

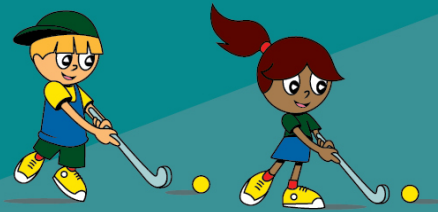
Adding and Removing Venues

Adding Venues:

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 header with "SportsTG" on the left and "Support Passport" on the right. Below the header, the word "PASSPORT" is written in large, bold, blue letters. Underneath, the "Sign in" section contains two input fields: "Email" and "Password". A green arrow labeled "1" points down to the "Email" field. Below the "Password" field is a green "Sign in" button. A green arrow labeled "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 buttons for social media login: "Facebook", "Twitter", and "Google+". Below these buttons 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

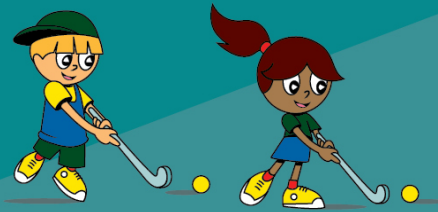


Membership Database

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.

Membership Accounts


Select the **Membership** account you would like to access from the list below.

	Hookin2Hockey State	
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Step 5: Select the Venues option on the menu bar.

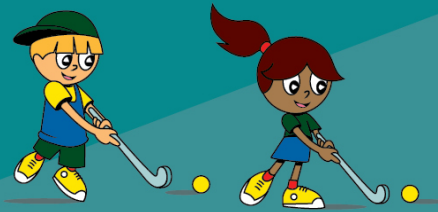
Dashboard	Members	Communications	Registrations	Reports	Programs	Venues 
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Step 6: To add a venue click the blue add button.

Venues 

Showing - Name including Active

Venue Name	Abbreviation	Venue Type	Suburb	Status
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Add New Venue

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

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

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

Venue Details

7

Venue Name

Active?

Abbreviation Name

Venue Type

Address 1

Address 2

Suburb

State

Postal Code

Country

Phone

Phone 2

Fax

Local Government Area

Map Number (Printed Map)

Map Reference (Printed Map)

Step 7: Fill in the details of the Venue you want to display. A google maps image will be automatically generated once an address is entered.

Step 8: Once the information has been added click Update Venue.

Online Mapping

Enter Latitude and Longitude in the boxes below or drag the map marker to the correct location.

Latitude

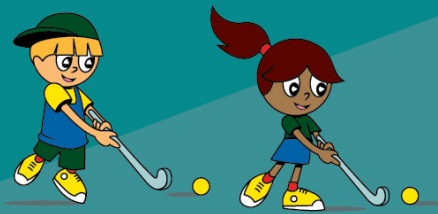
Longitude

Map

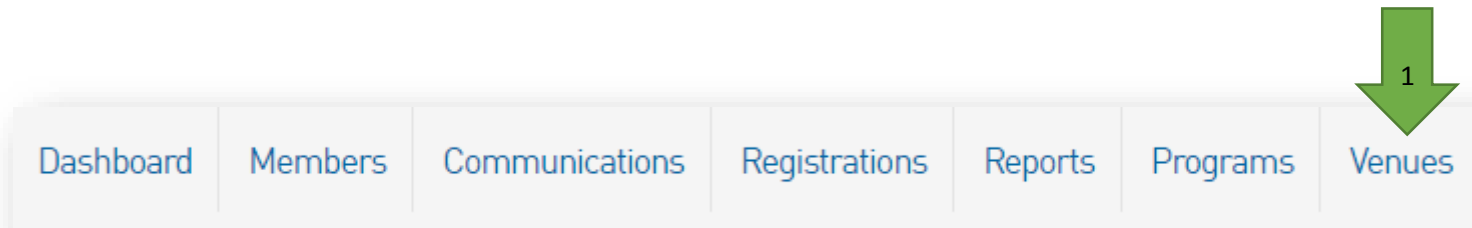


Update Venue

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



Step 1: Click on the Venues option on the top menu.

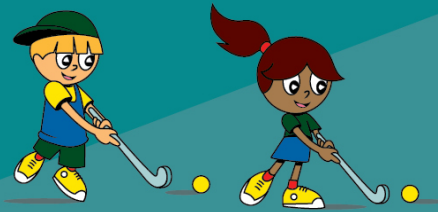


Step 2: The Venue listing will then appear. Find the Venue you want to remove and click the magnifying glass (edit) button.

Venues

Showing - Name including

	Venue Name	Abbreviation	Venue Type	Suburb
	Hockey Australia Offices	HAO	Club House	Melbourne



Step 3: Untick the “Active?” option to leave this empty. This will remove it from the Active Venue listing.

Venue- Hockey Australia Offices

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

To modify, change the details in the boxes below. When you have

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

Venue Details

Venue ID	67064
Venue Name	<input type="text" value="Hockey Australia Offices"/>
Active?	<input type="checkbox"/> 

Step 4: Click Update Venue.

