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# Team Managers Website User Guide



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## Overview

This year we are hoping to significantly increase use of our website [www.aber-digs.co.uk](http://www.aber-digs.co.uk) and we need Team Managers to be supportive of this aim. We are providing Team Managers access to a team space on our site, so teams and players can be proactively managed. In addition, player statistics will be publicly accessible for the first season in Digs, so we encourage you to get on board and help generate excitement between players!

This guide is intended to help you understand how to use your team space to its potential. Team Managers have access to the following range of options:

- **“Team Properties”** - to manage team information and the team’s profile page
- **“Players”** - to register players electronically and manage player information
- **“Fixture Schedule”** - to view the team’s fixtures as determined by the Digs League
- **“News & Announcements”** - to publish news and announcements on the team’s profile page, including the facility to email the whole team

## Team and Player Registrations

### Team Space Creation

Once you have completed team registration your team space will be set up on the website. You will get an email with your team’s details once your team space is live. Please go to [www.aber-digs.co.uk/login.html](http://www.aber-digs.co.uk/login.html) and log in using the details provided in the email.

You **MUST** change your password immediately (please do not use your Aber password as you may lock your Aber account). It is also important that you check over the details we have and ensure they are correct.

### Team Space Profile

To set up your team’s profile, log into the website and click on “Team Properties” in the navigation pane on the left. Fill out the fields with as much information as possible, ideally including your team logo. It is important that you fill out the “Team Information” field with a good general description of your team and your team’s history in Digs if possible. This is a good opportunity to promote your team.

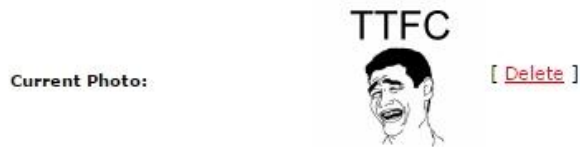
Once you have filled the form out, click on the “Update” button. This will update your team’s profile page on the website. An example of one is on the next page. All player statistics and fixtures also appear on the page, as well as any team announcements. You will be able to click through to player profiles and league match reports too so it is a nice web area for your team.

- Team Properties
- Players
- Fixture Schedule
- News & Announcements
- Logout

## Edit Team Information

**Team Name:**

**New Team Photo:**  No file chosen



**Team Information:**

Team information here.

Team history etc.

so on...

**Display:**  Player Stats

**Contact Name:\***

**Email:\***

**Contact Number:\***

**Password:**  (for change only)

**Confirm Password:**

Update

[Back](#) : Test Team FC



Team information here.

Team history etc.

so on...

**Contact Information**

Scott Wilson  
01234567890  
[Contact Us](#)

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**News & Announcements**

There is no news at this time.

2014/2015 Player Stats							
Name	Position	Number	P	Goals	Assists	Y	R
Scott Wilson		7	2	6	3	0	0

2014/2015 Fixture Schedule						
Date	Time	Location	Team 1	Team 1 Score	Team 2 Score	Team 2
TBD	TBA	TBA	Test Team FC	0	3	Example FC
<a href="#">October 24, 2014</a>	10:00pm	Pitch 3 - Blaendolau	Test Team FC	3	0	Example FC

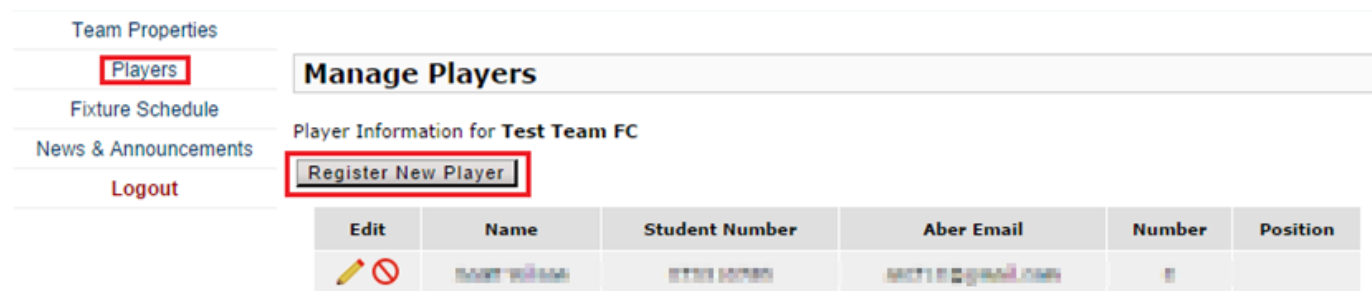
## Player Registration (New Players)

Team Managers are expected to process player registration requests through the website. You will need to request the following from each player in order to do this easily (please remember to register yourself as a player too!):



- Full Name
- Student Number
- Aber Email Address (including the @aber.ac.uk!)
- Date of Birth
- Squad Number (this **must** be uploaded as soon as it is known to the club)

You will notice that other information can be submitted but it is not important to do so during the player registration period. Once you have all of this information you can start registering your team's players for the coming season.

Log in to the website using your details, and click on "Players" in the navigation pane on the left. For each player, you will have to click the "Register New Player" button.



The screenshot shows the 'Manage Players' interface for 'Test Team FC'. On the left, a navigation menu includes 'Team Properties', 'Players' (highlighted with a red box), 'Fixture Schedule', 'News & Announcements', and 'Logout'. The main content area has a 'Manage Players' header and a 'Register New Player' button (highlighted with a red box). Below this is a table with the following data:

Edit	Name	Student Number	Aber Email	Number	Position
 	DAVID WILLIAMS	123456789	DAVID.WILLIAMS@aber.ac.uk	1	

A new window will pop up; you need to click the "Player is not in list" button. Enter the player information into this window and once you have finished click on the "Add Player" button. The player should now appear in your list as above. Please follow these steps to register all of your players, the Digs Officers will approve or reject player registrations once they have been checked with the Sports Centre.

Please note that ALL players MUST have purchased their Tim Aber Insurance in order to be fully registered.

## Player Registration (Rejected Players)

After the registration period has closed, the information Team Managers have submitted is checked by the Digs Officers and the Students Union. The Digs Officers will then approve or reject players appropriately (any typos or invalid Tim Aber Insurance checks will be rejected) and inform all Team Managers once this has been done.

Once you have a notification from the Digs Officers, please login to the site and click on the "Players" link in the navigation pane on the left. You will see a list of your team's players, with some names in black and other in grey.

Team Properties

- Players
- Fixture Schedule
- News & Announcements
- Logout

### Manage Players

Player Information for **Test Team FC**

Edit	Name	Student Number	Aber Email	Number	Position
	Test Player	0	test700@gmail.com	0000000581	

You will have to check over the information the player has provided you with and the information you entered during the initial Player Registration process. You will also have to check that the player has valid Tim Aber Insurance.

Click on the "Register New Player" button to sort any greyed-out players on your team. Check if that player is already in the "Unregistered Listed Players" list.



Please check to see if player is already listed with the league.

**Unregistered Listed Players:**

- Ryan Jenkins (0000000025) ▲
- Shane Lees (0000000579)
- Will Lloyd (0000000002)
- Test Player (0000000581)
- Matthew Webber (0000000318) ▼


Select the player from the list and click the "Request Selected Player" button. Update the player's details as appropriate and once complete click the "Add Player" button to submit the changes. This request will then go back to the Digs Officers to check the changes and approve the player should they have a valid Club Sporty membership.

**Please note that if a player has not been registered successfully during the initial player registration period, a late registration fee will apply for that player. Late registration fees must be paid before a player can be registered with the league.**

## Player Profiles


Once players are properly registered you can expand their player profiles on the website. Log into the website and click on "Players" in the navigation pane on the left to access your team's list of players. To edit a player profile, click on the pencil icon next to the player's name.

Ideally the minimum information a player should have completed is their position, however we encourage them to write a short biography and select a photo for the site where possible. Once you have filled the information out, click the "Edit" button to save it to the website.

**First Name:\***   
**Last Name:\***   
**Date Of Birth:**     
**Email:**   
**Contact Number:**   
**Student Number:**   
**Address:**   
**Position:**   
**Number:**   
**Photo:**  No file chosen  
**Current Photo:**  [ Delete ]  
**Player Biography:**

As you can see below, players can have a nice personal page which also contains their stats for the season:

[Back : Test Team FC : Scott Wilson](#)



**Name:** Scott Wilson  
**Number:** 7  
**Position:** F  
**Biography:**  
lol

Player Stats							
Name	Position	Number	P	Goals	Assists	Y	R
Scott Wilson	F	7	2	6	3	0	0

## Team Fixtures

When the Digs Committee release fixtures they will upload them to the Digs website and notify Managers.

### Viewing Fixtures

Log into the website and click on "Fixture Schedule" in the navigation pane on the left to access your team's list of fixtures. If you have any concerns then follow the guidance given to you by the Digs Committee.

Team Properties

Players

Fixture Schedule

News & Announcements

Logout

**Manage Scores and Schedules**

Scores and Fixture Schedule for **We Hate Ben**

**2017/18**

	Date	Time	location	Team 1	Team 1 Score	Team 2 Score	Team 2
	Oct 18, 17	14:00	Blaendolau	Borussia Teeth			We Hate Ben
	Oct 25, 17	14:00	Blaendolau	CPD Y Geltaidd			We Hate Ben
	Nov 1, 17	14:00	Blaendolau	We Hate Ben			Aber Kadabra
	Nov 8, 17	14:00	Blaendolau	We Hate Ben			Inter YourNan
	Nov 12, 17	10:00	Blaendolau	We Hate Ben			Sex Panthers

### Uploading Match Day Statistics

As part of abolishing team sheets back to the 1990s where they belong, we are expecting Managers to upload their match day statistics to our website within three hours of their games. Statistics will then be approved by the Digs Committee and made public.

Log into the website and click on "Fixture Schedule" in the navigation pane on the left to access your team's list of fixtures. To upload statistics for a game, click on the pencil icon next to the relevant fixture.

Team Properties

Players

Fixture Schedule

News & Announcements

Logout

**Manage Scores and Schedules**

Scores and Fixture Schedule for **We Hate Ben**

**2017/18**

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	Oct 18, 17	14:00	Blaendolau	Borussia Teeth			We Hate Ben
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	Nov 1, 17	14:00	Blaendolau	We Hate Ben			Aber Kadabra
	Nov 8, 17	14:00	Blaendolau	We Hate Ben			Inter YourNan
	Nov 12, 17	10:00	Blaendolau	We Hate Ben			Sex Panthers

This will open an Edit window. Please fill out your player statistics for the fixture in this screen. You will need to indicate who played and whether they got any goals, assists or cards (Y and R). Player of the Match (PotM) should also be recorded, however the Referee should already have provided this information to the Digs Officers.

Once you have filled out the statistics, simply click the Edit window to submit them. These are now uploaded and awaiting the approval of the Digs Officers.



### Edit

**Date:** 2017-10-18  
**Time:** 14:00  
**location:** Blaendolau  
**Team 1:** Borussia Teeth Team 1 Score:  
**Team 2:** We Hate Ben Team 2 Score:  
**Game Officials:** Game Summary

Player Stats							
Name	#	Played	Goals	Assists	Y	R	PotM
<b>Fayedh Ayub</b> We Hate Ben	3	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Cory Baker</b> We Hate Ben	12	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Joe Barker</b> We Hate Ben	2	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

## News and Announcements

Log into the website and click on "News & Announcements" in the navigation pane on the left. Click the "Add Announcement" button to create your news item.

Team Properties

Players

Fixture Schedule

News & Announcements

Logout

### News & Announcements

Delete Selected Pages
Add Announcement

Edit	Title	Date Posted	Team Page
There is no news at this time.			

Delete Selected Pages
Add Announcement

Fill out the form on the following page. You have the choice to email your team and for the news item to appear on your team's page. Click the "Publish" button to save your news item to the site.