

New To Sports TG?

Back to Basics

*De-mystifying Little Athletics Victoria's member
database / competition entry portal program*

Presented by Kim John

Find more information and resources on ourCentre
<https://ourcentre.com.au>



ADMINISTRATION

- Account / User details – Who should have access?
- Bank account info – make sure it is up to date!
- Custom fields – what types exist? Required?
- Centres with clubs – shortcuts to access

ADMINISTRATION

Account information

1 LAVic Test Centre

Home Website Members Registration Fees Events Registrations Results Tools **Administration**

Details

Users

Membership Data Import


Custom Fields

Credit Card Gateway

Club

Noticeboard

Centre Details

 Edit

General Access Other **Bank Account Information**

Organisation ID (Internal Use Only): 1610

Centre Name: 1 LAVic Test Centre

Centre Code:

Name: Update Secretary Information Here

Address: Level 1, 31 Aughtie Drive

Suburb: Albert Park

State: Victoria

Postcode: 3206

Country: Australia

Postal Address: Locked Bag 1011

Postal Suburb: Port Melbourne

Postal State: VIC

Postal Postcode: 3207

Business: 03 86464510

Direct:

Private:

Mobile:

Facsimile:

Email: office@lavic.com.au

Email Format: HTML

Centre / Club details

How do I find it?

What needs updating?

- Secretary contacts
- Banking details
- How to update banking details
- Centre / Club (if applicable)

ADMINISTRATION

User Accounts

1 LAVic Test Centre Logged in as: System Administrator Log Off
















Home Website Members Registration Fees Events Registrations Results Tools **Administration** SportsTG Noticeboard

Details
Users
Membership Data Import
Custom Fields
Credit Card Gateway
Club
Noticeboard

Users

+ Add Copy

Records: 1-5 of 5

Name	Contact	Access	Edit	View	Delete
Fred Flintstone	No	No			
Jo Blow	No	No			
Registrar - Sally Sign-up	No	Yes			
Rob TESTY	No	Yes			
VLAA TEST TREASURER	No	Yes			

Records: 1-5 of 5

30:00 SportsTG

- How do I find it?
- Who requires access?
- Removing profiles
- Editing / Adding a profile (next slide)

ADMINISTRATION

Understanding user profiles

- How to add / update
- Customising – what is applicable?
- Restricting access

1 LAVic Test Centre Logged in as: System Administrator [Return](#) [Log Off](#)

[Home](#) [Website](#) [Members](#) [Registration Fees](#) [Events](#) [Registrations](#) [Results](#) [Tools](#) [Administration](#) [SportsTG Noticeboard](#)

[Details](#)
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Users

[Save](#) [Cancel](#)

[General](#) [Website](#) [Membership](#) [Subscriptions](#) [Shop](#) [Auctions](#) [TicketDesq](#) [Events](#) [Registrations](#) [Results](#) [Competitions](#) [Tools](#) [Administration](#)

Name:

Title:

Email Address:

Telephone:

Website Contact: ☐ Yes ☒ No

Console Access: ☒ Yes ☐ No

UserName:

Password:

Repeat Password:

[Save](#) [Cancel](#)

ADMINISTRATION

Customising / Adding a profile

How to customise what can be accessed :

- Membership – Members
- Subscriptions – Transactions
- Tools – document/image library, email templates / secondary database creation

1 LAVic Test Centre Logged in as: System Administrator [Return](#) [Log Off](#)

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Users

[Save](#) [Cancel](#)

[General](#) [Website](#) [Membership](#) **[Subscriptions](#)** [Shop](#) [Auctions](#) [TicketDesq](#) [Events](#) [Registrations](#) [Results](#) [Competitions](#) [Tools](#) [Administration](#)

Menu: ☒ Yes ☐ No
Dashboard: ☒ Yes ☐ No
Generate: ☐ Yes ☒ No
Manage: ☐ Yes ☒ No
Transactions Menu: ☒ Yes ☐ No
Unpaid: ☒ View ☐ Pay ☐ Cancel ☐ Reminder ☐ Report ☐ Export
Paid: ☒ View ☐ Pay ☐ Cancel ☐ Receipt ☐ Report ☐ Export
Cancelled: ☒ View ☐ Refund ☐ Report ☐ Export
Refund Listing: ☒ View ☐ Receipt ☐ Report ☐ Export
Payments Received: ☒ View ☐ Report ☐ Export
Settlements: ☒ View ☐ Report
Export Templates: ☒ View ☐ Edit ☐ Add ☐ Delete
Subscription - Types: ☒ View ☐ Edit ☐ Add ☐ Copy ☐ Delete ☐ Members ☐ Transfer ☐ Export ☐ Archive ☐ Distribute
Subscription - Categories: ☒ View ☐ Edit ☐ Add ☐ Delete ☐ Status
Subscription - Tags: ☒ View ☒ Edit ☒ Add ☒ Delete
Options: ☐ Yes ☐ No

[Save](#) [Cancel](#)

ADMINISTRATION

Custom Fields

Little Athletics Victoria

Home

Website

Members

Registration Fees

Shop

TicketDesq

Events

Registrations

Results

Tools

Administration

SportsTG Noticeboard

Details

Users

Membership Data Import

Custom Fields

Credit Card Gateway

Centre

Club

Noticeboard

Logged in as: System Administrator

Log Off

Custom Fields

Edit

Text Box

Date

Yes/No

Number

List Box

Question	Show	Required	Register	Member	View	Edit	Default
School Name	Yes	No	Yes	Yes	Yes	Yes	
Allergies? If none leave blank	Yes	No	Yes	Yes	Yes	Yes	
1st Parent/Guardian Name	Yes	Yes	Yes	Yes	Yes	Yes	
2nd Parent / Guardian Name	Yes	No	Yes	Yes	Yes	Yes	
2nd Parent / Guardian Email	Yes	No	Yes	Yes	Yes	Yes	
Medical Conditions	Yes	No	Yes	Yes	Yes	Yes	

Edit

Each organisation has the following options available to them:

- 6 Text Box Fields,
- 4 Date Fields,
- 4 Yes/No Fields,
- 2 Number Fields
- 4 List Box Fields.

These Fields will display in that order on the Registration Form

ADMINISTRATION

Club Access / Shortcut – Centres with clubs

Logged in as: System Administrator

Werribee Little Athletics Centre **Return** **Log Off**

Home Website Members Registration Fees Events Registrations Results Tools **Administration** SportsTG Noticeboard

Details
Users
Membership Data Import
Custom Fields
Credit Card Gateway
Club
Listing
Groups
Send Email
Export
Noticeboard

Club Listing

All Records A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search For: werribee In: Name

Records: 1-5 of 5

Name	Code	Username	Edit	View	Email	Status	Login
Cougars - Werribee LAC	72C						
Dragons - Werribee LAC	72D						
Lynx - Werribee LAC	72L						
Scorpions (White) - Werribee LAC	72S						
Wildcats - Werribee LAC	72W						

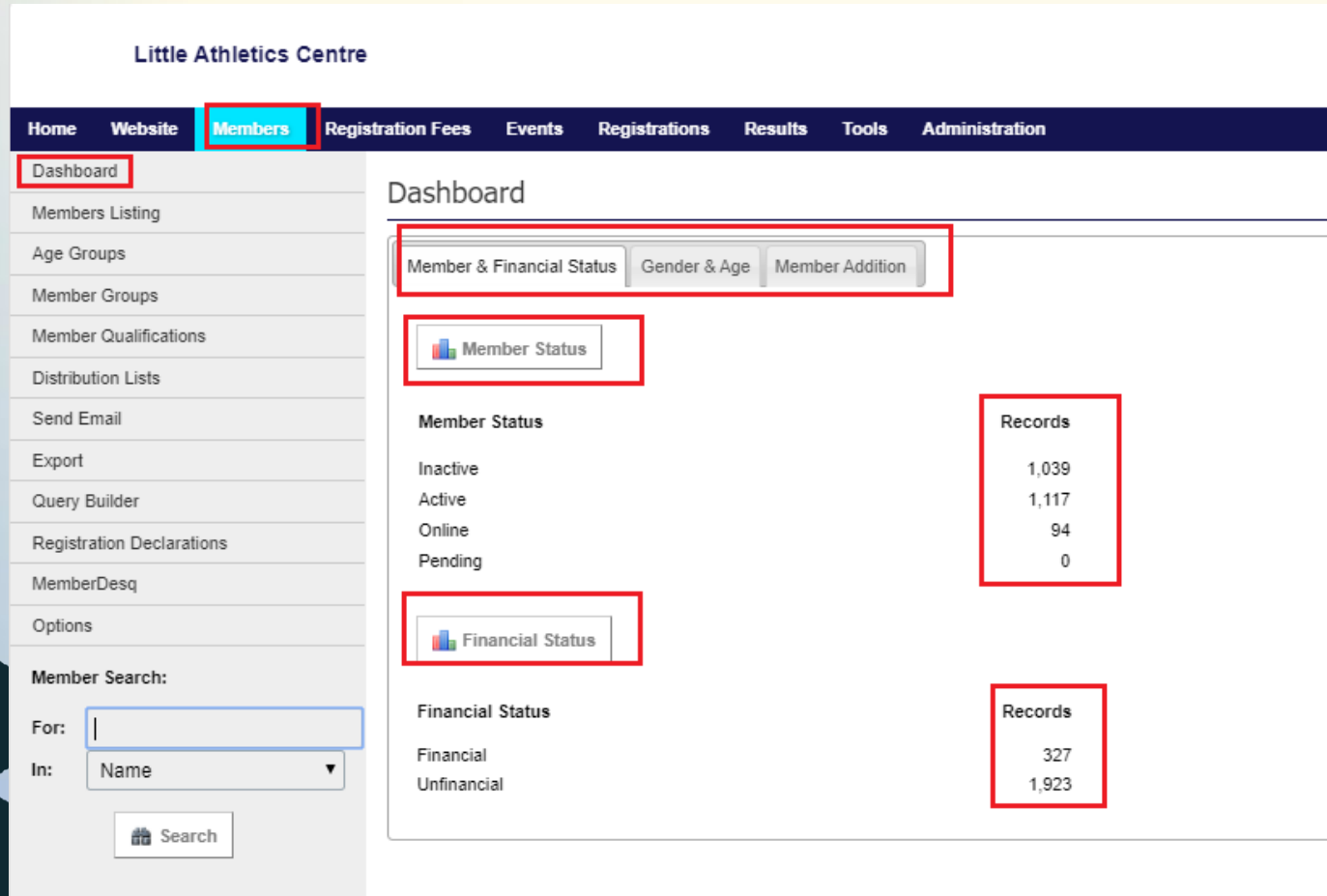
Records: 1-5 of 5

Login shortcuts are available to Centres with Clubs they can be managed without logging in with full credentials to each club, from the base login page.

<https://console.sportstg.com/>

MEMBERS LISTING

Understanding the dashboard



The screenshot shows the 'Members Listing' dashboard for the 'Little Athletics Centre'. The top navigation bar includes links for Home, Website, Members (highlighted), Registration Fees, Events, Registrations, Results, Tools, and Administration. The left sidebar contains a list of menu items: Dashboard (highlighted), Members Listing, Age Groups, Member Groups, Member Qualifications, Distribution Lists, Send Email, Export, Query Builder, Registration Declarations, MemberDesq, Options, and a Member Search section with input fields for 'For:' and 'In:' (set to 'Name') and a 'Search' button. The main content area is titled 'Dashboard' and features three tabs: 'Member & Financial Status' (selected), 'Gender & Age', and 'Member Addition'. Below the tabs, there are two sections: 'Member Status' and 'Financial Status'. Each section has a corresponding 'Records' table. The 'Member Status' table shows counts for Inactive (1,039), Active (1,117), Online (94), and Pending (0). The 'Financial Status' table shows counts for Financial (327) and Unfinancial (1,923).

Member Status	
Inactive	1,039
Active	1,117
Online	94
Pending	0

Financial Status	
Financial	327
Unfinancial	1,923

The members dashboard provides an overview of members in your system.

MEMBERS LISTING

Understanding the members listing

1 LAVic Test Centre Logged in as: System Administrator [Return](#) [Log Off](#)

Home Website **Members** Registration Fees Events Registrations Results Tools Administration SportsTG Noticeboard

Dashboard
Members Listing
 Age Groups
 Member Groups
 Member Qualifications
 Distribution Lists
 Send Email
 All Members
 Age Groups
 Member Group
 Member Query
 Distribution List
 Campaign Management
 Export
 Query Builder
 Registration Declarations
 MemberDesq
 Options
 Member Search:
 For:
 In: Name

Members Listing

Basic Search

Find: In: Name

Recently Edited Recently Added

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Clarke										
Harri										
Stewart 4	Rory									
Test 4	Child									
Stewart 3	Rory									
Test 3	Child									
Test 2	Child									
Test	Child									
Potter	Lily									
McKenzie	Jiahai									

The members listing provides an overview of members recently edited or added in your system.

Completed from this page can be:

- Regular search (either blue search box)
- Advanced searches
- Alphabetical default search (keeping search boxes empty & selecting search)



MEMBERS LISTING

Understanding member status'

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email
Fitzwilliam	Leopold									
Stewart 2	Rory									
Stewart 3	Rory									
Stewart 4	Rory									
Test	Child									
Test 2	Child									
Test 3	Child									
Test 4	Child									

Little Athletics Victoria uses 3 types of member status'

Active – *green tick* – members deemed actively involved in the organisation

Inactive – *red cross* – no longer active in organisation

Online – *light green world* – these are a new member or someone who needs to provide proof of birth so they can be activated *



MEMBERS LISTING

Activating Online Members

Records with the 'online' status can be identified by the "light green circle" in the Status column of your members listing.

To activate an online member **2 Steps** must be completed:

Step 1

Update their profile using the edit option > and complete the answer to the Association Custom Field – (Office Use)
Has proof of age been sighted? YES > then save.

Association Custom Fields

School Name:

Melbourne Primary

Allergies? If none leave blank:

1st Parent/Guardian Name: *

John Jones

2nd Parent / Guardian Name:

Mary Jones

2nd Parent / Guardian Email:

mary@jones.com.au

Medical Conditions:

Permission to seek medical treatment if required? *

☒ Yes ☐ No

Do you have ambulance cover? *

☒ Yes ☐ No

Is the athlete Aboriginal/Torres Strait Islander? *

☒ Yes ☐ No

Where did you find out about Little Athletics? *

LAVic promotional flyer ▼

(Office Use) Has proof of age been sighted? *

Yes ▼

Any permanent impairment (disability)? *

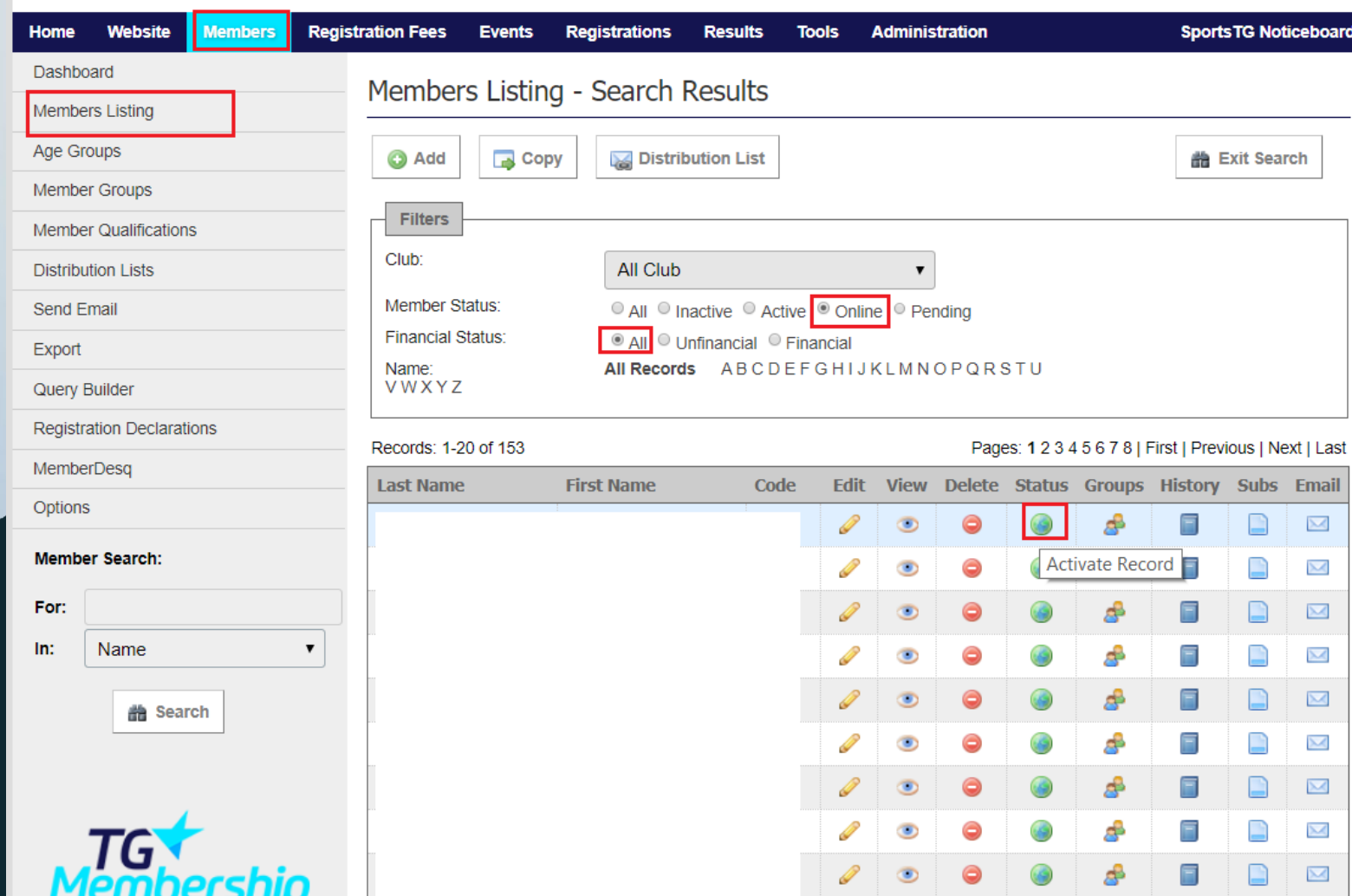
Please Select
Unchanged

Was the athlete born in Australia? *

Yes
No

MEMBERS LISTING

Activating Online Members



Home Website **Members** Registration Fees Events Registrations Results Tools Administration Sports TG Noticeboard

Dashboard
Members Listing
Age Groups
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export
Query Builder
Registration Declarations
MemberDesq
Options

Member Search:
For:
In:

Members Listing - Search Results

Filters

Club:

Member Status: ☐ All ☐ Inactive ☐ Active ☒ Online ☐ Pending

Financial Status: ☒ All ☐ Unfinancial ☐ Financial

Name: **All Records** ABCDEFGHIJKLMNOPQRSTU

Records: 1-20 of 153 Pages: 1 2 3 4 5 6 7 8 | First | Previous | Next | Last

Last Name	First Name	Code	Edit	View	Delete	Status	Groups	History	Subs	Email

TG Membership

Records with the 'online' status can be identified by the "light green circle" in the Status column of your members listing.

To activate an online member **2 Steps** must be completed:

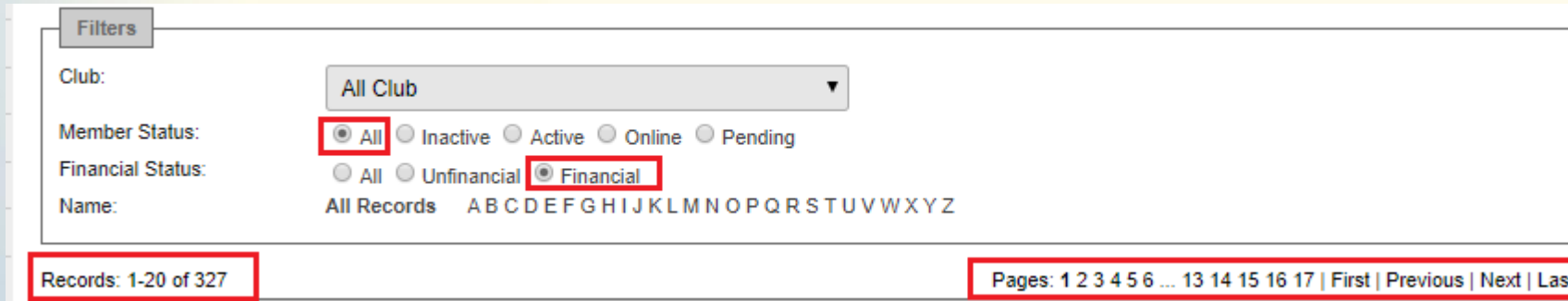
Step 2

1. Update their status from online to active
2. Hover your mouse over the relevant member's online status and then click (left mouse click) the green circle to activate the profile. They will disappear from this list and now appear active.



MEMBERS LISTING

Understanding member filters



The screenshot shows a 'Filters' section with the following elements highlighted by red boxes:

- Club:** A dropdown menu set to 'All Club'.
- Member Status:** Radio buttons for 'All', 'Inactive', 'Active', 'Online', and 'Pending'. The 'All' button is selected and highlighted.
- Financial Status:** Radio buttons for 'All', 'Unfinancial', and 'Financial'. The 'Financial' button is selected and highlighted.
- Name:** A text input field and an alphabetical index 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'.
- Records:** A box indicating '1-20 of 327' records.
- Pages:** A box showing pagination links: '1 2 3 4 5 6 ... 13 14 15 16 17 | First | Previous | Next | Last'.

- Filters control how we view our member database
- The default is generally All / Financial.
- Make sure filter selections are correct when searching for a member
- Either search bar can be used to search for a member:
- Searches can include: Surname, Address, Email Address, Membership Number



MEMBERS LISTING

Further reading - information

To better understand the members listing please visit ourCentre:

- <https://ourcentre.com.au/> for short videos that explain:
- How to view a members registration history
- Link siblings
- Check / update contact information
- Update their personal details
- Create email lists based on a query
- Create a distribution list
- Email an individual member / group of members or your entire financial list
- Further in-depth training is available via webinars / one on sessions

Please contact kim.john@lavic.com.au for more info

Or use the help option at the bottom of your console page :

<https://sportstg-help.knowledgeowl.com/help/>

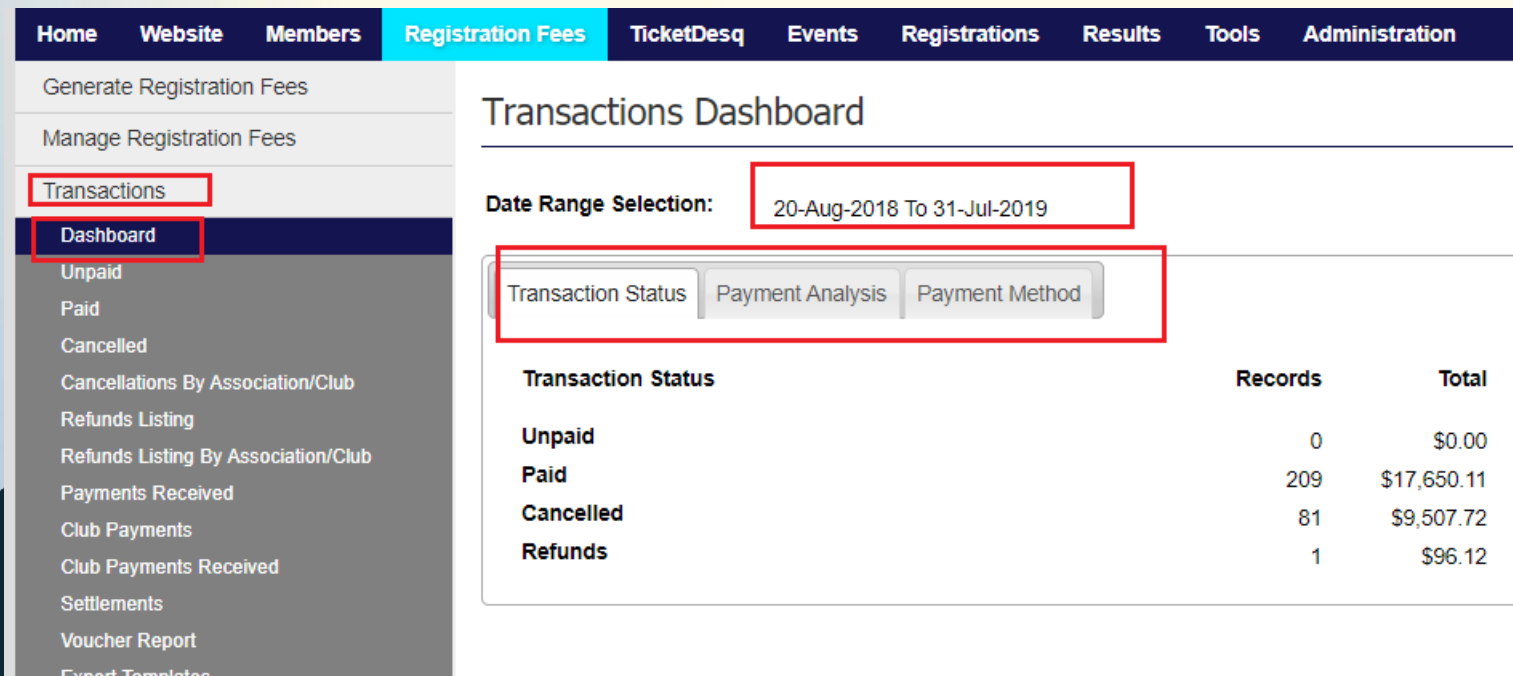
* You have to be logged into SportsTG to access the above link ☺

REGISTRATIONS & FEES

- Transactions Dashboard
- Registration Fee Template
- Registration Types
- Invoice / Receipt details
- Paid / Unpaid listings
- Settlement reports

REGISTRATIONS & FEES

Transactions Dashboard



Transaction Status	Records	Total
Unpaid	0	\$0.00
Paid	209	\$17,650.11
Cancelled	81	\$9,507.72
Refunds	1	\$96.12

The dashboard will default to the **Transaction Status** tab.

- The **Transaction Status** tab provides an overview of the total number of transactions
- The **Payment Analysis** tab. The analysis tab will show you how many payments have been made to your organisation.
- The **Payment Method** tab will show the breakdown of transactions by the method of payment noted in the system.

REGISTRATION FEE TEMPLATE

Completing / due date

Registration fee templates are available with affiliation material or via:

<https://ourcentre.com.au/centre-affiliation/>

Templates calculate the total of all fees combined.

Fee templates form part of Section 1 of affiliation, the fee template is due prior to **August 9th**.

LAVic Centre Registration Fee Summary 2019/2020

Please complete and return this form electronically by no later than August 9th 2019

Please save this form in the following format: (centrename)fees1920 & return completed form to:
kim.john@lavic.com.au

COMPLETE THIS FORM ONLY IF YOUR CENTRE DOES NOT HAVE DIFFERING CLUB FEES (if applicable)
ie. complete only if the Centre or CLUBS (if applicable) have the same total fee

Please complete the below summary. Registration fees will then be submitted into SportsTG on your behalf additional fee types may be added to accommodate merchandise items or additional sundries your Centre require to be made available.

For assistance please contact Kim John on 8646 4510

Centre Name: Centre No

Info / Rego Day 1 Date 2 Date 3

* Only complete the # of Info / Rego dates required Summer Start Date

Date format for the above is dd/mm/yy

Registrar Name

Registrar Daytime Contact(s)

Registrar Email address

Age Group Registration Options - Please note all single age groups must be completed
Once a Centre (and Club if applicable) value is added the total will calculate for you

Please note the LAVic Component below is inclusive of the SportsTG processing fee. Centre / Club fees have their administration fee 4% of the Centre / Club Value) deducted before weekly Settlements

Registration Fee Type	LAVic	Centre	Club/s	Total	Office Use
Under 06 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 07 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 08 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 09 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 10 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 11 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 12 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 13 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 14 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 15 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85
Under 16 Full Registration 2019/2020	\$ 82.00	\$90.00	<input type="text"/>	\$ 172.00	\$ 168.85

Family Registration Options - Please only complete the below if you make available family registrations
Once a Centre (and Club if applicable) value is added the total will calculate for you

Family (2 Children) 2019/2020	\$ 164.00	\$ 170.00	<input type="text"/>	\$ 334.00	\$ 327.69
Family (3 Children) 2019/2020	\$ 246.00	\$ 240.00	<input type="text"/>	\$ 486.00	\$ 476.54
Family (4 Children) 2019/2020	\$ 328.00	\$ 300.00	<input type="text"/>	\$ 628.00	\$ 615.38
Family (5 Children) 2019/2020	\$ 410.00	\$ 350.00	<input type="text"/>	\$ 760.00	\$ 744.23

* Should your family options need to exceed a family of 5 please email kim.john@lavic.com.au

- Centres with Clubs that have a different total value will have a separate template to complete.
- Early bird / Post Christmas fee can be accommodated
- Fee templates must be completed on the 19/20 Fee template



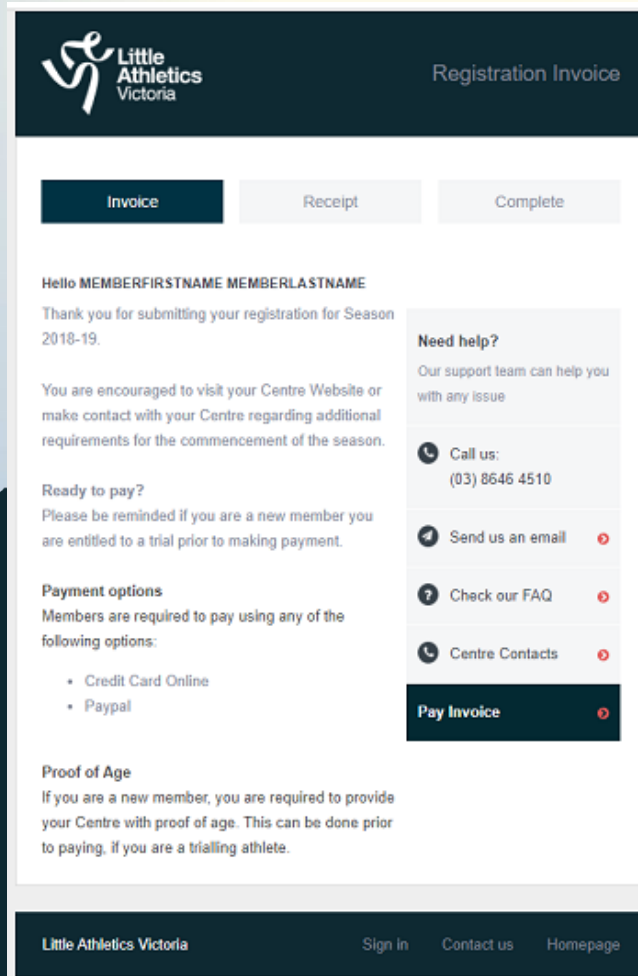
REGISTRATIONS & FEES

Registration Types – Important Info

- Registration fees are updated in the system by LAVic
- Early Bird / Standard or post Xmas / New Year are also updated by LAVic (if applicable)
- Registration fees will only be available online (live) once all sections of Affiliation are completed
- The office will send out renewal emails to 18/19 members once your registrations are live
- Registrations will be available from **August 20th** – for Centres who have completed Affiliation.
- New members should not pay until they have completed their trial – athletes are entitled to 1-2 weeks free trial – on submitting their application they will receive a login which they use to return to pay off their invoice.

REGISTRATIONS & FEES

Invoice / Receipt details



The screenshot shows the 'Registration Invoice' page. At the top is the Little Athletics Victoria logo and the title 'Registration Invoice'. Below this are three tabs: 'Invoice' (selected), 'Receipt', and 'Complete'. The main content area includes a greeting 'Hello MEMBERFIRSTNAME MEMBERLASTNAME', a thank you message for the 2018-19 season registration, and encouragement to visit the Centre Website. A 'Need help?' section provides contact information: 'Call us: (03) 8646 4510', 'Send us an email', 'Check our FAQ', and 'Centre Contacts'. A 'Payment options' section lists 'Credit Card Online' and 'Paypal'. A 'Proof of Age' section states that new members must provide proof of age before paying. At the bottom, there is a 'Pay Invoice' button and a footer with the Little Athletics Victoria logo, 'Sign in', 'Contact us', and 'Homepage' links.

Invoice / Receipt details are added on your behalf – these are generic across the state.

Items you may consider adding:

Links to shop purchases

Links to duty roster

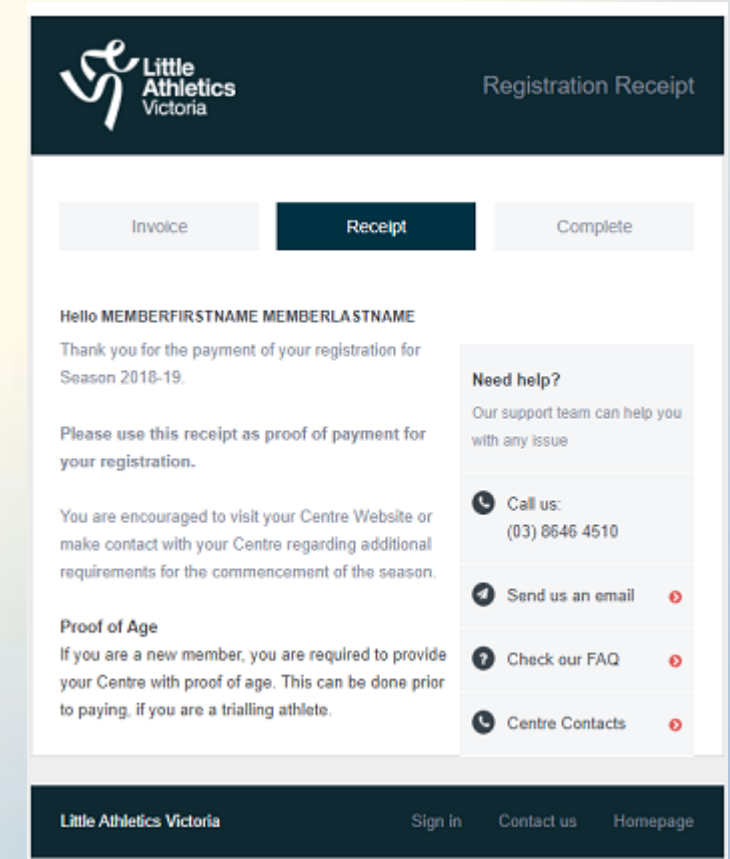
Calendar link for season

Social Media link

Links to season start FAQ's applicable to your Centre

If you have information you wish to have added to your invoice or receipt this should be submitted to Kim John prior to registrations opening;

Kim.john@lavic.com.au



The screenshot shows the 'Registration Receipt' page. At the top is the Little Athletics Victoria logo and the title 'Registration Receipt'. Below this are three tabs: 'Invoice', 'Receipt' (selected), and 'Complete'. The main content area includes a greeting 'Hello MEMBERFIRSTNAME MEMBERLASTNAME', a thank you message for the 2018-19 season registration payment, and encouragement to visit the Centre Website. A 'Need help?' section provides contact information: 'Call us: (03) 8646 4510', 'Send us an email', 'Check our FAQ', and 'Centre Contacts'. A 'Proof of Age' section states that new members must provide proof of age before paying. At the bottom, there is a footer with the Little Athletics Victoria logo, 'Sign in', 'Contact us', and 'Homepage' links.

Find more information and resources on our Centre
<https://ourcentre.com.au>

REGISTRATION READY RECKONER

Age identifier for Athletes

A copy of the Ready Reckoner is available in your registration kit and via ourCentre for downloading

<https://ourcentre.com.au/centre-affiliation/>

All new athletes must have proof of birth sighted in order to have their registration activated.

Athletes:

- Who turn 5 before December 31st can commence at the start of the 19/20 track season.
- Who turn 5 after Jan 1, 2020 must wait for their 5th birthday in order to register and compete.
- Born before Jan 1 2004 cannot participate at Little Athletics events.



Registrar's Ready Reckoner 2019/2020

Age Group is by Month and Year of Birth

*Athletes turning 5 after Jan 1 (2015) must wait until they have turned 5 before registering (these new Under 6 athletes will repeat U6 in the next calendar season - 20/21)

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
JANUARY	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
FEBRUARY	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
MARCH	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
APRIL	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
MAY	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
JUNE	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
JULY	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	U6
AUGUST	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	
SEPTEMBER	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	
OCTOBER	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	
NOVEMBER	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	
DECEMBER	U16	U15	U14	U13	U12	U11	U10	U9	U8	U7	U6	

Proof of birth must be provided for all new registrations or upon request from the Centre, where it hasn't been marked as sighted prior.
Under 6 athletes shown in red cannot register until they have turned 5 years of age.

Find more information and resources on ourCentre
<https://ourcentre.com.au>

REGISTRATIONS & FEES

Unpaid Listing

- Unpaid members can be accessed from the Registrations Fees > Transactions > Unpaid tab
- Each member will have a separate transaction number even if in a family
- You can search for a member by either name or transaction number
- Columns can be sorted
- You can pay off a transaction by clicking on the \$ symbol – payments can only be made by credit card (offline credit card button)
- Under no circumstances should cash or cheque payments be processed through the system.

1 LAVic Test Centre

Logged in as: System Administrator

Return Log Off

Home Website Members **Registration Fees** Events Registrations Results Tools Administration

SportsTG Noticeboard

Generate Registration Fees

Manage Registration Fees

Transactions

Dashboard

Unpaid

Paid

Cancelled

Cancellations By Association/Club

Refunds Listing

Refunds Listing By Association/Club

Payments Received

Club Payments

Club Payments Received

Settlements

Voucher Report

Export Templates

Registration Fees - Types

Registration Fees - Categories

Registration Fees - Tags

Options

Transactions Unpaid (01-Aug-2018 To 31-Jul-2019)

Report Export Template Cancel All

Search For: In: Name

Records: 1-5 of 5

Ref	Date	Member	Total				Remind
10864904	26-Jul-2019	Stewart 2, Rory	\$55.00		\$		
10864905	26-Jul-2019	Potter, Lily	\$55.00		\$		
10864906	26-Jul-2019	McKenzie, Jiahah	\$55.00		\$		
10864910	26-Jul-2019	yumma, a	\$150.00		\$		
10864911	26-Jul-2019	yumma, b	\$0.00	10864910	10864910		

Records: 1-5 of 5

SportsTG Noticeboard

Transaction Payment - Manual

Member: Rory Stewart 2

Title: Under 06 Cross Country Registration 2019

Details: Born between 1 January 2013 and 31 December 2013 or have turned 5 years of age after 1 January 2019 & prior to registering. Registration provides the ability to compete in the winter season. If registering for the first time, proof of birth must be sighted at your Centre to accept your registration. This registration is scheduled to expire on the 31st August 2019.

Total: \$55.00

Payment Method: Cash

Payment Reference:

The financial end date of the member will be updated to 31-Aug-2019.

Previous Process Payment **Offline Credit Card Payment**

REGISTRATIONS & FEES

Paid Listing

- Paid members can be accessed from the Registrations Fees > Transactions > Paid tab
- Each member's reference still remains – families have links
- You can still search for a member by either name or transaction number
- Columns can be sorted – 2 dates - 1 for transaction – 1 for paid
- Records can be reported on – payments can be filtered by date (using yellow funnel)
- Do not cancel a paid transaction without contacting the office
- Refunds should not be processed.

Generate Registration Fees
Manage Registration Fees
Transactions
Dashboard
Unpaid
Paid
Cancelled
Cancellations By Association/Club
Refunds Listing
Refunds Listing By Association/Club
Payments Received
Club Payments
Club Payments Received
Settlements
Voucher Report
Export Templates
Registration Fees - Types
Registration Fees - Categories

Transactions Paid (01-Aug-2018 To 31-Jul-2019)

Report
Export
Template

Search For:
In: Name

Records: 1-3 of 3

Ref	Date	Member	Total	Paid Date	View	Cancel	Receipt
10864904	26-Jul-2019	Stewart 2, Rory	\$55.00	26-Jul-2019			
10864910	26-Jul-2019	yumma, a	\$150.00	26-Jul-2019			
10864911	26-Jul-2019	yumma, b	\$0.00	26-Jul-2019		10864910	

Records: 1-3 of 3

REGISTRATIONS & FEES

Settlement Reports

- Can be accessed – Registrations Fees > Transactions > Settlements
- Advantageous for Treasurers to match up with bank deposits
- Reported on Centre / Club weekly transactions totals (Fri– Fri)
- Available the following Wed / Thur
- Once the settlement report appears in the console the funds are already deposited in the nominated account
- A PDF report is available to print or save (for emailing)
- A report is produced for each entity

Altona Little Athletics Centre Settlement Report / Tax Invoice Settlement Period - 12 October 2018					SportsTG PO Box 14725 MELBOURNE VIC 3001 ABN 71 134 641 071			
Reference	Payment Date	Member	Receipt	Amount	GST	Fee	Charge	Total
10634711	06-Oct-2018		p1106ghq	\$105.00	\$0.00	\$0.00	\$4.20	\$100.80
10670350	06-Oct-2018		9rrxmmxj	\$190.00	\$0.00	\$0.00	\$7.60	\$182.40
10670536	06-Oct-2018		291svedm	\$105.00	\$0.00	\$0.00	\$4.20	\$100.80
10635971	06-Oct-2018		7st44e3w	\$105.00	\$0.00	\$0.00	\$4.20	\$100.80
10634770	07-Oct-2018		0803g3vq	\$190.00	\$0.00	\$0.00	\$7.60	\$182.40
10634785	08-Oct-2018		950chgab	\$105.00	\$0.00	\$0.00	\$4.20	\$100.80
10674121	08-Oct-2018		8686yxp2	\$285.00	\$0.00	\$0.00	\$11.40	\$273.60
10675341	09-Oct-2018		dh4fs6w3	\$190.00	\$0.00	\$0.00	\$7.60	\$182.40
10659779	09-Oct-2018		pht5frcn	\$105.00	\$0.00	\$0.00	\$4.20	\$100.80
10630361	09-Oct-2018		6scwm22g	\$105.00	\$0.00	\$0.00	\$4.20	\$100.80
10581055	10-Oct-2018		5vhz8nke	\$105.00	\$0.00	\$0.00	\$4.20	\$100.80
10669739	10-Oct-2018		jmvpe8qa	\$190.00	\$0.00	\$0.00	\$7.60	\$182.40
10579649	10-Oct-2018		20c9z1ww	\$285.00	\$0.00	\$0.00	\$11.40	\$273.60
10679577	11-Oct-2018		g20vppf7	\$105.00	\$0.00	\$0.00	\$4.20	\$100.80
10634343	12-Oct-2018		6ye58ypv	\$105.00	\$0.00	\$0.00	\$4.20	\$100.80
10634464	12-Oct-2018		rq0wyx71	\$190.00	\$0.00	\$0.00	\$7.60	\$182.40
10682318	12-Oct-2018		ea9kbvz	\$190.00	\$0.00	\$0.00	\$7.60	\$182.40
10628584	12-Oct-2018		6ng1fg8w	\$190.00	\$0.00	\$0.00	\$7.60	\$182.40
				\$2,845.00	\$0.00	\$0.00	\$113.80	\$2,731.20

Charge of \$113.80 is inclusive of GST.



EVENT REGISTRATIONS

The events portion of the system enable you to create custom forms for:

- Open Days,
- Championship days
- Training days
- Coaching Courses
- Registrations days for Come and Try's

And much more!

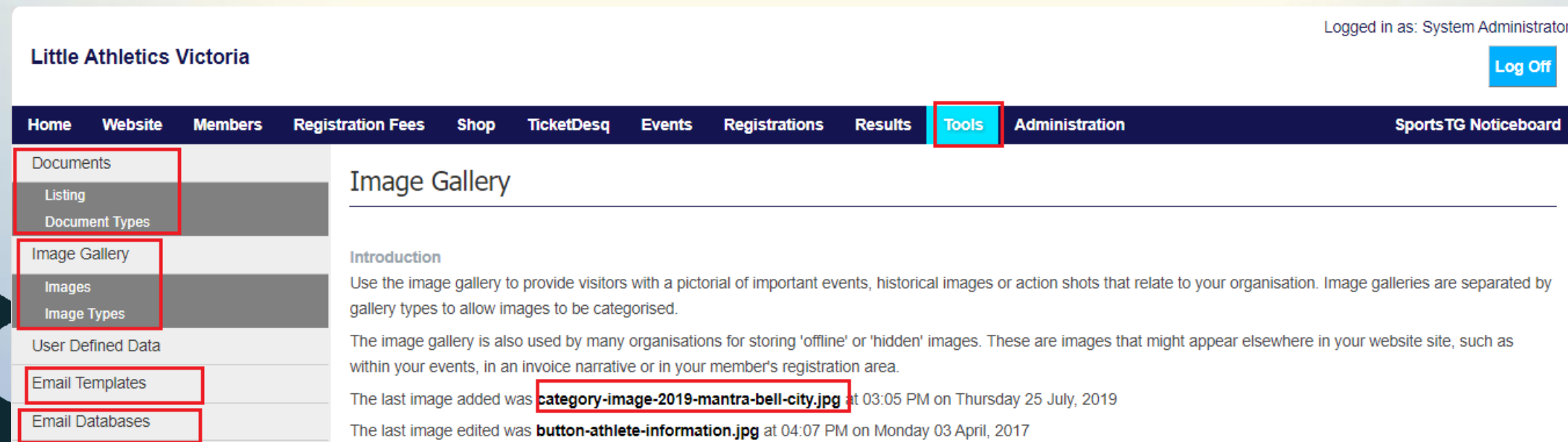
Anything you would normally use a form for can be interpreted into a paperless online application saving time and resources.

For further assistance contact Kim John
kim.john@lavic.com.au

TOOLS

The tools menu includes the following resources including:

- Documents
- Images
- Email templates
- Email databases



The screenshot shows the Little Athletics Victoria website interface. At the top right, it says "Logged in as: System Administrator" with a "Log Off" button. The main navigation bar includes links for Home, Website, Members, Registration Fees, Shop, TicketDesq, Events, Registrations, Results, Tools (highlighted with a red box), Administration, and SportsTG Noticeboard. A left-hand sidebar menu lists various tools: Documents (with sub-items Listing and Document Types), Image Gallery (with sub-items Images and Image Types), User Defined Data, Email Templates, and Email Databases. The "Tools" menu item in the top bar and the "Image Gallery" item in the sidebar are both highlighted with red boxes. The main content area is titled "Image Gallery" and contains an "Introduction" section. The introduction text states: "Use the image gallery to provide visitors with a pictorial of important events, historical images or action shots that relate to your organisation. Image galleries are separated by gallery types to allow images to be categorised." It also mentions that the gallery is used for storing 'offline' or 'hidden' images. Below the introduction, it shows the last image added was "category-image-2019-mantra-bell-city.jpg" at 03:05 PM on Thursday 25 July, 2019, and the last image edited was "button-athlete-information.jpg" at 04:07 PM on Monday 03 April, 2017. The file names in the last two sentences are highlighted with red boxes.

Logged in as: System Administrator

Log Off

Home Website Members Registration Fees Shop TicketDesq Events Registrations Results **Tools** Administration SportsTG Noticeboard

Documents
Listing
Document Types

Image Gallery
Images
Image Types

User Defined Data

Email Templates

Email Databases

Image Gallery

Introduction

Use the image gallery to provide visitors with a pictorial of important events, historical images or action shots that relate to your organisation. Image galleries are separated by gallery types to allow images to be categorised.

The image gallery is also used by many organisations for storing 'offline' or 'hidden' images. These are images that might appear elsewhere in your website site, such as within your events, in an invoice narrative or in your member's registration area.

The last image added was **category-image-2019-mantra-bell-city.jpg** at 03:05 PM on Thursday 25 July, 2019

The last image edited was **button-athlete-information.jpg** at 04:07 PM on Monday 03 April, 2017

TOOLS

EMAIL TEMPLATES – Quick view

Little Athletics Victoria

Logged in as:

Home Website Members Registration Fees Shop TicketDesq Events Registrations Results **Tools** Administration

Documents

Image Gallery

User Defined Data

Email Templates

Email Databases

Donations

Reserved Seating

Barcodes

Themes

Finder

Email Templates

[Listing](#) [Add](#) [Edit](#) [Delete](#) [HTML](#) [Text](#)


Title: Congratulations, you've been entered into the 2019 State Cross Country Championships.

Subject: Congratulations, you've been entered into the 2019 State Cross Country Championships.

Archive: No

Web Version Link: http://sitedesq.sportstg.com/clubconsolepopups/dsp_email_viewer.cfm?EmailTemplateID=104143&OrgID=1370

Little Athletics Victoria



YOU'VE QUALIFIED

2019 STATE CROSS COUNTRY CHAMPIONSHIPS

[Click here for event information](#)

MEMBERFIRSTNAME, well done on your completion of the Region Cross Country Carnival over the weekend. You have been automatically entered into the 2019 State Cross Country Championships.

The 2019 State Cross Country Championships will take place at Lake Dewar in Myrniong on Saturday 3rd August. Further information will be made available on the event page and by email closer to the event.

If you intend on scratching from these Championships, please email (samantha.quinn@lavic.com.au) by the 28th July 2019 at 11:59pm.

Help needed?

Console access - <https://console.sportstg.com/>

Help - <https://sportstg-help.knowledgeowl.com> * Classic System

Ourcentre - <https://ourcentre.com.au/>

Questions?

Presented by Kim John

Find more information and resources on ourCentre
<https://ourcentre.com.au>