



SportyHQ Users Resource

How to use SportyHQ

Title	Squash Australia SportyHQ Resource Manual		
Updated	November 2019		
Effective	March 2019		
Current Version	V 1.1		

Date	Name	Detail of Change	Version
March 2019	Leanna Davey	Original Release	v 1.0
November 2019	Leanna Davey	Updates to Membership Sign-up	v 1.1

Contents

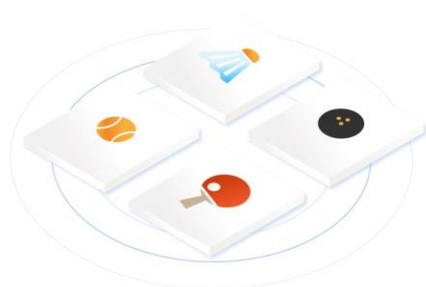
Getting Started.....	3
Creating a new Player Profile.....	3
Updating your profile.....	4
Basic Profile Details.....	4
Editing 'Quick Links'	4
Updating your SPIN Number.....	6
Membership Payment Example with Affiliation Fees.....	7
Pennant Information.....	10
Entering Results	10
Availability.....	11
Captains Options.....	12
Setting a Team Line-Up.....	12
League Rankings.....	13
Adding Yourself as A Reserve.....	14
Tournament Information	15
Finding and Entering a Tournament	15

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, 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.



Russell Weatherburn
South Canberra Squash Club
Chisholm, Australian Capital Territory, Australia

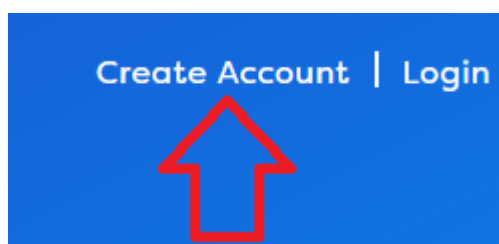


Curtis Weatherburn
UC Fit!
CHISHOLM, Australian Capital Territory, Australia

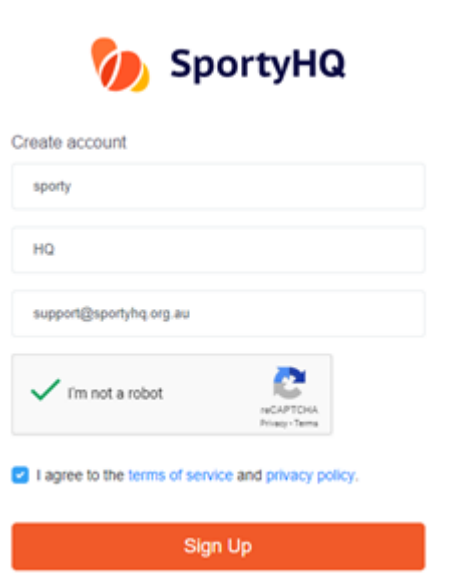


Russell Farmer

- 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: 'First Name' (containing 'sporty'), 'Last Name' (containing 'HQ'), and 'Email' (containing 'support@sportyhq.org.au'). Below these fields is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom of the form is a checkbox labeled 'I agree to the terms of service and privacy policy.' and a large orange 'Sign Up' button.

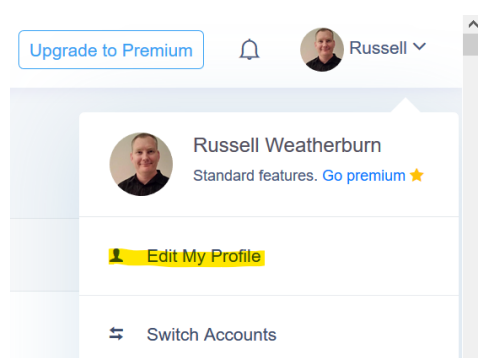
- 5) Once you hit Sign Up, an email will be sent to the elected email address. Check your junk folder. In this email, click the link provided, which will take you to a new page to set up your details. Fill in the required information and click 'continue'.

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.

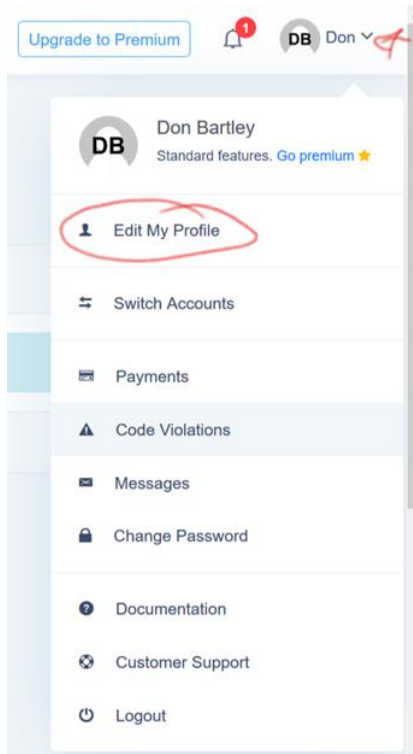
Basic Profile Details

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

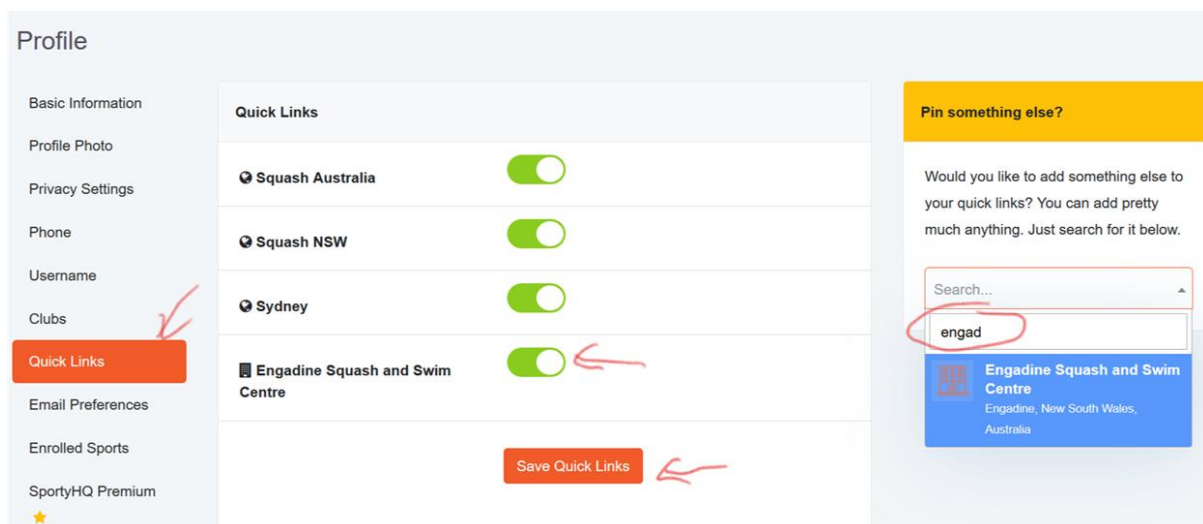


Editing 'Quick Links'

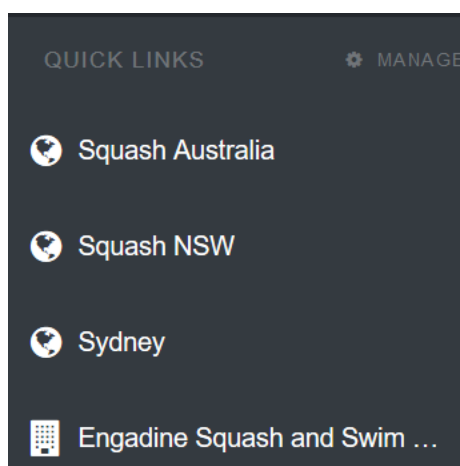
- 1) Edit the player's profile, click on the drop down on the right of their name and select the Edit My Profile link



- 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



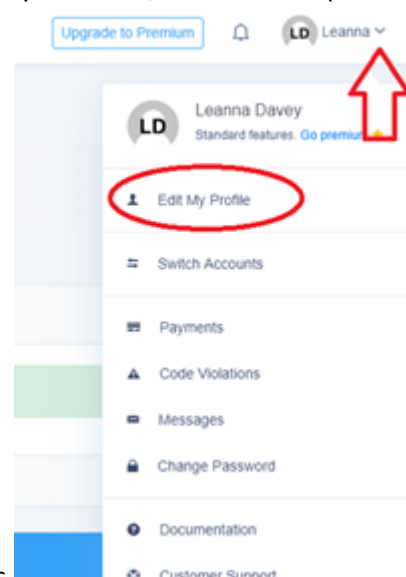
- 3) The facility should now show on the side bar



4)

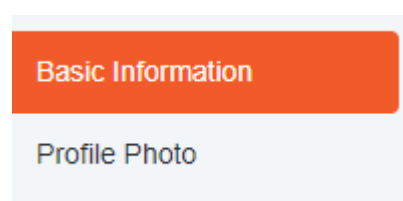
Updating your SPIN Number

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.

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

Save Profile

Membership Payment Example with Affiliation Fees

- Go to the required club and click the 'join today' button.

Membership

Join Today

- Ensure all details are up to date, then click 'continue'.
- Select the required Club Plan as shown, then click 'Continue' at the bottom of the screen.

Carrara Squash Centre Membership

[Carrara Squash Centre](#) / Carrara Squash Centre Membership

1 User Details

2 Club Plan

3 Terms & Conditions

4 Payment

Select Your Carrara Squash Centre Membership Plan

Plan Name	Type	Length	Amount	Tax	Total
Carrara Junior Membership					
<input type="radio"/> Oz Squash (Junior) - Term 4, 2018	User / Individual	16 Jul 2018 to 21 Dec 2018			
Foundation Player Membership					
<input type="radio"/> Foundation Monthly	User / Individual	Billed Every 1 Month			
<input type="radio"/> Foundation Annual	User / Individual	Billed Every 1 Year Stops after 1 payment(s)			
Gold Membership					
<input type="radio"/> Gold Annual	User / Individual	Billed Every 1 Year Stops after 1 payment(s)			
<input type="radio"/> Gold Monthly	User / Individual	Billed Every 1 Month			
Silver Membership					
<input type="radio"/> Silver Annual	User / Individual	Billed Every 1 Year Stops after 1 payment(s)			
<input checked="" type="radio"/> Silver Monthly	User / Individual	Billed Every 1 Month			
Platinum Membership					

- Select any required affiliation memberships which appear

Carrara Squash Centre Membership

[Carrara Squash Centre](#) / Carrara Squash Centre Membership

1

2

3

4

5

User Details
Club Plan
Membership Requirement
Terms & Conditions
Payment

Gold Coast Squash Inc

Plans					
Plan Name	Type	Length	Amount	Tax	Total
2019 - Gold Coast Affiliation	User / Individual	20 Dec 2018 to 31 Dec 2019	\$0.00	\$0.00	\$0.00

Q Squash

2019 Affiliation					
Plan Name	Type	Length	Amount	Tax	Total
2019 - Old Full Year Affiliation	User / Individual	24 Nov 2018 to 31 Dec 2019	\$66.36	\$6.64	\$73.00
2019 - Old Social (Non-Competition) Affiliation	User / Individual	1 Jan 2019 to 31 Dec 2019	\$30.00	\$3.00	\$33.00
2019 - QLD Brisbane Summer Seasonal (Half year)	User / Individual	1 Oct 2019 to 3 Apr 2020	\$44.00	\$4.40	\$48.40
Old Affiliation: Half Year Only (Jul - Dec)	User / Individual	1 Jul 2019 to 31 Dec 2019	\$40.00	\$4.00	\$44.00
2019 Old Remote Registration: Full Year (Must meet the requirement)	User / Individual	1 Jan 2019 to 31 Dec 2019	\$30.00	\$3.00	\$33.00

Q Squash Southern Region Inc

Plans					
Plan Name	Type	Length	Amount	Tax	Total
2019 - Southern Region Affiliation	User / Individual	26 Nov 2018 to 31 Dec 2019	\$0.00	\$0.00	\$0.00

5. Fill out the comments box if required and check the box for the Terms and Conditions, then click continue

Carrara Squash Centre Membership

[Carrara Squash Centre](#) / Carrara Squash Centre Membership

1

2

3

4

5

User Details
Club Plan
Membership Requirement
Terms & Conditions
Payment

Do you have any comments that you'd like to attach to your registration?

Terms & Conditions

Standard Carrara Squash Terms and conditions apply.
All membership rates are subject to CPI adjustments.

By completing this registration, you are agreeing to share your contact details, including email, phone, date of birth and address, with Carrara Squash Centre. You can revoke this access later by visiting your privacy settings page under your profile.

☐ I AGREE TO THE TERMS AND CONDITIONS LISTED ABOVE.

- Check your payment information, fill out the relevant card details and click Continue

Carrara Squash Centre Membership

[Carrara Squash Centre](#) / Carrara Squash Centre Membership

1

2

3

4

5

User Details

Club Plan

Membership Requirement

Terms & Conditions

Payment

Item Description	Amount
Carrara Squash Centre: Silver Monthly	
Gold Coast Squash Inc: 2019 - Gold Coast Affiliation	
Q Squash: Old Affiliation: Half Year Only (Jul - Dec)	
Q Squash Southern Region Inc: 2019 - Southern Region Affiliation	
Total Amount Due:	

Select Your Payment Method:

☒ Credit Card

Enter your credit or debit card details...

Card number

MM / CVC

Continue

- Once completed, you will be returned to the Club page with the following information:

Carrara Squash Centre

[Clubs](#) / Carrara Squash Centre

Success!

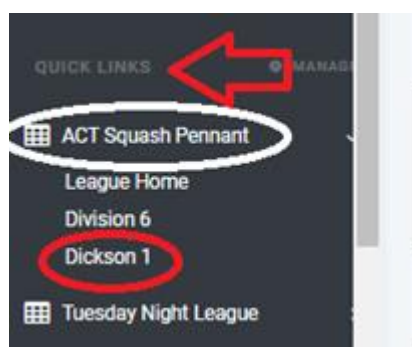
Thank you for your registration. It has been successfully received and you will receive an email confirmation shortly.

You Play At This Club

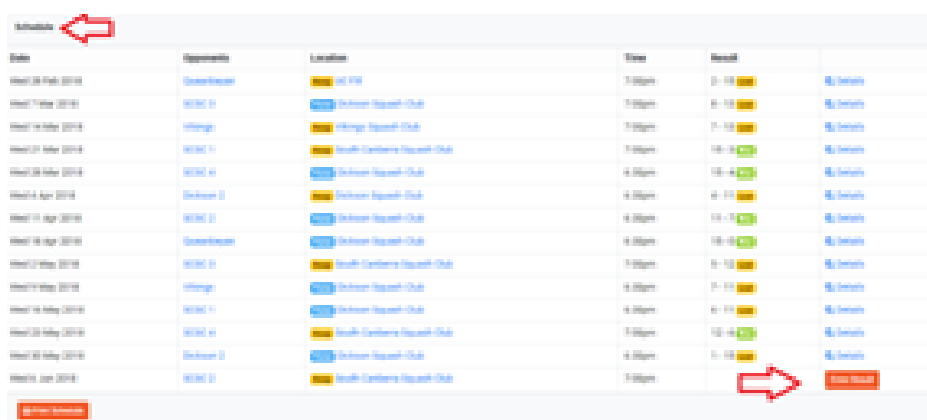
Pennant Information

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.

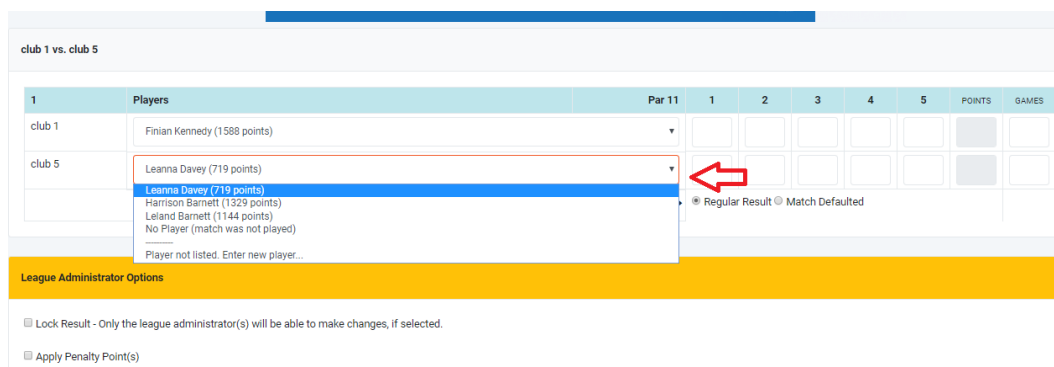


3. Once you have selected your team name, scroll down slightly to view the 'schedule'. Next to each round, there will be an orange button saying 'enter result', click on this. Previous results will show next to each round.



Date	Opposition	Location	Time	Result
Week 10: Feb 2018	Geelong Eagles	ACT FHS	7:00pm	0 - 100
Week 11: Mar 2018	NSW 1	Dickson Squash Club	7:00pm	0 - 100
Week 12: Mar 2018	Wimmera	Wimmera Squash Club	7:00pm	0 - 100
Week 13: Mar 2018	NSW 11	South Canberra Squash Club	7:00pm	100 - 0
Week 14: Mar 2018	NSW 41	Dickson Squash Club	6:00pm	100 - 0
Week 15: Apr 2018	Dickson 2	Dickson Squash Club	6:00pm	0 - 100
Week 16: Apr 2018	NSW 2	Dickson Squash Club	6:00pm	100 - 0
Week 17: Apr 2018	Geelong Eagles	Dickson Squash Club	6:00pm	100 - 0
Week 18: May 2018	NSW 1	South Canberra Squash Club	7:00pm	0 - 100
Week 19: May 2018	Wimmera	Dickson Squash Club	6:00pm	0 - 100
Week 20: May 2018	NSW 11	Dickson Squash Club	6:00pm	0 - 100
Week 21: May 2018	NSW 41	South Canberra Squash Club	7:00pm	100 - 0
Week 22: May 2018	Dickson 2	Dickson Squash Club	6:00pm	0 - 100
Week 23: Jun 2018	NSW 2	South Canberra Squash Club	7:00pm	0 - 100

- 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	<div> 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... </div>								

Regular Result Match Defaulted

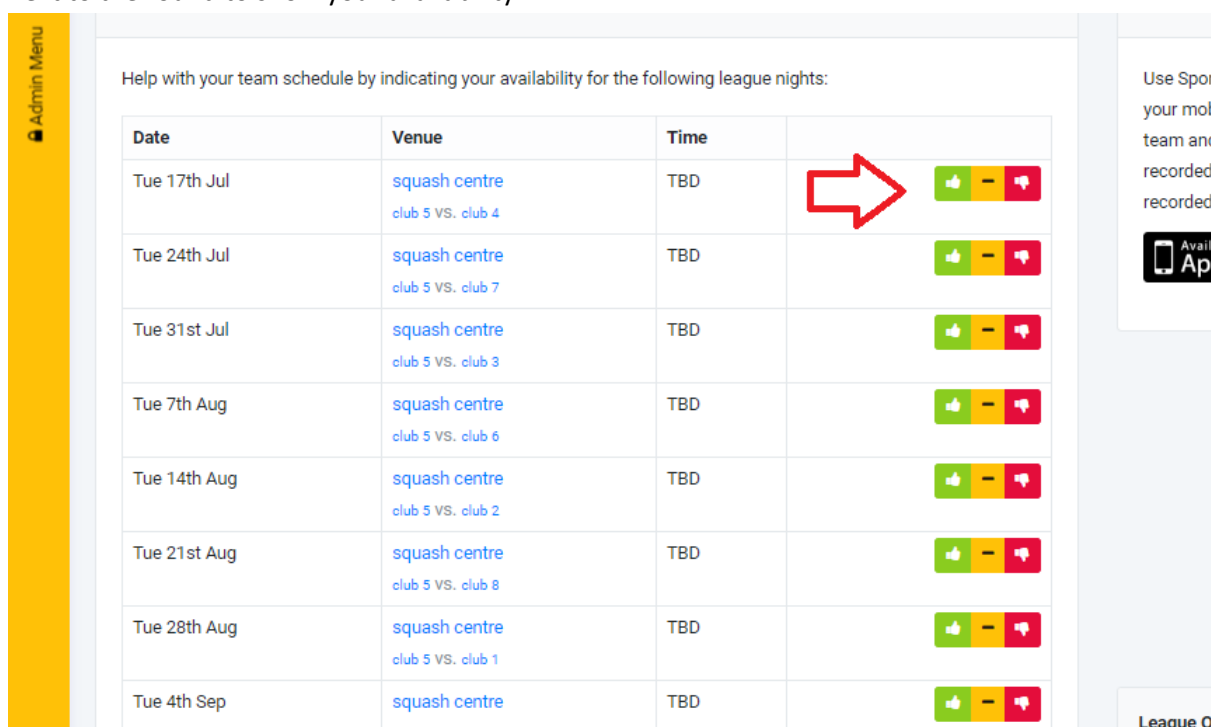
League Administrator Options

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

☐ Apply Penalty Point(s)

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.



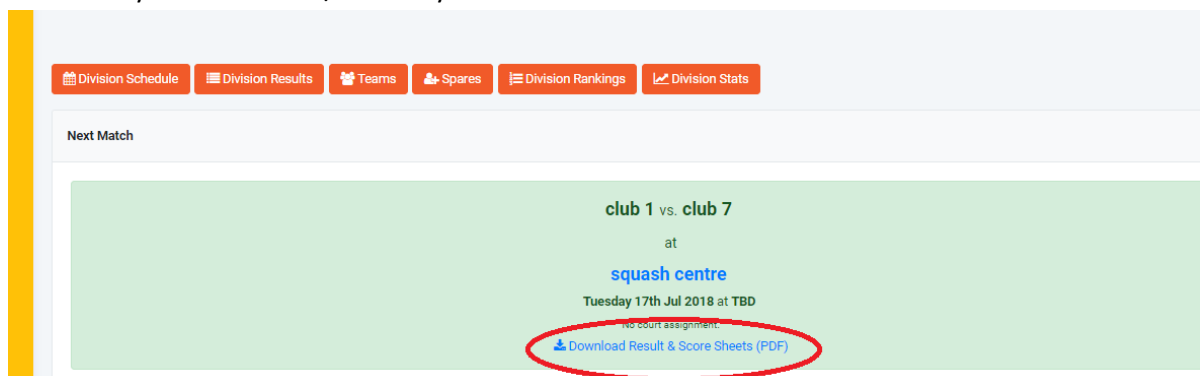
Help with your team schedule by indicating your availability for the following league nights:

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

Use SportyHQ app to record your match results and availability

League 0

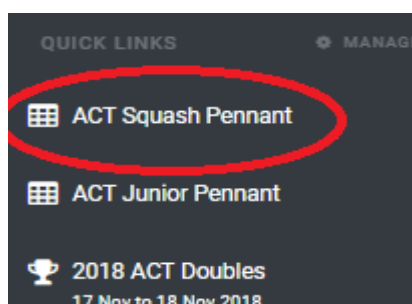
- From your team page, you can view the entire competition schedule, all results and download your scoresheet/summary sheet



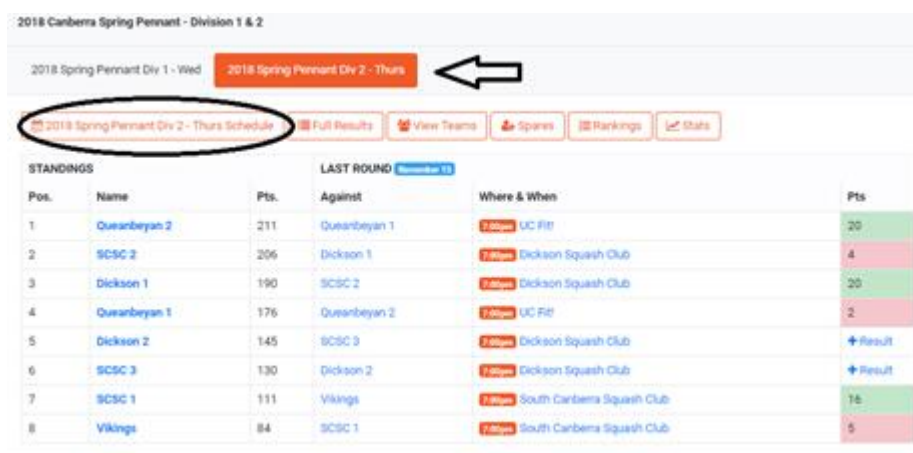
Captains Options

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	Yes	Details Edit
Thu 15 Nov 2018	Queanbeyan 1	Home UC Fit!	7:00pm	20 - 2	Yes	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	Unknown	1	2	2	4	3	1	75
<input checked="" type="checkbox"/>	 James Rusk	Unknown	2	5	5	10	7	3	70
<input checked="" type="checkbox"/>	 Duncan Treasure	Unknown	3	4	6	10	6	4	60
<input checked="" type="checkbox"/>	 Andrew Kominek	Unknown	4	7	7	14	11	3	78.6
<input type="checkbox"/>	 Diego Hernandez	Unknown	5	2	1	3	3	0	100
<input checked="" type="checkbox"/>	 LES HUGHES	Unknown	6	6	5	11	8	3	72.7
<input type="checkbox"/>	 Russell Weatherburn	Unknown	Space	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.

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		

8)

- Review the next page:

Admin Menu

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] Spare Us Australian Capital Territory, AU	1870	0	1	SCSC 3	South Canberra Squash Club
2	[Redacted] Spare Us AU	1832	0	1	Dickson 2	Dickson Squash Club
3	[Redacted] Spare Us 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 C... 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 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...

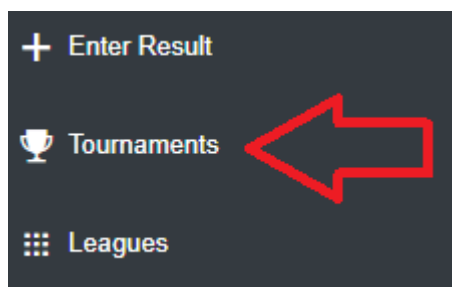
No thanks

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.

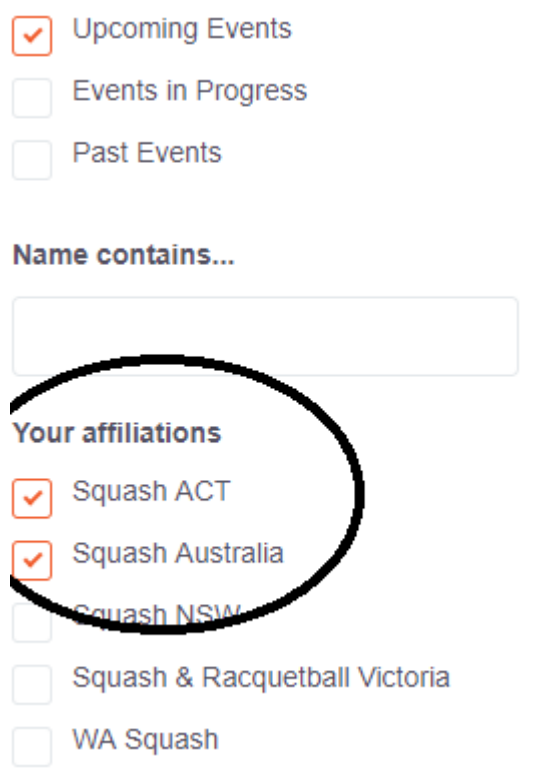
Tournament Information

Finding and Entering a Tournament

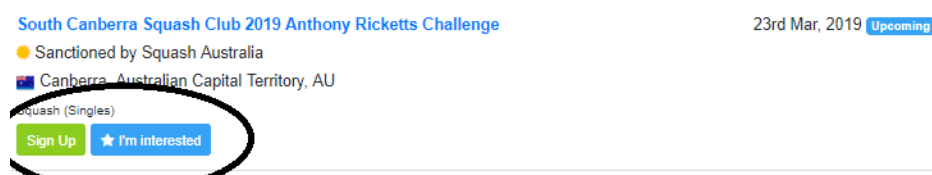
1. To find a tournament in your area, hover your mouse over the grey panel on the left-hand side of your page and select 'Tournaments'.



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.



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'.



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

1

User Details

2

Select Event(s)

3

Additional Options

4

Terms & Conditions

5

Payment

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

Please select:

This entry is for myself.

I'm completing this entry for someone else.