

## CLUB 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:

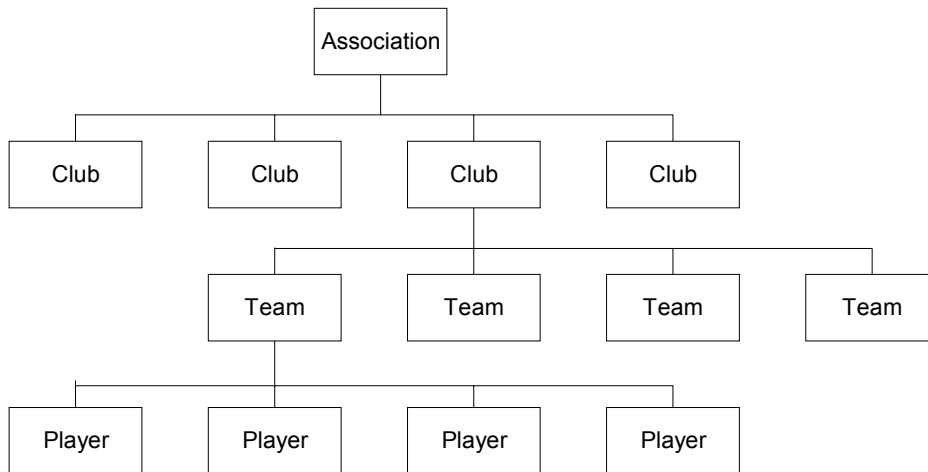
- Publish news items from the top levels of your sport down to lower levels such as the Team sites.
- Publish your calendar of events so that your annual program is easily available to all people interested.
- Publish a wide range of documents (annual reports, registration forms and general information)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

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

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

## Generic System

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



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

## Site Sections and Site Users

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

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

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

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

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

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

## What You Need

To access the system you will need at least:

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

### Note

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

## Website Navigation

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

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

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

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

Several of the screens in the non-public section of the site have a 'Back' link on the left side menu. This 'Back' link will take you back and up one level in the system screen hierarchy.

## Site and Function Naming Conventions

### SITE NAME AND SITE CODE

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

#### **Example:**

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

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

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

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

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

Following on from the example above:

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

#### **Club Site Code – 'rangers'**

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

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

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

### FUNCTION NAMING CONVENTIONS

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

## 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 Club home page in the '*Open*' dialog box. If you don't know the Internet address of your Club home page begin at the iSport Australasia home page and navigate through the sport menus to the sport in which your Club 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 Club 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 Club home page. Remember to bookmark the pages that you wish to visit on a regular basis.

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

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

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

**iBaseball >> ABF >> NSWBL >> Sydney Region >> Cumberland >> Diggers >> Home Page**

Where:

**ABF** represents the Australian Baseball Federation, and

**NSWBL** represents the NSW Baseball League, and

**Sydney Region** represents the Sydney Region Baseball, and

**Cumberland** represents the Cumberland Baseball Association, and

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

**Home Page** indicates that you are on the home page of the Seven Hills/Toongabbie RSL Diggers Baseball Club website.

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

## Club Home Page Links

### LINKS

You will notice that you have a number of links displayed down the left and right side of the screen under certain headings. Beginning with the left side these links are:

#### Menu

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

#### Note

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

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

#### Note

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

### **Administration**

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

### Archives

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

### **Teams**

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

## Sign On / Sign Off

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

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

### Note

If you do not have a logon and password to access the system please contact your Association 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 Club home page, in the left menu under the heading 'Administration' is the link 'Sign On'.

1. In the Club 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 Club home page is displayed.

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

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

### Administration

- **'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, executive, and staff lists 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 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 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 area of the site.

#### Note

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

### 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 Club home page, click on the 'Sign Off' link. The public version of the Club home page is displayed.

## CLUB ADMINISTRATION

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

### Home Page Welcome Message

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

From the Club home page:

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

## Home Page Photo

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

From the Club home page:

1. Click the 'Input Photo' link. The *Photo of the Week Upload* dialog box is displayed.
2. Browse for the photo you wish to upload by selecting the 'Browse' button and locating the photo on your PC, CD or floppy disk.
3. **Note**  
You can use the checkbox 'Raw' to maintain your photo dimension. For faster downloading of your Club page however, any photo loaded to the site in this section where the 'Raw' checkbox is not ticked will be optimised in file size and the width of the photo reduced to 240 pixels. The height will be maintained in proportion to the width.
3. Type the caption for the photograph in the 'Photo Caption' field.
4. Align the photo to the right or left of your Club home page, meaning the photo will appear to the right or left of the welcome message. If there is no welcome message you can also align the photo to the centre of the page.
4. **Note**  
Centre alignment will default to right alignment if a welcome message is present.
5. Enter a URL address in the 'Photo URL' field if you want the photo and photo caption to link to a web page within or outside of your Club website.
6. Click the 'Update' button if you wish to upload the photograph. The photo you have uploaded will appear on the Club home page and also in the *Photo of the Week Upload* dialog box.
5. **Note**  
If the photo does not appear after you have uploaded it, click on the 'Refresh' button on your browser menu bar.
7. 'Photo Off' will turn the photo off the Club home page.
- 6.

## Club Logo

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

From the Club home page:

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

### Note

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

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

### Note



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


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

## News

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



From the Club home page:

1. Click the 'Input News' link. The *Input News* page is displayed.
2. The news item will publish to your Club site only by default. If you wish the news item to be published on team sites below your Club site in the hierarchy of your sport click on the 'Publish to all sites' check box.
3. The 'Date' field will automatically default to today's date, but you can change this to a future date and have the system post the news item when that date occurs. The 'Expires' field is for the date the news item expires. This is not a mandatory field but it is a good idea to put an expiry on a news item if the news item pertains to a specific event that finishes or is irrelevant after a specific date.
7. 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.
8. **Note**  
SAMSON is not a HTML editor, you must enter the HTML tags for your news item to appear as HTML.
4. Clicking on the 'Deleted' check box will hold the news item in the non-public area of your site but will not display it in any news pages on the public site.
5. Each news item consists of three sections: the first is the 'Headline', the second is the 'Synopsis' and the third is the 'Main Body' of the news item. The first two sections appear on the home page of the Club under the Welcome Message and also in the 'News' section of the site. The 'Main Body' section of the news item is only visible when the news item is selected.
6. You can upload a photo with the synopsis by selecting the 'Browse' button and locating the photo you wish to upload on your PC, CD or floppy disk. You can enter a caption for the photo in the 'Photo Caption' field and also set the alignment of the photo to the right or left of the synopsis text. The photo and caption can also be hyperlinks to another page or site within your website or outside of it, by simply entering the URL address in the 'Photo URL' field.
7. As with the synopsis you can enter a photo with the main body of the news item, by following the same instructions as outlined above.
9. **Note**  
You can use the checkbox 'Raw' to maintain your photo dimensions. For faster downloading of your Club pages however, any photo loaded to the 'Synopsis' in the News section where the 'Raw' checkbox is not ticked will be optimised in file size and the width of the photo reduced to 120 pixels. The height will be maintained in proportion to the width. Any photo loaded to the 'Main Body' in the News section where the 'Raw' checkbox is not ticked will be optimised in file size and the width of the photo reduced to 200 pixels. The height will be maintained in proportion to the width.
8. When you have completed the news item, click the 'Submit' button. A review page, showing how the article will appear on the public site, is displayed. This page will allow you to:
  - Edit the article – choose the edit symbol  above the news headline.
  - Delete the article – choose the delete symbol  above the news headline.

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


## TO EDIT NEWS

From the Club home page:

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

## TO DELETE NEWS

From the Club home page:

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

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

## Calendar of Events

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

From the Club home page:

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


### Note

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

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


## TO EDIT AN EVENT

From the Club home page:

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

## TO DELETE AN EVENT

From the Club home page:

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

## Sponsor(s)

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

From your Club home page:

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

### Note

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

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

### Note

Images will be reduced to 120 pixels wide.

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

## Library

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

### Note

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

## TO CREATE A LIBRARY

From the Club home page:

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

### Note

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

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

## TO ADD DOCUMENTS TO THE LIBRARY

From the *Select Library* page:

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

### Note

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

3. Enter the document 'Title' that will appear to users of the library.
4. You have three (3) options to load the document to the library:
5. (1) You can enter text/HTML to a blank library page that will appear with your Club website framework around it, i.e top banner graphic and menus on the right and left. To do this:

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

### Note

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

6. Enter the 'SeqNo' (sequence number) to control the order in which documents will be displayed in the library.
7. Indicate whether the document has any of the following properties by selecting the 'yes' or 'no' radio button where appropriate:
8. **Inactive** – meaning the document will appear in the library but users/administrators will not be able to access the document.
9. **Can Edit** – meaning users will be able to edit the document when they view it.
10. **Is HTML** – is the document a HTML document.
11. **Disabled** – meaning the document will be disabled from the library.
12. Click the 'Update' button. The document will be added to the selected library.

### Note

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

## Photo Gallery

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

### Note

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

### TO CREATE A PHOTO GALLERY

From the Club home page:

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

### Note

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

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

### TO ADD PHOTOS TO THE PHOTO GALLERY

From the *Select Photo Gallery* page:

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

### Note

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

4. Enter the photo 'Title' that will appear to users of the photo gallery.
5. Enter a 'Description' to go with the photo. Up to 500 characters in length.
6. To load the photo to the photo gallery, select the 'View/Upload' button and follow the instructions on the pop-up window:

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

13. 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.
14. Click on the photo you wish to link to your document to be loaded to the library. The photo will be displayed.
15. Right click on the image and select 'Properties'. Copy the 'Address (URL)' as the location of the image in the photo gallery.
16. 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.
17. 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.

## Details

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

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

## Links

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

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

From the Club Home Page:

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

### Note

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

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

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

If you wish to continue adding Link Levels:

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

### Note

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

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

From the *Maintain Level 1 Links* page:

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

**Note**

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

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

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

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

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

**Note**

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

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

## **Statistics**

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

### **Note**

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

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

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

## **Feedback**

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

### **Note**

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

## INPUTTING RESULTS

Results can be input by the Club but will only be validated if the opposing Club enters the same results for the relevant games or the Association updates the Club results. For results to be input the 'Change Week' function must be activated (from the 'Association' level) and this must be done for each round/competition date. If you cannot enter results for the current round contact your Association web administrator to update the 'Change Week' function.

### Input Results

From the Club home page:

1. Select the round date that the results are going to be entered for from the calendar in the middle section of your Club site. The *Grade Table* page is displayed.
2. Select the 'Input Results' link on the left menu. The *Input Results 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 results, 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 results entered will be deleted from the 'Input Results' page). The *Update Scores for Round* page is displayed.

### Note

If you have a 'Bye' in the games you are entering results for 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.

### 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.

## **TEXT RESULTS**

Due to the type of sport your Club belongs to the Association administering the competition your Club partakes in may have decided 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 section of the manual needs to be disabled, hence disabling the Club's ability to enter results for their Club.

## **PERSON RECORDS**

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

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

### **Maintain Roles**

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

### **Maintain Age Groups**

Before adding any player to your person database if you would like to nominate the Age Group of that player in their registration record it is necessary for the Association your Club belongs to first set up the age groups that you would like to capture data for; examples of age groups include Juniors and Seniors, or Under 8 and Under 9's.

#### **Note**

It is not compulsory to include any age groups in order to register a player within your person database.

## Add Person

From the Club home page:

1. Click on the 'Registration' link. The *Maintain Registration* page is displayed. Note that you can search for individuals already in the database for the current year using Grade, Role, Division and Last Name as search criteria.
2. Click on the 'Add Person' link. The *Add Registration* page is displayed.
3. Complete the details for the person. Then click the 'Update' button. The *Maintain Registration* page is displayed.

### Note

An explanation of some of the fields within the *Add Registration* form are:

- **Phone Consent/Email Consent** – means consent to show that person's phone numbers/email address with their name on a Committee/Executive/Board/Staff/Contact listing.
- If you have entered Age Groups into the 'Maintain Age Groups' function you will see a drop down of the Age Groups next to the field '**Age Group**' for you to choose from when registering a person.
- If you have entered a draw into your Association site you will see a drop down next to the field '**Grade**' from which you can choose from when registering a person.
- **Homepage** – if checked this field allows for a player to have their own home page in which a Player Profile can be added.
- If any of the roles entered into the 'Maintain Roles' section have the 'Accredited' box checked then a **Details** section appears on the registration form so that the accreditation details of the person's role can be entered.
- **Other Duties: Description** – if a role of 'Other' has been entered into the 'Maintain Roles' section then this field will display and you can enter a description of what these duties entail, e.g. Canteen Supervisor.

## UPLOAD PERSON DETAILS

You can create a data file of persons for your Club (in an Excel spreadsheet, for instance) and upload it to the system.

To upload, from the Club home page:

1. Click the 'Registration' link. The *Maintain Registration* page is displayed.
2. Click the 'Upload' link. The *Maintain Upload* page is displayed.
3. Click on the Browse button. The 'Choose file' dialog box is displayed. 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.
4. Select the 'Validate Only' checkbox to show only the changes you will make when completing the upload.
5. Deselect the 'Validate Only' checkbox to update the system.
6. 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:

7. Enter the details for one person for your Club via the 'Add Person' screen.
8. Download the record for your Club – see '**DOWNLOAD PERSON DETAILS**' – into a Microsoft Excel spreadsheet. The title of each piece of data that can be entered for each individual will be listed across the top of the Excel spreadsheet.
9. Use the Excel spreadsheet to enter the details of additional persons whilst offline (off the Internet).

## ERROR INDICATORS

Invalid or error records are shown with grey as the background colour to the table row meaning that some data does not match, the format is incorrect or the system Year, Club or Grade does not exist.

Any data that was changed is shown with green as the background colour to the table row and the previous data that is being replaced is shown in brackets [ ] .

## DOWNLOAD PERSON DETAILS

You can also download a data file of all persons for a specific year. It is easier to download the person database and add new people to the Club records than it is to individually add each person via the 'Add Person' function. After you have made the required changes to the file, upload it to the system as specified in the **UPLOAD PERSON DETAILS** section of this manual.

To download from the Club home page:

1. Click the 'Registration' link. The *Maintain Registration* page is displayed.
2. Click the 'Download' link. The *Download Players* page is displayed.
3. Click the 'Press to Download' link. This will open the "File Download" dialog box.
4. Select the 'Save this file to disk' option, and click the 'OK' button. This will open the 'Save As' dialog box. Select the location for saving the file and click the 'Save' button. Once the download has finished, the message boxes will disappear.

**Note**

When you download the file containing the person records from the system it will have the system assigned ID (System ID) for each person already specified. If you add new records (for new people in a Club for instance) you must leave the SysID field (the third column in the spreadsheet) blank for the new records otherwise you may overwrite another person's record in the system by replacing their System ID number in the new person's record.

## Re-Registration

You can display the people that you registered on the system for the previous years and then re-register them for the current year.

### TO RE-REGISTER PERSONS

From the Club home page:

1. Click on the 'Registration' link. The *Maintain Registration* page is displayed.
2. Click on the 'Re-Registration' link. The *Maintain Re-Registration* page is displayed.
3. Select the criteria you wish to use for the search of records that already exist within previous years on the system. You can search on the criteria of Year, Grade, Role, Division and Last name. Click on the 'Search' button. The system will return a list of names that match the search criteria and display these names on the *Maintain Re-Registration* page.
4. Check the 'Yes' box next to the name of each person to be re-registered.
5. Then click the 'Register Now' button.

#### Note

The Re-Registration function can ease the workload on the administrator by allowing the search to proceed on very specific criteria - i.e. Just U14 Players from the previous year. This will allow the registration of all U15 Players for the current year in one operation.

## Team Allocation

Once you have registered the members for your Club, you can allocate the players/participants and officials to a Team. This allows you to create homepages for your players/participants and officials, allocate coaches, managers and other team officials to a team and have them appear on Officials listings for your Club, as well as nominate captains and vice-captains for the team. You can also create a team list, participant line up reports for each game and match reports of each game.

### TO ALLOCATE PLAYERS/PARTICIPANTS AND OFFICIALS TO TEAMS

From the Team home page:

1. Click the 'Edit Players' link. The *Team Maintenance* page is displayed.
2. Drop down lists will appear for those roles you have assigned persons too, i.e. Player, Coach, Manager, etc.
3. Select a person from the drop down list and then select the 'Add' button to the right of the list. If you selected a Player they should appear in the 'Players' table, if you selected a Team Official, such as a Coach or Manager, they should appear in the 'Officials' table.

#### Note

You may need to refresh your page after adding each member to see him or her appear in the Player or Official tables.

An alternative process for adding each person to these tables is to enter his or her System ID number (seen after the Person's Name in the drop down list) to the SysID column.

4. Tick the check box for the Captain and Vice-captain (and where appropriate Wicket Keeper or Goal Keeper).
5. Once all the players/participants and officials are entered and ordered, select the 'Validate' button.
6. A 'Validate' table will appear and if all details are correct select the 'Update' button.
7. Those persons assigned to the team should appear in the right column under headings of 'Officials' and 'Players'.

#### Note

If you would like a person's name to be a link to their Player/Official profile home page you need to select the check box 'Home page' in their registration form when you are registering them.

## Player/Official Home Pages

Once you have completed the steps of registering the members for your Club and allocated the players/participants and officials to a team you can then input information concerning the player and official to make a profile or home page. On these home pages you can add a photo, information such as nickname, playing position, height, weight, and finally a profile section, which can be added in text or HTML.

### TO EDIT A PLAYER/OFFICIAL HOME PAGE

1. From the Player or Official list on the right menu of the Team home page select the person's name that you will be adding a profile for. This will take you to that person's Home page.

#### Note

If the person's name is not a link then you have not ticked the check box 'Home page' in that person's registration form. To do this see the section **ADD PERSON** in this manual.

2. Beside the person's name is an 'Edit'  link. Select this icon and the *Edit Player Profile* page is displayed.
3. Enter details into the fields provided. You can cut and paste text or HTML from another program into the 'Profile' section for quicker editing. To enter a photo select the 'Browse' button to locate the photo on your PC, floppy or CD.
4. When you have completed the profile select the 'Update' button. The person's Home page is displayed.

## Committee/Executive

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

To register a person, from the Club home page:

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

### Note

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

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

### Note

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

5. 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.
6. 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.

7. 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.
8. Enter the persons' 'Position Title' and select the appropriate personnel boxes of:  
C = Contact  
M = Management  
E = Executive  
B = Board  
S = Staff
9. 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 Club. 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 Club to be able to create other user accounts for your organisation.

## Add a New User

From the Club home page:

1. Click on the 'Maintain Users' link. The *Select User* page will be displayed.
2. Click on the 'Add User' link. The *Add User* page is displayed.
3. Type in the following mandatory information:
  - Username (must be unique in the system)
  - Password
  - Surname
  - First Name
  - E-mail address
4. 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 Club level has access to **ALL** functions within the Club site other than creating other user accounts. You must edit the user's 'permissions' to allocate them the appropriate level of access to the Club functionality.

5. Click on the 'Perms' link under *More Action* in the new user details. The *Select User Permissions* page is displayed.
6. 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.
7. 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.

8. Select the 'Update' button when you have completed adding permissions to the user account.
9. 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.

## TEAM ADMINISTRATOR MANUAL

### 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

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

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

## Navigation Through the iSport Network

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

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

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

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

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

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

Where:

**ABF** represents the Australian Baseball Federation, and

**NSWBL** represents the NSW Baseball League, and

**Sydney Region** represents the Sydney Region Baseball, and

**Cumberland** represents the Cumberland Baseball Association, and

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

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

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

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

## Club Home Page Links

### LINKS

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

#### Menu

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

#### Note

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

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

#### Note

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

### **Administration**

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

### **Archives**

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

### **Teams**

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

## Team Home Page Links

### Menu

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

### Note

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

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

### Note

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

### Administration

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

### Officials & Players

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

## Sign On / Sign Off

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

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

### Note

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

### TO SIGN ON

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

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

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

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

#### Menu

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

## **SIGN OFF**

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

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

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

## TEAM ADMINISTRATION

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

### Home Page Photo

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

From the Team home page:

1. Click the 'Input Team 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

For faster downloading of your Team page any photo loaded to the site in this section where the 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. Click the 'Update' button if you wish to upload the photograph. The photo you have uploaded will appear on the Club home page and also in the *Photo of the Week Upload* dialog box.

#### Note

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

4. 'Photo Off' will turn the photo off the Team home page.

## **Feedback**

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

### **Note**

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

## **TEAM PERSON RECORDS**

Entering registration details on individuals is a central component of the system. You can register Team players and officials within your person database so that you can assign those registered persons roles within their appropriate Team and create player/official profile pages, Team lists and Team line up reports.

### **Maintain Roles**

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

### **Maintain Age Groups**

Before adding any player to your person database if you would like to nominate the Age Group of that player in their registration record it is necessary for the Association your Club/Team belongs to first set up the age groups that you would like to capture data for; examples of age groups include Juniors and Seniors, or Under 8 and Under 9's.

#### **Note**

It is not compulsory to include any age groups in order to register a player within your person database.

## Add Person

From the Team home page:

1. Click on the 'Registration' link. The *Maintain Registration* page is displayed. Note that you can search for individuals already in the database for the current year using Grade, Role, Division and Last Name as search criteria.
2. Click on the 'Add Person' link. The *Add Registration* page is displayed.
3. Complete the details for the person. Then click the 'Update' button. The *Maintain Registration* page is displayed.

### Note

An explanation of some of the fields within the *Add Registration* form are:

- **Phone Consent/Email Consent** – means consent to show that person's phone numbers/email address with their name on a Committee/Executive/Board/Staff/Contact listing.
- If you have entered Age Groups into the 'Maintain Age Groups' function you will see a drop down of the Age Groups next to the field '**Age Group**' for you to choose from when registering a person.
- If you have entered a draw into your Association site you will see a drop down next to the field '**Grade**' from which you can choose from when registering a person.
- **Homepage** – if checked this field allows for a player to have their own home page in which a Player Profile can be added.
- If any of the roles entered into the 'Maintain Roles' section have the 'Accredited' box checked then a **Details** section appears on the registration form so that the accreditation details of the person's role can be entered.
- **Other Duties: Description** – if a role of 'Other' has been entered into the 'Maintain Roles' section then this field will display and you can enter a description of what these duties entail, e.g. Canteen Supervisor.

## UPLOAD PERSON DETAILS

You can create a data file of persons for your Team (in an Excel spreadsheet, for instance) and upload it to the system.

To upload, from the Team 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. 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.
4. Select the 'Validate Only' checkbox to show only the changes you will make when completing the upload.
5. Deselect the 'Validate Only' checkbox to update the system.
6. 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:

7. Enter the details for one person for your Team via the 'Add Person' screen.
8. Download the record for your Team – 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.
9. Use the Excel spreadsheet to enter the details of additional persons whilst offline (off the Internet).

## ERROR INDICATORS

Invalid or error records are shown with grey as the background colour to the table row meaning that some data does not match, the format is incorrect or the system Year, Club or Grade does not exist.

Any data that was changed is shown with green as the background colour to the table row and the previous data that is being replaced is shown in brackets [ ] .

## DOWNLOAD PERSON DETAILS

You can also download a data file of all persons for a specific year. It is easier to download the person database and add new people to the Team 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 Team 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. Select the 'Save this file to disk' option, and click the 'OK' button. This will open the 'Save As' dialog box. Select the location for saving the file and click the 'Save' button. 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 Team home page:

1. Click on the 'Registration' link. The *Maintain Registration* page is displayed.
2. Click on the 'Re-Registration' link. The *Maintain Re-Registration* page is displayed.
3. Select the criteria you wish to use for the search of records that already exist within previous years on the system. You can search on the criteria of Year, Grade, Role, Division and Last name. Click on the 'Search' button. The system will return a list of names that match the search criteria and display these names on the *Maintain Re-Registration* page.
4. Check the 'Yes' box next to the name of each person to be re-registered.
5. Then click the 'Register Now' button.

#### Note

The Re-Registration function can ease the workload on the administrator by allowing the search to proceed on very specific criteria - i.e. Just U14 Players from the previous year. This will allow the registration of all U15 Players for the current year in one operation.

## Team Allocation

Once you have registered the members for your Team, you can allocate the players/participants and officials to a Team. This allows you to create homepages for your players/participants and officials, allocate coaches, managers and other Team officials to a Team and have them appear on Officials listings for your Club, as well as nominate captains and vice-captains for the Team. You can also create a Team list, participant line up reports for each game and match reports of each game.

### TO ALLOCATE PLAYERS/PARTICIPANTS AND OFFICIALS TO TEAMS

From the Team home page:

1. Click the 'Edit Players' link. The *Team Maintenance* page is displayed.
2. Drop down lists will appear for those roles you have assigned persons too, i.e. Player, Coach, Manager, etc.
3. Select a person from the drop down list and then select the 'Add' button to the right of the list. If you selected a Player they should appear in the 'Players' table, if you selected a Team Official, such as a Coach or Manager, they should appear in the 'Officials' table.

#### Note

You may need to refresh your page after adding each member to see him or her appear in the Player or Official tables.

An alternative process for adding each person to these tables is to enter his or her System ID number (seen after the Person's Name in the drop down list) to the SysID column.

4. Tick the check box for the Captain and Vice-captain (and where appropriate Wicket Keeper or Goal Keeper).
5. Once all the players/participants and officials are entered and ordered, select the 'Validate' button.
6. A 'Validate' table will appear and if all details are correct select the 'Update' button.
7. Those persons assigned to the team should appear in the right column under headings of 'Officials' and 'Players'.

#### Note

If you would like a person's name to be a link to their Player/Official profile home page you need to select the check box 'Home page' in their registration form when you are registering them.

## Player/Official Home Pages

Once you have completed the steps of registering the members for your Team and allocated the players/participants and officials to a Team you can then input information concerning the player and official to make a profile or home page. On these home pages you can add a photo, information such as nickname, playing position, height, weight, and finally a profile section, which can be added in text or HTML.

### TO EDIT A PLAYER/OFFICIAL HOME PAGE

1. From the Player or Official list on the right menu of the Team home page select the person's name that you will be adding a profile for. This will take you to that person's Home page.

#### Note

If the person's name is not a link then you have not ticked the check box 'Home page' in that person's registration form. To do this see the section **ADD PERSON** in this manual.

2. Beside the person's name is an 'Edit'  link. Select this icon and the *Edit Player Profile* page is displayed.
3. Enter details into the fields provided. You can cut and paste text or HTML from another program into the 'Profile' section for quicker editing. To enter a photo select the 'Browse' button to locate the photo on your PC, floppy or CD.
4. When you have completed the profile select the 'Update' button. The person's Home page is displayed.

## Team List

A Team List is created from the Officials and Players allocated to a Team. This Team List is only viewable to administrators of the system and is designed to be a reference point for a Team administrator – displaying information such as official's contact details, player photos and playing history.

### Note

Information such as Official's contact details and a Player's playing history will only display in the Team List section if entered into that person's registration form.

## Match Report / Team Line Up

For each game/match where a result has been entered by the Association or Club a Match Report can also be entered.

### TO ENTER A MATCH REPORT

From the Team home page:

1. Select the 'Results' link. The *Results & Fixture Table* is displayed.
2. Select the 'Match Report'  symbol next to the game you wish to enter a Match Report for. The *Match Report* page is displayed.
3. Select the 'Edit'  symbol to the right of the Match Report title. The *Input Report* page is displayed.
4. Enter the Match Report as text or HTML.
5. Select the 'Submit' button.

Whilst on the *Input Match Report* page you can enter a Team Line Up for that specific game.

### TO ENTER A TEAM LINE UP

From the Team home page:

1. Select the 'Results' link. The *Results & Fixture Table* is displayed.
2. Select the 'Match Report'  symbol next to the game you wish to enter a Team Line Up for. The *Match Report* page is displayed.
3. Select the 'Edit'  symbol to the right of the Match Report title. The *Input Report* page is displayed.
4. Select the names of the players relevant to that game from the Player drop downs. Enter the 'Position Title' and any 'Notes' for the player and a 'SeqNo' (Sequence Number) to order the Team Line Up.

### Note

If a player does not appear in the player drop downs you need to register that player and allocate them a role of 'Player' in their registration form.

5. Once all players are in the Team Line Up, select the 'Submit' button.