

## 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

**VBSA**

# Administration Area

RESTRICTED AREA - AUTHORISED USERS ONLY

Logout Members Archives Calendar Tournaments Rankings Scoring Clubs Treasurer Financials Webmaster Admin Menu

## S1 Scoring

Return to opening page

Total Playing Positions: Total Income (Approx): \$

Billiards									
Grade Code	Grade Name	Ladder	Update Rounds	Finals	Day	Total Teams	Season		
							S2		

Snooker									
Grade Code	Grade Name	Ladder	Update Rounds	Finals	Day	Total Teams	Season		
							S2		

**Scores, Administrators have access to all views, please do not edit or insert scores without contacting the Score Registrar**

**Qualified players - S1** View all qualified players, Billiards and Snooker, in this season and edit

Note - to view a full list of players return to the [Scores index page](#)

**Adjust rounds S1** View, Edit, insert ladder adjustments with explanations, (for use when a team forfeits or there is an adjustment required by the bylaws)

**Recalculate the scores and the rankings tables, must be done on completion of inputting scores**

**Calculate the scores table** Runs a complete calculation on all columns in the scores table

**Calculate the rankings** Runs a complete calculation on the snooker rankings

### S1 Teams & Fixturing

View all teams - S1 Season only	View, insert and update team entries (updates the public view page on the website as well)
Team Grades	View and edit team Grade structure for season S2, upload fixtures
Fixturing	Set fixture dates, create fixtures

Breaks - Last 50 recorded

Breaks - Snooker S2

Breaks - Billiards S2

Most Frames

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


1 [Insert a new team](#) 2 [Return to S1 Menu](#)

Total Playing Positions Teams in total: 0 Total Income (Approx) \$

3

Grade Code	Day	Total Teams	Season	Type

4

Team ID	Club	Club ID	Team Name	Grade	Day	Players	Include in Draw?	Selected players	Captain?	5	6	7
											<a href="#">Insert multiple players / edit players / select captain</a>	<a href="#">View Team</a>

8

Club ID	Club Title	Club Contact	Tables
66	AK8 Billiards	Kevin Xu	3
12	Ballarat	Graeme Wright	3
13	Bentleigh Club	Brett Rowlands	4
1	Brunswick Club		6
16	Cheltenham Billiards & Snooker Club	Jon Loughron	4
76	Cue 8 Bar	Tony Yang	2
9	Dandenong Club	Michael D'Silva	3
8	Dandenong RSL		3
109	Fast Eddies		2
29	Frankston RSL	Mike Poda	2
24	Geelong	Rob Young	3
73	HIT Billiards & Pool	Jimmy Kong	4
26	Kooyong Lawn Tennis Club		3
28	Maccabi Snooker Club	Adam Beifner	3
30	Mulgrave Country Club		2
5	North Brighton Club	Tex Partridge	3
11	RACV	Kim Fisher	8
52	South Oakleigh Club		2
92	Star Entertainment Centre	Jasmin Palmer	8
2	Yarraville Club		6

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

1 Go to S2 teams
2 Return to S1 teams

All clubs that are participating in the VBSA (Where VBSAteam="Yes" in the "clubs" table)

Insert a new team into Season S1

Club ID	Club Title	Tables	S1 teams	S2 Teams	
12	Bellarat	3	1	0	<a href="#">Insert team to this club</a>
13	Bentleigh Club	4	5	0	<a href="#">Insert team to this club</a>
42	Box Hill RSL	2	1	0	<a href="#">Insert team to this club</a>
1	Cheltenham Club	6	5	0	<a href="#">Insert team to this club</a>
23	Camberwell C. Sports	3	3	0	<a href="#">Insert team to this club</a>
16	Cheltenham RSL	4	6	0	<a href="#">Insert team to this club</a>
70	Cue & Bar	2	2	0	<a href="#">Insert team to this club</a>
9	Dandenong Club	3	4	0	<a href="#">Insert team to this club</a>
8	Dandenong RSL	3	4	0	<a href="#">Insert team to this club</a>
39	Darwin RSL	2	0	0	<a href="#">Insert team to this club</a>
110	Lunya Entertainment	10	1	0	<a href="#">Insert team to this club</a>
109	Fast Eddie's	2	1	0	<a href="#">Insert team to this club</a>

S1 team entries

Total Teams : 08

Team ID	Grade	Team Name	Club	Day	Type	Players	Include in Draw?	
880	APS	Bye		Wed	Snooker	5	Yes	<a href="#">Edit team details</a>
846	APS	Brunswick	Brunswick	Wed	Snooker	5	Yes	<a href="#">Edit team details</a>
871	APS	Cheltenham	Cheltenham	Wed	Snooker	5	Yes	<a href="#">Edit team details</a>
854	APS	Dandenong RSL	Dandenong RSL	Wed	Snooker	5	Yes	<a href="#">Edit team details</a>
868	APS	RACV	RACV	Wed	Snooker	5	Yes	<a href="#">Edit team details</a>
863	APS	Team Reventon	Yarraville	Wed	Snooker	5	Yes	<a href="#">Edit team details</a>
876	AVB	Bye		Mon	Billiards	4	Yes	<a href="#">Edit team details</a>
819	AVB	Bellarat	Bellarat	Mon	Billiards	4	Yes	<a href="#">Edit team details</a>
821	AVB	Bentleigh Club	Bentleigh	Mon	Billiards	4	Yes	<a href="#">Edit team details</a>
841	AVB	Cheltenham	Cheltenham	Mon	Billiards	4	Yes	<a href="#">Edit team details</a>
826	AVU	Kooyong	Kooyong	Mon	Billiards	4	Yes	<a href="#">Edit team details</a>
828	AVB	Yarraville	Yarraville	Mon	Billiards	4	Yes	<a href="#">Edit team details</a>

1. 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.
2. After entering teams you can Return to the "Team Entries" page
3. 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"
4. A list of current VBSA Clubs, to enter a new team simply click the "Insert a team to this club" button.
5. Enter teams by clicking "Enter a team to this club" alongside the appropriate club.
6. 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	WARREN.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 SPYROU	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>B State Snooker Monday</b>	C State Snooker Monday	D State Snooker Monday
A State Billiards Monday			

Please print details clearly

Please use 1 sheet per team

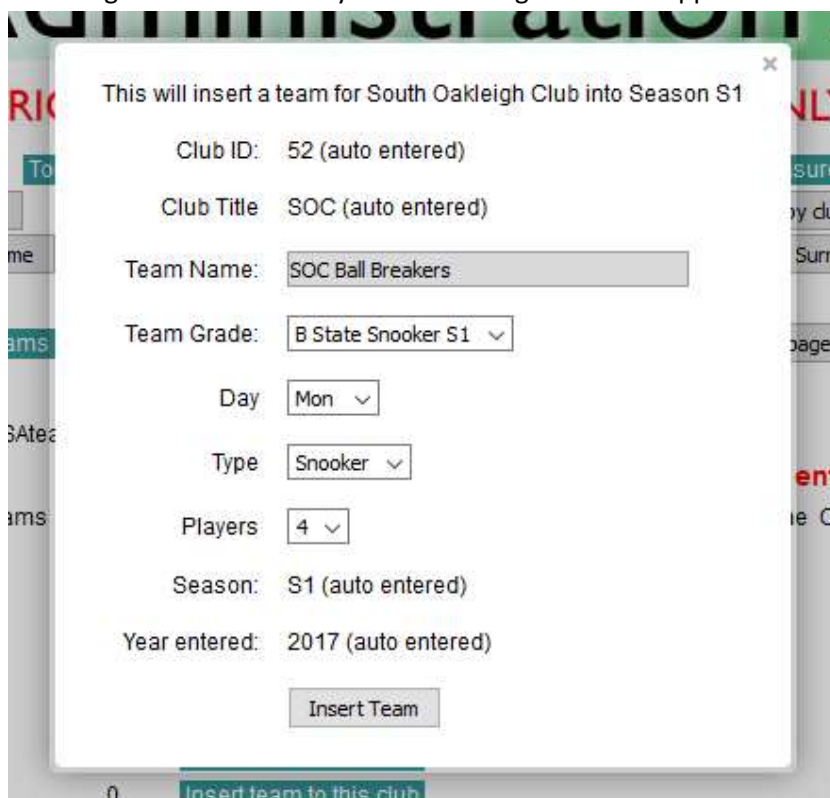
There is a weekly fee of \$7.00 per player per match, calculated and invoiced at end of each season.

**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.



This will insert a team for South Oakleigh Club into Season S1

Club ID: 52 (auto entered)

Club Title: SOC (auto entered)

Team Name:

Team Grade:

Day:

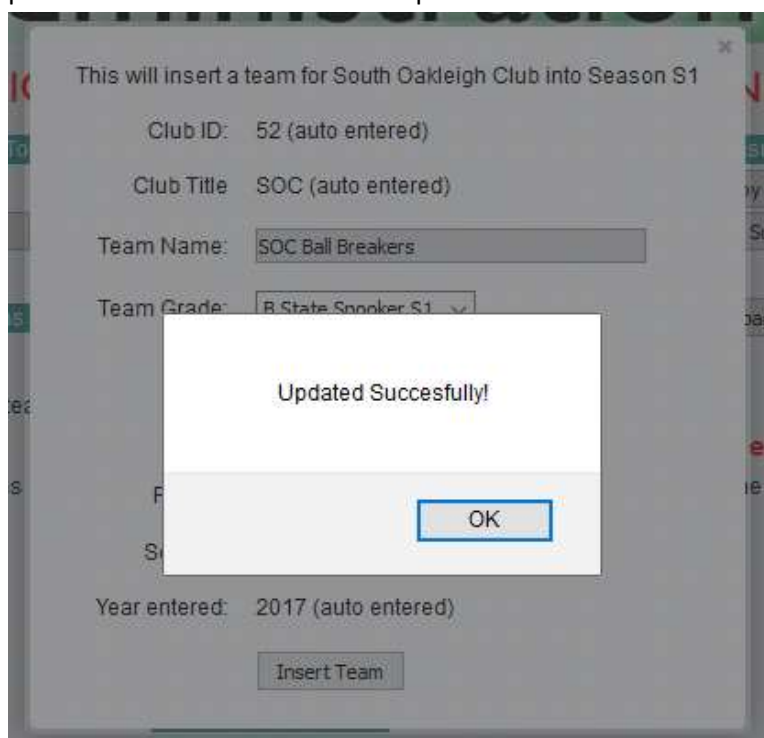
Type:

Players:

Season: S1 (auto entered)

Year entered: 2017 (auto entered)

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.



This will insert a team for South Oakleigh Club into Season S1

Club ID: 52 (auto entered)

Club Title: SOC (auto entered)

Team Name:

Team Grade:

Year entered: 2017 (auto entered)

Updated Successfully!

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.

**Edit a team in Season S1**

Team id: 846

Team club: Brunswick Please select

Club ID: 1

Team name: Brunswick

Team grade: No Entry Please select

Day played: Wed

Type: Snooker

Players: 6

Final 4: Auto entered "4" when inserted

Include in draw? Yes If "No" will not appear in team count, or appear on the website ladder

Season: S1

Year entered: 2019

1	0	<a href="#">Insert team to this club</a>	828	AVB	Yarraville	Yarraville
1	0	<a href="#">Insert team to this club</a>	881	BPS	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

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

1. 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**

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".

Quick Surname Search

If person does not exist [insert a new player to the members table](#)

Select player ID from list OR  
Use quick surname search for player ID

Insert player ID's As required

Playe	Memb ID	Name	Captain
	5488	Edward Hayden	
	5488	Warren Hayden	

[Edit / Select Captain](#)    [Edit Personal](#)

All current players for this club - [edit this clubs players](#)

MemberID	First Name	Last Name	Club	Club 2	Mobile	Email
4885	Shaif	Azim	SOC		0403 060 521	shaif_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	Hennessy	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			

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

2. 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

Insert player ID's

As required

Enter Players

Players currently in this team

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>



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

4. 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.

5. 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.
6. 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.