

## How to Enter a Team in Spawtz

- *This is a step by step guide for teams to register for a league*
- *The **organiser of the team needs to be the first player to start the process**, they will then add the additional players and those players will be sent a link to register.*

### STEP 1: REGISTRATION

1.1 - Go to the STADIUM 34 Spawtz web page (and choose the option 'register a team or as an individual'. <https://stadium34.spawtz.com/External/Default.aspx>

The screenshot shows the STADIUM34 Spawtz website interface. At the top, there is a navigation bar with the following links: Dashboard, Register, Fixtures/Results, Book Now, and Login. Below the navigation bar is a blue banner with the text: "If you don't have hospital cover you could pay more in tax." and a "Find out more" button. The main content area features a large image of a basketball court with the STADIUM34 logo overlaid. Below the image, there is a section titled "ATTENTION ALL CAPTAINS!!!!" and "GIVE UP THE JOB OF CHASING YOUR PLAYERS EVERY WEEK!". The text explains that if an arena has entered their leagues into the database, players will receive fixture reminder emails each week. It also mentions that within these reminder emails are links that players can click on to inform YOU of their availabilities. This way you don't have to go through the weekly hassle of ringing around to find out who can play, who's on holiday, who's ill, who's raring to go....**saving you time and money**. Additionally, it states that you can also pay your fixture fees online, saving you the trouble of queueing at the arena or of forgetting your cash on the night. On the right side of the page, there is a vertical menu with four buttons: "View fixtures and standings", "Find your team", "Register a team or as an individual", and "Book a court". A red arrow points to the "Register a team or as an individual" button.

## 1.2 – Choose the league you want to register for.

[GO TO MAIN SITE >](#) DASHBOARD CALENDAR TEAMS STATEMENTS

Filter

Sport:

Days:

### U9 - 2021 Winter Classic

Inline Hockey - Junior  
Season start date: 11/06/2021

Venue: Stadium 34

[Register a team \(695.00\)](#) [Register as an individual](#)

## 1.3 – SIGN IN if you are an existing user or click the blue text 'CLICK HERE TO REGISTER' if you are a new player/organiser wanting to enter a team.

[GO TO MAIN SITE >](#)

Email address:

Password:

Remember me

[Forgotten your password?](#)

[Click here to register](#)

1.4 – If you are a new player or team, you will need to fill in your details in the boxes provided and click ‘create my account’. If you are an existing user, you will land on your Spawtz dashboard, as per normal.

GO TO MAIN SITE >

First Name

Last Name

Email Address

Password

Mobile

Terms & Conditions

I have read the [privacy policy](#) and agree to the [terms and conditions](#)

I have read and agree to the [terms and conditions](#) and agree to receiving fixture reminder notifications and other relevant communications from Adline Media Pty Ltd or any of its related entities and partners.

Our [Privacy Policy](#) tells you how we collect and use your personal information. If you require any further information please contact [admin@adline.com.au](mailto:admin@adline.com.au)

[Create My Account](#)

1.5 – You will then arrive at your Spawtz Dashboard where you will **enter your team name**. You will see the option to pay **“your share”** or pay the **“full amount”**.

Please choose the option to **pay the full amount** for the 2021 Winter Classic and organise to collect each player’s share of the team fee externally – eg bank transfer, cash etc.

GO TO MAIN SITE >

DASHBOARD CALENDAR TEAMS STATEMENTS

### Space Available in U9 - 2021 Winter Classic

To confirm your place, please specify your team below and then pay either the deposit of 0.00 or the full price of 695.00

New Team

Existing Team

[Pay my share\\*](#)

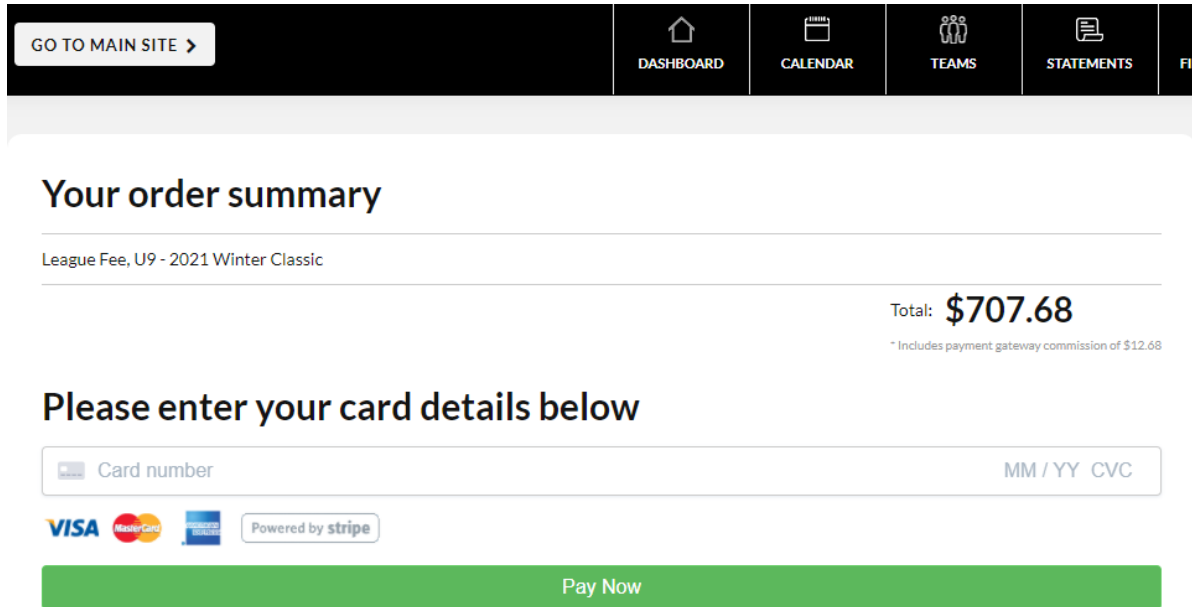
OR

[Pay the full amount of 695.00](#)

\* Your share will equal the total league fee split equally between all the players you select

## STEP 2: PAYMENT

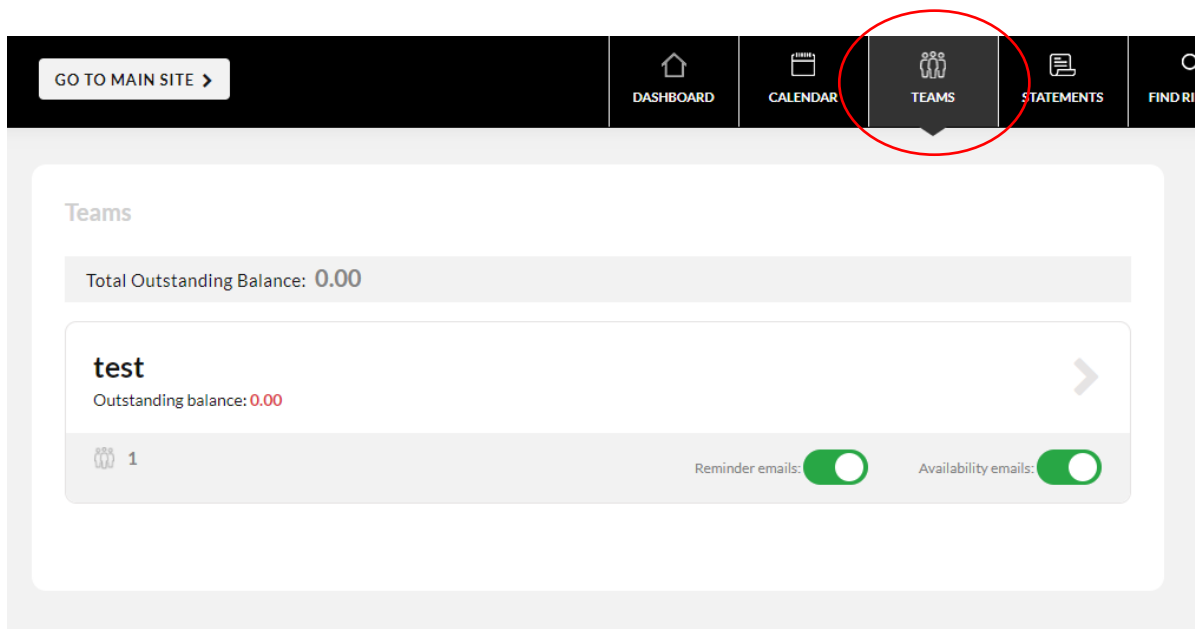
2.1 – Enter your card details and click ‘Pay Now’.



The screenshot shows a payment interface. At the top, there is a navigation bar with a 'GO TO MAIN SITE >' button and menu items: DASHBOARD, CALENDAR, TEAMS, STATEMENTS, and FIND. Below the navigation bar, the main heading is 'Your order summary'. Underneath, it lists 'League Fee, U9 - 2021 Winter Classic'. The total amount is displayed as 'Total: \$707.68', with a note below it: '\* Includes payment gateway commission of \$12.68'. The instruction 'Please enter your card details below' is followed by a form with a 'Card number' field and a 'MM / YY CVC' field. Below the form are logos for VISA, MasterCard, and American Express, along with the text 'Powered by stripe'. A large green button labeled 'Pay Now' is at the bottom of the form.

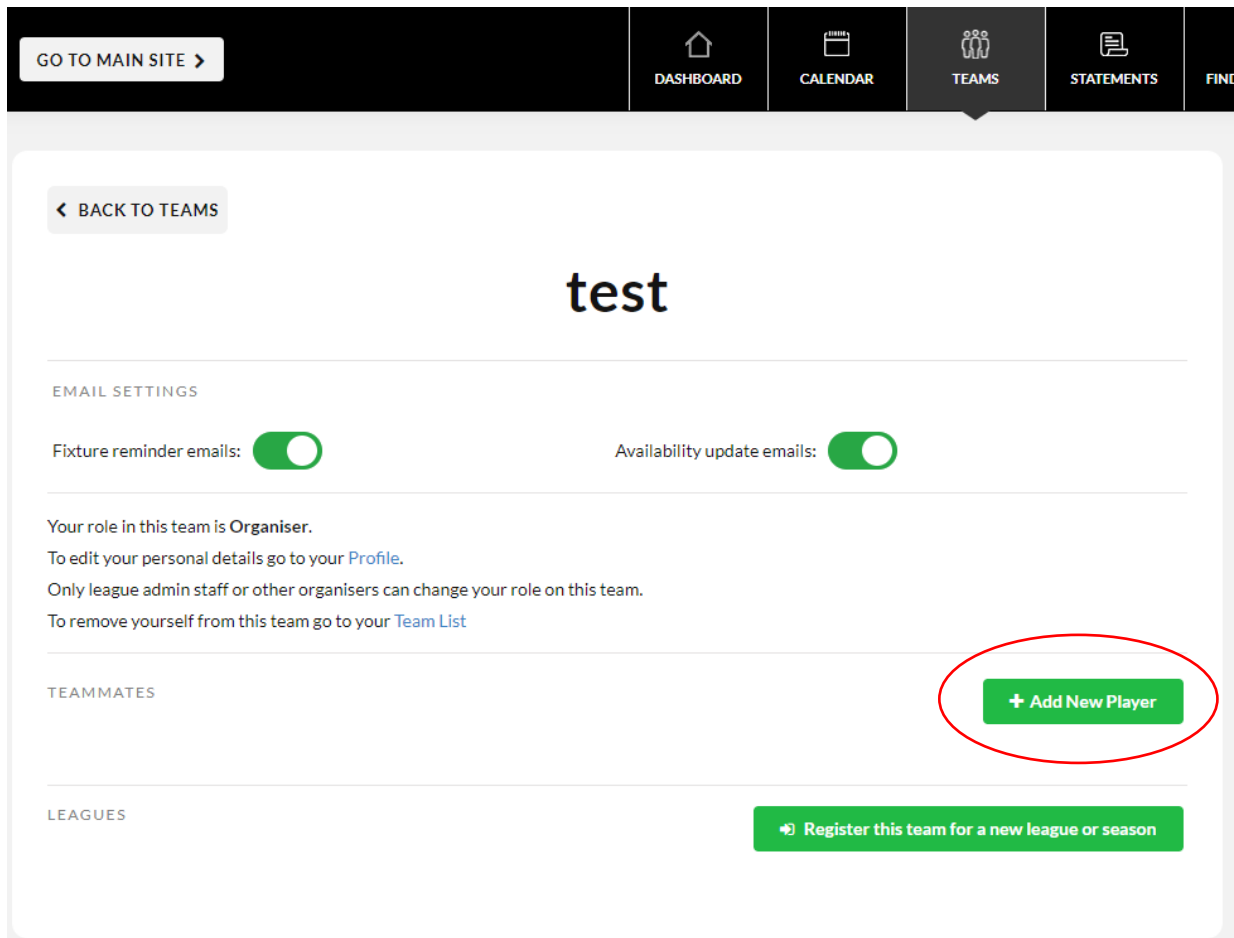
## STEP 3: ADDING PLAYERS

3.1 – You can then click ‘TEAMS’ in the menu. Then click on your team name (in this example the team is called ‘test’).



The screenshot shows the 'TEAMS' page. The navigation bar at the top has 'GO TO MAIN SITE >' and menu items: DASHBOARD, CALENDAR, TEAMS (circled in red), STATEMENTS, and FIND. The main heading is 'Teams'. Below the heading, there is a section for 'Total Outstanding Balance: 0.00'. Underneath, there is a card for a team named 'test' with an 'Outstanding balance: 0.00' and a right-pointing arrow. Below the team name, it shows '1' player and two toggle switches: 'Reminder emails: [checked]' and 'Availability emails: [checked]'.

3.2 – Once you click on your team’s name, the following screen will appear. Click on the green ‘Add New Player’ button.



3.3 – The following screen will appear, then you can add a player. You will need the players (or parents) email address to be able to register them.

The screenshot shows a 'New Team Member' registration form. The form has the following fields: 'Role' (a dropdown menu with 'Regular' selected), 'First Name \*' (a text input field), 'Last Name \*' (a text input field), 'Email Address \*' (a text input field), and 'Mobile Phone' (a text input field). Below the 'Mobile Phone' field, there are radio buttons for 'Gender: Male' and 'Female'. At the bottom of the form, there are two buttons: a green 'Submit' button and a grey 'Cancel' button.

**NOTE** – If your players are not existing users in our Spawtz System, they will receive an email to complete their registration (see below).

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In order to use this email address on the Adline Admin website you must confirm that it is a valid address by clicking the link below:

[Click here to complete this invitation](#)

Alternatively, please copy and paste this url into a web browser:

<http://Australiandemo.spawtz.com/SpawtzApp/EmailConfirmation.aspx?U=14461&C=74198e55-6b33-423d-91f7-d9bf0848860c>

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Players will need to click the link to complete the registration process.  
They can then enter their details and create a password to become a member of your team and the Spawtz system.

has invited you to join the Adline Admin website. To accept this invitation, please complete the form below:

Confirm Your First Name :

Confirm Your Last Name :

Gender :

M  F

Email Address :

Jamesc@adline.com.au

Password :

Confirm Password :

[Complete Invitation](#)