spooorts.club Documentation

Contents

Overview – spooorts.club

spooorts.club is a no-code platform that lets sports clubs create their own website and app in minutes, including member management, a training calendar, an online shop, and a full club administration suite.

What is spooorts.club?

spooorts.club is a turnkey digital platform for sports clubs of any size and discipline. Club administrators can launch a fully branded website and a native iOS/Android app without any programming skills. All tools — from member registration and training schedules to online payments and a merchandise shop — are managed in a single dashboard.

The platform is hosted in German data centres.

Key Features at a Glance

- **Club Website** – branded, mobile-optimised website on your own sub-domain (e.g. `https://myclub.spooorts.de`)
- **Club App** – progressive web app and native iOS/Android app published under your club brand
- **Training Calendar** – schedule management, group registration, and QR-code check-in
- **Online Shop** – sell merchandise, equipment, and club articles directly to members
- **Administration** – member database, dues collection, invoicing, and communication tools, all free of charge

Who Is spooorts.club For?

The platform is designed for volunteer-run and professional sports clubs that want a modern digital presence without the cost or complexity of custom software. Typical users include club managers, treasurers, and training coordinators.

Getting Started

1. Visit spooorts.club and click **Create club for free**.
2. Enter your club name and choose a sub-domain.
3. Upload your club logo and set your brand colours.
4. Add your first training event to the calendar.
5. Invite members via link or QR code.

Tip: No credit card is required to start. The Basic plan is permanently free.

Plans Overview

spooorts.club offers three plans. For current pricing details visit the **Preise** (Pricing) page on the website.

Plan	Monthly Fee	Highlights
Basic	Free	Website, app, training calendar, club management software, 6 % payment fee
Premium	€ 39 / month	All Basic features, sponsor logos instead of ads, own sub-domain, 3 % payment fee
Ultimate	€ 399 / month	All Premium features, native iOS and Android app in the app stores

Dashboard

The dashboard gives you a quick overview of your sales, registrations and key metrics at a glance.

Overview

The dashboard is the home page of your spooorts Manager. At a glance you can see the most important metrics for your events: revenue from ticket sales, product sales and registrations. The bar chart shows the trend over the last six months.

Sales Chart

The central bar chart displays your monthly revenue graphically. You can switch between three views:

- **Total Revenue** – All income summarised per month.
- **Product Sales** – Only revenue from the shop (merchandise, equipment etc.).
- **Ticket Sales** – Only income from registrations and entry fees.

The default period covers the last six months. You can adjust the period freely using the date filters.

Quick Actions

The toolbar on the dashboard gives you direct access to the most important functions: create a new event, manage contacts or adjust settings. This saves you the detour through the navigation.

Tips

- Check the dashboard regularly to spot trends in registrations and revenue early.
- Use the date filters to evaluate the performance of individual events.
- Note that events in different currencies will show amounts separately.

Website

Every sports club on spooorts.club receives a fully branded, mobile-optimised website hosted on German infrastructure — no coding required.

Overview

The club website is the public-facing home of your club on the internet. It is generated automatically from your club profile and stays in sync with your training calendar, news posts, and shop. Visitors can browse content, register for trainings, and place shop orders — all without leaving your site.

Custom URL

Every club gets a unique sub-domain in the format `https://<clubname>.spooorts.de`, hosted in one of spooorts' German data centres. Premium and Ultimate subscribers can map an additional custom domain (e.g. `www.myclub.de`).

Custom Branding

Upload your club logo and sponsor logos, choose your brand colours, and create a distinctive look that reflects your club's identity. No design or development experience is needed.

- Club logo upload (SVG, PNG, JPG)

- Sponsor logo banner
- Brand colour palette
- Background images and hero images

Progressive Web App (PWA)

The website is built as a **Progressive Web App**. On smartphones and tablets it renders and behaves like a native mobile app — including an app icon on the home screen, offline caching, and fast load times — without requiring an app store download.

Built-in Content Sections

- **News feed** – publish club news and announcements
- **Training schedule** – automatically pulled from the calendar module
- **Member registration** – new members can join and pay dues online
- **Shop** – merchandise and club articles section
- **Contact & imprint** – legally compliant contact information

Hosting & Performance

All websites are hosted on spooorts' own servers in German data centres, ensuring GDPR compliance and high availability. SSL/TLS encryption is included and automatically renewed.

App

spooorts.club provides every club with a ready-to-use mobile app for iOS and Android — in your own club branding and without a single line of code.

Overview

The club app extends your website into a dedicated mobile experience. Members can manage their training schedule, receive push notifications, browse the shop, and check in to sessions — all from a branded app that represents your club.

Supported Platforms

- **Apple App Store (iOS)** — available for iPhone and iPad. With the Ultimate plan the app is published under your club's developer account, appearing with your club name and icon in the App Store.
- **Google Play Store (Android)** — available for all Android smartphones and tablets. Same branding capabilities as the iOS version.
- **Progressive Web App (all devices)** — on all plans the website functions as a PWA, installable from the browser without an app store.

App Features

- **Training calendar** – view upcoming sessions and sign up directly
- **Push notifications** – inform members about news, schedule changes, and upcoming events
- **QR-code check-in** – members scan a code at the venue to log attendance
- **Member profile** – personal details, membership status, and payment history
- **News feed** – club announcements and posts
- **Shop** – order merchandise and club articles in-app
- **Online payment** – pay membership fees and shop orders directly in the app

Custom Branding

The app is built from your club profile. Set your logo, brand colours, and sponsor banners once — both the website and the app update automatically.

App Availability by Plan

Plan	PWA	App Store (iOS)	Play Store (Android)
Basic	✓	–	–
Premium	✓	–	–
Ultimate	✓	✓	✓

News

The news feature lets you publish updates for club members and interested parties directly on your website and in the app.

Overview

The news feature in the club management allows you to keep club members and interested parties informed about updates regarding your club. Published news items appear on both your website and in the app, and can include a photo, a title and a detailed text.

Typical use cases include club news, training changes, event announcements or member achievements.

Creating and Managing News

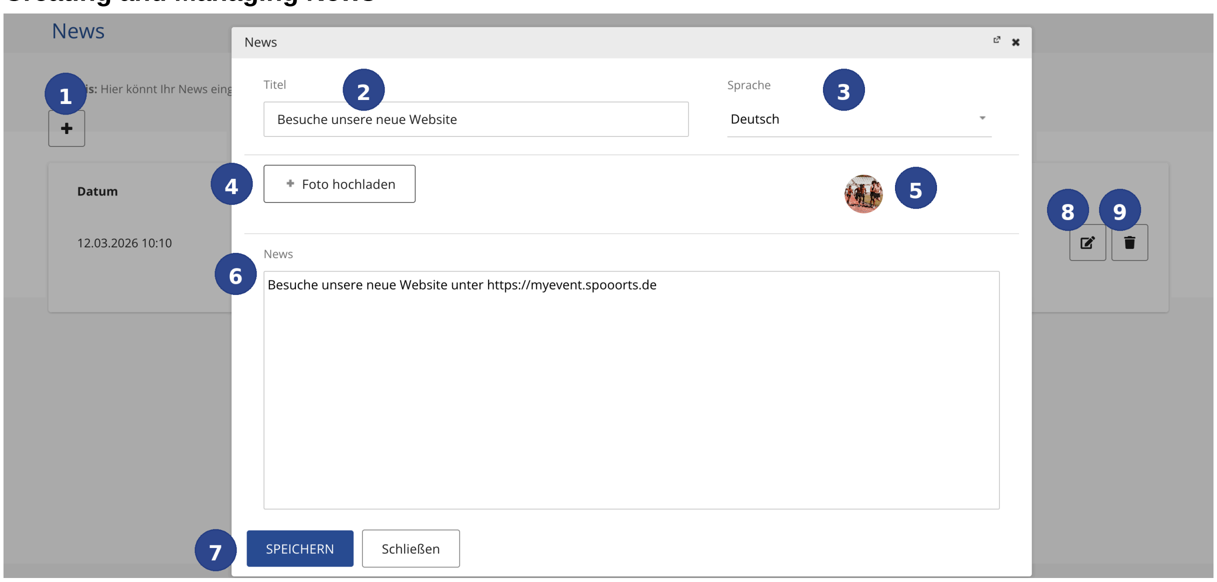

Figure 1: Creating and editing news in the spooorts Manager

① **Create New News**	Click the + button to create a new news item. The news editor opens as a dialog.
② **Title**	Enter the title of your news item here. The title is displayed as a heading on the website and in the app.

	Choose a short, descriptive title that catches the attention of your club members and interested parties.
③ **Language**	Select the language of the news item from the dropdown menu. You can publish news in different languages to reach an international audience. Each language version is managed separately.
④ **Upload Photo**	Click **+ Upload Photo** to add an image to your news. Photos make your news more visually appealing and increase engagement. Common image formats (JPG, PNG) are supported.
⑤ **News Image**	The uploaded photo is shown as a round preview. The image will appear on your website and in the app alongside the news text.
⑥ **News Text**	Write the full text of your news item here. You can include links, e.g. to your website or registration page. The text is displayed in full on the website and in the app.
⑦ **Save**	Click **SAVE** to publish the news item. The news will immediately appear on your website and in the app. Click **Close** to discard your changes.
⑧ **Edit**	Use the edit icon to modify an existing news item – for example, to update the text or add a new photo.
⑨ **Delete**	Use the delete icon to permanently remove a news item from your website and from the app.

Tips for Great News

To make your news resonate with club members and interested parties, keep these tips in mind:

- Use descriptive titles that spark curiosity.
- Always include a photo – news with images receives significantly more attention.
- Keep the text concise and informative. Link to additional pages when needed.
- Publish news regularly to keep club members and interested parties up to date.
- Use the multilingual feature if you have an international audience.

Events & Training Calendar

The training calendar gives clubs a central place to schedule sessions, coordinate training groups, and track attendance — all managed digitally without paper lists.

Overview

The Events & Training Calendar module is the operational heart of spooorts.club. Administrators create recurring or one-off training sessions and events; members see up-to-date schedules in the website and app, and can register with a single tap.

Training Calendar

All training times are displayed in a clear, searchable calendar view. Members always see the latest schedule and can register for individual sessions or recurring slots without administrative overhead.

- Recurring and one-time sessions

- Per-session capacity limits
- Waiting list management
- Automatic reminders sent to registered participants
- iCal / calendar export for external calendar apps

QR-Code Check-In & Attendance

Replace paper sign-in sheets with a digital QR-code check-in. Each training session generates a unique QR code that members scan on arrival with the spooorts app. Attendance data is stored automatically and accessible in the dashboard.

- Unique QR code per session or permanent venue QR code
- Real-time attendance list in the admin dashboard
- Exportable attendance reports (CSV / PDF)
- Absent member notifications

Tip: Print the session QR code and post it at the entrance so members can check in as they arrive — no additional hardware required.

Training Groups

Organise members into training groups based on age, skill level, or discipline. Each group can have its own calendar, trainers, and communication channel. Scheduling a training session for a specific group automatically notifies all group members.

- Unlimited groups per club
- Assign multiple trainers per group
- Group-specific news and announcements
- Separate capacity limits per group

Event Registration & Online Payment

Beyond regular training, clubs can create special events (tournaments, open days, seminars) with online registration and optional entry fees. Participants register and pay securely through the app using all common payment methods.

- Online registration form per event
- Entry fee collection via credit card, SEPA direct debit, PayPal, and more
- Automatic confirmation email to registrants
- Downloadable participant list for event organisers

Calendar

Manage your training and event calendar with drag-and-drop scheduling and ICS import/export.

Overview

The calendar gives you a visual overview of all scheduled training sessions and events. You can create appointments directly in the calendar by clicking, move them by drag and drop, or resize them by dragging the edges.

Creating an Appointment

Click on a day or time range in the calendar to create a new appointment. In the dialog you enter the following information:

- **Title** – Name of the training session or event.
- **Start & End** – Date and time for the start and end.

- **Category** – Assign the appointment to a category (e.g. Training, Competition, Meeting).
- **Sport Category** – Select the sport if applicable.
- **Description** – Add details about the appointment.

ICS Import and Export

The calendar supports import and export in ICS format (iCalendar). This lets you import appointments from other calendar applications (Google Calendar, Apple Calendar, Outlook) or subscribe to your spooorts calendar from there.

- **Import** – Upload an ICS file to bring external appointments into your calendar.
- **Export** – Download the entire calendar as an ICS file.

Training Groups

Organise participants into training groups, assign contacts and manage training plans.

Overview

Training groups let you organise participants and contacts into groups. Each group can have its own training plan and an assigned coach. This helps you keep track of who is training in which group.

Creating and Managing Groups

Navigate to the **Training Groups** section and click +:

- **Group Name** – Enter a name for the group (e.g. "Beginners Monday" or "Competition Team").
- **Description** – Add a description for the group.
- **Assign Participants** – Switch to the "Participants" tab and add contacts from your contact list. You can also create new contacts directly.

Training Plans

In the "Training Plans" tab you can assign a training plan to the group. Enter the plan name and the coach's name. Optionally you can add an image to the training plan.

Tips

- Use descriptive group names so participants immediately know which group is right for them.
- Do not use the group name "All" as it is reserved for internal purposes.
- Keep group sizes manageable for effective training supervision.

Shop & Products

Manage your online shop with products, categories, images and prices – and offer participants merchandise, equipment or add-ons directly during registration.

Overview

The built-in shop lets you sell products directly through your event page and the app. Whether jerseys, medals, catering packages or add-on services – you create products with images, descriptions and prices and organise them into categories.

Products can be offered both in the standalone shop and directly during the registration process for an event (see Registration Products).

Creating and Editing Products

Navigate to the **Shop** section in the sidebar. The product list shows all existing products with title, price, currency and language.

- **New Product** – Click **+** to create a product. Enter title, description, price and language.
- **Upload Image** – Upload a product image (JPG or PNG). The image is automatically scaled to the optimal size.
- **Assign Category** – Select a product category from the dropdown or create a new one.
- **Stock** – Optionally enter the available quantity so stock is managed automatically.

Product Categories

Product categories help you keep the shop well-organised. You can create up to five hierarchy levels to structure your products precisely – e.g. Apparel > Men > Running Shirts.

Categories are managed per language. A category can only be deleted when no products are assigned to it.

CSV Import and Export

For efficient management of large product ranges the shop supports import and export via CSV files. This lets you prepare products in a spreadsheet and upload them in one step.

- **Export** – Click the export icon to download all products as CSV.
- **Import** – Click the import icon and upload your CSV file. Duplicate entries are detected automatically.

Tips

- Use compelling product images – they significantly increase purchase intent.
- Use categories so buyers can quickly find what they are looking for.
- Enable stock management to avoid overselling.
- Offer popular products directly during registration to boost revenue.

Shipping

Configure shipping methods with prices, delivery times and country-specific options for your shop.

Overview

In the Shipping section you define which shipping options are available to your buyers. Each shipping method can be configured per country with its own prices, delivery times and logistics parameters.

Creating a Shipping Method

Click **+** to create a new shipping method. The dialog lets you configure details across several areas:

- **General** – Title, country (ISO code), price, currency, delivery days and description.
- **Carrier** – Carrier name, service level, zone, product ID and insurance option.
- **Dimensions & Weight** – Minimum/maximum weight plus package length, width and height.
- **Options** – Tracking, pickup option, cash on delivery, signature required and active status.

CSV Import and Export

Shipping methods can be imported and exported via CSV files. This is especially useful when you want to create many country-specific shipping options at once.

Stock & Inventory

Manage your product stock across multiple store locations and keep track of deliveries and orders.

Overview

The stock management feature lets you track the inventory of your products across multiple locations (stores). At a glance you can see how many units of a product are available at each location, and you can block products if needed.

Managing Store Locations

Create different locations where your products are stored. Per location you can see the current stock of each product and adjust the quantity directly in the table.

- **New Location** – Create a store location with name and address.
- **Adjust Stock** – Change the available quantity directly in the stock list.
- **Block Product** – Mark a product at a location as blocked to temporarily prevent sales.

Deliveries & Orders

In the Deliveries section you track incoming goods. Create orders, enter the order date and expected delivery, and update the status once the goods arrive.

- **Status ORDERED** – The order has been placed, goods are on the way.
- **Status DELIVERED** – Goods have arrived and stock is updated automatically.

Discounts & Promotions

Create discounts as percentage or fixed amount and apply them to products, registrations or tickets.

Overview

The discount feature lets you set up price reductions for your products and events. Discounts can be defined as a fixed amount or a percentage and applied to different areas: all products, all registrations or individual tickets.

Product Discounts

Product discounts are managed under **Shop > Discounts**. Each discount has a name, an amount (or percentage), a validity period and can optionally be applied to all products.

- **Name** – A descriptive name for the promotion (e.g. "Early Bird 10%").
- **Amount & Unit** – Fixed amount in the currency or percentage discount.
- **Validity Period** – Start and end date of the promotion.
- **All Products** – When enabled the discount applies automatically to the entire range.

Event Discounts (Early Bird)

Event discounts encourage participants to register early. The discount is defined as a number of days before the event – e.g. "30 days before: 15% discount".

- **Days Value** – Number of days before the event start until which the discount applies.
- **All Registrations** – When enabled the discount applies to all categories and routes.

Registration Discounts

Registration discounts can be configured individually per event, route and rating. In addition to early-bird logic you can also set fixed validity periods. Global discounts are available as reusable templates that you create once and apply across events.

Coupons

Create gift coupons with a custom value, generate printable PDF certificates and send them to recipients by email.

Overview

The coupon feature lets you create gift coupons with a freely chosen monetary value. Each coupon receives a unique code and can be downloaded as a PDF certificate or sent directly to the recipient by email.

Creating a Coupon

Navigate to the **Coupons** section and click **+** to create a new coupon:

- **Name** – Give the coupon a label (e.g. "Birthday Gift" or "Early Bird Reward").
- **Value & Currency** – Set the coupon value and currency.
- **Email** – Enter the recipient's email address to send the coupon to.

After saving, a unique coupon code is generated automatically and a printable PDF certificate is created.

Managing Coupons

The coupon list shows all created coupons with code, value and recipient email. Use the search function to filter by coupon code or email address to quickly check the status of individual coupons.

Sales & Orders

Manage product orders, assign recipients and shipping methods and export orders as PDF, CSV or XML.

Overview

In the Sales section you see all incoming orders. Each order contains the ordered products with quantities, the recipient from your contact list, the chosen shipping method and an optional price reduction.

Managing Orders

The order list shows date, subject, price and currency for each order. Click an order to edit the details in a multi-tab dialog:

- **Sale** – Title, status (New, Shipped, etc.), price reduction and description.
- **Products** – Adjust ordered products and quantities.
- **Recipient** – Select a contact from the contact list, filter by category.
- **Shipping** – Set the shipping method for this order.

Export

Orders can be exported as PDF, CSV or XML – ideal for your accounting or shipping provider.

Communication

Keep participants, teams, and spectators informed before, during, and after the event with push notifications, automated emails, and an in-app event feed.

Automated Event Notifications

spooorts.events sends automated messages at key moments in the event lifecycle. Every message can be previewed, edited, or disabled before going out.

- **Registration confirmation** — includes PDF entry confirmation and link to personal schedule.
- **Event reminder** — sent 7 days and 1 day before the event with venue details and schedule link.
- **Draw published** — links directly to the participant's bracket or pool.
- **Match call** — sent 30 minutes (configurable) before the next scheduled match, with court number and opponent.
- **Result notification** — confirms the result to both participants after each match.
- **Final results** — sent after the event closes with standings and certificate link.

Manual Announcements

Send ad-hoc messages to all participants, specific categories, or individuals from the event dashboard. Messages are delivered as push notifications and emails.

- Audience: all participants, one category, selected people, officials only
- Delivery: push notification + email simultaneously
- Scheduled sending — compose now, deliver later
- Urgent flag for immediate attention (e.g. court change, weather delay)
- Delivery status report (sent, delivered, opened)

Important: Participants who registered as guests receive communications by email only. Remind them to download the spooorts app for push notifications.

Live Event Feed

The in-app event feed works like a social wall. Post updates, photos, and highlights during the day; participants who have the event bookmarked see the feed in real time.

- Text updates, image posts, and video links
- Pinned announcements stay at the top
- Likes and comments (optional, can be disabled)
- Comment moderation: administrator approval before visibility

Public Event Page

Every event gets a public page at `spooorts.events/[your-club]/[event-name]` showing the description, schedule, live results, and a registration button.

- Event banner, description, and venue map
- Live registration status (open / waitlist / closed)
- Sponsor logos and branding section
- Social share buttons (WhatsApp, Facebook, copy link)

Newsletter

Create newsletter campaigns with a rich text editor and send them to all registered contacts.

Overview

The newsletter feature lets you reach all your registered contacts by email. Whether event announcements, season reviews or special offers – you write your newsletter with the built-in rich text editor and send it to all recipients with a single click.

Creating and Sending a Newsletter

Navigate to the **Newsletter** section and click **+** to create a new newsletter:

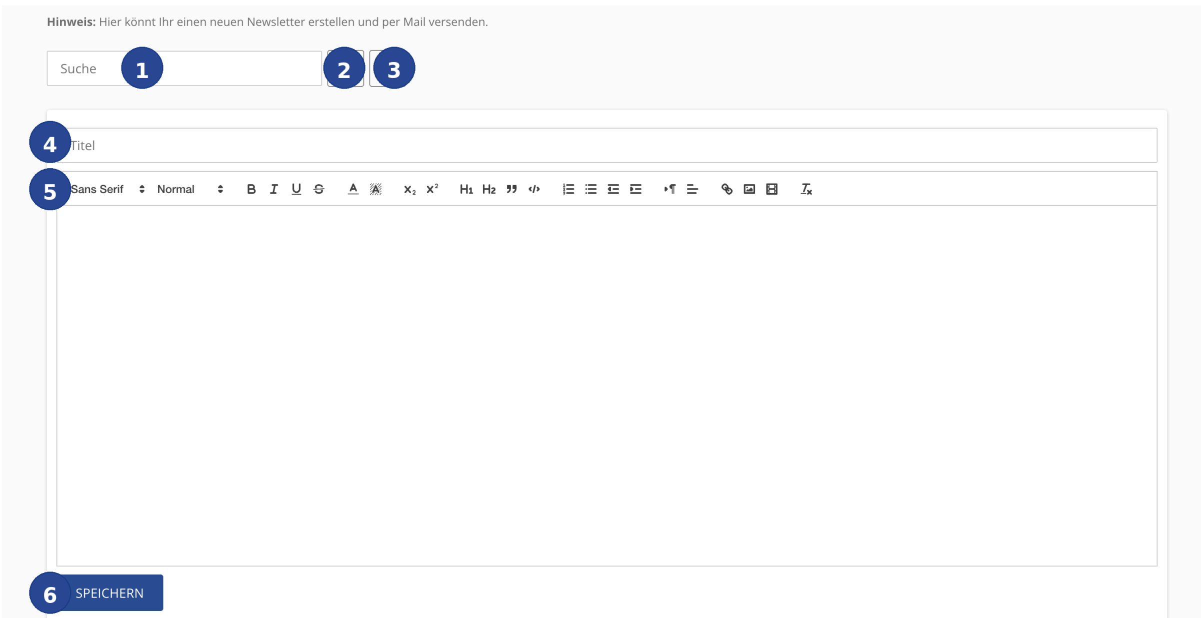

Figure 2: Creating a Newsletter

① **Search Field**	Search the list of existing newsletters by title.
② **Search Button**	Starts the search for the entered term.
③ **New Newsletter**	Creates a new, empty newsletter.
④ **Title**	Enter a subject line that will appear in the recipients' email inbox.
⑤ **Text Editor**	Write the newsletter content with the rich text editor. You can format text, add headings, insert links and structure the content.
⑥ **Save**	Saves the newsletter. After saving, it can be sent to all contacts via the send icon.

The newsletter list shows all created newsletters with date and title. Already sent newsletters can still be viewed and edited.

Tips

- Use a concise subject line – it determines whether the newsletter gets opened.
- Keep the text focused and use paragraphs for better readability.

- Don't send newsletters too frequently to avoid overwhelming recipients.

Notifications

Send targeted email and push notifications to individual contacts or selected groups.

Overview

Unlike the newsletter which goes to all contacts, notifications allow you to send targeted messages to individual people or selected contact groups. You can send both email notifications and native push notifications to the spooorts app.

Creating and Sending Notifications

Navigate to the **Notifications** section and click **+**:

- **Subject** – Enter the message subject.
- **Message** – Write the message text.
- **Select Recipients** – Switch to the "Contacts" tab and select the desired recipients using the checkboxes.
- **Send by Email** – Click the "Send Email" button to send the message by email.
- **Send by Push** – Click "Send Native" to send a push notification to the app.

Delivery Channels

Notifications support two channels that can be used independently:

- **Email** – The message is sent as an email to the stored address of the selected contacts.
- **Push Notification** – The message appears as a native notification on the recipients' smartphone (via Firebase). Prerequisite: the recipient must have the spooorts app installed.

Administration

The spooorts.club administration suite is a free, all-in-one dashboard for managing members, training schedules, dues, finances, and club communications.

Overview

The Administration module is the control centre of your spooorts.club account. It brings together every tool a club manager needs: a member database, payment collection, financial reporting, a training planner, and direct messaging — all without additional software or subscriptions.

Important: The administration suite is included free of charge on all plans.

Training Planning & Schedule Management

Create, edit, and publish training sessions directly from the dashboard. Changes appear instantly on the club website and in the app. Administrators can manage multiple training groups, assign coaches, set room capacities, and view real-time attendance statistics.

- Drag-and-drop calendar editor
- Recurring sessions (daily, weekly, custom intervals)
- Multi-venue and multi-group support
- Coach and trainer assignment per session
- Capacity management and waiting lists
- One-click session cancellation with member notification

Member Management & Communication

The member database stores all relevant data for each club member: contact details, membership type, payment status, training group memberships, and attendance history. Administrators can send targeted messages to individual members, specific groups, or the entire club.

- Centralised member database
- Custom membership categories (e.g. youth, adult, honorary)
- Membership status tracking (active, paused, cancelled)
- In-app push notifications to all members or individual groups
- Email and SMS notifications
- Digital membership application form for new members
- GDPR-compliant data export and deletion

Membership Fees & Financial Management

Collect membership fees, course payments, and shop revenue through a single financial dashboard. Automate recurring billing, issue invoices, and keep a real-time overview of club income and outstanding payments.

- Automated recurring fee collection (monthly, quarterly, annually)
- SEPA direct debit mandate management
- Automatic invoice generation and delivery
- Overdue payment reminders
- Revenue breakdown by category (membership, shop, events)
- Export to accounting formats (CSV, PDF, DATEV-compatible)

Administration Dashboard

The dashboard provides an at-a-glance overview of the most important club metrics: active members, upcoming training sessions, pending orders, outstanding invoices, and recent news. All modules are accessible from the desktop browser and from a dedicated admin view in the mobile app.

Tip: Use the desktop-optimised admin view (`/browserhint`) for complex tasks such as bulk member imports, financial reporting, or product management. Everyday tasks like approving registrations or sending push notifications work seamlessly on mobile.

Import Contacts

Quickly and easily transfer existing contacts from other systems into the spoooorts Manager – via file upload, drag & drop or using the CSV and vCard formats.

Why Import Contacts?

If you already have contact data stored in another application – for example in a spreadsheet, in your email programme or in another club management tool – you do not need to re-enter them one by one. The import function lets you transfer all contacts into the spoooorts Manager at once. This saves time and avoids typing errors.

Step 1 – Open the Import Dialog

Navigate in the spoooorts Manager to the **Contacts** section. In the toolbar above the contact list you will see several small buttons. Click the **Import icon** (an upward-pointing arrow – see **callout** ① in the image). The **"Import Data"** dialog opens.

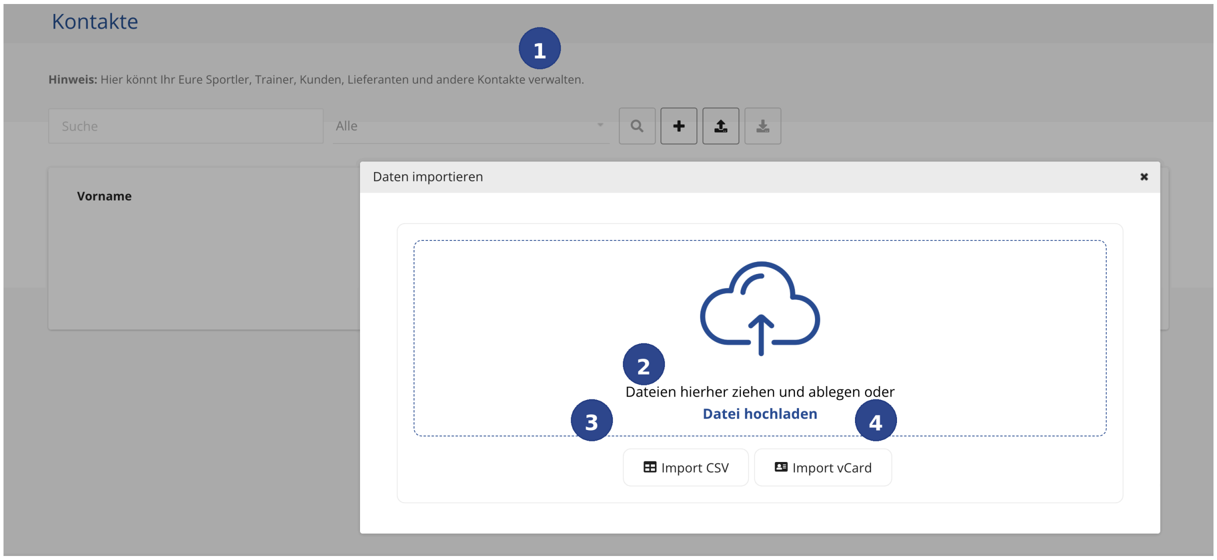

Figure 3: Import dialog in the Contacts section

Step 2 – Select a File

In the opened dialog there are two ways to provide your file:

Option A – Drag & Drop: The large dashed area in the centre of the dialog is the **drag-and-drop zone**. Open the folder on your computer where the import file is located. Click the file, hold the mouse button and drag it directly into this dashed area. Then release the mouse button. The file is recognised automatically and the import begins.

Option B – Select a file via the file browser: If you prefer to search for the file using a standard selection window, click the blue link **"Upload file"** (see **callout** ②). The familiar file selection dialog of your operating system (Windows, macOS or Linux) opens. Navigate to the desired file, select it and confirm with **"Open"**.

Tip: Both options lead to the same result. Drag & drop is slightly faster if you already have the folder open. The file browser is more convenient when you need to search for the file first.

Import via CSV File

Click the **"Import CSV"** button (see **callout** ③) to import a file in CSV format.

What is a CSV file? CSV stands for *Comma-Separated Values*. It is a simple text file in which the contact data is organised in a tabular layout – similar to a spreadsheet but without formatting. Each line corresponds to one contact, and the individual fields (e.g. first name, last name, email) are separated by a delimiter – usually a comma or semicolon.

When to use CSV? The CSV format is particularly well suited when your contacts are stored in a spreadsheet application such as Microsoft Excel, Google Sheets or LibreOffice Calc. Most programmes offer an **"Export as CSV"** or **"Save as → CSV"** function.

How to create a CSV file from Excel:

1. Open your contact list in Excel (or another spreadsheet application).
2. Make sure the **first row** contains the column headings, e.g. `First Name`, `Last Name`, `Email`.
3. Click **File → Save As** and choose **CSV (Comma delimited)** as the file type.
4. Save the file and then use it for the import.

Important: The exact order and naming of columns for the CSV import will be documented shortly. Make sure each column heading is spelled exactly as the system expects.

Import via vCard File

Click the **"Import vCard"** button (see **callout** ④) to import contacts in vCard format.

What is a vCard? A vCard (file extension `.vcf`) is an internationally standardised exchange format for electronic business cards. Virtually all contact and address book applications support this format – including Apple Contacts (iPhone, Mac), Google Contacts, Microsoft Outlook and Thunderbird.

When to use vCard? Use the vCard format when you want to transfer contacts from an email programme or a smartphone address book. A single `.vcf` file can contain one or even several hundred contacts at once.

How to export contacts as vCard:

- **Apple Contacts (iPhone / Mac):** Open the Contacts app, select the desired contacts, click **File → Export → vCard** and save the `.vcf` file.
- **Google Contacts:** Open `contacts.google.com`, select the contacts, click **Export** and choose the **vCard** format.
- **Microsoft Outlook:** Go to **File → Open & Export → Import/Export → Export to a file** and choose **vCard file (.vcf)** as the target format.

Tip: A vCard file automatically includes all important contact fields such as name, email address, phone number and postal address. Unlike CSV, you do not need to worry about the column order – the format handles the field mapping automatically.

Overview of Controls

Here is a summary of all elements in the import dialog:

1. ① **Import Button** – Opens the import dialog. Found in the toolbar in the Contacts section (upward-arrow icon).
2. ② **"Upload file"** – A clickable link that opens your operating system's file selection dialog.
3. ③ **Import CSV** – Starts the import process for a CSV file (tabular data).
4. ④ **Import vCard** – Starts the import process for a vCard file (electronic business cards).

Contact Categories

Create custom categories and group your contacts purposefully – for example by customer, supplier, athlete or coach. This way you always maintain a clear overview even with a large contact list.

What Are Contact Categories For?

Contact categories help you organise your contacts in a meaningful way. Instead of managing all people and companies in one long, unsorted list, you can assign one or more categories to each contact – similar to labels on a filing folder. This makes searching and filtering much easier later on.

Examples of useful categories: **Customer**, **Supplier**, **Athlete**, **Coach**, **Company**, **Member** or **Sponsor**. You can add new categories, rename existing ones or delete those no longer needed at any time.

The Overview – All Categories at a Glance

Navigate in the spooorts Manager to **Contacts** and select the sub-item **Contact Categories**. You will see a table with two columns: **Category** (the name) and **Description** (an optional explanatory text). Each row represents an existing category.

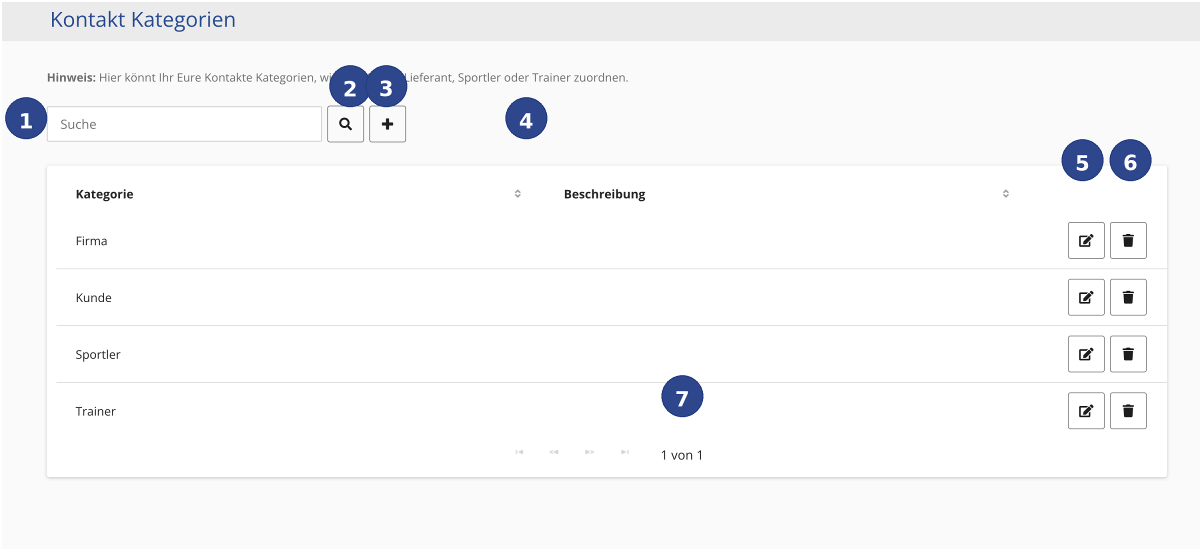

Figure 4: Overview of Contact Categories

All Controls in Detail

Callout ① – Search Field

The text field in the top left is labelled *Search*. Type a search term here to filter the list of categories. This is useful when you have created many categories and want to find a specific one quickly. The search field responds as you type – you do not need to press Enter first.

Callout ② – Search Button

The magnifying-glass icon to the right of the search field starts the search manually, in case you prefer to type the full search term first and then confirm. Clicking it instantly shows only the matching categories.

Callout ③ – Create New Category

The **plus icon** (+) opens a form where you can create a new category. Enter at least a name – a description is optional but recommended so that all team members understand what the category is intended for. Confirm with **Save** to add the category to the list.

Callout ④ – Sort Columns

The small arrows (up/down) next to the column headings *Category* and *Description* allow you to sort the list alphabetically. A click on the arrow next to *Category* sorts categories from A to Z; another click reverses the order (Z to A). The same applies to the *Description* column. This helps you find what you are looking for quickly, even in long lists.

Callout ⑤ – Edit Category

The **pencil icon** on the right side of each row opens the editing view for that specific category. There you can change the **name** and the **description**. Save your changes by clicking **Save**. The change takes effect immediately for all contacts that already have this category assigned – the new name appears everywhere automatically.

Callout ⑥ – Delete Category

The **trash icon** next to the pencil icon permanently removes a category. Before final deletion a confirmation prompt appears so that you do not accidentally remove something. Please note: when a category is deleted, all contacts that had this category assigned lose this entry. The contacts themselves, however, remain intact.

Callout ⑦ – Page Navigation

Below the category list you will find the page navigation. Here you can see which page you are currently on and how many pages there are in total – for example *1 of 1*. Use the arrow buttons (|◂ ◂ ▸ ▸|) to jump to the first page, the previous page, the next page or directly to the last page. The navigation appears automatically once the list contains more entries than fit on a single page.

Step by Step: Create a New Category

Here is how to create a new contact category:

1. Click the **plus icon** (callout ③) in the top right above the table.
2. A form opens. Enter a descriptive name in the **Category** field, e.g. *Sponsor* or *Club Member*.
3. Optional: Enter a short explanation in the **Description** field so that everyone on the team knows when this category should be used.
4. Click **Save**. The new category immediately appears in the list and is available for selection on all contacts.

Tip: Create categories before you import or manually enter large numbers of contacts. This way you can assign categories directly when creating a contact and save yourself extra work later.

Assign a Category to a Contact

A category is not assigned directly in this overview but in the **detail view of the respective contact**. Open the desired contact, find the **Category** field and select one or more of the categories you have created. Confirm with **Save**.

Important: A category only appears in the contact detail view for selection once it has been created here in the overview. Therefore, create all required categories first before editing contacts.

Receivables

In the open receivables overview you can see all payments that are authorized or in processing but have not yet been received. You can download invoices and dunning letters or send them directly by email.

Overview

Open receivables are payments that have been initiated by your members or customers but have not yet been completed. Typical reasons include pending bank transfers, ongoing direct debit processes, or unconfirmed credit card payments. In the receivables overview you can check the status of all open payments, download invoices and dunning letters, and send them directly by email.

View and manage receivables

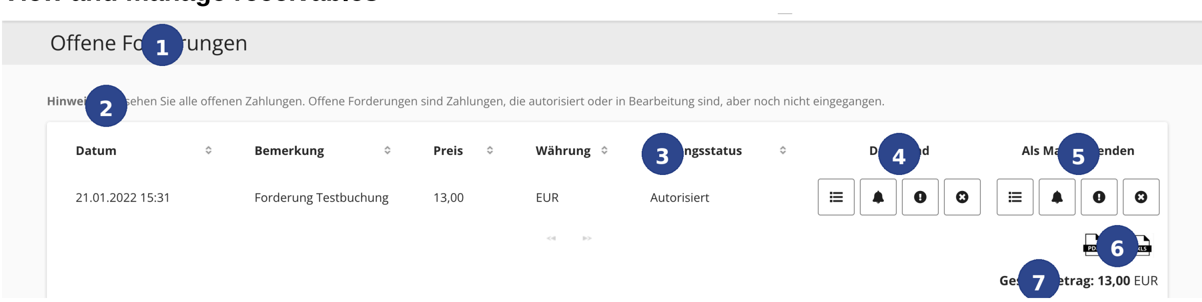

Figure 5: Overview of open receivables in the spoooorts Manager

① **Notice**	The notice text at the top explains that all open payments are listed here. Open receivables are payments that are authorized or in processing but have not yet been received.
② **Sorting**	The column headers Date, Remark, Price, Currency, and Payment Status are sortable. Click a column header to sort the list in ascending or descending order.
③ **Payment status**	Shows the current status of the payment, e.g. **Authorized** (payment has been approved but not yet collected) or **In Processing** (payment is currently being processed).
④ **Download**	Use the four download buttons to download documents for each receivable as PDF. The buttons from left to right are: **Invoice** (list icon), **1st Dunning** (bell icon), **2nd Dunning** (exclamation mark), and **3rd Dunning** (cancel icon). This gives you quick access to all documents from the initial invoice to the final dunning level.
⑤ **Send by email**	Use these four buttons to send the same documents directly by email: **Invoice**, **1st Dunning**, **2nd Dunning**, and **3rd Dunning**. A dialog opens where you can enter the recipient's email address or select it from your contact list. The subject line and PDF attachment are filled in automatically.
⑥ **Table export**	Use the export icons at the bottom right to download the entire receivables list as a **PDF**, **CSV**, or **Excel** file. The export file contains all currently displayed receivables with date, remark, price, currency, and payment status.
⑦ **Total amount**	At the bottom of the table the total amount of all open receivables is displayed. This gives you a quick overview of the sum of all outstanding payments.

Sending emails

When you click one of the email buttons ⑤, a send dialog opens. The dialog shows the recipient name, an input field for the email address with auto-completion from your contact list, the automatically generated subject line, and the PDF attachment (invoice or dunning letter). After clicking **Send**, the email with the corresponding document as attachment is sent.

Dunning stop for fees

In the fee management you can activate a **dunning stop** for individual fees. When the dunning stop is set, no dunning letters are generated for open receivables of this fee. You can find this option in the fee settings as a checkbox.

Tips for receivables management

- Regularly check the payment status of your open receivables to detect payment defaults early.
- Use the sorting function to sort by date or amount and quickly find older receivables.
- Start with the 1st dunning and escalate to the 2nd and 3rd dunning level if needed.
- Send dunning letters directly via the email function — the recipient and attachment are filled in automatically.
- Export the receivables list regularly as CSV or Excel for your accounting.
- Use the dunning stop in the fee settings when no dunning letters should be sent for certain fees.

Templates

Manage templates for bib numbers, awards, invoices, delivery notes and coupons with your own branding.

Overview

In the Templates section you define the visual appearance of your documents. Templates are used as background images and are automatically filled with the respective data (participant name, placement, invoice amount etc.).

Template Types

Five template types are available:

- **Bib Number** – Template for printed bib numbers. Recommended resolution: 2160 × 1515 pixels.
- **Award** – Template for participant and winner certificates. Recommended resolution: 4088 × 6320 pixels.
- **Invoice** – Template for automatically generated invoices.
- **Delivery Note** – Template for shipping documents.
- **Coupon** – Template for the PDF certificate of gift coupons.

Customising Templates

Select a template type from the list and click Edit. In the dialog you see a selection of predefined templates as preview images. You can choose a default template or upload your own template as a PNG file.

Custom templates should adhere to the recommended resolution for optimal display. The system automatically generates a preview of your uploaded template.

Settings

Configure global settings for language, currency, units of measurement, payment and social media links.

Overview

In the Settings section you define the basic parameters for your spooorts Manager. These settings apply globally to all your events and the shop.

General Settings

- **Language** – Select the default language for your event pages and the management interface.
- **Currency** – Set the default currency for prices, fees and invoices.
- **Sport Category** – Choose your main sport and optionally a sub-category.
- **Time Format** – Set whether times are displayed in 24-hour or 12-hour format.
- **Number Format** – Determine the format for decimal numbers (comma or dot as separator).
- **Length Unit** – Choose between kilometres and miles for distance values.
- **Weight Unit** – Choose the unit for weight values in the shipping section.

Social Media Links

Connect your social media profiles to your event page. The following platforms are supported:

- Instagram, Facebook, WhatsApp, YouTube
- Xing, LinkedIn, Twitter/X
- One freely configurable additional link

The links are displayed as icons on your public event page and in the app.

Logo & Sponsors

In the **Logo** section you upload your organisation's logo. It appears on your website, in the app and on documents such as invoices and certificates. You can upload multiple logos and select the active one by clicking it.

In the **Sponsors** section you upload your sponsors' logos. These are prominently displayed on your event page. You can add as many sponsor logos as you like.

Website & App

Under **App** you configure your public website and app integration. You can open the website directly in the browser, launch the website designer or use integration options such as embedding on external pages.

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Legal information about the provider of this documentation pursuant to § 5 DDG (German Digital Services Act).

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