



## Running Hin2H Reports

**Step 1:** Follow the url <https://passport.sportstg.com/login/> and enter your log in details.

**Step 2:** Click on the Sign in button.

A screenshot of the SportsTG Passport login page. The page has a white background with a grey header containing the SportsTG logo and links for "Support" and "Passport". The main heading is "PASSPORT" in large, bold, blue letters. Below this is a "Sign in" section. It includes an "Email" input field, a "Password" input field, and a green "Sign in" button. A green arrow with the number "1" points down to the "Sign in" button. Below the "Sign in" button is a link for "Forgot Password?". There are three social media login options: "Facebook", "Twitter", and "Google+", each in a colored button. Below these is a "Register" button in an orange box. At the bottom, there are links for "Privacy Policy" and "Terms & Conditions", and a copyright notice for SportsTG Pty Ltd. A second green arrow with the number "2" points left to the "Sign in" button.



**Step 3:** Once you have successfully logged in, proceed to clicking on the Membership Database option.

## PASSPORT

### Account Info

**Matt Crawford**

Email address:

**Logins**



**Membership Database**

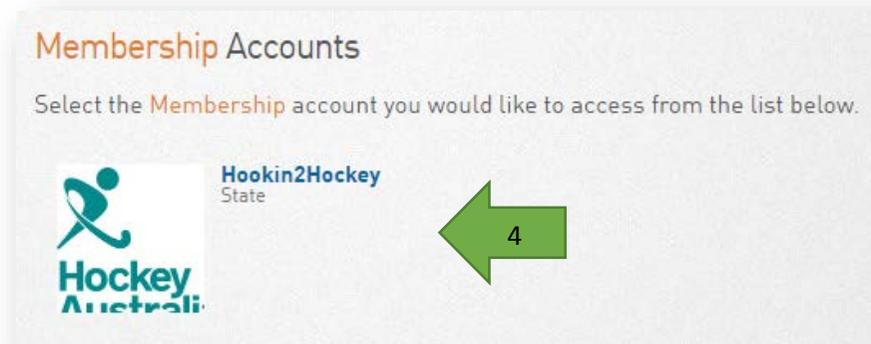
Click here to access your Membership Database.

**Results Entry & Live Scoring**

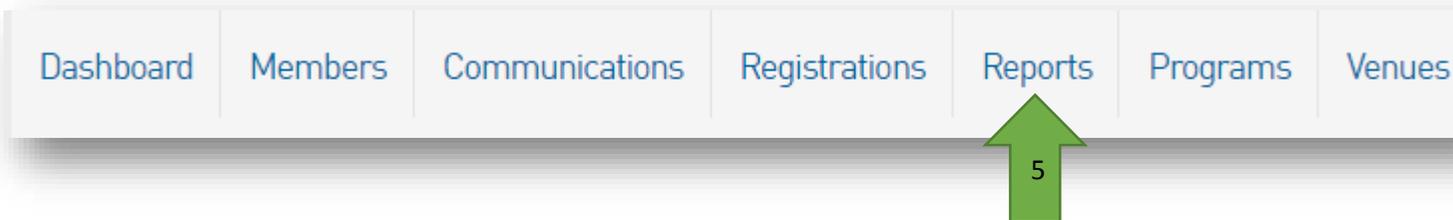
Direct access to results entry and live scoring for desktop, tablet and mobile.



**Step 4:** On the new page you will then be prompted to choose from a list membership accounts. Click on the Hookin2Hockey option.

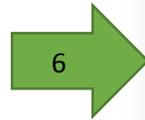


**Step 5:** Once you have successfully entered your club portal, click on the Reports section of the top menu.





**Step 6:** Choose the nature of your Report.

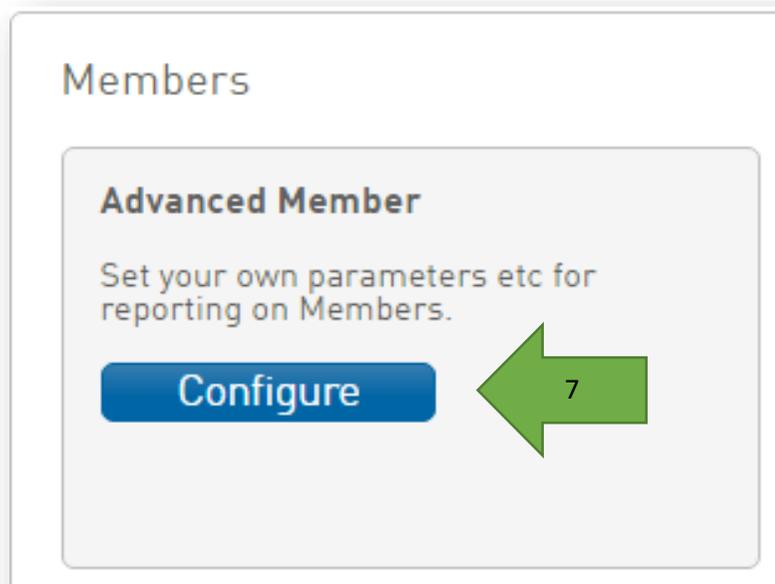


## Reports

- Competition
- Contacts
- Finance
- Members
- Teams
- Tribunal



**Step 7:** This new Hookin2Hockey system has a highly flexible reporting, you will need to configure the reports by clicking the Configure button.





**Step 8:** Choose a field from the left column and drag it into the Selected Fields box (the box will expand to fit your fields).

Different types of fields are available from different field groupings. Click the heading to open the group.

**Step 9:** Click the 'Run Report' button to execute the report.

**Please Note:** You can save your reports by using the save option at the bottom on the page.

A screenshot of a web-based report configuration interface. On the left is a vertical list of field groupings: Personal Details, Parent/Guardian, Contact Details, Interests, Identifications, Financial, Medical, Other Fields, Member Type - Player, Member Type - Coach, Member Type - Official, Member Type - Official, Member Type - Misc, Seasons, Program Selections, Event Selections, Transaction, and Security. A green arrow labeled '8' points to the 'Contact Details' group. To the right is a 'Selected Fields' box, which is currently empty. Below the field list is a green 'Run Report' button, with a green arrow labeled '9' pointing to it. Below the 'Run Report' button are several sections: 'Options' with radio buttons for 'Unique Records Only', 'Summary Data', and 'All Records'; dropdown menus for 'Sort by' (National Number), 'Secondary sort by' (None), and 'Group By' (No Grouping); 'Report Output' with radio buttons for 'Display' and 'Email', and a 'Tab Deli...' dropdown; and a 'Saved Reports' section with a blue 'SAVE' button.