INTASCHOOL

Sports Association for Adelaide Schools

Sports Management Platform

ADMIN PORTAL User Guide

V1 OCT 2023

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Accessing the Admin Portal

The SAAS sports management platform consists of a native mobile app for iOS and Android devices, as well as the web-based admin portal.

The admin portal is at:

https://intaschool.gojaro.com/

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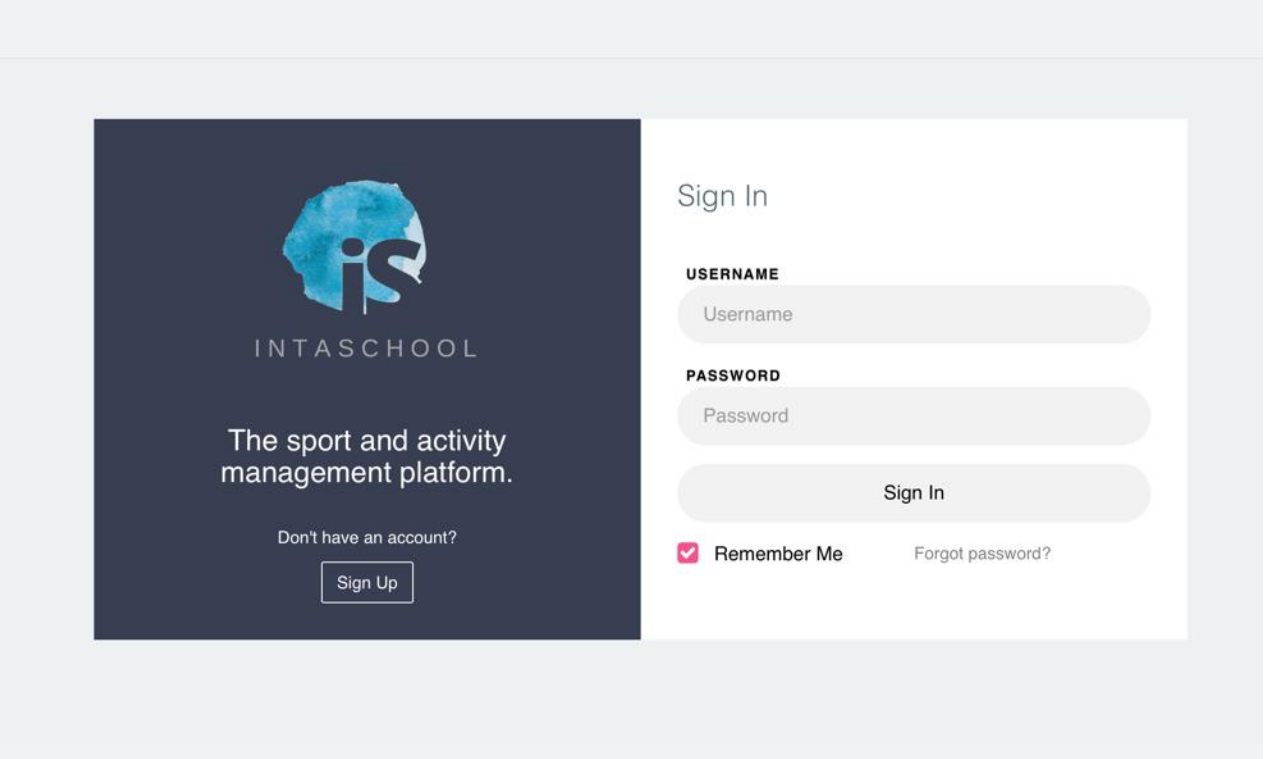
Logging into the Portal

You will have been provided your credentials in a welcome email.

Enter those credentials.



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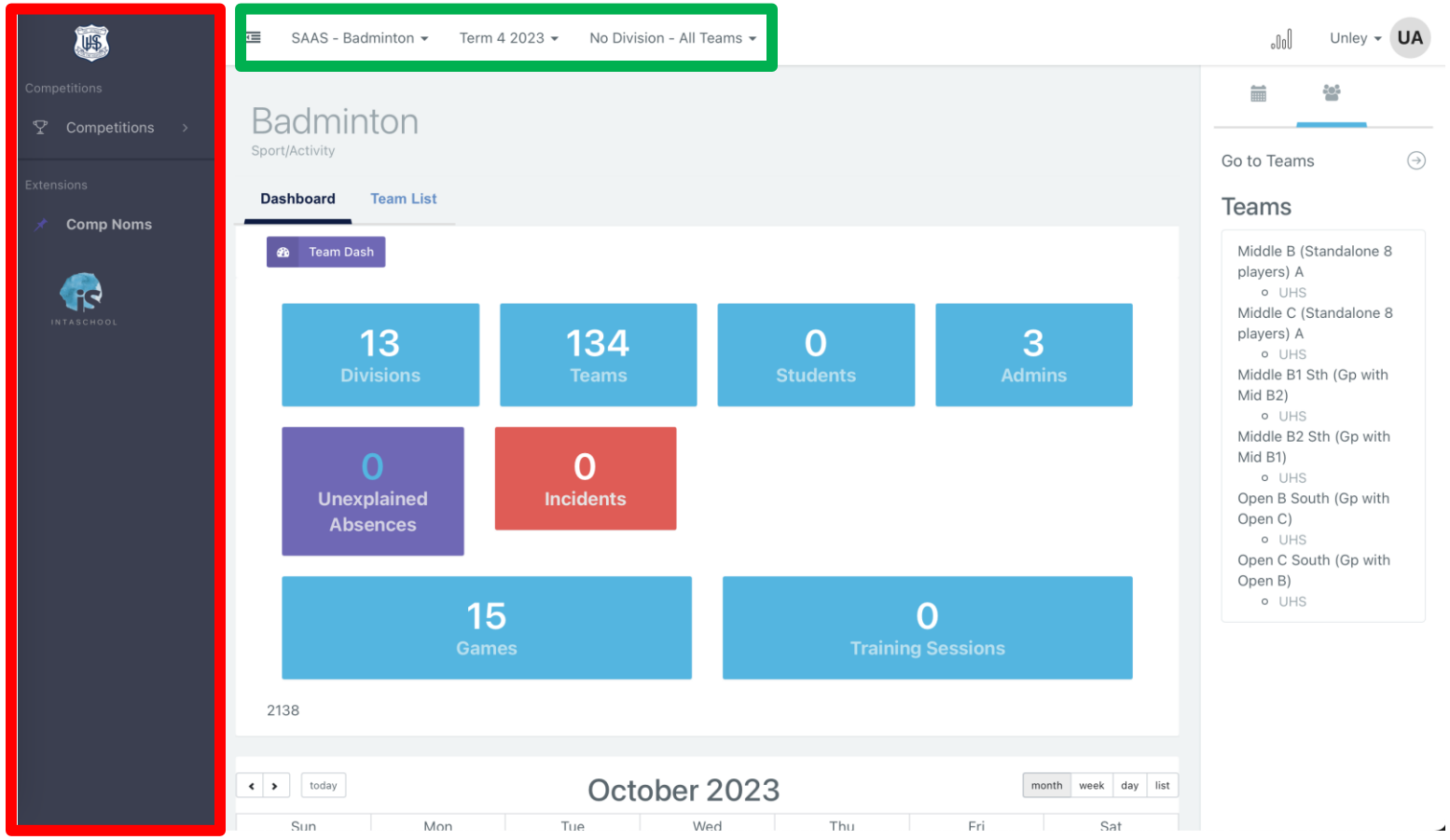
On Entry

The portal will deliver you to the most-recent sport you have visited.

There are two main ways of navigating through the platform:

ACTIVITY NAVIGATION

SIDE NAVIGATION



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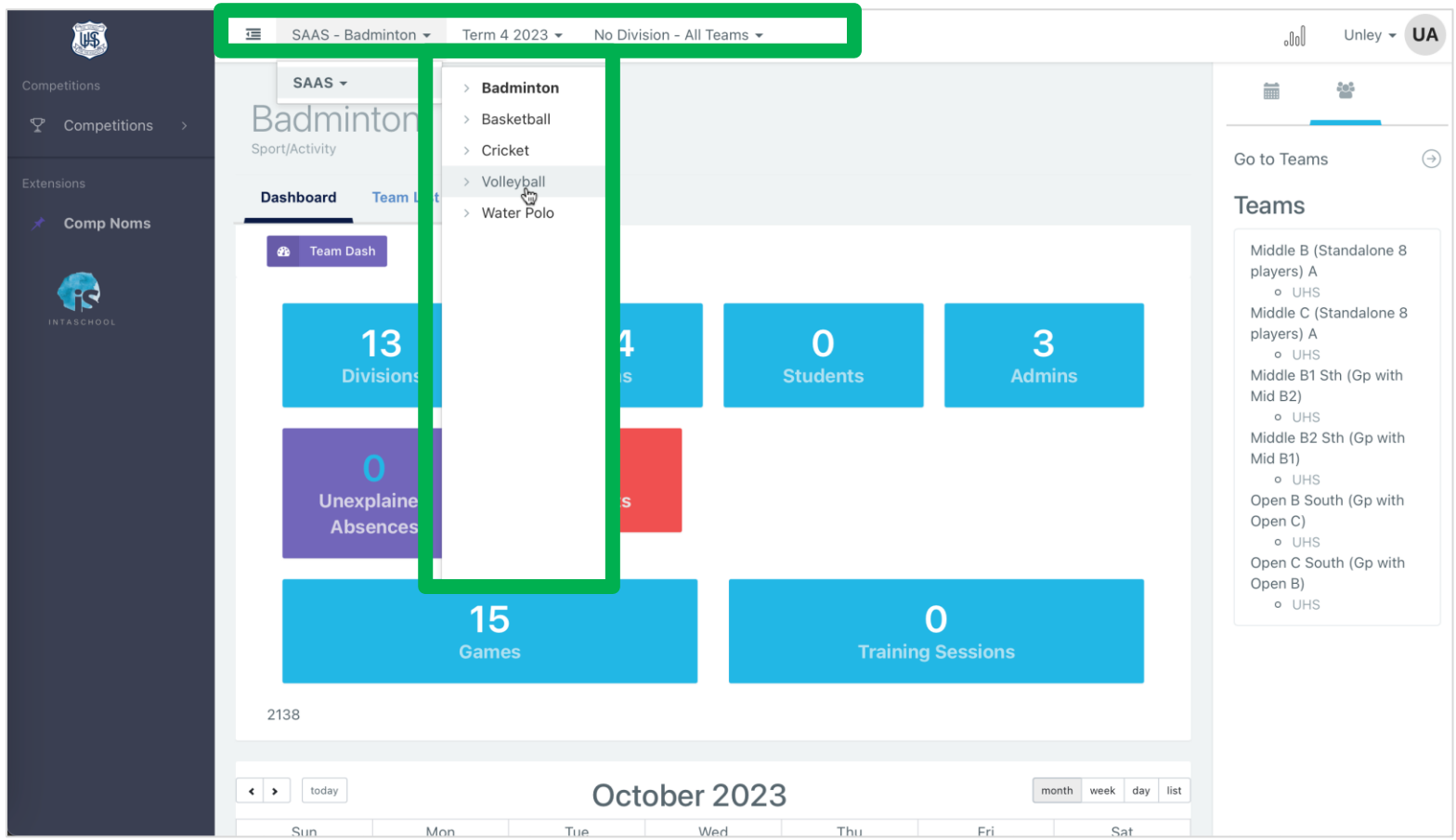
ACTIVITY NAVIGATION

OVERVIEW / SPORTS

The top tier of navigation will expose the most-recently visited sport.

By toggling on the Sport, it will display all of those sports you have access to. To navigate to a different sport, just select it from the dropdown list.



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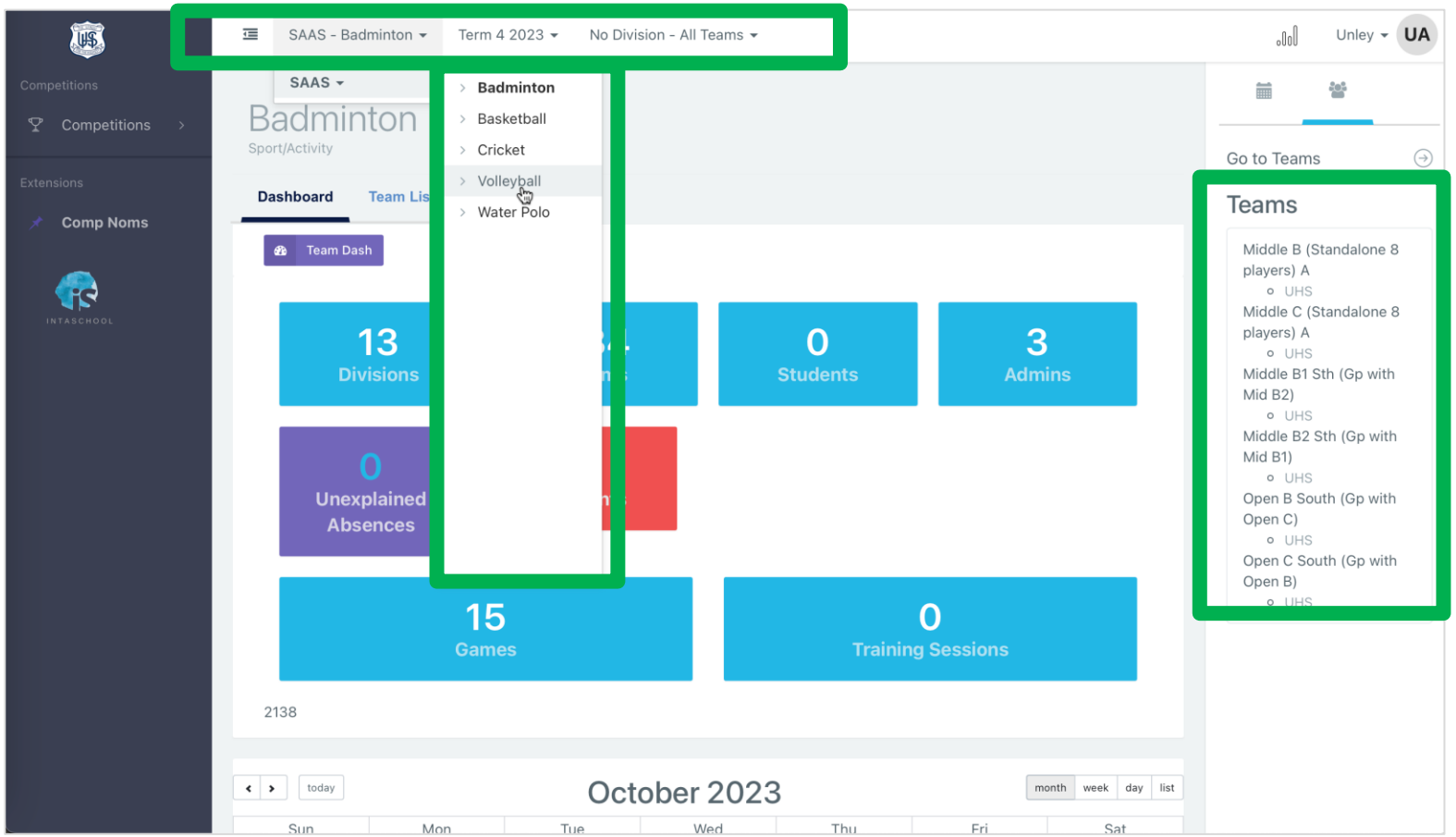
ACTIVITY NAVIGATION

DIVISIONS / TEAMS

This dropdown exposes all of the Teams which your school has fielded in each sport.

You can jump directly to that team's dashboard from the dropdown, or from selecting from the team links on the right side of the screen.



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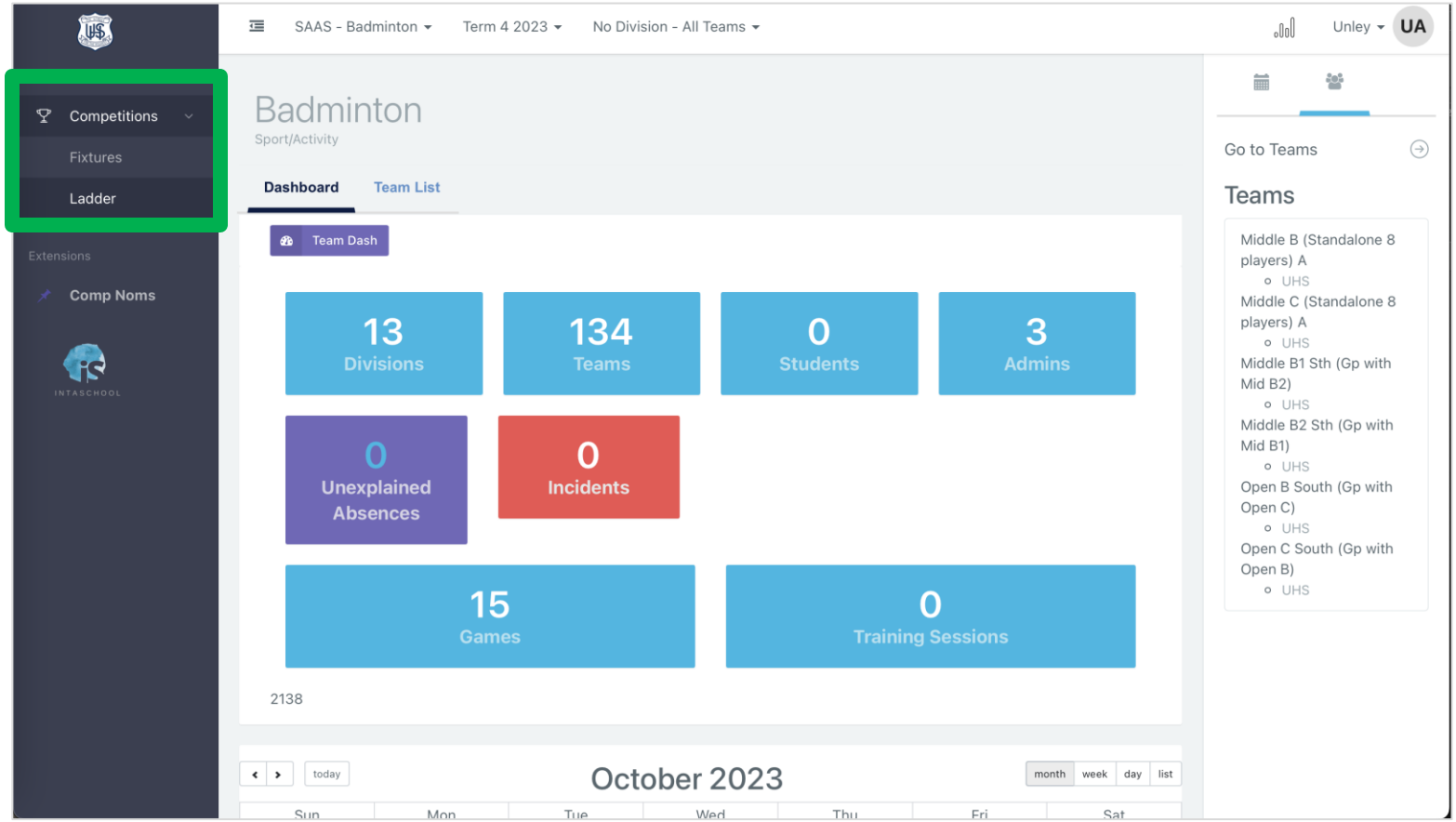
SIDE NAVIGATION

The options on the left-hand-side will vary depending on your role and permission level.

As a school administrator, at the minimum you will have access to the Fixtures and Ladders areas for each sport you are fielding teams in.



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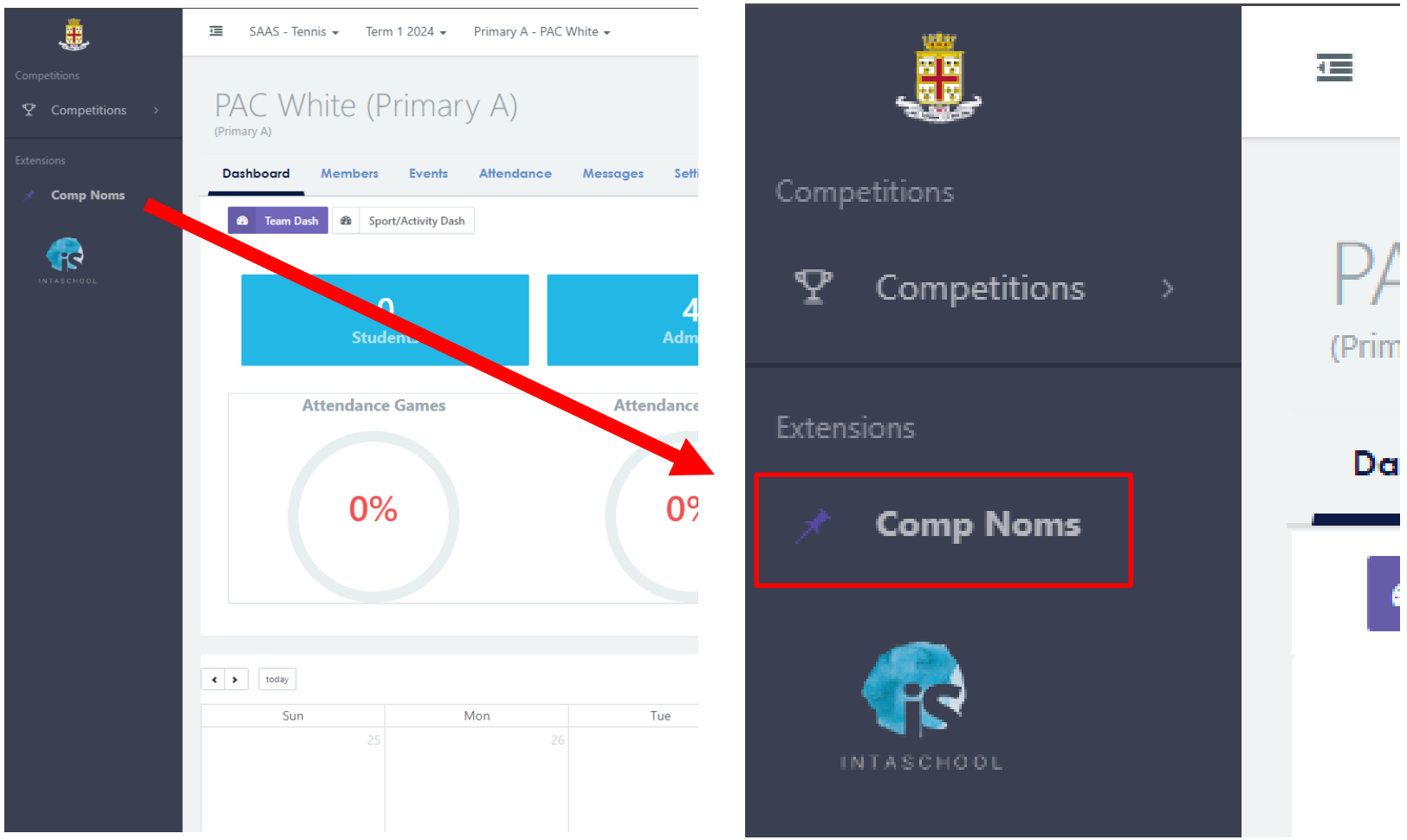
NOMINATIONS

The option to nominate teams is available in the Side Navigation area after logging in.



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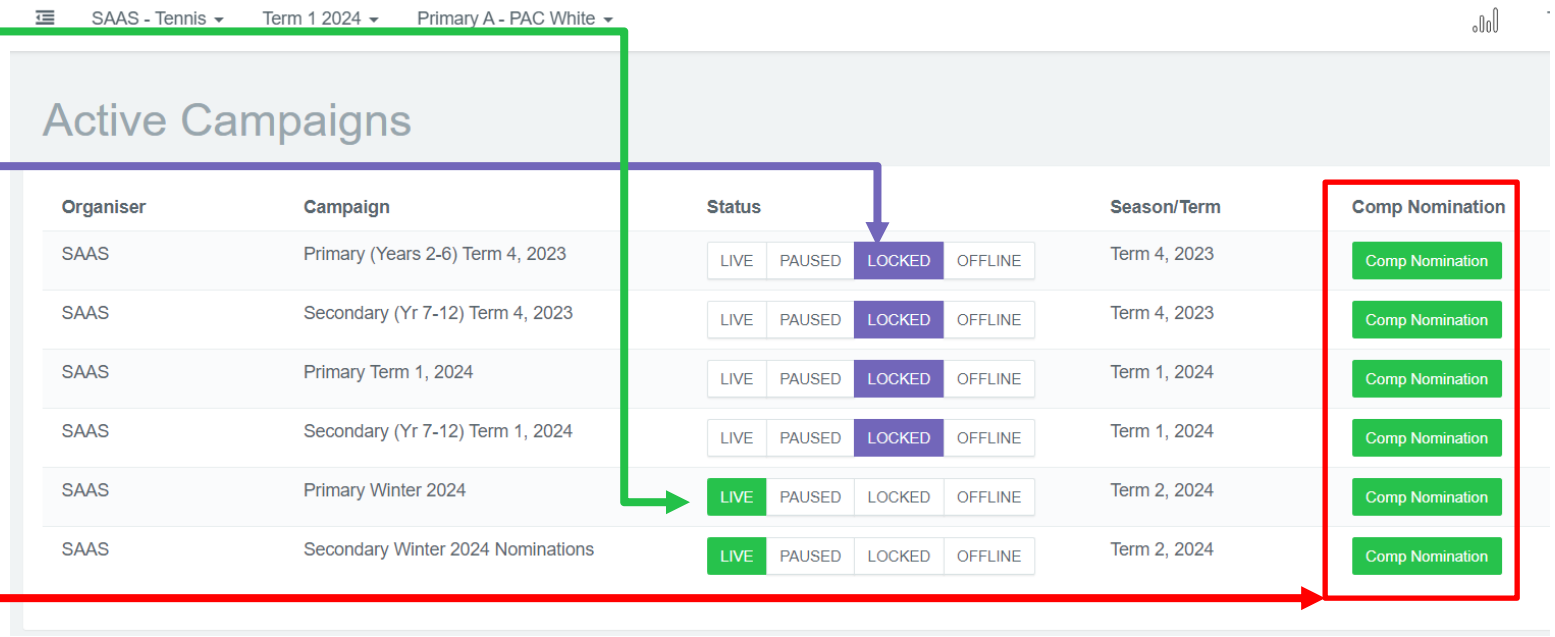
NOMINATIONS

Please note that you can only nominate teams in competitions that are currently LIVE.

You won't be able to nominate teams in LOCKED competitions.

To start nominating in a LIVE competition, please click the green "Comp Nomination" button on the right-hand side of the relevant campaign.

Please keep in mind that once the nominations are closed, the campaign will move to the LOCKED status.



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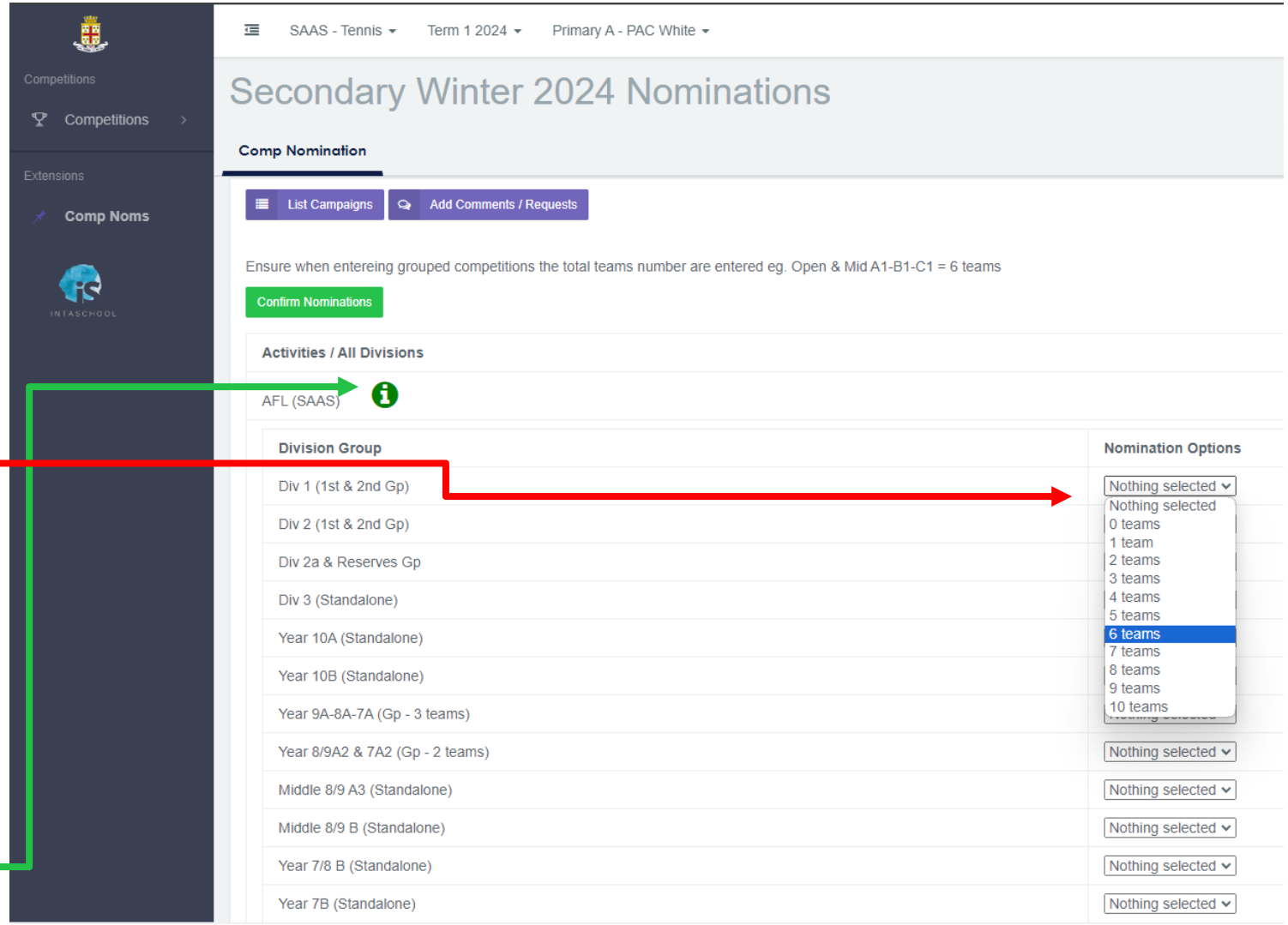
NOMINATIONS

On the nominations page, you will find a list of all Division Groups available for a particular sport. If you can't find the sport or group you want to nominate for, you may need to scroll down the page.

For each division group you wish to nominate for, simply use the dropdown to select the teams you want. If you need more information about specific sports requirements, you can click on the Green Icon next to the sports name.



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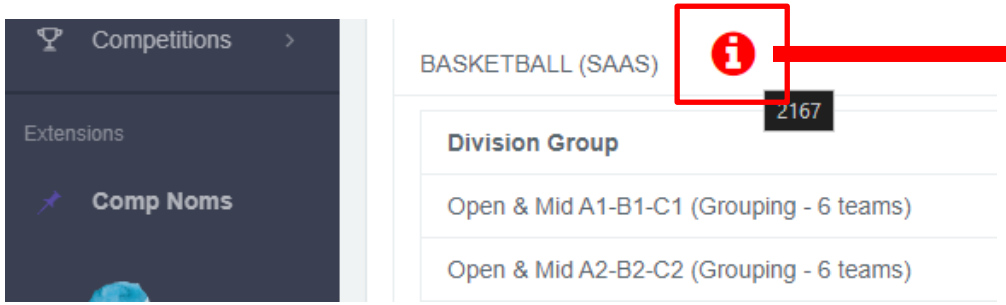
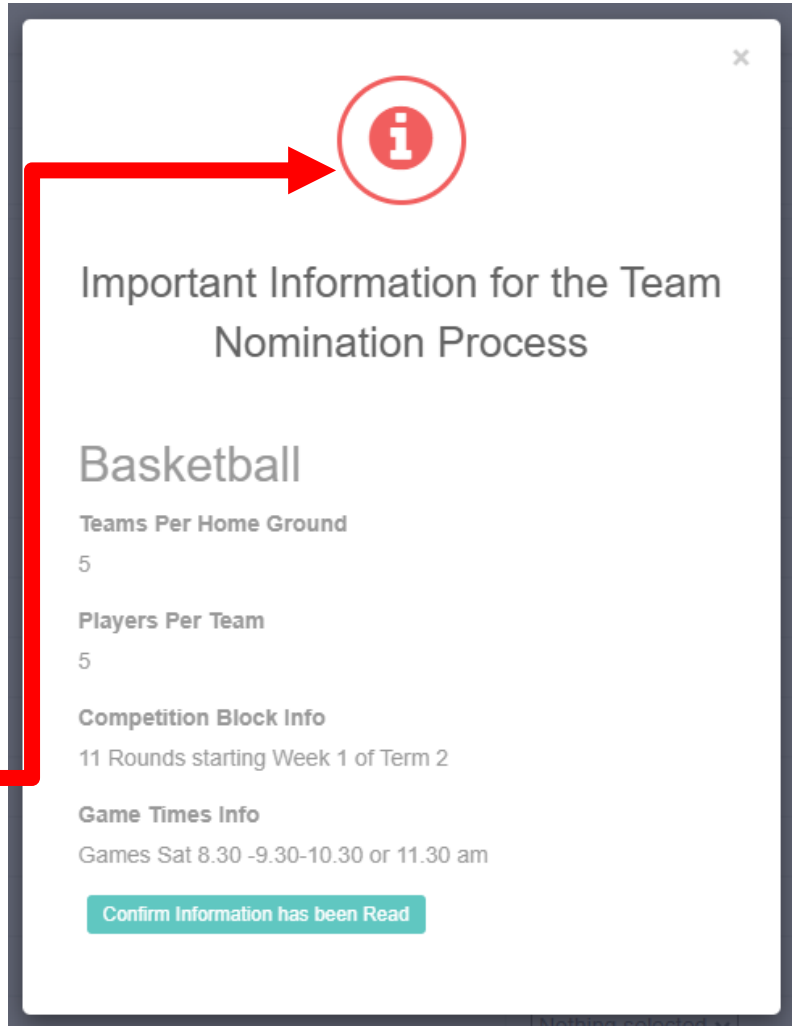
NOMINATIONS

Please note that some sports may have specific requirements that you must read before nominating (if you wish to nominate for this sport).

You can identify these requirements by the red icon next to the sport's name. Once you have read these requirements, the icon will turn green, and you can proceed with your nomination as usual.





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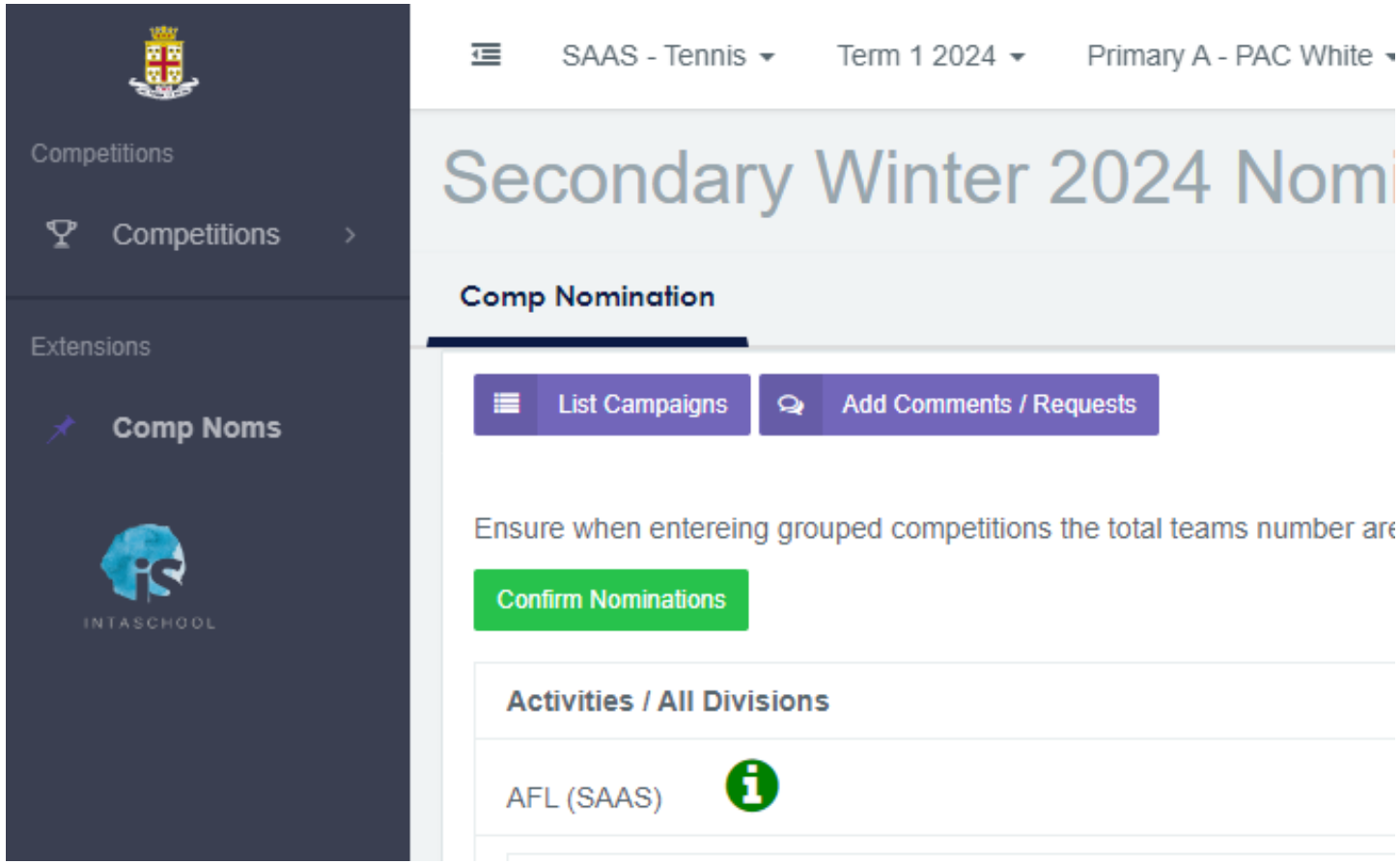
NOMINATIONS

TEST

Should get an email. If you haven't gotten it double check



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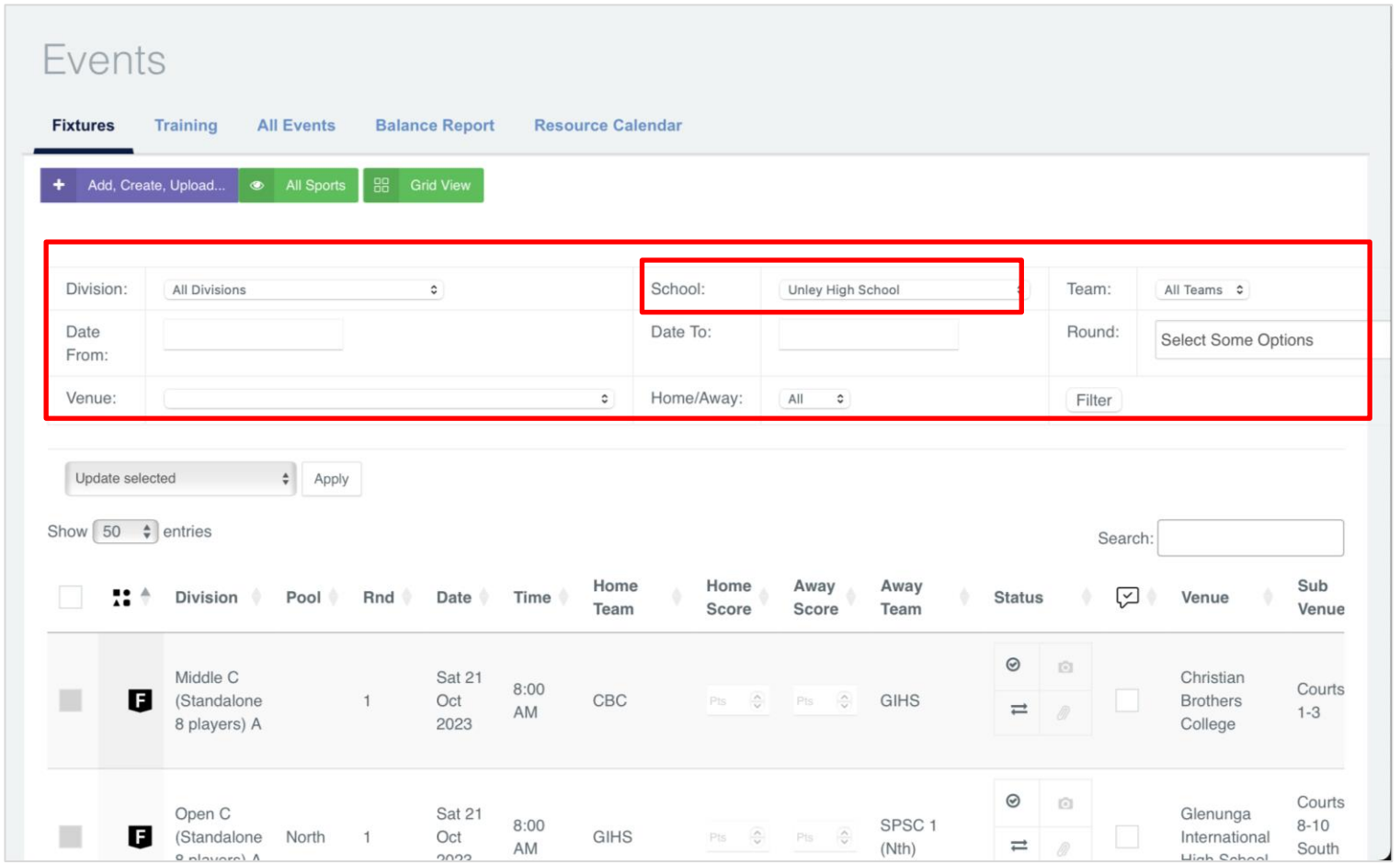
FIXTURES

FULL LIST VIEW

When you first enter the Fixtures tab, all events will display.

This view can be filtered by a wide range of options including date ranges and rounds to distil down to just the events you want to see.

In addition, your school will be defaulted as an option, and a single click on Filter will then display just your home and away events.



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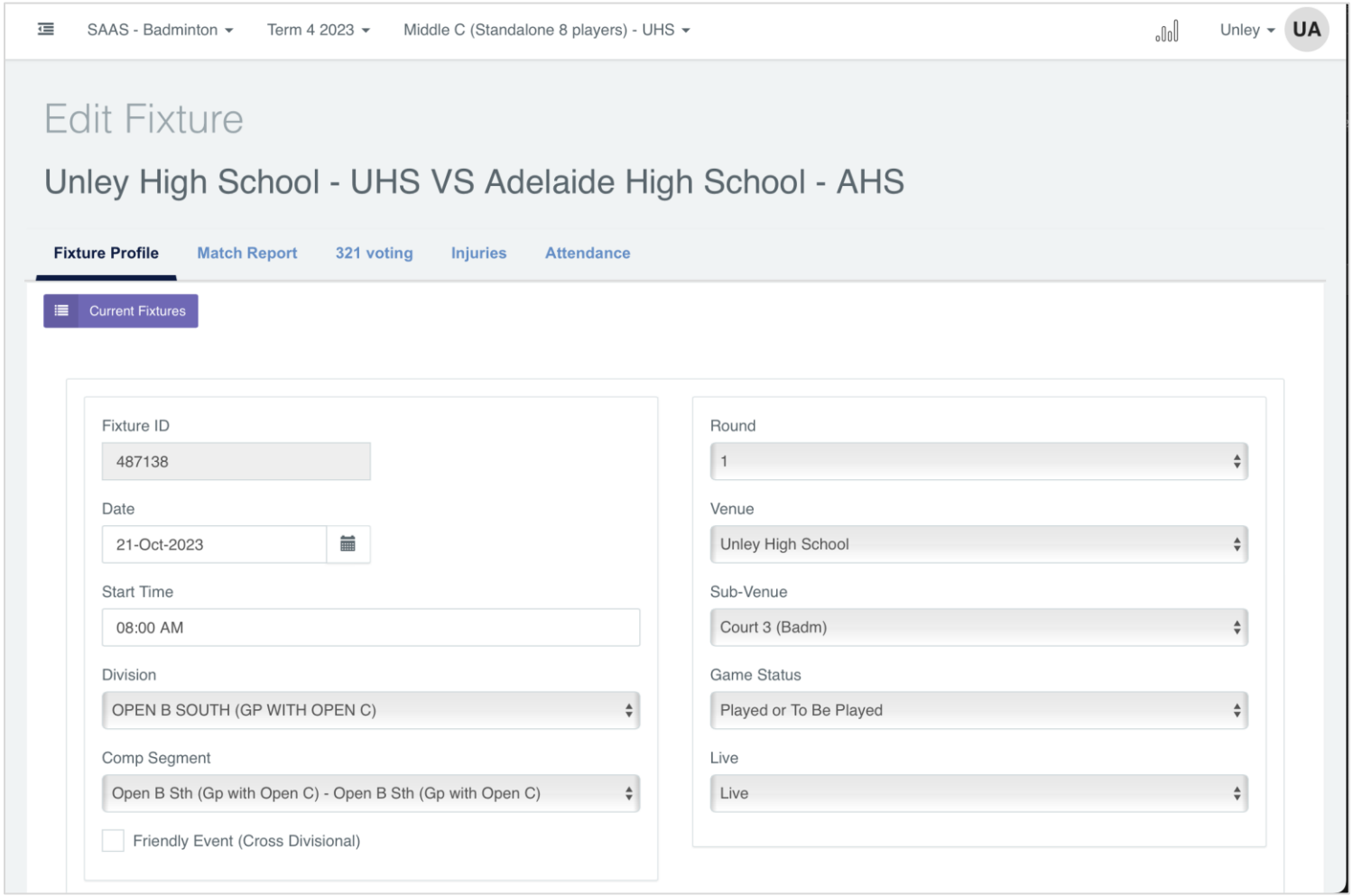
FIXTURES

SINGLE EVENT VIEW

For those events you have access to, you can click into that full event profile to record/view details.



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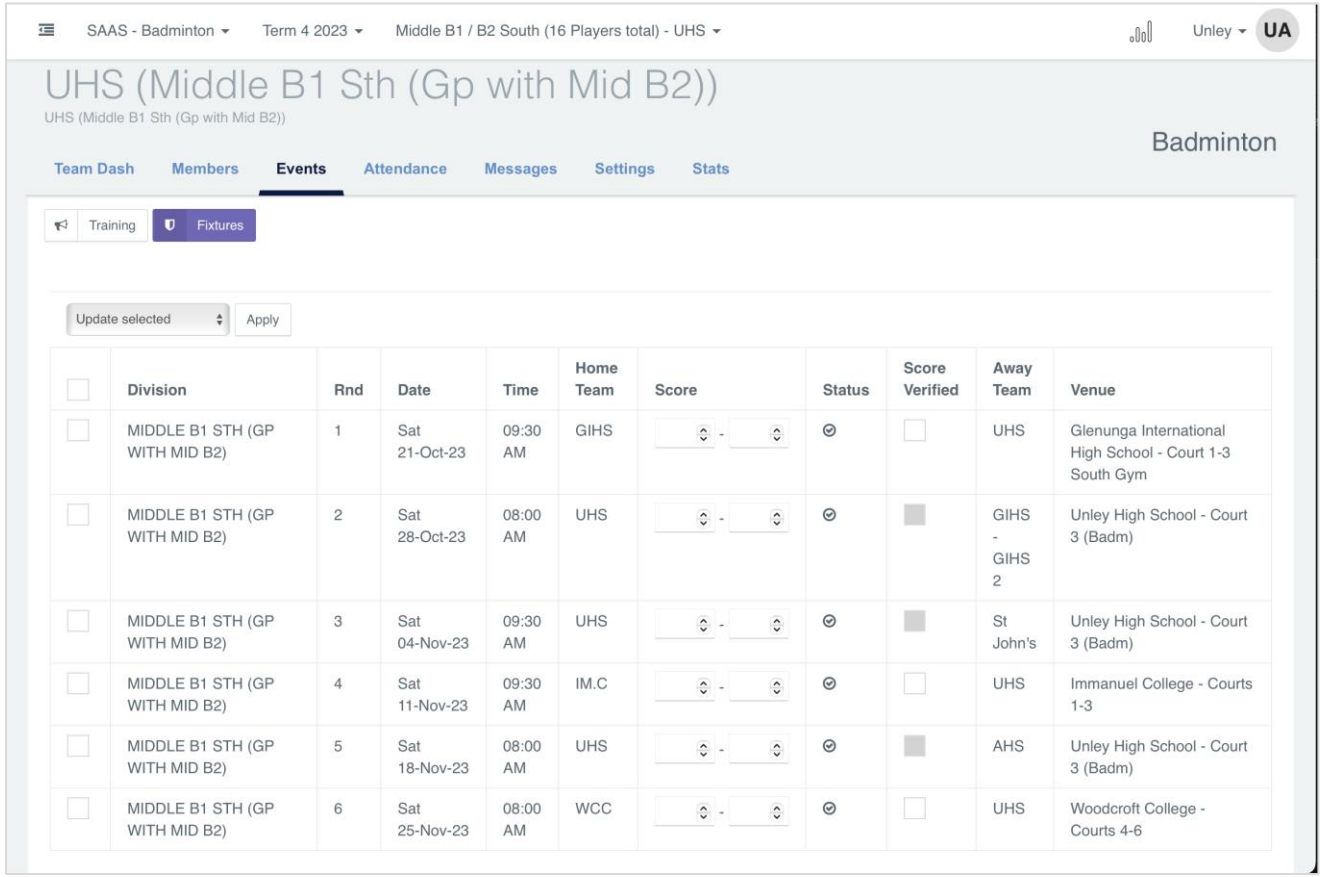
FIXTURES

SINGLE TEAM VIEW

By clicking on the team name in the main views, you can get a an alternate view of a single teams' fixtures from within the team's dashboard.



Division	Rnd	Date	Time	Home Team	Score	Status	Score Verified	Away Team	Venue
MIDDLE B1 STH (GP WITH MID B2)	1	Sat 21-Oct-23	09:30 AM	GIHS	-			UHS	Glenunga International High School - Court 1-3 South Gym
MIDDLE B1 STH (GP WITH MID B2)	2	Sat 28-Oct-23	08:00 AM	UHS	-			GIHS - GIHS 2	Unley High School - Court 3 (Badm)
MIDDLE B1 STH (GP WITH MID B2)	3	Sat 04-Nov-23	09:30 AM	UHS	-			St John's	Unley High School - Court 3 (Badm)
MIDDLE B1 STH (GP WITH MID B2)	4	Sat 11-Nov-23	09:30 AM	IM.C	-			UHS	Immanuel College - Courts 1-3
MIDDLE B1 STH (GP WITH MID B2)	5	Sat 18-Nov-23	08:00 AM	UHS	-			AHS	Unley High School - Court 3 (Badm)
MIDDLE B1 STH (GP WITH MID B2)	6	Sat 25-Nov-23	08:00 AM	WCC	-			UHS	Woodcroft College - Courts 4-6

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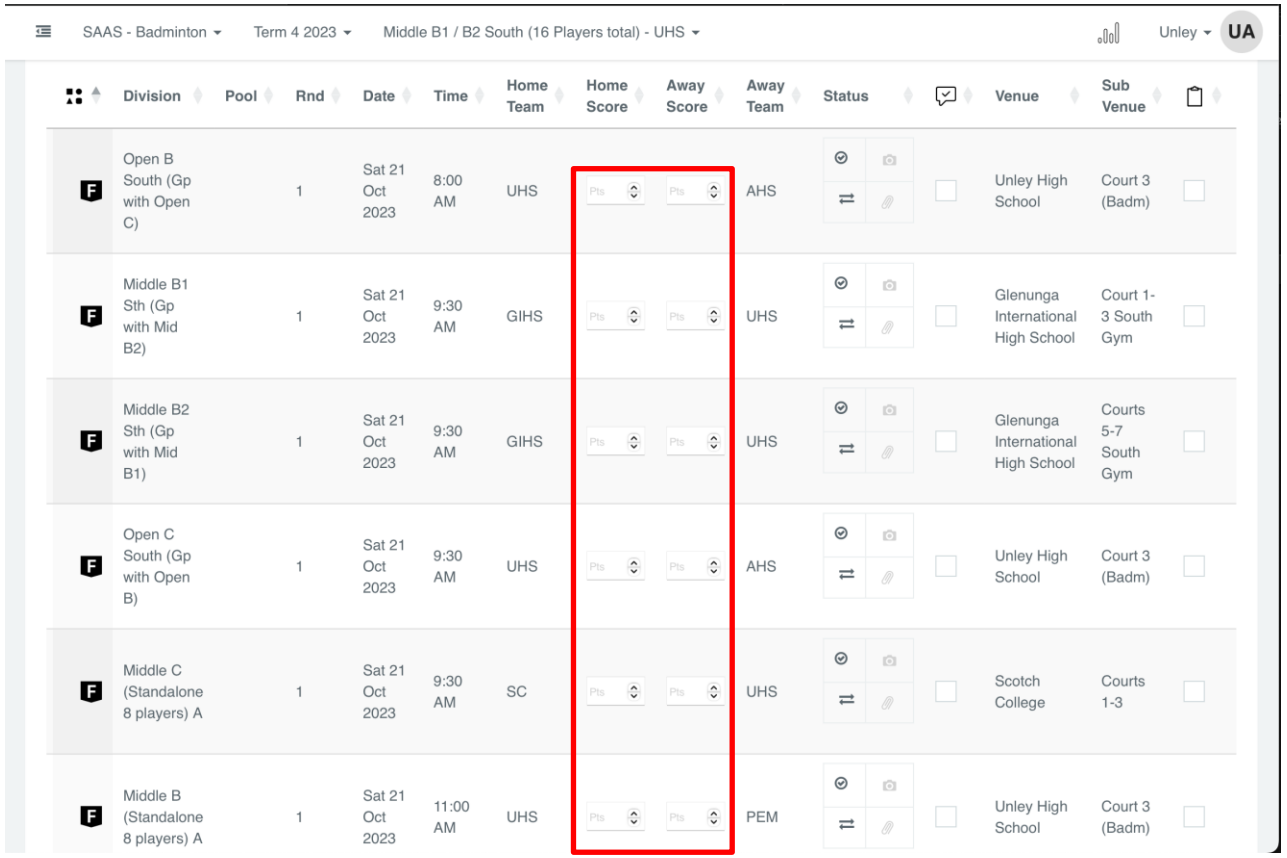
SCORING

SINGLE SPORT VIEW

The number of scoring fields relevant for each sport will be visible.

You can enter the scores for each event that you are authorised to score, without leaving the page.

Just type in the scores and when you are finished you can leave the page. There is no need to press Save – the results are saved as soon as entered.



Division	Pool	Rnd	Date	Time	Home Team	Home Score	Away Score	Away Team	Status	Venue	Sub Venue
Open B South (Gp with Open C)		1	Sat 21 Oct 2023	8:00 AM	UHS	Pts	Pts	AHS		Unley High School	Court 3 (Badm)
Middle B1 Sth (Gp with Mid B2)		1	Sat 21 Oct 2023	9:30 AM	GIHS	Pts	Pts	UHS		Glenunga International High School	Court 1-3 South Gym
Middle B2 Sth (Gp with Mid B1)		1	Sat 21 Oct 2023	9:30 AM	GIHS	Pts	Pts	UHS		Glenunga International High School	Courts 5-7 South Gym
Open C South (Gp with Open B)		1	Sat 21 Oct 2023	9:30 AM	UHS	Pts	Pts	AHS		Unley High School	Court 3 (Badm)
Middle C (Standalone 8 players) A		1	Sat 21 Oct 2023	9:30 AM	SC	Pts	Pts	UHS		Scotch College	Courts 1-3
Middle B (Standalone 8 players) A		1	Sat 21 Oct 2023	11:00 AM	UHS	Pts	Pts	PEM		Unley High School	Court 3 (Badm)

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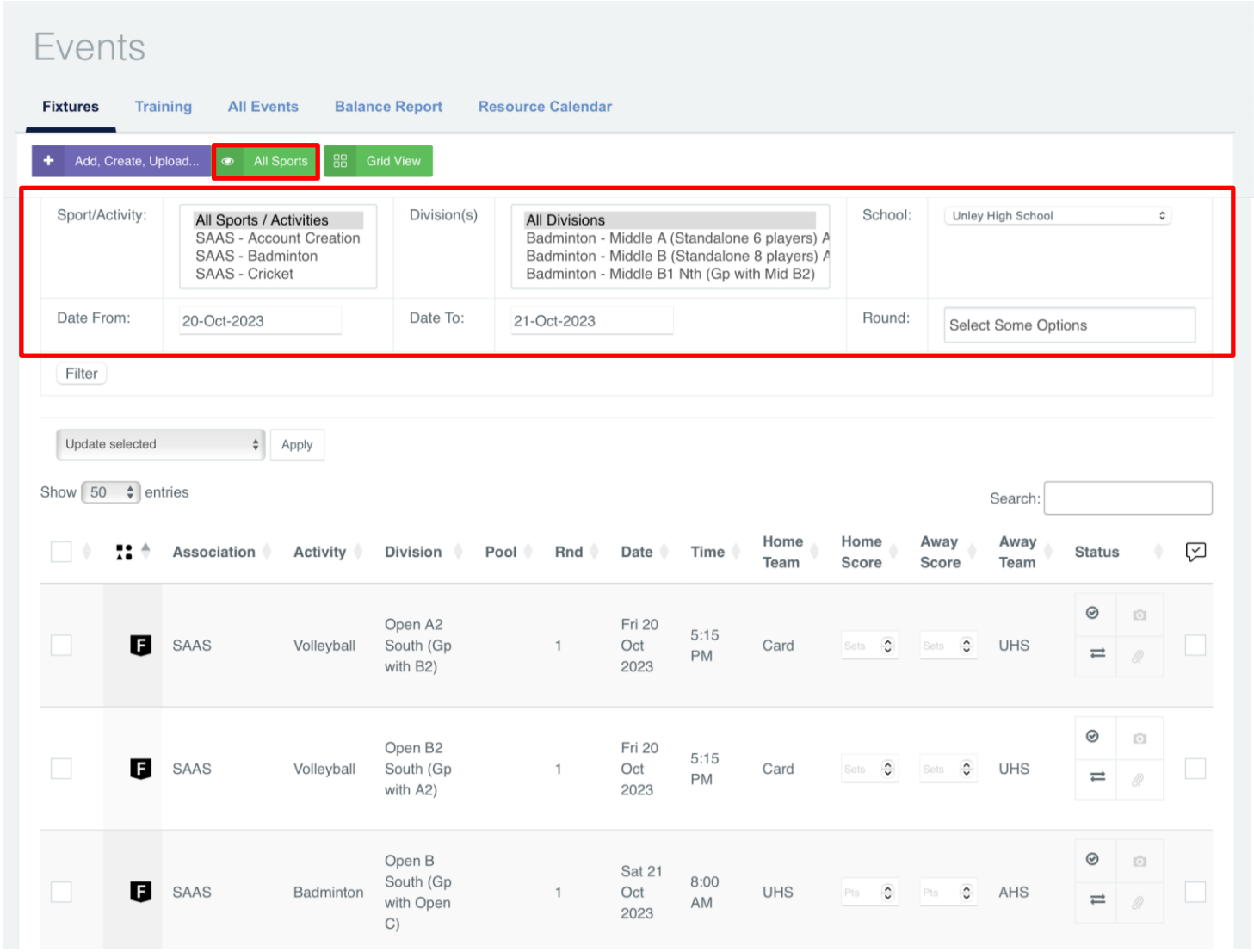
SCORING

ALL SPORTS VIEW

On the fixtures page, you can also toggle to the 'All Sports' view.

This will load all current-term fixtures, and allow you to further filter by date range, round, etc.

In this way, you can load fixtures for all sports for your school for a specific date, and review/score all of those events at the same time.



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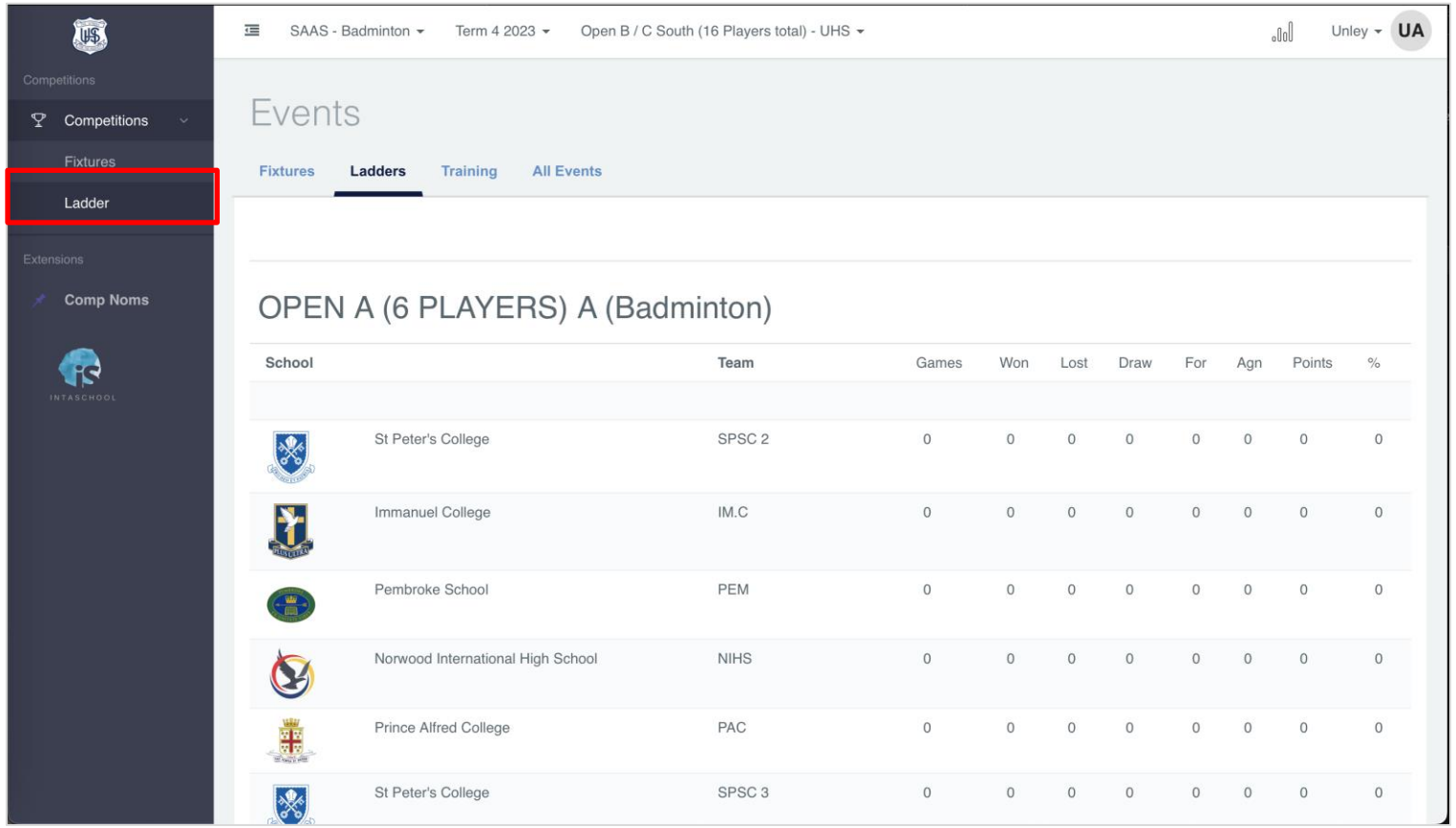
LADDERS

The Ladders are reached from the left-hand navigation, under Competitions.

These display the real-time ladders which are available in the system. Match points are assigned automatically based on the recorded scores.

Ladders will display in Division order, and Pools, if relevant, will display within each Division.



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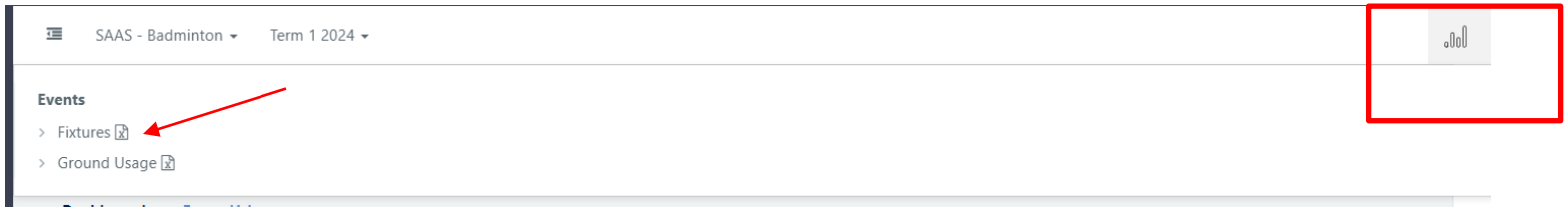
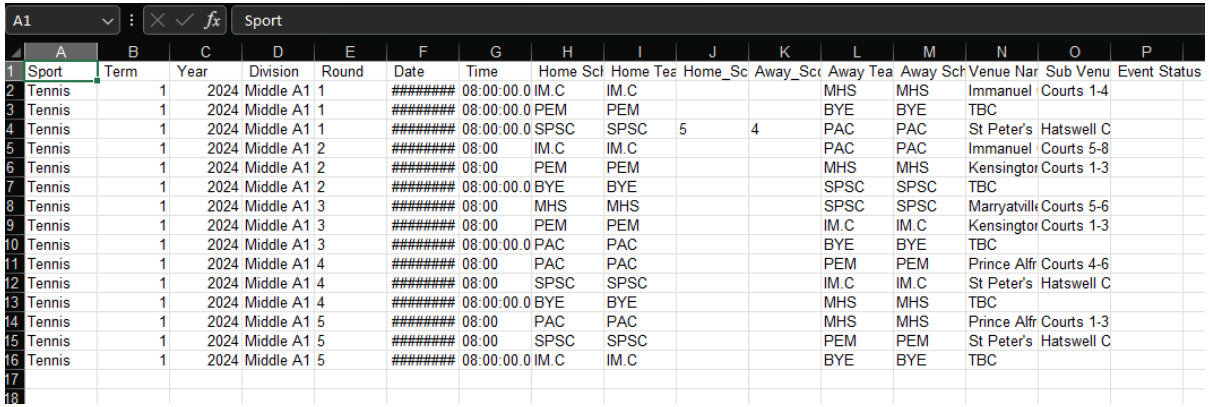
FIXTURE REPORTS

To generate a fixture report, click on the bar graph highlighted in the activity navigation bar, and then click on “Fixtures”.

From there, you can select the relevant Sport. You can filter for all divisions or individual competitions.

This will generate an Excel spreadsheet; this is your fixture report.





A1 | Sport

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Sport	Term	Year	Division	Round	Date	Time	Home Scl	Home Tea	Home_Sc	Away_Sc	Away Tea	Away Sch	Venue Nar	Sub Venu	Event Status
2	Tennis	1	2024	Middle A1	1	########	08:00:00.0	IM.C	IM.C			MHS	MHS	Immanuel	Courts 1-4	
3	Tennis	1	2024	Middle A1	1	########	08:00:00.0	PEM	PEM			BYE	BYE	TBC		
4	Tennis	1	2024	Middle A1	1	########	08:00:00.0	SPSC	SPSC	5	4	PAC	PAC	St Peter's	Hatswell C	
5	Tennis	1	2024	Middle A1	2	########	08:00	IM.C	IM.C			PAC	PAC	Immanuel	Courts 5-8	
6	Tennis	1	2024	Middle A1	2	########	08:00	PEM	PEM			MHS	MHS	Kensingtor	Courts 1-3	
7	Tennis	1	2024	Middle A1	2	########	08:00:00.0	BYE	BYE			SPSC	SPSC	TBC		
8	Tennis	1	2024	Middle A1	3	########	08:00	MHS	MHS			SPSC	SPSC	Marryatville	Courts 5-6	
9	Tennis	1	2024	Middle A1	3	########	08:00	PEM	PEM			IM.C	IM.C	Kensingtor	Courts 1-3	
10	Tennis	1	2024	Middle A1	3	########	08:00:00.0	PAC	PAC			BYE	BYE	TBC		
11	Tennis	1	2024	Middle A1	4	########	08:00	PAC	PAC			PEM	PEM	Prince Alfr	Courts 4-6	
12	Tennis	1	2024	Middle A1	4	########	08:00	SPSC	SPSC			IM.C	IM.C	St Peter's	Hatswell C	
13	Tennis	1	2024	Middle A1	4	########	08:00:00.0	BYE	BYE			MHS	MHS	TBC		
14	Tennis	1	2024	Middle A1	5	########	08:00	PAC	PAC			MHS	MHS	Prince Alfr	Courts 1-3	
15	Tennis	1	2024	Middle A1	5	########	08:00	SPSC	SPSC			PEM	PEM	St Peter's	Hatswell C	
16	Tennis	1	2024	Middle A1	5	########	08:00:00.0	IM.C	IM.C			BYE	BYE	TBC		
17																
18																

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FUTURE FUNCTIONALITY & SUPPORT

In Term 4 we are introducing additional functionality, including:

- Automated alerts based on status change of events your school is involved in (ie wet weather / cancelled events).

- Edit / collaboration access directly on the Fixtures page without the need to click into the fixture profile.

SHOULD YOU HAVE ANY ISSUES OR QUESTIONS AT ANY TIME PLEASE FEEL FREE TO DIRECTLY CONTACT OUR CEO TODD WHEATLAND on todd@gojaro.com, or the support team on support+saas@gojaro.com

support+saas@gojaro.com