

## INPUTTING RESULTS

Scores can be input either online at the 'Association' site or uploaded with a Comma Separated Values (.csv) file. For scores to be input the 'Change Week' function must be activated (from the Association level) and this must be done for each round.

### Change Week

To change the week of your Association site so you can enter results for the current round, from the Association home page:

1. Click on the 'Change Week' link from the left menu. The *Maintain Site* page is displayed.
2. Select the 'Round No.' (Round Number) from the drop down list. Click on the 'Update' button. The Association home page will be displayed.
3. It is now possible to access the 'Input Scores' link for the selected round/date to enter results.

## Input Scores - The Online Process

From the Association Home Page:

1. Select the 'Results' link from the left menu. The *Division Table* page is displayed.
2. Select the 'Input Scores' link. The *Input Scores for Round* page is displayed.
3. Type in the results for each game in the 'F/A' (For/Against) column.
4. When you have completed entering scores, scroll to the bottom of the page and click on the 'Update Scores' button. (Note that if you click on the Reset button, all of the scores entered will be deleted from the *Input Scores* page). The *Update Scores for Round* page is displayed.

If you only wish to input scores for a single grade:

1. Select the 'Results' link. The *Division Table* page is displayed.
2. From the Division Table select the grade that you wish to input the scores for. The *Grade Tables as at Round* page will be displayed.
3. Select the 'Input Scores' link. The *Input Scores for Round* page is displayed.
4. Type in the results for each game in the grade in the 'F/A' (For/Against) column.
5. Select a 'Result' for the Home team and the Away team from the drop down list in the Result column if this is appropriate (see '**RESULT TYPES**' section below for explanation).

### Note

If you have a 'Bye' in your round you need to enter a lowercase 'b' in both the 'F/A' (For/Against) column to indicate the Bye has taken place. If points are allocated for a Bye in your competition the points will only be given once the Bye has occurred, as indicated to the system by the recording of the lowercase 'b' in the F/A fields.

6. The 'Adj' (Adjustment) column is for points adjustments, e.g. if additional points are awarded or deducted for some reason, and the 'Notes' column is for additional notes on the game.
7. When you have completed entering scores, scroll to the bottom of the page and click on the 'Update Scores' button. (Note that if you click on the Reset button, all of the scores entered will be deleted from the *Input Scores* page). The *Update Scores for Round* page is displayed.

### RESULT TYPES

If the game you are entering a score for is a washout, forfeit win or forfeit loss for example, and you have added these result 'types' into the grade record when setting up the Association site (see manual section '**ASSOCIATION SET UP**'), you should be able to select this outcome from the drop down list in the 'Result' column. Leave the F/A fields blank and only select the result type from the drop down list. If the result type is not in the list it needs to be added to the 'master' files in 'Maintain Grades' and then updated into the year 'Grade' record.

### REMOVING RESULTS

You can correct any errors by clicking on the browser 'Back' button to return to the *Input Scores* page. If you want to delete a score out of the system and not replace it with another score type a lowercase 'x' in the 'F/A' (For/Against) fields.

## Input Scores - The Offline Process

### DOWNLOAD DRAW/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 '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. The downloaded file will be in comma delimited format and can be imported into programs like Microsoft excel.
8. You can log off from the iSport system at this stage. Open the file (in your spreadsheet program) and enter the relevant game results.

#### Note

If the game you are entering a score for is a washout, forfeit win or forfeit loss for example, and you have added these result 'types' into the grade record when setting up the Association site (see manual section '**ASSOCIATION SET UP**'), you need to add the result type abbreviation into the 'HGoals' (Home Goals) and 'AGoals' (Away Goals) fields. For example add '**w/f**' to the Goals field for the team that Won on Forfeit and add '**l/f**' to the Goals field for the team that Lost on Forfeit. Note: you may have entered a different abbreviation into your Grade scoring record to that given in the example.

9. Save the file in comma delimited format. When you are ready to upload the file, log onto the iSport system again.

#### Note

It is easier and safer to delete all the fixtures except those that you are inputting results in for.

### UPLOAD SCORES

You can upload the scores for all matches in a round via the 'Upload Draw/Fixtures' function. The process is as follows:

1. From the downloaded draw/fixtures spreadsheet enter all the relevant information for the selected round as described above.
2. Save the spreadsheet (as a comma delimited file) and close the spreadsheet application (i.e. Microsoft Excel).
3. Upload the updated file using the 'Upload Draw/Fixtures' function.
4. To access the 'Upload Draw/Fixtures' function from the Association home page:
5. Click on the 'Administration' link.
6. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
7. For the selected year, click on the 'Upload' link. The *Upload Draw/Fixtures* page is displayed.

8. 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.
9. Once you have located the file, select it and click the 'Open' button to return to the *Upload Draw/Fixtures* page.
10. 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.

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

## TEXT RESULTS

Due to the type of sport your Association belongs to you may have the ability to enter results as text or HTML, similar to a news item. For this feature to be enabled the system 'Results' functionality described in the previous sections of the manual needs to be disabled.

### Note

When the 'Text Results' functionality is enabled the display of menu items on the Association site remains the same, hence users will still select the 'Results' link to access results. It is the display of the actual results that changes with this functionality. Using the system 'Results' functionality displays the results information in pre-templated tables, whereas any data input using the 'Text Results' option is displayed as text or HTML as the user has entered.

## Text Results

To input Text Results, from the Association home page:

1. Select the 'Input Results' link from the left menu. The *Input Results* page is displayed.
2. The 'Date' field will automatically default to today's date, but you can change this to a future date and have the system post the results item when that date occurs. The 'Expires' field is for the date the results item expires. This is not a mandatory field but it is a good idea to put an expiry on a results item if the results item pertains to a specific event that finishes or is irrelevant after a specific date.

You can enter results items as plain text or as HTML (if you know this language or have a HTML editor like Front Page or Dreamweaver), by clicking on the appropriate radio button. If you enter your results item as text you should make sure that you press the 'Enter' key between each paragraph so that the spacing is displayed on the screen.

### Note



SAMSON is not a HTML editor, you must enter the HTML tags for your news item to appear as HTML.

3. Clicking on the 'Deleted' check box will hold the results item in the non-public area of your site but will not display it in any results pages on the public site.
4. Each results item consists of two sections: the first is the 'Headline' and the second is the 'Main Body' of the results item. The date of the results item and headline appear in the 'Results' section of the site. The 'Main Body' section of the results item is only visible when the results item is selected.
5. You can upload a photo with the Main Body by selecting the 'Browse' button and locating the photo you wish to upload on your PC, CD or floppy disk. You can enter a caption for the photo in the 'Photo Caption' field and also set the alignment of the photo to the right or left of the results text. The photo and caption can also be hyperlinks to another page or site within your website or outside of it, by simply entering the URL address in the 'Photo URL' field.

### Note

You can use the checkbox 'Raw' to maintain your photo dimensions. For faster downloading of your Association pages however, any photo loaded to the Main Body in the Results section where the 'Raw' checkbox is not ticked will be optimised in file size and the width of the photo reduced to 200 pixels. The height will be maintained in proportion to the width.



6. When you have completed the results item, click the 'Submit' button. A review page, showing how the article will appear on the public site, is displayed. This page will allow you to:

- Edit the article – choose the edit symbol  above the results item headline.
- Delete the article – choose the delete symbol  above the results item headline.

7. If you wish the results item to be published on the site, click on the Association logo at the top of the left menu. This will return you to the Association home page. Note that the item appears in the 'Results' section of the Association site.


## TO EDIT RESULTS

From the Association home page:

1. Click the 'Results' link. The *Results* page is displayed.
2. Click on the results item that you wish to edit by selecting the date. The *Results Item* page is displayed.
3. Click on the 'Edit' symbol  above the results item headline. The results item is displayed. Position the cursor in the article at the point that you wish to make changes. Edit the article.
4. When you have completed the results item, click the 'Submit' button. A review page, showing how the results item will appear on the public site is displayed.
5. The results item will appear on the 'Results' section of the page with 'Change' icon  displayed next to it.

## TO DELETE RESULTS

From the Association home page:

1. Click the 'Results' link. The *Results* page is displayed.
2. Click on the results item you wish to delete. The *Results Item* page is displayed.
3. Click on the 'Delete' symbol  above the results item headline. The results item will be deleted from the public site.

Results items that have been deleted from the public site appear in the non-public site with **(deleted)** next to them in red.