

Global Games Team Entry & Scoring Process

User Guide for Team Managers

Entering your Team.....	2
Adding Players & the Coach	3
Example of the Team Access Email.....	4
Optional: Send a link to players to enter their details themselves.....	5
Update Player Details/Player Photo	6
Global Games Scoring App	6
Team Selection.....	8
Entering the Final Score	10

Each team manager will receive a link from Global Games to enter their team details into the Global Games Festival. After entering the team details via this link, the team manager can view and manage their team, including adding players and the coach. A confirmation email will be sent to the Team Manager, allowing them to return at any point to view or manage their team.

Entering your Team

1. The link provided will open the Team Details form specific to the festival you have entered in. Complete the form ensuring that you have selected your team's grade and club correctly from the drop-down identified below.

New Zealand Junior Rugby Festival Taupō (2025)

Fields marked with * are required.

Team Details

Enter the name of the Club your team is from (your Team Name is your Club Name) *

Select the Club your team is from *

Team Grade *

Team Contact First Name *
Lateisha

Team Contact Last Name *
Daly

Team Contact Email *
lateisha.daly@sportsground.com

Role *
Manager

Medical

Travel

Additional Questions

Cancel Submit

1. Click **Submit** to enter your team. You will receive two emails upon submission.
 - a. One confirming your team entry
 - b. One in relation to user access so you can login and view your team – [click here for an example](#)
2. A Thank You screen will be displayed. The options are to i) **View and manage** your team to begin adding players and the coach to your team [click here for steps on how to do this](#), or, ii) click Done and add players and the coach at a later stage.

Thank you

You've been sent an email with the details you submitted.

[Click here to view or edit](#) your submission.

Reference Summary

- Your reference: **SP8377891**

Team Access

- [View and manage](#) your team
- [Copy link](#) that you can send people so they can add themselves to your team

+ Add New Done

3. Clicking **View and manage** will open your team. At this stage you will be the only contact displayed until players and the coach have been added.

The 'Edit Team' interface has a blue header bar with a close button. Below the header, team details are shown: Team Name 'Axers', Grade 'U13 65kg', Scorer Code 'TCNSOT', and a 'Link for people to add themselves' with a 'COPY LINK' button. On the right, there is a '+ Add Team Member' button and a row of icons for 'Min/Max Roles', 'Email Team', 'Squad Sheet', 'Export', 'Edit Team', and 'Delete Team'. Below this is a table with columns: First Name, Last Name, Done, Gender, DOB, Phone, Registration Email, Email, Roles, Access, Edit, and Remove. One member is listed: Lateisha Daly, with a checkmark in the 'Done' column, a registration email 'lateisha.daly@sportsground.com', and roles of 'MANAGER' and 'ADMIN'.

	First Name	Last Name	Done	Gender	DOB	Phone	Registration Email	Email	Roles	Access	Edit	Remove
	Lateisha	Daly	✓				lateisha.daly@sportsground.com		MANAGER	ADMIN		

Adding Players & the Coach

1. To add a team member, click **+ Add team member**.

Note: as part of this process, you will be required to enter medical information and upload a profile photo for each player. This is mandatory.

A close-up of the '+ Add Team Member' button, which is highlighted with a red rectangular box. The button is blue with white text. Below it, the same row of icons for 'Min/Max Roles', 'Email Team', 'Squad Sheet', 'Export', 'Edit Team', and 'Delete Team' is visible.

2. Complete all fields then click **Submit**. The team member will then appear in your team. *Mandatory fields are marked with an *. Player photos must be uploaded against the registration.*

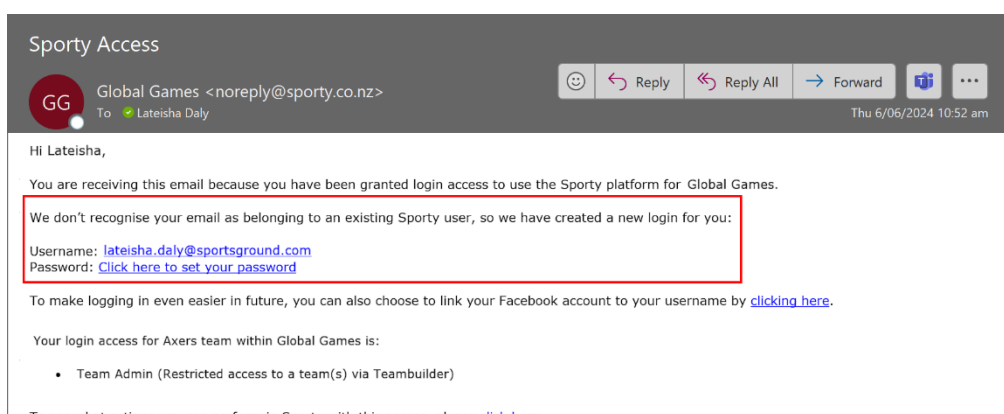
As the Team Manager you also need to answer the admin only field asking whether the player has a dispensation from their Union, or not. A Photo or Document of the letter must be uploaded.

The screenshot shows a web form titled "Add Player - NZ Junior Rugby Festival Queenstown". It includes a blue header bar with a close button. The form contains several sections: a disclaimer about age and eligibility, a "Role(s) *" dropdown menu, and input fields for "First Name *", "Last Name *", "Date of Birth *", and "Email *". Below these is a "Player Details" section with fields for "Current Weight (kg) *", "Photo *" (with a "Choose File" button), "NZR Number *", and "What grade is the player playing this season? *".

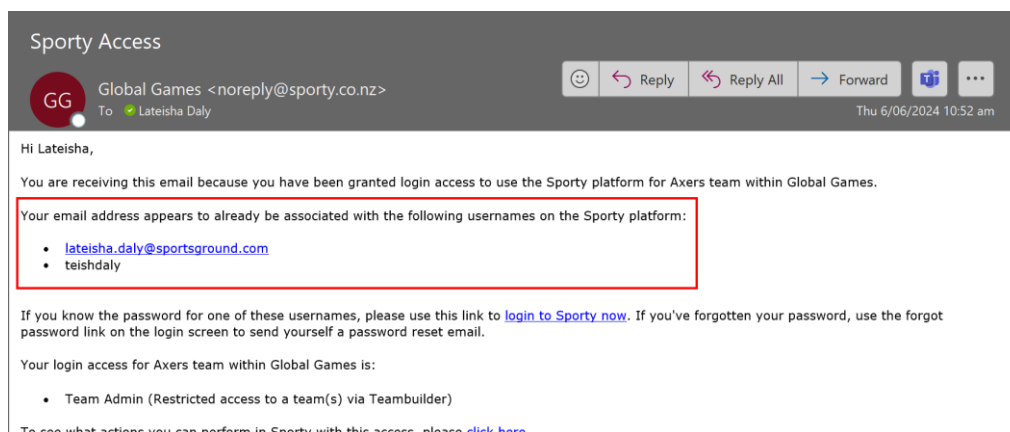
Optionally, players can register themselves directly to the team [click here for further information](#). This may be preferred as players are required to have a photo uploaded and answer medical questions.

Example of the Team Access Email

If you are new to Sporty, you will receive an email like the one below. This email will allow you to set your own password, enabling you to log in and view your team details at a later stage.

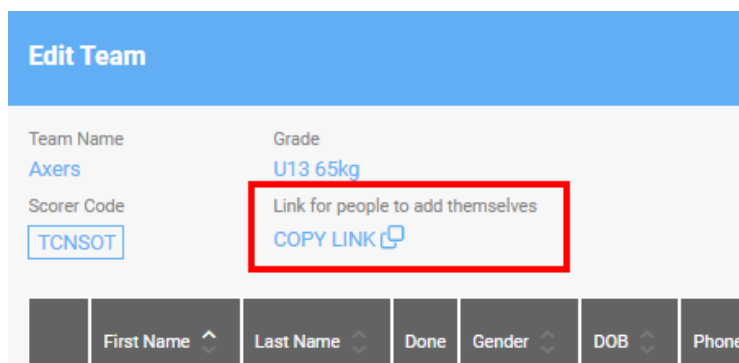


If you are an existing Sporty user, you will receive an email like the below. This displays your known username within Sporty.



Optional: Send a link to players to enter their details themselves

Copy the link for your team. Then share this link with your players to complete the registration form to add themselves directly to your team.



Update Player Details/Player Photo

To update details of a player, or to update or replace an existing profile photo of a player, access your team either through the link included in the Team Entry Confirmation email, or through logging in to www.sporty.co.nz/login > Dashboard > TeamBuilder > click into your team displayed in the list with the player which you want to update > edit player details.

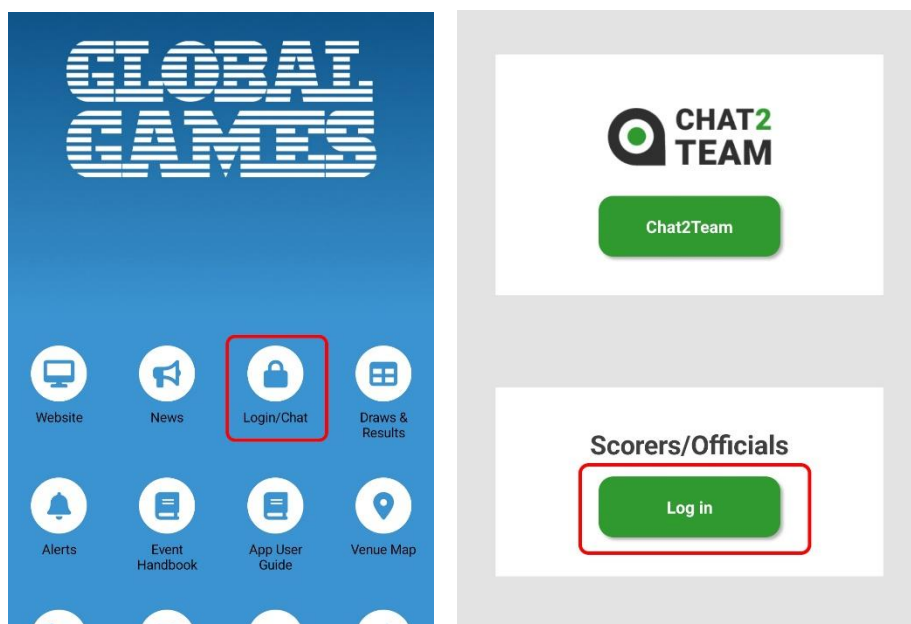


Global Games Scoring App

Download the Global Games app via the [Google Play Store](https://play.google.com/store/apps/details?id=com.globalgames), or the [App Store](https://apps.apple.com/au/app/global-games/id1444444444). You will need your teams [Team Access Code](#) to be able to score the game. If you do not know your Team Access Code, contact your Team Manager or Carla at carla@globalgames.co.nz. **You must use the Global Games app.**

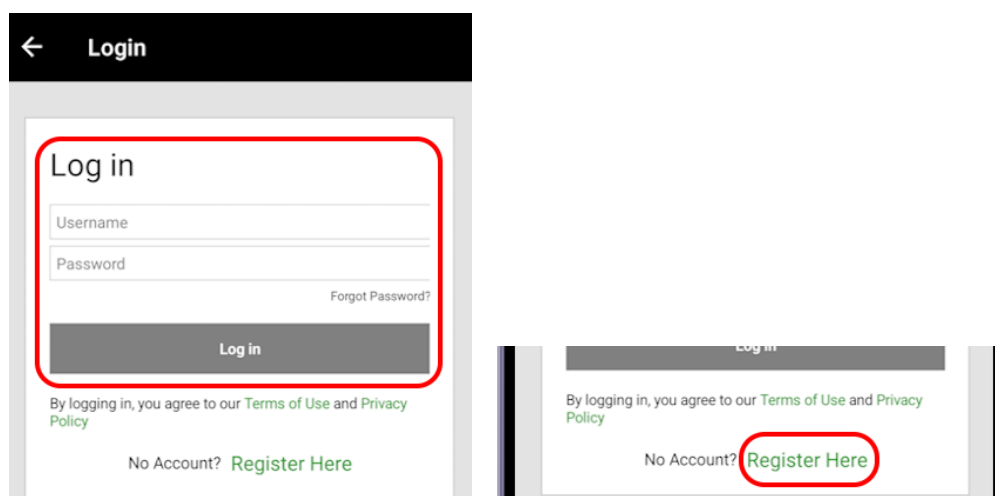
Note: If your team participated at the Global Games tournament last year, you will need a new Team Access Code for your team in this year's tournament.

1. Download the Global Games app.
2. Click the **Login/Chat** button. Then **Login** for Scorers/Officials.

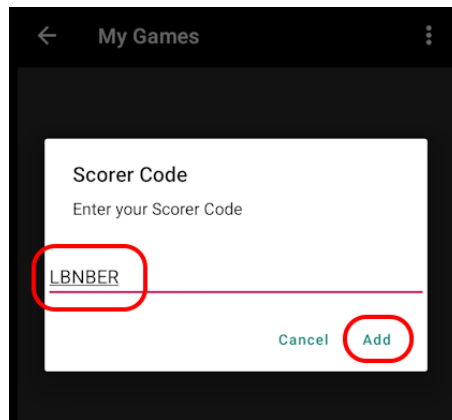


Sporty also provides a secure instant team messaging service, Chat2Team. To find out more about Chat2Team, [see this support article](#).

3. Login if you are an existing user or click **Register Here** if you are new to Sporty.



4. Enter your teams unique [Team Access Code](#).



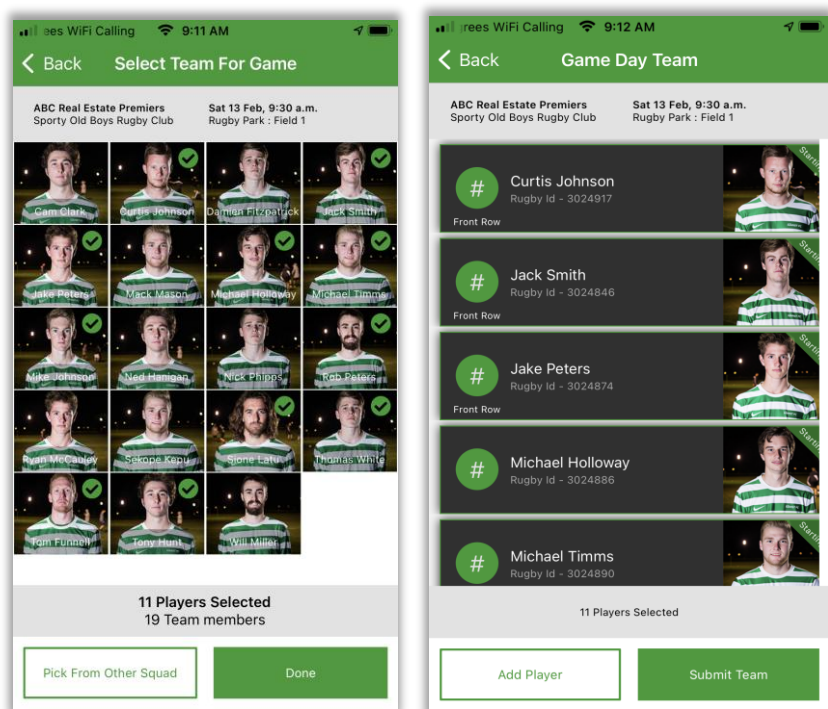
5. You will see the list of games your team is playing in for the tournament. If you do not see any games, it will likely mean the games are not yet published. If you have any queries at all contact carla@globalgames.co.nz



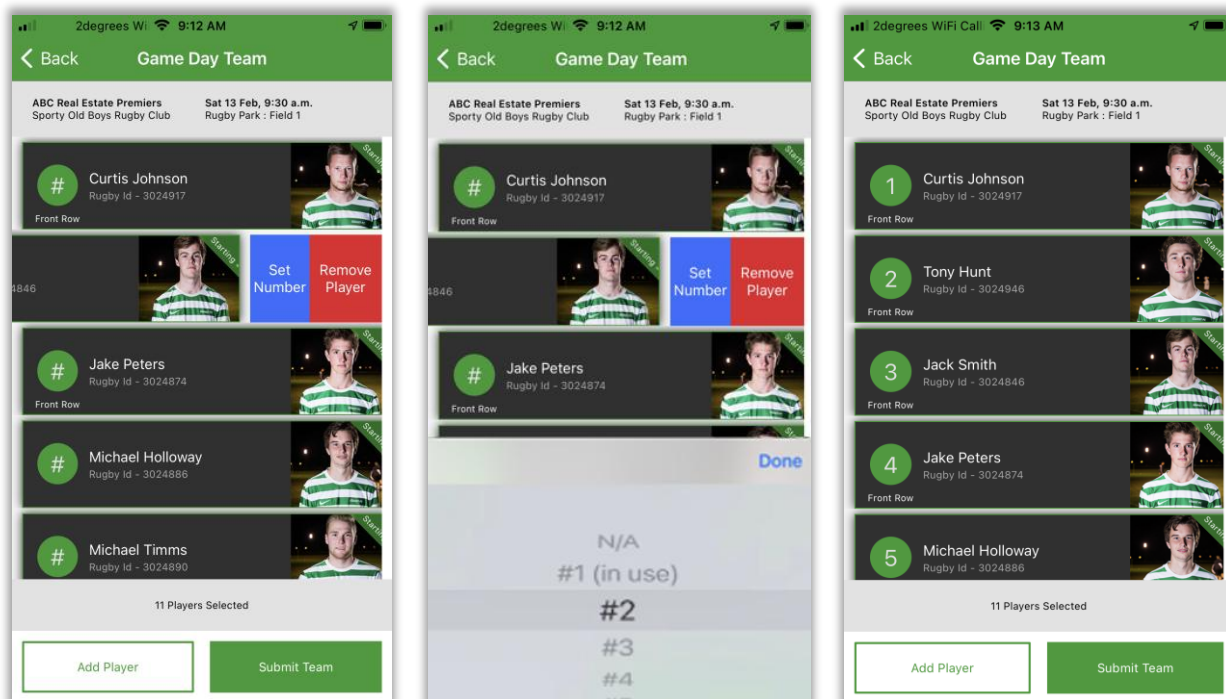
Team Selection

Click **Select Team for Game**. This will display the squad of players allocated to your team by your club or school in Sporty TeamBuilder. You can tap each player to select or deselect them. Selected players show a tick.

Please ignore the option to 'Select from other Squad'. **Only pick from players from within your own team.** Once you have selected all the players for your game, tap the **Done** button and your Game Day Team will be listed.



You can set a jersey number for each of your players. Just swipe the player to the left, then tap the blue **Set Number** button to select a number for the player and tap **OK**. When a jersey number has been selected, it will appear in the picklist for assigning other player numbers as “in use”. (Note: this does not prevent the jersey number from being selected again.)

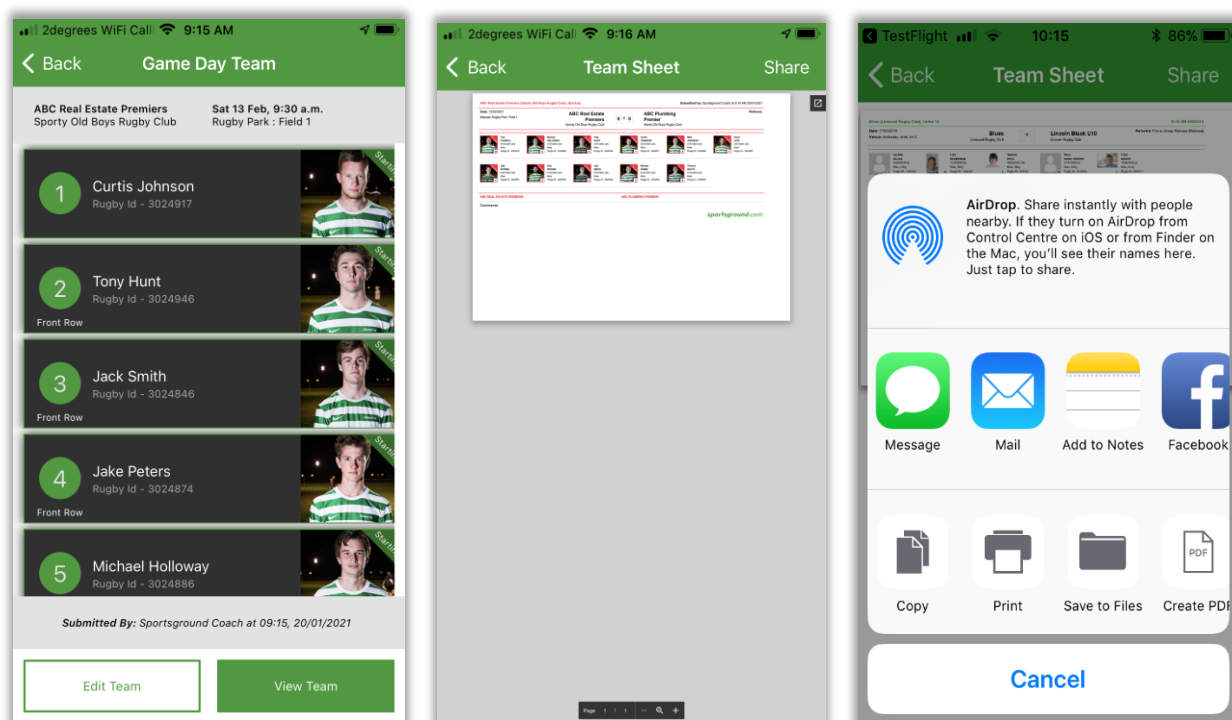


*Note: you can also remove players from your Game Day Team by swiping a player to the left and tapping the button to **Remove Player**. This is the same as deselecting a player.*

*Note: For **Rugby**, by default the numbers 1, 2, 3, 16 and 17 will be identified as front rowers and players numbered 1-15 will be identified as starting players. You can amend this by tapping the “Starting” text on the top right of the player image to add or remove this identifier. Alternatively, you can tap on a player’s name to open their record and toggle off/toggle on the Front Row or Starting player identifier*

Once you have finished, tap the **Submit Team** button to confirm your team selection.

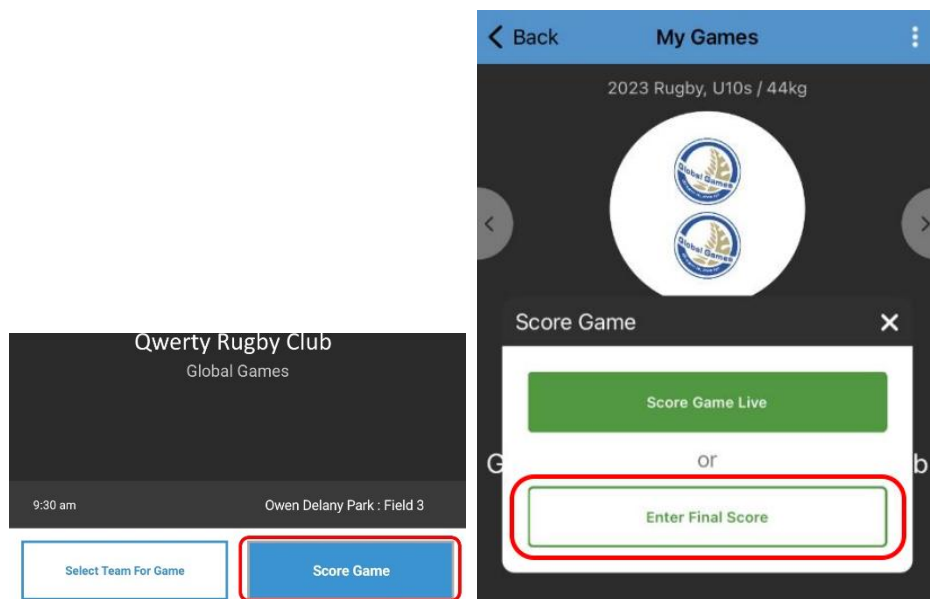
Once you have submitted your team sheet, your opposition will be able to view it by tapping your club logo for the game in their mobile app. You will also be able to view their team sheet by tapping their logo for the game in your play list. You can also view your Team Sheet as a PDF and easily share it via email.



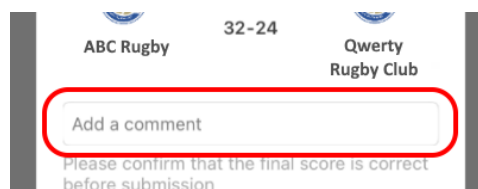
Entering the Final Score

Once you have entered the team nominations and feedback you can enter the final score.

1. Click **Score Game**, then **Enter Final Score**.



Enter a comment about the game if you wish. *Please note this comment is not visible to the opposition team.*



Once you have confirmed that the final score is correct, click **SUBMIT FINAL SCORE**.



Information regarding Game Reports will be available before the festival begins.