



Club Cyber Officer Guide



Table of Contents

Welcome to Our Kids Sports.	4
Login.....	5
What do I need to get started?.....	5
Where and how do I do that?.....	5
Create Managers.....	6
What do I need to get started?.....	6
Where and how do I do that?.....	6
Managing Your Messages.....	8
What do I need to get started?.....	8
Viewing Messages.....	8
Sending Messages.....	9
Sending a Message from the Messages page.....	10
Sending a Message from the League page.....	10
Managing FAQs and Templates.....	12
What do I need to get started?.....	12
Creating a List of Frequently Asked Questions (FAQ).....	12
Creating a new FAQ from a Message.....	12
Deleting FAQs.....	13
Creating a Message Template.....	13
Deleting Message Templates.....	13
Updating the Club Profile and URL.....	14
What do I need to get started?.....	14
Updating the Club Profile and URL.....	14
Upload a Club Logo.....	15
What do I need to get started?.....	15
Where and how do I do that?.....	15
Add Venues.....	16



What do I need to get started?.....	16
Where and how do I do that?.....	16
Request a Match Postponement.....	17
What do I need to get started?.....	17
Where and how do I do that?.....	17
Enter Match Results.....	18
What do I need to get started?.....	18
Enter Match Results.....	18
Add Written Content to Your Pages.....	19
What do I need to get started?.....	19
How do I add written content to my pages?.....	19



Welcome to Our Kids Sports.

Our Kids Sports is a Web application that allows everyone involved in the running of a junior sports league or club to perform most of their administrative tasks electronically.

The system is designed to drastically reduce the amount of time spent on administration, whilst speeding up league and club communications.

Each user is assigned roles, and each role has different abilities and tasks.

You have been assigned the role of 'Cyber Officer' for your club, and this manual is designed to help you get started with the tasks your League Administrator has given to you.

If you get stuck, spot any errors in this document or on the Website (we are continually updating and improving the system) or if you don't understand something, you can email us at: support@ourkidssports.com.

As a Club Cyber Officer, you are responsible for maintaining your club's information on OurKidsSports.com. At present, you can perform the following tasks:

- Create Team Officials
- Manage your Messages
- Manage FAQ and Message Templates

When you have created the Team Officials, they can start to add players.

Lets make a start!



Login

What do I need to get started?

You should have received an email that contains your unique user ID and your password.

If you have not received that information please contact John Hough. John can resend your login details by email.

In order to login you must type in your unique user ID and password.

Where and how do I do that?

1. Go to <http://www.ourkidssports.com>.
2. Click the **Login** link in the top menu. The Login page is displayed.
3. Type your email address into the **Email Address** field. *Tip: This is the email address to which you received the notification email for Our Kids Sports.*
4. Type the password in the **Password** field. *The password is case sensitive.*
5. Click the **Login** button. The welcome page is loaded and the menu item **Login** changes to **Logout**.

If you cannot see the word **Logout** in the top menu, you must try again, making sure everything is typed correctly.

Create Managers

What do I need to get started?

You need to have a list of your Club Managers names, contact information and email addresses. When you have created the Club Managers they can add player information.

If a manager does not have an email address they can be added as a contact. You can complete the email field by typing the manager's name and then '@ourkidssports.com' (e.g. davejones@ourkidssports.com)

You must be logged in as a Club Cyber Officer to Create Managers.

Where and how do I do that?

1. Click on the appropriate sport link in the left hand menu (e.g. **Football**).
2. Click on the appropriate region link in the **Regions** panel. (e.g. **North West England**).
3. Click on the appropriate league link in the **Select Leagues** panel. (e.g. **Warrington Junior Football League**).
4. Click on the appropriate club link in the **Clubs** panel.
5. To set up the team officials for each team, click on the appropriate team link in the **Teams** panel.
6. Click on the **Team Officials** link in the **Options** panel. The **Committee List** page is displayed.
7. Type the role name (e.g. 'Team Manager') in the **Add a New Committee Role** field and click the **Create New Committee Role** button. The **Add A New Person** page is displayed.
8. Type the team manager's email address in the **Email Address** field and click the **Assign Role** button. The **Create New User For Committee Role** page is displayed.
9. Re-enter the email address, add all of the remaining information, and click the **Create New User for Role** button. A welcome email is sent to the team manager which includes their login details.

You have now created a Team Manager. You must create at least one Team Manager for each team.

To add additional team managers for the same team you can repeat the



procedure from step eight.

When you have added all team managers for this team, click on the **Back to Committee List** option in the **Navigation** panel.

To add managers to other teams, click the **Back to Club Home Page** in the Options panel (or click the team name in the crumb trail at the top of the page) and repeat the procedure from step five.

Managing Your Messages

You can receive, view and reply to messages and alerts within Our Kids Sports. Messages can be sent to you automatically by the system or manually by your League Administrator or other league official.

Team Manager can also see the individual addresses for all of the other Team Managers in the Club individually, and users can attach files of up to 4mb in size to a message.

This section tells you how to view, send and manage your messages.

What do I need to get started?

You need be a registered user and be logged in to Our Kids Sports.

Viewing Messages

1. To view your messages, click the **Messages** link in the top right hand corner of the page. The **Messages** page is displayed.

Note: The Messages page displays all messages in descending date order. Open messages can be replied to but you cannot reply to a closed message.

2. Within the **Messages** page, the following columns are displayed:
 - **New posts** indicates messages that have unread replies
 - **Subject** is the message subject
 - **From** and **To** show the role and organisation of the sender (or recipient if you are sending the message)
 - **Last message** shows the author and date of the last reply
 - **Status** indicates whether the message is **open** or **closed**
3. To **display only closed** (or open) messages, click the filter links in the message toolbox to the left hand side of the page.
4. To **view a message**, click the **subject line**. You can view all the replies in that message, as well as the author and date of each reply.
5. To **open multiple messages**, you can click the check box next to each message you want to open and click the **Open messages** button.
6. To **close a message**, click the **Close message** link in the message toolbox to the left hand side of the page.

7. To **close multiple messages**, you can click in the check box next to each message to be closed, and click the **Close Marked Messages** button.
8. To **reply to a message** you can type text in the reply box at the bottom of the message (only displayed for open messages) and click the **Reply** link.
*Note: If you want to close the message when you have replied you can select **Close Message** from the **Action** drop down box in the message toolbox.*
9. To move a message, click the **Move message** link next to the appropriate message and select a location for the message to be moved into.
10. To return to your messages, click the **Return to Messages** link next to the **Move message** link for the appropriate message.
11. To **print a message**, click the **Print Message** link in the message toolbox.
Note: Only the text of the message is printed, not the toolboxes and forms.
12. To **delete multiple messages**, you can click the check box next to each message you want to open and click the **Delete messages** button.
13. To **undelete multiple messages**, you can click the check box next to each message you want to open and click the **Undelete messages** button.
14. To **view all deleted messages**, you can click the **View deleted messages** button.
15. To set the **number of messages** that you can see in your Messages view, select 10, 25, 50 or 100 as appropriate and click the **Save settings** button.

Sending Messages

There are two places in Our Kids Sports from which you can send messages. You can send a message from the Messages page, or from the league, club or team committee page.

Sending a Message from the Messages page

1. To send a message from the Messages page, click the **New Message** link in the message toolbox. The **New Message** page is displayed.
2. Select a league from the **League** drop down box.
3. Select a message recipient from the **Recipients** drop down box.
4. If you want to contact a specific club, you can select a club from the **Clubs** drop down box.

Note: When you select a league or a club, the recipient list is populated with all of the possible recipients on that league's committee.

5. When you have selected a recipient, a message form is displayed.

Note: The recipient may have created a list of frequently asked questions (FAQ) that may answer your query. They may also have created message templates to make it easier for you to write your message, and to make sure you include important information to help answer your query. Explore the recipient's FAQs and message templates to see if they can help you.

6. You can attach files of up to 4mb in size to messages (e.g. a Microsoft Word document, or an image) by clicking the **Attach File** link and selecting the file to be attached.
7. When you have typed your message, click the **Send Message** link. A message is displayed telling you that your message has been sent and the message header appears in your list of messages.

Sending a Message from the League page

1. To send a message from the League, Club or Team committee page, click the **Send Message** link in the message toolbox. The **New Message** page is displayed and the recipient is automatically selected.
2. When you have selected a recipient, a message form is displayed.

Note: The recipient may have created a list of frequently asked questions (FAQ) that may answer your query. They may also have created message templates to make it easier for you to write your message, and to make sure you include important information to help answer your query. Explore the recipient's FAQs and message templates to see if they can help you.

3. When you have typed your message, click the **Send Message** link. A



message is displayed telling you that your message has been sent and the message header appears in your list of messages.

Managing FAQs and Templates

You can create a list of Frequently Asked Questions (FAQ) and message templates.

- FAQ lists can answer your user's questions without the need for them to contact you, saving them and you time.
- Templates can be created that prompt users to add important information to help you answer their query.

It is a good idea to set up FAQ and message templates as early as possible because the quicker your users can obtain the answer to a query, the less time you need to dedicate to answering questions.

What do I need to get started?

You need be a registered user assigned with a league, club, team or other administrative role and be logged in to Our Kids Sports.

Creating a List of Frequently Asked Questions (FAQ)

1. To create a list of FAQ, click the **FAQ** link in the top right hand corner of the **Message Functions** toolbox. The **FAQ** page is displayed.
Note: When you log in, and you are assigned an administrative role in Our Kids Sports, the relevant administrative toolboxes are automatically added to the pages that you see.
2. Type the questions and answers that you want your users to see into the forms displayed.
3. Click the **Save FAQ** link. The FAQ list is now automatically displayed when a user requests a message form to ask you a question.

Creating a new FAQ from a Message

When viewing a message, you can automatically add the user's question to the list of FAQ.

1. Click the **Create FAQ from Message** link at the bottom of the page. An FAQ form is displayed.
2. Complete the form and click the Save FAQ link at the bottom of the page.



Deleting FAQs

If you no longer need an FAQ, you can delete it.

1. Click the **Manage FAQs** link in the **Message Functions** toolbox. The FAQ list is displayed.
2. Find the FAQ you want to delete, and click the **Delete** link.

Creating a Message Template

1. To create a message template, click the **Message Template** link in the **Message Functions** toolbox. The **Message Template** page is displayed.

Note: When you log in, and you are assigned an administrative role in Our Kids Sports, the relevant administrative toolboxes are automatically added to the pages that you see.

2. Type template text that you want your users to see into the forms displayed.
3. Click the **Save Message Template** link. The message template is now automatically displayed in the Message Template list when a user requests a message form to ask you a question.

Deleting Message Templates

If you no longer need a message template, you can delete it.

1. Click the **message Templates** link in the **Message Functions** toolbox. The message template list is displayed.
2. Find the message template you want to delete, and click the **Delete** link.



Updating the Club Profile and URL

You can update your club's profile and the Uniform Resource Locator (URL, or Web address) information for your club's Web site. This information is visible to all visitors to your club page at Our Kids Sports.

What do I need to get started?

You need be logged in to Our Kids Sports as a Club Cyber Officer. It is a good idea to test any new club Web site URL to make sure the link will work, and then copy and paste the URL into your Club Profile page.

Updating the Club Profile and URL

1. To update your club profile, log in to Our Kids Sports and navigate to your **Club Profile** page.
2. Click on the **Profile** link on the right hand side of the page. The **Club Profile** page is displayed for input.
3. Modify the information and click the **Save** button to exit the page and save your new Club Profile and URL settings.



Upload a Club Logo

What do I need to get started?

You need to have a copy of your club logo in any of the following electronic formats: .jpg, .jpeg, .gif or .png .

The maximum size for a logo is 200 pixels wide and 200 pixels high.

Where and how do I do that?

1. Click on the appropriate sport link in the left hand menu (e.g. **Football**).
2. Click on the appropriate region link in the **Regions** panel.
3. Click on the appropriate league link in the **Leagues** panel.
4. Click on the appropriate team link in the **Clubs** panel.
5. From the Club page, click on the **Upload Club Logo** link, in the **Club Manager** panel.
6. Use the **Browse** button to locate the logo file you want to upload.
7. Click the **Upload New Logo** button. The new logo is uploaded and displayed in your club page.

You have now added a team logo. To change the logo, just repeat the steps above but remove the old logo and add the new one.

Add Venues

By adding a list of venues you can provide detailed information about pitch locations, facilities and contact numbers for each venue your club uses. This means you can also allocate pitches to matches, and details of all of the matches for the venue can be shown on the fixtures page.

Most importantly, when venues are added, the Home Team manager can allocate pitches for a match, provided you have given them permission to do so through the Our Kids Sports administration system! CHECK THIS!

What do I need to get started?

You need to have a list of all of the venues (e.g. grounds and training facilities) used by your club, the address or postcode and any other relevant contact information.

Where and how do I do that?

1. Click on the appropriate sport link in the left hand menu (e.g. **Football**).
2. Click on the appropriate region link in the **Regions** panel.
3. Click on the appropriate league link in the **Leagues** panel.
4. Click on the appropriate team link in the **Clubs** panel.
5. From the club view, click on the **Venues** link in the **Options** panel.
6. Click on the **Create New Venue** link at the bottom of the Venues page.
7. Add a venue name in the Venue Name field.
8. Enter all of the information that you have or feel is relevant for the venue in the **Notes** field.
9. Add a link to a map address to the **Map URL** field (see below for information about obtaining the location reference for a map).
10. Click the **Create venue** button.

You have now added a venue. To **delete or edit a venue**, just click on the venue, click on the **Edit Venue Details** link, change the information displayed and click the **Save Venue Details** button.

Note: If you don't have a map address you can use Google Maps (<http://www.googlemaps.com>) to find your venue, then cut and paste the URL (www.googlemaps.com/mymap/etc.etc.) into the Map URL field.

Request a Match Postponement

One of the biggest benefits that Our Kids Sports brings to any league organisation is the ability for match postponements to be managed.

When a club or team requests a postponement the information is flagged to the league fixtures secretary and appears in their home page organiser, allowing them to quickly take the appropriate action to reschedule a fixture and communicate the change across the league.

It also means the venue and referee can be reallocated in good time!

If you are logged in as a user with sufficient privileges you may elect to automatically approve a postponement request.

What do I need to get started?

You don't need anything special, just the fixture information (teams playing and date) and your Club Cyber Officer login ID.

Where and how do I do that?

1. Click on the appropriate sport link in the left hand menu (e.g. **Football**).
2. Click on the appropriate region link in the **Regions** panel.
3. Click on the appropriate league link in the **Leagues** panel.
4. Click on the appropriate team link in the **Clubs** panel.
5. Click on the **Fixtures** link to view all fixtures.
6. Click on the **Details** link for the specific match to be postponed.
7. Select a reason for postponement from the **Notification of Unplayed Match** drop down box (e.g. Pitch Not Playable.).
8. In the **Additional Details** field type more information to support the postponement request.
9. If you are logged in as a user that has sufficient privileges to automatically approve the postponement, you can click the **Submit as approved postponement request:** check box to auto-approve the postponement.
10. Click the **Submit Request** button.

You have now Requested a postponement for the fixture and the League Fixtures secretary can take the appropriate action.

Enter Match Results

To register and publish results, both team managers enter scores. If the results entered by both managers are the same, the result is published. If they are not the same, an alert message is sent to the league administrator, who can then enter the correct result.

Note: The league's existing system of match cards remains in force and you must complete and send in a card for each fixture.

What do I need to get started?

You must be logged in as a team manager to enter results.

Enter Match Results

1. Navigate to the fixtures page for your league, club and team.
2. From the team view, click on the **Details** link of the fixture for which you to add a score.
3. In the **Results Submissions** panel, click on the **Submit Home Team Match Card** link (or **Submit Away Team Match Card** as appropriate). The **Submit Match Results** page is displayed.

4. Enter a value in each of the goals scored **Match Card** fields.

Note: You must enter both the Home and Away team goals scored values.

5. Enter a value for the **Referee Score** (between 0 and 100).
6. Enter a value for each of the three **Sportsmanship** fields (between 0 and 10).
7. Click the **Submit Match Card** button (or **Save Data and Check** if you are using the **Submit Match Result** page).

Note: If both managers have added the same score, the match result is saved and published, and you can no longer edit the Match Result page.

If one or other manager has not entered the result, or if the results do not match, the result is saved but not published and the Match Result page can still be edited.



Add Written Content to Your Pages

Our Kids Sports provides a Content Management System (CMS) that is the perfect place to post news, notices and other information relating to your league, club or team.

Some users may be set up to publish directly to Our Kids Sports, but most work requires authorisation, either by a club cyber officer or by a league administrator, depending on the location of the content item.

Content is arranged in pages (you can create a new page) and sections. Each section can contain multiple paragraphs.

Take a look at any of the leagues to see how pages, sections, titles and paragraphs are displayed.

The What You See Is What You Get interface (WYSIWYG) in Our Kids Sports is designed to be a simplified version of a word processing package and allows you to change the way your text is displayed on screen.

The Our Kids Sports Content Management System is designed to be easy to use, even if you don't know much about computers, but if there is anything that we have missed or you don't understand just email the team: support@ourkidsports.com.

What do I need to get started?

You need to either have a copy of the content to be added or be ready to type the content directly into Our Kids Sports.

How do I add written content to my pages?

1. Navigate to the **home page** for your league, club or team.
2. Type the title of the **Section** item in the box displayed in the **Content** panel.

Note: This is what you want to call the page, not the title of your article or item. For example, if this is the Club News page, you might name it "Club News" and if it was a match report section you might name it "Match Reports". When you have created the page, you, and others, can add each item as a new section.

3. Click the **Add Content** symbol button (+). The Content Detail page is displayed.
4. Select a **Content Page Type** from the drop down list (depending upon



the restrictions placed on your role you may see one or more options in this drop down list).

5. Click the **Select Content Page Type** button. The New Section page is displayed.

Note: This is where you type the words that are going to be displayed in the new section, and the section title.

6. Type a **Title** for the **section** (e.g. An Article About Football).
7. Type or copy and paste the content into the WYSIWYG field.
8. Make any formatting changes required (e.g. **Bold** or *Italic* text to highlight specific points).
9. Click the **Add Content Row To Page** button.
10. If you need to **delete a section**, click the **Delete Row** button.
11. If you need to **delete a page**, first delete all of the rows and then click the **Delete This Whole Page** button in the **Delete Page** section.
12. If you need to change any of the information in the section you can click the **Edit Row** button for any section.
13. If you need to change the **Page Title**, you can type a new title or change the title in the **Edit Page Setup** panel, and click the **Update Details** button.

Note: There are lots of things you can achieve with the Content Management System and it will not take long to learn how it works, even if you don't know much about computers. If you have any questions just email us: support@ourkidsports.com.