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

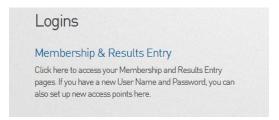IF you don't have an account, click the register button on the front page.

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

2. 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

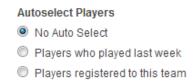The Pre-Game section is used to setup team lists for the match and print team sheets.

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

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

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

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

Post-Game

The Post-Game section is used to update final match scores and stats such as player goals and best players

1. Choose the *Final Match Scores* tab

2. Enter final match *Goals* and *Behinds* in the boxes

3. Press the *Update Match Scores* button to save

Tigers

Full Time Goals	
Full Time Behinds	
Full Time Total Points	

Saints

Full Time Goals	
Full Time Behinds	
Full Time Total Points	

UPDATE MATCH SCORES