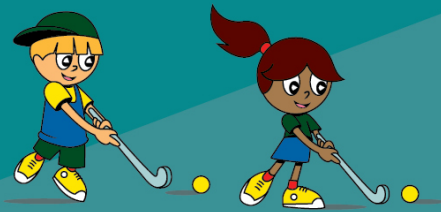


Making a Program Inactive

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 Passport login page. The page has a white background with a grey header containing "SportsTG" and "Support 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 "Don't have an existing Passport account? Please register below." and a "Register" button. At the bottom of the page, there are links for "Privacy Policy" and "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

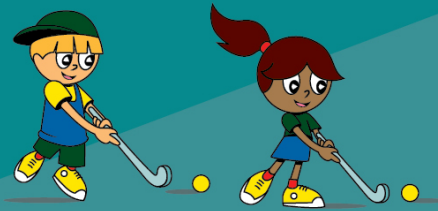


Membership Database

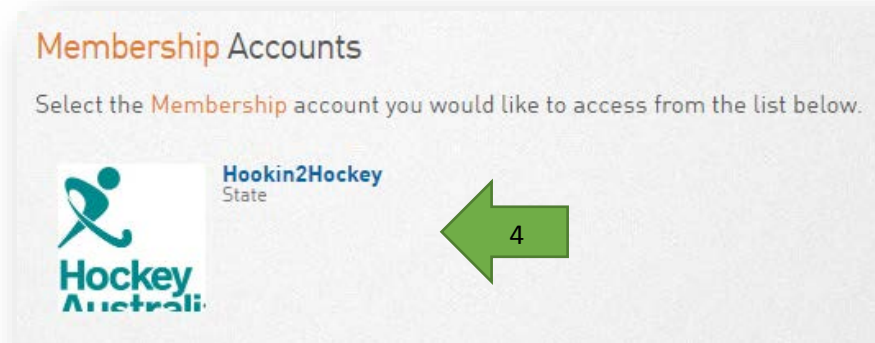
Click here to access your Membership Database.

Results Entry & Live Scoring

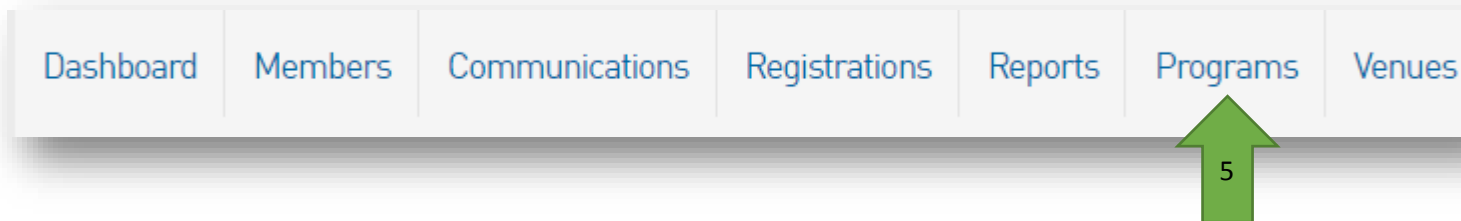
Direct access to results entry and live scoring for desktop, tablet and mobile.

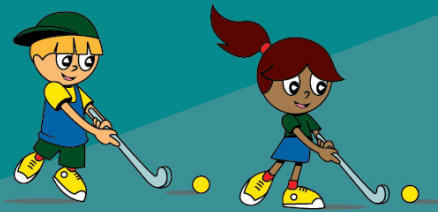


Step 4: On the new page you will then be prompted to choose from a list membership accounts. Click on the Hookin2Hockey option.



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







Step 6: Click on the magnifying glass icon of the program you wish to make inactive.

Programs ADD

Showing - Name including Active ▾

	Program Name	Location Name	Start Date	Days Run	Product Prices	Members	Registration L...	Status	Number of Sessions
	2017 Hookin2Hockey Expr...	Croydon Ranges Hockey ...	01/03/2017	Wednesday	Edit Prices	View Members		<input checked="" type="checkbox"/>	0
	2017 Hookin2Hockey Reg...	Croydon Ranges Hockey ...	01/03/2017	Wednesday	Edit Prices	View Members	Register	<input checked="" type="checkbox"/>	0

Step 7: You will need to un-tick the active box. Then click

Update Program

at the bottom of the page.


Program - 2017 Hookin2Hockey Registration


[Click here](#) to return to list of Programs

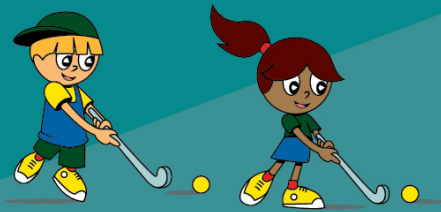
To modify, change the details in the boxes below. When you have finished, press the '**Update Program**' button.

Note: All boxes marked with a  must be filled in.

Program Details

Program Name 

Active? 



Please Note: The inactive program will disappear from your list. If you wish to reactivate it make sure your Program Listing is set to show all programs, not just the active ones. Follow the same process except make sure the active box is ticked.

It is also worth noting that if you have no active programs or EOI programs running then your club will disappear from the club finder. So, it is best practice to always have an EOI for your next program up and running when you plan to archive a program.