BE Online League Tool- Guide for League Admin

Purpose:

Welcome to the BE online league tool for running badminton leagues, built into the new membership system. The tool provides flexibility for different types of leagues and settings to be applied to match your requirements including:

- Ability to add different divisions to your league
- Decide the match format from scoring type to the number of rubbers and games
- Choose the settings and columns that you want on your league standings
- Add teams from registered clubs
- League fixture entry by league administrator or by teams
- Results management by league administrator or by teams
- Ability to auto generate fixtures and results
- See the membership status of players and clubs within your league (clubs and players will need to be affiliated as BE members so that they can participate in your league).
- View the league online, through a Badminton England web page or embedded into your current website.

Future development:

- League and team registration – the option to collect league or team registration payments online straight into your bank account so that all your financial records are kept in one place.

- Track nominated players – view reports for the nominated teams of a player, next to which teams and how many times they have played.

- Player profiles – players will be able to view their own personal match profiles.

- Results can be included in the national grading system at the request of leagues.

- Your feedback – we want to keep the tool simple and intuitive, but where there are enhancements that could support all league users we will do our best to include these.

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Contents

Affiliate your league

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

Find the registration form on the website, complete and return to
competition@badmintonengland.co.uk

- If the clubs affiliated to your league are members of Badminton England than you will just have to enter their informations on the signup sheet.
- If the club is not a member, they will have to go through the membership process first.

Every member, club and league will have to be members of BE before entering the online league tool.

Once the registration is done and approved an icon will appear to guide you in the management of the league.

As a league administrator you will receive a new section called 'Leagues' with the following icon in your membership profile. This is where you do your league administration.
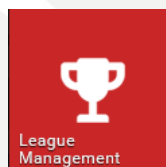
Through this icon, you will be able manage your league from fixture, scores to adding teams.

Affiliating clubs to your league

Through the sign-up sheet, you will be able to add the clubs and their respective teams to your league. This applies only for clubs that are members of Badminton England.
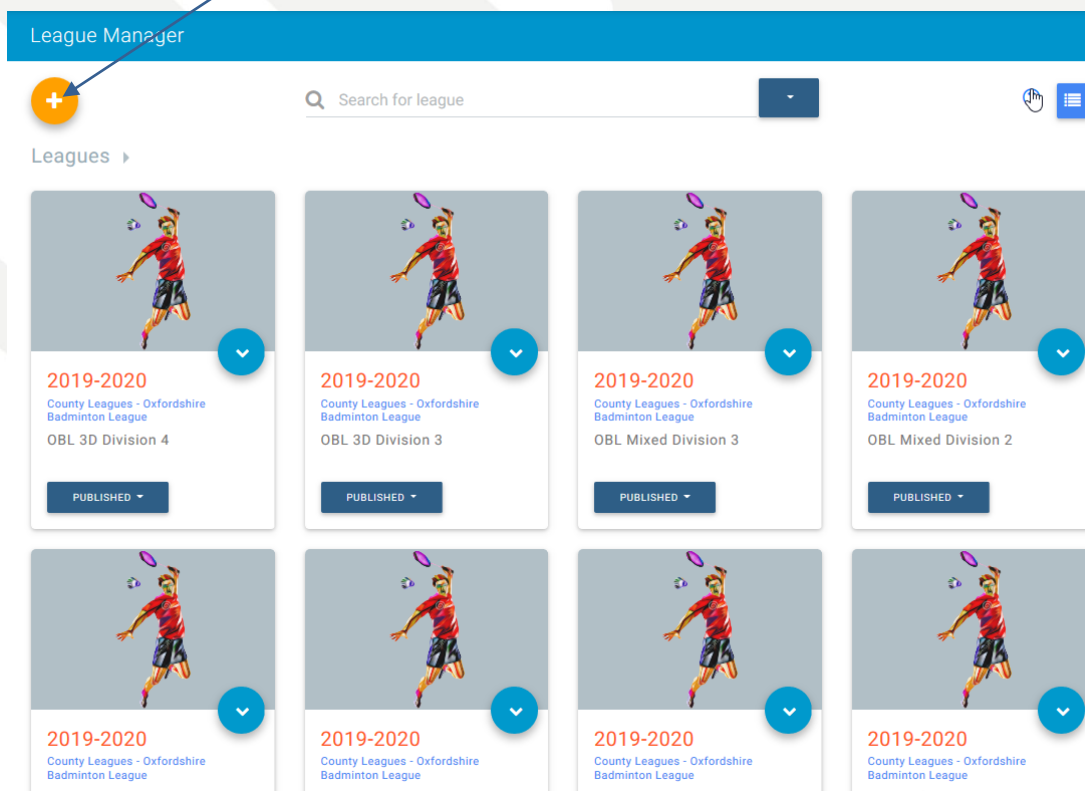
If your club is not a Badminton England member, they need to register themselves first: https://www.badmintonengland.co.uk/join/club-affiliation/.

If you have club membership queries please contact membership@badmintonengland.co.uk

Adding your league divisions
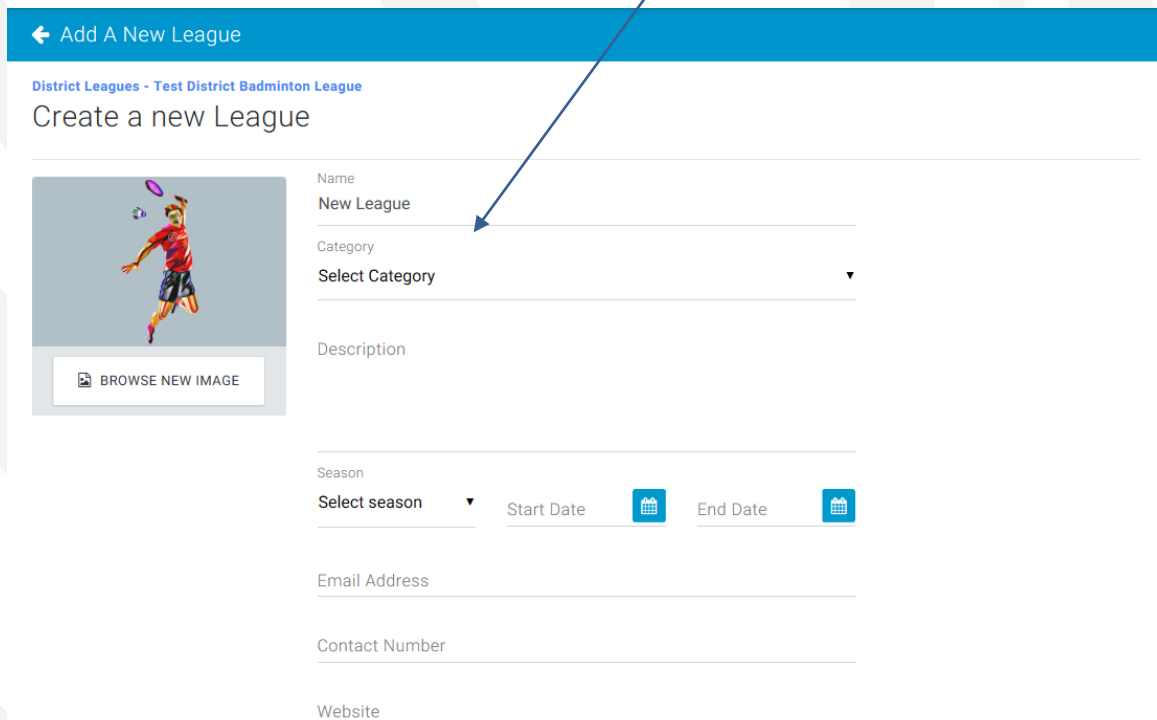
Add leagues division by using the + sign

You will be to enter all the league divisions basic information's.

This is where you select your league in which the league division will sit.

← Add A New League

District Leagues - Test District Badminton League

Create a new League

Name
New League

Category
Select Category ▾

BROWSE NEW IMAGE

Description

Season
Select season ▾   Start Date 📅   End Date 📅

Email Address

Contact Number

Website

Note: You will only be permitted to set up league divisions within a category that have been assigned permissions.

Set Up a league division

Select league division from the league's management home menu.

This will provide you with all the tabs you need to manage and run your league division.

Progress through the tabs from left to right and top to bottom, however you can move around the tabs as required and change settings throughout the set-up.

Settings

On this page you will be able to decide on the match fixture, scoring type and the numbers of rubbers you wish to have. All the setting of the game will be on this page.

Note that the participants in the league tool is defaulted to "teams".

You will also have the flexibility of setting up the leagues standing and how do you want it to be shown to the public

League Standings ⑦

League Points (Scoring Type)	⌃ ⌄
Matches Won	⌃ ⌄
Points Difference	⌃ ⌄
Points For	⌃ ⌄

League Standings Columns ⑦

League Pts	
Played	⌄
Points	⌃ ⌄
Won	⌃ ⌄
Drawn	⌃ ⌄
Lost	⌃ ⌄

Lastly you can decide if you want the teams to be involved in entering their own fixture and result in the club setting as shown below. You can enable both, enable just one or disable both.

Club Settings

☐ Disable Fixture Management

☐ Disable Result Entry ⑦

By allowing the teams to enter their own results, it will then have to be approved by the opposition team and the league administrator.

Participants (Teams)- Adding teams to your league

You can add teams of clubs that are already affiliated to your league and have a membership account

➕ 🔍 Search for teams 🗒️

Teams ▸

| test team 1 (TE000260) 🗑️ | Jessy's Jets (TE000636) 🗑️ | Jaguars (TE000637) 🗑️ | Men single A (TE000638) 🗑️ |

- Note- In order to add teams, the respective club need to have a valid membership and be affiliated to your league. They will have to create their teams for the league

administrator to add in their leagues. The clubs that do not have a membership will have to create one through the membership team in order to participate in your league.

- 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. 'Kettering Mens A'. Note that if a team changes their name this will not be updated in the league, so that the league is preserved as it was set-up.

- Tip: Ask teams to enter a default <u>Match Venue</u>, and <u>Match Start Time</u> – these are used when creating fixtures, which saves time editing match fixtures in the league tool. Note: Once the match venue and time are set-up it will default at every game, if changes have been made for either of those it will not become a default, it will need to be enter every time.

- Note that once a fixture is made, any subsequent changes by the club in these fields, will not affect that fixture. However, if a new fixture is generated then the most recent default match venue/time will be used

You will be able to search and select teams from the clubs affiliated to your league:

← Select Participants					
Q Search...					
	TeamName	ClubName	Email	TeamStatus	ClubStatus
▢ ⬤	Mens A	Kettering Badminton Club		Active	Active
▢ ⬤	Mens B	Kettering Badminton Club		Active	Active
▢ ⬤	Womens	Kettering Badminton Club		Active	Active
▢ ⬤	Mixed	Kettering Badminton Club		Active	Active
▢ ⬤	A team	Clubmark		Active	Active

Fixture & Results

Fixture

Use generate fixtures to create the matched based on the fixture schema in your settings

Filter By

All fixtures ▼

GENERATE FIXTURES

DELETE ALL
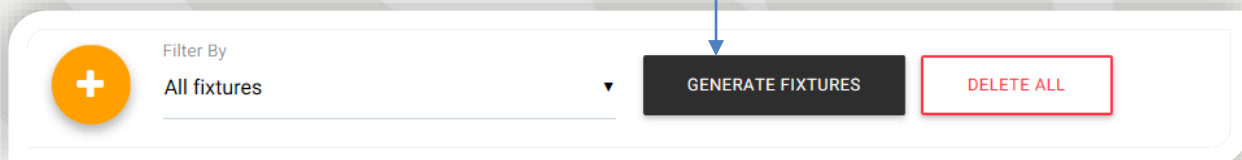
- Note that if a match venue or time are entered into the club's team settings then these will be defaulted to in the fixture according to the home team.
- If you enable teams to set fixtures, they will be able to use edit fixtures for the matches they are set as the home team.

Use the plus bottom ![+] to add a game manually.

Participant Details

Select Opponent 1 ▼   VS   Select Opponent 2 ▼

Date and Time

29/07/2019 📅 ⑦   12:00 🕐 ⑦

Venue Details

Select Venue ⌄

Additional Details

Add players

Edit Time and date

Unscheduled (18)

Results Confirmed
⌄   A Team   ◯   3 - 0   ◯   Mens B   📍 No Venue Specified
                                                     🕐 01/01/1901 TBC

Results Confirmed
⌄   Medley B   ◯   2 - 0   ◯   Mens A   📍 No Venue Specified
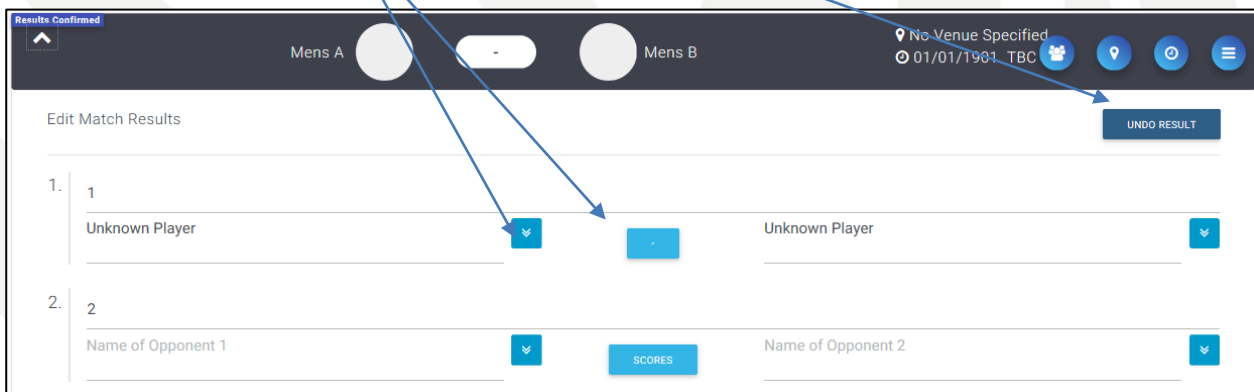   🕐 01/01/1901 TBC

Edit venue

You will be able to override results if you do not want to enter the result for every game.

Results

- Select a match and it will open the match details.
- <u>Add player</u> names (drop down menu provides a list of all affiliated players in that club, including an option for 'unknown player'). You can also see the membership status of the player when they are being selected. (Later development to include a member status report for League Admin). Players can be selected regardless of their membership status at this point in time.
- Add the <u>game scores</u>.
- Update the match status. E.g. <u>Confirm result</u>
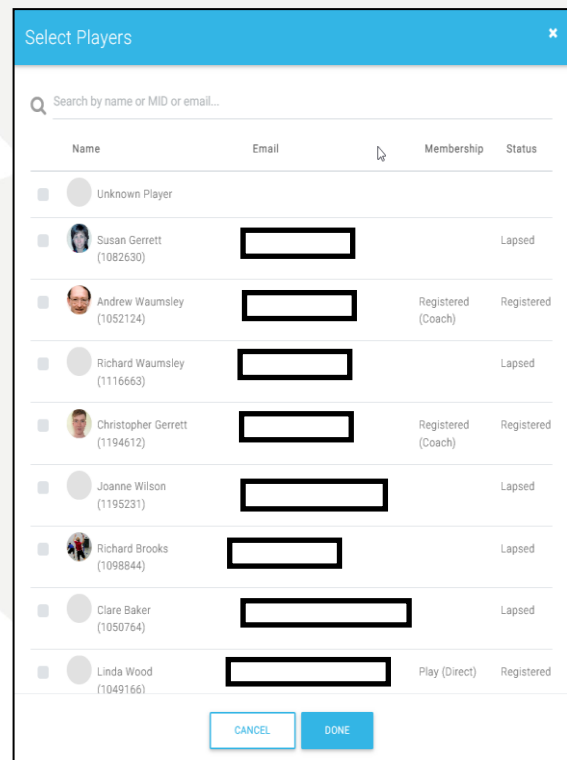
Adding the players

Select the dropdown next to the player name area. There is an option to select 'unknown player'.

You can also see the membership status of the player when they are being selected. (Later development to include a member status report for League Admin). Players can be selected regardless of their membership status at this point in time.

Use the <u>tick boxes</u> to the left of the menu to select the player(s) for the rubber.
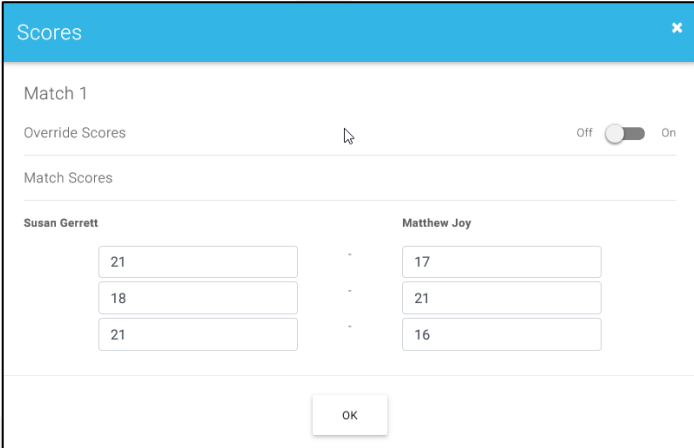
Entering Result
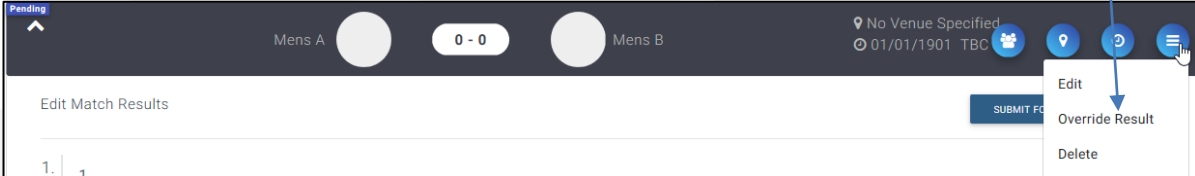
You must have entered match names for the rubbers in the league settings, and added player names

Input game scores in respective boxes, the number of games is dependent on the number selected in the settings
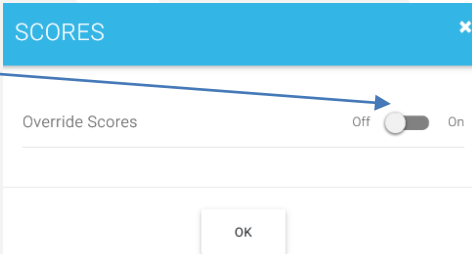
Override a result

- A match result can be overwritten at different levels: match result / rubber result / game points. Three reasons can be selected: 'injured', 'not played' or 'not completed'. How you override the result will depend on your league regulations.
- Override the match – use the match edit button, where there is an option to override result:

- Use the off/on slider and enter the match score and reason. Any match score entered will be used in the league table.
  If you require rubber and game points also, then you need to use the override button below for rubber/game.

- Override the rubber/game – when entering a rubber score, there is an option to override the scores.
- Here you can enter what results for a rubber and/or games as required. Any scores entered will be used in the league table.

Editing an incorrect result

- Results can be edited by league admin at any time.

- If the result has been confirmed, you need to select 'undo' (see Match Lifecycle section). The full result can be cleared, selecting to either retain the result already entered or clear the match (for example in case a result was completed in the wrong match). Using the undo button returns it back to the initial pending state, which can then be progressed through by the league admin quickly or allows a match to be rest as such if required.

Match Lifecycle

- There is different match status, and associated actions depending on the match status.

The lifecycle is different depending on if you are the league administrator or club administrator.

Status	Notes	Available actions
Pending	Indicates that fixture info is required.	*'Submit for awaiting result'*
Pending Result	Indicates fixture info is added, ready for results.	'Confirm Result' for League Admin, 'Submit Result' for Club Admin
Awaiting opposition verification	Status only activated when results are submitted by a Club. Results can be submitted by either team, and then requires the opposition to action either to confirm the result or dispute.	*'Confirm result' / 'Submit Dispute'*
Disputed Result	Status only activated when opposition team disputes a result. Once a result is disputed, the clubs cannot amend any information, and it is required for league admin to resolve and finalise.	*'Confirm Result'* for League Admin. Match locked down to clubs.
Results confirmed	Match result is confirmed either by opposition team, or through League Admin. Once at this status, the clubs cannot amend any information. League Admin can undo the result where they can keep the results and update or clear the result completely. This reset the match back to pending, but	*'Undo Result'*

	the league admin can quickly move through the lifecycle to re-confirm the result.	

League standings

- Check you league table is et up as per your settings
- You can manually add/deduct league points if you require.

League Table

District Leagues - Test District Badminton League

Badminton England Staff (test)

Name		League Pts (PT)	Played	Points	Won
test team 1	⚙	3	1	134-145	1
Jaguars	⚙	3	1	0-0	1
Men single A	⚙	0	2	187-134	0
Jessy's Jets	⚙	0	0	0-42	0

You can change the value and add the reasons of the adjustment

Adjustments : Match points

ADD ADJUSTMENT ITEM

| Adjustment	Reason	
Value	Write reason	REMOVE

CANCEL   DONE

Publish the league online

- Use the drop-down list in the League Manager menu to select a status for your league.

1. Draft and Discarded means the league will not be visible on the website.
2. Published, Completed and Archived are all visible on the website.

- The status helps you filter and search for your leagues more quickly and is also shown on the website.
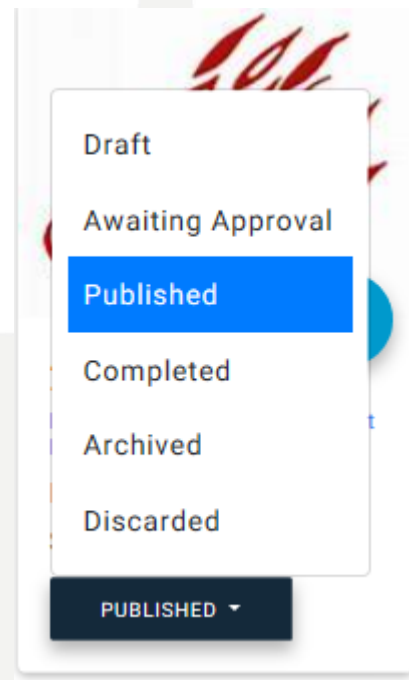
Permissions- Adding League Administrators

Provide permissions to colleagues as League Administrators.
There are two levels of league administrator:

1. League Administrator – provides access to be league admin in any League Divisions set-up under the League. Requests need to be made to BE at competition@badmintonengland.co.uk. This administrator can be added through the League Categories tool, in the relevant League. This administrator can add new League Divisions to the Master League.
2. League Division Administrator – provides access to a particular League Division. This can be done by the League Administrators and sends an invitation email to the person to accept - if they accept then you will see them added into the administrators list. It can take a few minutes for the email to arrive, if it doesn't try again, and also check spam email. This administrator cannot add new League Divisions.

Website

- The league URL where all leagues are published can be viewed here: https://badmintonengland.azolve.com/beleagues.htm. You can find the specific page for your league and link to this page.
- Sign in for the league administrator can be done through this link: https://badmintonengland.azolve.com/Account.mvc/LogIn