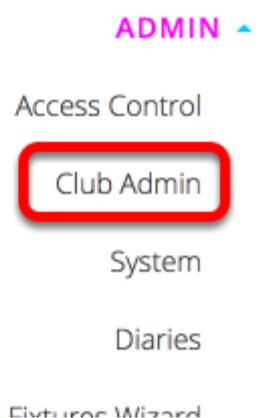


Club Administrators Guide

This guide will show you the things you can do as a Club Administrator.

Please note, your club administrator login credentials will only permit access to administration pages on the Club Admin menu - you will not be able to access other League Administration pages.

Club Admin



The Club Admin menu can be accessed by clicking on "Admin" in the Main Menu then selecting "Club Admin".

The Club Admin Menu consists of the following pages:

- **My Team** - a match-day squad page showing all registered players with photo ID
- **Club Details** - maintain your club details
- **Players** - register and maintain your squad
- **Update Live Scores** - update score during the game
- **Online Match Returns** - match returns

Gatekeeper

Gatekeeper

Log In

User Name:

Password:

Keep me logged in for this session.

PLEASE NOTE:
All database access is strictly controlled and your IP Address is recorded for security purposes

The Gatekeeper is your access to the administration pages.

Please enter the credentials you have been supplied with carefully - both User Name and Password are CASE-SENSITIVE and must be entered exactly as supplied (if in doubt, use copy/paste to enter them to prevent typing errors).

Club Details



Club details maintenance can be accessed by selecting the "Club Details" tab on the Club Admin Menu.

Each team will have its own unique login credentials - please use the correct credentials for the team you wish to administer if you have more than one team for your club.

All access to the system is logged:

Logged details:
User ID: PFU1192 Logged on at: 22/05/2016 17:32:51 From IP Address: 86.27.76.180
Role: Club Administrator

Click the "Edit" button to make changes:



Club Details	
Club Name	Billingham Cowpen Club
Team Photo	Choose File no file selected
Club Badge	Choose File no file selected
Competition Abbrev.	SSL0
Abbreviation	BCC
Home Venue	The Stadium2
First Kit	White Shirts / Navy Blue Shorts
Second Kit	Green & White Shirts / White Shorts

- Club Name - enter the full name of your Club
- Team Photo - click on the "Choose File" button to upload a team photo from your PC, to be displayed on your team page
- Club Badge - click on the "Choose File" button to upload your club badge form your PC, to be displayed on your team page
- Competition Abbreviation - *you may not change this item as it has been assigned to your team's age group by the League Administrator*
- Abbreviation - *you may not change this item as it has been assigned to your team's name by the League Administrator*
- Home Venue - select the correct venue for your team from the drop-down list
- First Kit - enter your team's 1st kit colours e.g. "Red Shirts / White Shorts / Red Socks"
- Second Kit - enter your team's 2nd kit colours e.g. "White Shirts / Red Shorts / White Socks"

Secretary details:

Secretary Name	
Address Line 1	
Address Line 2	
Town/City	
Post Code	
Telephone	
Mobile	
Email	

Second Contact details (if appropriate):

Second Contact Name	
Address Line 1	
Address Line 2	
Town/City	
Post Code	
Telephone	
Mobile	
Email	

Team Manager name:

Team Manager Name	<input type="text"/>
--------------------------	----------------------

Admin login credentials:

Admin User ID	<input type="text"/>
Admin Password	<input type="password"/>

You cannot change your logon credentials - *please request any changes via the League Administrator if you have a need to change them*

Click the "Update" button to save your changes or "Cancel" to ignore any changes:

<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

Player Administration

Venues Club Details **Players** Update Live Scores! Online Match Returns

Select the "Players" tab from the Club Admin Menu

Your currently registered players will be listed.

You can filter the list by entering all or part of a surname and/or first name and optionally include all currently unregistered players in the system:

Surname filter: First Name filter: Include Unregistered Players?

Click the "Select" button next to a player you wish to view or update:

No.	P	I	R	Surname	First Name(s)	Date of Birth	Current Club	
1898				Barry	Karl	05/04/1991	Wolviston FC WFL	Select
7442				BAYES	NATHAN	07/04/1995	Wolviston FC WFL	Select
6828				BAYSTON	MATTHEW	21/12/1984	Wolviston FC WFL	Select
1697				Bennington	Luke	20/04/1990	Wolviston FC WFL	Select
6973				Brown	Ryan	08/12/1996	Wolviston FC WFL	Select
6845				Cannon	Aiden	01/07/1997	Wolviston FC WFL	Select
7441				CHAMBERS	JOSH	10/03/1996	Wolviston FC WFL	Select
4759				DAVIDSON	CHRISTOPHER	21/10/1985	Wolviston FC WFL	Select
2689				GREGORY	SHAUN	22/07/1982	Wolviston FC WFL	Select
3387				HEBB	RYAN	02/05/1990	Wolviston FC WFL	Select
6639				HODGSON	RYAN	29/01/1994	Wolviston FC WFL	Select
188				Johnson	David	10/07/1989	Wolviston FC WFL	Select
7110				LARKIN	BENJAMIN	12/06/1997	Wolviston FC WFL	Select
1625				Laverick	Thomas	31/07/1990	Wolviston FC WFL	Select
4534				MASANDI	JUNIOR	04/10/1989	Wolviston FC WFL	Select

The player details will be displayed in the lower panel:

Player Details	
First Name	ANDREW
Surname	MCGIRR
Date of Birth	
Can be displayed?	<input checked="" type="checkbox"/>
Picture	
Can be displayed?	<input checked="" type="checkbox"/>
Birthplace	
Mother's Maiden Name	C
Registration Number	
email Address	
House Number	
Street Name	
City	
Post Code	
Current Club	Wolviston FC (WFL)
Position	Defender
Insurance Policy No.	
Any Disabilities?	
Hearing Impairment?	<input type="checkbox"/>
Visual Impairment?	<input type="checkbox"/>
Cerebral Palsy?	<input type="checkbox"/>
Amputee?	<input type="checkbox"/>

If the photograph shows "Permission denied" that is because the League Administrator has decided to not show this picture publically.

Click the "Edit" button to amend player details.

Player Details	
First Name	ANDREW
Surname	MCGIRR
Date of Birth	
Can be displayed?	<input checked="" type="checkbox"/>
Picture	<input type="button" value="Choose File"/> no file selected
Can be displayed?	<input checked="" type="checkbox"/>
Birthplace	
Mother's Maiden Name	
Registration Number	
email Address	
House Number	
Street Name	
City	
Post Code	
Current Club	Wolviston FC (WFL) <input type="button" value="Unregister"/>
Position	Defender
Insurance Policy No.	
Any Disabilities?	
Hearing Impairment?	<input type="checkbox"/>
Visual Impairment?	<input type="checkbox"/>
Cerebral Palsy?	<input type="checkbox"/>
Amputee?	<input type="checkbox"/>

Mandatory details are highlighted in yellow.

Player name - tick the 'Can be displayed' checkbox if you wish this player's name to be shown on the public website pages

The registration can be requested with the League by ensuring that the following 3 items are uploaded from your PC by using the "Choose File" button:

- Picture - this should be a recent 'head and shoulders' photograph (ideally wearing team

shirt) - tick the 'Can be displayed' checkbox if you wish this photo to be viewed on the public website pages

- Proof of ID - this should be any document accepted by the League for identification purposes (Passport, Driving Licence etc)
- Registration Document - this should be a scanned copy of your full-completed Registration Form (available from the Information / Downloads page)

Any disabilities may be indicated here and are held in the strictest confidence and will not be publically displayed at any time. This information is not mandatory.

The Certified selection should be made as following:

- Awaiting Registration Document - player details have been entered but Registration Form has not yet been uploaded
- Awaiting Certification - Registration Form has been uploaded ready for League certification of the Registration

Once certified by the League, the player will be listed with a 'green' light showing that the registration is successful

Click "Update" to save any changes or "Cancel" to leave player record unchanged

PLEASE NOTE: Uploaded files (photo and documents) MUST be IMAGE files (.jpg, .png, .gif etc) and NOT .pdf documents.

Please DO NOT attempt to upload full-size, high-resolution images as the total upload must not exceed 30MB

If you receive an error message, it is likely that your files are too big or of the wrong filetype.

Registering a currently unregistered player whose details are in the system

Include Unregistered Players?

Tick the "Include Unregistered Players" checkbox and click "Apply Filters" (optionally, filter on surname and/or firstname if you know the player you are searching for).

All currently unregistered players in the system will now be listed alongside your registered players:

No.	P	I	R	Surname	First Name(s)	Date of Birth	Current Club		
853				Ackerley	Stephen	10/05/1975	Unregistered	Unregistered	Select
4778				Adams	Karl	18/03/1980	Unregistered	Unregistered	Select
2901				Adamson	Adrian	13/04/1994	Unregistered	Unregistered	Select
1315				Adamson	Paul	01/04/1974	Unregistered	Unregistered	Select
4090				Adey	Christopher	21/07/1989	Unregistered	Unregistered	Select
5978				Agnew	Kevin	10/11/1973	Unregistered	Unregistered	Select
1396				Agnew	Michael	25/11/1965	Unregistered	Unregistered	Select
5269				Aime	Keith Daun Dimitri	25/12/1993	Unregistered	Unregistered	Select
1960				Ainsley	Jason	30/07/1970	Unregistered	Unregistered	Select
316				Aisbitt	Gary	04/06/1979	Unregistered	Unregistered	Select
4523				Aitken	Craig	26/07/1988	Unregistered	Unregistered	Select
4653				Akele	Emanuel	03/04/1986	Unregistered	Unregistered	Select
6141				Alain	Nandjui	08/10/1990	Unregistered	Unregistered	Select
6172				Alcock	Michael	01/05/1990	Unregistered	Unregistered	Select
3619				Alderson	Callum	14/12/1989	Unregistered	Unregistered	Select

Select the player you wish to register with your club and click the "Edit" button.

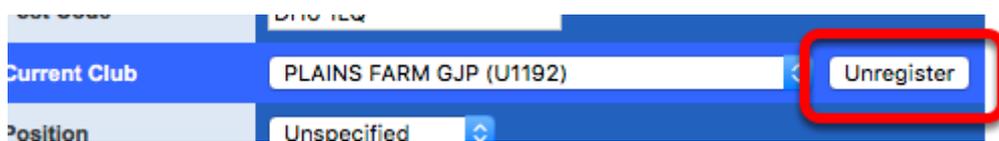
The players details will then be editable:

Player Details	
First Name	Stephen
Surname	Ackerley
Date of Birth	
Can be displayed?	<input checked="" type="checkbox"/>
Picture	<input type="button" value="Choose File"/> no file selected
Can be displayed?	<input checked="" type="checkbox"/>
Birthplace	
Mother's Maiden Name	
Registration Number	
email Address	
House Number	
Street Name	
City	
Post Code	
Current Club	Annfield Plain FC (WFL) <input type="button" value="Unregister"/>
Position	Unspecified
Insurance Policy No.	
Any Disabilities?	
Hearing Impairment?	<input type="checkbox"/>
Visual Impairment?	<input type="checkbox"/>
Cerebral Palsy?	<input type="checkbox"/>
Amputee?	<input type="checkbox"/>

Check their details are correct, upload any photo or documents you may have, then click the "Update" button.

The player will then be registered with your club.

Unregistering a player



The image shows a portion of a web form for editing player details. The form has a blue header and a white body. The 'Current Club' field is a dropdown menu with 'PLAINS FARM GJP (U1192)' selected. The 'Position' field is a dropdown menu with 'Unspecified' selected. To the right of these fields is a white button with a blue border and the text 'Unregister'. This button is highlighted with a red rectangular box.

Edit the player details and click the "Unregister" button. You will be asked to confirm this action. Once confirmed, the player will be listed as "unregistered"