




Little Athletics Victoria – SportsTG

Navigating SportsTG

 Membership	 Shop	 Websites
 Events	 Tools & Administration	

- Above are the 5 key areas of the portal which can relate to Membership with Little Athletics Victoria and its members
- Our session this evening will provide an insight as to what each area offers and pertains too in order to meet the needs of your Centre
- **IMPORTANT INFORMATION**

Preferred Browsers to use Chrome / Firefox



DO NOT USE Internet Explorer



SUMMARY

- **Membership (includes Members / Registration Fees TABS)** is the primary part of the console which we use for member information, registration payments viewing paid / unpaid reports, extracting settlement reports for payments exporting member information, creating queries based on membership data and much more.
- **Shop** is optional and can be used for membership related shop purchases or purchases throughout the season. Currently we have approx 5-8 Centres actively using their shop during the registration process or as an external avenue through their website (for one off purchases) Further information is available once you are logged into SportsTG by clicking on the blue support tab or clicking on the below link:
<https://helpdesk.sportstg.com/hc/en-us/categories/200042270-ShopDesq>
- **Websites** are available to set up as part of your Centre console – they fall under categories Site desq 1, 2 and 3 – the 3 for the high tech website page which does involve significant costs to have set up – Lachlan in our office is your go too for Websites – I would recommend getting in contact with him should you consider re vamping your website or getting one started.

Lachlan's email: Lachlan.rayner@lavic.com.au

All Centres who do not have a current website still have a landing page. This was created for you by LAVic at the commencement of the 15/16 season

To check your website and where it sits (if you are unsure whether one exists please type into your browser [https://\(centrenamelac\).com.au](https://(centrenamelac).com.au)

- **Events** - allows you to control all aspects of your event, from customised online registration forms through to unlimited email communication and event reporting.
Create open day entries – duty rosters, meeting registrations, course registrations, championship days – the opportunities are endless.
Events also allow you if required to intergrade with your list of members / website controlling everything from early bird registrations, payment processing, reporting, exporting and publishing results from the event.
Even add merchandise to an event and avoid having to pay an administrative fee.
Keep in mind events don't have to have a fee value – which can give you the ability to utilise the system without charging your members (dependant on the type of event)
- **Tools** – the tools menu is an excellent resource in the preparation of storage for documents, images and much more. We recognise that committees change and the tools menu is the answer to file storage. The tools menu also is the driving force for email template construction which we will work through in next Wednesday's session. Additional databases can be created here also which can assist where 2nd parents in the family can be sent a copy of communication already sent to the primary email profile assigned to the member.
- **Administration** – the administration tab controls the ability to assign user profiles for committee members specific to their role – it also acts as a control area to create or manage custom questions that appear in your registrations or simply those applicable to Centre Admin only. The administration area also acts as a control and convenience for Centres with clubs to login into their clubs via the Centre login. The Noticeboard is also a helpful tool which can be best demonstrated at LAVic to Centre / Club level.