

FOOTBALL WEST

Sports TG User Guide

Club Administrators



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WHAT IS SPORTS TG

Sports TG (STG) is the online competition management system that has been assigned to all member federations from FFA (Football Federation Australia). Football West uses Sports TG to assign fixtures, and record match results among many other things.

Sports TG can be used for the following at a club administration level;

- Register teams during the Online Team Entry Period
- Assign players to teams to create online match records and record statistics
- Enter match results and statistics (goals, goal scorers, red/yellow cards)
- Download various reports (fixtures, player stats, results)
- Create Awards for assign player votes too

In regards to entering the match results there are two options available to you on how you can organise this;

1. Appoint dedicate people and/or person to enter in all the junior and girls league results
2. Allow each team manager to enter their own team's results.

This option is best for those clubs who would like to use the ability to track match statistics and create players awards, otherwise the club administrator would have to enter all of that data IF the club has chosen to use this function.

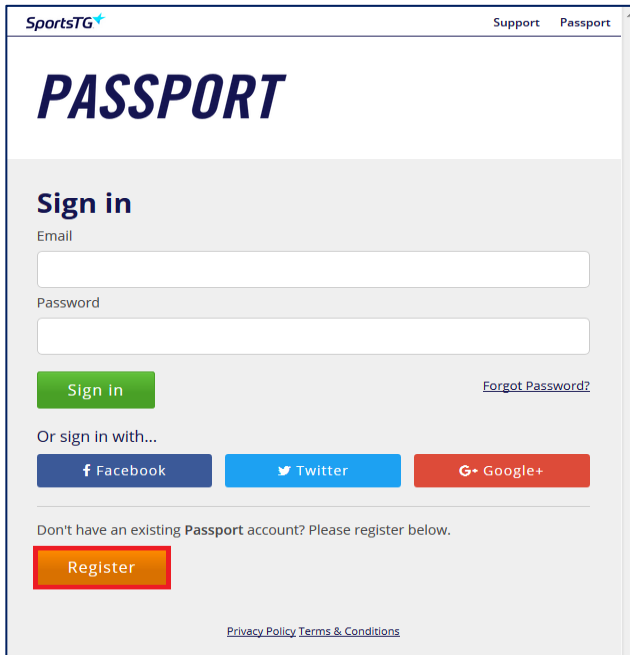
Please note that although entering match results is compulsory, entering the awards and match statistics **IS NOT** compulsory and is completely up to each club if they wish to use this function.

**please note that NO MiniRoos and 12s results are to be entered into Sports TG or advertised on websites/social media.*

NEW USERS

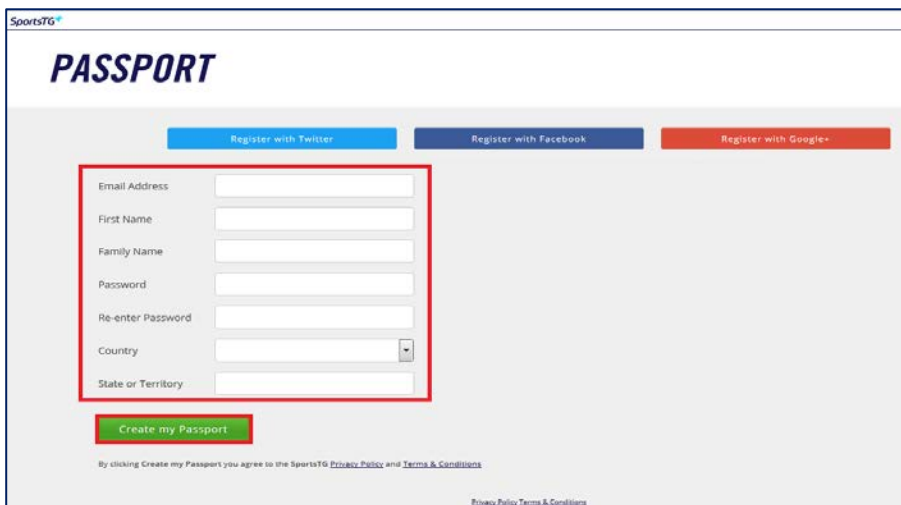
Step 1 – Set up your SportsTG Passport

1. Go to [SportsTG Passport Login](#) and click [Register](#) to create your STG Passport



The screenshot shows the 'PASSPORT' sign-in page. At the top, there's a navigation bar with 'Support' and 'Passport' links. The main heading is 'PASSPORT' in a large, bold, italicized font. Below it, the 'Sign in' section includes an 'Email' input field, a 'Password' input field, and a green 'Sign in' button. A link for 'Forgot Password?' is located to the right of the password field. Below the sign-in section, there's a section for 'Or sign in with...' featuring three buttons: 'Facebook', 'Twitter', and 'Google+'. At the bottom of this section, a message says 'Don't have an existing Passport account? Please register below.' followed by an orange 'Register' button. At the very bottom, there are links for 'Privacy Policy' and 'Terms & Conditions'.

2. Proceed to complete the STG Passport registration form by entering your details in all of the required fields.
3. Select '**Create my Passport**' when all details are completed



The screenshot shows the 'PASSPORT' registration form. At the top, there's a navigation bar with 'Support' and 'Passport' links. The main heading is 'PASSPORT' in a large, bold, italicized font. Below it, there are three buttons for social media registration: 'Register with Twitter', 'Register with Facebook', and 'Register with Google+'. The main registration form is enclosed in a red border and includes the following fields: 'Email Address', 'First Name', 'Family Name', 'Password', 'Re-enter Password', 'Country' (a dropdown menu), and 'State or Territory'. Below the form fields is a green 'Create my Passport' button. At the bottom, there is a small text line: 'By clicking Create my Passport you agree to the SportsTG Privacy Policy and Terms & Conditions'. At the very bottom, there are links for 'Privacy Policy' and 'Terms & Conditions'.

Step 2 – Activate your SportsTG Passport

1. A confirmation email will be sent by SportsTG to your nominated email address; please ensure to check your Junk/Spam Mail folders. Within 30 minutes of registering your STG Passport you must click the link in the confirmation email to activate your STG Passport.

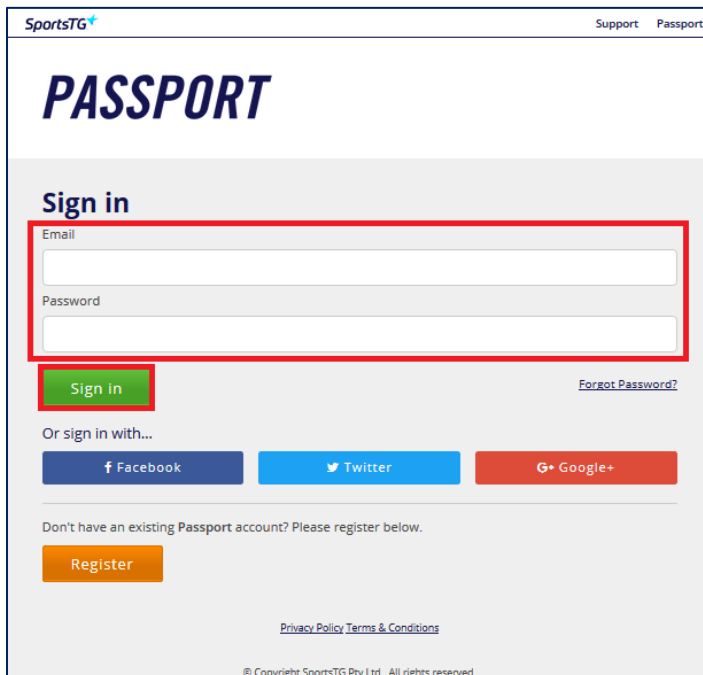
Step 3 – Contact Football West

1. Contact a Football West Member Services team member via email with confirmation from your club that you have permission to be added as a user.
2. Football West will add you as a permitted user for your club

CURRENT SPORTS TG USERS

Step 1 – Login

1. Enter in your email and password
2. Click '**Sign in**'



SportsTG+ Support Passport

PASSPORT

Sign in

Email

Password

Sign in

[Forgot Password?](#)

Or sign in with...

f Facebook

Twitter

G+ Google+

Don't have an existing Passport account? Please register below.

Register

[Privacy Policy Terms & Conditions](#)

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Step 2 – Account Info page

SportsTG+

PASSPORT

Account Info

YOUR NAME WILL APPEAR HERE

YOUR EMAIL ADDRESS WILL APPEAR HERE

Click to EDIT your profile

Logins

Membership Database
Click here to access your Membership Database.

Results Entry & Live Scoring
Direct access to results entry and live scoring for desktop, tablet and mobile.

Communications

Newsletters
Access, manage, search and add your Newsletter preferences here.

Websites
Click to access your Standard and Advanced Website permissions. Authorised users are added automatically to Passport records.

1. 'Membership Database' – Click here to access to your clubs STG Competitions
2. 'Results Entry & Live Scoring' – Access Match Results for your Club / Team
3. 'Edit your Profile' – *optional*.

Edit Profile

Email

First Name

Family Name

Address 1

Address 2

Suburb

Postal Code

Country

State

Phone

Mobile Phone

Gender

Date of birth

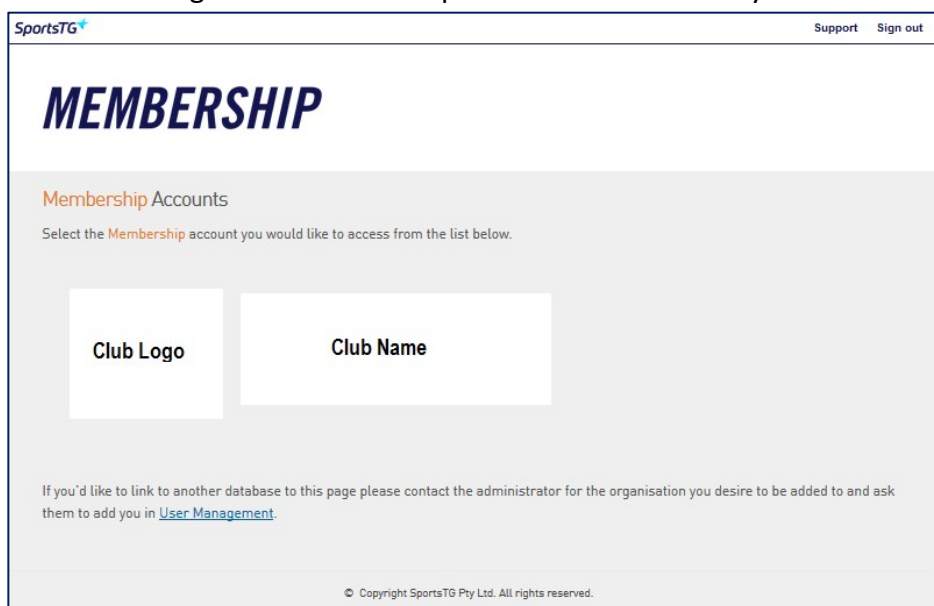
Choose your sport(s)

<input type="checkbox"/> Archery	<input type="checkbox"/> Athletics	<input type="checkbox"/> Australian Rules	<input type="checkbox"/> Badminton	<input type="checkbox"/> Baseball
<input type="checkbox"/> Basketball	<input type="checkbox"/> Cricket	<input type="checkbox"/> Football/Soccer	<input type="checkbox"/> Hockey	<input type="checkbox"/> Indoor Sports
<input type="checkbox"/> Lacrosse	<input type="checkbox"/> Lawn Bowls	<input type="checkbox"/> Netball	<input type="checkbox"/> Rowing	<input type="checkbox"/> Rugby League
<input type="checkbox"/> Rugby Union	<input type="checkbox"/> Sailing	<input type="checkbox"/> School Sports	<input type="checkbox"/> Softball	<input type="checkbox"/> Squash
<input type="checkbox"/> Table Tennis	<input type="checkbox"/> Ten Pin Bowling	<input type="checkbox"/> Tennis	<input type="checkbox"/> Touch Football	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Water Polo	<input type="checkbox"/> Weightlifting	<input type="checkbox"/> Other		

Update Profile

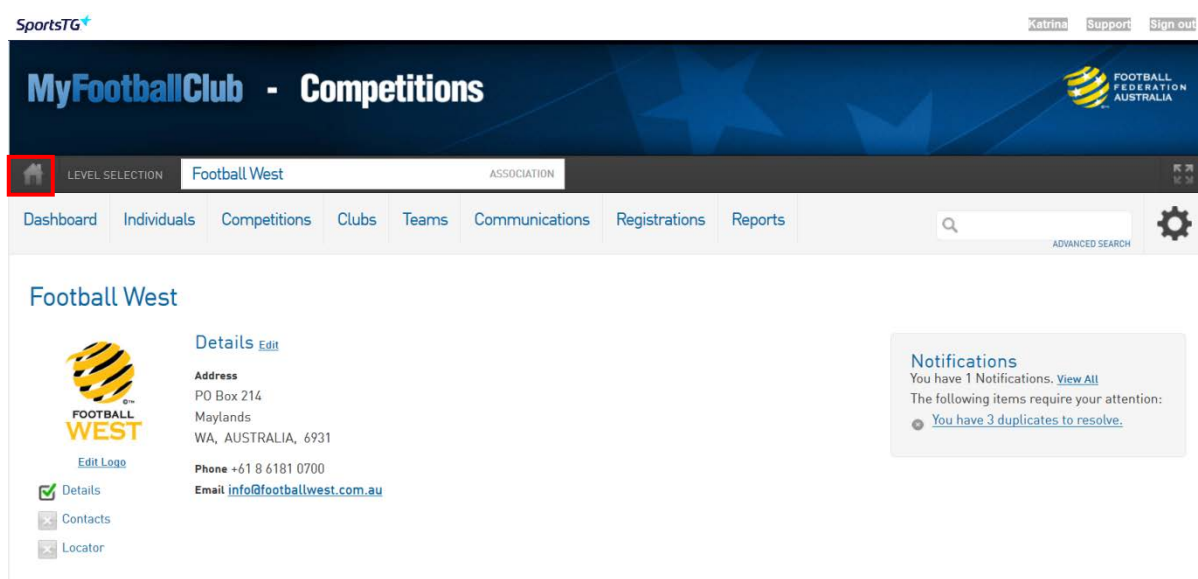
Step 4 – Opening your STG Competitions database

1. Click on 'Membership Database'
2. Each of your STG Competition database that you are linked to will appear on this page
3. Click on the logo for the STG Competitions database that you would like to login for.



Step 5 – STG Competitions Home Page

1. The STG Competitions Home Page shows all of the options available to clubs.
2. Use the menus and icons to navigate.
3. Click on the 'House' icon to return to this page from anywhere within the database



USER MANAGEMENT

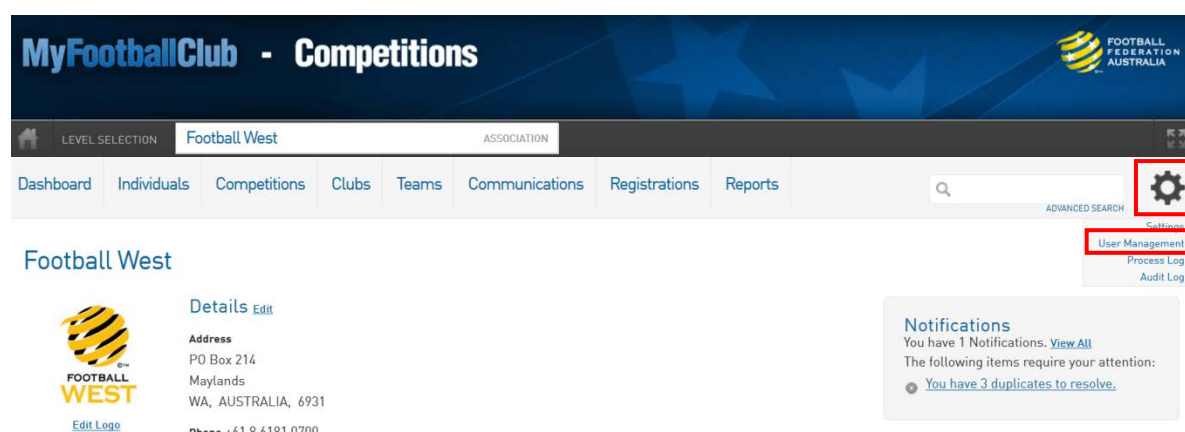
The following steps can be completed at a Club or Team level.

- Club Level Access: The user will be able to edit information for any team at the club.
- Team Level Access: The user will only be able to edit information for that team only.

Give Club Level Access

Step 1 – Select ‘User Management’

1. Go to the STG Competitions Home Page
2. Click the cog in the right hand corner
3. Select **‘User Management’**



Step 2 – Enter STG Passport details

1. Enter the email address that your club member has registered as their STG Passport username in the **‘Email Address’** field
2. Click the **‘Add’** Button to authorise the user. They will then appear in the list of users authorised to the club

User Management - Association

The following users are authorised to login for this Association.

Name	Email	Access	Last Login

Grant a user access

To grant access to a user they must hold a confirmed SP Passport.

Email Address:

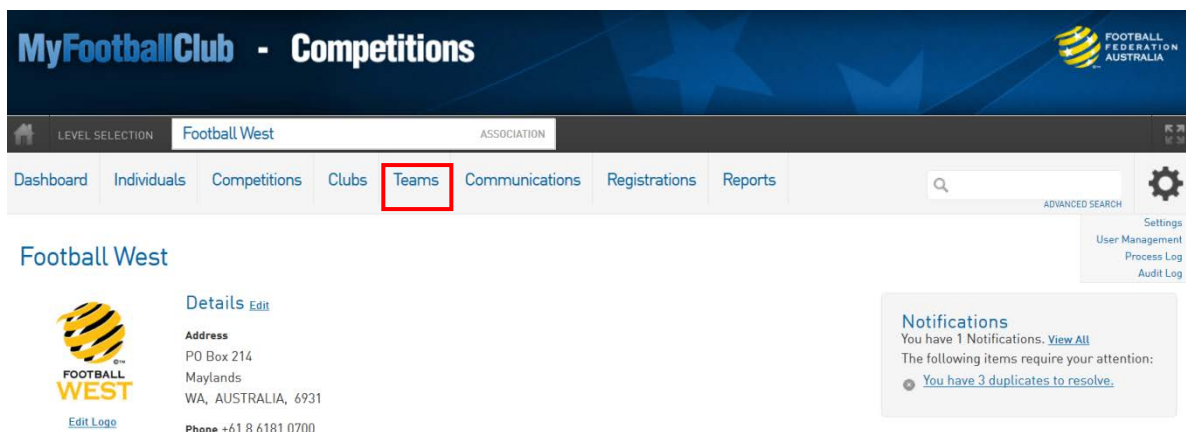
Restricted Access ☐

Add

GIVE TEAM LEVEL ACCESS

Step 1 – Find the team

1. Go to the STG Competitions Home Page
2. Select **'Teams'** from the Menu Bar and click **'Teams'** from the drop down box.



MyFootballClub - Competitions

LEVEL SELECTION: Football West ASSOCIATION

Dashboard Individuals Competitions Clubs **Teams** Communications Registrations Reports


Football West

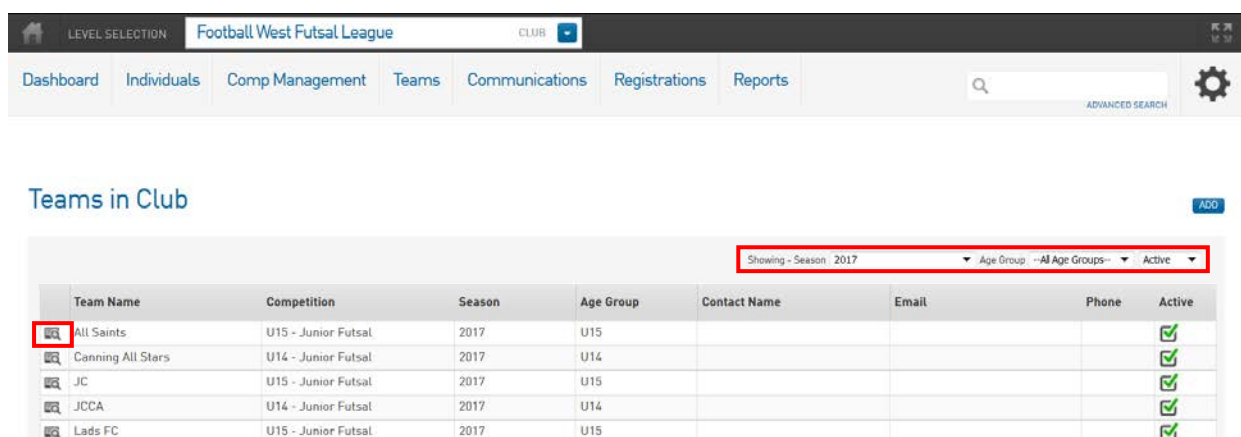
Details [Edit](#)

Address
PO Box 214
Maylands
WA, AUSTRALIA, 6931
[Edit Logo](#)
Phone +61 8 6181 0700

Notifications
You have 1 Notifications. [View All](#)
The following items require your attention:
● [You have 3 duplicates to resolve.](#)

Step 2 – Select the specific team that you need to provide access to

1. Select the following icon  for the team that you want allocate access to.
2. If you need to refine your search, ensure that the season is correct and select the Age Group of the team.








Teams in Club

LEVEL SELECTION: Football West Futsal League CLUB

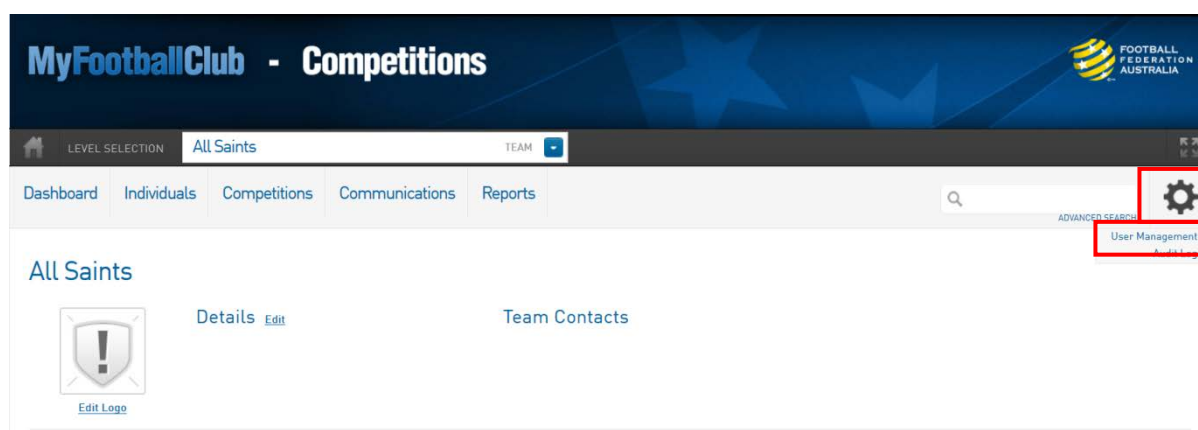
Dashboard Individuals Comp Management **Teams** Communications Registrations Reports

Showing - Season - 2017 Age Group: All Age Groups Active

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
 All Saints	U15 - Junior Futsal	2017	U15				<input checked="" type="checkbox"/>
 Canning All Stars	U14 - Junior Futsal	2017	U14				<input checked="" type="checkbox"/>
 JC	U15 - Junior Futsal	2017	U15				<input checked="" type="checkbox"/>
 JCCA	U14 - Junior Futsal	2017	U14				<input checked="" type="checkbox"/>
 Lads FC	U15 - Junior Futsal	2017	U15				<input checked="" type="checkbox"/>

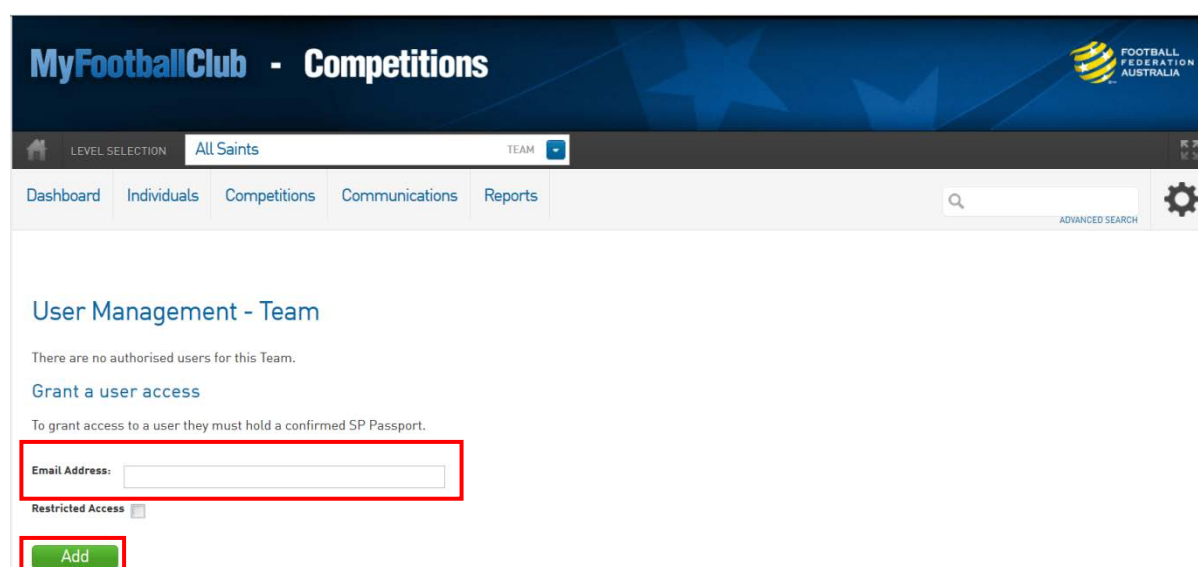
Step 3 – Select User Management

1. From the Team Home Page, click the cog in the right hand corner
2. Select **'User Management'**



Step 4 – Enter STG Passport details

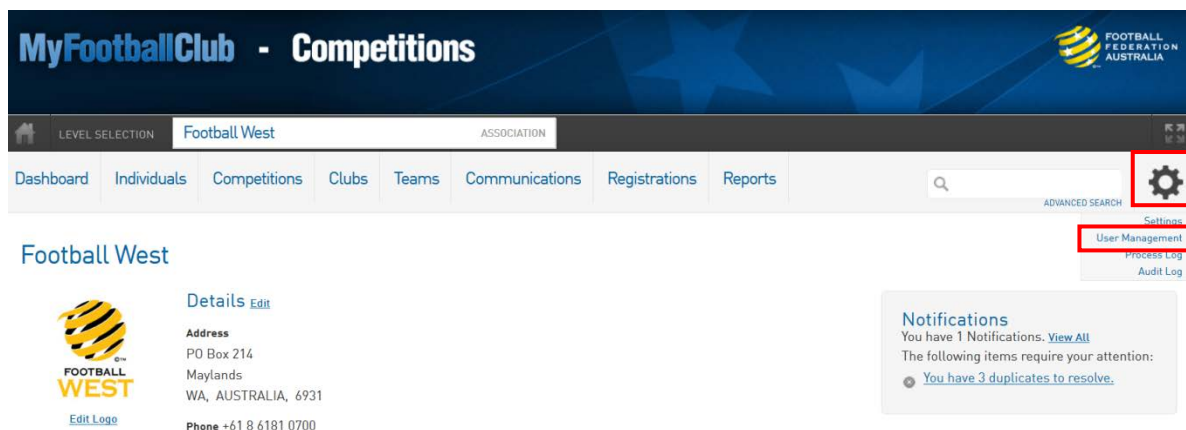
1. Enter the email address that your club member has registered as their STG Passport username in the **'Email Address'** field
2. Click the **'Add'** Button to authorise the user. They will then appear in the list of users authorised to the club.



DELETING A USER

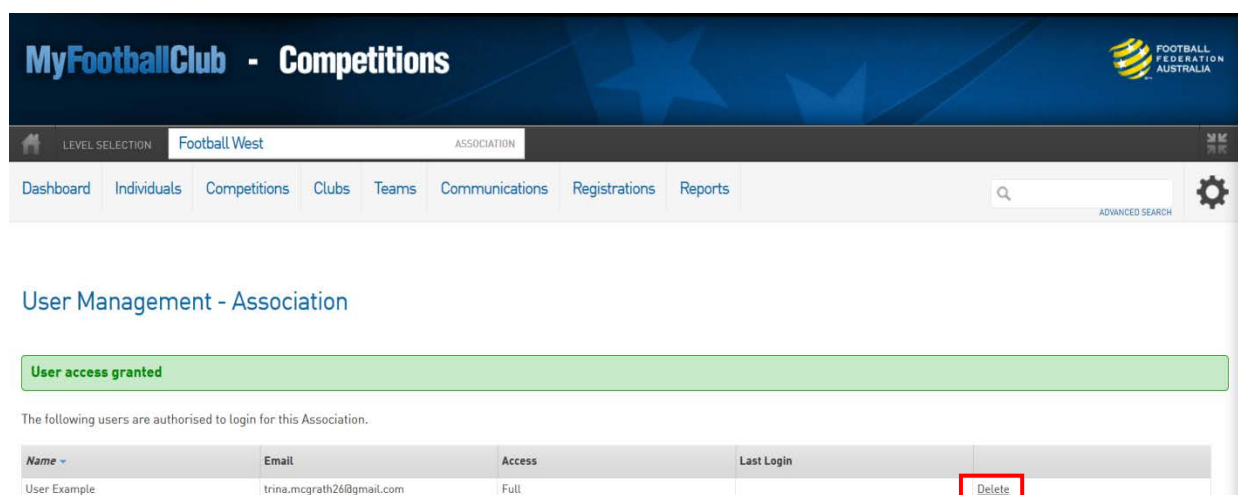
Step 1 – Select ‘User Management’

1. From the Club or Team Home Page, click the cog in the right hand corner
2. Select ‘**User Management**’



Step 2 – Delete User

1. To delete an individual’s access to STG Competitions, simply select ‘**Delete**’ next to that person’s name.
2. It will ask you to confirm deletion ‘**Are you sure you want to remove**’ please click ‘**ok**’



Step 3 – User no longer appears in list

1. The removal of the user's access will then be confirmed and they will no longer appear in the user management list.



Team Entry

Mandatory Fields

All fields are mandatory and require a selection to be made. A successful team entry cannot be made without completing all of the fields. The more accurate the information that is provided at the time of submission, the smoother the process will be for creating your club's fixtures.

Preferred Venues

Each individual pitch across all venues has been entered into the Sports TG system. Please select the most appropriate pitch for each team at the club. Please ensure that you allocate a venue as it does help with the fixturing process.

If your venue does not appear in the drop down list of the team entry system or if there have been recent changes to your pitch allocations, please contact the Football West Member Services department on info@footbalwest.com.au (please put Member Services into the subject line).

Editing a Submission

Once a team entry has been submitted the club will have the ability to edit the submission before the closure of the online team entry period. If there is an issue with what has been submitted, please contact the Football West Member Services department on info@footbalwest.com.au

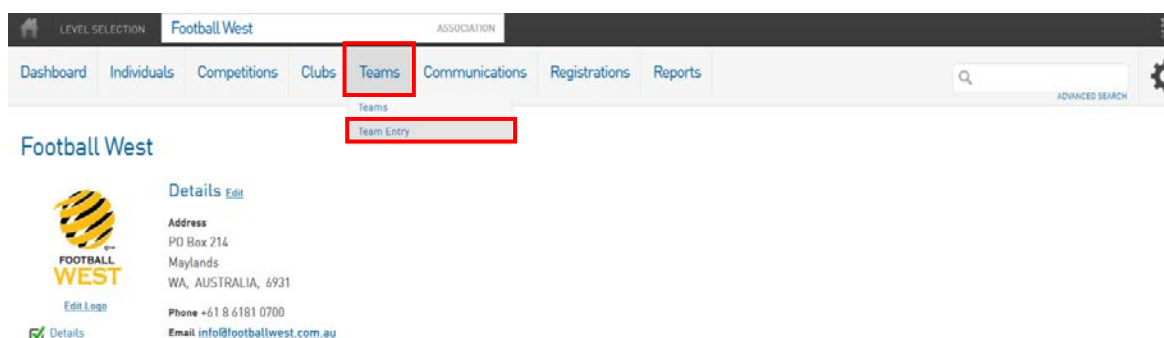
NAVIGATING TEAM ONLINE ENTRY

Getting Started

Login to your [SportsTG Passport](#) and access your Club's Membership Database. If you do not have a Sports TG Passport please [click here](#) (and/or refer to pages four and five) for information on how to set one up.

Step 1 – SportsTG Competitions Welcome Page

1. Hover cursor over '**Teams**' Click '**Team Entry**' to confirm existing team entries or enter new teams into 2017 competition.



Step 2 – How to enter your Clubs in the Team Entry System

There are two sections within the Online Team Entry System, they are outlined below.

➤ Pre-existing teams from previous season Competition (NOMINATIONS)

Pre – Existing teams allocated and entered into Sports TG by Football West

- Junior League
- Junior Girls League

*If your club has a team allocated a spot for the following season and you would like to request another allocation, **DO NOT reject these teams**. Write your request in the Comments Tab and accept the team. Please note that not all requests will be met.*

➤ New Team Entries (REQUESTS)

This is any new team entry request that is not listed in the Nominations Tab including all ALDI MiniRoos and 12s teams.

Any New Team Requests for Junior and Girls Leagues will automatically be allocated to the lowest division as per the regulations. Clubs can request a higher league in the comments section.

Step 3 – NOMINATIONS – Confirming Existing Teams

These are teams that Football West have previously sent out allocations for
[Team Entry](#)

Nominations

Requests

Current Competition Entry Requests

BASIC GRID

N...	Competition	Club	Tea...	Preferred Venue	Preferred St...	Home/Away ...	Comments	Date Accept...	Accept/Reje...
2...	Example Comp	Football West Example	Exa...	Gibbney Reserve A	09:00:00	Home Week ...			Accepted
2...	Example Comp	Football West Example	Exa...	Gibbney Reserve B	09:00:00	Away Week ...			Accepted

IMPORTANT - Please ensure any manually edited cells are highlighted in **GREEN** to confirm your preferences are received. If the cells are highlighted **RED** the information you have entered won't be recognised by Sports TG and you will have to start again. You may need to press 'F5' on your keyboard or click into another cell to ensure the edited cells update. This denotes that the change has been confirmed and will not be lost if you navigate away from this page.

- Click the '**Nominations**' tab – highlighted in red.
- For each existing team input the following information:
 - Preferred Venue**
In this section you will be able to select which of your club's pitches each team will play on
 - Preferred Start Time**
 - Home/Away Preference**
FW requests that clubs use this feature to confirm their grouping preferences for their teams. For example,
 - If your club's preference is to have all of the female teams at home together on the same weekend set their Home/Away preference to HOME and set the boys teams to AWAY.

- ii. By selecting AWAY for your MiniRoos 8s and 9s and HOME for 10s, 11s and 12s clubs can indicate that they would like to minimise the ground set up at their venues on Match Day.
- iii. If your club is small and your preference is to try and have as many teams at home and away on the same weekend, select your preference for HOME or AWAY to indicate if you want to host Round One or Round Two as your first home game of the season.

Factors to consider;

- **League sizes** - regardless of what fixture pattern we provide each team, there will always be games that do not match up due to the fixture pattern required for different league sizes.
- **Ground share** - clubs that are impacted by ground sharing must have special consideration when fixturing to minimise clashes. This can include Community and NPL, two or more different Community Clubs and Community and other sporting codes. This may require games to be reversed which can change a fixture pattern.
- **Ground Availability** - some clubs have restricted access to their facility during the season - this could mean no access at the start of the season, disrupted access during the season and no access at the end of the season. We also need to take this into account and where an alternate venue cannot be found the games may need to be reversed.
- **Ground Capacity** - there are a number of clubs with limited ground capacity, we need to take this into consideration when fixturing to prevent venue clashes, and again this can mean game reversals.

Please be advised that due to certain variables within the fixturing process, your club is not guaranteed to receive home/away preferences as requested;

d. Comments

Any specific requests your club has for this team (i.e. league change requests or any other information required for fixturing);

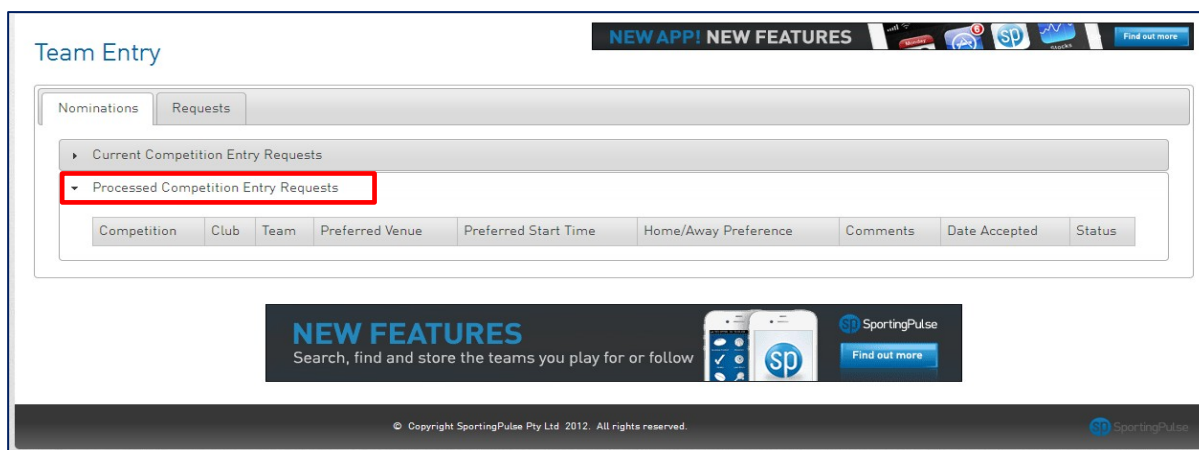
e. Status

Select '**Accepted**' or '**Rejected**' next to each nomination to confirm if each team will be or won't be playing the upcoming season Please refer below for definitions.

- **Accepted** – club accepts the team allocation by Football West
- **Rejected** – team entry rejected by the club (i.e. no longer competing in the upcoming season)

If a club requests a league change for a team in the '**Comments**' text box provided, they should still select '**Accepted**' for this existing team entry. Any team entry that is '**Rejected**' means that Football West will completely remove this team from the Competitions for the relevant season. Any League Change Request can only be actioned if there is a vacancy in the requested division.

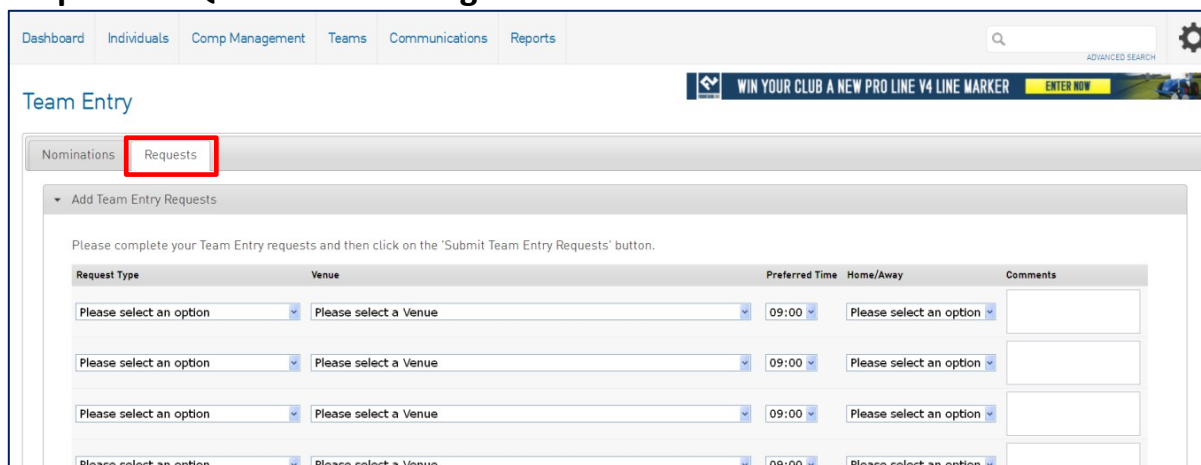
- f. Once a status for the nomination has been selected, all accepted and rejected team nominations will appear under the '**Processed Competition Entry Requests**' tab – highlighted below in red.
- g. Please email info@footballwest.com.au if any errors are made in accepting or rejecting any team entries. The status of any accepted or rejected teams can only be reset manually by Sports TG.



The screenshot shows the 'Team Entry' interface. At the top, there's a banner for 'NEW APP! NEW FEATURES'. Below it, there are two tabs: 'Nominations' and 'Requests'. Under 'Requests', there are two sub-tabs: 'Current Competition Entry Requests' and 'Processed Competition Entry Requests'. The 'Processed Competition Entry Requests' tab is highlighted with a red box. Below the tabs, there's a table with columns: Competition, Club, Team, Preferred Venue, Preferred Start Time, Home/Away Preference, Comments, Date Accepted, and Status. At the bottom, there's another banner for 'NEW FEATURES' by SportingPulse.

3. Once your club has updated the Accepted/Rejected status for all team nominations, click the '**Requests**' tab to proceed to enter new team requests.

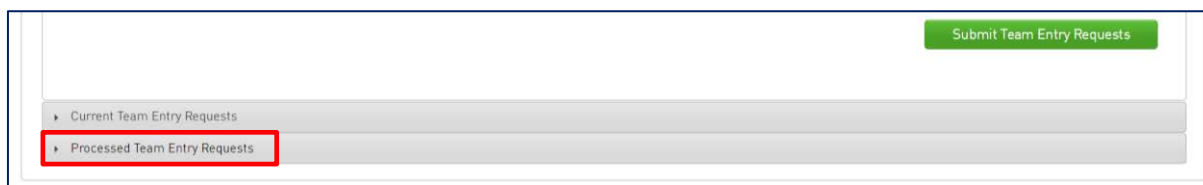
Step 4 – REQUESTS – Entering New Teams



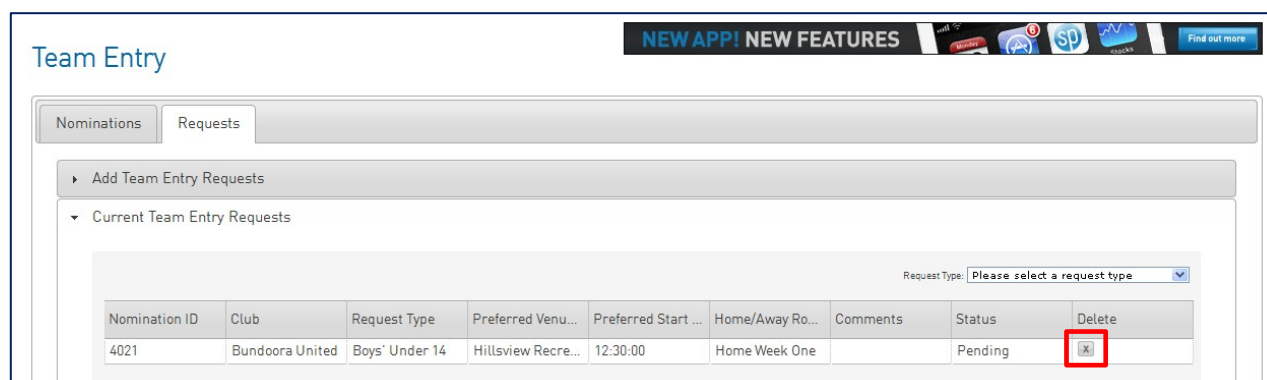
The screenshot shows the 'Team Entry' interface with the 'Requests' tab highlighted in red. Below the tabs, there's a section titled 'Add Team Entry Requests'. It contains a form with the following fields: Request Type, Venue, Preferred Time, Home/Away, and Comments. Each field has a dropdown menu with the text 'Please select an option' or 'Please select a Venue'. Below the form, there's a table with the same columns as the one in the previous screenshot. At the top of the page, there's a navigation bar with links: Dashboard, Individuals, Comp Management, Teams, Communications, and Reports. There's also a search bar and a gear icon for settings.

1. Click the '**Requests**' tab – highlighted above in red.
2. For each new team entry input the following information:
 - a. **Request Type**
Juniors or MiniRoos (boys / girls);
 - b. **Venue**
Which of your club's pitches (junior or MiniRoos) the team will play.
 - c. **Preferred Start Time**
The time the club would prefer the team to play each week.
 - d. **Home/Away Preference**
If the club would prefer the team to play at home or away in week one. This will set the home and away sequence for the team but it will need to be managed against the requirements of other teams in their league and other teams and clubs.
Please be advised that due to certain variables within the fixturing process, your club is not guaranteed to receive home/away preferences as requested;
 - e. **Comments**
Any specific requests your club has for this team (i.e. league change requests or any other information required for fixturing).

- Click **Submit Team Entry Requests** to finish the process.



- Once submitted all team entry requests will appear under the '**Current Team Entry Requests**' tab – highlighted above in red.
- Once Football West assigns a team request to a league after the team entry period closes it will appear under the '**Processed Team Entry Requests**' tab – highlighted above in red.
- If you wish to delete a team request simply click the '**x**' button – highlighted below in red.



Step 5 – Confirm Team Nominations and Requests

Contact your Junior Football Officers via email to verify that your team entries have been submitted correctly. It is important to complete and double check your team entries prior to the Online Team Entry Period closing to make sure all of your teams are entered in correctly before the fixtures are created.

ENTERING MATCH RESULTS

There are a couple of options when it comes to match results, and it depends on each club's processes and procedures. Clubs can appoint one person to enter match results at the end of each round, or create a club policy where each team manager is responsible for entering their own match result. The latter option gives a team manager the ability to track players yellow and red cards as well as goal scorers.

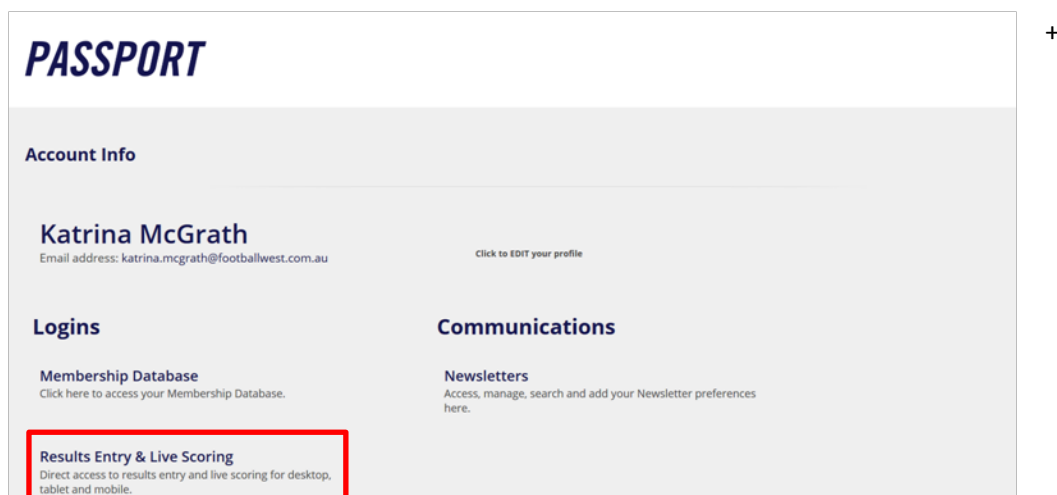
All clubs are required to enter match results by Sunday 8:00pm

Getting Started

Login to your SportsTG Passport and access your Club's Membership Database. If you do not have a SportsTG Passport please click here for information on how to set one up.

Step 1 – Login

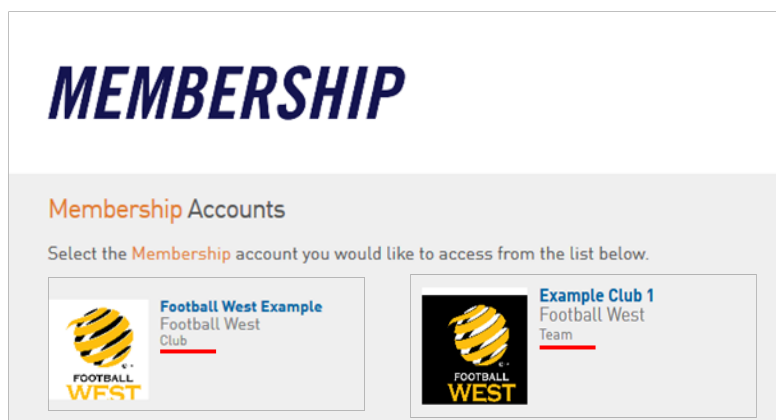
1. In '**Logins**'
2. Click '**Results Entry & Live Scoring**'



Step 2 – SportsTG Online Results Accounts

1. You will see each membership that your account is linked to and as a club administrator you may linked to the club and/or a team within your club.
2. Click the relevant team or club to be taken to the match results entry page.

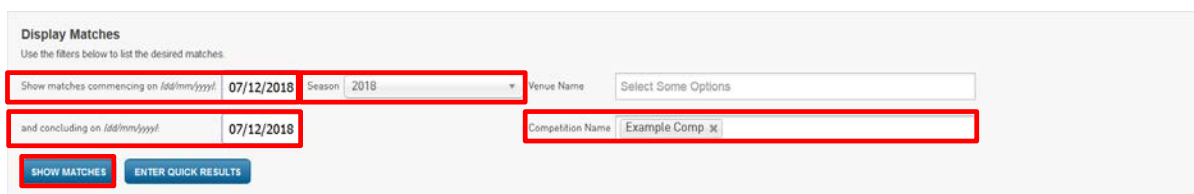
Please note that the below example shows a membership to a club and a team



Step 3 – Search for Club Fixture

Entering the fixture venue and competition name is not mandatory, but will allow Club Officials to narrow the search for specific fixtures. This can be done by:

1. To search for fixtures during a particular period of time, fields and select the desired date from the pop-up calendar.
2. click on the **'Show matches commencing on (dd/mm/yyyy)'** and **'matches concluding on (dd/mm/yyyy)'**
3. Click on the **'competition name'**
4. Once you have selected the desired fields click **'Show Matches'**.



The screenshot shows a "Display Matches" form. It has several input fields: "Show matches commencing on (dd/mm/yyyy)" with the value "07/12/2018", "Season" with the value "2018", "Venue Name" with the value "Select Some Options", and "and concluding on (dd/mm/yyyy)" with the value "07/12/2018". There is also a "Competition Name" field with the value "Example Comp". At the bottom, there are two buttons: "SHOW MATCHES" and "ENTER QUICK RESULTS".

Step 4 – Selecting Fixture to Enter Results

There are two ways that you can enter results as a club administrator.

Option A

This options is better for the administrators who have a large amount of results to enter

1. Click 'Enter Quick Results'

Display Matches
Use the filters below to list the desired matches.

Show matches commencing on dd/mm/yyyy: Season: Venue Name:

and concluding on dd/mm/yyyy: Competition Name:

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue			
	Example Club 1	Example Club 3		Example Comp	07/12/2018 09:00		<input type="button" value="PRE GAME"/>	<input type="button" value="AT GAME"/>	<input type="button" value="POST GAME"/>
	Example Club 2	Example Club 4		Example Comp	07/12/2018 09:00		<input type="button" value="PRE GAME"/>	<input type="button" value="AT GAME"/>	<input type="button" value="POST GAME"/>

Showing 1 to 2 of 2 entries

2. Enter the result for the relevant team HTS = Halftime Score, **FTS = Full time Score** (FTS is compulsory to enter),

a. YC = Yellow Card, FC = Red Card

b. This option is for administrators and/or managers who wish to keep a record of their own of yellow cards and red cards. (Highlighted in by the blue boxes)

3. Click 'Save Quick Results'

HTS	FTS	YC	RC	Result	Home Team	Away Team	HTS	FTS	YC	RC	Result	Competition	Match Date Time	Venue
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-select a result type->	Example Club 1	Example Club 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-select a result type->	Example Comp	07/12/2018 09:00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-select a result type->	Example Club 2	Example Club 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<-select a result type->	Example Comp	07/12/2018 09:00	

Showing 1 to 2 of 2 entries

Option B

When you have located the fixture(s) for which you need to enter results, click **'Post Game'** and proceed to the Match Menu page.

Display Matches
Use the filters below to list the desired matches.

Show matches commencing on *(dd/mm/yyyy)*: Season: Venue Name:

and concluding on *(dd/mm/yyyy)*: Competition Name:

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue			
	Example Club 1	Example Club 3		Example Comp	07/12/2018 09:00		<input type="button" value="PRE GAME"/>	<input type="button" value="AT GAME"/>	<input type="button" value="POST GAME"/>
	Example Club 2	Example Club 4		Example Comp	07/12/2018 09:00		<input type="button" value="PRE GAME"/>	<input type="button" value="AT GAME"/>	<input type="button" value="POST GAME"/>

Showing 1 to 2 of 2 entries

1. Add **Full Time Score**.

Make sure that the match result is recorded correctly at the bottom of the page

- Won
- Loss
- Draw
- Washout

a. In the event of a forfeit:

Select **'Walkover Given (giving Forfeit)'** for the offending team.

b. In the event of an abandoned match (weather related)

Select **'Washout'**

If the match was abandoned for any other reason example referee abandoned due to melee Football West will recorded the necessary result.

2. Click **'Update match scores'**.

Example Club 1

Half Time Score

Minutes	Inj. Time	Type	Player
Add Scorer			

Full Time Score

Results
--select a result type--

--select a result type--

Won
Lost
Draw
Walkover Given (Giving Forfeit)
Walkover To (Receiving Forfeit)
Walkout

Example Club 3

Half Time Score

Minutes	Inj. Time	Type	Player
Add Scorer			

Full Time Score

Results
--select a result type--

UPDATE MATCH SCORES

Optional Options

1. Yellow and Red Cards

You can add yellow and red cards that were handed out during each game, as well as assigning a player to each of those cards. Football West do not require clubs to complete Yellow and Red Card statistics. However, clubs are encouraged to complete full match details to assist clubs with tracking player information and history.

Yellow Cards

Minute	Inj. Time	Player
Add Recipient		

Red Cards

Minute	Inj. Time	Player
Add Recipient		

Yellow Cards

Minute	Inj. Time	Player
Add Recipient		

Red Cards

Minute	Inj. Time	Player
Add Recipient		

2. Adding a goal scorer

Click on '**Add Scorer**' to record a scorer for each goal and choose the type of goal (Normal, Penalty or Own Goal).

Please not that the above point is not necessary and should only be used by clubs and /or team managers who wish to record goal scorers for the season.

Full Time Score

Minutes
Inj. Time

Type
Player Remove

Add Scorer

Full Time Score

Minutes
Inj. Time

Type
Player Remove

Add Scorer

- Club Administrators and/or managers can record further details of the game such as offside's, fouls, saves etc however this is at the clubs discretion if these details are to be recorded and by whom.

Shots on Goal

Fouls

Corner Kicks

Offsides

Saves

Shots on Goal

Fouls

Corner Kicks

Offsides

Saves

Step 5 – Website Display

Please note that results entered in over a weekend by clubs administrators and/or managers will be published online periodically from the time a result is entered in SportsTG and may not display instantly online.

SET UP A NEW AWARD - OPTIONAL

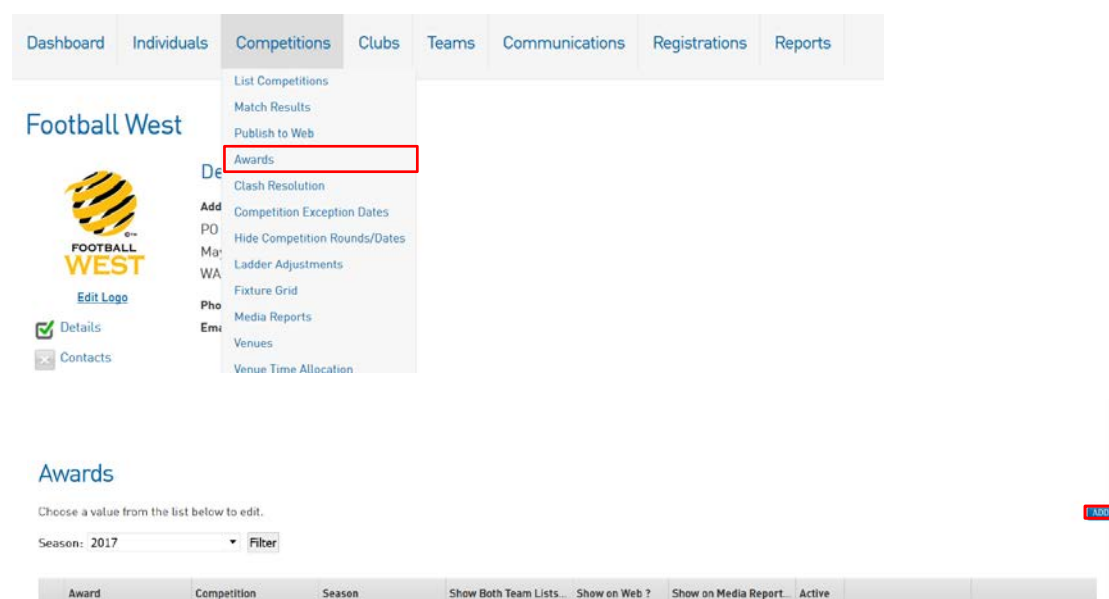
Club can track and create awards on Sports TG that will allow their team managers (if given access) to keep a track of players votes throughout the season.

Getting Started

Login to your SportsTG Passport and access your Club's Membership Database. If you do not have a Sports TG Passport please refer to the previous instructions for information on how to set one up.

Step 1 – Add New Award

1. Hover cursor over Comp Management
2. Click '**Awards**' in the Comp Management menu.
3. Click '**Add**' to create an Award.




Step 2 – Creating a New Award

1. Fill in the details for the Award, making sure you select the right Season for the Award.
2. You can assign a **password** to the Award so that no one can access/edit the award in your database without the password.
3. The **Competition** drop box will allow you to select which competition you'd like the award to be available for.
4. Select '**Allow Teams to enter Award votes**' to allow votes to be entered at team level

(i.e. by the team manager)

- Click '**Update**' to save and confirm the Award.

Add New Award

To modify, change the details in the boxes below. When you have finished, press the 'Update Award' button.
Note: All boxes marked with a  must be filled in.

Details

Name

Season

Competition (Blank for All)

Show both Team Lists ☐

Show Award winners on Media Reports ☐

Allow Clubs to enter Award votes ☐

Allow Teams to enter Award votes ☐

Allow Match Official to enter Award votes ☐

Archive Award ☐

Compulsory? ☐

Password to access Award

Notes (Displayed when entering Votes)

Update Award

[Click here](#) to return to list of Awards

Step 3 – Viewing an Award

- Click '**Awards**' in the Comp Management menu.
- '**View All Votes**' will allow you to view every single vote give for each match
- '**View Summary Votes**' will allow you to view the total votes mplayers have received for the Award throughout the season.

LEVEL SELECTION **Football West Example** CLUB


Dashboard Individuals **Comp Management** Teams Communications Registrations Reports

Match Results **Awards** Bulk Team Change

Awards

Choose a value from the list below to edit.

Season: 2018 Filter

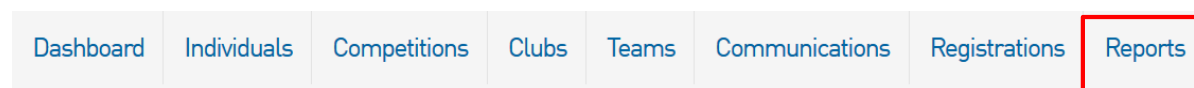
Award	Competition	Season	Show Both Team Lists ?	Show on Web ?	Show on Media Reports ...	Active		
 Example Award	Example Comp	2018				<input checked="" type="checkbox"/>	View All votes	View Summary votes

Create Reports

To run a report for fixtures or any other game related information.

Step 1 – Running Reports

1. Click **'Reports'**



Football West



[Edit Logo](#)

☒ Details

☐ Contacts

☐ Locator

[Details](#) [Edit](#)

Address

P0 Box 214
Maylands
WA, AUSTRALIA, 6931

Phone +61 8 6181 0700

Email info@footballwest.com.au

2. Click **'Competition'**

Reports

Admin Reports
Competition
Contacts
Finance
Individuals
Teams
Tribunal

Competition

Advanced Fixture
Set your own parameters etc for reporting on the Fixture.
[Configure](#)

Games Goals
Games Goals Report
[Configure](#)

Rounds Played
Rounds Played Report
[Configure](#)

Awards Round by Round
Awards Round by Round
[Configure](#)

Weekly Fixture
Displays the fixture for the next 7 days
[Run](#)

Previous Week Players
Displays the list of players for the last 7 days
[Run](#)

Red/Yellow Cards
Displays the total of red and yellow cards for players in the season
[Run](#)

Results Last 7 Days
Displays the Results for the last 7 days
[Run](#)

No Results Entered for last 7 Days
Displays the matches in the last 7 days for which no results have been entered
[Run](#)

Match Players
Match Players
[Configure](#)

Competition Ladder
Display the Ladder/Standings for the current Competition(s)
[Configure](#)

Games Played Report
Allows for the reporting on games played by competitors
[Configure](#)

Match Player Stats
Displays Player Match Stats
[Configure](#)

Player Competition Stats
[Configure](#)

Player Permit Games
Games that Players have played while on permit.
[Run](#)

Step 2 – Running a fixtures report

1. Click **'Configure'** underneath **Advanced Fixture**

Reports

Admin Reports
Competition
Contacts
Finance
Individuals
Teams
Tribunal

Competition

Advanced Fixture

Set your own parameters etc for reporting on the Fixture.

Configure

Previous Week Players

Displays the list of players for the last 7

Match

2. Click **'Details'**

Details
Results
Competition Details
Venue

3. Click on each of outlined categories and drag them across to the right hand side of your screen.

Details

Season
Match ID
Competition Name
Round Type
Round Number
Round Name
Match Name
Match Date
Match Time
Match Number
Pool Name
Phase Name
Team 1
Club 1
Team 2
Club 2

4. Click on **'Competition Details'**
5. Click on the categories **'Default age group'** and drag it across to the right with the categories previously chosen.

▼ Competition Details

Competition Type

Competition Active

Grade

Gender

Default Age Group

Website Grouping

Competition Order

6. Click on **'Venue'**
7. Click on the categories **'Venue Name'** and drag it across to the right with the categories previously chosen.

▼ Venue

Venue Name

Address 1

Address 2

Suburb

State

Local Government Area

Map Number

Map Ref

Venue Active

8. Click **'Run Report'** the report will open up in a new tab in your internet browser.

☒ Season
Filter: Equals

Do Not Use - 2014-15

Default

2018

Remove (X)

☒ Competition Name
Filter:

Remove (X)

☒ Round Number
Filter:

Remove (X)

☒ Match Date
Filter:

Remove (X)

☒ Match Time
Filter:

Remove (X)

☒ Team 1
Filter:

Remove (X)

☒ Team 2
Filter:

Remove (X)

☒ Default Age Group
Filter:

Remove (X)

☒ Venue Name
Filter:

Remove (X)

Run Report

9. An Alternative way to view the report it is to click on **'Email'** and **'CSV'** using the drop down box and type your email address into the relevant section.

This will then email you a excel copy of your report.

Report Output

Choose how you want to receive the data from this report.

☐ **Display**
Open the report for viewing on the screen.

☒ **Email**
Email the report in a format suitable to be imported into another product.

CSV

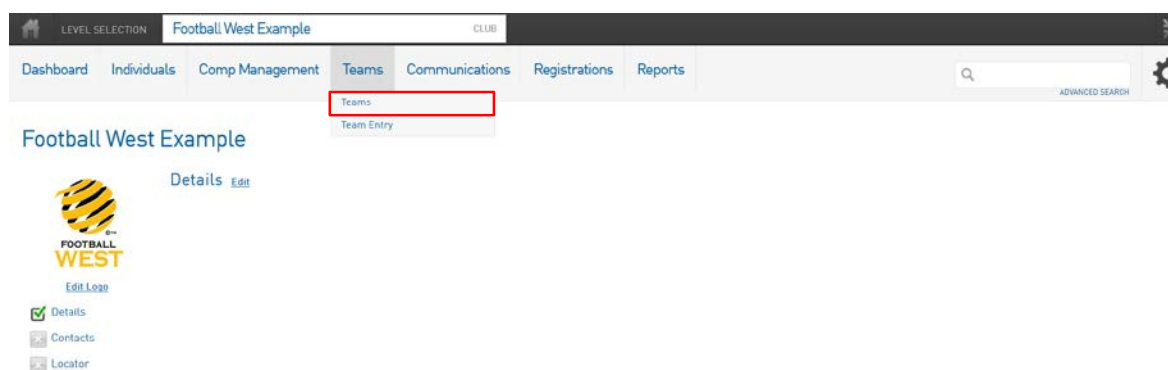
Please note that this next section is aimed at team managers, however we have added these guidelines into the club administrator's handbook for your reference.

Team Managers

ALLOCATING MEMBERS TO A TEAM

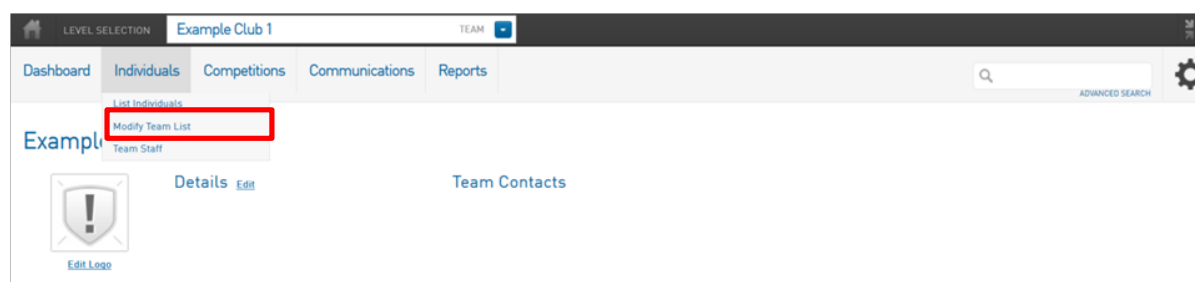
Step 1 – Allocating Members to a Team

1. Hover cursor over **'Teams'**
2. Click **'Teams'** to select the team to modify the team members
3. Select the team you wish to allocate members to by clicking the team name icon next to the team name.



Step 2 – Modifying Team List

1. Hover cursor over **'Individuals'**
2. Click **'Modify Team List'** to view all players that have registered and have been made active on My Football Club (MFC) with your club.



Step 3 – Selecting Individuals

The **'Available Players'** (left-hand column) list will display all players registered through MFC to the club. Team managers can assign club members one at a time to a team by selecting the green plus sign next to players in the **'Available Players'** list. The individuals will automatically appear in the **'Selected Players'** list (box on the right). Alternatively, select the red minus sign next to the individuals in the **'Selected Players'** to withdraw players from the list, and they will move back into the **'Available Players'** box.

Click **'Save'** to confirm the team list.

These details will automatically be updated to your free SportsTG website, which will keep a tally of all detailed player results that are entered throughout the season.

Modify Example Club 1 Member List

You are modifying the members in the team Example Club 1 for the competition Example Comp [2018]

Gender

DOB From To

☐ Show only unassigned members

Available Players

Selected Players

ASSIGNING VOTES TO INDIVIDUAL

Step 1 – Select Match Results

1. Hover Cursor over **'Comp Management'**
2. Click **'Match Results'**
3. Type in Match date to search for appropriate fixture and Click **'Show Matches'**
4. Click **'Post Game'** next to the game you want to enter votes for. **POST GAME**

Display Matches

Use the filters below to list the desired matches.

Show matches commencing on Season Venue Name

and concluding on Clubs Competition Name

SHOW MATCHES **ENTER QUICK RESULTS**

Step 2 – Selecting an Award to enter Votes for

1. Click the '**Awards**' tab and select the award you wish to allocate votes to.
2. Click '**Enter Votes**'

Game Information	Full Time Score	Yellow Cards	Red Cards
Example Club 1 vs Example Club 3 Example Comp	07/12/18 09:00 Example Club 1 Example Club 3		

Final Match Scores	Example Club 1 Player Scores	Example Club 3 Player Scores	Awards
--------------------	------------------------------	------------------------------	---------------

Awards

League Awards:

--Select Award--
--Select Award--
Example Award

Please select an item in the list.

Step 3 – Enter the Votes

1. Enter votes for the applicable individuals.
2. Click '**Update Votes**' to confirm

MATCH LIST FEEDBACK		
PRE GAME AT GAME POST GAME		
Player Votes for Test		
		UPDATE VOTES
Player	Team	Votes
Crane, Timothy	Sporting Carleton	3
Snijders, Bradley	Sporting Carleton	2
Wayne, Bruce	Sporting Carleton	1
		UPDATE VOTES