

Hertfordshire County League Online Results Guide

Help

For any help with the system, please contact Robert on 07736 073333 or robert@huetting.co.uk. I promise once you have done it a few times it gets easier.

Tables

The tables and upcoming fixtures list are available to every member of your club through the Badminton England website. I suggest you email your members the following link

<http://www.badmintonhertfordshire.co.uk>. There are links to the tables.




1. Select the league you are interested in to see the current table
2. Select to your team to see a list of fixtures and results
3. To view last year's results select the archive option

Setup

The first step of the process is to get each club admin a username and password. If you don't already know this follow these steps:

1. Go to <http://www.fixtureslive.com>. In the search bar near the top of the page, type in your club name and click search. Refine your search until you find your club.
2. Click the 'Contacts' link then 'People with access to FixturesLive'. This will show you who has got the required access to update your club details.
3. If this is not you, this person will need to grant you access rights to the club admin section.
4. In the case of a forgotten password (or if you never have asked for one), go to admin area on the fixtures live website and select the forgot my password link.
5. Enter the email address that was given to Badminton England for this person's registration.
6. If correct, a new password will be emailed that email account. Once you have this logon to the site.
7. Note this process is still under review – system has been taken of Badminton England are no longer partnering with Fixtures Live to provide this service – not clear yet what impact this will have. I will review during the year.

To logon go to the admin link on <http://www.fixtureslive.com>. Enter your login details and you should get taken to a screen showing your Fixture Live accounts. One of these should be Club Admin for your club.

My accounts		
 CLUB ADMINISTRATOR		Comets (Badminton)
 CLUB MEMBER		Comets (Badminton)

The first thing I would like you to do is enter your home venue. If another club plays at your venue and has already uploaded this information you can skip this step. You will only need to complete this step the first time you use the system.

1. Select 'Club Administrator' account
2. Select 'Info / Settings' on the side menu
3. Select 'Venues/directions' on the side menu
4. Select 'Add Venue'
5. Enter the Venue name and click search

If Venue does not exist then proceed to add venue information. Please ensure to enter the post code, this will allow players from other teams to find you venue from the fixtures list. You can upload an additional map if required.

Results

Your team captains still need to post the hard copy of the results sheet to Robert.

You have 2 options for adding the results to the online system:

1. Get you captains to add the results themselves. This takes a few more steps to setup at the start, but makes your job easier through the year. See 'Team Captain Method' below.
2. Get the captains to email/text you the result. You the Club Administration account to enter the result. See 'Club Admin Method' below.

Team Captain Method – Setup:

1. Login
2. Select 'Club Administrator' account
3. Select 'Members' from the side menu
4. Select 'Captains/roleholders' from the side menu
5. Click on the team name on the right if the screen; please do not change the name of this team.
6. Select a member from the list.

7. Repeat for each captain
8. Captain can get password to site using forgot password method described in the setup section above.

Team Captain Method – Enter result:

1. Captain Login
2. Select 'Club Member' account (won't see admin account unless they have been given access)
3. Select 'Enter results' from the side menu
4. Select the fixture and enter the result (i.e. 5 – 4), they will only see fixtures for there team that have been played in the last 5 days. If they miss the 5 day limit you will have to enter as a club admin.
5. Save the result.

Club Admin Method – Enter Result:

1. Login
2. Select 'Club Administrator' account
3. Select 'Fixtures' from the side menu
4. Select 'Enter Result' from the side menu
5. You will be presented with a list of fixtures.
6. Select the fixture and enter the result (i.e. 5 – 4)
7. Save the result.