spooorts.studio Documentation

Contents

Overview

spooorts.studio is a no-code platform that allows sports studios to create their own website and app in minutes.

What is spooorts.studio?

spooorts.studio is an all-in-one solution for fitness studios, sports courses, and training organisations. With just a few clicks, you can create a professional website, mobile-optimised app, and manage members, class schedules, payments, and more – without writing a single line of code.

Features at a Glance

- Website with your own design and logo
- Mobile app for iOS and Android
- Class calendar with QR code attendance tracking
- Member management and subscription billing
- Integrated online shop
- Automated management software
- Email and push notifications

Who is spooorts.studio for?

spooorts.studio is ideal for:

- Fitness studios and training centres
- Dance studios and yoga classes
- Sports clubs and associations
- Personal trainers and coaches
- Any business offering courses or training groups

Getting Started

1. Enter your studio name and choose a sub-domain.
2. Upload your studio logo and set your studio colours.
3. Create your first class in the calendar.
4. Invite members via link or QR code.

Website

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

Overview

The studio website is the public-facing home of your sports studio on the internet. It is generated automatically from your studio profile and stays in sync with your class calendar, news posts, and shop. Visitors can access content, sign up for classes, and place shop orders.

Custom URL

Every studio gets a unique sub-domain in the format `https://<studioname>.spooorts.de`, hosted in one of spooorts' German data centres. Premium and Ultimate subscribers can map a custom domain.

Custom Branding

Upload your studio logo and sponsor logos, choose your brand colours, and create a distinctive look. No design or development experience is needed.

- Studio 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 behaves like a native mobile app — including an app icon on the home screen and fast load times.

Built-in Content Sections

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

Hosting & Performance

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

App

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

Overview

The studio app extends your website into a dedicated mobile experience. Members can manage their class calendar, receive push notifications, browse the shop, and check in to class sessions.

Supported Platforms

- **Apple App Store (iOS)** — available for iPhone and iPad. With the Ultimate plan the app is published under your studio developer account.
- **Google Play Store (Android)** — available for all Android devices.
- **Progressive Web App (all devices)** — on all plans the website functions as a PWA, installable from the browser.

App Features

- **Class Calendar** – view upcoming class sessions and sign up directly
- **Push notifications** – inform members about news and schedule changes
- **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** – studio announcements and posts
- **Shop** – order merchandise and studio articles in-app
- **Online payment** – pay fees and shop orders directly in the app

App Availability by Plan

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

News

Use the News feature to publish current announcements for members and interested participants directly on your website and in the app.

Overview

The News feature in studio management allows you to inform members and interested participants about news around your studio. Published news appears on both your website and in the app and can include a photo, title, and detailed text.

Typical use cases include new class offerings, trainer introductions, studio changes, or promotions.

Create and Manage News

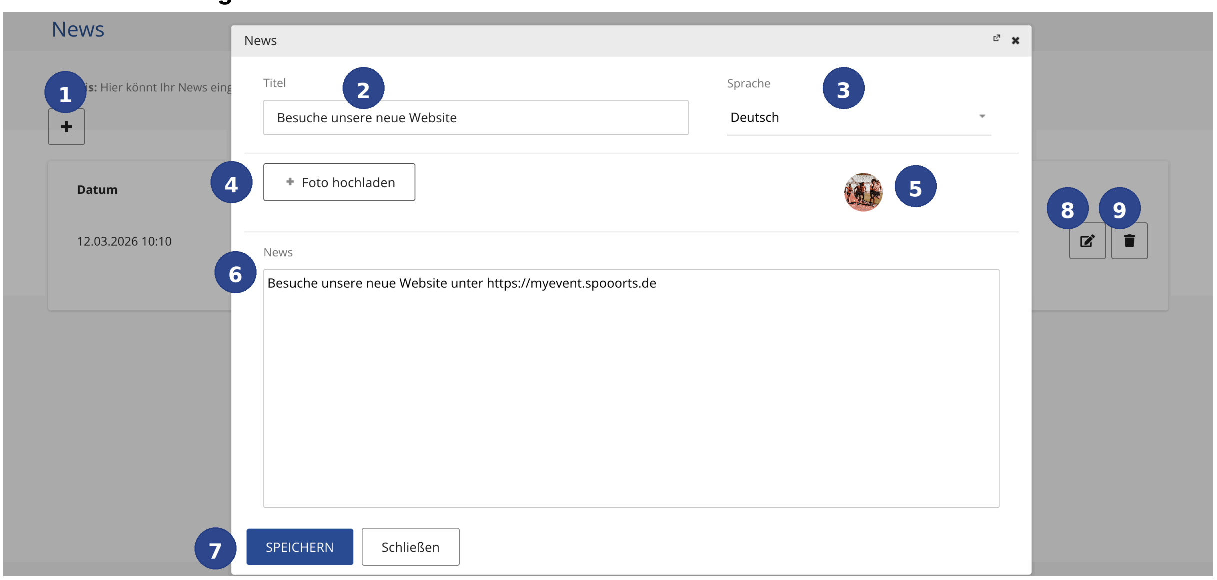

Figure 1: Create and edit news in the spooorts Manager

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. The title will be displayed as a heading on the website and in the app. Choose a short, meaningful title that captures your members' attention.
③ **Language**	Select the language of the news 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 attention. Supported formats are JPG and PNG.
⑤ **News image**	The uploaded photo is displayed as a round preview. The image will appear later on your website and in the app next to the news text.
⑥ **News text**	Write the full text of your news here. You can insert links, for example to your website or registration page. The text will be fully displayed on the website and in the app.
⑦ **Save**	Click **SAVE** to publish the news item. The news will be immediately visible on your website and in the app. Click **Close** to discard changes.
⑧ **Edit**	Use the edit icon to modify an existing news item – for example, update the text or add a new photo.
⑨ **Delete**	Use the delete icon to permanently remove a news item from your website and app.

Tips for Good News

For your news to be well received by members and participants, follow these tips:

- Use meaningful titles that spark curiosity.
- Always include a photo – news with images gets significantly more attention.
- Keep the text compact and informative. Link to further pages if needed.
- Publish news regularly to keep members and participants informed.
- Use multilingual features if you have an international audience.

Classes & Class Calendar

The class calendar provides sports studios with a central platform for scheduling, coordinating class groups, and digital attendance tracking.

Overview

The Classes & Class Calendar module is the operational heart of spooorts.studio. Admins create recurring or one-time classes and events; members see current schedules on the website and app and can sign up with one tap.

Class Calendar

All schedules are displayed in a clear calendar view. Members always see the current schedule and can sign up for individual class sessions.

- Recurring and one-time classes
- Capacity limits per class
- Waitlist management
- Automatic reminders for registered members
- iCal / calendar export for external calendar apps

QR Code Check-in & Attendance

Each class generates a unique QR code that members scan with the spooorts app when they arrive. Attendance data is automatically recorded and available in the dashboard.

- Unique QR code per class
- Real-time attendance list in admin dashboard
- Exportable attendance reports (CSV / PDF)

Class Groups

Members can be organized into class groups by age, skill level, or discipline. Each group has its own calendar, instructors, and communication channel.

- Unlimited groups per studio
- Multiple instructors assignable per group
- Group-specific news and announcements
- Separate capacity limits per group

Event Registration & Online Payment

In addition to regular classes, special events (workshops, seminars, competitions) can be created with online registration and optional entry fees.

- Online registration form per event
- Fee collection via credit card, SEPA direct debit, PayPal and more
- Automatic confirmation email
- Downloadable participant list

Shop

The integrated studio shop allows you to sell merchandise, sports equipment, and studio articles directly through your website and app to members.

Overview

spooorts.studio includes an integrated e-commerce shop seamlessly embedded in your studio website and app. Products are created in the admin dashboard and immediately visible to all members.

Offer Products to Members

Sell anything related to your studio: training apparel, equipment, studio items, class fees, or event tickets. Each product has a photo gallery, description, price, and inventory level.

- Unlimited products
- Product variants (size, colour)
- Inventory management with low stock alerts
- Product categories and search
- Discount codes and promotional prices

Orders & Shipping Management

All orders, payments, and shipping status changes are managed in a central dashboard. Members receive automatic confirmations via the app.

- Central order dashboard
- Order status tracking

- Automatic payment confirmation
- Exportable order reports

Payment Methods

The shop supports all common payment methods. spooorts handles the payment infrastructure.

- Credit card (Visa, Mastercard)
- SEPA direct debit
- PayPal
- Apple Pay / Google Pay
- Invoice (for members)

Note: Service fee: 6% on Basic plan, 3% on Premium and Ultimate plans.

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 clients 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 your clients informed with newsletters, push notifications, and announcements.

Overview

The communication section enables you to stay in touch with your clients. Use newsletters for regular information, push notifications for time-sensitive messages, and announcements for important communications.

Newsletter

With the newsletter feature, you reach all your clients 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.

- Create newsletters with rich text editor
- Send to all or selected clients
- Schedule newsletters for later delivery
- View sending history

Push Notifications

Send time-critical messages to your clients via push notification in the app. Ideal for short-notice changes, cancellations or important announcements.

- Target audience: all clients, individual clients, or groups

- Delivery: immediately or scheduled
- Delivery confirmation and status report
- Urgent flag for immediate attention

Announcements and Messages

Publish important announcements and messages for all clients. These can be displayed on the home page or in the notification area.

- Format announcements with rich text
- Embed images and links
- Set validity period
- View announcements in the archive

Social Media Integration

Share important announcements via social media to increase reach and attract new clients.

- Automatic posting to Facebook and Instagram
- Scheduled publication
- Analytics and engagement metrics

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:

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

Studio management software is a free all-in-one dashboard for managing members, schedules, fees, finances, and studio communications.

Overview

The Administration module is the control centre of your spooorts.studio account. It brings together all tools: member database, fee collection, financial reports, class calendar, and direct messaging – all without additional software.

Important: Studio management software is included free of charge on all plans.

Class Calendar & Schedule Management

Create, edit, and publish class sessions directly in the dashboard. Changes appear immediately on the website and in the app.

- Drag-and-drop calendar editor
- Recurring classes
- Support for multiple locations and class groups
- Instructor assignment per class
- Capacity management and waitlists

Member Management & Communication

The member database stores all relevant information. Admins can send targeted messages to individual members, specific class groups, or the entire studio.

- Central member database
- Custom membership categories
- In-app push notifications
- Email and SMS notifications
- GDPR-compliant data export and deletion

Fees & Financial Management

Collect and manage membership fees, class fees, and shop revenue through a single financial dashboard.

- Automated recurring fee collection
- SEPA direct debit mandate management
- Automatic invoice generation
- Payment reminders
- Export to accounting formats (CSV, PDF, DATEV-compatible)

Import Contacts

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

Why Import Contacts?

If you already have contact data stored in another program – such as an Excel spreadsheet, email program, or other association tool – you don't need to re-enter them one by one. With the import function, you can transfer all contacts to spooorts Manager at once. This saves time and avoids typing errors.

Step 1 – Open the Import Dialog

Navigate to the **Contacts** section in spooorts Manager. In the toolbar above the contact list, you'll see several small buttons. Click the **Import button** (an upward-pointing arrow). The **Import Data** dialog will open.

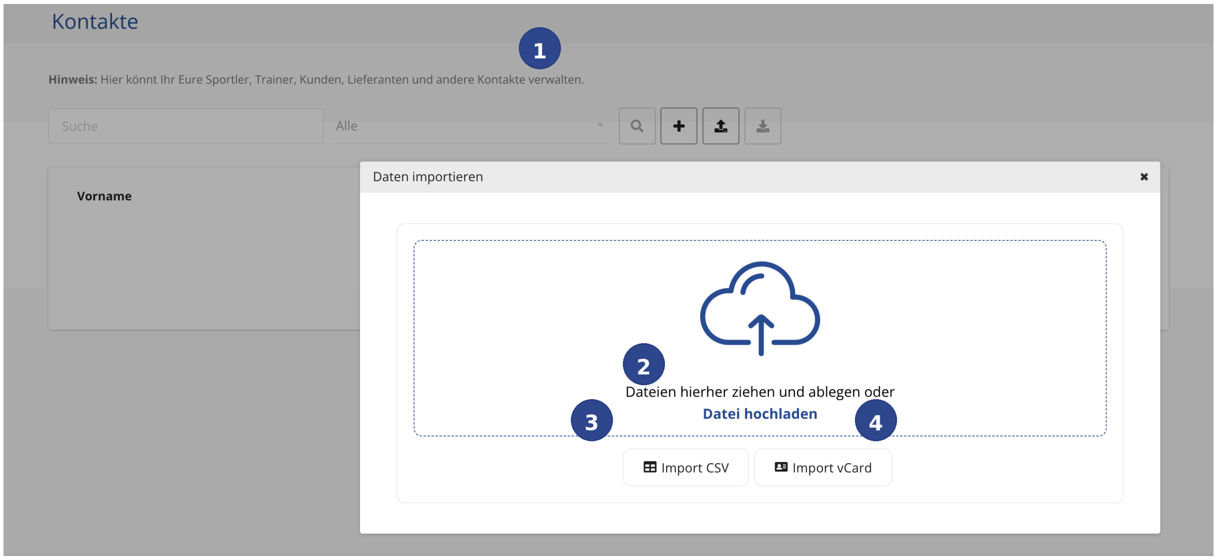

Figure 2: Import dialog in the Contacts section

Step 2 – Select Your File

The open dialog offers two ways to provide your file:

Method A – Drag & Drop: The large dashed area in the middle of the dialog is the drag-and-drop zone. Open the folder on your computer containing the import file. Click the file, hold down the mouse button, and drag it directly into this dashed area. Release the mouse button. The file will be automatically recognized and the import will begin.

Method B – Select file via file browser: If you prefer to search for the file the traditional way, click the blue link **Upload file**. Your operating system's file selection dialog will open. Navigate to your file, select it, and confirm with **Open**.

Tip: Both methods lead to the same result. Drag & drop is slightly faster if you already have the folder open.

Import via CSV File

Click the **Import CSV** button to import a file in CSV format.

What is a CSV file? CSV stands for *Comma-Separated Values*. It is a simple text file where contact data is organized in table form – similar to an Excel spreadsheet, but without formatting. Each row represents one contact, and individual fields (e.g. first name, last name, email) are separated by a delimiter – usually a comma or semicolon.

When to use CSV? CSV format is especially useful if your contacts are stored in a spreadsheet application like Microsoft Excel, Google Sheets, or LibreOffice Calc. Most programs 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 column headers such as `First Name`, `Last Name`, `Email`.
3. Click **File → Save As** and select **CSV (Comma Delimited)** as the file type.
4. Save the file and use it for the import.

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

Import via vCard File

Click the **Import vCard** button to import contacts in vCard format.

What is a vCard? A vCard (file extension `.vcf`) is an internationally standardized exchange format for electronic business cards. Nearly all contact and address book programs 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 import contacts from an email program or 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 contacts you want, 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 File** and select **vCard File (.vcf)** as the target format.

Tip: A vCard file automatically contains all important contact fields such as name, email address, phone number, and address. Unlike CSV, you don't need to worry about the column order.

Contact Categories

Create custom categories and group contacts strategically – for example by customer, supplier, athlete, or trainer. Keep your overview even with a large contact list.

What are Contact Categories?

Contact categories help you organize your contacts meaningfully. Instead of managing all people and companies in a long, unorganized list, you can assign one or more categories to each contact – like labels on a file folder. This makes searching and filtering much easier later on.

Examples of useful categories: **Customer**, **Supplier**, **Athlete**, **Trainer**, **Company**, **Member**, or **Sponsor**. You can add new categories, rename existing ones, or delete unused ones at any time.

Overview – See All Categories at a Glance

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

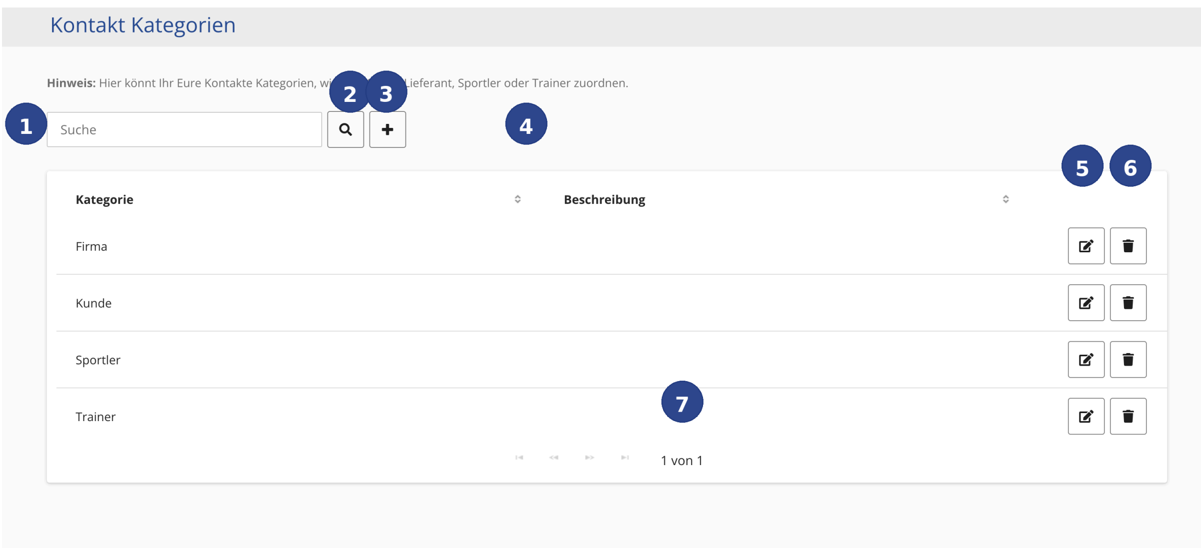

Figure 3: Overview of Contact Categories

All Controls Explained

Reference ① – Search field	The text field at the top left labeled *Search*. Type a search term here to filter the list of categories.
Reference ② – Search button	The magnifying glass icon next to the search field starts the search manually. Click it to show only matching categories.
Reference ③ – Create new category	The **plus symbol** (+) opens a form where you can create a new category. Enter at least a name – a description is optional.
Reference ④ – Sort columns	The small arrows (↑↓) next to the column headers allow you to sort the list alphabetically.
Reference ⑤ – Edit category	The **pencil icon** at the right edge of each row opens the edit view for that category. You can change the **name** and **description**.

Reference ⑥ – Delete category

The **trash can icon** next to the pencil icon permanently removes a category. A confirmation dialog appears before final deletion.

Reference ⑦ – Page navigation

Below the category list is the page navigation. It shows which page you're on and how many pages exist in total.

Step by Step: Create a New Category

Here's how to create a new contact category:

1. Click the **plus symbol** at the top right above the table.
2. A form opens. Enter a meaningful name in the **Category** field, e.g. *Sponsor* or *Club Member*.
3. Optional: Enter a short explanation in the **Description** field so your team knows when to use this category.
4. Click **Save**. The new category appears immediately in the list and is available for all contacts.

Tip: Create categories before importing many contacts or entering them manually. This way you can assign them when creating a contact.

Assign a Category to a Contact

You don't assign a category directly in this overview, but in the **detail view of the respective contact**. Open the contact you want, find the **Category** field, and select one or more of the created categories. Confirm with **Save**.

Important: A category only appears in the contact detail view after you create it here in the overview. Create all needed 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

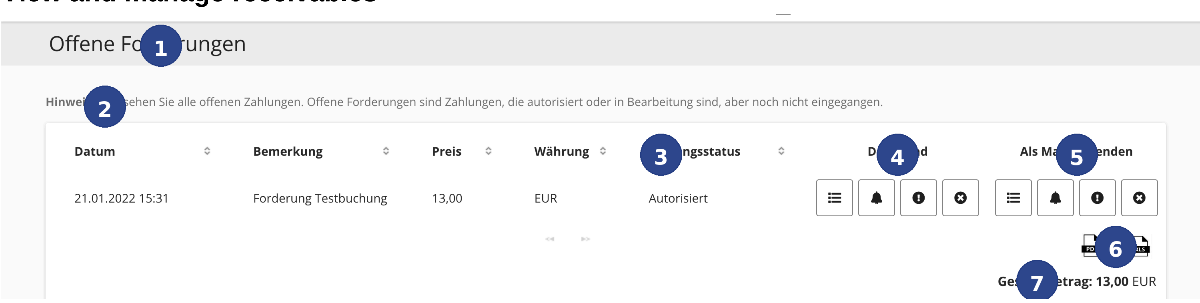

Figure 4: Overview of open receivables in the spooorts Manager

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.

Legal Notice

Information in accordance with § 5 DDG (Digital Services Act) regarding the provider of this documentation.

Provider

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Commercial Register

For further information required by law, please refer to the complete legal notice at legals.gofo.rest.

Disclaimer

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