


## BE Online League Tool- Guide for Club Admin

Welcome to the BE Online club tool for your running your badminton league.

This user guide shows clubs what tasks they may be asked to complete by their league organizer, including:

- Add your club to a league
- Adding teams to your club
- Adding team members (optional)
- Editing fixtures and results
- Adding Venues
- Entering a result
- Match Status
- Editing a submitted result
- Permissions – adding new club administrators

Note that throughout the club tool, you may see these buttons  which will give you useful information or tips.

All players will be able to view the league online, through a Badminton England web page or embedded into your league's website. During the pilot, your league organizer will provide the relevant links.

## User Guide

Add your club to a league.....	3
Club Area .....	3
Adding teams to your club.....	4
Adding team members (optional) .....	5
Editing Fixtures & Results .....	6
Fixtures (if enabled).....	6
Results (if enabled).....	6
Adding Venues.....	7
Entering a result.....	8
Override a result .....	9
Match status .....	10
Editing a submitted result .....	12
Permissions – adding new club administrators.....	12

## Add your club to a league

Note- In order to enter a league, clubs need to have a membership through Badminton England. If your club is not a member, you will need to register :

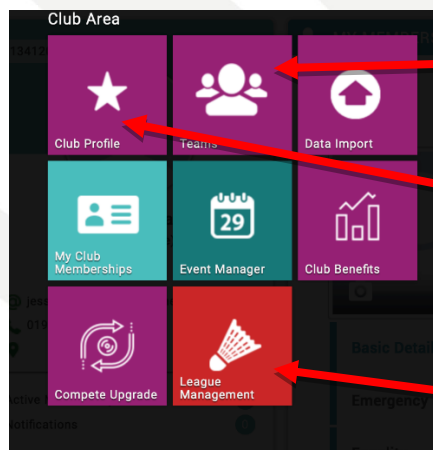
<https://www.badmintonengland.co.uk/join/club-affiliation/>.

If you have club membership queries please contact [membership@badmintonengland.co.uk](mailto:membership@badmintonengland.co.uk)

Once your club is register, contact the league organizer who will link your club to the league. You will have to provide the league organizer with the names of your teams and venue. It will be entered in registration form and returned to BE.

Once you are linked to a league using the online league tool, as a club administrator you will be able to manage the league through your club area (see below).

## Club Area



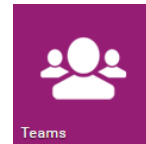
Through teams, you will be able to add the different teams in your club.

By clicking there, you will be able to see the club profile and edit any information

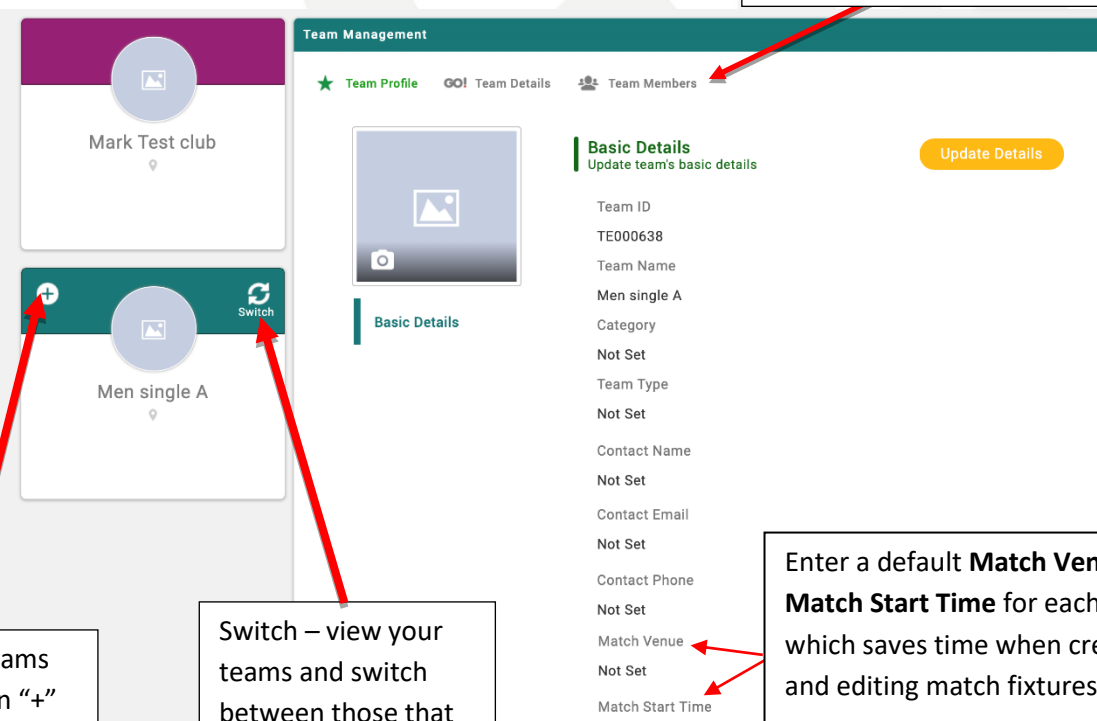
By clicking there, you will be able to see which leagues your club is a part of, and also where you can enter fixtures and results.

## Adding teams to your club

View and edit your teams under the 'Teams' button.



Add players through "Team members" (adding team members is optional)



The screenshot shows the 'Team Management' interface. On the left, there's a sidebar with two team cards: 'Mark Test club' and 'Men single A'. The 'Men single A' card has a '+' icon and a 'Switch' icon. On the right, the 'Team Management' panel is open, showing tabs for 'Team Profile', 'Team Details', and 'Team Members'. The 'Team Details' tab is active, displaying 'Basic Details' for the selected team. The details include fields for Team ID, Team Name, Men single A, Category, Team Type, Contact Name, Contact Email, Contact Phone, Match Venue, and Match Start Time. Annotations with red arrows point to specific elements: one points to the '+' icon on the 'Men single A' card, another points to the 'Switch' icon, a third points to the 'Team Members' tab, and a fourth points to the 'Match Venue' and 'Match Start Time' fields.

Add more teams by clicking on "+"

Switch – view your teams and switch between those that you want to display

Enter a default **Match Venue**, and **Match Start Time** for each team – which saves time when creating and editing match fixtures later.

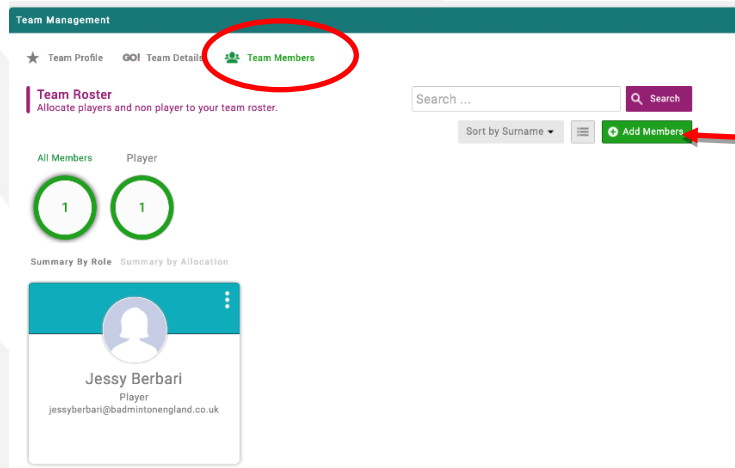
### Useful notes:

- It is not required for the clubs to add players to each team, players can be selected for matches from across the whole club (providing they have active membership).
- If a team changes their name, default match venue or start time this will not change in any existing league or fixtures. The new details will only be used when a team is added into a new league (or deleted and re-added in an existing league). This is done in order that any historic or current correct information is not overwritten, and the league is preserved as it was set-up. If any of your fixture have changed after the setup of the league, you will have to change the information manually for every match.

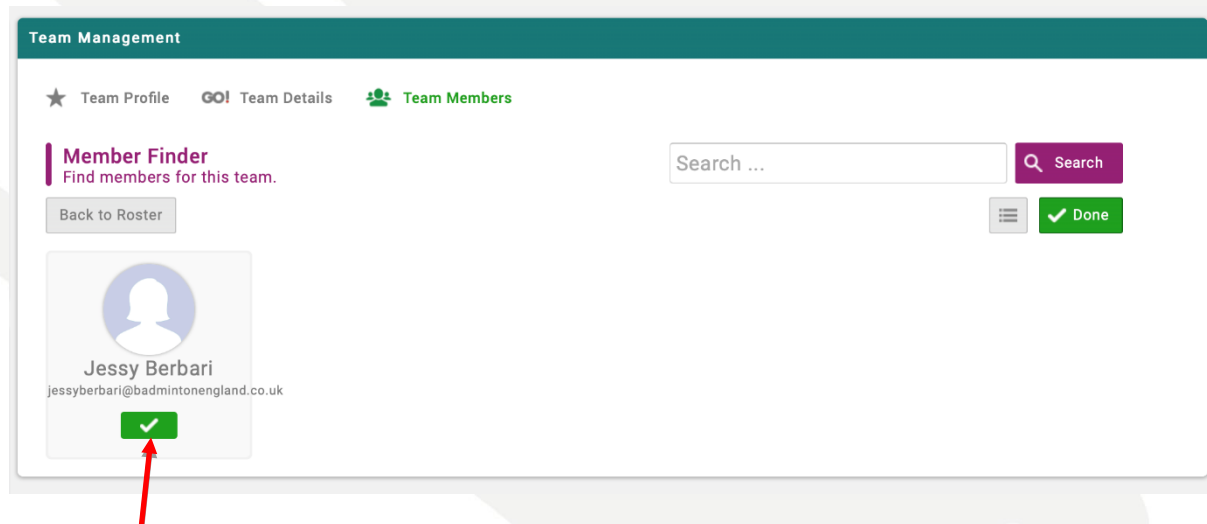
Tip: The club name or abbreviation should be included within each Team Name so that in the league table it is clear which club-team they are. Eg. 'Milton Keynes Mens A'. Your league administrator may ask you to set up the team names in a specific way for the league.

## Adding team members (optional)

You may wish to add players into Teams to help with your nominations.



Add teams through by clicking on the “+”



By clicking on the green check, you are adding the participants to the team.

## Editing Fixtures & Results

View your fixtures and results under the 'League Management' button.





The league organizer can enable/disable the functionality to allow teams to edit fixtures and/or results.

### Fixtures (if enabled)

Filter By  
All fixtures

Unscheduled (15)

Pending Result	Mens Senior	0 - 0	Jessy's Tigers	No Venue Specified 01/01/1901 TBC	 
Pending	Mens Senior	TBC	Jaguars	No Venue Specified 01/01/1901 TBC	
Pending	Mens Senior	TBC	test team	No Venue Specified 01/01/1901 TBC	

Hover your mouse over a fixture and you will see buttons that allow you to edit the venue, date and time.

### Useful notes:

- These will be defaulted to your venue and time if in your team properties (see section '**Adding teams to your club**').
- If you change a fixture, then let the league organizer and opposition team know. If you play at a venue that is not currently listed, see section '**Adding Venues**'.

### Results (if enabled)

The club will be able to enter the results and send a request for the results to be approved by the opposition team.

Club Profile


★ CLUB PROFILE

GO! CLUB DETAILS

👤 CLUB MEMBERS

GO! CLUB AFFILIATION

🏷️ CREDENTIALS



Additional Details

Club Details

Clubmark

Venues

Sessions

League

Reports

Opt Ins

Membership

Venues

Indicate the venues your club operates at

➕ Add New Venue

➕ Add Existing Venue

➖ Remove

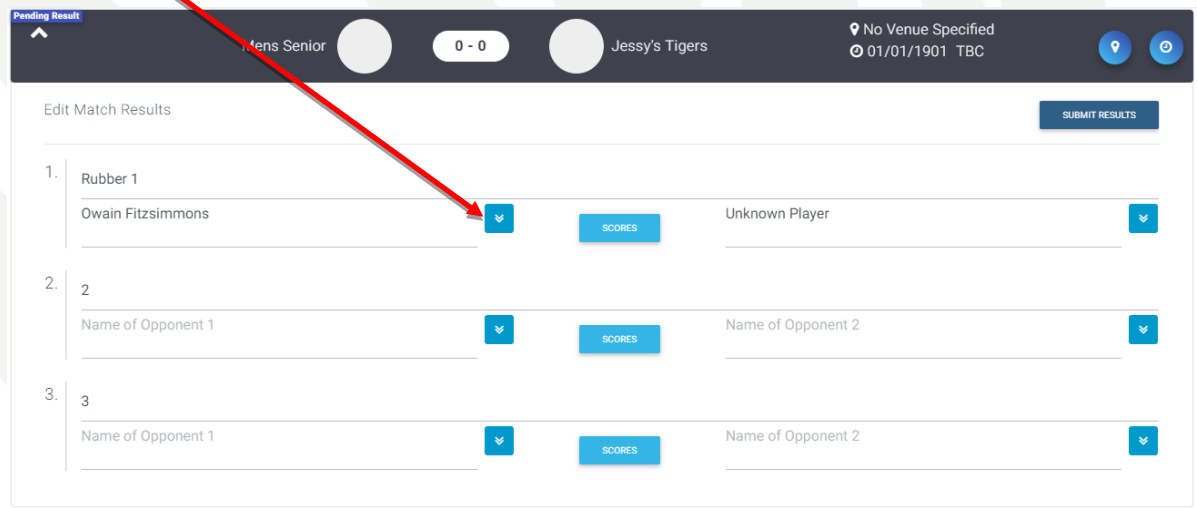
VenueID	Name	Town	Postcode

## Entering a result

The result can be entered either by the home team, away team or winning team. This depends on your league rules.

The number of rubbers and name of each rubber is determined by your league and league organizer.

1. **Add player** names (drop down menu provides a list of all affiliated players in that club, including an option for 'unknown player').



**Pending Result**

Men's Senior 0 - 0 Jessie's Tigers No Venue Specified 01/01/1901 TBC

Edit Match Results **SUBMIT RESULTS**

1.	Rubber 1	Owain Fitzsimmons	Unknown Player
2.	2	Name of Opponent 1	Name of Opponent 2
3.	3	Name of Opponent 1	Name of Opponent 2

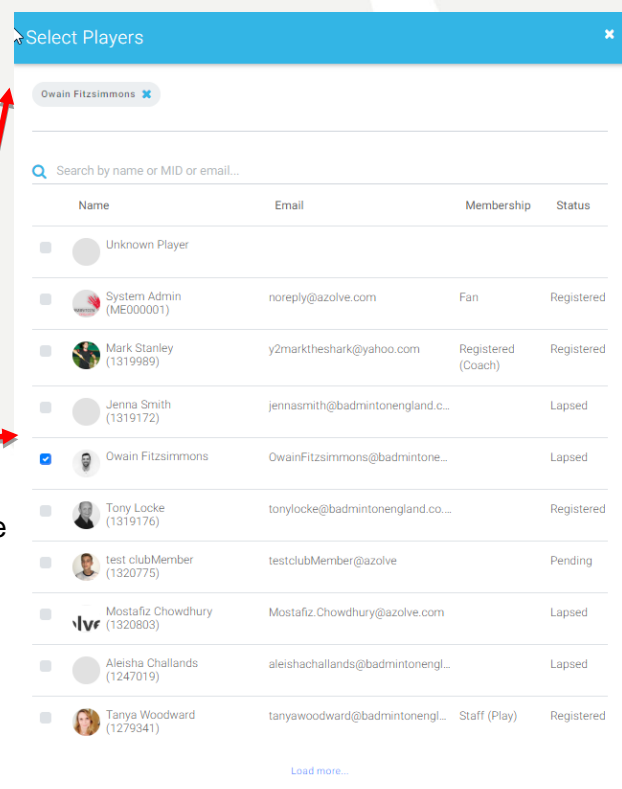
You will be provided with a list of all players in the club.

You can only select active players into a rubber.

If you have a player who is not in the list or lapsed, you will need to select 'Unknown Player' and then report to your league organizer.

Select/deselect players by the tick next to their name.

Selected players are shown at the top, where you can also deselect if required.



**Select Players**

Owain Fitzsimmons

Search by name or MID or email...

	Name	Email	Membership	Status
<input type="checkbox"/>	Unknown Player			
<input type="checkbox"/>	System Admin (ME000001)	noreply@azolve.com	Fan	Registered
<input type="checkbox"/>	Mark Stanley (1319989)	y2marktheshark@yahoo.com	Registered (Coach)	Registered
<input type="checkbox"/>	Jenna Smith (1319172)	jennasmith@badmintonengland.c...		Lapsed
<input checked="" type="checkbox"/>	Owain Fitzsimmons	OwainFitzsimmons@badminton...		Lapsed
<input type="checkbox"/>	Tony Locke (1319176)	tonylocke@badmintonengland.co...		Registered
<input type="checkbox"/>	test clubMember (1320775)	testclubMember@azolve		Pending
<input type="checkbox"/>	Mostafiz Chowdhury (1320803)	Mostafiz.Chowdhury@azolve.com		Lapsed
<input type="checkbox"/>	Aleisha Challands (1247019)	aleishachallands@badmintonengl...		Lapsed
<input type="checkbox"/>	Tanya Woodward (1279341)	tanyawoodward@badmintonengl...	Staff (Play)	Registered

Load more...



2. Add the game scores. These can only be added once players have been selected.

Edit Match Results SUBMIT RESULTS

1. Rubber 1

Owain Fitzsimmons	SCORES	Unknown Player
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Input game scores in respective boxes, the number of games is dependent on the settings by the league organiser.

The software will work out who is the winner based on the scores entered and will then automatically update the rubber and match score.

Scores

Rubber 1

Override Scores Off ☐ On ☐

Match Scores

Owain Fitzsimmons	Unknown Player
21	4
23	21

OK

Note- If changing teams after a fixture has been made, you will also have to change the players to update the score.

## Override a result

A result can be overwritten if required for the rubber result / game points. Three reasons can be selected: 'injured', 'not played' or 'not completed'.

How you override the results will depend on your league regulations.

Scores

Rubber 1

Override Scores Off ☐ On ☒

Override Reason

Select override reason

Mark Downie	Jessy Berbari

Match Scores

Mark Downie	Jessy Berbari
10	21
13	21

OK

Use this on/off slider to turn on the override bottom




Enter the reason of the override


Here you can enter what results for a rubber and/or games are required. Any scores entered will be used in the league table.

### 3. Update the match status. Eg. Submit result

Edit Match Results

1. Rubber 1



Owain Fitzsimmons   Unknown Player 




## Match status

There are different match status and associated actions available depending on the match status.



**Pending Result**

Mens Senior  0 - 0  Jessy's Tigers

No Venue Specified  
01/01/1901 TBC

Edit Match Results 



1. Rubber 1

Owain Fitzsimmons  2 - 8 Unknown Player 

- **Pending**  
The match status when a fixture is created.

There is no action for a club, once the fixture details are completed the league organizer will move the status to 'Pending Result'.

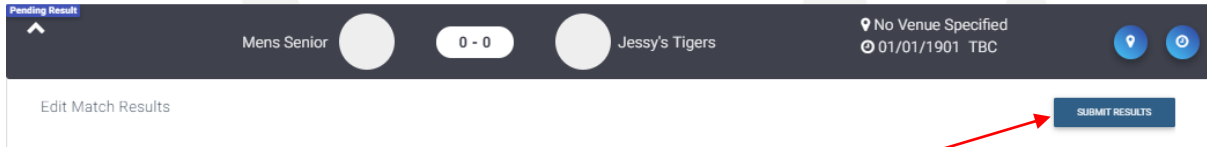
**Pending**

Mens Senior  TBC  Jaguars

No Venue Specified  
01/01/1901 TBC

Edit Match Results

- **Pending Result**  
The match status is ready for a result. Depending on the league rules, it will be responsibility of one of the teams to enter and submit the results.



Pending Result

Mens Senior 0 - 0 Jessy's Tigers

No Venue Specified  
01/01/1901 TBC

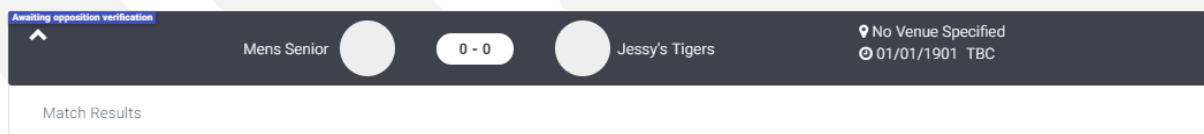
Edit Match Results

SUBMIT RESULTS

After entering the results, you will have the option to submit results. This will send the fixture to the opposition team and move the status to 'Awaiting opposition verification'.

- **'Awaiting opposition verification'**

When a club submit the results, the 'Awaiting opposition verification' status will appear, and they will have no more actions.



Awaiting opposition verification

Mens Senior 0 - 0 Jessy's Tigers

No Venue Specified  
01/01/1901 TBC

Match Results

The opposition team will now be given the action to either confirm result or dispute.

- **'Disputed Result'**

If the opposition team dispute a result the match status moves to 'Disputed Result' and the league organizer should be made aware.



Disputed Result

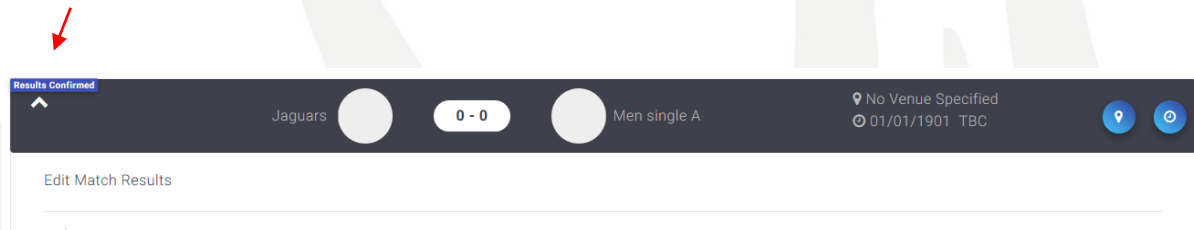
Jaguars 1 - 1 Men single B

Match Results

The clubs cannot amend any information, and it is required for league admin to resolve.

- **'Confirmed Result'**

If the opposition confirm the result, the status will be results confirmed.



This submits the results into the league table automatically.

If there are bonus points that need to be allocated this can be done manually by the league organizer.

Once at this status, the clubs cannot amend any information. League Admin can undo the result or make amendments if necessary.

## Editing a submitted result

If a match status is 'Confirmed Result' or Disputed, it can only be edited by league organiser.

The league organiser can edit any part of a match (player names, scores), or can remove all information and reset the status of the match to the initial Pending status.

## Permissions – adding new club administrators

Clubs can give extend permission to their members to manage fixtures and results (if enabled by League).

Allocating the '*League Manager*' Role will provide that person with access to the club league management tile, club members tile and teams tile.

Allocating any of the following club roles will also give the above permissions (as well as other administrative access as required).

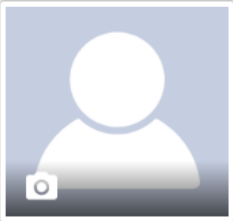
- Main Contact, Secretary, Treasurer, Chairman, Administrator

Go to Club Area > Club Profile > Club Members. Select a member, then go to Club Role and 'Update roles':

Club Profile

★ CLUB PROFILE
GO! CLUB DETAILS
CLUB MEMBERS
GO! CLUB AFFILIATION
CREDENTIALS

Back To Members



Go To Membership >

Basic Details

Emergency Contact

Club Role

Club Role

Please select role for member

Cancel

Save

☐ Main Contact
☐ Match Secretary
☐ Other
☐ President
☐ Publicity Officer
☐ Registration Secretary
☐ Secretary
☐ Team Manager
☐ Tournament Secretary
☐ Treasurer
☐ Veterans' Co-ordinator
☐ Volunteer / HVO
☐ Volunteer Co-ordinator
☐ Young Officials Co-ordinator

☒ Member
☐ Junior Co-ordinator
☐ HVO
☐ Development Officer
☐ Development Co-ordinator
☐ Coaching Secretary
☐ Coaching Co-ordinator
☐ Child Welfare Officer
☐ Chairman
☐ Administrator
☐ Head Coach
☐ Club Captain
☒ Club Mark Administrator