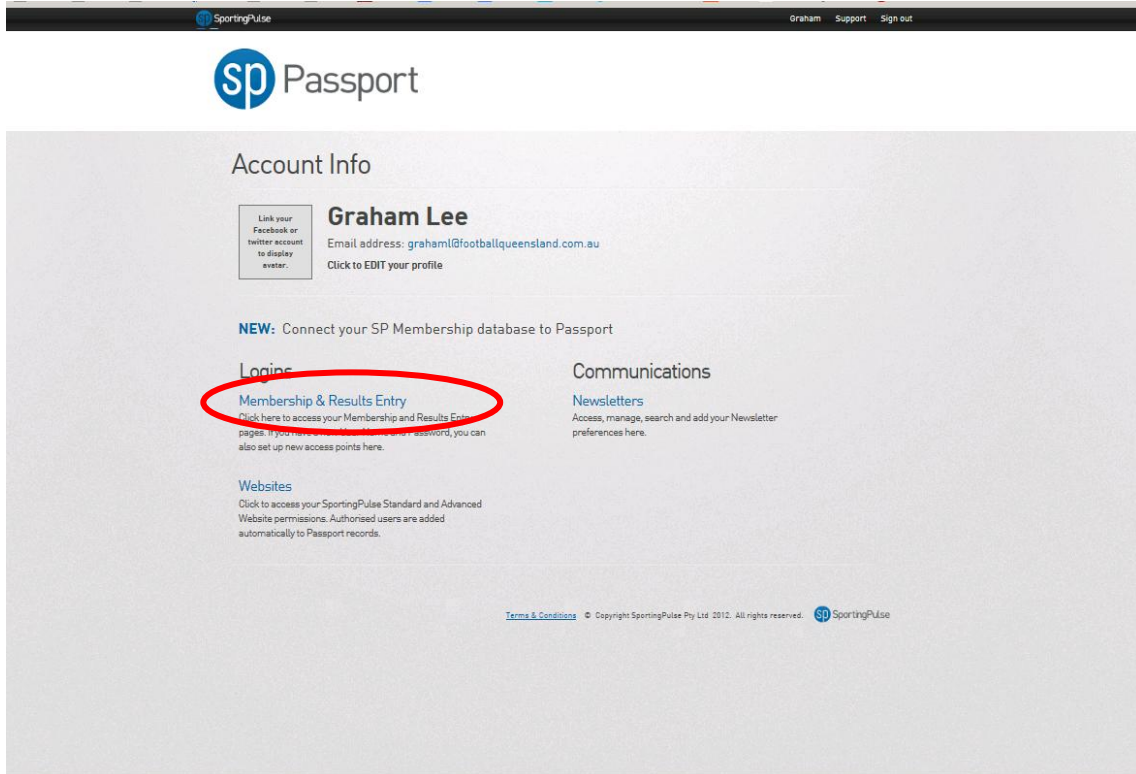


- You will need to do the following steps to provide access to your clubs Coaches / Managers whom you want to be able to **Select Teams** or **Enter Match Results** for particular teams during the season.
- To be granted access the Coach / Manager must first have a SportingPulse Passport.
- A person can be granted access to more than one team.

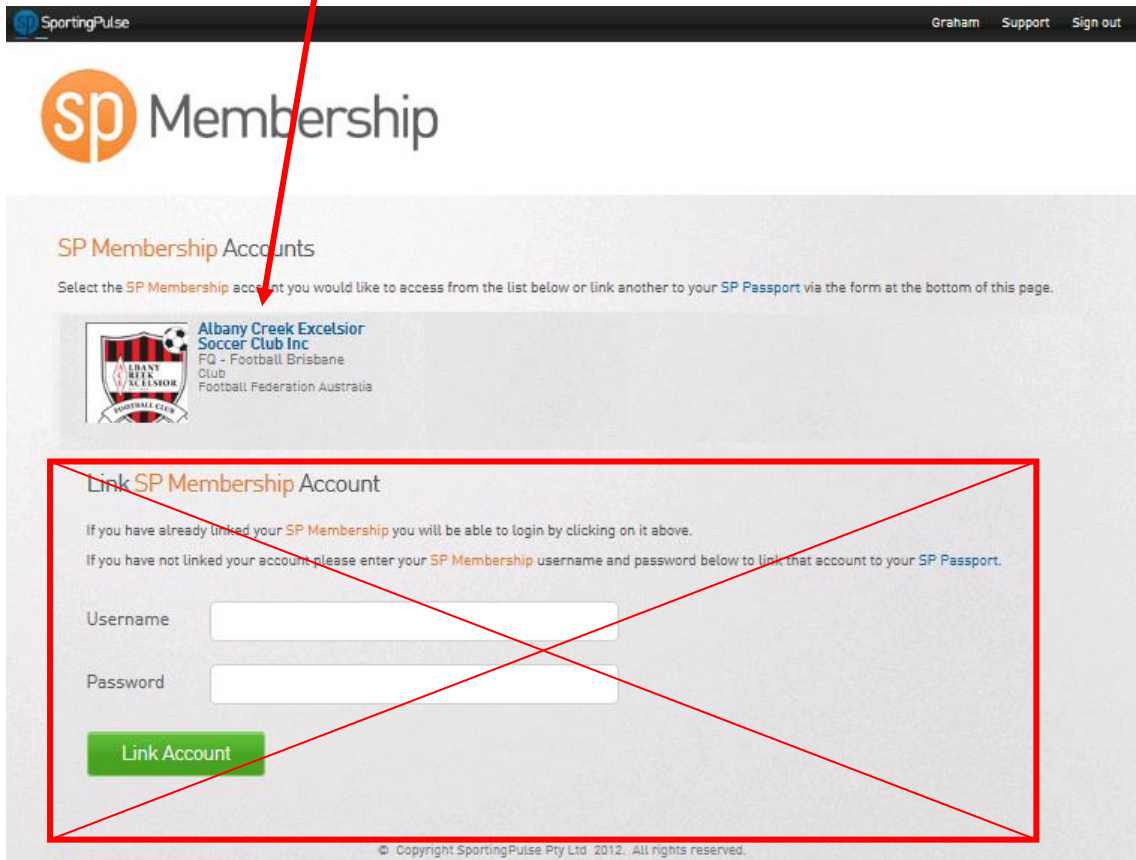
The process for allocating access is:

1. Club Administrator Logs into SportingPulse via <https://passport.sportingpulse.com/login>.
2. Click on **Membership and Results Entry**

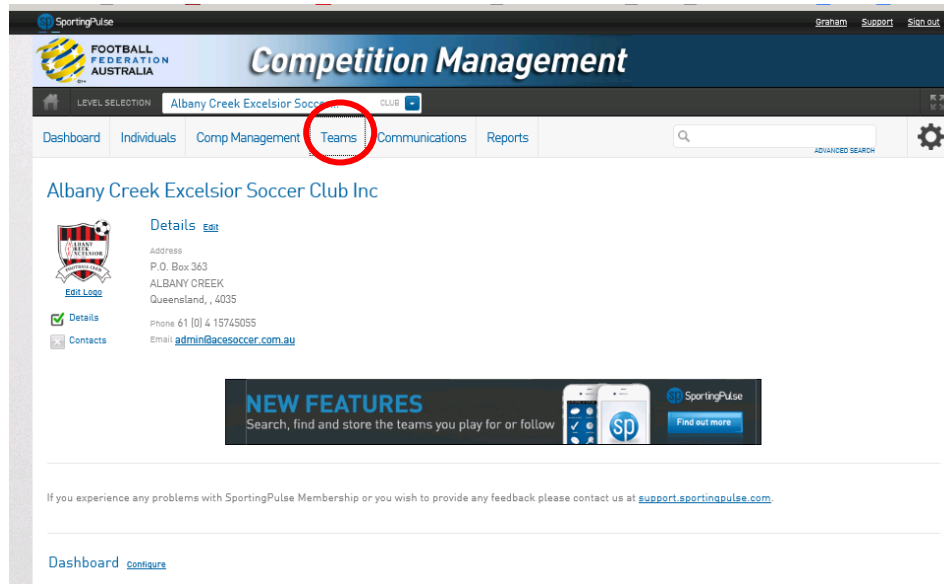


The screenshot shows the SportingPulse Passport account page for Graham Lee. The page includes a navigation bar with the SportingPulse logo, the user's name 'Graham', and links for 'Support' and 'Sign out'. The main content area is titled 'Account Info' and displays the user's name 'Graham Lee' and email address 'grahaml@footballqueensland.com.au'. There is a button to 'Link your Facebook or twitter account to display avater.' and a link to 'Click to EDIT your profile'. A 'NEW' notification states 'Connect your SP Membership database to Passport'. Under the 'Logins' section, the 'Membership & Results Entry' link is circled in red. Other sections include 'Communications' with a 'Newsletters' link, and 'Websites' with a link to access SportingPulse Standard and Advanced Website permissions. The footer contains 'Terms & Conditions', copyright information for SportingPulse Pty Ltd 2012, and the SportingPulse logo.

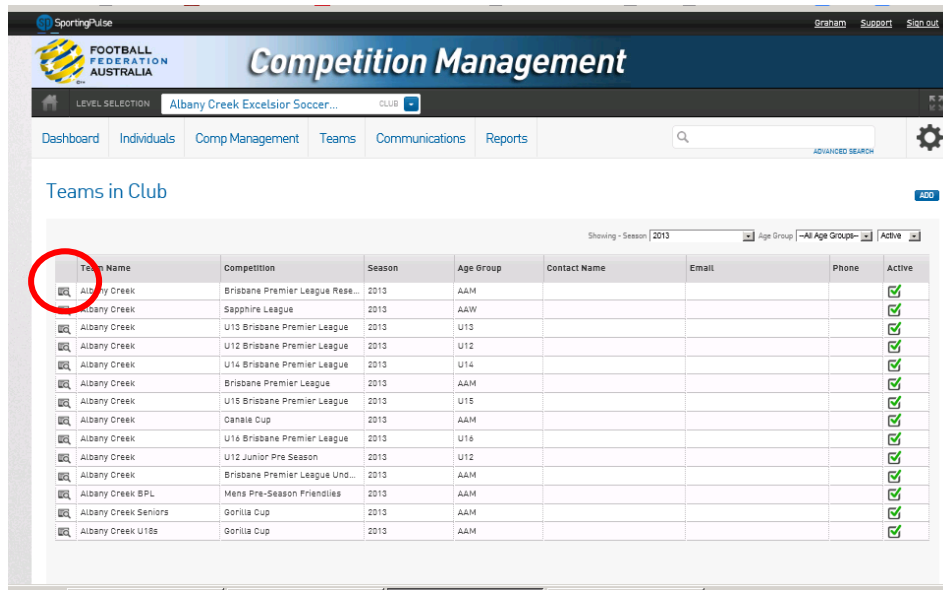
3. Click on your Club Name



4. Click on the **Teams** Menu



5. Click on the **icon** next to the Team you wish to grant access to.



SPORTINGPULSE FOOTBALL FEDERATION AUSTRALIA **Competition Management** Graham Support Sign out

LEVEL SELECTION Albany Creek Excelsior Soccer CLUB

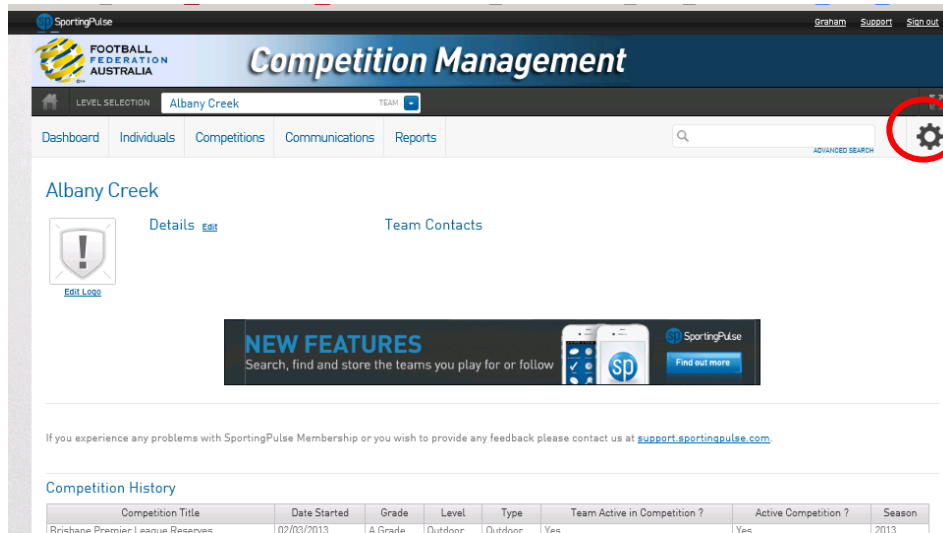
Dashboard Individuals Comp Management Teams Communications Reports

Teams in Club ADD

Showing - Season | 2013 | Age Group | -All Age Groups- | Active

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
Albany Creek	Brisbane Premier League Rese...	2013	AAM				<input checked="" type="checkbox"/>
Albany Creek	Sapphire League	2013	AAW				<input checked="" type="checkbox"/>
Albany Creek	U13 Brisbane Premier League	2013	U13				<input checked="" type="checkbox"/>
Albany Creek	U12 Brisbane Premier League	2013	U12				<input checked="" type="checkbox"/>
Albany Creek	U14 Brisbane Premier League	2013	U14				<input checked="" type="checkbox"/>
Albany Creek	Brisbane Premier League	2013	AAM				<input checked="" type="checkbox"/>
Albany Creek	U15 Brisbane Premier League	2013	U15				<input checked="" type="checkbox"/>
Albany Creek	Canale Cup	2013	AAM				<input checked="" type="checkbox"/>
Albany Creek	U16 Brisbane Premier League	2013	U16				<input checked="" type="checkbox"/>
Albany Creek	U12 Junior Pre Season	2013	U12				<input checked="" type="checkbox"/>
Albany Creek	Brisbane Premier League Und...	2013	AAM				<input checked="" type="checkbox"/>
Albany Creek BPL	Mens Pre-Season Friendlies	2013	AAM				<input checked="" type="checkbox"/>
Albany Creek Seniors	Gorilla Cup	2013	AAM				<input checked="" type="checkbox"/>
Albany Creek U18s	Gorilla Cup	2013	AAM				<input checked="" type="checkbox"/>

6. Click on the **Settings Wheel**.



SPORTINGPULSE FOOTBALL FEDERATION AUSTRALIA **Competition Management** Graham Support Sign out

LEVEL SELECTION Albany Creek TEAM

Dashboard Individuals Competitions Communications Reports

Albany Creek

Details [edit](#) Team Contacts

[Edit Logo](#)

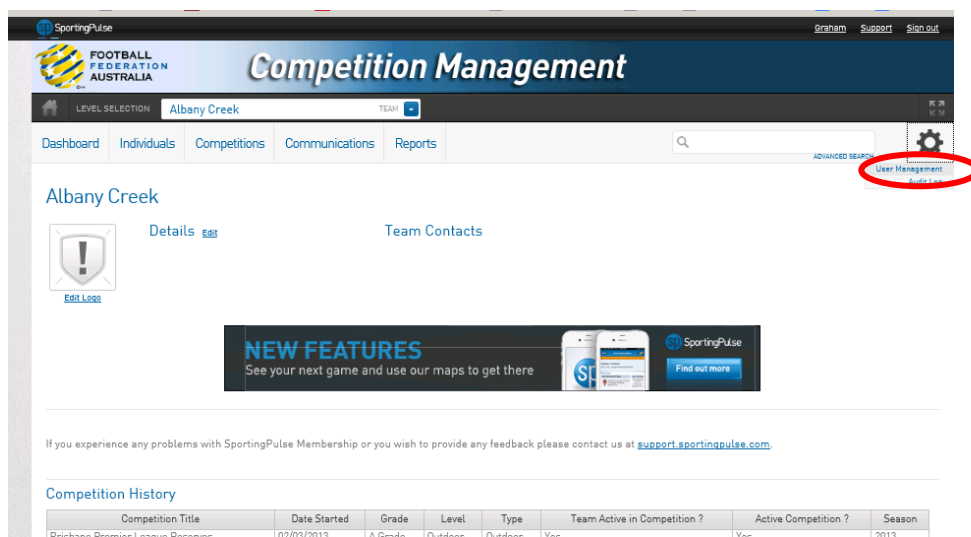
NEW FEATURES
Search, find and store the teams you play for or follow

If you experience any problems with SportingPulse Membership or you wish to provide any feedback please contact us at support.sportingpulse.com.

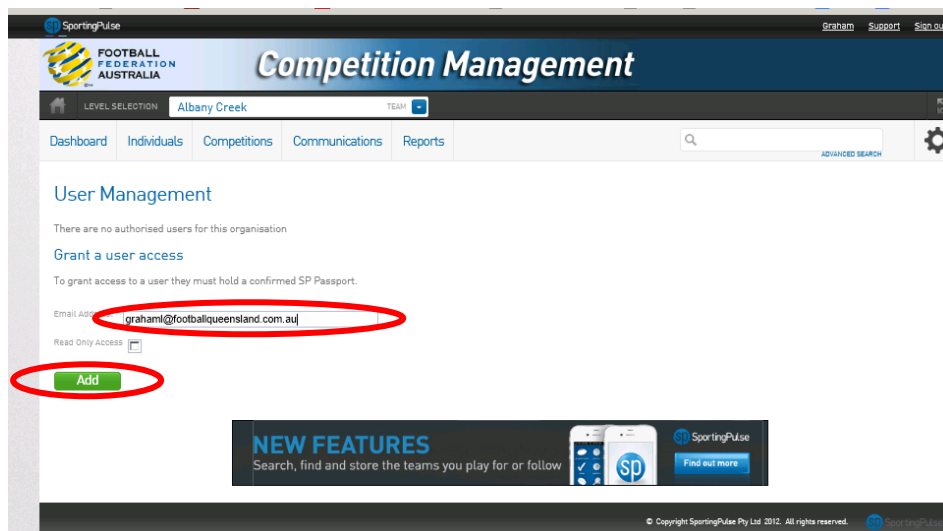
Competition History

Competition Title	Date Started	Grade	Level	Type	Team Active in Competition ?	Active Competition ?	Season
Brisbane Premier League Reserves	02/03/2013	A Grade	Outdoor	Outdoor	Yes	Yes	2013

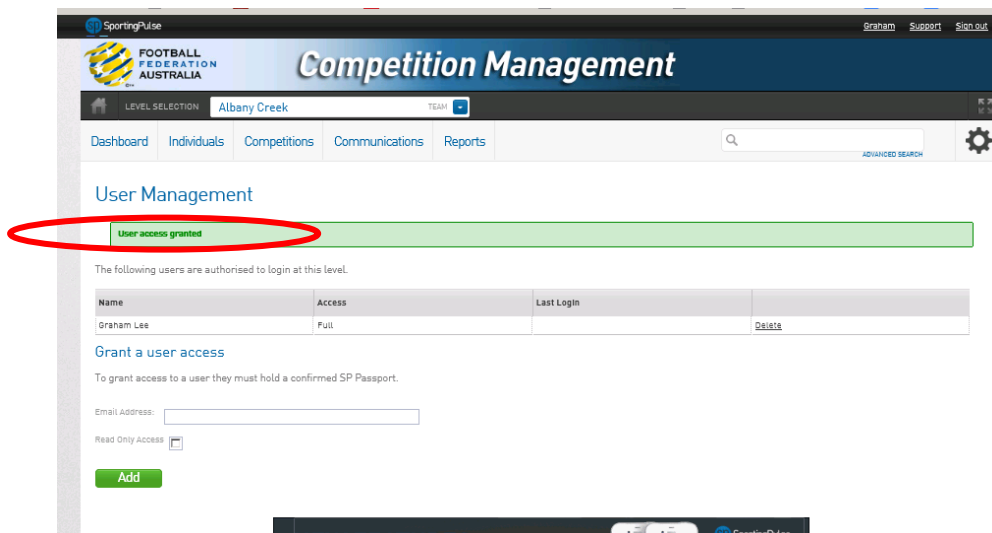
7. Click on the **User Management Option**



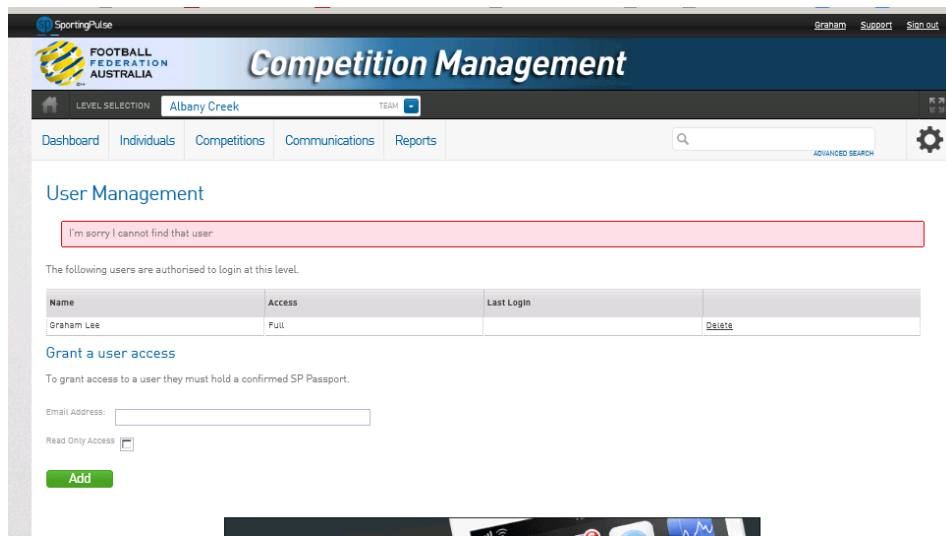
8. Enter in the email address of the Coach / Manager's Passport and Click the **Add** button.



9. If the add was successful a green user access granted message appears



10. If the add was not successful an error message appears. This is usually due to the email address being entered incorrectly or the Coach / Manager not having registered for a SportingPulse Passport



The screenshot shows the SportingPulse web application interface. At the top, there is a navigation bar with the SportingPulse logo, the user name 'Graham', and links for 'Support' and 'Sign out'. Below this is a header for 'Football Federation Australia' and 'Competition Management'. A breadcrumb trail shows 'LEVEL SELECTION' > 'Albany Creek' > 'TEAM'. A secondary navigation bar includes 'Dashboard', 'Individuals', 'Competitions', 'Communications', and 'Reports', along with a search bar and an 'ADVANCED SEARCH' link. The main content area is titled 'User Management' and displays a red error message: 'I'm sorry I cannot find that user'. Below the error, it states 'The following users are authorised to login at this level.' and shows a table with one user: 'Graham Lee' with 'Full' access. A section titled 'Grant a user access' includes instructions and a form with fields for 'Email Address' and 'Read Only Access' (checked), and an 'Add' button.

SPORTINGPULSE

Graham Support Sign out

FOOTBALL FEDERATION AUSTRALIA

Competition Management

LEVEL SELECTION Albany Creek TEAM

Dashboard Individuals Competitions Communications Reports

SEARCH ADVANCED SEARCH

User Management

I'm sorry I cannot find that user

The following users are authorised to login at this level.

Name	Access	Last Login
Graham Lee	Full	Details

Grant a user access

To grant access to a user they must hold a confirmed SP Passport.

Email Address:

Read Only Access

Add