

SportyHQ Pennant System: Club Administration – Court Requirements

21st January 2019

Problem

As a Club Administrator I want to be able to view our court requirements for all squash matches that are known within SportyHQ.

How is this done?

Prerequisites

The M&P representative MUST be registered as a SportyHQ ‘Club Administrator’.

Solution

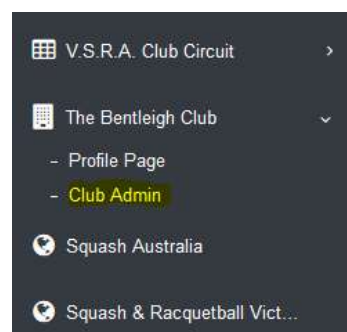
1. Go to <https://www.sportyhq.com/> and **Login** normally.
(top right hand corner)



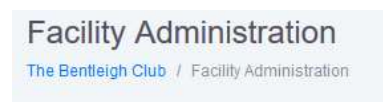
2. On the ‘left hand menu’ Select the ‘**Club Admin**’ option.

Note:

If this option is not available then you will need to contact the Club Circuit M&P Chairman.



The SportyHQ ‘Facility Administrator’ screen will appear



3. Scroll down to the bottom of this screen.

You will now have access to all known matches being played at your club including the visiting teams.

Set League Times					
League	Division	Home Team	Away Team	Time	
4th February 2019 Print					
V.S.R.A. Club Circuit	F2	Bentleigh (9)	Bentleigh (11)	6:30pm	Score Sheet
5th February 2019 Print					
V.S.R.A. Club Circuit	B2	Bentleigh (2)	GPHC (3)	6:30pm	Score Sheet
V.S.R.A. Club Circuit	C2	Bentleigh (3)	RACV (7)	6:30pm	Score Sheet

NOTE: Do NOT edit any of the ‘Time’ fields.