

TO: ALL CLUBS

FROM: FFV COMPETITIONS

DATE: 31 JANUARY 2018

SUBJECT: 2018 SPORTSTG ACCESS

Dear Clubs,

In preparation for the 2018 season, clubs must ensure the appropriate committee members have access to SportsTG (STG) throughout the 2018 season for the following purposes:

- Register teams during the online team entry period (7th February – 1st March)
- Enter team playing strip details
- Log coach and team manager details
- Assign players to teams to create online match records and record statistics in the 'Pre Game' function
- Enter match results and statistics (goals, goal scorers, red/yellow cards) in the 'Post Game' function
- Download various reports (fixtures, player stats, results)

STG User Guides for the 2018 season are available via the Club HQ section on FFV's website ([click HERE](#)).

Gaining Access to STG

There are two different types of access for STG:

Club Access - this gives you access to all areas within the system for the entire club (recommended for committee members).

Team Access - this gives you access to a particular team (recommended for coaches and team managers of a particular team).

In order to gain access to STG, please refer to the relevant user access scenarios below:

Club Access Scenario 1

I am a returning club official with STG access.

Your STG Passport account is still linked with your Club and you are not required to re-activate your access. For a refresher on the system please read through the [STG User Guides](#).

Club Access Scenario 2

A club official at my Club already has access, however I require Club access as well.

Only club officials registered on MyFootballClub can apply for access to the STG competition management system for their Club.

Step 1 - Create an STG Passport. [Click HERE](#) to create an STG Passport, and click "Register".

Step 2 - Activate your STG Passport. A confirmation email will be sent by STG to your nominated email address (please ensure you check your Junk/Spam Mail folders if a confirmation email does not appear in your inbox). Within 30 minutes of registering your STG Passport you must click the link in the confirmation email to activate your STG Passport.

Step 3 - Notify the person at your Club who has access that you have created your STG Passport. They will be able link your account to provide you Club access as outlined in the STG Competitions Access and User Management Guide.

Once you have completed all three steps, your account will be linked to your Club's account within one business day. An email confirmation will be sent along with user guides once you are linked.

Club Access Scenario 3

I am a new club official with no STG access.

Only club officials registered on MyFootballClub can apply for access to the STG competition management system for their Club.

If no one at your club has access, please complete steps 1 & 2 outlined in Scenario 2. After this complete Step 3 listed below.

Step 3 - Once you have activated your STG Passport, complete the FFV STG Competitions Access request form, [Click HERE](#) to be directed to the form.

Team Access Scenario 1

I am a returning coach/team manager that has an existing STG Passport and require access to a team.

Notify the club official that has Club Access of your STG Passport details, they will be able to link your account to provide you Team access as outlined in the STG Competitions Access and User Management Guide.

Team Access Scenario 2

I am a coach/team manager that requires access to a team and I do not have an STG Passport.

Step 1 - Create an STG Passport. [Click HERE](#) to create an STG Passport, and click "Register".

Step 2 - Activate your STG Passport. A confirmation email will be sent by STG to your nominated email address (please ensure you check your Junk/Spam Mail folders if a confirmation email does not appear in your inbox). Within 30 minutes of registering your STG Passport you must click the link in the confirmation email to activate your STG Passport.

Step 3 - Contact your relevant club official who has club access to STG. They will be able link your account to provide you Team Access as outlined in the STG Competitions Access and User Management Guide.

Please ensure any member's that are no longer involved in the club have their access removed. To remove a member's access, please follow the steps in the STG Competitions Access and User Management Guide.

Information regarding the Online Team Entry Period (opening Wednesday 7th February) will be released shortly.

If you require any further assistance, please contact FFV Competitions on 9474 1800 and press 1 at the switchboard, or write to competitions@ffv.org.au.

Regards,

A handwritten signature in black ink, appearing to read 'D Zucchet', with a stylized flourish at the end.

David Zucchet
Manager, Community Competitions