



# User's Documentation

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# Introduction

#### Who is this guide for?

This guide is intended for use by anyone who needs to use the standard features of league manager, specifically those available when you have logged in to the system. This guide assumes a very basic level of understanding of computing terms on the internet and are familiar with the basic features of your web browser.

This guide does **not** cover setting up the League Manager software on a web server, backups or any related lower-level features. For this, see the Administrators Guide.

If you simply wish to view league tables on this site, only the section on Results Tables is relevant and the rest does not apply.

#### What is League Manager

League Manager is a web based program & database which is designed to handle the production of statistics relating to a pool league. It takes data entered into a database and produces a selection of reports for things such as league tables and merits lists. It is designed to run as a both public and private system whereby certain information can be accessed by anyone but most operations are only available to users who have accounts on the system.

#### Technical Details

League Manager is written in PHP and uses a MySQL database back end. The system is designed to run from a Linux or UNIX web server running Apache with mod\_PHP, Windows servers may work but have not been tested.

#### System Requirements

#### Recommended

- Firefox (Version 2 or greater)
- Opera (Version 9 or greater)
- Konqueror (KDE 3.5 or greater)
- Safari (Latest version)

#### **Minimum**

- Internet Explorer 7 (Full functionality. May run slowly during certain operations)
- Internet Explorer 6 (Partial functionality. Some more advanced features are not available on Internet Explorer 6)

It is highly recommended that you use one of the recommended browsers where possible.

#### The Main Interface

#### Login



To log into league manager you must navigate to the address where league manager is hosted (contact an administrator for the address). You will then be greeted by the homepage where you can choose to either view league tables or login.

Click the Login button to proceed.



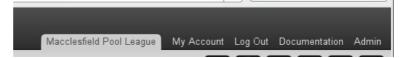
Enter your Username and *Password* in the relevant boxes and click the *Login* button. If you do not already have an account you will need to contact an administrator who will be able to create an account for you.

Never share your account details. You will be personally accountable for your actions on the system.

#### Menus

#### Tabs

Along the top right of League Manager's interface you will see a set of buttons called 'Tabs'. These are as follows:



#### League Name (e.g. Macclesfield Pool League)

This tab contains functions related directly to the management of your league. It contains the features that allow you to generate results tables and to enter results. This tab also includes the Account Management features that can be used to configure what users have access to.

#### My Account

This tab contains functions to allow you to log out and change your password. You must remember to change your password frequently to prevent it being found out and used maliciously.

#### Log Out

Using this you can log out of League Manager. Always log out when you have finished using the system to prevent further use.

#### **Documentation**

This tab contains the documentation for the system. Documentation is available as downloadable PDFs.

#### Admin

This tab contains the backup facility. This tab is only visible on accounts who have been configured as an administrator.

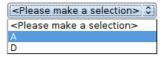
#### League Manager Menu

This is the menu that appears underneath the tabs while you are using the league management system. These provide links to the different actions you can perform. When you move your mouse over these icons they will display a tool tip showing their name.



The number of these icons that are visible depends on what your account is configured to have access to.

#### Drop-Down Lists



Sometimes when selecting leagues and teams you will be required to use drop-down lists to select an option. Once you have made your choice the page will update showing more options (this may take a second on slower connections).

#### **Changing Your Password**

It is highly recommended that you regularly change your password to prevent someone from using your account without your knowledge.

- 1. Click on the My Account tab
- 2. Click Change Password
- 3. Enter your old password and then enter your new password twice
- 4. Click *Change Password* to change your password.

# Entering, Modifying and Viewing League Data

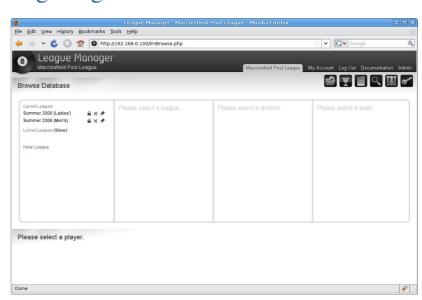
This is the first thing you'll need to do each season is to put the leagues, divisions, teams and players into the database.

You may also want to make changes to teams (such as players moving teams and teams dropping out) during the season. This feature is also used for this purpose.

This feature requires your account to have access to the 'Browse Database' function. You may need to speak to the administrator to get access to this feature.

Please Note: This is not available on Internet Explorer 6

To begin, select the *Browse Database* icon from the League Manager menu.



#### **Browsing Around Data**

The data is organised into columns containing Leagues, Divisions, Teams and Players. At the bottom there is a section showing statistics about the currently selected player.

To navigate around, simply click on the entries in the columns.

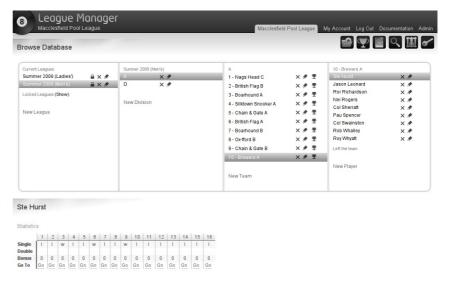
Each column has a *New [Column Name]* button which allows you to create a new entry in that column. Click this to open the new-entry dialogue.

# Adding Leagues, Divisions, Teams and Players

To add any of the columns, simply click the New button at the bottom of the column. You will be presented with a form like the one on the right which requires you to enter certain details about the new entry.

When creating a player or team you will find an *Auto Capitalise* option. When this is ticked, the name will automatically capitalised so you don't need to use the shift key.

The *Make Another* option, when ticked automatically re-opens the dialogue for another entry when you click save (or press enter).





#### Removing Leagues

At the end of the season, it is a good idea to remove the league so that it does not clutter up lists for things like results tables and game result entry.

While it is possible to entirely delete a league from the database, it is recommended that you instead *Lock* the league. This effectively archives the league, preventing modifications but still allowing the data within to be *Unlocked* when needed.

#### Locking

To lock a league, simply click on the padlock icon next to the leagues name.

#### **Unlocking**

To unlock a league, expand the list of leagues to show locked leagues using the *(Show)* button. You can unlock the league using the padlock icon next to its name.

#### **Deleting**

Remember, this is a permanent action and cannot be undone!

To delete a league, click the cross icon next to its name. A confirmation dialogue will be shown which requires you to copy a code into a box. This is there to be sure that you really want to delete the league and have not selected the wrong league.

Once you are certain you wish to continue, press the Permanently Delete League button.

### **Removing Divisions**

If you need to delete a division, click the cross icon next to the division's name in the Database Browser. You will be prompted to enter a confirmation code to check that you are sure you wish to continue. This process is **not** reversible and it will cause all game data to be lost for teams and players within that division. This may effect certain reports.

#### **Removing Teams**

If a team drops out of the league and you need to remove them, you can do so by clicking the cross next to the team name.

When you delete a team, this will result in the removal of game results associated with the players in the team. If these results are removed, this also effects the scores of other teams in the division (as it will be as if the team you are deleting has never taken part in the league).

If you wish to delete just portion of the games played you can enter the week number in the *Delete Game Results* dialogue and all games on and after this week that the team has played in will be deleted.

If you leave the *Delete Game Results* as -1 then no game results will be removed. If you enter a week number of 100 then all game results will be removed.

If the players in the team are to be banned, tick the *Ban* box and if you wish, enter a message in the *Ban Notes* box explaining why they have been banned.

Finally, when you are certain all data is entered correctly (note, you **cannot** make changes to the number of games removed once you have deleted a team), enter the confirmation code and click *Permanently Delete Team*.

#### Deleting (and Moving) Players

If you wish to delete a player (or move them to another team), press the cross button next to their name.

You can optionally ban the player by ticking the *Ban* box and entering a note explaining the reason in the box below. If the player is going to transfer from that team somewhere else, tick the *Transfer Player* button.

If the player (or their team) has **not** taken part in any games in the season, you have the option to completely delete the player (leaving no record of their presence). If they have taken part, they will be added to the *Left the team* section of the team list and will not appear on the *Add game results* page (preventing them taking part in future games for the team).

To confirm that you wish to remove the player click the *Player has left the team* or *Delete player* button (depending on the options you have selected) to continue.

#### Transferring Players

If you ticked the *Transfer Player* box, you can now go to the team they player has now joined and press the *New Player* button and the details will be automatically filled in. *Note: Players do not keep their scores when they transfer, it is as if they have just joined the league.* 

#### Adding a player back to the team

You can put a player back on the team by clicking the Plus button next to their name. *Note: this will not remove their name from the ban list (if they were banned when they left the team) – this must be done manually.* 

#### **Player Statistics**

You can view the scores of individual players by clicking their name in the team list. This shows a table showing the results of frames they have played. The *Go* button will take you to the game results editor for that particular game.



#### Key to the Icons



This button will lock a league to prevent changes.



This button will show the delete screen for the item it is associated with.

## 🕏 Edit

This button allows you to edit or view the details of, the entry it is associated with. This will bring up a page very similar looking to the one used to create new entries.

# Results

This will take you to the list of games the associated team has played in.



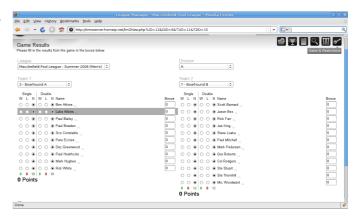
This will add the player back onto the team they have left.

# Result Entry

#### **Entering Results**

- 1. Click on the *Enter & Edit Game Results* button in the league manager menu
- 2. Click the Add new game results button
- 3. Select a league, division and two teams from the drop-down lists.

If you choose the same team in each box, a warning will be displayed. The choice of either the left or right hand side is not important.



- 4. The first time you start entering data each session (I.E. each time you log in) you will be reminded to set the week number to use. You can set this using the *Week Number* box down at the bottom of the page. The week number automatically remembers the latest week number and enters it here for you so you do not need to do this for each result, unless the week number is different.
- 5. For each team, there are two sets of 3 columns entitled *W*, *L* and *N*. These stand for 'Won', 'Lost' and 'Not played' respectively. The first set is the result for a singles game and the second for doubles.

Set the result for the players on each team using the option buttons in these columns. A total is shown at the bottom of the column as well as the score that the team would get.

You can also enter a number in the *Bonus* boxes if the player has scored an 8 Ball or similar bonus.

- 6. Tick Add another result after saving if you want to enter another result after saving this one. This will automatically take you back to the result entry page with the league and division preselected ready to enter more data.
- 7. Ensure you have entered the week number correctly in the *Week Number* box.
- 8. If the system thinks you may have made a mistake entering data (e.g. the results do not add up correctly or you have selected an odd number of doubles players on a team), a red box will appear around the save button and a list of possible errors shown.
- 9. Once you are happy everything is correct, click Save.

Please note, on Internet Explorer, the scores and totals may take around a second to update.

#### Editing & Deleting Results

- 1. Click on the Enter & Edit Game Results button in the league manager menu
- 2. Click the Edit game results button
- 3. Select a league and division from the drop-down lists. This will display a list of all games played in the league and division selected. If you select a team too, then only games where that team played will be listed
- 4. To edit the scores for a game, click the Edit button
  - To delete the game from the system, click the *Delete* button and confirm your choice. (You can skip the rest of these steps as they apply to editing only)
- 5. For each team, there are two sets of 3 columns entitled *W*, *L* and *N*. These stand for 'Won', 'Lost' and 'Not played' respectively. The first set is the result for a singles game and the second for doubles.
  - Set the result for the players on each team using the option buttons in these columns. A total is shown at the bottom of the column as well as the score that the team would get.
  - You can also enter a number in the *Bonus* boxes if the player has scored an 8 Ball or similar bonus.
- 6. Ensure the week number is set correctly in the *Week Number* box.
- 7. Once you are happy everything is correct, click *Save*.

Please note, on Internet Explorer, the scores and totals may take around a second to update.

#### Results Tables

#### Generating a results table

1. Click the View Results Tables button in the League Manager Menu.

#### OR

If you do not have an account, click the *League Tables* button on the home page and then select *Macclesfield Pool League*.

- 2. Select the type of results table you'd like to generate by clicking the name.
- 3. Fill in the data required on the page that appears and click *Generate Report*. This can occasionally take a moment.

#### Using results

Once you have generated the report it will be displayed on screen in the layout that would be used for printing.

#### **Printing**

If you wish to print the data click the *Print* button on the left hand menu and a new window will open up. After a short delay the print dialogue will open where you can select the number of copies and the printer to use etc. *Note: If you use your browser's print function on the summary page, the print off will not display correctly.* 

#### Downloading as HTML

You can download the results as a HTML table which can be placed on to your website. Click the *Download as HTML* button and you will be taken to a page with a preview and a box containing the HTML.

If you do not know how to use the HTML in your web development package, you can follow these instructions to create a basic standalone page containing the data.

- 1. Right click the HTML in the box and choose Select All
- 2. Right click the selection and choose Copy
- 3. On windows open *Notepad* (which can be found in Start > All Programs > Accessories > Notepad)

#### OR

On Mac OS and Linux/UNIX, open your favourite editor (e.g. Kate)

- 4. Paste the HTML into an empty file (In *Notepad* and *Kate* this is achieved by going to *Edit* and choosing *Paste*)
- 5. Save the file with an appropriate name ending in .htm
- 6. This file when viewed in a web browser will display the table.

#### Downloading as a Spreadsheet

You can download the file as a *comma separated values (CSV)* file which can be opened in most spreadsheet packages. Instructions for *Microsoft Excel* and *OpenOffice.org Calc* are below.

#### Microsoft Excel

Note: This applies only to Versions prior to Excel 2007. For use in Excel 2007 please see the official Excel 2007 manual.

- 1. On the summary page, click Download as Spreadsheet from the menu on the left
- 2. Save the file in a location and with a name that you will be able to easily find.
- 3. Open Excel (Typically Start > All Programs > Microsoft Office > Microsoft Excel)
- 4. Go to File and Open
- 5. Find the file you downloaded click Open
- 6. Press Control (Ctrl) and A on your keyboard (at the same time)
- 7. Go to Format > Columns > Autofit Selection
- 8. You should now be able to use the spreadsheet as usual

#### OpenOffice.org Calc

Note: If you do not already have a spreadsheet package, OpenOffice.org is a free download for Windows, Mac OS, Linux and Unix

- 1. On the summary page, click *Download as Spreadsheet* from the menu on the left
- 2. Save the file in a location and with a name that you will be able to easily find.
- 3. Start OpenOffice.org Calc
- 4. Go to File and Open
- 5. Find the file you downloaded and click *Open*
- 6. In the dialogue that comes up ensure that *character Set* is set to *Unicode (UTF-8)* and that *Comma* is ticked and click *OK*.
- 7. You should now be able to use the spreadsheet as usual

#### Making links

You **cannot** make a link to the results summary page to get the latest data. Data is cached (to improve performance) and cached data more than a day old is deleted. Instead link to the homepage.

# Search

- 1. You can access the search feature from the *League Manager Menu*.
- 2. You must select a league from the list
- 3. If you wish you can narrow your search down by choosing a division and a team
- 4. You can select to search either players or teams using the option buttons under the search box
- 5. Enter your search terms in the box and the results will appear as you type
- 6. Clicking a player will take you to their player information page in the database browser Clicking a team will take you to the team's game history in the result editor

Note: This will not work if you do not have Javascript enabled in your browser

# **Banned Players**

#### How It Works

The banned player system is a list of all the names of people who have been banned from playing in the league. This is populated either manually or automatically when you delete players or teams.

When you are creating new players, if a name you enter matches one on the banned player list, an alert will be shown to confirm that you really want to add that player and the ban reason will be displayed.

You can access the ban list by choosing *Banned Players List*.



#### Manually Adding Players

You can manually add players to the ban list by filling in the form at the top of the page and pressing *Ban Player*.

#### Deleting old entries

The ban system can automatically remove older entries (for instance, after two years when bans have effectively expired) using the *Clear old entries* and entering an appropriate date in the box (by default two years ago today).

#### Removing Bans

You can remove a ban by clicking the un-ban button next to the person you wish to lift the ban from. *Note:* This will not re-add the player to their team if they have been marked as having left the team. This must be done seperately.

#### User Accounts & Restrictions

Note: This section assumes you have followed the instructions in the administration guide to set up the first user accounts on the system.

To mange accounts on League Manager your account must have the appropriate rights to the system.

League Manager keeps a log of the activities on the site and allows administrators to reset passwords, allocate rights and restrictions and see what people are doing.

You can access the account control system by clicking *Users & Restrictions* in the *League Manager Menu*.

#### Creating new accounts

- 1. Go to the Users & Restrictions page using the League Manager Menu
- 2. Click the *Create new user* button at the bottom of the page
- 3. Enter a username, the users full name and a password (which you must type again to confirm)
- 4. Using the option buttons, choose what the user should have access to.

Do not give users access to more than they need. If their account password is found out or guessed it means the person who has control of the account can do more damage.

You cannot give users access to the accounts system if they do not have full rights everywhere else (as otherwise they would be able to give themselves the new rights anyway)

- 5. Click Create Account
- 6. Instruct the new user to choose a new password once they have logged in.

#### Resetting Passwords and Changing Account Settings

- 1. Go to the *Users & Restrictions* page using the *League Manager Menu*
- 2. Click the Edit button next to the name of the account you wish to modify
- 3. If you are resetting the password, enter a new one here. Enter nothing to keep old password.
- 4. Make any changes to the things the user has access too that you wish
- 5. Click Save Changes
- 6. These changes will take place immediately.

#### **Deleting Accounts**

- 1. Go to the *Users & Restrictions* page using the *League Manager Menu*
- 2. Click the *Delete* button next to the name of the account you wish to remove
- 3. Confirm the action by entering **your** password in the box
- 4. Press Delete Account

#### Viewing user activity

Note: Users of Internet Explorer 6 will not be able to use the graph functionality.

On the accounts page, you can see a list of all users with a graph on the right of their account name. This graph gives you an at-a-glance view of what the user has been doing (so you can quickly see if anything out of the ordinary has been happening).

To get a more detailed view, click the Activity Log button where you can see a list of the exact

Edit Delete Activity Log Username Last Login Amanda Jackson (amanda) 2008-06-28 19:43:06 Edit Delete Activity Log Angie Miah (angie) 2008-06-30 18:00:29 Edit Delete Activity Log Anna Scarlett (anna) 2008-07-29 10:06:10 Edit Delete Activity Log 2008-06-29 18:12:46 Edit Delete Activity Log Bob Moody (bob) 2008-06-29 11:51:33 Edit Delete Activity Log Chris Nelson (chris) 2008-07-26 16:38:22 Edit Delete Activity Log Damian Scarlett (damian) 2008-06-19 22:06:27 Edit Delete Activity Log Demo User (demo) 2008-07-23 14:02:00 Edit Delete Activity Log Donna Cunningham (donna) Gary Tomlinson (gary) 2008-07-08 11:38:24 Edit Delete Activity Log 2008-07-07 10:37:10 Edit Delete Activity Log Jenny Cooke (jenny) Jonathan Heathcote (jonathan) 2008-07-31 14:40:56 Activity Log Edit Delete Activity Log Keith Brown (keith) 2008-06-28 19:43:39 Edit Delete Activity Log Shaun Sweetmore (shaun) 2008-07-29 16:26:13 Edit Delete Activity Log Tim Swift (tmega1) 2008-07-04 00:07:05 Edit Delete Activity Log Tim J Swift (tmega2)

changes carried out by the user and also the IP address they logged in on. A larger version of the graph is visible here.

Entries in the log are ordered with the most recent being at the top, getting older further down the page. Only the last 6 months worth of data are shown by default but you can change the scope to include more or less entries by changing the date in the *Show activity since* box and clicking *OK*.

#### Graph Key

Green: Additions to the database (e.g. entering results)

Orange: Changes to data on the system (e.g. changing a player's telephone number)

Red: Removing data from the system (e.g. deleting a team who has dropped out)

White Spaces: A space is left every time a user has logged in

The graph is drawn with the most recent event on the left with older ones going right.















In this example you can see the user has made many additions and occasionally changes things. They also frequently log in but don't make any changes. The user has also deleted two things.