



2011

**Welcome to Hookin2Hockey!**

**Now you have registered your program... here are some helpful steps to assist you with your program.**

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## Timeline Guide

This guide is designed to help your Centre run a successful Hookin2Hockey program. You are also recommended to look at all the resources available in the Program Pack:

[www.hockey.org.au/hookin2hockey](http://www.hockey.org.au/hookin2hockey)

### 6 - 8 weeks before Registration Session of participants

- Set up PayPal account for Club/Association (if you wish to collect online payments for any of your H2H registration fees)
- Approach potential Leaders to be involved in the program
- Advertise your program in local schools, shopping centres, media etc (using Hookin2Hockey posters, brochures and media release provided by Hockey Australia)
- Print copies of the Leader Registration Form
- Activate your online registration form

### At Registration Session (if having one)

- Have laptop setup for participant registrations
- Have printed copies of the Leader Registration Form available
- Ensure participants order the correct sized Equipment Pack or Apparel Pack (see Equipment & Safety for sizing guidelines)

### 2-3 weeks prior to first session

- Deactivate online registrations
- Run a report for participant details including participant pack purchased
- Calculate the number of Leaders required (ratio of 1:12-15) for the first session
- Send state/territory the Order Form (for Participant Packs)

N.B. delays in sending the completed Order Form may affect equipment delivery times, no less than 2 weeks prior to the first session to ensure timely delivery

### Before First Session

- Ensure Leaders have a copy of the Coaching Pack to become familiar with.
- Organise participants into groups based on age & playing experience (if known)

### At First Session

- Arrange distribution of Participant Packs to participants before the session
- Organise participants into groups with their Leaders
- Oversee the session and be prepared to change participants groups

### Before the Final Session

- Ensure all participant certificates have been prepared for presentation at final session

## State Hookin2Hockey Contacts

### Hockey ACT

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**Development Officer**  
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Lyneham ACT 2602  
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Email: [develop@hockeycanberra.org.au](mailto:develop@hockeycanberra.org.au)

### NT Hockey Association

**Mark Davis**  
**Game Development**  
PO Box 41449  
Darwin NT 0811  
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### Hockey SA

**Dale Stephen**  
**Game Development Manager**  
PO Box 56  
Enfield Plaza SA 5085  
Ph: (08) 8349 4044  
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Email: [Dale@hockeysa.com.au](mailto:Dale@hockeysa.com.au)

### Hockey Victoria

**Tom Kneebone**  
**Participation Assistant**  
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Parkville VIC 3052  
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Fax: (03) 8379 4277  
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### Hockey NSW

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**Game Development Manager**  
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### Hockey Queensland

**Cathy Taylor**  
**Game Development Supervisor**  
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**Game Development Coordinator**  
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### Hockey WA

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**Coordinator Junior Programs**  
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## **Promotion of your Hookin2Hockey Program**

Clubs will receive advertising and promotional resources. Including:

- 1000 A5 club/association personalised Hookin2Hockey flyers
- 20 A3 club/association personalised Hookin2Hockey posters
- Professionally written press release with specific club details to be inserted.

The above mentioned items will be sent out to your Clubs Hookin2Hockey Coordinator to the address details specified on the registration form, when you first register your club for Hookin2Hockey

Is your Hookin2Hockey program advertised on your Club/Association website? If not it should be!!

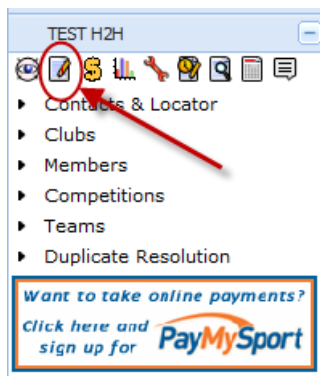
## Accessing your database

You have received your logins details from SportingPulse via email after signing up your Hookin2Hockey program. To login to your database, type your username and password into the following:

<https://reg.sportingpulse.com/v5/>

All of your Club/Association contact information will already be entered and therefore will be visible should a participant search on the Hockey Australia website for Hookin2Hockey Clubs/Associations.

Please check that all Club/Association contact information is correct, and up-to-date. To edit Contact Information, click on the "edit" tab (shown below) and edit the relevant fields.



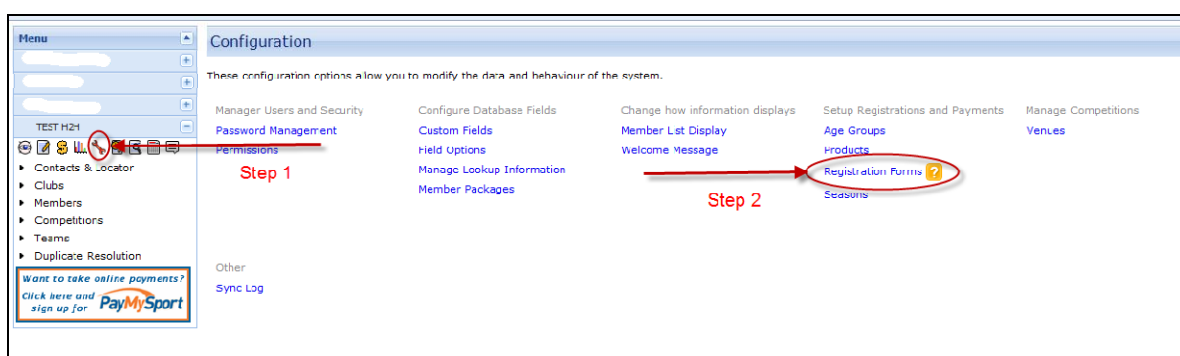
## Online registration

### **All Participants for 2011 Hookin2Hockey must be registered online.**

A registration form has already been created for your use, and has been added to your Hookin2Hockey database for you. This will allow members to register online via your website, meaning you (as the administrator) do not have to manually add each of your members to the database.

To access/preview the existing registration form:

1. Click on the red spanner (configuration) icon
2. Click on Registration Forms



3. You will see the '2011 Hookin2Hockey Registration Form' listed. Click on Preview. You will now be viewing the registration form as a participant will view it.



## Program Cost

The existing registration form that has already been set up for you, has 3 registration 'products' available for purchase. These are as follows:

- 2011 Goal & Stick Pack - \$35.00 (optional to purchase)
- 2011 Goal Pack - \$25.00 (optional to purchase)
- 2011 Hookin2Hockey Registration - \$0.00 (mandatory default product to purchase)

All registrations will automatically have the '2011 Hookin2Hockey Registration' product allocated to their registration. The fee for this product is currently set at **\$0.00**. If your Club/Association wishes to charge a registration fee to their participants (this does not include a Goal and/or Stick pack), this product fee should be changed as required.

Eg. If your club needs to charge field hire fees you can edit the registration fee to \$25 and each person will be required to pay \$25 plus the cost of purchasing the pack

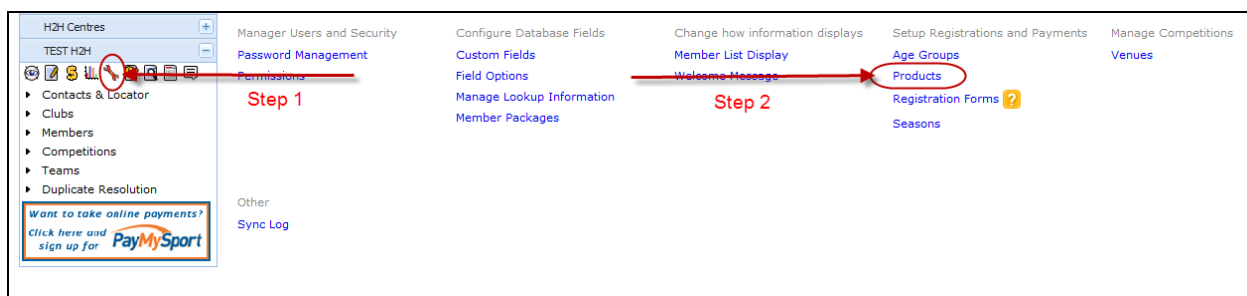
Please note that any fees paid online for the Goal & Stick, or Goal packs, will be **automatically transferred to Hockey Australia**. (NB: You are still required to place necessary orders with Hockey Australia for these packs on behalf of your members, as outlined in this document).

Any fees collected online for the '2011 Hookin2Hockey Registration' product will be transferred to the Club/Association's PayPal account. (See 'Setting up your PayPal account' later in this document)

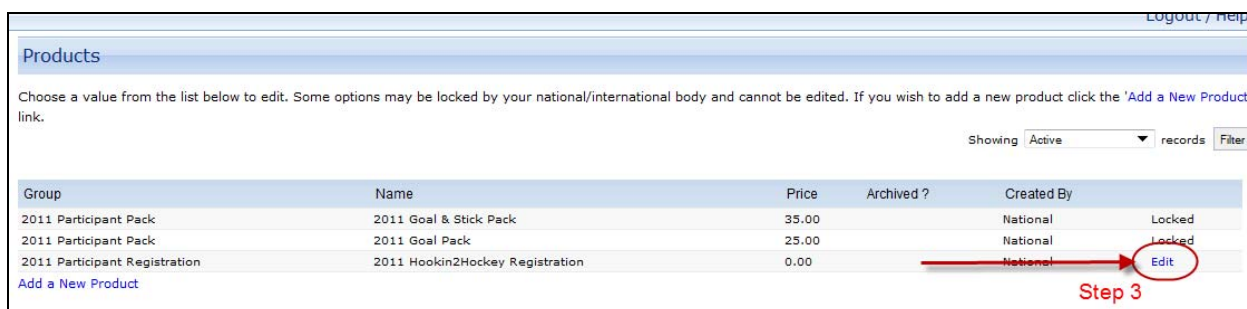
### Adding your fee to the '2011 Hookin2Hockey Registration' product (if applicable)

When logged into your database:

1. Click on the red spanner (configuration) icon
2. Click on Products



3. When in the list of products, click 'Edit' next to the 2011 Hookin2Hockey Registration product



4. Change the price currently listed as \$0.00 to your desired program cost. Please remember that this does NOT include the cost of the goal & stick or stick packs, this is for your program only.
5. Click Update

**Edit Products - 2011 Hookin2Hockey Registration**

Fields marked with \* are compulsory.

**You do not have permission to modify all the information relating to this product.**

Details

Name: 2011 Hookin2Hockey Registration  
Group: 2011 Participant Registration

Pricing

Price:  Single price (price is the same across all registrations, including family registrations).  
 Multiple prices (changes in the case of multiple, family, registrations.)

Single Pricing: \$  Step 4

Multiple Pricing:

First Adult	\$ <input type="text" value="0.00"/>	First Child	\$ <input type="text" value="0.00"/>
Second Adult	\$ <input type="text" value="0.00"/>	Second Child	\$ <input type="text" value="0.00"/>
Third Adult	\$ <input type="text" value="0.00"/>	Third Child	\$ <input type="text" value="0.00"/>
Subsequent Adult	\$ <input type="text" value="0.00"/>	Subsequent Child	\$ <input type="text" value="0.00"/>

Step 5

Your program cost has now been updated. All participants registering to your program will be required to pay this amount.

## Setting up your PayPal account

If your Club/Association is charging a registration fee for the Hookin2Hockey program, you will need to create a PayPal account to receive your funds.

[Create your PayPal Business Account – click here for step-by-step guide](#)

The above guide will also give you an overview on how to link your bank account to your PayPal account, for easy transferring of funds.

## **Making your registration form available**

You should make your online registration form for your Hookin2Hockey program available via your website. Instructions on how to do this can be found at:

**A SportingPulse specific website:**

[http://supportwiki.sportingpulse.com/index.php/PayMySport\\_Registration\\_Form\\_-\\_Sidebar](http://supportwiki.sportingpulse.com/index.php/PayMySport_Registration_Form_-_Sidebar)

**A non-SportingPulse website, or to email link directly to members:**

[http://support.sportingpulse.com/index.php/Add\\_the\\_Registration\\_Form\\_to\\_Your\\_Website](http://support.sportingpulse.com/index.php/Add_the_Registration_Form_to_Your_Website)

Participants can also be directed to [www.hockey.org.au/hookin2hockey](http://www.hockey.org.au/hookin2hockey), “Register Online” and search by “Postcode” or “Centre Name”.

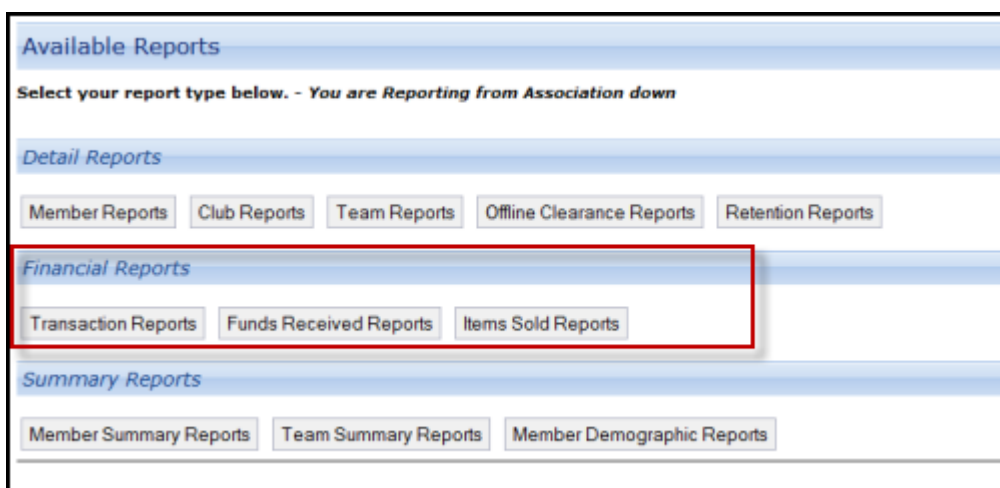
The Search fields are sensitive and as such when prompting parents to search for your program encourage them to keep the search simple e.g. when searching for the “Mentone Hockey Club Hin2H program” simply change the drop down box to search by centre name and type in “Mentone” only.

## Running Member Reports

1. From the main Centre menu, select the **Reports** icon:



2. You will see that there are three reports specifically built to show financial information.



3. Click on the link to the report you would like to run (Transaction Reports) and select the fields that you would like to appear in the report by ticking the boxes next to the field names.
4. Select any filters that you wish to apply (ie. for transactions between certain dates) to the report.
5. From the 'Show' drop down box in the 'Options' area, select either **Unique Records Only** or **Summary Data**.
6. Click **Run Report** to generate the report.

Below is an explanation of the Transaction reports and what each field within the report describes.

## **Transaction reports**

These are an “all purpose” suite of reports – most likely to be used to track down a particular transaction or for SportingPulse reporting requirements across different levels of a Realm. Clients can use these but they’re less useful than the other two from a client point of view and have a particular objective.

Below are the fields available in the report and what they describe:

**Transaction ID:** SportingPulse unique transaction identifier

**Product:** Product name (which Hin2H packs was ordered)

**Payment For:** Name of member the payment is for

**Amount Due:** Amount due to be paid

**Quantity:** Quantity purchased

**Manual Receipt Reference:** Manual receipt reference if recorded manually by organisation

**Payment Type:** Method of payment

**Bank Reference Number:** PayPal transaction ID and correlation ID

**Payment Log ID:** SportingPulse Payment log identifier (a payment log may be composed of many transactions)

**Payment amount (may cover many txns):** Total amount of the payment of which this transaction was a part

**Transaction Date:** Transaction date and time

**Payment Date:** Payment date and time

**Transaction Status:** Unpaid/Paid

**Transaction Notes:** Any notes if they were recorded

**Export Bank File ID:** The identifying number of the MassPay run that distributed the funds to the associations/clubs

**Club Payment for:** The club the payment was made for

For up-to-date information on running reports, please visit the SportingPulse Support site.

The main areas for reporting that you will require can be found at:

**Reporting on your members:** [http://support.sportingpulse.com/index.php/Membership\\_Reporting](http://support.sportingpulse.com/index.php/Membership_Reporting)

**Reporting on transactions and payments:**

[http://support.sportingpulse.com/index.php/Reporting\\_on\\_Transactions\\_and\\_Payments](http://support.sportingpulse.com/index.php/Reporting_on_Transactions_and_Payments)

**Member transactions, including manual transactions:**

[http://support.sportingpulse.com/index.php/Sportzware\\_Online\\_Membership#Member\\_Transactions](http://support.sportingpulse.com/index.php/Sportzware_Online_Membership#Member_Transactions)

### **Tip:**

Once you have run the transactions report, ensure all participants have paid for their selected participant pack (if applicable), and the 2011 registration fee (if amount greater than \$0.00). If these products have not been paid, you should contact the parent/guardian and ask for payment to be made asap.

## Participant Pack Ordering process

Once you have run the member transaction report, you can transfer it into an Excel Spreadsheet if you wish. The spreadsheet may help you to determine who has

- a) Paid for their participant packs and who hasn't
- b) What and how many of each participant pack need to be ordered

When running the reports from the database, you can also choose to order or group the report field options however you like. You can change these options each time you are running a report, making it easier to review depending on the fields you have chosen to include in the report.

All orders must be received by **HOCKEY AUSTRALIA** no later than one working week prior to the commencement of the program to ensure participant packs are delivered in time.

Please keep in mind packs are being sent from Melbourne and therefore delivery time will depend on where your order is going to.

This means your order will need to be with your State Association Hookin2Hockey Coordinator **2 weeks prior to your program starting**. *Note: The earlier you get your order in the earlier the participants packs will arrive!!*

## **Additional Notes**

Hookin2Hockey Program coordinators should only be contacting SportingPulse if they misplace their login details for the online database, or if they are in need of assistance in regards to their database that the State Association Hookin2Hockey Coordinator or Hockey Australia cannot help with.

In the first instance, if you require any assistance with your database, please visit the SportingPulse Support site at: <http://support.sportingpulse.com>

All queries in regards to Hookin2Hockey program pack logins, program resources, participant packs, orders and all general Hookin2Hockey queries should be directed to your State Hookin2Hockey Coordinator.