



# **Sportzware User Manual**

## **Part 1: Sportzware Central**

SportingPulse is known as the expert in providing innovative technology solutions that make managing sporting organisations easier. Sportzware Central is an offline competition management program that is available to the Touch Football community. It enables affiliates to easily manage fixtures, results and ladders from a computer desktop. The program also lets you manage club, team and member data and to publish that information to your website, saving time and duplication. This document outlines in detail specific functions that are available within the program and how to use them effectively.

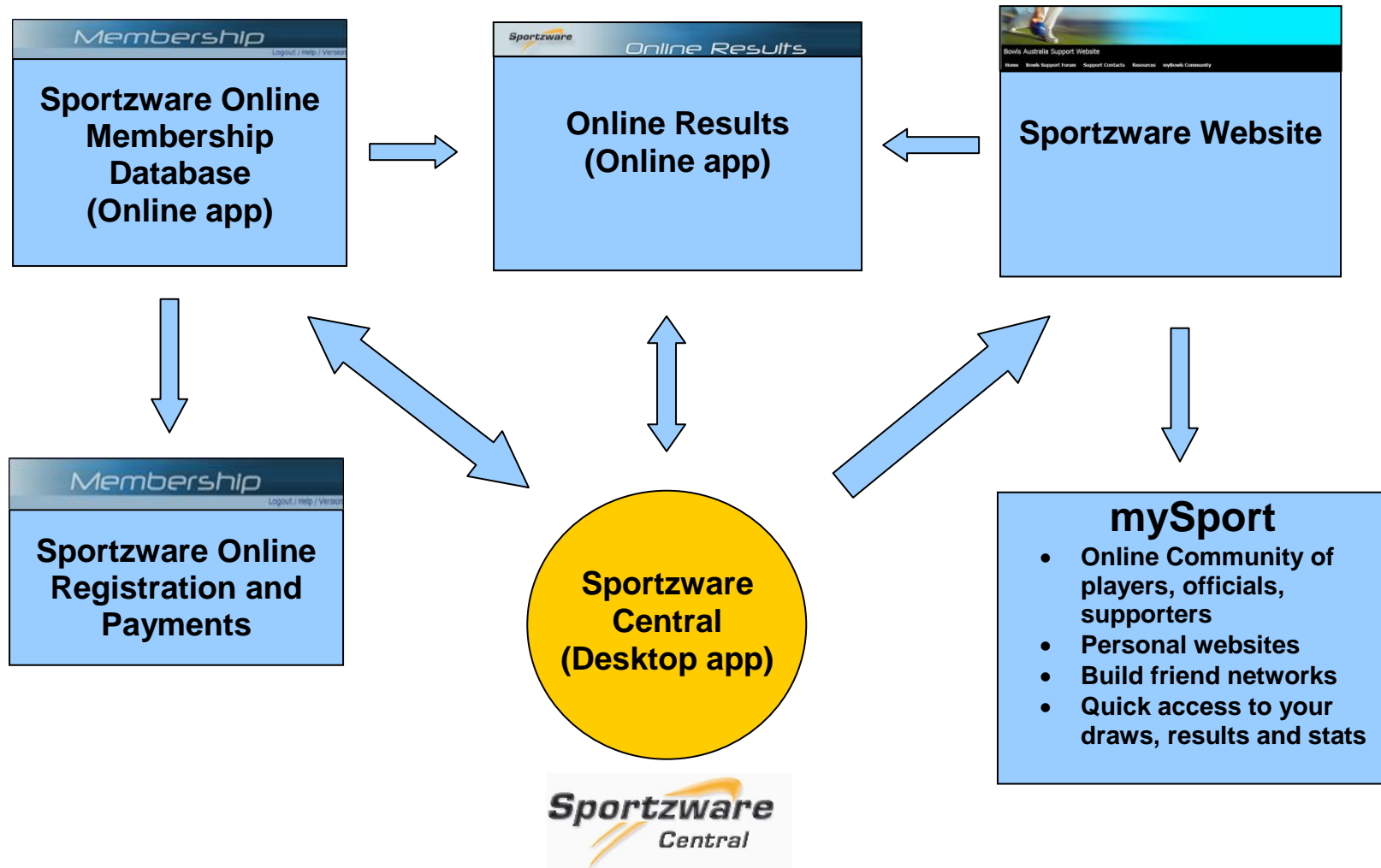


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## SportingPulse System Overview



## Part 1 (Chapter 1): Introduction to Sportzware Central

### 1.1 Installing Sportzware Central & Creating your database

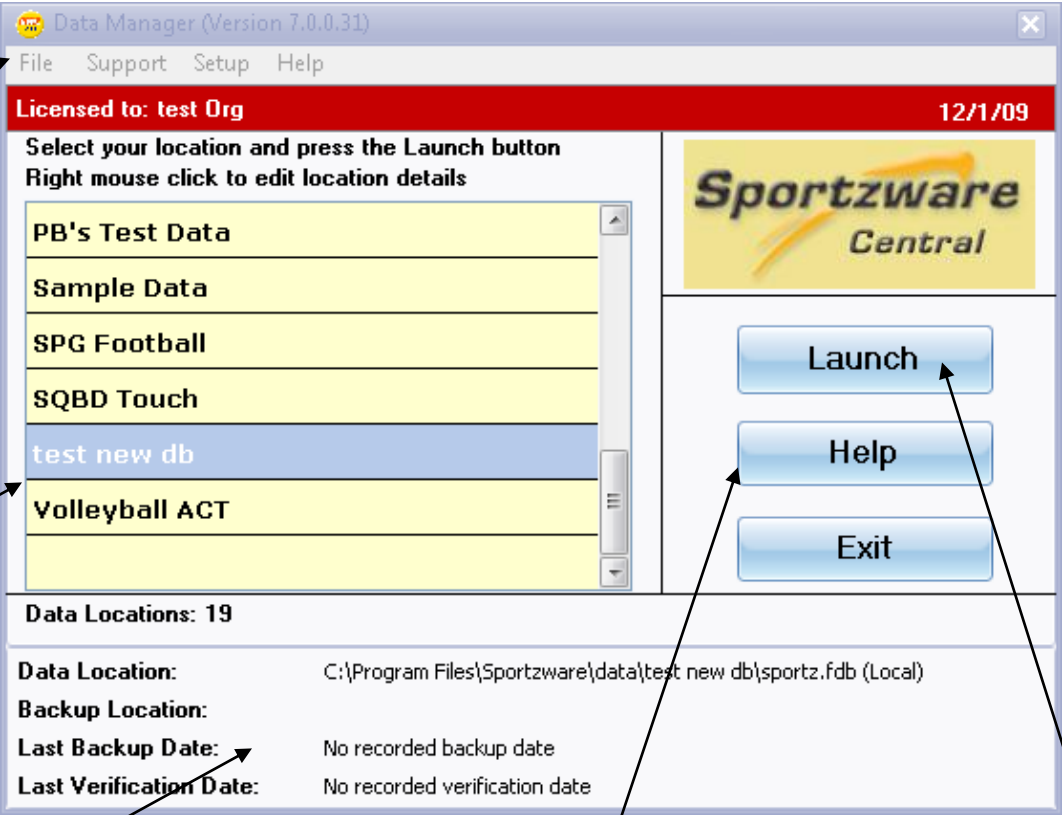
For installation instructions, go to the below link

[http://www.support.sportingpulse.com/index.php/Sportzware\\_Central\\_Installation](http://www.support.sportingpulse.com/index.php/Sportzware_Central_Installation)

### 1.2 The Sportzware Central Startup Wizard

On completion of the Sportzware Central installation, the 'Sportzware Central Startup Wizard' appears. You can view and change any database settings through the Configuration tab in that database.

### 1.3 The Data Manager



The 'File' menu provides you with access to the database management functions (add a new database, remove a database, backup your database etc)....

Your databases (also known as 'data locations') are listed in the main box of the Data Manager.

The location of your database on your hard drive, and backup details are shown here.

The 'Help' button will open up the Data Manager User Guide. It is a good idea to read through this PDF document when you get a chance.

The 'Launch' button will load the Navigation Centre with the database that you have selected.

Data Locations: 19	
<b>Data Location:</b>	C:\Program Files\Sportzware\data\test new db\sportz.fdb (Local)
<b>Backup Location:</b>	
<b>Last Backup Date:</b>	No recorded backup date
<b>Last Verification Date:</b>	No recorded verification date

The Data Manager is the very first screen that you encounter when you load Sportzware Central. Its primary purpose is to help you manage your Sportzware Central data as efficiently as possible. From the Data Manager, you can perform the following functions:

- Create a new database
- Find out exactly where your database is located on your hard disk
- Backup your database
- Restore an old database
- Compact your database to save disk space
- Send your database to the SportingPulse Technical Support Team if you are experiencing problems
- Upgrade your version of Sportzware Central
- And the most common function, select which database you would like to launch and use

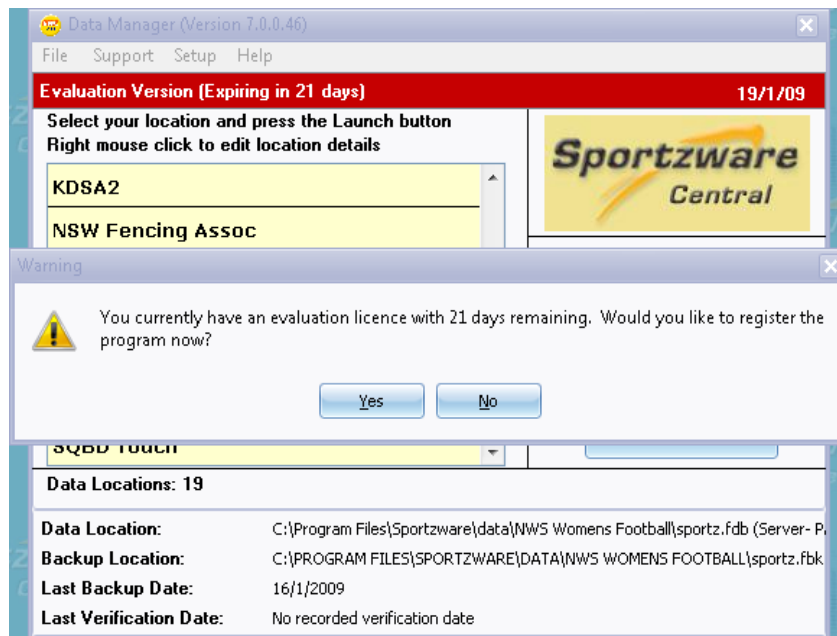
### **Multiple Databases**

You may not have a need for more than one database, as each Sportzware Central database will manage all of your League's data for as long as it exists. If you do want to manage more than one database, you should first consider that the two databases will not be linked in any way.

## **1.4 Sportzware Central Registration**

Your Sportzware Central registration code will allow you to use Sportzware Central. You are required to enter a registration key for Sportzware Central version 7 only once. All subsequent registration key updates will automatically occur via the Internet. To enter your Registration Key complete the following:

1. Open Sportzware Central
2. Click on 'Help' in the menu at the top of your screen and select **Register**
3. Enter your registration name and registration code.



4. Enter your Registration Code in the 'Registration Code' box.



5. Click on **Finish**
6. You can check your registration status at any time by going to Help> Register from the Data Manager.

*Note: So long as your registration period is continuing, a new license key will be automatically downloaded via the Internet every 6 months.*

### **Network Key**

To enter your Network Key complete the following:

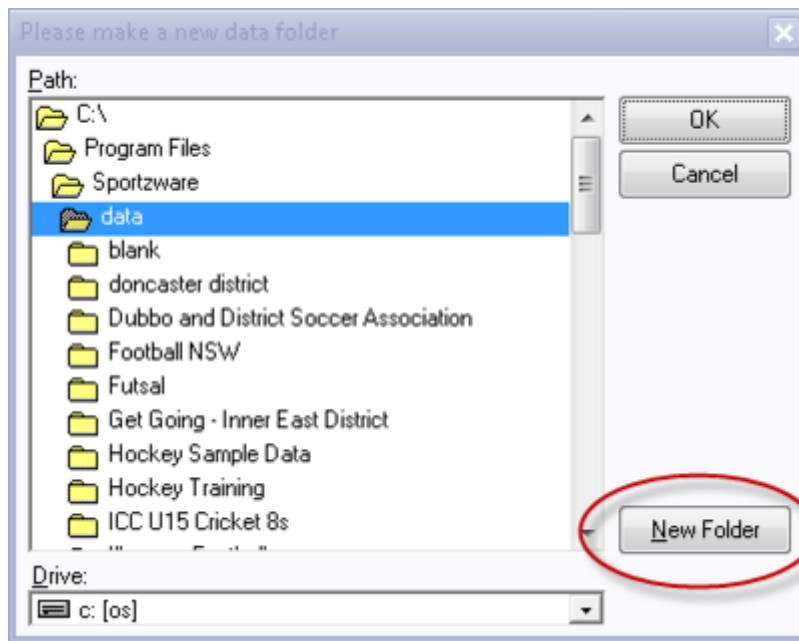
1. Open Sportzware Central
2. Go to the 'Help' menu at the top of your screen
3. Select **Register**
4. Enter your Registration Name in the 'Registration Name' box.
5. Enter your Registration Code in the 'Registration Code' box.
6. Enter your Network Code in the 'Network Code' box.

*Note: If you would like to operate Sportzware Central across a local area network, please contact support at [support@sportingpulse.com](mailto:support@sportingpulse.com) to request a network enabled code.*

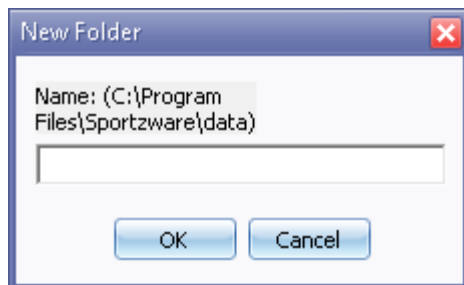
## **1.5 Creating a New Database**

If you do not want to upload an existing database, you can create a new Sportzware Central database at any time through the Data Manager. This function allows you to create a new blank database.

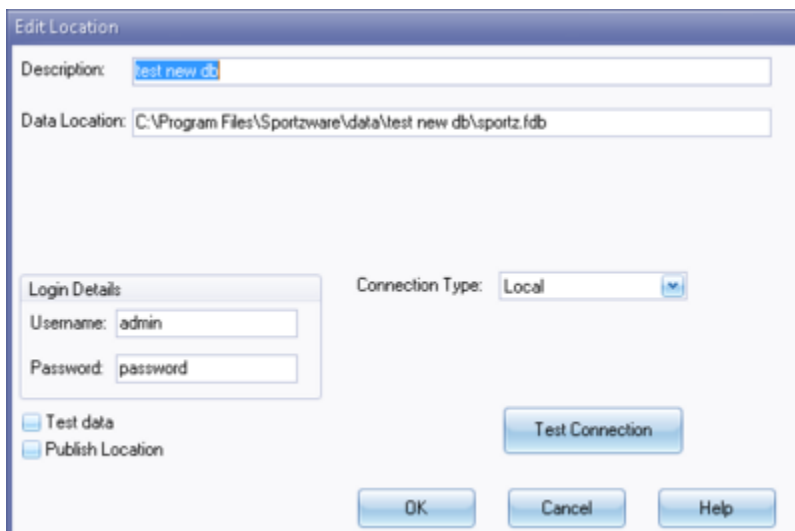
1. Open Sportzware Central from your desktop
2. From the Data Manager screen, click on **File**
3. Hover the mouse cursor over **Add location** and select **Make New Database**
4. Click on **New Folder**



5. Enter the name of the new database



6. Click on **OK**
7. The Edit Location screen will appear, allowing you to change the database name if required. Click on **OK**

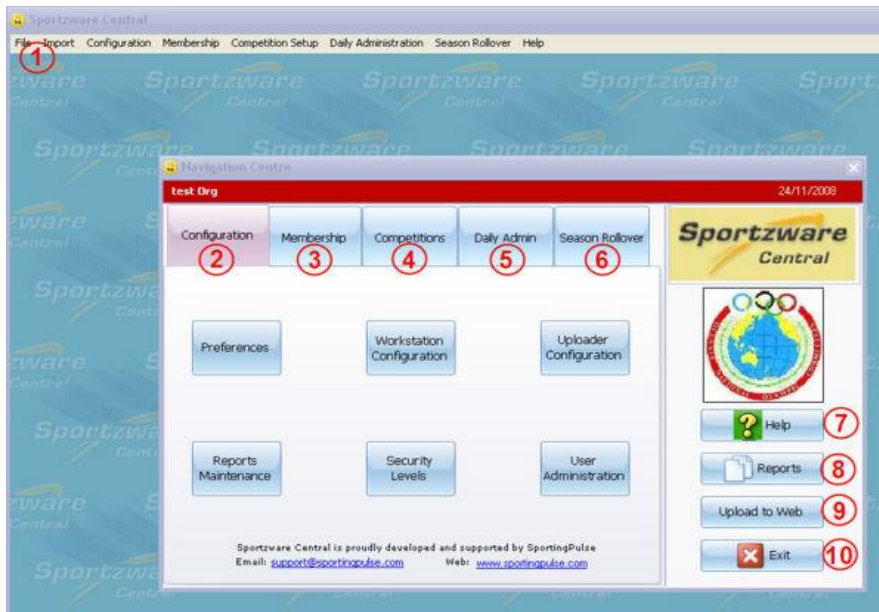




8. The new database will appear in the Data Manager
9. Click **OK**
10. To open the new database, click on it from the Data Manager screen and click on the 'Launch' button

## 1.6 Navigation Centre

The Navigation Centre is where the majority of your processes will take place. It is the focal point of the program, taking all of the most common processes and organising them within logical modules. There are some additional functions in Sportzware Central that you cannot access through the Navigation Centre, for example Career Statistics, Club Championship administration, and the 'Delete a Round' function. These can be accessed through the top menu.



1. Drop down menu items provide the user with access to additional functions from any screen within the database.
2. The Configuration module is where all program settings are generally located.
3. The Membership module is where club, team and member information is managed (including transfers and tribunal).
4. The Competitions module is where draws and scheduling is handled.
5. Daily Admin is where season information such as results, statistics and ladders are all managed.
6. Season Rollover helps the user with management of historical data.
7. The **Help** button opens up a PDF copy of the SWC User Guide in Acrobat Reader.
8. The Reports button takes the user to the Reports Centre where all reports are accessed from.
9. Upload to the Web is where the user can (1) send competition information to their Sportzware Website, (2) synchronise membership information to their Sportzware Online Membership Database and (3) synchronise Online Results information. The **Exit** button closes the current database and returns you to the Data Manager screen.

Most of the important functions in the Configuration module are handled in the Sportzware Central Startup Wizard, so for now we will skip to the Membership module and begin entering data.

## Part 1 (Chapter 2): Membership

### 1.7 Clubs

A club is representation of a number of teams that generally play within a league across multiple competitions/divisions.

#### Search for a Club

1. From the Navigation Centre click on the Membership Module.
2. Click on **Clubs**
3. Type the name of the club you wish to search for in the search box. As you type the list of clubs will be filtered to show the clubs beginning with the letters you have typed. You can filter the clubs by the league they belong to by selecting the league from the drop down box next to the search box

#### Add a New Club

1. From the Membership module, click on **Clubs**.
2. Click Add to bring up the Club Administration window for a new Club.
3. Enter the information you want to save for the Club. Note: The 'Name' field is the only compulsory field
4. Click **OK** to save the information you have entered, or click **Cancel** to close the window without saving.

#### Edit an Existing Club

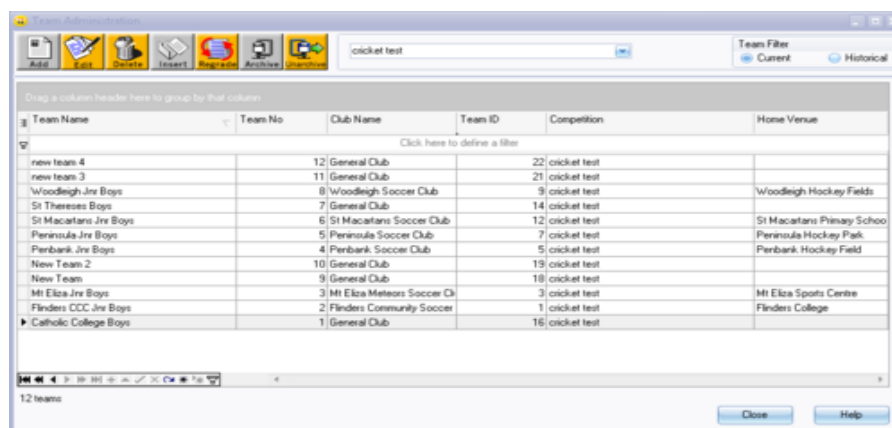
1. From the Membership module, click on **Clubs**.
2. From the Club Administration window select the Club you wish to edit.
3. Click **Edit** to edit the Club you have selected.
4. Update the fields you wish to change and click **OK** to save the information you have entered, or click **Cancel** to close the window without saving.

#### Delete a Club

1. From the Membership module, click on **Clubs**.
2. From the Club Administration window select the Club you wish to delete.
3. Click **Delete** to remove the selected Club
4. You will be asked if you are sure that you want to delete the Club. Click **Yes** to confirm or **No** to cancel.

### 1.8 Teams

A team is a body of players that belongs to a club and competes in a competition against other teams.



From the Competition or Teams tab, click on **Teams** to open the main Team Administration screen, which provides a list of all teams in the database.

### Add a New Team

1. From the Membership tab, click on **Teams**.
2. Select the competition that you want to add the new team to from the drop down list.
3. Select **All Teams** if you do not want to add the team directly into an existing competition.  
*Note: you cannot add a team to a 'current' competition (i.e. a competition that already has a fixture drawn up) from this screen. See [Add a Team to a Current Competition](#) for details on how to do this.*
4. Click **Add** to bring up the Team Administration window for entering team details.
5. Add the team information that you want to save.
6. Click **Ok** to save the team, or **Ok+** to save the team and add another team, or **Cancel** to close the window without saving.
7. If the Add button is grayed out, the competition is already full. You will have to delete teams from this competition or increase the allowed number of teams in the competition.

### Edit Team Information

1. From the Membership or Competitions tab, click on Teams
2. Find the team that you want to edit.
3. Click on Edit to bring up the Team Administration window for entering team details.

*Note: On the left is a series of tabs containing groups of specific team information.*

### Delete a Team

1. Find the team that you want to delete
2. Click on **Delete** to delete the team from the database.
3. You will be asked if you are sure that you want to delete the Team. Click on **Yes** to confirm or **No** to cancel.

## Add Existing Teams to a Competition

### Normal Competition

Competition Details - Test Football Comp

General  
Fixture Details  
Ladder/Points  
Age  
Fixture Notes  
Advanced  
Teams  
Officials

Team Options: Add, Edit, Delete, Insert, Re-No, Generate, Undo, Regrade

Fixture Options: Generate, Undo, Regrade

Viewing: Normal Season, Finals

Cmp No	Team Name	Competitor Type
2	Finders CCC Jnr Boys	Team
3	New Team	Team
4	Penbank Jnr Boys	Team
5	Peninsula Jnr Boys	Team
6	St Macartans Jnr Boys	Team
7	St Thereses Boys	Team
8	Woodleigh Jnr Boys	Team
9	new team 3	Team
10	new team 4	Team

Teams Required: 9 Registered Teams: 9 Competition Status: Started 1 of 9 rounds played

OK Cancel Help

1. Click on the Insert button to add existing teams from your database into the competition.
2. Click on **Generate** to create the draw.

### Knockout Competition

Teams:

Competition Details - Knockout Tournament

General  
Tournament  
Fixture Details  
Ladder/Points  
Age  
Fixture Notes  
Advanced  
Teams  
Officials  
Knockout

Team Options: Add, Edit, Delete, Insert, Re-No, Generate, Undo, Regrade

Fixture Options: Generate, Undo, Regrade

Search: selected

Cmp No	Team Name	Competitor Type	Seed No
0	Samoa	Team	
0	Vanuatu	Team	
0	Fiji	Team	
0	Tonga	Team	
2	Cook Islands	Team	
3	American Samoa	Team	
4	Fiji	Team	
5	Niue	Team	
7	New Caledonia	Team	

Team Name	Club Name	Team ID	Sex	Team Level
Samoa	General Club	2		
Tokelau	General Club	5	Men	
Wallis and Futuna	Wallis and Futuna	12	Mixed	

Teams Required: 16 Registered Teams: 9 Competition Status: Not Started 0 of 4 rounds played

OK Cancel Help

1. Click on the **Insert** button to add existing teams from your database into the competition.
2. Click on **Generate** to create the draw.

Players:

Competition Details - Men's Singles

General  
Tournament  
Fixture Details  
Ladder/Points  
Age  
Fixture Notes  
Advanced  
Players  
Officials  
Knockout

Team Options: Add, Edit, Delete, Insert, Re-No.  
Fixture Options: Generate, Undo, Regrade

Search: selected

Currently Registered Players

Cmp No	Player Name	Competitor Type	Seed No
1	Boyd, Patrick	Player	
2	Rico, Edwin	Player	
3	Aldham, Aaron	Player	
4	Andwerder, Adelaide	Player	
5	Achdeon, Alana	Player	
6	Armstrong, Alec	Player	
7	Andretha, Adam	Player	
8	Anson, Adrian	Player	
9	Allord, Aaron	Player	
10	Allen, AARON	Player	
11	Andretha, Adam	Player	
12	Andrews, ADAM	Player	
13	Angus, Adis	Player	
14	Anthony, Adrian	Player	
15	Appleton, Alan	Player	
16	Archer, Alana	Player	
17	Abblitt, Aaron	Player	

Available Players for adding

Surname	First Name	Date of Birth	Sex	ID
Men	01	02/08/2007		639
Ashcroft	Alex	19/11/1972	M	32
Ashley	Alex	24/11/1972	M	33
Attwood	Alex	26/11/1972	M	34
Auld	Alex	27/11/1972	M	35
Austin	Alex	28/11/1972	M	36
Avery	Alex	30/11/1972	M	37
Azzopardi	ALEX	12/02/1972	M	38
Backman	Alex	12/03/1972	M	39
Backx	Alex	12/04/1972	M	40
Bailey	Alex	12/05/1972	M	41
Baines	Alex	12/06/1972	M	42
Baird	Alex	12/07/1972	M	43
Baker Phillips	Alex	14/12/1972	M	44
Bakker	ALEX	16/12/1972	M	45
Bald	Alexander	21/12/1972	M	46
Ball	Alexander	23/12/1972	M	47

Players Required: 32 Registered Players: 32 Competition Status: Started 0 of 5 rounds played

OK Cancel Help

1. Click on the **Insert** button to add existing teams from your database into the competition.
2. Click on **Generate** to create the draw.

### Round Robin Competition (Pools)

Competition Details - Men's Singles

General  
Tournament  
Fixture Details  
Ladder/Points  
Age  
Fixture Notes  
Advanced  
Teams  
Officials

Team Options: Add, Edit, Delete, Insert, Re-No.  
Fixture Options: Generate, Undo, Regrade  
Group Options: Assign, Add, Move, View

Search: 1 selected

Currently Registered Teams

Cmp No	Competitor Name	Pool No	Gp Cmp No	Comp ID
1	Flinders CCC Jnr Boys	1	1	
2	Mt Eliza Girls	1	2	
3	Penbank Girls	1	3	
4	Woodleigh Jnr Boys	1	4	
5	Peninsula Jnr Boys	2	1	
6	Penbank Jnr Boys	2	2	
7	St Macarans Jnr Boys	2	3	

Available Teams for adding

Team Name	Club Name	Team ID	Sex	Team Level
Flinders CCC Girls	Flinders Community Soc	2		
Mt Eliza Jnr Boys	Mt Eliza Meteors Soccer	3	Men	
Peninsula Girls	Peninsula Soccer Club	8		
Woodleigh Girls	Woodleigh Soccer Club	10		
Bye	General Club	13	Men	
St Thereses Boys	General Club	14	Mixed	
Catholic College Girls	General Club	15	Mixed	
Catholic College Boys	General Club	16	Mixed	
New Team	General Club	18	Men	
New Team 2	General Club	19	Men	
new team 3	General Club	21	Men	
new team 4	General Club	22	Men	
Flinders Christian Conns	Flinders Community Soci	50	Men	
Flinders CCC Junior Boys	Flinders Community Soci	66		
Flinders CCC Junior Girls	Flinders Community Soci	67		
Mt Eliza U 12s	Mt Eliza Meteors Soccer	68		
Mt Eliza U 14s	Mt Eliza Meteors Soccer	69		

Pool Name: Pool 1 Teams Required: 8 Registered Teams: 7 Competition Status: Started 1 of 3 rounds played

OK Cancel Help

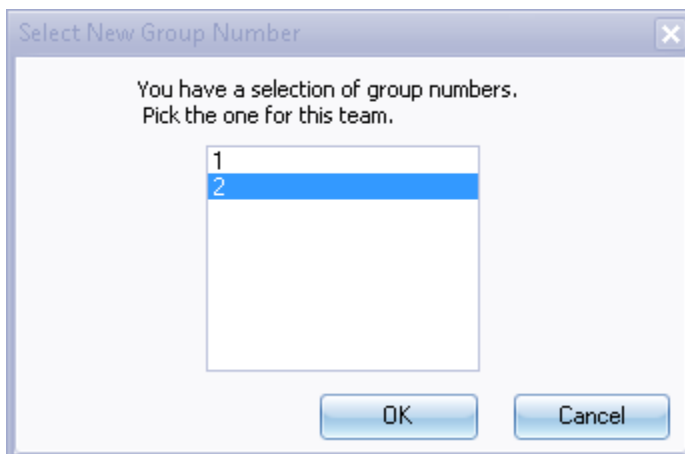
1. Click on the **Insert** button to add existing teams from your database into the competition.
2. Click on **Generate** to create the draw.

Move Teams between Pools in a Round Robin Competition:

1. From the competitions module click on Competition Details
2. Select the Competition you want to modify pools/groups for and click **Edit**. You can use the Search fields at the top right to find the Competition you are looking for.
3. Go to the **Teams** tab.
4. Select the team you wish to move.
5. Click on the **Move** button.



6. Select the **Group/Pool** that you wish to move the selected team to.



7. Click **OK**

### **Add New Teams Directly into a Competition**

There are two ways to enter teams into competitions- from the competition administration in **Competition Details** or through the **Team Administration** area.

#### Through the Competitions Details Area

Normal Competition:

1. Once you have added a normal competition, from the Competitions module go to **Competition Details**.
2. Use the Search fields at the top right hand to find the Competition that you wish to add teams for.

3. Select the Competition.
4. Click on the **Teams** tab
5. Click on **Add** to bring up the 'Team Administration' window.
6. Enter the information you want to record for the team.
7. Click **OK** to save the information you have entered, or **cancel** to close the window without saving.

#### Knockout Competition:

1. Once you have added a knockout competition, from the Competitions module go to **Competition Details**.
2. Use the Search fields at the top right to find the Competition that you wish to add teams for.
3. Select the Competition
4. Click on the **Knockout** tab
5. Click on **Add** to bring up the 'Team Administrator' window
6. Enter the information you want to record for the team.
7. Click on **OK** to save the information you have entered, or **Cancel** to close the window without saving. The new team will be placed on the right hand side in the 'Current first round matches' section.

*Note: If you want to seed the team tick the **Use Seeds** option box at the top right hand side of the window and select a 'Seed Template' from the drop down box to the left of this field. The Seed numbers will appear in the 'Seed' column. Drag and drop the team onto the relevant position where their seed is. If a team is assigned a seed number, double clicking will place them in the appropriate seed position.*

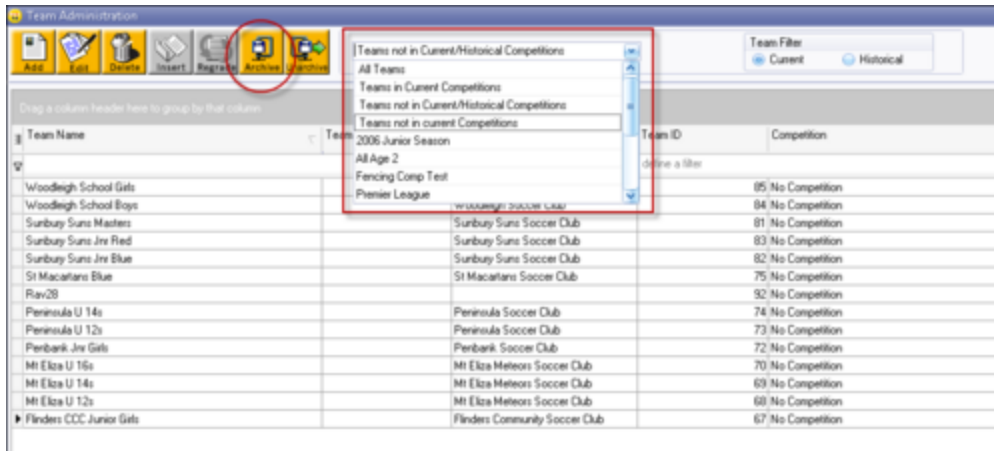
#### Round Robin Competition:

1. Once you have added a round robin competition, from the Competitions module go to **Competition Details**.
2. Use the Search fields at the top right to find the Competition that you wish to add teams for.
3. Select the Competition and click on **Edit**.
4. Click on the **Teams** tab.
5. Click on **Add** to bring up the 'Team Administration' window.
6. Enter the information you want to record for this team.
7. Click on **Ok** to save the information you have entered, or **cancel** to close the window without saving.
8. Once you have added all the teams required for the competition you must then assign them to their pools. To do this click on **Assign**.

#### **Archive a Team**

1. From the Membership tab, click on **Teams**
2. You cannot archive teams in current competitions. From the drop down list at top of screen, select **Teams not in Current Competitions** or **Teams in Current/Historical Competitions**.





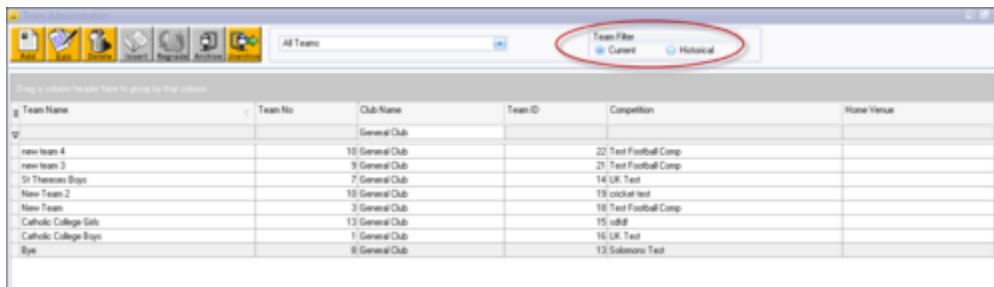
3. The list of teams able to be archived will be shown. Select the team that you want to archive.



4. Click the **Archive** button.
5. You will be asked if you are sure you want to archive the selected team. Click **Yes** to proceed or **No** to cancel.

### Unarchive a Team

1. From the Membership tab, click on **Teams**
2. Check the **Historical** button in the Team Filter to view all archived teams



3. Select the archived team that you want to unarchive and click on **Unarchive**.
4. You will be asked if you are sure want to unarchive the selected team. Click **Yes** to proceed or **No** to cancel.
5. Click **Close** to return to the team administration window.

## 1.9 Members

Members are the people that make up the whole organisation; these are the association/club/team officials, coaches and players and anyone else who plays some role in the organisation.

*Note: In Version 7 of the program the MAI screen is a summary of what positions the member has held in the association. To add a member type to a member you need to click on the #Seasons tab.*





#### ***Take a Photo***

1. From the Membership tab, click on **Members**.
2. Find the member whose photo you wish to take.
3. Click **Photo**
4. You will be asked if you are sure that you want to take a photo of the selected member, click **yes** to continue or **cancel** to go back.
5. Select the peripheral device that you wish to use to take a photo by clicking **Select**.
6. The 'Twain' dialog box of our scanner/camera will be presented and you may then take the picture.
7. Exit the dialog box and the photo should be returned to Sportzware Central where you can confirm to reject it.

#### ***Print an ID card***

1. From the Membership tab, click on **Members**
2. Select the member/s you want to print ID cards for.
3. Click on ID card to view a report with ID cards for all selected members.
4. Select the printer you want to print the ID card on and click **OK**. After the report appears on the screen, click the **Printer** button to send the report to the printer.

#### ***Add Member to Mailing List***

1. From the Membership tab, click on **Members**.
2. Find the member that you wish to add to the mailing list.
3. Right click on the member and select **Add to Mailing List**
4. You will be asked if you are sure you want to add the selected member to the mailing list. Click **Yes** to continue, and or **No** to cancel.

#### ***Delete Member from Mailing List***

1. From the Membership tab, click on **Members**.
2. Find the member that you wish to remove from the mailing list
3. Right click on the member and select **Remove from Mailing List**.
4. You will be asked if you are sure you want to remove the selected member from the mailing list.
5. Click **Yes** to continue and **No** to cancel.

#### ***Export Member List***

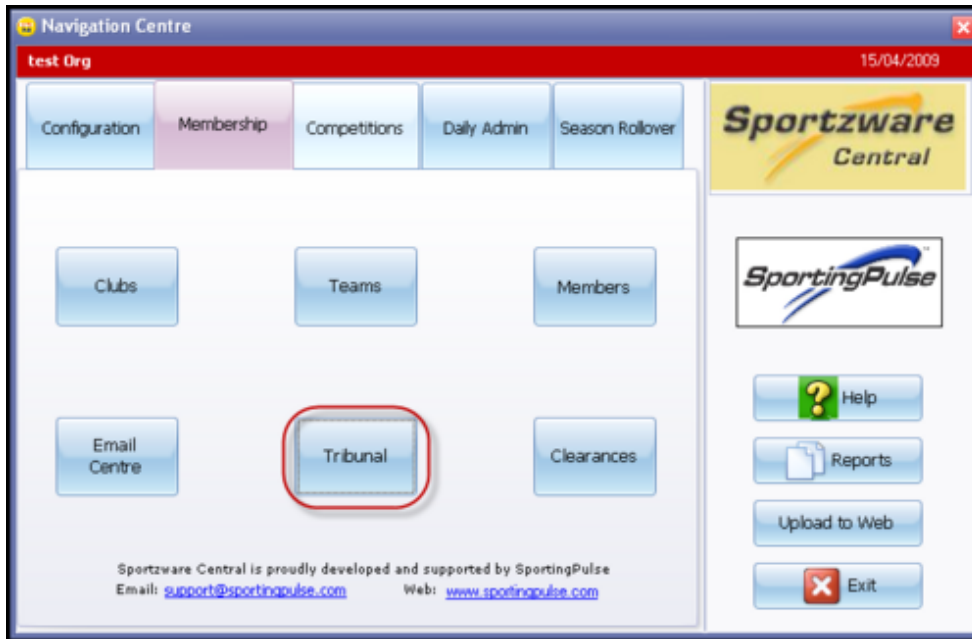
1. From the Membership tab, click on **Members**
2. Right click on the member grid (any member will do); select **Export** and then select the type of file that you want to export to.
3. Select where you want the file to be saved.

### **1.10 Tribunal**

The Tribunal administration area is where an association can manage incidents where the laws of their sport have been breached (E.g. striking, verbal abuse, red and yellow cards). As well as keeping a record of a player's disciplinary history, Sportzware Central is able to prevent suspended players from being added to matches for the duration of their suspension.

#### ***View & Sort Information***

1. From the Membership tab on the Navigation Centre, click on Tribunal.



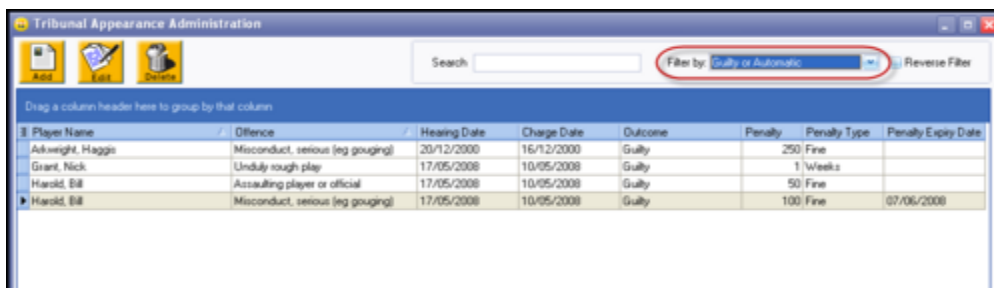
2. The Tribunal Administration screen will open, which shows a list of all recorded offences.

Player Name	Offence	Hearing Date	Charge Date	Outcome	Penalty	Penalty Type	Penalty Expiry Date
Cellante, Mario	Disputing Decision		19/04/2008		0		
Edwards, Craig	Disputing Decision		17/05/2008		0		
Fen, Rod	Failing to leave ground		26/04/2008		0		
Grant, Nick	Unduly rough play	17/05/2008	10/05/2008	Guilty	1 Week		
Harold, Bill	Assaulting player or official	17/05/2008	10/05/2008	Guilty	50 Fine		
Harold, Bill	Assaulting player or official	03/05/2008	26/04/2008	Reprimand	0		
Harold, Bill	Disputing Decision	17/05/2008	10/05/2008	Reprimand	0		
Harold, Bill	Disputing Decision		19/04/2008		0		
Harold, Bill	Failing to leave ground	17/05/2008	10/05/2008	Reprimand	0		
Harold, Bill	Misconduct, serious (eg gouging)	17/05/2008	10/05/2008	Guilty	100 Fine		07/05/2008
Jones, Ian	Assaulting player or official	17/05/2008	10/05/2008	Reprimand	0		
Marshall, Tom	Misconduct		26/04/2008		0		
Palmer, Matthew	Swearing		17/05/2008		0		
Smith, William	Disputing Decision		26/04/2008		0		
Walsh, Lyleyn	Striking	31/05/2008	24/05/2008	Not Guilty	0		

3. This screen allows you to sort offences by clicking on a column header and group offences by dragging and dropping the heading into the dark blue grouping area at the top of the list.

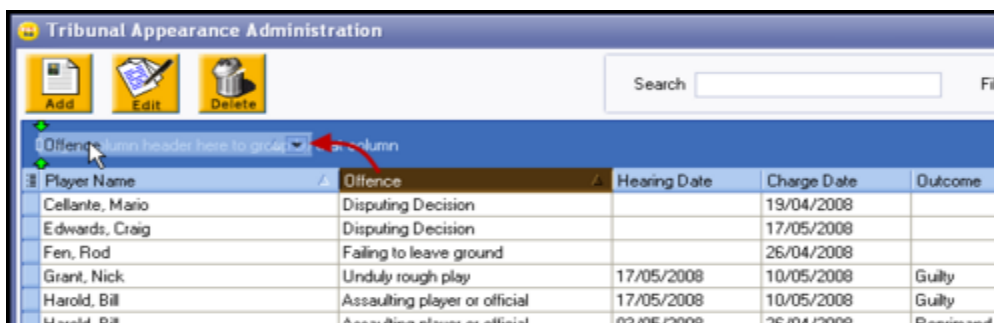
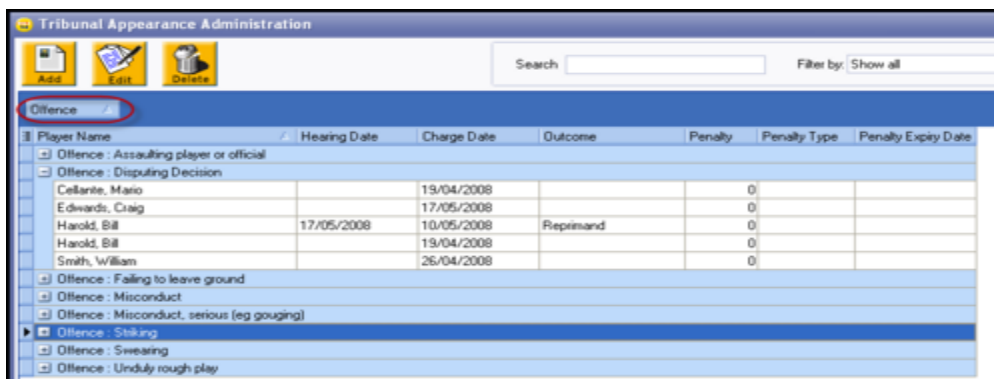
Offences can be filtered by;

- Send Offs
- Guilty or Automatic
- Penalty expiry date has passed
- Charge date in last 7 days
- Charge date in last 30 days
- Hearing date today



Or grouped by any column heading;

- Player Name
- Offence
- Outcome
- Penalty
- Penalty Type
- Penalty Expiry Date
- Charge Date
- Hearing Date

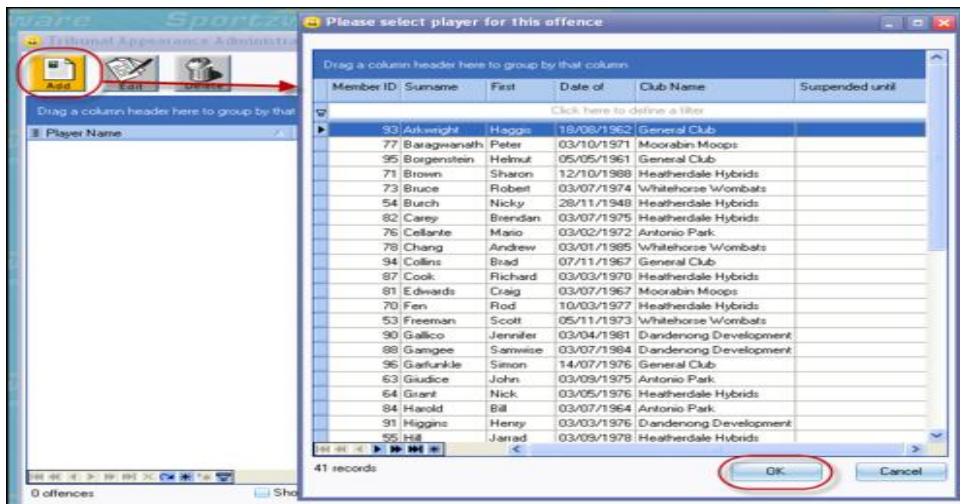


### Manage Offences


The Tribunal Administration screen is also where offences can be added, edited and deleted using the 'Edit', 'Add' and 'Delete' buttons. Offences can be added from two locations – the Tribunal area or the Full Match Entry Area.

#### Add a New Tribunal Appearance/Offence from the Tribunal Area

1. From the Membership tab click on **Tribunal**.
2. Click on **Add**, this will open a new window with a list of players.
3. Find and select the player who is incurring the offence. Click **OK**.



4. A new Tribunal Appearance Administration screen will open for the player.

5. Select the Charge. Charges can be edited and new charges created by clicking on the **Add/Edit** icon.
6. Select the competition
7. Select the team
8. Click the  icon to select the match date (all matches for that team will be available to pick from). This will auto-fill the match details, date and time.
9. For offences where there will be a tribunal hearing, enter the date, time and venue for the hearing. If no hearing is required, click on 'No Hearing'.
10. Select the result from the drop down list.
11. Enter suspended penalty information if applicable.
12. Click **Ok** to save the information, or **Cancel** to close the window without saving.

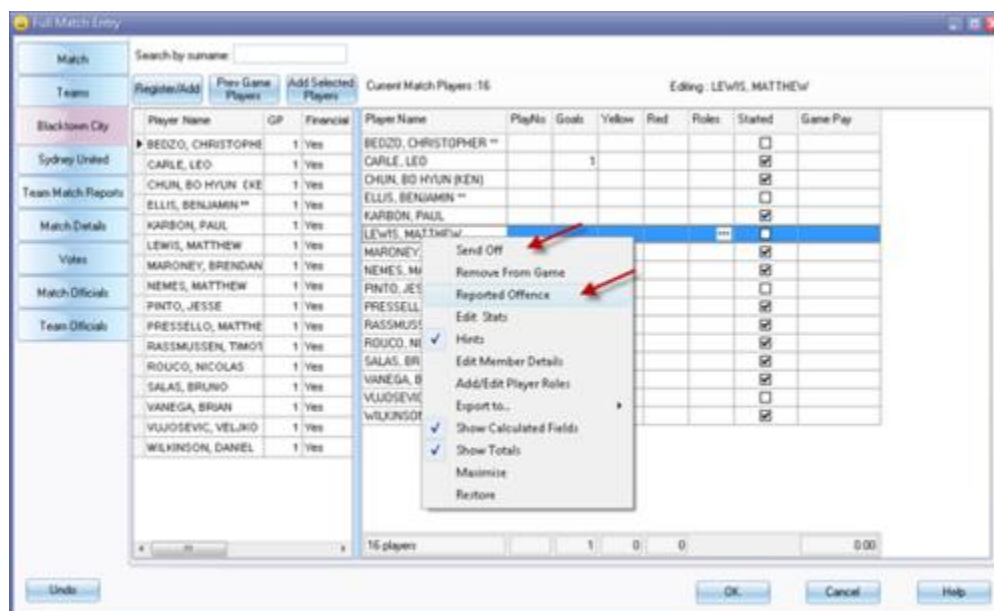
*Note: When adding a tribunal appearance/offence from **Full Match Entry** the 'Player', 'Competition', 'Team' and 'Match' fields are automatically entered.*

### Add an Offense (through Full Match Entry)

Offenses can also be added through the Full Match Entry area. Using this point of entry will automatically populate all of the Match Details fields.



1. Open a match
2. Click on the tab of the team with the offending player
3. Ensure the player is entered into the game (use the Register/Add button to move them from left to right)
4. Right click on the player and select 'Send Off' or 'Reported Offence'



*Note: A new Tribunal Administration screen for that player opens, with the match details already populated. These cannot be changed.*

5. Fill in the details as per steps 5-12 under 'Add a New Tribunal Appearance/Offence' above. You can bypass steps 6-8 as these are pre-populated.

#### **Edit an Existing Tribunal Appearance/ Offence**

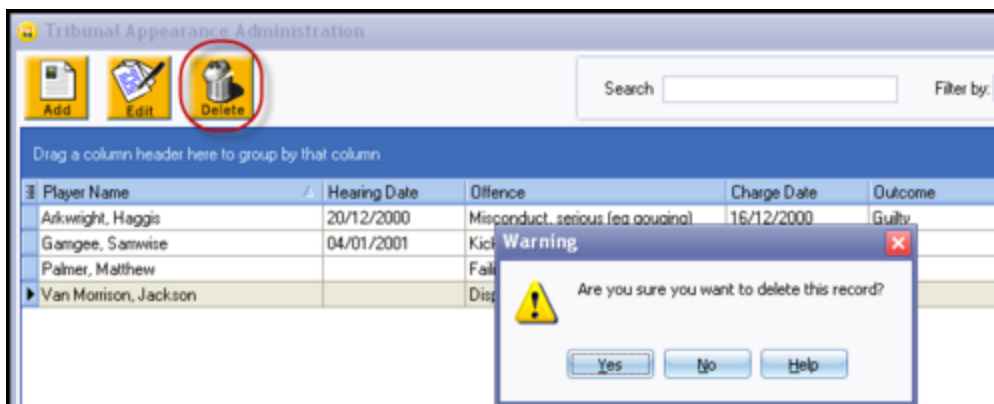
1. From the Membership tab click on **Tribunal**.
2. Find the tribunal appearance/offence you wish to edit by using the search fields at the top right of the screen.
3. Select the tribunal appearance/offence you want to edit.
4. Click on **Edit** to bring up the 'Tribunal Appearance Administration' window for that tribunal appearance/offence.

Player Name	Hearing Date	Offence	Charge Date	Outcome	Penalty	Penalty Type
Adwright, Haggis	20/12/2000	Misconduct, serious (eg gouging)	16/12/2000	Guilty	150	Fine
Gangee, Sarwase	04/01/2001	Kicking, attempted intentional	30/12/2000		0	
Palmer, Matthew		Failing to leave ground	23/12/2000		0	
Van Morison, Jackson		Disputing Decision	16/12/2000		0	

5. Make the necessary changes to the tribunal appearance/offence.
6. Click **OK** to save the information, or **Cancel** to close the window without saving.

#### **Delete a Tribunal Appearance/Offence**

1. From the Membership tab click on **Tribunal**.
2. Find the tribunal appearance/offence you wish to delete by using the search fields at the top right hand side of the screen.
3. Select the tribunal appearance/offence you wish to delete.
4. Click **Delete**.
5. You will be asked if you are sure that you want to delete the tribunal appearance/offence. Click **Yes** to confirm or **No** to cancel.



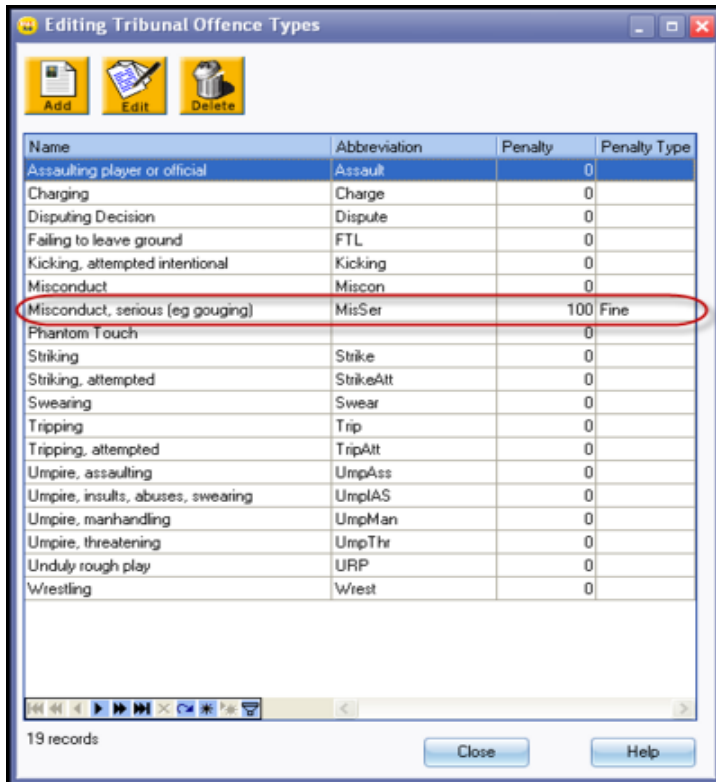
### **Manage Offence Types**

Offence names, codes and outcomes (E.g. fine costs or number of weeks of suspension) can be edited through the Offences Types admin area. This area is accessed through the Add/Edit button next to 'Charge' on the Tribunal Administration screen.



The list of offence types will appear.





From this screen you can add, edit or delete offence types using the buttons at the top of screen.

### Add/Edit an Offence Type

1. To add a new offence type, click on 'Add'.
2. To edit an existing offence, select an offence from the list and click on 'Edit'.



3. Enter the information relating to the offence;
  - Name
  - Abbreviation
  - Penalty information- type of penalty (either a number of matches, points, weeks or fine) and the number of matches, points, weeks or fine amount).
  - When this offence is given to a player, it will automatically populate the outcome with the penalty (1 Match).

**Tribunal Appearance Administration**

**Player Details:**  
 Player: **LEO CARLE**  
 Club: Blacktown City  
 Charge: Red Card 4  
 Witness: No Witness Selected  
 Club:

**Hearing Details:**  
 No Hearing Date: 27/02/2008 Time:

**Outcome of Offence:**  
 Result: Send Off  
 Penalty: 1  
 Penalty Type: ☒ Matches ☐ Points ☐ Weeks ☐ Fine  
 Expiry Date:

## Suspensions

When the outcome of an offence is a suspension, the expiry date for the suspension must be selected.

**Tribunal Appearance Administration**

**Player Details:**  
 Player: **AARON Akers**  
 Club: General Club  
 Charge: Red Card  
 Witness: No Witness Selected  
 Club:

**Hearing Details:**  
 No Hearing Date: Time:

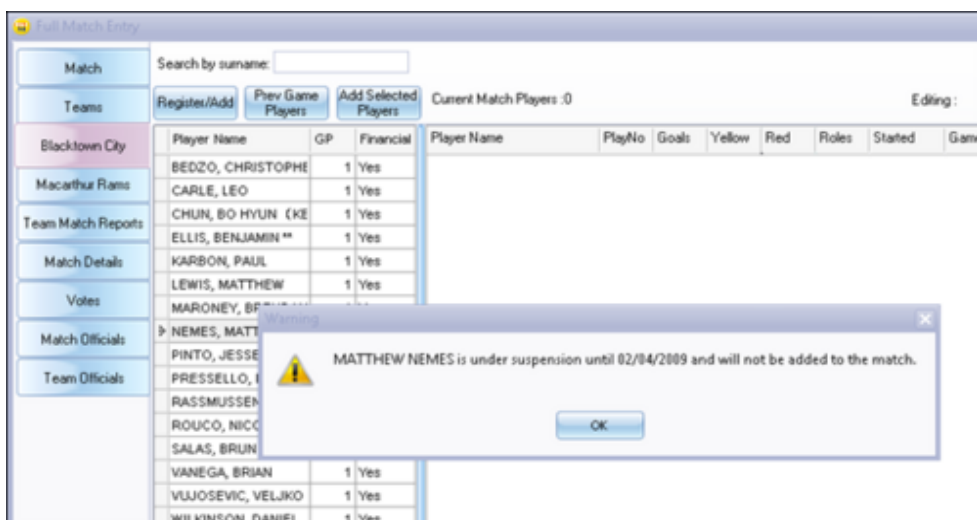
**Outcome of Offence:**  
 Result: Send Off  
 Penalty: 3  
 Penalty Type: ☒ Matches ☐ Points ☐ Weeks ☐ Fine  
 Expiry Date: 23/05/2009  
 Notes:

Calendar view for May 2009:

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Buttons: Today Clear

When you attempt to add a suspended player to a match, you will be prevented from doing so. This applies to both Sportware Central and the Online Results module.



### 1.11 Email Centre

The Email Centre allows you to email members who have email addresses in their record. To be able to send emails from Sportzware Central, the correct outgoing mail server settings must be entered and the computer must be on a network that allows the sending of email from third party software. Alternatively, rather than use an outgoing mail server, you can select a setting to send email through Microsoft Outlook or Outlook Express.

#### **Compose an Email**

1. From the Membership tab, click on **Email Centre**.
2. Click on **Compose** to bring up the 'Select Members from Group Email' screen.
3. Select the group from the drop down list from where you wish to select the members to email.
4. Select the members you wish to send an email. If you wish to email all members in the group, right click the mouse on the grid and click on **Select All**.
5. Click on the **Add Members to Email List** and then click on the **OK** button.
6. The 'Message Editor' screen will now appear.
7. Enter in the contents of your email and then click the **Send** button.

#### **Archive Email**

1. From the Membership tab, click on **Email Centre**.
2. Select an email message from one of the three tabs (Outbox, Sent Items and Draft) and click on the **Archive** button.
3. The message will be sent to the archive.

### 1.12 Importing Members through Excel Spreadsheet

Below is the link, to view the video which explains the process for importing members through Excel Spreadsheet.

[http://support.sportingpulse.com/index.php/Importing\\_Members\\_Through\\_Excel\\_Spreadsheet](http://support.sportingpulse.com/index.php/Importing_Members_Through_Excel_Spreadsheet)

## Part 1 (Chapter 3): Competitions

### 1.13 Competition Details

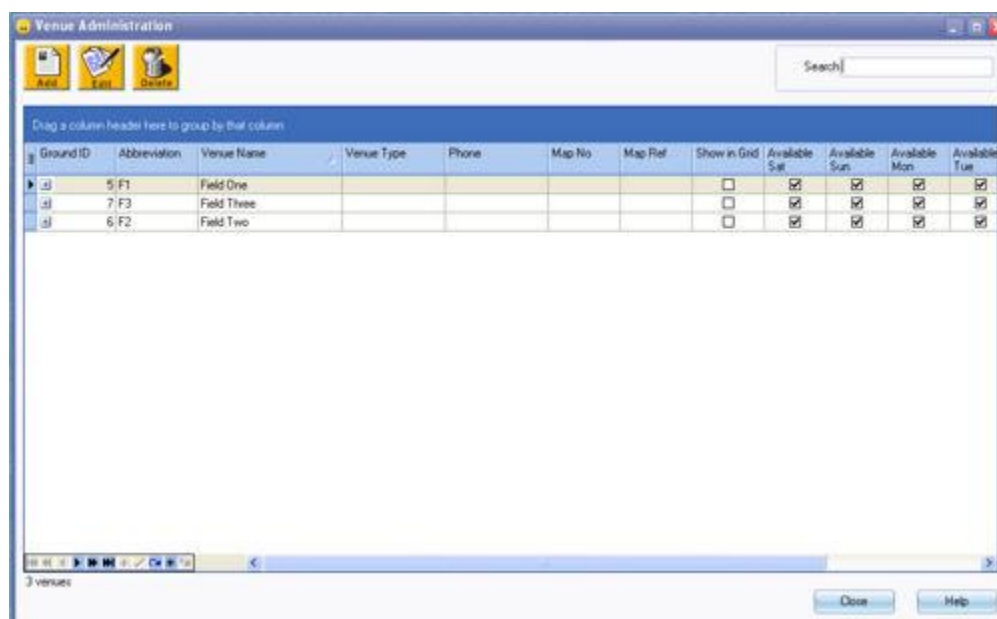
Sportzware Central allows an organisation to create and manage its competitions. Sportzware Central caters for three different competition formats- normal, knockout and round robin (pools/groups).

Below is a link to the video which runs through the first phase of setting up a normal competition from scratch.

<http://link.brightcove.com/services/player/bcpid30740774001?bctid=31742612001>

### 1.14 Venues

All matches in a competition draw need to be assigned to venues (courts, fields, ovals, etc). Before adding a new competition and generating a fixture, you should ensure that all venues to be used in the competition have been added to the database.



From the Competitions tab, click on **Venues** to open the Venue Administration screen, which provides a list of all venues in the database;

- Add a New Venue
- Edit Venue Information
- Upload Venue Information to Web

#### **Add a Venue**

Before setting up your competitions, it is recommended that you add your match venues first.

1. From the Navigation Centre, go to the Competitions module.
2. From the Competitions tab, click on **Venues**. The Venue Administration window will appear. Click **Add**.
3. A blank 'Venue Details' window will open. Enter the information you want to record for the Venue.

*Note: The 'Name' and 'Abbreviation' fields are compulsory.*

4. Click on OK to save the information you have entered, or click cancel to close the window without saving.

### **Edit Venue Information**

1. From the Competitions tab, click on **Venues**.
2. Locate and select the venue you want to edit (you can use the column header search filter at top of screen if desired).
3. Click on Edit to bring up the Venue Details window for the selected venue.

On the left is a series of tabs containing groups of specific venue information.

- General
- Times
- Officials
- Matches
- Subvenues
- Notes

**Subvenues** can be used to split the one Venue into multiple Venues (for junior games) so in some cases a field might be split up into Smith Park Field 1, Smith Park Field 2, etc.

## 1.15 Fixture Generation

A fixture, also known as a draw or schedule, is a timetable of matches showing competitors, rounds, match times, dates and venues.

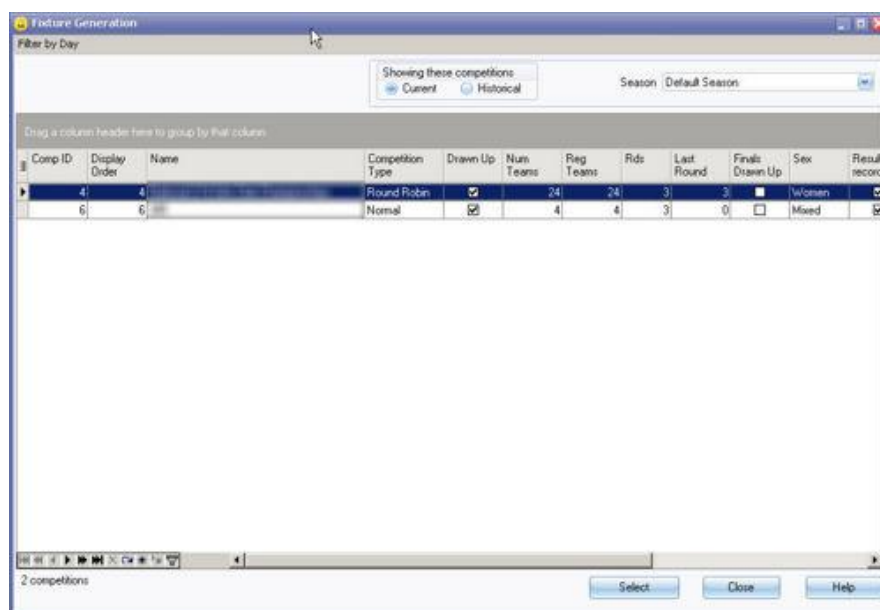
### **Generate a New Fixture**

The Fixture Generation step can be reached in two ways.

*Note: you must first have created a Competition and added its Teams before you can Generate a fixture.*

Proceeding through the Competition Setup Wizard, or by clicking **on Fixture Generation** from the Competitions tab:

1. From the Fixture Generation window, select a competition and click **Select**.



2. Enter the venue and date requirements for the fixture.
3. Click on OK to generate the fixture.

## Venue Allocation

test soccer league

venues required

Use Venue times: No Yes

Double click to move a venue into the fixture

Venue Name	Abbreviation
Field One	F1
Field Three	F3
Field Two	F2

Venues and times will be allocated in the order shown in the boxes below:

Allocated Venues:

- 5, F1 (Field One)
- 6, F2 (Field Two)
- 7, F3 (Field Three)

Allocated Times:

- 2:00 PM
- 2:00 PM
- 2:00 PM

Add Time To List

OK Cancel Help

1. If you have selected 'Court Allocation' as the venue option from the Fixture Generation screen, the Court/Venue Allocations screen will open after clicking on **OK**.
2. From here you can select the venues and times that will be used for the competition.
3. Click on **OK** to generate the fixture.

### 1.16 Edit Fixture

The 'Edit Fixture' function allows you to edit an existing fixture by altering information for existing games as well as adding and removing games to the competition.

#### Edit Matches within a Fixture

1. From the Competitions tab, click on **Edit Fixture**.
2. From the 'Pick a Competition' window, select a competition and click on **Select**.
3. Select a match that you want to change and click on **Select**.
4. Click on the fields that you want to update and change the information as required.

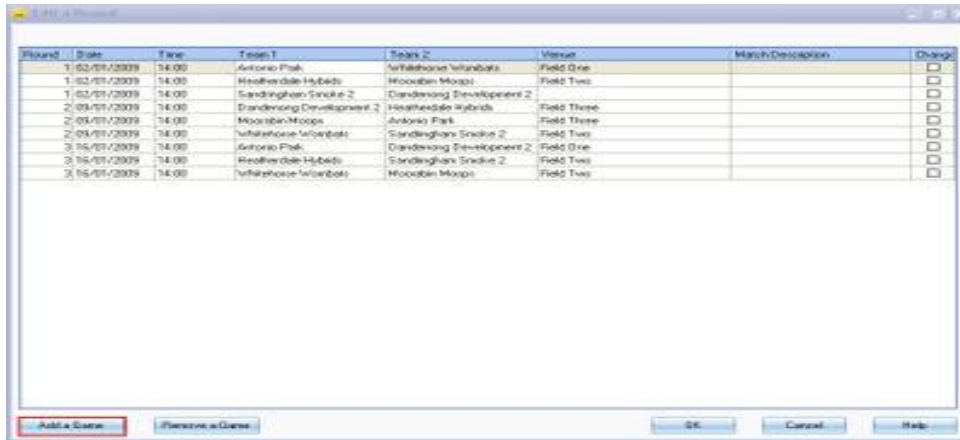
Round	Date	Time	Team 1	Team 2	Venue	Match Description	Change
5	02/10/2006	14:00	Flinders CCC Jnr Boys	new team 3			<input type="checkbox"/>
5	02/10/2006	14:00	new team 3	St Therese's Boys	Peninsula Hockey Park		<input type="checkbox"/>
5	02/10/2006	14:00	Peninsula Jnr Boys	Penbank Jnr Boys	Woodleigh Hockey Fields		<input type="checkbox"/>
5	02/10/2006	14:00	Woodleigh Jnr Boys	new team 4	St Macartans Jnr Boys		<input type="checkbox"/>
5	02/10/2006	14:00	new team 4	St Macartans Jnr Boys	Flinders College		<input type="checkbox"/>
6	09/10/2006	14:00	Flinders CCC Jnr Boys	Woodleigh Jnr Boys	Penbank Hockey Field		<input type="checkbox"/>
6	09/10/2006	14:00	Penbank Jnr Boys	St Macartans Jnr Boys	Penbank Hockey Field		<input type="checkbox"/>
6	09/10/2006	14:00	Peninsula Jnr Boys	new team 4	Peninsula Hockey Park		<input type="checkbox"/>
6	09/10/2006	14:00	St Therese's Boys	new team 3			<input type="checkbox"/>
6	09/10/2006	14:00	new team 3	Byet(1)			<input type="checkbox"/>
7	16/10/2006	14:00	Byet(1)	St Therese's Boys			<input type="checkbox"/>
7	16/10/2006	14:00	new team 3	Peninsula Jnr Boys			<input type="checkbox"/>
7	16/10/2006	14:00	St Macartans Jnr Boys	Flinders CCC Jnr Boys	Flinders College		<input type="checkbox"/>
7	16/10/2006	14:00	Woodleigh Jnr Boys	new team 3	Mt Eliza Sports Centre		<input type="checkbox"/>
7	16/10/2006	14:00	new team 4	Penbank Jnr Boys	Penbank Hockey Field		<input type="checkbox"/>
8	23/10/2006	14:00	Flinders CCC Jnr Boys	Penbank Jnr Boys	Peninsula Hockey Park		<input type="checkbox"/>
8	23/10/2006	14:00	new team 4	new team 4	St Macartans Primary School		<input type="checkbox"/>
8	23/10/2006	14:00	Peninsula Jnr Boys	Byet(1)	Sunbury Hockey Field		<input type="checkbox"/>
8	23/10/2006	14:00	St Therese's Boys	Woodleigh Jnr Boys	Woodleigh Hockey Fields		<input type="checkbox"/>
8	23/10/2006	14:00	St Therese's Boys	St Macartans Jnr Boys			<input type="checkbox"/>
9	30/10/2006	13:00	Catholic College Boys	Penbank Jnr Boys	Mt Eliza Sports Centre		<input type="checkbox"/>
9	30/10/2006	14:00	St Therese's Boys	St Macartans Jnr Boys	Woodleigh Hockey Fields		<input type="checkbox"/>
9	30/10/2006	15:00	new team 4	Flinders CCC Jnr Boys	Peninsula Hockey Park		<input type="checkbox"/>
9	30/10/2006	16:00	Penbank Jnr Boys	new team 3	Penbank Hockey Field		<input type="checkbox"/>
9	30/10/2006	17:00	St Macartans Jnr Boys	St Therese's Boys	St Macartans Primary School		<input type="checkbox"/>
9	30/10/2006	18:00	Woodleigh Jnr Boys	Peninsula Jnr Boys	Woodleigh Hockey Fields		<input type="checkbox"/>

Add a Game Remove a Game OK Cancel Help

5. Click **OK** to save the changes, or **Cancel** to close the window without saving.

### Add a New Match within a Fixture

1. From the Competitions tab, click on **Edit Fixture**.
2. From the 'Pick a Competition' window, select a competition and click **Select**.
3. Select the match that you want to change and click **Select**.
4. Click on **Add a Game** in the bottom left corner.



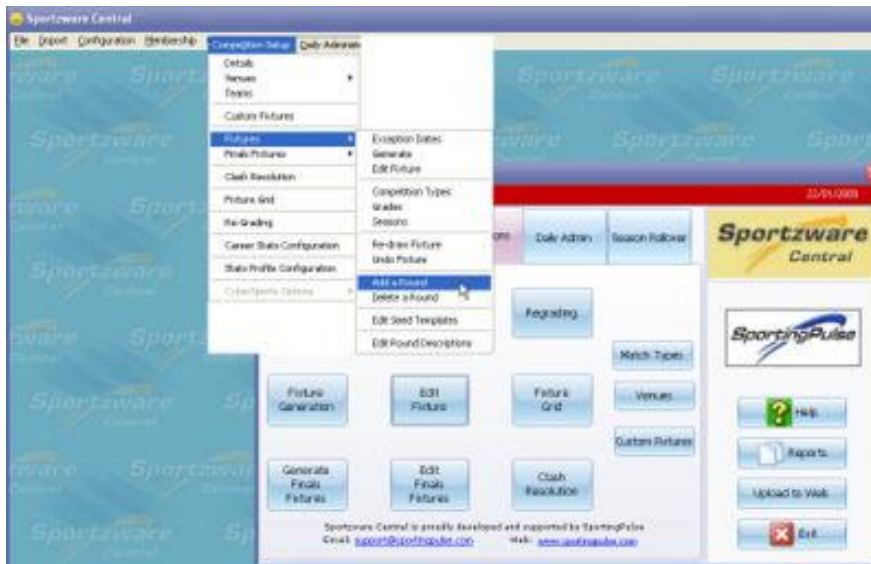
5. Add the information for the match. Click **OK** to save the match or **Cancel** to close the window without saving.

### Delete a Match within a Fixture

1. From the Competitions tab, click on **Edit Fixture**
2. From the 'Pick a Competition' window, select a competition and click **Select**.
3. Select the match that you want to delete and click on **Select**.
4. Select a match that you want to delete and click **Remove a Game**
5. Click **OK** to save the changes or **Cancel** to close the window without saving.

### Add a Round to a Fixture

1. Click on **Competition Setup** in the top menu.
2. Select **Fixtures** and click **Add a Round**



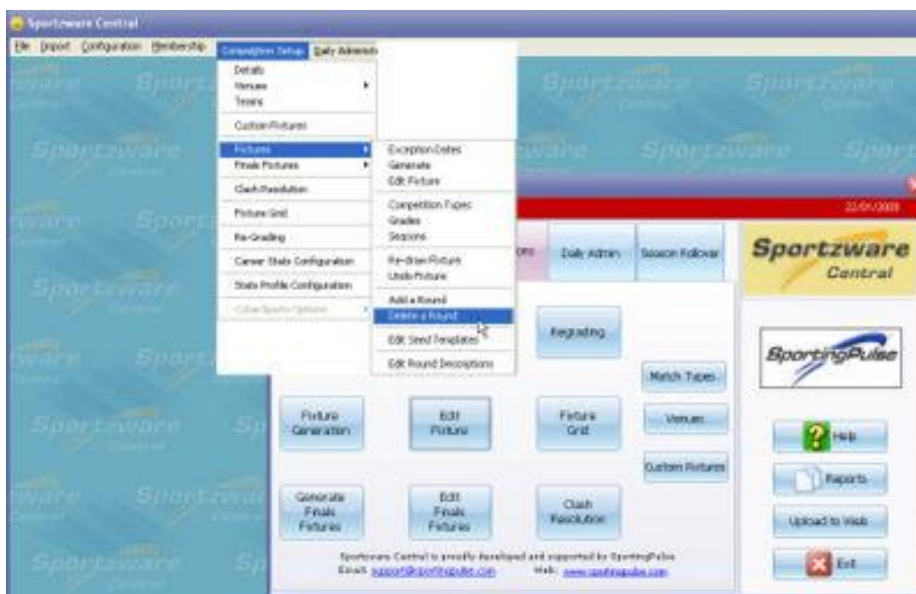
3. Select the competition that you want to add a new round to and click **Select**.



4. Select the round that you want to add the new round after, and then click **OK**.
5. Select the date for this round then click **OK**.
6. Insert the matches (see 'Add a New Match within a Fixture' above), and their times and venues.

### **Delete a Round from a Fixture**

1. Click on **Competition Setup** in the top menu.
2. Select **Fixtures** and click on **Delete a Round**



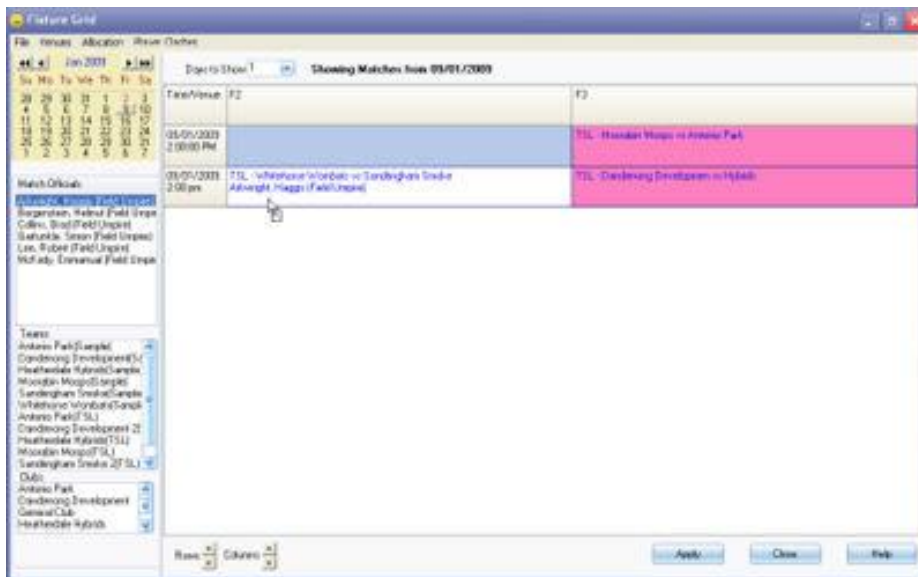
3. Select a competition from the competitions list and click on **Select**.
4. Select the round that you want to delete and click **OK**.

## **1.17 Fixture Grid**

### **Allocate Match Officials**

To allocate match officials you must first ensure that all individual match officials are added as members in the database and also specified as being match officials in the Membership Details form of their membership administration screen in the membership tab.

To allocate teams or clubs as match officials you must tick the Use Teams as Match Officials and Use Clubs as Match Officials boxes in the Preferences window in the Configuration tab.



1. From the Competitions tab, click **Fixture Grid**.
2. Select the date that you wish to allocate match officials to.
3. Select Match Officials from the Allocation drop down menu at the top of the window.
4. Select the date that you wish to assign Match Officials for from the calendar on the left hand side.
5. All the matches will appear for the day in the **Fixture Grid**. Drag the Match Officials from the left hand side onto the matches that you want to assign them for.
6. Click **OK** to save the information you have entered or click **Cancel** to close the window without saving.

#### ***Print Matches for a Specific day***

1. From the Competitions tab, click **Fixture Grid**.
2. Select the date that you wish to view matches for from the calendar on the left hand side.
3. Right click any of the matches on the **Fixture Grid** and select **Print Fixture Grid**.
4. Change the Print Settings to display the report as you wish.
5. Click **OK** to preview the report.
6. Click the **Printer** icon at the top of the window to send the Fixture Grid report to the printer.

#### ***Export Daily Matches***

1. From the Competitions tab, click on **Fixture Grid**.
2. Select the date that you wish to export matches for.
3. From the File menu at the top of the screen select **Export** and then the desired format (Excel, Word or HTML). The matches will be exported to the selected format where you can make any manual changes you like from there.



### ***Start from Today***

1. From the **Competitions module** select **Clash Resolution**
2. Select **Start from today** (this will show all clashes from today onwards).
3. Select the game that you want to move
4. Change either the **date** of the game, **start time** or **venue**
5. If this new time slot is available the **resolve clash** button will be activated. Click this button to resolve the clash.
6. Continue through until all clashes are resolved or hit **close** to exit the **Clash Resolution** screen.

### ***Select Start Date***

1. From the **Competitions module** select **Clash Resolution**
2. Select **Select Start Date** (this will show all clashes from the specified date).
3. Select the game that you want to move
4. Change either the **date** of the game, **start time** or **venue**
5. If this new time slot is available the **resolve clash** button will be activated. Click this button to resolve the clash.
6. Continue through until all clashes are resolved or hit **close** to exit the **Clash Resolution** screen.

### ***Show all Clashes***

1. From the **Competitions module** select **Clash Resolution**
2. Select **Show all clashes** (this will show all clashes).
3. Select the game that you want to move
4. Change either the **date** of the game, **start time** or **venue**
5. If this new time slot is available the **resolve clash** button will be activated. Click this button to resolve the clash.
6. Continue through until all clashes are resolved or hit **close** to exit the **Clash Resolution** screen.

## Part 1 (Chapter 4): Daily Admin

Daily Admin is where an organisation will perform most of its day to day operations- entering match scores, statistics, managing ladders, match officials, etc.



The 8 functions in Daily Admin screen are:

- Full Match Entry - enter results, player and team statistics, votes and other match related information.
- Quick Entry by Date - provides interface for quick entry of match scores only for a given date.
- Finals Match Results - enter full match results, including team and player statistics, for Finals Matches.
- Match Official Allocation - allocate match officials to matches.
- Match Official Maintenance | Match Official Pay - enter and edit Match Official details. Set up Match Official pay rates.
- Ladders | Ladder Design - a ladder is the standings of teams within a competition. Ladder fields and rules can be defined in 'Ladder Design'.
- Statistics - view player statistics by competition, career, round and team.
- Voting - allocate match votes to players.

### 1.20 Full Match Entry

This is where you can enter all the match scores and a detailed array of statistics for a competition.

#### ***Enter Match Scores and Statistics***

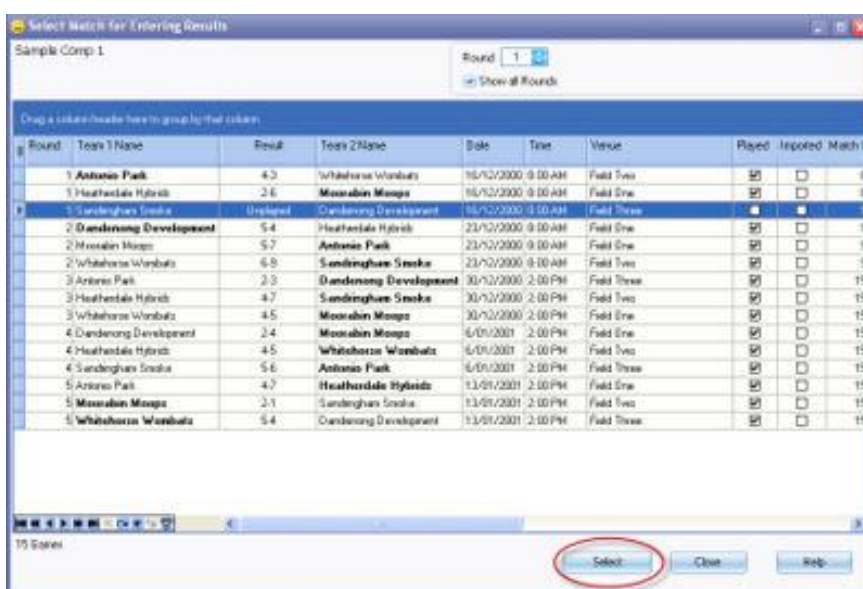
1. From the Daily Admin module click **Full Match Entry**.



2. The 'Entering Match Results' screen will open. Select a competition and click **Select**.

*Note: If there are no competitions appearing on the screen use the Seasons filter at the top of the screen.*

3. The list of matches will appear for that competition. Click on the match you want to enter results and statistics for and click **OK**.



The 'Full Match Entry' screen for that match will open. Please note that the score entry screen varies from sport to sport. The nine tabs down the left hand side provide input for various match information.

4. Enter match information and click **OK** to save.

## 1.21 Quick Entry by Date

This screen allows you to enter match results quickly without having to enter any statistics or other detailed match information.

1. From the Sportzware Central- Daily Admin tab click **Quick Entry by Date**

2. Select the date of the match you would like to enter then click **OK**.
3. Enter results underneath the score section for each team.



**Quick Match Entry**

Match Date: 30/12/2000 Sport: Soccer

Print

Competition	Round	Team 1	Score	Team 2	Score	Forfeit
Sample Comp 1	3	Antonio Park	4	Dandenong Development	3	No
Sample Comp 1	3	Heatherdale Hybrids	4	Sandringham Smoke	7	No
Sample Comp 1	3	Whitehorse Wombats	4	Moorabin Moops	5	No

OK Cancel Help

4. If you would like to enter more Quick Entry By Date results they can be selected by date from the drop down box.
5. Once you have finished entering results click **OK**.

## 1.22 Match Official Pay

A Match Official is a person who adjudicates, or oversees the running of a match.

*Note: Match Official payments will be calculated based on values entered in this window as Match officials are added to Matches.*

These are only the default payments, and they can be changed independently for each Match.

### **Add a Payment to a Match Official**

1. To add a payment value to a match official type click on Daily Admin then click on the **Match Official Pay** button.
2. In the screen that opens, you can **Add a Payment** to Match Official by Grade, **Add a Payment** to Match Official by Type and **Add/Edit** a Match Official Type.



## Part 1 (Chapter 5): Season Rollover

The Season Rollover module is where you can organise your competitions into an archive.

### 1.23 Archive/Unarchive Competitions

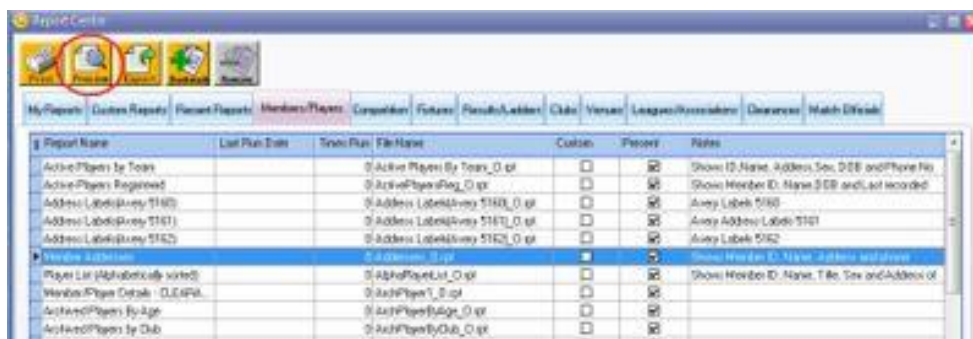
1. From the Season Rollover tab, click on **Archive Competitions**
2. Move the Competitions that you wish to archive to the 'Competitions to be Archived' box on the right hand side using the <> arrows.
3. Click **OK** to archive the competitions selected, or **Cancel** to close the window without archiving.

## Part 1 (Chapter 6): Reports Centre

The Reports are the output of information that is used to summarise certain aspects of the information in the database. Some common reports include fixtures/schedules, scoresheets, match summary reports etc.

### 1.24 Preview a Report

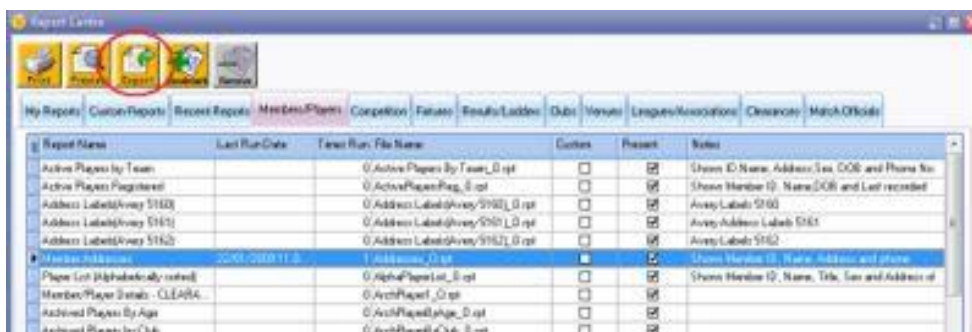
1. Click on the **Reports** button located on the right-hand side of the Navigation Centre to bring up the Reports module.
2. Scan through the tabs at the top of the window to find the report you would like to preview.
3. Click on **Preview** to display a report's content on the screen.



### 1.25 Export a Report

Exporting sends information from Sportzware Central to a different program in a format specific to that program E.g. Microsoft Word, Excel etc. This is typically done when the user wishes to make formatting changes to the information before printing.

1. Click on the **Reports** button located on the right-hand side of the Navigation Centre to bring up the Reports module.
2. Scan through the tabs at the top of the window to find the report you would like to preview.
3. Click on **Export** to bring up the export options for the chosen report.



After choosing the parameters for your report you will need to choose a format and a destination for the report. 'Format' refers to the type of application you wish to view the report in.

## Part 1 (Chapter 7): Upload to the Web

### 1.26 Competition Upload

Below is the link to a video that runs through the complete process involved in uploading your competition information to the website.

<http://link.brightcove.com/services/player/bcpid30740774001?bctid=33234144001>

The Member Data Sync- **IMPORTANT INFORMATION**

*Note: Before performing your first membership synchronisation, you must;*

1. Click on this link - [Synchronising Membership Data](#) - and carefully read the instructions provided, and
2. Enter your Membership Synchronisation code into SWC.

### 1.27 The Membership Synchronisation

In order to synchronise membership data you must be connected to the Internet.

1. Open Sportzware Central
2. Launch a database from the Data Manager
3. From the Navigation Centre click on the **Upload to Web** button



If you have more than one Uploader Profile you will see a screen asking whether you wish to perform a 'Competition Upload', 'Membership Synchronisation' or 'Online Results Synchronisation'.

4. Select **Membership Synchronisation** and then click on **Ok**.

If you don't see the Uploader Profile screen, it will take you directly to the one Uploader Profile you currently have set as active. If this isn't the Membership Synchronisation profile, it means you haven't got your Membership Synchronisation activated. Go to the [Uploader Configuration](#) area to activate it.



5. Click on **Synchronise**. This will update your membership data in both your Sportware Central database and [online membership database](#).

The speed of the competition upload will vary depending on the number of members in your database. The very first synchronisation performed may take several hours. Subsequent synchronisations tend to take between 1 - 10 minutes.

## 1.28 Online Results Synchronisation

### **To add a new fixture to Online Results**

1. The Association performs a Membership Synchronisation
2. The Association performs a Competition Upload

The fixture/s will now appear in the **Online Results** module. Clubs/ teams are able to submit their results by going to the fixture on the association website, and clicking on the 'Enter Results' link corresponding to their match. The association must provide the club/ team with their login code.

### **To publish results to the website**

1. Clubs/ Teams enter results and other match details into Online Results
2. The association performs an 'Online Results synchronisation' from Sportware Central to download all match scores into their Sportware Central database (see steps below)
3. The association can review/ verify the details and make any corrections if needed. They then perform a [Competition Upload](#) to update all results and other game details on the web.

### **To perform an Online Results synchronisation**

1. Launch Sportware Central
2. Click on the **Upload to SportingPulse** button
3. The Uploader Profile screen will open. Select **Online Results Synchronisation** and click on **OK**
4. Click on the **Synchronisation** button

## Conclusion

After completion of Part 1 of this manual, you should now be ready to install and start using Sportzware Central and its various components. In summary, Part 1 covered:

**Part 1 (Chapter 1): Introduction to Sportzware Central-** Installation and creating your database, Startup Wizard, Data Manager, Registration, Creating a new database, Navigation Centre

**Part 1 (Chapter 2): Membership-** Clubs, Teams, Members, Tribunal, Email Centre, Importing Members through Excel Spreadsheet

**Part 1 (Chapter 3): Competitions-** Competition Details, Venues, Fixture Generation, Edit Fixture, Fixture Grid, Generate Finals Fixtures, Clash Resolution

**Part 1 (Chapter 4): Daily Admin-** Full Match Entry, Quick Entry By Date, Match Official Pay

**Part 1 (Chapter 5): Season Rollover-** Archive/Unarchive Competitions

**Part 1 (Chapter 6): Reports Centre-** Preview a Report, Export a Report

**Part 1 (Chapter 7): Upload to the Web-** Competition Upload, Online Results Synchronisation

If you have any further queries about these steps, please read back through the exercises.