

## Plus 1% Step-By-Step Guide: Portal

CATEGORY	TOPIC	STEPS	GUIDES
<u>INFO</u>		<p>The Plus 1% Portal is a separate interface that has been specifically designed for the:</p> <ul style="list-style-type: none"> <li>• Capture of data (forms)</li> <li>• Sharing of information with athletes, officials and others (information share)</li> <li>• Signing of on-line agreements (agreements)</li> <li>• My Team (access for National Sport Federations to their team's data)</li> </ul> <p>It is a front-facing system for use by athletes and officials.</p> <p>Administrators can set up, configure and use the portal for sharing and collecting data directly from your athletes and team members.</p> <p>The Portal enables administrators to design specific data forms for each Games, which means you can tailor your data collection needs from one Games to another. The data is submitted directly into your database by athletes and officials when they click save on their data form.</p> <p>The Plus 1% Portal is a dedicated, front-facing platform designed to support:</p> <ul style="list-style-type: none"> <li>• Data capture through customized online forms</li> <li>• Information sharing with athletes, officials and team members</li> <li>• Electronics signing of agreement and acknowledgements</li> <li>• Team management via the <i>My Team</i> function for National Sport Federations</li> </ul> <p>Administrators can configure and manage the Portal to directly collect and share information with athletes and officials. The Portal allows you to create tailored data forms for each Games cycle, ensuring your data collection requirements can be adapted over time.</p> <p>When athletes and officials complete and save their forms, the information is submitted directly into your organisations database.</p>	
<u>PORTAL</u>	Access to the Portal Website	<p>The simplest way to confirm your country's Portal URL is to send yourself login access via <b>Notification and Providing Login</b> section of this guide.</p> <p>However, as a general rule, your Portal web address will follow the format below.</p>	

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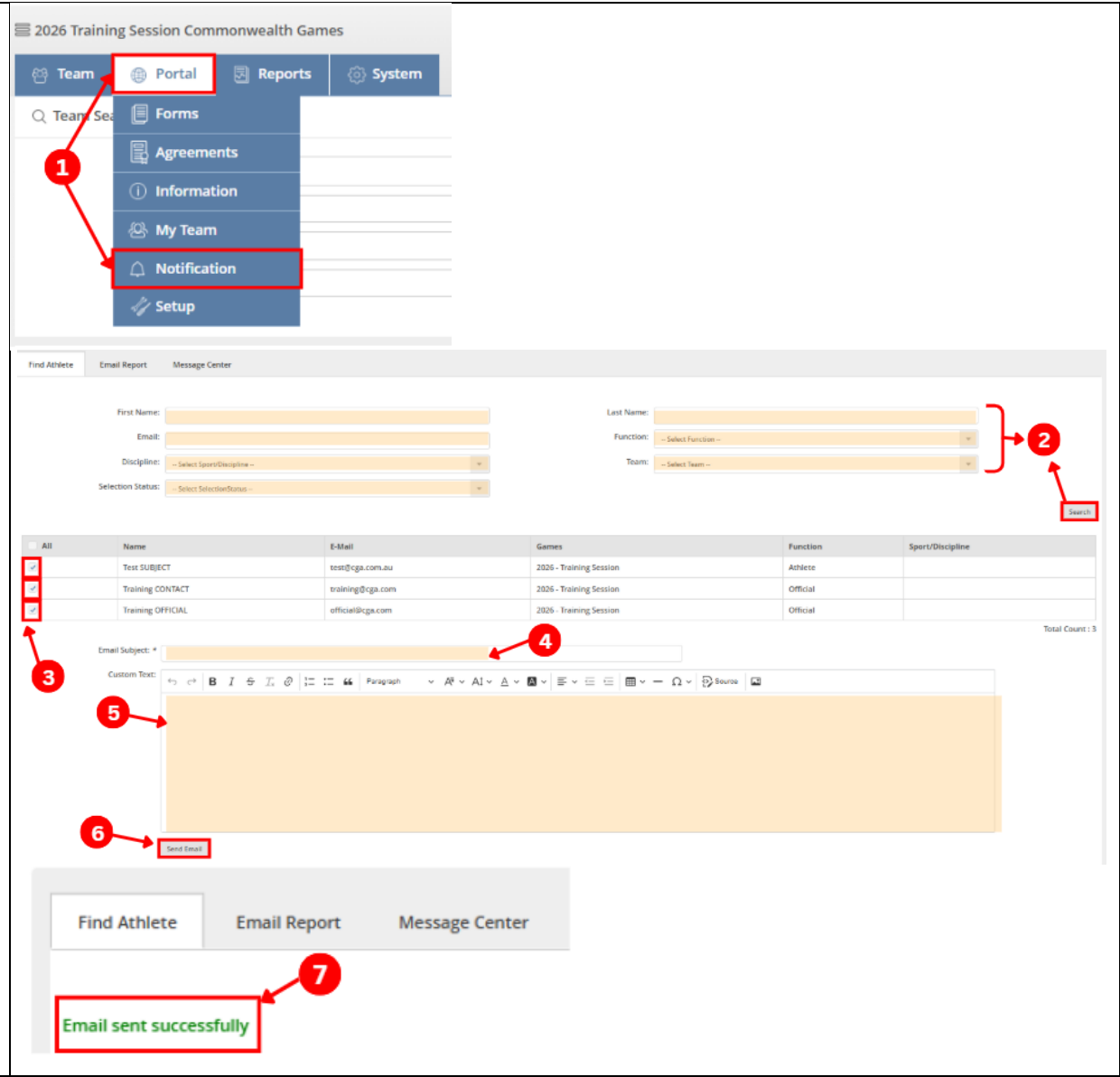
CATEGORY	TOPIC	STEPS	GUIDES
		<p>Replace XXX with your organisation's three-letter country code as designated by the IOC and CGF.</p> <ul style="list-style-type: none"> <li>• NOCs: nocXXXweb.plus1percent.com</li> <li>• CGAs: cgaXXXweb.plus1percent.com</li> <li>• NPCs: npcXXXweb.plus1percent.com</li> <li>• UNIs: uniXXXweb.plus1percent.com</li> <li>• CGF: cgfweb.plus1percent.com</li> </ul> <p><u>Important Note – Games-Specific Setup</u></p> <p>When adding, editing, or deleting forms – or adjusting any settings within the Portal menu – ensure you are working within the correct Games edition.</p> <p>All Portal configuration is Games-specific, meaning any changes you make will apply only to the Games you currently have selected.</p>	
<u>PORTAL ACCESS</u>	Giving Portal Access	<p>Portal access allows team members to enter and manage their own personal information to feed directly into their Plus 1% profile.</p> <ul style="list-style-type: none"> <li>• Individual users can only see their own information when logged in.</li> <li>• Sport Managers or National Sport Federation administrators who require access to manage athlete details can via the <b>My Team</b> functionality.</li> <li>• Each team member must have a unique email address in order to access the Portal.</li> <li>• A person must already be added to the Games Team to receive Portal access (see <i>Add Team Member</i> guide).</li> </ul>	

## PORTAL ACCESS

### Sending Portal Access Emails

1. Navigate to Portal and click on Notification.
2. Use the search filters to locate the team members you wish to grant Portal access to.
  - You can search by name, sport, selection status, function, or team.
  - Note: Individuals will only appear here if they are already listed as part of the Games Team.*
3. Select the team members to receive access by ticking the box next to their name, or Select All.
  - Important: There is a maximum send limit of 100 emails at one time. If you list is larger, send it in batches.
4. Enter the Subject line for the email.
5. Add any custom message text, which appears above the standard email content.
6. Click Send Email.
7. The system will confirm the emails have been sent.

The screenshot displays the '2026 Training Session Commonwealth Games' interface. The top navigation bar includes 'Team', 'Portal', 'Reports', and 'System'. The 'Portal' menu is expanded, showing options like 'Forms', 'Agreements', 'Information', 'My Team', 'Notification', and 'Setup'. The 'Notification' option is highlighted. Below this, the 'Find Athlete' section is active, showing search filters for First Name, Last Name, Email, Function, Discipline, Team, and Selection Status. A table lists three athletes: 'Test SUBJECT' (Email: test@cga.com.au), 'Training CONTACT' (Email: training@cga.com), and 'Training OFFICIAL' (Email: official@cga.com). The 'Email Subject' field is populated with '2026 - Training Session'. The 'Custom Text' field is empty. The 'Send Email' button is visible. A confirmation message at the bottom states 'Email sent successfully'.



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CATEGORY	TOPIC	STEPS	GUIDES
		<p>The link to set up a password expires 24 hours after the access email is sent.</p> <ul style="list-style-type: none"><li>• Notify your Sports, Athletes, or other individuals so they are aware of this time limit.</li><li>• If the link expires before they set their password, simply resend the access email.</li><li>• <i>Note:</i> This 24-hour expiry is fixed and cannot be customised in the system.</li></ul>	
<u>PORTAL ACCESS</u>	Standard Email Content	<p>All notification emails will include the below.</p> <p><b>Hello [First Name] [Last Name],</b></p> <p>Below are details for Login.</p> <p><b>User Name:</b> FirstName.LastName (generally unless duplicates)</p> <p><b>Password:</b> Set Password Link</p> <p><b>Website URL:</b> <a href="https://cgaXXXweb.plus1percent.com">https://cgaXXXweb.plus1percent.com</a></p>	

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CATEGORY	TOPIC	STEPS	GUIDES																													
<u>PORTAL ACCESS</u>	Monitoring Emails Sent	<p>Next to the <b>Find Athlete</b> tab is the <b>Email Report</b>. This report displays a report of all emails that have been sent to provide Portal access.</p> <p>The Email Report groups emails by the date they were sent and includes the following information:</p> <ul style="list-style-type: none"><li>• <b>Name</b>: the name of the contact the access email was sent to, and is linked to their Portal account.</li><li>• <b>Status</b>: shows the date and time the email was sent. It may also indicate if the email has bounced.</li><li>• <b>Sender</b>: displays the email that it will appear to be sent from (this can be configured <i>System Preferences – Admin Email – see System Setup Guide</i>)</li><li>• <b>Email</b>: the email address the message was delivered to.</li><li>• <b>Subject</b>: the subject line of the email sent.</li><li>• <b>Opens &amp; Clicks</b>: shows how many times the email has been opened and how many times links have been clicked</li></ul> <p><i>Note: This data is not always accurate, as some email providers block tracking information or prevent the system from reflecting complete engagement activity.</i></p>	<div><div>Find Athlete</div><div>Email Report</div><div>Message Center</div></div> <table><tr><th>Name</th><th>Status</th><th>Sender</th><th>Email</th></tr><tr><td colspan="4">20/11/2025</td></tr><tr><td>Test Subject</td><td>sent 20/11/2025 12:38:27 pm</td><td>accreditation@commonwealthgames.com.au</td><td>test@cga.com.au</td></tr><tr><td colspan="4">18/11/2025</td></tr><tr><td>Test Subject</td><td>sent 20/11/2025 12:38:27 pm</td><td>accreditation@commonwealthgames.com.au</td><td>test@cga.com.au</td></tr></table> <div><div>Subject</div><div>Opens</div><div>Clicks</div></div> <table><tr><td>*LINK EXPIRES IN 24HRS* Australian Commonwealth Games Team Portal – Login Instructions</td><td>0</td><td>0</td></tr><tr><td colspan="3"></td></tr><tr><td>*LINK EXPIRES IN 24HRS* Australian Commonwealth Games Team Portal – Login Instructions</td><td>1</td><td>2</td></tr></table>	Name	Status	Sender	Email	20/11/2025				Test Subject	sent 20/11/2025 12:38:27 pm	accreditation@commonwealthgames.com.au	test@cga.com.au	18/11/2025				Test Subject	sent 20/11/2025 12:38:27 pm	accreditation@commonwealthgames.com.au	test@cga.com.au	*LINK EXPIRES IN 24HRS* Australian Commonwealth Games Team Portal – Login Instructions	0	0				*LINK EXPIRES IN 24HRS* Australian Commonwealth Games Team Portal – Login Instructions	1	2
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<p><u>PORTAL</u> <u>ACCESS</u></p>	<p>Message Centre</p>	<p>The Message Centre, located under the Notification section, allows you to send messages directly to an individual's Portal account. Messages are sent using the same process as notification emails:</p> <ol style="list-style-type: none"><li>1. Use the search filters to find the individual.</li><li>2. Select checkbox next to individuals you want to send notification to</li><li>3. Enter a message title and message content.</li><li>4. Click Send.</li></ol> <p><i>Note: The Message Centre is not frequently used, as individuals do not receive an alert when a message is sent. They will only see it if they log into the Portal, click on their name, and then select Notifications.</i></p>	<div><div><div>Find AthleteEmail ReportMessage Center</div><div><div>First Name:<input type="text"/></div><div>Last Name:<input type="text"/></div><div>Email:<input type="text"/></div><div>Function:<div>Select Function</div></div><div>Discipline:<div>Select Sport/Discipline</div></div><div>Team:<div>Select Team</div></div><div>Selection Status:<div>Select SelectionStatus</div></div></div><div><div>Search</div></div></div><div><div><div><div>All</div><div><input checked="" type="checkbox"/></div></div><div><div>Name</div><div>Test SUBJECT</div></div><div><div>E-Mail</div><div>test@cga.com.au</div></div><div><div>Games</div><div>2026 - Training Session</div></div><div><div>Function</div><div>Athlete</div></div><div><div>Sport/Discipline</div><div></div></div></div><div><div><input type="checkbox"/></div><div>Training CONTACT</div><div>training@cga.com</div><div>2026 - Training Session</div><div>Official</div><div></div></div><div><div><input type="checkbox"/></div><div>Training OFFICIAL</div><div>official@cga.com</div><div>2026 - Training Session</div><div>Official</div><div></div></div></div><div>Total Count : 3</div></div> <div><div>Message Title :<input type="text"/></div><div>Message Description :<div></div></div><div><div>Send</div><div>Clear</div></div></div>
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Renee

My Games

Notification

Logout

Change Password

Notifications

Title	Published On	View
test 5736385	19/11/2025	<div><input type="checkbox"/></div> <div></div>
Test 123	11/11/2025	<div><input type="checkbox"/></div> <div></div>

Notification

Title :

test 5736385

Description :

test test test

Published On :

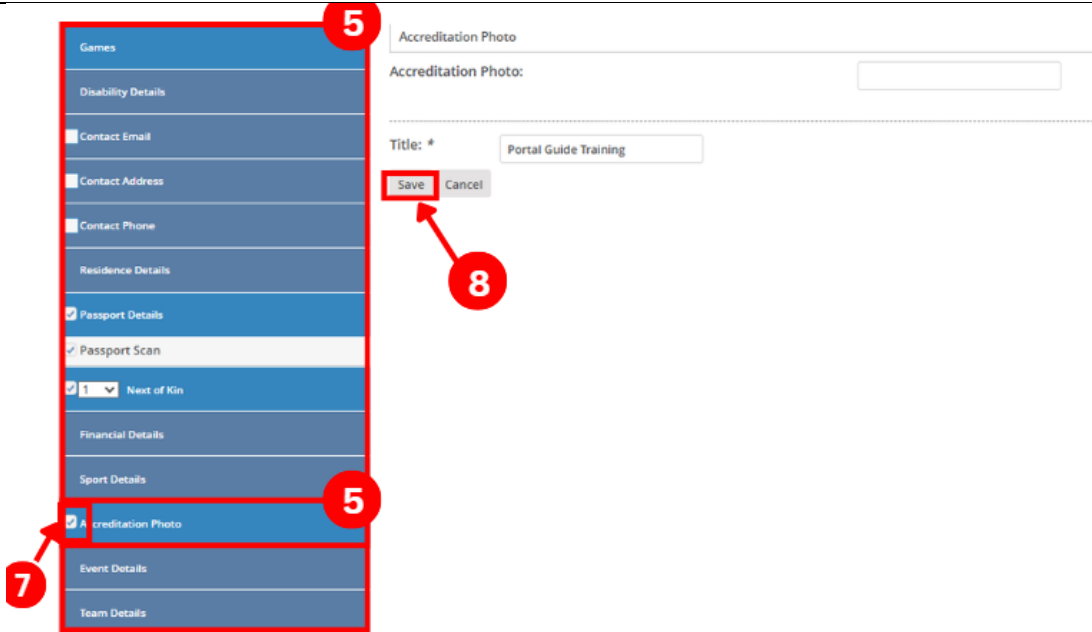
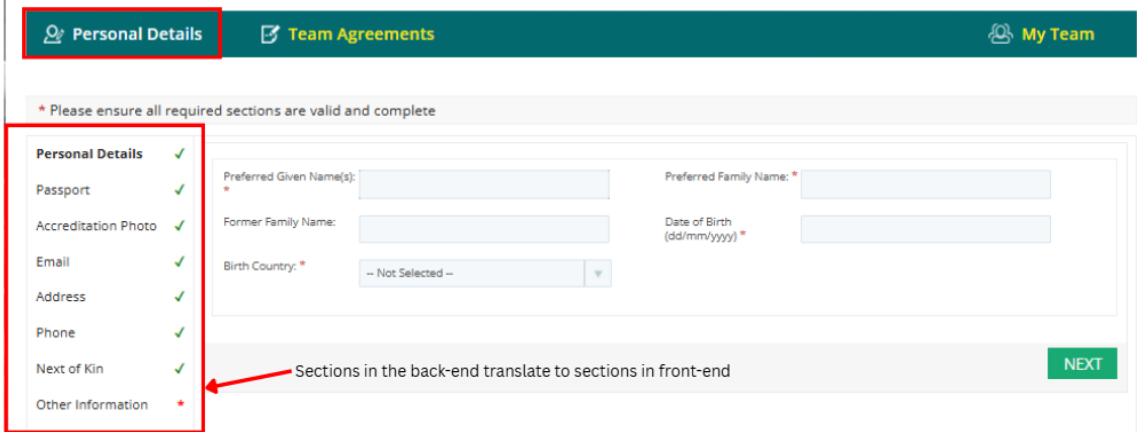
19/11/2025

Close

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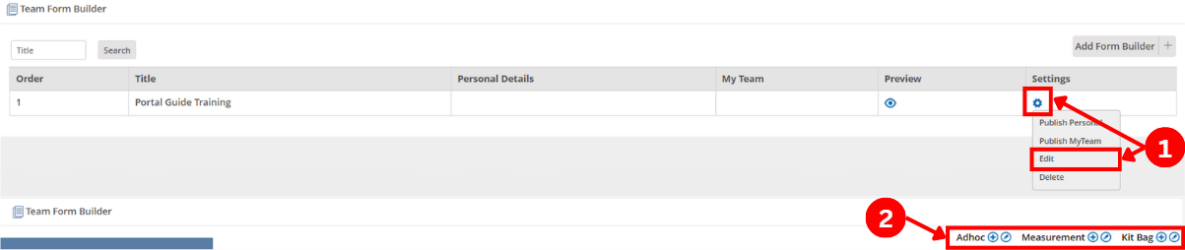
<p>FORMS</p>	<p>Creating a Form</p>	<p>Forms are Games-specific and define which data fields you collect from team members through the Portal website.</p> <ol style="list-style-type: none"><li>1. Navigate to Portal and then Forms</li><li>2. Click Add Form Builder +</li><li>3. Enter a Title for your form</li><li>4. The blue tiles on the left each represent a standard section – click a blue tile to add that section to your form.</li><li>5. Section Types:<ul style="list-style-type: none"><li>• If the section is customisable (e.g. Personal Details), click the individual questions you want to include.</li><li>• If the section is pre-formatted (e.g. Passport, Email, Next of Kin), the full set of questions will automatically populate when selected.</li></ul></li><li>6. Click directly on the question to add it to the form</li><li>7. To make a question <b>mandatory</b>, tick the checkbox next to the field name in the left-hand panel after adding the field to the form.</li></ol>	<p>The screenshot displays the '2026 Training Session Commonwealth Games' Portal. The top navigation bar includes 'Team', 'Portal', 'Reports', and 'System'. The 'Portal' menu is open, showing options like 'Forms', 'Agreements', 'Information', 'My Team', 'Notification', and 'Setup'. Below this is the 'Team Form Builder' interface. On the left, a list of sections is shown, including 'Personal Details', 'Passport Details', and 'Next of Kin'. The 'Personal Details' section is selected, and its fields are listed on the right. Red numbered callouts indicate the following steps: 1. Click on 'Portal' in the top navigation bar. 2. Click on 'Add Form Builder +' in the top right of the form builder. 3. Click on the 'Note' field in the form builder. 4. Click on the 'Personal Details' section in the left-hand panel. 5. Click on the 'First Name' field in the 'Personal Details' section. 6. Click on the 'Last Name' field in the 'Personal Details' section. 7. Click on the 'Mandatory' checkbox next to the 'First Name' field.</p>
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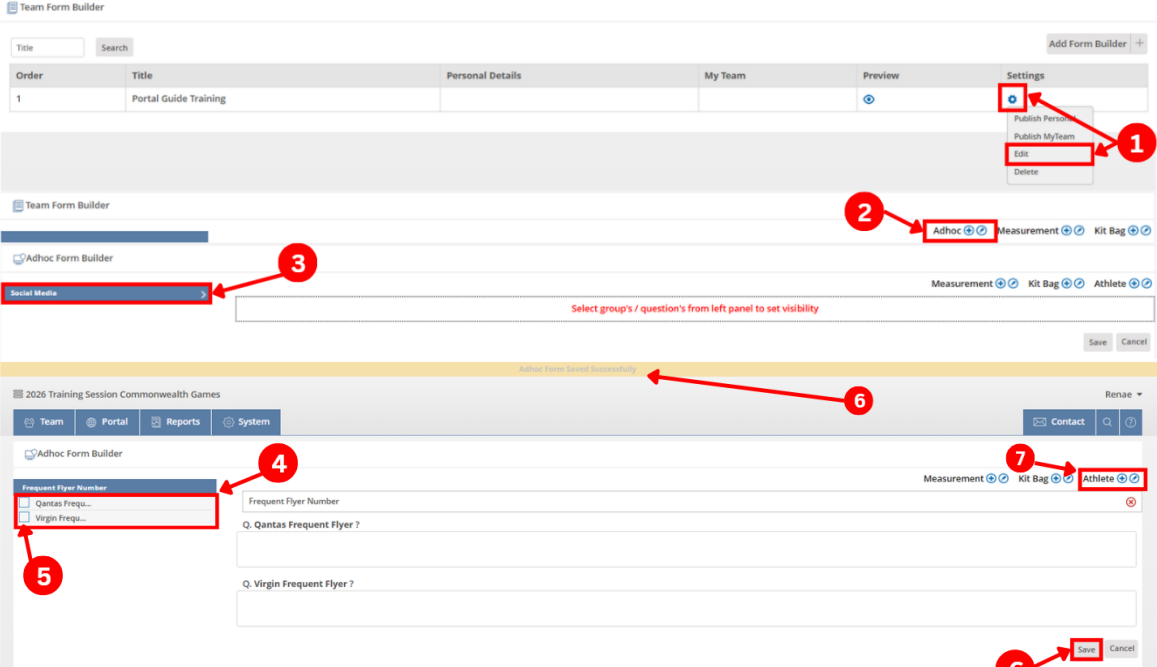
<p>FORMS</p>		<ul style="list-style-type: none"><li>If a mandatory field is not filled out in the form, the user will receive the message: <i>Please fill all fields with * mark</i></li></ul> <p>8. Scroll to the bottom of the screen and click Save at any time.</p> <p>9. After saving, you may continue customising the form</p> <ul style="list-style-type: none"><li>If you want to add custom questions, save the form first, then follow the steps in <b>Ad hoc Questions</b></li></ul>	<div data-bbox="1048 172 2136 807"></div> <p>Front-End Portal View:</p> <div data-bbox="1012 884 2145 1318"></div>
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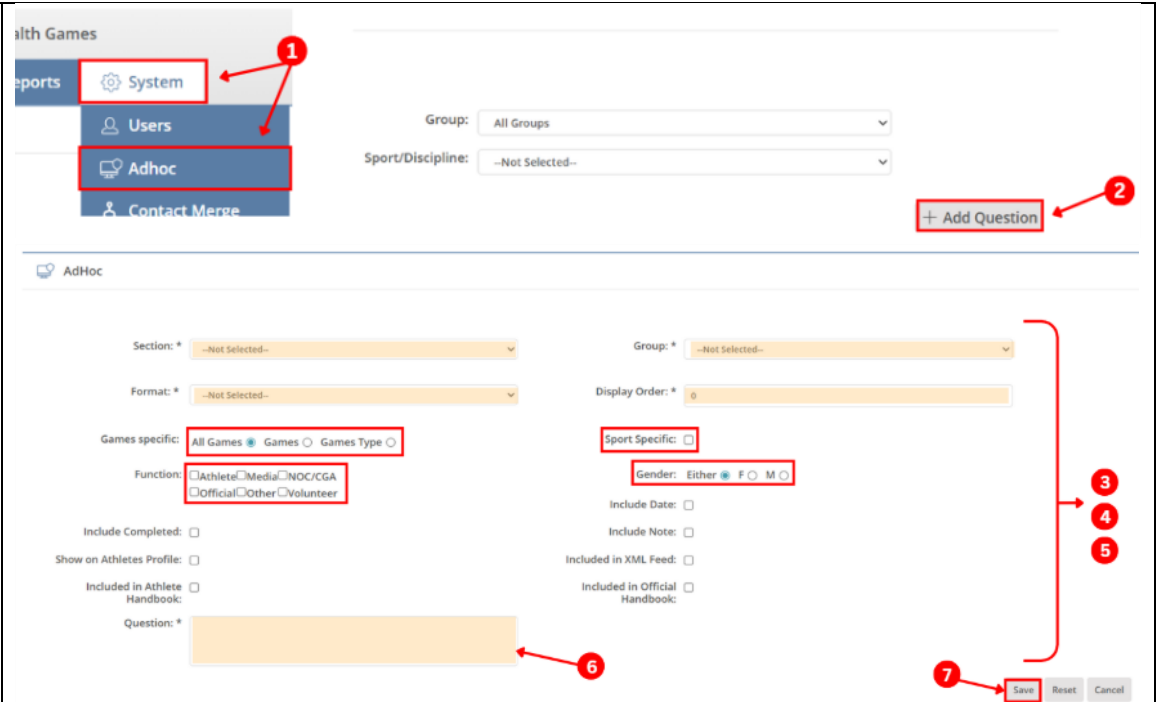
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CATEGORY	TOPIC	STEPS	GUIDES
<u>FORMS</u>	Re-ordering Fields	<p>All fields and section headers can be reordered by dragging and dropping.</p> <p><b>Headers:</b> Click directly on the header title and drag up or down</p> <p><b>Fields:</b> Click directly on the field name in the form and drag it where you want it. Fields can only be moved within their header.</p> <p><b>Delete:</b> Click on the field or header name and then click the red X that appears.</p>	
	Ad hoc, Measurement or Kitbag Questions	<div><div><div>1. Open the form using the Settings icon and then Edit from the drop-down menu</div><div>2. In the top-right corner, select one of the following</div></div><div><div>Ad hoc: Add custom questions you have created (see Creating Ad hoc Questions)</div><div>Measurement: Add measurement fields used for uniform sizing</div><div>Kitbag: not currently utilised/functional</div></div><div><div>The same principles of adding questions, mandatory questions and drag and drop reordering apply throughout these sections.</div></div></div>	 <p>The screenshot shows the 'Team Form Builder' interface. At the top, there's a search bar and a table with columns: Order, Title, Personal Details, My Team, Preview, and Settings. The 'Settings' column has a dropdown menu with options: Publish Personal, Publish MyTeam, Edit, and Delete. A red box labeled '1' highlights the 'Edit' option. At the bottom, there's a navigation bar with three tabs: 'Adhoc', 'Measurement', and 'Kit Bag'. A red box labeled '2' highlights these tabs.</p>

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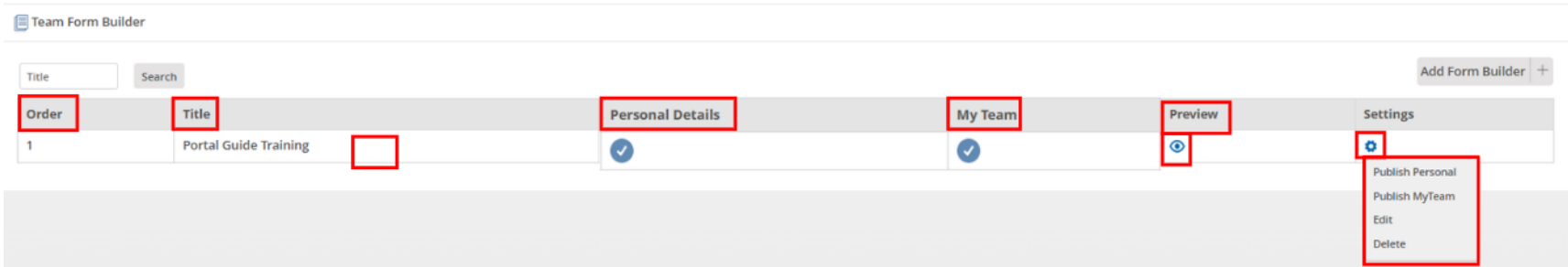
CATEGORY	TOPIC	STEPS	GUIDES
FORMS	Adding Adhoc Questions to Form	<div>1. Open your form via Settings then Edit</div> <div>2. In the top-right corner, click Ad hoc to enter the Ad hoc Form Builder</div> <div>3. Hover over the blue tab on the left to view your Adhoc Groups and click the arrow to scroll through the available Groups. Click directly on the Group name to add that Group to your form.</div> <div>4. Once the group appears in your form area, click each individual question you want to add</div> <div>5. To make a question mandatory, tick the checkbox beside the question in the panel on the left after the question is added to the form</div> <div>6. Scroll to the bottom of the page and click Save<ul style="list-style-type: none"><li>A pop-up banner will confirm your changes have been saved</li></ul></div> <div>7. Click Athlete in the top-right corner to return to the main Form Builder and continue editing other sections.</div>	

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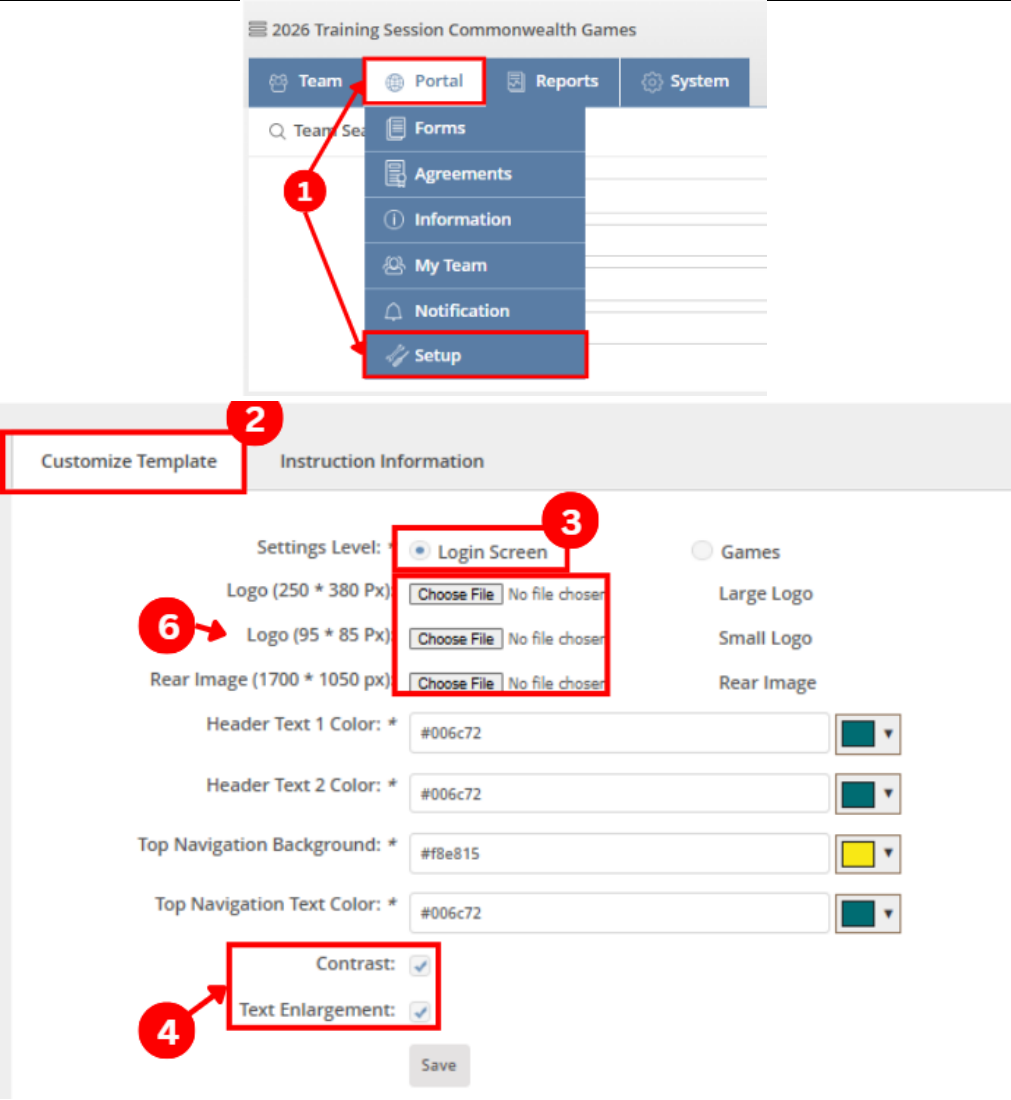
<p><u>AD-HOC</u></p>	<p>Create Ad hoc Questions <i>*this can only be done by those with system administrator access*</i></p>	<p>Ad-hoc Questions allow CGAs to capture additional information beyond the core system data. These may include sport-specific questions, biographical details, health information, or any CGA-specific data requirements.</p> <ol style="list-style-type: none"><li>1. Navigate to Ad-Hoc Section: Click on the <b>System</b> menu, then click <b>Ad-Hoc</b>.</li><li>2. Create a New Question<ul style="list-style-type: none"><li>• Click <b>+ Add Question</b></li><li>• Existing questions can be viewed by using the search and drop-down filters.</li></ul></li><li>3. Configure your Question<ul style="list-style-type: none"><li>• <b>Section:</b> This reflects the tabs in the Team Member Dialog Box</li><li>• <b>Group:</b> This reflects the accordion this question will be grouped under in the dialog box (<i>set up in Code Table</i>)</li><li>• <b>Format:</b> Select the question type.</li><li>• <b>Display Order:</b> Determines the order the question appears within the Group.</li><li>• <b>Games:</b> Choose one, multiple, or all Games the question will apply to.</li></ul></li></ol> <p>Note: Fields marked with an asterisk (*) are mandatory. Your question will not save unless these fields are complete.</p>	 <p>The screenshot shows the 'AdHoc' configuration page. Callout 1 points to the 'System' menu in the top navigation bar. Callout 2 points to the '+ Add Question' button. Callout 3 points to the 'Section' dropdown. Callout 4 points to the 'Group' dropdown. Callout 5 points to the 'Format' dropdown. Callout 6 points to the 'Games specific' section, which includes 'All Games', 'Games', and 'Games Type' radio buttons, and a 'Function' section with checkboxes for 'Athlete', 'Media', 'NOC/CGA', 'Official', 'Other', and 'Volunteer'. Callout 7 points to the 'Save' button at the bottom right.</p> <p>5. (Optional) Set Backend Details These settings control how the Ad-Hoc Question is displayed and used across different areas of the system and external integrations.</p> <ul style="list-style-type: none"><li>• Include Completed: Displays a Yes/No indicating whether the question has been completed by the user. Useful for tracking response status.</li><li>• Include Date: Shows the date the question was completed. Helpful for verifying time-sensitive responses.</li><li>• Include Note: Adds a free-text note field to the question, allowing users to provide additional context or information.</li><li>• Show on Athletes Profile: relates to XML feed to websites</li><li>• Included in XML Feed: Makes the question and response accessible via XML feed to integrate with your website.</li></ul>
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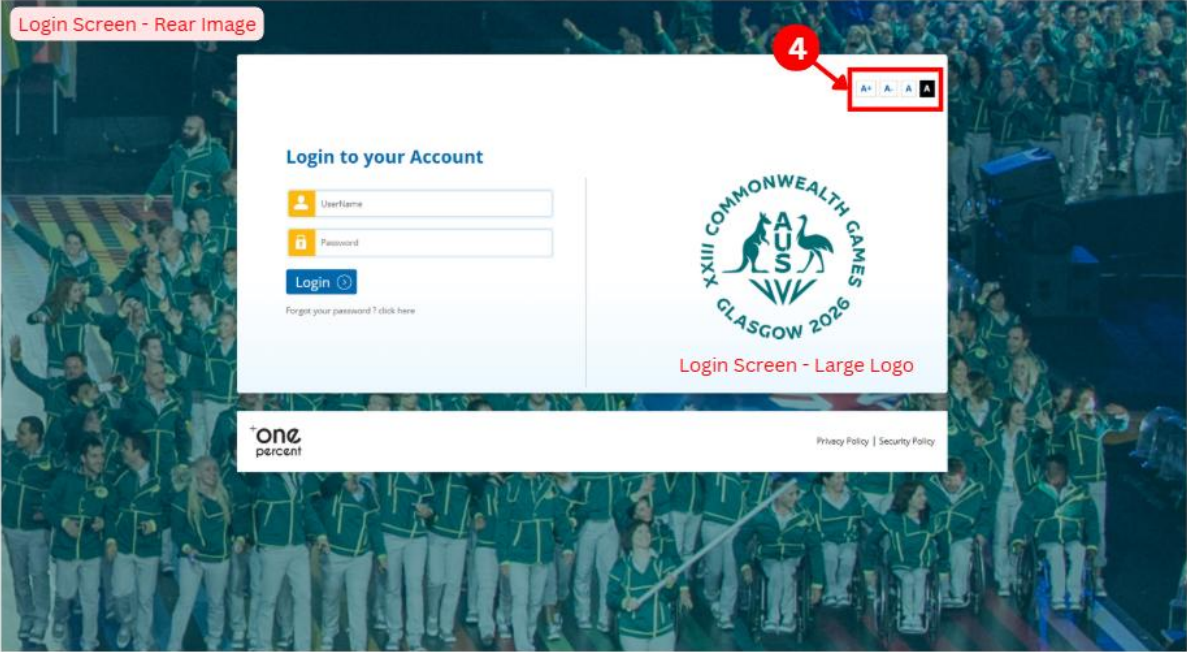
<p>AD-HOC</p>	<div data-bbox="481 177 1039 1141"><p>4. Select who will answer the question based on:</p><ul style="list-style-type: none"><li>• <b>Gender:</b> Answered by one gender only or both.</li><li>• <b>Sport Specific:</b> Select box and select sport from drop-down. Leave blank if applying to all Sports/No Sport</li><li>• <b>Function:</b> Team Member profile type – e.g. Athlete/Official/CGA</li></ul><p>6. Enter your actual question.</p><p>7. Click Save to add the question to the system.</p><p>If using an Option List or Multi-Select Format.</p><ol style="list-style-type: none"><li>After clicking <b>Save</b>, an additional section will appear to add your response options.</li><li>Click <b>+ Add Option</b> to begin entering choices.</li><li>Enter the Option and Display Order and click <b>Save</b> for each option.</li><li>Click <b>Save</b> again once all options are entered.</li></ol></div>	<div data-bbox="1137 177 2107 248"><ul style="list-style-type: none"><li>Included in Athlete/Official Handbook: Another XML feed that is useful if creating an athlete/official handbook you wish the question to appear in.</li></ul></div> <div data-bbox="1077 284 2184 839"><p>The screenshot shows the 'Option Edit' page in the Plus 1% portal. At the top right, a red circle with 'ii' points to the '+ Add Option' button. Below this is a table with three columns: 'Option', 'Display Order', and 'Delete'. The table contains three rows: 'Yes', 'No', and 'N/A'. To the left of the 'Yes' and 'No' rows is a bracket labeled 'Examples'. Below the table is a 'Back' button. Below the table is a browser window showing the URL 'https://cgaaus.plus1percent.com/AHQuestion/OptionEdit.aspx?OptionID=0&amp;id=0&amp;QuestionID=723'. Below the browser window is a form with two fields: 'Option: *' and 'Display Order: *'. A red circle with 'iii' points to the 'Save' button at the bottom right of the form, which is also highlighted with a red box. Other buttons 'Reset' and 'Cancel' are also visible.</p></div>
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<div>FORMS</div>	<div>Edit, Delete, Publish Forms</div>	<div><p><b>Order:</b> Automatically assigned based on the order forms are created.</p><p><b>Title:</b> The name of the form, set when the form is designed</p><p><b>Personal Details:</b> Displays a tick if the form is currently published and visible on the Personal Details page in the Portal</p><ul style="list-style-type: none"><li><i>Note: Only 1 form can be published at a time</i></li></ul><p><b>My Team:</b> Displays a tick if the form is published to the My Team page for administrators to view members of their team’s form.</p><ul style="list-style-type: none"><li><i>Note: Only 1 form can be published here at a time</i></li></ul><p><b>Preview:</b> Opens a read-only view of the fields included in the form.</p><p><b>Settings:</b> Opens the following form management actions.</p><ul style="list-style-type: none"><li><b>Publish/Unpublish Personal Details:</b> Makes the form visible (or removes visibility) from the Personal Details page for team members.<ul style="list-style-type: none"><li><i>Note: Publishing a form it will automatically unpublish any existing form as you can only have 1 form published at a time.</i></li></ul></li><li><b>Publish/Unpublish My Team:</b> Makes the form visible (or removes visibility) from the My Team page for those with My Team access.<ul style="list-style-type: none"><li><i>Note: Publishing a form it will automatically unpublish any existing form as you can only have 1 form published at a time.</i></li></ul></li><li><b>Edit:</b> Allows you to modify the fields currently included in the form.</li><li><b>Delete:</b> Permanently deletes the form from your list.</li></ul><p>Once a form is created and <b>published</b>, team members can complete it by selecting <b>Personal Details</b> in the top menu of the <b>Portal Website</b>.</p><p><b>Important:</b> Only one (1) form can be published and visible to the Portal at any one time for a given Games.</p></div> <div data-bbox="483 1018 2190 1311"><p>The screenshot shows the 'Team Form Builder' interface. At the top, there's a search bar and an 'Add Form Builder +' button. Below is a table with the following columns: Order, Title, Personal Details, My Team, Preview, and Settings. The first row shows a form with Order '1', Title 'Portal Guide Training', and checkboxes for Personal Details and My Team, both of which are checked. There is a red box around the empty cell in the Title column. The Preview column has an eye icon, and the Settings column has a gear icon. A dropdown menu is open for the Settings column, showing options: Publish Personal, Publish MyTeam, Edit, and Delete. All these elements (the table headers, the first row, the eye icon, the gear icon, and the dropdown menu) are highlighted with red boxes.</p></div>
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CATEGORY	TOPIC	STEPS	GUIDES
<u>PORTAL</u> <u>SETUP</u>	Customise Branding	<p>The Front-End Portal can be customised to match your organisation’s branding, colours and logos.</p> <ol style="list-style-type: none"><li>1. Navigate to Portal and then Setup</li><li>2. Click on the Customise Template tab</li><li>3. Click <b>Login Screen</b> to customise the colours, logos and background image that team members see before they logging in.<ul style="list-style-type: none"><li>• These settings apply to entire front-end Portal for your CGA and are not Games-specific</li></ul></li><li>4. <b>Accessibility Options</b><ul style="list-style-type: none"><li>• Tick the Contrast option to enable a high-contrast toggle in the front-end Portal.</li><li>• Tick Text Enlargement to allow users to increase or decrease the text size.</li></ul></li><li>5. Click <b>Games</b> to customise the colours, logos and background images for the</li></ol>	

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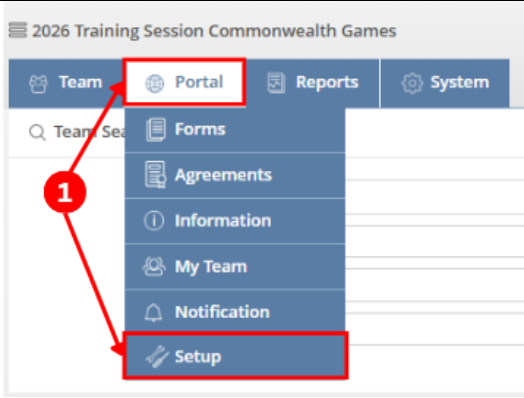
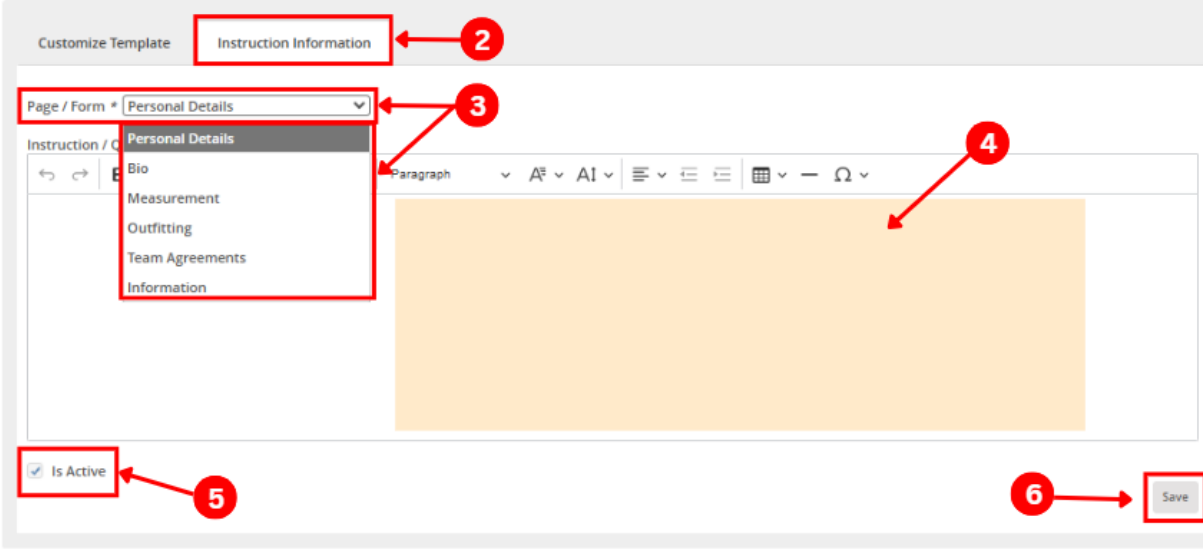
CATEGORY	TOPIC	STEPS	GUIDES
PORTAL SETUP		<p>specific Games you are working in.</p> <ul style="list-style-type: none"><li>• The Games selected in the top-left of the screen determines which Games you are editing.</li></ul> <p>6. Click Choose File to upload a logo or background image from your computer</p> <ul style="list-style-type: none"><li>• Ensure the file meets the required size limits</li></ul> <p>7. Enter the Pantone codes or select colours from the colour picker box</p> <p>Refer to image for guidance on which colour areas correspond to which elements.</p>	<p>Front-End Portal View:</p>  <p>Login Screen - Rear Image</p> <p>4</p> <p>Login to your Account</p> <p>Username</p> <p>Password</p> <p>Login</p> <p>Forgot your password? click here</p> <p>COMMONWEALTH GAMES GLASGOW 2026</p> <p>Login Screen - Large Logo</p> <p>one percent</p> <p>Privacy Policy   Security Policy</p>

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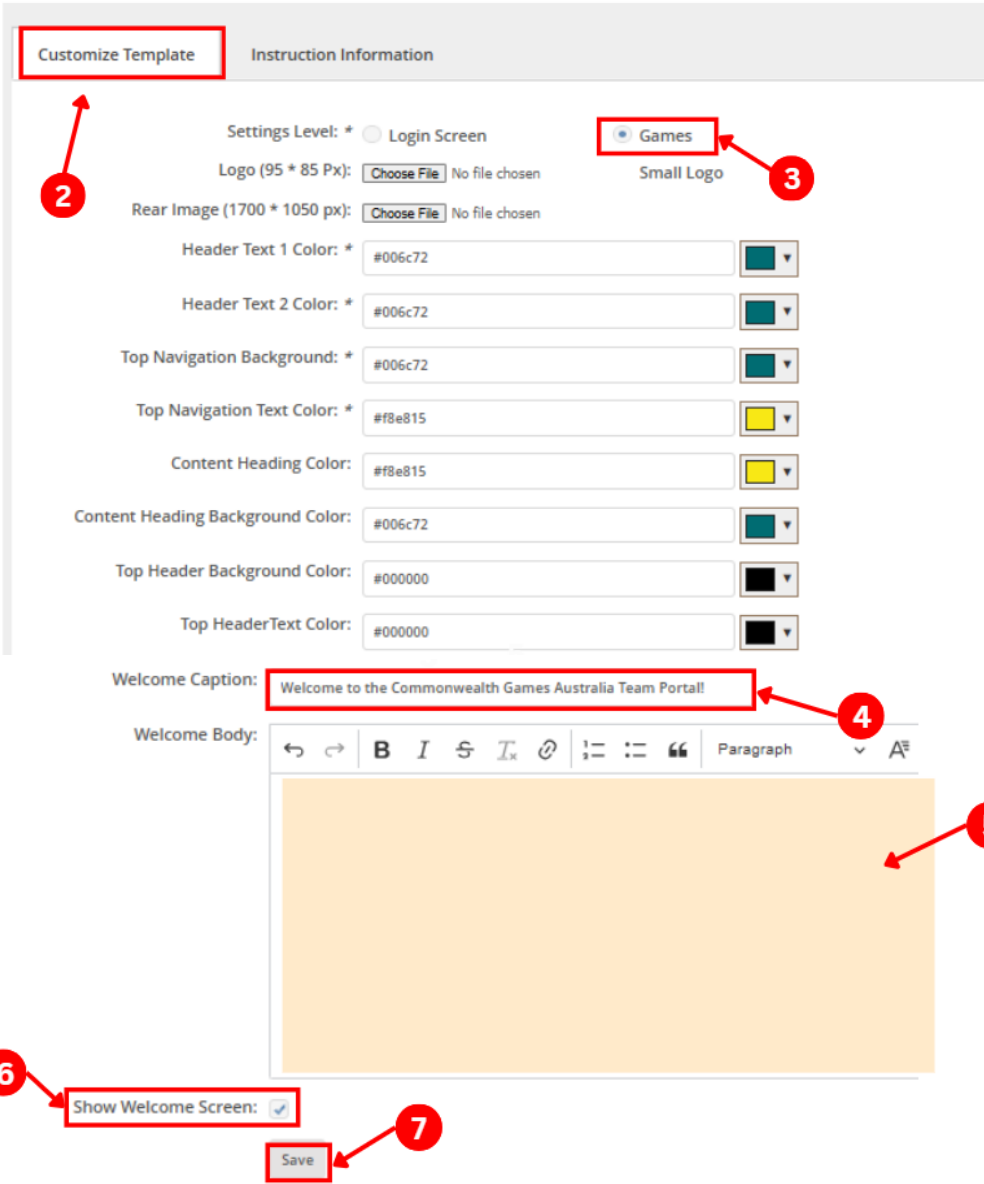
CATEGORY	TOPIC	STEPS	GUIDES
PORTAL SETUP		<div><div>Customize Template</div><div>Instruction Information</div><div>Settings Level: * <input type="radio"/> Login Screen <input checked="" type="radio"/> Games</div><div>Logo (95 * 85 Px): <input type="button" value="Choose File"/> No file chosen</div><div>Rear Image (1700 * 1050 px): <input type="button" value="Choose File"/> No file chosen</div><div>Header Text 1 Color: * #006c72</div><div>Header Text 2 Color: * #006c72</div><div>Top Navigation Background: * #006c72</div><div>Top Navigation Text Color: * #f8e815</div><div>Content Heading Color: * #f8e815</div><div>Content Heading Background Color: * #006c72</div><div>Top Header Background Color: * #000000</div><div>Top HeaderText Color: * #000000</div><div><input type="button" value="Save"/></div></div>	<div><div>Games Logo</div><div>Commonwealth Games 2026 Glasgow</div><div>Header Text 1 Colour</div><div>Header Text 2 Colour</div><div>Top Navigation Text Colour</div><div>Top Navigation Background</div><div>Content Heading Background Colour</div><div>Content Heading Colour</div><div>A+ A- A A</div></div>



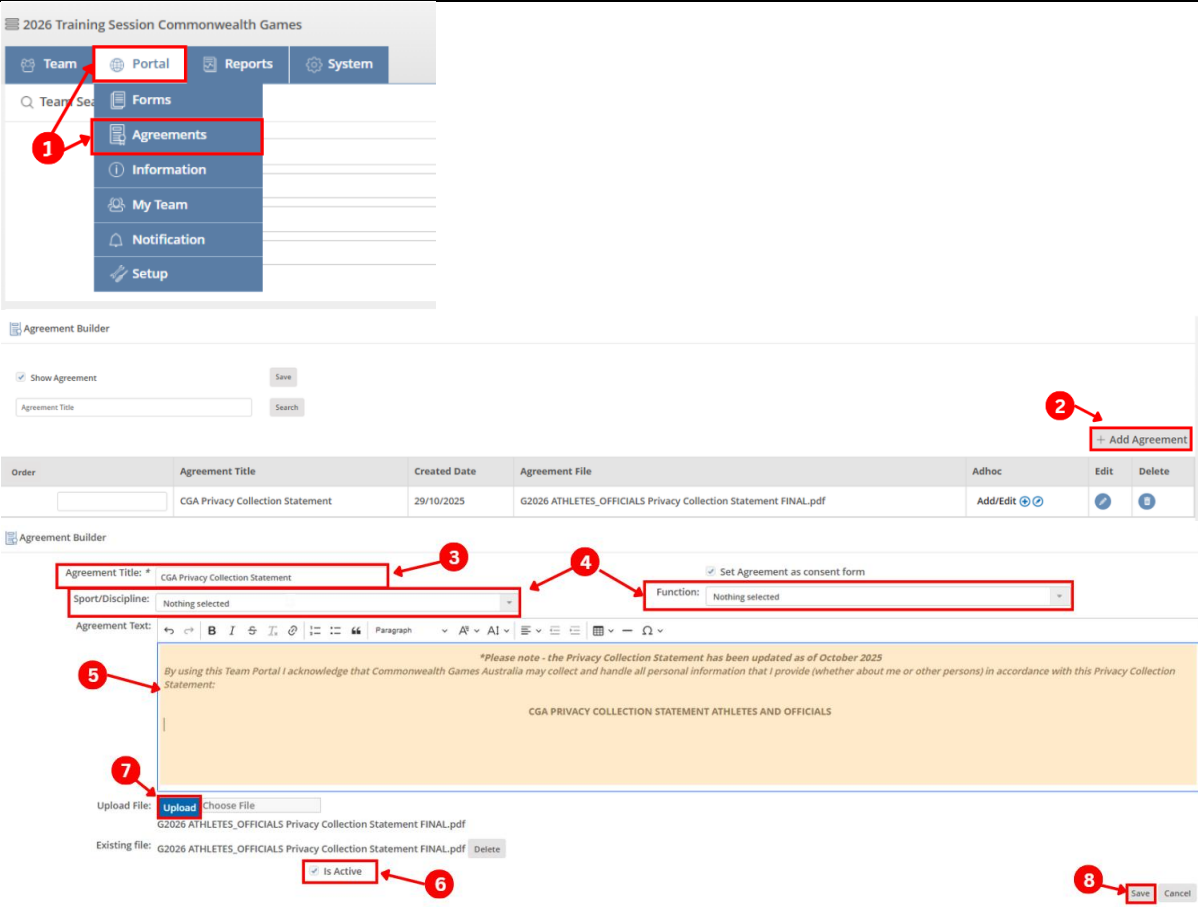
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CATEGORY	TOPIC	STEPS	GUIDES
PORTAL SETUP	Instructions	<p>Instructions allow you to display helpful guidance on various front-end pages, assisting team members as they complete their forms.</p> <ol style="list-style-type: none"><li>1. Navigate to Portal and then Setup</li><li>2. Click on the Instruction Information tab</li><li>3. Use the drop-down menu to select the front-end page or section where you want your instructions to display</li><li>4. Type your instructional text into the provided text box</li><li>5. Tick <b>Is Active</b> to publish the instructions to the front-end Portal.</li><li>6. Click <b>Save</b></li><li>7. To edit existing instructions, repeat the steps above, modify the text and click Save again.</li></ol>	 

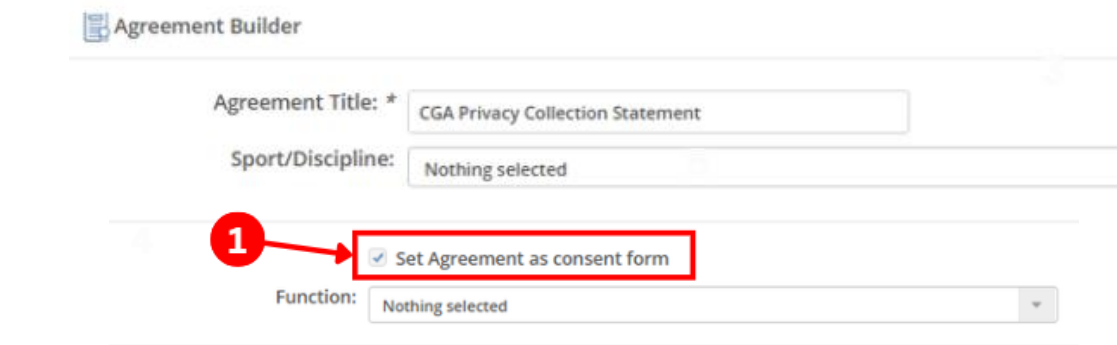
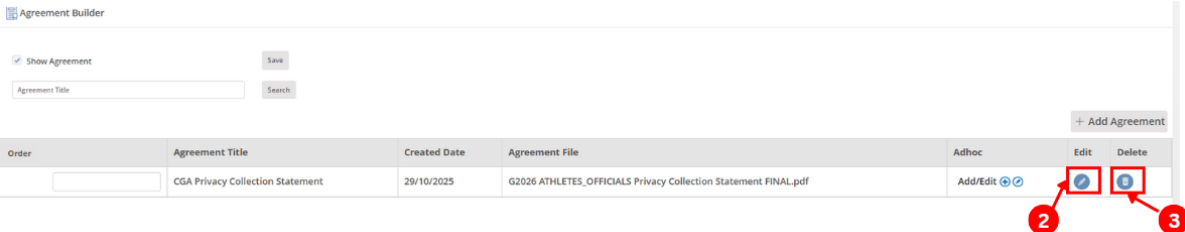
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<p><u>PORTAL</u> <u>SETUP</u></p>	<p>Welcome Page</p>	<p>A Welcome Page can be added if you would like to customise the text that team members see when they first log in.</p> <p>If no Welcome Page is enabled, team members will be taken directly to the <b>Personal Details</b> page.</p> <ol style="list-style-type: none"><li>1. Navigate to Portal and then Setup</li><li>2. Click on the Customise Template tab</li><li>3. Select Games as the Settings Level</li><li>4. Enter a Title in the Welcome Caption field</li><li>5. Enter your desired text in the Welcome Body. The formatting toolbar functions similarly to standard word-processing tools</li><li>6. Tick Show Welcome Screen to publish the Welcome Page on the front-end Portal</li><li>7. Click Save</li></ol> <p>To remove the Welcome Page, untick the Show Welcome Screen checkbox and click Save.</p> <p><i>Examples of a detailed Welcome Page can be found at the end of this guide.</i></p>	
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CATEGORY	TOPIC	STEPS	GUIDES
<u>AGREEMENTS</u>		<p>The Agreements allow you to add terms and conditions, privacy statements or other mandatory acknowledgements for team members in the Portal.</p> <p><b>Important:</b> Legal requirements for online agreements vary between countries. Please ensure your organisation seeks legal advice regarding the use and wording of any agreements published in the Portal.</p> <p>You can publish up to 4 agreements. Each agreement can include a downloadable PDF version and optional adhoc questions.</p>	
	Creating an Agreement	<ol style="list-style-type: none"><li>Navigate to Portal and then Agreements</li><li>Click Add Agreement</li><li>Enter an Agreement Title</li><li>Use the drop-down menus to select specific Sports or Functions the agreement should apply to, or leave as Nothing Selected to apply it to all individuals.</li><li>Enter the Agreement Text</li><li>Tick <b>Is Active</b> to publish the agreement to the front-end Portal</li><li>Click Upload to attach a PDF version of the agreement. In the pop-up window, select the PDF file from your computer and click Open. <i>Note: The uploaded file must be a PDF. It is recommended that the PDF is locked to prevent copying.</i></li><li>Click Save</li></ol>	 <p>The screenshot displays the '2026 Training Session Commonwealth Games' portal. The top navigation bar includes 'Team', 'Portal', 'Reports', and 'System'. A dropdown menu under 'Portal' is open, showing 'Forms', 'Agreements', 'Information', 'My Team', 'Notification', and 'Setup'. A red circle with the number '1' points to the 'Agreements' option. Below this, the 'Agreement Builder' section is visible. It includes a 'Show Agreement' checkbox, a 'Save' button, and a search bar. A table lists existing agreements, with a red circle '2' pointing to the 'Add Agreement' button. The 'Agreement Builder' form below the table has several fields: 'Agreement Title' (filled with 'CGA Privacy Collection Statement'), 'Sport/Discipline' (a dropdown menu with 'Nothing selected'), and 'Function' (a dropdown menu with 'Nothing selected'). A red circle '3' points to the 'Agreement Title' field, and a red circle '4' points to the 'Function' dropdown. The 'Agreement Text' field contains a paragraph of text, with a red circle '5' pointing to it. Below the text field, there is an 'Upload File' section with an 'Upload' button and a 'Choose File' button. A red circle '7' points to the 'Upload' button. Below this, there is a list of existing files, with a red circle '6' pointing to the 'Is Active' checkbox. Finally, a red circle '8' points to the 'Save' button at the bottom right of the form.</p>

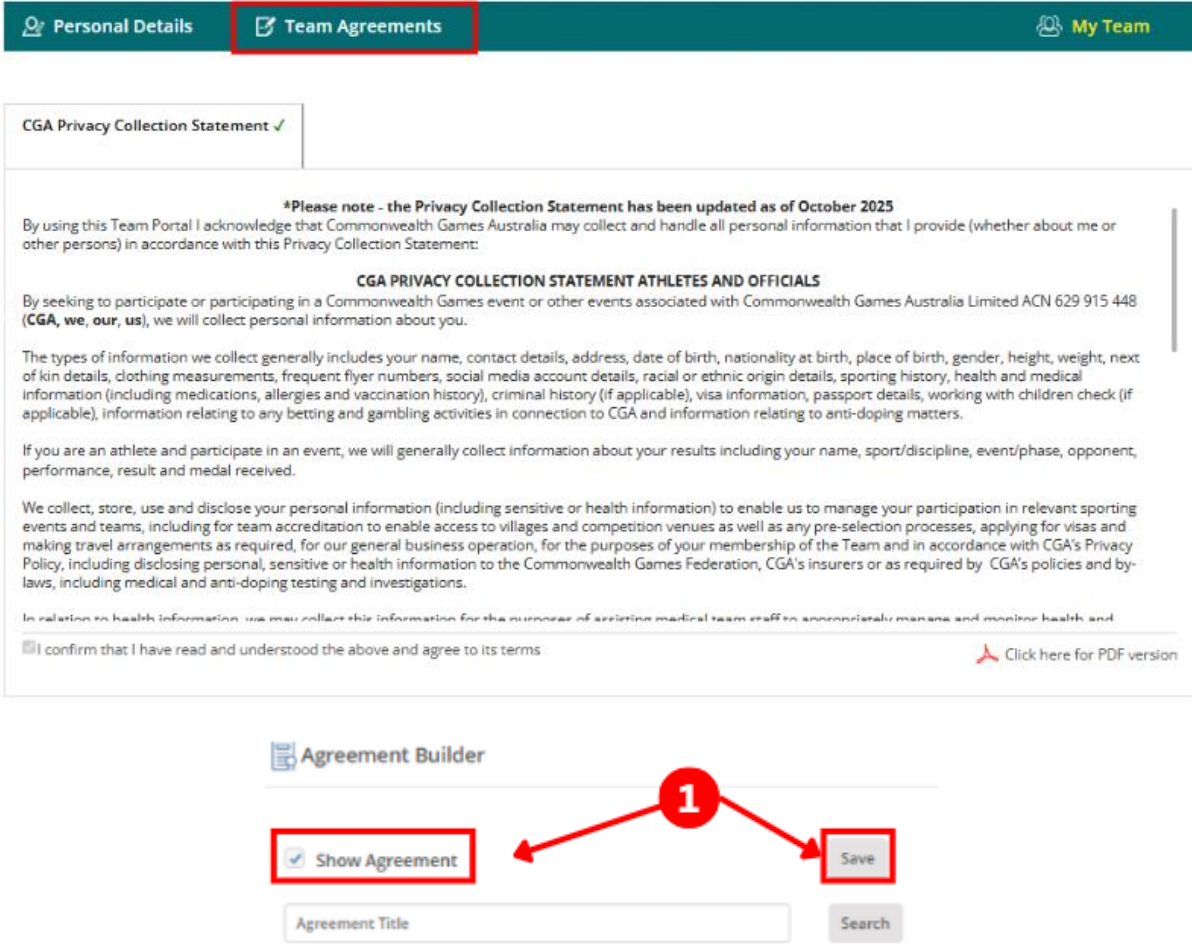
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CATEGORY	TOPIC	STEPS	GUIDES
<u>AGREEMENTS</u>	Using Agreement as Consent Form	<p>Agreements can function as consent forms for collecting personal information (e.g., privacy statements or terms and conditions).</p> <p>To set an agreement as a consent form:</p> <ol style="list-style-type: none"><li>1. Tick <b>Set Agreement as Consent Form</b> in the top-right corner of the Agreement Builder.</li></ol> <p>This ensures all required individuals (based on agreement settings) must read and accept the agreement upon first login. They will not be able to complete any actions in the Portal until the agreement is accepted.</p>	 <p>The screenshot shows the 'Agreement Builder' interface. It includes fields for 'Agreement Title' (CGA Privacy Collection Statement), 'Sport/Discipline' (Nothing selected), and 'Function' (Nothing selected). A red circle with the number '1' points to a checkbox labeled 'Set Agreement as consent form', which is checked and highlighted with a red box.</p>
	Editing Agreements	<ol style="list-style-type: none"><li>1. Navigate to <b>Portal &gt; Agreements</b>.</li><li>2. Click <b>Edit</b> to modify an existing agreement.</li><li>3. Click <b>Delete</b> to remove an agreement.</li></ol>	 <p>The screenshot shows the 'Agreement Builder' interface with a table of agreements. The table has columns: Order, Agreement Title, Created Date, Agreement File, Adhoc, Edit, and Delete. The first row shows an agreement titled 'CGA Privacy Collection Statement' created on 29/10/2025. The 'Edit' and 'Delete' buttons for this agreement are highlighted with red boxes and numbered '2' and '3' respectively.</p>

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CATEGORY	TOPIC	STEPS	GUIDES													
<u>AGREE</u> <u>MENTS</u>	Adding Adhoc Questions to Agreements	<div><div>1. Once the agreement is saved, navigate to <b>Portal &gt; Agreements</b>.</div><div>2. In the <b>Adhoc</b> column, click <b>Add/Edit</b> to add or update questions.</div><div>3. Follow the steps in <i>Add Adhoc Questions to Form</i> or create new questions via <i>Create Adhoc Questions</i>.</div></div> <div><div>Important Notes:</div><div><div>• Adhoc Questions appear at the <b>bottom</b> of the agreement.</div><div>• Adhoc Questions for Agreements must be set up as <b>Games Specific</b> questions.</div><div>• It is recommended to create an Adhoc Group titled <b>Agreement Conditions</b> to house all agreement-related questions.</div><div>• Filters (e.g., gender) <b>do not apply</b> to adhoc questions within agreements. If targeting a specific group, you must create a separate agreement and attach the adhoc questions to that agreement.</div></div></div> <div><div><div>Agreement Builder</div><div><div><div><div><div><input checked="" type="checkbox"/> Show Agreement</div><div>Save</div></div><div><div>Agreement Title</div><div>Search</div></div></div></div><div>+ Add Agreement</div><table><tr><th>Order</th><th>Agreement Title</th><th>Created Date</th><th>Agreement File</th><th>Adhoc</th><th>Edit</th><th>Delete</th></tr><tr><td></td><td><div></div>CGA Privacy Collection Statement</td><td>29/10/2025</td><td>G2026 ATHLETES_OFFICIALS Privacy Collection Statement FINAL.pdf</td><td><div>Add/Edit ⓘ ⓘ</div></td><td><div>ⓘ</div></td><td><div>ⓘ</div></td></tr></table><div>2</div></div></div></div>	Order	Agreement Title	Created Date	Agreement File	Adhoc	Edit	Delete		<div></div> CGA Privacy Collection Statement	29/10/2025	G2026 ATHLETES_OFFICIALS Privacy Collection Statement FINAL.pdf	<div>Add/Edit ⓘ ⓘ</div>	<div>ⓘ</div>	<div>ⓘ</div>
		Order	Agreement Title	Created Date	Agreement File	Adhoc	Edit	Delete								
	<div></div> CGA Privacy Collection Statement	29/10/2025	G2026 ATHLETES_OFFICIALS Privacy Collection Statement FINAL.pdf	<div>Add/Edit ⓘ ⓘ</div>	<div>ⓘ</div>	<div>ⓘ</div>										


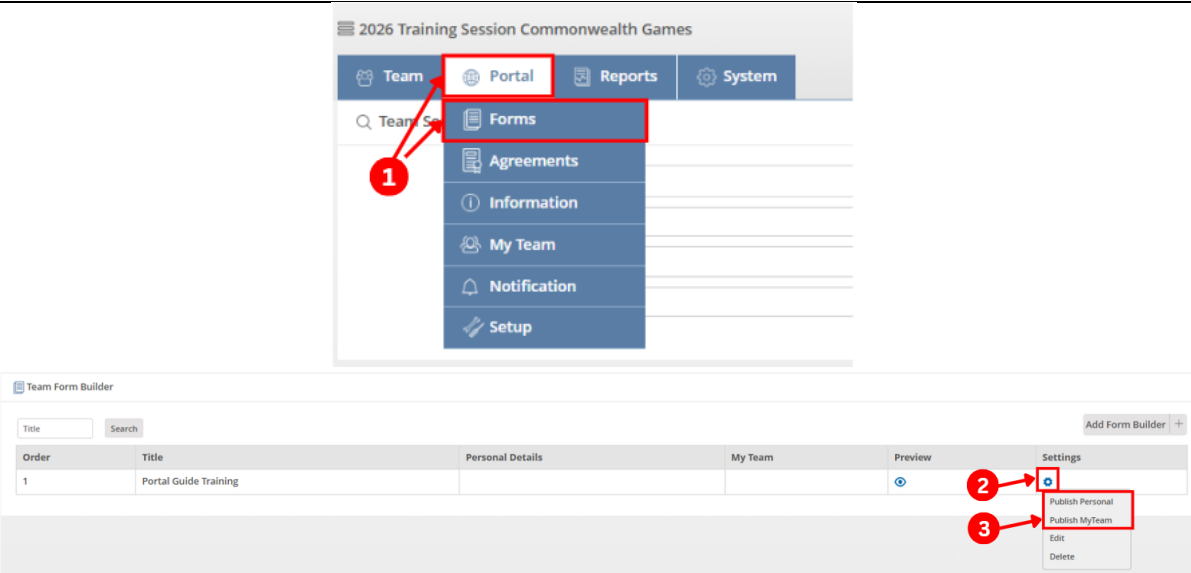
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CATEGORY	TOPIC	STEPS	GUIDES
AGREEMENTS	Viewing Agreements	<p>All active agreements can be viewed by clicking <b>Team Agreements</b> in the top banner of the front-end Portal.</p> <p>Remove Agreements from Portal</p> <p>To remove the <b>Team Agreements</b> heading from the Portal:</p> <ol style="list-style-type: none"><li>Untick <b>Show Agreement</b> and click <b>Save</b>.</li></ol>	<p>Front-End Portal View Example:</p> 
MY TEAM	<p>Collecting data from athletes and officials can be challenging. The <b>My Team</b> tool provides a streamlined way for your CGA to support this process by allowing designated Team Leaders or Managers from each sport to view, add, edit, or verify information for their team members.</p> <p>If an individual has been granted <b>My Team</b> access, they will see the <b>My Team</b> heading on the right-hand side of the main menu bar once they are logged into the Portal.</p>		

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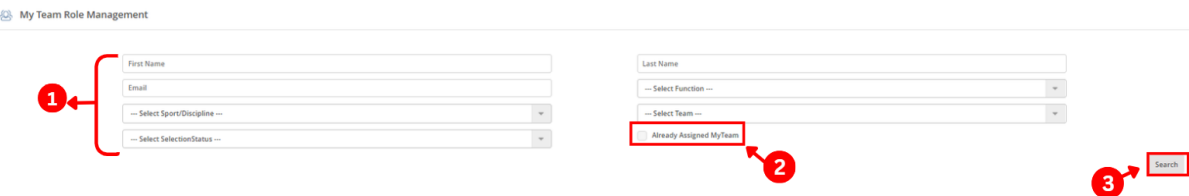
CATEGORY	TOPIC	STEPS	GUIDES																																				
MY TEAM	Provide Access to My Team	<div>1. Navigate to Portal and then My Team</div> <div>2. Use the search filters to locate the individual you want to give My Team access to.<ul style="list-style-type: none"><li>Multiple filters are available to help narrow down results.</li><li>Important: The individual must already be listed as a Team Member (see Add Team Member guide).</li></ul></div> <div>3. Tick the checkbox next to the individual's name. The access filter selections will appear above.</div> <div>4. Select the Sports for which the individual will have access:<ul style="list-style-type: none"><li>Multiple sports, a single sport, or All Sports.</li><li>Ensure the correct sport is selected, as the person will be able to view all personal data submitted by athletes and officials for that sport.</li></ul></div> <div>5. Limit access further by selecting Function or Teams from the drop-down menus.<ul style="list-style-type: none"><li>All drop-downs must be filled in; you can use Select All if applicable.</li></ul></div>	<div><div>2026 Training Session Commonwealth Games</div><div><div>Team</div><div>Portal</div><div>Reports</div><div>System</div></div><div><div>1</div><div>Forms</div><div>Agreements</div><div>Information</div><div>My Team</div><div>Notification</div><div>Setup</div></div></div> <div><div>My Team Role Management</div><div><div>First Name</div><div>Last Name</div><div>Email</div><div>—Select Function—</div><div>—Select Sports/Discipline—</div><div>—Select SelectionStatus—</div><div>—Select Team—</div><div>Already Assigned MyTeam</div><div>2</div><div>Search</div></div><div><div>3</div><div><table><tr><th>Name</th><th>IsMyTeam</th><th>E-Mail</th><th>Games</th><th>Function</th><th>Sport/Discipline</th></tr><tr><td><input type="checkbox"/> SUBJECT Test</td><td></td><td>test@cga.com.au</td><td>2026 - Training Session</td><td>Athlete</td><td></td></tr><tr><td><input type="checkbox"/> CONTACT Training</td><td></td><td>training@cga.com</td><td>2026 - Training Session</td><td>Official</td><td></td></tr><tr><td><input type="checkbox"/> OFFICIAL Training</td><td></td><td>official@cga.com</td><td>2026 - Training Session</td><td>Official</td><td></td></tr></table><div>Total Count : 3</div></div></div><div><div>My Team Role Management</div><div><div>Sport</div><div>Nothing selected</div><div>Team</div><div>Nothing selected</div><div>Function</div><div>Nothing selected</div><div>Selection Status</div><div>Nothing selected</div><div>4</div><div>5</div><div>6</div><div>Save</div></div><div><div>3</div><div><table><tr><th>Name</th><th>IsMyTeam</th><th>E-Mail</th><th>Games</th><th>Function</th><th>Sport/Discipline</th></tr><tr><td><input checked="" type="checkbox"/> SUBJECT Test</td><td></td><td>test@cga.com.au</td><td>2026 - Training Session</td><td>Athlete</td><td></td></tr></table></div></div></div></div>	Name	IsMyTeam	E-Mail	Games	Function	Sport/Discipline	<input type="checkbox"/> SUBJECT Test		test@cga.com.au	2026 - Training Session	Athlete		<input type="checkbox"/> CONTACT Training		training@cga.com	2026 - Training Session	Official		<input type="checkbox"/> OFFICIAL Training		official@cga.com	2026 - Training Session	Official		Name	IsMyTeam	E-Mail	Games	Function	Sport/Discipline	<input checked="" type="checkbox"/> SUBJECT Test		test@cga.com.au	2026 - Training Session	Athlete	
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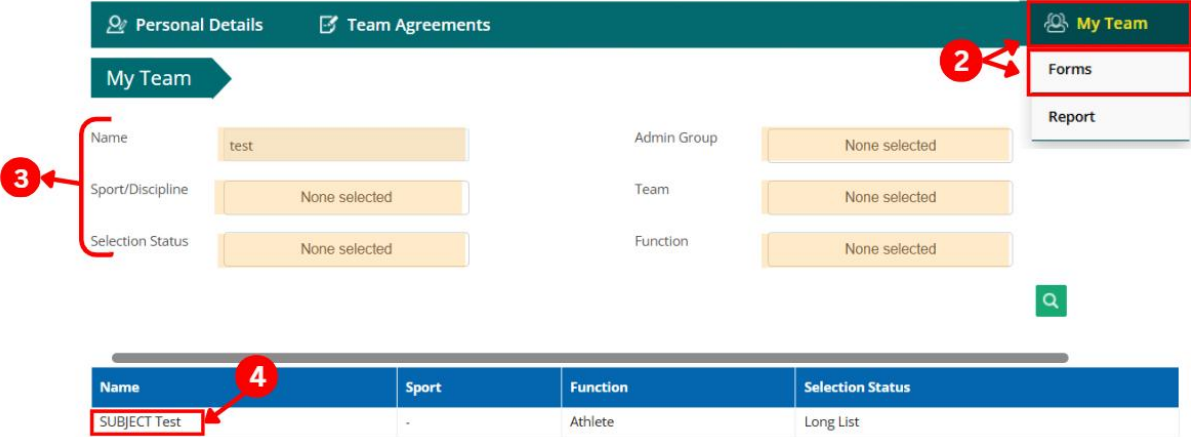
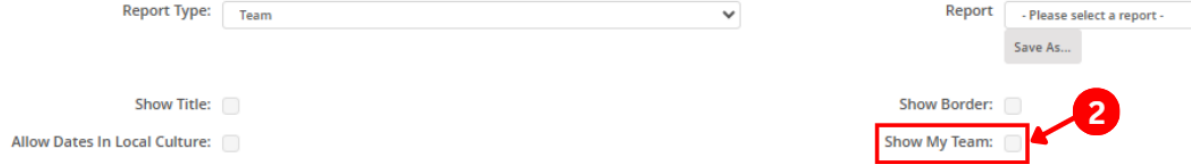
CATEGORY	TOPIC	STEPS	GUIDES
		<ul style="list-style-type: none"><li>Note: If there are no teams in the system, the Team drop-down does not need to be completed.</li></ul> <p>6. Click Save to update My Team access.</p> <p>Once My Team access has been configured (see <i>Providing Access to My Team</i>), the individuals granted access will see the <b>My Team</b> option in the main menu when they log into the Portal.</p> <p>This allows them to view, add, edit, or verify data for their assigned team members</p>	<p>Front-End Portal View:</p>  <p>The screenshot shows the top navigation bar of the portal with three items: 'Personal Details', 'Team Agreements', and 'My Team'. The 'My Team' item is highlighted with a red box. Below the navigation bar, there is a 'My Team' button with a right-pointing arrow.</p>
<u>MY TEAM</u>	My Team Access to Forms	<p>To allow My Team users to view a form:</p> <ol style="list-style-type: none"><li>Navigate to Portal → Forms.</li><li>Click the Settings icon next to the form you want to manage.</li><li>Select Publish / Unpublish My Team.</li><li>A tick icon will appear under the My Team column of the Team Form Builder</li></ol> <p>This controls whether My Team users can view the form for their team members.</p> <p><b>Important Notes:</b></p> <ul style="list-style-type: none"><li>Only one form can be published at a time.</li></ul>	 <p>The screenshot shows the '2026 Training Session Commonwealth Games' interface. The 'Portal' option is highlighted in the top navigation bar. Below it, the 'Forms' option is highlighted in a dropdown menu. A red circle with the number '1' is next to the 'Forms' option. Below the dropdown menu, the 'My Team' option is highlighted. A red circle with the number '2' is next to the 'Settings' icon in the 'Portal Guide Training' row. A red circle with the number '3' is next to the 'Publish MyTeam' button in the settings menu.</p>



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CATEGORY	TOPIC	STEPS	GUIDES
		<p>For example, one form can be published for Personal Details, one for My Team, or one form can be allocated to both.</p> <ul style="list-style-type: none"><li>To create a new form, see <i>Creating a Form</i> in this guide.</li></ul>	
<u>MY TEAM</u>	Edit My Team Access	<ol style="list-style-type: none"><li>1. Tick the checkbox next to the individual's name.</li><li>2. Adjust their Sport, Function, or Team access selections as required.</li><li>3. Click Save to update.</li></ol>	
	Remove My Team Access	<ol style="list-style-type: none"><li>1. Tick the checkbox next to the individual's name.</li><li>2. Click Remove My Team Access.</li></ol>	
	Viewing All Individuals with My Team Access	<ol style="list-style-type: none"><li>1. Leave the search fields blank.</li><li>2. Tick Already Assigned MyTeam.</li><li>3. Click Search to display all individuals with My Team access and their access levels for the current Games</li></ol>	

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CATEGORY	TOPIC	STEPS	GUIDES
<u>MY TEAM</u>	Front-End Portal Functionality	<ol style="list-style-type: none"><li>Log in to the Portal as a Team Manager with My Team access.</li><li>Click My Team in the main menu, then select Forms.</li><li>Use some or all of the filters to search for team members by name, sport or function.</li><li>Click directly on a team member's Name to open their data form.<ul style="list-style-type: none"><li>Within the form, you can add, edit, or review the information submitted by the individual.</li></ul></li><li>Click the Back button at the top of the page to return to the list of team members.</li></ol>	 <p>The screenshot shows the 'My Team' interface. At the top, there are tabs for 'Personal Details', 'Team Agreements', and 'My Team'. The 'My Team' tab is selected. Below the tabs, there is a 'My Team' header. Underneath, there are filters for 'Name' (with a search bar containing 'test'), 'Sport/Discipline' (None selected), and 'Selection Status' (None selected). To the right, there are filters for 'Admin Group' (None selected), 'Team' (None selected), and 'Function' (None selected). At the bottom, there is a table with columns 'Name', 'Sport', 'Function', and 'Selection Status'. The first row shows 'SUBJECT Test', '-', 'Athlete', and 'Long List'. Red callouts are numbered: 2 points to the 'My Team' tab, 3 points to the filter section, and 4 points to the 'SUBJECT Test' name in the table.</p>
	Reports	<p>Reports can be added to the My Team menu, allowing Sport Managers to view and download the reports that have been made available to them.</p> <p>This provides an easy way to access team data in a structured format directly from the Portal.</p>	
	Adding Report to My Team	<ol style="list-style-type: none"><li>Build a Custom Report (see <i>Save Custom Report Template</i> guide).</li><li>Tick the Show My Team checkbox.</li></ol> <p>This makes the report visible in all Games under the My Team menu.</p> <p>Filters will automatically apply, and the report will only include individuals</p>	 <p>The screenshot shows the 'Report Type' form. It has a 'Report Type' dropdown menu set to 'Team'. There are checkboxes for 'Show Title', 'Allow Dates In Local Culture', 'Show Border', and 'Show My Team'. The 'Show My Team' checkbox is checked and highlighted with a red box and a red callout numbered 2.</p>

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CATEGORY	TOPIC	STEPS	GUIDES
		within the team (as set in <i>Providing Access to My Team</i> ).	
<u>MY TEAM</u>	Viewing Reports from the Front-End Portal	<ol style="list-style-type: none"><li>Log in to the Portal and click My Team in the main menu, then select Report.</li><li>To view a report, click directly on the report name to open a preview in a new tab.</li><li>To download the report as an Excel file, click the CSV icon.</li></ol>	<p>The screenshot displays the CGA Portal's main navigation bar with 'Personal Details' and 'Team Agreements' tabs. The 'My Team' dropdown menu is open, showing 'Forms' and 'Report' options. Below this, the 'Quick Reports' section lists several reports under a 'Team' header. The report 'G2026 Mandatory Fields' is highlighted with a red box and callout 2. The report 'G2026 Data Collection' is also highlighted with a red box and callout 3, with a red arrow pointing to its CSV download icon. Other reports listed include 'G2026 SIA Data', 'G2026 Athlete Mandatory', and 'G2026 Officials Mandatory'.</p>

EXAMPLE OF A DETAILED WELCOME PAGE

 Personal Details

 Team Agreements

 My Team

Welcome to the Commonwealth Games Australia Team Portal!

**Important Notice - The passport upload issue you may have faced has been rectified. Please upload a copy of your passport. SOME INFORMATION MAY BE PRE-FILLED. PLEASE CHECK ALL FIELDS CAREFULLY AND UPDATE TO REFLECT YOUR CURRENT DETAILS.**

To begin providing your data, simply click on the **Personal Details** tab above.

To support your potential Games journey, please ensure all information is accurate and complete, as this data is essential for accreditation, travel arrangements, and other requirements set by the Organising Committee.

With your passport handy, the data collection process takes less than 10 minutes.

**All data must be submitted by 20 JULY 2025**

Please complete all relevant fields, including the upload of the following two (2) .jpg files in accordance with the specifications and formats detailed below:

1. Recent digital colour passport photo
2. Scanned colour copy of the photo page of your passport

**Next of Kin:**

This will be the emergency contact person for the Long List member

**Sideline Champions Contact:**

This individual will be the contact person for **Sideline Champions**

Sideline Champions is an initiative that provides resources and support to the families and friends of Team Australia athletes, helping them stay connected and engaged throughout the Games.

**Passport/Accreditation Photo Specifications**

- Colour photograph showing recent likeness of the individual (preferably taken within the last 6 months).
- Face forward, looking straight into the camera.
- Eyes open, visible and free from reflection or glare from glasses.
- Nothing covering the face (no hair covering eyes, or glasses frames).
- Mouth closed with a neutral facial expression (e.g. no smiling, laughing, frowning etc.)
- Do not wear sunglasses or tinted glasses.
- Do not wear a hat or cover your head unless for medical or religious reasons.
- Photos must be taken against a white, light grey or cream background without any shadows in the picture.

**Passport/Accreditation Photo Format Requirements**

Digital images should be:

- File Type: .jpg
- File Size: 100-300KB - Larger files will be rejected.
- Orientation: Portrait style image - 10 x 8 aspect ratio

**Passport Scan Specifications**

The scanned copy of the photo page of your passport must:

- Be of high quality and clearly legible
- Be supplied in colour
- Be supplied in .jpg format
- Be the passport under which you intend on travelling to the Games

**Note:** the above specifications and formats are yet to be confirmed by Glasgow 2026 and are subject to change.

We appreciate your attention to this important process and wish you luck on the road to Glasgow 2026!