HOW TO ACCESS AND USE SPORTZWARE MEMBERSHIP v4

You can add and edit member records in both the online database as well as the SWC database (offline). When you perform a synchronisation from Sportzware Central, it will check for updates in either database and update them.

Before your first synchronisation to Online Membership v4, please carefully note the following:

- You <u>must</u> enter your v4 membership upload code in Sportzware Central.

- The Sportzware Central database used for the first synchronisation to Sportzware Membership v4 <u>is the only database that can be used for all subsequent synchronisations</u>. In the past it was possible that online membership data could be overwritten by an upload from a blank or incorrect SWC database. To prevent this, the two databases (online and offline) used in the first synchronisation become linked, and the SWC databases must 'match' the Online Database for all subsequent synchronisations.

- Sportzware Online Membership v4 checks for duplicates of member records across associations. You will be alerted to these duplicates in your membership database. The duplicate resolution function will allow you to resolve or ignore these duplicates.

- On the <u>first occasion</u> that an association synchronises their membership to Sportzware Membership v4, it can sometimes take up to 4-6 hours for this process to be completed. The time taken depends on your Internet connection speed and how much historical player information is in your SWC database. SWC will appear to be not responding while it is completing the synchronisation process. Please note that after this first synchronisation all subsequent syncs will only take 2-3 minutes.

- Remember to back up your databases before your first synchronisation.

Entering your v4 Sportzware Membership code in SWC

Your association will be sent their unique v4 membership code. It is vital that you correctly enter the code into SWC before your first upload to SWM v4. This is because the code will be 'locked' into SWC when you do your first synchronisation (ie. It cannot be changed).

To enter this code into Sportzware Central:

1. Launch your SWC database
2. Click on the Configuration tab
3. Click on Uploader Configuration
4. Select Membership Synchronisation and click on Edit
5. Enter your new membership username and password in the fields provided
6. The synchronisation URL should already be populated
7. Click on OK

To perform your first membership synchronisation:

IMPORTANT: Before you perform your first membership synchronisation, make sure the SWC database you are synchronising from is the main database that will be used for all subsequent syncs. This will then become the only SWC database that you can synchronise to your Online Membership database.

1. Launch your SWC database
2. Back up your database
2. Click on the Configuration tab
3. Click on Uploader Configuration
4. Select Membership Synchronisation and click on Edit
5. Make sure the 'Active Profile' box is ticked. Click on OK.
6. On the Navigation Centre, click on 'Upload to the Web'.
7. If you have ticked the 'Active Profile' boxes for either Competition Uploader or Online Results synchronisation (in Uploader Configuration), then you will be asked to choose which action you wish to perform. Click on Membership Synchronisation and click on 'OK'.
8. Click on 'Synchronise'.

To log into your Online Membership Database:

1. Go to https://reg.sportingpulse.com/. Alternately, you can add a section to your Sportzware Website called 'Login to Sportzware Membership'.
2. Enter your association's membership username and password (in the Sportzware Membership version 4 section).
3. You will now be logged in to your association's section of the sport's national online database.

Support

For enquiries and support, please contact a member of the SportingPulse Technical Support Team on:

Email: support@sportingpulse.com
Phone: *(from within Australia)*: 1300 139 970
Phone: *(Melbourne Office)*: 03 9872 5277
Support Website: www.support.sportingpulse.com