

Active Sports Events (ASE) Portal

Organization Account User Guide

Create an organization account to manage your members and event registration. Individual who creates the organization account is the organization account owner. Ownership is transferable. Account registration is complimentary.

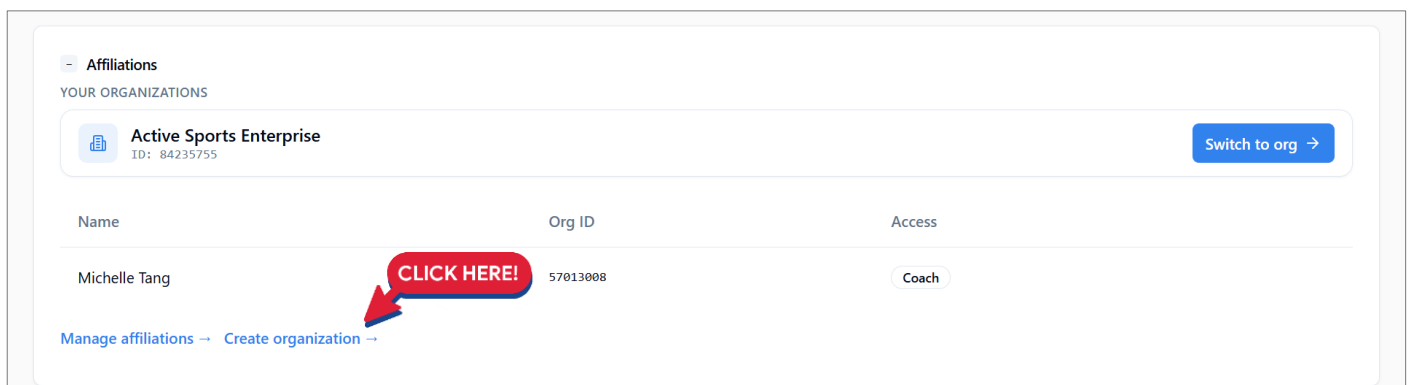
Create Organization Account

You are required to register an individual account before you can create an organization account.

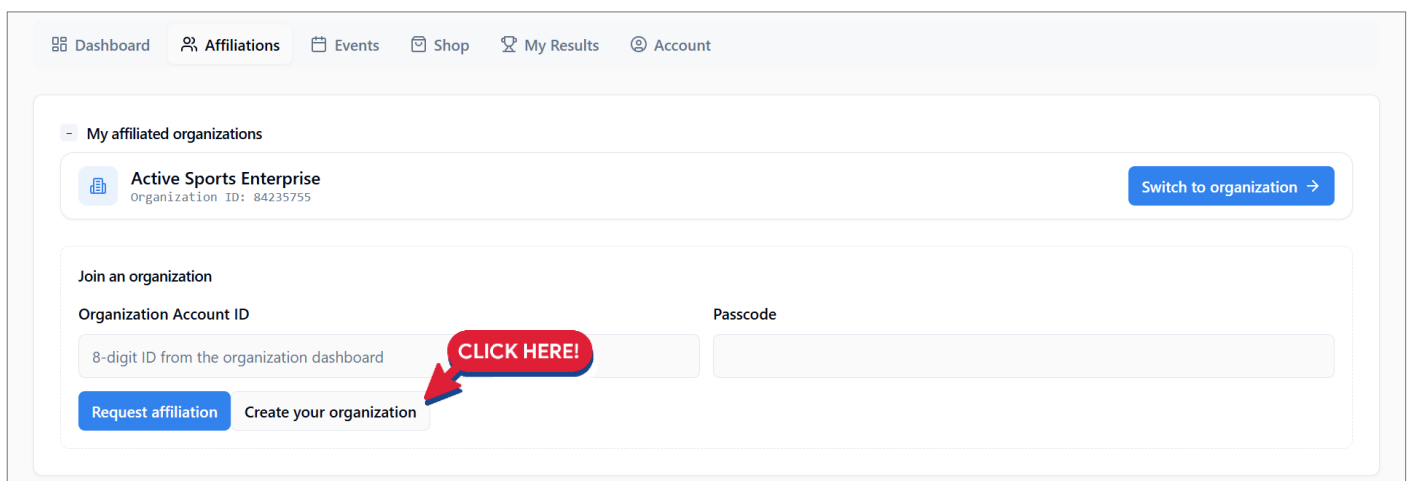
Link to ASE Portal: <https://aseactivesports.com/portal>

Download the Individual Account User Guide: <https://aseactivesports.com/events/registration>

On your **Individual Dashboard**, create Organization Account via **Create organization** link found under the **Affiliations** accordion section (Click on **-** icon to expand the accordion section); OR



On your **Individual Dashboard**, click on the **Affiliations** tab. On the **Affiliations** page, under the **My affiliated organizations** accordion section, click on the **Create your organization** button.



Create Organization Account ...continued

Create organization

Start from your individual account, then create a gym or team organization for event registration. You become the owner and can appoint other admins later.

Organization name *

e.g. Apex Cheer Academy

Registration number / UEN (optional)

e.g. 202312345A (UEN, ACN, business reg. no.)

Official business or society registration number. Helps the organiser verify your organization.

Address line 1 *

Street address

City * Country *

Search country...

Postcode *

Type of organization

Search type or category (optional)

This creates your competition organization on the event platform. For a separate vendor workspace with full centre ERP (timetable, intake), you can also complete [studio vendor sign-up](#) with the same email after organiser approval flows allow it.

Create organization Back to individual

Fill in the required fields (with asterisk*) and click the **Create Organization** button.

Address fields are required for invoice billing purposes.

Billing information may be edited for event registration at the Event Dashboard.

Accessing Organization Account Dashboard

From your **Individual Account Dashboard**, you can access your Organization account dashboard by clicking your organization via the menu on the top right corner or the **Switch to org →** button under the **- Affiliations** accordion section.

Active Sports Events
Your profile, affiliations & registrations

Dashboard Individual

Your individual registration hub — affiliations, events, and account details.

Account ID 15426181

Dashboard

Affiliations

Events

Shop

My Results

Account

ASE Active Sports · Grade Adult

Alerts

Show announcements and actionable items

8 Jun 2026

Payment for INV-00041521-271P — \$0.00

Affiliations

YOUR ORGANIZATIONS

Active Sports Enterprise

ID: 84235755

Name	Org ID	Access
Michelle Tang	57013008	Coach

Manage affiliations → Create organization →

aseactivesports
15426181

aseactivesports
aseactivesports@gmail.com
Account 15426181

Individual dashboard

ORGANIZATION ACCOUNTS

Active Sports Enterprise

Sign in with a different account

Log out

CLICK HERE!

Switch to org →

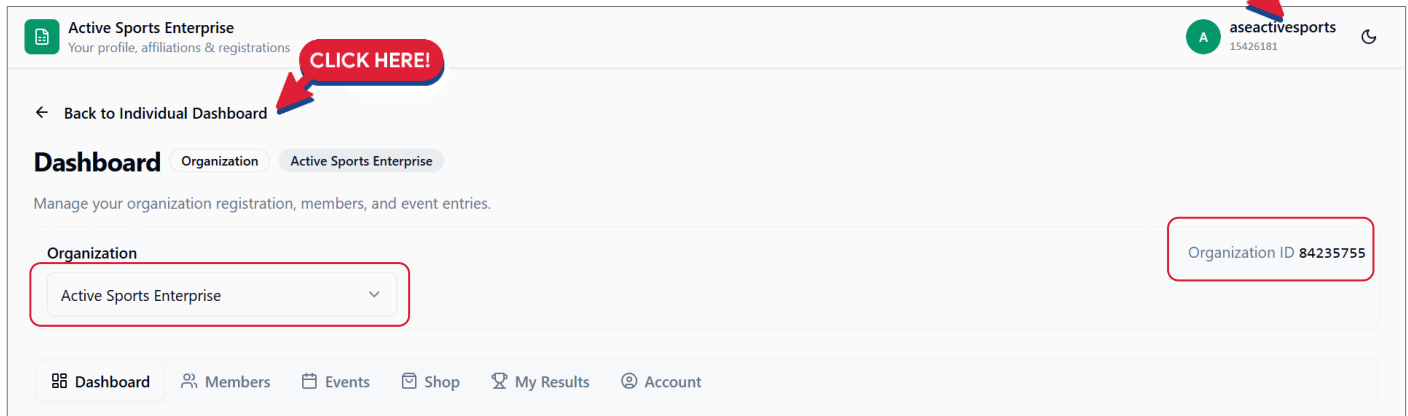
Accessing Organization Account Dashboard

...continued

When you switch to Organization Dashboard, you can see your organization name and Organization ID above the navigation tabs. You can switch to different Organization Dashboard using the Organization dropdown list.

To go back to your individual dashboard, click on **← Back to Individual Dashboard** link on the top left above the **Dashboard** header or **Individual Dashboard** link on the top right menu.

CLICK HERE!



Add Members to your Organization

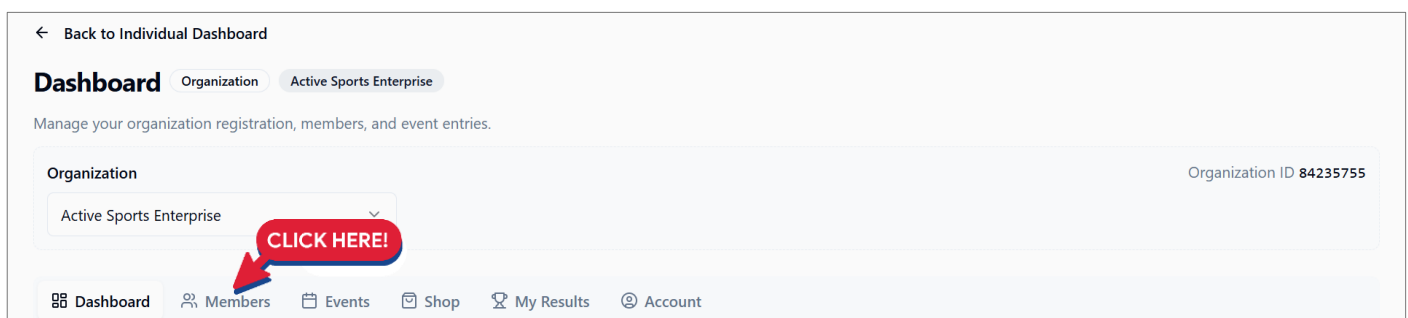
Add your athletes, coaches, and entourage members to your organization. You can also assign members as account administrators, managers, or create roles for them to help you manage your organization account.

There are three [3] ways to add members to your organization.

1. **Members request affiliation with your organization**
Your members can request affiliation with your organization when you share the Organization Account ID (and Passcode, if required) with them.
2. **Add registered members to your organization**
Your members can register their own individual account. Obtain their Account ID (and passcode, if required) to add them to your organization account.
3. **Create individual accounts for your members**
You can add members to your organization and at the same time, create their account individually or multiple individual accounts together by using the provided Excel template and uploading to the portal.

Access Organization Members Page

Under your **Organization Dashboard**, click on **Members** tab.

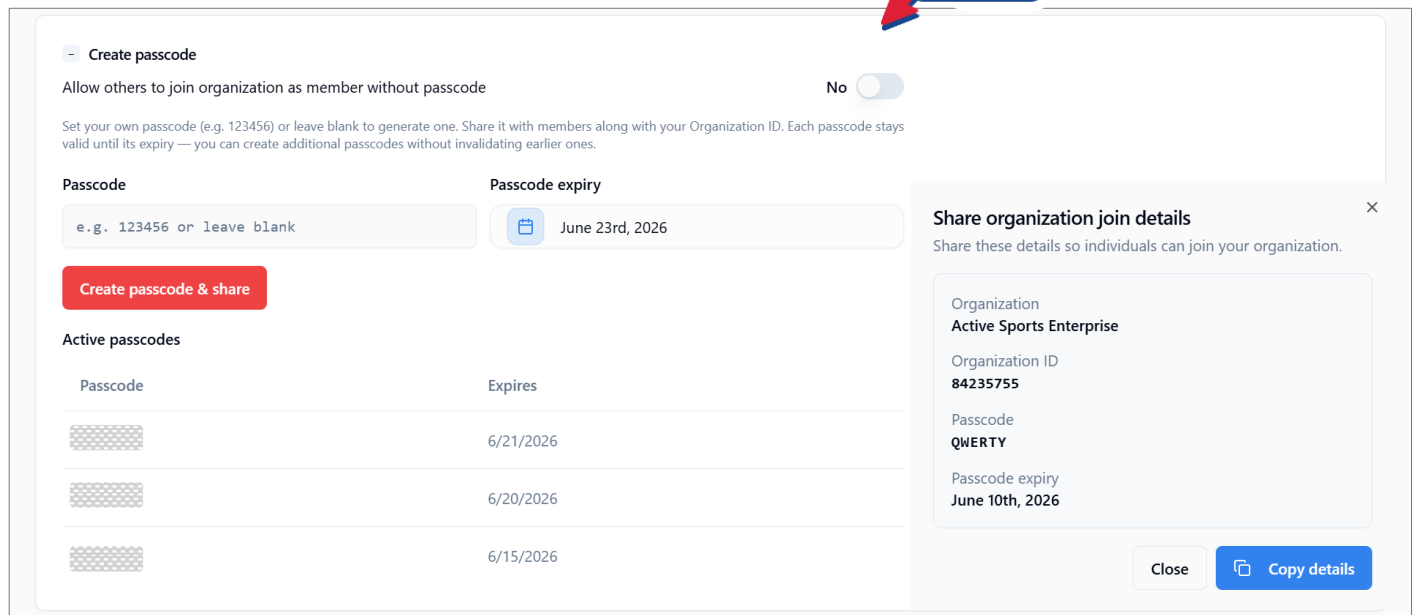


Add Members to your Organization ...continued

Members Request Affiliation with your Organization

If your members have registered an individual account, they can request affiliation with your organization.

On the **Organization Members** page, scroll down to  **Create passcode** accordion section. Click on  icon to expand the accordion section.



Create passcode

Allow others to join organization as member without passcode **No**

Set your own passcode (e.g. 123456) or leave blank to generate one. Share it with members along with your Organization ID. Each passcode stays valid until its expiry — you can create additional passcodes without invalidating earlier ones.

Passcode: e.g. 123456 or leave blank

Passcode expiry: June 23rd, 2026

Create passcode & share

Active passcodes

Passcode	Expires
[Masked]	6/21/2026
[Masked]	6/20/2026
[Masked]	6/15/2026

Share organization join details

Share these details so individuals can join your organization.

Organization: **Active Sports Enterprise**

Organization ID: **84235755**

Passcode: **QWERTY**

Passcode expiry: **June 10th, 2026**

Close **Copy details**

Select **Yes** to “Allow others to join organization as member without passcode” to allow members to join your organization with your Organization ID only — **no passcode required**.

Select **No** to “Allow others to join organization as member without passcode” to **create shareable passcode** for members to join your organization. You can create/set your passcode and set an expiry date. Click on **Create Passcode & share** button to copy your Organization ID and passcode to share with members.

How do Members Request Affiliation with your Organization

Download the **Individual Account User Guide** on ASE website and refer to Link with Individuals and Organizations – Request Affiliation with Organization

Download the Individual Account User Guide: <https://aseactivesports.com/events/registration>

Add Members to your Organization ...continued

Add registered members to your organization

On the **Organization Members** page, scroll down to  **Add registered members** accordion section. Click on  icon to expand the accordion section.

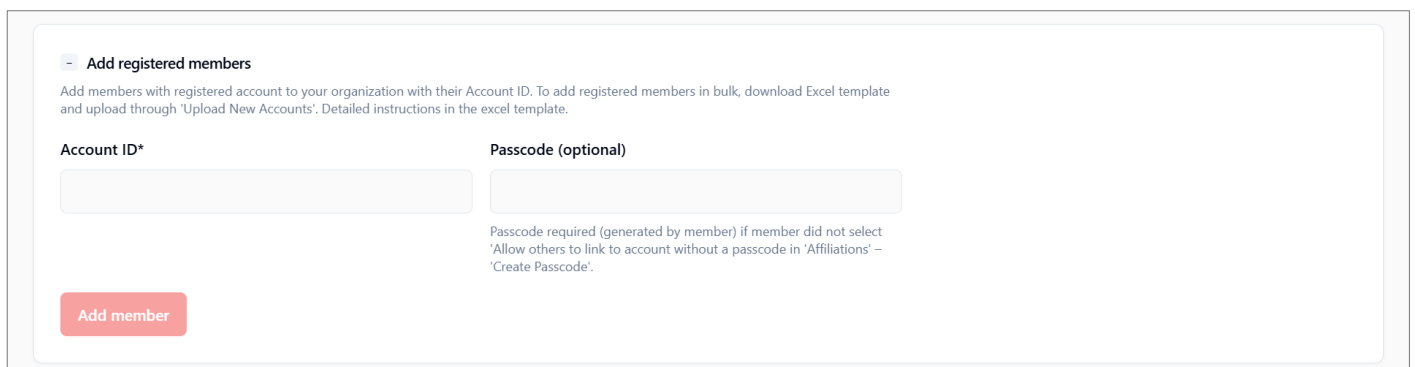
Adding Registered Members One by One

Key in the member's Account ID (and Passcode, if required) to add them as members of your organization.

Refer to **Affiliation Settings**  for members regarding allowing other accounts to link to their account with or without passcode.

Adding Multiple Registered Members

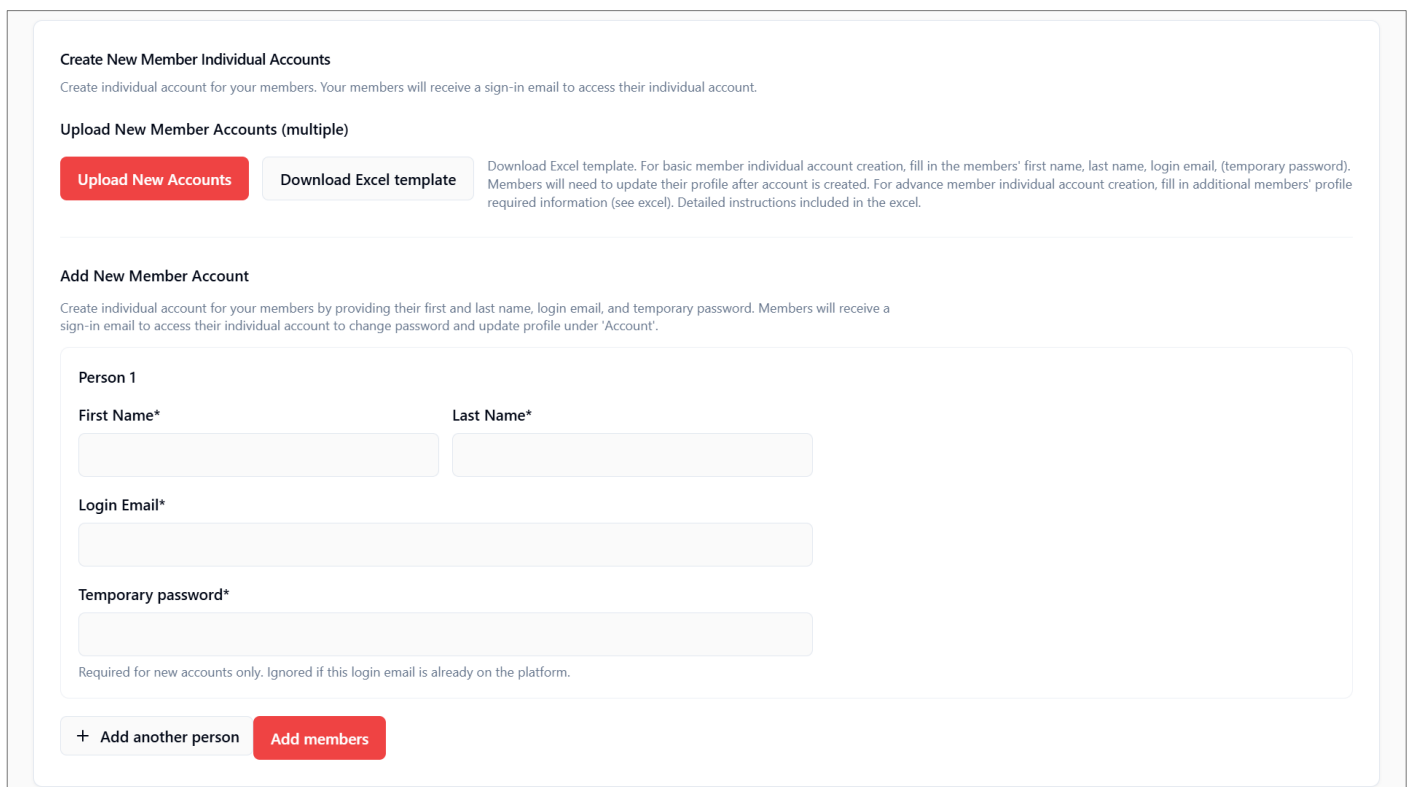
To add multiple registered members, please refer to **Add Multiple Registered Members**  on using the Excel template.



The screenshot shows the 'Add registered members' section of the interface. It includes a minus icon and the title 'Add registered members'. Below the title is a descriptive text: 'Add members with registered account to your organization with their Account ID. To add registered members in bulk, download Excel template and upload through 'Upload New Accounts'. Detailed instructions in the excel template.' There are two input fields: 'Account ID*' and 'Passcode (optional)'. Below the 'Passcode (optional)' field is a note: 'Passcode required (generated by member) if member did not select 'Allow others to link to account without a passcode in 'Affiliations' - 'Create Passcode'.' At the bottom left is a red 'Add member' button.

Create Individual Accounts for your Members

On the **Organization Members** page, scroll down to  **Create New Member Individual Accounts** accordion section. Click on  icon to expand the accordion section.



The screenshot shows the 'Create New Member Individual Accounts' section. It includes a title 'Create New Member Individual Accounts' and a description: 'Create individual account for your members. Your members will receive a sign-in email to access their individual account.' Below this is a section titled 'Upload New Member Accounts (multiple)' with two buttons: 'Upload New Accounts' (red) and 'Download Excel template' (grey). To the right of these buttons is a note: 'Download Excel template. For basic member individual account creation, fill in the members' first name, last name, login email, (temporary password). Members will need to update their profile after account is created. For advance member individual account creation, fill in additional members' profile required information (see excel). Detailed instructions included in the excel.' Below this is a section titled 'Add New Member Account' with a description: 'Create individual account for your members by providing their first and last name, login email, and temporary password. Members will receive a sign-in email to access their individual account to change password and update profile under 'Account'.' There is a form for 'Person 1' with fields for 'First Name*', 'Last Name*', 'Login Email*', and 'Temporary password*'. Below the 'Temporary password*' field is a note: 'Required for new accounts only. Ignored if this login email is already on the platform.' At the bottom left is a grey button '+ Add another person' and at the bottom right is a red 'Add members' button.

Add Members to your Organization ...continued

Create Individual Accounts for your Members ...continued

Add/Create New Member Account One by One

Add New Member Account

Create individual account for your members by providing their first and last name, login email, and temporary password. Members will receive a sign-in email to access their individual account to change password and update profile under 'Account'.

Person 1

First Name*

Last Name*

Login Email*

Temporary password*

Required for new accounts only. Ignored if this login email is already on the platform.

+ Add another person

Add members

Under **Add New Member Account** section, key in your member First Name, Last Name, Login Email (must be unique, cannot be used for other accounts), and temporary password.

To create more new member account, click on **+ Add another person** button.

Click on **Add members** button to add new member(s) account.

Members will be added to your organization account membership and will receive a sign-in email from "Supabase Auth" to access their individual account and change their password. **Please remind your members to update their profile in "Account" after account login.**

Add/Create Multiple New Member Account.

Create New Member Individual Accounts

Create individual account for your members. Your members will receive a sign-in email to access their individual account.

Upload New Member Accounts (multiple)

Upload New Accounts

Download Excel template

Download Excel template. For basic member individual account creation, fill in the members' first name, last name, login email, (temporary password). Members will need to update their profile after account is created. For advance member individual account creation, fill in additional members' profile required information (see excel). Detailed instructions included in the excel.

Under **Upload New Member Accounts (multiple)** section, click on **Download Excel template** button to download the excel template.

Account ID	Passcode	First Name	Last Name	Login Email	Password	Salutation	Full Name	Printed Name	Birthdate
87654321	Q1w2E3	Jane	Doe	janedoe@example.com	123Abc				
01234567		John	Smith	johnsmith@example.com	Abc123	Mr	John Michael Smith	John Smith	15/06/2010

Add Members to your Organization ...continued

Create Individual Accounts for your Members ...continued

Add/Create Multiple New Member Account ...continued

Key in members' information in the excel, save the file and upload to the Portal by clicking on the **Upload New Accounts** button.

Basic Member Individual Account Creation

To create multiple new member account and add them as your organization's members with the simplest method, key in First Name, Last Name, Login Email, Password (blue headers) in the Members sheet in the downloaded Excel template; Keep other columns blank. **Remind these members to update their profile in "Account" after account login.**

Advance Member Individual Account Creation

To create multiple new member account with their complete profile required information (for event registration), fill all fields in the Members sheet in the downloaded Excel template except Account ID and Passcode (blue and black headers).

Add Multiple Registered Members

To add multiple members who have registered an individual account, key in their Account ID (and Passcode, if required) – red headers. Keep other columns blank.

Manage Organization Account

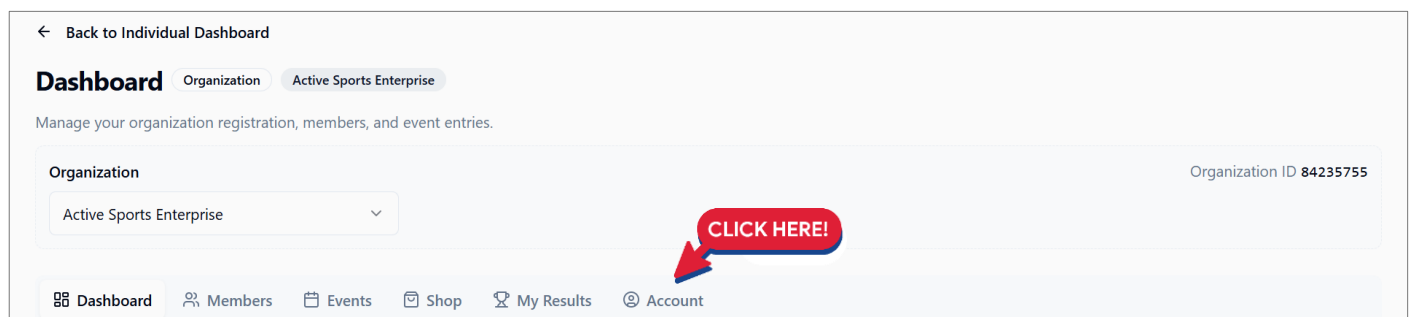
You can manage your organization users and edit organization information.

You can create roles for your organization users to manage/access your organization account. Beside the standard owner, administrator, and manager roles, you can create your custom user roles.

Multiple user ownership of the organization account can be created and transferred.

Access Organization Account Page

Under your **Organization Dashboard**, click on **Account** tab.



Manage Organization Account ...continued

Edit Organization Information

On the **Organization Account** page, scroll down to  **Edit organization information** accordion section. Click on  icon to expand the accordion section.

Update your organization address for billing purposes. Billing information may be edited for event registration at the Event Dashboard.

 Edit organization information

Organization name *

Active Sports Enterprise

Registration number / UEN (optional)

e.g. 202312345A

Address line 1 *

Street address

City *

Country *

Singapore (SG) 

Postcode *

Organisation mailing address — required for billing and organiser records. Override per event at checkout if needed.

Contact email

aseactivesports@gmail.com

Organisation billing and organiser contact — not your personal login email.

Type of organization

cheerleading_studio 

Save changes

Back to dashboard

Manage Organization Account ...continued

Manage Organization Account Users

On the **Organization Account** page, scroll down to  **Organization administrators, managers, and members** accordion section. Click on  icon to expand the accordion section.

Organization administrators, managers, and members

Account ID	Name	Position	Edit	Delete
28863631	Name not on file	Administrator	Edit	Delete
57887149	Name not on file	Administrator	Edit	Delete

PERMISSION	OWNER	ADMINISTRATOR	MANAGER	MEMBER
View organization dashboard	☒	☒	☒	☒
Edit organization information	☒	☒	☐	☐
Change personal login email and password	☒	☒	☒	☒
Add, edit, or remove administrators	☒	☒	☐	☐
Assign managers	☒	☒	☐	☐
Add members to the organization	☒	☒	☒	☐
Upload member spreadsheet	☒	☒	☒	☐
Register organization for events	☒	☒	☒	☐
Manage event rosters and teams	☒	☒	☒	☐

New custom role

e.g. Teacher

+ Add role

Owners can define custom roles (for example Teacher) and choose which permissions each role receives. Assigning custom roles to members will follow in a later release.

Add administrator, manager, or member

Account ID

Passcode

If they require a passcode

Role

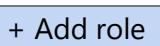
Manager

Assign role

Change User Permission

Under the **PERMISSION** section, check/uncheck the boxes to set the access level of the user.

Create New Custom Role

Under the **New custom role** section, type in the name of your custom role, click on the  button and set the role access level under the **PERMISSION** section.

Assign Role to Member

Under the **Add administrator, manager, or member** section, key in the member's Account ID (and Passcode, if required) and select the role. If role to be assigned is not in the dropdown list, assign any role and edit the role in the table at the top of the accordion section.