

# League Master Login user guide

The screenshot shows the Warwickshire Squash & Racketball Association website. The header includes the logo and navigation links: LEAGUES, JUNIORS, NEWS, HONOURS BOARD, MANAGEMENT, INFO, CONTACT US, and LINKS. The main content area has a blue sidebar with 'Login Issues', 'Selected League', 'Clubs', 'Teams', and 'Divisions'. The main content area displays 'Summer League 2016' with a 'Latest News' section containing an 'Important' message and a 'Results Entry by Away Teams' section. There is also a 'General' section with 'All Leagues' and 'Squash Levels' information.

1. Go to the Warwickshire website [www.warwickshiresquash.org](http://www.warwickshiresquash.org) then click on the leagues tab. On here please logon using your club login and password.

If using mobile phones or tablets use the league website instead as it's easier to navigate.

<http://warwickshiresquash.countyleagues.co.uk>

## Welcome to the Club Administration Area

[Admin Home](#)

### Cleaver

The screenshot shows the 'Cleaver' Club Administration Area. It has a sidebar with 'Editing and Results' and a main content area with several sections: 'Club Information' (with an 'EDIT CLUB INFO' button), 'Team Information' (with an 'EDIT TEAM INFO' button), 'Add Results' (with a 'Summer League 2016' dropdown and an 'EDIT RESULTS' button), 'Players' (with an 'EDIT PLAYERS' button), 'Nominations' (with a 'Summer League 2016' dropdown and a 'NOMINATIONS' button), and 'All Teams' (with an 'ALL TEAMS' button).

2. When entering club admin you will have 6 options.

- A – Edit Club info
- B – Edit Team Info (This is where you add captain names & contact details.
- C – Edit Results
- D – Edit Players
- E – Nominations
- F – All Teams

### Cleaver

[Admin Home](#)

The screenshot shows the 'Cleaver' Club Administration Area with a 'Save changes' button. Below it is a form for club details with fields for: Manager (Andy), Address (Weddington Road, Nuneaton, Warwickshire, CV10 0AL), Phone, Email (cleaversquash@btinternet.com), Website (www.cleaversquash.co.uk), Directions, and Map.

A – Edit Club info

In here you can add & amend the club details including fixture secretary.

Cleaver

Editing and Results

Club Information

You can show contact information, directions and maps, as well as links to your club web site.

EDIT CLUB INFO

Team Information

You can show contact information for each team by selecting below.

Cleaver 1

Cleaver 1

Cleaver Racketball 1

Cleaver 2

Cleaver 3

Summer League 2016

EDIT TEAM INFO

Players

Every player must be listed here before entering your nominations.

EDIT PLAYERS

Nominations

Each club has a set of nominations for each league. These can be entered or edited by selecting the required league from the list below.

Summer League 2016

NOMINATIONS

All Teams

View teams contact details for all clubs.

ALL TEAMS

B – Edit Team info

To edit team contacts 1<sup>st</sup> you need to choose the team you would like to edit in the drop down list then click on “Edit Team Info”

Cleaver 2

Save changes

Team Contact:	Steve
Address:	
Phone:	
Phone 2:	
Mobile:	07#####
Email:	stephen####@#####.co.uk
Reserve Contact:	
Phone:	
Phone 2:	
Mobile:	
Email:	
Results Entry Contact:	Steve
Results Entry Email:	stephen####@#####.co.uk

Save changes

B – Edit Team info

This will bring a screen up where you add all the details for the team captain and a reserve contact if required.

The team contact will be the person who emails go to about the reminder on the match and putting results on after a match.

Players

Note: The functionality on this page has changed slightly. You can still edit some of the fields as previously, and to create a new entry scroll down until you find the first line where there are first name and surname entry fields. However, for existing players, click on their name and you will go to a Player Page, where all fields can be edited.

Save changes

Player First Name	Player Surname	ES Mem No	Email Address	DOB (dd/mm/yyyy)	Hide
<a href="#">James</a>	#####				<input type="checkbox"/>
<a href="#">Dave</a>	#####				<input type="checkbox"/>
<a href="#">Jack</a>	#####				<input type="checkbox"/>
<a href="#">Jordi</a>	#####				<input type="checkbox"/>
<a href="#">Phil</a>	#####				<input type="checkbox"/>
<a href="#">Sam</a>	#####				<input type="checkbox"/>
<a href="#">Glenn</a>	#####				<input type="checkbox"/>
<a href="#">Steve</a>	#####				<input type="checkbox"/>
<a href="#">Steve</a>	#####				<input type="checkbox"/>
<a href="#">Nigel</a>	#####				<input type="checkbox"/>
<a href="#">Liam</a>	#####				<input type="checkbox"/>
<a href="#">Atzel</a>	#####				<input type="checkbox"/>
<a href="#">Paul</a>	#####				<input type="checkbox"/>
<a href="#">Andy</a>	#####				<input type="checkbox"/>

D – Edit Players

In here this is a list of all players who have played in teams for your club. This is all leagues, ie Main, Ladies and Racketball.



Club Nominations

To add players, select them from the drop-down list in the **Player** column and click the **Save Changes** button at the bottom. Or you can select a **Player to Insert** and then click the associated **Insert** button. To delete players, select the blank in the drop-down list, click the **Save Changes** button, and everyone below will then be renumbered up. If you need to add more players than there are lines showing, click the **Save Changes** button to process your current list and another 10 lines will be added.

[Admin Home](#) | [Team Lists](#)

Club Nomination	Player	Team / Position	Insert	Player to Insert
1	James	1		
2	James	1		
3	Dave	1		
4	Jack	1		
5	Jordi	1		
6	Phil	1		
7	Sam	1		
8	Glenn	1		
9	Steve	1		
10	Steve	1		
11	Nigel	1		
12	Liam	1		
13	Afzel	1		
14	Paul	1		
15	Andy	1		
16	Rich	1		
17	Laura	1		
18	Austen	1		
19	Gareth	1		
20	Rich	1		
21		1		
22		1		
23		1		
24		1		
25		1		

Club Nomination	Player	Team / Position	Insert	Player to Insert
1	James	1		
2	Jack	1		
3	Paul	1		
4	Rich	1		
5	Richard	1		
6	Jack	2		
7	Andy	2		
8	Jordi	2		
9	Paul	2		
10	Liam	2		
11	Steve	2		
12	Lucy	2		
13	Sam	2		
14	Darren	2		
15	Pete	2		
16	Rich	2		
17	Rohan	2		
18		1		
19		1		
20		1		
Save: <input type="button" value="Save changes"/>				

Club Nomination	Player	Team / Position	Insert	Player to Insert
1	James	1	← Insert at 1	
2	Jack	1	← Insert at 2	
3	Paul	1	← Insert at 3	
4	Rich	1	← Insert at 4	
5	Richard	1	← Insert at 5	
6	Jack	2	← Insert at 6	
7	Jordi	2	← Insert at 7	
8	Andy	2	← Insert at 8	
9	Paul	2	← Insert at 9	
10	Liam	2	← Insert at 10	
11	Steve	2	← Insert at 11	
12	Lucy	2	← Insert at 12	
13	Sam	2	← Insert at 13	
14	Darren	2	← Insert at 14	
15	Pete	2	← Insert at 15	
16	Rich	2	← Insert at 16	
17	Rohan	2	← Insert at 17	
18		1		
19		1		

E – Nominations

When you have gone into edit nomination you now can enter all of you players in order in the player boxes. If a player is not showing then the player needs adding into your players list (D).

E – Nominations

After all your players you need to put in the team positions. This tells the league what team this player plays in. The system is set up so;

- 1<sup>st</sup> team players - Only can play 1<sup>st</sup> team
- 2<sup>nd</sup> team players - Can play in 1<sup>st</sup> or 2<sup>nd</sup> team
- 3<sup>rd</sup> team players - Can play in 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> team

So on

E – Nominations

Add new players or moving playing in nominations is straight forward.

First in the position where you want to add a player into, find the player in the drop down list and click on “Insert at ??”. Is will add the player into that place then you will need to alter the team position to the correct team. Please then save changes.

If you have moved a player you will now have to take the old position and take them off the nomination. To do this click on the players name and go the top of the drop down list click on the black. When you press save changes the player will only be showing once.