



# Team Manager SportsTG Instructions



Previously known as Sporting Pulse

## Contents

Login.....	2
Home Screen / Dashboard.....	2
Members.....	2
Competition / PRE GAME / Team Sheet.....	3
Competition / POST GAME / Results.....	5
Add Player / Remove Player from Team Sheet.....	6
Communications.....	7
Reports – Team Contact List.....	8
Games Played – Player Stats.....	9
SPFC Weekly Match Report.....	10

## Login

<https://passport.sportstg.com/login/>

Go to Membership Database

**Logins**  
[Membership Database](#)  
Click here to access your Membership Database.

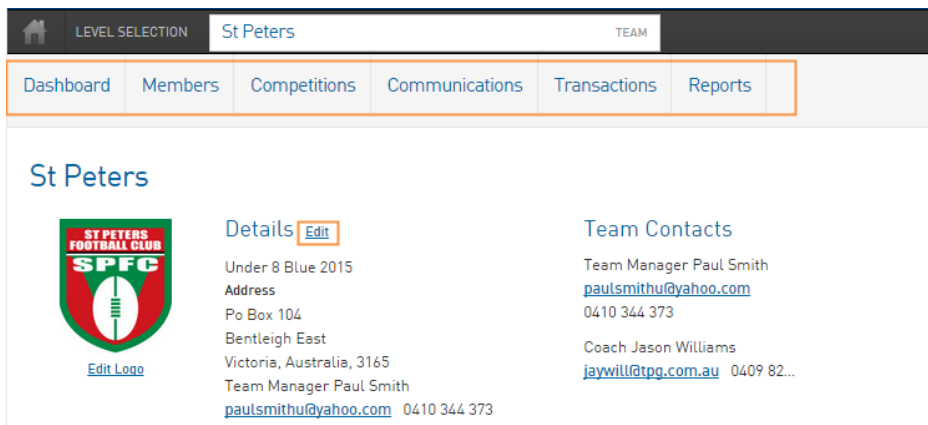
Select your Team



**St Peters**  
South Metro Junior  
Football League (SMJFL)  
Under 8 Blue (Beginner) 2015  
Team  
FootyWeb

## Home Screen / Dashboard


Dashboard and Menu options, as well as option to edit your details



LEVEL SELECTION **St Peters** TEAM

Dashboard Members Competitions Communications Transactions Reports

**St Peters**



[Edit Logo](#)

**Details** [Edit](#)

Under 8 Blue 2015  
Address  
Po Box 104  
Bentleigh East  
Victoria, Australia, 3165  
Team Manager Paul Smith  
[paulsmith@yahoo.com](mailto:paulsmith@yahoo.com) 0410 344 373

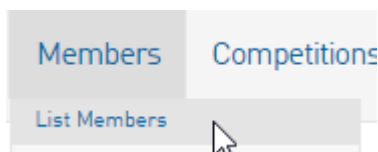
**Team Contacts**

Team Manager Paul Smith  
[paulsmith@yahoo.com](mailto:paulsmith@yahoo.com)  
0410 344 373

Coach Jason Williams  
[jaywill@tpg.com.au](mailto:jaywill@tpg.com.au) 0409 82...

## Members

Players will be preloaded into your 'List Members' View











Members Competitions

List Members

To update a players contact details etc., simply click on the icon next to their name to go into their individual record.

### Members in Team

Showing - Family Name including

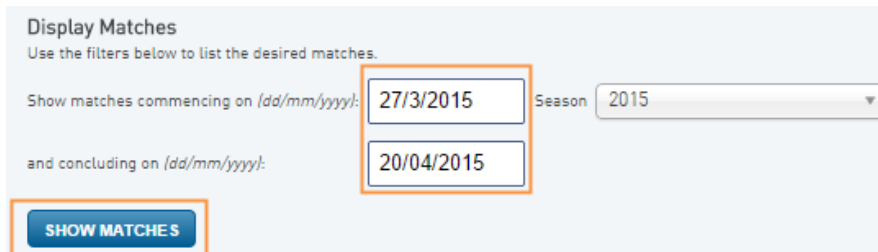
	Family n...	Legal fir...	Gen...	Date of B...	Phone (M...	Email	FootyWe...	A
	Amar	Ken	M	07/07/2007	04236784...	Kamari@g...	02628608	
	Boccarri	Adam	M	29/06/2007	04146562...	aboccarri...	02252637	
	Bowen	Curtis	M	31/10/2007	04124170...	maritaco...	02299940	
	Byrne	Charlie	M	28/03/2007	414946877	paulb316...	02098047	

## Competition / PRE GAME / Team Sheet

From the 'Competitions' Menu – select 'Match Results'



Select the appropriate date range for the round, then 'Show Matches'

A screenshot of a 'Display Matches' filter form. It includes input fields for 'Show matches commencing on' (27/3/2015) and 'and concluding on' (20/04/2015), and a 'Season' dropdown menu set to '2015'. A 'SHOW MATCHES' button is highlighted with an orange box.

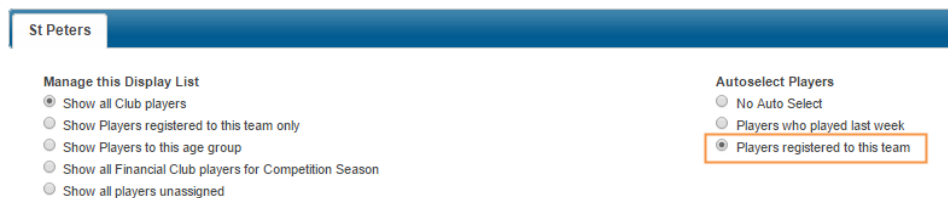
The match list based on the date range will be displayed.

Select **PRE GAME**

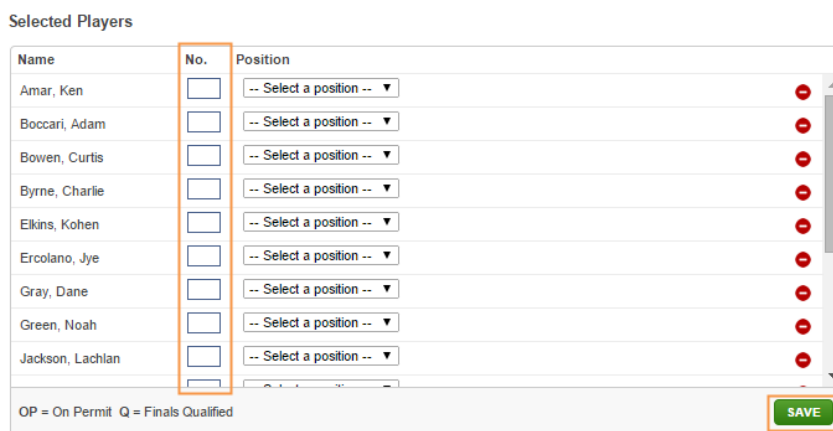
Result	Home Team	Away Team	Result	Competition	Match DateTime	Venue	PRE GAME	BY GAME	POST GAME
	St Peters	East Brighton Vampires JFC - Under 9 Blue		Under 9 Blue (Beginner) 2015	19/04/2015 08:30	CENTENARY PARK - Our 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1<sup>st</sup> Team Sheet for the season – select “**Players registered to this team**”

Then all other Team Sheets – select “**Players who played last week**” (Which retains jumper numbers)

A screenshot of the 'St Peters' team sheet filter options. Under 'Manage this Display List', the 'Show all Club players' option is selected. Under 'Autoselect Players', the 'Players registered to this team' option is selected and highlighted with an orange box.

Enter **jumper numbers** and **SAVE**.

A screenshot of the 'Selected Players' table. The table has columns for 'Name', 'No.', and 'Position'. The 'No.' column is highlighted with an orange box. A 'SAVE' button is located at the bottom right of the table.

Name	No.	Position
Amar, Ken	<input type="text"/>	-- Select a position --
Bocari, Adam	<input type="text"/>	-- Select a position --
Bowen, Curtis	<input type="text"/>	-- Select a position --
Byrne, Charlie	<input type="text"/>	-- Select a position --
Elkins, Kohen	<input type="text"/>	-- Select a position --
Ercolano, Jye	<input type="text"/>	-- Select a position --
Gray, Dane	<input type="text"/>	-- Select a position --
Green, Noah	<input type="text"/>	-- Select a position --
Jackson, Lachlan	<input type="text"/>	-- Select a position --

Enter **Team Officials** manually then **SAVE** (at this stage the Club has no officials registered)

Autoselect Team Officials  
 No Auto Select  
 Select all default team Staff  
 Select all staff from last week

Group Appointment Member Temporary assignments apply only when you cannot find the correct officials name in the drop box below. Please check before applying temporary assignments

Staff Team Manager --Select Team Official--  
 Staff Coach --Select Team Official--  
 Staff Runner --Select Team Official--  
 Staff Trainer --Select Team Official--

**SAVE TEAM OFFICIALS**



Select **TEAM SHEET** (not that all suspended players in the Club are displayed irrespective of age group)

**Suspended Players**

Olson, Joel (00847784)  
 Carroll, Ryan (00847679)

The **TEAM SHEET** will display on screen. Do a print preview to ensure it will print on 1 page.

Then **print 3 copies**.

Ensure - correct date, all jumper numbers, and team officials' names are accurate.

**ST PETERS - Team Sheet**  
**Association:** South Metro Junior Football League (SMJFL)  
**Teams:** St Peters V East Brighton Vampires JFC - Under 8 Blue **Competition:** Under 8 Blue (Beginner) 2015 **Match Date:** 19/04/15  
**Venue:** CENTENARY PARK - Oval 2

ID	Jump No.	Player Name	Players Signature	Goals	Bests
1	02628608	23	Amar, Ken		
2	02252637	15	Boccali, Adam		
3	02299940	3	Bowen, Curtis		
4	02098047		Byrne, Charlie		
5	02644158		Elkins, Kohan		
6	02243670		Ercolano, Jye		
7	02249513		Gray, Dane		
8	02120073		Green, Noah		
9	02023739		Jackson, Lachlan		
10	02254211		Mann, Oliver		
11	02216260		Maratos, Orlando		
12	02519109		Nishimoto, Kanta		
13	02060888		Peluso, Jack		
14	02479675		Pickering, Hugo		
15	02062019		Williams, Louis		
16	02257685		Yancoos, Kristian		
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					

Teams	Q1		Q2		Q3		Q4		Final		
	G	B	G	B	G	B	G	B	G	B	P
St Peters											
East Brighton Vampires JFC - Under 8 Blue											

**Staff**

**Team Manager** Paul Smith    **Coach** Jason Williams    **Runner** John Smith    **Trainer** Betty Smith

Home Team Manager: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Away Team Manager: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Trainer: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Accreditation Number \_\_\_\_\_

## Competition / POST GAME / Results

From the 'Competitions' Menu – select 'Match Results'



Select **POST GAME**

Result	Home Team	Away Team	Result	Competition	Match Date/Time	Venue	PRE GAME	AT GAME	POST GAME
	St Peters	East Brighton Vampires JFC - Under 8 Blue		Under 8 Blue (Beginner) 2015	18/04/2015 08:30	CENTENARY PARK - Oval 2			

Tab **FINAL MATCH SCORES**



### Under 8's and 9's

Results are not displayed for any under 8 or under 9 games. However, the home Team Manager must enter the progressive game scores so the game counts to a players' record. Make sure all players who played are entered. Remove players who did not play.

### Under 10's

Progressive quarter by quarter scores – (Will not be displayed on website)  
Do not enter Best Players and Goal Kickers.  
Make sure all players who played are entered. Remove players who did not play.

### All other ages

Progressive quarter by quarter scores.  
Enter Best Players and Goal Kickers (make sure these are correct – we get fined for changes).  
Make sure all players who played are entered. Remove players who did not play.

St Peters

Quarter 1 Goals	<input type="text"/>
Quarter 1 Behinds	<input type="text"/>
Quarter 1 Total Points	<input type="text"/>
Quarter 2 Goals	<input type="text"/>
Quarter 2 Behinds	<input type="text"/>
Quarter 2 Total Points	<input type="text"/>
Quarter 3 Goals	<input type="text"/>
Quarter 3 Behinds	<input type="text"/>
Quarter 3 Total Points	<input type="text"/>
Full Time Goals	<input type="text"/>
Full Time Behinds	<input type="text"/>
Full Time Total Points	<input type="text"/>
Results	<-select a result type->

Match Summary:

East Brighton Vampires JFC - Under 8 Blue

Quarter 1 Goals	<input type="text"/>
Quarter 1 Behinds	<input type="text"/>
Quarter 1 Total Points	<input type="text"/>
Quarter 2 Goals	<input type="text"/>
Quarter 2 Behinds	<input type="text"/>
Quarter 2 Total Points	<input type="text"/>
Quarter 3 Goals	<input type="text"/>
Quarter 3 Behinds	<input type="text"/>
Quarter 3 Total Points	<input type="text"/>
Full Time Goals	<input type="text"/>
Full Time Behinds	<input type="text"/>
Full Time Total Points	<input type="text"/>
Results	<-select a result type->

## Tab **PLAYER SCORES**

Excluding Under 8's 9's and 10's



Enter Goals scored by each player (must equal total numbers of goals scored in the game)

Enter Best 6 players (1 = Best, 6 = 6<sup>th</sup> Best)

Goals	Bests
<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>

## Add Player / Remove Player from Team Sheet

Go to the PRE GAME Tab

### Remove Player

If a player didn't play – remove them from the left panel 'Selected Players List' by the icon

### Add Player

If a player played up from another team, search for their name in the right panel and add them by the icon . Ensure their jumper number is also added.

**The total number of players must equal the team sheet** – This will ensure players are correctly accredited with a game.

**Note – the club will be fined if team sheets are not accurate!**

### SAVE

**Manage this Display List**

- Show all Club players
- Show Players registered to this team only
- Show Players to this age group
- Show all Financial Club players for Competition Season
- Show all players unassigned

**Autoselect Players**

- No Auto Select
- Players who played last week
- Players registered to this team

**Available Players**

Filter

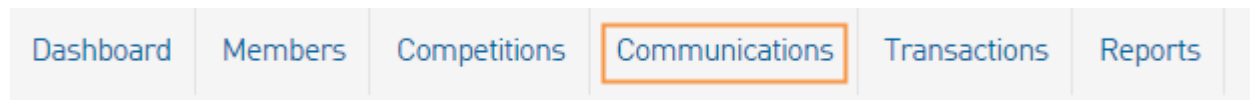
Abraham, Bradley (11/01/2004)	(01305844)	
Agnos, Michael (05/06/2001)	(00617187)	
Aitken, James (15/12/1999) OP	(00842007)	
Alminto, Luca (02/09/2000)	(00617700)	
Alminto, Marcus (19/08/2002)	(00997153)	
Aloi, Joseph (05/11/1999)	(00155029)	
Amar, Ken (07/07/2007)	(02628608)	
Amato, Joseph (18/10/1999) OP	(00672878)	
Amato, Joseph (01/11/2000)	(01367512)	
Auld, Grace (15/01/2002)	(02150964)	

**Selected Players**

Name	No.	Position	
Eiezer, Chandlar	<input type="text"/>	-- Select a position --	
Amato, Anthony	<input type="text"/>	-- Select a position --	
Cant, Joshua	<input type="text"/>	-- Select a position --	

OP = On Permit Q = Finals Qualified **SAVE**

# Communications



Quickly & simply send an email to your playing group.

Select **Send a Message**

## Communicator - Options

Select from the options below:-

- Send a Message** Create and send a message to your members via email or sms
- Manage Custom Groups** Set up and manage communication groups
- Profile** Set up and manage the sender profile settings for this account
- Sent Messages** Display a log of previously sent messages

Select **Membership Group**

## Recipient Options

- Membership Group** These groups are created based on Member types and organisational contacts
- Custom Group** These groups are created manually.
- Saved Report** These groups are created based on the results of Saved Reports.

Select **Players** and tick **Include Parents**

The email is of **Primary Purpose**

Select **Continue**

Membership Group

Choose which predefined list you want to send to. When complete press the "Continue" button.

- Players**  
Registered in Season   Include parents
- Coaches**  
Registered in Season
- Umpires**  
Registered in Season
- Misc**  
Registered in Season
- Volunteers**  
Registered in Season
- Officials**

Communication Type

Please choose the type of the communication this is intended to be.  
Primary purpose communications will be sent to all members within the group.  
Secondary purpose communications will be sent only to members that have opted-in to receiving that type of communications.  
Please refer to [Use of Communicator](#) guidelines on communication purposes.

A list of all recipients will be displayed – confirm all ok.



## Email

Send a longer less urgent message

Enter the highlighted details and then **Send Message**

## Communicator - Compose Message

All fields must be completed. When finished, press the 'Send Message' button.

Email

From:

Subject:

Message: 

— format — — font — — size —

## Reports – Team Contact List

Dashboard Members Competitions Communications Transactions **Reports**

Select **Teams** and **Run**

Reports

Admin Reports

Competition

Members

**Teams**

Transfers

Teams

**Team Players/Contacts Report**

Show team player details and team contact details.

**Run**


This will give you a full Team Contact List

## Team Members

Team #	Firstname	Lastname	Email	Phone	Mobile	Parent/Guardian 1	Parent/Guardian 2
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## Games Played – Player Stats

Go to a player's individual record by selecting the icon next to their name.

	Family na...	Legal first...	Gend...
	Mazur	Eddie	M

Select **Statistics**

Dashboard	Types	Transactions	Tags	Tribunal	Transfers	Member History	Statistics	Preferences
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The players **Career Statistics** will be displayed.

At the start of the season, you should establish the games played to date total for all players to calculate if a milestone game (50, 100, and 150) may be reached during the season. Ensure you give parents a few weeks' notice of a milestone game so they have time to make a banner.

### Career Statistics

Association	Comp	Club	M	G
South Metro Junior Football League (SMJFL)	Age 14	St Peters FC	16	10
South Metro Junior Football League (SMJFL)	Age 12	St Peters FC	14	4
South Metro Junior Football League (SMJFL)	Age 9	St Peters FC	13	0
South Metro Junior Football League (SMJFL)	Age 11	St Peters FC	16	3
South Metro Junior Football League (SMJFL)	Age 16	St Peters FC	16	11
South Metro Junior Football League (SMJFL)	Age 13	St Peters FC	15	12
South Metro Junior Football League (SMJFL)	Age 8	St Peters FC	13	0
South Metro Junior Football League (SMJFL)	Age 10	St Peters FC	13	3
South Metro Junior Football League (SMJFL)	Age 15	St Peters FC	16	29
<b>Totals</b>			132	72

# SPFC Weekly Match Report

Sample of SPFC Weekly Match Report – for all age groups (club records)



## ST PETERS FOOTBALL CLUB Weekly Match Report



Team Name/Division	UNDER 16 DIV 3	Date	19/04/15
Opposition Club	ORMOND	Venue	EE GUNN

PROGRESSIVE SCORES - TOTAL MUST MATCH GOAL UMPIRE CARDS						
FINAL SCORES Progressive	St Peters			Opposition		
	Goals	Behinds	Total	Goals	Behinds	Total
Quarter Time	0	1	1	3	2	20
Half Time	5	2	32	4	4	28
Three Quarter Time	7	3	45	5	6	36
FULL Time	9	3	57	6	9	45

GOAL KICKERS					
Player Name/Jumper Number	# of Goals	Player Name/Jumper Number	# of Goals	Player Name/Jumper Number	# of Goals
J COX	2	R HUGHES	1		
D SECCULL	2	T JONES	1		
C JOSEPH	1	K DEAN	1		
K HORSE	1				

BEST PLAYERS for SPORTINGPULSE	
1 <sup>st</sup> Best 1 point	C JOSEPH
2 <sup>nd</sup> Best 2 points	T JONES
3 <sup>rd</sup> Best 3 points	J COX
4 <sup>th</sup> Best 4 points	M BLACK
5 <sup>th</sup> Best 5 points	B MURPHY
6 <sup>th</sup> Best 6 points	K HORSE

MILESTONES	
50 Games	R HUGHES
100 Games	
150 Games	
Other	
Other	
Other	

NOTES
GREAT GAME!

