

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.
- **'Maintain RC'** – this link allows the setting of Result Codes for match outcomes, and also allows for the assigning of a Results Table column for each Result Code.
- **'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 selections.
8. 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.
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 'Secondary Sort' option applicable to your competition. The primary sort is on 'Points' and you have the choice of selecting the Secondary Sort from the options 'Quotient', 'Nett Run Rate' or 'Wins/Ties/Draws'.

Note

If the option Wins/Ties/Draws is selected as the Secondary Sort the tertiary sort defaults to Nett Run Rate.

11. Select the 'Single Division Grade' checkbox if the grade does not have any divisions within it, i.e. it is a single division grade such as 'A' grade and not 'A/1' or 'A/2'.
12. Select the 'Limited Overs' checkbox if the grade is in a Limited Overs competition.
13. Enter a 'Weighting' for the grade if this is applicable.
14. Enter how many 'Balls per over' for the grade.
15. If you have already created a grade and entered the applicable Result Codes you can copy those Result Codes to this grade by entering the other grade in the 'Result Codes: Same as Grade' field.
16. If you have not entered the Result Codes for a grade you enter them in the bottom section of the page. These result codes allow you to allocate points for certain match outcomes such as 'Win on First Innings', 'Draw', 'Loss' and 'Bye'.

Note


The Result Codes that display by default on any 'Add Grade' page are drawn from the Maintain RC' (Result Code) area of the system. See the section **MAINTAIN RC - RESULT CODES** for details on how to set up those applicable to your competition.

The abbreviations used for the Result Codes are utilised when inputting scores via the upload function, so it is important to be uniform throughout the creation of Result Codes and their abbreviations so as to reduce the likelihood of error when entering results.

17. 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.

MAINTAIN RC - RESULT CODES

We have devised the specific match outcomes for the game of cricket but the points awarded for the outcome and the abbreviation you wish to use for the outcome differs from Association to Association. In 'Maintain RC' you can set up the points and abbreviation for each outcome and also allocate which Results Table column that outcome should be assigned too. The Result Codes shown in the 'Add Grade' screen when you are setting up your draw come from this central store of Result Codes.

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain RC' link. The *Maintain Result Code* page is displayed with a link 'Add Result Code' on the left menu.
3. Select the 'Add Result Code' link and enter the following information into the *Add Result Code* form.
4. Enter a 'Code' for the Result Code, i.e. an abbreviation.
5. Enter a 'Description' for the Result Code.
6. Select a 'Column' that the Result Code will be assigned too in the Results Table.
7. Select the 'OppCode' (Opposite or corresponding code) for the alternate outcome to this match result.
8. Enter a 'Seq' (Sequence Number) to order the Result Codes.
9. Select the 'Update' button and the Result Code will appear in the *Select Result Code* table.

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.

Grounds

SET UP GROUNDS

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 Grounds' link. The *Select Ground* page is displayed with a link 'Add Ground' on the left menu.

Note

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

4. Select the 'Add Ground' link and enter the following information to the form.
5. Enter the 'Ground 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 ground uniquely within the system.

6. Enter the 'Name' and the 'Long Name' of the ground. 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 ground - 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 ground.

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.

Note

For cricket the Nett Run Rate and Quotient formulas are set in the system, you do not need to add them into this section.

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'.