Club guide for the WCBA website

Benefits.

- Clubs can keep their details current.
- Match results can be input directly with or without a match card.
- Clubs can maintain their own registered players list.
- Clubs can view and add members.

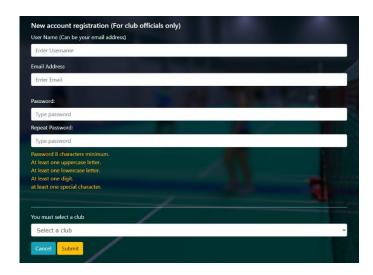
Visit the site at https://www.wcba.org.uk/ under the information menu select login. If you already know your login details enter them now.

Otherwise click register to apply for a new club login account. A new account registration form will appear as the screenshot to the right.

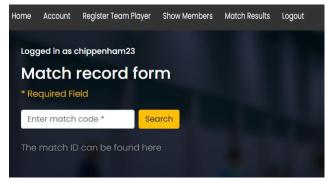
Complete all of the details required. Once you have submitted your application the site admins will approve access. You will be notified once approved via the email address you supplied.

Note: You can have multiple login accounts for the same club.

If you need an account removing, please contact the site admin webmaster@wcba.org.uk.



Once logged in you will see a screen similar to the one below. The first page that loads is the match record form.



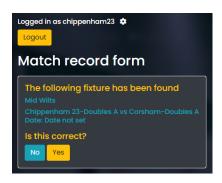
Match results:

All that is required is the match / fixture code. There is a link on this form to view all the current match codes.

https://www.wcba.org.uk/this-week.php

Clubs can only enter codes for matches that they have participated in. Any attempt to enter another code will fail. It is generally the responsibility of the winning team to submit the results. However, either team can enter the results. Whoever logs in first can enter the results, add the players on each team and upload a match sheet (optional). If the other team logs in after

this, they will be asked to verify the results that were entered by the opposition. The players can also be viewed and edited / added at this stage.



Once a valid match code has been entered the following confirmation is shown for the fixture. Click "yes" to continue or "No" will return you to the previous screen.

After confirming that it is the correct fixture a form similar to the one shown below (Fig 2a) will be displayed. Any warning messages will be displayed in red, for example this shows that the result is "overdue" and an automatic penalty will be applied to the winning team.



From here, scores, home and away players can be selected. The score window will look similar to Fig1a. Scores must be entered in all cases. The scoring system shown, should be correct for your districts league setup. If either team conceded, use the radio buttons at the base of the form. Note: Scores are still required for a conceded game. Once the scores have been added, there will be an option to upload a copy of a physical match sheet. Once the data has been added, an option to "Submit results" will appear at the base of the form.

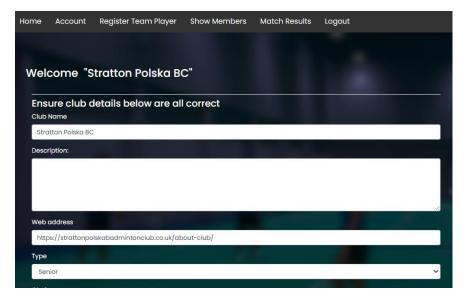


Fig 1a

Fig 2a

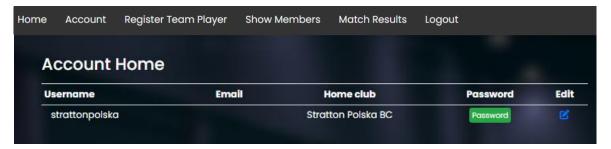
Home

Clicking the home button will take you to the club details page. From here you can keep your club details up to date. This includes venues, club and match nights contacts and the ability to add a note / description for the club. Click "Save changes" at the base of the page once any edits have been made. This will immediately update the club details on the public facing pages.



Account

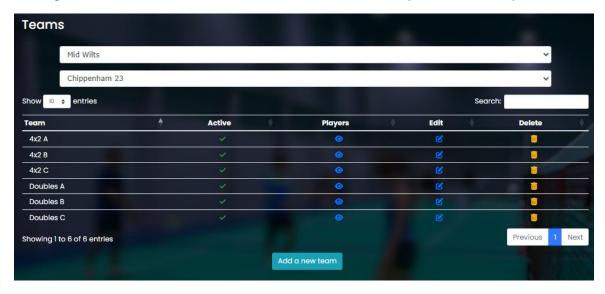
Clicking the account button will allow you to change the login name, password and registered email address for the club login.



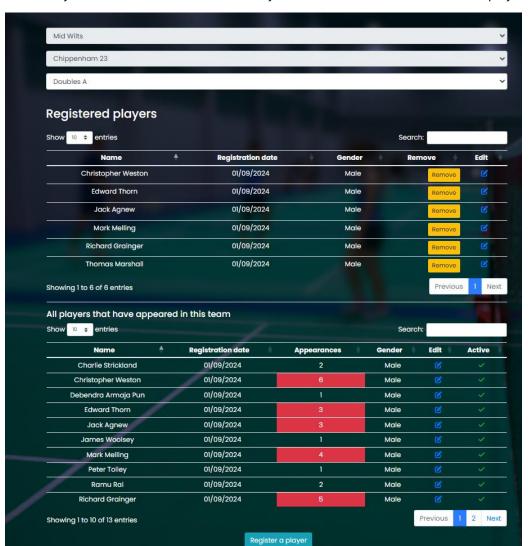
Register a team Player

Clubs now have the ability to register new players and remove players from teams.

Clicking this button will show a list of the teams that the club currently has. Select the eye icon under the players column.



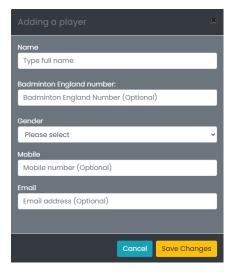
One or two tables may be displayed. The top table will show all currently registered players in that team. The bottom table will show all players that have represented that team in the current season. It will also show the number of appearances. Depending on the league setup the system will determine how many appearances a player can make from a lower team before they are locked. This will be indicated by a red box on the bottom table once a player becomes locked to a team.



The top table 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.

To register a new player click the "Register Player" button at the base of the page, If a club is 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. Only players registered in your association will be displayed.

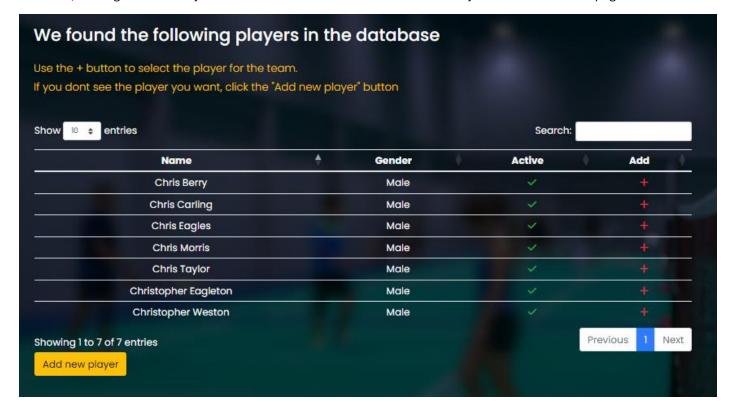




If the system does not find a match it will give you the option to add a new player. Add all of the details required to register the player and press save.

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

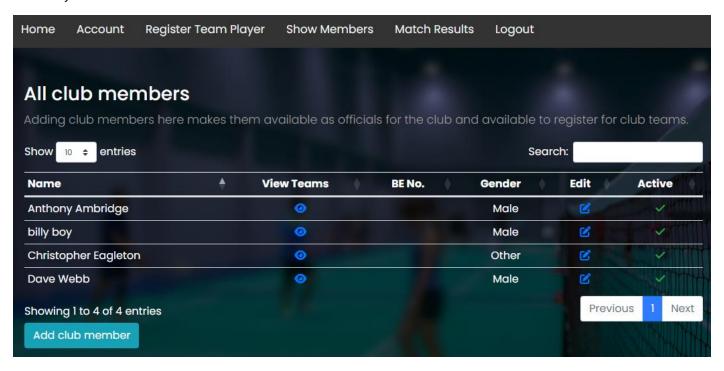
Note if the player is registered for another team in the same league they will not be added. If you don't see the player in the list, either go back and try a different search criteria or click "Add new Player" at the base of the page.



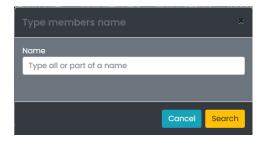
Adding club members

Adding club members makes them available as officials for the club and available to register for club teams.

Note: Adding a player/member via the teams registration form or via the add club member form will both add them in the same way to the database.



Clicking show members, will show all players that have your club as their primary club. To add a new member, click the "Add club member" button. Here you can type the name of the member you wish to add.



If the name or similar name is found it will be shown in the table (shown below). Members will be shown for the whole district along with their respective club. If a player you want to add to your club is already shown at another club you will need to request a transfer using the circular arrow icon in the right-hand column. This will initiate the transfer process with the appropriate league organisers. If there are no matching players, you have the option to add a new member to your club via the button at the base of the table.



If you notice any bugs or issues when using the system, please email webmaster@wcba.org.uk