

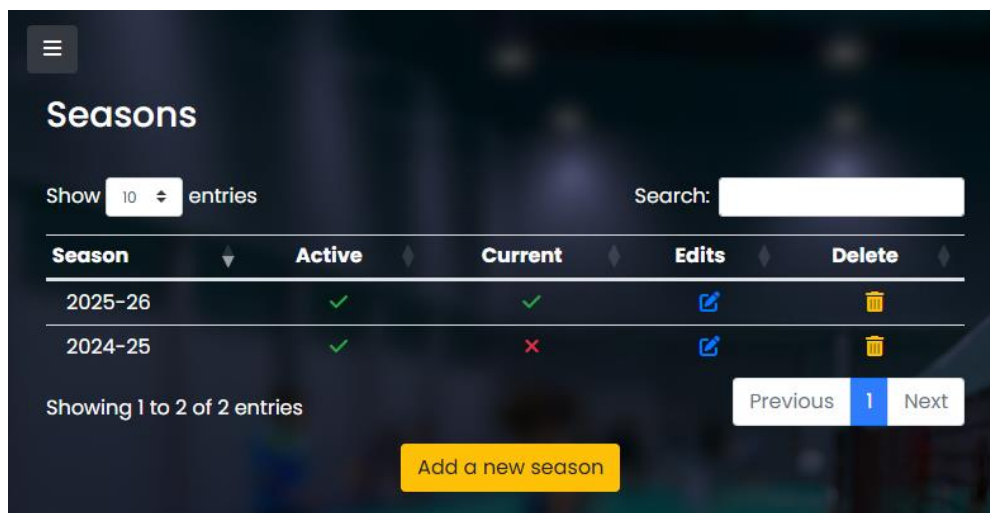
Guide for league admins.

This guide will cover the following topics.

1. Starting a new season
2. Creating teams
3. Creating leagues
4. Entering results

1. Starting a new season.

A new season can be started by selecting “Seasons” under the “league admin” sub-menu. The table will list all of the seasons in the database. The current and active season will have two green ticks.



Season	Active	Current	Edits	Delete
2025-26	✓	✓		
2024-25	✓	✗		

Showing 1 to 2 of 2 entries

Previous 1 Next

Add a new season

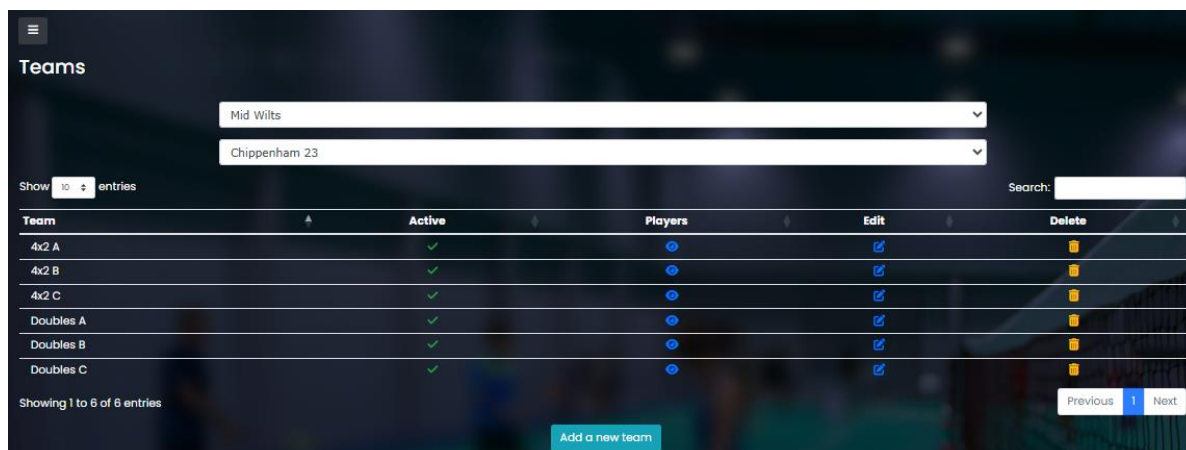
If the season has already been added, you can proceed to the next section. If a new season is required, click “Add a new season”. This will pop up a form asking for the starting year of the new season required. Once added click submit. **Note! The new season will be set to inactive** Once added the new season will be added to the table. If you wish to make this season the current season you will need to ensure that no other season is set to current. Click edit on the appropriate season and set it accordingly with the radio buttons. To make a season current and active tick both radio buttons.

Once the season has been set to current new leagues can be added to it.

It is possible to delete a season, but only if no leagues are attached to it.

2. Creating Teams

All of the clubs have been added for Wiltshire, however the teams within each club are only partially complete. Teams will need to be created before leagues are setup. Teams only need to



Team	Active	Players	Edit	Delete
4x2 A	✓			
4x2 B	✓			
4x2 C	✓			
Doubles A	✓			
Doubles B	✓			
Doubles C	✓			

Showing 1 to 6 of 6 entries

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Add a new team

be created once and can be reused each season and assigned to the appropriate league/division. From the main menu select “Club Admin” “Teams” Select the appropriate association and then

club. Any teams already setup will appear in the table. From here each team name can be edited at any time by clicking the edit icon on the appropriate line. A team can only be deleted if no fixtures are attached to it. To view players that are attached to the team click the eye icon on the appropriate team line. This will display a screen similar to below.

Mid Wilts

Chippenham 23

Doubles A

Registered players

Show 10 entries

Search:

Name	Registration date	Gender	Remove	Edit
Christopher Weston	01/09/2024	Male	Remove	Edit
Edward Thorn	01/09/2024	Male	Remove	Edit
Jack Agnew	01/09/2024	Male	Remove	Edit
Mark Melling	01/09/2024	Male	Remove	Edit
Richard Grainger	01/09/2024	Male	Remove	Edit
Thomas Marshall	01/09/2024	Male	Remove	Edit

Showing 1 to 6 of 6 entries

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All players that have appeared in this team

Show 10 entries

Search:

Name	Registration date	Appearances	Gender	Edit	Active
Charlie Strickland	01/09/2024	2	Male	Edit	Active
Christopher Weston	01/09/2024	6	Male	Edit	Active
Debendra Armoja Pun	01/09/2024	1	Male	Edit	Active
Edward Thorn	01/09/2024	3	Male	Edit	Active
Jack Agnew	01/09/2024	3	Male	Edit	Active
James Woolsey	01/09/2024	1	Male	Edit	Active
Mark Melling	01/09/2024	4	Male	Edit	Active
Peter Tolley	01/09/2024	1	Male	Edit	Active
Ramu Rai	01/09/2024	2	Male	Edit	Active
Richard Grainger	01/09/2024	5	Male	Edit	Active

Showing 1 to 10 of 13 entries

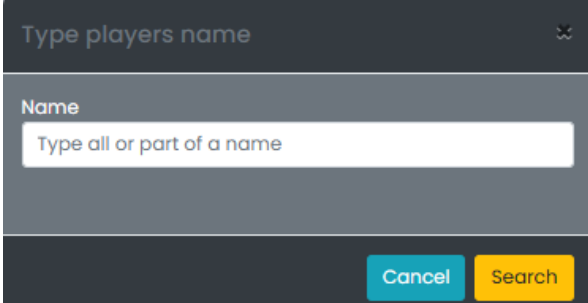
Previous 1 2 Next

Register a player

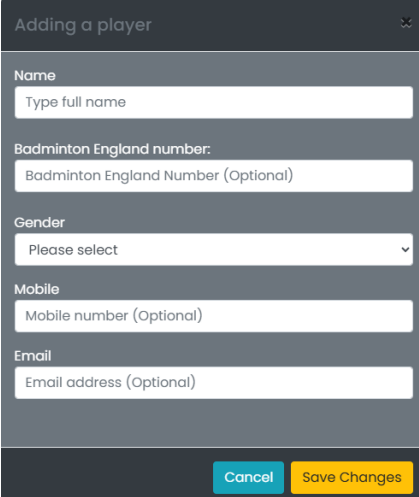
Bulk Register players

The top table shows the players that have been registered to ply in this team. The lower table shows all of the players that have represented the team during the season along with the number of appearances they have made. Depending on the league settings if a player reaches the maximum number of appearances they will appear in red. This page also allows you to edit a club players details. Name, gender, email etc. use the pen icon under the edit column to achieve this. The remove button will allow a player to be removed from the team.

The responsibility for registering players has now been pushed to the clubs so it should not be necessary to constantly have to register new players, however the functionality is available to do this should the need arise. To register a new player, click the “Register Player” button at the base of the page, If registering a player for a match, they must be registered before the match start date and time for the player to become available and selectable on the match results form. Type the name of the player that you wish to register. It is best to enter the surname only as this will stand a better chance of finding the player if they are already registered in the system.



A search modal titled "Type players name" with a close button (X). It contains a text input field labeled "Name" with placeholder text "Type all or part of a name". At the bottom, there are two buttons: "Cancel" (blue) and "Search" (yellow).



A form titled "Adding a player" with a close button (X). It contains several input fields: "Name" (placeholder: "Type full name"), "Badminton England number:" (placeholder: "Badminton England Number (Optional)"), "Gender" (dropdown menu with "Please select"), "Mobile" (placeholder: "Mobile number (Optional)"), and "Email" (placeholder: "Email address (Optional)"). At the bottom, there are two buttons: "Cancel" (blue) and "Save Changes" (yellow).

Only players registered in the relevant association will be displayed.

If the system does not find a match it will give you the option to add a new player. Add all of the details required to register the player and press save.

If the system does find a match click the + button against the required player and they will be added to your team.

Note if the player is registered for another team in the same league they will not be added. If you don't see the player in the list, either go back and try a different search criteria or click “Add new Player” at the base of the page.

We found the following players in the database

Use the + button to select the player for the team.
If you dont see the player you want, click the "Add new player" button

Show entries Search:

Name	Gender	Active	Add
Chris Berry	Male	✓	+
Chris Carling	Male	✓	+
Chris Eagles	Male	✓	+
Chris Morris	Male	✓	+
Chris Taylor	Male	✓	+
Christopher Eagleton	Male	✓	+
Christopher Weston	Male	✓	+

Showing 1 to 7 of 7 entries Previous **1** Next

[Add new player](#)

The responsibility for registering players has now been pushed to the clubs so it should not be necessary to constantly have to register new players, however the functionality is available to do this.

The second method for registering players is bulk registration. This allows multiple players to be selected for a team. This will bring up a list of all players in the association. To filter the list to only show players from relevant club type the club's name in the top right search box.

Selecting players for Corsham-Doubles A

Finish

Show 100 entries Search:

Name	Register	Gender	Primary Club
Aaron Fan	<input type="checkbox"/>	Male	Phoenix
Abigail Roylance	<input type="checkbox"/>	Female	Chippenham 23
Adam Galache Brown	<input type="checkbox"/>	Male	Bradford Penmoor
Adam Jacob	<input type="checkbox"/>	Male	Warminster School Smashers
Adrian Li	<input type="checkbox"/>	Male	Corsham
Al-Munthir Khalid	<input type="checkbox"/>	Male	Chippenham 23
Alan Cui	<input type="checkbox"/>	Male	Warminster School Smashers
Albert Wong	<input type="checkbox"/>	Male	Westbury White Horse
Alex Mole	<input type="checkbox"/>	Male	Freshford/St Georges
Alex Nash	<input type="checkbox"/>	Male	Freshford/St Georges
Alex Shannon	<input type="checkbox"/>	Male	Calne
Alice Perry	<input type="checkbox"/>	Female	Phoenix
Allison Collard	<input type="checkbox"/>	Female	Bradford Penmoor
Amy Margetts	<input checked="" type="checkbox"/>	Female	Corsham
Andrea Vezendi	<input type="checkbox"/>	Female	Calne
Andrew Dunn	<input type="checkbox"/>	Male	Corsham
Annabelle Grimes	<input type="checkbox"/>	Female	Phoenix
Anne O'Brien	<input type="checkbox"/>	Female	Corsham
Annie Carter	<input type="checkbox"/>	Female	Frome
Antony Price	<input type="checkbox"/>	Male	Corsham
Anya Hemborough	<input type="checkbox"/>	Female	Phoenix
Ashley Hembury	<input type="checkbox"/>	Male	Frome
Ava Dempsey	<input type="checkbox"/>	Female	Warminster School Smashers

Ticking the register box on each line will instantly register that player for the team. Click finish when registration is complete.

3. Creating leagues

Adding a league/division is a two-part process. The whole league system is based on a template approach. A division template must be created before a new live division can be added. The template only needs to be setup once and can be used for the same division/league in subsequent seasons.

Part 1: Click on "League Admin" from the main menu and then "Leagues Templates" This will display a table of all of the currently active league templates, from this table a new template can be added via the button at the base of the table. Many of the divisions/league templates in Wiltshire have already been added

The table displays details about the template. Some aspects of the division can be edited via the pen icon under the edit column. Depending on what live divisions are attached to the template will depend on what aspects can be changed. This is the same for the delete option as well. A template can only be deleted if no live leagues are attached to it. A template can be edited at the start of a new season before any divisions are attached to it. Once the "Add new league template" button is pressed a new window loads. The first option is to select the association that the template is connected to.

Adding a new league template

* Required Field

Please select an association *

Cancel

Selecting either "Swindon", Salisbury or Mid Wilts" will limit the club selection to that association further into the process. Selecting "Inter-county" will allow clubs from all three associations to take part in the league/division. Selecting county will allow the selection of county association clubs. e.g., Wiltshire, Berkshire, Bucks etc.

After selecting an association a second box will appear. This will allow you to link the new division with an existing one.

Adding a new league template

* Required Field

Mid Wilts

Linked to other league? * (Please select)

Cancel

So, for instance if you have already created Salisbury doubles division 1 it will appear in the dropdown so that it can be linked as Div1 - Div2 - Div3 etc. Using this option prepopulates some of the details on the proceeding form. If it's the first time setting up a new division for a league, then

select "New League Template" This will load a fresh form to start up a brand-new division in a league.

Adding a new league template

* Required Field

Mid Wilts

New League template

Please select age range *

Please select type *

Select a division number *

Select a division letter if required

Add a suffix

Number of Games/Rubbers

9 Games

Players per team

6 players

Points for a win

2 Points

Points for a Draw

0 Points

Late score penalty

2 Points

Days before a result is considered overdue

Select number of Days

Number of conceded matches allowed (Team will be disqualified after reaching this limit)

Select number of matches

Penalty points for conceding

Penalty points for conceding

Maximum player appearance before being locked to a team

Select number of matches

Is this an inter county league?

☐ Yes

☐ No

Save Changes Cancel





























Most of the setup options are self-explanatory. The options in the first section help name the division and have no bearing on the actual setup and running of the league. The remaining options should be set up to suit the required rules and regulations for the league required.

The last option is a toggle to mark the division as an intercounty league. Once all of the options have been set press the "Save changes" button. The new template should now appear in the table.

Part 2: Now that the template has been created a live division can be added. Click the small blue

Leagues / Divisions for the 2024-25 season

Show entries Search:

Assoc	Division	Fixtures	View League	Active	Edit	Delete
Mid Wilts	SEN-DOU-Div01			✓		
Mid Wilts	SEN-DOU-Div02			✓		
Mid Wilts	SEN-DOU-Div03			✓		
Mid Wilts	SEN-HyB-Div01-4x2			✓		
Salisbury	SEN-DOU-Div01			✓		
Salisbury	SEN-DOU-Div01-open			✓		
Salisbury	SEN-DOU-Div02			✓		

Showing 1 to 7 of 7 entries

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Add new league and fixtures

plus icon to the left of the template name or go to "Leagues (Current season)" on the main menu and click the "Add new league and fixtures" (C) button under the main table.

Select division details

Season

Association

League

Repeats

Cancel **Next**


The current season is pre-selected and cannot be changed. Select the association from the next pull down. This should be the same as the association that was selected during the template creation. Once selected the template created in the previous stage should be available to select. This will set the new league-division up with the correct parameters. The last option is for repeats. For divisions that contain low numbers of participants it may be necessary to have repeated fixtures. There are three options. Option 1 is H&A and is the standard home and away arrangement. Option 2 is H&A&H. This creates a standard home and away plus an extra set of home

fixtures. The selection of the extra home fixtures is completely randomised. Option 3 is H&A&H&A. This creates a complete double set of home and away fixtures.

Click next to move to the next page which allows the addition of teams.

(Mid Wilts) SEN-DOU-Div02

Note: Only active and affiliated clubs will appear in this list.

Add clubs to new division 

Back **Next**





























Press the green + button to add and select the first team. Continue to press the green + button to add as many teams as required. When you have finished click next. All of the possible combinations will be calculated and added to the division. To view all of the fixtures return to the "current leagues" table, locate the line with the newly added league/division and click the view fixtures icon.

Viewing:

To view the leagues in the current season select "League Admin" from the main menu and then "[Leagues \(Current Season\)](#)" This will show a table with all of the currently active leagues. The table is laid out to show various pieces of information for each league.

Leagues / Divisions for the 2024-25 season

Show entries Search:

Assoc	Division	Fixtures	View League	Active	Edit	Delete
Mid Wilts	SEN-DOU-Div01			✓		
Mid Wilts	SEN-DOU-Div02			✓		
Mid Wilts	SEN-DOU-Div03			✓		
Mid Wilts	SEN-HyB-Div01-4x2			✓		
Salisbury	SEN-DOU-Div01			✓		
Salisbury	SEN-DOU-Div01-open			✓		
Salisbury	SEN-DOU-Div02			✓		

Showing 1 to 7 of 7 entries

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Add new league and fixtures

If viewing on a mobile device some information may be hidden in order to allow for an uncluttered viewing experience, turning your device to landscape mode should make more of the information visible. Each league is shown in alphabetical order irrelevant of what division or association it is part of. Clicking the small arrows next to each column heading will arrange and sort the table on that column.

To view the other divisions in the same league click the eye icon (B) under the view league column. This window displays the same information as the previous table. To return to all leagues, press the button at the bottom of the table "All current leagues" **Fixtures:**

To view the fixtures of a particular division click the eye symbol (A) under the fixture's column.

This will display a fresh table with all the fixtures for the selected division. This table has the same visual properties as the previous table, where certain elements will be visible depending on the type and orientation of your viewing device.

Date: This table shows all dates and results for the division. To add or edit a date for a fixture, click the "No Date set" text or the displayed date. This will pop up a window that will allow you to edit the date and time of the fixture.

4. **Scores:** There are two methods to add scores to a fixture.

Method 1: The teams that have played the match, use the online match entry form to add their results. If this method is used, the result can be added by either the home or away team but must be verified via the same form by the other party. The score will appear in red on table above. Once it's verified by the other team it will appear in green.

Method 2: The score can be added directly by the admin. To add or edit a score on a fixture, click on the score or red dash under the score column. If the score is entered this way it will automatically be set to green/verified. The score form also allows for the inclusion of a penalty for either the home or away team or it allows you to mark the game as conceded. Clicking either of these options will automatically add the appropriate penalties as setup originally in the template. The last column allows you to view an uploaded match sheet. The teams have the option to upload a copy of the match sheet when they enter their scores. The view icon will be greyed out if no match sheet is available to view.