WEB ADMIN FOR CLUBS

CLUB ROLES

Club officers often acquire new roles at the start of a new season so you need to check you have appropriate login key(s) for the role(s) you have.
All clubs have a general admin key holder who can create and administer the required keys for their club. If you are to maintain team results you will need a captain key for your team. If you coordinate across all teams, a match captain key is useful to update data of all your teams. If you have responsibility for maintaining details of club venue/notices/officers/calendar you will need the club secretary key. Clubs will differ in organisational structure so there are a range of possibilities to closely match this. Typically a club might spread the admin with a different captain key for each team, plus a secretary key to maintain the club page. Some may prefer to have a match captain key to coordinate/report on all their teams (with or without separate team keys), plus a secretary key. If one person has been nominated to do everything, then the club general admin key may be all that is required!

Clubs decide an appropriate distribution and assignment of keys, along with any appropriate sharing/proxy arrangements.
Only the holder of the club general admin key can set these up, make changes or cancel them. Check below to be sure you have the tools you need:-

Role	key	Summary of Features - *the type of key relevant to each part of these notes is indicated alongside each heading*
Club General Admin	**GA**	Club 'master key' combines match captain and secretary roles in a single login. Can set/reset all other keys within a club. Limit: 1 key per club.
Team Captain	**TC**	Maintain fixtures, report League/KO/plate matches - for a specific club team. Limit: 1 key per club team.
Club Match Captain	**MC**	A multi-team key under a single login. Maintain fixtures, report League/KO/plate matches - for all the teams of a club. Limit: 1 key per club.
Club Secretary	**CS**	Maintain club profile information, notice area, officer lists + contacts (open and limited views), add any extra events (e.g. non-league) into the club calendar (league events appear automatically). Limit: 1 key per club.
Club Player	**CP**	Optionally share contact details and be included in league email distributions. Help administer local events. Limit: 1 key per player; types; 1) Maintain own details; 2) Maintain internal game results; 3) Organise internal events.

When roles change, make sure each previous key-holder passes the key to their successor. Username, password and assignee can all be set by the key-holder so can simply be passed on to the new holder to own and reset (or, the holder of the Club General Admin key can step in to ensure this)

[CS, GA] Check that the contact details shown on your club page are correct. Use the limited distribution fields for email/phone where officers prefer this as it is only seen by other club officers via their login. Supplied detail is shown in the respective versions of the online directory.
Populate your calendar to show other dates such as matches in other leagues to be worked around (can be displayed separate or combined).

LOGGING IN [all]

To access the login screen, go to necl.org.uk/login, or click '*Login/Report*' from the left menu at necl.org.uk. This page is where you will also find the latest version of this guide, other documents and tools (login not required). Successful login shows your role(s) selection and last login data (otherwise read 'login problems'). Clicking on your selected role takes you to your admin page, showing a range of available tools. Your user id and role are shown at the top of the screen.

[GA,MC,TC,CS]
You can change username/password /assignee, enabling you to control access and manage hand-overs.
[CP]
You can change username/password/email address. Optional email ensure you are in club/league dlists.

ARRANGING FIXTURES [TC,MC,GA]

The event Secretary may initialise the pairing records on-line in readiness for clubs to agree dates, or can enable club keys to do this with the *Team Captain*, *Club Match Captain* or *Club General Admin* keys that will later be used to propose/confirm the match dates or report results.
The 'Contacts' section of your admin screen shows restricted contact data (additional to that on club pages) of captains/officers you may need to contact. As proposals for fixture dates are made they are shown on both club's web pages, with undated events appearing at the top of the list.

Viewing each club's calendar enables you to see which dates to avoid proposing (you may find webcal views showing club nights in one column easiest), so, you may find it helpful to have additional separate windows open to view your/opponents club pages for checking club-nights, club/team calendars etc. (+ one to view these notes if required). Alternatively you could use just one additional window to run the '<u>Slot Finder</u>' tool, *listed under the login panel,* and select clubs + match day. 'Slot Finder' will then show the calendar events of both clubs for all remaining match-days of the season.

Create a Fixture

First check your club-team page to see if you need to do this. League admin may have already set up your pairings with 'TBA' or a tentative date. If so, see the next section, ' Proposing a Date', to propose/confirm dates. If not, check if the event secretary has enabled the tool to shown in your admin page and follow this section.

Select the type/venue/team accordingly (venue being as drawn for the fixture). Team choice applies only to MC/GA keys. On the next screen supply the division (or round if KO), select a proposed date (or leave blank) and opponents. Use the pop-up calendar icon to aid selecting the date - with regard to the club-night of the home team and click '*Propose*'. Check in another window that your proposal now shows in both club pages ('refresh' window if required).

Repeat for other team fixtures (if you try to propose an existing fixture you should get a message warning this already exists).
If you are not ready to insert a date, leaving it blank will show it as 'TBA' in the tables.

Proposing a Date

After your pairings have been defined, one team needs to propose a tentative date.
If admin or your opponent team have proposed a date you need to either confirm it or propose an alternative date. If you select to edit a match shown with a date of TBA in your fixture table the date will be blank. Click on the calendar icon and use this to select your proposed date (or type it, using the correct format).

The table in your admin page shows the status of existing fixtures. Each may be in one of 3 stages – TBA / date-proposed / date-set. TBA and proposed show up in magenta (T = 'Tentative'), whilst 'set' matches (those now agreed) will be greyed, out until the day of the match when they will show as black to be available for reporting (or red if reporting is overdue).

(MC and GA key holders see a set of lists here, one for each team)

Confirming a Date

Following the above example, the fixture table in the admin page of Colchester A might look like this.

By selecting the Clacton B proposal and clicking on '*Edit*', the following screen appears and the proposed date can then be confirmed. Clicking the '*ACCEPT*' button will set the fixture, so it will now no longer show with a tentative status in the web tables. The 'Date-note' field can be used by either party for short text to be shown in web pages alongside the date, such as "at …" to indicate a '*non-obvious*' venue.

Changing A Proposal

Both teams can change a proposed date as often as needed - but only the team that did NOT make the most recent proposal can confirm it.
(MC/GA : there is an exception to this, where both teams are being represented by the same key, the proposal will be automatically-confirmed)
Where your opponents have proposed dates, you are offered the choice to confirm or re-propose each arrangement.
Where you last entered/changed a proposal, or fixtures initialised by league admin, you are only offered the choice to re-propose a new date.

As shown in the example screen, the proposed date can be changed by selecting an alternative date (click on calendar icon and pick one more suitable). At this stage you might message/email/phone your opponent captain to speed up the process and avoid going 'round this loop' multiple times. When an alternative date has been selected, click the '*SUBMIT YOUR PROPOSED DATE'* to make this change. The fixture remains tentative in the web pages, but now shows the new proposed date and new proposer. Hopefully your opponent captain then confirms this on-line to finally set the fixture.
If you wish to reject a proposed date but have no current suitable alternative, inserting a blank date will return it to show as 'TBA'.

PLAYER ADMIN [GA,MC,TC,CS]

At the start of each season, the player lists for each club are initialised to be the same list of names as at the end of the previous season.
During the season you may need to make occasional changes using one or more of the following facilities to update your player list.
If a player is a member of two clubs in the league, they need to declare their primary club for league play and be 'semi-attached' to the other club.

Attach a Player

Use the 'Attach Player' button if your club acquires an player who is in the list of 'detached' players (list appears alongside the button).

Add a New Player

Click '*Add New Player'* if your player is not already in the league list. Try to add new player(s) ***before*** their first match to ensure they are in the pick-lists.
On the new player screen you will be prompted (in order of ease and preference) to either enter their ECF reference number (if known), select the player from a national list, or to key in the player data. For the first two options, known data will be presented for you to confirm and add the player.
If typing in the full details (i.e. if an ECF reference is not found, or the player is not in the national list). The 'first' (+ initials) and 'last' names should be spelled exactly as it appears in (or as submitted to) the ECF database. This will not be used in the match result web pages and player/team list which all use the '*known as'* name. The 'known as' name should be whatever form the player prefers and if left blank, '*first last'* will be used. You will be able to edit this later in case of spelling errors or future changes. Leave ECF reference blank if not known, or not yet allocated, and if players do not have a current grade, provide an estimate with category 'EST'. Where the ECF reference is known, this will be used to automatically derive future grade and category data for active players, so you should not need to edit this manually for future changes (except to override an inappropriate ECF F grade - see edit notes)
To submit the completed details, click on '*Add New Player'* and then return to the admin screen.
Your new player(s) should now appear in the list on your club page and will also appear in club pick-lists.

Detach a Player

The opposite of 'attach'. It lists non-registered players you 'may' detach, by selecting the player and then clicking the '*Detach Player*' button.
It helps others if you detach anyone intending to become a member of another club in the league, so they can easily be acquired into the player lists of that club. You can 'detach' anyone who no longer plays for your club to keep pick lists short, or simply retain a fuller list of those who might be called on to play. If you know a player will no longer play in the league, contact league admin to have the player removed from all future lists.

Semi-attach a Player

Applies where players are members of your club but also registered to play for another club. Semi-attached players will appear in the pick lists of both clubs for internal games but will only be in the pick list of their primary club for team events. Note that If you detach a player for transfer to another club during a season this will affect results such as club ladders unless you follow this by semi-attaching them so their internal game results continue to show on your club pages.

Edit a Player

From your team admin screen, under 'Edit Player Detail', select the required player, then click on '*Edit'.* The edit screen is very similar to that for typing-in player data under 'Add A Player,' and notes there about editable items apply. Click on '*Apply New Detail'* to submit these.
Once an recognised ECF reference number has been inserted, grade data will update automatically soon after future new grades are released.
You can only change the grade while the category is EST, F, H, P or *   (F was not regarded a 'real' grade and newer P and H are also based on very little data). Note that if the ECF reference number has not been submitted, this can cause incorrect pending game fees to show in club accounts.
Help keep your club account up to date by entering ECF references for new players as soon as these are known.
Grades/memberships are periodically updated by league admin but you can also do this update from the 'Synchronise grades and membership' item.

REPORTING TEAM RESULTS [TC,MC,GA]

On-line reporting is the preferred reporting method as the result is published instantly, helping everyone to have the most up to date overview.
Submitting results directly on-line involves a) login and select the event; b) select players and board results from pick lists; c) click '*submit*'.
Online reporting does not require an email address, so can even be done by anyone having only occasional web access (e.g. via friend/relative/library).
If a captain does not have web access, or is not confident to use this, they may share or assign their key by arrangement with another club member to use on it on their behalf, or can request the MC or GA key holders of their club to enter results for them.

On your admin page, fixtures turning from grey to black, indicate a due result can be entered, or is red if no result has been entered a day or so after due. Blue indicates a pending/provisional result, shown with a (P), that is awaiting confirmation.

If using a club match captain, or club general admin key, the page will display a set of lists (one for each club team) in the manner shown below.

An example screen below shows the Clacton B login key with a single result due to be submitted. If several results are due they will be all be listed in date order. Select (click on) the relevant match, then click on '*Edit'*.

As the match is unreported, this will present a result screen to be completed.

Complete colours, player names and results boxes, using the pull-down pick-lists (or click on cancel to return to your admin page). Note that 'DEFAULT' (the initialised value) is in every club's player-list and will score accordingly. If your opposition plays a non-listed new player it may be simpler to first request their captain to update their player list - but if you have already filled in a result before noticing that a new player is not in a list, you can use A.N.Other and come back to change it later, when their new player is listed. If it is realised that a player was 'ineligible', **the 'played' result** should be recorded for grading purposes and League Admin will tag the board to update the total when ineligibility is verified.
Check the details, then click the '*SUBMIT'* button for the following screen to confirm your submission, then return to your main admin page.
If marked 'postponed' and undated, the page will also request the new match date (see section on postponements). If the match is a rapid-play team event you will be prompted to proceed to a similar page to edit results for a second game where the same date, venue, players and reversed colours have been pre-loaded.

The result will be marked as provisional* in admin pick-lists and in club, team and division web pages. The name of the team who entered the result and when this was will also be shown. *Exception [MC.GA] - if using a multi-team authority key and both teams are of the same club, the entry will be marked as confirmed and count immediately.*
At this stage, if you spot an error (such as wrong/missing colours), you can still select this fixture again to amend the detail.
Each time, the latest data and date/time of submission will apply.

Confirm a Result
As the other captain has already supplied the detail, the provisional result, marked (P), is in blue in your pick-list. It indicates which team entered or last changed the result and when it was submitted. Using the above example, but logged in as Clacton A captain we can now select that result.
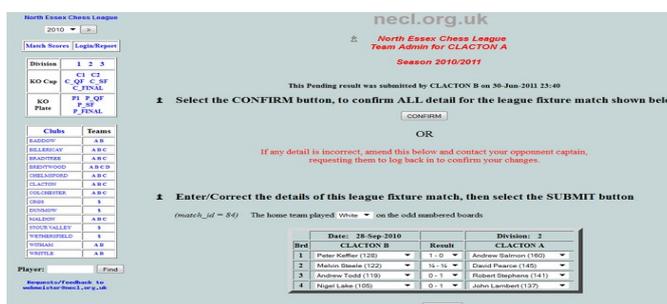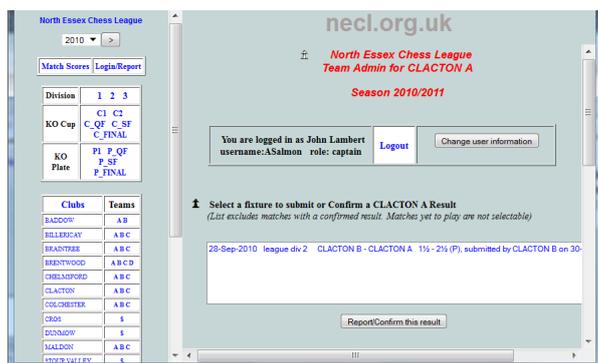
As the captain who did **not** last enter/change the detail of a provisional result, you are offered the choice to confirm the result or update the details.
If your club was the last one to enter/change any detail - you can only further amend the existing detail.

If you think some detail is incorrect, you should correct the record, click on '*SUBMIT YOUR CHANGES*' - and inform the other captain. The match status will remain 'provisional' until the other captain (or admin key) log in to accept this. Usually details are correct and you simply click '*CONFIRM'* and the new status then shows in relevant web views with the result being counted in the divisional placings. The match will no longer be available from the pick-list of fixtures on your admin screen. After this, any errors should be notified to the appropriate event secretary who can make corrections.
Also notify the event secretary on matters concerning eligibility, played-defaults, boards played out-of-colour-sequence etc. so adjustments can be made.

Postponements
If a match has to be postponed, inform the event secretary of this together with a new playing date if one has been agreed.
The new match date will then be marked up in the on-line fixtures so it can then be reported in the usual way after the match is played.
If no new date is agreed at the time of postponement, the match will simply be marked up to show it's status as an 'undated postponement'.
The date shown will be TBA and teams can consult each other and use the 'fixture-setting system' to propose and confirm a new date
(see 'Arranging Fixtures ' section) - If the new date is arranged at very short-notice, the on-line reporting of results can be done at any time. (i.e. without first going through the sequence of proposing and confirming the new date online). Where an 'undated-postponed' match is selected for reporting, the new date should be input as part of the result and will change match status to provisional for the opponent side to confirm in the usual way.

REPORT NON-FIXTURE GAME RESULTS [GA,MC,TC,CS,CP]

The item "Add Non-fixture Game Result" is used to submit results of any internal-club and 'other' games you wish to show concerning your club.
These results will display as additional games on your club page and extend the range of games listed under players.
Use the drop-down lists to select the shortest pick-list that will include each player. Then click "*Add game*'. ('National List' is for tournaments/congress and other leagues where your player's opponent is not in the league list - and if not in that list, because of no ECF reference, their details can be typed in).
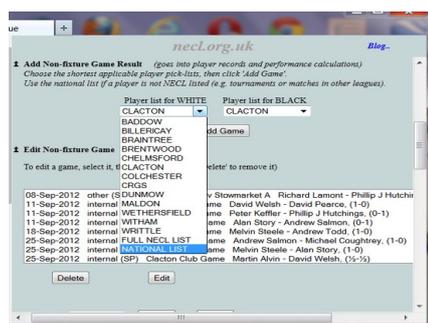
Complete the event details on the next screen, selecting the correct event* , rate of play etc. Use the calendar to select date and scroll the pick-lists to select players. The result you submit will appear under 'club-internal' games, or 'other' games, according to the 'event' you defined.
Prior to 2022, games could be defined** graded, or not, when entering results. Now, this is part of the event definition, applying to all games of an event.
Qualifying*** league-graded games will be listed via the corresponding links from the main left-hand navigation menu - if they are part of a graded event.
Qualifying game results for ungraded events will only appear on club/player pages.

Clubs can define various types of table, generated to show results as they develop. Ladder tables are based on results of individual internal games.
Cross-tables can be defined for multi-round Swiss/Round-robin type of competitions. A knockout form of table highlights winners of each round. [reference]

* Event is selected from a list that is generated from the events clubs have defined for internal (graded and non-graded) games and other (3rd party graded) games.
** ECF state *"events, or sections of events, are rated whole or not at all"*, implying that you can have sections of ungraded games (rated not at all) but apparently ECF intended this to mean that *'if ANY ungraded games form part of an event, the event should NOT be submitted for grading'*.
*** Qualifying games, are played with clocks. STANDARD PLAY - players have at least 60 minutes each. RAPID PLAY - players have at least 10 minutes each but less than 60. When Fischer/cumulative clock timing mode is used, the time available for each player is assumed to be that allowed for a 60 move game.

Edit Non-Fixture Games

This allows you to correct game details, or indicate irregular results.

The current detail of the record is first displayed at the top of the edit page, followed by input fields for the editable items that you can change. Selecting 'exchange' (under colours) followed by 'Update Game' will swap the players and their respective results under each colour.

If changing a player you can select from the local league list, or elect to choose a non-league player from the national database (names will be selectable from a search list on the following page, or can be typed).

After amending the data, click 'Update Game'.

MAINTAIN YOUR CLUB PROFILE AND CALENDAR [CS,GA]

Anyone selecting your club's name from the list on the site (via the left hand menu) will see your club page displayed.
Your secretary key, or a club general admin key, enables you to provide information about your club for the benefit of your members, the public (/prospective members) and players from other clubs who may wish to contact a captain about an event, query how to get to your venue, etc..

'Your club URL is necl.org.uk/<club> (where <club> is substituted by the name of your club) which can be bookmarked to go directly to your club page. This can also be published as the address for your club's web site if you do not have another site already established, where readers can follow your league divisions, team matches and player scores in close detail, as well as summaries or links to a range of other events you provide, all in the one place.

The headline data of your club page is profile information about your club, How to find it, when it opens etc., a notice-board area where you can announce club events and other news to your readers, and a list of club officers and contact data.

Your club web page continues with a club calendar. The default calendar always contains the main league fixtures and results, but you can create additional items. You can add summaries of other club activities, non-league fixtures/results or any events of member interest.
You can also provide links to the where these items are described or reported on in fuller detail.
Clubs playing in more than one league can therefore easily display fixtures and results of all of all their matches in the one calendar.
Your readers will have the option to see a single combined 'Events/Fixtures and Results' calendar, or they can choose to view the data as two separate calendars of 'League Fixtures and Results' and 'Other Events and Results'. They will also be able to print combined or separate calendars for reference. This visibility is also useful to captains of other clubs seeking to arrange matches with your club.   (click for example)
Alongside the calendar list is a link for anyone preferring a more conventional layout (month per page). Another link also provides for an 'ics' file upload, suitable for most PC/tablet/mobile devices (but will need further refreshes to update changes and match scores as the season progresses).

The next section down the club page lists your club players (non-registered players appear in italic), where the player names are links to your player profiles and performances. The performance calculations are based on all qualifying games that have been provided. Being over a different time scale, and possibly including non-graded games, these will in general differ from the any upcoming official ECF grading figures.Following this, is a section showing details of any internal competitions (ladders/KO/Swiss..).
Finally all non-fixture games are listed including daytime, internal and 'other' graded games played by your club members, that have been entered.

These items are all most clubs require for a self-contained club web page, but there can be more if you want to add even further to this.
Back at the top of the page, is a link to your club's blog area. Your admin page also provides the means to add your own menu bar of links to other URLs that you consider useful. If you require to upload a document, such as a club report, competition table or maybe an event leaflet or entry form, you can do this too. You can then insert links to the URL of your document from your noticeboard, blog posting or elsewhere.

The secretary admin page, or secretary section of the GA admin page, starts with a web-form to complete the following headline data;-

a) The main profile information of your club.
   (if Location Link & Website fields are empty, headings do not appear on your page.
    If completed, these links will open a separate tab/window when visited)
b) Names and URLs for up to 8 items for your menu bar of links.
   (if the first link name is empy, a menu-bar does not appear on your page)
c) Your notes/notice text area. (if this field is empty, a notes text-area will not appear on your page)
   Can contain simple hypertext mark-up, including links to pages, documents or images.
d) Officers. The names and contact information of up to 12 club officers can be listed.

Complete/change any of these items and click the '*Update*' button to take effect.
The next screen should confirm the update and you can then return to your admin page.
Data in the white-background fields is readily seen by the public, so you must check with each person as to what form of contact information they agree to.

As an anti-spam measure, officer data will not be rendered as plain text on 'non-login' web pages, but as an image of the text *(as described in the Privacy Policy document)*.
Text placed in the grey-background fields (for email, phone & contact notes) will **not** appear on your club page and **only** be visible via club/league officer logins.
Email fields can contain a list of addresses separated by commas. Addresses with multiple instances across roles will only appear once in a any email distribution list.
This 'restricted view' **will** allow copy/paste (& click-links for email) - but only those most likely to really need this level of information (other officers) can access it from the database. (i.e. it is not stored in any page or html file residing on the server)

File Upload And Delete
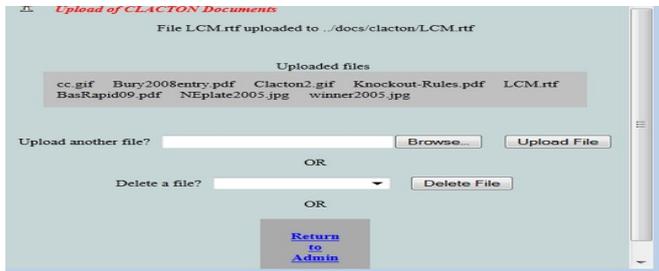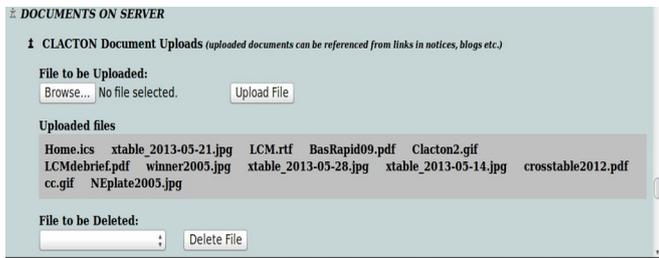
You may have composed a club notice or blog item that refers to a table, image or document not already available on the web and you want to upload the item to the server, so you can refer to it with an html link. Each club and league has a allocated folder on the server for this. Scroll down to the Documents Upload section of your admin page and click on the '*Browse'* button. A window will open showing the file-system on your PC, so you can select the file you want to upload. Its name and location will appear in the form and you can then click on '*Upload File'*. The following screen should confirm the upload and its target address to note for reference.

You can then upload or delete other files or return to your admin page. Uploaded files will appear in the list displayed and in the pick-list of files that can be deleted.

N.B.   There is a limit on file size (2Mb) and on the types of file to be those which normally have the following extensions.
  images:- .jpg .jpeg .gif .png
  simple & rich text:-   .txt .rtf .pgn
  non-proprietary/open-standards documents:- .pdf .odt .ods .odg
  proprietary text/spreadsheets/presentations:-   .doc .xls .pps

Add Events To Your Calendar

League/KO events/notices will automatically appear in your club calendar so you do not need to maintain these items. To add other events, scroll down your admin page to the *'Add other events'* item and complete the details. The date can be selected by clicking on the calendar icon.
To produce the ½ character in the score use ½
The "indicate" field sets the background colour of the score.

After your first event has been added, an additional section will appear on your admin page titled 'Edit non-league events in <club> calendar'. Use that to amend or delete an item, by selecting it and clicking '*Delete*' or '*Edit*'.
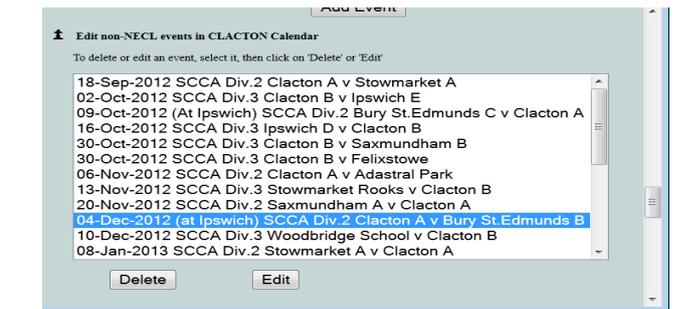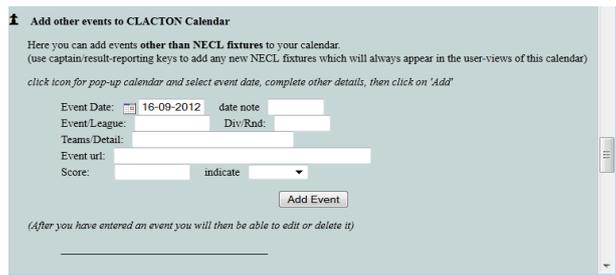
MAINTAIN CLUB KEYS *[GA]*

Although key holders can pass a key on to their successor there may be occasions when they are not available, a key is lost, or one is required for a new team and the holder of the Club General Admin may then set/reset these from the key management section of their admin page.

Username and/or password of the relevant key should be entered (either may be left blank to leave unchanged) and click 'Set Key'. To cancel a key, enter the word *cancel* in the username field, and it will then be inaccessible until you reset it.

Test the key by logging in as the user. For MC,TC or CS keys, go to 'Change user information' to confirm who the key is assigned to.

Log out and pass details to the user of the key.