



The Sport and Physical Activity Network

Reg. Charity No. 1114495

Wesport School Competition User Manual

1. LOGIN	2
2. NAVIGATION	2
A) MAIN NAVIGATION.....	3
B) SECOND LEVEL NAVIGATION.....	3
3. MY PROFILE.....	3
A) MY PROFILE.....	3
B) EDIT MY PROFILE	3
4. MANAGE YOUR STAFF	4
A) VIEW SUB MEMBERS	4
B) VIEW SUB MEMBERS DETAILS.....	4
C) EDIT SUB MEMBERS	5
D) DELETE SUB MEMBERS.....	5
E) ADD SUB MEMBERS.....	5
5. EVENTS	6
A) VIEW EVENTS	6
B) EVENT DETAILS	6
C) REGISTER FOR EVENT	6
6. LEAGUES/CUPS	7
A) VIEW LEAGUES/CUPS	7
B) VIEW LEAGUES/CUP DETAILS.....	7
C) REGISTER FOR LEAGUE	8
D) ENTER LEAGUE RESULTS.....	8
7. LOGOUT	8

1. Login

- Go to the home page of the website
- **<http://www.schoolcompetition.wesport.org.uk/>**
- In the top right of the page enter your login information and click the 'Login' button

- Once logged in you will see on the right hand side of the page a brief list of events and leagues that your school is registered for.

2. Navigation

As you go through the pages you will see various navigation buttons which will grant access to certain privileges depending on your status as either a 'Main Member' or 'Sub Member'

a) Main navigation

- This provides access to the main areas of the site for logged in members.



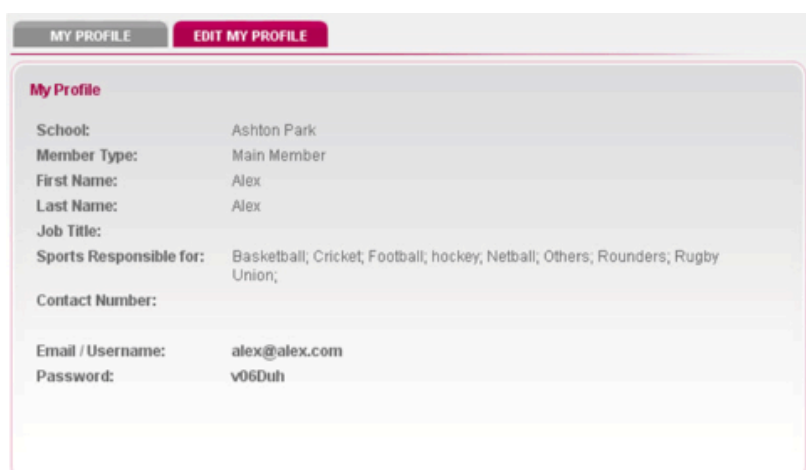
b) Second Level Navigation

- These navigation levels will direct you through to Event, League and Profile sections of the site, the image below is an example .



3. My Profile

This section provides information relating to your profile and enables you to edit and update several sections of it.

A screenshot of a web page titled 'My Profile'. At the top, there are two buttons: 'MY PROFILE' and 'EDIT MY PROFILE'. Below the buttons, the profile information is displayed in a table-like format. The information includes: School: Ashton Park; Member Type: Main Member; First Name: Alex; Last Name: Alex; Job Title: (empty); Sports Responsible for: Basketball; Cricket; Football; hockey; Netball; Others; Rounders; Rugby Union; Contact Number: (empty); Email / Username: alex@alex.com; Password: v06Duh.

a) My Profile

- This will display information about the school you are registered to, what member level you are, what sports you are allocated to, your username and password.

b) Edit My Profile

- This will allow you to edit your contact details and email address.
- Only Main members have the ability to amend the sports they are responsible for.

MY PROFILE **EDIT MY PROFILE**

Edit My Profile

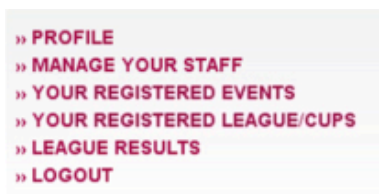
School: Sir Bernard Lovell (SBL)
 Member Type: Main Member
 First Name: Chris
 Last Name: Davies
 Job Title: test
 Sports Responsible for: * hockey, Netball, Others, Rounders, Rowing
To select multiple sports hold down the 'Shift Key'.
 Contact Number: 0123456
 Email / Username: * davies664@gmail.com
 Password: *

* = required field

SAVE **RESET**

4. Manage Your Staff

This section will enable Main Members to view, edit and add Sub Members. From the main screen click on the 'Profile' link and a further menu is displayed on the right of the page, then click on 'Manage Your Staff'.



a) View Sub Members

- You should now see a list of Sub Members with small icons to enable 'Details', 'Edit' and 'Delete' functionality.

SUBMEMBERS **ADD SUBMEMBER**

Listed below are all the submembers from your school. Please use the icons on the right hand side to view the details.

First Name & Last Name	Username
Bert Bloggs	bertbloggs@yahoo.co.uk

- Above the list are 2 navigation tabs for the management and adding of Sub Members.

b) View Sub Members Details

- Click on the small notepad icon next to a Sub Member to view details.

c) Edit Sub Members

- Click on the middle notepad and pencil icon next to a Sub Member to edit a sub member.

Main members can complete the fields below to add additional submembers

Edit Sub Member ID# 69

ID:	69
Date Added:	23/02/2009 16:36:32
Last Updated:	13/05/2009 11:14:29
School:	Sir Bernard Lovell (SBL)
First Name:	* Bert
Last Name:	* Bloggs
Job Title:	Sports co-ordinator
Sports Responsible for:	* Basketball

To select multiple sports hold down the 'Shift Key'.

Contact Number: 123456

Email / Username: * bertbloggs@yahoo.co.uk

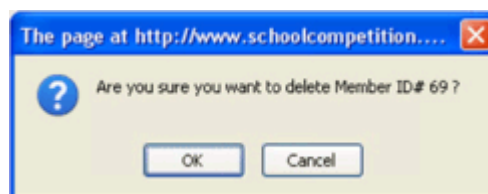
Password: * *****

* = required field

- Make any changes and click the 'Save' button.

d) Delete Sub Members

- Click on the right hand notepad and red cross icon next to a Sub Member to delete a sub member.
- A popup dialogue box will appear asking you to confirm or cancel this request



e) Add Sub Members

- Click on the 'Add Submember Tab'.
- A blank form will be displayed allowing you to enter the details of the new Sub Member.

Main members can complete the fields below to add additional submembers

Add Sub Member

School: Sir Bernard Lovell (SBL)

First Name: *

Last Name: *

Job Title:

Sports Responsible for: *

- Basketball
- Cricket
- Football
- hockey
- Netball

To select multiple sports hold down the 'Shift Key'.

Contact Number:

Email / Username: *

Password: *

* = required field

SAVE RESET

- To select multiple sports hold down the 'Shift' key and click the required sports.

5. Events

This section will enable you to view and register for events.

a) View Events

- The main screen displays a summary of the events that match your unique profile for that month.
- By clicking on the 'Previous' and 'Next' buttons on the calendar you can view a summary of other events by month

b) Event Details

- To view the full details of an event click on the 'Details' button in the summary information.
- You will notice that the secondary navigation changes displaying further functionalities.

c) Register for Event

- Once in the 'Details' section you can click on the 'Register' tab to register for an event.
- Main Members have the functionality to select Sub Members from their screen whilst Sub Members do not.
- There are optional additional fields that can be filled in.

Team Registration for Event
"Snooker South Glos"

School: Sir Bernard Lovell (SBL)
Main Member: Chris Davies
Sub Members: **Bert Bloggs**

Other Team Manager:
Other Team Manager Email:
Other Team Manager Contact Number:
Team Name: "E"

* = required field

SAVE RESET

Team Registration for Event
"Snooker South Glos"

School: Hanham High
Main Member: Andy Pandy
Sub Member: Humpty Dumpty

Other Team Manager:
Other Team Manager Email:
Other Team Manager Contact Number:
Team Name: "C"

* = required field

SAVE RESET

6. Leagues/Cups

This section will enable you to register for and add scores to Leagues/Cups.

a) View Leagues/Cups

- Click on the 'Leagues/Cups' tab from the main navigation menu.
- You will see a summary list of Leagues/Cups that match your profile.

b) View Leagues/Cup Details

- You can view Leagues/Cup details by clicking on the 'Details' link in the row containing the League/Cup information

Snooker REGISTER

Competition Type:	Round Robin
Sport:	Others
UK:	South Gloucestershire
SSP-Associations:	Orange, King Edmund,
School Type:	Secondary
Age Groups:	Year 12, Year 13,
Gender:	Mixed
Organiser:	Tony Blair
Start Term:	Term no. 3
Finish Term:	Term no. 3
Closing Date:	13/05/2009
Number in a team:	6
Max. number of teams:	6
Specific Schools:	No

Snooker

- All the information relating to that league is displayed

c) Register for League

- If the closing date has not passed you can use the 'Register' button to register for a League.
- Main members need to select which sub members will be registered for this league.
- Sub members can only register themselves for the league.

The image shows two side-by-side screenshots of a web form titled "Team Registration for League" for the league "Snooker".

Left: Main Member Register
This form is for a main member. It includes fields for "School" (Sir Bernard Lovell (SBL)), "Main Member" (Chris Davies), and "Sub Members" (a list with "Beet Briggs" and "Quasi Modo" selected). Below the list is a "Select All / Unselect All" link. There are also fields for "Other Team Manager", "Other Team Manager Email", "Other Team Manager Contact Number", and "Team Name" (Sir Bernard Lovell (SBL) B). A "required field" indicator is present. "SAVE" and "RESET" buttons are at the bottom.

Right: Sub Member Register
This form is for a sub member. It includes fields for "School" (Sir Bernard Lovell (SBL)), "Main Member" (Chris Davies), and "Sub Member" (Quasi Modo). There are empty fields for "Other Team Manager", "Other Team Manager Email", and "Other Team Manager Contact Number". The "Team Name" field is pre-filled with "Sir Bernard Lovell (SBL) B". A "required field" indicator is present. "SAVE" and "RESET" buttons are at the bottom.

Left: Main Member Register
Right: Sub Member Register

d) Enter League Results

- Once a league game has been played the teams can register the results.
- The first team to enter the results can enter them for both teams and click the red tick to save the result.
- Once this has been done the scores will be locked; any amendments will need to be completed by Wesport Administration.
- The comment box remains editable.

7. Logout

Click on the 'Logout' button in the top right of the webpage.