

## YEAR SET UP

### Introduction

After you have set up the Association by entering information about Clubs, grades, divisions and grounds/venues, you can set up a competition season or a year.

When you set up the Association (see the previous section), you registered all of the Clubs, grades, divisions and grounds/venues for the Association in the 'master' files or central store of information. Now you have to start a new year ('Add Year') and allocate the Clubs, grades, divisions and grounds/venues that are relevant to that year.

It may happen that in some years or some seasons you do not use all of the Clubs, grades, divisions or grounds/venues that you have set up in the master files. You may also have to add new Clubs, grades, divisions or grounds/venues to the master files (via the 'Maintain Control' function) in the future.

### THE PROCESS

The process follows the task order listed below:

1. Start a new year – 'Add Year' function.

#### Note

Every year it is necessary to set up a new year and archive the information from the previous year. See the section titled '**NEW YEAR**' for instructions on how to complete this.

2. Add grounds to the Association for the season.
3. Add Clubs to the Association for the season.
4. Assign a ground to a Club (Home Ground) – optional.
5. Add rounds for the season.
6. Add grades to the Association.
7. Add divisions to grades.
8. Add Teams to the year.

## Add Year

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. Click on the 'Add Year' link. The *Add Year* page is displayed.
4. Type in the year - e.g. 2004, and the 'Description' - e.g. Year 2004 competition
5. Click on the 'Update' button. The *Select Year* page is displayed with the new year added to the list.

### Note

Once you have added a year you can only edit the 'Description' of that year. You cannot delete the year from the *Select Year* page. If the year has already been created move to the next section of the manual.

## NEW YEAR

Each year that your Association utilises the system it is necessary to create the new year and then move the Association site to that new year, effectively archiving the information from the previous year.

Once a new year has been added by following the instructions in the previous section, from the Association home page:

1. Click on the 'Change Week' link. The *Edit Site* page is displayed.
2. In the 'Current Year' drop down select the new year.
3. Click on the 'Update' button. The Association home page is displayed with the year shown in the navigation bar on the far right.

## ARCHIVES

The 'Archive' link for a year allows users to toggle between different years of the Association site and is activated each year by adding what is known as the 'AA' club to the year. The 'AA' club is actually your Association.

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. Add a club with the 'Code' field as '**AA**' and the 'Name' field with your Association name.
6. Click on the 'Update' button. The Club '**AA**' will be added to the *Select Club* table.
7. Select the 'Back' link from the left menu twice to be taken to the *Administration Functions* page.
8. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
9. Click on the 'Clubs' link in the year you wish to activate the Archive link.

10. Select the 'AA' Club i.e. your Association, from the drop down list and click on the 'Update' button. The updated *Select Club* page is displayed with the 'AA' Club added to the list, thus enabling the 'Archive' link for that year.

## Add Grounds

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. In the year selected, click on the 'Ground' link. The *Select Ground* page is displayed.
4. Click on the 'Add Ground' link. The *Add Ground* page is displayed.
5. Select the ground name from the drop down list and click the 'Update' button. The updated *Select Ground* page is displayed with the new ground added to the list.

### Note

These grounds are being drawn from the 'master' files created in 'Maintain Control'. If a ground is missing you need to go back to 'Maintain Grounds' and add it to the 'master' files first and then come back to 'Maintain Years' and add it to the current year. This is the same with all the information relating to clubs, grades, divisions and grounds/grounds.

6. Repeat selecting the ground name from the drop down list and clicking the 'Update' button until all grounds/grounds for the Association for the year have been added to the list displayed on the *Select Ground* page.

## Add Clubs

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. In the year selected, click on the 'Clubs' link. The *Select Club* page is displayed.
4. Click on the 'Add Club' link. The *Add Club* page is displayed.
5. Select the Club name from the drop down list and click the 'Update' button. The updated *Select Club* page is displayed with the new Club added to the list.
6. Repeat selecting the Club name from the drop down list and clicking the 'Update' button until all Clubs for the Association for the year have been added to the list displayed on the *Select Club* page.

## Add Club Grounds

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. In the year selected, click on the 'Clubs' link. The *Select Club* page is displayed.
4. In the updated *Select Club* page, click on the 'Grounds' link. The *Select Club Ground* page is displayed.
5. Select a ground from the drop down list, to be associated with the Club (if applicable) then click the 'Update' button. The updated *Select Club Ground* page is displayed with the new ground added to the list.

### Note

You can add as many grounds to a Club as you wish. This function may not be appropriate for your Association.

## Add Rounds

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. In the year selected, click on the 'Rounds' link. The *Select Round* page is displayed.
4. Click on the 'Add Rounds' link. The *Add Round* page is displayed.
5. Enter the 'Round Number' – e.g. 1 or 01

### 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 rounds uniquely within the system.

Please ensure that all round numbers appear in correct numerical sequence. Match statistics will be miscalculated if round numbers are incorrect or out of sequence.

6. Enter 'Round Date' in the format dd-mm-yy.

### Note

If your competition has rounds with games played on more than one date make the date in this field the last date of games played in the round – e.g. In Round 4, games are played on the 3<sup>rd</sup> and 4<sup>th</sup> of the month, in the 'Round Date' field enter the date as the 4<sup>th</sup> of the month. You will enter the correct date for those games played on the 3<sup>rd</sup> of the month later.

7. Enter the 'SeqNo' (sequence number) to order the appearance of the rounds within the system. Rounds allocated a lower sequence number will be displayed highest in any table of rounds.
8. Enter 'Max Games', i.e. the maximum number of games in the round. This is optional.
9. Enter 'Is Finals'. If an option from this box is selected the result is not included in the main competition table, it is displayed as a separate 'Finals' table. See next section of 'Finals' rounds for more information.
10. Then click the 'Update' button. The updated *Select Round* page is displayed with the new round added to the list. Continue this procedure until all rounds have been added for the year.

### Note

This procedure is used to add all of the 'Round Numbers' and 'Round Dates' to be played within an Association for the current year. Different grades within the same Association may play different rounds and on different dates. When you create the draw, you will nominate specific 'Round Numbers/Round Dates' for a particular grade.

## 'Finals' Rounds

If the round you are adding is a 'finals' round, such as a quarter final, semi final or grand final for example, you need to treat these rounds in a different manner to the normal competition rounds, so as to not have the results of these 'finals' rounds included in the Division Table. All 'finals' results will be displayed in separate tables titled as per the 'finals' type selected when adding the round, as described below.

When adding a 'finals' round follow the instructions below:

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. In the year selected, click on the 'Rounds' link. The *Select Round* page is displayed.
4. Click on the 'Add Rounds' link. The *Add Round* page is displayed.
5. Enter the 'Round Number' as a code for the type of 'finals' round being played – e.g. SF for Semi Final or F for Final.

### Note

When you are adding the Round Number code for 'Grand Final' this must be 'GF' if you would like to utilise the 'Grand Finals' function set up in the results section of your Association site. This function captures all 'Grand Finals' rounds from an Association and displays them on the one 'Grand Finals' page.

6. Enter 'Round Date' in the format dd-mm-yy.
7. Enter the 'SeqNo' (sequence number) to order the appearance of the rounds within the system. Rounds allocated a lower sequence number will be displayed highest in any table of rounds.
8. Enter 'Max Games', i.e. the maximum number of games in the round. This is optional.
9. Enter 'Is Finals'. If an option from this box is selected the result is not included in the main competition table, it is displayed as a separate 'Finals' table.

### Note

If an option you require is not listed in the 'Is Finals' drop down please contact iSport to have this included in your 'Is Finals' list.

10. Then click the 'Update' button. The updated *Select Round* page is displayed with the new round added to the list. Continue this procedure until all rounds have been added for the year.

It is then necessary to add these 'finals' rounds to the relevant grades/divisions as you would normal competition rounds.

## Add Grades

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. In the year selected, click on the 'Grades' link. The *Select Grade* page is displayed.
4. Click on the 'Add Grade' link. The *Add Grade* page is displayed.
5. Select the first grade to be added from the drop down list and click the 'Update' button. The updated *Select Grade* page is displayed with the new grade added to the list.
6. Repeat adding grades in this manner until all grades played within the Association for the year have been added.

## Add Divisions to Grades

From the updated *Select Grade* page:

1. Click on the 'Divisions' link for a chosen grade in the *More Action* column. The *Select Division* page is displayed.
2. Select the division to be associated with the grade from the drop down list. Click the 'Update' button. The updated *Select Division* page is displayed. This page displays the list of divisions associated with a specific grade.
3. Continue to select divisions to be associated with the grade following the procedure above until all divisions for the grade have been added.

### **Alternative Step 2 and 3**

1. Click on the 'Add Division' link. The *Add Division* page is displayed.
2. Select a division then click the 'Update' button. The updated *Select Division* page is displayed.
3. Repeat clicking on the 'Add Division' link and adding new divisions until all divisions have been added to the grade for the year.

## Add Teams

From the updated *Select Division* page:

1. Click on the 'Teams' link for a chosen grade/division. The *Select Team* page is displayed.
2. Select and enter the 'Team Number'. This usually starts at 1 and increments as every new Team is added to the list.

### Note

Once a Team has been entered into the system you will not be able to change the team number allocated. If you use software external to the *SAMSON* system to create the draw, the number allocated to a Team here should be the same as those in the external draw software that you use.

3. Enter the 'Club Code' by selecting the Club from the drop down list.
4. Enter a 'Team Name' if there is more than one Team from the same Club to differentiate the two - e.g. Red, Blue, etc.
5. Select the check box 'In Grade Tables' if this Team's points are to be calculated and displayed in the Grade Table. An example of when a Team may not be included 'In Grade Tables' is when the Team is actually a BYE.
6. Select the check box 'In Club Championship' if this Team is to be included in the Club Championship Table.

### Note

The Club Championship is where the results of a specific number of teams, or in some cases all teams, from a club are tallied in a Club Championship Table. Specific weightings may be given to certain teams within the club also. Please contact iSport if you would like to utilise this feature as the set up of the Club Championship needs to be completed by an iSport administrator to allow for the specifics of your Association. This function may not be appropriate to your Association.

7. When all details for a specific Team have been added click the Update button. The updated *Select Team* page is displayed.
8. Continue with this procedure until all Teams playing (during this current year/season) in the chosen Division or Grade have been added.

### **Alternative Step 2 and 3.**

1. Click on the 'Add Team' link side bar menu. The *Add Team* page is displayed.
2. Enter the required information as specified above then click the 'Update' button. The updated *Select Team* page is displayed.
3. Repeat clicking on the 'Add Team' link and adding new Teams until all Teams have been added to the Grade/Division for the year.