



Sports House, Suite 2.12
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SCHOOLS CUP

On-line Nominations Instructions

Applying for Access

The nomination system for VQ's School Cup tournaments requires unique login details for each school. The username provided may remain the same however, the password is changed each year.

1. Visit the relevant Schools Cup page on the Volleyball QLD website: www.vq.org.au
2. Click on the first hyperlink provided under the heading, "Apply for access to the online system a team ...". This will open a new window.
3. Provide the information requested, ensuring that the information is accurate. For example, please take special care, not to write *your name* in the field that asks for the *school name*. Please also ensure that the accounts information provided is for an employee in the accounts department, not a repetition of your details.
4. Click "submit".

Once this form has been submitted, a username and password will be emailed to the primary and secondary (if applicable) contacts provided in the application form. It may take up to 48 hours for the username and password to be received. Your patience with this process is appreciated.

Online Nomination System

To access:

Visit the relevant Schools Cup page on the Volleyball QLD website: www.vq.org.au then

1. Click on "complete team nominations".
2. Login by entering your username and password in the fields provided. Make sure the "Event" showing is "State".
3. Click "login".

To exit the system, close the tab/window. There is no logout button.



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Updating School Information

1. After gaining access (see above)
2. Click on the hyperlink "Edit School Details". This will take you to a new page.
3. Confirm that the information provided in each of the fields for your school is correct. If changes are required, please update them accordingly and click "Submit".
4. To continue using the nomination system, click the hyperlink, "Back To Menu", located in the top left corner of the page.

Nominating an Honours Team

1. After gaining access (see above)
2. Click on the hyperlink "Nominate HONOURS Teams for VQISC". This will take you to a new page.
3. Enter the information requested* (see instructions on this web page for further information - instructions for how to withdraw teams is also available here), click "Submit".
4. Once you have nominated each of your honours teams, return to the main page by clicking the hyperlink, "Back To Menu", located in the top left corner.
5. In the dropdown box labelled "Status", select the most appropriate option for your school. Click "Submit".

**Make sure you know which honours criteria (see VQ website) you will be using before nominating your honours teams*

Nominating a Non-Honours Team

1. After gaining access (see above)
2. Click on the hyperlink "Nominate Non Honours Teams for VQISC". This will take you to a new page.
3. Enter the information requested (see instructions on this web page for further information - instructions for how to withdraw teams is also available here), click "Submit".
4. Once you have nominated each of your teams, return to the main page by clicking the hyperlink, "Back To Menu", located in the top left corner.
5. In the dropdown box labelled "Status", select the most appropriate option for your school. Click "Submit".



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Entering Team Lists (typically not available when nominations open)

1. After gaining access (see above)
2. Click on the hyperlink "Edit Player Lists". This will take you to the new page which is called "Current Players". There are instructions on the left-hand side of the page to guide you through this process. More general information can be found below:
 - Each nominated team must have all players listed in the "Current Players" section of the nomination system.
 - The athletes listed on the "Current Players" page should be limited to those participating in the tournament.
 - There are three sub-pages to this section: "Current Players", "Add More Players", and "Archived Player List". All three pages have instructions.
 - The "Current Players" and "Archived Player List" pages have a filtering system where you can restrict which athletes are displayed.
 - The "Archived Player List" holds a record of athletes from previous years.
 - If you want to move a player from the "Archived Player List", uncheck the "Archived" box on the right-side, click "Submit" and they will be moved to the "Current Player" list.
 - Equally, if you want to remove someone from the "Current Player" list you can archive them by checking the "Archive" box on the right-hand side and clicking "Submit".
 - The "Add New Players" page is restricted to athletes who cannot be found on the archived or current lists.
 - For new players, their surname, given name, gender, and date of birth are all mandatory fields. Only provide the membership number if this is known.
 - For "Current Players" select their membership category using the dropdown box. Recreational membership is sufficient for QLD Schools Cup tournaments.
 - Once an athlete has been added to a player list, they are assigned a unique Player Id. This number is linked to the VQ membership database and therefore has serious implications if attempts are made to change the athletes name linked to this data.
 - Use the "VQISC Team" column to assign each athlete in the "Current Players List" to a nominated team. If this is not done, they will not appear on the scoresheet or the talent ID scouting sheets.
 - The "Current Players" page has an excellent filter system to help you organise multiple teams easily.
 - Don't forget to click "Submit" after each change.
3. Once you have completed your team lists, return to the main page by clicking the hyperlink, "Back To Menu", located in the top left corner.
4. In the dropdown box labelled "Status", select the most appropriate option for your school. Click "Submit".



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Editing Coaches/Managers

1. After gaining access (see above)
2. Click on the hyperlink "Edit Coaches/Managers". This will take you to a new page.
3. Check the "Delete" box next to those names who are no longer involved in the management of your schools participation. Click "Submit".
4. To add new coaches and managers, use the three empty lines at the bottom of the "Officials" list. Click "Submit".
5. In the smaller box, located at the bottom of the page is a summary of your nominated coaches and managers. Please confirm this information is correct.
6. Once you have nominated each of your teams, return to the main page by clicking the hyperlink, "Back To Menu", located in the top left corner.
7. There is no "Status" option to reflect the changes made to the non-player list.

Review

1. After gaining access (see above)
2. Click the hyperlink, "View Teams (All Schools) by Division for VSISC". This will take you to a new page.
3. A summary of all teams entered will appear (sorted by division).
4. Click on the arrow next to the divisions you wish to view. Teams entered are shown at the bottom of this page.
5. To return to the main page, click "Back To Menu", located in the top left corner.