



County League Master

Full User Manual

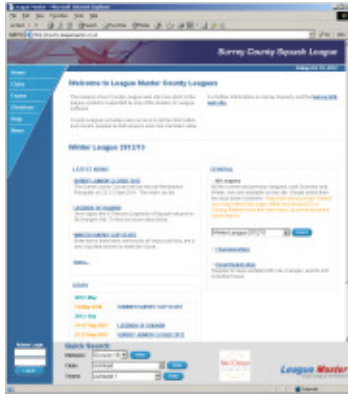
User Manual

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OVERVIEW

The **County League Master (CLM)** web site provides all the features you would need to run a league.



However, it is far more than that. Most other league sites are designed to offer nothing more than a league access interface, linked to from a main web site. But with **CLM**, you get a complete, stand alone web site from which you can run your leagues. It allows you to add news items, create customised pages, link to other web sites and information sources, add pictures and generally provide everything you need to inform your members and manage your leagues.

At its heart, though, is a richly featured, real time display of match and league table results, as well as a data entry system for teams, clubs and administrators. By allowing teams to record their own results, the basic **CLM** system removes the need for administrators to be involved in the physical recording and processing of fixtures, something traditionally done manually by an administrator.

The truly unique feature, though, is one which you will never see. It would be quite possible for an administrator to login at regular intervals and check results in a traditional way. Of course, there are a wide range of rules which may apply to your league, covering such things as eligibility and playing order, as well as ensuring that the recording of points and players are correct and to do this manually is still a huge and error prone task to carry out.

The **CLM** solution is to make the data entry process as easy and flexible as possible but have a monitoring system running in the background to both check each result and to then carry out all the tasks of informing and advising teams and clubs by email.

Set up correctly, the **League Monitoring System (LMS)** removes almost all of the time consuming administration of your leagues.

If you have subscribed to this, then you should refer to the **League Monitoring System** manual.

NOTES

The following symbols are used for additional notes:



Note: This symbol is used to highlight supervisor options or functionality available using the **super** login. See **Basic Supervisor Options**.



Note: This symbol is used to highlight a particular note or point of interest.



Note: This symbol is used to highlight options or points associated with the **League Monitoring System (LMS)**.

MAIN WEB SITE

The main web site provides access to all league information via a simple menu system or a Quick Search facility. These pages are generally self explanatory, even if they vary slightly according to what version of the system you use, but there are a few points to consider:

FIXTURE LISTS

Fixtures lists are basically the same whether for individual teams or for clubs.

Ashtead 3: Division 7: Fixtures & Results

Date	Opponents	Venue		Result	Games	Match
Wed 10/10/12 19:30 (c)	Limpsfield 4	Away		Won 18-7	4-1	View
Tue 16/10/12 19:30 (c)	David Lloyd Farnham 2	Home		Won 19-1	5-0	View
Wed 24/10/12 19:45 (c)	Spencer 2	Away		Won 19-0	5-0	View
Tue 06/11/12 19:30 (c)	Dorking 3	Home				View

Date

If you are using Date Confirmation and the date has been confirmed, then a '(c)' will appear after the date.

Status Icon

If a fixture is due to have been played, then it has a coloured line and also an icon showing the status.

The status icon could be:

	The result is due but has not yet been entered.
	The result has been entered and is awaiting validation.
	The result has been entered and is now complete.
	The result has not been entered in time.

DIVISION LISTS

Every division has the same basic display:

Division 7: Winter League 2012/13

	Team		P	W	L	F	A	Pen	Total
1	Ashtead 3		3	3	0	56	8	0	56
2	Horley 3		3	3	0	53	14	0	53
3	Dorking 4		3	2	1	44	30	0	44

Status Icon

Similar to the icons for individual fixtures:

	At least one result has not yet been entered.
	All results entered but at least one is awaiting validation.

 All results entered and complete.

Team Order

The **F**(or) column is the total of all match points, the **A**(gainst) column is the total of all points by opposing teams, the **Pen**(alty) column shows any penalty points awarded against a team and the **Total** column is the **F**(or) column less any **Pen**(alty).

League Points

Home Team:	5	Penalty:	0
Away Team:	17	Penalty:	0

The order in which teams are displayed is primarily based upon the **Total** points but if these are equal, then the system can either consider the **A**(gainst) column or the **W**(on) column depending upon your rules.

DIVISION MATRIX

Another way of looking at the Division Fixtures is via the Division Matrix.

Underneath each Division Listing, is a link to **View Division Matrix**.

Division 1B: Division Matrix

First Half

Team	1	2	3	4	5	6	7	8	9	10	PK	T	Total	
Caleta 1	1			19	19	19	19	19					76	76
Esporta 1	2		16	16				19	16				69	69
St George's Hill 2	3	6		7			15	19	19				66	66
Wimbledon Racquets 1	4	0	8	16				18	19				61	61
Christophers 1	5	4				15	16	19					54	54
Parley 1	6	1	6		10		15						32	32
Lakeside 2	7			4		7		2	17				30	30
Caleta 3	8	0	3	1		4	19						27	27
David Lloyd Hampton 1	9		5	0	2	0	4						11	11
	10												0	0

This gives a simple breakdown of all matches for each half.

BASIC SITE SETUP

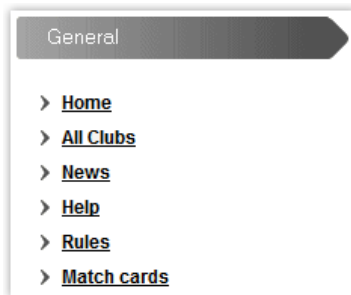
Although many areas of the site can be setup and managed via the administrative logins, there are aspects which are configured by the **County League Master (CLM)** team.

- The basic colour scheme for the site can, within certain limits, be customised by the **CLM** team as required. This will take place as part of your initial setup.
- Some functionality may require additional license costs before activation.
- Custom pages can be created for addition to the site, although these will usually incur additional costs.

LINKS

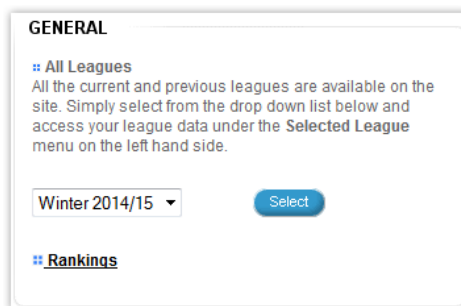
There are a number of places where links can be added to **CLM**, although they are all done via the **CLM** team.

■ Home Page Menu



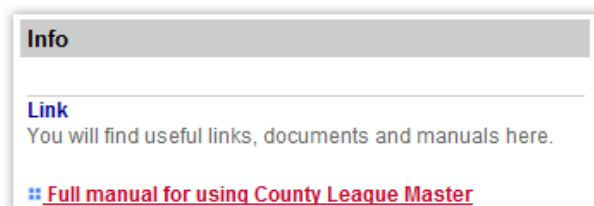
This is only available on the embedded site. The default links are Home, All Clubs and News, but any additional links can be added.

■ Home Page General



This is available on all versions, although if using the Full Standalone Site, then the links above are not available so additional links must be added here.

■ Admin Home Page



Different links can be created for both the club and 'super' login pages and is a useful place to have links to manuals or other information specifically for administrators.

MASTER LOGIN OPTIONS

However, most of the main text and configuration options are controlled via the **Master** login. This provides two main settings options:

Edit System Settings	
All global system settings can be edited here.	
	SELECT
Edit Competition Settings	
All competition settings can be edited here.	
<input type="text" value="Winter League 2012/13"/>	SELECT

The **System Settings** gives access to:

<i>Home Page</i>	
Domain	The address of the web site.
Site Title	The top line of the home page.
Site Intro Col 1 & 2	The text which appears below the Site Title.
Show Diary *	Shows Diary on the home page. (See News section)
Show Headlines *	Shows Headlines on the home page. (See News section)
Reverse League Order	The default is for all league drop-down lists to be the earliest at the top.
<i>Passwords</i>	
Admin Password	The super password which gives access to all supervisor functions.
Master Password	The master password which gives access to master functions.
Newsdesk Password	The newsdesk password which gives access to editing and adding news only.
<i>Players</i>	
Team Details	If ticked, then a link to contact details is shown on the Team login page. Otherwise, only a Results Entry link is shown. (This is only relevant if you are using Team logins.)
All Teams in Admin	If ticked, then a link to contact details for teams from all clubs is shown on the Team and Club login page. This would normally be used where team contact details are hidden for a particular league. (See Club and Team Details)
Show Payment *	If ticked, then a recording of payments link is added to the Super login.

* Only available with Enhanced Options

The **Competition Settings** gives access to:

<i>Main</i>	
Competition	Name of the selected league.
Intro Text	The name of the league appears on the home page. Below it can be some text specific to that league.
Is Default	The default league is the one which will be showing either the first time you visit the site or if you have not visited it for over 24 hours. Within that time, the site will show the last league you viewed.
Editable	An editable league will appear in the drop-down selection list for the team or club logins. Once a league has been finished, this would

	normally be unticked.
Closed to Clubs	An alternative is to leave the league as editable but if a team or club try to select it, they are taken to an error page which states that the league is closed. This is useful where the matches have all finished but you want clubs to know that they cannot edit anything pending final positions being confirmed.
Closed to Admin	You can also set a league to not appear on the drop-down lists for the super login. Once a league has finished, and there is no obvious reason why the matches would need to be edited, they can be closed.
<i>Other</i>	
Show Venue	An additional Venue field can be added to the basic fixture details page. This might be useful if matches are played at locations other than the home team.
Enforce ESM No	On the Players page there is a field for ES Membership No. This can be enforced to ensure that unless it is filled in with a valid number, the player cannot be added to a nomination list. (see Players and Nominations section)
Hide Contacts	For reasons of confidentiality, you may wish to hide the team contact details from public view. This would be used in conjunction with All Teams in Admin in the System settings. (See Team and Club Details section)
Division Order	Determines the division order.
Blank to Walkover	If a player is not added then you can select for this to revert to a 'walkover'.

BASIC LEAGUE SETUP

Uniquely for any league web site system, the initial setup of any league is carried out by the **County League Master (CLM)** team, during which the clubs, teams and fixtures are added automatically.

Matrices

This is normally done from a matrix, showing a series of date periods (usually weekly but it depends upon your league) and each one having a series of matrix matches such as A v B, C v D etc. Assuming your league had two halves (each team having home and away fixtures against each other team in their division), the first half matrix would be reversed for the second half.

The automatic entry system will enter all matches for the same day of the week, for any given division. Where your league has fixed days of the week for the fixtures, this will suffice but where your teams can arrange their fixtures for any day in a given week, it would be usual to enter the fixtures for the Monday of a given date period, and leave the individual clubs (or administrator) to update accordingly.

Excel Data Files

If your league has a non-symmetrical matrix format or does not adhere to a regular playing pattern, then the fixtures can be entered via an Excel Spreadsheet. This is basically a list of dates and teams, but might need to contain other information depending upon your exact league set up and what functionality you are using.

For further information, please contact League Master.

Clubs and Teams

The first time that **CLM** is used, all the clubs and teams must be entered from a client provided list. Subsequent leagues may have new clubs and teams, may have lost clubs and teams, or clubs have changed their names, in which case these must be clearly specified. Just because you know that a club has changed it's name, does not mean we do.

All club and team details are global, in that regardless of the particular league, the club and team details will remain the same unless changed.

Passwords

Every club has its own user name and password and these will be issued to the league administrator at the start of every league.

Optionally, teams can also have their own login, which gives restricted access to details and fixtures. (See **Clubs and Teams** section)

League Information

Prior to the start of any league, you will need to fill in a **League Information** sheet. A number of options are controlled via the "super" and "master" logins (see below), but many others, including settings for the League Monitoring System (**LMS**) are set as part of the initial set up.

LOGIN ACCESS

All access to the administration pages is via the Admin Login and there are four basic categories of access:

Team Login

Every Team can be issued with their own user name and password. This gives them access to only their own Contact details and to their own fixtures.

Welcome to the Team Administration Area
[Admin Home](#)

Colets 1

Editing and Results

Team Information
 You can show contact information for your team.

[EDIT TEAM INFO](#)

Add Results
 You can add and edit results for teams, as well as changing fixture dates. By default, you will edit the current league, although if available, you can edit previous leagues.

Summer League 2012

This is useful where clubs wish to restrict access to the functions available via the main club login. However, if the results for several teams is handled by one person, then it may make more sense to use the club login.

Club Login

Every Club is issued with their own user name and password. This gives them access to all the club functions.

Welcome to the Club Administration Area
[Admin Home](#)

Spencer

Editing and Results

Club Information
 You can show contact information, directions and maps, as well as links to your club web site.

[EDIT CLUB INFO](#)

Team Information
 You can show contact information for each team by selecting below:

[Spencer 1](#)
[Spencer 2](#)
[Spencer Juniors 1](#)

Add Results
 You can add and edit results for all teams, as well as changing fixture dates. By default, you will edit the current league, although if available, you can edit previous leagues.

Summer League 2012

Players
 Every player must be listed here before entering your nominations.

[EDIT PLAYERS](#)

Nominations
 Each club has a set of nominations for each league. These can be entered or edited by selecting the required league from the list below.

Summer League 2012

Club Information, Team Information and Add Results will always be available. However, Players and Nominations will only be available if these functions have been enabled via the Master login.



Note: Drop-down league selection lists

These will include all the leagues that a particular club has a team in. However, only 'current' leagues are shown and this status can be set for all leagues via the Master login. This would normally be done at the end of a league period when club access to results or nomination lists is no longer required.

Supervisor Login



Supervisor Login

The **Super** login is for league administrators who need unlimited access to results and nomination lists (if activated) for all leagues and clubs. See **Basic Supervisor Functions**.

Welcome to the League Administration Area
[Admin Home](#)

Editing and Results	Info
<p>Add Results You can add and edit results for all teams, as well as changing fixture dates. By default, you will edit the current league, although if available, you can edit previous leagues.</p> <div style="display: flex; align-items: center;"> <input style="width: 150px;" type="text" value="Winter League 2012/13"/> SELECT </div>	<p>Admin Help Using the web site admin pages should be self explanatory, but a simple guide is provided here.</p>
<p>Edit Tournaments Add and edit tournaments.</p> <div style="text-align: right; margin-top: 10px;"> SELECT </div>	
<p>Edit News Add and edit news items.</p> <div style="text-align: right; margin-top: 10px;"> EDIT NEWS </div>	
<p>Nominations & Club Functions Each club can enter their own nomination list, but you can either enter nominations for any club here, or you can lock the list to prevent them making further changes to it by a club.</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <input style="width: 150px;" type="text" value="Winter League 2012/13"/> SELECT </div>	

In addition, it allows access to create and edit tournaments, as well as adding and editing news items.

Master Login

The Master login gives access to the basic system settings and the various competition settings for every league. See **Basic Setup**.

CLUB AND TEAM DETAILS

Contact details for clubs and teams is optional, in the sense that no field is mandatory. However, teams need to contact each other and a great deal of useful information can be provided for teams and players, for the benefit of your leagues, as long as email addresses in particular are provided.

In addition, league administrators need to contact clubs and teams at all stages of setting up and running the leagues.

All clubs and teams should therefore be encouraged to enter as much information as they can.

EDITING CLUB DETAILS

Most of the fields here appear on the normal user pages.

Colets Health and Fitness
Admin Home

Manager:	<input type="text" value="The Manager"/>
Address:	<input type="text" value="Colets Health & Fitness"/> St. Nicholas Road Thames Ditton Surrey KT7 0PW
Phone:	<input type="text" value="020 8398 7108"/>
Email:	<input type="text" value="joooo@coletshelthclub.co.uk"/>
Website:	<input type="text" value="http://www.coletshelthclub.co.uk"/>
Directions:	<input type="text" value="At the roundabout on the A3, turn right."/>
Map:	<input type="text"/>
Fixture Secretary:	<input type="text" value="Geoff Howes"/>
Address:	<input type="text"/>
Phone:	<input type="text" value="020 xxxxxxxx"/>
Mobile:	<input type="text" value="07xxx xxx xxx"/>
Email:	<input type="text" value="joooo@n1world.com"/>
Additional Fixture Contact:	<input type="text"/>
Email:	<input type="text"/>
<input type="button" value="Save changes"/>	

Basic Club Information

Manager, Address, Phone, Email, Website, Directions and Map.

These fields are all intended to be useful information for anyone who wants to know how to contact your club.

In particular, Directions can be very helpful for players from opposing teams who need to find you.

There are many web sites which allow you to find a location and save the link to it. (eg www.streetmap.co.uk). You can enter such a link in the Map field, again for help in people finding your club.

Fixture Secretary

Fixture Secretary, Address, Phone, Mobile and Email.

For any league, there **must** be a person designated responsible for the leagues within a club. Whether it is opposing clubs arranging fixtures at the start of the season or the league administrators needing to send out entry forms, fixture information or any other important notes and messages during the season, this is the person it will be sent to.

As mentioned above, all these fields appear on the club details page on the main web site.

Colets Health and Fitness Details

Manager:	
Address:	Colets Health & Fitness St Nicholas Road Thames Ditton Surrey KT7 0PW
Phone:	020 8398 7108
Email:	damdp@coletshealthclub.co.uk
Website:	www.coletshealthclub.co.uk
Directions:	
Map:	
Fixture Sec:	Geoff Howes
Address:	
Phone:	020 8224 3873
Mobile:	07838 335 494
Email:	geoff.chrishowes@ntlworld.com
Fixtures:	View Fixtures/Results Nominations: Period 1 Period 2

However, there are two confidential fields:

Additional Fixture Secretary

Additional Fixture Contact and Email.

In case of holidays, illness or travel where collecting emails may be difficult, it is **vital** that another person is responsible for actioning or responding to emails sent to the Fixture Secretary by the league administrators.



Note: If you enter someone as an Additional Fixture Contact, they will not appear on the web site.

EDITING TEAM DETAILS

Whether accessed via the Team or the Club login, the view of Team details is the same.

Colets 1
Admin Home

Team Contact:	Alan Thomson
Address:	<input type="text"/>
Phone:	<input type="text"/>
Phone 2:	<input type="text"/>
Mobile:	079xxxxxxx
Email:	alan@somewhere.com
Reserve Contact:	<input type="text"/>
Phone:	<input type="text"/>
Phone 2:	<input type="text"/>
Mobile:	<input type="text"/>
Email:	<input type="text"/>
Results Entry Contact:	Alan Thomson
Results Entry Email:	alan@somewhere.com
<input type="button" value="Save changes"/>	

Basic Team Contact Details

Team Contact, Address, Phone, Phone 2, Mobile and Email.

It is **vital** that teams are able to contact the “captains” of any side, to confirm matches, times or problems.

At least the Team Contact, Mobile and Email data should be considered mandatory, although the other fields are optional.

Reserve Contact

Reserve Contact, Phone, Phone 2, Mobile and Email.

It always helps to have a reserve contact, who might be considered a “vice-captain” and can be contacted if the main contact is unavailable. If using the League Monitoring System, then the Reserve Contact will also get copies of any emails sent.

Results Entry Contact

Results Entry Contact and Results Entry Email.

If the League Monitoring System is being used, then by default, all emails will be sent to the Team Contact. However, you may wish to separate these roles and have emails sent to another person.

If you enter a Results Entry Contact, then all automated emails will go there instead.



Note: If you enter someone as a Results Entry Contact, they will not appear on the web site.

Colets Vets 2 Details

Team Contact:	Tim Stinton
Address:	
Phone:	01 832 204480
Phone 2:	
Mobile:	07834 532013
Email:	tim@evolvefitness.co.uk
Reserve Contact:	
Phone:	
Phone 2:	
Mobile:	
Email:	
Club details:	Colets Health and Fitness

[View Fixtures/Results](#)

CONFIDENTIALITY

Club details tend to be public and often available via the club’s own web site.

However, it may be considered that Team contact details should not be openly available to the public. In this case, it can be set so that apart from the name of the Team Contact, no other details are shown – you will see ‘(login only)’ in each field instead.

Colets Vets 2 Details

Team Contact:	Tim Stainton
Address:	(login only)
Phone:	(login only)
Phone 2:	(login only)
Mobile:	(login only)
Email:	(login only)
Reserve Contact:	
Phone:	(login only)
Phone 2:	(login only)
Mobile:	(login only)
Email:	
Club details:	Colets Health and Fitness

[View Fixtures/Results](#)



Note: To set this, use the **Master** login, select the competition concerned and tick the **Hide Contacts** box.

To be able to see the contact details, you will need to make one other setting. Again login using the **Master** login, this time selecting the System settings and tick the **All Teams in Admin** box.

The result of this is that an additional option now appears on the login page using either the Club or Team login, which provides a good measure of confidentiality.

All Teams

View teams contact details for all clubs.

ALL TEAMS



Note: You can provide access to all the team contact details via the Club or Team logins as above, even if you don't wish to hide the team contact details. However, these details are available via the normal links on the left hand side, so might be considered unnecessary and confusing.

BASIC SUPERVISOR FUNCTIONS

The supervisory functions that you will need once a league has been set up are accessed via the **Super** login.

Most of these functions are referenced in other parts of this manual but this gives a full list of functions available. However, the functions available will be dependent upon your version.

	Basic	Enhanced	Extra
<p>Add Results You can add and edit results for all teams, as well as changing fixture dates. By default, you will edit the current league, although if available, you can edit previous leagues.</p> <p>Northwest Kent Winter 2014/15 <input type="button" value="SELECT"/></p> <p><input checked="" type="radio"/> By Division <input type="radio"/> By Team</p>			
<p>Edit News Add and edit news items.</p> <p><input type="button" value="EDIT NEWS"/></p>			
<p>Edit Tournaments Add and edit tournaments.</p> <p><input type="button" value="SELECT"/></p>			
<p>Nominations & Club Functions Each club can enter their own nomination list, but you can either enter nominations for any club here, or you can lock the list to prevent them making further changes to it by a club.</p> <p>Northwest Kent Winter 2014/15 <input type="button" value="SELECT"/></p>			
<p>Playing up You can monitor all players who have reached the limit or have become tied.</p> <p>Northwest Kent Winter 2014/15 <input type="button" value="SELECT"/> 1 <input type="button" value="SELECT"/></p>			 LMS
<p>Player Search Search the database for players.</p> <p><input type="button" value="SEARCH"/></p>			
<p>Club Payments & Notes Each club can enter their own nomination list, but you can either enter nominations for any club here, or you can lock the list to prevent them making further changes to it by a club.</p> <p>Northwest Kent Winter 2014/15 <input type="button" value="SELECT"/></p>			
<p>Send Emails Send emails to club and teams contacts.</p> <p><input type="button" value="SELECT"/></p>			

Add Results

Clubs and Teams have access to their own fixtures via their respective logins. However, supervisors have access to all fixtures. The main difference is that the fixtures are listed by division, not by club.

In addition, the **super** login allows access to the **Status** for any fixture, which can be used to control whether the fixture can be edited by teams and clubs or to provide temporary access for entering of missing data.

In addition, you may need to change the **Period** of a fixture. See **Fixtures**.

Edit News

All News items, Diary Entries and Highlights are managed here. See **NEWS**.





Edit Tournaments

If activated, you can create and manage your tournaments. See **TOURNAMENTS**.


Nominations & Club Functions


If your league has been set up to use Players and Nominations, you will have a Nominations & Club Functions section.

Administration - Clubs
[Admin Home](#)


Club	Players	Nominations	Locked
Ashtead	Players	Nominations	
Bourne	Players	Nominations	
Cannons Richmond	Players	Nominations	
Woking	Players	Nominations	


Nomination Lists
 Depending upon the settings in the League Monitoring System, nomination lists may be locked automatically. Alternatively, you can either lock and unlock them individually by selecting a specific club or team above, or all at once by clicking on the buttons below.

Lock all nomination lists 

Unlock all nomination lists 

Fixture Dates
 For full control over fixture dates, you can prevent or allow clubs from editing the dates of any matches. This can be done at any time by clicking on the buttons below.




Lock all fixture dates 

Unlock all fixture dates 

From here, you can edit the Player and Nomination lists for all clubs and teams. See **PLAYERS AND NOMINATIONS**.


The nomination lists for individual clubs and teams can be set independently by clicking on the Nominations link against a particular club, or you can lock or unlock all nomination lists at once.

The nomination list status is indicated as follows:

	Locked
	Open
	Some open, some locked


If you are using Club Nominations, then an individual club cannot be partially open, so the blue icon will not appear. However, using Team Nominations, it will reflect the fact that some of the team nominations for the particular club are open, while others are locked.

If using Club nominations, then clicking on a Nominations link will take you directly to the nomination list editing page. However, if using Team nominations, you will see the list of teams.

Colets 1	1	Jon Kemp
Edit nominations 	2	Oli Pett
	3	Scott Handley
	4	Arthur Gaskin
	5	Mark Cairns

The example above shows that the team nomination list is unlocked, since the Edit Nominations is a link and the green unlocked icon is showing.

If a team nomination list is locked, then a Club will see:

Colets 1	1	Jon Kemp
Nomination list locked 	2	Oli Pett
	3	Scott Handley
	4	Arthur Gaskin
	5	Mark Cairns

However, if logged in as **super**, then although the locked icon is still shown, the link is active.

Fixture Dates

Under normal circumstances, the home team can edit the date for any of their home matches. This is generally a procedure that is encouraged, so that if matches are rearranged, the dates can be updated and the League Monitoring System will function correctly.

However, if all your league matches are played on the same day of the week, then the option to rearrange matches may be restricted. Alternatively, you may simply wish to prevent rearrangements.



You therefore have the option to lock and unlock all dates.

Under normal circumstances, a team will be able to edit dates by changing the date in the relevant field:

Date:	<input type="text" value="18/10/2012"/> (Thu 18 Oct 2012)	Confirmed: <input checked="" type="checkbox"/>
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Depending upon whether you are using Date Confirmation, you may or may not see the option to tick the Confirmed box. But you will see the date field into which you can type a new date.

Once the fixtures have been locked, you will see that the date cannot be edited and a 'locked' icon appears against the Date and Confirmed fields:

Date:	18/10/2012 	Confirmed: <input checked="" type="checkbox"/> 
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Playing up



Note: If using Players and Nomination lists, then it is common to restrict the number of times a player has played in teams higher than that for which they are nominated. This allows you to see the Playing Up status. However, it can only be used with the **League Monitoring System (LMS)**, which automatically tracks this.

	Player	Team	Playups	Status	Team in or tied to
	Alistair King	Ashtead 2	6	tied	Ashtead 1
	Jim Flynn	Ashtead 2	2	warned	Ashtead 2
	Mike Perring	Bourne 2	2	warned	Bourne 2
	Chris Mair	Bourne 2	2	warned	Bourne 2

Player Search

You can search for specific players if you want to find which club they currently or have previously played for.

Name or partial name to search for:

Player	Team	League	Period
Alex Gough	Colets 1	Winter League 2009/10	1
Alex Gough	Colets 1	Winter League 2009/10	2

Club Payments & Notes

Each club can see a list of current leagues along with information on whether entry forms, payment etc. have been received, as well as general notes.

Club	Entry Rec	Pay Rec	Notes
Ashtead	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3 teams
Bourne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Closing date for the league is 20/09/2014

This results in information being shown when a club logs in. The ticking of the boxes is linked to customisable text.

Notes:
(none)

League Notices:

Winter League 2014/15

Your league entry form and payment have been received. Thank you.
6 teams

FIXTURES

Home and Away

To make the most of County League Master (**CLM**), editing of fixture information, such as updating dates and match results, is restricted to the home side, and the away side are then required to verify the result. This has the benefit of making the league largely "self-policing" on the assumption that the away side are the only people who truly know what happened during the match and if they agree with the result entered by the home side, then barring any collusion, the result can be trusted.

However, there may be leagues where you wish either side to be able to enter results. The LMCL can be set to work in this way, although the functionality of verification cannot then be used.

Another alternative is that neither side can edit fixtures and that it is left to an administrator to enter results for both sides. As long as the fixtures are originally entered by the LMCL Team on this basis, then the status of all matches can be set to "Under Administrator Control", although all matches can have their status changed manually using the SUPER login.

Dates

All fixtures are entered by the **CLM** team and under normal circumstances, they are entered automatically from the division matrix supplied. This requires that all the fixtures for a given week are entered on the same day.

For some leagues, there may be a default day, in which case the fixtures can be entered accordingly but otherwise, they are entered for the Monday of the relevant fixture week.

The usual process is then that each club logs in and updates all their home fixtures, although of course a single administrator can carry out the process using the **Super** login.

This raises the question of potential date confusion – "is the match actually to be played on the Monday or is it just the default day that has not been changed". To assist in this, a league can be set to use "Date confirmation".

Date:	<input type="text" value="30/05/2012"/> (Wed 30 May 2012)	Confirmed: <input checked="" type="checkbox"/>
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A Confirmed tick box will then appear against the date when editing a fixture and to a user of the site, it will then be shown with a (c) after the date.

Wed 30/05/12 19:30 (c)	Colets 1	Christophers 2	0-0	0-0	View
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This also effects the alert messages sent out if using the League Monitoring System (**LMS**).

Period

During the initial league setup process, every fixture is entered with a particular "period", based upon your league structure. Assuming you allow one nomination list for the first half and allow clubs to renominate players for the second half, then your first half fixtures would be period 1 and your second half fixtures would be period 2.

This period is used in two ways:

- The Division Matrix is based upon it.
- It associates a fixture with a nomination list.

Division Matrix

If a Division is selected, then a link to **View Division Matrix** is shown below it. The fixtures making up each half are determined by the fixture Period. See **Main Web Site**.

Nomination Lists

When a club creates a nomination list, it is doing so for a particular period and therefore for a particular set of fixtures. By default, when you first open your nomination lists for the clubs, it is for period 1.

As the second half approaches, the period must be changed to your next one, usually 2, **before** unlocking the nomination lists again. Unlocking is covered above and the change of period is done through the **master** login – see **Basic League Setup**.

Teams Withdrawing from the League

Where a team withdraws from a league, **CLM** can flag a team as “withdrawn”. This has a number of effects:

- The word “(withdrawn)” appears next to the team name in the division listing.

9	St.George's Hill Vintage 1 (withdrawn)		8	3	5	40	69	0	40
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- All fixtures have the withdrawn icon against the fixture and it cannot be edited by a club or team.

	Wed 30/05/12	Rodmersham 1	Folkestone 1	0-0	0-0
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The fixtures are ignored by the LMS.

How any played fixture points are dealt with is up to the individual league organiser, however a common scenario is either to reset all points to 0-0, which can be done via the SUPER login.

ENTERING RESULTS

LOGIN TYPES

There are three login types, each with their own user name and password, which allow results to be entered:

Team Login

This allows entering of results for the specific team only.

Club Login

This allows entering of results for all the teams within that club. You cannot select fixtures for just one team; the list shows fixtures for all teams for the club within the selected league.



Note: Either of these will give a list of all fixtures for the team or club, although they may or may not be available for editing depending upon the fixture status and the various options selected when setting up the league.

Supervisor Login




This allows entering of results for all the teams and clubs within the league.

EDITING FIXTURES & ADDING RESULTS

Having clicked Edit Results with the Supervisor login, you will see a list of the divisions and clicking on Enter Results will show a list of all fixtures within that division.

Administration - Divisions	
Division Name	
Division 1B	Enter Results
Division 1R	Enter Results
Division 2B	Enter Results

Clicking Edit Results with the Team or Club login, you will see a list of fixtures for your team or club.

Summer League 2012						
Admin Home						
	Date	Team	Opponents	Venue	Points	Result
	Tue 15/05/12 (c)	Colets 2	Purley 1	Away	0-4	Lost 2-15
	Tue 15/05/12 (c)	Colets 3	Purley 4	Home	4-0	Won 15-1
	Tue 15/05/12 (c)	Colets 4	Dorking 3	Away	3-1	Won 12-6

To access a fixture, click on the icon in the left-hand column. If you login using the Supervisor password, then every icon, regardless of which type, can be clicked to access the fixture.

However, with the Team and Club logins, only certain icons can be clicked:



Away Team Editing

The LMCS can be used in a very simple way, with both home and away teams able to enter results. In this case all matches will show the Edit Results icon, which acts as the link to the fixture page.



Home Team Editing

The standard system used by LMCS is to allow only the home team to enter results. In this case all home matches for a team will show the Edit Results icon and all away matches for a team will show the Home Team Only icon and no access to the fixture is allowed.



Verified Fixture

Once a match has been entered and verified, the Verified Fixture icon is displayed and no access is allowed. This verification can be done by an administrator or it is done automatically by the League Monitoring System (LMS).



Administrative Control

If all fixture results are to be entered by an Administrator and no editing is to be allowed for the teams or clubs, then all the fixtures can be set as such and no access to the fixture is allowed.



Using the League Monitoring System (LMS)

Where the LMS is used, other icons will be used.

Once the home side have entered the result, it becomes locked to them and the icon for the home side changes to the Awaiting Away Team icon until the away team have verified the result. At the same time, the icon for the away team changes to the Verification Required icon, advising them that they need to verify the result.

However, if a match is not entered by the home side, then it can be automatically locked pending further administrative action. In this case, there is no result to verify and the Under Coordinator Control icon is shown.

BASIC FIXTURE ENTRY

For all Team and Club logins, the Fixture Details page is essentially the same when entering results, and is made up of a number of sections.

Basic Details

Division:	Division 3R		
Home Team:	Colets 3		
Away Team:	Christophers 4		
Date:	<input type="text" value="29/05/2012"/>	(Tue 29 May 2012)	Confirmed: <input checked="" type="checkbox"/>
Time:	<input type="text" value="19:30"/>	(07:30 pm)	

Apart from the basic information on the match, the Date and Time can be edited at any time and would be done where a match has been rearranged. If using Date Confirmation, then a Confirmed tick box will also be available.

Status



Note: The Status line is only available to edit using the **super** login.

Status:	Deemed complete Editable by Teams Deemed complete Administrative Control Awaiting verification Withdrawn from League
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The various status options vary according to how your league is set up but the basic options are:

Editable by Teams	This is the default setting and allows the home team to enter the fixture results. Unless the LMS is running, or the status of a fixture is changed via the super login, all matches will remain as Editable by Teams . You can change any fixture to Editable by Teams to allow a team to enter their result. This is often needed if a fixture date is changed but not updated on the web site and becomes locked.
Deemed complete	Once the away team has verified the result, or the fixture is past the verification deadline and the away team did not verify it, it becomes Deemed complete .
Administrative Control	If the home side fails to enter the result, then the fixture reverts to this status. Since there is no facility for the away team to enter the result, it is up to them to contact the league administrator with the result.
Awaiting verification	Once the home side has entered the result, this status shows that the system is waiting for the away team to verify it.
Withdrawn from League	When a team withdraws from the league, the fixture status can be set to this status. For the full implications, see Fixtures .



Note: The status of a fixture will be changed automatically if using the League Monitoring System.

Period

Every fixture has a Period which relates to the Nomination list. If a fixture is swapped from home to away, then the period can be set accordingly.

League Points

Home Team:	<input type="text" value="0"/>
Away Team:	<input type="text" value="0"/>

If you are using the **Full Score Entry** system (see below), then the league points are automatically calculated.

However, if not then adding league points is a separate data entry area and is the only mandatory section which must be entered during the normal result entry process.

Penalties



Note: The option to add penalties is only available via the **super** login.

Home Team:	<input type="text" value="15"/>	Penalty:	<input type="text" value="0"/>
Away Team:	<input type="text" value="2"/>	Penalty:	<input type="text" value="0"/>

For most leagues, a penalty will be points deducted from a fixture and you should therefore enter a negative number.

Example:

If a penalty of 4 points is given to a particular team, for example, then enter -4 in the penalty field.

Home Team:	<input type="text" value="15"/>	Penalty:	<input type="text" value="-4"/>
Away Team:	<input type="text" value="2"/>	Penalty:	<input type="text" value="0"/>

This will then show on the fixture page...

Home Team:	15	Penalty:	-4
Away Team:	2	Penalty:	0

... and in the division listing, the penalty is shown in the Penalty column (Pen). Note that the Total is the Points For (For) plus the penalty, in this case $124 + (-4) = 120$.

	P	W	L	F	A	Pen	Total
	11	8	3	124	40	-4	120
	11	6	5	112	91	0	112

Note also that penalties can only be given against a specific fixture. There is no facility for adding a general, non-fixture specific penalty.



Note: If using the **League Monitoring System**, then this penalty can be applied automatically.

Result

Given the exact Games Scores, it would be quite easy to calculate the Result and also the Points for the fixture, and this will happen with the **Full Score Entry** system (see below). Historically, however, leagues where people have not been used to entering the full data often end up with a reluctance to taking the few extra seconds needed to complete the data entry.

Home Player	Away Player	Result	Game Scores
<input type="text"/>	<input type="text"/>	0 - 0	<input type="text"/>
<input type="text"/>	<input type="text"/>	0 - 0	<input type="text"/>
<input type="text"/>	<input type="text"/>	0 - 0	<input type="text"/>
<input type="text"/>	<input type="text"/>	0 - 0	<input type="text"/>

If using the **Players and Nominations** system, then drop-down lists will be available to populate the home and away players. Otherwise, a simple field is shown for freehand entry of names.

Entry in the result section will depend upon the rules of your league but if playing a "best of 5 match", then you might for instance, enter 3 in one and 0 in the other.

Game scores are often treated as optional and beyond displaying what is entered here in the result listings, it is not used by the **CLM** or **LMS** systems. However, it would be normal to enter something like "9/2 9/5 3/9 9/2" for instance.

Full Score Entry

Home Player	Away Player	Result
<input type="text"/>	<input type="text"/>	3 - 1
Game 1 <input type="text"/> 9 <input type="text"/> - <input type="text"/> 7	Game 2 <input type="text"/> 9 <input type="text"/> - <input type="text"/> 7	Game 3 <input type="text"/> 4 <input type="text"/> - <input type="text"/> 9
<input type="text"/>	<input type="text"/>	0 - 0
Game 1 <input type="text"/> 9 <input type="text"/> - <input type="text"/> 2	Game 2 <input type="text"/> 9 <input type="text"/> - <input type="text"/> 1	Game 3 <input type="text"/> 9 <input type="text"/> - <input type="text"/> 5
<input type="text"/>	<input type="text"/>	0 - 0
Game 1 <input type="text"/> 0 <input type="text"/> - <input type="text"/> 0	Game 2 <input type="text"/> 0 <input type="text"/> - <input type="text"/> 0	Game 3 <input type="text"/> 0 <input type="text"/> - <input type="text"/> 0
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Game 1 <input type="text"/> 0 <input type="text"/> - <input type="text"/> 0	Game 2 <input type="text"/> 0 <input type="text"/> - <input type="text"/> 0	Game 3 <input type="text"/> 0 <input type="text"/> - <input type="text"/> 0
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Game 1 <input type="text"/> 0 <input type="text"/> - <input type="text"/> 0	Game 2 <input type="text"/> 0 <input type="text"/> - <input type="text"/> 0	Game 3 <input type="text"/> 0 <input type="text"/> - <input type="text"/> 0
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<input type="text"/>	<input type="text"/>	0 - 0
Game 1		

Game 1 - Game 2 - Game 3 - Game 4 - Game 5 -

Data Entry Error

String 5: Invalid games scores.
You have not entered valid game scores for all players.

Match Report

If any errors are found, then the Points will not be added and the fixture will not be deemed 'entered'.



Note: If using the Squash Levels Ranking System, accurate and consistent recording of individual game scores is vital.

Correcting Errors



Note: This is only available using the **super** login.

Where an ineligible player has played (obviously depending upon the rules of the specific league), the conventional method is to set the relevant games score to 3-0 and adjust the overall points accordingly.

However, when using the Full Score Entry system, the only way to have a game score of 3-0 is to manually set the game scores to 9-0, 9-0, 9-0 and while in terms of the overall result of the match this might be correct, it does not reflect the actual score.

This might be a minor point but if there is a dispute, then the actual score has been lost and may need re-inputting once the dispute is resolved. However, a greater problem is that if using Squash Levels, resetting individual scores to 9-0, 9-0, 9-0 does not reflect what happened and the adjusted rankings will be in error.

The solution is to override the points calculation. Next to each name is a tick box. Regardless of the entered game scores, if you tick a player then as far as calculating the overall points, the ticked player is deemed to have won 9-0, 9-0, 9-0.

League Points

Home Team:	9	Penalty:	0
Away Team:	4	Penalty:	0

Result

Home Player	Away Player	Result
(Vint1-1) Tim Taylor <input type="checkbox"/>	(walkover) <input type="checkbox"/>	3-1 (9/0 0/9 9/0 9/0) <input checked="" type="checkbox"/>
Game 1 9 - 0	Game 2 0 - 9	Game 3 9 - 0
Game 4 9 - 0	Game 5 <input type="text"/> - <input type="text"/>	
(Vint1-2) Gareth Morgan <input type="checkbox"/>	(Vint1-2) Kevin Wallis <input type="checkbox"/>	0-3 (0/9 0/9 0/9) <input type="checkbox"/>
Game 1 0 - 9	Game 2 0 - 9	Game 3 0 - 9
Game 4 <input type="text"/> - <input type="text"/>	Game 5 <input type="text"/> - <input type="text"/>	
(Vint1-4) Derick Bass <input type="checkbox"/>	(Vint2-1) Mervyn Nelson <input type="checkbox"/>	3-0 (9/0 9/0 9/0) <input type="checkbox"/>
Game 1 9 - 0	Game 2 9 - 0	Game 3 9 - 0
Game 4 <input type="text"/> - <input type="text"/>	Game 5 <input type="text"/> - <input type="text"/>	

If Override is ticked, then the corrected games are shown in red:

Home Player	Away Player	Result
(Vint1-1) Tim Taylor	(Vint1-1) Jack Piper	0-3 (3-1) (9/0 0/9 9/0 9/0)
Game 1 9 - 0	Game 2 0 - 9	Game 3 9 - 0
		Game 4 9 - 0
		Game 5 - -

If you are using Squash Levels, then you may wish to exclude a particular string from inclusion where someone retires injured, for instance. Ticking the ignore box will achieve this but otherwise the match is recorded as normal.



Note: When using **FSE**, the system must know how your league is run and how you allocate points. This will usually be added via the **League Information Sheet**, which is filled in as part of each league setup procedure.

Match Report

This is an optional section which teams can use.

Save

Save Fixture:	<input type="button" value="Save"/>
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Once the result is entered, click Save to save all data. If an invalid date or time is entered, an error message is displayed.

Verification

If using the **LMS** then a fixture may require verification by the away team. In this case they will see the result as entered by the home side but cannot edit it. They will, however, see a new section at the bottom to allow them to carry out this.

Verified By:	<input type="text"/>
	<input type="button" value="Result Verified"/>

Hospitality

The option is available to show a hospitality section. Here the away team can rate the hospitality of the home side and make a comment if required. This is not visible to any teams and is only used confidentially by the league organisers.

Verified By:	<input type="text"/>
Hospitality:	Good <input type="button" value="v"/>
Comments:	<input type="text"/>
	<input type="button" value="Result Verified"/>

PLAYERS AND NOMINATIONS

OVERVIEW

When entering players into match results, **CLM** can be set to accept names freehand. However, while this is a simple way of doing it, it can both lead to errors and prevents a number of features of **CLM** being used.

In freehand mode, you simply type the name of the player into the Home or Away Player fields.

Result

Nom	Home Player	Nom	Away Player	Result	Games
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 0	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 0	<input type="text"/>

Entry into these fields is optional and note that entry of nomination order is also manual.

Using **Players and Nominations**, this changes. The player fields are no longer text fields but drop-down selection lists.

Result

Home Player	Away Player	Result	Games
(1-4) tom richards	(1-4) alex gough	3 0	5-4 AGret injured
(1-5) steve meads	(1-5) mark cairns	3 0	11-8 12-10 11-8
(1-7) nafizwizan adnan	(1-1) nick mathew (1-2) renan lavigne (1-3) scott handley (1-4) alex gough	3 1	11-9 11-8 6-11 11-8
(1-6) joe lee	(1-4) alex gough	3 1	11-5 11-8 13-15 11-7
(1-8) pete genever	(1-5) mark cairns (1-6) lee drew (2-1) jessie engelbrecht (2-2) peter marshall (2-3) danny meddings (2-4) clive ewins (2-5) ryan thompson	3 0	11-3 11-5 11-6

This has a number of advantages:

- You can force players to be entered for each match, thus ensuring 'completeness' of match information.
- Each player is always entered in the same way – eg. "Bob Smith", rather than "B Smith", "Bob" or any other variation and since selected from a list created by the team, opponents entering results are less likely to make an error.
- Since each player is entered into the system with their nomination order, rule logic can be applied via the **League Monitoring System (LMS)** to ensure that players play in the correct team and in the correct order. Selection of a player includes their nomination.
- Players can accurately be identified for adding to Squash Levels.


PLAYERS

The player list is common to all leagues created for your site, so may end up containing men, women, juniors etc. if you have multiple leagues set up. It is also perpetual, so that in following years, the players added here will still be available.

Players
[Admin Home](#) | [Return to club listing](#)

Player First Name	Player Surname	ES Mem No	Valid	Email Address	Delete	Hide
Sean	Agun	6019797	✓		-	<input type="checkbox"/>
Andre	Agun	6019718	✓		-	<input type="checkbox"/>
Will	Beattie	6019811	✓		-	<input type="checkbox"/>
Robert	Balber	6019700	✓		-	<input type="checkbox"/>

Simply add in the player names and any other information as required. There is no significance to the order in which you enter players and when you click the Save button, they are reordered and shown in alphabetical surname order.

 **Note:** Apart from adding players, you can of course edit them. The ability to edit players is so that spelling mistakes can be corrected. **Do not overwrite one player with another.** Each player is linked to his or her nomination lists and matches, as well as the Ranking system, and if you change the identity of a player, you will break the system. Just because a player is no longer a member of your club or does not play in teams anymore, does not require you to remove them. You can, however, "hide" them, in which case they will not appear in any nomination list drop-down selections.

ES Membership No

This is an optional field for use where a reference number, membership no etc. is required and the heading can be set as required.

You can also enforce the use of data in this field. You can enter a player without adding a membership number but if you don't, then the name will no be available for adding to nomination lists.

Enforcement

CLM is able to check the England Squash database and determine if the ES Membership No entered matches the Player Surname.

To enable this function, go to the **System Settings** in the **Master** login. Once done, a new 'Valid' column will be shown.

Player First Name	Player Surname	ES Mem No	Valid	Email Address	Delete	Hide
Sean	Agun	6019797	✓		-	<input type="checkbox"/>
Paul	Eneas	6019771	✗		-	<input type="checkbox"/>
Warwick	Farrer	6019808	✓		-	<input type="checkbox"/>

The check is made when you save the page and assuming that the surname and ES membership number are validated, then a tick will be shown.

Deletion

You can remove a player from the list by clicking the Delete link beside a name.

However, the system needs to keep a link between the player, the nomination lists and the match results (as mentioned above) and this means that once a player has been added to a nomination list, you can no longer delete that player and the Delete link disappears.

Hide

By ticking Hide, the player no longer appears when creating or editing a Nomination List.

NOMINATIONS

Having added players to the Player List, they can be used to create **Nomination Lists**.

Nomination Periods

If you are only using a nomination list as a way of ensuring that players are added to results from a drop-down selection, then you may only need one period and therefore only one nomination list which will run the full length of your league.

However, while there are no limits to the number of periods that can be used, it would be common to use two, representing the first half of a league and the second. Once a nomination list has been created, it can be locked so that a club or team cannot change it. See **Basic Supervisor Functions**.

CLM has two types of nomination systems, although they effectively achieve the same goal.

Team Nominations

This is the most usual system, where each team has it's own nomination list.

Depending upon how many teams you have in the selected league, so the list will be grouped into sections, with an Edit nominations link under the name of the team. Where the list is open to a club, the link is available, as in the above example. However, if locked to a club, the link is no longer active.




Note: For more on this and for Locking a Nomination List, see **Basic Supervisor Functions**.

If available, clicking on the Edit nominations link will bring up the list for that team.

Team Nominations			
Admin Home			
Nomination	Player	Insert	Player to Insert
1	Matt Hall	← Insert at 1	
2	Mike Stewart	← Insert at 2	
3	Dan Clarke	← Insert at 3	

Simply start at the top of the **Player** column and work down creating your list of nominations from the drop-down selection boxes. Once done, click the **Save** button at the bottom.

You can insert a Player by selecting a player in the **Player to Insert** column and then clicking the associated "  **Insert at ..** " button. This will shuffle all existing lines down and insert the player at the selected position.




To remove a player, simply select the blank record from the drop-down list in the **Player** column and click Save. All blank records will be removed.

Club Nominations

Although not as commonly used, club nominations provides a single list of nominated players shown in a ranking order.

Club Nominations

[Admin Home](#)

Club Nomination	Player	Team / Position	Insert	Player to Insert
1	Guy Olby	1 1	 Insert at 1	
2	Lee Greenwood	1 2	 Insert at 2	
3	Matt Gill	1 3	 Insert at 3	

The basic concept is much the same as Team nomination, in that a player has a team he is nominated for, and that he will appear in the drop-down list when entering players for a match.

However, the main difference is when applying the concept of "playing up". With Team nomination, your ability to play up is judged against your team and that a player in a lower team cannot play above a person in a higher team.

With Club nomination, your ability to play up is judged against your club nomination. In this way, a player in a lower team may play above someone in a higher team, if the relative club nominations allow it.

Locking Nomination Lists

Although nomination lists can be left as editable by teams, this fails to stop teams from playing whoever they like in whatever team or position they want.

In order to prevent this, a nomination list can be locked, either individually or all at once.

Under normal circumstances, when the league is initially set up, the nomination period is set to 1 (usually reflecting the 1st half) and all nomination lists are opened. This presents an empty nomination list for each team to populate from their player list as required.

Exactly when this list is locked to teams is up to the league organiser but the cut off point is usually once a team has played their first match, at which point they will have played in a particular order which should be fixed.

Locking a nomination list is done via the Super login. Go to a particular club or team (depending upon whether you are using club or team nominations) and at the bottom is a tick box.

PLAYING UP





A key concept of a nomination list is that individual players cannot play in teams lower than that for which they are nominated. However, they may be allowed to play in a higher team, depending upon your league rules. Ensuring that this is adhered to is normally a time consuming process but once players are added to the system, they can be tracked.

If using the **LMS**, one of the many checks available is how many times a player has played in a higher team.

If the **LMS** monitors 'playing up' then a link is available via the Super login to a list of all players who have reached the limit.

Players who have played up to the limit

[Admin Home](#)

	Player	Team	Playups	Status	Team in or tied to
	Alex Noakes	Colets 3	2	warned	Colets 3
	Richie Fallows	Colets 2	4	tied	Colets 1
	Clive Ewins	Colets 2	3	tied	Colets 1
	Dave Stanton	Colets 3	2	warned	Colets 3

Team Tied

A common idea, and one that fits in with the whole concept of nomination lists, is that of restricting which team a player can play in. In this case, players are usually allowed to play in a higher team a restricted number of times before becoming 'team-tied'. The **LMS** can do this automatically, in which case a player will not appear in the drop-down list for his original team.

NEWS

News items are an integral part of the system and are displayed in a number of different ways;

Summer League 2012

LATEST NEWS

SUMMER LEAGUES

The Summer Leagues are now on the web site, so please check your home match dates and update as requ...

[more...](#)

DIARY

2012: May

14 May 2010 SUMMER SURREY CUP START

2012: Oct

06 Oct 2012 SUMMER LEAGUE PLAYOFFS

HEADLINES

AWARDS NIGHT



Surrey Awards Night
Thursday 11 June

A big thank you to all those people who turned up last Thursday at St George's Hill to our first ever Awards Night and our thanks to the club and Danny ...

[more...](#)

- The **LATEST NEWS** section on the home page is always visible and shows all news items which are not Archived.
- The **DIARY** section is only visible if activated within the Master login options.
- The **HEADLINES** section is also only visible if activated within the Master login options.

To edit news items, use the **super** login and select **Edit News**.

News

[Admin Home](#)

Add new note						
Archive	Date	News Title	News Body	Scope		
<input type="checkbox"/>	07/06/2012	SUMMER LEAGUE PLAYOFFS		Global	edit	delete
<input type="checkbox"/>	25/04/2012	SUMMER SURREY CUP START		Global	edit	delete
<input type="checkbox"/>	23/04/2012	SUMMER LEAGUES	The Summer Leagues a...	Global	edit	delete
<input checked="" type="checkbox"/>	10/11/2011	SURREY CLOSED 2012	The 2012 Surrey Clos...	Global	edit	delete

From this screen you can Add, Edit and Delete news items or “notes”.

News
[Admin Home](#) | [Return to News List](#)

Date:	<input type="text" value="10/11/2011"/>	
Heading:	<input type="text" value="SURREY CLOSED 2012"/>	
News:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>The 2012 Surrey Closed is being held at the Lakeside Club, Wimbledon on 13 - 15 January 2012. The entry form can be downloaded from here. There is also a poster that you can download from here and display on your club notice board.</p> </div>	
Scope:	<input checked="" type="radio"/> Show news globally. <input type="radio"/> Associate only with selected league: <input type="text" value="Winter League 2014/15"/> <input type="radio"/> Associate with note set: <input type="text" value="Site"/>	
Image:	<input type="text"/> <input type="button" value="Browse..."/>	
Show image:	<input type="checkbox"/>	
In Headline:	<input type="checkbox"/>	
In Diary list:	<input type="checkbox"/>	
Diary date:	<input type="text" value="13-15 Jan 2012"/>	Date text: <input type="text" value="13-15 Jan 2012"/>
Has link:	<input checked="" type="checkbox"/>	Ext. Link: <input type="checkbox"/>
Link URL:	<input type="text"/>	
Archive:	<input checked="" type="checkbox"/>	
	<input type="button" value="Submit"/>	


Standard Options

Date	By default, this will be today's date. All news lists are in date order except where it is also a Diary item, in which case the Diary Date determines it's display order in that section.
Heading	The heading of the item as it is displayed on the site.
News	The content of the item. The text entered here uses an HTML editor with some basic formatting options.
Scope	<p>Generally, you will want all news items to appear on the home page regardless of the selected league – “Show news globally”. However, it can be set to only appear for a particular league, in which case tick “Associate only with selected league” and select the league from the drop-down list. Alternatively, you can use Note Sets.</p> <p>A Note Set is associated with specific leagues. So, if you had Ladies and Mens leagues on your site, you might want the news items shown to be specific to those leagues.</p>
Image	You can add a single image to a news item. Click Browse and select an image that you have saved on your computer. It must be a JPEG format image.
Show image	Having selected an image, you need to make it visible. This is useful if you add an image which causes a problem on the site (too big, wrong format etc.). You can then set not to show it which testing a different image.

Archive	If you do not wish this item to appear on the Diary list (if applicable) or in the Latest News sections, you can set it to be archived. It will, however, still appear in the News listing. (Diary items with no link will not appear in the News listing at any time.)
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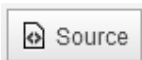
Enhanced Options

The enhanced options are only available if part of your subscription package.

In Headline	A good use of an image is to use it in a news item that appears in the Headline section on the home page. However, you need to activate Diary Items via the master login.
In Diary List	A Diary item appears in the Diary section, assuming Diary Items are activated via the master login. It is, however, still a news item and can appear in the list of news items if you tick Has Link.
Diary Date	<p>A diary item has a Date, which determines where it appears in the diary. The diary listing is shown in month sections, based upon the Diary Date.</p>  <p>The screenshot shows a 'DIARY' section with two month entries: '2012: May' and '2012: Oct'. Under '2012: May', there is a date '14 May 2010' and the text 'SUMMER SURREY CUP START'. Under '2012: Oct', there is a date '06 Oct 2012' and the text 'SUMMER LEAGUE PLAYOFFS'. A red box labeled 'Month' points to the month header, and another red box labeled 'Date Text' points to the date text within the entry.</p>
Date Text	This is displayed as though it were a date but allows you to actually enter what you like. It can therefore be any date format you like, or it can represent a date range, such as "14-16 May 2010".
Has Link	If the diary item is just that, a diary entry, then it will need no link and will not appear as a link to anything, nor will it appear in the News listing. However, it can act as a link to a news item or a web page if required by ticking this option.
Ext. Link	If this is not ticked, then the system will show the content shown in the News section. However, if linked to a web page, then tick this and enter the URL of the page in the Link URL section.
Link URL	The full URL of the web page, including http:// at the front.

USING THE TEXT FIELD

The formatting and use of HTML text formatting is beyond the scope of this manual but if you click the Source button, you will see the underlying text. The system available for the editing of news items gives you the basic tools you will need but if you have some experience with HTML, you can use a third party editor and paste in your own code.



TOURNAMENTS

Unlike leagues, tournaments are knockout competitions and these can be set up quite easily with a variety of options.

Tournaments	Add Competition	
Surrey Junior Closed 2012		
Boys U13	setup	delete
Surrey Vets Knockout 2010/11		
Surrey Vets Knockout 2010/11	setup	delete
Surrey Vets Knockout Plate 2010/11	setup	delete
Surrey Vets Knockout 2009/10		
Surrey Vets Knockout	setup	delete

The list of tournaments are in Year order (see below) as will be the list of tournaments on the main web site.

To create a new entry, click **Add Competition**.

Tournament:	<input checked="" type="radio"/> Existing Tournament <input type="text" value="Surrey Junior Closed 2012"/>	<input type="radio"/> New Tournament <input type="text"/>	Year <input type="text"/>
Start Number:	<input type="text" value="16 starters"/>		
Event Name:	<input type="text" value="Boys U13"/>		
	<input type="button" value="Submit"/>		

Tournament

The Tournament is the name of the overall tournament, such as "Surrey Junior Closed 2012" and is shown in light blue on the list of tournaments (see screenshot above).

When you first begin to set up a new tournament, select New Tournament and enter a name and year. For all subsequent Events within the same Tournament, select Existing Tournament and then the Tournament you want from the drop-down list.

Year

This does not appear on the web site but is used to determine the order in which tournaments are displayed.

Start Number

Every tournament is displayed as a grid with 4, 8, 16 or 32 starting teams or players. If you wish to run an event with a starting number of 64, for instance, you will need to create two of 32 and designate them accordingly.

Event Name

Every tournament is made up of one or more Events. The first event is created at the same time as the Tournament (see above) but all subsequent Events must be created separately.

Once you have clicked Submit, the new Event will appear on the Tournament list. To add players or teams, click on the name of the Event in the list.

Surrey Vets Knockout 2010/11 1			
First Round 2	Quarter Finals	Semi Finals	Final
Play by 29th Jan 2011	Play by 26th Feb 2011	Play by 9th Apr 2011	
	COLETS 1 4	COLETS 1	
	WOKING 4		
WOKING 3	EBBISHAM 2		
EBBISHAM 2		EBBISHAM 2	
	WOKING 2		
COLETS 1	EBBISHAM 2		

- 1) The Title of the Event is how it will appear on the web site. By default, this is entered as the name of the Tournament plus the name of the Event.
- 2) Each round has two fields that can be used as you wish. The intention is that they are used as in the screenshot above but they can contain any text you wish.
- 3) The first column is just a list of the first round players or teams.
- 4) All other columns (or rounds) are made up of two fields. The top one shows the name of the player or team that has won through, while the lower one can be used to contain the score or indeed, any other text you wish.

Tournament Results

If your tournament is made up of individual players, then you can enter the result in the way mentioned above:

Bob Evans	Mike Smith
Mike Smith	3-0 (9/5 9/7 9/6)

However, if your tournament is made up of teams, you may wish to record the result in exactly the same way as normal league matches. (**See Fixture Based Results below**).

User Display

A user on the main site will see the result as follows:

Bob Evans	Mike Smith
Mike Smith	3-0 (9/5 9/7 9/6)

Fixture Based Results

Using Fixture Based Results, the individual fixtures are set up as a League, in almost the same way as a normal league, and in this way teams can login, select the league and the home team can enter the results.

What is more, as each fixture result is entered, the next round matches are automatically entered.

As with normal leagues, the initial setting up of the tournament fixtures is done by the **CLM** team but from your starting grid rather than a matrix.

Initially, the admin grid will show the following:

British Airways 1	Home	Fixture date: 26/03/2015 result
Charing Cross 1		
Christophers 1	Home	Fixture date: 26/01/2015 result
Coolhurst 1		

For the first round fixture British Airways 1 v Charing Cross 1, it has been entered as a home fixture for British Airways. To swap this so that Charing Cross are playing at home, select Away in the drop down selection box beside British Airways:

British Airways 1	Away	Fixture date: 26/03/2015 result
Charing Cross 1		
Christophers 1	Home	Fixture date: 26/01/2015 result
Coolhurst 1		

and then Save the tournament.

British Airways 1		Fixture date: 26/03/2015 result
Charing Cross 1	Home	
Christophers 1	Home	Fixture date: 26/01/2015 result
Coolhurst 1		

The drop-down selection box has now moved beside Charing Cross to show that they are the home side and the fixture has been updated accordingly.

Until the fixture is actually played and the result entered, the winners position in the next round just shows the date of the fixture. Once the fixture has been played, the result will be shown.

Entering Results

As with any fixture, the results can either be entered by the home team or via the Super login as above by clicking on the [result](#) link. If you want to swap home and away teams in the fixture you must do it via the Tournament grid above but the entering of results and points is done via the fixture.

Once both matches have been played for a next round draw, a new fixture is automatically created.

British Airways 1	Charing Cross 1	Home	Fixture date: 26/01/2015 result
Charing Cross 1			
Christophers 1	Coolhurst 1		
Coolhurst 1			

Note that you can no longer swap the home and away teams for the completed fixtures but you can do so for the next round.

If fact, changing the home and away status for the next round is the one procedure that you will almost certainly need to carry out.

Fixture Date

While you can use the information fields as you wish (See 2 below) the lower field is designed to hold some sort of date information.

Surrey Vets Knockout 2010/11			1
First Round	Quarter Finals	Semi Fina	
Play by 29th Jan 2011	Play by 26th Feb 2011	Play by 9th	

In the image above the lower fields indicate the date by which the fixture must be played but if you enter an actual date (see below), then the system can use this when automatically generating the next round.

First Round	Quarter Finals
04/02/2015	20/02/2015
British Airways 1	Charing Cross 1
Charing Cross 1	Fixture date: 04/02/2015 result

If a valid date is entered within the field, then it will be used. If not, then 'today's' date will be used instead. You may then, however, need to edit the date manually by going to the fixture.

It will accept a limited range of date formats such as:

20/02/2015; 20/Feb/2015; 20/February/2015; 20 Feb 2015; 20 02 2015

Basically as long as the delimiter between the day, month and year are '/' or a space and it looks right, then it will probably be OK.

Correcting or editing Results

Under normal circumstances, all the next round fixtures are created automatically and the tournament will proceed with minimal input.

However, if a next round fixture has been created automatically and you then wish to edit one of the previous fixtures, there are certain things to bear in mind:

- If all you are doing is editing the individual players, game scores or points that do NOT change the actual outcome of the fixture, then the next round fixture will not be effected.
- If you change the score so that a different team is the winner, then the next round fixture will be changed accordingly **and the points and individual player details will be deleted.**
- If you change the points score to 0-0, so that there is no winner, **the next round match will be deleted**, for the obvious reason that no fixture can be created without both a home and an away team.

However, this assumes that the next round has not been played. If it has, then although the changes to the fixture will be saved, the next round result will not be changed.

This, of course, creates an inconsistency which must be corrected manually by resetting the next round fixture so that it has 0-0 points and then going back to one of the previous fixtures, saving it and the next round will then be reset.

User Display

A user will see a slight modified grid:

First Round w-c 25 March	Semi Finals w-c 8 April	Final w-c
Dulwich 1	Dulwich 1 result	
Parklangley 2		
Canterbury 1		

Clicking on result will then bring up the normal fixture result page, as with a normal league match.

Tips

- You can use the League Monitoring System (**LMS**) to oversee the tournaments leagues. This will allow you advise teams of the upcoming matches and also chase teams for results entry.
- As with any league, the fixtures can be created to be 'Admin only'. In this way, teams **cannot** enter their own results and they will be added by the league administrator.
- Allowing the home team to enter their own results, is using County League Master to it's greatest advantage, particularly if the **LMS** is used to oversee the results. However, it is the **LMS** which locks the fixture to the home team to allow verification by the away team and it is also the **LMS** which locks the fixture as a whole, preventing any further editing.

If you are not using the LMS, then you will need to manually lock the fixtures once entered.

- As far as the main web site is concerned, this Tournament League does not appear on any listings and the fixtures can only be accessed via the Tournament Event page itself.

UPDATES

05/02/2015

1. Full score entry added (page 25).
2. Fixture based results added (page 37).