


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 organiser, including:

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

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

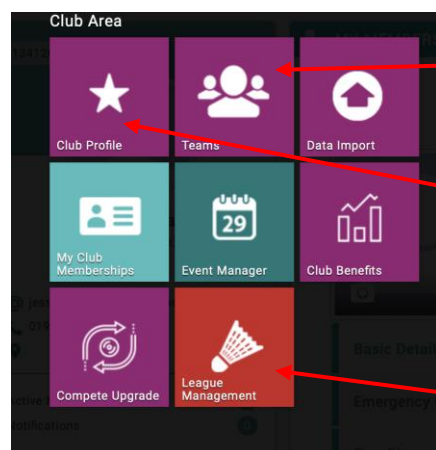
All players will be able to view the league online, through a Badminton England web page or embedded into your leagues website. During the pilot, your league organiser will provide the relevant links.

Add you club to a league

Contact the league organiser who will link your club to the league with BE.

Once you are linked to an 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



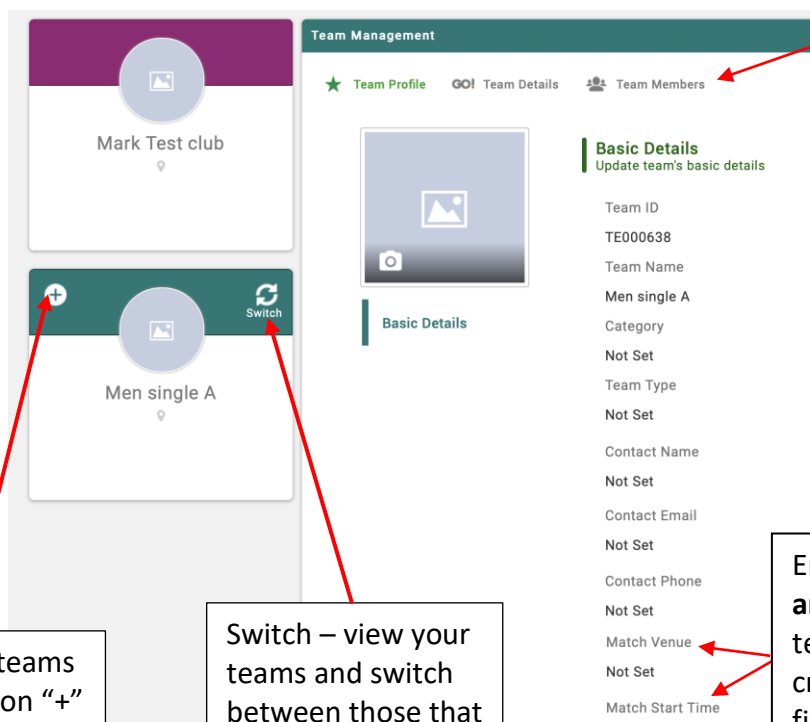
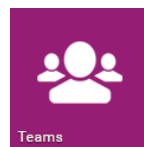
Through teams, you will be able to add the different teams in your club.

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)

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 on.

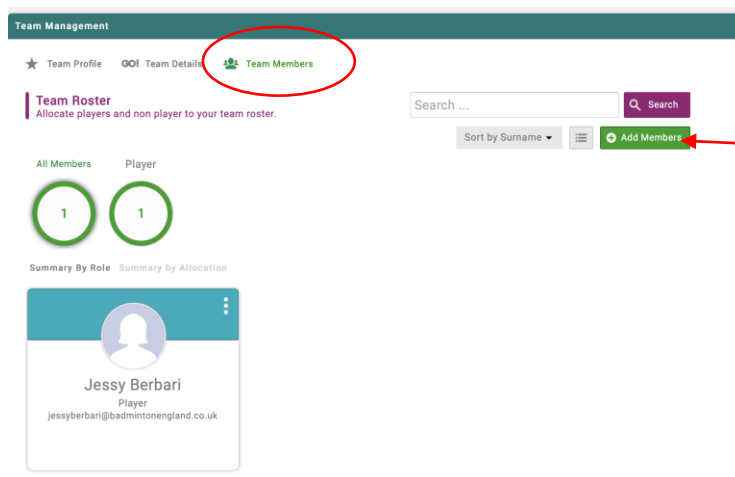
Useful notes:

- 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 in order that any historic or current correct information is not overwritten and the league is preserved as it was set-up.

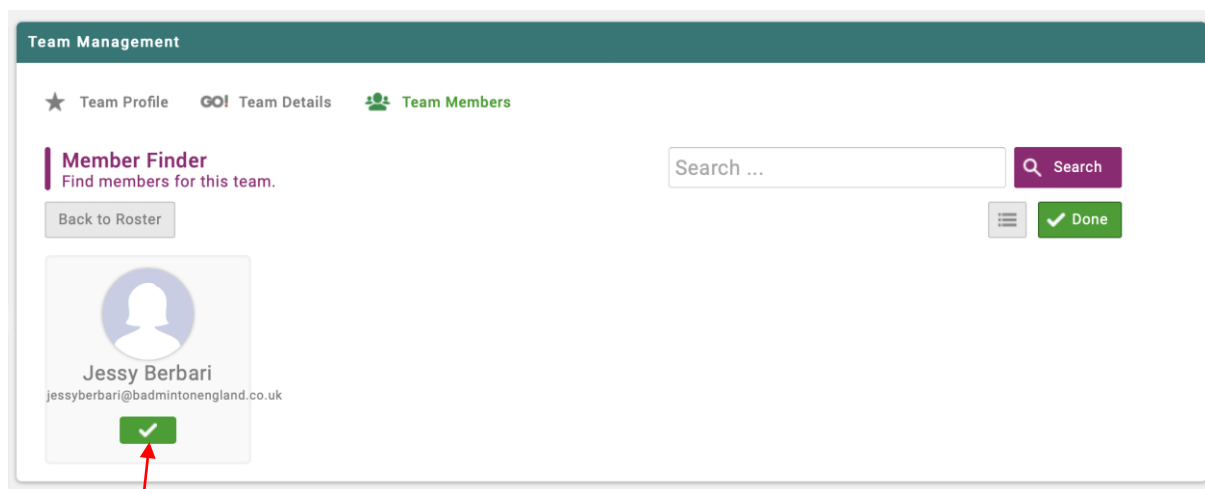
Tip: The club name or abbreviation should be included within each Team Name so that in the league table it is clear which club-team they are. Eg. 'Milton Keynes Mens A'. Your league administrator may ask you to set up the team names in a specific way for the league.

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 organiser can enable/disable the functionality to allow teams to edit fixtures and/or results.



- **Fixtures (if enabled)**

Filter By
All fixtures

Unscheduled (15)

Status	League	Home Team	Score	Away Team	Venue	Date	Actions
Pending Result	Mens Senior	Jessy's Tigers	0 - 0	Jessy's Tigers	No Venue Specified	01/01/1901 TBC	[Location] [Refresh]
Pending	Mens Senior	Jaguars	TBC	Jaguars	No Venue Specified	01/01/1901 TBC	
Pending	Mens Senior	test team	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 organiser 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 opponent team.

Filter By
All fixtures

Unscheduled (15)

Status	League	Home Team	Score	Away Team	Venue	Date	Actions
Pending Result	Mens Senior	Jessy's Tigers	0 - 0	Jessy's Tigers	No Venue Specified	01/01/1901 TBC	[Location] [Refresh]
Pending	Mens Senior	Jaguars	TBC	Jaguars	No Venue Specified	01/01/1901 TBC	
Pending	Mens Senior	test team	TBC	test team	No Venue Specified	01/01/1901 TBC	

Click on the down arrow to view or edit that fixtures results.

The match status is shown here – this is covered under section '**Match status**'.

Entering a result

The result can be entered either 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 organiser.

- 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

Mens Senior 0 - 0 Jessy's Tigers

No Venue Specified
01/01/1901 TBC

Edit Match Results SUBMIT RESULTS

Rubber	Home Team	Score	Away Team
1. Rubber 1	Owain Fitzsimmons	SCORES	Unknown Player
2.	Name of Opponent 1	SCORES	Name of Opponent 2
3.	Name of Opponent 1	SCORES	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 organiser.

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.e...		Lapsed
<input checked="" type="checkbox"/> Owain Fitzsimmons	OwainFitzsimmons@badmintone...		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...

CANCEL DONE

1. Rubber 1

Owain Fitzsimmons Unknown Player

Owain Fitzsimmons Unknown Player

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

<p>Owain Fitzsimmons</p> <p>21</p> <p>23</p>	-	<p>Unknown Player</p> <p>4</p> <p>21</p>
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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 ▼

<p>Mark Downie</p> <p><input type="text"/></p>	-	<p>Jessy Berbari</p> <p><input type="text"/></p>
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Match Scores

<p>Mark Downie</p> <p>10</p> <p>13</p>	-	<p>Jessy Berbari</p> <p>21</p> <p>21</p>
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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.

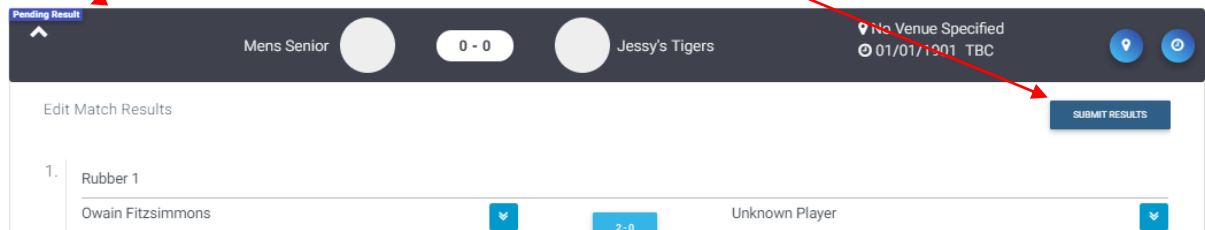
3) Update the match status. Eg. Submit result

1. Rubber 1

Owain Fitzsimmons Unknown Player

Match status

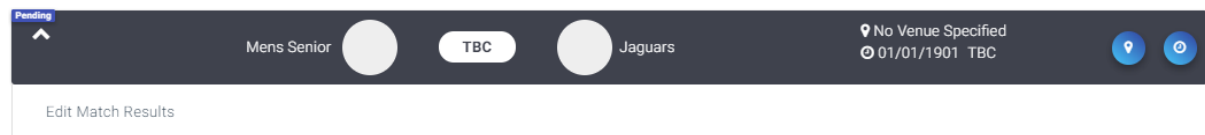
There are different match status and associated actions available depending on the match status.



- **Pending**

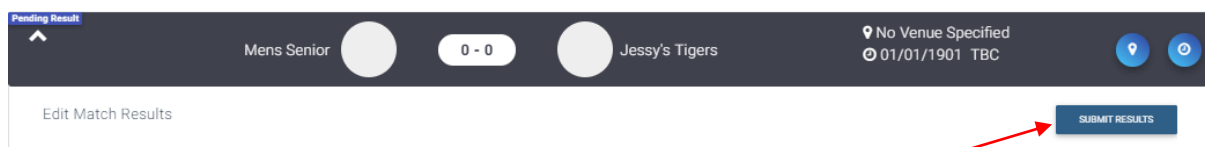
The match status when a fixture is created.

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



- **Pending Result**

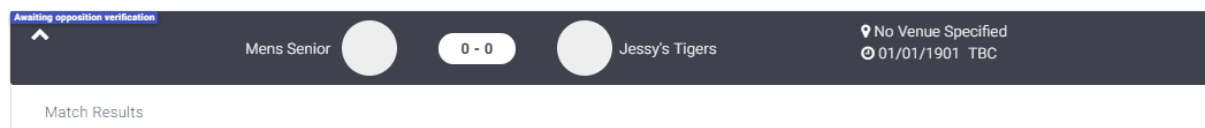
The match status is ready for a result. Depending on the league rules, it will be responsibility of one of the teams to enter and submit the results.



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.



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

- **'Disputed Result'**

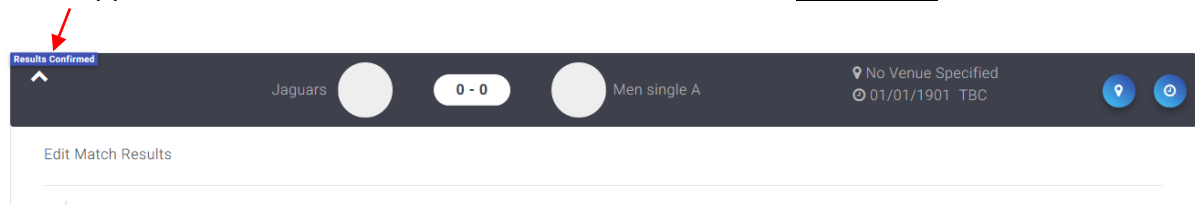
If the opposition team dispute a result the match status moves to 'Disputed Result' and the league organiser should be made aware.



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 organiser.

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 any of the following club roles will give permissions to use the League Manager:


- 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](#)



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

[Go To Membership >](#)

- Basic Details
- Emergency Contact
- Club Role**


Adding Venues

The match venue can be selected for a fixture from the full venue database. However, if the venue is not available Clubs can add a new venue into the database:

Go to Club Area > Club Profile > Club Details. Select Venues, then 'Add New Venue' completing all relevant information.

Club Profile

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



Venues
Indicate the venues your club operates at

[Add New Venue](#) [Add Existing Venue](#) [Remove](#)

VenueID	Name	Town	Postcode

- Additional Details
- Club Details
- Clubmark
- Venues**
- Sessions
- League
- Reports
- Opt Ins
- Membership