

Sportivate



Sportivate Online Portal Version 2 Guidance

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1 Introduction

System overview

The Sportivate CSP online portal has been developed to support the impact study and is the means by which CSPs **must** collect and submit their monitoring and evaluation data to Sport England. It has also been designed with the practicalities of programme management in mind and will help CSPs to manage their Sportivate arrangements.

There are four tiers of access to the system;

Tier	Name	Role in Sportivate	Access
Tier 4	Sport England	Managers of the national programme	Overall programme dashboard
Tier 3	CSPs	Managers of the programme at a county level through lead officer	Can create projects, and set up both providers and/or deliverers
Tier 2	Providers	Managers of projects through appointed organisations such as clubs, colleges, local authorities and commercial companies.	Can create projects and set up deliverers
Tier 1	Deliverers	Frontline deliverers to young people running sessions as a coach, instructor or activity leader	Can input sessions and add participants

Provider dashboard

The provider dashboard will show only the projects that the Provider (an organisation such as a local authority) has been commissioned to manage. Basic information will be populated by the initial set up information entered by the CSP.

Providers will be able to;

- Add and edit sessions
- Add and edit participants
- Print a copy of the register
- Update the attendance register
- Complete a project

Providers will NOT be able to;

- Edit project information
- Cancel a project
- View charts

Deliverer dashboard

The deliverer dashboard will also give an at-a-glance summary of activity, progress and status for a deliverer (a coach, activity leader or instructor) and **will only display projects they have been assigned to deliver**. Basic information will be populated by the initial set up information entered by the provider.

Deliverers will be able to;

- Add and edit sessions
- Add and edit participants
- Print a copy of the register
- Update the attendance register
- Complete a project

Deliverers will NOT be able to;

- Edit project information
- Cancel a project
- View charts

2 Project sessions

Project sessions can be added/edited/deleted from the "All Sessions" section.

Clicking the "Add Session" button will create a new empty session item in the session's table. To create a session you need to click on the box in the date column and select the appropriate date from the date box (you can select sessions for past dates or future sessions). The calendar will not work on a small number of computers using old operating systems. In such cases, users will have to manually enter dates. Use the Sporting Champions tick box to indicate if a sporting champion is due to attend one or more of your sessions.

Save the session using the "Save" button in the last column (icon - clock with green tick). The columns "ID" and "Session" will automatically update. Add sessions and enter the dates for all sessions if known. If a session is cancelled or the date is changed you can edit the date (icon - clock with pencil) and the session order will automatically update. Only sessions with no participants can be deleted (icon - clock with minus sign).

All Sessions

Listed below are the sessions for the project. Each project can have a maximum of 8 sessions.

Once you've added your sessions, please add your project participants using the **Add Participant** button below.

By clicking the **Print Register** button you can print a register to help you record attendance throughout the project.

Please Note: Enter these sessions that take place at regular intervals (e.g. every week) using the add multiple sessions button.

The screenshot shows the 'All Sessions' interface. At the top, there are buttons for 'Attendance Register' and 'Print Register'. Below these are 'Add Session' and 'Add Multiple Sessions' buttons. A table lists sessions with columns for ID, Session, Date, Attendees, and Sporting Champion. Each row has three icons: a green checkmark in a clock (Save), a pencil in a clock (Edit), and a minus sign in a clock (Delete). Callouts point to these icons with the following text:

- Save the session by clicking on this button.
- Cancel by clicking on this button.
- Edit the session by clicking on this button
- Delete the session by clicking on this button.

ID	Session	Date	Attendees	Sporting Champion
-	-	<input type="text"/>	-	<input type="checkbox"/> Yes
_TEST/11/1253/1	Session 1	20/06/2011	0	
_TEST/11/1253/2	Session 2	27/06/2011	0	
_TEST/11/1253/3	Session 3	04/07/2011	0	
_TEST/11/1253/4	Session 4	11/07/2011	0	
_TEST/11/1253/5	Session 5	18/07/2011	0	
_TEST/11/1253/6	Session 6	25/07/2011	0	

Showing 1 to 7 of 7 entries

Clicking on the "Add Multiple Sessions" button will give you the option to create a number of sessions at regular intervals such as once a week.

You can save more than one session each day but (if your project is three - two hour sessions for example) you will still need to create six separate sessions to represent each hour of activity.

The screenshot shows the 'Add Multiple Sessions' dialog box. It has fields for 'Start', 'Every', 'For', and 'sessions', along with a 'Go!' button. The 'Every' dropdown menu is open, showing options: 'Day', 'Week', and 'Fortnight'. A callout points to the dropdown with the text: 'Use the drop down boxes to add multiple sessions.'

ID	Session	Date	Attendees	Sporting Champion
TEST/11/1253/1	Session 1	20/06/2011	0	

2.1 Adding participants

Clicking the "Add Participant" button will take you to the participant registration page. When you are adding a participant you must first perform a lookup to check if they already exist on the Sportivate system. This will save you time. When you click the "Lookup" button the database will be searched and if a matching participant is found you will be given the option to select this participant or create a new participant.

Add Participant

Please enter the participants last name, first name and email address or postcode and click the Lookup button to check if they already exist on the Sportivate system.

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Email Address (of parent/carer if under 16):	<input type="text"/>
Postcode:	<input type="text"/>
	<input type="button" value="Lookup"/> <input type="button" value="Cancel"/>

If your participant is not already in the system when using the look up function then you will be taken to the add participant page. (See next screen shot)

Once you've selected an existing participant or created a new participant please complete all the required fields and click one of the "Save" buttons. If the participant was already on the system, the "Age" and "Number of Days (0-28)" fields will need to be completed again. However, you can edit any of the participant's details at any time.

The registration form screen has been designed to match the printed registration forms you will be using as closely as possible. **The form will only take a few minutes to complete but is essential to capture the data that is needed for the monitoring of the programme.** There are mandatory fields that must be completed. These are vital for providing the information we need to evaluate the Sportivate programme.

Add Participant

Please make sure all the participants details are inputted below.

Last Name:	<input type="text" value="Smith"/>
First Name:	<input type="text" value="Alison"/>
Email Address (of parent/carer if under 16):	<input type="text" value="A.smith@hotmail.com"/>
Postcode:	<input type="text" value="WS8 2JL"/>
Gender:	<input type="text" value="Female"/>
Age:	<input type="text" value="16"/>
Mobile Number:	<input type="text"/> (no spaces)
<i>In the past 4 weeks, on how many days has the participant done 30 minutes of sport and/or recreational physical activity? If they are a student, do not count curriculum activities. Do not include cycling or walking unless it was for sport or recreation. Gardening, DIY and housework should also not be included.</i>	
Number of days (0-28)	<input type="text" value="16"/>
Which ethnic group do you consider the participant to belong to?	<input type="text" value="Black"/>
Does the participant have any long term illness, health problem or disability that limits his/her daily activities?	<input type="text" value="No"/>
Name of emergency contact, relationship and phone number:	
Emergency Contact Name (optional):	<input type="text" value="Mrs Smith"/>
Emergency Contact Number (optional):	<input type="text" value="01928 4010889"/>
Relationship to Participant (optional):	<input type="text" value="Mother"/>
Medical Conditions / Injuries (optional):	<input type="text" value="None"/>
Consultants working monitoring the programme on behalf of Sport England might send you an email survey in the future.	
Please tick here if you DO NOT want to be sent the survey by email:	<input type="checkbox"/>
Please tick here if you DO NOT want to be sent the survey link by text to your mobile:	<input type="checkbox"/>
Providers of sports activities so they can notify you about other sports activities. Please tick here if you DO NOT want to be notified.	<input type="checkbox"/>
Commercial sponsors of the Olympics who may wish to share information that may be of interest to you. Please tick here if you DO wish to receive this information.	<input checked="" type="checkbox"/>
I give permission to be filmed or photographed during Sportivate activities as described above	<input checked="" type="checkbox"/> I do
Important – Please note that due to the information held on this registration form you should keep the hardcopy forms in accordance with the guidance of the Data Protection Act.	

2.2 Registering participants

Once you have added a participant's details to the system you can register them on the project. The "Attendance Register" button will take you to the screen where you can record which participants attended each session.

To edit a participant click the "icon – person with pencil" button in the list next to their name or to remove a

Participants

Listed below are people who have attended this Sportivate Project. Please use the Add Participant button to add all participants to this project. Once all the participants are entered, click the Attendance Register button to complete the register for this project.

Attendance Register Print Register

Add Participant

Search:

Name	Contact Details	Photo Consent	Sessions	
Alison Smith	A.smith@hotmail.com	<input type="checkbox"/> Yes	1	
James Hamilton	J.hamilton@msn.co.uk 07934797918			
Naeem Igbal	Naeem127@live.co.uk 07986756543			

Showing 1 to 3 of 3 entries

You can use the arrow buttons to put your register into ascending or descending order

To edit the participant click on this icon

participant click the "icon – person with minus sign". (See guidance below)

It is important to remember you can edit these details and, for example, add the mobile number or email address at a later stage if it is not initially provided by the participant.

Once you've added all the participants and sessions you can use the "Attendance Register" page to record their attendance at the project. Once you've updated the attendance click the "Save Register" button to save any changes.

Angling - Mixed Angling

Start Date: 20/07/2011
 Venue: Myton pools CV34 6AE

You can record attendance as you go or "select all" after the end of your project. Note you cannot assign attendance for a future session.

Project Register:

Listed below are all people who have attended this Sportivate Project. Please check the boxes next to the people who attended each session. If someone attended a session who is not on the list click the "Register Participant" button below to add them to this list.

Search:

Participant	Select All	1	2	3	4	5	6
		20/06	27/06	04/07	11/07	18/07	25/07
Jagdeep Burgit jag3542@hotmail.com 078169093692	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lourye Martin Martin456@hotmail.co.uk 0895669711	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pratchett Jemma pratchett.me@yahoo.co.uk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofe Micheal proofy@aol.co.uk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 4 of 4 entries

2.3 Printing the register

The "Print Register" button will open up a printable version of the attendance register. This can be used throughout a project to record attendance at the sessions in hard copy format. Please note the printable attendance register must be printed in landscape mode.

Angling - Mixed Angling

Initial set up at St Nicholas Leisure Centre
 Start Date: 20/07/2011
 Venue: Myton pools CV34 6AE

Session Register:

First Name	Last Name	Mobile	Emergency Contact	Photo Consent	Session								Medical Info / Notes	
					1	2	3	4	5	6	7	8		
Jagdeep	Burgit	078169093692		Yes										
Lourye	Martin	0895669711		Yes										
Pratchett	Jemma			Yes										
Proofe	Micheal			Yes										

From your participant form the portal will generate a register that deliverers can take to sessions. It will automatically populate any medical information provided.

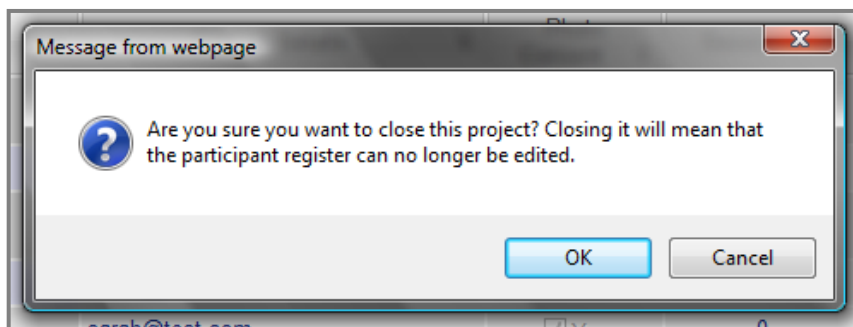
Important - Please note that due to the information held on this registration form you should keep the hardcopy forms in accordance with the guidance of the Data Protection Act.

2.4 Completing and approving projects

Only when all sessions have been delivered and registers completed will the "Complete Project" link appear in the last column. When a provider or deliverer has completed all information they should click the "Complete Project" button. This will send an email to the CSP for approval and confirm the data.

After clicking the "Complete Project" button, a web message will appear (step 1 below).

Step 1



Click on the complete project button and you will be taken to this web page message. It will then take you to Quantitative response.

Once the provider or deliverer has clicked on the complete project button and selected "OK" they will be asked to provide a qualitative response (see Step 2 below). The qualitative response seeks to find out about any successes and challenges experienced through the delivery of the project.. When they have written their response they should select the "Complete Project" button.

Step 2

Hockey/Unihoc - womens hockey

Help us to improve Sportivate!

Please use the space below to tell us about the successes and challenges that you have experience in delivering your project. We hope to use your response to gain information to create case studies. Please try to keep your feedback to under 150 words. If you do not have any feedback please click the **Complete Project** button and the CSP will be notified that the project is complete. If the CSP is happy that all information has been completed they will close the project.

0 characters | 0 words

Complete Project

Once this has been done, the completed project should appear highlighted in green on the CSP dashboard. From the CSP dashboard you need to click on the project to finally approve it or re-open the project, once approved it will be measured by the impact team and you will not be able to edit the data.

Step 3

	TEST/11/681 Stratford on Avon Hockey/Unihoc - womens hockey	08/06/2011	6 (6 / 0)	5	30/06/2011	
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3 Summary

The project sessions, participants and register screens are available for providers/deliverers and CSPs so that information can be inputted directly by the providers/deliverers or data entry can be undertaken directly by the CSP if required.

You should be careful to save changes you are making before you move to another screen otherwise they will be lost. The system will not time you out and therefore you should log out when you have finished.

We hope the system eventually becomes second nature for you and your deliverers and helps you to manage and plan your Sportivate programme.

Icon Help List

Icon	Function
	Click on this icon to delete a project.
	Click on this icon to edit project information.
	Click on this icon to edit participant information.
	Click on this icon to delete participant.
	Hover mouse cursor over icon and it will give you some "help" information.
	Click on this icon to confirm session is correct and save.
	Click on icon to edit session.
	Click on icon to delete session.
	Indicates that project feedback has been completed (qualitative review).