Netball America
Administration System Guide

Contents

Technical Information

Application Netball_USA is written in Ruby on Rails:
ruby **3.3.0**
rails **7.0.8.1**

Application security provided by <u>Devise</u>.

The application code is maintained on Github with public access) at:
https://github.com/pethl/netball_usa

The application is hosted by Heroku at:
https://netball-america-923def44b63e.herokuapp.com

The application uses <u>TailwindCSS</u> for styling and icons by <u>FontAwesome</u>

Rights & Permissions

System definition - Sonya Ottaway
System design and build - Lisa Pethick

This system has been designed and built for Netball America.
All rights and intellectual ownership belong exclusively to Netball America.
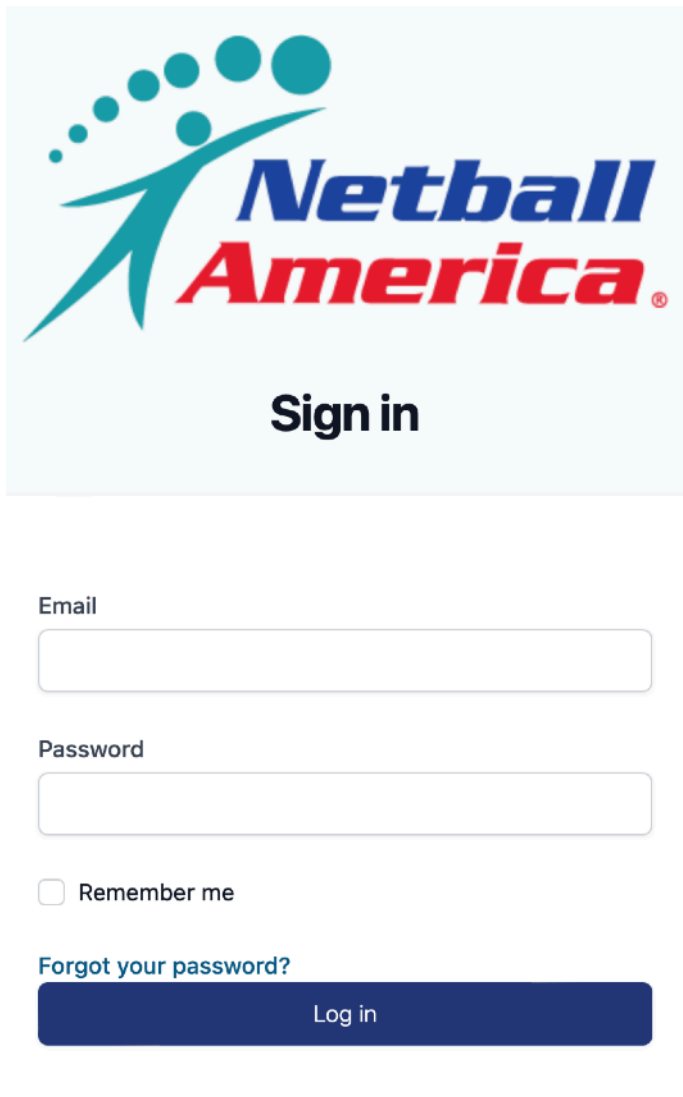
System Access

Sign In

DESC: System sign in page. Users to be created by Database Adminstrator.

PUBLIC ACCESS: Visible to public but only system users can sign in.

http://localhost:3000/users/sign_in

Forgot Password - currently in beta mode, require netball america dns records for update -LP

Sign In Page

User Account

Edit Details

DESC: User account, edit details page

PUBLIC ACCESS: None.

ADMIN & NON-ADMIN ACCESS: Users can edit their own record and change password.

http://localhost:3000/users/edit?locale=en

Edit User

First name

Lisa

Last name

Pethick

Email

pethicklisa@gmail.com

Password
(leave blank if you don't want to change it)

Password confirmation

Current password
(current password required to confirm changes)

Update

User Account Edit

System Navigation

Navbar Links

Navigation links for each section are defined in the system header. Click on any one to go to the Index page showing all records.

Nav Links

Index Views

Index views show all, or a clearly marked filtered subset of, records. They typically only show a subset of the fields available and typically do not support editing. (*Future plan to allow US Open page to support in-place editing). Use the view to quickly view larger data sets and identify a particular record to work on.

Index View Tabs
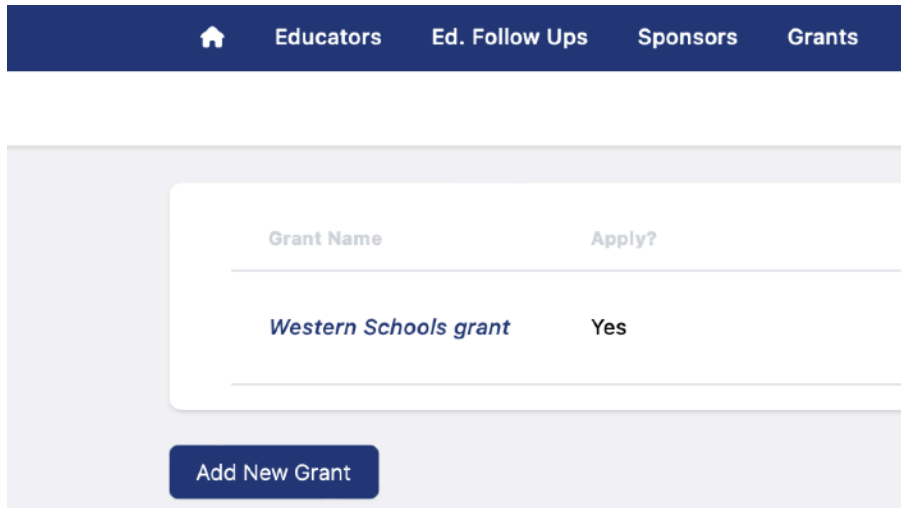
Sections where large data sets are expected have extra tabs to enable the user to view the data in filtered and sorted/grouped ways. Simply click on the available tab and the data will be reorganised or filtered by the system.
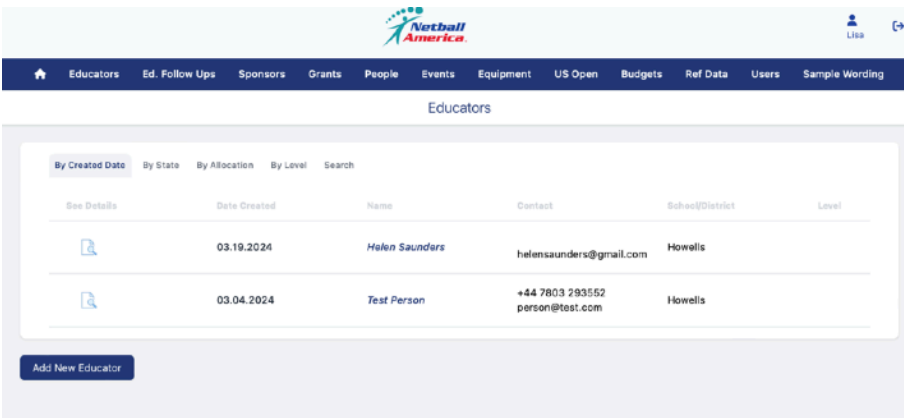
Index View Navigation Tabs

New Record
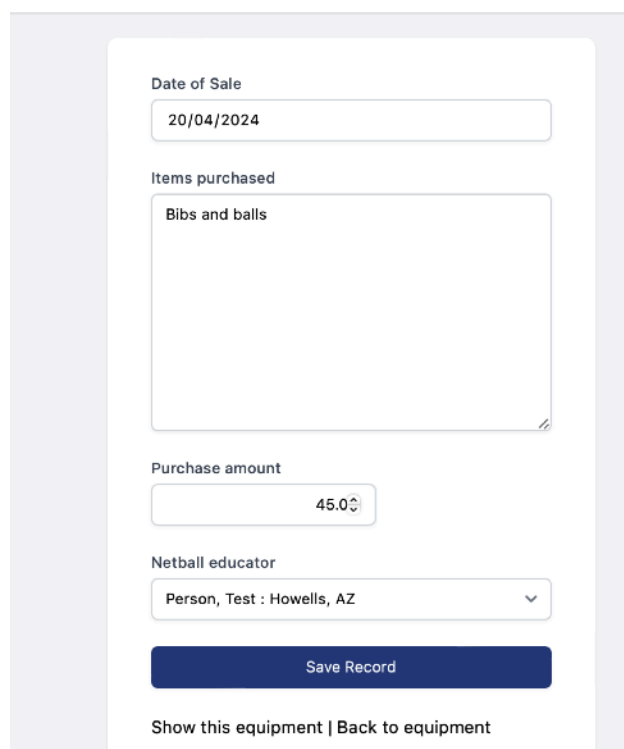
To create a new record look for the dark blue button, usually found under the list of records (if there are any), it will take you to the new record form layout. This form will show all fields available for this section, unless fields are hidden for system user level security.

New Record Button / Edit Record link

Edit Record

To edit any individual record look for the field in **dark blue italics**, this is a record edit link field and will take you to the editing form (same form as new record form). Forms include many special features to ensure data entry quality such as date pickers, pick lists, ref data, number only fields.
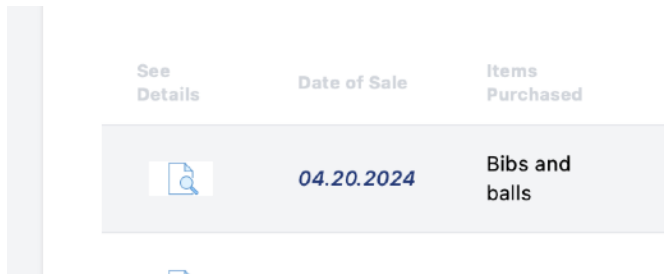
Form with Links

View Record

All records also have a ViewOnly setting. This will always be shown after creating a new record or editing an existing record, when the user clicks the Save button. This is a cut down version of the data to enable users to easily see all the fields in a simple format. If data needed to be printed quickly for external use, the View Only screen would be recommended.

Currently this can be accessed by the "See Details" column, using the Page Find icon in the row of choice for sections that do not have a lead Name field, else it can be accessed via the Edit form screen. This may change based on user feedback.

See Details Column: View Only screen

Data Model/Structure

Reference Data

DESC: Stores all reference data used by the application and enable real-time end user updates. Records are categorised by group and this group drives system visibility therefore is mandatory. Records cannot be deleted but visibility can be controlled by Active/InActive flag.

PUBLIC ACCESS: None

ADMIN ACCESS: Admin users create/read/update/delete all records, all fields.

NON-ADMIN: None

https://netball-america-923def44b63e.herokuapp.com/references/

Column_Name	Format	Access	Note
id	integer	SYS	standard integer id
group	character (255)	Admin	Mandatory
value	character (255)	Admin	Mandatory
key	character (255)	Admin	optional
desc	character (255)	Admin	optional
created_at	timestamp(6)	SYS	sys generated
updated_at	timestamp(6)	SYS	sys generated

Groups by Object:

SPONSOR	sponsor_category, sponsor_industry, sponsor_status, sponsor_opportunity_area,
EDUCATOR	educator_level,
GRANT	grant_status,
PEOPLE	people_role, people_region, people_level, gender, tshirt_size,
US_OPEN	us_open_role, transfer_room_type,
EVENT	event_type, event_status,

Users

DESC: Stores system user account and login details.

PUBLIC ACCESS: None

DB-ADMIN: Create users.

ADMIN ACCESS: Admin view all records, all fields.

NON-ADMIN: See individual user rights

SYSTEM USER: Individual users can edit their own record, change name and password.

https://netball-america-923def44b63e.herokuapp.com/references/

Column_Name	Format	Access	Note
id	integer	SYS	standard integer id
first_name	character		
last_name	character		
email	character		email standard validation, no duplicate emails allowed
encrypted_password	character		By Devise
reset_password_token	character		By Devise
reset_password_sent_at	timestamp(6)		By Devise
remember_created_at	timestamp(6)		By Devise
sign_in_count	integer		By Devise
current_sign_in_at	timestamp(6)		By Devise
last_sign_in_at	timestamp(6)		By Devise
current_sign_in_ip	character		By Devise
last_sign_in_ip	character		By Devise
confirmation_token	character		By Devise
confirmed_at	timestamp(6)		By Devise
confirmation_sent_at	timestamp(6)		By Devise
unconfirmed_email	character		By Devise
failed_attempts	integer		By Devise
unlock_token	character		By Devise
locked_at	timestamp(6)		By Devise
created_at	timestamp(6)		SYS
updated_at	timestamp(6)		SYS

admin	boolean		To identify super user and control visibility rights

View all System Users (Admin only)

Management Summary

DESC: Application Home Page, management summary of data sets, links to each sections. Total counts of each data sets.
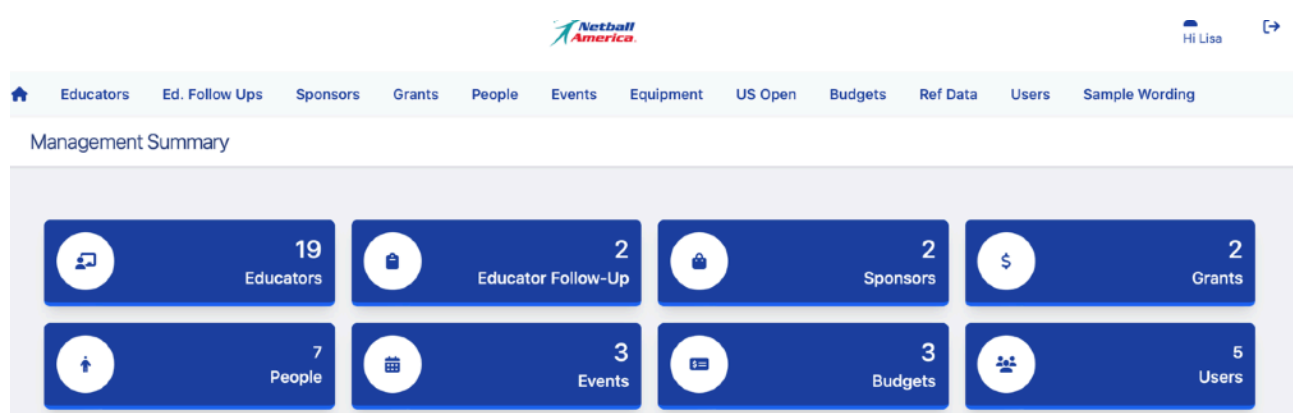
PUBLIC ACCESS: None

ADMIN ACCESS: View only.

NON-ADMIN USERS: View only.

NAV: Click any of the section names within the blue boxes to be navigated to those records.

FUTURE DEV - this section can be expanded to hold more useful stats based on user feedback.

Management Summary

Educators

DESC: To capture personal information from teachers/educators met at outreach sessions, etc.

PUBLIC ACCESS: Globally available to create a new record only. New record page is intended to be made available to the educators via a QR code, enabling them to enter their information remotely. VIA *http://localhost:3000/pages/educator_sign_up*

ADMIN ACCESS: Admin users view all records, all fields.

NON-ADMIN: Non-admin users view only records allocated to their user_id.

https://netball-america-923def44b63e.herokuapp.com/netball_educators/

Column_Name	Format	Access	Note
id	uuid	SYS	Unique, unguessable 36 character id key
first_name	character (255)	Global	
last_name	character (255)	Global	
email	character (255)	Global	validated to ensure compliance with email universal structure
phone	character (255)	Global	
school_name	character (255)	Global	
city	character (255)	Global	
state	character (255)	Global	REF: us_states
educator_notes	text (30,000)	Global	
mgmt_notes	text (30,000)	System users	
user_id	integer	SYS	Link to system user for allocation
feedback	text (30,000)	Global	
authorize	boolean	Global	
level	character (255)	Global	REF: educator_level
website	character (255)	Global	
created_at	timestamp(6)	SYS	sys generated
updated_at	timestamp(6)	SYS	sys generated

General Public View of form - designed to be mobile devise friendly

Netball America

Teacher's Information Form

Complete the form below with your contact details and we will reach out to you with follow up information.

First Name*

Last Name*

Email*

Phone (include area code)

School Name*

Shool Website

City*

External/Public View

Logged In System User View of Form

System User View includes nav links to other sections

Educator Follow Up

DESC: To enable follow-up actions linked to Educators records and AssignedTo to system users for action. Educator record must be created first. Educator name available via drop down list from within Follow_Up creation page.

PUBLIC ACCESS: None

ADMIN ACCESS: Admin users view all records, all fields.

NON-ADMIN: Non-admin users view only records allocated to their user_id.

https://netball-america-923def44b63e.herokuapp.com/follow_ups/

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
lead_type	character (255)	System users	REF: follow_up_lead_type
status	character (255)	System users	
action_items	text (30,000)	System users	
sale_amount	numeric(5,2)	System users	$00000.00
add_to_mailing_list	boolean	System users	Y/N
event_id	integer	SYS	
netball_educator_id	character (255)	SYS	
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	
user_id	integer	SYS	

Follow Up: Add new record

Lead type

Equipment

Allocated To

Lisa Pethick

Status

Not Allocated

Action items

Event

04.26.2024, Test Workshop Session

Sale amount

$ 0.00

Netball educator

Please select

Add to mailing list?

Save Record

Educator Follow Uo View

Sponsors

DESC: To capture Sponsor targets and track progress. Record can be allocated to other system users for action.

PUBLIC ACCESS: None

ADMIN ACCESS: Admin users view all records, all fields.

NON-ADMIN: Non-admin users view only records allocated to their user_id.

https://netball-america-923def44b63e.herokuapp.com/sponsors

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
category	character (255)	System users	REF: sponsor_category
industry	character (255)	System users	REF: sponsor_industry
company_name	character (255)	System users	
status	character (255)	System users	REF: sponsor_status
about	text (30,000)	System users	
location	character (255)	System users	
website	character (255)	System users	if entered in format http://www.website link can be activated direct from application
key_contacts	text (30,000)	System users	
phone_numbers_emails	character (255)	System users	
opportunity_area	character (255)	System users	REF: sponsor_opportunity_area
pitch	character (255)	System users	
follow_up_actions	text (30,000)	System users	
notes	text (30,000)	System users	
user_id	integer	SYS	
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	

Sponsor Targets: Add new record

Status

Not Allocated ⌄

Allocated to

Please select ⌄

Category

Please select ⌄

Industry

Please select ⌄

Company name

About

Location

Website

Enter with prefix Http:// or https://

Key contacts

Phone numbers emails

Sponsor View - partial only (more fields exist)

Grants

DESC: To capture grant applications and track progress. Record can be allocated to other system users for action.

PUBLIC ACCESS: None

ADMIN ACCESS: Admin users view all records, all fields.

NON-ADMIN: Non-admin users view only records allocated to their user_id.

https://netball-america-923def44b63e.herokuapp.com/grants/

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
name	character (255)	System Users	
apply	boolean	System users	
amount	integer	System users	Non-decimal field, integer only
location	character (255)	System users	
due_date	timestamp(6)	System users	MM.DD.YYYY
purpose	text (30,000)	System users	
grant_link	character (255)	System users	if entered in format http://www.website link can be activated direct from application
notes	text (30,000)	System users	
status	character (255)	System users	REF:grant_status
date_submitted	timestamp(6)	System users	MM.DD.YYYY
program	character (255)	System users	
application_link	character (255)	System users	if entered in format http://www.website link can be activated direct from application
login	character (255)	System users	login details for grant application site
user_id	integer	SYS	
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	

Name

[   ]

☐ **Apply for grant?**

Amount

[⇕]

Location

[   ]

Due date

[08/04/2024   ]

Purpose

[   ]

Grant link

[Enter with prefix Http:// or https://]

Notes

[   ]

Status

[Not Started   ⌄]

Allocated To

[Please select   ⌄]

Date submitted

[08/04/2024   ]

Program

Grants View partial (more fields exist)

Events

DESC: To capture any events run by Netball America and track progress. People can be allocated to an event. An event can have one optional Budget record attached.

PUBLIC ACCESS: None

ADMIN ACCESS: Admin users view all records, all fields.

NON-ADMIN: Non-admin users view all records, but not Budget totals or records..

https://netball-america-923def44b63e.herokuapp.com/events/

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
event_type	character	System Users	REF: event_type
name	character	System users	
date	timestamp(6)	System users	MM.DD.YYYY
website	character	System users	if entered in format http://www.website link can be activated direct from application
key_contact	text (30,000)	System users	
city	character	System users	
state	character	System users	REF: us_states
location	character	System users	
details	text (30,000)	System users	
booth	character	System users	
cost_notes	text (30,000)	System users	
status	character	System users	REF: event_status
outcome	character	System users	
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	

Events: Add new record

Event type

Please select ⌄

Name

Date

08/04/2024

Status

Plan ⌄

Website

Enter with prefix Http:// or https://

Key contact

City

State

⌄

Location

event street address

Details

Outcome

Personnel (check box to assign)
☐ Umpire - Campbell, Christina
☐ Umpire - Collins, Nicola
☐ Scorer - Cowan, Janet
☐ Scorer - Dee, Zuk
☐ Scorer - Demin, Jacqueline
☐ Scorer - dfg, fg
☐ Umpire - Edwards, Debbie
☐ Umpire - Gillingham, Deborah
☐ Umpire - Grant, Nicola

Personnel Assignment to an Event (from the People Section)

Equipment

DESC: To capture any equipment sold by Netball America. Records are linked to educator records, therefore educator must be created prior to entering the equipment record.

PUBLIC ACCESS: None

ADMIN ACCESS: Admin users view all records, all fields.

NON-ADMIN: Non-admin users view all records, all fields..

https://netball-america-923def44b63e.herokuapp.com/equipment

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
items_purchased	text (30,000)	System Users	REF: event_type
person_id	integer	SYS	Not in use currently
sale_date	timestamp(6)	System users	MM.DD.YYYY
netball_educator_id	uuid	SYS	Picklist: all educators
purchase_amount	numeric	System users	decimal $00000.00
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	

Equipment: Edit

Date of Sale

20/04/2024

Items purchased

Bibs and balls

Purchase amount

45.0

Netball educator

Person, Test : Howells, AZ

Save Record

Show this equipment | Back to equipment

Equipment Record

Budget

DESC: To capture a budget for events planned by Netball America. Records are linked to event records, therefore event should be created prior to entering the budget record. One budget record (optional) per event.

PUBLIC ACCESS: None

ADMIN ACCESS: Admin users view all records, all fields.

NON-ADMIN: None..

https://netball-america-923def44b63e.herokuapp.com/budgets

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
flight	numeric(7	Admin	decimal $00000.00
flight_notes	text (30,000)	Admin	
hotel	numeric(7	Admin	decimal $00000.00
hotel_notes	text (30,000)	Admin	
transport	numeric(7	Admin	decimal $00000.00
transport_notes	text (30,000)	Admin	
shipping	numeric(7	Admin	decimal $00000.00
shipping_notes	text (30,000)	Admin	
booth	numeric(7	Admin	decimal $00000.00
booth_notes	text (30,000)	Admin	
carpet	numeric(7	Admin	decimal $00000.00
carpet_notes	text (30,000)	Admin	
banners	numeric(7	Admin	decimal $00000.00
banner_notes	character	Admin	
giveaways	numeric(7	Admin	decimal $00000.00
giveaway_notes	text (30,000)	Admin	
(Total)		Admin	field is calculated not stored
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	

event_id	integer	SYS	

Budgets: Add new record

Budgets can be assigned to Event (Event must pre-exist)

People

DESC: To capture all relevant Netball America personnel. People are defined by role: Umpire, Scorer, Trainer, Ambassador. Common fields such as name and contacts details are shared, some fields are relevant only to certain roles, see table.

People records can be linked to multiple event records, via the event_participants table. Any events will show up on the person detail page. Filter are setup to display the separate roles for ease of use.

PUBLIC ACCESS: None

ADMIN ACCESS: Admin users view all records, all fields.

NON-ADMIN: None users view all records, all fields.

https://netball-america-923def44b63e.herokuapp.com/people

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
first_name	character	System Users	
last_name	character	System Users	
role	character	System Users	REF: people_role
region	character	System Users	REF: people_region
location	character	System Users	
email	character	System Users	
level	character	System Users	REF: people_level, Umpires and Scorers only
level_note	character	SYS	Umpires and Scorers only
phone	character	System Users	
address	character	System Users	
associated	character	System Users	
gender	character	System Users	REF: people_level
tshirt_size	character	System Users	REF: tshirt_size
uniform_size	character	System Users	
headshot	boolean	System Users	Y/N
headshot_file	character	System Users	
invite_back	boolean	System Users	Y/N
notes	text (30,000)	System Users	
in_person_trained	boolean	System Users	Trainers/Ambassadors Only

virtually_trained	boolean	System Users	Trainers/Ambassadors Only
booth_trained	boolean	System Users	Trainers/Ambassadors Only
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	

Event_participants: system table used to create many-to-many links for events and people.

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
person_id	event_id	SYS	
event_id	integer	SYS	
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	

People partial View - more fields exist

US Open: Hotel and Flight (Transfers)

DESC: To capture volunteer flight details for the US Open. Records are editable and viewable by the public to enable volunteers to enter their own data.

PUBLIC ACCESS: Globally available to edit records to enable volunteers to enter their information remotely.

ADMIN ACCESS: Admin users view all records, all fields.
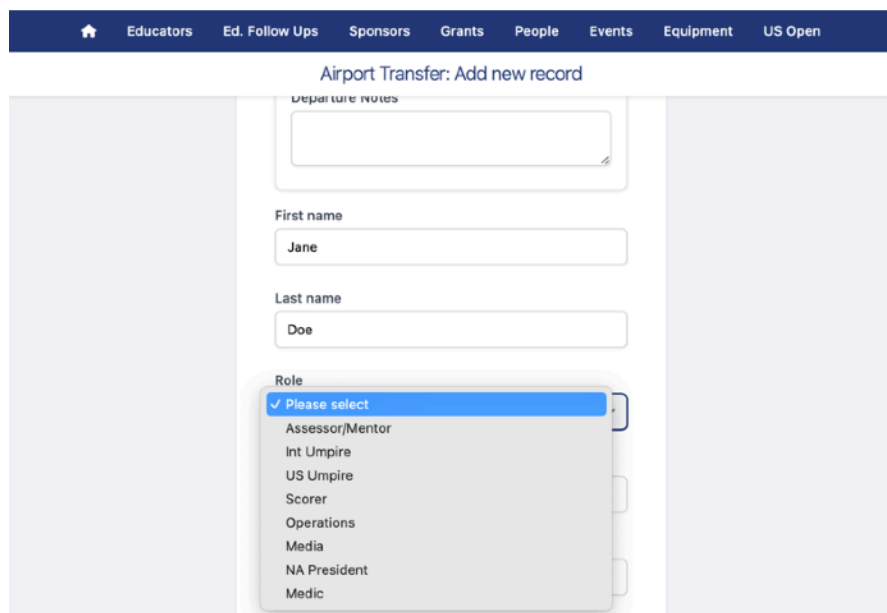
NON-ADMIN: View all records, all fields.

https://netball-america-923def44b63e.herokuapp.com/transfers/

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
first_name	character	Global	
last_name	character	Global	
role	character	Global	REF: us_open_role
check_in	timestamp(6)	Global	MM.DD.YYYY
check_out	timestamp(6)	Global	MM.DD.YYYY
room_type	character	Global	REF: transfer_room_type
hotel_reservation	character	System Users ONLY	No visible to non-system users
hotel_name	character	System Users ONLY	REF: us_open_hotel_name
share_volunteer	character	Global	
arrival_airline	character	Global	
arrival_flight	character	Global	
arrival_time	timestamp(6)	Global	MM.DD.YYYY HH:MM
departure_airline	character	Global	
departure_flight	character	Global	
departure_time	timestamp(6)	Global	MM.DD.YYYY HH:MM
no_pick_up	boolean	Global	Y/N
phone	character	Global	
notes	text (30,000)	Global	
pick_up_grouping	character	System Users ONLY	No visible to non-system users
pickup_type	character	System Users ONLY	No visible to non-system users REF: transfer_pickup_type
pickup_note	character	System Users ONLY	No visible to non-system users

departure_grouping	character	System Users ONLY	No visible to non-system users
departure_type	character	System Users ONLY	No visible to non-system users REF: transfer_departure_type
departure_note	character	System Users ONLY	No visible to non-system users
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	

Using the US Open Pages

1. Confirmed volunteers should be entered by name and role in the **Hotel & Flight** page by using the **[Add New Record]** button.
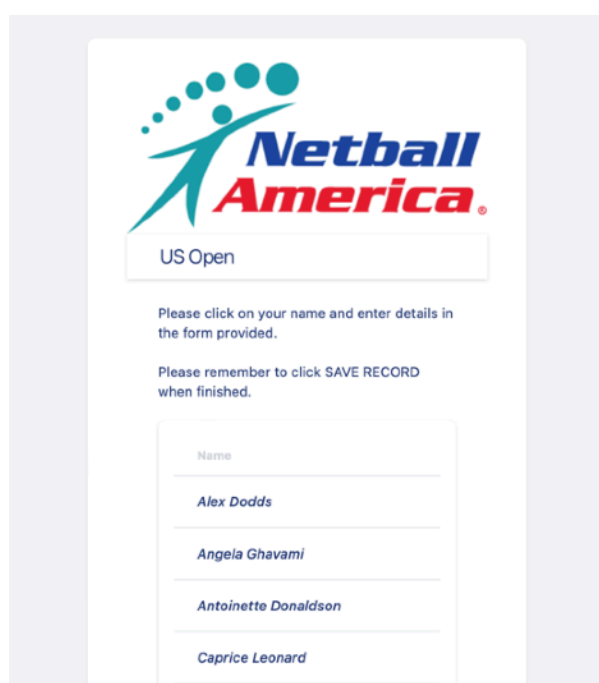
Add each US Open volunteer

2. When the list is ready, the following link can be sent out to volunteers to input their own arrival details: https://netball-america-923def44b63e.herokuapp.com/transfers/

3. Volunteers have limited system access. When they click the link they will just see a simple list of names and the instructions.

Volunteer Limited Access View

4. Volunteers fill out their information, they only have access to fields they need, see table US Open Flight & Hotel for details.

Netball America

Hotel and Airport: Edit

First name

Claire

Last name

Legassick

Role

Int Umpire

Check in

01/11/2024

Check out

04/11/2024

Room type

King

Room Share - Volunteer Name / If applicable

Lisa Pethick

☐ Is Airport Pickup Required?
Tick Box for YES. Leave blank for NO.

Phone (Required if requesting pick up)

please include country code and area cod

Arrival Details
NOTE: Only enter Arrival/Departure flight details if you want airport pick-up.

Airline

Airline Name

Flight Number

format XX1234

Date & Time

06/04/2024, 12:30

Volunteer Details Form … cont'd

Volunteer Details Form

- Dates are entered by calendar to ensure validity and provide consist format.

Caption

- Where possible predefined lists are provided for *option* fields, these values can be changed in the references page.

Caption

5. The volunteer records should be checked by US open administrator to ensure all required data is entered correctly and that where a pick up is required the CHECK BOX is ticked* and the flight details entered in full. This field is used to filter records within the system.
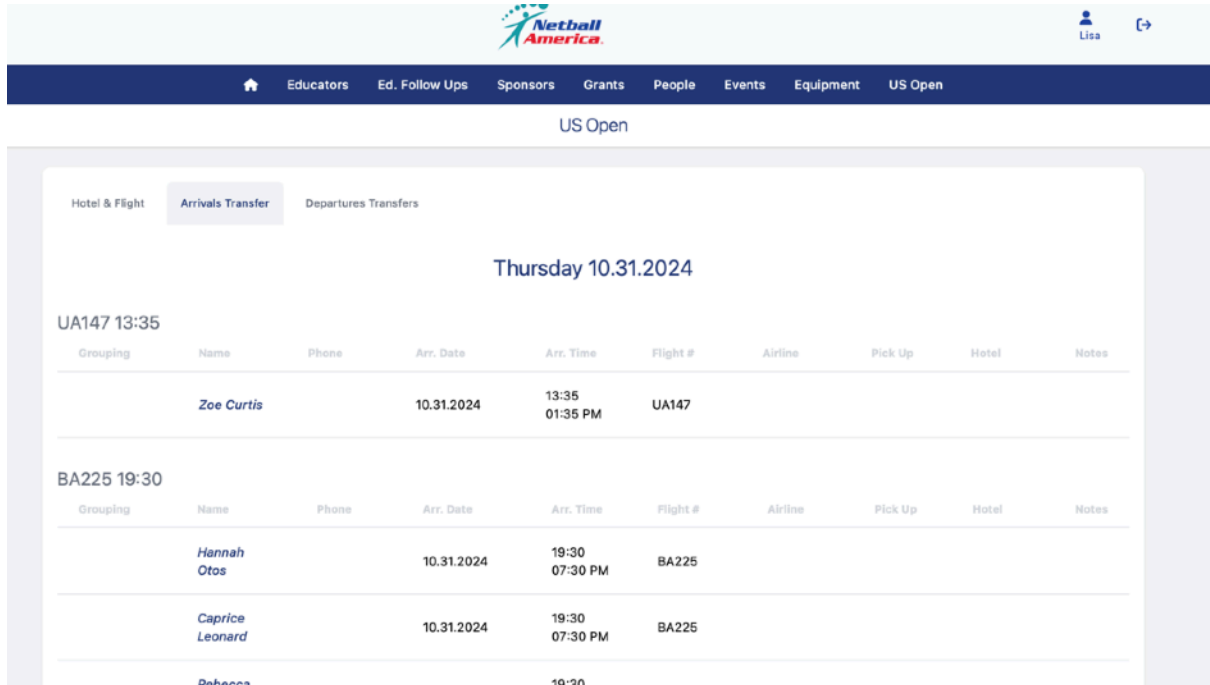

Check Box must be ticked if Pick Up required

6. As volunteer fill in their details the arrivals **US Open:Arrivals Transfers** and **US Open:Departures Transfers** pages will begin to be populated. To assist with planning pickups, the data will be sorted by DAY and by FLIGHT NUMBER (sorted in Time ascending order morning to evening. NB: Only records where transfer has been requested are shown.

Transfer pages are sorted and grouped to aid planning

7. Each record should be allocated a **Grouping** # (this field will only accept integers), a **Pick-up Type** (this field is populated by reference data) and any further **Notes**. Hotel name and hotel

reservation # and notes can also be captured here. Click on the volunteer name (blue font) to edit the record, administrative fields appear at the top of the screen, only accessible to logged in users.

Logged in User fields access only

8. Both Arrivals and Departures Transfers pages also contain a link to a PDF report. Click on the link to view the report then Print from your browser in your usual manner. When finished press the back button on your browser to return to the Transfer page.

Arrivals Transfer   **Departures Transfers**   **Departures Transfer Sheet PDF**

Access PDF reports via blue link

:: NETBALL AMERICA :: US Open 2024

Arrivals Transfers Sheet

Print Date: Apr 07, 2024

Thursday 10.31.2024

Grouping	Name	Phone	Arrv. Time	Flight	Airline	PickUp	Hotel	Notes
	Zoe Curtis		13:35	UA147		Taxi/Uber to Hotel		
	Deborah Edwards		19:30	BA225				
	Rebecca Bole		19:30	BA225				
	Angela Ghavami		19:30	BA225				
	Karen Hill		19:30	BA225				
	Natasha Ainsley-Thomas		19:30	BA225				
	Caprice Leonard		19:30	BA225				
	Hannah Otos		19:30	BA225				
	Nina Bardowell		22:10	VS4665				
	Nick Vandevender Kin Kee Lui		22:10	VS4665				
	Rachael Fletcher		22:10	VS4665				

Friday 11.01.2024

PDF report designed to be printed for Chris, etc.

Sample Words

DESC: To capture sample words for communications and applications.

PUBLIC ACCESS: None

ADMIN ACCESS: Admin users view all records, all fields.

NON-ADMIN: None

https://netball-america-923def44b63e.herokuapp.com/sample_words

Column_Name	Format	Access	Note
id	BIGSERIAL	SYS	standard integer id
category	character		
title	character		
desc	text (30,000)		
created_at	timestamp(6)	SYS	
updated_at	timestamp(6)	SYS	

Sample Words: Edit

Category

Sample #1

Title

Play Netball

Desc

Using Netball America's in-class tools and techniques to suit all class sizes, grades xx to xx PE teachers can introduce
an internationally popular women's game as a safe, coed, no-contact transition to basketball season or other sports.
Netball players are restricted to zones on the court so teaches spatial awareness, teaming, and hand-eye coordination.
Participants will receive access to in-class lesson plans and learn about local Netball tournament opportunities.
All teachers registering for the lesson plans will be entered to win a free Netball equipment pack and a free in-house
Netball clinic for students and/or teachers, as well as other prizes.

Save Record

Sample Words

Data Access/Visibility Overview

A user must be designated as 'admin' to be able to view certain data sets and data fields.

Admin Only Sections

- Users
- Reference data
- Budgets

Non-Admin Users - can only view records allocated to themselves in

- Educators
- Sponsors
- Grants

Restricted View

- Events - budget fields and links are hidden from non-admin users
- US Open - hotel/airline/transfers - fields relating to hotel name/reservation and all transfer details are only visible to logged in users, not global access.

External Access to Data

The only areas of the system accessible to the public without secure login are:

- Educators SignUp sheet (signup only no edit)
- US Open Airport Transfers - List, edit, show details and update