

# Notification Set up

## Manage notifications to Admin Users

Name	Description		Subscribers
Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	Add	<div><div></div><div>Remove</div></div> <div><div></div><div>Remove</div></div>
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	Add	No records found
Online registration received	An online registration has been received by your organisation	Add	<div><div></div><div>Remove</div></div> <div><div></div><div>Remove</div></div> <div><div></div><div>Remove</div></div>
System News	System news has been updated (daily digest)	Add	No records found

This allows certain Admin Users to assign a type of notification to another Admin User.

For example, a User can subscribe to the 'Match disputed' notification and select one or more Grades of interest. When a match is disputed that involved the Club or Association within the selected Grades, a notification email is sent.

This gives Clubs and Associations a flexible way of determining who is notified in certain situations. Over time, the list of notifications will be expanded to replace many situations where the 'Principle User' is notified by default.



A notification with **No records found** indicates that no Users are currently subscribed to the notification type.  
At least one user *should* be subscribed for each notification type to ensure that important information reaches the Club/Association.

## Manage own notifications

### Current Notification Subscriptions for

Name	Description	Grades	Action		
System News	System news has been updated (daily digest)	ALL	EMAIL NOTIFICATION	Edit	Remove
Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	ALL	EMAIL NOTIFICATION	Edit	Remove
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	ALL	EMAIL NOTIFICATION	Edit	Remove

### Notifications that can be subscribed to

Name	Description	
Online registration received	An online registration has been received by your organisation	Subscribe

## Subscribing to a notification

To subscribe to a notification, click the **Subscribe** link of the notification. This opens the Notifications Edit screen. See 'Editing a notification' below.

## Removing a notification

To remove a notification, click the **Remove** link of the notification. After removing a notification you will no longer receive emails for that particular notification.

Some notifications will occur within the system without regard to notification subscriptions (even if the notification subscription has been removed).  
(e.g. "Match disputed" always notifies the User that entered the match result, and the User that disputed the result).

Editing a notification

User

NotificationSystem News

DetailsSystem news has been updated (daily digest)

Action☐ Disabled☒ Email Notification

Update

1. To edit a notification, click the **Edit** link of the notification. This opens the Notifications Edit screen.

2. Select either **Email Notification** to receive emails, or **Disabled** to disable the notification and prevent emails from being sent.

If applicable, the **Applies to Grades** section will display. Select **All grades** or **Select Grades** then add the Grades of interest to the Chosen Grades list by using the **Add** button. The grades you select determine if a particular notification will be sent.

For example, assume a Club has three teams/grades, A, B and C. If you are subscribed to the Match disputed notification, and a dispute occurs for a match in A grade, you will only be notified if you have selected All grades or Select Grades and you have A grade in the Chosen grades list.

User

NotificationMatch disputed

DetailsClub disputes a match within your selected grades. Users that entered the result, and disputed are always notified.

Action☐ Disabled☒ Email Notification

☒ All Grades☐ Select Grades

Available Grades

Applies to Grades

Add ->

Add All ->>

<- Remove

<<- Remove All

Chosen Grades (Count:0)

Update

Maintain Contact Lists for Parent organisations

This allows a Club to designate one or more players or contacts to receive communications from each parent organisation it is affiliated with. It also provides an option to list people within the PDF handbook. Separate lists can be maintained in the case where a Club belongs to more than one parent organisation. Parent organisations can then send bulk emails or SMS' to all people designated on the these lists.

To view the current list of contacts available to a parent organisation:

1. Choose the relevant parent organisation from the drop down list.

2. If any previous people have been designated, they will display in the table below, together with email and mobile phone information.

This screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also optionally be included in the contacts page of the PDF Handbook.

Selected Parent Organisation:

+ Add a new designated contact

The following participants are the designated contacts for: Victorian Club Rugby

Name	Email	Mobile phone	Options	
			<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input checked="" type="checkbox"/> List in PDF handbook Title: <input type="text" value="Secretary"/>	<input type="checkbox"/> Remove
			<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input checked="" type="checkbox"/> List in PDF handbook Title: <input type="text"/>	<input type="checkbox"/> Remove

Update all changes

Note: No changes (including additions) are saved until the *Update all changes* button is clicked.

People listed above should have either an email address, or mobile phone number entered.



You can make any number of changes, however **no changes will be saved until you click the **Apply Changes** button.** Changes must be applied before exiting the page, or before using the selector bar to select a different parent organisation, otherwise all changes will be lost.

## Add a Designated Contact

1. Click **Add a new designated contact**.
2. Choose whether or not to include participants that currently do not have a role in the system.
3. Choose a participant from the dropdown list.
4. Click **Add** to add the person to the list (or **Cancel** to cancel the addition).
5. The list should update to include the new addition. If the person does not have either an email address or a mobile phone number entered in ResultsVault, the record will be shown with a light red background (meaning there is no contact information for that person). Once either piece of information is added to the player/contact, the red background will no longer display.
6. Update the **Options** column - see below.
7. Click the **Update all changes** button when all changes have been made.

## Modify contacts for a parent organisation

1. From the parent organisation dropdown list, choose the relevant parent organisation.
2. If any previous people have been designated, they will display in the table below, together with email and mobile phone information.
3. Update the **Options** - see below.
4. Click the **Update** button when all changes have been made.
5. To change mobile/email information, edit the player record by clicking the player name. Modify and save the information on the player edit screen, when you return, the information will be updated.

## Remove contacts for a parent organisation

1. From the parent organisation drop down list, choose the relevant parent organisation
2. If any previous people have been designated, they will display in the table below, together with email and mobile phone information
3. Check the **Remove** checkbox of the person(s) you wish to remove.
4. Click the **Update** button when all changes have been made.
5. Persons who were checked for removal should no longer appear on the list (after the changes have been applied). This will not affect the actual player/contact record, and will not affect the case where the person is listed as a contact for a different parent organisation.

## Options

Receive Email	Any persons listed will appear on the 'Email Clubs' page for that parent organisation (provided they have an email address listed).
Receive SMS	Any persons listed will appear on the 'SMS Clubs' page for that parent organisation (provided they have an mobile phone listed).

<b>List in PDF</b>	Handbook: An Association can generate a PDF handbook from ResultsVault that optionally lists all Clubs within the Association. Persons indicated here will be listed as contacts for their Club, including contact details (phone numbers, email addresses) as specified by the Association
<b>Title</b>	<p>If the <b>List in PDF Handbook</b> option is checked, a Title can optionally be entered (such as Delegate or Secretary). This title will also be listed in the handbook for that person.</p> <p>Repeat the above processes for all extra player/contacts, and for all parent organisations the Club belongs to.</p>