



LEAGUE ZONE . ADMINISTRATOR GUIDE

LEAGUE-ZONE – ADMIN GUIDE



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1 Administrator Login

To administer your league system you must login at www.in-zone.co.uk with your company name, user name and password. These details will have been emailed to you during League-Zone registration.

2 Managing Your Members

2.1 Add New Members

Click **Member Admin** and **add member** and enter your member details.

Make note of the member's user ID and password as they will need this to login and record their own match results.

Click **add member to finish**

Add New Member

Member's Details		Membership Details	
Membership No	<input type="text" value="000001"/>	Membership Type	<input type="text" value="Standard Member"/>
Title	<input type="text"/>	Payment Method	<input type="text" value="Not Specified"/>
Initials	<input type="text"/>	Date Joined	<input type="text" value="15"/> <input type="text" value="March"/> 200
First Name	<input type="text"/>	Renewal Date	<input type="text" value="15"/> <input type="text" value="March"/> 201
Surname	<input type="text"/>	Last Updated	Label
Post Nominals	<input type="text"/>		
Salutation	<input type="text"/>		



2.2 Managing Members – Batch Upload

Upload a CSV file containing your member details. CSV files may be exported from many software applications or created with tools such as Microsoft Excel.

If the data uploaded contains members with the same membership number the new details will overwrite the existing data. All other member details will create a new member on the database.

The file must contain the following data fields, in the correct order and format. Fields marked * cannot be left blank. If you would like to download a sample file please [click here](#) or visit the Support section of www.in-zone.co.uk alternatively email your csv file to support@in-zone.co.uk and we'll do it for you. The table below lists out what the various fields within the upload file mean.

Field	Data Type	Max Size
* Membership ID / Number	text	15
* First Name / Initial	text	30
* Surname	text	30
* Address Line 1	text	50
Address Line 2	text	50
* City / Town	text	50
County / State	text	50
* Postcode / Zip Code	text	10
Country	text	30
E-Mail Address	text	100
Contact Phone	text	20
* Membership Expiry / Renewal Date	date	dd/mm/yyyy

To upload the file, click on the Browse button to locate the CSV file then click on the Upload button.

The image shows a file upload interface. It consists of a text input field, a 'Browse...' button, and an 'Upload' button.



2.3 *Managing Members - Find*

Click Member Admin and **Find Member** from the menu.

A screenshot of a web form titled "Find Member" in green text. Below the title is a blue instruction: "Enter your search criteria in the one or more of the fields below, then click the 'Search' button". The form contains seven input fields with labels to their left: "Surname", "First Name/Initial", "Postcode", "Email Address", "Telephone", "Membership No", and "Card Swipe". Each field is a simple white box with a blue border. At the bottom center of the form is a blue "Search" button with white text.

The system supports fuzzy searching so entering Jo will return all Johns and Johnsons etc


Card Swipe coupled with a Magnetic Card Reader enable you to swipe your membership card and the system will automatically retrieve and display the member record. (Requires the Card-Zone module)



2.4 Managing Members - Updating Details

Your members can update their own details by logging in at www.in-zone.co.uk

The administrator can also update any membership record as follows:


To **edit** the details of a member click  to the right of their name



then click  to edit and update their details








Click update to save your changes.

2.5 Managing Members - Permissions

Permissions allow you to grant members access to additional functionality. Find the member and then:

Click **Permissions**  to alter the member's access

You can grant or remove permissions by clicking on  or  buttons. Below is an example of a standard member's set of permissions. If you want to grant permission to manage your league you would add the relevant permissions for the member.

Permissions Granted	Available Permissions
PermissionName	PermissionName
My Details 	Member Admin 
Change Password 	League Admin 
	Find Member 
	Add Member 
	Upload Members 



3 League Setup

3.1 League Setup – Name your League

You can set up several different leagues, e.g. Men's, Women's, Juniors or even a virtual league formed from players in and around your area!

Start by clicking Add League and name it e.g. The Ladies League or The Men's League.

Please note that this is the league title not the period.

Click Add to save the name.

Add New League Name

Give Your New League a Name

e.g.
Ladies League
Mens League
Doubles League
Finance League



3.2 League Setup – Start and End dates

To set your League Start and End dates click:

Manage Leagues then


Edit the League as appropriate by clicking  and then


Add new League Period By clicking [Add new League Period](#) 

League Period Name	Start Date	End Date
July 2007	Wed 20 Jun 2007	Fri 20 Jun 2007

[Add new League Period](#) 

[Rollover latest League Period](#) 

[Edit Points Allocation](#) 

[Return to League Name list](#) 

[View](#)



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Then complete the Add New League Period dialogue by specifying the name of the period, Start and end dates for the new period. Leave Publish and Closed unticked until you are ready to either make your league public or close off the league at the end of the period.

Add New League Period

League Name Kiln Farm Squash League 2007

Name e.g May - June 07

Start Date 28 ▾ March ▾ 2009 ▾

End Date 28 ▾ April ▾ 2009 ▾

Published

Closed


 [Return to League Period list](#)

3.3 League Setup - Scores

Scoring systems vary from club to club so you may need to amend the points allocated per game. The point's allocation system is setup to allocate points based on the best of 5 games per match.


To amend the points match points allocated do the following:









- ✗ Click **Manage Leagues** from the menu.

- ✗ Click edit  next to the league to edit

Edit Points Allocation 

- ✗ Click the  icon to display the allocation table

- ✗ Then click  to amend the points

List Points Allocation					
League Name MHSC					
Games Player1	Games Player2	Points Player1	Points Player2	Edit	
1	0	2	1		
2	0	4	2		
2	1	4	2		
3	0	7	1		
3	1	6	2		
3	2	5	3		
1	1	2	2		
2	2	3	3		



3.4 League Setup – Naming Your Divisions

Before players can be added to their appropriate league division you need to name your divisions. From the LHS menu click Add Divisions and complete the Add New Division Name dialogue. Repeat adding Division names until all division names have been added to the system. (this process is only performed when adding new divisions to the system)

Add New Division Name

Division Name


e.g.
Premier
First or 1st
Second or 2nd
Third or 3rd

 [Return to Division Name list](#)



3.5 Adding new divisions to your league

Click **Manage Leagues** from the menu.

Then select your league you wish to update by clicking edit  next to your league name.

click the Divisions  icon

List Your League Periods

Tip: to view your leagues they MUST be published first!

League Name Kiln Farm Squash League 2007  Edit League Name

League Period Name	Start Date	End Date	Published	Closed	Delete	Edit	Divisions
July 2007	Wed 20 Jun 2007	Fri 20 Jul 2007	<input type="checkbox"/>	<input type="checkbox"/>			

The List Divisions screen will be displayed from which you can add players to divisions and add new divisions to your league.

List Divisions

League Name Kiln Farm Squash Leag

League Period Name July 2007

Start Date Wed 20 Jun 20

End Date Fri 20 Jul 2007

Published

Closed

Division Name	Delete	Players
Premier Division		
1st Division		
2nd Division		
3rd Division		
4th Division		
5th Division		
6th Division		

Add new Division 

3.6 Adding players to your divisions


Having first added your Division Names to the system (see Naming Your Divisions) you are now ready to add players into their appropriate division.


Each Division is made up of players often 5 or 6 in number so you need to add members into In-Zone so that you can add them into the appropriate division.

You assign players to each division by selecting players from the Members already in the In-Zone database.

Click **Manage Leagues** from the menu.

Select your league by clicking edit  next to your league name.

You will then see your league click Divisions 

Then click  by the name of each division to add players

You can then add players by clicking Add player to Division .

Current League Period				
Premier Division	Delete	Move Up	Move Down	Pos
Player not found 2061	✘			1
Kevin Styles	✘			2
Stephen Eyles	✘			3
David Potts	✘			4
Martin Smith	✘			5
Add Player to Premier Division 				

3.7 Removing a division from your league

To remove a division from your league you must first remove all the players from the division and then click the delete division cross.

3.8 League Setup - Publishing your league

When you have setup all the divisions and are ready to make it visible to players do the following:

Click **Manage Leagues** from the menu then

Select your league by clicking edit  next to your league name.

Click **Edit**  to display the Update League Period screen

And set the **Published** tick box to ticked

Click the **Update** button to save your changes.

Update League Period

League Name Kiln Farm Club Squash League


Name	March 2009
Start Date	1 March 20
End Date	2 April 20
Published	<input checked="" type="checkbox"/>
Closed	<input type="checkbox"/>



3.9 League Setup – Publishing to your website

To link to your new leagues from your website you must paste a link into your website as follows:

Click **Manage Leagues** from the LHS menu


Select your league by clicking edit  next to your league name.

League Name MHSC  Edit League Name

League Period Name	Start Date	End Date	Published	Closed	Delete	Edit	Divisions
March 2009	Sun 01 Mar 2009	Tue 31 Mar 2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✖		
FEB 09	Sun 01 Feb 2009	Sat 28 Feb 2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✖		

Add new League Period 

Rollover latest League Period 

Edit Points Allocation 

Cut and paste the link below into your own web site to display your tables on line

```

<a href="http://www.In-Zone.co.uk/Leagues/ListLeagues.aspx?Ref=QY3qtTjkXMr%2bZlq9iANaFuxP5Uk5%2fdn8%2fi1emNFtIMBpDY806O05TNa02ajjBJAX">View League Tables </a>
                
```

Here you can see the link to your league. Cut and paste the link into your own website.

3.10 League Setup – Month End Rollover

The League Rollover option is used to create the next League structure. It copies the current League (Divisions and Players) to a new version and allows you to enter a new League name along with new start and end dates. It does not attempt to move players up or down the Divisions.

Close the current league period by editing the current league period and set the closed tick box.

Update League Period

League Name Kiln Farm Club Squash League

Name

Start Date

End Date

Published

Closed

At the List League Periods screen Click **Rollover latest League Period**



Rollover League Period

League Name Kiln Farm Squash League 2007

This will take the Division and the Players of the latest League Period and create a new League Period with id details but without any scores.

You may then review the new League Period and move Players up and down Divisions as you choose, the sys not promote and demote automatically as there may be other factors to account for.

The latest League Period is **July 2007** between Wednesday, 20 Jun 2007 and Friday, 20 Jul 2007

Please enter the details of the new League Period and click the Rollover button.

Name

Start Date

End Date

Published

Closed



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And enter the name, start and end dates of the new league period and click the Rollover button. The system will automatically copy all the current players into the new league and display the new league for you to update.

You can now move your players up and down the divisions on how they performed from the last league period.

You must remember to publish the new league ready to accept players match results.



4 Scores

4.1 Scores – Entering Match Results Players

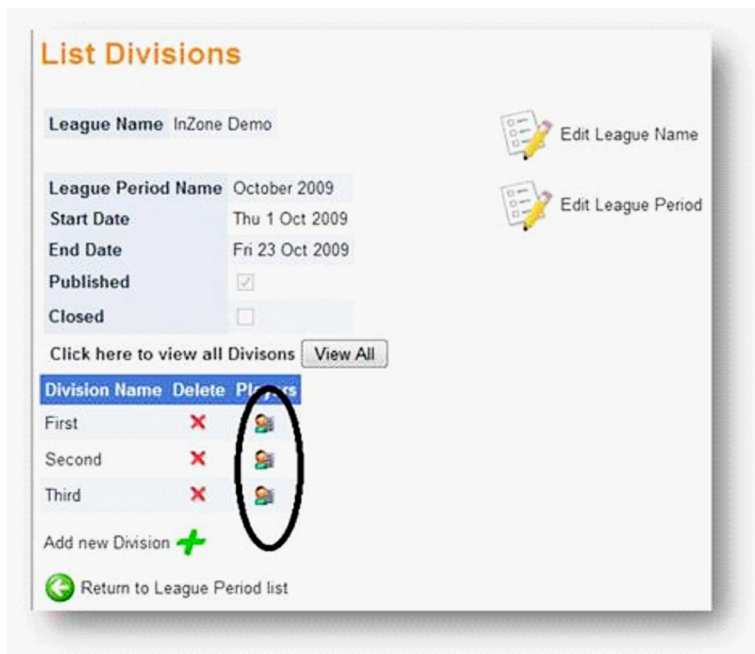
Players enter results by clicking the view leagues link you have added to your website. Players simply click their name, enter their user name and password and enter their match results.

For more information See League Zone – User Guide


4.2 Scores – Entering Match Results Administrators


As the league administrator you can login and amend / add any scores within the system.

At the list divisions screen click the player's icon to display the List Players screen



List Players

League Name InZone Demo  Edit League Name


League Period Name October 2009  Edit League Period

Start Date Thu 1 Oct 2009

End Date Fri 23 Oct 2009









Published

Closed

 Return to Division list

List Previous League Period Scores (will take longer to display)

Current League Period



Second	Delete	Move Up	Move Down	Pos	1	2	3	4	5	Total
Test10 Test10	✗			1		6	6	6	6	24
Test9 Test9	✗			2	1		3	3	3	10
Test7 Test7	✗			3	1	1		4	3	9
Test8 Test8	✗			4	1	1	3		2	7

Then click the name of the league player to update their score(s)

4.3 Scores – Closing the league

Players enter their own results until the administrator closes the league thereby allowing the players to enter their own results until you decide otherwise.




The administrator closes the league as follows:

- ✗ Click **Manage Leagues** from the menu then
- ✗ Select your league by clicking edit 
- ✗ Click **Edit** 
- ✗ Set the **Closed** tick box to ticked
- ✗ Click the **Update** button to save your changes.



Scores - Adjusting Players Match Results

The administrator can amend any result that was entered in error or has been disputed by the players as follows:

- ✎ Click **Manage Leagues** from the menu.
- ✎ Select your league by clicking edit  next to your league name
- ✎ Click the appropriate **Divisions** icon  for the period in question
- ✎ Click the appropriate **Players** icon  for the league to be updated
- ✎ Click the appropriate **Players name** link for the player to be updated
- ✎ Enter the appropriate score and click the **Update Score** button to save your changes.