



## Club administration - overview

This guide briefly covers all the areas of the Club Administration area. It is not meant to be fully comprehensive. Please email us as [info@fixtureslive.net](mailto:info@fixtureslive.net) if you have any further questions.

### 1 Info / Settings

#### - Customise pages

This area allows you to change the way your club's pages will appear on the website and league tables. Every club is originally set up with a simple black and white colour scheme, and 'logo awaited' image. Use this page to upload the official club logo. Logos must be a maximum of 20k, and between 75 x 75 pixels and 150 x 150 pixels.

A pop-colour chart of colours is available to help you pick the colour scheme you want. The Test area box on the page (and also the club logo box to the bottom left of the page - under the menu) will display any changes you make.

#### - Venues/directions

From here you can begin to add venue/pitch information. This can include address, directions etc.; you will need to upload a map or image with every venue, however.

Adding venues is one of the most useful things you can do as a Club Administrator. Not only does it make the information known to anyone looking at the club's area of the site, *it allows any league administrator to assign the venue to any fixtures they create*. Anyone browsing through upcoming fixtures will instantly be able to see where they are being played, with a map and directions etc..

You can amend the information of any venue you've created (just click on its name) but you won't be able to delete a venue, as this might affect historical records.

#### - Create a new team

Most existing teams have been created by Competition Administrators whilst inputting fixtures. There will doubtless be many teams who have not been created yet or covered by existing competitions on the system. It is useful for Club Administrators to fill in the gaps - and ensures naming consistency.

#### - Rename a team

If you or a Competition Administrator have created a new team for your club within the last 30 days, and you don't like the name, you can change it. You may not change it after that, as it would affect historical records. Contact us if you have a special reason for wanting to see the name changed.

- **Team display order**

One of the most frequently used pages on the FixturesLive site is the 'ClubsTeams' page

(here's an example:

<http://www.fixtureslive.net/view/clubsteams.asp?ClubID=1>).

This section of the Club Administration area allows you to control the order the teams appear in on this and other pages.

- **Club/team adverts**

Your club is able to sell advertisements, keep the money, and have them displayed on your web pages. There is a small charge for this, unless your sports governing body, or a sponsor, has an agreement with us for the feature to be free.

Your **club advert** appears on every page that relates to your club; **team adverts** (1 per team) appear on the pages for the relevant team, along with the club advert. **Further information is available in our Fundraising Guide.**

## 2 **Members**

- **Add a new Member**

Use this area to enter your club's membership. Every person you create will become a new user on the system, with their own login details (which you can send - along with a brief introduction and the Club Member User Guide).

**N.B.** Before adding a new user, you need to make sure they do not already exist on the system - either as a MyFl subscriber or as someone created by leagues for scoring/registration purposes. Existing users will be presented to you in a list before creating a new member. Simply selected the person to make them "official", avoid duplication and save yourself some work.

- **Membership details**

This is the area where you can view and manage your club membership. The many issues involved are covered in depth in our **Club Membership Guide.**

- **Selection - teams**
- **Selection - players**

Both these areas deal with selection of individual players for teams/squads.

This is helpful to manage your squads - which also appear in every member's area after they log in - and to help if you are using the availability system.

- **Captains/roleholders**

From here you can make an existing member a club official/contact or a team captain. Apart from the obvious usefulness of this information, it publishes their details as a point of reference on the website.

Making a member a captain of a team also enables them to enter results for competitions where they are able to do so. It also enables them to send off results via their mobile phones for SMS-enabled leagues (see the SMS Captains' Guide for more details).

*NOTE: by assigning these roles, each person's name, telephone numbers and email address will be displayed publicly on FixturesLive pages. It is your responsibility to ensure that the individual is happy with this.*

#### **- Club Administrators**

A list of all current Club Administrators - the people who have access to your FixturesLive club administration area. Additional administrators can be added, but we will only add people with the consent of existing administrators, to protect members' personal data.

#### **- Match Reporters**

From here you can view all current Match Reporters for your club, add new ones or remove existing reporters. Match reports can add match reports, and also scorers (where leagues permit).

#### **- Register Player**

If your club plays in a league that operates the "Player Registration Scheme" then this area will be important to you. This section allows you to search through existing and "playing" club members, and then to propose them as "registered players".

When you first come to the area, and choose the Competition operating the scheme, you will be presented with a list of existing registered players, and players still awaiting league approval.

To propose a player for registration, simply enter the start of their surname in the search box in the centre of the page, and click search. You will then be presented with a list of current playing members that match the name, and you can select the player you want to propose to the league.

Once you have proposed a player, the league administrator will then have the option accept or decline the proposal - making the player officially "registered" or not.

You can also choose to De-register a player if so required, usually as a result of the player leaving the club etc. This option appears next to each name in the list of existing registered players to the top of the page.

### **3 Communication**

#### **- Email**

You can send and manage emails to the club membership. As with the display of club adverts - there is a charge for this unless a separate agreement exists to provide this free to your club.

Each email is sent by us, but appears to come from you. This allows the recipient to reply to you, not us!

You will be sent a copy of every email sent and a record is kept of all messages sent (but not *whom* they were sent to - that's why you get a copy). This is particularly useful if your club has more than one FixturesLive club administrator, as it allows you to see who has sent what over time.

Emails are sent to every 'current' member on your membership database who have email addresses. Therefore moving a person to your 'ex-members' list removes them from the email circulation list.

#### - **SMS broadcasting**

You can send SMS messages to groups of members - and you can create these on a custom basis. You need to obtain credits from us to use the feature - the cost is shown on the web page.

## **4 Fixtures**

#### - **Pitch Usage**

This is another important part of the Club Administration area. Here is a list of all forthcoming league and friendly fixtures for your club, and the option for you to enter time and venue information for each one.

By entering this information, you achieve a number of things. The information will automatically appear in all the relevant pages of FixturesLive, and also on the web sites of those clubs and leagues that build in FixturesLive pages. For some leagues this is a requirement. Furthermore, doing this creates a full listing of all your pitch usage, which eliminates a great deal of tedious cross-checking.

#### - **Current Friendlies**

This area lists all upcoming friendly fixtures, and allows you to edit or delete their details. These matches can be also edited by the other club.

#### - **Create Friendly**

Providing you have been given 'Trusted' status, you can create fixtures with any other clubs on the system. Contact us if you do not have Trusted status.

#### - **FixtureFinder**

FixtureFinder is the free fixture advertisement area of the FixturesLive website. Use this area to advertise gaps in your fixture list, or

convert them into friendly fixtures once a club has said they want to play you.

**- Enter Result**

This area allows you to enter league or cup results, and friendly results. You will only be able to enter a league or cup result if the administrator has given permission for this. Note that the competition administrator may also allow team captains to enter results.

Friendly results can be entered up to 3 months after the match, by either club but amended up to 7 days after a match, also by either club.