

Team registration 2018

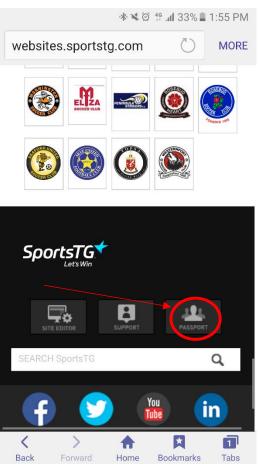
Club and team registration

- New delegates need to register first via the Bayside FA website
- Previous delegates can proceed to page 11 team registration
- New delegates that register will need to email the Bayside FA to let them know you have registered and which club they are from
- Bayside FA will approve application within 48 hours
- You will then be able to edit club and add team(s) information
- If you have a Sporting Pulse password from FFV, you don't need to register twice – just contact the Bayside so we can grant access
- Email your name and club to andrewe001@Hotmail.com and baysidefasecretary@gmail.com

Registration process

Go to Bayside FA website **BaysideFA.com.au** Click Passport

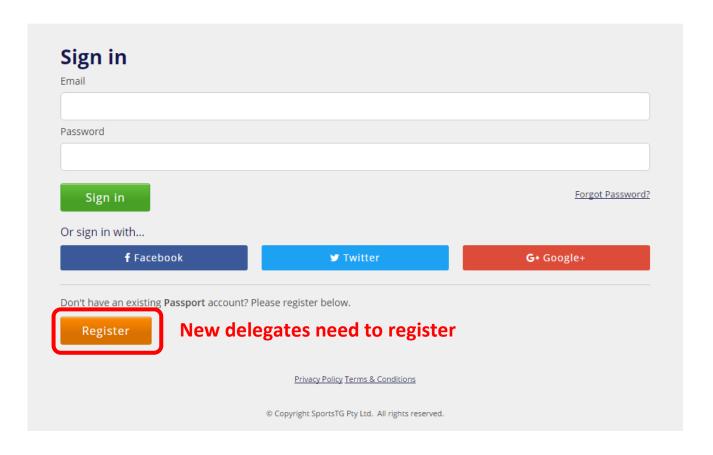




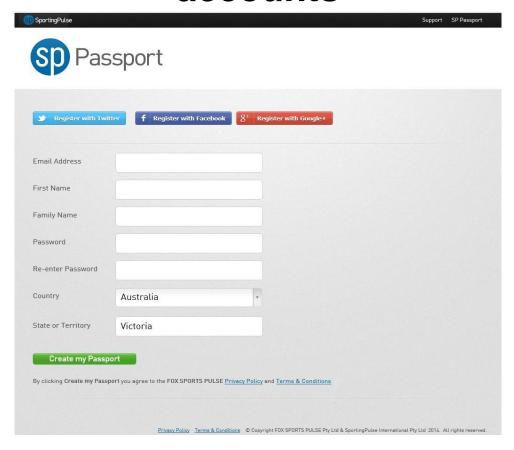
Register / log in page

Support Passport

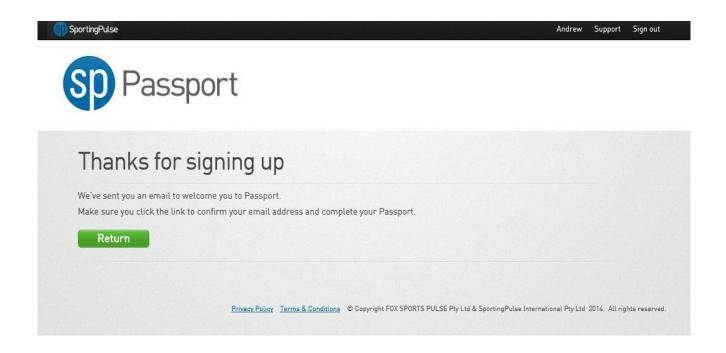
PASSPORT



Enter your information or use social media accounts



Sign up process complete



Confirm account

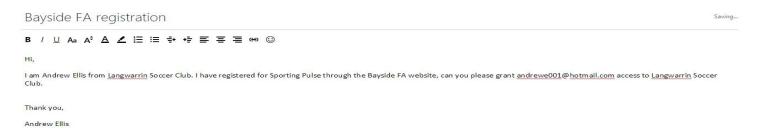


Check your email address to confirm the account details

Email Bayside to confirm

Email

- andrewe001@hotmail.com
- baysidefasecretary@gmail.com



Bayside FA will approve your application and assign a club to your email address within 48 HOURS.

To enter Sporting Pulse

- Click Passport or your name at the top of the screen
- If you see your name at the top of the screen you are already logged in



Sporting Pulse

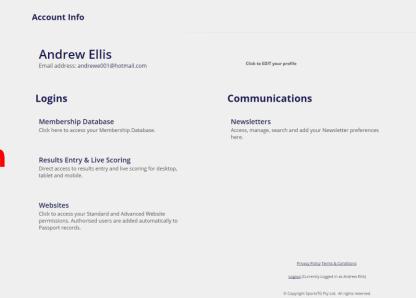




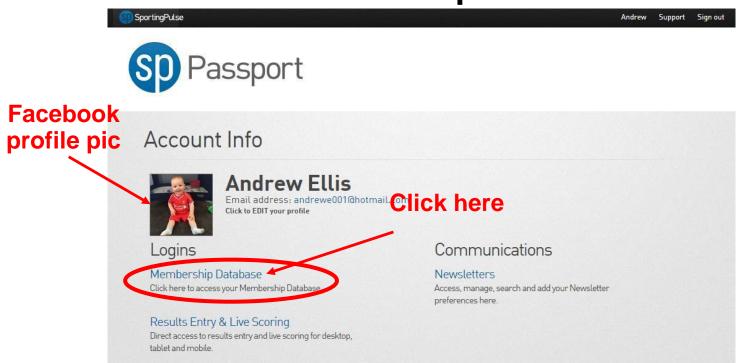
This is what your screen will look like after the Bayside approves your request

PASSPORT

SportsTG*

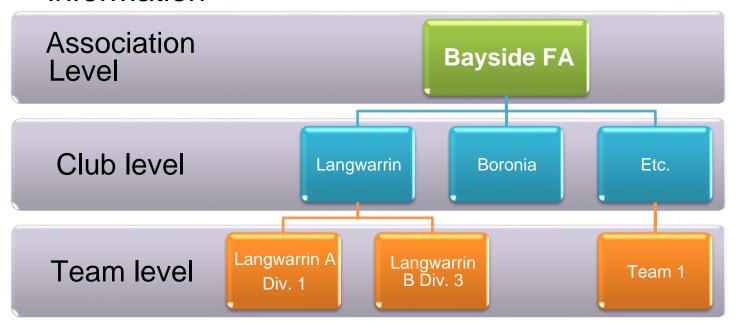


Click Membership Database



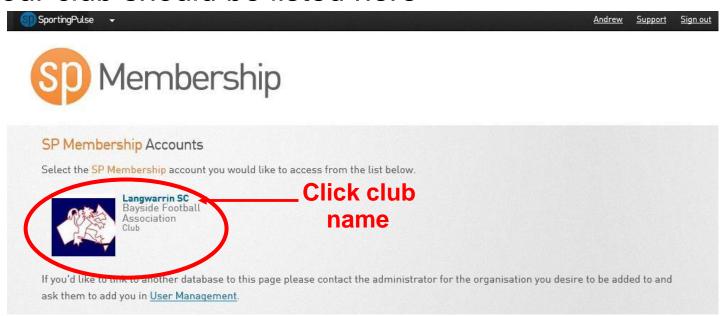
3 Levels within system

- Club level can see all club and team information
- Team level can only see the specific Team information



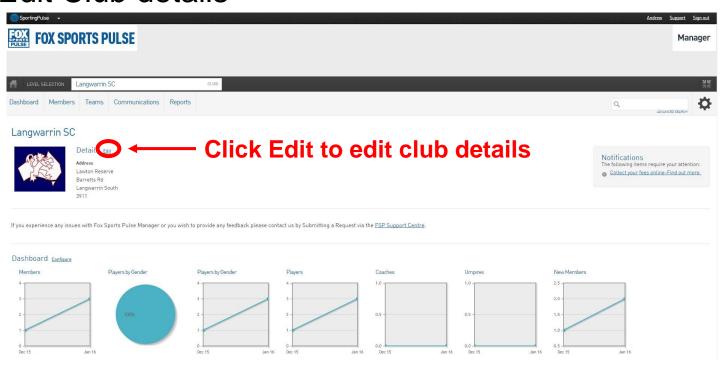
Enter club

Your club should be listed here



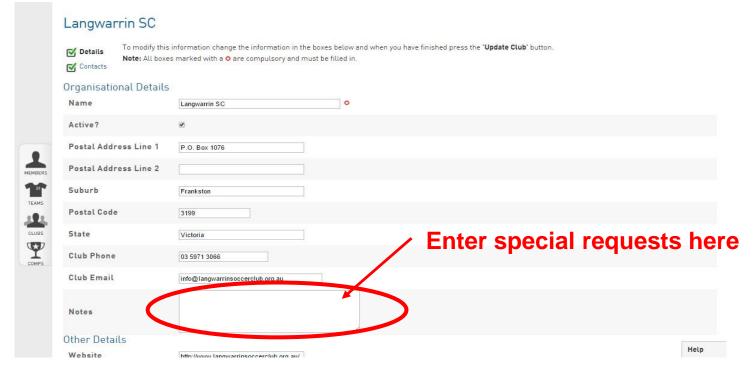
Club page

- This page will contain all the information for your club (including team and player details).
- Edit Club details



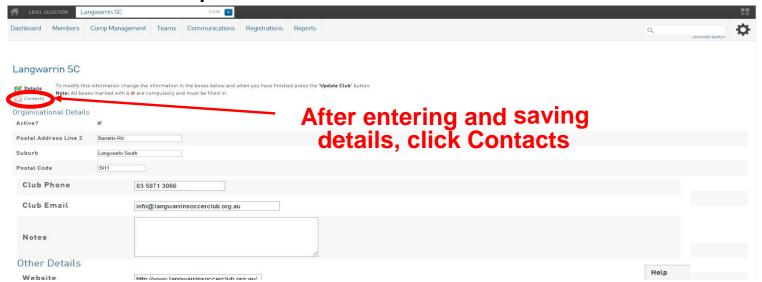
Club details

- Enter Club information
- In the Notes text box include 'special requests' i.e. all teams to play at home all on the same day



Club details

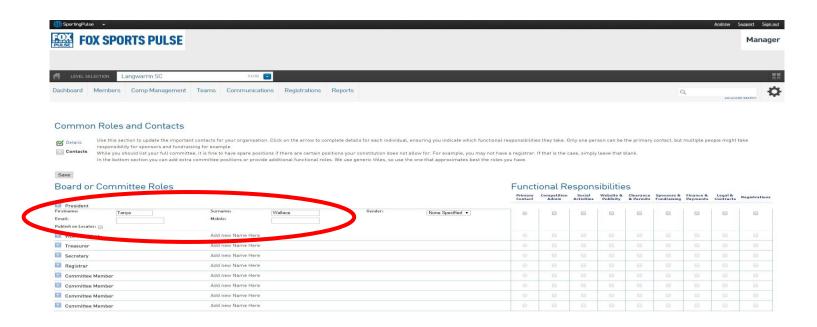
Add/amend/update details



Your page may contain slightly different fields than the screenshot above.

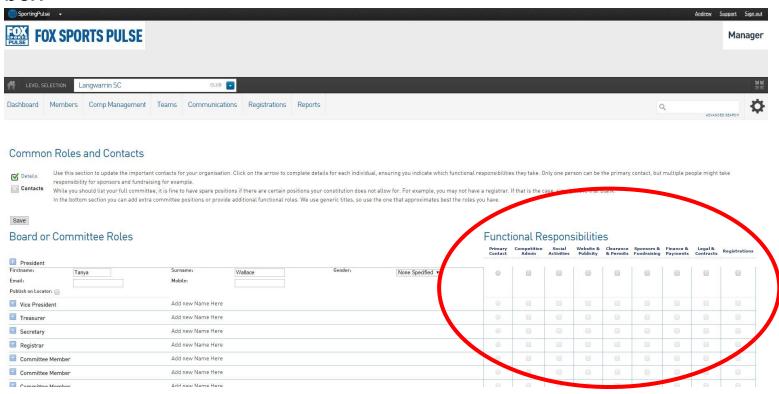
Enter Committee details

- Enter committee details
- Also, include Bayside FA Delegates names at the bottom in 'Other roles and contacts' please call delegates Administrators



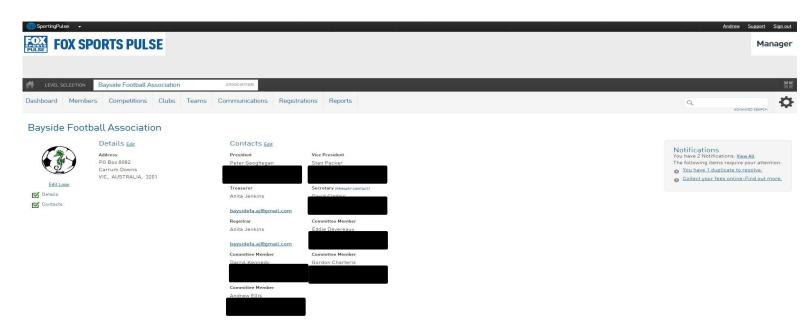
Functional responsibilities

 Functional responsibilities automatically email committee or delegates based on options selected. You do not have to select any options. If you want to know when any player registers, select the Registrations tick box



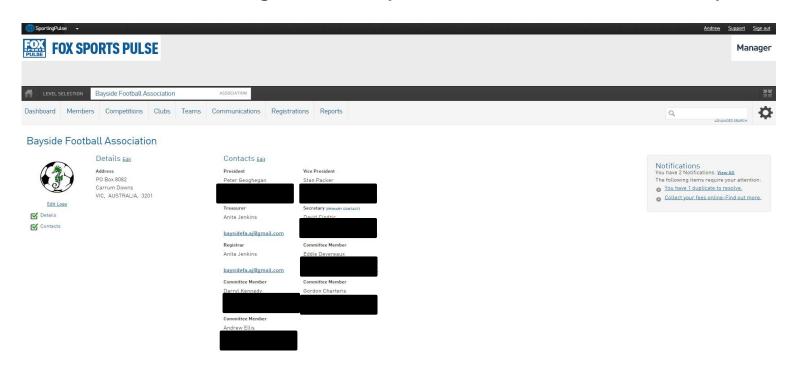
Club details and contacts

Your page should look similar to this (obviously without the redacted information)



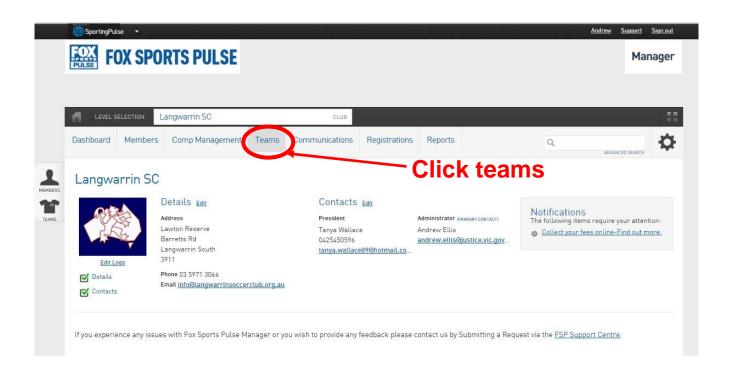
Club info complete

You can edit logo and any of this information at any time.



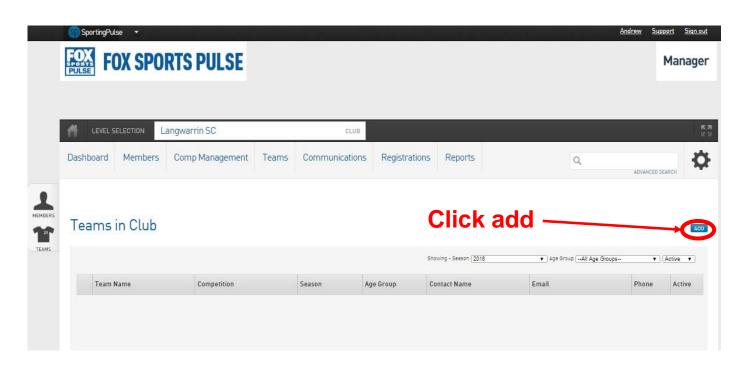
Team Registration

Click teams



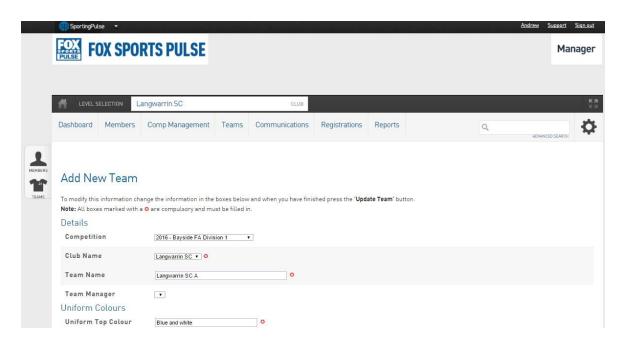
Add a team

Click Add to add a team



Add team information

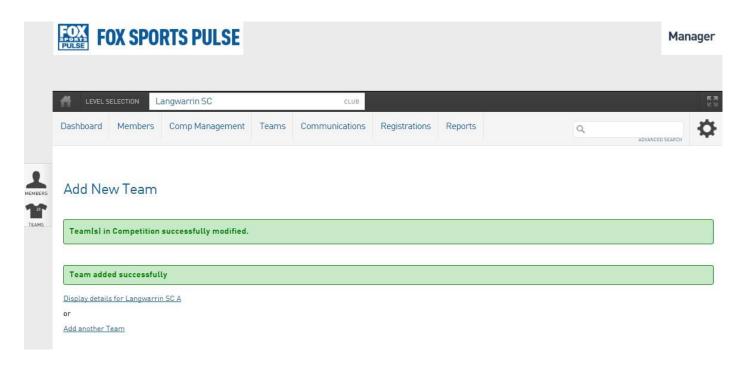
 Add team information including name, colours and Competition (based on promotion an relegation – 2 up, 2 down) – Bayside FA reserves the right to regrade teams and change the size of leagues



Your page may contain slightly different fields than what you see above.

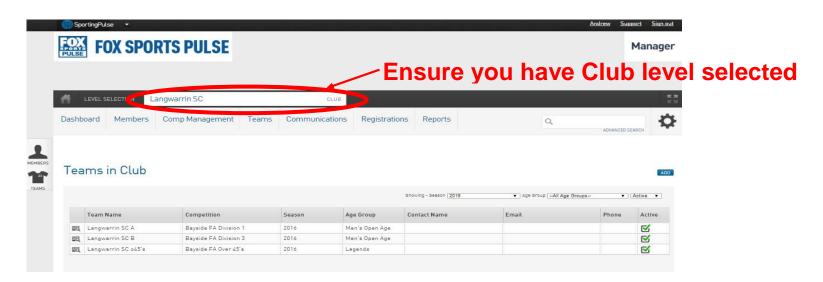
Entry successful

Review information and add more teams

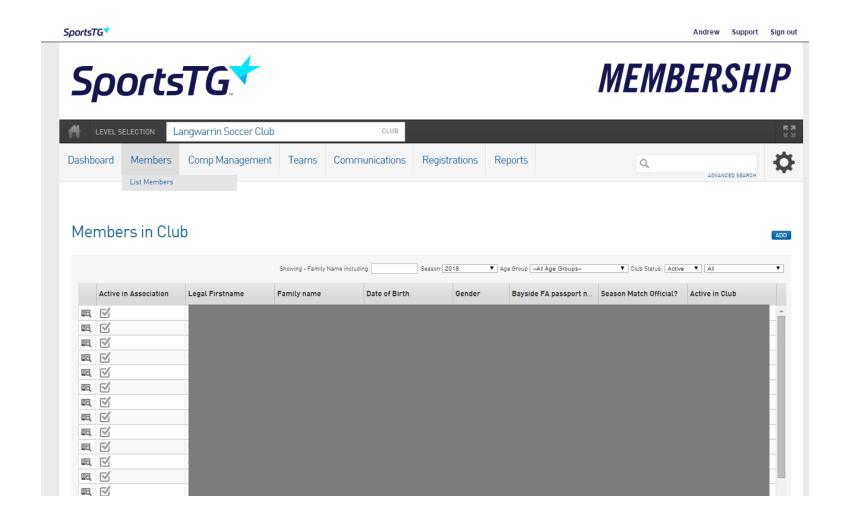


View teams

 View, edit and add additional teams from the Teams link in the menu bar



View player registration and details via Members menu



Done

Club and Team Registration is now complete.