



Sportzware Website User Guide



❖ *Technology for Champions*

www.sportingpulse.com

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QUICK START GUIDE

This guide provides a general introduction to Sportzware Websites to help site administrators get started their new website. It briefly covers each main area of the website's Content Management System (CMS) to help you become familiar with the website functions and navigating through the CMS.

For full instructions, please refer to the Sportzware Website User Guide, which can be downloaded from www.support.sportingpulse.com or from within the Site Administration Area.

WEBSITE EDITOR

Sportzware self-editing websites enable you to easily add and update information for your sporting organization, be it an association, league or club. In order to do this, you must become a 'Website Editor'. Website Editors can log in through the 'website editor' link. All changes occur immediately after you save them.

1.1 Editor Access

Before you can gain access as a website administrator, you must firstly become a SportingPulse mySport member by registering online at www.sportingpulse.com. This is important for the security of the site (password protected sites).

1.2 Become a mySport Member

1. Go to www.sportingpulse.com and click on 'mySport'.

2. Under 'Become a mySport Member', choose a password, enter your details, read the terms and conditions, and click 'Register'. The username and password you enter here will be required to log in as a website editor of your website.

3. You will receive an email asking you to confirm your mySport membership. Click on the link provided to confirm your membership.



4. You are now a mySport member and able to be authorised as a website editor.

A more detailed step-by-step guide to becoming a SportingPulse mySport member can be found at our support site:

1. Go to <http://support.sportingpulse.com>
2. Under *Products*, click on 'Sportzware Websites'
3. Under *All Solutions* click on 'How to become a member of SportingPulse'.

1.3 Become a Website Editor

Once you have registered with mySport, contact either your Association's website editor or SportingPulse to gain authorization as a website administrator for your site.

If you are the first website administrator of an *association* website, you must contact SportingPulse. If there are existing association editors, they can authorise you as an additional website editor themselves.

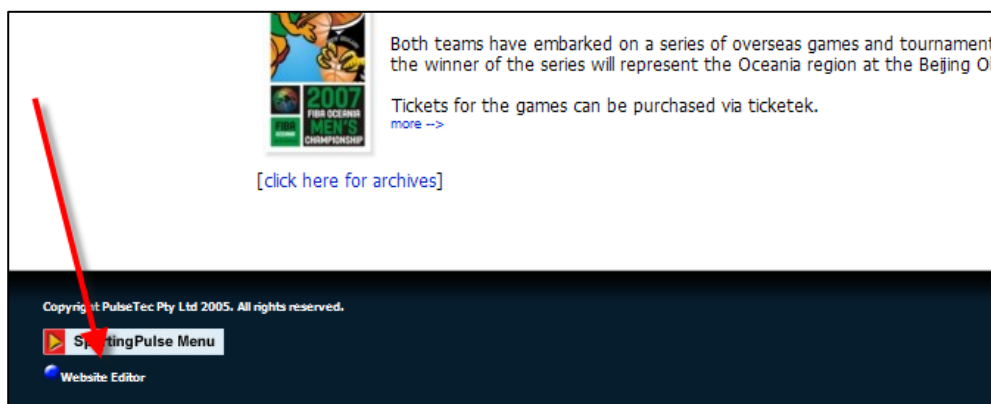
There is no limit to the number of people that can become website editors of any particular website.

For a more detailed step-by-step guide to becoming a website editor:

1. Go to <http://support.sportingpulse.com>
2. Under *Products*, click on 'Sportzware Websites'
3. Under *All Solutions* click on 'How to become a Website Editor'.

1.4 Log in as Website Editor

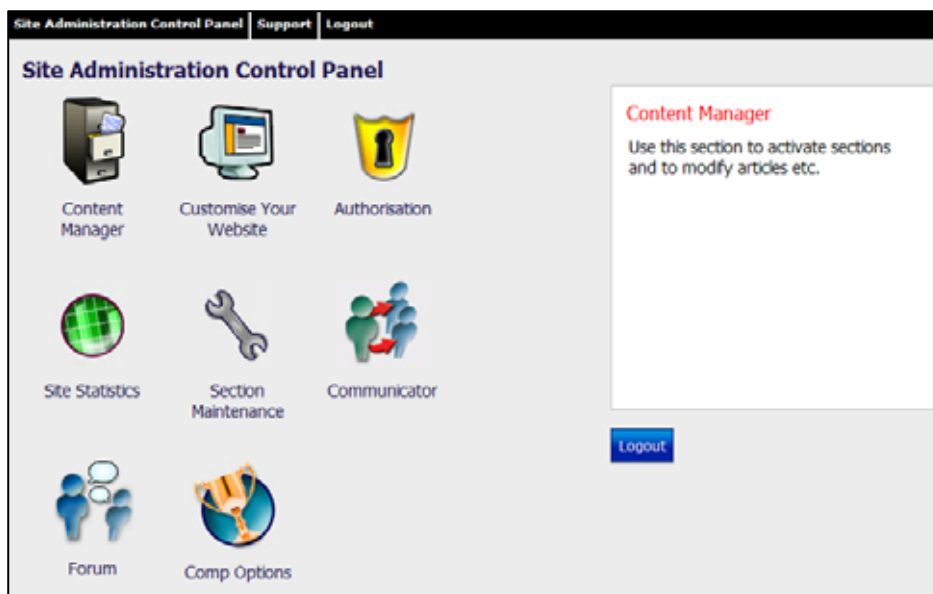
Once you have been authorised as a website editor, log into the Site Administration Area by clicking on the Website Editor link at the bottom left hand corner of your website.



A login screen will appear. Type in your email address and password (that you created with your mySport registration), and click on 'OK'.

SITE ADMINISTRATION CONTROL PANEL

The first screen you see after logging in as a Website Editor is the Site Administration Control Panel.



The Site Administration Control Panel is the central menu of the website administration area. Each of the website's management functions are organised into logical modules. When you hover the cursor over each of the control panel icons, a description of that module's function appears in the box on the right hand side. You can return to the control panel from anywhere within the site administration area by clicking on the 'Site Administration Control Panel' link in the top menu bar.



AUTHORISATION

From the Site Administration Control Panel, click on 'Authorisation'. Here you can add other people as co-administrators of your website (they must register with mySport first).

Enter the person's email address (as used in their mySport registration) and click on the 'add' button. To remove a person's Website Editor authorisation click on 'delete' next to their name.

Site Administration Control Panel			Support	Logout
Authorisation				
The people below are authorised to edit this web site. To delete a person press 'Delete' next to their name.				
Name	Email			
Craig Hood	c.hood@sportingpulse.com	Delete		
Edwina Ricci	e.ricci@sportingpulse.com.au	Delete		
Add an Administrator To add an administrator type in their email address below and press the 'Add' button. Any new administrator must be a confirmed member of the SportingPulse website.				
Email Address:		<input type="text" value="johnbloggs@sportingpulse.com"/>	<input type="button" value="Add"/>	



CUSTOMISE YOUR WEBSITE

This area allows you to change the layout, colour scheme, header, and other display options on your website. From the Site Administration Panel, click on 'Customise Your Website'. You are presented with two options – Simple Configuration and Advanced Configuration.

4.1 Theme Templates

In Simple Configuration, you are able to choose from 10 ready-made 'theme' templates for your site. Each template has a different colour scheme and page layout. By selecting a theme template you do not need to set up the page layout and colour scheme of your site (next two steps).



4.2 Page Layout

In Advanced Configuration, click on 'Page Layout'. You are able to choose from 12 layouts for your website. These include a combination of:

- Number of columns – one, two and/or three
- Position of menus – left, right and/or top
- Liquid – allows the site to expand/reduce to the size of the browser window

4.3 Colour Scheme

In Advanced Configuration, click on 'Colour Scheme'. This function enables you to fully customise colours throughout your site.

4.4 Headers

In Advanced Configuration, click on 'Page Headers'. Here you can choose from a variety of sport-specific headers and generic headers for your site.

4.5 Other Configuration Options (Association Only)

In Advanced Options, click on 'Other Configuration'. Here you can manage several preferences, such as Results Display Format, Club/Team Website options, Allow Match Comments, Website Name and Terminology. **Most of these options are only useful if you are using Sportzware Central to upload competition fixtures/results/ladders.**



SECTION MAINTENANCE

From the Site Administration Panel, click on 'Section Maintenance'.

The Section Maintenance area allows you to add and remove sections (menu items) on your website, and in doing so manage the structure of your site by selecting the types and number of pages you want to include.

Each section type has different characteristics and functions. For example, a 'full page' is a single page that can be tailored however you like, a news section can include multiple entries, a photo gallery displays images, and a 'links' page can display multiple links to other web pages. A description of each section is provided on the Section Maintenance screen.

5.1 Add and Remove Sections

1. To add a section or multiple sections at once, scroll down to 'Add New Sections' and enter the quantity of that particular section type that you wish to add to your site in the 'Quantity' field and click 'Add New Section'.

Add new Sections
To add new sections, choose how many of each you want to add and press the 'Add New Sections' button.

Quantity	Section	Description
<input type="text" value="0"/>	Contact Details	Provides the ability to enter your organisation's primary contact and their contact details - name, phone number, fax, postal address, email address and notes.
<input type="text" value="0"/>	Full Page	Provides the ability to create a page of text or HTML. This section allows two images and one document.
<input type="text" value="0"/>	Links	Allows you to enter multiple links to other web pages. Each link is allowed a URL, a title and an image.
<input type="text" value="0"/>	Login to Sportzware Membership	Provides a quick login to your online Sportzware Membership database.
<input type="text" value="0"/>	Logo	Load an image file of your logo for display on your website.
<input type="text" value="0"/>	News	Allows you to create multiple news entries with expiry dates. A main news page displays a list of news items with links to detail on each item. Each news item can include two images and one document.
<input type="text" value="0"/>	Newsletter	Provides the ability to create newsletters made up of multiple articles. Each article can contain one image and one document.
<input type="text" value="0"/>	Photo Gallery	Allows you to enter multiple photos and group them together into galleries.
<input type="text" value="0"/>	Poll	Get your users to give their opinion

2. The page will refresh, and you should see a message at the top of the page that says 'Section/s Added'. The newly added sections will now appear in the 'Current Sections' list at the top of screen. This process can now be repeated for any other sections you wish to add or remove.

If you return to your site straight away, you will notice that the newly added section/s are not yet displaying on your website. This is because new sections will remain hidden until you activate them through the 'Content Manager', as explained in the next step.



CONTENT MANAGER

From the Site Administration Panel, click on 'Content Manager'.

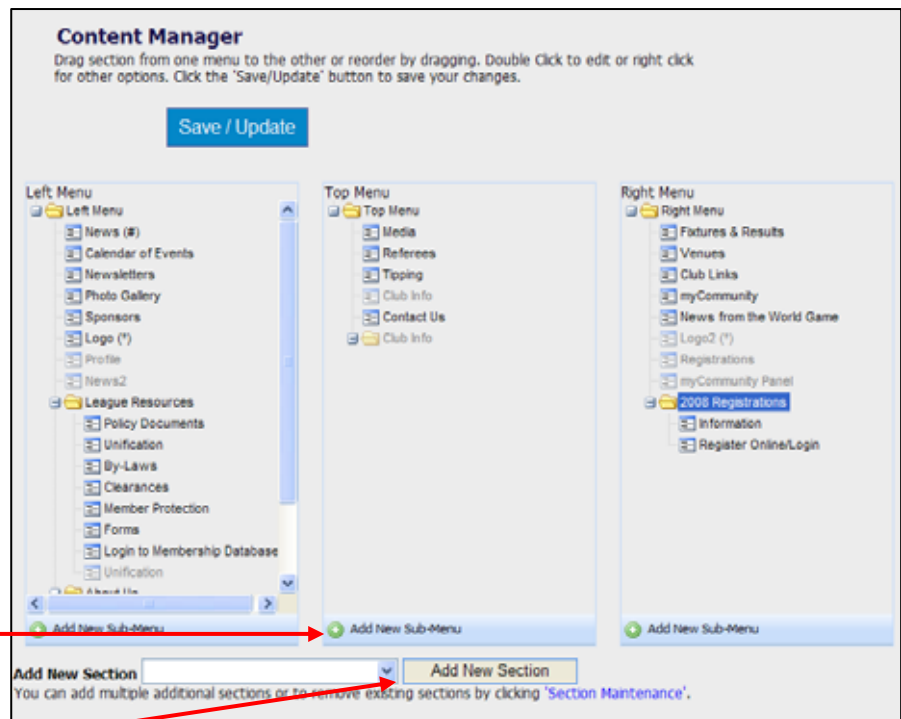
The Content Manager area displays a diagram of what your website looks like at the front end. It groups the sections you have added to your site into menu bars. You may have up to three menus, depending on the number of menu bars you have set up (see Step 3.2 – Page Layout).

The Content Manager allows you to arrange the structure of your site by:

- Creating sub-menus

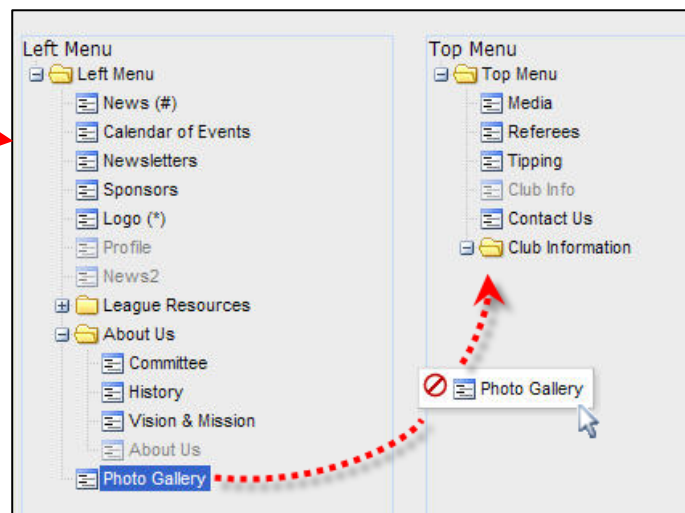
- Easily adding new sections

- Moving sections between menus through drag and drop



6.1 Name/ Rename a Section

To give a section a name, or to change its name, click on the section you wish to rename, click on it again to open the text box, and type in the name you want to give that section. Hit the 'Enter' key or click outside of the text box to complete the name change.



Important: always exit the Content Manager screen by clicking the 'Save/Update' button.

6.2 Right Click Menu

Right click on a section to perform the following actions:

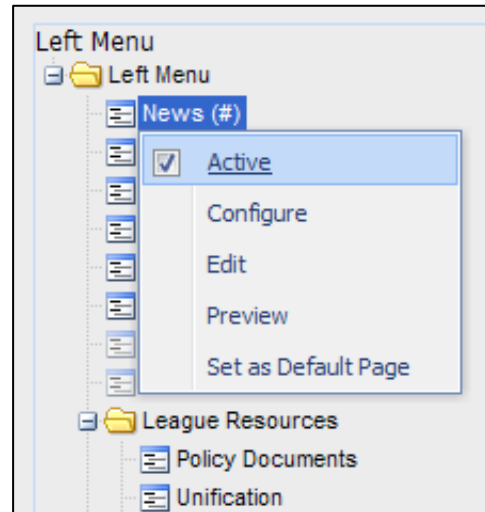
Activate/Hide a section - a section will need to be activated in order for it to appear on your website. When it is hidden, it will not appear on your site. To activate or hide a section, right click on a section and select 'Active'. A tick in the checkbox indicates an active section, while no tick means the section is hidden.

Configure a section – click here for additional options in regards to the way some sections appear on your website. Only available for some section types.

Edit – click here to add/edit content. This is the main operation you will use and is covered in the next part of this guide – 'Edit Sections').

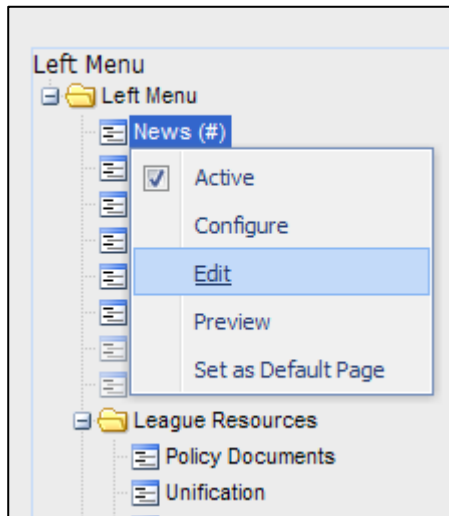
Preview – preview a page in a new window.

Set as the Default Page – this is the 'home page' of your site.



Now that you have added some initial sections to you site, set up the site's layout and played around with how to organize sections, you are ready to begin adding content to your pages.

EDIT SECTIONS



Editing sections enables you to add, remove and change content/information on each page of your website. In the Content Manager, right click on the section you want to work on and select 'Edit'.

The following steps take you through how to add content to a 'Full Page' and a 'News' section – two of the main sections used. The principles that apply for adding information and photos to these two sections apply across most other sections.

7.1 Full Page

A full page allows you to create a single page of any content (text, html, images, hyperlinks and documents). The three icons at the top of the screen allow you to edit the content of the page, delete the page, or add/remove images and files.

1. Right click on a Full Page section from the Content Manager and select 'Edit'. You will see a blank text box ('Article Text') for adding information. Within this text box, insert the information (text, tables, hyperlinks, etc.) to create your page, and format text using the WYSIWYG Editor.
2. When finished, click on 'Submit Information'. If you want to add images and photos separately, choose which side you want your image to appear under 'Image on Which Side' and click on 'Save and Edit Images/ Attachments'.

Add a new entry to '*Full Page*'

Use HTML
☐ Treat article as HTML

Article Text

Normal | Font Family: Tahoma | Size: — | Bold B | Italic I | Underline U | Link A | Unlink X | Print P | Undo Z | Redo Y | Cut C | Copy E | Paste V | Find F | Help H

Important Notice for Clubs and Players

Player registration fees are due by 14 February 2006. Players who do not submit their fees by this date will not be covered under the Association's medical insurance scheme and therefore will not be eligible to compete. Please ensure all player registraion fees are paid in full by this date.

Click [here](#) to download a player registration form.

2006 Draw Available

The 2006 season draw is now available. Go to the 'Downloads' section of this site to download the draw.

Image on which side
Left ☒

Save and Edit Images/Attachments

Add Photos and Files

The 'Photo/File Admin' option allows you to upload up to two images and one file, which visitors to your site can download.

To add files and/or photos:

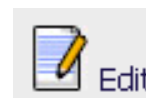
1. When editing your Full Page, click on 'Save and Edit Images/ Attachments'. Alternately, you can add a photo or file to the page at any time by clicking on the 'Photo/File Admin' icon at the top of the screen.
2. Click on the 'Browse' button to locate the file/image, and click on 'Open'. Files can be no larger than 3mb and images no larger than 600kb.

3. Write a description of the file/image next to 'Caption' (optional). Click 'Upload New Attachment/ Image'. A thumbnail of the image/file will be displayed if the upload has been successful.
4. Repeat this process for other images or files you wish to upload.



Edit and Delete Information on your Full Page section

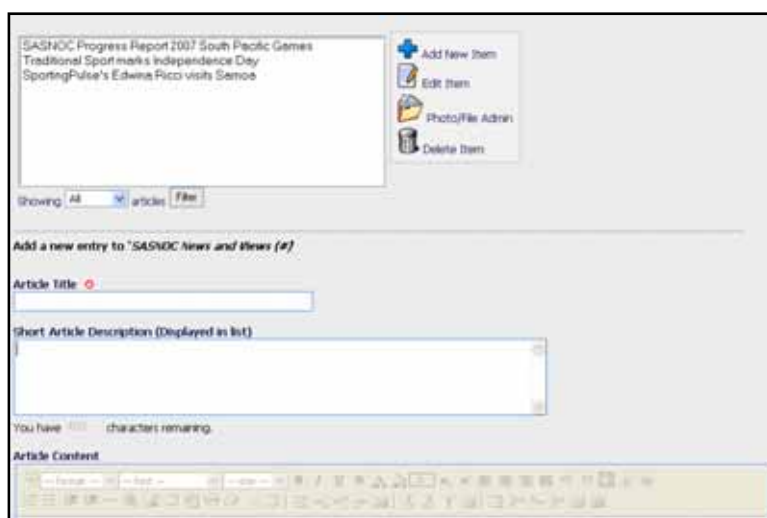
1. Click on the 'Edit' icon to go to the main editing screen. Here you can make changes to your Full Page.
2. To delete all content on a Full Page, click on the 'Delete' icon at the top of the screen.



7.2 News

This section allows you to add multiple news items.

1. Right click on a Full Page section from the Content Manager and select 'Edit'. The box at the top of the screen displays your list of active news items. Under it you will see blank fields for adding a new news entry. You can also add a new news entry at any time by clicking on the 'Add New Item' icon.



2. Enter the article title (compulsory field).
3. Enter a short article description. On your website, this will be displayed in the list of news items on the main news page.
4. Enter the article content in the text box provided. Here you can enter text, tables, images, bullet lists, hyperlinks, and format text using the WYSIWYG Editor.
5. You can set an activation or expiry date, if you wish, by entering the dates in the fields provided. After the expiry date the article will be moved to the archives folder.
6. If you wish to upload an image or attach a file to the news item, click on 'Save and Edit Images/ Attachments'.
7. If you do not wish to upload an image or file, just click on 'Save'.

Adding an Image or File – this is the same as adding photos and files to a Full Page. Refer to 'Add Photos and Files' on page 9.

Editing and Deleting a News Item – you can edit or delete news items at any time by using the Edit and Delete icons (refer to page 10).

Configure the News Display – for options on sorting the date display, article list display and order of appearance of news items, go to the Content Manager screen, right click on the News section and select 'Configure'.

All other section follow a similar process to the Full Page and News sections, in regards to adding multiple entries, and adding, deleting and changing text, photos and attachments. Please refer to the full Sportzware Website User Guide for detailed instructions on using each type of section.

COMPETITION SECTIONS

For users of Sportzware Central (SWC) competition management software, competition information can be uploaded and automatically displayed on your Sportzware Website. These sections can not be edited in the Content Manager – they can only be renamed and made inactive.

These sections include:

- Fixture: Fixture list, links to individual club and team web pages
- Ladder

Bendigo Junior Classic

20 & Under Men

mySport

Fixture Results Ladders Stat Leaders Competition Stats Reports

Normal Season | Finals Matches

Rounds: 1 2 3

Round 2

TIME	HOME TEAM	AWAY TEAM	VENUE	Round Summary Score
10:30 AM Fri 27/Jan	Frankston	Melton	33	COURT 22 Comments Detailed Results
10:30 AM Fri 27/Jan	Camberwell Dragons	Nonawading Spectres	34	COURT 22 Comments Detailed Results
1:50 PM Fri 27/Jan	Sunbury Jets	Camberwell Dragons	31	COURT 22 Comments Detailed Results
2:40 PM Fri 27/Jan	Broadmeadows Broncos	Melton	46	COURT 22 Comments Detailed Results
9:20 PM Fri 27/Jan	Sunbury Jets	Broadmeadows Broncos	33	COURT 22 Comments Detailed Results
10:10 PM Fri 27/Jan	Nonawading Spectres	Frankston	45	COURT 22 Comments Detailed Results

- Results: A round-by-round results summary. Can click on 'Detailed Results' for more detailed game information. SportingPulse members can post comments.
- Competition (Player) Statistics: Full game and season statistics (depends on whether statistics are entered into SWC).
- Venues: Lists venues and game schedules for each venue.
- View Clubs: This option is only available at association level. It enables the user to quickly find club sites in an association.
- Email Reminders for team games can be requested.

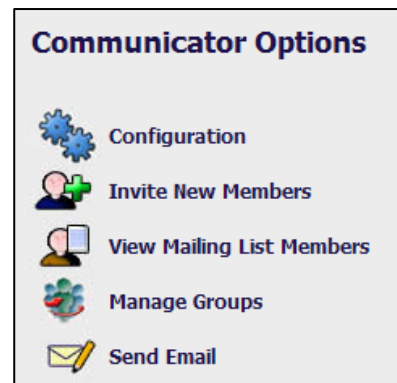


COMMUNICATOR

Sportzware Communicator provides website administrators with a simple to use and efficient means of creating mailing lists and sending information to their members. It is available to association, club and team website administrators.

Members can choose to receive emails from their league, club or team, and receive notifications when results are updated on the website.

To use Communicator, click on the Communicator logo on the Site Administration Control Panel. This will take you to the 'Communicator Options' menu. This is the main screen from which you manage your Communicator options.



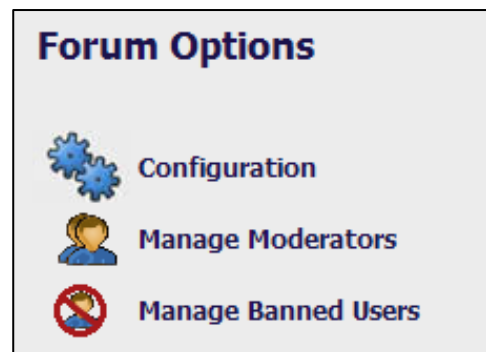
Please refer to the full Sportzware Website User Guide or the Sportzware Communicator User Guide for complete details and instructions on using Communicator.



FORUM

A forum allows members of your website to interact and share opinions on certain topics. A forum is a great way to generate more traffic on a website.

A forum consists of an index of topics. Within each topic, visitors to your website can post comments. Visitors must be registered with mySport (and logged into their mySport account) in order to post a comment on any Sportzware Website forum.



(NB: some National Governing Bodies may not want forums to be available on their websites and as such this option may not be available on your website.)

To set up a forum, click on the Forum icon on the Site Administration Control Panel to go to the 'Forum Options' menu. This is the main screen from which you are able to manage your forum options.

Please refer to the full Sportzware Website User Guide for complete details and instructions for using a Forum.

OTHER INFORMATION

11.1 Domain Name Link

You can assign a registered domain name (eg. www.yoursport.com) directly to your Sportzware Website. Contact your Internet Services Provider or SportingPulse for assistance.

11.2 Tips

- Trial and error is the best way of working and learning about your website. It is easy to edit and delete your work, making it possible to regularly change information.
- Mandatory fields in any of the above sections are marked with a red/white asterix. These fields must not be blank for your submission to be saved.
- View the changes to your site as you work by clicking on the 'return to your website' link, located in the top toolbar. Right click and select 'open in new tab' or 'open in new window' to keep the Site Administration Area open.
- If it appears that your work has not updated, hit the 'Refresh' button in your web browser (eg. Internet Explorer). If you change an image, it may not immediately look like it has been saved.

Enjoy your website! If you encounter any problems or need assistance feel free to contact our Support Team with your questions.

Phone: 1300 139 970

Email: support@sportingpulse.com

Website: www.support.sportingpulse.com