



Touch Football Online

User Guide

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Configuring Touch Football Online

Creating Venues

To add your Venues to your database:

1. Hover over the **Competitions** menu and click on **Venues**
2. On the right hand side click on the **Add** button to add a new venue.

Note: The Online system doesn't contain 'sub-venues', so all playing venues and fields will need to be added individually.

Tip: When adding your Venues be sure to use the Google mapping tool to pin point the exact location of your venue(s). This will make sure that the location of the venue can be viewed on your website by members/players etc.

Creating Clubs

To add Clubs to your database:

1. Hover over the **Clubs** menu and click on **List Clubs**
2. On the right hand side click on the **Add** button to add a new club.

Note: if there are no fields displaying you will need to configure the Club Fields in the **Field Configuration** menu (this can be found in the **Settings** menu > **Field Configuration** > **Club Fields**)

Tip: If you'd like to edit what information is captured for your clubs, follow the steps above to edit the **Field Configuration**

Creating Teams

To add Teams to your database:

1. Click on **Teams** across the top menu
2. On the right hand side click on the **Add** button to add a new team

Note: if there are no fields displaying you will need to configure the Team Fields in the **Field Configuration** menu (this can be found in the **Settings** menu > **Field Configuration** > **Team Fields**)

Tip: If you'd like to edit what information is captured for your clubs, follow the steps above to edit the **Field Configuration**

Configuring Referee Allocations

Referee Allocation in the Online system is done through a club.

To configure the referee allocation system:

1. Add a new club to house all Match Officials/Referees (called Referees Club or something similar)
2. Add your Referees/Match Officials to this club. For instruction on how to do this [click here](#).

Once you've done this notify SportingPulse and request the Umpire Allocation system to be switched on and linked to the Referees Club that you've added.

For a complete overview and instruction on how to use the umpire allocation system [click here](#).

Tip: you will need to setup the referees in the 'Configuration' tab before being able to allocate referees to matches.

Configuring Ladder/Fixture/Statistics Templates

Statistics Templates

Statistics Templates allow you to configure the particular statistics for your players and teams. There are default templates already applied for all Touch Football databases, but should you wish to alter the statistics templates you are able to do so.

The default statistics templates should cover all your statistical needs but for further information on how to edit Statistics Templates, [click here](#).

Ladder Templates

Ladder Templates will allow you to configure how your ladders display in your database and on your website.

To configure your Ladder Templates:

1. Click on the **Settings** icon and click on **Settings**
2. Click on **Ladder Templates**
3. On the right hand side click on the **Add** button to add a new template
4. Fill out the details for the ladder including how many points for a win/loss/draw and once complete click **Update Ladder Configuration**
5. On the screen below, click and drag across the fields that you wish to display in your ladder into the **Selected Fields** box.

Ladder Templates

Use this screen to choose which fields to display on your ladder by dragging fields from the box on the left into the (box on the right). When

Available Fields

- Percentage Points
- Sets Agst
- Percentage Won
- Average Match Point
- Sets For
- Set Ratio
- Forfeits Received
- Against
- Bye Adjusted Points
- Point Ratio
- Percentage
- Draws
- Championship Points

Selected Fields

- 1. Played
- 2. Won
- 3. Lost
- 4. Byes
- 5. For
- 6. Points
- 7. Goal Difference
- 8. Penalty Points
- 9. Bonus Points

Sort by 1:

Sort by 2:

Sort by 3:

6. Set how you'd like the ladder to be sorted on the right hand side.
7. Click **Update** to complete the Ladder Template configuration

Fixture Templates

Fixture templates are used to determine the number of teams and number of rounds to be played within a competition. A set of default fixture templates will be available in your database, however if you'd like to keep the templates you've previously used in Sportzware Central you are able to copy the 'formula' (i.e the 1v2, 3v4 etc.).

To add new Fixture Templates:

1. Click on the **Settings** icon and click on **Settings**
2. Click on **Fixture Templates** and click on the **Add** button
3. Add in the formula and details for the template (as below for example) and click **Update Fixture Template** to save

Details
Name: 8 Team Fixture Template
Description:
Type: Normal
Number of Teams: 8
Number of Rounds: 16
Split Days (Finals Template Only):
Template:
Round 1
4
1 1v8
2 2v7
3 3v6
4 4v5
Round 2
4
5 7v1
6 6v2
7 5v3
8 8v4
Round 3
4
9 1v6
10 2v5
11 3v4
12 7v8
Round 4
4
13 5v1
14 4v2
15 8v3
16 6v7
Round 5

Tip: if you have fixture templates in your Sportzware Central database that you would like to use Online, simply copy the formula (1v2, 3v4 etc.) and paste it in to the add template screen as above.

For further information and instruction on adding Fixture Templates [click here](#)

Setting up Competitions

Creating Competitions

To add your competitions to your database:


1. Hover over the **Competitions** menu and click on **List Competitions**
2. On the right hand side click on **New** to add a new competition

You will then come to a screen with a number of configurations. Below are the explanations for the key fields:



Details

Add New Competition

To modify this information change the information in the boxes below and when you

Note: All boxes marked with a  are compulsory and must be filled in.

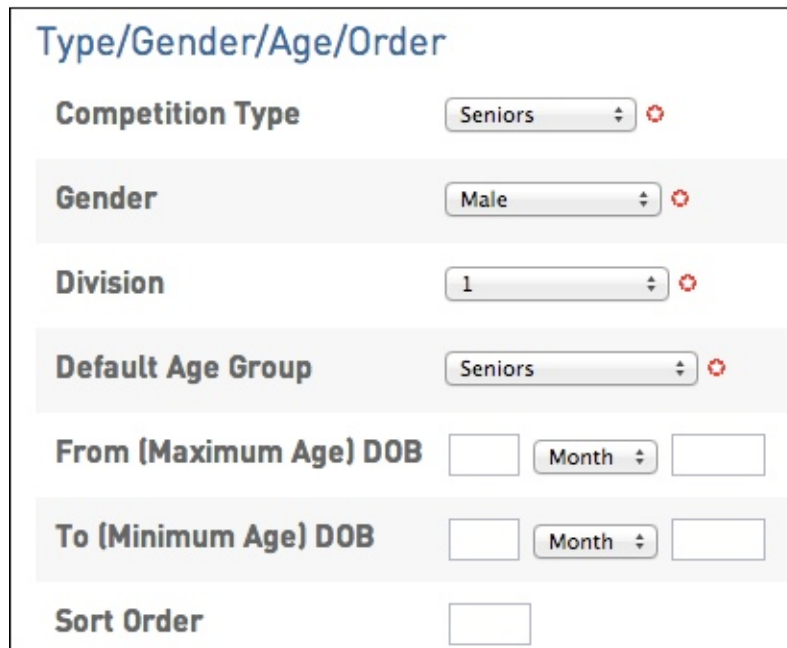
Details

Competition Name	<input type="text" value="2013 A Grade Seniors"/> 
Abbreviation	<input type="text"/>
Alternate Name	<input type="text"/>
Contact	<input type="text"/>
Season	<input type="text" value="2013"/> 

Competition Name – this will be the name that displays throughout your database and on the website

Season – the season that the competition will be assigned to

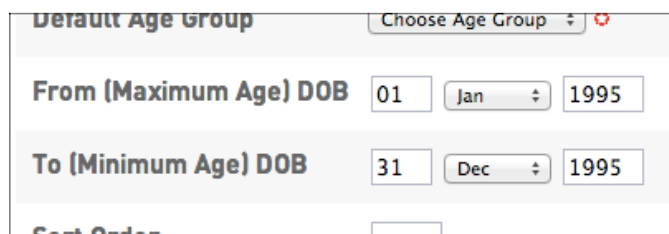
Type/Gender/Age/Order



The screenshot shows a web form titled "Type/Gender/Age/Order". It contains several fields: "Competition Type" with a dropdown menu set to "Seniors", "Gender" with a dropdown menu set to "Male", "Division" with a dropdown menu set to "1", "Default Age Group" with a dropdown menu set to "Seniors", "From (Maximum Age) DOB" with three input fields (empty, "Month", empty), "To (Minimum Age) DOB" with three input fields (empty, "Month", empty), and "Sort Order" with an empty input field. Each dropdown menu has a red "X" icon next to it.

Competition Type/Gender/Division/Default Age Group – these are default fields required to be filled out for fixturing purposes. The options are able to be edited if need be through the **Manage Lookup Information** menu which can be found in the **Settings** menu.

Maximum/Minimum Age DOB – this sets the player age range for the competition. As an example, to restrict a competition to only allow Under 18's, the configuration below will only allow players born in 1995 to be assigned to the competition.



The screenshot shows a web form titled "Default Age Group". It contains several fields: "Default Age Group" with a dropdown menu set to "Choose Age Group", "From (Maximum Age) DOB" with three input fields (01, Jan, 1995), "To (Minimum Age) DOB" with three input fields (31, Dec, 1995), and "Sort Order" with an empty input field. Each dropdown menu has a red "X" icon next to it.

Sort Order – this will be the order (numerical) that the competitions display up on your website. So if you enter in '1' that competition will display at the top of your competitions list on your website.

Flxturing

Flxturing		
Start Date	01	Jun 2013
Default Game Start Time	17 : 00	24 hour time
Match Duration (mins)	50	
Time Venue Required For (mins)	60	
% of Venue Required	100	
Max. Number of Teams	8	
Number of Rounds	7	
Days Between Rounds	7	
Matches for Finals Eligibility		

Start Date – this is the date of the first match for the competition.









Default Game Start Time – this will be the default time that will be assigned to all matches. Note: specific time allocation for matches can be setup.

Match Duration – this is the duration for the playing time of the match

Time Venue Require for – this is the time the venue is required for, factoring in half time breaks, warm ups etc.

% of Venue Required – generally set to 100% which means that the entire venue is required. If set to 50% for example, the system will recognise that two games can be assigned to the venue at the same time.

Website Display

Website Display	
Display Results	<input checked="" type="checkbox"/>
Display Ladder	<input checked="" type="checkbox"/>
Display Competition on public website ?	<input checked="" type="checkbox"/>
Website Grouping	Seniors
Templates	
Fixture Template	7-8 Team Normal Fixture (Reid)  
Publish to Web as	Normal 
Ladder Template	Ladder Temp
Finals Template	4 Team 3 Week Finals Fixture 
Player Comp Stats Template	Player Comp Template 
Player Round Stats Template	Test Player Round 
Team Match Stats Template	Test Team Match 
Player Match Stats Template	Test Player Match 

Display Results - this will set whether the results are displayed on your website

Display Ladder – this will set whether the ladder is displayed on your website

Display Competition on public website – this will set whether the competition itself is uploaded to your website

Website grouping – this dictates how the competitions are grouped together on your website. For example above, all competitions with ‘Seniors’ will be grouped together on the website.

Templates – this sets the fixture, ladder, finals and stats templates that will be applied to the competition. Additional ones can be added in the **Settings** menu.

Days Competition Run

Days Competition Run	
Monday?	<input type="checkbox"/>
Tuesday?	<input type="checkbox"/>
Wednesday?	<input type="checkbox"/>
Thursday?	<input type="checkbox"/>
Friday?	<input type="checkbox"/>
Saturday?	<input checked="" type="checkbox"/>
Sunday?	<input type="checkbox"/>
Results Entry	
Allow Clubs/Teams to enter results?	<input checked="" type="checkbox"/>
Match Day Reports	<input type="text" value="S"/>
Match Locking	
To enable Automatic match locking, you must tick the Allow Match Locking ?	
Allow Match Locking ?	<input checked="" type="checkbox"/>
Lock all previously played matches on MIDNIGHT of	<input type="text" value="Monday"/>
* MIDNIGHT refers to AEST time.	

Days Competition Run – this is required if you wish to set up your fixtures using the Venue Time Allocation function. Simply select one or multiple days that the competition will run on.

Allow Clubs/Teams to enter results – should you wish to allow clubs and/or teams to enter results for games, tick this box.

Match Locking – this will allow you to lock matches in Online Results for clubs/teams after a particular night. For example, if matches are played on a Saturday and you don't wish to have clubs/teams to be able to edit matches after a Tuesday, tick the box and select Tuesday.

Copying Competitions

To save time when setting up a large number of competitions, existing competitions in your database can be copied.

To copy a competition in your database:

1. Hover over **Competitions** and click on **List Competitions**
2. On the right hand side click on **Copy**
3. Enter in all of the necessary details for the new competition and at the bottom of the screen select how you'd like to copy the competition (i.e. whether you'd like to create a copy of the existing teams, use existing teams or not copy across the teams or matches).

Copy Instructions

Copy Competition From:

New Competition Season:

Start Date: *(If copying from a previous season)*

Team option:

The Team option above determines how to handle the Teams when c
Note: Members not migrated.

Configuration Only (No Teams or Matches) - Select this if you w

Create a new COPY of the Existing Teams - Select this if you wa
fixture for the Reserve Competition

Use EXISTING Teams - Select this if you are wanting to use the sam

Copy Competition

Regrading Competitions

Regrading is the best way to move teams between competitions.

To regrade teams between competitions:

1. Hover over the **Competitions** menu and click on **List Competitions**
2. Click on the **Regrading** button to regrade teams

3. Select the competition the team is assigned to from the drop down list then select the competition you wish to move the team into from the other drop down list.

The screenshot shows a web interface titled "Regrading". At the top, there is a banner that says "NEW APP! NEW FEATURES" with several small icons. Below the banner, there is instructional text: "Select Competitions, then drag teams from one Competition to the other or into the unallocated teams grid. Once finished click the 'Preview and Save Changes' button." and a note: "If as a result of regrading the number of Teams in the Competition will change, you may need to also modify the 'Max Number of Teams' and 'Fixture Template' options from the Competition set-up screen before you commence regrading."

There are two main sections for competitions:

- Competition 1:** A dropdown menu is set to "2013 - A Grade 2013". Below it is a table with a header "Teams" and a list of teams: Jets, Sharks, Knights, Tigers, Team 1, and Raiders. The "Sharks" row is highlighted in blue.
- Competition 2:** A dropdown menu is set to "2013 - B Grade 2013". Below it is a table with a header "Teams" and a message "1 selected row". A red arrow points from the "Sharks" row in Competition 1 to this "1 selected row" in Competition 2.

At the bottom, there is a section titled "Unallocated Teams" with a table containing the following teams: Cowboys, Dragons, Jets, Knights, and Rabbits. At the very bottom, there is a green button labeled "Preview and Save Changes".

4. Simply click and drag teams between the competitions to regrade

Should you wish to move a team out of a competition completely, you can click and drag them into the Unallocated Teams box.

Competitions menu

Publish to Web

Publish to Web will allow you to send your competition data up to your website. The publish to web can be automated as well so you won't have to go into your database every time you wish to update the competition data on your website.

To perform a Publish to Web:

1. Hover over the **Competitions** menu and click on **Publish to Web**

2. Click the green **Schedule Publish to Web Now** button

To set up automated Publish to Webs:

1. Hover over the **Competitions** menu and click on **Publish to Web**
2. Enter the day and time you would like a publish to web to be scheduled in and click **Add to Publish Schedule**

Competition Exception Dates

Exception Dates are dates where there is no competition games scheduled during the season. This may be for School Holidays, Public Holidays, Representative or Special Event games and the season skips over these dates and recommences on the next date in the sequence.

To add in an exception date:

1. Hover over the **Competitions** menu and click on **Competition Exception Dates**
2. Click on **Add Exception Date** in the top right hand corner
3. Add in a reason, select the particular date(s), select which competitions (or all) the exception applies to and click **Add Exception Date**

The system will then automatically not fixture any matches on at that date/time.

Hide Competition Rounds/Dates

If you do not want to display all of the fixture rounds for a competition you can use the **Hide Competition Rounds/Dates** functionality. This will allow you to hide specific rounds or a date range of rounds from displaying on your website.

To hide competition rounds/dates from your website:

1. Hover over the **Competitions** menu and click on **Hide Competition Rounds/Dates**
2. Select the competition you wish to hide
3. Enter in the round number range or date range and click **Update Hide Details**

Details

Competition Title:	Bye Allocation Test
Season:	2013
Hide From Round Number (regular season only):	<input type="text"/>
Hide To Round Number (regular season only):	<input type="text"/>
Date to Hide Matches FROM (includes finals):	<input type="text"/> Month <input type="text"/>
Date to Hide Matches TO (includes finals):	<input type="text"/> Month <input type="text"/>

Update Hide Details

Your competition rounds will then be hidden from your website when you Publish to Web.

Tip - Make sure that when you wish to display them to return to the Hide Competitions page and delete the configuration.

Ladder Adjustments

A ladder adjustment involves making a manual change to a ladder that the program cannot otherwise accommodate for. These are usually processed as a result of specific association rules or regulations.

To make a manual ladder adjustment:

1. Hover over the **Competitions** menu and click on **Ladder Adjustments**
2. Click on the **Add** button on the right hand side to add a new adjustment, then select the competition
3. Enter in the adjustment reason, the team and the round number, then remove the require points, score etc. as required.
4. Click **Update Ladder Adjustment** to save

Once saved the ladder for the competition should automatically reflect the changes made.

Fixture Grid

The Fixture Grid functionality allows an administrator to graphically display matches that are due to be played between certain dates and times at specific venues.

It also allows matches to be moved into new time, date and venue slots manually using drag and drop technology.

To access and use the fixture grid:

1. Hover over the **Competitions** menu and click on **Fixture Grid**

The fixture grid will display as below. Across the top of the grid you are able to filter out the matches that are displaying by entering a start date, the number of days to display and the particular venues you wish to display.

Fixture Grid

Drag and Drop matches to change the venue and time. Changes are saved automatically. Clashes are displayed in red.

Match details can be changed in bulk by using the [Bulk Match Change](#) functionality.

Start Date Number of Days to display ☒ Venues in Use ☐ All Venues ☐ Selected Venues (see below grid)

Unallocated	Date/Time	Field 1	Field 3
Women's League#1 Palm Beach 14B vs Bundaberg 14B Round 5 Original Date: 00/00/0000	12:00 AM		APRIL COMPETITION 2013 Caboolture 14B vs Chinchilla 14B
Monday, 13 May 2013			
Competition Rounds Test BMTA Red 10B vs Caboolture 14B Round n4 Original Date: 00/00/0000	1:00 PM	Women's League BMTA 14B vs Coomera 14G	
ML Hervey Bay 10B vs Toowoomba 12G Round 11 Original Date: 13/05/2013	3:00 PM	Women's League BMTA Blue 10G vs Childers 10B	
ML Gympie 12G vs Team 1a Round 11 Original Date: 13/05/2013	7:00 PM	Women's League Caboolture 18G vs Gold Coast 18G	
ML SEP Team 2 vs Noosa 12G Round 11 Original Date: 13/05/2013			

Unallocated matches for the date range will display on the left hand side. To allocate them to a timeslot and a venue simply click and drag and drop it into the time slot.

Any matches that clash will come up highlighted in red. To resolve the clash simply drag the match to a new time slot/venue.

Match details can also be edited from this page. To edit the match time, date, teams etc. simply click on the paper and pencil symbol next to the match.

To add in any extra time slots for a venue you will need to add in Venue Start Times as detailed above.

For more information and instruction on the fixture grid [click here](#).

Media Reports

There are different types of Media Reports that can be sent to various Media Outlets to advise them on a range of different information relating to the Association.

These reports can either be scheduled to run at set times each week or can be run at the time of your choosing.

To schedule a report to be run:

1. Hover over the **Competitions** menu, click **Media Reports**, then click on **Schedule** for the report you wish to run
2. Click on **Add**, then enter the name that you would like to call this instance of a Scheduled Report. This will allow you to easily identify the scheduled instance when required.
3. Enter what date and time you would like to send the first report at and then the interval between the days that it is being sent (i.e if you would like the report sent every Saturday then the Interval will be 7).

As each report can be sent to different Media Outlets and display different competitions it is important to choose which ones will be applicable to this Scheduled Report. This allows you to send your top league's information to newspapers or radio but not include any junior competitions or vice versa.

To setup the Media Outlets for your database:

1. Click on the **Settings** symbol on the right hand side and click on **Settings**
2. Click on **Media Outlets**
3. Click on **Add** to add in new Media Outlets

Bulk Changes

There are a number of competition functions that can be performed in bulk in the database. All of these options are housed in the **Competitions** menu. These options are outlined below:

Bulk Match Change – This will allow basic details of a match (date/time/venue) to be changed on bulk. For further information on bulk match changes, [click here](#).

Bulk Competition Change – This will allow any details of a competition to be changed on bulk. For example, if you were looking to make all of your competitions set to display on your website, you could do this on bulk through the 'Display competition on Public Website' option. For further information on bulk competition changes [click here](#).

Bulk Stats Rebuild – A bulk stats rebuild will force a refresh of all player statistics within your database. Typically, used if a members record doesn't look like it has included a game or statistics in a members tally.

Bulk Ladder Rebuild – A bulk ladder rebuild will force a refresh of all ladder data across specified competitions in your database.

Bulk Fixture Generation – This will allow you to generate fixtures for all un-fixtured competitions in one hit.

Fixturing

Once you've added all your venues, competitions are set up, teams are assigned to competitions and competition configuration is set up correctly you are ready to go ahead and create your fixtures.

To fixture your competitions using the default settings:

1. Hover over the **Competitions** menu and click on **List Competitions**
2. Click on the symbol on the left hand side to get into the competition you wish to create a fixture for
3. Across the top menu hover over **Fixtures** and click on **Regular Season**
4. Click **Generate Competition Fixture** and the system will create default fixtures for your competition (i.e. times are default and no venues are assigned)

From there you'll then be able to manually edit any teams, dates, times on the screen below as required.

Dashboard
Fixtures
Teams
Ladder
Match Results
Statistics
Reports

NEW APP! NEW FEATURES

Fixtures

Exception Dates: [Public Holiday - 30/04/2013- 01/05/2013](#) [30/04/2013- 01/05/2013](#) [01/05/2013](#) [DOWNLOAD FIXTURE](#)

Use this grid to edit fixtures by clicking on the date, home or away team, or venue for the fixture you want to edit.

[Add New Round](#)

Match...	Date	Home Team	Away Team	Venue
Round: 1 Add Match Edit Round (2 matches)				
1	25/03/2013 14:00	Caboolture 14B	Chinchilla 14B	Field 10
2	25/03/2013 18:00	Coomera 12G	BMTA Red 10B	Field 10
Round: 2 Add Match Edit Round (2 matches)				
3	01/04/2013 14:00	Caboolture 14B	Coomera 12G	Field 10
4	01/04/2013 18:00	Chinchilla 14B	BMTA Red 10B	Field 10
Round: 3 Add Match Edit Round (2 matches)				
5	08/04/2013 14:00	Caboolture 14B	BMTA Red 10B	Field 10

Venue Time Allocation

The Venue Time Allocation function will allow you to automate the how venues and times are allocated to matches within your competitions.

To utilise the Venue Time Allocation function:

1. Hover over the **Competitions** menu and click **List Competitions**
2. Click on the symbol on the left hand side to get into the competition and on the next screen click on the **Edit** link
3. Scroll down to the **Days Competition Run** section and make sure the appropriate days are selected

Days Competition Run

Monday?	<input checked="" type="checkbox"/>
Tuesday?	<input type="checkbox"/>
Wednesday?	<input type="checkbox"/>
Thursday?	<input type="checkbox"/>
Friday?	<input type="checkbox"/>
Saturday?	<input type="checkbox"/>
Sunday?	<input type="checkbox"/>

After configuring your competitions, you will just need to configure the **Start Times** for your venues.

To configure Venue Start Times:

1. Hover over the **Competitions** menu and click on **Venues**
2. In the **Start Times** column click on **View** for the venue you wish to configure
3. In the **Day of Week** and **Time** fields simply enter in the time slots for that venue (ie. If matches run at 1pm, 3pm, 5pm on Saturdays, enter in each one of those time slots).

Manage Venue Start Times

Venue Name: Field 10
Suburb: test

Start Times

Monday	12:00	
Monday	14:00	
Monday	16:00	
Monday	18:00	
Thursday	15:00	
Thursday	18:00	

Add new start times

To add new start times, fill in the fields below and then press 'Add New Start Times' button.

Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>
Day of Week	<input type="text"/>	Time (Hour/Minute)	<input type="text"/>	<input type="text"/>

Once you've entered this in they will then display under the Start Times on that page (as above).

Once you've configured the competition and the venues you'll then be able to set up the Venue Time Allocation

4. Hover over the **Competitions** menu and click on **Venue Time Allocation**
5. Select the appropriate **Season** and **Day of the Week**

The system will recognise how many games per round are to be played in your competition and will list them in the **Unallocated** section on the left hand side (as below).

Venue Time Allocation

Search, find and store the teams you play for or for

Drag unallocated matches into available slots. Changes are saved automatically.

[Sunday](#) | [Monday](#) | [Tuesday](#) | [Wednesday](#) | [Thursday](#) | [Friday](#) | [Saturday](#)

Venue Allocation for Monday

Unallocated	Times	Field 1	Field 10	Field 2
	12:00		Women's League#1 Match 1	
	13:00	Women's League#1 Match 2		
	14:00		Example Competition 2013 Match 1	
COPY COMP TEST Match 1	15:00	Women's League#1 Match 3		
COPY COMP TEST Match 2	16:00			
	17:00	Women's League#1 Match 4		
	18:00		Example Competition 2013 Match 2	
	19:00	Women's League#1 Match 5		

The above example shows two matches that are unallocated. To allocate a time and a venue for these matches, simply click and drag the match into the correct time slot

6. Click and drag across the match in to the correct time slot

Tip – if the time slot you need doesn't appear on the grid above, make sure the Venue Start Times are configured correctly as above.

Once done you will then be able to generate the fixture.

7. Return to the **List Competitions** screen and click on the competition

8. Hover over **Fixtures** click **Regular Season** and click **Generate Competition Fixtures** (Note: if you already have fixtures created, simply click on the **Redraw Fixture** link)

Online Results

Results for all your matches will be able to be entered Online. This means that the can be entered in on various platforms: mobile, iPads and laptops etc.

To access Online Results:

1. Hover over the **Competitions** menu and click on **Match Results**

Alternately, it can be accessed through the Fixtures and Results page on your website (as below).

Round 1				Add to myHockey
TIME	HOME TEAM	AWAY TEAM	VENUE	
12:00 AM Wed 25/Jan	EXAMPLE TEAM 456	vs EXAMPLE TEAM XYZ	Example Venue 1 (Map)	Email Match Reminder Detailed Results Enter Results Share f t
12:00 AM Wed 25/Jan	EXAMPLE TEAM ABC	vs EXAMPLE TEAM DEF	T.B.A. (Map)	Email Match Reminder Detailed Results Enter Results Share f t
12:00 AM Wed 25/Jan	EXAMPLE TEAM 789	vs EXAMPLE TEAM 123	T.B.A. (Map)	Email Match Reminder Detailed Results Enter Results Share f t

Match List Screen

Matches will be displayed on the Match List screen below and all match administration can be done through the Pre Game and Post Game buttons on the far right hand side.

The Match List can be filtered out by:

- Date Range
- Venue Name
- Competition Name
- Season
- Club

Below is the Match List Screen. This will be the first screen that comes up when entering the Online Results system from your Membership database.

Display Matches
Use the filters below to list the desired matches.

Show matches commencing on Season Venue Name

and concluding on Clubs Competition Name

[SHOW MATCHES](#) [ENTER QUICK RESULTS](#) [BULK TEAM SHEETS - TEAM AND SCORE SHEET](#) [BULK TEAM SHEETS - SCORECARD](#) [BULK TEAM SHEETS - SIGN-ON TEAM SHEET](#)

[Click here to view a Match Officials Allocation list for below matches](#) [UPDATE LOCK STATUS](#)

Result	Home Team	Away Team	Result	Competition	Match Date	Time	Venue	Lock ?	
	Banjo's			PTA Winter 2013 Test Men 1st	08/05/2013	06:45		<input type="checkbox"/>	PRE GAME AT GAME POST GAME
	Chootza	P4L		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		<input type="checkbox"/>	PRE GAME AT GAME POST GAME
	ETC	RAW		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		<input type="checkbox"/>	PRE GAME AT GAME POST GAME
	TMW	Squids		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		<input type="checkbox"/>	PRE GAME AT GAME POST GAME
	Waeberry	TRH		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		<input type="checkbox"/>	PRE GAME AT GAME POST GAME
	3rd Div Rep	Goods Guys		PTA Winter 2013 Test Mens Div 2	08/05/2013	19:30		<input type="checkbox"/>	PRE GAME AT GAME POST GAME

Pre Game

The Pre-Game Screen (shown below) houses all the pre-game administration including team selections, assigning team officials and accessing team sheets.

Pre-Game Screen Options

- Game Information**: Melbourne Knights vs Hume City, 25/03/12 18:00, Men's Victorian Premier League.
- Pre-Game Dashboard**: Shows player and coach/official counts for Melbourne Knights (16), Hume City (0), and League Officials (0).
- Team Selection**: Melbourne Knights and Hume City tabs.
- Manage this Display List**:
 - ☒ Show all Club players
 - ☐ Show Players registered to this team only
 - ☐ Show Players to this age group
 - ☐ Show all Financial Club players for Competition Season
- Autoselect Players**:
 - ☒ No Auto Select
 - ☐ Players who played last week
 - ☐ Players registered to this team
- Available Players**: List of players with names and IDs (e.g., Agume, Caren (22/05/1989)).
- Selected Players**: Empty box for selecting players.
- Autoselect Team Officials**:
 - ☒ No Auto Select
 - ☐ Select all default team Staff
 - ☐ Select all staff from last week
- Reset Match**: Button to reset the match.
- Team Sheet**: Button to access the team sheet.
- Save Team Officials**: Button to save team officials.

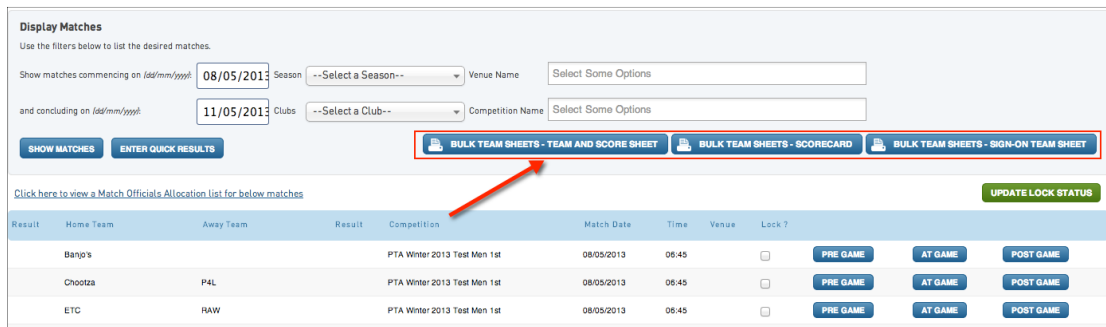
Pre-Game Screen Options

- Game Information** – This contains details of the match being edited.
- Pre-Game Dashboard** – The dashboard will show the current number of players and coaches/officials selected for either team.

3. **Team Tabs** – Two tabs across the top house the information for both teams.
4. **Manage this Display List** – This will give you the option of filtering out members for team selection by ‘All Club Players’, ‘Players registered to this team only’, ‘Players to this age group’ or ‘all Financial club players’.
5. **Auto-select Players** – This will give you the option to Auto-Select your players by either players who played last week or players registered to the team.
6. **Available Players** – This is the listing of all players available to be assigned to the match.
7. **Selected Players** – All members you have assigned to the match will appear in the Selected Players box and player positions and numbers can be assigned from there.
8. **Additional Options** – This is where you can edit additional information like Player Roles and Default Club Jumper Numbers.
9. **Team Sheet** – The Team Sheet for either team can be accessed through the Team Sheet button
10. **Reset Match** – This will reset ALL data currently entered in for the match.

Team Sheets

Team sheets can be accessed from the pre-game menu as outlined above or alternately can be accessed on bulk from the Match List screen. As shown below, the Bulk Team Sheet options will display across the top of the match list screen.



The screenshot shows the 'Display Matches' interface. At the top, there are filters for 'Show matches commencing on' (08/05/2013), 'Season' (dropdown), 'Venue Name' (text input), 'and concluding on' (11/05/2013), 'Clubs' (dropdown), and 'Competition Name' (text input). Below these are buttons for 'SHOW MATCHES' and 'ENTER QUICK RESULTS'. A red box highlights three buttons: 'BULK TEAM SHEETS - TEAM AND SCORE SHEET', 'BULK TEAM SHEETS - SCORECARD', and 'BULK TEAM SHEETS - SIGN-ON TEAM SHEET'. A red arrow points to the first button. Below the buttons is a link: 'Click here to view a Match Officials Allocation list for below matches' and an 'UPDATE LOCK STATUS' button. The main table lists matches with columns: Result, Home Team, Away Team, Result, Competition, Match Date, Time, Venue, Lock?, and three action buttons (PRE GAME, AT GAME, POST GAME). The table shows three matches for 'PTA Winter 2013 Test Men 1st' on 08/05/2013 at 06:45.

Result	Home Team	Away Team	Result	Competition	Match Date	Time	Venue	Lock ?	
	Bang's			PTA Winter 2013 Test Men 1st	08/05/2013	06:45		<input type="checkbox"/>	PRE GAME AT GAME POST GAME
	Chootza	P4L		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		<input type="checkbox"/>	PRE GAME AT GAME POST GAME
	ETC	RAW		PTA Winter 2013 Test Men 1st	08/05/2013	06:45		<input type="checkbox"/>	PRE GAME AT GAME POST GAME

The team sheets will appear in bulk for all matches that are displaying on the match list screen.

Post Game

The Post-Game Screen (shown below) houses all the post-game administration including team statistics, results entry and individual player statistics.

Game Information

Game Information	25/03/12 18:00	Melbourne Knights	Hume City	Full Time Score	Yellow Cards	Red Cards
Melbourne Knights vs Hume City		0	2	0	0	0
Men's Victorian Premier League						

Final Match Scores | Melbourne Knights Player Scores | Hume City Player Scores | Awards

Melbourne Knights

Half Time Score	0
Full Time Score	0
Yellow Cards	0
Red Cards	0
Shots on Goal	0
Fouls	0
Corner Kicks	0
Offsides	0
Saves	0
Results	Lost

Hume City

Half Time Score	1
Full Time Score	2
Yellow Cards	0
Red Cards	0
Shots on Goal	0
Fouls	0
Corner Kicks	0
Offsides	0
Saves	0
Results	Won

Match Summary:

Post Game Screen Options

Final Match Scores – All team match data will be entered in for both teams on this screen. To save the results from a match, click Update Match Scores. A value from each Results field (ie. Won and Lost or Draw and Draw) will be automatically updated.

Team Tabs (Player Scores) – All match information for specific players from each team can be entered in on the screen below. Each team has their own tab and all players selected for the match will appear for their respective teams.

Awards – If Awards have been set up by the Association or Club the votes for the awards can be entered in through the Awards tab.

Venue Logins

Login access to Online Results can be given by Venue. Any user who has a confirmed SP Passport account can be given access to Online Results to enter results and match information.

To assign a user with Venue Login access:

1. Hover over the **Competitions** menu and click on **Venues**

2. For the specific venue click on **Users**

3. Enter in the users valid SP Passport account email address and a link to Online Results will then appear when the user logs into their SP Passport.

Team Access

To give teams access to the Membership system and to Online Results you will need to get them to sign up for an SP Passport account (<https://passport.sportingpulse.com>).

Once they've signed up navigate down into the team, click on the **Settings** icon and click on **User Management**. From there enter in their SP Passport account email address and their passport will then be linked to their team database.

Reporting

All manner of reports can be run to retrieve data on the competitions in your database.

In the **Reports** menu, then **Competition**, you will be able to run a report to show all fixture and match information, player statistics reports, ladders and even reports to show which matches in the past 7 days haven't yet been assigned with a result.

Support

For any further support documentation on the Online system consult the SP Support Centre and search through the knowledge base for the relevant articles(s).

<http://support.sportingpulse.com>

If you have any queries you'll be able to submit tickets from our Support Centre to get in contact with our support staff.