

Help Document for Club Administrators

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The first step is to make sure you are named as an “**Administrator**” within your clubs Sporty HQ home page. You can check this by logging into your personal Sporty HQ home page and your club should show up on the left side of the page. If you are an admin person, click the red “**Admin Page**” button. If you’re not an admin person, get the person who is listed on the club page as the admin person to add you or if there isn’t an admin person contact Squash BC.

Warning about adding Club Admin People. Access to the admin pages will let a club admin person do a lot of things. You are placing a lot of trust in these people.

Once you’ve been added as an Administrator all the following functions will be done by clicking the red “**Admin Page**” button and using the menus on that page.

Basic Club Settings

This is the page where you can put in the information about your club. Most of the boxes are self-explanatory but there are a few that aren’t.

- Adding Club Admins. Put your cursor in the box behind the last admin person and start typing in the name of the admin person to add. A list will come up, make sure you choose the right one if there are more than two.
- If the person doesn’t show up you’ll have to add him/her to the Club Roster as explained below.
- Time zone is Pacific Standard.
- The next few boxes have information that will show up on your clubs home page when people log in.
- Website is for your current website. Many squash clubs are part of a larger facility.
- Address is important to get right as there is a map on the club home page and if the proper address with postal code is not entered then your club could be anywhere.

Adding Players to the Club Roster

Before adding a player to your club roster you should have a minimum of information from that player. Find out,

- Have they ever been entered into the Sporty HQ database and if so by what name?
- If they haven’t then you’ll need, first and last names they want to appear in the rankings, email address, birth date, phone numbers and address.
- On the “**Add Player**” page from “**Add New Player**” menu, type in the “**First Name**” and “**Last Name**” correctly, click tab and wait for the search to take place to see if the player is in the database. If they are PLEASE choose that player. All their information AND RANKINGS will follow them into your club. **NOTE:** This is a

worldwide search. Be careful with common names. You may have to do some sleuthing to find the right “Bob Smith.”

- If they don’t come up in the search then enter as much information as possible, First and Last names, Gender, Email and Date of Birth are a must.
- Make sure you click what “**Disciplines**” they’ll be doing, Doubles or Singles or both.
- After you click which Discipline a drop down list will be shown for initial ranking. Hopefully you’ll have an idea of where they fit in to the order of your club based on who they’ve been playing and how they do. There are 10 levels to choose from so take your time here. We’ve added points to each level to help you along if they haven’t played anybody in your club.
 - Level 1, Poor (Tournament Grade, D/E Beginning Juniors) 400-500 points
 - Level 2, Poor to Average (Tournament Grade, D) 500-600 points
 - Level 3, Average (Tournament Grade, D/C 600-700 points
 - Level 4, Average to Good (Tournament Grade, C 700-900 points
 - Level 5, Good (Tournament Grade, C/B) 900-1100 points
 - Level 6, Good to Very Good (Tournament Grade, B) 1100-1300 points
 - Level 7, Very Good (Tournament Grade, B) 1300-1400 points
 - Level 8, Excellent (Tournament Grade, A) 1400-1500 points
 - Level 9, Excellent to Pro (Tournament Grade, A/Open) 1500-1600 points
 - Level 10, Professional (Tournament Grade, Open) 1600+ points

NOTE: You can adjust these points as described below in [Rankings of Players](#). If you can’t make adjustments then contact Squash BC.

- Time zone is Pacific Standard, Clipperton Island. (Wherever that is.)
- Adding phone numbers and address can be done later but for box leagues you may want to at least add phone numbers.
- Most of the next lines can be added by the member.
- Under “**Membership**” you’ll want to click “**Active**”.
- If you’re using Sporty HQ for collecting your memberships or you have court bookings you’ll have to update “**Membership Expiry**.”
- For new members they should be sent an activation email automatically. If they don’t receive one they should check their spam or junk mail.

Steps for Renewing Bulk Members in a Club

The following directions are for club administrators who wish to update their club members Squash BC memberships using the “**Bulk Membership**” and receiving the bulk membership discount.

For **Bulk Signup** the facility commits to signing up ALL of your squash players (anybody who books a court, registers in a squash program, play’s in-house leagues, tournaments or inter-club leagues). In return for the commitment of 100% of member sign up, the club receives an escalating discount based on the number of members. All members regardless of age will pay these amounts.

# of Members	\$ per Member
50-100	\$35.00

101-150	\$32.00
151-200	\$28.00
201-300	\$24.00
300+	\$19.00

For smaller clubs who assist their members in joining Squash BC, the Facility Assisted option is available. The facility gives the choice to their members to sign up or not, then the club will facilitate the sign up through Squash BC, and will be invoiced by Squash BC for the registrations.

With either method the following steps should be followed:

- The first step is to make sure you are named as an **“Administrator”** within your clubs Sporty HQ home page. You can check this by logging into your personal Sporty HQ home page and your club should show up on the left side of the page. If you are an admin person, click the **“Admin Page”** red button. If you’re not an admin person, get the person who is listed on the club page as the admin person to add you.
- Under **“People & Communication”** click **“List All Members.”** This will show you a list of all the members who have been added to the database as members of your club.
- Compare this list to your club list. One of the easiest ways to do this is to **“Export Members”** to an Excel spreadsheet. Now take your club list, (which we’ll assume is in an Excel format,) and make the columns the same in both sheets. Eg, First Name, Last Name, Gender, Email are the first 4 columns.
- Now take the club sheet and make all the font red then copy it and then paste it into the other sheet.
- You now should have 2 sets of names for everybody. Sort them by Last Name, then First Name.
- Add an empty column and name it **“Sort.”** The reason for this will become apparent shortly.
- Scroll down the list and you should see the member’s names twice, once in black and once in red font. If there’s only one name, and it should be in red, this probably means it’s a new member to your club. In the **“Sort”** column enter a **“1”** in that member’s data row.
- Once you have put a 1 by all the new members you can sort the sheet by the **“Sort”** column. This will put all the new members on the top rows.
- Go back to the **“List Players”** page and **“+Add New Member”** as described at the top of this document.

You now should have all the members you intend to update listed in the database.

- Go back to the **“List Players”** page and do another **“Export Members.”**
- Go through the list of your members and decide which ones you’re not going to renew, (some may have moved on in various ways,) and change their font colour to red.

Now go to **“Bulk Renew Member Affiliations”** under **“Affiliations.”** This is where your previous work will make this part easy.

- Sort your list excel by Date of Birth. Make sure you choose YYYY/MM/DD as the date format. Take all the “Juniors and Young Adults” out of the sheet and put them in another sheet.
- Now resort the list by last name then first name.
- Go through the online list which is sorted by last name and in the “**Select Plan**” dropdown list select the “**Adult**” plan for all your adult members.
- Once you’ve chosen a plan for all the adult members, click “**Continue**” at the bottom.
- The next page allows you to comment. You can say how great Squash BC is and things like that. Click “**Continue.**”
- The next page will give you a summary of who you’re paying for and the amount for the basic membership. NOTE: The final amount will be calculated once the final number of members from your club has been tallied.
- “**Select Your Payment Method**” at the bottom, choose “**Pay by Cheque.**”
- Once you’re happy with this page click “**Continue**” and the data will be sent to Squash BC.
- Squash BC will then calculate the number of members you have updated and send your club an invoice for the amount per member based on the sliding scale of discount as listed above.
- Squash BC will approve the Membership Renewal and all your members will be updated for the next year.

Thank you for using the Bulk Membership Renewal process.

Setting Up Box Leagues

To set up your box league scoring go to the “**Admin**” section of your club page and click on “**Box Leagues**” under “**Club Activities.**”

Click “Add New Box League.” On this page you

Name your box league

Decide what scoring system should be used by players, there are many.

Will other people other than club members be able to play in the box? If you decide “Club Members Only” then only club members will show up when you add players to the boxes.

How many players in a box. 5 is the usual amount, then you can have 2 players going up and 2 down.

The next area will show “**How is Winner Calculated?**”

The most common way would be to use the top one, “**Choose the order that different criteria are used to determine box standings.**” You can drag and drop these options up and down depending on your preference. The most common way would be,

- Most Matches Won
- Fewest Matches Lost
- Most Games Won
- Least Games Lost

You can add the last two if you want although these might skew the results.

The "**Use a points system**" is kind of a fun one. One example that was used was a box of 15 players. More points were given for playing matches and playing all your matches than winning a match. Got the top level players playing the lower level players, something that never happens.

The "**Use a points grid based on the game result**" is where you put in how many points a player would get for each type of result. Like for a 3-0 win a player may get 6 points and for a 0-3 loss you may give them 1 point for showing up. Put the points in the box beside the score.

The "**Use the total game points scored by each player**" will count up total points won by the players. This may result in a player who has lost 4 matches and gone to 5 in each winning the box over a player who hasn't lost any matches but won 3 matches 3-0 and 1 match 3-2.

The "**Specify a custom points system**" looks like a lot of work.

Note: You should be able to change these settings even after matches have been entered.

The "**Sign Up**" function is handy for people to opt in and opt out of boxes.

Once you click "**Submit**" the next page will be for running your box league. If you haven't checked the "Sign Up" function then you'll be able to add people to the box league manually.

Changing/Adding Ranking Points

The ranking points of players is very important to many of your club members. There are times when players haven't been put in their proper competition area to begin with.

Under "**Rankings**" on the "**Admin**" page you will see "**Squash (Singles) Rankings.**" This is a list of your club players in 2 columns. The left column is for players who have never played a match within the Sporty HQ system and you'll see the points that have been given to these players. To change these points, check the box in their line and you'll be able to put in the ranking points for these players.

NOTE: Only Administrators with an intimate knowledge of the ranking system should change these ranking points.

The next column over is a list of club players who have played matches and you as a club administrator cannot change these players points. IF a player is not in the correct position, contact the Squash BC office and discuss the situation with the appropriate personnel.