



COURTSIDE USER MANUAL

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GETTING STARTED

Courtside is SportTG's tablet application used for scoring during a game. It runs on both iOS and Android tablets.

1. INSTALLATION

1.1 Apple iOS

From the App store search for Courtside by SportsTG and click GET to install.

1.2 Android

From Google Play Store search for Courtside by SportsTG and install.

2. SET UP

Once you have downloaded Courtside, there is an initial set up process.

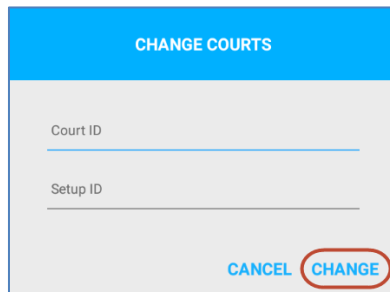
NOTE: You must have an internet connection to complete this process.

2.1 Adding a Court

When you enter Courtside for the first time, you are prompted to enter a **Court ID** and **Setup ID**. These are unique to your venues and are necessary to ensure the correct games are downloaded.

Tap on the line to activate the keyboard.

Enter the **Court ID** and the **Setup ID** and click Change.



NOTE: the **Court ID** and **Setup ID** can be found in your Membership Database.

2.1.1 Court ID

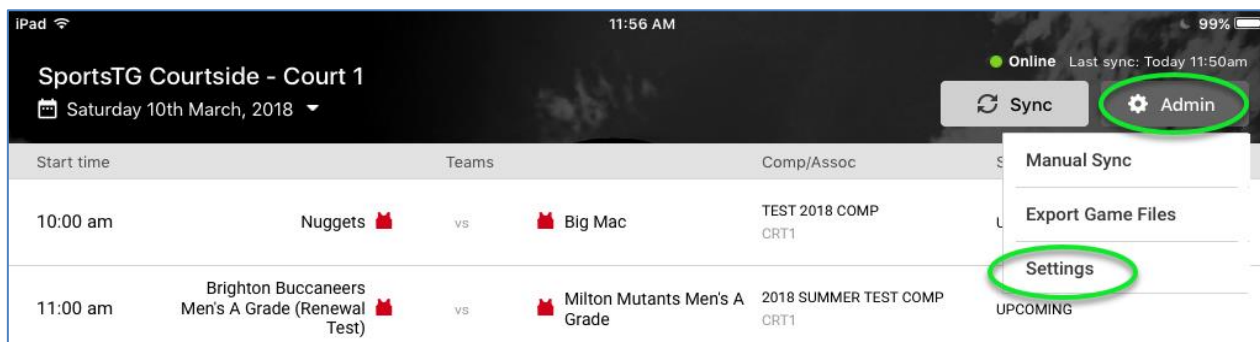
From the **Competitions** menu, select **Venues**. Click on the magnifying glass next to the venue you want. The Venue ID will be listed under **Venue Details**. The Venue ID is your **Court ID**.

2.1.2 Setup ID

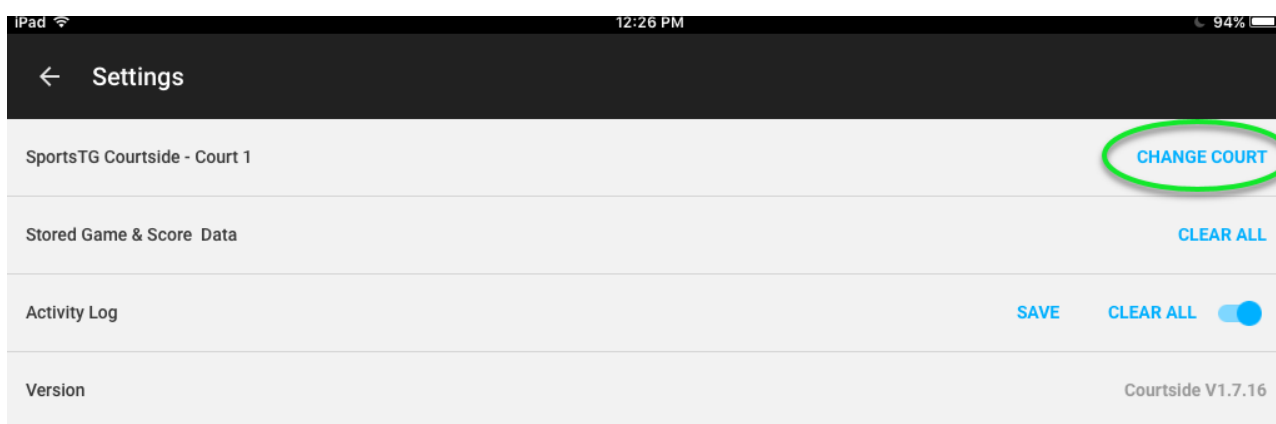
From the **Dashboard**, click **Details**.

Scroll to the bottom to find the **Stadium Scoring Key**. This is the **Setup ID**.

If you need to change the venue, click on the **Admin** button in the right hand corner and select **Settings**.



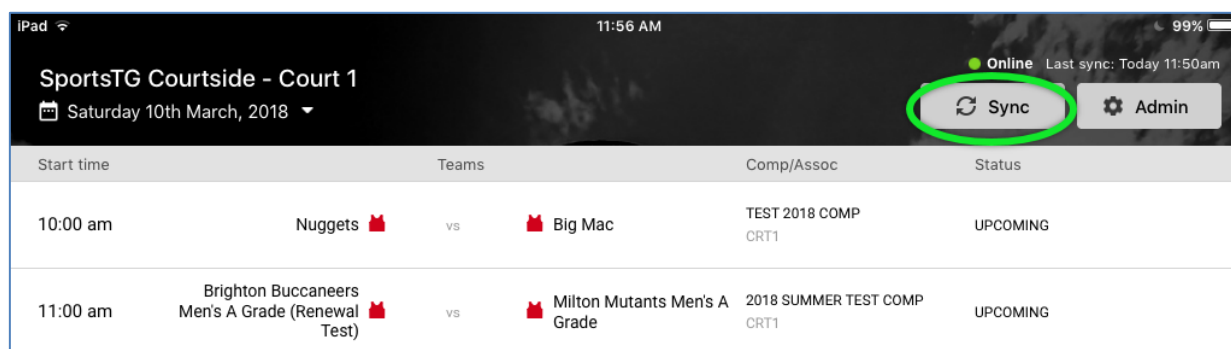
In the **Settings** screen select **Change Court**.



The same screen as in the above section will open. Enter the new **Court ID** and **Setup ID** and click **Change**.

2.2 Synchronising Games

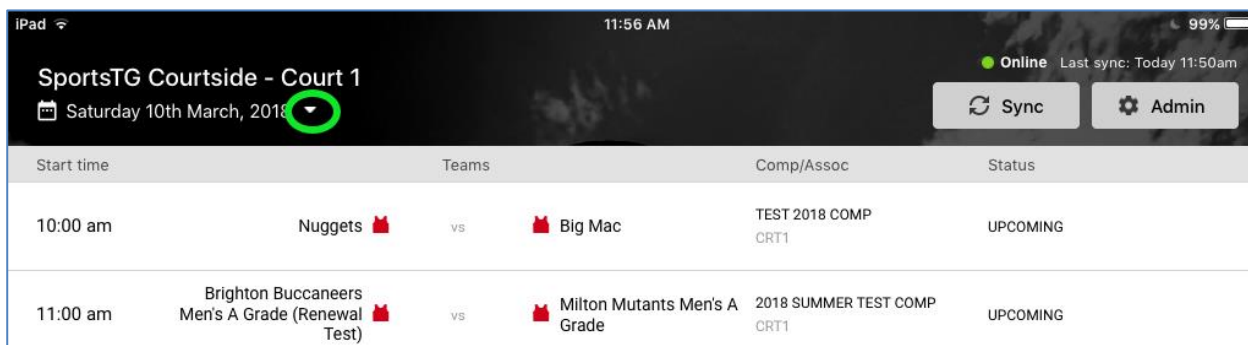
Tap the **Sync Games** button in the top right corner.



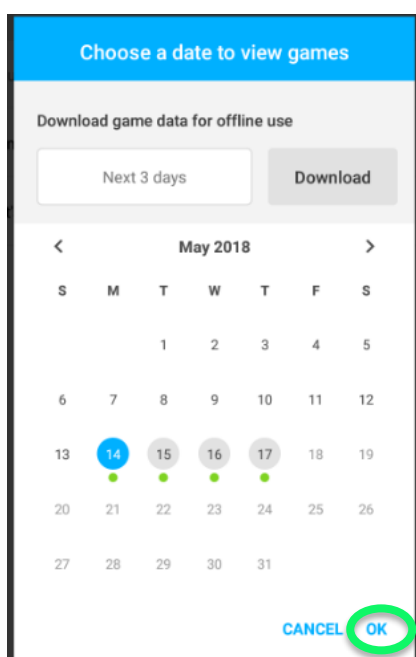
This will download games at the venue entered for the date selected. Once downloaded, you can update the games offline and then upload the results once you have an internet connection.

2.2.1 Viewing Previous Games

If you want to view games for a previous date, select the drop down arrow next to the date.



This displays a date picker. Select the required date from the calendar and click OK.



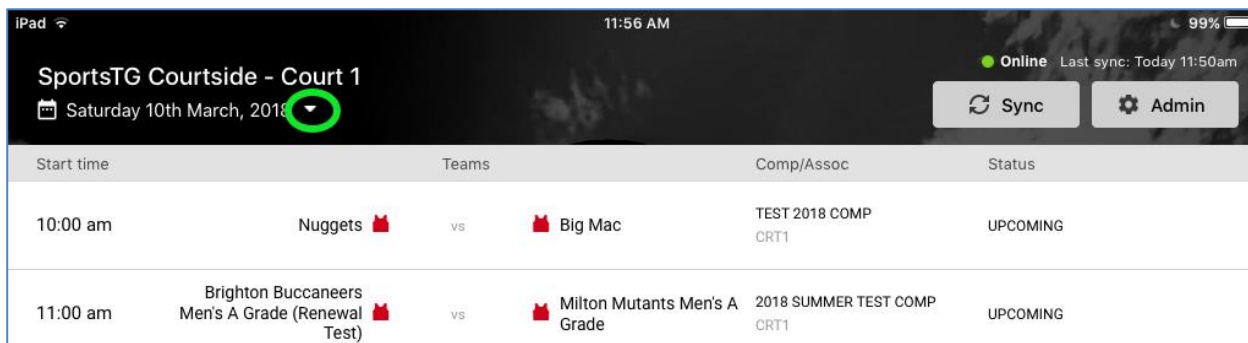
The games for the date selected will appear.

You may need to do this if you updated a game offline and need to upload the data on a later date.

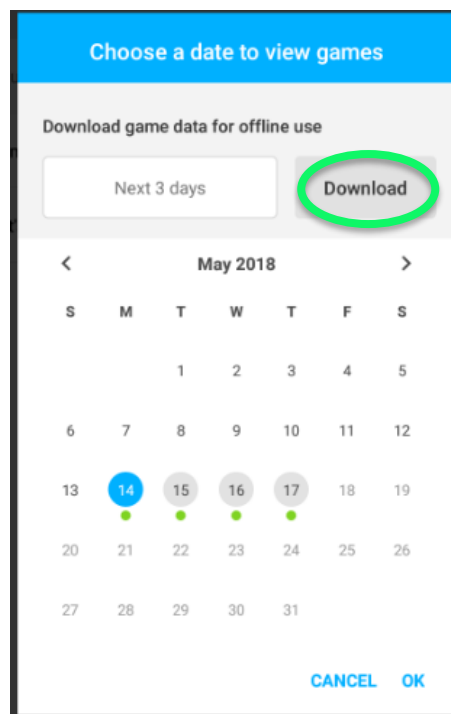
2.2.2 Viewing Future Games

You can download games for the following 3 days. You may need to do this if you are going to be updating games without an internet connection.

Select the drop down arrow next to the date.



From the date picker, tap **Download**.



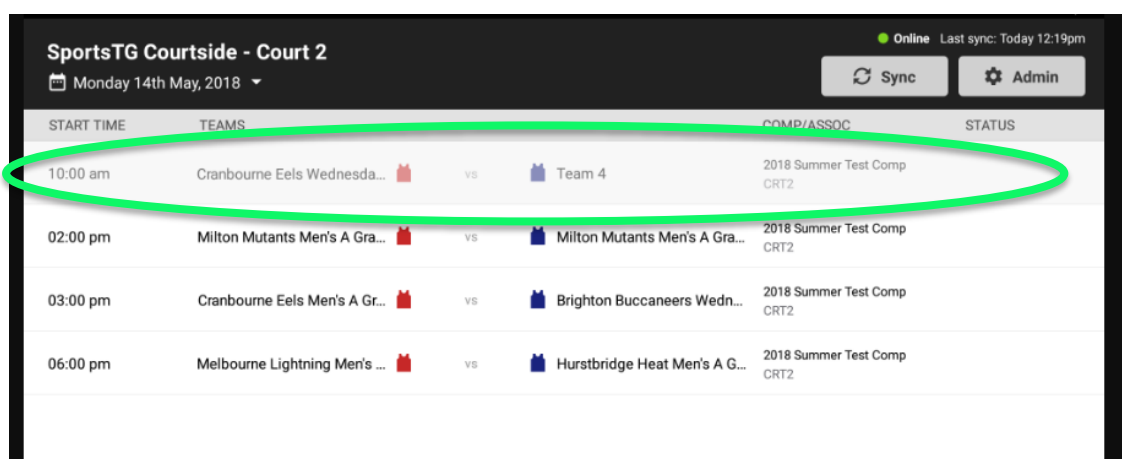
Games for the next 3 days will be downloaded. You are now able to update any of the games for the next 3 days even if you don't have an internet connection.

NOTE: when you update games offline, remember to Sync them once you are connected to the internet.

TEAMSETUP

After you have selected your location and synchronised your games, you need to select your game from the list.

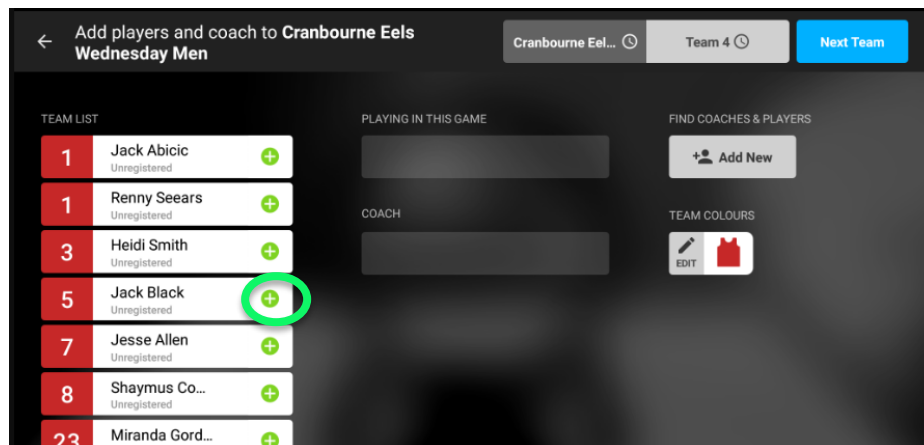
Tap the game you want to start.



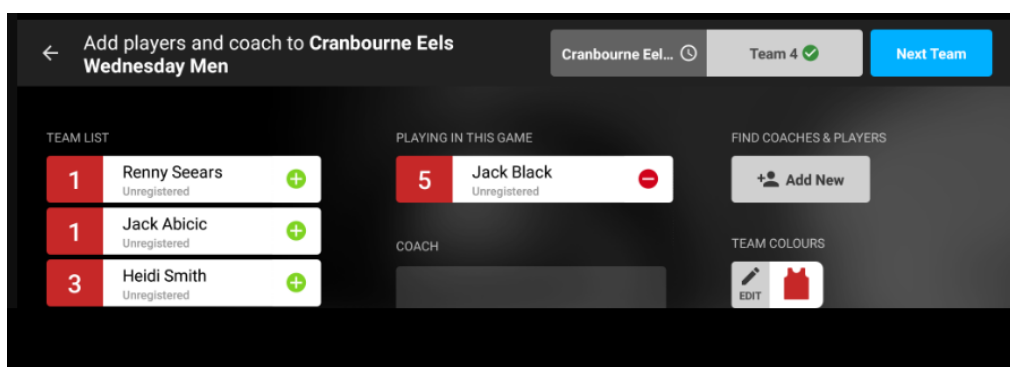
This will open the game showing the first team.

3. ADDING PLAYERS

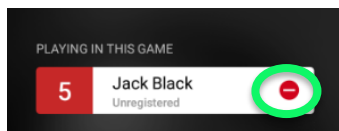
There will be a list of available players on the left. To add them to the current team, tap the green button at the end of the name.



The player will now appear on the **Playing This Game** list.



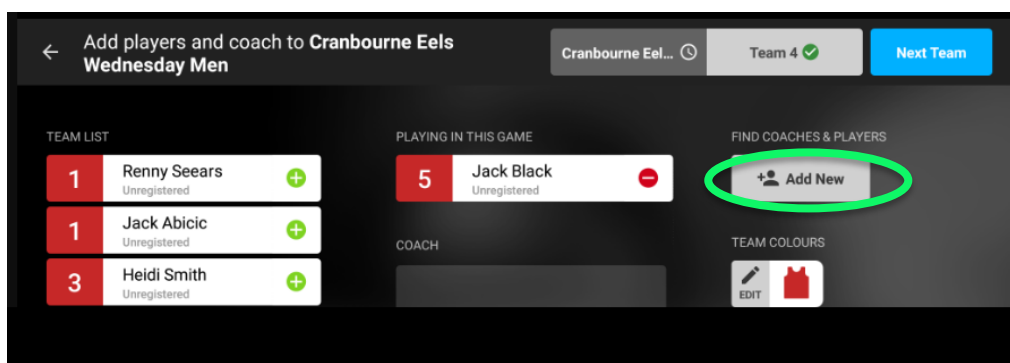
If you need to remove a player, tap the red button at the end of their name.



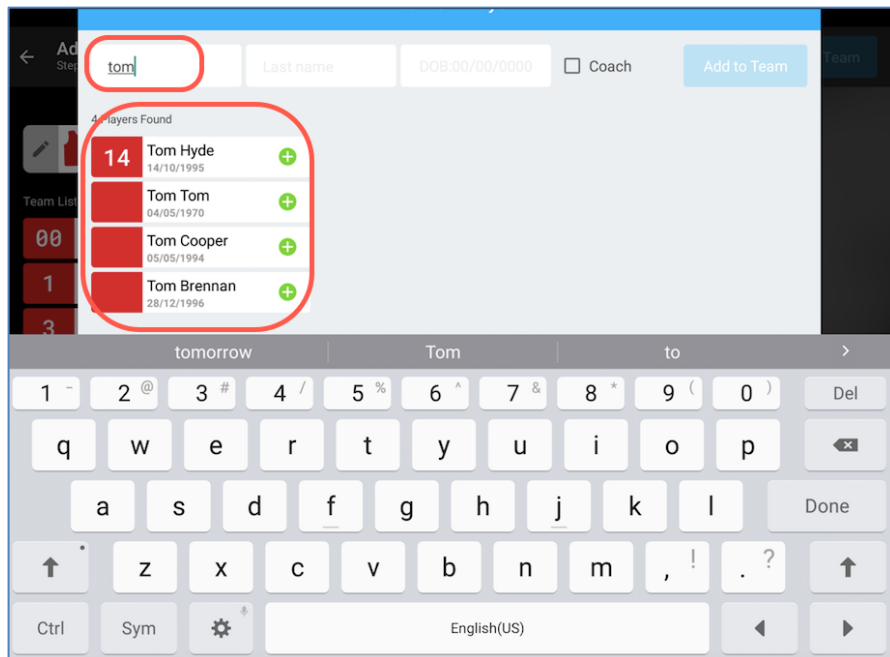
Once you have finished adding your players for the first team, tap **Next Team** in the top right corner to set up the second team.

3.1 Adding a new player

If you want to add a player who is not on the list, tap **Add New**.



Enter the first name.



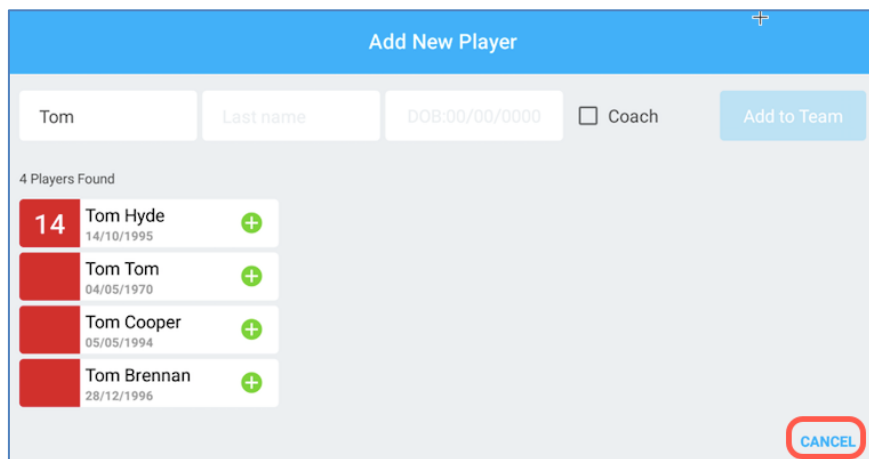
If the player is already in your league, their name should appear in the list.

Tap the green button after the name.

The player is added automatically.

NOTE: The Add New Player box does not close automatically when you add a player. The player is added as soon as you tap the green button.

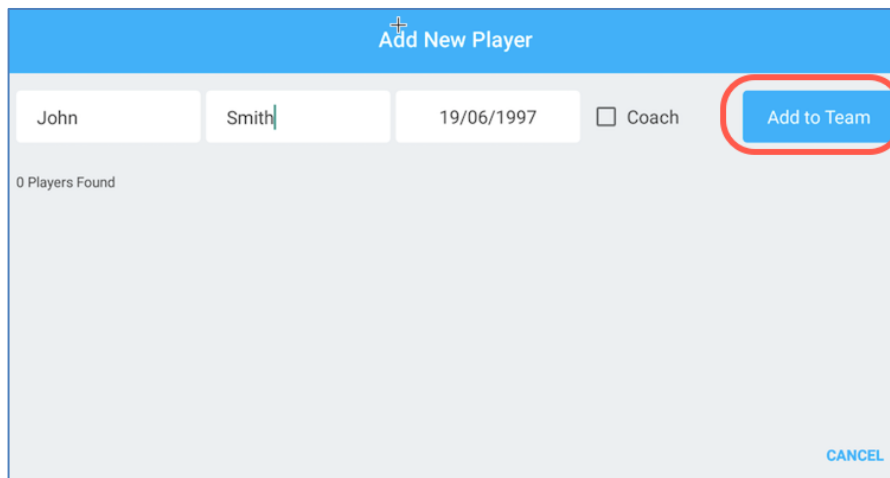
To close the Add New box, click **Cancel**.



If they player isn't listed, you can manually add them. Enter the first name, last name and date of birth.

NOTE: all three details are mandatory.

Tap **Add to Team**.



The screenshot shows a mobile app interface for adding a new player. At the top is a blue header with a plus icon and the text "Add New Player". Below the header are three input fields: the first contains "John", the second contains "Smith", and the third contains "19/06/1997". To the right of these fields is a checkbox labeled "Coach" which is currently unchecked. Further right is a blue button labeled "Add to Team", which is circled in red. Below the input fields, the text "0 Players Found" is displayed. At the bottom right corner, there is a blue "CANCEL" link.

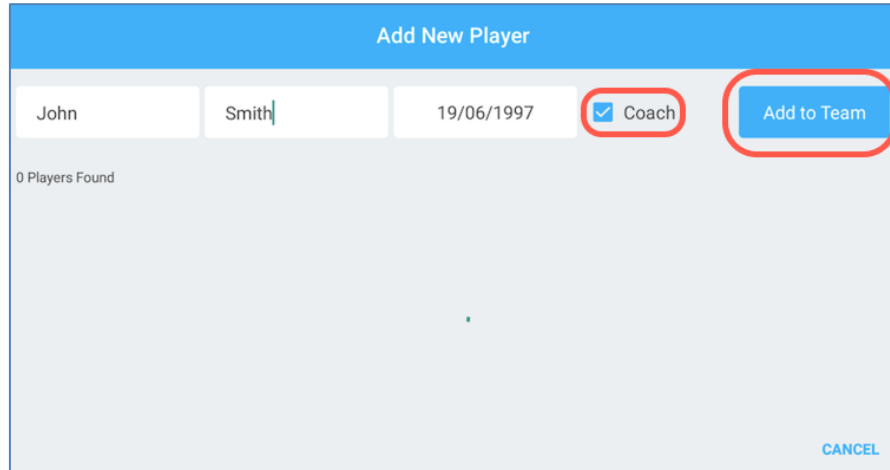
The player will be added to your team.

3.2 Adding a coach

To add a coach, follow the same steps as adding a player above.

Enter the name of the coach and date of birth.

Tick the box next to the word **Coach**.



This screenshot is similar to the previous one, showing the "Add New Player" form. The input fields for "John", "Smith", and "19/06/1997" are the same. However, the "Coach" checkbox is now checked, and both the "Coach" label and the "Add to Team" button are circled in red. The "0 Players Found" text and the "CANCEL" link at the bottom right remain the same.

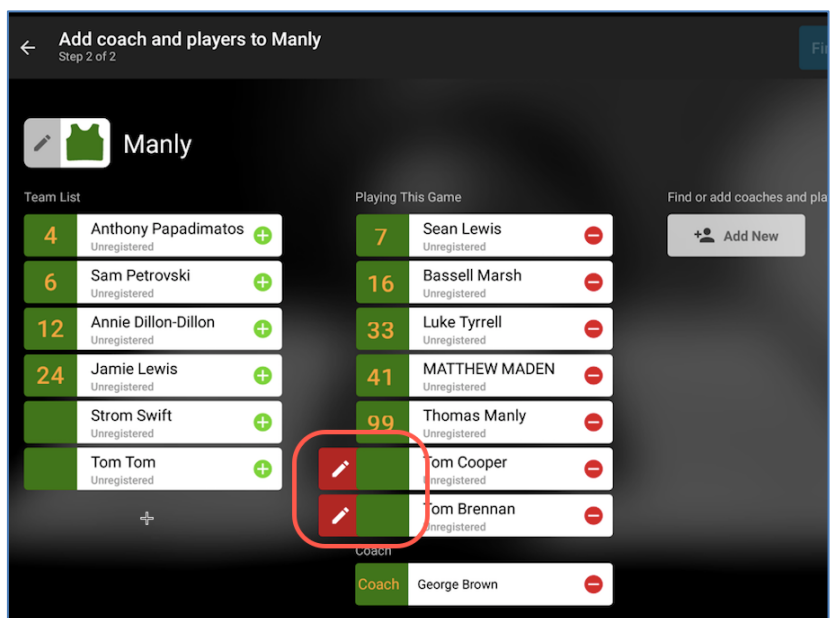
Tap **Add to Team**.

The coach will be listed in your team.

3.3 Jersey Numbers

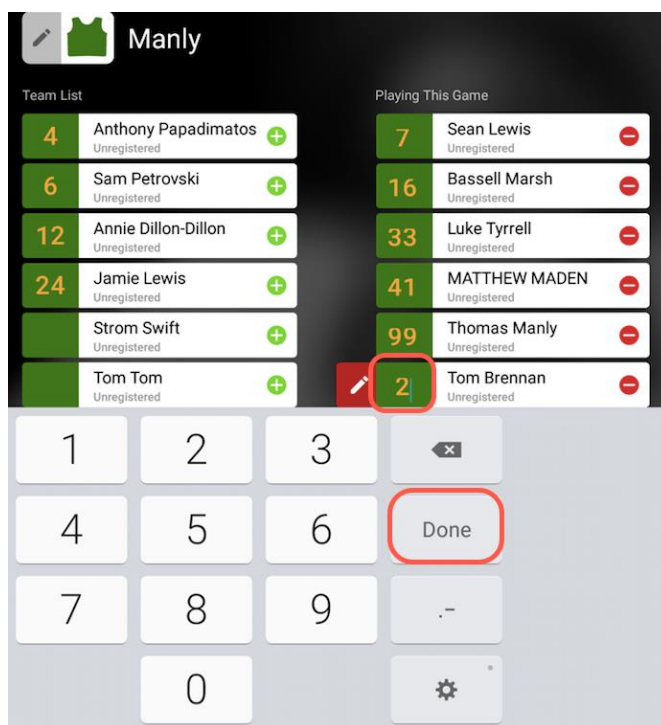
Most players will have a jersey number already assigned to them. Each player must have a unique jersey number.

If a player does not have a jersey number or if there is a duplicate number used, a box with a pencil will appear next to the name.



To add or change a jersey number, tap on the pencil.

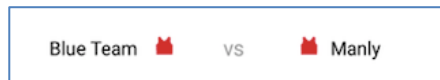
Type a number.



Tap **Done**. The new number now shows next to the player's name.

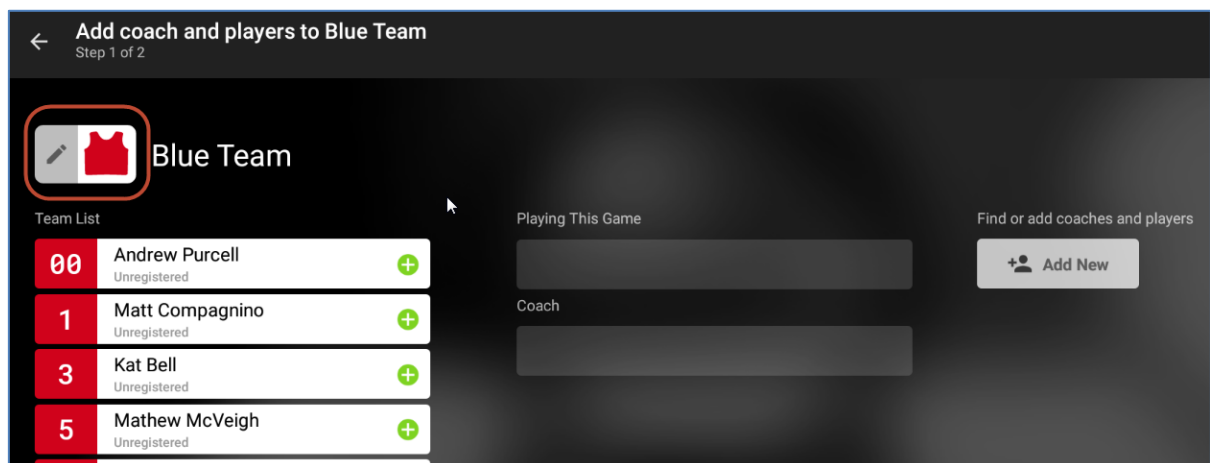
3.4 Team colours

By default, the colour associated with both teams is red.

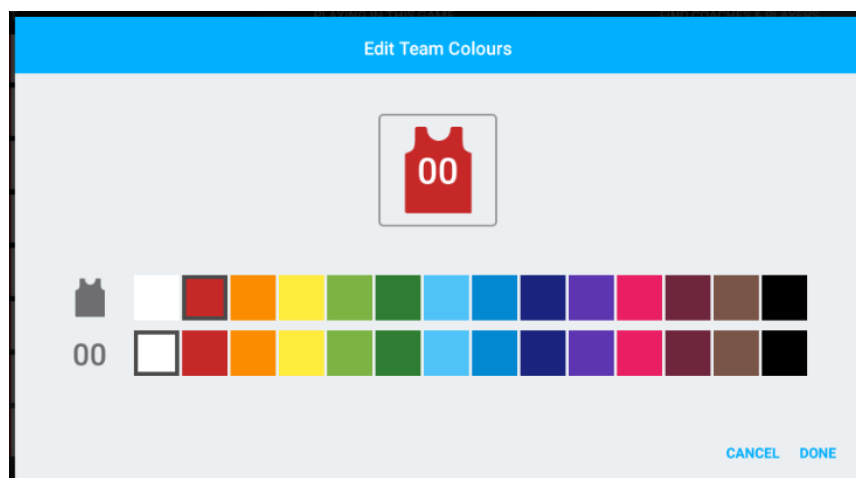


You can change the colour of the jersey and the number on the jersey to best reflect the team colours.

While on the screen with the team players, tap the jersey icon in the top left.



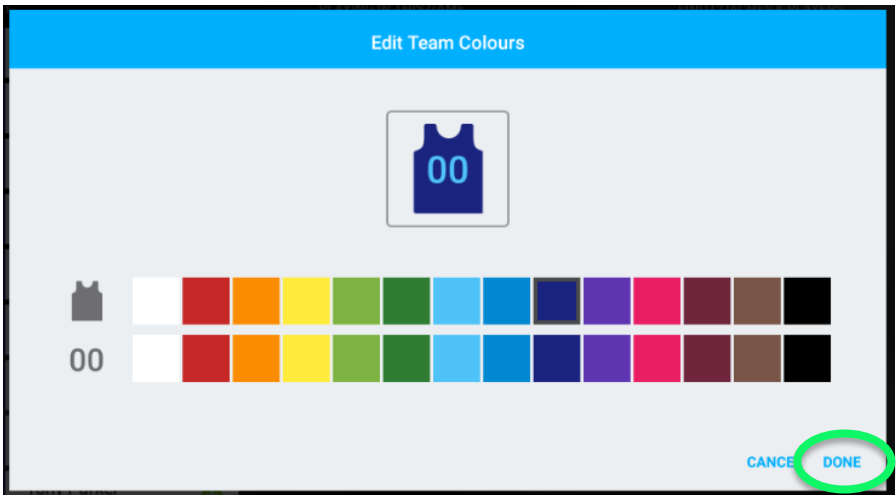
The Edit team colours window opens.



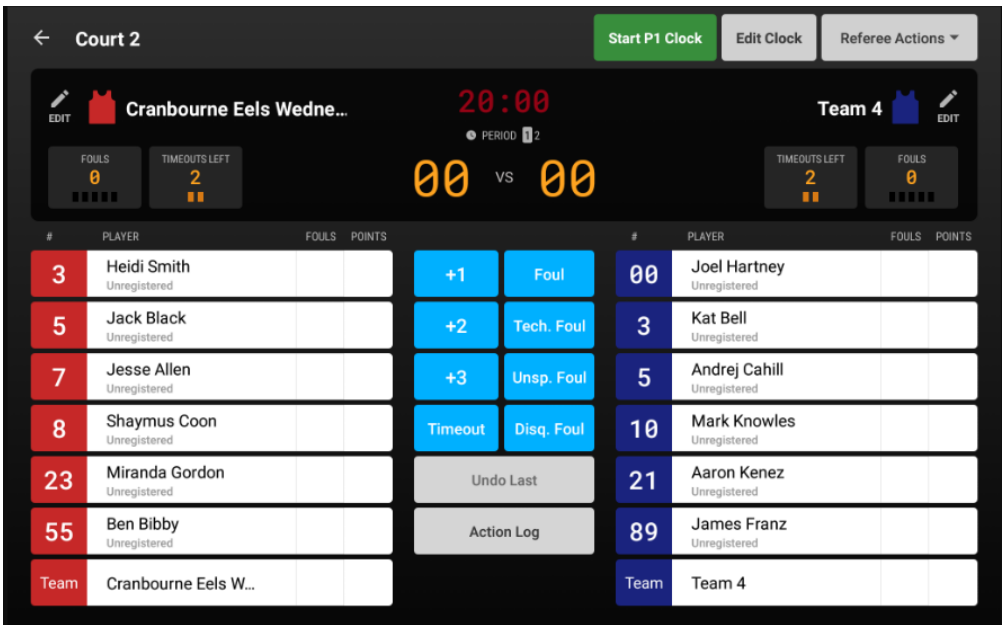
Select the colour in the top row to change the jersey colour.

Select the colour in the bottom row to change the number colour.

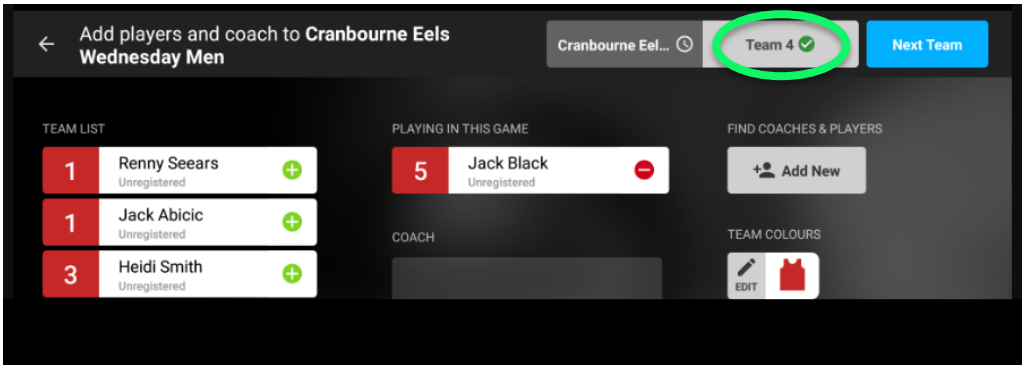
When you are finished, tap **Save Changes**.



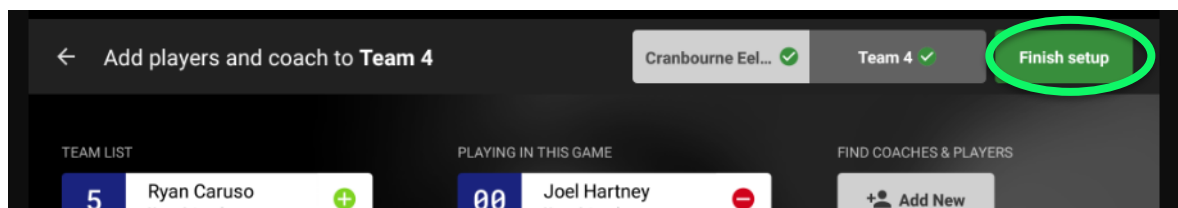
The team colours will change.



When you have finished setting up the first team, tap **Next Team** in the top right corner to set up the second team.

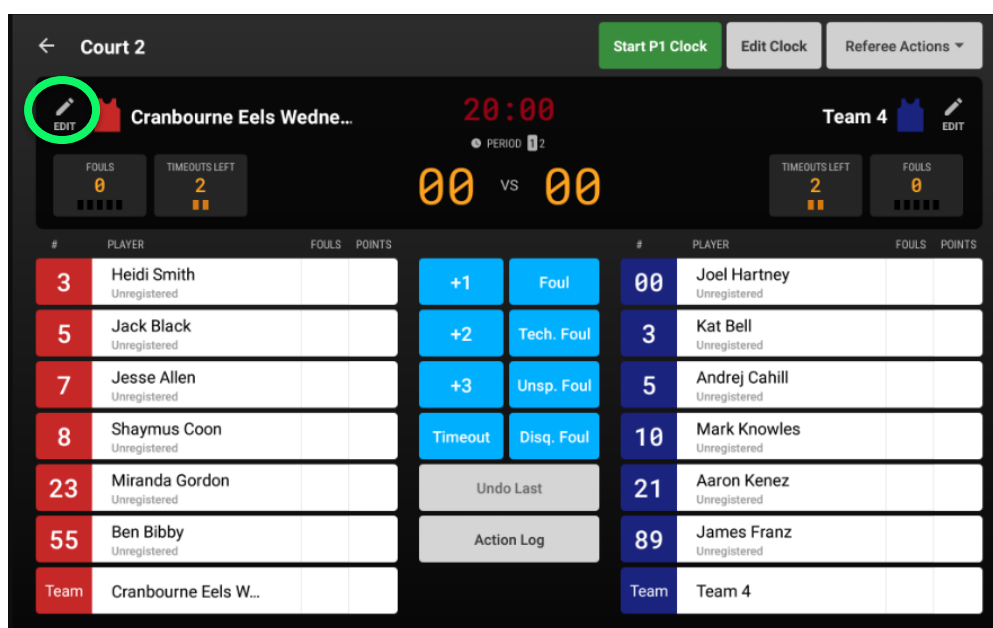


After you have set up the second team, tap the **Finish setup** button in the top right corner.



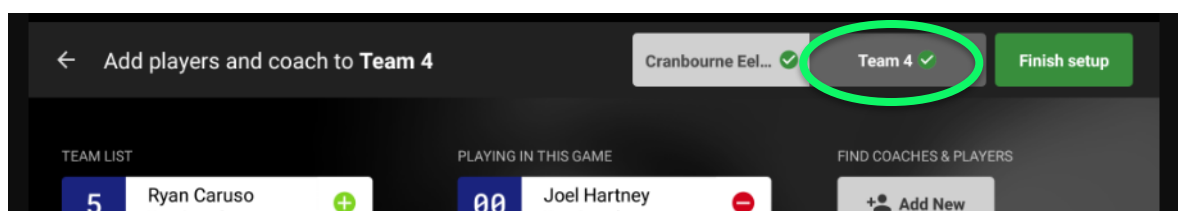
3.5 Managing Players

You can change players during a game. Tap the **Edit** button next to the team.

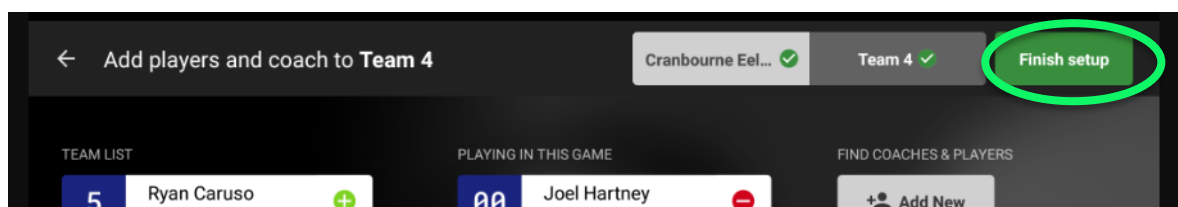


You are taken back to the team pages that you used during the initial setup. Add or remove players as required.

You can edit both teams. When you finish the first one, tap the other Team.



When you are finished, tap the **Finish Setup** button.



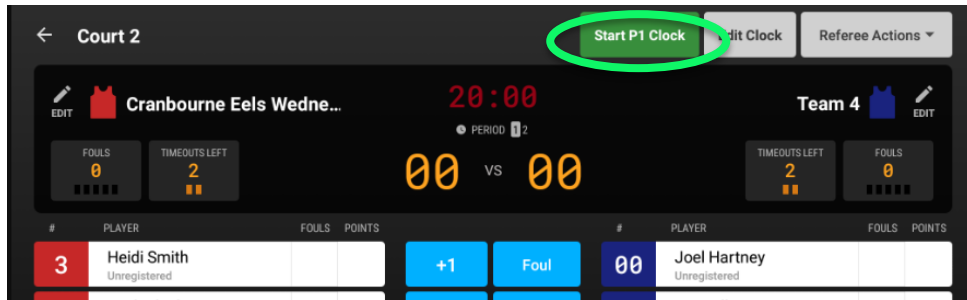
This will take you back to the game.

THE GAME

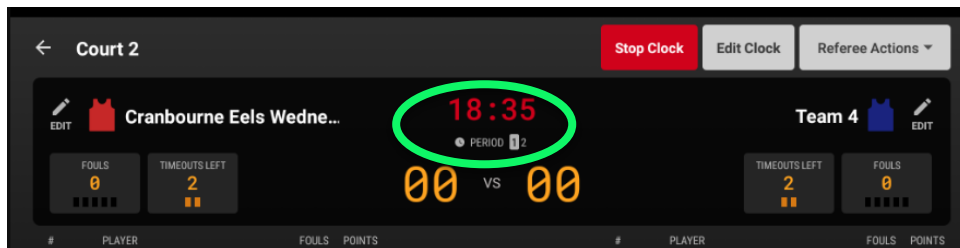
4. THE CLOCK

4.1 Starting the clock

When the game begins, you must start the clock. Tap the **Start Clock** button.

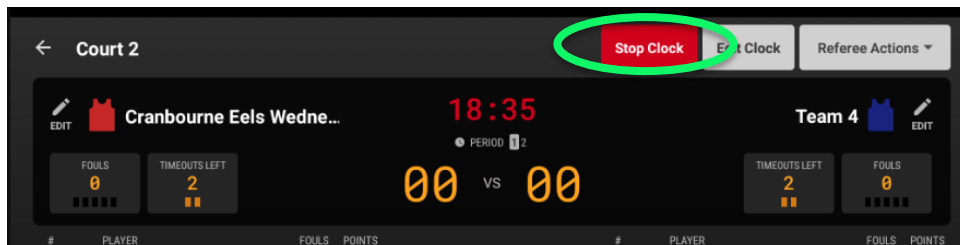


The clock will start counting down and PRE GAME will change to PERIOD 1.



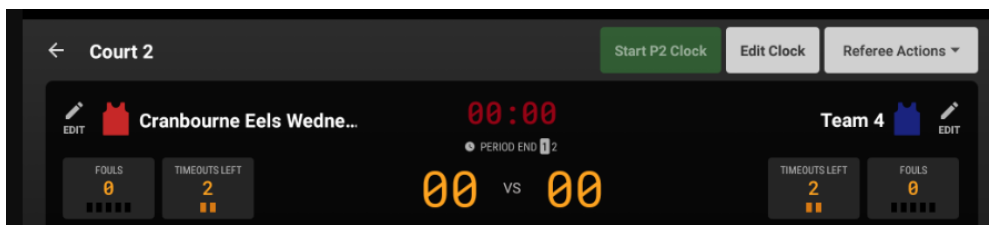
4.2 Stopping the clock

You can stop the clock at any time. Tap the **Stop Clock** button.

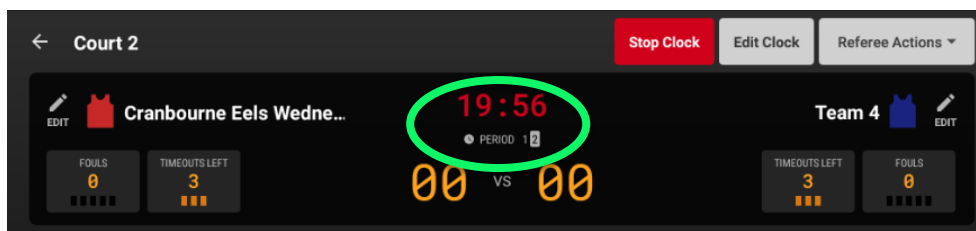


NOTE: you will have to stop the clock when there is a timeout.

At the end of the first period the clock will stop, reset and show that it is the break.



NOTE: once you start the clock again, it will say PERIOD 2.

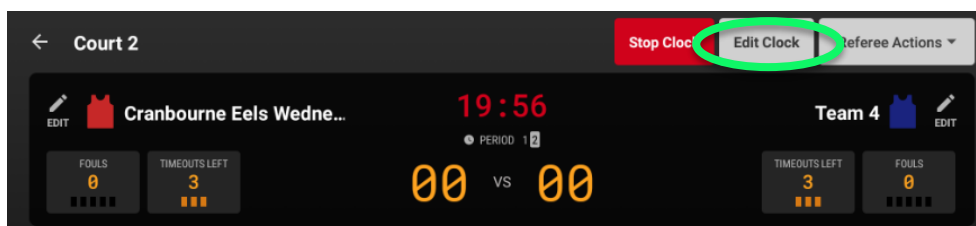


4.3 Editing the Clock

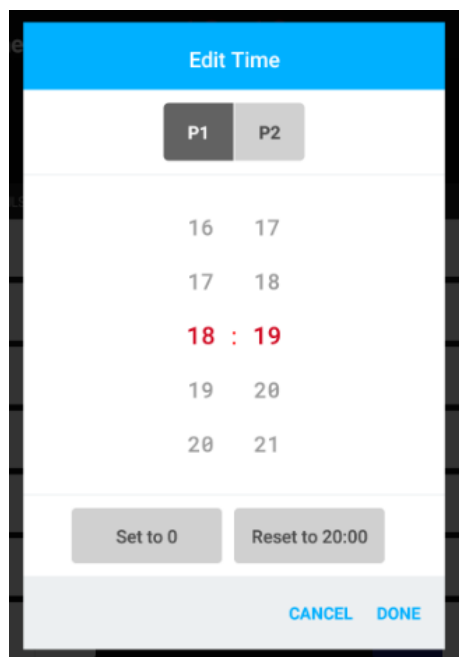
If the clock in Courtside does not match the actual game clock, you can change the time.

NOTE: You must stop the clock before you can edit it.

Tap the **Edit Clock** button.



The **Edit Clock** window opens.



Use the up and down arrows to change the time.

Select **Save**.

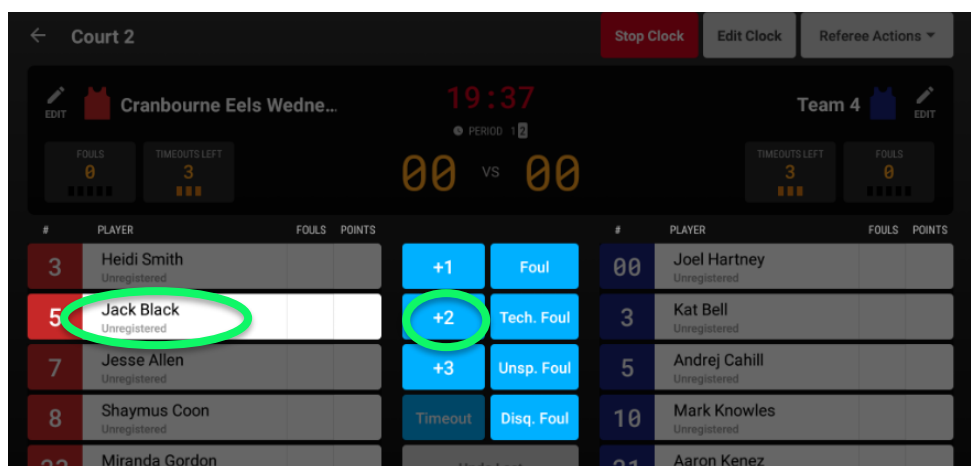
The clock will reset to the time you entered. You can restart the clock once completed.

5. GAME STATS

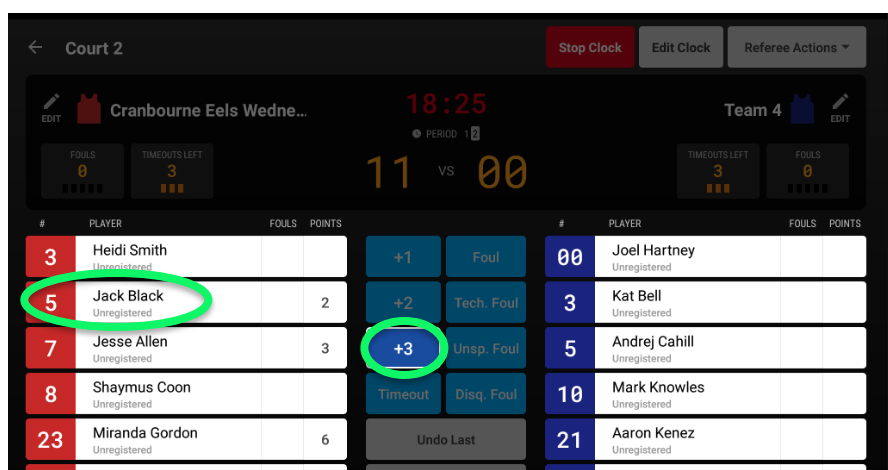
5.1 Assigning points

There are two ways to assign points. The result is the same.

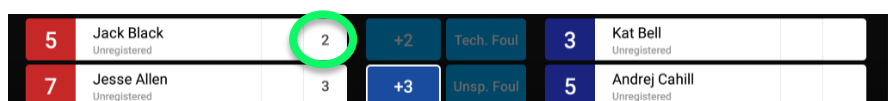
Select the player, then tap the button with the correct number of points.



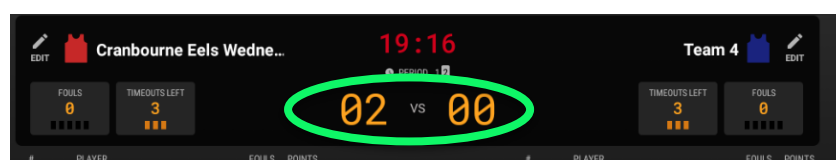
Tap the button with the correct number of points, then select the player.



As you add more points, the total for each player will be displayed next to their name.

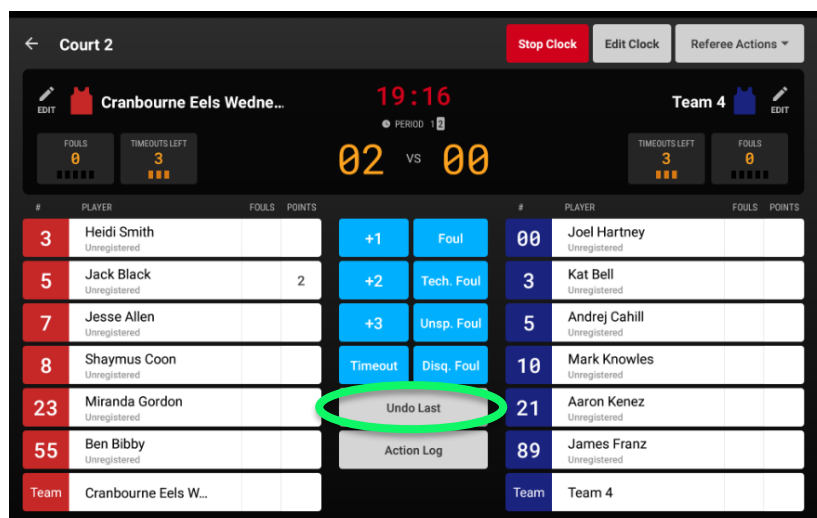


The total for the team is displayed on the scoreboard.



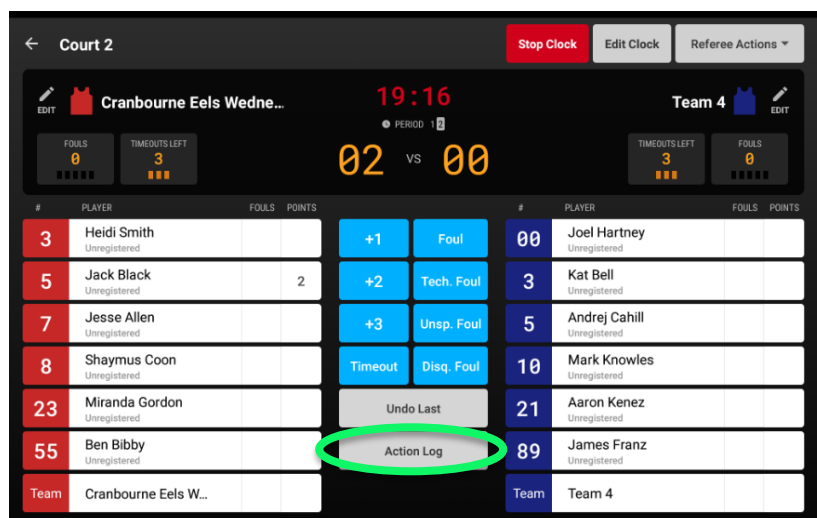
5.2 Editing scores

If you realise straight away that you added the incorrect number of points, tap the **Undo Last** button. This will remove the last points you added.



At any time, you can manually edit the number of points if a mistake was made.

Tap the **Edit Scores & Fouls** button.



A list of all scores and fouls displays. The list shows the time the action occurred, followed by the player with their jersey number and the action (point, foul, timeout).

← Action Log

P1P2

PERIOD	TIME	#	PLAYER	FOULS	POINTS
PERIOD 2					
P2	18:13	89	James Franz Unregistered	Foul	
P2	18:20	5	Andrej Cahill Unregistered		3
P2	18:38	23	Miranda Gordon Unregistered		3
P2	18:49	23	Miranda Gordon Unregistered		3
P2	18:53	7	Jesse Allen Unregistered		3
P2	19:24	5	Jack Black Unregistered		2
PERIOD 1					

To edit a score, tap the pencil at the beginning of the line that you want to change.

← Action Log

P1P2

PERIOD	TIME	#	PLAYER	FOULS	POINTS
PERIOD 2					
P2	18:13	89	James Franz Unregistered	Foul	
P2	18:20	5	Andrej Cahill Unregistered		3
P2	18:38	23	Miranda Gordon Unregistered		3

The player is highlighted with change options showing.

← Action Log

P1P218:38

PERIOD	TIME	#	PLAYER	FOULS	POINTS
PERIOD 2					
P2	18:13	89	James Franz Unregistered	Foul	
P2	18:20	5	Andrej Cahill Unregistered		3
P2	18:38	23	Miranda Gordon Unregistered		3

EDIT TIME & ACTIONS

P1P218:38

+1+2+3FoulRe-assign

SaveCancelDelete

The score that was recorded is highlighted in dark grey. Select the correct score. The score updates automatically and you get a message below the player’s name showing what has changed.

NOTE: the time next to the entry will change to the time you make the change.

5.3 Assigning Fouls

There are two ways to register fouls. The result is the same. Both ways will be shown for each type of foul.

Select the player, then tap the required button.

Tap the required button, then select the player.

5.3.1 Individual Fouls

Select the player, then tap the **Foul** button.

#	PLAYER	FOULS	POINTS			#	PLAYER	FOULS	POINTS
3	Heidi Smith Unregistered			+1	Foul	00	Joel Hartney Unregistered		
5	Jack Black Unregistered		2	+2	Tech. Foul	3	Kat Bell Unregistered		
7	Jesse Allen Unregistered		3	+3	Unsp. Foul	5	Andrej Cahill Unregistered		3
8	Shaymus Coon Unregistered			Timeout	Disq. Foul	10	Mark Knowles Unregistered		
23	Miranda Gordon Unregistered		6	Undo Last		21	Aaron Kenez Unregistered		

Tap the **Foul** button, then select the player.

#	PLAYER	FOULS	POINTS			#	PLAYER	FOULS	POINTS
3	Heidi Smith Unregistered			+1	Foul	00	Joel Hartney Unregistered		
5	Jack Black Unregistered		2	+2	Tech. Foul	3	Kat Bell Unregistered		

The number of fouls will display in the fouls column next to the players name.

+1	Foul	00	Joel Hartney Unregistered		
+2	Tech. Foul	3	Kat Bell Unregistered		
+3	Unsp. Foul	5	Andrej Cahill Unregistered		3
Timeout	Disq. Foul	10	Mark Knowles Unregistered	1	

This number will increase for each time you add a foul to the same player.

5.3.2 Disqualifying fouls

Select the player. Tap the **Other** button and select **Disqualifying Foul** from drop down list.

#	PLAYER	FOULS	POINTS		#	PLAYER	FOULS	POINTS
3	Heidi Smith Unregistered			+1 Foul	00	Joel Hartney Unregistered		
5	Jack Black Unregistered	2		+2 Tech. Foul	3	Kat Bell Unregistered		
7	Jesse Allen Unregistered	3		+3 Unsp. Foul	5	Andrej Cahill Unregistered	3	
8	Shaymus Coon Unregistered			Timeout Disq. Foul	10	Mark Knowles Unregistered		
23	Miranda Gordon Unregistered	6		Undo Last	21	Aaron Kenez Unregistered		

A **Disqualifying Foul** shows against the player and the team.

Unregistered					Unregistered			
23	Miranda Gordon Unregistered	6		Undo Last	89	James Franz Unregistered	1	
55	Ben Bibby Unregistered			Action Log	10	Mark Knowles Disqualified	2	
Team	Cranbourne Eels W...				Team	Team 4		

Once disqualified, the player can no longer be tapped as they are no longer part of the game.

5.3.3 Technical Fouls

Select the player. Select the **Technical Foul**

← Court 2

Stop Clock

Edit Clock

Referee Actions ▼

EDIT

Cranbourne Eels Wedne...

19:16

Team 4



EDIT

FOULS

0



TIMEOUTS LEFT

3



02 VS 00

TIMEOUTS LEFT

3



FOULS

0



#	PLAYER	FOULS	POINTS
3	Heidi Smith Unregistered		
5	Jack Black Unregistered	2	
7	Jesse Allen Unregistered		
8	Shaymus Coon Unregistered		
23	Miranda Gordon Unregistered		
55	Ben Bibby Unregistered		
Team	Cranbourne Eels W...		

+1

Foul

+2

Tech. Foul

+3

Unsp. Foul

Timeout

Disq. Foul

Undo Last

Action Log

#	PLAYER	FOULS	POINTS
00	Joel Hartney Unregistered		
3	Kat Bell Unregistered		
5	Andrej Cahill Unregistered		
10	Mark Knowles Unregistered		
21	Aaron Kenez Unregistered		
89	James Franz Unregistered		
Team	Team 4		

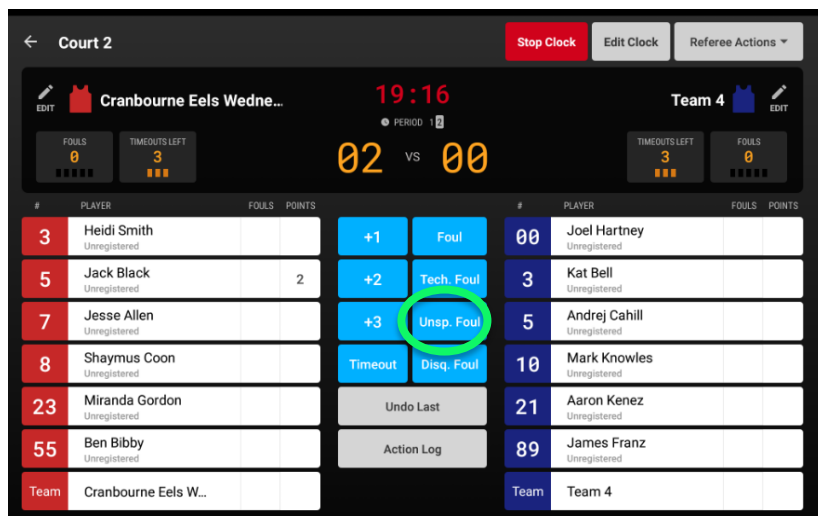
Then select the player.

A **Technical Foul** shows against the player and also brings up a Sin Bin timer. The player cannot be included in the game until the Sin Bin time has expired.

Unregistered					Unregistered			
23	Miranda Gordon Unregistered	6		Undo Last	89	James Franz Unregistered	1 T1	
55	Ben Bibby Unregistered			Action Log	10	Mark Knowles Disqualified	2	
Team	Cranbourne Eels W...				Team	Team 4		

5.3.4 Unsportsmanlike Fouls

Select **Unsportsmanlike Foul** from the list, then select the player.



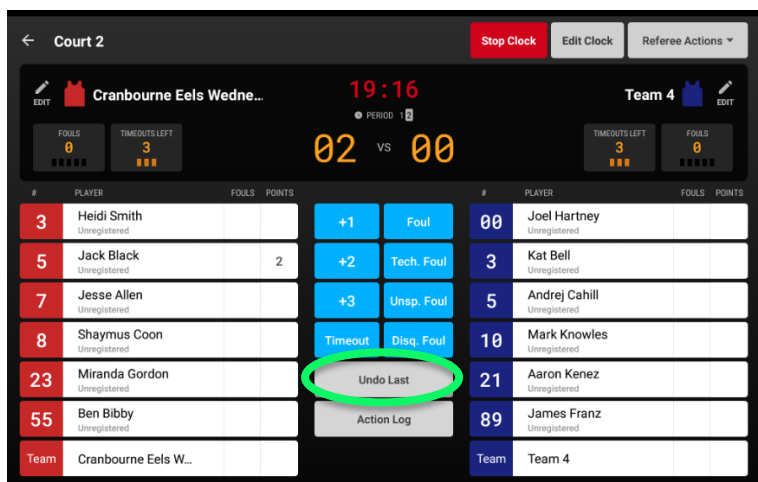
Then select the player.

An **Unsportsmanlike Foul** shows against the player and changes their status to **Unqualified**.



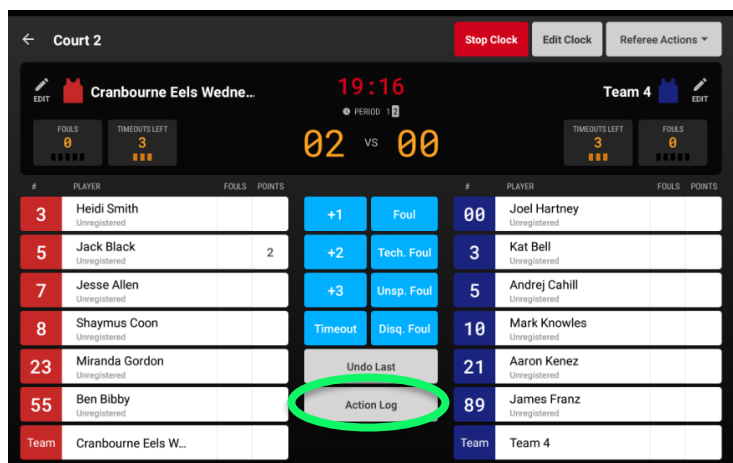
5.4 Editing Fouls

If you realise straight away that you added the incorrect number of points, tap the **Undo Last** button. This will remove the last foul you entered.



At any time, you can manually edit the number of points if a mistake was made.

Tap the **Action Log** button.



A listing of all scores and fouls displays. The list shows the time the action occurred, followed by the player with their jersey number and the action (point, foul, timeout).

←

Action Log

P1

P2

PERIOD	TIME	#	PLAYER	FOULS	POINTS	
PERIOD 2						
P2	18:13	89	James Franz Unregistered	Foul		EDIT
P2	18:20	5	Andrej Cahill Unregistered		3	EDIT
P2	18:38	23	Miranda Gordon Unregistered		3	EDIT
P2	18:49	23	Miranda Gordon Unregistered		3	EDIT
P2	18:53	7	Jesse Allen Unregistered		3	EDIT
P2	19:24	5	Jack Black Unregistered		2	EDIT
PERIOD 1						

To edit a score, tap the pencil at the beginning of the line that you want to change.

←

Action Log

P1

P2

PERIOD

TIME

#

PLAYER

FOULS

POINTS

PERIOD 2

P2

18:13

89

James Franz

Unregistered

Foul

P2

18:20

5

Andrej Cahill

Unregistered

3

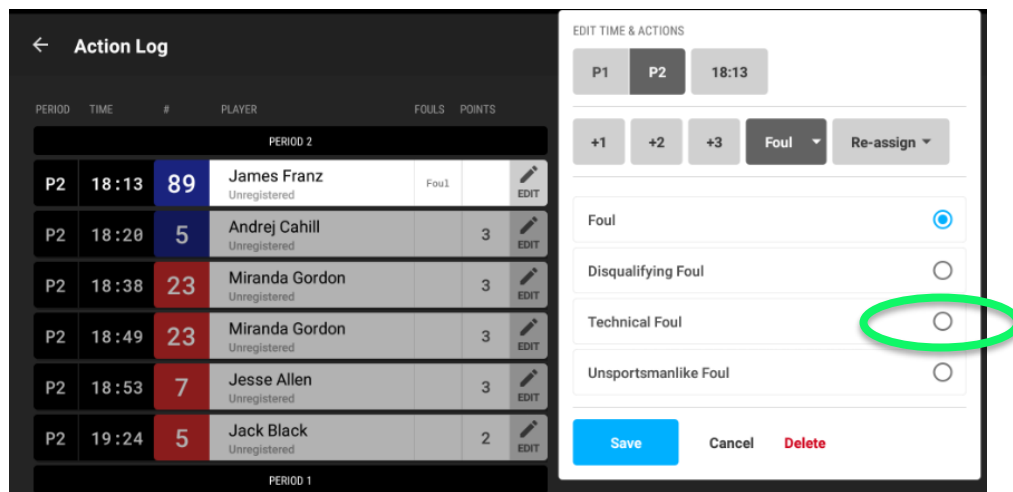
Miranda Gordon

Unregistered

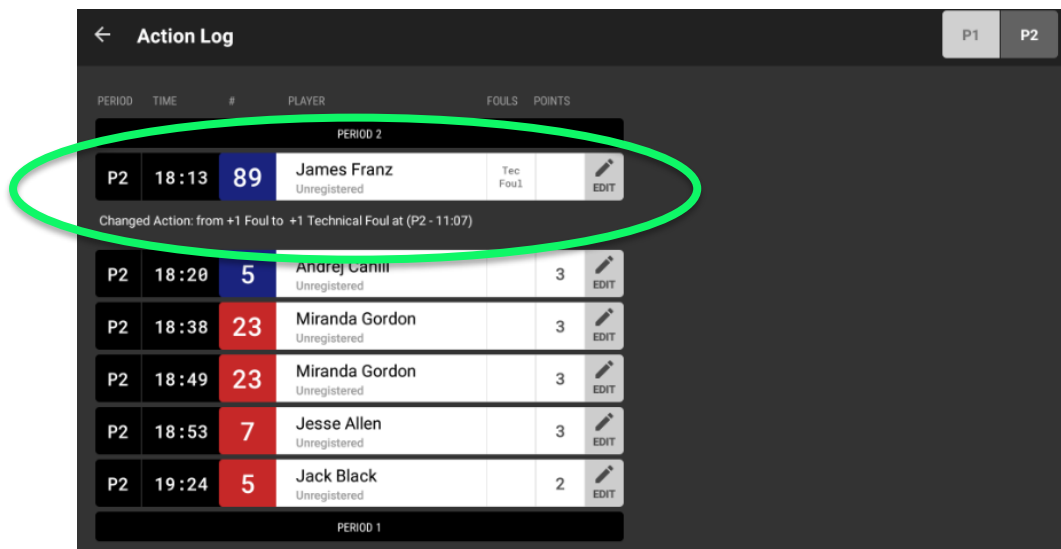
The player is highlighted with change options showing.

5.4.1 Changing Foul Type

Tap the **Foul** button to bring up a list of options.



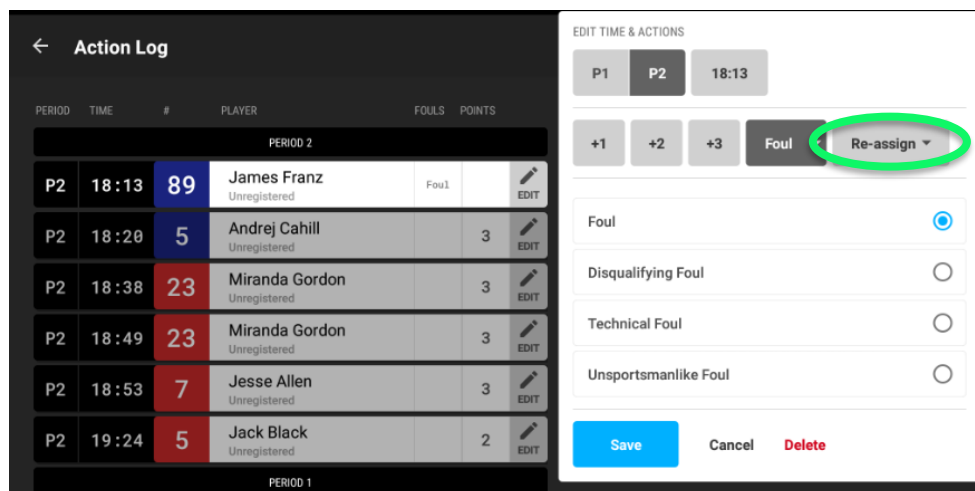
Tap the correct foul type. The change will be noted beneath the players name.



NOTE: the time next to the entry will change to the time you make the change.

5.4.2 Reassigning

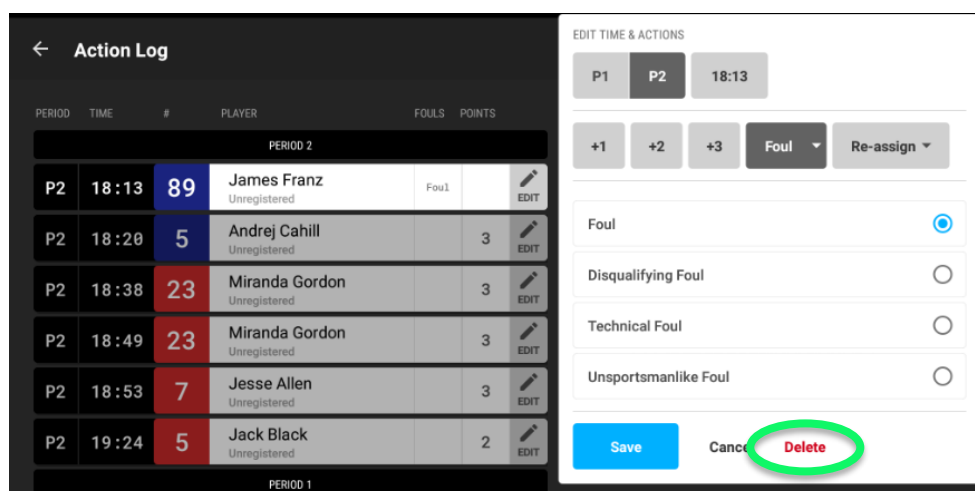
If you accidentally assigned the foul to the incorrect player, tap the **Re-assign** button. Select the team that has the correct player.



Select the correct player from the list and the foul will be assigned to that player.

5.4.3 Deleting a Foul

If you need to remove a foul, tap the **Delete** button.



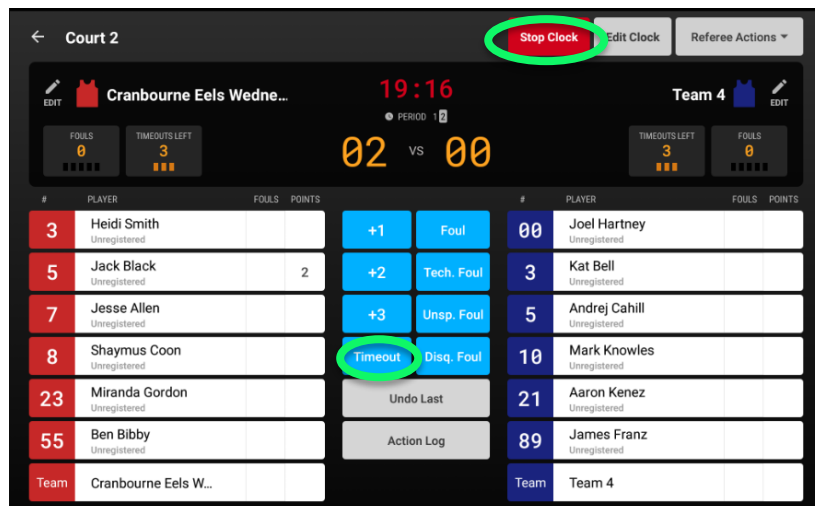
The foul is removed and you get a message below the player's name showing what has changed.

5.5 Timeouts

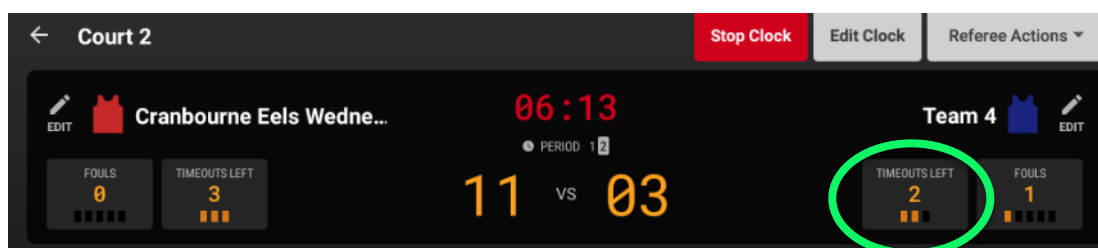
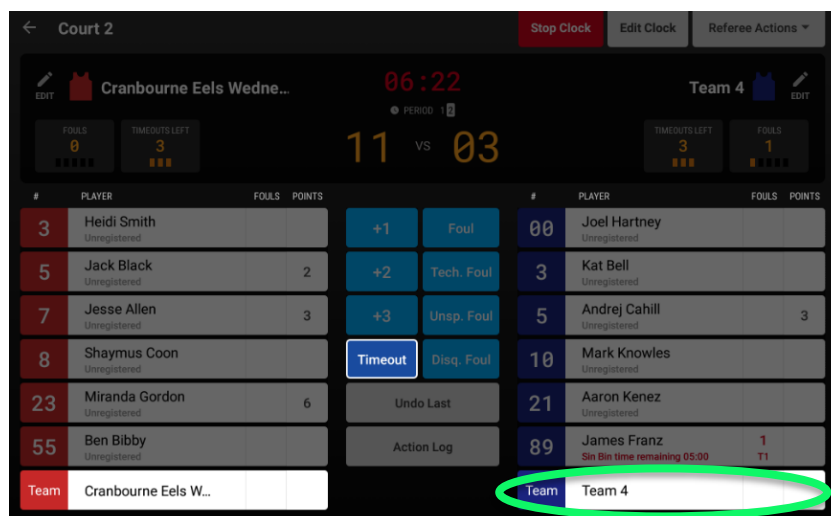
When a timeout is called, you can keep track of it on Courtside.

NOTE: you must manually stop the clock.

Tap the **Timeout** button.



Tap the name of the team that called the timeout. You will notice that there is one less timeout available to that team.



NOTE: don't forget to restart the clock when the timeout is finished.

REFEREE ACTIONS

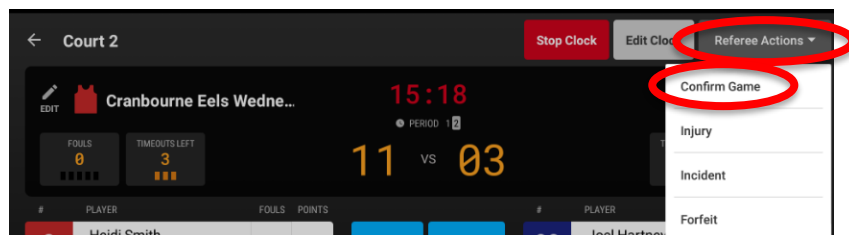
There are number of tasks the umpire may need to do in order to complete the game.

6. CONFIRMING THE GAME

At the end of the game, the referee needs to confirm it.

In the top right corner, tap the **Referee Actions** button.

From the drop down list, select **Confirm Game**.



Enter your **Umpire Code** and tap **Confirm Game**.

A screenshot of a confirmation screen titled 'Enter your Umpire code to confirm the Score and the Game'. It displays game details: '04:00 pm', 'Blue Team' vs 'Manly', '0 def by 0', and 'Winter 2017 Men's A Grade CRT1'. There is a text input field labeled 'Enter Umpire Code'. At the bottom right, there are two buttons: 'CANCEL' and 'CONFIRM GAME', with the latter being highlighted by a red circle.

This sends the completed game data back to the organisation's membership database.

A screenshot of the 'MM STG Membership Test - Court 1' app. It shows a list of games with columns for Start time, Teams, Comp/Assoc, and Status. The last game in the list, '04:00 pm Blue Team 95 vs 82 Manly Winter 2017 Men's A Grade CRT1', is highlighted with a red circle and has a 'Confirmed' status with a 'SENT' checkmark.

Start time	Teams	Comp/Assoc	Status
02:00 pm	Milton Mutants Men's A Grade vs Adelaide Titans	Winter 2017 Men's A Grade CRT1	Upcoming
02:00 pm	Milton Mutants Men's A Grade vs Adelaide Titans	Winter 2017 Men's A Grade CRT1	Upcoming
03:00 pm	Adelaide Armada vs Eastern Athletics	Winter 2017 Men's A Grade CRT1	Upcoming
03:00 pm	Adelaide Armada vs Eastern Athletics	Winter 2017 Men's A Grade CRT1	Upcoming
04:00 pm	Blue Team 95 vs 82 Manly	Winter 2017 Men's A Grade CRT1	Finished
04:00 pm	Blue Team 95 vs 82 Manly	Winter 2017 Men's A Grade CRT1	Confirmed ✓ SENT

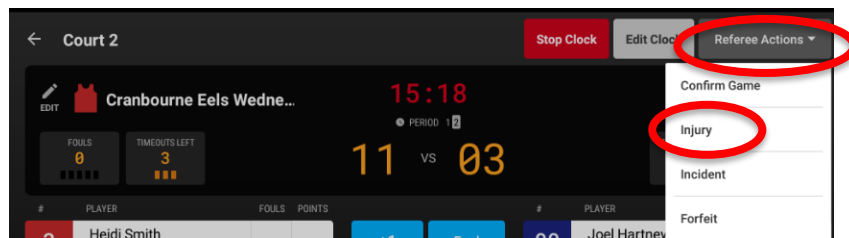
You will be prompted to start the next game. If you want to do this, tap **OK**. If you don't, tap **Cancel**.

A screenshot of a prompt screen titled 'Start next scheduled game now ?'. It shows the next game: '05:00 pm Jolimount Jaguars Men's A Grade vs Central Coast Winter 2017 Men's A Grade CRT1'. At the bottom right, there are two buttons: 'CANCEL' and 'OK', with the latter being highlighted by a red circle.

7. INJURY

In the top right corner, tap the **Referee Actions** button.

From the drop down list, select **Injury**.



Select the player who had the injury.

Select the **Injury Status**.

A screenshot of the 'REPORT INJURY' form. It has two columns of player selection: 'Blue Team' and 'Manly'. In the 'Manly' column, the player '33 Luke Tyrrell' is selected with a blue checkmark and is circled in red. To the right, under 'Injury Status:', there are several buttons: 'Refused Treatment', 'No Treatment' (circled in red), 'Local First Aid', 'Team Assisted', and 'Ambulance Called'. At the bottom, there are 'Cancel' and 'Confirm' buttons, with 'Confirm' circled in red.

Tap the **Confirm** button.

You will be prompted to confirm the game. If you are not ready to do this, tap **Cancel**.

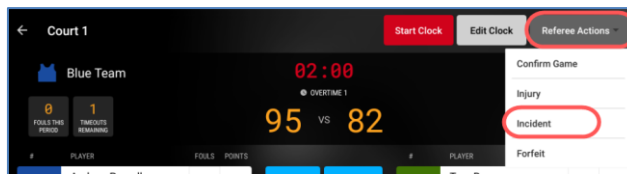
A screenshot of a dialog box titled 'Enter your Umpire code to confirm the Score and the Game'. It shows game details: '04:00 pm', 'Blue Team' (0) vs 'Manly' (0), and 'Winter 2017 Men's A Grade CRT1'. There is a text input field labeled 'Enter Umpire Code'. At the bottom right, there are two buttons: 'CANCEL' and 'CONFIRM GAME', with 'CONFIRM GAME' circled in red.

8. INCIDENTS

If a reportable incident occurs, stop the clock and

In the top right corner, tap the **Referee Actions** button.

From the drop down list, select **Incident**.



Select the player you need to report.

Tap the **Confirm** button.

The 'REPORT INCIDENT' screen has a title bar at the top. Below it, there's a section 'Choose Player to report'. This section is divided into two columns: 'Blue Team' and 'Manly'. Each column lists players with their jersey numbers and names, followed by a checkbox. In the 'Blue Team' column, the player '5 Mathew McVeigh' is selected, with a blue checkmark in the checkbox and a red circle around the entire row. In the 'Manly' column, the player '33 Luke Tyrrell' is also selected, with a blue checkmark in the checkbox. To the right of these columns, there's a 'Game Status:' label and a 'Game Time:' label with the value '20:00'. At the bottom of the screen, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red circle.

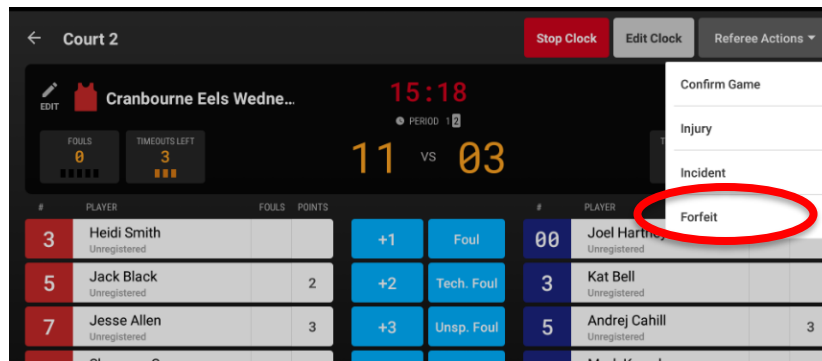
Blue Team	Manly
45 Daniel Jordan ☐	33 Luke Tyrrell ☒
21 Aaron Kenez ☐	16 Bassell Marsh ☐
5 Mathew McVeigh ☒	7 Sean Lewis ☐
10 Mark Knowles ☐	4 Anthony Papadimatos ☐
00 Andrew Purcell ☐	41 MATTHEW MADEN ☐

9. FORFEIT

In the event of a Forfeit, the referee must enter this into Courtside.

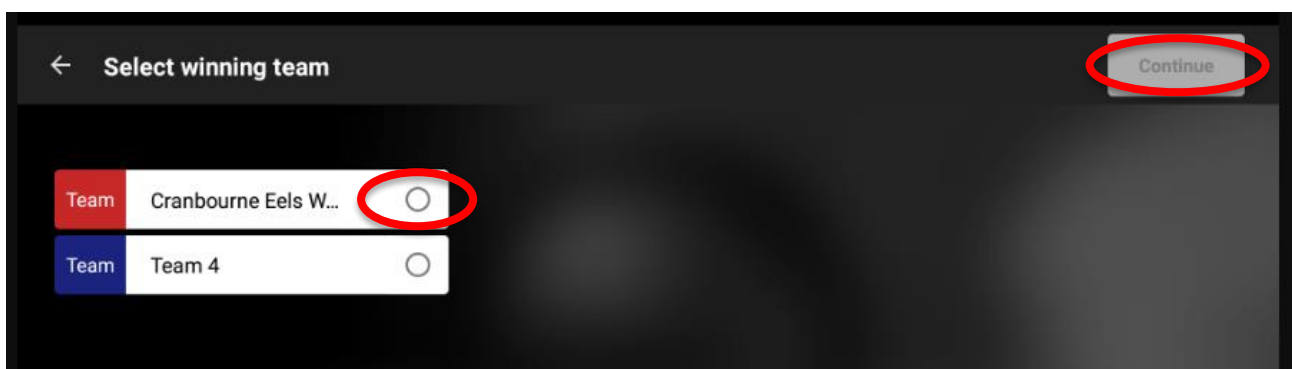
In the top right corner, tap the **Referee Actions** button.

From the drop down list, select **Forfeit**.



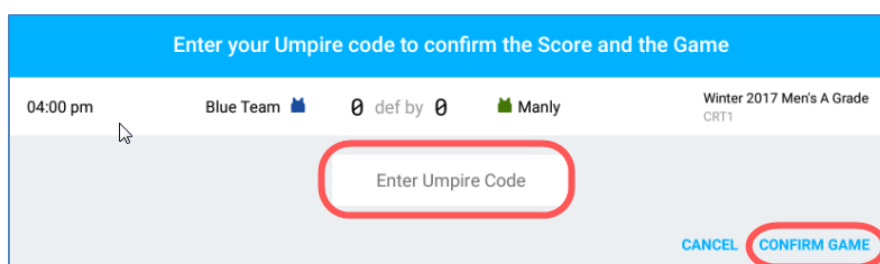
Tap the team that wins.

Tap the **Confirm** button.



You will need to confirm the game.

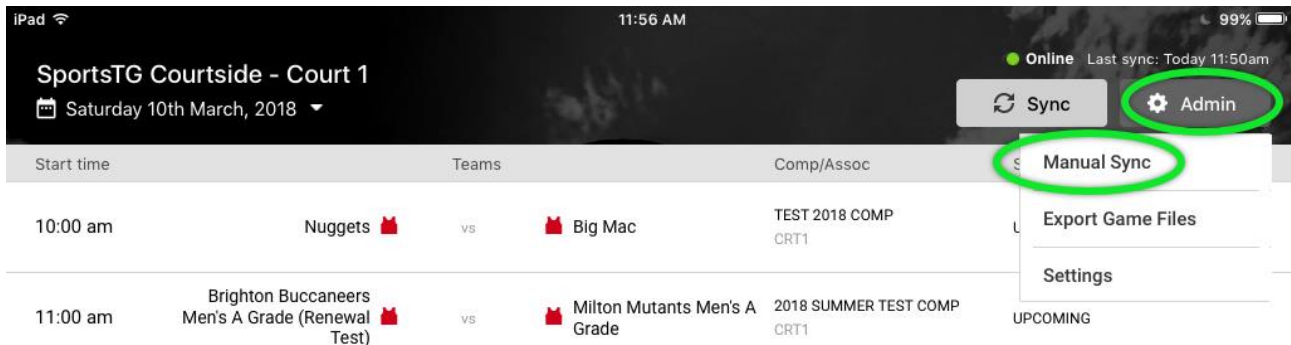
Enter your **Umpire Code** and tap **Confirm Game**.



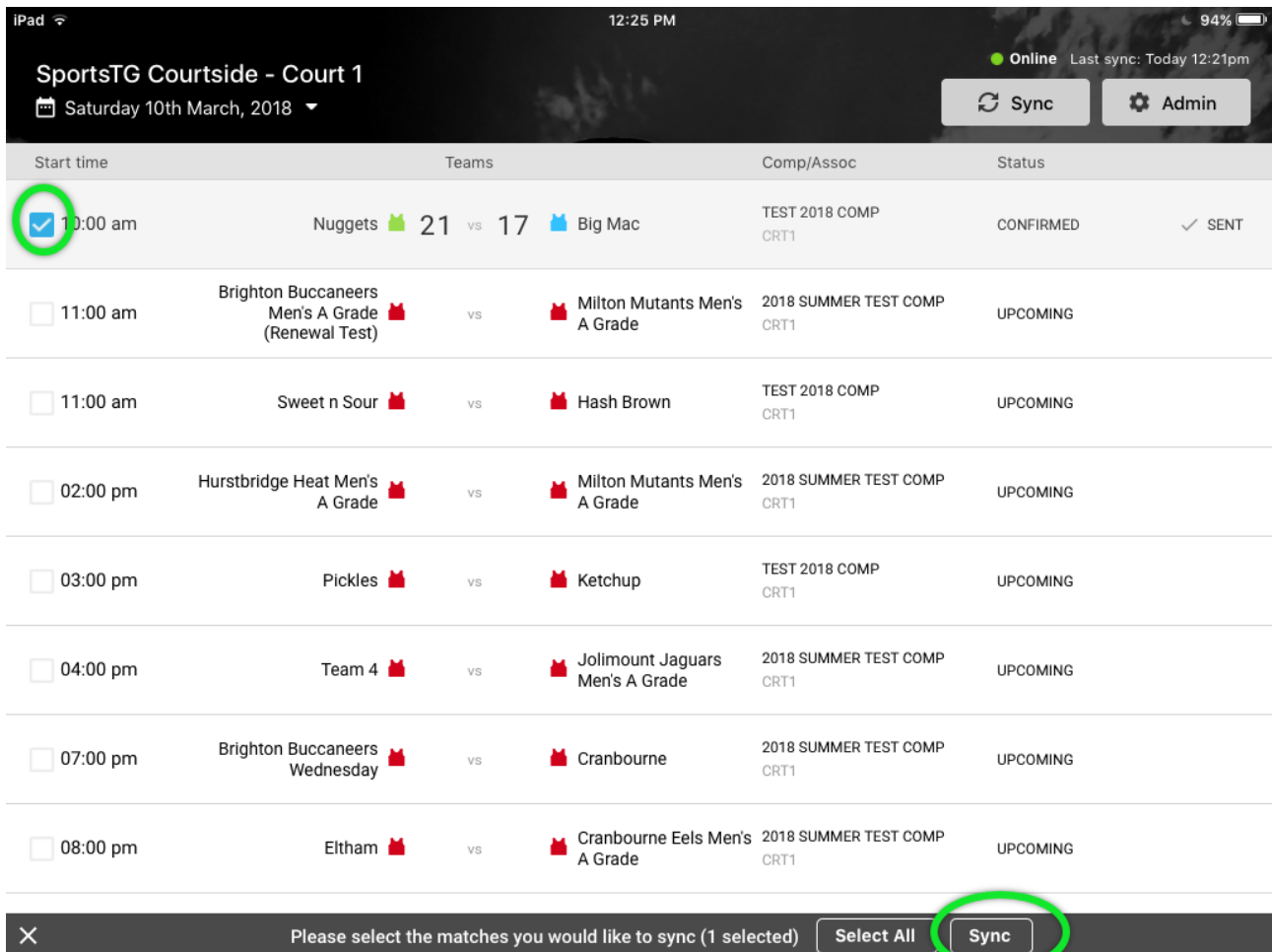
10. MANUALLY SYNCING GAMES

Rather than syncing all the matches back to the database at once you can manually select which matches you'd like to sync.

Click on the **Admin** button in the right hand corner and select **Manual Sync**.



Select the Match(es) you'd like to sync and click **Sync** at the bottom of the screen.

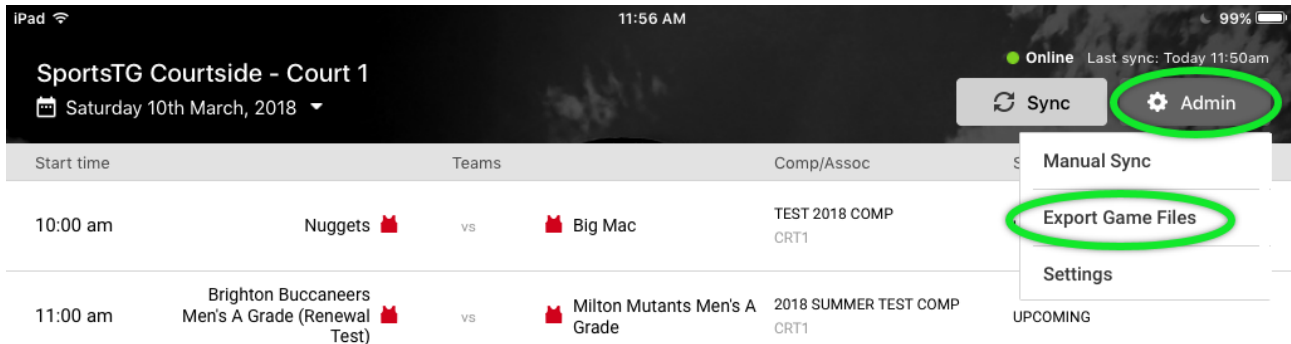


11. EXPORT GAME FILES

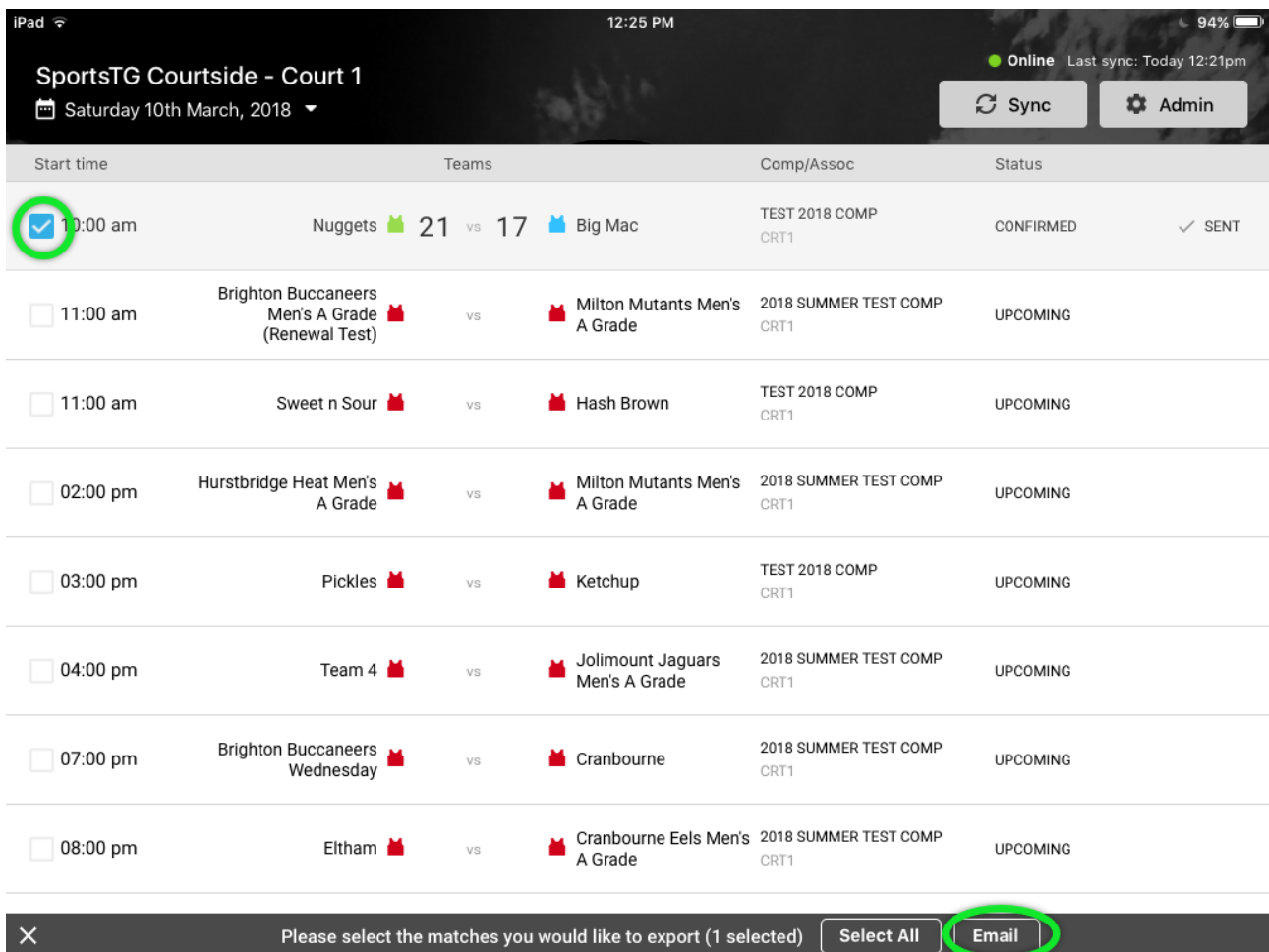
Game Files can be exported so that you have a backup should something go wrong in the upload process or with your Device.

NOTE: You need to have a mail client setup on your device

Click on the **Admin** button in the right hand corner and select **Export Game Files**.



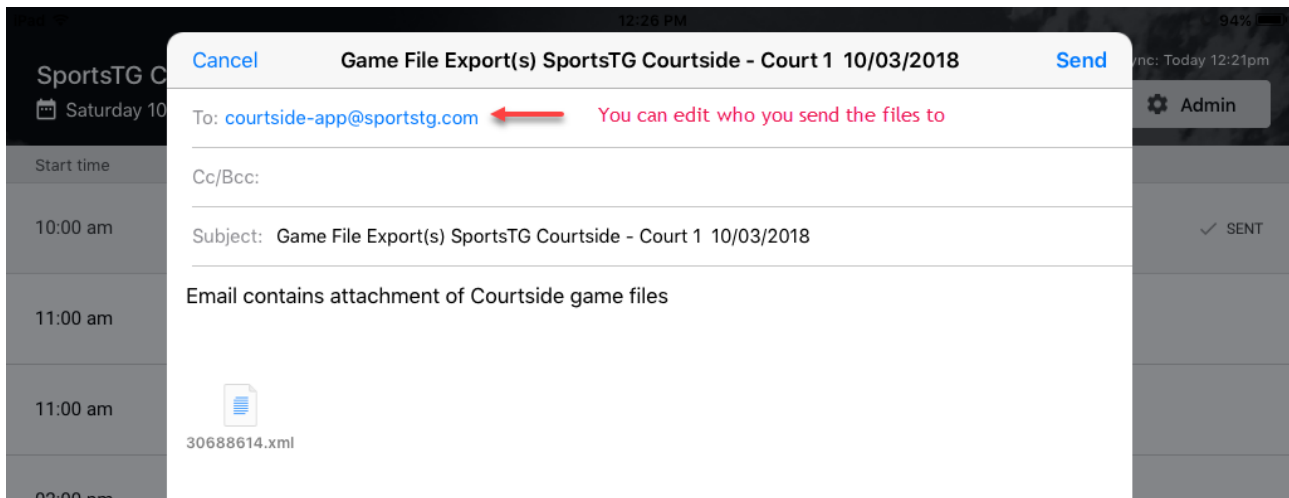
Select the Match(es) you'd like to export and click **Email** at the bottom of the screen.



This will bring up the mail client installed on your device.

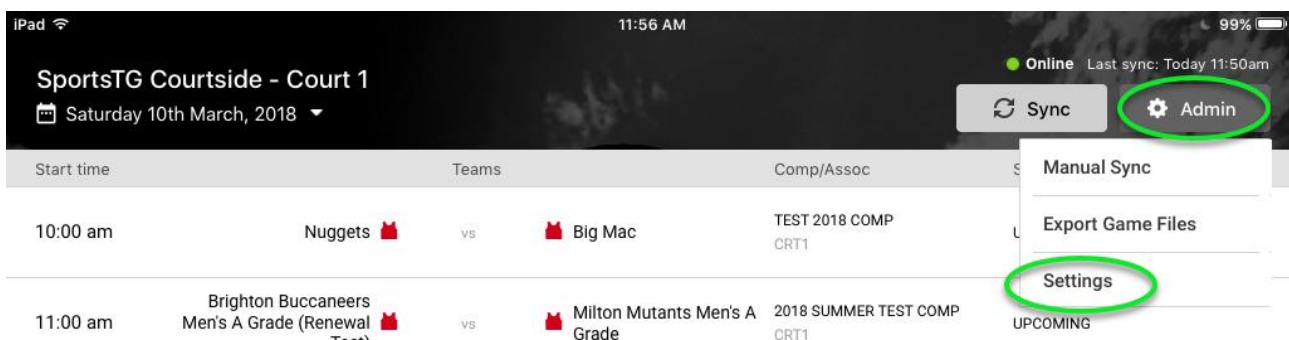
Type in the email address you'd like to send to, write something in the description if you wish then click **Send**.

NOTE: The Court Name and date automatically populate into the Subject Line

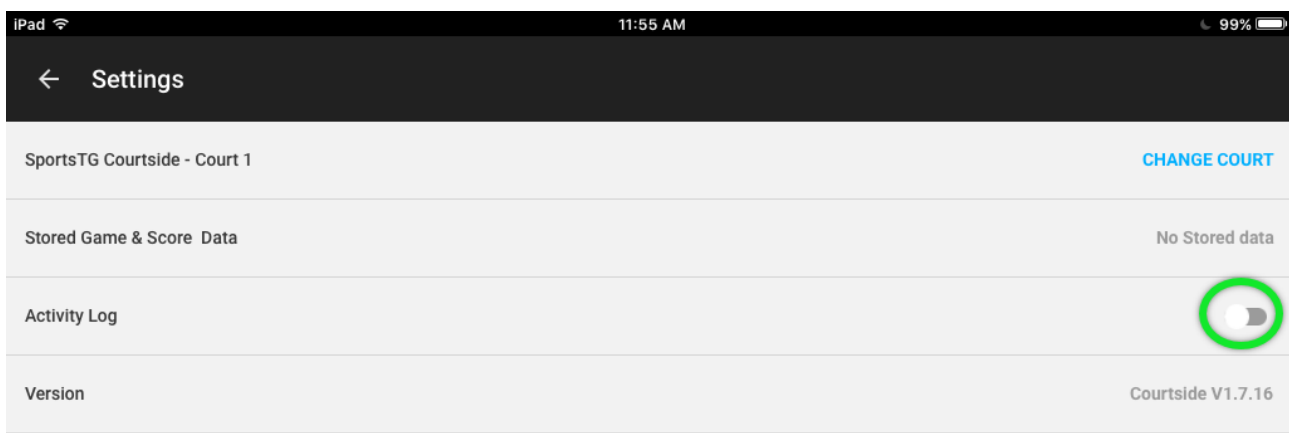


12. ACTIVITY LOG

To turn on the Activity log click on the **Admin** button in the right hand corner and select **Settings**.

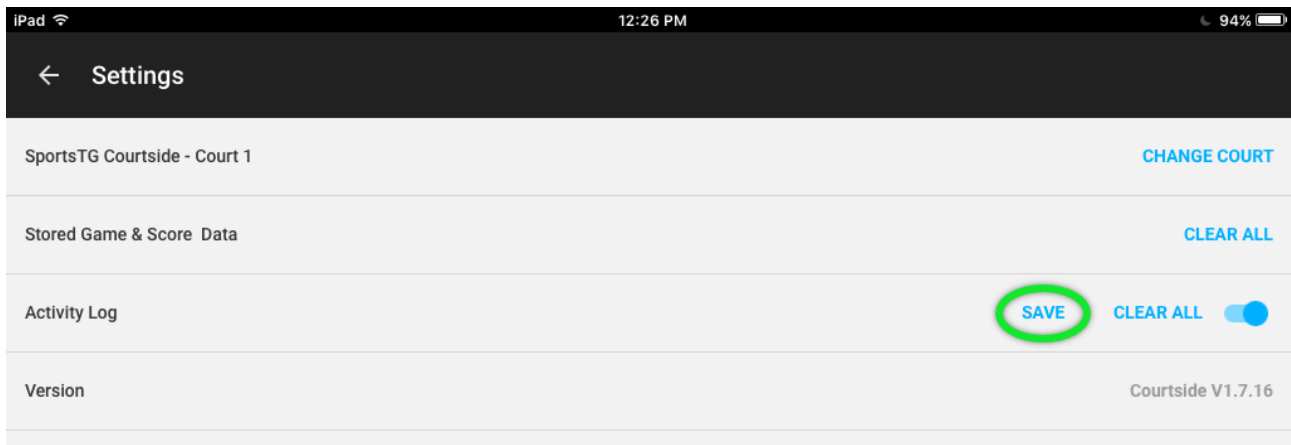


Toggle the switch next to Activity Log to turn logging on



To export the Activity Log click Save.

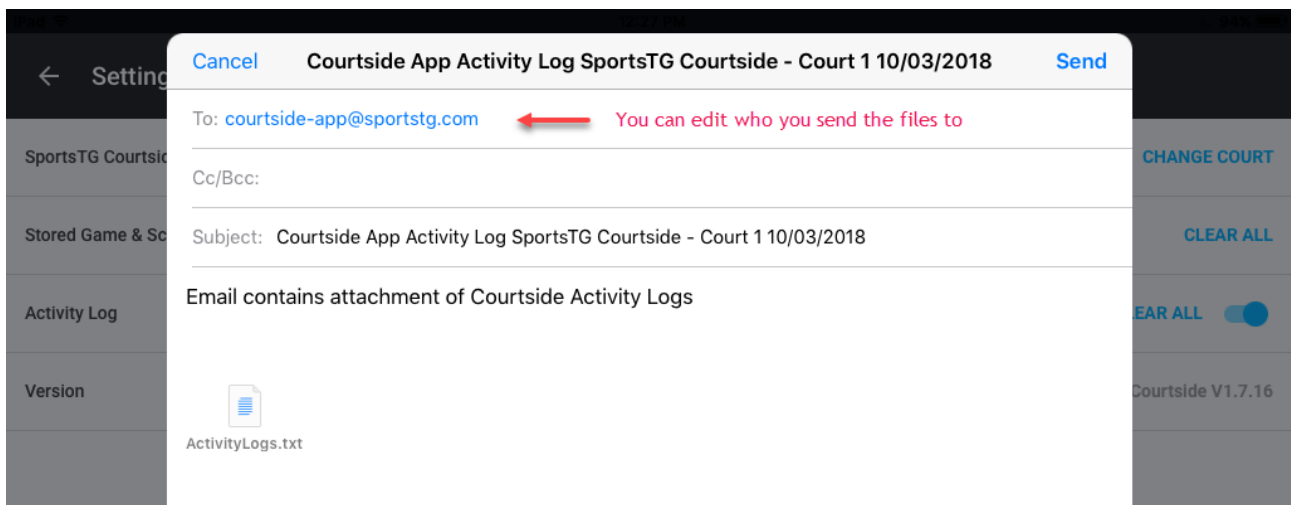
NOTE: There must have been actions in a match AFTER the Activity Log was turned for there to be any data to export.



This will bring up the mail client installed on your device.

Type in the email address you'd like to send to, write something in the description if you wish then click **Send**.

NOTE: The Court Name and date automatically populate into the Subject Line





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