

# ASSOCIATION ADMINISTRATOR MANUAL

## 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 site down to lower levels such as the Club and 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.
- Create the draw/fixture for your regular competition. You can input the details of all Clubs, grades/divisions and venues/grounds used in the competition and specify who plays whom in each game in each round of your competition. You may also have separate competition 'sites' that allow you to publish a wide range of information about those competitions.
- Publish the draw/fixtures for all Clubs and Teams.
- Publish the results of all games played.
- Publish the details of officials and committees for your Association and Clubs.
- Maintain a secure database of all player and official details for your Association and all Clubs.
- Maintain public forums on topics of interest to your sport or Association.
- Publish sponsor's logos and information.
- Publish photo galleries.
- Maintain public polls on topics of interest to your sport or Association.

## Web Design

As part of the *Basic iSport SAMSON package* sport organisations not only receive the sports management system but also a website (or 'site') to support the functionality of the system and allow users and administrators to navigate and find information. The *Basic package* website contains a home page, or entry point for users/administrators at all levels of the sport hierarchy, with access to the system functionality provided by way of menus on each of the pages within the site.

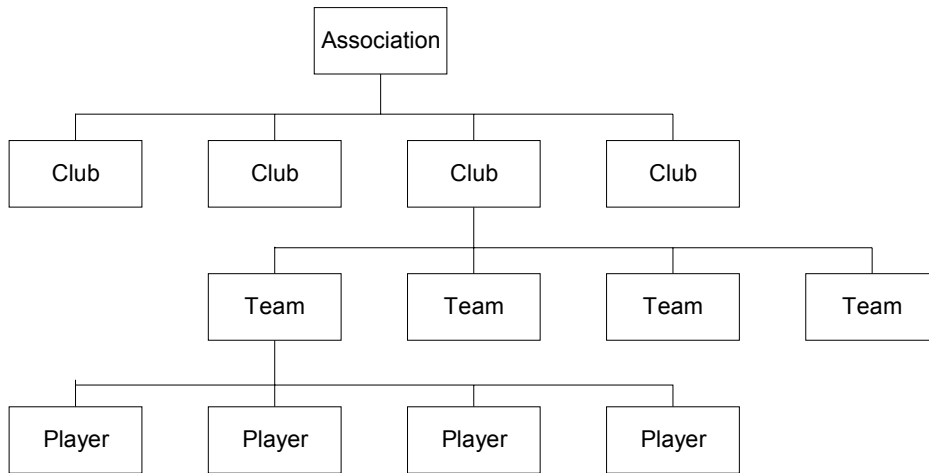
The *Basic package* website provided with the system is very much a standard layout/design, customised for the sport organisation via colour, sport specific graphics and obviously via the content provided by the administrators of the site.

The *Basic package* website can be enriched and developed to suit your sport body further by making changes to the layout and adding your own sport graphics. Furthermore your sport organisation may decide to develop a graphically rich 'home page' outside of the *Basic package* website, that acts as the official entry point to your online presence. This entry point may provide links to the functionality/content pages within the system. The entry point for administrators to add content to the site is still made via the *Basic package* website.

If you would like to know more about customising your *Basic package* website or developing a 'home page' outside of the standard website provided by the *Basic iSport SAMSON package* then visit our Web design page for examples of our design portfolio at the following address:  
<http://www.isport.com.au/isport/webdesign/>

## 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 Association level of the hierarchy.

## Site Sections and Site Users

There are two sections within each Association 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 this 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 will be able to complete the functions listed in the 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' 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'.

## 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](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 Association home page in the '*Open*' dialog box. If you don't know the Internet address of your Association home page begin at the iSport Australasia home page and navigate through the sport menus to the sport in which your Association 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 Association 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 Association 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 >> 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

**Home Page** indicates that you are on the home page of the Cumberland Baseball Association 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.

## Association 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. Beginning with the left side these links are:

#### Menu

- **'Association home'** - when you are on your Association 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 Association. 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 this link will display results as text or HTML result articles, similar to news items.

- **'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.

#### Note

If the 'Text Fixtures' functionality is being utilised by the Association this link will display fixtures as text or HTML fixture articles, similar to news items.

- **'News'** – this link displays current news items for the Association and/or posted from sites above the Association in the sport hierarchy.
- **'Major Events'** – this link displays a table of the major events (committee meetings, trials etc) for the Association.
- **'Library'** - this links to the Association Library. The library is used as a storage place for documents posted by the Association. 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 Association 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.
- **'Forum'** – this links to the Association forum. The forum requires all users to register before they are permitted to post topics or comments.
- **'Sponsors'** – this links to the dedicated Association sponsors page. Sponsors are represented by name, logo graphic, link to sponsors website and comment section.
- **'Executive'** – this links to details of the Association executive/committee/staff list.
- **'Details'** – this links to the Association details page where information such as Association address and phone number are located.
- **'Links'** – this links to the Links function. The links function is used as a depository for links to websites and/or pages of interest to your Association or sport for example.
- **'Feedback'** – this links to an email to the web administrator of the Association site. 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 'Association' sites. The above links are represented with generic naming conventions, but can be changed to better suit your Association. A higher sport body may set the naming convention for these links for your Association.

### **Administration**

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

### **Archives**

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

### **Associations, Competitions, Clubs & Venues**

If the site you are on is linked to other sites then these linked sites will appear in the left or right side menus, depending upon the layout chosen by the Association when the site was initially configured. These linked sites may appear under headings such as 'Associations' or 'Competitions' for example. If a competition fixture/draw has been entered into the Association site the headings 'Clubs' and 'Venues' may also appear as lists in the left or right side menus, linking to the Club and Venue pages within this Association site.

## 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 (results, 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 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 Association home page, in the left menu under the heading 'Administration' is the link 'Sign On'.

1. In the Association 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 Association home page is displayed.

## NON-PUBLIC ASSOCIATION HOME PAGE – 'SIGNED ON'

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

### Menu

- '**Library**' – if there are no documents loaded to the Association library then this link will appear only when an administrator is signed on.
- '**Photo Gallery**' - if there are no photos/images loaded to the photo gallery then this link will appear only when an administrator is signed on.
- '**Statistics**' – this link displays the Site Statistics Summary for your Association and Club sites, including information on page impressions and sessions.

### Administration

- '**Administration**' - this link takes you to the competition administration area, as well as providing links to other administrative functions described later in this manual.
- '**Registration**' – this link will take you to the person registration area of the Association site.
- '**Edit Committee**' – this link allows you to register the details of Association committees, executive, and staff lists and upload/change the Association logo.
- '**Input News**' – this link will allow you to access a page where you can enter news items for display on the site.

- **'Input Events'** – this link will allow you to access a page where you can enter event details for display on the site.
- **'Input Photo'** - this link will access a page that will allow you to upload a new photograph for your home page.
- **'Input Welcome'** – this link will allow you to input a new welcome message at the top of your home page.
- **'Maintain Sponsors'** – this link will allow you to load and maintain sponsor images and messages on the Association site.
- **'Change Week'** – this facility is used during the input of scores for a particular week/round in the competition draw/fixture.
- **'Maintain Poll'** – this link will allow you to maintain the voting poll(s) on the Association site.
- **'Sign Off'** – this link allows you to sign off from the non-public area of the site.

#### Note

As an Association web administrator your access to the Association website may allow you to access the non-public sections of the Club and Team sites located below your Association in the site hierarchy.

#### NON-PUBLIC CLUB HOME PAGE – 'SIGNED ON'

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

#### Menu

- **'Registration'** – this link will take you to the person registration area of the Club site.
- **'Edit Committee'** – this link allows you to register the details of Club committees and upload/change the Club Logo.
- **'Input News'** – this link will allow you to access a page where you can enter news items for display on the Club site.
- **'Input Events'** – this link will allow you to access a page where you can enter event details for display on the Club site.
- **'Input Photo'** - this link will access a page that will allow you to upload a new photograph for the Club home page.
- **'Input Welcome'** – this link will allow you to input a new welcome message on the Club home page.
- **'Maintain Sponsors'** – this link will allow you to load and maintain sponsor images and messages on the Club site.
- **'Maintain Users'** – this link will allow you to add new Club web administrators to the system and allocate specific permissions to them.
- **'Sign Off'** – this link allows you to sign off from the non-public section of the site.

## **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 into Team lists that enables each player to have a player profile page and displays the team information on corresponding team pages.
- **‘Team List’** – this link allows you access to team details such as the club and grade the Team belongs too, 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 lineup 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.
- **‘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 Association home page, click on the ‘Sign Off’ link. The public version of the Association home page is displayed.

## ASSOCIATION ADMINISTRATION

To complete any of the functions described in this section of the manual - 'Association 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 Association home page. This welcome message appears under the Association site name on your Association home page.

From the Association 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 Association 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 photograph/image on the Association home page that appears next to the welcome message.

From the Association 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 Association 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 Association 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 Association website.
6. Click the 'Update' button if you wish to upload the photograph. The photo you have uploaded will appear on the Association 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 Association home page.

## Association Logo

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

From the Association 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 Association 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 Association home page:

1. Click the 'Input News' link. The *Input News* page is displayed.
2. The 'Association' radio button will automatically be selected, meaning the news item will publish to your Association site only. If you wish the news item to be published on sites below your Association site in the hierarchy of your sport, e.g. your Club and Team home pages, click on the 'Publish to all sites' check box.
3. Clicking on the 'News Alert' radio button will ensure that the news item is displayed with a 'News Alert' icon as the first news item on any home page. News Alert is used to publish information of an immediate nature such as last minute changes to the draw because of wet weather.
4. 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.

5. 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.
6. 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 Association 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.




### Note

News appears on the Association home page for the first seven days after it is published, after that time it will only appear in the 'News' section of the Association site.

7. 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.
8. 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 Association 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.

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


### TO EDIT NEWS

From the Association 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 Association 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 Association 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 Association home page on the public site. Different naming conventions may apply to your site, such as 'Events' or 'Calendar'.

From the Association 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 Association 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 Association logo at the top of the left menu. The Association 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 Association 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 Association logo at the top of the left menu. The Association 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 Association 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 Association 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 Association 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 Association 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 Association 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 Association 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, e.g. .doc or .html.

**Note**

Filename size (including the file extension, e.g. .doc or .html) should be no more than 15 characters in length.

- b) Select the 'Can Edit' check box 'yes', and then select the 'Update' button.
- c) Select the Association 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**

Filename size (including the file extension, e.g. .doc or .html) should be no more than 15 characters in length.

**Note**

You only need to complete **one** of the three 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 Association 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 Association 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 it's 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 Association 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 it's place in the photo gallery.

## Forum

Although the forum is a public forum as an administrator you may have moderator control over the information published by those utilising the forum and also a certain degree of control over who publishes to the forum.

### Note

Any user of your Association site can 'view' the forum and it's topics and messages. Before being allowed to publish a message to an existing forum topic, or add a new topic however, the user must register as an iSport contributor using a valid email. The user will then receive a forum password automatically generated by the iSport system and sent to the email address used in the registration process. This email identification allows the moderators of the forum to moderate users of the forum in accordance with the iSport Forum Code of Conduct – which is available to all users of the system via the Forum section of any Association site.


If you have the appropriate moderator permissions, when you view a forum topic you will see an Edit (ED) and Delete (DEL) symbol in the title bar of any forum message. The Edit links allow you to edit, censor or convert a message to HTML. The Delete link allows you to delete the message.

Further moderator permissions allow you to 'censor' the forum topic completely or remove a forum contributor's access to the forum for a certain period of time. These moderator permissions are limited to iSport staff and issues relating to the use of these permissions should be directed to iSport.

## Details

You can add your Association's contact details to the 'Details' section of your site so users can immediately view this information from your home page without having to search extensively.

From the Association home page:

1. Select the 'Details' link. The *Association Details* page is displayed.
2. Select the edit  symbol above the 'Association Details' table.
3. In the 'Change Association Details' table add/amend any details necessary.
4. Click on the 'Submit' button. The new Association Details will appear in the *Association Details* table.

### Note

The fields 'Site Type' and 'Site Level' are for iSport administrators only, please do not change these fields if you have access to them.

## 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 Association 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 Association 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 Association site, selecting the 'Statistics' link will allow you to view the number of page hits and sessions for your Association and/or clubs. Site summaries based on month and week are available by selecting the appropriate site code in the 'Site' column of the *Site Summary* table. You may also have access to specific statistical information for differing pages within your site, e.g. library pages or the photo gallery pages.

## **Feedback**

Feedback is an email link to the Association Webmaster and also iSport customer service. If you believe the email set as the feedback for your Association is incorrect or should include other email addresses please email iSport customer service at: [webmaster@isport.com.au](mailto:webmaster@isport.com.au)

## **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.

## Polls

The SAMSON system allows you to create voting polls on topics or questions of your choice. These polls appear at the top of the right menu on the Association home page.

### TO CREATE A POLL

From the Association home page:

1. Select the 'Maintain Poll' link. The *Select Poll* page is displayed.
2. Select the 'Add Poll' link. The *Add Poll* page is displayed.
3. Enter a 'Start Date' for your poll.
4. Enter your 'Question' or poll topic on which users will vote.
5. Enter your choice of answers in the fields Answer 1 – Answer 6.

#### Note

You do not need to complete 6 answers; you can have as little as 1 answer or as many as 6 answers for your poll.

Click on the 'Update' button. The poll will appear on your Association home page. The poll will also appear in the *Select Poll* table when you select 'Maintain Poll'. You can edit or delete the poll from this page if necessary.

## ASSOCIATION SET UP

The *SAMSON* system will allow you to create the draw for an 'Association'. An 'Association' is considered the basic site type within the *SAMSON* system – it allows for the creation of Club, Team and Player home pages as well as the creation of a competition between these Clubs/Teams.

You may not use the term 'Association' within your sport in this way. Some sports, for instance, use the term 'Association' to mean a higher level organisation like a Region or a Federation. Others use the word 'Association' to refer to Clubs.

Within the *SAMSON* system, we use the term 'Association' to refer to the body that conducts/organises the regular competition between a group of Clubs/Teams that are usually located within the geographical boundaries of the Association.

### SET UP THE ASSOCIATION

To create the draw, you must first set up the Association. This means that you must load the following data into the system:

- The names/details of the Clubs in the Association.
- The names/details of the grounds or venues used by the Association.
- The names/details of the grades and divisions (if relevant) played in by Clubs in the Association.

These details are entered into the system only once. When you create the competition each year, you allocate Clubs, grades, grounds etc to the competition for that year.

From the Association home page:

1. 'Sign On' to the system. The administrator menus are displayed on the Association home page.

#### Note

A 'Site' can be an Association, a Competition, a League, a Region or a Zone for example; they all have the ability to host and maintain a competition.

2. Click on the 'Administration' link on the left side menu. The following links are displayed:

#### Association

- **'Maintain Years'** – this link allows you to access site areas that permit you to set up a draw for all of the Clubs within the Association for a certain year.
- **'Maintain Control'** – this link will allow you to access the 'master' pages that you need to set up and administer the whole association.
- **'Maintain Users'** – this link allows the creation of other user accounts for additional administrators to access the non-public areas of the site.
- **'Maintain Roles'** – this link allows the setting up of 'Roles' or official positions held within the Association that web administrators will register members against.
- **'Maintain Age Groups'** – this link allows the setting of the 'Age Groups' defined by the Association. This function may not be appropriate to your Association.
- **'Edit Stat Formula'** – this link allows the setting of the formula for calculating such statistics as Goal Average or Goal Rate. This function may not be appropriate to your Association.
- **'Extra Html'** – this link allows the addition of HTML code to the home page of the Association. The HTML will appear below the welcome message and photo of the week.

- **'Sign Off'** – this link allows you to sign off from the non-public section of the site.

3. Click on the 'Maintain Control' link. The *Select Site* page is displayed.

Note that the additional links that you can now access on the *Select Site* page are:

#### **Menu**

- **'Maintain Clubs'** – this link allows you to add and edit the details of a Club.
- **'Maintain Grades'** – this link allows you to add and edit the details of a grade.
- **'Maintain Divisions'** – this link allows you to add and edit the details of a division.
- **'Maintain Grounds'** – this link allows you to add and edit the details of a ground/venue.
- **'Maintain Sites'** – this facility is not used by Association or Club administrators.

#### **Note**

The 'Maintain Control' area of the system is the 'master' copy or central store of information to be used in setting up your Association site and competition draw/fixture. Each year you update from this 'master' copy to the current year of the system. If there is a need to 'edit' details for a club, grade, division, ground/venue it is best to edit this 'master' copy of the information as this is the store of information that will be drawn upon in the new year of competition, not what is being seen in the current year of competition.

If you are taking over the administration of your site from another web administrator who has previously set up your Association site and/or a competition draw you may not need to administer anything in this 'Maintain Control' area of the system.

Your Association may not intend to use the system Draw/Fixtures functionality due to complexity in your sport draw structure. You may choose to instead utilise the 'Text Fixtures' functionality provided as an alternative. If so, see the section titled Text Fixtures at the end of this section.

#### **THE BACK LINK**

Many of the screens in this 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 screen hierarchy.

#### **ENTERING DATA**

Before you can create the draw within the system you have to set up your Association. This means that you have to define specific information about:

- The Clubs belonging to the Association;
- The grounds that the Clubs will use;
- The grades that will be supported within the Association competition,
- The divisions that each competition grade will have.

## Clubs

### SET UP CLUBS

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Control' link. The *Select Site* page is displayed.
3. Click on the 'Maintain Clubs' link in the *Select Site* page. The *Select Club* page is displayed with a link 'Add Club' on the left menu.
4. Select the 'Add Club' link and enter the following information into the *Add Club* form.
5. Enter a 'Club Code' – e.g. using the example of a Club named 'Beecroft Districts Sports Club', the club code may be 'BEE'.

#### 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 Club uniquely within the system.

#### Bye

If you have any 'Byes' in your competition draw/fixture you need to create a 'Bye' Club to allow for this. The Bye club is created by using Club code 'BYE'.

6. Enter the Club 'Name' and the Club 'Long Name'. The 'Name' need only be an abbreviation of the official name - e.g. Beecroft, whereas the 'Long Name' is the full name of the Club - e.g. Beecroft District Sports Club.
7. Select the 'Not in Clubs List' check box if the Club is part of the competition but does not need to appear in the Club list on the Association home page, e.g. Bye.
8. Enter the Club 'Street Address' and 'Postal Address' in the appropriate fields.
9. Enter the details for Club 'Phone', 'Fax' and 'Email'.
10. Enter the details for Club 'Standard' and 'Alternate' uniforms.
11. Click the 'Update' button. Add as many Clubs as there exist within the Association, entering as much data as appropriate for each Club.

## Grades

### SET UP GRADES

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Control' link. The *Select Site* page is displayed.
3. Click on the 'Maintain Grade' link. The *Select Grade* page is displayed with a link 'Add Grade' on the left menu.
4. Select 'Add Grade' and enter the following information into the *Add Grade* form.
5. Enter a code for the grade in the 'Grade' field – e.g. U19

#### 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 grade uniquely within the system.

6. Enter a 'Description' for the grade – e.g. Under 19
7. Select an 'Age Group' from the drop down list that corresponds to this grade. This function does not have to be used but to learn how to enter 'Age Groups' to this list see the section '**MAINTAIN AGE GROUPS**' on the next page of this manual.
8. Enter in minutes the game 'Duration'.
9. Enter a 'Sequence' number for the Assoc (Association) and Club grade lists to determine the order in which a grade is displayed on the site. Lower numbered grades are displayed higher on the page - e.g. If 'First' grade has a sequence number of 100 and 'Second' grade has a sequence number of 200, 'First' grade will be displayed above 'Second' grade in the Grade list.
10. Select the 'Single Division Grade' checkbox if the grade does not have any divisions within it, i.e. it is a single division grade.
11. Select the 'Non Competition' checkbox if points are not to be calculated/applied for this grade within the competition – e.g. juniors or modified age groups that play for fun only.
12. Enter the points allocated for the match outcomes of 'Win', 'Draw', 'Scoreless Draw', 'Loss' and 'Bye'.
13. For other outcomes such as 'Forfeit Wins', 'Forfeit Losses', 'Washouts', 'Cancelled', 'Postponed' etc add the name of the Result Type to the first field, then add an abbreviation for the Result Type in the second field, and the points and goals awarded, if any, for these match outcomes. The 'Played' checkbox is selected if the game in which this outcome has occurred should be counted as a 'Played' game in the results table.

An example of a Result Type is:

Result Type Name (1st field) = Forfeit Win

Result Type Abbreviation (2nd field) = w/f

Points = 3 points

Goals = 3 goals

Played = Check the box for 'Yes' or leave blank for 'No'

#### Note


The abbreviations used for the Result Types are utilised when inputting scores via the upload

function, so it is important to be uniform throughout the creation of Result Types and their abbreviations so as to reduce the likelihood of error when entering results.

14. When you are entering your next grade scoring details you can select the previously entered grade from the 'Same As Grade' drop down list and the scoring details will appear in the Win, Draw, Loss, etc fields below this drop down when you 'Update' this screen.
15. Click the 'Update' button. Repeat the process for each Grade remembering to use the 'Same As Grade' function if the scoring is the same for other grades.

## **TO EDIT A GRADE**

In the *Select Grade* page:

1. Click on the edit  symbol to edit the details of the chosen grade. The *Edit Grade* page is displayed.
2. Make any changes then click on the 'Update' button. The *Select Grade* page is displayed with the changes registered on the system.

## **MAINTAIN AGE GROUPS**

If your Association has specific age groups defined within it for purposes of registration or grading you can specify these age groups within the 'Maintain Age Groups' function of the system. This 'Age Groups' information is linked to the draw and also the person registration database. It is not essential that you utilise this function.

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Age Group' link. The *Select Age Group* page is displayed with a link 'Add Age Group' on the left menu.
3. Select the 'Add Age Group' link and enter the following information into the *Add Age Group* form.
4. Enter a 'Description' for the age group – e.g. Intermediate.
5. Enter a 'SeqNo' (sequence number) to order the age groups.
6. Enter a 'Min.Age' and 'Max.Age' for the minimum age and the maximum age for someone to be placed in this age group.
7. Enter a 'Fee' if there is a registration fee associated with the age group.
8. Select the 'Update' button and the age group will appear in the *Select Age Group* table above.

## Divisions

### SET UP DIVISIONS

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Control' link. The *Select Site* page is displayed.
3. Click on the 'Maintain Divisions' link. The *Select Division* page is displayed with a link 'Add Division' on the left menu.
4. Select the 'Add Division' link and enter the following information to the form.
5. Enter the code for the division in the 'Division' field – e.g. 1


#### 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 division uniquely within the system.

6. Enter the 'Description' of the division – e.g. Division 1
7. Enter the 'Seq' (sequence number) to control the order of the division list.
8. Click the 'Update' button. Repeat the process for each division within the competition.

### TO EDIT A DIVISION

In the *Select Division* page:

1. Click on the edit  symbol to edit the details of the chosen Division. The *Edit Division* page is displayed.
2. Make any changes then click on the 'Update' button. The *Select Division* page is displayed with the changes registered on the system.

## Venues

### SET UP VENUES

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Control' link. The *Select Site* page is displayed.
3. Click on the 'Maintain Venues' link. The *Select Venue* page is displayed with a link 'Add Venue' on the left menu.

#### Note

Each playing venue/ground used in the competition should be set up with an individual venue code. If there are 5 courts/fields at the one location, you need to set up 5 individual venue codes so that each can be allocated to the relevant games.

4. Select the 'Add Venue' link and enter the following information to the form.
5. Enter the 'Venue Code' – e.g. MID01 for Midson No 1 Oval.

#### 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 venue uniquely within the system.

6. Enter the 'Name' and the 'Long Name' of the venue. The 'Name' need only be an abbreviation of the official name - e.g. Midson 1, whereas the 'Long Name' is the full name of the venue - e.g. Midson Oval Number 1
7. Enter the 'Address', 'Contact Numbers' and 'Details' fields as applicable.
8. Click the 'Update' button. Repeat the process for each venue.

## Edit Stat Formula

If your sport has specific statistical formula used to calculate sorting criteria for results tables you can set this formula using the 'Edit Stat Formula' function.

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Edit Stat Formula' link.
3. Enter a name for the Statistical Formula in the 'Statistic Name' field.
4. Enter the formula by selecting from the drop down option OR typing into the blank text fields. If the formula criteria you require is not available in the drop down box please contact iSport. The blank text fields are for numerals only.

### Note

If your formula is longer than the spaces available, click the 'Update' button once you have filled the first two lines of the formula and more fields will appear below what you have already entered.

5. Click the 'Update' button for your formula to be registered on the system.

### Note

If your formula is not being used in the calculating of your results tables please contact iSport, as this function may need to be enabled by an iSport administrator.

## Extra HTML

The 'Extra HTML' function allows the addition of HTML code to the home page of the Association. The HTML will appear below the welcome message and photo of the week.

### Note

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

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Extra HTML' link. The *Edit Extra HTML* page is displayed.
3. Either browse for a file containing your HTML by using the 'Browse' button, or type/paste your HTML code into 'Extra HTML' text box.
4. Select the 'Update' button to register the HTML on the system. You will be returned to the Association home page where the Extra HTML will appear under the Welcome Message and Photo of the Week sections. You may need to refresh your system to see the new page displayed correctly.
5. If you want to remove an Extra HTML file from your Association home page select the 'Remove file' checkbox when in this function and then select 'Update'.

## TEXT FIXTURES

Due to the type of sport your Association belongs to you many have the ability to enter draw/fixtures as text, similar to a news item. For this feature to be enabled the system 'Draw/Fixtures' functionality described in the previous sections of the manual needs to be disabled.

### Note

When the 'Text Fixtures' functionality is enabled the display of menu items on the Association site remains the same, hence users will still select 'The Draw' link to access the draw/fixtures. It is the display of the actual fixtures that changes with this functionality. Using the system 'Draw/Fixtures' functionality displays the information in pre-templated tables, whereas any data input using the 'Text Fixtures' option is displayed as text or HTML as the user has entered.

## Text Fixtures

To input Text Fixtures, from the Association home page:

1. Select the 'Input The Draw' link from the left menu. The *Input The Draw* page is displayed.
2. 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 draw/fixtures item when that date occurs. The 'Expires' field is for the date the draw/fixtures item expires. This is not a mandatory field but it is a good idea to put an expiry on a draw/fixtures item if the draw/fixtures item pertains to a specific event that finishes or is irrelevant after a specific date.

You can enter draw/fixtures 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 draw/fixtures item 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.

3. Clicking on the 'Deleted' check box will hold the draw/fixtures item in the non-public area of your site but will not display it in any draw/fixtures pages on the public site.
4. Each draw/fixtures item consists of two sections: the first is the 'Headline' and the second is the 'Main Body' of the draw/fixtures item. The date of the draw/fixtures item and headline appear in 'The Draw' section of the site. The 'Main Body' section of the draw/fixtures item is only visible when the draw/fixtures item is selected.
5. You can upload a photo with the Main Body 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 results 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.



### Note

You can use the checkbox 'Raw' to maintain your photo dimensions. For faster downloading of your Association pages however, any photo loaded to the Main Body in 'The Draw' 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.

6. When you have completed the draw/fixtures 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 draw/fixtures item headline.
  - Delete the article – choose the delete symbol  above the draw/fixtures item headline.
7. If you wish the draw/fixtures item to be published on the site, click on the Association logo at the top of the left menu. This will return you to the Association home page. Note that the item appears in 'The Draw' section of the Association site.


## TO EDIT FIXTURES

From the Association home page:

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

## TO DELETE FIXTURES

From the Association home page:

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

Draw/fixtures items that have been deleted from the public site appear in the non-public site with **(deleted)** next to them in red.

## YEAR SET UP

### Introduction

After you have set up the Association by entering information about Clubs, grades, divisions and grounds/venues, you can set up a competition season or a year.

When you set up the Association (see the previous section), you registered all of the Clubs, grades, divisions and grounds/venues for the Association in the 'master' files or central store of information. Now you have to start a new year ('Add Year') and allocate the Clubs, grades, divisions and grounds/venues that are relevant to that year.

It may happen that in some years or some seasons you do not use all of the Clubs, grades, divisions or grounds/venues that you have set up in the master files. You may also have to add new Clubs, grades, divisions or grounds/venues to the master files (via the 'Maintain Control' function) in the future.

### THE PROCESS

The process follows the task order listed below:

1. Start a new year – 'Add Year' function.

#### Note

Every year it is necessary to set up a new year and archive the information from the previous year. See the section titled '**NEW YEAR**' for instructions on how to complete this.

2. Add grounds to the Association for the season.
3. Add Clubs to the Association for the season.
4. Assign a venue to a Club (Home Ground) – optional.
5. Add rounds for the season.
6. Add grades to the Association.
7. Add divisions to grades.
8. Add Teams to the year.

## Add Year

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. Click on the 'Add Year' link. The *Add Year* page is displayed.
4. Type in the year - e.g. 2004, and the 'Description' - e.g. Year 2004 competition
5. Click on the 'Update' button. The *Select Year* page is displayed with the new year added to the list.

### Note

Once you have added a year you can only edit the 'Description' of that year. You cannot delete the year from the *Select Year* page. If the year has already been created move to the next section of the manual.

## NEW YEAR

Each year that your Association utilises the system it is necessary to create the new year and then move the Association site to that new year, effectively archiving the information from the previous year.

Once a new year has been added by following the instructions in the previous section, from the Association home page:

1. Click on the 'Change Week' link. The *Edit Site* page is displayed.
2. In the 'Current Year' drop down select the new year.
3. Click on the 'Update' button. The Association home page is displayed with the year shown in the navigation bar on the far right.

## ARCHIVES

The 'Archive' link for a year allows users to toggle between different years of the Association site and is activate each year by adding what is known as the 'AA' club to the year. The 'AA' club is actually your Association.

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Control' link. The *Select Site* page is displayed.
3. Click on the 'Maintain Clubs' link in the *Select Site* page. The *Select Club* page is displayed with a link 'Add Club' on the left menu.
4. Select the 'Add Club' link and enter the following information into the *Add Club* form.
5. Add a club with the 'Code' field as 'AA' and the 'Name' field with your Association name.
6. Click on the 'Update' button. The Club 'AA' will be added to the *Select Club* table.
7. Select the 'Back' link from the left menu twice to be taken to the *Administration Functions* page.
8. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
9. Click on the 'Clubs' link in the year you wish to activate the Archive link.

10. Select the 'AA' Club i.e. your Association, from the drop down list and click on the 'Update' button. The updated *Select Club* page is displayed with the 'AA' Club added to the list, thus enabling the 'Archive' link for that year.

## Add Venues

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. In the year selected, click on the 'Venue' link. The *Select Venue* page is displayed.
4. Click on the 'Add Venue' link. The *Add Venue* page is displayed.
5. Select the venue name from the drop down list and click the 'Update' button. The updated *Select Venue* page is displayed with the new venue added to the list.

### Note

These venues are being drawn from the 'master' files created in 'Maintain Control'. If a venue is missing you need to go back to 'Maintain Venues' and add it to the 'master' files first and then come back to 'Maintain Years' and add it to the current year. This is the same with all the information relating to clubs, grades, divisions and venues/grounds.

6. Repeat selecting the venue name from the drop down list and clicking the 'Update' button until all venues/grounds for the Association for the year have been added to the list displayed on the *Select Venue* page.

## Add Clubs

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. In the year selected, click on the 'Clubs' link. The *Select Club* page is displayed.
4. Click on the 'Add Club' link. The *Add Club* page is displayed.
5. Select the Club name from the drop down list and click the 'Update' button. The updated *Select Club* page is displayed with the new Club added to the list.
6. Repeat selecting the Club name from the drop down list and clicking the 'Update' button until all Clubs for the Association for the year have been added to the list displayed on the *Select Club* page.

## Add Club Venues

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. In the year selected, click on the 'Clubs' link. The *Select Club* page is displayed.
4. In the updated *Select Club* page, click on the 'Venue' link. The *Select Club Venue* page is displayed.
5. Select a venue from the drop down list, to be associated with the Club (if applicable) then click the 'Update' button. The updated *Select Club Venue* page is displayed with the new venue added to the list.

### Note

You can add as many venues to a Club as you wish. This function may not be appropriate for your Association.

## Add Rounds

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. In the year selected, click on the 'Rounds' link. The *Select Round* page is displayed.
4. Click on the 'Add Rounds' link. The *Add Round* page is displayed.
5. Enter the 'Round Number' – e.g. 1 or 01

### 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 rounds uniquely within the system.

Please ensure that all round numbers appear in correct numerical sequence. Match statistics will be miscalculated if round numbers are incorrect or out of sequence.

6. Enter 'Round Date' in the format dd-mm-yy.

### Note

If your competition has rounds with games played on more than one date make the date in this field the last date of games played in the round – e.g. In Round 4, games are played on the 3<sup>rd</sup> and 4<sup>th</sup> of the month, in the 'Round Date' field enter the date as the 4<sup>th</sup> of the month. You will enter the correct date for those games played on the 3<sup>rd</sup> of the month later.

7. Enter the 'SeqNo' (sequence number) to order the appearance of the rounds within the system. Rounds allocated a lower sequence number will be displayed highest in any table of rounds.
8. Enter 'Max Games', i.e. the maximum number of games in the round. This is optional.
9. Enter 'Is Finals'. If an option from this box is selected the result is not included in the main competition table, it is displayed as a separate 'Finals' table. See next section of 'Finals' rounds for more information.
10. Then click the 'Update' button. The updated *Select Round* page is displayed with the new round added to the list. Continue this procedure until all rounds have been added for the year.

### Note

This procedure is used to add all of the 'Round Numbers' and 'Round Dates' to be played within an Association for the current year. Different grades within the same Association may play different rounds and on different dates. When you create the draw, you will nominate specific 'Round Numbers/Round Dates' for a particular grade.

## 'Finals' Rounds

If the round you are adding is a 'finals' round, such as a quarter final, semi final or grand final for example, you need to treat these rounds in a different manner to the normal competition rounds, so as to not have the results of these 'finals' rounds included in the Division Table. All 'finals' results will be displayed in separate tables titled as per the 'finals' type selected when adding the round, as described below.

When adding a 'finals' round follow the instructions below:

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. In the year selected, click on the 'Rounds' link. The *Select Round* page is displayed.
4. Click on the 'Add Rounds' link. The *Add Round* page is displayed.
5. Enter the 'Round Number' as a code for the type of 'finals' round being played – e.g. SF for Semi Final or F for Final.

### Note

When you are adding the Round Number code for 'Grand Final' this must be 'GF' if you would like to utilise the 'Grand Finals' function set up in the results section of your Association site. This function captures all 'Grand Finals' rounds from an Association and displays them on the one 'Grand Finals' page.

6. Enter 'Round Date' in the format dd-mm-yy.
7. Enter the 'SeqNo' (sequence number) to order the appearance of the rounds within the system. Rounds allocated a lower sequence number will be displayed highest in any table of rounds.
8. Enter 'Max Games', i.e. the maximum number of games in the round. This is optional.
9. Enter 'Is Finals'. If an option from this box is selected the result is not included in the main competition table, it is displayed as a separate 'Finals' table.

### Note

If an option you require is not listed in the 'Is Finals' drop down please contact iSport to have this included in your 'Is Finals' list.

10. Then click the 'Update' button. The updated *Select Round* page is displayed with the new round added to the list. Continue this procedure until all rounds have been added for the year.

It is then necessary to add these 'finals' rounds to the relevant grades/divisions as you would normal competition rounds.

## Add Grades

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. In the year selected, click on the 'Grades' link. The *Select Grade* page is displayed.
4. Click on the 'Add Grade' link. The *Add Grade* page is displayed.
5. Select the first grade to be added from the drop down list and click the 'Update' button. The updated *Select Grade* page is displayed with the new grade added to the list.
6. Repeat adding grades in this manner until all grades played within the Association for the year have been added.

## Add Divisions to Grades

From the updated *Select Grade* page:

1. Click on the 'Divisions' link for a chosen grade in the *More Action* column. The *Select Division* page is displayed.
2. Select the division to be associated with the grade from the drop down list. Click the 'Update' button. The updated *Select Division* page is displayed. This page displays the list of divisions associated with a specific grade.
3. Continue to select divisions to be associated with the grade following the procedure above until all divisions for the grade have been added.

### **Alternative Step 2 and 3**

1. Click on the 'Add Division' link. The *Add Division* page is displayed.
2. Select a division then click the 'Update' button. The updated *Select Division* page is displayed.
3. Repeat clicking on the 'Add Division' link and adding new divisions until all divisions have been added to the grade for the year.

## Add Teams

From the updated *Select Division* page:

1. Click on the 'Teams' link for a chosen grade/division. The *Select Team* page is displayed.
2. Select and enter the 'Team Number'. This usually starts at 1 and increments as every new Team is added to the list.

### Note

Once a Team has been entered into the system you will not be able to change the team number allocated. If you use software external to the *SAMSON* system to create the draw, the number allocated to a Team here should be the same as those in the external draw software that you use.

3. Enter the 'Club Code' by selecting the Club from the drop down list.
4. Enter a 'Team Name' if there is more than one Team from the same Club to differentiate the two - e.g. Red, Blue, etc.
5. Select the check box 'In Grade Tables' if this Team's points are to be calculated and displayed in the Grade Table. An example of when a Team may not be included 'In Grade Tables' is when the Team is actually a BYE.
6. Select the check box 'In Club Championship' if this Team is to be included in the Club Championship Table.

### Note

The Club Championship is where the results of a specific number of teams, or in some cases all teams, from a club are tallied in a Club Championship Table. Specific weightings may be given to certain teams within the club also. Please contact iSport if you would like to utilise this feature as the set up of the Club Championship needs to be completed by an iSport administrator to allow for the specifics of your Association. This function may not be appropriate to your Association.

7. When all details for a specific Team have been added click the Update button. The updated *Select Team* page is displayed.
8. Continue with this procedure until all Teams playing (during this current year/season) in the chosen Division or Grade have been added.

### **Alternative Step 2 and 3.**

1. Click on the 'Add Team' link side bar menu. The *Add Team* page is displayed.
2. Enter the required information as specified above then click the 'Update' button. The updated *Select Team* page is displayed.
3. Repeat clicking on the 'Add Team' link and adding new Teams until all Teams have been added to the Grade/Division for the year.

## CREATE THE DRAW

When all of the Teams have been added to the season or year, you have entered all of the information required to create the competition draw/fixtures.

### Introduction

In the '**ASSOCIATION SET UP**' section of this manual we added the Clubs, venues, grades and divisions that form the basis of the Association to the 'master' files of the system.

In the '**YEAR SET UP**' section of this manual we set up the Association for the current year or season by adding all of the Clubs, venues, Club venues, rounds, grades, divisions and Teams to that year.

When you create the draw, you nominate specific round dates/numbers to be played by specific grades. You also nominate which Teams from each grade will play each other during the specific round.

You can either create the draw manually online using the iSport system pages or you can create the draw in another program, save it as a comma delimited file (csv), and upload it to the iSport system. If the second option is chosen, the data must be uploaded in the required data format. The required data format is shown at the end of this section.

## Online Process

To create the draw manually the process is as follows:

1. Specify the rounds to be played for a grade.
2. Add the games to be played for that grade during each round.

### **SPECIFY ROUNDS FOR GRADE**

From the updated *Select Grade* or the *Select Division* page:

1. Click on the 'Rounds' link for the chosen grade/division. The *Select Round* page is displayed.
2. Select the 'Add Round' link and enter the appropriate round information. This information is:
  - Round number i.e. 1 (for the first round of the season and so on).
  - Round Date - in the dd-mm-yy format.
  - Notes - a free text entry field for any notes about the round.
3. Click the 'Update' button when completed. The updated *Select Round* page is displayed with the round added. Note that there is now a 'Games' link on this page under the *More Action* field.
4. Continue this procedure until you have added all of the rounds to be played by the grade/division during the year/season.

## Add Games

Finally, we set up the games that each Team will play within each round and assign a venue / ground and a game time. If you use the 'Draw/Fixtures Upload' facility, you do not have to set up games for each round.

### ADD GAMES TO ROUND

From the *Select Round* page:

1. For the first round, click on the 'Games link'. The *Edit Games* page is displayed.
2. Select the Teams to play each game from the 'Home Team' and 'away Team' drop down lists. Also select the ground / venue and enter the start time for each game.

#### Note

Time is in the 24-hour clock system.

3. Click on the 'Update' button. The *Select Game* page is displayed. You can the edit games link to change any of the details you have just recorded.
4. Repeat steps 2, 3 and 4 until all games have been recorded.
5. Click on the 'Back' link on the left menu. The *Select Round* page is displayed.

#### Note

If you have less teams playing in a round than the number of text boxes available you need to delete the game number from the 'G#' field for that game which isn't to be played. If you do not an error message stating 'A team cannot play itself' will appear.

## Offline Process

You can upload draw/fixtures from an already existing system at the Association level. Alternatively, you can construct a spreadsheet (in Microsoft Excel for instance) of all of the games to be played during a round or a set of rounds. This file can then be uploaded to the system.

Note that you must have set up the year, grades, divisions, rounds, and Teams for the Association before you can upload draws/fixtures. It is recommended that you upload one round at a time to limit the potential loss of data.

You can also include the results of games in these draw/fixtures upload.

### Note

You must ensure that the Team numbers that are associated with each Team in the iSport system are exactly the same as the Team number that each team has in any other system that you are using. If this is not the case you will produce errors in your draw/fixtures.

## Upload &/or Download Draw/Fixtures

### TO UPLOAD DRAWS AND FIXTURES

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. For the selected year, click on the 'Upload' link. The *Upload Draw/Fixtures* page is displayed.
4. In the *Upload Draw/Fixtures* page, click on the 'Browse' button. This will open the *Choose file* dialog box allowing you to browse your local hard drive for the file you wish to upload.
5. Once you have located the file, select it and click the 'Open' button to return to the *Upload Draw/Fixtures* page.
6. Select the 'Validate Only' checkbox to show changes you are going to make with the upload process.

#### Note

'Validate Only' will not make the changes on the iSport system, this is simply a verification tool to show you what you will be changing before you actually make the change.

7. Deselect the 'Validate Only' checkbox to update the system.
8. To upload the file to the system click the 'Press to Upload' button.

### ERRORS

If there is an error in the data file that you upload, then the Draw/Fixtures that contain the error will be displayed on the screen in red. These games will not have been saved on the system.

### TO DOWNLOAD DRAWS AND FIXTURES

You can also download draw/ fixtures as a comma delimited data file. This file can then be imported into another program (such as Microsoft Excel).

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. For the selected year, click on the 'Download' link. The *Download Draw/Fixtures* page is displayed.
4. In the *Download Draw/Fixtures* page, click on the 'Press to Download' link. This will open the *File Download* dialog box.
5. Select the 'Save this file to disk' option, and click the 'OK' button. This will open the *Save As* dialog box.
6. Select the location for saving the file and click the 'Save' button. Once the download has finished, the message boxes will disappear
7. If you have made an error, click on the browser Back button to return to the previous page to make the correction.
8. The downloaded file will be in comma delimited format and can be imported into programs like Microsoft excel.

## Data Format

The data file that is uploaded must be comma delimited (the file will have a .csv extension).

### SPREADSHEET

The data format for a spreadsheet file for Draw/Fixtures is given at the end of this section in '**FORMAT OF DRAW/FIXTURES DATA FILE**'. To create a Draw/Fixtures file:

1. Start your spreadsheet application (i.e. Microsoft Excel) and open a new spreadsheet.
2. Type in the name of each data element (grade, division, round number etc) across the top row of the spreadsheet. Each data element should be in a separate cell. There should be no 'gaps' - no cells left blank.
3. Enter the details of the draw in the columns specified by each data element. Only a few of the details are mandatory - must be entered. An asterisk denotes the mandatory information (\*) next to the data element in the section 'Data Formats for Upload and Download' found on the next page of this manual. Note that there are fields for the entry of game results.
4. Save your Draw/Fixtures file at regular intervals. When complete, save the file in comma delimited format on your PC, floppy or CD.
5. Use the 'Upload Draw/Fixtures' function to upload the file to the system.

## Data Formats for Upload/Download

### GENERAL

All data to be uploaded to the iSport system shall be in ASCII comma delimited format (typically an Excel file saves as a .csv file).

This means that each unique record is stored on a separate line in the file and each field of each record is separated from the previous and next field by a single comma.

The files to be uploaded and downloaded to the iSport System shall consist only of the data records being transferred. There shall be no field headers in these data files.

All mandatory fields must be included in a record and are marked with an asterisk (\*). Optional fields may be left out.

If an optional field is left out then a comma should still be included after that record.

### UPLOADING DRAWS & FIXTURES

Only administrators who have been granted 'Association' level privileges and access to the 'Upload Draw/Fixtures' function will be able to upload draw/fixtures into the iSport SAMSON System.

Prior to uploading draw/fixtures the following elements must exist in the iSport System (with corresponding codes).

- Grounds at which the games will be played.
- Clubs, grades, divisions and Teams which are part of the games being uploaded.
- Rounds to which the games will be added.

If a game is uploaded but any of the above elements for that game do not exist in the iSport system then the information for that game will not be stored in the iSport system and you will see red error feedback.

The following rules will be used when deciding if a game is to be uploaded into the iSport System:

- If a valid row of data for a game is uploaded then it will overwrite any existing data in the system.
- If any game is uploaded then the complete round for that grade and division must be loaded at the same time (eg. for an 8 team competition, all 4 games for the round must be uploaded to ensure data integrity).
- Results can be loaded with the draw/fixture data (or can be entered via the browser interface)
- The system does not check quality of the draw data. Double ups and missing games will not cause errors in the system. Users are responsible for the accuracy of the data being loaded.

In all cases, the user should check that all games have been uploaded correctly into the iSport System.

## FORMAT OF DRAW/FIXTURES DATA FILE

The order of the fields in the draws and fixtures data file is as follows:

- **\*Grade**  
The unique code associated with each grade in the iSport system, e.g. U13, O35, AA etc.
- **Div (Division)**  
The unique code associated with each division in the iSport system, e.g. 2, orange, etc.
- **\*Rnd (Round)**  
The unique code associated with the round in the iSport system, e.g. 1,2,3 etc.
- **GameNo (Game Number)**  
The number of the game in sequential order, e.g. 1.
- **Date**  
The date on which the game is to be played. The format for the date is dd-mm-yyyy, e.g. 25/02/2002
- **Time**  
The time that the game commenced in 24-hour clock format.
- **\*Venue**  
The unique code assigned to the ground/venue at which the game is to be played, e.g. HOLL, EPP, CHR1, etc.
- **\*HClub (Home Club)**  
The unique Club code of the Home Team, e.g. BEE, etc
- **\*HTeam (Home Team)**  
The unique code given to a team when there is more than one team from the same Club in a specific grade and/or division, e.g. blue, 1, etc.
- **\*AClub (Away Club)**  
The unique Club code of the Away Team, e.g. BEE, etc
- **\*ATeam (Away Team)**  
The unique code given to a team when there is more than one team from the same Club in a specific grade and/or division, e.g. blue, 1, etc.
- **Home Team Goals**  
The number of goals scored by the Home team, e.g. 1,2,3, etc.
- **HGoals (Home Team Goals)**  
The number of goals scored by the Home team, e.g. 1,2,3, etc. or the result type abbreviation for those result 'types' added to the grade scoring record, e.g. w/o (washout), w/f (win on forfeit) or l/f (loss on forfeit), etc.
- **AGoals (Away Team Goals)**  
The number of goals scored by the Away team, e.g. 1,2,3, etc. or the result type abbreviation for those result 'types' added to the grade scoring record, e.g. w/o (washout), w/f (win on forfeit) or l/f (loss on forfeit), etc.
- **Notes**  
Comments about the game, e.g. 'The 10th major win of the season for the home team'.
- **HAdj (Home Team Points Adjustment)**  
Points adjusted to the Home Team for such things as not providing a referee, e.g. -1
- **AAAdj (Away Team Points Adjustment)**  
Points adjusted to the Away Team for such things as not providing a referee, e.g. -1

## INPUTTING RESULTS

Scores can be input either online at the 'Association' site or uploaded with a Comma Separated Values (.csv) file. For scores to be input the 'Change Week' function must be activated (from the Association level) and this must be done for each round.

### Change Week

To change the week of your Association site so you can enter results for the current round, from the Association home page:

1. Click on the 'Change Week' link from the left menu. The *Maintain Site* page is displayed.
2. Select the 'Round No.' (Round Number) from the drop down list. Click on the 'Update' button. The Association home page will be displayed.
3. It is now possible to access the 'Input Scores' link for the selected round/date to enter results.

## Input Scores - The Online Process

From the Association Home Page:

1. Select the 'Results' link from the left menu. The *Division Table* page is displayed.
2. Select the 'Input Scores' link. The *Input Scores for Round* page is displayed.
3. Type in the results for each game in the 'F/A' (For/Against) column.
4. When you have completed entering scores, scroll to the bottom of the page and click on the 'Update Scores' button. (Note that if you click on the Reset button, all of the scores entered will be deleted from the *Input Scores* page). The *Update Scores for Round* page is displayed.

If you only wish to input scores for a single grade:

1. Select the 'Results' link. The *Division Table* page is displayed.
2. From the Division Table select the grade that you wish to input the scores for. The *Grade Tables as at Round* page will be displayed.
3. Select the 'Input Scores' link. The *Input Scores for Round* page is displayed.
4. Type in the results for each game in the grade in the 'F/A' (For/Against) column.
5. Select a 'Result' for the Home team and the Away team from the drop down list in the Result column if this is appropriate (see '**RESULT TYPES**' section below for explanation).

### Note

If you have a 'Bye' in your round you need to enter a lowercase 'b' in both the 'F/A' (For/Against) column to indicate the Bye has taken place. If points are allocated for a Bye in your competition the points will only be given once the Bye has occurred, as indicated to the system by the recording of the lowercase 'b' in the F/A fields.

6. The 'Adj' (Adjustment) column is for points adjustments, e.g. if additional points are awarded or deducted for some reason, and the 'Notes' column is for additional notes on the game.
7. When you have completed entering scores, scroll to the bottom of the page and click on the 'Update Scores' button. (Note that if you click on the Reset button, all of the scores entered will be deleted from the *Input Scores* page). The *Update Scores for Round* page is displayed.

### RESULT TYPES

If the game you are entering a score for is a washout, forfeit win or forfeit loss for example, and you have added these result 'types' into the grade record when setting up the Association site (see manual section '**ASSOCIATION SET UP**'), you should be able to select this outcome from the drop down list in the 'Result' column. Leave the F/A fields blank and only select the result type from the drop down list. If the result type is not in the list it needs to be added to the 'master' files in 'Maintain Grades' and then updated into the year 'Grade' record.

### REMOVING RESULTS

You can correct any errors by clicking on the browser 'Back' button to return to the *Input Scores* page. If you want to delete a score out of the system and not replace it with another score type a lowercase 'x' in the 'F/A' (For/Against) fields.

## Input Scores - The Offline Process

### DOWNLOAD DRAW/FIXTURES

From the Association home page:

1. Click on the 'Administration' link.
2. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
3. For the selected year, click on the 'Download' link. The *Download Draw/Fixtures* page is displayed.
4. In the *Download Draw/Fixtures* page, click on the 'Press to Download' link. This will open the *File Download* dialog box.
5. Select the 'Save this file to disk' option, and click the 'OK' button. This will open the *Save As* dialog box.
6. Select the location for saving the file and click the 'Save' button. Once the download has finished, the message boxes will disappear
7. The downloaded file will be in comma delimited format and can be imported into programs like Microsoft excel.
8. You can log off from the iSport system at this stage. Open the file (in your spreadsheet program) and enter the relevant game results.

#### Note

If the game you are entering a score for is a washout, forfeit win or forfeit loss for example, and you have added these result 'types' into the grade record when setting up the Association site (see manual section '**ASSOCIATION SET UP**'), you need to add the result type abbreviation into the 'HGoals' (Home Goals) and 'AGoals' (Away Goals) fields. For example add '**w/f**' to the Goals field for the team that Won on Forfeit and add '**l/f**' to the Goals field for the team that Lost on Forfeit. Note: you may have entered a different abbreviation into your Grade scoring record to that given in the example.

9. Save the file in comma delimited format. When you are ready to upload the file, log onto the iSport system again.

#### Note

It is easier and safer to delete all the fixtures except those that you are inputting results in for.

### UPLOAD SCORES

You can upload the scores for all matches in a round via the 'Upload Draw/Fixtures' function. The process is as follows:

1. From the downloaded draw/fixtures spreadsheet enter all the relevant information for the selected round as described above.
2. Save the spreadsheet (as a comma delimited file) and close the spreadsheet application (i.e. Microsoft Excel).
3. Upload the updated file using the 'Upload Draw/Fixtures' function.
4. To access the 'Upload Draw/Fixtures' function from the Association home page:
5. Click on the 'Administration' link.
6. Click on the 'Maintain Years' link. The *Select Year* page is displayed.
7. For the selected year, click on the 'Upload' link. The *Upload Draw/Fixtures* page is displayed.

8. In the *Upload Draw/Fixtures* page, click on the 'Browse' button. This will open the *Choose file* dialog box allowing you to browse your local hard drive for the file you wish to upload.
9. Once you have located the file, select it and click the 'Open' button to return to the *Upload Draw/Fixtures* page.
10. Select the 'Validate Only' checkbox to show changes you are going to make with the upload process.

**Note**

'Validate Only' will not make the changes on the iSport system, this is simply a verification tool to show you what you will be changing before you actually make the change.

11. Deselect the 'Validate Only' checkbox to update the system.
12. To upload the file to the system click the 'Press to Upload' button.

## TEXT RESULTS

Due to the type of sport your Association belongs to you may have the ability to enter results as text or HTML, similar to a news item. For this feature to be enabled the system 'Results' functionality described in the previous sections of the manual needs to be disabled.

### Note

When the 'Text Results' functionality is enabled the display of menu items on the Association site remains the same, hence users will still select the 'Results' link to access results. It is the display of the actual results that changes with this functionality. Using the system 'Results' functionality displays the results information in pre-templated tables, whereas any data input using the 'Text Results' option is displayed as text or HTML as the user has entered.

## Text Results

To input Text Results, from the Association home page:

1. Select the 'Input Results' link from the left menu. The *Input Results* page is displayed.
2. 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 results item when that date occurs. The 'Expires' field is for the date the results item expires. This is not a mandatory field but it is a good idea to put an expiry on a results item if the results item pertains to a specific event that finishes or is irrelevant after a specific date.

You can enter results 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 results item 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.

3. Clicking on the 'Deleted' check box will hold the results item in the non-public area of your site but will not display it in any results pages on the public site.
4. Each results item consists of two sections: the first is the 'Headline' and the second is the 'Main Body' of the results item. The date of the results item and headline appear in the 'Results' section of the site. The 'Main Body' section of the results item is only visible when the results item is selected.
5. You can upload a photo with the Main Body 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 results 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.

### Note

You can use the checkbox 'Raw' to maintain your photo dimensions. For faster downloading of your Association pages however, any photo loaded to the Main Body in the Results 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.



6. When you have completed the results 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 results item headline.
- Delete the article – choose the delete symbol  above the results item headline.

7. If you wish the results item to be published on the site, click on the Association logo at the top of the left menu. This will return you to the Association home page. Note that the item appears in the 'Results' section of the Association site.


## TO EDIT RESULTS

From the Association home page:

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

## TO DELETE RESULTS

From the Association home page:

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

Results items that have been deleted from the public site appear in the non-public site with **(deleted)** next to them in red.

## PERSON RECORDS

Entering registration details on individuals is a central component of the system. You can register Association, Club and Team players and officials within your person database so that you can assign those registered persons roles within their appropriate Association, 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, Club and Association administrators (with the appropriate access permissions) can access via the Internet to keep up to date records of those person's involved with the Association and it's Clubs/Teams.

### Maintain Roles

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

To set person roles, from the Association home page:

1. Select 'Administration'. The *Administration Functions* page is displayed.
2. Select 'Maintain Roles'. The *Maintain Roles* page is displayed.
3. Click on the 'Add Role' link.
4. Enter the 'Role Title' of the role that will appear on the site.
5. Enter the 'SeqNo' (sequence number) to control the order in which the roles will be displayed on the site.
6. Select whether the role comes under Player, Official or Committee, e.g. for a role of 'Coach' you would select the 'Is Official' check box and for the role of Treasurer you would select the 'Is Committee' check box. As a general rule if the role can be assigned to a Team then that role comes under 'Is Official'.
7. Select whether the role requires accreditation
8. Enter a fee associated with the role, e.g. a role of 'Player' may have a registration fee of \$15.00.
9. Click the 'Update' button.

## 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 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.

To set age groups, from the Association home page:

1. Select 'Administration'. The *Administration Functions* page is displayed.
2. Select 'Maintain Age Groups'. The *Maintain Age Group* page is displayed.
3. Click on the 'Add Age Group' link.
4. Enter the 'Description' of the age group that will appear on the site.
5. Enter the 'SeqNo' (sequence number) to control the order in which the age groups will be displayed on the site.
6. Enter the 'Min. (Minimum) Age' and the 'Max. (Maximum) Age' for the age group.
7. Enter a fee associated with the age group, e.g. an age group of 'Junior' may have a registration fee of \$15.00.
8. Click the 'Update' button.

Once you have set up your Association Roles, and if applicable Age Groups, you are now ready to enter person registration records to your database.

## Add Person

From the Association 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, Club, 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 Association and each Club (in an Excel spreadsheet, for instance) and upload it to the system.

To upload, from the Association 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 a Club via the 'Add Person' screen.
9. Download the record for the Association – 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 Players for a specific year. It is easier to download the Player database and add new people to the Association/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 Association 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 Association 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, 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 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.

## Search Database

For those administrators at the National, State and Regional levels of your sport you can search the person database across your entire organisation to identify persons who fulfil a number of criteria. Association and Club administrators have access to this function also but are limited to searching across your Association and/or Club site(s).

### SEARCH DATABASE

From the Association home page:

1. Click on the 'Registration' link. The *Maintain Registration* page is displayed.
2. Click on the 'Search database' link. The *Database Search* screen is displayed.
3. In the *Database Search* page, you can select the criteria to search on.

#### Note

- The **Sites to Search** option defaults to 'All Sites' unless specific sites are selected.
- The **Show Fields** option defaults to 'All Fields' unless specific fields are selected.

4. When you have identified all of the information that you want displayed for each search result, click the 'Download' button at the bottom of the page. This will open the "File Download" dialog box.
5. Select the 'Save this file to disk' option, and click the 'OK' button.
6. This will open the 'Save As' dialog box.
7. Select the location for saving the file and click the 'Save' button.
8. Once the download has finished, the message boxes will disappear.
9. Open the search results file using Microsoft Excel.

## Committee/Executive

You may wish to publish your Association personnel as an easy way of contacting people (i.e. Secretary, Treasurer, Registrar etc). A person must be registered within the Association before allocating them to an executive/personnel position.

To register a person, from the Association 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 Association 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

### Note

If these list names do not suit your Association they can be changed, contact iSport by emailing [webmaster@isport.com.au](mailto:webmaster@isport.com.au)

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.

## **ADMINISTRATION ACCESS**

### **Allocate User Permissions**

Access to the non-public site is controlled by a series of 'User Permissions'. You may or may not be able to allocate permissions to others within your 'Association'. This ability will depend on the permissions that you yourself have been allocated.

You have to be on the system as a 'Super' User for your Association to be able to create other users accounts for your organisation.

## Add a New User

From the Association home page:

1. Click on the 'Administration' link.
2. Click the 'Maintain Users' link. The *Select User* page will be displayed.
3. Click on the 'Add User' link. The *Add User* page is displayed.
4. Type in the following mandatory information:
  - Username (must be unique in the system)
  - Password
  - Surname
  - First Name
  - E-mail address
5. Then click the 'Update' button. The *Select User* page will be displayed with the new user displayed in the list of authorised users for the system.

### Note

By default any new user created at the Association level has access to **ALL** functions within the Association site other than creating other user accounts. You must edit the user's 'permissions' to allocate them the appropriate level of access to the Association functionality.

6. Click on the 'Perms' link under *More Action* in the new user details. The *Select User Permissions* page is displayed.
7. Select the permissions that you are going to allocate to the new user. If you have the correct permission yourself you may be able to set a person 'Sites' they can administer as well as the 'Class' of functionality they have access too. You can specify very limited permissions. i.e. you may just select 'Events' – this will only allow the new user to input events, or you can be very general and give Class = ALL, which allows the user access to all functionality except creating other user accounts. Class must be set to 'Super' for a person to have access to creating other user accounts.
8. You can also limit the grades and the divisions that the new user can input information for by selecting the appropriate options in the grades and divisions drop down lists. This relates to the input of Team photos and Match Reports.

### Note

You can assign the one user a range of permissions by selecting the 'Add Permission' link again. This facility allows you to be very specific and very precise in the permissions that any user is allocated.

9. Select the 'Update' button when you have completed adding permissions to the user account.
10. You may edit an existing permission by selecting the edit  link in the *Action* column.

## Copy User

You can set up basic permissions that you are going to allocate several people at once. You create a new user and allocate that user all of the permissions that you are going to allocate to the group. This will be your “model user”.

1. On the *Select User* page, select the ‘Copy User’ link for the model user. The *Copy User Permissions* page is displayed.
2. Type in the following mandatory information:
  - Username (must be unique in the system)
  - Password
  - Surname
  - First Name
  - E-mail address
3. Then click the ‘Update’ button. The *Select User* page will be displayed with the first new user allocated all of the permissions assigned to the one that was copied.
4. This process can be repeated for as many new users (with that specific range of permissions) that you require.

### Note

You may edit an existing permission by selecting the edit  link in the *Action* column on the *Select User* page.