



User Guide



www.sportzware.com
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functionality, sporting communities,
world class internet solutions, fixtures,
memberships, competition management,
communications, match statistics,
results processing, associations.

SportingPulse
grasso

TABLE OF CONTENTS

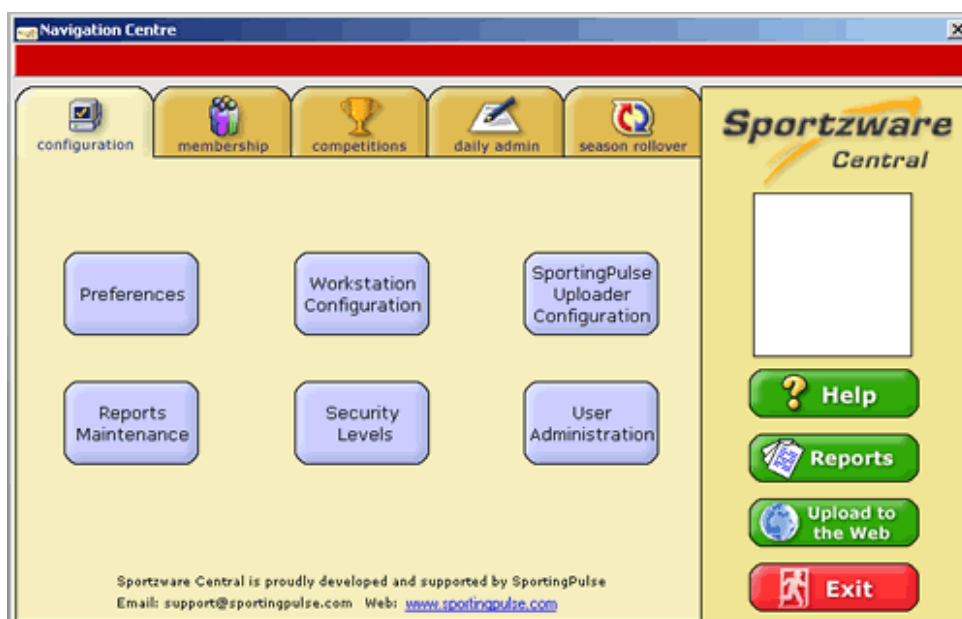
CONFIGURATION	6
Preferences	6
Preferences Fields	6
Workstation Configuration	9
Workstation Configuration Fields	9
Uploader Configuration	11
Enter/Edit SportingPulse Membership and Competition upload details	11
Reports Maintenance	11
Add A New Report	11
Edit an existing report	11
Delete a report	11
Print a report	11
Preview a report	11
Export a report	12
Report Fields	12
Security Levels	13
Add a security level	13
Edit an existing security level	13
Delete a security level	14
Security Level Fields	14
User Administration	15
Add a new user	15
Edit an existing user	15
Delete a user	15
User Fields	15
MEMBERSHIP	16
Clubs	16
Search for a Club	16
Add a new Club	17
Edit an existing Club	17
Delete a Club	17
Club Fields	17
Teams	18
Search for a Team	18
Add a new Team	18
Edit an existing Team	18
Delete a Team	19
Insert a Team	19
Regrade a Team	19
Archive a Team	19
Unarchive a Team	19
add a player to a team	19
Team Fields	20
Members	20
Search for a Member	21
Add a new Member	21
Edit an existing Member	21
Delete a Member	21
Print an ID card	21
Take a photo	21
Add member to mailing list	22
Delete member from mailing list	22
Tag a member	22
Untag a member	22
Export member list	22
Print member list	22
Grid Edit member list	22
Member Fields	23

Clearance	26
Add a new internal clearance.....	27
Add a new inward clearance.....	27
Add a new outward clearance.....	27
Edit an Existing Clearance.....	27
Delete a Clearance	27
Archive a Clearance.....	28
Print a Clearance	28
Clearance Fields	28
Tribunal.....	29
Add a New Tribunal Appearance.....	29
Edit An Existing Tribunal Appearance	29
Delete a Tribunal Appearance	29
Tribunal Fields.....	30
Email Centre.....	30
Compose an Email.....	30
Edit an Email.....	31
Delete an Email.....	31
Archive an Email	31
Email Centre Fields.....	31
COMPETITIONS	32
Competition Details	33
Add a normal competition	33
Add a knockout competition.....	33
Add a round robin competition.....	34
Edit a competition	34
Delete a competition	34
Duplicate (Copy) an existing competition	34
Archive a Competition.....	35
Unarchive a Competition.....	35
Competition Fields	35
Venues	41
Add a new venue	41
Edit a venue	41
Delete a venue	41
Venue Fields	41
Teams.....	42
Insert a team into a Normal competition	42
Insert a team into a Knockout competition.....	42
Insert a team into a Round Robin Competition.....	43
Moving Teams Between Pools in a Round Robin Competition	43
Team Fields	44
Fixture Generation.....	44
Generate a new fixture.....	45
Edit Fixture	45
Edit matches within a fixture	45
Add a new match within a fixture	45
Delete a match from a fixture.....	45
Fixture Grid.....	45
Allocating Umpires/Referees	45
Print Matches For A Specific day.....	46
Export Daily Matches	46
Regrading.....	46
Delete a team from a fixtured competition (Move Out)	46
Move a team from one fixtured competition to another	46
Renumber teams within a fixtured competition.....	46
Redraw a fixture.....	46
Insert a team into a fixtured competition.....	47
Insert a new team into a fixtured competition	47
Generate Finals Fixtures	47
Generate finals matches for a competition	47
Generate Finals Matches For A Round Robin Competition	47

Edit Finals Matches	48
Edit matches within a finals fixture	48
Add a new match to a finals fixture	48
Delete a match from a finals fixture	48
Clash Resolution	48
DAILY ADMIN	49
Full Match Entry	49
Enter match score and statistics	49
Full Match Entry Fields	50
Quick Entry By Date	51
Enter match score only	51
Ladders.....	51
View ladders.....	51
Adjust ladders	51
Customise ladders	51
Rebuild ladders	51
Ladder Template Fields	52
Player Statistics.....	52
View player statistics.....	52
Rebuild individual player statistics	52
Rebuild player statistics for a competition	52
Rebuild all player statistics.....	52
Edit statistical configuration	53
Export statistics.....	53
Print statistics.....	53
Voting	53
Enter votes	53
View votes tally	53
Export votes	53
Print Votes Tally.....	54
Umpire Payments.....	54
Add payment to umpire by grade.....	54
Add payment to umpire by umpire type	54
Add payment to umpire by umpire accreditation	54
Match Official Allocation.....	54
Add a Match Official to a match.....	54
Remove a Match Official from a match.....	55
Finals Match Results	55
Match Official Maintenance.....	55
SEASON ROLLOVER	56
Archive Competitions	56
Archive competitions.....	56
Unarchive Competitions	56
Unarchive competitions.....	56
REPORTS	57
Print a Report.....	57
Preview a Report	57
Export a Report.....	57
UPLOAD TO THE WEB	59
Upload competition information to The Web.....	59
Upload membership information to SportingPulse	59
Edit competiton upload configuration.....	59
Edit membership upload configuration	60
Edit Online Database Club/Team/Member Access	60
Edit Online Database Display Information	60
Competition Upload Configuration Fields	60
Membership Upload Configuration Fields.....	61
GLOSSARY OF TERMS	62
Archive	62

Clash.....	62
Cybersports.....	62
Database.....	62
Email.....	62
Export.....	62
Finals.....	62
Fixture.....	62
General Club.....	62
Group.....	62
Import.....	62
Match.....	62
Network.....	63
Official.....	63
Password.....	63
Pool.....	63
Synonyms: group.....	63
Statistics.....	63
Unarchive.....	63
User.....	63
Username.....	63

CONFIGURATION



Click on the **Configuration** tab located in the top left hand corner of the Navigation Centre to bring up the Configuration module.

The Configuration module should be your first data entry point in Sportzware Central, and once filled in it will require little or no change during the course of a season. The Configuration module is where you manage all of the peripherals that Sportzware Central interfaces with, such as users, printers and the internet.

Click on **Preferences** to manage general Sportzware Central configuration settings.

Click on **Workstation Configuration** to enter your system's details relating to printers, scanners etc.

Click on **Upload to the Web** to manage Sportzware Central's interface with the internet peripherals such as your Sportzware Website and online database.

Click on **Reports Maintenance** to configure and export all Sportzware Central reports.

Click on **Security Levels** to manage security levels.

Click on **User Administration** to manage user logins and levels of access.

Preferences

The Preferences section is where most general program configuration options are kept. Because Sportzware Central can be used for over 20 sports, there are a lot of different configuration preferences for you to choose from.

PREFERENCES FIELDS

From the **configuration** module click **Preferences**.

Field Name	Description	Example
General		
Default Sport	The sport each competition will be configured as when added	Australian Rules Football

Default Country	The default country that will be selected automatically when a new member is added	Australia
Default State/Region/Country	The default state that will be selected automatically when a new member is added	Victoria
Generic/General Club Active	Use General Club	
Show Hints	Turn popup hints off/on	
Competition		
Rolling Results Input	Brings up next match for results entry once a match result has been saved in full match entry	
Use Home Venues in Fixture	Sets the venue for a match as the home ground of the team on the left-hand side of the fixture for a match	
Use match official payments	Allow the entry and processing of match official payments in Sportzware Central	
Always calculate career statistics	When statistics are rebuilt for the season, career statistics will always be rebuilt.	
Finals Qualification: <i>Competition Games</i>	All games played for a team in the competition in question only.	
Finals Qualification: <i>All Team Games</i>	Will include all games played by this team towards finals qualifications for each player, including those played in different competitions. Use for situations where teams are regraded and you wish to count games played before regrading.	
Finals Qualification: <i>All Player Games</i>	Will include all games across all competitions played by the particular player towards finals qualification.	
Use Byes for FQ - Finals Qualification	Include Byes as matches towards finals qualification.	
Washout Configuration – washout winner	Allows default match results when matches are affected by weather	
Home Team Wins	Home team deemed winner in event of washout	
Away Team Wins	Away team deemed winner in event of washout	
Drawn	Match decided as Draw – no winner	
Home Team Score – Away Team score	Allows scores to be entered even though match is classed as 'washout'	
Umpire		
Use Teams as Match Officials	Teams are available to officiate matches	
Use Clubs as Match Officials	Clubs are available to officiate matches	
Tribunal		
Edit Send Offs	Allow send off records to be edited in Tribunal Administration.	
Upload offences for	Number of days after an offence that the offence will remain on website	30
Hearing is ... days after offence	Number of days after an offence that the tribunal is held for that offence, used to auto-fill tribunal hearing date when an offence is entered.	4

Member		
Member name display	Display surname before first name, or vice versa, when displaying member information	
Default Member Title	The title of a member when added, can be changed	Mr, Mrs, Ms
Junior Age	The age at which a member is regarded as a junior and can still play in junior competitions	18
Junior Date	Date at which the Junior Age is calculated.	1/1/2005 – all members who are 18 or less on 1/1/2005 are regarded as junior members.
Default Member Layout	Select the default layout for how the membership screen will appear each time you load it.	
New Member Settings	Member Type of a member is set to “Player”, “Coach”, “Umpire”, “Official” or “Miscellaneous” by default, when a new member is added.	
Use Alternate ID	Activates the Alternate ID field in a member’s administration window	
Alternate ID Label	An alternate identification field for members	BHF ID
User Registered Grade	Registered grade is activated and may be entered from the member screen. This field is informational only.	
Check for duplicates when adding Members	System will check the surname, first name and date of birth and notify the user when a new member is added with these three fields matching an existing member	
Refresh member screen while adding	Once member is added manually, members screen will automatically update.	
Configure Custom Fields	Allows the user to rename the titles of the custom fields to suit the user’s purpose.	
Organisation Details		
Association name	Name of the Association	Box Hill Football League
Corporation Number	A special number assigned to corporations or incorporated bodies.	
Business Number	Registered business number	30 466 134 872
Email		
Organisation Email Address	Email address of Organisation	mail@boxhillfootyl.com
CC Email address on all Organisation email	Carbon copy Organisation email address on all emails sent	
Reports		
Report Header Text	Catch phrase displayed at the top of reports	Visit www.boxhillfooty.com for all your results
Member ID card report name	Filename of the report used for Member ID cards	MemCard_GEN_O.rpt
Tribunal report name	Filename of default Tribunal report	Tribunal1_O.rpt
Logos/Images		
Logo 1	Logo that is displayed on left side at the top of reports	
Logo 2	Logo that is displayed on right side at the top of some reports	

Member Image Cropping	Resizing options are "none", "manual" and "automatic".	
Crop Ration	Ratio is the comparison between width and height expressed as a decimal.	3:4 = 0.75
Clearances		
Internal Clearance Instructions	Instructions added to faxes and emails to leagues/clubs when clearances need to be approved.	
Inward Clearance Instructions		
Outward Clearance Instructions		
Clearance Report	Filename of default Clearance report	Clearance Fax_O.rpt
Auto-approve Clearances	Automatically approve all Clearances	
Upload Clearances for x days	Number of days a Clearance is uploaded to the website	30
Upload all Clearances	Uploads all Clearances	
Internal Clearance time limit x days	Number of days it takes to approve an internal Clearance	7
Working days	Treat "Internal Clearance time limit x days" as working days (eg Monday to Friday)	
Postal Code Lookup		
Automatic Lookup	Postcodes are automatically looked up on entry of the suburb field	
Manual Lookup with buttons	A lookup button beside the postcode will bring up the database of postcodes.	
Use State/Region as part of lookup	Will narrow the list down based on the state entered when looking up postcodes	
Use Country as part of lookup	Same as above using country	
Use Default State/Region if no data	Will use default state from preferences as part of lookup if the user has entered no state	
Use Default Country if no data	As above with default country	

Workstation Configuration

Workstation Configuration is where you can manage program paths, and hardware devices that Sportzware Central can use like printers, scanners and cameras, and also email details.

WORKSTATION CONFIGURATION FIELDS

From the **Configuration** module click **Workstation Configuration**.

Field Name	Description	Example
Paths/Printers		
Paths		
Reports	Path to the folder on the hard drive where reports are stored	C:\Program Files\Sportzware\Reports
Custom Reports	Path to the folder on the hard drive where custom reports are stored	C:\Program Files\Sportzware\Custom Reports
Exports	Path to the folder on the hard drive where export files are stored	C:\Program Files\Sportzware\Exports\

Imports	Path to the folder on the hard drive where import files are stored	C:\Program Files\Sportzware\ Imports\
Printers		
Reports	System printer that you want to use for printing reports	
ID Cards	System printer that you want to use for printing ID cards	
Clearances	System printer that you want to use for printing clearances. Specify a fax printer driver for sending direct faxes.	
Prompt for Printer each time	A printer dialog box will appear each time a report is printed. Use this if you frequently use different printers for reports.	
Camera/Scanner		
Camera/Scanner Present?	Camera/Scanner is present	
Display source selection box on every operation?	Every time you take a photo, the windows dialog box to select the device used will be presented.	
Email		
Email	Association email address	mail@boxhillfooty.com
Sender Name	The name of the person sending the email, By default the senders email will be used if nothing is entered in this field.	
Out-going Mail Server (SMTP)	Out-going mail server to send email through	mail.yourdomain.com
Port	The number of the port on which computer talks to your mail server	Standard is 25, in nearly every situation.
My server requires authentication to send email	If you need to provide a username and password to send email. This is fairly rare for most email servers.	
SMTP Authentication		
Type	The type of SMTP Authentication used by your server.	Login or None
Account	Your username for logging on to your mail server.	
Password	Your password for logging on to you mail server.	
Other		
Prompt for Upload on exit	Prompt user to upload data when exiting Sportzware Central	
Member Screen View	Select whether the membership screen will as the default view or how it was when it was last opened.	

Uploader Configuration

ENTER/EDIT SPORTINGPULSE MEMBERSHIP AND COMPETITION UPLOAD DETAILS

[Change Competition upload configuration](#) (See **Upload To Web** for more information)

[Change Membership upload configuration](#) (See **Upload To Web** for more information)

Reports Maintenance

ADD A NEW REPORT

1. From the configuration module click reports maintenance.
2. Click **Add** to bring up the file dialog.
3. Locate the report filename (*.rpt) that you wish to add, and click **Ok**.
4. Enter any information that you want to record for this new report.
5. Fields are described [below](#).

EDIT AN EXISTING REPORT

1. From the configuration module click reports maintenance.
2. Click **Edit** to bring up the "Editing a Report" window for viewing the selected report.
3. Enter any information that you want to record for this new report.
4. Click **Ok** to save the report, or **Cancel** to close the window without saving.
5. Fields are described [below](#).

DELETE A REPORT

1. From the configuration module click reports maintenance.
2. Click once on the report you wish to delete to select it.
3. Click **Delete** to delete the selected report.
4. You will be asked if you are sure that you want to delete the report, click "Yes" to confirm or "No" to abort the delete process.

PRINT A REPORT

1. From the configuration module click reports maintenance.
2. Click once on the report you wish to print to select it.
3. Click **Print** to print the selected report.
4. You may be asked to select some parameters for the report, before the report will be generated and then printed.

PREVIEW A REPORT

1. From the configuration module click reports maintenance.
2. Click once on the report you wish to preview to select it.
3. Click **Preview** to preview the selected report.
4. You may be asked to select some parameters for the report, before the report will be generated and displayed in the preview screen.

EXPORT A REPORT

1. From the configuration module click reports maintenance.
5. Click once on the report you wish to export to select it.
6. Click **Export** to export the selected report.
7. You may be asked to select some parameters for the report, before being asked to select the export options for the report.

REPORT FIELDS

Field Name	Description	Example
General		
Filename on Disk	The location of the report file. Click the folder icon to edit the location.	16Knockout_O.rpt
Report Title	The title to display on the report when it is run	16 Knockout Tree
Report Name	The name of the report, used internally to identify the report	16 Knockout Tree
Security Level	A security level number to determine which users can access this report.	50
Report Category	Determines under which lists this report will appear.	Competition
Member Report		
Custom Report	Whether this report is specific to the league.	
Show this report	This report is displayed in the Reports section.	
My Report	This report has been bookmarked by the user and appears on the My Report tab.	
Notes	Notes entered by the user relating to the report.	
Built-in Filters	Shows the SQL code that this report uses to filter what is displayed.	
Report Views	Lists filters that can be applied to the report to view it in different ways.	
Parameters		
Fields depend on the report you are running	Lists fields that the user can filter the report by. Tick the box in the "Use" column next to the field you wish to allow the user to filter the report by this field.	
Parameters Required	Parameters must be selected before the report is generated.	
Sports		
Sports that the report can be used for	Add sports that this report will apply to into the left list	
Export		
Mail Merge Report	Report is used for mail merge documents	
Application Details		
Application Name	Application that the report exports to for merging	Microsoft Word
Master Document Name	Filename of the exported document	AddressListing.doc

Export Report	Report is to be exported by default	
Export Options		
Format	Application that the report exports to	Word for Windows document
Destination	Destination of the Export report	Application (open in application on screen)
File Name	Filename of export report	TeamList.rpt
Character Separator	These settings apply to the format of text exports. In most cases the values here will be left as they already are.	
Character Delimiter		
Lines per page (Paginated Text)		
Use Report Date Format		
Use Report Number Format		
Column Headings (Excel5 Tabular)		
ODBC		
Source	Not currently applicable, reserved for future use.	
User		
Password		
Table Name		
Email		
Recipient (s) separate with semi-colons	Separates recipients in the email with a semi-colon	
Message Subject	Default subject for emails	Email from Box Hill Football League
Exchange		
Profile	If you use an Exchange server, the name of the profile.	
Password	Password for the Exchange server	
Folder	Default folder to use	Outbox

Security Levels

Security Levels are used in [Configuration>User Administration](#) when assigning users access to specific areas of Sportzware Central.

ADD A SECURITY LEVEL

1. From the configuration module click security levels.
2. Click **Add** to add a new security level.
3. Enter the Level of access (a number between 1 and 100).
4. Tick all the areas this Security Level is entitled access to.
5. Click **Ok** to save the security level, or click **Cancel** to close the window without saving the security level.
6. Fields are described [below](#).

EDIT AN EXISTING SECURITY LEVEL

1. From the configuration module click security levels.
2. Select the Security Level that you wish to edit.
3. Click **Edit** to edit the selected security you have selected.
4. Enter any details that you wish to record for this security level.
5. Click **Ok** to save the security level, or click **Cancel** to close the window without saving the security level.
6. Fields are described [below](#).

DELETE A SECURITY LEVEL

1. From the configuration module click security levels.
2. Click delete to delete the selected security level.
3. You will be asked if you are sure that you want to delete the Security Level, click "Yes" to confirm or "No" to abort the delete process.

Security Level Fields

From the **Configuration** module click **Security Levels**

Field Name	Description
Level	A number to identify this security level. Generally the higher this level the more privileges associated with it.
Description	A description of the level.
Add	Security level can add new records to the data they are entitled to view
Edit	Security Level can edit records of the date they are entitled to view
Delete	Security Level can delete records that they are entitled to view
Members	Security Level can view Members
Clearances	Security Level can view Clearances
Leagues	Security Level can view Leagues
Competitions	Security Level can view Competitions
Clubs	Security Level can view Clubs
Teams	Security Level can view Teams
Voting	Security Level can view Votes
Fixtures	Security Level can view Fixtures
Results	Security Level can view Results
Finals	Security Level can view Finals
Ladders	Security Level can view Ladders
Grounds	Security Level can view Venues
Voting Systems	Security Level can view Voting Systems
Finals Systems	Security Level can view Finals Systems
Grades	Security Level can view Grades
Competition Types	Security Level can view Competition Types
Associations	Security Level can view Leagues
Sponsors	Security Level can view Sponsors
Custom Fixtures	Security Level can view Custom Fixtures
Regrading	Security Level can view Regrading
Player Stats	Security Level can view Player Stats
Configuration	Security Level can view Configuration
Reports	Security Level can view Reports
Archives	Security Level can view Archives
Exception Dates	Security Level can view Exception Dates
Batch Processing	Security Level can view Batch Processing
Zones	Security Level can view Zones
Tribunals	Security Level can view Tribunals
Seasons	Security Level can view Seasons
Sports	Security Level can view Sports
Security	Security Level can view Security
Membership Types	Security Level can view Membership Types
Upload	Security Level can Upload
Export	Security Level can Export
Email	Security Level can Email

User Administration

From the **Configuration** module click **User Administration**

ADD A NEW USER

1. From the configuration module click user administration.
2. Click **Add** to add a new user profile and bring up the "User Administration" window.
3. Enter the details that you want to associate with this profile.
4. Click **Ok** to save the security level, or click **Cancel** to close the window without saving the user.

EDIT AN EXISTING USER

1. From the configuration module click user administration.
2. Select the user that you wish to edit.
3. Click **Edit** to edit the user you have selected.
4. Enter the details that you want to associate with this profile.
5. Click **Ok** to save the user, or click **Cancel** to close the window without saving.

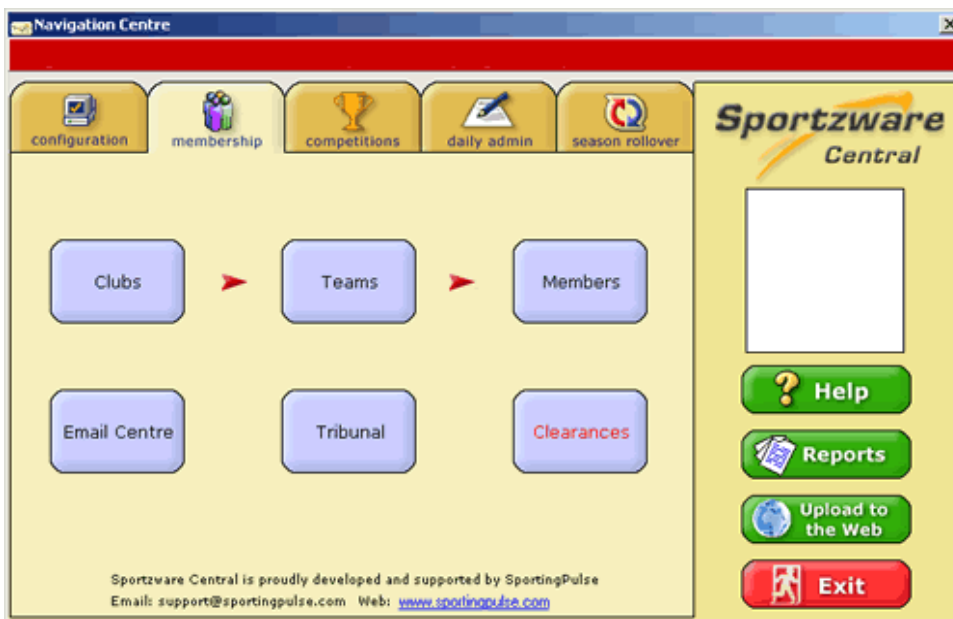
DELETE A USER

1. From the configuration module click user administration.
2. Select the user that you wish to delete.
3. Click **Delete** to delete the selected profile.
4. You will be asked if you are sure that you want to delete the user, click "Yes" to confirm or "No" to abort the delete process.

USER FIELDS

Field Name	Description	Example
User ID	Username for the user	Admin
Description	Description of the user	System Administrator
Level	The security level that describes this users privileges.	80
Password	User's password to login with	footy

MEMBERSHIP



Click on the **Membership** tab located at the top of the Navigation Centre next to the Configuration tab to bring up the Membership module.

The Membership module is intended as the primary information input area of Sportzware Central. It allows you to enter details of your organization's Zones, Leagues, Clubs, Teams and Players – everything you need to enter before you set up your competitions.

This section also allows you to email your members and administer player clearances (player movements within your organisation, and external inward/outward player movements) and player tribunals (both pending and resolved).

Click on **Clubs** to enter/edit Club details.

Click on **Teams** to enter/edit Team details.

Click on **Members** to enter/edit Member details.

Click on **Email Centre** to enter/edit Email details.

Click on **Tribunal** to enter/edit details relating to Player Tribunals.

Click on **Clearances** to enter/edit details relating to Player Clearances.

Clubs

A club is a representation of a number of teams that usually play within one league across multiple competitions under the same banner. An example may be the club "Hogan's Heroes" have three teams playing in the divisions: Men's A Grade; C Grade; and Women's A Grade.

SEARCH FOR A CLUB

1. From the **Membership** module click **Clubs**.
2. Type the name of the club you wish to search for in the **search** box. As you type each letter the list of clubs will be filtered to show the clubs beginning with the letters you have typed.

Note: you can filter the clubs by the league they belong to by selecting the league from the drop down box next to the search box.

ADD A NEW CLUB

1. From the **Membership** module click **Clubs**.
2. Click **Add** to bring up the Club Administration window for a new Club.
3. Enter the information you want to save for the Club.
Note: The "Name" field is the only compulsory field) to record for the Club.
4. Click **Ok** to save the information you have entered, or click **Cancel** to close the window without saving.

EDIT AN EXISTING CLUB

1. From the **Membership** module click **Clubs**.
2. From the Club Administration window select the Club you wish to edit.
3. Click **Edit** to edit the Club you have selected.
4. Update the fields you wish to change and click **Ok** to save the information you have entered, or click **Cancel** to close the window without.

DELETE A CLUB

1. From the **Membership** module click **Clubs**.
2. From the Club Administration window select the Club you wish to delete.
3. Click **Delete** to remove the selected Club.
4. You will be asked if you are sure that you want to delete the Club, click "Yes" to confirm or "No" to abort the delete process.

CLUB FIELDS

Field Name	Description	Example
General		
Name	Name of the club	Blackburn Pirates
Abbreviation	Abbreviation of the club's name	BPIR
Estab Year	The year that the club was established	1980
Corporation Number	The club's corporation number	123456789
Incorporated	Whether the league is incorporated	
Inc Date	The date that the club was incorporated	1980
League/Association	The league that the club belongs to	Box Hill Football League
Logo	The logo of the club	
Club Contact	The name of the contact person for the club	Joe Bloggs
Address	Address of the club	14 Marcos street
Suburb	Suburb that the club is in	Blackburn
Postcode	The postcode of the club's suburb	3130
State	The state that the club is in	Victoria
Country	The country that the club is in	Australia
Phone	The club's phone number	03 7864 3645
Fax	The club's fax number	03 7864 3645
Alt Phone	The club's alternative phone number	03 7864 3646
Mobile	The club's mobile phone	0432 356743

	number	
Email	The club's first email address	mail@blackburnpirates.com
Email 2	The club's second email address	registrations@blackburnpirates.com
Communicate with this Club by	The club's preferred communication method	Email
Active Members	List of Active Members	
Inactive Members	List of Inactive Members	
Officials	List of Officials	
Club Teams	List of Club Teams	
Bond/Notes		
Amount	The currency amount of the bond.	\$200.00
Expiry Date	When the bond expires.	
Notes	General notes on the club.	

Teams

A team is a body made up of players that compete in a competition against other teams in the same competition.

SEARCH FOR A TEAM

1. From the **Membership** module click **Teams**.
2. If you know the competition that the team belongs to, select the competition from the competition drop down list
3. If the team is not registered to any competition, select "Teams not in a Competition" and enter the name of the team in the **Search Box**. As you type each letter the list of teams will be filtered to show those beginning with the letters you have typed.

ADD A NEW TEAM

1. From the **Membership** module click **Teams**.
2. Select a competition that you want to add the new team to from the list. Select 'All Teams' if you do not want to add the team straight into an existing competition.
Note: you cannot add a team to a competition that already has a fixture drawn up, to do this you must first add the team to no competition (as above) then insert the team into the competition through [Regrading](#), or alternatively add the new team directly from [Regrading](#).
3. Click **Add** to bring up the Team Administration window for entering team details.
4. Add the team information that you want to save.
5. Click **Ok** to save the team, **Save+** to save the team and add another team, or **Cancel** to close the window without saving any information you may have entered.
6. If the **Add** button is greyed out, the competition is already full. You will have to delete teams from this competition or increase the allowed number of teams in the competition.

EDIT AN EXISTING TEAM

1. [Find](#) the team that you want to edit.
2. Click **Edit** to bring up the Team Administration window for entering team details.
3. Edit the team details as required.
4. Click **Ok** to save the information you have edited, or click **Cancel** to close the window without saving.

DELETE A TEAM

1. [Find](#) the team that you want to delete.
2. Click **Delete** to delete the team from the database.
3. You will be asked if you are sure that you want to delete the Team, click “Yes” to confirm or “No” to abort the delete process.

INSERT A TEAM

1. From the **Membership** module click **Teams**.
2. Select the competition from the drop down list, for which you wish to insert a team.
3. Click on the **Insert** button.
4. Select the team you wish to insert and click on the **Ok** button.

REGRADE A TEAM

5. Select the competition of the team you wish to regrade from the drop down list.
6. Click on the **Regrade** button.
7. Follow the instruction in the Regrading section.

ARCHIVE A TEAM

1. From the **Membership** module click **Teams**.
2. [Find](#) the team that you want to archive.
3. Once you have selected the team, click the **Archive** button.
4. You will be asked if you are sure you want to archive the selected team, click **Yes** to proceed, or **No** to cancel the archive.

UNARCHIVE A TEAM

1. From the **Membership** module click **Teams**.
2. Click **Unarchive** to view all archived teams.
3. Select the archived team that you want to unarchive and click **Unarchive**.
4. You will be asked if you are sure you want to unarchive the selected team, click **Yes** to proceed, or **No** to cancel the unarchive.
5. Click **Close** to return to the team administration window.

ADD A PLAYER TO A TEAM

1. [Find](#) the team that you want to edit.
2. Click **Edit** to bring up the Team Administration window for entering team details.
3. Click on the **Players** tab to view the players form.
4. Click **Register** to bring up the “Register a Player” window.
5. If the player that you wish to add is already in the database then find that player and click **Register** to add them to the team. If the player you are adding is not in the list of available players, click **Add** to add the player.
6. Select a position and role for the player if applicable from the player grid.

TEAM FIELDS

Field Name	Description	Example
Team Details		
Team Name	Name of the team	Blackburn Pirates
Team Ladder Name	The name of the team that will appear on ladders, the website and some reports	Blackburn Pirates
Team Nickname	The team's nickname	Pirates
Alternate Team ID	Alternate identification for the team	BHFL1234
Club	The club that the team belongs to.	Blackburn Pirates
Team Gender	The gender of players in the team	Male
Home Venue/Ground	The home ground of the team	Blackburn Oval
Team Level	The standard of the team. This is used for player career statistics	Firsts
Contact Details		
Team Contact	The name of the team's contact person	Joe Bloggs
Address	The team's address	14 Marcos street
Suburb	The team's suburb	Blackburn
Postcode	The postcode of the team's suburb	3130
State	The team's state	Victoria
Phone	The team's phone number	03 7864 3645
Fax	The team's fax number	03 7864 3645
Mobile	The team's mobile phone number	03 7864 3646
Email Address	The team's email address number	mail@blackburnpirates.com
Club Championship Details		
Include in Club Championship	Whether this team will participate in the club championships	
Points per win	The number of club championship points that this team will get for each win	5
Current Points	The current number of club championship points that this team has	25
Players	List of currently active players for that team	
Officials	List of currently active officials for that team	
Groups	List of groups associated to this team	
Competitions	List of Competitions in which this team is in	

Members

Members are the people that make up the whole organisation, these are the league/club/team officials, umpires, coaches, captains and players and anyone else who plays some role in the organization.

SEARCH FOR A MEMBER

1. From the **Membership** module click **Members**.
2. Click on the column title of the attribute you want to search by (eg: surname, club name).
3. Select the type of search you would like. A locate search will keep the entire list and search for the value you type. A filter search will reduce the list based on what you type. Extra filter options to control how the filter is applied are available.

ADD A NEW MEMBER

1. From the **Membership** module click **Members**.
2. Click **Add** to bring up the Member Administration window.
3. Enter the details that you want to record for the member.
4. Click **Ok** to save the information you have entered, or **Cancel** to close the window without saving any changes.

EDIT AN EXISTING MEMBER

1. From the **Membership** module click **Members**.
2. [Find](#) the member that you wish to edit.
3. Click **Edit** to edit the selected member and bring up the Member Administration window.
4. Enter details that you want to record for the member.
5. Click **Ok** to save the information you have entered, or **Cancel** to close the window without saving any changes.

DELETE A MEMBER

1. From the **Membership** module click **Members**.
2. [Find](#) the member that you wish to edit.
3. Click **Delete** to delete the member from the database.
4. You will be asked if you are sure that you want to delete the Member, click "Yes" to confirm or "No" to abort the delete process.

PRINT AN ID CARD

1. From the **Membership** module click **Members**.
2. [Find the member](#) you want to print an ID card for.
3. Click **ID Card** to view a report with ID cards for all members.
4. Select the printer you want to print the ID card on and click **OK**.
5. After the report appears on the screen, click the **Printer** button to send the report to the printer.

TAKE A PHOTO

1. From the **Membership** module click **Members**.
2. [Find](#) the member whose photo you wish to take.
3. Click **Photo**.
4. You will be asked if you are sure that you want to take a photo of the selected member, click "yes" to continue or "cancel" to end the process.
5. Select the peripheral device that you wish to use to take a photo by clicking **Select**.
6. The "Twain" dialog box of your scanner/camera will be presented and you may then take the picture.
7. Exit the dialog box and the photo should be returned to Sportzware Central where you can confirm or reject it.

ADD MEMBER TO MAILING LIST

1. From the **Membership** module click **Members**.
2. [Find](#) the member that you wish to add to the mailing list.
3. Right click on the member and select 'Add to Mailing List'.
4. You will be asked if you are sure you want to add the selected member to the mailing list, click "Yes" to continue, and "No" to cancel the process.

DELETE MEMBER FROM MAILING LIST

1. From the **Membership** module click **Members**.
2. [Find](#) the member that you wish to remove from the mailing list.
3. Right click on the member and select 'Remove from Mailing List'.
4. You will be asked if you are sure you want to remove the selected member from the mailing list, click "Yes" to continue, and "No" to cancel the process.

TAG A MEMBER

1. From the **Membership** module click **Members**.
2. [Find](#) the member or members that you wish to tag.
3. Right click on the member or use the Menu button and select 'Tag'.
4. Select a tag that you want to add to the selected member(s) and click **Ok**.

UNTAG A MEMBER

1. From the **Membership** module click **Members**.
2. [Find](#) the member that you wish to untag.
3. Right click on the member and select 'Untag'.
4. Select a tag that you want to remove from this member and click **Ok**.

EXPORT MEMBER LIST

1. From the **Membership** module click **Members**
2. Right click on the member grid (any member will do), select "Export" and then the type of file that you want to export.
3. Select where you want the file to be saved.

PRINT MEMBER LIST

1. From the **Membership** module click **Members**.
2. Right click on the member grid and select "Print".
3. Select the report that you want to print and click **Ok**.
4. Enter the title for the report and click **Ok** to view the report.
5. Click the **Print** button to print the report.

GRID EDIT MEMBER LIST

1. Grid edit allows you to edit a member's details from the member administration window.
2. From the **Membership** module click **Members**.
3. Tick the "Grid Edit" box at the bottom of the window.

MEMBER FIELDS

Field Name	Description	Example
Title	The member's title	Mr
Gender	The member's gender	Male
First Name	The member's first name	Joe
Middle Name	The member's middle name	Shmoe
Surname	The member's surname	Bloggs
ID	A system generated identification number that cannot be edited	4124
Player Code	Alternative identification for a member	BHFL6723
National ID	An ID generated by the Online Membership Database for a National Organisation.	
D.O.B	The member's date of birth	1/1/1980
Club	The club that the member belongs to.	Blackburn Pirates
Upload to Web	Allows this player to be uploaded to the Web.	
Contact Details		
Address	The member's address	
Suburb/Town	The member's suburb or town	
Postcode	The postcode of the member's suburb or town	
State/Region	The member's state or region	
Country	The member's country	
Home Phone	The member's home phone number	
Work Phone	The member's work phone number	
Fax	The member's fax number	
Mobile Phone	The member's mobile phone number	
Pager	The member's pager number	
Email	The member's email address	
Notes	Any notes about the member	
Emergency Contact		
Name	The name of the person to contact in case of emergency	
Number	The phone number of the person to contact in case of emergency	
Membership Details		
Membership Package	The type of membership package that the member has, if applicable	
Joining Fee	The joining fee that this person owes to become a member	
Fee	Any other membership fees this member owes	
Tax	Any tax applied to the membership fee.	

Amount Paid	The amount of membership fees that this member had paid	
Balance Total	Total of the balance	
Amount Paid	Amount of the required payment that had been paid.	
Balance Owing	The amount of money that the member still owes their club	
Balance (Due Date)	The date by which the member has to pay their club	
First Registered Date	The date that this person first registered to become a member	
Last Registered Date	The date that this person last registered to become a member	
Duration	The duration of this member's current membership	
Duration Type	The unit of the duration (eg: years). Select a unit from the list dropdown list image	
Registered Until Date	The date that the member's current membership will expire	
Active	Whether this person's membership is active	
Life Member	Whether this person is a life member	
Deceased	Whether this person is still alive	
Mailing List	Whether this person is on the mailing list	
Member Type		
Player	Whether this member is a player	
Coach	Whether this member is a coach	
Umpire/Referee	Whether this member is a umpire or referee	
Official	Whether this member is a official	
Miscellaneous	Whether this member belongs to any other categories	
Main Area of Interest	Main "Member Type" of the Member	
Additional Info		
Ethnicity	The country of origin or ethnic background of this member	
Birth Certificate No.	This member's Birth Certificate Number	
Passport No.	This member's Passport Number	
Passport Expiry Date	The member's Passport expiry date	
Maiden Name	This member's surname before marriage	
Occupation	This member's occupation	

Health Care No.	This member's Health Care Number	
Passport Country	The country on this member's passport	
Country of Birth	The country in which the member was born	
Loyalty Points total	The number of loyalty points that this member has	
Hair Colour	This member's hair colour	
Eye Colour	This member's eye colour	
Weight	This member's weight	
Height	This member's height	
Photo	A photo of this member	
City/Town of Residence	City or Town of where the member currently resides.	
Identification		
Doc Type	a single character representing a form of identification	I = licence number
Doc No.	the number of the identification	
Last Updated	Shows when this member last had any details updated	
Photo	Photo of the member.	
Parent Details		
Parent 1		
First Name	First name of the member's parent	
Surname	Surname of the member's parent	
Parent 2		
First Name	First name of the member's parent	
Surname	Surname of the member's parent	
Player		
Junior	Whether this member is a junior	
Senior	Whether this member is a senior	
Veteran	Whether this member is a veteran	
Active	whether this member is active	
Winter Active	Whether this member is active fro winter seasons	
Last played game	Date of the last game this member played	
Suspended until	Date that this member is suspended to	
Registered Grade	Grade that this member is registered for	
Career Games	the number of games that this member has played in their career	123
Season Games	Matches the member has played in the current season	
Clearances	Clearances the Member has been involved in	
Tribunal	Tribunals the Member has been involved in	
Permits		
On Permit	Member is on permit	
Club	Club the member is on	

	permit to	
Description	Description of permit	
Permit Date	Date of permit	
Career Stats	Career statistics	
Coach		
Active	Whether this member is an active coach	
Off Season Active	Whether this member is an active coach between seasons	
Coaching Registration No.	Member's Coaching Registration Number	
Instructor Registration No.	This member's Instruction Registration Number	
Teams coached		
Coaching Accreditations		
Umpire		
Active	Member is an active umpire/referee	
Off Season active	Member is an active umpire or referee between seasons	
Umpire Type	Member's umpire type	
Umpiring Registration No.	Umpires Registration Number.	
Current Season Games	Matches umpired in current season	
Umpiring Accreditations	Umpire Accreditations the member has	
Availability	Days member is available to umpire	
Official		
Positions Held	Official Positions held by the member	
Official Accreditations	Official Accreditations held by the member	
Miscellaneous	Miscellaneous official info	
Groups	Groups the member is linked to	
Tags	Tags the member is linked to	
Custom Fields	Customisable Fields	
Custom Text Field 1	Customisable Text Field	
Custom Text Field 2	Customisable Text Field	
Custom Text Field 3	Customisable Text Field	
Custom Text Field 4	Customisable Text Field	
Custom Text Field 5	Customisable Text Field	
Custom Text Field 6	Customisable Text Field	
Custom Number Field 1	Customisable Number Field	
Custom Number Field 2	Customisable Number Field	
Custom Number Field 3	Customisable Number Field	
Custom Number Field 4	Customisable Number Field	
Custom Date Field 1	Customisable Date Field	
Custom Date Field 2	Customisable Date Field	

Clearance

A Clearance is the process of moving a member from one club to another. There are three types of clearances, internal, inward and outward:

Clearance Type	Description
Internal Clearance	When a player transfers between two clubs within the same League
Inward Clearance	When a player transfers from a Club from another League
Outward Clearance	When a player transfers to a Club from another League

ADD A NEW INTERNAL CLEARANCE

1. From the **Membership** module click **Clearances**.
2. Click **Add** to bring up the "Clearance Type" window.
3. Select 'Internal Clearance' and click **Ok**.
4. Select the player that the clearance involves by using the **Search** box.
5. Double-click the player that is to be cleared to select.
6. Select the **Clearance** tab.
7. Enter the details you want to record for the clearance.
Note: "Destination club" and "Reason" fields both compulsory.
8. Click **Ok** to save the information, or **Process** to send an email or fax to the relevant clubs.

ADD A NEW INWARD CLEARANCE

1. From the **Membership** module click **Clearances**.
2. Click **Add** to bring up the "Clearance Type" window.
3. Select 'Inward Clearance' and click **Ok**.
4. Enter the name and any necessary contact details for the transferring player.
5. Select the **Clearance** tab.
6. Enter the details you want to record for the clearance.
Note: "Destination club" "League from", and "Reason" fields are all compulsory.
7. Click **Ok** to save the information, or **Process** to send an email or fax to the relevant clubs.

ADD A NEW OUTWARD CLEARANCE

1. From the **Membership** module click **Clearances**.
2. Click **Add** to bring up the "Clearance Type" window.
3. Select 'Outward Clearance' and click **Ok**.
4. Select the player that the Clearance involves by using the **Search** box.
5. Double-click the player that is to be cleared to select.
6. Select the **Clearance** tab.
7. Enter the details you want to record for the clearance.
Note: "League to" and "Reason" fields are both compulsory.
8. Click **Ok** to save the information, **Process** to send an email or fax to the relevant clubs, or **Cancel** to close the window without saving any information you may have entered.

EDIT AN EXISTING CLEARANCE

1. From the **Membership** module click **Clearances**.
2. Find the Clearance you wish to edit by using the search fields at the top right hand side of the screen.
3. Select the Clearance you wish to edit.
4. Click **Edit** to bring up the "Clearance Administration" window for that clearance.
5. Make the necessary changes to the Clearance.
6. Click **Ok** to save the information, **Process** to send an email or fax to the relevant clubs, or **Cancel** to close the window without saving any information you may have entered.

DELETE A CLEARANCE

1. From the **Membership** module click **Clearances**.
2. Find the Clearance you wish to delete by using the search fields at the top right hand side of the screen.
3. Select the Clearance you wish to delete.
4. Click **Delete** to remove the selected Clearance.

5. You will be asked if you are sure that you want to delete the Clearance, click “Yes” to confirm or “No” to abort the delete process.

ARCHIVE A CLEARANCE

1. From the **Membership** module click **Clearances**.
2. Find the Clearance you wish to archive by using the search fields at the top right hand side of the screen.
3. Select the Clearance you wish to archive.
4. Right-click the selected Clearance and select “Archive Clearance”.
5. You will be asked if you are sure that you want to archive the Clearance, click “Yes” to confirm or “No” to abort the archive process.

PRINT A CLEARANCE

1. From the **Membership** module click **Clearances**.
2. Find the Clearance you wish to print by using the search fields at the top right hand side of the screen.
3. Select the Clearance you wish to print.
4. Right-click the selected Clearance and select “Print”.
5. Enter a title for the report and click **Ok**.
6. When the report preview appears on the screen click the **Print** button at the top of the screen to send the report to the printer.
7. Close the report preview window to return to the “Clearance Administration” window.

CLEARANCE FIELDS

Field Name	Description	Example
Personal		
Title	The member’s title	
Surname	The member’s surname	
First Name	The member’s first name	
Middle Name	The member’s middle name	
DOB	The member’s date of birth	
Sex	The member’s gender	
Address	The member’s address	
Suburb	The member’s suburb	
Postcode	The member’s post code	
Country	The member’s country	
Phone (H)	The member’s home phone number	
Phone (B)	The member’s work phone number	
Mobile	The member’s mobile number	
Facsimile	The member’s fax number	
Email	The member’s email	
Clear from Archive	The member is in the archive and appropriate action will be taken when the clearance is approved to change the member’s archive status.	
Clearance		
Application Date	Date the Clearance was applied for	23/3/3004
Finalisation Date	Date the Clearance was Finalised	27/3/2004
Time Limit Date	The date by which the	

	league/club needs to reply to the clearance application.	
Viewing Clubs from all Leagues	Clubs from all leagues are shown or alternatively clubs from the selected league.	
Club From	The Club the player is transferring from	Eltham Eels
Result	Result of the Clearance	Approved
Viewing all Clubs	All clubs from all leagues are displayed	
Destination Club	The Club the player is transferring to	Blackburn Pirates
Reason	Reason for the transfer	Closer to home
Further Explanation	Further explanation to reason for transfer	Moved to a new house so wanted to play closer to home
Notes	Notes on the transfer	Player available for admin duties also

Tribunal

A process whereby the association/league officials meet to discuss an incident that has occurred during a season. This process can result in the suspension of a member for breaking the rules of the association/league.

Synonyms: judiciary

ADD A NEW TRIBUNAL APPEARANCE

1. From the **Membership** module click **Tribunal**.
2. Click **Add** to bring up the "Tribunal Appearance Administration" window for a new Tribunal Appearance.
3. Find the Player you wish to add by using the search fields at the top left hand side of the screen.
4. Select the Player.
5. Enter the desired information for the Tribunal Appearance
Note: Required fields include "Player", "Competition", "Team" and "Match" (all these fields are automatically entered when adding tribunal appearance from Full Match Entry).
6. Click **Ok** to save the information, or **Cancel** to close the window without saving any information you may have entered.

EDIT AN EXISTING TRIBUNAL APPEARANCE

1. From the **Membership** module click **Tribunal**.
2. Find the Tribunal Appearance you wish to edit by using the search fields at the top right hand side of the screen.
3. Select the Tribunal Appearance you wish to edit.
4. Click **Edit** to bring up the "Tribunal Appearance Administration" window for that Tribunal Appearance.
5. Make the necessary changes to the Tribunal Appearance.
6. Click **Ok** to save the information, or **Cancel** to close the window without saving any information you may have entered.

DELETE A TRIBUNAL APPEARANCE

1. From the **Membership** module click **Tribunal**.
2. Find the Tribunal Appearance you wish to delete by using the search fields at the top right hand side of the screen.
3. Select the Tribunal Appearance you wish to delete.
4. Click **Delete** to remove the selected Tribunal Appearance.
5. You will be asked if you are sure that you want to delete the Tribunal Appearance, click "Yes" to confirm or "No" to abort the delete process.

TRIBUNAL FIELDS

Field Name	Description	Example
Player Details		
Player	Reported player	Joe Bloggs
Charge	What the member did to get reported	Striking
Witness	Name of Witness of the incident	Fiona Johnson
Competition	Competition the incident took place in	Men's A Grade
Team	Team the reported player belongs to	Blackburn Pirates
Reporter	The name of the person reporting the offence.	Robert Fisher
Match	Match ID of the incident	2341
Charge Date	The Date that the incident took place	24/5/2004
Hearing Details		
Date	Date of the Tribunal hearing	28/5/2004
Time	Time of the Tribunal Hearing	19:30
Venue	Venue of the Tribunal Hearing	Mossman Building
Result	Result of the Tribunal Hearing	Guilty
Penalty	Penalty (if any) awarded to the reported player	3
Penalty Type	Type of penalty awarded	Weeks
Expiry Date	Date that the penalty expires	18/6/2004
Suspended Penalty	Penalty that does not take effect until a future date	3
Suspended Penalty Type	Weeks	11/6/2004
Suspended Penalty Expiry Date	Date that the suspended penalty expires	1/7/2004
Notes	Tribunal Appearance Notes	Player pleaded guilty

Email Centre

This section provides the user with the ability to email members who have email addresses entered in their record. In order for this section to work the user must provide a valid outgoing mail server and be on a network that allows the sending of email from third party software. Alternately you will require a copy of Outlook (Outlook Express will not work with Sportzware Central).

COMPOSE AN EMAIL

1. From the **Membership** module click **Email Centre**.
2. Click **Compose** to bring up the "Select Members for Group Email".
3. Select the group from the drop down list from where you wish to select the members to email
4. Select the members you wish to send and email. If you wish to email all members in the group, right click the mouse on the grid and click on select all.

5. Click on the **Add Members to Email List** and then click on the **Ok** button.
6. The "Message Editor" screen will now appear
7. Enter in the contents of your email and then click on the **Send** button

EDIT AN EMAIL

1. From the **Membership** module click **Email Centre**
2. Select an Email message from one of the three tabs (Outbox, Sent Items & Draft) and then click on the **Edit** button.
3. The contents of the saved or sent message will now appear in the Message Editor screen.

DELETE AN EMAIL

1. From the **Membership** module click **Email Centre**
2. Select an Email message from one of the three tabs (Outbox, Sent Items & Draft) and then click on the **Delete** button.
3. The message will now be deleted.

ARCHIVE AN EMAIL

1. From the **Membership** module click **Email Centre**
2. Select an Email message from one of the three tabs (Outbox, Sent Items & Draft) and then click on the **Archive** button.
3. The message will now be archived.

EMAIL CENTRE FIELDS

Field Name	Description	Example
View Archive	Will display all archived emails.	
Message Editor		
To	To who the email is sent	
CC	A copy of the email is sent to the email addresses in this field.	
BCC	A copy of the email is sent to the email addresses in this field, but any other recipient of this email does not know that the email was sent the addresses in this field.	
Subject	The subject of the email	
Priority	The priority of the email	
Return Receipt	Whether or not you require the person receiving the email to acknowledge receipt of this email.	
Body	The main content of the email	
Sportzware	Send this email using Sportzware.	
Outlook	Send this email using Outlook	

COMPETITIONS



Click on the **Competitions** tab located next to the Membership tab at the top of the Navigation Centre to bring up the Competitions module.

The Competitions module is where you create and control your competitions once all of your club and member information has been entered. In this module you can generate standard and custom fixtures, regrade team mid season, run round robin and knockout tournaments, and also manage your finals matches.

Click on **Competition Details** to enter/edit all general Competition details.

Click on **Teams** to add/edit Team details for all competitions.

Click on re-grading to move teams to and from competitions mid-season.

Click on **Fixture Generation** once a competition has teams entered to generate a season fixture.

Click on **Edit Fixture** to edit an existing fixture.

Click on **Fixture Grid** to display matches for a particular day in grid format.

Click on **Generate Finals Matches** to create finals matches for competitions where all regular season matches are completed.

Click on **Edit Finals Matches** to edit an existing finals fixture.

Click on **Clash Resolutions** to view all clashes in an existing fixture

Click on **Match Types** to add/edit match types.

Click on **Venues** to add/edit Venue details for all competitions.

Click on **Custom Fixtures** to create customised fixtures for your competitions.

Competition Details

A competition is a contest where competitors, which may be individual players or teams, compete against each other in the sport they are playing. Sportzware Central caters for three difference types of competitions, as described below.

Synonym: Division

Competition Type	Description	Example
Normal Competition	Where two or more competitors play off against each other in one pool.	12 competitors play against each other over the course of 18 weeks, then the top 4 teams progress to play finals to decide the ultimate winner.
Knockout Competition	Where competitors play off in a tree structure where the loser generally drops out and you have rounds of 64, 32, 16, 8 etc. A typical example is a Grand Slam Tennis tournament.	64 competitors play off in the first round with the losers dropping out, the winners go through to the round of 32 to playoff again, followed by a round of 16, 8 (Quarter Finals), 4 (Semi Finals) and 2 (Grand Final) to decide the ultimate winner
Round Robin Competition	Where two or more pools, or groups, of competitors play off against the other competitors in their pool (or against the competitors in the other pools in some circumstances) to decide on a number of finalists that are drawn from all the pools to playoff to decide who the winners are.	Four pools, or groups, of four teams within each pool playoff against each team within their own pool. After a competitor has played every other competitor in their pool, the top two competitors from each pool progress through to an 8 competitor finals system to decide the ultimate winner.

ADD A NORMAL COMPETITION

1. From the competitions module click competition details.
2. From the Competition Administration window click **Add** to bring up the New Competition Wizard for a new Competition.
3. Select "Normal Competition" in the "Competition Type" options, select the competitor type and click **Next**.
4. On each window of the wizard, enter the information you want to record for the new Competition, clicking next when you are ready to move to the next window.
Note: If you move the mouse over a field in the wizard, a description will appear. Required fields are displayed in bold text.
5. Once you have reached the last step of the "New Competition" wizard, click **Finish**, or click **Cancel** to close the window without saving any information you have entered.
6. Once you have completed the wizard, you can [insert teams](#) into the competition on the "Teams" form of the "Competition Details" window.

ADD A KNOCKOUT COMPETITION

1. From the competitions module click competition details.
2. From the Competition Administration window click **Add** to bring up the New Competition Wizard for a new Competition.

3. Select "Knockout Competition" in the "Competition Type" options, select the competitor type and click **Next**.
4. On each window of the wizard, enter the information you want to record for the new Competition, clicking **Next** when you are ready to move to the next window.
5. Once you have reached the last step of the "New Competition" wizard, click **Finish**, or click **Cancel** to close the window without saving any information you have entered.
Note: If you move the mouse over a field in the wizard, a description will appear. Required fields are displayed in bold text.
6. Once you have completed the wizard, you can [insert teams](#) into the competition on the "Teams" form of the "Competition Details" window.

ADD A ROUND ROBIN COMPETITION

1. From the competitions module click competition details.
2. From the Competition Administration window click **Add** to bring up the New Competition Wizard for a new Competition.
3. Select "Round Robin" in the "Competition Type" options, select the competitor type and click **Next**.
4. On each window of the wizard, enter the information you want to record for the new Competition, clicking **Next** when you are ready to move to the next window.
5. Once you have reached the last step of the "New Competition" wizard, click **Finish**, or click **Cancel** to close the window without saving any information you have entered.
Note: If you move the mouse over a field in the wizard, a description will appear. Required fields are displayed in bold text.
6. Once you have completed the wizard, you can [insert teams](#) into the competition on the "Teams" form of the "Competition Details" window.

EDIT A COMPETITION

1. From the competitions module click competition details.
2. Find the Competition you wish to edit by using the search fields at the top right hand side of the screen.
3. Select the competition you wish to edit.
4. Click **Edit** to bring up the Competition Details to edit the selected competition.
5. Update the fields you wish to change.
6. Click **Ok** to save the information you have updated, or click **Cancel** to close the window without.
Note: You cannot change some competition details after a fixture has been drawn up. These fields are marked as * in the competition fields which are described [below](#).

DELETE A COMPETITION

1. From the competitions module click competition details.
2. Find the Competition you wish to delete by using the search fields at the top right hand side of the screen.
3. Select the competition you wish to delete.
4. Click **Delete** to remove the selected competition.
Note: Deleting a competition will also delete any associated matches for the competition you are deleting. If you do not wish to permanently delete a competition, an alternative process is to [archive the competition](#) so that you can use that particular competition at some stage in the future by [un-archiving](#) it.

DUPLICATE (COPY) AN EXISTING COMPETITION

1. From the competitions module click competition details.
2. From the Competition Administration window click **Add** to bring up the New Competition Wizard.
3. Tick the "Duplicate Existing Competition" option box.
4. Select which competition you wish to duplicate with one of the following options:

Field Name	Description
Duplicate Teams	Create the new Competition with the same teams as the competition you are duplicating
Duplicate Round Dates	Will duplicate the round dates from the selected competition into the new competition.
New Competition with the same Team names (must have "Duplicate Teams" selected)	Creates new teams with the same names as in the competition you are duplicating
New Competition with the same Teams (season rollover) (must have "Duplicate Teams" selected)	Duplicates the Competition with the same team records. Generally used when you want to keep accurate historical team records
Duplicate Registered Players (must have "New Competition with the same Teams (season rollover)" selected)	Brings across the same players in each team and registers them into the new competition. This option saves a lot of time and is generally used unless you want to register the players from scratch at the start of the new competition.

- Continue the "New Competition" wizard entering the details the same as in the "Add new Competition" processes above.
- Once you are finished, click **Finish** or **Cancel** to close the window without saving.
- The new competition will be called 'copy of (original name)'; this can be changed by clicking **Edit** to bring up the Competition Details.

ARCHIVE A COMPETITION

[Archive a Competition](#) (See more information about Archiving a Competition under Season Rollover)

UNARCHIVE A COMPETITION

[Un-Archive a Competition](#) (See more information about UnArchiving a Competition under Season Rollover)

COMPETITION FIELDS

The Competition Details window is broken into several forms including: **General, Fixture Details, Ladder/Points, Age, Fixture Notes, Advanced, Teams (or Players), Officials, Round Robin** and **Knockout**. When adding a new competition there are also unique fields in the Competition Wizard.

Field Name	Description	Example
Unique Competition Wizard Fields		
Duplicate existing Competition	Create a copy of an existing Competition to save time	
Duplicate Teams (only available when duplicating a competition)	Create the new Competition with the same teams as the competition you are duplicating	
New Competition with the same Team names" (only available when duplicating a competition, and duplicating teams)	Creates new teams with the same names as in the competition you are duplicating.	
New Competition with the same Teams (season rollover)" (only available when duplicating a competition, and duplicating teams)	Duplicates the Competition with the same team records. Generally used when you want to keep accurate historical team records.	
Duplicate registered Players (only available when duplicating a competition, and duplicating teams via season rollover))	Brings across the same players in each team and registers them into the new competition. This option saves a lot of time and is generally used unless you want to register the players	

	from scratch at the start of the new competition.	
Normal Competition	Where two or more competitors play off against each other in one pool.	12 competitors play against each other over the course of 18 weeks, then the top 4 teams progress to play finals to decide the ultimate winner.
Knockout Competition	Where competitors play off in a tree structure where the loser generally drops out and you have rounds of 64, 32, 16, 8 etc. A typical example is a Grand Slam Tennis tournament.	64 competitors play off in the first round with the losers dropping out, the winners go through to the round of 32 to playoff again, followed by a round of 16, 8 (Quarter Finals), 4 (Semi Finals) and 2 (Grand Final) to decide the ultimate winner
Round Robin Competition	Where two or more pools, or groups, of competitors play off against the other competitors in their pool (or against the competitors in the other pools in some circumstances) to decide on a number of finalists that are drawn from all the pools to playoff to decide who the winners are.	Four pools, or groups, of four teams within each pool playoff against each team within their own pool. After a competitor has played every other competitor in their pool, the top two competitors from each pool progress through to an 8 competitor finals system to decide the ultimate winner.
Competitor type – Team	Matches are played between Teams comprised of Players	
Competitor type – Player	Matches are played between individuals (eg tennis singles, doubles and team events)	
General		
Name	The name, or title, of the Competition	Men's A Grade
Abbreviation	A short name, or acronym, to reference the Competition	MenA
Ladder Name	The name of the Competition that will appear on the website and reports	Men's A Grade
Grade	Grade that the Competition will be in. This field is used for grouping competitions for reports and statistics.	A Grade
Competition Level	Tier of the competition. This is used when displaying player career stats	Firsts
Competition Type	Type of the competition.	Men's
Competition Gender	Gender of the competition	Male
Age Level	Age level of the competition	Senior
Season	Season that the competition will be played in	Winter
League	The League that will be running this competition	Box Hill Football League
Sport	Sport of the competition	Australian Rules Football
Upload Profile	The settings which allow the user to upload data to SportingPulse. Default profiles exist for Competition and	

	Membership uploads and these profiles may be edited to further suit the user requirements.	
No. of Players in a Team	Number of Players required for each team	22
Player Finals Eligibility	Number of matches a player is required to play to be eligible to play finals matches	5
Auto Add Registered Players	Automatically add players registered to the team to each match when entering results	
Auto Rebuild Player Stats	Player stats are rebuilt at the completion of saving a match from Full Match Entry	
Use Player Positions	Activate the use of Player Positions, makes them available for entry from Full Match Entry.	
Use Player No.	Activate the use of Player shirt numbers	
Upload to Web	Upload this competition to the Website	
Display Order	Used to sort Competitions in the Competition Administration , various reports and also on your Sportzware website	1
Champ Points	Number of championship points each Team in this Competition gets	5
Voting System	Voting system that is used	3-2-1
Enter Votes from Match Screen	An extra page for vote entry becomes available as part of full match entry.	
Sponsor voting System	Sponsor Voting system that is used	5-4-3-2-1
Enter Votes after Game	A Sponsor votes dialog is shown on completion of data entry from Full Match Entry screen.	
Sponsor	Name of the Sponsor for the Competition	Jack's Fodder Store
Best and Fairest Award Title	The title of the best and fairest award	Greenstreet Medal
Sponsor Award Title	Title of the Sponsor award	Jack's Fodder Junior Achiever
Scoring Template	The Template by which points are allocated for result types.	
Fixture Details		
Number of Teams Required	Number of Teams in the Competition	12
Number of Rounds to Play	Number of Rounds in the Competition	18
*Fixture Template	Fixture Template to use when drawing up Matches for this competition	12 Team Home/Away
*Start Date	Date of the first round of the competition	10/4/2004
Default Start Time	Starting time that matches in this competition are set to when generating the fixture using	2:30pm

	home grounds for teams	
Match Officials	Maximum number of Umpires that can be used in each match in this Competition	4
Match Duration	Number of minutes set aside for each match for a venue	120
Ignore venue clashes for this competition	This option will enable the program to ignore all venue clashes.	
Days Played	days that this Competition will be played on. This is used when grouping competitions on your Sportzware Website. If you don't select any days then the competition will be placed in a "Any Day" group	Saturday
Round Dates	Specify which date each Round will be played on and how many Matches will be played in that Round	
Exception Dates	Specify which dates there are to be no matches scheduled when a fixture is generated. This option is only used when not using Round Dates	Easter Saturday 16/4/2004
Normal Season	Display the option to add dates for a Normal season.	
Finals	Display the option to add dates for Finals.	
Ladder/Points		
Ladder Type	Type of Ladder that will be used for the Competition	Premiership Standard
Finals System	Type of Finals System that this Competition will use	Page Final Four: Round 1 1 1v2 2 3v4 Round 2 3 L1vW2 Round 3 W1vW3
Ladder Streak		
Winning	Number of wins (non-losses) in a row a team has incurred	
Non Losing	If non losing streak is selected, the streak will reflect the number of consecutive non-losing games rather than wins.	
Ladder Points Allocation		
Win	Number of ladder points that will be allocated for a win	4
Loss	Number of ladder points that will be allocated for a loss	0
Draw	Number of ladder points that will be allocated for a draw	2
Bye	Number of ladder points that will be allocated for a bye	0
Forfeit Win	Number of ladder points that will be allocated for a forfeit win	4
Forfeit Loss	Number of ladder points that will be allocated for a forfeit loss	0
Preferences		

Add Byes to Games Played	When a team has a bye their matches "Played" field in the ladder increases by 1	
Bonus/Penalty Points	Include Bonus//Penalty points	
Add Forfeit Win to Played	When a team wins by forfeit their matches "Played" field in the ladder increases by 1	
Add Forfeit Loss to Played	When a team loses by forfeit their matches "Played" field in the ladder increases by 1	
Add Forfeit Win to Wins	When a team wins by forfeit their matches "Won" field in the ladder increases by 1	
Add Forfeit Loss to Losses	When a team loses by forfeit their matches "Lost" field in the ladder increases by 1	
Default Scores		
Forfeit Win FOR Score	Match points a Team receives when winning by forfeit	60
Forfeit Win AGST Score	Match points against a Team concedes when losing by forfeit	0
Forfeit Loss FOR Score	Match points a Team receives when losing by forfeit	0
Forfeit Loss AGST Score	Match points a Team concedes when losing by forfeit	60
Bye FOR Score	Match points a Team receives on a bye	0
Bye AGST Score	Match points a Team concedes on a bye	0
Ladder Streak – Winning	Ladder streak increases only when Team wins	
Ladder Streak – Non-Losing	Ladder streak increases when a Team does not lose (increases on a draw/tie also)	
Statistics		
Use this Profile:	Player statistics available to use for a match	
Player Season Stats	Player statistics available to use for a season	
Player Round Stats	Round statistics available to use for a match	
Activate this Stats Profile	Activates the profile selected in the drop down list.	
Player Game Stats	Player statistics available to use for a match	
Team Statistics	Team statistics available to use	
Use Team Stats in Ladder	Team statistics are included in ladder	
Activate All	Activates all statistics for use	
Age		
Minimum Age	Minimum age a player must be to be registered to Teams in the Competition	15
Minimum Age Date	Date that the minimum age takes effect. A warning will apply when trying to add a player under this age.	1/1/2004
Is Minimum Age Compulsory?	User is notified when trying to register an under age player to a Team and the player will not be added	

Maximum Age	Maximum age a player must be to be registered to Teams in the Competition	17
Maximum Age Date	Date that the maximum age takes effect	31/12/2004
Is Maximum Age Compulsory?	User is notified when trying to register an over age player to a Team and the player will not be added	
Junior Qualifying Age	Age a player is to be a junior player	18
Junior Qualifying Date	Date that the Junior Qualifying Date take effect	31/12/2004
Fixture Notes		
Fixture Notes	Notes about the fixture that can be displayed on the Sportzware Website and in various fixture reports	Team Registration Fees must be paid before the commencement of Round 3 to avoid Ladder penalties
Advanced		
Is Ladder uploaded?	Determines whether the ladder is uploaded to the Sportzware website	
Results Recorded?	Results are recorded for this competition.	
Off Season Competition	Competition is competed during the Off-Season	
Are Results Uploaded?	Determines whether match results are uploaded to your Sportzware website	
Off season Competition	This competition is an off season competition.	
Competition Fixture drawn up	Fixture has been generated for the Competition	
Finals drawn up	Finals have been generated for the Competition	
Last Round completed	The last round that all match results have been entered for the Competition	6
Competition Group / Pool Data	The group name is the title of this group of Matches, as it will appear on the SportingPulse website	Pool A
Teams		
Cmp No	Number assigned to a team to identify it within a Competition	1
Team Name	Name of a competitor in the Competition	Blackburn Pirates
Cmp ID	A system generated identification number that cannot be edited	5276
Competitor Type	Whether the competitor is a team or a player	Team
Grp No	Used in Round Robin Competitions, this number shows which group the Competitor will be in	2
Grp Cmp	Used in Round Robin Competitions, this number identifies the Competitor within a group	1
Seed No	Used in Knockout Competitions	1

	to rank the highest placed Competitors	
Registered Teams	Number of Competitors registered to the Competition	12
Teams required	Number of Competitors required in the Competition	12
Officials		
Official fields	Details of officials of the Competition	

Venues

A venue is the location where a match is contested.

Synonyms: ground, field, court, green, oval, rink

ADD A NEW VENUE

1. From the **Competitions** module click **Venues**.
2. From the Venue Administration window click **Add** to bring up the Venue Details window for a new Venue.
3. Enter the information you want to record for the Venue.
Note: The “Name” and “Abbreviation” fields are compulsory.
4. Click **Ok** to save the information you have entered, or click **Cancel** to close the window without saving.

EDIT A VENUE

1. From the **Competitions** module click **Venues**.
2. Find the Venue you wish to edit by using the search field at the top right hand side of the screen.
3. Select the Venue you wish to edit.
4. Click **Edit** to bring up the Venue Details window for the selected Venue.
5. Enter the information you want to update for the Venue.
6. Click **Ok** to save the information you have entered, or click **Cancel** to close the window without saving.

DELETE A VENUE

1. From the **Competitions** module click **Venues**.
2. Find the Venue you wish to delete by using the search field at the top right hand side of the screen.
3. Select the Venue you wish to delete.
4. Click **Delete** to delete the selected Venue.

VENUE FIELDS

The Venue Administration window is broken into four forms: **General**, **Notes**, **Officials** and **Matches**.

Field Name	Description	Example
General		
ID	System generated identification number that cannot be edited	27
Name	The name of the Venue	Blackburn Oval
Abbreviation	Short name, or acronym, to reference the Venue by	BO

Contact	The contact person associated with the Venue.	Joe Bloggs
Address	Address of the Venue	42 Christopher Road
Suburb/Town	Suburb/Town of the Venue	Blackburn
State	State of the Venue	Victoria
Postcode	Postcode of the Venue	3130
Phone	Phone of the Venue	03 4783 5432
Facsimile	Fax of the Venue	03 4783 5432
Venue Type	Type of the Venue	Football oval
Map Number	A map number, giving the location of the ground	53
Map Reference	A map reference for the given map number	E4
Days Available	Days that this Venue can be used	Saturday, Sunday
Show in Fixture Grid	Shows the Venue in the Fixture Grid regardless of whether it has any matches on the day selected	
Night Games	Venue is available for night games	
Suit Charging	Venue is setup to be able to charge the Public an entry fee (i.e. Ground is fenced off)	
Car Park Spaces	number of car parking spaces available near the Venue	80
Notes	Any notes or comments relevant to the Venue	Excellent surface, good drainage, possible Grand Final host
Officials	Officials that belong to the Venue	
Matches	Displays any Matches that have been fixtured for this Venue	

Teams

[Add a new team](#) (See information about Teams under Membership)
[Edit an existing team](#) (See information about Teams under Membership)
[Delete a team](#) (See information about Teams under Membership)

INSERT A TEAM INTO A NORMAL COMPETITION

1. Once you have [added a normal competition](#), from the **Competitions** module go to **Competition Details**.
2. Use the Search fields at the top right hand side of the window to find the Competition that you wish to add teams for.
3. Select the Competition.
4. Go to the **Teams** tab.
5. Click **Add** to bring up the "Team Administration" window.
6. Enter the information you want to record for this team.
7. Click **Ok** to save the information you have entered, or cancel to close the window without saving.

INSERT A TEAM INTO A KNOCKOUT COMPETITION

1. Once you have [added a knockout competition](#), from the **Competitions** module go to **Competition Details**.

2. Use the Search fields at the top right hand side of the window to find the Competition that you wish to add teams for.
3. Select the Competition.
4. Go to the **Knockout** tab.
5. Click **Add** to bring up the "Team Administration" window.
6. Enter the information you want to record for this team.
7. Click **Ok** to save the information you have entered, or **Cancel** to close the window without saving. The new team will be placed on the right hand side in the "Current first round matches" section.

Note: If you want to seed the team tick the "Use Seeds" option box at the top right hand side of the window and select a Seed template from the drop down box to the left of this field. The Seed numbers will appear in the "Seed" column. Drag and drop the team onto the relevant position where their seed is. If a team is assigned a seed number, double clicking will attempt to place them in the appropriate seed position.

INSERT A TEAM INTO A ROUND ROBIN COMPETITION

1. Once you have [added a round robin competition](#), from the **Competitions** module go to **Competition Details**.
2. Use the Search fields at the top right hand side of the window to find the Competition that you wish to add teams for.
3. Select the Competition and click **Edit**.
4. Go to the **Teams** tab.
5. Click **Add** to bring up the "Team Administration" window.
6. Enter the information you want to record for this team.
7. Click **Ok** to save the information you have entered, or cancel to close the window without saving.

Note: Teams should be added in order of how they are numbered within each pool, e.g. for a Competition with 3 pools of 4 teams the teams should be added in the following order:

1st Team in Pool A
 2nd Team in Pool A
 3rd Team in Pool A
 4th Team in Pool A
 1st Team in Pool B
 2nd Team in Pool B
 3rd Team in Pool B
 4th Team in Pool B
 1st Team in Pool C
 2nd Team in Pool C
 3rd Team in Pool C
 4th Team in Pool C

8. Once you have added all the teams required for the competition you must then assign them to their pools. To do this click **Assign**.

MOVING TEAMS BETWEEN POOLS IN A ROUND ROBIN COMPETITION

Note: You can view which group a team is in from the "Grp No" column.

1. From the competitions module click competition details.
2. Use the Search fields at the top right hand side of the window to find the Competition that you wish to move a team for.
3. Select the Competition and click **Edit**.
4. Go to the **Teams** tab.
5. Select the team you wish to move.
6. Click the move button.
7. Select the Group/Pool that you wish to move the selected team to.
8. Click **OK**.

TEAM FIELDS

Field Name	Description	Example
Team Details		
Team Name	Name of the Team	Blackburn Pirates
Team Ladder Name	Name of the Team used in the ladder, in some reports and on the website	Blackburn Pirates
Team Nickname	Nickname of the Team	Pirates
Alternate Team ID	Alternative identification for the Team	BHFL2895
Club	Club the Team belongs to	Blackburn Pirates
Team Gender	Gender of the Team	Male
Home Venue/Ground	Venue that the Team plays home games at	Blackburn Oval
Team Level	Level that the Team competes in	First
Contact Details		
Team Contact	Name of the contact person for the team	Joe Bloggs
Address	Address of the Team contact	13 Shady Lane
Suburb	Suburb of the contact's address	Blackburn
Postcode	Postcode of the contact's suburb	3130
State	State of the team contact	Victoria
Phone	Telephone number of the team contact	03 9827 4573
Fax	Fax number of the team contact	03 9827 4573
Mobile	Mobile number of the team contact	0453 234 895
Email Address	Email address of the team contact	mail@blackburnpirates.com
Club Championship Details		
Include in Club Championship	Include team in Club Championship competition	
Points Per Win	Number of points team receives for a win contributing to Club Championship points	5
Current Points	Current point accrued for Club Championship	25
Players	A list of players who are associated with this team.	
Officials	A list of officials who are associated with this team.	
Groups	Any Groups the Team belongs to.	
Competitions	List of Competitions that Team is registered to.	

Fixture Generation

A fixture is a timetable of matches showing competitors, rounds, match times, dates and venues.

Synonyms: draw, schedule

GENERATE A NEW FIXTURE

Note: you must first have [entered a Competition](#) and [added its Teams](#) before you can generate a fixture.

1. From the **Competitions** module click **Fixture Generation**.
2. From the Fixture Generation window, select a competition and click **Ok**.
3. Enter the information you want to record for the new Fixture.
4. Click **Generate** to create the fixture or **Cancel** to close the window without generating.

Edit Fixture

EDIT MATCHES WITHIN A FIXTURE

1. From the **Competitions** module click **Edit Fixture**.
2. From the Pick a Competition window, select a competition, and then click **Ok**.
3. Select the match that you want to change and click **Ok**.
4. Click on the fields that you want to update and change the information as required.
5. Click **Ok** to save the changes, or **Cancel** to close the window without saving.

ADD A NEW MATCH WITHIN A FIXTURE

1. From the **Competitions** module click **Edit Fixture**.
2. From the Pick a Competition window, select a competition, and then click **Ok**.
3. Select the match that you want to change and click **Ok**.
4. Click **Add a Game** to add a new match to this competition.
5. Add any information you want to the new match that appears.
6. Click **Ok** to save the match you have entered, or **Cancel** to close the window without saving.

DELETE A MATCH FROM A FIXTURE

1. From the **Competitions** module click **Edit Fixture**.
2. From the Pick a Competition window, select a competition, then click **Ok**.
3. Select the match that you want to delete and click **Ok**.
4. Select a Match that you want to delete, then click Remove a Game.
5. Click **Ok** to save the changes or **Cancel** to close the window without saving.

Fixture Grid

ALLOCATING UMPIRES/REFEREES

*Note: to allocate umpires/referees you must first ensure that all individual umpires are [added as members](#) in the database and also specified as being umpires in the membership details form of their membership administration screen in the Membership module.
To allocate teams or clubs as umpires you must tick the "Use Teams as Umpires" and "Use Clubs as Umpires" boxes in the Preferences window in the Configuration module.*

1. From the **Competitions** module click **Fixture Grid**.
2. Select "Umpires" from the "Allocation" drop down menu at the top of the window.
3. Select the date that you wish to assign umpires for from the "date" drop down box.
4. All the matches will appear for the day in the Fixture Grid. Drag the umpires from the left hand side onto the matches that you want to assign them for.

5. Click ok to save the information you have entered or click cancel to close the window without saving.

PRINT MATCHES FOR A SPECIFIC DAY

1. From the **Competitions** module click **Fixture Grid**.
2. Select the date that you wish to view matches for from the “date” drop down box.
3. Right-click any of the matches on the Fixture Grid and select “Print Fixture Grid”.
4. Change the “Print Settings” to display the report as you wish.
5. Click **Ok** to preview the report.
6. Click the **Printer** icon at the top of the window to send the Fixture Grid report to the printer.

EXPORT DAILY MATCHES

1. From the **Competitions** module click **Fixture Grid**.
2. Select the date that you wish to export matches for.
3. From the “File” menu at the top of the screen select “Export” and then the desired format (Excel, Word, or HTML).
4. The matches will be exported to the selected format where you can make any manual changes you like from there.

Regrading

Regrading is the process during a season (after a fixture is drawn up) where competitors are moved to and from their competitions.

DELETE A TEAM FROM A FIXTURED COMPETITION (MOVE OUT)

1. From the **Competitions** module click **Re-Grading**.
2. Select a competition from one of the drop down lists.
3. Select the team that you wish to remove from the competition, and click the Move Out button below the team list to move the team to the Unallocated Teams box.

MOVE A TEAM FROM ONE FIXTURED COMPETITION TO ANOTHER

1. From the **Competitions** module click **Re-Grading**.
2. Select competition that you want to move the team from in the left drop down list
3. Select competition that you want to move the team to in the right drop down list.
4. Select the team that you want to move in the left list.
5. Click the Move Right button to move the team.

RENUMBER TEAMS WITHIN A FIXTURED COMPETITION

1. From the **Competitions** module click **Re-Grading**.
2. Select a competition from one of the drop down lists.
3. Below the Competition’s Team list, click the re-number button.
4. Enter each Team’s new number in the left column.
5. Click ok to save the new team numbers or cancel to close the window without saving.

REDRAW A FIXTURE

1. From the **Competitions** module click **Re-Grading**.
2. Select the competition from one of the drop down lists that you wish to redraw.

3. Below the Competition's Team list, click the redraw button.
4. Enter the new fixture details and click generate.
5. The new fixture will be displayed.

INSERT A TEAM INTO A FIXTURED COMPETITION

1. From the **Competitions** module click **Re-Grading**.
2. Select a competition from one of the drop down lists.
3. Select a team from the Unallocated Teams list at the bottom of the window.
4. Click the Move In button below the competition team list.

INSERT A NEW TEAM INTO A FIXTURED COMPETITION

1. From the **Competitions** module click **Re-Grading**.
2. Select a competition from one of the drop down lists.
3. Click on the **New Team** button.
4. Enter in the details of the new team and click on the **Ok** button.

Generate Finals Fixtures

Finals are the latter phase of a season where the number of competitors in a competition is usually reduced to playoff for the final positions/awards.

Synonyms: *playoffs*

GENERATE FINALS MATCHES FOR A COMPETITION

Note: Finals may be fixtured when all games are complete or pre-fixtured at any stage after the original fixture is done. Pre-fixturing enables you to set the venues and times for finals matches in advance.

1. From the **Competitions** module click **Generate Finals Matches**.
2. Select a competition to generate a Finals Fixture for, then click **Ok**.
3. The finals wizard will then take you through the available options for that competition.

GENERATE FINALS MATCHES FOR A ROUND ROBIN COMPETITION

Note: Before you generate a finals fixture for a Round Robin Competition, you should ensure that you have the correct finals template selected on the Ladder/Points tab in the Competition Details form, in the Competitions module, for the competition you are generating a Finals Fixture for.

1. From the competitions module select **Competition Details**.
2. Select the round robin competition that you wish to generate a finals fixture for, then click on the **Edit** button.
3. From the **Tournament** tab ensure that the correct finals fixture is selected
4. From the **Teams** tab, click the **View** button and select **Final Group**.
5. Move the teams from the right-hand side across to the left in the order of finals position by double-clicking them (they should already be listed in this order, 1st from pool A, then first from pool B etc).
6. Click **Generate** from the fixture options.
7. Finalise the fixture details.

Note: To add match descriptions (e.g. semi final, grand final etc), edit the Finals Fixture as required from Competitions>Edit Finals Matches. You can also add round descriptions by

right-clicking on a match in that round and selecting 'Enter Round Description' from the 'Select match for editing' screen.

Edit Finals Matches

EDIT MATCHES WITHIN A FINALS FIXTURE

1. From the **Competitions** module click **Edit Finals Matches**.
2. From the **Edit Finals Matches** window, select a competition, and then click **Ok**.
3. Select the match that you want to change and click **Ok**.
4. Click on the fields that you want to update and change the information as required.
5. Click **OK** to save the information you have updated, or click **Close** to exit without saving.

ADD A NEW MATCH TO A FINALS FIXTURE

1. From the **Competitions** module click **Edit Finals Matches**.
2. Select a Competition, and then click **Ok**.
3. Select a Match and click **Ok** to edit that Match's details.
4. Click Add a Game. The game will be added to the round that you are currently viewing.
5. Click **OK** to save the information you have updated, or click **Close** to close the window without saving.

DELETE A MATCH FROM A FINALS FIXTURE

1. From the **Competitions** module click **Edit Finals Matches**.
2. Select a Competition then click **Ok**.
3. Select a Match and click **Remove Match** to remove that match from the fixture.
4. Click **OK** to save the information you have updated, or click **Close** to close the window without saving.

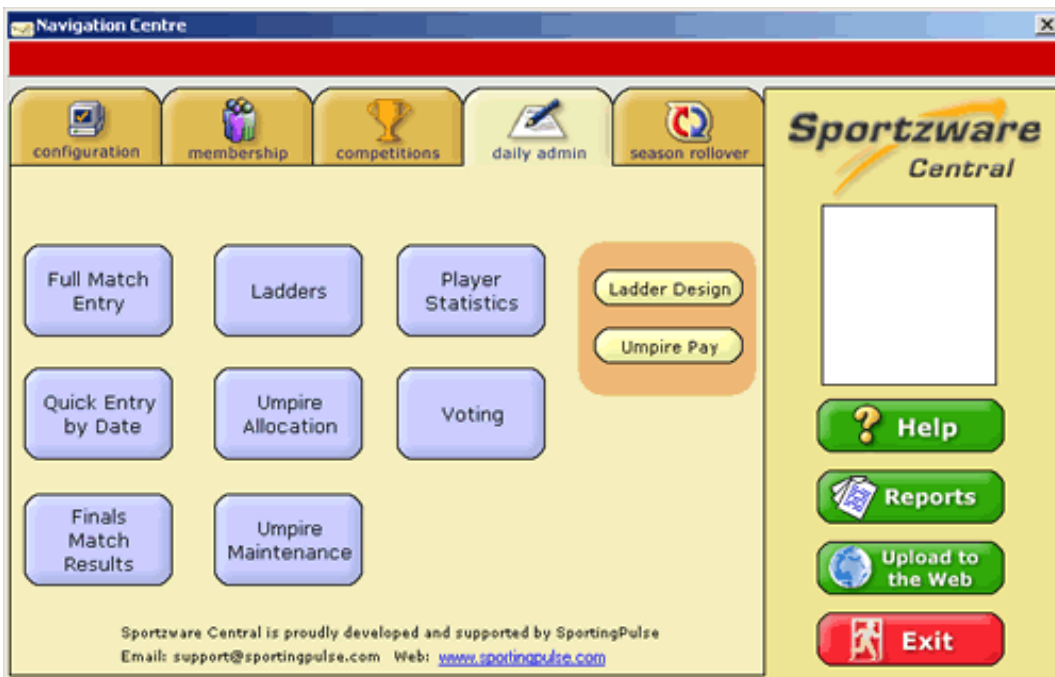
Clash Resolution

Clash Resolution is the process of working through clashes (matches being played at the same venue at the same time) of an existing fixture and resolving them by allocating new venues or changing the time of the match.

The left hand side of the screen presents you with a list of clashes that have been found with the fixtures that have been drawn up. You can click on an item in this column to get the exact details of the clash. In order to resolve the clash you can simply select a new venue from the drop down list or change the time of the match and then click on the resolve clash button.

You can determine the availability of venues by selecting a venue from the drop down list, in the venue availability section, and then click on the update times button. This may assist with your selection of alternate venues for clashes.

DAILY ADMIN



Click on the **Daily Admin** tab located next to the Competitions tab at the top of the Navigation Centre to bring up the Daily Admin module.

The Daily Admin module is where you enter your match results, stats and votes once your competition fixtures have been created. The Daily Admin module will also help you manage your ladders and umpires, and upload your data to the internet.

Click on **Full Match Entry** to enter full match results, team and player statistics.

Click on **Ladders** to view and print off ladders.

Click on **Player Statistics** to manage player statistics.

Click on **Quick Entry By Date** to enter match scores only.

Click on **Umpire Allocation** to allocate umpires to matches.

Click on **Voting** to enter match votes.

Click on **Finals Match Result** to enter full match results, team and player statistics for Finals Matches.

Click on **Umpire Maintenance** to enter/edit Umpire details.

Click on **Ladder Design** to customise ladder fields used.

Click on **Umpire Pay** to set umpire pay rates.

Full Match Entry

ENTER MATCH SCORE AND STATISTICS

1. From the daily admin module click full match entry.
2. Select a competition, and then click **Ok**.

3. Then select the match that you want to enter results for and click **Ok**.
4. Enter match score.
5. Enter Team Statistics.
6. Register Players to Matches and add Player Statistics.
7. Enter the information you want to record for this Match and click **Ok**, or cancel to close the window without saving any information you have entered. Click **Undo** to remove any match results and players that have been added to teams previously.
8. Fields are described [below](#).

FULL MATCH ENTRY FIELDS

The Match Results window is broken into several forms including: **Match**, **Teams**, **Team 1 Name**, **Team 2 Name**, **Team Match Reports**, **Match Details**, **Votes**, and **Officials**.

Field Name	Description	Example
Match		
Match result fields vary depending on the sport that the results are being entered for.		
Date	The date of the Match	25/6/2004
Time	The starting time of the Match	2:30pm
End Time	The ending time of the Match	4:30pm
Played at	Venue of the Match	Blackburn Oval
Match Description	description of the Match	Elimination Final
Umpires	Umpires for the Match	
Teams	Enter team stats for each Team	
{Team 1 Name} and {Team 2 Name}		
Add Selected Players	Adds the selected players to the match (ctrl-click to multi-select)	
Register/Add	Click to register a new player to the team	
Team Match Reports	Enter Match reports for each Team	Great game by the Pirates. after trailing by 3 goals at half time they hit the lead through some great run through the middle, cruising to a 34 point victory.
Match Details		
Attendance	Number of spectators that attended the Match	1,234
Gate Taking	Amount of money made at the gates	\$6,170
Weather Conditions	Weather experienced during the Match	Overcast
Locked	Indicates that no changes can be made to this match by the Online Results Importer.	
Imported	Indicates that the match has been imported from Online Results.	
Votes	Enter Votes for Players in the Match	
Officials	Add Officials to the Match	

Quick Entry By Date

ENTER MATCH SCORE ONLY

1. From the **Daily Admin** module click **Quick Entry By Date**.
2. Select a date, and then click Ok.
3. Enter results into the grid.
4. To enter full match details double click on a Match to access the [Full Match Entry](#) window.

Ladders

A ladder is a list of competitors in one competition sorted from highest to lowest ranking by user-defined fields.

Synonyms: *table, premiership table, standings*

VIEW LADDERS

1. From the **Daily Admin** module click **Ladders**.
2. Select a Competition and click ok to view the ladders for that Competition.
Note: All matches for a round must be completed before the ladder is rebuilt for that round. Click Rebuild to manually rebuild, updating the ladder for all matches played.

ADJUST LADDERS

A Ladder Adjustment is the act of making manual changes to a ladder that the program cannot accommodate for otherwise. These usually occur due to specific association rules or regulations.

1. From the **Daily Admin** module click **Ladders**.
2. Select a Competition and click **Ok** to view the ladders for that Competition.
3. Right click on the team whose ladder record you want to change and click Adjust.
4. Add a number into the field/s you want to adjust and click **Ok**.
Note: The number you enter will adjust that field accordingly, e.g. if you want to add 2 matches to the "Played" field, then enter the number 2. Use negative numbers to subtract from the team's ladder data.
5. To update the changes, click **Rebuild**.

CUSTOMISE LADDERS

6. From the **Daily Admin** module click **Ladder Design**.
7. Select a ladder that you want to edit and click **Edit**, or click **Add** to create a new Ladder template.
8. From the Ladder Template Designer, customise the Ladder by moving stats that you want to include to the "Ladder Fields Used" box, and fields that you want to sort by to the "Sort by these fields" list. Fields are described [below](#).

REBUILD LADDERS

1. From the **Daily Admin** module click **Ladders**.
2. Select a Competition and click **Ok** to view the Ladders for that Competition.
3. Click **Rebuild** to update the ladder for all matches with results entered and implement any other [adjustments](#) that you have made to the ladder.
4. You may multi-select competitions from the Competition screen and then rebuild these competitions.

LADDER TEMPLATE FIELDS

Field Name	Description	Example
Ladder Template	The name of the Ladder Template	Premiership Standard
Competitions	Names of the Competitions that use this Ladder Template	
Abbreviation	Short name to identify this Ladder Template	PREM
Report Name	Filename of the Report that will be used for printing this ladder from the Ladder window	CustomLadderPtrt_O.rpt
Ladder Fields Used	Lists the fields that will be shown in this Ladder in order of display	
Available Fields	List of all of the available fields that can be used in the ladder	
Sort by these fields	Sort fields are how the ladder decides who sits in what position on the ladder	

Player Statistics

Statistics are the numeric measurement of a specific skill aspect of a sport. Examples include points scored, fouls, assists, penalties etc.

VIEW PLAYER STATISTICS

1. From the **Daily Admin** module click **Player Statistics**.
2. Select a Competition and click **Ok** to view the Player statistics for that Competition. Click a column header to sort by that column.

REBUILD INDIVIDUAL PLAYER STATISTICS

1. From the **Daily Admin** module click **Player Statistics**.
2. Select a Competition and click **Ok** to view the Player statistics for that Competition.
3. Right click a Player and click Rebuild Player Stats.

REBUILD PLAYER STATISTICS FOR A COMPETITION

1. From the **Daily Admin Module** click **Player Statistics**.
2. Select the Competition that you want to rebuild statistics for and click **Rebuild**.

REBUILD ALL PLAYER STATISTICS

1. From the **Daily Admin** module click **Player Statistics**.
2. Click **Build All**.
Note: this will rebuild all player statistics in all competitions in the current database. If you have a large number of players and competitions this could take a while.

EDIT STATISTICAL CONFIGURATION

1. From the **Daily Admin** module click **Player Statistics**.
2. Select a Competition and click **Ok** to view the Player statistics for that Competition.
3. From the menu at the top of the window click "Edit" then "Active Statistics" from the top menu.
4. Move the statistics that you want to be active for this Competition to the left list, then click ok to save any changes or **Cancel** to close the window without saving.

EXPORT STATISTICS

1. From the **Daily Admin** module click **Player Statistics**.
2. Select a Competition and click **Ok** to view the Player statistics for that Competition.
3. From the menu at the top of the window click "Edit" then "Export".
4. Click the format that you want to export to, and then select where you want the new file to be saved.

PRINT STATISTICS

1. From the **Daily Admin** module click **Player Statistics**.
2. Select a Competition and click **Ok** to view the Player statistics for that Competition.
3. From the menu at the top of the window click "File" then "Print".
4. Select how you want the report to appear.
Note: You can save or load appearance settings by selecting the Preferences form and clicking Load settings or Save settings.
5. Click **Ok** if you want to proceed with printing or **Cancel** to cancel the print.

Voting

Votes are preferences assigned to participants judged to be the most influential competitors for a match.

ENTER VOTES

1. From the **Daily Admin** module click **Voting**.
2. Select the type of votes you wish to enter (standard or sponsor) and click **Ok**.
3. Select a competition then click **Ok**.
4. Select the match that you want to enter votes for and click **Ok**.
5. The top list shows players in the match and the bottom shows players that have been allocated votes. Double click a player to move them between either list.
6. Enter the number of votes for each player as you move them to the bottom list.
7. Click **Ok** to save the votes you have entered, or cancel to close the window without saving.

VIEW VOTES TALLY

1. From the menu at the top of the screen above the navigation centre click "Daily Administration", then "Voting", then "View Tally".
2. Select the competition that you want to view the vote tally for, and then click **Ok**.

EXPORT VOTES

1. From the menu at the top of the screen above the navigation centre click "Daily Administration", then "Voting", then "View Tally".
2. Select the competition, and then click **Ok**.
3. Right click one of the grids, and then click 'Export'.

4. Click the format that you want to export to then select where you want the new file to be saved.

PRINT VOTES TALLY

Voting Tallies can be printed by [exporting](#) them to Word, Excel, CSV or HTML and printing them from there.

Umpire Payments

An umpire is one a member who adjudicates, or oversees the running of a match to police the rules of the sport to encourage fair play.

Synonyms: referee

Note: Umpire payments will be calculated based on values entered in this window as Umpires are added to Matches. These are only the default payments, and they can be changed independently for each Match.

ADD PAYMENT TO UMPIRE BY GRADE

1. From the **Daily Admin** module click **Umpire Pay**.
2. Click **Grade** to select the Grades form.
3. Select a grade, or hold shift while clicking grades to select multiple grades.
4. Enter a payment value (without the currency symbol) into the text field.
5. Click **Apply** to save the information you have just entered, or close to **Close** the window without saving.

ADD PAYMENT TO UMPIRE BY UMPIRE TYPE

1. From the **Daily Admin** module click **Umpire Pay**.
2. Click **Umpire Type** to select the umpire types form.
3. Select an umpire type, or hold shift while clicking umpire types to select multiple umpire types.
4. Enter a payment value (without the currency symbol) into the text field.
5. Click **Apply** to save the information you have just entered.

ADD PAYMENT TO UMPIRE BY UMPIRE ACCREDITATION

1. From the **Daily Admin** module click **Umpire Pay**.
2. Click **Accreditation** to select the accreditations form.
3. Select an accreditation level, or hold shift while clicking accreditation levels to select multiple accreditation levels.
4. Enter a payment value (without the currency symbol) into the text field.
5. Click **Apply** to save the information you have just entered.

Match Official Allocation

An Umpire is one who adjudicates, or oversees the running of a match to police the rules of the sport to encourage fair play.

Synonyms: referee

ADD A MATCH OFFICIAL TO A MATCH

1. From the **Daily Admin** module click **Match Official Allocation**.
2. Select the type of **Match Official** you want to add from show **Match Official** of type.

3. Select the match that you want to assign a **Match Official** to on the right-hand side.
4. Select a **Match Official** from the left list and click **Add**.
Note: If you have selected an individual you may also have to select the type of umpiring position that this umpire will perform and their payment for this match.

REMOVE A MATCH OFFICIAL FROM A MATCH

1. From the **Daily Admin** module click **Match Official Allocation**.
2. Select the Competition from which the match exists that you wish to remove a **Match Official** from.
3. Select the match that you wish to remove a match official from.
4. Click Delete to remove the **Match Official** from the selected match.
5. You will be asked if you are sure that you wish to remove the **Match Official** from the selected match, click yes to proceed or cancel to leave the **Match Official** assigned to the match.

Finals Match Results

The process for entering Finals Match Results is essentially the same the process for entering results through Full Match Entry. The main difference is that the matches available in this section are only finals matches where is the matches that you find in Full Match Entry are for home and away matches.

Finals matches will only be available for the entering of results if the home and away matches have been entered in completely and a finals fixture has been drawn up.

Match Official Maintenance

The **Match Official** Maintenance sections allows for the direct entering of **Match Official** into the system. This process is exactly the same as for entering Members into the system, only that the Member Type has been checked as an **Match Official** by default.

SEASON ROLLOVER



Click on the **Season Rollover** tab located at the top of the Navigation Centre next to the Daily Admin tab to bring up the Season Rollover module.

The Season Rollover module is where you send competitions to and from the archive, it will also allow you to send multiple members with certain attributes to the archive at once.

Click on **Archive Competitions** to archive active competitions.

Click on **Unarchive Competitions** to remove archived competitions from the archive.

Archive Competitions

ARCHIVE COMPETITIONS

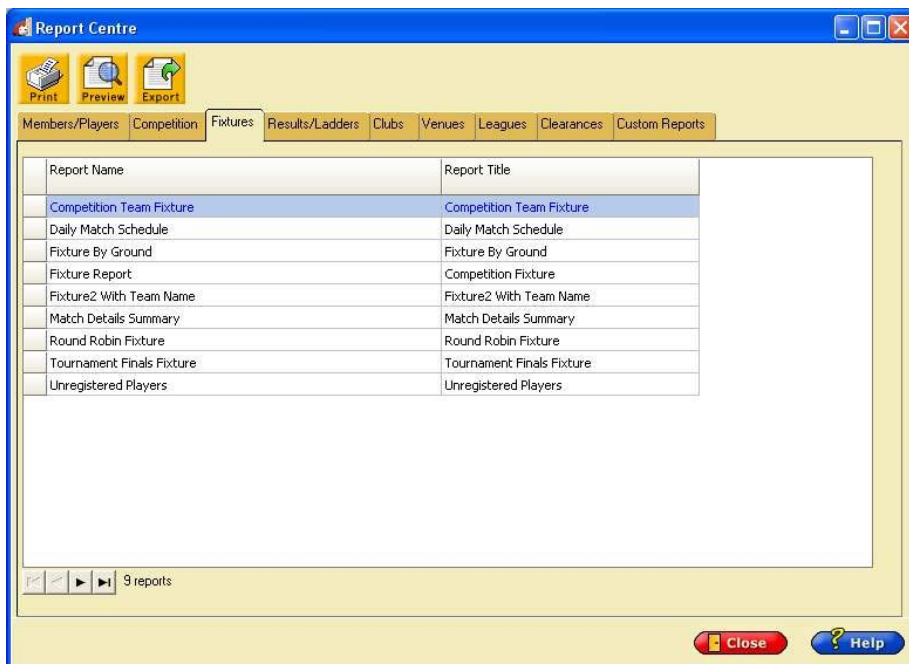
1. From the **Season Rollover** Module, click **Archive Competitions**.
2. Move the Competitions that you wish to archive to the "Competitions to be archived" box on the right-hand side using the <> buttons.
3. Click **Ok** to archive the competitions you have selected.
4. Click **Cancel** to close the window without archiving.

Unarchive Competitions

UNARCHIVE COMPETITIONS

1. From the **Season Rollover** Module, click **Un Archive Competitions**.
2. Move the Competitions that you wish to un-archive to the "Competitions to be archived" box on the right-hand side using the <> buttons.
3. Click **Ok** to unarchive the competitions you have selected.
4. Click **Cancel** to close the window without archiving.

REPORTS



The Reports are the output of information that is used to summarise certain aspects of the information in the database. Some common reports include fixtures/schedules, scoresheets, match summary reports etc.

PRINT A REPORT

1. Click on the **Reports** button located on the right-hand side of the Navigation Centre to bring up the Reports module.
2. Scan through the tabs at the top of the window to find the report you would like to print.
3. Click on **Print** to send the report straight to the Printer

PREVIEW A REPORT

1. Click on the **Reports** button located on the right-hand side of the Navigation Centre to bring up the Reports module.
2. Scan through the tabs at the top of the window to find the report you would like to preview.
3. Click on **Preview** to display a report's content on the screen.

Note: from the Preview screen you can also print, or export a report.

EXPORT A REPORT

Exporting is the act of sending information from Sportzware Central to a different program in a format specific to that program, eg Microsoft Word, Excel etc. This is typically done when the user wishes to make formatting changes to the information to print.

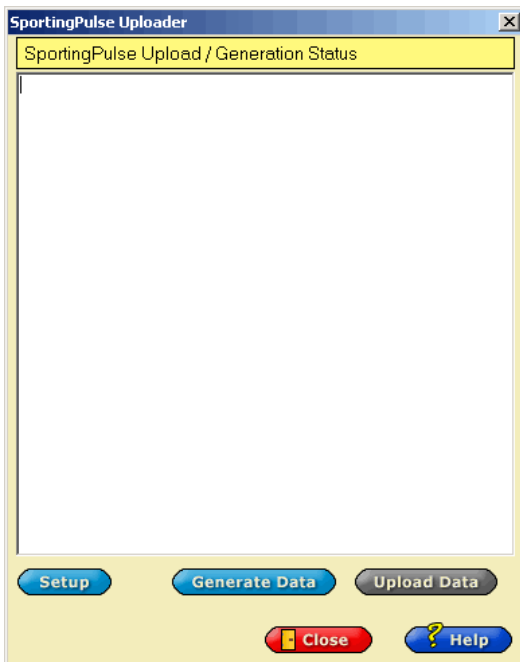
1. Click on the **Reports** button located on the right-hand side of the Navigation Centre to bring up the Reports module.
2. Scan through the tabs at the top of the window to find the report you would like to preview.
3. Click on **Export** to bring up the export options for the chosen report.

Note: You will need to choose a format and a destination for the report. "Format" refers to the type of application you wish to view the report in, Destination refers to where you want to send it.

Destination types:	
Application	Opens the reports with the chosen application in a new window
Disk File	Saves the report in the chosen format to disk
Microsoft Mail	Attaches the report as a file to a new mail window.

For more information about the Reports Section see the Reports Guide which can be accessed by clicking on the Help button in the Reports Section.

UPLOAD TO THE WEB



Uploading is sending information to an online database where it can be organised and displayed on the internet and viewed by members and the public.

UPLOAD COMPETITION INFORMATION TO THE WEB

1. From the **Daily Admin** module click **Upload to The Web**.
2. Click **Generate Data**. This will pull all of the information out of your database that is going to be sent to your Sportzware Website and place it in an email.
Note: If you have both your competition and membership upload profiles active you will be asked to choose which one you wish to upload on this occasion, select Competition then click OK.
3. Click Upload to SportingPulse.

UPLOAD MEMBERSHIP INFORMATION TO SPORTINGPULSE

1. From the Daily Admin module click Upload to SportingPulse.
2. Click **Generate Data**. This will pull all of the information out of your database that is going to be sent to your Sportzware Website and place it in an email.
Note: If you have both your competition and membership upload profiles active you will be asked to choose which one you wish to upload on this occasion, select "Membership" then click OK.
3. Click Upload to SportingPulse.

EDIT COMPETITON UPLOAD CONFIGURATION

1. From the Daily Admin module click Upload to SportingPulse.
2. Click **Setup**, then select competition uploader from the **Upload Profiles** window and click edit.
3. Make sure active profile is ticked.
4. Enter your username and password as supplied by SportingPulse.
5. Enter an email address into sender email.
Note: Every time you upload an email will be sent to this address to notify you if the upload was successful, and if not what errors there were.

6. If you wish to upload via Microsoft Outlook select "Outlook Mail" in the "Mail Client" field. On uploading this will place the upload email in your Outlook outbox ready for sending.

EDIT MEMBERSHIP UPLOAD CONFIGURATION

1. From the Daily Admin module click Upload to the Web.
2. Click **Setup**, then select membership uploader from the "Upload Profiles" window and click edit.
3. Make sure active profile is ticked.
4. Enter your username and password as supplied by SportingPulse.
5. Enter an email address into sender email.
Note: Every time you upload an email will be sent to this address to notify you if the upload was successful, and if not what errors there were.
6. If you wish to upload via Microsoft Outlook select "Outlook Mail" in the "Mail Client" field. On uploading this will place the upload email in your Outlook outbox ready for sending.

EDIT ONLINE DATABASE CLUB/TEAM/MEMBER ACCESS

1. Click **Upload to Web** on the right hand side of the Navigation Centre.
2. Click the **Setup** button at the bottom left of the SportingPulse Uploader window.
3. Select the "Membership" profile and click **Edit**.
4. From the "Security Codes" tab, enter the relevant login details for each entity, that is each club, team and member, that you want to have access to your Sportzware Membership online database.
5. Click ok to save the login details you have entered.
Note: The Sportzware Membership login details you have assigned for your clubs, teams and members will take effect once you complete a [Sportzware Membership Upload](#).

EDIT ONLINE DATABASE DISPLAY INFORMATION

1. Click **Upload to Web** on the right hand side of the Navigation Centre.
2. Click the **Setup** button at the bottom left of the SportingPulse Uploader window.
3. Select the "Membership" profile and click **Edit**.
4. From the membership form ensure that all of the fields that you wish to upload to your Sportzware Membership online database are ticked and that all of the fields you do not wish to show are unticked.
Note: The Sportzware Membership login details you have assigned for your clubs, teams and members will take effect once you complete a [Sportzware Membership Upload](#).

COMPETITION UPLOAD CONFIGURATION FIELDS

Field Name	Description	Example
Profile Description	Name of the Profile	Competition Uploader
Active Profile	Profile is active	
Upload User Information		
Username	Competition upload username	AUFBboxhill
Password	Competition upload password	rfjsdf98
Mail Client	Whether the user uploads through Sportzware Central, or through Microsoft Outlook	
Mail Server (SMTP)	Out-going mail server that the upload is sent via	Mail.yourdomain.com
Sender Email	Email address of the organisation	mail@boxhillfooty.com
Competition	Configuration of which upload reports are used to upload information to your Sportzware	

	Website. This information is generally only accessed if you are told to do so by SportingPulse Support Staff.	
Sport Specific	A list of reports that are specific to the selected Sport.	
All Sports	A list of reports that are used by all reports.	

MEMBERSHIP UPLOAD CONFIGURATION FIELDS

Field Name	Description	Example
Profile Description	Name of the Profile	Competition Uploader
Active Profile	Profile is active	
Upload User Information		
Username	Competition upload username	AUFBboxhill
Password	Competition upload password	rfjisd98
Mail Client	Whether the user uploads through Sportzware Central, or through Microsoft Outlook	
Mail Server (SMTP)	Out-going mail server that the upload is sent via	Mail.yourdomain.com
Sender Email	Email address of the organisation	mail@boxhillfooty.com
Membership		
Member Info Player Info Coach Info Umpire Info Official Info Misc Info	Configuration of which fields are uploaded to your Sportzware Membership online database	
Uploader Config	Configuration of which upload reports are used to upload information to your Sportzware Website. This information is generally only accessed if you are told to do so by SportingPulse Support Staff.	
Security Codes		
Clubs	Club login details to access their Club area of your Sportzware Membership online database	
Teams	Team login details to access their Team area of your Sportzware Membership online database	
Members/Players	Member login details to access their Member area of your Sportzware Membership online database	

GLOSSARY OF TERMS

Archive

Sending Competition, Club, Team or Member records into long-term storage where they cannot be accessed until they are removed from the archive. Archiving is typically done to keep records current, and also to free up disk space to ensure that the program is running at maximum speed.

Clash

When one venue has been assigned more than one match at the same time. This period of time that the two matches clash can be anything starting from even one minute.

Cybersports

A software program used to take real time statistics for a basketball match.

Database

A set of information usually relevant to a league or association, grouped together and retrieved via the use of the Sportzware Central software.

Email

Electronic messages that are sent via the internet between people and or groups of people.

Export

The act of sending information from Sportzware Central to a different program in a format specific to that program, eg Microsoft Word, Excel etc. This is typically done when the user wishes to make formatting changes to the information to print.

Finals

The latter phase of a season where the number of competitors in a competition is usually reduced to playoff for the final positions/awards.

Synonym: playoffs

Fixture

A timetable of matches showing competitors, rounds, match times, dates and venues.

Synonyms: draw, schedule

General Club

The default club that a member is assigned to if the organisation doesn't use a club structure to represent its teams.

Group

User-defined collection of members that is usually created for the purpose of emailing multiple users at once.

Import

The act of retrieving information from another application to use in Sportzware Central

Match

An event where two competitors, being teams or players, compete against one another in a chosen sport to decide a victor.

Synonyms: game

Network

A number of computers linked together to retrieve information off of the same database. This is usually done to allow access to the database to more than one person at a time.

Official

Any person that represents a competitor that is not a player, i.e. coach, official, referee, umpire, secretary, president, team manager etc.

Password

A string of characters entered by the user to gain access to areas of a database that they have exclusive access to, to prohibit access to others that don't have the rights to enter.

Pool

One of a number of groups of competitors that play off against one another in that group usually to decide who will advance to the next stage of a competition to play off against the winners from the other groups/pools to decide the winner/s for the entire competition. A competition can have from two to and number of pools.

Synonyms: group

Statistics

The numeric measurement of a specific skill aspect of a sport. Examples include points scored, fouls, assists, penalties etc.

Unarchive

Retrieving information from the archive, so that it can be accessed/manipulated.

User

One who uses the Sportzware Central program.

Username

A string of characters to identify a user, used in conjunction with a password to access specific areas of a database that the user has rights to access.

Synonyms: userid

Minimum System Requirements

Processor: Pentium I (or equivalent)

RAM: 64 MB

Screen Resolution: 800 x 600 or higher

Operating Systems:

Windows 98 SE

Windows Me

Windows 2000

Windows NT

Windows XP

Windows Server 2003 **

Browser:

Internet Explorer 4.0

Hard Drive Space: at least 500 MB Free

Sportzware Central may work on other computers less than the above, but we are unable to provide support for anything below the above requirements.

Whilst every effort has been made to ensure that Sportzware Central works on Windows 2003 Server, we have encountered some issues with Sportzware Central operating as the server on Windows 2003. The majority of users have not and will not experience any problems with Sportzware Central on Windows 2003, but we are still in the process of testing for Windows Server 2003, and consequently can not guarantee that Sportzware Central will not experience any problems on this platform.

Latest Sportzware Central Version: 5.4

Document Last Updated: 1st July 2005

