

## CREATE THE DRAW

When all of the Teams have been added to the season or year, you have entered all of the information required to create the competition draw/fixtures.

### Introduction

In the '**ASSOCIATION SET UP**' section of this manual we added the Clubs, venues, grades and divisions that form the basis of the Association to the 'master' files of the system.

In the '**YEAR SET UP**' section of this manual we set up the Association for the current year or season by adding all of the Clubs, venues, Club venues, rounds, grades, divisions and Teams to that year.

When you create the draw, you nominate specific round dates/numbers to be played by specific grades. You also nominate which Teams from each grade will play each other during the specific round.

You can either create the draw manually online using the iSport system pages or you can create the draw in another program, save it as a comma delimited file (csv), and upload it to the iSport system. If the second option is chosen, the data must be uploaded in the required data format. The required data format is shown at the end of this section.

## Online Process

To create the draw manually the process is as follows:

1. Specify the rounds to be played for a grade.
2. Add the games to be played for that grade during each round.

### **SPECIFY ROUNDS FOR GRADE**

From the updated *Select Grade* or the *Select Division* page:

1. Click on the 'Rounds' link for the chosen grade/division. The *Select Round* page is displayed.
2. Select the 'Add Round' link and enter the appropriate round information. This information is:
  - Round number i.e. 1 (for the first round of the season and so on).
  - Round Date - in the dd-mm-yy format.
  - Notes - a free text entry field for any notes about the round.
3. Click the 'Update' button when completed. The updated *Select Round* page is displayed with the round added. Note that there is now a 'Games' link on this page under the *More Action* field.
4. Continue this procedure until you have added all of the rounds to be played by the grade/division during the year/season.

## Add Games

Finally, we set up the games that each Team will play within each round and assign a venue / ground and a game time. If you use the 'Draw/Fixtures Upload' facility, you do not have to set up games for each round.

### ADD GAMES TO ROUND

From the *Select Round* page:

1. For the first round, click on the 'Games link'. The *Edit Games* page is displayed.
2. Select the Teams to play each game from the 'Home Team' and 'away Team' drop down lists. Also select the ground / venue and enter the start time for each game.

#### Note

Time is in the 24-hour clock system.

3. Click on the 'Update' button. The *Select Game* page is displayed. You can the edit games link to change any of the details you have just recorded.
4. Repeat steps 2, 3 and 4 until all games have been recorded.
5. Click on the 'Back' link on the left menu. The *Select Round* page is displayed.

#### Note

If you have less teams playing in a round than the number of text boxes available you need to delete the game number from the 'G#' field for that game which isn't to be played. If you do not an error message stating 'A team cannot play itself' will appear.

## Offline Process

You can upload draw/fixtures from an already existing system at the Association level. Alternatively, you can construct a spreadsheet (in Microsoft Excel for instance) of all of the games to be played during a round or a set of rounds. This file can then be uploaded to the system.

Note that you must have set up the year, grades, divisions, rounds, and Teams for the Association before you can upload draws/fixtures. It is recommended that you upload one round at a time to limit the potential loss of data.

You can also include the results of games in these draw/fixtures upload.

### Note

You must ensure that the Team numbers that are associated with each Team in the iSport system are exactly the same as the Team number that each team has in any other system that you are using. If this is not the case you will produce errors in your draw/fixtures.

## Upload &/or Download Draw/Fixtures

### TO UPLOAD DRAWS AND FIXTURES

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. For the selected year, click on the 'Upload' link. The *Upload Draw/Fixtures* page is displayed.
4. In the *Upload Draw/Fixtures* page, click on the 'Browse' button. This will open the *Choose file* dialog box allowing you to browse your local hard drive for the file you wish to upload.
5. Once you have located the file, select it and click the 'Open' button to return to the *Upload Draw/Fixtures* page.
6. Select the 'Validate Only' checkbox to show changes you are going to make with the upload process.

#### Note

'Validate Only' will not make the changes on the iSport system, this is simply a verification tool to show you what you will be changing before you actually make the change.

7. Deselect the 'Validate Only' checkbox to update the system.
8. To upload the file to the system click the 'Press to Upload' button.

### ERRORS

If there is an error in the data file that you upload, then the Draw/Fixtures that contain the error will be displayed on the screen in red. These games will not have been saved on the system.

### TO DOWNLOAD DRAWS AND FIXTURES

You can also download draw/ fixtures as a comma delimited data file. This file can then be imported into another program (such as Microsoft Excel).

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. For the selected year, click on the 'Download' link. The *Download Draw/Fixtures* page is displayed.
4. In the *Download Draw/Fixtures* page, click on the 'Press to Download' link. This will open the *File Download* dialog box.
5. Select the 'Save this file to disk' option, and click the 'OK' button. This will open the *Save As* dialog box.
6. Select the location for saving the file and click the 'Save' button. Once the download has finished, the message boxes will disappear
7. If you have made an error, click on the browser Back button to return to the previous page to make the correction.
8. The downloaded file will be in comma delimited format and can be imported into programs like Microsoft excel.

## Data Format

The data file that is uploaded must be comma delimited (the file will have a .csv extension).

### SPREADSHEET

The data format for a spreadsheet file for Draw/Fixtures is given at the end of this section in '**FORMAT OF DRAW/FIXTURES DATA FILE**'. To create a Draw/Fixtures file:

1. Start your spreadsheet application (i.e. Microsoft Excel) and open a new spreadsheet.
2. Type in the name of each data element (grade, division, round number etc) across the top row of the spreadsheet. Each data element should be in a separate cell. There should be no 'gaps' - no cells left blank.
3. Enter the details of the draw in the columns specified by each data element. Only a few of the details are mandatory - must be entered. An asterisk denotes the mandatory information (\*) next to the data element in the section 'Data Formats for Upload and Download' found on the next page of this manual. Note that there are fields for the entry of game results.
4. Save your Draw/Fixtures file at regular intervals. When complete, save the file in comma delimited format on your PC, floppy or CD.
5. Use the 'Upload Draw/Fixtures' function to upload the file to the system.

## Data Formats for Upload/Download

### GENERAL

All data to be uploaded to the iSport system shall be in ASCII comma delimited format (typically an Excel file saves as a .csv file).

This means that each unique record is stored on a separate line in the file and each field of each record is separated from the previous and next field by a single comma.

The files to be uploaded and downloaded to the iSport System shall consist only of the data records being transferred. There shall be no field headers in these data files.

All mandatory fields must be included in a record and are marked with an asterisk (\*). Optional fields may be left out.

If an optional field is left out then a comma should still be included after that record.

### UPLOADING DRAWS & FIXTURES

Only administrators who have been granted 'Association' level privileges and access to the 'Upload Draw/Fixtures' function will be able to upload draw/fixtures into the iSport SAMSON System.

Prior to uploading draw/fixtures the following elements must exist in the iSport System (with corresponding codes).

- Grounds at which the games will be played.
- Clubs, grades, divisions and Teams which are part of the games being uploaded.
- Rounds to which the games will be added.

If a game is uploaded but any of the above elements for that game do not exist in the iSport system then the information for that game will not be stored in the iSport system and you will see red error feedback.

The following rules will be used when deciding if a game is to be uploaded into the iSport System:

- If a valid row of data for a game is uploaded then it will overwrite any existing data in the system.
- If any game is uploaded then the complete round for that grade and division must be loaded at the same time (eg. for an 8 team competition, all 4 games for the round must be uploaded to ensure data integrity).
- Results can be loaded with the draw/fixture data (or can be entered via the browser interface)
- The system does not check quality of the draw data. Double ups and missing games will not cause errors in the system. Users are responsible for the accuracy of the data being loaded.

In all cases, the user should check that all games have been uploaded correctly into the iSport System.

## FORMAT OF DRAW/FIXTURES DATA FILE

The order of the fields in the draws and fixtures data file is as follows:

- **\*Grade**  
The unique code associated with each grade in the iSport system, e.g. U13, O35, AA etc.
- **Div (Division)**  
The unique code associated with each division in the iSport system, e.g. 2, orange, etc.
- **\*Rnd (Round)**  
The unique code associated with the round in the iSport system, e.g. 1,2,3 etc.
- **GameNo (Game Number)**  
The number of the game in sequential order, e.g. 1.
- **Date**  
The date on which the game is to be played. The format for the date is dd-mm-yyyy, e.g. 25/02/2002
- **Time**  
The time that the game commenced in 24-hour clock format.
- **\*Venue**  
The unique code assigned to the ground/venue at which the game is to be played, e.g. HOLL, EPP, CHR1, etc.
- **\*HClub (Home Club)**  
The unique Club code of the Home Team, e.g. BEE, etc
- **\*HTeam (Home Team)**  
The unique code given to a team when there is more than one team from the same Club in a specific grade and/or division, e.g. blue, 1, etc.
- **\*AClub (Away Club)**  
The unique Club code of the Away Team, e.g. BEE, etc
- **\*ATeam (Away Team)**  
The unique code given to a team when there is more than one team from the same Club in a specific grade and/or division, e.g. blue, 1, etc.
- **Home Team Goals**  
The number of goals scored by the Home team, e.g. 1,2,3, etc.
- **HGoals (Home Team Goals)**  
The number of goals scored by the Home team, e.g. 1,2,3, etc. or the result type abbreviation for those result 'types' added to the grade scoring record, e.g. w/o (washout), w/f (win on forfeit) or l/f (loss on forfeit), etc.
- **AGoals (Away Team Goals)**  
The number of goals scored by the Away team, e.g. 1,2,3, etc. or the result type abbreviation for those result 'types' added to the grade scoring record, e.g. w/o (washout), w/f (win on forfeit) or l/f (loss on forfeit), etc.
- **Notes**  
Comments about the game, e.g. 'The 10th major win of the season for the home team'.
- **HAdj (Home Team Points Adjustment)**  
Points adjusted to the Home Team for such things as not providing a referee, e.g. -1
- **AAAdj (Away Team Points Adjustment)**  
Points adjusted to the Away Team for such things as not providing a referee, e.g. -1