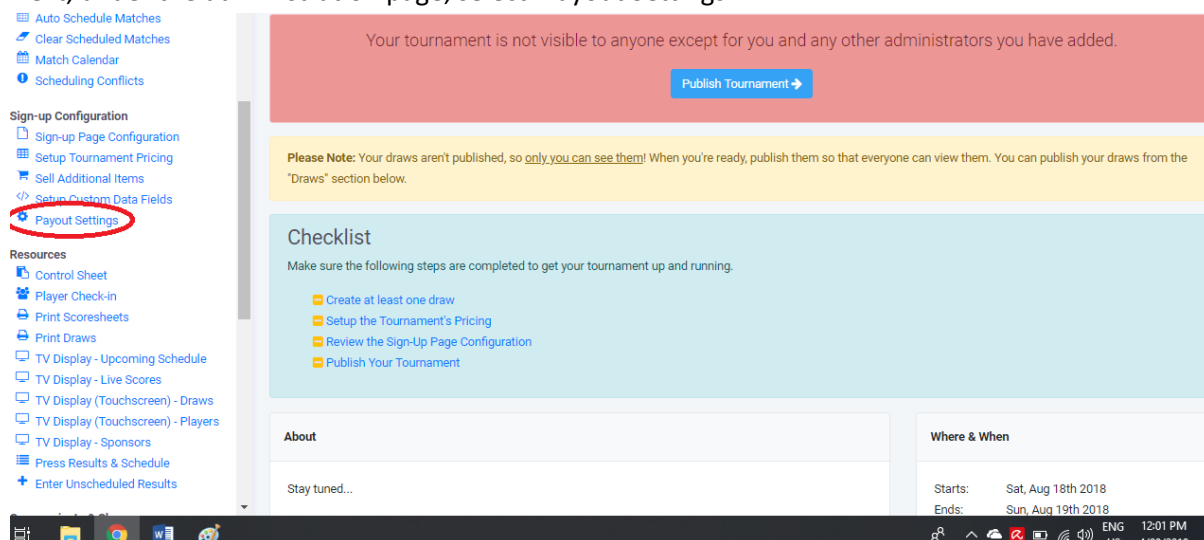
- 'Notify Admins on Registrations?': Radio buttons for 'Yes' (selected) and 'No'.
- 'Introductory Text': A text area with placeholder text.
- 'Currency': A dropdown menu set to 'Canadian Dollars (CAD)'.
- 'How many events can a person enter?': A dropdown menu set to '1'.

7. To set up the Tournament pricing, select tournament pricing in the Administrator tab or under 'checklist'. Once selected, click on 'Create Payment Category'. Fill in the required fields and press 'submit'.

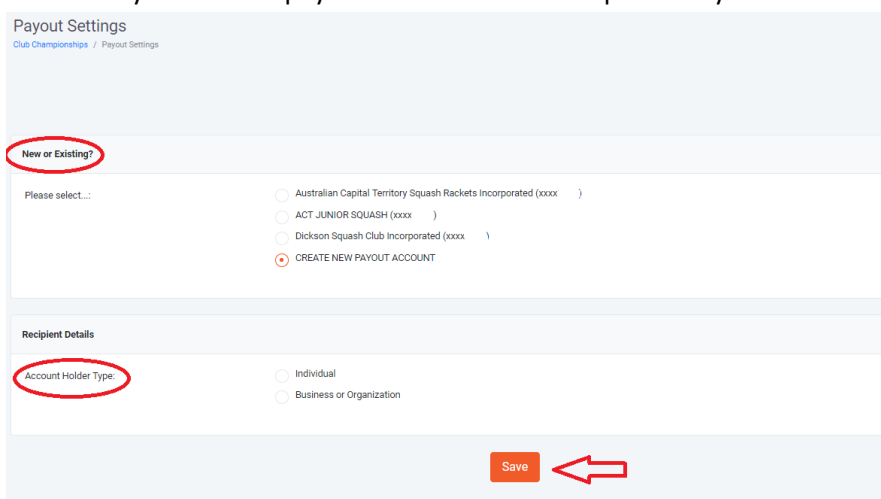


The screenshot shows the Administrator interface. On the left sidebar, under 'Sign-up Configuration', the 'Setup Tournament Pricing' item is circled in red. The main content area is the same as in the previous screenshot, showing the 'Checklist' and 'About'/'Where & When' sections.

8. Next, under the administration page, select 'Payout Settings'.

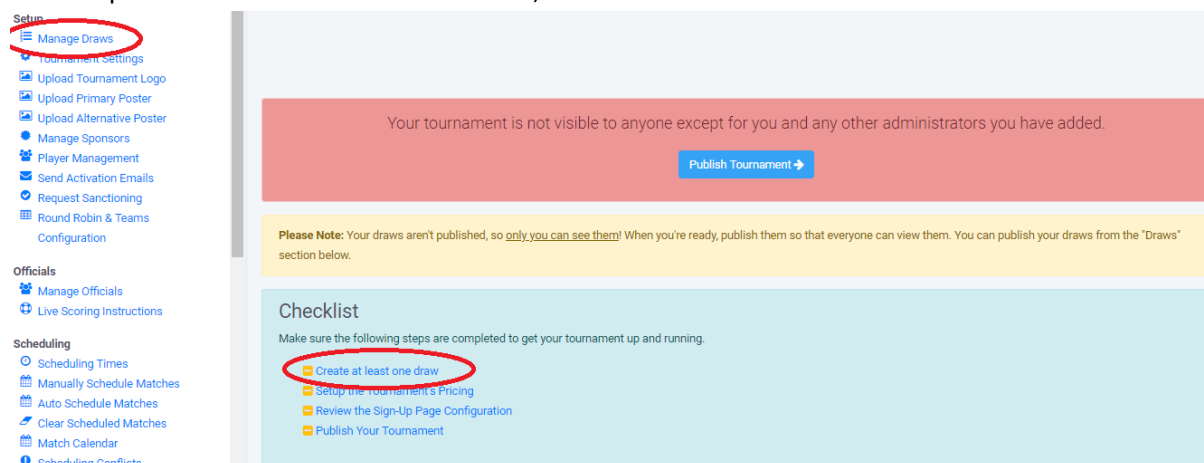


9. Once selected, this will open an option to select your country, then select 'continue'. Next select whether you wish for payments to be made to a previously used account or to a new

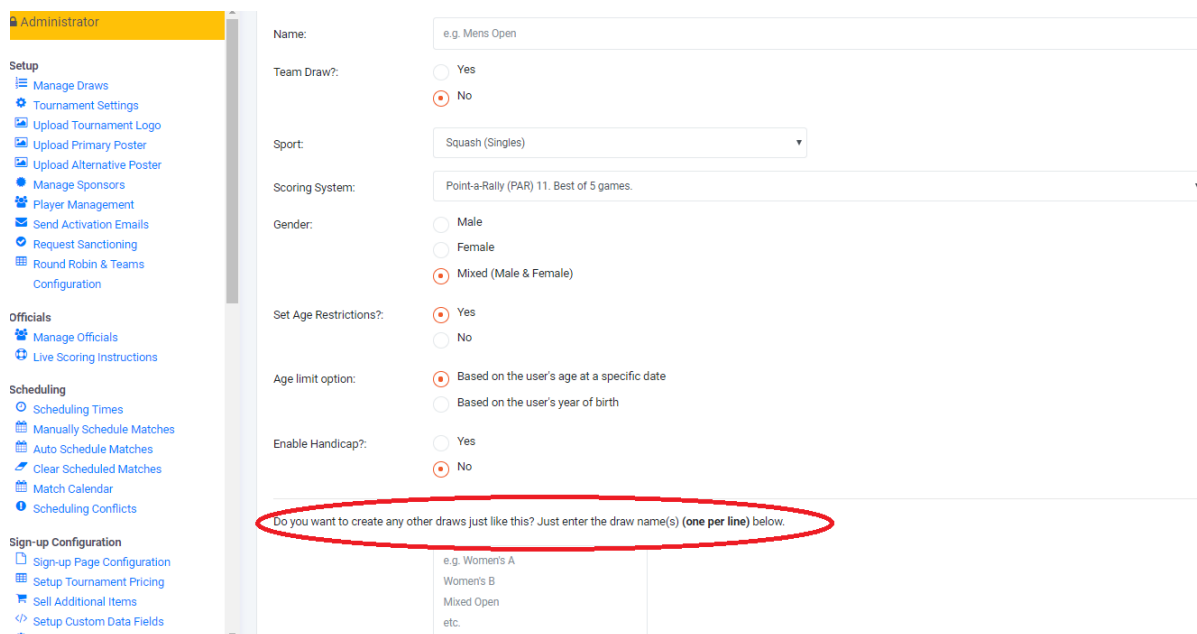


one.

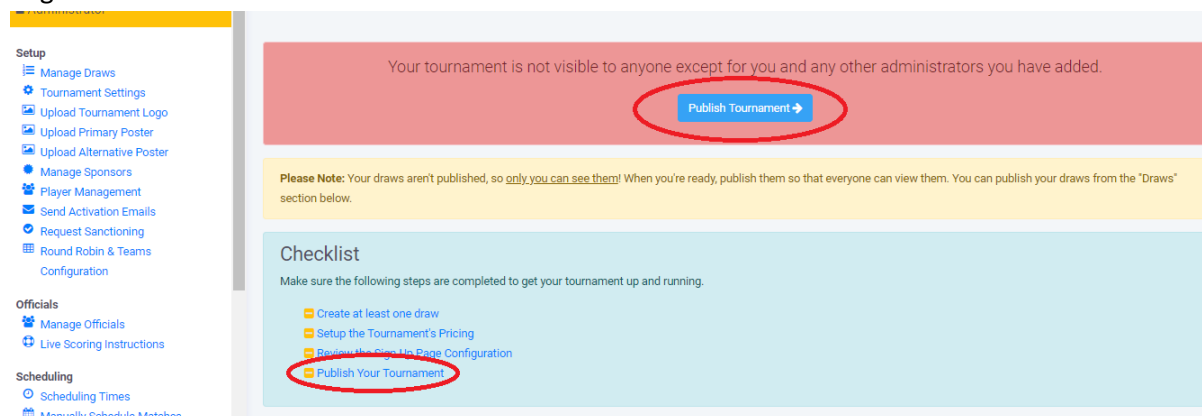
10. Once selected, either fill in the necessary bank details or confirm that the current details are correct. Note that you will need to upload a driver's license for verification.
11. Next step is to create a draw. Once selected, click on '+ Create Draw'



- To start creating your draw, fill in all required fields. Note, that you can make multiple of the same kind of draw by typing the draw names in the bottom box (e.g. Men's A, Men's B). It is easiest to create one for the Men's draw and one for the Female's, so you don't have to edit each individual draw.



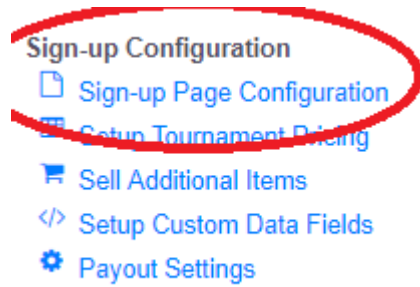
- Now it is time to publish your tournament so it can be viewed by everyone and people can begin to enter!



Creating an Event Sign-Up Button

- To create a sign-up button for your event, whether it be a league, tournament or social competition. Go to the Administrator panel for the event, scroll down to the heading 'Sign-

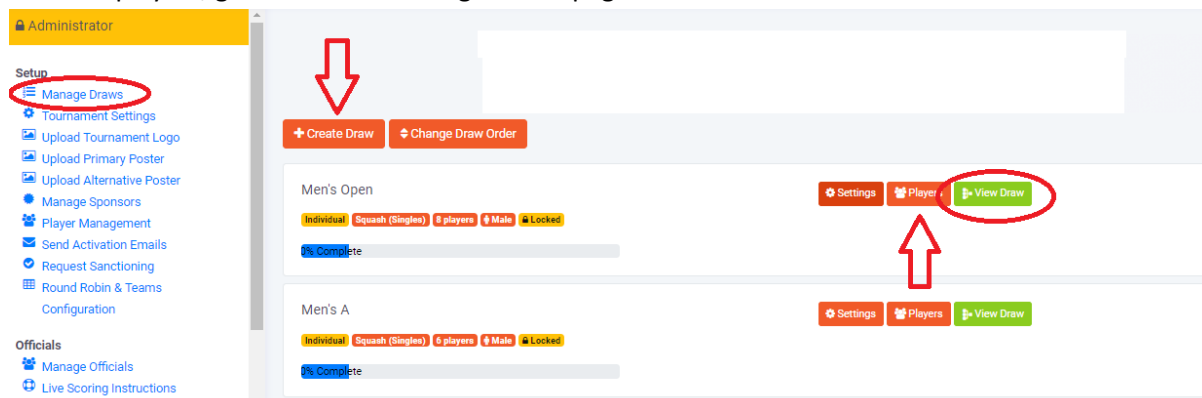
up Page Configuration' and select the first option 'Sign-up Page Configuration'.



2. Fill out all necessary details and select 'Save'.

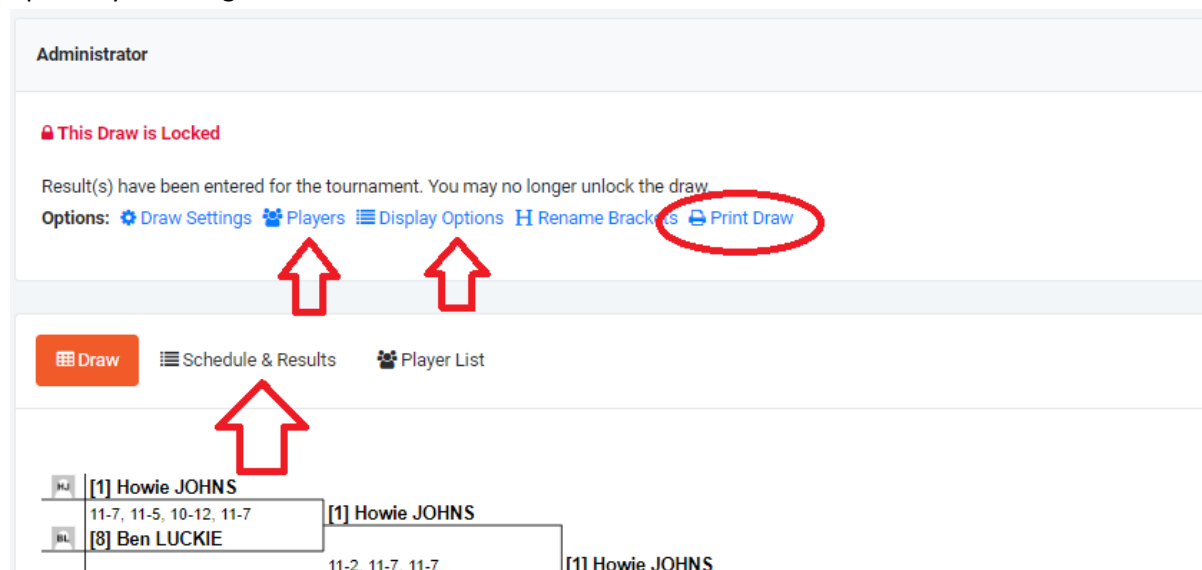
Draws

1. Under the tournament admin page, select 'manage draws'. To move players between draws and set seed numbers, select 'Players' next to the draw you wish to edit. Once you are happy with the players, go back to the manage draws page and select 'view draws'.



2. Once in the 'view draws' option. A drop-down box will appear so you can select what style of draw you wish to use (e.g. Monrad, round robin etc). Once you have decided on this, you will need to lock the draw. Once the draw has been locked, all the players will be placed in their necessary positions within the draw. If this needs to be adjusted, you can do so by selected 'players'. To select what can be seen on the draw (e.g. court numbers) select 'Display Options'. When the tournament is in place, you can enter results through the view draws

option by selecting 'Schedule & Results'.



Match Scheduling

- Once all your draw types have been chosen and locked. You can start to schedule your event. It is recommended that you have the below three pages open in separate tabs so you can flick between them. Ensure to always check your scheduling conflicts as this will tell you if players have too little of a break, aren't available to play or if certain matches have been scheduled when they shouldn't.

Scheduling

- [Scheduling Times](#)
- [Manually Schedule Matches](#)
- [Auto Schedule Matches](#)
- [Clear Scheduled Matches](#)
- [Match Calendar](#)
- [Scheduling Conflicts](#)

- Select Auto Schedule Matches to begin with, here you can select which draw you wish to schedule (we recommend scheduling one draw at a time), how much of a break to allow players between their matches and how many matches are to be scheduled on the one day.

Once all relevant fields have been filled out, scroll to the very bottom of the page and press 'save'.

Which matches would you like to schedule?

Draws:

[Toggle All](#)

- ☐ Men's Open
- ☐ Men's A
- ☐ Men's B
- ☐ Men's C
- ☐ Men's D
- ☐ Men's E
- ☐ Women's Open
- ☐ Women's B
- ☐ Women's D
- ☐ Doubles Open
- ☐ Doubles A
- ☐ Doubles B

You can only schedule draws that have been locked.

Bracket:

- ☒ Any brackets that fit criteria
- ☐ Let me choose...

Rounds:

[Toggle All](#)

- ☒ Round 1
- ☒ Round 2
- ☒ Round 3
- ☒ Round 4
- ☒ Round 5

What should get scheduled?:

- ☒ All Unscheduled Matches

When to start scheduling...

Starting choose:

☒ Starting from...

Date:

You can configure your dates & times from the [Scheduling Times](#) page.

Please enter a time between 1:00pm and 5:30pm (based on the tournament calendar)

Time:

Advanced Options

☒ Rest Time

☐ Simple

☒ Advanced

Name	Minimum Rest Time

☐ Simple

☒ Advanced

Name	Time Allotment Per Match

☐ Simple

☒ Advanced

Division	4th Aug. 2018	10th Aug. 2018	11th Aug. 2018

Based on your settings above, the following checked matches will be scheduled. (0 matches selected)

- Next, open the Match Calendar, here you would refer to your scheduling conflicts and you can drag and drop matches to wherever you need to. Repeat this process with all necessary draws.

2018-08-11						
Dickson Squash Club						
No Court Assigned	Court 1	Court 2	Court 3	Court 6	Court 7	Court 8
	HATCH PLAYED R.R. Men's B Barnett vs. Godden	HATCH PLAYED R.R. Men's A Gould vs. Rolfe	HATCH PLAYED R.R. Men's E Swob vs. Burgess	HATCH PLAYED R.R. Men's E Swob vs. Scillano	HATCH PLAYED R.R. Women's D Morgan vs. Howard	HATCH PLAYED R.R. Women's D Morgan vs. Howard
	HATCH PLAYED A3 Men's Open Hernandez vs. Polson	HATCH PLAYED R.R. Women's Open Oliver vs. Orr	HATCH PLAYED R.R. Women's B Mulhearn vs. Polson	HATCH PLAYED A1 Men's Open Haycraft	HATCH PLAYED A1 Men's B Oliver vs. Sheridan	HATCH PLAYED A1 Men's B Oliver vs. Sheridan
	HATCH PLAYED A2 Men's Open Reid vs. Ellis	HATCH PLAYED R.R. Men's E King vs. Scillano	HATCH PLAYED R.R. Men's D Barnett vs. Brown	HATCH PLAYED A5 Men's D Pollard vs. Brown	HATCH PLAYED A6 Men's D Cox vs. Mettam	HATCH PLAYED A6 Men's D Cox vs. Mettam
	HATCH PLAYED C2 Men's Open Kildes vs. Barnett	HATCH PLAYED C1 Men's Open Chad vs. Morgan	HATCH PLAYED R.R. Women's D Morgan vs. D	HATCH PLAYED R.R. Men's A Capor vs. Rolfe	HATCH PLAYED A5 Men's A Mettam vs. Brown	HATCH PLAYED R.R. Men's A Howard vs. Sheridan
	HATCH PLAYED A3 Men's Open Johns vs. Ellis	HATCH PLAYED C2 Men's Open Lean vs. McDuffe	HATCH PLAYED C1 Men's C Polson vs. Godden	HATCH PLAYED C2 Men's C Ellis vs. Truong	HATCH PLAYED A6 Men's C Polson vs. Westerink	HATCH PLAYED R.R. Men's B Haycraft
	HATCH PLAYED C1 Men's Open Luckie vs. Reid	HATCH PLAYED R.R. Men's E King vs. Vassallo	HATCH PLAYED R.R. Men's E Howard vs. Lilley	HATCH PLAYED C1 Men's C Brown vs. Brown	HATCH PLAYED R.R. Women's B Barnett vs. Mulhearn	HATCH PLAYED R.R. Women's D Ellis vs. Howard
	HATCH PLAYED A6 Women's Open Hernandez vs. Polson	HATCH PLAYED A6 Women's Open Matthews vs. Oliver	HATCH PLAYED C1 Men's C 2/1's Final Rolfe vs. Haycraft	HATCH PLAYED R.R. Women's B Barnett vs. Mulhearn	HATCH PLAYED R.R. Women's B Barnett vs. Mulhearn	HATCH PLAYED R.R. Women's B Barnett vs. Mulhearn
	HATCH PLAYED D1 Men's Open Luckie vs. Kildes	HATCH PLAYED R.R. Men's E King vs. Vassallo	HATCH PLAYED R.R. Men's E Howard vs. Lilley	HATCH PLAYED C1 Men's C Brown vs. Brown	HATCH PLAYED R.R. Women's B Barnett vs. Mulhearn	HATCH PLAYED R.R. Women's B Barnett vs. Mulhearn
	HATCH PLAYED C1 Men's A 1/4's Final Reid vs. Barnett	HATCH PLAYED B1 Men's A 1/4's Final Capor vs. Rolfe	HATCH PLAYED C1 Men's A 2/1's Final Burgess vs.	HATCH PLAYED B1 Men's B 1/4's Final Godden vs. Lilley	HATCH PLAYED C3 Men's D 1/4's Final Weaver vs.	HATCH PLAYED C3 Men's C 1/4's Final Burgess vs.

6. Once you are happy with your scheduling, it is time to publish your tournament! You can select to publish all your draws or just certain times/draws.

Draw Publish Status

Draw Status:

☒ Published

☐ Limit...

☐ Unpublished

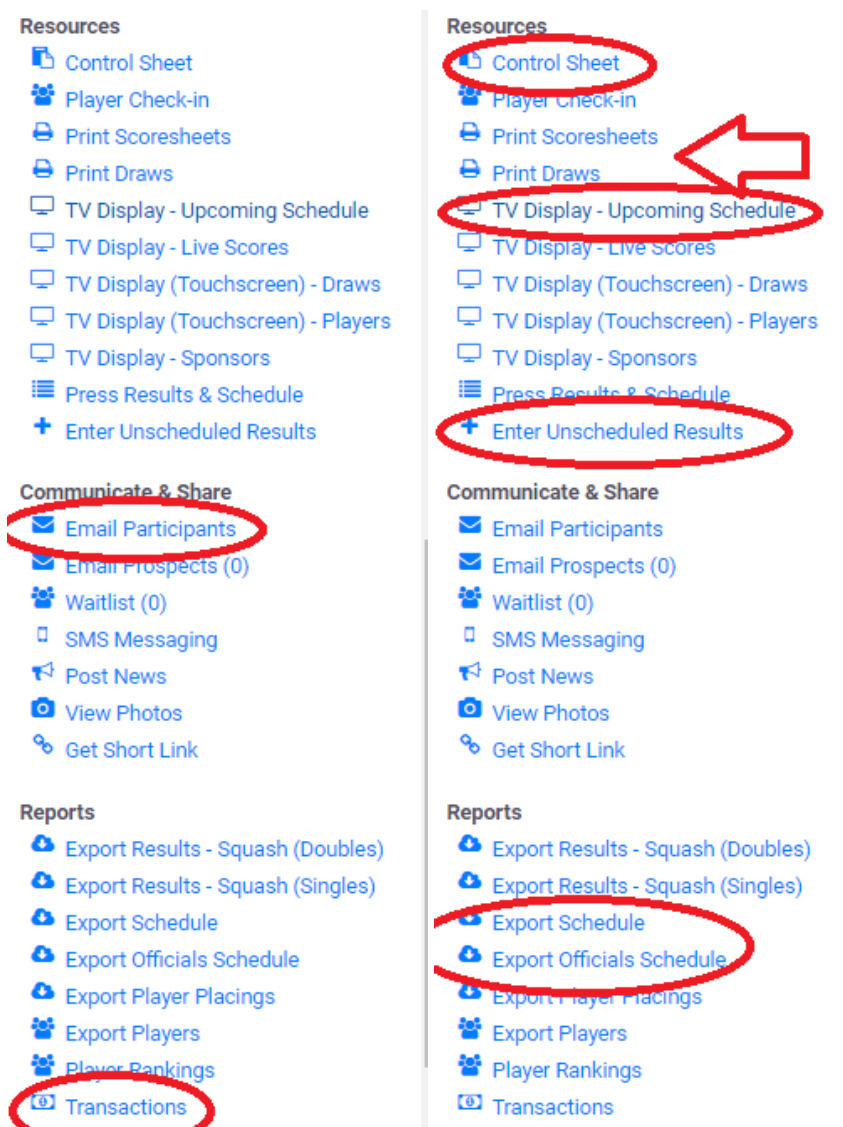
Show Times:

☒ All days

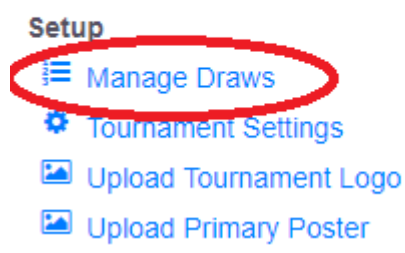
☐ Limit...

7. Email all your participants to let them know that the draw is ready to be viewed and with any other relevant information that they may need (you can also select certain draws/players to email). You can also view 'transactions', this will show you how much everyone has paid and you can compare it to the players to see if anyone still needs to pay.

Other useful options for the day, print draws + print scoresheets, Control Sheet and entering unscheduled results.

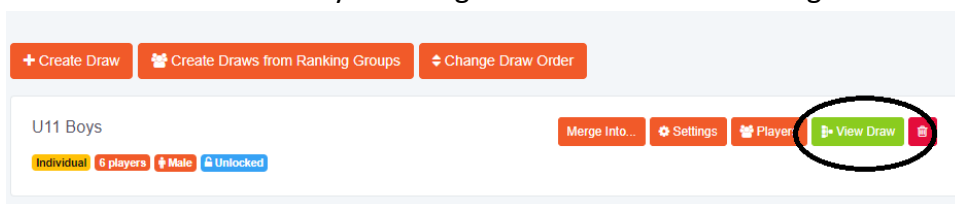


8. To manually enter/edit results, open the required tournament on SportyHQ and click on '**manage draws**' which is the first option in the administrator panel.

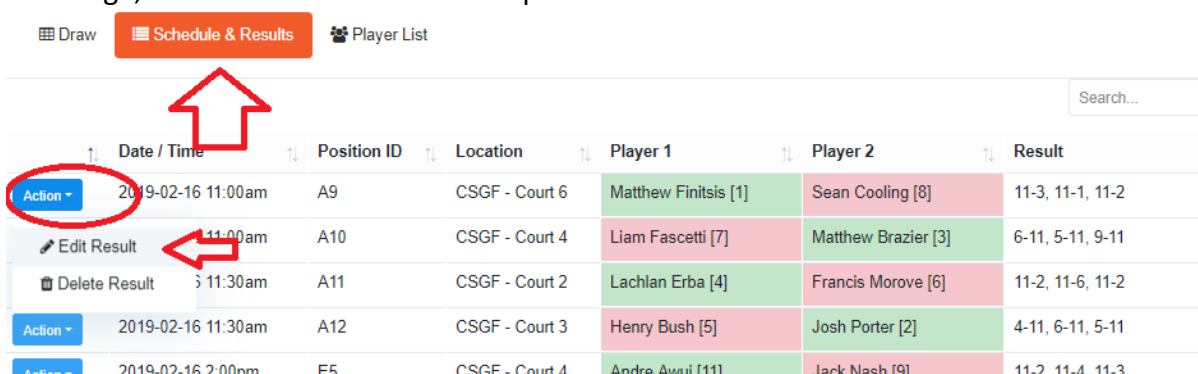


Entering Tournament Results

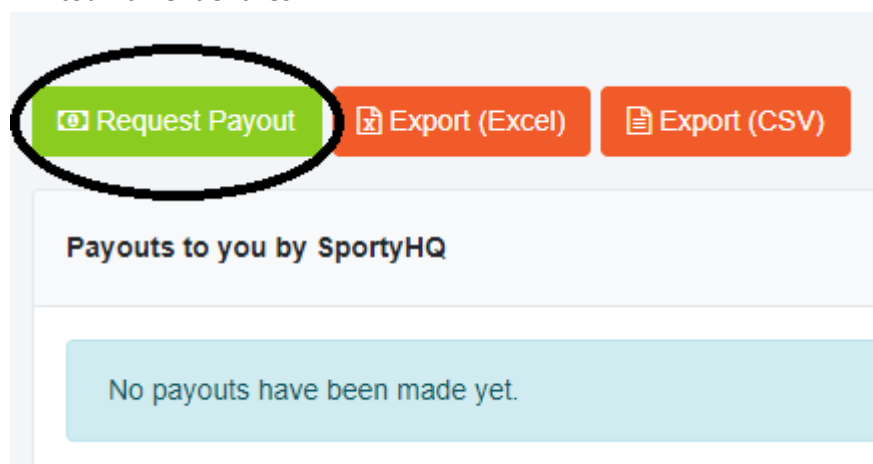
9. Select the correct draw by selecting '**view draws**' on the far-right hand side.



10. Once the draw has been selected, click on '**schedule and results**'. Here all the matches will appear with their results. On the left-hand side of the match you need to change, click on the blue '**Action**' drop down box and select '**edit result**'.



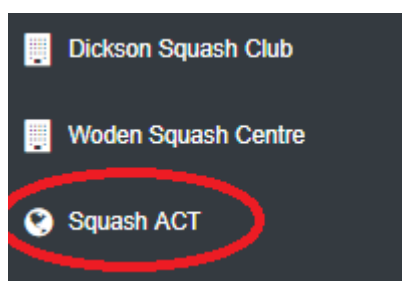
11. When the tournament has ended. Go into your transactions page. At the top left-hand side of the page, select 'request payout from SportyHQ' to ensure you receive the money from tournament entries.



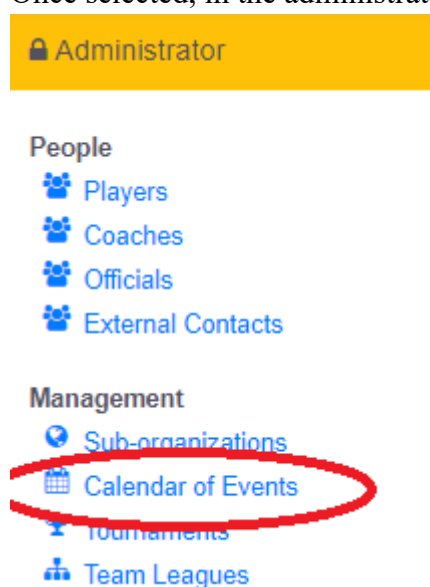
State Resources

Calendar of Events

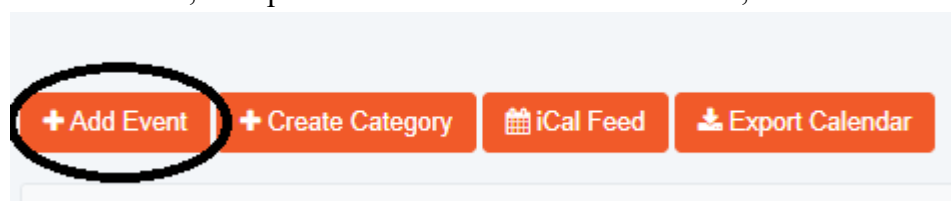
1. In the grey panel on the left-hand side of the page, under quick links, select your organisation.



2. Once selected, in the administrator panel, select 'Calendar of Events'



3. Once selected, the option '+ Add event' will be available, select this.



4. Once selected, a new page will open with different options. If the event has already been created, you can link it to the event page (E.g. Tournament). Once all the

necessary fields have been completed. Click 'Submit'.

About


Link to an Event?: ☐ Yes, link to an Event that is already created in SportyHQ ☒ No, manually add the event details.

Name:

Event Type:


- Once the events have been added, your calendar will begin to form (this will automatically be updated on the organisations website). To edit or remove an event from your calendar, select the pencil or the bin to the far right-hand side of the events name.

Events

February				
Name	Where	Event Type	When	
ACT Junior Pennant	Dickson Squash Club UC Fitl Active Leisure Centre Woden Squash Centre	League	15th Feb to 28th Jun	 
ACT Squash Pennant		League	26th Feb to 27th Jun	 
March				

- To ensure the green 'Sign-Up' button appears beneath your event, make sure you have followed the sign-up page configuration steps demonstrated above under 'Creating an Event Sign-Up Page' and linked your event to the event page as demonstrated in step 4.

Calendar

March		
Name	Where	When
South Canberra Squash Club 2019 Anthony Ricketts Challenge	Woden Squash Centre	23rd Mar 9:00am to 24th Mar
		
April		