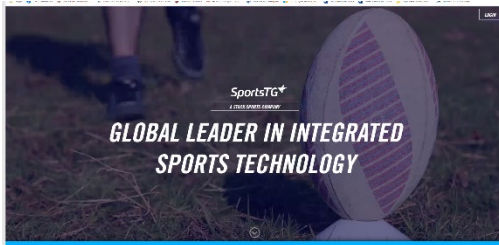


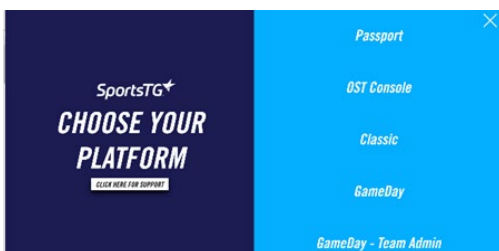


Baseball Victoria SportsTG SPORTSTG ADMINISTRATION UPDATING CONTACT DETAILS

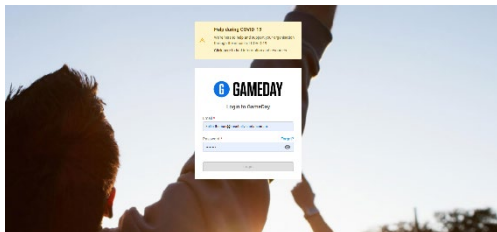
Log into: www.sportstg.com



Click **LOGIN** in the top right corner to access administration.

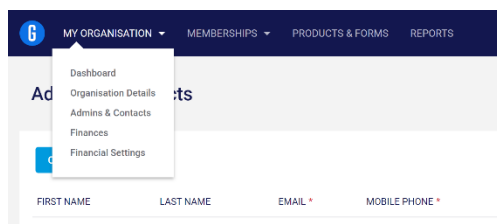


Choose **GameDay** (4th Option).



If you have been set up as an administrator by BV or an ACTIVE club administrator, log in using your details.

If you have not been set up as an administrator, please [contact BV for assistance](#).



For active administrators wanting to update club administrator details:

Hover over **MY ORGANISATION** for the dropdown menu and select **ADMINS & CONTACTS**.

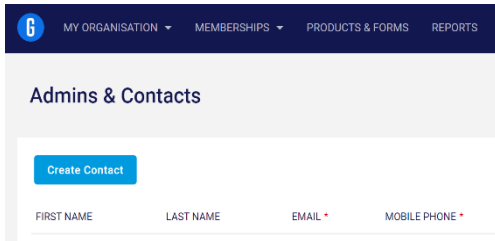
NOTE: An email can only be used for one person at a time.

The name and phone details for an email can be changed, but not the email. [Contact BV](#) if you need any assistance with updating emails.

ADMIN STATUS	ACTION
Active	EDIT <input type="button" value="v"/>
Active	EDIT <input type="button" value="v"/>

To **EDIT** administrator details:
Under **ACTION**, select **EDIT** and make changes.

SAVE



6 MY ORGANISATION ▾ MEMBERSHIPS ▾ PRODUCTS & FORMS REPORTS

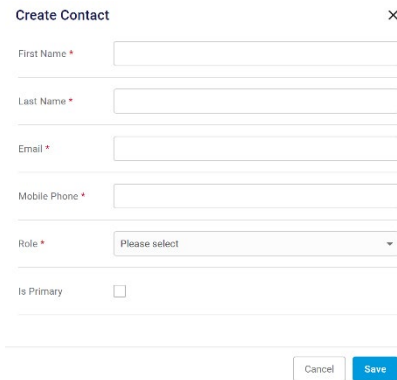
Admins & Contacts

Create Contact

FIRST NAME	LAST NAME	EMAIL *	MOBILE PHONE *
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To Create a **NEW CONTACT**:

Click **CREATE CONTACT**.



Create Contact ×

First Name *

Last Name *

Email *

Mobile Phone *

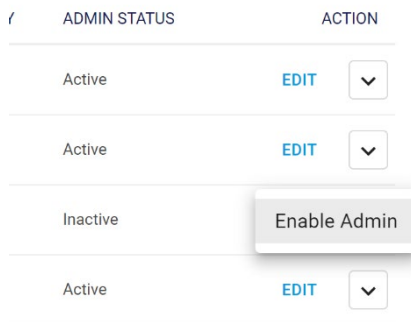
Role *

Is Primary

Cancel Save

Enter details and **SAVE**.

Remember, you cannot use an email already in use to create a new administrator.



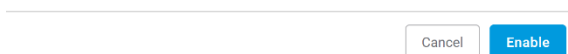
ADMIN STATUS	ACTION
Active	EDIT <input type="button" value="v"/>
Active	EDIT <input type="button" value="v"/>
Inactive	Enable Admin
Active	EDIT <input type="button" value="v"/>

To make the administrator **ACTIVE**,
Under **ACTION** click the white button with the black down arrow.

Click **ENABLE ADMIN**

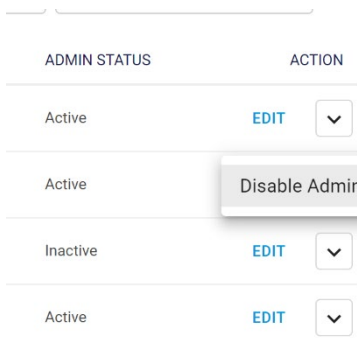
Please confirm that you would like to enable this person as an admin user.

On the confirmation screen, select **ENABLE**



Cancel Enable

You will receive an email from STG requesting you to set a password.



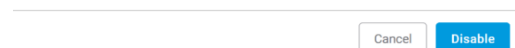
ADMIN STATUS	ACTION
Active	EDIT <input type="button" value="v"/>
Active	Disable Admin
Inactive	EDIT <input type="button" value="v"/>
Active	EDIT <input type="button" value="v"/>

To make administrators **INACTIVE**:
Under **ACTION** select the white button with the black down arrow.

Click **DISABLE ADMIN**

Please confirm that you would like to disable this person as an admin user.

On the confirmation screen, select **DISABLE**



Cancel Disable