# Configuration

## **Team Nomination Categories**

Add New Team Nomination Category

Reports	Configuration	Allocate to Grades	
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Title	Price - New	Price - Existing	
7s Senior Mens	\$200.00		Edit
7s Junior Boys	\$50.00		Edit
Aru demo	\$100.00		Edit

Total Records: 0

- 1. Click the Add New Team Nomination Category link to add a new nomination category or click the Edit link for a particular category to edit che nomination category.
   2. Enter the details as per the table below.
- 3. Click Update to save changes.

#### **Team Nomination Category Edit**

Sack to Team Nomination Categories

		*	Denotes a mandatory fie	ld.		
General Settings						
Category Name *	* 7s Senior Mens					
Grade Type	Select Grade Typ	e 🔻				
Entry Costs						
Price - New Team	200.001					
Price - New Early						
Price - New Late						
Entry Settings						
Max Entries (leave blank to indicate an unlimited number available)	0					
Playing Times	Available Playing T SUN 3:00AM	ïmes	Add -> Add All ->> <- Remove < Remove All	Selected Playing Times	(Count:0)	Move Up Move Down
Update						
Category Name		Name of nomination	n category.			

Grade Type	The new category needs to fall under one of the following 9 grade types:		
	Select Grade Type 🔻		
	Select Grade Type		
	Senior Mens		
	Senior Womens		
	Junior Boys		
	Junior Girls		
	Veterans Mens		
	Veterans Womens		
	Senior Mixed		
	Junior Mixed		
	veteralis mixed		
Entry cost	Enter price for New Team, New Early and/or New Late - leave the field blank if it is free.		
(Price - New Team, New Early, New Late)			
Entry Settings - Max Entries	Leave blank for an unlimited number of entries.		
	Enter a whole number between 0999 to restrict the number of entries.		
Selected Playing Times	Configure the playing times using the Add->, Add All=>, <- Remove and <=Remove All buttons.		
	Use the <b>Move Up</b> and <b>Move Down</b> buttons to sort the playing times list.		

### **Step 2 - Create Team Nomination Forms**

### **Team Nomination Forms**

Add New Team Nomination Form

TEAM NOMINATION		
Reports	Configuration	Allocate to Grades
Team Nomination Forms Team Nomination Categories		

Name	Entry Open Date	Entry Close Date	Teams Allocated	Teams Unallocated	
VIVA7s 2015	24 Sep 15	1 Apr 16	0	0	Edit
Junior Gold Cup	16 Oct 15	26 Feb 16	0	38	Edit
VIVA7s			0	4	Edit

Total Records: 0

1. Click the Add New Team Nomination Forms link to add a new nomination category or click the Edit link for a particular category to edit the nomination form.

2. Enter the details as per the table below.
 3. Click **Update** to save changes.

\*Denotes a mandatory field.

General Settings	
Entry Name *	VIVA7s 2015
Season for nominations	2015 🔻
Previous season nominations *	2015 🔻
Entries Open Date *	24/09/2015

Entry Name*	This name is used to group nomination forms. It is used on the Team Nomination - Reports screen to group nominations.
Season for nominations	Select the appropriate season from the dropdown list. Remember to check that the season you select has been activated (See Current Season in Competition Settings).
Previous season nominations*	The previous season used for nominations needs to be indicated so that system can define returning teams.
Entries Open Date*	Click on the Calendar icon or enter the date from which on the nomination process can start i.e. child/affiliated organizations can view and nominate teams. If you want the nomination form to be available immediately upon the form being created, ensure the date/time nominated is equal to or prior to the current date/time.

\*Required field.

Dates			
	Entry Dates	* Entries Close: 01/04/2016 23 ▼: 59 ▼ Early Bird Close: 20/04/2016 00 ▼: 00 ▼ Late Entry Begin: 20/04/2016 00 ▼: 00 ▼	
Entry Dates	Entries Close date/time is a required field. Early Bird Close and Late Entry Begin are optional fields. If you enter an Early Bird Close or Late Entry Begin date, the checkbox for that entry will automatically be selected. If you subsequently choose not to use this field, you can uncheck the option.		
Team P	Participants		
	Allow Player Nomination		
	Min Player Num	0	
	Max Player Num	0	
	Player Text Field 1 Name		
	Player Text Field 2 Name		
	Player Text Field 3 Name		
	Player Text Field 4 Name		

Allow Player Nomination	Though by default it is allowed, the box should be checked so that child organizations/affiliated clubs can enter players to team nomination procedures			
Min Player Num	It is "0" by default - The total number of players can be allocated to a team nomination submission			
Max Player Num	Value must be between 01 and 15 - The entered value will become the equivalent player slots for entering into a team entry at Add players step by child organization/affiliated For example: 14 is entered> When a child organization login/or being administrated by association, go team->Team nomination and Add team nomination >>Add players>See 14 slots for entering players			
Player Text Field Name	Should be labelled to meaningful titles such as DOB, club ranking/state ranking/national ranking, years of sport playing into all four fields for information collection as these will appear at Add player table by Child organization/affiliated teams Below images show Add player window at child organization after I label "Player Text Field Name" as DOB, Ranking, Years in Soccer, Years in club respectively			
	Player List         Num       Player       Capt Bobby bob       Image: Capt Bobby Bob         1       Ant, Adam ▼ ♥       Image: Capt Bobby Bob       Image: Capt Bobby Bob         2       Coleman, Cam ▼ Image: Capt Bobby Bob       Image: Capt Bobby Bob       Image: Capt Bobby Bob         3       Thompson, Tim ▼ Image: Capt Bobby Bob       Image: Capt Bobby Bob       Image: Capt Bobby Bob         J       Ant, Adam ▼ Image: Capt Bobby Bob       Image: Capt Bobby Bob       Image: Capt Bobby Bob       Image: Capt Bobby Bob         3       Thompson, Tim ▼ Image: Capt Bobby Bob       Image: Capt Bobby Bob       Image: Capt Bobby Bob       Image: Capt Bobby Bob			

Display Text			
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Introduction			
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	/ Design SP HIML	V Preview	Words: 0 Characters

Instructions - Entry Page	
Notes - Entry Page	
Notes - Reports Page	
Nomination Form Display Options	<ul> <li>Team Name</li> <li>Team Coach</li> <li>Team Coach2</li> <li>Team Coach3</li> <li>Team Manager</li> <li>Home Venue</li> <li>Draw Preference</li> <li>Draw Requests</li> <li>Preferred Starttime</li> </ul>

Introduction	Enter brief introduction of the nomination process. For example, nominating the best teams to the national champion league. These lines will appear at the Introduction page when a child organization submits a team. Though it is not a mandatory field, it is highly recommended that this is entered.
Instructions - Entry Page	Discretionary instructions - entry page.
Notes - Entry Page	Discretionary notes - entry page.
Notes - Reports Page	Discretionary notes - reports page.
Nomination Form Display Options	If the following options are checked, they will appear at the team nomination entry by a child organization. These are optional and used to collect additional information about team nomination. • Team Name • Team Coach, Team Coach 2, Team Coach 3 • Team Manager • Home Venue • Draw Preference • Draw Requests • Preferred Starttime

Categories				
Default Category (applies to team lodgement process only)	No Default/Not Applicable 🔻			
	Available Categories	Selected Categories (Count:0)		
		h	*	
		Add ->		
Categories		7 GG 7 G **		Move Up
		<- Remove		Move Down
		< Remove All		
	Ψ	r -	-	

#### Update

Default Category	Select if you want the category to appear in all team lodgment forms for selecting.
Categories	Configure the Selected Categories using the Add->, Add All=>, <- Remove and <=Remove All buttons.
	Use the Move Up and Move Down buttons to sort the Selected Categories list.
	If there are no Available Categories, go to Step 1 above and create new categories.