

A Step-by-Step How-To Guide to SportyHQ

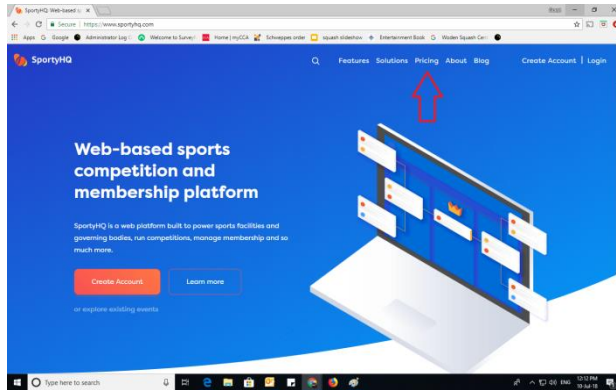
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2. Memberships: Payments, add/edit, payments
3. Online Court Bookings: Manage, block bookings, payments
4. League Set-Up – Pennant, draws, duplicate events, court allocations
5. Tournament Set-Up – Payment, draws, match scheduling

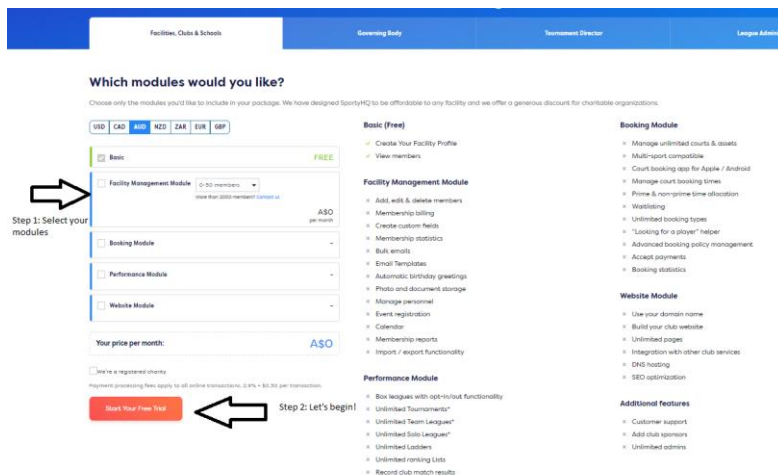
How to Set Up a Club/Facility in SportyHQ

Getting Started

To begin go to the SportyHQ homepage and select 'Pricing' in the top right-hand side of the screen

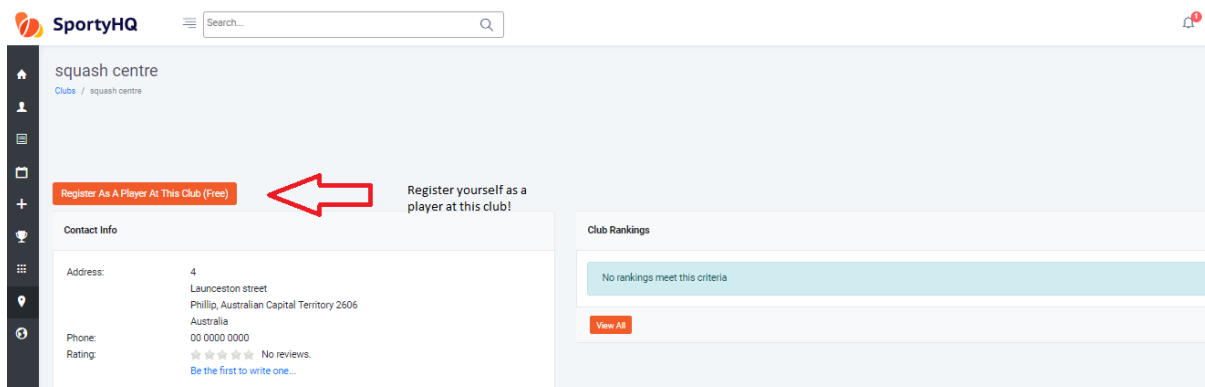


This will lead to an options page, select the required modules for your club/facility. Recommended – Membership and Performance Module, select 'start your free trial' to begin.

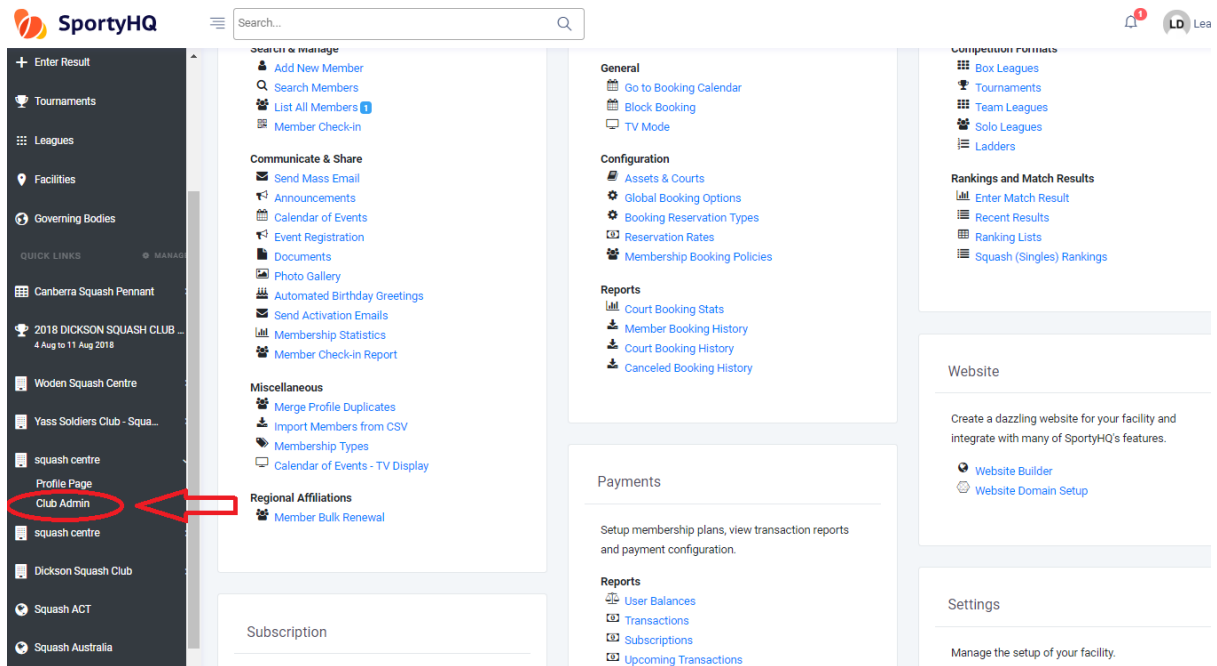


Once selected, you will be redirected to the login page, login or sign up for your account here. Once logged in, you will be redirected to the facility information page, complete all required fields and click submit.

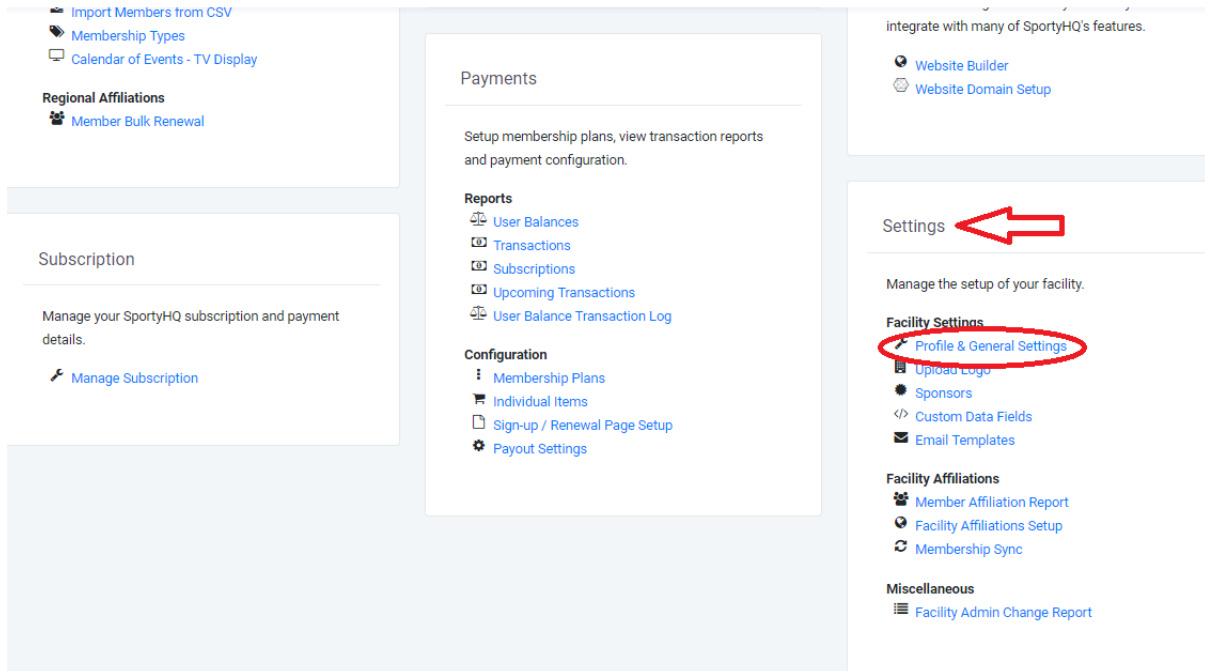
Register yourself as a player of this club, a pop-up box will come up, click confirm.



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 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.



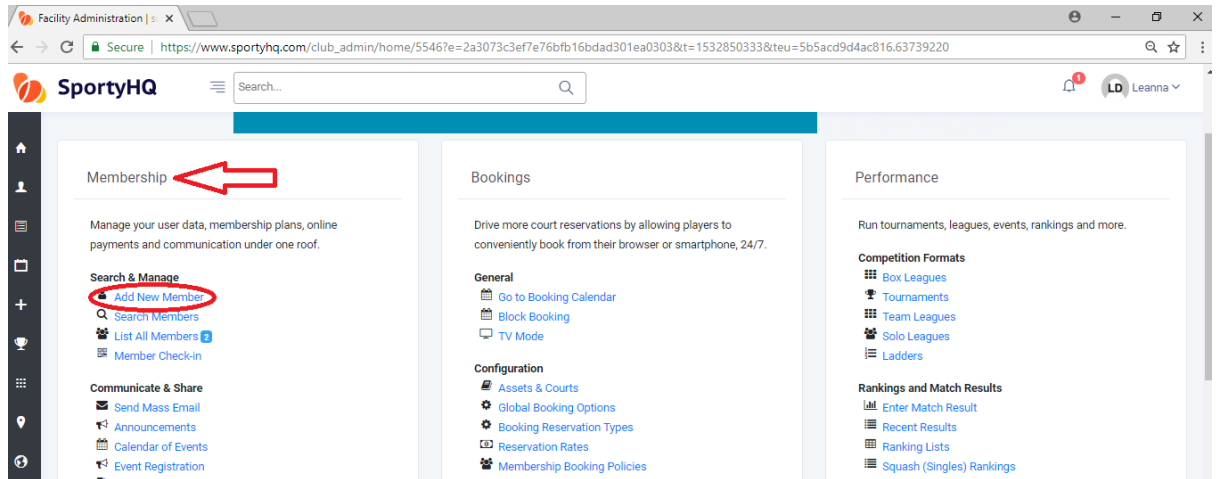
Finally, add any extra club admins by going to 'Profile & General Settings'.



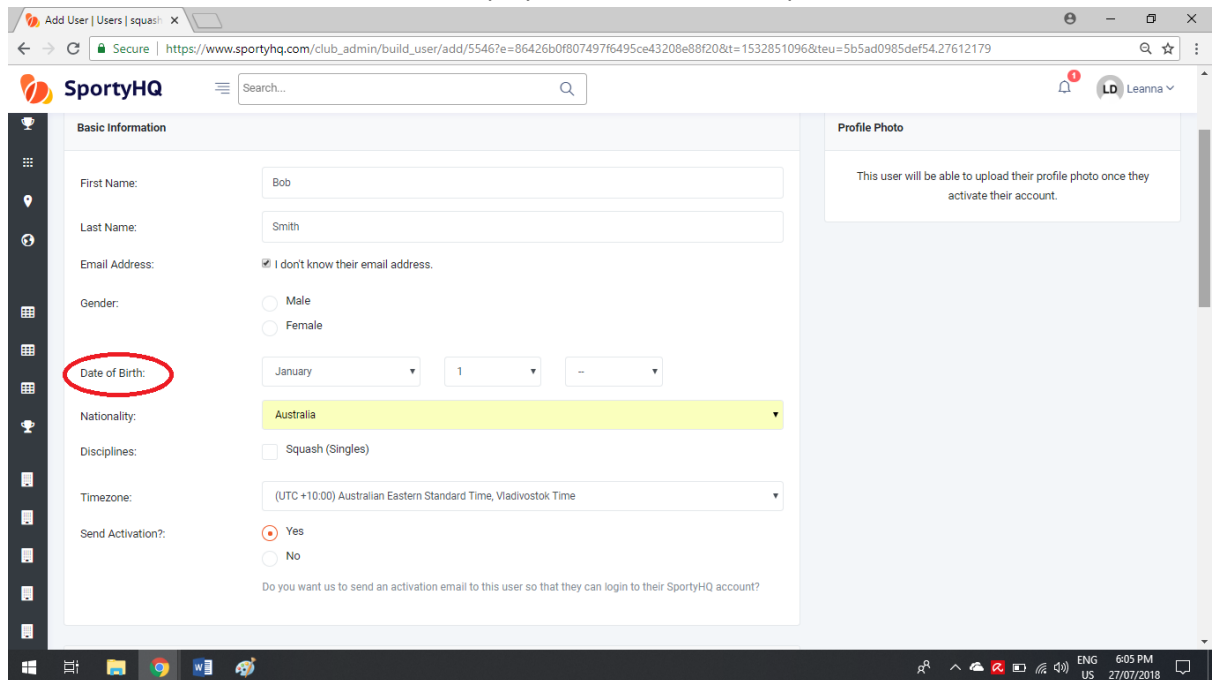
How to Manage Memberships

Membership Payments, bulk emails (renewal/expiry), add/edit/remove a member

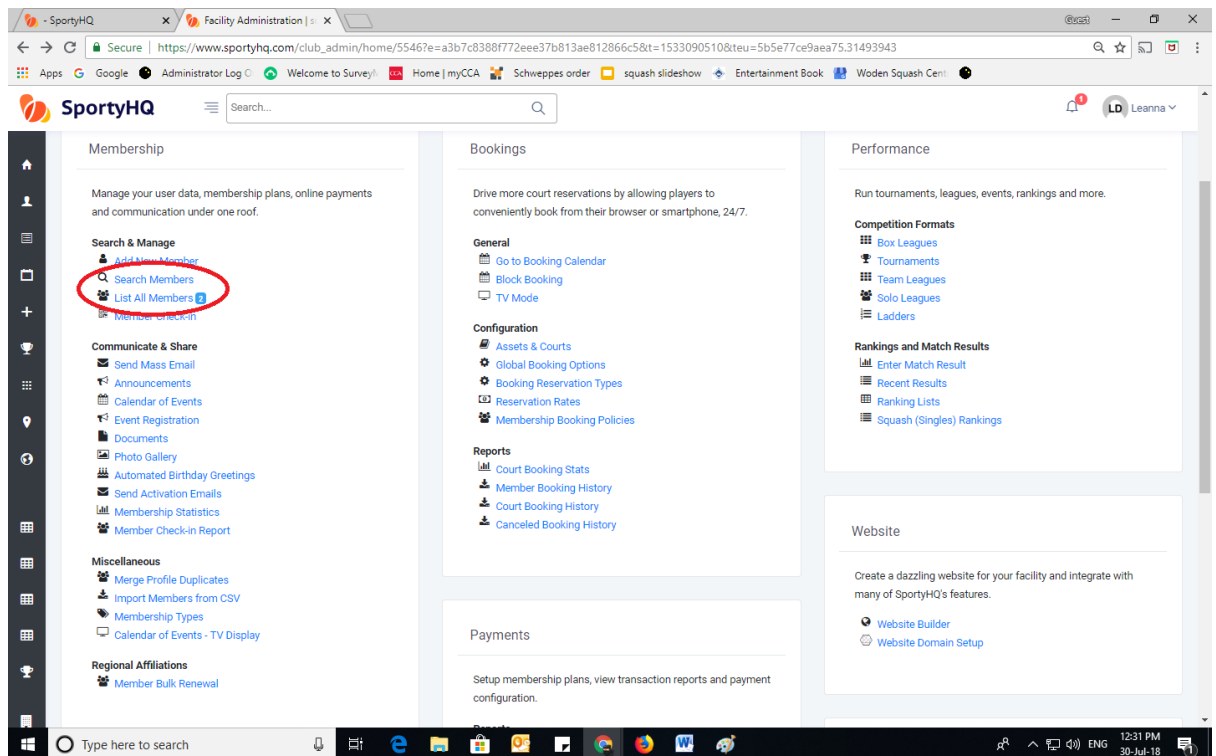
1. When in your admin page, under memberships, select 'add new member'.



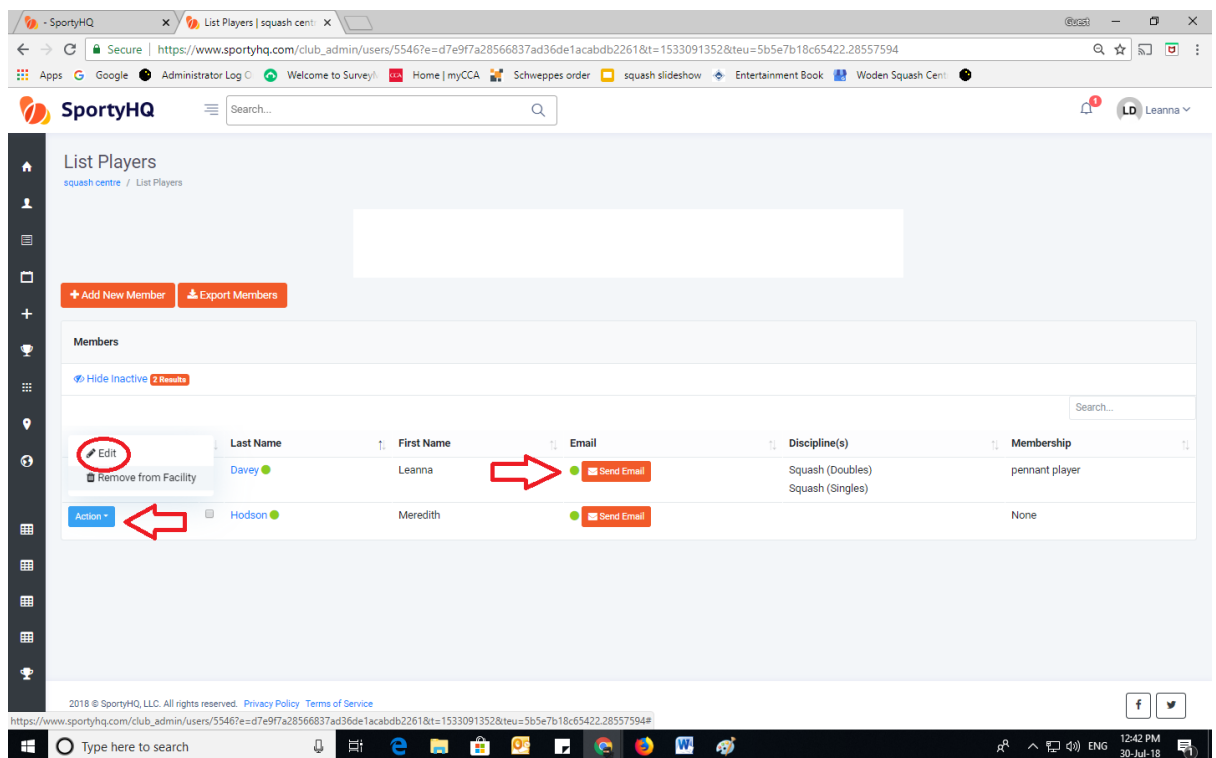
2. When adding a new member, try and ensure you know their email address as this will help to detect any duplicate profiles. Then fill out the remainder of the details. Ensure DOB is also entered as this will allow admins to add players with unactivated profiles into a tournament.



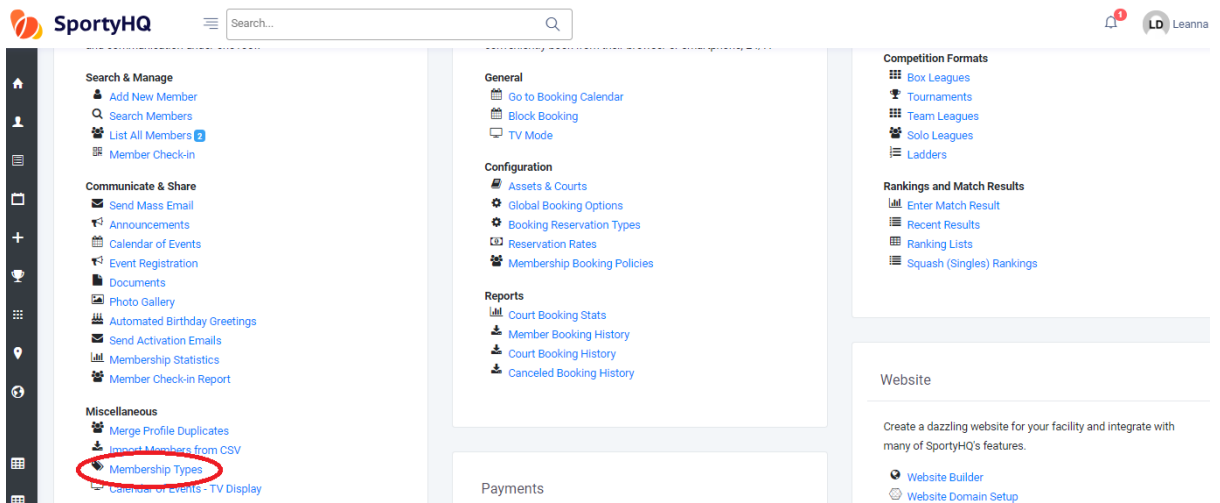
- To edit a player's profile, under 'Membership' you can go into 'search members' or 'list members'.



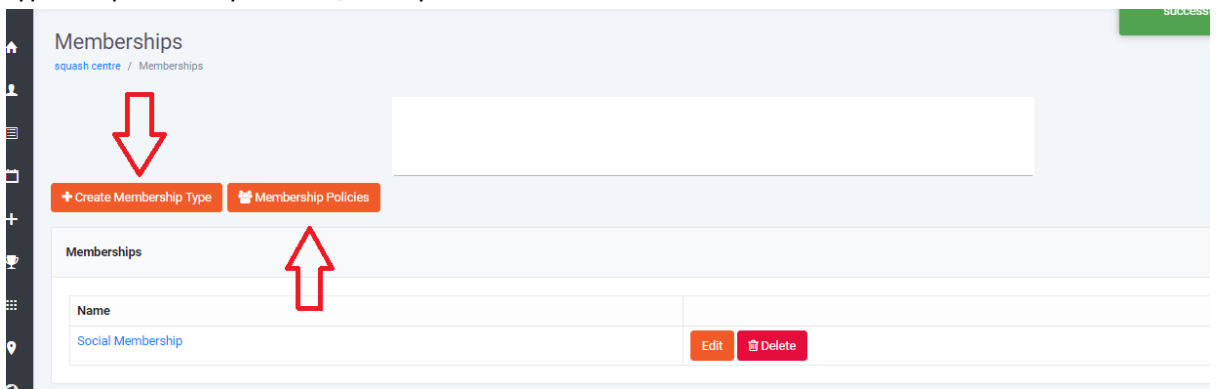
- To view all of your club players, select 'list members'. Next to the players name, click 'Action', here you have a few different options – edit player or remove from facility. If the circle next to 'send email' is red, this means that the players account has not yet been activated. For those players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



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



6. 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.



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

The screenshot shows the SportyHQ admin dashboard. The 'Payments' section is highlighted with a red arrow. Under 'Payments', there are sub-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). The 'Membership Plans' link in the Configuration section is circled in red. The left sidebar contains various navigation options like 'Miscellaneous', 'Regional Affiliations', and 'Subscription'. The right sidebar contains 'Settings' and 'Facility Settings'.

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

The screenshot shows the 'Plan Details' form. The 'Amount' field is circled in red. The form includes the following fields:

- Plan Name: e.g. Annual Membership
- Category: - None -
- Type: Individual / User Plan, Family Plan
- Billing Cycle: Fixed Period, Recurring
- Amount: \$ Enter membership price
- Plus Tax: 0 %
- Start Date: [Empty field]
- End Date: [Empty field]

Below the Start Date field, there is a note: "If a user subscribes to this membership before this date, their membership will effectively start from the date they join."

9. On the same page, you can create a membership email to both new members and existing members with membership reminders. Once everything required is completed, click 'submit'

The screenshot shows two email configuration sections. The top section is titled 'New Member Welcome Email' and has a red arrow pointing to the 'Enabled' checkbox. The bottom section is titled 'Existing Member Renewal Email' and has a red arrow pointing to its 'Enabled' checkbox. Both sections include fields for 'Email Subject' and 'Body', a rich text editor toolbar, and a 'Words' counter. At the bottom of the 'New Member Welcome Email' section, it lists 'Available Merge Fields: #FIRST_NAME# #LAST_NAME# #EMAIL#'. The 'Enabled' options are radio buttons for 'Yes' and 'No'.

10. 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.

The screenshot shows the SportyHQ admin dashboard. The 'Payments' category is expanded, showing a list of options: 'User Balances', 'Transactions', 'Subscriptions', 'Upcoming Transactions', 'User Balance Transaction Log', 'Membership Plans', 'Individual Items', 'Sign-up / Renewal Page Setup', and 'Payout Settings'. The 'Individual Items' option is circled in red. The dashboard also features a sidebar with navigation options like 'Miscellaneous', 'Regional Affiliations', and 'Subscription', and a right-hand panel with 'Settings' and 'Facility Affiliations'.

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

The screenshot shows the 'Create Item' page in SportyHQ. At the top, there is a search bar and a user profile for 'Leanna'. The main form is titled 'Create Item' and contains the following fields:

- Item Name:** A text input field containing 'e.g. Tshirt'.
- Description:** A large text area for entering details.
- Amount Type:** Two radio button options: 'Fixed Amount' (selected) and 'User Defined (e.g. a Donation)'.
- Plus Tax:** A text input field with '0' and a percentage sign.

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

The screenshot shows the SportyHQ admin dashboard. The central navigation menu is highlighted, showing the following categories and items:

- Payments** (indicated by a red arrow)
- Reports**
 - User Balances
 - Transactions
 - Subscriptions
 - Upcoming Transactions
 - User Balance Transaction Log
- Configuration**
 - Membership Plans
 - Individual Items
 - Sign-up / Renewal Page Setup** (circled in red)
 - Payout Settings

Other visible sections include 'Miscellaneous' (Merge Profile Duplicates, Import Members from CSV, Membership Types, Calendar of Events - TV Display), 'Regional Affiliations' (Member Bulk Renewal), 'Subscription' (Manage your SportyHQ subscription and payment details, Manage Subscription), 'Settings' (Manage the setup of your facility), 'Facility Settings' (Profile & General Settings, Upload Logo, Sponsors, Custom Data Fields, Email Templates), and 'Facility Affiliations' (Member Affiliation Report, Facility Affiliations Setup, Membership Plan).

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

The screenshot shows the 'squash centre Membership' layout page. It contains the following configuration options:

- Who can access sign up?:** Radio button options: 'Anyone can access it.', 'Only existing members can access it.' (selected).
- Notify Admins on Registrations?:** Radio button options: 'Yes' (selected), 'No'.
- Introductory Text:** A text area containing 'This text will appear at the very start of the sign up process.'
- What plans to show?:** A checkbox labeled 'What plans to show?' which is checked.
- Terms & Conditions:** A text area containing 'Enter any text you would like to display before the submit button...'

A red 'Save' button is located at the bottom of the form.

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

Miscellaneous

- Merge Profile Duplicates
- Import Members from CSV
- Membership Types
- Calendar of Events - TV Display

Regional Affiliations

- Member Bulk Renewal

Subscription

Manage your SportyHQ subscription and payment details.

- Manage Subscription

Payments

Setup membership plans, view transaction reports and payment configuration.

Reports

- User Balances
- Transactions
- Subscriptions
- Upcoming Transactions
- User Balance Transaction Log

Configuration

- Membership Plans
- Individual Items
- Sign-in / Renewal Page Setup
- Payout Settings**

Create a dazzling website for your facility and integrate with many of SportyHQ's features.

- Website Builder
- Website Domain Setup

Settings

Manage the setup of your facility.

Facility Settings

- Profile & General Settings
- Upload Logo
- Sponsors
- Custom Data Fields
- Email Templates

Facility Affiliations

- Member Affiliation Report
- Facility Affiliations Setup
- Membership Plan

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

Membership

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

Search & Manage

- Add New Member
- Search Members
- List All Members
- 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

Bookings

Drive more court reservations by allowing players to conveniently book from their browser or smartphone, 24/7.

General

- Go to Booking Calendar
- Block Booking
- TV Mode

Configuration

- Assets & Courts
- Global Booking Options
- Booking Reservation Types
- Reservation Rates
- Membership Booking Policies

Reports

- Court Booking Stats
- Member Booking History
- Court Booking History
- Canceled Booking History

Performance

Run tournaments, leagues, events, rankings and more.

Competition Formats

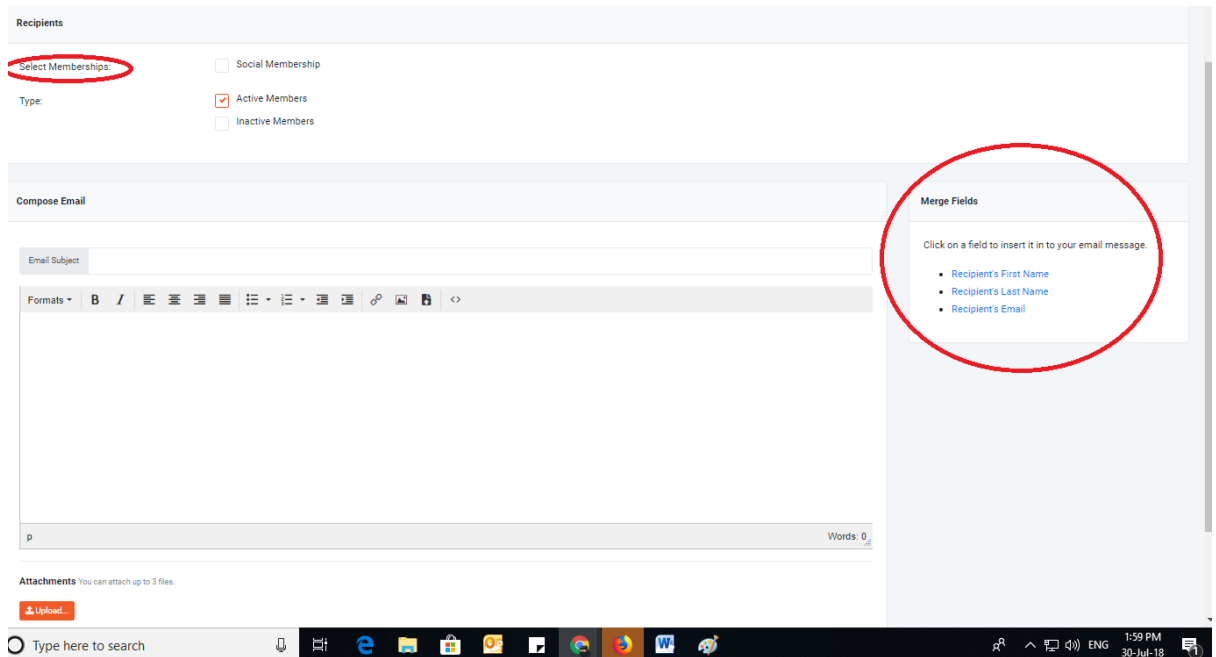
- Box Leagues
- Tournaments
- Team Leagues
- Solo Leagues
- Ladders

Rankings and Match Results

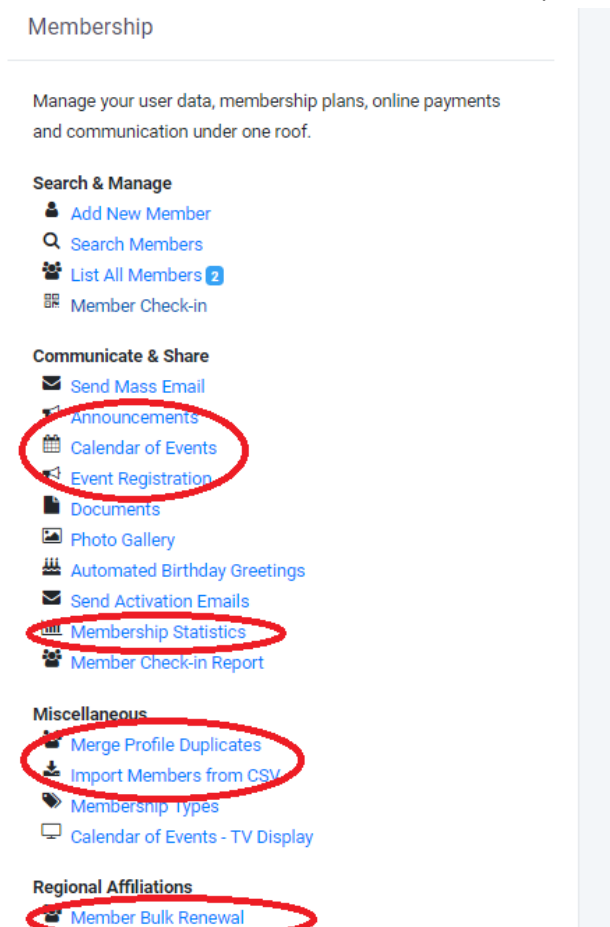
- Enter Match Result
- Recent Results
- Ranking Lists
- Squash (Singles) Rankings

Website

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

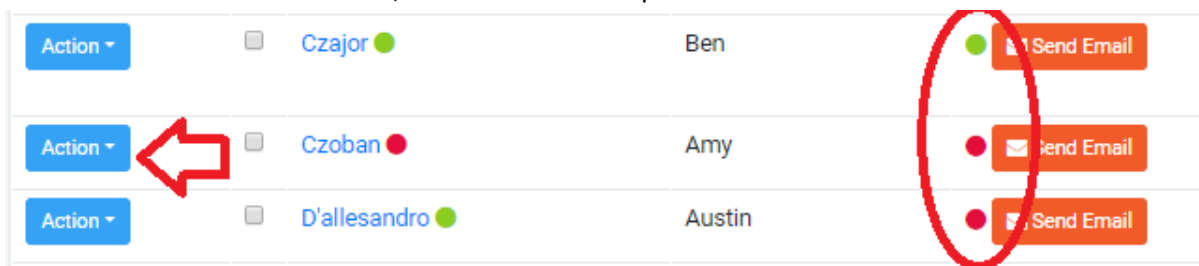


17. Other useful functions within the Membership component of SportyHQ:

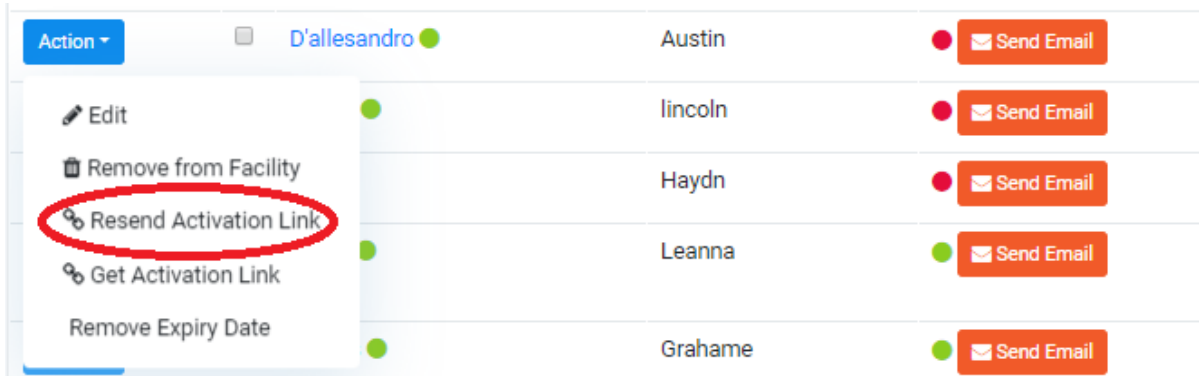


18. When in your club admin page, select 'list all members' here you can see who has and hasn't activated their account. Those that have both logged in and activated will show up with two

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.

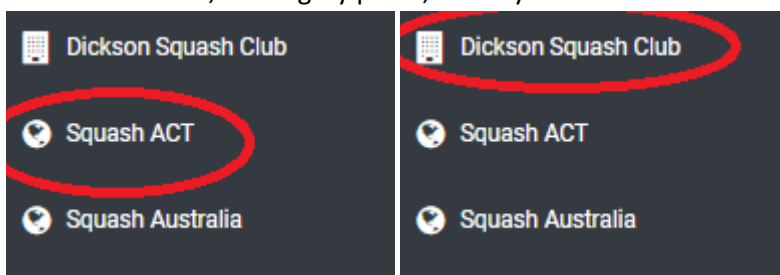


19. Once you have selected the 'Action' drop down box, select to 'resend activation link' and this will send an email to the person (assuming the person has the correct email address listed)

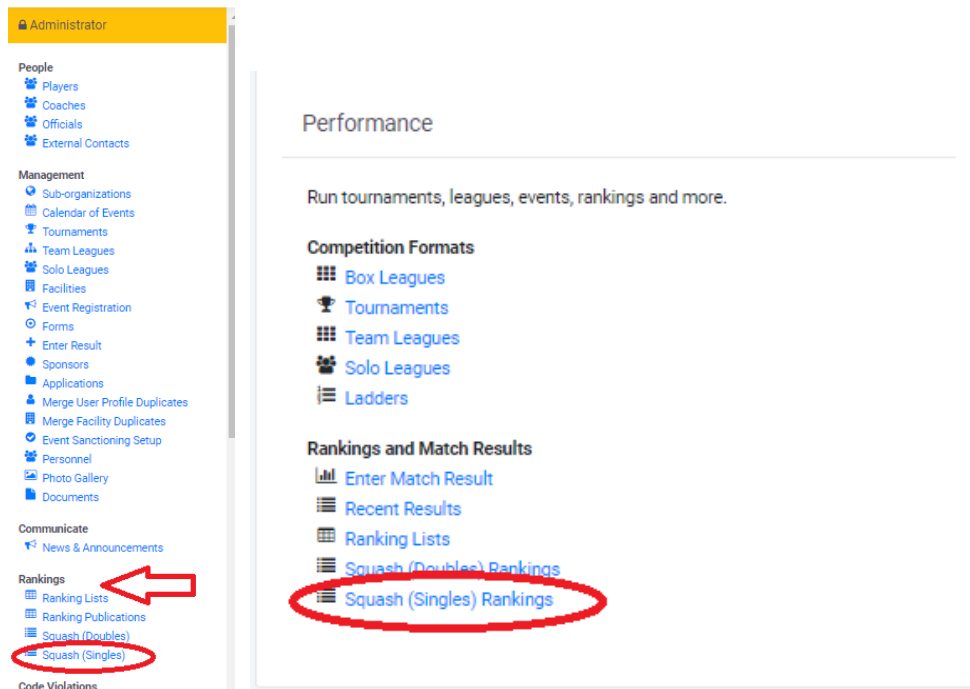


Adjusting a Player's Ranking

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'.

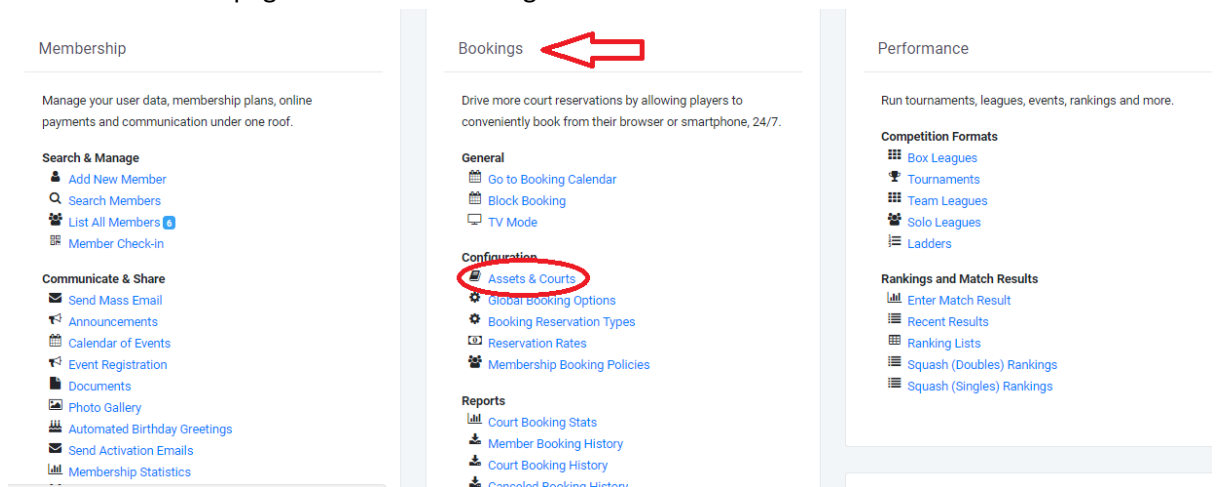


3. Search the user whose ranking you wish to adjust. Type in their new ranking, give a reason for the adjustment and click 'Apply Adjustment'.

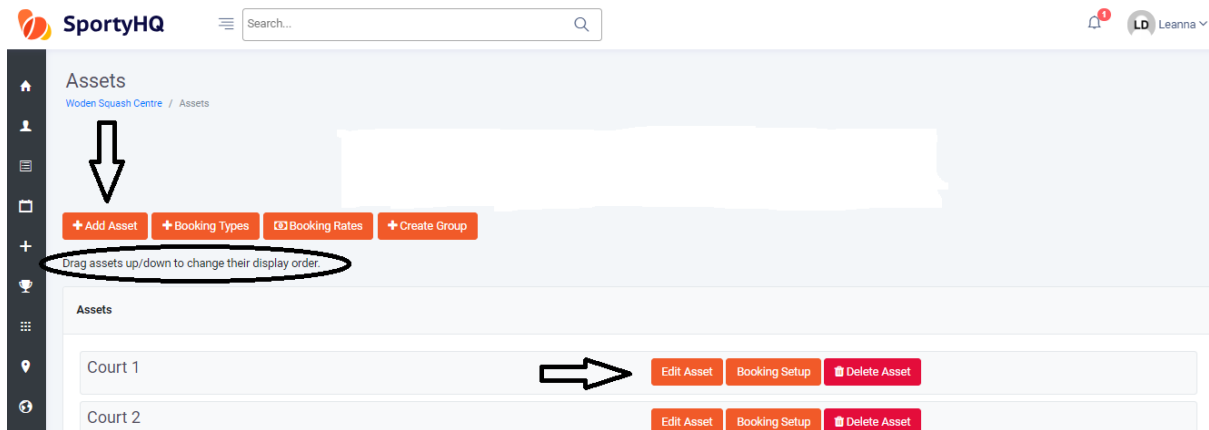
The image shows a 'Search User' form. At the top, the title 'Search User' is circled in red. Below it is a search input field containing the name 'Leanna Davey'. The form displays the following information for the user: Name: Leanna Davey; Current Rating: 717; Discipline: Squash (Singles); Adjustment Date: 21 August, 2018. The 'Adjust their points to:' field contains a text input with '4 x (matrix) + 400' entered, which is circled in black, and a 'points' button. Below this is a 'Reason for adjustment?:' field, also circled in red. At the bottom right is an orange 'Apply Adjustment' button, with a red arrow pointing to it.

Set Up Online Court Bookings with Payments

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

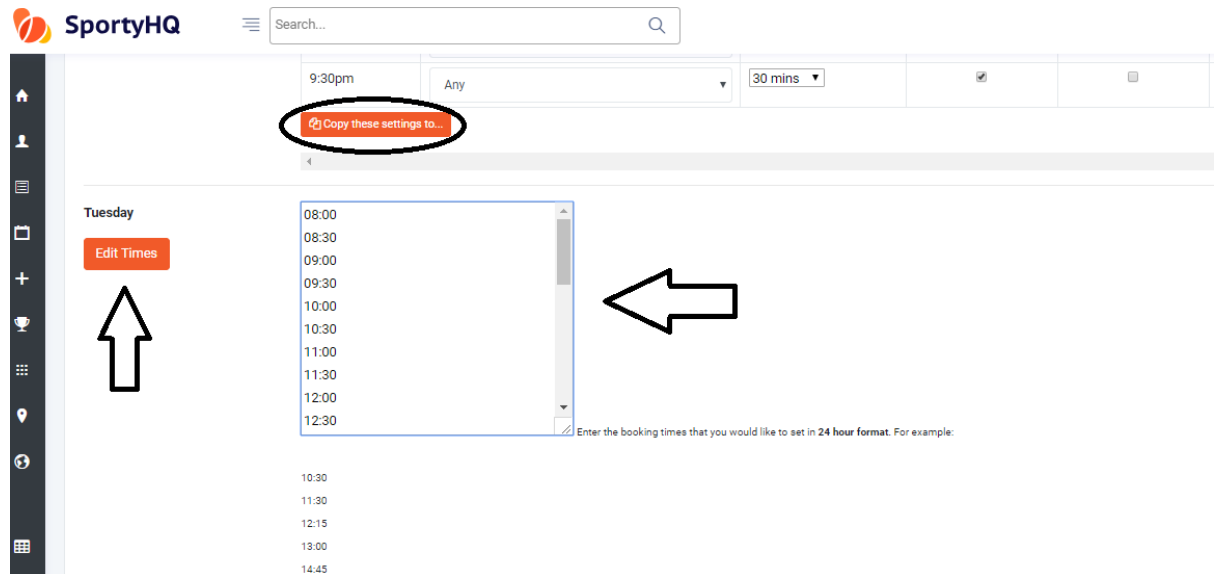


2. Once in the 'Assets' page, click 'Add Asset' (EDIT).

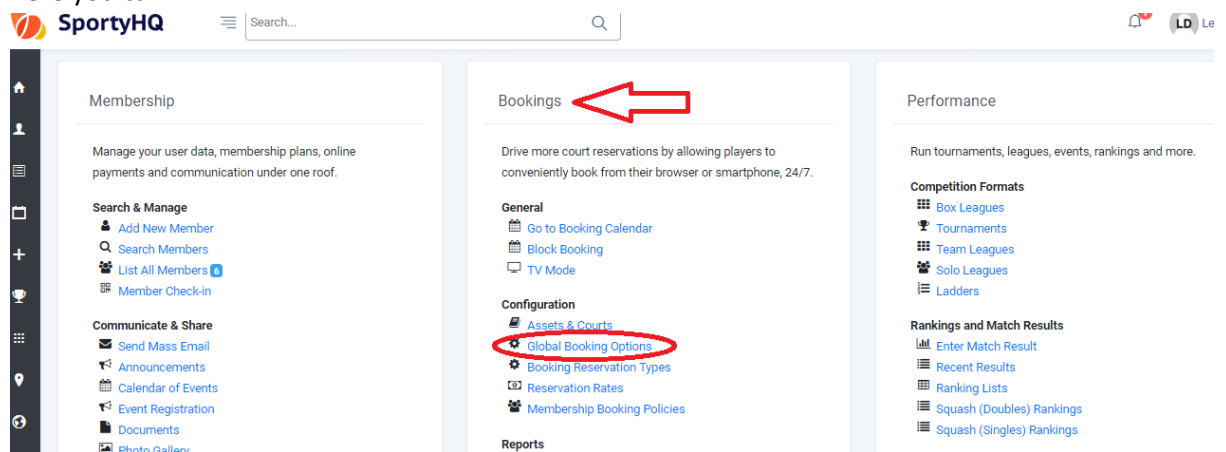


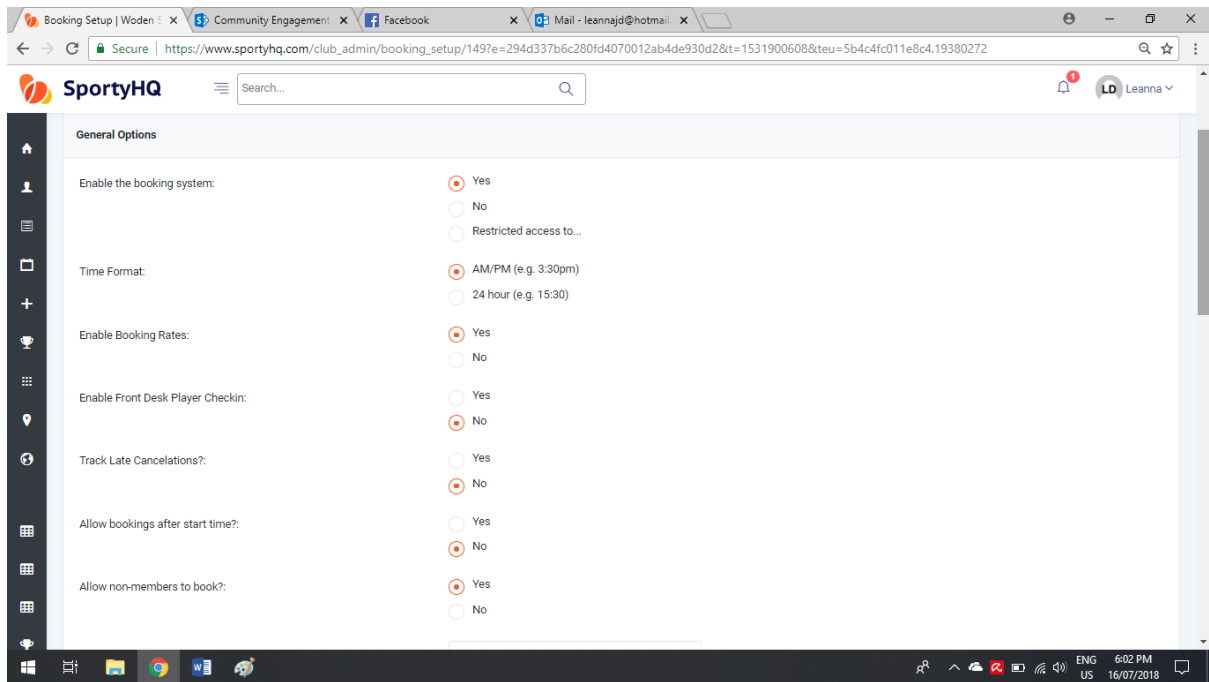
3. In the 'Assets' page, select 'Booking Set-up' next to the asset. Edit the times that bookings can be made – this can be done by selecting 'Edit Times' under the day. Type in your booking times in the allocated box in 24-hour time. Finally, you can select 'Copy these settings to...'

to allocate the same times to other days.

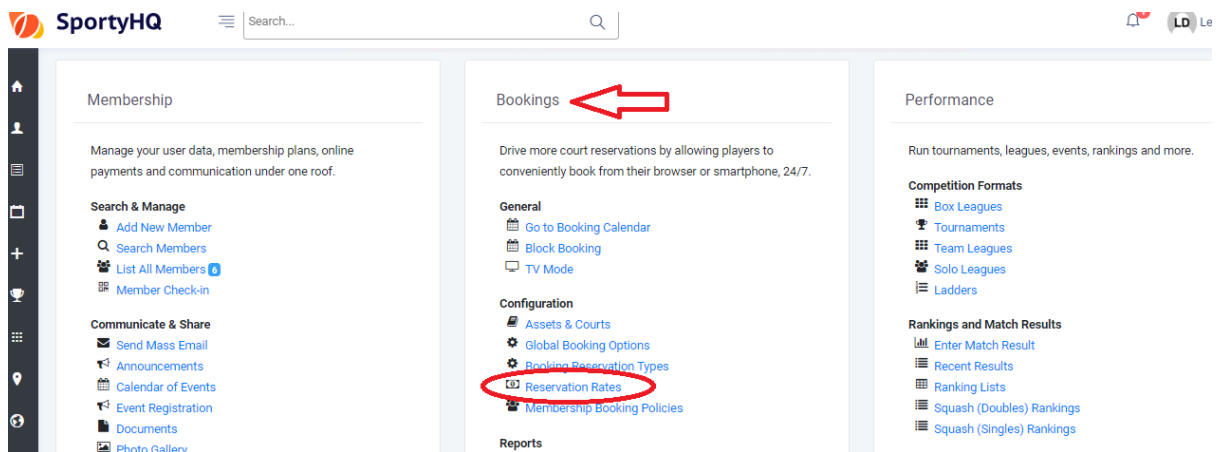


4. On the 'Assets' Page, click on 'Bookings Type'. Here you can add any other booking types necessary. Eg., 'Pennant'.
5. On the Administration page, under the Bookings Module, click on 'Global Booking Options', here you can





- 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.



	Flat Rate	30 mins	45 mins	60 mins	90 mins	120 mins	30 mins	45 mins	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"/>										
Permanent	<input type="checkbox"/>										

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

Facility Administration | V x

Secure | https://www.sportyhq.com/club_admin/home/149?e=12468bea8ee7f73aa4839050b2da20cc&t=1532603205&teu=5b5708455c8ba8.67031067

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
- Member Check-in

Communicate & Share

- Send Mass Email
- Announcements
- Calendar of Events

Bookings

Drive more court reservations by allowing players to conveniently book from their browser or smartphone, 24/7.

General

- Go to Booking Calendar
- Block Booking**
- TV Mode

Configuration

- Assets & Courts
- Global Booking Options
- Booking Reservation Types
- Reservation Rates

Performance

Run tournaments, leagues, events, rankings and more.

Competition Formats

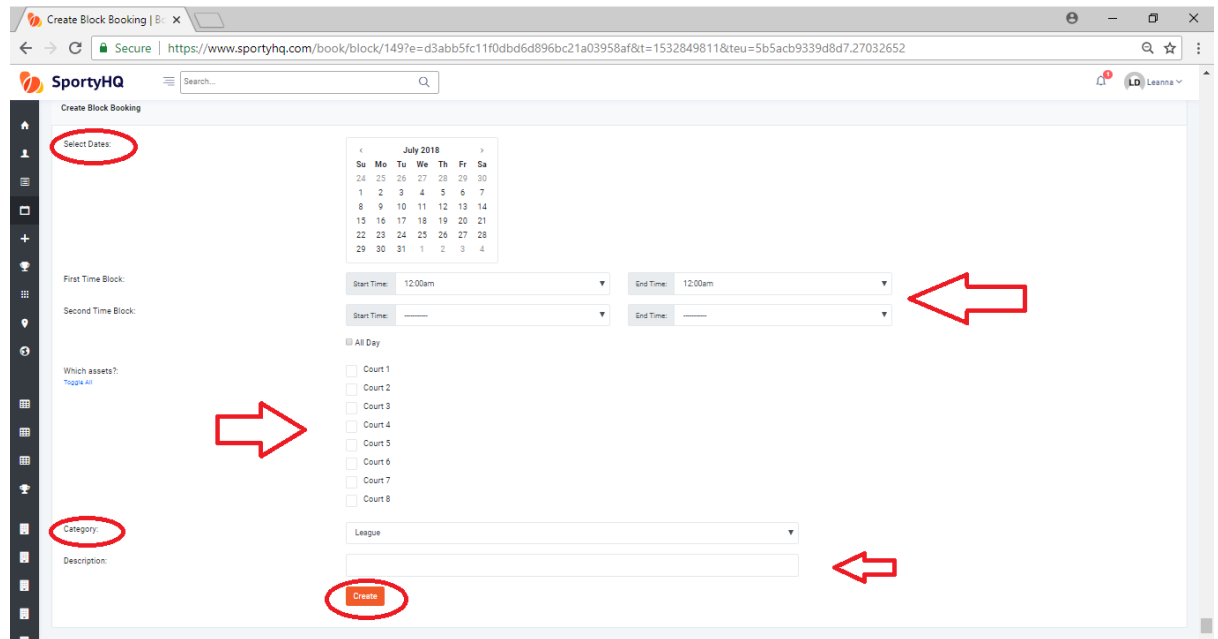
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Rankings and Match Results

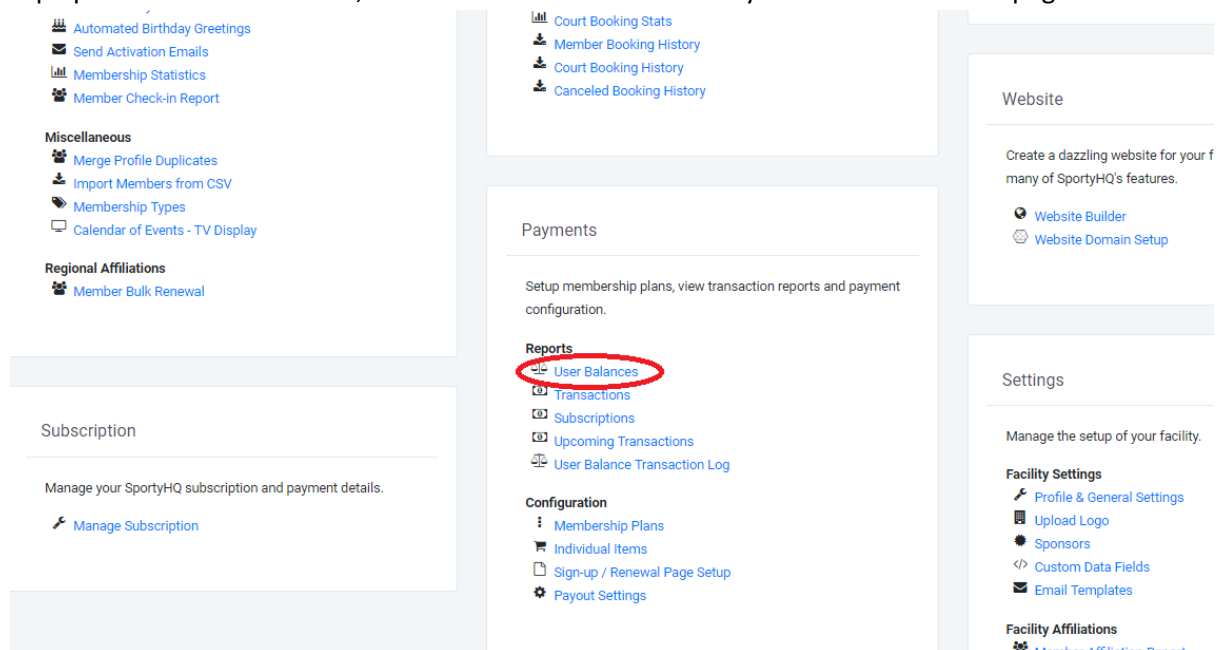
- Enter Match Result
- Recent Results
- Ranking Lists

8. Once you have selected 'Block Booking', a new page will open up. Here you can select all of the dates that the booking needs to be on. Select times, courts, category – 'other' is most

commonly used and write a description. Eg., 'Junior Training' and press create.



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.



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

User Balances

squash centre / User Balances

Users

Search...

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

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

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- Ladders

Rankings and Match Results

- Enter Match Result
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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 i.e., Masters, pennant.

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

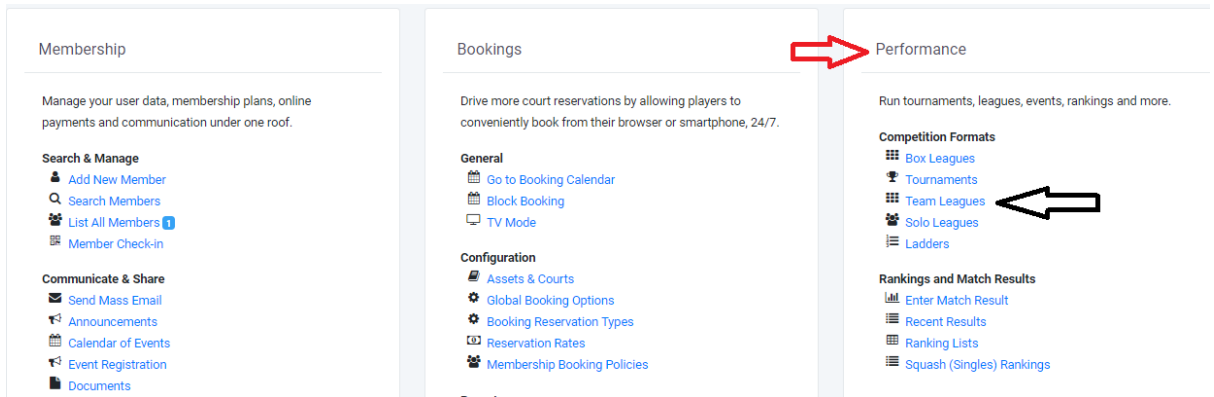
13. Other useful functions relating to court hire: booking stats and booking history.

The screenshot displays a software interface with three main panels:

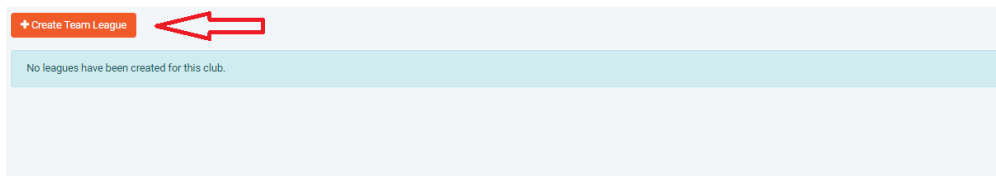
- Membership:** Manage your user data, membership plans, online payments and communication under one roof.
 - Search & Manage:** Add New Member, Search Members, List All Members, Member Check-in.
 - Communicate & Share:** Send Mass Email, Announcements, Calendar of Events, Event Registration, Documents, Photo Gallery, Automated Birthday Greetings, Send Activation Emails, Membership Statistics, Member Check-in Report.
- Bookings:** Drive more court reservations by allowing players to conveniently book from their browser or smartphone, 24/7.
 - General:** Go to Booking Calendar, Block Booking, TV Mode.
 - Configuration:** Assets & Courts, Global Booking Options, Booking Reservation Types, Reservation Rates, Membership Booking Policies.
 - Reports (circled in red):** Court Booking Stats, Member Booking History, Court Booking History, Canceled Booking History.
- Performance:** Run tournaments, leagues, events, rankings and more.
 - Competition Formats:** Box Leagues, Tournaments, Team Leagues, Solo Leagues, Ladders.
 - Rankings and Match Results:** Enter Match Result, Recent Results, Ranking Lists, Squash (Singles) Rankings.
- Website:** (Section header at the bottom right)

Setting up a competition

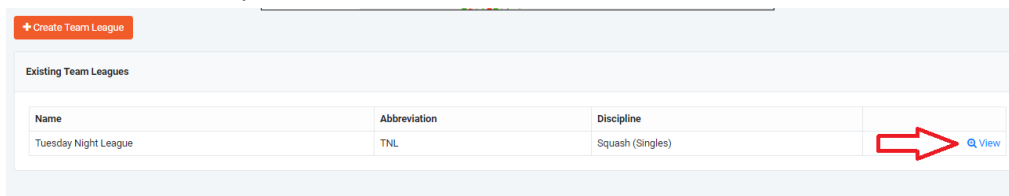
1. Within your club administrator page, under the 'Performance' module, select 'Team Leagues'



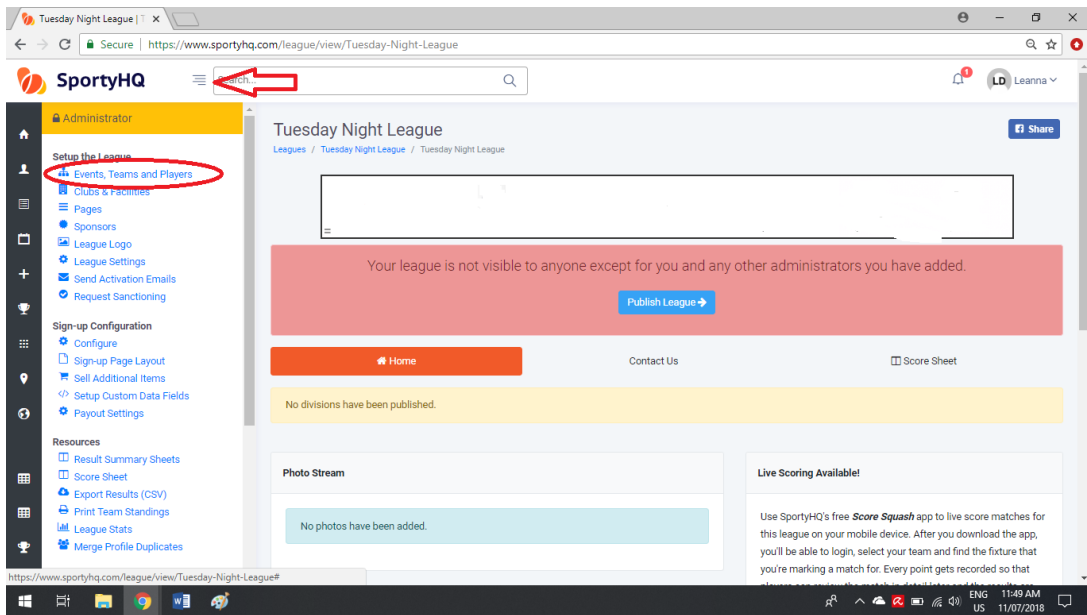
2. Create your league, complete the required information and click 'submit'.



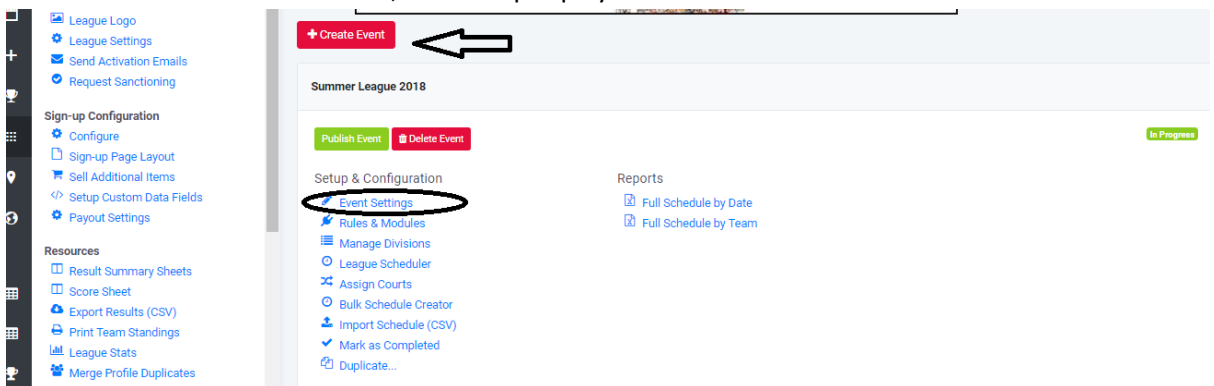
3. Once you have submitted, this will lead back to the displayed page. On the right-hand side, click on the 'view' option



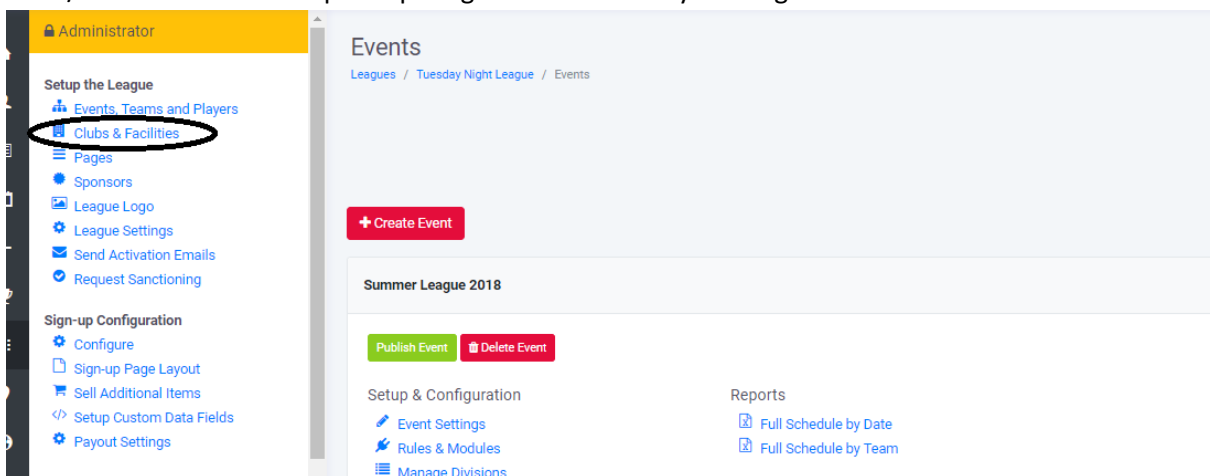
4. Once you have selected 'view' this will take you to your 'league' page. To extend the administrator options panel, click on the lines next to the search bar as shown.
5. To create your event, in the administrator panel, select 'Events, Teams & Players'



- Next, select 'Create event', fill in the required fields. This information can be edited later by selecting 'event settings' as shown. Next, select the 'Rules & Modules' tab, this allows you to determine who can enter scores, matches per player etc.



- 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.



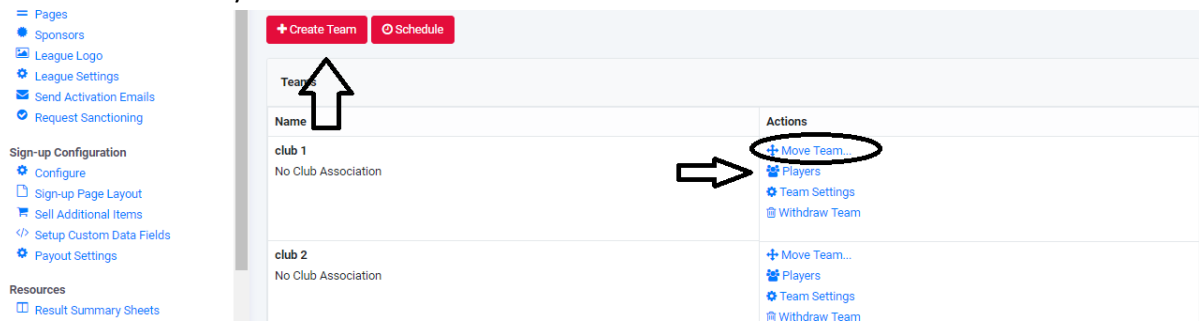
- In the 'Manage Divisions' Tab – select 'create divisions'. Fill in the relevant information, press 'submit'.

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

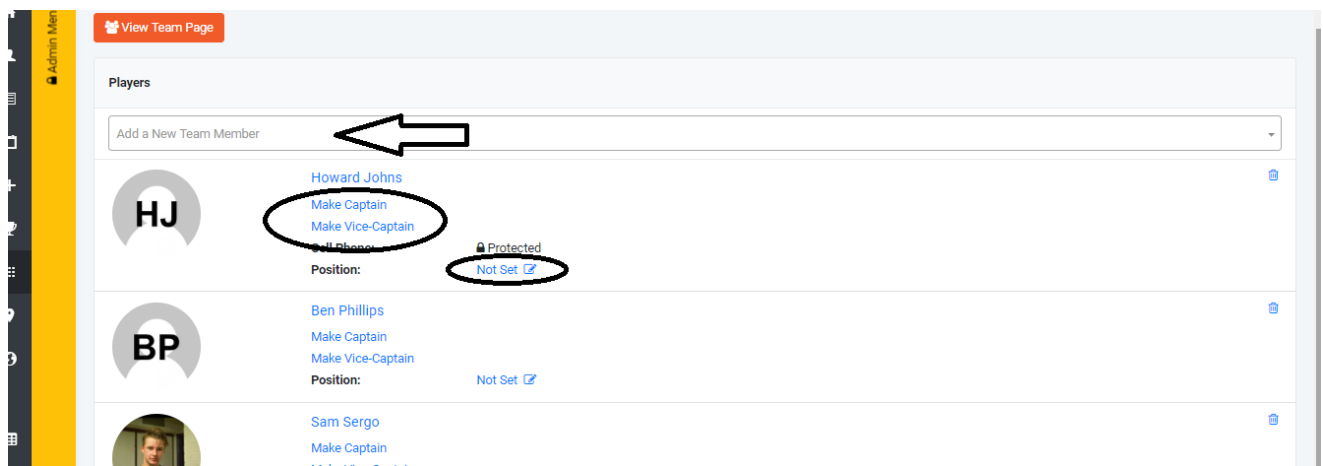
a. Create Teams (Bulk Create):

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 --	

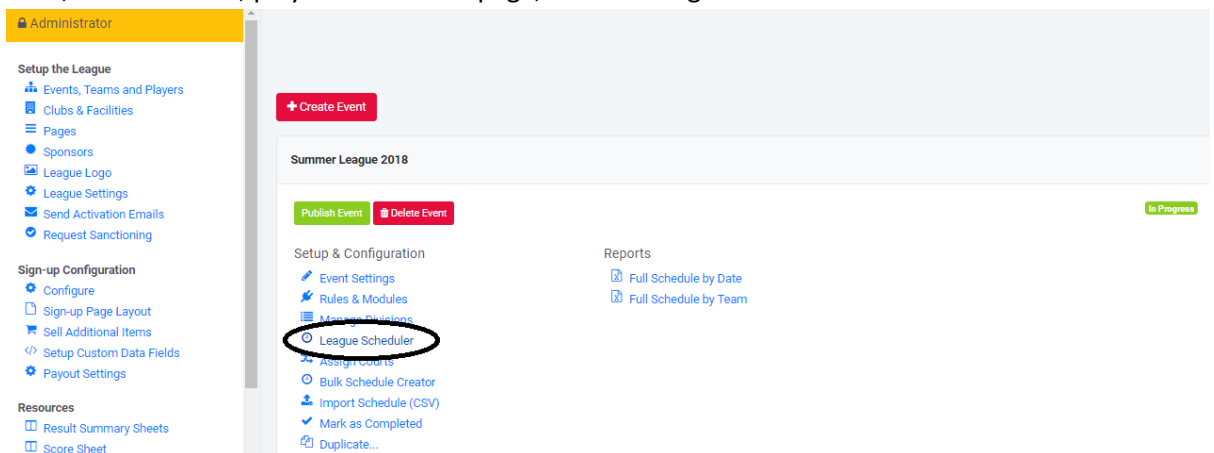
- b. Manage Teams: Within Manage teams you can move the whole team to another division if necessary.



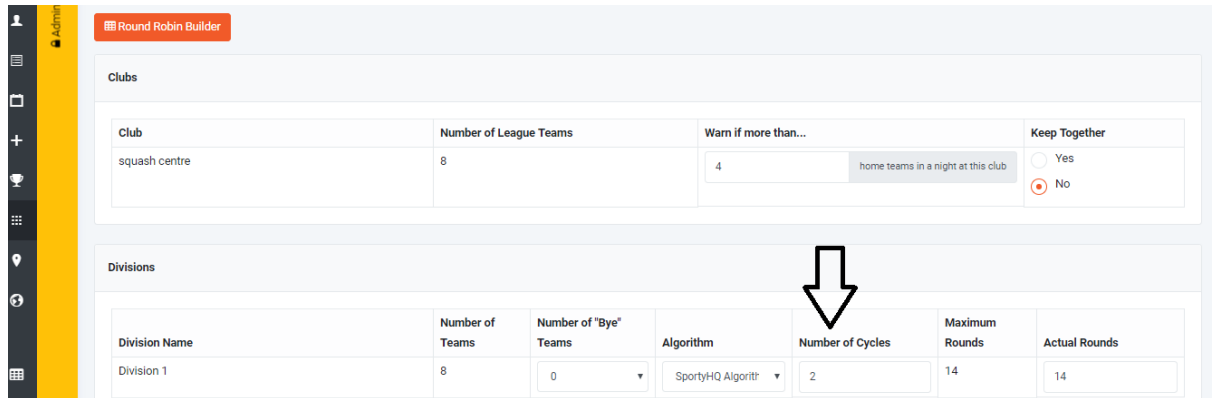
10. Add players to teams: On the divisions page, within 'manage teams' you will see four 'Action' items next to each team name. Select 'Players' as demonstrated above. Add your players by typing their names in the search bar. Here you can choose the team captain and their position in the team.



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



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



The screenshot shows the 'Round Robin Builder' interface. It has a sidebar on the left with various icons. The main content area is divided into two sections: 'Clubs' and 'Divisions'.

Clubs Section:

Club	Number of League Teams	Warn if more than...	Keep Together
squash centre	8	4 <small>home teams in a night at this club</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Divisions Section:

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

A large downward-pointing arrow is positioned above the 'Number of Cycles' field in the 'Divisions' table.

13. Under 'round dates' click in the box next to 'Rnd 1' A calender 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 dates, the system will remove rounds from the final cycle and work backwards.

« July 2018 »

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Round Dates

Division 1

Rnd. 1:

Rnd. 2: **+ 1 week**

Rnd. 3: **+ 1 week**

Rnd. 4: **+ 1 week**

Rnd. 5: **+ 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](#)

14. Other options within the 'Events, Teams & Players' page include, 'assign courts' – schedule the exact court the match will be played on ie., 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.

15. 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.

The screenshot shows a league management interface. On the left is a dark sidebar with a menu. The 'Tuesday Night League' item is circled in red. The main content area has a yellow warning banner at the top. Below it are navigation buttons: 'Schedule', 'Full Results', 'View Teams', 'Spares', 'Rankings', and 'Stats'. The 'Rankings' button is circled in red. Below the buttons is a table titled 'LAST ROUND July 10'.

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

16. 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.

The screenshot shows the 'Division 1' league page. A yellow warning banner is at the top. Navigation buttons include 'Division 1 Schedule', 'Full Results', 'View Teams', 'Spares', 'Rankings', and 'Stats'. The 'Spares' button is circled in red. Below is a 'STANDINGS' table titled 'LAST ROUND July 10'.

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










17. 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.

The screenshot shows a match entry form for 'club 1 vs. club 5'. It features a table with columns for 'Players', 'Par 11', and scores for holes 1-5, 'POINTS', and 'GAMES'. The 'club 5' player selection dropdown is open, showing a list of players: 'Leanna Davey (719 points)', 'Harrison Barnett (1329 points)', 'Leland Barnett (1144 points)', and 'No Player (match was not played)'. The 'Leanna Davey' option is highlighted in blue, and a red arrow points to it. Below the table are 'League Administrator Options' including checkboxes for 'Lock Result' and 'Apply Penalty Point(s)'.

18. 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.

Admin Menu

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	 
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 Sport your mol team and recorded recorded

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League O

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

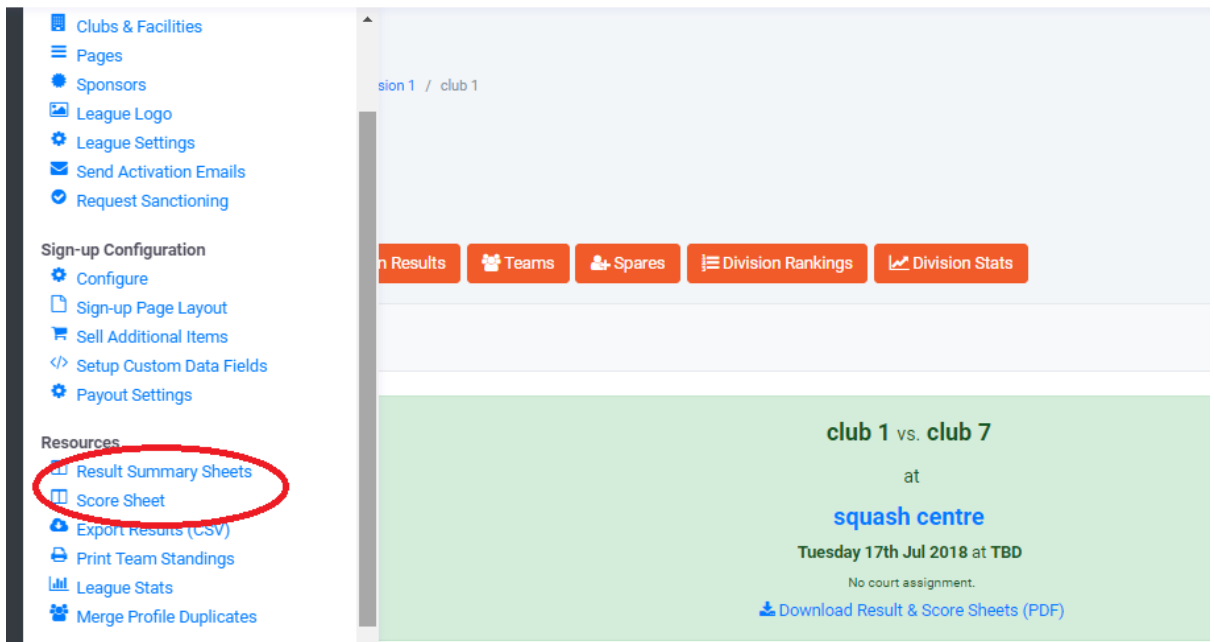
Division Schedule | Division Results | Teams | Spares | Division Rankings | Division Stats

Next Match

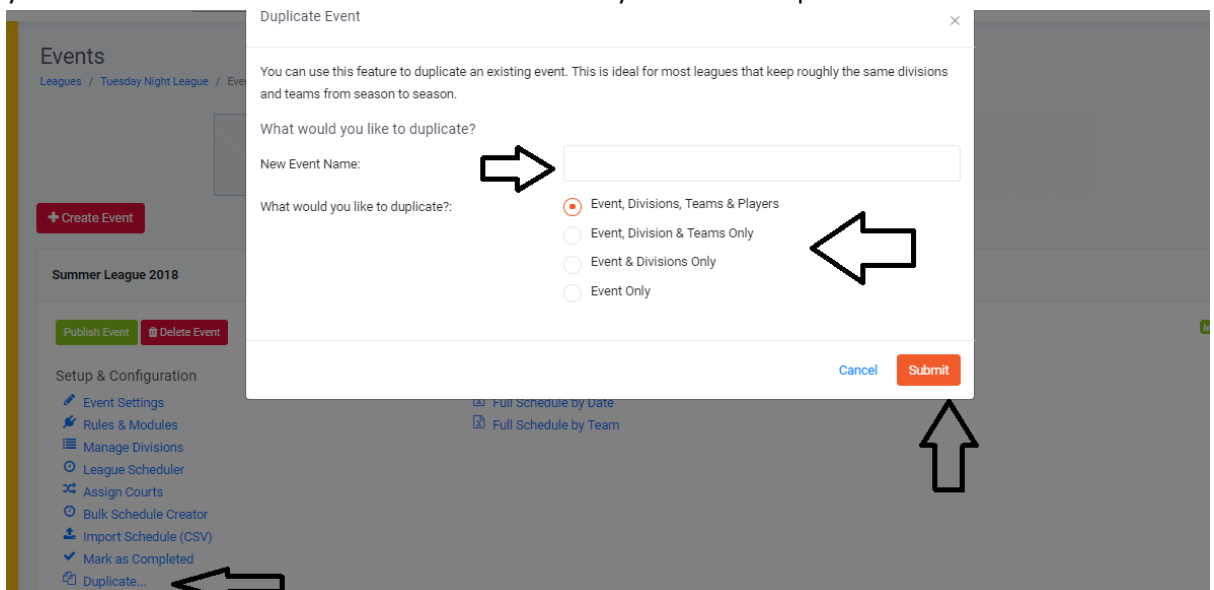
club 1 vs. club 7
at
squash centre
Tuesday 17th Jul 2018 at TBD
No court assignment.

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

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



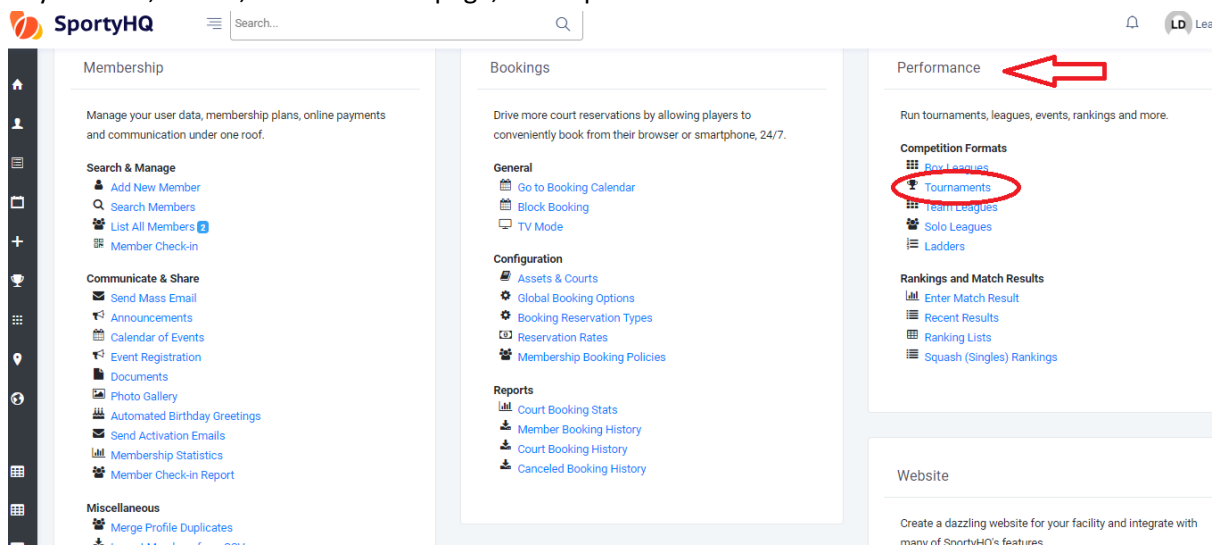
21. Now your event is over but you're ready to start the next one, just duplicate your previous competition! Select 'Duplicate' from the 'events, teams & players' admin option. Type in your new event name and select what information you want to duplicate.



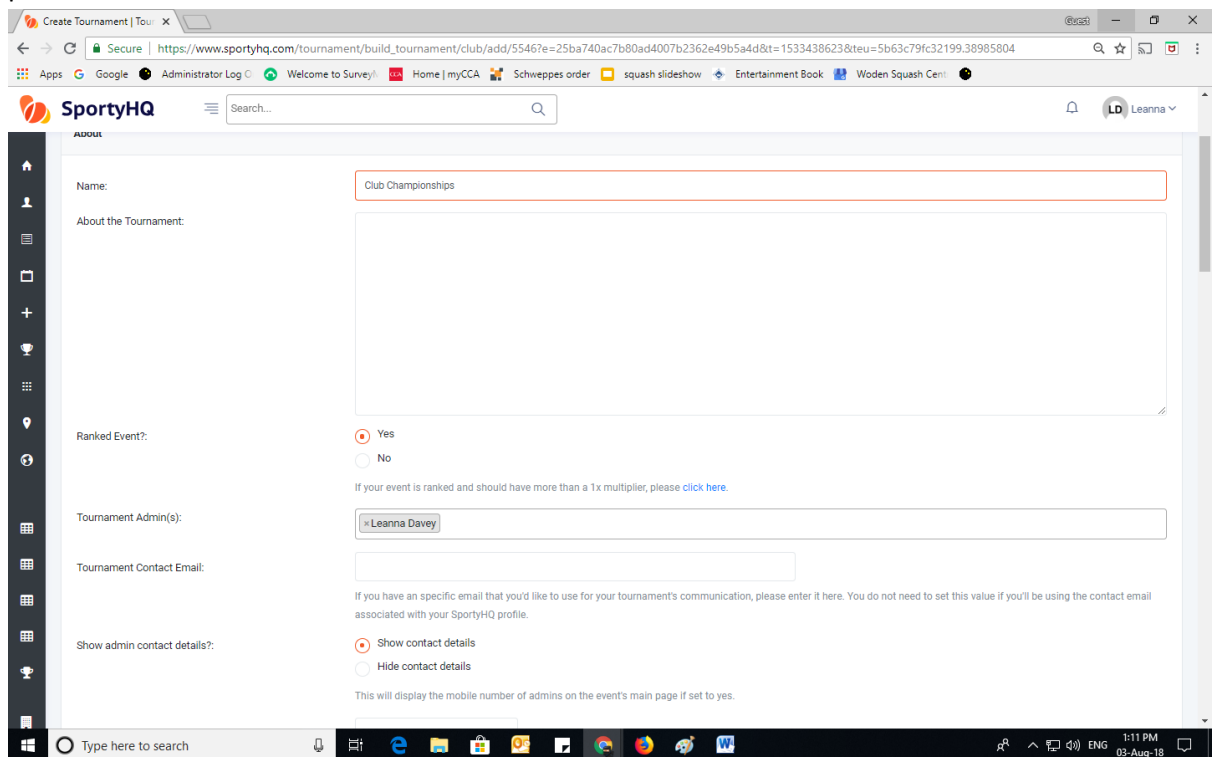
22. The above example is based on an in-house competition to be played at the same centre each week. If you need to make a state/city league, involving multiple facilities, ensure you add all clubs and facilities that will be participating. If you wish to make the teams centre based (Eg., players from 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.

Creating a Tournament

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'.



3. Once you press 'submit' it will open up 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.

The screenshot shows the SportyHQ Administrator interface. The left sidebar contains a menu with the following sections:

- Administrator (highlighted with a red arrow)
- Setup
 - Manage Draws
 - Tournament Settings (circled in red)
 - Upload Tournament Logo
 - Upload Primary Poster
 - Upload Alternative Poster
 - Manage Sponsors
 - Player Management
 - Send Activation Emails
 - Request Sanctioning
 - Round Robin & Teams Configuration
- Officials
 - Manage Officials
 - Live Scoring Instructions
- Scheduling
 - Scheduling Times
 - Manually Schedule Matches
 - Auto Schedule Matches
 - Clear Scheduled Matches

The main content area displays a red banner: "Your tournament is not visible to anyone except for you and any other administrators you have added." with a "Publish Tournament" button. Below this is a yellow "Please Note" box: "Your draws aren't published, so only you can see them! When you're ready, publish them so that everyone can view them. You can publish your draws from the 'Draws' section below." The "Checklist" section is highlighted with a red arrow and contains the following items:

- Create at least one draw
- Setup the Tournament's Pricing (circled in red)
- Review the Sign-Up Page Configuration
- Publish Your Tournament

At the bottom, there are sections for "About" and "Where & When".

4. 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.

The screenshot shows the SportyHQ tournament setup page for "Club Championships - 12". The left sidebar menu includes:

- Clear Scheduled Matches
- Match Calendar
- Scheduling Columns
- Sign-up Configuration (circled in red)
 - Sign-up Page Configuration
 - Setup Tournament Pricing (circled in red)
 - Sell Additional Items
 - Setup Custom Data Fields
 - Payout Settings
- Resources
 - Control Sheet
 - Player Check-in
 - Print Scoresheets
 - Print Draws
 - TV Display - Upcoming Schedule
 - TV Display - Live Scores
 - TV Display (Touchscreen) - Draws
 - TV Display (Touchscreen) - Players
 - TV Display - Sponsors
 - Press Results & Schedule
 - Enter Unscheduled Results
- Communicate & Share
 - Email Participants
 - Email Prospects (0)
 - Waitlist (0)
 - SMS Messaging
 - Post News
 - View Photos
 - Get Short Link
- Reports

The main content area features a red banner with a "Publish Tournament" button. A yellow "Please Note" box is present. The "Checklist" section shows the following items:

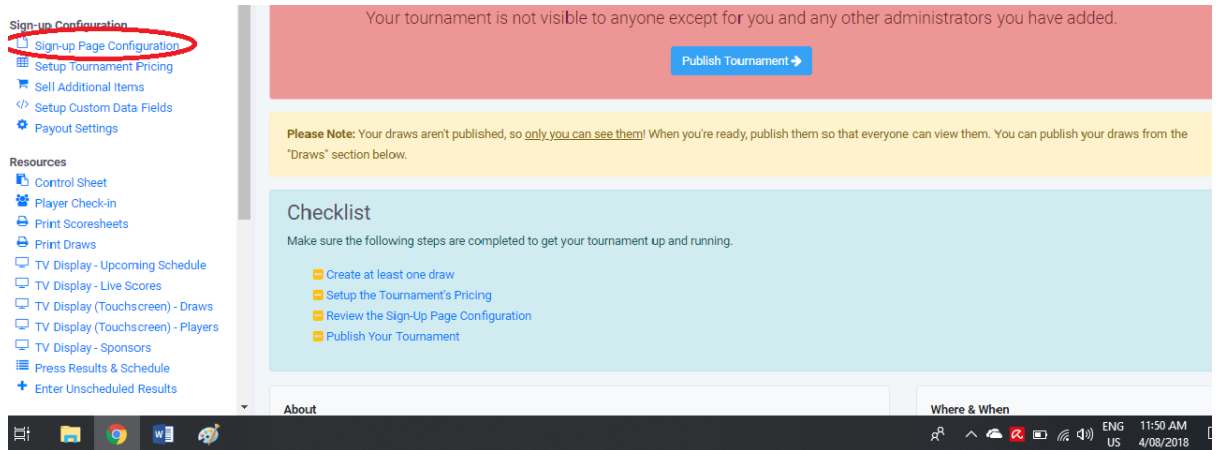
- Create at least one draw
- Setup the Tournament's Pricing (circled in red)
- Review the Sign-Up Page Configuration
- Publish Your Tournament

Below the checklist, there are sections for "About" (containing "Stay tuned...") and "Where & When" (containing tournament dates and location information).

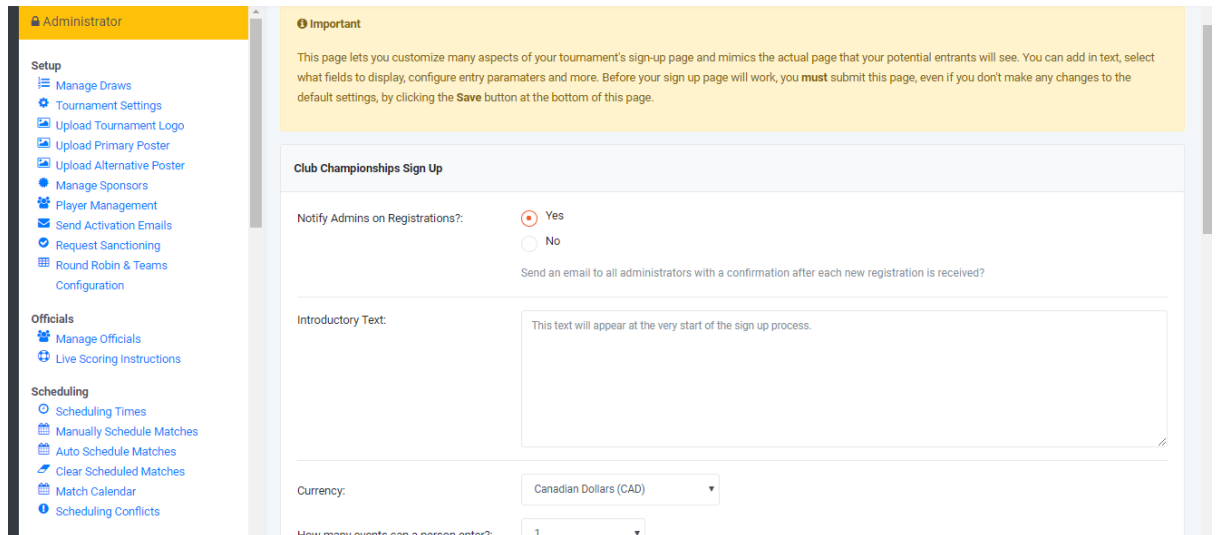
The "Draws" section is highlighted in orange and contains the text: "No draws have been created for this tournament."

The "Photo Stream" section is visible at the bottom.

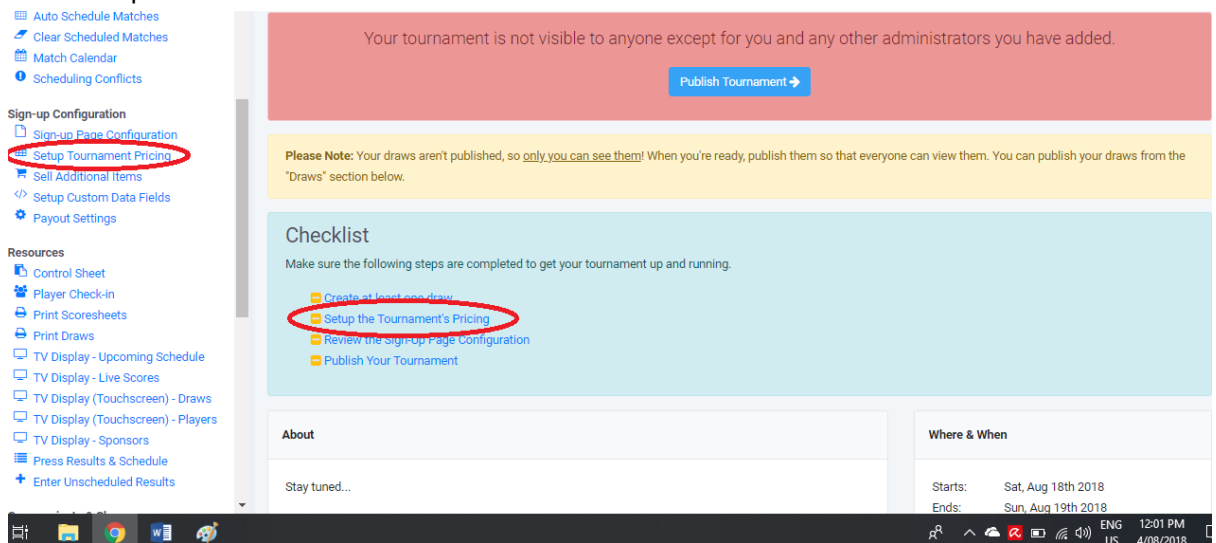
5. In the Administrator Tab, select 'sign-up page configuration'



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.



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'.



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

The screenshot shows the tournament administration interface. On the left sidebar, under 'Sign-up Configuration', the 'Payout Settings' option is circled in red. The main content area features 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 'Please Note' section and a 'Checklist' section with four items: 'Create at least one draw', 'Setup the Tournament's Pricing', 'Review the Sign-Up Page Configuration', and 'Publish Your Tournament'. The bottom right shows 'Where & When' details for the tournament dates.

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.

The screenshot shows the 'Payout Settings' form. The 'New or Existing?' section is circled in red, with radio buttons for 'Australian Capital Territory Squash Rackets Incorporated (xxxx)', 'ACT JUNIOR SQUASH (xxxx)', 'Dickson Squash Club Incorporated (xxxx)', and 'CREATE NEW PAYOUT ACCOUNT' (which is selected). Below this, the 'Account Holder Type' section is also circled in red, with radio buttons for 'Individual' and 'Business or Organization'. At the bottom right, a red arrow points to the 'Save' button.

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'

The screenshot shows the tournament administration interface. On the left sidebar, under 'Setup', the 'Manage Draws' option is circled in red. The main content area is identical to the previous screenshot, showing the red banner, yellow 'Please Note' section, and 'Checklist' section with four items: 'Create at least one draw', 'Setup the Tournament's Pricing', 'Review the Sign-Up Page Configuration', and 'Publish Your Tournament'. The 'Create at least one draw' item in the checklist is circled in red.

12. 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 (Eg., 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.

Administrator

Setup

- Manage Draws
- Tournament Settings
- Upload Tournament Logo
- Upload Primary Poster
- Upload Alternative Poster
- Manage Sponsors
- Player Management
- Send Activation Emails
- Request Sanctioning
- Round Robin & Teams Configuration

Officials

- Manage Officials
- Live Scoring Instructions

Scheduling

- Scheduling Times
- Manually Schedule Matches
- Auto Schedule Matches
- Clear Scheduled Matches
- Match Calendar
- Scheduling Conflicts

Sign-up Configuration

- Sign-up Page Configuration
- Setup Tournament Pricing
- Sell Additional Items
- Setup Custom Data Fields

Name: e.g. Mens Open

Team Draw?: Yes No

Sport: Squash (Singles)

Scoring System: Point-a-Rally (PAR) 11. Best of 5 games.

Gender: Male Female Mixed (Male & Female)

Set Age Restrictions?: Yes No

Age limit option: Based on the user's age at a specific date Based on the user's year of birth

Enable Handicap?: Yes No

Do you want to create any other draws just like this? Just enter the draw name(s) (one per line) below.

e.g. Women's A
Women's B
Mixed Open
etc.

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

Your tournament is not visible to anyone except for you and any other administrators you have added.

[Publish Tournament](#)

Please Note: Your draws aren't published, so only you can see them! When you're ready, publish them so that everyone can view them. You can publish your draws from the "Draws" section below.

Checklist

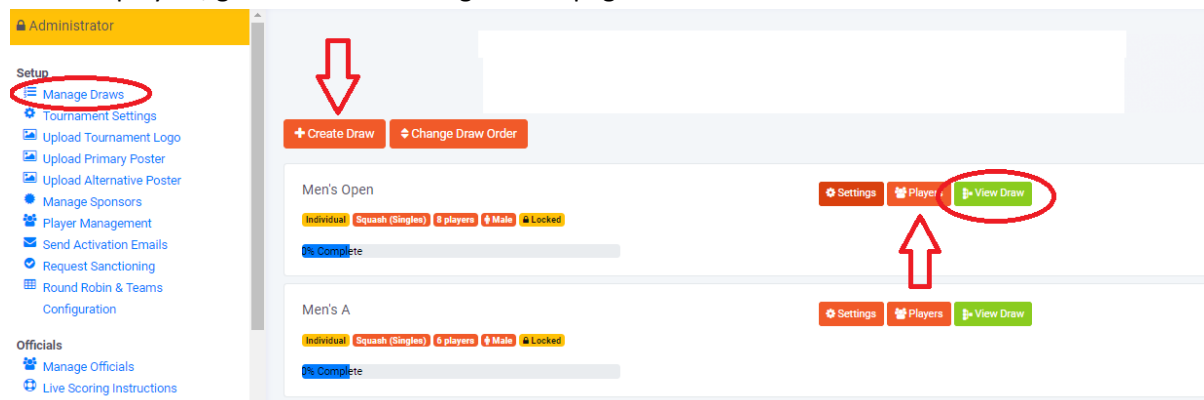
Make sure the following steps are completed to get your tournament up and running.

- Create at least one draw
- Setup the Tournament's Pricing
- Review the Sign-up Page Configuration
- [Publish Your Tournament](#)

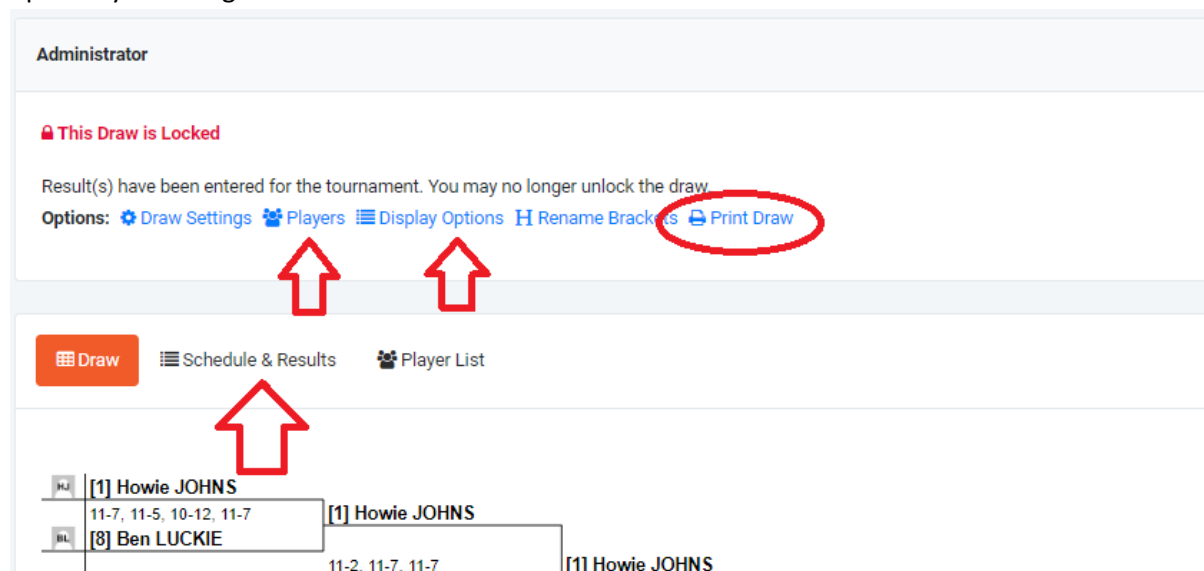
Finalising the draws

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 (Eg., 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 (Eg., court numbers) select 'Display Options'. When the tournament is in place, you can enter results through the view draws option by selecting 'Schedule & Results'.



3. Once all of 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 refer back to 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**

4. 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: 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

Bracket: Any brackets that fit criteria Let me choose...

Rounds: Round 1 Round 2 Round 3 Round 4 Round 5

What should get scheduled?: All Unscheduled Matches

When to start scheduling... Please choose: Starting from... Date: Sat 4 Aug 2018

Time:

Advanced Options

Rest Time: Simple Advanced

Time Per Match: Simple Advanced

Matches Per Day: Simple Advanced

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

5. 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.

2018-09-11
Dickson Squash Club

No Court Assigned	Court 1	Court 2	Court 5	Court 6	Court 7	Court 8
	MATCH PLAYED R.R. Men's B Barnett vs. Coddin	MATCH PLAYED R.R. Men's A Gould vs. Rolfs	MATCH PLAYED R.R. Men's E Sefo vs. Burgess	MATCH PLAYED R.R. Men's E Vassallo vs. Scilliano	MATCH PLAYED R.R. Women's D Morgan vs. Brown	MATCH PLAYED R.R. Women's D Morgan vs. Brown
	MATCH PLAYED A3 Men's Open Hernandez vs. Kildea	MATCH PLAYED R.R. Women's Open Oliver vs. Orr	MATCH PLAYED R.R. Women's B McInerney vs. Fitzgerald	MATCH PLAYED R.R. Men's A Howard vs. Johnes vs. Lucibie	MATCH PLAYED R.R. Men's B Elley vs. Ebersedge	MATCH PLAYED R.R. Men's B Elley vs. Ebersedge
	MATCH PLAYED A2 Men's Open Reid vs. Ellis	MATCH PLAYED R.R. Men's E King vs. Scilliano	MATCH PLAYED R.R. Women's B Barnett vs. Howerton	MATCH PLAYED A5 Men's D Clayton vs. Brownlee	MATCH PLAYED R.R. Men's E Pollard vs. Burgess	MATCH PLAYED A6 Men's D Cox vs. Mattam
	MATCH PLAYED C2 Men's Open Kildea vs. Barnett	MATCH PLAYED C1 Men's C Chad vs. Morgan	MATCH PLAYED R.R. Women's D Morgan vs. Le	MATCH PLAYED R.R. Men's A Cajor vs. Rolfs	MATCH PLAYED A5 Men's C Mattam vs. Burgess	MATCH PLAYED R.R. Men's B Howard vs. Ebersedge
	MATCH PLAYED A5 Men's Open Johnes vs. Ellis	MATCH PLAYED C2 Men's C Leun vs. McGuire	MATCH PLAYED R.R. Men's B Pollon vs. Godden	MATCH PLAYED C2 Men's D Ellis vs. Truong	MATCH PLAYED A6 Men's C Treasure vs. Westernak	MATCH PLAYED R.R. Men's A Rolfs vs. Haycraft
	MATCH PLAYED C1 Men's Open Lucibie vs. Reid	MATCH PLAYED R.R. Men's E King vs. Vassallo	MATCH PLAYED R.R. Men's B Howard vs. Lilley	MATCH PLAYED C1 Men's D Brewer vs. Howerton	MATCH PLAYED R.R. Women's B Mulhearn vs. Howerton	MATCH PLAYED R.R. Women's D Ellis vs. Howard
	MATCH PLAYED A6 Men's Open Hernandez vs. Phillips	MATCH PLAYED R.R. Women's Open Matthews vs. Oliver	MATCH PLAYED C1 Men's B 5/6 Final Rolfs vs. Haycraft	MATCH PLAYED R.R. Men's D Treasurer vs. Pownall	MATCH PLAYED R.R. Women's B Mulhearn vs. Howerton	MATCH PLAYED R.R. Women's D Ellis vs. Howard
	MATCH PLAYED D1 Men's Open Lucibie vs. Kildea	MATCH PLAYED B1 Men's A 5/6 Final Road vs. Barnett	MATCH PLAYED C1 Men's E 5/6 Final Burgess vs. Cajor	MATCH PLAYED B1 Men's B 5/6 Final Godden vs. Lilley	MATCH PLAYED D1 Men's D Pownall vs. Ellis	MATCH PLAYED D1 Men's C Morgan vs. Leun
	MATCH PLAYED C3 Men's Open Road vs. Barnett					

Scheduling Conflicts

Tournaments / 2018 DICKSON SQUASH CLUB CHAMPIONSHIPS / Scheduling Conflicts

Match Scheduling Issues

No issues found.

Player Scheduling Issues

Show up to: 30 min | 45 min | 1 hr | 1 hr 30 min | 2 hr | 30 min | 3 hr | 4 hr | 5 hr

SATURDAY 4TH AUG 2018

- Mark Sweniewski has matches close together: X3 in Doubles A on 4 Aug at 1:00pm and X1 in Doubles A on 4 Aug at 1:30pm (30 min).
- Doris Mattam has matches close together: X9 in Doubles B on 4 Aug at 1:00pm and X8 in Doubles B on 4 Aug at 1:30pm (30 min).
- Julie Polson has matches close together: X3 in Doubles B on 4 Aug at 1:00pm and X8 in Doubles B on 4 Aug at 1:30pm (30 min).
- Anthony Burgess has matches close together: X3 in Doubles B on 4 Aug at 1:00pm and X1 in Doubles B on 4 Aug at 1:30pm (30 min).
- Madeline Barnett has matches close together: X9 in Doubles A on 4 Aug at 1:00pm and X10 in Doubles A on 4 Aug at 1:30pm (30 min).
- Michael Howard has matches close together: X9 in Doubles A on 4 Aug at 1:00pm and X10 in Doubles A on 4 Aug at 1:30pm (30 min).
- Pam Price has matches close together: X3 in Doubles A on 4 Aug at 1:00pm and X1 in Doubles A on 4 Aug at 1:30pm (30 min).
- Karen Bishop has matches close together: X9 in Doubles A on 4 Aug at 1:00pm and X8 in Doubles A on 4 Aug at 1:30pm (30 min).
- Jan Noonan has matches close together: X3 in Doubles B on 4 Aug at 1:00pm and X10 in Doubles B on 4 Aug at 1:30pm (30 min).
- Pat Scilliano has matches close together: X3 in Doubles B on 4 Aug at 1:00pm and X8 in Doubles B on 4 Aug at 1:30pm (30 min).
- Harry Burgess has matches close together: X3 in Doubles B on 4 Aug at 1:00pm and X1 in Doubles B on 4 Aug at 1:30pm (30 min).

6. Once you are happy with all of 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...

Save

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.

Resources

- Control Sheet
- Player Check-in
- Print Scoresheets
- Print Draws
- TV Display - Upcoming Schedule
- TV Display - Live Scores
- TV Display (Touchscreen) - Draws
- TV Display (Touchscreen) - Players
- TV Display - Sponsors
- Press Results & Schedule
- Enter Unscheduled Results

Communicate & Share

- Email Participants
- Email Prospects (0)
- Waitlist (0)
- SMS Messaging
- Post News
- View Photos
- Get Short Link

Reports

- Export Results - Squash (Doubles)
- Export Results - Squash (Singles)
- Export Schedule
- Export Officials Schedule
- Export Player Placings
- Export Players
- Player Rankings
- Transactions

Resources

- Control Sheet
- Player Check-in
- Print Scoresheets
- Print Draws
- TV Display - Upcoming Schedule
- TV Display - Live Scores
- TV Display (Touchscreen) - Draws
- TV Display (Touchscreen) - Players
- TV Display - Sponsors
- Press Results & Schedule
- Enter Unscheduled Results

Communicate & Share

- Email Participants
- Email Prospects (0)
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Reports

- Export Results - Squash (Doubles)
- Export Results - Squash (Singles)
- Export Schedule
- Export Officials Schedule
- Export Player Placings
- Export Players
- Player Rankings
- Transactions

8. 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.