

## INTRODUCTION

### SAMSON - Sports Administration & Management System On the Net

iSport uses our own proprietary software '**SAMSON**' – ***Sports Administration & Management System On the Net*** (known also as 'the iSport system') – to deliver to you the communication and administration functions you need to manage your sport online. This technology has been designed to cater for the general administrative requirements of all sports. The *SAMSON* system will allow you to:

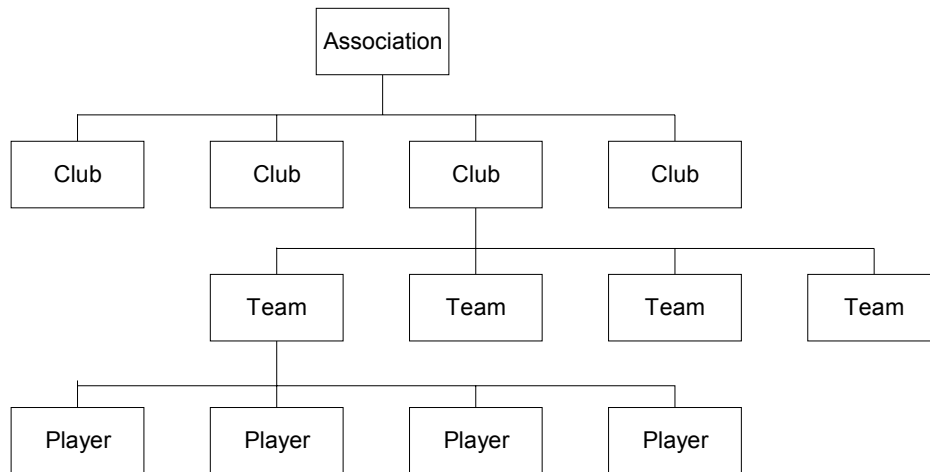
- Publish news items from the top levels of your sport down to lower levels such as the Team sites.
- Publish your calendar of events so that your annual program is easily available to all people interested.
- Publish a wide range of documents (annual reports, registration forms and general information) through the library function.
- Tailor your home pages by the addition of welcome messages, logos and photographs.
- Publish the details of officials and committees for your Club.
- Maintain a secure database of all player and official details for your Club.
- Publish sponsor's logos and information.
- Publish photo galleries.

If the Association that hosts the competition your Club partakes in enters the draw/fixture then you will also have the ability to view:

- The draw/fixture for your regular competition. Details of all Clubs, grades/divisions, venues/grounds used in the competition and the specification of who plays whom in each game in each round of your competition will also be available at the Club site.
- The results of your Club's games.

## Generic System

Because *SAMSON* is a generic system, we have designed it to cater for all types of sporting structures based on hierarchy. The top level of the hierarchy within the system is the 'Association'. Association sites represent those levels of a sport where one or more competitions are administered. Association sites may refer to an International, National, State or Regional sports organisation for example. An Association site may contain the following levels:



The functions covered in this manual are found at the Club level of the hierarchy.

## Site Sections and Site Users

There are two sections within each Club site, these are:

**Public Section** - the general public and all Association/Club web administrators can view pages within this section.

**Non-Public Section** - only those Association and Club web administrators with assigned logons and passwords can access this section of the site. Here they can administer and maintain the information on the site. There are varying levels of access to the non-public section of the site, depending on the responsibility of the web administrator in regards administration and maintenance of the site. Some functions described in this manual may not be available to you due to the level of access you have been given.

There are different groups of people who can access the web site. These are:

- **General public:** Anyone with the correct computer equipment and software will be able to access the site. However, they will only be able to view certain sections of the site and will not be able to input or change information on the site.
- **Association web administrators:** As well as being able to access the site in the same way as the general public, Association web administrators are able to complete all of the functions covered in the Association web administrator manual via the non-public section of the site.
- **Club web administrators:** When Club web administrators are introduced to the system by an Association web administrator they are able to complete the functions listed in this Club web administrator manual via the non-public section of the site.

Association and Club web administrators are assigned a logon (also called a username) and a password so that they can gain access to the non-public section of the web site.

## What You Need

To access the system you will need at least:

- A PC computer running Win 95 or above / A Macintosh running OS 7.5.2 or above.
- 32 Meg RAM.
- A 56K modem.
- Internet Explorer 4.0 or above.
- A connection to an Internet Service Provider.

### Note

*SAMSON* does support later versions of other browsers such as Netscape Navigator, but for best results Internet Explorer is the preferred browser.

## Website Navigation

It is very easy to navigate around a web site. Each screen that you display is called a web 'page'. Any text that is underlined or that changes in colour/appearance when you put your mouse over it is usually a link to another web page. After you have followed a link, the underlined text (the link) usually changes to a different colour. This tells you that you have followed the link.

When you click the mouse cursor on the link, the system will take you to the linked page. Your mouse cursor will change shape (to an hourglass) while the new page is downloading from the web. Most browsers also indicate in the status bar (along the bottom of your monitor screen) that a new page is downloading.

When you are on a new page, you can go back to the page you started from by clicking your mouse on the 'Back' button in the top left corner of your browser. This 'Back' button can be clicked several times to move back through a sequence of pages.

You can always return to the home page within the *SAMSON* system by clicking on the Association or Club logo at the top of the left side menu. Similarly, you can go to any section of the site by clicking on the link to that section on the left or right side menus. These links are identified by the underlined text, i.e. News and also by the colour blue. When you mouse over the link it should change in colour and appear with lines above and below the text.

Several of the screens in the non-public 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 system screen hierarchy.

## Site and Function Naming Conventions

### SITE NAME AND SITE CODE

Each Association site within the system is defined by a 'site name' and a 'site code'. The site name appears at the top of every public and non-public page. The site code appears in the URL address of your Association site after the sport in which your association belongs. Most site names follow the naming of the sport body/organisation for which the site is representing, but the site code may vary slightly. Site codes can only be between 1 and 8 alphanumeric characters in length and hence when the site name is too long for this naming convention it needs to be abbreviated to fit the site code.

#### **Example:**

#### **Association Site Name - Greater West Basketball Association**

#### **Association Site Code – 'gwba'**

The site code for an Association will appear in the URL address of the site. Following on from the example above, the URL for this Association would be:

**<http://www.isport.com.au/basketball/gwba>**

Club site names and codes work on the same principle as for the Association, except they appear differently in the URL address of the Club site.

Following on from the example above:

#### **Club Site Name – Rangers Basketball Club**

#### **Club Site Code – 'rangers'**

For the Club 'Rangers' within the Greater West Basketball Association the URL may look like:

**<http://www.isport.com.au/basketball/gwba/?E=hgchome&C=rangers>**

From the example URL address above you can see the Club site code ('rangers') is added onto the end of the URL, which also includes the sport (basketball) and the Association site code ('gwba').

### FUNCTION NAMING CONVENTIONS

Most of the functions within the system use generic naming conventions e.g. 'News' for the News function and 'Major Events' for the Calendar of Events function. But in some sites the function name has been customised for that 'Association' or Club site or across the entire sport. For example the 'Details' function may be named 'Contact us' or the 'Sign On' function may be named 'Log On'.