



Sports Association for Adelaide Schools Sports Management Platform

**ADMIN
PORTAL
User Guide**

V1 OCT 2023



SPORTS ASSOCIATION

for Adelaide Schools



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.

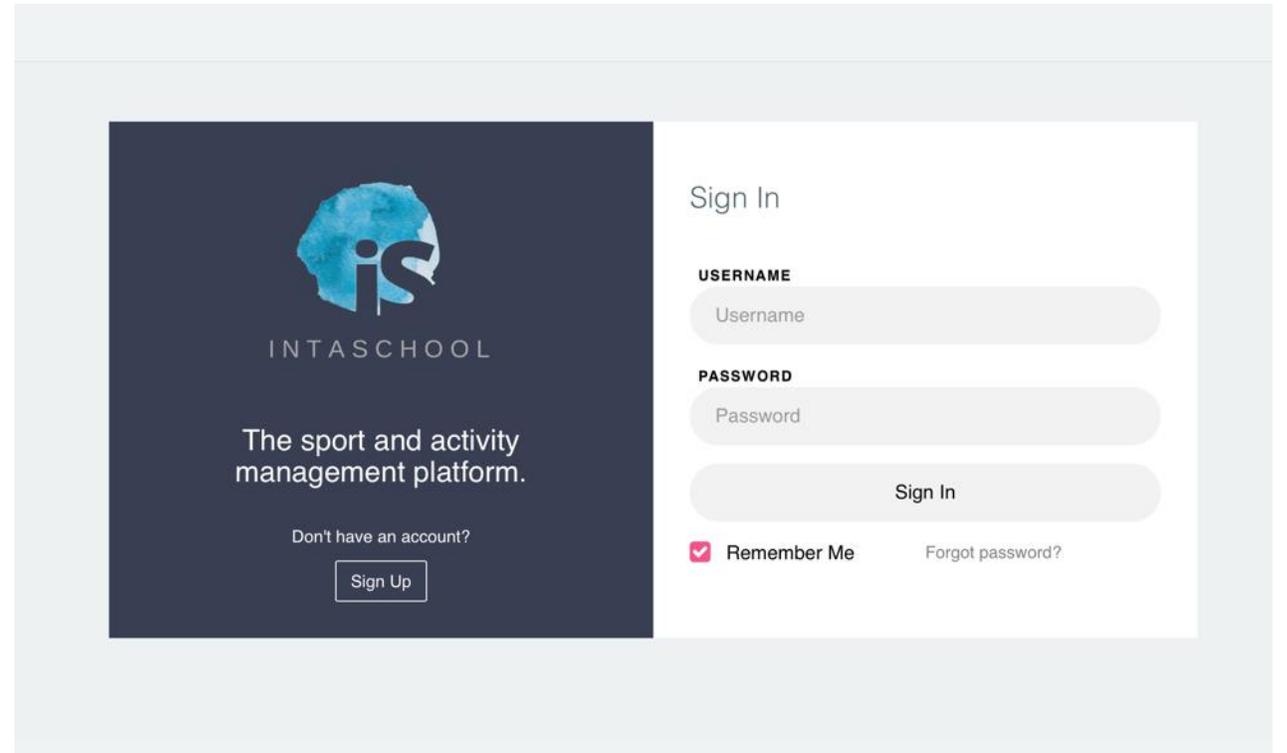
The admin portal is at:

<https://intaschool.gojaro.com/>

Logging into the Portal

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

Enter those credentials.



The screenshot shows the Intaschool login page. On the left, a dark blue panel features the Intaschool logo (a blue globe with 'is' in white) and the text 'INTASCHOOL' and 'The sport and activity management platform.' Below this is a 'Sign Up' button and a link 'Don't have an account?'. On the right, a white panel titled 'Sign In' contains a 'USERNAME' field with a placeholder 'Username', a 'PASSWORD' field with a placeholder 'Password', and a 'Sign In' button. At the bottom of the sign-in panel are a checked 'Remember Me' checkbox and a 'Forgot password?' link.

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

The screenshot shows the 'Badminton' dashboard for 'SAAS - Badminton' in 'Term 4 2023' with 'No Division - All Teams' selected. The dashboard features a 'Team Dash' button and several data cards: 13 Divisions, 134 Teams, 0 Students, 3 Admins, 0 Unexplained Absences, 0 Incidents, 15 Games, and 0 Training Sessions. A calendar for October 2023 is visible at the bottom. On the right, a 'Teams' list includes categories like 'Middle B (Standalone 8 players) A' and 'Open B South (Gp with Open C)'. A sidebar on the left, highlighted with a red border, contains navigation options for 'Competitions' and 'Comp Noms' under the 'Extensions' section.

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.

The screenshot displays the SAAS (Sports Association) interface for Badminton. A green box highlights the top navigation bar, which includes the current sport (SAAS - Badminton), the term (Term 4 2023), and the division (No Division - All Teams). Below this, a dropdown menu is open, listing available sports: Badminton, Basketball, Cricket, Volleyball, and Water Polo. The main dashboard area shows various statistics: 13 Divisions, 4 Teams, 0 Students, 3 Admins, 0 Unexplained Absences, 15 Games, and 0 Training Sessions. The interface also features a calendar for October 2023 and a list of teams on the right side.

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.

The screenshot displays the Intaschool sports management interface. At the top, a navigation bar shows 'SAAS - Badminton', 'Term 4 2023', and 'No Division - All Teams'. A dropdown menu is open, listing sports: Badminton, Basketball, Cricket, Volleyball, and Water Polo. The main dashboard area shows statistics for '13 Divisions', '0 Unexplained Absences', '15 Games', '0 Students', '3 Admins', and '0 Training Sessions'. On the right side, a 'Teams' panel lists various teams such as 'Middle B (Standalone 8 players) A', 'Middle C (Standalone 8 players) A', 'Middle B1 Sth (Gp with Mid B2)', 'Middle B2 Sth (Gp with Mid B1)', 'Open B South (Gp with Open C)', and 'Open C South (Gp with Open B)'. The interface also includes a calendar for 'October 2023' and a user profile 'Unley UA'.

SIDE NAVIGATION

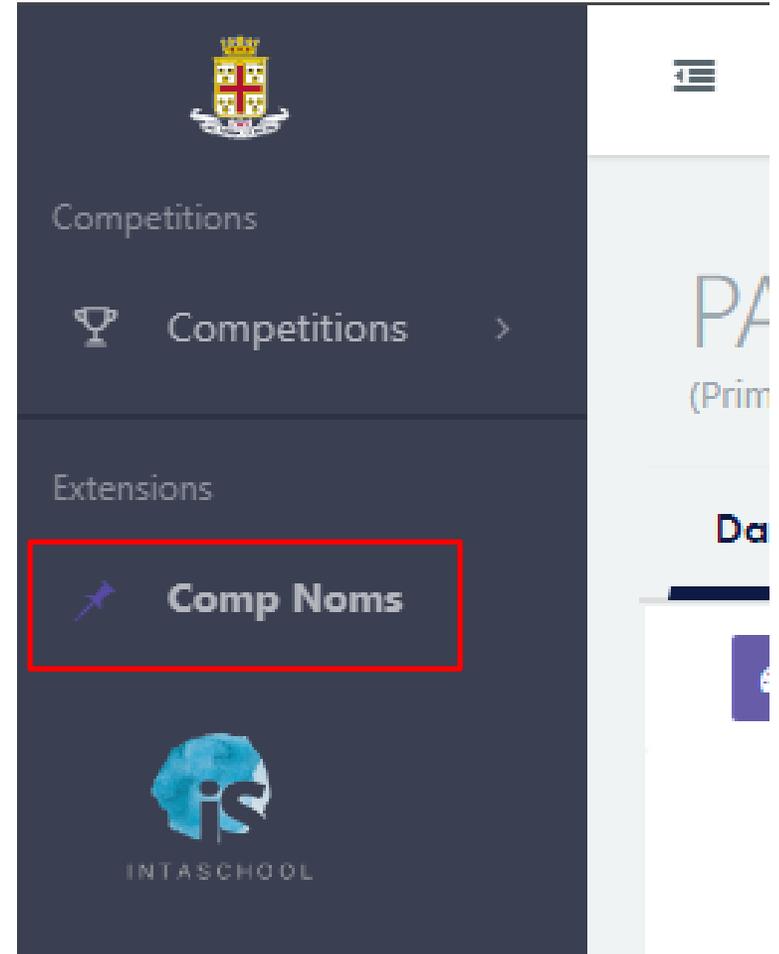
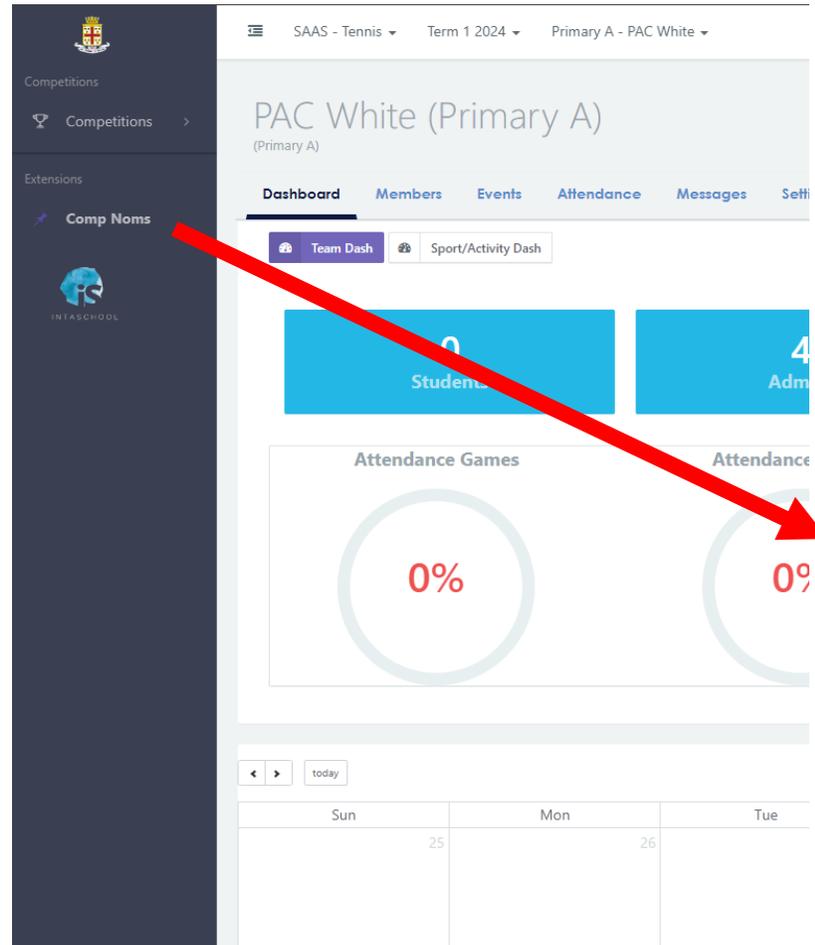
The options on the left-hand-side will vary depending on your role and permission level.

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.

The screenshot displays the Intaschool Badminton dashboard. On the left, a dark sidebar contains navigation options: 'Competitions' (highlighted with a green box), 'Fixtures', and 'Ladder'. Below these are 'Extensions' and 'Comp Noms'. The main content area shows a 'Badminton Sport/Activity' dashboard with a 'Team Dash' button and several statistics cards: 13 Divisions, 134 Teams, 0 Students, 3 Admins, 0 Unexplained Absences, 0 Incidents, 15 Games, and 0 Training Sessions. A calendar for October 2023 is visible at the bottom. The right sidebar shows a 'Go to Teams' button and a list of teams including Middle B, Middle C, Middle B1, Middle B2, Open B South, and Open C South.

NOMINATIONS

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



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.

Organiser	Campaign	Status	Season/Term	Comp Nomination
SAAS	Primary (Years 2-6) Term 4, 2023	LIVE PAUSED LOCKED OFFLINE	Term 4, 2023	Comp Nomination
SAAS	Secondary (Yr 7-12) Term 4, 2023	LIVE PAUSED LOCKED OFFLINE	Term 4, 2023	Comp Nomination
SAAS	Primary Term 1, 2024	LIVE PAUSED LOCKED OFFLINE	Term 1, 2024	Comp Nomination
SAAS	Secondary (Yr 7-12) Term 1, 2024	LIVE PAUSED LOCKED OFFLINE	Term 1, 2024	Comp Nomination
SAAS	Primary Winter 2024	LIVE PAUSED LOCKED OFFLINE	Term 2, 2024	Comp Nomination
SAAS	Secondary Winter 2024 Nominations	LIVE PAUSED LOCKED OFFLINE	Term 2, 2024	Comp Nomination

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.

SAAS - Tennis Term 1 2024 Primary A - PAC White

Secondary Winter 2024 Nominations

Comp Nomination

List Campaigns Add Comments / Requests

Ensure when entering grouped competitions the total teams number are entered eg. Open & Mid A1-B1-C1 = 6 teams

Confirm Nominations

Activities / All Divisions

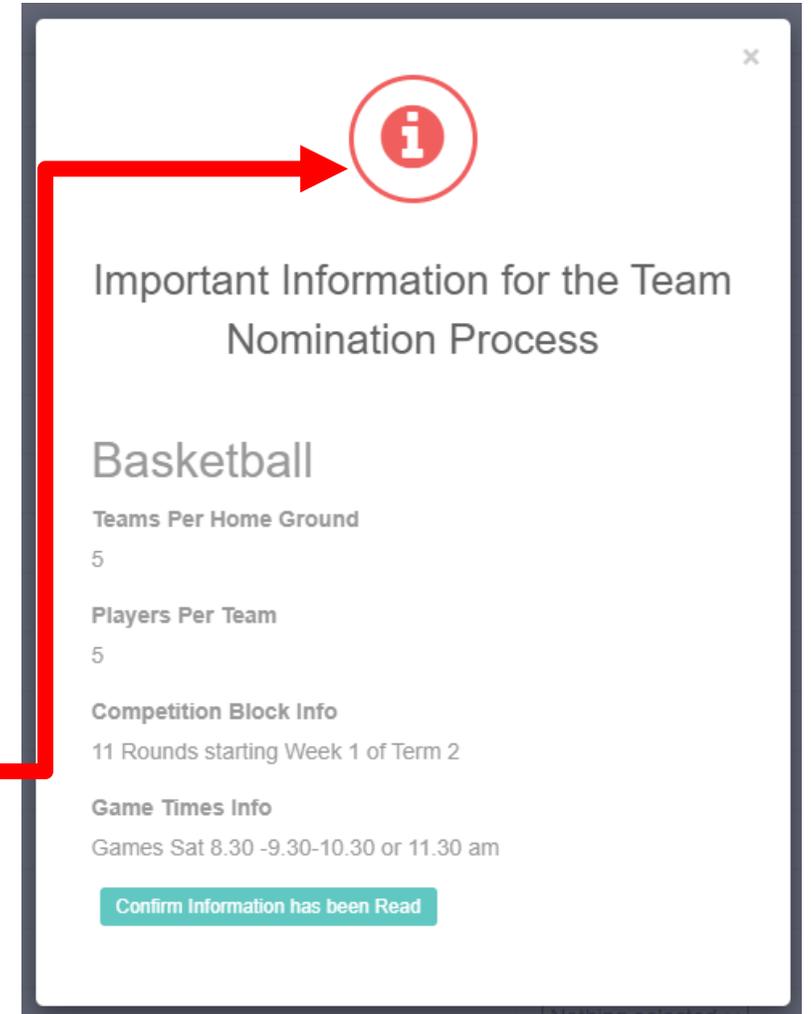
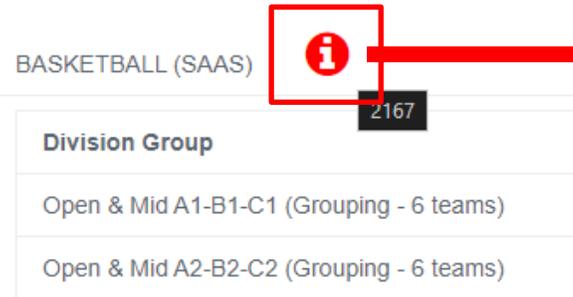
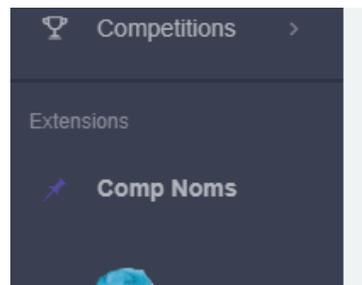
AFL (SAAS) 

Division Group	Nomination Options
Div 1 (1st & 2nd Gp)	Nothing selected  Nothing selected 0 teams 1 team 2 teams 3 teams 4 teams 5 teams 6 teams 7 teams 8 teams 9 teams 10 teams
Div 2 (1st & 2nd Gp)	
Div 2a & Reserves Gp	
Div 3 (Standalone)	
Year 10A (Standalone)	
Year 10B (Standalone)	
Year 9A-8A-7A (Gp - 3 teams)	
Year 8/9A2 & 7A2 (Gp - 2 teams)	Nothing selected 
Middle 8/9 A3 (Standalone)	Nothing selected 
Middle 8/9 B (Standalone)	Nothing selected 
Year 7/8 B (Standalone)	Nothing selected 
Year 7B (Standalone)	Nothing selected 

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.



NOMINATIONS

TEST

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

The screenshot shows the Intaschool website interface. On the left is a dark blue sidebar with the school crest at the top, followed by 'Competitions' and 'Comp Noms' (highlighted with a blue arrow). Below this is the 'iS INTASCHOOL' logo. The main content area at the top right shows a navigation bar with 'SAAS - Tennis', 'Term 1 2024', and 'Primary A - PAC White'. The main heading is 'Secondary Winter 2024 Nominations'. Below this is a 'Comp Nomination' section with two buttons: 'List Campaigns' and 'Add Comments / Requests'. A green 'Confirm Nominations' button is also visible. Below the buttons, there is a section titled 'Activities / All Divisions' with a list item 'AFL (SAAS)' accompanied by an information icon.

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.

The screenshot shows the 'Events' page with the 'Fixtures' tab selected. The filter section is highlighted with a red box and includes the following options:

- Division: All Divisions
- School: Unley High School
- Team: All Teams
- Date From: [Empty]
- Date To: [Empty]
- Round: Select Some Options
- Venue: [Empty]
- Home/Away: All
- Filter button

Below the filters, there is an 'Update selected' dropdown and an 'Apply' button. The main table shows 50 entries. The first two rows are visible:

	Division	Pool	Rnd	Date	Time	Home Team	Home Score	Away Score	Away Team	Status	Venue	Sub Venue
<input type="checkbox"/>	Middle C (Standalone 8 players) A		1	Sat 21 Oct 2023	8:00 AM	CBC	Pts	Pts	GIHS	<input type="checkbox"/>	Christian Brothers College	Courts 1-3
<input type="checkbox"/>	Open C (Standalone 8 players) A	North	1	Sat 21 Oct 2023	8:00 AM	GIHS	Pts	Pts	SPSC 1 (Nth)	<input type="checkbox"/>	Glenunga International High School	Courts 8-10 South

FIXTURES

SINGLE EVENT VIEW

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

SAAS - Badminton Term 4 2023 Middle C (Standalone 8 players) - UHS Unley UA

Edit Fixture

Unley High School - UHS VS Adelaide High School - AHS

Fixture Profile Match Report 321 voting Injuries Attendance

Current Fixtures

Fixture ID	487138	Round	1
Date	21-Oct-2023	Venue	Unley High School
Start Time	08:00 AM	Sub-Venue	Court 3 (Badm)
Division	OPEN B SOUTH (GP WITH OPEN C)	Game Status	Played or To Be Played
Comp Segment	Open B Sth (Gp with Open C) - Open B Sth (Gp with Open C)	Live	Live
<input type="checkbox"/> Friendly Event (Cross Divisional)			

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.

SAAS - Badminton Term 4 2023 Middle B1 / B2 South (16 Players total) - UHS

UHS (Middle B1 Sth (Gp with Mid B2))
UHS (Middle B1 Sth (Gp with Mid B2))

Badminton

Team Dash Members **Events** Attendance Messages Settings Stats

Training **Fixtures**

Update selected Apply

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

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.

The screenshot shows the SAAS - Badminton interface for Term 4 2023, Middle B1 / B2 South (16 Players total) - UHS. The table lists six events with columns for Division, Pool, Rnd, Date, Time, Home Team, Home Score, Away Score, Away Team, Status, Venue, and Sub Venue. The Home Score and Away Score columns contain input fields for entering scores, which are highlighted with a red box. The events are:

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)

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.

The screenshot shows the 'Events' page with the following components:

- Navigation:** Fixtures, Training, All Events, Balance Report, Resource Calendar.
- Toolbar:** + Add, Create, Upload..., All Sports (highlighted), Grid View.
- Filter Section:**
 - Sport/Activity: All Sports / Activities (SAAS - Account Creation, SAAS - Badminton, SAAS - Cricket)
 - Division(s): All Divisions (Badminton - Middle A, Badminton - Middle B, Badminton - Middle B1)
 - School: Unley High School
 - Date From: 20-Oct-2023
 - Date To: 21-Oct-2023
 - Round: Select Some Options
- Table:**

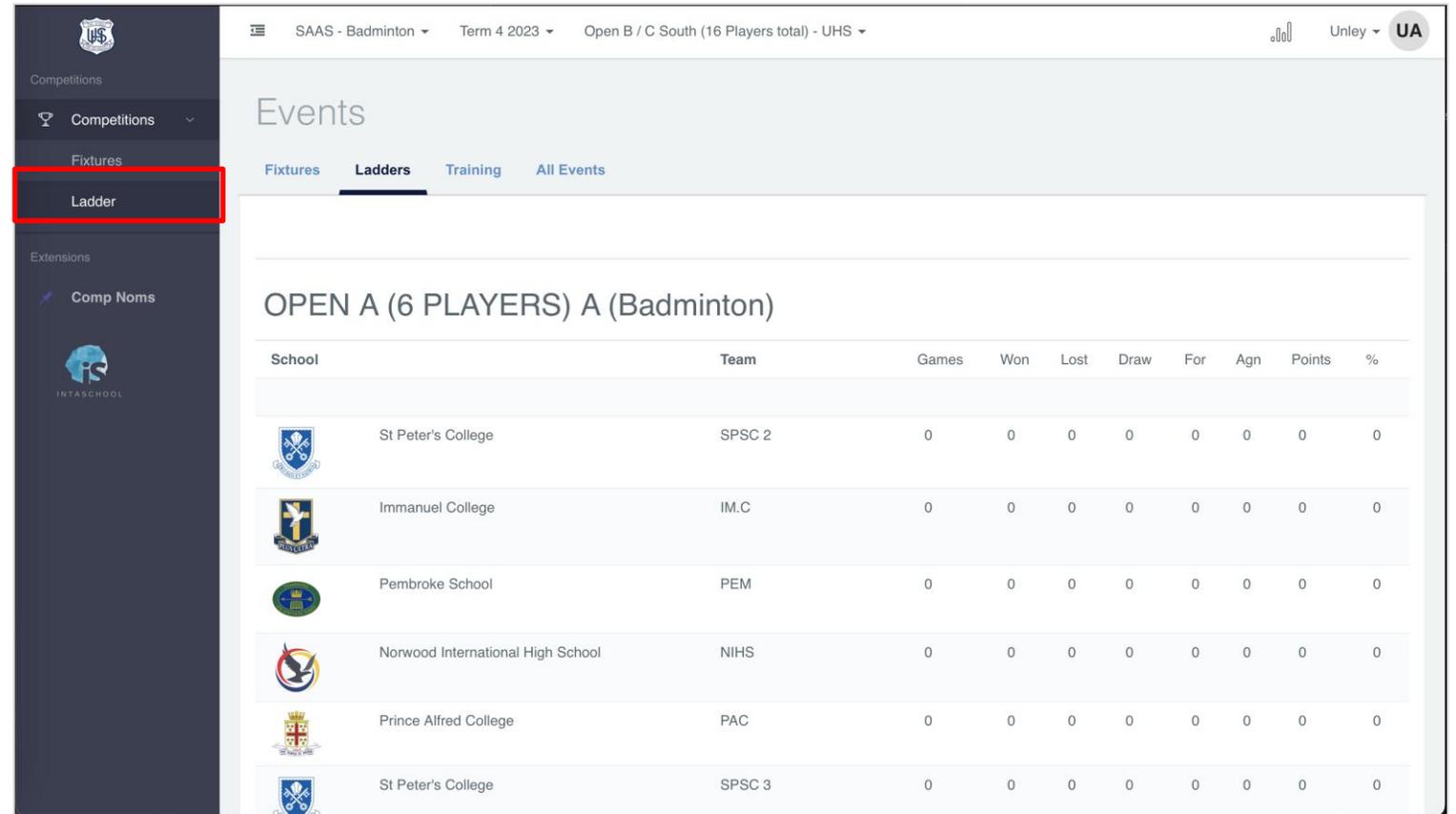
	Association	Activity	Division	Pool	Rnd	Date	Time	Home Team	Home Score	Away Score	Away Team	Status
<input type="checkbox"/>	SAAS	Volleyball	Open A2 South (Gp with B2)		1	Fri 20 Oct 2023	5:15 PM	Card	Sets	Sets	UHS	<input type="checkbox"/>
<input type="checkbox"/>	SAAS	Volleyball	Open B2 South (Gp with A2)		1	Fri 20 Oct 2023	5:15 PM	Card	Sets	Sets	UHS	<input type="checkbox"/>
<input type="checkbox"/>	SAAS	Badminton	Open B South (Gp with Open C)		1	Sat 21 Oct 2023	8:00 AM	UHS	Pts	Pts	AHS	<input type="checkbox"/>

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.



SAAS - Badminton Term 4 2023 Open B / C South (16 Players total) - UHS Unley UA

Events

Fixtures **Ladders** Training All Events

OPEN A (6 PLAYERS) A (Badminton)

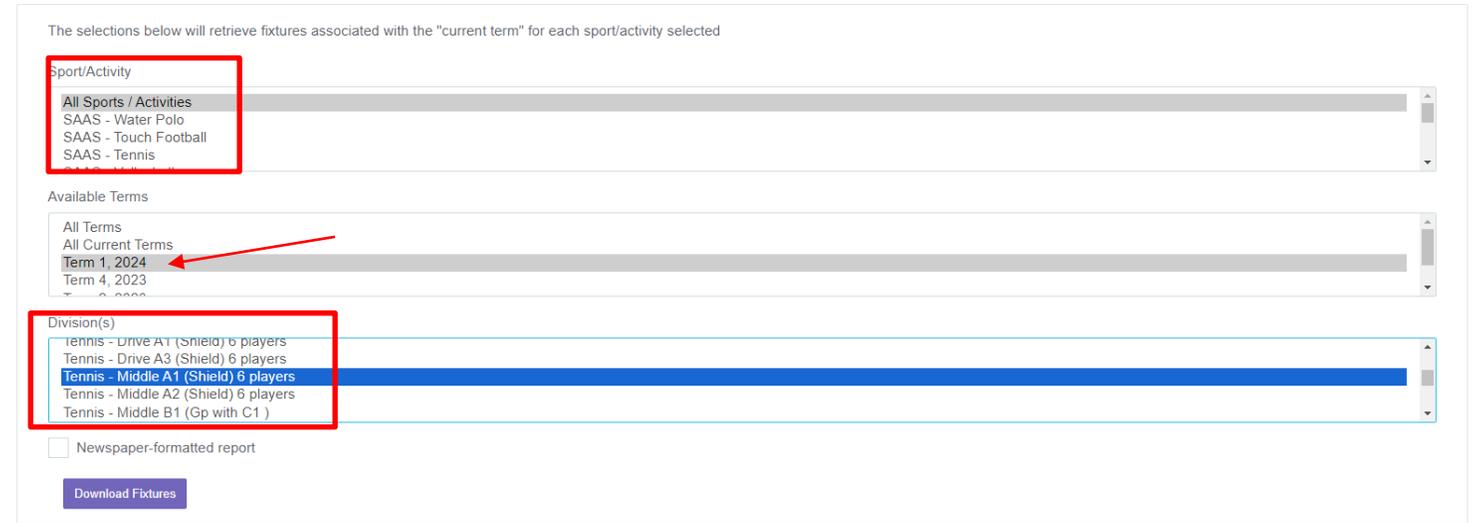
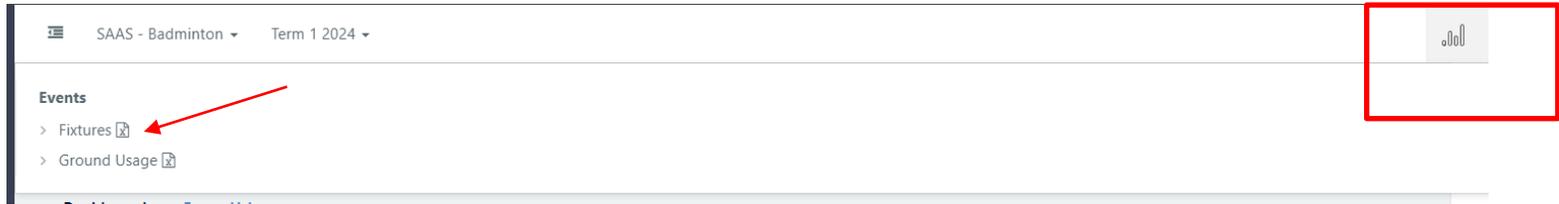
School	Team	Games	Won	Lost	Draw	For	Agn	Points	%
 St Peter's College	SPSC 2	0	0	0	0	0	0	0	0
 Immanuel College	IM.C	0	0	0	0	0	0	0	0
 Pembroke School	PEM	0	0	0	0	0	0	0	0
 Norwood International High School	NIHS	0	0	0	0	0	0	0	0
 Prince Alfred College	PAC	0	0	0	0	0	0	0	0
 St Peter's College	SPSC 3	0	0	0	0	0	0	0	0

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.



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

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