

## IMG SPORTS TECHNOLOGY GROUP

ATHLETICS NZ – CLUB FINDER

DECEMBER 2014



The Club Finder allows prospective athletes to filter by postcode and personal requirements to find an appropriate Club. For example, John Smith may search by 3121 (postcode) and Harriers. Clubs within 5, 10 or 25km that offer Harriers will then display. John can then view any of the clubs listed and contact/register. The following document is designed to guide administrators affiliated with Athletics NZ to list their Club on the National Club Finder page.

To view an example of an active Club Finder visit Hockey Australia - <http://www.hockey.org.au/Participate/Club-Finder>



## STEP 1: ENTERING CLUB CONTACT INFORMATION

To enter your Club contact information, follow the instructions below.

1. Log into the console
2. Select ADMINISTRATION / DETAILS
3. Enter your Club Address details.

Address: ♦	<input type="text" value="PO Box 2374"/>
	<input type="text"/>
Suburb: ♦	<input type="text" value="Auckland Central"/>
State: ♦	<input type="text" value="Auckland"/>
Postcode: ♦	<input type="text" value="9044"/>
Country:	<input type="text" value="New Zealand"/> ▼

4. Enter your Club contact number in BUSINESS
5. Click Save

♦ A Minimum Of One Telephone Contact Number Must Be Entered

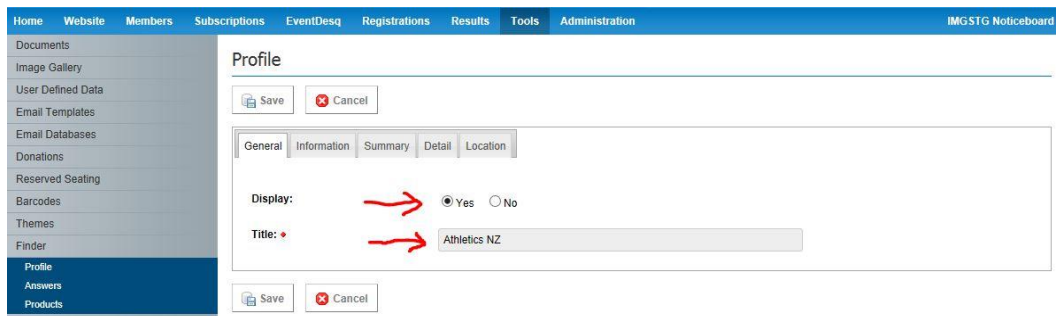
	<b>Area Code:</b>	<b>Number:</b>
<b>Business:</b>	<input type="text" value="03"/>	<input type="text" value="94262600"/>
<b>Direct:</b>	<input type="text"/>	<input type="text"/>
<b>Private:</b>	<input type="text"/>	<input type="text"/>
<b>Mobile:</b>	<input type="text"/>	<input type="text"/>
<b>Facsimile:</b>	<input type="text"/>	<input type="text"/>

This Address and Contact number will now appear on the Club Finder page.

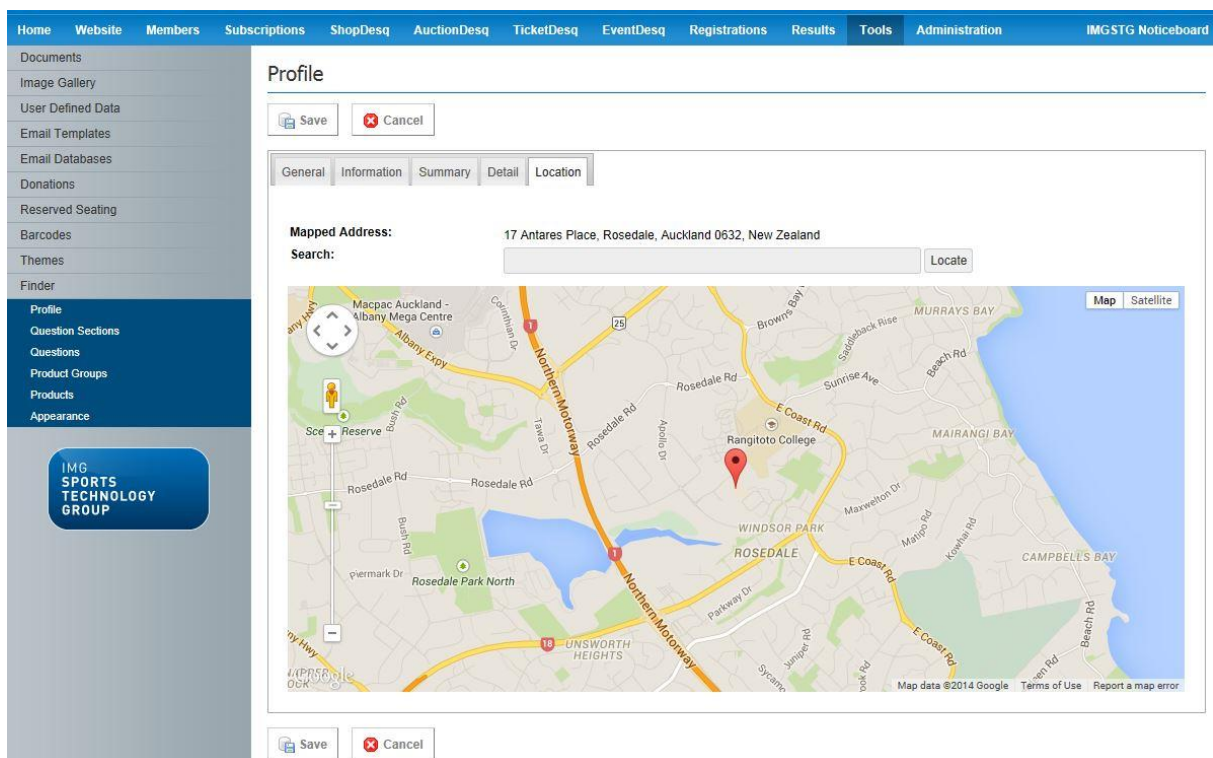
## STEP 2: ENTERING CLUB INFORMATION

To enter your Club information, follow the instructions below.

1. Log into the console
2. Select TOOLS / FINDER
3. Select PROFILE. Fill in all relevant fields.
  - In GENERAL, set DISPLAY to YES this will ensure your club will display on the national Club Finder page. List the club name in TITLE.



- In INFORMATION add the Club Website URL, EMAIL ADDRESS, POSTCODE **IMPORTANT: this needs to be the post code of your physical address/club rooms - so it shows up at the correct place on the map)** and upload your Club Logo.
- Insert a brief summary of your club in SUMMARY. You can enter any additional information in DETAIL.
- In LOCATION enter the location of your venue as it appears in Google. This will ensure a Google map of your venue will appear on the Club Finder page.



### STEP 3: ENTERING ANSWERS

1. Log into the console
2. Select TOOLS / FINDER
3. Select ANSWERS. Click EDIT on each question and enter the relevant answer in the text or tick box given.

**Please Note: for the answer to appear online, click the status icon. The green tick indicates the answer is published online. If a question is not relevant to your Club, keep the status as offline.**

Records: 1-3 of 3

Section - Question	Edit	Status
Additional Features - What activitites do you offer?		
Additional Features - Targeted Age Groups		
Additional Features - What Club Facilities do you have?		

Records: 1-3 of 3

Once you have entered the relevant Club Finder information, your Club will appear on the national Club Finder page. This can be found on the Athletics NZ website.