

ACCESS

Accessing the Site

To access the site you must:

- Be connected to the Internet through your Internet Service Provider (ISP).
- Have your browser Internet Explorer 4 (IE 4 or higher) open and running.

Note

SAMSON does support later versions of other browsers such as Netscape Navigator, but for best results Internet Explorer is the preferred browser.

For best results from your browser when viewing or administering your site, you should have your monitor set to:

- A resolution of 1024 x 768.
- Font size set to Small Fonts

Click on the link below to find out how to check/set your system display settings:
http://www.isport.com.au/isport/samson/manual/system_display.pdf

After you have logged on to your ISP and have your browser open:

1. Select File/Open from the Internet Explorer menu bar. The '*Open*' dialog box is displayed.
2. Type the Internet address of your Sport Organisation home page in the '*Open*' dialog box. If you don't know the Internet address of your Sport Organisation home page begin at the iSport home page and navigate through the sport menus to the sport in which your Sport Organisation belongs or use the 'Search' function. The iSport home page is located at the Internet address - <http://www.isport.com.au/>
3. Then click on the 'OK' button. The Sport Organisation home page will start to download.

Navigation Through The iSport Network

As mentioned in the previous section, *SAMSON* is very hierarchical in structure. From the highest level site for your sport, you can select successive levels in the hierarchy (in a descending order) from lists on each home page.

If you began your navigation at the iSport home page continue to move down the hierarchy by selecting options from the sport lists on each of the higher Sport Organisation sites until you reach your Sport Organisation home page. Remember to bookmark the pages that you wish to visit on a regular basis.

Click on the link below to find out how to set a bookmark:

<http://www.isport.com.au/isport/samson/manual/bookmark.pdf>

To assist you in navigating your way through The iSport Network you will find a navigation bar towards the top of your screen, appearing below the date line. This navigation bar shows you the hierarchy of the sport you are visiting and your path through that hierarchy. The navigation bar always begins with the iSport home page for the sport you are in, e.g. iBaseball, and then lists the sporting bodies represented within The iSport Network in hierarchical order as you access them. Using Baseball as an example, the navigation bar may look like:

iBaseball >> ABF >> NSWBL >> Sydney Region >> Cumberland >> Home Page

Where:

ABF represents the Australian Baseball Federation, and

NSWBL represents the NSW Baseball League, and

Sydney Region represents the Sydney Region Baseball, and

Cumberland represents the Cumberland Baseball Association, and

Home Page indicates that you are on the home page of the Cumberland Baseball Association website.

Wherever you go within a site the navigation bar will indicate what page you are on and you can use the navigation bar to move between levels of the sport hierarchy without having to use the 'Back' link repeatedly.

Sport Organisation Home Page Links

LINKS

You will notice that you have a number of links displayed down the left and right side of the screen under certain headings. Beginning with the left side these links are:

Menu

- **'Sport Organisation home'** - when you are on your Sport Organisation home page the link to your home page should be a different colour to show you are on this page.
- **'Results'** – this link displays a table of all the Grades/Divisions within the Sport Organisation competition. Each division links to the Division Table listing the teams in that division and their current standing and results.

Note

If the 'Text Results' functionality is being utilised by the Sport Organisation this link will display results as text or HTML result articles, similar to news items.

- **'The Draw'** – this link displays a table of all Grades/Divisions within the Sport Organisation competition. These divisions link to a table of competition 'fixtures' or the draw for all teams in that division.

Note

If the 'Text Fixtures' functionality is being utilised by the Sport Organisation this link will display fixtures as text or HTML fixture articles, similar to news items.

- **'Venues'** -
- **'News'** – this link displays current news items for the Sport Organisation and/or posted from sites above the Sport Organisation in the sport hierarchy.
- **'Major Events'** – this link displays a table of the major events (committee meetings, trials etc) for the Sport Organisation.
- **'Library'** - this links to the Sport Organisation Library. The library is used as a storage place for documents posted by the Sport Organisation. The library link will only display when a document is placed in the library for users to view. If there are no documents to view the link will not display.
- **'Photo Gallery'** – this links to the Sport Organisation photo gallery. The photo gallery link will only display when a photo/image is placed in the photo gallery for users to view. If there are no photos/images to view the link will not display.
- **'Forum'** – this links to the Sport Organisation forum. The forum requires all users to register before they are permitted to post topics or comments.
- **'Sponsors'** – this links to the dedicated Sport Organisation sponsors page. Sponsors are represented by name, logo graphic, link to sponsors website and comment section.
- **'Executive'** – this links to details of the Sport Organisation executive/committee/staff/contacts list.
- **'Details'** – this links to the Sport Organisation details page where information such as Association address, phone number, mission statement for example are located.
- **'Links'** – this links to the Links function. The links function is used as a depository for links to websites and/or pages of interest to your Association or sport for example.
- **'Feedback'** – this links to an email to the Web Administrator of the Sport Organisation site. In the '*Subject*' line of the email is the destination from where the Feedback request originated.

This function allows visitors to the website to communicate with the Association administrator via e-mail.

Note

The above links may be displayed in a different order to that which is displayed in this manual and it is important to remember also that naming conventions for the same functionality vary between sports and Sport Organisation sites. The above links are represented with generic naming conventions, but can be changed to better suit your Sport Organisation. A higher sport body may have set the naming conventions for these links for your Sport Organisation, simply contact [iSport Customer Service](#) to discuss changing these naming conventions or the ordering of your menu items.

Administration

- **'Sign On'** – this link will display a Web Administrator Sign On screen for Web Administrators to access the Administration functions of the *SAMSON* system.

Archives

- **'Year'** - this link allows you to toggle between the information for your Sport Organisation for the current year and for other years in the system.

Associations, Competitions, Clubs & Venues

If the site you are on is linked to other sites then these linked sites will appear in the left or right side menus, depending upon the layout chosen by the Sport Organisation when the site was initially configured. These linked sites may appear under headings such as 'Associations' or 'Competitions' for example. If a competition fixture/draw has been entered into a Sport Organisation site the headings 'Clubs' and 'Venues' may also appear as lists in the left or right side menus, linking to the Club and Venue pages within this Association site.

Sign On / Sign Off

The non-public areas of your site are protected from general public access.

If you have access to the non-public areas of the site you will be able to enter information (results, news, major events etc) that will be displayed on the site. Only those individuals who have a valid logon and password will be able to access the non-public areas of the site and will be able to enter information to be displayed.

Note

If you do not have a logon and password to access the system please contact your Association web administrator or sport body administrator via the 'Feedback' link on the website you are wanting to administer.

TO SIGN ON

When you access your Association home page, in the left menu under the heading 'Administration' is the link 'Sign On'.

1. In the Association home page, click on the 'Sign On' link. The *Administration Sign On* page is displayed.
2. Type in your Logon. Press the tab key to shift the cursor to the 'Password' field.
3. Type your Password in the 'Password' field. Click on the 'Sign On' button. The non-public Association home page is displayed.

NON-PUBLIC ASSOCIATION HOME PAGE – 'SIGNED ON'

Note that the new Association home page that is displayed is different to your original (public) home page. You now have new links that will allow you to access the information entry sections of the site. These new links are:

Menu

- '**Library**' – if there are no documents loaded to the Association library then this link will appear only when an administrator is signed on.
- '**Photo Gallery**' - if there are no photos/images loaded to the photo gallery then this link will appear only when an administrator is signed on.
- '**Statistics**' – this link displays the Site Statistics Summary for your Association and Club sites, including information on page impressions and sessions.

Administration

- '**Administration**' - this link takes you to the competition administration area, as well as providing links to other administrative functions described later in this manual.
- '**Registration**' – this link will take you to the person registration area of the Association site.
- '**Edit Committee**' – this link allows you to register the details of Association committees, executive, and staff lists and upload/change the Association logo.
- '**Input News**' – this link will allow you to access a page where you can enter news items for display on the site.

- **'Input Events'** – this link will allow you to access a page where you can enter event details for display on the site.
- **'Input Photo'** - this link will access a page that will allow you to upload a new photograph for your home page.
- **'Input Welcome'** – this link will allow you to input a new welcome message at the top of your home page.
- **'Maintain Sponsors'** – this link will allow you to load and maintain sponsor images and messages on the Association site.
- **'Change Week'** – this facility is used during the input of scores for a particular week/round in the competition draw/fixture.
- **'Maintain Poll'** – this link will allow you to maintain the voting poll(s) on the Association site.
- **'Sign Off'** – this link allows you to sign off from the non-public area of the site.

Note

As an Association web administrator your access to the Association website may allow you to access the non-public sections of the Club and Team sites located below your Association in the site hierarchy.

NON-PUBLIC CLUB HOME PAGE – 'SIGNED ON'

Note that the Club home page that is displayed when 'signed on' is different to the original (public) Club home page. You now have a new group of links that will allow you to access the information entry sections of the Club site. These new links are:

Menu

- **'Registration'** – this link will take you to the person registration area of the Club site.
- **'Edit Committee'** – this link allows you to register the details of Club committees and upload/change the Club Logo.
- **'Input News'** – this link will allow you to access a page where you can enter news items for display on the Club site.
- **'Input Events'** – this link will allow you to access a page where you can enter event details for display on the Club site.
- **'Input Photo'** - this link will access a page that will allow you to upload a new photograph for the Club home page.
- **'Input Welcome'** – this link will allow you to input a new welcome message on the Club home page.
- **'Maintain Sponsors'** – this link will allow you to load and maintain sponsor images and messages on the Club site.
- **'Maintain Users'** – this link will allow you to add new Club web administrators to the system and allocate specific permissions to them.
- **'Sign Off'** – this link allows you to sign off from the non-public section of the site.

NON-PUBLIC TEAM HOME PAGE – ‘SIGNED ON’

Note that the new Team home page that is displayed is different to the original (public) Team home page. You now have a new group of links that will allow you to access the information entry sections of the Team site. These new links are:

Menu

- **‘Registration’** – this link will take you to the person registration area of the Team site.
- **‘Edit Players’** – this link allows you to allocate players and officials into Team lists that enables each player to have a player profile page and displays the team information on corresponding team pages.
- **‘Team List’** – this link allows you access to team details such as the club and grade the Team belongs too, the uniform of the team and officials associated with the team. The Team list also displays all those players in the team with photo and abbreviated player profiles.
- **‘Lineup Report’** – this link allows you to input a Team lineup for each individual game in the competition, with player name, position and note fields.
- **‘Input Team Photo’** – this link allows you to input a Team photograph.
- **‘Sign Off’** – this link allows you to sign off from the non-public area of the site.

SIGN OFF

It is important that you sign off when you have finished working in the non-public section of the site. If you leave yourself signed onto the site and leave your computer, anyone who has access to your computer could also enter information that will be displayed on the public site.

To sign off from the non-public section of the site:

1. On the Association home page, click on the ‘Sign Off’ link. The public version of the Association home page is displayed.