

ACCESS

Accessing the Site

To access the site you must:

Be connected to the Internet through your Internet Service Provider (ISP).

Have your browser Internet Explorer 4 (IE 4 or higher) open and running.

Note

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

For best results from your browser when viewing or administering your site, you should have your monitor set to:

A resolution of 1024 x 768.

Font size set to Small Fonts

Click on the link below to find out how to check/set your system display settings:
http://www.isport.com.au/isport/samson/manual/system_display.pdf

After you have logged on to your ISP and have your browser open:

1. Select File/Open from the Internet Explorer menu bar. The '*Open*' dialog box is displayed.
2. Type the Internet address of your Team home page in the '*Open*' dialog box. If you don't know the Internet address of your Team home page begin at the iSport Australasia home page and navigate through the sport menus to the sport in which your Team belongs. The iSport Australasia home page is located at the Internet address - <http://www.isport.com.au/>
3. Then click on the 'OK' button. The Team home page will start to download.

Navigation Through the iSport Network

As mentioned in the previous section, *SAMSON* is very hierarchical in structure. From the highest level site for your sport, you can select successive levels in the hierarchy (in a descending order) from lists on each home page.

If you began your navigation at the iSport Australasia home page continue to move down the hierarchy by selecting options from the sport lists on each of the higher 'Association' sites until you reach your Team home page. Remember to bookmark the pages that you wish to visit on a regular basis.

Click on the link below to find out how to set a bookmark:

<http://www.isport.com.au/isport/samson/manual/bookmark.pdf>

To assist you in navigating your way through any site utilising the *SAMSON* system within the iSport Network you will find a navigation bar towards the top of your screen, appearing below the date line. This navigation bar shows you the hierarchy of the sport and your path through that hierarchy. The navigation bar always begins with the iSport home page for the sport you are in, e.g. iBaseball, and then lists the sporting bodies represented within the iSport Network in hierarchical order as you access them. Using Baseball as an example, the navigation bar may look like:

iBaseball >> ABF >> NSWBL >> Sydney Region >> Cumberland >> Diggers >> 11/2 >> Home Page

Where:

ABF represents the Australian Baseball Federation, and

NSWBL represents the NSW Baseball League, and

Sydney Region represents the Sydney Region Baseball, and

Cumberland represents the Cumberland Baseball Association, and

Diggers represents the Seven Hills/Toongabbie RSL Diggers Baseball Club, and

11/2 represents the Under 11/ Division 2 Team, and

Home Page indicates that you are on the home page of the Under 11/ Division 2 Team website.

Wherever you go within a site the navigation bar will indicate what page you are on and you can use the navigation bar to move between levels of the sport hierarchy without having to use the 'Back' link repeatedly.

Club Home Page Links

LINKS

You will notice that you have a number of links displayed down the left and right side of the screen under certain headings on the home page of the Club site that your Team belongs to. Beginning with the left side these links are:

Menu

- **'Club home'** - when you are on your Club home page the link to your home page should be a different colour to show you are on this page.
- **'Results'** – this link displays a table of all the Grades/Divisions within the competition with the particular Grades/Divisions containing teams from your Club highlighted by a different colour. Each division links to the Division Table listing the teams in that division and their current standing and results.

Note

If the 'Text Results' functionality is being utilised by the Association administering the competition your Club belongs too then this link will display results as text or HTML result articles, similar to news items.

- **'News'** – this link displays current news items for the Club and/or posted from sites above the Club in the sport hierarchy.
- **'Major Events'** – this link displays a table of the major events (committee meetings, trials etc) for the Club.
- **'Library'** - this links to the Club Library. The library is used as a storage place for documents posted by the Club. The library link will only display when a document is placed in the library for users to view. If there are no documents to view the link will not display.
- **'Photo Gallery'** – this links to the Club photo gallery. The photo gallery link will only display when a photo/image is placed in the photo gallery for users to view. If there are no photos/images to view the link will not display.
- **'Sponsors'** – this links to the dedicated Club sponsors page. Sponsors are represented by name, logo graphic, link to sponsors website and comment section.
- **'Executive'** – this links to details of the Club executive/committee/staff list.
- **'Officials'** – this links to details of Coaches and Managers/Officials for your Club.
- **'Details'** – this links to the Club details page where information such as Club address and phone number are located.
- **'Feedback'** – this links to an email to the web administrator of the 'Association' site above you in your sport hierarchy. In the '*Subject*' line of the email is the destination from where the Feedback request originated. This function allows visitors to the website to communicate with the 'Association' administrator via e-mail.

Note

The above links may be displayed in a different order to that which is displayed in this manual and it is important to remember also that naming conventions for the same functionality vary between sports and Club sites. The above links are represented with generic naming conventions, but can be changed to better suit your Club. A higher sport body may set the naming convention for these links for your Club.

Administration

- **'Sign On'** – this link will display an Administration Sign On screen for you to access the Administrator functions of the *SAMSON* system for your Club site.

Archives

- **'Year'** - this link allows you to toggle between the information for your Club for the current year and for other years in the system.

Teams

If the competition draw/fixture has been loaded to the 'Association' site above you in the hierarchy of your sport links to the 'Teams' from your Club partaking in the competition will appear in the right side menu.

Team Home Page Links

Menu

- **'Team home'** - when you are on your Team home page the link to your home page should be a different colour to show you are on this page.
- **'News'** – this link displays current news items posted from sites above the Team in the sport hierarchy.
- **'Results'** – this link displays a table of all fixtures and results for your Team within the competition hosted by the Association your Team belongs to.

Note

If the 'Text Results' functionality is being utilised by the Association administering the competition your Team belongs to then this link will display results as text or HTML result articles, similar to news items.

- **'Tables'** – this link displays the Division Table in which your Team belongs, listing the teams in the division and their current standing and results.
- **'Form Guide'** – this link displays the Form Guide of all Teams in the division. The Form Guide consists of the last results of the last four games played and the points tally.
- **'The Draw'** – this link displays a table of all Grades/Divisions within the Association. These divisions link to a table of competition 'fixtures' or the draw for all teams in that division.
- **'Feedback'** – this links to an email to the web administrator of the 'Association' site above you in your sport hierarchy. In the '*Subject*' line of the email is the destination from where the Feedback request originated. This function allows visitors to the website to communicate with the 'Association' administrator via e-mail.

Note

The above links may be displayed in a different order to that which is displayed in this manual and it is important to remember also that naming conventions for the same functionality vary between sports and Team sites. The above links are represented with generic naming conventions that a higher sport body may have set for your Club/Team.

Administration

- **'Sign On'** – this link will display an Administration Sign On screen for you to access the Administrator functions of the *SAMSON* system for your Club site.

Officials & Players

If officials (such as coaches, managers and trainers, etc) and/or players have been registered in the 'Person Records' database facility then these persons can be allocated to Teams. Links to pages displaying a Team's officials and player profiles appear in the right side menu.

Sign On / Sign Off

The non-public areas of your site are protected from general public access.

If you have access to the non-public areas of the site you will be able to enter information (news, major events etc) that will be displayed on the site. Only those individuals who have a valid logon and password will be able to access the non-public areas of the site and will be able to enter information to be displayed.

Note

If you do not have a logon and password to access the system please contact your Association/Club web administrator or sport body administrator via the 'Feedback' link on the website you are wanting to administer.

TO SIGN ON

When you access your Team home page, in the left menu under the heading 'Administration' is the link 'Sign On'.

1. In the Team home page, click on the 'Sign On' link. The *Administration Sign On* page is displayed.
2. Type in your Logon. Press the tab key to shift the cursor to the 'Password' field.
3. Type your Password in the 'Password' field. Click on the 'Sign On' button. The non-public Team home page is displayed.

NON-PUBLIC TEAM HOME PAGE – 'SIGNED ON'

Note that the new Team home page that is displayed is different to the original (public) Team home page. You now have a new group of links that will allow you to access the information entry sections of the Team site. These new links are:

Menu

- **'Registration'** – this link will take you to the person registration area of the Team site.
- **'Edit Players'** – this link allows you to allocate players and officials to Team lists that enables each player to have a player profile page and displays the team officials information on corresponding team pages.
- **'Team List'** – this link allows you access to team details such as the Club and grade the Team belongs to, the uniform of the Team and officials associated with the Team. The Team list also displays all those players in the Team with photo and abbreviated player profiles.
- **'Lineup Report'** – this link allows you to input a Team line-up for each individual game in the competition, with player name, position and note fields.
- **'Input Team Photo'** – this link allows you to input a Team photograph to be displayed on the Team home page.
- **'Sign Off'** – this link allows you to sign off from the non-public area of the site.

SIGN OFF

It is important that you sign off when you have finished working in the non-public section of the site. If you leave yourself signed onto the site and leave your computer, anyone who has access to your computer could also enter information that will be displayed on the public site.

To sign off from the non-public section of the site:

1. On the Team home page, click on the 'Sign Off' link. The public version of the Team home page is displayed.