



## Team Manager

## User Manual

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**Head Office: Australian University Sport**  
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## **Introduction**

The Australian University Sport Web Interface System is a new initiative launching in 2006 to streamline AUS databases, registration for AUS events and communication with members. From a team manager point of view the primary purpose of the system is to provide the team manager with the ability to manage participants within the sport the manager is managing. Please note that the university team manager allocates you specific permissions therefore you may not be able to do all the functions listed below.


## **Logging On**

To access the AUS Web Interface System go to [www.unigames.com.au](http://www.unigames.com.au). Click on the Private Web Site link on the left hand side tool bar. Enter your username and password provided to you by AUS. Click on Registrations on the top menu.

## **How can I register participants for events?**

The UTM can choose to add participants themselves using either the web interface system, uploading excel/access database or via the AUS website.

### *Using the Web Interface System*

1. On the left hand side menu click on Tasks
2. Click on  located across from register a new member
3. Enter the participants details
4. Click Register

Before you upload an access or excel database you should download an access or excel database to work from. This way you can be assured that fields of your database will match the fields of the AUS web interface system. If you don't do this the likelihood of being able to upload it is very low. If you download an excel database make sure that you save it in CSV format so that the database can be uploaded again. There are also mandatory fields that you are required to fill in, please consult the database to ensure that you fill in all the required fields.

Please do not delete any fields within the database when you do download otherwise you will have trouble uploading it again. You can choose to hide columns that you aren't using for entering data; this is the best way to simplify the database when you're working offline.

### *To download an access or excel database*

1. Click Advanced and then click Work Offline
2. Select the period/member type you wish to download that appears under download data
3. Select the Format
4. Click Download
5. Right click the link at the top of the page and select save as

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After you upload a database the system will tell you exactly what mistakes you have made within the database, you can choose to go back and fix them in the database or continue to upload leaving those records with mistakes out of the upload.

*To upload an access or excel database*



1. Click Advanced and then click Work Offline
2. Under upload data select the format of the database
3. Find the database you would like to upload by clicking browse
4. Click Upload

Alternatively participants can register for AUS events individually by signing up at the AUS website and following the simple procedures. Once an individual from your university registers for an AUS event the individual will appear on your section of the AUS Web Interface System and then is able to be managed by you.

*To add extra fields for the participants from your university*


1. Click on advanced on the left hand side menu and click Extra Fields
2. Add the name and short name for the field you wish to create
3. Select the field type and click add.
4. Click the  next to the field you created
5. Ensure that the field is active, make it mandatory if you wish it to be entered by all participants and if you want participants to enter this data online select 'include for online rego'.
6. Click update

*To add notes regarding sport specific (students that are signing up for events will see these through the front of the website)*


1. Click Games/champs on the left hand side menu
2. Click the  next to the event you want to add a note to
3. Click the  next to the sport you want to add a note to
4. Add the registration note which you want participants that are registering to see.
5. Click Update

### **How do I manage my participants using the Web Interface System?**

*To view all your participants for all AUS events on one page:*

1. On the left hand side menu click on Tasks
2. Click on 

*To add a new participant*

1. On the left hand side menu click on Tasks
2. Click on  located across from register a new member
3. Enter the participants details
4. Click Register

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*To change a participant's details:*

1. On the left hand side menu click on Contact Search
2. Search for the participant you are looking for
3. Click on 
4. Change the details as you need
5. Click update

*To Reregister Participants/Teams from period to period:*

1. On the left hand side menu click on Tasks
2. Click on  located across from reregister a members from period to period
3. Select the Teams you want then click Continue
4. Ensure the correct participants are selected then click reregister


*To Delete or Recover a previously deleted participant*

1. On the left hand side menu click on Tasks
2. Click on  located across the Delete member or Recover a previously deleted participant
3. Search for the participant you are looking for
4. Find the participant and click on 

## **Creating Reports**

The primary purpose of creating reports is to easily display and group your participants in a way that you find easy to manage.

*To create a report*

1. On the left hand side menu click advanced and then click Custom Reports
2. Enter a name for report (e.g. AUG Cycling)
3. Click Add, This will add the report to your list of reports
4. Click on 
5. Click on Period/Mem. Types
6. Select the group(s) you would like to display (e.g. 2006 AUG – AUS Cycling)
7. Click Update
8. Click on Fields/Criteria
9. Select the fields you would like to add to the report and how you wish to sort the data
10. Click Update
11. Click Display

You can create as many or as few reports as you wish. When a report is created you can skip steps 5-10 and simply click display each time to access the report. Please note that there is also a printable version and this report can be saved to your computer.

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## **Contact**

If you have any questions regarding the AUS Web Interface System please contact the AUS Registration and Communications Coordinator, Mark Blomeley, on e-mail [mark.blomeley@unisport.com.au](mailto:mark.blomeley@unisport.com.au) or phone (07) 3832 9874 EXT 24.

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## **Definitions**

'*University Team Manager*' or '*UTM*' means the delegated manager of the university team for all AUS events.

'*Team Manager*' means the manager of a sport specific team (i.e. the softball team manager).

'*Participants*' means anyone who has signed up to compete at AUS events.

'*Web Interface System*' refers to the private website that can be accessed through <http://www.unigames.com.au>.

'*Interfuse*' refers to the company that is responsible for the creation of the AUS Web Interface and website. Intefuse is also responsible for managing some aspects of the system.

'*Member*' within the web interface system refers to participants.

'*Organisation*' refers to the university or any other associated organisations.

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