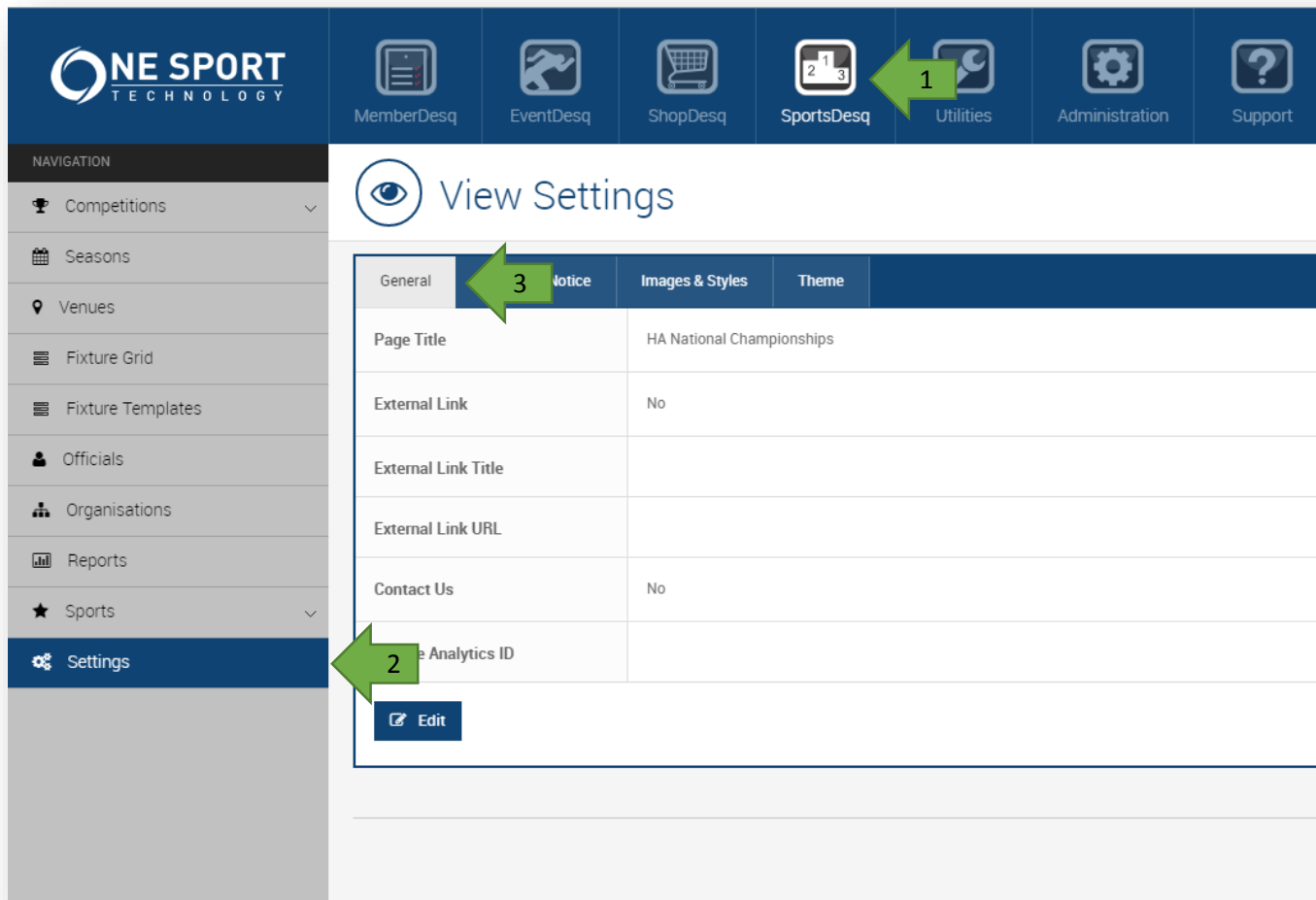


Setting up the Competition SportsDesq Portal

Step 1: Click on the SportsDesq module along the top menu

Step 2: Select the Settings tab on the left - side menu

Step 3: Click on the Edit button within the General screen

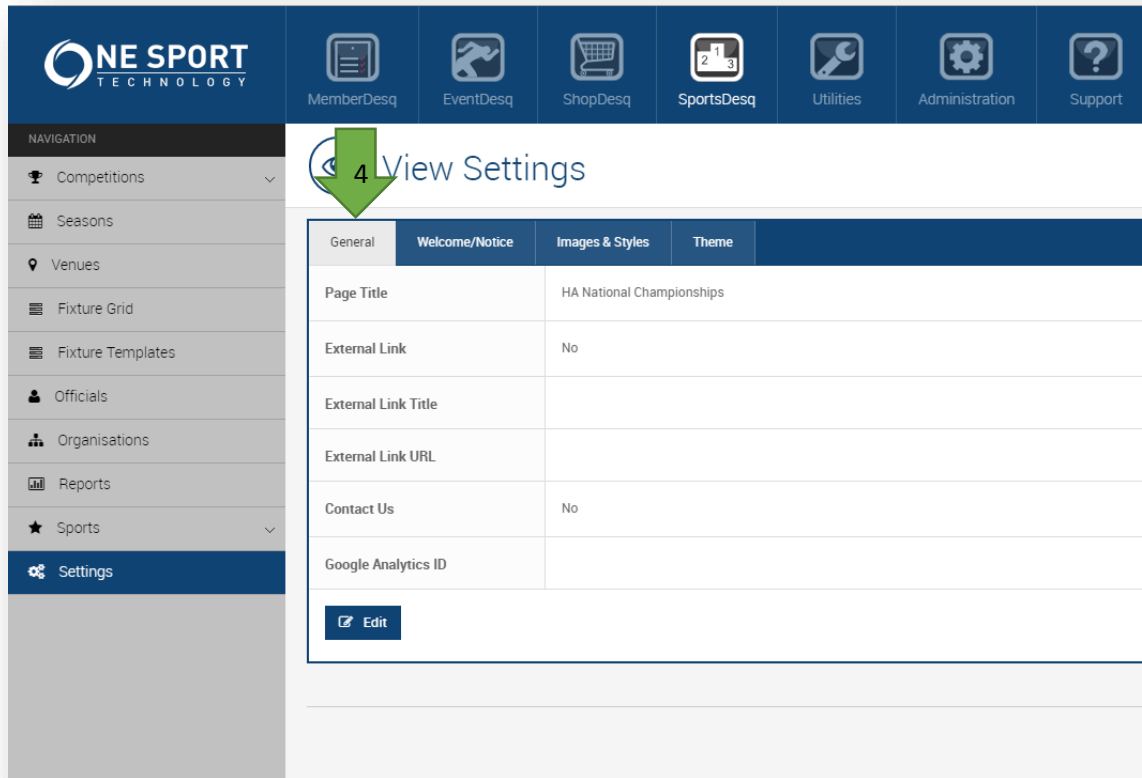


The screenshot displays the NE SPORT TECHNOLOGY dashboard. The top navigation bar includes icons for MemberDesq, EventDesq, ShopDesq, SportsDesq (highlighted with a green arrow and '1'), Utilities, Administration, and Support. The left sidebar menu is expanded to show 'Settings' (highlighted with a green arrow and '2'). The main content area is titled 'View Settings' and features a tabbed interface with 'General' (highlighted with a green arrow and '3'), Notice, Images & Styles, and Theme. The 'General' tab contains a table with the following data:

Field	Value
Page Title	HA National Championships
External Link	No
External Link Title	
External Link URL	
Contact Us	No
Analytics ID	

An 'Edit' button is located at the bottom of the 'General' tab.

Step 4: Fill in all of the relevant details on the General Tab



Page Title: This will display as the Competitions name on the Portal.

External Link: If you wish to provide the option to link to an external website (e.g State or National website) within your competition portal select 'Yes'

External Link Title: This is the display name on the portal menu option.

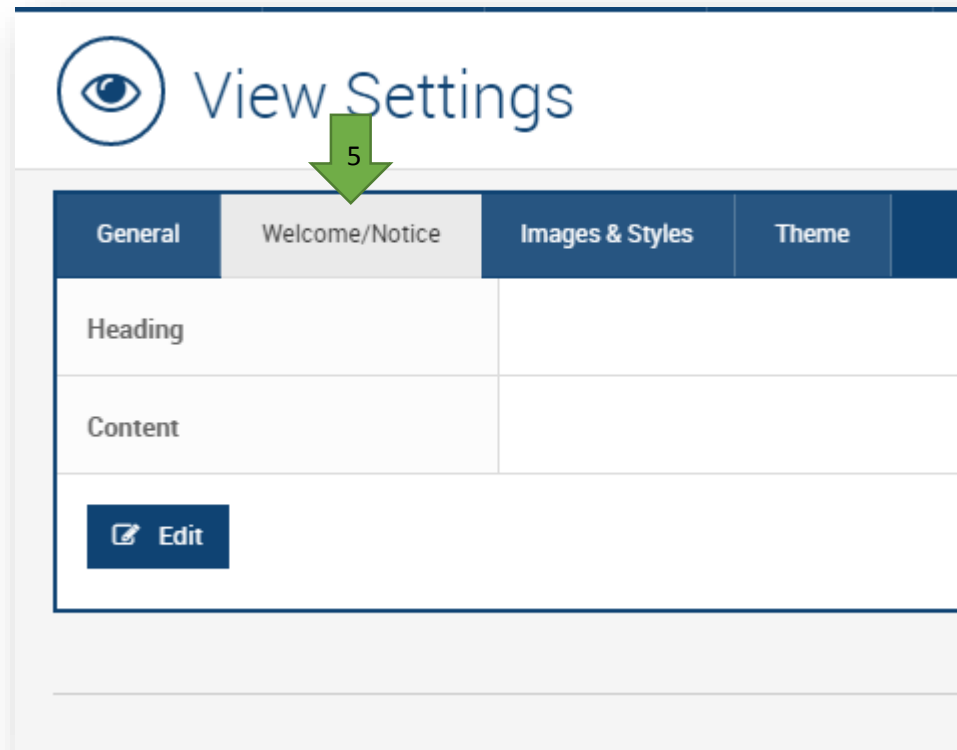
External Link URL: Input the website address (URL)

Contact Us: If 'yes' is selected, a Contact Us form will be available for your organisation.

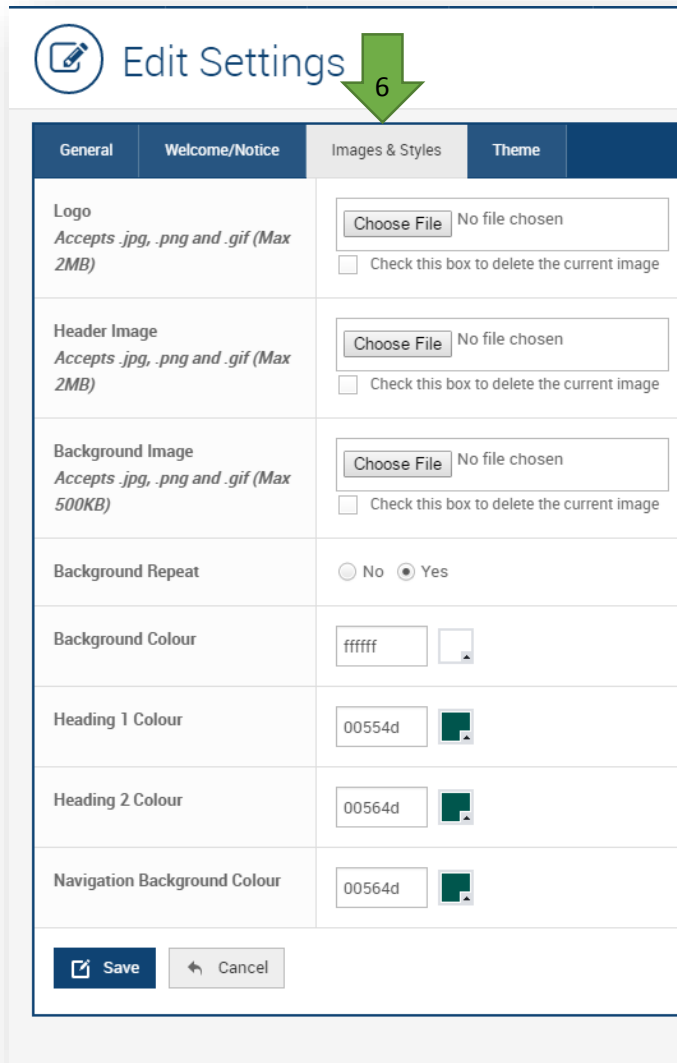
Google Analytics ID: Input your Google Analytics tracking code and it will track website traffic, this will also allow you to report on this data. For further information on setting up a Google Analytics account, SportsTG have provided information at the following website:

<https://imgstg.zendesk.com/hc/en-us/articles/200720550-Can-I-view-how-many-people-have-looked-at-my-website->

Step 5: You can enter a welcome message that will appear on your competition portal. To do this you just need to navigate to the Welcome/Notice tab. Remember you need to be in edit mode to make these changes.



Step 6: Now move across to the Images & Styles tab and proceed to input further images and a background in order to tailor the portal to your organisation's brand.



General	Welcome/Notice	Images & Styles	Theme
Logo <i>Accepts .jpg, .png and .gif (Max 2MB)</i>		<input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> Check this box to delete the current image	
Header Image <i>Accepts .jpg, .png and .gif (Max 2MB)</i>		<input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> Check this box to delete the current image	
Background Image <i>Accepts .jpg, .png and .gif (Max 500KB)</i>		<input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> Check this box to delete the current image	
Background Repeat		<input type="radio"/> No <input checked="" type="radio"/> Yes	
Background Colour		<input type="text" value="ffffff"/> <input type="button" value="Color Picker"/>	
Heading 1 Colour		<input type="text" value="00554d"/> <input type="button" value="Color Picker"/>	
Heading 2 Colour		<input type="text" value="00564d"/> <input type="button" value="Color Picker"/>	
Navigation Background Colour		<input type="text" value="00564d"/> <input type="button" value="Color Picker"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Logo: Upload your organisation's logo and it will display on the competition portal.

Header Image: Runs along the of the top menu

Background Image: Gives you the ability to upload an image for the background of the Competition Portal.

Heading 1 (& 2) Colour: Allows you to select a different font colour for your competition heading

Navigation Background Colour: When clicking on different tabs within a competition, you can select for the colour to change

Step 7: The last tab is Theme. You can create and edit themes and for more information SportsTG have provided a guide here:
<https://imgstg.zendesk.com/hc/en-us/articles/212029858-OST-Themes>

Step 8: Click the Save button and your portal is now customised to your sporting organisation.