SportingPulse™

Sportzware Central Websites

functionality, sporting communities

world class internet solutions, fixtures

memberships, competition management

communications, match statistics

results processing, associations, grassro

SportingPulse™

Contents

SportingPulse editor access

1. You must become members of SportingPulse www.sportingpulse.com.au in order to gain access as a site administrator. Important for the security of the site (password protected sites).

To become a member:

1. Go to the site (www.sportingpulse.com.au) and click on *Become a member.* Read and accept the Terms and Conditions, enter your email, name, choose a password then some basic details, and click OK.

2. You will receive an email asking you to confirm your membership. Click the link provided to confirm your membership.

3. You are now a member of SportingPulse and will soon have access to your website. Once you have joined, contact SportingPulse and you will be given access as a site administrator.

SportingPulse Site Editor Help

Information is easily added and maintained for the competition organisation and affiliated clubs via the online self-editing service. We allow an 'editor' to have access to the relevant web pages and that will let them build and change their own web page at no further cost. This is accessed by the 'editor' link.

All changes will happen immediately after you save them.

An **association editor** can change the association web pages, the **club editor** can change the club web pages, the **team editor** can only change the team web pages.

To become an editor

To become an **association editor**, you need to apply to SportingPulse to join your association to the service

To become a **club or team editor**, you need to be a member already and your association use the service already. If a club has no editor, a message of 'There is currently no administrator for this Club/Team. If you are involved with this Club/Team, you may *apply to become the editor by clicking here*. Once you click, you can request to be the club editor from the next screen. If there is already an editor

Logging on to Site Editor

There are four levels within SportingPulse where self-editing sites can be found, namely Region (State), Association, Club, and Team.
To become the site editor for a self-editing site at any level, you must be a SportingPulse member. Additionally, to become the editor for a region (state) or an association you must contact SportingPulse to receive your password directly from SportingPulse support staff. To become a site editor at the club or team level you can click on **the *apply to become the editor for this site*** link. This link is only visible if no one has become the editor. Some associations apply some additional security regarding becoming a club and/or team site editor. If the *apply to become the editor for this site* link is not visible and there are no signs that the site has been activated it is probable that the association requires that editors get authorisation from the association before proceeding.
Once you have become the site editor, to access the administration area, simply click on the Region, Association, Club or Team Editor button and type in your email address and password.

Site Editor

There are some slight variations in options presented to the administrators of SportingPulse self-editing sites at different levels.

All levels have these options:
Content Manager | Colour Schemes | Authorisation | Logout
Additionally at Association level: **Competition Options**
Additionally at Team level: **Pull Content From Above | Manage Players**
Optionally available at all levels: **Mail Manager**

Authorisation

You can make any SportingPulse member a co-administrator of your website. Clicking on authorisation will display a list of those people who are authorised to administer the website. Click on delete to remove a members authorisation. To add an administrator, type in their email address and click on the "add" button. Any administrator must be a member of SportingPulse to have editorial access

Colour Schemes

This section allows you to change the colour scheme that your website will use to display your pages. You have the choice of 6 ready-made colour schemes or click on "advanced colours" at the bottom of the page to work through the key and select your own.

Competition Options (Association only option)

This option allows an association to hide competitions that have been uploaded but do not wish them to be seen at the moment. An administrator may choose this option if they are still working on a fixture and want to see what it looks like before hiding it from the public. This option can also be used for old competitions that you do not want to be seen anymore. Alternatively these can be archived in Sportzware (see Sportzware Help for more information), to prevent them from being uploaded.

Content Manager

The content manager displays all of the inactive sections on the left and all of the active sections on the right. The number and type of sections that can be seen will depend on both the level you are at and the package that you have purchased. See under website packages on the homepage of SportingPulse.com.au

By selecting one of the inactive sections and clicking on the info button, information about the selected section will be displayed, including whether it allows for multiple entries or images.

Sections can be moved from the left (inactive) to the right (active) by clicking on the blue arrow keys. Ensure that you click the save button to keep any changes that you make.
The blue Up and Down arrows enable you to sort the sections into any order that you wish. Again, ensure that you click the save button to keep any changes that you make.
You can make most sections the default section by highlighting the active section and clicking the "Set as Default" button. A # symbol denotes which section is the current default section.

To rename any section, simply highlight the active section and click on the "Rename Selected" button. The screen will display the section's original name, its old name and allow you to type in its new name.

Specific Sections

The following are a list of the section types and brief information on how they work. Depending on the package that you are on you may not have some of these sections or you may have more than one of a particular section type. There will be new section types added from time to time.

Text/HTML:
This section type provides you with a large text box to enter plain text or HTML. This section type is the most flexible, allowing you to display whatever you wish. If you use HTML ensure that you check the HTML box. This section only allows one entry. You can also associate an image with the entry. Images can be displayed to the left or the right of the text.

News:
This section type provides for an article title, an expiry date, short description and article content. This section is designed for news stories and will display the Article title and a thumbnail image along with the short description immediately below. A "more" link will take the user to the full article content and full size image. The short description allows for up to 255 characters. This will count down as you enter text. This section allows for an unlimited number of news items. The items can be sorted in any order. The expiry date is the date on which the article will be archived. Archived articles can be seen by users via the link " [click here for archives]".

Profile:
This section type provides for multiple entries. This section type is most suited to player profiles, committee members etc. You must enter something in the name and information fields, the rest are optional. There are some 16 fields that you can enter information into. Only those fields with data in them will be displayed on the web. Images for each entry can be displayed to the left or the right of the profile. The profiles can be sorted in any order.

Newsletter:
This section type allows you to publish a newsletter made up of many articles, each with their own image, if desired. This section allows for multiple newsletters that in turn are made up of multiple articles. The individual articles work in the same way as news articles. To publish a newsletter you must first create a newsletter, complete with the Issue Number and Date and Name. Once created, to add articles to the newsletter, select the newsletter and click on edit and then click on "Manage Newsletter Articles". Images for each entry can be displayed to the left or the right of the article. Articles within a newsletter can be sorted in any order. The newsletters themselves can also be sorted in any order.

Contact Details:
This section allows for only one entry and is specifically designed for the organisation to enter a contact person, postal address, phone number, fax number, email address and notes.

Social Calendar:
This section allows for multiple entries and is specifically designed to display upcoming events. Each entry must have a date, title and some information. Additionally you can supply an email address, phone number and web address. This section does not allow images to be uploaded. The calendar items can be sorted in any order.

Sponsor Information:
This section allows for multiple entries and is designed to display sponsor information complete with their logo and link to their website. Each entry must have a name and information. The website link and image is optional. The sponsors can be sorted in any order.

Web Site:
This section allows for only one entry and is specifically designed for the organisation to enter details about their other website. Information and link are the only fields.

Links:
This section allows for multiple entries and is designed to display links to any other websites. Each entry must have a link name and web address. The website link image is optional. The links can be sorted in any order.

Documents:
This section allows for multiple entries and is designed to allow users to upload documents of various types to the web. Each document must have a name and information associated with it. To upload the related file select the item and click on attachments. Browse to find the file on your computer and then click on "Upload New File". There is a maximum file size of 2 Megabytes.

Animated   Name:
This section does not appear in the menu. It allows you to place a Flash (TM) animation at the top of the page that can be used for a variety of purposes, eg: signalling upcoming events, sponsors, etc. There are 6 style options. One of them allows for three lines. You can choose a colour for each line.

Logo:
This section does not appear in the menu. It allows you to place your logo on your site. Simply give your logo a name, click photo, browse to find the file on your computer and then click on "Upload Image".

Results:
This section can only be renamed and made inactive. It enables the user to find their results. NB: If this section is made inactive, users will not be able to find results via your web site.

View Clubs:
This option is only available at association level. This section can only be renamed and made inactive. It enables the user to quickly find club sites in an association.

Adding Images
Images can be added in the 2nd phase, once an article has been submitted. To add an image, choose your article, then choose the *images* button then *browse* to find your file. Locate it in the choose file box and click *open*. Now select upload new image. Once you have completed adding features, click return to your association to see the results of your work.

Logout
Logging Out removes a cookie from your browser, ensuring that another user on your computer cannot log in to your site and make changes. You may find it more convenient not to logout if you can be sure that no one else has access to your computer. This does not log you out of the SportingPulse web site just out of your website's administration section.

Mailing List
Subscribing to a Mailing List is only an option for those association, clubs and teams that have activated this option. Be aware that an association, club, team may have renamed this option or even disabled it from their site. Clicking on Mailing List will subscribe you to the mailing list. You should expect to receive email periodically from the site(s) that you have subscribed to. To view or edit the mailing lists that you are subscribed to, go to My SportingPulse and select, Mailing List.

Manage Players (Team Only Option)

This option allows you to edit player profiles for the team. This is a profile section and works in exactly the same way as other profile sections. The players on display come from the competition management package, Sportzware. Players cannot be added or deleted from this section. If there are no players listed, your association is either not uploading players from Sportzware or your association is using a competition management package other than Sportzware. NB: This is the only section at the team level that allows you to enter data that will be seen if you choose to activate the "Pull Content From Above" option.

Pull Content From Above (Team Only Option)

This option allows you to make the team site the same as the club site. Choosing this option means that all changes to the club site will be duplicated on the team sites. This link can be broken and reinstated and any time. Any content that you have place on the team site will not be visible if "Pull Content From Above" is activated.

Some HTML Coding Hints

For text only sections you may include HTML with your text to improve the presentation. Here are some tips to assist you.

➢ Make a URL link **click here**
➢ Make a URL link in a new window **here**
➢ Make an email link **name of receiver ** allows people to click your email address within an article.

Basic HTML simple text formatting
➢ Underline <U>text to be underlined</U>, **Bold** <B>text to be bold</B>, *Italics*<I>text to be in italics</I>, **Bold and underline**<B><U>text</U></B>.Etc for other combinations.

Results Service

The results for sporting competitions can be viewed by selecting the sport, association, and competition name. This can be found by clicking on the direct links, or via the search facility links or via the links in the My SportingPulse membership section, or book marking the page.

All results are the responsibility of the subscribed association. The member association can change this information at any time with our products and services.

Direct Domain Link - Results pages can also be found directly if the organisation's registered domain name has been delegated to the organisation's competition page on the service. Contact SportingPulse for details to make this happen for your organisation.

For ease of locating and advertising, a registered domain name can be purchased and redelegated to your SportingPulse website. Similarly, if your association already has a functional website, you can use your SportingPulse site for results, news and events and link to the existing website.

Competition Features on the Result service- Competition data and player statistics as displayed on the site are maintained by the competition organisation via their competition management software package. This is available for display via the left side menu links. They are: -

Fixture – Printed fixture list available, with or without results. Venue information, Links to teams and clubs web pages
Ladder,
Results – printed Scorecards available. Member comments cab be posted for a game.
Competition (Player) Statistics – full game and season statistics available where entered.
Email Reminders for team games can be requested.

Comments on Games – Any member can make a comment for any game listed in the result service. Clicking on 'Post a new comment' will enable comments to be made by members.

> If association editors need to remove inappropriate comments posted by members in the match comments section, a 'Delete Post' button has been added at the bottom of the comment page. If editors regard a comment as inappropriate, they can click on the Delete Post button and the comment will be gone

Final thoughts

- Trial and error is the best way of working with these websites, as they are easy to delete and edit, making it possible to regularly change information. For example, to add a news item, simply click on *news* and enter in details as on the left. The *short description* is shown on the front page, and the *article content* is shown after clicking on the article. Once completed, click on the ***submit*** button.
- Mandatory fields in any of the above sections are marked with a red arrow. These fields must not be blank for your submission to be saved.
- Make sure you go back occasionally to look at your work, through the 'return to association' button, under all the menu items.
- If you change an image, it may not immediately look like it has saved. This is a browser issue and can be resolved by using the 'refresh' key within explorer, for example.

Good luck and feel free to contact our support team with your questions.