



The Sports Organiser

Designed by sports organisers for sports organisers

Creating Leagues

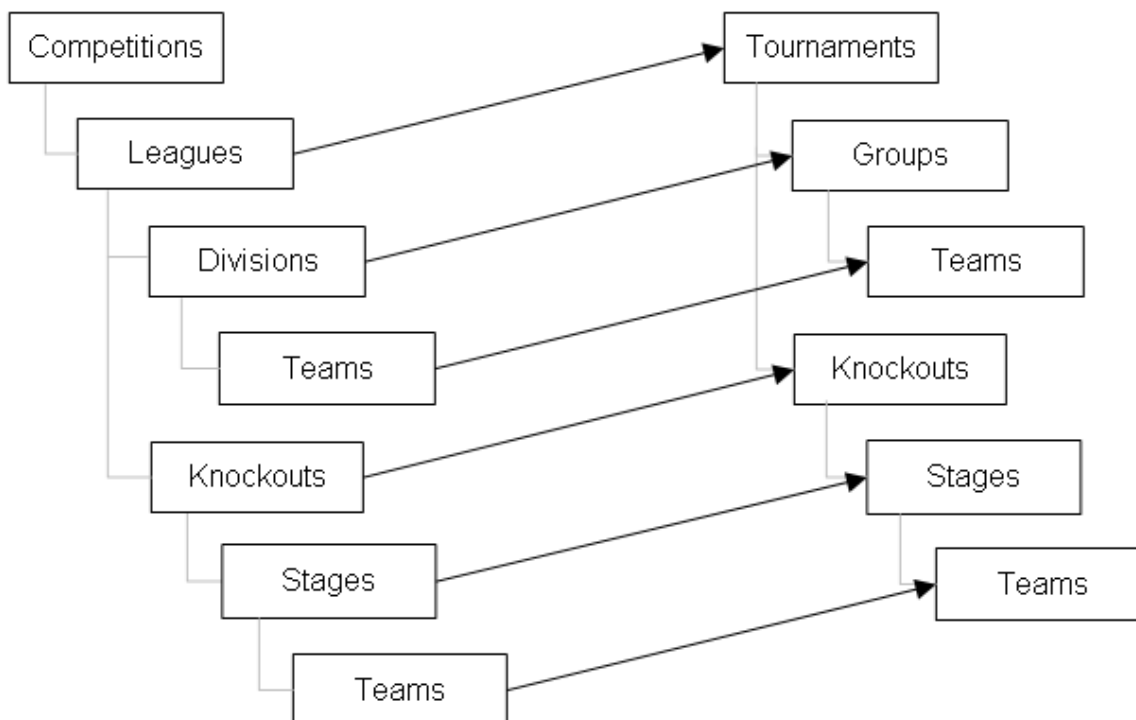
John Messingham Development Services
<http://www.thesportsorganiser.co.uk>

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Hierarchy

The chart below shows how The Sports Organiser hierarchy relates to the real world. The flowchart on the left is how leagues are organised in real life and the flowchart on the right shows how leagues are organised in The Sports Organiser. The reason for starting a level lower in The Sports Organiser is to allow for the highest level to have different sponsors from year to year while retaining the history of the tournaments.



Program Settings

Check the 'Program Options' by selecting 'Program Options' option on the 'Tools' menu and modify to suit your requirements. Details of the parameters on this screen can be found in the online help file.

Set the points awarded for match results, table sort order and whether teams play each other once or twice by selecting the 'Group Defaults' option on the 'Tools' menu and modifying the values to suit your requirements. More details of these parameters can be found in the online help file. These parameters can be changed for each group (division) as required via the 'Group Details' screen.

Overview

The steps required to create a league with divisions are as follows:

1. Create a tournament (League).

2. Create the groups (Divisions).
3. Create the teams.
4. Create the players (these only need to be created if you wish to record match details such as scorers and cards shown by the referee).
5. Generate the matches.
6. Enter the results.

Detailed Steps

Create a Tournament (League)

There are four ways to create a tournament.

1. By selecting the 'Tournaments' option on the 'Tools' menu.
2. By selecting the 'New Tournament' option on the 'Create New' toolbar menu.
3. By using the 'Copy Current Tournament' option on the 'Create New' toolbar menu.
4. By using the 'Create New Tournament from Current Tournament' (This option is detailed in a separate publication).

For the purpose of this publication we will use option 1 as this will show how to amend a tournaments details as well.

- Select the 'Tournaments' option on the 'Tools' menu. This will display the screen that lists all the tournaments in the system.
- Click the 'Add Tournament' button.
- Enter the tournament name.
- Click 'Ok' to save the details.
- Click 'Close' to return to the main system.

That is the tournament (league) created.

Creating the Groups (Divisions)

Follow these steps to create a group.

- Select 'New Group' from the 'Group Details' drop down menu on the toolbar. The menu can be accessed by clicking the little down arrow to the right of the button.
- Enter the group (division) name.
- The parameters on the 'Parameters' tab will have been set as per the 'Group Defaults' and can be modified as required for this group. e.g. Teams play each, table sort order and points awarded for match results.
- For the purpose of this publication you can just click the 'Ok' button to save the details.

You will notice the group name now appears in the 'Groups' window to the left. To create more groups simply follow the steps above again for each required group.

Creating Teams

There are four ways to create teams in the system. They are:

1. Via the action menu available by right clicking on the 'Teams' display area in the main program area.
2. Via the 'Add Team' option on the 'Tools' menu.
3. Via the 'Add Team' button on the toolbar.
4. Via the 'Teams Quick add' utility.

For the purpose of this publication. We will use the 'Teams Quick add' utility.

- Select the group that you are going to create the teams within by clicking the group name in the 'Groups' window to the left of the program.
- Select the 'Teams Quick Add' option from the 'Add Teams' drop down menu on the toolbar. The menu can be accessed by clicking the little down arrow to the right of the button.
- We will ignore the team code for now. These are detailed in another publication.
- Click the top cell in the 'Team Name' column and enter the name of the first team required.
- Press the 'Enter Key' twice to move to the next 'Team Name' cell.
- Enter the name of the next team.
- Repeat the last two steps until you have entered all the required team names (this utility enables you to enter up to 15 teams).
- Once you have entered the require team names click the 'Ok' button. The system will now create the teams.

You can see the teams by selecting the 'Teams' tab at the top of the main display area. You can access the teams details by double clicking the team name/icon in this display.

There are some reports available by right clicking on the teams name/icon.

Team Codes

Rather than having a centralised team pool The Sports Organiser allows you to have the same team in two or more tournaments/groups. This allows for scenarios where the team is known differently in different tournaments/groups etc.

The various occurrences of a team in different tournaments/groups can be linked together via the 'Team Code' feature. If you are adding a team to a group and you know they are already in the system you can use the copy button on the team details display to copy the team to the new group. This will retain the team code. Or you can add the team to the group manually and enter their existing team code. This team code is used by the 'Team History' report to show details of matches played and table position of the team from the various tournaments they have been involved with.

Creating Players

There is only one way to create players in the system. It is as follows.

1. Select the team you are going to add the players to. This is done by selecting the group that contains the team in the 'Groups' window to the left of the program. Then select the 'Teams' tab at the top of the main display area. You can now double click the required team in order

display its details.

2. Select the 'Players' tab.
3. Click 'Add Player'
4. Enter the 'Players Name' and 'Number'.
5. Generate a 'Player Code' by clicking the button to the right of the 'Player Code' box. The 'Players Code' feature is explained at the end of this section.
6. Click 'Ok' to save the details.
7. Repeat steps 3 to 6 for each player.
8. Once you have created all the players for this team click the 'Ok' button on the team details screen.

That's it. The players are now created.

Player Codes

Rather than having a centralised player pool. The Sports Organiser allows you to have the same person in two or more teams with different names. This allows for scenarios where the player is known differently in different tournaments/groups etc.

The various occurrences of a player in different teams can be linked together via the 'Player Code' feature. If you are creating a player in a team and they are known to be in another team you can enter their player code rather than getting the system to generate one. This player code will be used more and more as new statistics are added to the system.

Generating Matches

There are two ways of creating matches in the system. They are:

1. Manually by using the 'Add Match' option on the toolbar.
2. Automatically by selecting one of the options from the 'Generate Matches' option on the 'Tools' menu.

If you are running the league you can create the matches automatically by selecting one of the automatic options.

If you are running a team and the matches are sent to you by the league organiser you can create the matches manually.

Automatically

To create the matches automatically please follow these steps.

- Select the group that you are going to create the matches for by clicking the group name in the 'Groups' window to the left of the program.
- Select either the 'Standard' or 'Pick from Hat' option from the 'Generate Matches' option on the 'Tools' menu.

- Follow any on screen instructions. There are not many.

Manually

To create the matches manually please follow these steps.

- Select the group that you are going to create the matches for by clicking the group name in the 'Groups' window to the left of the program.
- Click the 'Add Match' option on the toolbar.
- Select the required date from the calendar on the 'Date Played' field.
- Select the 'Home Team' from the drop down list.
- Select the 'Away Team' from the drop down list.
- If you are using the 'Report Code' system enter the values as required.
- Click 'Ok' to save the details.

Entering Results

To enter the match results please follow these steps.

1. Select the group that you are going to enter the results for by clicking the group name in the 'Groups' window to the left of the program.
2. Select the 'All Matches' tab in the main display area.
3. You can change the type of matches that are displayed by right clicking on the main display area and selecting either 'All Matches' , 'Played Matches' or 'Unplayed Matches'.
4. Double click on the match you want to enter a result for. This will display the match details screen.
5. You can now enter the following details:
 - Date played – This may already be set by a previous step but can be changed as required.
 - Tick the 'Played' option. This enables the system to recognise a no score draw
 - Enter the scores for each team as required.
 - Click the 'Ok' button.
 - The match details will now change in the main display area and the table will be automatically updated.

You can now repeat steps 4 and 5 until all results have been entered.