



CENTRAL GAUTENG
ATHLETICS

Central Gauteng Athletics (CGA)
Athlete Management System
User Guide

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1.1. INTRODUCTION

In Line with its vision ***‘to make a positive difference in the lives of our athletics family’***, the Central Gauteng Athletics Province has implemented an online Athlete Management System. The main objective of the system is to securely to details of athletes (over 35000 athletes), be able to provide timeous assistance for any queries in the future. The athletes will be able to access relevant information via the platform. Club Secretaries and Chairpersons will be able to update information of their respective clubs via the system.

This document is a User Guide, aimed at assisting users to familiarize themselves with the system functions. For any further assistance please contact CGA office at 011 873 2726.

1.2. ACCESSING THE SYSTEM

The system is web based, hence accessible via a Web Browser.

- a. From Your PC or Smart Device
 - i. Start a Web Browser of your choice (eg Google Chrome, Internet Explorer, Mozilla Firefox, Safari)
- b. Enter the Web Address, www.cgaonline.co.za, and hit Enter

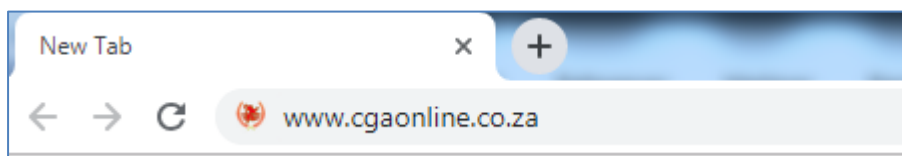


Figure 1 - Enter the Web Address to access the Online System

- c. This will take you to the landing page, which contains links to the different functionality available on the system.

1.3. HOME PAGE / AVAILABLE FUNCTIONS

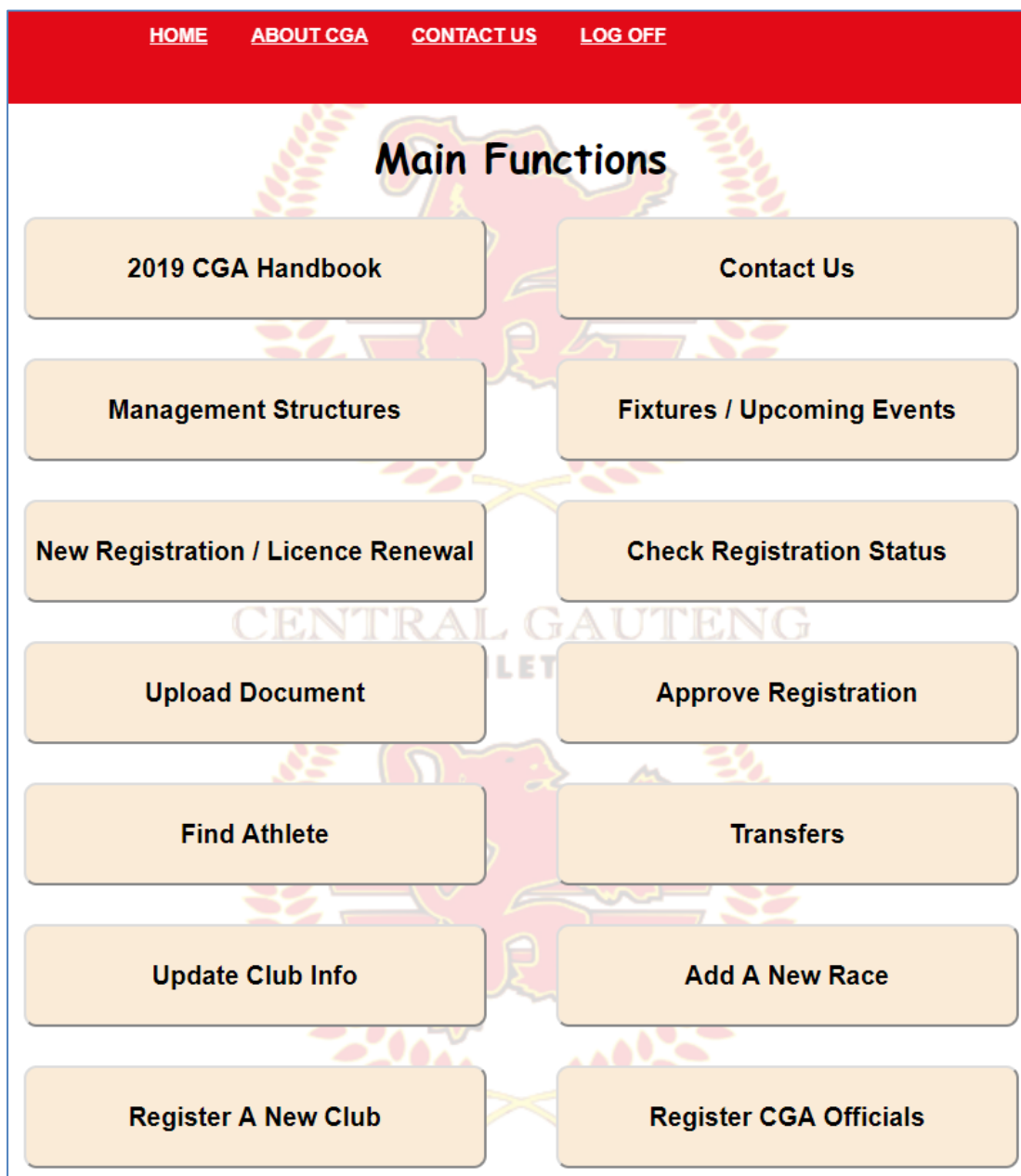


Figure 2 - Functions currently available on the Online System

1.1. CERTAIN FUNCTIONS REQUIRE USER LOGIN

Whilst certain functions, such as the viewing of Fixtures and Upcoming Events do not require User Login, certain other functions will force the user to be logged prior to accessing them.

1.1.1. FUNCTIONS NOT REQUIRING LOGIN NOR PRIOR REGISTRATION

The following function do not require User Login

- 2019 CGA Handbook

- Contact Us
- Management Structures
- New Registration

The system will redirect you to a login screen, whenever a function requiring user login is attempted.

1.1.2. FUNCTIONS THAT REQUIRE LOGIN AND PRIOR REGISTRATION

The following functions will require a user to be logged onto the system.

- Editing of Fixtures (By the Host Club and CGA Office Only)
- License Renewal
- Check Registration Profile
- Find Athlete (Including Subsequent Functionality on the Athlete)
- Transfers (Both Request and Approval of Transfers)
- Upload Document
- Approve Registration
- Update Club Info (Limited to Club Secretaries and Chairpersons, for their own clubs)
- Add A New Race (Limited to CGA Office)
- Register a New Club (Limited to CGA Office)
- Register A New Club (Limited to CGA Office)

1.1.3. USER PROFILES WITH DIFFERENT PRIVILEGES

In order to control access to certain user information, some of the functionality is limited specific groups of users. An example of this is:

- Ordinary athletes may only access their own information
- Club Secretaries and Chairpersons may only access information of members belonging to their own clubs.
- Club Secretaries and Chairpersons may only be able to edit and submit information pertaining to their own clubs
- Certain Functionality is limited to the CGA users only.
- In future, the system should be able to only show functionality that the user has a right to access.

1.2. SUMMARY OF FUNCTIONS

The table below describes the available functionality and its target audience.

Function	Description	Target
2019 CGA Handbook	Provides an electronic version of the CGA handbook in View Only format i.e. cannot be downloaded	All Users
Contact Us	Contact information in order to reach the CGA Office	All Users
Management Structures	The function displays The Management Board, Secretariat and the Different Commissions within CGA	All Users
Fixtures and Upcoming	Information on Upcoming	Edit Limited to Club

Events	Road Races for events belonging to the Province. If Logged On, secretaries and Chairpersons of clubs that own the event may edit and update the event information, such as venue and start times	Secretaries and Chairpersons for their own Events.
New Registration and License Renewals	All Users of the system are required to register (once-off). The information is stored in the Database and is retrieved for Licence renewals. The athletes will be able to amend their own information.	All Users
Check Registration Status	Allows users to track the status of their registration. Upon Submitting registration application, the secretary or chairperson of Club must approve application, after payment has been received.	All Users
Upload Document	This function is currently half-operational. It should facilitate for the upload of registration supporting documents, including the signed application form. At this moment, the feature only shows the captured information, on a PDF format for the logged ON user, or a user selected by club secretaries and chairpersons and CGA Office. The PDF is downloadable.	Club Secretaries and Chairpersons and CGA Office. Ordinary Athletes may reach their own profiles.
Approve Registration	Club Secretaries and Chairpersons get presented with a list of applications/registrations for their specific clubs. They can thereafter elect to approve the application, depending on whether or not required documents and payments are received.	Club Secretaries and Chairpersons.
Find Athlete	The function allows CGA Office, club secretaries and Chairpersons to search for registered athletes, thereafter viewing their details in PDF format.	CGA Office, Club Secretaries and Chairpersons.

Transfers	Allows Athletes to put in Transfer Requests. Club Secretaries and Chairpersons will be able to Approve the Applications.	All Users
Update Club Information	Club Secretaries and Chairpersons will be able to Update their club information such as : New Office Bearers, New Contacts, New Club Colors. The existing protocol will still have to be respected and maintained.	CGA Office, Club Secretaries and Chairpersons.
Add A New Race	The CGA Office will be able to register New Races on the System.	CGA Office
Register A New Club	The CGA Office will be able to register a New Club on the system.	CGA Office
Register CGA Officials	The CGA Office will be able to register new officials on the system.	CGA Office
CGA Office Reports	The CGA Office will be able to access pre-configured reports on the System. Currently, only one report, giving track on registered clubs, number of athletes registered and whether or not their secretaries and chairpersons are registered and updated has been configured.	CGA Office.

1.3. USER REGISTRATION AND LOGIN

To be able to use the system, users are required to register (once-off), thereafter log on to the system using their cellphone and passwords. In order to reset a password, the registered cellphone numbers must be able to receive SMS messages, as OTP will be sent to them.

1.4. WHAT NEEDS TO HAPPEN FOR OPTIMAL SYSTEM ROLLOUT

The system is highly centered on the Athletes and their Clubs. The envisaged sequence of registration and activities are:

- Registration of CGA Officials (Completed)
- Registration of Club Secretaries and Chairpersons
- The Club Secretaries and Chairperson will need to confirm their Club Details
- Thereafter, Club Athletes may register their profiles on the System
- Club Secretaries and Chairpersons may approve the registrations.