

# Sportingpulse Membership Club Level User Guide



# **Sportingpulse Passport**

SP Passport combines your SportingPulse accounts, such as mySport or Membership, in one location.

#### https://passport.sportingpulse.com

IF you don't have an account, click the register button on the front page.

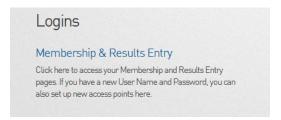


To sign in use the email address and password you specified when creating your SP Passport account.



Once logged in you will see the SP Passport dashboard with the various options you can perform

To access your league or clubs SP Membership account click on the Membership & Results Entry tile



## Select the linked SP Membership Account

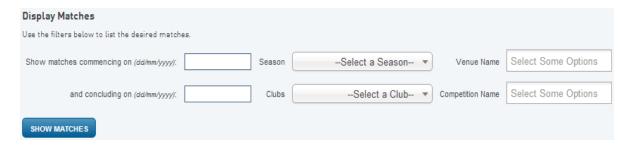


### **Match Results**

- 1. Choose Match Results from the Comp Management menu
- A new browser window will open with SP Match Results
   NOTE: the window may not open if you have a pop up blocker enabled on your browser

#### **Match List**

1. Set appropriate filters based on, date range, season, club, competition name and venue.



2. Press the Show Matches button to display matches involving your club teams at the current login level.

For example if the login is club level and the club has three teams competing in various competitions than the list will show matches involving any of the three teams. If the login level is for one of the teams, only matches involving that team will be displayed in the match list.

3. Choose the options for a match by clicking on either the *Pre Game*, *At Game* and *Post Game*, button on the line of the corresponding match

#### Pre-Game

The Pre-Game section is used to setup team lists for the match and print team sheets.

1. Click the + button corresponding with players on the **Available Players** list to register in the match on the **Selected Players** list

Selected Players

2. Click the – button corresponding with players on the Selected Players list to remove from the match

# Filter Name No. Allmark, Joshua Dean Alosta, Niyazi Name No. Ault, Jonathon Cameron, Lucas 7

3. Selected Players lists can also be selected by using the Autoselect Players option



Available Players

- 4. Update jumper numbers by typing a number into the No. column of the Selected Players list
- 5. Click on the Save button under the Selected Players list to update
- 6. Print a Team Sheet using the **Single Team Team Sheet** button

NOTE: Players included on the Selected Players list once the match has been finalized will be credited with a match in their player statistics. It is important to ensure that the Selected Players list reflects accurately to players that actually played in the match.

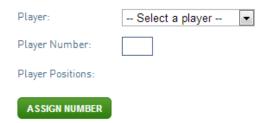
#### **Default Jumper Numbers**

Player numbers can be pre-loaded so that player numbers will automatically update when they are included on the *Selected Players* list in team selection

1. Choose the *Edit Club Default Player Number* option from the menu of the *Tools* button



2. Complete the corresponding details then click the **Assign Number** button



- 3. Saved numbers can be removed by clicking on the *Remove* button next to the corresponding player
- 4. The club list can be cleared by clicking the Clear Club Defaults button located at the bottom of the page