



Team Manager Manual

Table of Contents

Welcome to Our Kids Sports	2
Team Manager Task One: Login.....	3
What do I need to get started?.....	3
Where and how do I do that?.....	3
Team Manager Task Two: Add Players.....	4
What do I need to get started?.....	4
Where and how do I do that?.....	4
Team Manager Task Three: Managing Your Messages.....	5
What do I need to get started?.....	5
Viewing Messages.....	5
Sending Messages.....	6
Sending a Message from the Messages page.....	6
Sending a Message from the League page.....	6
Team Manager Task Four: Managing FAQs and Templates.....	8
What do I need to get started?.....	8
Creating a List of Frequently Asked Questions (FAQ).....	8
Creating a new FAQ from a Message.....	8
Deleting FAQs.....	9
Creating a Message Template.....	9
Deleting Message Templates.....	9
Team Manager Task Five: Enter Match Results.....	10
What do I need to get started?.....	10
Enter Match Results.....	10



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 'Manager' for your team, and this manual is designed to help you get started with the tasks your League and Club Administrators have delegated to you.

If you get stuck, or don't understand anything, you can email us at: john@ourkidsports.com.

As a Team Manager you are responsible for maintaining your team's information at OurKidsSports.com. At present you can perform the following tasks:

- Add Players
- Manage your Messages
- Manage FAQ and Message Templates

Lets make a start!



Team Manager Task One: 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 your Club Administrator (Cyber Officer). They 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. *Tip: You can copy and paste the password to avoid typing errors. 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.



Team Manager Task Two: Add Players

What do I need to get started?

You need to have a list of your player's names, contact information and email addresses. Not all of the information that can be entered onto the system is mandatory.

You must be logged in as a Team Manager to add players.

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 **Teams** panel.
5. From the team view, click on the **List Players** link, in the **Team Manager Options** panel.
6. Click on the **Register a New Player** link.
7. Type the player's email address in the **Email Address** field.
8. Type the player's name in the **Name** field.
9. Add all of the remaining information. When you have added all of the information you need, click the **Create New Player** button. The **Players List** page is displayed.

You have now created a player. To complete the task, add all of the remaining players for your team using the same procedure.

*Note: If you need to add more than one parent to the player's information, access the **Player Card** from the **Player List** and click on the **Add Parent to This Player** link.*

Team Manager Task Three: 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.

This section tells you how to view and send 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 **close a message**, click the **Close message** link in the message toolbox to the left hand side of the page.
6. 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.

7. 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.

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. 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.

Team Manager Task Four: 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.

Team Manager Task Five: 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 need 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.

Note: If both managers have added the same score, the match result is saved ready to be 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 the Match Result page can still be edited.