Support Manual

Version 1.7

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Contact: Mark Everard,
Chief2moro web design.
40 Herrick Road,
Leicester, LE2 6DH
telephone: 07766900050
email: mark@chief2moro.net
web: http://www.clubsitefootball.co.uk

(support manual version 0.9)

Welcome

Welcome to the ClubSiteFootball support manual. We hope the manual helps you to make the most of your ClubSiteFootball powered website. The manual describes, in detail how to use each page and also information about each page's features.

There is also a quick start section for those of you that want to jump right in!

We are also happy to receive feedback about this manual, so if there is anything you feel isn't explained too clearly, or there is something else you would prefer to see changed then please contact us at (**feedback@clubsitefootball.com**) telling us exactly what you'd like to see improved.

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1) Quick Start Guide

For those of you who are impatient to get on, here's the quick guide to setting your club's site up and getting started. If you need more details about a particular step then please read the relevant individual page guide for help.

1. Log-in using your temporary log-in details which should have been emailed to you (if they haven't been sent or you have forgotten them, please email support@clubsitefootball.com to request more.)

2. Go to the Account Admin page and edit your personal details. Now is a good time to change your username and password to something that you can remember. A reminder of your new details will be emailed to you.

3. Go to the Site Admin page and enter your club's details. Make sure that you at least enter the team details for your club, if you do not, other areas of the site may not function correctly.

4. Go to the squad page and start adding your club's player details.

5. If you wish for other players to have web accounts so that they can log in and contribute to the site, then after a player's details has been added go to the Account Admin page and activate that player's web account. When you do this they will be emailed a username and password so they can log-in (be sure you've entered their email addresses correctly, otherwise their log-in details will be lost in cyberspace). They should then follow steps 1. & 2. and change their log-in details to something more memorable.

   Be sure to carefully think about each player's web account admin level. Do not give Super User status to someone who you think won't understand what to do, or worse still may deliberately do things incorrectly. They could seriously mess up your club's website. If in doubt only give them user status (see section 2 for more details on user accounts).

6. That's it, now you can start adding fixtures, news and photos to your site. Enjoy!

Error Messages
Whilst editing/updating and submitting information to your site you may receive a variety of (hopefully) informative error messages if something isn't quite right. These messages should explain what the problem is, and so you should be able to solve it. If you find that you cannot solve a problem and you keep getting a pesky error message then please do not hesitate to contact ClubSiteFootball support (support@clubsitefootball.com) where will attempt to resolve your issue as soon as we possibly can.

If you experience a 'yellow screen of death' then please contact us immediately. These yellow screens generally detail a problem with the server hosting the website and so the sooner we know about when, where and why they occur, the sooner we can fix them.

2) Accounts

One of the benefits of a ClubSiteFootball powered website is the ability to let your club's players contribute to the upkeep of the website. This is achieved by giving them a username and password which allows them to log-in and add content, be it comments, match reports etc. Each web account can be set-up with a different admin level which affects what type of content a user can add or edit.

There are 3 admin levels, **USER** (default), **POWER USER** and **SUPER USER**.

When setting up your site, think carefully about each player's admin level. Do not give Super User status to someone who you think won't be able to fully understand what to do, or worse still may deliberately do things incorrectly. They could seriously mess up your club's website. If in doubt only leave their account with the default user status. It is also advisable to not have too many (more than one or two) super user level accounts because as the old saying goes 'too many cooks spoil the broth'.

USERS: have the ability to perform the following tasks,

- **Edit their own account details (contact details and username and passwords.**
- **Leave comments on the message board and comment on match reports**
- **Write match reports**
- **Set their availability for upcoming matches**

POWER USERS: can perform all of the tasks of a user and also the following tasks,

- **Contribute and edit news articles**
- **Add players to the club squad list**
- **Add new fixtures to the database, and also add new opposition teams, and competition details**
- **Add the results of matches, including team details and scorers**
- **Add/Update the league table standings on the statistics page**
- **View any player's web account details**

SUPER USERS: can perform all of the tasks of a power-user and user and also the following tasks,

- **Embed images into existing news articles**
- **Moderate (edit/delete) any of the comments left on the messageboard**
- **Upload player photos to the player details page**
- **Delete existing competitions and opposition teams**
- **Edit any match reports**
- **Create new galleries and upload photos into them**
- **Edit any player's web account details (and admin level) and also reset their log-in details**
- **Edit and maintain the site settings, such as default colour scheme, club sponsors, useful links, upload introduction photo.**

3) Individual Page Details

3.1) Home

The home page is the first page visitors will be greeted with when they visit your website. It contains links to all of the other pages on your site and allows space for specific club details such as sponsors, links, and latest news.

Permissions: None

3.1.1) Home Page: The home page is split into a three column design with the left column showing a login box, site navigation links, club sponsors, and website colour schemes. The middle column shows a club introduction box which has space for a club photo and a small introduction to your club. Beneath that there is the latest news item (which is automatically updated as you add more news, see section 3.2.3). At the bottom of the middle column there is a link to the contact us page. The right column shows a team information box which includes the next fixture, current form and top scorers for a particular team. The right column also has an external links navigation box.

Figure 3.1.1: The ClubSiteFootball home page.

Page Features:

1: The login box which allows registered players to sign in to add or edit the website content. Players can be given login details in the Account Admin Page.

2: The Site navigation box contains links to all of the other pages on the site. It appears (as with all of the items in the left column) on every page in the site. Additional items become available in the box when you are logged in, depending on your account status. User and Power User accounts get additional links to the Message board, Availability and Account Admin pages. Super Users get all of the above and a link to the Site Admin page.

3: The name and logos (and links to websites) of any club sponsors appear here. Club Sponsor details can be added by Super Users on the Site Admin page.

4: You can change the colour scheme of your site by clicking on the different coloured kits in this box. If you are signed in then your preferred colour choice is saved when you log out. The default colour scheme can be set by Super Users in the Site Admin Page (see section 3.11)

5: The club information text and introduction photo give you a chance to tell visitors a little bit of history and background for you club. These details and photo can be edited by Super Users on the Site Admin page.

6: The team information box holds current information about the teams in your club. It calculates the next fixture (if any), the teams current form (over the last 5 matches) and show the current top scorers for the present season. If your club has more than two teams the select box at the top allows you to view information for each of your teams. By default the team with the highest importance (see Site Admin page) has its information shown. When logged in, the box will show the team information for the signed in player's team.

7: The external links box contains links to any websites that you think are appropriate for your club. These links can be added / removed by Super Users on the Site Admin page.

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3.2) News

The news page allows you to keep everybody informed of your club's latest news and events.

Permissions: None

3.2.1) News List: The news list page displays a list of the all your club's news items sorted into date order. Each page shows brief details of 6 news items and you can skip to older or newer news articles using the page links at the bottom.

Each news article summary contains the date the article was submitted, the story headline, and the first couple of sentences of the full news article. It also contains a link to the full news item.

Figure 3.2.1: The central column of the news page showing news article summaries.

Page Features:

1: If your ClubSiteFootball is setup with more than one team then there is a drop down selection list (at the top of the page) which allows you to filter the news items by team (so for example; you can view just the articles relating to the 1st team or the reserves).

2: If a *(x)* appears before the '*submitted on (01/01/2000)*' then it means that the news article is pinned. Pinned articles will appear at the top of the first page before the rest of the articles listed in date order. This allows you to highlight important stories or news.

3: RSS Feed, this icon provides a link to an rss feed detailing your clubs news articles. RSS stands for Really Simple Syndication. It is an emerging web technology that allows computers to deliver the latest news to you on your desktop. RSS feeds are just a special kind of web page, designed to be read by computers rather than people. It might help to think of them as the free, internet version of the old-fashioned ticker-tape news wire machines. For more information try searching for 'RSS' in Google.

4: The show button should be clicked after selecting a team name from the team selection box. This button will refresh the page showing only the desired news articles.

5: **(POWER USERS ONLY)** If your account has power-user privileges then an extra link will appear allowing you to 'contribute a news item'. Following this link will take you to the add/edit news page.

6: The 'read more' link will take you to the full news item.

3.2.2) Individual News Item: This will displays a full news story including any related links and embedded images

Figure 3.2.2: The central column showing a full news article.

Page Features:

1: **(POWER USERS ONLY)** If your account has power-user privileges then an extra link will appear allowing you to 'edit' this news article. Following this link will take you to the add/edit news page.

2: Each news article has the option of having a related link. So you can link to another website or file.

3.2.3) Add/ Edit News Items: (POWER USERS ONLY) This page can only be accessed by logged in users whose accounts have power-user status. The page allows new news articles to be added to your website and also emailed to your registered players.

Figure 3.2.3: Add news item screenshot

Page Features:

1: If your ClubSiteFootball site is setup with more than one team then you can relate this news article to a particular team.

2: Pinned articles will appear at the top of the first page before the rest of the articles listed in date order. This allows you to highlight important stories or news.

3: Enter the headline of your news story in this box. If you are editing an existing news item then typing 'delete' in this box and clicking the edit button will delete the news item.

4: Type your news article into this textbox.

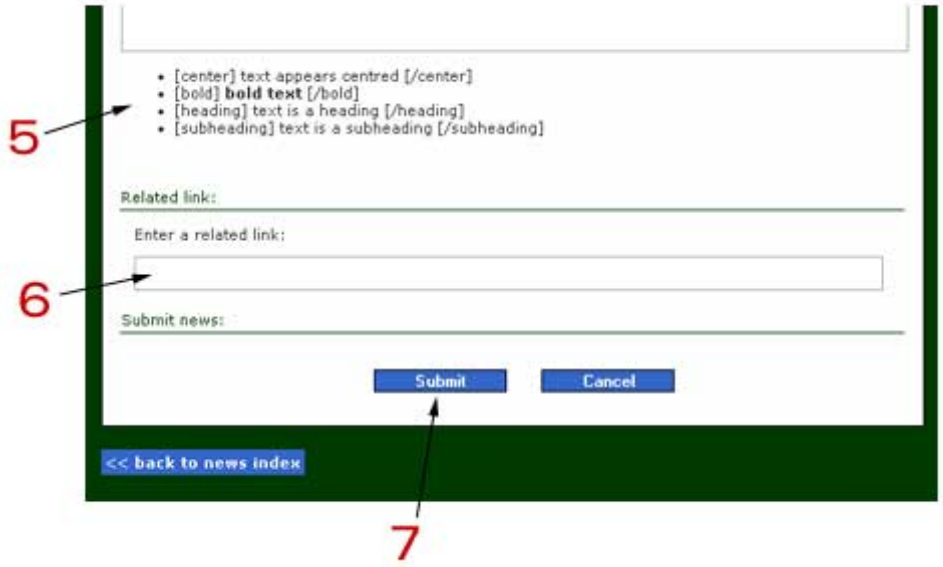

Figure 3.2.4: Add news item screenshot

5: To help you make the most of your news story, there are several text mark-up tags available to help you format your story. These tags can be used in your story to alter the appearance of certain text.

[bold]Look at my bold text[/bold] appears as **Look at my bold text**

6: Enter a link to a relevant web page or file. Remember to prefix the web link with 'http://' otherwise the link in the news article won't work correctly. If you do not wish to add a link, then leave this textbox blank.

When you have finished writing your news article click the submit / edit button to save your story. As well as the news item appearing immediately on your website, details of the news will be emailed out to all registered players who have allowed news emails to be sent to them (see Account Admin Page).

Embedding Images (SUPER USERS ONLY)
News stories can have images embedded in the story to enhance their visual appeal. To achieve this: first submit the news story as normal, and then click the

link to edit the news story. If you have super user privileges an additional set of options will appear in the add news module, titled 'File Upload:'

Figure 3.2.5: Embedding an image in a news story

1: Click the browse button and navigate you local computer's file structure until you find the file you wish to upload and embed. Click the upload button to upload the file (Note: you are only allowed to upload .jpg files)

2: The News photos list contains a list of all uploaded files that can be embedded in this news article. To embed the images, copy and paste the text [image file='gallery/news/*.jpg'] into the news story box into at the position you wish the image to appear

3: If you wish to delete an embedded image then click the remove link next to the image name you wish to delete. Also remember to remove the image tag [image file='gallery/news/*.jpg'] text from your news story.

3.3) Messageboard

The message board allows registered players to sign in and leave notices, comments or just a have bit of banter with other players. The page is hidden from non-signed in guests to the site so your players are free to say exactly what they like!

Permissions: User (must be signed in to view the page)

3.3.1) Message List: The message board page displays a list of the all the comments left on the board sorted into date order. There are 20 comments displayed per page and older comments can be accessed by following the page links at the bottom of the message board.

Figure 3.3.1: The message board page

Page Features:

1: To add a comment to the top of the message board, click on the 'add my own comment' link which will take you to the add comment page (see 3.3.2)

2: Users can edit or delete their own existing comments by clicking on the relevant links above a comment. **Super Users** can moderate the message board as they have the ability to edit or delete all comments left on the board.

3.3.2) Add/Edit/Delete a Comment: This page can only be viewed by signed in players. The page allows you to type in your own comment and add it to the message board.

Figure 3.3.2: The add comment page

Page Features:

1: Type your comment into this textbox. If you are editing or deleting an existing comment then the comment you are trying to edit will shown here instead.

2: Click the submit /edit /delete button to save the changes to your message. If you are adding a comment then after you have clicked submit, it will be displayed at the top of the message board next to your player avatar image.

3.4) Squad

The squad page show details of all of the players that play for your club, including up to date statistics for each player.

Permissions: None

3.4.1) Squad List: The squad list page displays a list of your club's players sorted into teams and currently active. Each player is identified by a small image (which can be uploaded by a Super User) and also their name which can be clicked on to take you to that particular player's individual page.

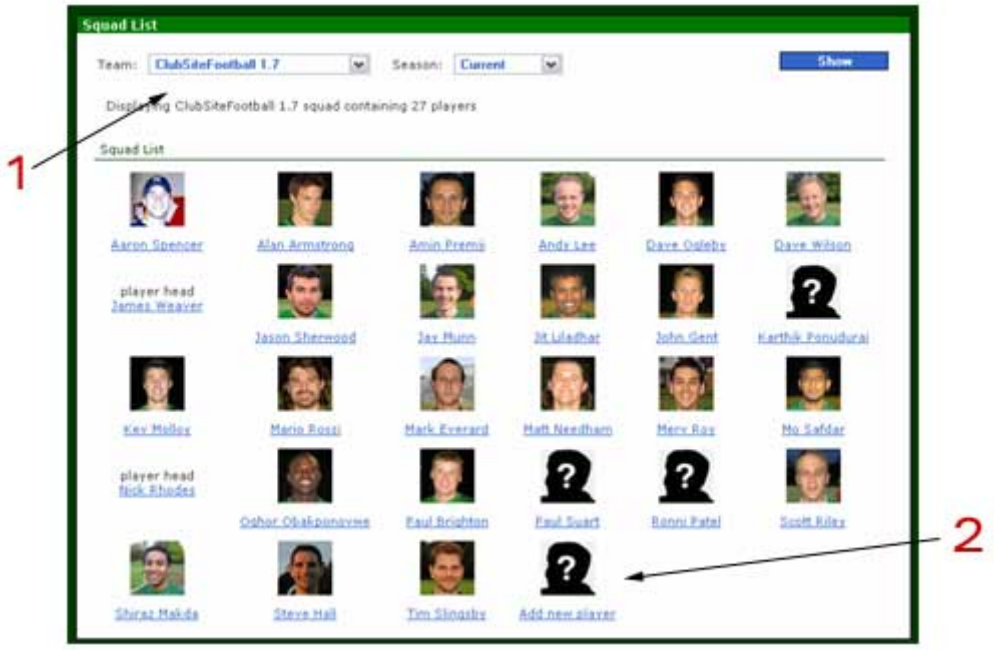

Figure 3.4.1: The squad list page

Page Features:

1: There are two selection boxes which allow you to look at each teams' squad (if you have more than one) and also check for current / archived players. When you have chosen what data you would like to view click the 'Show' button to update the page.

2: **(POWER USERS ONLY)** If your account has power-user privileges then an extra link will appear allowing you to 'Add new player'. Following this link will take you to the add/edit player page.

3.4.2) Individual Player Details: This page displays full information and up-to-date statistics on an individual player.

Figure 3.4.2: The player details page

Page Features:

1: These two selection boxes allow you to filter the player's statistics by team and season.

2: Shows a photo of the player if one has been uploaded (Super Users only).

3: **(USERS ONLY)** If you are signed in, then this link will appear and will take you to the contact page where you can compose an email which will be sent to this player (see section 3.9.1)

4: **(POWER USERS ONLY)** If your sign-in account has power user privileges then a link will be shown that will take you to the add / edit player page.

5: Shows a report of the individual players statistics (such as appearances, goals and plenty more!). The statistics are calculated automatically from details you enter about each match. For more information on the statistics see section 3.7

6: Shows the End of Season Awards that have been won by this player. These can be edited in the add/edit player page (Power Users only).

3.4.3) Add/Edit Players: (POWER USERS ONLY) This page can only be accessed by logged in users whose accounts have power-user status. The page allows new player details to be added to your website.

Figure 3.4.3: Add player details screenshot

Page Features:

1: Enter the name, nickname and email of the new player. The name and nickname boxes must be filled in however the email box can be left blank if you don't know the new player's email address. However too fully take advantage of all of ClubSitefootball's features it is best to have a complete email list.

2: Choose the new player's position and team from the option boxes.

3: Choose whether the player is currently signed on (active).

4: Click the submit button when you have filled in all of the other details and you wish to save the new player.

5: Images of each player can be uploaded by Super Users only.

End of Season Awards can only be added to players that already exist. To add end of season awards first create the player then go back and edit the player details. An extra section will be visible labelled 'End of Season Awards'

Figure 3.4.4: Add an end of season awards screenshot

1: Choose the Award you wish to add and the season that it was awarded (note: you will only be able to select seasons where you have entered a fixture for that season to the site).

2: Click the 'Add Award' button to add the award to the player's profile.

3: A list of awards that has already been added to the player appears on the right. To remove an award click the 'remove' link next to the award you wish to remove.

Adding Player Images (SUPER USERS ONLY)
Player's can have two images associated with them, a small (50 pixels by 50 pixels) avatar image that appears next to any comments they leave on the message board and in the squad list. They also can have a larger (250 pixels by 200 pixels) image that can be viewed on their individual details page.

For the best results, you should edit the images you wish to upload before you upload them using paint package software such as Adobe Photoshop or Microsoft Image Editor. Be sure to set the sizes of the images correctly. Player Photos should be 250 pixels tall and 200 pixels wide. Player Head (Avatar) images should be 50 by 50 pixels. If you do not resize the images then they may display incorrectly and look slightly stretched or squashed.

If you have super user privileges an additional set of options will appear in the add /edit player module, titled 'Player Image File Upload:'

Figure 3.4.5: Uploading a player image

1: Click the browse button and navigate you local computer's file structure until you find the player portrait (250 x 200 pixels) file you wish to upload (Note: you are only allowed to upload .jpg files). The file will be uploaded when you click the 'Submit' button at the bottom of the page

2: Repeat the above step, but this time locate the file you wish to upload as the Player's head image.

If after uploading a new image you find that your site is still displaying the old image you should try refreshing the page (hold control and press F5). To save on download times web-browsers often store copies of images locally and so won't spot when a new image has been uploaded.

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3.5) Fixtures

The fixtures page allows you to keep track of all of your club's fixtures. It allows you to keep details of each match, such as the team details, goalscorers (and plenty more). You can also compose a match report, so you can recall specific events from each match.

Permissions: None

3.5.1) Fixtures List: The fixture list page displays a list of the all the fixtures for the team specified in the team selection box for the season specified in the season selection box. The list shows, the opposition, location, date, competition, and result for each fixture and also provides a link to the individual fixture's details page.

Figure 3.5.1: Fixture list screenshot

Page Features:

1: These two selection boxes allow you to filter the fixtures by team and season.

2: The link to the right hand side of the fixture details will change depending on the status of the fixture.

- If the fixture has not yet been played then it will be blank
- If the fixture has not yet been played and you are signed-in then it will appear as a link to the 'availability' page for that fixture.

- If the fixture has been played and you are signed-in with power-user status then is will display 'add result' which will take you to the fixture details page

3: **(POWER USERS ONLY)** If you are signed in as a power user then there will be a link at the bottom which will take you to the add fixture page.

3.5.2) Individual Fixture Details: This will displays the full fixture details, including the scorers, team, match report, player comments and links to match photos.

Figure 3.5.2: Fixture details screenshot

Page Features:

1: The fixture details appear here, including the names of any scorers added on the add result page.

2: Links to the teams other matches.

3: The text contained within the Match Report box will change depending on the status of the fixture.

- If you are not logged in, and no match report or result has been added it will display 'There is no report for this match. Login to add the result or a match report.'

- If you are logged in, and the result has yet to be added then it will display 'The result has not been added yet.'
- If you are logged in as a Power User and the result has not been added it will display a link to add the result.
- If the result has been added and you are logged in then it will display a link to the add match report page.

4: **(POWER USERS ONLY)** If you are signed in as a power user then there will be a link to either edit the fixture, or if the result has been added to edit the result.

The right column of the fixture details page also details the team selections, substitutions, yellow and red cards, man of the match, who wrote the match report (if there is one) and links to match photos (if any have been added). These details can be edited by power users on the add result page.
Match Comments: Signed in players can attach comments to the match report (if one exists) by clicking the 'add my own comment' link which appears underneath the match report. This feature works in an identical way to the message board.

3.5.3) Add/Edit Fixtures: (POWER USERS ONLY) This page can only be accessed by logged in users whose accounts have power-user status. The page allows new fixtures to be added to your website and also the fixture details to be emailed to your registered players.

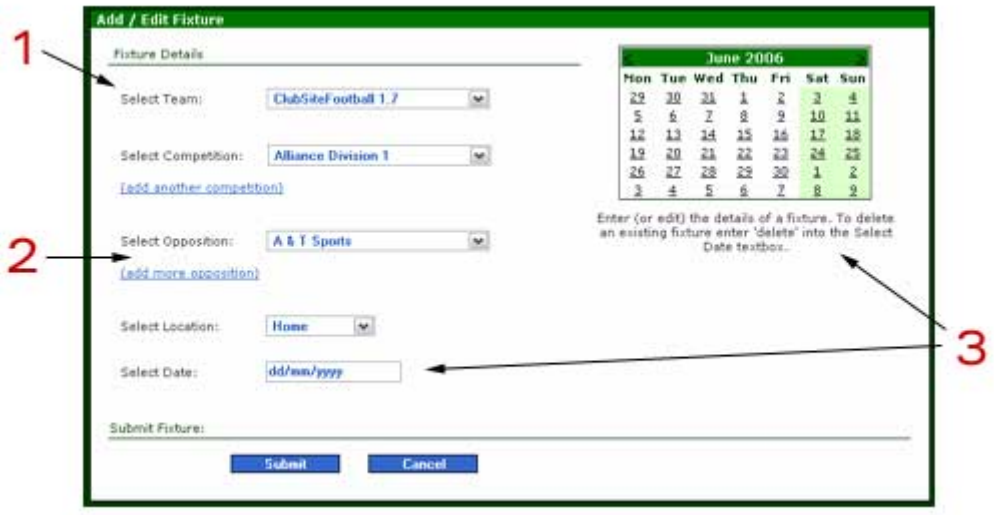

Figure 3.5.3: Add fixture screenshot

Page Features:

1: Choose which team from your club the new fixture is for, and what competition the fixture is in. Default options are 'Friendly' and 'Other' but more competition details can be added by clicking the 'add another competition link' (see section 3.5.4)

2: Choose the opposition for the fixture. New opposition teams can be added by following the 'add more opposition' link (see section 3.5.5). You should also set whether the fixture is to be played at 'Home', 'Away' or at a 'Neutral ' venue.

3: Select the date of the new fixture. You can either use the interactive calendar control towards the top right to click on the required date or you can type the date into the 'Select Date' textbox in dd/mm/yyyy format.

To save the new (or edited) fixture click the submit button. If the fixture date is in the future then details of the new fixture will be emailed to all registered players.

Deleting an existing fixture: You can delete an existing fixture by typing 'delete' into the 'Select Date' textbox and clicking 'Submit'. NOTE: you can only delete fixtures that have not had a result added to them.

If you wish to amend a league fixture (for example: when a fixture has been struck from the league record due to playing an illegible player) then we suggest that instead of deleting the fixture, you set the competition as 'Other'. This means that the fixture would not count towards your league statistics but instead would still be included as a friendly style match.

3.5.4) Add/Edit Competitions: (POWER USERS ONLY) This page can only be accessed by logged in users whose accounts have power-user status. The page allows new competitions to be added to your website.

Figure 3.5.4: Add new competition screenshot

Page Features:

1: Enter a name for the new competition. To delete an existing competition type 'delete' into this textbox and click submit.

2: Choose whether the competition is a cup (knock out) competition or not. If the new competition is marked as a cup competition then drawn matches will be decided by penalty shoot-out and you will be asked to input shootout data.

Deleting an existing competition: (SUPER USERS ONLY) Super Users can delete existing competitions providing they are not used elsewhere in the database (i.e. there is a fixture for that competition listed).

Figure 3.5.4a: Delete existing competition screenshot

3: **(SUPER USERS ONLY)** To delete an existing competition type 'delete' into the 'competition name' textbox and click submit. This will show the delete competition selection panel.

4: Choose the competition you wish to remove and click the 'delete' button.

3.5.5) Add/Edit Opposition: (POWER USERS ONLY) This page can only be accessed by logged in users whose accounts have power-user status. The page allows new opposition teams to be added to your website.

The page works in an identical manner to the 'add / edit competitions' page (section 3.5.4), including the Super User only method of removing teams. You are not allowed to remove teams who have already been listed elsewhere in the database.

Figure 3.5.5: Add new opposition team screenshot

3.5.6) Add/Edit Result: (POWER USERS ONLY) This page allows you to add the result and the full details of each match. The page is split into seven sections (stages) allowing you to add data from different aspects of a fixture more conveniently (score, team, subs, goal scorers, penalty shootout data, yellow and red cards, man of the match).

Enter Score Stage Features:

1: Enter the score for the fixture. If the fixture is in a cup competition and you enter the result as a draw then the system will ask you to enter the penalty shoot out score.

Enter Team Stage Features:

1: Select the player and position they played from the selection boxes before clicking 'Add to Team' to do just that! Only players who are currently registered (see section 3.4.3) to the team from this fixture appear in the player selection box. To select unregistered players or players from other teams players see note 3.

2: The currently selected team is shown on the right hand side of the page, along with a link to remove a player from the team selection.

3: Selecting the hide ineligible player box will reload the page, and repopulate the select player box with every player listed on your website regardless of team or their registration status. The hide ineligible player section will also appear

4: Ineligible players who played can be hidden from site visitors. If you visit the site and are not logged in then the hidden players will be replaced with the selected eligible player. This ensures that statistics are not affected by 'ringers', and opposition teams and leagues can't find out that you played them!

To hide a player, first add them to the team in the normal way, then select their name from the 'Select ineligible player to hide' list and choose the player you wish to replace them.

Enter Substitution Stage Features:

1: Select the player who came on (chosen from a selection box containing those players marked as sub in the team line-up) and also the player who they replaced. Click 'Add Sub' to save the substitution.

2: The currently selected subs are shown on the right hand side of the page, along with a link to remove a substitution.

Enter Goal Scorers Stage Features:

1: Select the player who you wish to add as a goal scorer (chosen from a selection box containing those players selected in the team line-up). Click 'Add Scorer' to add them as a goal scorer or 'Add OG Scorer' to add them as an own goal scorer.

2: The currently selected goal scorers are shown on the right hand side of the page, along with a link to remove them.

Enter Penalty Shootout Stage Features:

1: Select the player who you wish to add as a penalty shootout taker (chosen from a selection box containing those players selected in the team line-up). Select the outcome of their penalty (scored, saved or missed) .Click 'Add Penalty' to add to the site.

2: The currently selected penalties are shown on the right hand side of the page, along with a link to remove them.

3: Select the outcome of the opposition penalties during the shootout and click the lower 'Add penalty' button to save the details.

4: The currently selected opposition penalties are shown on the right hand side of the page, along with a link to remove them.

Enter Cards Stage Features:

1: Select the player who received a red or yellow card during the match. Click 'Add Booking' to add a yellow card to their name, or 'Add Dismissal' to add a red card. Note: two yellow cards should be added as just one red card.

2: The currently selected bookings/dismissals are shown on the right hand side of the page, along with a link to remove them.

Enter Man of the Match Stage Features:

1: Select the player who was awarded the man of the match and click the 'Add MoM' button.

2: The currently selected man of the match is shown on the right hand side of the page, along with a link to remove them.

3.5.6) Add/Edit Match Report: (USERS ONLY) This page allows you to add/edit a match report for a match.

Page Features:

1: Enter your match report into the textbox provided. The match report has to be at least 200 characters long. Only the person that wrote the match report or a super user can edit a report.

3.5.6) Add/Edit Match Comment s (USERS ONLY) This page allows you to add/edit a comment on a match report. You can only add comments if the match report has first been written. This section works identically to adding a message to the message board (see section 3.3.2)

3.6) Availability

The availability page allows your club's registered players to sing-in and let the management know whether they are available or unavailable for upcoming matches.

Permissions: User (must be signed in to view the page)

3.6.1) Upcoming Fixtures List: The upcoming fixtures page displays a list of all of the forthcoming matches taken from the fixtures database.

Page Features:

1: Choose which team you wish to view the upcoming fixtures for.

2: Each fixture shows a link to that fixture's availability page (see section 3.6.2)

3: **(POWER USERS ONLY)** If you are signed in as a power user then there will be a link at the bottom which will take you to the add fixture page.

3.6.2) Fixture Availability: The availability page details a list of all available and unavailable players for a particular match. Signed in users can set their availability with a simple click of their mouse.

Page Features:

1: A list of available and unavailable player's for this fixture.

2: Click on the 'I'm available' or 'I'm not available' button to set your availability.

3: **(POWER USERS ONLY)** If you are signed in as a power user then there will be a link allowing you to edit the fixture details (see section 3.5.3).

3: **(SUPER USERS ONLY)** If you are signed in as a super user then there will be an extra drop down list that allows you to set the availability of other players in your squad.

3.7) Statistics

The statistics page keeps detailed statistics from all of your club's games. It allows you to view a variety of team and player statistics from each season that your club has played. It also has a facility for showing and updating the latest league table for your team.

Permissions: None

3.7.1) Statistics Page: The stats page shows the league table, cup results and the selected player statistics for the selected season and team.

Available Players Statistics: Choose from:

- Appearances – starts
- Appearances – as sub
- Substituted off
- Goal Scorers
- Goals per game (calculated from starts only)
- Hat-trick heroes
- Penalty shootout statistics
- Own goal scorers
- Wooden spoons (no goals scored in competitive matches)
- Man of the match awards
- Fanatical fans – number of sub not used or spectator appearances
- Discipline – number of yellow and red cards
- Goalkeeping statistics – clean sheets, goals conceded per game, total goals conceded
- Goalkeeping – penalty shootout statistics
- Team results – # wins (number of times team has won when player starts)
- Team results – # draws (number of times team has drawn when player starts)
- Team results – # losses (number of times team has lost when player starts)
- Team results – % wins (winning percentage when players starts)
- Team results – % draws (drawing percentage when players starts)
- Team results – & losses (losing percentage when players starts)

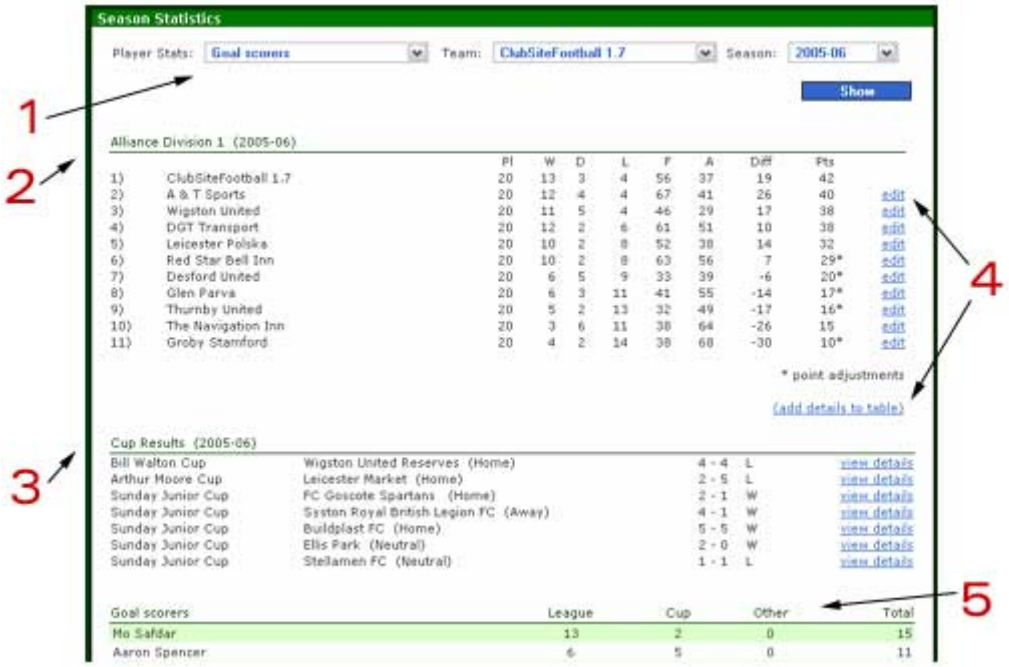

Figure 3.7.1: Statistics page screenshot

Page Features:

1: Choose which player statistics you wish to view, for which season and which team using the selection menus.

2: If an individual season is selected then the current league table will be shown, depending on the 'Show League Table' settings that can be set by a Super User on the Site Admin page (see section 3.11). The League name is calculated from the fixtures database by finding the no cup competition in which most matches have been played. This assumes that each team doesn't play in more than one league.

3: The cup results for the current season and selected team are displayed along with league to the fixture details for each match.

4: **(POWER USERS ONLY)** If you are logged in with power user privileges then this link will take you to the 'edit league detail' page where you can update the league table. There is a link at the bottom which allows Power Users to add new opposition team details to the league table.

5: This section shows the selected player statistics.

3.5.4) Add/Edit League Details: (POWER USERS ONLY) This page can only be accessed by logged in users whose accounts have power-user status. The page allows you to add or edit league details.

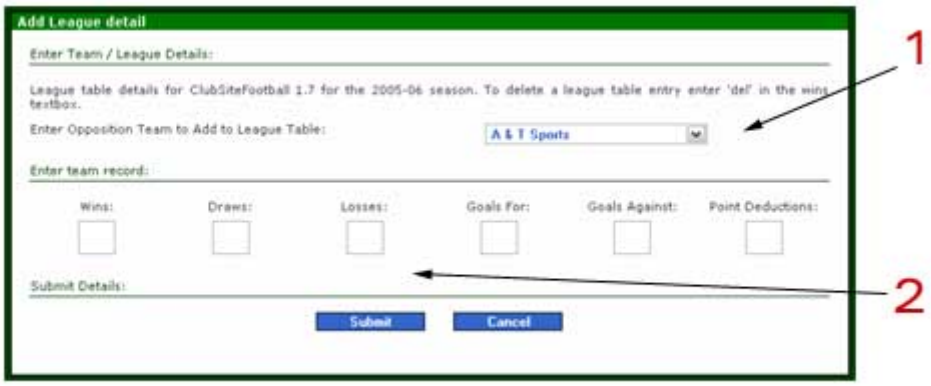

Figure 3.7.2: Add league detail screenshot

Page Features:

1: Choose the opposition team to add to the current league table. If the opposition team name you wish to add does not exist you will have to add it (see section 3.5.5).

2: Enter the number of wins, draws, losses, goals for, goals against and any penalty points. If you wish to delete an existing league entry entirely type 'del' into the number of wins textbox.

3.8) Gallery

The gallery page allows you to show off your club photos. You can organise the photos into individual galleries so you can keep similar photos in the same place, meaning that they'll be easier to find.

Permissions: None

3.8.1) Gallery List: The gallery list page shows a list of current galleries with the most recently updated gallery displayed at the top. Six galleries are displayed per page. Other galleries can be reached by the paging links at the bottom of the page. The page has one gallery by default, the 'Match Photos' gallery. You are unable to edit or remove this gallery.

Page Features:

1: A thumbnail is automatically created from the first image uploaded to a gallery. It is a good idea to make the first photo in any gallery representative of the gallery title. If the first thumbnail isn't very good then it can be removed by deleting the photo it was created from. It will then be recreated from the next photo contained n the gallery

2: **(SUPER USERS ONLY)** If you are signed in with an account with super user status then there will be a link allowing you to create a new gallery.

3: Each gallery in the list shows the gallery title, the date it was created, and the number of photos it contains. It also shows a link to open the gallery.

3.8.2) Photo Index: The photo index shows automatically generated thumbnail images of the photos contained within a gallery plus links to view each photo. There are a maximum of 18 thumbnail photos shown on each page. Further pages of images can be found by following the paging links at the bottom of the page, or in the top right of the photo list table.

Page Features:

1: A description of the current gallery, the date it was created and the number of photos it contains is shown above the photo thumbnails.

2: **(SUPER USERS ONLY)** If you are signed in with an account with super user status then there will be a link allowing you to edit the current gallery.

3: Underneath each thumbnail is a link to view the full-size photo.

4: **(SUPER USERS ONLY)** If you are signed in with an account with super user status then there will be a link allowing you to add a new photo to the current gallery.

3.8.3) Individual Photo: The individual photo page displays a full-size photo along with a photo caption. It also provides links to the previous and next photos in the gallery.

Page Features:

1: The name of the gallery that contains this photo. If the photo is located in the 'Match Photos' gallery then there will be an additional link to take you to the fixture details page for the match when the photo was taken.

2: The photo and the photo description are shown along with links to the previous and next photos in the gallery.

3: **(SUPER USERS ONLY)** If you are signed in with an account with super user status then there will be a link allowing you to add a new photo to the current gallery.

4: **(SUPER USERS ONLY)** If you are signed in with an account with super user status then there will be a link allowing you to edit the current photo and photo details.

3.8.4) Add/Edit Gallery: (SUPER USERS ONLY) The add/edit gallery page allows you to add or edit the gallery title and also enter/edit a brief description about the gallery.

Page Features:

1: Enter a title for the gallery. To delete an existing gallery enter 'delete' into this textbox. **WARNING**, deleting a gallery will also delete all of the photos in the gallery, so proceed with caution.

2: Enter a brief description of the gallery.

3.8.5) Add/Edit Photo: (SUPER USERS ONLY) The add/edit photo page allows you to upload a new photo file and set the photo description details.

Page Features:

1: Use the browse button to search your local computer's file system for the photo you wish to upload. (Note: you are only allowed to upload .jpg files)

For the best results, you should edit the images you wish to upload before you upload them using paint package software such as Adobe Photoshop or Microsoft Image Editor. Be sure to set the sizes of the images correctly. Gallery Photos should either 500 pixels tall by 375 pixels wide (landscape) or 375 pixels tall by 500 pixels wide (portrait). If you do not resize the images then they may display incorrectly and look slightly stretched or squashed.

2: Set the photo orientation. If you have uploaded a photo with portrait format (500 x 375) then choose portrait. If you have uploaded a landscape photo (375 x 500) then set as landscape. If this is set incorrectly your photo may not display correctly.

3: Choose that gallery you wish to add the photo to. By default this should be set to the gallery that you were viewing before you followed the add/edit photo link. New photos are always added to the end of a gallery.

4: Enter a brief caption to be displayed with the photo.

3.9) Contact Us

The contact page allows site visitors to send email and feedback about the site. It also allows registered players to send email to their team or to each other.

Permissions: None

3.9.1) Contact: This page allows you to compose a message and send it as an email to the club, or an individual player.

Page Features:

1: If you are not signed in then the 'To:' selection box will only allow messages to be sent to the club. Messages sent to the club will be delivered to all Super Users. If you are a registered club player and you are signed in then you can choose to send your message to:

- The club (the super user accounts)
- Current players (all players with active web accounts whose player details are currently active)
- All Players (Any player with an active web account)
- ClubSiteFootball support (sends the email directly to us)

2: Anybody wishing to send a message via the contact page must input a valid email address. If you are a registered player who is signed in, then you do not have to fulfil the previous request, instead your nickname is automatically entered for you.

3: Select the subject of your email message from the provided options.

4: Enter your message here and click' submit' to send.

3.10) Account Admin

The account admin page allows you to set up and maintain your player's ability to sign-in and contribute to your club's website.

Permissions: User (must be signed in to view the page)

3.10.1) My Account / Account list: This shows the details of your user account, and if you are logged in with power user privileges then you can also view the status of all of the club's player's web accounts.

Page Features:

1: This section shows the details of a web account (username, user group and number of previous logins).

2: This section shows the contact details for the current web account.

If you have at least power user status then you can view other player's account details in this panel, not just your own (see 4:)

3: If you are signed in as a user then this link will allow you to edit your own account details. If you are a power user and are viewing other player's account details then there will be no link as only super users can edit player accounts. Obviously super users will see a link to edit the current player's account.

4: **(POWER USERS ONLY)** A list of all players and their web accounts are displayed. To view the accounts in more detail, click 'view' and that player's account details will be loaded into the top panel.

3.10.2) Edit Account: This page allows the account holder to edit the details of their own account, or a Super User to edit any account. When editing accounts Super Users can not directly specify a username and password for another player. Instead they can reset accounts, which will automatically generate a new random username and password and email the player in question.

Page Features:

1: This section shows the details of a web account (username, user group and number of previous logins).

2: This section shows the contact details for the current web account.

If you have at least power user status then you can view other player's account details in this panel, not just your own (see 4:)

3: If you are signed in as a user then this link will allow you to edit your own account details. If you are a power user and are viewing other player's account details then there will be no link as only super users can edit player accounts. Obviously super users will see a link to edit the current player's account.

4: **(SUPER USERS ONLY)** A list of all players and their web accounts are displayed. To view the accounts in more detail, click 'view' and that player's account details will be loaded into the top panel.

5: If you are signed in as a user then this link will allow you to edit your own account details. If you are a power user and are viewing other player's account details then there will be no link as only super users can edit player accounts. Obviously super users will see a link to edit the current player's account.

6: **(SUPER USERS ONLY)** A list of all players and their web accounts are displayed. To view the accounts in more detail, click 'view' and that player's account details will be loaded into the top panel.

7: **(SUPER USERS ONLY)**If you are signed in as a user then this link will allow you to edit your own account details. If you are a power user and are viewing other player's account details then there will be no link as only super users can edit player accounts. Obviously super users will see a link to edit the current player's account.

3.10) Site Admin

The site admin page allows you to set up and maintain some general details of your club's website, including the club name, the details of the teams that play for your club and also details of any sponsors etc.

Permissions: Super User

3.10.1) Site Admin: This page allows you to edit and maintain your club's details.

Page Features:

1: Enter the general club details, such as the club name and a brief introduction to the club which is displayed on the home page (see section 3.1.1).

2: This section sets whether or not you can view the league tables on the statistics page (section 3.7.1). If you wish to not update league table details, then select 'Hide all seasons'. This means that only your team's form will be shown (which is calculated from the fixtures database). Select 'Show archived tables only' to only show league table details for seasons that have been completed. Select 'Show all seasons' to always view the table details.

3: Click the Update button to save the general club details and league table settings.

4: Add the details of the teams that play for your club (i.e. 1st team or reserves). Click 'Add Team' to save the new team details. Existing team are shown in the table on the right. To remove a team click the 'remove' link next to the team name you wish to remove. You can only remove teams that do not have any player's registered to them or any fixtures in the database. You can switch the importance of the teams by clicking the 'move up' link. The team shown at the top of the Club teams table will be the default team for the site, so it is advised that this should be set as your club's most important team.

5: You can upload your own introduction image (be it a team photo or crest) that appears on the homepage of your site. The recommended size for this image is 300 pixels wide by 200 pixels tall. Use the browse button to navigate to the file you wish to upload. When you have selected this file hit upload to save the image to your website.

If after uploading a new image you find that your site is still displaying the old image you should try refreshing the page (hold control and press F5). To save on download times web-browsers often store copies of images locally and so won't spot when a new image has been uploaded.

6: ClubSiteFootball has a dedicated space on every page so you can proudly display your club's sponsors. To add sponsor details to your site, first add the name of your club sponsor. To add a link to your sponsor's website type the full web address (including the http://) into the 'add web-link' textbox. Leave this if you do not wish to add a link, or your sponsor doesn't have their own website. To add an image for your sponsor, navigate to the file you wish to upload using the browse button. Note that sponsor's images must have a maximum width of 140 pixels. Images larger than this will appear 'squashed'. If you do not add an image then the sponsor details will appear as plain text. Click 'add sponsor' to save these details to your site.

A list of current sponsor's appears to the right. You cannot edit these details, only remove them and try again. To delete a sponsor click the 'remove' link next to the sponsor you wish to remove.

7: You can add extra links to other websites / files you think may be of interest to your club by adding the name and web address of the site you wish to link to. Remember to include the full web address including the http://. These links appear on the right hand side of your club's homepage. To remove an existing link, click the 'remove' link that appears next to the external link to wish to delete.

8: Your site comes with four pre made colour schemes, which can be selected by clicking on the different coloured kits that appear on the lower left hand side of every page. The 'site colour scheme' section allows you to set the default scheme for your site as one of the four existing colour schemes. The kit (colour) you select in this section will be the colour that visitors to your site will see when they look around.

When a registered player signs-in to your site, the site will be displayed in their preferred style (from the four available). Each user can set their preferred style by selecting their favoured colour scheme whilst they are logged in. The system will remember the favoured colour scheme when they log out so it can be displayed the next time they sign into the site.

We hope that you enjoy using ClubSiteFootball and that it helps your club become the very best that it can be. We are always ready and willing to hear any experiences that ClubSiteFootball users may have had whether it is good, bad or ugly. Please feel free to get in touch and tell us what you think, or what you'd like to see in future versions.

Regards

Mark - ClubSiteFootball