AFL 9s
FOOTYWEB USER GUIDE

Table of Contents

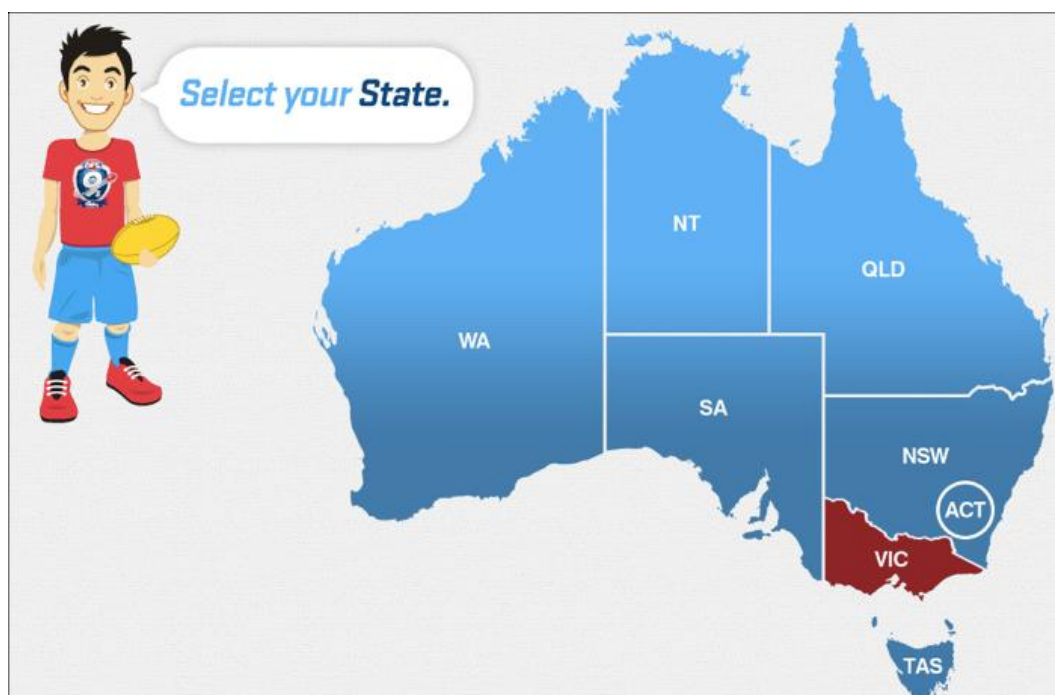# How to Register a Team

1. The first step to registering your team is clicking **Register Your Team** from the AFL 9s website.
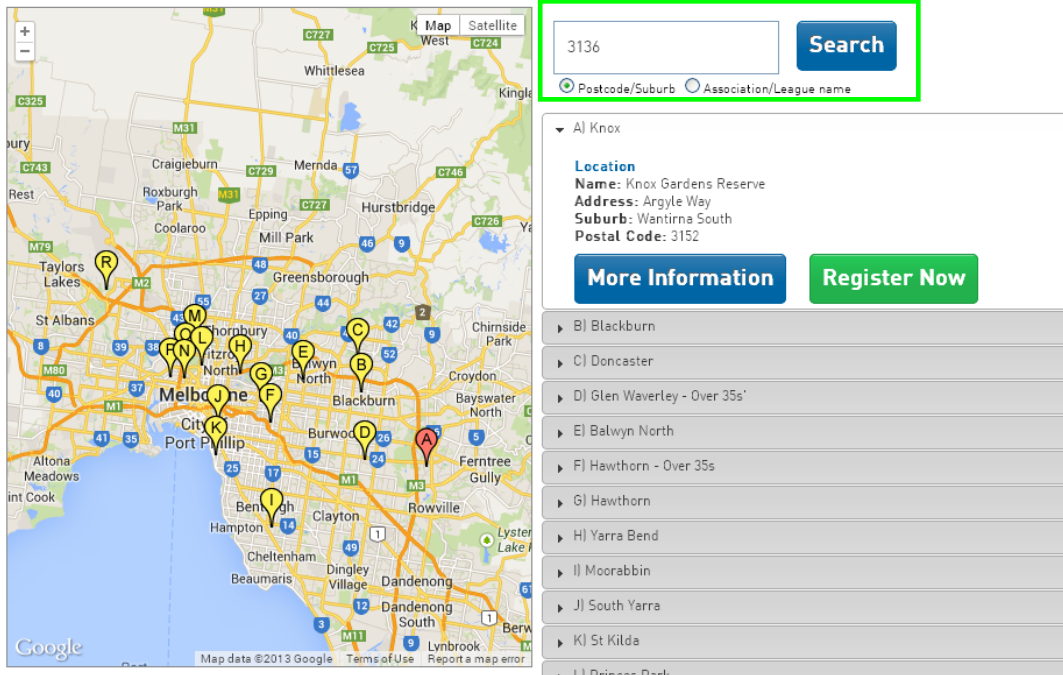

2. **Selecting Your State** is the next option that you need to select.

3. You will then be brought to a page where you can find the nearest venue for your team to enter. To find your nearest venue you need to either enter your **Postcode** or **Association Name** and click **Search.**
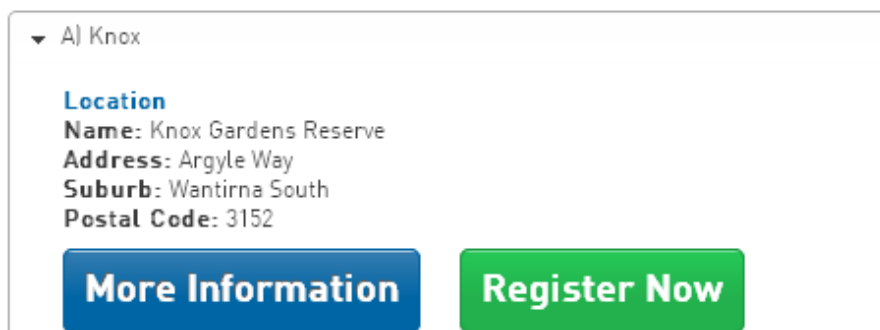
4. When you find the most suitable venue you can either click to find out **More Information** or **Register Now**

5. If you click through to find out more information you can then register by clicking the **Register Now** button

6. The **Team Registration Form** will then be displayed. All fields with a red asterisk will need to be filled out at minimum and then click **Confirm.**

7. You will then receive one of two emails.
    a. If you have an SP Passport account linked to the email address the team will be automatically linked and you will receive this email.

b. If you **do not** have an SP Passport account you will receive a 'Welcome to SP Passport' email and need to click the link within it. Once this has been completed the team will be linked to the SP Passport account.
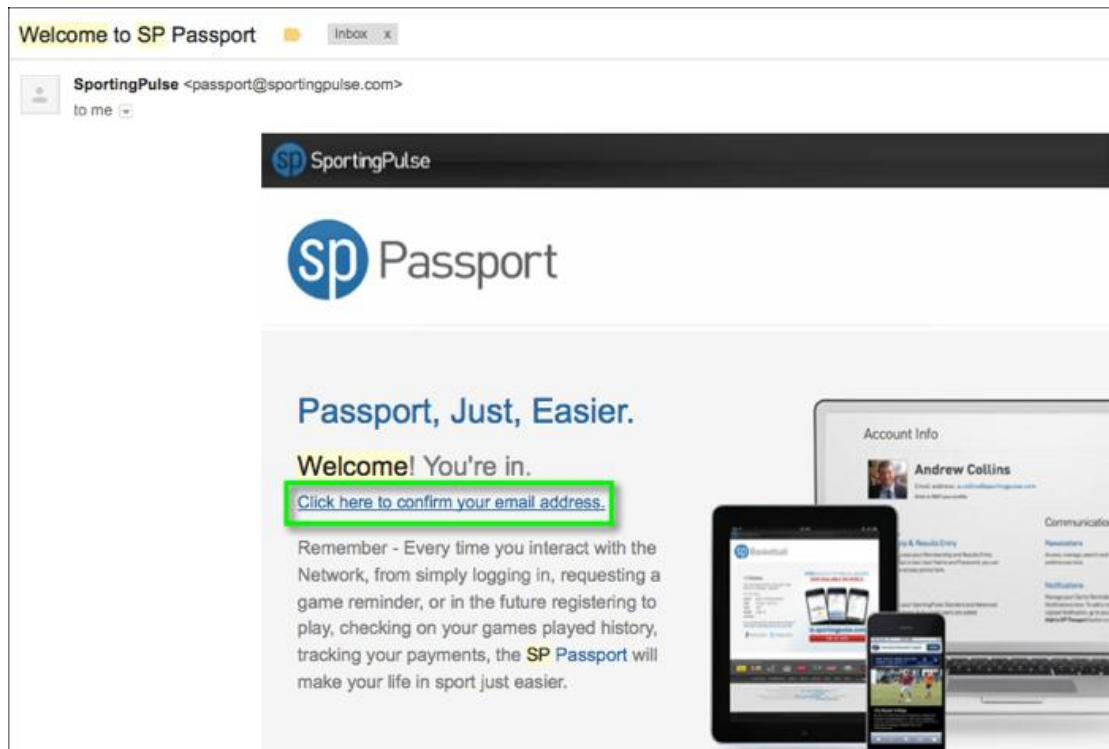
How to login and access the Team Manager Portal

1. From the **AFL 9s Home Page (www.afl9s.com.au)** click on the **My Team** tab.

2. You will then be presented with a **Team Portal Login** option that you will need to click.
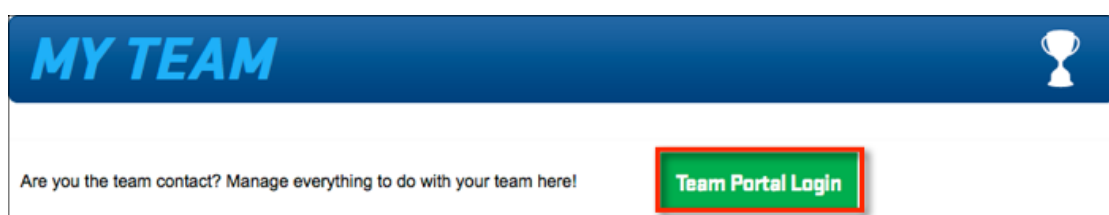
3. Your **SP Membership Accounts** will then be displayed. From this screen you will need to click on the **Team Database** that you want to enter.
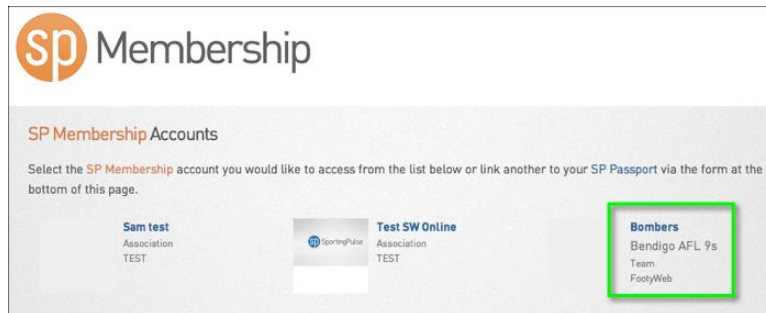
4. The selected database will then be displayed
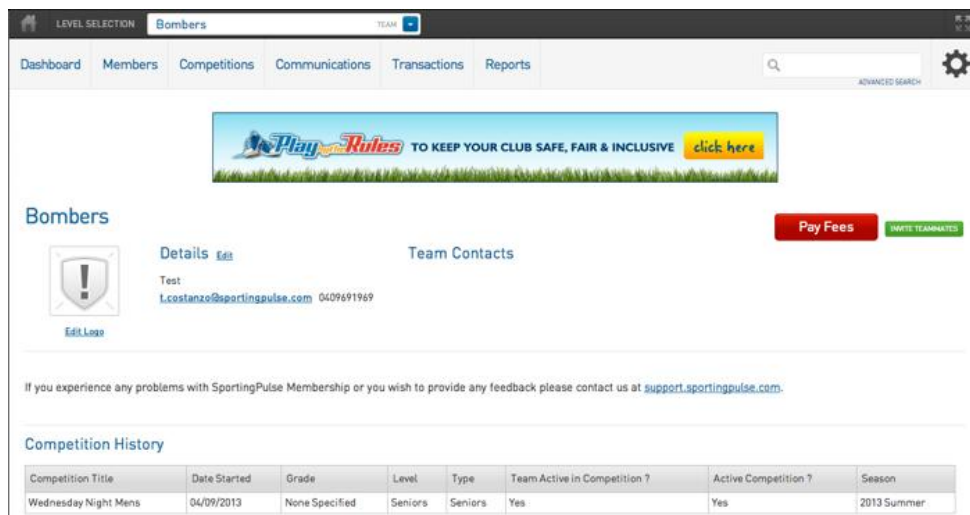
How to invite Team Members to your Team

1. From your database homepage click on the **Invite Teammates** button on the right hand side of the screen.

2. You will then be presented with a blank box, which you can enter in the email addresses of the people, that you want to invite to be part of your team.

Invite your teammates to join your team

Invite teammates

Enter the email addresses of all your proposed teammates. Put a comma after each email address. You can put each (email address) on a new line if preferred.
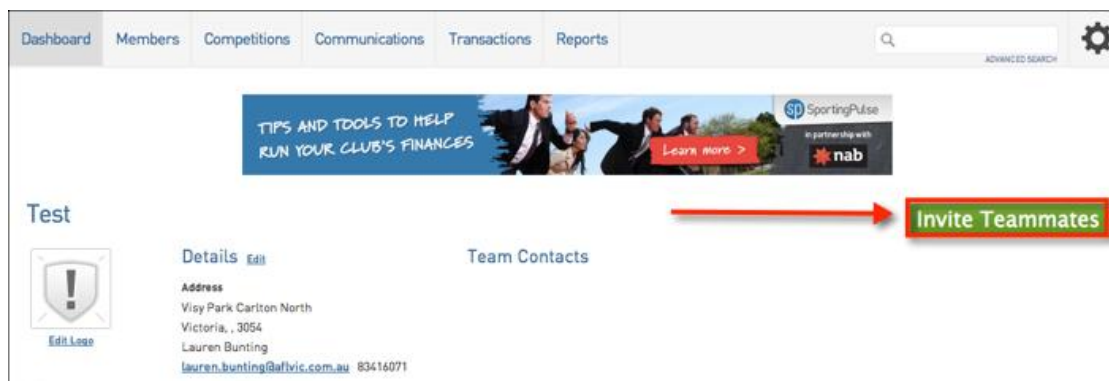
When you have finished click 'Invite Teammates Now'.

Invite Teammates Now

3. When you have entered all the email addresses into the box click **Invite Teammates Now** button.

Invite Teammates Now

4. You will then see a confirmation message advising you of the members email addresses that you have invited to join your Team.

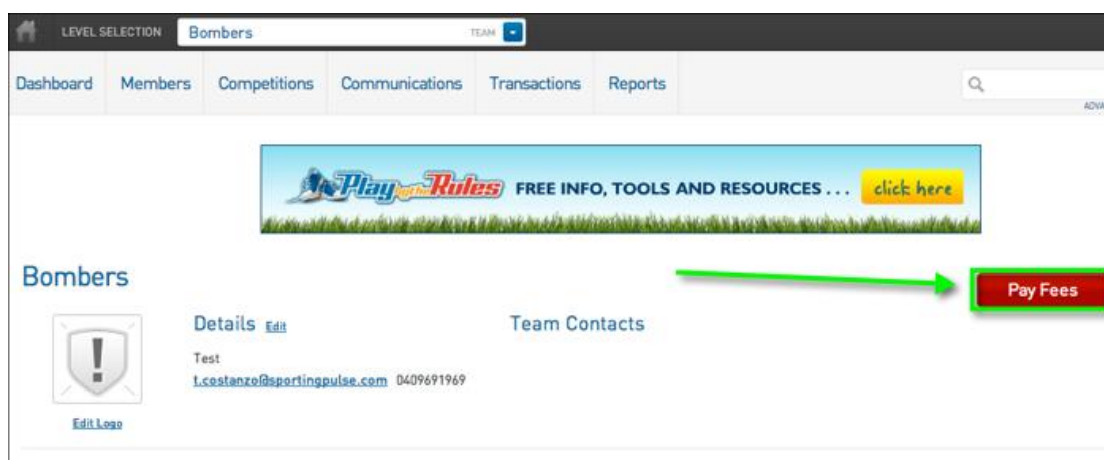## Invite your teammates to join your team

Invite teammates

We sent 1 email on your behalf:
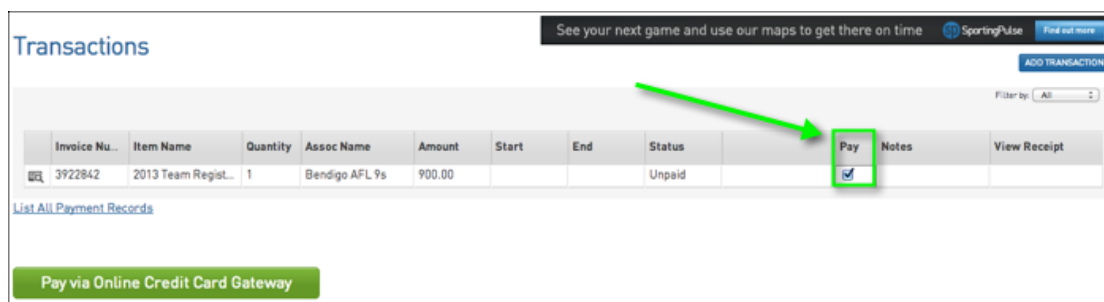
j.rossi@sportingpulse.com

Did you forget someone? No problem, just enter more email addresses below and click 'Invite Teammates Now'.

How to pay your Team Entry Fee via Credit Card

1. To pay your Team fees click the **Pay Fees** tab on the team dashboard.

2. You will then be directed to the **Transactions** page where you will need to tick the box under the **pay** column.

4. Once the **pay** box is ticked you will be able to click the **Pay via Online Credit Card Gateway** button.

5. You will then need to follow the prompts to make the payment.

How to communicate with your Team Members from the Team Manager Portal

1. From the **Dashboard** click on the **Communications** tab.

2. You will then need to click the **Send a Message** button listed under **Communicator Options.**

4. The **Membership Group** tab then needs to be clicked. When this is clicked a further menu will open at the bottom of the page.

Note – You may need to scroll down to see the next section.

5. The next step is to select the Membership group that you want to send a message to and click **Continue.**
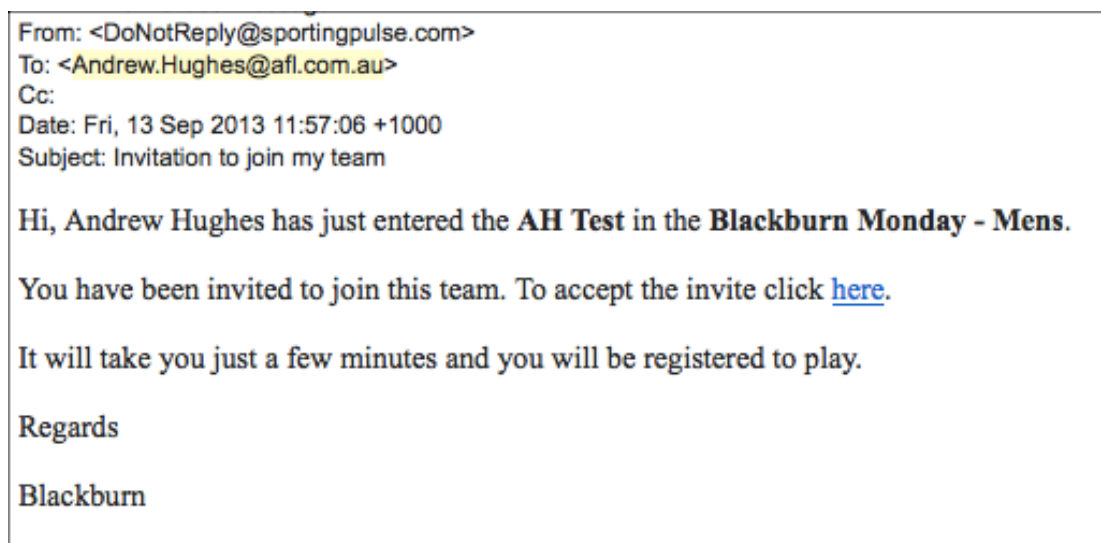
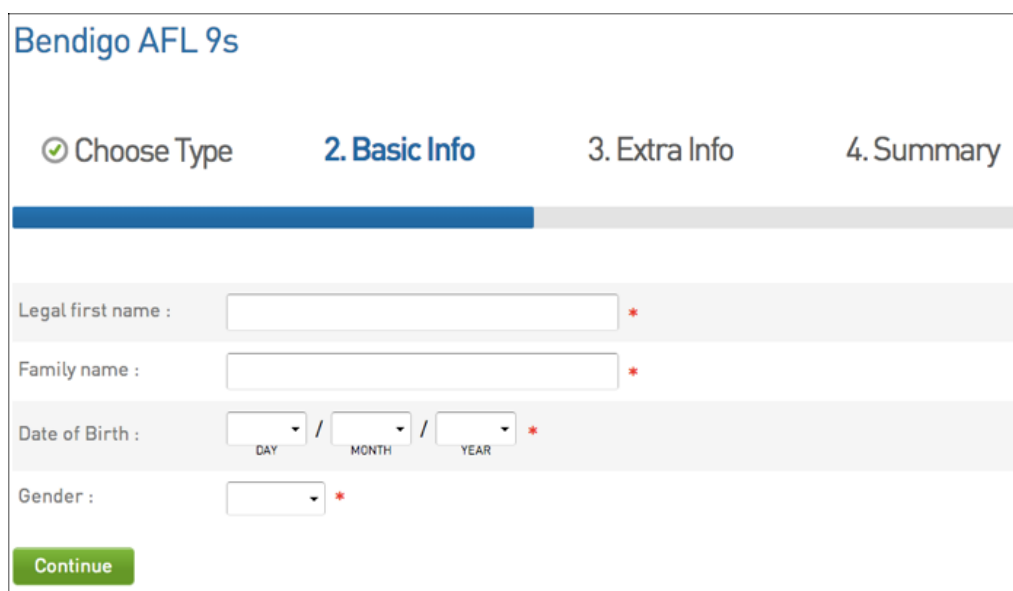# How do your Team Members join your Team

1. After you send out your invites the **Team Member** will receive an email like the one below.
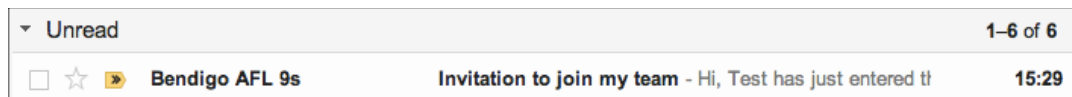
2. The **Team Member** needs to click the link within the email. The **Registration Form** will then open in a new tab.

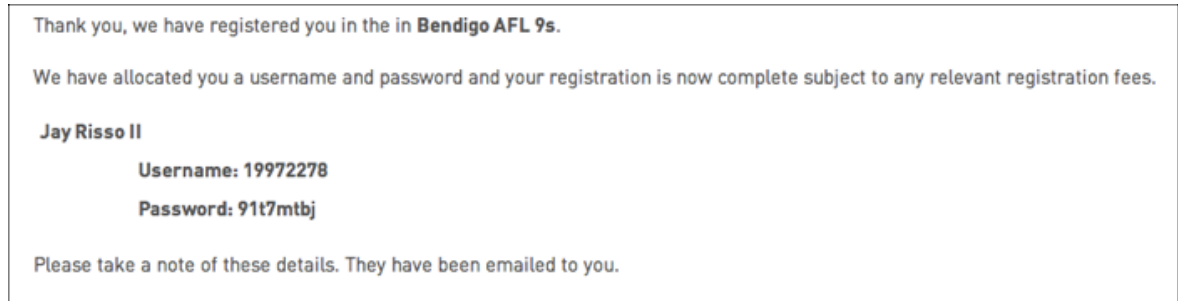3. All fields with a Red Asterisk need to be filled in and then click **Continue.**

4. The Member will then receive a confirmation screen with their **Username/Password.** This username and password allows your team members to link their SP membership account with their SP passport so that they can edit their details if the wish. On the majority of occasions your team members will not need to use this username and password.

Thank you, we have registered you in the in **Bendigo AFL 9s**.

We have allocated you a username and password and your registration is now complete subject to any relevant registration fees.

Jay Risso II

Username: 19972278

Password: 91t7mtbj

Please take a note of these details. They have been emailed to you.

How do you view your Teams Fixture, Ladder & Results

1. To access the **Fixtures, Ladder or Results** for your Association click on the tab from the AFL 9s homepage.
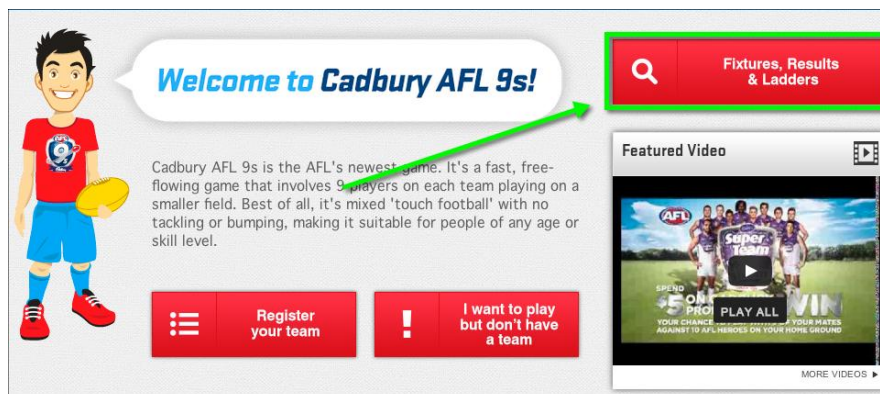
2. You will then be required to click your State

3. From there you will need to search for either the postcode or the name of the venue that are interested in.

4. You will then need to click **More Information.**

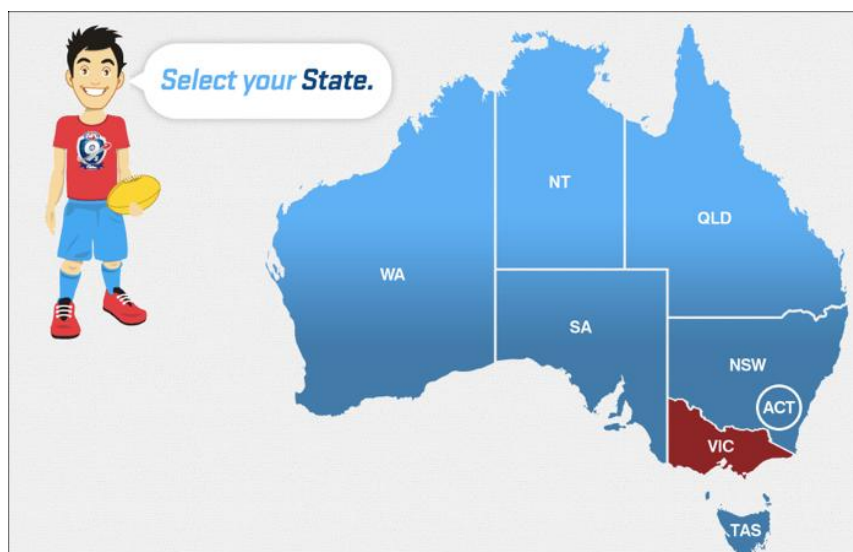5. If you want to view **Fixtures,** click the **Fixtures** tab at the top left of the screen.

6. Ensure the filter at the top right is set to the correct season. You then need to click **Fixture** to the right hand side of the **Competition Name** that you are interested in.

8. The **Fixture** for the selected **Competition** will then be displayed.

9. If you want to view **Results,** click the **Results** tab at the top of the screen.

10. Ensure the filter at the top right is set to the correct season. You then need to click **Results** to the right hand side of the **Competition Name** that you are interested in.

11. The **Result** for the selected **Competition** will then be displayed.

12. If you want to view **Ladders,** click the **Ladders** tab at the top of the screen.

13. Ensure the filter at the top right is set to the correct season. You then need to click **Ladders** to the right hand side of the **Competition Name** that you are interested in.

15. The **Ladder** for the selected **Competition** will then be displayed.

WEDNESDAY NIGHT MENS

FIXTURE	RESULTS	LADDER

NORMAL SEASON

◄ **BY ROUND** ►   🖨 🖨 ✉ GAME REMINDER

CURRENT LADDER

POS	TEAM	P	W	L	D	B	FF	FOR	AGST	%	PTS
1	Crows	1	1	0	0	0	0	141	75	188.00	4
2	Bombers	1	1	0	0	0	0	102	87	117.24	4
3	Demons	1	1	0	0	0	0	95	92	103.26	4
4	Lions	1	0	1	0	0	0	92	95	96.84	0
5	Saints	1	0	1	0	0	0	87	102	85.29	0
6	Magpies	1	0	1	0	0	0	75	141	53.19	0
7	Test 2	0	0	0	0	0	0	0	0	0.00	0
8	Team Test	0	0	0	0	0	0	0	0	0.00	0
9	Tigers Test	0	0	0	0	0	0	0	0	0.00	0
10	Tony Titans	0	0	0	0	0	0	0	0	0.00	0
11	Green	0	0	0	0	0	0	0	0	0.00	0