

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 found 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.

User Maintenance

[Help on this topic](#)

[Add New User](#)

Click to add a new
User

Click to edit and
existing User

Alexandra user list

☐ Show deleted users

Login ID	User Name	Email	Last Logon	Status	Edit	Other Actions
Alexandra1 2013	Michelle Jack	MichelleJ@murrindindi.vic.gov.au			Edit	Select... Go
NV_DebTest_1	Deb Martin	deb.martin@netballvic.com.au	9 Apr 13 6:14PM		Edit	Select... Go

Notes:

Locked users	red	
Deleted users	orange	
Principal user	bold	

Last Login times are in local time for this organisation.

Select an option and
click go to unlock
accounts, reset

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@interact.com

Add New Player

☐ Help on this topic

Click this link to create a new player record

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

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.

Person name First: Middle: Last:

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 Clearance...
1244754	52188	Smith, Jessica	1984	Westernport Netball Association Inc.	Westernport (VIC)	Add to Alexa...	Apply for Clearance...
1244796	314484	Smith, Jessica	1982	Waverley Night Netball Association...	Glen Waverley (VIC)	Add to Alexa...	Apply for Clearance...
1244761	85640	Smith, Jessica	1989	Leongatha & District Netball Associ...	LEONGATHA (VIC)	Add to Alexa...	Apply for Clearance...
0806077	951052	Smith, Jessica	1994	Sacred Heart Netball Club	LANDSDALE (WA)	Add to Alexa...	Apply for Clearance...
1244811	181899	Smith, Jessica	1989	Corio Netball Association	NORLANE (VIC)	Add to Alexa...	Apply for Clearance...
1597160	1393309	Smith, Jessica	2004	Tuross Netball Club	BROULEE (NSW)	Add to Alexa...	Apply for Clearance...
0806081	1141911	Smith, Jessica	2001	Baldivis Netball Club	ROCKINGHAM (WA)	Add to Alexa...	Apply for Clearance...
1244798	409929	Smith, Jessica	1984	Stawell Inter-Church Netball Associ...	Stawell (VIC)	Add to Alexa...	Apply for Clearance...

Registering Players



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	<input type="text" value="PLAYER"/>	<input checked="" type="radio"/> ANY Sub Role <input type="radio"/> Select Sub Roles
Person Name/ID	<input type="text"/>	Name/ID contains text <input type="text"/>
Association	<input type="text" value="Yarra Valley Mountain Dist Football Netb"/>	Registration Period: <input type="text" value="2013"/>
Registration Type	<input type="text" value="--No Type--"/>	Registration Mode: <input type="text" value="Show All"/>

Selected Actions

Actions

☐ 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
<input type="checkbox"/>	942066	1387331	Creighton, Megan	Edit	28 Aug 1984	28	6 Dunn Court ALEXANDRA	UNREGISTERED
<input type="checkbox"/>	951866	131708	Davis, Brooke	Edit	6 Aug 1991	21	27 Albert St ALEXANDRA	UNREGISTERED
<input type="checkbox"/>	1005783	247069	Gill, Vanessa	Edit	31 Aug 1988	24	42 Vickery Street ALEXANDRA	UNREGISTERED
<input type="checkbox"/>	1022653	300350	Halligan, Teagan	Edit	15 Jan 1995	18	105 Webster Street ALEXANDRA	UNREGISTERED
<input type="checkbox"/>	1077608	1116578	Kidd, Emma	Edit	26 Nov 1979	33	70 Nihil Street ALEXANDRA	UNREGISTERED

Selecting Squads / Grade Customisation



Navigation

MODE: Competition Participation **MENU:** Teams -> Team Squad Setup

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

Grade/Team Customisation

[Help on this topic](#)

Entering a Friendly Name will update the grade options in RV drop down lists

Sort order will change the order of grades in drop down lists. Lower values display at the top. eg: 0, 1, 2..

Season	2013	
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Grade/Team	Friendly Name	Sort Order	Options	Squad	Team Report
YVMDFNL:Sticks Yarra Valley Division 2 A Grade	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 2 View Edit	Print
YVMDFNL:Sticks Yarra Valley Division 2 A Reserve	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
YVMDFNL:Sticks Yarra Valley Division 2 B Grade	<input type="text"/>	<input type="checkbox"/>		Size: 0 Edit	Print
YVMDFNL:Sticks Yarra Valley Division 2 B Reserve	<input type="text"/>	<input type="checkbox"/>		Size: 0 Edit	Print

Click on edit to select a squad from your list of registered players. Squad lists are automatically added to

Printing scorecards



Navigation

MODE: Competition Participation **MENU:** Matches -> Match List

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	<input type="radio"/> Select by date range 08/04/2013 - 14/04/2013 <input checked="" type="radio"/> (or) Select by Round 1
Status	<input checked="" type="checkbox"/> NO STATUS (N) <input checked="" type="checkbox"/> IN PROGRESS (P) <input checked="" type="checkbox"/> UNCONFIRMED (U) <input checked="" type="checkbox"/> DISPUTED (D) <input checked="" type="checkbox"/> CONFIRMED (C) <input checked="" type="checkbox"/> OFFICIAL (O)

Search Matches

Selected Match Actions

Actions	Print Scorecard	Perform Action
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☒ 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	
<input checked="" type="checkbox"/>	Sticks Yarra Valley Division 2 ...	1	13 Apr 13 12:40...	Yarra Glen	v	Alexandra	Yarra Glen Footba...	A	N	Actions
<input checked="" type="checkbox"/>	Sticks Yarra Valley Division 2 ...	1	13 Apr 13 11:30...	Yarra Glen	v	Alexandra	Yarra Glen Footba...	A	N	Actions
<input checked="" type="checkbox"/>	Sticks Yarra Valley Division 2 ...	1	13 Apr 13 10:30...	Yarra Glen	v	Alexandra	Yarra Glen Footba...	A	N	Actions
<input checked="" type="checkbox"/>	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

Season 2013 Round CURR Grade YVMDNFL:Sticks Yarra Valley Division 2 A Grade Go



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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Alexandra
RESULT:
Select...

PERIOD	G	GA	I	RO	RD	P	TO	D
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MATCH NOTES
(optional)

Update

Entering player statistics



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



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.