LAVIC Member Database

Basics

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Little Athletics Victoria

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

LAVic Member Database – Basics

Understanding SportsTG (Classic)

Little Athletics Victoria

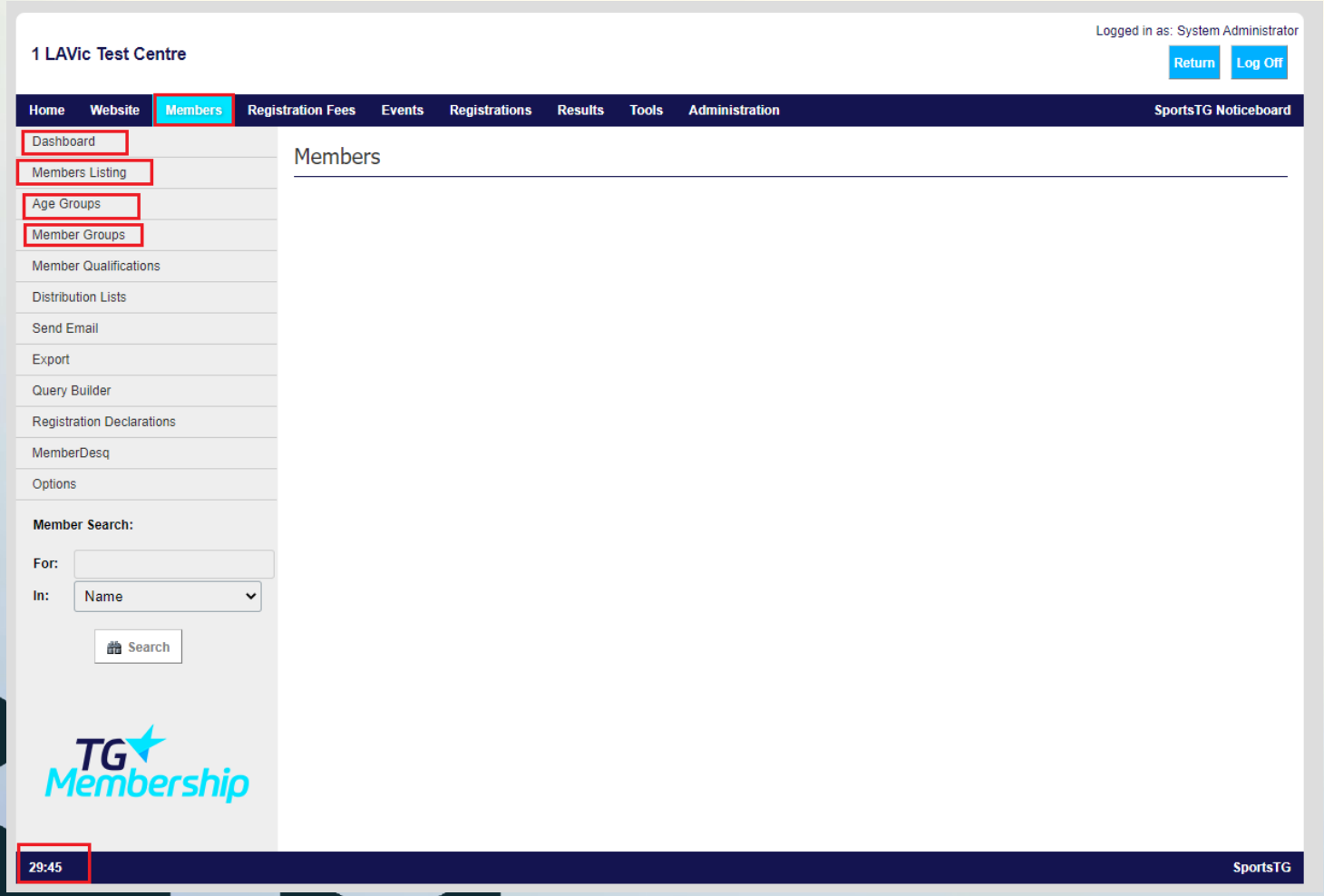
Overview of presentation

- Viewing members
- Activating new members
- Create member groups
- Viewing & understanding the payments listing
- Identify payment settlements
- Prepare email templates
- Setting up administrators

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

Viewing members

MEMBERS TAB



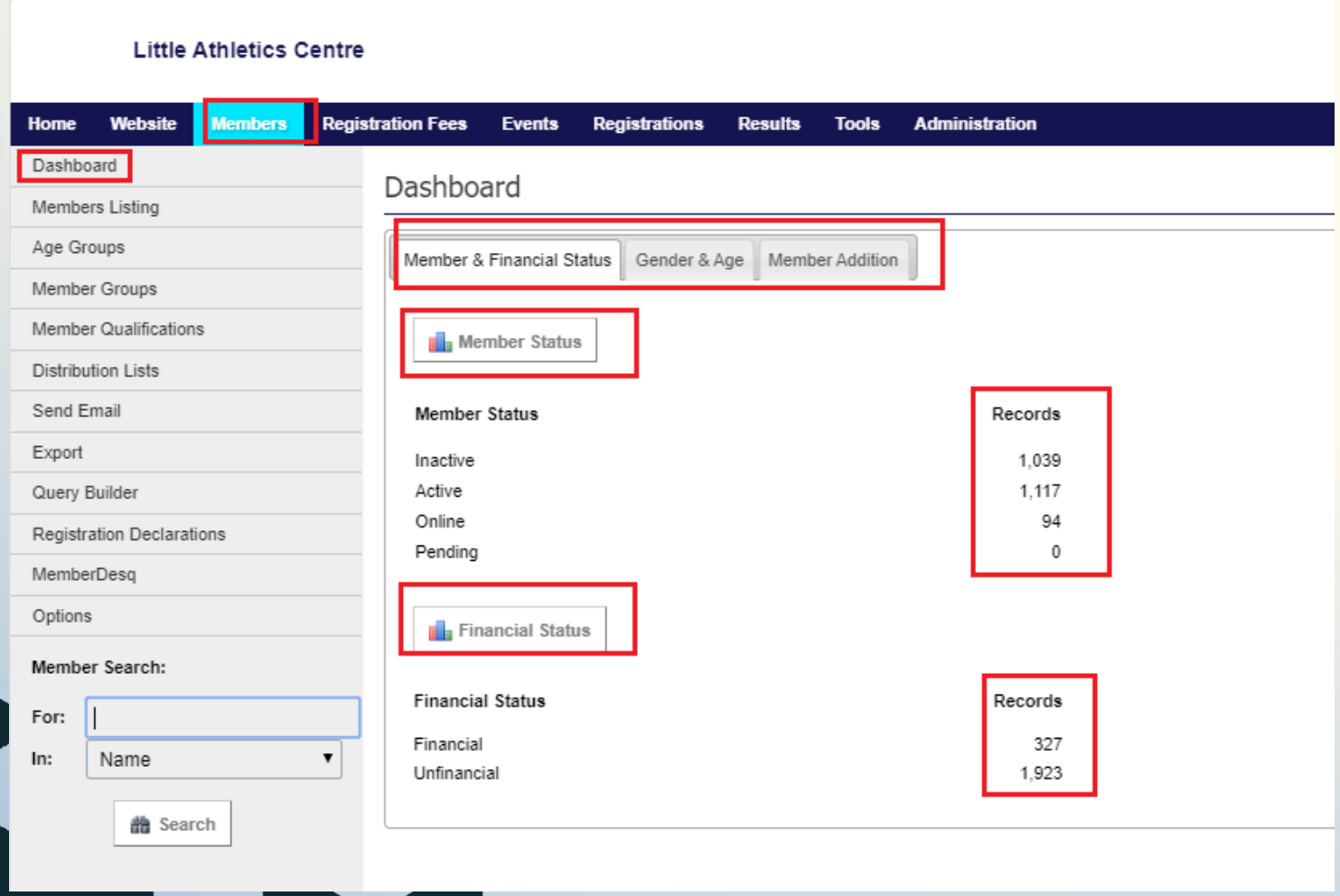
The members tab hosts a variety of drop down options, I will work through those that relate to the basic session and leave the remainders to the advanced session later in the week
Dashboard, Members Listing Age groups and member groups.

You will note a time clock in the bottom left corner – which counts down from 30 minutes – if you are in a session and time is getting close to expiring simply click on the timer which will reset the timer to 30 minutes – a video has been attached to guide you.

Video Link:
https://ourcentre.com.au/webinars/countdown-timer-how-to-reset/

Viewing members

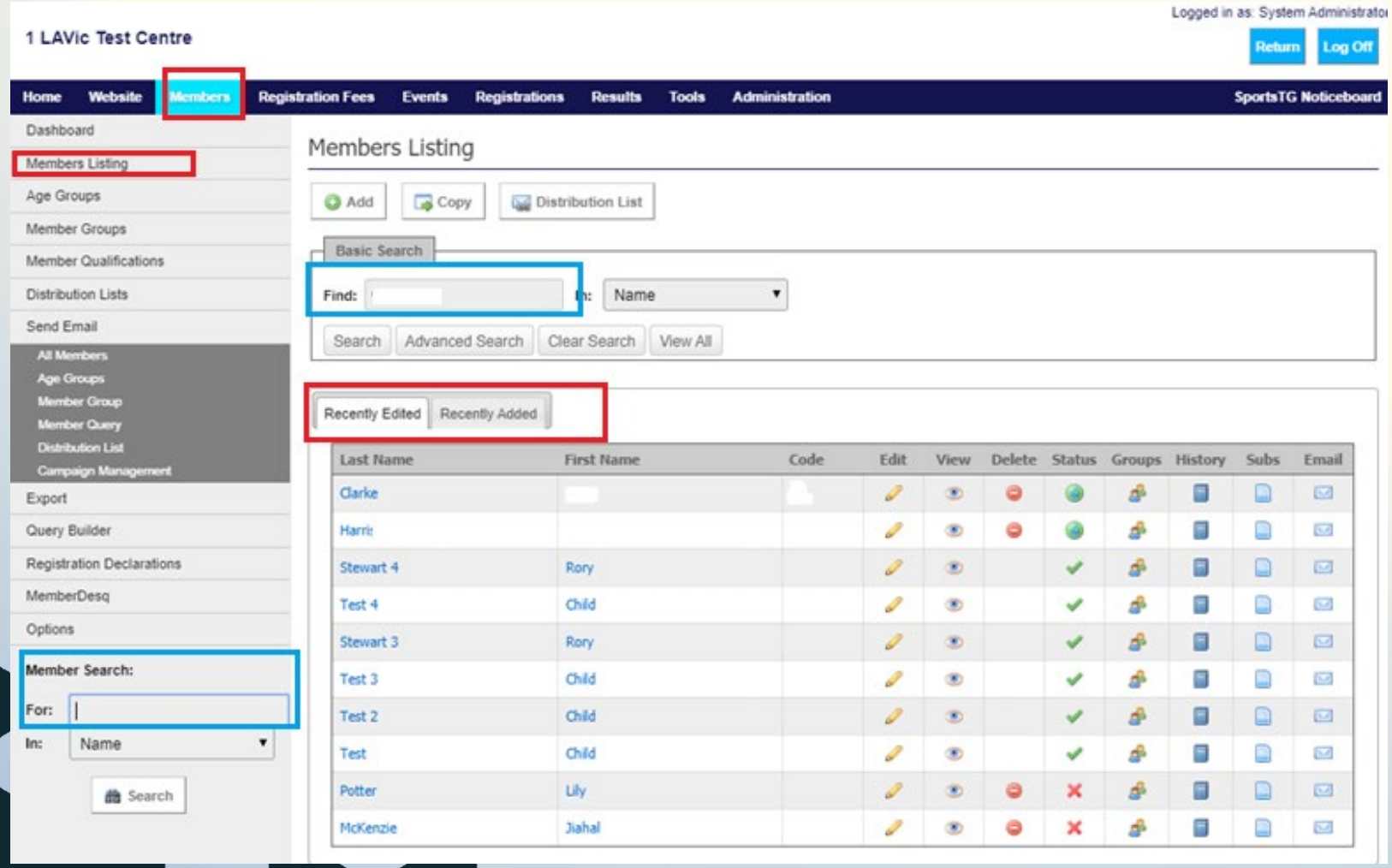
MEMBERS - Dashboard



Video Link:
https://ourcentre.com.au/webinars/sportstg-dashboard/
Help Menu Link:
https://help.sportstg.com/help/classic-members-dashboard

Viewing members

MEMBERS – Members Listing



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)

Video Link:
https://ourcentre.com.au/webinars/member-search/
Help Menu Link:
https://help.sportstg.com/help/classic-member-statuses

Activating new members

Understanding a 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 *

Video Link: https://ourcentre.com.au/webinars/member-statuses/
Help Menu Link: https://help.sportstg.com/help/classic-member-statuses

Activate new members

Little Athletics Victoria

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 Yes No
Was the athlete born in Australia? *	

Records with the 'online' status can be identified by the "light green circle" in the Status column of your members listing. To commence activating an online member make sure your Member listing is viewing Online / All

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

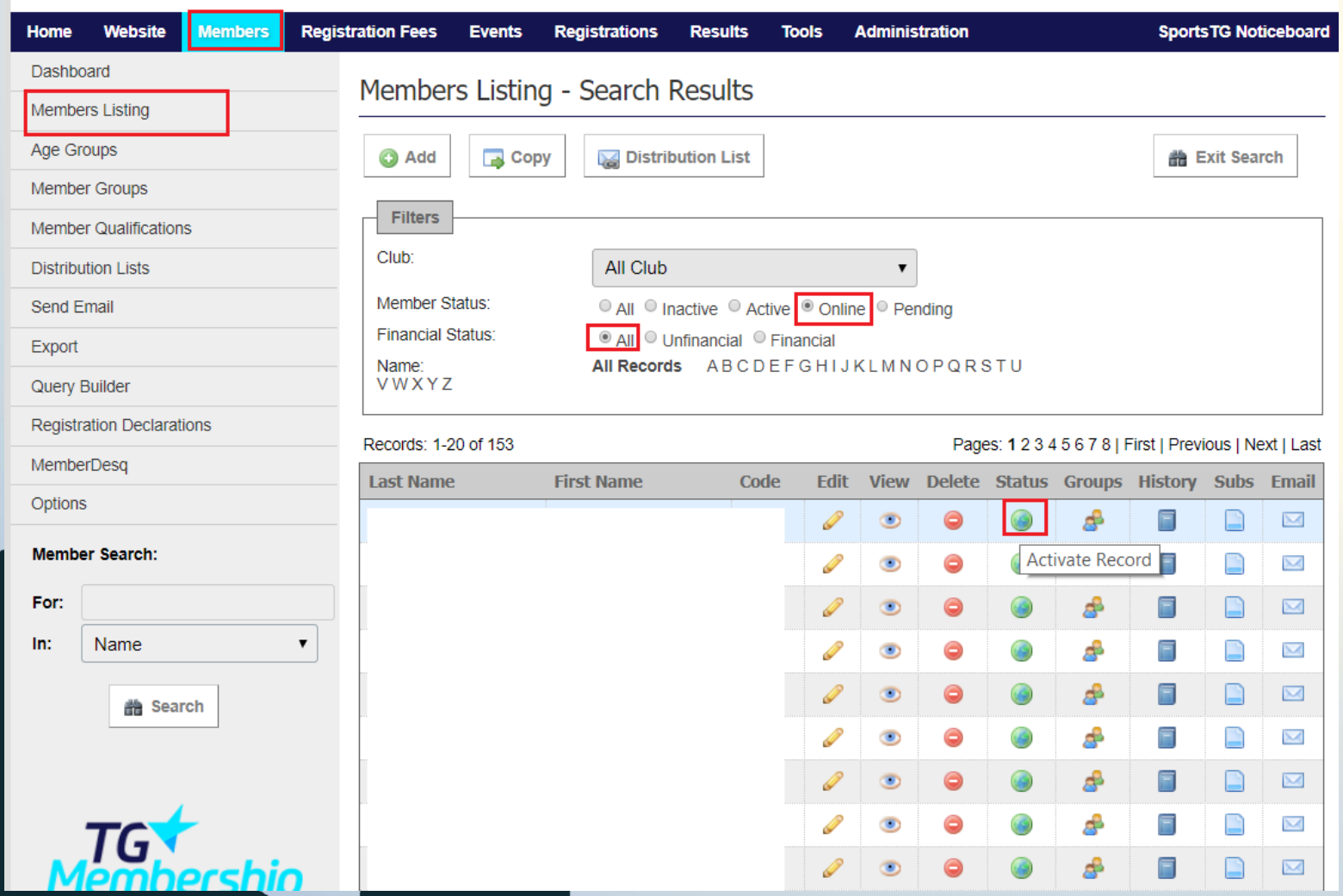
Step 1

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.

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

Activate new members

Creating Groups



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:

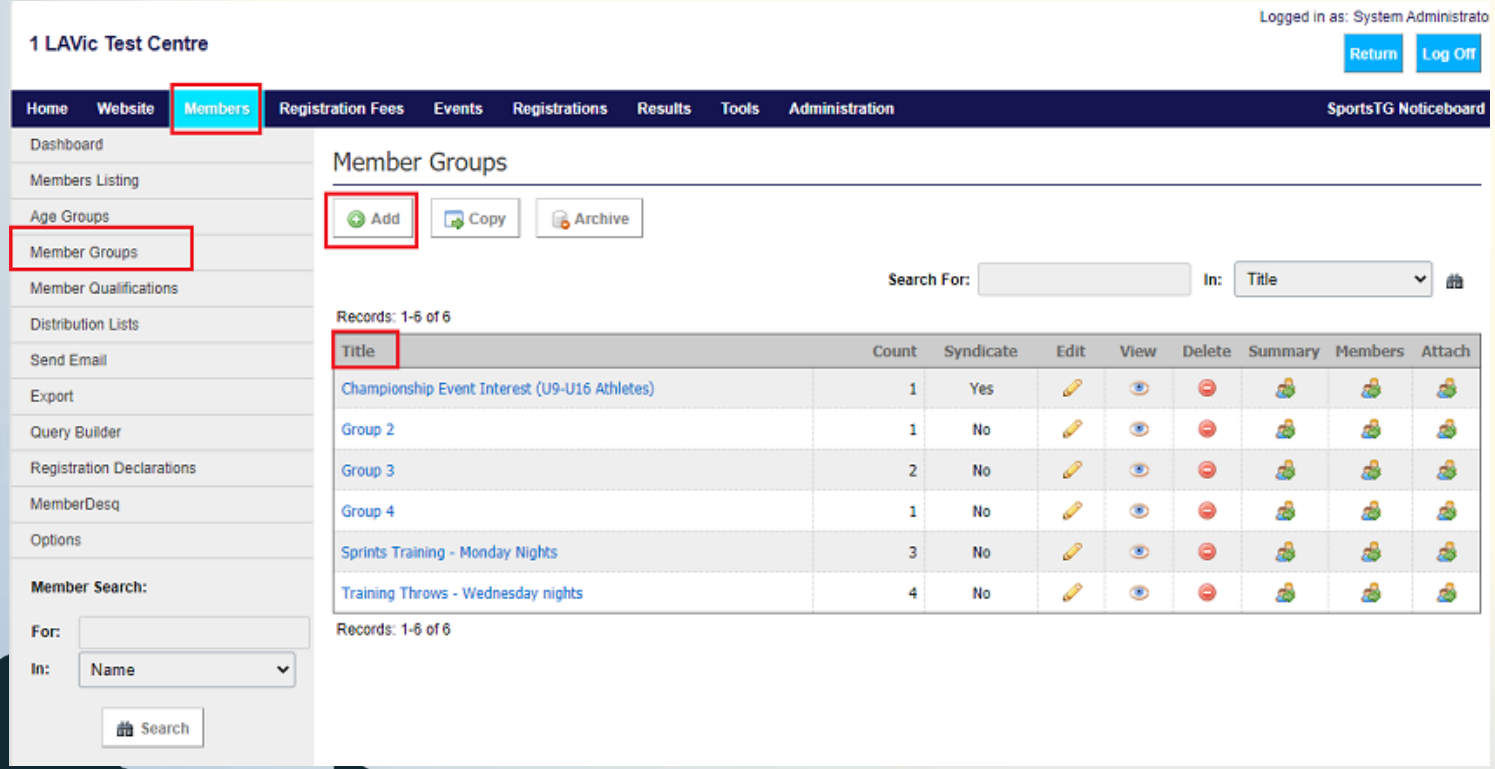
Step 2

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 appear active.

Video Link:
https://ourcentre.com.au/webinars/activating-online-members/

Member Groups

Adding / removing group members



Click **Add** at the top of the page to create a new member group
Provide a **title** (Mandatory field)

Additional requirements to set group up

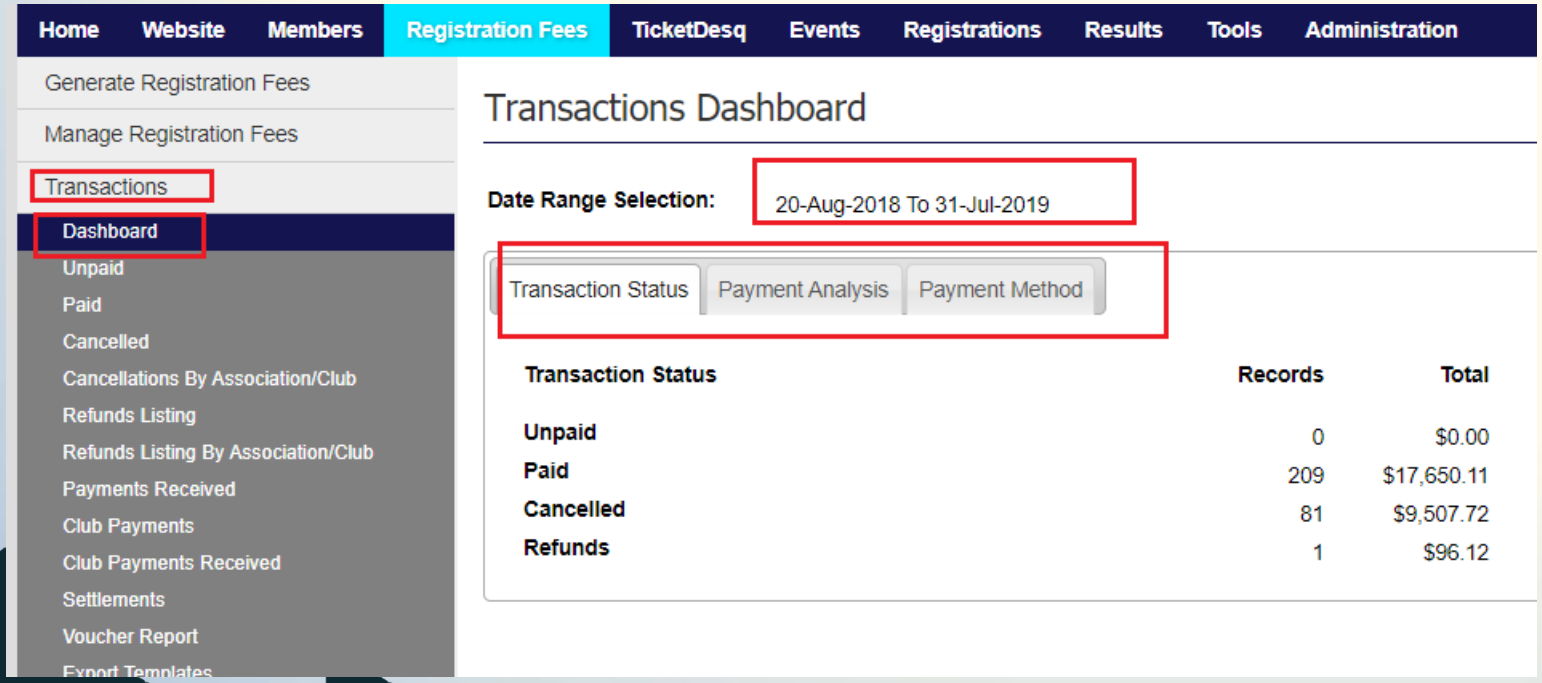
- Detail
- Data Entry
- Member Access
- Publish
- Show At Club Level (Centres with Clubs)
- Archive
- Order

Once a group is created you can **attach** or remove **members**

Video Link:
Adding Member Groups: https://ourcentre.com.au/webinars/sportstg-groups/
Attaching / removing group members: https://ourcentre.com.au/webinars/attach-remove-group-members/
Help Menu Link: https://help.sportstg.com/help/classic-member-groups

View and understand the payment listings

Transactions *Dashboard*



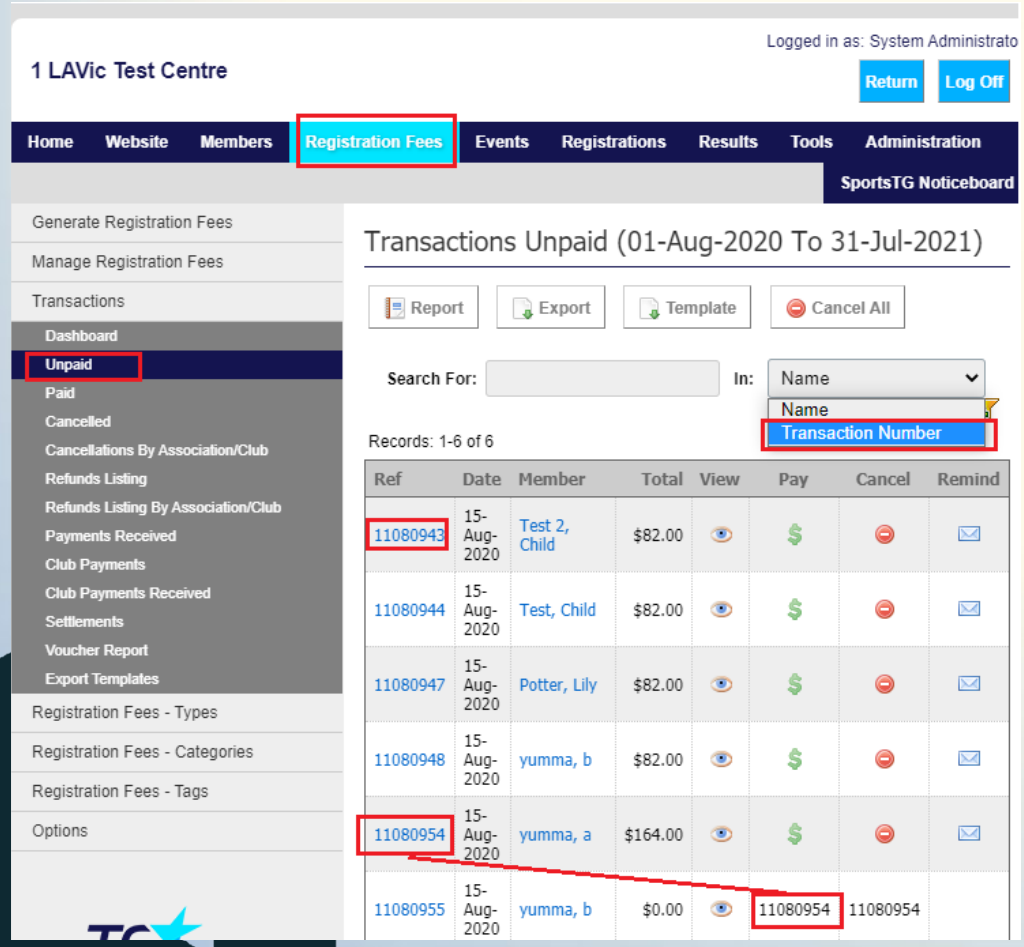
- The **Transaction Status** tab provides an overview of the total number of transactions
- The **Payment Analysis** tab. The analysis tab will show you how many payments have been made to your organisation.
- The **Payment Method** tab will show the breakdown of transactions by the method of payment noted in the system. Online / Offline Credit card
- All payments in the dashboard relate to the range set out in the **date range selection**

Video Link: https://ourcentre.com.au/webinars/transaction-dashboard/

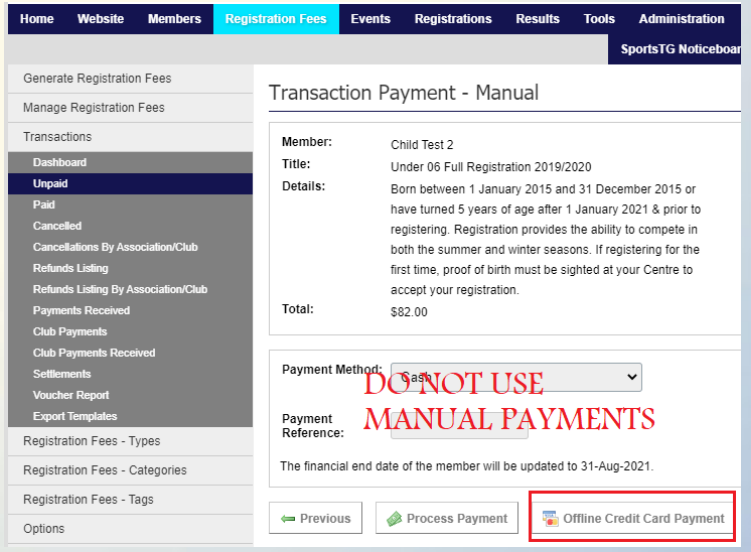
Help Menu Link: https://help.sportstg.com/help/classic-transactions-dashboard

View and understand the payment listings

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.



Video Link: https://ourcentre.com.au/webinars/unpaid-transactions/

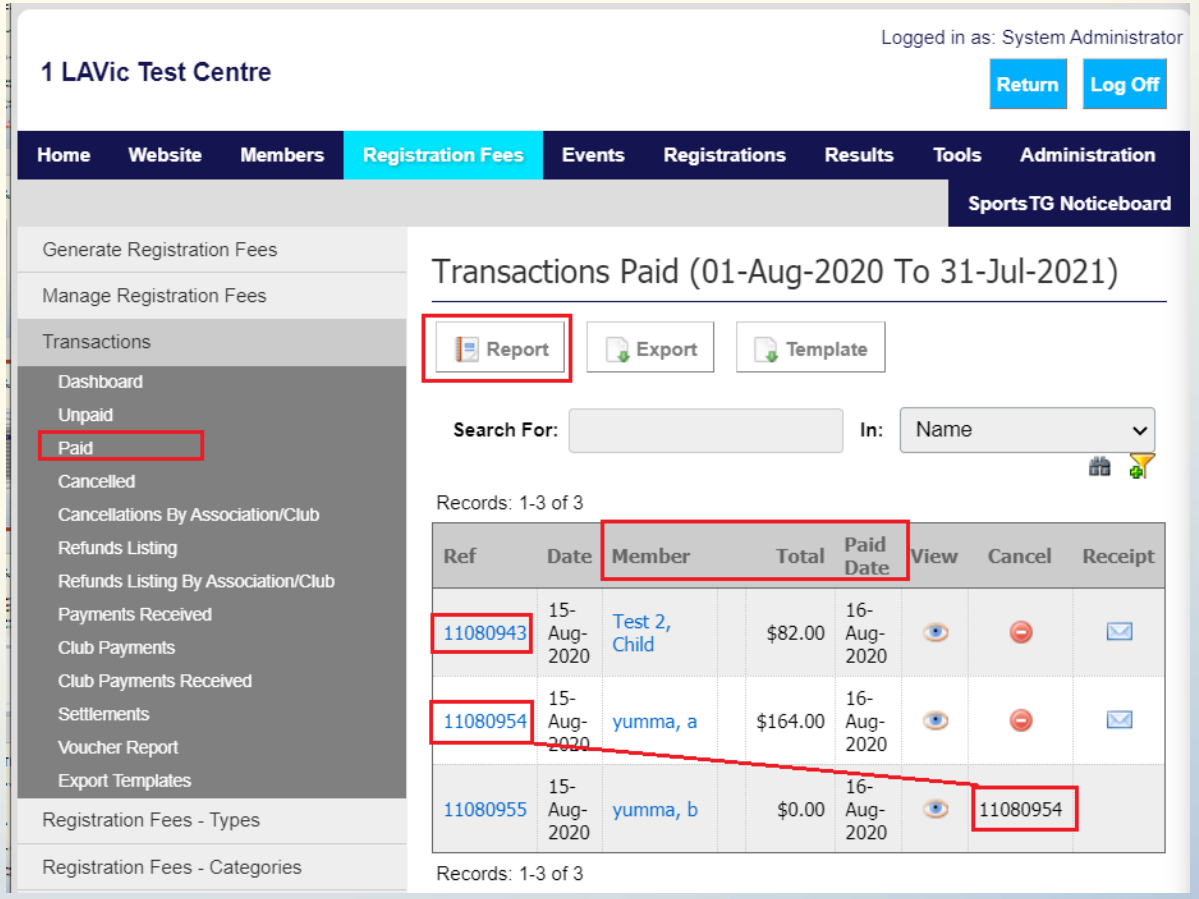
Help Menu Link: https://help.sportstg.com/help/classic-unpaid

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

View and understand the payment listings

Paid Listing

- Paid members can be accessed from the Transactions > Paid tab
- Each member's reference or link does not change
- You can still search for a member by either name or transaction number
- Columns can be sorted – Name, total & payment date
- Payments can be filtered by date (using yellow funnel)
- Do not cancel a paid transaction without contacting the office
- If you have a query regarding a refund contact the office as they are not normally available



Video Link: https://ourcentre.com.au/webinars/paid-transactions/

Help Menu Link: https://help.sportstg.com/help/paid

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

Identify payment settlements

Settlement reports

xxxx Little Athletics Centre
Settlement Report / Tax Invoice
Settlement Period - 18 October 2019

SportsTG
PO Box 14725
MELBOURNE VIC 3001
ABN 71 134 641 071

Reference	Payment Date	Member	Receipt	Amount	GST	Fee	Charge	Total
10960181	12-Oct-2019		8r2mnzrc	$31.85	$0.00	$0.00	$1.27	$30.58
10960005	12-Oct-2019		cqc39jz3	$53.00	$0.00	$0.00	$2.12	$50.88
10959995	12-Oct-2019		etwe6m3z	$53.00	$0.00	$0.00	$2.12	$50.88
10960434	12-Oct-2019		cvrj11w0	$96.00	$0.00	$0.00	$3.84	$92.16
10960614	12-Oct-2019		f4ttkpge	$31.85	$0.00	$0.00	$1.27	$30.58
10961279	14-Oct-2019		caprc8h6	$96.00	$0.00	$0.00	$3.84	$92.16
10961631	14-Oct-2019		9bnv9sya	$31.85	$0.00	$0.00	$1.27	$30.58
10961991	14-Oct-2019		nfx16062	$31.85	$0.00	$0.00	$1.27	$30.58
10967570	16-Oct-2019		62bzc4kj	$96.00	$0.00	$0.00	$3.84	$92.16
10967795	16-Oct-2019		jfk1bwfv	$65.54	$0.00	$0.00	$2.62	$62.92
10967974	16-Oct-2019		0z5mjha2	$53.00	$0.00	$0.00	$2.12	$50.88
10968046	16-Oct-2019		phf2kgpn	$31.85	$0.00	$0.00	$1.27	$30.58
10968237	16-Oct-2019		acmcp9f3	$31.85	$0.00	$0.00	$1.27	$30.58
10968788	17-Oct-2019		6bvfjz0t	$96.00	$0.00	$0.00	$3.84	$92.16
10940486	17-Oct-2019		0e1mj6ye	$53.00	$0.00	$0.00	$2.12	$50.88
10969852	18-Oct-2019		3f11c1fr	$53.69	$0.00	$0.00	$2.15	$51.54
10970363	18-Oct-2019		7r837mnd	$53.00	$0.00	$0.00	$2.12	$50.88
10954314	18-Oct-2019		6n3cn9fg	$53.00	$0.00	$0.00	$2.12	$50.88
10970586	18-Oct-2019		etvsdp25	$31.85	$0.00	$0.00	$1.27	$30.58
10970593	18-Oct-2019		f4t1cxzg	$31.85	$0.00	$0.00	$1.27	$30.58
10970665	18-Oct-2019		3zz9k2ph	$31.85	$0.00	$0.00	$1.27	$30.58
				$1,107.88	$0.00	$0.00	$44.28	$1,063.60

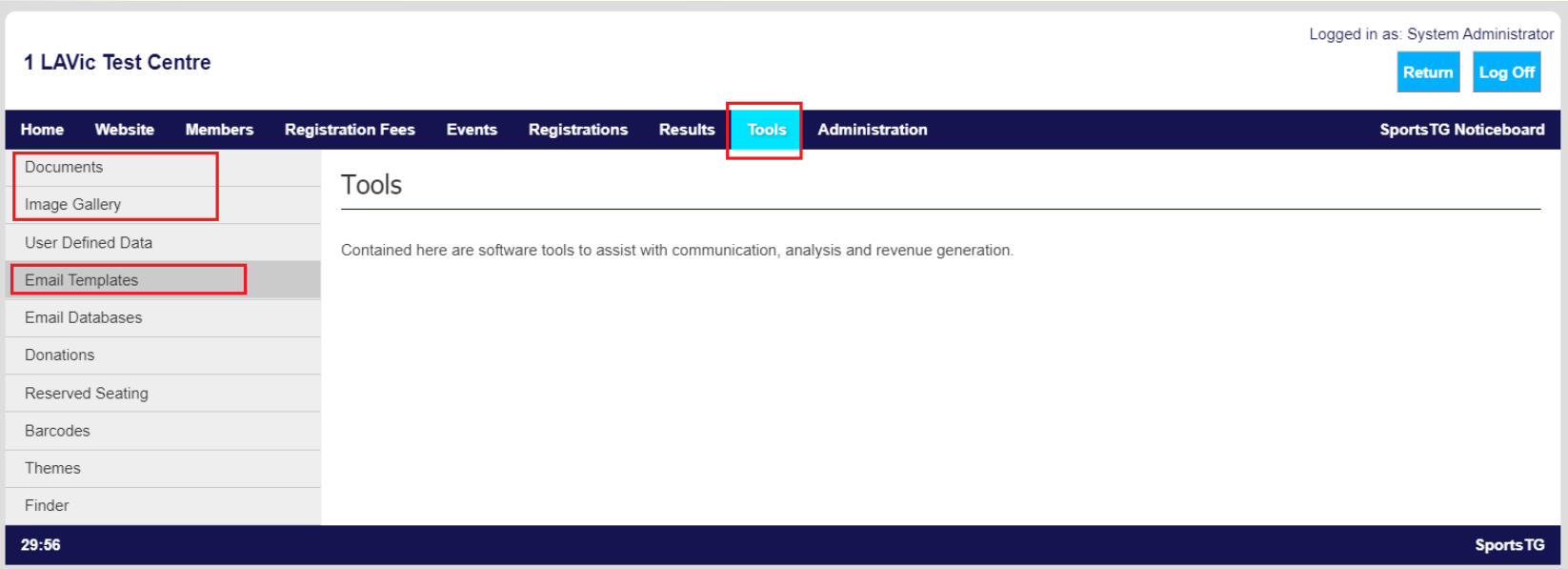
Charge of $44.28 is inclusive of GST.

- Settlements are available via transactions
- Advantageous for Treasurers to match up with bank deposits
- Reported weekly on Centre / Club (Fri– Fri)
- Report is available the following Wed / Thur
- Once the settlement report appears in the console the funds are in the nominated account
- A PDF report is available to print or save (for the treasurer)
- A report is produced for each entity
- Admin charges are applied before funds are banked

Video Link: https://ourcentre.com.au/webinars/settlement-reports/

Help Menu Link: https://help.sportstg.com/help/classic-transactions-dashboard

Prepare email templates

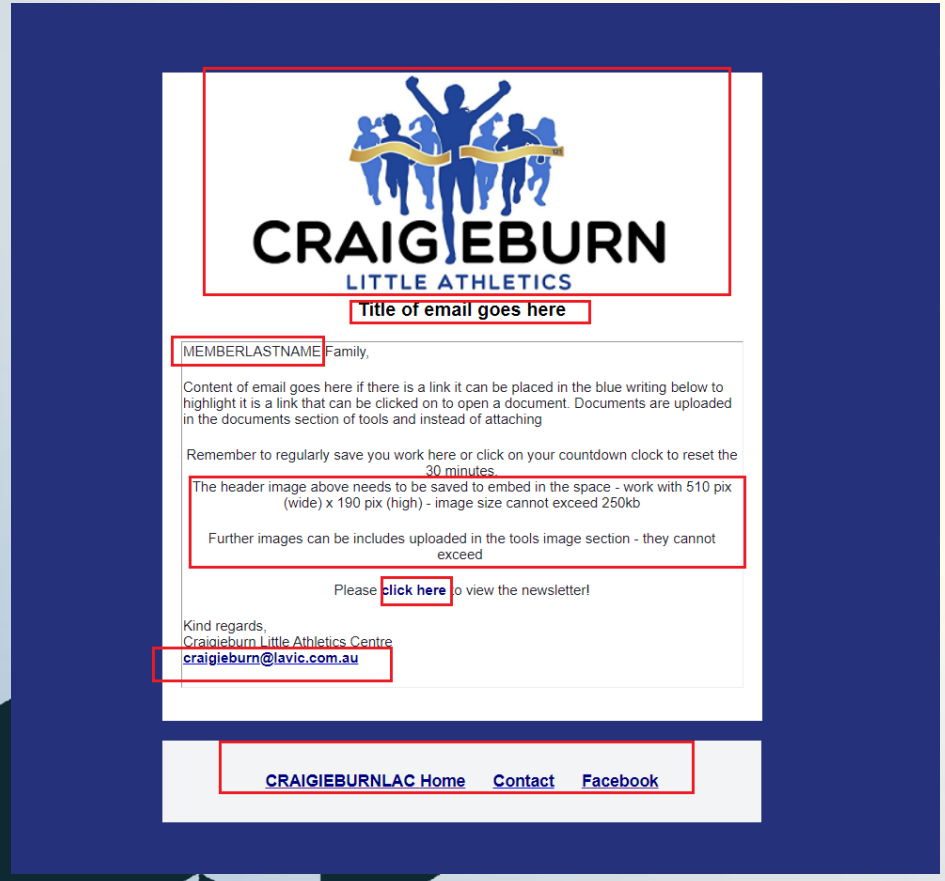


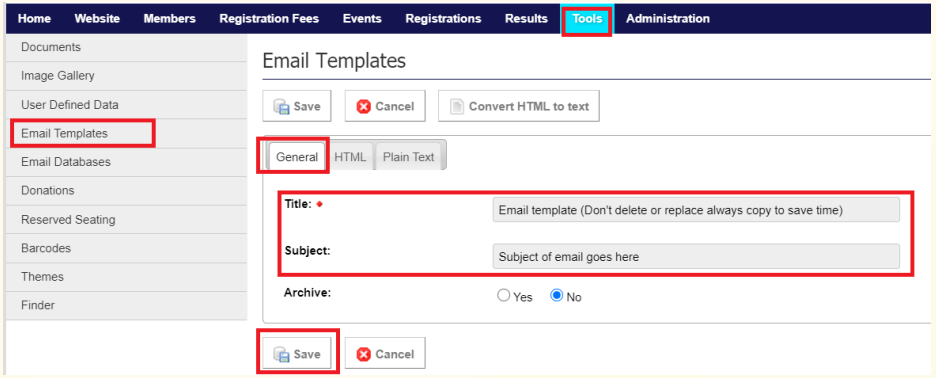
- Email templates documents and images are accessible in the tools menu
- Documents – are a file resource > PDF / Word documents
- Images – email headers / email content / sponsors etc
- Email templates – created in two formats - Plain text -a simple format with text no links –or HTML - formatting with images and links embedded into text

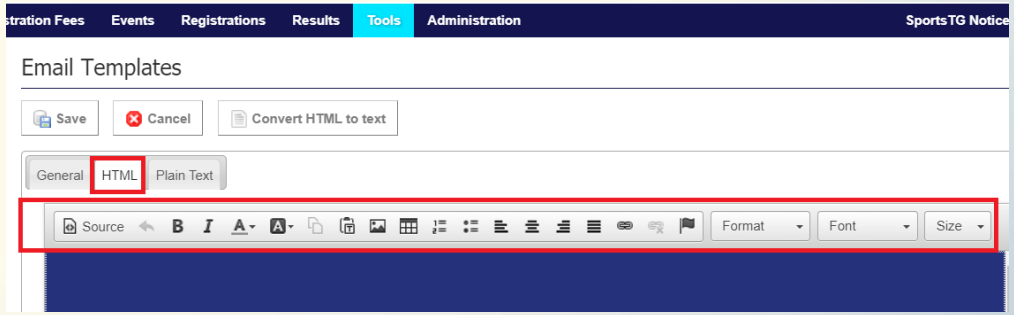
Help Menu Link: https://help.sportstg.com/help/classic-how-do-i-set-up-an-email-template

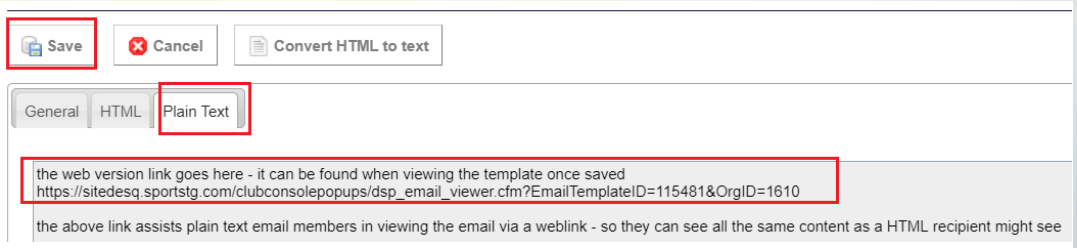
Find more information and resources on ourCentre
https://ourcentre.com.au

Prepare email templates









Video Link: https://ourcentre.com.au/webinars/email-templates/

Help Menu Link: https://help.sportstg.com/help/classic-how-do-i-set-up-an-email-template

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

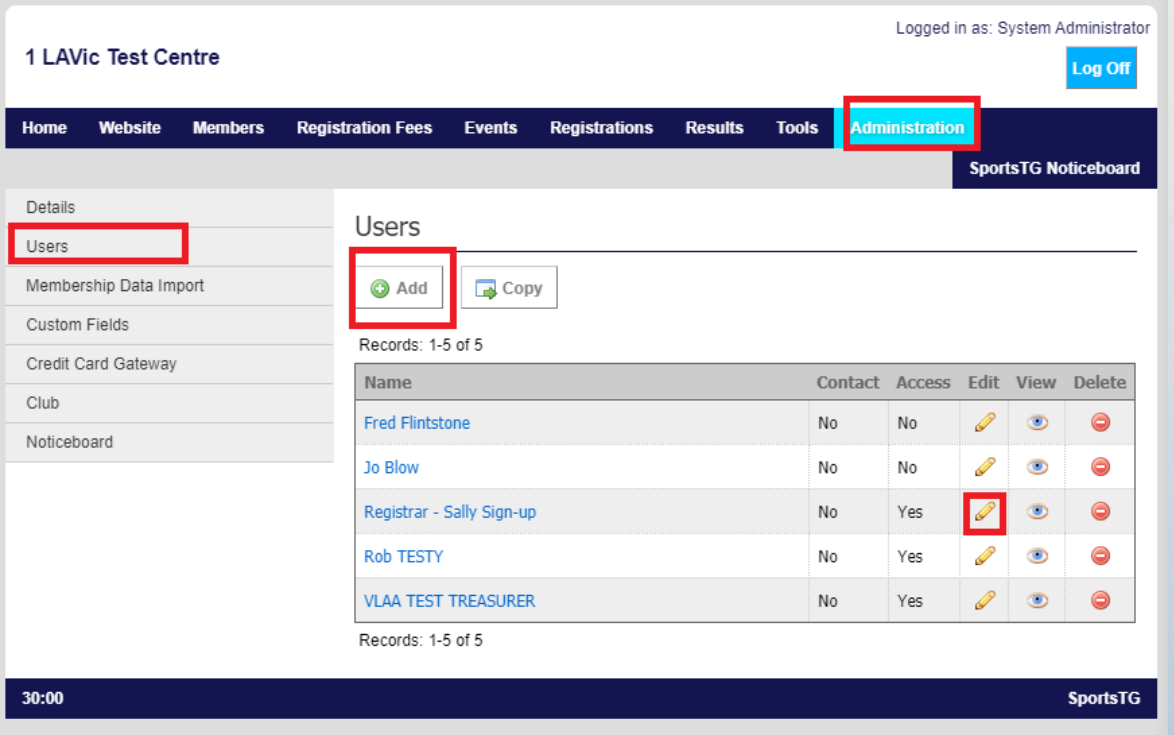
Setting up administrators

Account / User details – Who should have access?

Remove old committee members

Primary users: Secretary, Registrar, Treasurer.

- Each profile can be customised specifically to their role
- Items to collect in set up include name, email, title / position.
- Username / Password automatically created or can be custom
- Credentials should not be shared



Help Menu Link: https://help.sportstg.com/help/classic-adding-users

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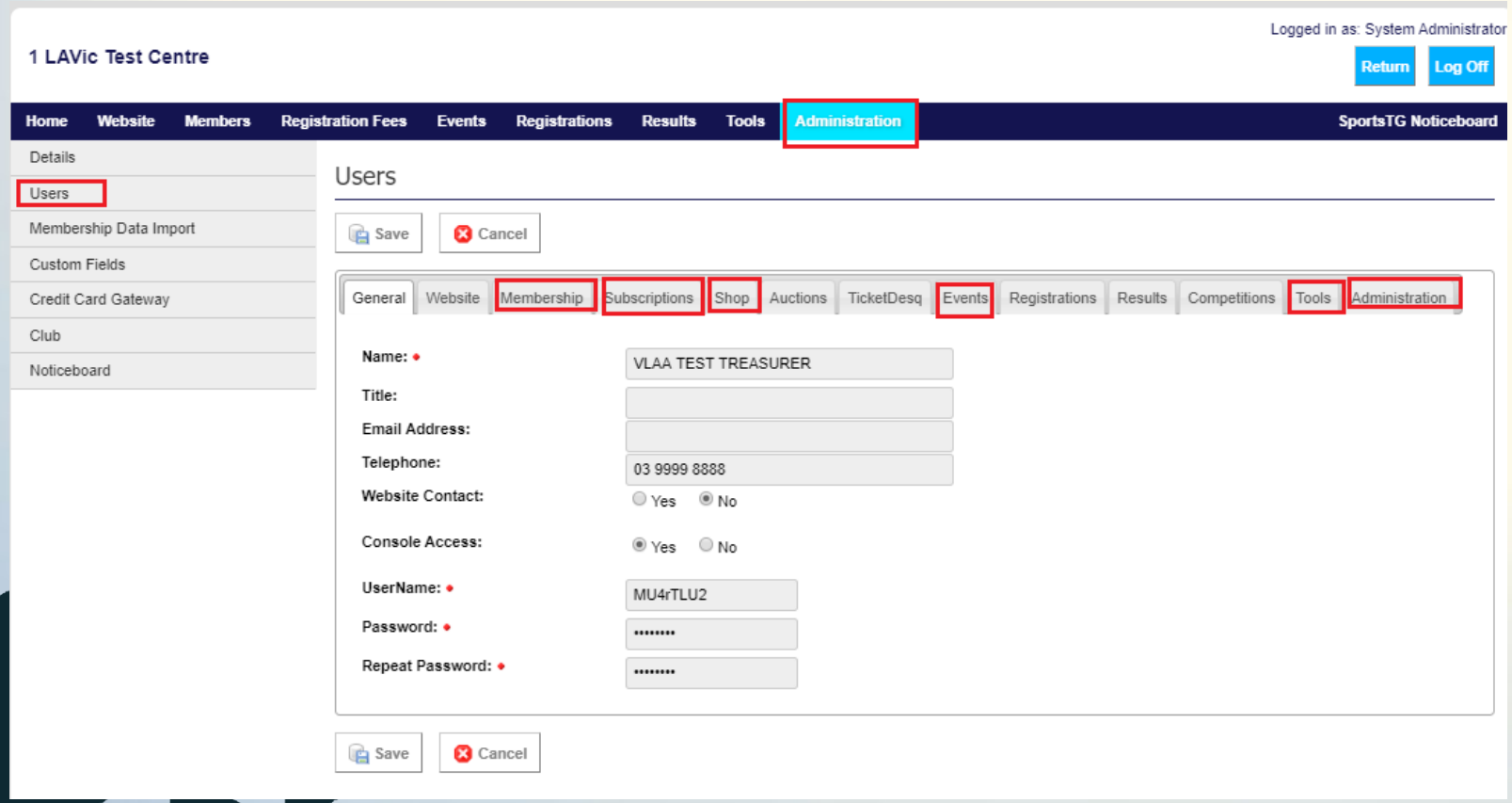
Setting up administrators

Customising the User profile



Once you have created a Admin profile you can work through to customise the user: Primary drop down menus would include:

- Membership – Members
- Subscriptions – Transactions
- Tools – document/image library, email templates / secondary database creation
- Admin – Custom fields & Club login direct link access

Video Link: https://ourcentre.com.au/webinars/setting-up-administrators/

Help Menu Link: https://help.sportstg.com/help/classic-adding-users

Need more help?

Ourcentre - https://ourcentre.com.au/
Console access - https://console.sportstg.com/
Help - https://sportstg-help.knowledgeowl.com * Classic System
Kim John – kim.john@lavic.com.au

Little Athletics Victoria

Thanks for watching!
Feel free to join us for a live Q & A on Zoom