

InteractSport Training Plan

Team Nomination

ResultsVault

COMMERCIAL IN CONFIDENCE

Version 1.1

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www.interactsport.com

www.resultsvault.com

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TEAM NOMINATION - CLUBS NOMINATING TEAMS

LOGGING IN

When user accounts are created in ResultsVault an automated email is sent containing you login details and administration website location. Attached to this email is a basic "Getting Started Guide" relevant to the type of user that was setup ie those participating in competitions (Clubs) and those that run competitions (Associations).

NAVIGATION

ResultsVault consists of a publicly accessible website as well as a secure administration website

PUBLIC WEBSITE

The website address is sport dependent and be in the form:

<http://<sportname>.resultsvault.com>

or for Tennis

<http://comps.tennis.com.au>

For example:

<http://football.resultsvault.com>

<http://tennis.resultsvault.com>

<http://cricket.resultsvault.com>

<http://hockey.resultsvault.com>

Before being able to access results or statistics you will need to 'Select' a particular organisation of interest to you.

To do this, click the Search menu item and follow the instructions on that page to locate and select the organisation whose information (eg. results, fixtures & ladders) you wish to view. If you are interested in a particular competition/grade you can locate the relevant controlling association by choosing the Grade/Competition option on the search page.

Once you've found the organisation, click either the organisation name or the Select link next to it. All information is then accessible via the items in the main menu (located directly below the top banner containing the ResultsVault Football icon) which is visible on all pages. The following menu items provide access to scores and results:

- Matches - gives access to fixtures, and match results

- Ladders - gives access to ladders in both summary/basic format and points earned by round
- Statistics - gives access to a number of statistical type reports - eg goal scorers

Once an organisation is selected, the organisation name will appear in the site header. Provided your browser allows cookies from ResultsVault (see below), your browser will remember your selection - even after you close and re-open your browser. You do not need to select an organisation every time you visit the site.

Information is only presented which is relevant to the selected organisation. For example, if a club is selected, only the grades that the club participates in (which may be across one or more associations) are available. If the site is customised for an association, all grades for that association are available.

If you want to select a different organisation simply repeat the above process. You can easily switch between recent organisations via the direct links under the Recent Searches section of the search page.

ADMIN WEBSITE

The website address is sport dependent and be in the form:

<http://admin-<sportname>.resultsvault.com>

or for Tennis

<http://compsadmin.tennis.com.au>

For example:

<http://admin-football.resultsvault.com>

<http://admin-tennis.resultsvault.com>

<http://admin-cricket.resultsvault.com>

<http://admin-hockey.resultsvault.com>

The administration website allows you to enter and edit information for your particular competition. The administration menu will be customised depending on whether you are those participating in competitions (typically Clubs) or running competitions (typically Associations).

Aside from the standard menu there is a secondary menu (on the right hand side) to switch between the various modes as defined in the table below.



<i>Mode</i>	<i>Description</i>
Competition Management	All competition management functions including grade and fixture setup, ladders, umpire management, reports, etc
Organisation	Organisation tasks such as adding office bearers, creating new admin users, updating organisation details.
Website*	Manage or add content to your SportzVault website.
Teams	NB: This feature is only available if activated, and only affects those who manage Association Rep Teams. It allows you to manage a team participating in competitions, for team selection, to enter match results / player scores, complete player transfers / clearances.

*If your organisation does not hold a SportzVault account, or if it has not been enabled, you will not be able to access any SportzVault administration features. Contact us for further information.

CONFIRMING EXISTING TEAMS

Existing teams can be confirmed via the following menu item:

MODE Competition Participation **MENU** – Teams > Team Nomination

Step 1: After viewing the Introduction Page click on the Team Entry tab as indicated



Step 2: This will display a list of current entries with existing teams being populated from the previous season. Click on the Edit/Confirm link to edit details and/or confirm the Team Entry

Introduction Team Entry Reports

COACHES can be added via the PEOPLE/ADD A NEW PERSON menu item or by clicking [HERE](#). Choose the TEAM OFFICIAL/SENIOR or JUNIOR COACH roles when adding a new person.

Add New Team Entry

Entry Category	Existing Team	Coach	Home Venue	Pref Start Time	Entry Status	
Mens Thirde	Mens Thirde League Div 5 South-East		Kington Heath Soccer...	SUN 2:00PM	Confirmed YES	Edit/Confirm
Boys 19	Boys Metro 18 Purple		Kington Heath Soccer...	SUN 10:10AM	Confirmed NO	Edit/Confirm
Boys 10	Boys South 10 B	Steven Leslie	Kington Heath Soccer...	SAT 2:00PM	Confirmed YES	Edit/Confirm
Boys 10	Boys South 10 A		Kington Heath Soccer...		Confirmed NO	Edit/Confirm
Boys 15	Boys South 15 B	Tony Aival	Kington Heath Soccer...	SUN 11:20AM	Confirmed YES	Edit/Confirm
Boys 14	Boys South 14 A		Kington Heath Soccer...		Provisional NO	Edit/Confirm
Boys 14	Boys South 14 C		Kington Heath Soccer...		Confirmed YES	Edit/Confirm
Boys 13	Boys South 13 A		Kington Heath Soccer...		Confirmed YES	Edit/Confirm
Boys 13	Boys South 13 B		Kington Heath Soccer...		Provisional NO	Edit/Confirm
Boys 12	Boys South 12 A		Kington Heath Soccer...		Provisional NO	Edit/Confirm
Boys 11	Boys South 11 Joelys Blue		Kington Heath Soccer...		Provisional NO	Edit/Confirm
Boys 11	Boys South 11 Kangaroos Red		Kington Heath Soccer...		Provisional NO	Edit/Confirm
SSP Girls 11	NEW ENTRY	Tony Aival	Kington Heath Soccer...	SUN 9:00AM	Confirmed YES	Edit/Confirm

Click Here

Step 3: When editing is complete click the Update link

Boys 14	Boys South 14 A		Kington Heath Soccer...	Provisional NO	Edit/Confirm
Boys 14	Boys South 14 C	Select...	Kington Heath Soccer Complex		Update Cancel
Boys 13	Boys South 13 A		Kington Heath Soccer...		Edit/Confirm
Boys 13	Boys South 13 B		Kington Heath Soccer...	Provisional NO	Edit/Confirm

Click pdate when done

Step 4: When all teams have been edited remember to press the Update button to commit all changes

Boys 13	Boys South 13 A	Select...	Kington Heath Soccer...	Confirmed YES	Edit/Confirm	U
Boys 13	Boys South 13 B		Kington Heath Soccer...	Provisional NO	Edit/Confirm	
Boys 12	Boys South 12 A		Kington Heath Soccer...	Provisional NO	Edit/Confirm	
Boys 11	Boys South 11 Joelys Blue	Select...	Kington Heath Soccer...	Provisional YES	Edit/Confirm	U
Boys 11	Boys South 11 Kangaroos Red		Kington Heath Soccer...	Provisional NO	Edit/Confirm	
SSP Girls 11	NEW ENTRY	Tony Aival	Kington Heath Soccer...	SUN 9:00AM	Confirmed YES	Edit/Confirm

Click Submit to commit changes

1

Page 1 of 1 (13 items)

[Submit](#)

Data has changed. Please click the Update button when ready to commit all changes.

ADDING NEW TEAMS

Step 1: Click the Add New Team Entry at the top of the Team Entry page

Add New Team Entry

Click to add New Team

Entry Category	Existing Team	Coach	Home Venue	Pref Start Time	Entry Status	
Mens Thirde	Mens Thirde League Div 5 South-East		Kington Heath Soccer...	SUN 2:00PM	Confirmed YES	Edit/Confirm
Boys 19	Boys Metro 18 Purple		Kington Heath Soccer...	SUN 10:10AM	Confirmed NO	Edit/Confirm
Boys 10	Boys South 10 B	Steven Leslie	Kington Heath Soccer...	SAT 2:00PM	Confirmed YES	Edit/Confirm
Boys 10	Boys South 10 A		Kington Heath Soccer...		Confirmed NO	Edit/Confirm
Boys 15	Boys South 15 B	Tony Aival	Kington Heath Soccer...	SUN 11:20AM	Confirmed YES	Edit/Confirm
Boys 14	Boys South 14 A		Kington Heath Soccer...		Provisional NO	Edit/Confirm
Boys 14	Boys South 14 C	Select...	Kington Heath Soccer...	SUN 12:30PM	Confirmed YES	Edit/Confirm
Boys 13	Boys South 13 A	Select...	Kington Heath Soccer...		Confirmed YES	Edit/Confirm
Boys 13	Boys South 13 B		Kington Heath Soccer...		Provisional NO	Edit/Confirm
Boys 12	Boys South 12 A		Kington Heath Soccer...		Provisional NO	Edit/Confirm
Boys 11	Boys South 11 Joelys Blue	Select...	Kington Heath Soccer...		Provisional YES	Edit/Confirm
Boys 11	Boys South 11 Kangaroos Red		Kington Heath Soccer...		Provisional NO	Edit/Confirm
SSP Girls 11	NEW ENTRY	Tony Aival	Kington Heath Soccer...	SUN 9:00AM	Confirmed YES	Edit/Confirm

Select... Select... Select... Select... [Update | Cancel](#)

Step 2: Edit team entry as per the confirming team entry process.

ASSIGNING PLAYERS TO TEAMS

If your association has configured the Team Nomination process to also allow you to assign players to this team then an "Enter Players" column will be displayed

Step 1: Once you have submitted your team a link will appear in the "Enter Player" column. If you have already assigned players to this team then the number of players assigned will be displayed, otherwise the link will be displayed as "Add Players". Click this link to add players.

☐ Add New Team Entry

Entry Category	2016 League	Home Venue	Pref Start Time	Entry Status	Action	Enter Players
Mens Comp			THU 7.00PM	Provisional YES	Edit/Confirm	1 Player
Mens Comp			THU 7.00PM	Provisional YES	Edit/Confirm	2 Players
Womens Comp		Canberra Court Hill	THU 7.00PM	Provisional YES	Edit/Confirm	Add Player

Page 1 of 1 (3 items)

Step 2: Simply select the players in order for this team from dropdown boxes in the Player column which will list all players that exist in your Players List*. Your association may also require you to enter other information as part of this process. Once complete press "Update". A confirmation message will be displayed after which you can simply press the Close button.

Players

Player List

Num	Player	Capt	Registration Num	Recent Performance
1	Macaulay, Peter d	☐	12345	A Grade, pos 3
2	Okines, Anthony	☐	56789	B Grade night
3	Select...	☐		
4	Select...	☐		
5	Select...	☐		
6	Select...	☐		
7	Select...	☐		
8	Select...	☐		

*Note: If you need to add players to your Players List please see the steps below called "Adding Players"

ADDING PLAYERS

Players can be added to the system via the following menu item:

Step 1: Enter the Players's name as below and click Search

New Player

[Help on this topic](#)

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.

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			

Step 2: The system will search for participants by that name that may already exist in the system. If you are adding a new player click the "Click here to create a new record" link

New Player

[Help on this topic](#)

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: Roger	Middle:	Last: Federer
Search			

Search Results

No records found. Please refine your search.

Step 3: From the Role dropdown select "PLAYER" and select either the Senior or Junior or Veteran Coach sub role. Enter other details as required and click the update button

New Player

[?](#) Help on this topic

General	
Personal Details	
Role *	Role: PLAYER Sub Role: ☒ SENIOR ☐ JUNIOR ☐ VETERAN
Title	Mr
First Name *	Roger
Middle Name / Initial	
Last Name *	Federer
Date of Birth	(dd/mm/yyyy)
Country of Birth	
Gender	☒ Male ☐ Female
Email	 Note: separate multiple email addresses with a semi-colon (;)
Address1	

Step 4: Enter other details and press the Update button. Return to the Team Entry page and the new player will be available in the Player List.

ADDING COACHES AND TEAM MANAGERS

If the association requires a Coach or Team Manager to be assigned to each team then those columns will be displayed and consist of the current coaches or team managers that exist in your participant database.

Coaches can be added to the system via the following menu item:

MODE Competition Participation **MENU** – People > Add a new person

Step 1: Enter the Coach's name as below and click Search

New Person

[? Help on this topic](#)

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.

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:

Step 2: The system will search for participants by that name that may already exist in the system. If you are adding a new coach click the "Click here to create a new record" link

New Person

[? Help on this topic](#)

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
No records found. Please refine your search.

Step 3: From the Role dropdown select "TEAM OFFICIAL" and select either the Senior or Junior Coach sub role. Enter other details as required and click the update button

New Person

[Help on this topic](#)

General

Personal Details

Role *

Role

TEAM OFFICIAL ▼

Title

Select... ▼

First Name *

Frank

Middle Name / Initial

Last Name *

Farina

Date of Birth

(dd/mm/yyyy)

Country of Birth

Gender

☒ Male
 ☐ Female

Email

ffarina@test.com

Note: separate multiple email addresses with a semi-colon (;)

Address1

Address2

Address3/Village

Step 4: For other coaching details such as registration ID and accreditation level click on the "Custom Fields" link.

General

Personal Details

Roles

Custom Fields

Payments

Audit

Title

Select... ▼

Step 5: Enter other coaching details and press the Update button. Return to the Team Entry page and the new coach will be available in the Coach drop down box.

Person Edit: Farina, Frank (ID: 186878)

General

Personal Details Roles **Custom Fields** Payments Audit Admin

Custom fields are defined by your organisation or its parent organisations.

Fields defined by: Football Federation Victoria

FFA Coaching Acc Num

FFA Coaching Level

Fields defined by: Football Federation Australia

FFA Registration Number

TEAM NOMINATION - ASSOCIATION MANAGEMENT

Several management screens exist that allow associations to manage the team entry process and to make changes on the clubs behalf if required

REPORTING

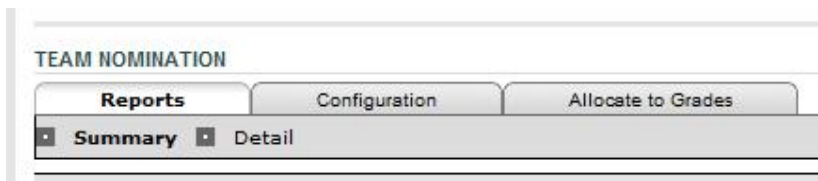
Two different reports are available for viewing and download via

MODE Competition Management **MENU** – Competition > Teams > Team Nominations

Reports are available by clicking on the Reports tab

Summary Report - Lists team entries received by club and the total amount of money owing

Detail Report - Lists a detailed breakdown for each including any player information assigned to each team



CONFIGURATION

To configure the Team Nomination process you need to create a 'Team Nomination Form' and "Team Nomination Categories"

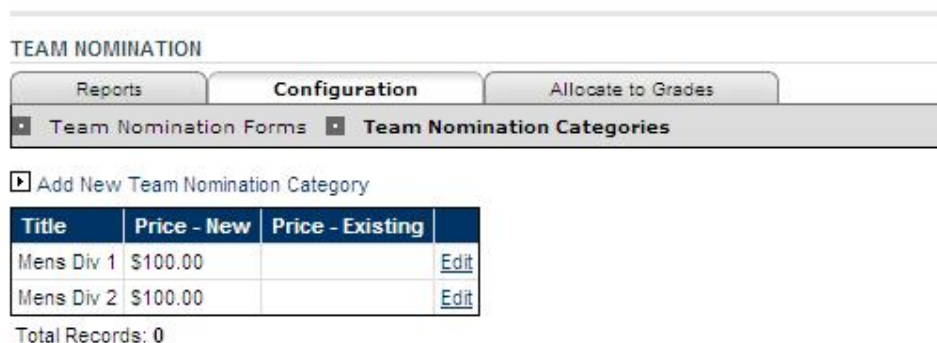
MODE Competition Management **MENU** – Competition > Teams > Team Nominations

Team Nomination Categories

Team nomination categories allow team entries to be allocated to groups according to the level of competition they are entering.

Click on the Configuration tab and then the "Team Nomination Categories" link

Team Nomination Categories



Team Nomination Forms

Click on the Configuration tab and then the “Team Nomination Forms” link

Team Nomination Forms

TEAM NOMINATION

Reports

Configuration

Allocate to Grades

Team Nomination Forms

Team Nomination Categories

Add New Team Nomination Form

Name	Entry Open Date	Entry Close Date	
Summer Pennant	1 Jul 10	27 Aug 10	Edit

Total Records: 0

When creating a Team Nomination Form you will need to allocate one or more Team Nomination Categories to your form.

Team Nomination Edit



[Back to Team Nomination Forms](#)

* Denotes a mandatory field

General Settings	
Entry Name *	Summer Pennant

Dates	
New Team Dates	* Entries Opens 01/07/2010 00:00
	* Entries Close: 27/08/2010 00:00
	Early Bird Close: ☐ 06/07/2010 00:00
	Late Entry Begin: ☐ 06/07/2010 00:00

Team Participants	
Allow Coach	☐
Allow Manager	☐
Allow Player Nomination	☒
Min Player Num	4
Max Player Num	9
Player Text Field 1 Name	Past Performance
Player Text Field 2 Name	
Player Text Field 3 Name	
Player Text Field 4 Name	

Display Text	
Introduction	Please see association website for instructions Point 1 Point 2 End HTML...

Categories	
Categories	Available Categories
	Selected Categories (Count: 2) Mens Div 1 Mens Div 2 Add -> Add All ->> <- Remove <<- Remove All Move Up Move Down

Update

ALLOCATING TO GRADES

MODE Competition Management **MENU** – Competition > Teams > Team Nominations

Once you have received all the team entries a process of grading will be undertaken by the association which will result on the allocating of teams to final grades or sections for the upcoming season.

Allocating teams from the Team Nomination process is similar to the Competition > Teams > Allocate teams to grade screen. Via this process however all information received in the team entry (ie default venue, starting time, playing squad) will be used as part of the setup of that team in their final grade.

Allocate Team Nominations

[Printable Version](#)

TEAM NOMINATION

[Reports](#)
[Configuration](#)
[Allocate to Grades](#)

Nomination Group: [2010 TVC] Winter Pennant

Team Nomination Category: ALL CATEGORIES

Destination Grade: Mens Grade 3 - Section 3

Team Entries

Mens Grade 3] Buteen TC [PLAYER: Brown-Greaves] [SAT 1:00PM]
Mens Grade 3] Greenborough TC [PLAYER: Krause] [SUN 1:00PM]

Destination Grade: (Count:7)

Box Hill
Burwood
Mayfield Park No 2
Mt Eliza No 2
North Ringwood
Ringwood
Upwey Tacoma

Add ->
<- Remove

Update

Step 1: Choose the nomination group in the selector bar.

Step 2: Choose the "Team Nomination Category" from the dropdown, this will populate the Team Entries selection box on the left hand side of the screen. Choosing ALL CATGEORIES will display all team entries. Where a team entry has been allocated a coach, team manager or has been assigned a team a participant will be selected next to the name of the club the team is from to enable you to distinguish teams from each other.

Step 3: Select the destination grade you want to allocate teams to. This will populate the right hand selector box if there are exist8ng teams in this grade.

Step 4: When finalised, press the Update button to complete the process.