



- 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 <a href="https://passport.sportingpulse.com/login">https://passport.sportingpulse.com/login</a>.
- 2. Click on Membership and Results Entry

SportingPulse	Graham Support Sign out
SP Passport	
Account Info	
Link year Feetback ar Indire receiver Indire r	lqueensland.com.au
NEW: Connect your SP Membership dat	abase to Passport
Logins	Communications
Membership & Results Entry Nick here to access your Membership and Results Entry pages 1 your access your Membership and easierd you can also set up new access points here.	Newsletters Access, manage, search and add your Newsletter preferences here.
Websites Click to access your SportingPulse Standard and Advanced Website permissions. Authorneed users are added automatically to Passport records.	
	T <u>erms &amp; Continues</u> © Copyright SponningPulse Pry Ltd 2012. All rights reserved. 🚳 SponthyPulse





3. Click on your Club Name

SportingPulse	Graham	Support	Sign out
SD Memb	ership		
SP Membership Account	Ints : 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 Cree Soccer Club FO - Football Football Feder	ak Excelsion Inc. Brisbane ration Australia		
Link SP Membershi	p Account		
If you have not linked your acc	(a) memberskip you with be able to login by clicking on it above. (u) please enter your SP Membership username and password below to just that account to your SP Passport.	t	
Username			
Password			
Link Account			
	© Capyright SportingPulse Pty Ltd. 2012. All rights reserved.		

4. Click on the Teams Menu

			rearrs (communications)	Reports	4	ADVANCED SEARCH	1
Albany C	creek Exc	elsior Soccer (	Club Inc				
	Details	5 <u>Edit</u>					
LEANY MER VCTLMOR	Address	2/2					
	P.U. Box ALBANY	CREEK					
Edit Logo	Queensla	ind, , 4035					
Details	Phone 61	(0) 4 15745055					
		NEW F Search, find	EATURES and store the teams you pl	ay for or follow	SportingPulse		

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



## Granting Coach / Manager Access to a Team



FOOTBALL FEDERATION AUSTRALIA	Compet	ition M	lanag	ement			
LEVEL SELECTION Alban	ny Creek Excelsior Soccer	CLUB 💽					
ashboard Individuals	Comp Management Teams	Communicatio	ns Reports		Q	DVANCED SEARCH	
Feams in Club							
				Shawing - Sesson 2013	Age Group -AI A	ge Groups 💽	Active
Tean Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
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	Coophire League	2013	AAW				
kibany Creek	Sabbille reagne						
Albany Creek	U13 Brisbane Premier League	2013	U13				R
Albany Creek	U13 Brisbane Premier League U12 Brisbane Premier League	2013 2013	U13 U12				2
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Albany Creek	U13 Brisbane Premier League U12 Brisbane Premier League U14 Brisbane Premier League Brisbane Premier League	2013 2013 2013 2013 2013	U13 U12 U14 AAM				<u>র</u> র র র
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Albany Creek	Jappnine League U13 Brisbane Premier League U14 Brisbane Premier League U14 Brisbane Premier League Brisbane Premier League U15 Brisbane Premier League Canale Cup	2013 2013 2013 2013 2013 2013 2013	U13 U12 U14 AAM U15 AAM				R R R R R
Albany Creek	U13 Brisbane Premier League U12 Brisbane Premier League U14 Brisbane Premier League Brisbane Premier League U15 Brisbane Premier League Canala Cup U16 Brisbane Premier League	2013 2013 2013 2013 2013 2013 2013 2013	U13 U12 U14 AAM U15 AAM U16				R R R R R R R
Abany Oreek           Albany Oreek           Albany Oreek           Q           Albany Oreek	Jappine cesju U13 Srisbane Premier Lesgue U14 Srisbane Premier Lesgue U14 Srisbane Premier Lesgue U15 Brisbane Premier Lesgue U15 Brisbane Premier Lesgue U16 Srisbane Premier Lesgue U12 Julior Pre Season	2013 2013 2013 2013 2013 2013 2013 2013	U13 U12 U14 AAM U15 AAM U16 U12				R R R R R R R R R R
Abary Oreek	Septime casque U13 Brisbane Premier League U14 Brisbane Premier League U14 Brisbane Premier League Brisbane Premier League Canala Cup U16 Brisbane Premier League U16 Brisbane Premier League U16 Brisbane Premier League U112 Brisbane Premier League U112.	2013 2013 2013 2013 2013 2013 2013 2013	U13 U12 U14 AAM U15 AAM U16 U12 AAM				R R R R R R R R R R R R R R R R R R R
Abany Creek           Albany Creek	Jappine casgue U13 Brisbane Premier Lasgue U12 Brisbane Premier Lasgue U14 Brisbane Premier Lasgue U15 Brisbane Premier Lasgue Canala Cup U16 Brisbane Premier Lasgue U12 Junior Pre Sason Brisbane Premier Lasgue U12 U16 Brisbane Premier Lasgue U12 U16 Brisbane Premier Lasgue U12 Mean Pre-Sason Primolias	2013 2013 2013 2013 2013 2013 2013 2013	U13 U12 U14 AAM U15 AAM U18 U18 U12 AAM				R R R R R R R R R R R R R R R R R R R
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6. Click on the **Settings** Wheel.

SportingPulse								Graham	Support Sign
	TBALL ERATION TRALIA	C	ompeti	itior	n Ma	nag	ement		
LEVEL SE	LECTION AL	bany Creek		TEAM 星					
Dashboard	Individuals	Competitions	Communication	s Rep	orts		٩	ADVANCED SEA	
Albany (	Creek								
Edit Logo									
		NE Sear	CW FEATU	JRES the tear	ns you pla	ay for or fo	low	Pulse	
If you experies	ice any proble	ms with SportingF	'ulse Membership or	you wish	to provide :	any feedbaci	please contact us at <u>support.sporting</u>	pulse.com.	
Competitio	on History	P14	0.0	0 1					6
D.1. D.	Competition I	inte	Date started	A Canada	Outdoor	Type	Ver	Active Competition ?	2012

7. Click on the User Management Option



## Granting Coach / Manager Access to a Team



SportingPulse	2							<u>Graham</u>	Support Sign out
	OTBALL DERATION STRALIA	G	ompeti	tion	Ma	nag	ement		
LEVEL S		bany Creek		TEAM 💽					
lashboard	Individuals	Competitions	Communications	Report	s		٩		Ö
Albany	Creek								User Management Audit Loo
	Detai	ls <u>edit</u>		Team (	Contact	s			
EUR LOUD		NE See y	WFEATU	RES d use our	maps to	o get there	Control Contro	Puse	
f you experie Competiti	on History	ms with SportingP	'ulse Membership or y	you wish to	provide a	any feedback	please contact us at <u>support.sporting</u>	<u>ipulse.com</u> .	
	Competition 1	litle	Date Started	Grade	Level	Type	Team Active in Competition 2	Active Competition 2	S
							reality with a moon perior r	Active Competition :	Season

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

	SportingPuls	e							Graham	Support	<u>Sign out</u>
	FOI FEI AUS	OTBALL DERATION STRALIA	C	ompetit	ion N	lanagei	ment				
	off Level S	SELECTION AL	bany Creek	Т	EAM 💶						<b>K Z</b> 12 N
	Dashboard	Individuals	Competitions	Communications	Reports			٩	ADVANCED	SEARCH	₽
	User M	anageme	ent								
	There are no	authorised users	s for this organisatio	n							
	Grant a u	ser access									
	To grant acce	ss to a user they	rmust hold a confirm	ned SP Passport.							
	Email Address	grahaml@foot	tballqueensland.con	n.au	>						
	Read Only Acce	55 🗖									
<	Add										
			N E Sear	CW FEATUR ch, find and store th	RES le teams yo	u play for or follow		SD SportingPulse			
	_	_			_			Copyright SportingPulse Pty Ltd 20	12. All rights reserved.	Spor	tingPulse

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

		burry or cen		LAM				
Dashboard	Individuals	Competitions	Communications	Reports		Q,		ADVANCED SEA
l Icer M	anageme	ent						
USCI MI	anagerne	ant						
User acce	ss granted							
The following	users are autho	rised to login at thi	s level.					
Name			Access		Last LogIn			
Graham Lee			Full				<u>Delete</u>	
Grant a us	ser access							
To grant acces	ss to a user they	must hold a confir	med SP Passport.					
Email Address:								

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



## Granting Coach / Manager Access to a Team



LEVEL SELECTION Albany Cro	eek 1				
ishboard Individuals Comp	petitions Communications	Reports	٩	ADVAJ	NCED SEARCH
leer Management					
I'm sorry I cannot find that user					
ne following users are authorised to l	ogin at this level.				
lame	Access	Last Login			
ome				Delete	
iraham Lee	Full				
rant a user access	Full				
iraham Lee irant a USER access ) grant access to a user they must ho	Full				
iranam Lee irant a USER access ) grant access to a user they must ho hall Address:	Full			,	
irraham Lee irraham Lee a grant access a grant access to a user they must ho nail Address: ad Only Access	Fuil Id a confirmed SP Passport.			,	