

Sportalise & ULU Manual

Oct 2011

sportalise[®].com

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Register: U & players

All players, incl. captains:

Step 1 : Join your University on Sportalise:

- Click the relevant link below & click “**Join Club**” & register as a new user, activating your account when the link is sent to you

Step 2 : Join your club teams

- Log in and click “**Clubs, Orgs, Associations**” on the menu bar
- Click the “**Affiliated Clubs**” button (the  icon) next to your university name
- Next to the relevant club e.g. “Imperial Hockey”, click the “**Club Teams**” button (the  icon)
- Click “Join Team” next to the relevant team & gender (the  icon)

University / College Name	Signup Link
BPP Law School	www.sportalise.com/L6683
Central School of Speech & Drama (CSSD)	www.sportalise.com/L5033
City University	www.sportalise.com/L5027
Goldsmiths - University of London	www.sportalise.com/L626
Heythrop College	www.sportalise.com/L5030
Imperial College London	www.sportalise.com/L629
Imperial College School of Medicine (ICSM)	www.sportalise.com/L5031
Kings College London	www.sportalise.com/L1294
Kings College Medical School (KCLMS)	www.sportalise.com/L6649
London School of Economics (LSE)	www.sportalise.com/L5032
London South Bank University (LSBU)	www.sportalise.com/L630
Queen Mary, University of London	www.sportalise.com/L1287
Royal Free & UCMS (RUMS)	www.sportalise.com/L1292
Royal Holloway	www.sportalise.com/L1297
Royal School of Mines (RSM)	www.sportalise.com/L1293
Royal Veterinary College (RVC)	www.sportalise.com/L5028
School of Oriental & African Studies (SOAS)	www.sportalise.com/L1289
School of Pharmacy	www.sportalise.com/L1288
Schools of Slavonic and East European Studies (SSEES)	www.sportalise.com/L5025
St Barts & the Royal	www.sportalise.com/L1295
St Georges University	www.sportalise.com/L1296
St Marys University College (SMUC)	www.sportalise.com/L5026
University College London (UCL)	www.sportalise.com/L519
University of the Arts, London (UAL)	www.sportalise.com/L5029
University of Westminster	www.sportalise.com/L1290

Please pass these instructions to all your players

- 1. Managing your team / club**
- 2. Register your players to ULU leagues & tournaments**
- 3. Squad selection**
- 4. Create Practice or Coaching sessions**
- 5. Viewing fixtures (yours, your club's or all of ULU's fixtures)**
- 6. Entering results**
- 7. Creating intramural leagues**

1. Managing Your Team

These help slides are for :

- team managers / captains and players

They give an overview of your team's and clubs' home page

1. Manage your Club / Team – Your Home Page

Team Overview

Home New Match/Event Matches & Events **Teams** Leagues & Tournaments Clubs, Orgs, Associations Venues

Welcome **Joanna H** Profile Logout Help Center

Chat to Support via Skype Switch Tips on!

Create Team

Show only my favourite teams Filter on sport: Show for all sports Filter on Gender: All teams

Logo	Name	Code	Sport	Gender	Age Group	Home Page	Matches & Events	Members	Fav
	LSE 1st	T38019	Basketball	F	U/C				
	LSE 2nd	T37997	Basketball	F	U/C				

Each team has a Team Home Page from which you can manage your players: Click on Teams then click on the team's link

Club / Organisation Overview

Lvl	Logo	Name	Code	Signup / Registration	Affiliated Clubs	Club Teams	Leagues / Tournaments	Fav
1		London School of Economics (LSE)	L5032	Already signed up	Halls / Colleges / Socs / Clubs			
2		LSE Basketball	L5073	Already signed up				
1		University of London Union (ULU)	L1291	Already signed up	Affiliated Clubs			

Note that all your clubs have a Club Homepage where you can keep updated with the club's leagues, news and events

To go to your club click "Clubs, Orgs Associations" at the top of the tool bar

1. Your Team Home Page

The screenshot shows the 'Team Homepage' for 'LSE 1st - T38019'. The header includes the sportalise.com logo, a user profile for 'Joanna H', and navigation tabs for Home, New Match/Event, Matches & Events, Teams, Leagues & Tournaments, Clubs, Orgs, Associations, and Venues. The team details section lists: Team Name / Code: LSE 1st - T38019, Sport: Basketball, Manager: Joanna H, Home Colors, Away Colors, Favourite: checked, Gender: Female only, Age Group: College / University, Captain: Michele L, and Vice Capt. Below this are buttons for 'Show Matches', 'Create New Match or Event', and 'Club Homepage'. A list of management links includes 'Edit team details', 'Contact team manager', 'Contact members', 'Withdraw from this team', 'Location map', 'Make me the Captain', 'Make me the Vice Captain', and 'Maintain members'. An arrow points from the 'Maintain members' link to the 'Voting' panel. The page features four panels: 'Discussion Forums' (No posts/replies added yet), 'Voting' (No Polls added yet), 'Photos and Videos' (No Photos or Videos available), and 'Notice Board' (No Notice added yet).



From here
you can
manage your
team:

- Members database
- Change captain
- Contact members
- Add photos
- Forums &
- Polls

Clubs and Leagues/ tournaments have a similar page
On the club homepage you can see all club events

IMPORTANT : ULU events are against the ULU & your own uni's events will be against your uni club

1. Your University / Club Home Page

Club Name - Code : **London School of Economics (LSE) - L5032** Favourite : [?](#)
 Age Group : College / University Gender : M & F
 Your member status : Accepted - Full/Std

[Show Matches](#)
[Club / Org Leagues / Tournaments](#)
[Venues](#)
[Communities / Discussion Groups](#)
[Halls / Colleges / Socs / Clubs](#)
[Club Associations](#)

Club News & Events [Click here to Add / Edit News & Events](#)

No news items / events added yet

Discussion Forums [click here to Maximize](#)

[Post New Topic](#) [Discussion Groups](#)

No posts/replies added yet

Voting [click here to Maximize](#)

[Create New Poll](#)

No Polls added yet

Photos and Videos [click here to Maximize](#)

[Add Photo](#) | [Add Video](#)

No Photos or Videos available

Notice Board [click here to Maximize](#)

[Post New Notice](#)

No Notice added yet



- [Edit club details](#)
- [Maintain members](#)
- [Revenues & Remittances](#)
- [Contact the club members](#)
- [Contact the administrator\(s\)](#)
- [Withdraw from this club](#)
- [Widget Settings](#)
- [Manage registration](#)
- [Leaderboard Page](#)
- [Location map](#)

From Here you can

- Manage your:
- Members database
- Revenues
- Communicate with members
- Add leagues (intramurals
- Events and taster sessions
- Put up forms, polls
- and more

(League / Tournament administrator help slides can be found by [clicking here](#))

2. Register Your Players into the ULU leagues / tournaments

These help slides are for :

- team managers / captains or
- club Head Coaches / administrators

to sign up teams & register players to **Leagues / KO's / Round Robins**

2. Register your players to leagues

The screenshot shows the website's navigation bar with the following items: Home, New Match/Event, Matches & Events, Teams, Leagues & Tournaments, Clubs, Orgs, Associations, and Venues. A green arrow points to the 'Clubs, Orgs, Associations' item. Below the navigation bar, there is a 'Home' link and a 'Switch Tips on!' button. The main content area is divided into two sections: 'Notifications' and 'Service Center'.

Notifications

Matches & Events	No New	Notice Boards	1 New
Inbox	No New	Discussion Forums	No New
News Feeds (RSS)	No New	Voting (Polls)	No New
Stats Zone		Photos	10 New
My Availability		SMS Credits (0)	

At the bottom of the notifications section, there is a 'Select Favourite' dropdown menu and a help icon.

Service Center

let us get you started!

email or call us:
help@portalise.com
 +44 (0)7979 646 905


You can also click:
 Help Center for system help
 or
 Switch Tips for screen tips
 or
[Chat to Support via Skype](#)


At the bottom left, there is a 'Tell a Friend about Us' button with a ribbon icon.

Once your players have registered on the system and joined their teams, you need to formally register them in each league they are playing in, as follows:


Click **“Clubs, Orgs, Associations”** on the menu

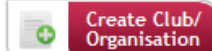
2. Register your players to leagues


sportalise.com

 Welcome **Joanna H**
Profile
Logout
Help Center ?













Home
New Match/Event
Matches & Events
Teams
Leagues & Tournaments
Clubs, Orgs, Associations
Venues

 Club / Organisation Overview Switch Tips On!



Tip : Need help with team or club setup? Free setup at help@sportalise.com

Show only my favourite clubs 

Club / Organisation Overview								
Lvl	Logo	Name	Code	Signup / Registration ?	Affiliated Clubs	Club Teams	Leagues / Tournaments	Fav
1		London School of Economics (LSE)	L5032	Already signed up	 Halls / Colleges / Socs / Clubs			
2		LSE Basketball	L5073	Already signed up				
1		University of London Union (ULU)	L1291	Already signed up	 Affiliated Clubs			



- Leagues are available for you at your university level and (Intramurals) or ULU level
- Click “**Leagues / tournaments**” next to “**University of London Union (ULU)**” to enter the ULU leagues

2. Register your players to leagues

Club Homepage

Mass Editing / Viewing

Show all Leagues / Tournaments

Sport : Show for all sports

Season year : 2011/2012

University of London Union (ULU) - L1291

League / Tournament Name	Code	Signup / Registration	Match Schedule	Results	Status	Type	Sport	Age Group	Ssn Year	Fav
Badminton Challenge Cup	C972	closed			in progress	KO	Badminton	U/C	2011/2012	
Badminton Mixed Division 1	C909	invite only			in progress	Lge	Badminton	U/C	2011/2012	
Badminton Mixed Premier Division	C908	invite only			in progress	Lge	Badminton	U/C	2011/2012	
Basketball Men's Challenge Cup	C973	closed			in progress	KO	Basketball 5 v 5	U/C	2011/2012	
Basketball Men's Division 1	C997	closed			in progress	Lge	Basketball 5 v 5	U/C	2011/2012	
Basketball Men's Premier Division	C998	closed			in progress	Lge	Basketball 5 v 5	U/C	2011/2012	
Basketball Women's Challenge Cup	C1000	closed			in progress	KO	Basketball 5 v 5	U/C	2011/2012	
Basketball Women's Premier Division	C999	closed			in progress	Lge	Basketball 5 v 5	U/C	2011/2012	
Football Men's Challenge Cup	C977	closed			in progress	KO	Football (Soccer) 11-aside	U/C	2011/2012	
Football Men's Division 1	C925	invite only			in progress	Lge	Football (Soccer) 11-aside	U/C	2011/2012	
Football Men's Division 2	C926	invite only			in progress	Lge	Football (Soccer) 11-aside	U/C	2011/2012	
Football Men's Division 3	C927	invite only			in progress	Lge	Football (Soccer) 11-aside	U/C	2011/2012	
Football Men's Division 4	C928	invite only			in progress	Lge	Football (Soccer) 11-aside	U/C	2011/2012	
Football Men's Plate	C979	closed			in progress	KO	Football (Soccer) 11-aside	U/C	2011/2012	
Football Men's Reserve Cup	C978	closed			in progress	KO	Football (Soccer) 11-aside	U/C	2011/2012	
Football Men's Vase	C980	closed			in progress	KO	Football (Soccer) 11-aside	U/C	2011/2012	

- Click “Signup / Registration” next to the relevant league / tournament
- **NOTE** : If this button is not visible then it means either:
 - i. player registration is not required / for this league / event **or**
 - ii. you are not eligible to sign up e.g. you are not a club admin or team manager / captain / vice captain

2. Register your players to leagues

(ONLY shown if the league / tournament requires it)

Select the Teams (and the team members) to be entered into the Tournament

Sport type : Gender :

Tip! Click the bars to expand the lists SignUp

- Club : Heriot-Watt Swimming -L759

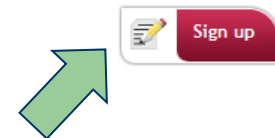
- Team : Heriot-Watt - T3856 Male & Female U/C Swimming

G	A	Name	
M		Alistair B	<input checked="" type="checkbox"/>
M		Andrew A	<input checked="" type="checkbox"/>
F		Ashley M	<input checked="" type="checkbox"/>
F		Cara H	<input type="checkbox"/>

- Click the team name you are entering
- Tick the signup tickbox to the right of the players who are entering to the tournament

- Click the “Signup” button

- **IMPORTANT :**
- You can always come back and edit this list by clicking on the Signup / Registration icon in the previous slide.



3. Squad Selection for Team Matches

These slides are for team captains or club admins to perform squad selection for matches

IMPORTANT:

- Your matches must already exist on the system before proceeding with this step

If your matches do not exist yet, you can:

- Either create ad hoc Competitive matches (if your league / tournament organiser is not using Sportalise)
(for help creating ad hoc fixtures [click here](#))



OR

- Generate match schedules / fixtures by running the league or tournament on the system
(for help creating leagues or tournaments [click here](#))


3. Squad selection


Home | New Match/Event | **Matches & Events** | Teams | Leagues & Tournaments | Clubs, Orgs, Associations | Venues

Matches / Events Chat to Support via Skype | Switch Tips On!

 Show selection parameters >>

Matches / Events ! IMPORTANT : Times displayed in : (GMT) Dublin, Edinburgh, Lisbon, London ?				
Date/Time	Home	Status	Away	Result
09-Jun-2011 18:00	Demo Team 4	✓	Demo Team 1 Invite your team	?
	League/tournament : London 5-aside - 1st Division - C804			 Calendar
	Venue : Old Deer Park - V97 🌐			
	Match or Event Type : League (Game 1)			



- Go to Matches & Events
- Scroll down to the appropriate match / event and click the “[Invite your team](#)” link

3. Squad selection

1 → Tick to Invite

Tick to Invite	Email	SMS	Mobile/Cell
<input checked="" type="checkbox"/> Player Eleven	<input checked="" type="checkbox"/>	<input type="checkbox"/>	44 -7979646905
<input checked="" type="checkbox"/> Player Ten	<input checked="" type="checkbox"/>	<input type="checkbox"/>	44 -7979646905
<input checked="" type="checkbox"/> Player Thirteen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	44 -7979646905
<input checked="" type="checkbox"/> Player Twelve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	44 -7979646905

2 ↑ Choose Invite Type:

3 ↓ Injured / Away / Suspended players : (click for details...)

4 ↓ Add a message to the Email invitation (optional):
Meet at the club at 5pm sharp!
970 chars left

5 ↑ Personalise the SMS invitation (optional):
Demo Team 4 v Demo Team 1 on 09-Jun-2011
18:00 @ Old Deer Park.
80 chars left

Legend:
IA=injured / away
S=suspended
=player owns a car

Buttons:

Summary:
Total players selected: 4
SMS credits required: 0
Your current credits: 0

- 1 : Select the players you want to player in this particular match
- 2 : Choose the invitation type for each player (The system will remember the setting for next time)
- 3 : Show any suspended or injured / away players
- 4 : Add a message (on sending the system will email your message with the invitation)
-
- When ready to invite the players, click the “Send Invitations” button & then click “Close”

3. Squad selection

portalise.com

Hi Player Twelve,

Player 40 has invited you to a League match for team Demo Team 1 - T184. Please submit your response by clicking on the links below:

[Accept](#)

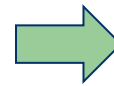
[Accept and offer transport](#)

(Tells the manager you will be offering lifts to the game in your car)

[Reject](#)

[I am Injured / Away and can't play in this match](#)

Organiser : [Player 40](#)
 Competition : [London 5-aside - 1st Division - C804](#)
 Date : 30-Jun-2011
 Time : 18:00 - (GMT) Dublin, Edinburgh, Lisbon, London
 Venue : Old Deer Park - V97
 TW1 1AA
 United Kingdom
[Display Map](#)



You have successfully accepted the invitation
 and you have indicated that you will be providing transportation.

To view your matches & events in Sportalise [click here](#)

- Add to Outlook Calendar
- Add to Windows Live Calendar
- Add to Yahoo Calendar
- Add to Google Calendar

Are you available for the next matches / events?

Date: 07-Jul-2011	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Date: 14-Jul-2011	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

- The players will receive an email invitation similar to the one above
- Players Accept / Reject (with or without transport) to set their status for each match/event
- When they click the links, they will be taken to a screen where they can add the event to their calendars and set availability for the following matches
- **NOTE** : If the email gets caught up in a junk / spam email filter then ask the players to add notifications@portalise.com to there junk mail and spam filters or “white lists”

3. Squad selection

Home | New Match/Event | **Matches & Events** | Teams | Leagues & Tournaments | Clubs, Orgs, Associations | Venues

Matches / Events Chat to Support via Skype | Switch Tips On!

Show selection parameters >>

Matches / Events		! IMPORTANT : Times displayed in : (GMT) Dublin, Edinburgh, Lisbon, London		
Date/Time	Home	Status	Away	Result
09-Jun-2011 18:00	Demo Team 4	✓	Demo Team 1 Manage invitations	
	League/tournament : London 5-aside - 1st Division - C804 Venue : Old Deer Park - V97 Match or Event Type : League (Game 1)			Calendar

- On the “Matches & Events” page the link will change to “Manage Invitations”
- Click this link again to monitor invitation statuses, send reminders, invite other players or monitor attendance

3. Squad selection

- 1 ? = player has not responded yet; ✓ = player accepted the invitation ✗ = player is not attending
 - 2 : Resend invitations. The system will resend via the method you first invited the player via e.g. email / SMS
 - 3 : Remove players from the event
 - 4 : Set your own status to Accepted
 - 5 : Invite more players from the team that were not originally invited
 - 6 : Set Actual attendance i.e. who actually came to the match / event
-
- A 🚗 icon means the player has offered to provide transport.
 - A 🚗 icon means the player has not offered to provide transport
- Click on the 🚗 🚗 icons to toggle them on and off

3. Maintain your own status (Team Members)

- Squad members can also maintain their statuses for each event via the Matches & Events page
- i.e. even after they have clicked the links in the email invitations, they can still update their status in the system

3. Maintain your own status (Team Members)

Home New Match/Event **Matches & Events** Teams Leagues & Tournaments Clubs, Orgs, Associations Venues

Matches / Events Chat to Support via Skype Switch Tips on!

Create Match / Event Show selection parameters >>

Matches / Events IMPORTANT : Times displayed in : (GMT+10:00) Canberra, Melbourne, Sydney

Date/Time	Home	Status	Away	Status	Result
10-Jun-2011 03:00	Demo Team 4	✓	Demo Team 1	✓	
	League/tournament : London 5-aside - 1st Division - C80 Venue : Old Deer Park - V97 Match or Event Type : League (Game 1)				

- This is for invited players to maintain their own status for the invitation
- Click “Matches & Events” on the menu bar then click “Maintain your Status” next to the match / event

3. Maintain your own status (Team Members)

	SMS Failed	Status	Transport	ACTUAL Attendance	Resend Invitation(s)	Remove / Withdraw	Accept Invitation
Home							
<u>Demo Team 4</u>		✓					
Away							
<u>Demo Team 1</u>		✓					
Player Thirteen		✓		<input checked="" type="checkbox"/>			<input type="button" value="Accept"/>
Player Eleven		?		<input checked="" type="checkbox"/>			
Player Ten		?		<input checked="" type="checkbox"/>			
Player Twelve		?		<input checked="" type="checkbox"/>			
Not attending : 1 (Click for details...)		✗					

- In this example, “Player Thirteen” is the player viewing his own status
- He can Withdraw himself and toggle his transport status on and off via the icons

4. Create Practice & Coaching Session

These help slides are for creating a practice or coaching session

The sessions can be recurring e.g. like MS Outlook / other calendars

4. Starting from the Homepage (Cockpit)...

Home New Match/Event Matches & Events Teams Leagues & Tournaments Clubs, Orgs, Associations Venues

Home Chat to Support via Skype Switch Tips on!

Notifications

<p> Matches & Events No New</p> <p> Inbox No New</p> <p> News Feeds (RSS) No New</p>	<p> Notice Boards 4 New</p> <p> Discussion Forums 4 New</p> <p> Voting (Polls) No New</p> <p> Photos No New</p>
--	---

Stats Zone SMS Credits (0)

My Availability

Select Favourite ?

Tell a Friend about Us

Service Center

let us get you started!

email or call us:
help@sportalise.com
 +44 (0)7979 646 905

You can also click:
 Help Center ?
 for system help

or

Switch Tips on!
 for screen tips

or

Chat to Support via Skype

- Click “New Match / Event” option on the menu bar

4. Create Practice Session

What type of match or event do you want to arrange? : Practice Session

Name of the match / event : 1sts & 2nd's Training Sessions

Date : 26-May-2011 10 Time : 18:00 (GMT) Dublin, Edinburgh, Lisbon, London

Venue : Town Centre Superdrome - V224 [Map](#) [Create new venue](#)

Which team is this practice session for? : Select Team

Occuring every Mon Tue Wed Thu Fri Sat Sun for 12 week(s)

Match / Event Comments :

Remember, South gate is closed from 19:00 onwards!

[Submit](#)

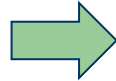
- Select “Practice Session” or “Coaching Session” from the drop down
 - **Tip !:** Enter date and time (Daylight Saving Time (DST) is automatically taken into account)
- Select the venue and team
 - **Tip !:** Create all your venues up front so they appear in your drop downs throughout the system
- Enter the day of week (DOW) and the number of weeks the sessions occur for
- Add any comments into the comments box. Users will see these comments in the email notification sent to them
- Click “Submit”

4. Email Notification Sent

Hi Player Eleven,

Player Ten has invited you to **Team practice session** for team **Demo Team 1**. The sessions occur every Sunday for 8 weeks. Your response below will only apply to the first session.

Please submit your response to the first session below. You can respond to further sessions from the [Match / Event Overview](#) screen.



[Accept](#)
[Reject](#)
[I am Injured / Away and can't play in this match](#)

Organiser : [Player Ten](#)
Date : 15-Apr-2009
Time : 15:16 - (GMT) Dublin, Edinburgh, Lisbon, London
Venue : Old Deer Park - V225
 187 Kew Road
 Richmond
 TW9 2AZ
 Surrey
 United Kingdom
[Display Map](#)

Comments from match / event creator :
 remember, the south gate is closed from 19:00 onwards!

- Each player in the team in the team will receive an email notification
- All occurrences of the sessions will now appear in the “Matches & Events” screen when players log in
- The player can set his attendance for the **FIRST** session by clicking on one of the links
- To set availability for **future** sessions follow the instructions on the system

5. How to view match schedules (fixtures)

There are a number of ways to view schedules in the system.

It is geared towards showing only what is relevant to you so as to make it 1-click & easy to see *your* stuff. So if you want to see stuff that's not directly relevant to you e.g. your entire club's schedules, it's a couple more clicks....

5. How to view fixtures (match schedules)

- There are a number of ways to view schedules....

1. “Matches & Events” screen

➤ this is the quickest way to view **YOUR** recent & upcoming matches & events i.e. with 1-click you see:

- all league or tournament matches that **you or your teams** are taking part in,
- **plus** social events, practice & coaching sessions created for clubs you belong to

➤ On this screen click “Show selection parameters” to change the **date range** or filter on a particular team, club or league

The screenshot shows the 'Matches & Events' screen with the following elements and annotations:

- Navigation Bar:** Home, New Match/Event, Matches & Events (highlighted with a green arrow), Teams, Leagues & Tournaments, Clubs, Orgs, Associations, Venues. A 'Help Center' button is circled with a red oval and a tip: "Tip !: user guides".
- Match Overview:** Shows a match between Edinburgh 1st and St Andrews on 05-Oct-2011 at 15:00. A tip: "Tip !: perform squad selection" points to the match details.
- Match Details:** League/tournament: SSS Men's Water Polo League 1 - C066; Venue: University of Edinburgh - St. Leonards - V1348; Match or Event Type: League. A tip: "Tip !: throughout the system, click the names of players, venues, teams, leagues, clubs or organisations to go to the homepage for that object" points to the league and venue names.
- Match Actions:** Print, Sched, Results, Tables, All, Club, Edit, Calendar. A tip: "Tip !: shortcut buttons take you to key screens for leagues & tournaments as well as Google maps for venues" points to the 'Sched' button.
- Other Elements:** 'Create Match / Event' button, 'Show selection parameters' button (with a tip: "Tip !: change the From & to Date range"), and a 'Switch Tips on/off' button.

5. How to view fixtures (match schedules)

2. Individual League / Tournament Schedules (1)

- this shows the full schedule for a single league or tournament
- there are two ways to access this screen
- option 1 below....

Home New Match/Event **Matches & Events** Teams Leagues & Tournaments Clubs, Orgs, Associations Venues

Matches & Events Overview Chat to Support via Skype Switch Tips on!

Create Match / Event ?
Show selection parameters >>

Tip ! : this screen only shows fixtures you are involved in i.e. as a player or team manager. For tips on viewing all fixtures [click here](#)

Matches / Events IMPORTANT : Times displayed in : (GMT+02:00) Harare, Pretoria ?

Date/Time	Home	Status	Away	Status	Result
24-Oct-2011 19:00	LSE 1st Invite your team	?	ICSM 1st	✓	Enter result
League/tournament : Badminton Mixed Premier Division - C908					
Venue :					
Match or Event Type : League					

5. How to view fixtures (match schedules)

2. Individual League / Tournament Schedules (2)

- option 2 below....
- **NOTE** : The “Leagues & Tournaments” screen shows leagues & tournaments that **YOU** are involved in i.e. that **you or your teams are entered into**

League / Tournament Overview

Home | New Match/Event | Matches & Events | Teams | **Leagues & Tournaments** | Clubs, Orgs, Associations | Venues

Chat to Support via Skype | Switch Tips on!

Season year : 2011/2012 | Show only my favourites

Logo	Type	Name	Code	Season Year	Signup / Registration	Match Schedule	Print	Results	Tables	Fav
	Lge	Badminton Mixed Premier Division	C908	2011/2012						

5. How to view fixtures (match schedules)

2. Mass Schedule Viewing (1)

- you can show all schedules for all leagues and tournaments running for a club / organisation
- there are two ways to access this screen
- option 1 below.....

Home New Match/Event **Matches & Events** Teams Leagues & Tournaments Clubs, Orgs, Associations Venues

Matches & Events Overview Chat to Support via Skype Switch Tips on!

[Create Match / Event](#) [Show selection parameters >>](#)

Tip ! : this screen only shows fixtures you are involved in i.e. as a player or team manager. For tips on viewing all fixtures [click here](#)

Date/Time	Home	Status	Away	Status	Result
24-Oct-2011 19:00	LSE 1st Invite your team	?	ICSM 1st	✓	Enter result
	League/tournament : Badminton Mixed Premier Division - C908			Print Sched Results Tables All Club	
Venue :			Edit Calendar		
Match or Event Type : League					

5. How to view fixtures (match schedules)

2. Mass Schedule Viewing (2)

- option 2 below.....
- **NOTE** : Leagues & Tournaments will run at different levels!!

e.g. For your intramurals click the button next to your university *or* for your inter university / club click the button next to the association level etc

The screenshot shows the 'Clubs, Orgs, Associations' tab selected in the navigation bar. Below the navigation bar, there is a 'Club / Organisation Overview' section. A green arrow points to the 'Create Club/Organisation' button. Another green arrow points to the 'Leagues / Tournaments' column in the table below. A third green arrow points to the trophy icon in the 'Leagues / Tournaments' column for the 'London Inter University Sport (ULU)' row.

Home New Match/Event Matches & Events Teams Leagues & Tournaments **Clubs, Orgs, Associations** Venues

Club / Organisation Overview

Chat to Support via Skype Switch Tips On!

Create Club/Organisation

Tip : Need help with team or club setup? Free setup at help@portalise.com

Show only my favourite clubs ?

Lvl	Logo	Name	Code	Signup / Registration ?	Affiliated Clubs	Club Teams	Leagues / Tournaments	Fav
1		London Inter University Sport (ULU)	L1291		Affiliated Clubs			<input checked="" type="checkbox"/>
1		London School of Economics (LSE)	L5032	Already signed up	Halls / Colleges / Socs / Clubs			<input checked="" type="checkbox"/>

5. How to view fixtures (match schedules)

2. Mass Schedule Viewing

- now choose Mass / Editing Viewing
- and select your leagues & tournaments....

Home New Match/Event Matches & Events Teams Leagues & Tournaments Clubs, Orgs, Associations Venues

Club / Org Leagues & Tournaments Chat to Support via Skype Switch Tips on!

Club Homepage **Mass Editing / Viewing** League / Tourn Registration Create New League/Tournament Contact All Administrators

Show all Leagues / Tournaments Sport: Show for all sports Season year: 2011/2012

Please select the leagues / tournaments to display

? means schedule not generated & it must be generated before you can view it.
 ! means facility not available for the league / tournament. Contact Sportalise.

Season year : 2011/2012 Continue Cancel

<input checked="" type="checkbox"/>	League / Tournament	Code	Type	Sport	Age	Gen
<input checked="" type="checkbox"/>	Badminton Mixed Division 1	C909	Lge	Badminton	U/C	M & F
<input checked="" type="checkbox"/>	Badminton Mixed Premier Division	C908	Lge	Badminton	U/C	M & F

Tip !: To select all the leagues & tournaments for a season year, tick the top tickbox

5. How to view fixtures (match schedules)

2. Mass Schedule Viewing

- now choose Mass / Editing Viewing
- and select your leagues & tournaments....
- **NOTE** : Highlighted fixtures are editable by you i.e. home fixtures where you are the team manager / club admin

Home New Match/Event Matches & Events Teams Leagues & Tournaments Clubs, Orgs, Associations Venues

Mass Schedule Viewing / Editing Chat to Support via Skype

Tip : Click the fields to edit them. Click "Reorder" to resort the list by date. Only Venue, date, time & officials fields are editable (Lge, KO & RR). For Race Me

Venue	Map	Date	Time	Home	Away	League / Tournament Name	Type	Print / Tables	Rnd / Gme	Match	Officials	Sport
Wed, 12 Oct, 2011												
No venue		12/10/2011	14:00	RHUL 6th	vs Imperial 6th	Football Men's Division 3	Lge		Gme1			Footb
No venue		12/10/2011	14:00	Imperial 4th	vs Imperial 5th	Football Men's Division 1	Lge		Gme9			Footb
No venue		12/10/2011	14:00	RHUL 5th	vs RUMS 2nd	Football Men's Division 2	Lge		Gme1			Footb
No venue		12/10/2011	14:00	St Georges 3rd	vs RUMS 4th	Football Men's Division 3	Lge		Gme1			Footb

Captains – from here you can also change the match schedule – but don't forget to notify your opponent !

6. Results & Stats for Leagues, Round Robins & Knockouts

- These help slides are for :
 - **team managers / captains / vice captains** for team tournaments &
 - **players** for tournaments for individuals e.g. tennis

for entering results and stats / team sheets for **leagues, round robins** and **knockout** tournaments.

(**League / Tournament administrator** help slides can be found by [clicking here](#))

Steps :

1. The home entrant(*) must enter the result
2. The away entrant gets an email to confirm the result
3. The away entrant must Accept / Object to the result
4. If the away entrant objects, then the league / tournament admin receives an email

(*) “**Entrant**” means **manager / captain / vice captain of the team** in the case of team sports e.g. Football or tennis team league. For individual sports e.g. Tennis individuals or squash, it is the individuals in the match. We refer to either as the “entrant”

For help slides to change your team’s manager, captain, vice captain [click here](#)

6. Starting from the Homepage (Cockpit)...

Home | New Match/Event | **Matches & Events** | Teams | Leagues & Tournaments | Clubs, Orgs, Associations | Venues | MarketPlace™

Home Chat to Support via Skype | Switch Tips On!

Method 1 →

Notifications

Matches & Events	No New	Notice Boards	1 New
Inbox	No New	Discussion Forums	1 New
News Feeds (RSS)	No New	Voting (Polls)	No New
		Photos	1 New

Stats Zone SMS Credits (0)

My Availability

Select Favourite ?

Tell a Friend about Us

Service Center

let us get you started!

email or call us:
help@sportalise.com
 +44 (0)7979 646 905

You can also click:
 Help Center ?
 for system help

or

Switch Tips On!
 for screen tips

or

A Chat to Support via Skype







- Home Entrant *
- Click “Matches & Events”

* Remember, for teams this can be the manager, captain or vice captain

6. Enter Results & Stats

Matches / Events ! IMPORTANT : Times displayed in : (GMT+10:00) Canberra, Melbourne, Sydney ?

1 2 3 4 Next Last


Date/Time	Home	Status	Away	Status	Result
06-Jun-2010 00:00	Sportalise Uni - 1st's Invite your team	?	Demo Team 6	✓	Enter result
	League/tournament : Uni Football League - C30				 Edit  Calendar
	Venue : Kew Green - V31 				
	Match or Event Type : League Match				
11-Jun-2010 18:07	Demo Team 1 Invite your team	?	Demo Men's 2nd Team	✓	Enter result
	Venue : Main Outdoor Pitch - V223 				 Edit  Calendar
	Match or Event Type : Competitive match				


Home entrant:


- On this screen you only see the matches you're involved in
- Find the match and click "Enter Result "
- Remember, the home entrant (manager / captain / vice captain for team sports) has to enter the score first

6. Enter Result & Stats

(Part I)


Uni Football League - C30
 06-Jun-2010
 Sportalise Uni - 1st's
 vs
 Demo Team 6

 Submit

 Cancel

Score :

Sportalise Uni - 1st's - T181 vs Demo Team 6 - T189

Normal time	<input type="text" value="0"/>	-	<input type="text" value="0"/>
After Extra Time (AET)	<input type="text" value="0"/>	-	<input type="text" value="0"/>
Penalties (Pen)	<input type="text" value="0"/>	-	<input type="text" value="0"/>

Game abandoned [?](#)

Points :

	Home		Away
	<input type="text" value="0"/>		<input type="text" value="0"/>

Home Entrant:

- Submit enters the score
- Points : Calculated automatically or entered manually, depending on the setting chosen by the league / tournament administrator

6. Enter Result & Stats

NOTE : To record data for non registered players in the scorecard below, click the tick box () in the "F" column and simply type in the player's name.

In the future when these players register on Sportalise, untick the boxes and select the players from the drop downs. Or you can do mass updates using the Replace Free Text Entries with Real Players function in the Stats & Match Returns screen (Both accessed via the Team & Competition homepages)

Scorer(s) :

F	Name	Mins	OG	Pen
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>

F	Name	Mins	OG	Pen
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	--Select--	0	<input type="checkbox"/>	<input type="checkbox"/>

(Part II)

- This section can be edited by the entrants or administrator at any time once the result has been submitted
- All stats / team sheet data is optional
- Simply select the player names from the drop downs
 - The drop downs will display players invited to the match first, then all other players from that team
- To add more players to the score card etc, simply click the green sign

TIP ! (some sports only):

- If a player has not registered on Sportalise yet then you can enter them as a Free Text entry for some sport. Tick the box in the "F" column and simply type in his name.
- Later, when he registers on Sportalise, you can untick the box and select from the drop down or use the mass replacement facility (see the "NOTE" box above the score card section)
- The drop downs will display players invited to the match first, then all other players from that team

6. Enter Result & Stats

sportalise®.com

Hi Clive Rice,

Putney 1st XI - T10 has filled in the score and match return for your match :

Putney 1st XI - T10 vs Old Wimbledonians Sunday 1st XI - T9

Date : 28-Jun-2009
Time : 13:30 - (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London
Venue : The Pavilion - V22
Competition : Griffin 2009 League - C2

You must either confirm the match return is correct or enter objections.

To accept / object to the match return [click here](#)

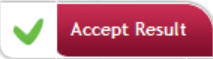
- **Away Entrant** *


- The away entrant will now receive an email asking him to confirm the score is correct or object to the score.

- Neither the home or away can edit the score at this point – only away can enter objections to the score.
- Any further adjustments to the score have to be done by the league / tournament administrator

- * **NOTE** : This email will only be sent to the away team manager in the case of teams. It will not be sent to the captain or vice captain


6. Enter Result & Stats





Reasons for objecting:

The linesman was not in a position to call the offside decision so the goal should have been allowed.


IMS Football - 5-aside - C199
 03-Jul-2010
[Demo Team 4](#)
 vs
[Demo Team 2](#)

Result :

6-5 (Pen)

Points :

	Home	Away
	3	0

• Away Entrant :

• **Accept Result:**

- Click this button if you're happy with the result

• **Object :**

- If you're unhappy with the result, enter your objections to the result & click "Object"
- The league tournament administrator will receive an email with your objections
- He will then adjust the score accordingly

7. Create your own Intramural leagues / tournaments and events

- These help slides are for :
 - **University and club administrators**

For your university club you can create:

- Leagues
- Tournaments
- Taster sessions & events

You can also manage your members database and get robust reporting

Give this a go.....

7. Start from

Go to

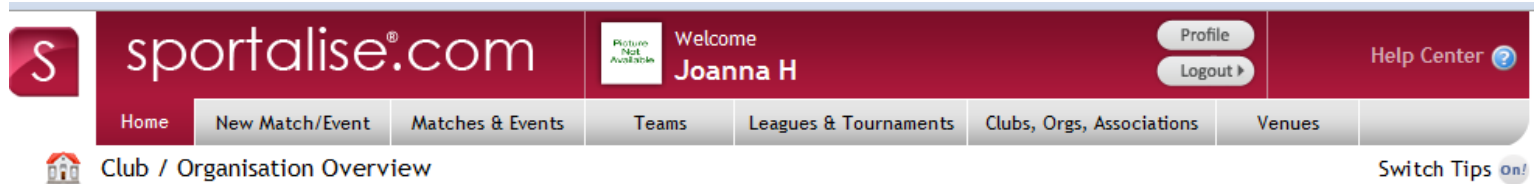
- Clubs, Orgs Associations
- Click “Leagues / Tournaments” against YOUR university, not against ULU
- Click create team (make sure you’re an admin of your uni. To be made admin at the uni level, get your existing admin to you or contact help@portalise.com)

If you need help on getting your halls / colleges setup, or general advice on how to set up intramurals, simply contact help@portalise.com. There’s no charge.

The screenshot shows the Portalise website interface. At the top, there is a navigation bar with tabs: Home, New Match/Event, Matches & Events, Teams, Leagues & Tournaments, Clubs, Orgs, Associations, and Venues. Below the navigation bar, there is a header for "Club / Organisation Overview" and a "Create Club/Organisation" button. A green arrow points to this button. To the right, there is a "Chat to Support via Skype" button and a "Switch Tips On!" button. Below the header, there is a tip: "Tip : Need help with team or club setup? Free setup at help@portalise.com". Below the tip, there is a checkbox for "Show only my favourite clubs" which is checked. The main content area is a table titled "Club / Organisation Overview" with the following columns: Lvl, Logo, Name, Code, Signup / Registration, Affiliated Clubs, Club Teams, Leagues / Tournaments, and Fav. The table contains two rows of data:

Lvl	Logo	Name	Code	Signup / Registration	Affiliated Clubs	Club Teams	Leagues / Tournaments	Fav
1		London Inter University Sport (ULU)	L1291		Affiliated Clubs			
1		London School of Economics (LSE)	L5032	Already signed up	Halls / Colleges / Socs / Clubs			

A green arrow points to the trophy icon in the "Leagues / Tournaments" column for the LSE row.



The screenshot shows the top navigation area of the Sportalise website. The header is dark red and contains the Sportalise logo, the text 'sportalise®.com', a 'Picture Not Available' placeholder, a 'Welcome Joanna H' message, and 'Profile' and 'Logout' buttons. Below the header is a light grey navigation bar with the following menu items: Home, New Match/Event, Matches & Events, Teams, Leagues & Tournaments, Clubs, Orgs, Associations, and Venues. A 'Help Center' link with a question mark icon is located on the right side of the navigation bar, highlighted by a green arrow. Below the navigation bar, there is a 'Club / Organisation Overview' link and a 'Switch Tips on!' button.

- Lots of manuals are available for you at the help center on the tool bar
- For any questions or help please don't hesitate to contact the **Sportalise Service Centre** via

Email

help@sportalise.com

- You're welcome to include your number and we'll give you a call right back