



PETERMANRATINGS.COM

USER MANUAL
OCTOBER 2019

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1. General Information

1. 1. About PetermanRatings

PetermanRatings is a website for displaying calculated sports ratings on grass roots level in three given sports: badminton, squash, and tennis. The mathematical formula used to calculate ratings has been designed to provide the most accurate ratings and caters for both singles and doubles matches.

The site provides an extensive set of functionalities which include:

- Searchable database for players, clubs and events.
- Interfaces for viewing player, club and event details.
- Ability to bookmark players allowing for quick access to players without repeated search.
- Upload event information to process new ratings for singles and doubles ratings.
- Club management – managing players and tournament directors within a club.



1. 2. Browser Requirements

PetermanRatings is compatible with the following browsers:

- Chrome
- Firefox
- Safari
- Microsoft Edge

It is worth noting that if using Microsoft Edge, tournament directors and administrators are not able to give a newly added player in the system an initial rating through the upload event form. It is then advised that any other browser for this purpose should be used instead.

Some of the features used in designing and developing PetermanRatings are not compatible with older versions of browsers. Ensure you update your browser to the latest version to avoid any compatibility issues with the websites design and functionality.

1.3. User Categories

PetermanRatings has four different user groups that define the extent of functionality within the site:

General User

Functions in this user group are applicable to all user groups and is the basic access level allowing any visitor to freely browse the sites content. Users that are neither a tournament director or administrator should not register to the site as this feature is used for the purposes of:

- Uploading event information and managing players and other tournament directors within a club which is the main responsibility of tournament directors; and
- Administering accounts and clubs within the site which is the responsibility of Administrators.

Tournament Director

Functions in this user group are applicable to tournament directors, administrators and the site owner. Primarily, tournament directors hold the main responsibility of uploading events into the system as well as being able to manage players and other tournament directors within their club.

Administrator

Functions in this user group are applicable to administrators and the site owner. Administrators are given the ability to perform the same functionalities as tournament directors, although for different purposes. They may upload and correct events in the absence of a tournament director as well as manage players and tournament directors in all clubs to effectively administer the website. Administrative functions include: accepting or denying the request of tournament directors who have registered, removing a tournament director, promoting a tournament director to an administrator and demoting other administrators if necessary.

Site Owner

The site owner cannot be affected by any other user group and has the ability to perform all functions throughout the website. With the extent of functionality implemented into PetermanRatings, the site owner is provided with an additional interface to enable the management of club expiries.



2. Browsing the Website

2.1 Navigation Menu

The navigation menu is located at the top of the website and provides quick access to any page throughout the site.

Figure 1



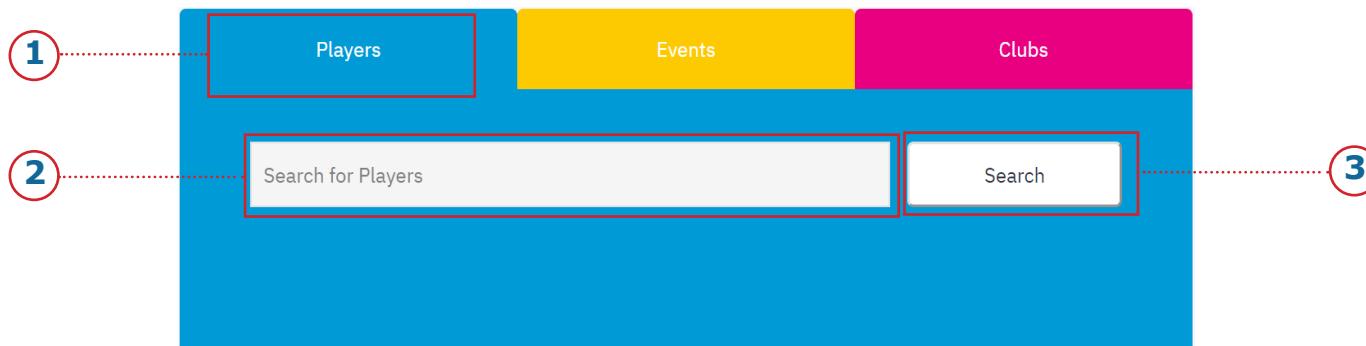
1. Visitors who enter the site are initially directed to the site **Home** page. The **Home** page has a quick search feature to search for players, events and clubs directing to the **Players, Events or Clubs** pages respectively with their result displayed.
2. Clicking the **Players** link will navigate you to the **Players page** which provides more options for filtering search results of players. Selecting a player will take you to the selected player's details page. A detailed guide for players can be found in section 2.2.
3. Clicking the **Events** link will navigate you to the **Events page** which displays a list of all events within the system and allows you to search for events by name. Selecting an event will take you to the selected event's details page. A detailed guide for events can be found in section 2.3.
4. Clicking the **Clubs** link will navigate you to the **Clubs page** which displays a list of all registered clubs within the system and allows you to search for clubs by name. Selecting a club will take you to the selected club's details page. A detailed guide for clubs can be found in section 2.4.
5. Clicking the **Sign In** button will display a drop-down window. Here, you can sign in with your login credentials, create an account or reset your password. Upon successfully signing in, you will be directed to the Club Administration page where you can manage players, clubs, and events. A detailed guide for tournament directors or administrators can be found in sections 3 and 4 respectively.

2.2 Players

2.2.1. Searching for a Player

Upon searching for a player, you can navigate to their details page to view information about them. To search for a player:

Figure 2



1. Click on the **Home** link from the navigation menu (see Page 4).
2. Click on the **Players** tab (see Figure 2).
3. Enter the name of the player you wish to search for (see Figure 2).
4. Click on the **Search** button next to the search box to have your results displayed (see Figure 2).

Note: Alternatively, a player can be searched for by clicking on the **Players** link from the navigation menu as an advanced player search option (see Figure 1). Here, you are provided with options to filter players by name, age range, club, region and last played.

2.2.2. Viewing Player Details

The player details page provides an interface for viewing the biography of a player, a rating for each of the different sports a player performs in, a list of recent events and lastly, teams they are a part of. To view a player's details:

Figure 3

The screenshot shows a web application interface for viewing player details. At the top, there is a navigation menu with links: Home, Players (which is highlighted with a red box and circled with a red number 1), Events, Clubs, and Sign In. Below the menu is a search bar titled "Search for a Player". The search bar contains fields for "Smith" (in a red box), "Min Age", "Max Age", "Select Country", "Enter Club Name", "Last Played", and a checkbox for "Show Favourite Players". A "Search" button is also present. A red box highlights this entire search/filtering section. Below the search bar is a table with columns: Player, Age, Last Played, Club, and Region. Two rows of data are shown: one for "Smith John" (Age 26, Last Played 27 September 2019, Club Launceston Badminton Club, Region Australia, Tasmania) and another for "Smith Ryan" (Age 21, Last Played 27 September 2019, Club Launceston Squash Club, Region Australia, Western Australia). A red box highlights this table. At the bottom of the table, there are navigation arrows (<<, 1, >>).

Player	Age	Last Played	Club	Region
Smith John	26	27 September 2019	Launceston Badminton Club	Australia, Tasmania
Smith Ryan	21	27 September 2019	Launceston Squash Club	Australia, Western Australia

1. Click on the **Players** link from the navigation menu (see Figure 3).
2. At the top of the page, enter any of the provided filtering options to find a specific player (see Figure 3).
3. You will find the inquired player's name appearing as a link in the table below the search options. Click on the name of the player to view their details (see Figure 3).

2.2.3. Favouriting a Player

By favouriting a player, you can keep track of their performance without having to repeatedly searching for them. To favourite a player:

Figure 4

Player Details Page

John Smith favourite

Badminton

Select Sport	Badminton
First Name	John
Last Name	Smith
Gender	M
Age	26
Country	Australia
State	Tasmania
Club	Launceston Badminton Club

Player History

Badminton

2512 Mean
± 61 Standard Deviation

Search Results Page

Search for a Player

Enter Player Name	Min Age	Max Age	Select Country
Enter Club Name	Last Played		Search
<input checked="" type="checkbox"/> Show Favourited Players			

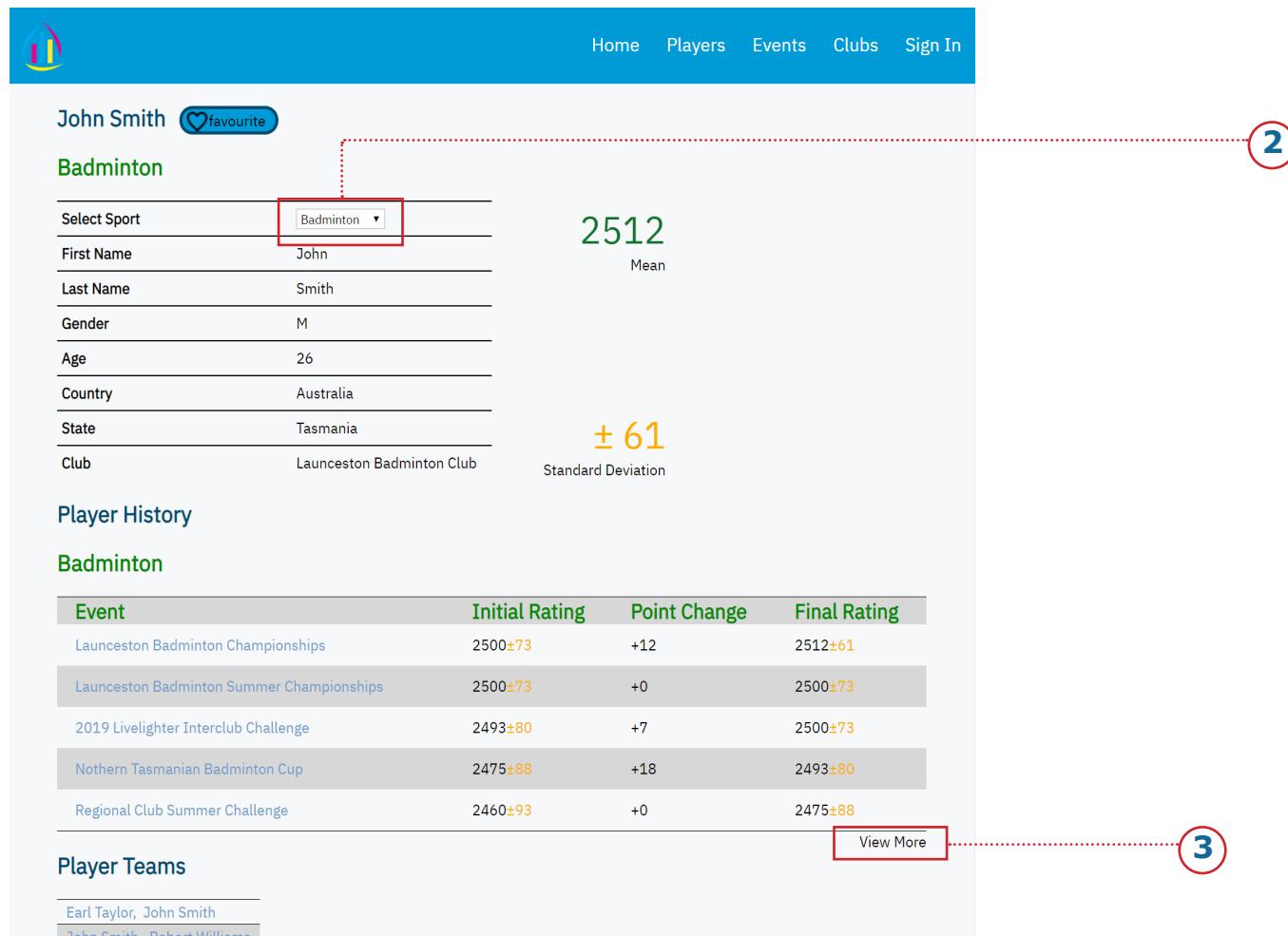
Player	Age	Last Played	Club	Region
Smith John	26	27 September 2019	Launceston Badminton Club	Australia, Tasmania

- Follow the steps in the “Viewing Player Details” section to navigate to the details page of a player.
- Next to the name of the player, hover over the blue heart icon and click it (see Figure 4).
- Next time you wish to view the player, navigate to the **Players** page (see Page 6) and select the “Show Favourited Players” checkbox (see Figure 4).

2.2.4. Viewing a Player's Recent Events

A player's recent events are displayed in the **Player History** section and lists all the events the player has participated in for the selected sport along with the initial and final ratings of each event.

Figure 5



1. To find the **Player History** section, follow the steps in the "Viewing Player Details" section to navigate to the details page of a player.
2. To view recent events in other sports, select a different sport from the biography section (see Figure 5).
3. To view more events, select **View More** below the table to expand the list (see Figure 5).

2.2.5. Viewing a Player's Teams

A player's teams are displayed in the **Player Teams** section and lists all teams the player is a part of for the selected sport.

Figure 6

The screenshot shows the player details page for John Smith. At the top, it displays his name, a heart icon, and a green 'Badminton' status. Below this is a form with fields for Select Sport (Badminton), First Name (John), Last Name (Smith), Gender (M), Age (26), Country (Australia), State (Tasmania), and Club (Launceston Badminton Club). To the right of the form are two statistics: a green 'Mean' of 2512 and an orange 'Standard Deviation' of ± 61. A red box highlights the 'Select Sport' dropdown. A red circle with the number 2 is positioned at the top right of the page. The 'Player History' section shows a table of tournaments with columns for Event, Initial Rating, Point Change, and Final Rating. The 'Player Teams' section is highlighted with a red box and lists 'Earl Taylor, John Smith' and 'John Smith, Robert Williams'. A 'View More' link is visible at the bottom of the history table.

Event	Initial Rating	Point Change	Final Rating
Launceston Badminton Championships	2500±73	+12	2512±61
Launceston Badminton Summer Championships	2500±73	+0	2500±73
2019 Livelighter Interclub Challenge	2493±80	+7	2500±73
Nothern Tasmanian Badminton Cup	2475±88	+18	2493±80
Regional Club Summer Challenge	2460±93	+0	2475±88

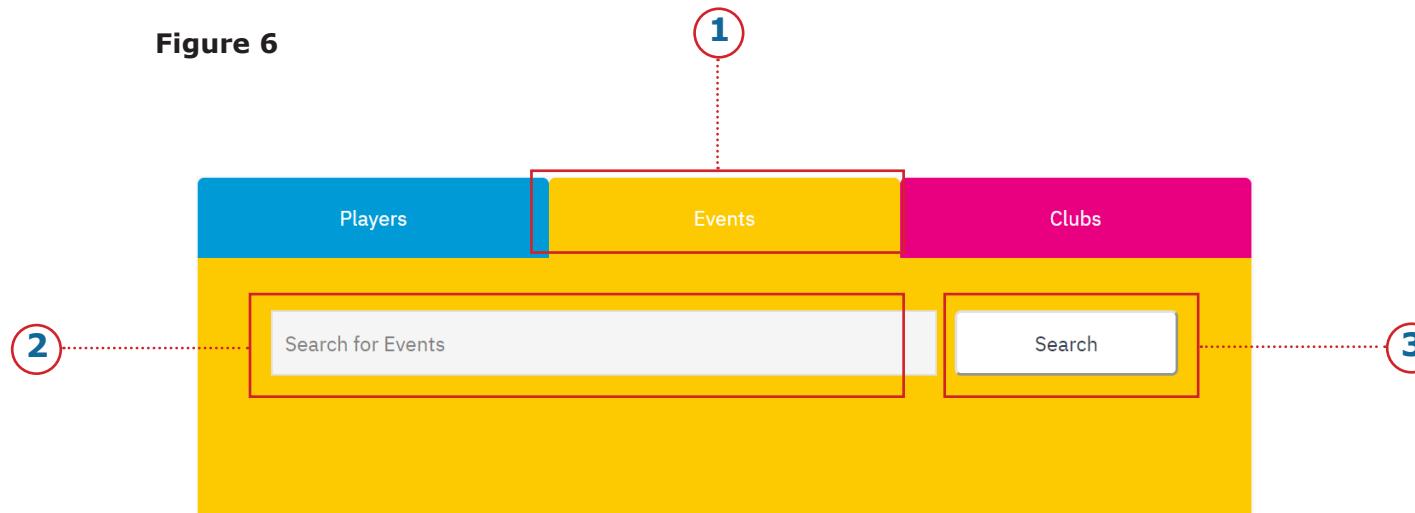
1. To find the **Player Teams** section, follow the steps in the "Viewing Player Details" section to navigate to the details page of a player.
2. To view the player's teams in other sports, select a different sport from the biography section (see Figure 6).

2.3. Events

Registered clubs play events in various locations. Each event consists of several matches. Players can keep track of their rating change along with their set scores in every event.

2.3.1. Searching for Events

You can search for an event to view detailed information about each match played. To search for an event:



1. Click on the **Home** link from the navigation menu (see Page 4).
2. Click on the **Events** tab (see Figure 7).
3. Enter the name of the event you wish to search for (see Figure 7).
4. Click on the **Search** button next to the search box to have your results shown (see Figure 7).

Note: Alternatively, an event can be searched for by clicking on the **Events** link from the navigation menu (see Page 4).

2.3.2. Viewing Event Details

The event details page provides an interface for viewing details about an event. These include the event name, type (singles or doubles), date, location and a list of all matches played in the event. Each match is shown in a win/loss ledger format with points scored and rating changes. To view an event's details:

Figure 8

The screenshot shows a web application interface for managing events. At the top, there is a navigation bar with links: Home, Players, **Events**, Clubs, and Sign In. The 'Events' link is highlighted with a red box and a circled number 1 above it. Below the navigation bar is a yellow search section titled 'Search for a Event'. Inside this section is a search input field containing the text 'Tennis Championships', which is also highlighted with a red box and a circled number 2 to its left. To the right of the input field is a 'Search' button. Below the search section is a table with five columns: Event, Club, Date, Type, and Region. The first row of the table is highlighted with a red box and a circled number 3 to its right. The data in the first row is: Northern Tasmanian Tennis Championships, Launceston Tennis Club, 11 February 2019, Single, Tasmania, Australia.

Event	Club	Date	Type	Region
Northern Tasmanian Tennis Championships	Launceston Tennis Club	11 February 2019	Single	Tasmania, Australia

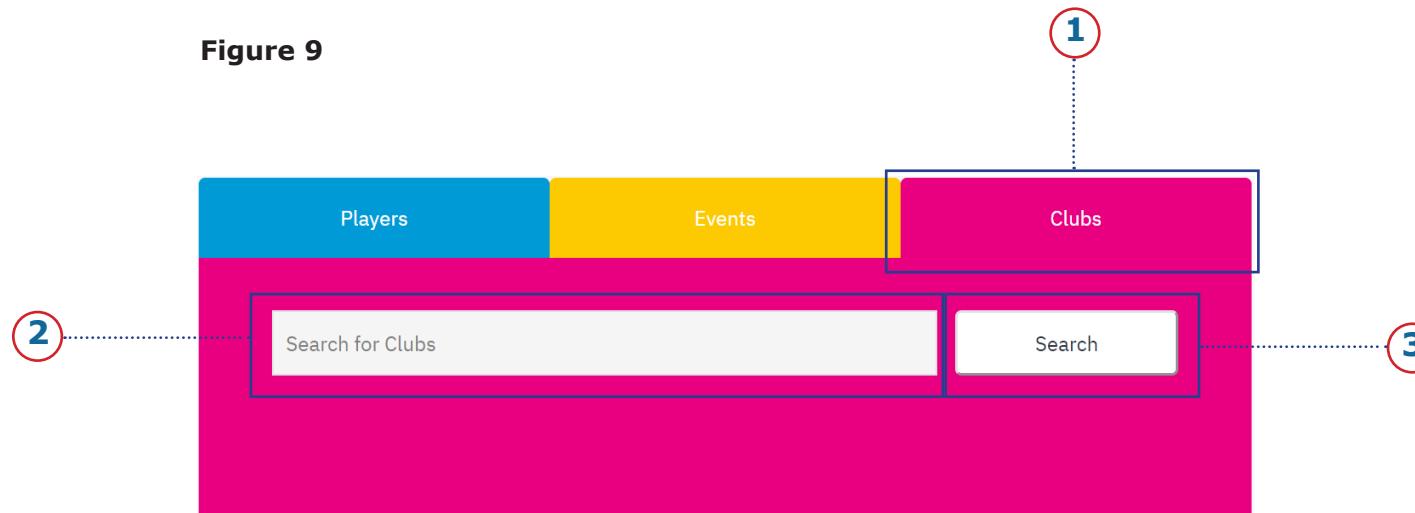
1. Click on the **Events** link from the navigation menu (see Figure 8).
2. At the top of the page, enter the name of the event you wish to search for (see Figure 8).
3. You will find the inquired event's name appearing as a link in the table below the search box. Click on the name of the event to view its details (see Figure 8).

2.4. Clubs

Any club that plays Tennis, Badminton or Squash can join this site through monthly subscription. Each club needs to have at least one tournament director for uploading tournaments in an event.

2.4.1. Searching for Clubs

You can search for a club to view players within the club and events the club has participated in. To search for clubs:



1. Click on the **Home** link from the navigation menu (see Page 4).
2. Click on the **Clubs** tab (see Figure 9).
3. Enter the name of the club you wish to search for (see Figure 9).
4. Click on the **Search** button next to the search box to have your results shown (see Figure 9).

Note: Alternatively, a club can be searched for by clicking on the **Clubs** link from the navigation menu (see Page 4).

2.4.2. Viewing Club Details

The club details page provides an interface for viewing details about club members and the events the club has entered in. To view a club's details:

Figure 10

Club	Sport	Region
Launceston Badminton Club	Badminton	Tasmania, Australia
Launceston Tennis Club	Tennis	Tasmania, Australia
Launceston Squash Club	Squash	Tasmania, Australia

1. Click on the **Clubs** link from the navigation menu (see Figure 10).
2. At the top of the page, enter the name of the club you wish to search for (see Figure 10).
3. You will find the inquired club's name appearing as a link in the table below the search box. Click on the name of the club to view its details (see Figure 10).

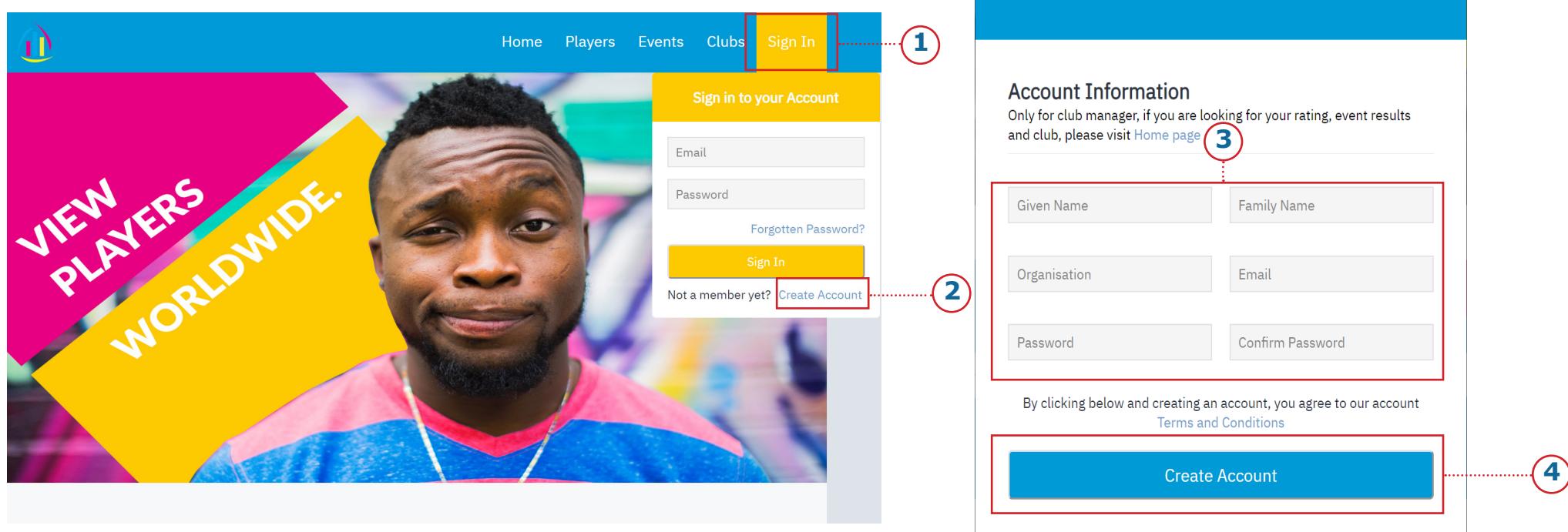
3. Tournament Directors

The following operations can be performed by tournament directors, administrators and the site

3.1 Creating an Account

An account is used for uploading event information to have players' ratings updated. Account creation should only be performed by tournament directors or administrators. To create an account:

Figure 11



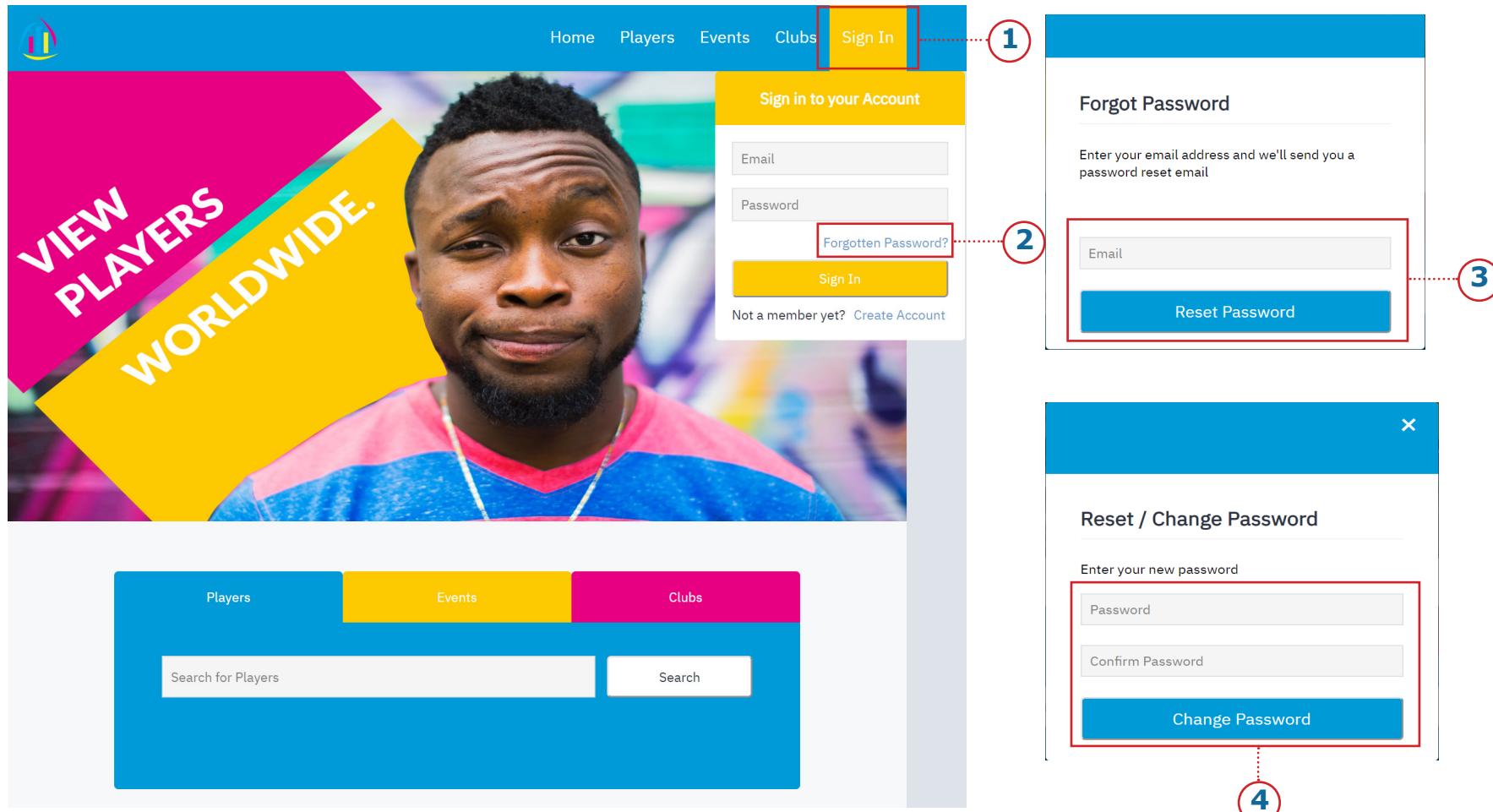
1. Click **Sign In** from the navigation menu (see Figure 11).
2. Select **Create Account** at the bottom of the drop-down window (see Figure 11).
3. In the "Account Information" pop-up window, fill in your details for each of the given fields (see Figure 11).
4. After filling in your details, press the **Create Account** button to complete your registration (see Figure 11).

Note: Once an account has been created, it will need to be verified by an administrator for it to become active.

3.2 Resetting your Password

In the event you have forgotten your password, you may reset your password with the forgotten password feature. To recover a lost

Figure 12



1. Click **Sign In** from the navigation menu (see Figure 12).
2. Select **Forgotten Password?** from the drop-down window (see Figure 12).
3. In the “Forgot Password” pop-up window, enter your email address and press the **Reset Password** button (see Figure 12). A message will appear confirming that an email has been sent. Check your email and click the provided link.
4. In the “Reset / Change Password” pop-up window, enter your new password and press the **Change Password** button to complete the process (see Figure 12).

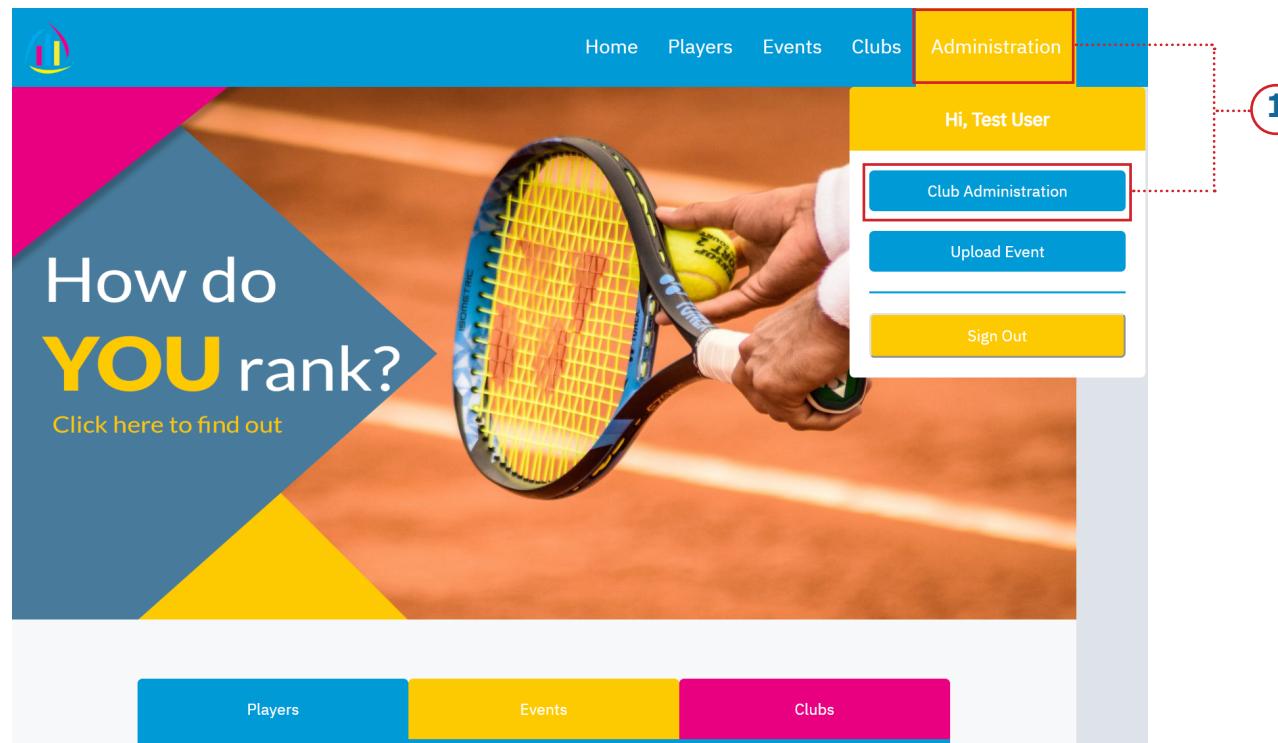
3.3 Club Administration

The Club Administration page is an interface for tournament directors and administrators to manage clubs, players and events. Tournament directors can manage players and events only with the club they are associated with whereas administrators can manage players and

3.3.1. Creating a New Club

An account is used for uploading event information to have players' ratings updated. Account creation should only be performed by tournament directors or administrators. To create an account:

Figure 13



1. From the navigation menu, click **Administration->Club Administration** (see Figure 13).

Continued...

Figure 14

The screenshot shows the 'Club Management' section of the application. At the top, there is a search bar labeled 'Search Club Directors...' with a magnifying glass icon. Below the search bar, a message reads 'Wanting to track the ratings of the players in your club? [Create Club](#)' with a red box and a circled number '2' indicating the link. The main area is titled 'Tournament Directors' and contains a table with columns 'Name' and 'Email'. At the bottom of the table, there are navigation buttons: '<<', '1', and '>>'. To the right, a 'Create Club' modal window is displayed, featuring fields for 'Name' (set to 'Badminton'), 'Country' (set to 'Australia'), and 'State/Region' (set to 'Tasmania'). A large blue 'Create Club' button at the bottom of the modal is also highlighted with a red box and a circled number '3'.

2. Under the **Club Management** section, select **Create Club** to view the "Create Club" pop-up window (see Figure 14).
3. Enter your club details and press the **Create Club** button to create your new club (see Figure 14).

Note: If your club already exists and you would like to be added to it, refer to the "Adding a Tournament Director to an Existing Club" section for a detailed guide.

3.3.2. Adding a Tournament Director to an Existing Club

There can be multiple tournament directors for a single club. This helps to break up the responsibility for one tournament director to manage players and upload event information. To add a tournament director to a club:

Figure 15

The screenshot shows the 'Club Management' section of the application. At the top, it displays basic club information: Name: Launceston Badminton Club, Sport: Badminton, Country: Australia, State: Tasmania. Below this is a table titled 'Tournament Directors' with columns 'Name' and 'Email'. A single entry is listed: Test User (test@user.com). At the bottom of the table is a 'Remove' button. Below the table are navigation links (<<, 1, >>) and an 'Add Director' button, which is highlighted with a red circle labeled '2'.

The screenshot shows a modal window titled 'Add Tournament Director'. It contains a search bar labeled 'Search Accounts..', a table with columns 'Name' and 'Email', and a 'Promote' button. The table shows one result: James Frederick (jamesf@gmail.com). The 'Promote' button is highlighted with a red circle labeled '4'. The search bar is also highlighted with a red circle labeled '3'.

1. From the navigation menu, click **Administration->Club Administration** (see Page 16).
2. Under the **Club Management** section, select the **Add Director** button located at the bottom to view the "Add Tournament Director" pop-up window (see Figure 15).
3. A list of registered accounts that are not already associated with a club will be shown. To find the person you wish to add, simply search for their name or email address from the search box at the top of the window (see Figure 15).
4. Once you've found the correct account, select the **Promote** button next to their details to add them to your club (see Figure 15).

Note: If you wish to create a new club, refer to the "Creating a New Club" section for a detailed guide. Administrators also follow the same operations when managing tournament directors for a club with the additional step of selecting a club. For administrators, a drop-down menu

3.3.3. Removing a Tournament Director from a Club

Figure 16

The screenshot shows the 'Club Management' section of a CMS. At the top, there's a search bar labeled 'Search Club Directors...' with a magnifying glass icon. A red box and the number '2' highlight this search bar. Below it, the club details are listed: Name: Launceston Badminton Club, Sport: Badminton, Country: Australia, State: Tasmania. Under the heading 'Tournament Directors', a table lists one person: Test User with email test@user.com. To the right of this row is a red box and the number '3' highlighting the 'Remove' button. At the bottom of the table area are navigation buttons '<< 1 >>' and an 'Add Director' button.

1. From the navigation menu, select **Administration->Club Administration** (see Page 16).
2. In the **Club Management** section, you can search for the name or email of the tournament director you wish to remove (see Figure 16).
3. Once you've found the correct person, select the **Remove** button of their details (see Figure 16).

3.3.4. Adding a New Player to your Club

The next few sections are functions that allow tournament directors to manage players within their club. To add a new player:

Figure 17

The screenshot shows two windows. On the left is the 'Club Members' section with a table of players and search/filter options. On the right is an 'Add Player' pop-up window with fields for player details and a 'Confirm' button.

Name	Gender	DOB	Rating	
Adam Rodriguez	M	2019	2500 ± 173	Edit Remove
Benjamin Miller	M	2019	2500 ± 173	Edit Remove
Earl Taylor	M	2019	2500 ± 173	Edit Remove
Fred Bailey	M	2019	2500 ± 173	Edit Remove
Jeremy Perez	M	2019	2500 ± 173	Edit Remove
John Smith	M	1993	2512 ± 61	Edit Remove

[Add Existing Player](#) << 1 2 3 >> [Add New Player](#) 2

Add Player

Given Name: [] Family Name: [] 3

Male ▼ Date of Birth: []

Email: []

Australia ▼ Tasmania ▼

Confirm

- From the navigation menu, select **Administration->Club Administration** (see Page 16).
- In the **Club Members** section, if you wish to add a new player to your club, select the **Add New Player** button located at the bottom to view the "Add Player" pop-up window (see Figure 17).
- Enter the details of the player and select **Confirm** to have them added to your club (see Figure 17).

Note: A new player can also be added through the **Upload Event** page. Refer to the "Adding a New Player from Upload Event Form" section for a detailed guide. Administrators also follow the same operations when managing players within a club with the additional step of selecting a club. For administrators, a drop-down menu appears at the top of the **Club Members** section allowing them to select a club.

3.3.5. Adding an Existing Player to your Club

To add an existing player:

Figure 18

The screenshot shows two windows side-by-side. On the left is the 'Club Members' section of the main application. It has a header 'Club Members' and a search bar 'Search Club Players..'. Below is a table with columns: Name, Gender, DOB, and Rating. The table contains six rows of data. At the bottom are buttons for 'Add Existing Player' (highlighted with a red box and circled with a red dotted line labeled '2'), 'Add New Player', and a page navigation bar (<<, 1, 2, 3, >>). On the right is a 'Add Existing Player' pop-up window. It has a close button 'X' at the top right. The title is 'Add Existing Player'. It features a search bar 'Search Players..'. Below it is a table with columns 'Name' and 'Email'. Six player entries are listed: Adam Rodriguez (Email: Adam.Rodriguez@testonly.com), Alan Butler (Email: Alan.Butler@testonly.com), Alice Cooper (Email: Alice.Cooper@testonly.com), Amanda James (Email: Amanda.James@testonly.com), and Andrea Patterson (Email: Andrea.Patterson@testonly.com). Each entry has an 'Add' button next to it. A red box highlights the 'Add' button for Adam Rodriguez, and a red dotted line with the number '4' connects it to the 'Add' button in the main application's 'Add Existing Player' button.

Name	Gender	DOB	Rating	Edit	Remove
Adam Rodriguez	M	2019	2500 ± 173	Edit	Remove
Benjamin Miller	M	2019	2500 ± 173	Edit	Remove
Earl Taylor	M	2019	2500 ± 173	Edit	Remove
Fred Bailey	M	2019	2500 ± 173	Edit	Remove
Jeremy Perez	M	2019	2500 ± 173	Edit	Remove
John Smith	M	1993	2512 ± 61	Edit	Remove

Add Existing Player

Name	Email
Adam Rodriguez	Adam.Rodriguez@testonly.com
Alan Butler	Alan.Butler@testonly.com
Alice Cooper	Alice.Cooper@testonly.com
Amanda James	Amanda.James@testonly.com
Andrea Patterson	Andrea.Patterson@testonly.com

1. From the navigation menu, select **Administration->Club Administration** (see Page 16).
2. In the **Club Members** section, if you wish to add an existing player to your club, select the **Add Existing Player** button at the bottom to view the "Add Existing Player" pop-up window (see Figure 18).
3. A list of all players will be shown. To find the player you wish to add, simply search for their name or email address from the search box at the top of the window (see Figure 18).
4. Once you've found the correct player, select the **Add** button next to their details to have them added to your club (see Figure 18).

3.3.6 Editing a Player

To edit a player:

Figure 19

The screenshot shows the 'Club Members' page and an 'Edit Player' modal window.

Club Members Page:

- Search Bar:** A search input field labeled 'Search Club Players...' with a magnifying glass icon. A red circle with the number '2' is drawn around it.
- Table Headers:** Name, Gender, DOB, Rating.
- Data Rows:** Six rows of player data. The first row is highlighted in pink. Each row has 'Edit' and 'Remove' buttons in a secondary action column.
- Action Buttons:** 'Add Existing Player' and 'Add New Player' at the bottom.
- Pagination:** A page navigation bar showing pages 1, 2, 3, and '>>'.

Edit Player Modal:

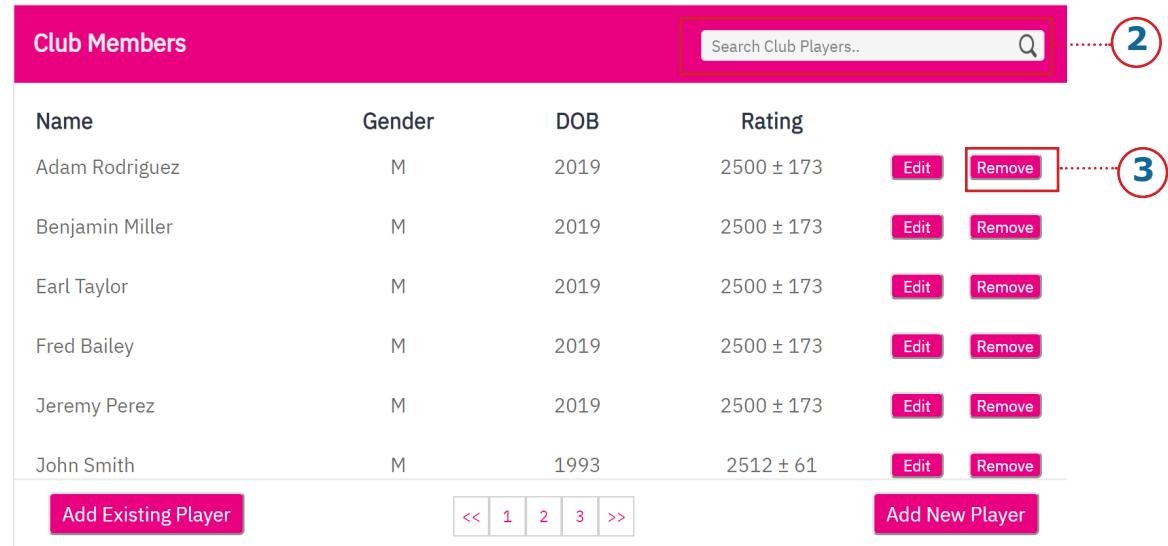
- Form Fields:** Name (Benjamin Miller), Gender (Male), DOB (2019-08-19), Email (Benjamin.Miller@testonly.com), Nationality (Australia), State/Territory (Tasmania).
- Buttons:** 'Confirm' button at the bottom.
- Close Button:** An 'X' button in the top right corner of the modal.
- Red Circles:** Red circles with numbers 3 and 4 point to the 'Edit' button in the table and the 'Confirm' button in the modal respectively.

1. From the navigation menu, select **Administration->Club Administration** (see Page 16).
2. In the **Club Members**, you can search for the player using the search box at the top (see Figure 19).
3. Once you've found the correct player, select the **Edit** button next to the player you wish to edit to view the "Edit Player" pop-up window (see Figure 19).
4. The fields will be prefilled with the player's current details. Once you've made the necessary changes, select the **Confirm** button to have the players details updated (see Page 21).

3.3.7. Removing a Player from a Club

To remove a player:

Figure 20



The screenshot shows a table titled "Club Members". At the top right is a search bar labeled "Search Club Players.." with a magnifying glass icon. A red circle with the number "2" is drawn around the search bar. Below the search bar is a list of six players. Each player row has four columns: Name, Gender, DOB, and Rating. To the right of each player's rating are two buttons: "Edit" and "Remove". A red circle with the number "3" is drawn around the "Remove" button for the first player, Adam Rodriguez. At the bottom left is a button labeled "Add Existing Player". At the bottom center is a page navigation bar with buttons for "<< 1 2 3 >>". At the bottom right is a button labeled "Add New Player".

Club Members			
Name	Gender	DOB	Rating
Adam Rodriguez	M	2019	2500 ± 173
Benjamin Miller	M	2019	2500 ± 173
Earl Taylor	M	2019	2500 ± 173
Fred Bailey	M	2019	2500 ± 173
Jeremy Perez	M	2019	2500 ± 173
John Smith	M	1993	2512 ± 61

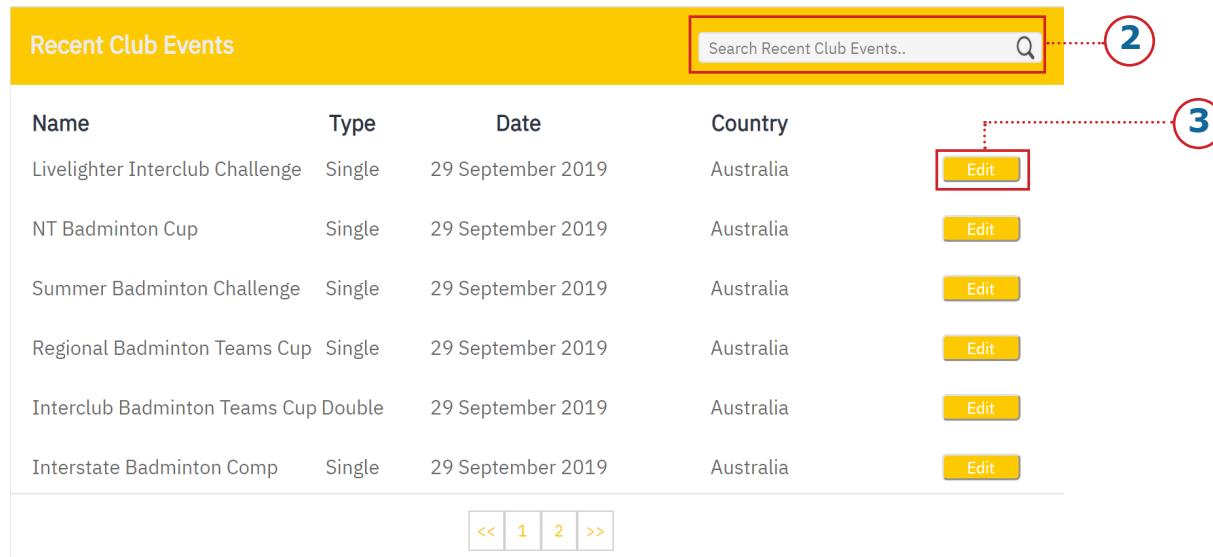
Add Existing Player << 1 2 3 >> Add New Player

1. From the navigation menu, select **Administration->Club Administration** (see Page 16).
2. In the **Club Members** section, you can search for the player using the search box at the top (see Figure 20).
3. Once you've found the correct player, select the **Remove** button of the player you wish to remove (see Figure 20).

3.3.8. Editing Events

This feature is provided to allow tournament directors and administrators to correct event information if necessary. After an event has been submitted, it may be edited at any time, although a warning message will appear advising that an event should not be edited after a few days have passed since it was uploaded as players may participate within this period causing accuracy of ratings to deviate. To edit an

Figure 21



The screenshot shows a table titled "Recent Club Events". At the top right of the table area is a search bar with the placeholder "Search Recent Club Events.." and a magnifying glass icon. A red circle with the number "2" is drawn around the search bar. To the right of the table, there is a vertical dotted line connecting the search bar to the first row of the table. In the first row, the "Edit" button for the first event is highlighted with a red box and a red circle with the number "3". The table has columns for Name, Type, Date, and Country. All events listed are from Australia on September 29, 2019, except for the last one which is from September 2018.

Recent Club Events			
Name	Type	Date	Country
Livelighter Interclub Challenge	Single	29 September 2019	Australia
NT Badminton Cup	Single	29 September 2019	Australia
Summer Badminton Challenge	Single	29 September 2019	Australia
Regional Badminton Teams Cup	Single	29 September 2019	Australia
Interclub Badminton Teams Cup	Double	29 September 2019	Australia
Interstate Badminton Comp	Single	29 September 2019	Australia

<< 1 2 >>

1. From the navigation menu, select **Administration->Club Administration** (see Page 16).
2. In the **Recent Club Events** section, you can search for the event using the search box at the top (see Figure 21).
3. Select the **Edit** button next to the event you wish to edit (see Figure 21).

Continued...

Figure 22

Event Details

Northern Tasmanian Badminton Finals

2019-10-03 Singles
Australia 2

Tasmania

Add Matches

Need Help? Click [here!](#)

Match details

Winning Player	Set Score	Losing Player	Set Score	Delete
----------------	-----------	---------------	-----------	--------

Advanced Search Advanced Search

Can't find a player? Add them [here](#)

Match details

Winning Player	Set Score	Losing Player	Set Score	Delete
----------------	-----------	---------------	-----------	--------

Advanced Search Advanced Search

Can't find a player? Add them [here](#)

Need more matches? Click [Here](#)

Submit Event

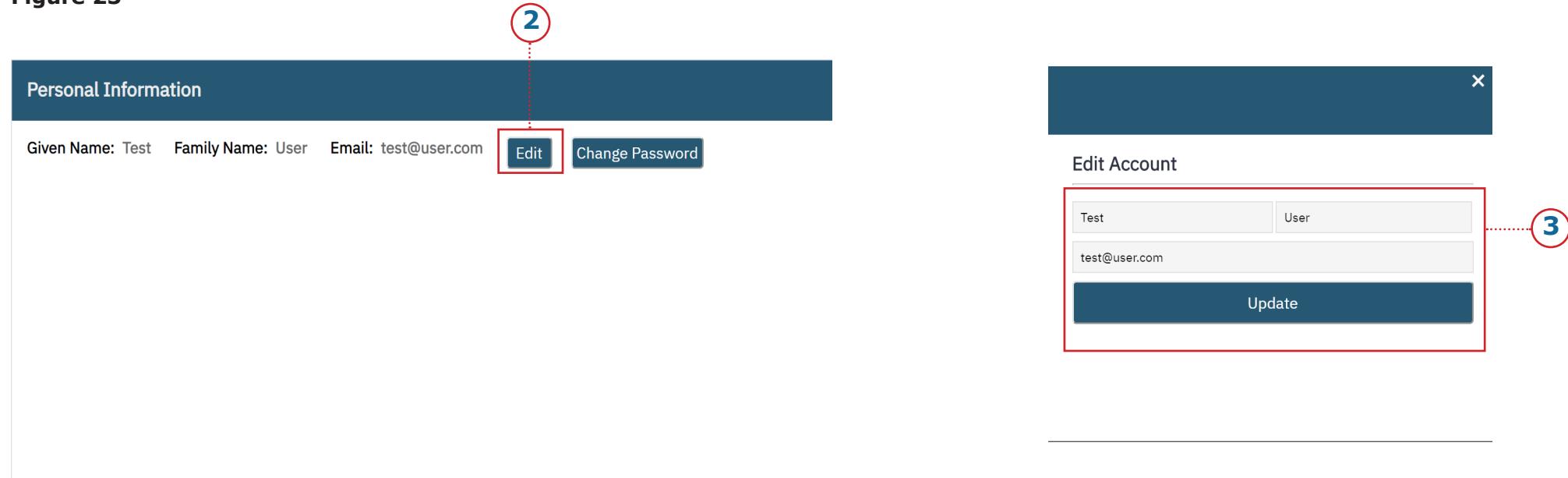
4. This will redirect you to the **Upload Event** page with the details of the event pre-filled in their respective fields (see Figure 22).
5. Once you've made all necessary changes, select the **Submit Event** button. Player ratings will be automatically recalculated from before the error was made (see Figure 22).

Note: To upload a new event, refer to the "Uploading Events" section for a detailed guide. Administrators also follow the same operations when editing events with the additional step of selecting a club. For administrators, a drop-down menu appears at the top of the **Recent Club Events** section allowing them to select a club.

3.3.9. Editing Personal Information

To edit your personal information:

Figure 23

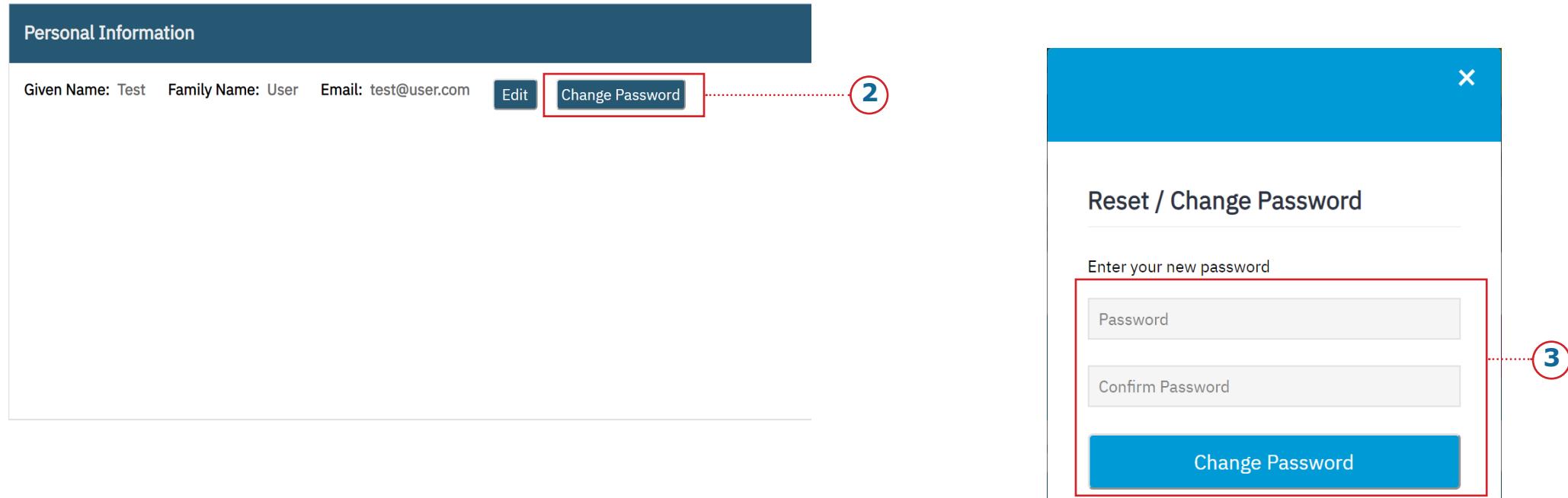


1. From the navigation menu, select **Administration->Club Administration** (see Page 16).
2. In the **Personal Information** section, select the **Edit** button to view the "Edit Account" pop-up window (see Figure 23).
3. The fields will be prefilled with your current details. Once you've made the necessary changes, select the **Update** button to have your details updated (see Figure 23).

3.3.10. Changing your Password

To change your password:

Figure 24



1. From the navigation menu, select **Administration->Club Administration** (see Page 16).
2. In the **Personal Information** section, select the **Edit** button to view the "Reset / Change Password" pop-up window (see Figure 24).
3. In the "Reset / Change Password" pop-up window, enter your new password and press the Change Password button to complete the process (see Figure 24).

3.4. Uploading Events

After an event has finished, the club or other organisation who hosted the event should upload it through the provided form in the **Upload Event** page. To upload an event:

3.4.1. Event Details

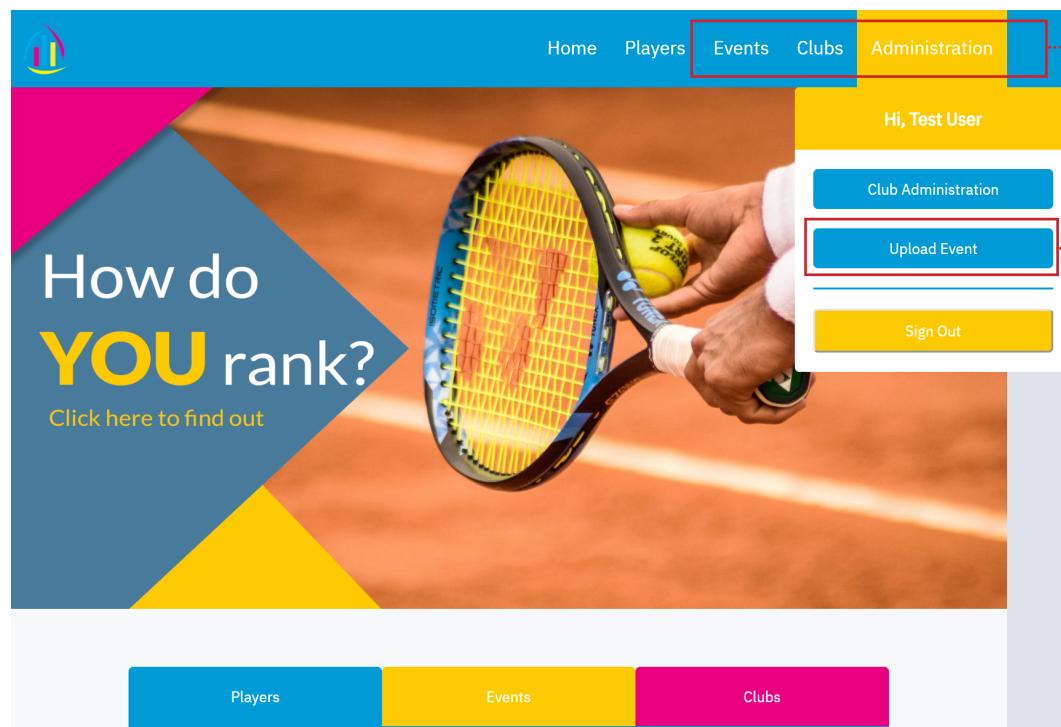


Figure 25

The 'Event Details' form includes the following fields and a help link:

- Event Name:** (input field)
- Event Start Date:** (input field)
- Location:** (dropdown menu with options Australia and Tasmania)
- Match type:** (dropdown menu)
- Number of Matches:** (input field)
- Add Matches:** (button)
- Need Help? Click [here!](#):** (link)

Dotted lines with numbers 1 through 4 point to the following areas: 1 points to the 'Administration' link in Figure 25; 2 points to the 'Upload Event' button in Figure 25; 3 points to the 'Add Matches' button in Figure 26; 4 points to the 'Need Help?' link in Figure 26.

Figure 26

1. From the navigation menu, select **Administration->Club Administration** (see Figure 25).
2. In the **Event Details** section, fill in the details of the event (see Figure 26).
3. In the "Number of Matches" input field, specify the number of matches that were played in the event and press the **Add Matches** button. This will generate the number of rows for inputting match details (see Figure 26).
4. If you are unsure about how to use this form, click the link provided below the input fields specified as "Need Help? Click **here!**". This will display a pop-over showing step-by-step guide for filling out the form (see Figure 26).

Note: The number of matches that may be added must be between 1 and 100. If the number of matches in the event exceeds this limit, simply split it across multiple uploads.

3.4.2. Match Details

Figure 27

The screenshot shows the 'Event Details' section at the top with fields for the event name ('Northern Tasmanian Badminton Finals'), date ('2019-10-03'), competition type ('Singles'), location ('Australia'), and number of matches ('2'). Below this is a large 'Match details' section. In the 'Winning Player' input field, the letter 'S' has been typed, and a dropdown menu lists names starting with 'S': Flores, Todd; Thompson, Philip; Evans, Kenneth; Rivera, Louis; Jenkins, Christopher. To the right of this dropdown is a red box around the 'Delete' button. A red circle labeled '4' is positioned above this delete button. Below the dropdown, there are two sets of 'Set Score' and 'Losing Player' input fields, each with its own 'Advanced Search' link. At the bottom of the 'Match details' section is a link 'Need more matches? Click Here'. The final step, 'Submit Event', is highlighted with a red box and a red circle labeled '6'.

1. From the navigation menu, select **Administration->Club Administration** (see Page 28).
2. To view the **Match Details** section, follow the steps in "Event Details".
3. In the winning and losing player input fields, type in the name of the player and select him or her from the drop-down list (see Figure 27).
4. If you wish to delete a row, press the **Delete** button for the row you want to delete (see Figure 27).
5. If you wish to add more rows, click the link specified as "Need more matches? Click **Here**" at the bottom of the page (see Figure 27).
6. After completing the form, press the **Submit Event** button to process the event (see Figure 27).

Note: After filling in match details, if you attempt to add additional rows from the "Number of Matches" input field at the top and click **Add Matches**, your current data will be erased. If you need to add additional rows, click the link specified as "Need more matches? Click **Here**" at the bottom of the page which will add a single row.

3.4.3. Adding a New Player from the Upload Event Form

While uploading event information, a player may not be in the system. This section describes how to add a new player through the **Upload Event** page. To add a new player through the upload event form:

Figure 28

The screenshot shows the 'Event Details' and 'Match details' sections of the 'Upload Event' form. In the 'Match details' section, there is a link 'Can't find a player? Add them [here](#)' which is highlighted with a red box and circled with a red number '1'. To the right, a 'Add Player' pop-up window is displayed, also highlighted with a red box and circled with a red number '2'. The pop-up contains fields for Given Name, Family Name, Gender (Male), DOB, Email, and Club (Launceston Badminton Club), along with an 'Add Player' button.

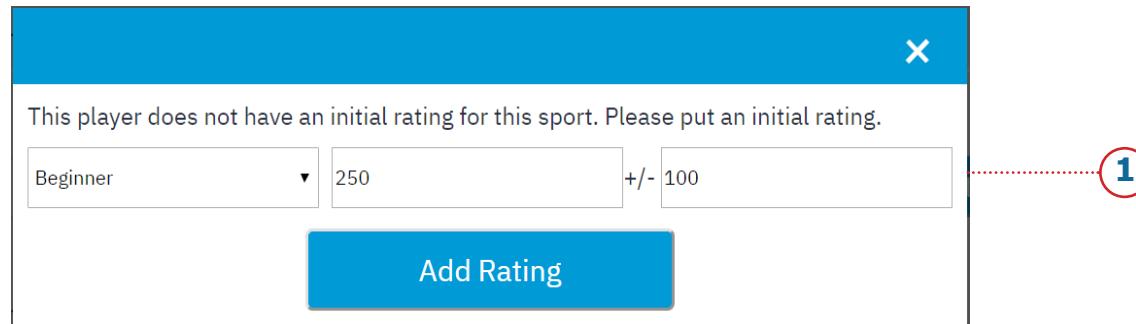
1. Click the link provided below each match row specified as "Can't find a player? Add them **here**" (see Figure 28).
2. In the "Add Player" pop-up window, fill in the details of the new player and press the **Add Player** button to have them added to the system (see Figure 28).

Continued...

3.4.4. Giving a Newly Added Player an Initial Rating

When you add a new player into the system either through the **Club Administration** page described in the “Adding a New Player to your Club” section or through the **Upload Event** page described in the “Adding a New Player from the Upload Event Form” section, they do not have a rating associated with them. Specifying an initial rating for a newly added player is done through the upload event form. To give a

Figure 29



1

Figure 30



3

- Once you've selected a newly added player from the upload event form within the winning or losing player input fields, click elsewhere on the page to trigger the window for specifying an initial rating (see Figure 29).
- From the drop-down menu, select one of the three skill levels based on the players performance in the sport. Each skill level has a predefined rating (see Figure 30).
- Once you've selected a skill level, press the **Add Rating** button to apply the initial rating to the player (see Figure 30).

Note: Selection of a skill level is based on the person uploading the event and his or her knowledge of the player's performance within the sport (i.e. if you know the player is very skilled in the sport, select the “Advanced” option).

3.4.5. Using Advanced Search for Players in another Region

Players that are within the same region as the tournament director are shown in the drop-down list by default. This is to shorten the list of players shown to make filling in the form quicker. This section describes how to search for players in all regions through the **Upload Event** page. To search for players outside the tournament director's region:

Figure 31

The screenshot shows the 'Event Details' and 'Match details' sections of the 'Upload Event' page. In the 'Match details' section, the 'Advanced Search' link in the first row is highlighted with a red box and circled with a red number 1. A dotted line connects this to the 'Advanced player search' pop-up window on the right. The pop-up has a blue header 'Advanced player search' and a white body containing a search input field with the letter 'J' typed in, a scroll bar, and a list of four player entries:

- Smith, John (Tasmania, Australia)
- Perez, Jeremy (Tasmania, Australia)
- Miller, Benjamin (Tasmania, Australia)
- Jenkins, Christopher (Tasmania, Australia)

Red boxes highlight the search input field and the scroll bar, while red circles numbered 2 and 3 point to them respectively.

1. Click the link provided in each match row specified as "**Advanced Search**" (see Figure 31).
2. In the "Advanced player search" pop-up window, enter the name of the player you wish to search for (see Figure 31).
3. A drop-down list of players matching the specified keywords will be shown with their region, select the player to have him or her added (see Figure 31).

4. Administration

The following operations can only be performed by administrators and the site owner.

4.1. Accepting a Tournament Director's Request

If a club manager expresses his interest and requests to become a tournament director, he needs to be approved by an administrator. For accepting the request of a tournament director:

Figure 32

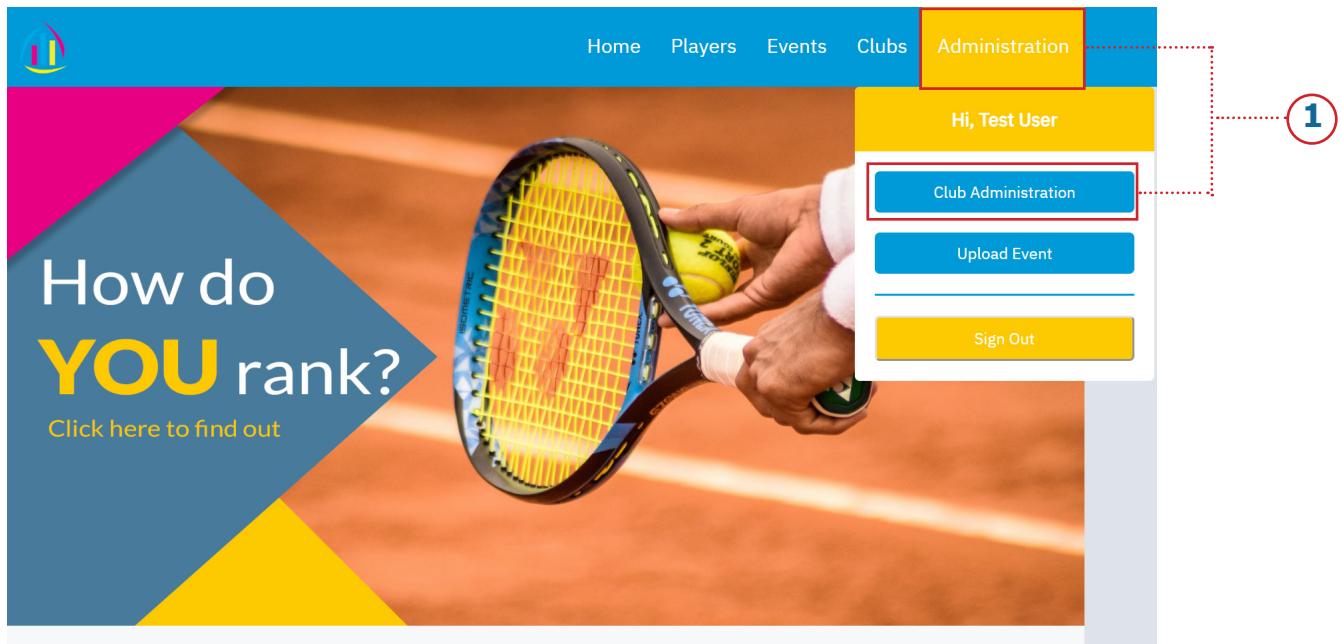


Figure 33

A screenshot of the 'Administrator Requests' section. At the top, there is a search bar with the placeholder 'Search Requests..'. Below the search bar, a message states 'Disabled Account (locked@account.com) requests their account to be activated.' To the right of this message are two buttons: 'Approve' (green) and 'Deny' (red). A red circle with the number '2' is drawn around the search bar, and another red circle with the number '3' is drawn around the 'Approve' button.

1. From the navigation menu, select **Administration->Club Administration** (see Figure 32).
2. In the **Administration Requests** section, a list of registered accounts will appear. Simply search for the name of the tournament director in the search bar located at the top of this section (see Figure 33).
3. Click the **Approve** button beside their details (see Figure 33).

Note: If you want to deny a request, click **Deny** beside their name. The registered data will be removed

4.2. Removing a Tournament Director

The administrator has the ability to remove a tournament director. This can be for reason such as being found deliberately providing false match details while uploading an event, or in the case a tournament director changes clubs. To remove a tournament director:

Figure 34

The screenshot shows the 'Club Management' section of a CMS. At the top, there is a dropdown menu set to 'Auckland Table Tennis Club'. To its right is a search bar with the placeholder 'Search Club Directors..'. Below this, there are four filter fields: Name (Auckland Table Tennis Club), Sport (Table Tennis), Country (New Zealand), and State (Auckland). A table titled 'Tournament Directors' lists one entry: 'Test User' with email 'test@user.com'. To the right of this entry is a red-outlined 'Remove' button, which is circled with a red number '4'. At the bottom of the table are navigation buttons '<< 1 >>' and an 'Add Director' button.

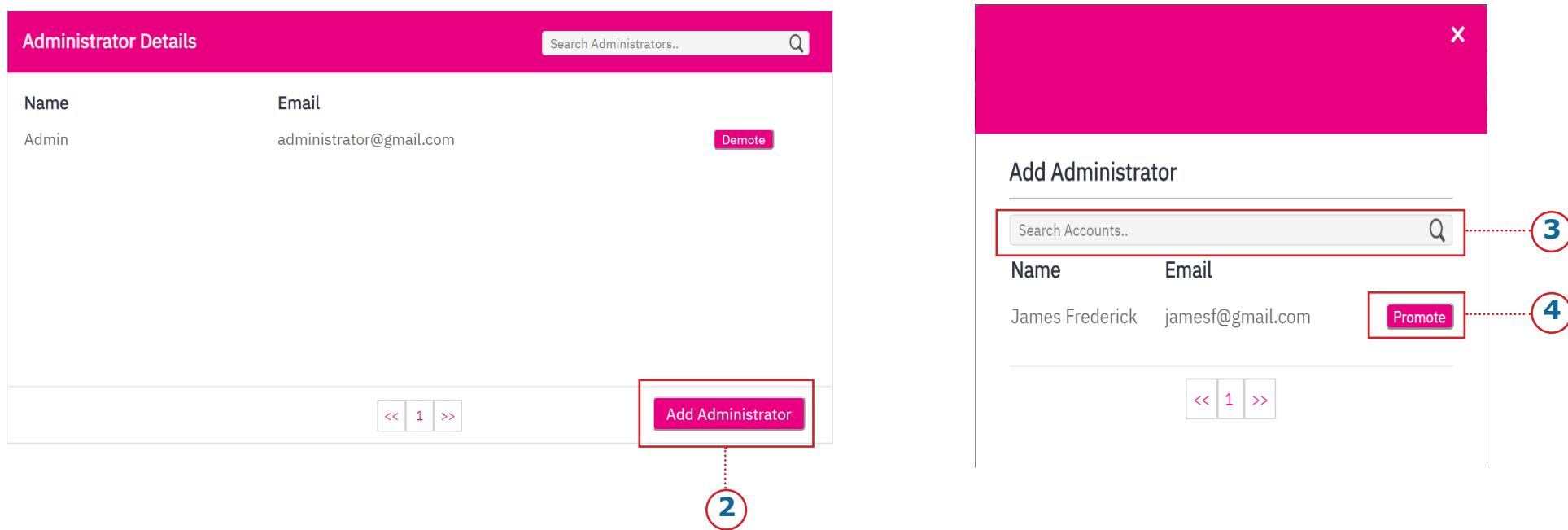
Tournament Directors		
Name	Email	
Test User	test@user.com	Remove

1. From the navigation menu, click on **Administration->Club Administration** (see Page 33).
2. In the **Club Management** section, select the club the tournament director is currently assigned to from the drop-down list (see Figure 34).
3. To find the Tournament Director, simply search for their name in the search bar located at the top of this section (see Figure 34).
4. Click the **Remove** button beside their details (see Figure 34).

4.3. Promoting an Account to an Administrator

An administrator can promote other registered accounts as administrators. Any newly registered account may be promoted to an administrator and if a registered account is already a tournament director, they must first be removed from their club. To promote an account:

Figure 35

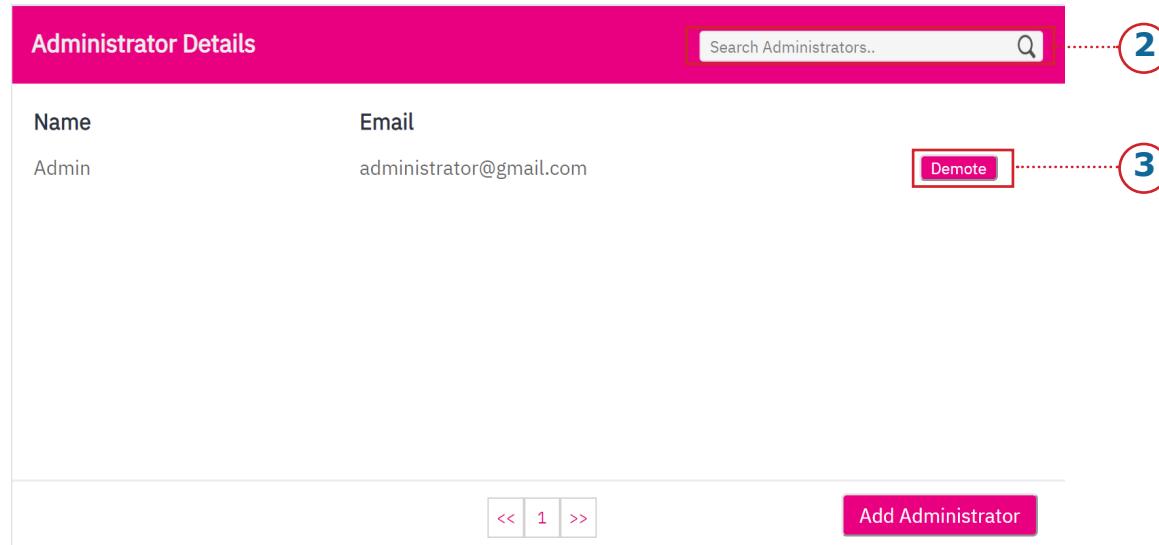


1. From navigation menu, click **Administration->Club Administrations** (see Page 33).
2. In the **Administrator Details** section, select the Add Administrator button (see Figure 35).
3. In the "Add Administrator" pop-up window, simply search for the name or email address of the account you want to promote (see Figure 35).
4. Click the **Promote** button beside their details (see Figure 35).

4.4. Demoting another Administrator

For demoting an Administrator:

Figure 36



1. From navigation menu, Click **Administration->Club Administration** (see Page 33).
2. In the **Administrator Details** section simply search for the name or email of the administrator you wish to remove (see Figure 36).
3. Once you've found the correct person, select the **Demote** button to remove administrator privileges from the account (see Figure 36).

5. Site Owner

The following operation can only be performed by the site owner.

5.1. Managing Club Expiry

The site owner keeps track of club expiries and can extend their period through the **Manage Club Expiry** page. Once the subscription period for a club has ended, they can no longer upload events until their expiry date has been updated to a later time. To manage club expiries:

Figure 37

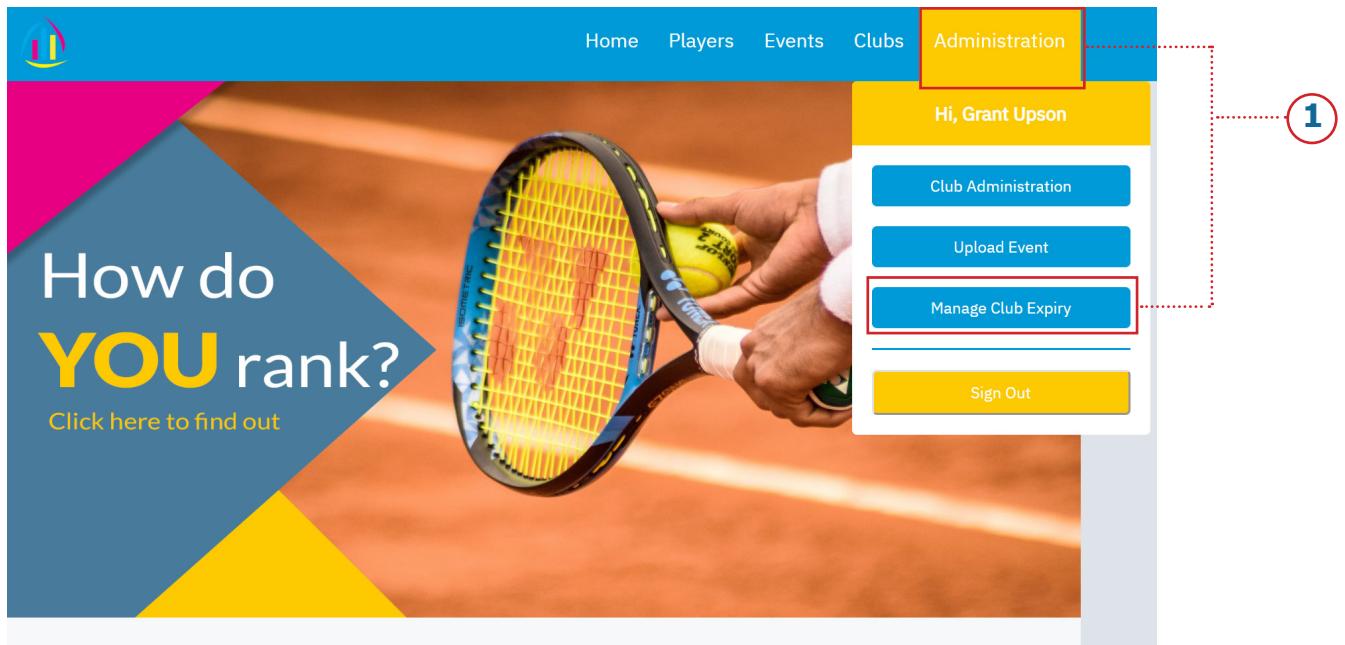


Figure 38

A screenshot of a 'Search for a Club' page. At the top, there is a search bar labeled 'Search club' with a 'Search' button next to it. A red circle with the number '2' is drawn around the search bar. Below the search bar is a table with three rows of club information. The columns are 'Club', 'Region', and 'Expires'. Each row has an 'Update' button at the end. A red circle with the number '3' is drawn around the 'Expires' column header.

Club	Region	Expires
Launceston Tennis Club	Tasmania, Australia	30/10/2019
Launceston Squash Club	Tasmania, Australia	31/10/2019
Launceston Badminton Club	Tasmania, Australia	30/12/2019

- From the navigation menu, select **Administration->Manage Club Expiry** (see Figure 37).
- You can search for the name of the club using the search box at the top of the page and then click the **Search** button (see Figure 38).
- Once you've found the correct club, you can extend their period by selecting a later date from the input field under **Expires** and then pressing the **Update** button to renew their expiration date (see Figure 38).

6. Troubleshooting

6.1. General Issues

I can't access the website

There can be several issues why you can't access the website:

- Ensure you have an active internet connection.
- Check that your Wi-Fi signal is active.
- Try loading the site on different browser.
- There may be some network issues that are preventing you from accessing the website. Wait some time before trying to access it again.
- Try temporarily disabling your anti-virus program.

The website design and color scheme are not showing on my browser

- These issues can be caused due to old browser versions. Ensure you update your browser to the latest version.
- Your browser may not be compatible to view or perform certain functions in the website. Check the browser requirements for browsers compatible with the website (see page 2).

6.2. Upload Event Page (for administrators and tournament directors only)

I added more matches from the upload event page, and it erased all my previous data

- Adding more matches from the **Add Match** button will erase all your prefilled data. To add more matches without erasing your existing data, click the link Need more matches? Click **Here** at the bottom of the page (see page 29).

I have made mistake while uploading events

- If you made any mistake while uploading events, you can easily edit the event from **Recent Club Events** section in **Club Administration** page (see page 24).

It's been a while since I uploaded an event, but I can't see it in my clubs recent events list.

- The cause of this issue is likely to be from the server. Contact the site owner to try and resolve this issue. See the **About Us** section for contact details of the site owner.

I can't find a player while filling up the upload event form

- The players that are in the same region as the tournament director uploading the event are only shown in the drop-down list. If you wish to search for a player in another region, click **Advanced Search** underneath the winning or losing input fields (see page 32).

I have been accepted as a tournament director, but I can't access the Upload Event page to upload an event

- If you are not a director of any club, attempting to access the **Upload Event** page will instead redirect you to the **Home** page.
- In order to upload an event, you first need to be a director of a club either by:
 - Being added to an existing club by an administrator or tournament director.
 - Creating a new club.
- Your club subscription may have expired. Contact the site owner to renew your subscription.

I can't submit the event form

There can be multiple reasons why you can't submit an event:

- Ensure you fill in all the input fields in the **Event Details** section.
- Ensure you select a player from the drop-down list (instead of typing their full name) in the **Match Details** section.
- Ensure you specify the set-scores for each of the winning and losing players.

See page 28-29 for the points mentioned above.

6.3. Administration Page (for administrators and tournament directors only)

I accidentally removed myself from my club

- If you accidentally removed yourself from your club, one of two things can resolve this issue:
 - Have another tournament director that is already a part of your club to re-add you back into the club (see page 18).
 - Request an administrator to re-add you back into the club (see page 18).

I am a club director of two clubs. Why can't I be added to two clubs?

- The system has been developed in such a way that a single account can be a director of only one club. If you wish to manage another club, a second account must be created.

I just registered to the site but now it won't let me log in.

- New accounts must be approved by an administrator. You will receive an e-mail notification once this has occurred.

I accepted the request of a non-legitimate tournament director

- If you have accidentally approved the request of a non-legitimate user, you can remove them from the **Club Management** section in **Club Administration** page (see page 34).

I have added a player with incorrect details

- You may correct player details from **Club Members** section in **Club Administration** page (see page 22).

I have accidentally removed a player from my club

- If you have accidentally removed a player from your club, you may re-add them (see page 21). The player's data will be retained.

I have accidentally added the wrong player to my club

- If you have accidentally added the wrong player, you can remove the player from the **Club Members** section in the **Club Administration** page (see page 23).