

# Social Athletics

Documentation

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**Developed by: Rajan Maghera**

[rajanmaghera.github.io](https://rajanmaghera.github.io)

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# General

## Project Aim

TBA.

## Sport Types

In this application, there are 3 types of sports templates available for use. The types are listed as following:

### Type 1: Scored Sports

These are traditional sports which have a home and away team concluding with a number score for each team. Examples include: Football, Soccer, etc... These are the only sports which can be fully automated to update scores. This type includes the following metadata:

- Sport Name
- Team Name
- Away Team
- Home Team
- Away Score
- Home Score
- Date
- Game Start Time
- Game End Time
- Location

### Type 2: Event-Based Sports

These are sports which have specialty events in which athletes or teams are timed or placed in relation to other participants. Examples include: Cheer, Wrestling, Track & Field, etc... Information has to be manually processed due to the unique nature of each sport. This type includes the following metadata:

- Sport Name
- Team Name
- Individual Name
- Event Type
- Category
- Place
- Time
- Date

- Event Start Time
- Event End Time
- Location

### Type 3: Announcements

This is not a sport but rather a template for general announcements for social media.

Announcements have to be manually entered into the application. This type includes the following metadata:

- Sport Name
- Team Name
- Announcement Title
- Announcement Message
- Date

## Sharing Mediums

This application has been developed with flexibility as a core principle. It offers 4 major mediums of information distribution via digital media.

### Email (Instagram)

This medium sends square images to a designated email address. The user will then post the images directly to Instagram. Due to limitations in Instagram, there is no method to post automatically from the application

As the target demographic of high school students, Instagram offers a convenient yet non-intrusive platform of obtaining athletics information. It offers the same visibility as notifications without the annoyance of notifications. As well, students are able to repost scores to their Story in order to spread the word further. It is believed that this will be the most consumed medium.

### Twitter

This medium tweets all information to a designated Twitter account. All tweeting is automated from the spreadsheet. A Twitter Developer Account is required; for more information, read [Setting Up Twitter](#).

Out of all mediums, Twitter is the most timely. It offers clean notifications for instant updates to users, allowing them to view information without any interaction. As well, they may be viewed on scrolling displays, websites, etc... in order to extend its reach.

### Google Slides

This medium creates a Google Slide in a designated presentation.

Many schools use Google Slides as a news sharing medium.

### Images

This medium exports square images to a Google Drive folder.

Although not useful on its own, an image offers much flexibility to post in locations beyond the reach of this application, such as an intranet.

## Post Types

Within the application, there are two separate types of posts available for creation, with the exception of announcements.

- **Upcoming:** These posts are created before events or games occur to notify the audience of itself.
- **Results/Score:** These posts are created after events or games occur and some sort of score and result is available.

## Setup - Spreadsheet

### Initializing

To initialize the application, please make a copy of the following documents to a new folder:

- Social Athletics - Computer Science SL IA (hnw226)(Spreadsheet)
- Social Athletics - Posts (Presentation)
- Social Athletics - Template Posts (Presentation)
- Social Athletics - News (Presentation)
  - NOTE: Instead of creating a new file, you may link to an existing presentation already in use for news.
- Social Athletics - Template News (Presentation)

Create 3 new folders within the home folder:

- Icons
- Background Images
- Output

Move the *Blank* image into the icons folder. Open the spreadsheet. At the bottom, copy the link of each item into the red box located to the right. You MUST enter this information even if you will not be using certain functions of the application.

## Adding a Team

Teams are added into the *Sports* sheet in the *Athletic Post Maker* spreadsheet. They must be listed with no spaces in between.

### Adding a Type 1 Automated Sport

Before adding a team, you must determine its Team ID given by Metro Athletics. Each team (ie. Senior Boys Soccer) has its own Team ID. To do so:

1. Go to [metroathletics.ca](http://metroathletics.ca)
2. Hover over *Sports* > your desired sport (ie. Soccer)
3. Select your desired league (ie. Senior Boys Soccer)
4. Select *Team Schedules*
5. Select your desired team
6. Copy the number next to *Team ID*

To add a sport:

1. Open the *Athletics Post Maker* spreadsheet
2. Select the *Sports* sheet at the bottom
3. On the next available row, insert the *Team ID* in the correct row
4. Select "1" for *Type*
5. Select the *Enable* checkbox

The *Team Name* field will populate automatically when run.

### Adding a Type 1 or Type 2 Manual Sport

To add a sport:

1. Open the *Athletics Post Maker* spreadsheet
2. Select the *Sports* sheet at the bottom
3. On the next available row, insert the *Team Name* (ie. Sr Boys Soccer)
  - a. NOTE: Please use abbreviations for Junior and Senior
  - b. NOTE: If there is only one team at the school, please insert the sport name instead of a team name (ie. Cheer)
4. Select the *Manual* checkbox
5. Select "1" or "2" for *Type*
6. Select the *Enable* checkbox

### Adding a Type 3 Sport (Announcements)

Although it is categorized as a sport, Type 3 is merely a customizable general announcement template. You only need one rather than multiple for each sport.

To enable an announcements sheet:

1. Open the *Athletics Post Maker* spreadsheet
2. Select the *Sports* sheet at the bottom
3. On the next available row, insert *Announcements* into the *Team Name* slot
4. Select the *Manual* checkbox
5. Select "1" or "2" for *Type*
6. Select the *Enable* checkbox

### Changing Colors

The application allows you to change the colors of the Email, Google Slides and Image posts to better match the colors of the team. You will need HEX color values. You may search Google for *HEX color picker* to obtain the values. The color should be dark/deep and look good with white text on top.

To change colors:

1. Open the *Athletics Post Maker* spreadsheet
2. Insert a HEX color value into the cells marked *Color*
  - a. NOTE: There must always be colors inserted in the field to allow the application to function properly
  - b. NOTE: The HEX value must begin with "#"
3. Select *Update Color* or *Menu > Athletics > Update Color*

If there is only one color for your team, insert the same number into both fields.

### Adding a Logo

The application allows you to insert a team logo into the Email and Image posts to customize them. The logo must match the following specifications:

Type: PNG

Dimensions: 200 px by 200 px

To add a logo:

1. Upload the logo image to the *Icons* folder
2. Rename the file in Google Drive to "Logo"
  - a. NOTE: The name must exactly be "Logo" with no file extensions (such as .png)
3. Open the *Athletics Post Maker* spreadsheet
4. Select *Update Logo or Menu > Athletics > Update Logo*

## Adding Sport Icons

The application can insert icons for each sport into the Email, Google Slides and Image posts. The icons must match the following specifications:

Type: PNG

Dimensions: 500 px by 500 px

NOTE: The icons should match *Color 1* of your team for optimal results

NOTE: The icons should be made using the template supplied in the folder. Pre-made icons should be fit to the template using Adobe Photoshop or GIMP

To add sport icons:

1. Upload the icon image to the *Icons* folder
2. Rename the file in Google Drive to the sport name
  - a. NOTE: The name must exactly be the sport name as it appears in the *Athletics Post Maker* spreadsheet with no file extensions (such as .png)

The icon will automatically be inserted when the posts are created in the future.

## Adding Background Images

The application will insert background images into the Email, Google Slides and Image posts specialized to each sport if desired. The images must match the following specifications:

Type: JPG

Dimensions: 1000 px by 1000 px

NOTE: These files should be lowered in size as larger files will slow the application considerably. An application such as Adobe Photoshop or GIMP may be used to do so

To add background images:

1. Open the *Background Images* folder
2. Open the desired team folder
  - a. NOTE: The folders will only exist if the application has updated scores for the desired team



3. Upload images to the desired team folder
  - a. NOTE: Try to limit photos to 5. More photos will slow the application considerably

The application will randomly select a background image if it fits for the template and team.

## Setup - Sharing

### Setting Up Email

The application can email square images to a specified email address for posting on a further medium such as Instagram.

To setup Email:

1. Open the *Athletics Post Maker* spreadsheet
2. Insert an email address, title, and body into the corresponding field
3. Enable the *Email* checkbox

### Setting Up Twitter

The application can automatically tweet into a specified Twitter account. Usage requires a Twitter Developer Account.

To create a Twitter Developer Account:

1. Create a new Twitter Account or log into an existing account
  - a. NOTE: This account should be devoted solely to athletics information
2. Go to [developer.twitter.com](https://developer.twitter.com)
3. Select *Apply*
4. Select *Apply for a developer account*
5. Fill out the form, selecting *Bot* as the category
6. Wait for an email confirming the creation, usually received within 24 hours

To setup Twitter:

1. Login to [developer.twitter.com](https://developer.twitter.com)
2. Select *Your Name* in the top right corner
3. Select *Get Started*
4. Select *Create an app*
5. Fill out the form

6. Select *Create*
7. Navigate to the newly created app's settings
8. Select *Keys and tokens*
9. Select *Create* at the bottom
10. Copy the 4 keys
  - a. NOTE: These keys should be kept secret as anyone with them may post to the Twitter account
11. Open the *Athletics Post Maker* spreadsheet
12. Insert the copied information into the blacked out boxes under Twitter
13. Enable the *Twitter* checkbox

## Setting Up Google Slides

The application can create a slide into a specified Google Slides presentation.

To setup Google Slides:

1. Open the *Athletics Post Maker* spreadsheet
2. Enable the *Google Slides News* checkbox

With Google Slides, you have the option of automatically removing old scores, upcoming, and announcement slides to ease the operation of the application.

To auto clear old slides:

1. Open the *Athletics Post Maker* spreadsheet
2. Enable the *Auto Clear Old Slides* checkbox under the *Google Slides News* section

## Setting Up Images

The application can create images into a Google Drive folder.

To setup Images:

1. Open the *Athletics Post Maker* spreadsheet
2. Enable the *Images* checkbox

## Enabling Automations

Automations allow the application to perform certain actions on its own without human input, namely the updating of scores from Metro Athletics. In order for the automations to work, two "triggers" are required to enable functionality. They each run the following actions:

- **Update Scores and Create Posts:** Every 5 minutes
- **Export Posts:** Once a day at a specified time

All of these times are customizable to meet user demands.

To enable automations:

1. Open the *Athletics Post Maker* spreadsheet
2. Select *Menu > Tools > Script editor*
3. Select the *Clock Icon*
4. Select *Add Trigger* in the bottom right
5. Insert the following details and select *Save*:

Choose which function to run	autoRun
Select event source	Time-driven
Select type of time based trigger	Minutes timer
Select minute interval	Every 5 minutes

6. Repeat steps 4 & 5 with the following details:

Choose which function to run	autoRun2
Select event source	Time-driven
Select type of time based trigger	Day timer
Select minute interval	<i>Select the time to receive an email everyday</i>

## Enabling Auto-Mark

Auto-Mark automatically marks new updated scores from Metro Athletics and upcoming game posts at a fitting date. The Auto-Mark automation runs every time the Update Scores function is run.

The following parameters are linked to Auto-Mark:

- **Results Posts:** Checking this automatically marks score posts for creation once available
- **Upcoming Posts:** Checking this automatically marks upcoming posts for creation a certain amount of days before a game (see next point)
- **Upcoming Threshold:** This is the amount of days before a game occurs that an upcoming post will be marked for creation
- **Upcoming Time:** This is the hour of the day that upcoming posts will be created

To enable Auto-Mark:

1. Open the *Athletics Post Maker* spreadsheet
2. Under the *Auto-Mark* section, update all parameters with the information given above

## Usage

### Master Switch

While editing the spreadsheet, please disable the Master Switch in order to avoid issues with any automations. As well, do not forget to re-enable the Master Switch as the application will not function with it disabled.

To toggle the Master Switch:

1. Open the *Athletics Post Maker* spreadsheet
2. Toggle the *Master Switch* checkbox

### Viewing the Status

The "Status" area of the spreadsheet allows you to quickly view a summary of any sports scores ready for creation or export. The section will update automatically if a user selects one of the three main functions or any automations run. However, any scores selected manually will not automatically appear in the status.

To update the status at any time:

1. Open the *Athletics Post Maker* spreadsheet
2. Select *Update* or *Menu > Athletics > Update Status*

### Updating Scores

Updating scores is the process of gathering sport information from the Metro Athletics website, including score numbers. If automation is enabled, scores will update approximately every 5 minutes. If Auto-Mark is enabled, posts will be marked if they fit the guidelines for each Auto-Mark section.

To manually update scores:

1. Open the *Athletics Post Maker* spreadsheet

2. Select *Update Scores* or *Menu > Athletics > Update Scores*

## Marking a Post

Marking a post is the process of indicating a score for the creation of a post. If Auto-Mark is enabled, posts will be marked if they fit the guidelines for each Auto-Mark section. If automation is enabled, scores will update and Auto-Mark approximately every 5 minutes.

To manually mark a post for creation:

1. Open the *Athletics Post Maker* spreadsheet
2. Select the desired sport sheet at the bottom
3. For each desired post, select the *Make*, *Make Up* or *Make Sc* checkbox
  - a. NOTE: If a *Make* checkbox is checked and the corresponding *Skip* checkbox is checked, the post will still be created

The post will then be marked for creation, which is the next time the automation runs or the next time the "Create Posts" function is run.

## Adding an Event

Adding an event is the process of inserting information for a manual sport. Auto-Mark will not function on any manual sport.

To manually add an event:

1. Open the *Athletics Post Maker* spreadsheet
2. Select the desired sport sheet at the bottom
3. On the next empty row, fill in all available details
  - a. NOTE: For type 1 sports, each row will encompass both the Upcoming post type and Results post type. For type 2 sports, each row will either be an Upcoming post type or Results post type.

## Inserting a Score

Inserting a score is the process of entering a score for a post. If a sport is automated, you may insert a score before it is automatically updated or available from Metro Athletics, or if the score is incorrect.

To insert a score:

1. Open the *Athletics Post Maker* spreadsheet

2. Select the desired sport sheet at the bottom
3. For each desired post, insert or change the scores in the corresponding boxed
  - a. NOTE: After a score is manually inserted, the post will not be automatically marked for creation. You must do this manually after inserting a score

## Creating Posts

Creating posts is the process of publishing marked posts to all selected sharing mediums. If automation is enabled, scores will update and posts will be created approximately every 5 minutes.

To create posts:

1. Open the *Athletics Post Maker* spreadsheet
2. Select *Create Posts* or *Menu > Athletics > Create Posts*

If you are publishing posts to Images or Email, you must export posts in order to complete the process. Although Twitter and Google Slides News will be updated every 5 minutes if automation is enabled, Email and Images will only be published generally once a day.

If there are leftover posts that have been created for exporting (obtainable by the Status pane), you can clear them from the application.

To clear posts:

1. Open the *Athletics Post Maker* spreadsheet
2. Select *Clear Posts* or *Menu > Athletics > Clear Posts*

## Exporting Posts

Exporting posts is the process of turning created posts into Email and Images. Due to limitations in the platform, this is not able to be combined with the "Create Post" function. You only need to export a post if Email or Image is selected for export. If automation is enabled, posts will be exported generally once a day at a previously chosen time.

To export posts:

1. Open the *Athletics Post Maker* spreadsheet
2. Select *Export Posts* or *Menu > Athletics > Export Posts*

## Deleting Sheets

Deleting sheets is the process of removing sports and resetting the application. You may manually delete sheets from the bottom pane or use one of the automated functions listed below.

To delete all sheets:

1. Open the *Athletics Post Maker* spreadsheet
2. Select *Delete All Sheets* or *Menu > Athletics > Delete All Sheets*

To delete only automated sheets:

1. Open the *Athletics Post Maker* spreadsheet
2. Select *Delete Auto Sheets* or *Menu > Athletics > Delete Auto Sheets*

## **Frequently Asked Questions (FAQs)**

TBA.