

Fox Sportspulse / SportingPulse

**OBJECTIVES:**

1. Getting and using a SP Passport
2. Login
3. Updating club details – Contacts & Locator
4. Registering teams
5. Registering players
6. How to put players into teams
7. How to access player info

**Objective 1: Getting and using a SP Passport**

SP Passport allows club administrators to use their email address and a password to give them access to their database and club website, giving you much easier access than is currently available.

To get set-up with a passport please do the following-

1. Go to <http://www.foxsportspulse.com/>
2. Click on “Passport” on the top right
3. Click on the orange “Register” button in the middle of the screen.
4. Fill in the form and click the green “Create My Passport” button at the bottom of the screen.

When you do this, you will receive an auto email that you need to confirm (if you don’t receive a confirmation email please check your junk and/or spam folder).

You need to link your passport to your Clubs database. To do this someone from the club who already has access to the database should do the following:

1. Go to <https://passport.sportingpulse.com/login/>
2. Sign in using their SP Passport
3. Click on **Configuration** icon (top right)
4. Click on **User Management**
5. Add your passport email address and click add.

(If you haven’t created your Club database yet please email [events@netballhamilton.org.nz](mailto:events@netballhamilton.org.nz) and we will link your passport)

**Objective 2: Login**

URL for SportingPulse <https://passport.sportingpulse.com/login/>?

Enter your Passport email and password.

**Objective 3: Updating club details – Contacts and Locator**

The contacts and locator module of the SportingPulse is where clubs can store and publish their important details, contacts and venue and location information. To access the Contacts and Locator module click on the dashboard from the menu.

On the page that will open you will see three options at the left of the screen: **Details**, **Contacts** and **Locator**. Next to these section titles will be an icon that will represent the status of the section.

If the icon is a green tick it means that valid information has been entered and saved on the section. If the icon is a cross then information needs to be added to the section and it is not set to publish to the website. To access one of these areas click on the section title.

**The Details** section is where you can store all the key details for the club. This includes postal address details and Club phone number, email and fax information.

**The Contacts** section is where you can add important contact details for specific roles within the club.

Individuals can designate what specific functional responsibilities they hold within the club, and therefore which types of information they need to receive. They have the option of receiving valuable promotional information from SportingPulse and can also choose if they want their information to **Publish on Locator**.

To add contact details for a role click on the arrow next to the role title.

Fields drop down that allow information to be inputted. Also, you can select to receive the SportingPulse update emails (explained above) and whether the contact details need to be put online.

The **Primary Contact** section can only be allocated to on role or contact in the club. This should be given to the person who will be contacted most regularly as they will appear in the top position on the locator search results. To make someone the Primary Contact simply click on the circle check box next to their details.

You also need to designate functional responsibilities for the people in these roles. This area is important because certain communication will be sent to certain people with certain roles. For instance, if a role has the function of Clearance and Permits they will be cc’d on all emails automatically sent to the club regarding clearances and permits in the system. To select these responsibilities simply check the relative box. There is no limit on the number of responsibilities one person can hold.

You can go through and add as many roles as you like. If you select the role of **Committee Member** in the **Other Roles and Contacts**, once saved, this will appear in the Board or Committee roles section.

To save the Contact information click on the **Save** Button at either the top or bottom of the screen.

Once you have successfully saved at least one set of contact details the Contacts icon at the top will become a green tick.

These details can be altered at any time by clicking the arrow next to the person’s details you wish to change, making the necessary changes and re-saving the details.

**The Locator** area is where you have the ability to enter all your ground and venue contact and location details. It also gives an overview of the information that will appear publicly at the user-end when they search for clubs online.

To access the locator area click on the **Locator** link at the left of any of the Contacts and Locator screens.

At the top of the screen you will be shown a summary of all the contacts you have selected and display online.

Underneath this section you can add in venue details and timings for the club.

The club will be able to be found publicly by checking the **Show us in the Public Locator** checkbox.

You can input local postal codes that when searched by people in the ‘Where to Play’ functionality, they will see your club as a relevant result. These need to be typed manually with a comma between each (E.g. 3000, 3001, 3002 etc.) You can also type in any general information you want to appear in these search results.

Finally, for your club’s location to show on the map simply drag and drop the marker on the location of the grounds.

To save this information click on the **Update Locator** at the bottom of the screen.

This information can be edited at any time be re-entering the **Locator** section, updating any details and re-saving the information.

**Objective 4: Registering your Teams**

Please note the Competition closing dates as listed by HCNC. Entering a team after the closing date does not guarantee your team has been entered.

Visit the Hamilton City Netball Centre website. [www.netballhamilton.org.nz](http://www.netballhamilton.org.nz)

Under **Online Registrations** and **Team Registrations** you will find the appropriate link you need to register your team into the right competition.

You have two options:

* My team is registered in this association and I know my team code and password

(If you have forgotten your team code and password please email events@netballhamilton.org.nz to receive it. If your team was registered last year, please use this option.)

* OR Click on New Team registration

Continue

Fill in the form, Please note there are some fields that are pre-set compulsory fields in the online system that we use.

Compulsory fields that are asked for are:

Team Name

Contact Name, Phone, Email and Address

Coach Name, Phone, Email and Qualification

Team Umpire and Qualifications

Competition to Join

**Click on confirm and your team registration is complete.**

*Player registration option:*

You are now asked to invite team members to join your team by entering their individual email addresses. They will be sent a link with the team username and password. If you choose to do it this way, team members follow the link and enter in their information and click on confirm. Information that is asked for is:

Name

DOB

Address

Phone

Email

Centre Theory qualification

Click on confirm and the team member is now registered to your team. All team members are expected to register online with their team.

**Or alternatively you’re club administration can register players to their teams by following the steps below.**

**Objective 5: Registering Players**

The best way to get players to register for the season is via online registration form. This is the easiest way for you, because as the player registers all their information is entered into your database.

**Bulk rollover and Individual Rollover**

* Individual rollover is preferred option here, because before you rollover the returning member you can edit any of their information that has changed and then roll them over to the new season. However with bulk rollover multiple members can be chosen to rollover all at once making it quicker, but then you have to make sure you’re disciplined enough to go back to each members information and check to see if you need to edit any changed to their contact details. **With bulk rollover please ensure only those members who are returning to play this season are rolled over** – do not rollover all players regardless of if they’re returning or not.
* For new players to the club: The simplest way is to log onto the online registration form and register them as if you were their mum.
* If you don’t have an online registration form, you can add the new player manually.

Please see information below about individual rollover.

**Individual Rollover**

1. In your Clubs sportingpulse database click on **List Members** from the Members dropdown menu. Change the SEASON field at the top of the screen to the previous year.
2. Select the member you wish to roll over by clicking on the EDIT icon next to their name.
3. If they are not registered in the ‘New Registrations Season’, you will see a red message box.
4. Click on Register
5. Check the details and click UPDATE SEASON SUMMARY

**Objective 6: How to put players into teams**

**Add a new Team to a Club**

Please note HCNC require all teams to be entered using the link provided on HCNC website [www.netballhamilton.org.nz](http://www.netballhamilton.org.nz) and not by Clubs own database system.

**View Teams in a Club**

Once you have entered your teams via the HCNC website link you will be able to view them on your database.

Click on **Teams** in the menu to see all the teams in a club. In the table next to the team name is the competition that team has been entered into by the Association, the season and Age Group.

**Edit Team Details**

1. Click on **Teams** in the left hand menu
2. Click on the edit icon next to the team name
3. Click on the Edit **Details** in the top left hand corner
4. Update the team details and click on **Update Team**. Please note: The ability to change a team name is set to Association level.

**View members in a Team**

1. Click on **Teams** in the menu
2. Click on the edit icon next to the team name
3. Click on **List Members** from the **Members** dropdown menu

**Move Club Members into Teams**

1. Click on **Teams** in the menu
2. Click on the edit icon next to the team name
3. Click on **Modify Team List** from the **Members** dropdown menu.

Two lists of members will appear. On the left is the list of members in the club. On the right is a list of all members in that particular team. From here you can move members in and out of that team.

1. To move members into the team, drag their name from the left hand box into the right hand box.
2. To remove players from the team, drag their name from the right hand box into the left hand box.
3. Repeat this process for all members you want to add to (or remove from) the team
4. Click **update** when finished.

**Adding a database administrator for a team**

1. Click on **Teams** in the menu
2. Click on edit icon next to the team name that you want to add the coach as an administrator to
3. Click on the **Settings** icon
4. Select **User Management** from the dropdown list
5. Add the coaches email address which he/she has used to set up their SP Passport account
6. Click the green **Add** button to give the coach administrator rights for their team

Please note Player registrations are due by……. If you need to alter your team list after this date, you must do so at the HCNC registration window on competitions days. A $6 fee will apply for changes to team lists. Open Grade only

**Objective 7: How to access player info**

**View Members in your Club or Team**

Click on **List Members** from the **Members** dropdown box in the menu. Larger clubs will be given the option of showing members filtered by the first letter of their Surname showing all members.

You can filter members by selecting an option from the ‘Showing’ drop down list in the top right corner of Members screen Members can be filtered by Season. Age Group, if they are active of inactive in your club, their type – Players, Coaches, Officials, Miscellaneous.

**View an Individual Member Record**

1. Click on **List Members** from the **Members** dropdown menu
2. Click on the edit icon next to the members name
3. Their information dashboard will appear on the screen.

**Add a new member**

1. Click on **List Members** from the **Members** dropdown menu
2. Click on the **Add Member** icon in the top right hand corner
3. Enter their details in the fields provided and click on **Update Member**. The compulsory fields are marked with a red asterix.

Note: Members cannot be deleted. However their active status in the Club and as a Season Player can be changed by HCNC.

**Edit a Members Details**

1. Click on **List Members** from them **Members** dropdown menu
2. Click on the edit icon next to the members name
3. Click on edit **Details**
4. Enter the new information into fields and click on **Update Member**

**Add a Members Photo**

1. Click on **List Members** from the **Members** dropdown menu
2. Click on the edit icon next to the members names
3. Click on **Add Photo** from the members Dashboard
4. Click on **File upload** and **Choose file** to browse for the location of the photo file on your computer and click on **save photo**.

Note: Photos should be in JPEG format and must be less than 3Mb in size.