

Football West: SportsTG User Guide

Giving Access to Club Administrators

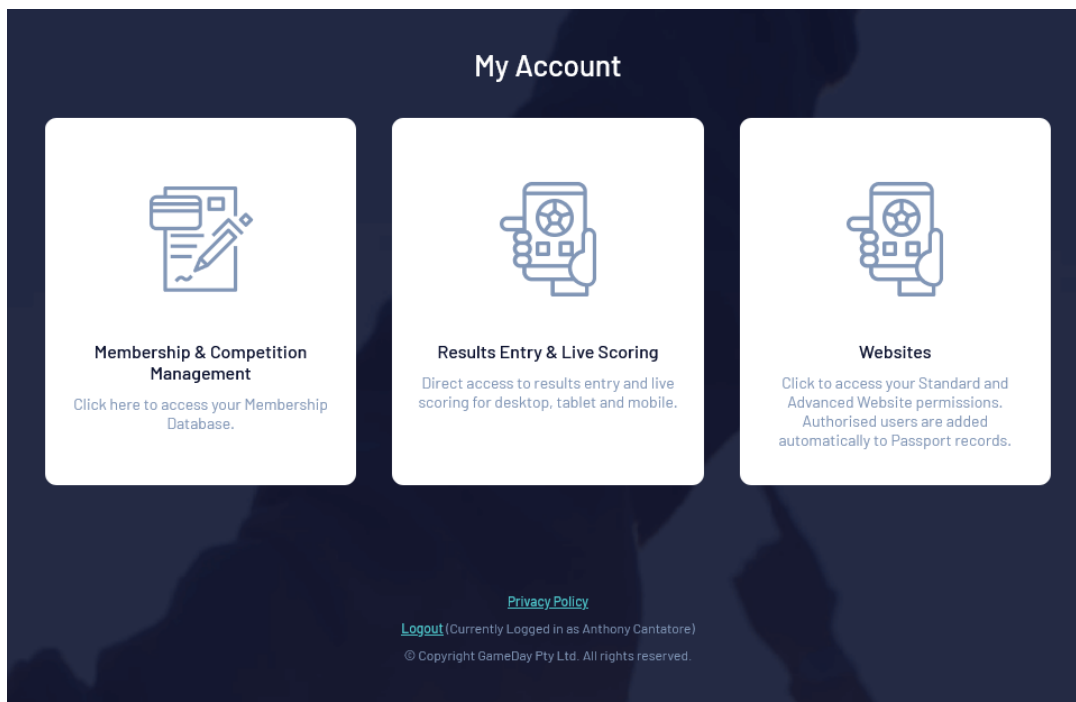
This guide will allow to you to give access to club administrators in the following ways:

- Access to the Club (all teams and club information)
- Access to a Team
- For more information on the details of full/restricted access, please see this link
 - <https://support.sportstg.com/help/restricted-access>

Important: Everyone must have a SportsTG/Gameday Passport account in order to have access to a club or team.

Step 1: Login to SportsTG/Gameday

Select your club from the membership accounts (NPL clubs will have a separate NPL account for those teams)



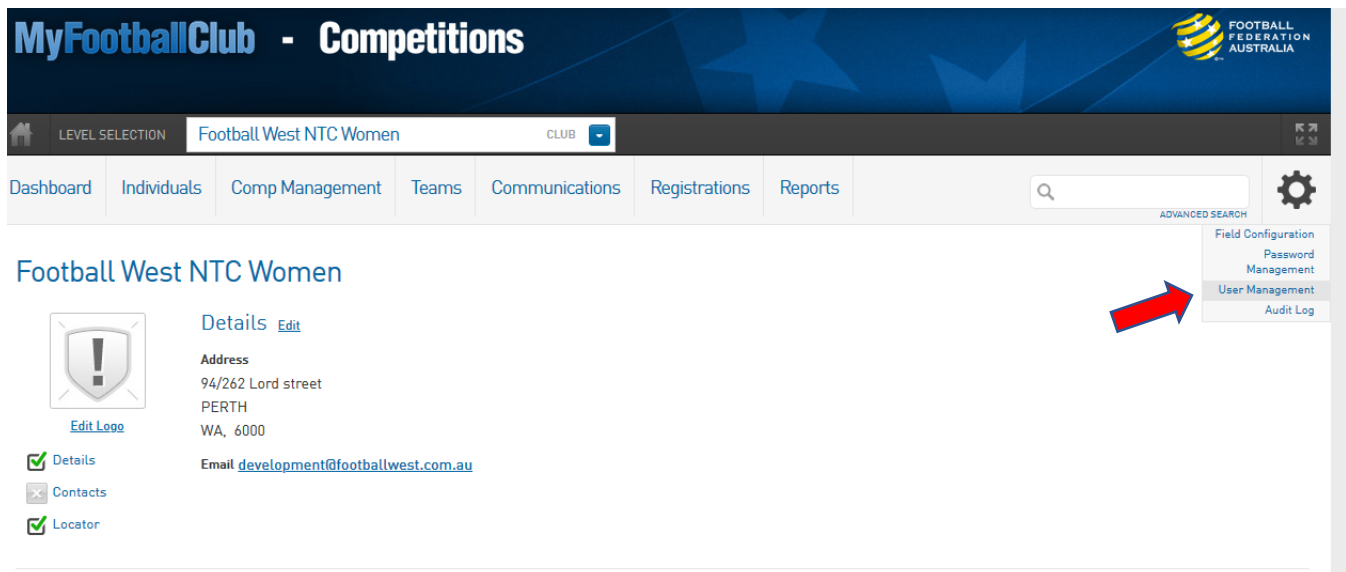
My Account

- Membership & Competition Management**
Click here to access your Membership Database.
- Results Entry & Live Scoring**
Direct access to results entry and live scoring for desktop, tablet and mobile.
- Websites**
Click to access your Standard and Advanced Website permissions. Authorised users are added automatically to Passport records.

[Privacy Policy](#)
[Logout](#) (Currently Logged in as Anthony Centatore)
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Step 2: Grant Full/Restricted Access to the Club

For those you wish to give access to the club's SportsTG account, click on the COG symbol on the right hand side of the screen, and select "User Management".



MyFootballClub - Competitions

LEVEL SELECTION: Football West NTC Women CLUB

Navigation: Dashboard | Individuals | Comp Management | Teams | Communications | Registrations | Reports

Football West NTC Women

Details [Edit](#)

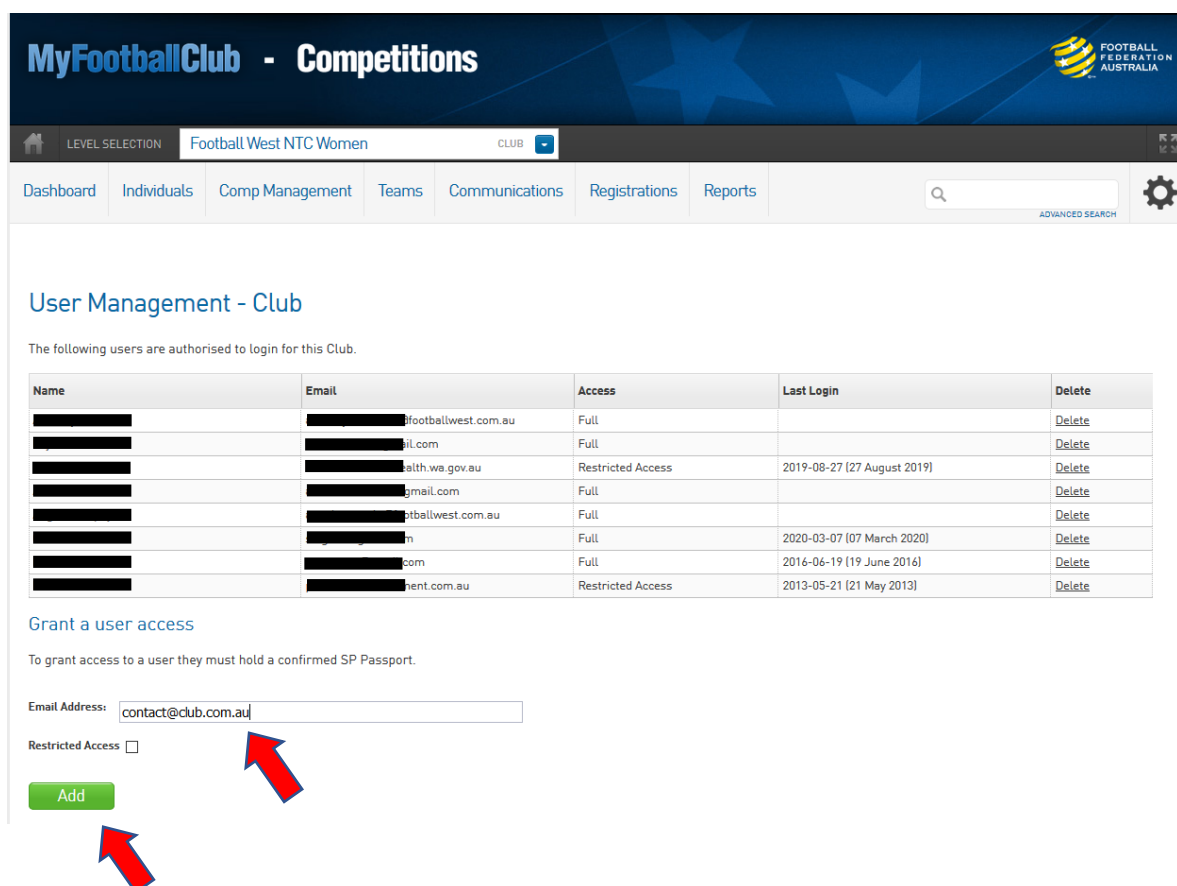
Address: 94/262 Lord street, PERTH, WA, 6000

Email: development@footballwest.com.au

Settings Menu: Field Configuration, Password Management, **User Management**, Audit Log

In the "User Management – Club" page, enter the email address of the SportsTG account you wish to give full access to, and click "Add".

If you would like to restrict the access of the user, check the "Restricted" box.



MyFootballClub - Competitions

LEVEL SELECTION: Football West NTC Women CLUB

Navigation: Dashboard | Individuals | Comp Management | Teams | Communications | Registrations | Reports

User Management - Club

The following users are authorised to login for this Club.

Name	Email	Access	Last Login	Delete
[REDACTED]	[REDACTED]@footballwest.com.au	Full		Delete
[REDACTED]	[REDACTED]@il.com	Full		Delete
[REDACTED]	[REDACTED]@alth.wa.gov.au	Restricted Access	2019-08-27 (27 August 2019)	Delete
[REDACTED]	[REDACTED]@mail.com	Full		Delete
[REDACTED]	[REDACTED]@tballwest.com.au	Full		Delete
[REDACTED]	[REDACTED]@n	Full	2020-03-07 (07 March 2020)	Delete
[REDACTED]	[REDACTED]@com	Full	2016-06-19 (19 June 2016)	Delete
[REDACTED]	[REDACTED]@ent.com.au	Restricted Access	2013-05-21 (21 May 2013)	Delete

Grant a user access

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

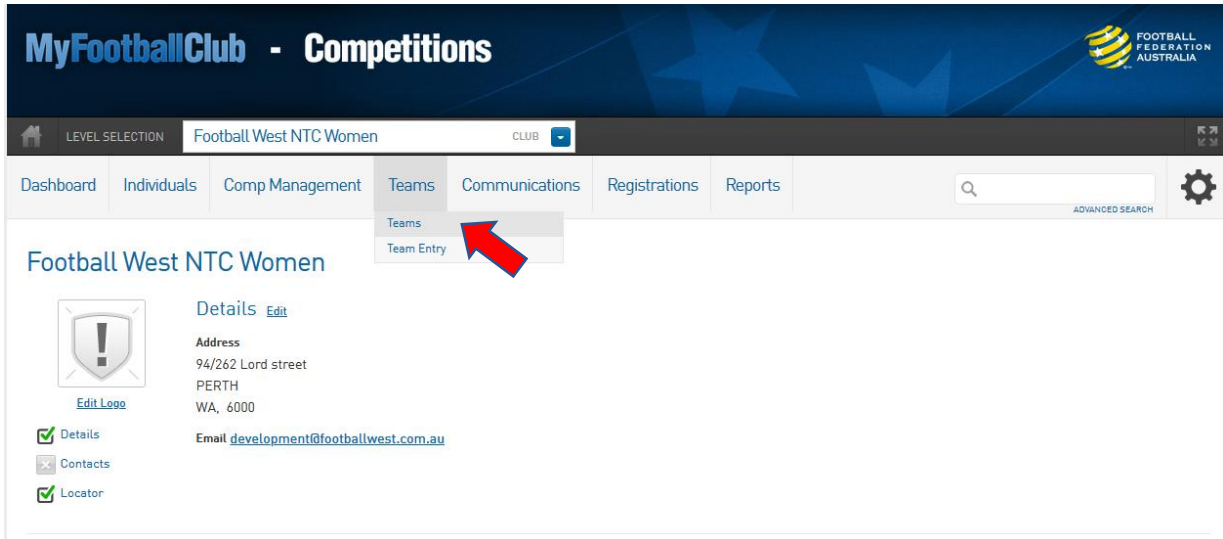
Email Address:

Restricted Access

[Add](#)

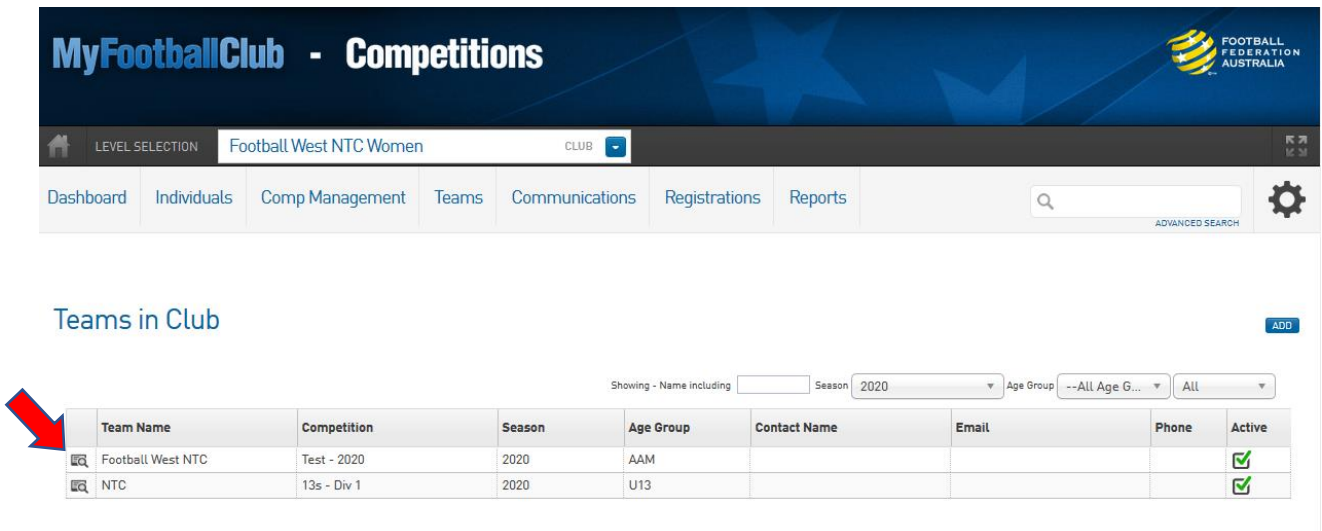
Step 3: Grant Full/Restricted Access to a Specific Team

In the club homepage, hover the cursor over “Teams” and click on “Teams”.





The screenshot shows the 'MyFootballClub - Competitions' interface. The club name 'Football West NTC Women' is selected in the 'LEVEL SELECTION' dropdown. The 'Teams' menu item is highlighted, and a red arrow points to it. Below the menu, the details for 'Football West NTC Women' are visible, including an address and contact information.

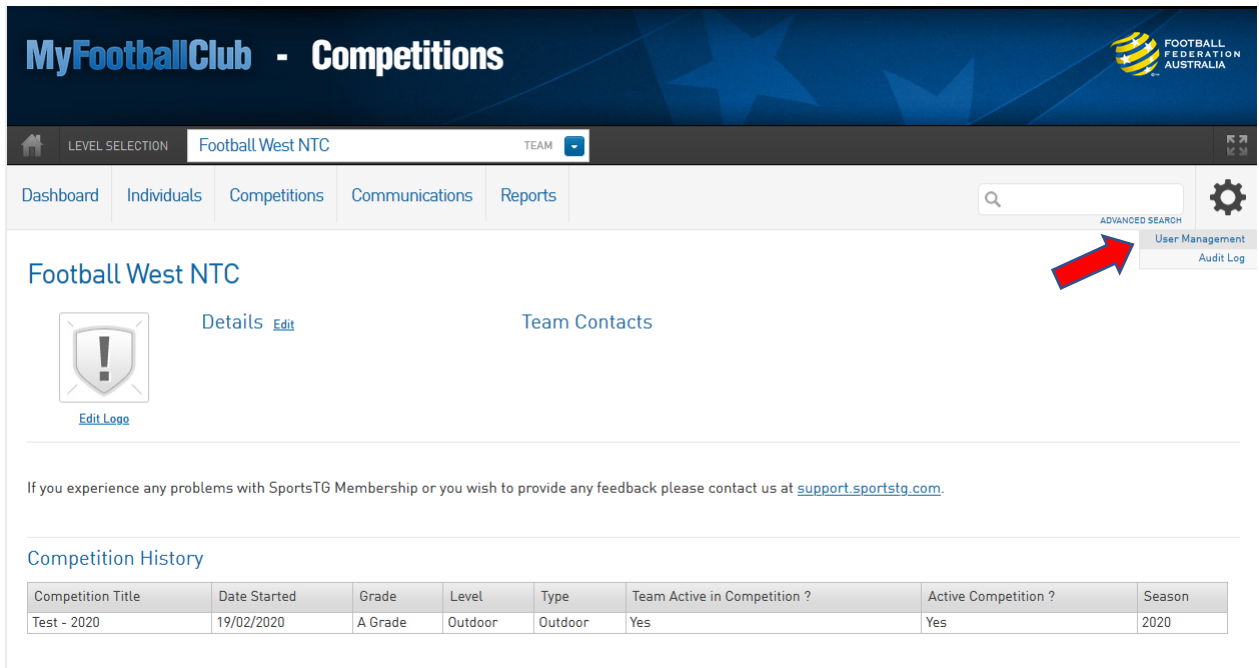
Select the team you wish to grant access to, by click the icon to the left of the team name.



The screenshot shows the 'Teams in Club' section. A table lists the teams in the club. A red arrow points to the first row, 'Football West NTC'. The table includes columns for Team Name, Competition, Season, Age Group, Contact Name, Email, Phone, and Active status.

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
 Football West NTC	Test - 2020	2020	AAM				<input checked="" type="checkbox"/>
 NTC	13s - Div 1	2020	U13				<input checked="" type="checkbox"/>

In the team's homepage, click on the COG symbol on the right hand side of the screen, and select "User Management".




MyFootballClub - Competitions

LEVEL SELECTION Football West NTC TEAM

Dashboard Individuals Competitions Communications Reports

Football West NTC

Details Edit Team Contacts

 Edit Logo

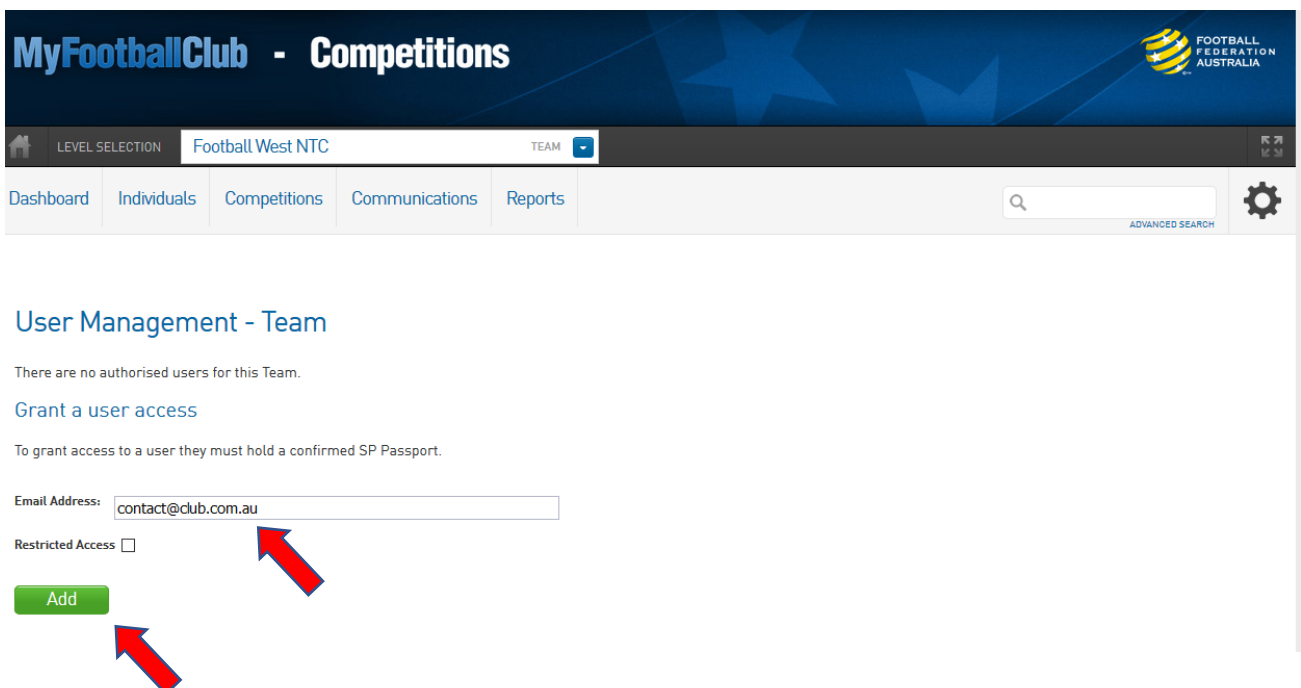
If you experience any problems with SportsTG Membership or you wish to provide any feedback please contact us at support.sportstg.com.

Competition History

Competition Title	Date Started	Grade	Level	Type	Team Active in Competition ?	Active Competition ?	Season
Test - 2020	19/02/2020	A Grade	Outdoor	Outdoor	Yes	Yes	2020

In the "User Management – Team" page, enter the email address of the SportsTG account you wish to give full access to, and click "Add".

If you would like to restrict the access of the user, check the "Restricted" box.



MyFootballClub - Competitions

LEVEL SELECTION Football West NTC TEAM

Dashboard Individuals Competitions Communications Reports

User Management - Team

There are no authorised users for this Team.

Grant a user access

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

Email Address:

Restricted Access

Add