NEW Look

Do Sports Easy

clubsports.mit.edu/join-a-club

✓ User Friendly
✓ Save Time
✓ Kerberos Login
✓ Web Based Database
✓ Electronic Roster

✓ Electronic Waivers
✓ Event Calendar
✓ Travel Itinerary
✓ Post Event Form

The MIT Club Sports Office is happy to announce that we have teamed with "Do Sports Easy" to create an electronic database which will allow all MIT Club Sports programs to improve documentation, communication and event management.

Login Today!

MITENGINEERS™

Do Sports Easy User Manual

Table of Contents

All Club Members (including coaches & instructors)

Club Officers / Club Sports Administrators

To log in via Certificate

1) Go go *http://clubsports.mit.edu/join-a-club*

2) Log in via Certificate
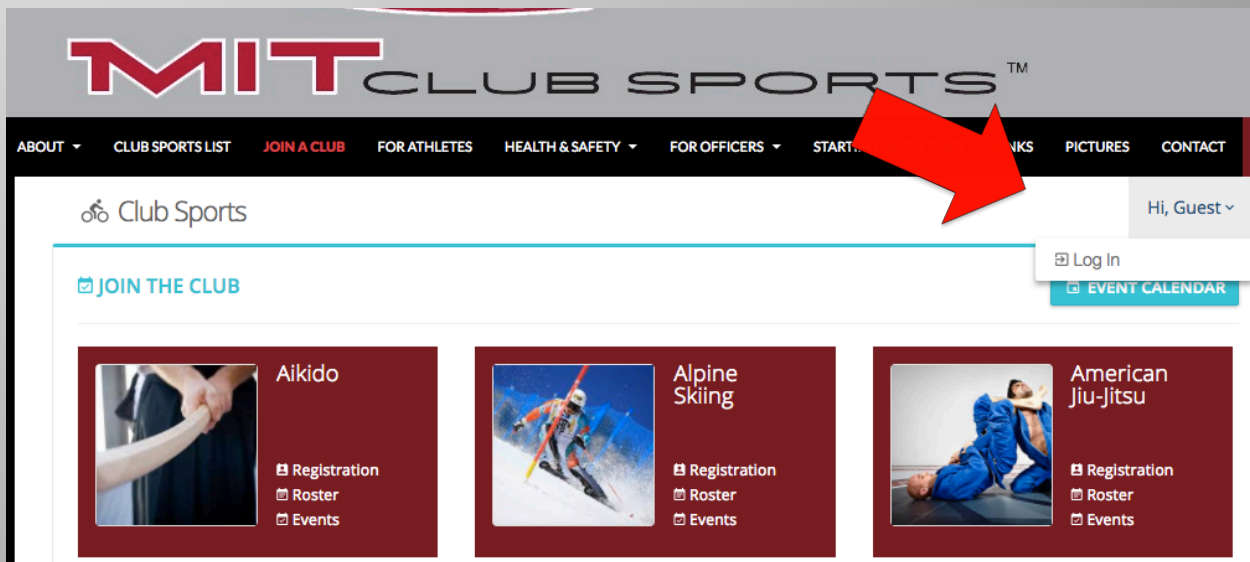
To log in without Certificate

1) Go go *http://clubsports.mit.edu/join-a-club*
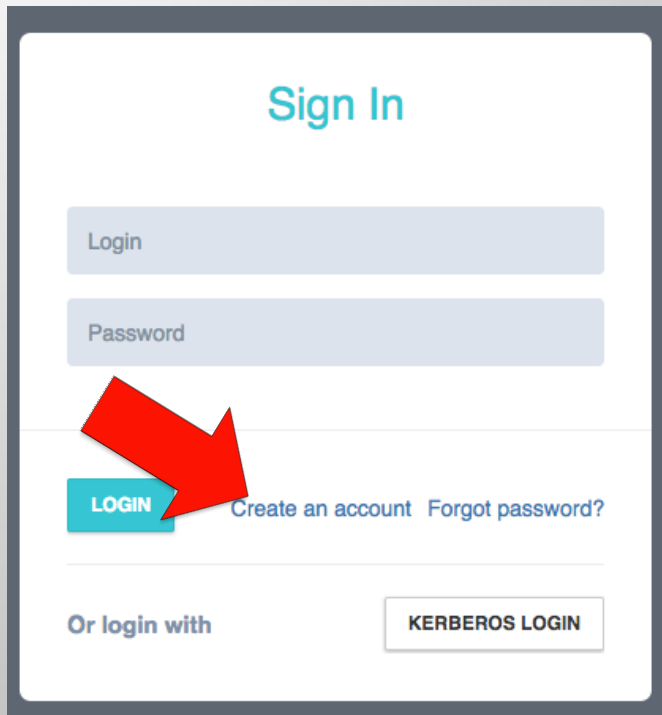
2) Click 'Log on"
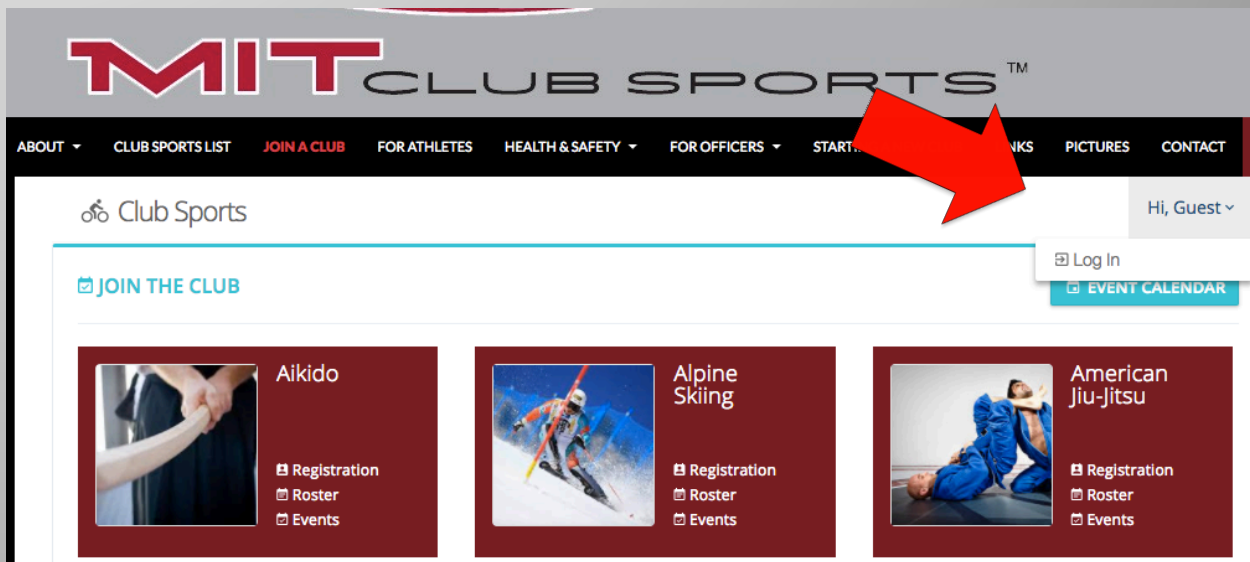
3) Select Non-Kerberos Login

Continued on next page…
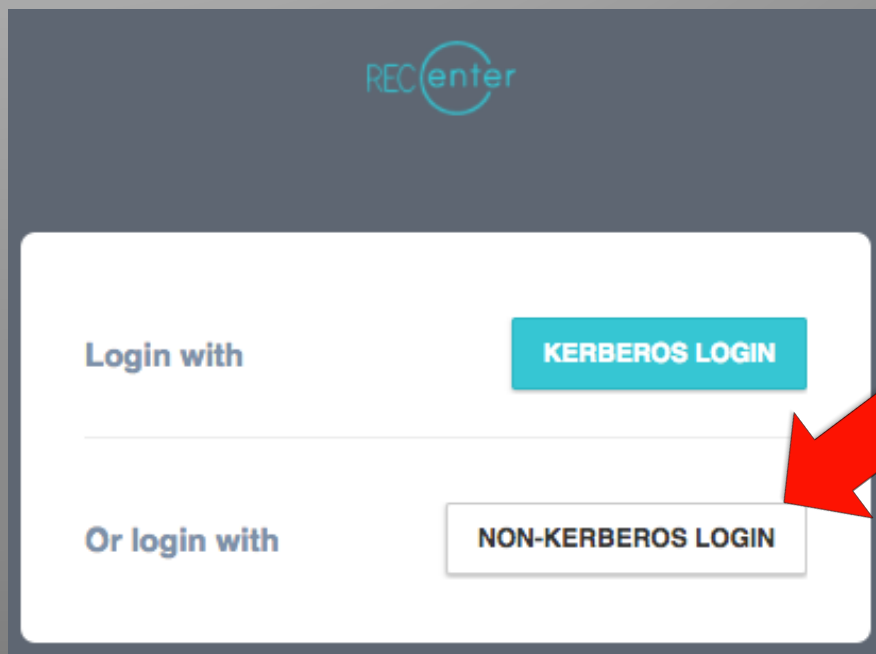
4) Create an account
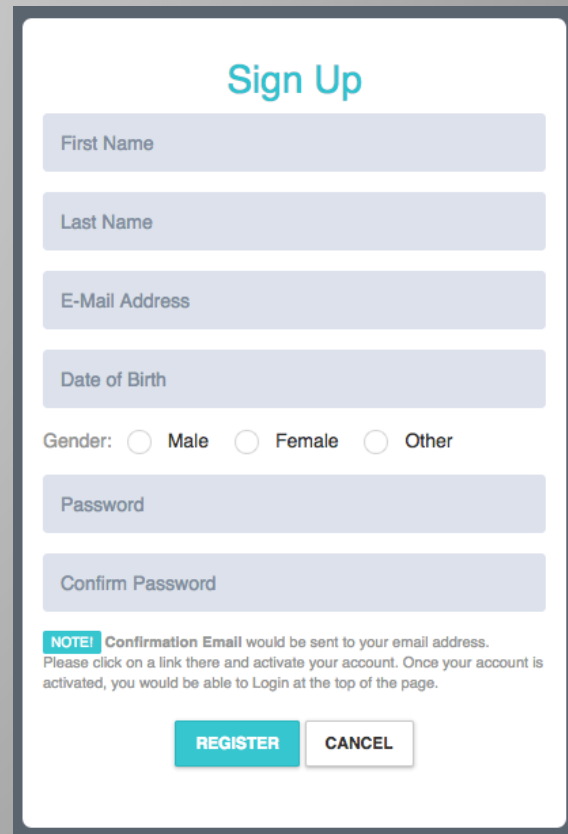
Sign In

Login

Password

LOGIN   Create an account   Forgot password?

Or login with   **KERBEROS LOGIN**

5) Fill out the form

Sign Up

First Name

Last Name

E-Mail Address

Date of Birth
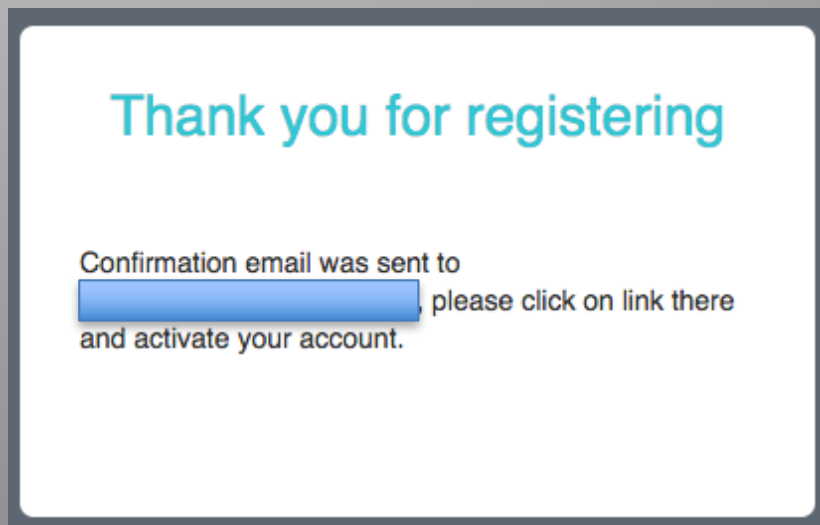
Gender: ○ Male   ○ Female   ○ Other

Password

Confirm Password

NOTE! **Confirmation Email** would be sent to your email address. Please click on a link there and activate your account. Once your account is activated, you would be able to Login at the top of the page.

REGISTER   **CANCEL**

6) Confirm your account via your email address

Thank you for registering

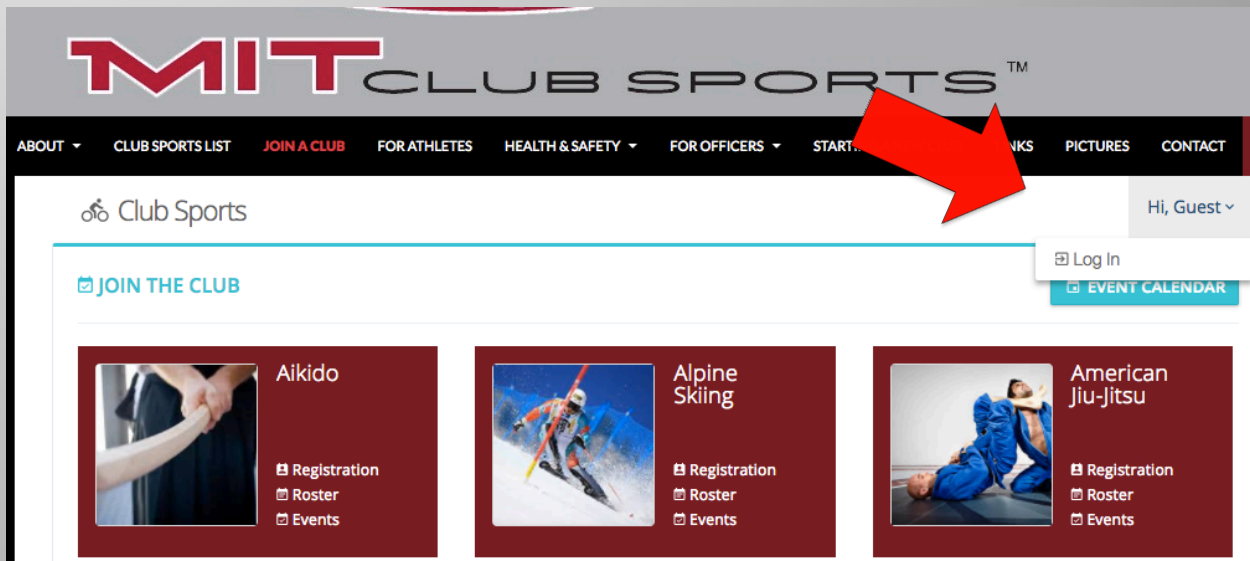Confirmation email was sent to _____, please click on link there and activate your account.

7) Follow the hyperlinks back to the login page
http://clubsports.mit.edu/join-a-club

To join a club

1) Go go *http://clubsports.mit.edu/join-a-club*

2) Log in

3) Fill out each section and each tab

4) Your account will be "pending approval" from an officer of your club

To view your club's roster

1) Go go *http://clubsports.mit.edu/join-a-club*
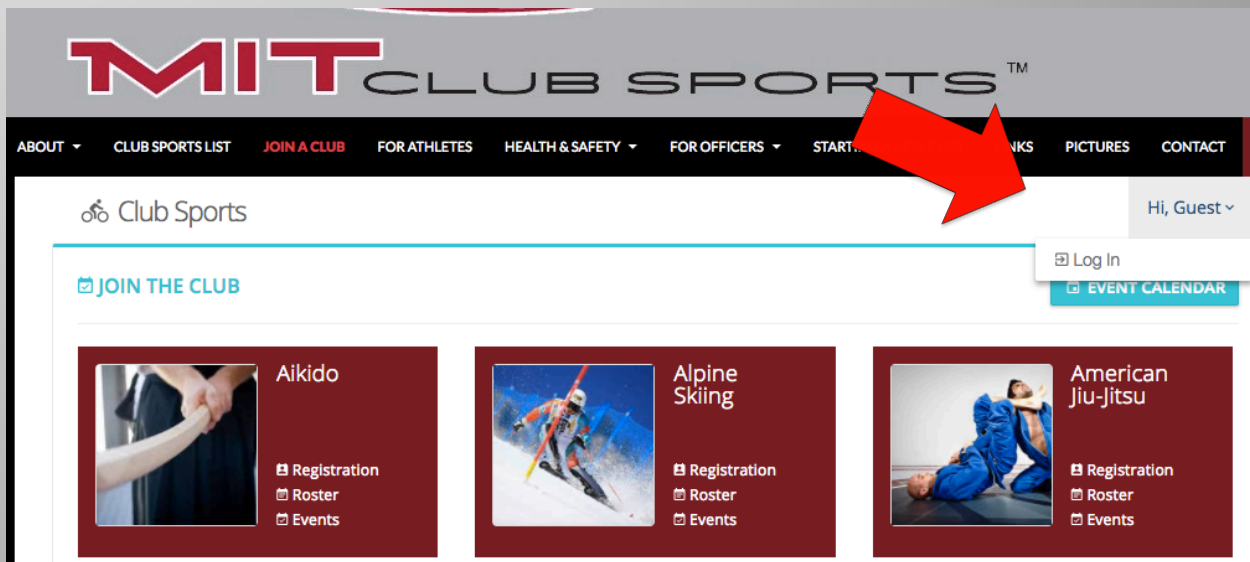
2) Log in

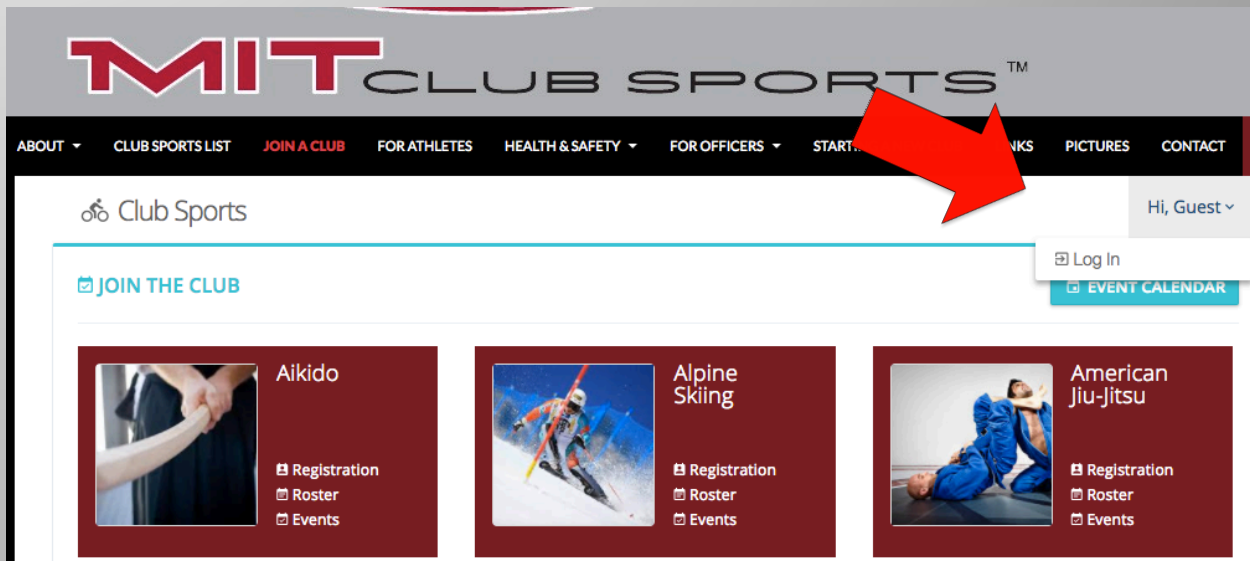
3) Click on to see someone's profile, contact information,

and emergency contact information

To view events your club is attending

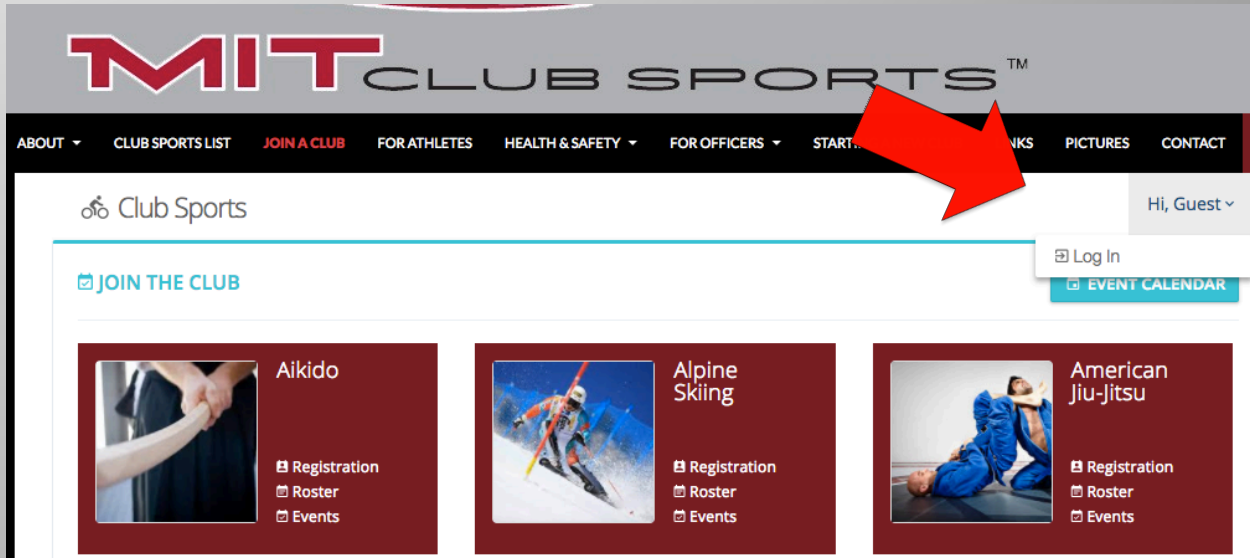1) Go go *http://clubsports.mit.edu/join-a-club*

2) Log in

3) Click on Events
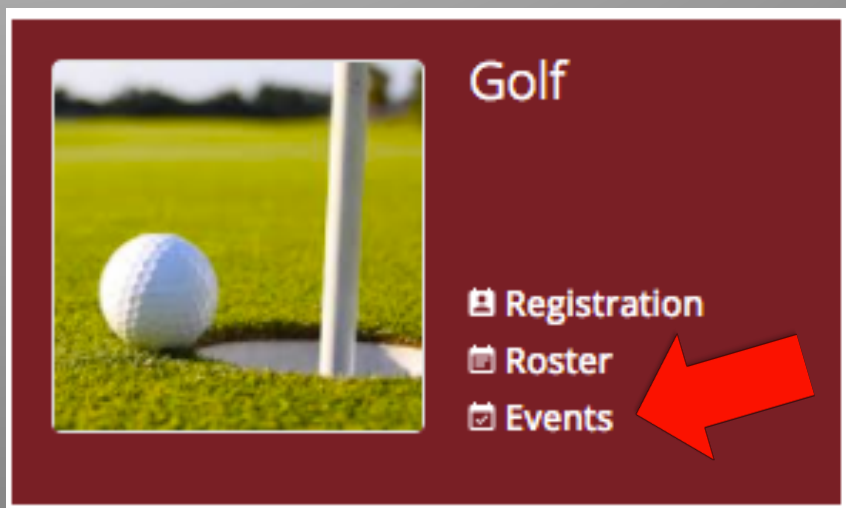
To approve or deactivate members

1) Go go *http://clubsports.mit.edu/join-a-club*

2) Log in

3) Click on **⊙ VIEW** to see someone's profile

4) Within their profile, make sure each step was completed

Registration Progress

Form	Status
Personal Info	COMPLETE
Additional Info	COMPLETE
Medical Info	COMPLETE
Risk & Conduct	COMPLETE

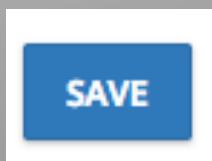Last updated: (by Jamie Drahos on 8/22/2017, 08:52 AM)

5) Select the appropriate status based on your club's membership criteria

Membership Status

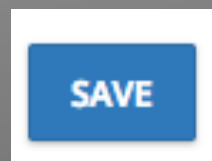◉ Approved ○ Disapproved ○ Incomplete/Pending ○ Archived

6) Click   **SAVE**

7) To make them in active at a later point, go back into their profile and select 'Inactive'

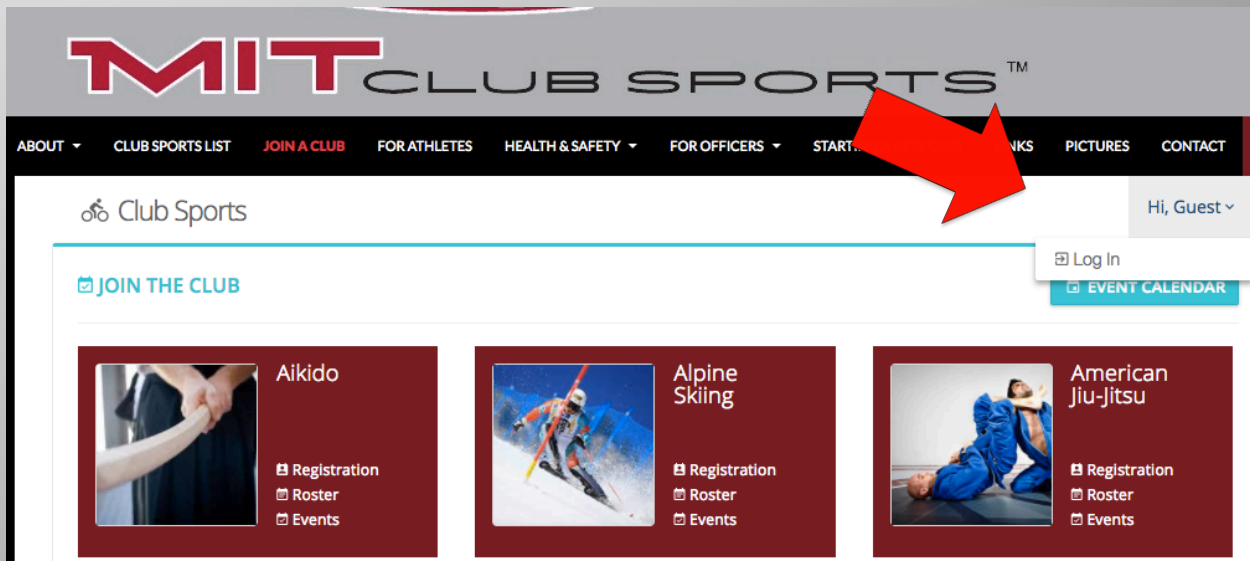Membership Status

○ Active   ◉ Inactive

8) Click   **SAVE**
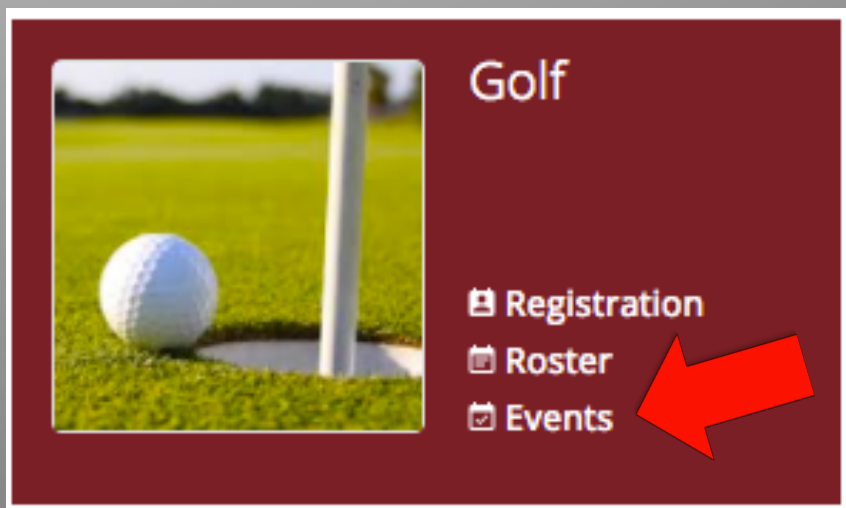
To create an event my club is attending

1) Go go *http://clubsports.mit.edu/join-a-club*

2) Log in

3) Click on Events

3) Click on Add New Event

☑ HOME › GOLF › EVENTS   ☑ ADD NEW EVENT   🛅 REGISTRATION   ☑ CALENDAR VIEW   👥 ROSTER

4) Fill out the appropriate info

Basic Info

Event type: ○ Game   ○ Tournament   ○ Event
        ○ Practice

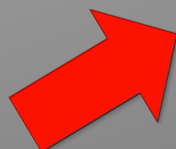Event/Opponent Name: [   ]

Event start: [8/22/2017 9:30am]

Event end: [8/22/2017 11:30am]

Location: ⊙ Home   Space/Field: [   ]
        ○ Away

Notes: [   ]

SUBMIT   CANCEL

5) Click submit

6) The event should be approved by the Club Sports office in 1-2 business days

#	Date	Event Type	Event Name/Opponent	Space/Field	Submitted	Status	Actions
1	08/23	Tournament (A)	Golf tournament: test			PENDING	✏ EDIT ⌄

7) To edit the event, click on 'Basic Info'

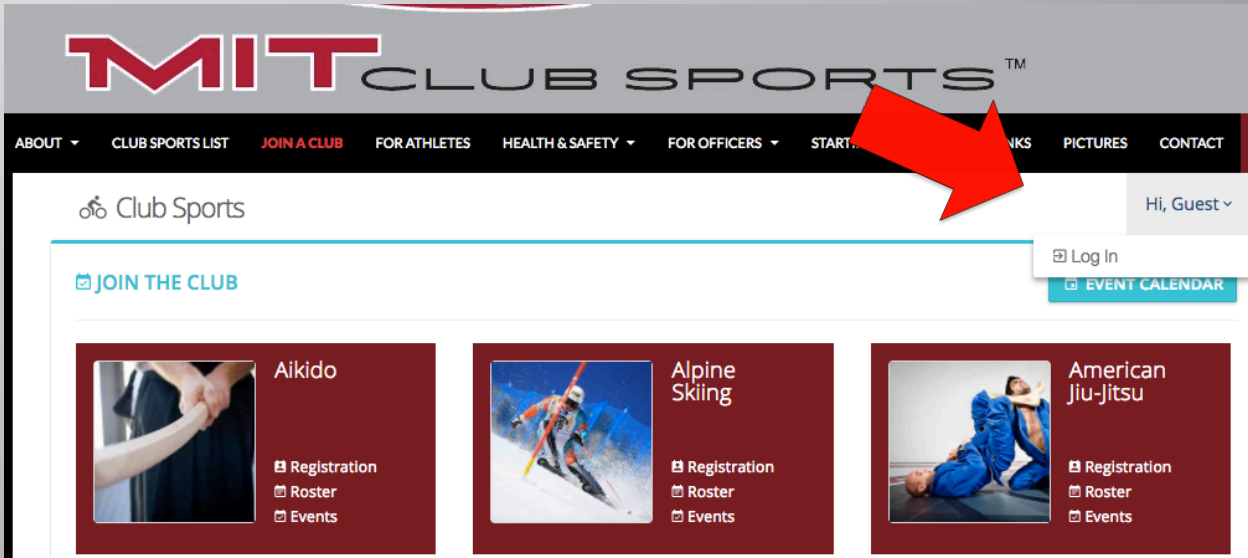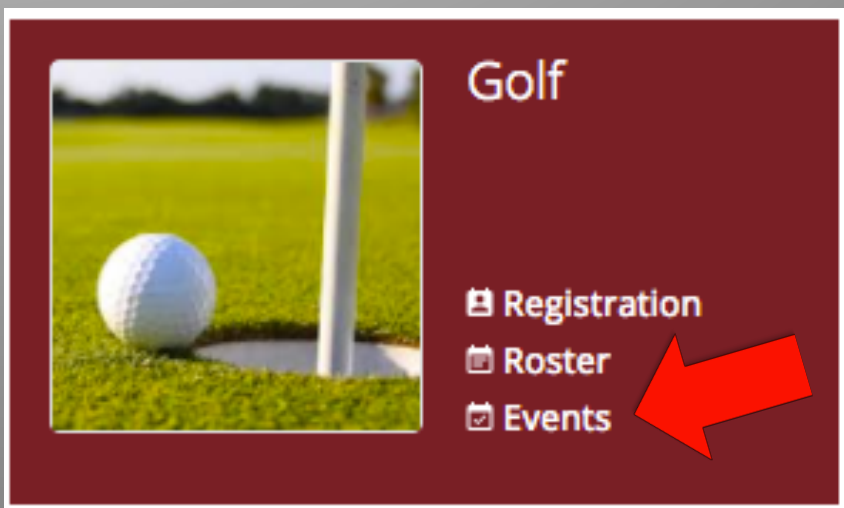| #	Date	Event Type	Event Name/Opponent	Space/Field	Submitted	Status	Actions
1	08/23	Tournament (A)	Golf tournament: test			PENDING	✏ EDIT ⌄

✏ Basic Info

👥 Members

🚶 Travel

📊 Report

📋 Summary

To create a travel itinerary

1) Go go *http://clubsports.mit.edu/join-a-club*

2) Log in

3) Click on Events

4) To submit a travel itinerary, click on 'Members'

#	Date	Event Type	Event Name/Opponent	Space/Field	Submitted	Status	Actions
1	08/23	Tournament (A)	Golf tournament: test			PENDING	✎ EDIT ⌄

- ✎ Basic Info
- 👥 Members
- 🏃 Travel
- ᕫ Report
- 📋 Summary

5) Select the members who will be attending the event

Manage Golf Event ✕

Basic Info ✓   Members ❶   Travel ❶   Report   Summary

Going	Name	Position
☐	Alexander Triassi	Treasurer
☐	Kimberly Dinh	President
☐	Jamie Drahos	Webmaster

6) Fill out information about travel arrangements

Basic Info ✓   Members ✓   Travel ⓘ   Report   Summary

ERROR! Travel form must include **Vehicle** and/or **Flight** section

NOTE! This form must be completed at least **3 days** prior to event

Site ⓘ

Vehicles ⓘ

Flight ⓘ

Lodging ⓘ

Arrangement

Site Address:	[ ] ⓘ
City:	[ ] ⓘ
Site Contact Name:	[ ] ⓘ
Departure Date/Time:	8/22/2017 9:30am ✓
Zip:	[ ] ⓘ
State:	Select state ⓘ ⬍
Phone:	[ ] ⓘ
Return Date/Time:	8/24/2017 9:30am ✓
Notes:	[ ]

7) The itinerary should be approved by the Club Sports office in 1-2 business days

To submit an event recap

1) Go go *http://clubsports.mit.edu/join-a-club*

2) Log in

3) Click on Events

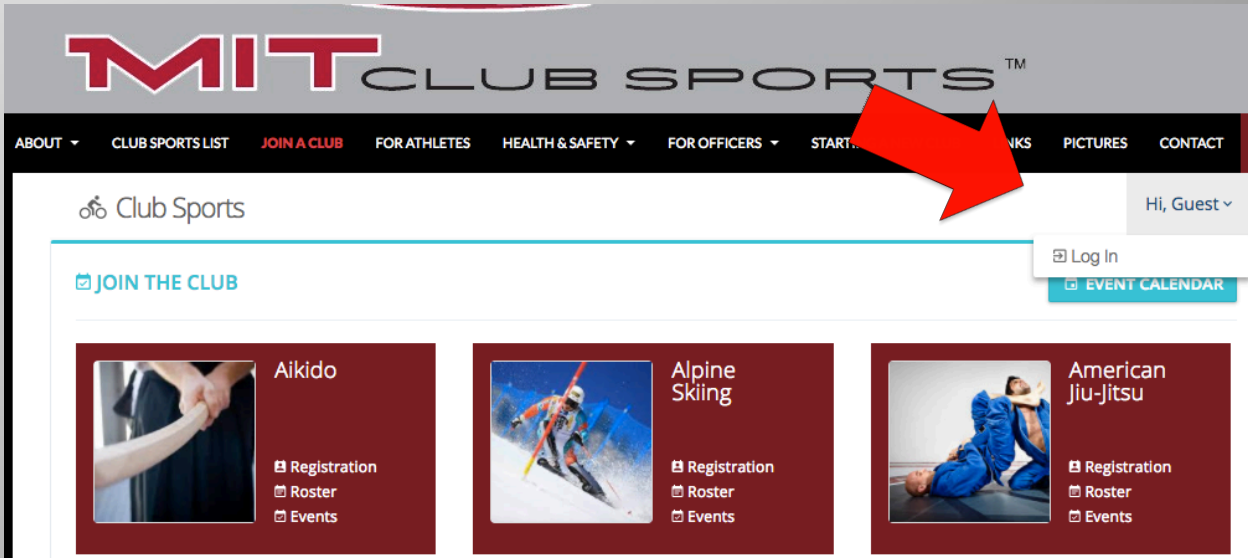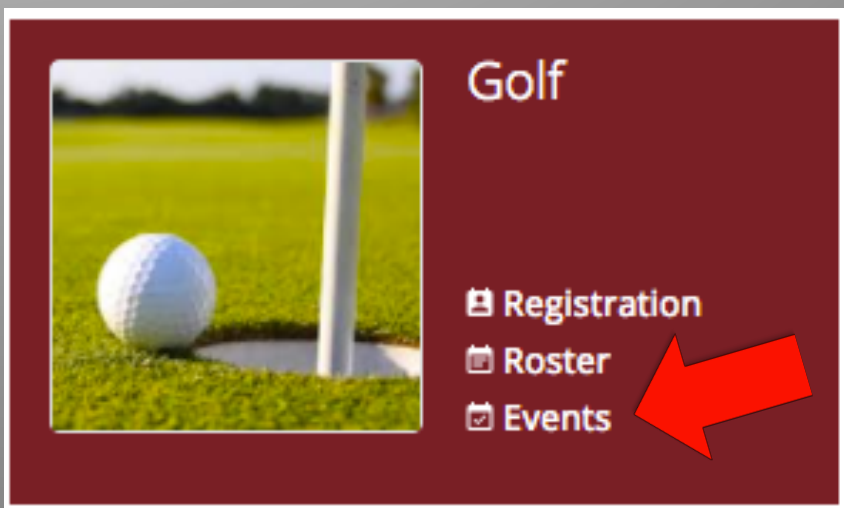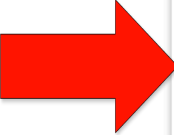## 4) Click on 'Report'

#	Date	Event Type	Event Name/Opponent	Space/Field	Submitted	Status	Actions
1	08/23	Tournament (A)	Golf tournament: test			PENDING	✎ EDIT ⌄

- ✎ Basic Info
- 👥 Members
- ⭧ Travel
- ⬛ Report
- 📋 Summary

Basic Info ✓　　Members ✓　　Travel ✓　　**Report**　　Summary

Contest type:　　◯ Entire club　　◯ Individual　　◯ Group

Result type:　　⦿ Score　　◯ Time / Place

Round:　　[　　　　　　　　] (optional)

Result:　　[Select ⬍]

Massachusetts Institute of Technology score:　　[　　　　　　　　]

Opponent score:　　[　　　　　　　　]

ADD RESULT　　**RESET FORM**

Highlights, Injures, Incidents, Problems, etc:　　[　　　　　　　　]

SAVE　　CANCEL

5) Fill in as much info as possible

6) Click Add Result if there were team and individual results

7) Click Save