

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.

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.