



SportyHQ Resource

How to use SportyHQ

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

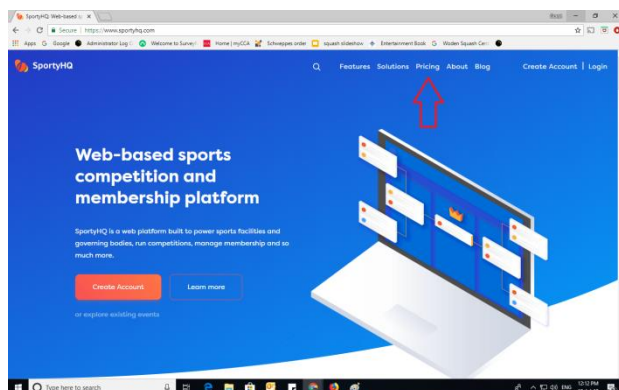
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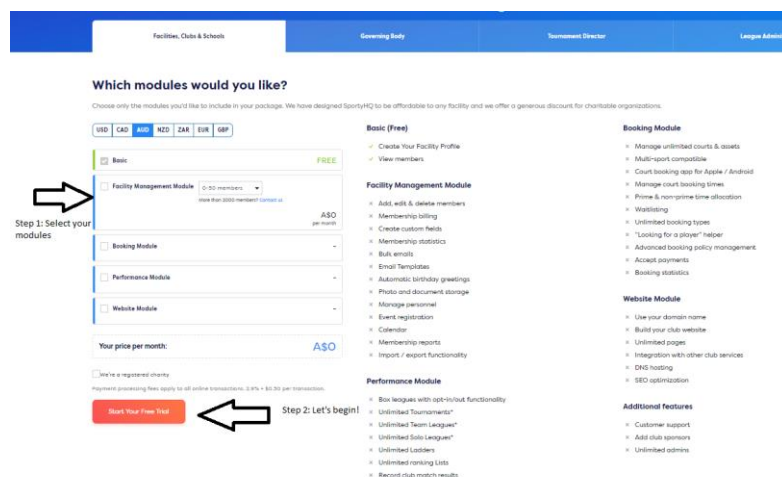
How to Set Up a Club/Facility in SportyHQ

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.

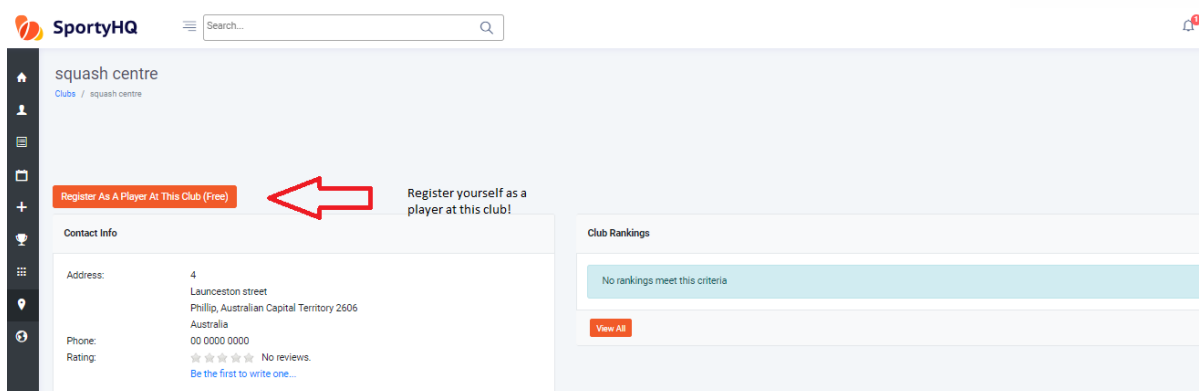


Select the required modules for your club/facility. Recommended – Membership and Performance Module, select 'start your free trial' to begin.

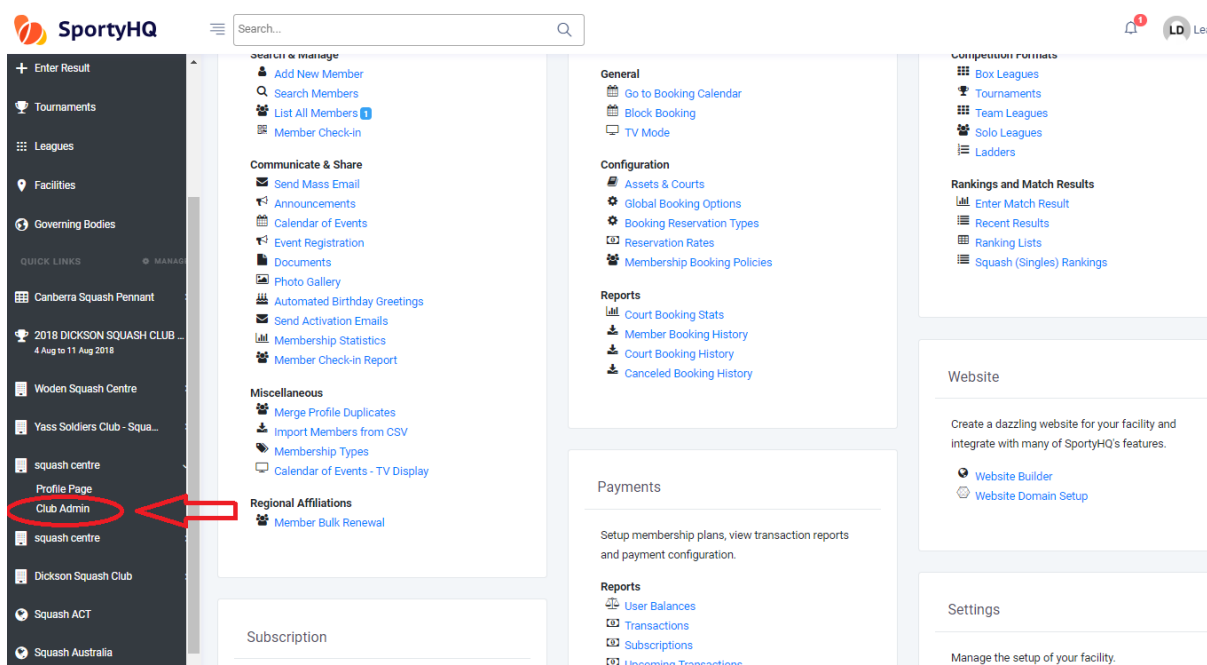


Once selected, you will be redirected to the login page, login or sign up for your account here. Once logged in, you will be redirected to the facility information page, complete all required fields and click submit.

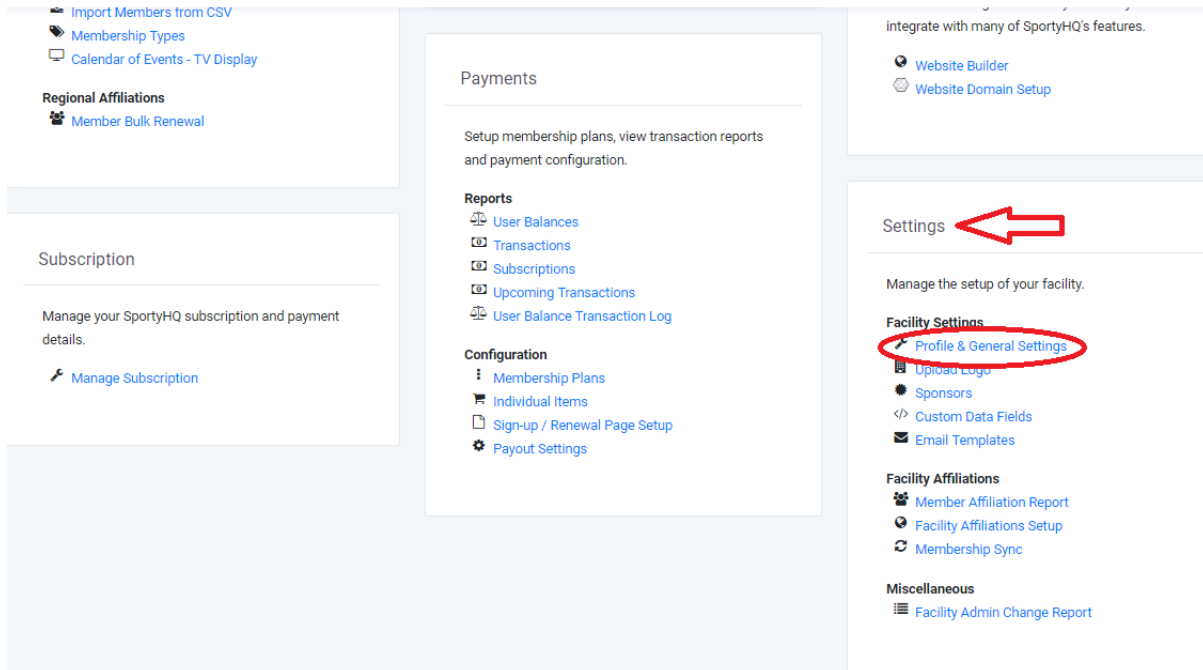
Register yourself as a player of this club, a pop-up box will come up, click confirm.



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'.

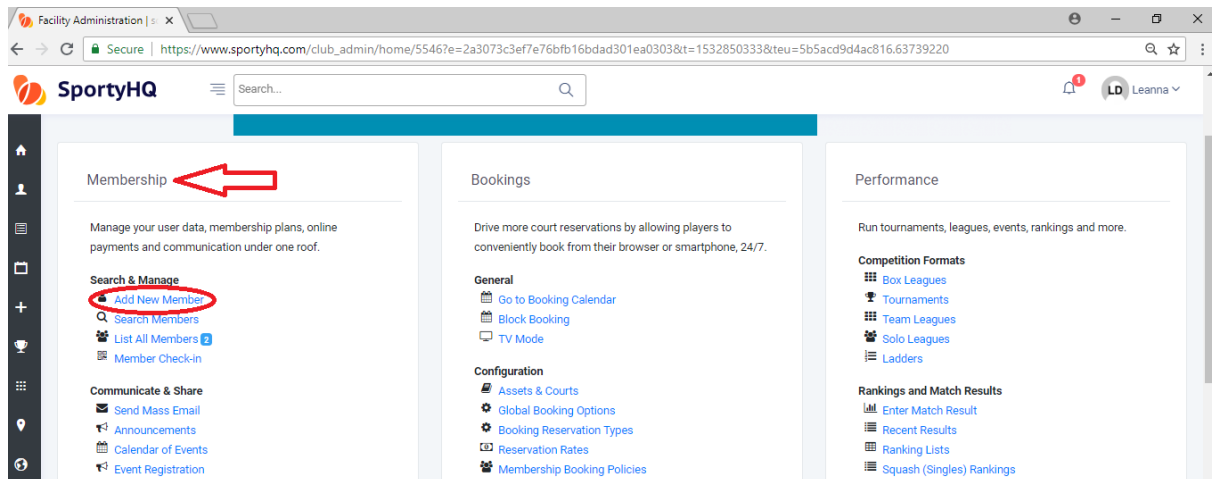


The screenshot displays the SportyHQ admin dashboard. On the left, there are navigation menus for 'Import Members from CSV', 'Membership Types', 'Calendar of Events - TV Display', 'Regional Affiliations', and 'Member Bulk Renewal'. Below these is a 'Subscription' section with a 'Manage Subscription' link. The central area is titled 'Payments' and includes sections for 'Reports' (User Balances, Transactions, Subscriptions, Upcoming Transactions, User Balance Transaction Log) and 'Configuration' (Membership Plans, Individual Items, Sign-up / Renewal Page Setup, Payout Settings). On the right, there are integration options for 'Website Builder' and 'Website Domain Setup'. Below these is a 'Settings' section, which is highlighted with a red arrow. Under 'Settings', there are 'Facility Settings' (Profile & General Settings, Upload Logo, Sponsors, Custom Data Fields, Email Templates) and 'Facility Affiliations' (Member Affiliation Report, Facility Affiliations Setup, Membership Sync). At the bottom, there is a 'Miscellaneous' section with a 'Facility Admin Change Report' link.

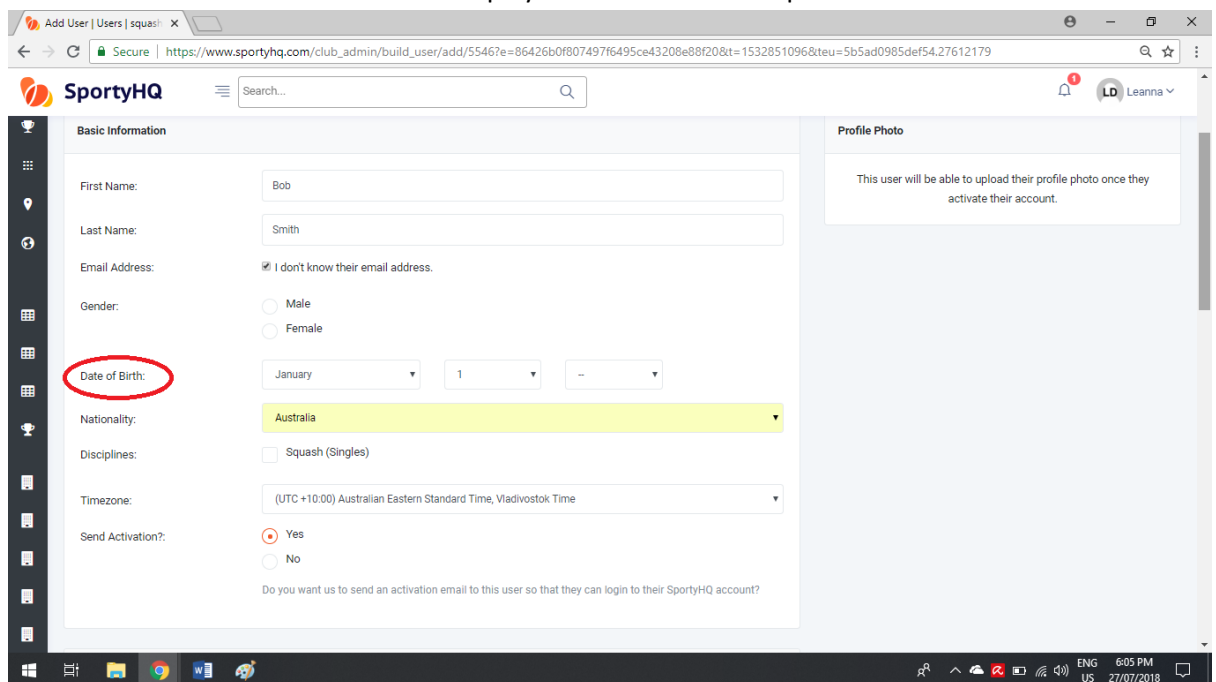
How to Manage Memberships

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

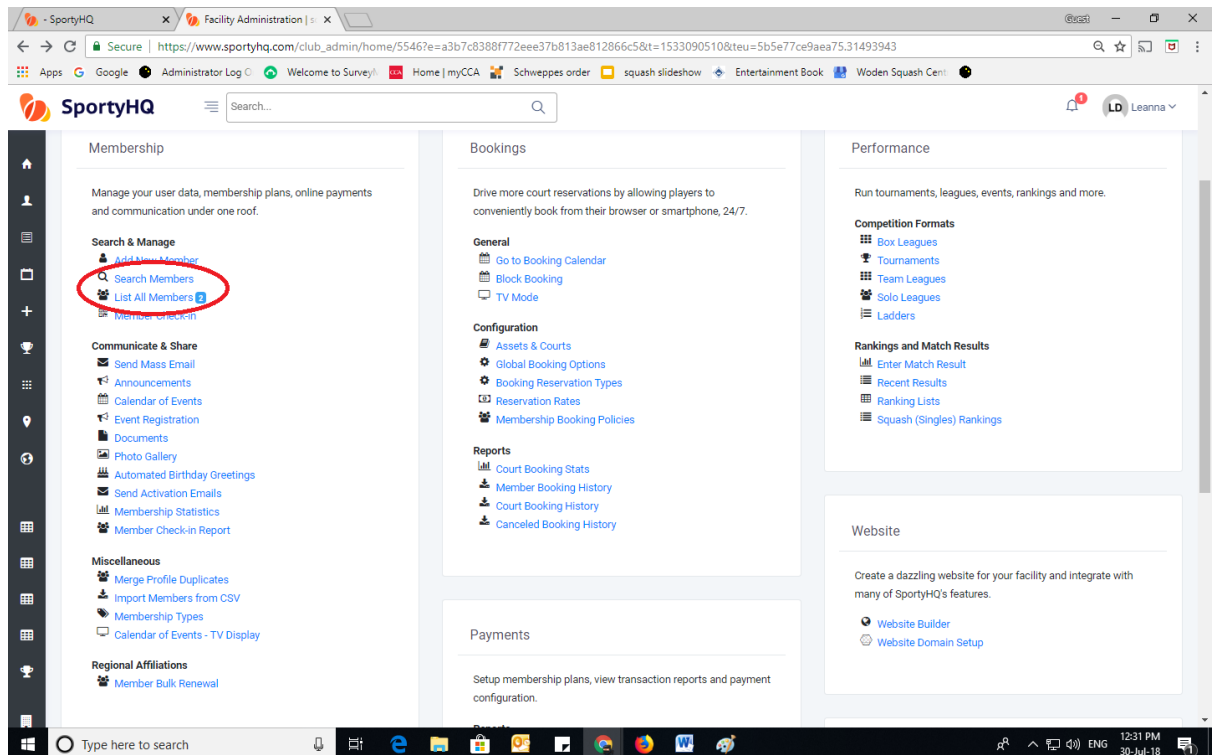
1. When in your admin page, under memberships, select 'add new member'.



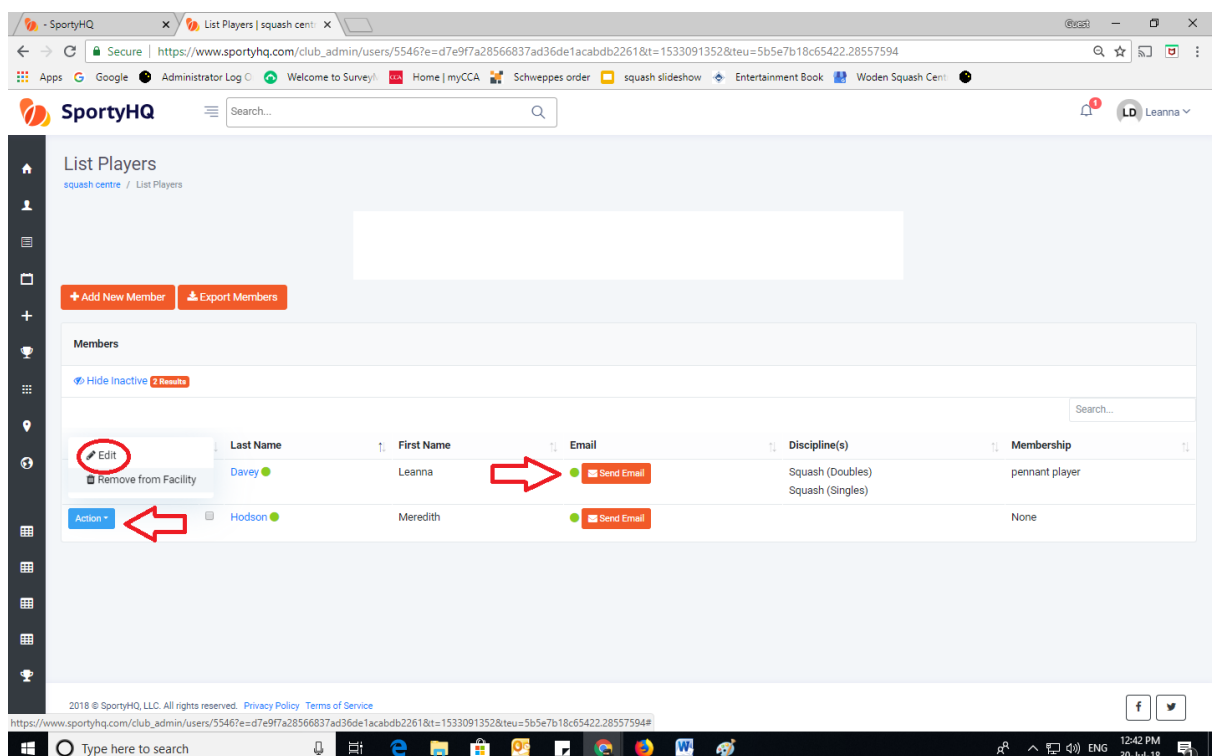
2. When adding a new member, try and ensure you know their email address as this will help to detect any duplicate profiles. Then fill out the remainder of the details. Ensure DOB is also entered as this will allow admins to add players with unactivated profiles into a tournament.



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

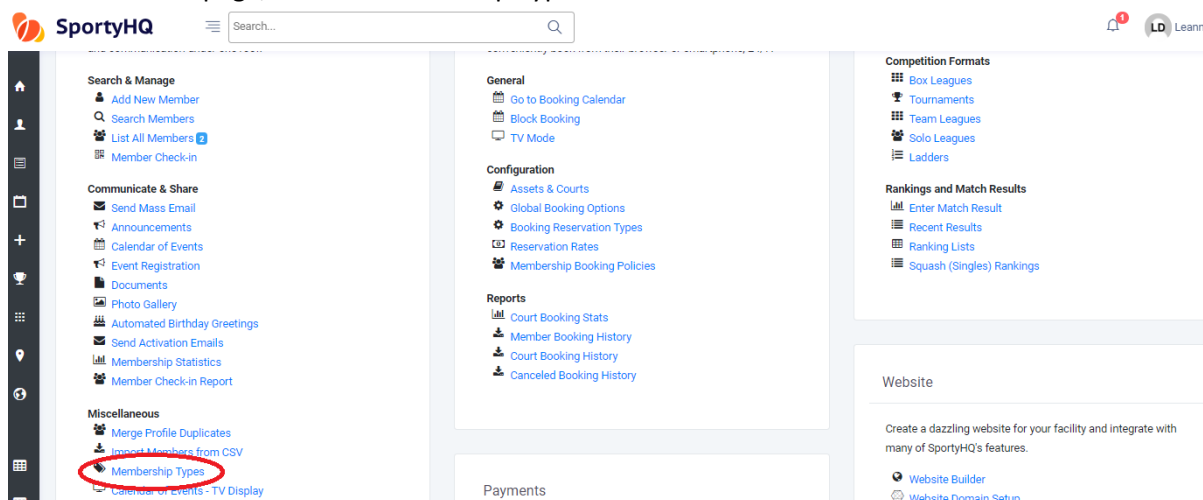


- To view all of your club players, select 'list members'. Next to the players name, click 'Action', here you have a few different options – edit player or remove from facility. If the circle next to 'send email' is red, this means that the players account has not yet been activated. For those players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

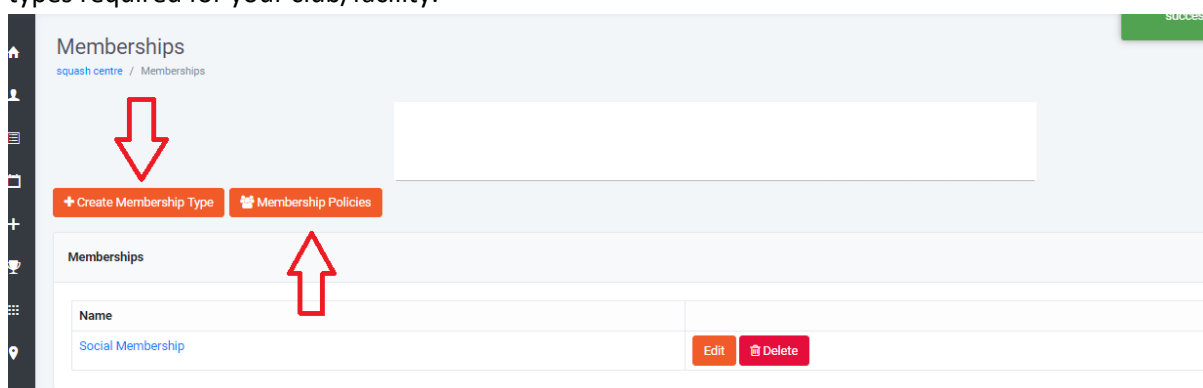


Membership Types

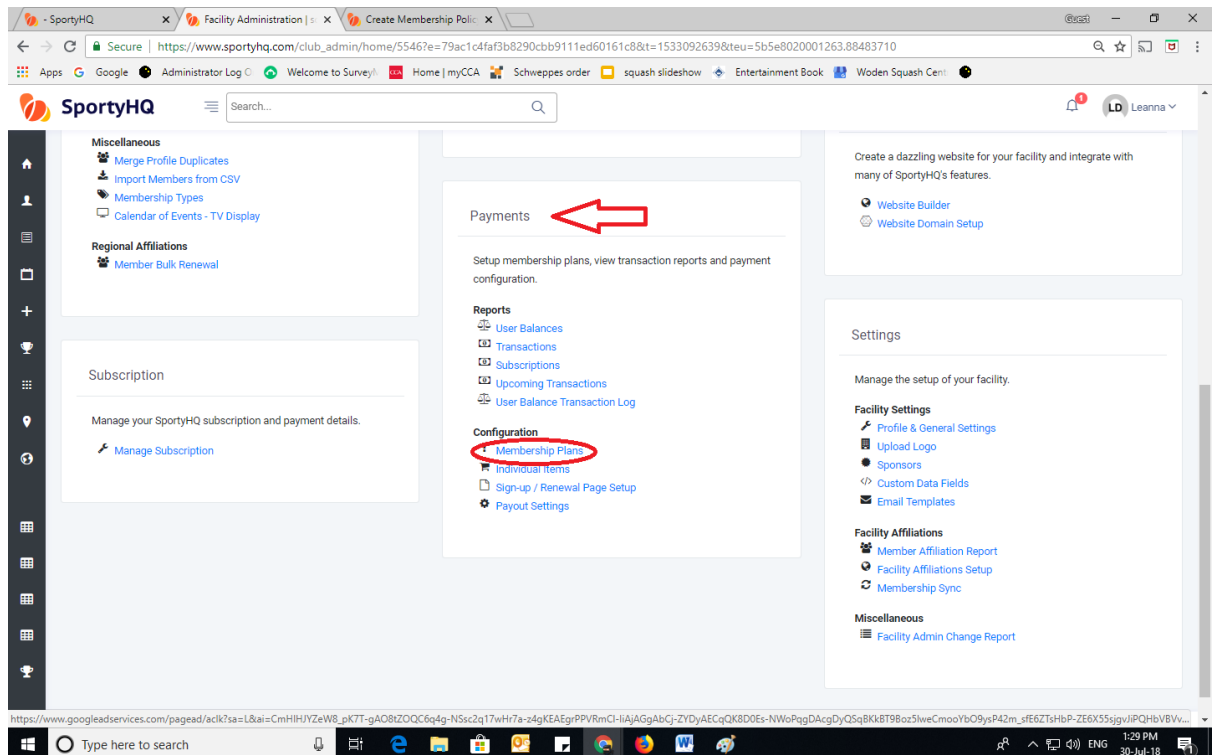
- To distinguish between your different members, Eg., pennant player, social member etc. In the main admin page, select 'Membership Types'



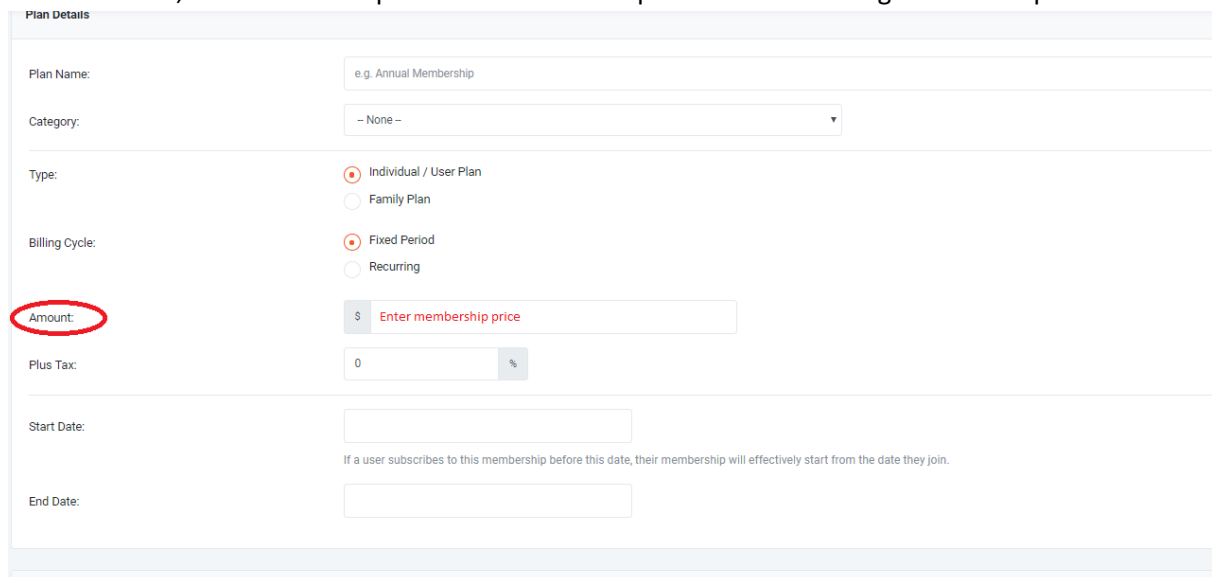
- Create a membership type by selecting 'Create membership type'. Once you have created your membership type, create a membership policy to apply to the different membership types required for your club/facility.



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



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

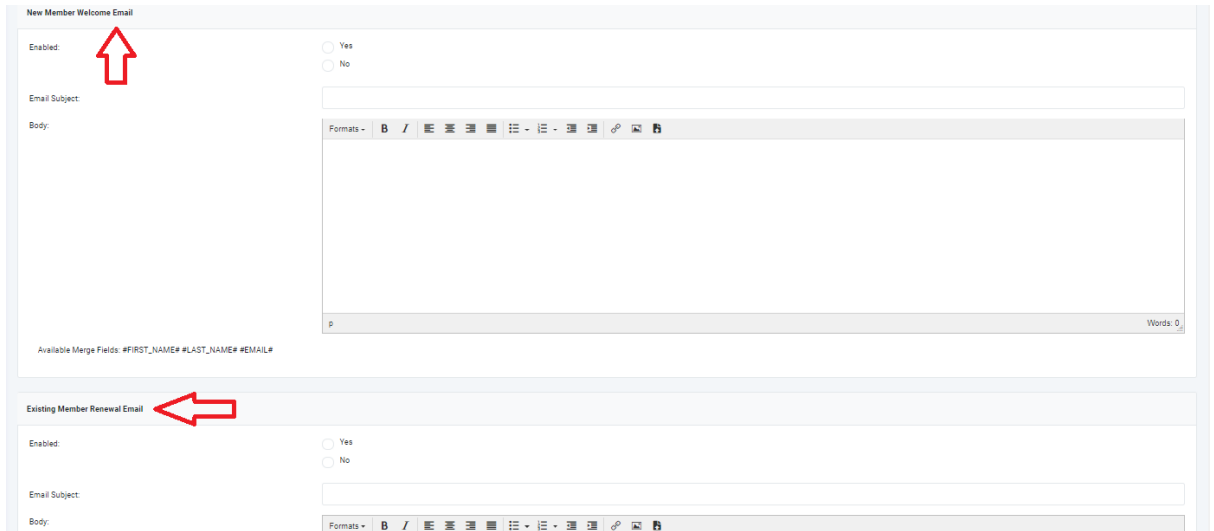


The screenshot shows the 'Plan Details' form in the SportyHQ admin interface. The form includes the following fields:

- Plan Name:** A text input field with the placeholder 'e.g. Annual Membership'.
- Category:** A dropdown menu with the option '-- None --'.
- Type:** Radio buttons for 'Individual / User Plan' (selected) and 'Family Plan'.
- Billing Cycle:** Radio buttons for 'Fixed Period' (selected) and 'Recurring'.
- Amount:** A text input field with a red circle around it and the placeholder 'Enter membership price'.
- Plus Tax:** A text input field with the value '0' and a percentage sign.
- Start Date:** A date input field.
- End Date:** A date input 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.'

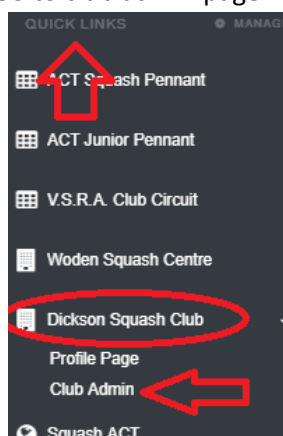
9. On the same page, you can create a membership email to both new members and existing members with membership reminders. Once everything required is completed, click 'submit'



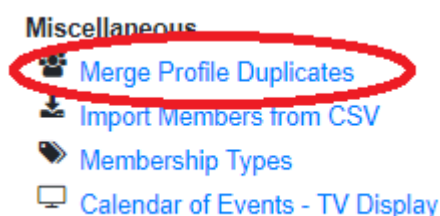
The screenshot displays a web interface for creating emails. It is divided into two main sections, each with a header bar. The top section is titled "New Member Welcome Email" and the bottom section is titled "Existing Member Renewal Email". Both sections contain the same form elements: an "Enabled:" label with "Yes" and "No" radio buttons, an "Email Subject:" label with a text input field, and a "Body:" label with a rich text editor. A red arrow points to the "Yes" radio button in the "New Member Welcome Email" section. Another red arrow points to the "Yes" radio button in the "Existing Member Renewal Email" section. The rich text editor in the top section has a toolbar with various formatting options and a "Words: 0" counter at the bottom right. Below the "Body:" label in the top section, there is a line of text: "Available Merge Fields: #FIRST_NAME# #LAST_NAME# #EMAIL#".

Merging Duplicate Player Profiles

10. Go to club admin page:



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



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

Information

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

1st Profile URL:

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

2nd Profile URL:

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

[Continue...](#)

Duplicate Detector

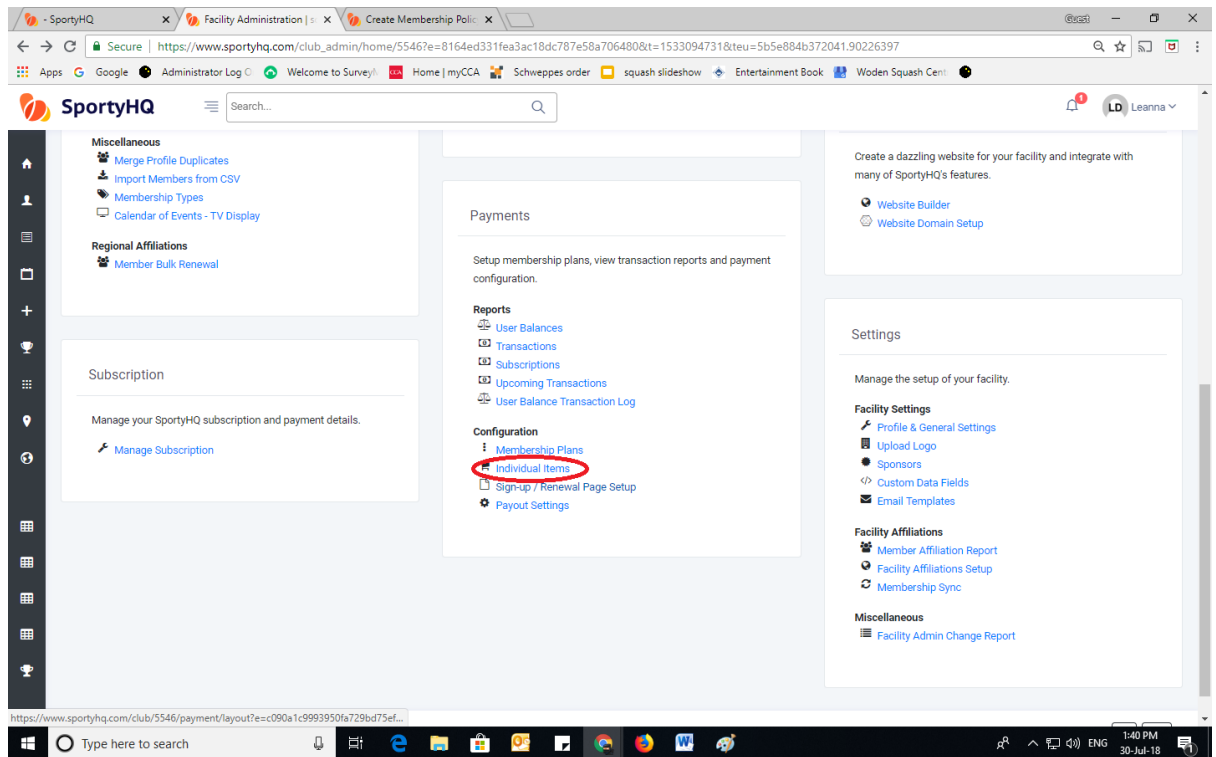
We can try to detect possible duplicates for you. For this to happen, the user must belong to your organization and their first name, last name, date of birth and gender must all match another record in the database. We ask you to use extreme caution when vetting possible duplicates, as untangling a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

[Auto-detect Duplicates](#)

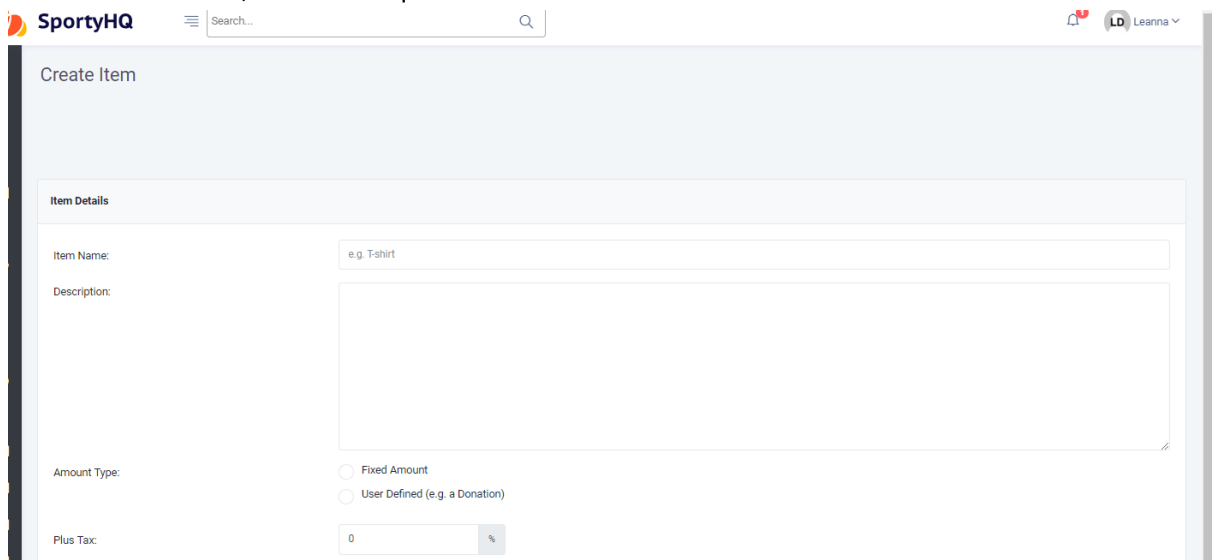
13. The auto duplicate functionality will open with a list of players; when duplicating profiles, some may be accepted straight away. Others may have to go to SportyHQ for approval. Please check the information and take extreme caution when merging duplicate profiles.

Selling Additional Items

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



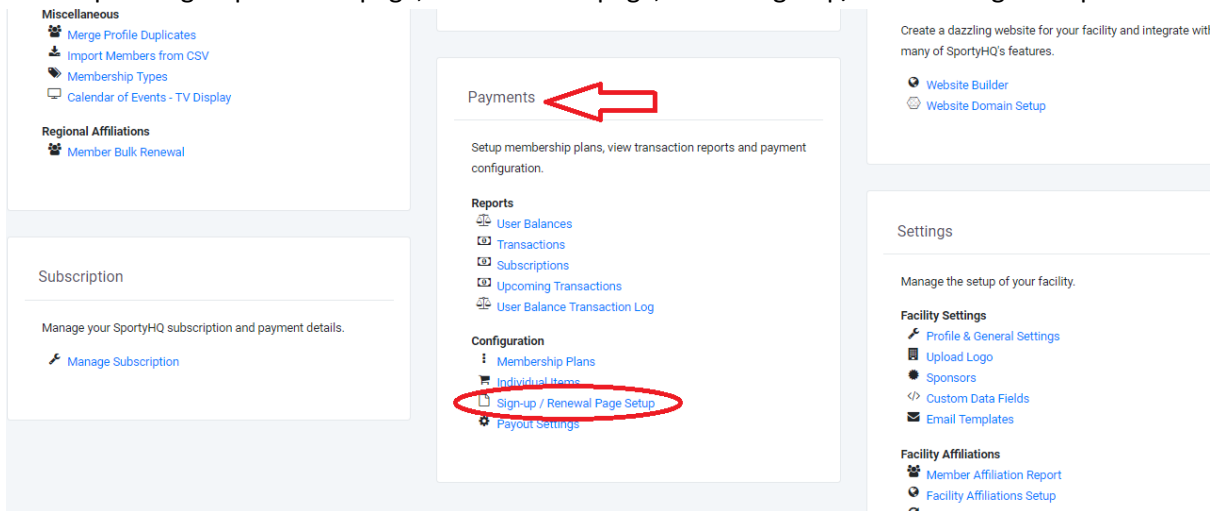
15. Select 'Create Item', fill in the required fields and click 'submit'.



The screenshot shows the 'Create Item' form. It includes fields for Item Name (e.g. T-shirt), Description, Amount Type (Fixed Amount or User Defined), and Plus Tax (0%).

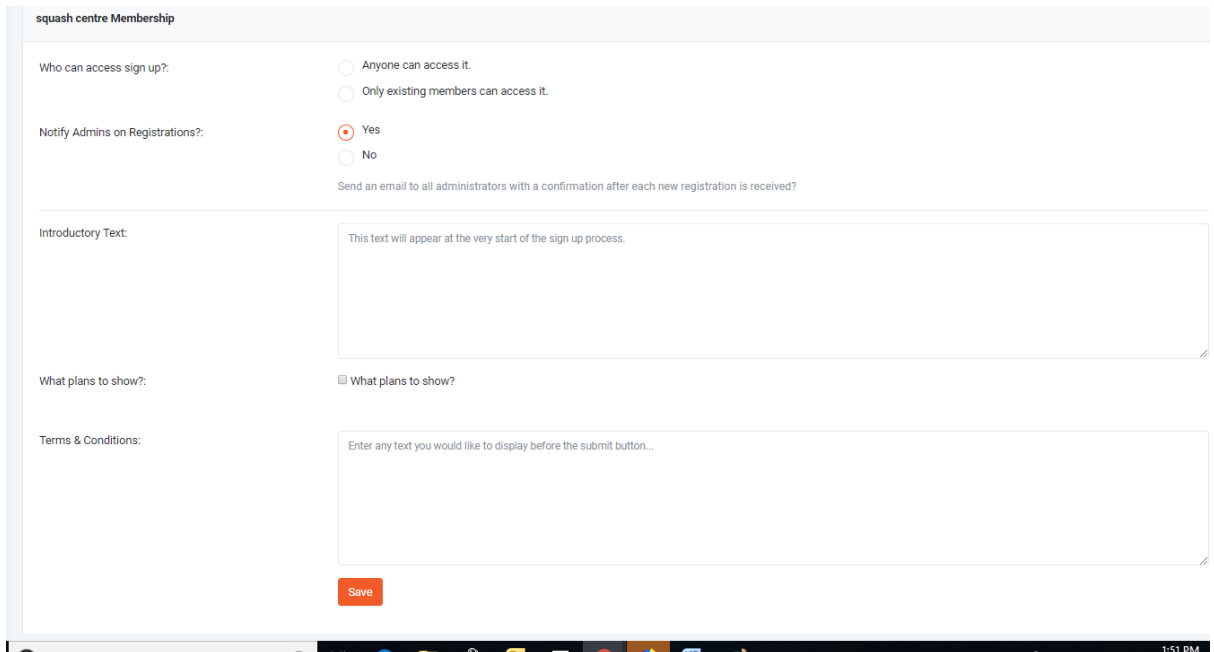
Membership Sign-Up and Renewal

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



The screenshot shows the admin dashboard with a sidebar on the left containing 'Miscellaneous' and 'Regional Affiliations' sections. The main content area is titled 'Payments' and includes a description, 'Reports' (User Balances, Transactions, Subscriptions, Upcoming Transactions, User Balance Transaction Log), and 'Configuration' (Membership Plans, Individual Items, **Sign-up / Renewal Page Setup**, Payout Settings). A red arrow points to the 'Payments' header, and a red circle highlights the 'Sign-up / Renewal Page Setup' option. The right sidebar contains 'Settings' and 'Facility Settings' sections.

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

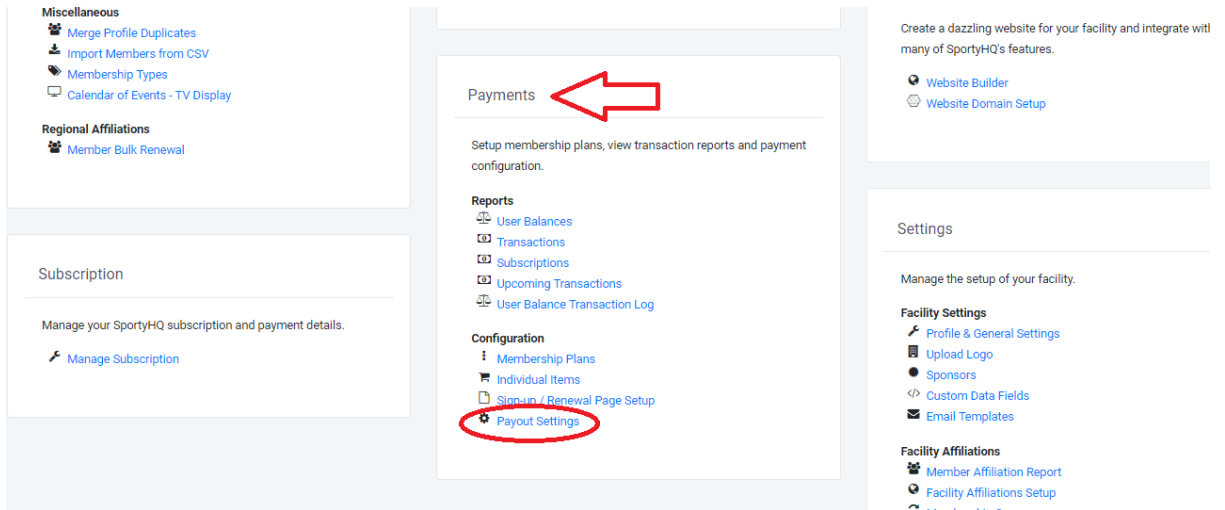


The screenshot shows the 'squash centre Membership' setup form. It includes the following sections:

- Who can access sign up?:** Radio buttons for 'Anyone can access it.' and 'Only existing members can access it.'
- Notify Admins on Registrations?:** Radio buttons for 'Yes' (selected) and 'No'.
- Send an email to all administrators with a confirmation after each new registration is received?** (This is a checkbox, currently unchecked).
- Introductory Text:** A text area with the placeholder 'This text will appear at the very start of the sign up process.'
- What plans to show?:** A checkbox for 'What plans to show?' (currently unchecked).
- Terms & Conditions:** A text area with the placeholder 'Enter any text you would like to display before the submit button...'.
- Save:** A red button at the bottom.

Payout Settings

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



The screenshot displays the SportyHQ dashboard interface. On the left sidebar, under 'Miscellaneous', there are links for 'Merge Profile Duplicates', 'Import Members from CSV', 'Membership Types', and 'Calendar of Events - TV Display'. Under 'Regional Affiliations', there is a link for 'Member Bulk Renewal'. Below this is a 'Subscription' section with a 'Manage Subscription' link. The main content area is titled 'Payments' and includes a description: 'Setup membership plans, view transaction reports and payment configuration.' It lists several options under 'Reports' and 'Configuration'. The 'Payout Settings' option under 'Configuration' is circled in red. A red arrow points to the 'Payments' header. On the right sidebar, there are links for 'Website Builder' and 'Website Domain Setup'. At the bottom right, there is a 'Settings' section with various facility setup options.

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
- Signup / Renewal Page Setup
- Payout Settings**

Settings

Manage the setup of your facility.

Facility Settings

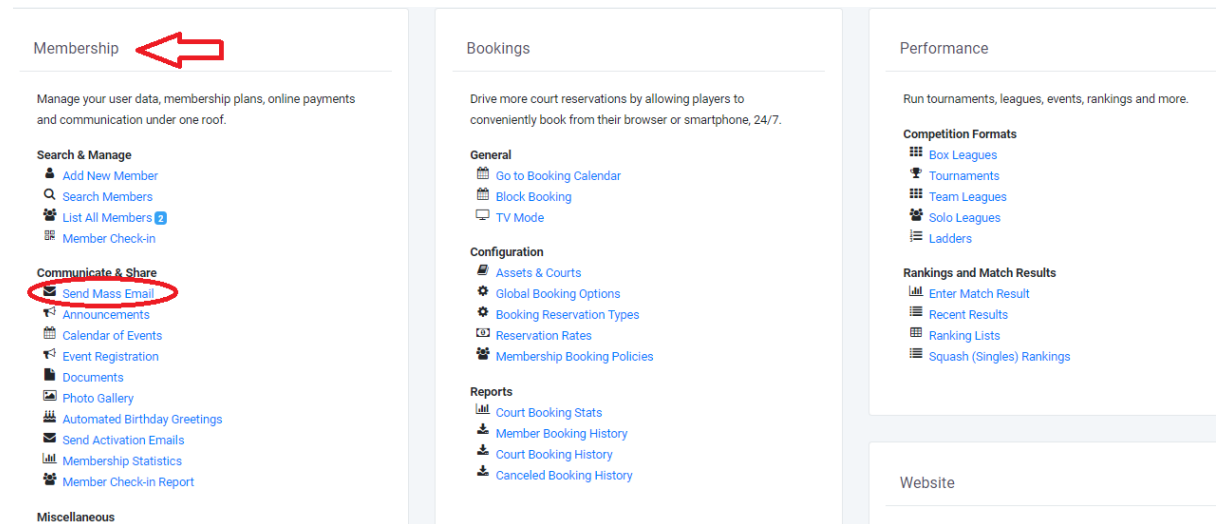
- Profile & General Settings
- Upload Logo
- Sponsors
- Custom Data Fields
- Email Templates

Facility Affiliations

- Member Affiliation Report
- Facility Affiliations Setup
- Membership Card

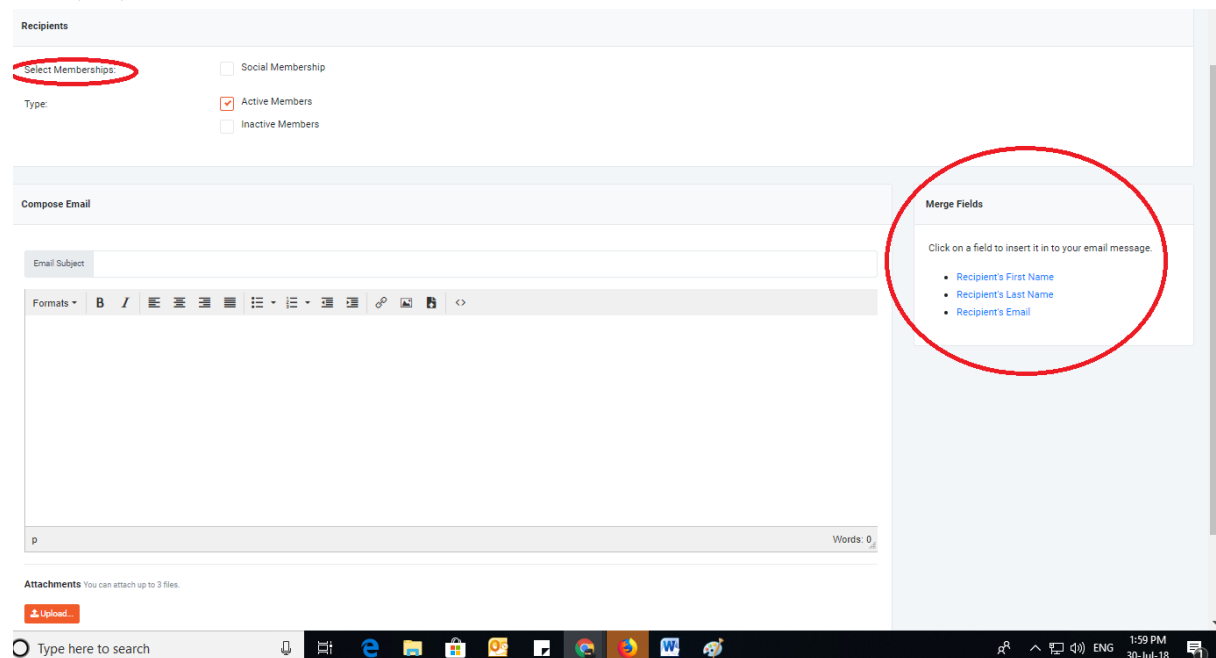
Member Communication

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



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

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







The screenshot shows the 'Compose Email' form in the admin interface. The 'Recipients' section at the top allows selecting memberships and filtering by type (Active Members, Inactive Members). The 'Compose Email' section includes a subject line, a rich text editor, and an attachments section. On the right side, the 'Merge Fields' section is highlighted with a red circle, showing a list of fields that can be inserted into the email message, including 'Recipient's First Name', 'Recipient's Last Name', and 'Recipient's Email'.

Other useful functions within the Membership component of SportyHQ











Membership

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





Search & Manage

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


Communicate & Share

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

Miscellaneous

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

Regional Affiliations

-  [Member Bulk Renewal](#)

Active/Inactive Profiles and Activation Links

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

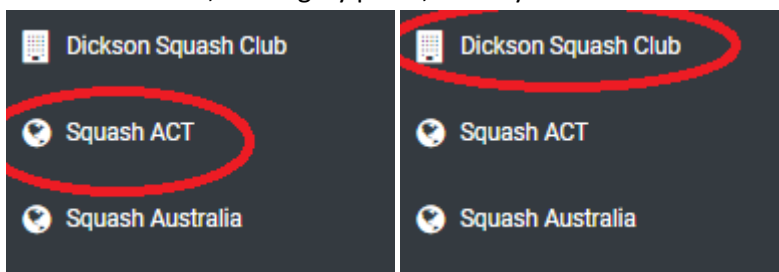
Action ▾	<input type="checkbox"/>	Czajor ●●	Ben	●● Send Email
Action ▾	<input type="checkbox"/>	Czoban ●●	Amy	●● Send Email
Action ▾	<input type="checkbox"/>	D'allesandro ●●	Austin	●● Send Email

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

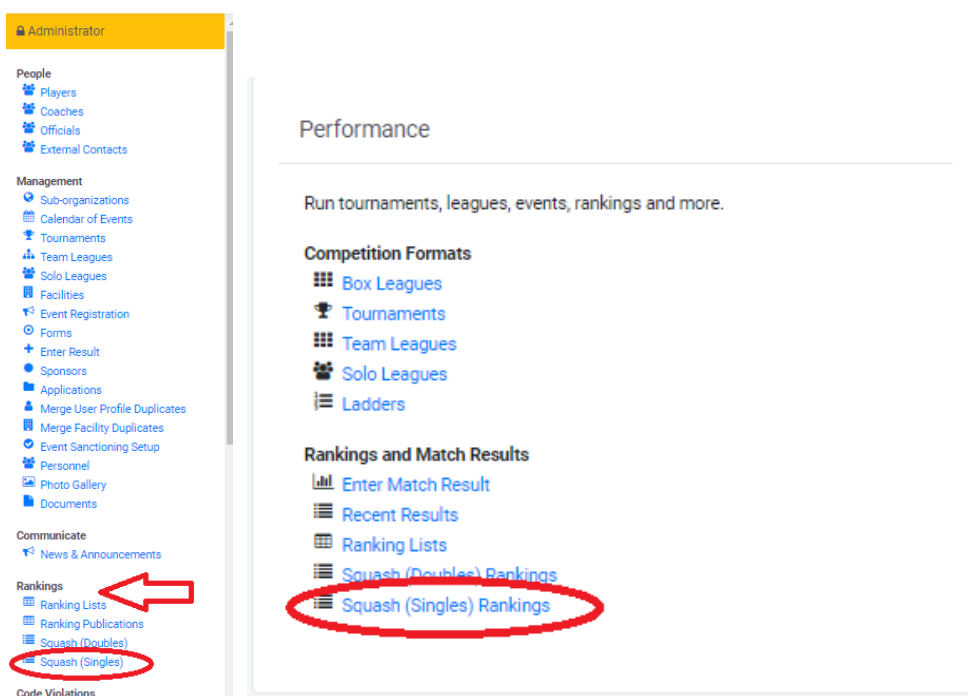
Action ▾	<input type="checkbox"/>	D'allesandro ●●	Austin	●● Send Email
<div> Edit Remove from Facility Resend Activation Link Get Activation Link Remove Expiry Date </div>			lincoln	●● Send Email
			Haydn	●● Send Email
			Leanna	●● Send Email
			Grahame	●● Send Email

Adjusting a Player's Ranking

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



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



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

Search User

Leanna Davey

Name:

Leanna Davey

Current Rating:

717

Discipline:

Squash (Singles)

Adjustment Date:

21 August, 2018

Adjust their points to:

points

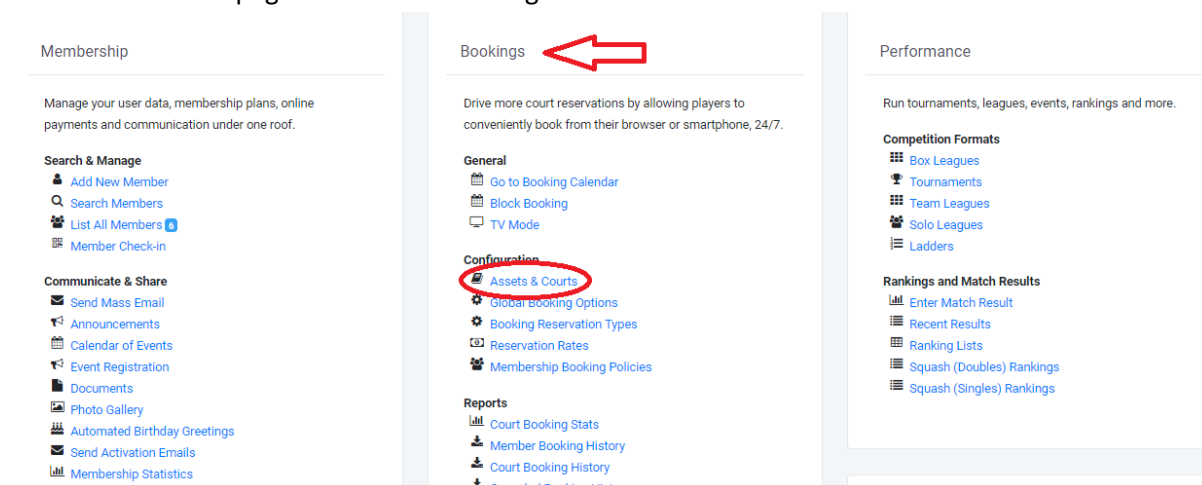
4 x (matrix) + 400

Reason for adjustment?:

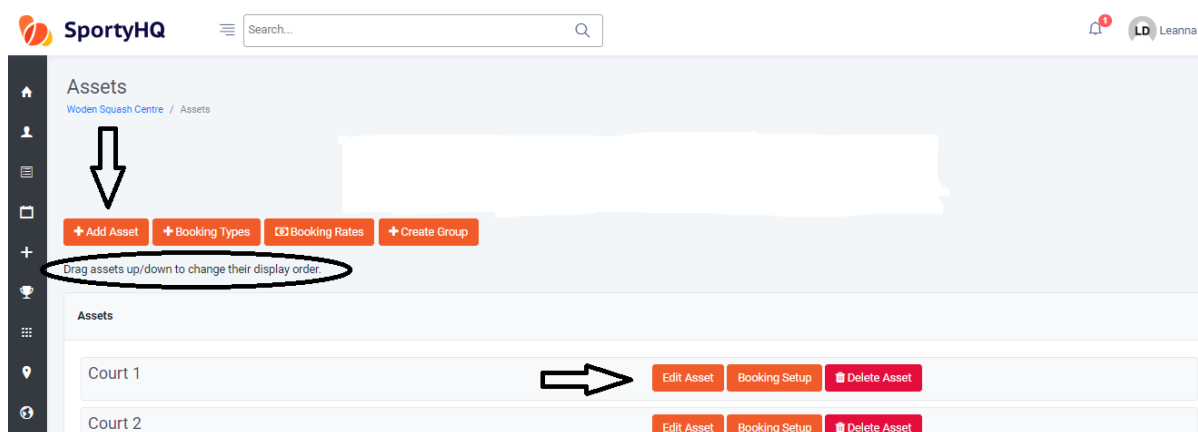
Apply Adjustment

Set Up Online Court Bookings with Payments

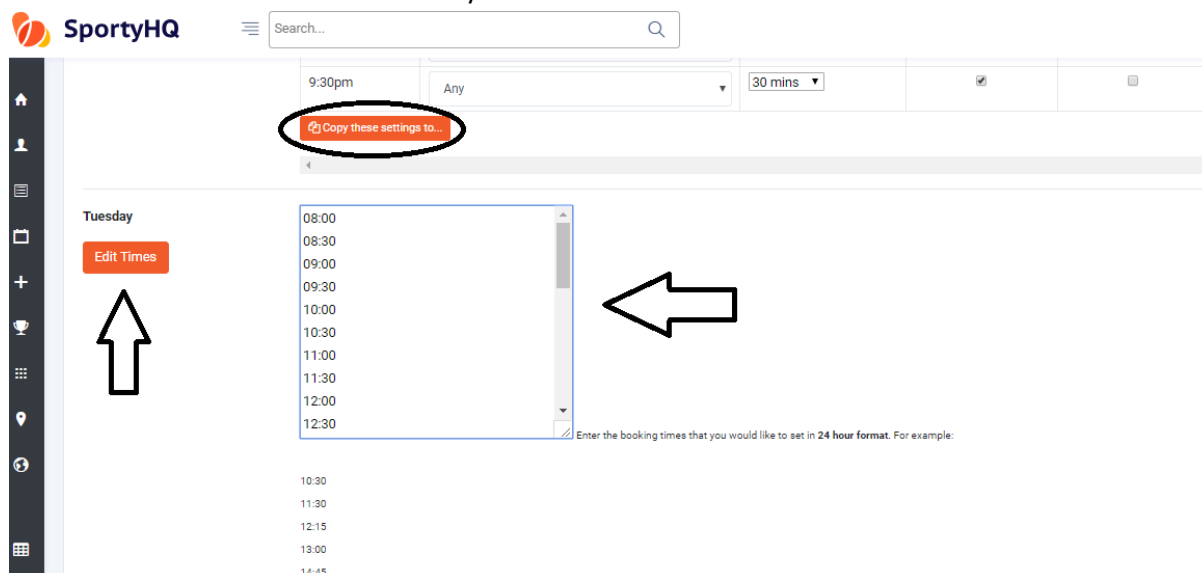
1. Go the club admin page. Under the 'Bookings' Module click on the 'Assets & Courts'.



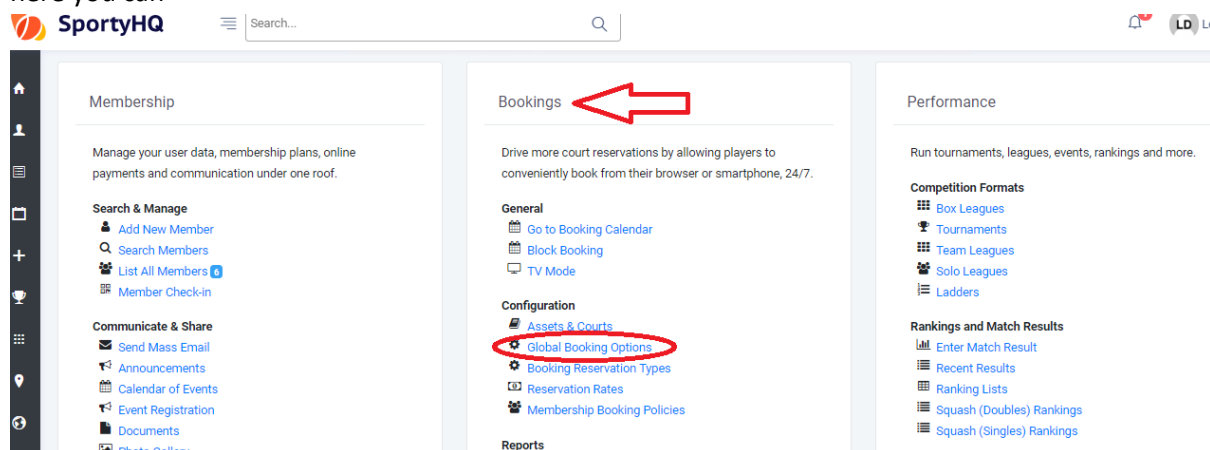
2. Once in the 'Assets' page, click 'Add Asset'

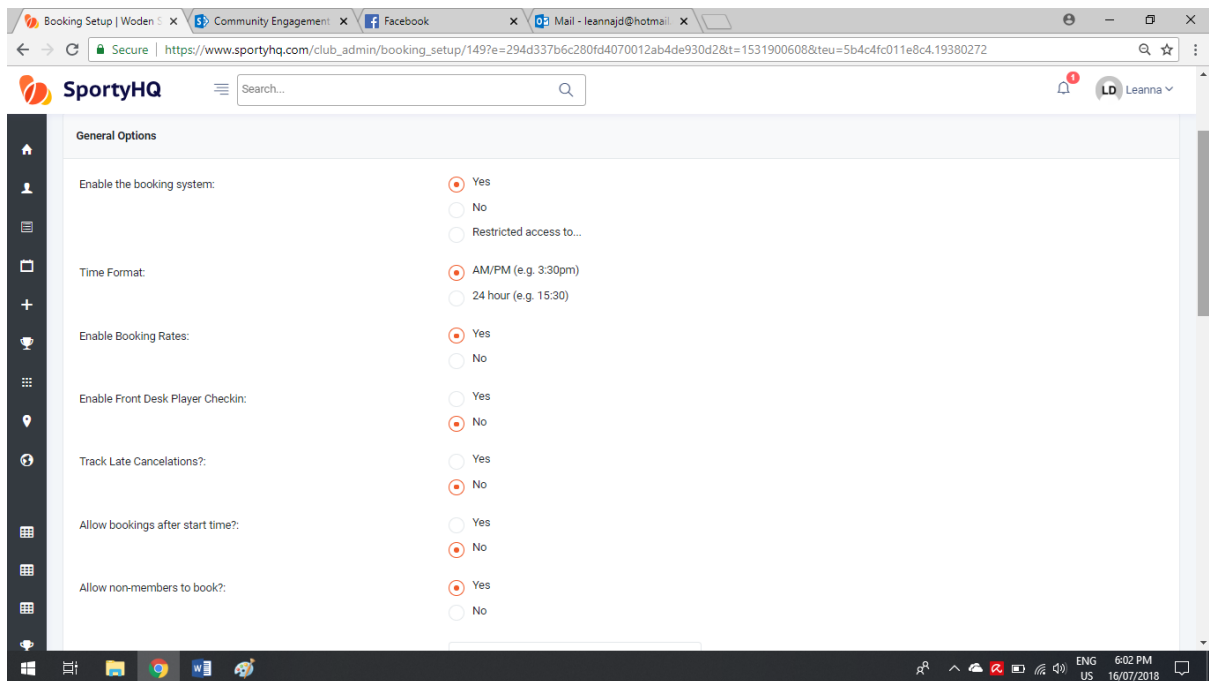


3. In the 'Assets' page, select 'Booking Set-up' next to the asset. Edit the times that bookings can be made – this can be done by selecting 'Edit Times' under the day. Type in your booking times in the allocated box in 24-hour time. Finally, you can select 'Copy these settings to...' to allocate the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

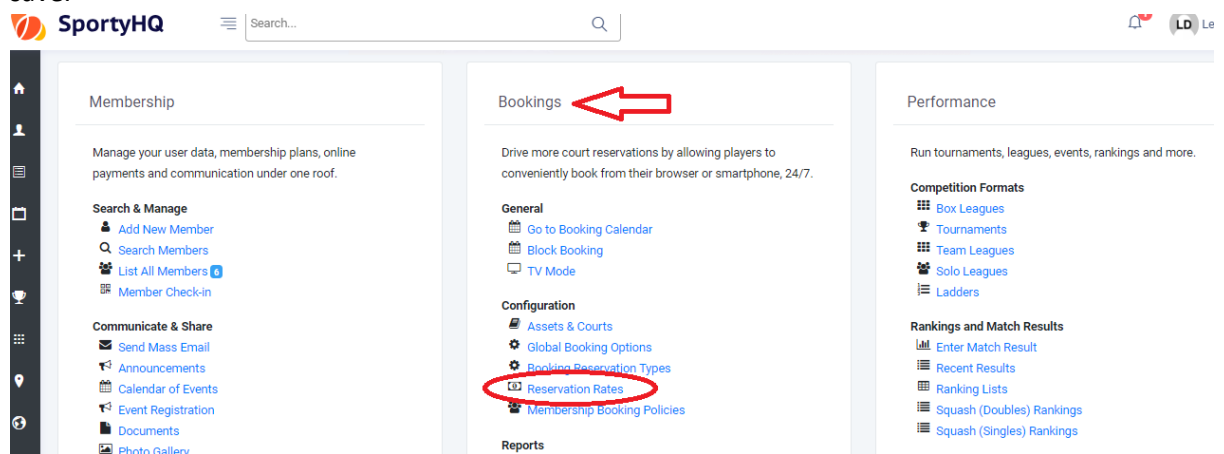


4. On the 'Assets' Page, click on 'Bookings Type'. Here you can add any other booking types necessary. Eg., 'Pennant'.
5. On the Administration page, under the Bookings Module, click on 'Global Booking Options', here you can





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



Booking Rates | Woden S

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

SportyHQ

Squash

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

BLOCK BOOKING

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

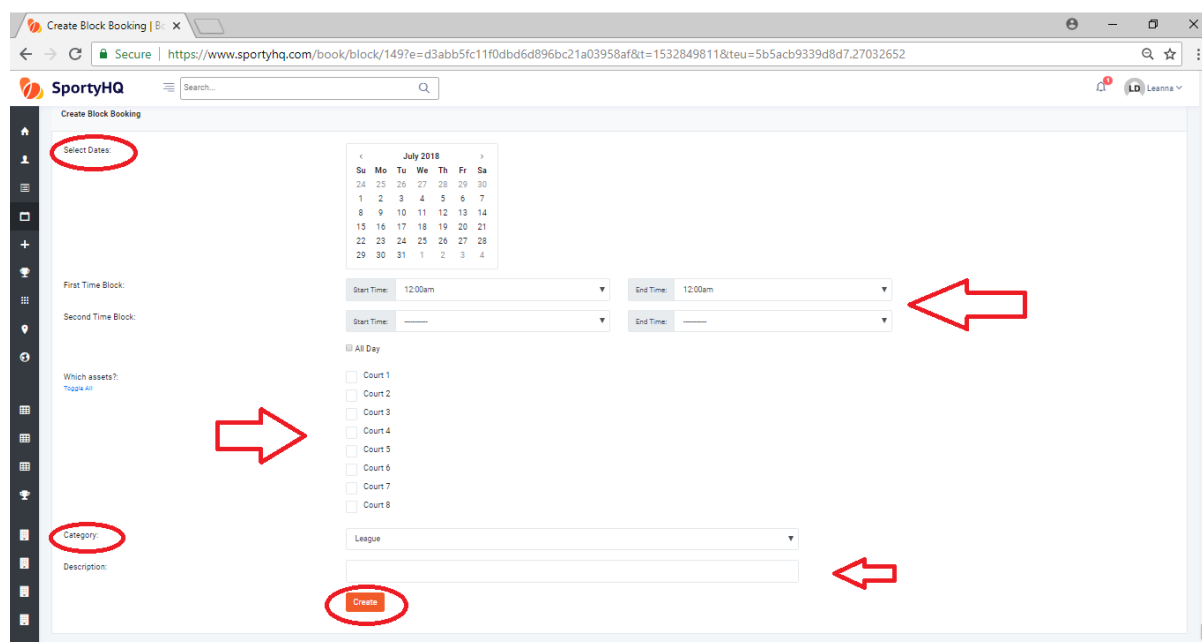
- Box Leagues
- Tournaments
- Team Leagues
- Solo Leagues
- Ladders

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.

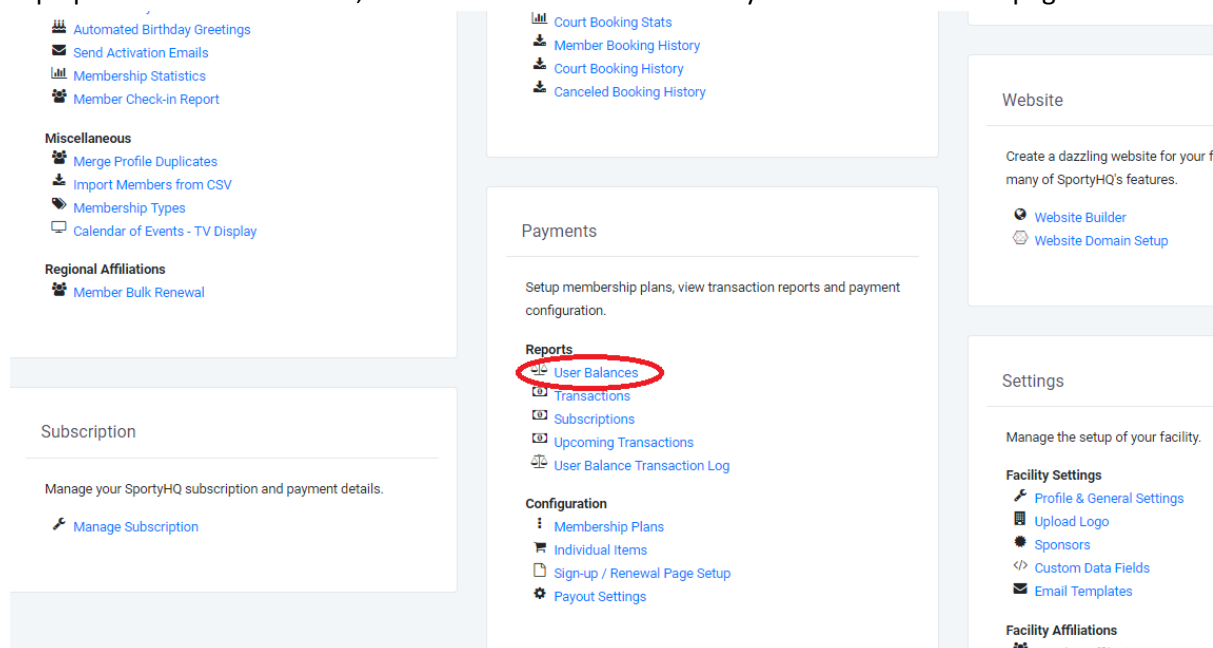


The screenshot shows the 'Create Block Booking' interface in SportyHQ. Key elements highlighted with red circles and arrows include:

- Select Dates:** A calendar for July 2018.
- First Time Block:** Start Time: 12:00am, End Time: 12:00am.
- Second Time Block:** Start Time: —, End Time: —.
- Which assets?:** A list of courts (Court 1 to Court 8) with checkboxes.
- Category:** A dropdown menu currently set to 'League'.
- Description:** A text input field.
- Create:** A red button at the bottom.

User Balances

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



The screenshot shows the SportyHQ admin dashboard. The 'Payments' section is highlighted, showing options for 'User Balances', 'Transactions', 'Subscriptions', 'Upcoming Transactions', and 'User Balance Transaction Log'. The 'User Balances' option is circled in red.

Left Sidebar:

- Automated Birthday Greetings
- Send Activation Emails
- Membership Statistics
- Member Check-in Report
- Miscellaneous**
 - Merge Profile Duplicates
 - Import Members from CSV
 - Membership Types
 - Calendar of Events - TV Display
- Regional Affiliations**
 - Member Bulk Renewal
- Subscription**
 - Manage your SportyHQ subscription and payment details.
 - Manage Subscription

Right Sidebar:

- Website**
 - Create a dazzling website for your facility 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

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

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'.

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

- [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](#)

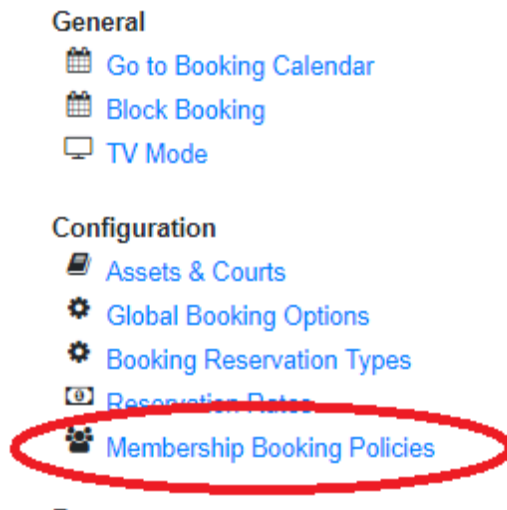
Rankings and Match Results

- [Enter Match Result](#)
- [Recent Results](#)
- [Ranking Lists](#)
- [Squash \(Singles\) Rankings](#)

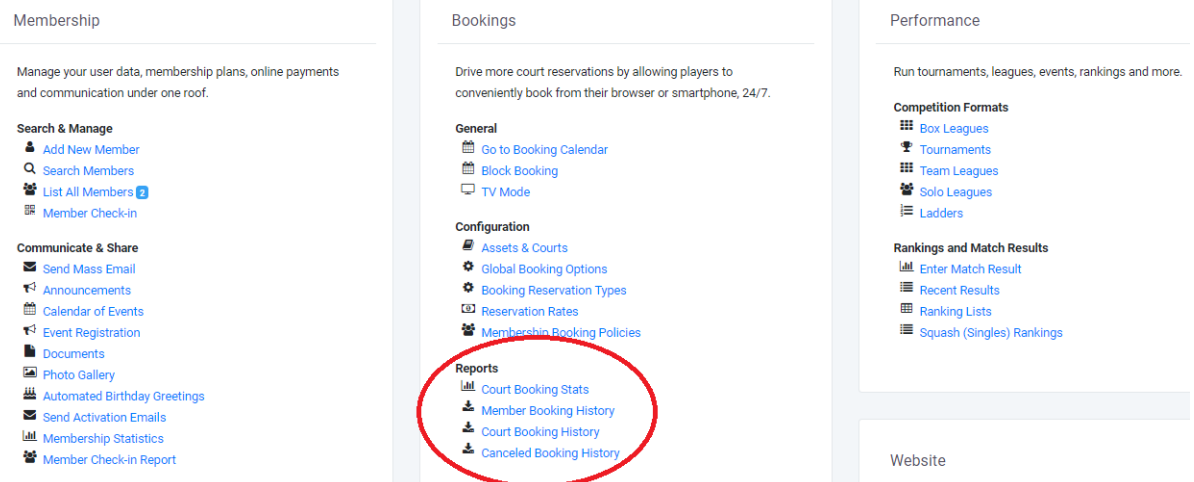
12. Here you can add, remove and edit bookings as well as see all courts and all upcoming bookings. The below example shows block bookings (permanent) in capital letters, casuals (call-ins) in lowercase and the coloured boxes indicate a competition i.e., Masters, pennant.

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

13. the admin will also need to create a booking policy using the "Membership Booking Policies" link. Those policies govern how many bookings a membership type can hold. Once you create a booking policy, you can apply it to the membership type by going to the "Membership Type" link and editing your existing membership types.

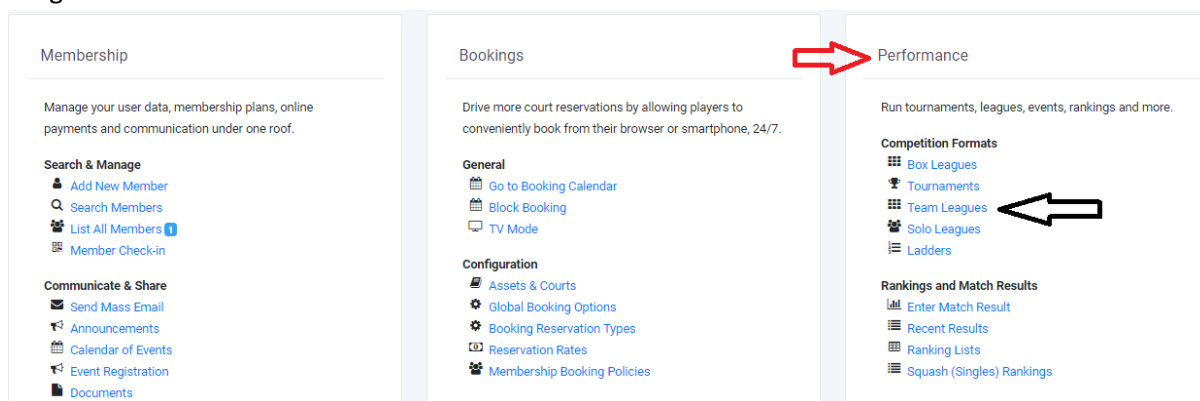


14. Other useful functions relating to court hire: booking stats and booking history.

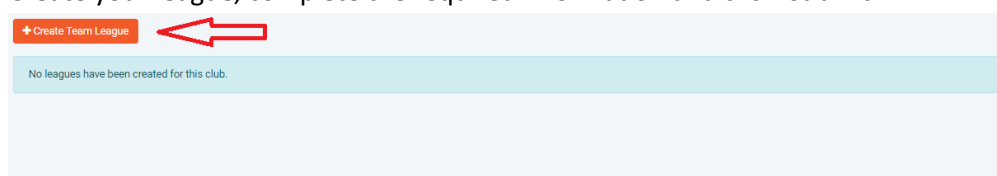


Setting up a Competition

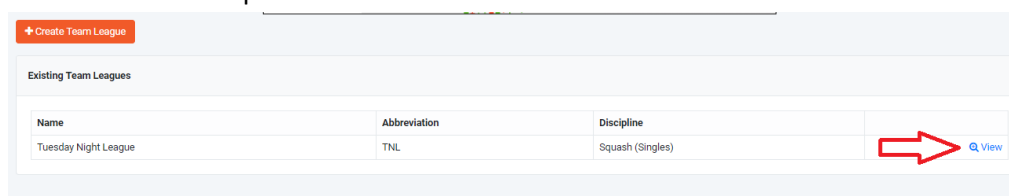
1. Within your club administrator page, under the 'Performance' module, select 'Team Leagues'



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

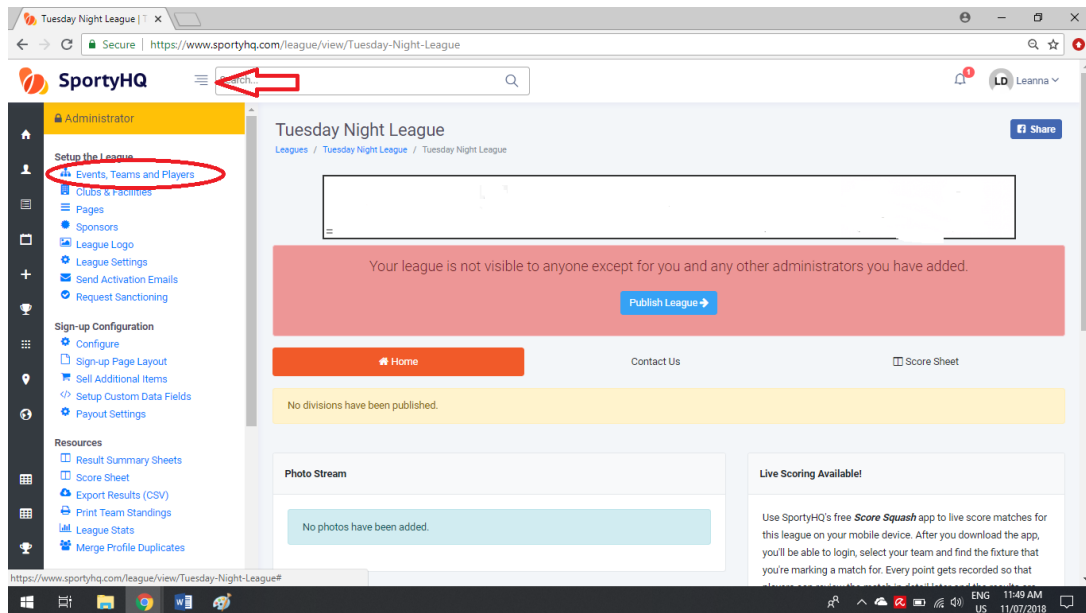


3. Once you have submitted, this will lead back to the displayed page. On the right-hand side, click on the 'view' option

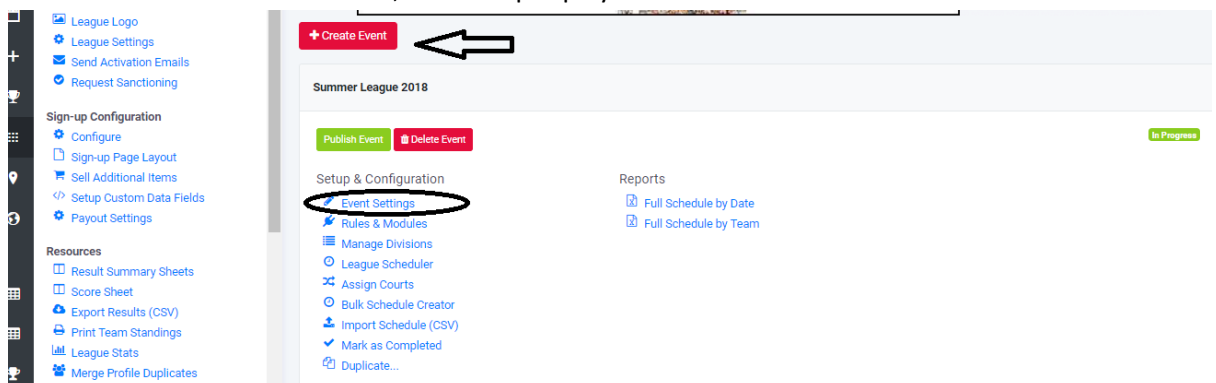


4. Once you have selected 'view' this will take you to your 'league' page. The administrator options will show up in a panel under a yellow banner on the left hand side of the page.

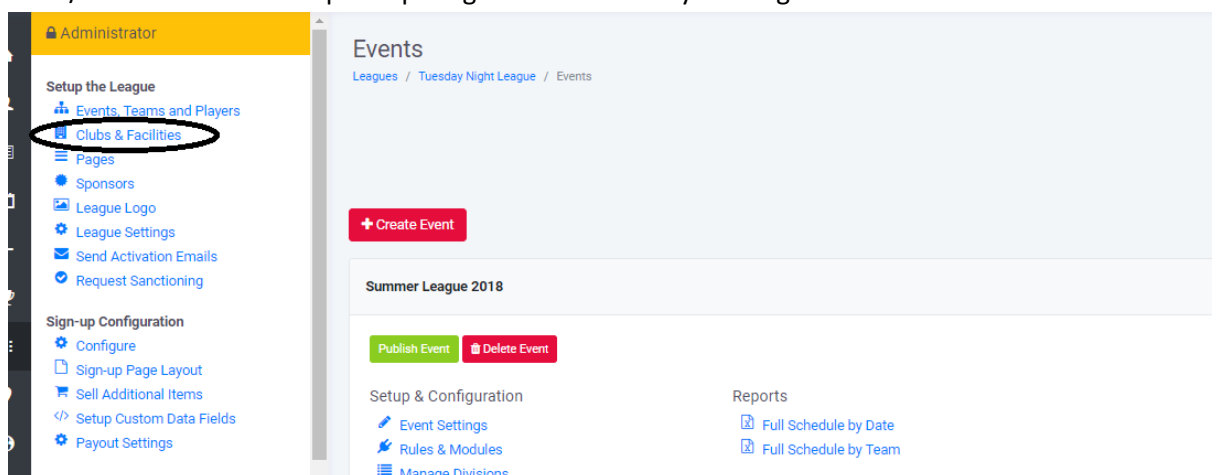
- To create your event, in the administrator panel, select 'Events, Teams & Players'



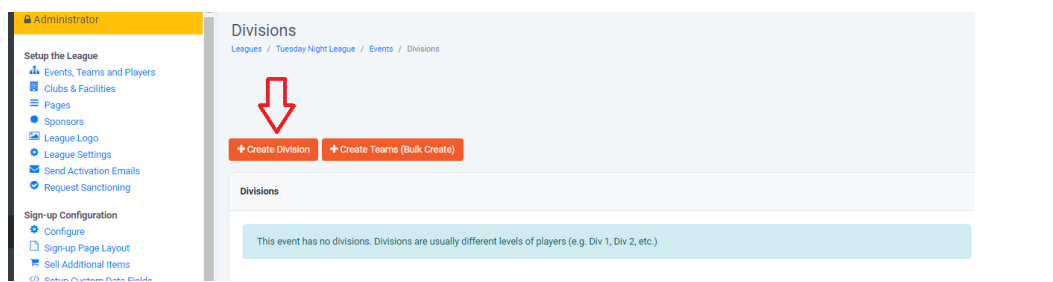
- Next, select 'Create event', fill in the required fields. This information can be edited later by selecting 'event settings' as shown. Next, select the 'Rules & Modules' tab, this allows you to determine who can enter scores, matches per player etc.



- 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.



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



Divisions
Leagues / Tuesday Night League / Events / Divisions

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

Divisions

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

About

Name:

Scoring System:

Allow an alternate scoring system?: ☐ Yes ☒ No

Format: ☒ League Format (Recommended)

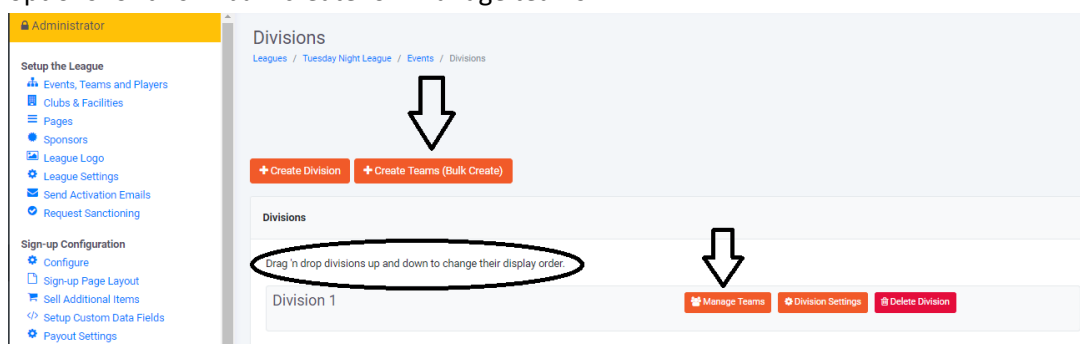
Scheduling Preference:

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

Require Game Scores: ☒ Yes ☐ No

Override default matches per round?: ☐ Yes ☒ No

9. 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'



Divisions
Leagues / Tuesday Night League / Events / Divisions

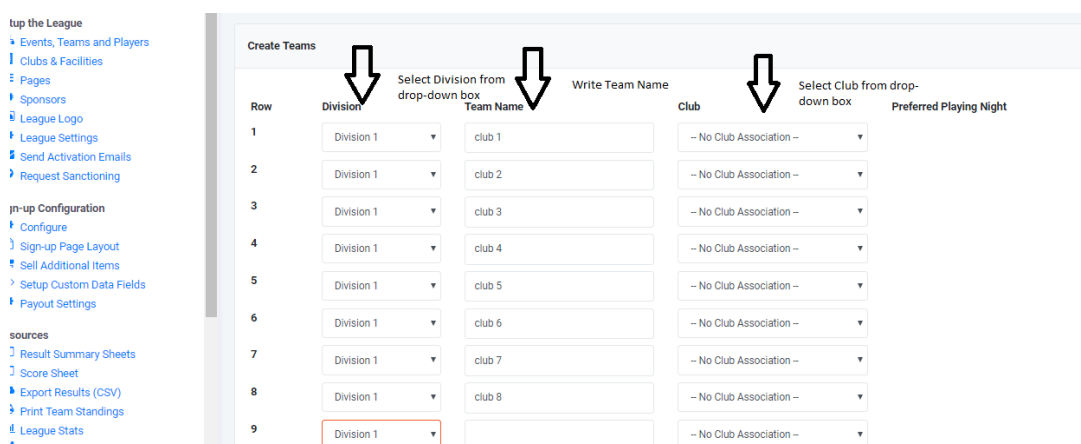
[+ Create Division](#) [+ Create Teams \(Bulk Create\)](#)

Divisions

Drag'n drop divisions up and down to change their display order

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

a. Create Teams (Bulk Create):



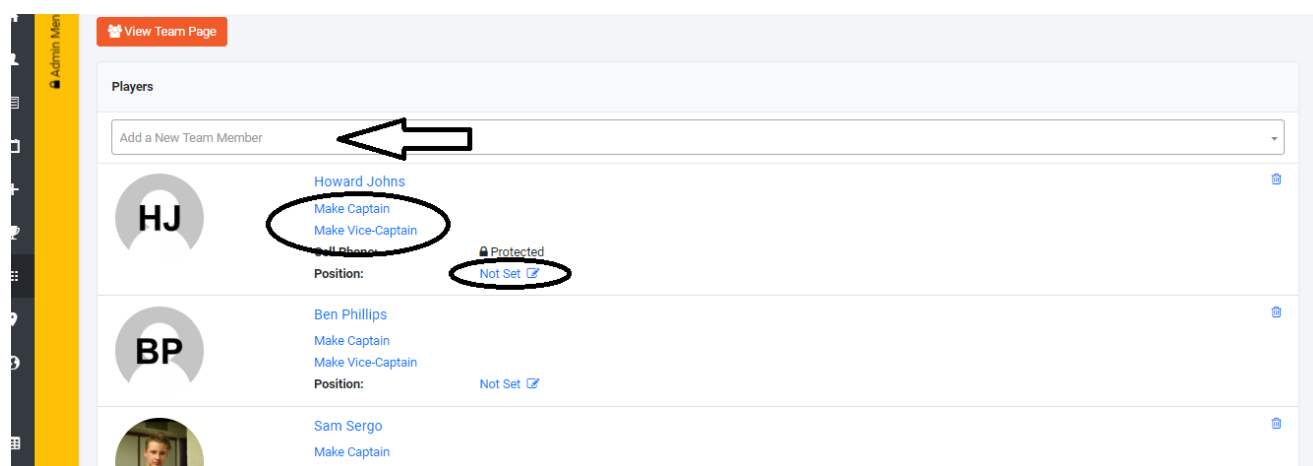
Create Teams

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.

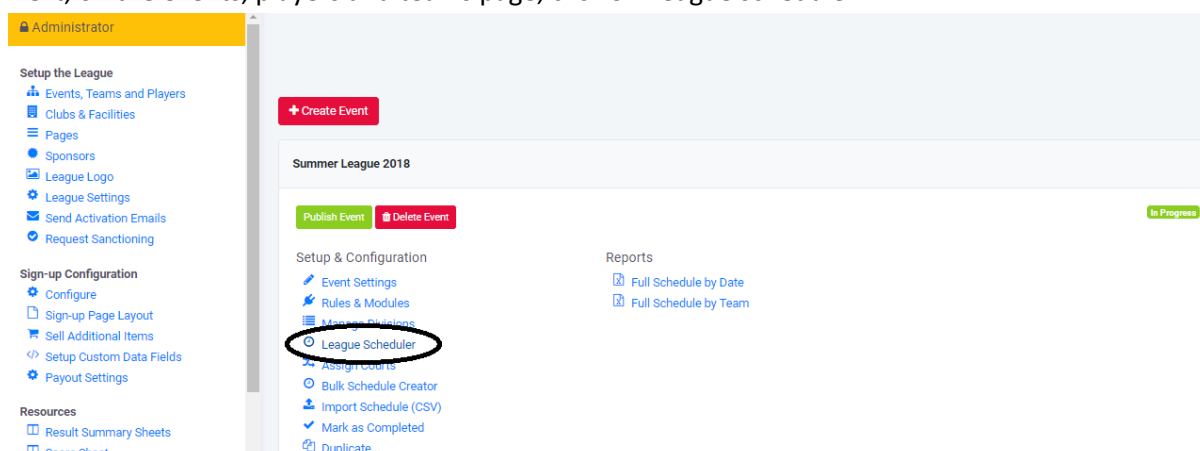


10. **Add players to teams:** On the divisions page, within 'manage teams' you will see four 'Action' items next to each team name. Select 'Players' as demonstrated above. Add your players by typing their names in the search bar. Here you can choose the team captain and their position in the team.

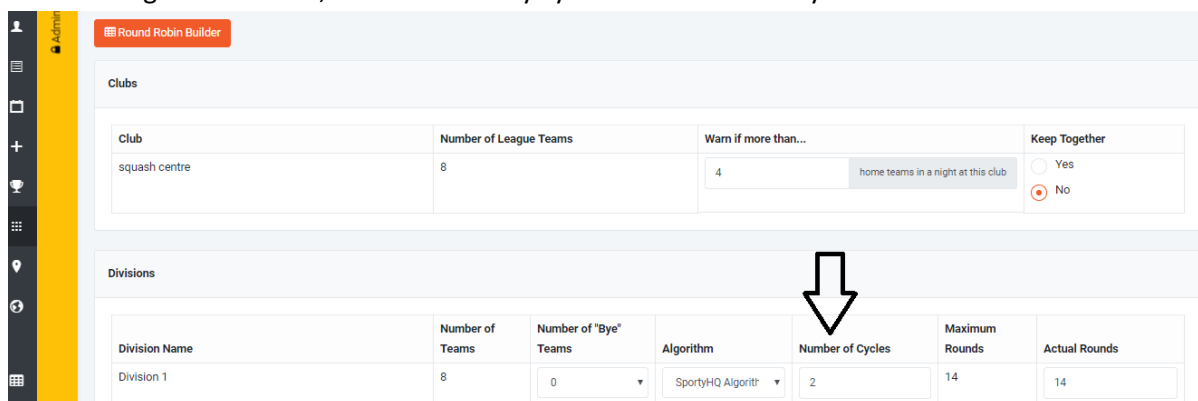


Scheduling a League

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.



Round Robin Builder

Clubs

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

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

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 date, 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:

Rnd. 3:

Rnd. 4:

Rnd. 5:

↑

+ 1 week

+ 1 week

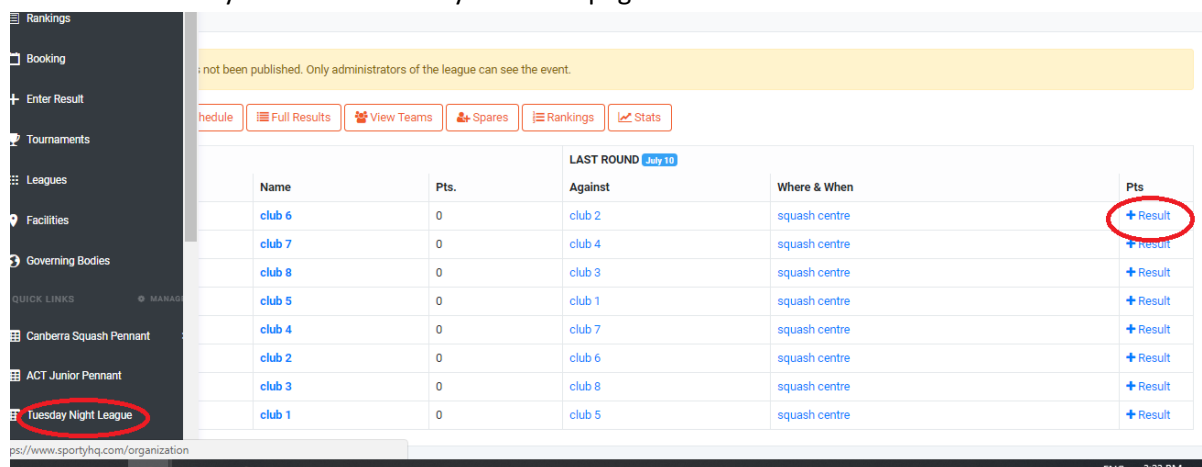
+ 1 week

+ 1 week

Division 4	<div style="font-size: 3em; margin: 0;">➔</div>	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

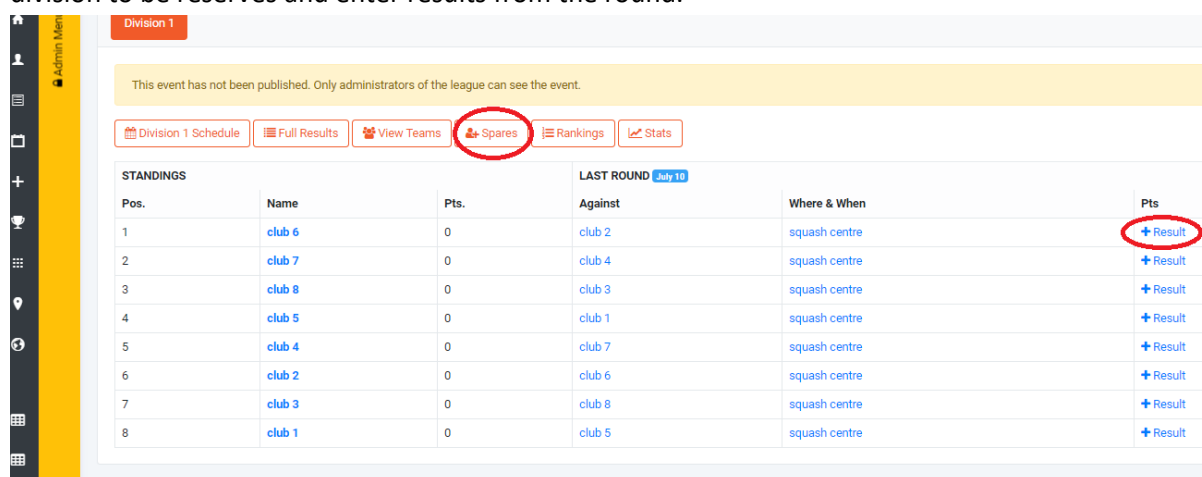
14. Other options within the 'Events, Teams & Players' page include, 'assign courts' – schedule the exact court the match will be played on ie., team 1 v team 2 on court 1. 'Bulk Schedule Creator' – create the schedule manually for each individual division. 'import schedule' – import from another software.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



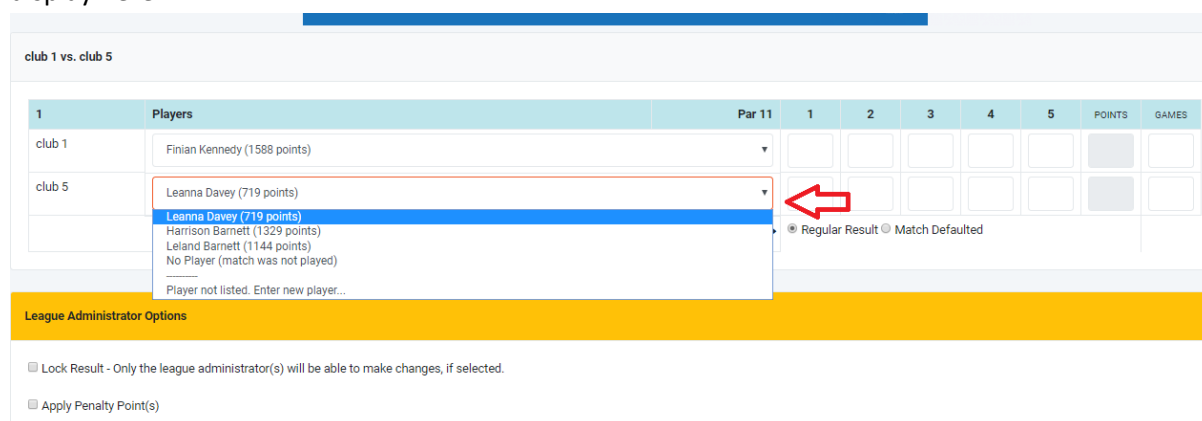
Name	Pts.	Against	Where & When	Pts.
club 6	0	club 2	squash centre	+ Result
club 7	0	club 4	squash centre	+ Result
club 8	0	club 3	squash centre	+ Result
club 5	0	club 1	squash centre	+ Result
club 4	0	club 7	squash centre	+ Result
club 2	0	club 6	squash centre	+ Result
club 3	0	club 8	squash centre	+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



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.



1	Players	Par 11	1	2	3	4	5	POINTS	GAMES
club 1	Finian Kennedy (1588 points)								
club 5	Leanna Davey (719 points)								

League Administrator Options


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

☐ 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 <small>club 5 VS. club 4</small>	TBD	 <div style="display: flex; justify-content: space-around; width: 100px;"> 👍 👎 </div>
Tue 24th Jul	squash centre <small>club 5 VS. club 7</small>	TBD	<div style="display: flex; justify-content: space-around; width: 100px;"> 👍 👎 </div>
Tue 31st Jul	squash centre <small>club 5 VS. club 3</small>	TBD	<div style="display: flex; justify-content: space-around; width: 100px;"> 👍 👎 </div>
Tue 7th Aug	squash centre <small>club 5 VS. club 6</small>	TBD	<div style="display: flex; justify-content: space-around; width: 100px;"> 👍 👎 </div>
Tue 14th Aug	squash centre <small>club 5 VS. club 2</small>	TBD	<div style="display: flex; justify-content: space-around; width: 100px;"> 👍 👎 </div>
Tue 21st Aug	squash centre <small>club 5 VS. club 8</small>	TBD	<div style="display: flex; justify-content: space-around; width: 100px;"> 👍 👎 </div>
Tue 28th Aug	squash centre <small>club 5 VS. club 1</small>	TBD	<div style="display: flex; justify-content: space-around; width: 100px;"> 👍 👎 </div>
Tue 4th Sep	squash centre <small>club 5 VS. club 4</small>	TBD	<div style="display: flex; justify-content: space-around; width: 100px;"> 👍 👎 </div>

Use Sport your mol team and recorded recorded



 Avail Ap

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

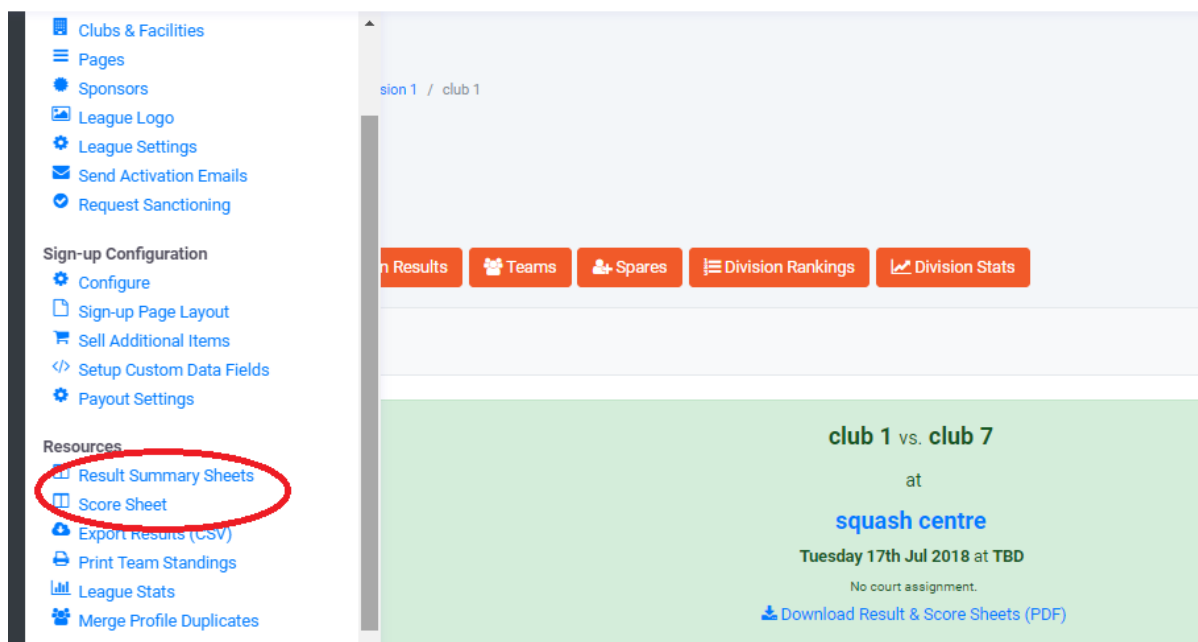
squash centre

Tuesday 17th Jul 2018 at TBD

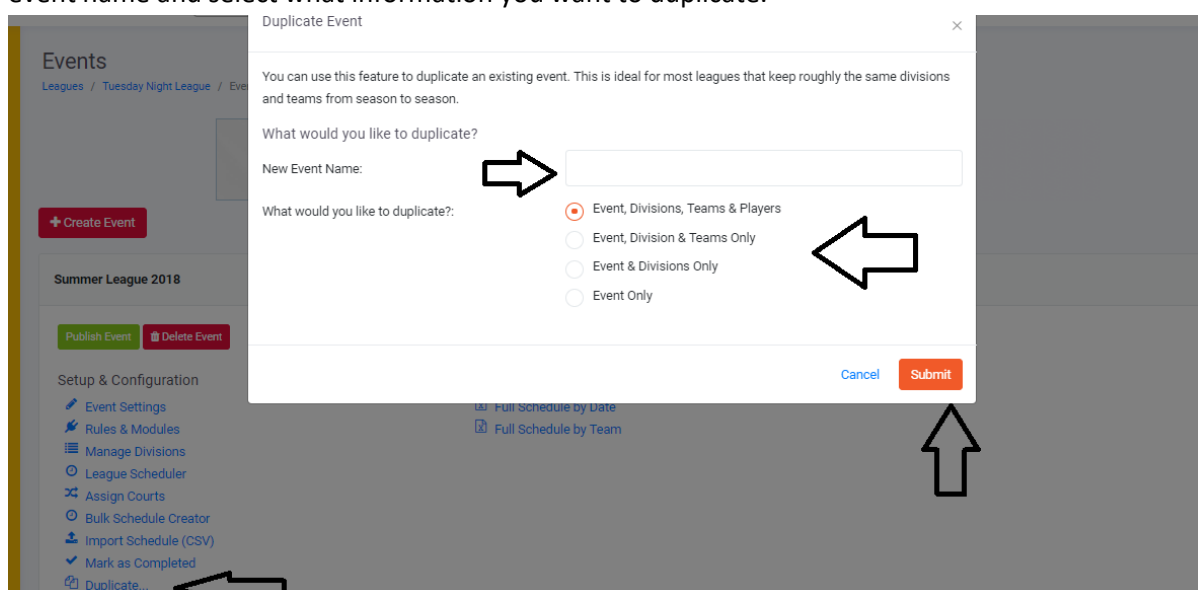
No court assignment.

[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.



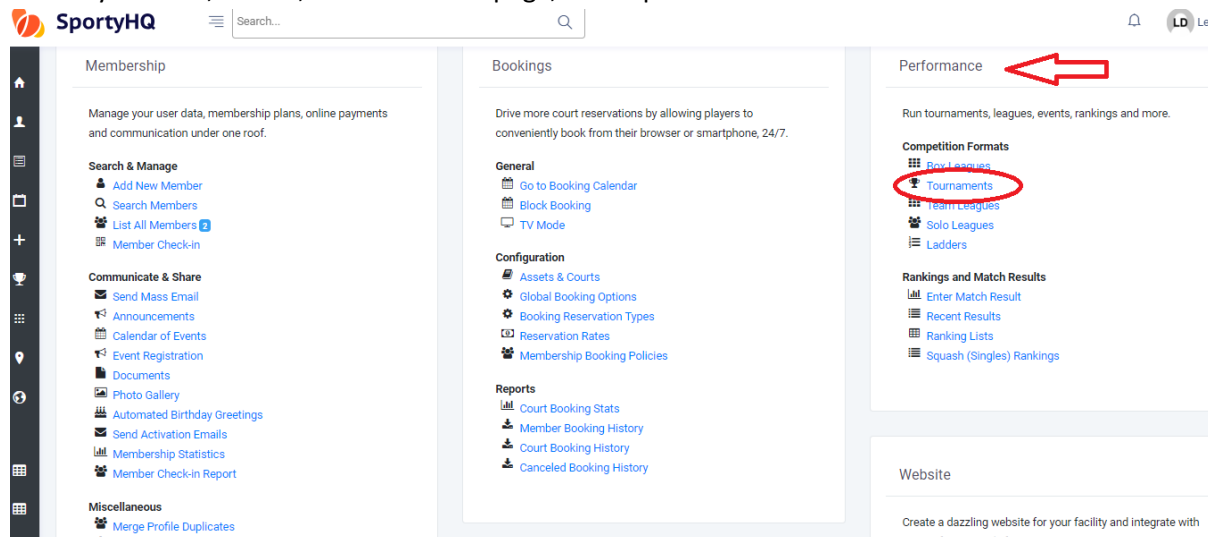
21. Now your event is over but you're ready to start the next one, just duplicate your previous competition! Select 'Duplicate' from the 'events, teams & players' admin option. Type in your new event name and select what information you want to duplicate.



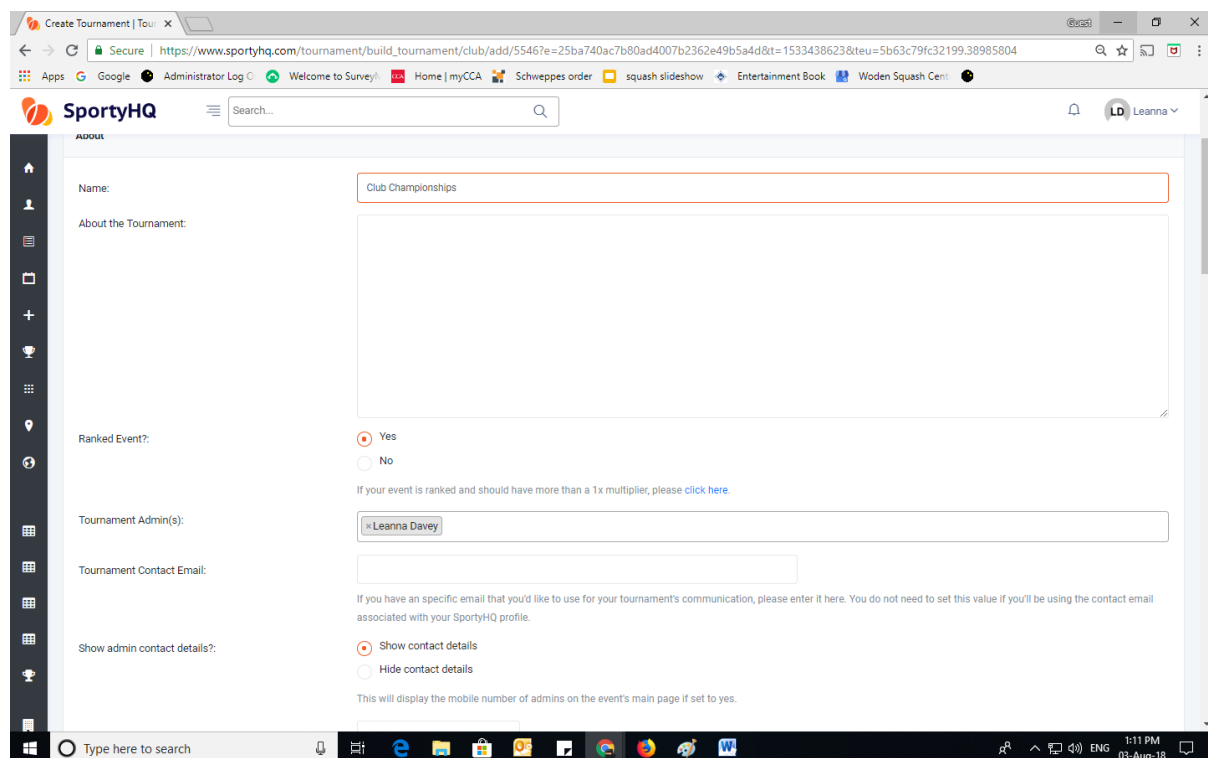
22. The above example is based on an in-house competition to be played at the same centre each week. If you need to make a state/city league, involving multiple facilities, ensure you add all clubs and facilities that will be participating. If you wish to make the teams centre based (Eg., players from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

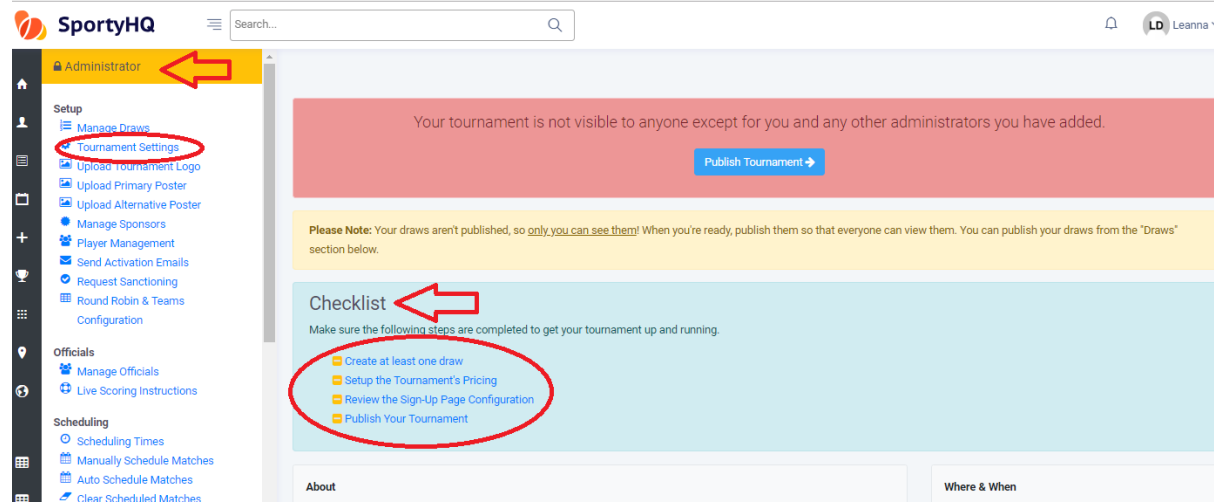


2. Select 'Create Tournament'. This will open a new page, fill in all relevant details and press 'submit'.

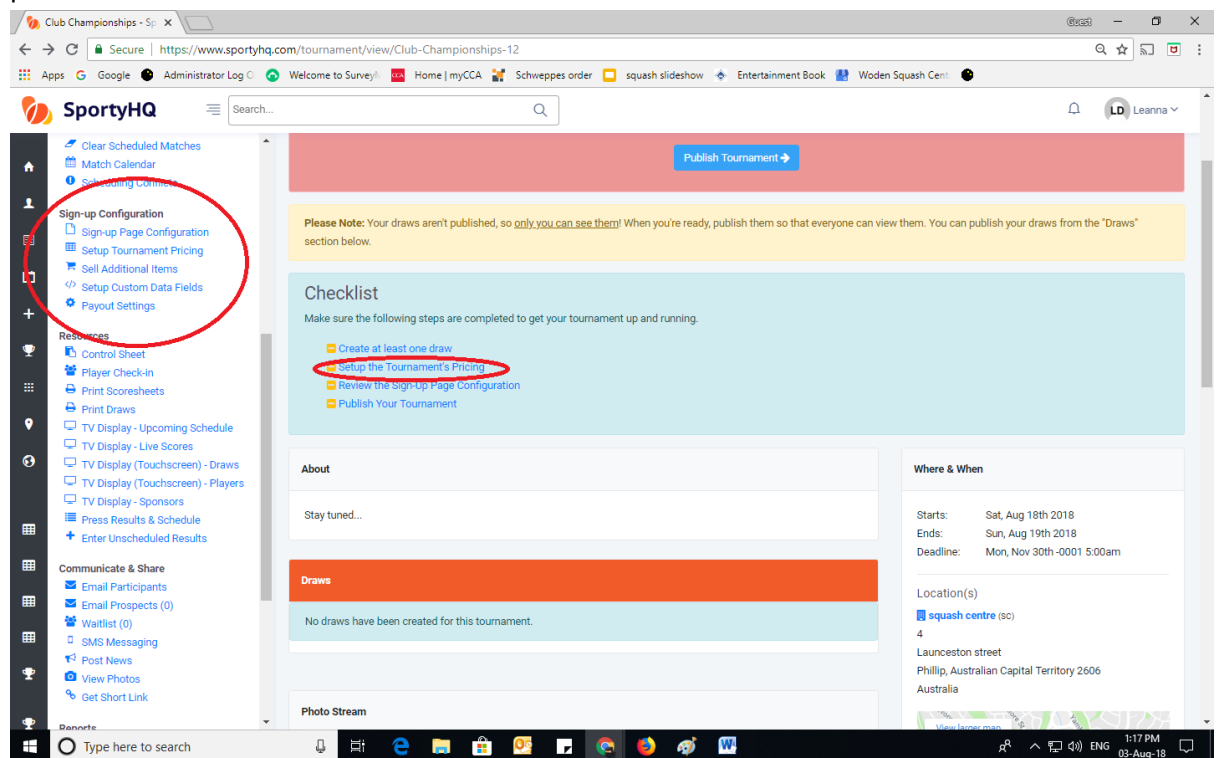


3. Once you press 'submit' it will open up your tournament page, here you will see a checklist of things that need to be done first. If you need to adjust any of the information in the previous step,

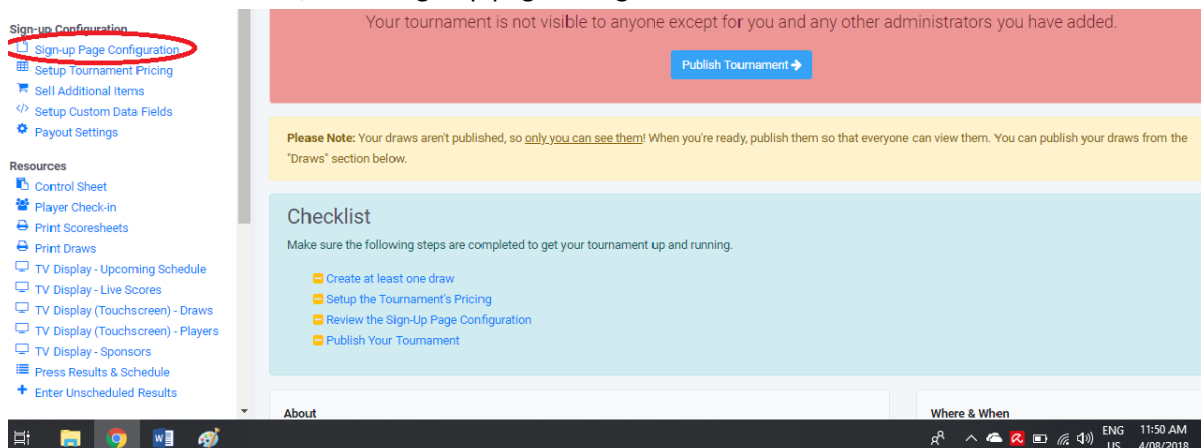
you can do so by selecting 'tournament settings' in the Administrator tab.



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.



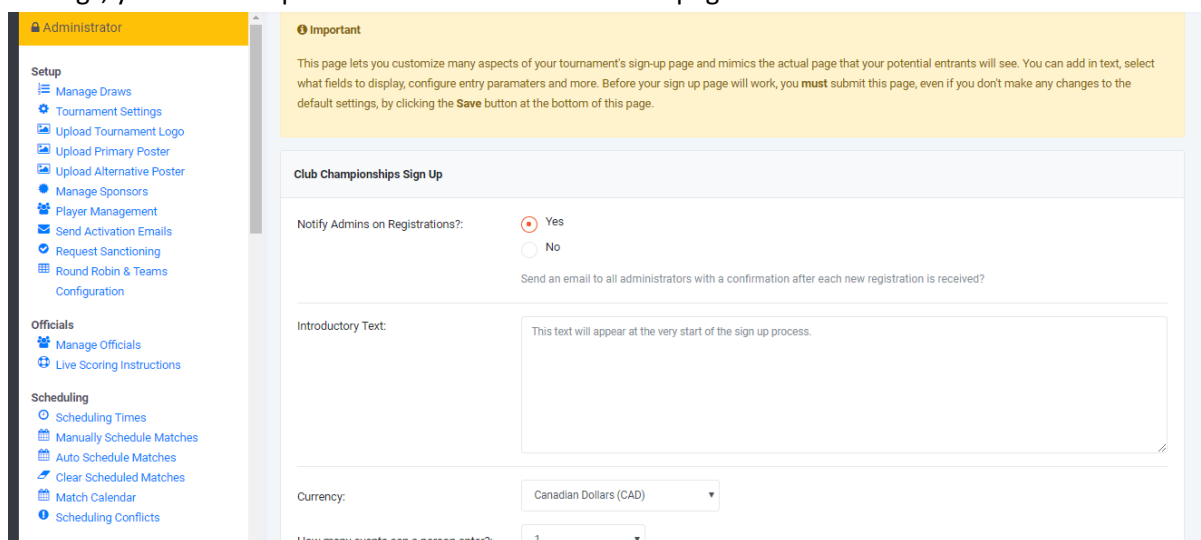
5. In the Administrator Tab, select 'sign-up page configuration'



The screenshot shows the Administrator interface. On the left sidebar, under 'Sign-up Configuration', the 'Sign-up Page Configuration' item is circled in red. The main content area displays a message: '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 'Please Note' section and a 'Checklist' section with the following items:

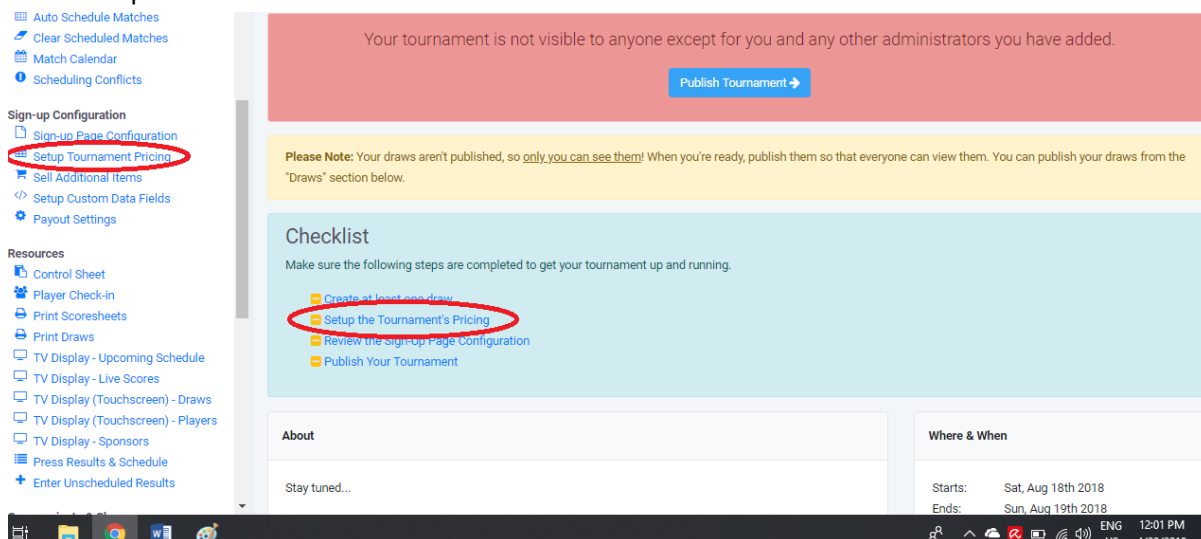
- Create at least one draw
- Setup the Tournament's Pricing
- Review the Sign-Up Page Configuration
- Publish Your Tournament

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



The screenshot shows the 'Club Championships Sign Up' configuration page. The left sidebar has the 'Administrator' tab selected. The main content area includes an 'Important' note, a 'Notify Admins on Registrations?' section with radio buttons for 'Yes' (selected) and 'No', an 'Introductory Text' field, a 'Currency' dropdown set to 'Canadian Dollars (CAD)', and a 'How many events can a person enter?' dropdown set to '1'.

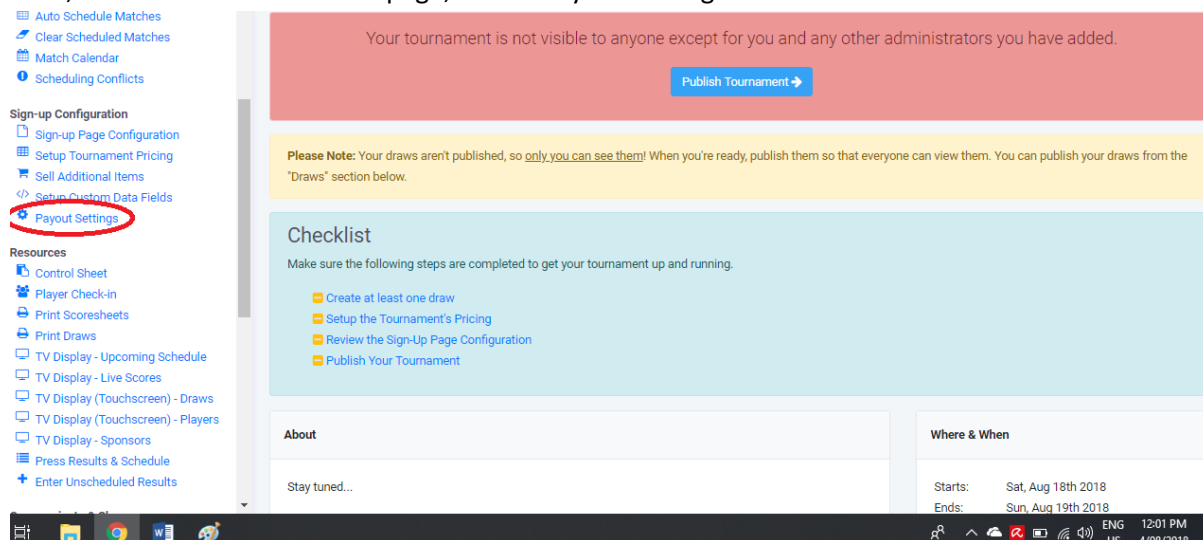
7. To set up the Tournament pricing, select tournament pricing in the Administrator tab or under 'checklist'. Once selected, click on 'Create Payment Category'. Fill in the required fields and press 'submit'.



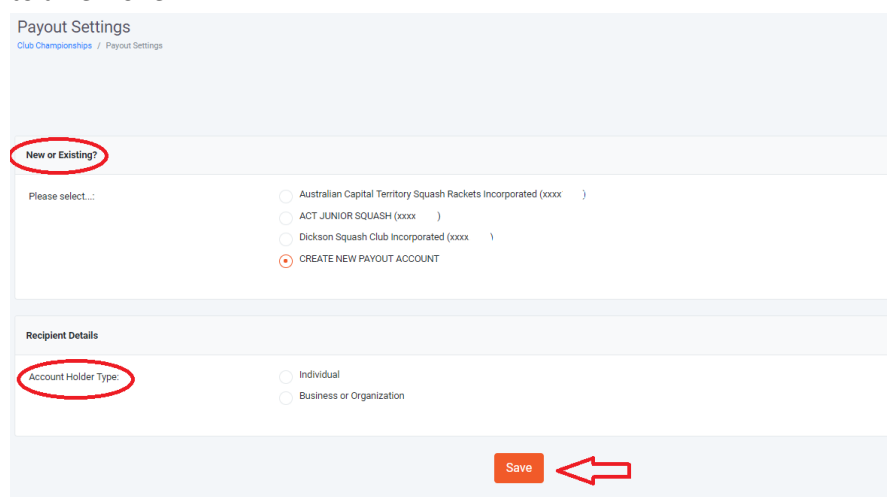
The screenshot shows the Administrator interface. On the left sidebar, under 'Sign-up Configuration', the 'Setup Tournament Pricing' item is circled in red. The main content area displays the same message as in the previous screenshot. Below this is a 'Please Note' section and a 'Checklist' section with the following items:

- Create at least one draw
- Setup the Tournament's Pricing
- Review the Sign-Up Page Configuration
- Publish Your Tournament

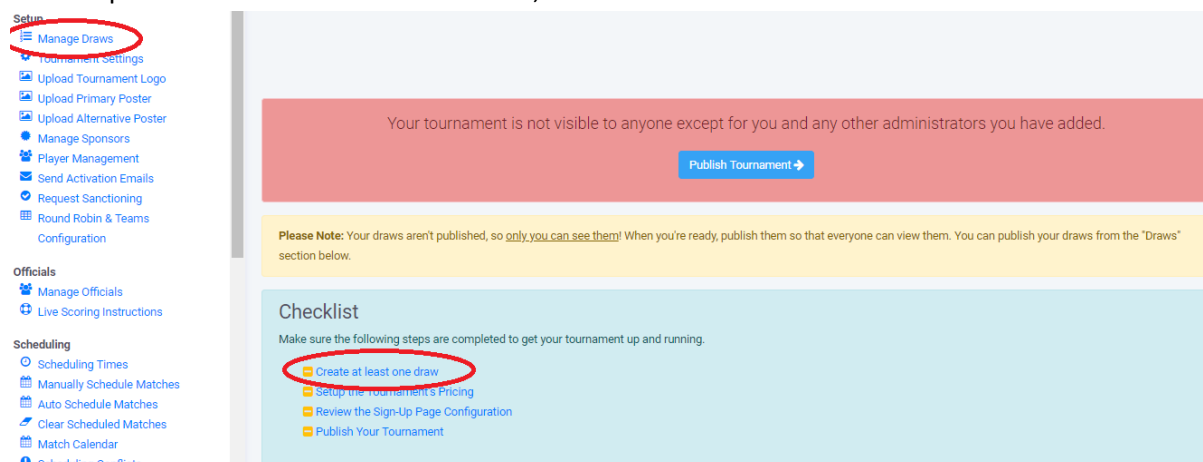
- Next, under the administration page, select 'Payout Settings'.



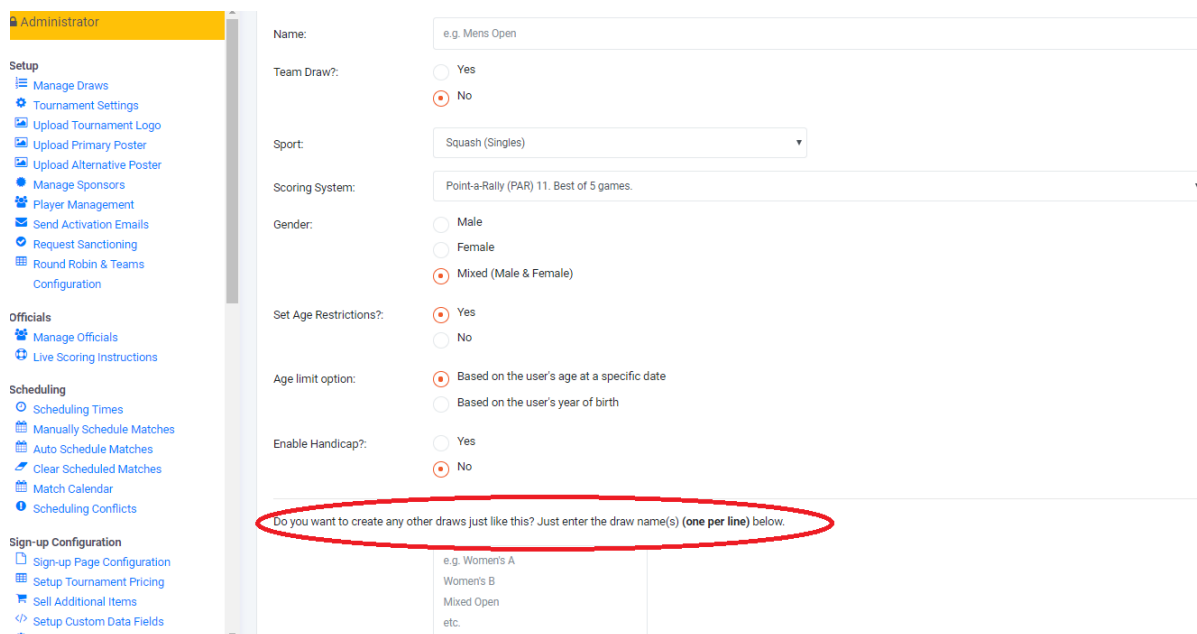
- Once selected, this will open an option to select your country, then select 'continue'.
Next select whether you wish for payments to be made to a previously used account or to a new one.



- 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.
- Next step is to create a draw. Once selected, click on '+ Create Draw'



- To start creating your draw, fill in all required fields. Note, that you can make multiple of the same kind of draw by typing the draw names in the bottom box (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

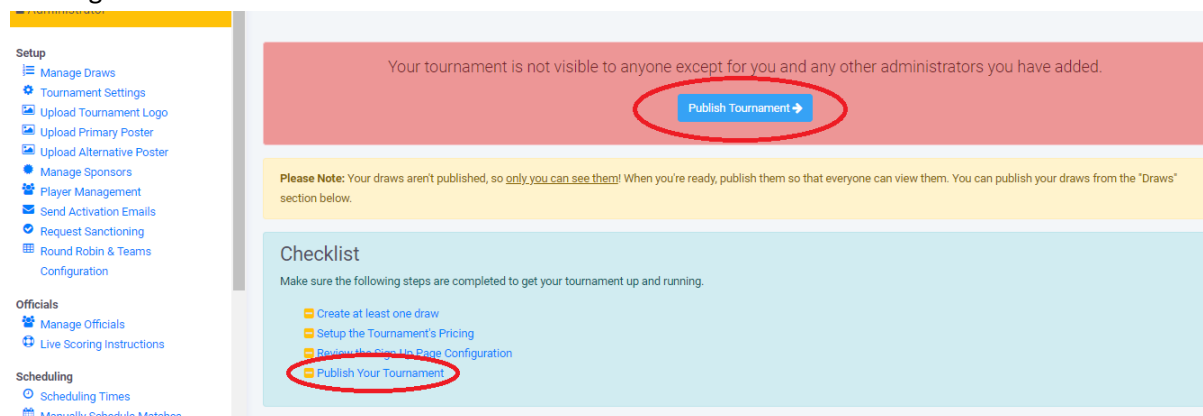
Age limit option: ☒ Based on the user's age at a specific date ☐ Based on the user's year of birth

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.

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



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

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

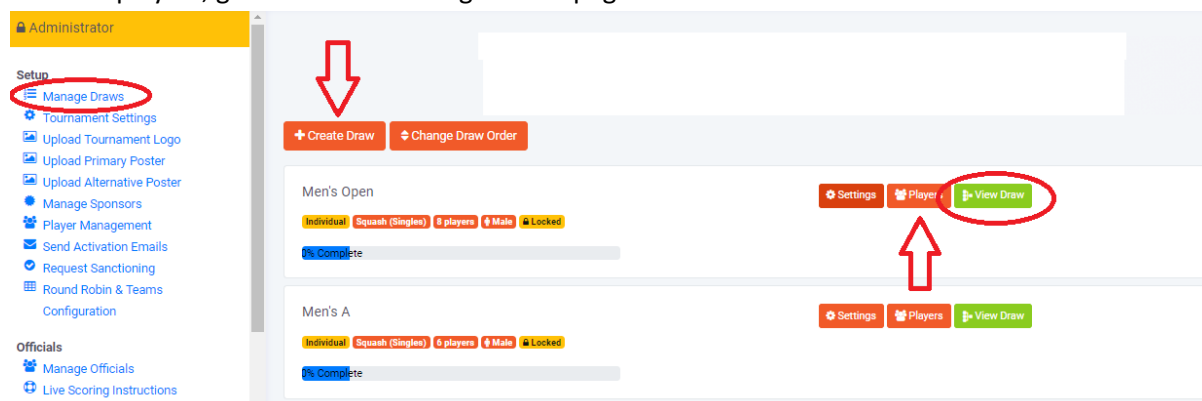
Make sure the following steps are completed to get your tournament up and running.

- Create at least one draw
- Setup the Tournament's Pricing
- Review the Sign-Up Page Configuration
- Publish Your Tournament**

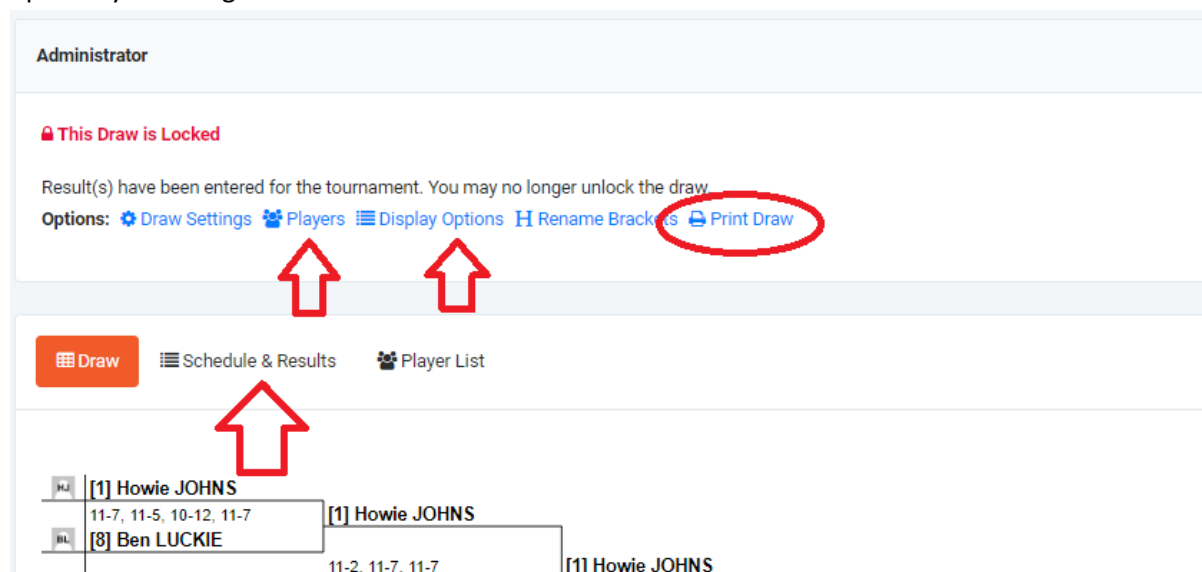
Finalising the draws

- 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

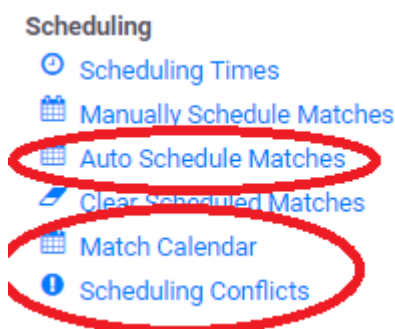
with the players, go back to the manage draws page and select 'view draws'.



- 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'.



- 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.



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'.

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.

Scheduling Conflicts

Tournaments / 2018-19 SQUASH CLUB CHAMPIONSHIPS / Scheduling Conflicts

Match Scheduling Issues

No issues found.

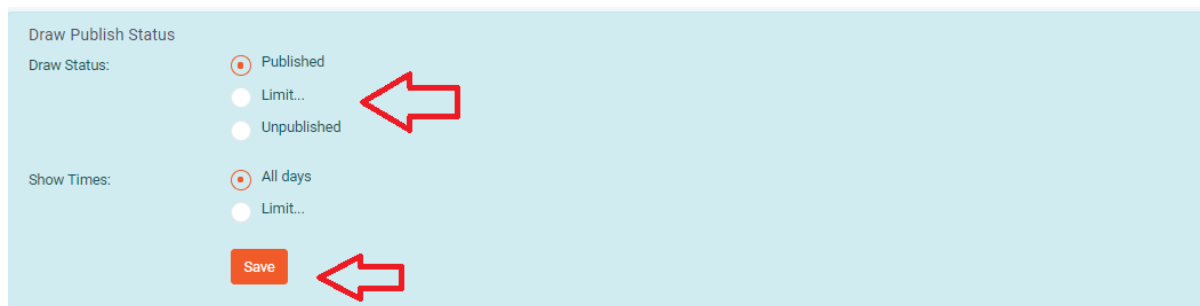
Player Scheduling Issues

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

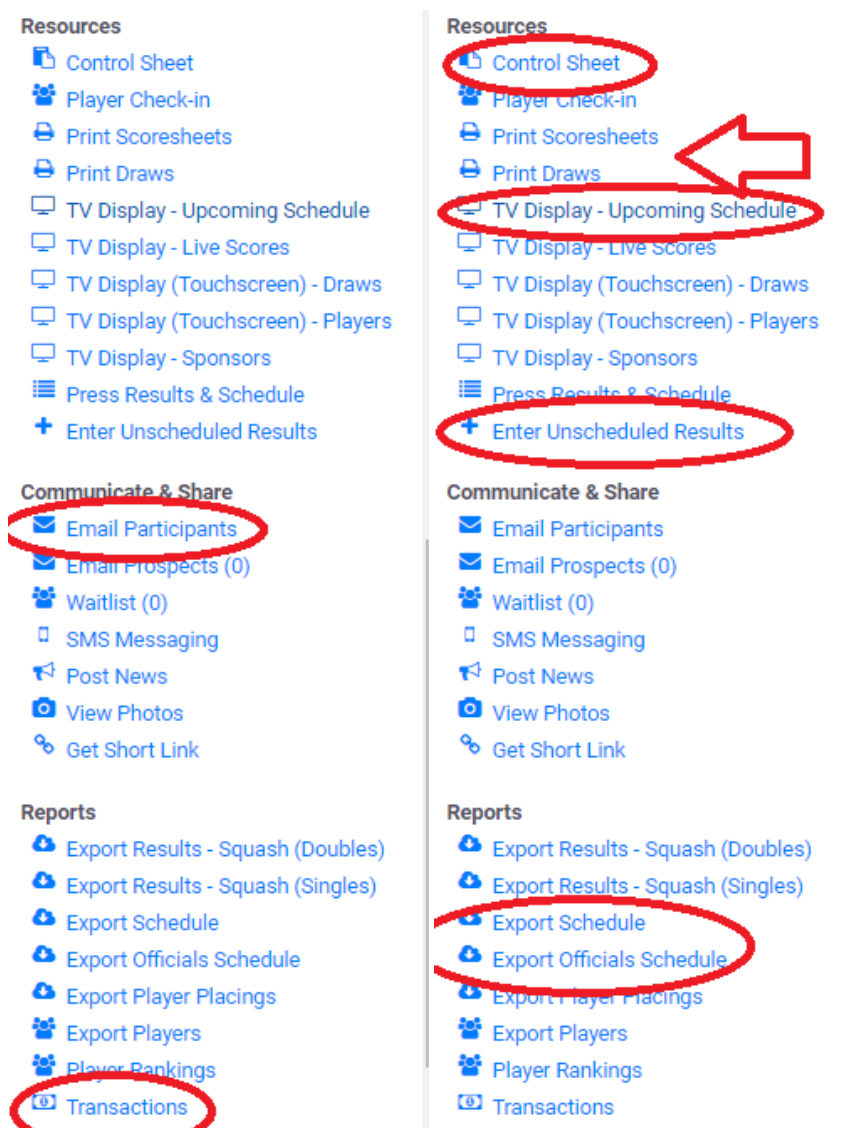
SATURDAY, 4TH AUG 2018

- Mark Ciesniewski 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).
- Denis Mettan 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: X2 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: X6 in Doubles B on 4 Aug at 1:00pm and X8 in Doubles B on 4 Aug at 1:30pm (30 min).
- Jan Noonan has matches close together: X3 in Doubles A on 4 Aug at 1:00pm and X10 in Doubles A on 4 Aug at 1:30pm (30 min).
- Pat Siciliano 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).

- 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.



- 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

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.