

 coordinatesport

H A F P

**Names Only
for Walk-ins**

 Quick Start Guide

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Step 1 Duplicating a Project

The screenshot shows the coordinatesport HAFP interface. On the left, the 'Bookings' menu is expanded, showing 'All', 'Funded', and 'Session Evaluations'. The main content area is titled 'Projects' and contains a table with the following data:

Start Date	End Date	Name	Booking Type	Venue	Type	Activities	Staff	Register	Duplicate	Edit	Remove	Message
01/11/2022	31/12/2022	HAF Football	Course									

The 'Duplicate' button, represented by a green icon of two overlapping documents, is highlighted with a red box. A red arrow points from the second instruction box below to this button.

1 Navigate to "Bookings
> Projects > All"

2 Use the green "Duplicate" button
to duplicate your desired Project

Step 2 Project Details

Dashboard

Your Timetable

Timetable

Bookings

Dashboard

Projects

All

Funded

Session Evaluations

Hi, David

Settings

+ New Course

+ New Event

Use Template

Go Back

Projects

Search

Saved Filters

Start Date	End Date	Name	Booking Type	Venue	Type	Activities	Staff	Register	Duplicate	Edit	Remove	Message
01/11/2022	31/12/2022	HAF Football	Course									
01/11/2022	31/12/2022	HAF Football (Copy)	Course									

1 Click on the yellow edit pencil

Step 2 Project Details

coordinatesport

HAFP

Dashboard

Your Timetable

Timetable

Bookings

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Projects

All

Funded

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Customers

Resources

Messages

Reports

Staff

Hi, David

Settings

HAF Football (Copy)

Projects • Course

Go Back

Details

Blocks

Sessions

Booking Site

Exceptions

Attachments

Overview

Project Name *

HAF Football (Copy)

If applicable, this name will also appear on the bookings site.

Booking Type *

Direct

Select **Direct** if you have a direct relationship with Customers and will be delivering these sessions at venues you have booked or manage. Select **Indirect** if you are running these sessions on behalf of a school or an external organisation.

Start Date *

01/11/2022

If you have a contract with a customer, this will relate to the Start and End dates specified there.

End Date *

31/12/2022

Booking Requirement *

Select Weeks

This option can be changed at any time. All Weeks (Remaining Sessions Only) allows booking up to and including the day of the session here, however on online booking this respects cut off times you have set up.

Register Type *

HAFP Booking Site

Select

HAFP Names Only

Save

Cancel

1 Change the Register Type option to "HAFP Names Only"

coordinatesport

Contents

Step 3 Block Details

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HAFP

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Hi, David

D

Settings

Blocks

Projects

Course

HAF Football (Copy)

+ Create New

Details

Blocks

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Attachments

Search

Saved Filters

Start Date	End Date	Name	Register	Targets	Duplicate	Edit	Remove
01/11/2022	06/11/2022	Week 1 (Copy)					

1 Navigate to "Blocks > Register"

Step 4 Adding Participants

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HAFP

Dashboard

Your Timetable

Timetable

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Dashboard

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All

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Customers

Hi, David

D

Settings

Participants

Projects • Course • HAF Football (Copy) • Week 1 (Copy)

Import

Export

Details

Blocks

Sessions

Exceptions

Attachments

First Name	Last Name	Free School Meals	School	Disability	SEN	Home Postcode	Ethnicity	Gender	DOB	Parent/Guardian Name	Parent/Guardian Contact
No data											

Add Row

Save

1 Click "Add Row" where you will be able to enter the participant's information across the register

> **Please Note:** Make sure to click "Save" if you have added any new participants to the register

Step 5 Importing a Template Register

coordinatesport

HAF P

Dashboard

Your Timetable

Timetable

Bookings

Dashboard

Projects

All

Funded

Session Evaluations

Records

Customers

Participants

Projects • Course • HAF Football (Copy) • Week 1 (Copy)

Details

Blocks

Sessions

Exceptions

Attachments

First Name	Last Name	Free School Meals	School	Disability	SEN	Home Postcode	Ethnicity	Gender	DOB	Parent/Guardian Name	Parent/Guardian Contact
No data											

Add Row

Save

Hi, David

D

Settings

1

Click the "Import" button

Import

Export

Step 5 Importing a Template Register

2 Click the "Export Current Register"

3 Open the downloaded spreadsheet

The screenshot displays the 'Import Names' modal in the coordinatesport HAFP application. On the left, a sidebar contains navigation links: Dashboard, Your Timetable, Timetable, Bookings (selected), Projects, and Session Evaluations. The main content area shows the 'Import Names' modal with a title bar, a 'Go Back' button, and a section for uploading an Excel file. A red arrow points from the instruction 'Click the "Export Current Register"' to the 'Export current register' link in the file selection area. The modal also includes a 'Save' button and a 'Cancel' button.

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HAFP

Hi, David D Settings

Import Names

Go Back

Import Names

Excel File *

Choose file

Browse

Export current register (Column ordering should not be changed)

Save

Cancel

Step 5 Importing a Template Register

- 4
- Fill in the spreadsheet with participant information. You will be able to use the drop down lists for items such as School, Ethnicity etc. Alternatively, you can copy participant data over if you have this saved elsewhere

File Home Insert Page Layout Formulas Data Review View Help													
Clipboard Font Alignment Number Styles Cells Editing													
H4													
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	First Name	Last Name	Free School Meals	School	Disability	SEN	Home Postcode	Ethnicity	Gender	DOB	Parent/Guardian Name	Parent/Guardian Contact	
2	David	Mart	Yes	Home School	Not Applicable	Yes	PE22 7SW	Prefer not to say	Male	21/04/2012	Holly Mart	079 3418 2227	
3	Sandy	Archer	Yes	Home School	Not Applicable	Yes	DT6 6UW	Prefer not to say	Female	07/01/2013	Gracie Archer	079 2744 8734	
4	Adam	Spencer	Yes	Home School	Not Applicable	Yes	LL57 6WB						
5													
6													
7													
8													
9													
10													
11													
12													
13													

➤ **Please Note:** Save this document to your computer once all participant information has been entered

Step 5 Importing a Template Register

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HAFP

Dashboard
Your Timetable
Timetable
Bookings
- Dashboard
- Projects
• All
• Funded
- Session Evaluations

Hi, David D Settings

Import Names

Go Back

Import Names

Excel File *

Choose file

Export current register (Column ordering should not be changed)

Save

Browse

Cancel

5 Once the spreadsheet has been saved, click "Browse" and select the saved spreadsheet from your computer

6 Once the spreadsheet has been selected, click "Save"

Step 6 Need Help?



Contact Us:

Phone: 0330 088 4595

Email: support@coordinate.cloud



Visit our Help Centre

support.coordinate.cloud



Chat with Support

via the Need Help? Icon
in the application

