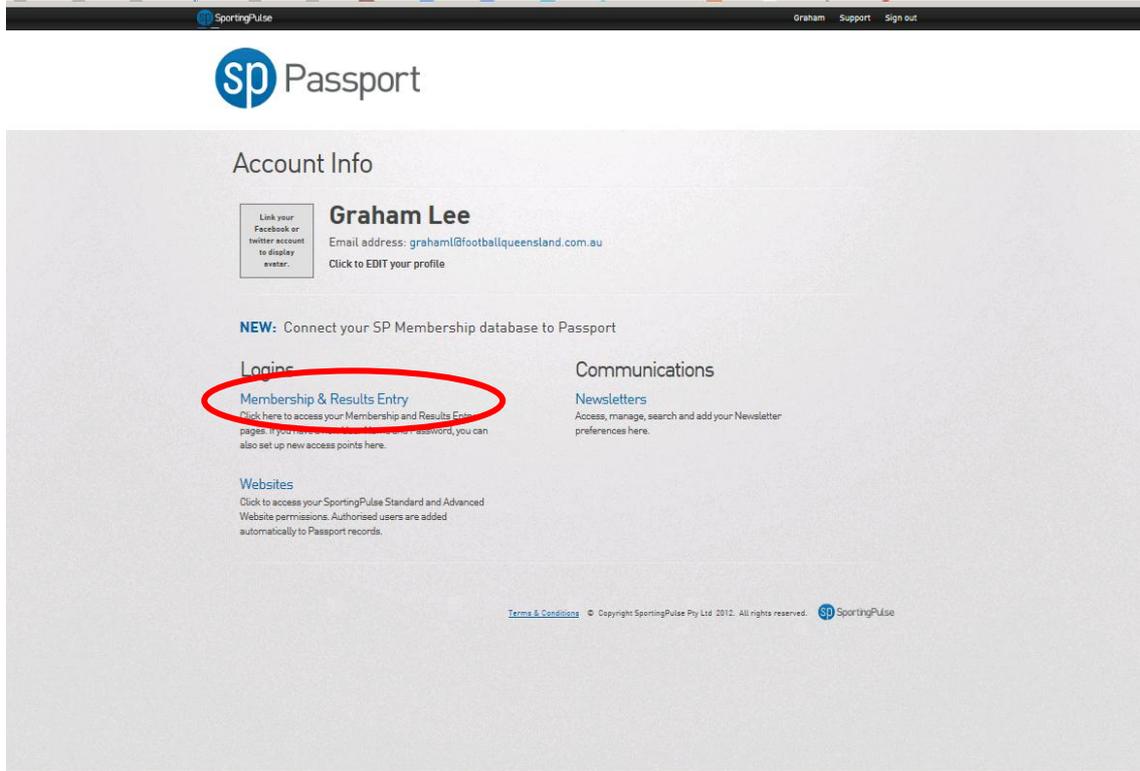


- You will need to do the following steps to provide access to your clubs Coaches / Managers whom you want to be able to **Select Teams** or **Enter Match Results** for particular teams during the season.
- To be granted access the Coach / Manager must first have a SportingPulse Passport.
- A person can be granted access to more than one team.

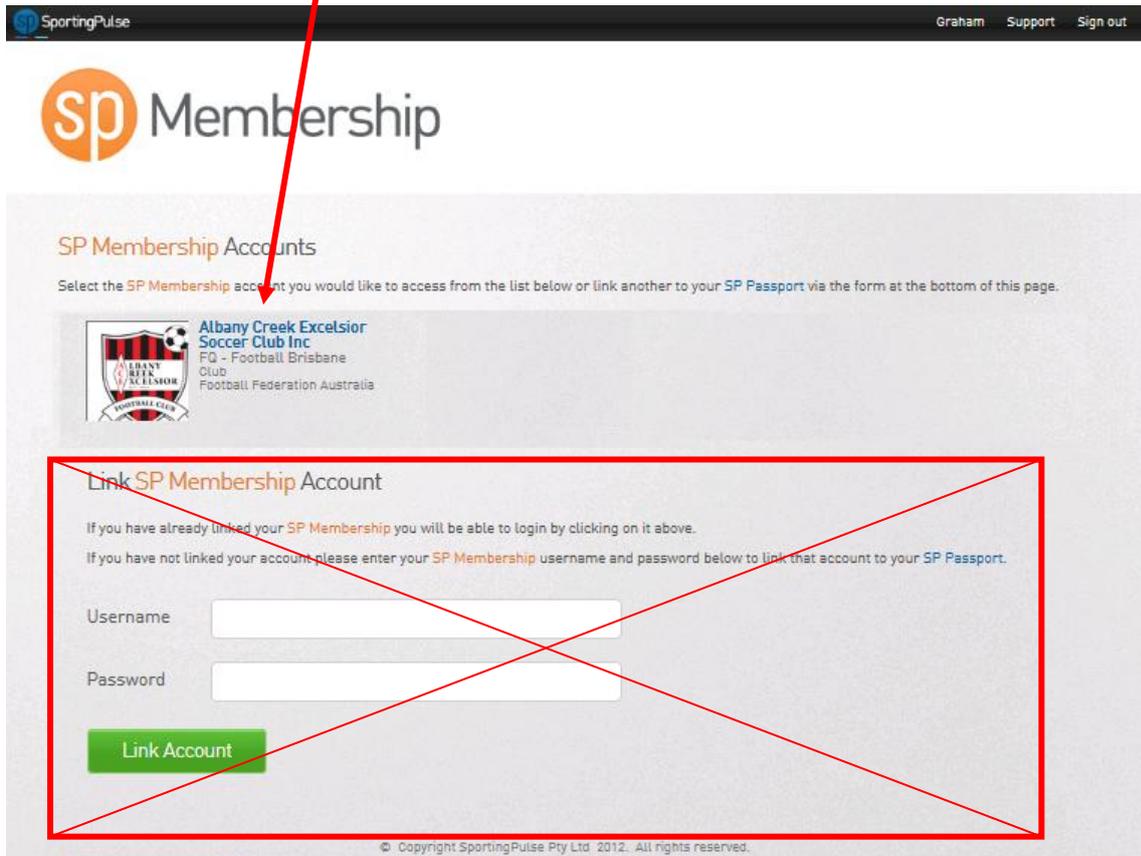
The process for allocating access is:

1. Club Administrator Logs into SportingPulse via <https://passport.sportingpulse.com/login>.
2. Click on **Membership and Results Entry**



The screenshot shows the SportingPulse Passport user interface for a user named Graham Lee. The page is titled "Account Info" and includes a navigation bar with "SportingPulse", "Graham", "Support", and "Sign out". The main content area features a profile section for "Graham Lee" with an email address of "grahaml@footballqueensland.com.au" and a link to "EDIT your profile". Below this, there is a "NEW" notification about connecting an SP Membership database. The "Logins" section contains a link for "Membership & Results Entry", which is circled in red. Other sections include "Communications" with a "Newsletters" link, and "Websites" with a link to access SportingPulse Standard and Advanced Website permissions. The footer contains "Terms & Conditions", copyright information for SportingPulse Pty Ltd 2012, and the SportingPulse logo.

3. Click on your Club Name



SportingPulse Graham Support Sign out

sp Membership

SP Membership Accounts

Select the **SP Membership** account you would like to access from the list below or link another to your **SP Passport** via the form at the bottom of this page.



Albany Creek Excelsior Soccer Club Inc
FQ - Football Brisbane Club
Football Federation Australia

Link SP Membership Account

If you have already linked your **SP Membership** you will be able to login by clicking on it above.

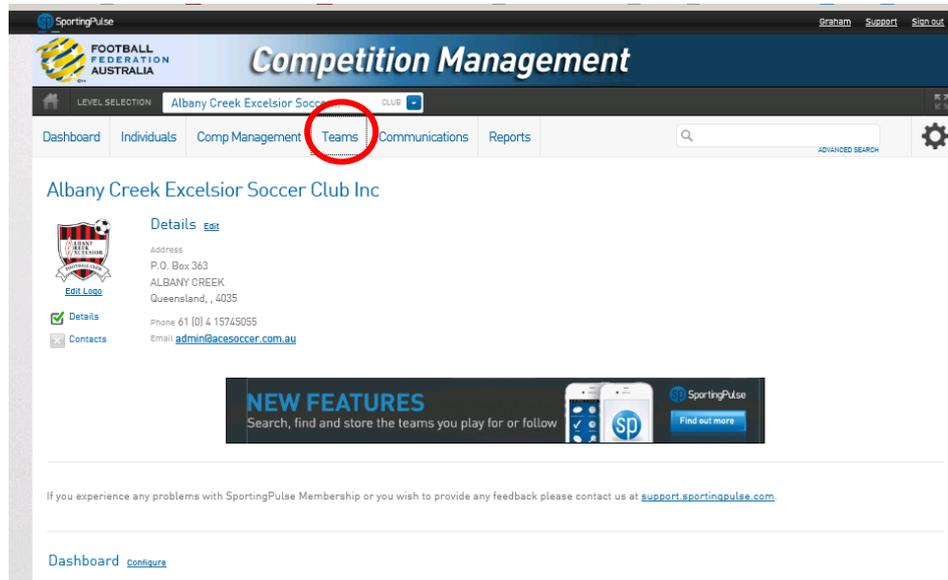
If you have not linked your account please enter your **SP Membership** username and password below to link that account to your **SP Passport**.

Username

Password

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4. Click on the **Teams** Menu



SportingPulse Graham Support Sign out

Competition Management

LEVEL SELECTION **Albany Creek Excelsior Soccer Club Inc** CLUB

Dashboard Individuals **Comp Management** **Teams** Communications Reports ADVANCED SEARCH

Albany Creek Excelsior Soccer Club Inc

 [Details](#) [Edit](#)

Address
P.O. Box 363
ALBANY CREEK
Queensland, 4035

Details Phone 61 (0) 4 15745055

Contacts Email admin@acesoccer.com.au

NEW FEATURES

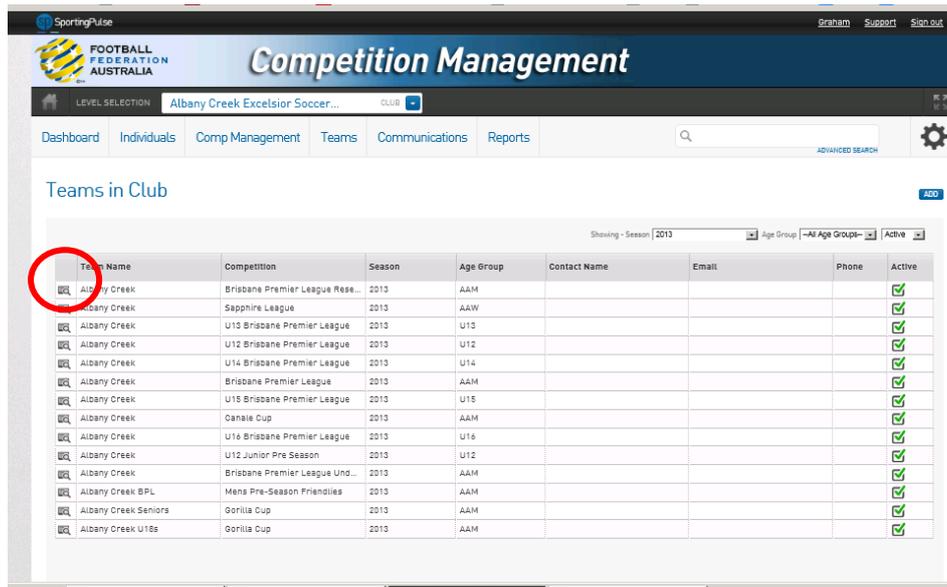
Search, find and store the teams you play for or follow



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

[Dashboard](#) [configure](#)

5. Click on the **icon** next to the Team you wish to grant access to.



Competition Management

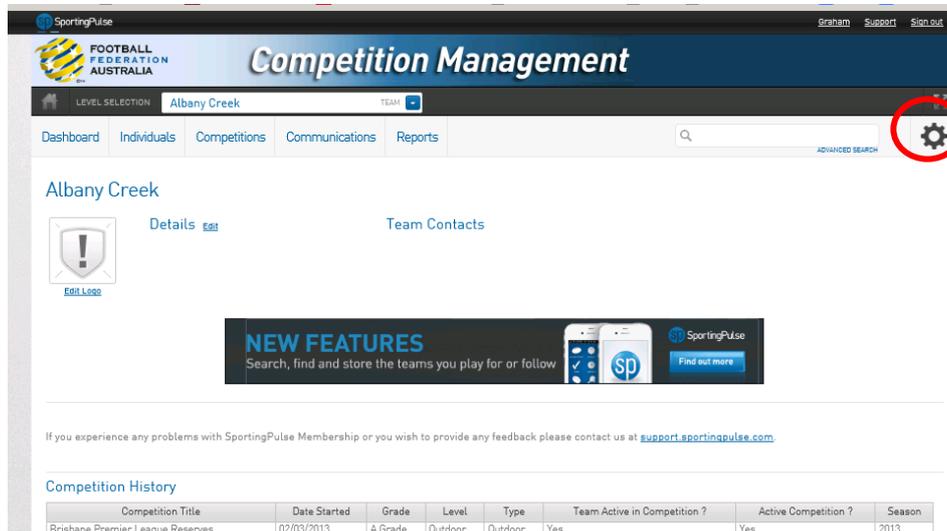
LEVEL SELECTION: Albany Creek Excelsior Soccer CLUB

Navigation: Dashboard | Individuals | Comp Management | Teams | Communications | Reports

Showing - Season: 2013 | Age Group: -All Age Groups- | Active

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
Albany Creek	Brisbane Premier League Rese...	2013	AAM				✓
Albany Creek	Sapphire League	2013	AAW				✓
Albany Creek	U13 Brisbane Premier League	2013	U13				✓
Albany Creek	U12 Brisbane Premier League	2013	U12				✓
Albany Creek	U14 Brisbane Premier League	2013	U14				✓
Albany Creek	Brisbane Premier League	2013	AAM				✓
Albany Creek	U15 Brisbane Premier League	2013	U15				✓
Albany Creek	Canale Cup	2013	AAM				✓
Albany Creek	U16 Brisbane Premier League	2013	U16				✓
Albany Creek	U12 Junior Pre Season	2013	U12				✓
Albany Creek	Brisbane Premier League Und...	2013	AAM				✓
Albany Creek BPL	Mens Pre-Season Friendlies	2013	AAM				✓
Albany Creek Seniors	Gorilla Cup	2013	AAM				✓
Albany Creek U18s	Gorilla Cup	2013	AAM				✓

6. Click on the **Settings Wheel**.



Competition Management

LEVEL SELECTION: Albany Creek TEAM

Navigation: Dashboard | Individuals | Competitions | Communications | Reports

Albany Creek

Details [edit](#) | Team Contacts

[Edit Logo](#)

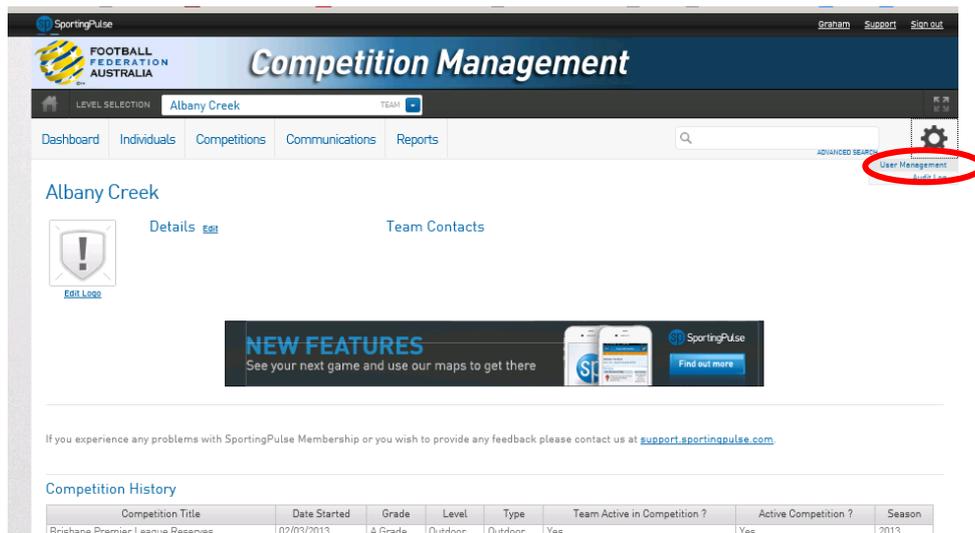
NEW FEATURES
Search, find and store the teams you play for or follow

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

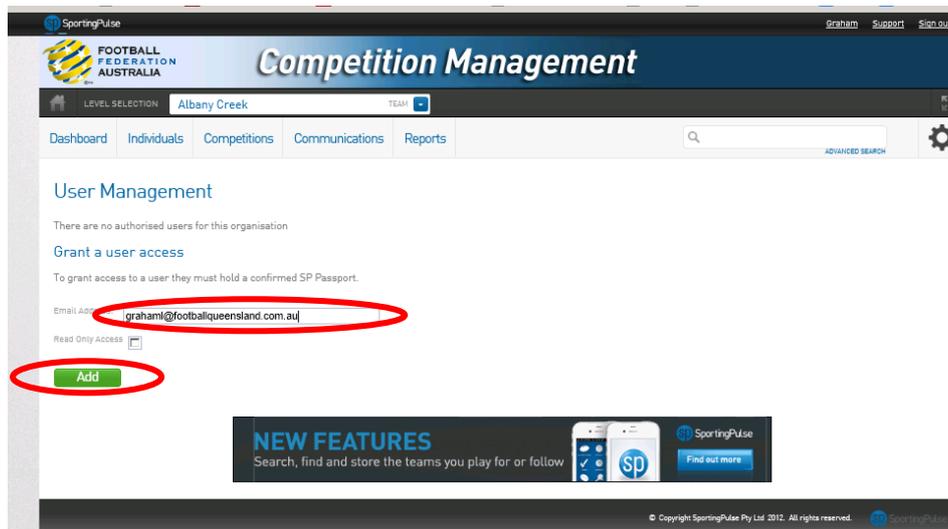
Competition History

Competition Title	Date Started	Grade	Level	Type	Team Active in Competition ?	Active Competition ?	Season
Brisbane Premier League Reserves	02/03/2013	A Grade	Outdoor	Outdoor	Yes	Yes	2013

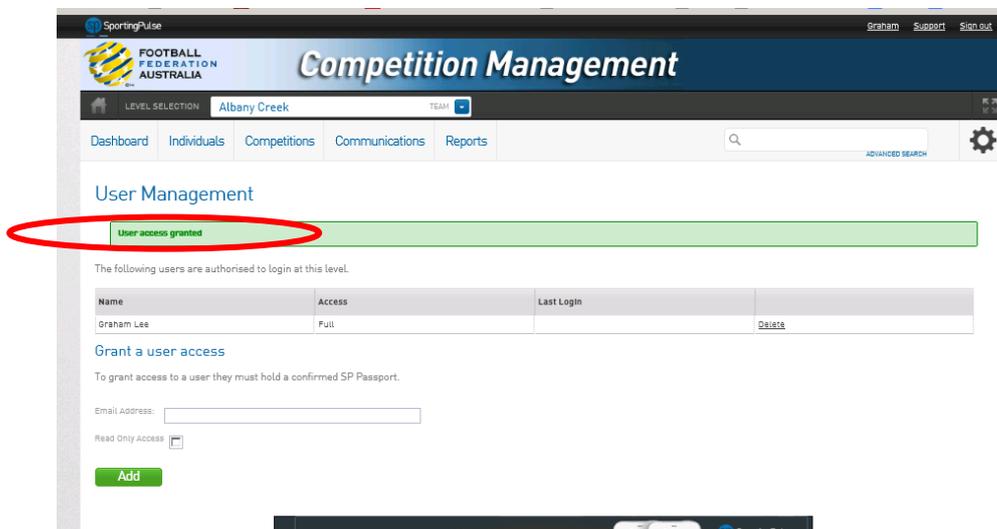
7. Click on the **User Management Option**



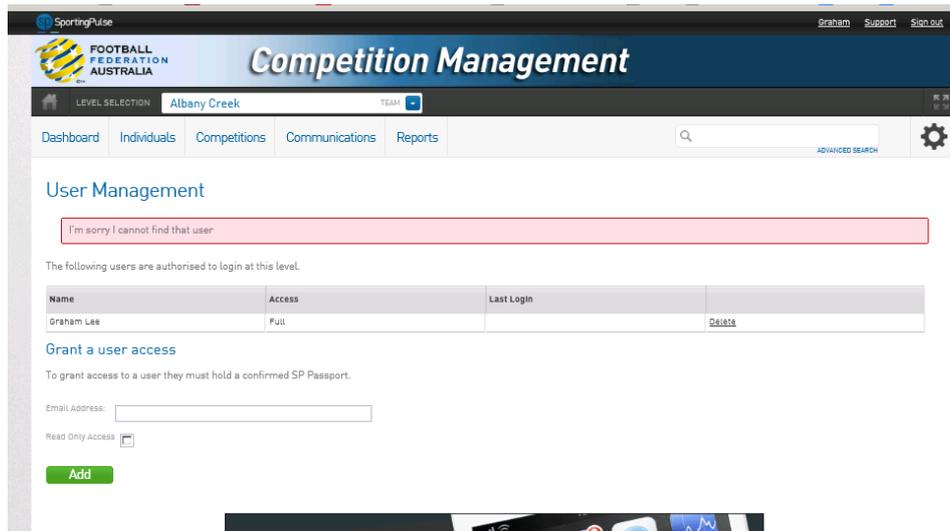
8. Enter in the email address of the Coach / Manager's Passport and Click the **Add** button.



9. If the add was successful a green user access granted message appears



10. If the add was not successful an error message appears. This is usually due to the email address being entered incorrectly or the Coach / Manager not having registered for a SportingPulse Passport



The screenshot shows the SportingPulse web application interface. At the top, there is a navigation bar with the SportingPulse logo, the user name 'Graham', and links for 'Support' and 'Sign out'. Below this is a header for 'Football Federation Australia' and 'Competition Management'. A breadcrumb trail shows 'LEVEL SELECTION' > 'Albany Creek' > 'TEAM'. A secondary navigation bar includes 'Dashboard', 'Individuals', 'Competitions', 'Communications', and 'Reports', along with a search bar and an 'ADVANCED SEARCH' link. The main content area is titled 'User Management' and displays a red error message: 'I'm sorry I cannot find that user'. Below the message, it states 'The following users are authorised to login at this level.' and shows a table with one user: Graham Lee, with 'Full' access and a 'Details' link. A section titled 'Grant a user access' includes instructions and a form with fields for 'Email Address' and 'Read Only Access' (checked), and an 'Add' button.

User Management

I'm sorry I cannot find that user

The following users are authorised to login at this level.

Name	Access	Last Login
Graham Lee	Full	Details

Grant a user access

To grant access to a user they must hold a confirmed SP Passport.

Email Address:

Read Only Access

Add