

ADMIN MANUAL OF HATTRICK

Catalog

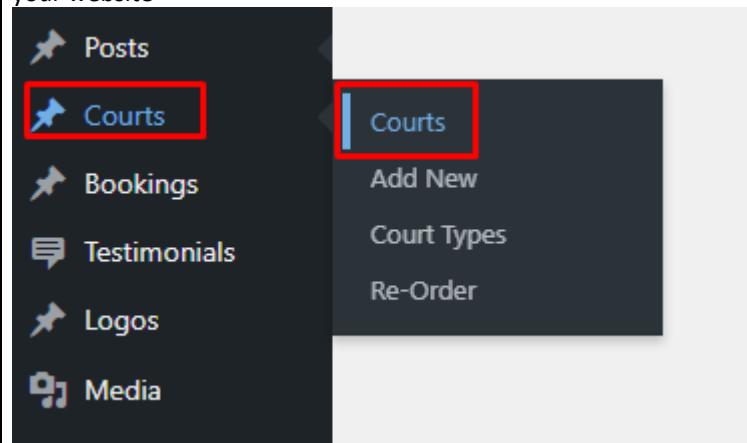
HOW TO MANAGE COURTS	3
HOW TO MANAGE COURTS	5
HOW TO MANAGE COURT TYPES	6
HOW TO EDIT COURT TYPE	7
HOW TO MANAGE BOOKINGS	8
HOW TO MANAGE ADD NEW BOOKINGS	8
HOW TO MANAGE TESTIMONIALS	10
HOW TO MANAGE ADD NEW TESTIMONIALS	11
HOW TO MANAGE LOGOS	12
HOW TO MANAGE FORMS	14
HOW TO MANAGE PAGE	18

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

[Edit](#) [Quick Edit](#) | [Trash](#) | [View](#)

Court – 1

Court Options

Multiple Time Picker

Time
1 <input type="text" value="12:00 am"/>
2 <input type="text" value="12:30 am"/>
3 <input type="text" value="1:00 am"/>
4 <input type="text" value="1:30 am"/>
5 <input type="text" value="2:00 am"/>
6 <input type="text" value="2:30 am"/>
7 <input type="text" value="3:00 am"/>
8 <input type="text" value="3:30 am"/>
9 <input type="text" value="4:00 am"/>
10 <input type="text" value="4:30 am"/>

Add Row

Featured image

Click the image to edit or update

[Remove featured image](#)

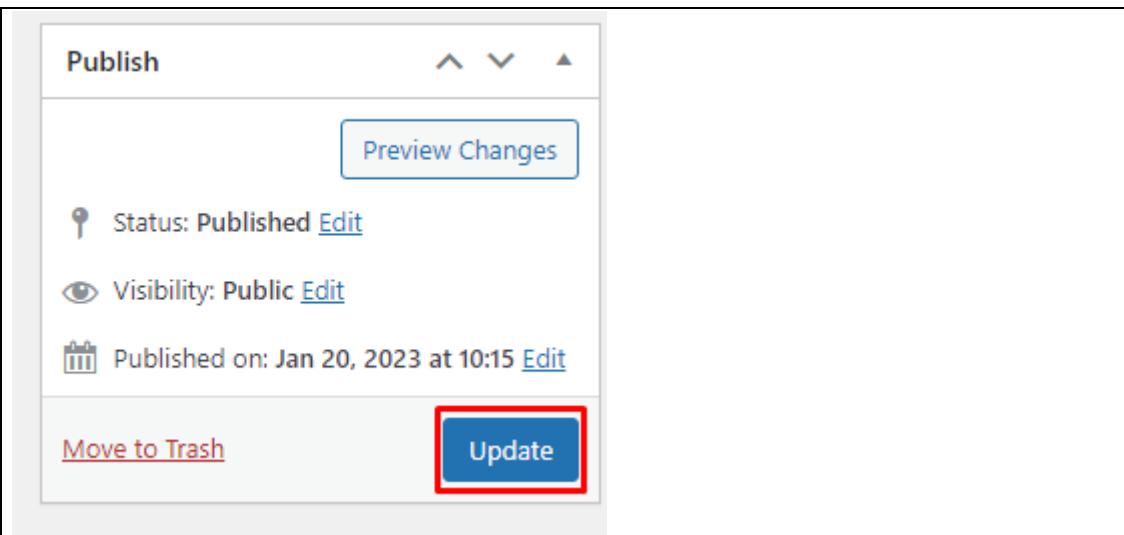
Court Types

All Court Types Most Used

Pickleball
 Badminton
 Cricket

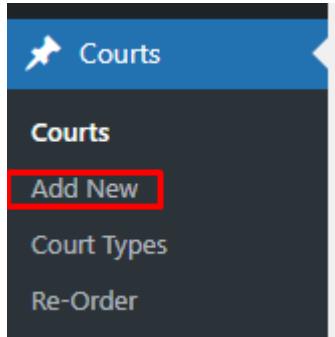
[+ Add New Court Type](#)

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

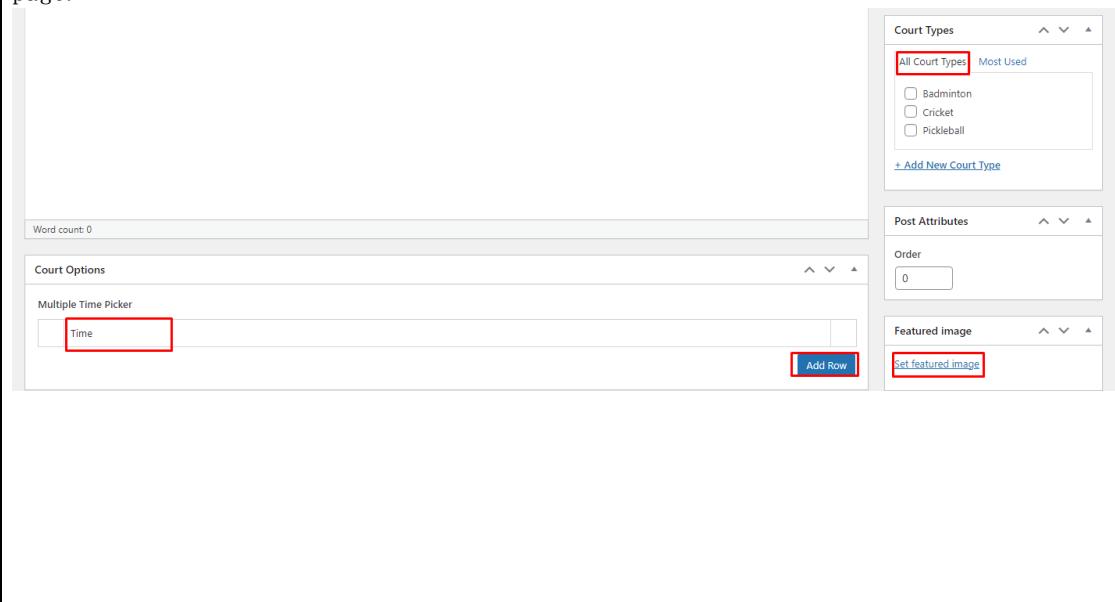


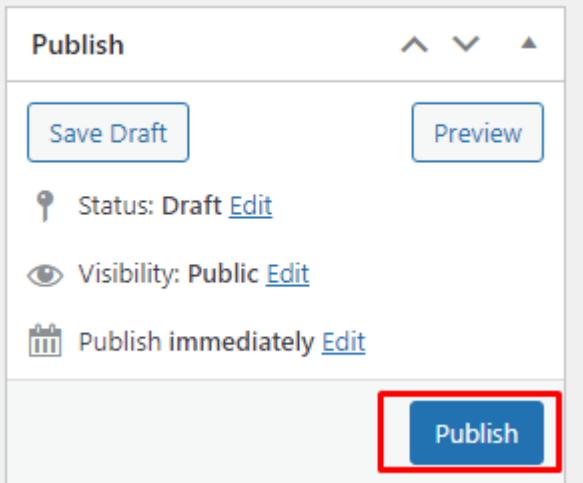
HOW TO MANAGE COURTS

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.





HOW TO MANAGE COURT TYPES

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

Court Types

Add New 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.

Parent Term
 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.

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	—
	Edit Quick Edit Delete View	
<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.

Parent 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.

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 shows a navigation sidebar on the left with icons for Courts, Bookings, Testimonials, Logos, and Media. The 'Bookings' item is highlighted with a red box. A secondary 'Bookings' menu is open on the right, containing 'Add New' and 'Re-Order' options. Below these menus is a table listing eight bookings. The table has columns for 'Title' and 'Date'. The last booking in the list is highlighted with a red box. At the bottom, there is a list of booking titles with checkboxes, where the second item ('Booking by for court ID681') has its 'Edit' link highlighted with a red box.

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

Title

Booking by for court ID681

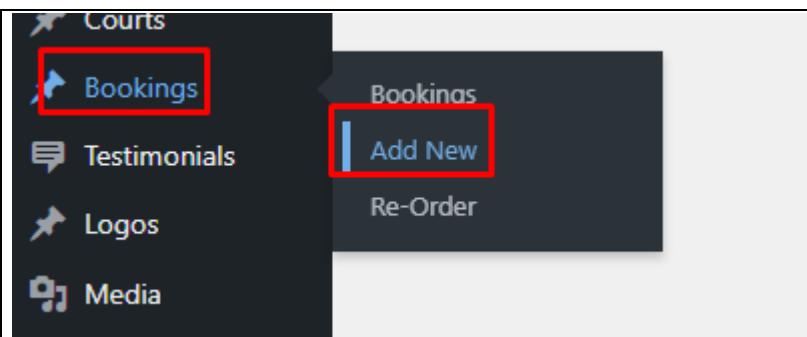
[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#)

Booking by for court ID302

Booking by for court ID691

HOW TO MANAGE ADD NEW BOOKINGS

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

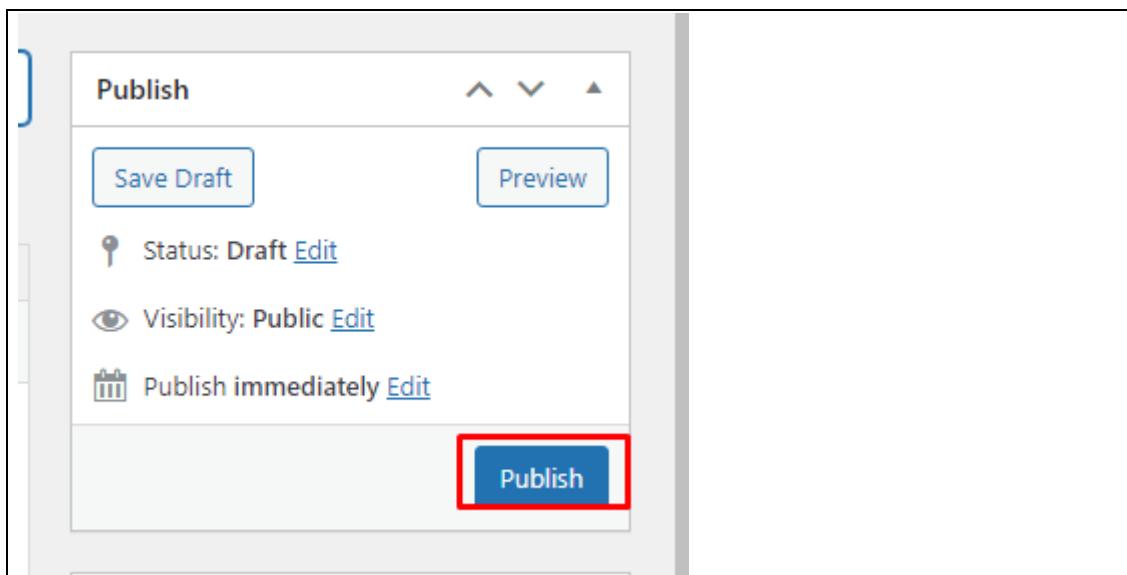


After clicking on add new button a new page will open where you can add title, description, featured images, tags etc.

A screenshot of a booking form editor. At the top, there's a header with 'Add title' (highlighted with a red box) and other buttons like 'Add Media' and 'Add Form'. Below the header is a rich text editor toolbar with 'Visual' and 'Text' options (the 'Text' option is highlighted with a red box). The main area is titled 'Booking Options' and contains several input fields:

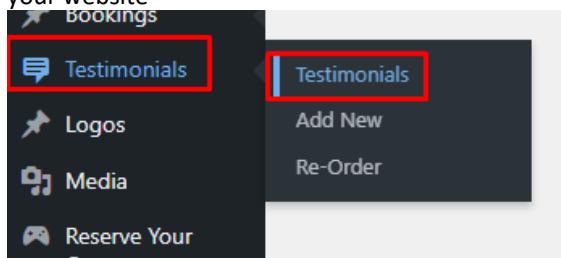
- 'Customer ID': A dropdown menu with 'Select' (highlighted with a red box).
- 'Customer Email': An input field containing a redacted email address.
- 'Phone Number': An input field containing a redacted phone number.
- 'Court ID': A dropdown menu with 'Select' (highlighted with a red box).
- 'Booking Court Type': A dropdown menu with 'Select' (highlighted with a red box).
- 'Booking Start DateTime': An input field containing a redacted date and time.
- 'Booking End DateTime': An input field containing a redacted date and time.
- 'Booking Duration': An input field containing a redacted duration.
- 'No. of Players': An input field containing a redacted number.
- 'Booking Price': An input field containing a redacted price.

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



HOW TO MANAGE TESTIMONIALS

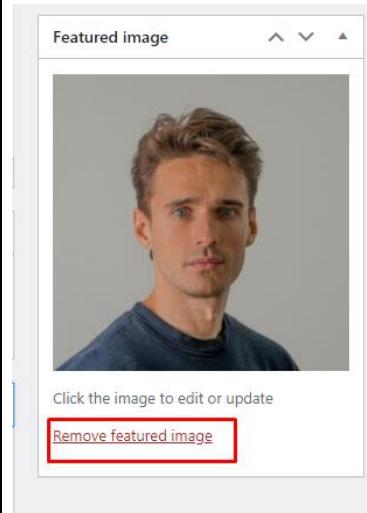
If you want to manage Testimonials of your site you just have to go Testimonials > ALL Testimonials where you can find all the listing of your website



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

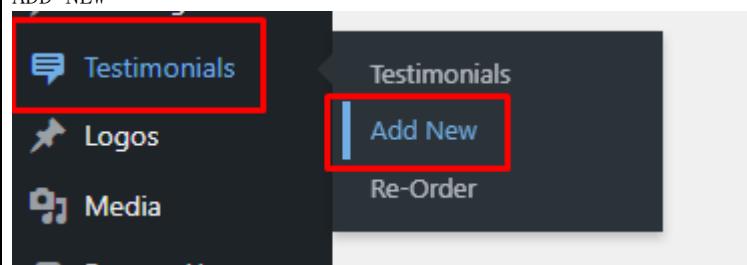
The screenshot shows the 'Edit' screen for a testimonial. At the top, there are checkboxes for selecting the testimonial, followed by the name 'Christopher Joseph #2' and three action buttons: 'Edit' (highlighted with a red box), 'Quick Edit', and 'Trash'. Below this is another checkbox for 'Christopher Joseph #3'. The main content area contains the testimonial text 'Christopher Joseph #2' and a 'Permalink' link. At the bottom is a rich text editor toolbar with various buttons like 'Add Media', 'Add Form', and a 'Text' switcher (also highlighted with a red box). The editor content area contains the text 'The Group membership level provides a value tier of a core set of benefits.' with a red box around it.

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

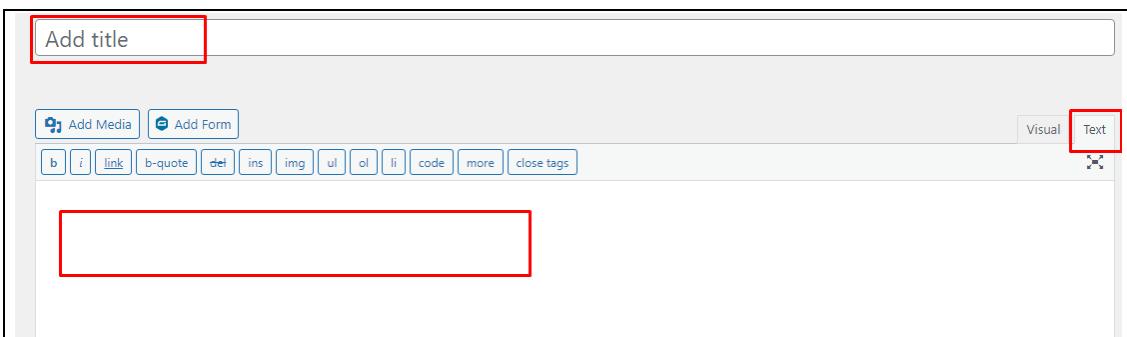


HOW TO MANAGE ADD NEW TESTIMONIALS

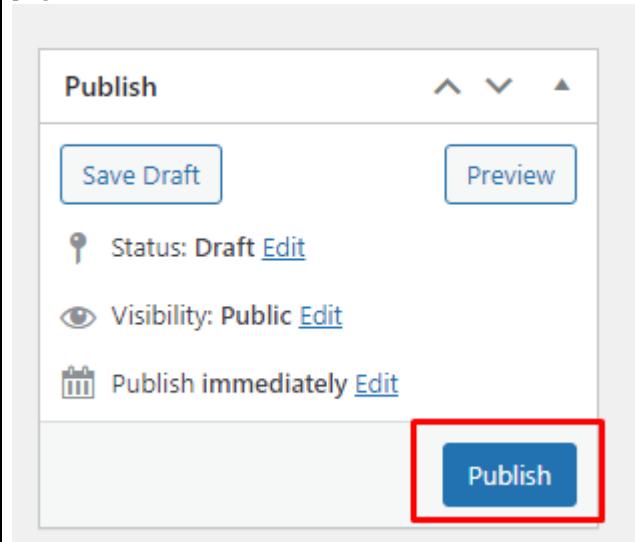
If you want to add new Testimonials in your site then you have to go Testimonials > ADD NEW



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

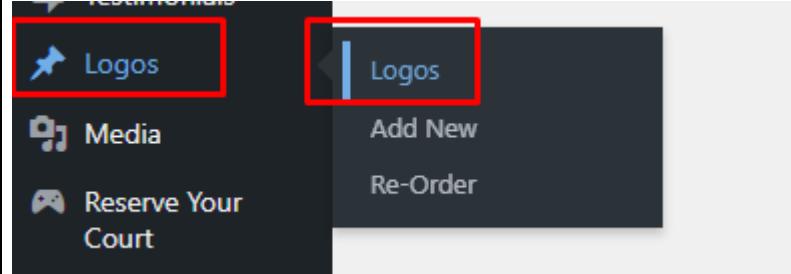


After adding everything you just have to click on PUBLISH button to publish that page.



HOW TO MANAGE LOGOS

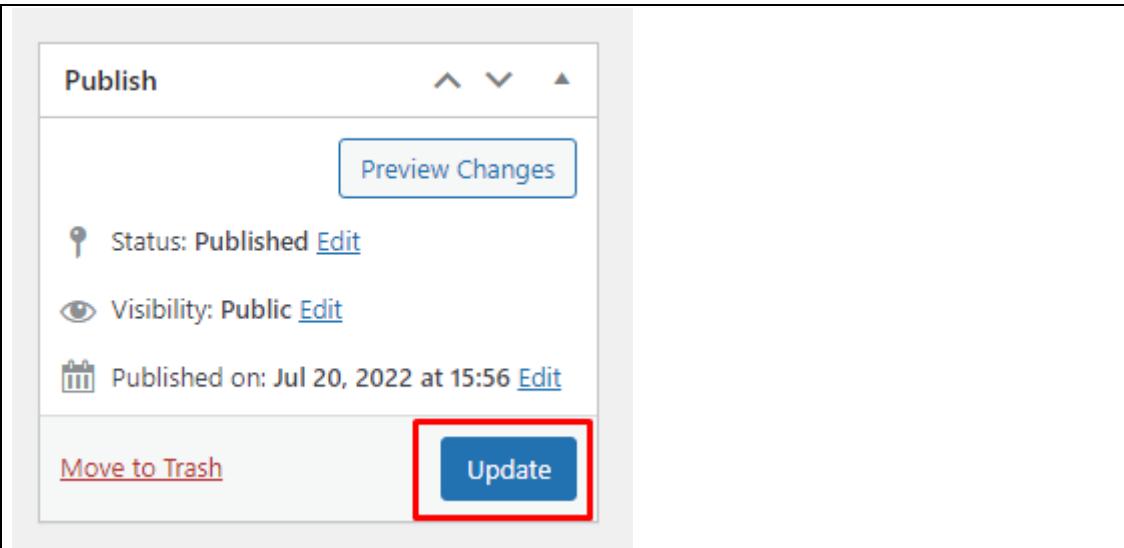
If you want to manage Logos of your site you just have to go Logos > ALL Logos where you can find all the listing of your website.



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

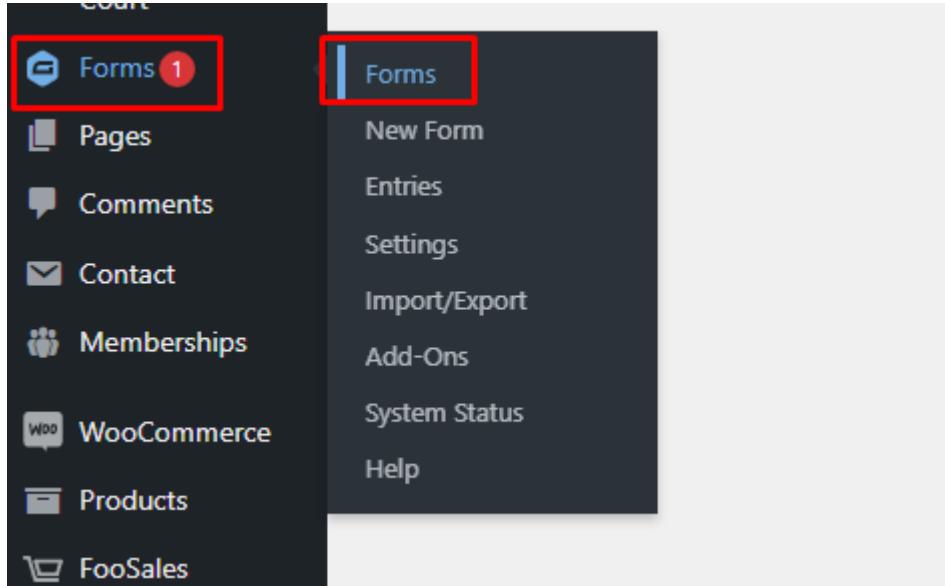
The screenshot shows the WordPress dashboard with the 'Logos' menu item selected. The 'Logos' page lists several logos, with 'Logo 6' currently selected. The 'Edit' button for Logo 6 is highlighted with a red box. The 'Edit Logo' screen for Logo 6 is open, showing the title 'Logo 6', the permalink 'https://hattrickpk.weavers-web.com/logos/logo-6/', and the 'Edit' button, all of which are also highlighted with red boxes. Below this, the 'Featured image' section displays a placeholder image for 'Enpal.' with a 'Remove featured image' button, which is also highlighted with a red box.

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.

The screenshot displays a user interface for managing items and creating forms.

List View:

- Bulk actions dropdown and Apply button.
- A table with columns: Status, Title, ID, Entries, Views, and Conversion.
- An item row for "Reserve Slot" is selected, showing "Active" status and a green "Edit" button, which is highlighted with a red box.
- Links for Settings, Entries, Results, Preview, Duplicate, and Trash are visible.
- Another table below shows the same structure for a single item.

Form Editor:

- Header: Reserve Slot, Settings, Entries, Sales, Embed, Preview, Save Form.
- Search bar: Search for a field.
- Add Fields and Field Settings buttons.
- Drag-and-drop area: Drag a field to the left to start building your form.
- Court Type (Required):** A required field with a red box around the label. It includes a toolbar with icons for ellipsis, add, edit, and delete, and two radio button options: Badminton (selected) and Cricket.
- Product Name Badminton (Required):** A required field with a red box around the label. It includes a toolbar with icons for ellipsis, add, edit, and delete, and four radio button options: 1 player, 2 Players, 3 Players, and 4Players.

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 -----

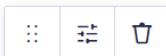
Choose your date

</> 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

State / Province / Region

ZIP / Postal Code

Country

Credit Card (Required)

Card Number	MM/YY CVC
-------------	-----------

**Credit Card (Required)**

Card Number	MM/YY CVC
-------------	-----------



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

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 All Pages

Comments Add New

Contact

Memberships

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

<input type="checkbox"/> Title
<input type="checkbox"/> FooSales for WooCommerce – Point of Sale (POS) — Private
Edit Quick Edit Trash View
<input type="checkbox"/> Agent Login
<input type="checkbox"/> Verify

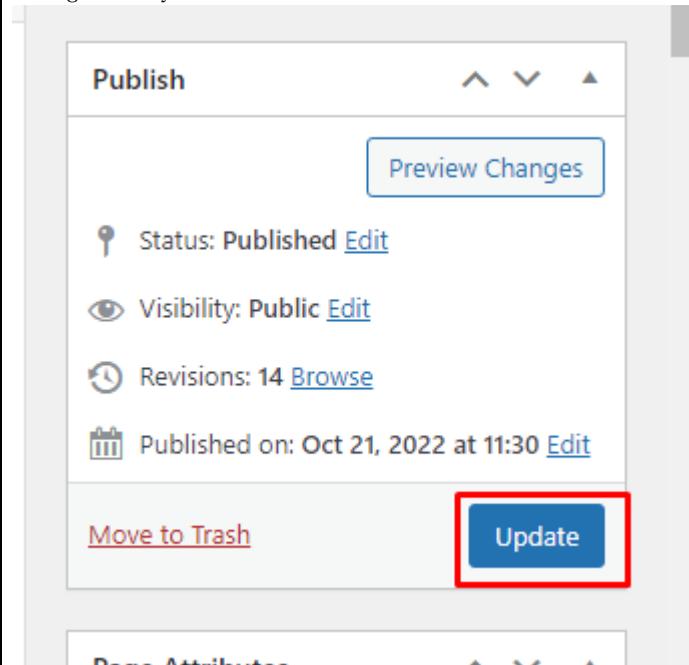
Admin Phone Provision Setting

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.



HOW TO ADD NEW PAGE

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

The screenshot shows the DNN Admin interface. In the top navigation bar, 'Forms 1' is selected. Below it, 'Pages' is highlighted, and 'All Pages' is shown. A red box highlights the 'Add New' button under 'All Pages'. To the right, a 'Comments' panel is visible.

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

The 'Comments' panel contains a table with a single row. The first column is labeled 'Time' and contains a red box around the input field. The second column contains a red box around the 'Add Row' button.

The 'Page Attributes' dialog box is open. It includes fields for 'Parent' (set to '(no parent)'), 'Template' (set to 'Default template'), and 'Order' (set to '0'). A note at the bottom says '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.

The 'Publish' dialog box is open. It shows three options: 'Save Draft' (disabled), 'Preview' (disabled), and 'Publish immediately'. The 'Publish' button is highlighted with a red box.

HOW TO MANAGE MEMBER LIST

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

The screenshot shows the Paid Memberships Pro dashboard. On the left, there's a sidebar with categories: WooCommerce, Products, FooSales, BeRocket, Analytics, and Marketing. The 'Members' section is highlighted with a red box. On the right, under the 'Members' heading, there are links for Dashboard, Orders, Reports, Settings, Add Ons, and License. The 'Orders' link is also highlighted with a red box.

This screenshot shows a member profile for 'deep'. The profile picture, name 'deep', email '22@yopmail.com', and a small bio 'm' are highlighted with a red box. Below this, another member profile for 'jhant' is partially visible.

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

The screenshot shows the 'Orders' page. The 'Orders' tab is selected and highlighted with a red box. Below it, there's a table listing two orders. The first order is for 'SECF83D5E5' and the second is for '673327BDD2'. Each order row includes a 'Refund' button, which is highlighted with a red box. At the bottom of the page, there's a 'Settings' tab highlighted with a red box, and a 'Membership Levels' section with a table showing two levels: 'Web Check IN' and 'Full Access'.

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

Toolbar Show Toolbar when viewing site

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

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 screenshot shows the WordPress admin dashboard with the WooCommerce plugin active. The left sidebar has a 'WooCommerce' section containing 'Products' and 'All Products' (both highlighted with red boxes). Other options include 'FooSales', 'BeRocket', 'Analytics', 'Marketing', 'WPGIS Settings', and 'Appearance'. The main content area displays a list of products:

	Product Name	Status
<input type="checkbox"/>	Reserve Slot	In stock
<input type="checkbox"/>	Men White Sports Shoes #3	In stock
<input type="checkbox"/>	Men White Sports Shoes #2	In stock
<input type="checkbox"/>	Badminton Shuttlecock #2	In stock

The screenshot shows the 'Edit product' page for the product 'Men White Sports Shoes #3'. The product name is highlighted with a red box. Below it, the permalink is shown as <https://hattrickpk.weavers-web.com/product/men-white-sports-shoes-3/>, with an 'Edit' button next to it, also highlighted with a red box. The 'Product description' section includes a rich text editor toolbar with buttons for Add Media, Add Form, Visual (highlighted with a red box), Text, and various text styles. The text area is currently empty.

If you can change price here that will be show frontent

Product data — Simple product

General	Regular price (\$)	89
Inventory	Sale price (\$)	65 Schedule
Shipping	MSRP (USD\$)	
Linked Products		
Attributes		
Advanced		
Get more options		
Advanced label		
POS Settings		

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 categories [Edit](#)

- Badminton Bat
- Cricket Bat
- Hockey Bat
- Shuttlecock
- Sport Shoe

[+ Add new category](#)

Publish

[Preview Changes](#)

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Jul 22, 2022 at 11:38 [Edit](#)

Catalog visibility: Shop and search results [Edit](#)

[Copy to a new draft](#)

[Move to Trash](#)

[Update](#)

HOW TO MANAGE ADD NEW PRODUCT

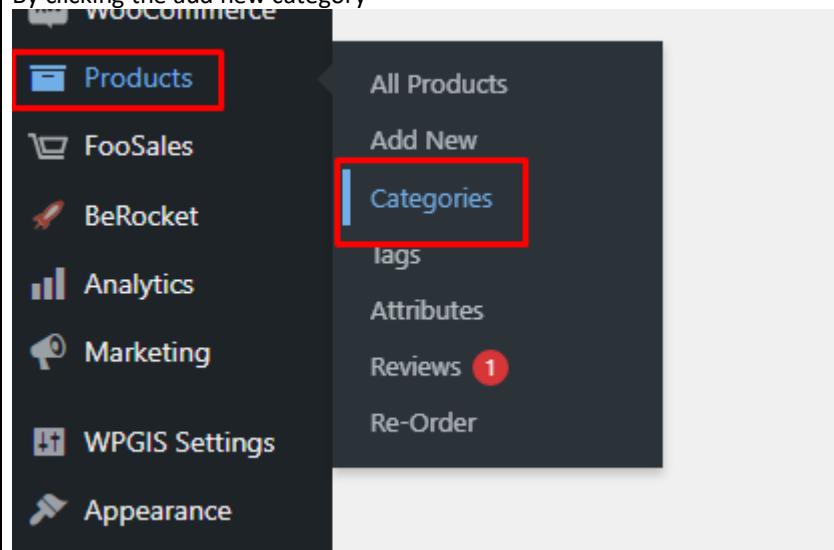
By clicking on the add new you will get a form

The screenshot shows the BeRocket WPGIS admin interface. On the left, there's a sidebar with various menu items: Products (selected), FooSales, BeRocket, Analytics, Marketing, WPGIS Settings, and Appearance. The main area is titled "Add new product". It contains a "Product name" input field, a "Product description" rich text editor with a "Text" tab selected, and a "Product data" section. The "Product data" section has a dropdown set to "Simple product", with checkboxes for "Virtual:" and "Downloadable:". Below this are tabs for General, Inventory, Shipping, Linked Products, Attributes, Advanced, Get more options, Advanced label, and POS Settings. The "Regular price (\$)" and "Sale price (\$)" fields in the "General" tab are highlighted with red boxes.

The screenshot shows the WooCommerce Product Editor. On the left, there are three sections: 'Product image' with a 'Set product image' button, 'Product gallery' with an 'Add product gallery images' button, and 'Product categories' with a dropdown menu showing 'All categories' and 'Most Used'. Under 'All categories', there is a list of categories: Badminton Bat, Cricket Bat, Hockey Bat, Shuttlecock, and Sport Shoe. A red box highlights the 'Set product image' button, the 'Add product gallery images' button, and the 'All categories' dropdown. On the right, there is a 'Publish' section with 'Save Draft' and 'Preview' buttons, and a status message 'Status: Draft'. Below that are visibility settings: 'Visibility: Public' and 'Publish immediately'. There is also a link 'Catalog visibility: Shop and search results Edit'. At the bottom of the publish section is a 'Copy to a new draft' link and a large blue 'Publish' button, which is also highlighted with a red box.

HOW TO MANAGE ADD NEW CATEGORY

By clicking the add new category



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

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

Description

Display type

Thumbnail


HOW TO MANAGE MODIFY PREVIOUS CATEGORY

Screenshot showing the WordPress Admin interface for managing categories.

The top section shows a list of categories:

Image	Name	Description
	Badminton Bat Edit Quick Edit View	—
	Cricket Bat	—

The bottom section shows the "Edit" screen for the "Badminton Bat" category:

Name: Badminton Bat (highlighted with a red box)

Slug: badminton-bat

Parent category: None (highlighted with a red box)

Description: (Large text area highlighted with a red box)

Display type: Default (highlighted with a red box)

Thumbnail: [Upload/Add image](#) [Remove image](#) (highlighted with a red box)

Update (button highlighted with a red box)

NOTE: Same process apply for TAGS and ATTRIBUITE

HOW TO MANAGE MENU

BY clicking on the Apprencia 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

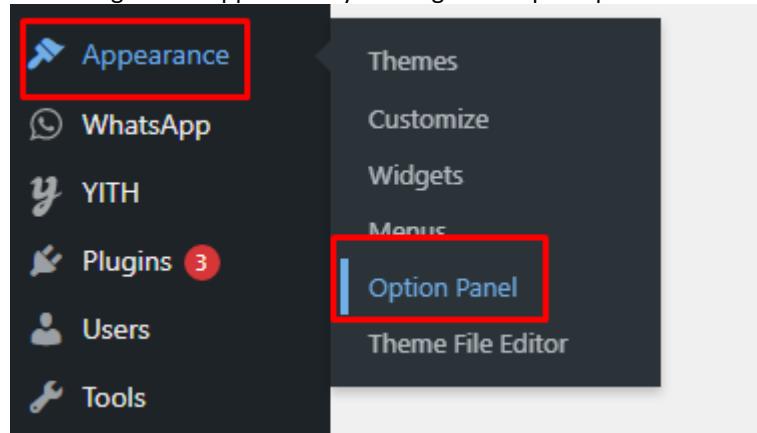
Select a menu to edit: **Main Menu (Primary Menu)** or [create a new menu](#). Do not forget to save your changes!

Footer (Footer Menu)

Add menu items		Menu structure
Pages Most Recent View All Search <input type="checkbox"/> Agent Login <input type="checkbox"/> Verify <input type="checkbox"/> Admin Phone Provision <input type="checkbox"/> Thank You <input type="checkbox"/> Booking <input type="checkbox"/> Reservation <input type="checkbox"/> Reserve Slot <input type="checkbox"/> Your Reservations <input type="checkbox"/> Select All <input type="button" value="Add to Menu"/>	Menu Name <input type="text" value="Main Menu"/> Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options. <input type="checkbox"/> Bulk Select	HOME Front Page ▾ ABOUT US Custom Link ▾ PRODUCTS Custom Link ▾ GALLERY Custom Link ▾ Contact Us Custom Link ▾ Reserve Slot Page ▾
<input type="checkbox"/> Bulk Select Remove Selected Items		<input type="checkbox"/> Bulk Select Remove Selected Items
Menu Settings		
Auto add pages <input type="checkbox"/> Automatically add new top-level pages to this menu Display location <input type="checkbox"/> Log In Widget - PMPro <input checked="" type="checkbox"/> Primary Menu <input type="checkbox"/> Footer Menu (Currently set to: Footer)		
Delete Menu		<input type="button" value="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

<p>Header Section</p>	<p>Choose Site Logo</p> <p>https://hattrickpk.weavers-web.com/wp-content/uploads/2023/09/logo-1.png</p> <p><input type="button" value="Upload Image"/> <input type="button" value="Remove"/></p>
Social Link	
Booking Time Duration	
Stripe Key	
Footer Section	

Option Panel

Header Section	Facebook
Social Link	# <input type="text"/>
Booking Time Duration	Twitter
Stripe Key	# <input type="text"/>
Footer Section	Instagram
	# <input type="text"/>
	Youtube
	# <input type="text"/>
<input type="button" value="Save All Changes"/>	
<input type="button" value="Reset Options"/>	

NOTE: Here you can change the booking time then time will be change on front end. Once 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	Time Duration
Social Link	30 <input type="text"/>
Booking Time Duration	Weekend Price
Stripe Key	30 <input type="text"/>
Footer Section	Week Days Price
	50 <input type="text"/>
<input type="button" value="Save All Changes"/>	
<input type="button" value="Reset Options"/>	

4

01:00 am

11

01:30 am

18

10:00 am

25

10:30 am

4

11:00 am

11:30 am

12:00 pm

12:30 pm

Footer Logo

<https://hattrickpk.weavers-web.com/wp-content/uploads/2022/01/logo-hattrickpk-1024x1024.png>

[Upload Image](#)

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Phone

+0000000000

Email

+0000000000

Email

abc.xyz@gmail.com

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Users

All Users

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Profile

User Role Editor

Tools

All-in-One WP Migration

Settings

Custom Fields

Name

Username

Role

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

Email (required)

Website

About the user