

Welcome to ResultsVault

Please take a few minutes to read through this getting started guide, which gives an overview of how to set up and maintain your ResultsVault site. Much more detailed help is available on-line.

What is ResultsVault?

ResultsVault is an online sporting statistics and administration service, and provides a huge number of features for clubs and associations. Information from ResultsVault can be viewed in a number of ways:

- via a SportzVault web site (free with ResultsVault membership)
- via the ResultsVault site - the url depends on your sport:
 - cricket: <http://cricket.resultsvault.com>
 - football is <http://football.resultsvault.com>
 - other sports can be found by going to <http://www.resultsvault.com>
- via any other website using the links to ResultsVault that we provide for integration

There is no need to log in to these sites – they are freely accessible by all.

Logging in to ResultsVault Administration

You will have been supplied with a Login ID and password, and the administration URL.

Go to the administration site and enter your login ID and password to login. Administration URLs can also be found from <http://www.resultsvault.com>.

or... Click the **Log in** menu item on the public ResultsVault site (see above)

Toggling between the ResultsVault and SportzVault administration menus

After you log in you will see a menu bar at the top of the screen, just beneath the main banner. This bar is split into two menus :

- the right hand menu bar: Use the 'Menu' item to toggle between ResultsVault and SportzVault administration.
- the left hand menu bar contains all the menu items that allow access to administer various tasks. The current menu (SportzVault or ResultsVault) is indicated just above the left hand menu bar.

Note – If your association does not hold a SportzVault account, or if it has not been enabled, you will not be able to access any SportzVault administration features.

ResultsVault Menu items

The main menu items are:

- Home – returns to the ResultsVault Administration home page
- Matches – select teams, enter match and player results for matches
- People - maintain your player and contact lists, and set up custom player lists and filters
- Communication – send email or SMS messages to your lists – either in free format, or from a number of pre-defined templates
- Users – maintain the list of Users who are able to login to ResultsVault, change your password

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Summary of tasks

Depending on the access granted to you, you may be able to do some or all of the following tasks. If in doubt, contact the Principal User at your club/association (listed on the ResultsVault Administration home page after you log in). Help files are available on line for each task from the Help menu, please take the time to read them.

Periodic/annual tasks

Create other ResultsVault Users (logins)

To help you share the load, you can create other Users, who will be able to login and perform some or all of the tasks below, based on the User Roles assigned to them. Note that users need Content Manager access to create content, and/or Site Manager access to change any of the Site Preferences or menu.

Menu items: Users...User List

Update Player and Contact Lists

Players must be entered into ResultsVault before they can be selected for teams, or have statistics entered against them. Players are marked as active (i.e. actively playing with your club) and are set as inactive once they stop playing. Only active players can be selected for teams.

Contacts are used for people who do not play with the club, but are involved in some other way – for example, they may be an administrator or supporter.

Player and Contact names must be unique within your club – that is you cannot have a player with the same first and last name as another player, or contact. You can enter a middle name or initial to provide uniqueness. Contacts can also be changed into a player, and vice versa without affecting any other details or results entered against that person.

Players/contacts can initially be uploaded in bulk*, and then maintained via ResultsVault via the 'Person' menu item.

*Future feature for ResultsVault Football – please email player lists in spreadsheet format to support@resultsvault.com and we will import in the meantime.

If you wish to use ResultsVault's communications features it is important that players/contacts have up to date email addresses and/or mobile phone numbers entered.

Menu items: People...Players, People...Contacts

Update your Club Details

Update your club details – names, addresses and key contacts as well as a description of your club. These details will be available on the public site. Additionally you can give each grade your club plays in a "Friendly Name" which is meaningful to your club (eg 1sts, 2nds etc). You can also specify which people at your club should receive communications (email and SMS) from your association via ResultsVault.

Menu items: Options under the Club menu

Regular data entry tasks

Notes: Regular tasks can also be accessed via the **Data Entry Quick Access** panel on the administration home page.

Selector bar - Many administration pages have a selector bar which allows selection of the season, grade, and round. This bar remembers the last selections made for grade and season, and will usually default to the current round. To select a different match, simply change the selections in the selector bar, and click the *Go* button.

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Team selection

Selecting teams is a matter of adding players to a **Selected Player List** from the **Available Player List**. A captain must be chosen via the **Selected Player Options** panel, and optionally a keeper, and one or more substitutes designated. When selections are finalised, click the **Update** button. Your selections will also appear as the default when you come to select the following round's team, so that you only need to worry about changes from round to round.

Once the teams are selected you can email the team lists automatically from ResultsVault to your players and/or contacts.

Menu items: Matches...Select Teams, Communications...Email...Email Selected Team Lists

Match scores and confirmation

Overall match scores are entered on the **Match result and score entry** page. Depending on the association rules, usually either participating club can enter a match result (and if the association requires match confirmation, the other side would then confirm or dispute the match result). Once a result is entered the match result is locked for further entry, however the association can alter the result to resolve disputes, or can make the result official.

Enter the full time scores of both sides and the result (i.e. who won or lost), and optionally other information such as half time score, total red/yellow cards and fouls. Match notes may also be added if necessary. Click the **Update** button to save.

Menu items: Matches...Enter Match Results, Matches...Confirm Match Results

Player scores

Each participating club can enter their own individual player scores via the **Player scores entry** page. This page displays the team as selected. If late changes have been made to the side, go back to the Select teams page and update as necessary.

For each selected player you can enter such things as Shirt Number (if the player is not wearing their normal number), number of goals scored, when goals were scored, and sub on/off time. Click the **Update** button to save.

Menu items: Matches...Enter Player scores

Match reviews

You can enter a review of a match (up to 15000 characters) at the **Enter Match Review** page. The review is entered via a Html editor where Html formatting can be applied, and images inserted. Content can also be copied and pasted from other documents such as Microsoft Word.

Menu items: Matches...Enter Match Review

Ad-hoc tasks

Maintain your player and contact lists

As player and contact details change you can maintain your lists via the People menu. Player lists can be customised, and Player Filters created to further streamline your player maintenance tasks.

Menu items: People menu

Communicate with your players and contacts

You can send email and SMS at any time from ResultsVault to some or all of your player or contact lists. Messages can contain what ever content you like (limit of 150 characters for SMS), and emails may contain attachments.

Menu items: Communications menu

Need more help?

There is much more detailed help available online – accessible via the Help menu item on any ResultsVault page.

To contact InteractSport for further help, just click the Contact us link at the bottom of any page, and follow the instructions. We're happy to help, but please read the online help first!

Welcome to ResultsVault!

The InteractSport team

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