# Module: Leagues

## Section I: Configure League Settings

### Preparation: League Schedule

The league schedule below will be used for later lessons. They represent the two common ways that leagues facilitate registration.

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| Adult Volleyball League:  *With an 8+ work day and life responsibilities, sometimes it is impossible to stay in shape. Best way to achieve a healthy and balanced lifestyle is to commit to a sport and schedule it into your weekly routine. Grab five of your friends or coworkers and sign up for Spring Volleyball.* | | | |
| Location:  City Centre #2 Gymnasium | | Team Capacity:  6 – 10 individuals per team | Age Restrictions:  18 + |
|  | | | |
| Game Days – January 5 to April 20 | | | |
| Monday, Wednesday & Friday | 6:00pm – 9:15pm | | $350.00 per team |

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| --- | --- | --- | --- |
| Youth Basketball League:  *Studies demonstrate that playing sports lead to better team work and social skills. Help your child become a leader in their community by enrolling them into Youth Basketball. Not only will this improve the confidence of your child, you will be contributing to their physical and mental health.* | | | |
| Location:  City Centre #2 Gymnasium | | Capacity:  60 | Age Restrictions:  14 – 17 years old |
|  | | | |
| Game Days – January 5 to April 20 |  | |  |
| Tuesday & Thursday | 4:30pm – 6:30pm | | $50 |

### Lesson 1: Create League Types

**Details:** Create and configure the different league types that you will be using. This is meant to group your leagues into categories. E.g. Adult and Youth

* Add a new league for Adult and set the Score for Forfeits at 7 to 0
* Add a new league for Youth and set the Score for Forfeits at 7 to 0
* *Tip: Administration Home > League Settings > League Types*

### Lesson 2: Create Officials

**Details:** You can create and assign officials to your leagues. This is done either through searching for a customer who is currently in the system or creating a new one.

* Add a new official by searching for your colleague
* Add another new official by creating a new customer
* *Tip: Administration Home > League Settings > Officials*

## Section II: Create League

### Lesson 1: Create Leagues

**Details:** Leagues operate in a similar fashion as activities in that you can organize leagues into sub-leagues. Create and configure your different leagues.

* Add New League and configure the league details. Set the maximum number of teams, League Type, Ranking System, Online Options and League Facilities.
* Select the League Official created from the earlier lesson
* For the Adult Volleyball league, use City Centre #3’s gymnasium and for the Youth Basketball league use City Centre #2’s gymnasium
  + Note: Make sure you use the appropriate settings pertaining to the activity type. E.g. For Adult Volleyball League, select Points Volleyball Type for Ranking System
* *Tip: Administration Home > League Settings > League*

### Lesson 2: Create Activities for Adult Leagues

**Details:** Create an activity so that customers can register for your league. This activity later will be attached to the league.

* Create a new Activity for your Adult Volleyball League
* Set the Type to ‘Sports Event’
* Set the appropriate Season, Department and Activity categories
* Configure your Meeting Dates, Times and Locations. Do not create meeting dates.
* Follow these steps to create an activity for your Youth League. Make sure the activity is set so that customers who are 14 years and older cannot register.
* *Tip: Administration Home > Registration Settings > Activities*

### Lesson 3: Configure League Activity

**Details:** There are various ways for customers to register teams and players into a league. This lesson will teach you how to configure your league Activity so that it fits the two most common practices of league registration.

* Within the Activity, select ‘Team/Group Configuration’
* Under ‘Team Options’ configure the team registration with the following:
  + For Adult leagues, it is common for teams to self-organize and register as one team. To achieve this check ‘Team Enrollment Only’
  + For Youth leagues, it is common for parents to register their children into the activity, and the league coordinator to organize the children into teams. In these cases, no special configuration is required
* Configure the fee for the activity
* *Tip: Administration Home > Registration Settings > Activities > Team/Group Configuration*

### Lesson 4: Attach Activities

**Details:** In order to create a Public Access and Front Desk registration for your league, you must attach an activity to the league.

* From the League List screen, select ‘Edit’
* Under League Functions select ‘Attach Activity to League’ and search for the league Activity
* *Tip: Administration Home > League Settings > League > Edit*

## Section III: End-user Training: Registering and Managing Teams and Generating Schedules

### Lesson 1: Register Team for Adult League

**Details:** From Front Desk, register your favourite musician’s ex-spouse into your adult volleyball league.

* Ensure that they are the Team Captain registering for the league
* Repeat team registration for another 3 teams with different customers and team names
* *Tip: Front Desk > Enroll*

### Lesson 2: Register Individual for Youth League

**Details:** Register your favourite musician’s 14 year old child into the Youth league. Also register a new family with twins into the activity.

### Lesson 3: Create Teams for Youth League

**Details:** It is common practice for Youth leagues to organize registered participants into teams. Create at least four teams for the youth league.

* From the League List screen, select ‘Edit’
* Under League Functions select ‘Manage Teams’ and select ‘Add Multiple Teams’
* *Tip: Administration Home > League Settings > Leagues*

### Lesson 4: Add and Organize Youth into Teams

**Details:** Organize all the youth registered for the youth league activity into teams.

* From the Administration Home, select to the activity for the youth league and enter the Activities Function page
* Under ‘Team/Group Information’, select ‘Manage Team Members’
* Assign each Member to a Team from the drop down
* *Tip: Administration Home > Registration Settings > Activities*

### Lesson 5: Generate League Schedule

**Details:** For each of your leagues, create a schedule appropriate for the league as described in the activity schedules in the Activity module.

* From the League Functions menu, select ‘Manage Schedules’
* Add a new schedule and configure the Schedule Type, Schedule Limit Type, Number of Rounds or Matches, Balance Schedule by, Start Date and End Date
* Configure the Maximum Number of Matches Per Week based on the activity schedule and enter the Duration of Games
* Select the facility that will be reserved for the season
* Select ‘Next > Set Dates and Times’ to set the times of game play
* Under Dates and Time Information – Set 1, configure the times each individual game will be played. Once configured click ‘Next > Generate Schedule’
* To view games, from the League Schedule Functions selection ‘Manage Games’
* *Tip: Administration Home > League Settings > Leagues*

### Lesson 6: Enter League Scores

**Details:** For the Youth League, enter the scores

* From Front Desk, select League from the drop down menu and select League Score
* Select the Youth Basketball League
* Edit the scores for the game, choosing one as the winner
* Repeat this for the first 5 games
* *Tip: Front Desk > League > League Scores*