



NEW USER GUIDE



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Welcome!

Thank you for choosing SportsPlus to manage your sports organization. We are glad that you've found what you were looking for. We aim to deliver the best of the organization/team/athlete management features for your everyday sports activities.

We have developed the SportsPlus platform to provide a best-in-class sports management experience to our customers. We believe you will be excited to start your journey to discover all the features of SportsPlus and explore how SportsPlus can help you serve better. We would also like to hear your thoughts and suggestions for making SportsPlus even more powerful and flexible.

Thank you again for choosing SportsPlus! Let the journey begin!!!

About this guide

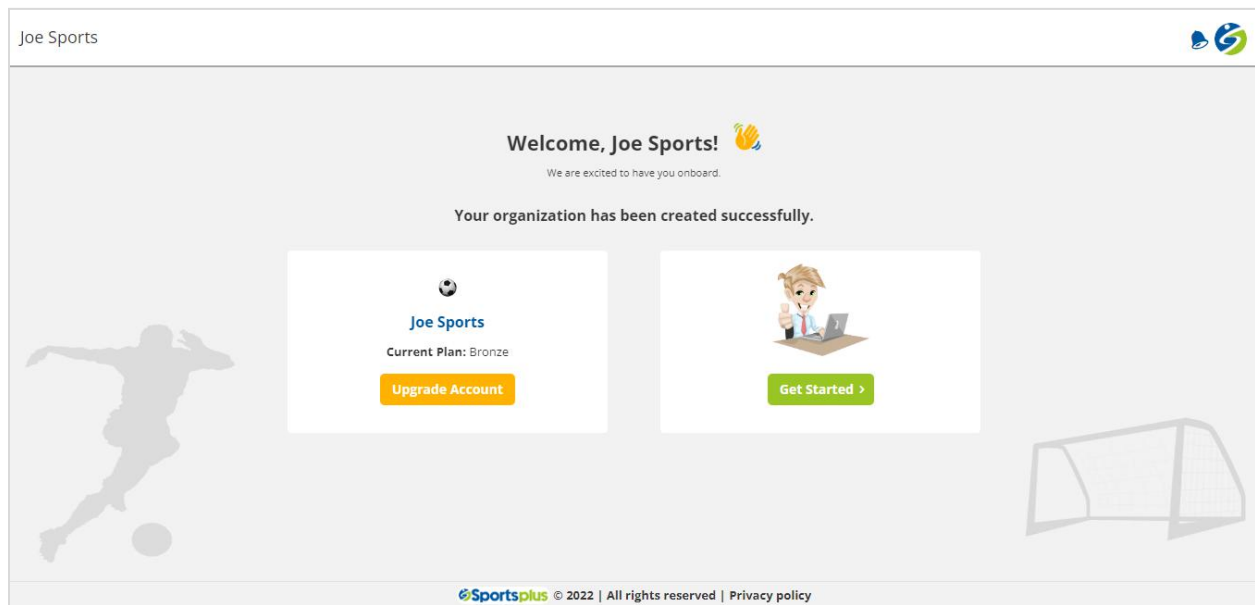
This guide helps you get going with the SportsPlus sports management platform, including how to set up and configure your organization, access your SportsPlus account, add programs, athletes, teams, staff members, and more.

For more information on these topics, visit our help center

<https://help.sportsplus.app>

Getting Started

After successfully creating your sports organization on the SportsPlus platform, the following page will appear where you can upgrade your account or go through the initial setup workflow.



Click on the **Upgrade Account** button to pay your subscription invoice. For information on how to pay your SportsPlus invoice, click [here](#).

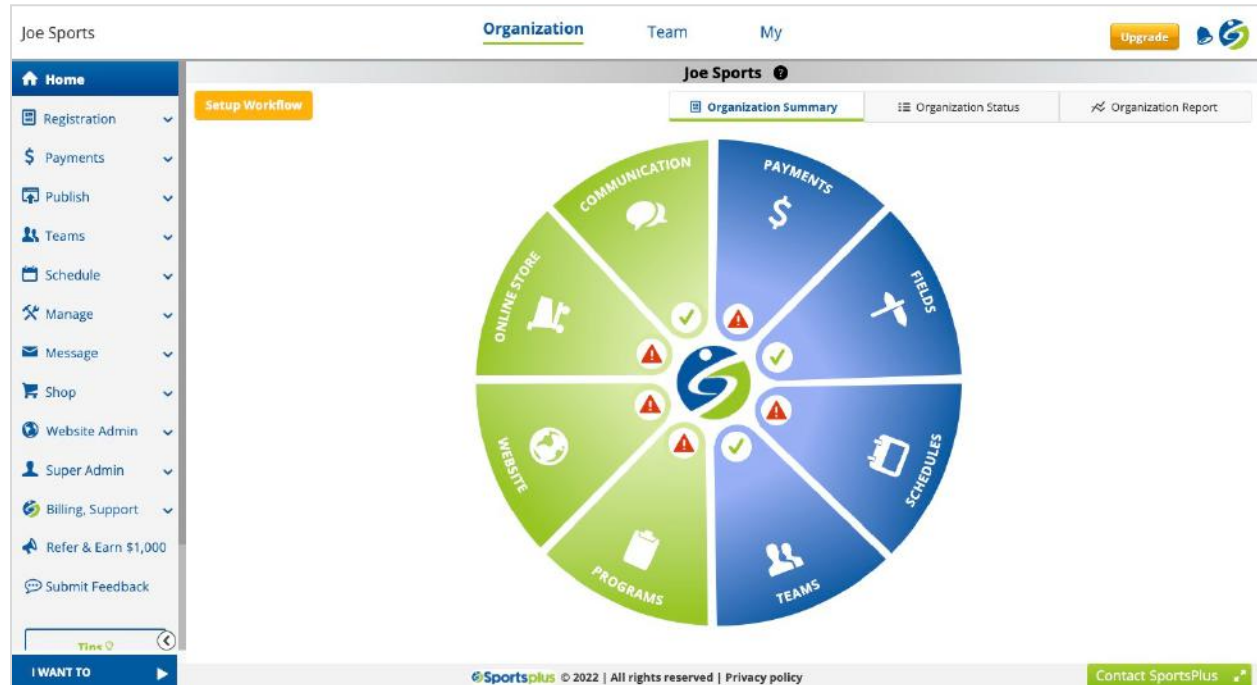
Click on the **Get Started** button to start the setup workflow, where you can update the organization details, request additional solutions, payment gateway, and activate the website.

If you wish to go through the initial setup workflow later, you can skip it and instantly navigate to the organization dashboard.

To revisit the organization setup workflow, click the **Setup Workflow** button available on the dashboard.

Organization Dashboard

The organization dashboard looks like the following.



Once you are on the dashboard, you can access all areas including Registration, Schedule, Website, etc., from the left navigation menu.

If you intend to view and update your organization details, such as name, timezone, contact info, logo, etc., you can do it from the Super Admin area.

Update organization details, logo

To update your organization details, do the following.

1. Log in to your SportsPlus account and remain in the Organization area.
2. Use the left navigation menu, to navigate to the General Settings page

Super Admin > Org Settings > General Settings

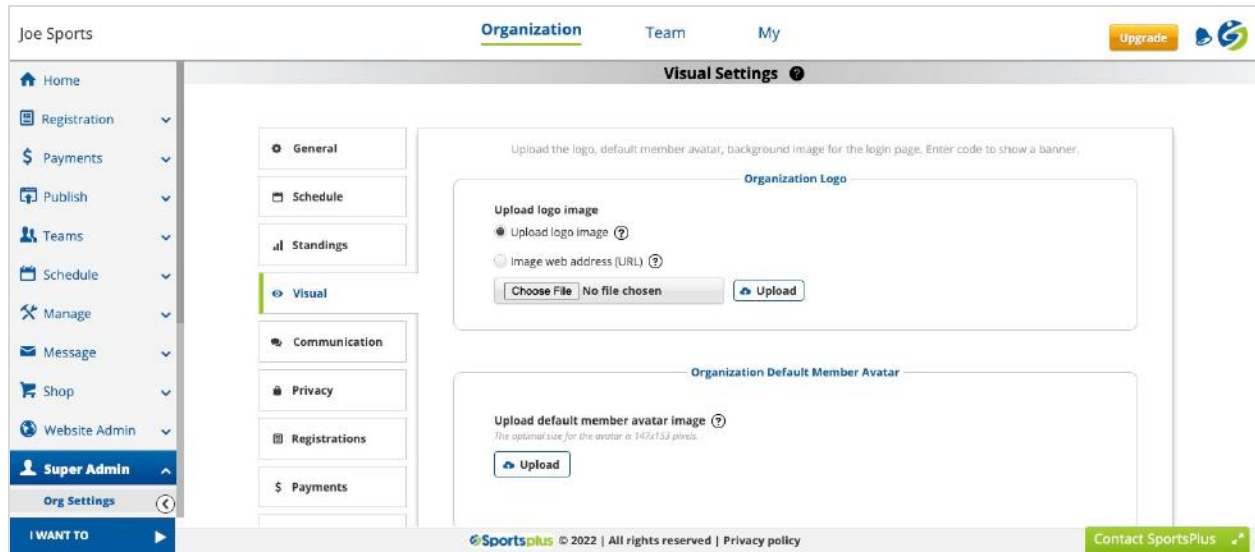
3. The following page will appear, where you can update the organization name, time zone, type, primary sport, email address, phone number, website URL, and contact details.

The screenshot shows the 'General Settings' page for an organization named 'Joe Sports'. The page is divided into a left sidebar with navigation options and a main content area. The sidebar includes links for Home, Registration, Payments, Publish, Teams, Schedule, Manage, Message, Shop, Website Admin, and Super Admin. Under 'Super Admin', there are links for Org Settings, Payment Processing, and Integrations. The main content area is titled 'General Settings' and contains a 'General' section with various input fields and dropdown menus. The fields include: Organization name (Joe Sports), Sub domain name (joesports), Primary sport (Soccer), Email address (revan.joe@netlocal.tv), Time zone ((GMT -8:00) Pacific Time (US and C...)), First day of the week (Monday), Organization label (Organization), Currency (\$), Competition display name (Game), and Group/team display name (Team). The footer of the page includes the SportsPlus logo, copyright notice (© 2022), and a link to the Privacy policy.

For detailed information about the **Organization General Settings**, click [here](#).

To upload a logo for your organization, do the following.

1. Use the left navigation menu, to navigate to the Visual Settings page
Super Admin > Org Settings > Visual Settings
2. The following page will appear, where you can upload the organization logo and other background images for multiple areas.



For detailed information about the **Organization Visual Settings**, click [here](#).

The Organization Website

As you have provided all the details about your organization, there has never been a better time than now to create your own organization's website. Why? Because SportsPlus comes with advanced and convenient website building features that allow you to create a beautiful and professional website on your own.

To do so, you are initially required to activate the website and later configure it as per your requirements.

Activating the website

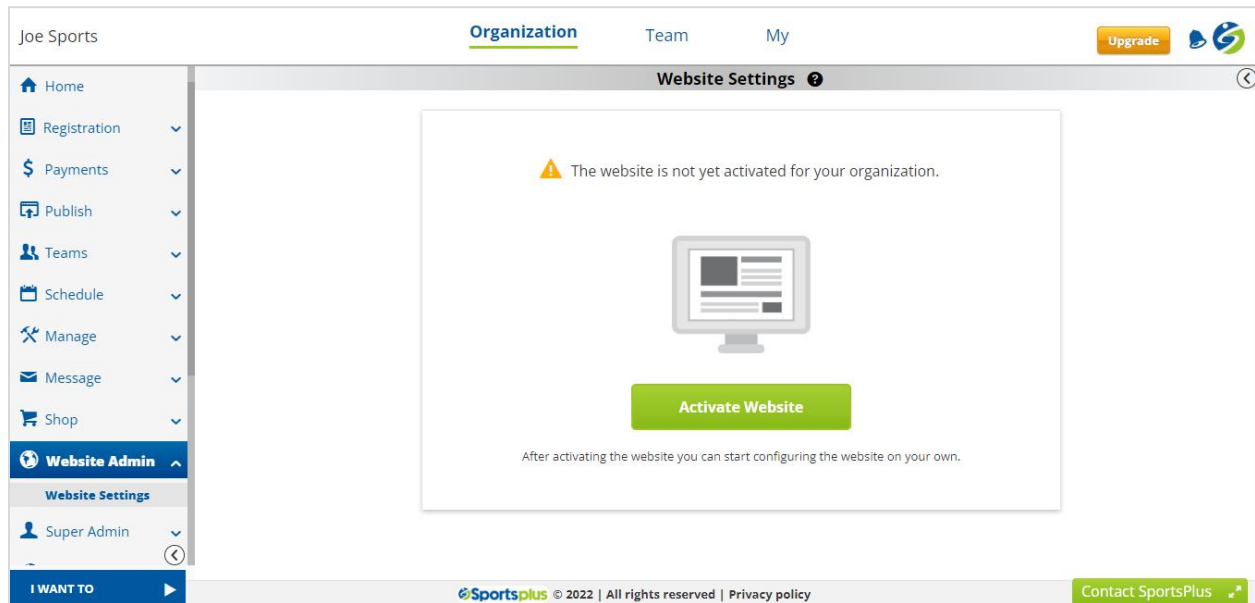
To activate your organization's website, do the following.

1. Log in to your SportsPlus account and remain in the Organization area.

2. Use the left navigation menu, to navigate to the Website General Settings page.

Website Admin > Website Settings

3. The following page will appear.



4. Click on the **Activate Website** button.
5. That's it!!! Your organization's website is successfully activated, which you can start configuring as needed for your organization.
6. You will have to raise a request for a custom domain and SSL.

For detailed information about the **Website Settings**, click [here](#).

Configuring the website

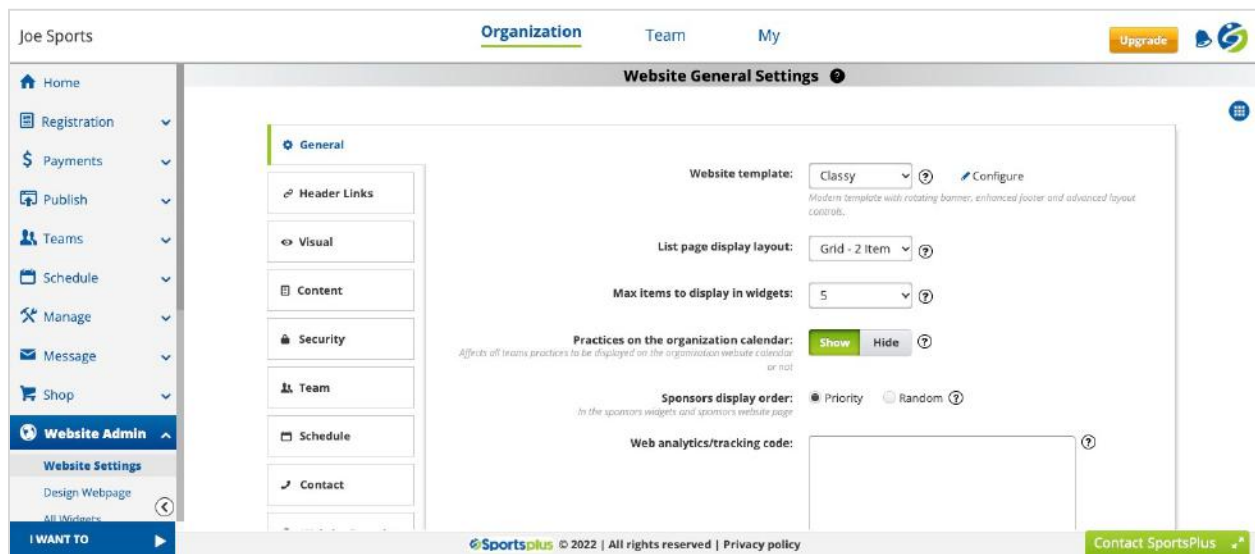
Once your organization's public website is **live**, you can configure and customize the organization's basic settings, visual settings, header links, and security-related settings.

SportsPlus offers multiple website templates. Select the right one.

1. Use the left navigation menu, to navigate to the Website Settings page.

Website Admin > Website Settings > General Settings

2. The following page will appear where you can choose the website template and other website-related settings.



For detailed information about the **Website General Settings**, click [here](#).

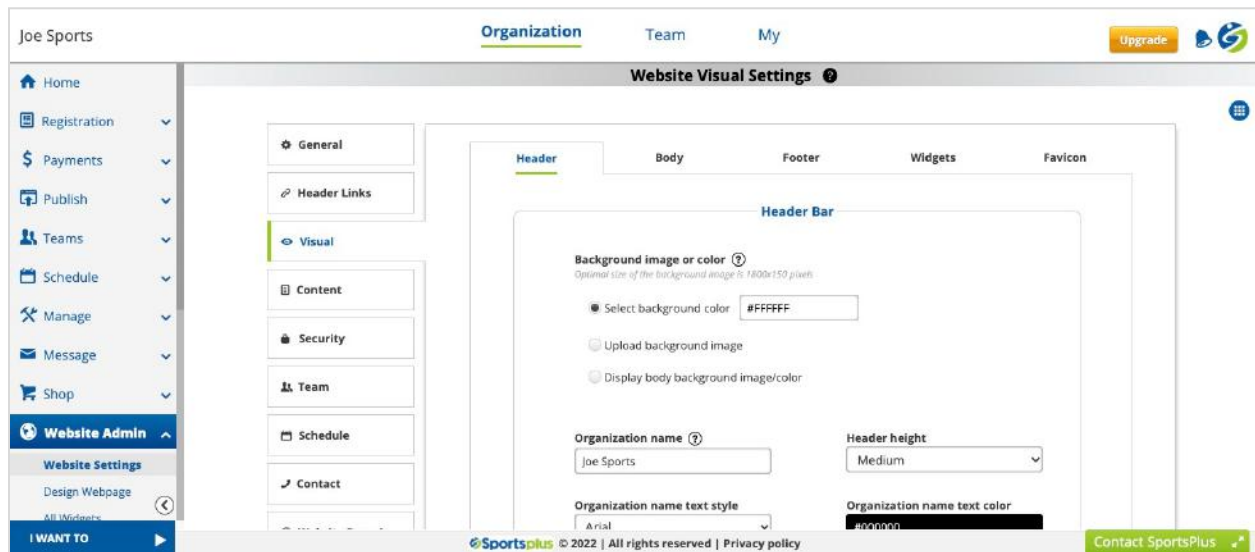
Customizing the website

To customize the visual appearance of your organization's public website, do the following.

1. Use the left navigation menu, to navigate to the Website Visual Settings page.

Website Admin > Website Settings > Visual Settings

2. The following page will appear.



3. Customize the website's header, body, footer, and widget areas to match your organization's branding.

For detailed information about the **Website Visual Settings**, click [here](#).

Adding a webpage

To add a new webpage, do the following.

1. Use the left navigation menu, to navigate to the All Pages page.

Website Admin > All Pages

2. The following page will appear, showing the list of all system-provided website pages.

Joe Sports

Organization Team My Upgrade

All Website Pages

42 All website pages, including system-provided pages and user-added pages.

ID	Page Name	Included Content	Is Private?	W Left?	W Right?	In Sitemap?	Update Date	Actions
33820	About Us	About Us	No	Yes	Yes	Yes	Jul 27, 2022	
33814	Age Groups		No	Yes	Yes	Yes	Jul 27, 2022	
33807	Announcements		No	Yes	Yes	Yes	Jul 27, 2022	
33810	Articles		No	Yes	Yes	Yes	Jul 27, 2022	
33826	Associations		No	Yes	Yes	Yes	Jul 27, 2022	
33809	Blog Posts		No	Yes	Yes	Yes	Jul 27, 2022	
33799	Board		No	Yes	Yes	Yes	Jul 27, 2022	
33796	Calendar		No	No	No	Yes	Jul 27, 2022	
33801	Contact		No	Yes	Yes	Yes	Jul 27, 2022	
33813	Divisions		No	Yes	Yes	Yes	Jul 27, 2022	
33805	Documents		No	Yes	Yes	Yes	Jul 27, 2022	
33823	Donations		No	Yes	Yes	Yes	Jul 27, 2022	

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3. Click on the **Green Plus New** button.

4. The following modal window will appear, where you can specify the name and other properties of the new webpage.

Joe Sports

Organization Team My Upgrade

Add a Webpage

Page Name

Include Published Content? Select the first blank option to not to include any content.

Page Description? Characters remaining: 256

Priority? 5

Is Private? Yes No

Allow widgets on the left section: Yes No

Allow widgets on the right section: Yes No

Add Close

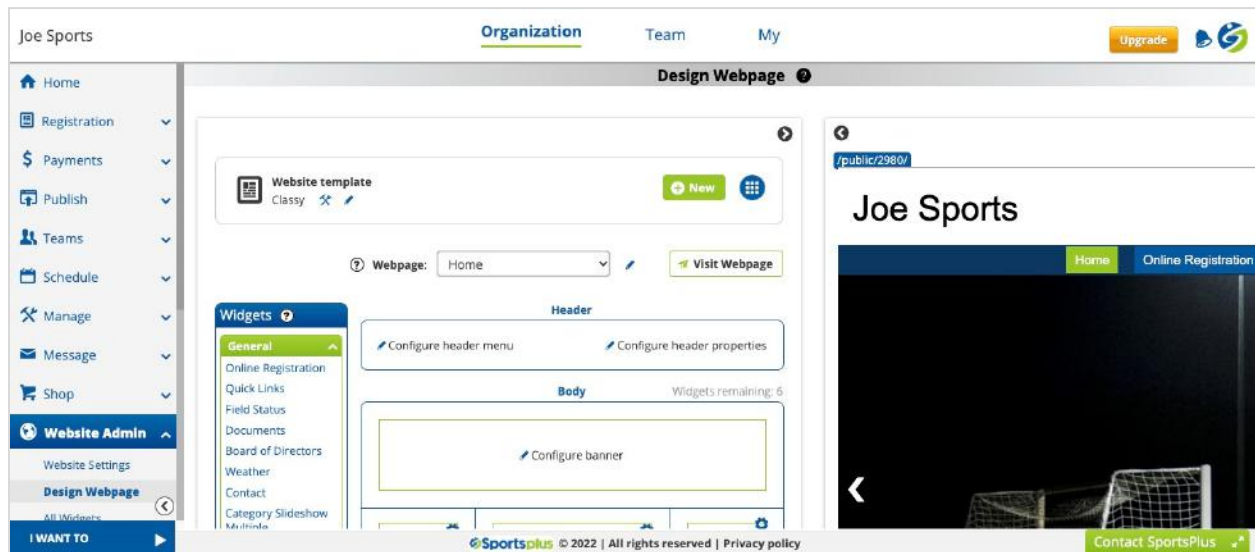
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For detailed information about the **Website Pages**, click [here](#).

Designing a webpage

To design a webpage, do the following.

1. Use the left navigation menu, to navigate to the Webpage Design page.
Website Admin > Design Webpage
2. The following page will appear.



3. Choose the webpage from the dropdown that you are looking to customize.
4. Add and manage widgets on the selected webpage.

For detailed information about the **Design Webpage**, click [here](#).

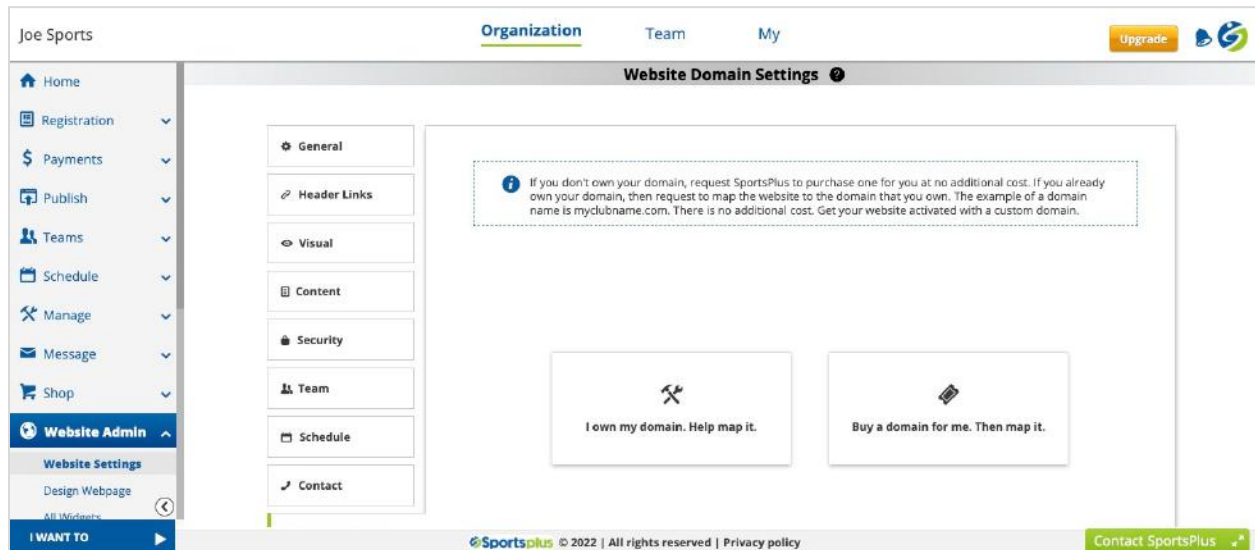
Mapping the website to a custom domain

To map the organization's public website to your existing or a new domain, do the following.

1. Use the left navigation menu, to navigate to the Website Domain page.

Website Admin > Website Settings > Website Domain

2. The following page will appear.



3. If you already have a domain, you can submit a request to map your existing domain to the organization's website.
4. If you don't have a domain, you can submit a request to buy a new domain for you, at no extra cost to you, and map it to your organization's website.

For detailed information about the **Website Domain**, click [here](#).

Staff Members

As you have created the organization, you may want to add additional staff members to your organization with the right roles and right access to various functional areas.

Adding a staff member

To add a new staff member, do the following.

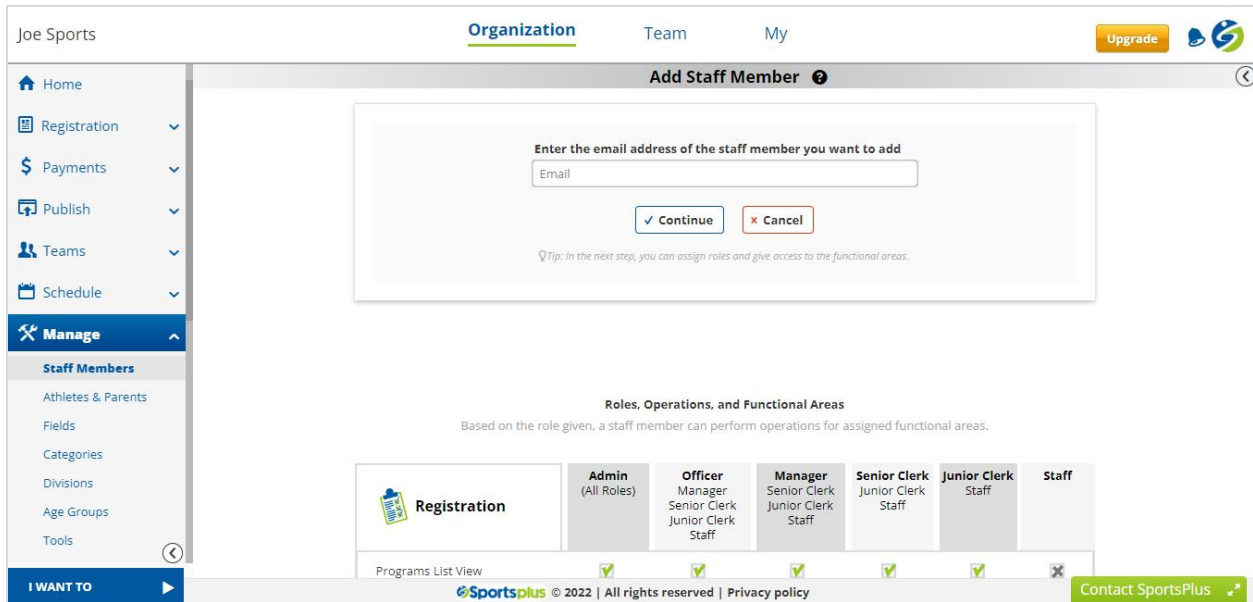
1. Log in to your SportsPlus account and remain in the Organization area.
2. Use the left navigation menu, to navigate to the Staff Members page.

Manage > Staff Members

3. The following page will appear.

The screenshot displays the 'Staff Members' page in the SportsPlus application. The page is titled 'Joe Sports' and has tabs for 'Organization', 'Team', and 'My'. The 'Organization' tab is selected. The left navigation menu shows 'Manage' expanded, with 'Staff Members' selected. The main content area shows a table of staff members. The table has columns: ID, Name, Role, Position, Email Address, Phone Number, and Actions. One staff member is listed: ID 32013, Name Glen Joseph, Role Super Admin, Position Admin, Email Address glenjoseph8@aol.com, and Phone Number 9030239112. The page also includes a search bar, filters for All Sports and All, and a 'New' button in the top right corner.

4. Click on the **Green Plus New** button.
5. The following page will appear, where you should enter the staff member's email address to continue adding the staff member.



For detailed information about **Staff Members**, click [here](#).

Staff member roles

To ensure proper access and maintain strict user/data security, SportsPlus offers the following roles for the staff members.

Organization Staff: The following roles will give access to the data and operations on the data of the organization.

- 1) Minimal - The basic role with the permission to access certain information, like viewing the teams, gallery items, etc.
- 2) Junior Clerk - The lower clerical role with the permission to add and update data like Programs, Schedules, etc.
- 3) Senior Clerk - The higher clerical role with the permission to add, update, and delete data like Programs, Schedules, etc.
- 4) Manager - The managerial role with all permissions, except access to the admin panel.

- 5) Officer - The managerial role with all the permissions, except access to the admin panel.
- 6) Super Admin - The super administrator role with all the permissions.

Symbolic Roles: These roles represent a member of the organization and tell who the member is but will not give any power or access to the data at the organization level. Just the role alone will not give any access to the organization's data.

- 1) Board Member - Just a symbolic role that tells that this member is a board member. Just this role alone will not give any access to the organization's data.
- 2) Organization Coach - Just a symbolic role that tells that this member is a coach in the organization. Just this role alone will not give any access to the organization's data.
- 3) Volunteer - Just a symbolic role that tells that this member is a volunteer in the organization. Just this role alone will not give any access to the organization's data.
- 4) Referee - Just a symbolic role that tells that this member is a referee in the organization. Just this role alone will not give any access to the organization's data. The members of the referee role can be assigned to a game as the official.
- 5) Team Staff - The team staff roles will get permission to manage the team, like roster, schedules, announcements, team admin portal, etc. Just this role alone will not give any access to the organization's data. The following special roles for a team can be further assigned.
 - a) Head Coach
 - b) Coach
 - c) Assistant Coach

- d) Team Manager
- e) Officer
- f) Team Staff

Functional Areas: Assign the right functional areas (Example: Scheduling, Registration, Website Builder...) for each staff member based on their responsibilities. The members will only get access to the functional areas that they were assigned to.

For detailed information about **Staff Members Roles**, click [here](#).

Bulk Upload Operations

For quick and efficient setup of data in your organization, SportsPlus provides bulk upload features that allow you to upload athletes, facilities, games, practices, teams, and staff members to the organization.

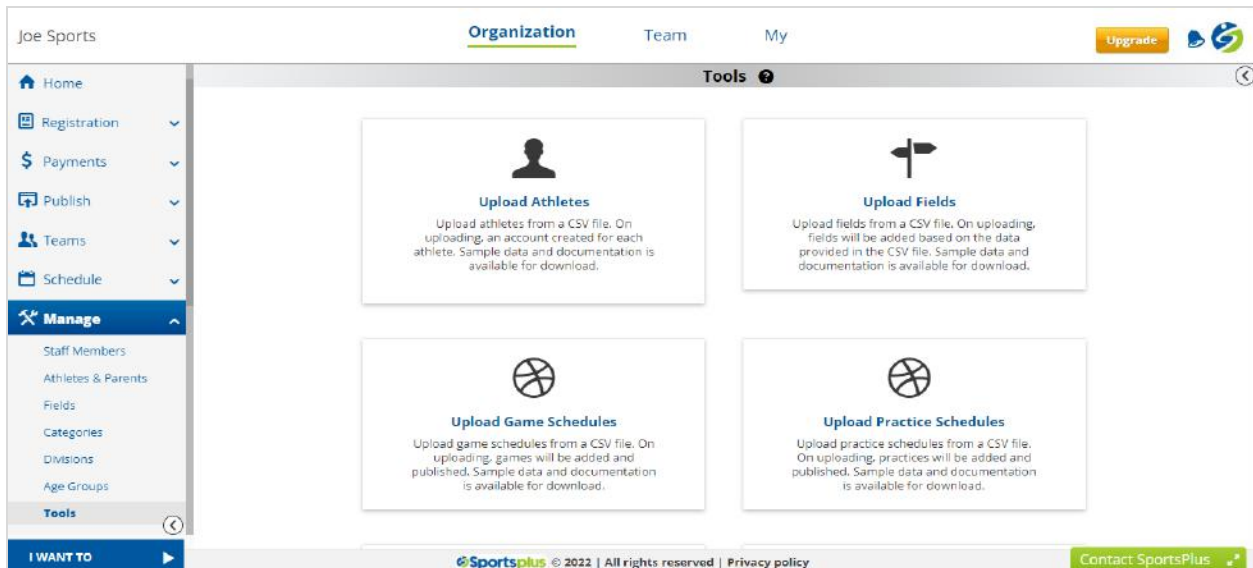
Performing bulk upload operations

To perform any bulk upload operation, do the following.

1. Log in to your SportsPlus account and remain in the Organization area.
2. Use the left navigation menu, to navigate to the Tools page.

Manage > Tools

3. The following page will appear.



4. Click on the data type that you are looking to perform the bulk upload operation.
5. Download the sample data and use it to compose the data that you want to upload.

For detailed information about the **Bulk Upload Operations**, click [here](#).

Registration

Open registration by adding programs and by making them available for your organization members. Make sure to activate and configure the website for the programs to be registered from your organization's website.

Adding a program

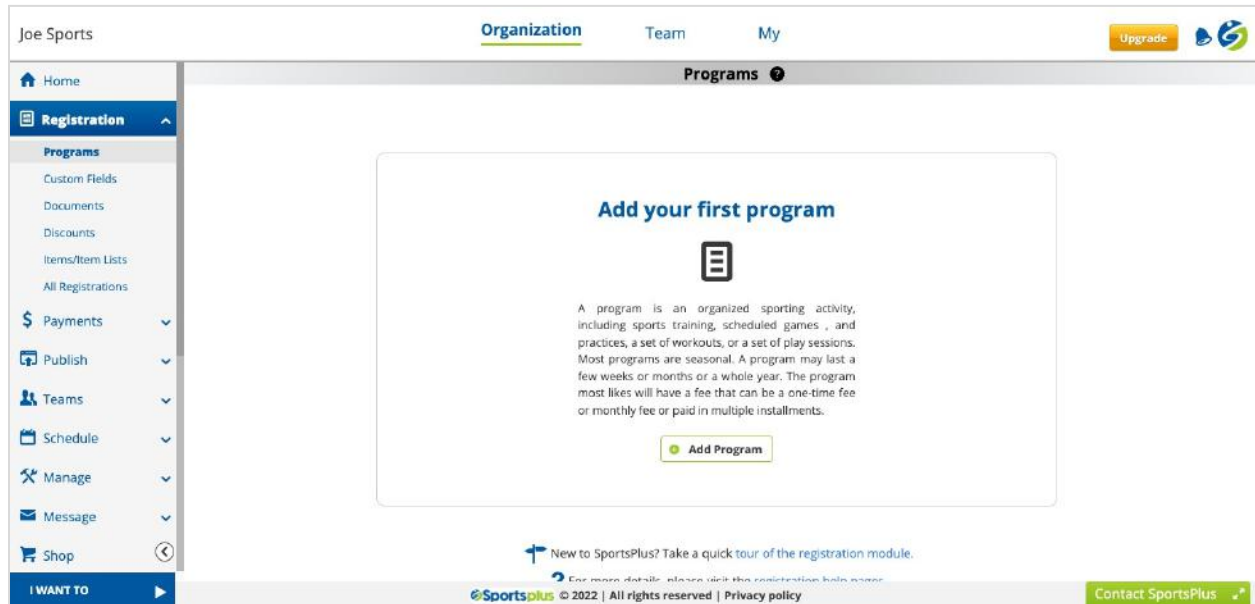
To add a new program, do the following.

1. Log in to your SportsPlus account and remain in the Organization area.

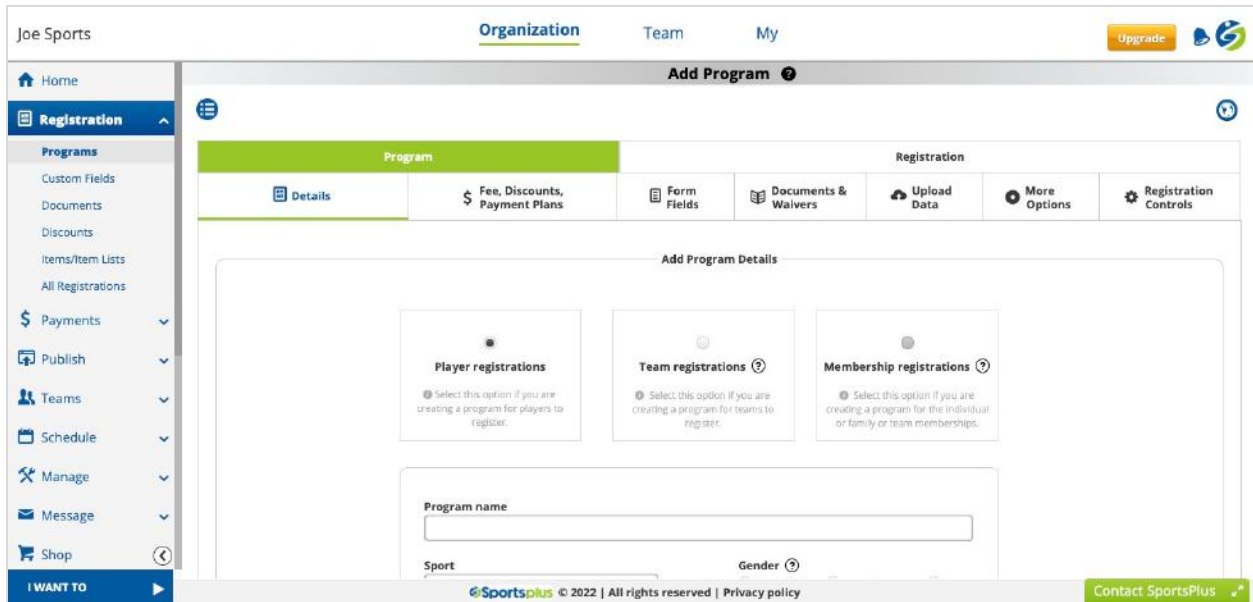
2. Use the left navigation menu, to navigate to the Programs page.

Registration > Programs

3. The following page will appear.



4. Click on the **Add Program** button.
5. The following page will appear, where you can enter the program type, name, fee, and other details.



For detailed information about **Programs**, click [here](#).

Members - Players, Parents...

An organization is incomplete until you add players and parents on board. With the easy-to-use features, SportsPlus allows you to manage athletes and parents of your organization.

Members will get added to the organization when they register for a program. But you can also add them manually.

Adding an athlete

You can add athletes to your organization in the following two ways:

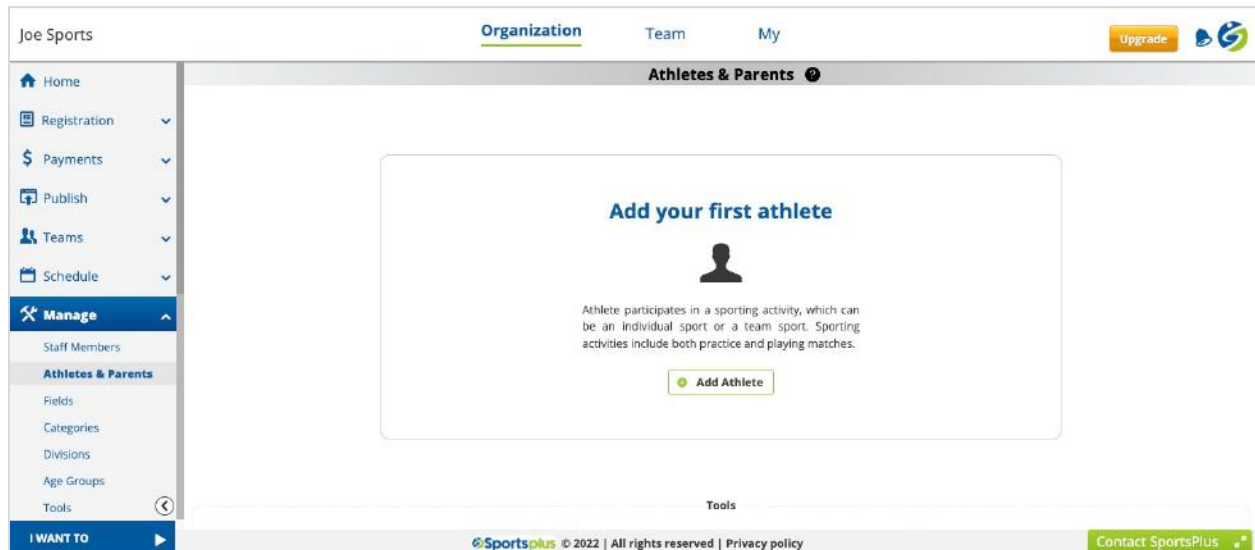
1. Using the bulk upload operations (Upload Athletes)
2. Adding one by one manually

To add a new athlete manually, do the following.

1. Use the left navigation menu, to navigate to the Athletes page.

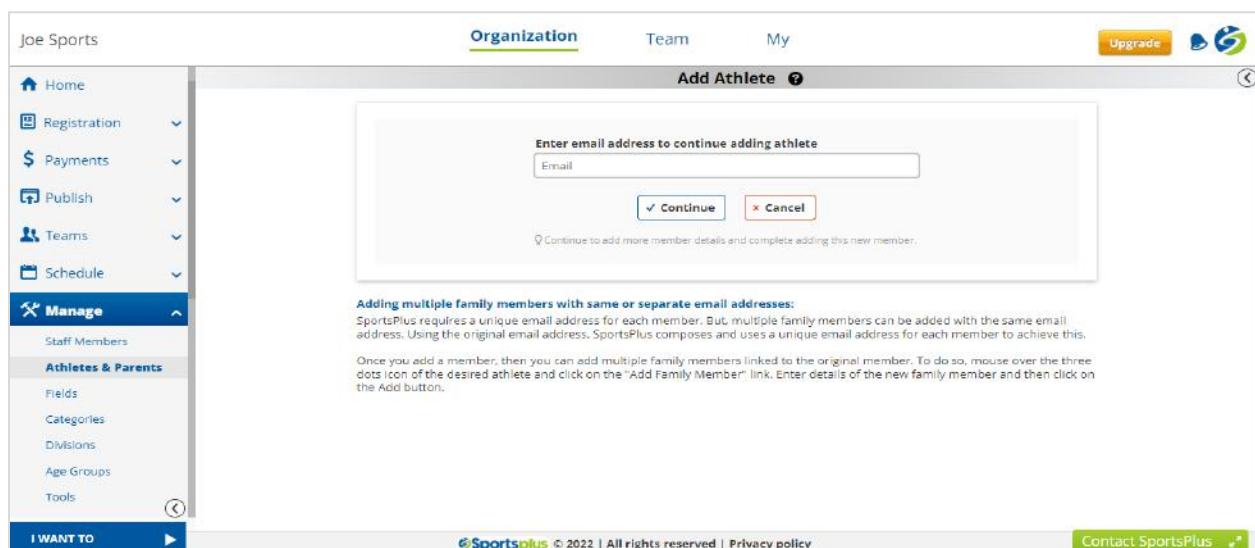
Manage > Athletes & Parents

2. The following page will appear when there are no athletes.



3. Click on the **Add Athlete** button.

4. The following page will appear, where you should enter the athlete's email address to continue adding the athlete.



For detailed information about **Members - Players, Parents...**, click [here](#).

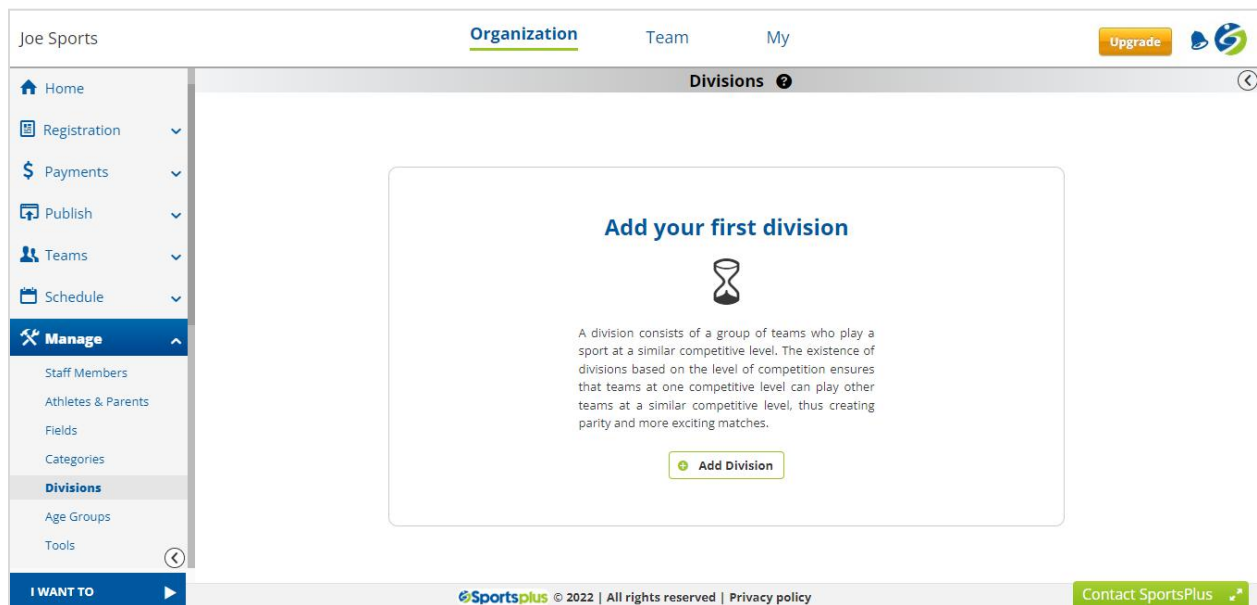
Divisions, Age Groups

Create divisions and age groups, which you can assign to the teams.

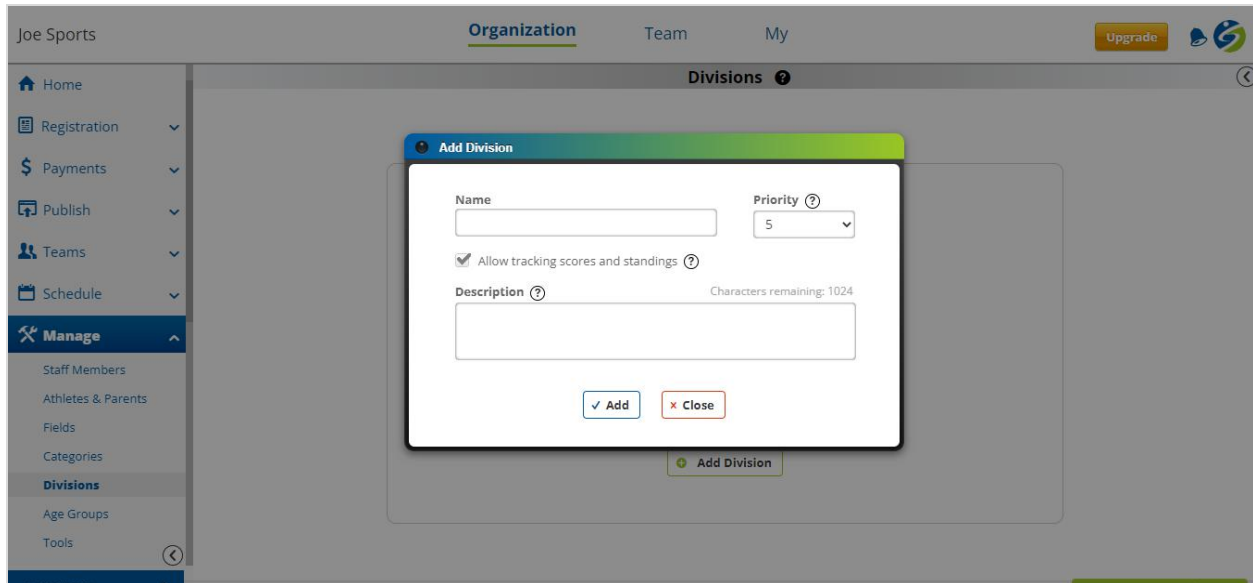
Adding a division

To add a new division, do the following.

1. Use the left navigation menu, to navigate to the Divisions page.
Manage > Divisions
2. The following page will appear when there are no divisions.



3. Click on the **Add Division** button.
4. The following modal window will appear, where you should enter the division details.

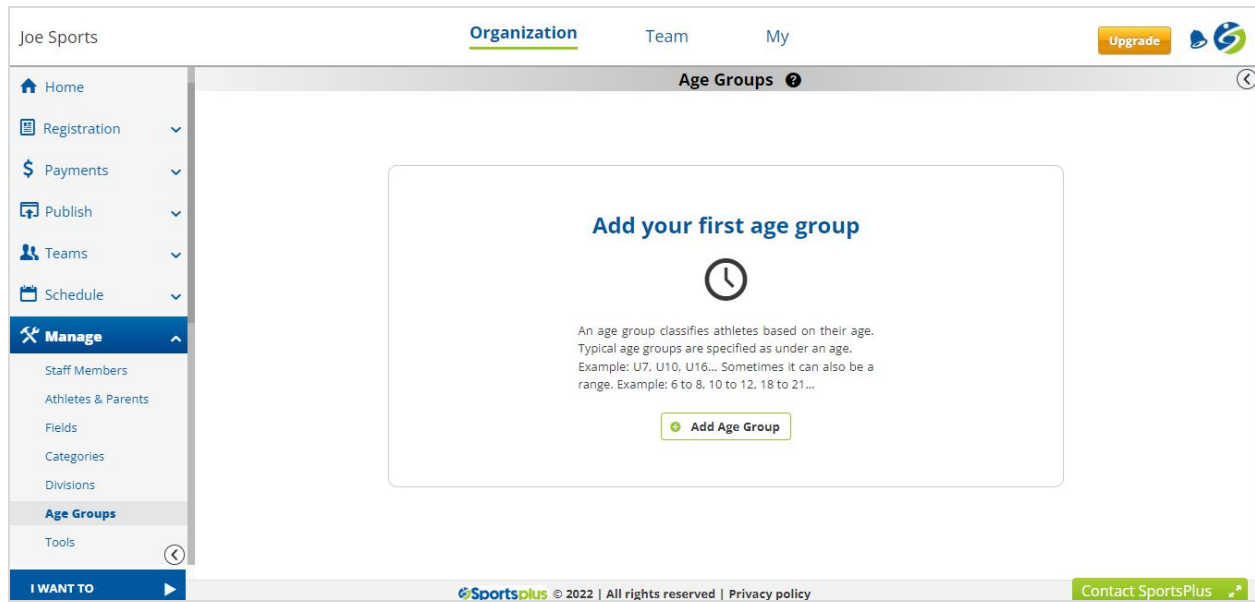


For detailed information about **Divisions**, click [here](#).

Adding an age group

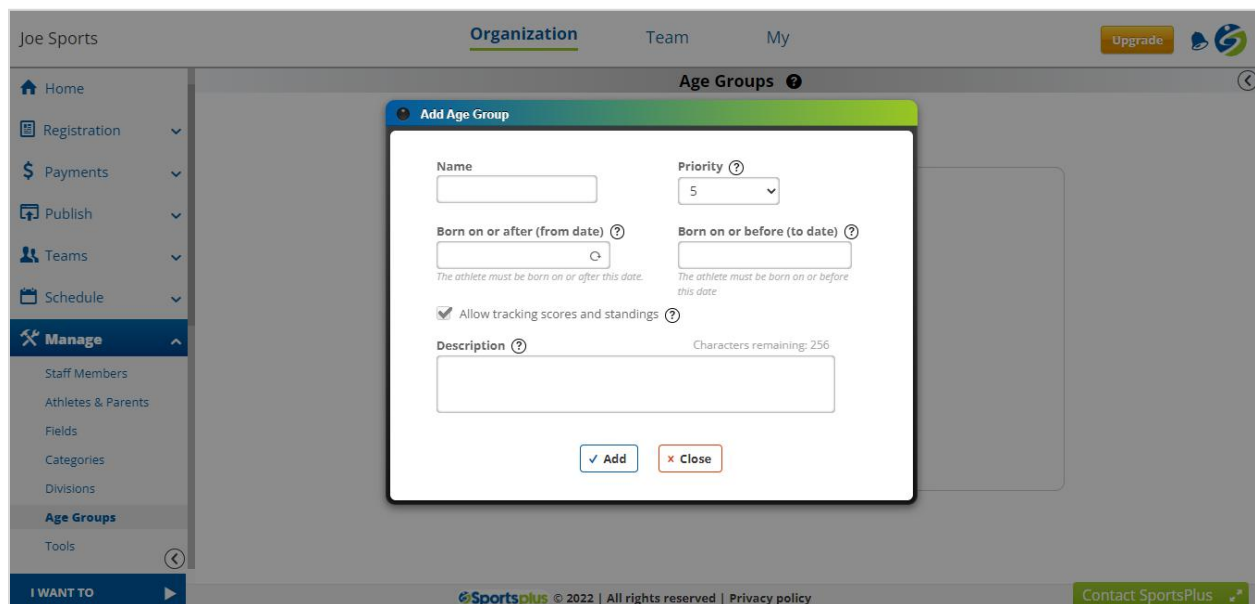
To add a new age group, do the following.

1. Use the left navigation menu, to navigate to the Age Groups page.
Manage > Age Groups
2. The following page will appear, when there are no age groups.



3. Click on the **Add Age Group** button.

4. The following modal window will appear, where you should enter the age group details.



For detailed information about **Age Groups**, click [here](#).

Teams

The complete team management features are inbuilt with your SportsPlus account. You can easily add & manage multiple teams to your organization.

The team app allows you to manage team schedules, roster, and volunteers and facilitate easy and effective communication with all team members.

Adding a team

To add a new team, do the following.

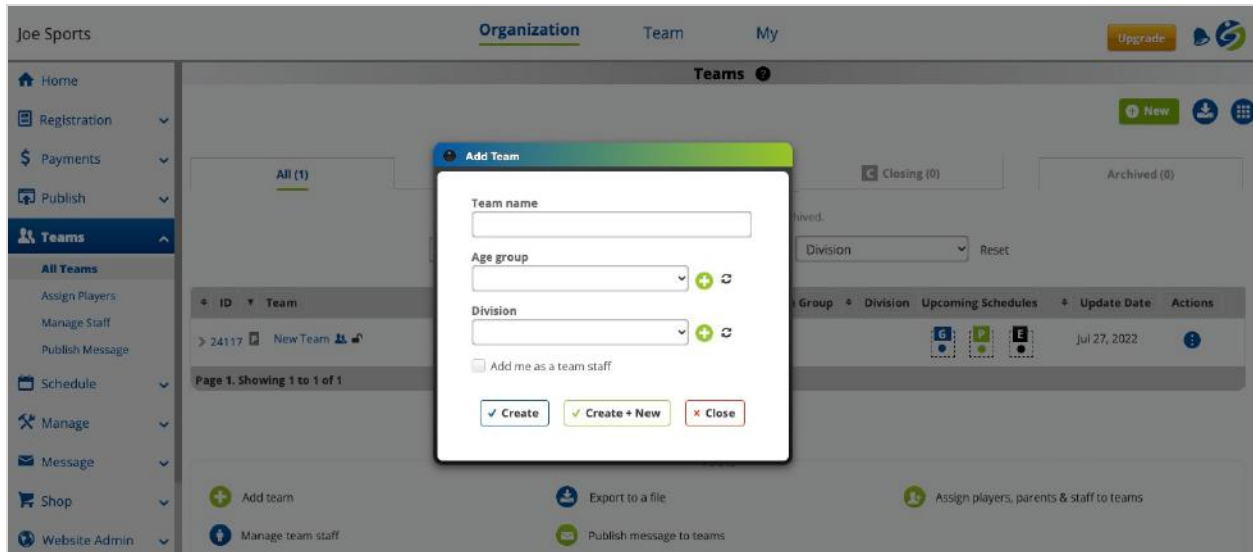
1. Use the left navigation menu, to navigate to the Teams page.

Teams > All Teams

2. The following page will appear.

The screenshot shows the 'Teams' management page in the SportsPlus application. The left sidebar contains a navigation menu with options like Home, Registration, Payments, Publish, Teams (selected), Assign Players, Manage Staff, Publish Message, Schedule, Manage, Message, Shop, and Website Admin. The main content area is titled 'Teams' and shows a list of teams. At the top, there are tabs for 'All (1)', 'Forming (0)', 'Playing (1)', 'Closing (0)', and 'Archived (0)'. Below these, there is a search bar and filters for 'Age Group' and 'Division'. A table lists the teams, with one team visible: ID 24117, Team 'New Team', 0 players, 1 staff, and an update date of Jul 27, 2022. At the bottom, there is a 'Tools' section with buttons for 'Add team', 'Export to a file', 'Assign players, parents & staff to teams', and 'Publish message to teams'.

3. Click on the **Green Plus New** button.
4. The following modal window will appear, where you should enter the team name, age group, and division details.



For detailed information about **Teams**, click [here](#).

Facilities (Field/Court/Rink...)

A field can be an indoor or outdoor facility for conducting sporting activities. It can be a field, court, gym, pool, rink, etc., that you can add to your organization.

Adding a field/court/rink

To add a new field, do the following.

1. Use the left navigation menu, to navigate to the Fields page.
Manage > Fields
2. The following page will appear.

Joe Sports

Organization Team My

Upgrade

Home

Registration

Payments

Publish

Teams

Schedule

Manage

Staff Members

Athletes & Parents

Fields

Categories

Divisions

Age Groups

Tools

I WANT TO

Fields/Complexes

Overall Field/Complex Situation

OPEN

All fields are open.

New

Fields (1)

Complexes (0)

Search...

ID	Image	Field Name	Complex	Location	Is Public?	Priority	Status	Actions
28821		New Field			Yes	5	Open	

30.9°C

Humid and Overcast

Wed, Jul 27
24°/32°

Thu, Jul 28
25°/34°

Fri, Jul 29
25°/35°

Sat, Jul 30

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3. Hover the cursor on the **Green Plus New** button and click on the **Add Field** link.
4. The following page will appear, where you should enter the field name, location, and other field details.

Joe Sports

Organization Team My

Upgrade

Home

Registration

Payments

Publish

Teams

Schedule

Manage

Staff Members

Athletes & Parents

Fields

Categories

Divisions

Age Groups

Tools

Message

Shop

Website Admin

I WANT TO

Add Field

Overview Reservation Controls

Field Details

Field name

Field short name

Sport

Field suitable for

Priority

About Field

Characters remaining: 512

Category

Allow public view

Yes No

Field Address

Address line 1

Country

3210 Avenue Park

United States

This is a sports venue or location where a sporting activity takes place. Enter all details: include name, address, any reservation related settings...

Tips:

- Even if multiple teams use this facility, create only one which you can use with all the teams.
- We recommend to use Google map URL of this location.
- The priority will be used when a list of fields are displayed. Higher priority fields are displayed at the top of the list.
- To display the field on the website, set Allow Public View to Yes.

More info

Update

IF YOU CAN BELIEVE IT.

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For detailed information about **Fields**, click [here](#).

Shop

Being a sports organization, you can offer various sports items like jerseys, bats, balls, etc., to your players, parents, and the organization's public website visitors for purchase.

To make items available for purchase, you should create item lists with one or more items, which the players and parents can order during the program registrations, or from the website shop page.

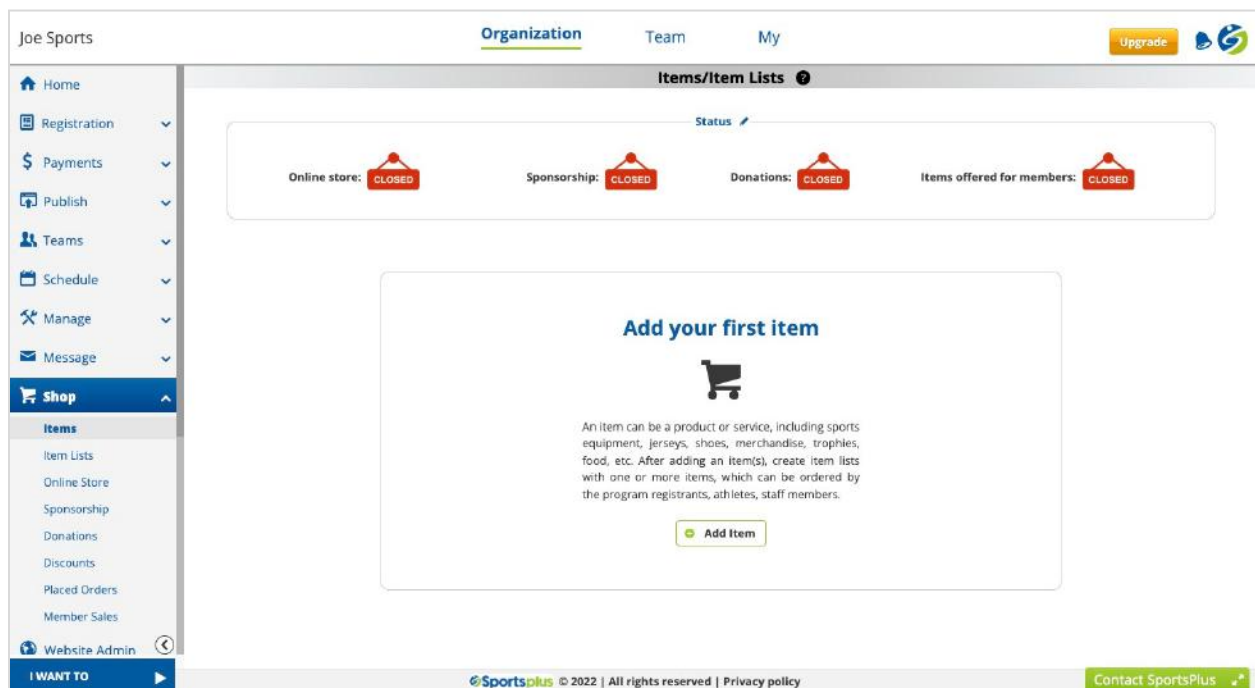
Adding an item

To add a new item, do the following.

1. Use the left navigation menu, to navigate to the Items page.

Shop > Items

2. The following page will appear.



3. Click on the **Add Item** button.
4. The following page will appear, where you should enter the item name, price, and other details.

The screenshot shows the 'Add Item' form in the Sportsplus interface. The form is titled 'Add Item' and is located in the center of the page. It contains several input fields and a dropdown menu. The fields are: 'Item name' (text input), 'Price' (text input), 'Description' (text area), 'Order data field 1 name' (text input), 'Order data field 2 name' (text input), 'Order data field 1 possible values' (text input), and 'Order data field 2 possible values' (text input). The 'Priority' dropdown menu is set to '5'. The 'Promo text' field is empty. The 'Description' field has a character count of 512. The 'Order data field 1 possible values' field has a character count of 256. The 'Order data field 2 possible values' field has a character count of 256. The form is surrounded by a navigation menu on the left and a footer at the bottom.

5. After adding the item, you should create an item list with one or more items.

For detailed information about the **Items**, click [here](#).

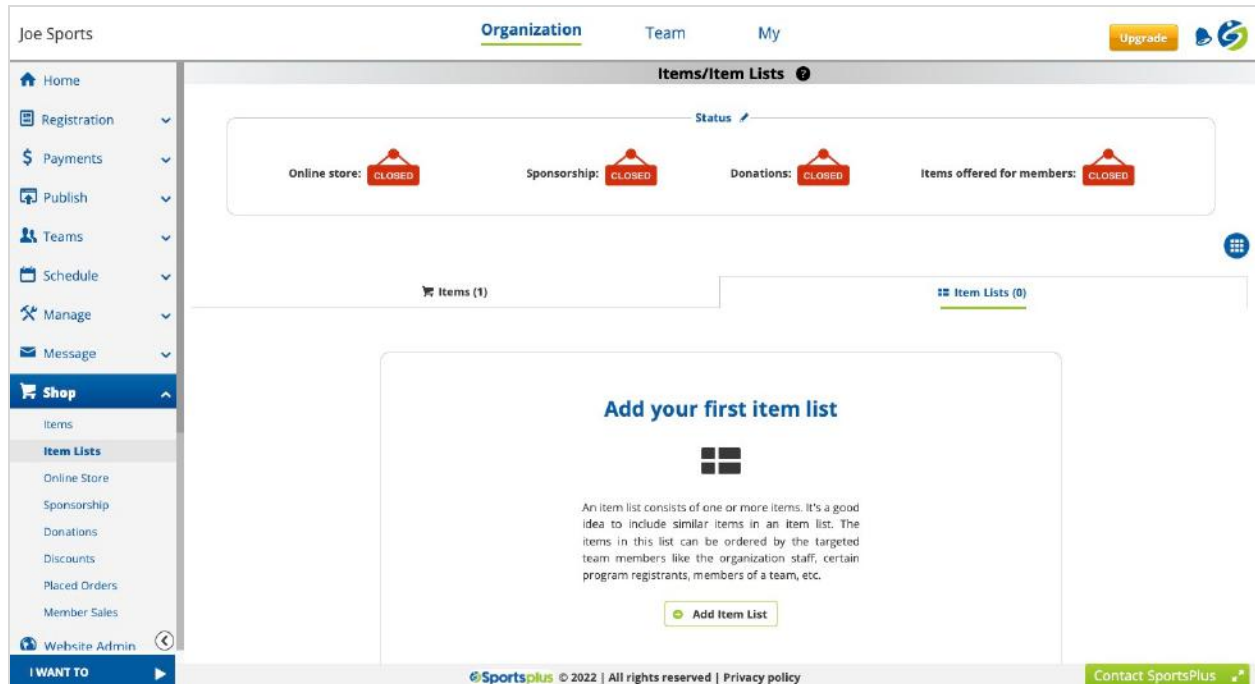
Adding an item list

To add a new item list, do the following.

1. Use the left navigation menu, to navigate to the Item Lists page.

Shop > Items Lists

2. The following page will appear.



3. Click on the **Add Item List** button.
4. The following page will appear, where you should enter the item list name, type, and other details.

For detailed information about the **Item Lists**, click [here](#).

Schedules

As you have added athletes, fields, and teams to your organization, you can now create leagues, tournaments, and seasons and generate game, practice & event schedules. SportsPlus comes with an advanced auto-scheduling tool and also a semi-automated scheduling grid.

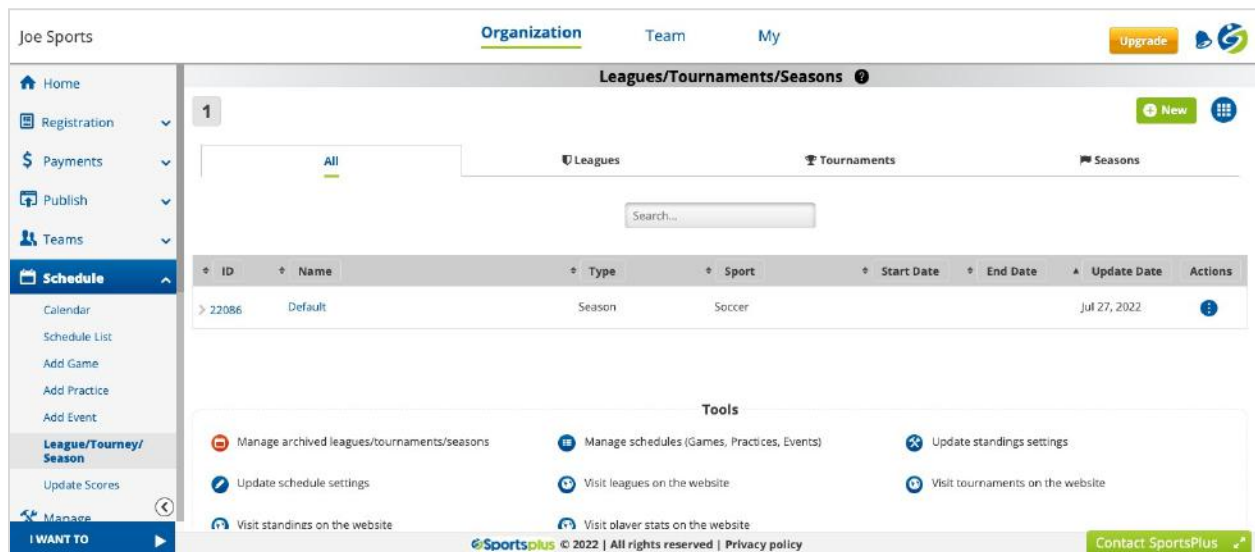
Adding a league

To add a new league, do the following.

1. Log in to your SportsPlus account and remain in the Organization area.
2. Use the left navigation menu, to navigate to the Leagues page.

Schedule > League/Tourney/Season

3. The following page will appear.



4. Hover the cursor on the **Green Plus New** button and click on the **Add League** link.
5. The following page will appear, where you should enter the league name, dates, and other details.

The screenshot shows the 'Add League' form in the SportsPlus interface. The left sidebar contains a navigation menu with options: Home, Registration, Payments, Publish, Teams, Schedule (selected), Calendar, Schedule List, Add Game, Add Practice, Add Event, League/Tourney/Season, Update Scores, Manage, Message, Shop, and Website Admin. The main content area is titled 'Add League' and includes the following fields: League name (text input), Sport (dropdown menu with 'Soccer' selected), Start date (calendar icon), End date (calendar icon), Priority (dropdown menu with '5' selected), Open to public? (radio buttons for Yes and No), League manager (dropdown menu with a green plus icon), Summary (text area with a character count of 512), Description (text area with a character count of 65000), and Location (text input). The footer of the form displays the SportsPlus logo, copyright information (© 2022 | All rights reserved | Privacy policy), and a 'Contact SportsPlus' link.

After creating the league, you can add the league schedules manually or generate them using the advanced **League Auto Scheduler** or semi-automated but flexible **Scheduling Grid**.

For detailed information about **Leagues**, click [here](#).

Adding a tournament

To add a new tournament, do the following.

1. Use the left navigation menu, to navigate to the Tournaments page.
Schedule > League/Tourney/Season
2. The following page will appear.

Joe Sports

Organization Team My Upgrade

Leagues/Tournaments/Seasons

1 New

All Leagues Tournaments Seasons

Search...

ID	Name	Type	Sport	Start Date	End Date	Update Date	Actions
> 22086	Default	Season	Soccer			Jul 27, 2022	

Tools

- Manage archived leagues/tournaments/seasons
- Manage schedules (Games, Practices, Events)
- Update standings settings
- Update schedule settings
- Visit leagues on the website
- Visit tournaments on the website
- Visit standings on the website
- Visit player stats on the website

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3. Hover the cursor on the **Green Plus New** button and click on the **Add Tournament** link.
4. The following page will appear, where you should enter the tournament name, dates, and other details.

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Add Tournament

Tournament Details

Tournament format

Regular Pool Play

Tournament name

Tournament dates

Tournament start date

Tournament end date

Sport

Soccer

Tournament director

Tournament locations

Characters remaining: 512

Summary

Characters remaining: 512

Priority

5

Open to public?

Yes No

Registration Details

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After creating the tournament, you can generate the tournament schedules/bracket using the **Tournament/Playoffs Bracket Generator**.

For detailed information about **Tournaments**, click [here](#).

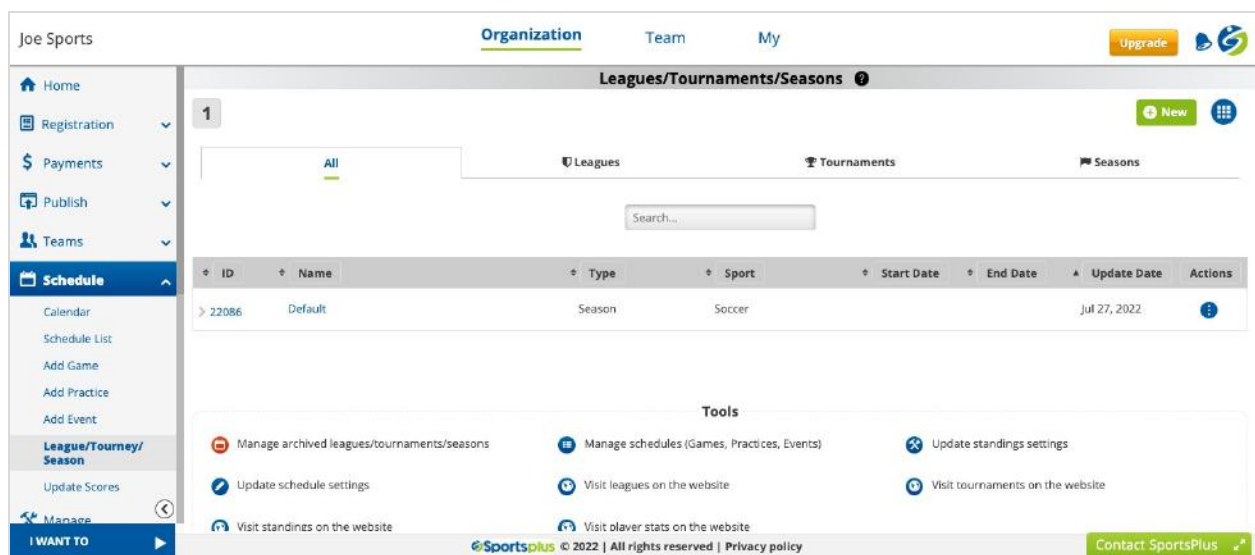
Adding a season

To add a new season, do the following.

1. Use the left navigation menu, to navigate to the Seasons page.

Schedule > League/Tourney/Season

2. The following page will appear.



3. Hover the cursor on the **Green Plus New** button and click on the **Add Season** link.
4. The following page will appear, where you should enter the Season name, dates, and other details.

The screenshot shows the 'Add Season' form in the SportsPlus application. The left sidebar contains a navigation menu with options like Home, Registration, Payments, Publish, Teams, Schedule (selected), Calendar, Schedule List, Add Game, Add Practice, Add Event, League/Tourney/Season, Update Scores, Manage, Message, Shop, and Website Admin. The main content area is titled 'Add Season' and includes fields for Season name, Sport (Soccer), Start date, End date, Priority (5), Open to public? (Yes/No), Season manager, Summary (512 characters remaining), Description (65000 characters remaining), and Location. The footer shows the SportsPlus logo, copyright notice, and a contact link.

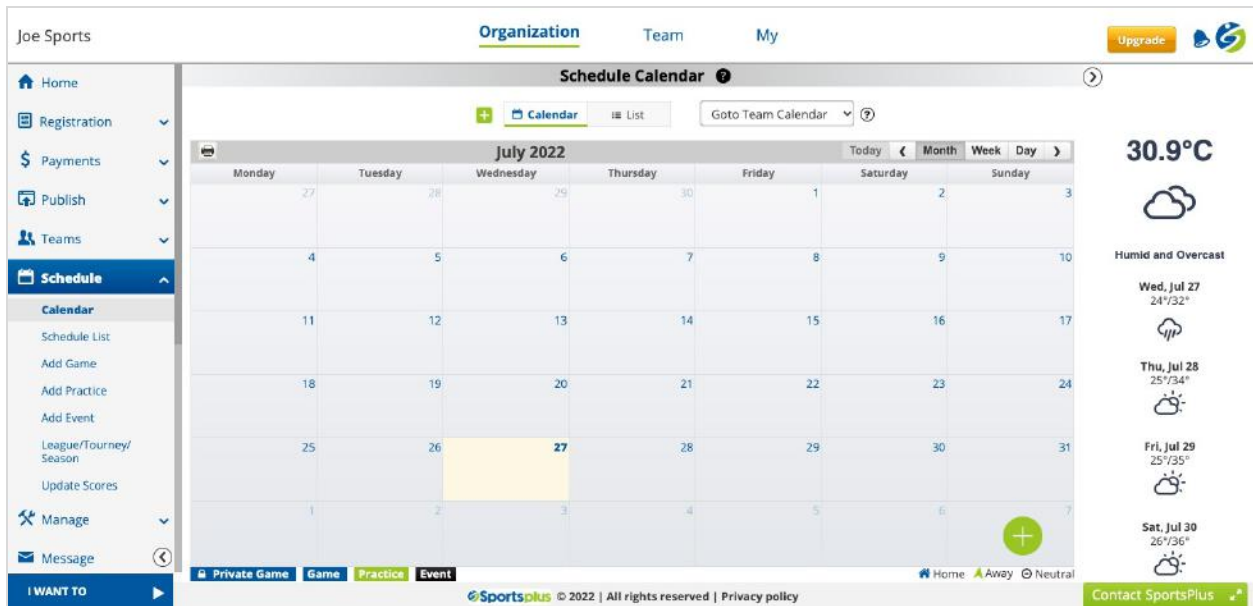
After creating the season, you can add the season schedules manually or generate them using the semi-automated but flexible **Scheduling Grid**.

For detailed information about **Seasons**, click [here](#).

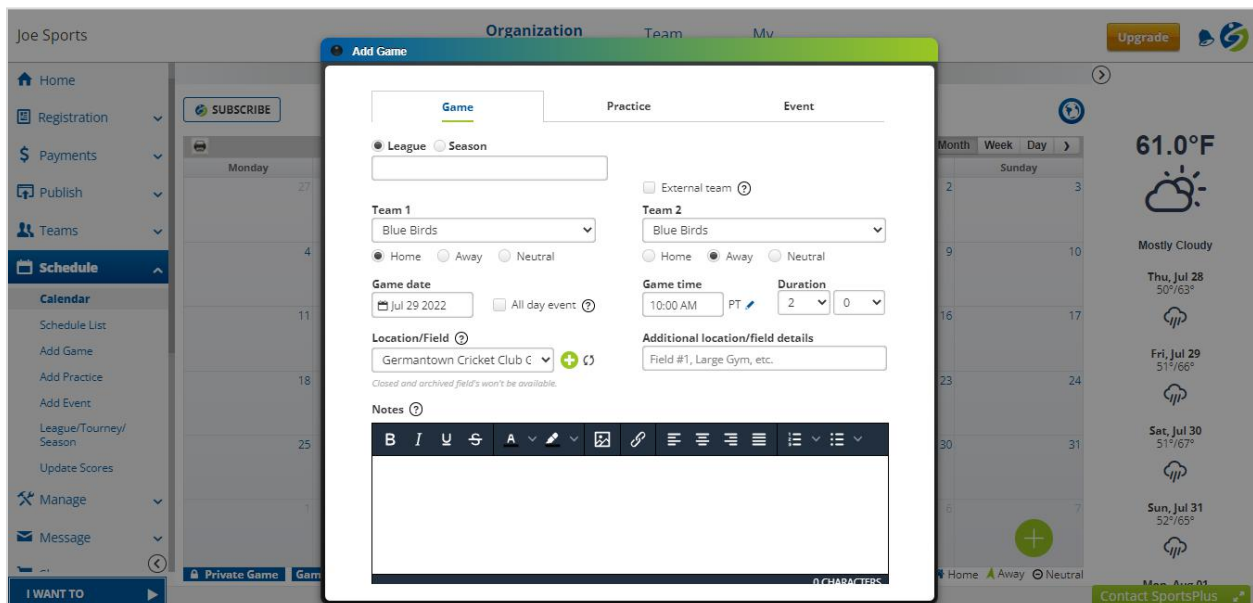
Adding a game/practice/event

To add a new game/practice/event, do the following.

1. Use the left navigation menu, to navigate to the Calendar page.
Schedule > Calendar
2. The following page will appear.



3. Click on the **Green Plus** button or any future date on the calendar to add a game, practice, or event.
4. The following modal window will appear, where you should enter the schedule details.



For detailed information about **Schedules**, click [here](#).

Update scores

To view the past schedules and update scores, do the following.

1. Use the left navigation menu, to navigate to the Update Scores page.
Schedule > Update Scores
2. The following page will appear.

Joe Sports

Organization Team My Upgrade

Past Schedules - Update Scores

1 Calendar List New

Today's Schedules All Upcoming Schedules Past Schedules

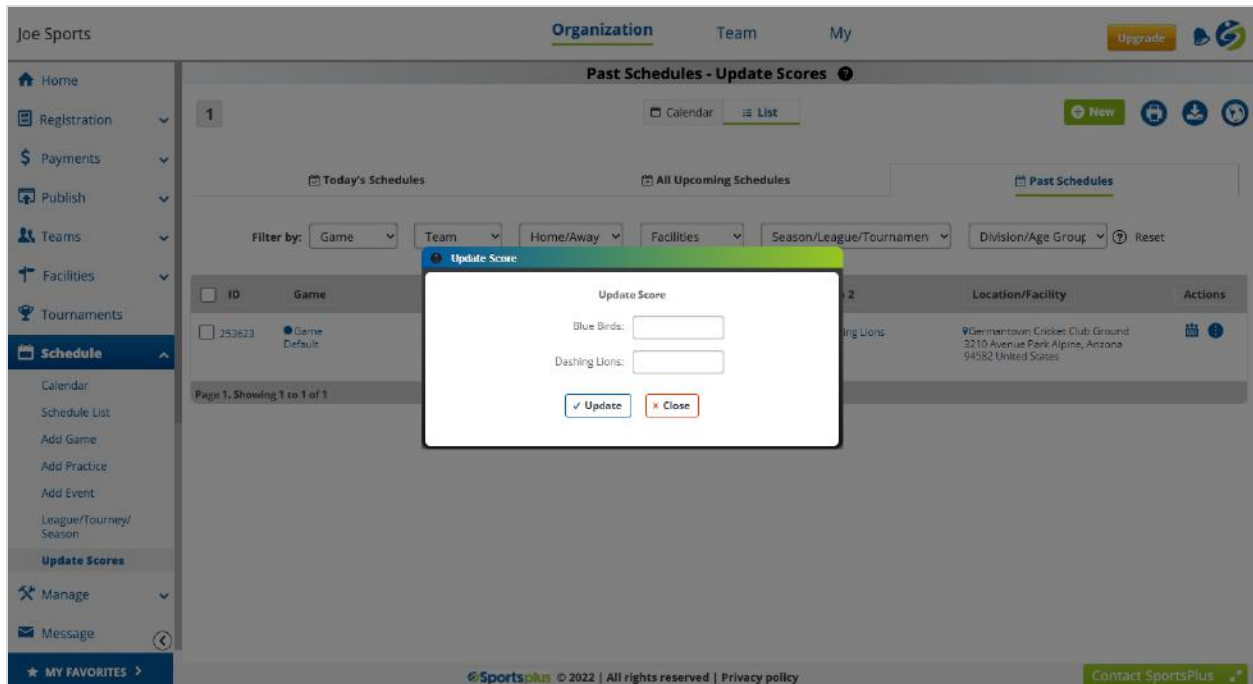
Filter by: Game Team Home/Away Facilities Season/League/Tournament Division/Age Group Reset

ID	Game	Date & Time	Team 1	Team 2	Location/Facility	Actions
253623	Game Default	Thu Jul 28 10:00 AM to 12:00 PM <small>Arrive 30 minutes before start time</small>	Blue Birds	Dashing Lions	Germantown Cricket Club Ground 3210 Avenue Park Alpine, Arizona 94382 United States	

Page 1, Showing 1 to 1 of 1

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3. Click on the **Score** icon displayed under the Actions column.
4. The following modal window will appear, where you can update the team scores.



For detailed information about **Update Scores**, click [here](#).

Communication

Communication is the key to success in sports management, and an organization filled with teams, athletes, and staff members is required to communicate flawlessly so that everybody will be on the same page.

SportsPlus allows email, text, and mobile app notifications to the athletes, coaches, and parents regarding all the critical organization updates and also allows you to initiate manual communication activities.

Composing a message

To compose a new message, do the following.

1. Use the left navigation menu, to navigate to the Compose Message.

Message > Compose Message

2. The following page will appear.

The screenshot shows the 'Compose & Send Message' page. On the left is a navigation menu with options: Home, Registration, Payments, Publish, Teams, Schedule, Manage, Message (selected), Inbox, Compose Message, Drafts, Sent Messages, and Templates. The main area is titled 'Compose & Send Message' and has tabs for 'Organization', 'Team', and 'My'. Below the title is a 'Sender Details' section with fields for 'From email address' (glenjoseph8@aol.com), 'From sender name' (Glen Joseph), and 'Reply-to' (glenjoseph8@aol.com). There is a checkbox for 'Send messages with organization email address () and sender name ()' and an 'Update' button. Below this is a 'Recipients' section with a table with columns: Organization, Programs, Overdue, and Teams. Under the 'Organization' column, there are radio button options: 'All Members' (selected), 'Non staff', 'Staff', and 'All that are not players'. At the bottom of the page, there is a footer with 'Sportsplus © 2022 | All rights reserved | Privacy policy' and a 'Contact SportsPlus' button.

3. Choose the recipient, enter your message, and hit the **Send** button.
Your message will be delivered in no time.

For detailed information about **Messaging**, click [here](#).

Online Payment Gateway

A payment gateway is a third-party service that securely validates the customer's credit card/ACH details and processes the online payment. A payment gateway is like a bank that will ensure all the payments are processed successfully and the money is transferred to your bank account.

SportsPlus will not store any card or bank details, all of which are handled by the payment gateway. All payments made to you are directly transferred to your bank account by the payment gateway.

You must request a payment gateway account for receiving online payments.

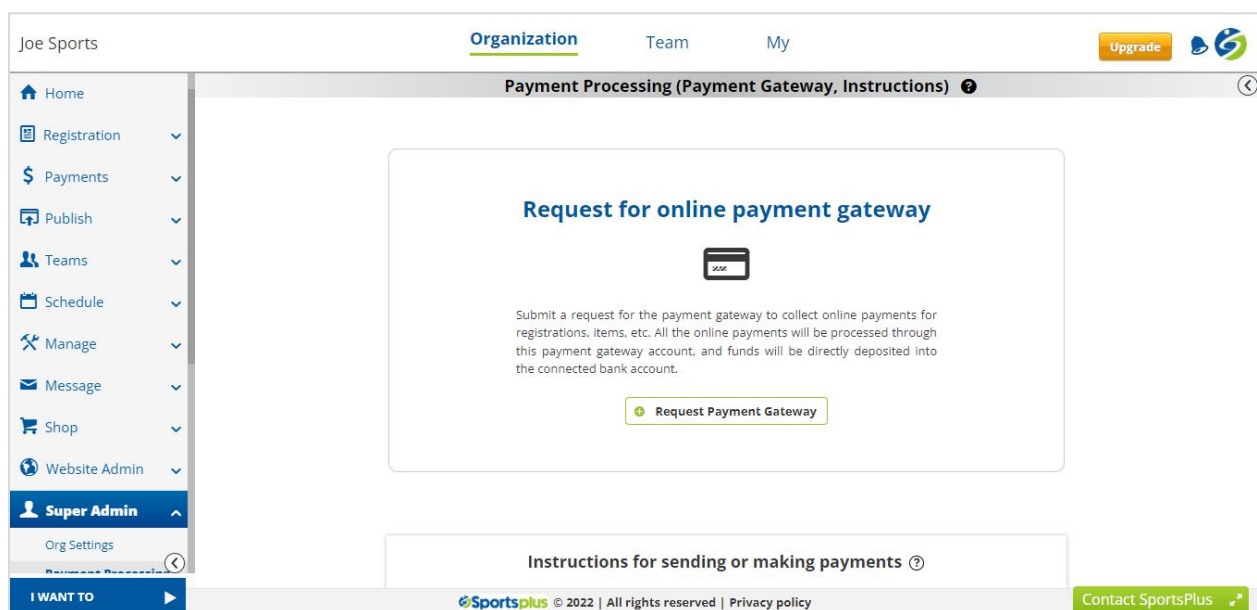
Submitting a request for the payment gateway

To request a payment gateway for your organization, do the following.

1. Use the left navigation menu, to navigate to the Payment Processing page.

Super Admin > Payment Processing

2. The following page will appear.



3. Click on the **Request Payment Gateway** button.
4. The following modal window will appear, where you should enter all the details and submit your request.

The screenshot shows the SportsPlus web interface. A modal window titled "Requesting payment gateway" is open. The form asks for the approximate amount expected to be collected via online payments per year, with a dropdown menu showing "\$". It also asks if the organization is a 501(c)(3) non-profit, with radio buttons for "Yes", "No", and "Don't Know". There is a "Remarks" text area. At the bottom of the form are "Submit Request" and "Close" buttons. A note at the bottom of the modal states: "Note: It will take 1 to 2 business days to fulfill your request. You will receive an email confirmation when it's done. For more details, please contact [SportsPlus support team](#)." The background shows the user's profile "Joe Sports" and navigation tabs for "Organization", "Team", and "My". A sidebar on the left lists various menu items like Home, Registration, Payments, Publish, Teams, Schedule, Manage, Message, Shop, Website Admin, and Super Admin. The footer includes "I WANT TO", "Sportsplus © 2022 | All rights reserved | Privacy policy", and "Contact SportsPlus".

Based on the details submitted and geographical location, SportsPlus will offer you the right payment gateway for your organization.

For detailed information about **Payment Processing**, click [here](#).

SportsPlus Billing

SportsPlus uses Stripe to process the payment for your SportsPlus invoice. The credit/debit card details provided for the payment are saved securely by Stripe. SportsPlus will not have access to your card information. Stripe guarantees the security of your card information.

Changing the account plan

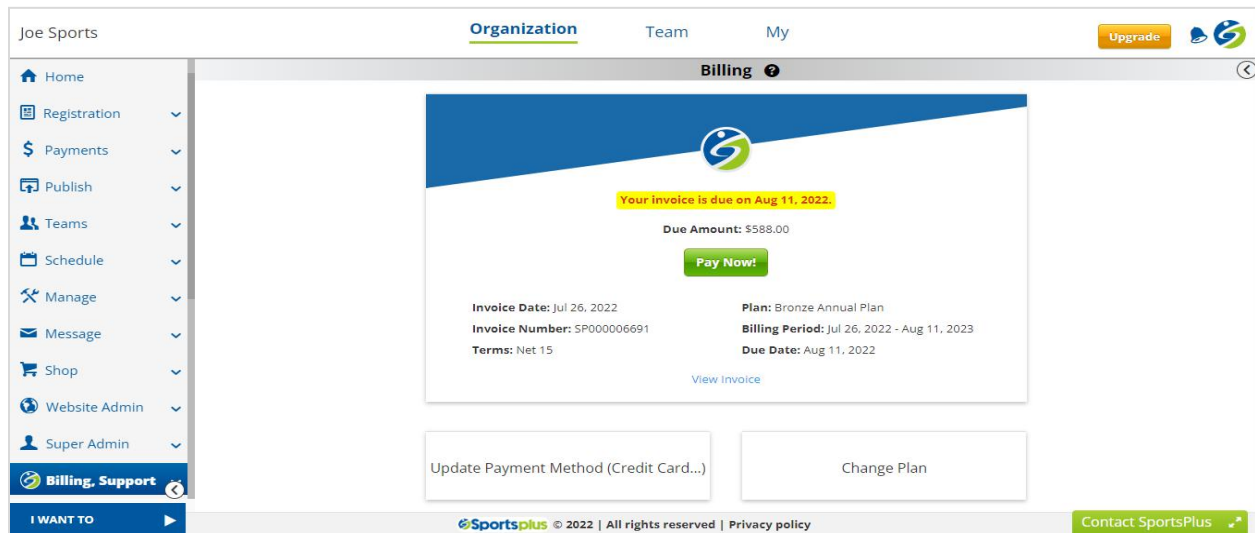
Initially, your account will be on the **Bronze** plan. You can change your account to the Silver or Gold plan.

To change your plan, do the following.

1. Use the left navigation menu, to navigate to the Billing page.

Billing, Support > Billing

2. The following page will appear.



3. Click on the **Change Plan** block displayed at the bottom of the page.
4. On the next page, submit a request to change your account plan.

For detailed information about the **Pricing Plans**, click [here](#).

Accessing SportsPlus invoice

You can access all your organization's invoices at any time. To view your organization's invoices, do the following.

1. Use the left navigation menu, to navigate to the Billing page.

Billing, Support > Billing

2. The following page will appear.

The screenshot shows the 'Billing' page in the Sportsplus interface. The user is logged in as 'Joe Sports'. The left sidebar contains navigation links: Home, Registration, Payments, Publish, Teams, Schedule, Manage, Message, Shop, Website Admin, Super Admin, and Billing, Support (which is highlighted). The main content area displays a billing summary with a blue header and a green 'Pay Now!' button. Below the button, there is a table with invoice details. At the bottom of the main content area, there are two buttons: 'Update Payment Method (Credit Card...)' and 'Change Plan'. The footer contains the Sportsplus logo, copyright information, and a 'Contact SportsPlus' link.

Joe Sports

Organization Team My

Upgrade

Billing

Your invoice is due on Aug 11, 2022.

Due Amount: \$588.00

Pay Now!

Invoice Date: Jul 26, 2022 Plan: Bronze Annual Plan

Invoice Number: SP000006691 Billing Period: Jul 26, 2022 - Aug 11, 2023

Terms: Net 15 Due Date: Aug 11, 2022

View Invoice

Update Payment Method (Credit Card...)

Change Plan

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3. Click on the **Billing History** block displayed at the bottom of the page.

4. The following page will appear, where you can view all your organization's invoices.

The screenshot shows the 'Invoice History' page in the Sportsplus interface. The user is logged in as 'Joe Sports'. The left sidebar contains navigation links: Home, Registration, Payments, Publish, Teams, Schedule, Manage, Message, Shop, Website Admin, Super Admin, and Billing, Support (which is highlighted). The main content area displays a table with invoice details. The footer contains the Sportsplus logo, copyright information, and a 'Contact SportsPlus' link.

Joe Sports

Organization Team My

Upgrade

Invoice History

Invoice Number	Date of Issue	Package	Payment Plan	Paid Amount	Expiry Date	Status
SP000006691	Jul 26, 2022	Bronze	Annual	588.00	Aug 11, 2023	Not Paid

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For detailed information about **Billing**, click [here](#).

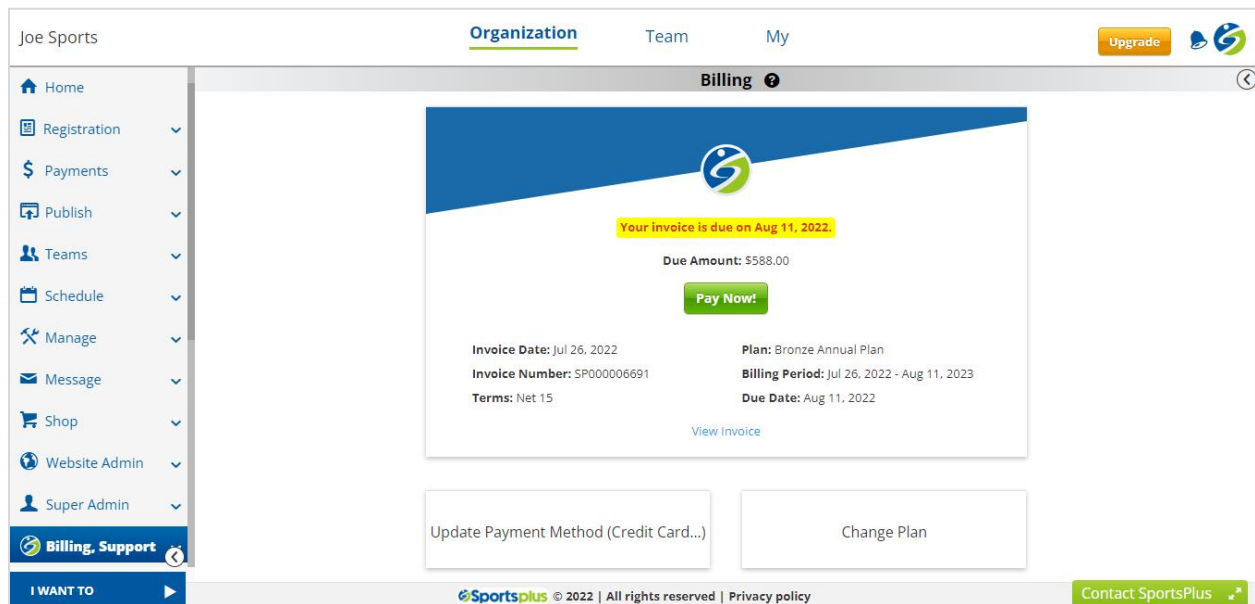
Paying SportsPlus invoice

To pay your organization invoice, do the following.

1. Use the left navigation menu, to navigate to the Billing page.

Billing, Support > Billing

2. Conditionally, depending on the status of your invoice, the following page may appear.



3. Click on the **Pay Now** button.
4. The following page will appear, where your card details are preloaded if they were already entered. Click on the **Place Order** button to make the payment.

Joe Sports

Organization Team My Upgrade

Upgrade Plan

Invoice Price: \$588.00

Plan: Bronze

This amount will be automatically collected on Aug 11, 2022 and your plan will be upgraded. If you prefer, you can make the payment now.

Billing Period: Jul 27, 2022 - Aug 11, 2023

Enter promo code

Final price: \$588.00 per year

Current card on file: ☒ Use different card

Name on card: GLEN JOSEPH

Card Number: Ending with 4444

Expiry Date: 11/2034

Billing, Support

Billing

Support

I WANT TO

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For detailed information about **Billing**, click [here](#).

Support

To ensure your organization runs smoothly, SportsPlus support specialists are available round the clock (via Chat, Email, and Phone) to provide any assistance you need.

At SportsPlus, every customer is important to us. That's why your account comes with a dedicated manager who will be there to assist you with all your queries and concerns just a click away.

To reach the SportsPlus support team, you can

- Create a ticket from the **Contact SportsPlus** option available at the bottom-right corner of the application or from the **Billing, Support > Support** page.
- Write an email to us at support@sportsplus.app
- Visit <https://sportsplus.app> for live chat.



The logo for SportsPlus, featuring a stylized 'S' icon in blue and green, followed by the word 'Sports' in blue and 'plus' in green.

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DISCLAIMER: The information provided in this document is to train customers on how to use the SportsPlus platform to manage their organizations.