



## Sportzware Website User Guide



❖ *Technology for Champions*

[www.sportingpulse.com](http://www.sportingpulse.com)

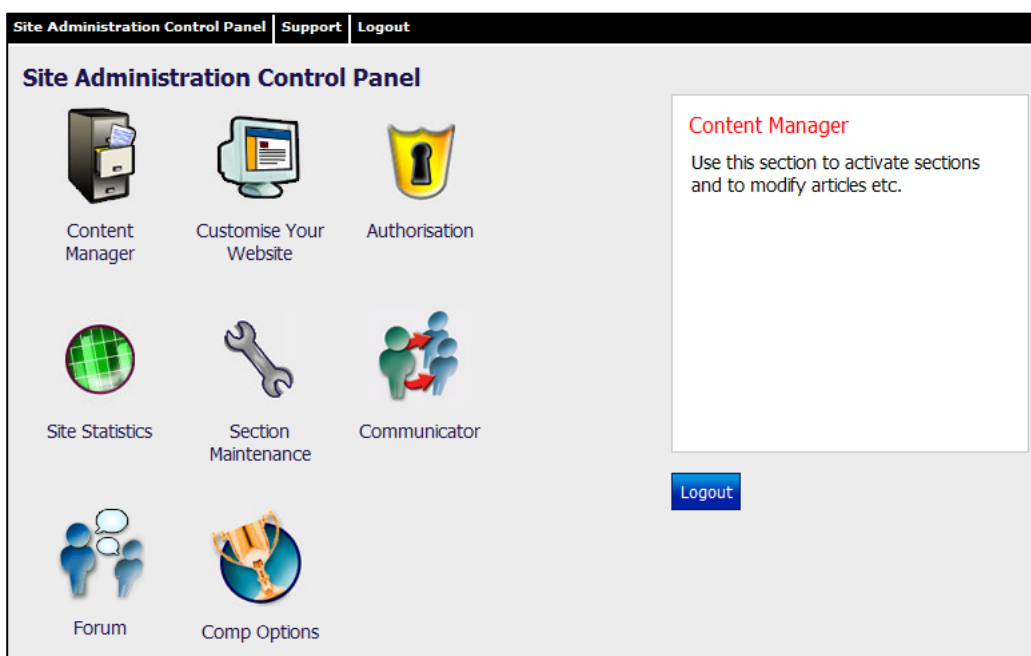
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This user guide covers the new features of the Sportzware Websites v6 and provides instructions on accessing and using these features. The full SWW v6 User Guide is available for download from [www.support.sportingpulse.com](http://www.support.sportingpulse.com) and within the Site Administration Area.

## SITE ADMINISTRATION CONTROL PANEL

The first screen you see when logging in as a Website Editor is the Site Administration Control Panel. You will notice a new icon called 'Forum' (further details on page 11).



### 1.1 Website Editor Options

The functions available to administrators of Sportzware Websites vary at different levels. The following table describes the options available at each level.

	Content Manager	Customise Your Website	Authorisation	Site Stats	Section Maintenance	Communicator	Forum	Comp Options	Pull Content From Above	Manage Players	Medal Tally
Assoc. Level	✓	✓	✓	✓	✓	✓	✓	✓			✓*
Club Level	✓	✓	✓	✓	✓	✓	✓				
Team Level	✓	✓	✓	✓	✓	✓	✓		✓	✓	

\* Medal Tally can be set up separately upon request for events/tournaments.



# CUSTOMISE YOUR WEBSITE

## 2.1 Page Layout – Top Menu

In Advanced Configuration, click on 'Page Layout'. You will notice there are now twelve layout options for your website, due to the new Top Menu. These include a combination of:



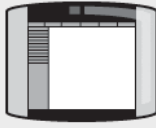

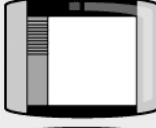







- Number of columns – one, two and/or three
- Position of menus – left, right and/or top
- Liquid – allows the site to expand/reduce to the size of the browser window

**Site Administration Control Panel** | **Support** | **Logout**

### Layout Configuration

Once you have finished changing the options below, press the save button.

**Save Layout**

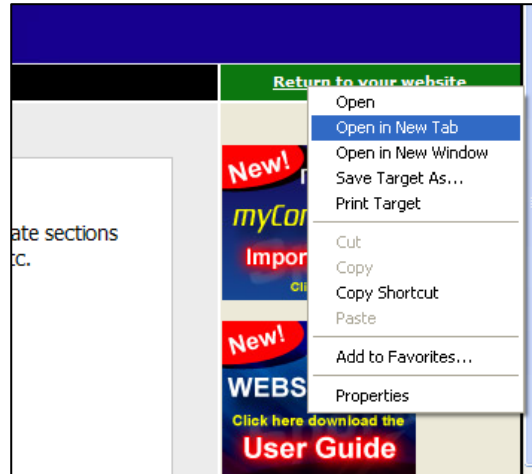
<input type="checkbox"/>	 <b>1 Column - Top Menu</b> 1 Column site - with Top menu	<input type="checkbox"/>	 <b>1 Column - Top Menu - Full Liquid</b> 1 Column site - with Top menu - Full Liquid
<input type="checkbox"/>	 <b>2 Column - Left and Top Menu</b> 2 Column site - with left hand and top menus	<input type="checkbox"/>	 <b>2 Column - Left and Top Menu - Full Liquid</b> 2 Column site - with left hand and top menus - full page liquid
<input type="checkbox"/>	 <b>2 Column - Left Menu</b> 2 Column site - with Left hand menu	<input type="checkbox"/>	 <b>2 Column - Left Menu - Full Liquid</b> 2 Column site - with left hand menu - full page liquid
<input type="checkbox"/>	 <b>2 Column - Right and Top Menu</b> 2 Column site - with right hand and top menus	<input type="checkbox"/>	 <b>2 Column - Right Menu</b> 2 Column site - with right hand menu
<input type="checkbox"/>	 <b>3 Column - Left and Right Menus</b> 3 Column site with left and right nav	<input type="checkbox"/>	 <b>3 Column - Left and Right Menus - Full Page liquid</b> 3 Column site with left and right nav - Full Page liquid
<input type="checkbox"/>	 <b>3 Column - Left, Right and Top Menus</b> 3 Column site with left, right and top nav	<input type="checkbox"/>	 <b>3 Column - Left, Right and Top Menus - Full Liquid</b> 3 Column site with left, right and top menus - Full Page liquid

**Save Layout**

To select the layout option you want for your website, click the checkbox corresponding to that layout and click on the 'Save Layout' button.

## 2.2 Colour Scheme

Hint: To preview the colour change on your website, right click on the 'Return to Your Website' link and select 'Open in New Tab' or 'Open in New Window' (depending on the Internet Browser you are using). This allows you to preview the changes and easily return to the Colour Scheme area and continue your work.



## SECTION MAINTENANCE

### 3.1 Points System

Please note the previous points system whereby each website had a certain points allocation is no longer in use. **All association and club websites can now add an unlimited number of sections.**

The 'Add New Section' table in Section Maintenance has changed accordingly. Also, rather than just adding one section at a time, you can now add multiple sections at once. Enter the quantity of that particular section type that you wish to add to your site in the 'Quantity' field and click 'Add New Section'.

### Add new Sections

To add new sections, choose how many of each you want to add and press the 'Add New Sections' button.

Quantity	Section	Description
<input type="text" value="0"/>	Contact Details	Provides the ability to enter your organisation's primary contact and their contact details - name, phone number, fax, postal address, email address and notes.
<input type="text" value="0"/>	Full Page	Provides the ability to create a page of text or HTML. This section allows two images and one document.
<input type="text" value="0"/>	Links	Allows you to enter multiple links to other web pages. Each link is allowed a URL, a title and an image.
<input type="text" value="0"/>	Login to Sportzware Membership	Provides a quick login to your online Sportzware Membership database.
<input type="text" value="0"/>	Logo	Load an image file of your logo for display on your website.
<input type="text" value="0"/>	News	Allows you to create multiple news entries with expiry dates. A main news page displays a list of news items with links to detail on each item. Each news item can include two images and one document.
<input type="text" value="0"/>	Newsletter	Provides the ability to create newsletters made up of multiple articles. Each article can contain one image and one document.
<input type="text" value="0"/>	Photo Gallery	Allows you to enter multiple photos and group them together into galleries.
<input type="text" value="0"/>	Poll	Get your users to give their opinion
<input type="text" value="0"/>	Profile	Allows you to create detailed member profiles (staff, executive, players, life members, etc). Each profile has multiple fields with the ability to change the title of each field. Each profile is allowed one image (generally an id photo) and a document.
<input type="text" value="0"/>	Remote Content	Create a page that displays news content from external websites. You can select multiple sources of news content for display.
<input type="text" value="0"/>	Remote Content - Sidebar	Displays news content from external websites in either the left or right sidebar (maximum of 5 articles).
<input type="text" value="0"/>	Social Calendar	Allows you to enter multiple events, dates and event information.
<input type="text" value="0"/>	Sponsor Information	Provides the ability to enter information on multiple sponsors. Information for each sponsor includes sponsor's name, web site and other information. Each sponsor is allowed one image.
<input type="text" value="0"/>	Sponsor Information - In side bar	Displays sponsor logos, names and website links in either the left or right sidebar.
<input type="text" value="0"/>	Web Site	Allows you to enter a single link to another website (eg. A link to another one of your websites or a sponsor's website).

You can include as many of a particular type of section as you wish (eg. as many news sections, full page sections or profile sections as you like). Sections can be renamed through the Content Manager.

Newly added sections will remain hidden (ie. will not appear on your website) until you activate them through the Content Manager (see step 4.5 – Activate/Hide Sections).

### 3.2 Section Descriptions – Poll

A new section is available:

#### Poll

Set up an opinion poll in a sidebar of your site. Site members can vote on a poll question and view the poll results.

(NB: See step 5.1 for more information on Polls.)



## CONTENT MANAGER

You will notice a significant change to the layout of the Content Manager screen. Sections are still grouped into menu bars, however the middle menu is gone, replaced by a 'right click' menu.

You may also now have up to three menus appearing (left, right, and top), depending on the number of menu bars you have set up for your site (set up in Page Layout).

### Content Manager

Drag section from one menu to the other or reorder by dragging. Double Click to edit or right click for other options. Click the 'Save/Update' button to save your changes.

**Save / Update**

#### Left Menu

- News (#)
- Calendar of Events
- Newsletters
- Photo Gallery
- Sponsors
- Logo (\*)
- Profile
- News2
- League Resources
  - Policy Documents
  - Unification
  - By-Laws
  - Clearances
  - Member Protection
  - Forms
  - Login to Membership Database
  - Unification
- About Us

+ Add New Sub-Menu

#### Top Menu

- Media
- Referees
- Tipping
- Club Info
- Contact Us
- Club Info

+ Add New Sub-Menu

#### Right Menu

- Fixtures & Results
- Venues
- Club Links
- myCommunity
- News from the World Game
- Logo2 (\*)
- Registrations
- myCommunity Panel
- 2008 Registrations
  - Information
  - Register Online/Login

+ Add New Sub-Menu

**Add New Section**  **Add New Section**

You can add multiple additional sections or to remove existing sections by clicking '[Section Maintenance](#)'.

The new Content Manager allows you to arrange the structure of your site by:

- Easily adding new sections
- Moving sections between menus through drag and drop
- Creating sub-menus

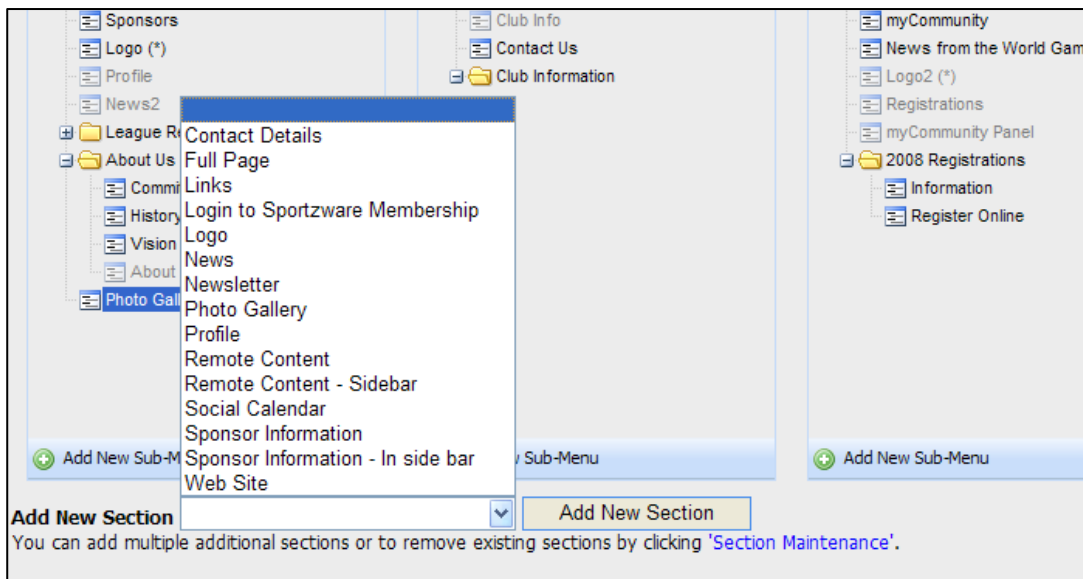
**Important: always exit the Content Manager screen by clicking the 'Save/Update' button.**

## 4.1 Add a New Section

You can add a new section by:

1. Clicking on the drop down box next to 'Add New Section' at the bottom of screen.
2. Select the section type you would like to add.
3. Click on the 'Add New Section' button.

This is a quick option for adding new sections one at a time. Multiple sections can be added in one single process through Section Maintenance.



## 4.2 Name/ Rename a Section

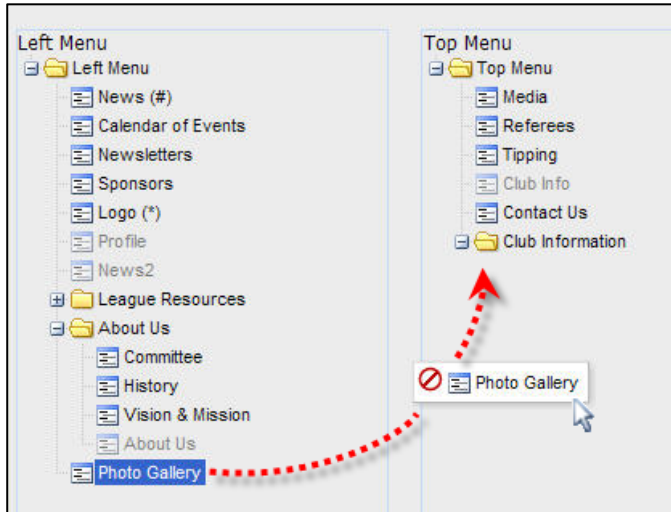
Previously you needed to select a section and click on 'Rename'. Now to give a section a name or change its name you just need to:

1. Click on the section you wish to rename
2. Click on it again to open the text box
3. Type in the name you want to give the folder
4. Hit the 'Enter' key or click outside of the text box to save the name

## 4.3 Move/Arrange Sections

Sections can be moved from one menu to another by clicking on the section name, and dragging and dropping the section into the desired menu. Sections can also be moved up and down in order in a menu bar by using drag and drop.





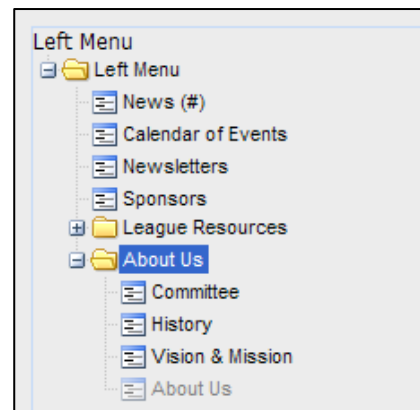
#### 4.4 Create Sub Menus

You can create a main menu folder that has multiple sub menus. For example, you may want to create a main menu called 'Inside the League' or 'About Us' that groups together several sub menus (eg. History, Committee Members, Contact Us). To do this:

1. Click on 'Add New Sub Menu' at the bottom of the menu box for which you want the sub menu to be located. The sub menu folder will appear at the bottom of the menu tree with the name 'New Folder'. The folder will be hidden to begin with.
2. Click on the new folder you have created.
3. Give the new folder a name by clicking again to open the text box. Type in the name you want to give the folder. Hit the 'Enter' key or click outside of the text box to save the name.
4. To activate the folder, right click on the folder and select 'Active'.

Now that you have created the folder, you can add sections to it as sub menus using the drag and drop process (see step 5.1). An example is provided to the right (About Us and League Resources).

You can also create sub menus within sub menus.

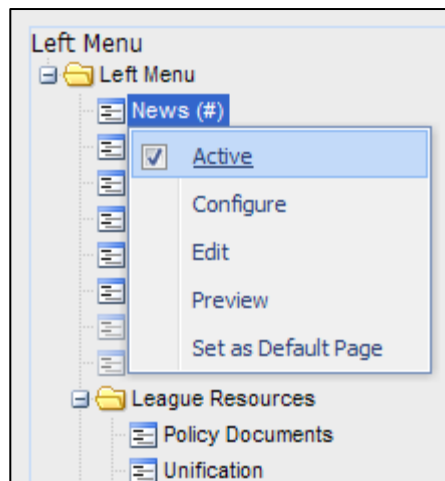


## RIGHT CLICK MENU

The middle menu buttons have been replaced by right-click menu.

Right click on a section to perform the following actions:

- Activate/Hide
- Configure
- Edit
- Preview
- Set as the Default (home) Page



a

### 4.5 Activate/Hide Sections

A section will need to be activated in order for it to appear on your website. When it is hidden, it will not appear on your site. To activate or hide a section, right click on a section and select 'Active'. A tick in the checkbox indicates an active section, while no tick means the section is hidden.

### 4.6 Configure Sections

To access these options, right click on the section you want to configure and select 'Configure'. This will take you to the configuration page for that section, where you can select and save your preferences.

### 4.7 Edit

Editing sections is now accessed through the right click menu, and enables you to add, remove and change content and information on each page of your website.

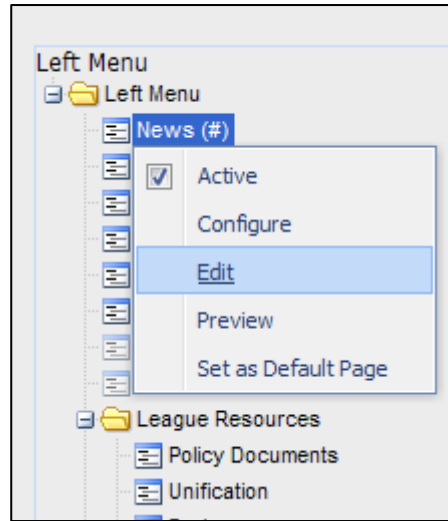
### 4.8 Preview

To preview a page on your website, right click on the section you want to preview and select 'Preview'. This will open the page in a new window for you to view, keeping the Site Administration Area open in the background for you to return to and continue working.

### 4.9 Set the Default (home) Page

The default section is your home page (ie. the page that opens when your website is first viewed). To set the default section, right click on the section that you want to make the default section and select 'Default'. A hash (#) symbol denotes which section is the current default section.

## EDIT SECTIONS



### 5.1 Poll

Poll is a new section that allows you to set up an opinion poll in the sidebar of your website. Site members can vote in a poll and then view the poll results. A person must be registered with mySport in order to be able to vote on a poll. Only one poll can be displayed on your website.

1. When you edit a Poll section from the Content Manager you will see blank fields for adding a new entry. From any screen you can add a new item by clicking on the 'Add New Item' icon.



2. Enter the name of the poll (compulsory).
3. Enter the poll question (compulsory).
4. Enter the answer options in the 'Possible Answer' fields provided. You must provide at least two answer options.
5. You may enter some information about previous poll results in the 'Previous Poll Results' text box.
6. Click on 'Submit Opinion Poll'.

**Poll**

**How many gold medals will Australia win in Beijing?**

20-25

25-30

305-35

35-40

Each time you add a new poll, the previous poll will be added to the archived polls. To view archived polls, click on the 'Showing' drop down box and select 'Archived'.



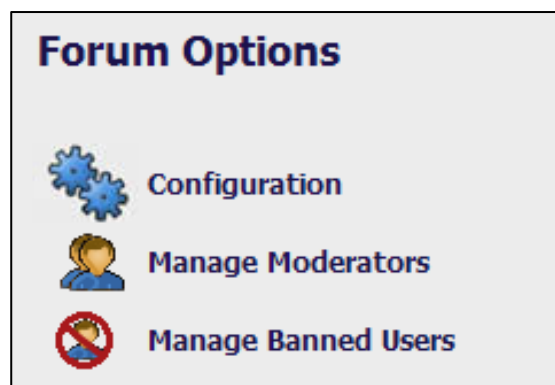
## FORUM

The forum is a new feature of Sportzware Websites v6. Website Administrators can set up a forum on their website to encourage online discussion and interaction between its members. A forum is a great way to generate more ongoing traffic on a website.

A forum consists of an index of topics. Within each topic, visitors to your website can post comments. Visitors must be registered with mySport (and logged into their mySport account) in order to post a comment on any Sportzware Website forum.

**(NB: Some National Governing Bodies may not want forums to be available on their websites and as such this option may not be available on your website.)**

To set up a forum, click on the Forum icon on the Site Administration Control Panel. This will take you to the 'Forum Options' menu. This is the main screen from which you are able to manage your forum options.



## 6.1 Configuration

Click on 'Configuration' from the Forum Options menu.

None of the Configuration options are compulsory; however they will assist you in controlling the forum and provide useful information and instructions to users.

- Forum Name: Display a name for your forum.
- Forum Description: You may like to add a brief description of your forum.
- Welcome Notice: This text displays above the listing of topics. It can be used to give information about the forum and what should and should not be said.
- Posting Notice: This text displays above text box on the page when adding a new post. It can be used to give information about the forum and what should and should not be said.
- New Topics & Posts: Select who is able to start new topics and post comments on the forum – 'All Users', 'Only members of your myCommunity' or 'Only Moderators'.

## 6.2 Activate the Forum

1. Return to the Site Administration Control Panel
2. Click on Content Manager
3. Right click on the forum section and tick 'Active'

## 6.3 Manage Moderators

Click on 'Manage Moderators' from the Forum Options menu. Website Editors are automatically assigned as moderators of the forum. It is not a requirement to be a Website Editor in order to be a Forum Moderator.

To authorise additional Moderators to your forum, enter the person's email address (used in their mySport registration) and click on 'Add'.

### Moderators

The people below are allowed to moderate the forum.  
To delete a person press 'Delete' next to their name. Web Site administrators are automatically moderators.

Name	Email	
Patrick Boyd	p.boyd@sportingpulse.com	Administrator
Paul Veitch	p.veitch@sportingpulse.com	Delete
The mySport Team	mysport@sportingpulse.com	Administrator
Timothy Court	tcourt@sportingpulse.com	Delete
Warren Rodie	warren@sportingpulse.com.au	Administrator

**Add a Moderator**  
To add a moderator, type in their email address below and press the 'Add' button.  
Any new moderator must be a confirmed mySport member. You can become a mySport member from [www.sportingpulse.com](http://www.sportingpulse.com)

Email Address:

## 6.4 Manage Banned Users

Click on 'Managed Banned Users' from the Forum Options screen.

You will see a list of people banned from posting on your forum. People banned by the moderator will appear in this list. To remove a ban from a person, click on the 'Remove' link next to their name.


Banned Users		
These people are specifically banned from posting to the forum. To remove the ban press 'Remove' next to their name.		
Name	Email	
Bruce IRVINE	baff@sportingpulse.com	Remove
Julia Pierobon 'The Yapper'	j.pierobon@sportingpulse.com	Remove
	j.nelson@sportingpulse.com	Remove


## 6.5 Moderate a Forum


A Moderator has the ability to regulate the forum through a number of actions. These actions, listed below, are accessed through icons on the forum that are only visible to Moderators.













Important: The Moderator must be logged into mySport in order to see the Moderator options.

## 6.6 Topic Options

 Delete Topic – permanently delete a topic from the forum


 Close Topic – stops anyone from posting further comments on that topic


 Make Topic Sticky – puts that topic at the top of the forum index

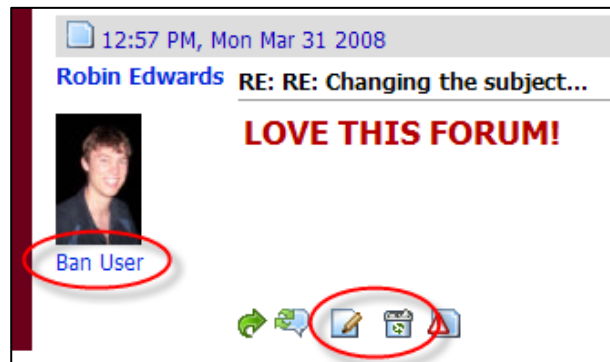
Forum			
Welcome to the Warrandyte High School forum			
<a href="#">Add New Topic</a>			
Subject	Started by	Replies	Last Post
 Last night's game	The mySport Team	2	3:46 PM, Thu Apr 3 2008 By: The mySport Team 
 Who will manage the Blues?	The mySport Team	1	3:45 PM, Thu Apr 3 2008 By: The mySport Team 
 NEW THREAD	BAFF	34	12:39 PM, Mon Mar 31 2008 By: Jules 
 I can see it now	The mySport Team	1	12:32 PM, Mon Mar 31 2008 By: Patrick Boyd 
 Testing Adding a new Topic as non-moderator	Patrick Boyd	28	11:31 AM, Mon Mar 31 2008 By: Andy Collins 
 Who will win the Yahoo fantasy basketball comp??	Patrick Boyd	10	11:12 AM, Mon Mar 31 2008 

## 6.7 Post Options

Ban User – click on this link to prevent someone from posting comments on a forum. A banned user will appear in the 'Manage Banned Users' area of the Forum Options.

 Edit a Post – make a change to any comment posted on the forum

 Delete a Post – permanently delete a comment



**We hope you enjoy and benefit from the new features of the Sportzware Websites v6. If you encounter any problems or need assistance feel free to contact our Support Team with your questions.**

Phone: 1300 139 970  
Email: [support@sportingpulse.com](mailto:support@sportingpulse.com)