

## **Season Start – Entering teams**

In this tutorial a team will be entered into S1 (it is applicable to S2 as well, but you will have selected S2 when you first entered the “Scoring” system. Teams will then be entered in S2).

Login > Administrative Database > Scoring > then select the appropriate season S1 or S2. Under “S1 (or S2) teams and fixturing” select “View all teams – S1 (or S2) Season Only”.

### **Illustration 1**

The screenshot shows the VBSA Administration Area with a green header bar containing the title "Administration Area" and the sub-header "RESTRICTED AREA - AUTHORISED USERS ONLY". Below the header, there is a navigation menu with links: Logout, Members, Archives, Calendar, Tournaments, Rankings, Scoring, Clubs, Treasurer, Financials, Webmaster, and Admin Menu. The main content area is titled "S1 Scoring" and includes a "Return to opening page" link. It displays two tables: one for Billiards and one for Snooker. Both tables show Grade Code, Grade Name, Ladder, Update Rounds, Day, Total Teams, and Season (S2). Below the tables, a note states: "Scores, Administrators have access to all views, please do not edit or insert scores without contacting the Score Registrar". It also lists "Qualified players - S1", "Note - to view a full list of players return to the Scores index page", and "Adjustrounds S1". Further down, it says "Recalculate the scores and the rankings tables, must be done on completion of inputting scores" and lists "Calculate the scores table" and "Calculate the rankings". The bottom section is titled "S1 Teams & Fixturing" and contains several buttons: "View all teams - S1 Season only" (which is highlighted with a red border), "Team Grades", "Fixturing", "Breaks - Last 50 recorded", "Breaks - Snooker S2", "Breaks - Billiards S2", "Most Frames", and "Rankings".

While there are no teams entered as yet, this is where all teams are entered in S1 (or S2). As teams are entered they will appear on this page. Players may be entered into teams, captains selected, personal information may be edited, team details inserted and edited etc.

*Illustration 2*

2017 Season S1 team entries										Insert a new team		Return to S1 Menu																																																																																																	
Total Playing Positions					Teams in total: 0					Total Income (Approx) \$																																																																																																			
<table border="1"> <tr> <td>3</td> <td>Grade Code</td> <td>Day</td> <td>Total Teams</td> <td>Season</td> <td>Type</td> <td colspan="5"></td> </tr> <tr> <td colspan="10"></td> </tr> </table>										3	Grade Code	Day	Total Teams	Season	Type																																																																																														
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1. Enter a new team
2. Return to the S1 Menu page
3. A composite list that will tell you how many teams have been entered in each grade
4. Team information for each team entered
5. Whenever you see the “Pencil” icon this will take you to an edit page where you can manipulate team details and update or change as required
6. Use this link to enter multiple players to a team
7. View the team and update personal details if required
8. This is a list of clubs that currently participate in the VBSA competition. From time to time this list will change as clubs come and go. To modify this list go to the “Clubs” page

## Insert a new team

### Illustration 3

The screenshot shows a step-by-step guide for inserting a new team:

- Step 1:** Shows a list of clubs with a button to "Insert a new team into Season S1".
- Step 2:** Shows the "S1 team entries" page with a table of team entries and a "Return to S1 teams" button.
- Step 3:** Shows the "Insert a bye" button.
- Step 4:** Shows the "Insert team to this club" button.
- Step 5:** Shows the "S1 team entries" page with the newly added team listed.
- Step 6:** Shows the "Total Teams : 08" message.

Club ID	Club Title	Tables	S1 teams	S2 Teams
12	Ballarat	3	1	0
13	Bentleigh Club	4	5	0
42	Box Hill RSL	2	1	0
1	Brunswick Club	6	5	0
23	Camberwell City Sports	3	3	0
16	Cheltenham RSL	4	6	0
70	Cue & Bar	2	2	0
9	Dandenong Club	3	4	0
8	Darebin RSL	3	4	0
39	Darebin RSL	2	0	0
110	Dunya Entertainment	10	1	0
100	East Eddies	2	1	0

Team ID	Grade	Team Name	Club	Day	Type	Players	Include in Draw?	Action
880	APS	Bye		Wed	Snooker	6	Yes	<a href="#">Edit team details</a>
846	APS	Brunswick	Brunswick	Wed	Snooker	6	Yes	<a href="#">Edit team details</a>
871	APS	Cheltenham	Cheltenham	Wed	Snooker	6	Yes	<a href="#">Edit team details</a>
1154	AU1	Dandenong U18	Dandenong	Wed	Snooker	6	Yes	<a href="#">Edit team details</a>
868	APS	RACV	RACV	Wed	Snooker	6	Yes	<a href="#">Edit team details</a>
863	APS	Team Revention	Yarraville	Wed	Snooker	6	Yes	<a href="#">Edit team details</a>
870	AVB	Rye		Mon	Billiards	4	Yes	<a href="#">Edit team details</a>
819	AVB	Ballarat	Ballarat	Mon	Billiards	4	Yes	<a href="#">Edit team details</a>
821	AVB	Bentleigh Club	Bentleigh	Mon	Billiards	1	Yes	<a href="#">Edit team details</a>
841	AVB	Cheltenham	Cheltenham	Mon	Billiards	4	Yes	<a href="#">Edit team details</a>
826	AVB	Kooyong	Kooyong	Mon	Billiards	4	Yes	<a href="#">Edit team details</a>
828	AVB	Yarraville	Yarraville	Mon	Billiards	1	Yes	<a href="#">Edit team details</a>

- Just a safety valve, if a team does not appear in the correct season check here. On occasion you may want to look at or edit a team that has been wrongly entered.
- After entering teams you can Return to the “Team Entries” page
- Enter a bye. When team entries have closed and there is an uneven number of teams in any grade you will need to enter a “Bye”
- A list of current VBSA Clubs, to enter a new team simply click the “Insert a team to this club” button.
- Enter teams by clicking “Enter a team to this club” alongside the appropriate club.
- As teams are entered they will appear in this list, you may edit as required\*\*\*.

\*\*\* Club not listed? To modify this list go to the “Clubs” page and set the missing club to participating in the VBSA competition

Received this entry from the South Oakleigh Club. Please remember you are working with personal information and any printed matter should be stored and disposed of accordingly.

**Illustration 4**

2 of 4

VBSA 22/12/2016

## 2017 PENNANT PREMIER & STATE GRADE TEAM ENTRY

### CLUB DETAILS

NAME (Captain/Contact)	WARREN HAYDEN		PHONE	0400929867
EMAIL	WREN.HAY@HOTMAIL.COM			
NAME: (Club)	SOUTH OAKLEIGH CLUB			
PREFERRED TEAM NAME	CHOICE 1	BALL BREAKERS		
	CHOICE 2	BLACK BEFORE PINK		

Team Details - Preferred Night to play - Monday / Wednesday

	PLAYER NAME	PHONE	EMAIL ADDRESS
1	WARREN HAYDEN	0400929867	
2	JOHAN BOEVE	0428 189 638	
3	ALEC SPYROLL	0421 216 539	
4	ESSA HUSSANI	0452 233 107	
5	EDWARD HAYDEN	0430 826 707	
6			
7			
8			

Suggested Grade – Please Circle or highlight

A Premier Snooker Wednesday	B Premier Snooker Wednesday	C Premier Snooker Wednesday	D Premier Snooker Wednesday
A State Snooker Monday	B State Snooker Monday	C State Snooker Monday	D State Snooker Monday
A State Billiards Monday			

Please print details clearly

Please use 1 sheet per team

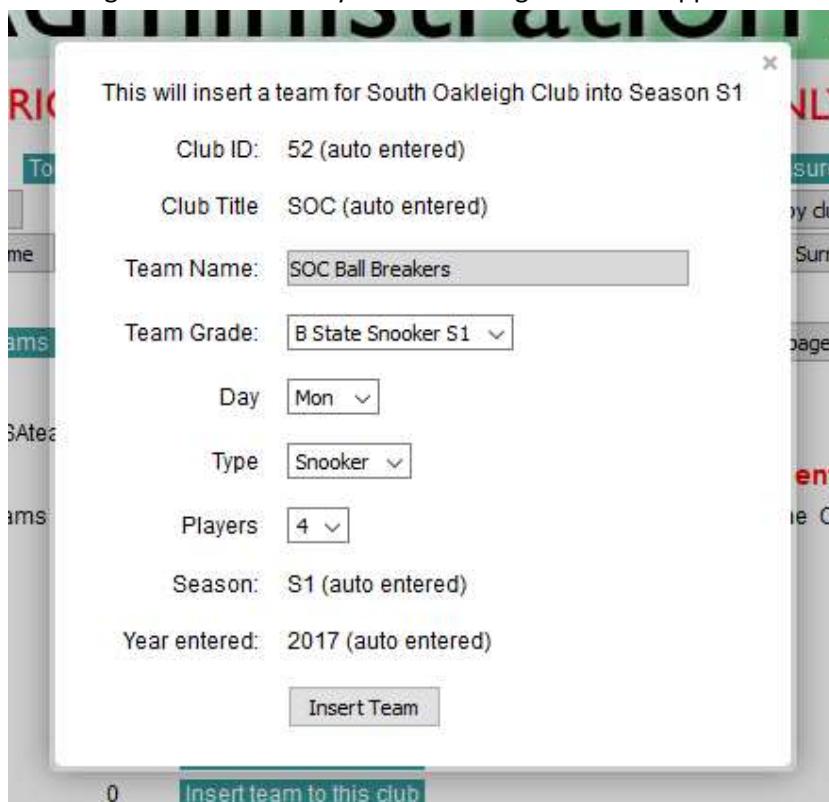
There is a weekly fee of \$7.00 per player per match, calculated and invoiced at end of each season.

**Juniors** – Players under 18 at Jan 1<sup>st</sup> 2017 play FREE. The VBSA do not charge Juniors the \$7 per week to participate in the Pennant or Willis Season. Please notify the Score Registrar if you have Junior Player(s) in your team, so we can ensure invoicing is correct at the end of the season. If you do not notify the VBSA that a Junior is playing in your team you will be invoiced the full amount. – email [scores@vbsa.org.au](mailto:scores@vbsa.org.au)

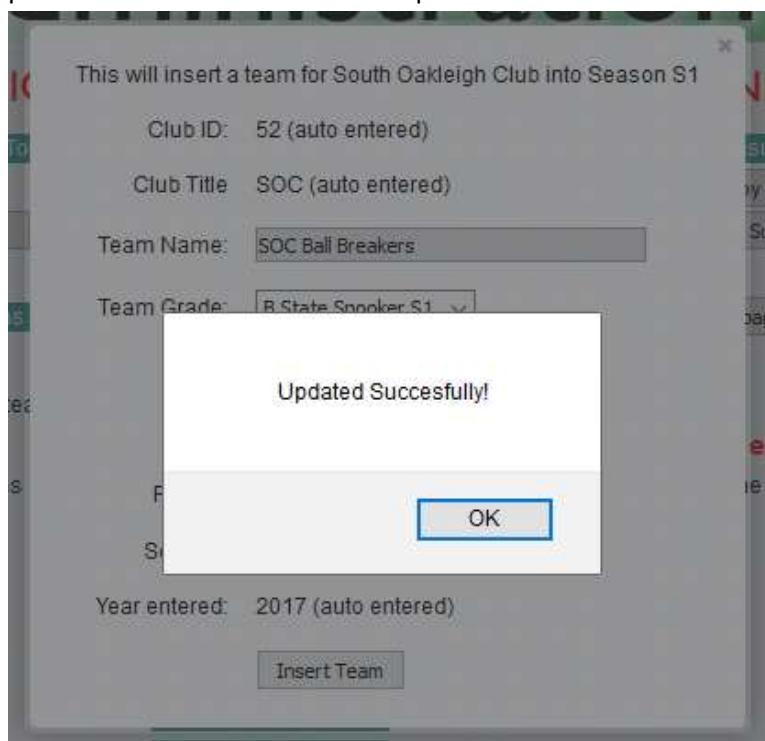
PLEASE ADDRESS ALL CORRESPONDENCE REGARDING TEAM ENTRIES TO THE VBSA SCORE REGISTRAR – [scores@vbsa.org.au](mailto:scores@vbsa.org.au)

To enter this team

1. Click the “Insert a team to this club” button alongside the “South Oakleigh Club” as in illustration 3.
2. A popup will appear titled “This will insert a team for South Oakleigh Club into Season S1”. If you have accidentally selected the wrong club you can close the popup with the x in the top right hand corner.
3. Fill in the fields as per the team application you will notice that the team name has the prefix SOC in front of it making it easier to identify when fixturing or when it appears on the ladder.



4. You will get an “Alert” come up on the screen to say “Updated Successfully”, click the OK button and the screen will refresh showing the team you have just entered. NOTE: if this alert should come up with an error please contact the webmaster asap and it will be remedied.



5. You have now completed your team entry. If you have made an error you may edit to correct. The most common errors are wrong club, wrong day, the wrong grade or an incorrect number of players. Remember Premier grades are usually 6 player teams. You will need a copy of the "Team Entry Form" to ensure you enter teams correctly.
6. When editing - If you change the Club please be sure to change the Club ID as well.
7. "Include in draw" – If you set this to "No" then the team will not appear on the website, will not appear on the ladder and will not be counted in the team count. This would only be used when a team has entered and then withdrawn prior to fixturing. There is no "Delete" function in the team entry section.

**AUTHORISED USERS ONLY**

**Edit a team in Season S1**

Team id:	846				
Team club:	Brunswick <input type="button" value="Please select"/>				
Club ID:	1				
Team name:	Brunswick				
Team grade:	No Entry <input type="button" value="Please select"/>				
Day played:	Wed <input type="button"/>				
Type	Snooker <input type="button"/>				
Players:	6 <input type="button"/>				
Final 4 Auto entered "4" when inserted					
Include in draw ?	Yes <input type="button"/> If "No" will not appear in team count, or appear on the website ladder				
Season:	S1 <input type="button"/>				
Year entered:	2019				
<input type="button" value="Update Team"/>					
0	Insert team to this club	828	AVB	Yarraville	Yarraville
1	Insert team to this club	881	BPS	Bye	Bye

## Entering players to this team

Refer illustration 2 - 6



Click "Insert Multiple players / edit players/ select captain. It will take you to this page

### Illustration 5

Players Will be inserted to: BVS1 - SOC Ball Breakers (team id:543 in season S1). For scoring purposes if there is a "Bye" in this grade enter a player as Member ID : "1".

MemberID	First Name	Last Name	Club	Club 2	Mobile	Email
4885	Shailf	Azim	SOC		0403 060 521	shailf_azim@live.com
5519	Johan	Boeve	SOC		0428 189 638	
5552	Peter	Charminda	SOC		0406025191	
192	Eammon	Corbett	SOC			
5551	Jamie	Etherington	SOC		0449898131	
775	Steve	Harper	SOC			
5489	Edward	Hayden	SOC		0430826707	
5488	Warren	Hayden	SOC		0400929867	wrenhay@hotmail.com
5483	Ian	Henne	SOC		0419966085	
957	Andrew	Knight	SOC		0421 584 643	
5454	Robert	Lo Rosso	SOC			robbiethered@gmail.com
4302	Toan	Ly	SOC		0431 040 204	
5180	Gavan	Prendergast	SOC			
5465	Domenic	Quattrone	SOC		0419561222	dquattrone60@hotmail.com
604	Jim	Ryan	SOC			
3747	Steven	Savannah	SOC			
5583	Alec	Spyrou	SOC			

1. Quick surname search – use this to find Member Id's, to search simply type in the first few letters of the surname, the search will refine each time you type another letter
2. Insert a new member to the database, if the member does not exist you can insert here, take note of the Member ID when you do. Note: please be very careful not to insert duplicate members, if you do please contact the webmaster with the Member ID so it can be removed.
3. Insert Member ID's in this area, one per input box. Blank input boxes will not be inserted so you can enter up to 10 ID's
4. Players entered will be shown here on completion of entry.
5. If you have inserted an incorrect ID you can alter using the Edit / Select Captain button. Please select a player as Captain (This player will then appear as the Captain of this team in subsequent lists, bulk email etc.)
6. If player email or phone is not listed you can edit here. If a player is not listed in the box on the right and you have had to use the quick search to find them you may edit their club here. They will then appear in the list of players in the box (8)
7. If players are listed in the list below that are not playing for this club you can edit using the "edit this clubs players" button
8. This list will show players that are currently listed as playing for this club to assist in finding Member ID's. Note: if a player is playing with another Club they may have "Club" & "Club2" appear
9. This will take you back the team entries page when you have finished entering players and editing.

## Entering players

- To enter players, find their ID number using the list in Illustration 5 – 6, or the quick search. If you cannot find a player you can enter the players you have, then enter the missing player later.

[Insert players to a team](#) [Return to S1 team entries](#)

Players Will be inserted to: BV/S1 - SOC Ball Breakers (team id:543 in season S1). For scoring purposes if there is a "Bye" in this grade enter a player as Member ID : "1".

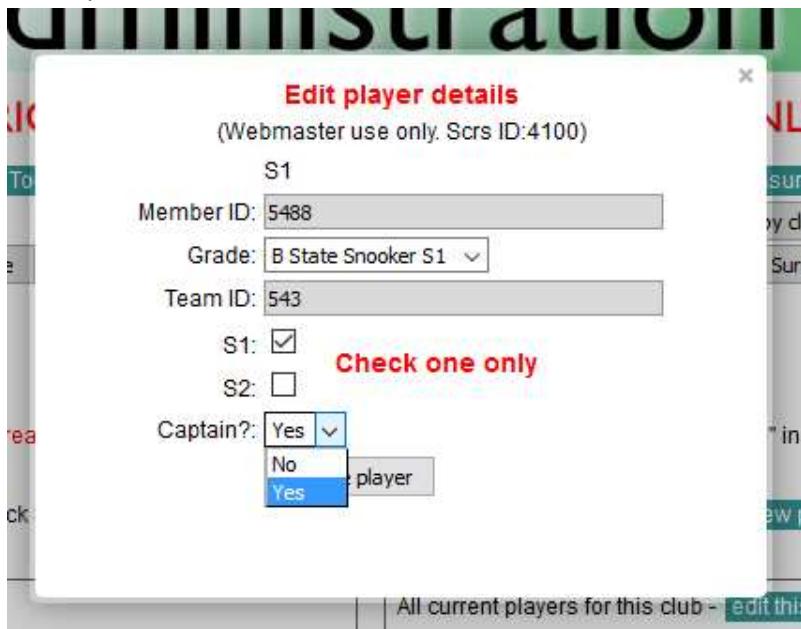
Quick Surname Search			If person does not exist <a href="#">Insert a new player to the members table</a>						
Memb ID	Name	Captain	MemberID	First Name	Last Name	Club	Club 2	Mobile	Email
5488	Edward Hayden		4885	Shaf	Azim	SOC		0403 060 521	shaf_azim@live.com
5519	Warren Hayden		5519	Johan	Boeve	SOC		0428 189 638	
5583			5562	Peter	Charminda	SOC		0406025191	
5533			182	Eammon	Corbett	SOC			
5489			5551	Jamie	Etherington	SOC		0449898131	
			775	Steve	Harper	SOC			
			5489	Edward	Hayden	SOC		0430826707	
			5488	Warren	Hayden	SOC		0400929967	wrenhay@hotmail.com
			5483	Ian	Hennessy	SOC		0419966095	
			957	Andrew	Knight	SOC		0421 584 643	
			5454	Robert	Lo Rosso	SOC			robbielthered@gmail.com
			4302	Toan	Ly	SOC		0431 040 204	
			5180	Gavan	Prendergast	SOC			
			5465	Domenic	Quattrone	SOC		0419561222	dquattrone60@hotmail.com
			604	Jim	Ryan	SOC			
			3747	Steven	Savannah	SOC			
			5583	Alec	Spyrou	SOC			

Three of the players were already listed as playing for SOC, the other 2 were found using the quick search.

- Click “Enter players” and the 5 players have now been entered to the team

Select player ID from list OR Use quick surname search for player ID	Players currently in this team
Insert player ID's As required	Member ID Name Captain SOC
	5488 Warren Hayden No <a href="#">Edit / Select Captain</a>
	5519 Johan Boeve No <a href="#">Edit / Select Captain</a>
	5583 Alec Spyrou No <a href="#">Edit / Select Captain</a>
	5533 Essa Hussani No <a href="#">Edit / Select Captain</a>
	5489 Edward Hayden No <a href="#">Edit / Select Captain</a>
<a href="#">Enter Players</a>	

- You will then need to select the captain, that is Warren Hayden. Click the link alongside his name and select as a captain .



- The players that you had to find via the quick search can now be edited. Click the “Edit personal” alongside Edward Hayden to open the edit page. Select SOC as the “Club” there is no mobile listed so you can enter his mobile from the team entry form and click update member details. This player will now appear in the box on the right as playing for SOC. If a player is playing for 2 clubs, select SOC in “Club2” . When you update a member the “Last Updated” and the Update By” fields will automatically record both date and your name.

The screenshot shows the "EDIT PERSONAL DETAIL" dialog box. It contains fields for "Member ID: 5488", "Last Name: Hayden", "First Name: Edward", "Mobile: 0430536707", "Email: (empty)", "Female: ", "Receive Email: Yes", "Club: SOC", "Club 2: No Entry", "DOB: (empty) Please insert as dd-mm-yyyy eg 01-01-2001. NOTE: For a player to appear as a junior they MUST have a date of birth listed.", "Junior?: No", "Entered on: Not Known", "Last Updated: 10 Jan 2017", and "Updated By: Alan Croft". At the bottom is a "Update Member Details" button.

- Check that all players mobile numbers and email address are correct as per the team entry form. Please make sure you collect and update as much “data” as possible.
- Your team is now complete and ready for the scoring system.

You will find, in time, that this task, though time consuming, becomes reasonably simple.