Clubs introductory guide

This guide is designed to serve as a basic introduction to new users at a club level and should help you to find your way around the software product and perform a set of key tasks.
This is not a definitive guide and any further questions that you have should be directed to support.

Basic Navigation

There are two controls that are used to navigate through the various pages of results vault, Menus and Modes.

The mode is set using a drop down selector fond in the top right hand corner of the page. Each mode contains a set of Menus which are each related to a specific area of the software. The following Modes are available to clubs.

Organisation: Contains menus to access and update club and personnel information as well as manage users.

Competition Participation: Contains menus to access pages to add and edit players, make team selections and enter match results

Website (only available with Sportzvault websites): Contains menus that allow users to update and manage their website.

User Maintenance

> ⓘ **Navigation**
>
> **MODE:** Organisation **MENU:** Users -> User list

Additional users can be added to assist with data entry and club management.

Adding Players

> ⓘ **Navigation**
>
> **MODE:** Competition Participation **MENU:** Players -> Add a new player

When adding a new player to the database the software will check for duplicates. Users will see a list of search results with the following options

- Create a new record: Will add a new record to the database
- Add to Your club (Transfer): A copy of the players record is added to your club's player list. The record is not removed from the original club's player list
- Apply for Clearance (Clearance): Sends a request to the player's club and governing association requesting approval for a clearance. When the approval process is complete the players record is removed from the old club and added to your club.

If you are uncertain which option to use or are having trouble adding a player please contact the governing association or Interact Sport - support@interactsport.com

Add New Player

? Help on this topic

Click this link to create a new player record

Before creating a new person record, please search for an existing record.
If the record already exists you can transfer the record, or (if applicable) apply for a clearance.

If the person record you wish to create was not found in the search, please click here to create a new record.

Please enter search criteria.
The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Transferring an existing player will create a copy of their record in your club's list

A clearance requires formal approval from the originating club and officiating association

Person name	First: Jessica	Middle:	Last: Smith

[Search]

Search Results
Too many records returned - only showing top 200. Please narrow your search.

ID	NMAS ID	Name	Year of birth	Organisation	Location	Transfer	Clearance
1597133	738688	Smith, Jessica	1993	YMCA Epping Netball Club	Ryde (NSW)	Add to Alexa...	Apply for Clea...
1244754	52188	Smith, Jessica	1984	Westernport Netball Association Inc.	Westernport (VIC)	Add to Alexa...	Apply for Clea...
1244796	314484	Smith, Jessica	1982	Waverley Night Netball Association...	Glen Waverley (VIC)	Add to Alexa...	Apply for Clea...
1244761	85640	Smith, Jessica	1989	Leongatha & District Netball Associ...	LEONGATHA (VIC)	Add to Alexa...	Apply for Clea...
0606077	951052	Smith, Jessica	1994	Sacred Heart Netball Club	LANDSDALE (WA)	Add to Alexa...	Apply for Clea...
1244811	181899	Smith, Jessica	1989	Corio Netball Association	NORLANE (VIC)	Add to Alexa...	Apply for Clea...
1597160	1393309	Smith, Jessica	2004	Tuross Netball Club	BROULEE (NSW)	Add to Alexa...	Apply for Clea...
0606081	1141911	Smith, Jessica	2001	Baldivis Netball Club	ROCKINGHAM (WA)	Add to Alexa...	Apply for Clea...
1244798	409929	Smith, Jessica	1984	Stawell Inter-Church Netball Associ...	Stawell (VIC)	Add to Alexa...	Apply for Clea...

Registering Players

(i) **Navigation**

MODE: Competition Participation **MENU:** Players -> Registration Manager

After they have been added to the database players will need to be registered. Use the check boxes to select the relevant players and select register a player from the actions list. Clicking perform action will open the registration dialogue where a registration can be selected and applied to the selected players.

If you are uncertain which option to use or are having trouble registering a player please contact the governing association or Interact Sport - support@interactsport.com

Player Registration Management

Person Filter

Person Role	PLAYER ▼	⦿ ANY Sub Role ○ Select Sub Roles
Person Name/ID		Name/ID contains text ▼
Association	Yarra Valley Mountain Dist Football Netba ▼	Registration Period: 2013 ▼
Registration Type	--No Type-- ▼	Registration Mode: Show All ▼

[Search]

Selected Actions

Actions	Please select bulk action... ▼	[Perform Action]	▶ Add New Player

☐ Select All ☐ Select Visible Only (on current page)   Participants Currently selected: 0

Drag a column to this area to group by it.   Quick Filter*: [   ]

Select	ID	Ext ID	Name		DOB	Age	Current Type	Address	Status
☐	942066	1387331	Creighton, Megan	Edit	28 Aug 1984	28		6 Dunn Court ALEXANDRA	UNREGISTERED
☐	951866	131708	Davis, Brooke	Edit	6 Aug 1991	21		27 Albert St ALEXANDRA	UNREGISTERED
☐	1005783	247069	Gill, Vanessa	Edit	31 Aug 1988	24		42 Vickery Street ALEXANDRA	UNREGISTERED
☐	1022653	300350	Halligan, Teagan	Edit	15 Jan 1995	18		105 Webster Street ALEXANDRA	UNREGISTERED
☐	1077608	1116578	Kidd, Emma	Edit	26 Nov 1979	33		70 Nihil Street ALEXANDRA	UNREGISTERED

Selecting Squads / Grade Customisation

There are several options to help clubs sort and identify their list of active grades. Using friendly names and a customised sort order list make it easier for users to find exactly what they are looking for

Selecting squads for a particular grade will pre-populate match score cards with player names and make the listed players available on the player statistics page

Printing scorecards

Use the filtering options on the match list page to search for upcoming matches. Use the checkboxes in the search results to pick the matches you want score cards for, select print scorecard from the actions list and then click perform action.

Match List

? Help on this topic

Match Filter

Season	2013 ▾
Grade	ALL GRADES ▾

Dates/Round
- ○ Select by date range 08/04/2013 – 14/04/2013
- ● (or) Select by Round 1 ▾

Status
☑ NO STATUS (N) ☑ IN PROGRESS (P) ☑ UNCONFIRMED (U) ☑ DISPUTED (D) ☑ CONFIRMED (C) ☑ OFFICIAL (O)

[Search Matches]

Selected Match Actions

Actions	Print Scorecard ▾ [Perform Action]

☑ Select All ☐ Select Visible Only **Matches Currently selected: 4**

Drag a column to this area to group by it.   Search*: [   ]

Select	Grade	Rnd	Dates	Home Team		Away Team	Venue	MT	Status	
☑	Sticks Yarra Valley Division 2 …	1	13 Apr 13 12:40…	Yarra Glen	v	Alexandra	Yarra Glen Footba…	A	N	Actions
☑	Sticks Yarra Valley Division 2 …	1	13 Apr 13 11:30…	Yarra Glen	v	Alexandra	Yarra Glen Footba…	A	N	Actions
☑	Sticks Yarra Valley Division 2 …	1	13 Apr 13 10:30…	Yarra Glen	v	Alexandra	Yarra Glen Footba…	A	N	Actions
☑	Sticks Yarra Valley Division 2 …	1	13 Apr 13 9:30AM	Yarra Glen	v	Alexandra	Yarra Glen Footba…	A	N	Actions

Entering results

ⓘ **Navigation**

MODE: Competition Participation **MENU:** Matches -> Enter Match Results

Typically match results are entered by the home team. Enter the total scores for both teams (and any other relevant statistics) and click update to submit the match

Match result and score entry

> ℹ **Warning:** It is normally the responsibility of the home team to enter results.
> You may still enter the results, and the home team will then be responsible to confirm the result.

Yarra Valley Mountain Dist Football Netball League - Sticks Yarra Valley Division 2 A Grade
Round 1 - Sat 13 Apr 2013 (12:40PM)

Yarra Glen	v	Alexandra

Venue: Yarra Glen Football Ground [275 C2] **Match ID:** 709389
Umpires: Not specified

> Note: All scores and statistics are entered as those scored within the applicable period.
> For each column you can either enter just the totals, or information for all periods (and the total will then auto calculate).
> ◉ Enter Final Scores/Stats only ○ Enter All Period Scores/Stats

Yarra Glen
RESULT:
Select... ▾

PERIOD	G	GA	I	RO	RD	P	TO	D
TOTAL								

Alexandra
RESULT:
Select... ▾

PERIOD	G	GA	I	RO	RD	P	TO	D
TOTAL								

MATCH NOTES (optional)

[Update]

Entering player statistics

> ℹ **Navigation**
>
> **MODE:** Competition Participation **MENU:** Matches -> Enter Player Scores

Player statistics can only be entered after the match result has been submitted.

Confirming / Disputing Results

> ℹ **Navigation**
>
> **MODE:** Competition Participation **MENU:** Matches -> Confirm / Dispute Results

Confirming match results is typically performed by the away team. When the home team enters the score the match is given a status of 'unofficial' and must be confirmed by the away team. If there is a disagreement over the final result the away team should contact the home team in the first instance. If both clubs still can't agree on a result after initial discussions then the match can be disputed. This will notify the association that they will need to intervene to resolve the conflict.