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

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
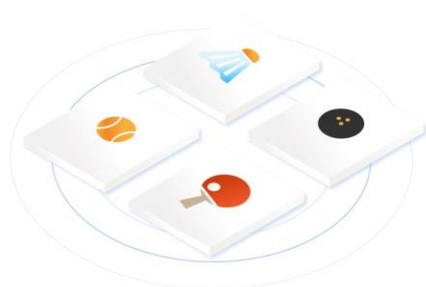
2) If you do find your account, please check with your State/Club administrators to get an activation link sent to you. You may need to have your email address updated before you will get this.

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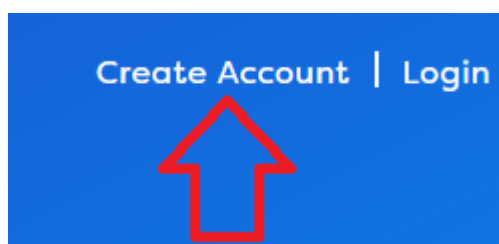
4) This will open a new page, type in your name (First & Last) and email address.

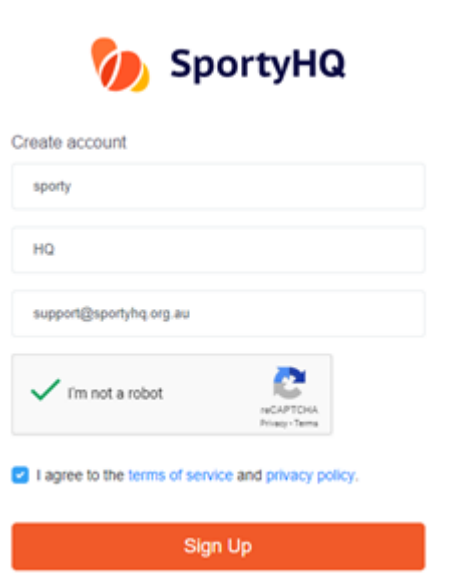5) Once you hit Sign Up, an email will be sent to the elected email address. Check your junk folder. In this email, click the link provided, which will take you to a new page to set up your details. Fill in the required information and click 'continue'.

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
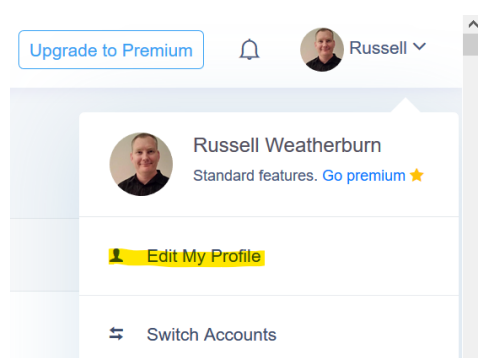
Editing 'Quick Links'

1) Edit the player's profile, click on the drop down on the right of their name and select the *Edit My Profile* link
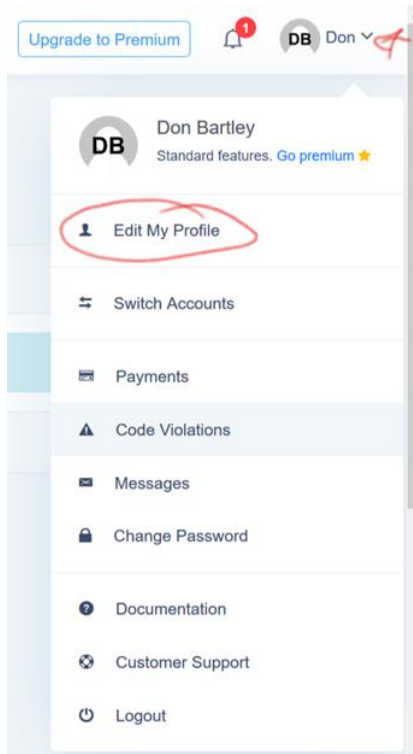
2) Click on the _Quick Links_ button, then you should see what is available. If you need to add something, click in the _Search_ box on the right and find the facility (or tournament, etc) that you wish to add, then select the correct one. The link should appear, and you need to make sure that the slider is green for it to appear. Click the _Save Quick Links_ button to complete
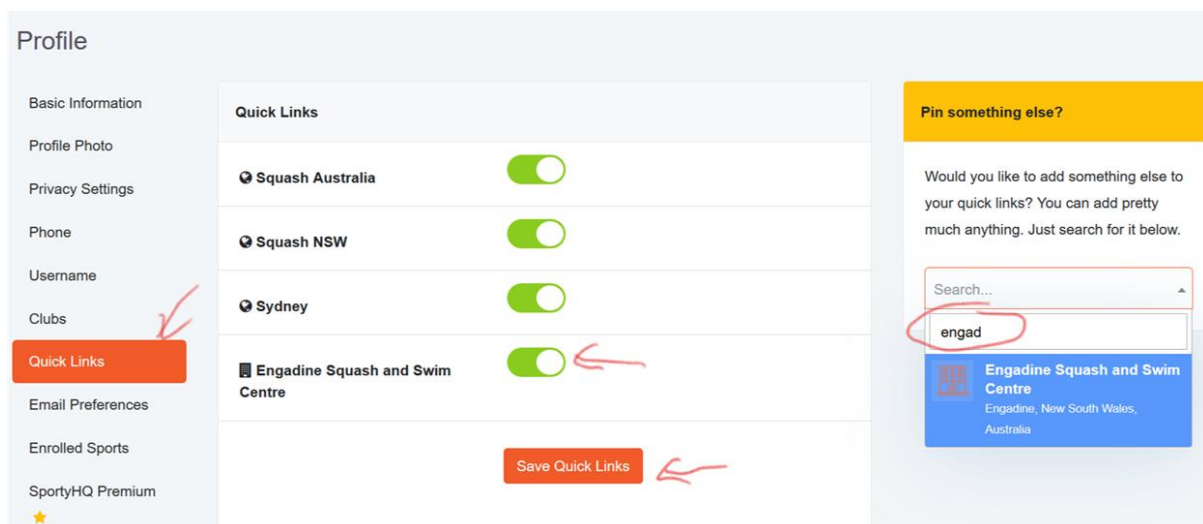
3) The facility should now show on the side bar

QUICK LINKS ⚙ MANAGE

🌐 Squash Australia

🌐 Squash NSW

🌐 Sydney

🏢 Engadine Squash and Swim …
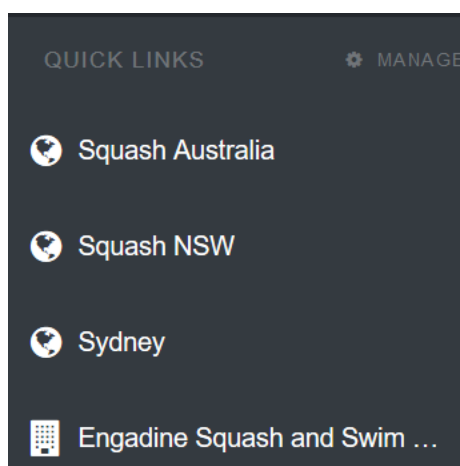
4)

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

Upgrade to Premium   🔔   LD Leanna ⌄

LD Leanna Davey
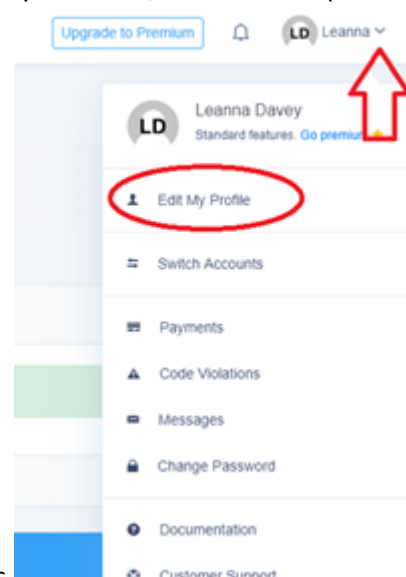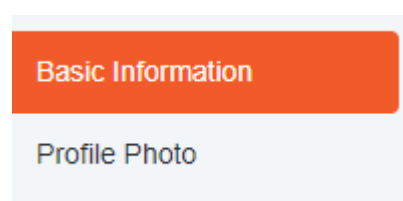   Standard features. Go premium ⚠

👤 Edit My Profile

⇄ Switch Accounts

▦ Payments

⚠ Code Violations

✉ Messages

🔒 Change Password

❓ Documentation

⚙ Customer Support

menu. The first option will be 'Edit my Profile'. Select this.

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

Basic Information

Profile Photo

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

WSF Squash SPIN Number:

0

This is your World Squash Federation SPIN Number.

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

Save Profile

Membership Payment Example with Affiliation Fees

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

Membership

Join Today

2. Ensure all details are up to date, then click 'continue'.
3. 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	2	3	4
User Details	Club Plan	Terms & Conditions	Payment

Select Your Carrara Squash Centre Membership Plan

Carrara Junior Membership

Plan Name	Type	Length	Amount	Tax	Total
○ Oz Squash (Junior) - Term 4, 2018	User / Individual	16 Jul 2018 to 21 Dec 2018	▬	▬	▬

Foundation Player Membership

Plan Name	Type	Length	Amount	Tax	Total
○ Foundation Monthly	User / Individual	Billed Every 1 Month	▬	▬	▬
○ Foundation Annual	User / Individual	Billed Every 1 Year Stops after 1 payment(s)	▬	▬	▬

Gold Membership

Plan Name	Type	Length	Amount	Tax	Total
○ Gold Annual	User / Individual	Billed Every 1 Year Stops after 1 payment(s)	▬	▬	▬
○ Gold Monthly	User / Individual	Billed Every 1 Month	▬	▬	▬

Silver Membership

Plan Name	Type	Length	Amount	Tax	Total
○ Silver Annual	User / Individual	Billed Every 1 Year Stops after 1 payment(s)	▬	▬	▬
● Silver Monthly	User / Individual	Billed Every 1 Month	▬	▬	▬

Platinum Membership

4. 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 - Qld Full Year Affiliation	User / Individual	24 Nov 2018 to 31 Dec 2019	$66.36	$6.64	$73.00
2019 - Qld 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
Qld Affiliation: Half Year Only (Jul - Dec)	User / Individual	1 Jul 2019 to 31 Dec 2019	$40.00	$4.00	$44.00
2019 Qld 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	25 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.

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

7. Once completed, you will be returned to the Club page with the following information:
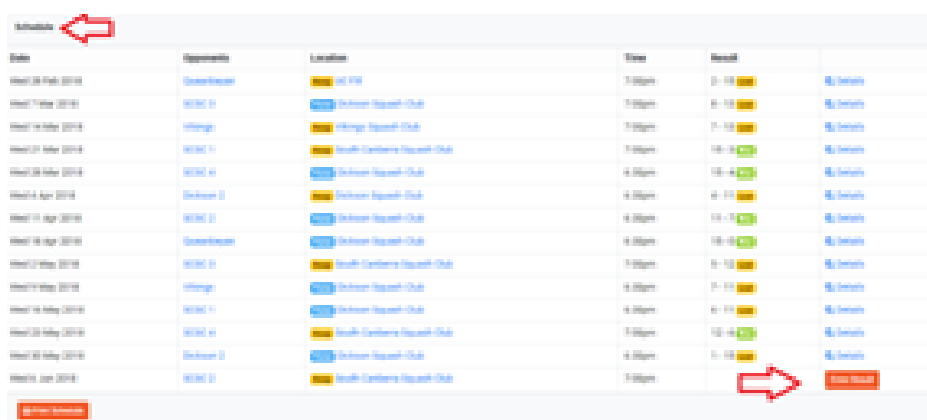
Pennant Information

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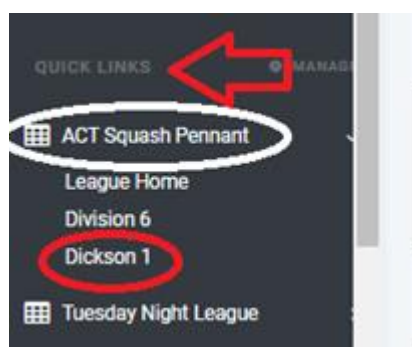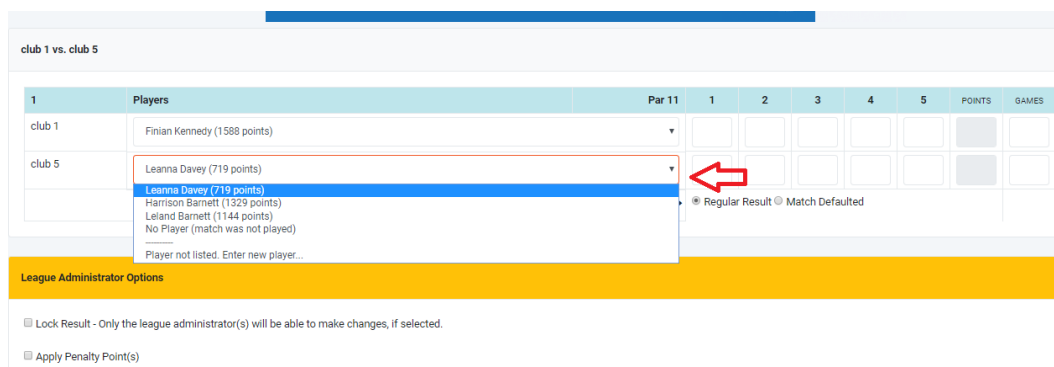
3. Once you have selected your team name, scroll down slightly to view the 'schedule'. Next to each round, there will be an orange button saying 'enter result', click on this. Previous results will show next to each round.

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'.
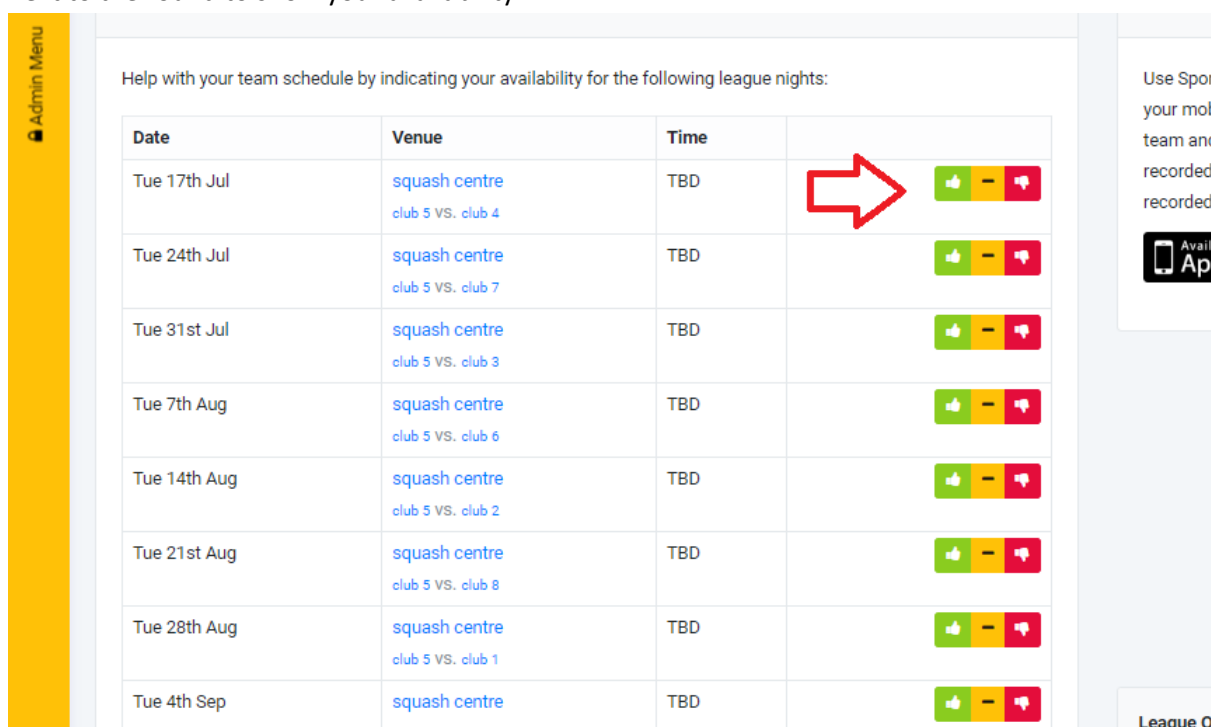
Availability

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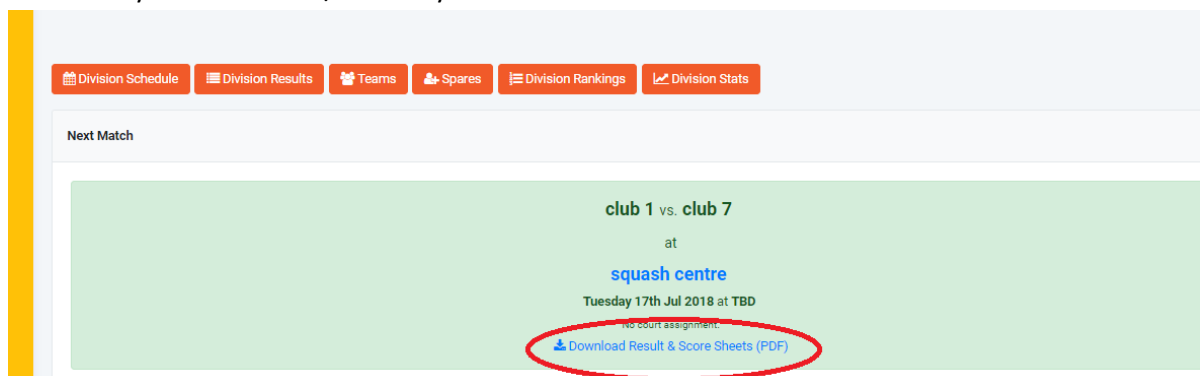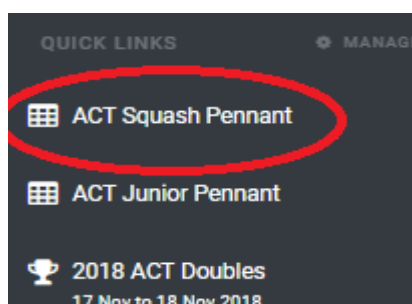
7) From your team page, you can view the entire competition schedule, all results and download your scoresheet/summary sheet
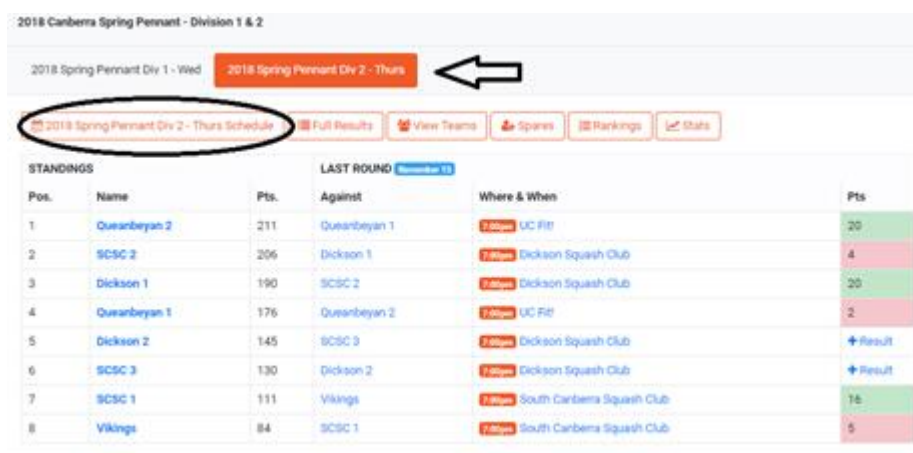

Captains Options

Setting a Team Line-Up

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

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

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

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'.

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:

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	AR ... Australian Capital Territory, AU	1870	0	1	SCSC 3	South Canberra Squash Club
2	JG ... AU	1832	0	1	Dickson 2	Dickson Squash Club
3	RP ... Canberra, Australian Capital Territory, AU	1756	-35	1	Vikings	Vikings Squash Club
4	HJ ... Australian Capital Territory, AU	1754	-35	1	Dickson 1	Dickson Squash Club
5	... Australian Capital Territory, AU	1655	0	2	Vikings	Vikings Squash Club
6	Peter ... Canberra, Australian Capital Territory, AU	1638	7	1	SCSC 2	South Canberra Squash Club
7	...m Gauntlett ...	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.
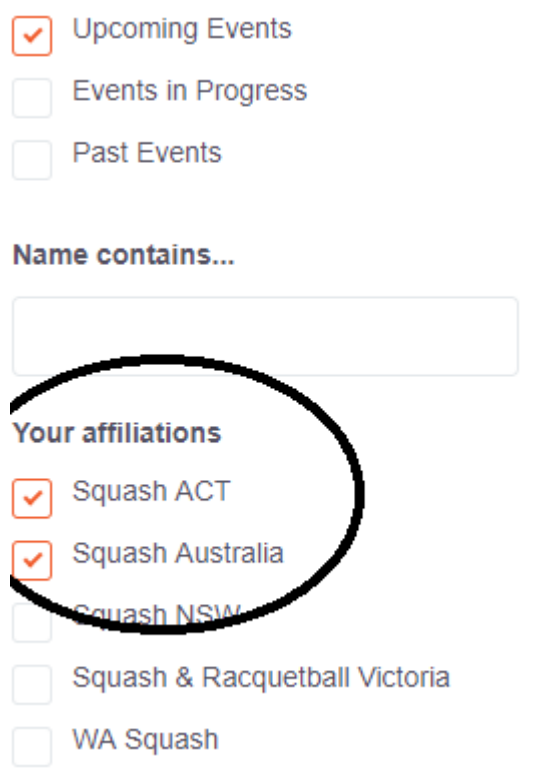
Tournament Information
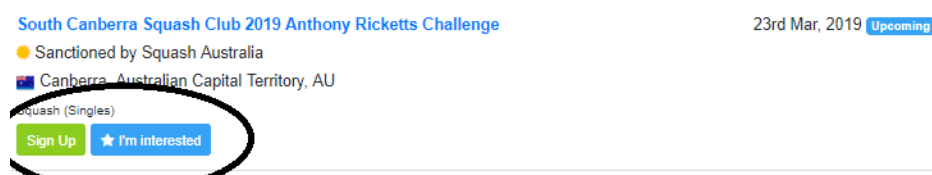
Finding and Entering a Tournament

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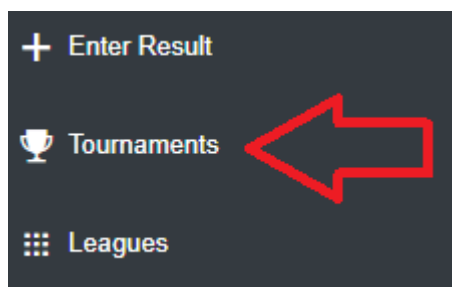
2. Once selected, this will open a new screen. Select 'upcoming events' and select the appropriate affiliations. I.e. State organisation, national organisation and/or club.

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'.

South Canberra Squash Club 2019 Anthony Ricketts Challenge — 23rd Mar, 2019 Upcoming
Sanctioned by Squash Australia
Canberra, Australian Capital Territory, AU
Squash (Singles)
Sign Up | ★ I'm interested

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	2	3	4	5
User Details	Select Event(s)	Additional Options	Terms & Conditions	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.