

AFL 9s

FOOTYWEB USER GUIDE



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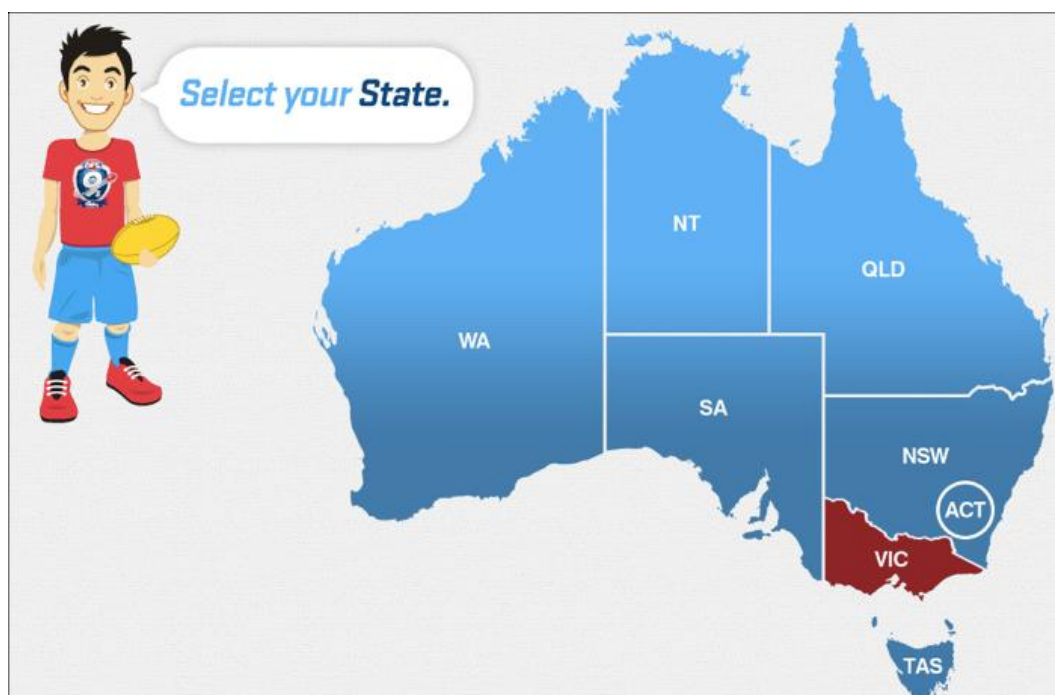
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How to Register a Team

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

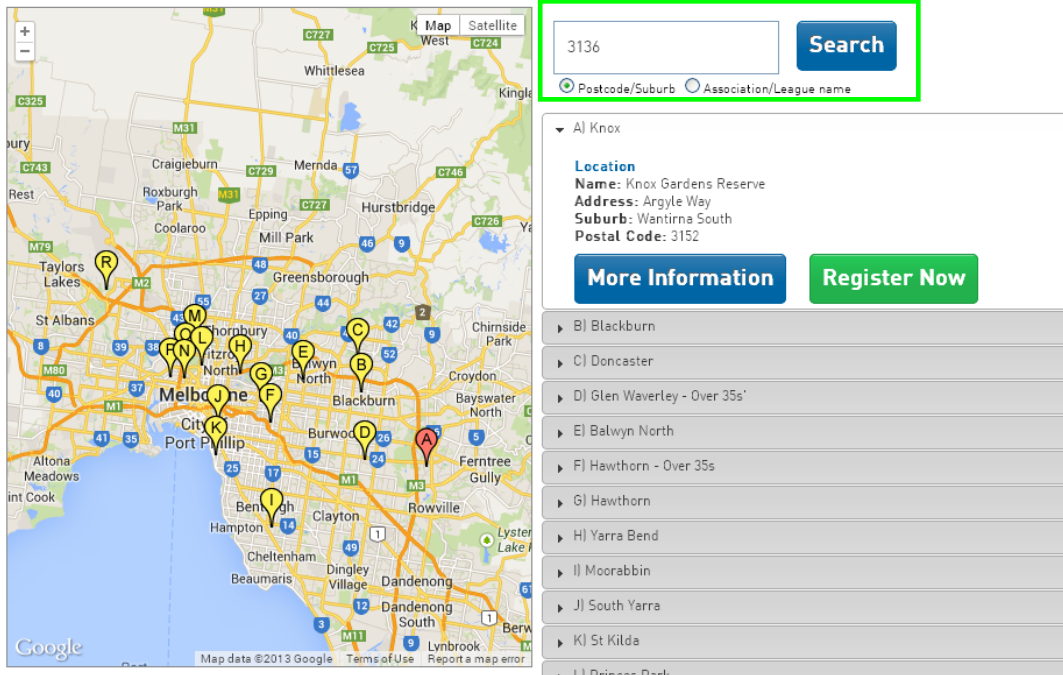


2. **Selecting Your State** is the next option that you need to select.



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**.

FIND YOUR NEAREST VENUE



3136 **Search**

Postcode/Suburb Association/League name

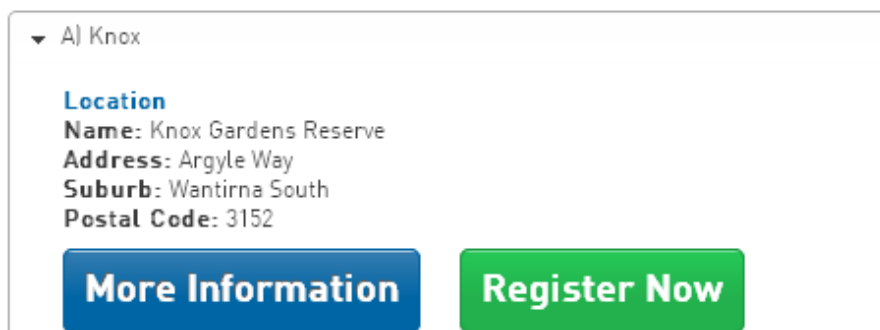
▼ A) Knox

Location
Name: Knox Gardens Reserve
Address: Argyle Way
Suburb: Wantirna South
Postal Code: 3152

More Information **Register Now**

- ▶ B) Blackburn
- ▶ C) Doncaster
- ▶ D) Glen Waverley - Over 35s
- ▶ E) Balwyn North
- ▶ F) Hawthorn - Over 35s
- ▶ G) Hawthorn
- ▶ H) Yarra Bend
- ▶ I) Moorabbin
- ▶ J) South Yarra
- ▶ K) St Kilda
- ▶ L) Princes Park

4. When you find the most suitable venue you can either click to find out **More Information** or **Register Now**



▼ A) Knox

Location
Name: Knox Gardens Reserve
Address: Argyle Way
Suburb: Wantirna South
Postal Code: 3152

More Information **Register Now**

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



Fixtures Results Ladders Venue Info & Location **Register Now**

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**.

✔ Choose Type **2. Information** 3. Summary

Haven't got a team but still want to play? [REGISTER HERE](#)

Team Name: *

Contact Name: *

Contact Mobile: *

Contact Email: *

Where did you predominantly hear about AFL 9's?: *

Competition to join: *

Items

Check the box against the items you would like to select

Select	Name	Cost
<input type="checkbox"/>	AFL 9s Team Registration & Season Fee	\$990.00

Team fees work out to be approx \$8-\$12 per week per player.

Don't worry - you can make payment a little closer to the first bounce!

Confirm

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

From: Blackburn [DoNotReply@sportingpulse.com] Sent: Mon 23/09/20
To: Andrew Hughes
Cc:
Subject: Registration details for Blackburn (AH Test 6)

Thanks for registering your team for AFL9s.

Hi, we are just confirming that you have registered the following team into our upcoming season:

Team name: **AH Test 6**
Competition name: **Monday - Mens**
Team Code: **21027557**
Password: **16aucewn**

What do I do next?

Everything to do with your team is managed in your own 'Team Portal' In the portal you can pay fees, invite teammates, check match details and use the team management features!

As the email address you supplied already has a Sporting Pulse Passport setup, your team has been added to your account and you can access it via the link below:

[Click here to login to your Team Portal](#)

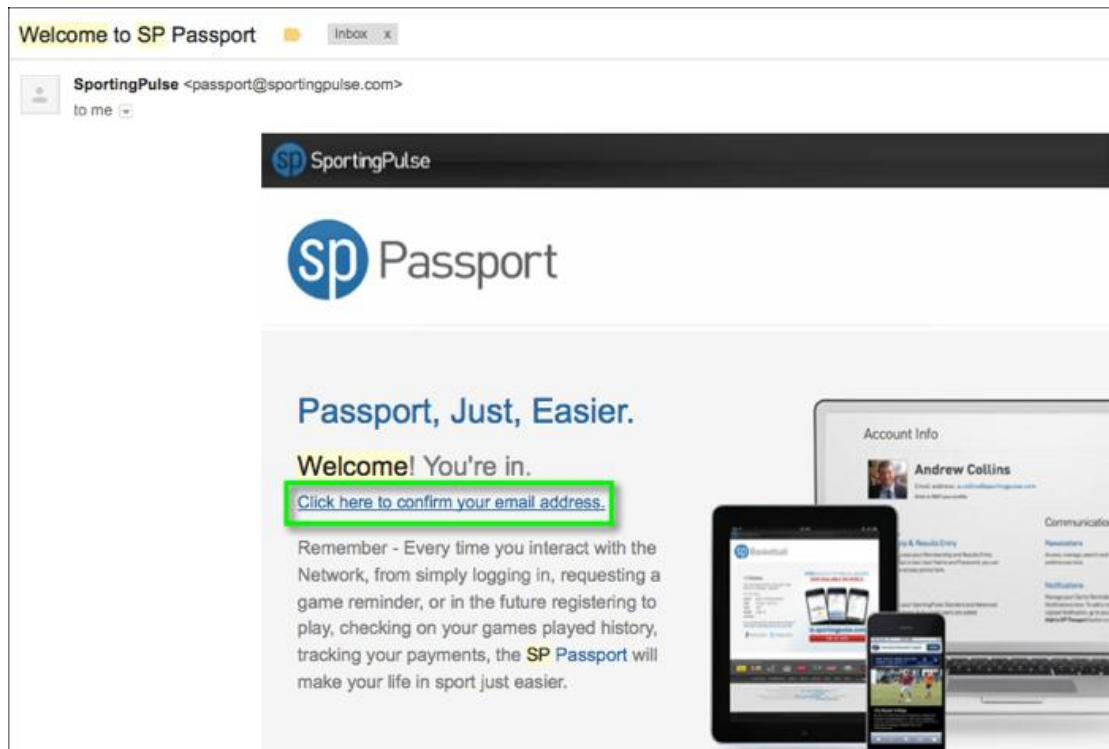
For more information about using the team portal [click here](#)

All the next steps of your registration are completed in the team portal, however, if you have any questions just contact your competition manager via the details at afl9s.com.au

Are you also going to play in this team? You will need to separately register as a player. Click [here](#) to do that right now.

Regards,
AFL 9s

- 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.

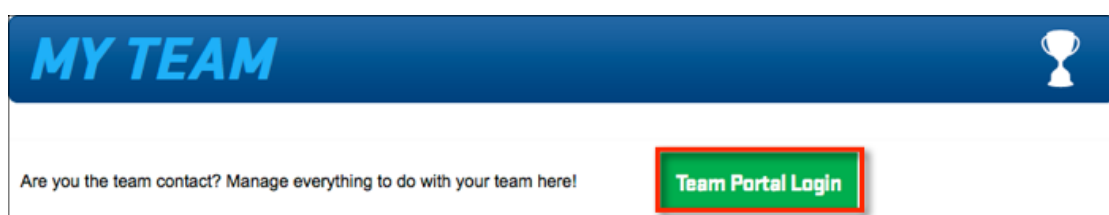


How to login and access the Team Manager Portal

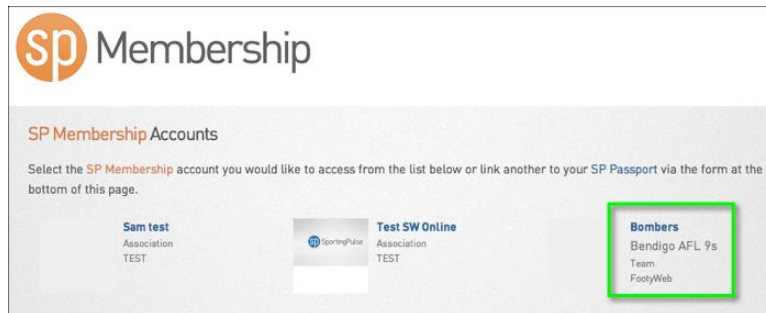
1. From the **AFL 9s Home Page (www.afl9s.com.au)** click on the **My Team** tab.



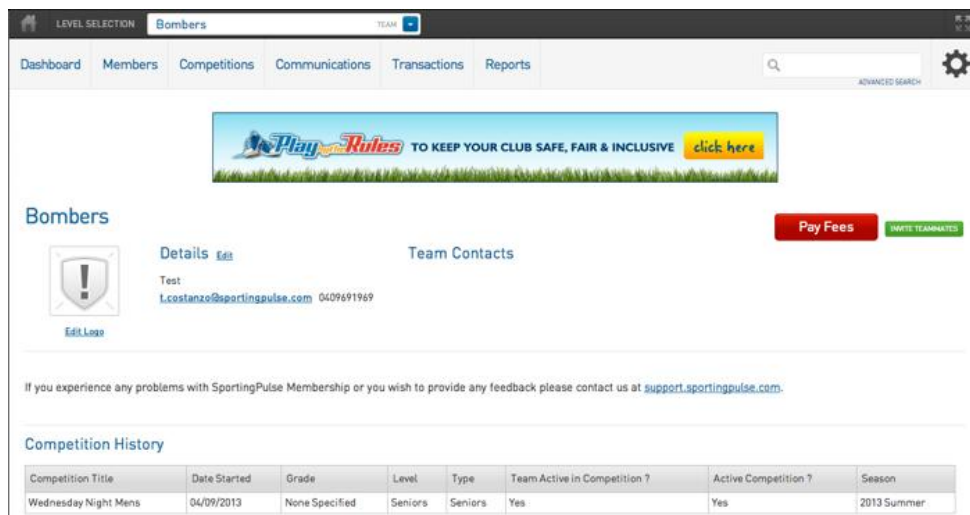
2. You will then be presented with a **Team Portal Login** option that you will need to click.



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.

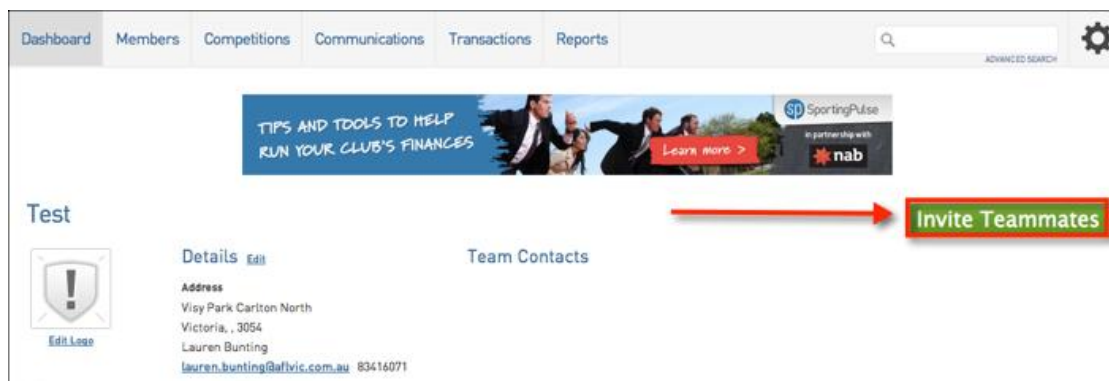


4. The selected database will then be displayed



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.



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

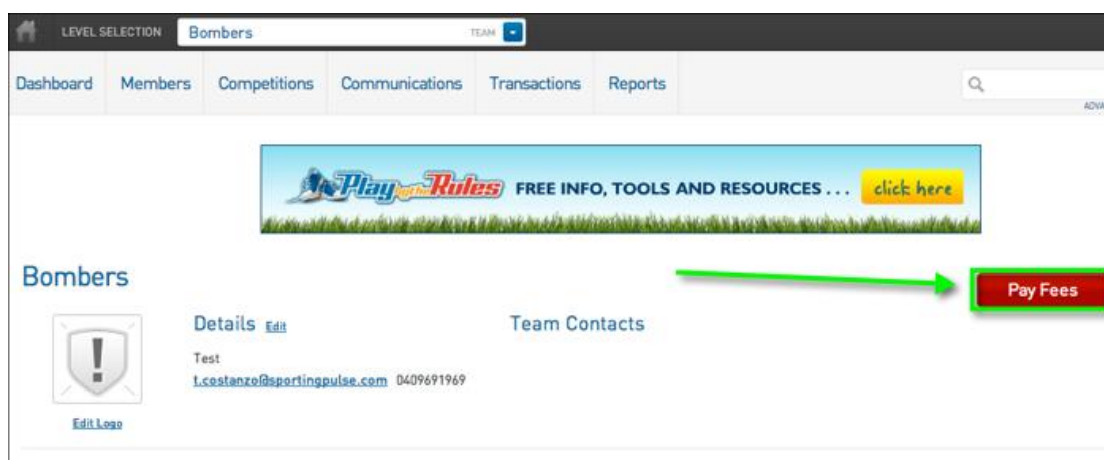
We sent 1 email on your behalf:

j.rossi@sportingpulse.com

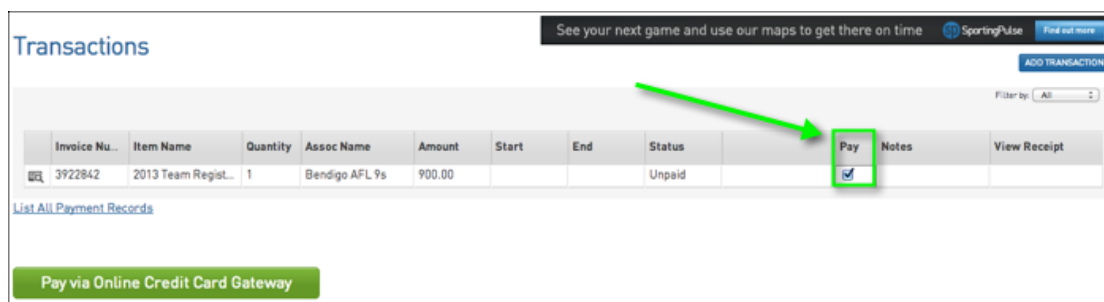
Did you forget someone? No problem, just enter more email addresses below and click 'Invite Teammates Now'.

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.

The screenshot shows a 'Transactions' page with a table of payment records. The first record has an invoice number of 3922842, an item name of '2013 Team Regist...', a quantity of 1, an amount of 900.00, and a status of 'Unpaid'. The 'Pay' checkbox is checked. Below the table, a green arrow points to a button labeled 'Pay via Online Credit Card Gateway'.

Invoice Nu...	Item Name	Quantity	Assoc Name	Amount	Start	End	Status	Pay	Notes	View Receipt
3922842	2013 Team Regist...	1	Bendigo AFL 9s	900.00			Unpaid	<input checked="" type="checkbox"/>		

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.

The screenshot shows the navigation menu of the Team Manager Portal. The 'Communications' tab is highlighted with a green box. Other tabs include Dashboard, Members, Competitions, Transactions, and Reports.

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

The screenshot shows the 'Communicator - Options' page. The 'Send a Message' button is highlighted with a green box. Below it are four other options: 'Manage Custom Groups', 'Profile', and 'Sent Messages'.

Select from the options below:-

- Send a Message** Create and send a message to your members via email or sms
- Manage Custom Groups** Set up and manage communication groups
- Profile** Set up and manage the sender profile settings for this account
- Sent Messages** Display a log of previously sent messages

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.

Communicator - Specify Recipients

Select who you want to send the message to:

Recipient Options

Membership Group	These groups are created based on Member types and organisational contacts
Custom Group	These groups are created manually.
Saved Report	These groups are created based on the results of Saved Reports.

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**.

Membership Group

Choose which predefined list you want to send to. When complete press the "Continue" button.

Players
Registered in Season: 2013 Summer ▾ Include parents

Coaches
Registered in Season: 2013 Summer ▾

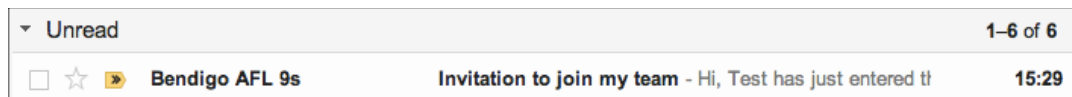
Umpires
Registered in Season: 2013 Summer ▾

Officials

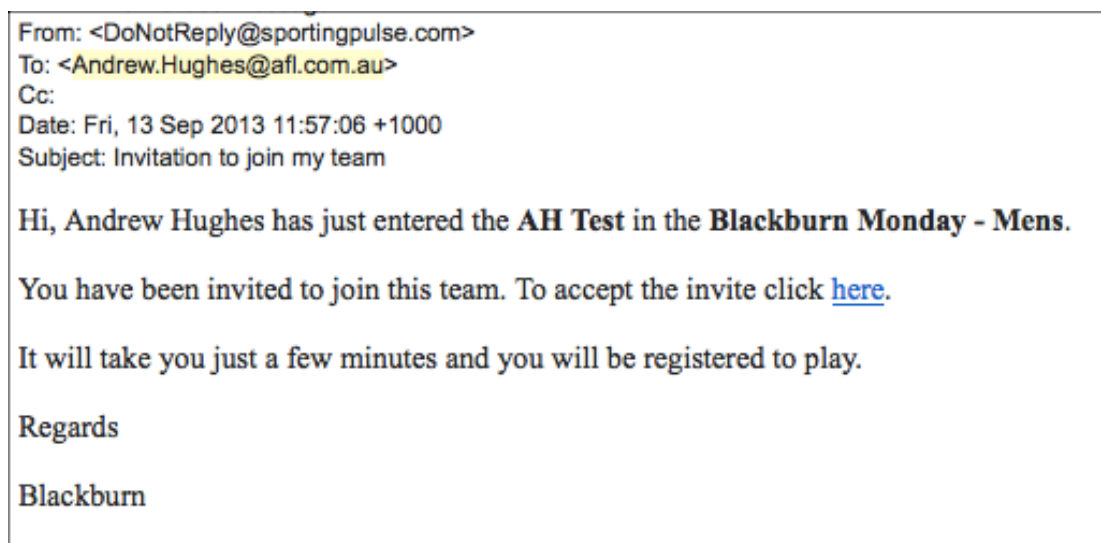
Continue

How do your Team Members join your Team

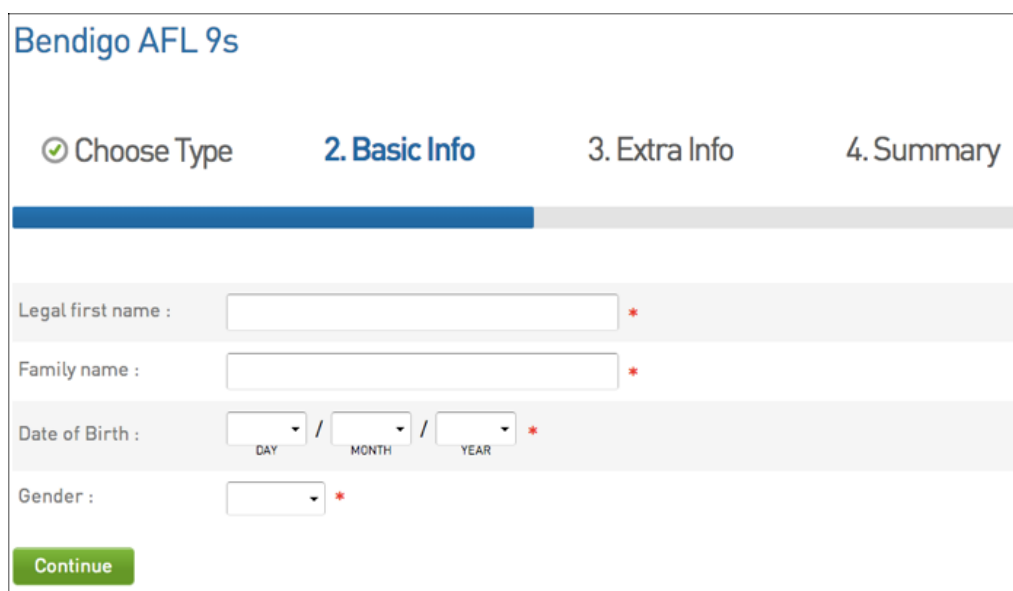
1. After you send out your invites the **Team Member** will receive an email like the one below.



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**.

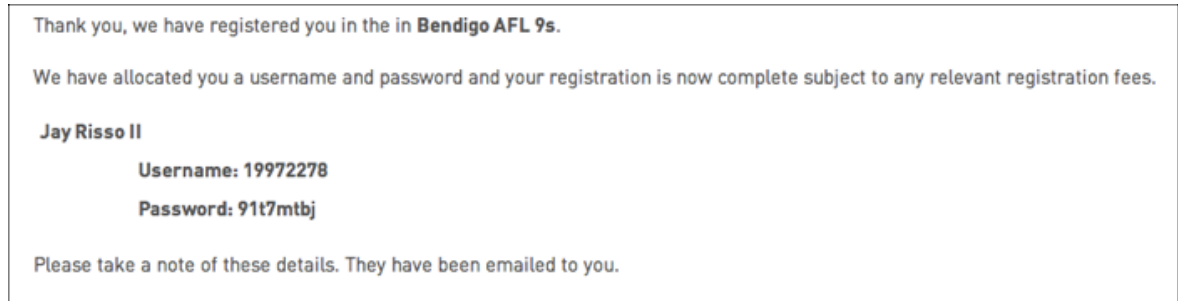


The screenshot shows the registration form for Bendigo AFL 9s. The form is titled 'Bendigo AFL 9s' and has four steps: '1. Choose Type', '2. Basic Info', '3. Extra Info', and '4. Summary'. The '2. Basic Info' step is currently active. The form contains the following fields, all marked with a red asterisk to indicate they are required:

- Legal first name : *
- Family name : *
- Date of Birth : / / *
DAY MONTH YEAR
- Gender : *

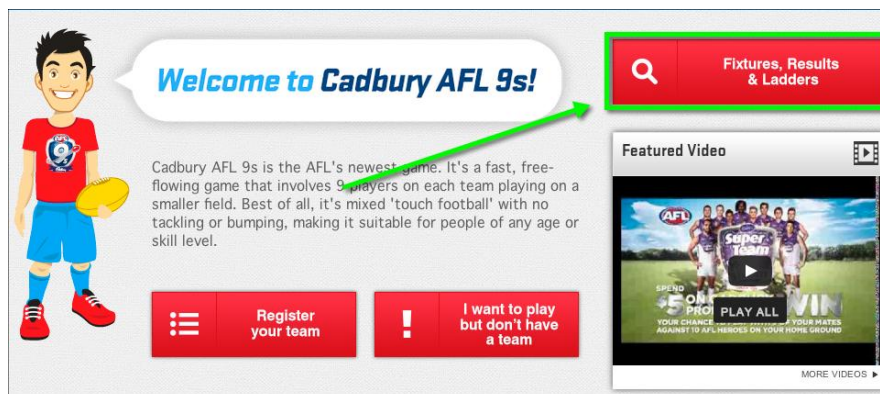
A green 'Continue' button is located at the bottom left of the form.

- 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.

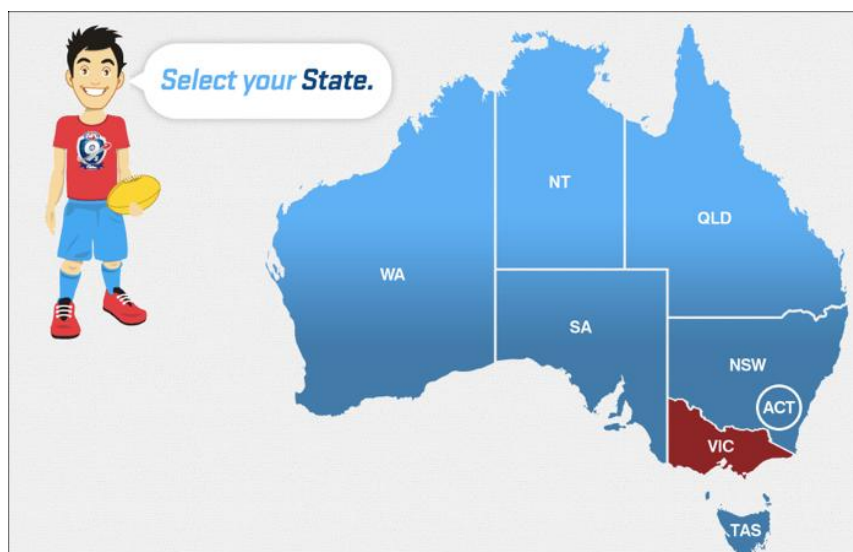


How do you view your Teams Fixture, Ladder & Results

- To access the **Fixtures, Ladder or Results** for your Association click on the tab from the AFL 9s homepage.



- You will then be required to click your State



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

FIND YOUR NEAREST VENUE

3136 Search

Postcode/Suburb Association/League name

▼ A) Knox

Location
Name: Knox Gardens Reserve
Address: Argyle Way
Suburb: Wantirna South
Postal Code: 3152

More Information Register Now

▶ B) Blackburn
▶ C) Doncaster
▶ D) Glen Waverley - Over 35s
▶ E) Balwyn North
▶ F) Hawthorn - Over 35s

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

More Information

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

- 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.

Fixtures Results Ladders Venue Info & Location Register Now

2013 Summer

WEDNESDAY:

Wednesday Night Mens RESULTS

ANY DAY:

Monday Mens RESULTS

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

WEDNESDAY NIGHT MENS

FIXTURE RESULTS LADDER

NORMAL SEASON FINALS

ROUND 1 GAME REMINDER This round has not been

Demons vs **Lions** **def.** 7:30 PM / Wed 4 Sep
Bendigo Field 1 (Map)
Selected Teams
MATCH CENTRE

Crows vs **Magpies** **def.** 7:30 PM / Wed 4 Sep
Bendigo Field 2 (Map)
Selected Teams
MATCH CENTRE

Bombers vs **Saints** **def.** 7:30 PM / Wed 4 Sep
Bendigo Field 3 (Map)
Selected Teams
MATCH CENTRE

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

Fixtures Results Ladders Venue Info & Location Register Now

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.

Fixtures Results Ladders Venue Info & Location Register Now

2013 Summer

WEDNESDAY:
Wednesday Night Mens RESULTS

ANY DAY:
Monday Mens RESULTS

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

The screenshot displays the 'WEDNESDAY NIGHT MENS' page. At the top, there are three tabs: 'FIXTURE' (selected), 'RESULTS', and 'LADDER'. Below these are two sub-tabs: 'NORMAL SEASON' and 'FINALS'. The main content area is titled 'ROUND 1' and features a 'GAME REMINDER' icon. It lists three matches for 'Wed 4 Sep' at 7:30 PM:

- Demons vs Lions**: Bendigo Field 1. Includes 'ADD CLUB LOGO' buttons for both teams, a 'def.' label, and a 'MATCH CENTRE' button.
- Crows vs Magpies**: Bendigo Field 2. Includes 'ADD CLUB LOGO' buttons, a 'def.' label, and a 'MATCH CENTRE' button.
- Bombers vs Saints**: Bendigo Field 3. Includes 'ADD CLUB LOGO' buttons, a 'def.' label, and a 'MATCH CENTRE' button.

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

The screenshot shows a navigation bar with five tabs: 'Fixtures', 'Results', 'Ladders' (highlighted with a green border), 'Venue Info & Location', and 'Register Now'.

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.

The screenshot shows the 'Ladders' page. At the top, the navigation bar is the same as in the previous image. Below it, a filter dropdown is set to '2013 Summer'. The main content area is divided into two sections:

- WEDNESDAY:** A row for 'Wednesday Night Mens' with a 'RESULTS' button highlighted in green.
- ANY DAY:** A row for 'Monday Mens' with a 'RESULTS' button highlighted in green.

