



Softball Australia

mySoftball Community Training

Module 1

A) – Registration and Access

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Updated 19 May 2015



Registering for a Fox Sports Pulse Passport

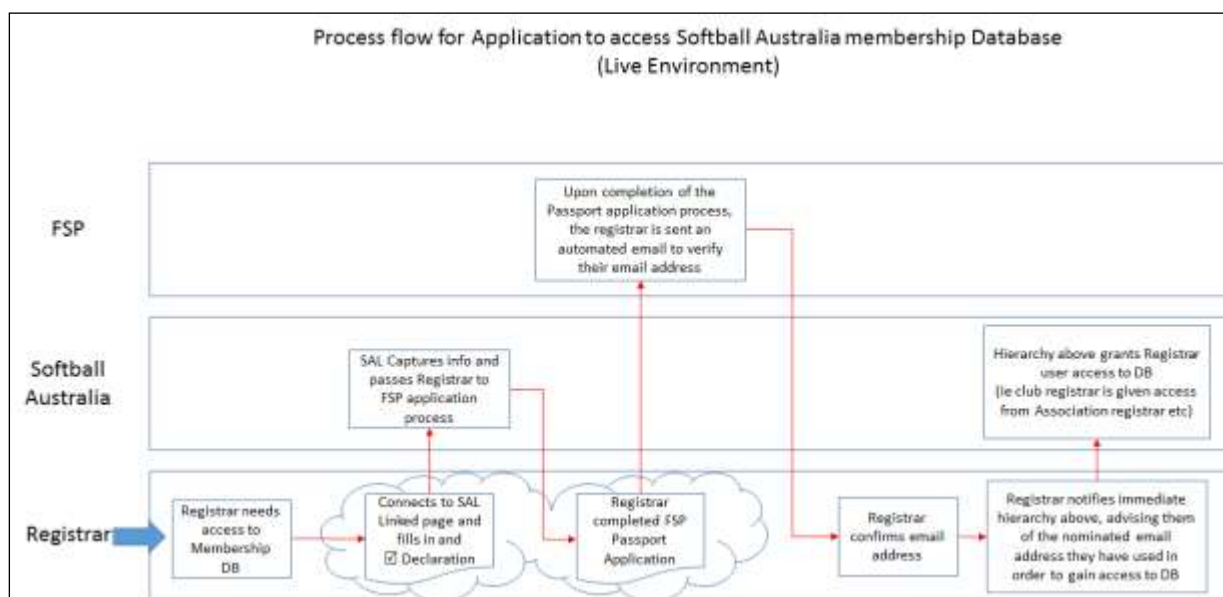
To access the system, go to (<http://adminregistration.softball.org.au/>).

- 1 You must read and acknowledge the declaration that you will abide by the Australian Privacy Principles with regards the access you have to private and secure information about individuals participating in our sport of softball.



IMPORTANT: For data security reasons, you must use a unique email address to register for a Fox Sports Pulse (**FSP**) passport.
DO NOT use a generic email address (ie RegistrarClub1@Club1Softball.org.au) because when you are no longer in that position, your passport's access to the database will be deleted. The next person in your role will have to register for their own passport, and be granted access to the system.
DO NOT share your passport details. If there is someone else in your Club or Association whose role requires access to the Database, they need to have their own FSP Passport.

- 2 Complete the registration process in the Fox Sports Pulse (**FSP**) system to receive your FSP Passport. This is your ID to access the system.
- 3 On completion of your registration, you will receive an email asking you to verify your email address, which will activate your passport.
- 4 To be given access rights to your membership database, contact the registrar in the hierarchy level above you, eg:
 - Club registrar contacts association registrar
 - Association registrar contacts state registrar
 - State registrar contacts Softball Australia.
- 5 The registrar will permit access to the appropriate level in the mySoftball Community Membership Database.

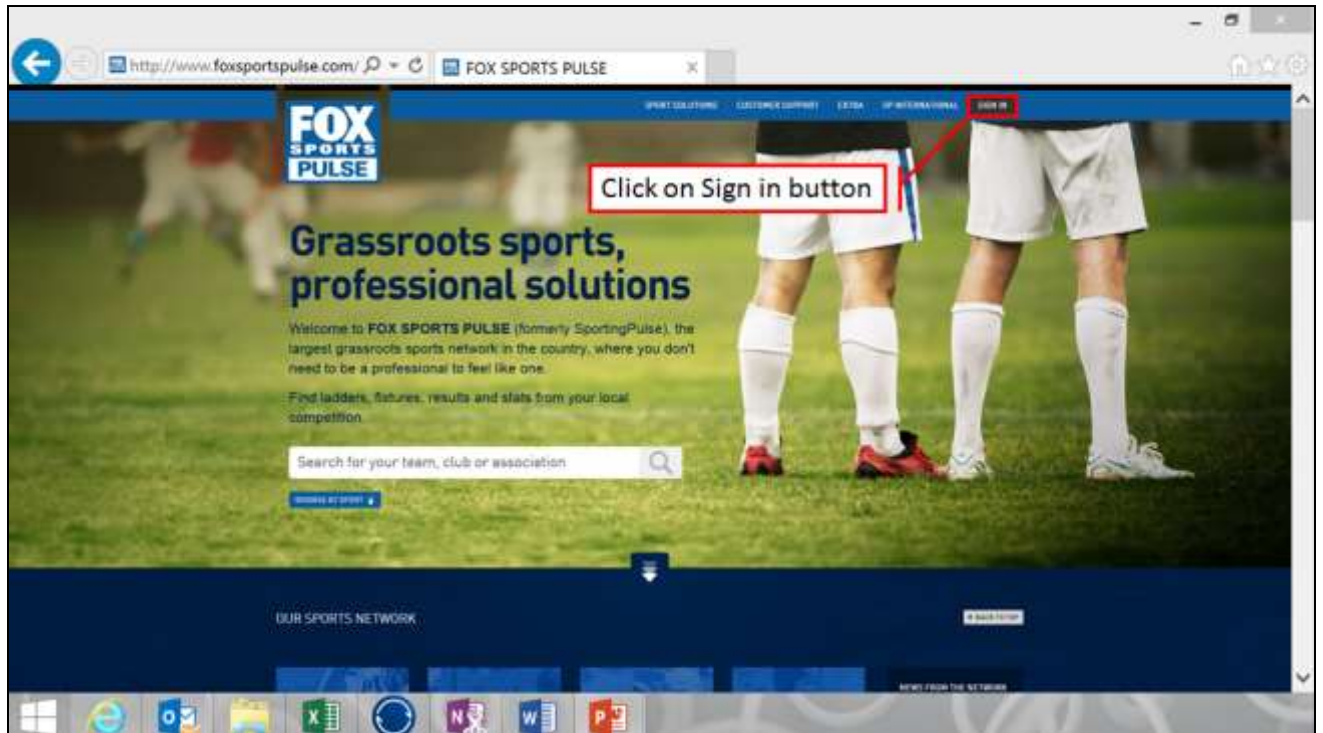


Reference to SAL means Softball Australia Limited

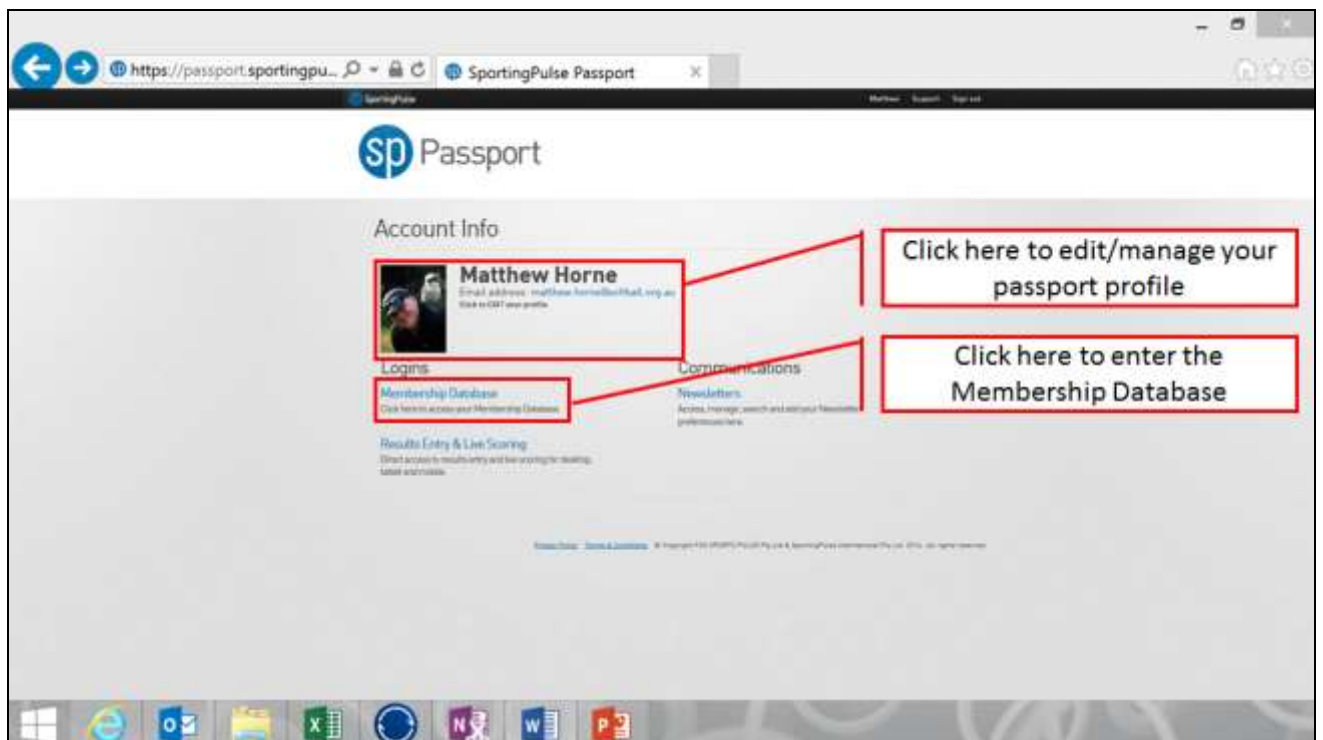


Accessing the system

- 1 Once you receive a passport and access rights to your level of the database, go to <http://foxsportspulse.com>and click on the *Sign In* button.



- 2 This will take you to your passport launch page, where you can edit your passport profile and enter the Membership Database.





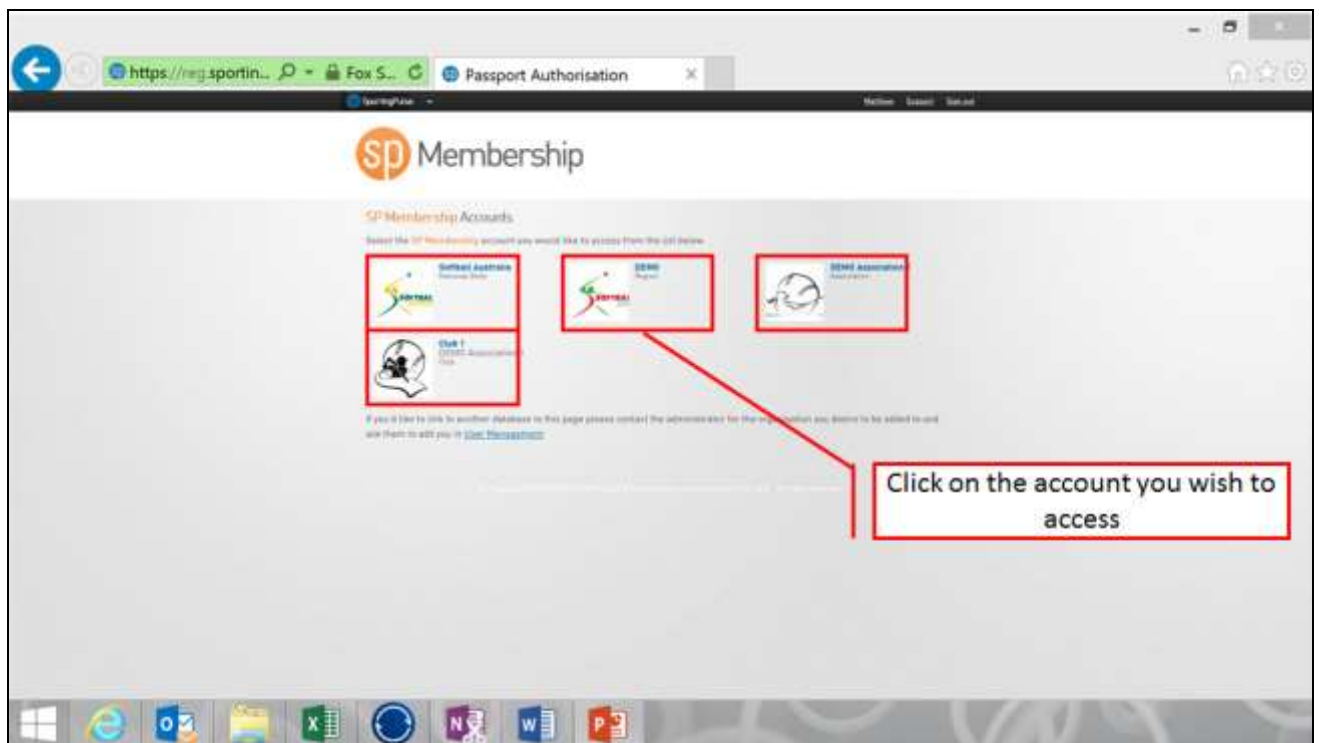
NOTE: The additional options in this section are Communications (newsletters) and Results Entry and Live Scoring:

- **Communications:** defines what information you would like to receive from FSP
- **Results Entry and Live Scoring:** for anyone other than a registrar to whom access is granted for updating scores and results.
Results Entry and Live Scoring will not be released until the system has been rolled out Australia-wide.

3 You will be prompted to select which account you would like access to...this example shows the administrator has been granted access to Softball Australia (national level); and the administrator has given themselves access to the following levels:

- DEMO State (state level)
- DEMO Association 1 (association level)
- Club 1 (club level)

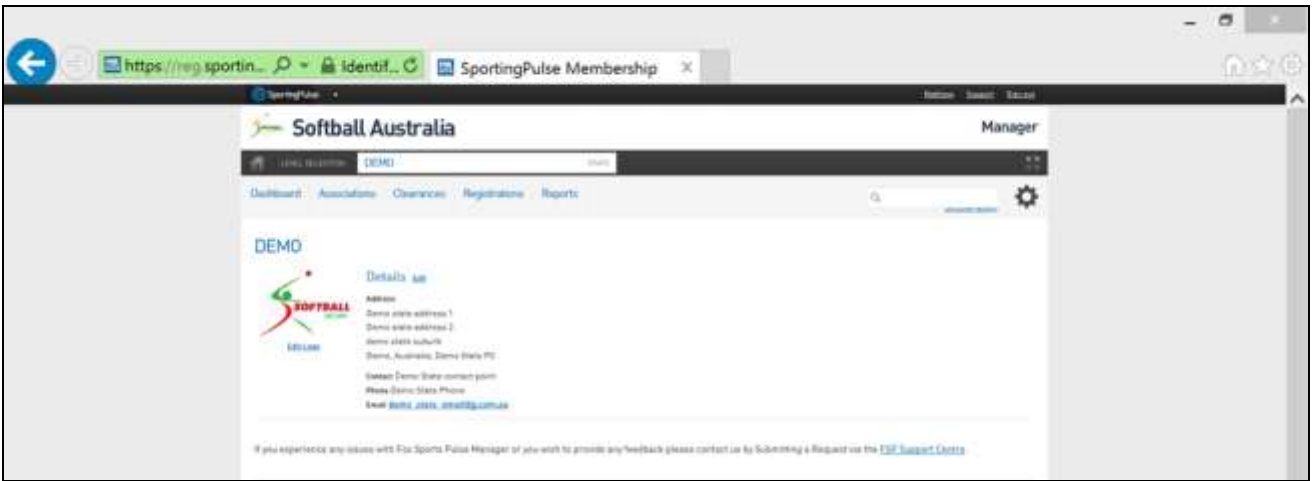
4 You will see the level you are granted access to, and any level below that you give yourself access to.



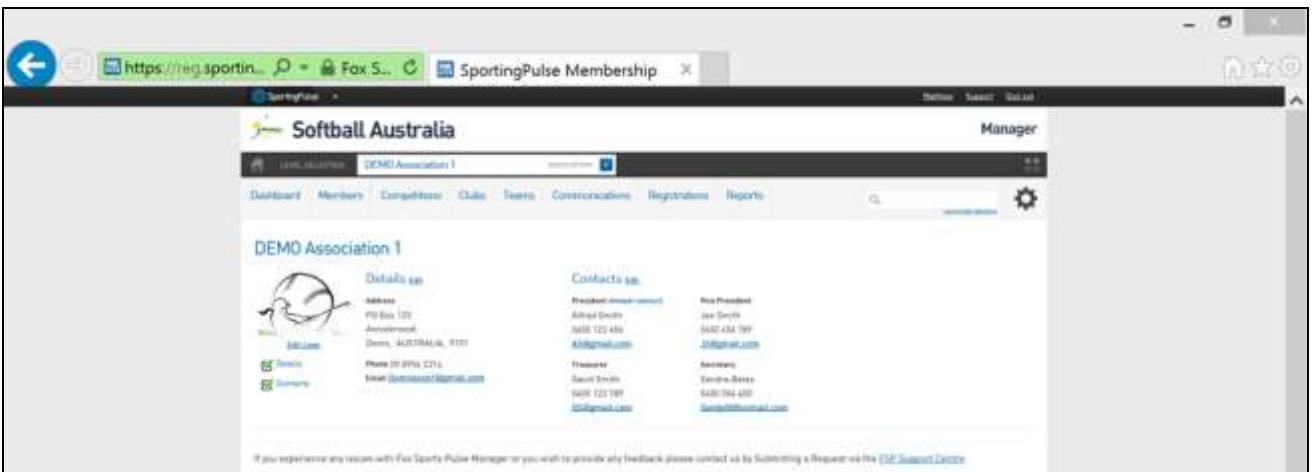


5 You now have access to the mySoftball Community Membership Database.

State Level



Association Level



Club Level

