



# Sporty HQ Manual for Brisbane Centre Operators

## SPORTY HQ USER GUIDE FOR CLUB ADMINISTRATORS IN BRISBANE

### Logging on

Once you have your Activation Email sent out and have set up your account details you can just log in as normal with those credentials. **DO NOT LOSE YOUR LOG IN INFORMATION**

*Do not worry about the "I don't have an account" part this is for new account holders who are NOT on Sporty HQ*

**Dont worry about this part**

### Your Admin Page

Once you log in you will be taken to your profile page.

**You will see this next to your club name**





Click the Admin Page tab and you will be taken through to your Admin page for your Club.

*There are many setting and features in this page that the normal member will not have access to. Remember this page will show all the personal details for players at your club. Do not let the information be compromised as this can land you in hot water with Privacy laws if you are not careful. People take their privacy seriously and so should you as an administrator of the club.*

## People and Communication Menu

This is where you can view all your club players and add new ones to your club. Those who supply email addresses can be sent their Activation link, also you can upload club documents for others to view or download.

### People & Communication


- Add New Player  Adds new or Existing players to your club
- Search Members
- List All Members 105  Shows ALL your club members that have been added
- Send Activation Emails
- Membership Statistics  Those players with emails supplied can get an activation email sent to them
- Announcements
- Send Mass Email
- Merge Profile Duplicates
- Club Documents  Upload any Club specific or BCS files for players to download
- Photo Gallery

*This is the main menu that you will be using most of the time so go ahead and have a play it's all self-explanatory and easy to use.*

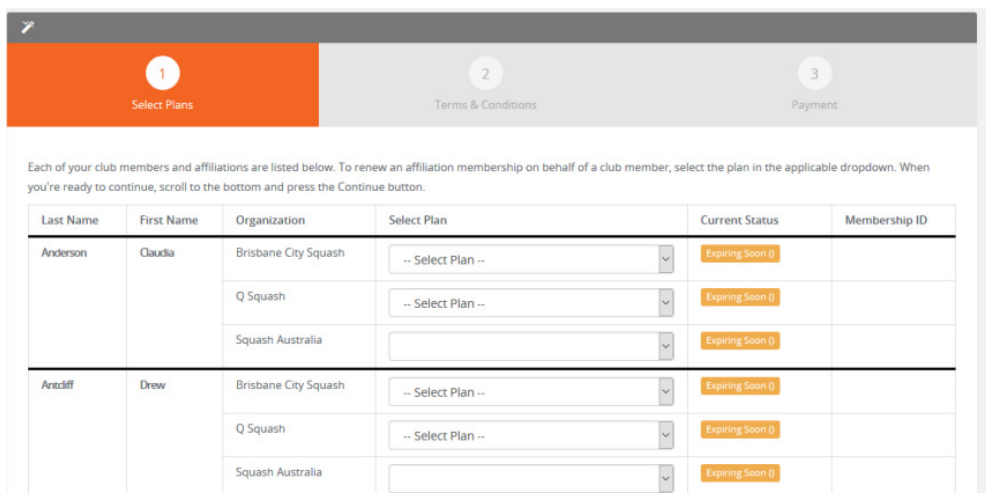
## Affiliations Menu

This is where you go to see who in your club has paid and what the status is of their affiliation is. Clicking on the bulk Renew Member Affiliations will bring up a new page that show each player and what they have paid and when it expires

### Affiliations

- Bulk Renew Member Affiliations  This is where you can check who has paid up
  - Brisbane City Squash
  - Q Squash
  - Squash Australia

Bulk Renew Member Affiliations menu brings the following player information up for you to view, you can also pay the players fees for them using this feature just select the plan they want and follow the instructions on each page after you select Continue.



Each of your club members and affiliations are listed below. To renew an affiliation membership on behalf of a club member, select the plan in the applicable dropdown. When you're ready to continue, scroll to the bottom and press the Continue button.

Last Name	First Name	Organization	Select Plan	Current Status	Membership ID
Anderson	Claudia	Brisbane City Squash	-- Select Plan --	Expiring Soon ()	
		Q Squash	-- Select Plan --	Expiring Soon ()	
		Squash Australia		Expiring Soon ()	
Antcliff	Drew	Brisbane City Squash	-- Select Plan --	Expiring Soon ()	
		Q Squash	-- Select Plan --	Expiring Soon ()	
		Squash Australia		Expiring Soon ()	

*Note the drop down box next to Brisbane City and Q squash just select the plan for both and move onto the next page.*



Here is what a player who has paid in full looks like in your Admin page.

Deacon	Conway	Brisbane City Squash	-- Select Plan --	Expires 2020-01-18	1
		Q Squash	-- Select Plan --	Expires 2017-12-31	
		Squash Australia		Expiring Soon ()	

Take note of the Expiry as it will show what type of membership they have paid for.







## Club Setup Menu

### Club Setup

-  Member Types
-  Affiliations



You can add your own in club Member Types

-  Club Settings
-  Logo
-  Custom Data
-  Birthday Greetings
-  Membership Sync
-  Email Templates



This is where you can change your clubs info and update your Logo

This is where you can add info about your club and add a logo if you choose, you can also set your own in club member types. So if you have a Monday in house comp that you want to keep track of you can make a Membership Type for that. Just click on it and follow the instructions this is a great feature for tracking different groups within your club.

Here is an Example of the ones used at Alex Hills Squash club

## Memberships

[+ Create Membership Type](#) [Membership Policies](#)




Memberships

Name	
Non Fixture Social Player	<a href="#">Edit</a> <a href="#">Delete</a>
Paid BCS/Q Squash Affiliated Player	<a href="#">Edit</a> <a href="#">Delete</a>

If you want to make a new one just use the +Create Membership Type and follow the simple instructions.

## Sending Activation Emails through Sporty HQ

Sporty HQ can send out bulk email activation to all members who have supplied a valid email address, to do this go to the people and communications Panel in the Admin page and select "Send Activation Emails".

-  List All Members 105
-  Send Activation Emails
-  Membership Statistics

Click the Send Activations Emails link

You will now see this page displayed.

### Send Activation Emails

Compose Email

Email Subject: Activate Your SportyHQ Account

Send

Merge Fields

Click on a field to insert it in to your email message.

- Recipient's First Name
- Recipient's Last Name
- Recipient's Email
- Activation Link

Select this to Auto add the web Link to Activate

Type your message in to the box and then click Activation link in the menu on the Right this will add a link to the email that the players will follow to activate their account, the message will be sent to all players who have supplied a valid email address

This is what it will look like with a link added, use your own wording for the message.

Email Subject: Activate Your SportyHQ Account

Hi please activate your Sporty HQ account by following the link below:

[%%ACTIVATION\\_LINK%%](#)

Remeber your User name and password

Link will give instructions to recipient on how to set up their account.

You can also see under this email window a list of all players the email has been sent to and who has activated already.

### Can I update my own players manually?

Yes any player that is in your club you can update, when a player sets up there account for the first time they will be prompted to fill in the fields in the form, a lot of the info has already been pulled over from Squash Matrix.

To edit a player you can select the drop down box next to their name, the players can be found in the People and communication panel.

- [List All Members](#) 105
- [Send Activation Emails](#)

Go to list all members page in people and communication.

Deacon

Edit

Remove from Club

Look for the player you want to Edit and select the drop down menu and choose Edit

Once you open a player's page you can update any field that is in there, it is not necessary to have an address in there but Email and contact is needed as well as the players Date of Birth. There are other fields that can be filled in like current level of playing (Prem, A, B, C etc.) if the player has a coaching cert or not and other areas that are not necessary but helpful to Squash Bodies to get an idea of the demographics of squash players.

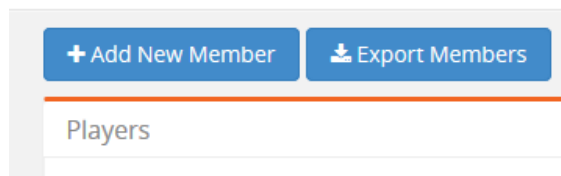
If you wish to remove a player from the club as they are not part of yours you can just select the Remove from Club option under the edit button.

### How do I add a player that may be in the system?

A majority of the players currently playing in the comp will be in the system just not on your page yet because they will be registered to another clubs admin page. When players pay their fees they will be asked to select a secondary club if they play for two, once they do this they will be registered to your club and show up in your list of players. So players are not linked to any club and will need to be added by you.

So to do this you will go to the List all members in the people and communication panel, and select add new player.

## List Players

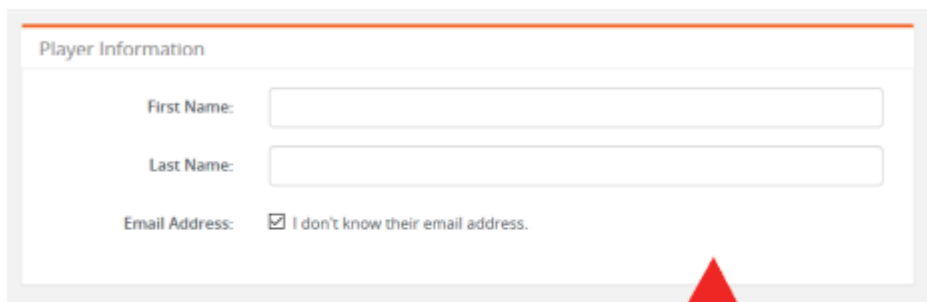


The screenshot shows a light gray box with a white background. At the top, there are two blue buttons with white text: '+ Add New Member' and 'Export Members'. Below the buttons, there is a horizontal line, and then the word 'Players' is displayed in a light gray font.

*Click the Add new Member blue button to add a player that is not in your club, a player can be in multiple clubs at once.*

Once the new player page loads up Go ahead and Type in their name in the form, if you know there email you can use that to narrow the search as there may well be many players with the same name across the globe. Once the name is in **DO NOT PRESS ENTER** as this will add the first person it finds, instead just click in the white box under the last name box and it will display all results.

## Add Player



The screenshot shows a form titled 'Player Information'. It has three input fields: 'First Name:', 'Last Name:', and 'Email Address:'. The 'Email Address:' field has a checkbox next to it labeled 'I don't know their email address.' A large red arrow points upwards from the text below towards the bottom of the form.

*When entering Players name use a Capital for First letter of each name, it appears to be case sensitive at times*

**Click here to get a list do not press ENTER**

If the result comes back with multiple hits you will need to look at what one is your player, some players have email addresses and a portion of this shown to assist in helping find a player. As shown below using the name Jo Smith:

## Add Player






Player Information

First Name:

Last Name:

Email Address: ☒ I don't know their email address.

We found some possible duplicate players. Please carefully check the list of players below and make sure they aren't already in the SportyHQ database.

-  John Arrowsmith
-  Josh Goldsmith 
  - Briars at Thornleigh
-  Josh Naismith 
  - Sydney University Squash Club
-  Jo Smith   
jo\*\*\*\*\*@s\*\*\*\*\*om
-  Jo-ann Smith   
ja\*\*\*\*\*@y\*\*\*\*\*ca

*Sometimes the player will have a club already assigned to them this can help find them; the club listed is the primary club that they listed on their profile.*

*As you can see there is a Jo Smith with an email if you know their email you can identify them easily.*

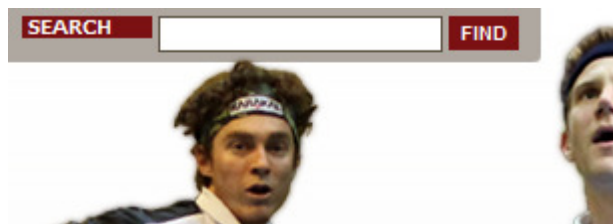
*Once you found the player you are looking for just press select and they will be added to your club.*

Once you press the select button this player will be added to your clubs list of members. If a player is not in the system a new player page will be shown and you can go ahead and enter all the information that is asked.

- Name
- Date of Birth
- Disciplines (Squash Singles)
- Time zone (+10 Hours Australia)
- Send Activation (must supply Email)
- Contact Number
- Member type (Squash)
- What are they, Player/Ref/Coach etc?
- Matrix Id (Found on their Matrix Account)
- Are they active at your Club?
- Address (If they want)

## How do I find a player Matrix ID?

Go to [www.matrix.com](http://www.matrix.com) and type in the player's name in the search box.



Then find the player if it produces a list if not it will display the player for you.

Players Matrix ID



*Player details will show the details for that player, the Player# is their Matrix ID.*

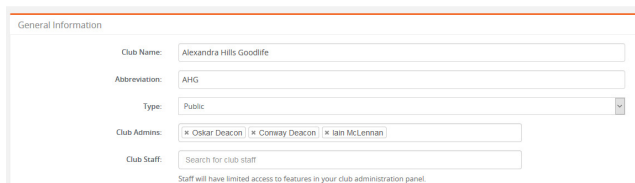
## How can I add another person as an Admin?

You may wish to add another person to your clubs admin page to be able to assist in administering the page, to do this go to Club settings in the Club Setup Panel.

-  Club Settings
-  Logo

This will bring up your clubs admin settings you can now just add a member in the club Admin line and they will have full admin rights and have an Admin button on their profile. Please be careful who has access to this as members details are personal and private and should not be used for any other purpose other than a member database for your club.

### Club Setup



The screenshot shows the 'Club Setup' form with the following fields:

- Club Name: Alexandra Hills Goodlife
- Abbreviation: AHG
- Type: Public (dropdown menu)
- Club Admins: Oskar Deacon, Conway Deacon, Ian McLennan
- Club Staff: Search for club staff

Below the Club Staff field, there is a note: "Staff will have limited access to features in your club administration panel."

## I'm still stuck how can I get some help?

The changeover to this new system will throw up many issues in the start so if you find that you are still confused about something don't worry or stress help is only an email or phone call away.

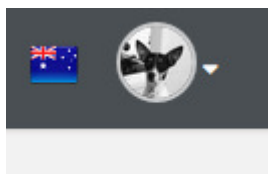
Brisbane City Squash can be contacted at [Info@brisbanecitysquash.com](mailto:Info@brisbanecitysquash.com) for the Secretary (Conway Deacon)

President of Brisbane City Squash can also help [president@brisbanecitysquash.com](mailto:president@brisbanecitysquash.com) (Nathan Turnbull)

You can also visit our Web page [www.brisbanecitysquash.com](http://www.brisbanecitysquash.com) for the latest information

Also feel free to ask on our Face book page just look up Brisbane City Squash

On a final note on your Sporty HQ account please ensure that you change your country to Australia, Just click the flag next to your profile pic and select Australia. It will default to Canada and has caused a few problems for players in the past when it comes to payments.



*Select Australia for your Country by clicking the flag.*

## Disclaimer

This document was created by the BCS Secretary & Q Squash Vice President (Conway Deacon) information was correct at time of putting this together. If there are mistakes please inform me at the following email address [info@brisbanecitysquash.com](mailto:info@brisbanecitysquash.com)

Sporty HQ is not owned by Squash Australia so please do not contact them if you have any Issues with it. Come to us first at BCS and we will try and resolve any issue you have. I do not receive any payments or subsidies for putting this together so if you do contact me at BCS please do so in a sensible manner as this transition is just as difficult for us as it for you and the Players of Brisbane.

Thanks and I hope this helps get you started on Sporty HQ.

Conway Deacon

Brisbane City Squash Secretary