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
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/](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
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)**

- **Add Club/Centre Details – (All)**

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

- **Add Additional Member Fields – (Optional)**
revSPORT – System Set Up

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

- Configure Finance (payment details) settings – (Optional)

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

- **Adding a member – (All)**

- **Online registration form – (Optional)**

- **Managing Members – (All)**

- **Membership Reporting – (All)**
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/lj0o7mwbtwdmleoi.pdf)

Event/Course Reporting – (Optional)
Outcome: Understand how to manage payments in revSPORT

- **Invoicing** – (Optional)
  - Issuing invoices ([link](https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/mxuisiivubgl1u7u.pdf))
  - Managing invoices ([link](https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/1kwsnkhdv9hiqm.pdf))

- **Refunds** – (Optional)

- **Discount codes** – (Optional)
  - Setting up fixed amount or percentage discount codes ([link](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)**

- **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.
Outcome: Overview of additional functionality available in the revSPORT system

- **Shop – (Optional)**
  - Checkmark: Online shop to promote and sell merchandise and other products and services

- **Bookings – (Optional)**
  - Checkmark: Create assets (club boats) and manage bookings

- **Meetings - (Optional)**
  - Checkmark: Create and manage meetings

- **Tasks – (Optional)**
  - Checkmark: Create and manage tasks

- **Incident & Injury Reports – (Optional)**
  - Checkmark: 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**

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