



LEAGUE-ZONE – ADMIN GUIDE V3



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1 Administrator Login

To administer your leagues please login at <https://www.in-zone.co.uk/admin>

Enter your:

company name

user name

password

These details will have been emailed to you during League-Zone registration.

2 Managing Your Members

2.1 Add New Members - Individually

From the main menu click **Member Admin, Add Member** and enter your new member details and click the **Save** button to finish.

Add New Member

Name		Membership	
Number*	<input type="text" value="p00436"/>	Type	<input type="text" value="[Please Select]"/>
Title	<input type="text"/>	Payment Method	<input type="text" value="Not Specified"/>
Initials	<input type="text"/>	Joined	<input type="text" value="13"/> <input type="text" value="March"/> <input type="text" value="2023"/>
First Name*	<input type="text"/>	Renewal Due	<input type="text" value="13"/> <input type="text" value="March"/> <input type="text" value="2024"/>
Surname*	<input type="text"/>	Last updated	13/03/2023
Post Nominals	<input type="text"/>	Date Of Birth	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="1900"/>
Salutation	<input type="text"/>	Exclude from emails	<input type="checkbox"/>
Address			
Line 1*	<input type="text"/>		
Line 2	<input type="text"/>		
City	<input type="text"/>		
County	<input type="text" value="Avon"/>		
Postcode*	<input type="text"/>		
Country	<input type="text" value="United Kingdom"/>		
Contact			
Home phone	+44 <input type="text"/>	<input type="text" value="United Kingdom"/>	<input checked="" type="checkbox"/> Public
Work phone	+44 <input type="text"/>	<input type="text" value="United Kingdom"/>	<input type="checkbox"/>
Mobile	+44 <input type="text"/>	<input type="text" value="United Kingdom"/>	<input type="checkbox"/>
Email Home	<input type="text"/>		<input checked="" type="checkbox"/>
Email Work	<input type="text"/>		<input type="checkbox"/>

[RETURN TO LIST](#)
[SAVE](#)

NOTE: If new membership types are required click the List Membership Types link from the main Member Admin main menu. Once added the Membership Type drop down box will include your new membership type.

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 login to your account click Member Admin, Find Member and click the Download button.

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
Mobile	text	20
Membership Type	text	50
* Renewal / Expiry 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.

Browse...

Upload

2.3 Managing Members - Find

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

Find member

First name	<input type="text"/>	Surname	<input type="text"/>	<input type="button" value="FIND"/> <input type="button" value="PART"/>  <input type="button" value="FULL"/>  <input type="button" value="RESET"/>
Home email	<input type="text"/>	Work email	<input type="text"/>	
Home phone	<input type="text"/>	Work phone	<input type="text"/>	
Postcode	<input type="text"/>	Mobile	<input type="text"/>	
Type	<input type="text" value="[All types]"/> ▼	Member#	<input type="text"/> <input type="checkbox"/> Exact Match	

The system supports wildcard searching so entering 'Te' will return all 'Test' and 'Testers' etc.

2.4 Managing Members – Updating Details

Your members can update their own details via the league zone member interface using the url link you supply them from the league system administration links screen.

The administrator can also View / Edit membership records as follows:

From the Find member screen click the View or Amend button:

Find member

First name Surname

Home email Work email

Home phone Work phone

Postcode Mobile

Type Member# Exact Match

Please enter 3 or more characters in the First Name field

FIND
PART ↓ **FULL** ↓
RESET

Number	Name	Surname	Renewal	Email(H)	Phone(H)	Login	View	Edit
TEST1	Testing	Smith1	31/03/2021	test1_@cl.co.uk	01908233666			
000429	Test	Test	03/11/2021	mtest@:	01908233666			
000430	Test102	Test102	03/11/2021	test102@uk	01908233666			
000431	Testing	Smith3	07/11/2021	Live_@co.uk	01908233666			
000432	Test16	Test16	31/12/2025	test16@ik	01908233666			
000433	Test21	Test21	31/12/2025	test21@k	01908233666			
000434	Test22	Test22	02/12/2021	test22@k	01908233666			

At the Edit Member details screen make your changes and click the Save button.

2.5 Managing Members - Permissions

Permissions allow you to grant members access to additional functionality.

Find and edit the member record and click the permissions link.

Grant or remove permissions by clicking left / right arrow buttons. Below is an example of a standard member’s set of permissions. If you want to grant another member permission to manage the leagues you need to grant the following permissions:

League Zone, Leagues Home, Add League, Manage Leagues, Add Divisions, Manage Divisions and View Leagues.

Manage Permissions
[Find](#) [View](#) [Edit](#) [Login](#) [Renew & Payments](#) [Notes](#) [Move](#) [Archive](#) [Permissions](#)

League Zone ▾

Member		Permission	
		Granted	Available
Membership No	TEST1	My details	Member zone
First Name	Testing	Change password	League zone
Surname	Smith1		Find member
Postcode	MK		Add member
			Renewals list
			Email members
			MZ edit member
			Upload members
			MZ Permissions
			Add membership types
			Archive member
			Member notes
			Batch renew
			Batch archive

[Back](#)

1 2

3 League Setup

3.1 League Setup – Name your League

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

From the LHS menu click 'Add League' and give your league a Title e.g. The Ladies League or The Men's League.

Please note that this is the league title (e.g. Men's league) not the period.

Click Add to save the name.

Add New League Name

Ladies League Add

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

[Return to Manage Leagues](#)

Your new league will be listed in the 'Manage Your Leagues' screen along with your other leagues. To continue the setup click the green edit button next to your league name.

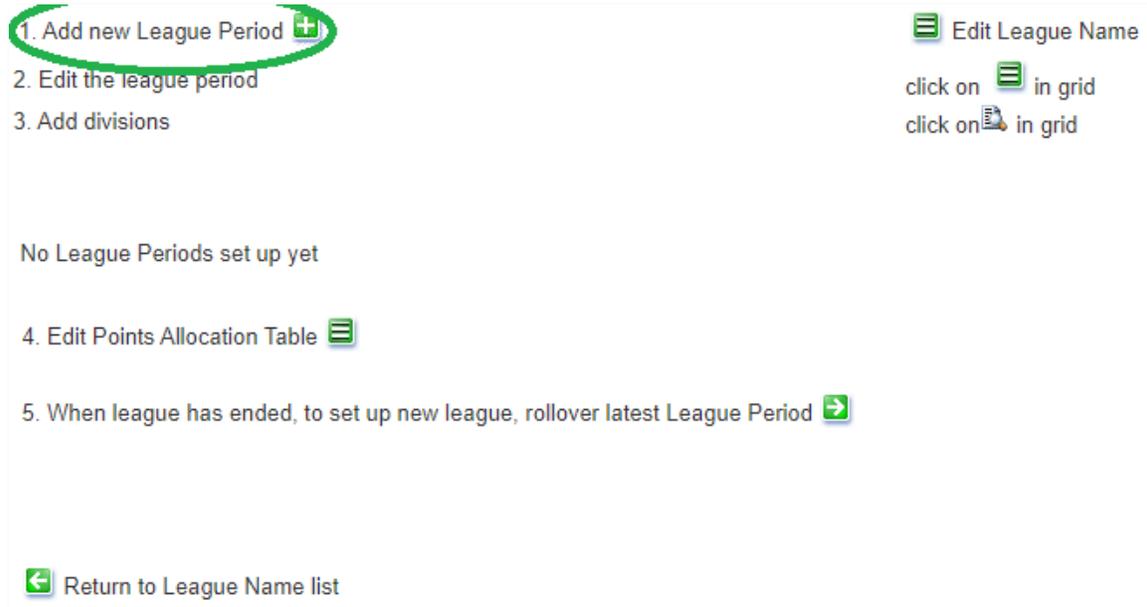
Manage Your Leagues

Name	Delete	Points	Preview	Link	Edit
Ladies League				<input type="text" value="Link"/>	

[Return to League Main Menu](#)

3.2 League Setup – Start and End dates

Start by adding your new league period.



1. Add new League Period 

2. Edit the league period

3. Add divisions

No League Periods set up yet

4. Edit Points Allocation Table 

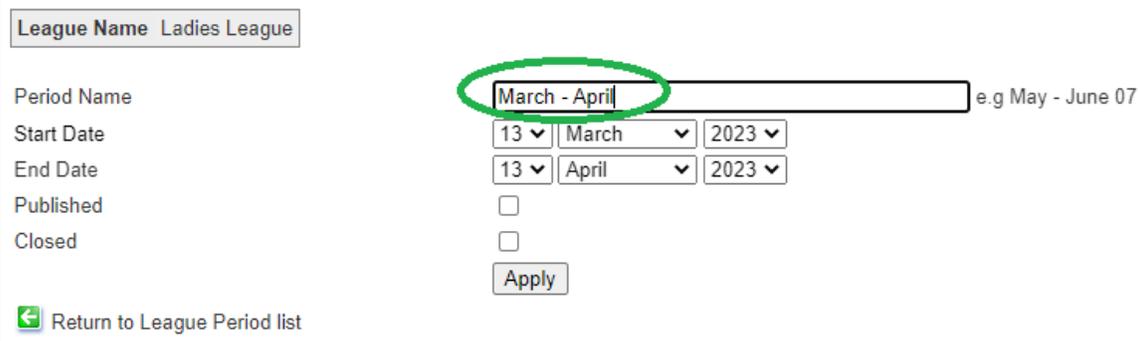
5. When league has ended, to set up new league, rollover latest League Period 

 Edit League Name
click on  in grid
click on  in grid

 Return to League Name list

Set the league period name e.g. March - April and set the start / end dates as appropriate. At this stage leave the tick box for published and closed as unticked.

Add New League Period



League Name Ladies League

Period Name e.g May - June 07

Start Date 13 March 2023

End Date 13 April 2023

Published

Closed

Apply

 Return to League Period list

Click Apply and then click 'Return to league period list'.

1. Add new League Period 

2. Edit the league period

3. Add divisions

 Edit League Name
 click on  in grid
 click on  in grid

League Period Name	Start Date	End Date	Published	Closed	Delete	Edit	Divisions
March - April	Mon 13 Mar 2023	Thu 13 Apr 2023	<input type="checkbox"/>	<input type="checkbox"/>			

4. Edit Points Allocation Table 

5. When league has ended, to set up new league, rollover latest League Period 

6. Now your league has been published, cut and paste the link below into your own web site to display your league tables on line

```
<a href="https://www.In-Zone.co.uk/Leagues/DisplayLeagues.aspx?Ref=DbKA1gTvZZi36dk9whanIU2Osvus8U0LuhR1pA2vaT0HuLEtySik%2fwVcLmjkyt1V">View League Tables</a>
```

[View Live League Tables](#)

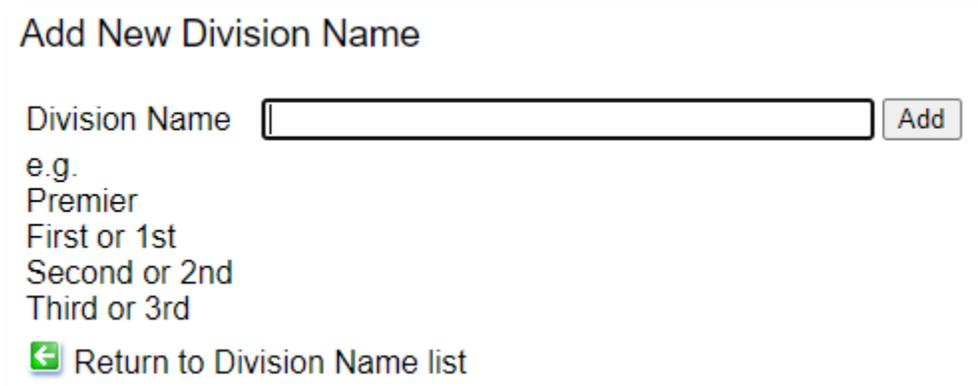
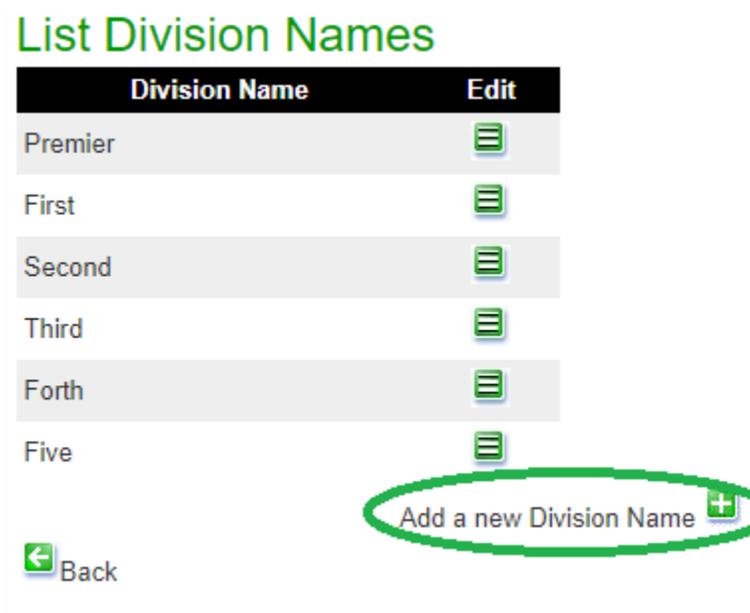
 Return to League Name list

You should see your new league period displayed as above but without the green box.

3.3 League Setup – Naming Your Divisions

Before players can be added to their appropriate division you need to add your division names to the system. So if for example you have 4 divisions each containing 5 players called 'Premier', 'First', 'Second' and 'Third' you will add division names for each one as above.

From the LHS menu click the 'Division names' link and then click the 'Add a new division name'.



Enter your division name and click Add. Repeat adding names until all division names have been added to the system.

Important. Enter your first division name first followed by your second, third etc. in the order you want them to be displayed from top division to bottom division. (This process is only performed when adding new divisions to the system)

3.4 League Setup – Add Divisions to the League

From the League Admin main menu click Manage leagues then click the edit button next to the league you want to update.

Manage Your Leagues

Name	Delete	Points	Preview	Link	Edit
Ladies League				<input type="text" value="Link"/>	

Return to League Main Menu
 [Add a new League](#)

Click the Divisions button next to the league period to be updated.

1. Add new League Period
2. Edit the league period
3. Add divisions

Edit League Name

click on in grid

click on in grid

League Period Name	Start Date	End Date	Published	Closed	Delete	Edit	Divisions
March - April	Mon 13 Mar 2023	Thu 13 Apr 2023	<input type="checkbox"/>	<input type="checkbox"/>			

4. Edit Points Allocation Table
5. When league has ended, to set up new league, rollover latest League Period
6. Now your league has been published, cut and paste the link below into your own web site to display your league tables on line

```
<a href="https://www.In-Zone.co.uk/Leagues/DisplayLeagues.aspx?Ref=QDweeQ0JJ30ISIWojBJUPE%2b0VNTQ1ZcYfGsO3OQz6hcufID3ZaTr8DJdvJOWWIXm">View League Tables</a>
```

[View Live League Tables](#)

Return to League Name list

List Divisions

League Name Ladies League

 Edit League Name

League Period

 Edit League Period

Period Name March - April

Start Date Mon 13 Mar 2023

End Date Thu 13 Apr 2023

Published

Closed

Click here to view all Divisions [View All](#)

No Divisions have been set up for this League Period

[Add new Division !\[\]\(d4a6cd25494365257969801de384a807_img.jpg\)](#)

 [Return to League Period list](#)

Click the Add new Division button

Add Division

League Name Ladies League

League Period Name March - April
Start Date Mon 13 Mar 2023
End Date Thu 13 Apr 2023
Published
Closed

 [Edit League Name](#)

 [Edit League Period](#)

Division Premier ▼

Premier
First
Second
Third
Forth
Five

[Edit Division Name](#)

[← Return to Division list](#)

Select the division to add from the drop-down box and click add.
Repeat until all divisions have been added.

If a division name is missing eg Sixth then repeat steps at section 3.3 'Naming your divisions'

List Divisions

League Name **Ladies League**  Edit League Name

League Period  Edit League Period

Period Name March - April

Start Date Mon 13 Mar 2023

End Date Thu 13 Apr 2023

Published

Closed

Click here to view all Divisons [View All](#)

Division Name	Delete	Players
Premier		
First		
Third		

Add new Division 

 Return to League Period list

When complete click Return to League Period list.

3.5 League Setup – Adding players into divisions.

Having first added members and Division Names to the system (see Add New Members and / or Naming Your Divisions) you are ready to add players into each division.

From the League Periods screen click the Divisions icon next to the league period to be updated 

1. Add new League Period 
2. Edit the league period
3. Add divisions

 Edit League Name

click on  in grid

click on  in grid

League Period Name	Start Date	End Date	Published	Closed	Delete	Edit	Divisions
March - April	Mon 13 Mar 2023	Thu 13 Apr 2023	<input type="checkbox"/>	<input type="checkbox"/>			

4. Edit Points Allocation Table 
5. When league has ended, to set up new league, rollover latest League Period 
6. Now your league has been published, cut and paste the link below into your own web site to display your league tables on line

```
<a href="https://www.In-Zone.co.uk/Leagues/DisplayLeagues.aspx?Ref=QDweeQ0JJ30ISIWojBJUPE%2b0VNTQ1ZcYfGsO3OQz6hcufID3ZaTr8DJdvJOWWIXm">View League Tables</a>
```

[View Live League Tables](#)

 Return to League Name list

Then click the players button  by the name of the division to update

List Divisions

League Name **Ladies League**  Edit League Name

League Period  Edit League Period

Period Name March - April

Start Date Mon 13 Mar 2023

End Date Thu 13 Apr 2023

Published

Closed

Click here to view all Divisions [View All](#)

Division Name	Delete	Players
Premier		
First		
Third		

Add new Division 

 Return to League Period list

You then add players by clicking the Add player to Division  icon.

List Players

League Name Ladies League

 Edit League Name

League Period

 Edit League Period

Period Name March - April

Start Date Mon 13 Mar 2023

End Date Thu 13 Apr 2023

Published

Show previous league period scores

Closed

Current League Period

Add Player to Premier 

 Return to Division list

Next select the players by ticking the add tick box next to their name.

Add Players

League Name Ladies League

League Period Name	March - April
Start Date	Mon 13 Mar 2023
End Date	Thu 13 Apr 2023
Published	<input type="checkbox"/>
Closed	<input type="checkbox"/>

Division Name Premier

 Edit League Name

 Edit League Period

Membership No	First Name	Surname	Postcode	Add
000430	Test102	Test102	MK77AF	<input checked="" type="checkbox"/>
000431	Testing	Smith3	MK77AF	<input type="checkbox"/>
000432	Test16	Test16	MK77AF	<input type="checkbox"/>
000433	Test21	Test21	MK77AF	<input checked="" type="checkbox"/>

Add Selected Players

[←](#) Return to Division list

Then Click 'Add Selected Players' to include the league players.

List Players

League Name Ladies League

 Edit League Name

League Period

Period Name March - April

 Edit League Period

Start Date Mon 13 Mar 2023

End Date Thu 13 Apr 2023

Show previous league period scores

Published

Closed

Current League Period

Add Player to Premier 

Premier	Delete	Up	Down	1	2	Total
Test21 Test21					-	0
Test102 Test102				-		0

 Return to Division list

Repeat for each division as appropriate.

3.6 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 match points do the following:

- ✂ Click **Manage Leagues** from the menu.
- ✂ Click edit next to the league to be updated
- ✂ Click the Edit Points allocation table button

1. Add new League Period 
2. Edit the league period
3. Add divisions

 Edit League Name

click on  in grid

click on  in grid

League Period Name	Start Date	End Date	Published	Closed	Delete	Edit	Divisions
March - April	Mon 13 Mar 2023	Thu 13 Apr 2023	<input type="checkbox"/>	<input type="checkbox"/>			

4. Edit Points Allocation Table 
5. When league has ended, to set up new league, rollover latest League Period 
6. Now your league has been published, cut and paste the link below into your own web site to display your league tables on line

```
<a href="https://www.In-Zone.co.uk/Leagues/DisplayLeagues.aspx?Ref=7KfNdnRJSUff0MRCsPXhFS%2fRpuXvGymzxODu21kVir5x63SGDpp%2fUJUNqq1gXuCj">View League Tables</a>
```

[View Live League Tables](#)

 Return to League Name list

✎ Then edit points as appropriate.

Points Allocation Table

League Name Ladies League

Games Player1	Games Player2	Points Player1	Points Player2	Edit
1	0	2	1	
2	0	3	1	
2	1	3	2	
3	0	6	1	
3	1	5	2	
3	2	4	3	
1	1	2	2	
2	2	3	3	
0	1	1	2	
0	2	1	3	
0	3	1	6	
1	2	2	3	
1	3	2	5	
2	3	3	4	
Claimed	Forfeit	3	0	
Forfeit	Claimed	0	3	

 Return to list

Update the points and click the apply button

Edit Points Allocation

League Name Ladies League

	Player 1	Player 2
Games won	1	0
Points won	<input type="text" value="2"/>	<input type="text" value="1"/>

Update corresponding score

Return to Points Allocation list

3.8 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.

1. Add new League Period 
2. Edit the league period
3. Add divisions

 Edit League Name

click on  in grid

click on  in grid

League Period Name	Start Date	End Date	Published	Close	Delete	Edit	Divisions
March - April	Mon 13 Mar 2023	Thu 13 Apr 2023	<input type="checkbox"/>	<input type="checkbox"/>			

4. Edit Points Allocation Table 
5. When league has ended, to set up new league, rollover latest League Period 
6. Now your league has been published, cut and paste the link below into your own web site to display your league tables on line

```
<a href="https://www.In-Zone.co.uk/Leagues/DisplayLeagues.aspx?Ref=Ll1mx1NIQrX48uvtnuM%2fWYD93GXTuAlINAajE7yTGZw4WLA6g6EUxxwDjiT8l8Q1">View League Tables</a>
```

[View Live League Tables](#)

 Return to League Name list

3.9 League Setup - Publishing your league

When all the divisions are ready you will need to publish it so that players can access the league. Do the following:

From the League Admin main menu click Manage leagues then click the edit button next to the league you want to update.

Select the league period by clicking divisions  next to your league period to be published.

1. Add new League Period 
2. Edit the league period
3. Add divisions

 Edit League Name

click on  in grid

click on  in grid

League Period Name	Start Date	End Date	Published	Closed	Delete	Edit	Divisions
March - April	Mon 13 Mar 2023	Thu 13 Apr 2023	<input type="checkbox"/>	<input type="checkbox"/>			

4. Edit Points Allocation Table 
5. When league has ended, to set up new league, rollover latest League Period 
6. Now your league has been published, cut and paste the link below into your own web site to display your league tables on line

```
<a href="https://www.In-Zone.co.uk/Leagues/DisplayLeagues.aspx?Ref=LI1mx1NIQrX48uvtnuM%2fWYD93GXTuAlINAAjE7yTGZw4WLA6g6EUxxwDjiT818Q1">View League Tables</a>
```

[View Live League Tables](#)

 Return to League Name list

Click the 'Edit League Period' button to display the Update League Period screen

List Divisions

League Name Ladies League

League Period

Period Name March - April

Start Date Mon 13 Mar 2023

End Date Thu 13 Apr 2023

Published

Closed

Click here to view all Divisons [View All](#)

Division Name	Delete	Players
Premier	<input checked="" type="checkbox"/>	
First	<input checked="" type="checkbox"/>	
Third	<input checked="" type="checkbox"/>	

Add new Division [+](#)

[←](#) Return to League Period list

[Edit League Name](#)

[Edit League Period](#)

Update League Period

League Name Ladies League

Period Name e.g May - June 07

Start Date

End Date

Published

Closed

[Apply](#)

[←](#) Return to League Period list

Tick the 'Published' box and click the Apply button.

3.10 League Setup – Link the league to your website.

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

From the League Admin main menu click Manage leagues then copy and paste the link into your own website.



Manage Your Leagues

Name	Delete	Points	Preview	Link	Edit
Ladies League				<code>View League Tables</code>	

Return to League Main Menu

Add a new League

3.11 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.

During the rollover process you have the option to move players up and down within the leagues as follows:

1. Automatic 1 - Move the top 2 players up 1 division and the bottom 2 players down 1 division.
2. Automatic 2 - Move the top 1 player up 2 divisions and move the second from top player up 1 division. Move the bottom player down 2 divisions and move the second from bottom player down 1 division.
3. Manual, do not move any players up or down. This option simply creates a copy of the current league.

How to rollover your current league

Close the current league period by editing the current league period and tick the 'Closed' box and apply the changes.

Update League Period

League Name	Ladies League		
Period Name	March - April		e.g May - June 07
Start Date	13	March	2023
End Date	13	April	2023
Published	<input checked="" type="checkbox"/>		
Closed	<input checked="" type="checkbox"/>		
	<input type="button" value="Apply"/>		
← Return to League Period list			

Return to the league period list screen.

Click the rollover latest league period button

1. Add new League Period 
2. Edit the league period
3. Add divisions

 Edit League Name

click on  in grid

click on  in grid

League Period Name	Start Date	End Date	Published	Closed	Delete	Edit	Divisions
March - April	Mon 13 Mar 2023	Thu 13 Apr 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

4. Edit Points Allocation Table 
5. When league has ended, to set up new league, rollover latest League Period 
6. Now your league has been published, cut and paste the link below into your own web site to display your league tables on line

```
<a href="https://www.In-Zone.co.uk/Leagues/DisplayLeagues.aspx?Ref=QmP0m3dYsP2XqnbNCbB3NbAnYqCdTxemvdLiABEuneI2cttGVJofwH%2bTKT2DM96g">View League Tables</a>
```

[View Live League Tables](#)

 [Return to League Name list](#)

At the Rollover League Period screen enter a new name for the league period e.g. March set the 'Start' and 'End' dates and select the Rollover method to be applied. When ready click the rollover button.

Rollover League Period

League Name Ladies League

This will take the Division and the Players of the latest League Period and create a new League Period. It will take the players and move them up or down the leagues according to the player's results. There are three types of rollover:

1. You can choose to move 2 players up a league and 2 players down a league
2. You can choose to move one player up 2 leagues, one player up one league and one player down one league and one player down 2 leagues
3. A straight copy league of the current league with no movement of players.

No scores added to the new league

You may then review and refine the new League Period by moving Players up and down Divisions. You can add new players or remove players who wish to drop out of the leagues as you choose.

The latest League Period is March - April between Monday, 13 Mar 2023 and Thursday, 13 Apr 2023

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

Period Name

Start Date

End Date

Published

Closed

Select League Rollover Method

League Rollover (2 up 1, 2 down 1)

League Rollover (1 up 2, 1 up 1, 2 down 1, 1 down 1)

Copy Current League

The system will automatically copy all the current players into the new league and display the new league for you to update with any manual alterations such as adding / removing new / retired players.

When you are happy with your changes perform step 3.9 Publishing your league.

4 Scores

4.1 Scores – Entering Match Results Players

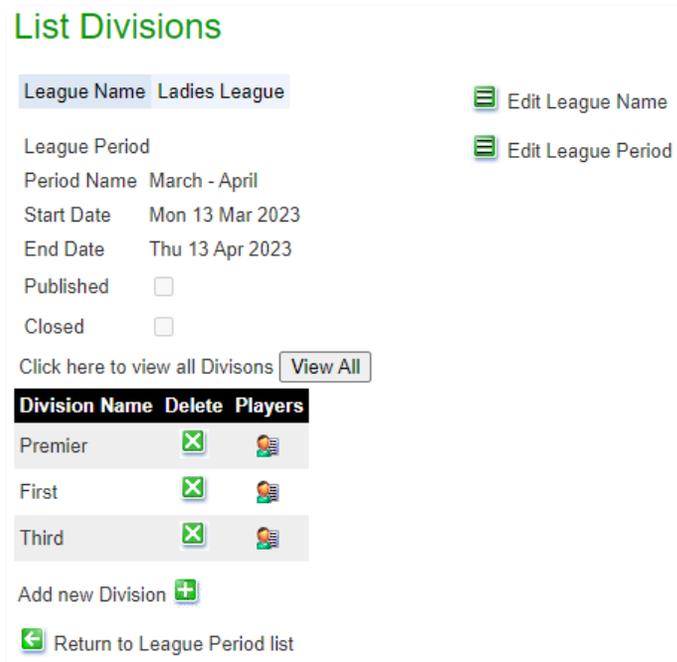
Players enter results by clicking the view leagues link you have added to your website. Players click their name, enter their user name and password and enter their match results.

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 Divisions

League Name **Ladies League** Edit League Name

League Period Edit League Period

Period Name **March - April**

Start Date **Mon 13 Mar 2023**

End Date **Thu 13 Apr 2023**

Published

Closed

Click here to view all Divisions View All

Division Name	Delete	Players
Premier		
First		
Third		

Add new Division +

← Return to League Period list

List Players

League Name Ladies League  Edit League Name

League Period  Edit League Period

Period Name March - April

Start Date Mon 13 Mar 2023

End Date Thu 13 Apr 2023

Published

Closed

Show previous league period scores

Current League Period

Add Player to Premier 

Premier	Delete	Up	Down	1	2	Total
Test21 Test21					-	0
Test102 Test102				-		0

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

Add Results

League Name Ladies League  Edit League Name

League Period Name March - April  Edit League Period

Start Date Mon 13 Mar 2023

End Date Thu 13 Apr 2023

Published

Closed

Division Name Premier

Player Name Test21 Test21

Results Recorded (Game Scores)

Test21 Test21	-	-	Test102 Test102
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Update a result for [Test21 Test21](#)

result as games (won/lost)

Please enter the game score and not the points allocated. The system will automatically calculate the points.

4.3 Scores – Closing the league

Players enter their own match 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:

From the League Admin main menu click Manage leagues then click the edit button next to the league you want to update.



Click the Edit button next to the league period to be updated.

1. Add new League Period 
2. Edit the league period
3. Add divisions

 Edit League Name

click on  in grid

click on  in grid

League Period Name	Start Date	End Date	Published	Closed	Delete	Edit	Divisions
March - April	Mon 13 Mar 2023	Thu 13 Apr 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

4. Edit Points Allocation Table 
5. When league has ended, to set up new league, rollover latest League Period 
6. Now your league has been published, cut and paste the link below into your own web site to display your league tables on line

```
<a href="https://www.In-Zone.co.uk/Leagues/DisplayLeagues.aspx?Ref=oiZsytvO7morSWucdJSY78jIUthOgxXfk1XIINKCcpKtqCAiZBYci2dMOv6Pkluw">View League Tables</a>
```

[View Live League Tables](#)

Then tick the Closed box, Apply changes and return to the League Period screen.

Update League Period

League Name Ladies League

Period Name e.g May - June 07

Start Date

End Date

Published

Closed

[Return to League Period list](#)

The league period is now closed and will not accept score updates from your players via the leagues interface.