



# SportyHQ Users Resource

## How to use SportyHQ

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Current Version	V 1.0

v1.0 – March 2019

Date	Name	Detail of Change	Version
March 2019	Leanna Davey	Original Release	v 1.0

## Contents

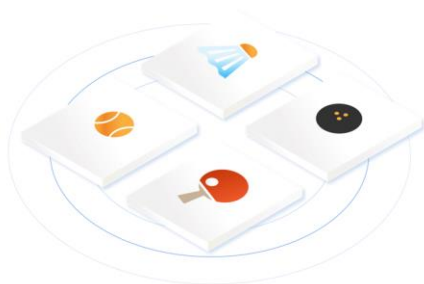
Getting Started.....	3
Creating a new Player Profile.....	3
Updating your profile.....	4
Basic Profile Details.....	4
Editing 'Quick Links' .....	4
Updating your SPIN Number.....	6
Pennant Information.....	8
Entering Results .....	8
Availability.....	9
Captains Options.....	10
Setting a Team Line-Up .....	10
League Rankings.....	11
Adding Yourself as A Reserve.....	12
Tournament Information .....	13
Finding and Entering a Tournament .....	13

## Getting Started

### Creating a new Player Profile

Note: Please check and ensure that you don't already have a profile created already, as a migration of data from the old squashmatrix.com has been performed to the new Matrix. Your club secretary or State administrator can assist.

- 1) Go to [www.sportyhq.com](http://www.sportyhq.com), scroll down and search for your name



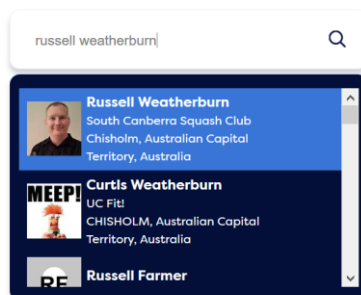
### Find existing events

Use the search tool below to find an existing event on SportyHQ.

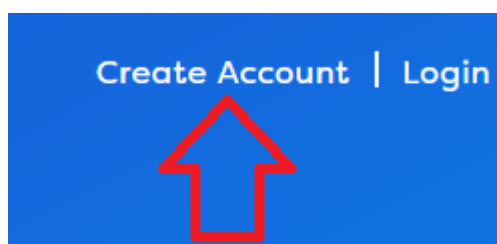
[Explore >](#)

### Find existing events

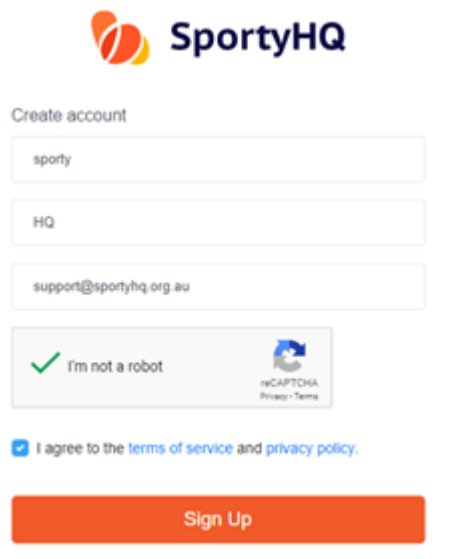
Use the search tool below to find an existing event on SportyHQ.



- 2) If you do find your account, please check with your State/Club administrators to get an activation link sent to you. You may need to have your email address updated before you will get this.
- 3) If you do not find an account with your name, go back to the top and in the top right-hand screen, click 'create account'



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



The image shows the SportyHQ account creation page. At the top is the SportyHQ logo. Below it is a 'Create account' section with three input fields: the first contains 'sparty', the second 'HQ', and the third 'support@spartyhq.org.au'. There is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. Below the reCAPTCHA is a checkbox labeled 'I agree to the terms of service and privacy policy.' At the bottom is an orange 'Sign Up' button.

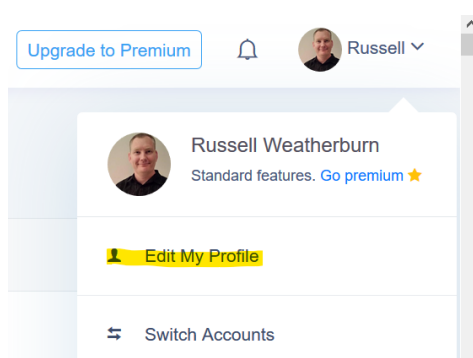
- 5) Once you hit Sign Up, an email will be sent to the elected email address. Check your junk folder. In this email, click the link provided, which will take you to a new page to set up your details. Fill in the required information and click 'continue'.

## Updating your profile

It is essential that your profile is up to date, especially regarding Date of Birth, Email and Phone number for contact details and ranking purposes. Some other fields, such as Address (at least suburb and state) details, are also useful for viewing where you are located for reserving purposes.

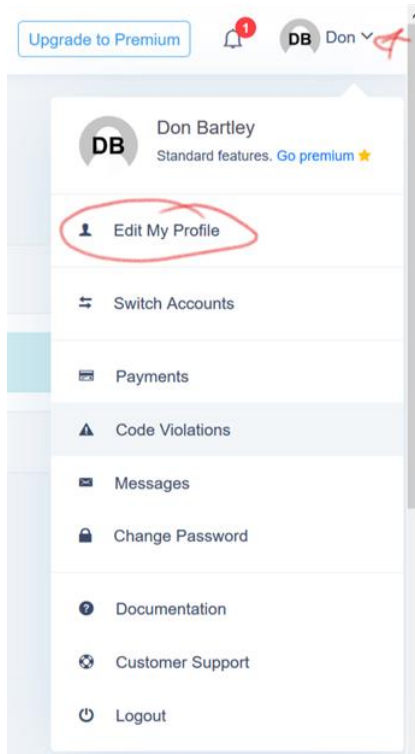
### Basic Profile Details

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

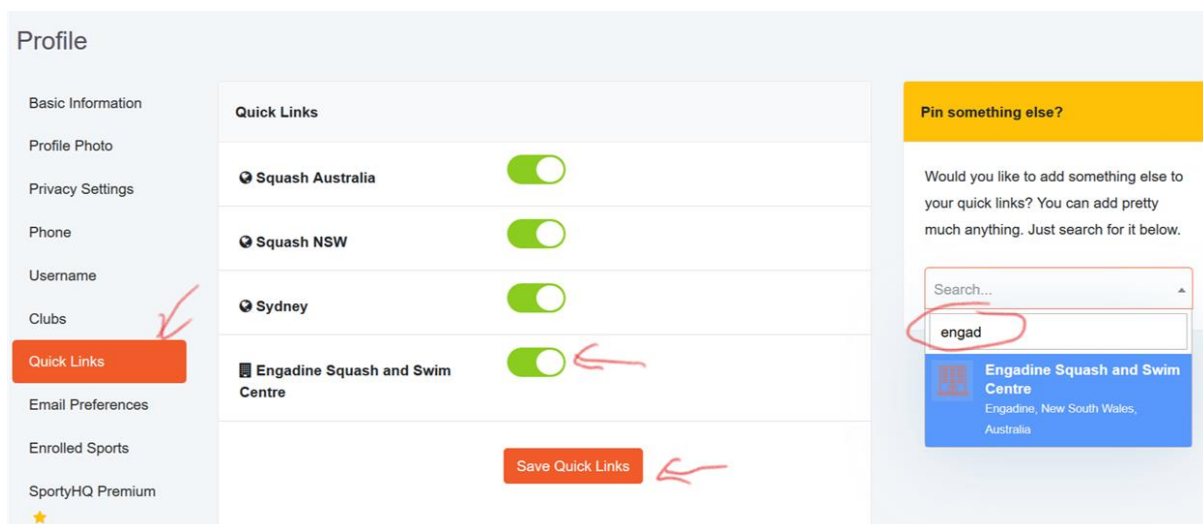


### Editing 'Quick Links'

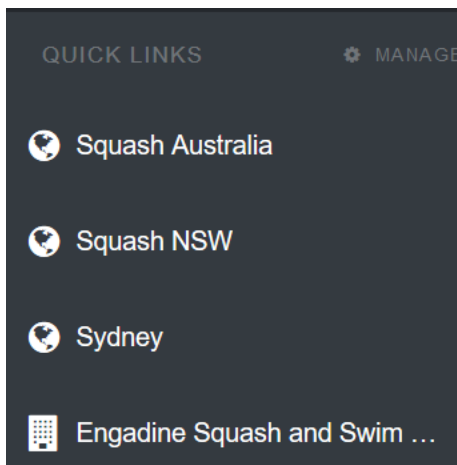
- 1) Edit the player's profile, click on the drop down on the right of their name and select the Edit My Profile link



- 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



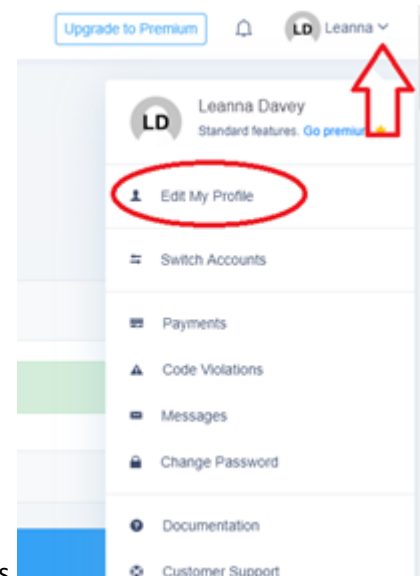
- 3) The facility should now show on the side bar



4)

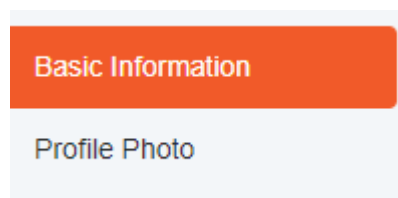
### Updating your SPIN Number

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.



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:

This is your World Squash Federation SPIN Number.

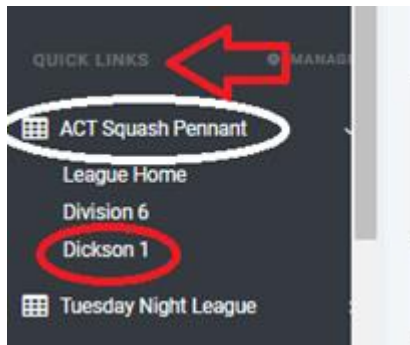
5. Once completed, scroll to the bottom of the page and save your information.

Save Profile

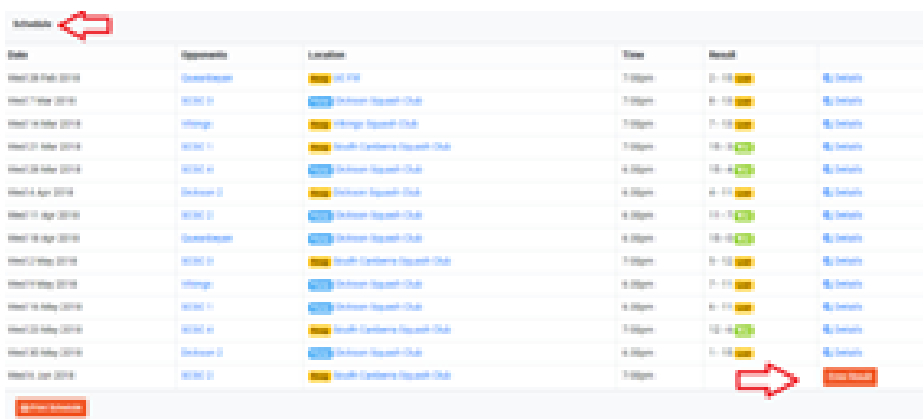
## Pennant Information

### Entering 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	Opponents	Location	Time	Result	
Wed 26 Feb 2014	GreenHaven	ACT HQ	7:00pm	0 - 10	<a href="#">View Details</a>
Wed 27 Feb 2014	NSW D	Dickson Squash Club	7:00pm	0 - 10	<a href="#">View Details</a>
Wed 26 Mar 2014	Wfango	Wfango Squash Club	7:00pm	7 - 10	<a href="#">View Details</a>
Wed 27 Mar 2014	NSW H	South Canberra Squash Club	7:00pm	10 - 0 (2/1)	<a href="#">View Details</a>
Wed 26 Mar 2014	NSW W	Dickson Squash Club	6:00pm	10 - 0 (2/1)	<a href="#">View Details</a>
Wed 3 Apr 2014	Dickson D	Dickson Squash Club	6:00pm	6 - 11	<a href="#">View Details</a>
Wed 10 Apr 2014	NSW D	Dickson Squash Club	6:00pm	11 - 7 (2/1)	<a href="#">View Details</a>
Wed 16 Apr 2014	GreenHaven	Dickson Squash Club	6:00pm	10 - 0 (2/1)	<a href="#">View Details</a>
Wed 27 May 2014	NSW D	South Canberra Squash Club	7:00pm	0 - 10	<a href="#">View Details</a>
Wed 28 May 2014	Wfango	Dickson Squash Club	6:00pm	7 - 11	<a href="#">View Details</a>
Wed 14 May 2014	NSW H	Dickson Squash Club	6:00pm	6 - 11	<a href="#">View Details</a>
Wed 22 May 2014	NSW W	South Canberra Squash Club	7:00pm	10 - 0 (2/1)	<a href="#">View Details</a>
Wed 23 May 2014	Dickson D	Dickson Squash Club	6:00pm	7 - 10	<a href="#">View Details</a>
Wed 11 Jun 2014	NSW D	South Canberra Squash Club	7:00pm		<a href="#">Enter Result</a>



- 5) 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', i.e., no players, will stop you from being able to enter scores, retiring from injury – enter results as normal and then select 'match defaulted'.

club 1 vs. club 5

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

League Administrator Options

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

## Availability

- 6) 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.

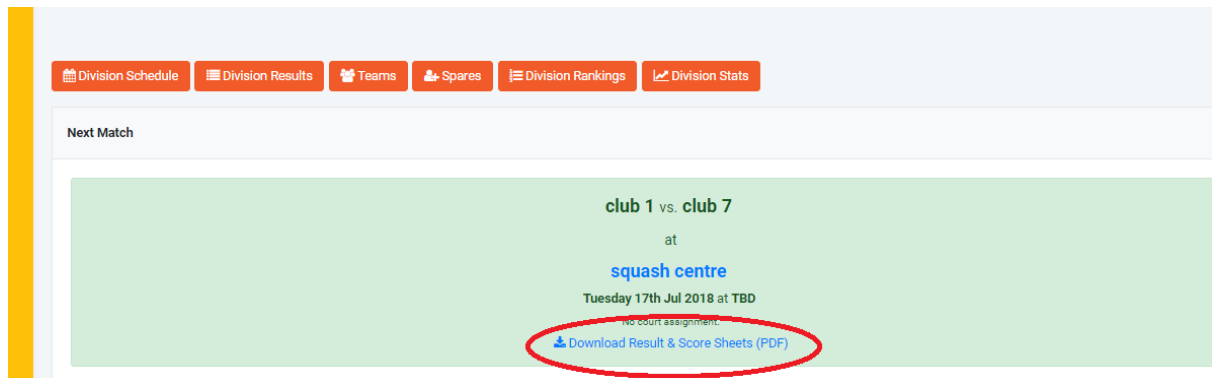
Help with your team schedule by indicating your availability for the following league nights:

Date	Venue	Time	Availability
Tue 17th Jul	squash centre club 5 VS. club 4	TBD	👍 - 👎
Tue 24th Jul	squash centre club 5 VS. club 7	TBD	👍 - 👎
Tue 31st Jul	squash centre club 5 VS. club 3	TBD	👍 - 👎
Tue 7th Aug	squash centre club 5 VS. club 6	TBD	👍 - 👎
Tue 14th Aug	squash centre club 5 VS. club 2	TBD	👍 - 👎
Tue 21st Aug	squash centre club 5 VS. club 8	TBD	👍 - 👎
Tue 28th Aug	squash centre club 5 VS. club 1	TBD	👍 - 👎
Tue 4th Sep	squash centre club 5 VS. club 4	TBD	👍 - 👎

Use SportyHQ app to record your team and recorded results.

League 0

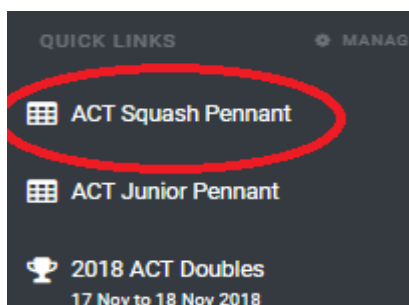
- From your team page, you can view the entire competition schedule, all results and download your scoresheet/summary sheet



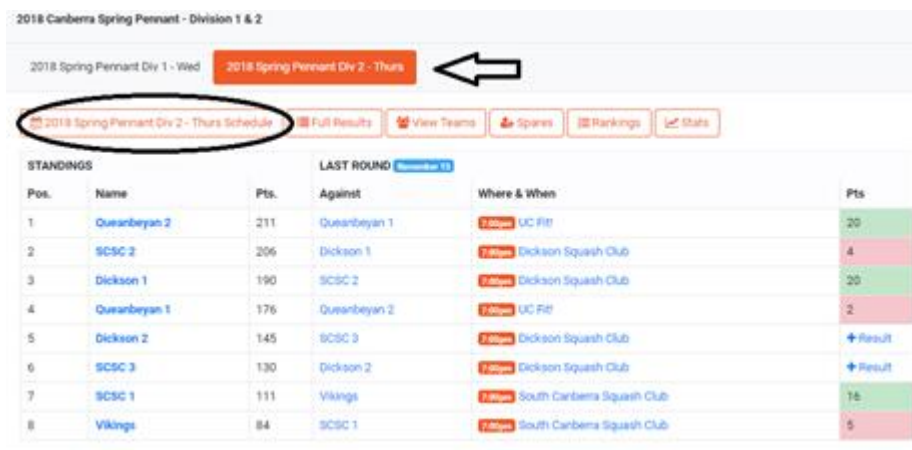
## Captains Options

### Setting a Team Line-Up

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



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



- 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	<a href="#">Details</a> <a href="#">Edit</a>
Thu 15 Nov 2018	Queanbeyan 1	Home UC Fit!	7:00pm	20 - 2	<a href="#">Details</a> <a href="#">Edit</a>
<a href="#">Go</a> Thu 22 Nov 2018	SCSC 2	Home UC Fit!	7:00pm		<a href="#">Set Line-up</a>
<a href="#">Go</a> Thu 29 Nov 2018	-		--		
<a href="#">Go</a> Thu 6 Dec 2018	-		--		

- 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	Loss	Win/Loss %
<input type="checkbox"/>	Zac Evans	<a href="#">Link name</a>	1	2	2	4	3	1	75
<input checked="" type="checkbox"/>	James Rusk	<a href="#">Link name</a>	2	5	5	10	7	3	70
<input checked="" type="checkbox"/>	Duncan Treasure	<a href="#">Link name</a>	3	4	6	10	6	4	60
<input checked="" type="checkbox"/>	Andrew Kominek	<a href="#">Link name</a>	4	7	7	14	11	3	78.6
<input type="checkbox"/>	Diego Hernandez	<a href="#">Link name</a>	5	2	1	3	3	0	100
<input checked="" type="checkbox"/>	LES HUGHES	<a href="#">Link name</a>	6	6	5	11	8	3	72.7
<input type="checkbox"/>	Russell Weatherburn	<a href="#">Link name</a>	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

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

## 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 <span>NA</span>		
Pos.	Name	Pts.	Against	Where & When	Pts
1	<a href="#">SCSC 3</a>	0		None scheduled	
2	<a href="#">Vikings</a>	0		None scheduled	
3	<a href="#">SCSC 2</a>	0		None scheduled	
4	<a href="#">SCSC 1</a>	0		None scheduled	
5	<a href="#">Dickson 2</a>	0		None scheduled	
6	<a href="#">Dickson 1</a>	0		None scheduled	

8)








- 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] Australian Capital Territory, AU	1870	0	1	SCSC 3	South Canberra Squash Club
2	 [Redacted] AU	1832	0	1	Dickson 2	Dickson Squash Club
3	 [Redacted] Canberra, Australian Capital Territory, AU	1756	-35	1	Vikings	Vikings Squash Club
4	 [Redacted] Australian Capital Territory, AU	1754	-35	1	Dickson 1	Dickson Squash Club
5	 [Redacted] Australian Capital Territory, AU	1655	0	2	Vikings	Vikings Squash Club
6	 [Redacted] Canberra, Australian Capital Territory, AU	1638	7	1	SCSC 2	South Canberra Squash Club
7	 [Redacted] Gauntlett   Canberra, 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 5 matches.

## Adding Yourself as A Reserve

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...

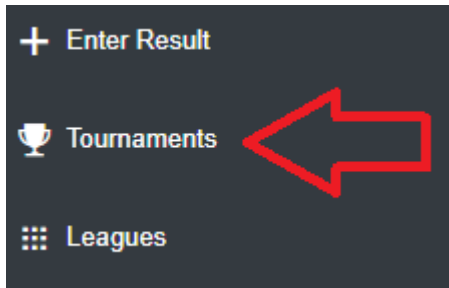
No thanks

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.

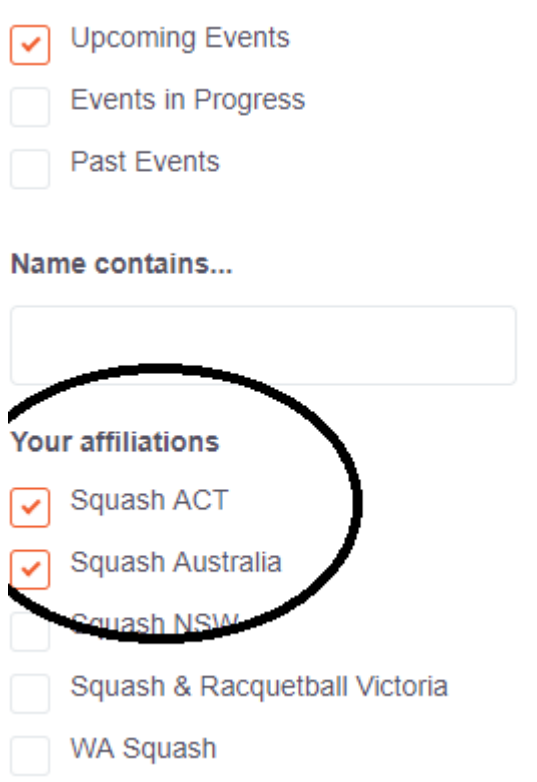
## Tournament Information

### Finding and Entering a Tournament

1. To find a tournament in your area, hover your mouse over the grey panel on the left-hand side of your page and select 'Tournaments'.



2. Once selected, this will open a new screen. Select 'upcoming events' and select the appropriate affiliations. I.e. State organisation, national organisation and/or club.

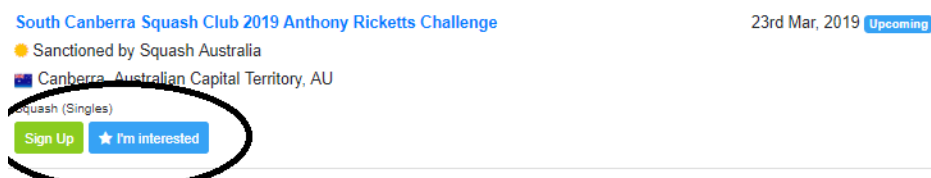


A filter selection interface with the following elements:

- Three checkboxes:  Upcoming Events,  Events in Progress, and  Past Events.
- A text input field labeled "Name contains..." which is currently empty.
- A section titled "Your affiliations" containing a list of checkboxes:
  - Squash ACT
  - Squash Australia
  - Squash NSW
  - Squash & Racquetball Victoria
  - WA Squash

A black oval highlights the "Your affiliations" section.

3. This will bring up all upcoming tournaments running in your selected regions. Once you have found the tournament you wish to participate in, select 'sign up'.



A listing for a tournament with the following details:

- South Canberra Squash Club 2019 Anthony Ricketts Challenge**
- 23rd Mar, 2019 Upcoming
- Sanctioned by Squash Australia
- Canberra, Australian Capital Territory, AU
- Squash (Singles)
- Two buttons: a green "Sign Up" button and a blue "★ I'm interested" button.

A black oval highlights the "Sign Up" and "I'm interested" buttons.

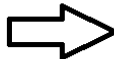

4. Once selected, this will open a new page. Simply follow the prompts to sign up for the event. Begin by selecting who the entry is for and proceed through the following options of 'event selection', 'Terms & Conditions', and 'Payment'.

**Tournament Registration**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
User Details	Select Event(s)	Additional Options	Terms & Conditions	Payment

All enquiries regarding the tournament should be directed to the Tournament Director –

Please select:

	<input type="radio"/> This entry is for myself.	
	<input type="radio"/> I'm completing this entry for someone else.	