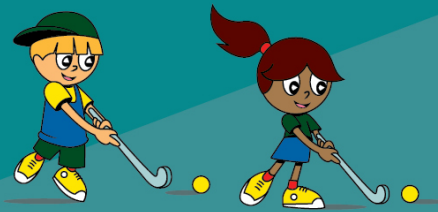


Running Hin2H Reports

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

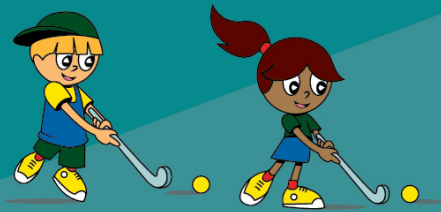


Membership Database

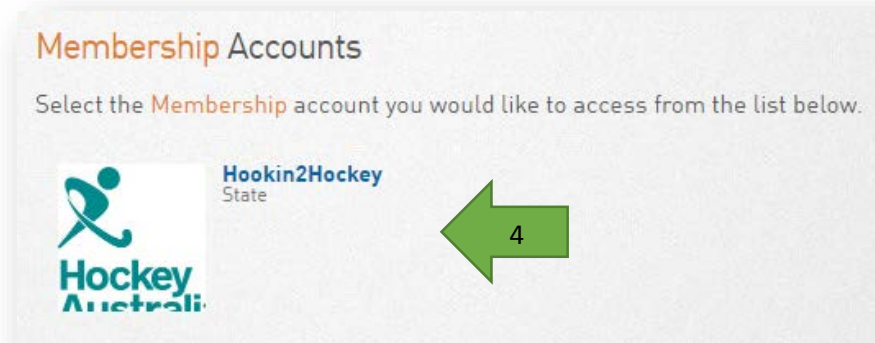
Click here to access your Membership Database.

Results Entry & Live Scoring

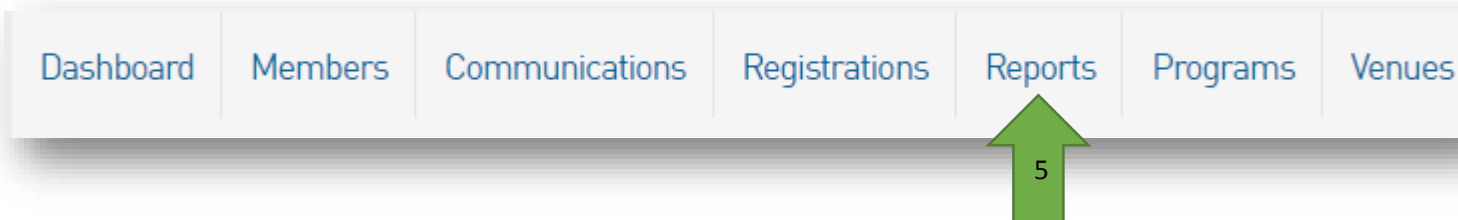
Direct access to results entry and live scoring for desktop, tablet and mobile.

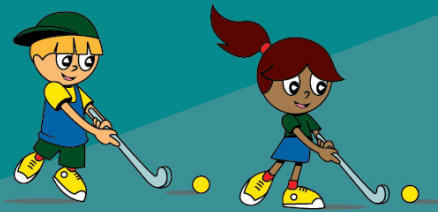


Step 4: On the new page you will then be prompted to choose from a list membership accounts. Click on the Hookin2Hockey option.



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

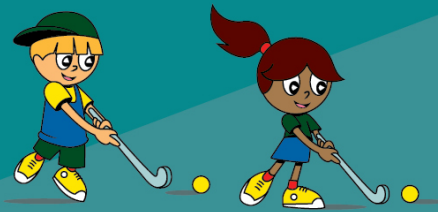




Step 6: Select Members from the menu on the left hand side of your screen.

A screenshot of a web application interface. On the left, there is a vertical menu titled "Reports" with several options: Competition, Contacts, Finance, Members, Teams, and Tribunal. The "Members" option is highlighted with a green arrow labeled "6". The main content area is titled "Members" and contains six report cards, each with a "Configure" button. The reports are: Advanced Member, Retention Report, Duplicates Summary, Member Summary, Member Demographic, and National Accreditation Report. The "EOI Report" card is located below the others and is highlighted with a green arrow labeled "7".

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 this is a green 'Run Report' button, with a green arrow labeled '9' pointing to it. Further down are 'Options' for 'Show' (radio buttons for Unique Records Only, Summary Data, All Records), 'Sort by' (dropdown for National Number), 'Secondary sort by' (dropdown for None), and 'Group By' (dropdown for No Grouping). Below that is the 'Report Output' section with radio buttons for 'Display' (selected) and 'Email', and a text input for 'Email Address'. At the bottom is another green 'Run Report' button and a 'Saved Reports' section with a blue 'SAVE' button.