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# Getting started

This covers a few first configurations a club/association should make before going into managing matches or competitions

## Main Topics

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- [Notification Set up](#)

## PDF Downloads

## Favorites


### A-Z

[honour-board](#)  
[match](#)  
[match-result](#)  
[notification](#)  
[office-bearers](#)  
[organisation-details](#)  
[team](#)  
[user](#)

## Other resources

 [Getting started](#)

## Manage admin users

 **Mode:** Organisation  
**Menu:** Users -> User List

A 'User' mean someone that is able to login to theSportzVault Administration web site for and carry out certain administrative tasks. A user account can have one or more *User Roles* assigned which gives the ability to carry out different tasks, and/or access different parts of the administration site. Any number of user accounts can be created within an organisation. For example, a club may wish to set up a different user to enter results for each of its teams different users to help maintain the website content.

## Create or Edit User

The User Maintenance screen lists all Users currently created within the organisation. To Edit a User click the *Edit* link next to the User's name or To Add a New User click **Add New User**. The *Edit User* screen will appear

General compulsory information - [Login ID](#), [User's Name](#), [email address](#)

<b>Login ID</b> *	<input type="text" value="whatever"/>	Unique ID consisting of at least 4 alphanumeric characters.
<b>User Name</b> *	<input type="text" value="Barack Obama"/>	User's first and last names.
<b>Email</b> *	<input type="text" value="test@gmail.com"/> <input checked="" type="checkbox"/> Send user welcome email	Enter a valid email address. You can enter up to 3 addresses separated with a semi-colon(;). Ensure there are no spaces anywhere in the text field.
<b>Mobile Phone Number</b>	<input type="text"/>	Enter as local phone number, no international codes, spaces or non numeric characters.

<b>Login ID*</b>	<p>Compulsory - This is the ID used to log in to the system (by also providing a password). An ID must be at least 4 characters long, and can only contain alphanumeric characters (i.e. letters and numbers) however it cannot contain <i>only</i> numbers. IDs are unique throughout the system, so you cannot create an ID that is already in use.</p> <p>Examples of valid IDs: mylogin, mylogin1, my1login, 1mylogin Examples of invalid IDs: myl, 1234, 123456</p> <p>Note that when logging in, the ID is not case-sensitive, however the password is case-sensitive.</p>
<b>User Name</b>	Name of user
<b>User Email</b>	<p>Valid email address of the user. You can enter up to 3 addresses separated with a semi-colon ; Ensure there are no spaces entered.</p> <p>For example: <a href="mailto:myaddress@example.com">myaddress@example.com</a>;<a href="mailto:anotheraddress@example.com">anotheraddress@example.com</a></p> <p>When creating a new user, optionally check the <i>Send user welcome email</i> checkbox, which will email a welcome message to the new user containing the ID and password, and in most cases, a PDF Getting started guide.</p>

## Roles of admin users

<b>User Roles</b> *	<input type="checkbox"/> SITE MANAGER <input type="checkbox"/> SMS SENDER <input type="checkbox"/> CONTENT MANAGER <input type="checkbox"/> RESULTS MANAGER <input type="checkbox"/> USER MANAGER <input type="checkbox"/> PERSON MANAGER <input type="checkbox"/> EMAIL SENDER <input type="checkbox"/> FINANCIAL MANAGER
Select at least one user role.	

<b>SITE MANAGER</b>	Higher level website and competition related maintenance which is typically related to 'setup' or 'configuration' tasks
<b>USER MANAGER</b>	<ul style="list-style-type: none"> <li>Access to create and maintain other users. Warning - any user who has this role can effectively then grant themselves any other role.</li> </ul>
<b>CONTENT MANAGER</b>	<ul style="list-style-type: none"> <li>Website content related maintenance (e.g. create and maintain Html content, home page, News, Events, Slideshow Galleries).</li> </ul>
<b>RESULTS MANAGER</b>	<ul style="list-style-type: none"> <li>Competition results related maintenance (e.g. clubs: results and scores update, associations: match confirmation, exception reports etc).</li> </ul>
<b>PERSON MANAGER</b>	<ul style="list-style-type: none"> <li>Creation, editing, deleting of person records - eg Players, Contacts, Umpires and tasks related to person records.</li> </ul>
<b>EMAIL SENDER</b>	<ul style="list-style-type: none"> <li>Sending of email messages (exception: SITE MANAGER can also send Fantasy League messages).</li> </ul>
<b>SMS SENDER</b>	<ul style="list-style-type: none"> <li>Sending of SMS messages</li> <li>Ordering SMS credits</li> </ul>

<b>FINANCIAL MANAGER</b>	<ul style="list-style-type: none"> <li>• Access to tasks relating to financial information - e.g payments/subscriptions made by players or other people in the system.</li> <li>• Additional 'special' roles that are not available in all cases:</li> </ul>
<b>SYSTEM ADMIN</b>	<ul style="list-style-type: none"> <li>• Access to high level system administration.</li> </ul>
<b>ADMINISTER CHILD</b>	<ul style="list-style-type: none"> <li>• A user within a organisation which manages competitions between other 'child' organisations to 'administer' a child organisation without requiring a separate login to that organisation. For example, an association user with the role can 'administer' one of its participating clubs directly (from the dropdown list on the administration home page). See below for more information about administering child organisations.</li> </ul>



1. Each role is independent of each other - a "super user" (ie a user able to do anything) should be a member of **all** the above roles. It is highly recommended that each organisation has at least two such users, so that if one user locks themselves out, the other can reset the account.
2. If a user attempts to access a screen without being a member of the appropriate Role, they will be redirected to a 'No Access' screen.
3. Setting a user to be the 'Principal User' automatically assigns all user roles to the user.

## Grade Access for Admin Users

By default, a user has access to all grades that are relevant to their organisation. This can be restricted as follows:

1. Click the *Select Grades* radio button
2. Select one or more grades from the *Available Grades* list box
3. Click the *Add* button

A user which has restricted grades assigned will only see their 'allowed' grades in any grade dropdown list (e.g. within the selector bar on most pages - in which case an asterisk \* will appear next to the grade dropdown list to indicate this) , and otherwise will not have access to any restricted grades.

If new grades are added to the organisation (e.g. in a new season), any users that have the *Select Grades* radio button selected will not automatically have access to the new grade, and each affected user account will need to be edited to add the grade (if applicable). Users that have the *No restriction* radio button selected automatically have access to all grades, including new ones that are added from time to time.

### Example usage

- A club restricting a user to a single grade so that he/she can only enter results for that grade (e.g. 'team managers')
- An association restricting a user to a single grade so that he/she can only review/lock results for that grade

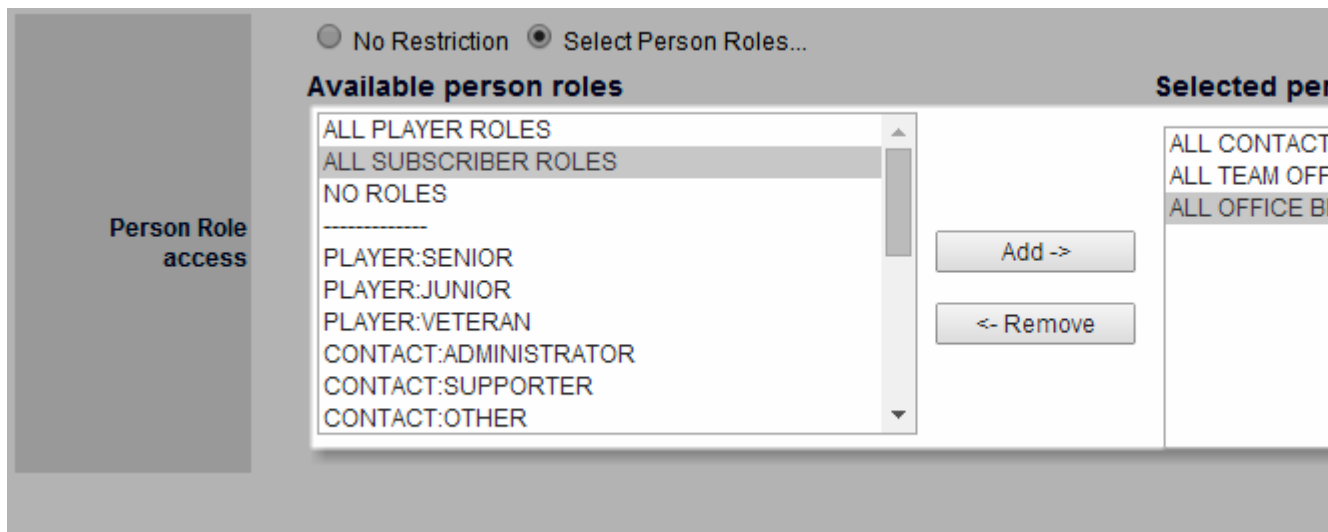
## Person Role Access

By default, a user has access to all person records within their organisation irrespective of the Person Roles (eg PLAYER, CONTACT) the person record has. This can be restricted as follows:

1. Click the *Select Person Roles* radio button
2. Select one or more Person Roles from the *Available Person Roles* box

Note: it is possible to select ALL roles of a particular type, or specific sub-roles. For example, ALL PLAYER ROLES will allow sub roles such as PLAYER:SENIOR, PLAYER:JUNIOR. If both ALL PLAYER ROLES and (e.g.) PLAYER:SENIOR was selected, then ALL PLAYER ROLES would take precedence. NO ROLES should be selected where the user requires access to records with NO ROLES (eg past players).

3. Click the *Add* button



A user which has restricted Person Roles assigned will not be able to access any person record for editing or viewing which does not hold at least one of their allowed roles. These records would also have personal information obscured in any person list for that user.

Examples:

User's 'allowed' Person Roles	Person has these roles	Does user have access to the person record?
ALL PLAYER ROLES	PLAYER:SENIOR, COACH:SENIOR	YES
PLAYER:SENIOR	PLAYER:SENIOR, COACH:SENIOR	YES
PLAYER:JUNIOR	PLAYER:SENIOR, COACH:SENIOR	NO
ALL PLAYER ROLES	(No roles)	NO
ALL PLAYER ROLES,NO ROLES	(No roles)	YES

\*Note: Grade and Person Role access works on top of User Roles. A user will still require the applicable user role (e.g. RESULTS MANAGER or PERSON MANAGER) in order to access various administration pages.

## More information about administering child organisations


When a user administers a child organisation the following happens:

- User roles EMAIL\_SENDER, SMS\_SENDER, FINANCIAL\_MANAGER, CONTENT\_MANAGER are removed. For example, the user will not be able to send email while administering the child organisation.
- Any grade restrictions are carried across.
- Grades are further restricted to the grades managed by the user's organisation. For example, CLUB C belongs to ASSOCIATION A which has grades G1 and G2 and ASSOCIATION B which has grades G3 and G4. Club A participates in grades G1, G2, G3 and G4. A user from ASSOCIATION A administering CLUB C will only have access to grades G1 and G2.
- A user with 'unrestricted' Person Role access can only access PLAYER type roles in the child organisation.
- A user with restrictions on Person Role access can only access the PLAYER type roles in the child organisation that are in their 'allowed' list (and no other types of roles).




When the user returns to their own organisation, all their normal access is restored. The above restrictions do not apply for any user that has the special SYSTEM ADMIN User role.

## More actions toward admin users

Show deleted users

Login ID	User Name	Email	Last Logon	Status	Edit
123456c	Greg Denny	greg.denny@rugby.com.au			Edit
1954mh	mattholding	wbamatt@hotmail.com.test			Edit
aru_club	UAT Club	test@test.com	20 Aug 14 1:28PM		Edit
aru_uat_club	ARU UAT	test@test.com	26 May 14 8:35AM		Edit
whatever	Barack Obama	test@gmail.com			Edit

Notes:

Locked users	red	
Deleted users	orange	
Principal user	bold	

<b>Delete User</b>	<p>Select the <i>Delete User</i> action and click <i>Go</i> Click OK to the confirmation message box to delete the user.</p> <ul style="list-style-type: none"> <li>You cannot delete yourself or the Principal User.</li> <li>If the account has been logged in to, it may not be possible to completely remove the account. In this case it is marked as deleted. These sort of deleted accounts can be displayed in the User List by checking the <i>Show Deleted accounts</i> check box.</li> </ul>
<b>Restore User</b>	<p>Note: Display deleted user accounts in the User List by checking the <i>Show Deleted users</i> checkbox.</p> <ul style="list-style-type: none"> <li>Select the <i>UnDelete User</i> action and click <i>Go Accounts that were completely removed when initially deleted (see above) cannot be restored.</i></li> </ul>
<b>Resend welcome email</b>	<p>When a user account is created, an email is sent containing the user's login details, information about how to log in, and in most cases a PDF 'Getting started guide'. This email can be resent to the user at any time.</p> <ul style="list-style-type: none"> <li>Select the <i>Resend welcome email</i> action and click <i>Go</i></li> </ul>
<b>Lock/unlock User</b>	<p>A User who has more than successive login failures will be automatically locked, and cannot log in to the system. This is to prevent hacking attempts.</p> <p>Any account can be manually locked also. This may be useful for temporarily disabling a login, without deleting the account.</p> <p>To lock an account:</p> <ul style="list-style-type: none"> <li>Select the <i>Lock account</i> action and click <i>Go</i></li> <li>Click OK to the confirmation message box to lock the account. The user will not be able to login to the system.</li> </ul> <p>To unlock a locked user:</p> <ul style="list-style-type: none"> <li>Select the <i>UnLock account</i> action and click <i>Go</i></li> <li>This will unlock the account, but leave the user's password unchanged. It will then send an email notification to the user with a password reminder.</li> </ul>
<b>Reset a Password</b>	<p>You can reset a User's password (i.e. change it to a random password) regardless of whether the user is locked (although you would normally only do this on a locked account).</p> <ul style="list-style-type: none"> <li>Select the <i>Reset Password</i> action and click <i>Go</i></li> <li>Click OK to the confirmation message box to reset the password. The password will be set to a random password which will be emailed to the user. The user will need to change that password the next time they login.</li> </ul>
<b>Change the Principal user</b>	<ul style="list-style-type: none"> <li>Select the <i>Set as Principal user</i> action and click <i>Go</i></li> </ul>
<b>View Login History</b>	Show list of latest login attempts - success/failure, time stamps and IP address
<b>View Action history</b>	Show list of latest action attempts/pages views

# Manage user details and password

## Overview

Every user can change the following details:

- Login ID - this is the ID used to log in to the system
- Name - i.e. your first name / last name. This is used for identification purposes.
- Email address. It is important that this is kept up to date, as it is used to send you important information about your account (such as password reminders if you forget your password)
- Password - unique code to Login to your organisation administration (subject to access levels and User Roles)

## Changing your user details



**Mode:** Organisation

**Menu:** Users -> My Account -> User Details

1. Edit any or all of the above fields. Note that if changing your Login ID, The new Login ID must be at least 4 characters long, and can only contain alphanumerics. If the ID already exists in our system you will be asked to choose another ID. In most cases you can just add a numeral to the end of the ID you want - e.g. if you can't have *frednerk*, try *frednerk1*. Also, if you change your ID, you must use the new ID next time you login.
2. Click the *Update button to update your information*

Note that the organisation you are authorised for is displayed as well as the Roles for which you are authorised (see the help topic [User List Maintenance](#) for further information about user roles).

## Changing your password

It is good practice to regularly change your password.

Passwords are **not** case sensitive, they must consist of only alphanumeric characters, and be at least 4 characters in length. (For example mypassword, pwd1, 456728 are legal passwords but p, e#\$ T, pwd are not).



**Mode:** Organisation

**Menu:** Users -> My Account -> Change Password

1. Enter your current password
2. Enter your new password (see above for password rules)
3. Enter your new password again
4. Click the *Update button to change your password*

If your passwords are correct and legal your password will be changed. You must use the new password the next time you login.

## Secure password

Follow the guidelines to create a unique password for your Login. For security reasons it is advised that you do not share your password with anyone. Authorised administrators can create accounts for additional users so it shouldn't be necessary for anyone else to require your Login details.

Certain organisations can also set more stringent password rules, in which case these will be displayed on the `_Change Password_` screen.

### Basic Requirements:

- Must be at least `*6*` `*alphanumeric*` characters (letters and/or numbers) - can be `*more*` than 6
- Cannot contain other symbols (eg. `#_*.?/+`)
- Passwords are case sensitive (AaBb)

### Recommendations (not required but will strengthen password security):

- Something easy for YOU to remember, but not for others to guess

- Don't include any part of your name or Login ID
  - Use more than the required 6 alphanumeric characters
  - Contain a mixture of UPPERCASE and lowercase letters, and numbers
  - Not an easy password to guess, such as your home town, date of birth
  - Not be consecutive numbers or letters, or adjacent letters on a keyboard
- Don't solely use a word found in the dictionary (if it is a dictionary word, include numbers and UPPER/lower case)

## Case sensitivity

Login IDs are not case sensitive, however passwords are case sensitive. If a password is not being accepted, check the Caps Lock on your keyboard.

\* Eg. Login ID \*smith01\* can be entered as \*SMITH01\* or \*Smith01\* or \*sMiTh01\*

\* Eg. Password \*5vBg64rT\* can only be written as that, not as \*5VBG64RT\* or \*5vbg64rt\*

## Account lock out

For security reasons your account will be locked after 25 successive unsuccessful login attempts. Before this happens you should use the [Forgot password](#) from the login page to generate a password reminder email. If your account is locked, contact another person at your organisation who is able to login - preferably the 'Principal User' for the system or someone who is authorised to manage user access. The Principal User will be able to unlock the account - other authorised users may also be able to do this with the right access. If you cannot contact someone from your organisation, please {sportconfig:item=support\_link}.

## Account validation

If you have not logged in for a period of 3 months, your account will need to be re-validated. After login, you will be presented with a link which when clicked will send an email to the email address registered for your account. A link can then be clicked within the email you receive to re-validate the account. Accounts which have not been accessed or re-validated for 12 months may then be deleted.

## Time outs within the administration sites

In most cases, if you don't hit an administration page within 300 minutes, your session will time out and you will need to login again. Some pages have longer timeout settings. Your session will automatically be logged out if you close your browser.

# Edit Organisation Details

 **Mode:** Organisation

**Menu:** Organisation > Organisation Details

The *Edit Club/Association Details* screen allows you to change the basic information associated with your club/association, as well as contact information. This information is displayed on the About page which is accessed from the Menu on the public SportzVault site, or by clicking the logo in the top right hand side of the screen.

**Most information on this screen is optional, be aware that any personal details you add to this screen will be publicly available.**

## Data which can be entered:

<b>Full Name</b>	Enter the full name of the club/association - e.g. <i>Melbourne</i> or Victorian Premier League. Note that for clubs, this name will appear in many places on the site, including matches and ladders. 'Cricket Club' should not normally be appended to this name.*
<b>Abbreviation</b>	Enter the abbreviated name - usually the initials e.g. <i>MCC</i> or <i>VPL</i> *
<b>Website</b>	Enter your website URL
<b>Description</b>	Optionally enter a description of your club/association - anything relevant!

\* If you are not able to edit the Name and Abbreviation, please contact support and we can make the change within the system.

## Contact Details

<b>Name</b>	Enter the name of the principal contact for your club/association
<b>Address</b>	Enter the address of the principal contact for your club/association (e.g. postal address)
<b>City/town/suburb</b>	Enter the City/town/suburb of the principal contact for your club/association



<b>Postcode</b>	Enter the postcode of the principal contact for your club/association
<b>State, Country</b>	This information is populated based on you club/association location, and cannot be changed.
<b>Contact Email</b>	Enter the contact email address for your club/association. This address is 'munged' on the public site to protect against spammers being able to easily obtain the address.
<b>Contact Phone</b>	Enter the contact phone number for your club/association.
<b>Contact Fax</b>	Enter the contact fax number for your club/association.

### Main Ground/Club Rooms/Head Office Details (if applicable)

<b>Address</b>	In the case of a club, this will usually be the address of the main ground/club rooms. For associations/other bodies it may be a head office address, or not applicable.
<b>City/town/suburb</b>	City/town/suburb of the address entered above. This information may be used to geographically locate your club for prospective players, so please fill in.
<b>Postcode</b>	Postcode of the address entered above. This information may be used to geographically locate your club for prospective players, so please fill in.
<b>State, Country</b>	This information is populated based on you club/association location, and cannot be changed.
<b>Ground Map Reference</b>	If relevant, you may add a map reference here
<b>Ground Phone</b>	Phone number for the ground, if applicable.

### Uploading logo

Organisations may have their logo uploaded to appear on websites, fixtures and ladders.

- Only certain types of files can be uploaded (gif,jpg,png)
- Maximum filesize of uploaded file is 0.03 MB
- The logo will be automatically be resized if it can proportionally fit within a size of 75 to 100 pixels.
- Click the *Choose File* button to select the new logo.
- Then click the *Upload and Preview* button.
- You will then be prompted to confirm this upload (by clicking the *Update Logo* button which will then be visible), this action will replace any existing logo with the new file.

\* If you are not able to update logo, please contact [SUPPORT TEAM](#) and we can make the change within the system.

## Edit Office Bearers

 <b>Mode:</b> Organisation
<b>Menu:</b> Organisation >> Office Bearers

Office bearers (eg executive, captains etc) can be recorded for each season by selecting the appropriate season from the selector bar.

## Clubs

Clubs can select Office bearers from their list of active, inactive players or contacts. The public Office bearers page is available via the Club menu on the public site ResultsVault site (and via their SportzVault website if applicable). Players also get a summary of times they have held an office won on their Player Career Report - available via the Statistics menu on the public site.

## Associations

Associations can select Office bearers from their list of umpires or contacts. The public Office bearers page is available via the Association menu on the public ResultsVault site (and via their SportzVault website if applicable).

### Hierarchical view

Items can be created in a manner such that items can be optionally be nested under headings to any level. When editing, items are represented as a tree structure, which can be expanded, collapsed as necessary. Also, items can be moved around at will by simply dragging and dropping (see below).

**Terminology:** An item that has child items nested beneath it is termed a 'Heading item', and an item with no child items is termed a 'Person item'. On the public site, headings are given a different background colour, and items under each heading level are indented accordingly.\*Examples:\*1. Flat structure (no headings used - all items are 'person items')

- 1sts batting Joe Blogs 23.4 average
- 1sts bowling John Smith Blogs 12.7 average
- 2nds batting Jim Blogs 28.9 average
- 2nds bowling Jeff Smith 13.4 average
- 1sts awards
  - Batting Joe Blogs 23.4 average
  - Bowling John Smith Blogs 12.7 average
- 2nds awards
  - Batting Jim Blogs 28.9 average
  - Bowling Jeff Smith 13.4 average.

Any number of heading levels can be used - eg heading items can contain other heading items.

## About the tree control

- All editing is done via the tree control which gives a visual display of the headings and nesting levels.
- All items are arranged under the top level item: Office Bearers. Items may be further arranged under 'heading items' (see above) to any nested level.
- 'Heading' items (regardless of the level at which they sit) are indicated by a closed folder icon when closed: or an expanded folder icon when open:
- Heading items can only have a title assigned - they cannot also hold information relating to an honour or office bearer
- 'Person' items are indicated by a person icon: unless they are being edited, in which case an edit icon will display:
- Person items can hold information relating to an honour or office bearer
- An item is automatically converted between being a 'Heading' item or a 'Person' item - any item that has child items becomes a Heading item, an item with no child items is a Person item.

## Creating new items

- Click the *New Item* image next to the item where the new item will appear under (ie this will be a 'child' item). For example, to create an item at the top level, click the image next to the *Office Bearers* item
- Enter a title for the item (the default is *New item*)
- Office Bearers only:
  - Select the person for this item (ie the honour recipient). Associations can choose from umpires or contacts, clubs can choose from players or contacts.
  - Indicate whether to display the person's email address and/or contact numbers on the public site by changing the relevant options
- Honour Board only:
  - Clubs can select the person for this item (ie the office bearer) by choosing from players or contacts. Associations must enter the name in free text.
  - Optionally enter further details about the honour as free text - eg the number of votes obtained etc
- Click the *OK* link to update this information - Note: no information is committed until the *Apply Changes* button is clicked
- The item will display in the relevant location in the tree
- To cancel changes click the *Cancel* link instead of the *OK* link

## Editing existing items

- Locate the item to edit within the tree, and click the item name link.
- The item opens for editing
- Follow the instructions above in *Creating new items* to update the item

## Deleting existing items

- Locate the item to edit within the tree, and click the item name link.
- The item opens for editing
- Click the *Delete* link

Click *OK* at the confirmation dialog box - Note: no information is committed until the *Apply Changes* button is clicked

## Moving items

Both Heading items (including all of its child items) and Person items can be moved to anywhere else within the tree structure by dragging and dropping with the mouse.

- To move an item as a child of another item: Drag the source item image\* onto the target item image\*.
- To move an item after another item (at the same level): Hold down the Control key and Drag the source item image\* onto the target item image\*.
- To move an item before another item (at the same level): Hold down the Shift key and Drag the source item image\* onto the target item image\*.



No information is committed until the *Apply Changes* button is clicked  
The image will be either a folder (for Heading items) or a person (for Person items)

## Applying your changes

You can make any number of changes, however **no changes will be applied to the public web site until you click the *Apply Changes* button.**

To abandon all changes click the *Abandon changes* button. You will lose all changes made in the current session.

Changes must be applied before exiting the page, or before using the selector bar to select a different season, otherwise all changes will be lost. This includes changes due to copying titles from a different season, or clearing data from the current season.

## Copying titles from a different season

Titles from a previous season can be copied to save re-entry each season.

- Ensure the 'target' season is selected in the selector bar at the top of the screen.
- Select the 'source' season in the *Select season to copy from:* dropdown near the bottom of the screen.
- Click the *Copy Titles* button to the right of this dropdown to copy titles.
- Click OK at the confirmation dialog box
- Any information previously entered for the 'target' season will be replaced
- Edit each item as necessary to enter required information
- Note: no information is committed until the *Apply Changes* button is clicked
- To Undo a copy, click the *Abandon changes* button

## Clear data for the season

To completely remove all data for the current season:

- Click the *Clear Data* button
- Click OK at the confirmation dialog box
- All data is cleared for the current season
- Note: no information is deleted until the *Apply Changes* button is clicked
- You may continue editing as normal, and click the *Apply Changes* button once all changes are made
- To Undo a clear, click the *Abandon changes* button |

## Edit Honour Board



**Mode:** Organisation

**Menu:** Organisation >> Honour Board

## About the honour board

The honour board allows the recording of end of season honours and awards by a club or association. Awards can be recorded for each season by selecting the appropriate season from the selector bar.

### Clubs

Clubs can select award recipients from their list of active, inactive players or contacts. The public honour board is available via the Club menu on the public ResultsVault site (and via their SportzVault website if applicable). Players get a summary of club awards won on their Player Career Report - available via the Statistics menu on the public site.

### Associations

Associations can enter award recipients in free text. The public honour board is available via the Association menu on the public ResultsVault site (and via their SportzVault website if applicable).

Extra details relevant to the award/honour can be entered in free text for both clubs and associations (eg the number of votes obtained for an award where votes are awarded).

## Hierarchical view

Items can be created in a manner such that items can be optionally be nested under headings to any level. When editing, items are

represented as a tree structure, which can be expanded, collapsed as necessary. Also, items can be moved around at will by simply dragging and dropping (see below).

**Terminology:** An item that has child items nested beneath it is termed a 'Heading item', and an item with no child items is termed a 'Person item'. On the public site, headings are given a different background colour, and items under each heading level are indented accordingly.

**Examples:**

1. Flat structure (no headings used - all items are 'person items')





- 1sts batting Joe Blogs 23.4 average
- 1sts bowling John Smith Blogs 12.7 average
- 2nds batting Jim Blogs 28.9 average
- 2nds bowling Jeff Smith 13.4 average

2. Headings used (items such as '1sts awards' are 'Heading items', items such as 'Batting' are 'person items')


- 1sts awards
  - Batting Joe Blogs 23.4 average
  - Bowling John Smith Blogs 12.7 average
- 2nds awards
  - Batting Jim Blogs 28.9 average
  - Bowling Jeff Smith 13.4 average

Any number of heading levels can be used - eg heading items can contain other heading items.

## About the tree control

- All editing is done via the tree control which gives a visual display of the headings and nesting levels.
- All items are arranged under the top level item: Honour Board. Items may be further arranged under 'heading items' (see above) to any nested level.
- 'Heading' items (regardless of the level at which they sit) are indicated by a closed folder icon when closed:  or an expanded folder icon when open: 
- Heading items can only have a title assigned - they cannot also hold information relating to an honour or office bearer
- 'Person' items are indicated by a person icon:  unless they are being edited, in which case an edit icon will display: 
- Person items can hold information relating to an honour or office bearer
- An item is automatically converted between being a 'Heading' item or a 'Person' item - any item that has child items becomes a Heading item, an item with no child items is a Person item.

## Creating new items

- Click the *New Item* image  next to the item where the new item will appear under (ie this will be a 'child' item). For example, to create an item at the top level, click the image next to the Honour Board item
- Enter a title for the item (the default is New item)
- Office Bearers only:
  - Select the person for this item (ie the honour recipient). Associations can choose from umpires or contacts, clubs can choose from players or contacts.
  - Indicate whether to display the person's email address and/or contact numbers on the public site by changing the relevant options
- Honour Board only:
  - Clubs can select the person for this item (ie the office bearer) by choosing from players or contacts. Associations must enter the name in free text.
  - Optionally enter further details about the honour as free text - eg the number of votes obtained etc
- Click the OK link to update this information - Note: no information is committed until the Apply Changes button is clicked
- The item will display in the relevant location in the tree
- To cancel changes click the Cancel link instead of the OK link

## Editing existing items

- Locate the item to edit within the tree, and click the item name link.
- The item opens for editing
- Follow the instructions above in *Creating new items* to update the item

## Deleting existing items

- Locate the item to edit within the tree, and click the item name link.
- The item opens for editing
- Click the *Delete* link
- Click OK at the confirmation dialog box - Note: no information is committed until the Apply Changes button is clicked

## Moving items

Both *Heading items* (including all of its child items) and *Person items* can be moved to anywhere else within the tree structure by dragging and dropping with the mouse.

- To move an item as a child of another item: Drag the source item image\* onto the target item image\*.
- To move an item after another item (at the same level): Hold down the Control key and Drag the source item image\* onto the target item image\*.
- To move an item before another item (at the same level): Hold down the Shift key and Drag the source item image\* onto the target item image\*.
- Note: no information is committed until the *Apply Changes* button is clicked

\* The image will be either a folder (for *Heading items*) or a person (for *Person items*)

## Applying your changes

You can make any number of changes, **however no changes will be applied to the public web site until you click the *Apply Changes* button** .

To abandon all changes click the *Abandon changes* button. You will lose all changes made in the current session.

Changes must be applied before exiting the page, or before using the selector bar to select a different season, otherwise all changes will be lost. This includes changes due to copying titles from a different season, or clearing data from the current season.

## Copying titles from a different season

Titles from a previous season can be copied to save re-entry each season.

- Ensure the 'target' season is selected in the selector bar at the top of the screen.
- Select the 'source' season in the *Select season to copy from:* dropdown near the bottom of the screen. Click the Copy Titles button to the right of this dropdown to copy titles.
- Click OK at the confirmation dialog box
- Any information previously entered for the 'target' season will be replaced
- Edit each item as necessary to enter required information
- Note: no information is committed until the *Apply Changes* button is clicked
- To Undo a copy, click the *Abandon changes* button

## Clear data for the season

To completely remove all data for the current season:

- Click the *Clear Data* button
- Click OK at the confirmation dialog box
- All data is cleared for the current season
- Note: no information is deleted until the *Apply Changes* button is clicked
- You may continue editing as normal, and click the *Apply Changes* button once all changes are made
- To Undo a clear, click the *Abandon changes* button

## Notification Set up

### Manage system mails among admin users



**Mode:** Organisation

**Menu:** Notification Subscribers List

Name	Description		Subscribers	
Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	Add	UAT Club Remove	Greg Denny Remove
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	Add	No records found	
Online registration received	An online registration has been received by your organisation	Add	No records found	

This allows super administrators to assign a certain system mails to be received by a few people. For example, a user can subscribe to the 'Match disputed' notification and select one or more grades of interest. When a match is disputed that involved the club or association within the selected grades, a notification email is sent.

This gives clubs and associations a flexible way of determining who is notified in certain situations. Over time, the list of notifications will be expanded to replace many situations where the 'principle user' is notified by default.

- A notification with a red background mean that this Notification is required and no users are currently subscribed with enabled\* subscriptions. At least one user *should* be subscribed, and it is advised to rectify this, as important information may not be reaching the club/association.
- Subscribers in red have currently disabled the subscription and will not be notified.

\*For example, a red background will display if there are no subscribers, or if all the subscribers have disabled the subscriptions.

## Manage system mails per log in

 **Mode:** Organisation

**Menu:** Users >> My Account >> Notifications

### Current Notification Subscriptions for UAT Club

Name	Description	Grades	Action	
Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	ALL	EMAIL NOTIFICATION	Edit

### Notifications that can be subscribed to

Name	Description	
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	Subscribe
Online registration received	An online registration has been received by your organisation	Subscribe

## Subscribing to a notification

To subscribe to a notification, click the *Subscribe* link of the notification. This opens the Notifications Edit screen. See 'Editing a notification' below.

## Removing a notification

To remove a notification, click the *Remove* link of the notification. After removing a notification you will no longer receive emails, although some notifications always notify certain users (eg Match dispute always notifies the user that entered the match result, and the user that disputed the result).

## Editing a notification

To edit a notification, click the *Edit* link of the notification. This opens the Notifications Edit screen.

For the Action choose either *Email Notification* to receive emails, or Disabled to disable the notification and prevent emails from being sent.

If applicable, the *Applies to Grades* section will display. Select All grades or Select Grades then add the grades of interest to the Chosen Grades list by using the Add button. The grades you select determine if a particular notification will be sent. For example, assume a club has three teams/grades, A, B and C. If you are subscribed to the Match dispute notification, and a dispute occurs for a match in A grade, you will only be notified if you have selected All grades or Select Grades and you have A grade in the Chosen grades list.

## Maintain Contact Lists for Parent organisations

**Mode:** Organisation  
**Menu:** Organisation -> Contacts for Parent Organisations


This allows a club to designate one or more players or contacts to receive communications from each parent organisation you are affiliated with. It also provides an option to list people within the PDF handbook. Separate lists can be maintained in the case where a club belongs to more than one parent organisation. Parent organisations can then send bulk emails or SMS to all people designated on these lists.

To view the current list of contacts available to a parent organisation,

1. From the drop down list, choose the relevant parent organisation
2. If any previous people have been designated, they will display in the table below, together with email and mobile phone information

This screen allows organisations to designate participants that will receive communications from each of their parent or optionally be included in the contacts page of the PDF Handbook.

Selected Parent Organisation:  
 New South Wales Rugby Union ▼

 Add a new designated contact

The following participants are the designated contacts for: New South Wales Rugby Union

Name	Email	Mobile phone	Options
Jack Jones	email1679450@email.com	0410000000	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input type="checkbox"/> List in PDF handbook
			<input type="checkbox"/> Remove

**Update all changes**

Note: No changes (including additions) are saved until the *Update all changes* button is clicked.

People listed above should have either an email address, or mobile phone number entered.

### Add a Designated Contact

1. Click *Add a new designated contact*
2. Choose whether or not to include participants that currently do not have a role in the system
3. Choose a participant from the drop down
4. Click *Add* to add the person to the list (or *Cancel* to cancel the addition)
5. The list should update to include the new addition. If the person does not have either an email address or a mobile phone number entered in ResultsVault, the record will be shown with a light red background (meaning there is no way to contact that person). Once either piece of information is added to the player/contact, the red background will no longer display.
6. Update the *Options* column - see below.
7. Click the *Update all changes* button when all changes have been made. Note - no changes are saved until this button is clicked.

### Modify contacts for a parent organisation

1. From the parent organisation drop down list, choose the relevant parent organisation
2. If any previous people have been designated, they will display in the table below, together with email and mobile phone information
3. Update the *Options* - see below
4. Click the *Update* button when all changes have been made. Note - no changes are saved until this button is clicked.
5. Note: To change mobile/email information, edit the player record by clicking the player name. Modify and save the information on the player edit screen, when you return, the information will be updated.

## Remove contacts for a parent organisation

1. From the parent organisation drop down list, choose the relevant parent organisation
2. If any previous people have been designated, they will display in the table below, together with email and mobile phone information
3. Check the *Remove* checkbox of the person(s) you wish to remove.
4. Click the *Update* button when all changes have been made. Note - no changes are saved until this button is clicked. Persons who were checked for removal should no longer appear on the list. This will not affect the actual player/contact record, and will not affect the case where the person is listed as a contact for a different parent organisation.

## Options

- Receive Email: Any persons listed will appear on the 'Email Clubs' page for that parent organisation (provided they have an email address listed)
- Receive SMS: Any persons listed will appear on the 'SMS Clubs' page for that parent organisation (provided they have a mobile phone listed)
- List in PDF Handbook: An association can generate a PDF handbook from ResultsVault that optionally lists all clubs within the association. Persons indicated here will be listed as contacts for their club, including contact details (phone numbers, email addresses) as specified by the association
- Title: If the *List in PDF Handbook* option is checked, a Title can optionally be entered (such as Delegate or Secretary). This title will also be listed in the handbook for that person.

Repeat the above processes for all extra player/contacts, and for all parent organisations the club belongs to.