Old Tonbridgian Golfing Society Website
Fixture Organisers' Documentation

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FIXTURES

Fixture organisers need to be logged in to perform the various tasks involved in managing their event.

To access the event you are to manage, select *Fixtures* from the main navigation bar and scroll through the list of fixtures. The fixtures that you manage will say that your involvement is *Managing* and the last column will have a link called *Manage* instead of *Details*.

When managing your event, you will need to click on the corresponding *Manage* link. This will take you to a screen similar to *Details*, but on this page you will have some extra options to manage the fixture:

- It is possible to hide player names from the public.
- You can confirm the participation of players who have applied, and add players who have not applied.
- You can remove players from either list.
- You can mark players as having paid their fee.
- You can send an e-mail to individual players, or an e-mail out to all players on the confirmed and reserve lists.
- You can cancel the fixture.
- You can submit the result and your fixture report directly onto the site.

Fixture organisers are not automatically marked as playing. You will need to add your own name to the list if you intend to play.

Confirming a player who has applied to play

You can confirm that someone will be playing by moving them from the reserve player list to the confirmed player list.

1. Scroll to the section headed *Players applied*.
2. Find the name of the player who you wish to make a member of the confirmed player list.
3. Click on the link that says *Confirm*.
4. You will be asked if you are sure.
5. Click on the link that says *Yes, confirm the player*.

The player will be confirmed, and the system will automatically send him an e-mail letting him know.

Adding a player who has not applied

If you know that a player who has not applied through the web interface wishes to play in the fixture, you can add them to either the confirmed or the reserve player list, without the need for him to apply via the site.

1. Scroll to the section headed *Manage the fixture*.
2. Click on the link that says *Add a player who has not applied*.
3. You will be given a search form to find the player you wish to add. Type in their first name and/or last name, and click *Search*.
4. The system will search for all players who look like a match for your search. They will be split into two sections:
   - **Exact matches** are those people who exactly match what you typed in.
   - **Partial matches** are those people who have your search as part of their name

   Partial matches are useful if case you aren't entirely sure how to spell their full name - just type in part of the name and look through the results. For example, typing *Mont* into the surname field will list *Tony Monteuuis* under the partial matches.
5. Find the user who matches:
   - If there are several possible options, you can click on *View user details* to see their full profile. After viewing the profile, click your Back button in your browser to return to the search.
   - If the person you are looking for is not listed, you can change your search parameters and try again.
6. Add the user to the list of players:
   - **To add to the confirmed player list**, click on the link next to their name that says *Add to confirmed*.
   - **To add to the reserve player list**, click on the link next to their name that says *Add to reserve*.
7. You will be asked if you are sure.
8. Click on *Add him to the list*.

The player will then be added to the list, and will be sent an e-mail letting them know.

Hiding player names

It is possible for an event organiser to hide the names of those playing in his team. This may be necessary for reasons of secrecy or diplomacy. When hidden, the only people who will be able to see the players are you and the fixture administrators - those browsing the site will just see the message *Names have not been made public*. It is obviously preferable that player names can be seen, but the facility exists for the match manager to hide them.

When you come to manage a fixture for the first time, you may find that it has been created with player names already hidden.

To hide player names:

1. Scroll to the bottom of the section headed *Players*. You will see a green box saying *The names of players are currently visible*.
2. Click on the link to hide player names.
3. You will be asked if you are sure.
4. Click on the link that says *Yes, hide the player details*.
   You will see a message saying that the player details have been hidden.

To reveal player names:

1. Scroll to the bottom of the section headed *Fixture*. You will see a green box saying *The names of*

players are currently hidden from everyone other than you.
2. Click on the link to reveal player names to the public.
3. You will be asked if you are sure.
4. Click on the link that says *Yes, show the player details*.
   You will see a message saying that the player details have been revealed.

Marking a player as having paid

If a confirmed player has paid you the fixture fee, you can mark them as having paid.

1. Scroll to the section headed *Confirmed players*.
2. Find where it says that the player has *Not paid* and click on the link that says *(Change)*.
3. You will be asked if you are sure.
4. Click on the link that says *Mark player as paid*.

You will see a message saying that the player has been marked as having paid. They will also be sent an e-mail.

If you wish to un-mark someone as having paid, you can do so by repeating this process - but this time click on *(Change)* under the text *Paid*.

Removing a player from the confirmed or reserve lists

1. Find the name of the player who you wish to remove, and click on the link that says *Remove*.
2. You will be asked if you are sure.
3. Click on the link that says *Yes, remove the player*.

The player will be removed, and they will also receive an e-mail letting them know.

Editing the fixture details

You may need to change some details about the fixture, such as the date, time, venue, or add to the description.

1. Scroll to the section headed *Manage the fixture*.
2. Click on the link that says *Edit the fixture details*.
1. You will be presented with a form that lists all of the information about the fixture.
2. Make the changes that you wish to.
   - If this fixture is a meeting rather than a match, make sure that the name of the fixture contains the word *Meeting*, and the website will treat it differently to a regular match. The word *meeting* can appear anywhere in the name, in either upper or lower case.
3. Click on the *Save fixture* button at the bottom of the page.
4. You will be told that your changes have been made, and asked if you would like to notify the players on the confirmed and reserve lists.
   - If you do wish to notify the players on confirmed and reserve lists, please ensure that those on the reserve list are not misled into thinking they are now playing.
5. Optional: you can send e-mail notification to the players. If you would like to, you can modify the message that will be sent.
   - If you do not want to send an e-mail, that is fine - at this stage your changes have been saved. Just click one of the links at the very bottom of the page.

If you choose to send an e-mail, you will see a message letting you know it has been sent.

E-mailing players

You can send an e-mail to individual players on the confirmed and reserve player lists, or a mass mail to both lists.

To send an e-mail to an individual:

1. Find the player who you wish to send an e-mail to.
2. Click on the *Contact* link next to their name.
3. You will be taken to an e-mail form. The subject will be automatically filled out with a summary of the fixture details.
4. Write your message, and change the subject if you wish.
5. Click on the button that says *Send message*.

To send an e-mail to everyone on both the confirmed and reserve player lists for this fixture:

1. Scroll to the section headed *Manage the fixture*.
2. Click on the link that says *E-mail all players and reserve players in this fixture*.
3. You will be taken to an e-mail form.
4. Enter a subject and your message. Note that the fixture details will be automatically appended to the bottom of your message.
5. Click on the button that says *Send notification*.

Cancelling the fixture

1. Scroll to the section headed *Manage the fixture*.
2. Click on the link that says *Cancel the fixture*.
3. You will be asked if you are sure.
4. Click on *Yes, cancel the fixture*.
5. You will be told that the fixture has been cancelled, and asked if you would like to notify the players on the confirmed and reserve lists.
6. Optional: you can send e-mail notification to the players. If you would like to, you can modify the message that will be sent.
   - If you do not want to send an e-mail, that is fine - the fixture has already been cancelled. Just click one of the links at the very bottom of the page.

When a fixture has been cancelled, the list of fixture summaries will reflect this change, and a red box will appear on the *Details* page saying that it has been cancelled. It will also show in the results section as *Cancelled*.

If you wish to reinstate a fixture, you can do so by repeating this process - but this time click on *Reinstate the fixture* instead.

RESULTS

When logged in, fixture organisers and fixture administrators can add or edit the result and report.

Adding a result and report

Each event is automatically moved from the *Fixtures* section into the *Results* section at midnight at the end of the last day of play. If you wish to add a result to a fixture before it has been moved (i.e. in the evening of the last day), you can do so - see "**Moving a fixture from fixtures to results**" below.

Once your event has been moved to the *Results* section, you should submit your report as follows:

1. Select *Results* from the main navigation bar.
2. Click on the *Manage* button next to the fixture that you wish to add a report to.
3. You will be taken to a screen similar to *Details*, but on this page you have an extra link at the bottom, labelled *Edit the result and report*. Click on this link.
4. You will be presented with a form that allows you to enter a result and a report.
5. If it was a match, enter the result in the *Result* field at the top. There are four links underneath this field to help you; (*Won*, *Lost*, *Halved* and *Cancelled*) - click on one of these to insert the text into the field. If there was a score, you should add it after Won or Lost, i.e. *Won 5-3*.
6. Enter your report on the event into the large box, called the report editor.
   - If you are reporting the scores in individual matches, you will need to use a table.
   - For information on how to use the report editor, see the section **"Using the report editor"** below.
7. Once you have finished, click on the *Save result and report* button at the bottom.

The result and report will then be added to the fixture.

Note: If you are struggling to make your report look as you wish it to, please contact Richard Terry via the *Contact us* section.

Moving a fixture from 'Fixtures' to 'Results'

Fixtures are always listed in the *Fixtures* section until the end of the last day of the fixture, at which point they will be moved across to the *Results* section automatically.

If a fixture has taken place and is still listed in the fixtures section, you can add a result (and optionally a report) and it will appear in the *Results* section immediately. It will still be shown in the *Fixtures* section until the end of the day.

To add a result to a fixture listed in the *Fixtures* section and have it appear in the *Results* section:

1. Select *Fixtures* from the main navigation bar.
2. Click on the *Manage* button next to the fixture that you wish to add a report to.
3. Scroll to the section headed *Manage the fixture*.
4. Click on *Manage fixture result and report*.
5. You will be taken to the Results page for this fixture. To add a report and result, see step 3 onwards in "**Adding a result and report**" above.

Editing a result and report

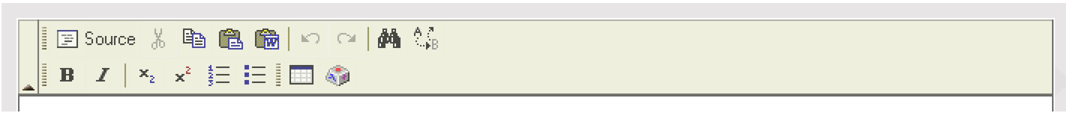
1. Select *Results* from the main navigation bar.
2. Click on the *Manage* link next to the fixture that you wish to edit
3. Click on *Edit the result and report* at the bottom.
4. You will be shown the same form that you saw in the stage *Adding a result and report* in this document.
5. Make any changes to the result if you wish.
6. Make any changes to the news entry if you wish, with the following caveat:
7. Once you have finished making your changes, click on the *Save result and report* button at the bottom of the page.

Note: If you are struggling to make your report look as you wish it to, please contact Richard Terry via the *Contact us* section.

Using the report editor

The report editor works in a very similar way to Word; you can make text bold or italic, and add lists or tables to your report. However, there are some differences, which are noted below.

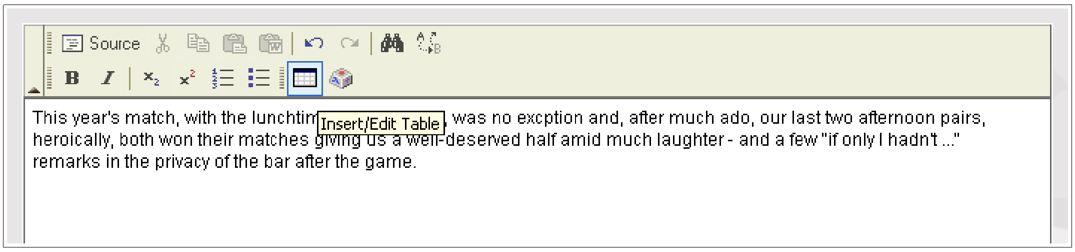
There are several buttons available on the toolbar, many of which you may recognise from Word:



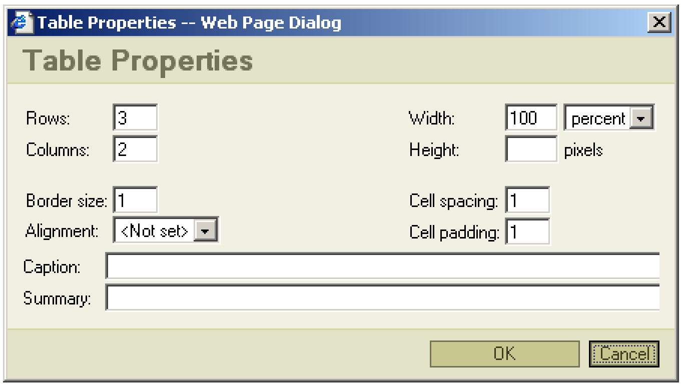
They are, from left to right:

Row 1	View source	You can ignore this button - it is for administrative purposes only.
	Cut	Copy the selection to the clipboard and remove it.
	Copy	Copy the selection to the clipboard.
	Paste	Paste the contents of the clipboard into the current position.
	Paste from Word	Open a special window to convert a Word document into a form that is suitable for the website. Use this if you are pasting tables etc.
	Undo	Undo the last action.
	Redo	Redo the last undo.
	Find	Open a search window.
	Replace	Open a search and replace window.
Row 2	Bold	Start typing in bold, or make a selection bold.
	Italic	Start typing in italic, or make a selection italic.
	Subscript	Start typing in subscript, or make a selection subscript.
	Superscript	Start typing in superscript, or make a selection superscript.
	Numeric list	Start a numeric list, or turn a selection of lines into a numeric list.
	Bullet points	Start bullet points, or turn a selection of lines into bullet points.
	Insert table	Open the *Table Properties* window. See below for more information.
	Insert special character	Open the *Insert Special Character* window. Use this if you want to insert characters that are not on your keyboard.

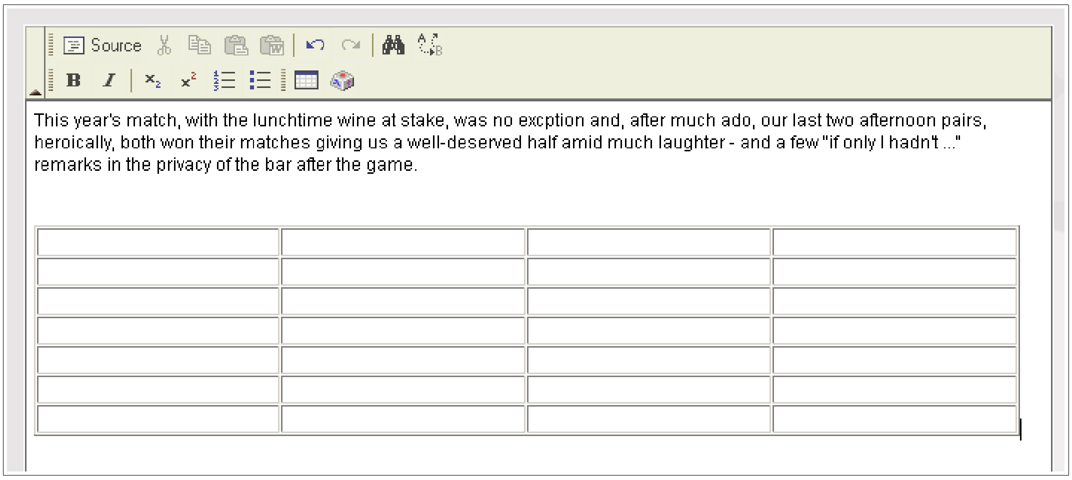
You will probably not need all of these options when you are writing your report, but you will probably want to add a table of results. In order to add a table of results, click on the *Insert table* button:



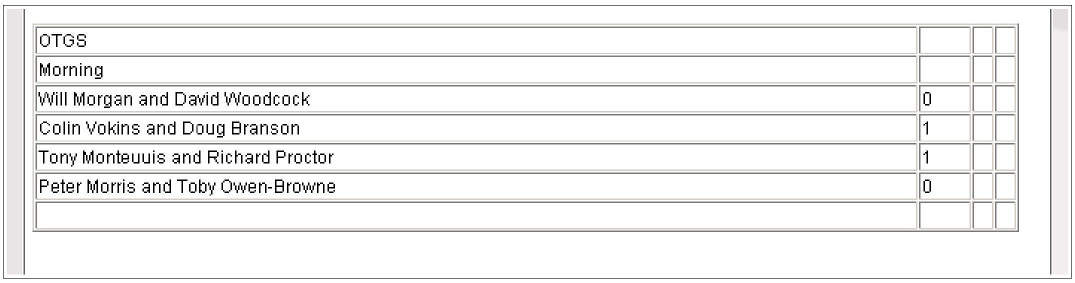
The *Table properties* window will open:



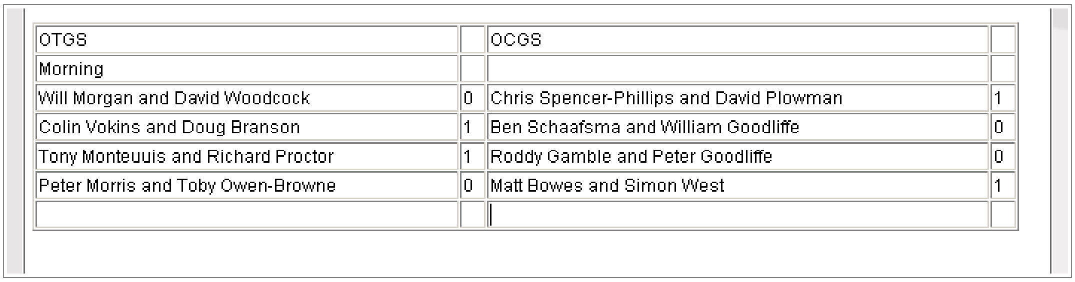
Although it looks complicated, you only need to change two numbers - the number of rows and columns. In this example, we will change it to 7 rows and 4 columns. When you have changed those values, ignore the other options, and click on OK. Your empty table will appear:



Click in each box and enter the information:

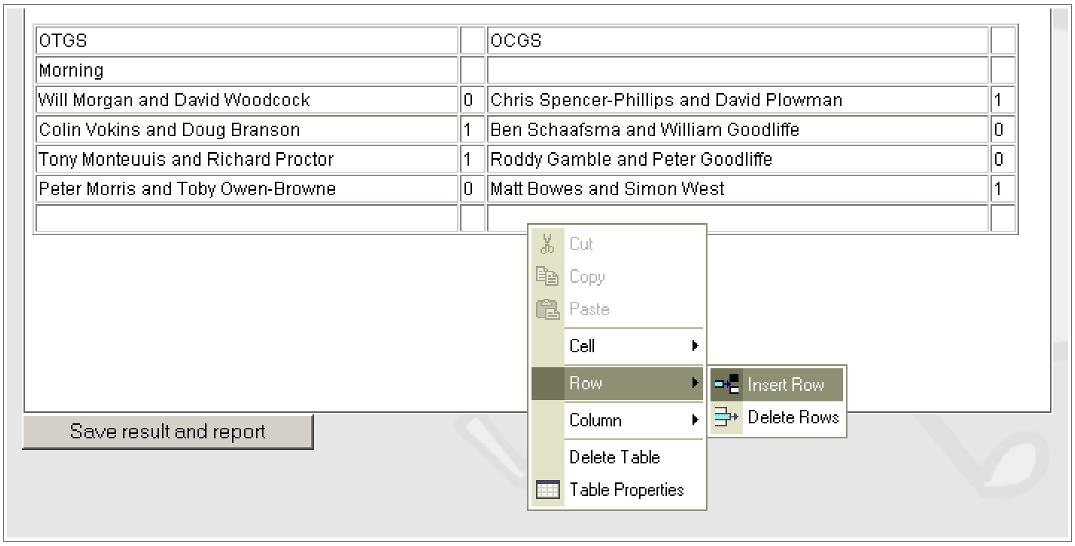


As you type, the table will automatically resize the rows and columns to fit what you are typing. Do not worry that a column is too thin - just click in that column and type, and they will automatically expand to fit your text:



OTGS		OCGS	
Morning			
Will Morgan and David Woodcock	0	Chris Spencer-Phillips and David Plowman	1
Colin Vokins and Doug Branson	1	Ben Schaafsma and William Goodliffe	0
Tony Monteuuis and Richard Proctor	1	Roddy Gamble and Peter Goodliffe	0
Peter Morris and Toby Owen-Browne	0	Matt Bowes and Simon West	1

As you work on your table, you may want to add or delete rows and columns. You can do this by right-clicking on the row or column that you want to delete, or before the desired position of your new column - a menu will appear with additional options:



OTGS		OCGS	
Morning			
Will Morgan and David Woodcock	0	Chris Spencer-Phillips and David Plowman	1
Colin Vokins and Doug Branson	1	Ben Schaafsma and William Goodliffe	0
Tony Monteuuis and Richard Proctor	1	Roddy Gamble and Peter Goodliffe	0
Peter Morris and Toby Owen-Browne	0	Matt Bowes and Simon West	1

When you have finished your table, click on the white gap underneath it, and continue typing as before.

Note: Your report will not be saved until you click *Save result and report*.

IF YOU STILL NEED HELP

If, despite these instructions you are still struggling, please take one of the following actions:

1. Please try again!
2. For help with golfing matters, contact Tony Monteuuis, preferably by e-mail.
3. For technical help with the website, contact Richard Terry, preferably by e-mail.

Contact details for both Tony and Richard are listed in the *Contact us* section, available at:

http://www.otgs.org.uk/contactus/