

## CLUB ADMINISTRATION

To complete any of the functions described in this section of the manual - 'Club Administration' - you must be signed on to the non-public section of your site.

### Home Page Welcome Message

The system allows you to change the welcome message displayed on the Club home page. This welcome message appears under the Club site name on your Club home page.

From the Club home page:

1. Click the 'Input Welcome' link. The *Welcome Message* dialog box is displayed.
2. Type the welcome title to be displayed in the 'Welcome Title' field.
3. Type the message to be displayed in the 'Message' text box. Note that you can use HTML in the welcome message, making sure to select the HTML check box if you do. If you enter your message as text you should make sure that you press the 'Enter' key between each paragraph so that the spacing is displayed on the screen. You can use the arrow keys to expand and contract the text box size available.
4. Click the 'Update' button to upload the message to the Club home page.
5. Click the 'Welcome Off' box if you do not want to display any welcome message.

## Home Page Photo

You have the ability to change the photo/image on the Club home page that appears next to the welcome message.

From the Club home page:

1. Click the 'Input Photo' link. The *Photo of the Week Upload* dialog box is displayed.
2. Browse for the photo you wish to upload by selecting the 'Browse' button and locating the photo on your PC, CD or floppy disk.

### Note

You can use the checkbox 'Raw' to maintain your photo dimension. For faster downloading of your Club page however, any photo loaded to the site in this section where the 'Raw' checkbox is not ticked will be optimised in file size and the width of the photo reduced to 240 pixels. The height will be maintained in proportion to the width.

3. Type the caption for the photograph in the 'Photo Caption' field.
4. Align the photo to the right or left of your Club home page, meaning the photo will appear to the right or left of the welcome message. If there is no welcome message you can also align the photo to the centre of the page.

### Note

Centre alignment will default to right alignment if a welcome message is present.

5. Enter a URL address in the 'Photo URL' field if you want the photo and photo caption to link to a web page within or outside of your Club website.
6. Click the 'Update' button if you wish to upload the photograph. The photo you have uploaded will appear on the Club home page and also in the *Photo of the Week Upload* dialog box.

### Note

If the photo does not appear after you have uploaded it, click on the 'Refresh' button on your browser menu bar.

7. 'Photo Off' will turn the photo off the Club home page.

## Club Logo

You have the ability to input or change your Club logo. This is the logo that appears at the top of the left side menu.

From the Club home page:

1. Click on the 'Edit Committee' link. The *Edit Committee* page is displayed.

### Note

The 'Edit Committee' link may be named differently for your site depending on naming conventions. Examples of other naming conventions include 'Edit Officials', 'Edit Administration' or 'Edit Personnel'.

2. Scroll to the bottom of the *Edit Committee* page. You will see a field for the entry of a file pathname for a 'Logo'.
3. Click on the 'Browse' button next to the 'Logo' field. The *Choose File* dialog box is displayed. Identify the location of your logo file on your PC, CD or floppy disk and click 'OK'.
4. When you have selected your logo file, click the 'Validate' button. A message appears stating that 'The new logo will be installed'.

### Note

You can use the checkbox 'Raw' to maintain your logo dimension. For faster downloading of your Club page however, any logo loaded to the site in this section where the 'Raw' checkbox is not ticked will be optimised in file size and the width of the logo reduced to 100 pixels. The height will be maintained in proportion to the width.

5. Click on the 'Update' button to install the new logo. The logo should be displayed on the top of the left menu (you may have to click the 'Refresh' button on your browser menu bar).

## News

You may wish to publish news articles about special or outstanding events that occur from time to time. SAMSON will allow you to enter and format news items so that they are published on your web site.

From the Club home page:

1. Click the 'Input News' link. The *Input News* page is displayed.
2. The news item will publish to your Club site only by default. If you wish the news item to be published on team sites below your Club site in the hierarchy of your sport click on the 'Publish to all sites' check box.
3. 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 news item when that date occurs. The 'Expires' field is for the date the news item expires. This is not a mandatory field but it is a good idea to put an expiry on a news item if the news item pertains to a specific event that finishes or is irrelevant after a specific date.

You can enter news 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 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 news item to appear as HTML.

4. Clicking on the 'Deleted' check box will hold the news item in the non-public area of your site but will not display it in any news pages on the public site.
5. Each news item consists of three sections: the first is the 'Headline', the second is the 'Synopsis' and the third is the 'Main Body' of the news item. The first two sections appear on the home page of the Club under the Welcome Message and also in the 'News' section of the site. The 'Main Body' section of the news item is only visible when the news item is selected.
6. You can upload a photo with the synopsis 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 synopsis 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.
7. As with the synopsis you can enter a photo with the main body of the news item, by following the same instructions as outlined above.

### Note



You can use the checkbox 'Raw' to maintain your photo dimensions. For faster downloading of your Club pages however, any photo loaded to the 'Synopsis' in the News section where the 'Raw' checkbox is not ticked will be optimised in file size and the width of the photo reduced to 120 pixels. The height will be maintained in proportion to the width. Any photo loaded to the 'Main Body' in the News 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.

8. When you have completed the news 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 news headline.
  - Delete the article – choose the delete symbol  above the news headline.

9. If you wish the news item to be published on the site, click on the Club logo at the top of the left menu. This will return you to the Club home page. Note that the item appears in on the Club home page with a new icon  displayed next to it. It also appears in the 'News' section of the Club site.


## TO EDIT NEWS

From the Club home page:

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

## TO DELETE NEWS

From the Club home page:

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

News items that have been deleted from the public site appear in the non-public site with **(deleted)** next to them in red. To remove 'deleted' items from the Club site completely, select 'News' and then click on the link 'Remove Deleted News Items' below the *Latest News* heading.

## Calendar of Events

You may wish to publish events such as Executive Committee Meetings, Social Events, special trials or practice matches etc. The 'Input Events' link allows you to publish this information. Event information is accessed via the 'Major Events' link on the Club home page on the public site. Different naming conventions may apply to your site, such as 'Events' or 'Calendar'.

From the Club home page:

1. Click the 'Input Events' link. The *Select Major Events* page is displayed. Note that from this page you can:
  - Add a new event;
  - Edit an event; or
  - Delete an event.
2. The *Add Major Event* dialog box is displayed below any events already in the 'Events Calendar'.
3. Enter a 'Start Date' and 'End Date' (if appropriate) for the event.
4. Enter the name of the event in the 'Event' field.
5. Enter a URL address in the 'URL' field if it is appropriate to link to another page or site within or outside the Club site. The text entered in the 'Event' field will act as the link.
6. Enter any venue details in the 'Venue' field.
7. Enter the time of the event in the 'Time' field in the format hh:mm
8. You can enter an event as text or as HTML by selecting the appropriate radio button.


### Note

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

9. The 'Is Deleted' radio buttons – select the 'yes' option if the message is not to be displayed yet.
10. When you have completed the event text click the 'Update' button. Your event will be displayed on the *Select Major Events* table at the top of the page.
11. Click on the 'Back' link. The *Major Events* page will be displayed with the new event listed.
12. Click on the Club logo at the top of the left menu. The Club home page is displayed with a **NEW** icon next to the 'Major Events' link and the event will be listed in the 'Events Calendar', accessed via the 'Major Events' link.


## TO EDIT AN EVENT

From the Club home page:

1. Click the 'Input Events' link. The *Select Major Events* page is displayed.
2. Click on the 'Edit' symbol  (for the required event) in the *Select Major Event* dialog box. The *Edit Major Event* dialog box is displayed. Edit your text as required.
3. When you have completed the event text click the 'Update' button. Click on the Club logo at the top of the left menu. The Club home page is displayed with a 'Change' icon **CHG** next to the 'Major Events' link to indicate a 'Change' has been made to an event listing and the event will be listed in the 'Events Calendar', accessed via the 'Major Events' link.

## **TO DELETE AN EVENT**

From the Club home page:

1. Click the 'Input Events' link. The *Select Major Events* page is displayed.
2. Click on the 'Delete' symbol  (for the required event) in the *Select Major Event* dialog box. The *Delete Major Event* dialog box is displayed.
3. Click the 'Delete' button. Your event will be deleted from the *Select Major Events* page and no longer be live to the public.

## Sponsor(s)

You can also add a graphic and text to a dedicated sponsor page to officially recognise your sponsor(s) on your website.

From your Club home page:

1. Click on the 'Maintain Sponsors' link. The *Maintain Sponsor* page is displayed.
2. Enter a 'Code' for your sponsor.

### Note

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

3. Enter the name of the sponsor in the 'Sponsor' field.
4. Enter the sponsor text in the 'Description' field, maximum of 500 characters.
5. Enter the URL address of the sponsor, with the sponsor name and logo acting as the link to the URL.
6. Upload the sponsor logo by selecting the 'Upload' button and then follow the instructions on the *Preview Image* pop up window.
7. To add or change an image press the 'Browse' button and select the image from your PC, CD or floppy disk. Press the 'Upload' button to load the image to the server. Select 'Set Size' to add the size values back into the 'Add Sponsor' page. Press 'Close' to close the window.

### Note

Images will be reduced to 120 pixels wide.

8. As you can upload more than one sponsor image use the 'SeqNo' field to set the order your sponsors will appear on the sponsors page.
9. Click on the 'Update' button. The sponsor logo and description should display on the sponsor page, which is accessed by selecting 'Sponsors' from the Club home page. You may have to click the 'Refresh' button on your browser menu bar.
10. The 'Disabled' check box allows you to turn off a sponsor image and description from the sponsor page.

## Library

You can set up multiple libraries with multiple documents at your Club site. The libraries can either be made public and therefore available to everyone that visits your site, or private, which means they are only accessible by web administrators that have the correct permission. First you must set up a library, then you can add documents to that library.

### Note

If you wish to restrict access to specific documents to administrators only, create a private library.

## TO CREATE A LIBRARY

From the Club home page:

1. Click on the 'Library' link, and then select the 'Maintain Library' link. The *Select Library* page is displayed.
2. Click on the 'Add Library' link.
3. Enter a 'Code' for your library.

### 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 library uniquely within the system.

4. Enter the 'Title' of the library that will appear on the site.
5. Enter the 'SeqNo' (sequence number) to control the order in which libraries will be displayed on the site.
6. Select whether the library will be disabled or enabled by selecting the radio button 'yes' or 'no' in the 'Disabled' field.
7. Select whether the library will be private or public, i.e. accessible by administrators with logon access or accessible by the general public by selecting the 'yes' or 'no' radio buttons in the 'Private' field.
8. Click the 'Update' button.
9. The new library is now shown in the table on the *Select Library* page.

## TO ADD DOCUMENTS TO THE LIBRARY

From the *Select Library* page:

1. Click on the 'Documents' link in the *Select Library* table, next to the appropriate library. The *Select Document* page is displayed.
2. Enter the document 'Code'.

### 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 library document uniquely within the system.

3. Enter the document 'Title' that will appear to users of the library.
4. You have three (3) options to load the document to the library:

(1) You can enter text/HTML to a blank library page that will appear with your Club website framework around it, i.e top banner graphic and menus on the right and left. To do this:

- a) Enter a 'FileName' that the document is going to be stored under on the system including the filename extension, i.e. .doc or .html.
- b) Select the 'Can Edit' check box 'yes', and then select the 'Update' button.
- c) Select the Club logo to go back to the home page. A 'New' icon will appear next to the 'Library' link. Select the 'Library' link, and then select the document from within the appropriate library. A message stating 'This document is currently out on loan!' will display.
- d) Select the link 'Edit Document' from the left menu. A text box will appear. Paste your text or HTML into this text box, selecting the appropriate radio button at the top of the text box to indicate if your document is text or HTML.
- e) Select the 'Update' button once you have finished entering your text.

(2) You can enter the 'URL' address of a site or file stored on another server and have the document title link to this address.

(3) Browse for the file you want to upload to the system on your PC, CD or floppy disk by selecting the 'Browse' button.

#### Note

You only need to complete one of the options outlined above to load a document to the library.

5. Enter the 'SeqNo' (sequence number) to control the order in which documents will be displayed in the library.
6. Indicate whether the document has any of the following properties by selecting the 'yes' or 'no' radio button where appropriate:

**Inactive** – meaning the document will appear in the library but users/administrators will not be able to access the document.

**Can Edit** – meaning users will be able to edit the document when they view it.

**Is HTML** – is the document a HTML document.

**Disabled** – meaning the document will be disabled from the library.

7. Click the 'Update' button. The document will be added to the selected library.

#### Note

The library is not the place to store images or photos within the *SAMSON* system; these types of files need to be loaded to the Photo Gallery. See the section below '**LINKING IMAGES TO DOCUMENTS**' to learn how to add a link from an image/photo placed in the photo gallery to a document placed in the library.

## Photo Gallery

You can set up multiple photo galleries with multiple photos within each gallery at your Club site. First you must set up a photo gallery, then you can add photos to that gallery.

### Note

The photo gallery is the place to store all image files, including those that appear in your library documents. If you want to include images in your library documents you will firstly need to load the images to the photo gallery and then link the images loaded in the photo gallery to your library documents.

### TO CREATE A PHOTO GALLERY

From the Club home page:

1. Click on the 'Photo Gallery' link, and then select the 'Maintain Photo Gallery' link. The *Select Photo Gallery* page is displayed.
2. Click on the 'Add Photo Gallery' link.
3. Enter a 'Code' for your photo gallery.

### 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 photo gallery uniquely within the system.

4. Enter the 'Title' of the photo gallery that will appear on the site.
5. Enter the 'SeqNo' (sequence number) to control the order in which galleries will be displayed on the site.
6. Select whether the photo gallery will be disabled or enabled by selecting the radio button 'yes' or 'no' in the 'Disabled' field.
7. Click the 'Update' button.
8. The new photo gallery is now shown in the table on the *Select Photo Gallery* page.

### TO ADD PHOTOS TO THE PHOTO GALLERY

From the *Select Photo Gallery* page:

1. Click on the 'Photos' link in the *Select Photo Gallery* table, next to the appropriate photo gallery. The *Select Photo* page is displayed.
2. Click on the 'Add Photo' link.
3. Enter the photo 'Code'.

### 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 photo uniquely within the system.

4. Enter the photo 'Title' that will appear to users of the photo gallery.
5. Enter a 'Description' to go with the photo. Up to 500 characters in length.

6. To load the photo to the photo gallery, select the 'View/Upload' button and follow the instructions on the pop-up window:
  - 1) Browse for the photo/image file you want to upload to the system on your PC, CD or floppy disk by selecting the 'Browse' button.
  - 2) Press 'Upload' to load that image to the iSport server. The name of the photo/image file should appear in the *Add Photo* maintenance form in the 'Photo Image' field.
  - 3) Press 'Set Size' to plug the photo/image dimensions back into the *Add Photo* maintenance form, in the Width and Height fields.
  - 4) Press 'Close' to close the pop-up window.
7. Enter the 'SeqNo' (sequence number) to control the order in which photos will be displayed in the photo gallery.
8. Indicate whether the photo has any of the following properties by selecting the checkbox where appropriate:
  - No Border** – removes the default border from around the photo/image.
  - Inactive** – meaning the photo will not be active or viewable from the photo gallery.
  - Disabled** – meaning the photo will be disabled from the photo gallery.
9. Click the 'Update' button. The photo will be added to the selected photo gallery.

## LINKING IMAGES TO DOCUMENTS

As the library is no longer a place to store images/photos, many administrators familiar with loading documents containing images to the library will find this is no longer accepted. There are exceptions to this however, in the case of documents containing embedded images, such as a PDF file for example. PDF files containing images will be accepted in the library. If you load a document such as a Word or HTML document to the library and you have images in that document you will first need to load the images to the photo gallery and then link the image from its place in the photo gallery to the position you want the image to appear in your library document.

The photo/image needs to be loaded to the photo gallery before the linking can occur. Follow the instructions in the section above '**TO ADD PHOTOS TO THE PHOTO GALLERY**' to accomplish this before moving to the steps below. Once the photo/image is loaded to the photo gallery, from the Club home page:

1. Click on the 'Photo Gallery' link, and then select the 'Expand'  icon of the appropriate photo gallery. A list of all photos stored in that gallery will appear.
2. Click on the photo you wish to link to your document to be loaded to the library. The photo will be displayed.
3. Right click on the image and select 'Properties'. Copy the 'Address (URL)' as the location of the image in the photo gallery.
4. Open the document to be loaded to the library. Select the position where the photo/image is to be placed. Depending on the program being used for editing the document in question, add the image source as the Address (URL) copied in the previous step.
5. When this document is loaded to the library the image will appear in the document as it is being sourced from its place in the photo gallery.

## Details

The 'Association' or site above you in your sport hierarchy enters information presented in the 'Details' section of your Club site. Contact your Association administrator via the 'Feedback' link about editing any incorrect or missing details.

The Association administrator can add your contact details by following the instructions set out in the section of the Association Administrator Manual titled '**ASSOCIATION SET UP**'.

## Links

The 'Links' function allows you to create links to sites of interest and categorise these links into appropriate sections or levels for easier navigation.

To add links to your site it is necessary to add 'Levels' for sorting of the links, then add the URLs that are going to be displayed within each level and then assign the URLs to these different levels.

From the Club Home Page:

1. Select the 'Links' link and then select the 'Maintain Links' link. The *Maintain Level 1 Links* page is displayed.
2. Click on the 'Add Level 1 Links' link.
3. Enter a 'Level1 ID' for your Level 1 Link.

### Note

This ID 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 Link Level uniquely within the system.

4. Enter the 'Name' of the Level 1 Link that will appear on the site.
5. Enter a 'Description' of the Level 1 Link that will also appear on the site (this is not a compulsory field).
6. Click the 'Update' button.
7. The new Level 1 is now shown in the *Select Level 1 Links* table.

You can either add in further levels to your link hierarchy structure at this point or add in those URLs you will attach to your Level 1 Links section.

If you wish to continue adding Link Levels:

1. From this page select the link 'Level2' in the More Action column of the *Select Level 1 Links* table.
2. Enter details for this level as you did in the steps for adding Level 1 links.

### Note

An example of the hierarchy you may wish to set up in this Links function is Level 1 links contain 'International' links and 'Australian' links, then level 2 links within the 'International' section may contain 'Players' links to official sites of International players, whilst level 2 links may include 'National Team' links for links to official sites of Australian Teams for your sport. You can further delineate level 2 to another sublevel, i.e. level 3.

All URL's to be displayed within the Links function are first added to a common depository called 'Maintain URLs'. From this depository you can choose links to attach to the varying levels you have set up within the Links function.

From the *Maintain Level 1 Links* page:

1. Select the 'Maintain URLs' link from the left menu.
2. Click on the 'Add Link URL' link.
3. Enter a 'URL ID' for your Link URL.

**Note**

This ID 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 Link URL uniquely within the system.

4. Enter the 'Name' of the Link URL that will appear on the site.
5. Enter the actual 'URL' of the link, e.g. <http://www.google.com/>
6. Enter a 'Description' of the Level 1 Link that will also appear on the site (this is not a compulsory field).
7. Click the 'Update' button.

Once you have added your URLs return to the *Maintain Level 1 Links* page by selecting the Back link from the left menu.

To attach those URLs relevant to a Level 1 section, from the *Maintain Level 1 Links* page:

1. Select the 'URLs' link in the More Action column next to the relevant Level 1 section. The *Maintain Level 1 URL* page is displayed.
2. Select the 'Add Level 1 URL' link from the left menu.
3. Enter the 'URL ID' of the relevant Level 1 URL.

**Note**

If you have forgotten the 'URL ID' used for the URL you wish to attach to this level, simply select the 'Back' link from the left menu and then the 'Maintain URLs' link to access your depository of URLs.

4. Click the 'Update' button.
5. The URL will now appear in the *Select Level 1 URL* table and will also appear in the 'Links' section of your site to any user of your site.
6. Continue to add URLs in this way to all Levels set up in the Links function.

## **Statistics**

The iSport *SAMSON* system allows you to keep track of the number of page hits and sessions you have recorded on your Club site.

### **Note**

A 'page hit' is the retrieval of any web page within your site from the iSport web server. Page hits in the iSport system calculate the number of times a 'page' within the system has been accessed.

A 'session' refers to a person who visits a web site more than once within a specified period of time. The software that tracks and counts our web site traffic can distinguish between visitors who only visit the site once and those visitors who return to the site.

Depending on your level of access within the non-public area of the Club site, selecting the 'Statistics' link will allow you to view the number of page hits and sessions for your Club. Site summaries based on month and week are available by selecting the appropriate link on the left menu. You may also have access to specific statistical information for differing pages within your Club site, e.g. library pages or the results pages.

## **Feedback**

Feedback is an email link to the Association Webmaster and also iSport customer service.

### **Note**

The subject line of Feedback emails contains the feedback page of origin. Please encourage those who utilise the Feedback function to leave this information as the subject line, as it lets the person receiving the feedback email know where the user is accessing the site.