PERSON RECORDS

Entering registration details on individuals is a central component of the system. You can register Club and Team players and officials within your person database so that you can assign those registered persons roles within their appropriate Club and or Team.

This registration process allows for the creation of Committee/Executive/Staff/Board/Contact lists, the assigning of officials and players to Teams to create Team lists, Player pages and Officials information sections and most importantly the creation of a centralised person database that all Team and Club and administrators (with the appropriate access permissions) can access via the Internet to keep up to date records of those person's involved with your Club.

Maintain Roles

Before adding anyone to your person database it is necessary for the Association your Club 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 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 Club 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 Club (in an Excel spreadsheet, for instance) and upload it to the system.

To upload, from the Club 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:

1. Enter the details for one person for your Club via the ‘Add Person’ screen.
2. Download the record for your Club – 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.
3. 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 Club 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 Club 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 Club 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.

Person History

Once you have registered a person in the system a 'Person History' record is automatically created in that person's registration form. The Person History record is where you record the Age Group and/or Grade that the person belongs to and also deregistration information, if this is relevant. Recording the competition Grade that a person is involved in within their Person History record allows that person to be assigned to a Team within that Grade of the competition.

To view a person's 'Person History' record, from the Club home page:

1. Click the 'Registration' link. The *Maintain Registration* page is displayed.
2. 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, Club, 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 Registration* page.
3. Select the 'Edit' symbol in the 'Action' column beside the person you wish to view. That person's registration form will display.
4. Scroll to the bottom of the person's registration form to see their Person History record.

TO EDIT/CHANGE A PERSON'S HISTORY FOR A NEW YEAR

1. Select the 'Edit' symbol in the Action column of the Person History table at the bottom of the person's registration form. An *Edit History* table will display.
2. Edit/Input the Age Group, Grade and/or deregistration details in the appropriate fields.

Note
If a person was registered in the previous year in the competition grade for example Under 14, then it is necessary to edit that person's 'Person History' record in order to update the competition grade that person is eligible to play in for the new year. In this example the most likely competition grade this person would be assigned to would be the Under 15 grade.

3. Select the 'Update' button. The person's registration form should be displayed. Scroll to the bottom of the page to check that the Person History record updated according to the changes you just made.
4. Select the 'Update' button to exit this form.

Team Allocation

Once you have registered the members for your Club, 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, mangers 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 Club 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.

Committee/Executive

You may wish to publish your Club personnel as an easy way of identifying who is responsible for certain positions in your Club or for contacting people (i.e. Secretary, Treasurer, Registrar etc). A person must be registered within the Club before allocating them to an committee/executive position.

To register a person, from the Club home page:

1. Click the 'Registration' link. The *Maintain Registration* page is displayed.
2. Click on the 'Add Person' link. Fill in all the information that you wish. Tick the relevant boxes to indicate the availability status as a player, coach, umpire etc.

Note
If you would like this person to be part of your Club Executive/ Committee/ Staff/ Board/ Contact list you **MUST** have a role set up in Maintain Roles of 'Committee' and you must select this role in the registration form for this person.

3. Then click the 'Update' button. You will return to the *Maintain Registration* page and the name should appear listed on this page. Repeat the process until all personnel are entered.
4. Once you have completed this step, click the 'Edit Personnel' link and you will be taken to the *Edit Personnel* page.

Note
Naming conventions vary within the system; this link may be named 'Edit Executive' or 'Edit Committee' for example depending on the naming convention chosen by the administrator responsible for the site.

If you have already entered the names of the person's to be added to your Executive/ Committee/ Staff/ Board/ Contact list then you can select the 'Edit Executive' link from your Association home page, in the 'Administration' section of links.

5. From the 'Select Member' drop down at the top of the page select the person that you wish to assign to your Executive/ Committee/ Staff/ Board/ Contact list. Then click the 'Add Member' button. Repeat the 'Add Member' process until all personnel appear on the Personnel Table.

Note
You may need to refresh your page after adding each member to see him or her appear in the Personnel Table.

An alternative process for adding each person to the Personnel Table is to enter his or her System ID number (seen after the Person's Name in the Select Member list) to the SysID column next to the appropriate Position Title.

6. Enter the persons' 'Position Title' and select the appropriate personnel boxes of:
   C = Contact
   M = Management
   E = Executive
   B = Board
   S = Staff
7. Click the 'Validate' button to see your entries within the table for validation. If all changes have been made correctly click the 'Update' button to load the personnel to the system.