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Sportzware Online Registration Form

The online registration form is a component of the Sportzware Online Membership Database. It allows an association to set up a registration form on their website, from which members can register with an association, club or team. The form can also be used for various other types of transactions, such as competition entries or merchandise.

Registrations can work with or without a Payment Gateway. If the registration form uses a payment gateway, the member has the option to pay for the item using their credit card. If the form does not require a Payment Gateway, the member can simply submit their registration without payment.

Payments can also be processed manually by the association – in the instance that a member does not wish to pay online but would prefer to pay via cheque, cash, or other payment method.

Payment Gateway/ Merchant Account Information

What is an Online Payment Gateway?

The purpose of an Online Payment Gateway is to allow an organisation to facilitate online payments from members through their website. This allows members to pay for things such as annual membership or team fees, affiliation fees, and competition entry fees through online credit card transactions.

The Online Payment Gateway is provided by a third party (SportingPulse have partnerships with SecurePay and NetRegistry). After selecting an item to purchase on the registration form, the member is taken to the Online Payment Gateway to enter their credit card details.

When a member submits an initial registration through the Online Payment Gateway, a record for that member is added to the client's Online Membership database. The client can log into their account to update their details, make new purchases/registrations and view past purchases/registrations.

What is an Internet Merchant Account?

To be able to accept credit card sales over the internet the client is required to have a merchant account with an Internet Terminal ID number in their name. The merchant account needs to include Internet transactions. The merchant will supply an internet terminal ID.

The merchant account is handled between the client and bank. Whilst SportingPulse may offer some advice, we are not active in this relationship or the ongoing support of it.

Payment Gateway Options

PG Provider	Transaction Volume	Annual Cost	Merchant Account Provider
SecurePay Pre Paid Plans	Suitable for organizations with a finite known number of transactions	3000 transactions per year - \$800 6000 transactions per year - \$1400	Merchant account can be with most banks
SecurePay Post Paid Plans	Suitable for large transaction volume	Annual cost - \$395 then 45c per transaction	Merchant account can be with most banks
NetRegistry	Over 450 transactions per year	Annual cost - \$660 with unlimited free transactions	Net Registry only handles St George and NAB merchant accounts

SportingPulse also have providers in New Zealand (Zipzap Technology) and Europe (DIBS).

Online Payment Gateway Setup Process

1. Client contacts SP and requests an Online Payment Gateway. SP require full details of the client's requirements to ensure the systems available meet the client's needs.
2. SP provide client with info and the options/packages available. Client selects an option.
3. SP sends client a quote based on the option they chose. Client signs and returns quote.
4. Client contacts bank to set up a merchant account with an Internet Terminal ID number (if they do not already have one). Client fills out an application form provided by the bank.
5. Bank sets up merchant account for client and sends them the account details.
6. Client provides SP with their Merchant ID number (eg. 5353109394224408) and Internet Terminal ID number (eg. 43741401)*. Some other details may be required.
7. SP works with the Payment Gateway Provider in setting up the payment gateway.
8. SP sends the client the login details to their Online Membership Database and provides them with info/ training on the Online Membership system and the Payment Gateway.
9. Client configures the online payment form, as per the instructions in this User Guide.
10. Test payment gateway.
11. Payment gateway goes live. Client adds a membership login section to their website (if it is a SWW it can be easily added through the site admin area) and provides instructions for members to use the facility.

*Merchant accounts through the Commonwealth Bank also have a CA (or CAIC) identification number, which needs to be provided to the Payment Gateway Provider.

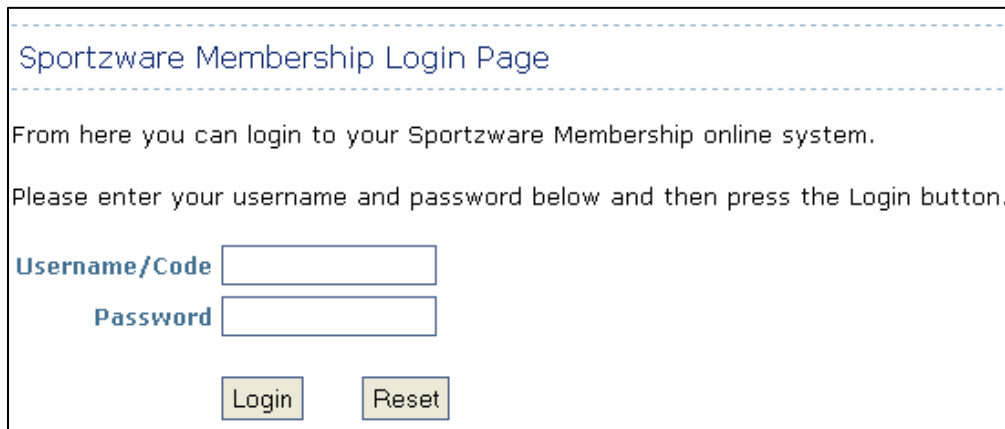
Adding a Registration Form to your ay Setup Process

SportingPulse will provide you with access to an online registration form upon request. Once we have activated this for you, you are able to set up your registration form through your Sportzware Online Membership database. The following instructions take you through how to set up the 4 types of Registration Forms available:

- [Member to Association Registrations](#)
- [Member to Club Registrations](#)
- [Team to Association Registrations](#)
- [Member to Team Registrations](#)

Login to Sportzware Online Membership

1. Open your browser and go to <https://reg.sportingpulse.com/v4/> as shown below:



Sportzware Membership Login Page

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

Please enter your username and password below and then press the Login button.

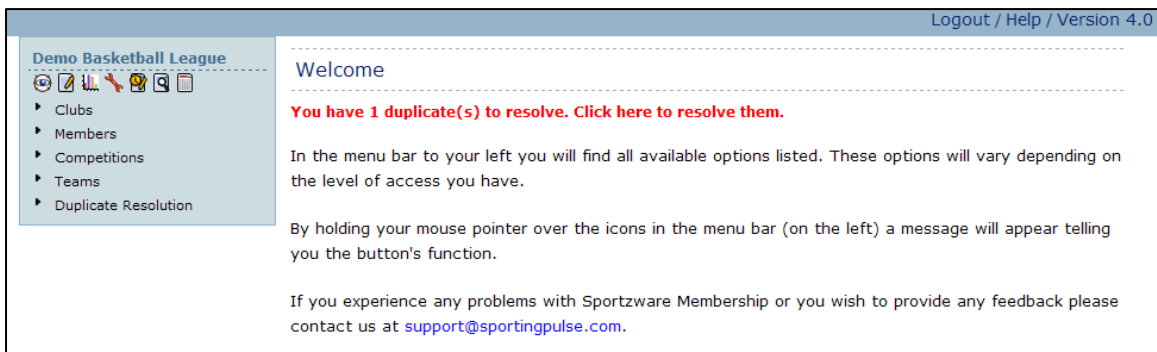
Username/Code

Password

Login Reset

NOTE: you can also login via your Sportzware Website if you have added a 'Membership Login' section in your menu.

2. Enter your Sportzware Online Membership username.
3. Enter your Sportzware Online Membership password.
4. Click **Login** to bring up the Sportzware Online Membership welcome screen (see below).



Logout / Help / Version 4.0

Demo Basketball League

Welcome

You have 1 duplicate(s) to resolve. Click here to resolve them.

In the menu bar to your left you will find all available options listed. These options will vary depending on the level of access you have.

By holding your mouse pointer over the icons in the menu bar (on the left) a message will appear telling you the button's function.

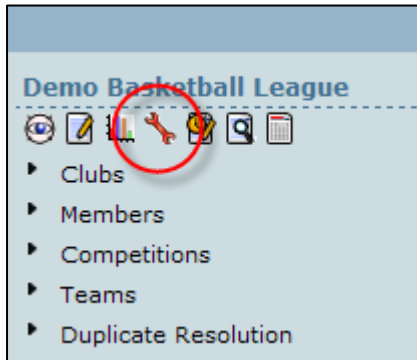
If you experience any problems with Sportzware Membership or you wish to provide any feedback please contact us at support@sportingpulse.com.

- Clubs
- Members
- Competitions
- Teams
- Duplicate Resolution

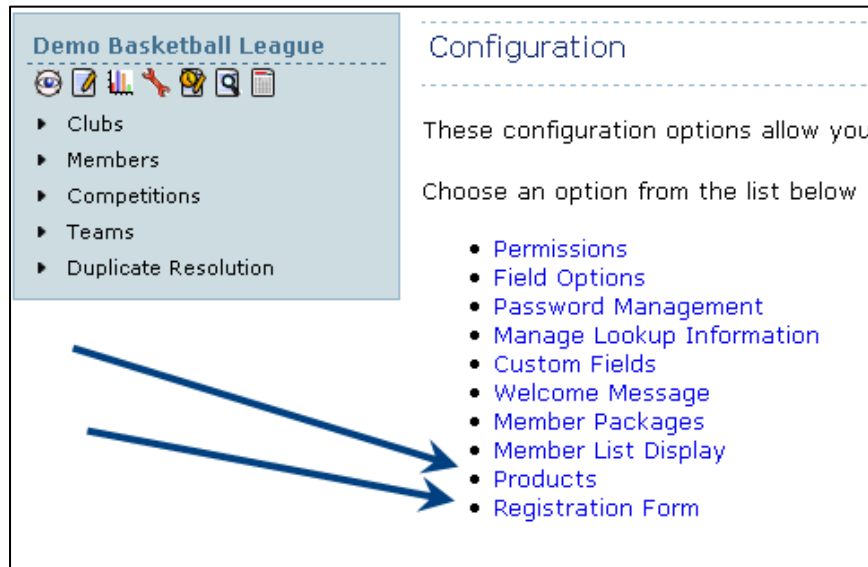
Member to Association Registrations

These types of transactions allow individual members to register to an association/league. The following instructions guide you through how to set up the Member Registration Form, as well as Products (eg. Membership packages, competition entry fees).

1. Log in to your Sportzware Online Membership database and click the **configuration** icon.



The Configuration screen will appear (see below). The two main areas we will be working in are 'Products' and 'Registration Form'.



*NOTE: If you wish to set up and use any custom fields on your registration form, you can configure them through the **Custom Fields** link in this screen.*

Add Products

The first step is to add the products that you want to make available to your members to purchase. To do this, follow these steps:

1. From the Configuration screen, select **Products** to bring up the screen as shown below:

Demo Basketball League

- ▶ Clubs
- ▶ Members
- ▶ Competitions
- ▶ Teams
- ▶ Duplicate Resolution

Products

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. If you wish to add a new product click the 'Add a New Product' link.

Group	Name	Amount	Archived ?
National Association Team Entry	Oceania Championship Registration	100.00	Edit
New Team	Bond	110.00	Edit
Registrations	2008 Senior Rego	50.00	Edit
Registrations	Parramatta Primary Membership	275.00	Edit
Senior	Season Entry Fee	90.00	Edit
Team Registrations	Junior Team Entry	0.00	Edit
Team Registrations	Senior Team Entry 2008	95.00	Edit

[Add a New Product](#)

Default Registration Product

Choose your default **Member** registration product from the list below. Press the 'Update' button to save your selection.

2008 Senior Rego

Choose your default **Team** registration product from the list below. Press the 'Update' button to save your selection.

Oceania Championship Registration

2. Click the **Add a New Product** link to bring up the following screen:

Products

Enter the default cost, then press the Update button.

Name:

Default Cost: \$

Grouping Category:

Allow Multiple time purchasing:

Active Product:

Notes:

3. Enter the name of your product (e.g. Junior Registration Fee).
4. Enter the default cost of this product.
5. Enter the grouping category. The purpose of this field is if you have multiple products that you would like to group into categories on the form (eg. Membership Packages, Competitions, etc).
6. Select 'allow multiple time purchasing' ONLY if you would like your members to be able to purchase this product more than once. If the product is only valid for purchase once (ie "2008 senior registration fee") then do not tick this box.
7. The 'Archive Product' tick box can be used at a later date when the product is no longer valid and you wish to archive it.
8. Enter any notes that you want to appear alongside this product.
9. Click **Update** to save the product.

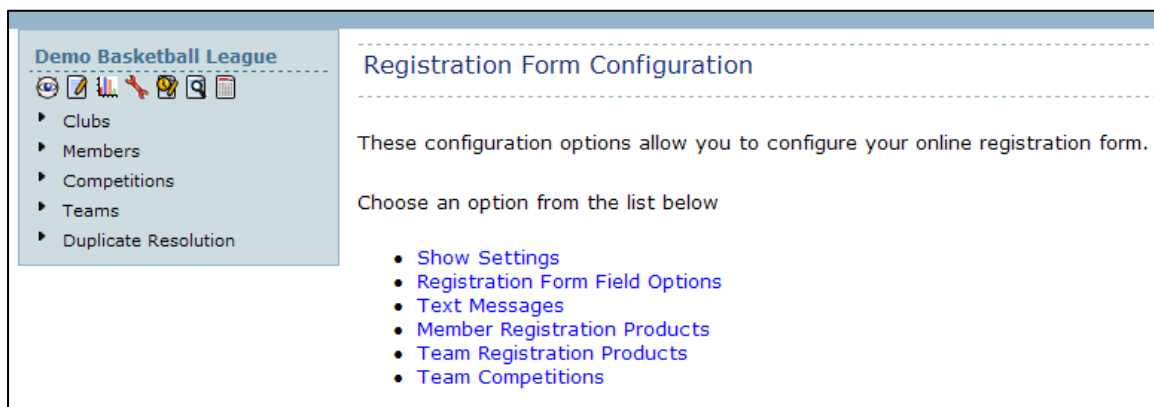
You will then be returned to the updated Products page. You can edit products at any point by clicking on 'Edit' next to the product.

Set up the Member Registration Form

Once the products are added, you are ready to set up your Member Registration Form.

From the Configuration screen select **Registration Form**. This will open the Registration Form Configuration screen which shows 6 options (see below).

Ignore the last 2 options relating to 'Teams'.



Select Products for the Member Registration Form

Once you have created products (see the previous section – *Add Products*), you then need to select the products that you want to appear on the form. To do this:

1. Click on **Member Registration Products** as shown below:

Demo Basketball League

- ▶ Clubs
- ▶ Members
- ▶ Competitions
- ▶ Teams
- ▶ Duplicate Resolution

Registration Form Configuratio

These configuration options allow you

Choose an option from the list below

- [Show Settings](#)
- [Field Options](#)
- [Text Messages](#)
- [Member Registration Products](#)
- [Team Registration Products](#)
- [Team Competitions](#)

2. Tick the boxes next to the products that you would like to appear on your Member Registration Form.

Registration Form - Available Member Products

Choose from the list below which products to make available for selection on the registration form for Member payments.

<input checked="" type="checkbox"/>	National Association Team Entry	Oceania Championship Registration	100.00
<input checked="" type="checkbox"/>	New Team	Bond	110.00
<input type="checkbox"/>	Compulsory Registrations	2008 Senior Rego	50.00
<input checked="" type="checkbox"/>	Registrations	Parramatta Primary Membership	275.00
<input checked="" type="checkbox"/>	Senior	Season Entry Fee	90.00
<input type="checkbox"/>	Senior Fees	2008 Senior Registration Fee	0.00
<input type="checkbox"/>	Team Registrations	Junior Team Entry	0.00
<input type="checkbox"/>	Team Registrations	Senior Team Entry 2008	95.00

3. Click **Update Products**.

Set Default Products

If you wish, you can set a default (compulsory) product for both Member & Team registrations (Team to Association registrations are explained further on Page 17). This means that when a member or team registers, they are automatically assigned the default product.

This applies for both methods of data entry - via the registration form (by the public) and via the Online Membership Database backend (by the administrator).

1. From the main Configuration screen, select **Products** to bring up the screen and scroll down to Default Registration Products:

Team Registrations	Junior Team Entry	0.00	Association	Edit
Team Registrations	Senior Team Entry 2008	95.00	Association	Edit

[Add a New Product](#)

Default Registration Product

Choose your default **Member** registration product from the list below. Press the 'Update' button to save your selection.

Registrations - 2008 Senior Rego

Choose your default **Team** registration product from the list below. Press the 'Update' button to save your selection.

National Association Team Entry - Oceania Championship Registration

Update

2. Under Default Registration Product, select the product from the drop down list that you wish to be default for member registrations, and/or for team registrations.
3. Click **Update** to save the settings.

You will notice when you view the Member Registration Form (see page 16 – *Preview Registration Form*) the default product is already selected for that new registration.


Select Fields for the Member Registration Form

You need to select the fields that you want to appear on the form. The fields you use will determine the information you are able to capture.

1. Go to the Registration Form Configuration screen.
2. Select **Field Options** to bring up the screen shown below:

Registration Form Fields

Choose the options below to set options for each Member field. Click the 'Save Options' button to save your options

Fields marked with a  are not synchronised with Sportzware Central.

Save Options

	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
Active Record	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salutation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
First name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Middle name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Maiden name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date of Birth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Place (Town) of Birth	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

3. Select the fields that you wish to appear on your Member Registration Form. You can select the following field options:

- Hidden:* Fields that you do not want to display on the form.
- Read Only:* Fields that you want to display but don't want your members to be able to change.
- Editable:* Fields that you want to display and allow your members to change.
- Compulsory:* Fields that your members must use.
- Add Only (Compulsory):* Compulsory fields that the member must enter but cannot change.

4. Click **Save Options** to save your Field Option settings.

Add Messages for your Members

Adding messages allows you to provide instructions and important information to the user at various stages of the registration/purchase process.

1. Go to the Registration Form Configuration screen.
2. Select **Text Messages** to bring up the screen shown below:

3. There is a description above each text box explaining where the text appears on the form. Enter the text you would like to appear at each point. Ensure that you scroll all the way to the bottom of the screen during this process.
4. Click **Update Text**.

Preview the Member Registration Form

1. Go to the Registration Form Configuration screen.
2. Select **Show Settings** to bring up the screen shown below:



Demo Basketball League

- ▶ Clubs
- ▶ Members
- ▶ Competitions
- ▶ Teams
- ▶ Duplicate Resolution

Registration Form Settings

Below are the URL's for the Registration Forms.

Member to Association

For members signing up to your Association.

(Full screen): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514®oType=1>
[Click here for Preview](#)

(iFramed): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514®oType=1&nh=1>
[Click here for Preview](#)

Team to Association

For teams signing up to your Association. This is done by a single team contact.

(Full screen): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514®oType=2>
[Click here for Preview](#)

(iFramed): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514®oType=2&nh=1>
[Click here for Preview](#)

3. To preview your form, click the **Click here for Preview** link underneath 'Member to Association (Full screen)' as indicated above.

After previewing your form, you can continue to make changes to the form through the Registration Form Configuration screen.

Member to Club Registrations

These types of transactions allow individual members to register directly to a club. This will enter the member into their designated club within the Online Membership Database.

A Member to Club registration form is the same as a Member to Association form, but includes an additional feature – the first step of the registration process is to select the club you are registering to from a drop down list, as shown in the following screen:

The screenshot shows the Sportzware Member registration interface for the Demo Basketball League. It includes a header with the Sportzware logo and the word 'Member'. Below the header, there is a section for 'Existing Individual' with a login form containing fields for 'Username:' and 'Password:', and a button labeled 'Existing individual login'. A link for 'Forgotten your username or password ? Click here' is also present. Below this, there is an 'OR' section with a dropdown menu labeled '--Select a Club to register to--' and a button labeled 'New Club Individual Sign-up'. A red arrow points to the dropdown menu.

The clubs that appear in the drop down list are the same as the clubs in the Online Membership Database.

Add Clubs

To add clubs to your Online Membership database, follow these steps:

1. Click on **Clubs** in the left hand menu. The list of clubs in your database will appear.

The screenshot shows the Online Membership Database interface. On the left, there is a navigation menu with the 'Clubs' option highlighted by a red circle. The main content area is titled 'Clubs in Association' and contains a table with columns for 'Name', 'Contact', 'Phone', and 'Email'. The table lists several clubs, including Ararat Basketball Club, General Club, Kilsyth Basketball Club, Los Vegas Basketball, Ringwood Basketball Club, San Andreas Basketball Club, and Sandown & District Basketball Club. A red circle highlights a plus sign icon in the top right corner of the table area.

Name	Contact	Phone	Email
Ararat Basketball Club			
General Club			
Kilsyth Basketball Club			
Los Vegas Basketball			
Ringwood Basketball Club			
San Andreas Basketball Club			
Sandown & District Basketball Club			

2. Review the list of clubs. If you need to add additional clubs click on the **Add** icon in the top right hand corner to bring up the following screen:

Add New Club

To modify this information change the information in the boxes below and when you have finished press the **'Update Club'** button.

Note: All boxes marked with a ⊗ are compulsory and must be filled in.

Name: ⊗

Abbreviation:

Contact Person:

Address Line 1:

Address Line 2:

Suburb:

State:

Country:

Postal Code:

Phone:

Fax:

Email:

Home Venue Name:

3. Enter the details and click on **Update Club**. The following screen will appear:

Demo Basketball League

🏀
📝
📊
🔗
🏆
📍
📅

- ▶ Clubs
- ▶ Members
- ▶ Competitions
- ▶ Teams
- ▶ Duplicate Resolution

Add New Club

Club Added Successfully

Display Details for Boydy's Club

or

Add another Club

To continue adding clubs click on **Add another Club**.

Add Club Products

The club administrator is able to log into their club section of the Sportzware Online Membership database and create their own club products which can be added to the Member to Club Registration Form.

1. Log in to your club section of the Online Membership database (the club has a login username and password which needs to be given to them by the association).
2. Click on **Products** in the left hand menu to view the list of Products already created by the association/league.

Sportzware Membership Logout / Help / Version

Ararat Basketball Club

- Teams
- Members
- **Products**

Products

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. If you wish to add a new product click the 'Add a New Product' link.

Group	Name	Amount	Archived ?	Created By	
Club Products	Player Registration to Club	50.00		Ararat Basketball Club (CLUB)	Edit
Club Products	Social Member Registration to Club	20.00		Ararat Basketball Club (CLUB)	Edit
National Association Team Entry	Oceania Championship Registration	100.00		Association	Edit
New Team	Bond	110.00		Association	Edit
Registrations	2008 Senior Rego	50.00		Association	Edit
Registrations	Parramatta Primary Membership	275.00		Association	Edit
Senior	Season Entry Fee	90.00		Association	Edit
Senior Fees	2008 Senior Registration Fee	0.00		Association	Edit
Team Registrations	Junior Team Entry	0.00		Association	Edit
Team Registrations	Senior Team Entry 2008	95.00		Association	Edit

[Add a New Product](#)

3. Click on **Add New Product** to add a club-specific product. The following screen will appear:

Products

Enter the default cost, then press the Update button.

Name:

Default Cost: \$

Grouping Category:

Allow Multiple time purchasing:

Active Product:

Notes:

4. Fill in the relevant details to add a new product (refer to Page 8 for full instructions).

These club products are now available to add to the Member to Club Registration Form. The association must make the club products appear on the form, as the club does not have access to this.

For instructions on how to activate new products to the form, see Page 10 – *Select Fields for the Registration Form*.

Preview the Registration Form

1. Go to the Registration Form Configuration screen.
2. Select **Show Settings** to bring up the screen shown below:



(iFramed): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=1&nh=1> [Click here for Preview](#)

Team to Association

For teams signing up to your Association. This is done by a single team contact.

(Full screen): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=2> [Click here for Preview](#)
(iFramed): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=2&nh=1> [Click here for Preview](#)

Member to Team (via teamcode)

For individual members signing up to a team. A member must have a supplied teamcode in order to use this function.

(Full screen): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=3> [Click here for Preview](#)
(iFramed): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=3&nh=1> [Click here for Preview](#)

Member to Club

For individual members signing up to a club.

(Full screen): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=4> [Click here for Preview](#)
(iFramed): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=4&nh=1> [Click here for Preview](#)

3. To preview your form, click the **Click here for Preview** link underneath 'Member to Club (Full screen)' as indicated above.

The Association can either add the Member to Club registration form to their own website on behalf of the club, or provide the url of the registration form to the club to set up on their club website.

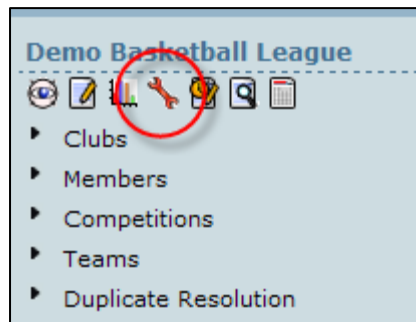
When a member logs back into their account, they have the ability to join another club or edit their current club registration. For more information on member accounts see Page 24 – *Member Accounts: Logging in and Editing Details*.

Team to Association Registrations

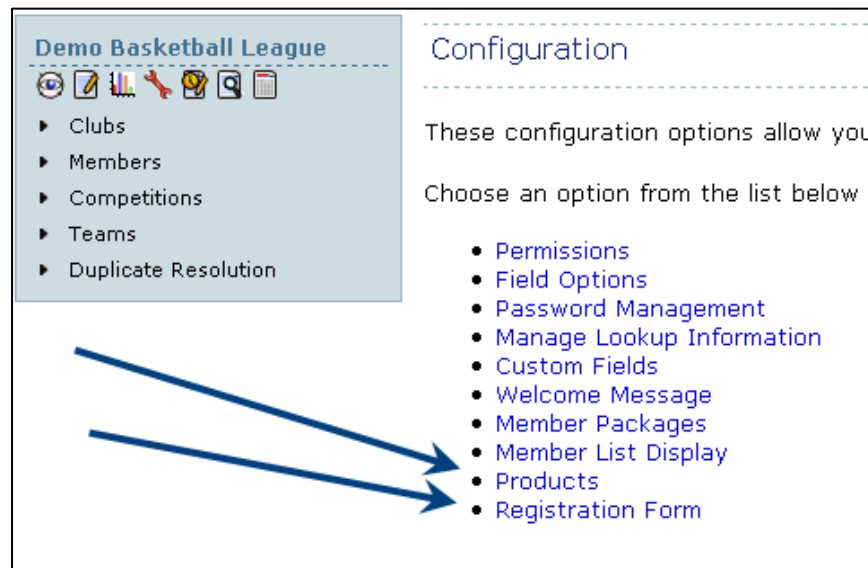
These types of transactions allow a team contact to register a team into a competition. When a team registration is submitted, the team contact is given a team code. Players can then use this team code to register to that team (see next section – *Member to Team Registrations*).

The following instructions guide you through how to set up the Team Registration Form, as well as Products (eg. competition entries, team entry fees).

1. Log in to your Sportzware Online Membership database and click the **configuration** icon.



The main Configuration screen will appear (see below).



*NOTE: If you wish to set up and use any custom fields on your registration form, you can configure them through the **Custom Fields** link in this screen.*

Add Competitions

A Team will generally need to register to a competition. To add the competitions you wish to make available, follow these steps:

1. Click on **Competitions** in the left hand menu.



Sportzware Membership Logout / Help / Version 4.0

Demo Basketball League

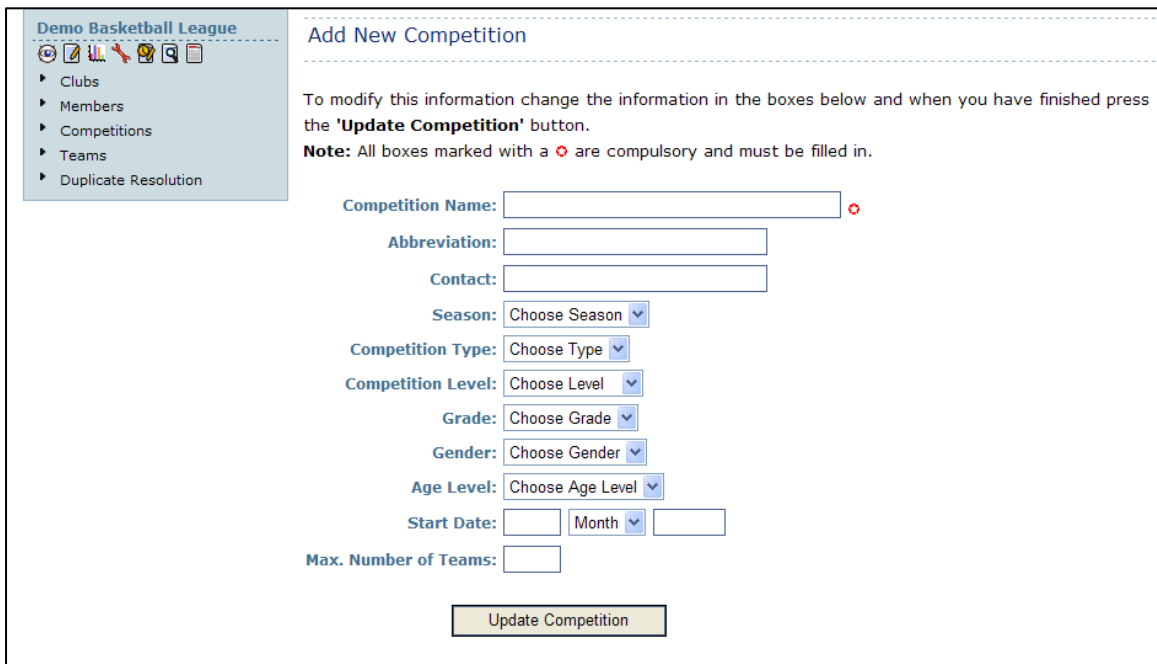
- Clubs
- Members
- Competitions**
- Teams
- Duplicate Resolution

Competitions in Association

Name	Abbreviation	Season	Contact
Football NZ Girls U11s		Winter	
Premier Men	PM	Winter	
Samsung New England Basketball Tournament	NEBT	Winter	
Samsung New England Basketball Tournament	NEBT	Winter	
St George Super League	NEBT	Winter	

6 rows found

2. Review the list of competitions in your database. If you need to add additional competitions click on the **Add** icon in the top right hand corner. The following screen will appear:




Demo Basketball League

- Clubs
- Members
- Competitions
- Teams
- Duplicate Resolution

Add New Competition

To modify this information change the information in the boxes below and when you have finished press the **'Update Competition'** button.

Note: All boxes marked with a  are compulsory and must be filled in.

Competition Name: *

Abbreviation:

Contact:

Season: Choose Season

Competition Type: Choose Type

Competition Level: Choose Level

Grade: Choose Grade

Gender: Choose Gender

Age Level: Choose Age Level

Start Date: Month

Max. Number of Teams:

3. Enter the required information and click on **Update Competition**.
4. The list of competitions will be updated.
5. Continue this process until you have added all the required competitions.

Add Products

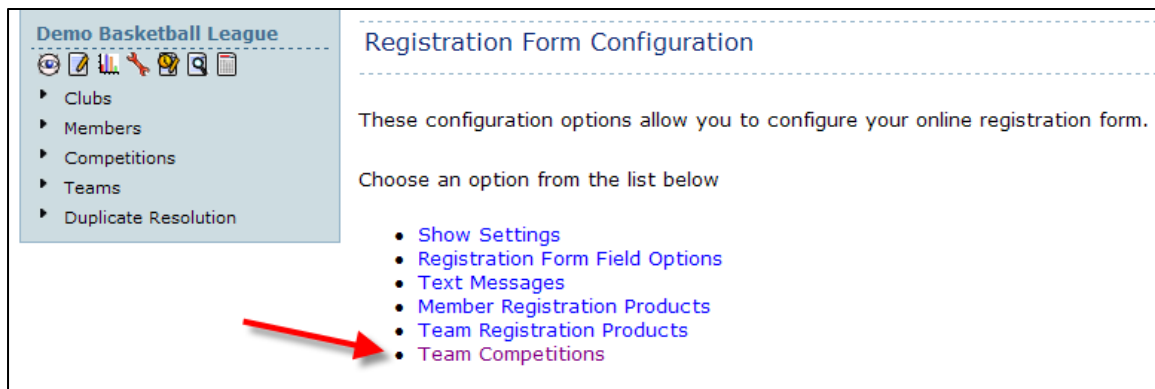
See Page 7 for instructions on adding products. An example of a team product would be '2008 Team Entry (Open Men)'.

Set up the Team Registration Form

Select Competitions for the Team Registration Form

Once you have added all the required competitions (see the previous section – *Add Competitions*), you then need to select the team products that you want to appear on the Team Registration Form. To do this:

1. Go to the Registration Form Configuration screen.
2. Select **Team Competitions**:



Demo Basketball League

- Clubs
- Members
- Competitions
- Teams
- Duplicate Resolution

Registration Form Configuration

These configuration options allow you to configure your online registration form.

Choose an option from the list below

- Show Settings
- Registration Form Field Options
- Text Messages
- Member Registration Products
- Team Registration Products
- Team Competitions

4. Tick the boxes next to the products that you would like to appear on the Team Registration Form.



Demo Basketball League

- Clubs
- Members
- Competitions
- Teams
- Duplicate Resolution

Registration Form - Available Team Competitions

Choose from the list below which competitions to make available for selection on the registration form for Team payments.

<input type="checkbox"/>	Football NZ Girls U11s	10/02/2008
<input type="checkbox"/>	Premier Men	29/10/2007
<input checked="" type="checkbox"/>	Samsung New England Basketball Tournament	29/10/2007
<input checked="" type="checkbox"/>	St George Super League	29/10/2007
<input type="checkbox"/>	Samsung New England Basketball Tournament	27/01/2005
<input type="checkbox"/>		00/00/0000

Update Competitions

5. Click on **Update Competitions**.

Select Products for the Team Registration Form

Once you have created products (see the previous section – *Add Products*), you then need to select the team products that you want to appear on the Team Registration Form. To do this:

1. Click on **Team Registration Products** as shown below:



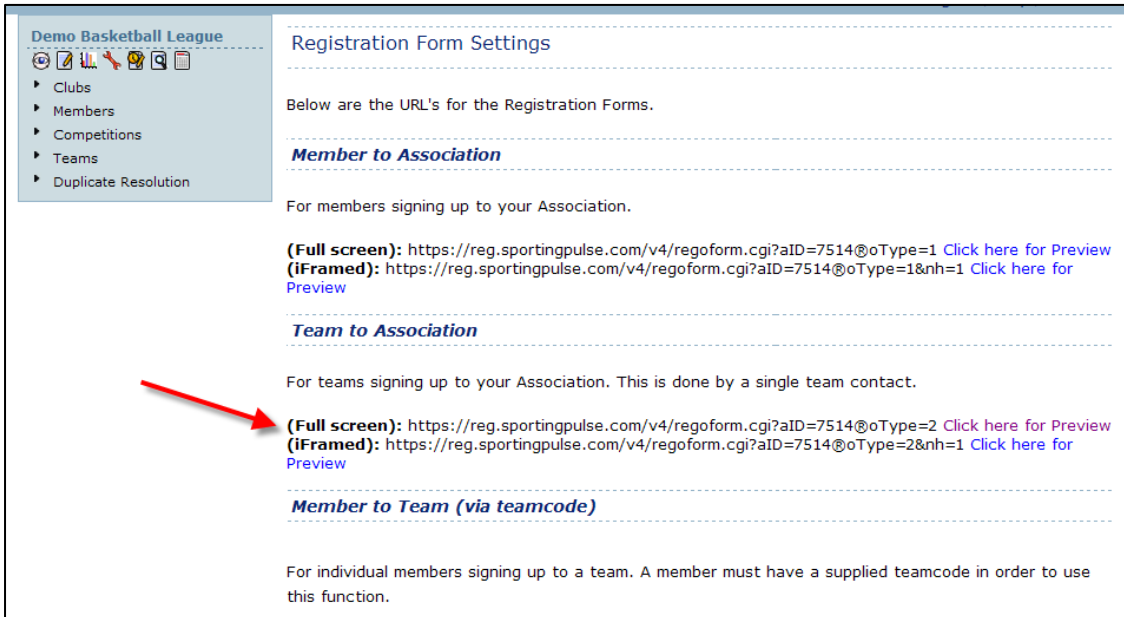
2. Tick the boxes next to the products that you would like to appear on the Team Registration Form, as shown below.



3. Click **Update Products**.

Preview Team Registration Form

1. Go to the Registration Form Configuration screen.
2. Select **Show Settings** to bring up the screen shown below:



Demo Basketball League

- Clubs
- Members
- Competitions
- Teams
- Duplicate Resolution

Registration Form Settings

Below are the URL's for the Registration Forms.

Member to Association

For members signing up to your Association.

(Full screen): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=1> [Click here for Preview](#)
(iFramed): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=1&nh=1> [Click here for Preview](#)

Team to Association

For teams signing up to your Association. This is done by a single team contact.

(Full screen): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=2> [Click here for Preview](#)
(iFramed): <https://reg.sportingpulse.com/v4/regofrm.cgi?aID=7514@oType=2&nh=1> [Click here for Preview](#)

Member to Team (via teamcode)

For individual members signing up to a team. A member must have a supplied teamcode in order to use this function.

3. To preview the Team registration form, click on the **Click here for Preview** link below 'Team to Association (Full screen)' as indicated above.

After previewing your form, you can continue to make changes to the form through the Registration Form Configuration screen.

Member to Team Registrations

Once a Team Registration is complete, members can register directly to that team. The team contact will have received an email confirming that team's unique team code. The team contact can then forward this username and password to people interested in registering for that team, which they must enter into the Member to Team Registration Form.

Preview Member to Team Registration Form

1. Go to the Registration Form Configuration screen.
2. Select **Show Settings** to bring up the screen shown below:

Demo Basketball League

- Clubs
- Members
- Competitions
- Teams
- Duplicate Resolution

Registration Form Settings

Below are the URL's for the Registration Forms.

Member to Association

For members signing up to your Association.

(Full screen): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514@oType=1> [Click here for Preview](#)
(iFramed): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514@oType=1&nh=1> [Click here for Preview](#)

Team to Association

For teams signing up to your Association. This is done by a single team contact.

(Full screen): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514@oType=2> [Click here for Preview](#)
(iFramed): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514@oType=2&nh=1> [Click here for Preview](#)

Member to Team (via teamcode)

For individual members signing up to a team. A member must have a supplied teamcode in order to use this function.

(Full screen): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514@oType=3> [Click here for Preview](#)
(iFramed): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514@oType=3&nh=1> [Click here for Preview](#)

Member to Club

For individual members signing up to a club.

(Full screen): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514@oType=4> [Click here for Preview](#)
(iFramed): <https://reg.sportingpulse.com/v4/regoform.cgi?aID=7514@oType=4&nh=1> [Click here for Preview](#)

3. To preview the Member to Team registration form, click on the **Click here for Preview** link below 'Member to Team (Full screen)' as indicated above. The Member to Team registration form appears as follows:

Sportzware Membership

Demo Basketball League

To make a team registration, [Click here](#)

In order to sign-up as an Individual into a Team, you must supply a Team Code.

The team organiser would have received this via email

Team-code:

OR

Existing Team Member

If you have an existing team member code & password, please enter it here

Username:

Password:

Forgotten your username or password ? [Click here](#)

For a player to register to the team, they need to go to the appropriate website and follow the links to register to a team. The above screen appears.

The member enters the team code and clicks on **New Team Member Registration** (as shown above). This takes them to the standard Member Registration Form. Once processed, the member will appear in the Online Membership Database within the team to which they have registered.

For instructions on configuring the Member Registration Form, follow the instructions on Page 8 – *Set up the Registration Form*.

Member Accounts – Logging in and Editing Details

When a member registers, they will receive a confirmation email with their account username and password. To log into their account, they simply return to the registration login page and enter this username and password under 'Existing Individual Login' (see below).

Members can then update their details, make new purchases/registrations and view past purchases/registrations. This information is automatically updated in their Online Membership Database record.

Sportzware Mem

Demo Basketball League

To make a team registration, [Click here](#)

Existing Individual

If you have an existing individual code & password, please enter it here

Username:

Password:

Forgotten your username or password ? [Click here](#)

OR

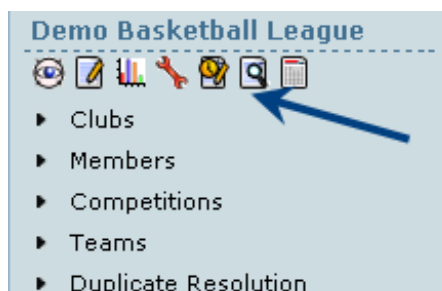
Processing Manual Transactions and Payments

If you have members that have registered (or entered an event) and paid for their transaction by any means other than the online credit card gateway, then you can enter a manual payment to record the payment details.

A manual payment would occur when the member pays by cash or cheque, for example. To record a manual payment, complete the following steps:

Add a Product Transaction

1. The first step is to locate the member you want to record a manual payment for. From the Association/League menu select the search icon as shown below:



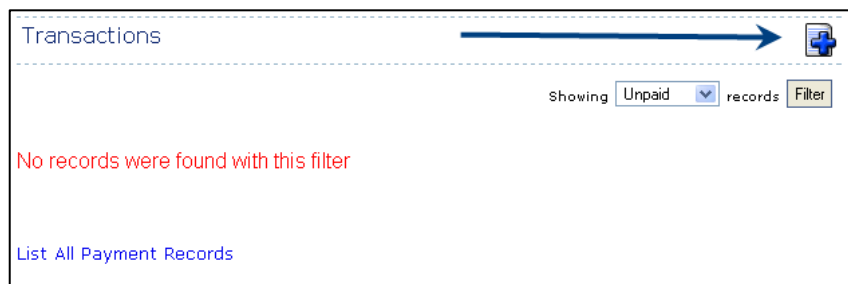
2. From the search page, select the search entity that you would like to search with (e.g. member) and enter the search value (ie. the surname of the member) that you would like to enter a manual payment for.
3. Click **Search**, and the member should appear in a list, similar to the screen shown below:

Carlie Smith	Active	09/09/1975
Emily Smith	Active	11/07/1996
John SMITH	Active	08/04/1976
Michael SMITH	Active	08/12/1979
Michaela Smith	Active	02/03/1994
Rylie Smith	Active	06/05/1992

4. Select the member that you wish to add a manual payment for by clicking on their name. This will bring up their details screen (shown below).
5. Click on **Transactions** as indicated below.



- The Transactions page for that member will appear. To add a new transaction click on the **Add** button as indicated below:



The following screen will appear, allowing you to enter the new transaction details:

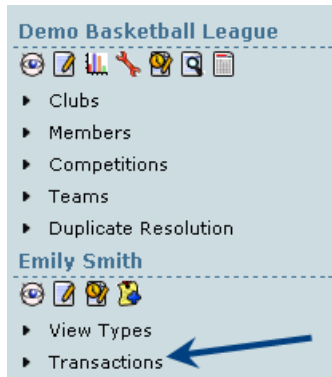
- Select the product from the drop down list.
- Enter a quantity.
- Enter any notes.
- Click on **Update Member Transaction**.

The transaction has now been created and will appear on the member's main transaction page.

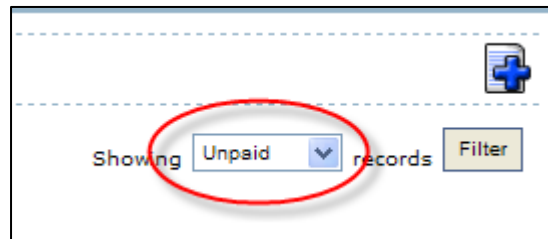
Enter Payment Details

The following steps show you how to manually add payment details for a transaction.

1. From the player menu select **Transactions** as shown below:



2. The transactions page for that member will appear. To view the transaction, you may need to filter for 'Unpaid' transactions using the Filter option (see below).




The unpaid transactions will appear (see example below). You have two options for processing a payment – 'Make a Manual Payment' or 'Pay via Online Credit Card Gateway'. To make a manual payment:

3. Select the transaction that you would like to record a payment for by ticking the **Add** box corresponding to that transaction.
4. Click on **Make a Manual Payment**.

The screenshot shows the 'Transactions' page for 'Emily Smith'. The filter is set to 'Unpaid'. A table lists transactions with columns: Invoice Number, Item Name, Quantity, Association, Amount, and Add. The first transaction is selected, and the 'Add' checkbox is checked. Below the table, there are two buttons: 'Make a Manual Payment' and 'Pay via Online Credit Card Gateway', separated by 'OR'. The 'Make a Manual Payment' button is circled in red.

Invoice Number	Item Name	Quantity	Association	Amount	Add
102957479	2008 Senior Rego	1	Demo Basketball League	50.00	<input checked="" type="checkbox"/>

5. Enter the payment details and click on **Submit Manual Payment**.

Transactions 

Showing Unpaid records Filter

Invoice Number	Item Name	Quantity	Association	Amount	Add
102957479	2008 Senior Rego	1	Demo Basketball League	50.00	<input checked="" type="checkbox"/> Delete Transaction

[List All Payment Records](#)

OR

Manual Payment

Amount (ddd.cc):

Date Paid: dd/mm/yyyy

Payment Type:

Bank:

BSB:

Account Name:

Account Number:

Response Code:

Response Text:

Receipt Reference:

Partial Payment:

Comments:

Check Payment Status of Default Products

You can view the payment status of default products obtained by members (for more information on Default Products see page 9) by following these steps:

1. Clicking on **Members** in the left menu bar (If you have many members, click on the surname letter to view the member list for that surname group).

If you are using default products a 'Paid Default Product?' column in the member list will display (see below).

NOTE: *If a member has obtained a Default Product more than once they may appear in the Member list multiple times.*

Members in Association



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

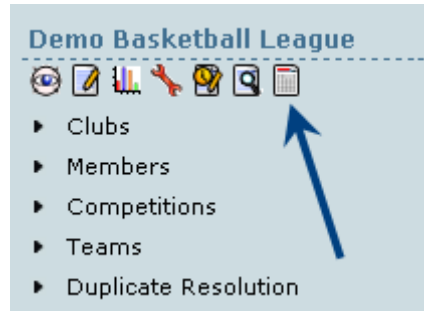
Showing All records Filter

Family name	First name	Active Record	Date of Birth	Phone (Home)	Address Line 1	Email	Phone (Mobile)	Postal Code	State	Suburb	Paid Default Product?	Total Unpaid
Aardoom	Ellka	Y	02/02/1998								No	1
Aardoom	Jodie	Y	02/01/1960								No	1
Abell	Cherie	Y	17/01/1967								No	0
Abell	Joshua	Y	27/07/1995								No	0
Addis	Cody	Y	21/09/1996								No	0
Algate	Shane	Y	15/12/1974								No	0
Allan	Joel	Y	06/01/1989								No	0
Altmann	Sean	Y	03/07/1995								No	0
Andersen	Blake	Y	18/01/1989								No	0
Andersen	Morgan	Y	09/07/1990								No	0
Anderson	Christopher	Y	13/07/1977						Victoria		No	0
Andrew	Cameron	Y	07/06/1996								No	0
Andrew	Nicholas	Y	12/10/1994								No	0
Arnold	Courtney	Y	26/11/1996								No	0
Arnold	Leticia	Y	06/10/1995								No	0
Ashburner	Margo	Y	16/01/1991								No	0
Austin	Carl	Y	12/03/1975		1 Smith Street				Victoria	Collingwood	No	0

17 rows found

Running Reports

1. From the main Association/League menu, select the **Reports** icon:



2. Click on **Member Reports** to bring up the following screen:

Show Field	Filter
Personal Details ... (Click to Open/Close Group)	
<input checked="" type="checkbox"/> Member ID	<input type="text"/>
<input type="checkbox"/> Active Record	Equals <input type="text"/> Yes <input type="text"/>
<input checked="" type="checkbox"/> First Name	<input type="text"/>
<input checked="" type="checkbox"/> Family Name	<input type="text"/>
<input type="checkbox"/> Date of Birth	<input type="text"/>
<input type="checkbox"/> Gender	<input type="text"/>
Contact Details ... (Click to Open/Close Group)	
Other Fields ... (Click to Open/Close Group)	
Member Type - Player ... (Click to Open/Close Group)	
Member Type - Coach ... (Click to Open/Close Group)	
Member Type - Match Official ... (Click to Open/Close Group)	
Member Type - Official ... (Click to Open/Close Group)	
Member Type - Misc ... (Click to Open/Close Group)	
Affiliations ... (Click to Open/Close Group)	
Transactions ... (Click to Open/Close Group)	
<input checked="" type="checkbox"/> Product	Is Not Blank <input type="text"/>
<input checked="" type="checkbox"/> Quantity	<input type="text"/>
<input checked="" type="checkbox"/> Amount Due	<input type="text"/>
<input type="checkbox"/> Transaction Date	<input type="text"/>
<input checked="" type="checkbox"/> Transaction Status	Equals <input type="text"/> Paid <input type="text"/>
<input type="checkbox"/> Transaction Notes	<input type="text"/>
<input type="checkbox"/> Payment Log ID	<input type="text"/>
<input checked="" type="checkbox"/> Payment Type	Equals <input type="text"/> Online Credit Card <input type="text"/>
<input type="checkbox"/> Manual Receipt Reference	<input type="text"/>
<input checked="" type="checkbox"/> Bank Reference Number	<input type="text"/>
<input checked="" type="checkbox"/> Payment amount (may cover many txns)	<input type="text"/>
<input type="checkbox"/> Payment Date	<input type="text"/>
<input type="checkbox"/> Settlement Date	<input type="text"/>
<input type="checkbox"/> Export Bank File ID	<input type="text"/>
<input type="button" value="Run Report"/>	
Options	
Show	Unique Records Only <input type="text"/>
Sort By	Product <input type="text"/> Ascending <input type="text"/>

3. Select the fields that you would like to appear in the report by ticking the boxes next to the field names.

4. Select any filters that you wish to apply (ie. for transactions between certain dates) to the report.
5. From the 'Show' drop down box in the 'Options' area, select either **Unique Records Only** or **Summary Data**.
6. Click **Run Report** to generate the report.

Some common transaction reports include:

Product Sales Summary for Online Credit Card sales

1. Un-tick Personal > First Name
2. Un-tick Personal > Surname
3. Un-tick Personal > Active Record
4. Tick Transactions > Product (is not blank)
5. Tick Transactions > Quantity
6. Tick Transactions > Amount Due
7. Tick Transaction > Transaction Status (equals Paid)
8. Tick Transactions > Payment Type (equals Online Credit Card)
9. Options > Show = Unique Records Only
10. Sort By = Transaction Date

Online Credit Card Transaction Summary by Product

1. Tick Personal > First Name
2. Tick Personal > Surname
3. Tick Personal > Active Record (equals 'Yes')
4. Tick Transactions > Product
5. Tick Transactions > Transaction Status (equals Paid)
6. Tick Transactions > Payment Type (equals Online Credit Card)
7. Options > Show = Summary Data

Support

For technical support, contact a member of the SportingPulse Customer Support Team on:

Email: support@sportingpulse.com

Phone: 1300 139 970 (between 8am and 6pm AEST)

Support Website: www.support.sportingpulse.com