



## Adding Club Bank Details

**Step 1:** Follow the url <https://passport.sportstg.com/login/> and enter your log in details.

**Step 2:** Click on the Sign in button.

A screenshot of the SportsTG Passport login page. The page has a white background with a grey header containing the SportsTG logo and "Support Passport" links. The main heading is "PASSPORT" in large, bold, blue letters. Below this is a "Sign in" section. It contains two input fields: "Email" and "Password". A green arrow with the number "1" points down to the Email field. Below the input fields is a green "Sign in" button. A green arrow with the number "2" points left to the "Sign in" button. To the right of the "Sign in" button is a link that says "Forgot Password?". Below the "Sign in" button are three social media login options: "Facebook", "Twitter", and "Google+". Below these options is a link that says "Or sign in with...". At the bottom of the page, there is a link that says "Don't have an existing Passport account? Please register below." and an orange "Register" button. At the very bottom, there is a link for "Privacy Policy Terms & Conditions" and a copyright notice: "© Copyright SportsTG Pty Ltd. All rights reserved."



**Step 3:** Once you have successfully logged in, proceed to clicking on the Membership Database option.

## PASSPORT

### Account Info

**Matt Crawford**

Email address:

**Logins**



**Membership Database**

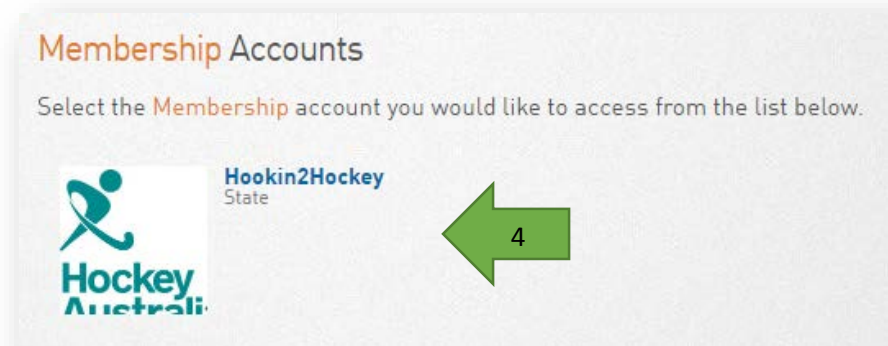
Click here to access your Membership Database.

**Results Entry & Live Scoring**

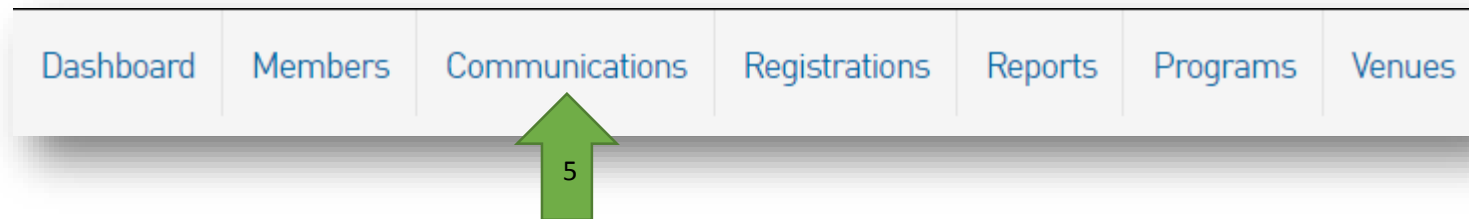
Direct access to results entry and live scoring for desktop, tablet and mobile.



**Step 4:** On the new page you will then be prompted to choose from a list membership accounts. Click on the Hookin2Hockey option.



**Step 5:** Select the Communications option from the top menu.





**Step 6:** Select profile from the Options menu.

**Step 7:** A new window will appear. Click on the Create SMS Sender Account option on the right side of the page.

Create SMS Sender Account

## Communicator - Options

Select from the options below:-

Send a Message

Cre

Member Renewals

Ser

Manage Custom Groups

Set

Program Renewals

Ser

EOI Invitation

Ser

6

Profile

Set

Sent Messages

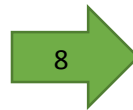
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**Step 8:** Fill in the registration form with the relevant information.

**Step 9:** Read and tick the Terms and Conditions

**Step 10:** Click Register



### New user registration

Welcome to the **FOX SPORTS PULSE** SMS portal. To register please provide the following information.

**User details**

User name \*

Password \*

Confirm password \*

Email address \*

Confirm email address \*

**Organization details**

Organization name \*

Organization ABN

Street address \*

City \*

Postcode \*

State \*

Country \*

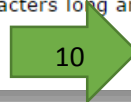
Organization contact name \*

Organization contact number \*

Organization contact email

Accept \*  [Terms and Conditions](#)

\* for mandatory fields  
**Note:** Password should be 6 characters long and contain letters and numbers





**Step 11:** Your account will now be active and your Account summary screen will appear. At the top is a message alerting you to the fact that 'You are blocked from sending messages until you purchase more credits'. At the bottom under 'Account Details' your current balance will read '0.0'.

**Step 12:** To purchase credits go back to the Profile Settings menu and click 'Purchase Additional Credits'.

## Communicator - Profile Settings

Set your sender and reply settings.

### Email Settings

Reply To address:

Email Footer/Signature:

This message will appear on each email sent from this account.

### SMS Settings

To send an SMS, you require an SMS sender account. [Click here](#) to find out more about this.

Reply To number:

Enter the username and password you selected when creating your SMS Sender account.

SMS Username:

SMS Password:

[Save Settings](#)



[Create SMS Sender Account](#)  
[Purchase Additional Credits](#)



**Step 13:** The messaging login screen will appear. Enter your SMS Sender Account username and password. Click Login.

A screenshot of a login screen. At the top, it says "Please enter your username and password." Below this are two input fields: "Username:" and "Password:". Below the fields is a "Login" button and a link that says "Forgot Password". A green arrow with the number "13" points to the "Login" button.

**Step 14:** You are now logged in and will be returned to the Account Summary screen. Click on Purchase Credits again.

**Step 15:** The 'Purchase SMS Credits' screen will appear. Under 'Purchase', select the quantity of credits you want to purchase:

- 150
- 350
- 750
- 1200

**Step 15:** Under 'Billing Information', enter your credit card details.

**Step 16:** Click on Process Order.

**Please Note:** It may take up to 30 seconds to process the purchase. During this time to not close the screen or re-click on 'Process Order'.



**Step 17:** After purchasing credits, the number of credits available in your account can be viewed on the Account Summary screen next to 'Current Balance'. You are now ready to send SMS messages to your members through Membership or from your mobile phone.

**Please Note:** These SMS Credits are non-refundable so please ensure that your order is correct before submitting.