

ADMIN MANUAL OF HATTRICK

Catalog

HOW TO MANAGE COURTS	3
HOW TO MANAGE COURTS	5
HOW TO MANAGE COURT TYPES	6
HOW TO EDIT COURT TYPE	7
HOW TO MANAGE BOOKINGS	8
HOW TO MANAGE ADD NEW BOOKINGS	8
HOW TO MANAGE TESTIMONIALS	10
HOW TO MANAGE ADD NEW TESTIMONIALS	11
HOW TO MANAGE LOGOS	12
HOW TO MANAGE FORMS	14
HOW TO MANAGE PAGE	18

ADMIN ACCESS:

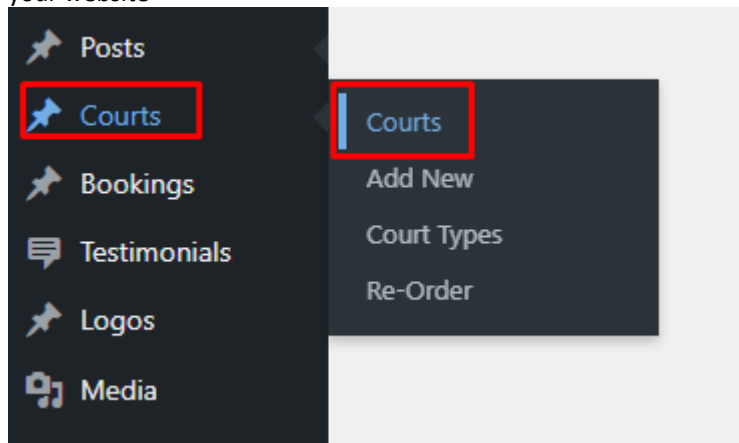
URL: <https://hattrickpk.weavers-web.com/wp-login.php>

User:HK_Admin@1

Pass:S|@snew9FZ%cbO835ROX%0A

HOW TO MANAGE COURTS

If you want to manage Courts of your site you just have to go Courts > ALL Courts where you can find all the listing of your website



if you want to edit your Courts just click on edit button. After clicking on edit you can able to changes all content, photos etc

Bulk actions

Apply

All dates

Filter

☐ Title

☐ Court – 1

☐ Court – 1

Edit

Quick Edit

Trash

View

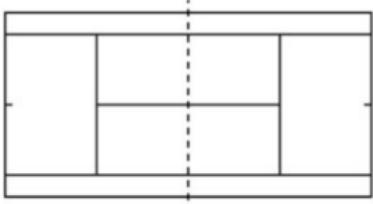
Court Options

Multiple Time Picker

	Time
1	12:00 am
2	12:30 am
3	1:00 am
4	1:30 am
5	2:00 am
6	2:30 am
7	3:00 am
8	3:30 am
9	4:00 am
10	4:30 am

Add Row

Featured image



Click the image to edit or update

Remove featured image

Court Types

All Court Types

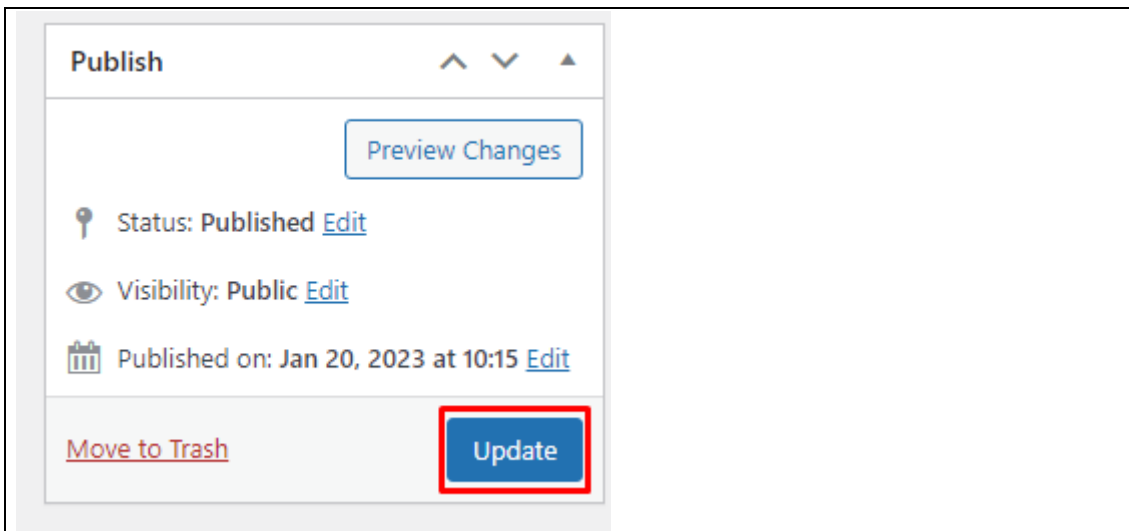
Most Used

☒ Pickleball

☐ Badminton

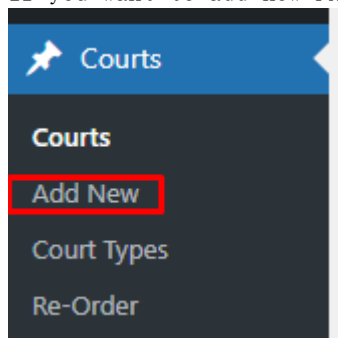
☐ Cricket

+ Add New Court Type

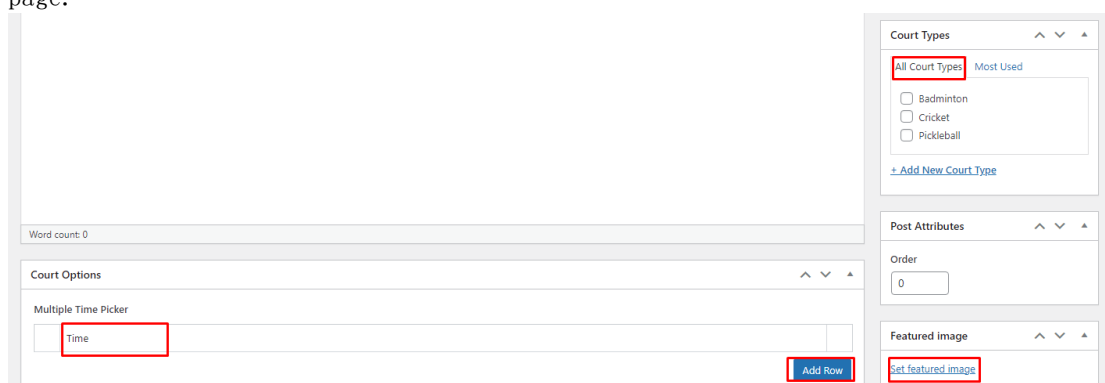


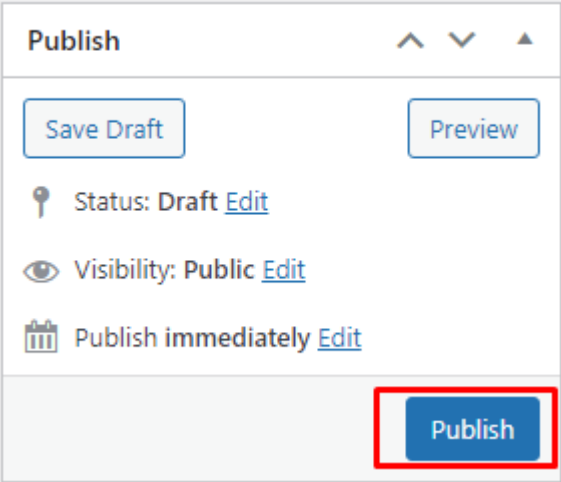
HOW TO MANAGE COURTS

If you want to add new PAGE in your site then you have to go PAGE > ADD NEW



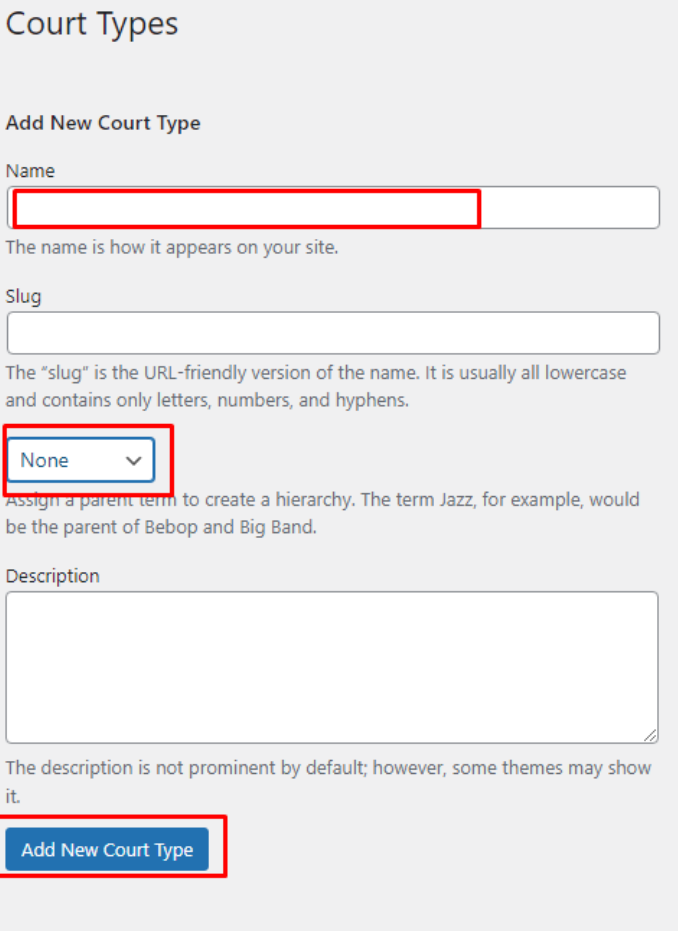
After adding everything you just have to click on PUBLISH button to publish that page.



A screenshot of a 'Publish' panel in a software interface. The panel has a title bar with the word 'Publish' and three small icons (up arrow, down arrow, and a triangle). Below the title bar, there are two buttons: 'Save Draft' on the left and 'Preview' on the right. Under these buttons, there are three status indicators: 'Status: Draft' with a key icon and an 'Edit' link, 'Visibility: Public' with an eye icon and an 'Edit' link, and 'Publish immediately' with a calendar icon and an 'Edit' link. At the bottom right of the panel, there is a blue 'Publish' button, which is highlighted with a red rectangular border.

HOW TO MANAGE COURT TYPES

We need to give proper details and have to submit the form by clicking on > Add new court Type

A screenshot of the 'Add New Court Type' form. The form has a title 'Court Types' and a subtitle 'Add New Court Type'. It contains several input fields: 'Name' (a text box with a red border), 'Slug' (a text box), and 'Description' (a larger text box). Below the 'Name' field, there is a dropdown menu with 'None' selected and a red border. Below the 'Description' field, there is a blue 'Add New Court Type' button with a red border. The form also includes explanatory text for the 'Name' and 'Slug' fields.

HOW TO EDIT COURT TYPE

Here we can edit our previous created court and by clicking on Apply we can save our changes

Bulk actions ▾

Apply

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	Badminton <div>Edit Quick Edit Delete View</div>	—
<input type="checkbox"/>	Cricket	—
<input type="checkbox"/>	Pickleball	—
<input type="checkbox"/>	Name	Description

After clicking on edit and by giving proper info we can update the court

Edit Court Type

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

None ▾

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Update

Delete

HOW TO MANAGE BOOKINGS

From here we can see the one who have booked it and we can change the details from back end

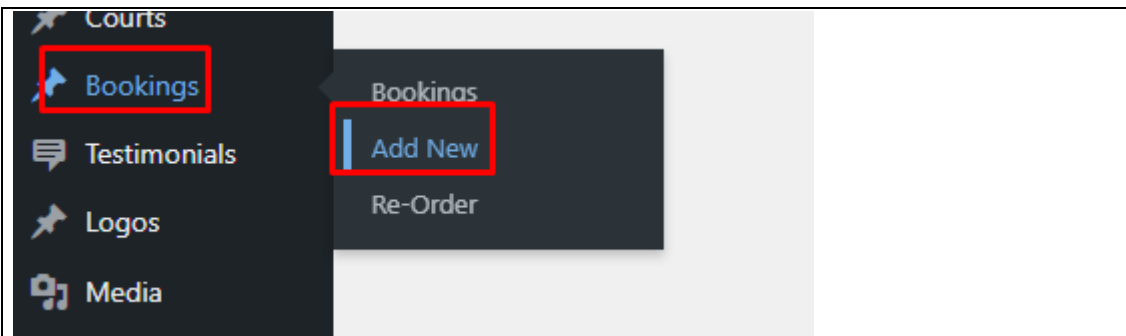
The screenshot displays the booking management interface. On the left, a sidebar menu contains options: Courts, Bookings (highlighted with a red box), Testimonials, Logos, and Media. A dropdown menu for 'Bookings' is open, showing 'Bookings' (highlighted with a red box), 'Add New', and 'Re-Order'. The main content area shows a table of bookings with columns for Title and Date.

Title	Date
<input type="checkbox"/> Booking by for court ID681	Published 2023/01/30 at 8:30 am
<input type="checkbox"/> Booking by for court ID302	Published 2023/01/27 at 1:30 pm
<input type="checkbox"/> Booking by for court ID691	Published 2023/01/27 at 1:25 pm
<input type="checkbox"/> Booking by for court ID691	Published 2023/01/25 at 9:37 am
<input type="checkbox"/> Booking by for court ID691	Published 2023/01/25 at 9:27 am
<input type="checkbox"/> Booking by for court ID691	Published 2023/01/24 at 1:21 pm
<input type="checkbox"/> Booking by for court ID691	Published 2023/01/23 at 6:21 am

Below the table, a detailed view of a booking is shown. It includes a title 'Booking by for court ID681' and a row of action links: 'Edit' (highlighted with a red box), 'Quick Edit', 'Trash', and 'View'.

HOW TO MANAGE ADD NEW BOOKINGS

To add new bookings you have to go to the Bookings > Add New



After clicking on add new button a new page will open where you can add title, description, featured images, tags etc.

Booking Options

Customer ID:

Customer Email:

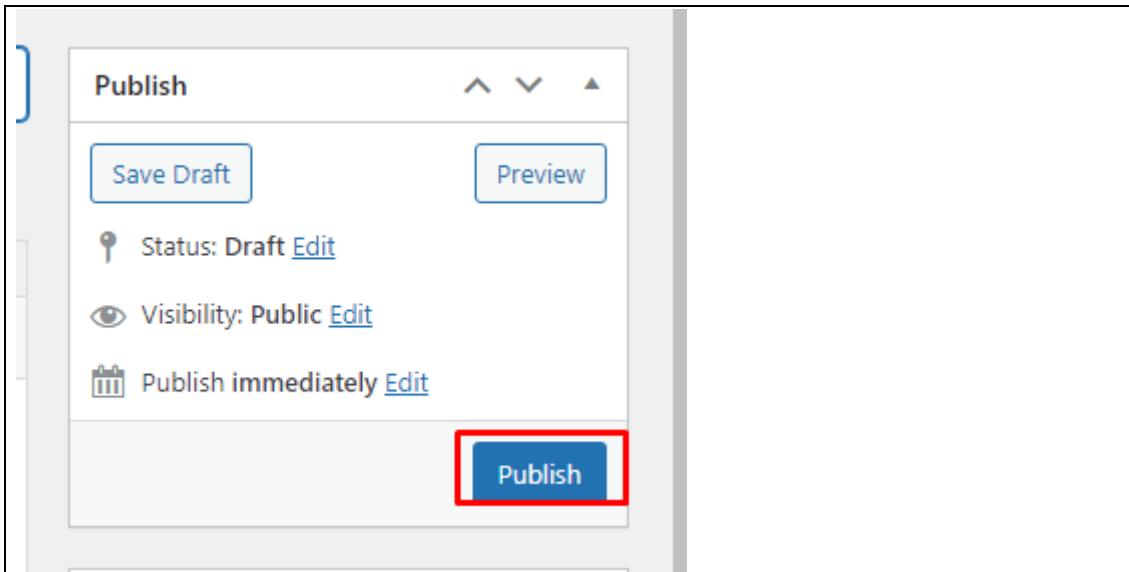
Phone Number:

Court ID: Booking Court Type: Booking Start DateTime:

Booking End DateTime: Booking Duration: No. of Players:

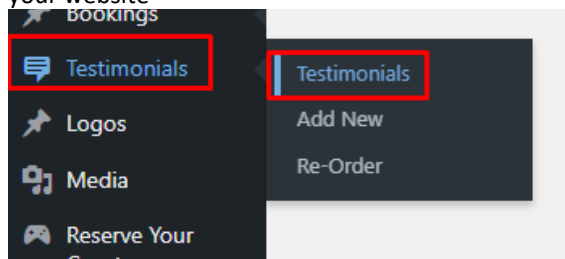
Booking Price:

After adding everything you just have to click on PUBLISH button to publish that bookings page

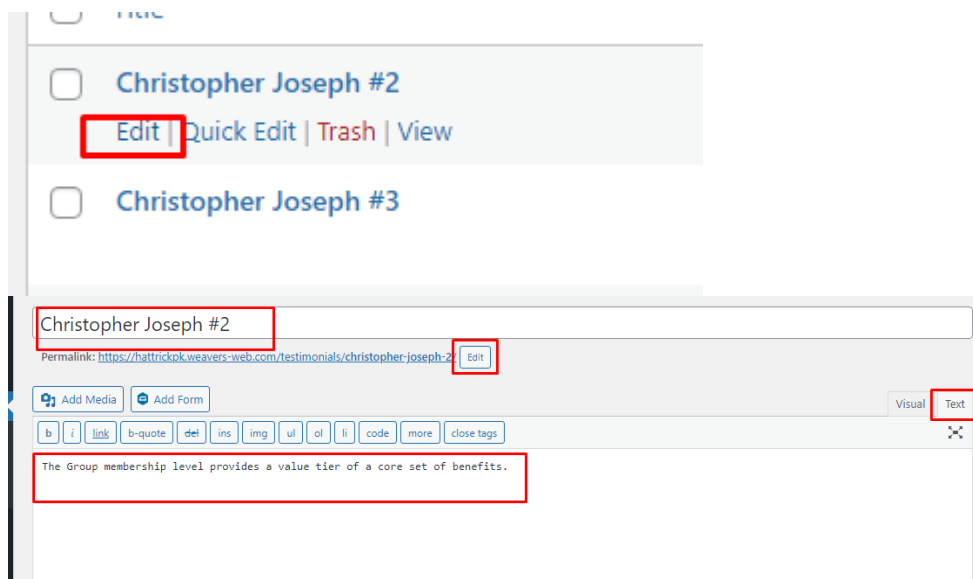


HOW TO MANAGE TESTIMONIALS

If you want to manage Testimonials of your site you just have to go Testimonials > ALL Testimonials where you can find all the listing of your website



if you want to edit your Testimonials just click on edit button. After clicking on edit you can able to changes all content, photos etc



Testimonial Options

Rating

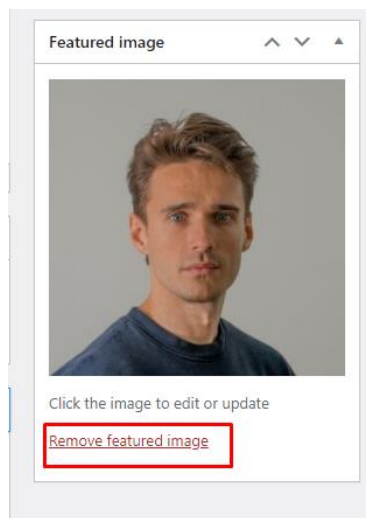
☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Excerpt

Orlando, Florida

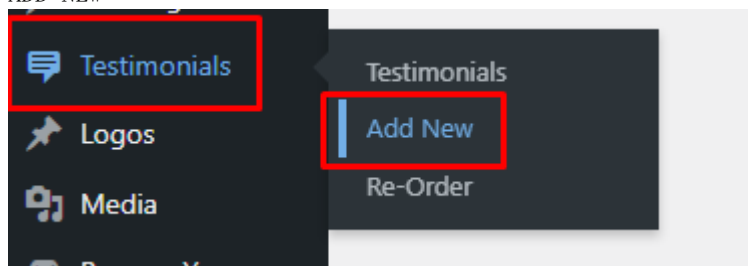
Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

After changing everything you just have to click on UPDATE button to see the desired changes in your site.

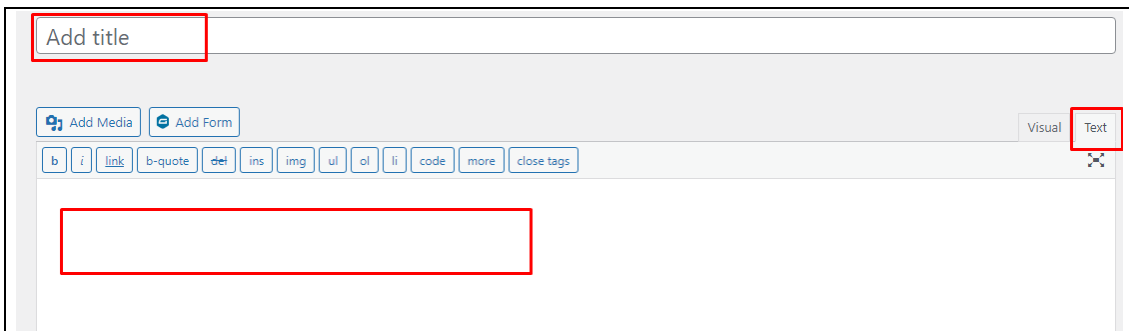


HOW TO MANAGE ADD NEW TESTIMONIALS

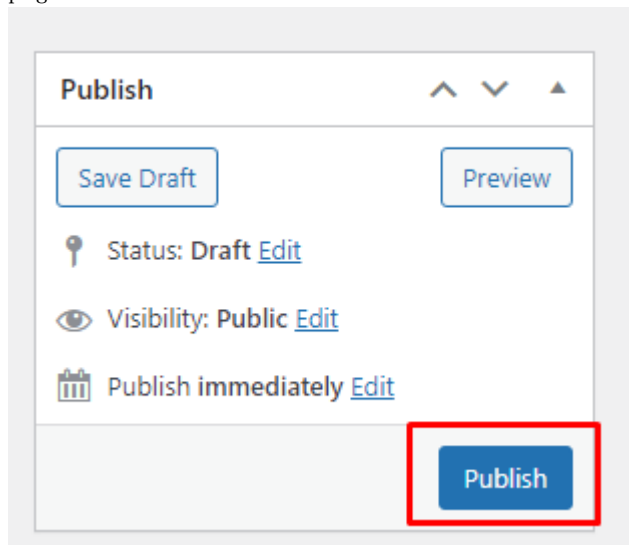
If you want to add new Testimonials in your site then you have to go Testimonials > ADD NEW



After clicking on add new button a new page will open where you can add title, description, featured images, tags etc.

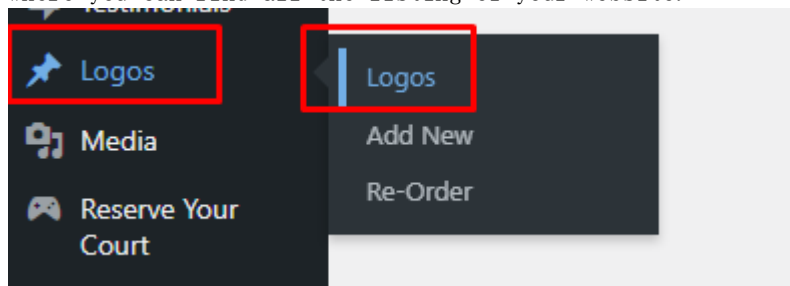


After adding everything you just have to click on PUBLISH button to publish that page.



HOW TO MANAGE LOGOS

If you want to manage Logos of your site you just have to go Logos > ALL Logos where you can find all the listing of your website.



if you want to edit your Logos just click on edit button. After clicking on edit you can able to changes all content, photos etc

☐ Title

☐ Logo 6

EditQuick EditTrashView

☐ Logo 5

☐ Logo 4

EditQuick EditTrashView

Edit Logo

Add New


Logo 6

Permalink: <https://hattrickpk.weavers-web.com/logos/logo-6/>

Edit

Featured image

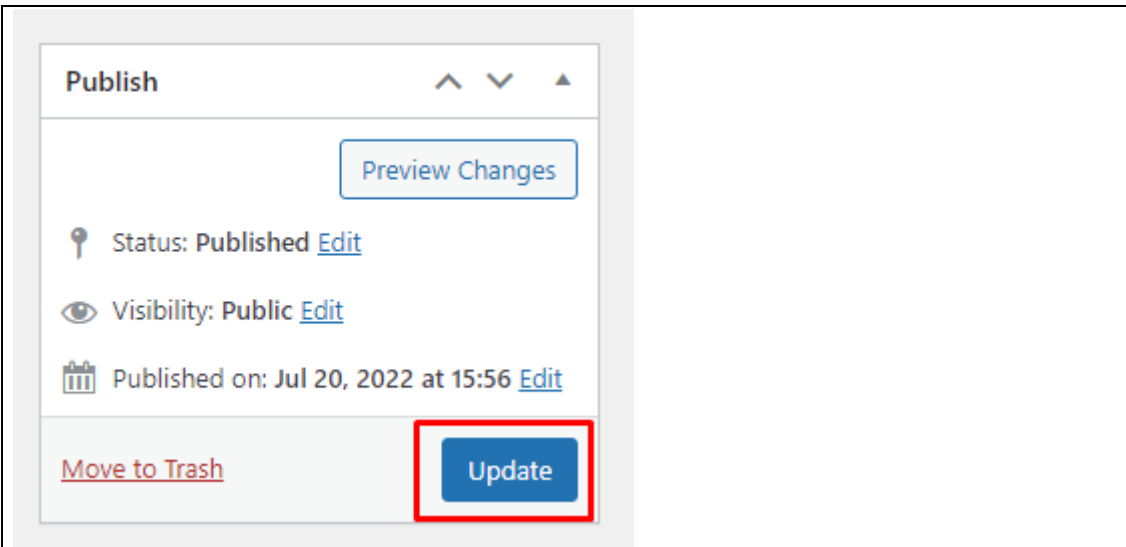
^v▲



Click the image to edit or update

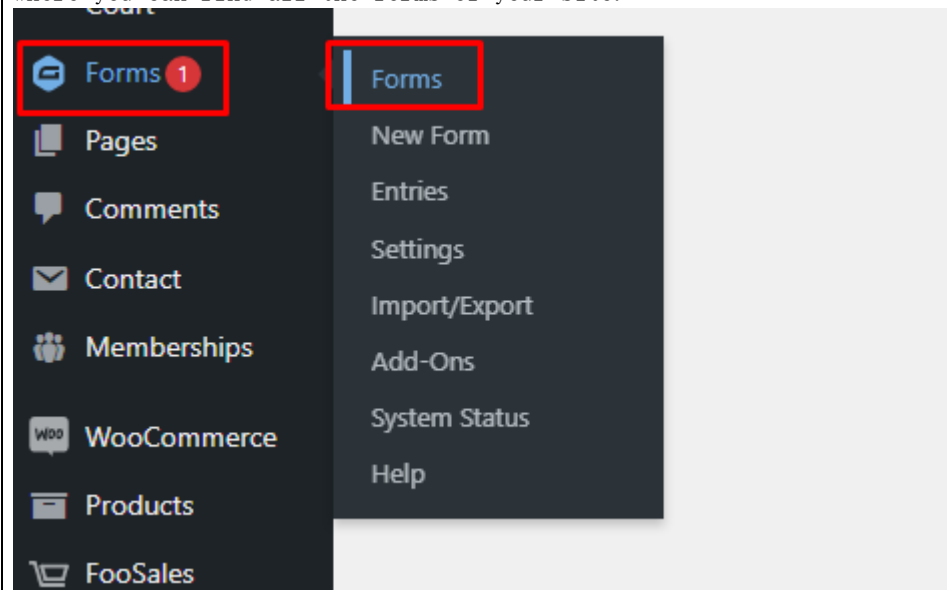
Remove featured image

After changing everything you just have to click on UPDATE button to see the desire changes in your site.



HOW TO MANAGE FORMS

If you want to manage forms your site then you have to go FORMS>ALL FORMS where you can find all the forms of your site.



Note: Except the last form please don't touch any form because if anything goes wrong then site may be will not work properly.
After clicking on edit button please go to the settings>notification. from there you can change your mail id , subject etc.

Bulk actions

Apply

1 ite

<input type="checkbox"/>	Status	Title	ID	Entries	Views	Conversion
<input type="checkbox"/>	Active	Reserve Slot	1	45	260	17.3%
		<div>Edit Settings Entries Results Preview Duplicate Trash</div>				
<input type="checkbox"/>	Status	Title	ID	Entries	Views	Conversion

Bulk actions

Apply

1 ite

Reserve Slot

Settings

Entries

Sales

Embed

Preview

Save Form

START PAGING

Court Type (Required)

Court Type (Required)

☒ Badminton

☐ Cricket

Product Name Badminton (Required)

☐ 1 player

☐ 2 Players

☐ 3 Players

☐ 4Players

Search for a field

Add Fields

Field Settings

Drag a field to the left to start building your

For each and every click on the section the card will open on the right hand side Add Fields Field Settings the form admin. Preview this form to view the content.

Cricket Header HTML

</> HTML CONTENT

This is a content placeholder. HTML content is not displayed in the form admin. Preview this form to view the content.

Product Name Cricket (Required)

- ☐ 4 Players
- ☐ 5 Players
- ☐ 6 Players

Choose your date

</> HTML CONTENT

This is a content placeholder. HTML content is not displayed in the form admin. Preview this form to view the content.

Duration (Required)

45 minutes

----- PAGE BREAK -----

Choose your date

</> HTML CONTENT

This is a content placeholder. HTML content is not displayed in the form admin. Preview this form to view the content.

HTML Block

</> HTML CONTENT

This is a content placeholder. HTML content is not displayed in the form admin. Preview this form to view the content.

Court Unique ID (Required)



Total

\$0.00

Address (Required)

Street Address

Address Line 2

City

ZIP / Postal Code

State / Province / Region

Country

Credit Card (Required)

Card Number

MM/YYCVC

Credit Card (Required)

Card Number

MM/YYCVC



Submit

Confirmation: You can add or modify the text and by clicking Save button.

</> Embed

Preview

Save Form

Search for a field

HOW TO MANAGE PAGE

If you want to manage PAGE of your site you just have to go PAGE > ALL PAGE where you can find all the listing of your website.

Forms 1

Pages

Comments

Contact

Memberships

All Pages

Add New

if you want to edit your PAGE just click on edit button. After clicking on edit you can able to changes all content, photos etc

Bulk actions

Apply

All dates

Filter

Title

FooSales for WooCommerce – Point of Sale (POS) — Private

Edit

Quick Edit

Trash

View

Agent Login

Verify

Admin Phone Provision Setting

Time

	Time
1	9:00 am
2	9:30 am
3	10:00 am

[Add Row](#)

After changing everything you just have to click on UPDATE button to see the desire changes in your site.

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **14** [Browse](#)

Published on: Oct 21, 2022 at 11:30 [Edit](#)

[Move to Trash](#) [Update](#)

HOW TO ADD NEW PAGE

If you want to add new PAGE in your site then you have to go PAGE > ADD NEW



After clicking on add new button a new page will open where you can add title, description, featured images, tags etc.

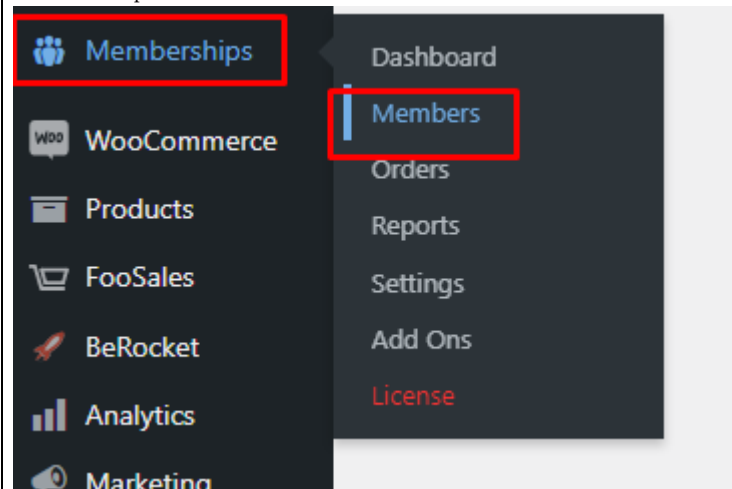
A screenshot of a form for adding a new page. At the top, there is a 'Time' label and a text input field containing the word 'Time', which is highlighted with a red rectangular box. To the right of this field is a blue 'Add Row' button, also highlighted with a red rectangular box. Below these elements is a panel titled 'Page Attributes' with expand/collapse arrows. Inside this panel, there are three settings: 'Parent' with a dropdown menu showing '(no parent)', 'Template' with a dropdown menu showing 'Default template', and 'Order' with a text input field showing '0'. At the bottom of the panel is a help message: 'Need help? Use the Help tab above the screen title.'

After adding everything you just have to click on PUBLISH button to publish that page.

A screenshot of a 'Publish' panel with expand/collapse arrows. It contains two buttons at the top: 'Save Draft' and 'Preview'. Below these are three status settings, each with an icon and an 'Edit' link: 'Status: Draft' with a key icon, 'Visibility: Public' with an eye icon, and 'Publish immediately' with a calendar icon. At the bottom right of the panel is a large blue 'Publish' button, which is highlighted with a red rectangular box.

HOW TO MANAGE MEMBER LIST

By clicking on the members you can see the member details who have purchased the membership.

A screenshot of the WordPress dashboard showing the 'Members' list. The first member, 'deep22@yopmail.co', is highlighted with a red box. The table has columns for user profile picture, username, email, and other details.

	deep22@yopmail.co	113	—	—	de
	jhantu22	112	—	—	jh

By clicking the order section you can get the list of the members who have ordered the membership and you will get the details

A screenshot of the WordPress dashboard showing the 'Orders' and 'Settings' sections. The 'Orders' section is highlighted with a red box, and the 'Settings' section is also highlighted with a red box.

Orders

Code	User	Level	Total	Billing	Gateway	Transaction IDs
5ECF83D5E5 ID: 36 Refund	deep22@yopmail.co m deep22@yopmail.co m	Web Check IN	\$30.00	visa: x1111	Stripe (test)	Payment: ch_3MU5FaDdm6Yzfggj0TPolhMk Subscription: sub_1MU5FdDdm6Yzfggj2asc7jy
673327BDD2	jhantu22 jhantu22@yopmail.c om	Full Access	\$120.00	visa: x1111	Stripe (test)	Payment: ch_3MTguSDdm6Yzfggj1UWTBG09 Subscription: sub_1MTguVDdm6Yzfggj9GkNnli

Settings

Membership Levels

ID	Name	Billing Details	Expiration	Allow Signups
3	Web Check IN	\$30.00 per Month.	After 12 Months	Yes
5	Full Access	\$120.00 per Month.	After 12 Months	Yes

Keyboard Shortcuts

☐ Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar

☒ Show Toolbar when viewing site

Name

Username

deep22@yopmail.com

Names cannot be changed.

Role

Customer

First Name

Last Name

Nickname (required)

deep22@yopmail.com

Display name publicly as

deep22@yopmail.com

Contact Info

Email (required)

deep22@yopmail.com

Email (required)

deep22@yopmail.com

Website

About the user

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

Profile Picture

Account Management

New Password

Set New Password

Password Reset

Send Reset Link

Send deep22@yopmail.com a link to reset their password. This will not change their password, nor will it force a change.

Sessions

Log Out Everywhere

HOW TO MANAGE PRODUCTS

If you want to manage Products of your site you just have to go Products > ALL Products where you can find all the listing of your website.

The image shows a two-part screenshot of the WordPress admin interface. The top part shows the left sidebar with the 'Products' menu item highlighted in a red box. A sub-menu is open, and the 'All Products' option is also highlighted in a red box. The bottom part of the image shows a table of products. The 'Edit' link for the first product, 'Reserve Slot', is highlighted in a red box. Below this, the 'Edit product' screen for 'Men White Sports Shoes #3' is shown. The product name is highlighted in a red box. The permalink is shown as 'https://hattrickpk.weavers-web.com/product/men-white-sports-shoes-3/'. The 'Edit' button next to the permalink is highlighted in a red box. The 'Product description' section is visible, with the 'Text' tab selected and highlighted in a red box. The 'Visual' tab is also visible.

Product Name	Status
Reserve Slot	In stock
Men White Sports Shoes #3	In stock
Men White Sports Shoes #2	In stock
Badminton Shuttlecock #2	In stock

Edit product [Add New](#)

Men White Sports Shoes #3

Permalink: <https://hattrickpk.weavers-web.com/product/men-white-sports-shoes-3/> [Edit](#)

Product description

[Add Media](#) [Add Form](#)

Visual [Text](#)

[b](#) [i](#) [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [close tags](#)

If you can change price here that will be show frontent

Product data — Simple product
Virtual:
Downloadable:

General
Inventory
Shipping
Linked Products
Attributes
Advanced
Get more options
Advanced label
POS Settings

Regular price (\$)
89
Sale price (\$)
65
Schedule
MSRP (USD\$)



BADMINTON SHUTTLECOCK #3

★★★★☆ (1 customer review)

\$100.00

\$50.00 Save 50%

- | 1 | +

ADD TO CART

♥ Add to wishlist

CATEGORY: Badminton Bat

Product image

Set product image

Product gallery

Add product gallery images

Product categories

All categoriesMost Used

☒ Badminton Bat☐ Cricket Bat☐ Hockey Bat☐ Shuttlecock☐ Sport Shoe

+ Add new category

Publish

Preview Changes

Status: PublishedEdit

Visibility: PublicEdit

Published on: Jul 22, 2022 at 11:38Edit

Catalog visibility: Shop and search resultsEdit

Copy to a new draft

Move to Trash

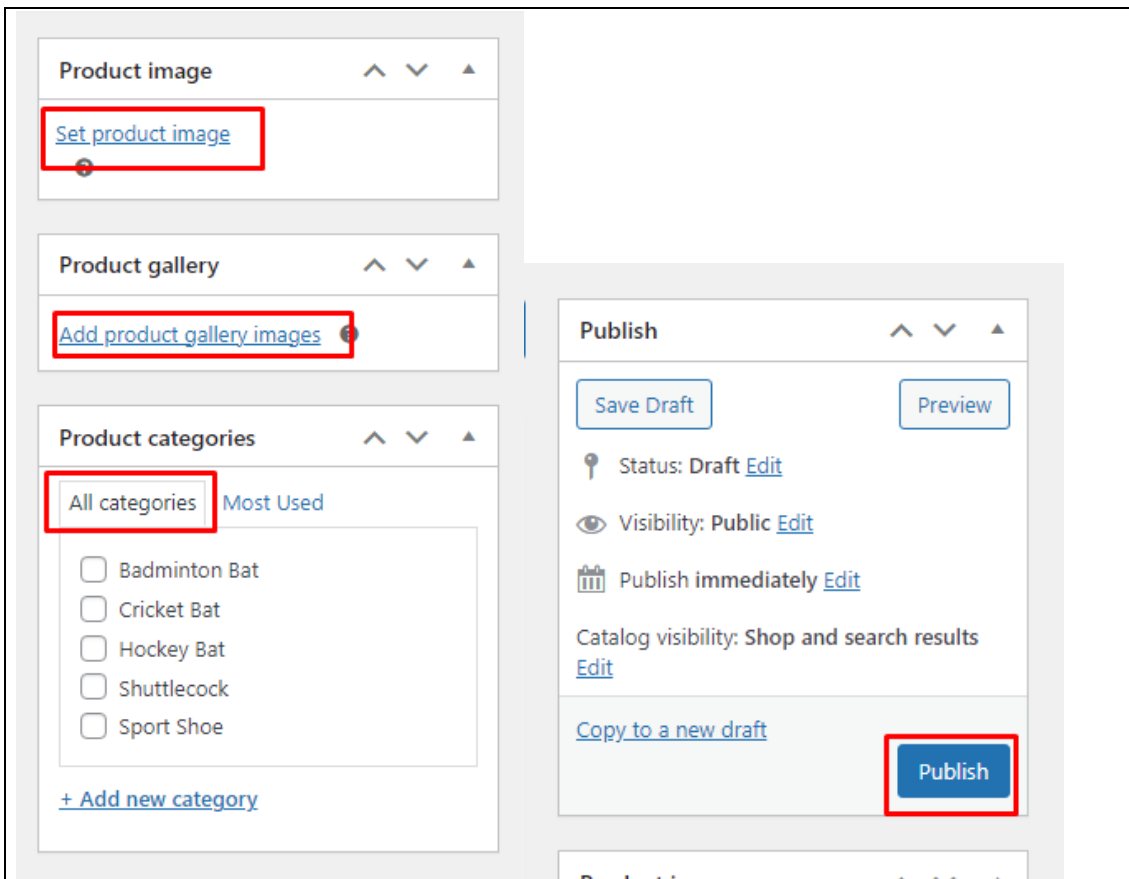
Update

HOW TO MANAGE ADD NEW PRODUCT

By clicking on the add new you will get a form

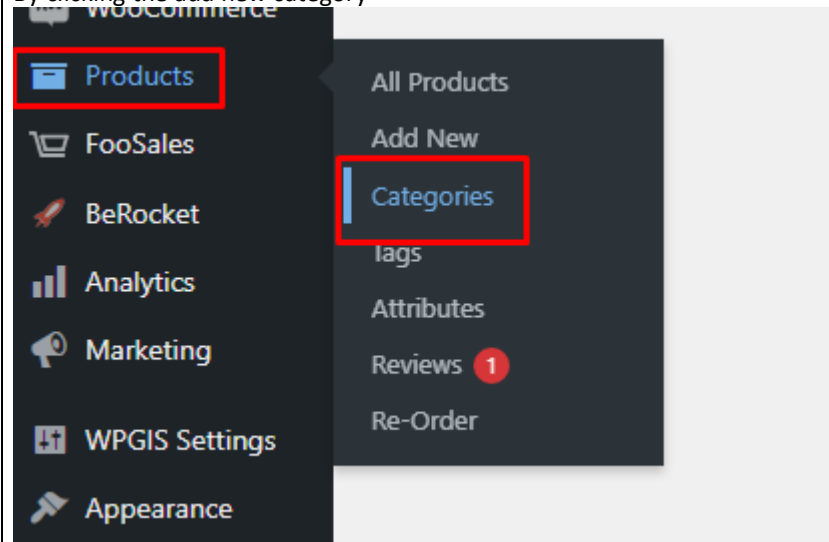
The screenshot displays the 'Add New Product' form. The sidebar menu on the left includes 'Products', 'FooSales', 'BeRocket', 'Analytics', 'Marketing', 'WPGIS Settings', and 'Appearance'. The 'Products' menu is open, showing 'All Products', 'Add New', 'Categories', 'Tags', 'Attributes', 'Reviews' (with a red badge '1'), and 'Re-Order'. The 'Add New' option is selected. The main form area is titled 'Add new product' and contains the following sections:

- Product name:** A text input field.
- Product description:** A section with 'Add Media' and 'Add Form' buttons. Below these are 'Visual' and 'Text' tabs, with 'Text' selected. A rich text editor toolbar is visible.
- Product data:** A section with a dropdown menu set to 'Simple product'. Below this are input fields for 'Regular price (\$)', 'Sale price (\$)', and 'MSRP (USD\$)'. The 'Sale price (\$)' field has a 'Schedule' link next to it.



HOW TO MANAGE ADD NEW CATEGORY

By clicking the add new category



categories listed click the "screen options" link at the top right of this page.

Add new category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent category


None 

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

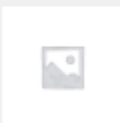
Description

it.

Display type

Default 

Thumbnail





[Upload/Add image](#)

[Add new category](#)

HOW TO MANAGE MODIFY PREVIOUS CATEGORY

bulk actions

<input type="checkbox"/>	Image	Name	Description
<input type="checkbox"/>		Badminton Bat Edit Quick Edit View	—
<input type="checkbox"/>		Cricket Bat	—


Name
The name is how it appears on your site.

Slug
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent category
Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description
The description is not prominent by default; however, some themes may show it.

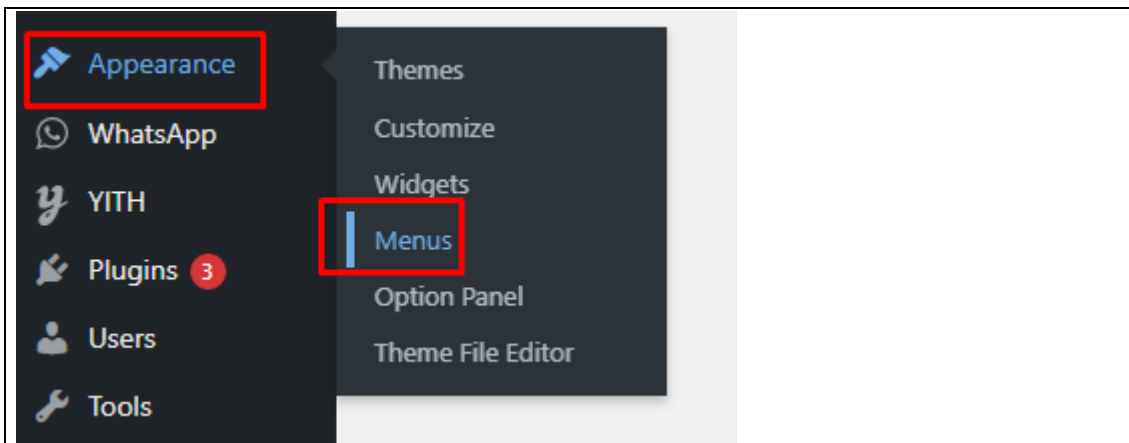
Display type

Thumbnail 

NOTE: Same process apply for TAGES and ATTRIBUTE

HOW TO MANAGE MENU

BY clicking on the Appearance you will get the Menu



From here header footer option and then change the nav menus and after all these things just click on SAVE button

Select a menu to edit: **Main Menu (Primary Menu)** ☒ **Select** or [create a new menu](#). Do not forget to save your changes!

Footer (Footer Menu)

Main Menu (Primary Menu)

Add menu items

Pages

Most Recent View All Search

- ☐ Agent Login
- ☐ Verify
- ☐ Admin Phone Provision
- ☐ Thank You
- ☐ Booking
- ☐ Reservation
- ☐ Reserve Slot
- ☐ Your Reservations

☐ Select All **Add to Menu**

Posts

Custom Links

Categories

Paid Memberships Pro

WooCommerce endpoints

GALLERY

Contact Us

Reserve Slot

Menu structure

Menu Name:

Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

☐ Bulk Select

HOME	Front Page ▼
ABOUT US	Custom Link ▼
PRODUCTS	Custom Link ▼
GALLERY	Custom Link ▼
Contact Us	Custom Link ▼
Reserve Slot	Page ▼

☐ Bulk Select [Remove Selected Items](#)

Menu Settings

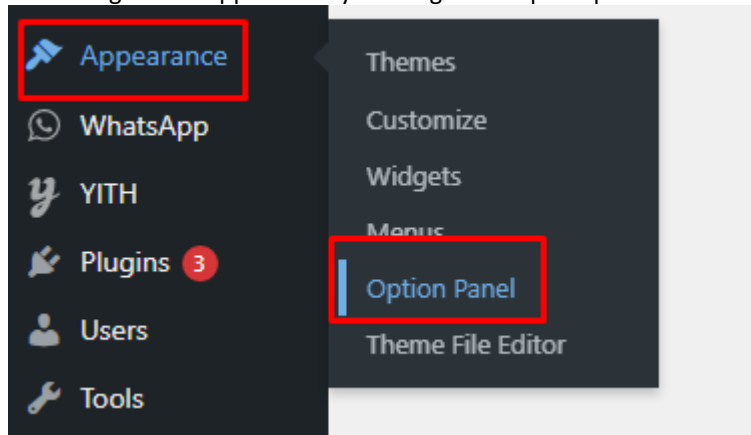
Auto add pages ☐ Automatically add new top-level pages to this menu

Display location ☐ Log In Widget - PMPro ☒ Primary Menu ☐ Footer Menu (Currently set to: Footer)

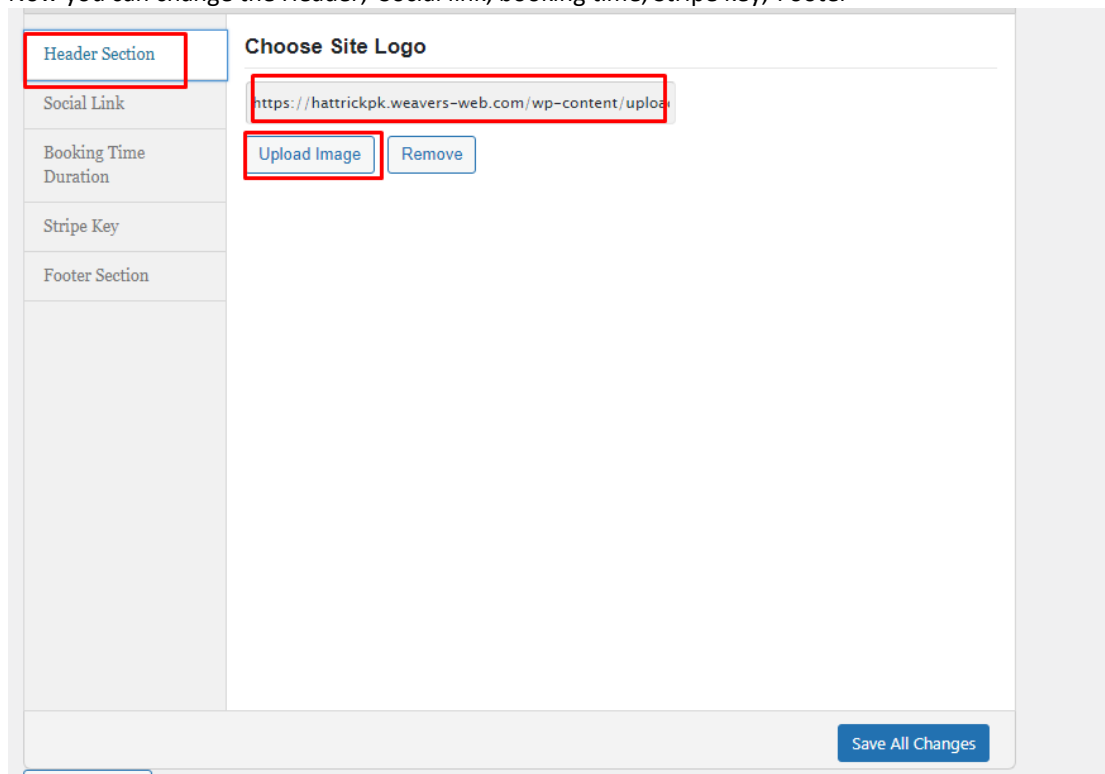
[Delete Menu](#) **Save Menu**

HOW TO MANAGE OPTION PANEL

BY clicking on the Appearance you will get the Option panel



Now you can change the Header, Social link, booking time, Stripe key, Footer



Option Panel

Header Section

Social Link

Booking Time Duration

Stripe Key

Footer Section

Facebook

#

Twitter

#

Instagram

#

Youtube

#

Reset Options

Save All Changes

NOTE: Here you can change the booking time then time will be change on fron ant. Ones user has provided a gap of 30 minute in time duration field. User should view the particular timing as per settled

Option Panel

Header Section

Social Link

Booking Time Duration

Stripe Key

Footer Section

Time Duration

30

Weekend Price

20

Week Days Price

50

Reset Options

Save All Changes

4		
	01:00 am	
11	01:30 am	
18	10:00 am	
	10:30 am	
25	11:00 am	
4	11:30 am	
	12:00 pm	
	12:30 pm	

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+0000000000

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HOW TO MANAGE USERS

If you want to manage USERS of your site you just have to go USERS > ALL USERS where you can find all the listing of your website.

33

WEAVERS WEB SOLUTION PRAIVET LIMITED

Users

Tools

All-in-One WP Migration

Settings

Custom Fields

All Users

Add New

Profile

User Role Editor

Name

Username

deep22@yopmail.com

Usernames cannot be changed.

Role

Customer

First Name

Last Name

Nickname (required)

deep22@yopmail.com

Display name publicly as

deep22@yopmail.com

Contact Info

Email (required)

deep22@yopmail.com

Website

About the user

Update User