

*SportingPulse*TM

Sportzware Membership Database



www.sportzware.com
www.sportingpulse.com

functionality, sporting communities,
world class internet solutions, fixtures,
memberships, competition management,
communications, match statistics,
results processing, associations.

*SportingPulse*TM



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REGISTRATION DATABASE

The registration database allows you to undertake the following functions:


- Register new players
- Edit existing player details
- Delete existing players
- Generate reports on members

In order to login to the Registration Database you will require a Username and Password, which is allocated by your association. Once you have a Username and Password undertake the following to login:

- 1) Open your Web Browser
- 2) Type 'reg.sportingpulse.com' into the address bar to take you to the login screen of the Registration Database.



- 3) Select the country to which you belong from the box titled 'Clubs, Teams, Players, Officials & Members etc.' and click on the 'Choose Country' button to continue.


Sportzware Membership

Sportzware Membership Login Page


From here you can login to your Sportzware Membership online system.

Choose either one of the two options below to access your data online.

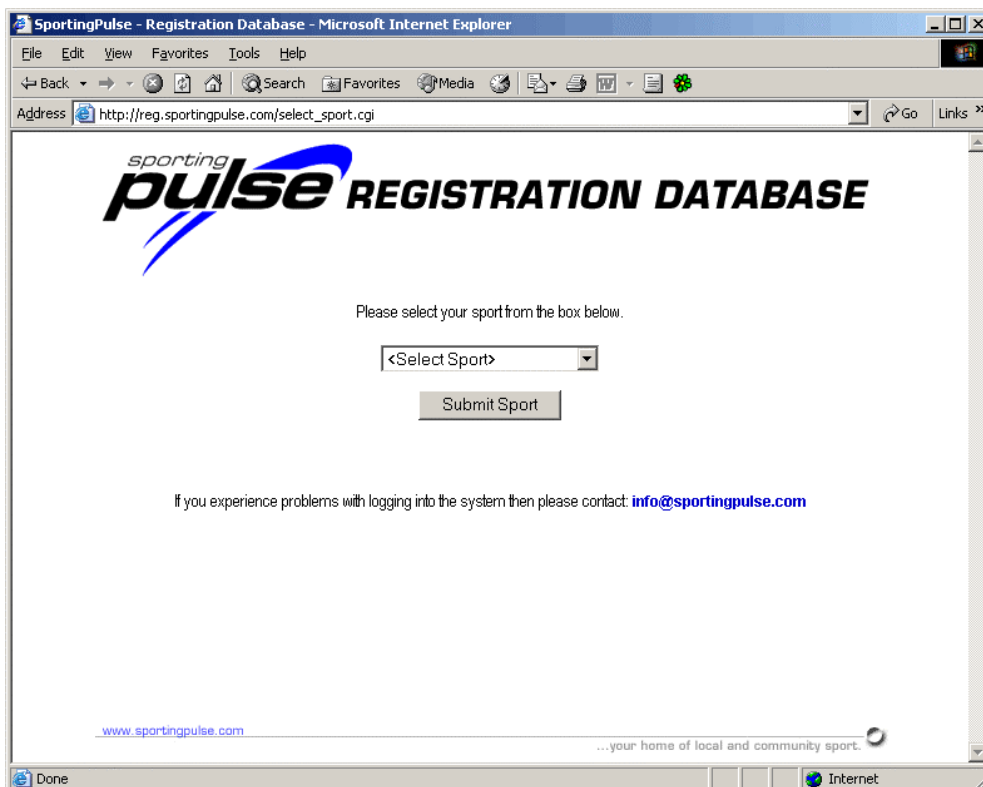
<p>Clubs, Teams, Players, Officials & Members etc.</p> <p>Please select your country from the box below:</p> <p><Select Country> ▾</p> <p><input type="button" value="Choose Country"/></p>	OR	<p>All others (Associations, Regional and National Bodies)</p> <p>Please enter your username and password below:</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> <input type="button" value="Reset"/></p>
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SportingPulse takes your privacy seriously, [click to see our privacy policy](#).

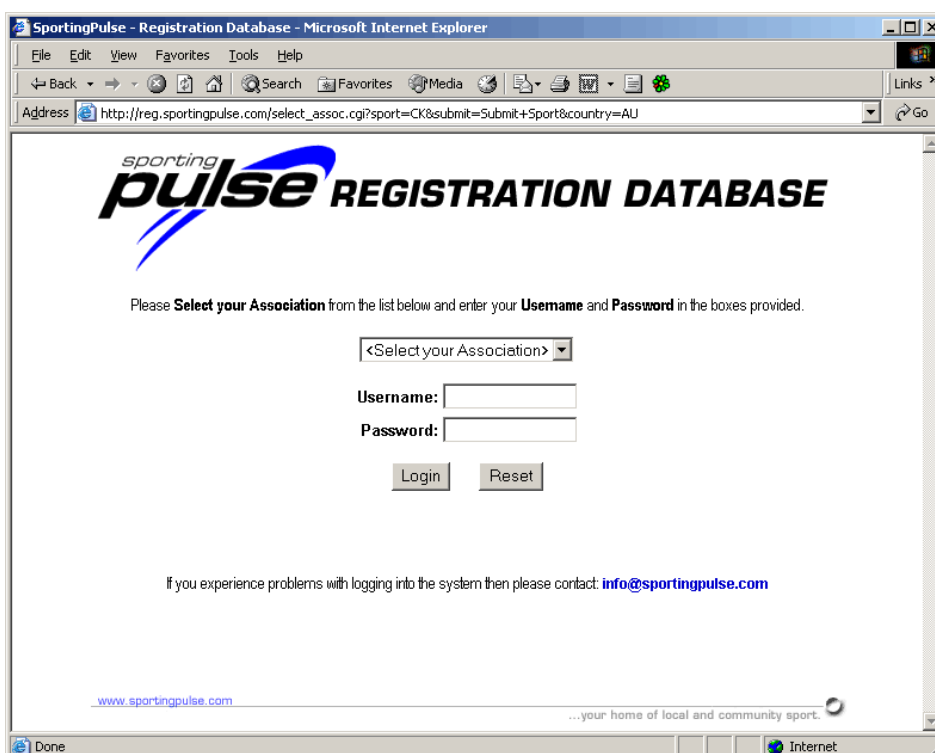
If you experience problems with logging into the system then please contact: info@sportingpulse.com
www.sportingpulse.com

...your home of local and community sport. 

- 4) Select your sport and then click on the 'Submit Sport' button continue.



- 5) Select the Association to which you wish to login and enter you Username and Password. Once you have entered these details click on the 'Login' button to login.



REGISTERING A NEW MEMBER

- 1) Click on the 'Add a Member' link in the left Navigation Bar.

The screenshot shows the 'Member Database' homepage. At the top, it says 'powered by SportingPulse' and 'Your Association last updated their data on the 11/09/03 - 08:40'. The main heading is 'Member Database'. Below this, there's a 'WELCOME' message. On the left, there's a 'Club Level Options' menu with the following items: 'Club: Bayswater Park', 'Modify Details', 'Add a Member' (circled in red), 'Select a Member', and 'Select a Competition Team'. At the bottom of this menu are 'Reports', 'Search', and 'Feedback' links. The main content area contains a 'WELCOME' message and several paragraphs of text explaining the database and providing feedback options. The footer includes the website URL 'www.sportingpulse.com' and the tagline '...your home of local and community sport.'

- 2) Fill in the required details on the form and then click on the 'Add Member' button.

The screenshot shows the 'Add a Member' form. The form is titled 'Add a Member' and is located on the same page as the previous screenshot. The form fields are: 'Salutation:', 'First Name:', 'Middle Name:', 'Surname:', 'Date of Birth:' (with a format of dd/mm/yyyy), 'Gender:' (a dropdown menu), 'Address:' (two lines), 'Suburb/Town:', 'State:', 'Postcode:', 'Country:' (a dropdown menu), 'Phone (Home):', 'Phone (Work):', 'Phone (Mobile):', and 'Email:'. At the bottom of the form is an 'ADD MEMBER' button. The footer includes the website URL 'www.sportingpulse.com' and the tagline '...your home of local and community sport.'

- 3) You will now be faced with a screen detailing the data you just entered. Check to ensure that this data is correct and if so, click on the confirm button to submit your registration.

powered by **SportingPulse** Your Association last updated their data on the 11/09/03 - 08:40 [? Help](#)

Club Level Options
 Club: **Bayswater Park**
[Modify Details](#)
[Add a Member](#)
[Select a Member](#)
[Select a Competition Team](#)

[Reports](#) | [Search](#) | [Feedback](#)

Confirm Update

In order to update the below details this information will be sent to your Association:

You must press the confirm button at the bottom of the page to complete this action

Salutation: Mr
First Name: John
Surname: Smith
Date of Birth: 01/01/1901
Gender: Male

Address: 1 SportingPulse Street
Suburb/Town: Pulsetec
State: Victoria
Postcode: 1234
Country: Australia

Phone (Home): 1234 5678
Phone (Work): 1234 5678
Phone (Mobile): 1234 567 890
Email: info@sportingpulse.com

Your Username is: byp

The above information will not appear in the database until the next time your Association uploads.

Are you sure that you wish to complete this action ?

- 4) You will now be faced with a screen telling you that your registration request has been sent to your association. Your association will receive an email within the next 24 hours with your registration and once they complete processing it, you will then see it on the website. The time it takes to appear in your Registration Database is dependent on the time your association takes to process it.

Member Database

powered by **SportingPulse** Your Association last updated their data on the 11/09/03 - 08:40 [? Help](#)

Club Level Options
 Club: **Bayswater Park**
[Modify Details](#)
[Add a Member](#)
[Select a Member](#)
[Select a Competition Team](#)

[Reports](#) | [Search](#) | [Feedback](#)

Confirm Update

Your update request has been sent to your Association .

www.sportingpulse.com ...your home of local and community sport.

EDIT EXISTING MEMBERS

- 1) Click on the 'Select a Member' link to bring up a list of all the members in your Registration Database.

The screenshot shows the 'Member Database' interface. At the top, it says 'powered by SportingPulse' and 'Your Association last updated their data on the 11/09/03 - 08:40'. Below this is a navigation bar with 'Club Level Options' and 'Members in selected Club (A)'. The 'Club Level Options' menu includes 'Club: Bayswater Park', 'Modify Details', 'Add a Member', 'Select a Member' (highlighted with a red circle), and 'Select a Competition Team'. Below the menu are 'Reports', 'Search', and 'Feedback' links. The 'Members in selected Club (A)' section shows a list of members: MARCUS ADAMS, NICK ALSTE, DAVE ASHTON, JAARED ATKIN, ANDRE ALSTE, BRENDAN ANDRIC, GRAHAM ATKIN, and ROBBIE ATTARD. At the bottom, there is a footer with 'www.sportingpulse.com' and the tagline '...your home of local and community sport.'

- 2) Select a member from the list to bring up their details.

The screenshot shows the 'Member Database' interface with the details for a selected member, John Smith. The 'Club Level Options' menu is visible on the left, and the 'Member Information (John Smith)' section is displayed on the right. The member information includes: Member Number: 10206, Salutation: Mr., First Name: John, Surname: Smith, Date of Birth: 31/12/1985, Gender: Male, Address: 1 SportingPulse Street, Suburb/Town: PulseTec, Postcode: 1234, Country: Australia, Phone (Home): 1234 5678, Phone (Mobile): 1234 567 890, Email: info@sportingpulse.com, Date First Registered: 01/11/2001, and Date Last Update: 06/01/2002. The footer includes 'www.sportingpulse.com' and the tagline '...your home of local and community sport.'

3) Click on the 'Modify Member Details' link

powered by **SportingPulse**

Club Level Options

Club: **Bayswater Park**

Modify Details

Add a Member

Select a Member

Select a Competition Team

Member Level Options

Member: **John Smith**

View Types

Modify Member Details

Delete Member

Reports | Search | Feedback

4) Edit the members' details and then click on the 'Modify Details' button.

Club Level Options

Club: **Bayswater Park**

Modify Details

Add a Member

Select a Member

Select a Competition Team

Member Level Options

Member: **John Smith**

View Types

Modify Member Details

Delete Member

Reports | Search | Feedback

Member Information

Member Number: 10206

Salutation: Mr.

First Name: John

Middle Name:

Surname: Smith

Date of Birth: 31 / 12 / 1985 (dd/mm/yyyy)

Gender: Male

Address: 1 SportingPulse Street

Suburb/Town: Pulstec

State:

Postcode: 1234

Country: Australia

Phone (Home): 1234 5678

Phone (Work): 1234 5678

Phone (Mobile): 1234 567 890

Email: MARCUS_ADAMS2@HOTMAIL.COM

Modify Details

- 5) You now will be a faced with a screen detailing the data you just entered. Check to ensure that this data is correct and if so click on the confirm button to submit your changes.

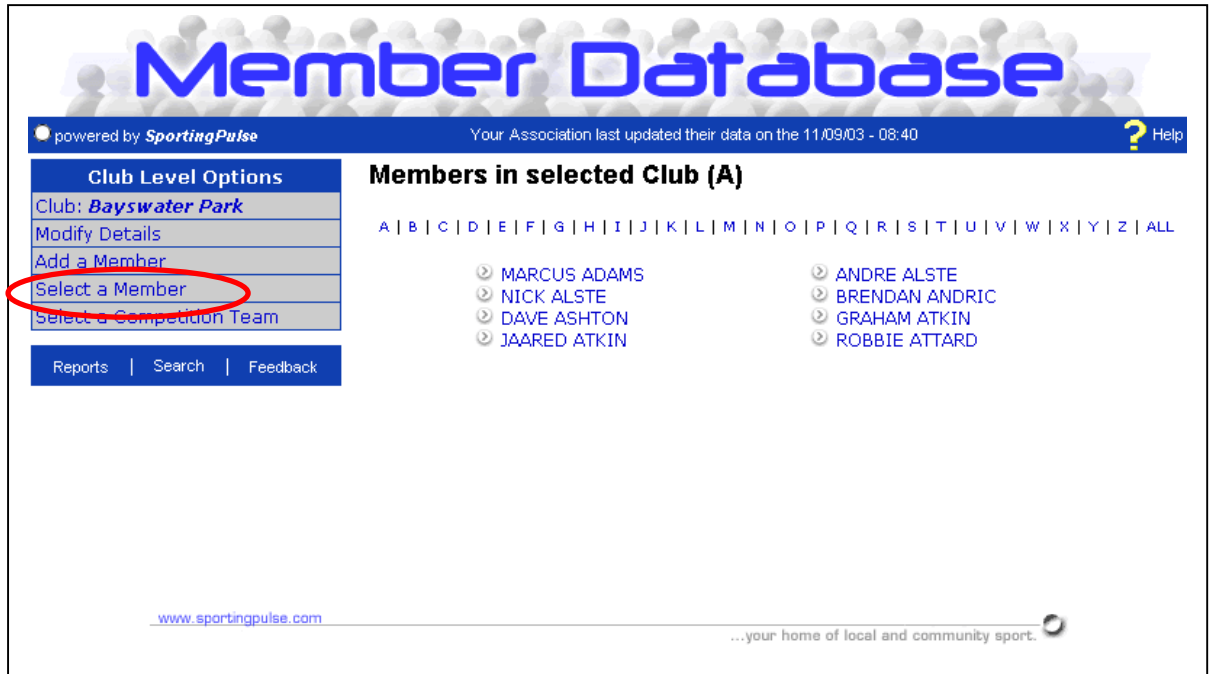
Club Level Options	<p>Confirm Update</p> <p>In order to update the below details this information will be sent to your Association:</p> <p style="text-align: center; color: red;">You must press the confirm button at the bottom of the page to complete this action</p> <p>Member Number: 10206 Salutation: Mr. First Name: John Surname: Smith Date of Birth: 31/12/1985 Gender: Male</p> <p>Address: 1 SportingPulse Street Suburb/Town: Pulstec Postcode: 1234 Country: Australia</p> <p>Phone (Home): 1234 5678 Phone (Work): 1234 5678 Phone (Mobile): 1234 567 890 Email: MARCUS_ADAMS2@HOTMAIL.COM</p> <p>Your Username is: byp</p> <p>The above information will not appear in the database until the next time your Association uploads.</p> <p style="text-align: center; color: red;">Are you sure that you wish to complete this action ?</p> <p style="text-align: center;"><input type="button" value="CONFIRM"/></p>
Club: <i>Bayswater Park</i>	
Modify Details	
Add a Member	
Select a Member	
Select a Competition Team	
Member Level Options	
Member: <i>John Smith</i>	
View Types	
Modify Member Details	
Delete Member	
Reports Search Feedback	

- 6) You will now be faced with a screen telling you that your edit request has been sent to your association. Your association will receive an email within the next 24 hours with your edit request and once they complete processing it, you will then see it on the website. The time it takes to appear in your Registration Database is dependent on the time your association takes to process it.

Member Database	
powered by SportingPulse Your Association last updated their data on the 11/09/03 - 08:40 ? Help	
Club Level Options	<p>Confirm Update</p> <p>Your update request has been sent to your Association .</p>
Club: <i>Bayswater Park</i>	
Modify Details	
Add a Member	
Select a Member	
Select a Competition Team	
Member Level Options	
Member: <i>John Smith</i>	
View Types	
Modify Member Details	
Delete Member	
Reports Search Feedback	
www.sportingpulse.com ...your home of local and community sport.	

DELETE A MEMBER

1. Click on the 'Select a Member' link to bring up a list of all the members in your Registration Database.



The screenshot shows the 'Member Database' interface. At the top, it says 'powered by SportingPulse' and 'Your Association last updated their data on the 11/09/03 - 08:40'. On the left, there is a 'Club Level Options' menu with the following items: 'Club: Bayswater Park', 'Modify Details', 'Add a Member', 'Select a Member' (highlighted with a red circle), and 'Select a Competition Team'. Below this menu are 'Reports', 'Search', and 'Feedback' buttons. The main content area is titled 'Members in selected Club (A)' and features an alphabetical index 'A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL'. Below the index, there are two columns of member names, each with a dropdown arrow: 'MARCUS ADAMS', 'NICK ALSTE', 'DAVE ASHTON', 'JAARED ATKIN' in the first column; and 'ANDRE ALSTE', 'BRENDAN ANDRIC', 'GRAHAM ATKIN', 'ROBBIE ATTARD' in the second column. At the bottom, there is a footer with 'www.sportingpulse.com' and the tagline '...your home of local and community sport.'

2. Select the member you wish to delete



The screenshot shows the 'Member Database' interface with the 'Member Information (John Smith)' page. The top navigation is the same as in the previous screenshot. The left menu now includes 'Member Level Options' with the following items: 'Member: John Smith', 'View Types', 'Modify Member Details', and 'Delete Member' (highlighted with a red circle). Below this menu are 'Reports', 'Search', and 'Feedback' buttons. The main content area is titled 'Member Information (John Smith)' and displays the following details: 'Member Number: 10206', 'Salutation: Mr.', 'First Name: John', 'Surname: Smith', 'Date of Birth: 31/12/1985', 'Gender: Male', 'Address: 1 SportingPulse Street', 'Suburb/Town: PulseTec', 'Postcode: 1234', 'Country: Australia', 'Phone (Home): 1234 5678', 'Phone (Mobile): 1234 567 890', 'Email: info@sportingpulse.com', 'Date First Registered: 01/11/2001', and 'Date Last Update: 06/01/2002'. At the bottom, there is a footer with 'www.sportingpulse.com' and the tagline '...your home of local and community sport.'

3. Click on the 'Delete Member' option in the left navigation bar.

The screenshot shows a sidebar navigation menu. At the top, it says "powered by SportingPulse". Below that is a section titled "Club Level Options" with the following items: "Club: **Bayswater Park**", "Modify Details", "Add a Member", "Select a Member", and "Select a Competition Team". Below this is a section titled "Member Level Options" with the following items: "Member: **John Smith**", "View Types", "Modify Member Details", and "Delete Member". The "Delete Member" option is circled in red. At the bottom of the sidebar are links for "Reports", "Search", and "Feedback".

4. You now will be a faced with a screen detailing the data you just entered. Check to ensure that this data is correct and if so click on the confirm button to complete your registration.

The screenshot shows the "Member Database" interface. The header features the title "Member Database" in large blue letters. Below the header, it says "powered by SportingPulse" and "Your Association last updated their data on the 11/09/03 - 08:40". There is a "Help" link with a question mark icon. The left sidebar is identical to the previous screenshot, with "Delete Member" circled in red. The main content area is titled "Confirm Delete" and contains the following text: "Your request to delete the below member will be sent to your Association:", "You must press the confirm button at the bottom of the page to complete this action" (in red), "Are you sure that you wish to delete the following Member:", "Member: John Smith", "Your Username is: byp", "The above information will not appear in the database until the next time your Association uploads.", and "Are you sure that you wish to complete this action ?" (in red). At the bottom of the main content area is a "CONFIRM" button. The footer includes the URL "www.sportingpulse.com" and the tagline "...your home of local and community sport." with a globe icon.

5. You will now be faced with a screen telling you that your delete request has been sent to your association. Your association will receive an email within the next 24 hours with your edit request and once they complete processing it, you will then see it on the website. The time it takes to appear in your Registration Database is dependent on the time your association takes to process it.

The screenshot shows a web interface for a 'Member Database'. At the top, the title 'Member Database' is displayed in large blue letters. Below the title, a blue navigation bar contains the text 'powered by SportingPulse', a timestamp 'Your Association last updated their data on the 11/09/03 - 08:40', and a 'Help' icon. On the left side, there is a 'Club Level Options' menu with a blue header and a list of links: 'Club: Bayswater Park', 'Modify Details', 'Add a Member', 'Select a Member', and 'Select a Competition Team'. Below this menu is a blue bar with 'Reports | Search | Feedback' links. The main content area is titled 'Confirm Delete' and contains the message: 'Your delete request has been sent to your Association.' At the bottom of the page, there is a footer with the website URL 'www.sportingpulse.com' and the tagline '...your home of local and community sport.' followed by a small globe icon.

REPORTING

The Registration database provides a very simple process for generating reports on your club's data. The following instructions should aid you with generating reports that will need your requirements:

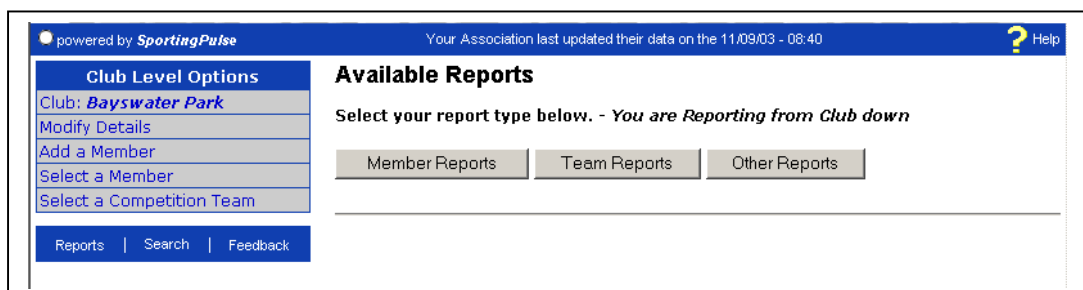
- 1) Click on 'Club' in the left navigation bar.



- 2) Click on the 'Reports' link in the left navigation bar



- 3) You will now be faced with the option of selecting the type of report you wish to generate. Select the type of report you wish to generate.



- 4) Select the options you wish to appear on the report by clicking the various check boxes and select the order in which you wish to sort the report by selecting from the drop down lists.

Once you are happy with the options you have selected click on the 'Run Report' button and your report will open in a new window.

The screenshot shows a web interface for SportingPulse. At the top, it says 'powered by SportingPulse' and 'Your Association last updated their data on the 11/09/03 - 06:40'. On the left, there is a 'Club Level Options' menu for 'Club: Bayswater Park' with links for 'Modify Details', 'Add a Member', 'Select a Member', and 'Select a Competition Team'. Below this is a navigation bar with 'Reports', 'Search', and 'Feedback'. The main content area is titled 'Available Reports' and instructs the user to 'Select your report type below. - You are Reporting from Club down'. There are three buttons: 'Member Reports', 'Team Reports', and 'Other Reports'. Below these, a text box says 'Choose which fields you want on your report and any filters you wish to apply. When complete press the "Run Report" button.' A table follows with columns 'Show', 'Field', and 'Filter'. The 'Show' column has checkboxes for 'Team Name', 'Contact Person', 'Address Line 1', 'Address Line 2', 'Suburb', 'State', 'Postal Code', 'Phone', 'Fax', and 'Email'. The 'Field' column lists these same fields. The 'Filter' column has dropdown menus for each. Below the table, there is a 'Sort By' section with 'Team Name' and 'Ascending' dropdowns, a checked 'Distinct Values Only' checkbox, and a 'Run Report' button. At the bottom, there is a footer with 'www.sportingpulse.com' and '...your home of local and community sport.'

If you wish to copy your data to an Excel Spreadsheet then providing you are using Internet Explorer as your browser you can select the data and copy and paste it to straight into an Excel Spreadsheet.