

Gosford Water Polo – Revolutionise User Guide

Managing a Team

1. Getting Started

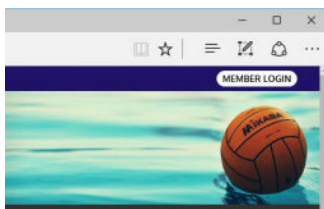
To manage a team in the GWP Revolutionise system you will need a user-profile and password to logon to the application.

Registration is via www.revolutionise.com.au/registration. Once on the registration page, choose the **Register** button. Enter the relevant data for yourself, making sure that your email address is correct and select “Associate”¹ as Registration type.

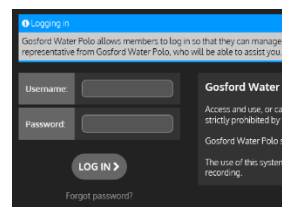
You will receive automated emails from the system containing your username and password.

Logging on

Navigate to www.revolutionise.com.au/gwp/ in your browser. The **Member Login** button is in the top, right-hand corner.

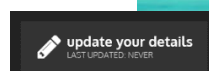
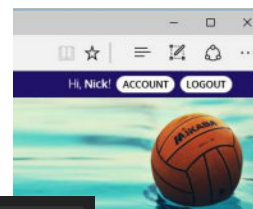


Enter your user details and logon. If you ever forget your username or password, these can be sent to you.



Once you have successfully logged on, you will be able to access your **Account** which can be selected from the top, right-hand corner of the browser. In this screen are a number of different functions.

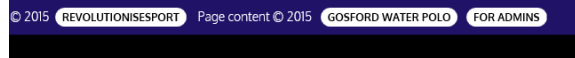
The **update your details** function gives you the ability to change your password or other personal data.



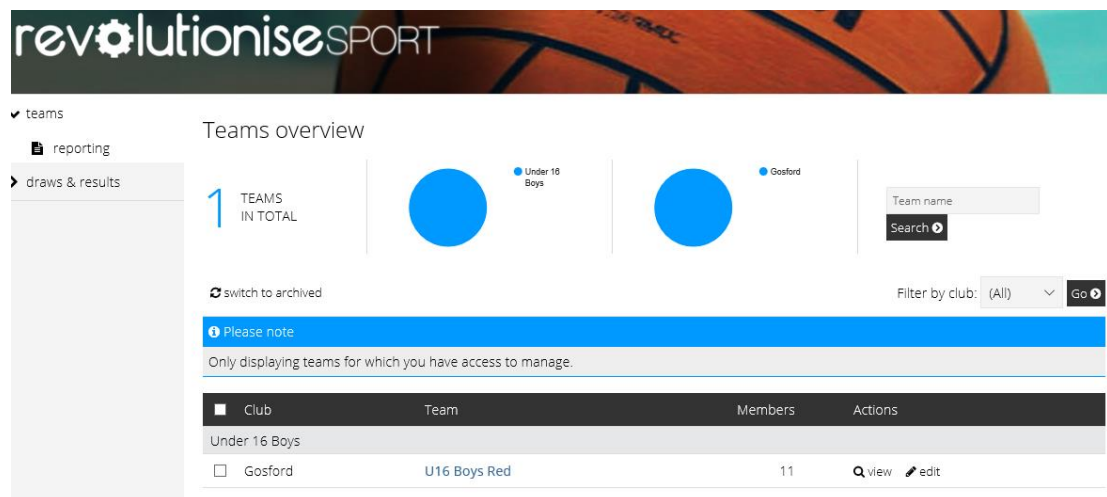
¹ Associate members do not pay any fees, however, they are considered to be full members for the purposes of insurance coverage.

2. Managing your team

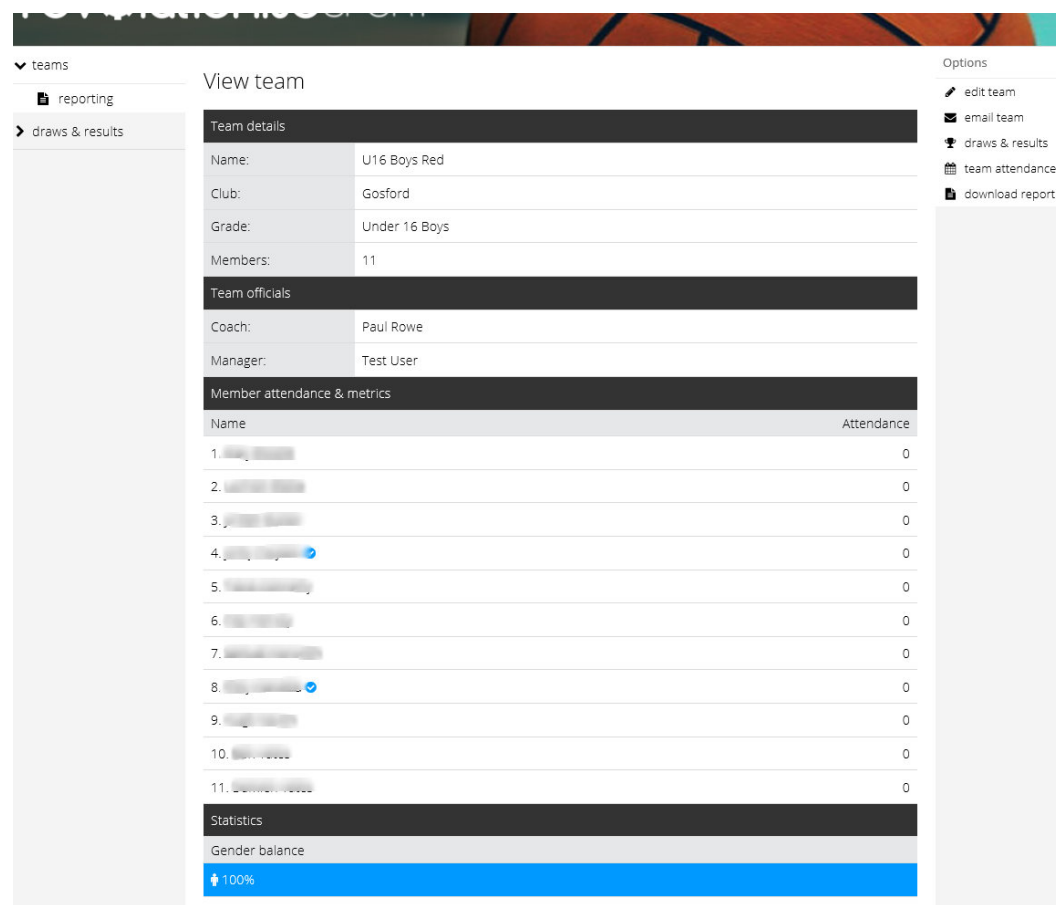
To access your team, you need to select the **For Admins** button towards the bottom of the browser window.




After selecting the button, you will be taken to the following screen which provides you with manager access to your team.



From this screen select **view**. This will provide you with a listing of the members of the team and access to relevant functions.



3. Emailing your team

Select the  email team command from the right-hand side of the screen.

Email teams

Use email template

Choose:
2014/15 Season Training Times
Go

Compose new email

You have chosen to copy this email to your account email at: mailtracker@gosfordwaterpolo.net.

From:

To:
Team members and officials
in U16 Boys Red
Team members only
Team officials only

Filtering options

Options:
☐ Include members who have unsubscribed from general communications
☐ Send a copy of this email to my personal email address

Message content

Subject:

Message:

Email self checklist

- ✓ Email has a greeting (e.g. Hi all).
- ✓ Email has a sign off (e.g. Regards, John Doe (Club Representative)).
- ✓ Email has been spell checked.
- ✓ Email has correct grammar, punctuation, etc.
- ✓ Unsubscribe preferences respected (i.e. only critical emails sent to unsubscribed members).

Preview email

Click the link below to see how your email will appear when it is sent. You may preview the email at any point during editing. (Please note that different email clients may render the email slightly differently.)

Q preview email

Save this email as a template

Tick the box below to save this email as a template.

Save as template: ☐

Send email

You can send emails to everyone, just the team or just the officials (coaches, manager etc.) as required. There are various formatting commands and you can even send web links or use tables if you like.

4. Text messaging your team (SMS)

The system is not configured to send SMS messages. Most managers use a group message from their own phones to send SMS messages if they choose. If you would like a report with a list of contact details for your team members, please send an email request to the communications manager communications@gosfordwaterpolo.net and they will email you a report with the relevant data.

Please send any feedback or suggestions for this documentation to communications@gosfordwaterpolo.net thank you.