



RFU

**GAME MANAGEMENT SYSTEM
(GMS)**

**CLUB ADMIN
GUIDE**

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP

Club Admin Guide

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CLUB ADMIN

1. HOME – THE DASHBOARD

1. Club Admin – Home – The Dashboard

The header displays some important information and possible navigation options for the user, including:



Functions allow the user to return to the tile page and expand and minimise icons on the page.

The header displays news headlines, created by the RFU to push data to the clubs and CB's

Selecting Module will display any other modules that the user has access to. i.e. If the individual also has the role of Registrar at the club, then Player Registration will be one of the Modules available.

The current club being viewed will be displayed, however you can navigate to different clubs via a type and search.

TIPS

The role you are assigned on the system determines what you can and cant do. Roles provides you with certain privileges. Without having a role assigned to you, access will be limited

1. Club Admin – Home – The Dashboard

The top of the dashboard is allocated to salient club details, including:

- Club Name
- Club Level
- Address
- Contact Details
- Directions
- Classifications
- Playing Sections

All of these details are generated by the information that has at some point been loaded by the club administrator. The data comes from an area of the system called “Edit Details” once input, this is then displayed on the landing page.

If any of the information is found to be incorrect, select **Edit Club** from the menu and this will redirect the user to the pages where the information displayed can be edited.

Colchester RFC



Colchester RFC (London 1 North (level 6))
200, The Rugby Football Union, Whitton Road, Colchester, MDSEX, TW2 7BA,
Email: 5732620@first-sports.com
Web: <http://www.bbc.co.uk/weather/>

Classifications
Essex County RFU (CB), Non-Voting(N)
Eastern Counties Rugby Union (CB), Voting

Sections

Mens	Yes
Womens	Yes
Youth	No

Directions
Turn off A12 at Colchester North onto A1232 towards Colchester, right at traffic lights into Severalls Lane, over mini roundabout and left at next roundabout into Mill Road. Over another roundabout and club is 100 yards on right.

1. Club Admin – Home – The Dashboard

The roles displayed are the “Handbook roles”, the main contacts at the club that are entered into the RFU club handbook each year. Ideally this information would be kept as up to date as possible, typically, as and when people leave the role and new ones take over.

Should any of this data be incorrect it is possible to edit by these roles by selecting Golden Roles from the left hand navigation menu this will take the user to a page where it is possible to assign new roles .

Roles		
Mr James Mitchell <i>Fixtures Secretary</i> 7946990@first-sports.com (0) 1255 870244	Mr Roy Abbott <i>Referee Co-ordinator</i> 183742401@first-sports.com (0) 7792 260646	Mr Matthew Wadling <i>Volunteer Co-ordinator</i> 5146862@first-sports.com 01206 514269
Mr Matthew Williams <i>Safeguarding</i> 01206 862223	Mr Matthew Wadling <i>International Ticket Contact</i> 5146862@first-sports.com 01206 514269	Mr Richard Allen <i>Hon Treasurer</i> test@test.com 44
Mr Owen Abbott <i>Coaching Co-ordinator</i> 141653662@first-sports.com 44 (0) 1206 767289	Mrs Nicola Allen <i>Hon Secretary</i> maxburton@rfu.com 44 (0) 1206 369264	Mr Matt Doonan <i>Discipline Secretary</i>
Mr Jonathan Allen <i>President</i> 87805336@first-sports.com 44 (0) 1376 572628	Mr Matt Doonan <i>Chairman</i>	

TIPS

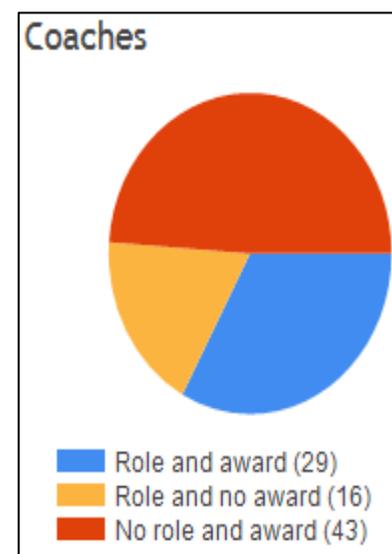
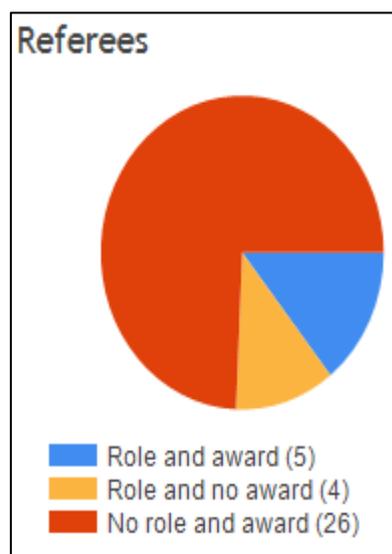
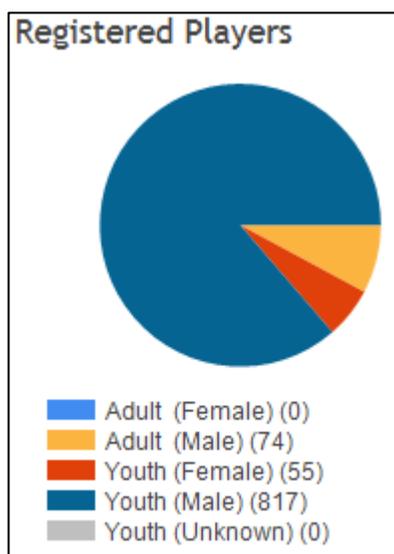
It is possible for one individual to have more than one “Handbook Role”
It is not possible for any of the “Handbook Roles” to be assigned to more than one person. i.e. It is not possible to have two people with the role of Hon Secretary.

Dashboard - Pie Charts

The dashboard will outline some key club statistics that previously would only be accessible via running reports or alternatively carrying out an advanced search for the data. However, via the dashboard and in the form of pie charts, the club is now able to view a breakdown of key club data on their own landing page upon signing in. These charts include:

TIPS

The data displayed in the pie charts is only added once an individual has been edited or created and assigned the relevant details. i.e. only players registered by the registrar at the club on the RFU's player registration system will appear on the pie chart.



TIPS

If the data is incorrect then you must look at the individual's details via the membership list and amend accordingly.

The pie charts and the text are all hyperlinked. By selecting either the text or a piece of the pie chart, this will drill down and load the specific data requested. i.e. Selecting **Referees by Role and Award (5)** A grid will load displaying the individual's details who have been assigned the Role of **Referee** at the specific club and hold a **Refereeing Award**.

Dashboard - Club Stats

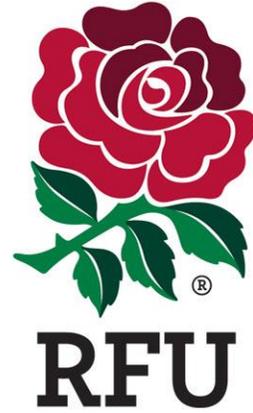
The Clubs Stats displays pertinent club member information outlining to the club administrator instantly the current status of the club members.

Any of these details are hyperlinked, allowing the user to get the specific information that these numbers relate to. i.e. The club has 1061 members. Selecting this will load those members in a grid, where the club administrator can see who those members are and get further information relating to them.

A number of these stats are prompts for further action. Typically, Members, Non Registered Players, Teams and pitches are purely to give the club administrator a general idea of the current state of play and to ensure that if details change then by seeing this details regularly will prompt updating as and when situations change.

The **Pending Members** and **De-Registered Players in the Last Week** stats are prompts for club administrators to make changes. Historically Pending Members was well hidden and clubs were not aware that membership could be pending. Equally, as and when players stop playing, the registrar at the club should be deregistering their playing record. In both circumstances the Membership Secretary should be processing those pending Members and if they have been deregistered and have left the club, then those players will also need to be archived as members. If this doesn't occur, it will make the club membership numbers incorrect and the members list for the club, incredibly out of date. This has caused huge data inconsistencies in the past, hopefully by informing club administrators what has happened, rather than asking them to find the information, data quality over time will improve

Club Stats	
Members	<u>1061</u>
Pending Members	<u>0</u>
Non-Registered Players	<u>5</u>
De-Registered Players in Last Week	<u>0</u>
Teams	<u>32</u>
Pitches	<u>4</u>



CLUB ADMIN 2. EDIT CLUB

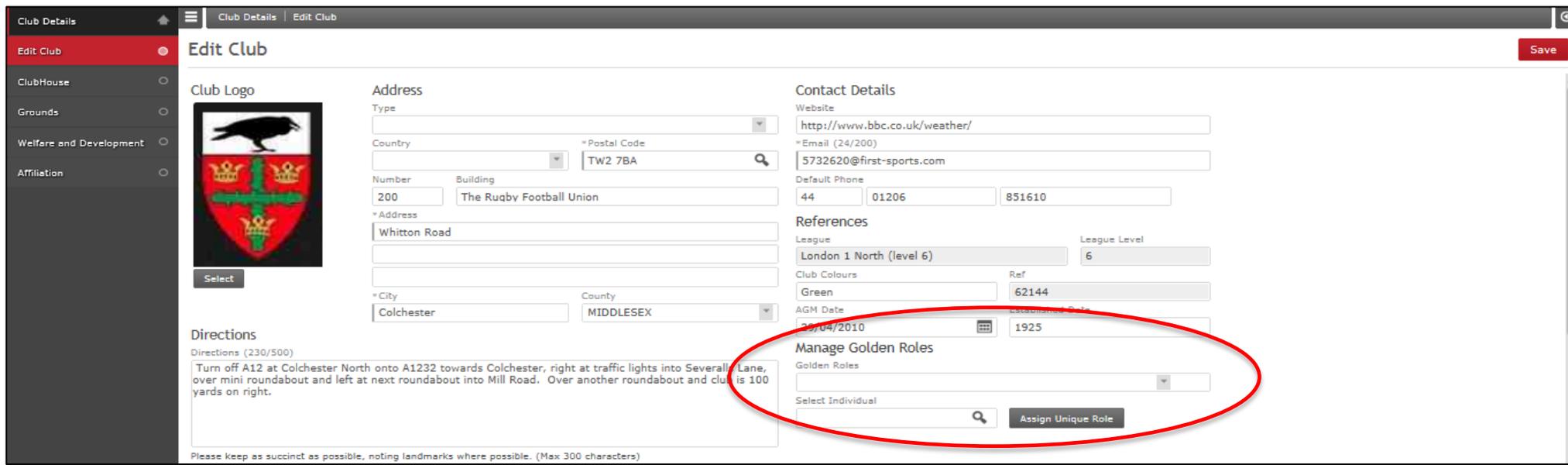
2. Club Admin- Edit Club

The first page on club details is Edit Club. This page is the same page that can be accessed via the Dashboard if the club needs to update any of its pertinent club information, including:

- Club Logo
- Address
- Directions
- Website
- Club Colours

The information contained within these pages will not only be displayed on the dashboard, but they will also populate the club page on rfu.com, therefore it is vital it is up to date.

There is also a section named “Manage Golden Roles” this section is where a club administrator can update the roles and assign the roles to new members. The next page explains how to assign n roles.



The screenshot shows the 'Edit Club' page with the following sections:

- Club Logo:** A placeholder image of a black silhouette of a bird on a shield with a red cross and gold crowns. A 'Select' button is below it.
- Address:** Fields for Type, Country (dropdown), Postal Code (TW2 7BA), Number (200), Building (The Rugby Football Union), Address (Whitton Road), City (Colchester), and County (MIDDLESEX).
- Contact Details:** Website (http://www.bbc.co.uk/weather/), Email (5732620@first-sports.com), and Default Phone (44 01206 851610).
- References:** A table with columns for League, League Level, Club Colours, Ref, and AGM Date. The first row shows London 1 North (level 6), 6, Green, 62144, and 29/04/2010.
- Manage Golden Roles:** A section with a 'Golden Roles' dropdown, a 'Select Individual' search field, and an 'Assign Unique Role' button. This section is circled in red.

Please keep as succinct as possible, noting landmarks where possible. (Max 300 characters)



CLUB ADMIN

3. GOLDEN ROLES

3. Club Profile – Golden Roles

Via Edit Club it is not possible to remove a handbook role, only reassign. If the club does not have anyone fulfilling those duties, the administrator must remove the rights via the membership list, until such time that someone is fulfilling that role

Role	Name	Address	Email
Referee Co-ordinator	Max Burton	24 Grasmere Way West Byfleet Surrey KT14 7BU	
Hon Secretary	Alex Geeves		
Coaching Co-ordinator	Mr Ben Gibbons	Hawthorn House Wistanswick Market Drayton Shropshire	
Chairman	Mr Junior Carimber	1 Buddleia House Tilley Road Feltham TW13 4GH UNITED KI...	JuniorCarimber@RFU.com
Discipline Secretary	Mr Junior Carimber	1 Buddleia House Tilley Road Feltham TW13 4GH UNITED KI...	JuniorCarimber@RFU.com
Hon Treasurer	Mr Junior Carimber	1 Buddleia House Tilley Road Feltham TW13 4GH UNITED KI...	JuniorCarimber@RFU.com
Fixtures Secretary	Mr Ben Gibbons	Hawthorn House Wistanswick Market Drayton Shropshire	
Safeguarding	Mr Ben Gibbons	Hawthorn House Wistanswick Market Drayton Shropshire	
Volunteer Co-ordinator	Mr Ross Baxter	55 Avoncroft Road Stoke Heath Bromsgrove WORCESTERSH...	rossbaxter@rfu.com
President	Mr Chris Ashmore	45a Isla Road London SE18 3AA	rugbyfirstsupport@therfu.com
International Ticket Contact (CLU... Not Allocated			

Where a role is allocated the name of the person is listed, the role they are assigned and their details

Where no role is allocated, the role will be listed together with the Not Allocated in the name box

To allocate a role, select the role and Edit



3. Club Profile – Golden Roles

The following screen prompts the administrator to search the club for the use that is going to fulfill the role. Insert a name and search.

Invincibles RFC : Allocate Member to Role(s) Save Cancel

Find people by name

Title First Name * Surname

Search

Role(s) they will be allocated

- International Ticket Contact (CLUBCON) (Not Allocated)

Select which individual is to hold the role and Save

Invincibles RFC : Allocate Member to Role(s) Save Cancel

Find people by name

Title First Name * Surname

Mr Max Test

Search

- MR Max Test 1 (ID:1053053)** DOB:09 January 1979
Rugby House Rugby Road Twickenham MIDDLESEX TW1 1DZ
- MR Maxwell Test (ID:1098807)** T:(0) 1 919 1122343 DOB:09 January 1979
200 Whitton Road Twickenham Middlesex KT14 7BU
- MR Max Test 11 (ID:1099822)** DOB:09 January 1994
Rugb Y House MIDDLESEX CORNWALL TW2 1 DS
- MR Max Test (ID:1447773)** DOB:09 January 1979
200 Whitton Road Twickenham Middlesex TW2 7BA
- MR Maxwell Test (ID:1538332)** E:maxburfton@rfu.com DOB:09 January 1979
200 Whitton Road Twickenham Middlesex TW2 7BA
- MR Max Test (ID:1703302)** DOB:09 January 1979
200 Whitton Road Twickenham Middlesex TW2 7BA

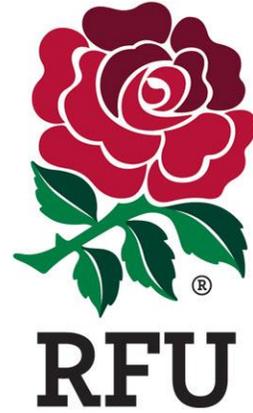
Role(s) they will be allocated

- International Ticket Contact (CLUBCON) (Not Allocated)

3. Club Profile – Golden Roles

Upon selecting Save the role has been assigned and is displayed in the Golden Roles grid.

Invincibles RFC				Export
✓ Role	Name	Address	Email	
✓ International Ticket Contact	Mr Max Test 1	Rugby House Rugby Road Twickenham MIDDLESEX TW1 1DZ		▼
✓ Referee Co-ordinator	Max Burton	24 Grasmere Way West Byfleet Surrey KT14 7BU		▼
✓ Hon Secretary	Alex Geeves			▼
✓ Coaching Co-ordinator	Mr Ben Gibbons	Hawthorn House Wistanswick Market Drayton Shropshire		▼
✓ Chairman	Mr Junior Carimber	1 Buddleia House Tilley Road Feltham TW13 4GH UNITED KI...	JuniorCarimber@RFU.com	▼
✓ Discipline Secretary	Mr Junior Carimber	1 Buddleia House Tilley Road Feltham TW13 4GH UNITED KI...	JuniorCarimber@RFU.com	▼
✓ Hon Treasurer	Mr Junior Carimber	1 Buddleia House Tilley Road Feltham TW13 4GH UNITED KI...	JuniorCarimber@RFU.com	▼
✓ Fixtures Secretary	Mr Ben Gibbons	Hawthorn House Wistanswick Market Drayton Shropshire		▼
✓ Safeguarding	Mr Ben Gibbons	Hawthorn House Wistanswick Market Drayton Shropshire		▼
✓ Volunteer Co-ordinator	Mr Ross Baxter	55 Avoncroft Road Stoke Heath Bromsgrove WORCESTERSH...	rossbaxter@rfu.com	▼
✓ President	Mr Chris Ashmore	45a Isla Road London SE18 3AA	rugbyfirstsupport@therfu.com	▼



CLUB ADMIN

4. CLUB DETAILS

4. Club Admin- Club House

The Club House displays important information relating to the status and set up of the Rugby Club.

Using the drop downs, select the status of the club, saving once the changes have been completed.

The screenshot displays the RFU Club House admin interface for Colchester RFC. The interface is divided into several sections:

- Module:** Colchester RFC
- RFU Logo:** Official System of the RFU, Governing Body of Rugby Union in England
- Navigation:** Club Details | ClubHouse
- Save Button:** Save
- Details Section:**
 - Ownership: Leasehold (selected)
 - End Date: 27/01/2963
 - Remaining Time: 948 Year(s), 10 month(s), 2 day(s)
 - Proximity To Pitches: No Club House
- Licensing Section:**
 - Liquor Licence:
 - Liquor License Type: Premises Licence (selected)
- Accessibility Section:**
 - Disabled Access:
 - Disabled Lift:
- Other Sports Section:**
 - Other Sports: [Dropdown menu open]
 - Tennis:
 - Volley-Ball:
 - Football:
 - Indoor Football:

Red arrows indicate the following actions:

- Arrow 1: Points to the 'Leasehold' dropdown in the Details section.
- Arrow 2: Points to the 'Premises Licence' dropdown in the Licensing section.
- Arrow 3: Points to the 'Premises Licence' option in the Other Sports dropdown menu.



CLUB ADMIN 5. GROUNDS

5. Club Admin- Grounds

The grounds page displays information relating to the club grounds. Essentially where they are, based, the facilities on offer at the ground and the types of pitches. From here any of that data can be edited, updated or amended. Pitches can be edited, added and removed. Clubs grounds can be changed. Should any details be changed, be sure to save those changes.

Module Colchester RFC Logout

RFU
Official System of the RFU, Governing Body of Rugby Union in England

Club Details | Grounds

Grounds

Ground

Ground Name Colchester RFC - Club Ground

Country Postal Code KT14 7BU

Number Building 18

*Address Grasmere Way

*City Byfleet County SURREY

Changing facilities

Does Club house have adequate changing facilities?

Team Changing Rooms 3

Official Changing Rooms 3

Save

TIPS
The pitches listed on this page, are what make up the “Pitches” numbers on the Dashboard under Club Stats. .

Pitches

Export New

✓ Pitch	Floodlighting	Surface	Venue	Dimensions	Type	Filters
Monday Test	100 to 199 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	▼
U8 pitch	50 to 99 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	▼
U9 pitch			At Club Address		Full	▼

Selected 0 of 3 Page 1 of 1

10 Page 1

5.1 Club Admin– Grounds – Editing a Pitch

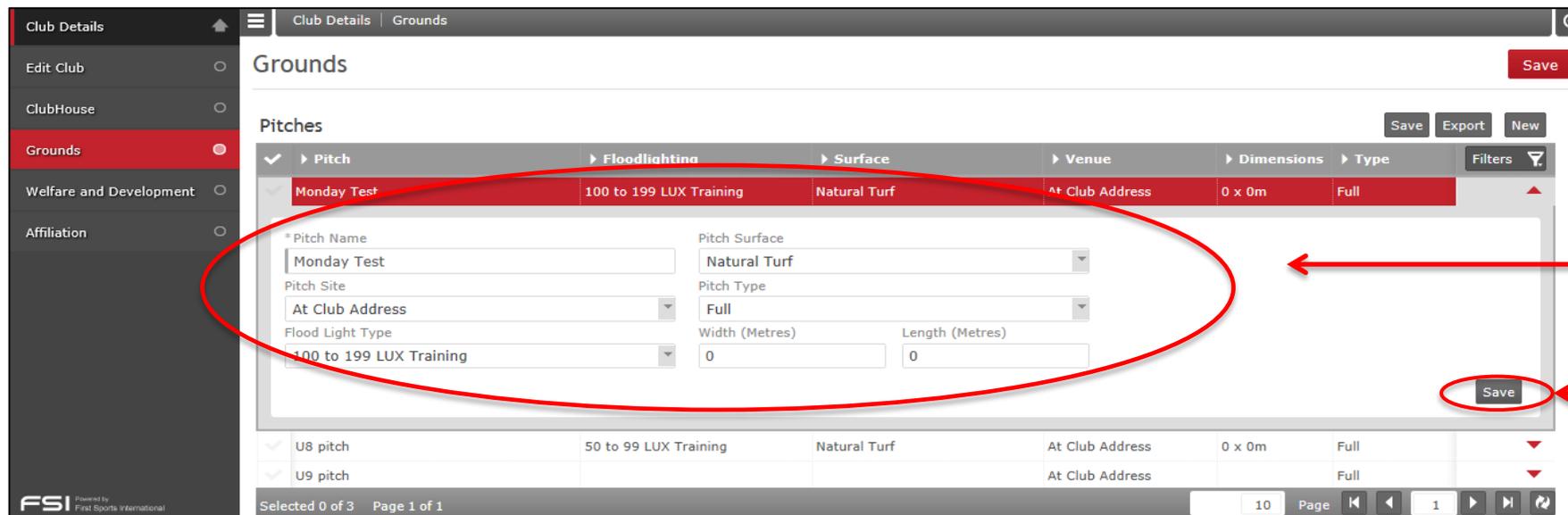
Pitches data is very useful information (if up to date) for funding and facilities. The page will list the complete number of pitches at the club. On the basis they have been kept up to date.



✓ ▶ Pitch	▶ Floodlighting	▶ Surface	▶ Venue	▶ Dimensions	▶ Type	Filters ▼
✓ Monday Test	100 to 199 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	▼
✓ U8 pitch	50 to 99 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	▼
✓ U9 pitch			At Club Address		Full	▼

Selected 0 of 3 Page 1 of 1

Selecting the Red Arrow will expand the pitch details.



Club Details | Grounds

Grounds

Pitches

✓ ▶ Pitch	▶ Floodlighting	▶ Surface	▶ Venue	▶ Dimensions	▶ Type	Filters ▼
Monday Test	100 to 199 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	▲
U8 pitch	50 to 99 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	▼
U9 pitch			At Club Address		Full	▼

*Pitch Name: Monday Test
Pitch Site: At Club Address
Flood Light Type: 100 to 199 LUX Training
Pitch Surface: Natural Turf
Pitch Type: Full
Width (Metres): 0
Length (Metres): 0

Save

Selected 0 of 3 Page 1 of 1

The pitch details become editable and can be updated

Ensure changes are saved

5.2 Club Admin– Grounds – Adding a Pitch

If the pitches displayed does not match the total number of pitches at the club, then the administrator needs to add a new pitch.

The screenshot shows the 'Grounds' management interface. At the top right, there are buttons for 'Select New' and 'Save'. Below this is a table of existing pitches. A 'New Pitch' modal form is open, showing fields for Pitch Name, Pitch Site, Flood Light Type, Pitch Surface, Pitch Type, Width (Metres), and Length (Metres). A red circle highlights the 'Save New Pitch' button in the modal. Another red circle highlights the 'New' button in the top right of the main interface.

Pitch	Floodlighting	Surface	Venue	Dimensions	Type
Monday Test	100 to 199 LUX Training	Natural Turf	At Club Address	0 x 0m	Full
U8 pitch					
U9 pitch					

A new page will load where it is possible to enter the details for the new pitch. Enter the new pitch details and select **Save New Pitch**

A new pitch has been added

The screenshot shows the updated 'Grounds' management interface. The table now includes a new row for 'New Pitch'. A red arrow points to this new row. The table has 7 columns: Pitch, Floodlighting, Surface, Venue, Dimensions, and Type. The 'New Pitch' row has the following values: New Pitch, 50 to 99 LUX Training, Natural Turf, At Club Address, 0 x 0m, Full.

Pitch	Floodlighting	Surface	Venue	Dimensions	Type
Monday Test	100 to 199 LUX Training	Natural Turf	At Club Address	0 x 0m	Full
New Pitch	50 to 99 LUX Training	Natural Turf	At Club Address	0 x 0m	Full
U8 pitch	50 to 99 LUX Training	Natural Turf	At Club Address	0 x 0m	Full
U9 pitch			At Club Address		Full

5.3 Club Admin– Grounds – Deleting a Pitch

If there are too many grounds listed, then it is possible to delete pitches that are no longer used by the club.

Grounds Via the tick box, select those pitches to be deleted Save

Pitches Export New

<input type="checkbox"/>	Pitch	Floodlighting	Surface	Venue	Dimensions	Type	Filters
<input type="checkbox"/>	Monday Test	100 to 199 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	
<input type="checkbox"/>	New Pitch						
<input type="checkbox"/>	U8 pitch						
<input type="checkbox"/>	U9 pitch						

Grounds Once selected a delete option will appear, select **Delete** Save

Pitches Selected 2 Export Delete New

<input type="checkbox"/>	Pitch	Floodlighting	Surface	Venue	Dimensions	Type	Filters
<input checked="" type="checkbox"/>	Monday Test	100 to 199 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	
<input checked="" type="checkbox"/>	New Pitch	50 to 99 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	
<input type="checkbox"/>	U8 pitch	50 to 99 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	
<input type="checkbox"/>	U9 pitch			At Club Address		Full	

Selected 2 of 4 Page 1 of 1

Grounds Save

Pitches Export New

<input type="checkbox"/>	Pitch	Floodlighting	Surface	Venue	Dimensions	Type	Filters
<input type="checkbox"/>	U8 pitch	50 to 99 LUX Training	Natural Turf	At Club Address	0 x 0m	Full	
<input type="checkbox"/>	U9 pitch			At Club Address		Full	

Selected 0 of 4 Page 1 of 1

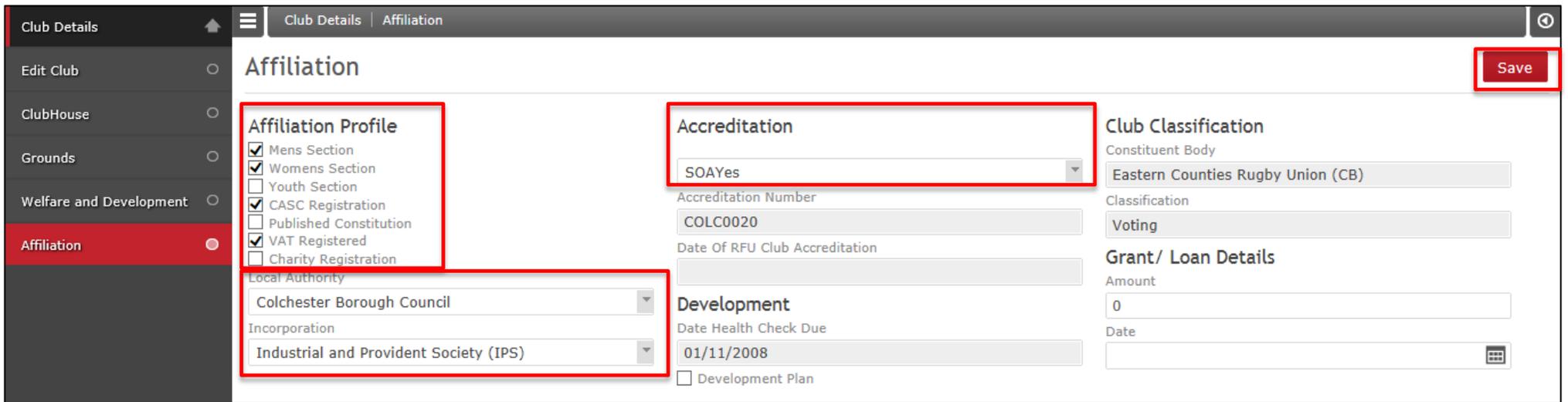


CLUB ADMIN 6. AFFILIATION

6. Club Admin– Affiliation

The Affiliation tab displays details about the clubs status. Which CB do they fall under, do they currently have accreditation, the sections that play at the club, previous grants and their affiliation. A host of information that is vital to ascertain how a club is run and managed.

The majority of the data is tick boxes and drop downs. Simply keep the data as up to date as possible ensuring changes are saved.



The screenshot shows the 'Affiliation' tab in a web application. The left sidebar contains navigation options: Club Details, Edit Club, ClubHouse, Grounds, Welfare and Development, and Affiliation (which is selected). The main content area is titled 'Affiliation' and includes a 'Save' button in the top right corner. The form is divided into several sections:

- Affiliation Profile:** Contains checkboxes for Mens Section, Womens Section, Youth Section, CASC Registration, Published Constitution, VAT Registered, and Charity Registration. The 'Local Authority' dropdown is set to 'Colchester Borough Council' and the 'Incorporation' dropdown is set to 'Industrial and Provident Society (IPS)'. This section is highlighted with a red box.
- Accreditation:** Features a dropdown menu set to 'SOAYes', an 'Accreditation Number' field with 'COLC0020', and a 'Date Of RFU Club Accreditation' field.
- Club Classification:** Includes a 'Constituent Body' dropdown set to 'Eastern Counties Rugby Union (CB)', a 'Classification' dropdown set to 'Voting', and a 'Grant/ Loan Details' section with 'Amount' set to '0' and an empty 'Date' field.
- Development:** Includes a 'Date Health Check Due' field set to '01/11/2008' and a 'Development Plan' checkbox.

Red boxes highlight the 'Affiliation Profile' section, the 'Accreditation' dropdown, and the 'Local Authority' and 'Incorporation' dropdowns. A red box also highlights the 'Save' button.

TIPS

Areas that are greyed out are either entered centrally by the RFU or via another area of the system



CLUB ADMIN

7. WELFARE & DEVELOPMENT

7. Club Admin– Welfare & Development

Welfare & Development outlines the policies, procedure and people that a club has in place to deal with and address Welfare & Club development issues . The page acts as a point of reference, it illustrates the current status of the club and the procedures they have in place for such eventualities.

The screenshot shows the RFU Club Admin interface for Colchester RFC. The page is titled 'Welfare and Development' and includes a 'Save' button. The left sidebar shows 'Welfare and Development' as the active module. The main content area is divided into several sections:

- Services:** Includes checkboxes for 'Club Ambulance Access', 'Medical Room', 'Spinal Board', 'Stretcher', and 'First Aid Kit'. The 'Stretcher' and 'First Aid Kit' checkboxes are checked.
- Data:** Includes checkboxes for 'Retain Player Medical History', 'Retain Emergency Contacts', and 'Written Protective Equipment Policy'. All three are checked.
- Medical Staff:** Includes fields for 'Club Doctor' (Noan Arulampalam), 'Club Physiotherapist' (Mr Roy Abrehart, Noan Arulampalam), 'Adult First Aid' (Medical Practitioner), and 'Youth First Aid' (Medical Practitioner).
- Coaching:** Includes a checkbox for 'Coach Programme' and a field for 'Coaching Coordinator' (Mr Owen Abbott).
- Referee:** Includes checkboxes for 'Referee Programme' and 'Referee Coordinator', and a field for 'Referee Coordinator' (Mr Roy Abbott).
- Volunteer:** Includes checkboxes for 'Volunteer Recruit Policy' (checked), 'Volunteer Job Description', and 'Volunteer Coordinator', and a field for 'Volunteer Coordinator' (Mr Matthew Wadling).

Simple tick boxes outlining that a certain policy is in place at the club, followed by **Save** will keep this data displayed for all to view when necessary

Some areas require additional actions. In this case the system is asking who (if anyone) is fulfilling one of these roles. These roles cannot be assigned on this page. It is carried out via the membership list, finding the individual that fulfils that role and adding it. This will then populate the grey box with the individuals name



CLUB ADMIN 8. EVENTS

8. Club Admin- Events

The event list displays all events arranged at the club (on the basis they were added in the first place) Events could be anything from the AGM to training days.

The screenshot shows the 'Event List' interface. At the top right, there are buttons for 'Selected 1', 'Export', 'Edit', 'Delete', and 'New'. The table below has columns for 'Date Start', 'Start Time', 'Date End', 'End Time', 'Location', 'Event Name', 'Notes', and 'Repeat Sche'. The first row is selected, and its details are shown in a modal window below. The modal window displays the event name 'EVENT Test', its status 'SUBMITTED', address, attachments, and dates.

✓	▼ Date Start	Start Time	▶ Date End	End Time	Location	▶ Event Name	▶ Notes	▶ Repeat Sche	Filters
✓	05/03/2014	00:00	07/03/2014	00:00	200 Whitton Road Twickenham London ...	EVENT Test			▼
✓	11/03/2013	00:00	11/03/2013	00:00	Ererewr Ewrewrewr Ewrewrew Rewrewr ...	Test			▼
✓	11/03/2013	00:00	11/03/2013	00:00	Ererewr Ewrewrewr Ewrewrew Rewrewr ...	Test			▼
✓	04/01/2012	19:00		19:00	200 Whitton Road Twickenham London ...	1st Team Train ...		Every Wednesc ...	▼
✓	03/01/2012	19:00		19:00	The Rugby Football Union 200 Twickenh ...	Alll Teams Trail ...		Every Tuesday ...	▼
✓	28/12/2011	19:00		19:00	200 Whitton Road Twickenham London ...	1st Team Train ...		Every Wednesc ...	▼
✓	27/12/2011	19:00		19:00	The Rugby Football Union 200 Twickenh ...	Alll Teams Trail ...		Every Tuesday ...	▼
✓	21/12/2011	19:00		19:00	200 Whitton Road Twickenham London ...	1st Team Train ...		Every Wednesc ...	▼
✓	20/12/2011	19:00		19:00					
✓	14/12/2011	19:00		19:00					

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EVENT Test

Type: Club

Status: SUBMITTED

Address: 200, Whitton Road Road Road, Twickenham, London, KT14 7BU

Attachments: browsers.png, Beautiful-Sky.jpg

Date Start: 05/03/2014

Start Time: 00:00

Date End: 07/03/2014

End Time: 00:00

Description:

Selecting Event(s) will load the additional menu options

Expanded events are Read Only. Attachments can be opened. To edit an existing event, the user must select the event and use the menu options

8.1 Club ADMIN– Events - Create Events

To create a new events select **New**

Insert as much information as possible about the event.

- Club
- Events
- Course
- Dinner
- Festival
- First4Sport
- Golf Day
- Leisure 10's
- Leisure 12's

- Approved
- Cancelled
- Delete

Making the event public, will publish on the club's webpage

Schedule outlines how often the event occurs

Save the event before closing

Attachments can be added and viewed by anyone that selects the event

The screenshot shows the 'Events' form with the following sections and annotations:

- Event Details:** Includes fields for Name, Type, Status, and a checkbox for 'Public Event'. A red box highlights the 'Type' and 'Status' dropdowns, with an arrow pointing to the event type list above.
- Schedule:** Includes 'Repeating Event' (set to 'Occurs Once'), 'Date Start' (03/04/2014), 'Start Time' (00:00), 'Date End' (03/04/2014), and 'End Time' (23:59). A red box highlights this section with a double-headed arrow pointing to the text 'Schedule outlines how often the event occurs'.
- Attachments:** Includes fields for 'Attach Name', 'Attachment Type', and 'Description', with 'Select' and 'Upload' buttons. A red box highlights this section with a double-headed arrow pointing to the text 'Attachments can be added and viewed by anyone that selects the event'.
- Address:** Includes fields for Type, Country, Postcode, Number, Building, Address, City, and County.
- Buttons:** 'Save' and 'Back to List' buttons are at the top right. A red box highlights the 'Save' button with a double-headed arrow pointing to the text 'Save the event before closing'.
- Dropdowns:** A list of event types is shown above the form, and a list of status options (Approved, Cancelled, Delete) is shown to the right.

8.2 Club Admin– Events - Events View

Upon saving the new event will be listed on the event details and if selected to publish it will also be available on the clubs website.

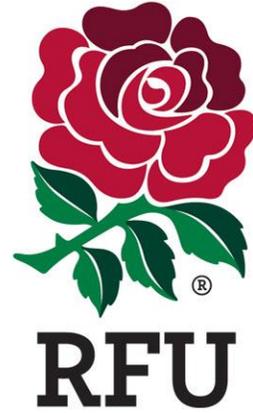
Event List										Export	New
✓	▼ Date Start	Start Time	▶ Date End	End Time	Location	▶ Event Name	▶ Notes	▶ Repeat Sche	Filters	▼	
✓	05/03/2014	00:00	07/03/2014	00:00	200 Whitton Road Twickenham London ...	EVENT Test				▼	
✓	11/03/2013	00:00	11/03/2013	00:00	Ererewr Ewrewrewr Ewrewrew Rewrewr ...	Test				▼	
✓	11/03/2013	00:00	11/03/2013	00:00	Ererewr Ewrewrewr Ewrewrew Rewrewr ...	Test				▼	
✓	04/01/2012	19:00		19:00	200 Whitton Road Twickenham London ...	1st Team Train ...		Every Wednesd .		▼	
✓	03/01/2012	19:00		19:00	The Rugby Football Union 200 Twickenh ...	Alll Teams Trai ...		Every Tuesday .		▼	
✓	28/12/2011	19:00		19:00	200 Whitton Road Twickenham London ...	1st Team Train ...		Every Wednesd .		▼	
✓	27/12/2011	19:00		19:00	The Rugby Football Union 200 Twickenh ...	Alll Teams Trai ...		Every Tuesday .		▼	
✓	21/12/2011	19:00		19:00	200 Whitton Road Twickenham London ...	1st Team Train ...		Every Wednesd .		▼	
✓	20/12/2011	19:00		19:00	The Rugby Football Union 200 Twickenh ...	Alll Teams Trai ...		Every Tuesday .		▼	
✓	14/12/2011	19:00		19:00	200 Whitton Road Twickenham London ...	1st Team Train ...		Every Wednesd .		▼	

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Rows 10 Page 1



CLUB ADMIN 9. REPORTS



CLUB ADMIN

10. COMPETITIONS

10.1 Club Admin- Competitions – Competitions List

The Competitions list displays all the current competitions the clubs Teams are involved in for that given season.

Competition	Type	Code
National U17 Competition	Cup	NU17
Suffolk Merit Tables	League	SUFFMT
SSE London & SE Division	League	LSED
Women's Junior Competitions	League	RFUWJC
Shepherd Neame Essex Merit Tables	League	EBLOCMT
National Panel Referees Referee Manual		

The display the competition details,
select the specific competitions

All current competitions are listed

10.2 Club Admin- Competitions – Competitions Details

The Competitions list displays all the current competitions the clubs Teams are involved in for that given season.

Navigation outlines where the user currently is.

Tab outlines the current display

Competition Details

Current League Table

Points details relating to the competition

SSE London & SE Division Details										
Competition Details										
Division:	London 1		Format:	League						
Number of Teams:	17		Play Each Other:	0						
Points										
Result	Home Points	Away Points								
Win	4	4								
Lose	0	0								
Draw	2	2								
League Table										
Pos	Team Name	Played	Won	Draw	Lost	Points For	Points Against	Difference	Points	Adjustments
1	Staines	16	15	0	1	626	184	442	30	
2	Westcombe Park	16	15	0	1	706	201	505	30	
3	Thames Wanderers	16	12	0	4	389	284	105	24	
4	Sutton & Epsom	16	10	1	5	487	273	214	21	
5	Harlow	16	10	0	6	382	300	82	20	
6	Thurrock	16	9	2	5	355	322	33	20	
7	Old Clifeians	16	9	1	6	310	316	-6	19	
8	Basinstoke	16	8	0	8	423	280	143	16	
9	Wimbledon	16	9	0	7	349	324	25	16	
10	Woodford	16	8	0	8	360	388	-28	16	
11	Guildford & Godalming	16	7	0	9	417	378	39	14	
12	Sudbury	16	6	0	10	365	299	66	12	
13	Cheshunt	16	6	0	10	241	349	-108	10	
14	Ruislip	16	5	0	11	270	295	-25	8	
15	Old Mid Whittinton	16	3	1	12	247	498	-251	7	
16	Charlton Park	16	1	1	14	166	593	-427	3	
17	Southern	16	0	0	16	107	916	-809	0	

10.3 Club Admin- Competitions – Fixtures & Results

Fixtures and Results outlines all the upcoming games for the team and any results for games played. Little can be manipulated or changed from these pages.

Fixture Export New

✓	Date	Time	Venue	Opponent Club	Opponent Team	Competition	Filters
✓	20/04/2013	0:00	Away	Luton RFC	Luton	SSE London & SE Division	▼
✓	20/04/2013	0:00	Away	South East Group Referees	Luton	SSE London & SE Division	▼
✓	13/04/2013	0:00	Home	Beaconsfield RFC	Beaconsfield	SSE London & SE Division	▼
✓	06/04/2013	10:20	Home	Invincibles RFC	Invincibles	ML Test	▼
✓	06/04/2013	0:00	Away	Chingford RFC	Chingford	SSE London & SE Division	▼
✓	23/03/2013	0:00	Home	Basildon RFC (Essex)	Basildon	SSE London & SE Division	▼
✓	16/03/2013	0:00	Away	Eton Manor RFC	Eton Manor		
✓	02/03/2013	0:00	Home	Brentwood RFC	Brentwood		
✓	23/02/2013	0:00	Away	Letchworth Garden City RFC	Letchworth		
✓	16/02/2013	0:00	Away	Old Haberdashers RFC	Old Haberdashers		

SSE London & SE Division Details

Competition Details

Division: London 1

Format: League

Number of Teams: 17

Play Each Other: 0

Points

Result	Home Points	Away Points
Win	4	4
Lose	0	0
Draw	2	2

League Table **Fixtures** **Results** Export

Competition Result

✓	Date	Time	Home Team	Home Score	Result	Away Score	Away Team	Id	Filters
✓	26/09/1998	0:00	Staines	25		25	Guildford & Gr ...	1576	
✓	26/09/1998	0:00	Wimbledon	37		37	Old Mid-Whitg ...	1577	
✓	26/09/1998	0:00	Sutton & Epsc ...	29		29	Old Colfeians	1578	
✓	26/09/1998	0:00	Sudbury	20		20	Westcombe Pr ...	1579	
✓	26/09/1998	0:00	Sudbury	20		20	Westcombe Pr ...	1579	
✓	26/09/1998	0:00	Woodford	29		29	Charlton Park	1580	
✓	26/09/1998	0:00	Southend	5		5	Thanet Wandc ...	1581	

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Lists all the current/upcoming fixtures for the team

Expand the fixture to view additional details

Results for that specific Team are displayed



CLUB ADMIN

11. TEAMS

11.1 Club Admin- Teams – Team List

The Team List should display all the current/active teams at the club. Like the membership grid, the functionality is very similar. Each team can be expanded by the Red Arrow, outlining the team details. These can be edited if necessary and saved. Each team has a tick next to it. Selecting one of multiple teams will provide additional options/actions that can be performed against those teams.

The screenshot displays the 'Teams' management interface. On the left, a sidebar shows the 'List' view selected. The main area features a table of teams with columns for Team, Team Type, Gender, Home Colour, and Away. A red box highlights the 'Colchester' row, and a red arrow points to the expand icon (a downward-pointing triangle) in the 'Filters' column. Below the table, the 'Edit Team' form is open for 'Colchester'. The form includes fields for Name, Team Type, Gender, Home Colour, Away Colour, Alternate Colour, Minimum Age, and Maximum Age. A red box highlights the 'Name' and 'Home Colour' fields, and a red arrow points to the 'Save' button at the bottom right of the form.

Team	Team Type	Gender	Home Colour	Away	Filters
Colchester	1'st XV Men	Male	Green	Pink	▼
Colchester II	2'nd XV Men	MALET	Black		▼
Colchester III 3rd men	4'th XV Women	Female	Black	sdfsdf	▼
Colchester IV	4'th XV Men	MALET	Black		▼
Colchester RFC Colts A's	U19M	Male	Black	blue	▼

Edit Team

Name (10/200): Colchester

Home Colour (5/500): Green

Team Type: 1'st XV Men

Away Colour (4/500): Pink

Gender: Male

Alternate Colour (6/500): Purple

Minimum Age: 18

Maximum Age: 999

Save

Once Expand edit has been opened the team details can be updated and saved.

11.2 Club Admin- Teams – Creating a Team

If the list is missing any active teams. The administrator, from the teams list should select **New** This will load blank Team details.

Enter the relevant information and Save those details

The screenshot displays the 'New Team' form and a list of teams. The form includes fields for Name, Home Colour, Team Type, Away Colour, Gender, Alternate Colour, Minimum Age, and Maximum Age. A dropdown menu for Team Type is open, showing options from 1st XV Men to 3rd XV Women. A red arrow points from the '3rd XV Men' option in the dropdown to the '3rd XV Men' field in the form. Below the form is a table of teams and a pagination bar.

Team	Team Type	Gender	Home Colour	Away
Team Test	3rd XV Men	Male	Red	Black

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TIP

Selecting the Team Type will auto populate the age range for that Team. This governs which players can be manually entered into the team by an administrator

The Team has been created and will appear in the Team List

11.3 Club Admin- Teams – Archive a Team/Email A Team

Teams that are no longer playing or active should be archived. Displaying out of date information will only confuse and clutter the system.

Select the Team(s) to be archived/Email

Team	Team Type	Gender	Home Colour	Away	Filters
<input checked="" type="checkbox"/> Colchester	1'st XV Men	Male	Green	Pink	
<input checked="" type="checkbox"/> Colchester II	2'nd XV Men	MALET	Black		
<input type="checkbox"/> Colchester III 3rd men	4'th XV Women	Female	Black	sdfsdf	
<input type="checkbox"/> Colchester IV	4'th XV Men	MALET	Black		
<input type="checkbox"/> Colchester RFC Colts A's	U19M	Male	Black	blue	
<input type="checkbox"/> Colchester RFC Colts B's	U19M	MALET	Black		
<input type="checkbox"/> Colchester RFC Roman Ruins	Veterans Men	MALET	Black		
<input type="checkbox"/> Colchester RFC U12 A's	U12	Mixed	Black		
<input type="checkbox"/> Colchester RFC U13 As	U13	MIXD2	Black		
<input type="checkbox"/> Colchester RFC U13 B's	U13	MIXD2	Black		

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Archive
Email

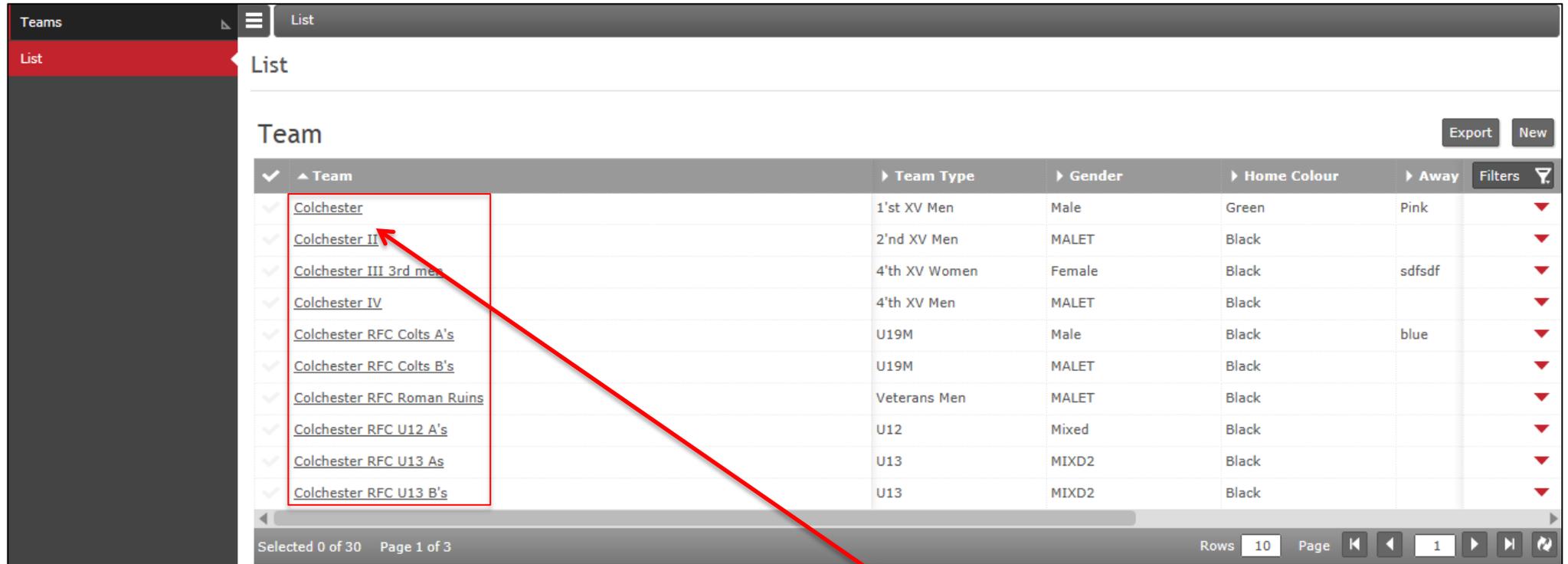
Following the selection, as per all Grids on the club admin system, additional options become available. Select More & Archive or Email

The Team will then be removed from the list

TIP
The system will not allow teams to be archived that are involved in competitions and fixtures

11.4 Club Admin- Teams – Team Details

It is also possible to drill down on specific Team details. Each of the teams are hyperlinked (this is demonstrated by the teams being underlined) Selecting any of the teams on the grid will provide the club with a host of useful Team data



The screenshot shows a web interface for managing teams. On the left is a sidebar with a 'Teams' menu and a 'List' sub-menu. The main area is titled 'List' and contains a table of teams. The table has columns for Team, Team Type, Gender, Home Colour, and Away. The 'Team' column contains hyperlinks for each team. A red box highlights the first seven team names, and a red arrow points from the 'Colchester II' link to the 'Colchester RFC Roman Ruins' row in the table.

Team	Team Type	Gender	Home Colour	Away	Filters
Colchester	1'st XV Men	Male	Green	Pink	
Colchester II	2'nd XV Men	MALET	Black		
Colchester III 3rd men	4'th XV Women	Female	Black	sdfsdf	
Colchester IV	4'th XV Men	MALET	Black		
Colchester RFC Colts A's	U19M	Male	Black	blue	
Colchester RFC Colts B's	U19M	MALET	Black		
Colchester RFC Roman Ruins	Veterans Men	MALET	Black		
Colchester RFC U12 A's	U12	Mixed	Black		
Colchester RFC U13 As	U13	MIXD2	Black		
Colchester RFC U13 B's	U13	MIXD2	Black		

Selecting any of the Teams will load additional team data.

11.4 Club Admin- Teams – Team Details

The Team details provide the club with a lot of additional team information.

Outlines the Team details

Details

Team Type: 2'nd XV Men Gender: Male Home Colour: Red Away Colour: Orange Alternate Colour: [Empty]

Players Coaches Fixtures Results

Contact Individual Export New

✓	▶ RFU Id	▶ Name	▶ Registered	▶ Role	▶ Date of Birth	▶ Gender	Info	Filters
✓	1567321	Max Abc	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible	▼
✓	1460108	Joe Bloggs	Registered	Registered (Adult (Men))	20/12/1980	Male	Eligible	▼
✓	714995	Tom Brewis	Registered	Registered (Adult (Men))	21/06/1982	Male	Eligible	▼
✓	1263988	Max Burton	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible	▼
✓	1107933	Dummy Test	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible	▼
✓	1538332	Maxwell Test	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible	▼
✓	1146165	Player Test 10	Registered	Registered (Adult (Men))	01/01/1980	Male	Eligible	▼
✓	1146168	Player Test 11	Registered	Registered (Adult (Men))	01/01/1979	Male	Eligible	▼
✓	1146169	Player Test 12	Registered	Registered (Adult (Men))	02/01/1969	Male	Eligible	▼
✓	1146170	Player Test 13	Registered	Registered (Adult (Men))	03/04/1984	Male	Eligible	▼

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11.5 Club Admin- Teams – Player Details

The first tab outlines the player details for that team. The list contains the players that are eligible to play i.e. by age grade or team status. E.g. For the 1st Team, only registered players would appear in the list.

List of all eligible players for that team

The screenshot shows the 'Details' page for a team. At the top, there are filters for Team Type (2'nd XV Men), Gender (Male), Home Colour (Red), Away Colour (Orange), and Alternate Colour. Below these are tabs for Players, Coaches, Fixtures, and Results. The 'Players' tab is active, showing a table of eligible players. The table has columns for RFU Id, Name, Registered, Role, Date of Birth, Gender, Info, and Filters. The 'Info' column shows 'Eligible' for all players. At the bottom right, there are 'Export' and 'New' buttons. A red box highlights the 'New' button, and a red arrow points from it to the text 'It is possible to add players to the team if they don't appear. E.g. a player playing up an age grade. To do this select New'. Another red arrow points from the text 'List of all eligible players for that team' to the table.

✓	RFU Id	Name	Registered	Role	Date of Birth	Gender	Info	Filters
✓	1567321	Max Abc	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible	▼
✓	1460108	Joe Bloggs	Registered	Registered (Adult (Men))	20/12/1980	Male	Eligible	▼
✓	714995	Tom Brewis	Registered	Registered (Adult (Men))	21/06/1982	Male	Eligible	▼
✓	1263988	Max Burton	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible	▼
✓	1107933	Dummy Test	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible	▼
✓	1538332	Maxwell Test	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible	▼
✓	1146165	Player Test 10	Registered	Registered (Adult (Men))	01/01/1980	Male	Eligible	▼
✓	1146168	Player Test 11	Registered	Registered (Adult (Men))	01/01/1979	Male	Eligible	▼
✓	1146169	Player Test 12	Registered	Registered (Adult (Men))	02/01/1969	Male	Eligible	▼
✓	1146170	Player Test 13	Registered	Registered (Adult (Men))	03/04/1984	Male	Eligible	▼

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TIP

Although it is possible to expand details, individuals are not editable. This is only available via the membership list

It is possible to add players to the team if they don't appear. E.g. a player playing up an age grade. To do this select **New**

11.6 Club Admin- Teams – Adding a Player

If a player needs to be added to the Team, select **New** from the Team Details page. The next page will ask for the administrator to find the player to be added.

Allocate Player to Team RugbyFirst 2nd Save Cancel

* Select Player

Allocate Player to Team RugbyFirst 2nd Save Cancel

* Select Player

Mr Youth Test 15 (1244874) 02/02/1996

Typing the name will prompt a search on the clubs database, any close matches will be displayed. Select the individual to be added,

TIP
Regulation will determine which players can be added to which teams. i.e. No additional players can be

Allocate Player to Team RugbyFirst 2nd Save Cancel

* Select Player

First Name Last Name

Known As Date Of Birth

Registration Type

Once selected the individuals details are confirmed. Select **Save**

✓ 1244874	Youth Test 15	Registered	Registered (Adult (Men))	02/02/1996	Male	Assigned
-----------	---------------	------------	--------------------------	------------	------	----------

The individual has then been added to the players list for that team

The list also informs as to whether the player is eligible for the team or manually assigned

11.7 Club Admin- Teams – Removing a Player

If a player no longer plays for that team it is possible to remove them from the team.

Contact Individual								Selected 1	Export	Remove	More ▾	New
✓	▶ RFU Id	▶ Name	▶ Registered	▶ Role	▶ Date of Birth	▶ Gender	Info	Filters	▾			
✓	1150546	Youth Test 14	Registered	Registered (Adult (Men))	01/01/1999	Male	Eligible		▾			
✓	1146172	Player Test 15	Registered	Registered (Adult (Men))	03/06/1984	Male	Eligible		▾			
✓	244874	Youth Test 15	Registered	Registered (Adult (Men))	02/02/1996	Male	Assigned		▾			
✓	1146173	Player Test 16	Not Registered	Not Registered (Adult (Men))	02/02/1986	Male	Eligible		▾			
✓	1146174	Player Test 17	Not Registered	Not Registered (Adult (Men))	01/01/1986	Male	Eligible		▾			
✓	1146175	Player Test 18	Not Registered	Not Registered (Adult (Men))	05/05/1980	Male	Eligible		▾			
✓	1146176	Player Test 19	Not Registered	Not Registered (Adult (Men))	09/07/1985	Male	Eligible		▾			
✓	1146176	Player Test 19	Not Registered	Not Registered (Adult (Men))	09/07/1985	Male	Eligible		▾			
✓	1075775	Max Test 2	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible		▾			
✓	1146157	Player Test 2	Registered	Registered (Adult (Men))	01/01/1970	Male	Eligible		▾			

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Select Player(s) to be removed

As per any grid on Club Admin, once selected, additional functionality becomes available.

Select **Remove**

11.8 Club Admin- Teams – Additional Functionality

Like the Membership grid it is also possible to email and export details. However this is team specific. This functionality works the same throughout the system

Remove Email

Contact Individual								Selected 1	Export	Remove	More ▾	New
✓	▶ RFU Id	▶ Name	▶ Registered	▶ Role	▶ Date of Birth	▶ Gender	Info	Filters	▾			
✓	1150546	Youth Test 14	Registered	Registered (Adult (Men))	01/01/1999	Male	Eligible		▾			
✓	1146172	Player Test 15	Registered	Registered (Adult (Men))	03/06/1984	Male	Eligible		▾			
✓	1244874	Youth Test 15	Registered	Registered (Adult (Men))	02/02/1996	Male	Assigned		▾			
✓	1146173	Player Test 16	Not Registered	Not Registered (Adult (Men))	02/02/1986	Male	Eligible		▾			
✓	1146174	Player Test 17	Not Registered	Not Registered (Adult (Men))	01/01/1986	Male	Eligible		▾			
✓	1146175	Player Test 18	Not Registered	Not Registered (Adult (Men))	05/05/1980	Male	Eligible		▾			
✓	1146176	Player Test 19	Not Registered	Not Registered (Adult (Men))	09/07/1985	Male	Eligible		▾			
✓	1146176	Player Test 19	Not Registered	Not Registered (Adult (Men))	09/07/1985	Male	Eligible		▾			
✓	1075775	Max Test 2	Registered	Registered (Adult (Men))	09/01/1979	Male	Eligible		▾			
✓	1146157	Player Test 2	Registered	Registered (Adult (Men))	01/01/1970	Male	Eligible		▾			

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Select Player(s) to Email/Exported

Select the functionality required (see email and exporting guides for more information)

11.9 Club Admin- Teams – Coach Details & Adding Coaches

The coach tab displays the total number of coaches that have been assigned to that team. Coaches are not automatically assigned to Teams, this is a manual process. Equally coaches remain with that team from one year to the next. If they do move up to a new age grade then they must also be re-assigned to the new age grade.

Details

Team Type: 2nd XV Men | Gender: Male | Home Colour: Red | Away Colour: Orange | Alternate Colour: [Empty]

Players | **Coaches** | Fixtures | Results

Individual

Name	Qualifications
Paul Rugby	

Export | **New**

Filters

Selected 0 of 1 | Page 1 of 1 | Rows 10 | Page 1

New coaches can be added as and when needed, select **New**

Allocate Coach to Team RugbyFirst 2nd | Save | Cancel

* Select Coach

Chris

Mrs Chris Coach (1146203) : Mini-Midi (Under 12)

Once the Coach has been found, select **Save**

Current Coach(s)

Insert the name of the individual
NOTE: Only those with the role of **Coach** assigned to them on the member list will be returned. The must have the role to be added to the coaches list

The new Coach has been added

Name	Qualifications
Chris Coach	
Paul Rugby	

Selected 0 of 2 | Page 1 of 1 | Rows 10 | Page 1

11.10 Club Profile- Teams – Removing a Coach & Additional Functionality

Any additional functions are generated by selected the users that these need are to be carried out against.

The screenshot shows a web interface for managing a team's profile. At the top, there's a 'Details' section with fields for Team Type (2'nd XV Men), Gender (Male), Home Colour (Red), Away Colour (Orange), and Alternate Colour. Below this are tabs for Players, Coaches, Fixtures, and Results. The 'Coaches' tab is active, showing a table with columns for Name and Qualifications. Two coaches are listed: Chris Coach and Paul Rugby. The Chris Coach row is selected. To the right of the table are buttons for Selected 1, Export, More, and New. A Remove Email button is also visible. Red arrows point from text annotations to the selection checkboxes, the More button, and the Remove Email button.

Select Player(s) to Remove/Email/Exported

Although the arrows allow the individual to be expanded, the information is Read Only. Data can only be changed via the Member List

Select the relevant functionality

11.11 – Club Admin- Teams – Fixtures

The fixtures tab outlines any upcoming fixtures for that team. Fixtures may be competitions, cups or friendlies. As long as the game has been entered and associated to that team, it will be displayed.

Details

Team Type: 2'nd XV Men | Gender: Male | Home Colour: Red | Away Colour: Orange | Alternate Colour: [Empty]

Players | Coaches | **Fixtures** | Results

Fixture

✓	▶ Date	Time	▶ Venue	▶ Opponent Club	▶ Opponent Team	▶ Competition	Filters
✓	29/03/2014	15:00	Home	Colchester RFC	Colchester II	-	▼
✓	29/03/2014	7:00	Away	Colchester RFC	Colchester II	-	▼
✓	01/03/2014	15:00	Away	Colchester RFC	Colchester	-	▼
✓	02/02/2014	9:00	Home	Colchester RFC	Colchester II	-	▼

Selected 0 of 4 | Page 1 of 1 | Rows: 10 | Page: 1

Additional
Functionality

Details of the fixture

Edit Manual Fixture

* Select Club Team: RugbyFirst 2nd | * Select Opposite Club: RugbyFirst Training RFC | * Select Opposite Team: RugbyFirst 2nd | * Match Type: Away | * Match Date: 29/03/2014

* Match Start Time: 07:00

Save

Selecting the Red Arrow displays the details of the fixtures. Depending on the fixture it may be edited. Editing the fixture will also amend the fixture for the other team.

11.12 Club Admin- Teams – Friendly Fixtures

Friendly fixtures can be created by any club, home or away. Upon creating the fixture, this will be added to both clubs involved.

To create a new fixture, select **New**

Once all the detail has been entered select **Save**

Details Save Cancel

New Friendly Fixture

*Select Club Team
 Select which team at the club is taking part

*Select Opposite Club
 Type in the name of the opposite club and results will be returned

*Match Type
 Enter the Match Type

*Match Date

*Match Start Time

Match Type

Home

Away

Enter the date and time for the match

Select Opposite Club

Invinc

Invincibles RFC (71486)

Once the Club has been confirmed the user must select the Team to play within that club

Once Saved the fixture will be entered into the Fixtures for both the Home & Away team

Team Type	Gender	Home Colour	Away Colour	Alternate Colour
2'nd XV Men	Male	Red	Orange	

Fixture	Date	Time	Venue	Opponent Club	Opponent Team	Competition
✓	29/03/2014	15:00	Home	Colchester RFC	Colchester II	-
✓	29/03/2014	7:00	Away	Colchester RFC	Colchester II	-
✓	01/03/2014	15:00	Away	Colchester RFC	Colchester	-
✓	02/02/2014	9:00	Home	Colchester RFC	Colchester II	-

Select Opposite Club

Invincibles RFC (71486)

Select Opposite Team

Invinc

Invincibles (118421)

Invincibles 6th (118385)

Invincibles 7th (118396)

Invincibles RFC 4th XV (75918)

Invincibles Test Vets (117979)

Invincibles Test Vulcans (117972)

The Invincible Lads (81147)



THANK YOU

