
LAQ Guidelines for use of Online Registrations -Little Athletics Queensland Centres

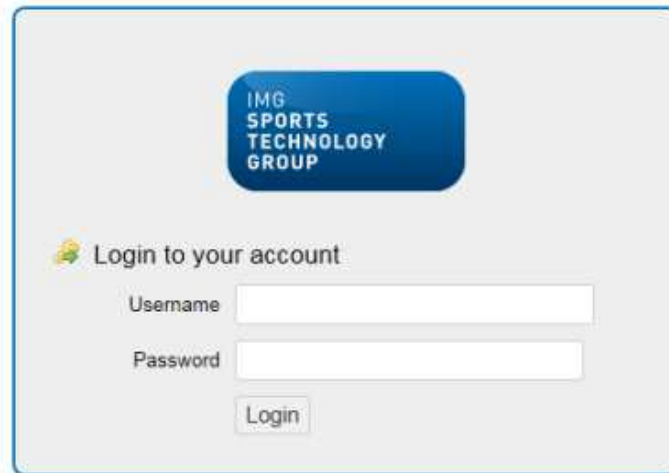


GETTING STARTED

Logging in

To log into your Centre's Membership Console, type in the following address in your browser:

<https://console.sportstg.com/>

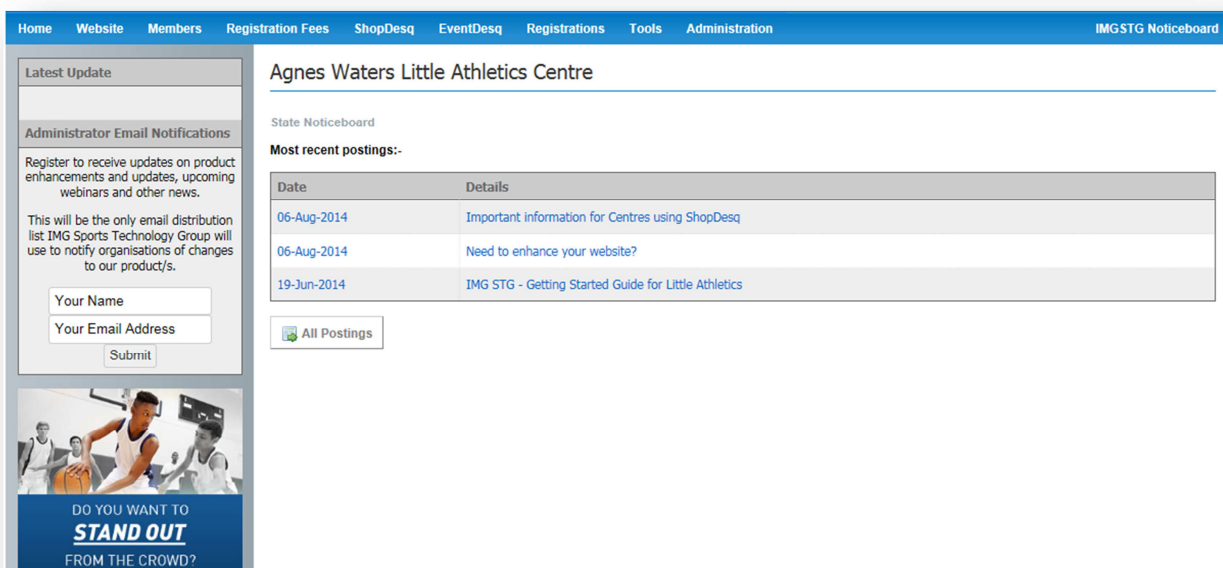


The login form is titled "Login to your account" and features the IMG Sports Technology Group logo at the top. It includes input fields for "Username" and "Password", and a "Login" button.

You will need to type in your Centres username and password.

Please note that if this is the first season that your Centre is using the membership console then you will need to contact Little Athletics Queensland for your Centres username and password.

Once logged in, you will automatically be directed to the homepage.



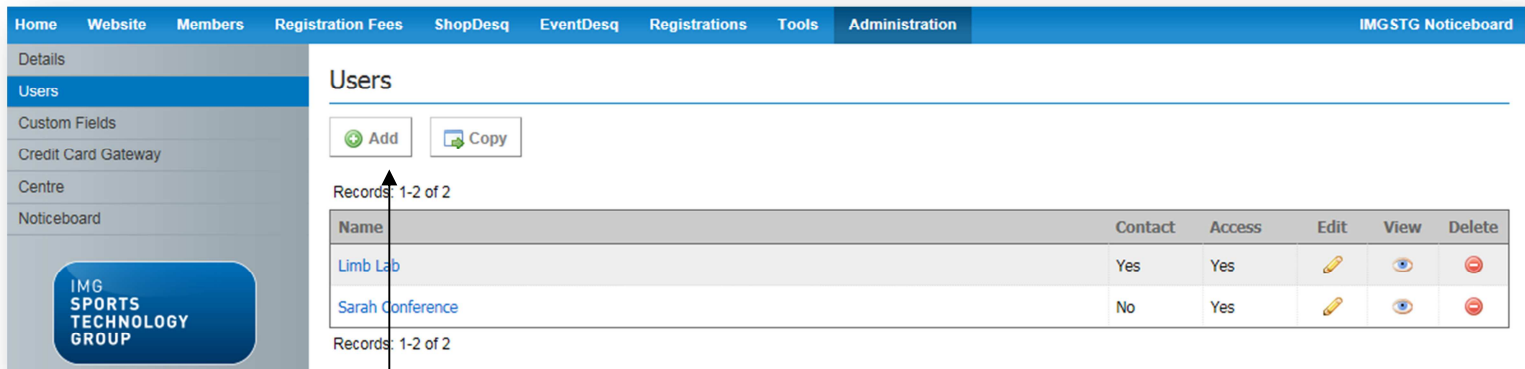
The screenshot shows the homepage of the Agnes Waters Little Athletics Centre. The top navigation bar includes links for Home, Website, Members, Registration Fees, ShopDesq, EventDesq, Registrations, Tools, and Administration. The main content area features a "State Noticeboard" with "Most recent postings" listed in a table. A sidebar on the left contains a "Latest Update" section, "Administrator Email Notifications" with a registration form, and a promotional banner for "DO YOU WANT TO STAND OUT FROM THE CROWD?".

| Date | Details |
|-------------|--|
| 06-Aug-2014 | Important information for Centres using ShopDesq |
| 06-Aug-2014 | Need to enhance your website? |
| 19-Jun-2014 | IMG STG - Getting Started Guide for Little Athletics |

Setting up System Administrators

Your Centre has the option of restricting access to the registration and payment information that can be viewed by other users. This is an **option only** and you don't need to setup restrictions if you don't think it will be necessary. If restrictions are required please follow the steps below:

- Select Administration>Users



- Click 'add'
- You will then need to give the user a name. This can be the name or position on the Committee (eg. Treasurer, Registrar, Centre Manager)
- You need to ensure that you select 'yes' to Console Access for each user that you add. They will also need a password and username.

The screenshot shows the 'Add User' form. The 'General' tab is selected. Fields include Name (Centre Manager), Title, Email Address, Telephone, Website Contact (No), Console Access (Yes), UserName (3M6U6RpJ), and Password (LPKFLPAg). An arrow points from the 'Console Access' field to the 'Yes' radio button in the instructions below.

Name: Centre Manager
Title:
Email Address:
Telephone:
Website Contact: ☐ Yes ☒ No
Console Access: ☒ Yes ☐ No
UserName: 3M6U6RpJ
Password: LPKFLPAg

Most Centres will only need to access the Members & Subscription tabs. Go through each of these tabs and select the areas that the user requires access, and the level of access they require.

The screenshot shows the 'Users' administration page. The top navigation bar includes links for Home, Website, Members, Registration Fees, ShopDesq, EventDesq, Registrations, Tools, and Administration. The left sidebar contains links for Details, Users, Custom Fields, Credit Card Gateway, Centre, and Noticeboard. The main content area is titled 'Users' and features a 'Save' button and a 'Cancel' button. Below these are tabs for General, Website, Members, Subscriptions, ShopDesq, AuctionDesq, TicketDesq, EventDesq, Registrations, Results, SportsDesq, and Tools. The 'Subscriptions' tab is selected, showing a list of permissions with checkboxes for 'Yes' or 'No' and 'View' or 'Delete'.

| Permission | Yes | No | View | Delete |
|----------------------------|----------------------------------|----------------------------------|-------------------------------------|--------------------------|
| Menu: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Dashboard: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Generate: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Manage: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Transactions Menu: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Unpaid: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Paid: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Cancelled: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Refund Listing: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Payments Received: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Settlements: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Export Templates: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Subscription - Types: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Subscription - Categories: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Subscription - Tags: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Options: | <input type="radio"/> | <input checked="" type="radio"/> | | |

Once you have finished select save add the next user.

Changing the Username and Password to your Centres Membership Console

All Centres have been given a generic username and password by Sports Technology to access your Centres membership console. Your Centre can change both the username and password.

To change the username and password go to Administration> Details and select edit. You will need to select the "Access" tab and remove the generic username and password and add your own.

Once you have updated the username and password select save.

The screenshot shows the 'Centre Details' page. The top navigation bar includes links for Home, Website, Members, Registration Fees, ShopDesq, TicketDesq, EventDesq, Registrations, Tools, and Administration. The left sidebar contains links for Details, Users, Membership Data Import, Custom Fields, and Credit Card Gateway. The main content area is titled 'Centre Details' and features an 'Edit' button. Below this are tabs for General, Access, Other, and Bank Account Information. The 'Access' tab is selected, showing a list of permissions with checkboxes for 'Yes' or 'No' and 'View' or 'Delete'.


| Permission | Yes | No | View | Delete |
|----------------------------|----------------------------------|----------------------------------|-------------------------------------|--------------------------|
| Menu: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Dashboard: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Generate: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Manage: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Transactions Menu: | <input checked="" type="radio"/> | <input type="radio"/> | | |
| Unpaid: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Paid: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Cancelled: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Refund Listing: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Payments Received: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Settlements: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Export Templates: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Subscription - Types: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Subscription - Categories: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Subscription - Tags: | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Options: | <input type="radio"/> | <input checked="" type="radio"/> | | |

Adding Bank Account Details

Your Centres bank account details need to be set up with Sports Technology. To set up your Centres bank account details please use the following link.

<https://eventdesq.sportstg.com/index.cfm?fuseaction=main&EventDesqID=2580&OrgID=1666>

The following page will appear and you will need to follow the prompts.



ONE SPORT
TECHNOLOGY

Home

Click Here To Continue

This form is **ONLY** for users of the One Sport Technology platform - <https://manage.onesporttechnology.com/>

This form is used for both **NEW** and **UPDATED** bank details. Please ensure you have the following information before proceeding with this form. You will not be able to complete this form without all fields being correctly filled.

If you are updating your bank details make sure you select 'Update xxxx Bank Details' with xxxx being either Australian or International.

ALL ACCOUNTS

Organisation ID: This is found in MEMBERS / PORTAL SETTINGS / OPTIONS. The Organisation ID is the number which displays at the end of the PORTAL LINK. If you have not yet been given your organisation's login details, please complete the form when you have been provided this.

You will also be asked to provide the details of another authorised administrator in your organisation that in the event we need to verify the bank information they will be able to do so. <https://memberdesq.onesporttechnology.com/xxxx>

AUSTRALIAN & NEW ZEALAND ACCOUNTS

Bank Account Details: Including Bank Name, Bank Account Name, Bank Account Number and BSB

INTERNATIONAL ACCOUNTS

Bank Account Details: Including Beneficiary Name, Beneficiary Address, Bank Name, Bank Address, SWIFT / BIC or Sort Code and Account / IBAN Number

UPDATING ACCOUNTS

You will require the above details of either your Australian or International Bank Account plus the details of your old bank account as well.

Entering Athlete Registration Fees for the Individual Subscriptions

In the online registration system the registration payment categories that apply to each age group are referred to as subscriptions. They allow Centres to determine the prices for members based on the age group or other benefits they receive from the membership.

At the start of each season all Centres will need to update their Centres registration fees. Centres will only need to update their portion of the registration fee for the individual subscriptions. The Little Athletics Queensland fee is automatically updated each season.

To update your Centres registration fees you will need to go to Subscriptions>Subscription Types.

Select edit, against a fee type.

Home Website Members Subscriptions ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Subscriptions
Manage Subscriptions
Transactions
Subscriptions - Types
Subscriptions - Categories
Subscriptions - Tags
Options

IMG SPORTS TECHNOLOGY GROUP member desq

Subscriptions - Types

[Add](#) [Copy](#) [Transfer](#) [Unattached](#) [Export](#) [Archive](#)

Subscription Types: [Search](#) [Reset](#)

Records: 1-8 of 8

| Title | Code | Order | Amount | Edit | View | Delete | Members |
|----------------------------------|--------|-------|----------|------|------|--------|---------|
| Family Registration - 2 Children | 174566 | 70 | \$107.00 | | | | |
| Family Registration - 3 Children | 174681 | 75 | \$160.50 | | | | |
| Family Registration - 4 Children | 174792 | 80 | \$214.00 | | | | |
| Family Registration - 5 Children | 174903 | 85 | \$267.50 | | | | |
| Family Registration - 6 Children | 175014 | 90 | \$321.00 | | | | |
| Tiny Tots | 226452 | 60 | \$21.00 | | | | |
| Under 6 Registration 2014 | 226560 | 20 | \$48.00 | | | | |
| Under 7-17 Registration 2014 | 226668 | 25 | \$53.50 | | | | |

Once you select edit there are a number of details that you will need to complete for each subscription type. Please go through each section of the subscription to ensure that all details are up to date.

General Section

To add your Centres fees you will need to type them into the Centre section and then you will need to update the total fee amount as it doesn't automatically update itself.

You will notice that LAQ has added information regarding the birthdate range for each age group. This information will be on display when members register online. Your Centre can add more information in the "detail" section if needed. The following are suggestions that you can use:

- Proof of age is required
- Parent Levies are to be paid at the Centre

Home Website Members Subscriptions ShopDesq EventDesq Registrations Tools Administration

Generate Subscriptions
Manage Subscriptions
Transactions
Subscriptions - Types
Subscriptions - Categories
Subscriptions - Tags
Options

IMG SPORTS TECHNOLOGY GROUP
member desq

Subscriptions - Types

Save Cancel

General Financial Status Member Age Validation Declaration Invoice Receipt Auto Reminder Other Options

Title: ♦ Family Registration - 3 Children (U7 to U17)

Detail: Born between 1st Oct 1997 and 30th Sept 2008

Total Amount: ♦ 320.00

Centre: 159.50

State: 160.50

Payment Terms (Days): 0

Centres that have parent levies, they can be included in your Centre registration fee or can be paid manually at your Centre.

Financial Status Section

LAQ has set the financial end date for each subscription; the date will not need to be adjusted by Centres.

For Summer Centres the financial end date is 30th April (Year) and for the Winter Centres 30th October (Year).

The screenshot shows the 'Subscriptions - Types' form with the 'Financial Status' tab selected. The left sidebar contains a menu with options: Home, Website, Members, Subscriptions, ShopDesq, EventDesq, Registrations, Tools, and Administration. Below the menu is a logo for 'IMG SPORTS TECHNOLOGY GROUP' and 'member desq'. The main form area has tabs for General, Financial Status, Member, Age Validation, Declaration, Invoice, Receipt, Auto Reminder, and Other Options. The 'Financial Status' tab is active, showing an 'Update Option:' section with radio buttons for 'No', 'Yes - Financial End Date' (selected), 'Yes - Period', and 'Yes - Days'. Below this is a 'Financial End Date:' field with a calendar icon, showing '30-Apr-2015'. There are 'Save' and 'Cancel' buttons at the top and bottom of the form.

Age Validation Section

For individual subscription types select the date of birth option.

The date of birth range should be 1st January (YEAR) to 31 December (YEAR) (e.g if you are updating the U6 age group it should be the 1st January 2013 to 31st December 2013)

Please ensure that you refer to the age table when updating subscriptions.

The screenshot shows the 'Subscriptions - Types' form with the 'Age Validation' tab selected. The left sidebar is the same as in the previous screenshot. The main form area has the same tabs, but 'Age Validation' is active. It shows a 'Required:' section with radio buttons for 'No', 'Yes - Date Of Birth' (selected), and 'Yes - Age'. Below this is a 'Date Of Birth Range:' field with two date pickers. The first date picker shows '01-Oct-2008' and the second shows '30-Sep-2009', with a 'To' label between them. There are 'Save' and 'Cancel' buttons at the top of the form.

Declaration & Invoice Sections

The declaration and invoice functions are **optional** and your Centre doesn't need to add anything to these tabs if it is not necessary.

The Association does have a declaration that automatically appears when members register with Centres. The option is there to create a declaration that is specific to your Centre.

Receipt Section

By customising your receipts this allows you to add information regarding your Centre that your members will receive upon registration.

LAQ recommends that Centres set up the receipt function so that you can issue receipts to those members that make payment online. The member can then bring the receipt to your Centres sign on day as proof of payment.

If you want to customize your receipts go to the receipts tab and add the required information.

The screenshot shows the 'Subscriptions - Types' form in the IMG Sports Technology Group system. The top navigation bar includes links for Home, Website, Members, Subscriptions (active), ShopDesq, EventDesq, Registrations, Tools, and Administration. The left sidebar lists various management options under 'Generate Subscriptions' and 'Manage Subscriptions'. The main form area is titled 'Subscriptions - Types' and features a 'Save' button and a 'Cancel' button. Below these are tabs for General, Financial Status, Member, Age Validation, Declaration, Invoice, Receipt (active), Auto Reminder, and Other Options. The 'Receipt Only' section has radio buttons for 'No' (selected) and 'Yes'. A rich text editor is present with a toolbar containing bold, italic, underline, list, link, and other formatting icons. The text area contains the following content: 'Thank you for registering with The Gap Little Athletics. Please bring your receipt to the clubhouse for collection of registration kit which includes your athletes number, club information, some goodies from LAQ and other useful information. Uniforms can be purchased at the clubhouse. Registration kit will be available at the clubhouse on any Friday evening from August 29 onward.'

Once you have finished updating the subscription, select save.



Family Subscriptions

If your Centre will be using the family subscriptions then the following sections will need to be updated.

When setting up the family subscriptions you will need to add both the State fees and your Centre fees. You then need to ensure that both the State fee and Centre fee have been added to the total amount section.

If you have specific requirements for the family registration then you will need to add some information to the "detail" section.

Registration Fees - Types

 Save  Cancel

General

Financial Status

Member

Age Validation

Declaration

Invoice

Receipt

Auto Reminder

Other Options

Title: ♦ Family Registration - 2 Children



Detail: Children born between 1-10-2009 and 30-09-1998 being 7 years of age to 16 years of age.

Total Amount: ♦ 157.00

Centre: 50.00

State: 107.00

Payment Terms (Days): 0

 Save  Cancel

Now move onto the Age Validation tab. If your Centre has no specific age group requirements for the family subscription then you can leave it on no.

Home

Website

Members

Registration Fees

ShopDesq

TicketDesq

EventDesq

Registrations

Tools

Administration

IMGSTG Noticeboard

Generate Registration Fees

Manage Registration Fees



Transactions

Registration Fees - Types



Registration Fees - Categories

Registration Fees - Tags

Options



Registration Fees - Types

 Save  Cancel

General

Financial Status

Member

Age Validation

Declaration

Invoice



Receipt

Auto Reminder

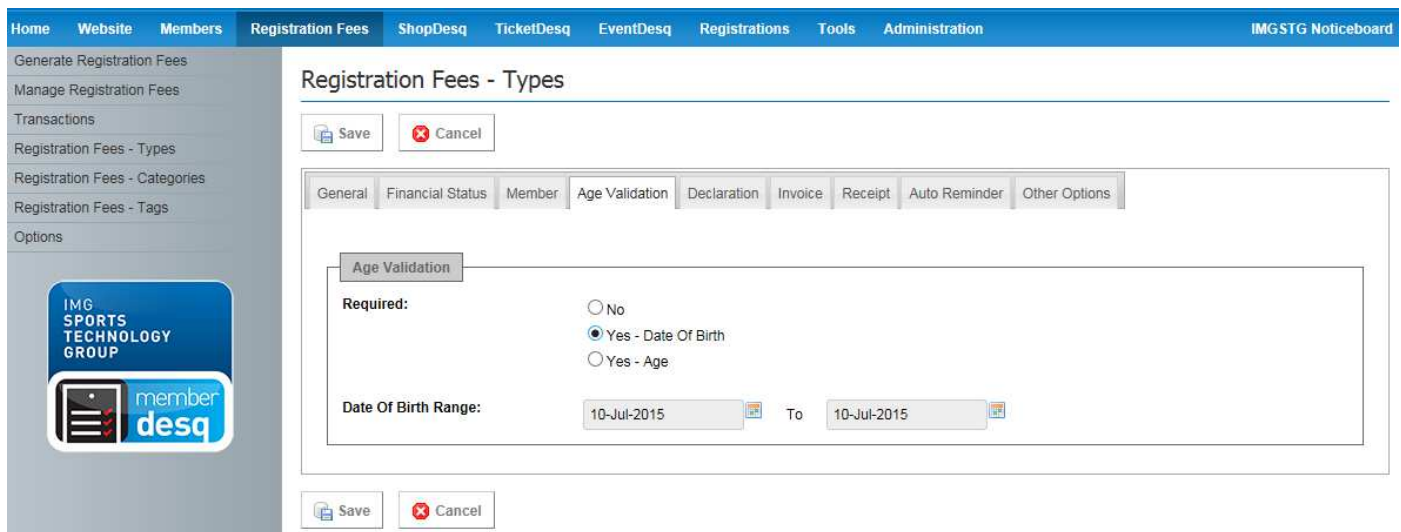
Other Options

Age Validation

Required: ☒ No
☐ Yes - Date Of Birth
☐ Yes - Age

 Save  Cancel

If your Centre does have specific age requirements for the family subscription than you will need to select yes, to date of birth and put in the birth date range.



Home Website Members **Registration Fees** ShopDesq TicketDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Registration Fees
Manage Registration Fees
Transactions
Registration Fees - Types
Registration Fees - Categories
Registration Fees - Tags
Options

IMG SPORTS TECHNOLOGY GROUP member desq

Registration Fees - Types

Save Cancel

General Financial Status Member **Age Validation** Declaration Invoice Receipt Auto Reminder Other Options

Age Validation

Required:

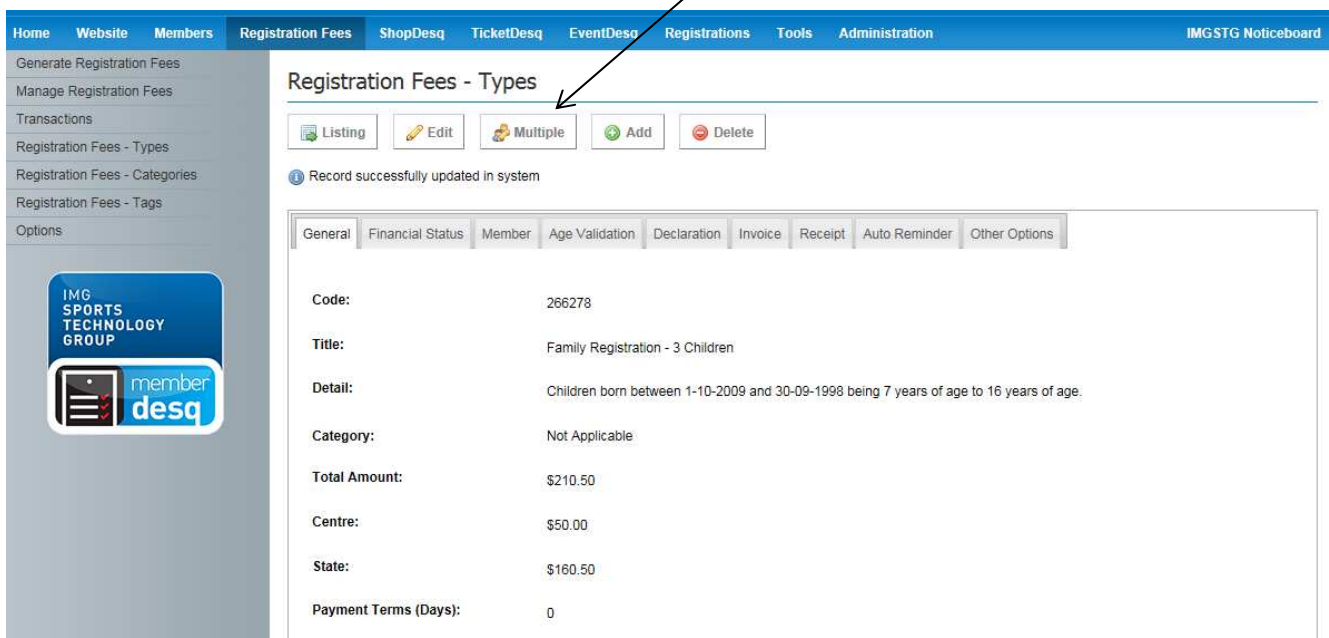
☐ No
☒ Yes - Date Of Birth
☐ Yes - Age

Date Of Birth Range: 10-Jul-2015 To 10-Jul-2015

Save Cancel

Once you have finished updating the subscription select save.

You will need to validate each of the family subscriptions otherwise they will not display correctly on your membership console. To validate the subscription please select "Multiple".



Home Website Members **Registration Fees** ShopDesq TicketDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Registration Fees
Manage Registration Fees
Transactions
Registration Fees - Types
Registration Fees - Categories
Registration Fees - Tags
Options

IMG SPORTS TECHNOLOGY GROUP member desq

Registration Fees - Types

Listing Edit **Multiple** Add Delete

Record successfully updated in system

General Financial Status Member **Age Validation** Declaration Invoice Receipt Auto Reminder Other Options

Code: 266278

Title: Family Registration - 3 Children

Detail: Children born between 1-10-2009 and 30-09-1998 being 7 years of age to 16 years of age.

Category: Not Applicable

Total Amount: \$210.50

Centre: \$50.00

State: \$160.50

Payment Terms (Days): 0

Then you will need to select edit.

ZZ Sample Little Athletics Centre

Logged in as: System Administrator

Return Log Off

Home Website Members Registration Fees ShopDesq TicketDesq EventDesq Registrations Tools Administration STG Noticeboard

Generate Registration Fees
Manage Registration Fees
Transactions
Registration Fees - Types
Registration Fees - Categories
Registration Fees - Tags
Options

SPORTS TECHNOLOGY GROUP

Multiple Options

| | |
|----------|----------|
| Title 1: | Member 1 |
| Title 2: | Member 2 |
| Title 3: | Member 3 |
| Title 4: | Member 4 |
| Title 5: | Member 5 |
| Title 6: | Member 6 |

Previous Edit Validate

You will then need to select the age group that applies to this family subscription. You are required to select the default subscription and select save.

Home Website Members Registration Fees ShopDesq TicketDesq EventDesq Registrations Tools Administration STG Noticeboard

Generate Registration Fees
Manage Registration Fees
Transactions
Registration Fees - Types
Registration Fees - Categories
Registration Fees - Tags
Options

SPORTS TECHNOLOGY GROUP

Multiple Options

Save Cancel

| | |
|------------|--|
| Title 1: | Member 1 |
| Options 1: | <input type="checkbox"/> Family Registration - 2 Children <input type="checkbox"/> Family Registration - 3 Children <input type="checkbox"/> Family Registration - 4 Children <input type="checkbox"/> Family Registration - 5 Children <input type="checkbox"/> Family Registration - 6 Children (U7-U17) <input type="checkbox"/> Tiny Tots <input checked="" type="checkbox"/> Under 10 Registration <input checked="" type="checkbox"/> Under 11 Registration <input checked="" type="checkbox"/> Under 12 Registration <input checked="" type="checkbox"/> Under 13 Registration <input checked="" type="checkbox"/> Under 14 Registration <input checked="" type="checkbox"/> Under 15 Registration <input checked="" type="checkbox"/> Under 16 Registration <input checked="" type="checkbox"/> Under 17 Registrations <input type="checkbox"/> Under 6 Registration <input checked="" type="checkbox"/> Under 7 Registration <input type="checkbox"/> Under 7-17 Registration <input checked="" type="checkbox"/> Under 8 Registration <input checked="" type="checkbox"/> Under 9 Registration |
| Default 1: | Family Registration - 6 Children (U7-U17) ▼ |
| Title 2: | Member 2 |
| Options 2: | <input type="checkbox"/> Family Registration - 2 Children |

Then select "Validate"

Home Website Members **Registration Fees** ShopDesq TicketDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Registration Fees
Manage Registration Fees
Transactions
Registration Fees - Types
Registration Fees - Categories
Registration Fees - Tags
Options

Multiple Options

| | |
|----------|----------|
| Title 1: | Member 1 |
| Title 2: | Member 2 |
| Title 3: | Member 3 |

Previous Edit Validate

Home Website Members **Registration Fees** ShopDesq TicketDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Registration Fees
Manage Registration Fees
Transactions
Registration Fees - Types
Registration Fees - Categories
Registration Fees - Tags

Multiple Validation

Return

The record selected is validated.

Adding a Subscription

If you would like to add another subscription that isn't already listed then you can create your own subscription by selecting copy and choose an existing subscription to copy.

Home Website Members **Registration Fees** ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Registration Fees
Manage Registration Fees
Transactions
Registration Fees - Types
Registration Fees - Categories
Registration Fees - Tags
Options

Registration Fees - Types

Add Copy Transfer Unattached Export Archive

Subscription Types: Search Reset

Records: 1-8 of 8

| Title | Code | Order | Amount | Edit | View | Delete | Members |
|----------------------------------|--------|-------|----------|-------------|-------------|---------------|----------------|
| Family Registration - 2 Children | 174513 | 70 | \$107.00 | <a>Edit | <a>View | <a>Delete | <a>Members |
| Family Registration - 3 Children | 174628 | 75 | \$160.50 | <a>Edit | <a>View | <a>Delete | <a>Members |
| Family Registration - 4 Children | 174739 | 80 | \$214.00 | <a>Edit | <a>View | <a>Delete | <a>Members |
| Family Registration - 5 Children | 174850 | 85 | \$267.50 | <a>Edit | <a>View | <a>Delete | <a>Members |
| Family Registration - 6 Children | 174961 | 90 | \$321.00 | <a>Edit | <a>View | <a>Delete | <a>Members |
| Tiny Tots | 226397 | 60 | \$21.60 | <a>Edit | <a>View | <a>Delete | <a>Members |
| Under 6 Registration 2014-5 | 173180 | 20 | \$48.00 | <a>Edit | <a>View | <a>Delete | <a>Members |

Home Website Members **Subscriptions** ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Subscriptions
Manage Subscriptions
Transactions
Dashboard
Unpaid
Paid
Cancelled
Refunds Listing
Payments Received
Settlements
Export Templates
Subscriptions - Types

Subscriptions - Types

Existing Subscriptions - Types: Select Record To Copy

Previous Copy

Select Record To Copy
Family Registration - 2 Children
Family Registration - 3 Children
Family Registration - 4 Children
Family Registration - 5 Children
Family Registration - 6 Children
Tiny Tots
Under 6 Registration 2014-5
Under 7-17 Registration 2014-5

Once you have copied the subscription, make the changes that are required.

Archiving Subscriptions

If there are any subscriptions that you are no longer using you can archive them. Centres can do this by selecting edit against the subscription that you would like to archive. You will need to go to the other options tab and select yes to archive the subscription.

Home Website Members **Registration Fees** ShopDesq EventDesq Registrations Tools Administration STG Noticeboard

Generate Registration Fees
Manage Registration Fees
Transactions
Registration Fees - Types
Registration Fees - Categories
Registration Fees - Tags
Options

SPORTS TECHNOLOGY GROUP

Registration Fees - Types

General Financial Status Member Age Validation Declaration Invoice Receipt Auto Reminder Other Options

Reserved Seat Allocation: ☐ Yes ☒ No

Order:

Archive: ☐ Yes ☒ No

Absorption Fee

SportsTG charges a transaction fee for any member that makes payment online. Centres have the option of absorbing this transaction fee or charging this rate to your members.

To update this section go to Subscription >Options

Select edit and go to "Administration Charge" and type in the charge amount.

The absorption rate is able to be set from 0% up to the full charge rate, which is 4.40% for your Centre. If the charge amount that you put in is 0%, then the charge will be passed onto the member.

Home Website Members **Subscriptions** ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Subscriptions
Manage Subscriptions
Transactions
Subscriptions - Types
Subscriptions - Categories
Subscriptions - Tags
Options

IMG SPORTS TECHNOLOGY GROUP

member desq

Subscriptions Options

Tax & Charge Options Financial Status Email Dates

Tax

Option: Not Applicable
Rate: 10.00%

Administration Charge

Rate: 5.50 %
Absorption Rate: 5.50 %

Payment Terms

Default Days: 0

Going live

Once your Centre has updated the subscriptions and you are ready to go live so that members can register with your Centre. Please contact the LAQ Office, so that your subscriptions are activated for the season.

Generating a Campaign

Centres have the ability to send emails to their members throughout the season; this is referred to as a campaign in the SportsTG System.

Centres would use this function to email members their username and password to re-register online.

It is up to your Centre whether you use this function, but a sample campaign has been provided below for Centres that would like to set up a campaign for the start of the season.

Creating a Template

A template message will need to be created by your Centre.

To set up your Centres template you will need to go to Tools.

The screenshot shows the 'Tools' page in the SportsTG System. The top navigation bar includes links for Home, Website, Members, Registration Fees, ShopDesq, TicketDesq, EventDesq, Registrations, Tools (highlighted), Administration, and STG Noticeboard. On the left, a sidebar menu lists various system components. The main content area is titled 'Tools' and contains a brief description of the software tools available.

| Home | Website | Members | Registration Fees | ShopDesq | TicketDesq | EventDesq | Registrations | Tools | Administration | STG Noticeboard |
|-------------------|---------|---------|-------------------|----------|------------|-----------|---------------|-------|----------------|-----------------|
| Documents | | | | | | | | | | |
| Image Gallery | | | | | | | | | | |
| User Defined Data | | | | | | | | | | |
| Email Templates | | | | | | | | | | |
| Email Databases | | | | | | | | | | |
| Donations | | | | | | | | | | |
| Reserved Seating | | | | | | | | | | |
| Barcodes | | | | | | | | | | |
| Themes | | | | | | | | | | |

Tools

Contained here are software tools to assist with communication, analysis and revenue generation.

You will then need to select email templates and then select add.

The screenshot shows the 'Email Templates' page in the SportsTG System. The top navigation bar is identical to the previous screenshot. The left sidebar menu is also identical, with 'Email Templates' highlighted. The main content area is titled 'Email Templates' and features buttons for 'Add', 'Copy', and 'Archive'. Below these buttons, there is a search bar and a table listing the existing email templates. The table has columns for Title, Edit, View, Delete, Test, and Archive. Four templates are listed: 'Athlete Development', 'Development', 'Little Athletics Queensland', and 'Sign ON NOW!'. Each template row includes icons for editing, viewing, deleting, testing, and archiving.

| Home | Website | Members | Registration Fees | ShopDesq | TicketDesq | EventDesq | Registrations | Tools | Administration | STG Noticeboard |
|-------------------|---------|---------|-------------------|----------|------------|-----------|---------------|-------|----------------|-----------------|
| Documents | | | | | | | | | | |
| Image Gallery | | | | | | | | | | |
| User Defined Data | | | | | | | | | | |
| Email Templates | | | | | | | | | | |
| Email Databases | | | | | | | | | | |
| Donations | | | | | | | | | | |
| Reserved Seating | | | | | | | | | | |
| Barcodes | | | | | | | | | | |
| Themes | | | | | | | | | | |

Email Templates

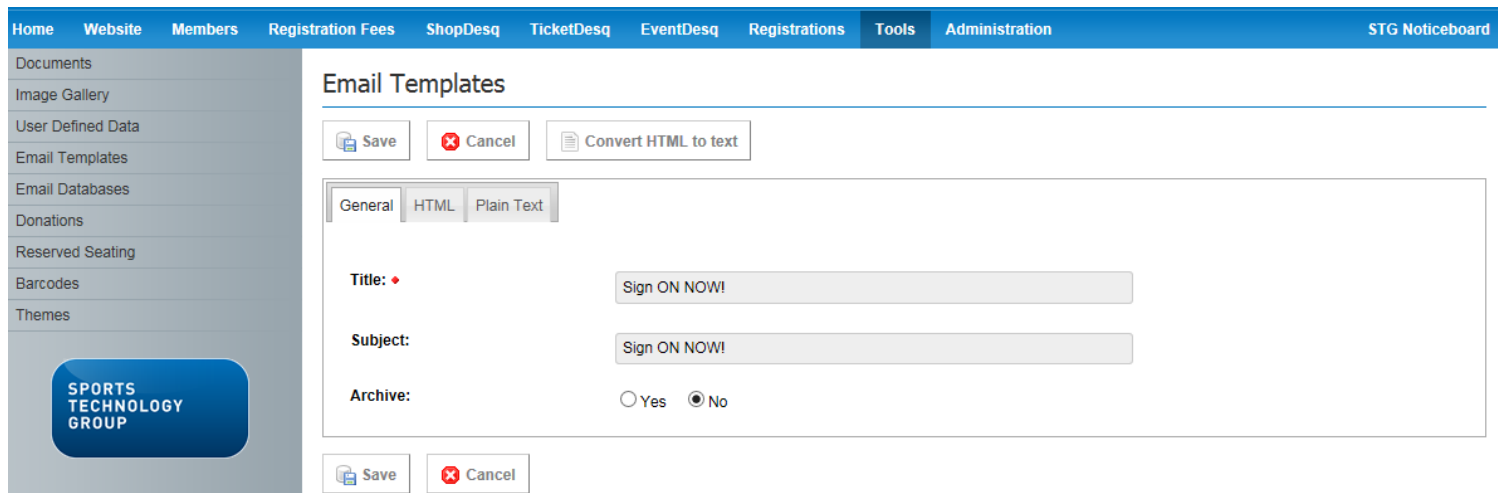
[Add](#) [Copy](#) [Archive](#)

Search For: In: Title

Records: 1-4 of 4

| Title | Edit | View | Delete | Test | Archive |
|-----------------------------|------|------|--------|------|---------|
| Athlete Development | | | | | |
| Development | | | | | |
| Little Athletics Queensland | | | | | |
| Sign ON NOW! | | | | | |

Then insert a title and subject heading, you can have the same heading in both the subject and title fields.

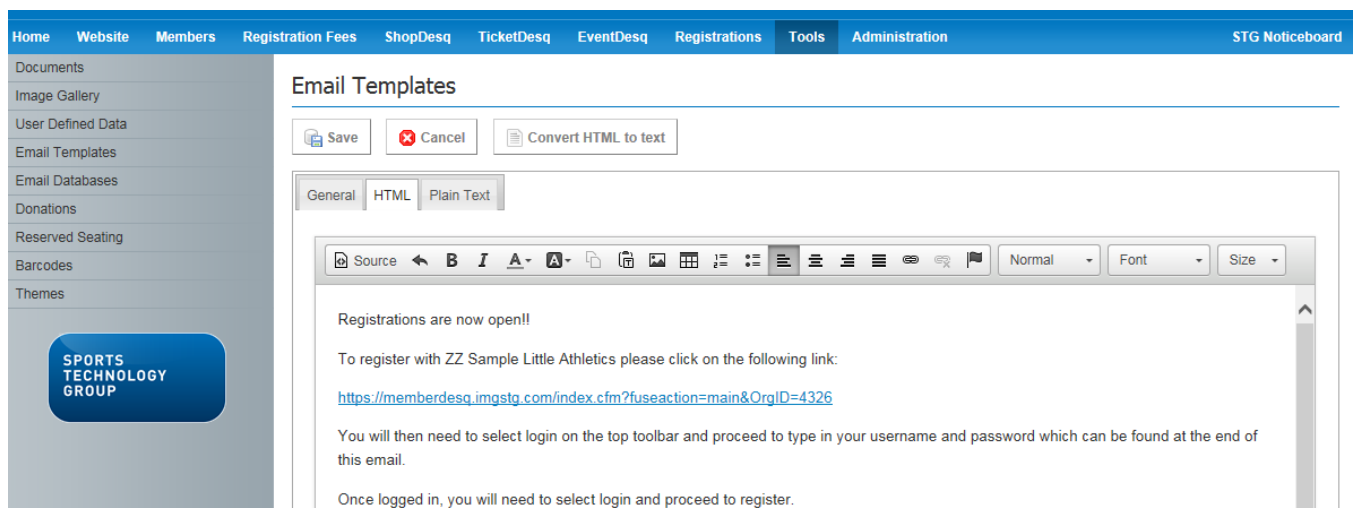


The screenshot shows the 'Email Templates' interface. The top navigation bar includes links for Home, Website, Members, Registration Fees, ShopDesq, TicketDesq, EventDesq, Registrations, Tools, Administration, and STG Noticeboard. The left sidebar lists various system components like Documents, Image Gallery, User Defined Data, Email Templates, Email Databases, Donations, Reserved Seating, Barcodes, and Themes. The main content area is titled 'Email Templates' and contains a 'General' tab. Below the tab, there are input fields for 'Title' and 'Subject', both containing the text 'Sign ON NOW!'. There is also an 'Archive' section with radio buttons for 'Yes' and 'No', where 'No' is selected. At the top and bottom of the form are 'Save' and 'Cancel' buttons, along with a 'Convert HTML to text' button.

The system supports both HTML AND PLAIN TEXT versions of the email template.

If your members email account can read HTML, they will see a HTML version; if they can only accept plain text they will see the plain text version. Centres always need to ensure that both the HTML and plain text version are completed when sending an email.

Click the HTML tab to insert the content for the email that you are going to send out to your members.



This screenshot shows the 'Email Templates' interface with the 'HTML' tab selected. The HTML content area contains the following text: 'Registrations are now open!!', 'To register with ZZ Sample Little Athletics please click on the following link:', a blue hyperlink '<https://memberdesq.imgstg.com/index.cfm?fuseaction=main&OrgID=4326>', 'You will then need to select login on the top toolbar and proceed to type in your username and password which can be found at the end of this email.', and 'Once logged in, you will need to select login and proceed to register.' The interface also features a rich text editor toolbar with options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and a dropdown menu for Normal, Font, and Size.

For Centres that are looking to send out an email to members for re-registration you can use the following text and alter it to suit your Centre's needs (You must keep the information in bold):

Registrations are now open!!

To register with ZZ Sample Little Athletics please click on the following link:

<https://memberdesq.sportstg.com/index.cfm?fuseaction=main&OrgID=4326>

If you have your username and password, please select login on the toolbar and proceed to register.

If you don't have your username, it has been listed below:

Username: **MEMBERUSERNAME**

If you don't have your password you will need to reset it by selecting login on the toolbar and select "Forgot Password". Your email address and username will be required to retrieve your password.

If you have any difficulties please contact Little Athletics Queensland

Phone: (07) 3892 9400

Email: info@laq.org.au

Once you have completed your email template you will need to copy the content of your HTML version and paste it into the PLAIN TEXT version. Any differences in font size, bolding or other formatting will be removed.

The spacing and headings may need to be spaced and capitalised to ensure readability for your members.

You will then need to select save.

Creating a distribution list

Now that the template has been completed, your Centre will need to create a distribution list of your members before the email can be sent.

To create a distribution list you will need to go to members on the top tool bar and select distribution list from the menu on the left hand side.

Then select add.

The screenshot displays the MemberDesq web application interface. At the top, a blue navigation bar contains links: Home, Website, Members, Registration Fees, ShopDesq, TicketDesq, EventDesq, Registrations, Tools, Administration, and STG Noticeboard. On the left, a grey sidebar menu lists various options: Dashboard, Members Listing, Age Groups, Member Groups, Member Qualifications, Distribution Lists, Send Email, Export, Query Builder, Registration Declarations, MemberDesq, Network Search, Member Transfers, and Options. The main content area is titled 'Distribution Lists' and features three buttons: 'Add' (green), 'Copy' (blue), and 'Archive' (orange). Below these buttons, it shows 'Records: 1-2 of 2'. A table lists the distribution lists:

| Title | Edit | View | Archive | Delete | Status | Members | Attach |
|-----------------------------------|------|------|-------------------------|--------|--------|---------|--------|
| Age Groups U7-U17 | | | Archive | | | | |
| All Registrations | | | Archive | | | | |

Below the table, it again shows 'Records: 1-2 of 2'.

Complete all relevant fields for the new distribution list. All fields marked with a red asterisk are required fields and must be completed to add the new list to your database.

If Member Access is set to yes, then members will be able to subscribe or unsubscribe from the list when they click the unsubscribe button in any email sent from your Centre. Console Auto Add means that any members added through the Management Console will automatically be added to that distribution list.

Once all fields have been completed, click save.

Distribution Lists

Save Cancel

Title: All Registrations

Detail:

Console Auto Add: ☒ Yes ☐ No

Member Access: ☒ Yes ☐ No

Order: 0

Save Cancel

You will need to change the status of your distribution list to active

You will now need to attach members to the distribution list and you can do this by selecting attach member.

Distribution Lists

Add Copy Archive

Records: 1-3 of 3

| Title | Edit | View | Archive | Delete | Status | Members | Attach |
|-----------------------------------|------|------|-------------------------|--------|--------|---------|--------|
| Age Groups U7-U17 | | | Archive | | | | |
| All Registrations | | | Archive | | | | |
| ZZ Centre List | | | Archive | | | | |

Records: 1-3 of 3

The following screen will appear once you select attach members. Use the filters to find the members that you would like to add to the distribution list. To add them click on their status to attach the member to the distribution list.

Distribution Lists (Member Listing)

Filter

Member Status: ☒ All ☐ Inactive ☐ Active ☐ Online ☐ Pending

Financial Status: ☒ All ☐ Unfinancial ☐ Financial

Name: All Records A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Records: 1-2 of 2

| Name | Status |
|---------------|--------|
| Adam, Lola | |
| Adams, Ashlee | |

Once you have finished attaching your members you are ready to send your email.

Sending an email to members

To send your members an email you will need to select members from the top toolbar and then select send email from the menu.

Once you have selected 'distribution list' from the menu, you will then need to select your distribution list and your email template from the drop down menu. You can then filter which members receive the email based on their member status and financial status, then click next.

Send Email - Distribution List

Selection

Distribution List: * ZZ Centre List

Email Template: Sign ON NOW!

Filter

Member Status: ☒ All ☐ Inactive ☐ Active ☐ Online ☐ Pending

Financial Status: ☒ All ☐ Unfinancial ☐ Financial

Next

Centres need to ensure all the required fields are completed and once this has been done, select generate campaign.

Send Email - All Members

General HTML Plain Text

Campaign Title: SIGN ON

Sender Name: ZZ Sample Little Athletics Centre

Sender Email Address: info@gmail.com

Subject: Sign ON NOW!

[Previous](#) [Generate Campaign](#)

Select manage campaign to go into campaign management to send the email.

Send Email - All Members

Information Your email message request has been added to campaign management.

[Manage Campaign](#)

Once you are in campaign management select send.

Campaign Management (Not Started)

Not Started Incomplete Complete

Records: 1-1 of 1

| Date | Title | Selected | Dups | Sent | Dups | Send | Info | Delete |
|-------------|---------|----------|------|------|------|----------------------|----------------------|------------------------|
| 11-Apr-2016 | SIGN ON | 13 | 0 | 0 | | Send | Info | Delete |

Records: 1-1 of 1

Select complete at the top of the screen to view the success of your campaign.

| Date | Title | Sent | Hard | Soft | Open | Opt Out | Links | Info | Delete |
|-------------|-------------|------|------|------|------|---------|-------|------|--------|
| 12-Apr-2016 | Development | 10 | 0 | 0 | 0 | 0 | GO | i | + |
| 12-Apr-2016 | Sign On | 10 | 0 | 0 | 0 | 0 | GO | i | + |

Members will receive an email from your Centre with their username and password. They can then proceed to the LAQ website and re-register with your Centre.

From: ZZ Sample Little Athletics Centre <info@laq.org.au>
To: Info
Cc: Sign ON NOW!
Subject: Sign ON NOW!

Registrations are now open!

To register with ZZ Sample Little Athletics please click on the following link:
<https://memberdesq.imgstg.com/index.cfm?fuseaction=main&OrgID=4326>

You will then need to select login on the top toolbar and proceed to type in your username and password which can be found at the end of this email.

Once logged in, you will need to select login and proceed to register.


Receiving Registrations Online

When your Centre starts to receive registrations you will need to check for payment and process any manual payments, this should be done regularly.

Members that register online via the Centres Membership Console have the option of registering and paying online or they can just register.

To process your Centres registrations you will need to go to Members > Members Listing. In the Members Listing section you will find a list of members that have registered with your Centre (as shown in the diagram below)

The status of your new members is currently online 🌐 which means that they have recently joined your database via the online registration form.

This status is assigned automatically and is a flag to your Centre that you have had new member register online. You will need to update each members status to active  once payment has been processed or checked.

HomeWebsiteMembersSubscriptionsShopDesqEventDesqRegistrationsToolsAdministration

Dashboard

Members Listing

Member Types

Member Groups

Member Qualifications

Distribution Lists

Send Email

Export

Query Builder

Registration Declarations

MemberDesq

Network Search

Member Transfers

Options

Member Search:

For:

In:

Name

▼

Search

IMG

SPORTS

TECHNOLOGY

GROUP

IMGSTG Noticebo

Members Listing

Add

Copy

Distribution List

Basic Search

Find:

In:

Name

▼

Search

Advanced Search

Clear Search

View All

Recently Edited

Recently Added

| Last Name | First Name | Edit | View | Delete | Status | Groups | History | Subs | Email |
|-----------|------------|------|------|--------|--------|--------|---------|------|-------|
| Bambach | Eloise | | | | | | | | |
| Case-Boag | Escher | | | | | | | | |
| Case-Boag | Zola | | | | | | | | |
| Gibson | Myles | | | | | | | | |
| Hunt | Bradley | | | | | | | | |
| Millis | Jarra | | | | | | | | |
| Millis | Kai | | | | | | | | |
| Hall | Nathan | | | | | | | | |

Checking Payment

To check which athletes have paid online, you will need to go to Subscriptions>Paid. Any members that have paid online will automatically appear in the paid section.

By selecting report, you are then able to print off a list of these members that are financial for your records if required.

The screenshot shows the 'Transactions Paid (To)' page. The left sidebar has a 'Transactions' section with a 'Paid' link. The main area has a 'Report' button highlighted with a red arrow. Below the buttons, there is a search bar with 'Search For: east' and 'In: Name'. A table of transactions is displayed with 9 records. The table has columns: Ref, Date, Member, Total, Paid Date, View, Cancel, and Receipt.

| Ref | Date | Member | Total | Paid Date | View | Cancel | Receipt |
|---------|-------------|-------------------|---------|-------------|------|--------|---------|
| 8060454 | 02-Sep-2014 | Nicholson, Ella | \$55.00 | 02-Sep-2014 | | | |
| 8060487 | 02-Sep-2014 | Nicholson, Sophie | \$55.00 | 02-Sep-2014 | | | |
| 8060488 | 02-Sep-2014 | Nicholson, Ruby | \$23.00 | 02-Sep-2014 | | | |
| 8070907 | 05-Sep-2014 | Smits, Thea | \$23.00 | 05-Sep-2014 | | | |
| 8075540 | 08-Sep-2014 | Smits, Tahlia | \$55.00 | 08-Sep-2014 | | | |
| 8121569 | 17-Sep-2014 | Thomas, Mercedes | \$55.00 | 17-Sep-2014 | | | |
| 8121570 | 17-Sep-2014 | Thomas, Stirling | \$55.00 | 17-Sep-2014 | | | |

For any member that pays online the system will automatically generate an email indicating that the transaction has been approved.

The screenshot shows an email titled 'Sports Technology Group Payment Advice'. The email body contains the following information:

Date: 28-Feb-2016
Reference: 9198063
Title: 2016 Registration - 2 Children
Detail:
Total: \$263.00
Transaction Status: Approved
Receipt Number: 5jn2yb8
Authorisation Code:
Member Details
Name: Lily Dyer
Email: lisa.jim@bigpond.com

Sports Technology Group
Date: 06-May-2016 : 07:38 PM

If your members have registered and paid online you do not need to provide any further information or payment to LAQ.

Settlement Reports

You are able to access a settlement report which will provide details of the athletes that have paid online on a fortnightly basis.

| Home | Website | Members | Registration Fees | ShopDesq | EventDesq | Registrations | Tools | Administration | STG Noticeboard |
|--------------------------------|---------|---------|-------------------|----------|-----------|---------------|-------|----------------|-----------------|
| Generate Registration Fees | | | | | | | | | |
| Manage Registration Fees | | | | | | | | | |
| Transactions | | | | | | | | | |
| Dashboard | | | | | | | | | |
| Unpaid | | | | | | | | | |
| Paid | | | | | | | | | |
| Cancelled | | | | | | | | | |
| Refunds Listing | | | | | | | | | |
| Payments Received | | | | | | | | | |
| Centre Payments | | | | | | | | | |
| Centre Payments Received | | | | | | | | | |
| Settlements | | | | | | | | | |
| Export Templates | | | | | | | | | |
| Registration Fees - Types | | | | | | | | | |
| Registration Fees - Categories | | | | | | | | | |
| Registration Fees - Tags | | | | | | | | | |
| Options | | | | | | | | | |
| SPORTS TECHNOLOGY GROUP | | | | | | | | | |

When you click onto your Centres name the following report will appear.

Settlement Report / Tax Invoice

Period: 15 April 2016

Little Athletics Queensland
 QSAC, Kessels Rd, Nathan Q 4111 PO Box 6037
 Fairfield Gardens Queensland 4103

IMG Sports Technology Group Pty Ltd
 480 StKilda Road
 Melbourne Vic 3004
 AUSTRALIA
 ABN 71 134 641 071

Townsville Centrals Little Athletics Centre

| Reference | Payment Date | Member | Receipt | Amount | GST | Fee | Charge* | Total |
|-----------|--------------|-------------------|---------|--------|------|------|---------|--------|
| 9247778 | 09-Apr-2016 | Koloi, Salote | 6gtz5nj | 165.00 | 0.00 | 0.00 | 9.08 | 165.00 |
| 9247968 | 09-Apr-2016 | Batten, Emily | p8h4hpp | 55.00 | 0.00 | 0.00 | 3.03 | 55.00 |
| 9248012 | 09-Apr-2016 | Benson, Abby | kp57mjp | 110.00 | 0.00 | 0.00 | 6.05 | 110.00 |
| 9248441 | 10-Apr-2016 | Walker, Oscar | gjmjdrd | 55.00 | 0.00 | 0.00 | 3.03 | 55.00 |
| 9252500 | 14-Apr-2016 | Sieben, Sebastian | tq2m584 | 110.00 | 0.00 | 0.00 | 6.05 | 110.00 |
| 9253177 | 14-Apr-2016 | Sosnowski, Max | gpg3zt4 | 165.00 | 0.00 | 0.00 | 9.08 | 165.00 |
| 9254476 | 15-Apr-2016 | Turner, Stella | n86bhpp | 23.00 | 0.00 | 0.00 | 1.27 | 23.00 |
| 9254478 | 15-Apr-2016 | Chester, Zoe | ggwvp6d | 165.00 | 0.00 | 0.00 | 9.08 | 165.00 |
| | | | | 848.00 | 0.00 | 0.00 | 46.67 | 801.33 |

For any members that have registered online but did not pay online they will appear in the unpaid section and will need to be processed manually. To process payment you will need to click onto the \$ symbol.

| | | | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|--|--|
| Generate Subscriptions | | | | | | | | | |
| Manage Subscriptions | | | | | | | | | |
| Transactions | | | | | | | | | |
| Dashboard | | | | | | | | | |
| Unpaid | | | | | | | | | |
| Paid | | | | | | | | | |
| Cancelled | | | | | | | | | |
| Refunds Listing | | | | | | | | | |
| Payments Received | | | | | | | | | |
| Settlements | | | | | | | | | |
| Export Templates | | | | | | | | | |
| Subscriptions - Types | | | | | | | | | |
| Subscriptions - Categories | | | | | | | | | |
| Subscriptions - Tags | | | | | | | | | |
| Options | | | | | | | | | |
| IMG SPORTS TECHNOLOGY GROUP | | | | | | | | | |

Transactions Unpaid (To)

Report Export Template Cancel All

Search For: east In: Name

Records: 1-20 of 27

Pages: 1 2 | First | Previous | Next | Last

| Ref | Date | Member | Total | View | Pay | Cancel | Remind |
|---------|-------------|---------------------|---------|------|-----|--------|--------|
| 8061175 | 02-Sep-2014 | Gear, Jade | \$50.00 | | \$ | | |
| 8068765 | 04-Sep-2014 | Kuorikoski, Hallie | \$55.00 | | \$ | | |
| 8117090 | 16-Sep-2014 | Blair, Ashton | \$55.00 | | \$ | | |
| 8117185 | 16-Sep-2014 | Blair, Rachelle | \$55.00 | | \$ | | |
| 8117205 | 16-Sep-2014 | Howlett, Alyster | \$55.00 | | \$ | | |
| 8117223 | 16-Sep-2014 | Donaldson, Halliegh | \$55.00 | | \$ | | |
| 8117229 | 16-Sep-2014 | Donaldson, Nathan | \$55.00 | | \$ | | |
| 8117234 | 16-Sep-2014 | Donaldson, Jake | \$55.00 | | \$ | | |
| 8117248 | 16-Sep-2014 | Ryan, Conner | \$55.00 | | \$ | | |

Once you click onto the \$ symbol the following window will appear and you will need to select a payment method from the drop down box.

Transaction Payment - Manual

Member: Ben Finch
Title: Tiny Tots
Details: Must have an older sibling at centre
Total: \$21.60

Payment Method: Cash
Cheque
Money Order
Direct Debit
EFTPOS
Complimentary
Credit Card - Non IMG Sports Technology Group
Other

Payment Reference:

The financial end date of the member will

[← Previous](#) [Process Payment](#) [Offline Credit Card Payment](#)

When you have selected a payment option you will need to select process payment.

Transaction Payment - Manual

Member: Jade Gear
Title: Under 6 Registration 2014
Details: Under 6 Registration 2014
Total: \$50.00

Payment Method: Cash

Payment Reference:

The financial end date of the member will be updated to 30-Apr-2015.

[← Previous](#) [Process Payment](#) [Offline Credit Card Payment](#)

The following payment confirmation window will appear after you have selected process payment.

Home Website **Members** Registration Fees ShopDesq TicketDesq EventDesq Registrations To

Generate Registration Fees
Manage Registration Fees
Transactions
Dashboard
Unpaid
Paid
Cancelled


Payment Confirmation

Transaction successfully paid in the system.

Transactions Unpaid Transactions Paid Member

If you check paid transactions you will find that the member has been moved from the unpaid to the paid list.

You are also able to issue a receipt manually to the member by clicking onto the receipt option and follow the prompts.

After you have processed or checked for payment you will need to make the athletes active in the system by going to Members > Members Listing and click onto the athletes status so that it changes to a 

Home Website **Members** Subscriptions ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Dashboard
Members Listing
Member Types
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export
Query Builder
Registration Declarations
MemberDesq
Network Search
Member Transfers
Options

Member Search:
For:
In: Name
Search

Members Listing

Add Copy Distribution List

Basic Search
Find: In: Name
Search Advanced Search Clear Search View All

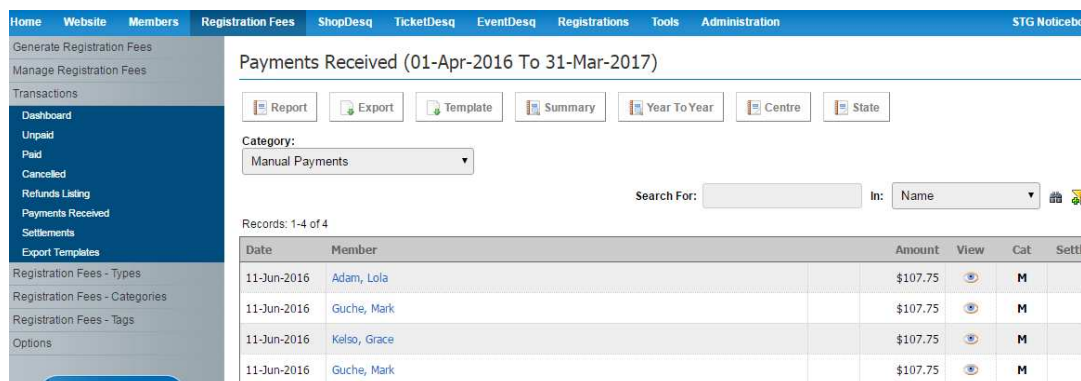
Recently Edited Recently Added

| Last Name | First Name | Edit | View | Delete | Status | Groups | History | Subs | Email |
|-----------|------------|------|------|--------|--------|--------|---------|------|-------|
| Bambach | Eloise | | | | | | | | |
| Case-Boag | Escher | | | | | | | | |
| Case-Boag | Zola | | | | | | | | |
| Gibson | Myles | | | | | | | | |
| Hunt | Bradley | | | | | | | | |
| Millis | Jarra | | | | | | | | |
| Millis | Kai | | | | | | | | |
| Hall | Nathan | | | | | | | | |
| Brooke | Phoenix | | | | | | | | |

Payment will need to be sent into LAQ by direct deposit or cheque.

Centres will need to advise LAQ of the athletes being paid for and this can be done by completing a registration receipt form or emailing the details of how many Tiny Tots, & U6-U17's that your Centre will be paying for.

If you are having difficulty determining the amount your Centre owes for any manual payments that you receive, then go to Registration Fees>Transaction> Payments Received. If you select “manual payment” from the drop down menu, you will have access to the athletes that you received manual payment for.



The screenshot shows the 'Payments Received' page for the period 01-Apr-2016 to 31-Mar-2017. The left sidebar contains navigation options like 'Generate Registration Fees', 'Manage Registration Fees', 'Transactions', 'Dashboard', 'Unpaid', 'Paid', 'Cancelled', 'Refunds Listing', 'Payments Received', 'Settlements', 'Export Templates', 'Registration Fees - Types', 'Registration Fees - Categories', 'Registration Fees - Tags', and 'Options'. The main content area has buttons for 'Report', 'Export', 'Template', 'Summary', 'Year To Year', 'Centre', and 'State'. A 'Category' dropdown is set to 'Manual Payments'. A search bar is present with 'Search For:' and 'In: Name'. Below this, it says 'Records: 1-4 of 4'. A table lists the following records:


| Date | Member | Amount | View | Cat | Settl |
|-------------|--------------|----------|------|-----|-------|
| 11-Jun-2016 | Adam, Lola | \$107.75 | | M | |
| 11-Jun-2016 | Guche, Mark | \$107.75 | | M | |
| 11-Jun-2016 | Kelso, Grace | \$107.75 | | M | |
| 11-Jun-2016 | Guche, Mark | \$107.75 | | M | |

Family Registration

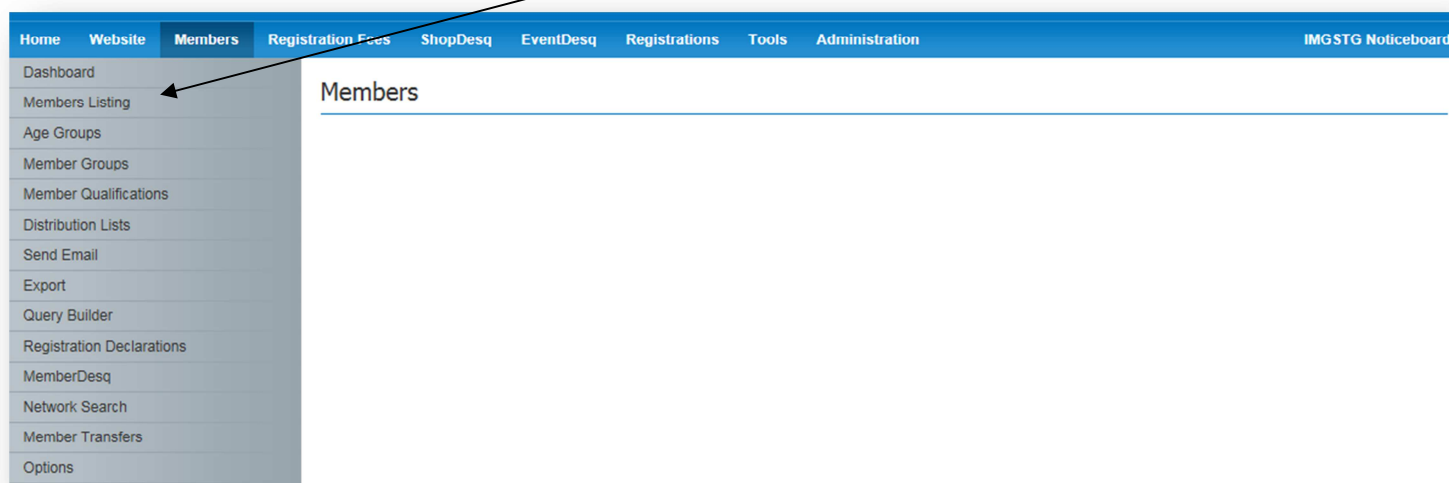
If you are processing a family registration once you process payment for the first child. The rest of the children will automatically be processed and will appear in the paid transaction list.

Adding Manual Registrations to your Membership Console

For members that sign up at your Centre and complete a registration form, these manual registrations will need to be added into your Centres Membership Console.

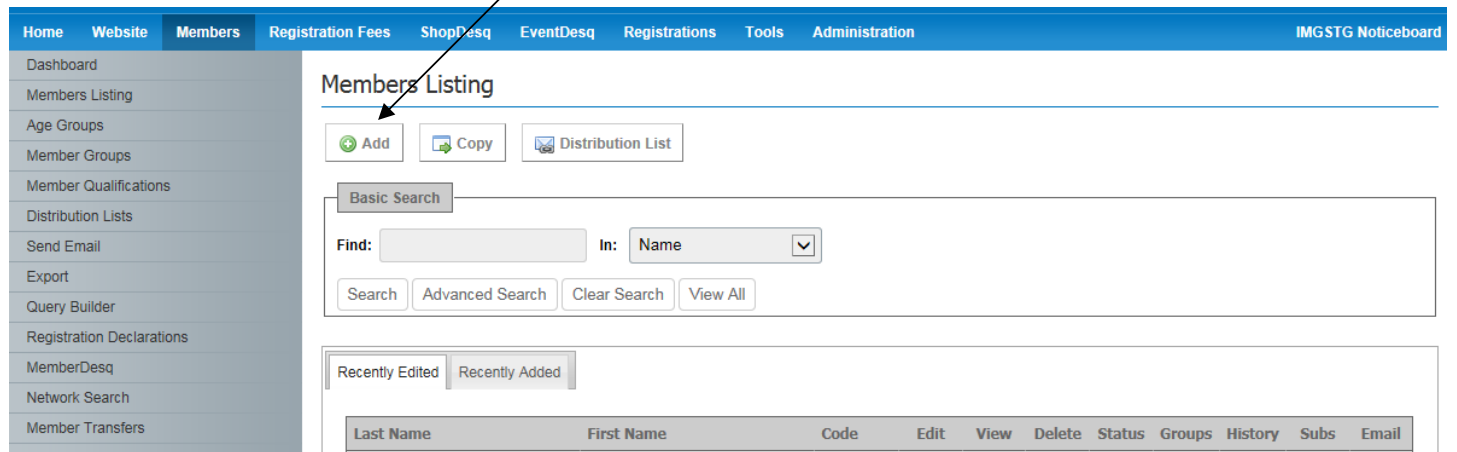
Athletes that are added manually automatically have an active status  in the system, so it will not need to be changed.

Go to the Members tab and select Members Listing.



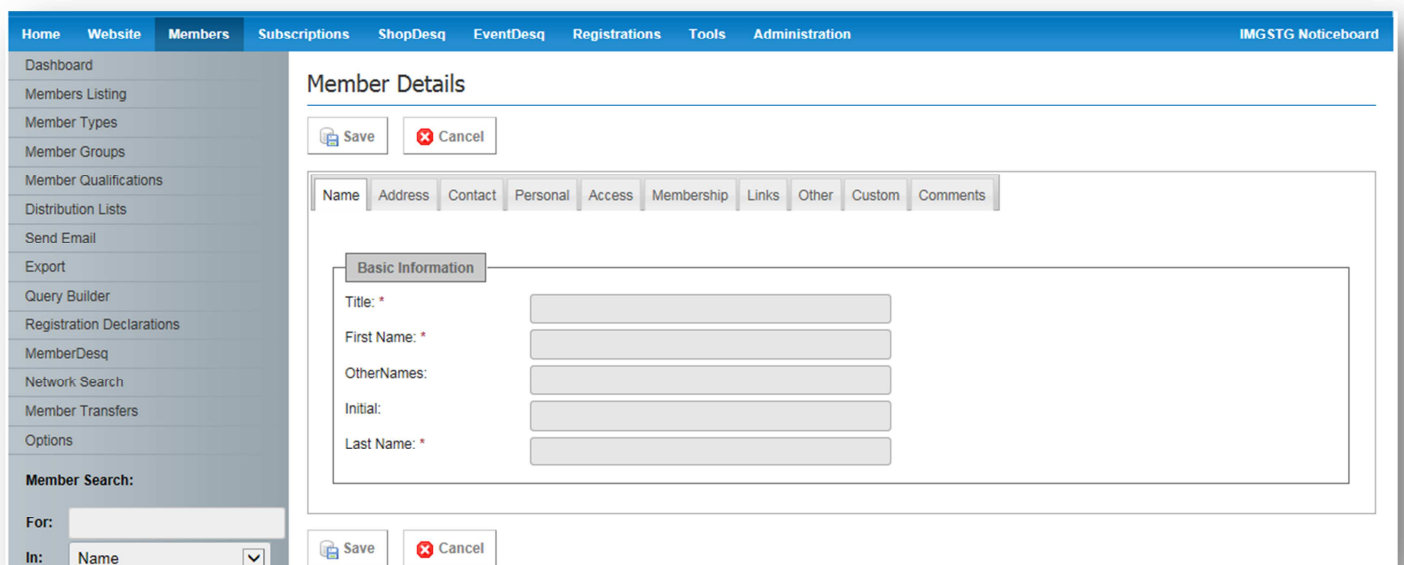
The screenshot shows the 'Members' page. The top navigation bar includes 'Home', 'Website', 'Members', 'Registration Fees', 'ShopDesq', 'EventDesq', 'Registrations', 'Tools', 'Administration', and 'IMGSTG Noticeboard'. The left sidebar lists various options: 'Dashboard', 'Members Listing', 'Age Groups', 'Member Groups', 'Member Qualifications', 'Distribution Lists', 'Send Email', 'Export', 'Query Builder', 'Registration Declarations', 'MemberDesq', 'Network Search', 'Member Transfers', and 'Options'. An arrow points from the 'Members Listing' option in the sidebar to the 'Members' header in the main content area.

You will then need to select 'add'



The screenshot shows the 'Members Listing' page. The top navigation bar includes 'Home', 'Website', 'Members', 'Registration Fees', 'ShopDesq', 'EventDesq', 'Registrations', 'Tools', 'Administration', and 'IMGSTG Noticeboard'. The left sidebar lists various options: Dashboard, Members Listing, Age Groups, Member Groups, Member Qualifications, Distribution Lists, Send Email, Export, Query Builder, Registration Declarations, MemberDesq, Network Search, and Member Transfers. The main content area is titled 'Members Listing' and features three buttons: 'Add', 'Copy', and 'Distribution List'. Below these is a 'Basic Search' section with a 'Find:' input field, an 'In:' dropdown menu set to 'Name', and buttons for 'Search', 'Advanced Search', 'Clear Search', and 'View All'. At the bottom, there are tabs for 'Recently Edited' and 'Recently Added', and a table header with columns: Last Name, First Name, Code, Edit, View, Delete, Status, Groups, History, Subs, and Email. An arrow points from the text 'You will then need to select 'add'' to the 'Add' button.

The Member detail section refers to the athlete's information. You will only need to add the athletes first and last name in this section.



The screenshot shows the 'Member Details' page. The top navigation bar is the same as the previous page. The left sidebar is also the same, but it includes an additional 'Options' item at the bottom. The main content area is titled 'Member Details' and features a 'Save' button and a 'Cancel' button. Below these is a tabbed interface with tabs for 'Name', 'Address', 'Contact', 'Personal', 'Access', 'Membership', 'Links', 'Other', 'Custom', and 'Comments'. The 'Name' tab is selected, showing a 'Basic Information' section with input fields for 'Title: *', 'First Name: *', 'OtherNames:', 'Initial:', and 'Last Name: *'. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Member Search' section in the sidebar is also visible, with 'For:' and 'In: Name' dropdown menus.

Move onto the address tab and complete the information required in this section.

The screenshot shows the 'Member Details' form in the 'Members' section of the 'IMGSTG Noticeboard' application. The 'Address' tab is selected, and the form contains the following fields:

- Name:** A text input field.
- Address:** A section containing:
 - Street:** A text input field.
 - Suburb:** A text input field.
 - State:** A text input field.
 - Postcode:** A text input field.
 - Country:** A dropdown menu.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The left sidebar contains a navigation menu with options like 'Dashboard', 'Members Listing', 'Member Types', 'Member Groups', 'Member Qualifications', 'Distribution Lists', 'Send Email', 'Export', 'Query Builder', 'Registration Declarations', 'MemberDesq', 'Network Search', 'Member Transfers', 'Options', and a 'Member Search' section with 'For:' and 'In:' dropdowns.

In the contact information section at least one contact number and an email address is required.

The screenshot shows the 'Member Details' form in the 'Members' section of the 'IMGSTG Noticeboard' application. The 'Contact' tab is selected, and the form contains the following fields:

- Name:** A text input field.
- Address:** A section containing:
 - Business:** A text input field.
 - Direct:** A text input field.
 - Private:** A text input field.
 - Mobile:** A text input field.
 - Facsimile:** A text input field.
- Email:** A section containing:
 - Email Address:** A text input field.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The left sidebar contains a navigation menu with options like 'Dashboard', 'Members Listing', 'Member Types', 'Member Groups', 'Member Qualifications', 'Distribution Lists', 'Send Email', 'Export', 'Query Builder', 'Registration Declarations', 'MemberDesq', 'Network Search', 'Member Transfers', 'Options', and a 'Member Search' section with 'For:' and 'In:' dropdowns.

Move onto the next tab and ensure that the athletes date of birth and gender is completed in this section.

The screenshot shows the 'Member Details' form with the 'Personal' tab selected. The 'Personal Information' section contains the following fields:

- Date of Birth: Three dropdown menus for day, month, and year.
- Gender: * Radio buttons for Male and Female.
- Occupation: A text input field.

At the top of the form are 'Save' and 'Cancel' buttons. The left sidebar contains a navigation menu with options like Dashboard, Members Listing, Member Types, etc. The top navigation bar includes Home, Website, Members, Subscriptions, ShopDesq, EventDesq, Registrations, Tools, Administration, and IMGSTG Noticeboard.

Moving onto the Membership tab you will need to record the athlete's registration number in the following area.

The screenshot shows the 'Member Details' form with the 'Membership' tab selected. The 'Membership Information' section contains the following fields:

- Membership Number: A text input field.
- Centre Registration Number: * A text input field, indicated by an arrow from the text above.
- Member Types: * A dropdown menu labeled 'Select Member Types'.
- Default Subscriptions Type: * A dropdown menu labeled 'Select Subscriptions', highlighted with a red box.
- Member Data Available To State / National: * Radio buttons for Yes and No.
- Financial: * Radio buttons for Yes and No.
- Financial End Date: *

A red 'Mandatory Field' icon is visible next to the 'Default Subscriptions Type' field. At the top of the form are 'Save' and 'Cancel' buttons. The left sidebar and top navigation bar are the same as in the previous screenshot.

You will then need to select a member type from the drop down box. The member type is the athlete's age group.

The screenshot shows the 'Member Details' form in the 'Members' section of the application. The 'Membership Information' tab is active. A dropdown menu for 'Member Types' is open, showing options: '2 Week Try Out', 'Family Registration', 'Tiny Tots', 'Under 6 Athlete', and 'Under 7-17 Athlete'. The 'Member Types' field is marked with an asterisk (*). Other fields include 'Membership Number', 'Centre Registration Number', 'Default Subscriptions Type', 'Member Data Available To State / National', 'Financial', and 'Financial End Date'.

Once a member type has been selected you will then need to select a subscription type from the drop down box and select the age group of the athlete.

The screenshot shows the 'Member Details' form in the 'Members' section of the application. The 'Membership Information' tab is active. A dropdown menu for 'Subscriptions' is open, showing options: 'Family Registration - 2 Children', 'Family Registration - 3 Children', 'Family Registration - 4 Children', 'Family Registration - 5 Children', 'Family Registration - 6 Children', 'Tiny Tots', 'Under 6 Registration 2014-5', and 'Under 7-17 Registration 2014-5'. The 'Subscriptions' field is marked with an asterisk (*). Other fields include 'Membership Number', 'Centre Registration Number', 'Member Types', 'Default Subscriptions Type', 'Member Data Available To State / National', 'Financial', and 'Financial End Date'.

You will not need to do anything with the following sections as they cannot be altered.

The screenshot shows the 'Member Details' form in a web application. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'ShopDesq', 'EventDesq', 'Registrations', 'Tools', and 'Administration'. The 'Members' tab is active. On the left, a sidebar menu lists various functions like 'Dashboard', 'Members Listing', 'Member Types', etc. The main content area is titled 'Member Details' and contains a 'Membership Information' section. This section has tabs for 'Name', 'Address', 'Contact', 'Personal', 'Access', 'Membership', 'Links', 'Other', 'Custom', and 'Comments'. The 'Membership' tab is selected. Within this tab, there are fields for 'Membership Number', 'Centre Registration Number', 'Member Types' (a dropdown menu), 'Default Subscriptions Type' (a dropdown menu), 'Member Data Available To State / National' (radio buttons for Yes/No), 'Financial' (radio buttons for Yes/No), and 'Financial End Date'. Annotations with arrows point to the 'Member Types' and 'Default Subscriptions Type' dropdowns, indicating they are mandatory fields. A red 'Mandatory Field' icon is also present next to the 'Default Subscriptions Type' dropdown. The form has 'Save' and 'Cancel' buttons at the top and bottom.

Home Website **Members** Subscriptions ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Dashboard
Members Listing
Member Types
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export
Query Builder
Registration Declarations
MemberDesq
Network Search
Member Transfers
Options

Member Search:

For:
In: Name

Member Details

Name Address Contact Personal Access **Membership** Links Other Custom Comments

Membership Information

Membership Number:

Centre Registration Number:

Member Types: *

Default Subscriptions Type * **Mandatory Field**

Member Data Available To State / National: * ☒ Yes ☐ No

Financial: * ☐ Yes ☒ No

Financial End Date: *

The custom section is more for your Centres use. It is recommended that your Centre complete the required information.

Member Details

Save Cancel

Name Address Contact Personal Access Membership Links Other Custom Comments

Centre Custom Fields

State Custom Fields

School Name:

Medical problems/allergies-if none type N/A: *

1st Parent / Guardian Name: *

2nd Parent / Guardian Name:

Parent / Guardian Email (additional email address):

Parent / Guardian Contact Number: *

Are you interested in becoming a coach or official: ☐ Yes ☒ No *

Do you have first aid training?: ☐ Yes ☒ No *

Permission to seek medical treatment if required?: ☒ Yes ☐ No *

Do you have ambulance cover?: ☐ Yes ☒ No *

Where did you find out about Little Athletics?: Please Select

(Office Use) Has proof of age been sighted?: Please Select

Member Search:

For:

In: Name

Search

IMG SPORTS TECHNOLOGY GROUP

member

Member Details

There are some fields marked with an asterisks * and the system will not allow you to save the athletes details until they are completed.

If there are some details that you have not received from your members then you can put a number or letter in these fields, so that you can process the registration. Once you receive the details required you can go back to the fields and complete the information.

Recording Payment for Manual Registrations

If you have added your athletes in manually, then you will need to process the payment to make them financial in the system. Before payment can be processed you will need to assign the athletes with a subscription first and then process payment.

Generating a Subscription

First you will need to record a subscription for the athletes before you can process their payment. You will need to select Members>Members Listing. Then select view for the athlete that you wish to record payment against.

The screenshot shows the 'Members Listing' interface. At the top is a navigation bar with links: Home, Website, Members, Subscriptions, ShopDesq, EventDesq, Registrations, Tools, Administration, and IMGSTG Noticeboard. A left sidebar contains a menu with options like Dashboard, Members Listing, Member Types, Member Groups, Member Qualifications, Distribution Lists, Send Email, Export, Query Builder, Registration Declarations, MemberDesq, Network Search, Member Transfers, and Options. Below the menu is a 'Member Search' section with 'For:' and 'In: Name' dropdowns. The main content area is titled 'Members Listing' and includes buttons for 'Add', 'Copy', and 'Distribution List'. Below these is a 'Basic Search' section with 'Find:' and 'In: Name' dropdowns, and buttons for 'Search', 'Advanced Search', 'Clear Search', and 'View All'. At the bottom, there are tabs for 'Recently Edited' and 'Recently Added'. The main table lists members with columns: Last Name, First Name, Edit, View, Delete, Status, Groups, History, Subs, and Email. The table contains four rows: Gibbs (Bianca), Russo (Mary), Mollins (Henry), and Collins (Ann). An arrow points from the 'View' icon for Bianca Gibbs to the next screenshot.

| Last Name | First Name | Edit | View | Delete | Status | Groups | History | Subs | Email |
|-----------|------------|------|------|--------|--------|--------|---------|------|-------|
| Gibbs | Bianca | | | | | | | | |
| Russo | Mary | | | | | | | | |
| Mollins | Henry | | | | | | | | |
| Collins | Ann | | | | | | | | |

The following window will appear and you will need to select 'subscription'

The screenshot shows the 'Member Detail (Bianca Gibbs)' interface. At the top is a navigation bar with links: Home, Website, Members, Subscriptions, ShopDesq, EventDesq, Registrations, Tools, Administration, and IMGSTG Noticeboard. A left sidebar contains a menu with options like Dashboard, Members Listing, Member Types, Member Groups, Member Qualifications, Distribution Lists, Send Email, Export, Query Builder, Registration Declarations, MemberDesq, Network Search, Member Transfers, and Options. Below the menu is a 'Member Search' section with 'For:' and 'In: Name' dropdowns. The main content area is titled 'Member Detail (Bianca Gibbs)' and includes buttons for 'Listing', 'Edit', 'Delete', 'Notes', 'Member Group', 'Member Qualifications', 'Distribution List', and 'History'. Below these are buttons for 'Subscription', 'Email', 'Links', 'Merge', 'Events', 'Seating', and 'EventDesq'. At the bottom, there are tabs for 'Name', 'Address', 'Contact', 'Personal', 'Access', 'Membership', 'Links', 'Other', 'Custom', and 'Dates'. The 'Name' tab is selected, showing fields for Title, First Name (Bianca), Other Names, Initial, and Last Name (Gibbs). An arrow points from the 'Subscription' button in the top navigation bar to the 'Subscription' tab in the main content area.

| Name | Address | Contact | Personal | Access | Membership | Links | Other | Custom | Dates |
|--|---------|---------|----------|--------|------------|-------|-------|--------|-------|
| <p>Name</p> <p>Title: .</p> <p>First Name: Bianca</p> <p>Other Names:</p> <p>Initial:</p> <p>Last Name: Gibbs</p> | | | | | | | | | |

You will then need to select a subscription from the drop down box. The subscription will be the athlete's age group and then select next.

The screenshot shows the 'Generate Subscriptions (Bianca Gibbs)' form. The 'Subscriptions - Types:' dropdown menu is open, displaying a list of options: 'Select Option', 'Family Registration - 2 Children', 'Family Registration - 3 Children', 'Family Registration - 4 Children', 'Family Registration - 5 Children', 'Family Registration - 6 Children', 'Tiny Tots', 'Under 6 Registration 2014-5', and 'Under 7-17 Registration 2014-5'. The 'Under 7-17 Registration 2014-5' option is highlighted. The 'Previous' and 'Next' buttons are visible at the bottom of the form.

In the following section you will need to add your Centres fee and then update the 'Total Amount' and once this has been done select 'generate'

The screenshot shows the 'Generate Subscriptions (Bianca Gibbs)' form with the 'General' tab selected. The 'Title' field is set to 'Under 7-17 Registration 2014-5'. The 'Detail' field is empty. The 'Total Amount' field is set to '53.50'. The 'Centre' field is set to '0.00' with a dropdown arrow. The 'State' field is set to '53.50'. The 'Payment Terms (Days)' field is set to '0'. The 'Financial Status' section shows 'Update' with radio buttons for 'No', 'Yes - Financial End Date' (selected), 'Yes - Period', and 'Yes - Days'. The 'Financial End Date' field is set to '30-Sep-2015'. The 'Previous' and 'Generate' buttons are visible at the bottom of the form.

You will need to select post to record the registration amount against the member.

The screenshot shows the 'Generate Subscriptions (Bianca Gibbs)' form with the 'Post' button selected. A message states: 'Transaction record successfully generated in the system.' The form displays the following details:

| | |
|---|--------------------------------|
| Title: | Under 7-17 Registration 2014-5 |
| Details: | |
| Amount: | \$53.50 |
| (This amount of \$53.50 includes Transaction Fee of \$53.50, GST of \$0.00 and Administration Charge of \$0.00) | |
| Instalments: | 0 |
| Payment Terms (Days): | 0 |

Recording payment

Now that the athlete has been assigned a subscription you can record the athlete's payment.

Home Website **Members** Subscriptions ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Dashboard
Members Listing
Member Types
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export
Query Builder
Registration Declarations
MemberDesq
Network Search
Member Transfers
Options

Generate Subscriptions (Bianca Gibbs)

Transaction record has been successfully posted in the system.

Member Payment

Select a payment option from the drop down box and select process payment.

Home Website **Members** Subscriptions ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Subscriptions
Manage Subscriptions
Transactions
Dashboard
Unpaid
Paid
Cancelled
Refunds Listing
Payments Received
Settlements
Export Templates
Subscriptions - Types
Subscriptions - Categories
Subscriptions - Tags
Options

Transaction Payment - Manual

Member: Bianca Gibbs
Title: Under 7-17 Registration 2014-5
Details:
Total: \$53.50

Payment Method: Cash
Cheque
Money Order
Direct Debit
EFTPOS
Complimentary
Credit Card - Non IMG Sports Technology Group
Other

Payment Reference:
The financial end date of the member will

Previous Process Payment Offline Credit Card Payment

The following window will appear with confirmation of payment.

Home Website **Members** Subscriptions ShopDesq EventDesq Registrations Tools Administration IMGSTG Noticeboard

Generate Subscriptions
Manage Subscriptions
Transactions
Dashboard
Unpaid
Paid
Cancelled
Refunds Listing

Payment Confirmation

Transaction successfully paid in the system.

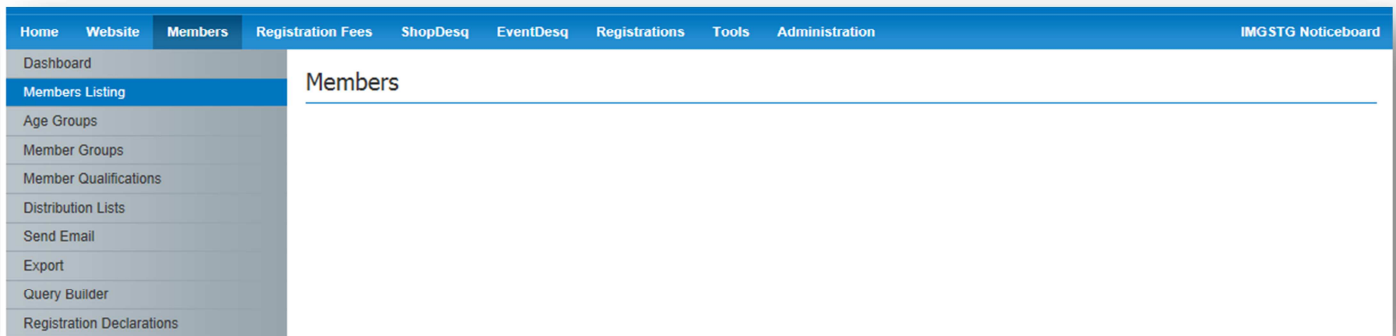
Transactions Unpaid Transactions Paid Member

Move onto the next athlete.

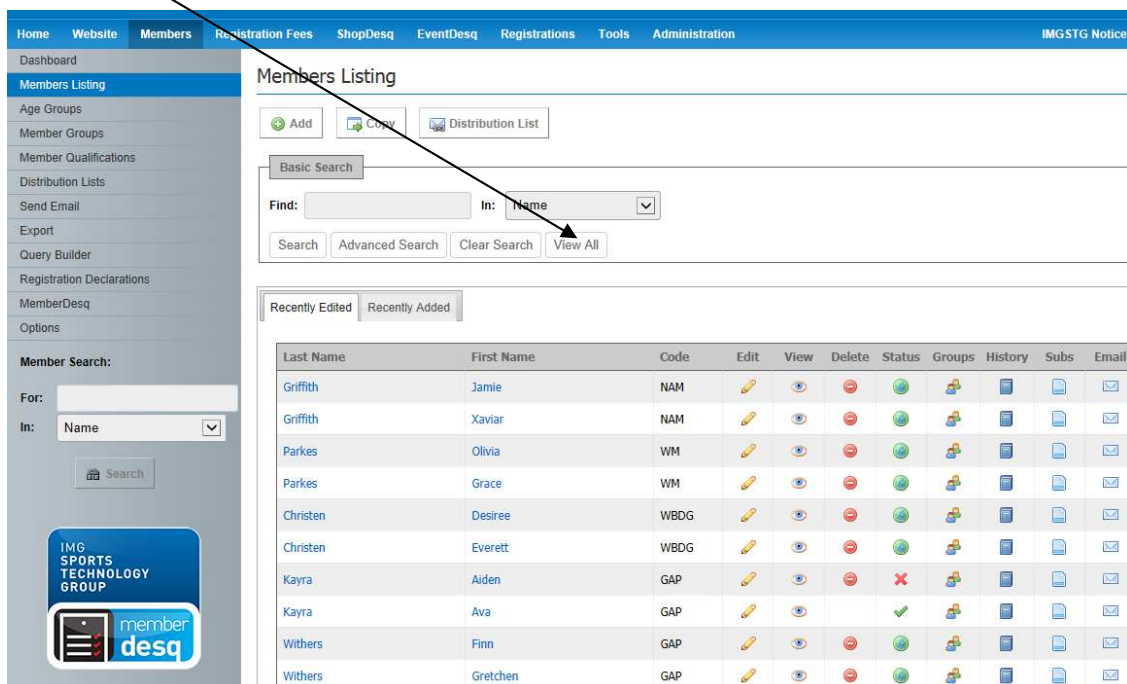
Adding the Athletes Registration Numbers

All athletes will need to be assigned a registration number. Centres will need to add the athlete registration number in manually.

To add the athletes registration number you will need to go to Members>Members Listing.



A list of your Centres athletes will be on display but the list only displays those athletes that have recently registered with your Centre. To access the full list of your Centres athletes please select 'view all'



Then select an athlete and go to 'edit'

Once an athlete has been selected go to the Membership tab and place the athlete's registration number in the 'Centre Registration Number' section.

The screenshot shows the 'Member Details' form with the 'Membership' tab active. The 'Centre Registration Number' field is highlighted with an arrow. The form includes fields for Membership Number, Centre Registration Number, Member Types, Default Subscriptions Type, Member Data Available To State / National, Financial, and Financial End Date.

| Name | Address | Contact | Personal | Access | Membership | Links | Other | Custom | Comments |
|--|---------|---------|----------|--------|------------|-------|-------|--------|----------|
| Membership Information | | | | | | | | | |
| Membership Number: <input type="text"/> | | | | | | | | | |
| Centre Registration Number: <input type="text" value="567"/> | | | | | | | | | |
| Member Types: * <input type="text" value="2 Week Try Out"/> | | | | | | | | | |
| Default Subscriptions Type * <input type="text" value="Under 7-17 Registration 2014-5"/> | | | | | | | | | |
| Member Data Available To State / National: * <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | | | | | | |
| Financial: * <input type="radio"/> Yes <input checked="" type="radio"/> No | | | | | | | | | |
| Financial End Date: * | | | | | | | | | |

Making an athlete inactive

It is important that you make any athlete that has not re-registered with your Centre inactive.

You can make the athlete inactive by clicking onto their status.

The screenshot shows the 'Members Listing' table with columns: Last Name, First Name, Edit, View, Delete, Status, Groups, History, Subs, and Email. The 'Status' column contains icons representing different athlete statuses. An arrow points to the 'Inactive' status icon (a red 'X') for the athlete 'Adam Lola'.

| Last Name | First Name | Edit | View | Delete | Status | Groups | History | Subs | Email |
|-----------|------------|------|------|--------|--------|--------|---------|------|-------|
| Milroy | Sarah | | | | | | | | |
| Hudson | Percy | | | | | | | | |
| Homes | Lily | | | | | | | | |
| Levy | Ariel | | | | | | | | |
| Adam | Lola | | | | | | | | |
| Milroy | Sarah | | | | | | | | |
| Doe | Jane | | | | | | | | |
| Milroy | Sarah | | | | | | | | |
| Parsons | Travis | | | | | | | | |
| Henry | Lizzie | | | | | | | | |

LAQ REQUIREMENTS

It is essential that any manual registrations received by your Centre are added into your Centres Console within 4 weeks of receiving the athlete's registration information.

Payment for any member that registers online only or is added manually into your Centre's Console needs to be sent into LAQ within 4 weeks of receiving the athlete's registration.

For Centres that have transfers both the losing Centre and gaining Centre of the transfer need to advise LAQ of the athletes name and birthdate. A transfer form also needs to be completed by the Centre that the athlete is transferring out of and given to the athlete or it can be sent to the Centre directly.

All athletes must be fully registered to compete in any LAQ Competition throughout the season.

If you have any questions regarding your Centres SportsTG Online Console or Registrations, please contact Ngaire from the LAQ Office (07) 3892 9400 or info@laq.org.au