

# Football West: SportsTG User Guide

## Giving Access to Club Administrators

This guide will allow you to give access to club administrators in the following ways:

- Access to the Club (all teams and club information)
- Access to a Team
- For more information on the details of full/restricted access, please see this link
  - <https://support.sportstg.com/help/restricted-access>

**Important:** Everyone must have a SportsTG Passport account in order to have access to a club or team.

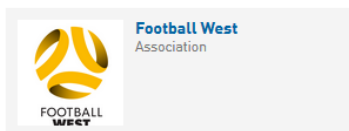
### Step 1: Login to SportsTG

Select your club from the membership accounts (NPL clubs will have a separate NPL account for those teams)

## MEMBERSHIP

### Membership Accounts

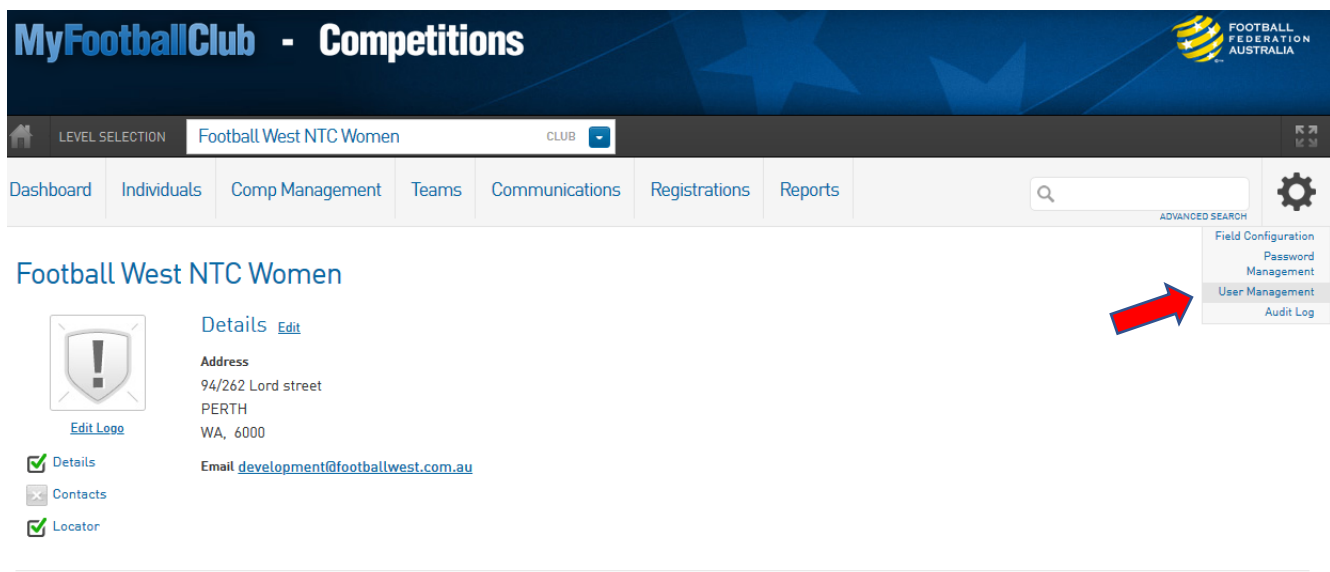
Select the **Membership** account you would like to access from the list below.



If you'd like to link to another database to this page please contact the administrator for the organisation you desire to be added to and ask them to add you in [User Management](#).

## Step 2: Grant Full/Restricted Access to the Club

For those you wish to give access to the club's SportsTG account, click on the COG symbol on the right hand side of the screen, and select "User Management".



**MyFootballClub - Competitions**

LEVEL SELECTION: Football West NTC Women CLUB

Dashboard | Individuals | Comp Management | Teams | Communications | Registrations | Reports

Football West NTC Women

Details [Edit](#)

Address: 94/262 Lord street, PERTH, WA, 6000

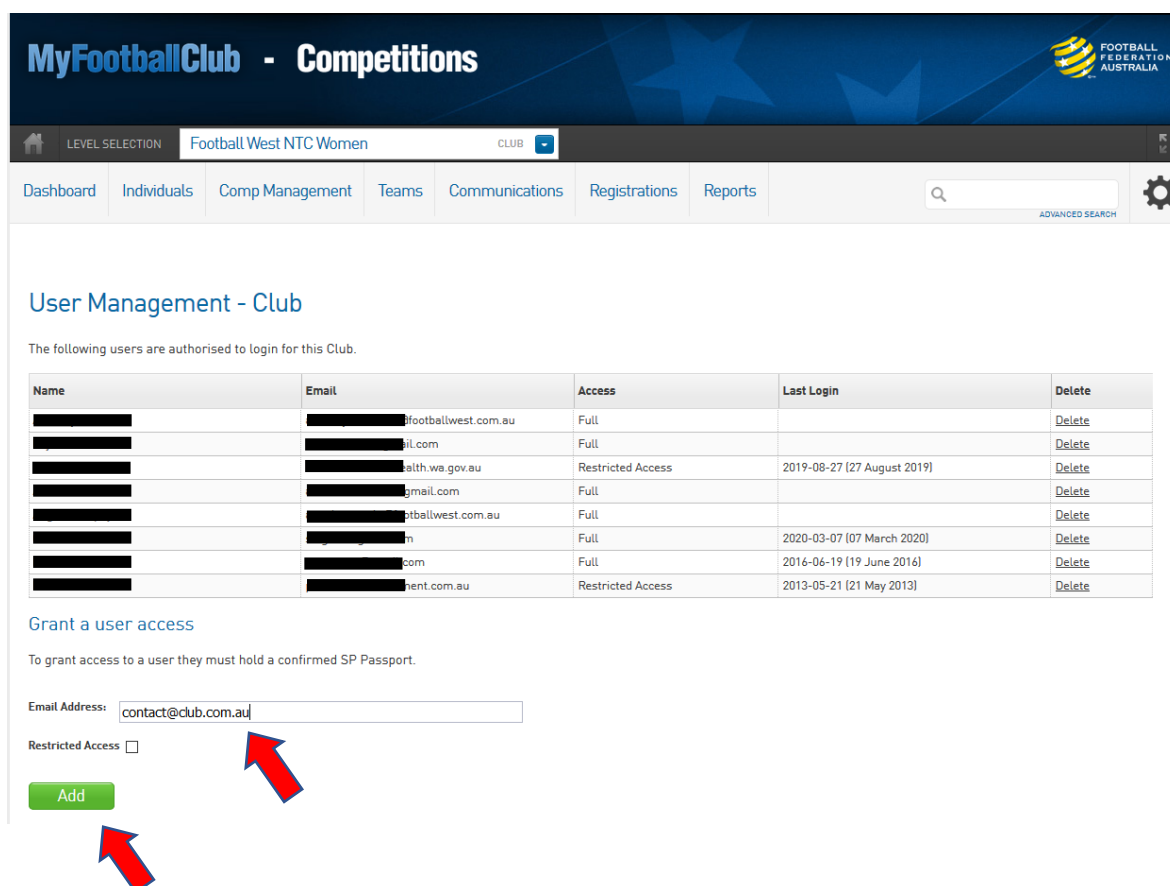
Email: [development@footballwest.com.au](mailto:development@footballwest.com.au)

Details  
 Contacts  
 Locator

Settings Menu: Field Configuration, Password Management, **User Management**, Audit Log

In the "User Management – Club" page, enter the email address of the SportsTG account you wish to give full access to, and click "Add".

If you would like to restrict the access of the user, check the "Restricted" box.



**MyFootballClub - Competitions**

LEVEL SELECTION: Football West NTC Women CLUB

Dashboard | Individuals | Comp Management | Teams | Communications | Registrations | Reports

User Management - Club

The following users are authorised to login for this Club.

Name	Email	Access	Last Login	Delete
[REDACTED]	[REDACTED]@footballwest.com.au	Full		<a href="#">Delete</a>
[REDACTED]	[REDACTED]@il.com	Full		<a href="#">Delete</a>
[REDACTED]	[REDACTED]@alth.wa.gov.au	Restricted Access	2019-08-27 (27 August 2019)	<a href="#">Delete</a>
[REDACTED]	[REDACTED]@mail.com	Full		<a href="#">Delete</a>
[REDACTED]	[REDACTED]@tballwest.com.au	Full		<a href="#">Delete</a>
[REDACTED]	[REDACTED]@n	Full	2020-03-07 (07 March 2020)	<a href="#">Delete</a>
[REDACTED]	[REDACTED]@com	Full	2016-06-19 (19 June 2016)	<a href="#">Delete</a>
[REDACTED]	[REDACTED]@ent.com.au	Restricted Access	2013-05-21 (21 May 2013)	<a href="#">Delete</a>

Grant a user access

To grant access to a user they must hold a confirmed SP Passport.

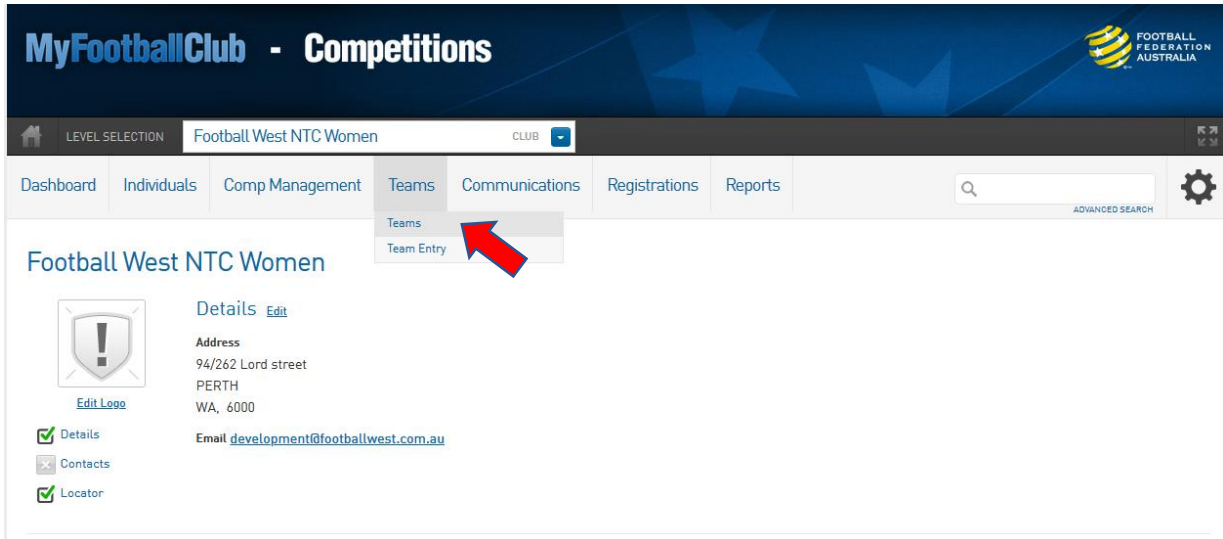
Email Address:

Restricted Access

[Add](#)

### Step 3: Grant Full/Restricted Access to a Specific Team

In the club homepage, hover the cursor over “Teams” and click on “Teams”.



**MyFootballClub - Competitions**

LEVEL SELECTION: Football West NTC Women CLUB

Navigation: Dashboard | Individuals | Comp Management | **Teams** | Communications | Registrations | Reports

Sub-menu: Teams (highlighted with red arrow), Team Entry

**Football West NTC Women**

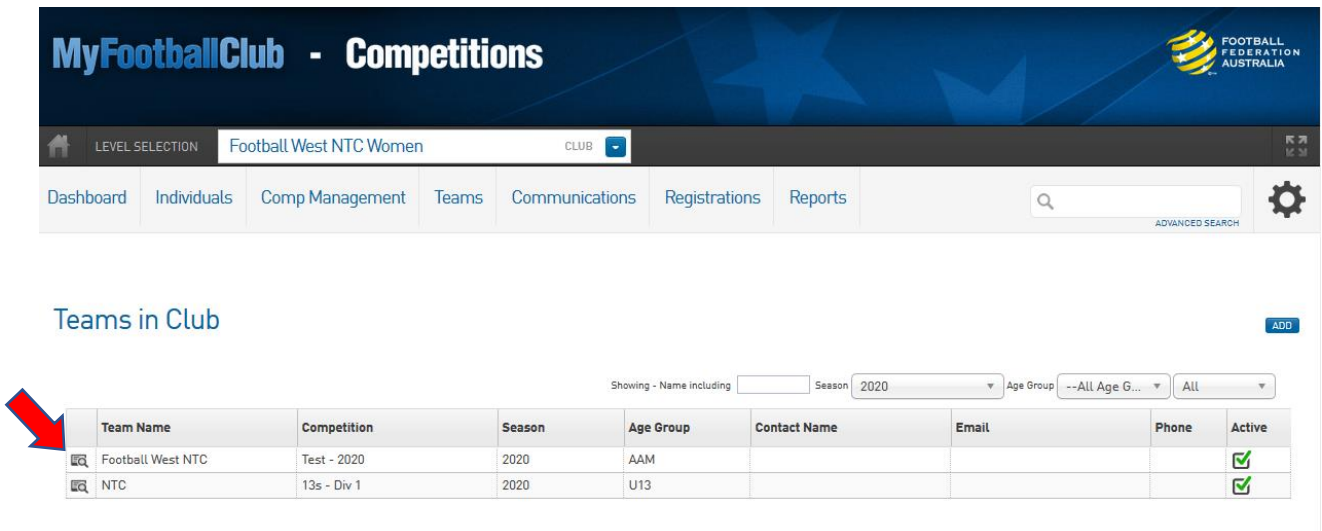
Details [edit](#)

Address: 94/262 Lord street, PERTH, WA, 6000

Email: [development@footballwest.com.au](mailto:development@footballwest.com.au)

Options:  Details,  Contacts,  Locator

Select the team you wish to grant access to, by click the icon to the left of the team name.





**MyFootballClub - Competitions**

LEVEL SELECTION: Football West NTC Women CLUB

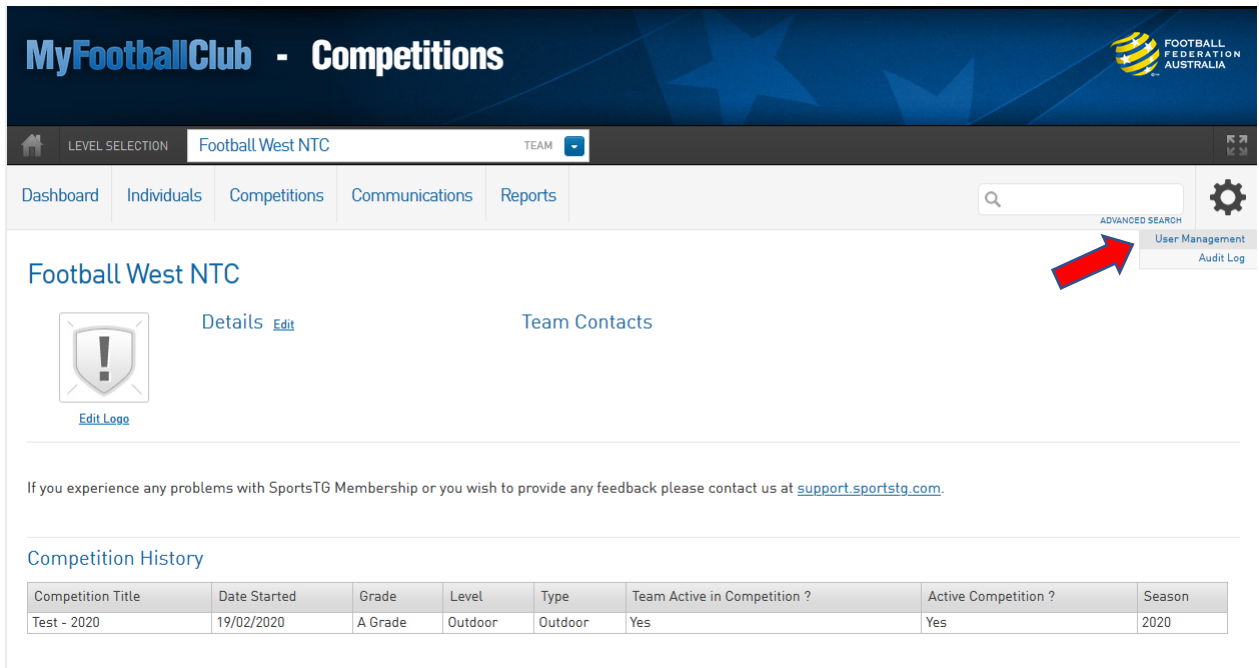
Navigation: Dashboard | Individuals | Comp Management | **Teams** | Communications | Registrations | Reports

**Teams in Club** ADD

Showing - Name including:  Season: 2020 Age Group: --All Age G... All

	Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
	Football West NTC	Test - 2020	2020	AAM				<input checked="" type="checkbox"/>
	NTC	13s - Div 1	2020	U13				<input checked="" type="checkbox"/>

In the team's homepage, click on the COG symbol on the right hand side of the screen, and select "User Management".



MyFootballClub - Competitions

LEVEL SELECTION Football West NTC TEAM

Dashboard Individuals Competitions Communications Reports

Football West NTC

Details Edit Team Contacts

Edit Logo

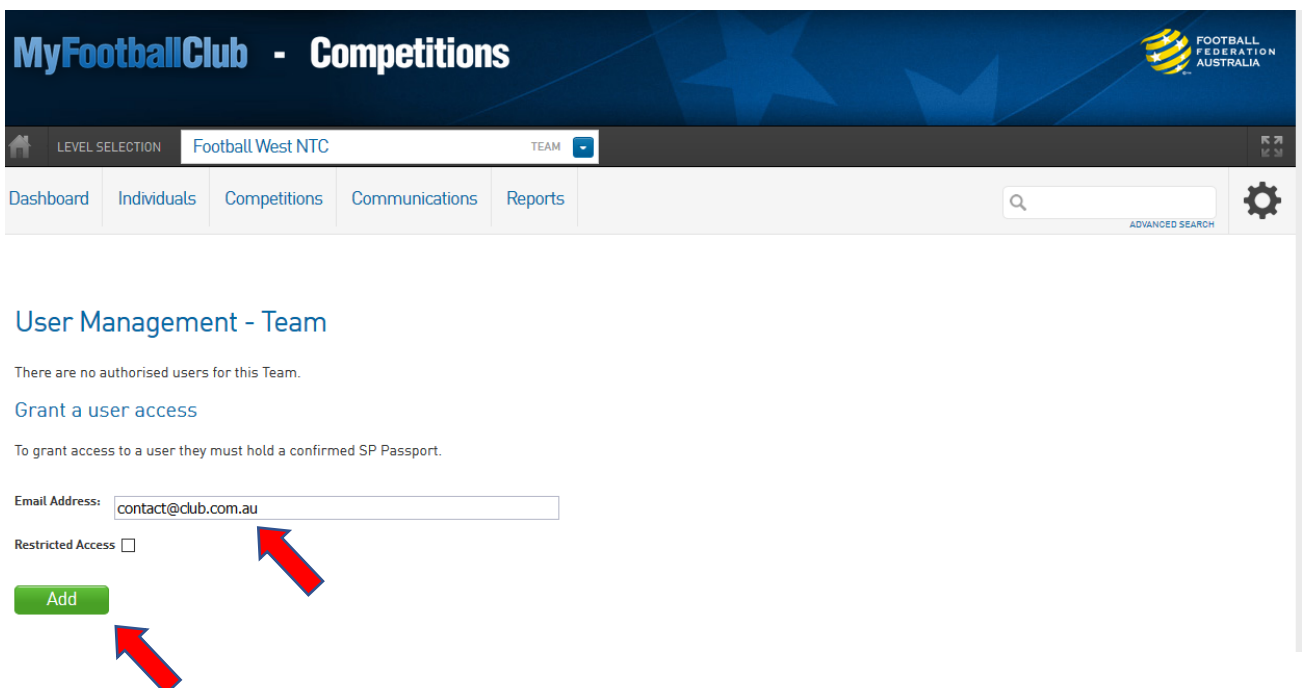
If you experience any problems with SportsTG Membership or you wish to provide any feedback please contact us at [support.sportstg.com](mailto:support.sportstg.com).

Competition History

Competition Title	Date Started	Grade	Level	Type	Team Active in Competition ?	Active Competition ?	Season
Test - 2020	19/02/2020	A Grade	Outdoor	Outdoor	Yes	Yes	2020

In the "User Management – Team" page, enter the email address of the SportsTG account you wish to give full access to, and click "Add".

If you would like to restrict the access of the user, check the "Restricted" box.



MyFootballClub - Competitions

LEVEL SELECTION Football West NTC TEAM

Dashboard Individuals Competitions Communications Reports

User Management - Team

There are no authorised users for this Team.

Grant a user access

To grant access to a user they must hold a confirmed SP Passport.

Email Address:

Restricted Access

Add