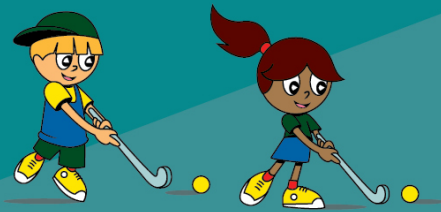


## Running Hin2H Reports

**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 links for "Support" and "Passport". The main heading is "PASSPORT" in large, bold, blue letters. Below this is a "Sign in" section. A green arrow labeled "1" points down to the "Email" input field. Below the email field is the "Password" input field. A green arrow labeled "2" points left to the "Sign in" button. To the right of the "Sign in" button is a link for "Forgot Password?". Below the "Sign in" button are three social media login options: "Facebook", "Twitter", and "Google+". Below these options is a link for "Register". At the bottom of the page, there are links for "Privacy Policy" and "Terms & Conditions", and a copyright notice for SportsTG Pty Ltd.



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

## PASSPORT

### Account Info

**Matt Crawford**

Email address:

**Logins**

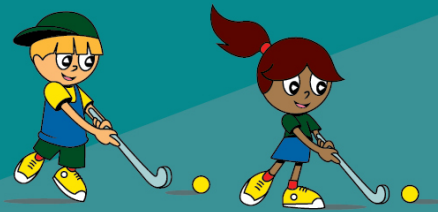


**Membership Database**

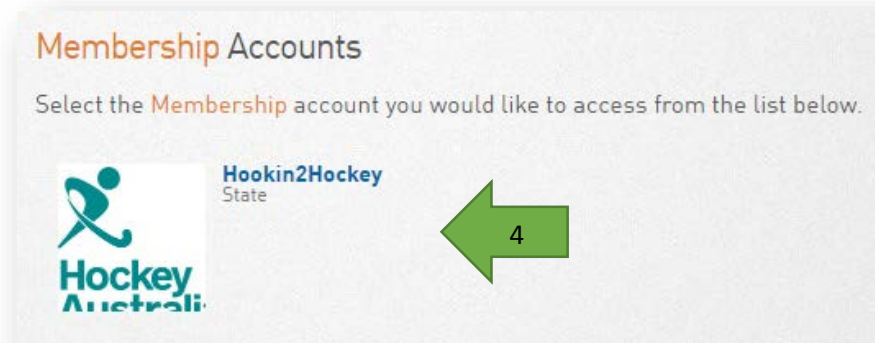
Click here to access your Membership Database.

**Results Entry & Live Scoring**

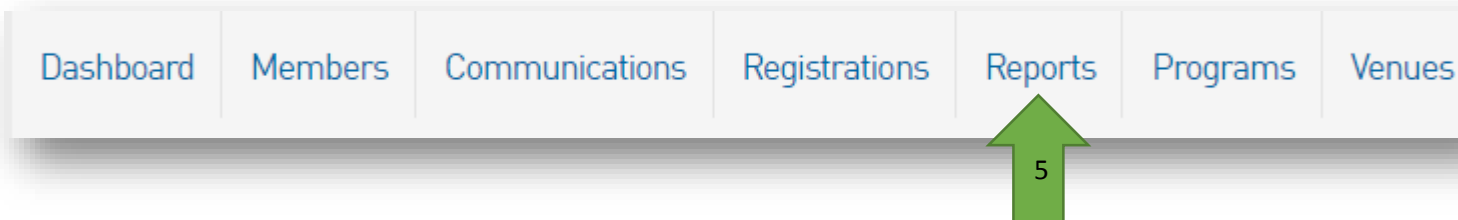
Direct access to results entry and live scoring for desktop, tablet and mobile.

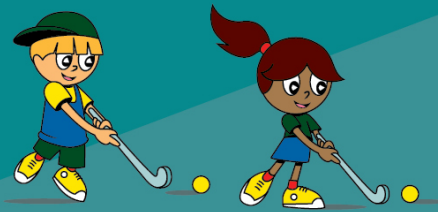


**Step 4:** On the new page you will then be prompted to choose from a list membership accounts. Click on the Hookin2Hockey option.



**Step 5:** Once you have successfully entered your club portal, click on the Reports section of the top menu.

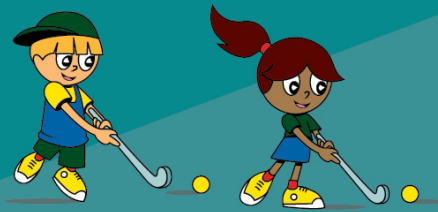




**Step 6:** Select Members from the menu on the left hand side of your screen.

A screenshot of a web application interface. On the left, a vertical menu titled "Reports" contains several items: Competition, Contacts, Finance, Members, Teams, and Tribunal. The "Members" item is highlighted with a blue bar, and a green arrow with the number "6" points to it from the left. To the right of the menu is a large white area containing a grid of report cards under the heading "Members". The cards are: "Advanced Member" (with a "Configure" button), "Retention Report" (with a "Configure" button), "Duplicates Summary" (with a "Configure" button), "Member Summary" (with a "Configure" button), "Member Demographic" (with a "Configure" button), and "National Accreditation Report" (with a "Configure" button). Below these is an "EOI Report" card (with a "Configure" button"). A green arrow with the number "7" points to the "EOI Report" card from the bottom right.

**Step 7:** Select EOI Report.



**Step 8:** Choose a field from the left column and drag it into the Selected Fields box (the box will expand to fit your fields).

Different types of fields are available from different field groupings. Click the heading to open the group.

**Step 9:** Click the 'Run Report' button to execute the report.

**Please Note:** You can save your reports by using the save option at the bottom on the page.

A screenshot of a web-based report configuration interface. On the left is a vertical list of field groupings: Personal Details, Parent/Guardian, Contact Details, Interests, Identifications, Financial, Medical, Other Fields, Member Type - Player, Member Type - Coach, Member Type - Official, Member Type - Official, Member Type - Misc, Seasons, Program Selections, Event Selections, Transaction, and Security. A green arrow labeled '8' points to the 'Contact Details' group. To the right is a 'Selected Fields' box, which is currently empty. Below the field list is a green 'Run Report' button, with a green arrow labeled '9' pointing to it. Below the 'Run Report' button are several configuration sections: 'Options' with radio buttons for 'Unique Records Only', 'Summary Data', and 'All Records'; 'Sort by' set to 'National Number' and 'Ascending'; 'Secondary sort by' set to 'None' and 'Ascending'; 'Group By' set to 'No Grouping'; 'Report Output' with radio buttons for 'Display' (selected) and 'Email'; and a 'Saved Reports' section with a blue 'SAVE' button.