# User Guide for Club Administrators

# 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.
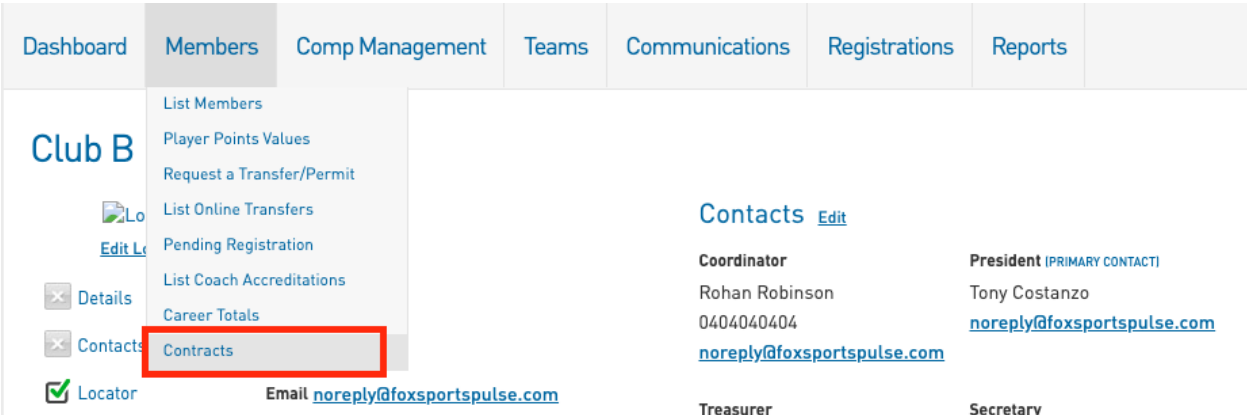


*Please note: To be granted access you will need to have a SportsTG Passport account and that account will need to be linked to the Club that you manage.*

# 2.0 Adding Player Declarations

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

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

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

Club B

Lo...
Edit L...

Details
Contacts
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

ADD

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 | ☑ | ☑ | 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 | ☑ | ☑ | 01/01/2020 | 31/10/2020 | 20/01/2020 14:0... | 20/01/2020 14:0... | 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.
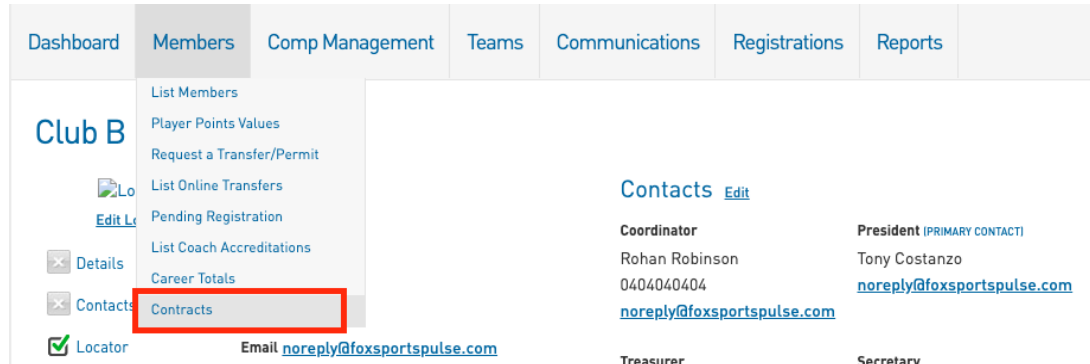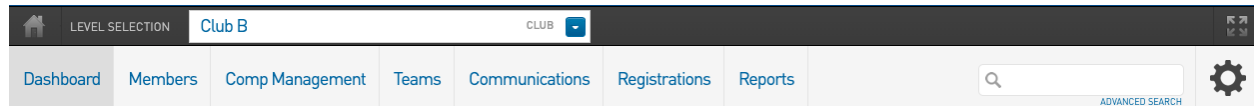
Step 4 - Scroll down to the bottom of the page and click upload. You can upload 6 files at a time and can add more documents when needed. For example if you need to submit 24 player declarations you can repeat steps 1-6 four times or you could create 1 document that combined the 24 player declarations 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



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: | Club B Non Declared Player Statement 20.01 |
| Document Type: | Non Declared Player Statement |
| | Choose file  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



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.

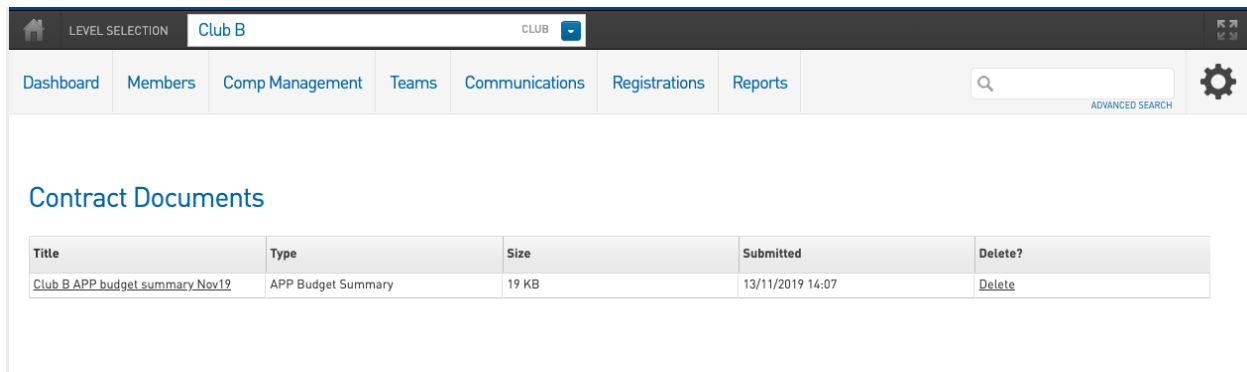You can upload up to 6 documents at a time.

## New Contract Document

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

| | |
|---|---|
| **Document Name:** | Club B APP budget 20.01.2020 |
| **Document Type:** | APP Budget Summary |
| | Choose file   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



## Contract Documents

| 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.



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



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:   Richmond Tigers APP Actual 20.01.2020

Document Type:   APP Actual Summary ▲▼

Choose file   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



### Contract Documents

| 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.

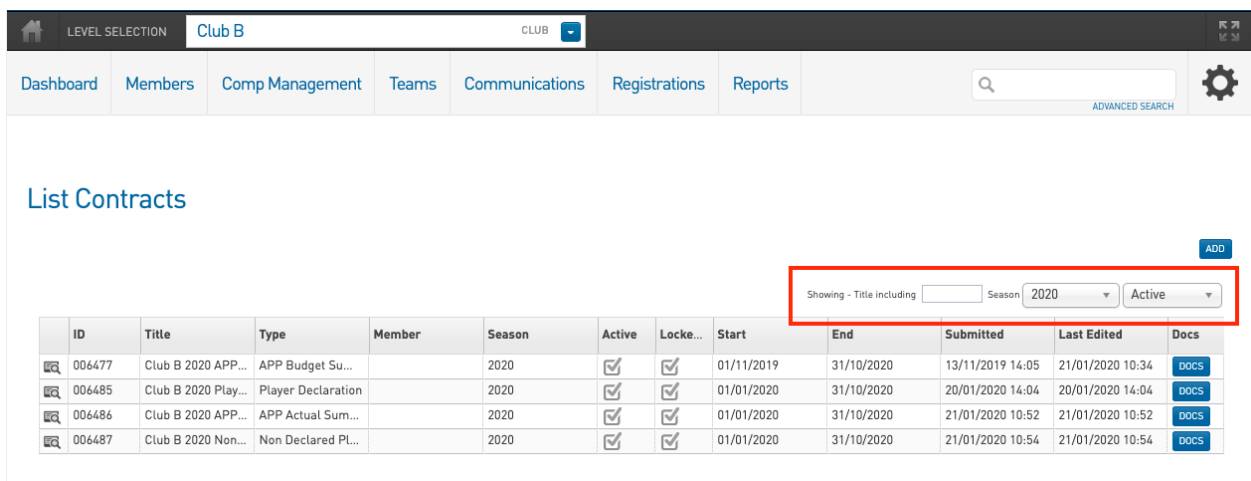# 6.0 Checking/finding Player Documents and Club Documents

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.
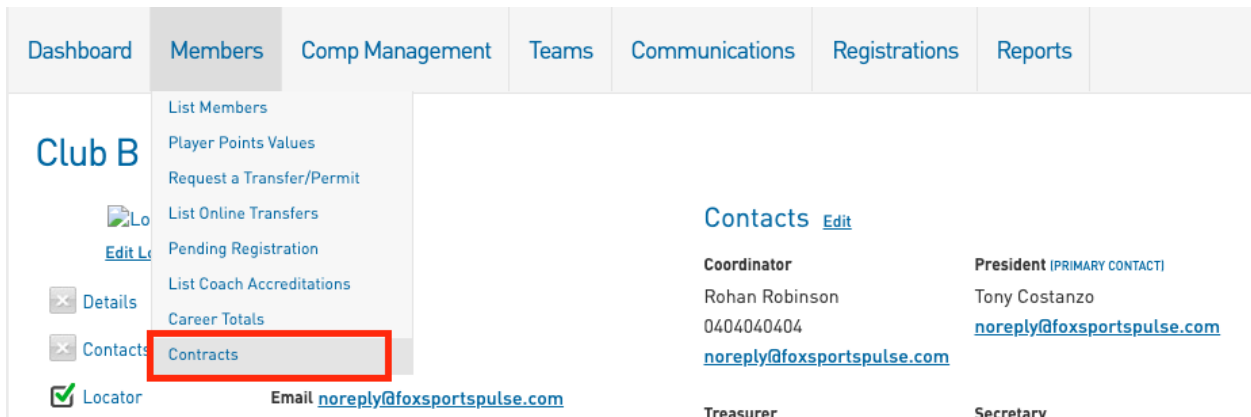


Step 2 - Use the Season and Active Filter to find the folders that are relevant for the year.



*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.



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



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.



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)

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



# 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.