

Match Manager – basic instructions for adding and editing fixtures V.23/0405

Have these instructions available until you are completely comfortable with the process. Depending on your browser, some sections may appear in a different place to that notified. Items in red are those which are frequently forgotten or not completed correctly.

Adding a new fixture

In the member's area, go to 'fixtures/match manager-edit matches'. Click on 'add new' button. Blank event editing form will open.

Enter 'Event Name'. This is usually the opponent name (including specific side if applicable; eg Penryn B). If opponent not yet known, enter competition and round; e.g. 'Top Team round 1'. Opponent can be added when known. *Example given ('Birthday Party') is not relevant but it's embedded in the programme!*

In the 'When' section, click on 'Event Dates' and select date from pop-up calendar. You may need to click twice to leave a single date. You don't need to put in a range. If your version has separate 'from' and 'to' boxes, ignore the 'to' box. **Do not check 'recurring event' or 'All day' boxes.**

Pick start time from drop-down list under 'Event times' **It's a 24 hour list so ensure you have the correct part of the day.** If you click twice, it will fill 'to' time with the same as 'start', which is fine as we don't need to provide finish times. Leave 'Timezone' on GMT

'Where': Leave location type on 'No Location' (it's not relevant – venue is added in different section below)

'Details': This is a free-type box, where you enter team selection and other information. You can create a table for the team, but it's not a requirement, as teams can be entered in normal type mode. To create a table, you need the number of teams and the number of players in each team so, if you had three teams of four you need four columns wide by five rows deep, allowing for space to enter headings and positions. To do this, click on 'table' then move cursor over table selector to highlight the number of columns and rows required, and click on the final highlighted square. The table will now appear and can be modified or completed as required. Rows and columns can be added or removed and details and names can be entered as necessary.

Tip: new tables can be too wide. The appearance can be enhanced by clicking within a table, then going to 'table properties' and changing the width from 100% to say 60% (or whatever looks best).

Additional information can be added within the 'details' section, and it is entirely up to the Match Manager what is entered here.

The next sections may be in a different order but the content and instructions are the same.

If it's a list of various fixture attributes, do the following:

Venue: Select from drop down list – home/away/etc.

Side: Select from drop down list – this is the club team playing the fixture

Competition: Select from drop down list – if not listed, select 'other'

Rinks: Enter no. of rinks in play – not a dropdown list, so type number

Team: Enter total number in team, not number per rink (e.g. 3 x triples = 9)

Woods: Enter no. of woods per player

Dress: Select from drop down list

Result: Added after match played – select from dropdown

Score: Can be left blank or completed for your own records if required

Selection: Important to complete this correctly, as it controls the way in which players register to play in different types of fixture.

Pick from drop down list – ‘Selected’ is mainly for league & knock-out matches, where team is chosen and players confirm availability. ‘Open’ is mainly for friendlies, where ‘blank sheet’ is posted and players confirm they wish to play before team is picked. ‘N/A’ is entered for hosted or ‘drawn’ events, where confirming availability is outside of the club’s control.

‘Status’, ‘Old Date’ & ‘Notes’: Leave blank. These are used when existing fixture is amended.

Category: this may show as a dropdown below the above attributes, or there may be a separate box in the right hand column, headed ‘categories’ and containing a list of six check boxes. These identify whether the fixture is men, ladies or mixed and whether it is selected or open. There is also a category called ‘change’, which is only used when an existing fixture is being amended.

You should check ALL that apply. This will generally be two categories (e.g. men/selected or mixed/open) for new fixtures. These category items MUST be chosen correctly as they determine the format and messages which the system produces to enable members to register their match availability.

Ignore the ‘Event Image’ option if it appears.

Bookings/Registration: This may be located as per these instructions or higher up the form, below the details section. Either way, ensure the ‘enable registration’ button is checked. If it isn’t, no one will be able to confirm availability for the fixture. The only time you wouldn’t activate it is for hosted or drawn events where player selection is not controlled by the club.

Only two actions are required within this section. For ‘selected’ fixtures, ensure there are sufficient spaces available to accommodate the size of team plus spares for reserves or where members have entered their availability when they are not in the team. For ‘open’ fixtures, ensure the number of spaces is adequate for the number of members who wish to register their interest in playing. To do this, simply enter the number required in the ‘Spaces’ box, within the ticket options section. The pre-set number is 10, so for smaller team matches, this may suffice. Bear in mind that, once this number of registrations has been made, entries for the fixture will close, so ensure there is enough capacity.

The other bookings section requiring completion is the ‘Available To’ box, This determines the last date on which bookings can be made for the fixture. Unless you specifically want to end registration early, enter the same date and time as entered for the start of the fixture.

Author: If this box is present, it should show your name, as Match Manager of the fixture. Only the Match Manager can edit fixtures so, if you have fixtures in your list, which should be allocated to someone else, please inform website admin, so they can be re-allocated.

Finally, click ‘Submit Event’ at the bottom of the page or, in some circumstances, ‘publish’ halfway up the page, in order to activate the fixture.

Amending an existing fixture.

Once you understand the various aspects of adding a new fixture, amending fixtures is straightforward. Fixtures will, in most cases be changed for one of the following reasons:

New – additional fixture not previously on the list. *Action: create new fixture as above. Check ‘changed’ in categories list.*

Rearranged – fixture moved to a new date. *Action: amend date Check ‘changed’ in categories list.*

Postponed – fixture to be moved but no new date agreed. *Action: Check ‘changed’ in categories list.*

Cancelled – fixture cancelled and not being played. *Action :Check ‘changed’ in categories list.*

Amended– fixture remains on the same date but something else has changed. *Action: Make changes and check ‘changed’ in categories list.*

In all cases, add status to fixture title, tick ‘Changed’ option and complete the three additional attribute boxes as follows:

Status – enter the relevant status word (as per above).

Old date – if applicable, enter old date (format doesn’t matter)

Notes – Any additional information or reason for fixture change.

The following is important:

Below the three new boxes (as above) or, depending on your match manager status, within the right hand column, is the ‘Categories’ box, containing a list of fixture types (men, ladies, mixed, selected, open and changed. **‘Changed’ MUST be selected for any fixture which is amended or added.** Leave the existing ones ticked as well. You will usually have two categories chosen already (e.g. Mixed/Open).

By selecting ‘changed’ and completing the attribute boxes, the fixture will be highlighted on the main list and details copied across to the amended list. Amended fixtures will be shown in order of being played, and will drop off the list once they have been completed. If fixtures are amended more than once, simply repeat the process, updating the Status as required.

This means it is no longer necessary to manually manage the amendments list, **as long as match managers remember to edit the fixtures as above.** Members are able to see at a glance which fixtures have been altered, and view the ‘amended fixtures’ page to see what has changed.

When you have changed any fixture details, click ‘update’ to confirm them. If you don’t click update, the changes won’t be applied.

Fixtures which have not yet been played but have moved into ‘Past Fixtures’ because their original play date has expired, will automatically transfer back to the main list, when a new date is entered.

Check List of items often overlooked

Is the date and start time correct?

Is Selected/Open checked in attributes AND Categories box?

Has ‘enable registration’ been ticked, if applicable?

Is the number of spaces in Bookings sufficient?

Is the booking cut-off date/time in line with start date/time?

If an amended fixture, has ‘Changed’ been checked in Categories?

If an amended fixture, have three extra attribute boxes been completed?