COURTSIDE USER MANUAL

SportsTG
Let's Win

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GETTING STARTED

Courtside is SportTG's tablet application used for scoring during a game. It runs on both iOS and Android tablets.

1. INSTALLATION

1.1 Apple iOS

From the App store search for Courtside by SportsTG and click GET to install.

1.2 Android

From Google Play Store search for Courtside by SportsTG and install.

2. SET UP

Once you have downloaded Courtside, there is an initial set up process.

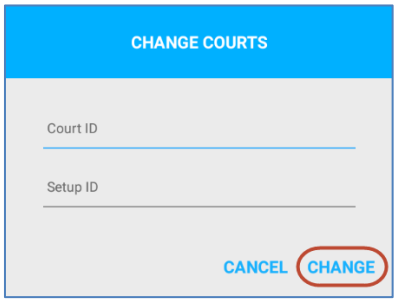
NOTE: You must have an internet connection to complete this process.

2.1 Adding a Court

When you enter Courtside for the first time, you are prompted to enter a **Court ID** and **Setup ID**. These are unique to your venues and are necessary to ensure the correct games are downloaded.

Tap on the line to activate the keyboard.

Enter the **Court ID** and the **Setup ID** and click Change.



NOTE: the **Court ID** and **Setup ID** can be found in your Membership Database.

2.1.1 Court ID

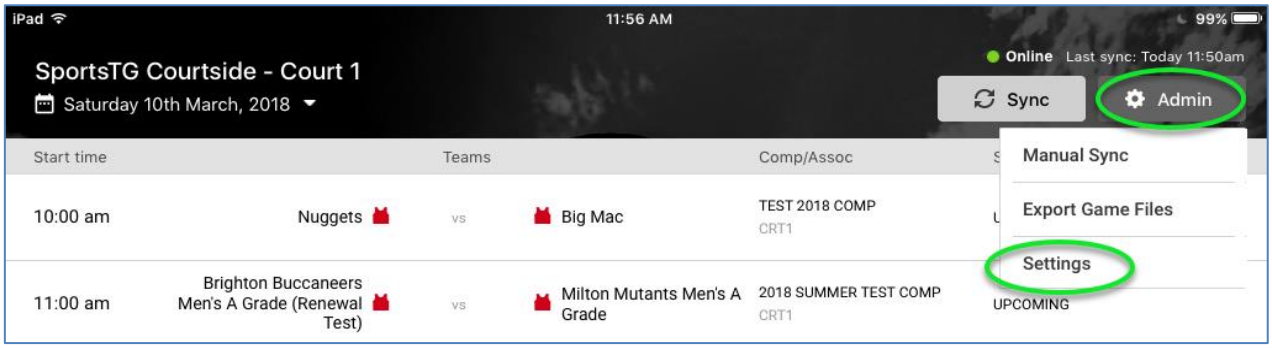
From the **Competitions** menu, select **Venues**. Click on the magnifying glass next to the venue you want. The Venue ID will be listed under **Venue Details**. The Venue ID is your **Court ID**.

2.1.2 Setup ID

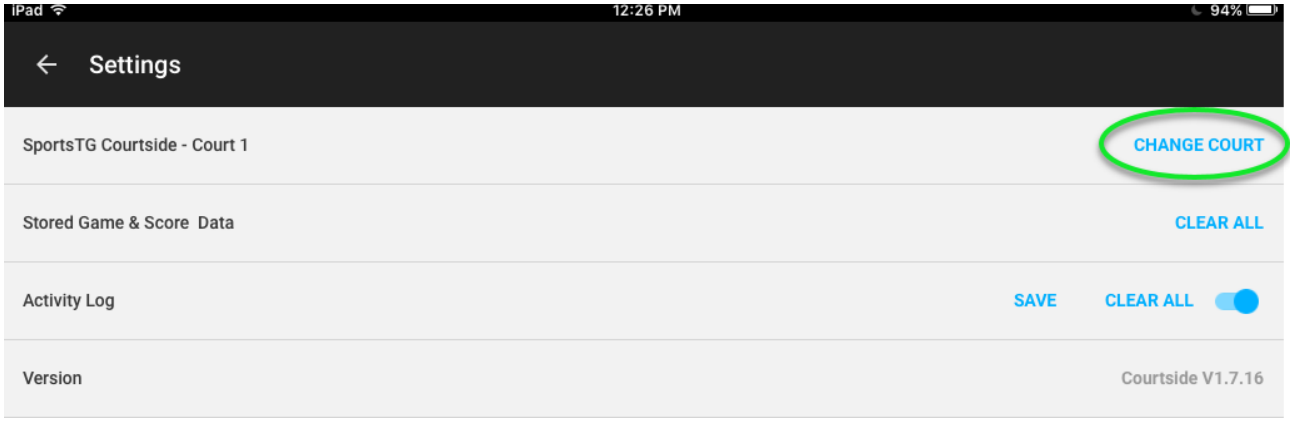
From the **Dashboard**, click **Details**.

Scroll to the bottom to find the **Stadium Scoring Key**. This is the **Setup ID**.

If you need to change the venue, click on the **Admin** button in the right hand corner and select **Settings**.



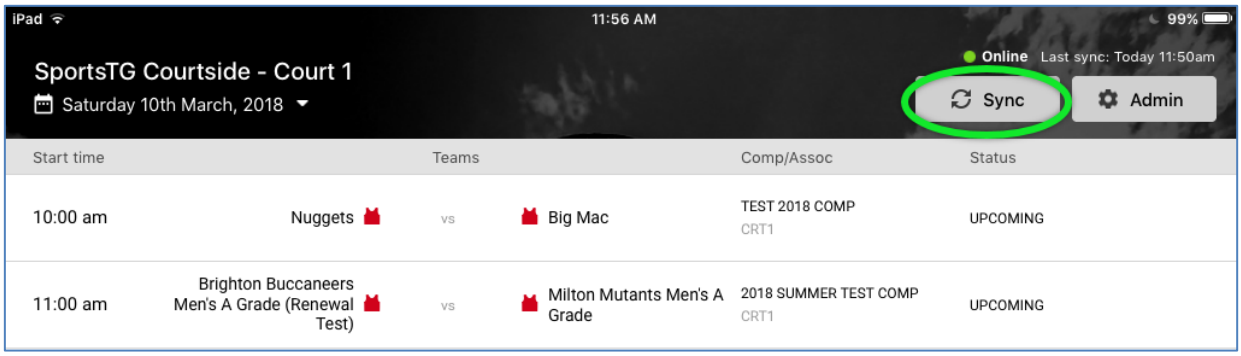
In the **Settings** screen select **Change Court**.



The same screen as in the above section will open. Enter the new **Court ID** and **Setup ID** and click **Change**.

2.2 Synchronising Games

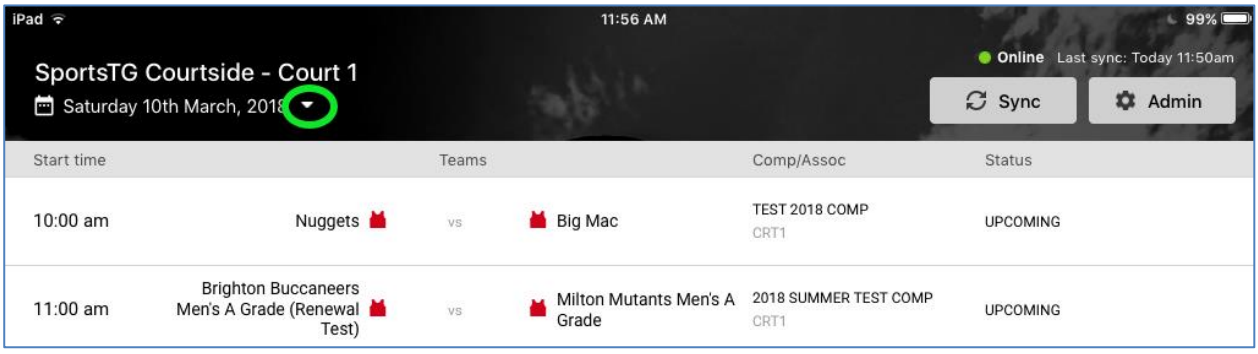
Tap the **Sync Games** button in the top right corner.



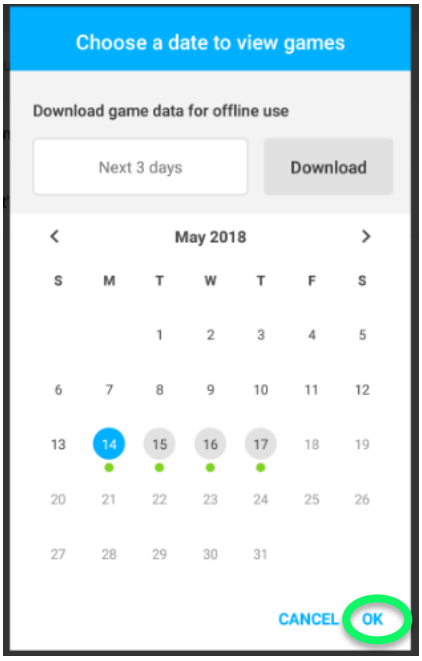
This will download games at the venue entered for the date selected. Once downloaded, you can update the games offline and then upload the results once you have an internet connection.

2.2.1 Viewing Previous Games

If you want to view games for a previous date, select the drop down arrow next to the date.



This displays a date picker. Select the required date from the calendar and click OK.



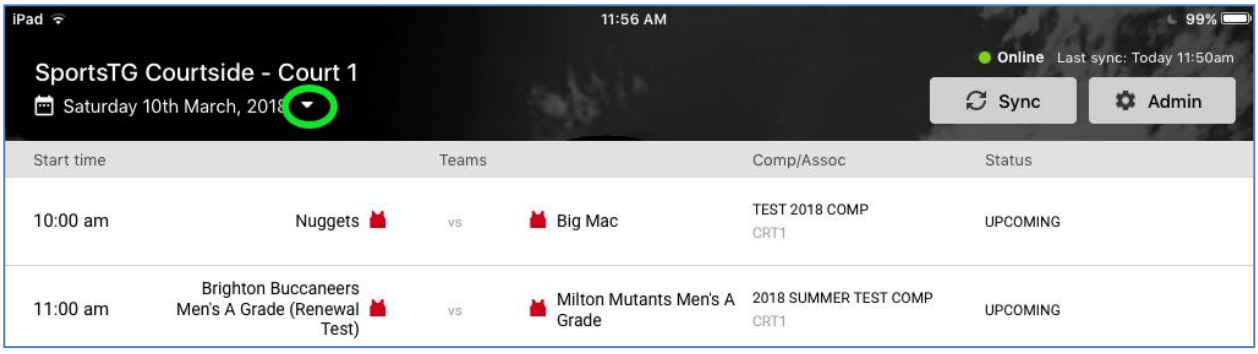
The games for the date selected will appear.

You may need to do this if you updated a game offline and need to upload the data on a later date.

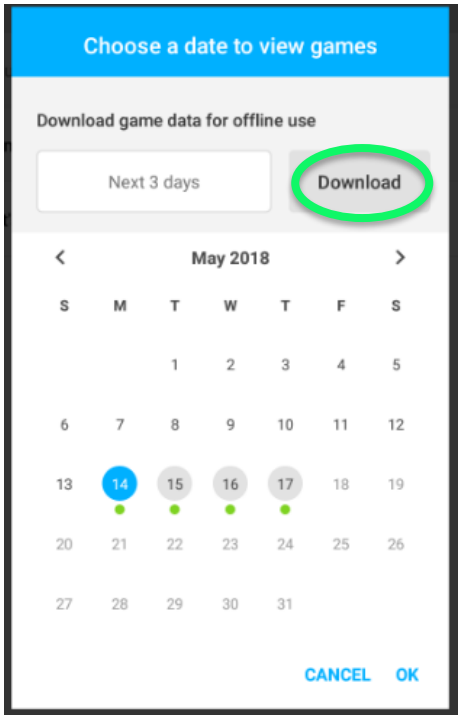
2.2.2 Viewing Future Games

You can download games for the following 3 days. You may need to do this if you are going to be updating games without an internet connection.

Select the drop down arrow next to the date.



From the date picker, tap **Download**.



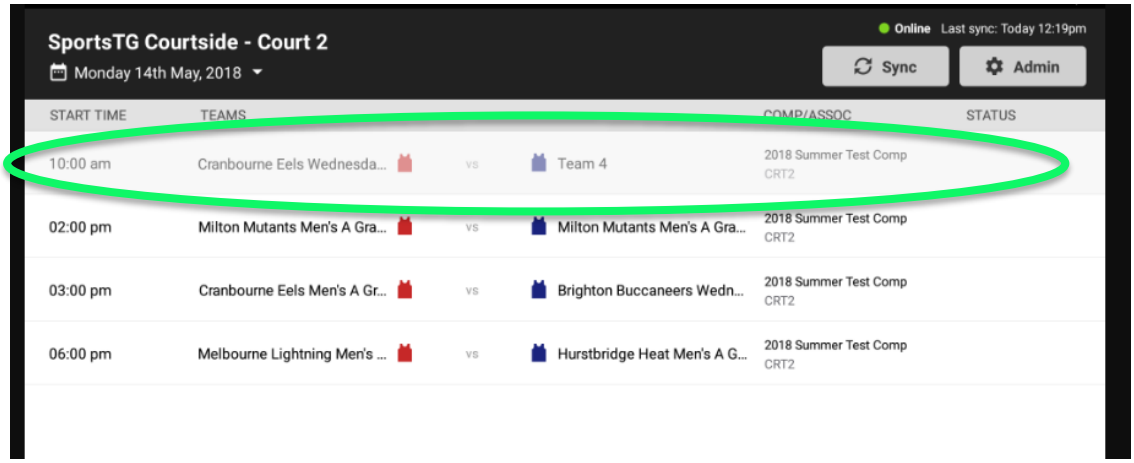
Games for the next 3 days will be downloaded. You are now able to update any of the games for the next 3 days even if you don't have an internet connection.

NOTE: when you update games offline, remember to Sync them once you are connected to the internet.

TEAM SETUP

After you have selected your location and synchronised your games, you need to select your game from the list.

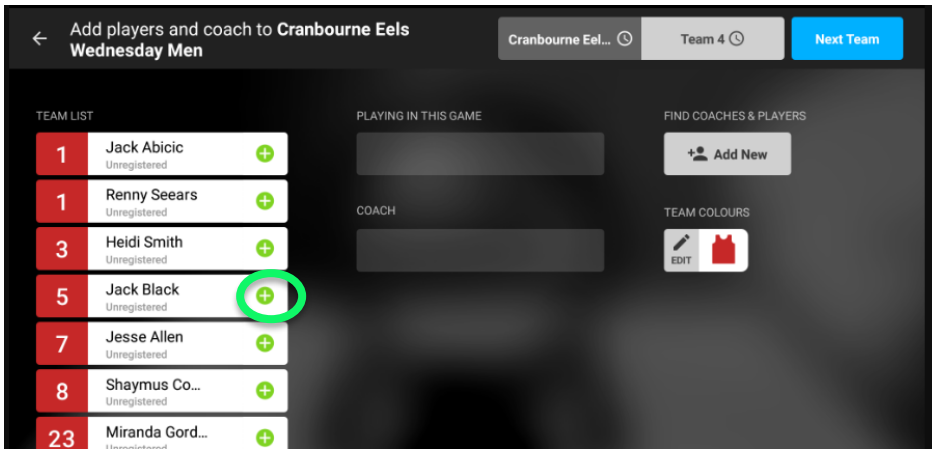
Tap the game you want to start.



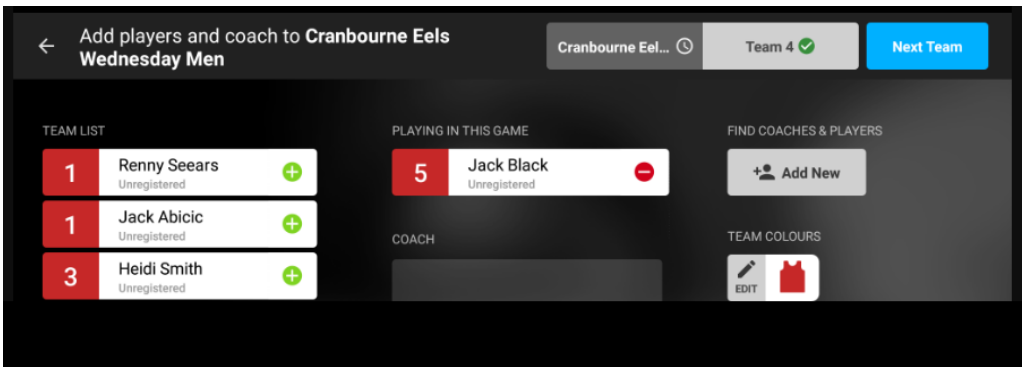
This will open the game showing the first team.

3. ADDING PLAYERS

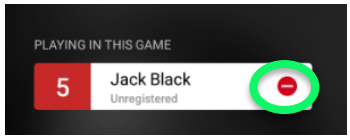
There will be a list of available players on the left. To add them to the current team, tap the green button at the end of the name.



The player will now appear on the **Playing This Game** list.



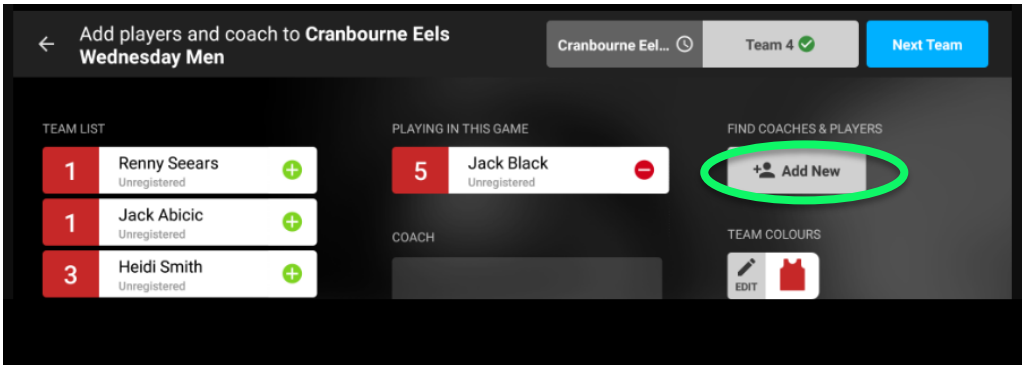
If you need to remove a player, tap the red button at the end of their name.



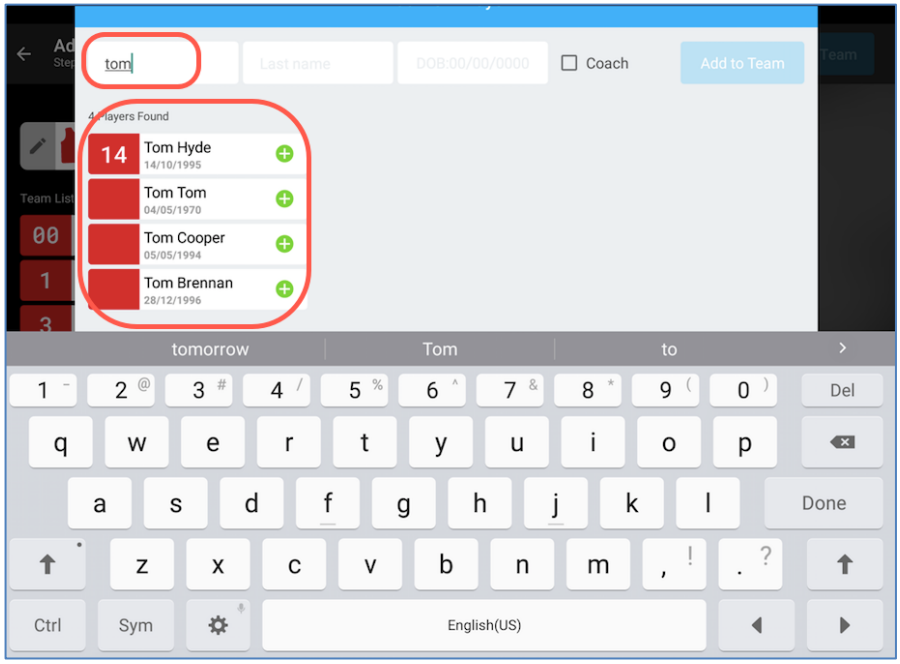
Once you have finished adding your players for the first team, tap **Next Team** in the top right corner to set up the second team.

3.1 Adding a new player

If you want to add a player who is not on the list, tap **Add New**.



Enter the first name.



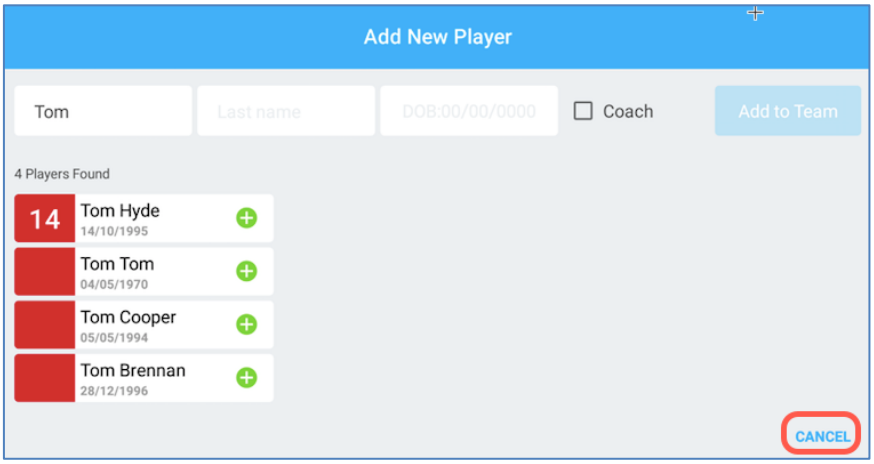
If the player is already in your league, their name should appear in the list.

Tap the green button after the name.

The player is added automatically.

NOTE: The Add New Player box does not close automatically when you add a player. The player is added as soon as you tap the green button.

To close the Add New box, click **Cancel**.



If they player isn't listed, you can manually add them. Enter the first name, last name and date of birth.

NOTE: all three details are mandatory.

Tap **Add to Team**.

The player will be added to your team.

3.2 Adding a coach

To add a coach, follow the same steps as adding a player above.

Enter the name of the coach and date of birth.

Tick the box next to the word **Coach**.

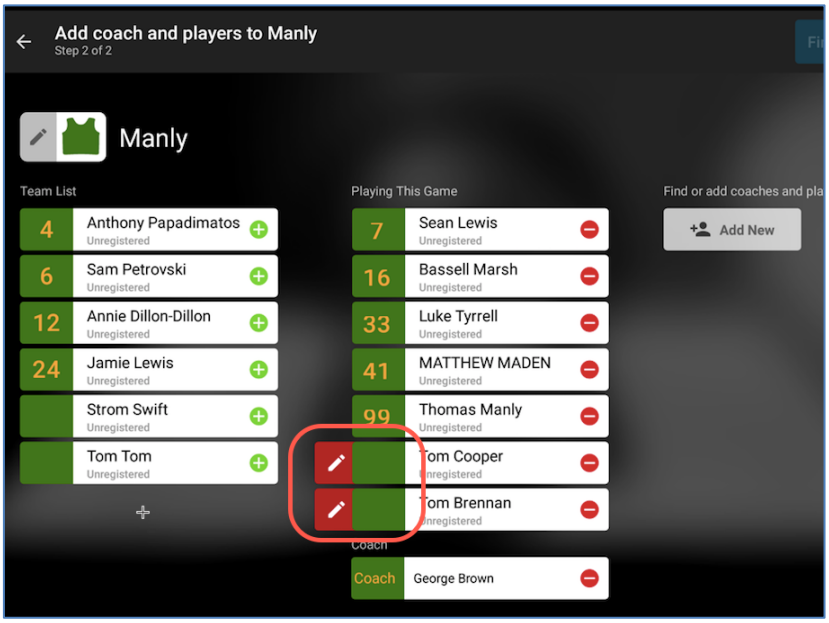
Tap **Add to Team**.

The coach will be listed in your team.

3.3 Jersey Numbers

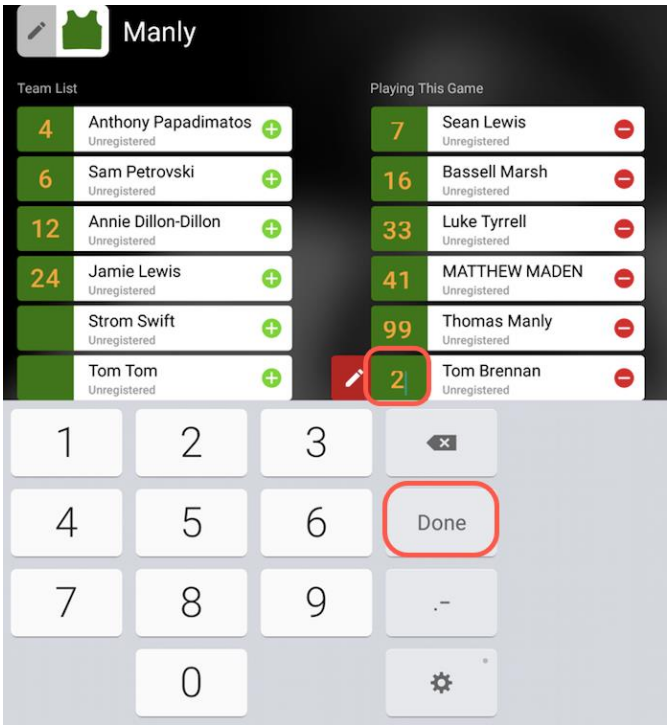
Most players will have a jersey number already assigned to them. Each player must have a unique jersey number.

If a player does not have a jersey number or if there is a duplicate number used, a box with a pencil will appear next to the name.



To add or change a jersey number, tap on the pencil.

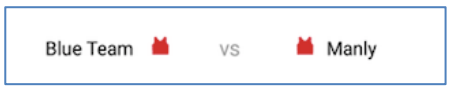
Type a number.



Tap **Done**. The new number now shows next to the player's name.

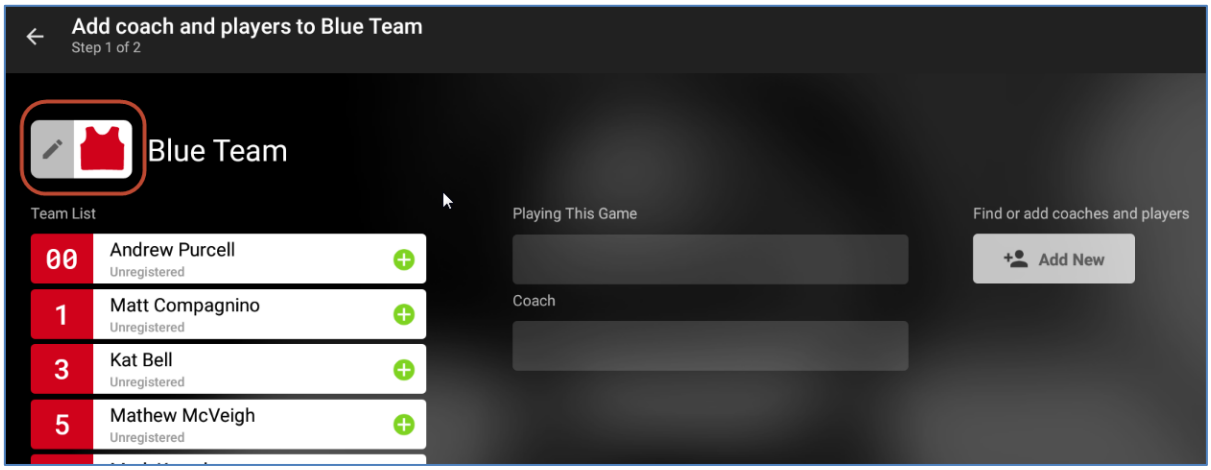
3.4 Team colours

By default, the colour associated with both teams is red.

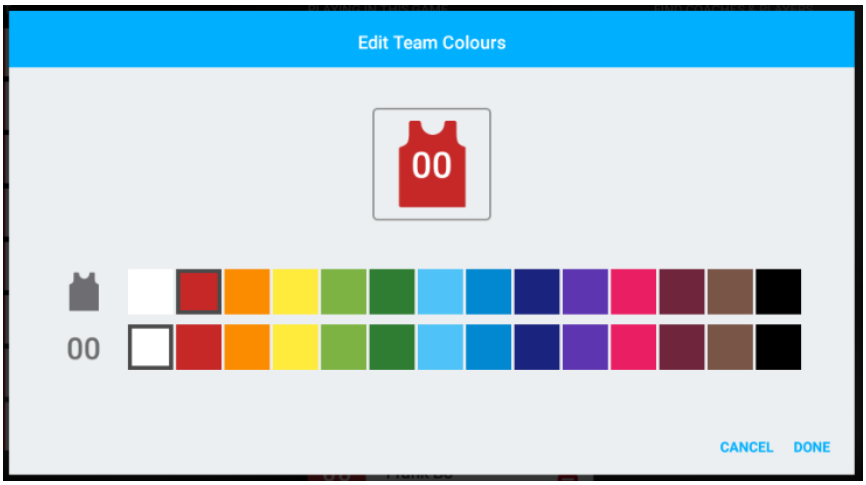


You can change the colour of the jersey and the number on the jersey to best reflect the team colours.

While on the screen with the team players, tap the jersey icon in the top left.



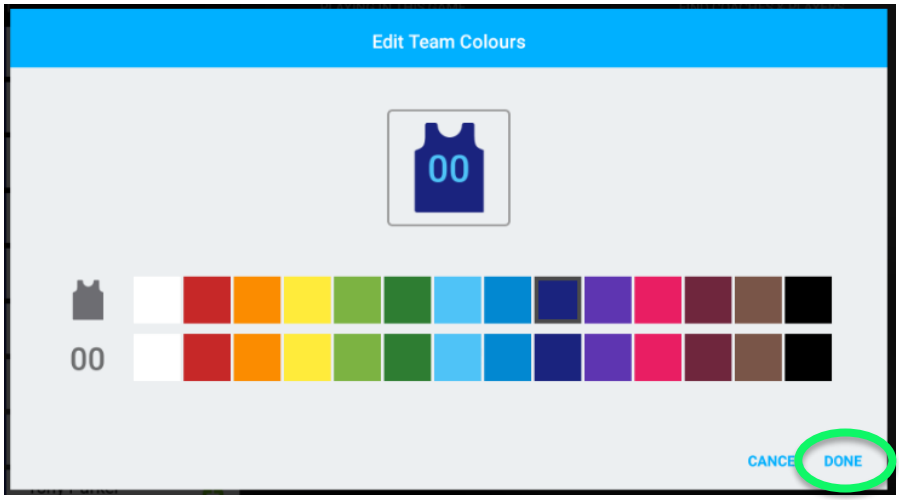
The **Edit team colours** window opens.



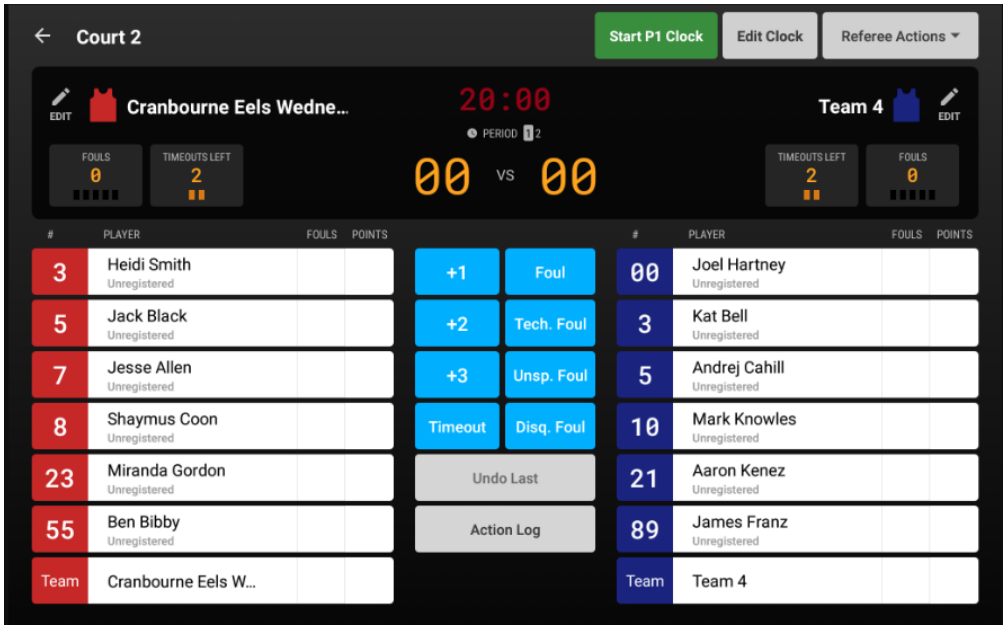
Select the colour in the top row to change the jersey colour.

Select the colour in the bottom row to change the number colour.

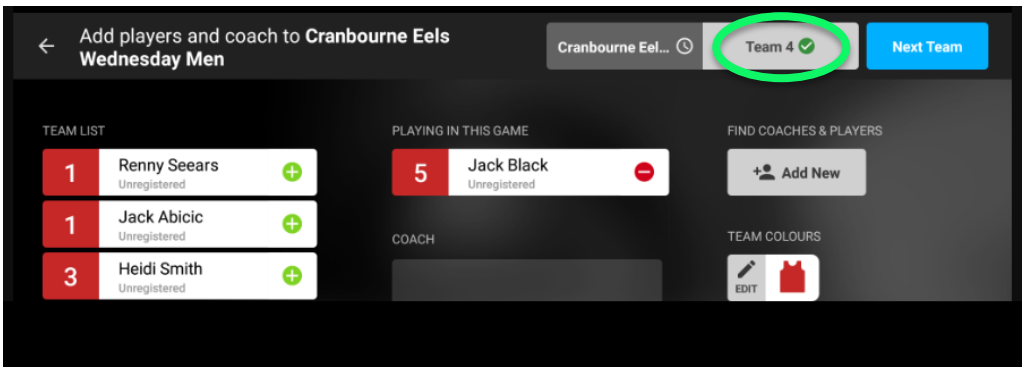
When you are finished, tap **Save Changes**.



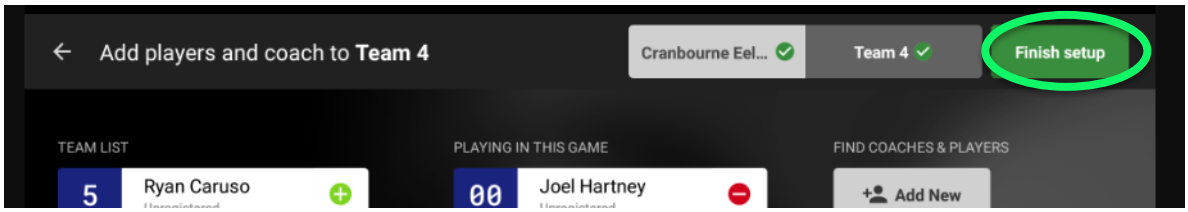
The team colours will change.



When you have finished setting up the first team, tap **Next Team** in the top right corner to set up the second team.

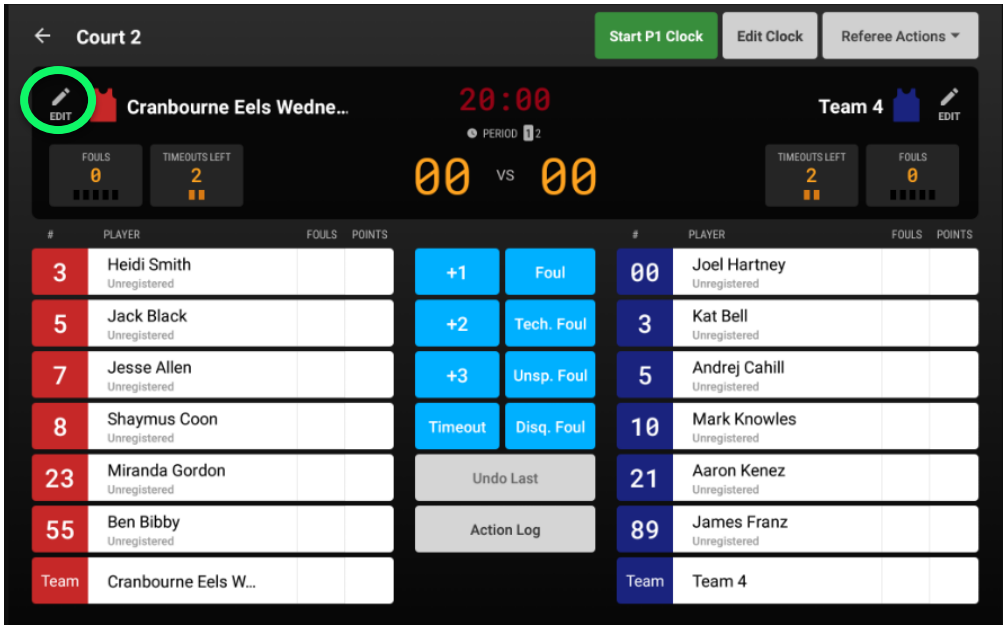


After you have set up the second team, tap the **Finish setup** button in the top right corner.



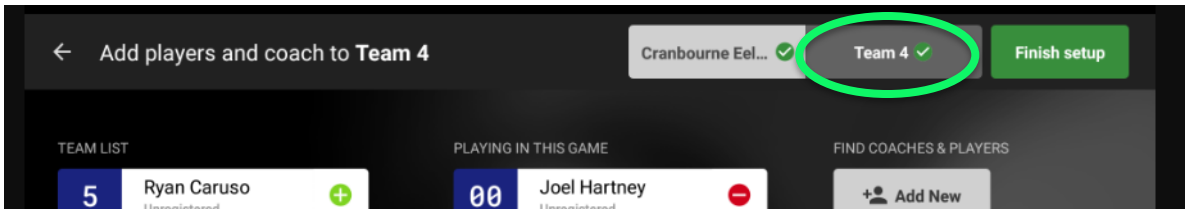
3.5 Managing Players

You can change players during a game. Tap the **Edit** button next to the team.

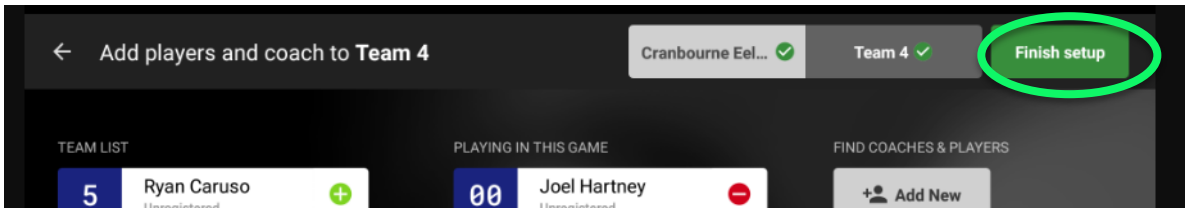


You are taken back to the team pages that you used during the initial setup. Add or remove players as required.

You can edit both teams. When you finish the first one, tap the other Team.



When you are finished, tap the **Finish Setup** button.

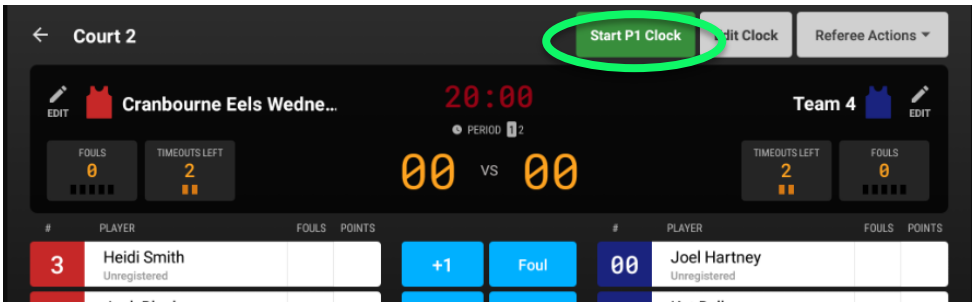


This will take you back to the game.

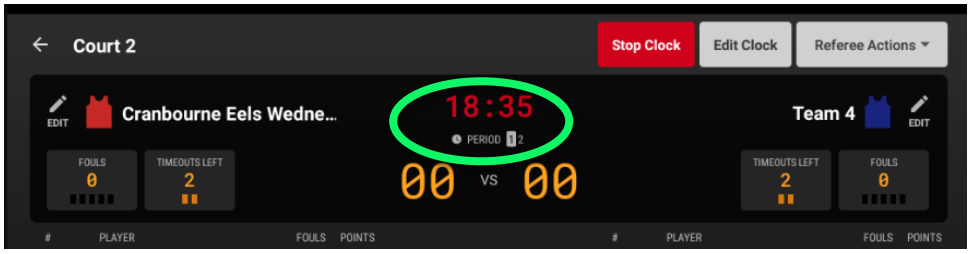
4. THE CLOCK

4.1 Starting the clock

When the game begins, you must start the clock. Tap the **Start Clock** button.

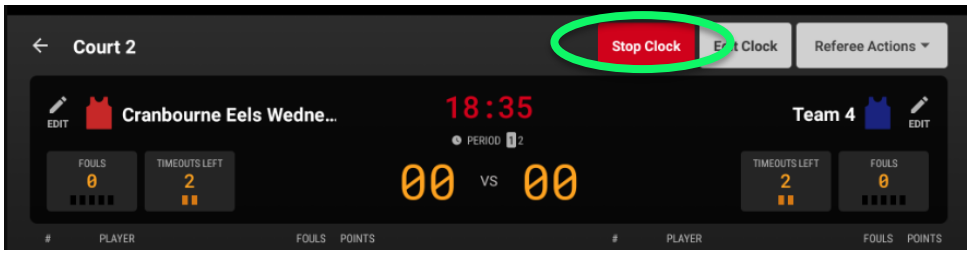


The clock will start counting down and PRE GAME will change to PERIOD 1.



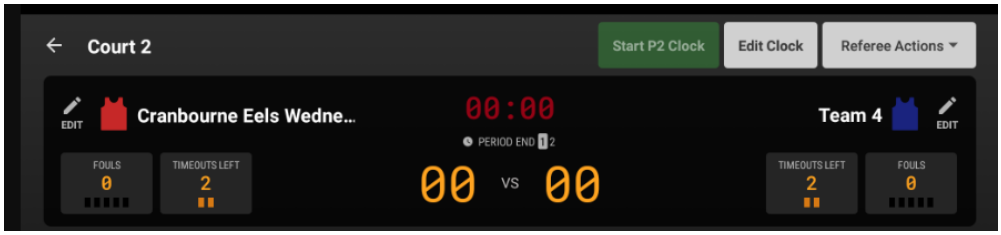
4.2 Stopping the clock

You can stop the clock at any time. Tap the **Stop Clock** button.

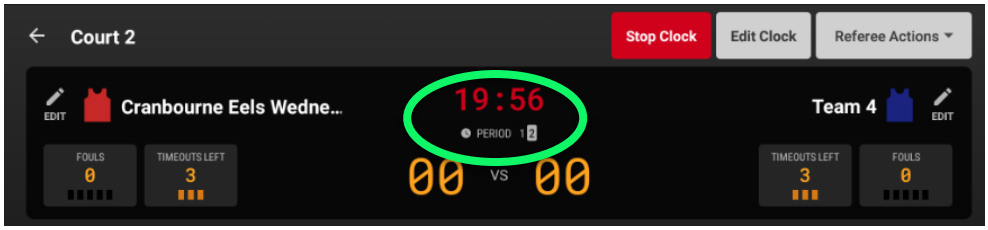


NOTE: you will have to stop the clock when there is a timeout.

At the end of the first period the clock will stop, reset and show that it is the break.



NOTE: once you start the clock again, it will say PERIOD 2.

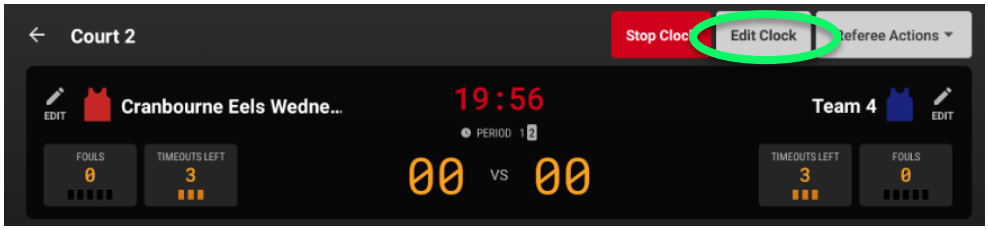


4.3 Editing the Clock

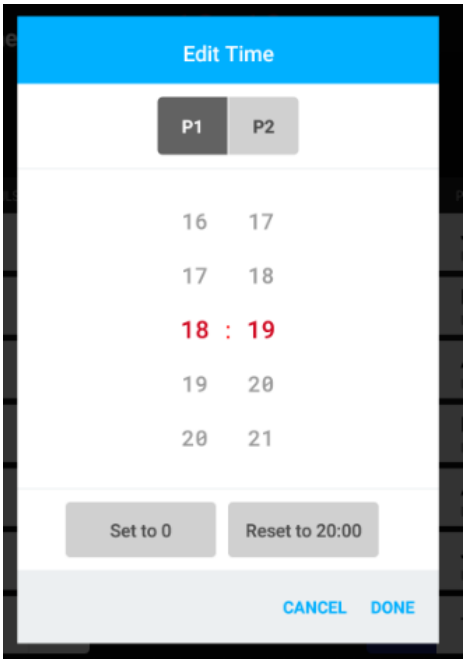
If the clock in Courtside does not match the actual game clock, you can change the time.

NOTE: You must stop the clock before you can edit it.

Tap the **Edit Clock** button.



The **Edit Clock** window opens.



Use the up and down arrows to change the time.

Select **Save**.

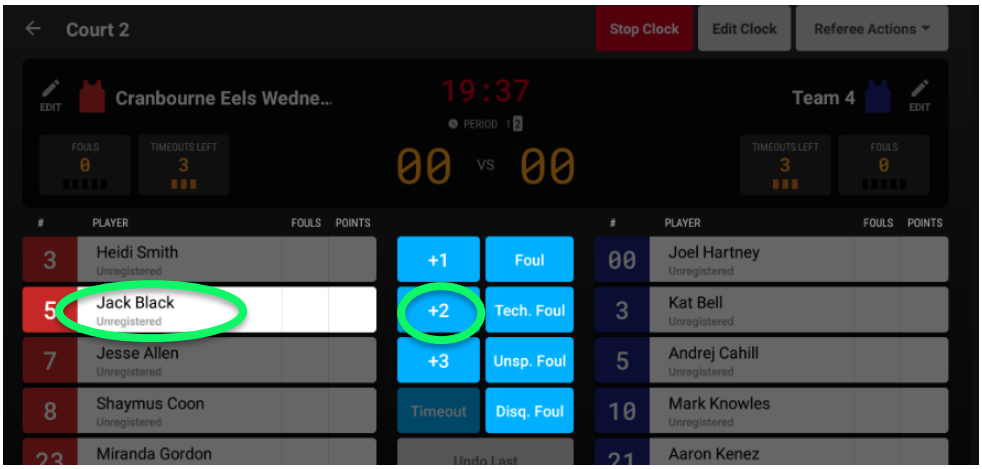
The clock will reset to the time you entered. You can restart the clock once completed.

5. GAME STATS

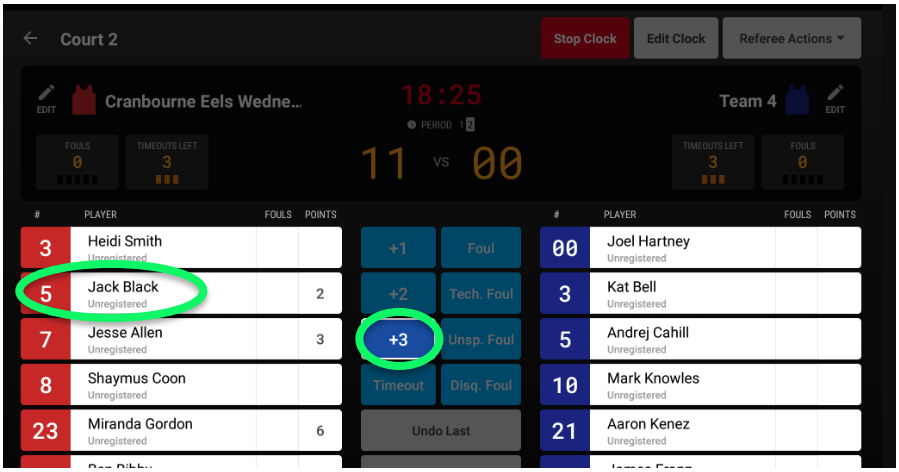
5.1 Assigning points

There are two ways to assign points. The result is the same.

Select the player, then tap the button with the correct number of points.

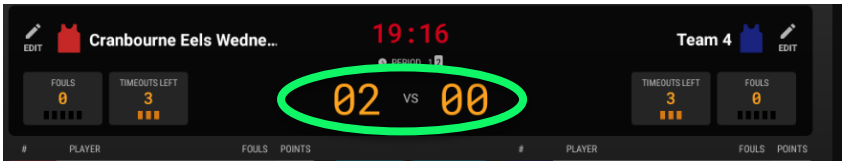


Tap the button with the correct number of points, then select the player.



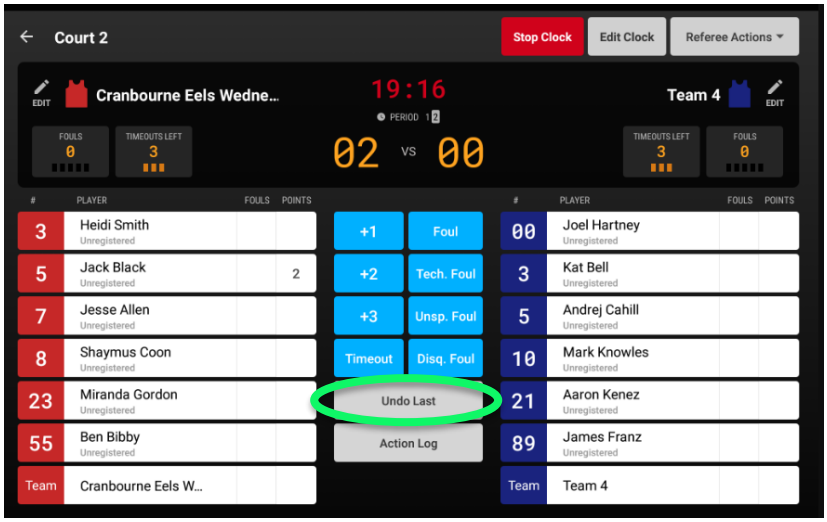
As you add more points, the total for each player will be displayed next to their name.

The total for the team is displayed on the scoreboard.



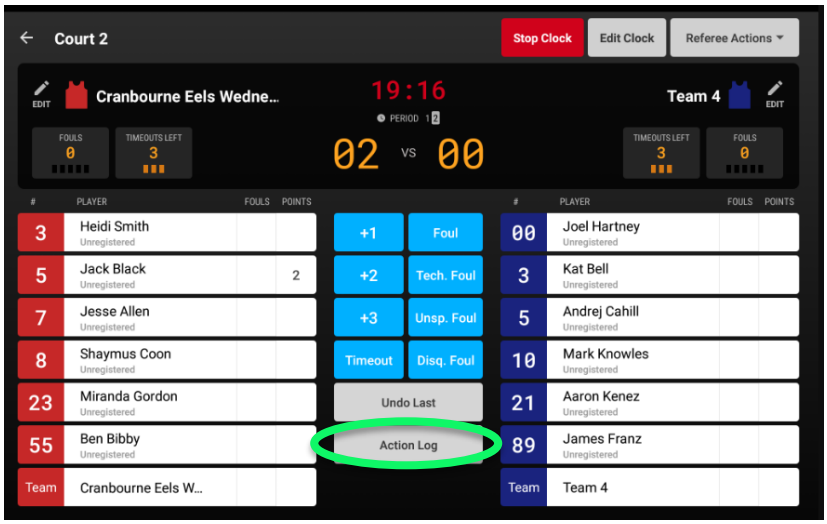
5.2 Editing scores

If you realise straight away that you added the incorrect number of points, tap the **Undo Last** button. This will remove the last points you added.

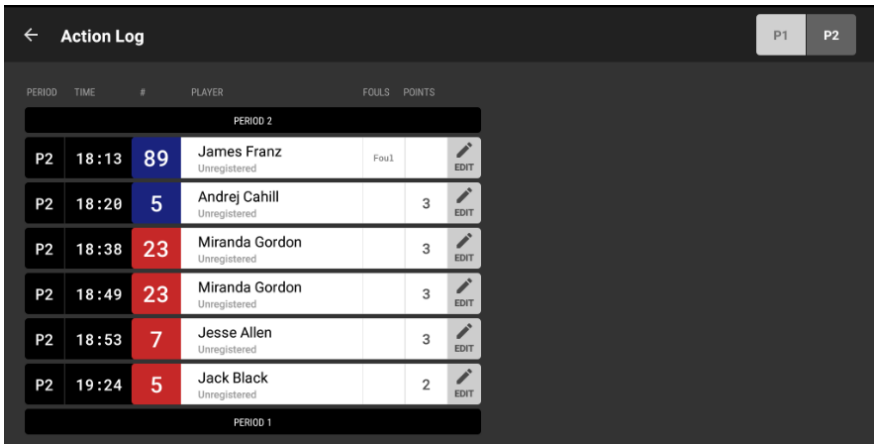


At any time, you can manually edit the number of points if a mistake was made.

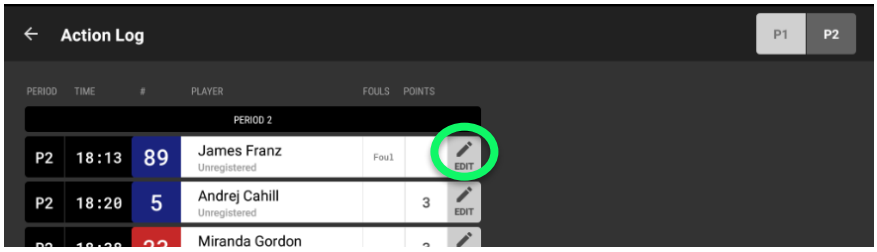
Tap the **Edit Scores & Fouls** button.



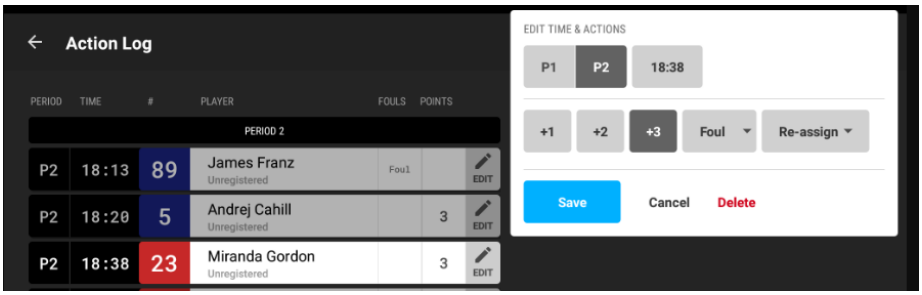
A list of all scores and fouls displays. The list shows the time the action occurred, followed by the player with their jersey number and the action (point, foul, timeout).



To edit a score, tap the pencil at the beginning of the line that you want to change.



The player is highlighted with change options showing.



The score that was recorded is highlighted in dark grey. Select the correct score. The score updates automatically and you get a message below the player's name showing what has changed.

NOTE: the time next to the entry will change to the time you make the change.

5.3 Assigning Fouls

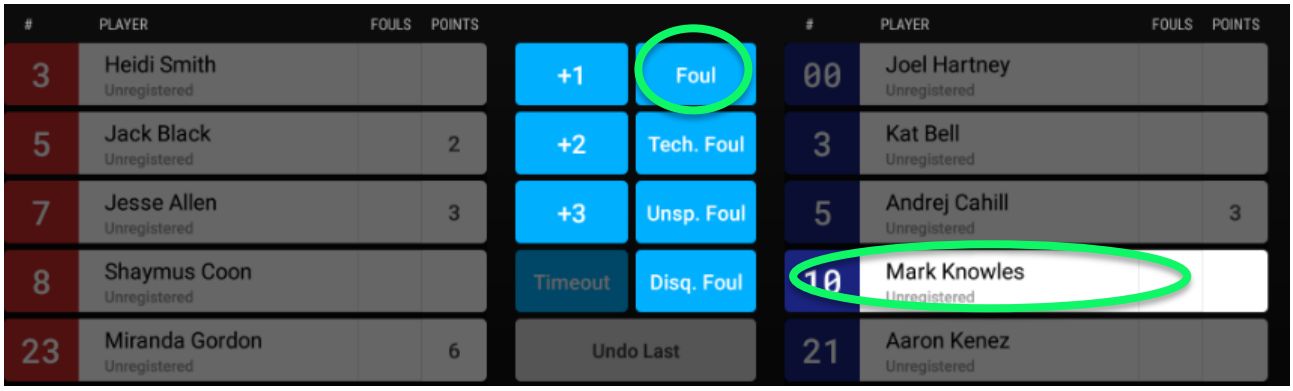
There are two ways to register fouls. The result is the same. Both ways will be shown for each type of foul.

Select the player, then tap the required button.

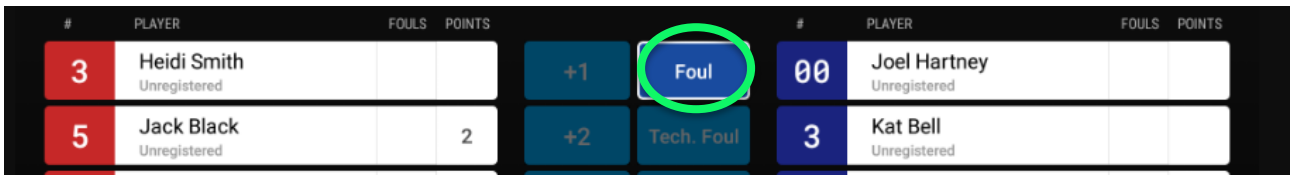
Tap the required button, then select the player.

5.3.1 Individual Fouls

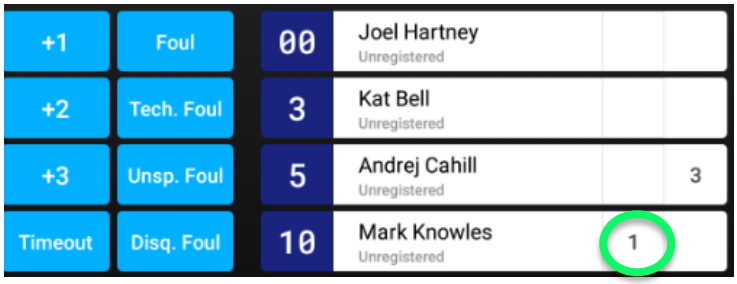
Select the player, then tap the **Foul** button.



Tap the **Foul** button, then select the player.



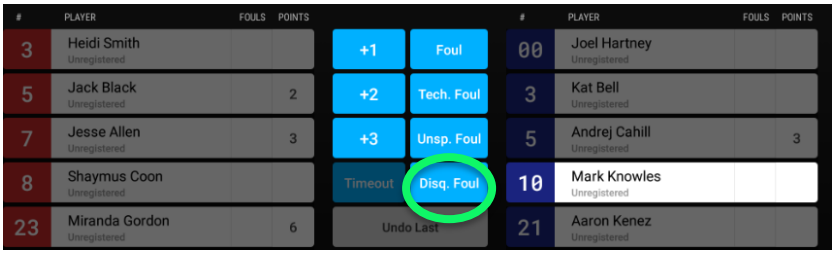
The number of fouls will display in the fouls column next to the players name.



This number will increase for each time you add a foul to the same player.

5.3.2 Disqualifying fouls

Select the player. Tap the **Other** button and select **Disqualifying Foul** from drop down list.

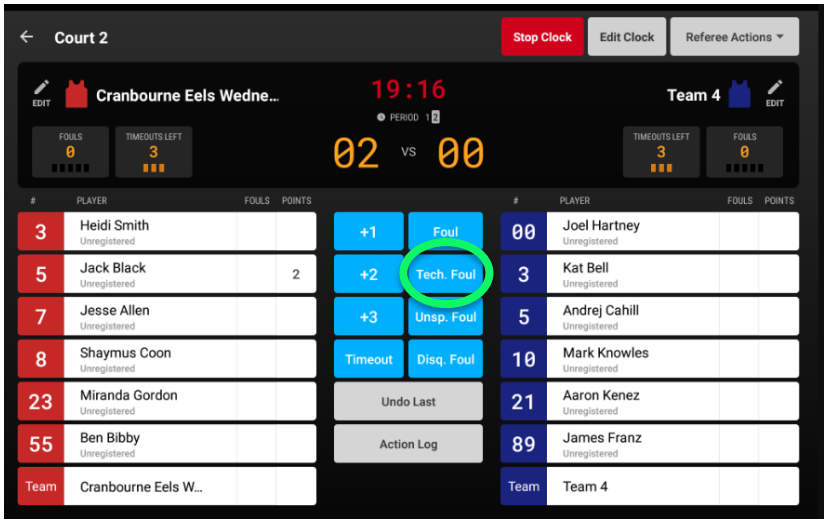


A **Disqualifying Foul** shows against the player and the team.

Once disqualified, the player can no longer be tapped as they are no longer part of the game.

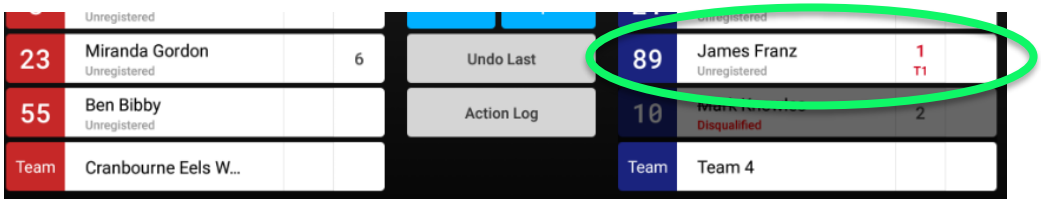
5.3.3 Technical Fouls

Select the player. Select the **Technical Foul**



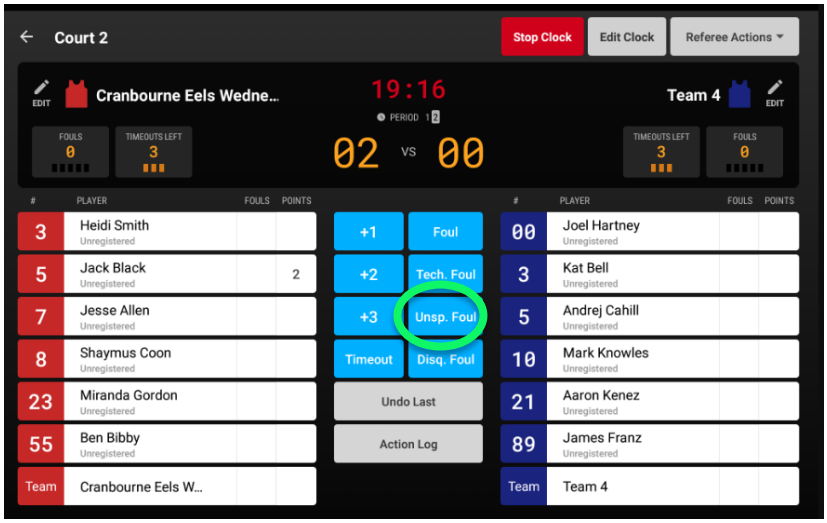
Then select the player.

A **Technical Foul** shows against the player and also brings up a Sin Bin timer. The player cannot be included in the game until the Sin Bin time has expired.



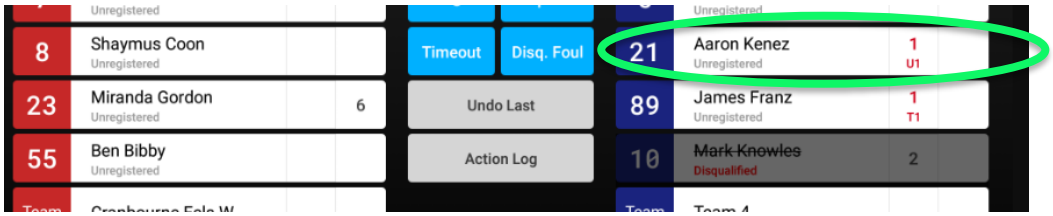
5.3.4 Unsportsmanlike Fouls

Select **Unsportsmanlike Foul** from the list, then select the player.



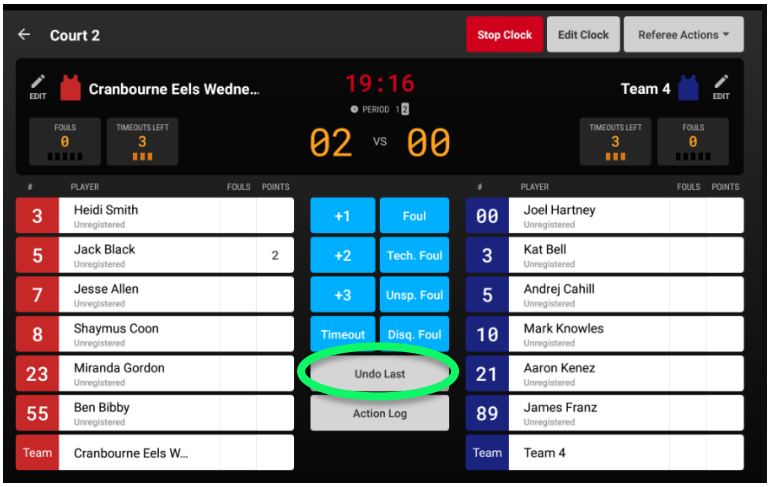
Then select the player.

An **Unsportsmanlike Foul** shows against the player and changes their status to **Unqualified**.



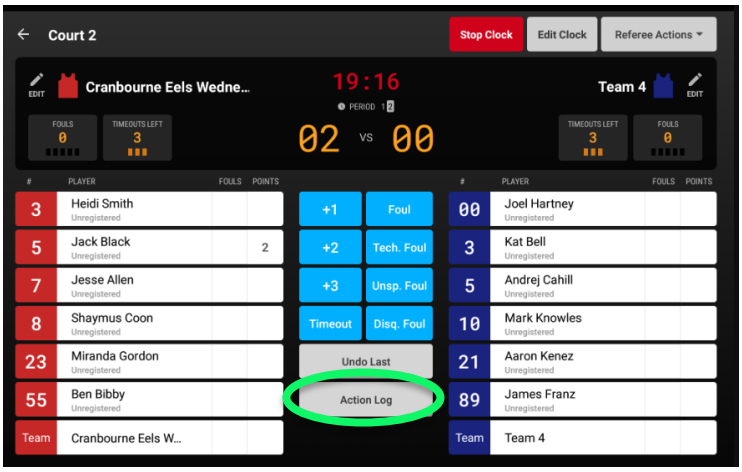
5.4 Editing Fouls

If you realise straight away that you added the incorrect number of points, tap the **Undo Last** button. This will remove the last foul you entered.

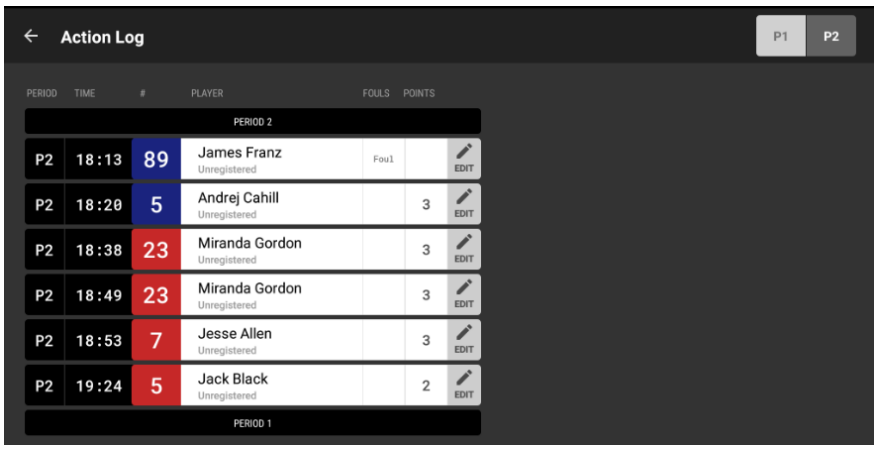


At any time, you can manually edit the number of points if a mistake was made.

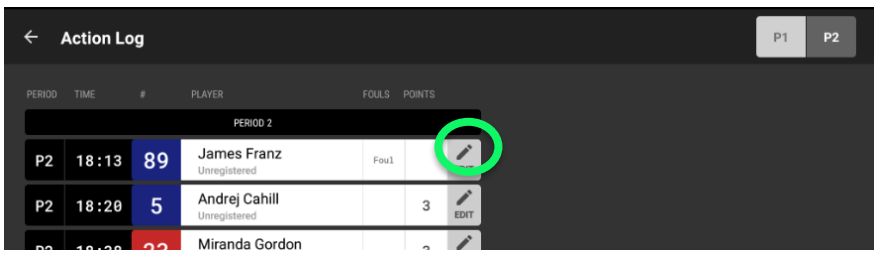
Tap the **Action Log** button.



A listing of all scores and fouls displays. The list shows the time the action occurred, followed by the player with their jersey number and the action (point, foul, timeout).



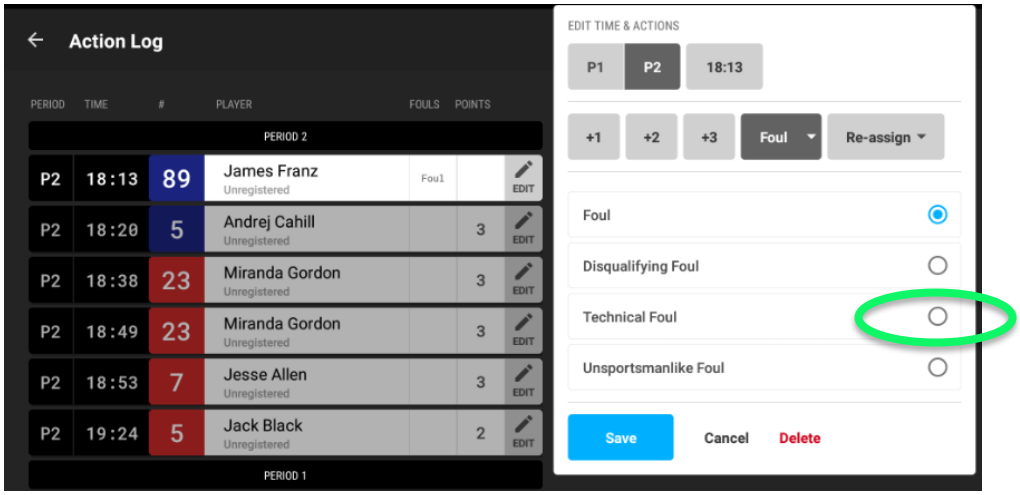
To edit a score, tap the pencil at the beginning of the line that you want to change.



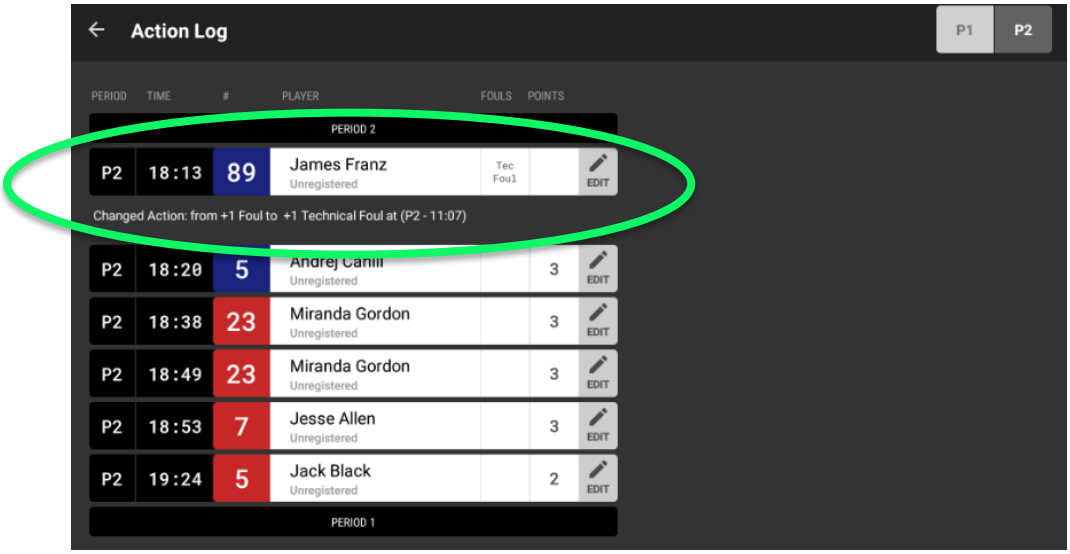
The player is highlighted with change options showing.

5.4.1 Changing Foul Type

Tap the **Foul** button to bring up a list of options.



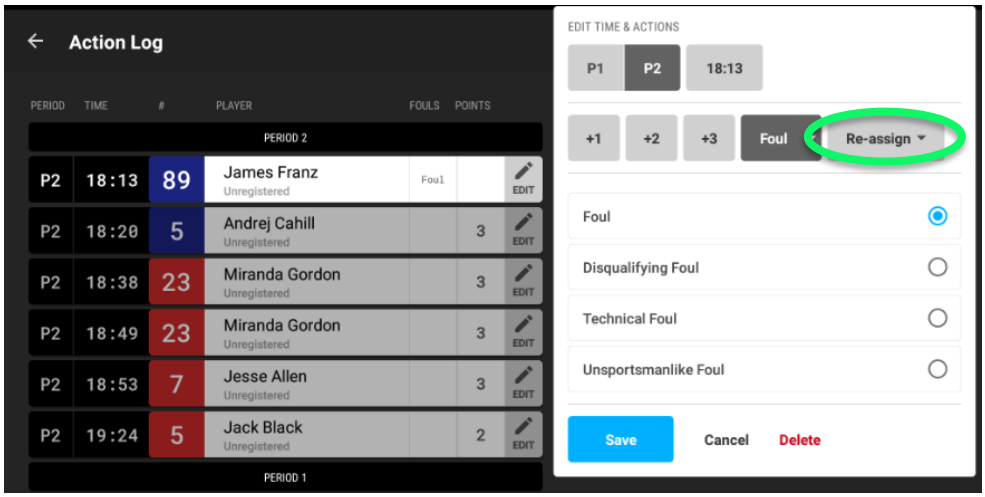
Tap the correct foul type. The change will be noted beneath the players name.



NOTE: the time next to the entry will change to the time you make the change.

5.4.2 Reassigning

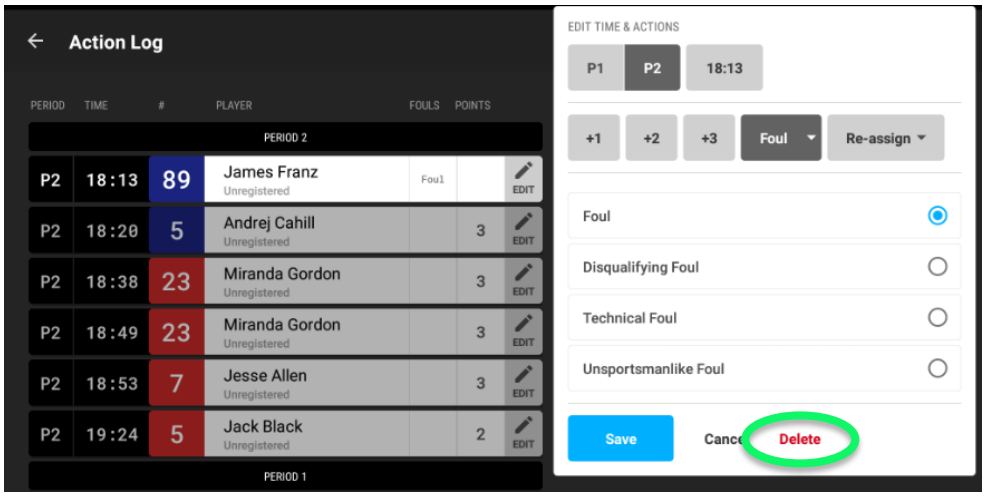
If you accidentally assigned the foul to the incorrect player, tap the **Re-assign** button. Select the team that has the correct player.



Select the correct player from the list and the foul will be assigned to that player.

5.4.3 Deleting a Foul

If you need to remove a foul, tap the Delete button.



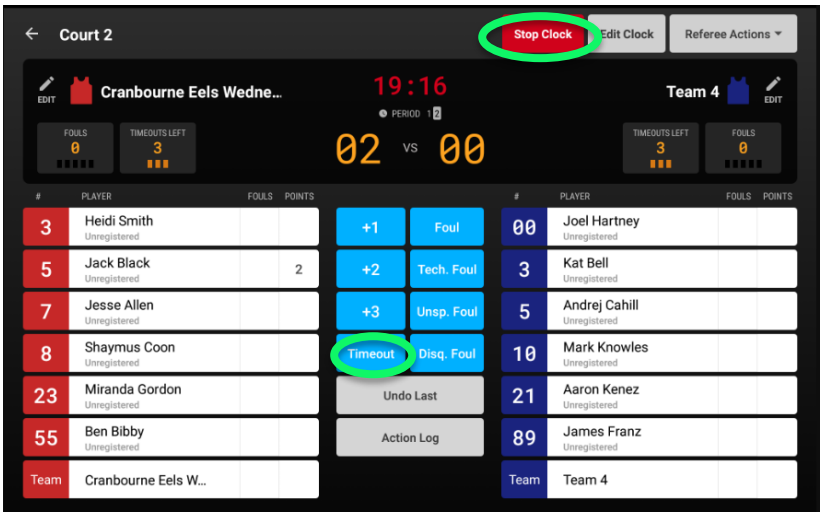
The foul is removed and you get a message below the player's name showing what has changed.

5.5 Timeouts

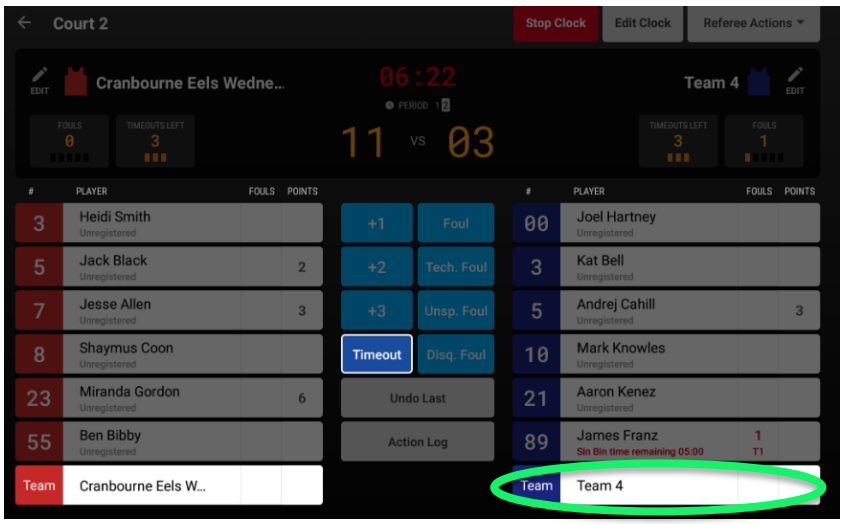
When a timeout is called, you can keep track of it on Courtside.

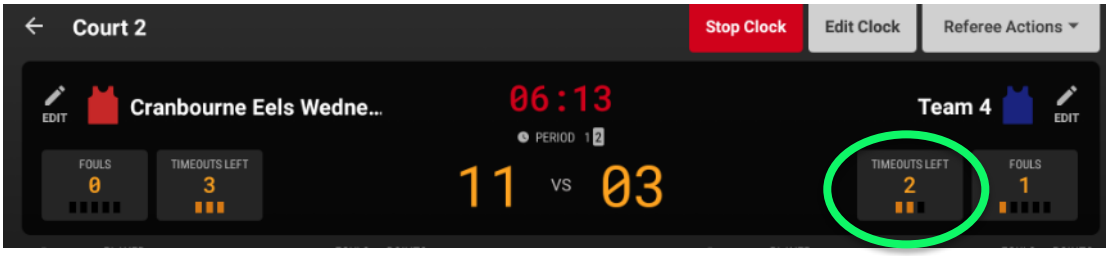
NOTE: you must manually stop the clock.

Tap the **Timeout** button.



Tap the name of the team that called the timeout. You will notice that there is one less timeout available to that team.





NOTE: don't forget to restart the clock when the timeout is finished.

REFEREE ACTIONS

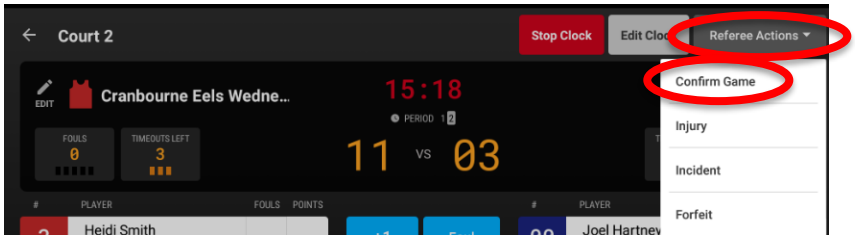
There are number of tasks the umpire may need to do in order to complete the game.

6. CONFIRMING THE GAME

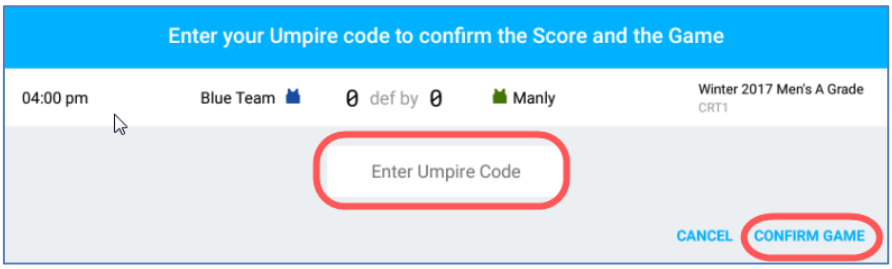
At the end of the game, the referee needs to confirm it.

In the top right corner, tap the **Referee Actions** button.

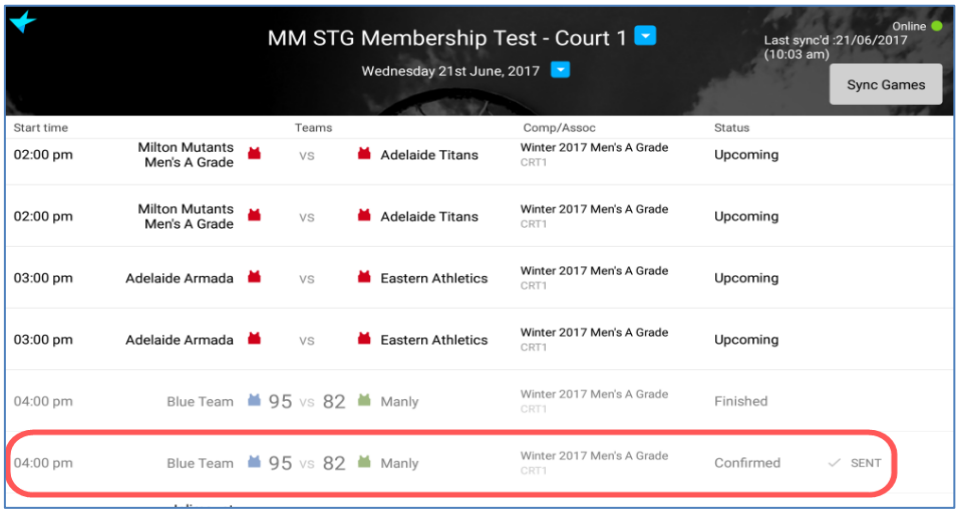
From the drop down list, select **Confirm Game**.



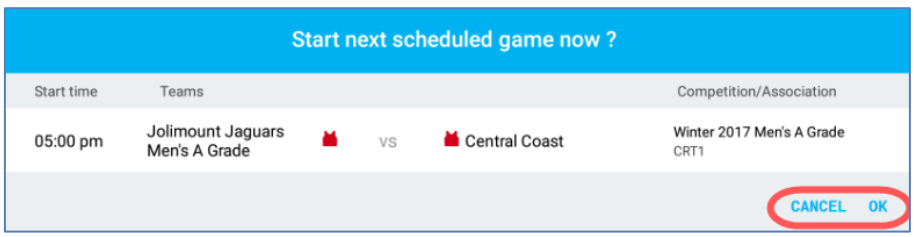
Enter your **Umpire Code** and tap **Confirm Game**.



This sends the completed game data back to the organisation's membership database.



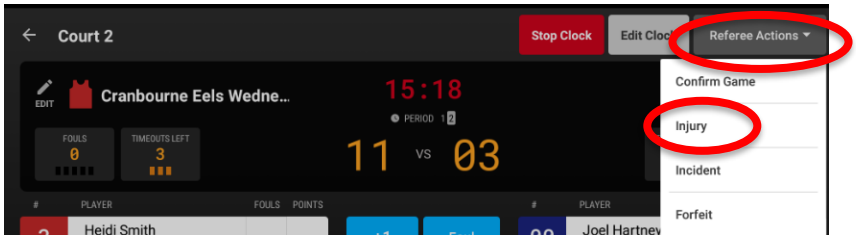
You will be prompted to start the next game. If you want to do this, tap **OK**. If you don't, tap **Cancel**.



7. INJURY

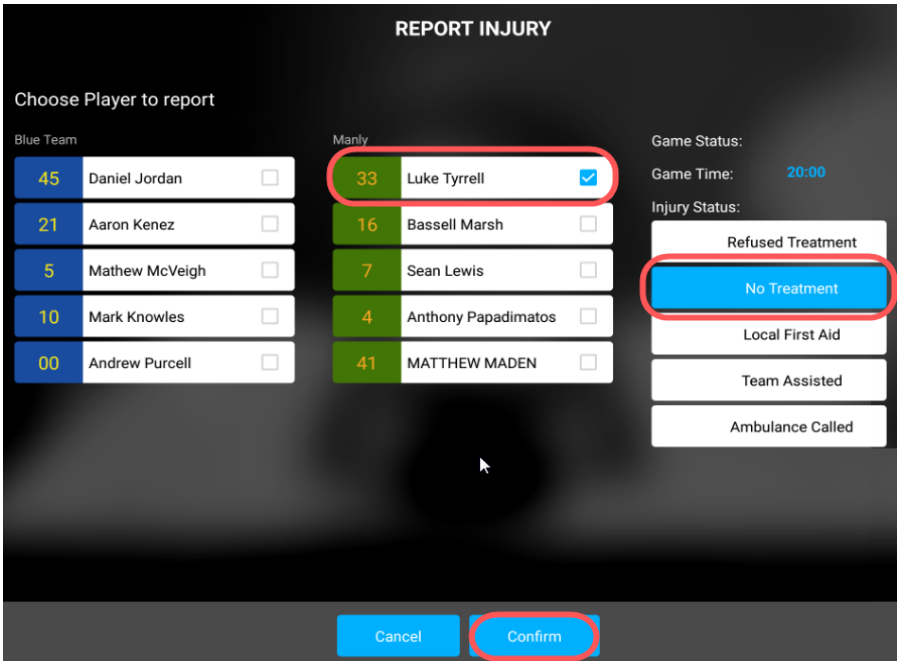
In the top right corner, tap the **Referee Actions** button.

From the drop down list, select **Injury**.



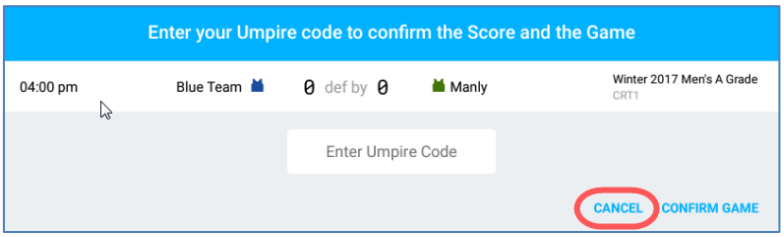
Select the player who had the injury.

Select the **Injury Status**.



Tap the Confirm button.

You will be prompted to confirm the game. If you are not ready to do this, tap **Cancel**.

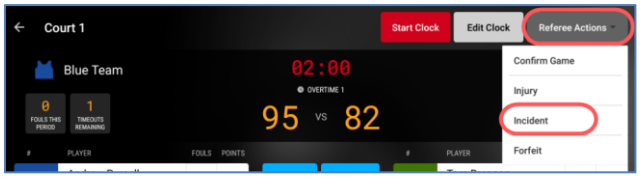


8. INCIDENTS

If a reportable incident occurs, stop the clock and

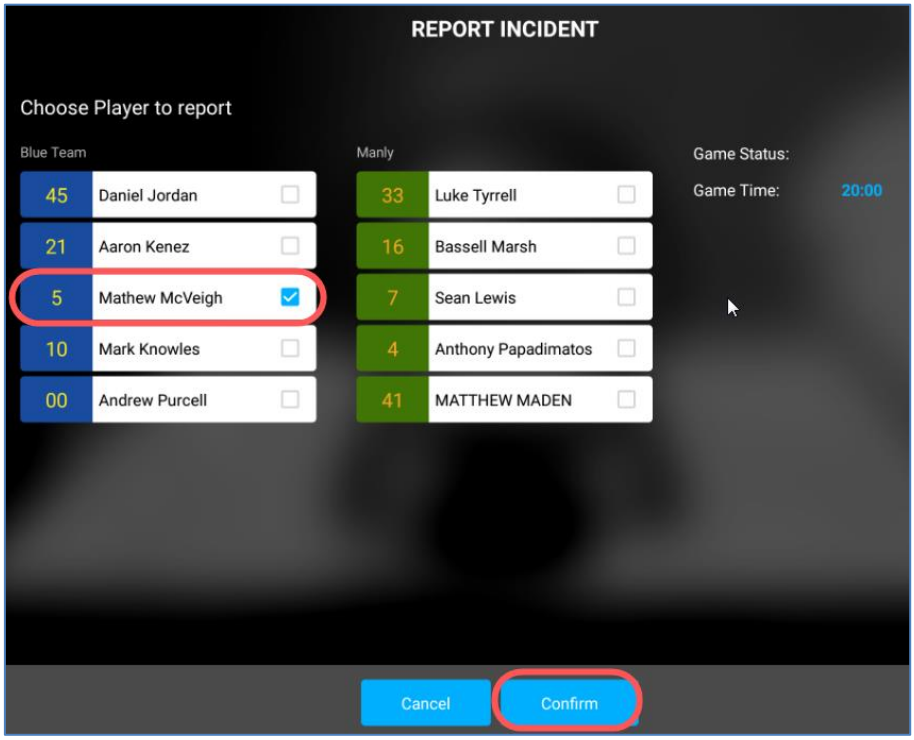
In the top right corner, tap the **Referee Actions** button.

From the drop down list, select **Incident.**



Select the player you need to report.

Tap the **Confirm** button.

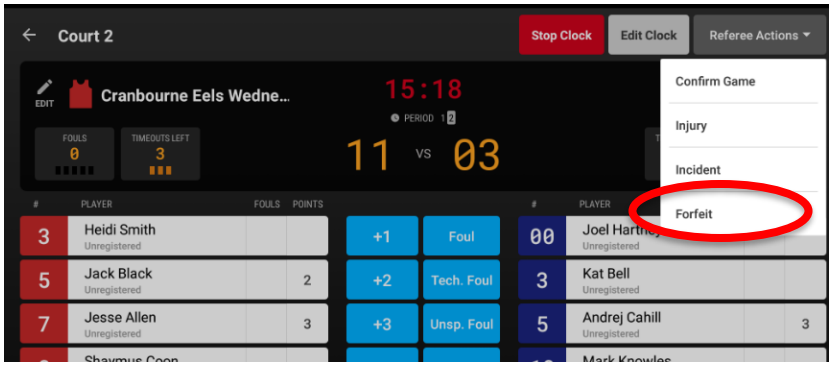


9. FORFEIT

In the event of a Forfeit, the referee must enter this into Courtside.

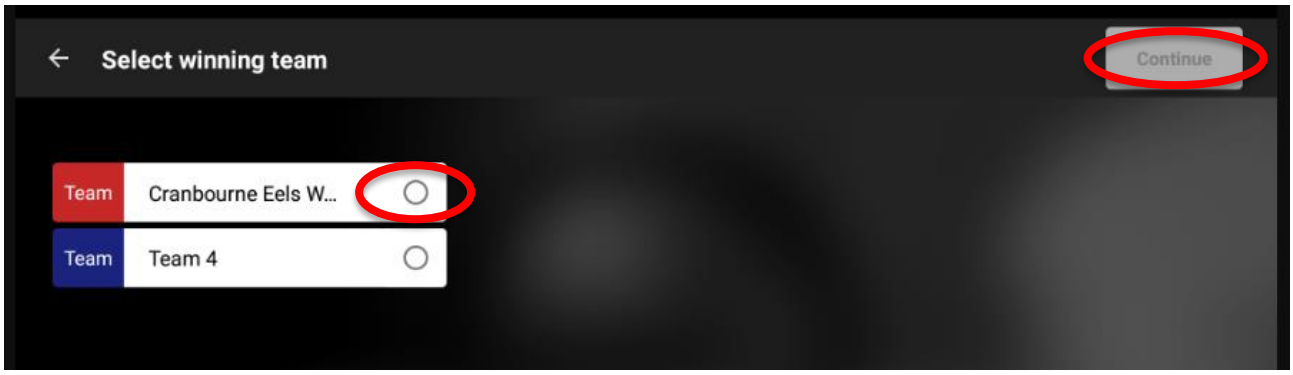
In the top right corner, tap the **Referee Actions** button.

From the drop down list, select **Forfeit**.



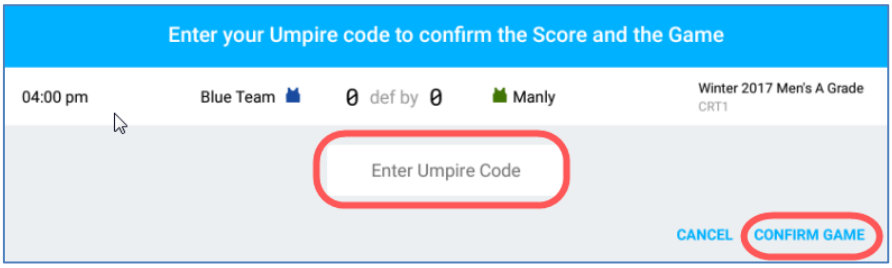
Tap the team that wins.

Tap the **Confirm** button.



You will need to confirm the game.

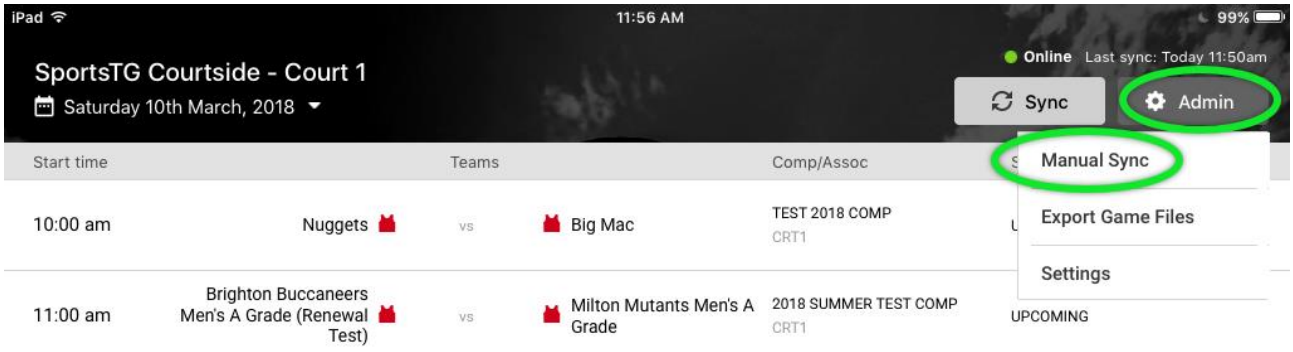
Enter your **Umpire Code** and tap **Confirm Game**.



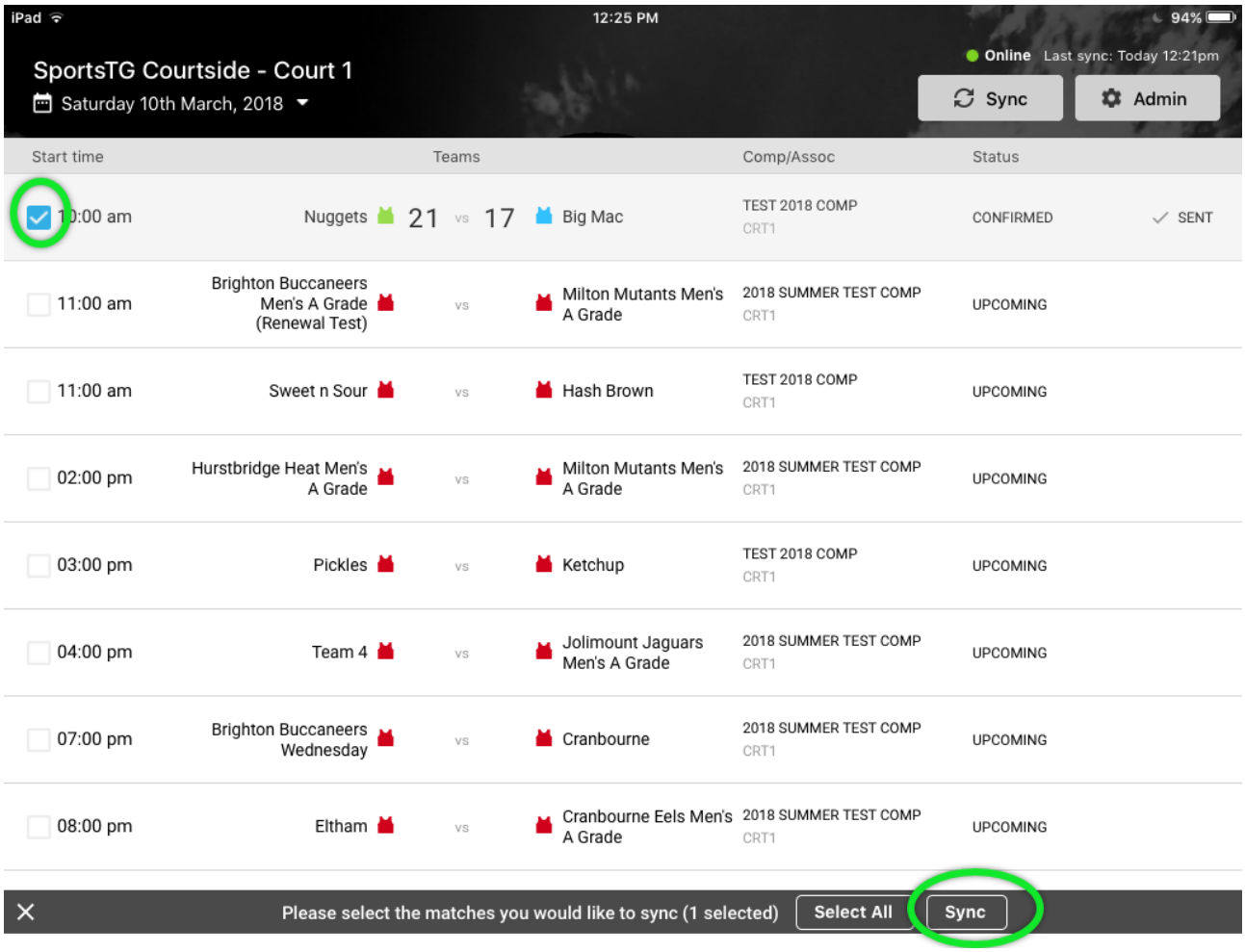
10. MANUALLY SYNCING GAMES

Rather than syncing all the matches back to the database at once you can manually select which matches you'd like to sync.

Click on the **Admin** button in the right hand corner and select **Manual Sync**.



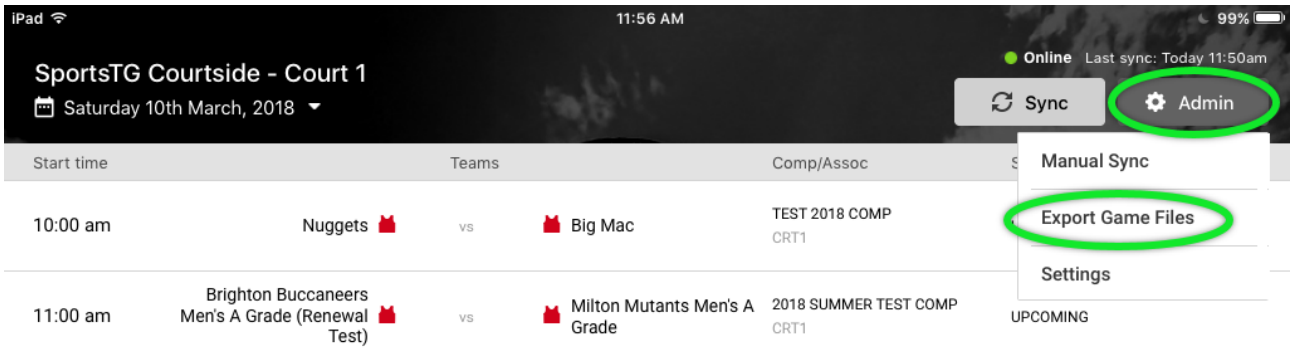
Select the Match(es) you'd like to sync and click **Sync** at the bottom of the screen.



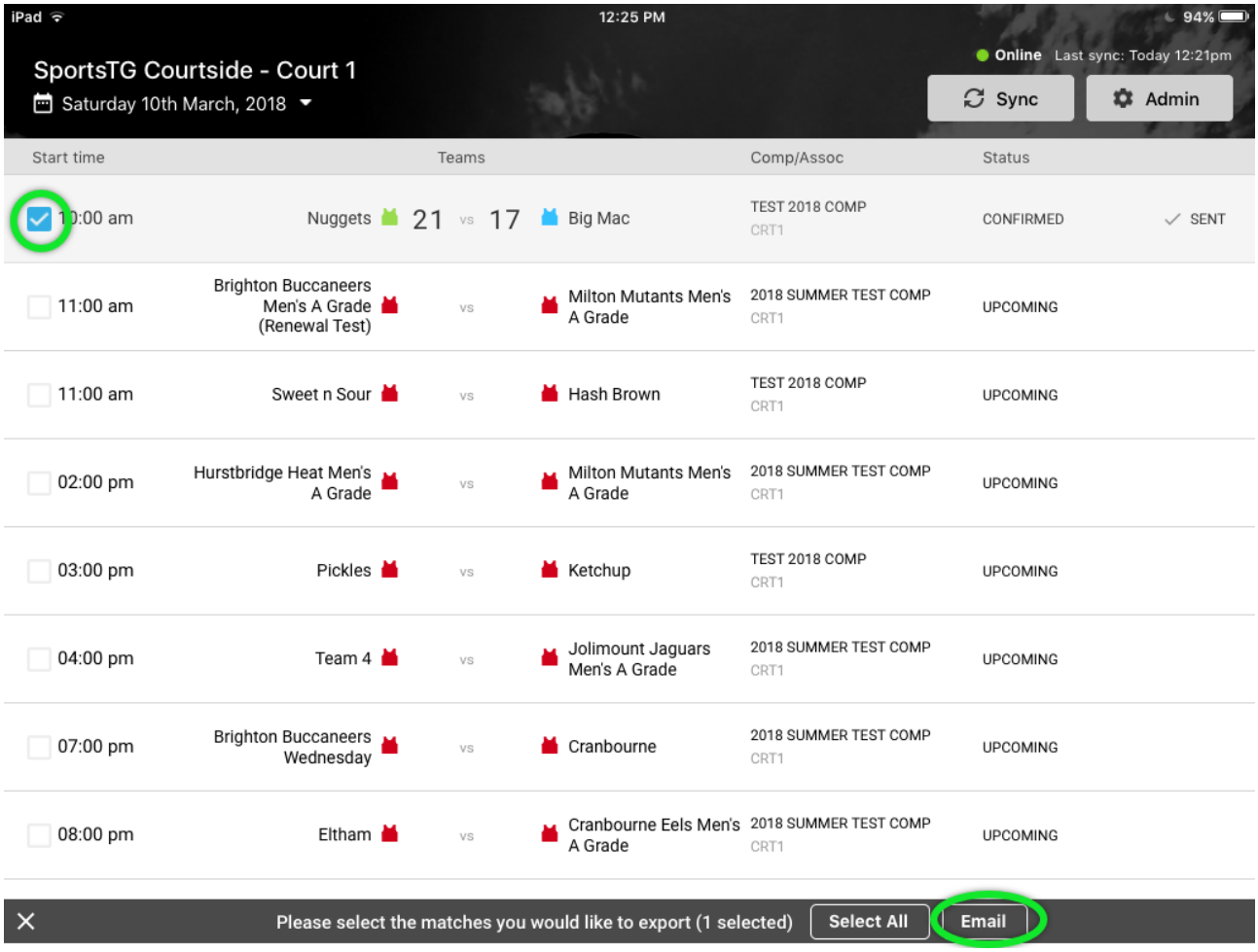
11. EXPORT GAME FILES

Game Files can be exported so that you have a backup should something go wrong in the upload process or with your Device.
NOTE: You need to have a mail client setup on your device

Click on the **Admin** button in the right hand corner and select **Export Game Files**.

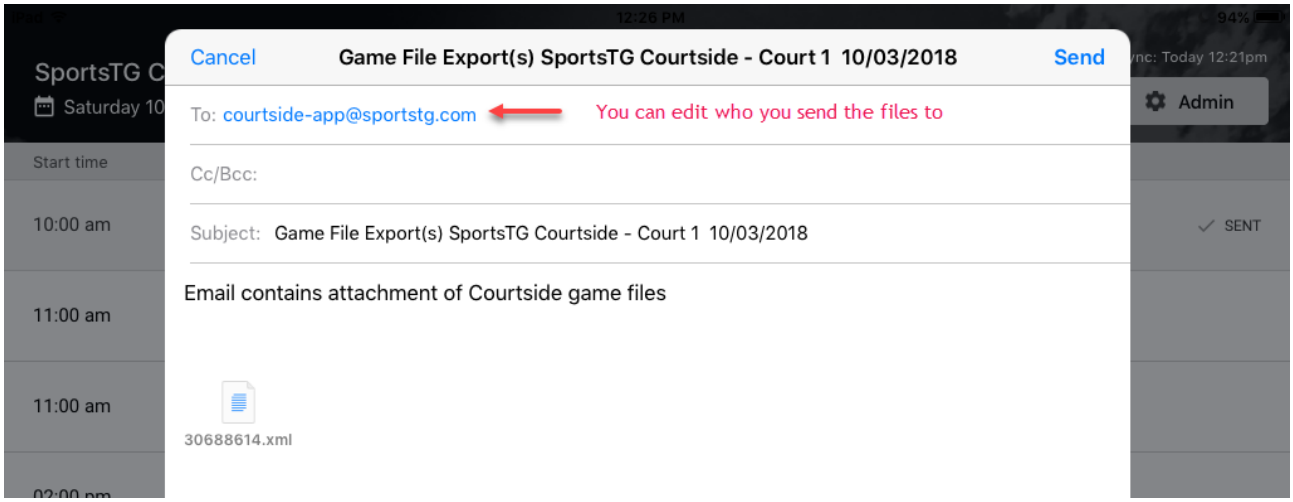


Select the Match(es) you'd like to export and click **Email** at the bottom of the screen.



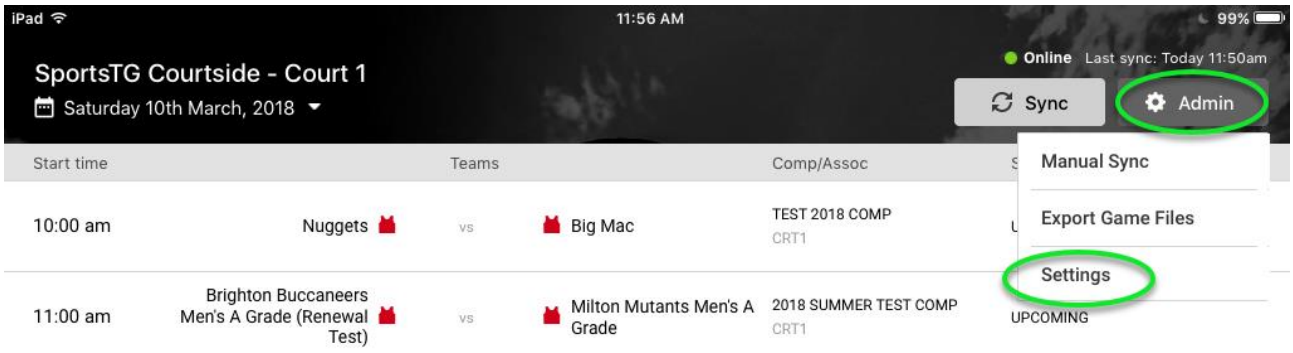
This will bring up the mail client installed on your device.
Type in the email address you'd like to send to, write something in the description if you wish then click **Send.**

NOTE: The Court Name and date automatically populate into the Subject Line

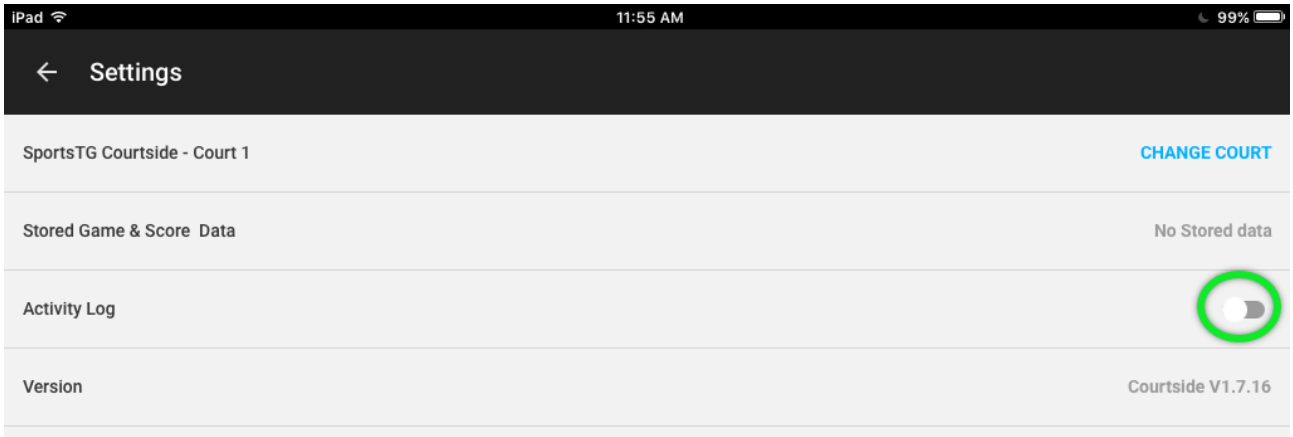


12. ACTIVITY LOG

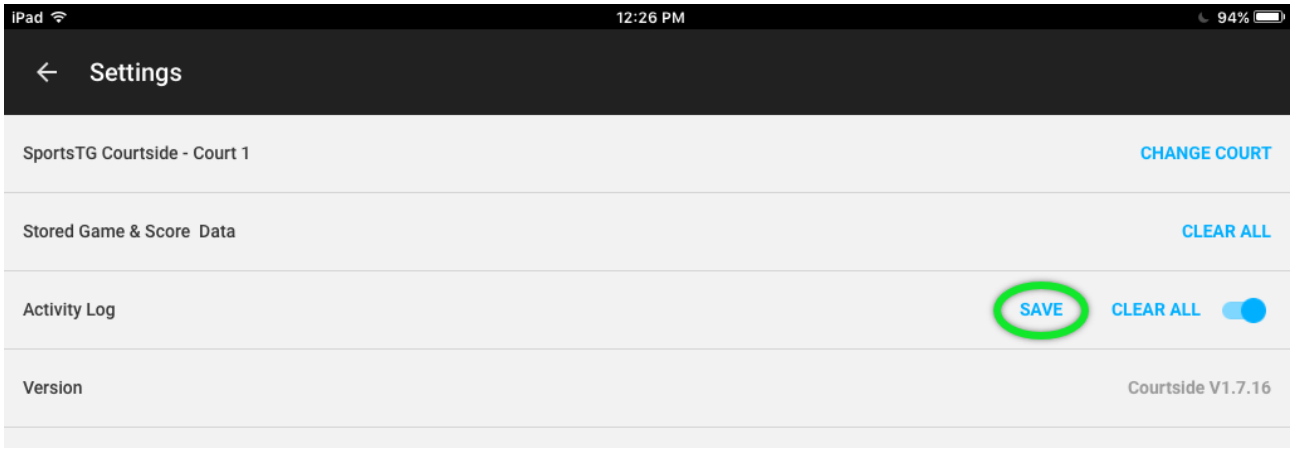
To turn on the Activity log click on the **Admin** button in the right hand corner and select **Settings.**



Toggle the switch next to Activity Log to turn logging on

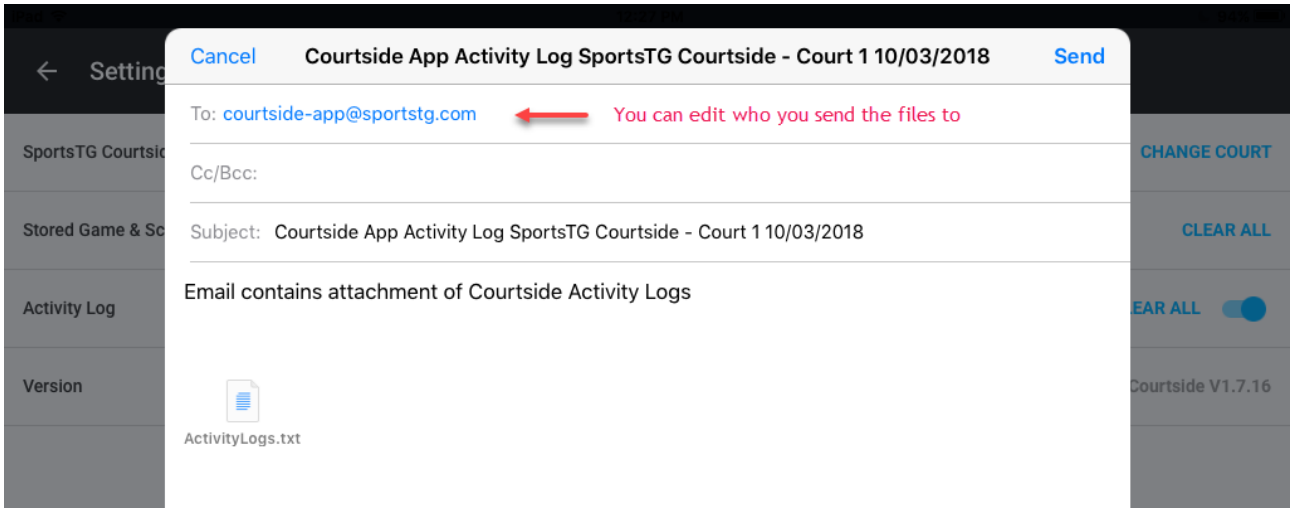


To export the Activity Log click Save.
NOTE: There must have been actions in a match AFTER the Activity Log was turned for there to be any data to export.



This will bring up the mail client installed on your device.
Type in the email address you'd like to send to, write something in the description if you wish then click **Send.**

NOTE: The Court Name and date automatically populate into the Subject Line



Melbourne | Sydney | Auckland | Manchester