User Guide

Content & User Guide

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How to Login and Set your Password

1. Once on the golcentres.spawtz.com site proceed to click on the login button (alternatively you can also proceed to https://golcentres.spawtz.com/login) when you proceed to the login landing page select the "Forgotten your password" link located at the bottom.
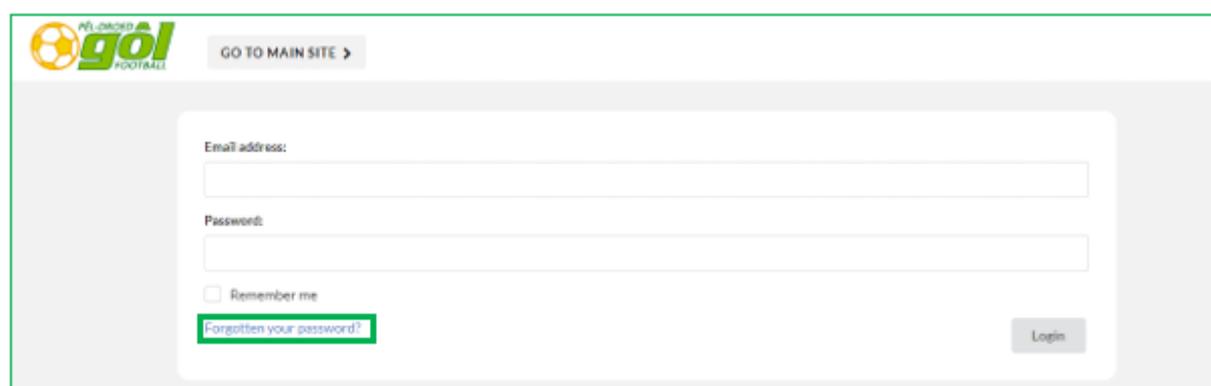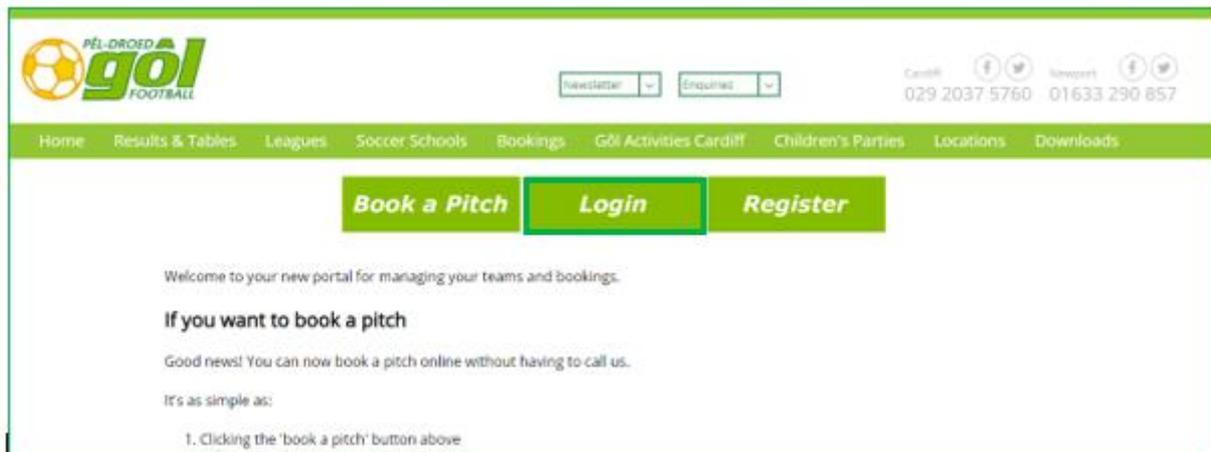
2. On the next page you will see a section to enter your email address to reset your password, after the email field is filled in click on "Get password reset link"
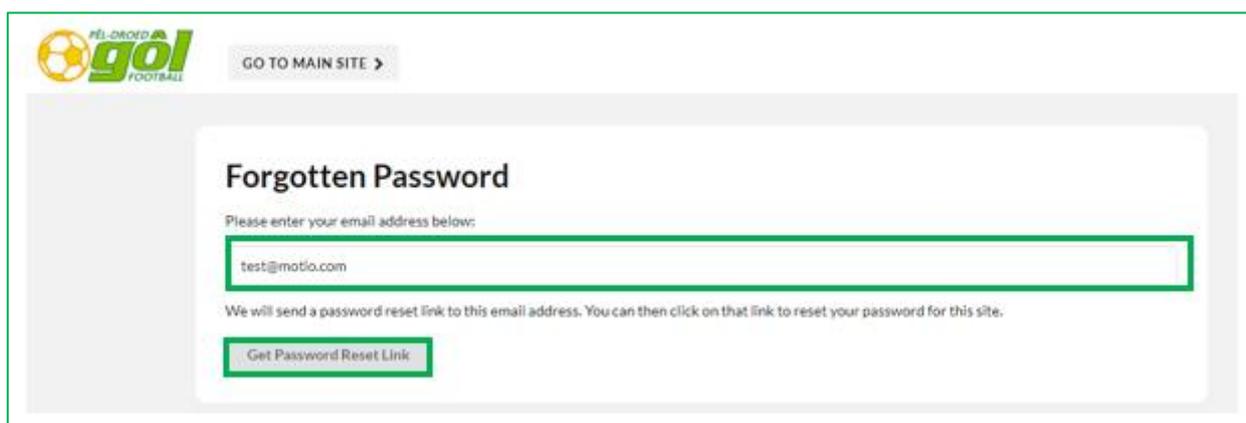
3. A confirmation will appear confirming that an email has been sent to the associated email address. Check your email and create your new password.
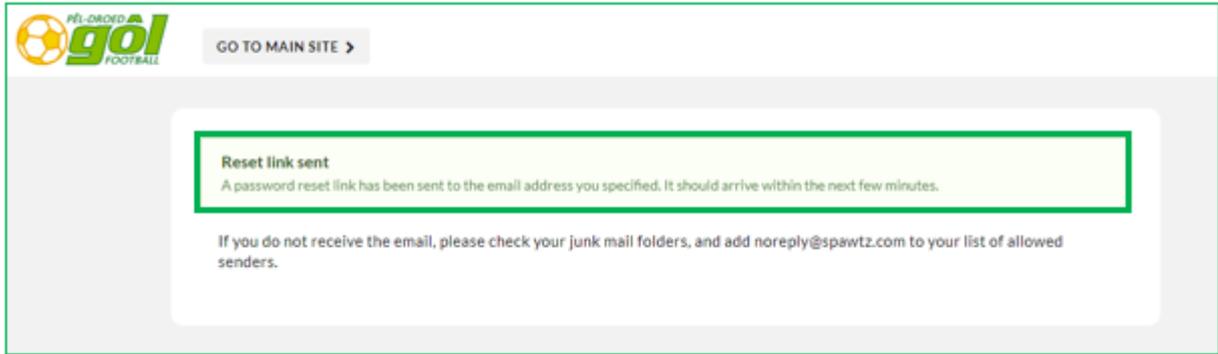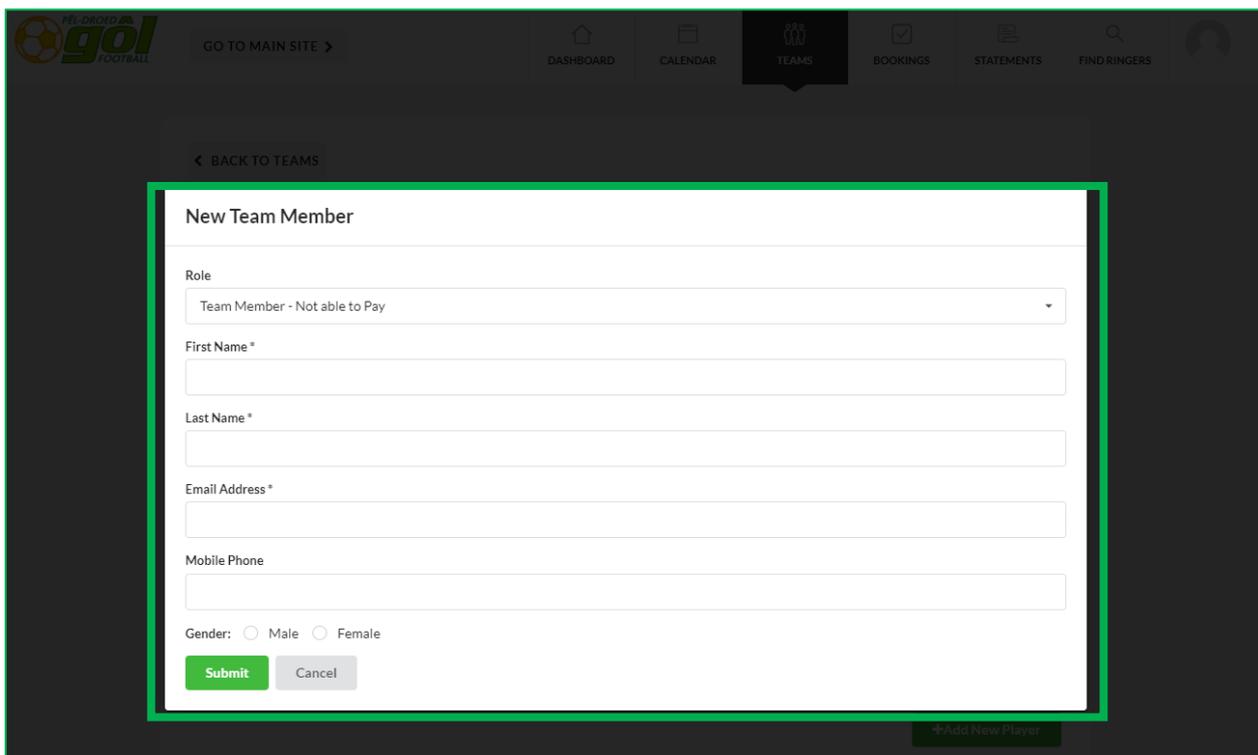

4. Proceed back to the login page and enter your email and password to enter your Spawtz portal.

Adding Players to Your Team

1. Team members can be added to a team via two ways. One being via a link that can be seen on the team organisers Team tab.
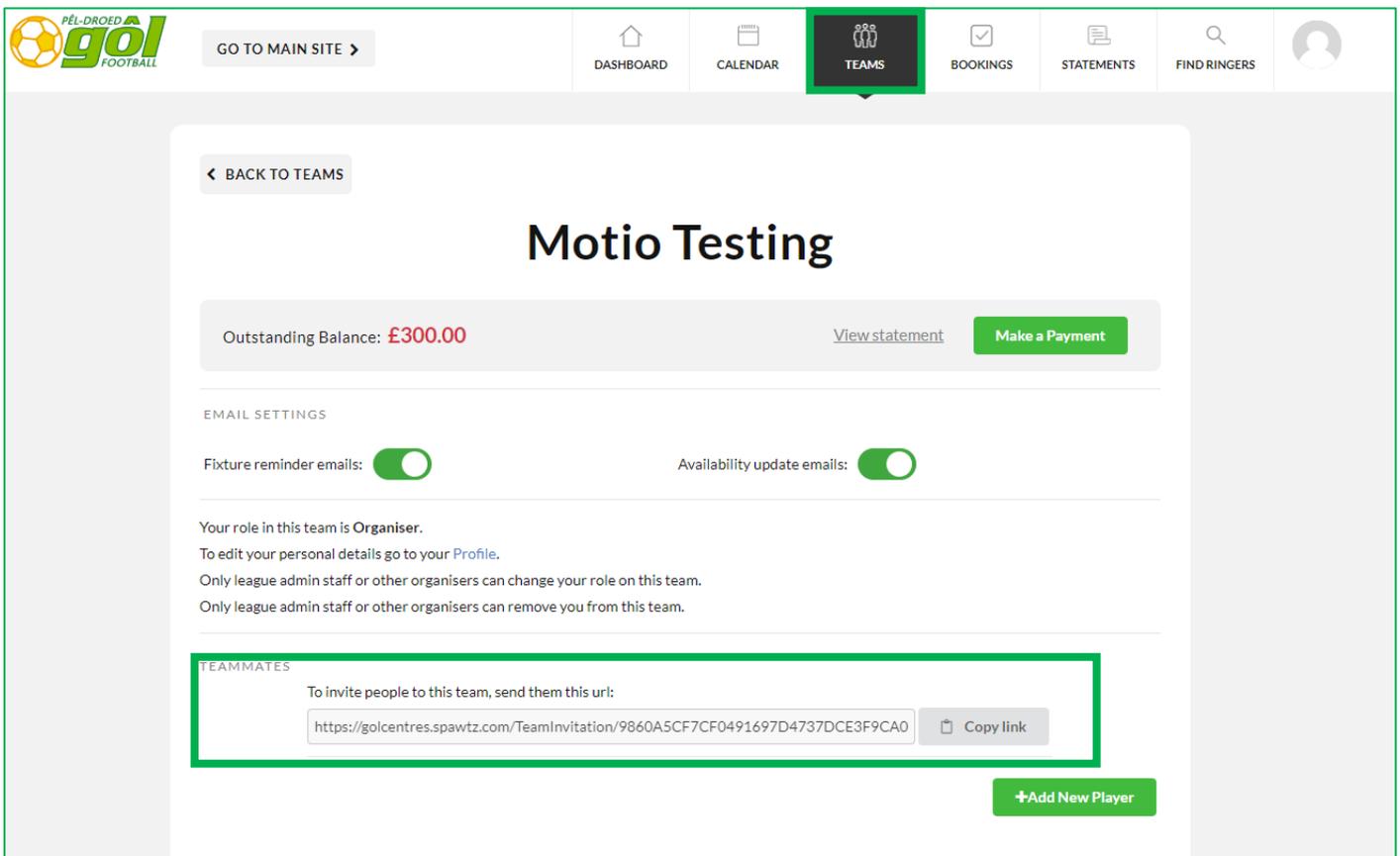
2. Alternatively, details can be entered in manually. After pressing on "Add a new player" the team organiser will be requested to add the team members details.

Accepting a Team Invite

1. Once you click on the invite link sent by the team organiser, a page will open advising of the team you've been requested to join, the player it was sent from. You will now click register and proceed to set up their Spawtz account.
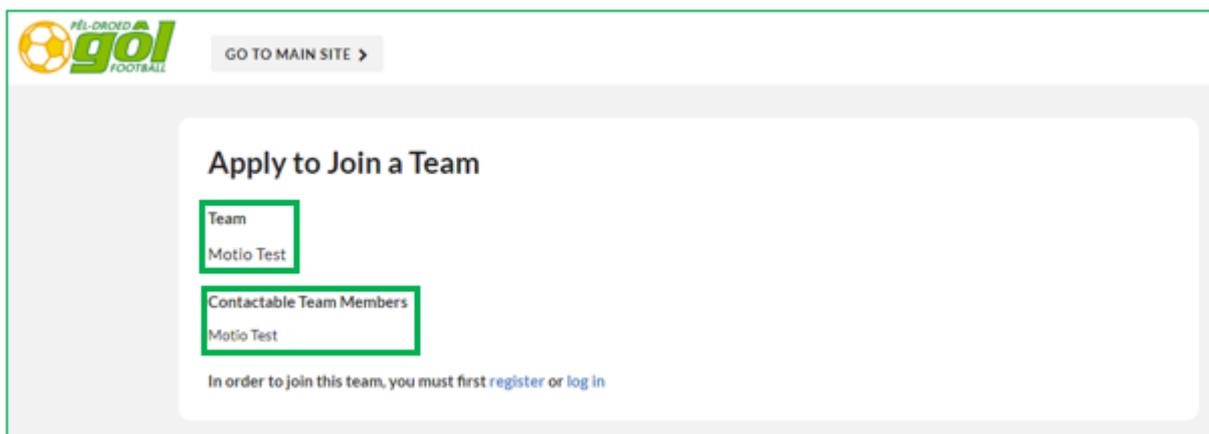
2. Once logged in, the page will provide an additional section to optionally enter a message to the listed contactable team members. At the bottom of the page the player must click the check box and hit the button "Join this team."

3. A confirmation will pop up on the top of the screen advising that you have joined the team and the contactable team member has been notified.

Your Spawtz Portal Experience: Fixture and Booking Calendar

1. While being logged in as a player on the Dashboard you will be able to see any fixtures or bookings in your calendar as well as the ability to Book a Pitch.
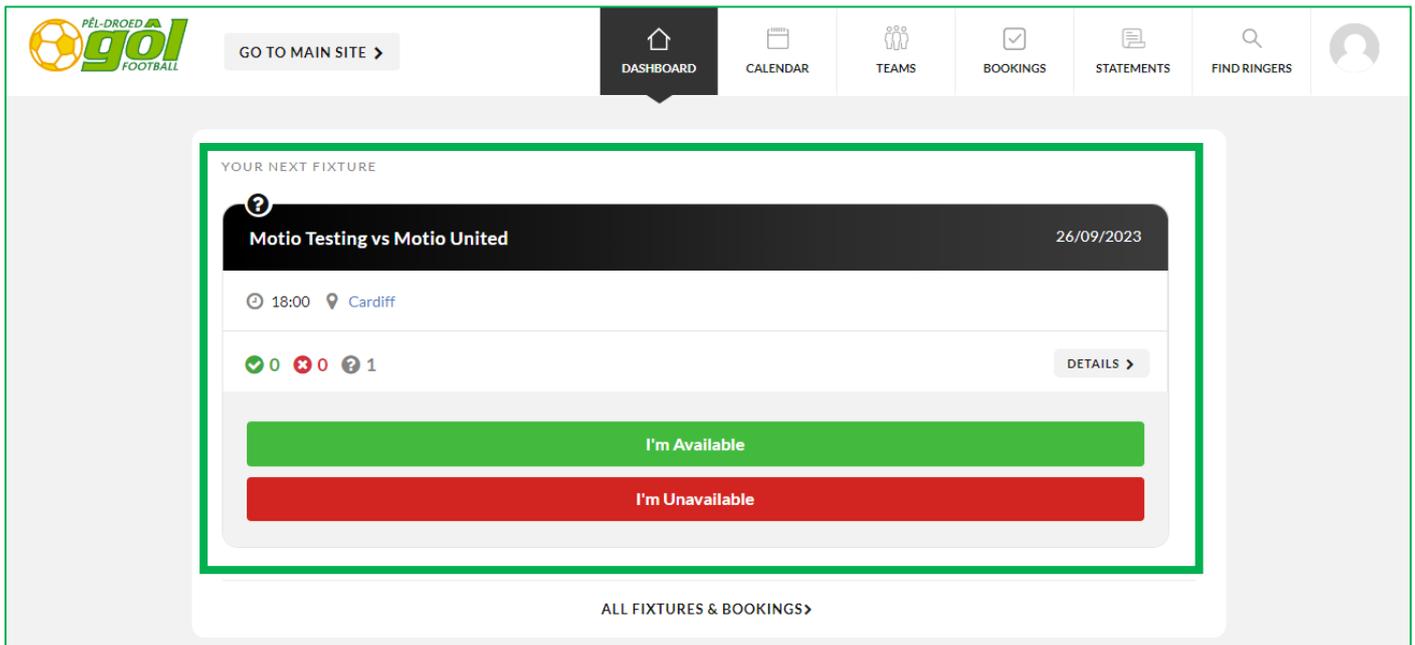
2. You can also have a better view of your calendar, upcoming fixtures, and bookings by clicking on the Calendar icon in the top of the screen. This will provide a monthly view of your calendar.
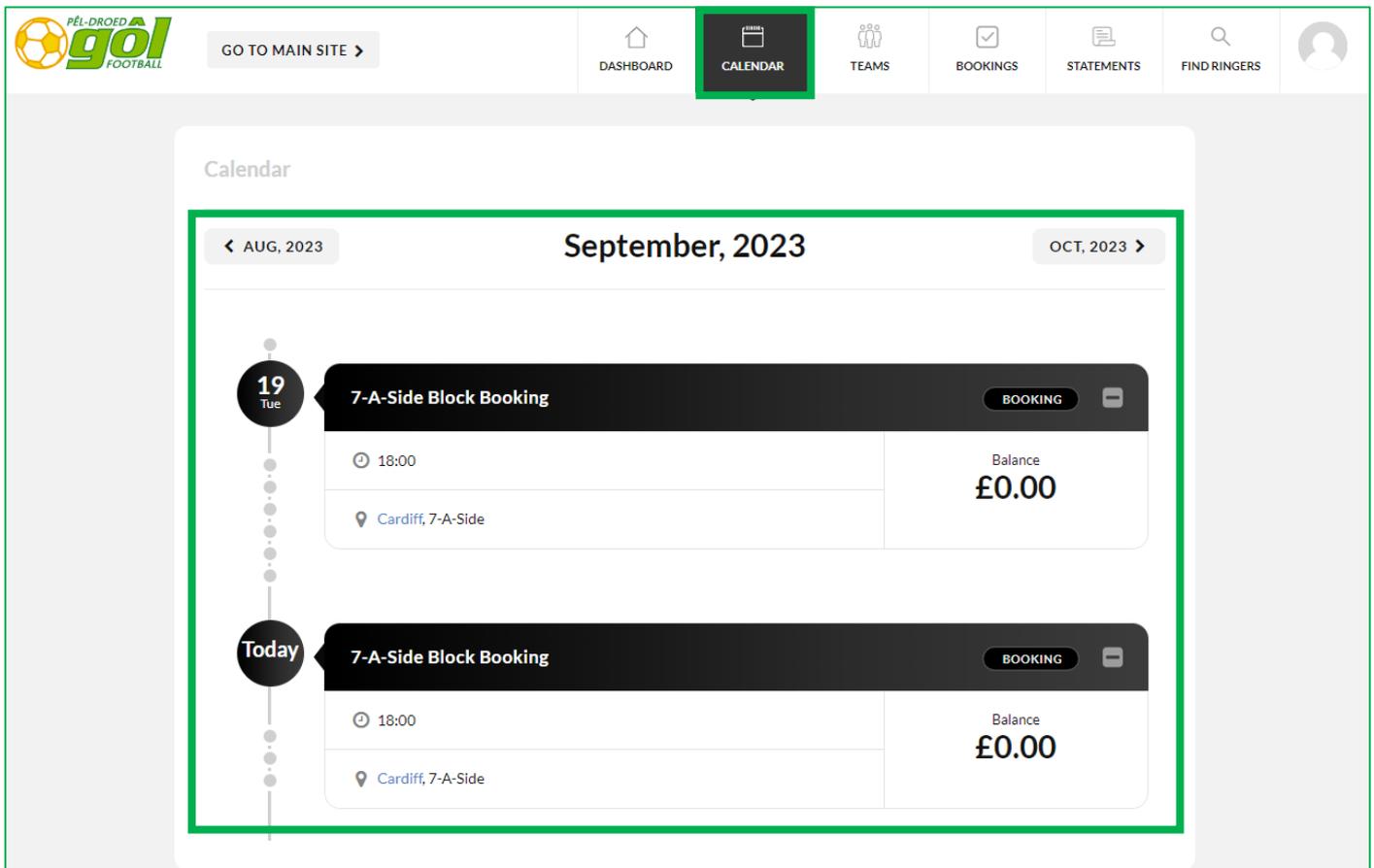
Making Payments

1. Within the player view, payments and outstanding balances can be viewed on the statement tab, this is handy for any upcoming or overdue payments.

2. After selecting to make a payment for this bill. The option to select what you would like to make payment for if you have multiple outstanding fees (eg Fixture fees, Dishonour Fee etc.) The amount can also be adjusted before payment is made in the total amount section.
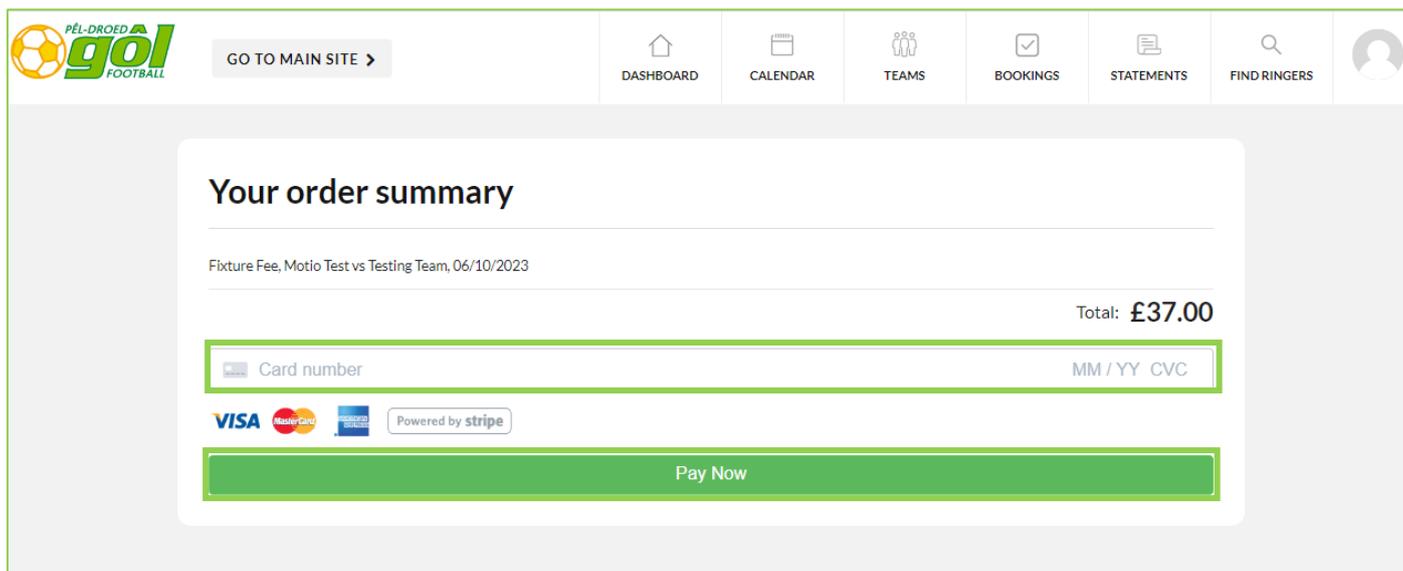
3. Confirm you are paying for the correct line item under the Your order summary heading and confirm the total amount. After this enter your card details and click pay now.


Updating Player Availability

1. Availability can be updated by players within their dashboard for upcoming fixtures. Upon login the dashboard will display the next fixture with any outstanding balance as well as the option to select being available or unavailable for this fixture.
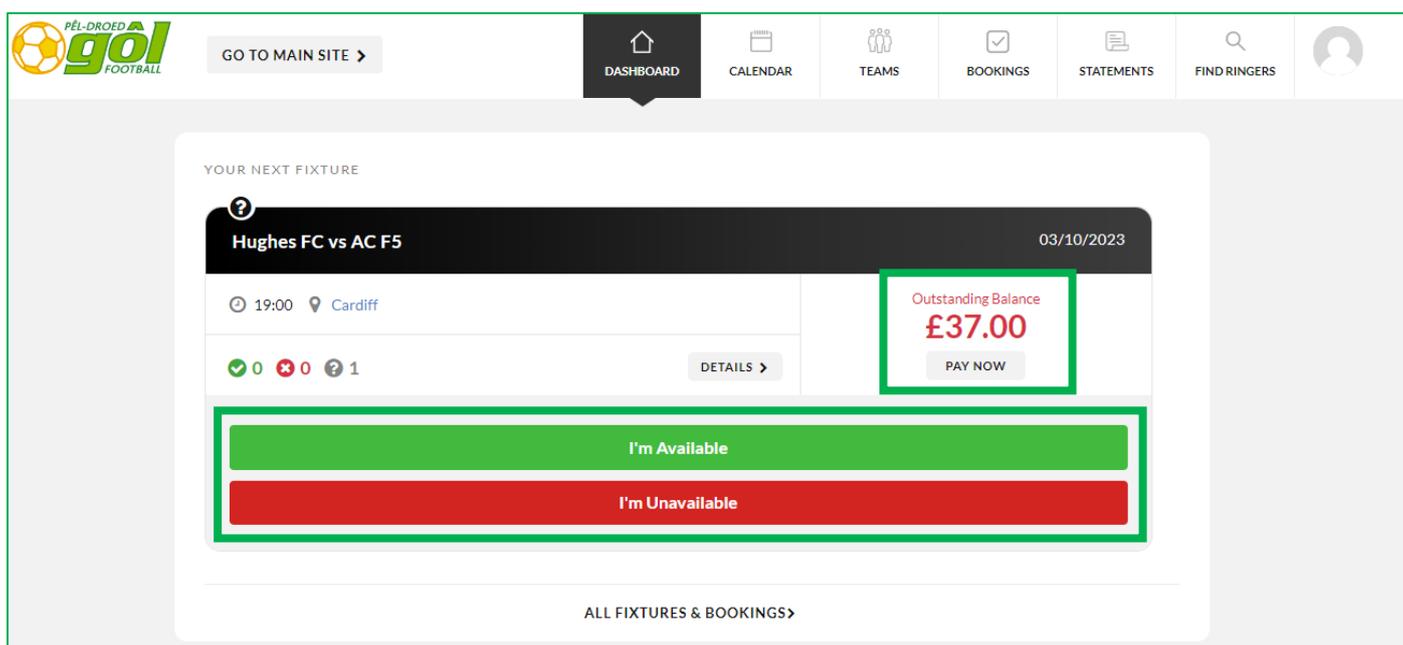

## Marking My Teams Attendance Per Fixture

1. Player attendance can be marked from the dashboard displaying the next fixture for the team. Once logged in as the Team Organiser, click on details within the next fixture.
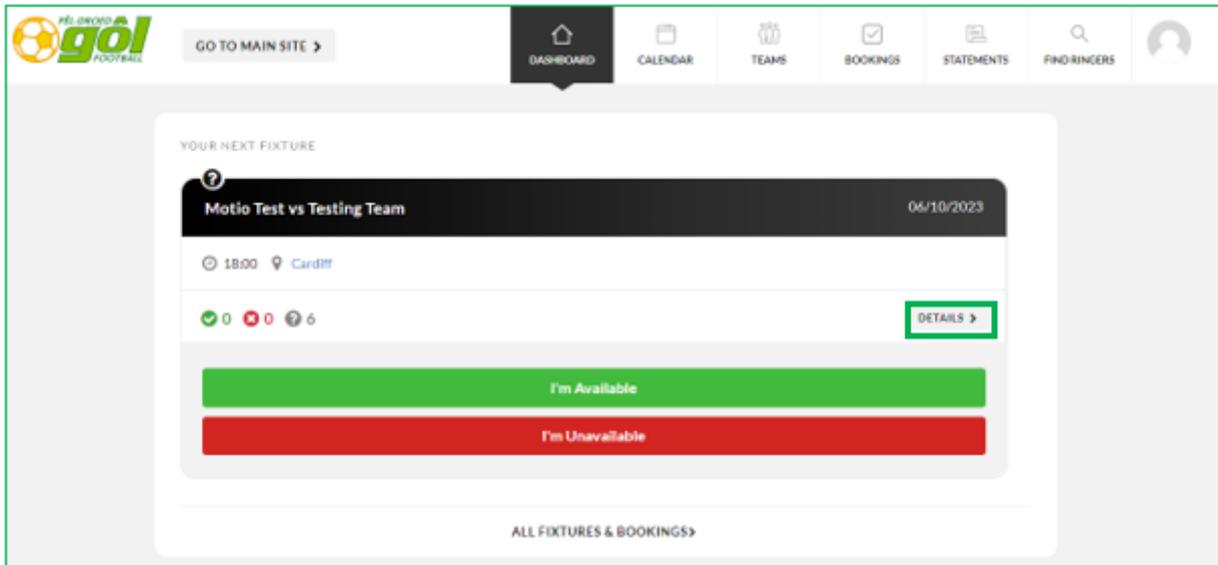
2. On this page a section to "Mark Player Attendance" will appear under the options to mark yourself as available or unavailable. Click on "Mark Player Attendance."
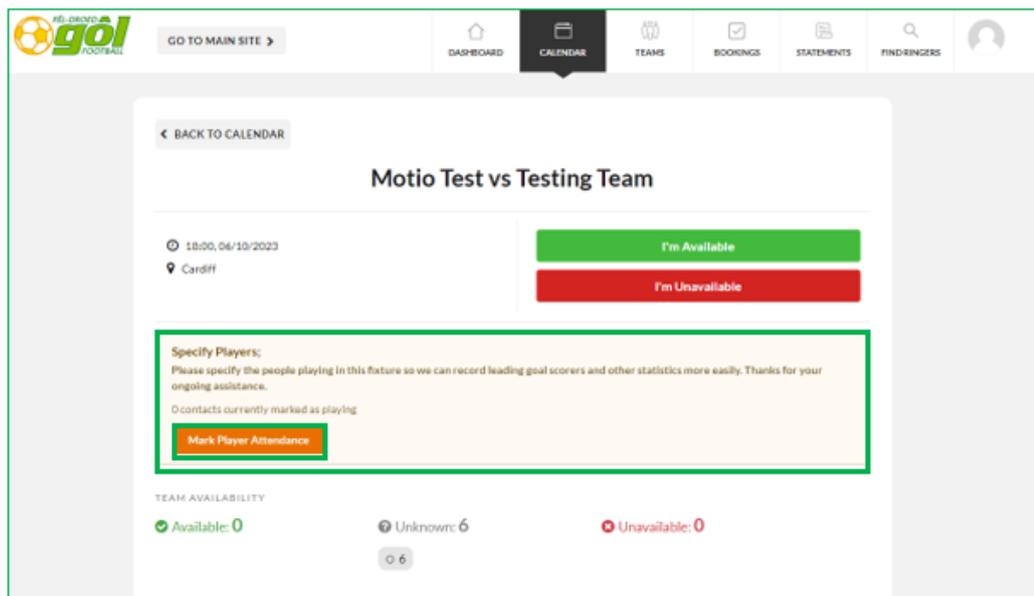
3. Mark the check boxes next to the players' names that are available to play for that specified fixture and click on "Update Playing Statuses" to confirm the availability.
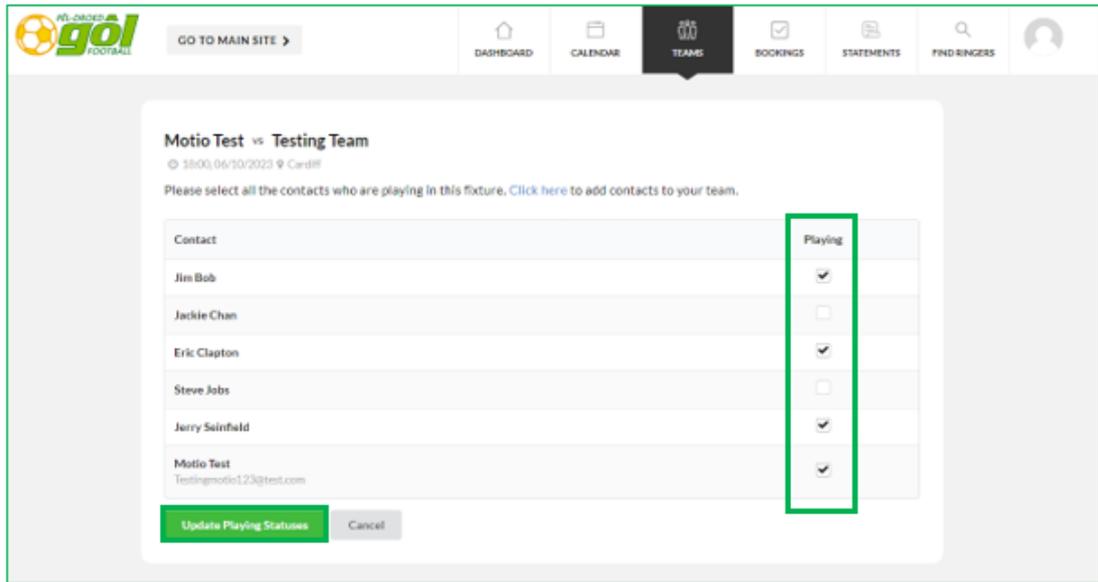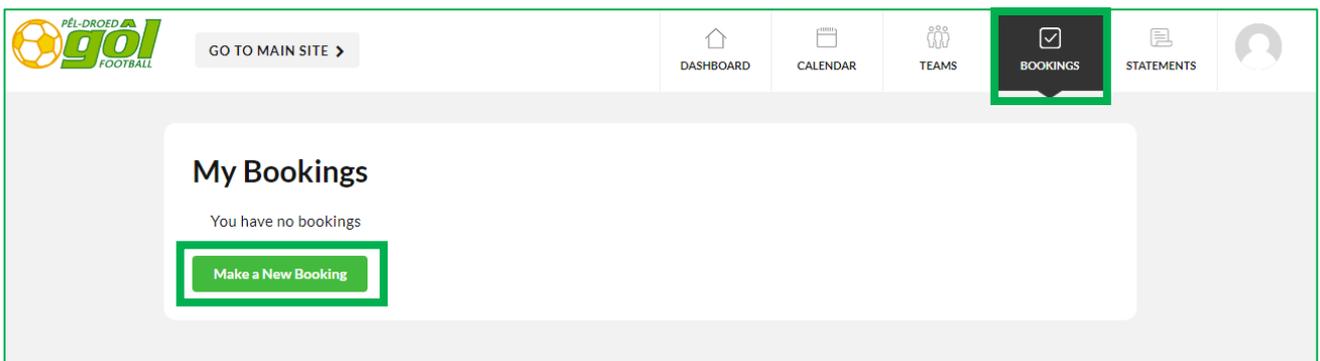
4. Once updating the player status and confirming these updates, a confirmation should appear informing that the players have been successfully updated for the upcoming fixture.
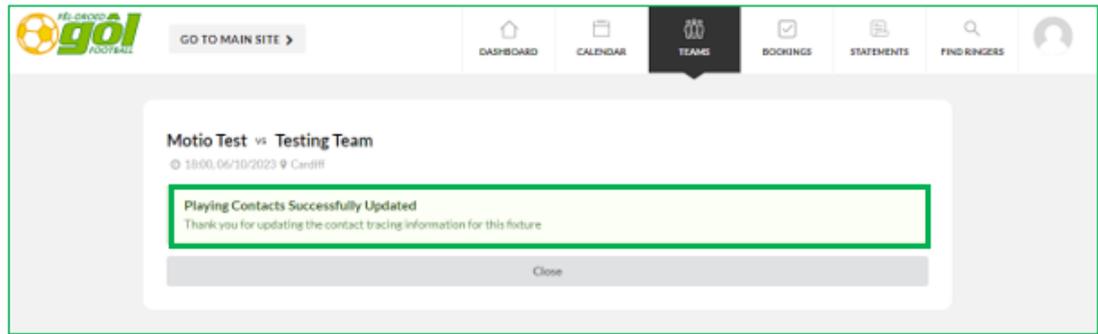
Making a Booking

1. Players can create bookings with any venue they have associated with upon sign up by clicking the bookings tab on the top of the screen from their player sign in page.

2. After selecting your venue, pitch type and date for the booking. You will have an overview of the times available, and the cost associated with the booking of that pitch. You can also confirm your Pitch type and Venue by checking in the top left corner of the screen. Any bookings made will be reflective in the player calendar.

3. After the booking process is complete, the booking will be visible in the Bookings tab.