

IMG SPORTS TECHNOLOGY GROUP

LITTLE ATHLETICS NSW – CENTRE ADMINISTRATOR DOCUMENT

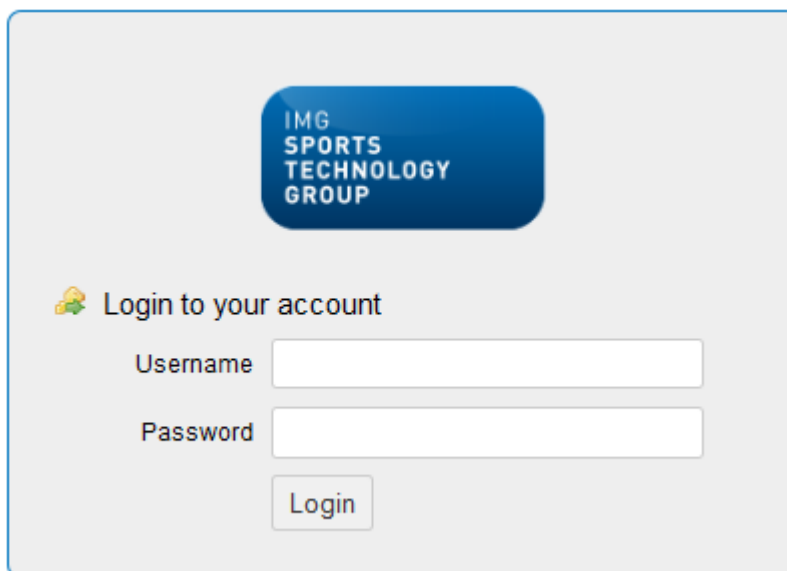
MAY 2014



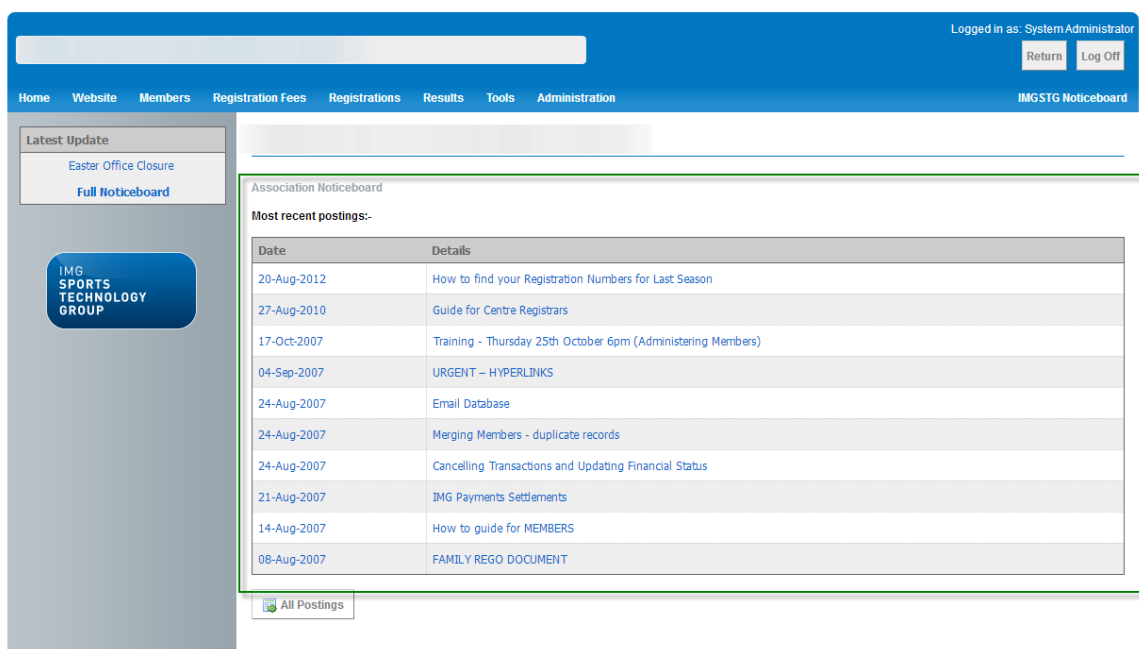
This document is designed to guide Central Administrators in the setup of their organisation on the IMG STG platform. Please follow the steps in order to get your centre up and running for online registrations for this year's season.

STEP 1: LOGGING IN

1. In your internet browser search <https://console.imgstg.com/>
2. Insert the username and password provided by your State Administrator



Once logged in, you will be directed to your homepage. On the homepage you will see the STATE NOTICEBOARD. Notices from your State body will display here.

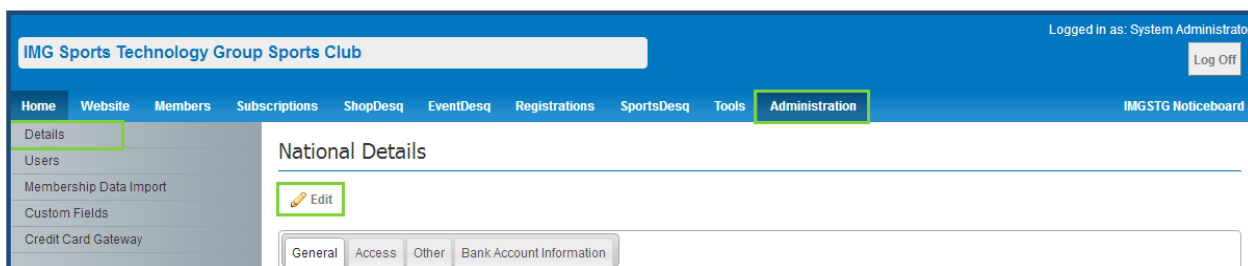


Date	Details
20-Aug-2012	How to find your Registration Numbers for Last Season
27-Aug-2010	Guide for Centre Registrars
17-Oct-2007	Training - Thursday 25th October 6pm (Administering Members)
04-Sep-2007	URGENT – HYPERLINKS
24-Aug-2007	Email Database
24-Aug-2007	Merging Members - duplicate records
24-Aug-2007	Cancelling Transactions and Updating Financial Status
21-Aug-2007	IMG Payments Settlements
14-Aug-2007	How to guide for MEMBERS
08-Aug-2007	FAMILY REGO DOCUMENT

STEP 2: EDITING YOUR CENTRE DETAILS

Once you have logged in, the next step is to edit your Centre Details.

1. Log into the Management Console
2. Select ADMINISTRATION / DETAILS
3. Click EDIT to amend your CENTRE DETAILS if applicable

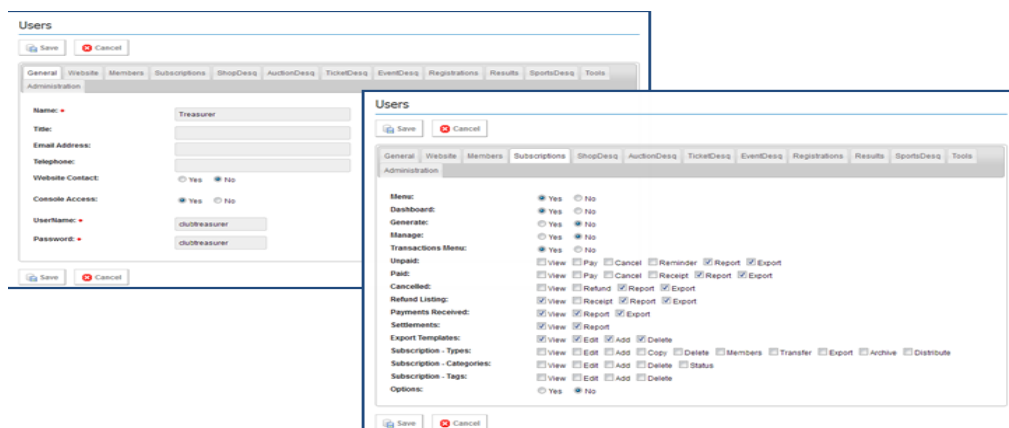


Note: Please note you will not be able to enter or edit BANK ACCOUNT INFORMATION, this is a reference tab only. This is for security purposes and the safety of your organisations payments. Submitting or updating bank account details is addressed in STEP 9.

STEP 3: CREATING USERS FOR CENTRE ADMINISTRATORS

An Association or Centre System Administrator can restrict the access of other users of the IMG STG system, eg. Centre Treasurer.

1. Log into the Management Console
2. Select ADMINISTRATION / USERS
3. Click ADD at the top of the page
4. Give the User a name. This can be their actual name or titled based on their position
5. Set CONSOLE ACCESS to Yes and give the user a Username and Password



6. Go through each Tab and select which areas of the system that user requires access, and the level of access they require. For example, can they EDIT details or only VIEW details

The following examples may assist you in identifying which tabs are applicable to each user:

Centre Role	Menu Item	Description
President	Full Access	Create Users View Bank Account Details Update Member Data View Transactional Reporting
Registrar/Secretary	Members Registrations Tools EventDesq	Updating Member Data Email Communication Exporting Data Building Reports Transaction/Payment Reports Managing Payments/Refunds Email Templates Centre Finder Event Registration Forms
Treasurer	Registrations	Transaction/Payment Reports Managing Payments/Refunds
Website Administrator	Website	Updating Website Content

STEP 4: EDITING REGISTRATION TYPES

Registration Types refer to the PAYMENT CATEGORY that applies to the member. They allow the organization to determine the prices for members based on the age group or other benefits they receive from that membership. The following instructions demonstrate how to add Registration Types if your association or Centre offers additional Registration Types to what is listed.

Editing Registration Type Names

1. Log into the Management Console
2. Select Registration Fees / Registration Fee - Types
3. Select EDIT next to the relevant Registration Type
4. Delete the existing title and rename accordingly

Archiving Registration Types

If you do not wish certain Registration Types to appear in the Management Console under REGISTRATION TYPES, you can archive them.

1. Log into the Management Console
2. Select REGISTRATIONS / REGISTRATION TYPES
3. Select EDIT next to the relevant Registration Type.
4. In the OTHER OPTIONS tab, set ARCHIVE to YES (note: this can be reversed at any time)

If your Centre has additional Registration Types, there is the ability to create a new Registration Type. Please note, it is important that you attach a new Registration Type to the relevant member types set by the National level if possible.

[Click Here](#) to find out more about how to add a Registration Type.

STEP 5: ENTERING CENTRE MEMBERSHIP FEES

The following instructions demonstrate how to enter Centre membership fees.

1. Log into the Management Console
2. Select REGISTRATIONS / REGISTRATION TYPES
3. Select EDIT next to the relevant Registration type

Subscriptions - Types

Records: 1-16 of 16

Title	Code	Order	Amount	Edit	View	Delete	Members
Bronze Adult	135780	1	\$200.00				
Bronze Concession	135781	2	\$150.00				
Bronze Junior	135782	3	\$100.00				
Gold Adult	135772	1	\$400.00				
Gold Concession	135773	2	\$350.00				
Gold Family	140538	0	\$200.00				
Gold Junior	135774	3	\$300.00				

4. In the GENERAL tab enter the Centre fee under CENTRE

5. Enter the new Total Amount and click SAVE

Save Cancel

General Financial Status Member Age Validation Declaration Invoice Receipt Auto Reminder Other Options

Title: Junior Membership

Detail:

Total Amount: 33.00

Club: 10.00

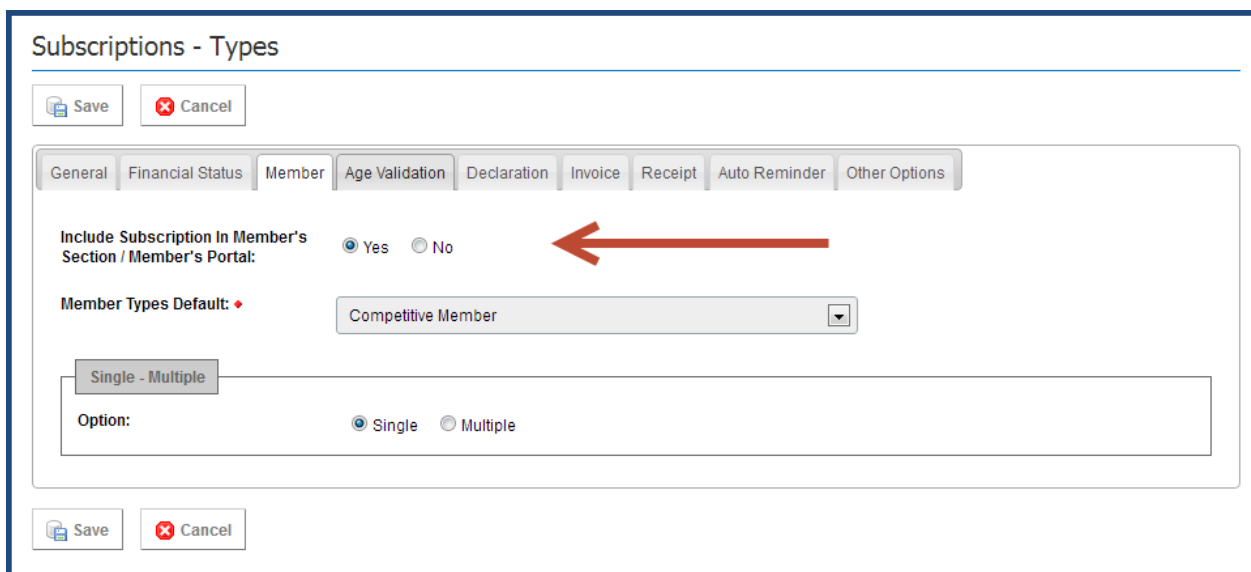
State: 23.00

National: 0.00

Payment Terms (Days): 0

Please Note: the National and State fees will be greyed out as they cannot be edited at Centre level. Also, if your Centre is not offering online payments, please leave the 'Centre' field blank.

6. Select YES to 'Include Registration in Member's Section / Member's Portal'. This will ensure the Registration displays on your member portal for online registrations. If set to NO this Registration will not display online.



The screenshot shows the 'Subscriptions - Types' form with the 'Age Validation' tab selected. The 'Include Subscription In Member's Section / Member's Portal' field has the 'Yes' radio button selected, indicated by a red arrow. Other fields include 'Member Types Default' set to 'Competitive Member' and 'Option' set to 'Single'.

STEP 6: CUSTOMISING RECEIPTS

Customised Receipts allow you to add your organisation's branding and information into the receipts that your members receive upon payment. This allows you to add custom colours, images and text to ensure that your members receive all required information upon registration.

[Click here](#) to find out more about how to customise receipts. Alternatively, visit helpdesq.imgstg.com

Select REGISTRATIONS / REGISTRATION – TYPES / CUSTOMISING TRANSACTION RECEIPTS.

STEP 7: ADDING CUSTOM FIELDS

Custom Fields allow you to include additional questions when a member registers or logs in to update their details with your organisation. All tiers have the option to add their own Custom Fields. The following instructions detail how to add custom fields.

[Click Here](#) to find out more about how to add custom fields. Alternatively, visit <http://helpdesq.imgstg.com/>

Select MEMBERDESQ / MEMBERS & MEMBERS LISTING / CREATING CUSTOM FIELDS.

STEP 8: SUBMITTING BANK DETAILS

Submitting Bank Details is done through a secure webpage that allows you to update your Centre's bank details and have them updated with our financial team.

[Click Here](#) to submit your Centre bank details. Alternatively, visit helpdesq.imgstg.com

Select TOOLS & ADMINISTRATION / ADMINISTRATION / UPDATING YOUR BANK DETAILS

SUPPORT ENQUIRIES

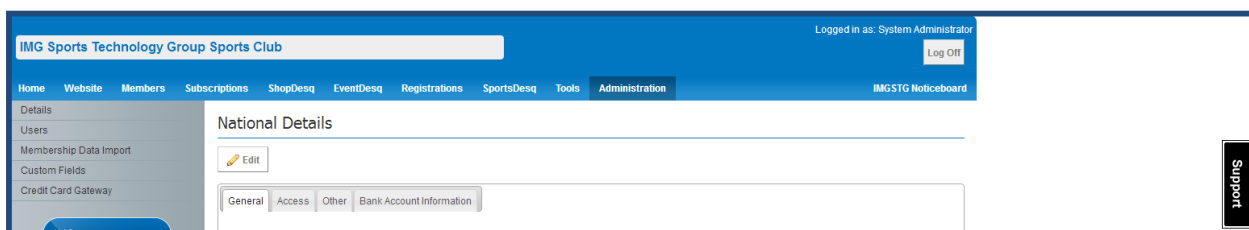
IMG Sports Technology Group have implemented a comprehensive help system to assist our clients with system enquiries. The IMG STG HelpDesq provides various documents including Manuals, Webinars, FAQ's, Noticeboard Items and System Updates via the Change Log.

There is also the opportunity to contact our support team should you not be able to find the answers you are looking for.

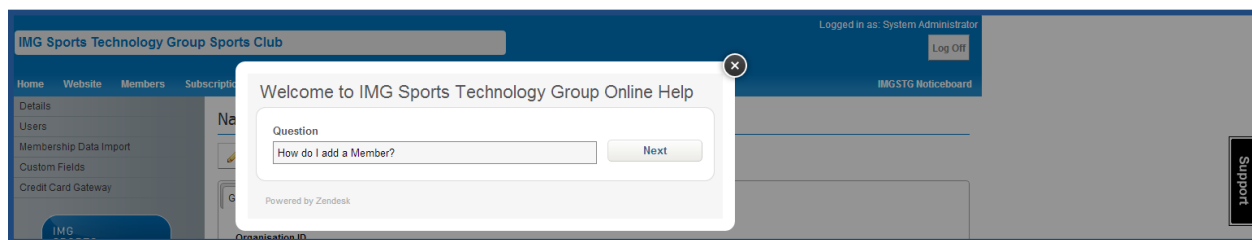
HelpDesq: <http://helpdesq.imgstg.com/home>

The following instructions demonstrate how to contact our support team regarding system enquiries via the IMG STG Console.

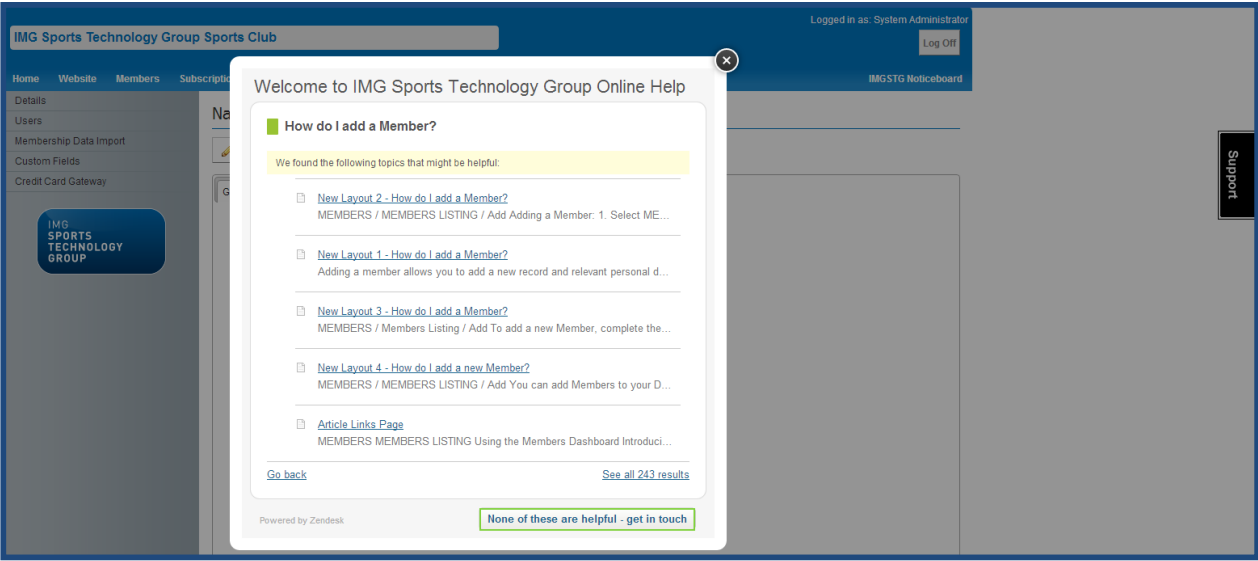
1. Click on the SUPPORT tab displayed on the right hand side of the console.



2. Type in your support enquiry and click NEXT.



3. Based on the question, a list of help files will display.
4. Select the relevant help file.
5. If you cannot locate any relevant help files please click NONE OF THESE ARE HELPFUL – GET IN TOUCH



6. Fill in your relevant enquiry and click SUBMIT and our support team will respond.

