

QUICK START GUIDE

Hi and welcome to **revolutioniseSPORT**! This **Quick Start Guide** provides the essentials to get your account up and running in just a few minutes.

1. GET HELP & SUPPORT

Everything you need is under **help** in the top right of the screen. You can browse our **help articles** by clicking a category, watch our **video tutorials**, or **get in touch** to lodge a support ticket.

2. UPDATE YOUR ACCOUNT DETAILS

To update your contact details and logo: **>** login to your account **>** click **account** in the top right **>** click **Account details** **>** update your details (including your logo) **>** click **Save details**. You can update these details at any time.

i Your club logo is used across your entire revSPORT account - on your website, invoices and stationery.

3. SET UP YOUR PAYMENT METHODS

You can specify which methods are available to members when they pay for the registration or other fees and purchases. To do this: click the **Finance** tab on the left **>** click **settings** **>** under the **Accepted payment methods** heading, tick the methods you wish to enable.

To set up online payments, you'll need:

- >** Your bank account details
- >** Non-PO Box address (this is kept confidential and is for anti-fraud purposes)
- >** ABN (no ABN? Visit <https://abr.gov.au>)

To enable online payments via Pin Payments: go to **Finance > settings >** under the **Accepted payment methods** heading, click the **Enable Pin Payments** button **>** fill in the form and click **Request Pin Payments account**. (Allow 1-2 days for setup.)

i Online payments have a fee of 2.0% + \$1.60 per transaction. You can choose to pass on or absorb these fees under **Finance > settings**.



5. SET UP YOUR PAYMENT CLASSES

Your payment classes are your membership types. To specify your payment classes: **>** click the **Finance** tab on the left **>** click **payment classes** **>** click **add payment class** on the right **>** specify the details **>** click **Add payment class** to save.

6. CONFIGURE YOUR REGISTRATION FORM

The basic registration form contains default fields, i.e. name, gender, date of birth, email address.

You can add extra fields to the registration form, in a variety of formats. To do this: click the **Members** tab on the left **>** click **settings** **>** add the fields as desired **>** click **Save settings**. Then, to make them mandatory or optional: click the **Site** tab on the left **>** click **settings** **>** under the **Member information fields** heading, tick which fields are "displayed" or "required" **>** click **Save settings**.

You can request that your members agree to terms or conditions before registering. To do this: click the **Site** tab on the left > click  **edit** next to the **Terms** page > enter your terms content > click **Save details**. Then, click  **settings** on the left > tick the option **Members must agree to the Terms when registering** > click **Save settings**.

7. REGISTER MEMBERS

Your registration portal is available via the **Registration** link within your website. This page presents two options—"Register" and "Renew".

> New members should click "Register", which allows them to join as a new member.

> Returning members can "Renew" for future seasons, which allows existing members to confirm and update their details before rejoining.

8. ENABLE YOUR WEBSITE

Your revolutioniseSPORT account comes with a free club website. You can host events, share your news and photos, sell merchandise, and more.

To enable your website: > click the **Site** tab on the left > click  **settings** > tick the **Site enabled** box.



To enable online registrations: tick the **Members may register online** option.


To allow member login: tick the **Members can log in** option > click **Save settings**.




9. COMMUNICATE WITH MEMBERS

revSPORT allows you to keep in touch with your members via **Email** and **SMS**.




Click the **Members** tab on the left, then:


> click  **email members** or  **SMS members** > select appropriate filtering options, OR:

> click  **search** > enter search criteria > select all via checkbox at the top > select "Email members" or "SMS members"

 To SMS members, you will need to purchase SMS credits: click  **account** in the top right > click  **SMS credits**.

10. ADD MORE ADMINS

To add administrators to your account: > click  **account** at the top > click  **admins** > click  **add admin** > select the member from the dropdown, and specify which areas they can access > click **Add administrator**.

 Administrators must first exist as members in your account, and have a valid email address.

FEEDBACK, QUESTIONS, COMMENTS?

Get in touch! Click  **help** in the top right. Or, reach us via the details below.

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—  **the revSPORT team**