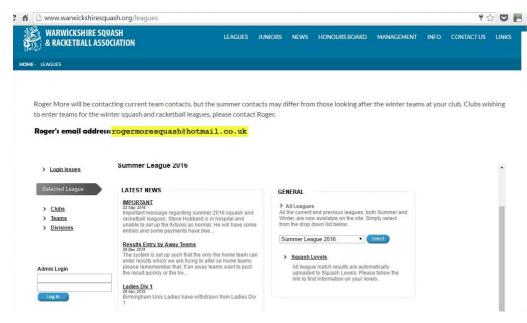
# **League Master Login user guide**



1. Go to the Warwickshire website 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.countyle agues.co.uk

# Welcome to the Club Administration Area

# 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 EDIT TEAM INFO You can add and edit results for all teams, as well as changing fixture dates. By default, you will edit the current league although if available, you can edit previous leagues. Summer League 2016 EDIT RESULTS Players Every player must be listed here before entering your nominations. EDIT PLAYERS 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 All Teams View teams contact details for all clubs. ALL TEAMS

- 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

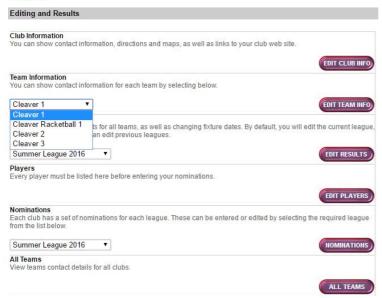
		Save changes
Manager:	Andy	
Address:	Weddington Road Nuneaton Warwickshire CV10 0AL	
Phone:		
Email:	cleaversquash@btinternet.com	
Website:	www.cleaversquash.co.uk	
Directions:		
Map:		

A – Edit Club info

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

# Welcome to the Club Administration Area Admin Home

#### Cleaver



## 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"

# 

## 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**

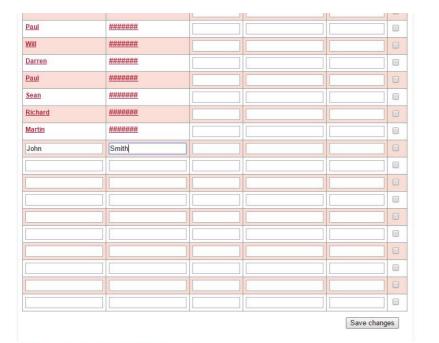
Note: The functionality on this page has changed slightly. You can still edit some of the fields as previously, and to create a new entry scroll down until you find the first line where there are first name and surname entry fields. However, for existing players, click on their name and you will go to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

## Admin Home

				Save changes	
Player First Name	Player Surname	ES Mem No	Email Address	DOB (dd/mm/yyyy)	Hide
<u>James</u>	#######				
Dave	######				
Jack	#######				
Jordi	######				
Phil	######				0
Sam	######				
Glenn	######				0
Steve	######				0
Steve	#######				
Nigel	######				0
Liam	#######				
Afzel	######				
Paul	#######				
Andy	######				

# 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.

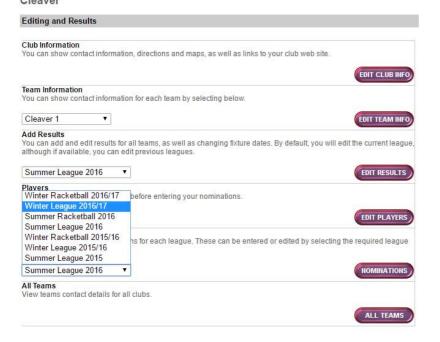


# D - Edit Players

To add a new player into your players then go to the bottom and on the 1<sup>st</sup> line available add the player. Please make sure your save before going back to admin home.

# Welcome to the Club Administration Area Admin Home

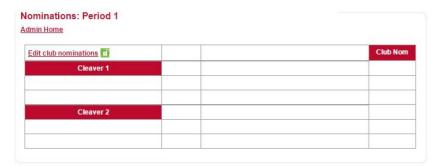
# Cleaver



## E - Nominations

Every season before 1<sup>st</sup> match starts and then before the 1<sup>st</sup> match of the 2<sup>nd</sup> half you will be able you will be able to edit your nominations.

To do first select the league you want to edit from the drop down list then click on "Nominations"



# E – Nominations

In here you will see the nominations you have for the current period (1<sup>st</sup> half or 2<sup>nd</sup> half). If the padlock is unlocked you are now available to edit the nominations by clicking "Edit club nominations".

At the start on any new season this will be blank for you to input before the 1<sup>st</sup> match is played. After this then the nominations will be locked until the break between 1<sup>st</sup> and 2<sup>nd</sup> half.

#### **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 🔻 🔻		1
2	James	1 🔻 🔻		
3	Dave	1 🔻 🔻		
4	- Jack Jordi	1 * *		
5	Phil Sam	1 🔻		-
6	Glenn	1 🔻 🔻		
7	Steve Steve Nigel Liam Afzel	1 🔻 🔻		
8		1 🔻		
9		1 🔻 🔻		
10	Paul Andy	1 🔻 🔻		
11	Rich Laura Austen Gareth Rich	1 🔻 🔻		
12		1 🔻 🔻		
13		1 🔻 🔻		
14	, ,	1 🔻		
15	▼	1 🔻 🔻		
16		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).

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	<b>T</b>	1 🕶		
20	•	1 •		
Save:	Save changes			

## 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

Club Nomination	Player	Team / Position	Insert	Player to Insert
1	James ▼	1 🔻 🔻	Insert at 1	•
2	Jack ▼	1 7 7	Insert at 2	•
3	Paul ▼	1 🔻 🔻	Insert at 3	•
4	Rich ▼	1 7 7	Insert at 4	James
5	Richard ▼	1 🔻	Insert at 5	Dave Jack
6	Jack ▼	2 ▼ ▼	Insert at 6	Jordi Phil
7	Jordi ▼	2 ▼   ▼	Insert at 7	Sam
8	Andy ▼	2 ▼ ▼	Insert at 8	Glenn Steve
9	Paul •	2 ▼   ▼	Insert at 9	Steve Nigel
10	Liam ▼	2 🔻 🔻	Insert at 10	Liam Afzel
11	Steve ▼	2 ▼ ▼	Insert at 11	Paul
12	Lucy •	2 🔻 🔻	Insert at 12	Andy Rich
13	Sam ▼	2 ▼   ▼	Insert at 13	Laura Austen
14	Darren ▼	2 🔻 🔻	Insert at 14	Gareth Rich
15	Pete ▼	2 ▼   ▼	Insert at 15	THEI
16	Rich ▼	2 🔻 🔻	Insert at 16	
17	Rohan ▼	2 ▼   ▼	Insert at 17	•
18		1 7 7		
19	•	1 - 1 -		

# 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.