

ASSOCIATION SET UP

The *SAMSON* system will allow you to create the draw for an 'Association'. An 'Association' is considered the basic site type within the *SAMSON* system – it allows for the creation of Club, Team and Player home pages as well as the creation of a competition between these Clubs/Teams.

You may not use the term 'Association' within your sport in this way. Some sports, for instance, use the term 'Association' to mean a higher level organisation like a Region or a Federation. Others use the word 'Association' to refer to Clubs.

Within the *SAMSON* system, we use the term 'Association' to refer to the body that conducts/organises the regular competition between a group of Clubs/Teams that are usually located within the geographical boundaries of the Association.

SET UP THE ASSOCIATION

To create the draw, you must first set up the Association. This means that you must load the following data into the system:

- The names/details of the Clubs in the Association.
- The names/details of the grounds or venues used by the Association.
- The names/details of the grades and divisions (if relevant) played in by Clubs in the Association.

These details are entered into the system only once. When you create the competition each year, you allocate Clubs, grades, grounds etc to the competition for that year.

From the Association home page:

1. 'Sign On' to the system. The administrator menus are displayed on the Association home page.

Note

A 'Site' can be an Association, a Competition, a League, a Region or a Zone for example; they all have the ability to host and maintain a competition.

2. Click on the 'Administration' link on the left side menu. The following links are displayed:

Association

- **'Maintain Years'** – this link allows you to access site areas that permit you to set up a draw for all of the Clubs within the Association for a certain year.
- **'Maintain Control'** – this link will allow you to access the 'master' pages that you need to set up and administer the whole association.
- **'Maintain Users'** – this link allows the creation of other user accounts for additional administrators to access the non-public areas of the site.
- **'Maintain Roles'** – this link allows the setting up of 'Roles' or official positions held within the Association that web administrators will register members against.
- **'Maintain Age Groups'** – this link allows the setting of the 'Age Groups' defined by the Association. This function may not be appropriate to your Association.
- **'Edit Stat Formula'** – this link allows the setting of the formula for calculating such statistics as Goal Average or Goal Rate. This function may not be appropriate to your Association.
- **'Extra Html'** – this link allows the addition of HTML code to the home page of the Association. The HTML will appear below the welcome message and photo of the week.

- **'Sign Off'** – this link allows you to sign off from the non-public section of the site.

3. Click on the 'Maintain Control' link. The *Select Site* page is displayed.

Note that the additional links that you can now access on the *Select Site* page are:

Menu

- **'Maintain Clubs'** – this link allows you to add and edit the details of a Club.
- **'Maintain Grades'** – this link allows you to add and edit the details of a grade.
- **'Maintain Divisions'** – this link allows you to add and edit the details of a division.
- **'Maintain Grounds'** – this link allows you to add and edit the details of a ground/venue.
- **'Maintain Sites'** – this facility is not used by Association or Club administrators.

Note

The 'Maintain Control' area of the system is the 'master' copy or central store of information to be used in setting up your Association site and competition draw/fixture. Each year you update from this 'master' copy to the current year of the system. If there is a need to 'edit' details for a club, grade, division, ground/venue it is best to edit this 'master' copy of the information as this is the store of information that will be drawn upon in the new year of competition, not what is being seen in the current year of competition.

If you are taking over the administration of your site from another web administrator who has previously set up your Association site and/or a competition draw you may not need to administer anything in this 'Maintain Control' area of the system.

Your Association may not intend to use the system Draw/Fixtures functionality due to complexity in your sport draw structure. You may choose to instead utilise the 'Text Fixtures' functionality provided as an alternative. If so, see the section titled Text Fixtures at the end of this section.

THE BACK LINK

Many of the screens in this section of the site have a 'Back' link on the left side menu. This 'Back' link will take you back and up one level in the screen hierarchy.

ENTERING DATA

Before you can create the draw within the system you have to set up your Association. This means that you have to define specific information about:

- The Clubs belonging to the Association;
- The grounds that the Clubs will use;
- The grades that will be supported within the Association competition,
- The divisions that each competition grade will have.

Clubs

SET UP CLUBS

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Control' link. The *Select Site* page is displayed.
3. Click on the 'Maintain Clubs' link in the *Select Site* page. The *Select Club* page is displayed with a link 'Add Club' on the left menu.
4. Select the 'Add Club' link and enter the following information into the *Add Club* form.
5. Enter a 'Club Code' – e.g. using the example of a Club named 'Beecroft Districts Sports Club', the club code may be 'BEE'.

Note

This code needs to use alphanumeric characters, i.e. letters A-Z and/or the numerals 0-9. Underscores (_) are also permitted. This code is only relevant to the *SAMSON* system, used to identify the Club uniquely within the system.

Bye

If you have any 'Byes' in your competition draw/fixture you need to create a 'Bye' Club to allow for this. The Bye club is created by using Club code 'BYE'.

6. Enter the Club 'Name' and the Club 'Long Name'. The 'Name' need only be an abbreviation of the official name - e.g. Beecroft, whereas the 'Long Name' is the full name of the Club - e.g. Beecroft District Sports Club.
7. Select the 'Not in Clubs List' check box if the Club is part of the competition but does not need to appear in the Club list on the Association home page, e.g. Bye.
8. Enter the Club 'Street Address' and 'Postal Address' in the appropriate fields.
9. Enter the details for Club 'Phone', 'Fax' and 'Email'.
10. Enter the details for Club 'Standard' and 'Alternate' uniforms.
11. Click the 'Update' button. Add as many Clubs as there exist within the Association, entering as much data as appropriate for each Club.

Grades

SET UP GRADES

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Control' link. The *Select Site* page is displayed.
3. Click on the 'Maintain Grade' link. The *Select Grade* page is displayed with a link 'Add Grade' on the left menu.
4. Select 'Add Grade' and enter the following information into the *Add Grade* form.
5. Enter a code for the grade in the 'Grade' field – e.g. U19

Note

This code needs to use alphanumeric characters, i.e. letters A-Z and/or the numerals 0-9. Underscores (_) are also permitted. This code is only relevant to the *SAMSON* system, used to identify the grade uniquely within the system.

6. Enter a 'Description' for the grade – e.g. Under 19
7. Select an 'Age Group' from the drop down list that corresponds to this grade. This function does not have to be used but to learn how to enter 'Age Groups' to this list see the section '**MAINTAIN AGE GROUPS**' on the next page of this manual.
8. Enter in minutes the game 'Duration'.
9. Enter a 'Sequence' number for the Assoc (Association) and Club grade lists to determine the order in which a grade is displayed on the site. Lower numbered grades are displayed higher on the page - e.g. If 'First' grade has a sequence number of 100 and 'Second' grade has a sequence number of 200, 'First' grade will be displayed above 'Second' grade in the Grade list.
10. Select the 'Single Division Grade' checkbox if the grade does not have any divisions within it, i.e. it is a single division grade.
11. Select the 'Non Competition' checkbox if points are not to be calculated/applied for this grade within the competition – e.g. juniors or modified age groups that play for fun only.
12. Enter the points allocated for the match outcomes of 'Win', 'Draw', 'Scoreless Draw', 'Loss' and 'Bye'.
13. For other outcomes such as 'Forfeit Wins', 'Forfeit Losses', 'Washouts', 'Cancelled', 'Postponed' etc add the name of the Result Type to the first field, then add an abbreviation for the Result Type in the second field, and the points and goals awarded, if any, for these match outcomes. The 'Played' checkbox is selected if the game in which this outcome has occurred should be counted as a 'Played' game in the results table.

An example of a Result Type is:

Result Type Name (1st field) = Forfeit Win

Result Type Abbreviation (2nd field) = w/f

Points = 3 points

Goals = 3 goals

Played = Check the box for 'Yes' or leave blank for 'No'

Note


The abbreviations used for the Result Types are utilised when inputting scores via the upload

function, so it is important to be uniform throughout the creation of Result Types and their abbreviations so as to reduce the likelihood of error when entering results.

14. When you are entering your next grade scoring details you can select the previously entered grade from the 'Same As Grade' drop down list and the scoring details will appear in the Win, Draw, Loss, etc fields below this drop down when you 'Update' this screen.
15. Click the 'Update' button. Repeat the process for each Grade remembering to use the 'Same As Grade' function if the scoring is the same for other grades.

TO EDIT A GRADE

In the *Select Grade* page:

1. Click on the edit  symbol to edit the details of the chosen grade. The *Edit Grade* page is displayed.
2. Make any changes then click on the 'Update' button. The *Select Grade* page is displayed with the changes registered on the system.

MAINTAIN AGE GROUPS

If your Association has specific age groups defined within it for purposes of registration or grading you can specify these age groups within the 'Maintain Age Groups' function of the system. This 'Age Groups' information is linked to the draw and also the person registration database. It is not essential that you utilise this function.

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Age Group' link. The *Select Age Group* page is displayed with a link 'Add Age Group' on the left menu.
3. Select the 'Add Age Group' link and enter the following information into the *Add Age Group* form.
4. Enter a 'Description' for the age group – e.g. Intermediate.
5. Enter a 'SeqNo' (sequence number) to order the age groups.
6. Enter a 'Min.Age' and 'Max.Age' for the minimum age and the maximum age for someone to be placed in this age group.
7. Enter a 'Fee' if there is a registration fee associated with the age group.
8. Select the 'Update' button and the age group will appear in the *Select Age Group* table above.

Divisions

SET UP DIVISIONS

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Control' link. The *Select Site* page is displayed.
3. Click on the 'Maintain Divisions' link. The *Select Division* page is displayed with a link 'Add Division' on the left menu.
4. Select the 'Add Division' link and enter the following information to the form.
5. Enter the code for the division in the 'Division' field – e.g. 1


Note

This code needs to use alphanumeric characters, i.e. letters A-Z and/or the numerals 0-9. Underscores (_) are also permitted. This code is only relevant to the *SAMSON* system, used to identify the division uniquely within the system.

6. Enter the 'Description' of the division – e.g. Division 1
7. Enter the 'Seq' (sequence number) to control the order of the division list.
8. Click the 'Update' button. Repeat the process for each division within the competition.

TO EDIT A DIVISION

In the *Select Division* page:

1. Click on the edit  symbol to edit the details of the chosen Division. The *Edit Division* page is displayed.
2. Make any changes then click on the 'Update' button. The *Select Division* page is displayed with the changes registered on the system.

Venues

SET UP VENUES

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Control' link. The *Select Site* page is displayed.
3. Click on the 'Maintain Venues' link. The *Select Venue* page is displayed with a link 'Add Venue' on the left menu.

Note

Each playing venue/ground used in the competition should be set up with an individual venue code. If there are 5 courts/fields at the one location, you need to set up 5 individual venue codes so that each can be allocated to the relevant games.

4. Select the 'Add Venue' link and enter the following information to the form.
5. Enter the 'Venue Code' – e.g. MID01 for Midson No 1 Oval.

Note

This code needs to use alphanumeric characters, i.e. letters A-Z and/or the numerals 0-9. Underscores (_) are also permitted. This code is only relevant to the *SAMSON* system, used to identify the venue uniquely within the system.

6. Enter the 'Name' and the 'Long Name' of the venue. The 'Name' need only be an abbreviation of the official name - e.g. Midson 1, whereas the 'Long Name' is the full name of the venue - e.g. Midson Oval Number 1
7. Enter the 'Address', 'Contact Numbers' and 'Details' fields as applicable.
8. Click the 'Update' button. Repeat the process for each venue.

Edit Stat Formula

If your sport has specific statistical formula used to calculate sorting criteria for results tables you can set this formula using the 'Edit Stat Formula' function.

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Edit Stat Formula' link.
3. Enter a name for the Statistical Formula in the 'Statistic Name' field.
4. Enter the formula by selecting from the drop down option OR typing into the blank text fields. If the formula criteria you require is not available in the drop down box please contact iSport. The blank text fields are for numerals only.

Note

If your formula is longer than the spaces available, click the 'Update' button once you have filled the first two lines of the formula and more fields will appear below what you have already entered.

5. Click the 'Update' button for your formula to be registered on the system.

Note

If your formula is not being used in the calculating of your results tables please contact iSport, as this function may need to be enabled by an iSport administrator.

Extra HTML

The 'Extra HTML' function allows the addition of HTML code to the home page of the Association. The HTML will appear below the welcome message and photo of the week.

Note

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

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Extra HTML' link. The *Edit Extra HTML* page is displayed.
3. Either browse for a file containing your HTML by using the 'Browse' button, or type/paste your HTML code into 'Extra HTML' text box.
4. Select the 'Update' button to register the HTML on the system. You will be returned to the Association home page where the Extra HTML will appear under the Welcome Message and Photo of the Week sections. You may need to refresh your system to see the new page displayed correctly.
5. If you want to remove an Extra HTML file from your Association home page select the 'Remove file' checkbox when in this function and then select 'Update'.

TEXT FIXTURES

Due to the type of sport your Association belongs to you many have the ability to enter draw/fixtures as text, similar to a news item. For this feature to be enabled the system 'Draw/Fixtures' functionality described in the previous sections of the manual needs to be disabled.

Note

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

Text Fixtures

To input Text Fixtures, from the Association home page:

1. Select the 'Input The Draw' link from the left menu. The *Input The Draw* 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 draw/fixtures item when that date occurs. The 'Expires' field is for the date the draw/fixtures item expires. This is not a mandatory field but it is a good idea to put an expiry on a draw/fixtures item if the draw/fixtures item pertains to a specific event that finishes or is irrelevant after a specific date.

You can enter draw/fixtures 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 draw/fixtures 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 draw/fixtures item in the non-public area of your site but will not display it in any draw/fixtures pages on the public site.
4. Each draw/fixtures item consists of two sections: the first is the 'Headline' and the second is the 'Main Body' of the draw/fixtures item. The date of the draw/fixtures item and headline appear in 'The Draw' section of the site. The 'Main Body' section of the draw/fixtures item is only visible when the draw/fixtures 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 Draw' 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 draw/fixtures 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 draw/fixtures item headline.
 - Delete the article – choose the delete symbol  above the draw/fixtures item headline.
7. If you wish the draw/fixtures 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 Draw' section of the Association site.


TO EDIT FIXTURES

From the Association home page:

1. Click 'The Draw' link. The *Draw* page is displayed.
2. Click on the draw/fixtures item that you wish to edit by selecting the date. The *Draw/Fixtures Item* page is displayed.
3. Click on the 'Edit' symbol  above the draw/fixtures item headline. The draw/fixtures 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 draw/fixtures item, click the 'Submit' button. A review page, showing how the draw/fixtures item will appear on the public site is displayed.
5. The draw/fixtures item will appear on 'The Draw' section of the page with a 'Change' icon  displayed next to it.

TO DELETE FIXTURES

From the Association home page:

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

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