



revSPORT – *Training Guide – Club-Centre*



revSPORT – Key Points

Outcome: Gain an understanding of the key points about the revSPORT system

- ☐ **Single system for membership and courses/qualifications**
 - ✓ One member profile with all membership & course qualification history
- ☐ **Clubs to determine 12 month season**
 - ✓ Members are current/active based on a club's season
- ☐ **Reduced transaction fee – 2% + \$1.60**
 - ✓ More money for clubs transacting online through the revSPORT system

revSPORT – Key Functions

Outcome: Understand the functions a club/centre needs to complete in the revSPORT system

☐ **Club/Centre Details**

- ✓ Up to date details allow Australian Sailing to communicate effectively - key roles to be recorded (Commodore, Secretary, Centre Principal etc.)

☐ **Membership**

- ✓ Ensuring club members are added to the database for a Club season – via an Online form, manually or bulk upload

☐ **Courses**

- ✓ Adding and administering courses and collecting/adding registrations - all centre courses must be added to the system and course participants must be marked complete

revSPORT – Season Rollover

Outcome: Understand how the club season rollover works and complete form if required

- ☐ **Annual season rollover**

- ✓ To occur by the first day of a club's 12 month membership season based on information provided to Australian Sailing: <https://www.revolutionise.com.au/sailing/surveys/332/>

- ☐ **Season rollover communication**

- ✓ Sent to clubs reminding them to add members to the new club membership season in revSPORT so they are current/active

revSPORT – Centre Accreditation

Outcome: Outline the Discover Sailing Centre accreditation process

- ☐ **Annual Discover Sailing Centre Accreditation**
 - ✓ Accreditation form (<https://embed.revolutionise.com.au/sailing/surveys/317/>) made available in May each year – to be completed by 31 July
- ☐ **Accreditation payment**
 - ✓ 2018/19 accreditation payment to be invoiced separately from the accreditation form
- ☐ **Course access**
 - ✓ Access to course templates to be able to set up courses will be provided once Centre Accreditation has been complete

revSPORT – System Set Up

Outcome: revSPORT system is set up to be able to perform key functions

☐ **Administrator Access – (All)**

- ✓ Administrators can be added as required (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/bohsa6aljrbyh6sf.pdf>) after an initial administrator has gained access by completing the System Access Request Form

☐ **Add Club/Centre Details – (All)**

- ✓ Add/edit basic club/centre details (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/dggdw85mhzbknkgu.pdf>)

☐ **Set up Membership Categories (Payment Classes) – (All)**

- ✓ Add membership categories to assign to members (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/whtlbmtcw5rv1cha.pdf>)

☐ **Add Additional Member Fields – (Optional)**

- ✓ Unlimited custom fields can be added to collect details about members (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/gebbegoids0lrm2s.pdf>)

revSPORT – System Set Up

Outcome: revSPORT system is set up to be able to perform key functions

- ❑ **Configure Finance (payment details) settings – (Optional)**
 - ✓ Setting up revSPORT for payments (online & offline) (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/uu3lvdo5uydbgnfl.pdf>)
- ❑ **Set basic site configuration – (Optional)**
 - ✓ Turn on site to allow registrations to be accepted (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/1einehx9ckgrdwdf.pdf>)

revSPORT – Membership

Outcome: Understand how members can be added to the revSPORT system

- ❑ **Adding a member – (All)**
 - ✓ Manually add a member to revSPORT (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/tjkuussnu4ay2kp.pdf>)
- ❑ **Online registration form – (Optional)**
 - ✓ Online form to allow members to self register/renew (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/wykipjnpyl1jlu7q.pdf>)
- ❑ **Managing Members – (All)**
 - ✓ Editing member details (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/a3fcalqadtryhdu0.pdf>)
 - ✓ Merging duplicate member records (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/ivrmntxqom8bpn6r.pdf>)
- ❑ **Membership Reporting – (All)**
 - ✓ Reporting on club membership (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/kx4xzvtotiy19gel.pdf>)

revSPORT – Events & Courses

Outcome: Understand how to set up and manage events and courses

☐ **Setting up an event – (Optional)**

- ✓ Setting up events to collect registration and payment or just as a notification (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/yp5kgwhohcq3cluk.pdf>)

☐ **Setting up a course – (All)**

- ✓ Linking an event to course templates to set up a course ([Linking an event to course templates to set up a course](#))

☐ **Course Management – (All)**

- ✓ Adding an Instructor to a course (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/i1bsft4ujylibltb.pdf>)
- ✓ Marking course participants complete (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/lj0o7mwbtldwmleoi.pdf>)

☐ **Event/Course Reporting – (Optional)**

- ✓ Easily run reports for events/courses (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/wet8xjrd2hqzixnl.pdf>)

revSPORT – Finances

Outcome: Understand how to manage payments in revSPORT

☐ **Invoicing – (Optional)**

- ✓ Issuing invoices (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/mxuisiivubgl1u7u.pdf>)
- ✓ Managing invoices (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/1kwsnkhddv9hiqmq.pdf>)

☐ **Refunds – (Optional)**

- ✓ Processing refunds through revSPORT (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/5nzpdmboxlsxdcbt8.pdf>)

☐ **Discount codes – (Optional)**

- ✓ Setting up fixed amount or percentage discount codes (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/tzfpvla2ywq4sthc.pdf>)

☐ **Finance reporting – (Optional)**

- ✓ Support articles and videos available in the revSPORT portal: Help > Finances > FINANCIAL REPORTS

revSPORT – Website

Outcome: Gain an overview of the website component of the revSPORT system

☐ **Example of revSPORT Websites – (Optional)**

- ✓ Oceania Sailing Federation (<https://www.revolutionise.com.au/osf/>)
- ✓ RAN Sailing Association (<http://www.ransa.com.au/home/>)

☐ **Website support material - (Optional)**

- ✓ Support articles and videos available in the revSPORT portal: Help > Website

Note: An annual fee of \$200 (exc. GST) applies to access the full website in revSPORT.

revSPORT – Other Tools & Functions

Outcome: Overview of additional functionality available in the revSPORT system

- ☐ **Shop – (Optional)**
 - ✓ Online shop to promote and sell merchandise and other products and services
- ☐ **Bookings – (Optional)**
 - ✓ Create assets (club boats) and manage bookings
- ☐ **Meetings - (Optional)**
 - ✓ Create and manage meetings
- ☐ **Tasks – (Optional)**
 - ✓ Create and manage tasks
- ☐ **Incident & Injury Reports – (Optional)**
 - ✓ Manage incidents and injuries

Support articles and videos available in the revSPORT portal: Help > Video tutorials

revSPORT – Support

Outcome: Provide a clear process for supporting use of the revSPORT system

1. Australian Sailing support guides

- ✓ Sailing specific support guides (<http://www.sailingresources.org.au/os/>)

2. revSPORT support guides

- ✓ General revSPORT support guides available in the Help Centre in the revSPORT portal

3. revSPORT Help Centre

- ✓ Raise a support ticket through the revSPORT Help Centre

4. Club Services Officers

- ✓ Assistance with most functions

5. Online Services Department

- ✓ Additional support on all aspects of the revSPORT system