

TEAM PERSON RECORDS

Entering registration details on individuals is a central component of the system. You can register Team players and officials within your person database so that you can assign those registered persons roles within their appropriate Team and create player/official profile pages, Team lists and Team line up reports.

Maintain Roles

Before adding anyone to your person database it is necessary for the Association your Club/Team belongs to first set up the person roles that you will capture data for; examples of roles include Player, Coach, Assistant Coach, Manager, Umpire/Referee and Medic.

Maintain Age Groups

Before adding any player to your person database if you would like to nominate the Age Group of that player in their registration record it is necessary for the Association your Club/Team belongs to first set up the age groups that you would like to capture data for; examples of age groups include Juniors and Seniors, or Under 8 and Under 9's.

Note

It is not compulsory to include any age groups in order to register a player within your person database.

Add Person

From the Team home page:

1. Click on the 'Registration' link. The *Maintain Registration* page is displayed. Note that you can search for individuals already in the database for the current year using Grade, Role, Division and Last Name as search criteria.
2. Click on the 'Add Person' link. The *Add Registration* page is displayed.
3. Complete the details for the person. Then click the 'Update' button. The *Maintain Registration* page is displayed.

Note

An explanation of some of the fields within the *Add Registration* form are:

- **Phone Consent/Email Consent** – means consent to show that person's phone numbers/email address with their name on a Committee/Executive/Board/Staff/Contact listing.

- If you have entered Age Groups into the 'Maintain Age Groups' function you will see a drop down of the Age Groups next to the field '**Age Group**' for you to choose from when registering a person.

- If you have entered a draw into your Association site you will see a drop down next to the field '**Grade**' from which you can choose from when registering a person.

- **Homepage** – if checked this field allows for a player to have their own home page in which a Player Profile can be added.

- If any of the roles entered into the 'Maintain Roles' section have the 'Accredited' box checked then a **Details** section appears on the registration form so that the accreditation details of the person's role can be entered.

- **Other Duties: Description** – if a role of 'Other' has been entered into the 'Maintain Roles' section then this field will display and you can enter a description of what these duties entail, e.g. Canteen Supervisor.

UPLOAD PERSON DETAILS

You can create a data file of persons for your Team (in an Excel spreadsheet, for instance) and upload it to the system.

To upload, from the Team home page:

1. Click the 'Registration' link. The *Maintain Registration* page is displayed.
2. Click the 'Upload' link. The *Maintain Upload* page is displayed.
3. Click on the Browse button. The 'Choose file' dialog box is displayed.
4. Locate the file to upload to the database and click the 'Open' button. The *Maintain Upload* page is displayed with the file location specified in the 'File to Upload' field.
5. Select the 'Validate Only' checkbox to show only the changes you will make when completing the upload.
6. Deselect the 'Validate Only' checkbox to update the system.
7. Click the 'Press to Upload' button. The *Upload Players* page is displayed with the player information.

Note

The easiest way to establish the format for the upload file is as follows:

8. Enter the details for one person for your Team via the 'Add Person' screen.
9. Download the record for your Team – see '**DOWNLOAD PERSON DETAILS**' – into a Microsoft Excel spreadsheet. The title of each piece of data that can be entered for each individual will be listed across the top of the Excel spreadsheet.
10. Use the Excel spreadsheet to enter the details of additional persons whilst offline (off the Internet).

ERROR INDICATORS

Invalid or error records are shown with grey as the background colour to the table row meaning that some data does not match, the format is incorrect or the system Year, Club or Grade does not exist.

Any data that was changed is shown with green as the background colour to the table row and the previous data that is being replaced is shown in brackets [] .

DOWNLOAD PERSON DETAILS

You can also download a data file of all persons for a specific year. It is easier to download the person database and add new people to the Team records than it is to individually add each person via the 'Add Person' function. After you have made the required changes to the file, upload it to the system as specified in the **UPLOAD PERSON DETAILS** section of this manual.

To download from the Team home page:

1. Click the 'Registration' link. The *Maintain Registration* page is displayed.
2. Click the 'Download' link. The *Download Players* page is displayed.
3. Click the 'Press to Download' link. This will open the "File Download" dialog box.
4. Select the 'Save this file to disk' option, and click the 'OK' button.
5. This will open the 'Save As' dialog box.

6. Select the location for saving the file and click the 'Save' button.
7. Once the download has finished, the message boxes will disappear.

Note

When you download the file containing the person records from the system it will have the system assigned ID (System ID) for each person already specified. If you add new records (for new people in a Club for instance) you must leave the SysID field (the third column in the spreadsheet) blank for the new records otherwise you may overwrite another person's record in the system by replacing their System ID number in the new person's record.

Re-Registration

You can display the people that you registered on the system for the previous years and then re-register them for the current year.

TO RE-REGISTER PERSONS

From the Team home page:

1. Click on the 'Registration' link. The *Maintain Registration* page is displayed.
2. Click on the 'Re-Registration' link. The *Maintain Re-Registration* page is displayed.
3. Select the criteria you wish to use for the search of records that already exist within previous years on the system. You can search on the criteria of Year, Grade, Role, Division and Last name. Click on the 'Search' button. The system will return a list of names that match the search criteria and display these names on the *Maintain Re-Registration* page.
4. Check the 'Yes' box next to the name of each person to be re-registered.
5. Then click the 'Register Now' button.

Note

The Re-Registration function can ease the workload on the administrator by allowing the search to proceed on very specific criteria - i.e. Just U14 Players from the previous year. This will allow the registration of all U15 Players for the current year in one operation.

Team Allocation

Once you have registered the members for your Team, you can allocate the players/participants and officials to a Team. This allows you to create homepages for your players/participants and officials, allocate coaches, managers and other Team officials to a Team and have them appear on Officials listings for your Club, as well as nominate captains and vice-captains for the Team. You can also create a Team list, participant line up reports for each game and match reports of each game.

TO ALLOCATE PLAYERS/PARTICIPANTS AND OFFICIALS TO TEAMS

From the Team home page:

1. Click the 'Edit Players' link. The *Team Maintenance* page is displayed.
2. Drop down lists will appear for those roles you have assigned persons too, i.e. Player, Coach, Manager, etc.
3. Select a person from the drop down list and then select the 'Add' button to the right of the list. If you selected a Player they should appear in the 'Players' table, if you selected a Team Official, such as a Coach or Manager, they should appear in the 'Officials' table.

Note

You may need to refresh your page after adding each member to see him or her appear in the Player or Official tables.

An alternative process for adding each person to these tables is to enter his or her System ID number (seen after the Person's Name in the drop down list) to the SysID column.

4. Tick the check box for the Captain and Vice-captain (and where appropriate Wicket Keeper or Goal Keeper).
5. Once all the players/participants and officials are entered and ordered, select the 'Validate' button.
6. A 'Validate' table will appear and if all details are correct select the 'Update' button.
7. Those persons assigned to the team should appear in the right column under headings of 'Officials' and 'Players'.

Note

If you would like a person's name to be a link to their Player/Official profile home page you need to select the check box 'Home page' in their registration form when you are registering them.

Player/Official Home Pages

Once you have completed the steps of registering the members for your Team and allocated the players/participants and officials to a Team you can then input information concerning the player and official to make a profile or home page. On these home pages you can add a photo, information such as nickname, playing position, height, weight, and finally a profile section, which can be added in text or HTML.

TO EDIT A PLAYER/OFFICIAL HOME PAGE

1. From the Player or Official list on the right menu of the Team home page select the person's name that you will be adding a profile for. This will take you to that person's Home page.

Note

If the person's name is not a link then you have not ticked the check box 'Home page' in that person's registration form. To do this see the section '**ADD PERSON**' in this manual.

2. Beside the person's name is an 'Edit' link. Select this icon and the *Edit Player Profile* page is displayed.
3. Enter details into the fields provided. You can cut and paste text or HTML from another program into the 'Profile' section for quicker editing. To enter a photo select the 'Browse' button to locate the photo on your PC, floppy or CD.
4. When you have completed the profile select the 'Update' button. The person's Home page is displayed.

Team List

A Team List is automatically created from the Officials and Players allocated to a Team. This Team List is only viewable to administrators of the system and is designed to be a reference point for a Team administrator – displaying information such as official's contact details, player photos and playing history.

Note

Information such as Official's contact details and a Player's playing history will only display in the Team List section if entered into that person's registration form.

Match Report / Team Line Up

For each game/match where a result has been entered by the Association or Club a Match Report can also be entered.

TO ENTER A MATCH REPORT/TEAM LINE UP

From the Team home page:

1. Select the 'Results' link. The *Results & Fixture Table* is displayed.
2. Select the 'details' link in the 'Match' column of the game you wish to enter a Match Report for. The *Match Report* page is displayed.
3. Scroll to the bottom of this page and you will see a message: 'No match report for game played' and an [edit] link beside it. Select the [edit] link. The *Input Report* page is displayed.
4. You can enter the Match Report 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 article 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 Match Report to appear as HTML.

5. You can also enter a 'Team Line Up' for this match by selecting the relevant players for that game from the 'Name' drop down list. Enter the player's position, any notes on their performance and a sequence number to order the Team Line Up list.

Note

If a player does not appear in the player drop downs you need to register that player and allocate them a role of 'Player' in their registration form.

6. Once all players are in the Team Line Up, select the 'Submit' button. The *Match Report* page is displayed.