

User Guide for Club Administrators

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1.0 Providing Access

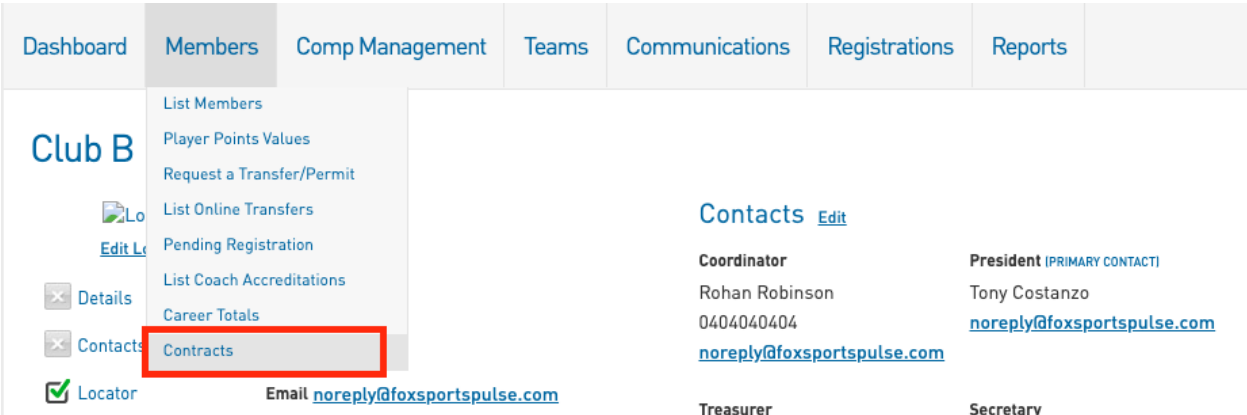
Due to the sensitive nature of the documents, access is tightly controlled. As a default no individual at Club level has access until it is provided to them by their League or Regional Administrator.

Only League and Regional Commission administrators who have permission can then provide access to Club administrators within their league or region.

Please Note: Club administrators don't have the ability to provide access to other administrators within their club.

1.1 How to request access as a Club Administrator

At the start of the season a Club Administrator needs to request access from their appropriate League or Regional Administrator. Once approved the League or Regional administrator will then enable your access. Club Administrators will know they have access as they will be able to see the 'Contracts' sub-menu item under the 'Members' menu.



Please note: To be granted access you will need to have a SportsTG Passport account and that account will need to be linked to the Club that you manage.

2.0 Adding Player Declarations

Step 1 - Navigate to the Contracts section - Members > Contracts.

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

Club B

- List Members
- Player Points Values
- Request a Transfer/Permit
- List Online Transfers
- Pending Registration
- List Coach Accreditations
- Career Totals
- Contracts**

Locator Email noreply@foxsportspulse.com

Contacts [Edit](#)

Coordinator
Rohan Robinson
0404040404
noreply@foxsportspulse.com

President (PRIMARY CONTACT)
Tony Costanzo
noreply@foxsportspulse.com

Treasurer **Secretary**

Step 2 - Upload documents to the Player Declaration folder (you created this in section 2.0). Go to Members > Contracts > Click on the 'Docs' button for the Player Declaration Folder

LEVEL SELECTION Club B CLUB

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

ADVANCED SEARCH

List Contracts

Showing - Title including Season 2020 Active

ID	Title	Type	Member	Season	Active	Locke...	Start	End	Submitted	Last Edited	Docs
006477	Club B 2020 Clu...	Club APP Docum...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/11/2019	31/10/2020	13/11/2019 14:05	19/02/2020 16:11	Docs
006485	Club B 2020 Play...	Player Declaration		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	20/01/2020 14:07	20/01/2020 14:07	Docs

Step 3 - Upload documents by filling out the fields and selecting a file to upload

Document Name - The specific naming convention is - Club Name Document Type Date Added.
For example 'Richmond Tigers Player Declarations 20.01.2020'

Document Type - Select the appropriate document type dependent on the documents you are uploading

Choose file - click this button to upload a document from your computer.

LEVEL SELECTION **Club B** CLUB


Dashboard Members Comp Management Teams Communications Registrat


Contract Documents


There are no contract documents

New Contract Document

To add a document click the browse button and find the document you wish to upload from your computer

Document Name: 

Document Type: 

No file chosen 

Document Name:

Document Type:

No file chosen

Document Name:

Document Type:

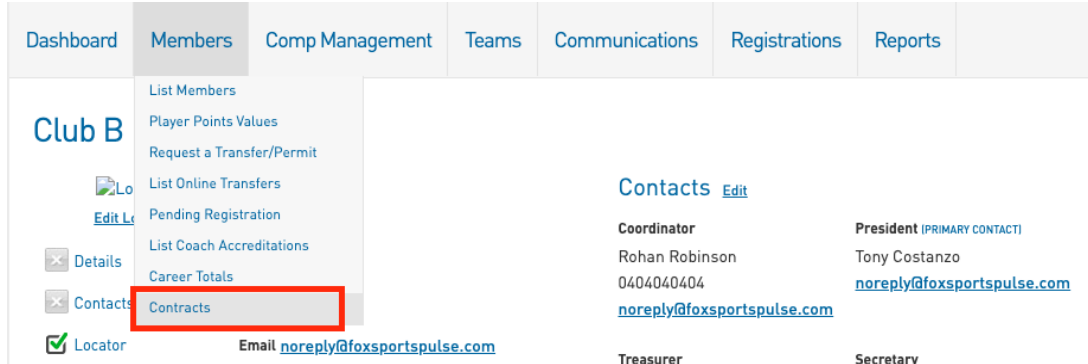
No file chosen

Document Name:

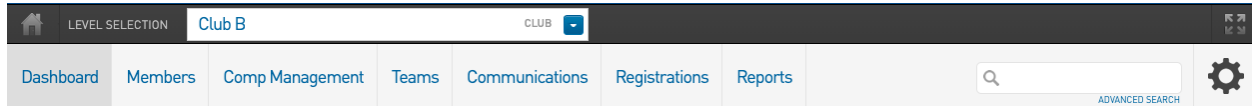
Step 4 - Scroll down to the bottom of the page and click upload. You can upload 6 files at a time and can add more documents when needed. For example if you need to submit 24 player declarations you can repeat steps 1-6 four times or you could create 1 document that combined the 24 player declarations and then upload that once.

3.0 Adding Non Declared Player Statements

Step 1 - Navigate to the Contracts section - Members > Contracts.



Step 2 - Upload documents to the Club APP Document Folder. Go to Members > Contracts > Click on the 'Docs' button for the Club APP Document Folder



List Contracts

Showing - Title including Season 2020 Active

ID	Title	Type	Member	Season	Active	Locke...	Start	End	Submitted	Last Edited	Docs
006487	Club B 2020 Clu...	Club APP Docum...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/11/2019	31/10/2020	13/11/2019 14:05	10/01/2020 14:04	DOCS
006485	Club B 2020 Play...	Player Declaration		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	20/01/2020 14:04	20/01/2020 14:04	DOCS

Step 3 - Upload documents by filling out the fields and selecting a file to upload

Document Name - The specific naming convention is - Club Name Document Type Date Added.

For example 'Richmond Tigers Non Declared Player Statements 20.01.2020'

Document Type - Select the appropriate document type dependent on the documents you are uploading

Choose file - click this button to upload a document from your computer.

Contract Documents

There are no contract documents

New Contract Document

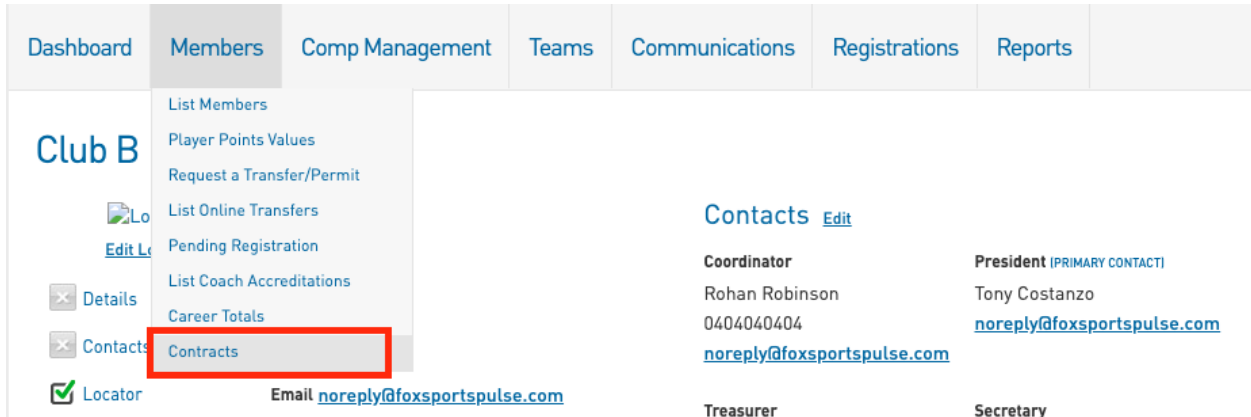
To add a document click the browse button and find the document you wish to upload from your compute

Document Name:	<input type="text" value="Club B Non Declared Player Statement 20.01"/>
Document Type:	<input type="text" value="Non Declared Player Statement ↓"/>
	<input type="button" value="Choose file"/> <input type="text" value="No file chosen"/>

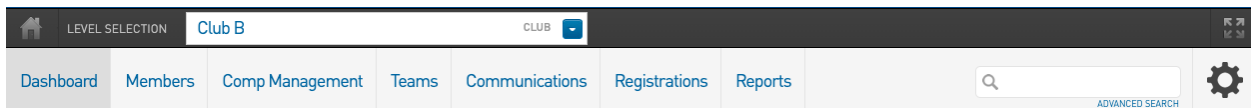
Step 4 - Scroll down to the bottom of the page and click upload. You can upload 6 files at a time and can add more documents when needed. For example if you need to submit 24 documents (1 for each player) you can repeat steps 1-6 four times or you could create 1 document that combined the 24 Non Declared Player Statements and then upload that once.

5.0 Adding Club Documents - APP Budget

Step 1 - Navigate to the Contracts section - Members > Contracts.



Step 2 - Upload documents to the Club APP Document Folder. Go to Members > Contracts > Click on the 'Docs' button for the Club APP Document Folder



List Contracts

[ADD](#)

Showing - Title including Season 2020 Active

ID	Title	Type	Member	Season	Active	Locke...	Start	End	Submitted	Last Edited	Docs
006487	Club B 2020 Clu...	Club APP Docum...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/11/2019	31/10/2020	13/11/2019 14:05	13/02/2020 14:04	docs
006485	Club B 2020 Play...	Player Declaration		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	20/01/2020 14:04	20/01/2020 14:04	docs

Step 5 - Upload documents by filling out the fields and selecting a file to upload

Document Name - The specific naming convention is - Club Name Document Type Date Added.

For example 'Richmond Tigers APP Budget 20.01.2020'

Document Type - Select the 'APP Budget Summary' document type

Choose file - click this button to upload a document from your computer.

You can upload up to 6 documents at a time.

New Contract Document

To add a document click the browse button and find the document you wish to upload from your c

Document Name:

Document Type:

Budget-APP-EAS...D-current.xlsx

Step 6 - Scroll down to the bottom of the page and click upload.

Once the document is uploaded it will appear in the Document page

Title	Type	Size	Submitted	Delete?
Club B APP budget summary Nov19	APP Budget Summary	19 KB	13/11/2019 14:07	Delete

Please note: If you need to update the APP Budget or Actual document then you just repeat steps 1-6 of the 'Adding Club Documents' instructions and upload it as an updated version in the same folder. There is no need to create a new folder. That way all the versions of the documents are in one area.

6.0 Adding Club Documents - APP Actual

Step 1 - Navigate to the Contracts section - Members > Contracts.

The screenshot shows the 'Members' menu for 'Club B'. The 'Contracts' option is highlighted with a red box. Other options include List Members, Player Points Values, Request a Transfer/Permit, List Online Transfers, Pending Registration, List Coach Accreditations, and Career Totals. Below the menu, the email address noreply@foxsportspulse.com is visible.

Step 2 - Upload documents to the Club APP Document Folder. Go to Members > Contracts > Click on the 'Docs' button for the Club APP Document Folder

The screenshot shows the navigation bar for 'Club B'. The 'Contracts' option is highlighted in the menu. The search bar and advanced search options are also visible.

List Contracts

ADD

Showing - Title including Season 2020 Active

ID	Title	Type	Member	Season	Active	Locke...	Start	End	Submitted	Last Edited	Docs
006487	Club B 2020 Clu...	Club APP Docum...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/11/2019	31/10/2020	13/11/2019 14:05	13/02/2020 14:04	docs
006485	Club B 2020 Play...	Player Declaration		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	20/01/2020 14:04	20/01/2020 14:04	docs


Step 5 - Upload documents by filling out the fields and selecting a file to upload

New Contract Document

To add a document click the browse button and find the document you wish to upload from your computer.

Document Name:

Document Type:

 No file chosen

Document Name - The specific naming convention is - Club Name Document Type Date Added.
For example 'Richmond Tigers APP Actual 20.01.2020'

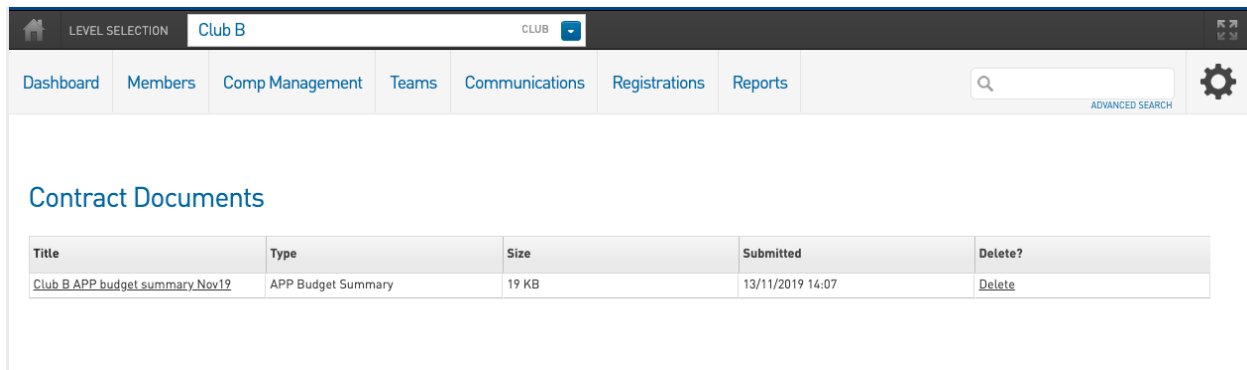
Document Type - Select the 'APP Actual Summary' document type

Choose file - click this button to upload a document from your computer.

You can upload up to 6 documents at a time.

Step 6 - Scroll down to the bottom of the page and click upload.

Once the document is uploaded it will appear in the Document page



Title	Type	Size	Submitted	Delete?
Club B APP budget summary Nov19	APP Budget Summary	19 KB	13/11/2019 14:07	Delete

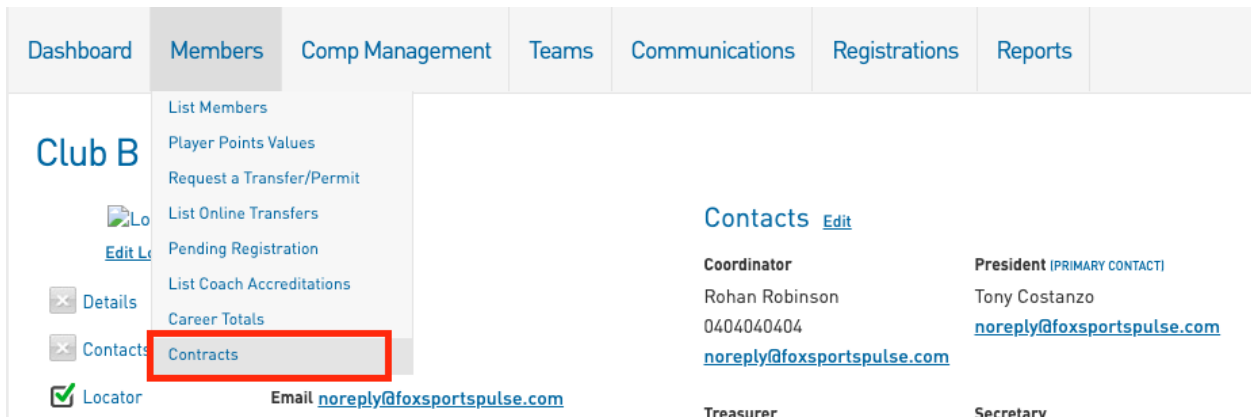
Please note: If you need to update the APP Budget or Actual document then you just repeat steps 1-6 of the 'Adding Club Documents' instructions and upload it as an updated version in the same folder. There is no need to create a new folder. That way all the versions of the documents are in one area.

6.0 Checking/finding Player Documents and Club Documents

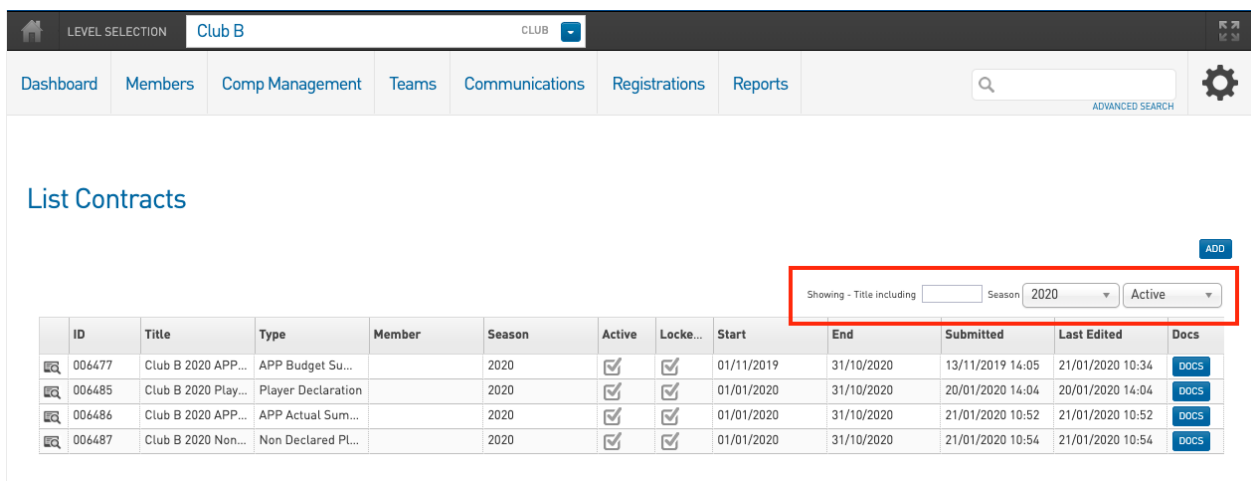
To make sure that you have uploaded the correct documents or to access them from the system follow the steps below:

6.1 Filtering folders by season and name

Step 1 - Navigate to the Contracts section - Members > Contracts.



Step 2 - Use the Season and Active Filter to find the folders that are relevant for the year.



Please note: Once the end date of the folder is reached then the folder will be marked as inactive.

6.2 Viewing/Downloading all Documents

To view a document you have to download it.

Step 1 - Navigate to the Contracts section - Members > Contracts.

Dashboard | **Members** | Comp Management | Teams | Communications | Registrations | Reports

Club B

- List Members
- Player Points Values
- Request a Transfer/Permit
- List Online Transfers
- Pending Registration
- List Coach Accreditations
- Career Totals
- Contracts**

Locator Email noreply@foxsportspulse.com

Contacts [Edit](#)

Coordinator
Rohan Robinson
0404040404
noreply@foxsportspulse.com

President (PRIMARY CONTACT)
Tony Costanzo
noreply@foxsportspulse.com

Treasurer **Secretary**

Step 2 - Find the relevant folder for the documents you want to view. You can do this by using the filters as outlined in section 5.1

LEVEL SELECTION Club B CLUB

Dashboard | Members | Comp Management | Teams | Communications | Registrations | Reports

List Contracts

Showing - Title including [] Season 2020 Active []

ID	Title	Type	Member	Season	Active	Locke...	Start	End	Submitted	Last Edited	Docs
006477	Club B 2020 APP...	APP Budget Su...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/11/2019	31/10/2020	13/11/2019 14:05	21/01/2020 10:34	DOCS
006485	Club B 2020 Play...	Player Declaration		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	20/01/2020 14:04	20/01/2020 14:04	DOCS
006486	Club B 2020 APP...	APP Actual Sum...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	21/01/2020 10:52	21/01/2020 10:52	DOCS
006487	Club B 2020 Non...	Non Declared PL...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	21/01/2020 10:54	21/01/2020 10:54	DOCS

Step 3 - Click on the 'Docs' button for the relevant folder. For example if you want to view Non Declared Player Statements you would click on the 'Docs' button for the 'Non Declared Player Statements' folder.

LEVEL SELECTION Club B CLUB

Dashboard | Members | Comp Management | Teams | Communications | Registrations | Reports

List Contracts

Showing - Title including [] Season 2020 Active []

ID	Title	Type	Member	Season	Active	Locke...	Start	End	Submitted	Last Edited	Docs
006477	Club B 2020 APP...	APP Budget Su...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/11/2019	31/10/2020	13/11/2019 14:05	21/01/2020 10:34	DOCS
006485	Club B 2020 Play...	Player Declaration		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	20/01/2020 14:04	20/01/2020 14:04	DOCS
006486	Club B 2020 APP...	APP Actual Sum...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	21/01/2020 10:52	21/01/2020 10:52	DOCS
006487	Club B 2020 Non...	Non Declared PL...		2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/01/2020	31/10/2020	21/01/2020 10:54	21/01/2020 10:54	DOCS

Step 4 - Click on the 'Title' of the document and this will initiate the download, once downloaded the file will appear at the bottom of the screen and will be placed in the download folder on your computer (not within Footyweb)

LEVEL SELECTION Club B CLUB

Dashboard Members Comp Management Teams Communications Registrat

Contract Documents

Title	Type	Size
Club B APP budget summary Nov19	APP Budget Summary	19 KB

New Contract Document

To add a document click the browse button and find the document you wish to upload from your computer

Document Name:

MEMBERS TEAMS

Budget-APP-E....xlsx

Please note: The system records the time and person that downloaded the file in your audit log.

LEVEL SELECTION Club B CLUB

Dashboard Members Comp Management Teams Communications Registrations Reports

SEARCH ADVANCED SEARCH

Audit Log

Date	Username	Section	Type
21/01/2020 11:27	Paul Stewart	Contracts	Download File Club B APP budget summary Nov19
21/01/2020 11:24		User Management	ADD

6.3 Deleting Documents

Please note: Club Administrators can not delete any documents, if you have uploaded the incorrect document then please upload the correct document and inform your league or regional administrator of the mistake.