

## INSTRUCTIONS FOR ONLINE COUNTIES COMPETITION SYSTEM

### Important notice.

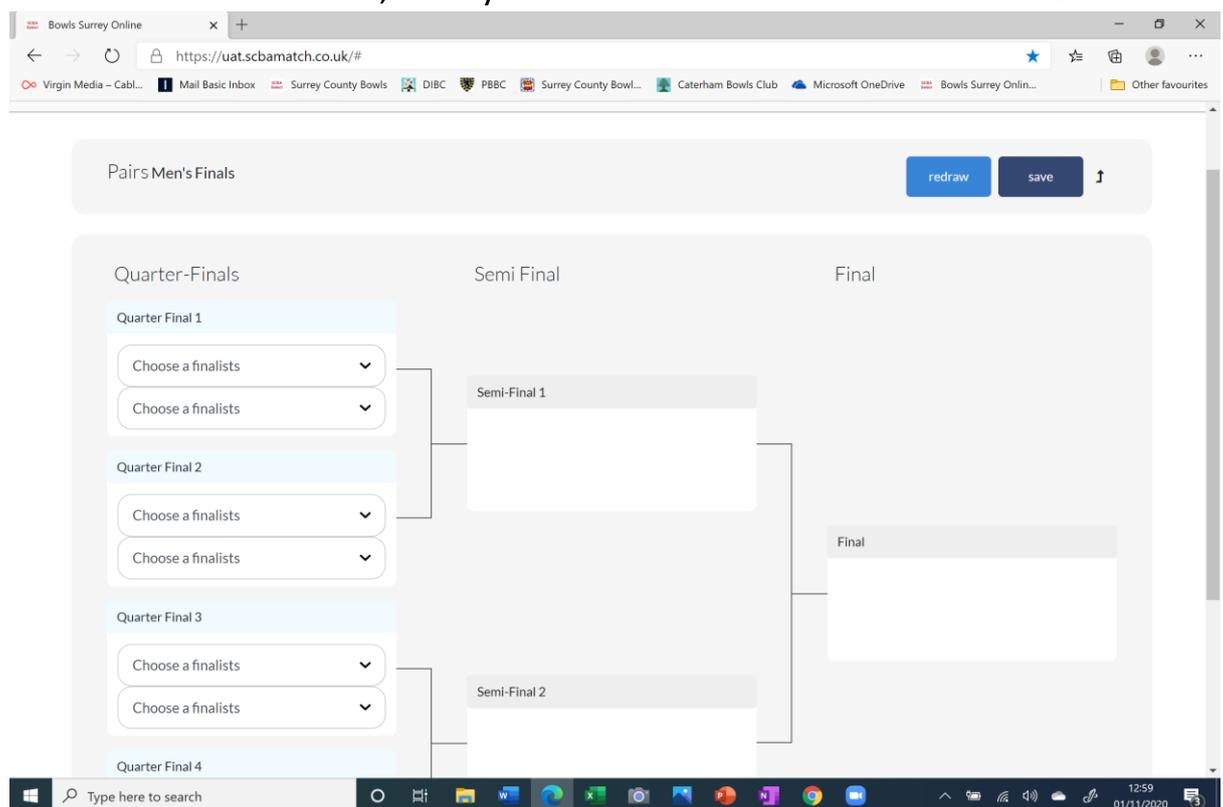
Before you can run the competitions, the affiliation process **must** be completed and closed to all clubs. You cannot add late entries to competitions, once you have started the process.

### **The process.**

#### **1. Draw the final stages.**

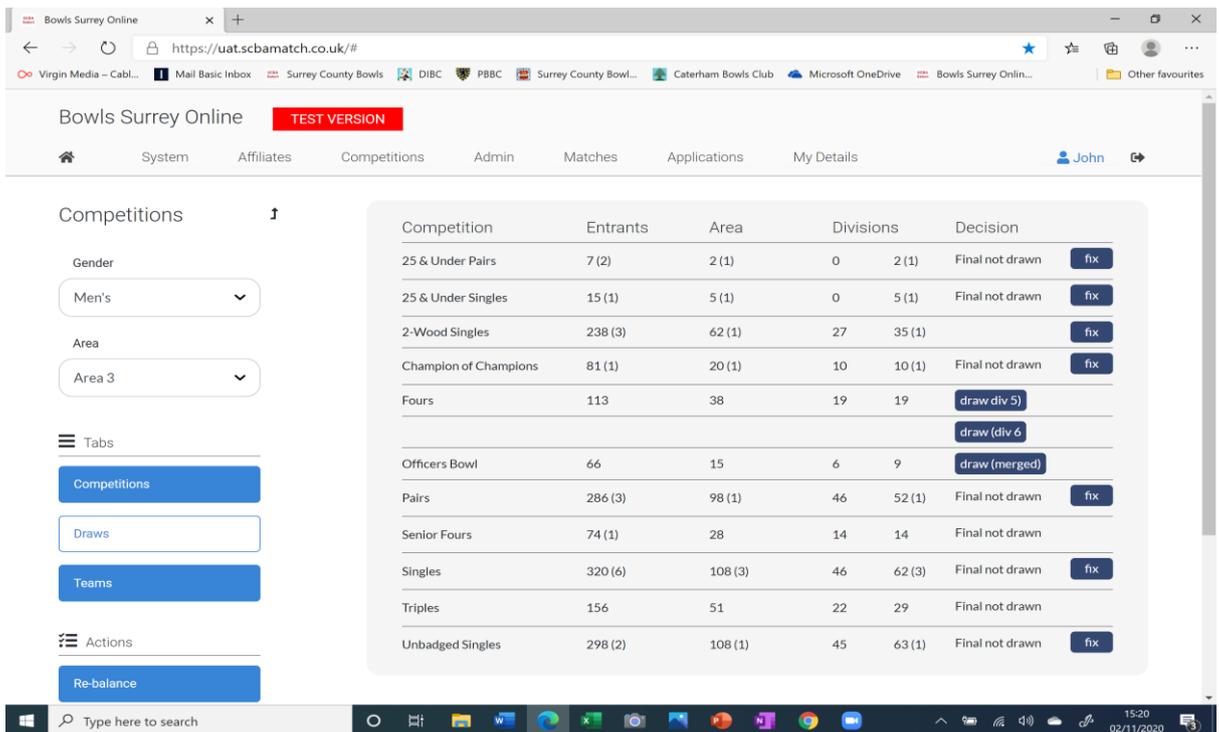
This may seem back to front, it is because in some instances when you do the draw for a competition, there may be eight or less entries, this tends to happen with the Junior competitions, also with proportional the system needs to know how to work out the early round draw.

Under Competitions, Select **“Admin”** Select **“Gender”** chose Men, Ladies or Mixed, Select **“Finals”** from area dropdown. Select **“Draws”** Click on the competition you wish to work on. You should now see a similar screen to the one below, once you have entered the details click **“Save”**.



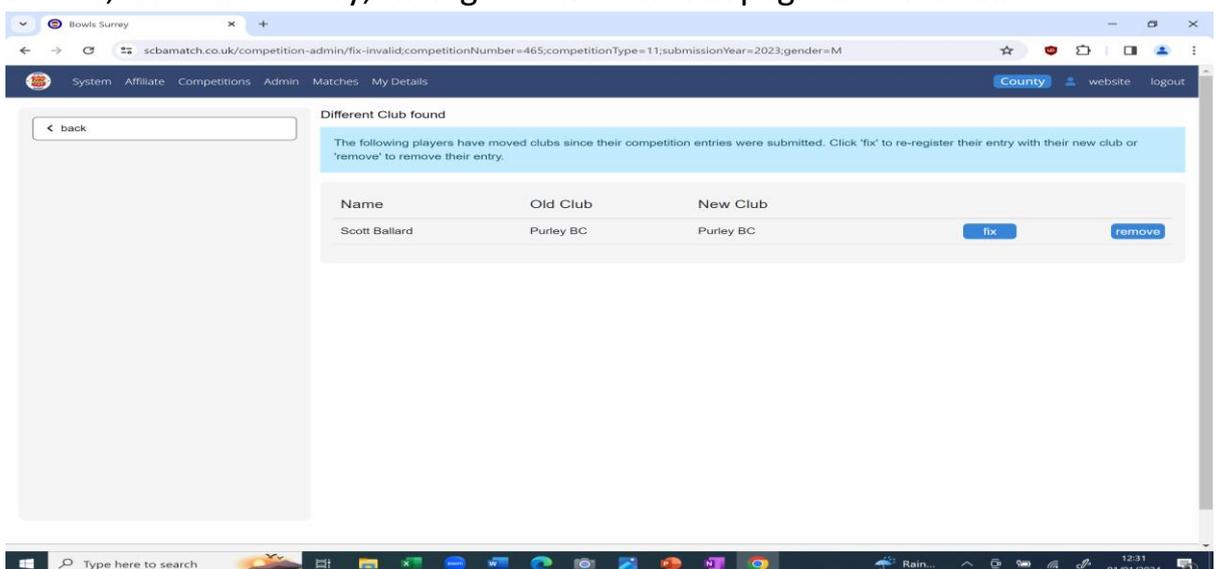
#### **2. Blue button saying “FIX”**

- 3. Under Competitions, Select “Admin” Select “Gender”** Choose Men, Ladies or Mixed, Select **“Area \*”** from area dropdown, Select **“Draws”** you should see a similar screen to the one below; -

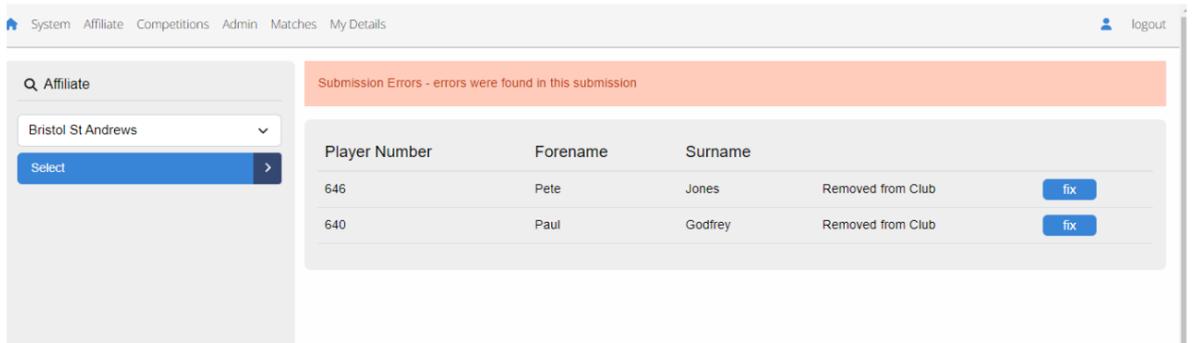


This appears usually if since the entry has been made, a player has moved clubs or a change has been made to their record. This needs to be investigated before performing the draw.

First click on FIX, this will bring up the person(s) it is querying. Go to the affiliation for the two clubs mentioned to see which club made the entry, then go to the player record to see which club it says they are playing their competition out of. Amend if necessary in the player record, if not necessary, then go back to the FIX page and click fix.



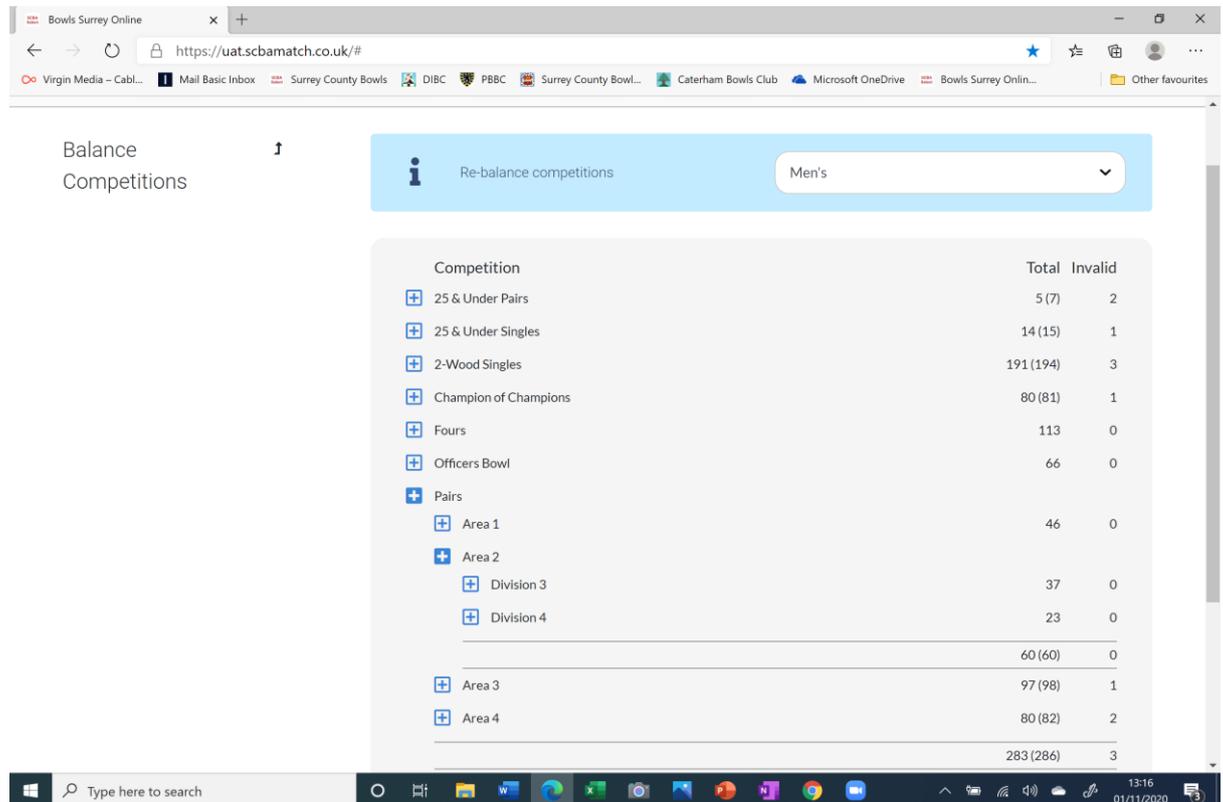
**If no club mentioned** you need to track down the player, in the example below you will see they were removed from club. Search the surname, include lapsed in your search. If not affiliated to any club, ring them to see if it is correct, it could be that the new club they have moved to have not affiliated them.



You need to repeat this for all competitions in all Areas that have “FIX” against them.

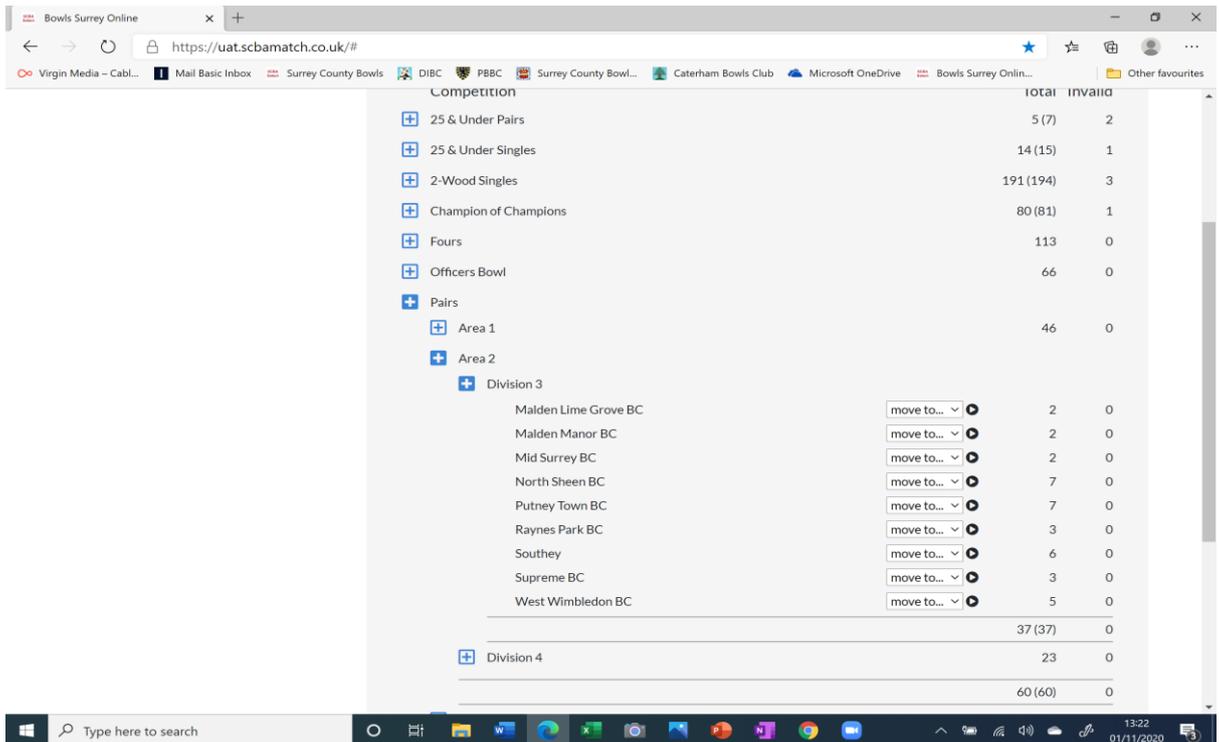
#### 4. Re-balancing a competition.

Under competitions Select “Admin” Select “Gender” chose Men, Ladies or Mixed, Select “Area \*” from area dropdown. Select “Re-balance”, Click on “+” against the Competition you wish to work on. then Click on the Area. In the following example we are using Pairs from Area 2. You should now see the screen below.



In this example you will see that Division 3 is playing one more round than Division 4.

We need to move 5 competitions from D3 to D4. Click on “+” against D3, you should now see the following screen.



You will now see all the clubs that have entered from Division 3.

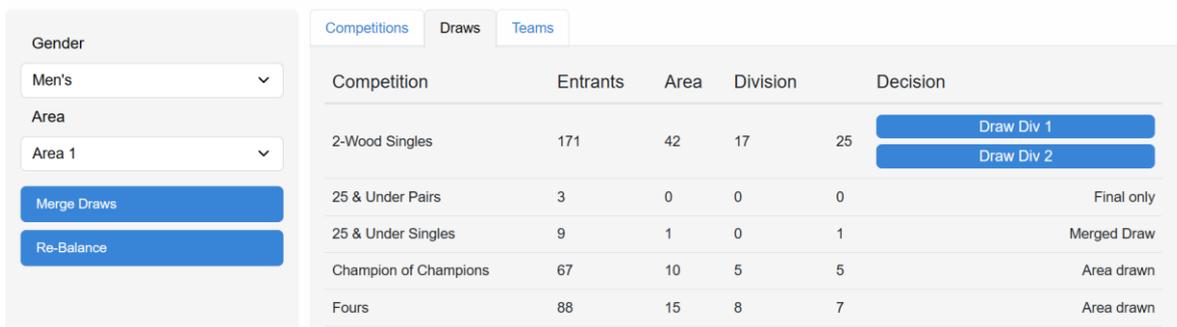
For this exercise we are going to move West Wimbledon, it happens to have 5 entries.

Click on the Drop-down Arrow **“Move to”** Select Division 4, Then Click on the black Arrow, a green message will appear on bottom left of screen to say **“Club moved”**, it clears very quickly.

You will now see that Division 3 has gone from 37 to 32 and Division 4 has gone from 23 to 28, this now means they play the same number of rounds in both divisions.

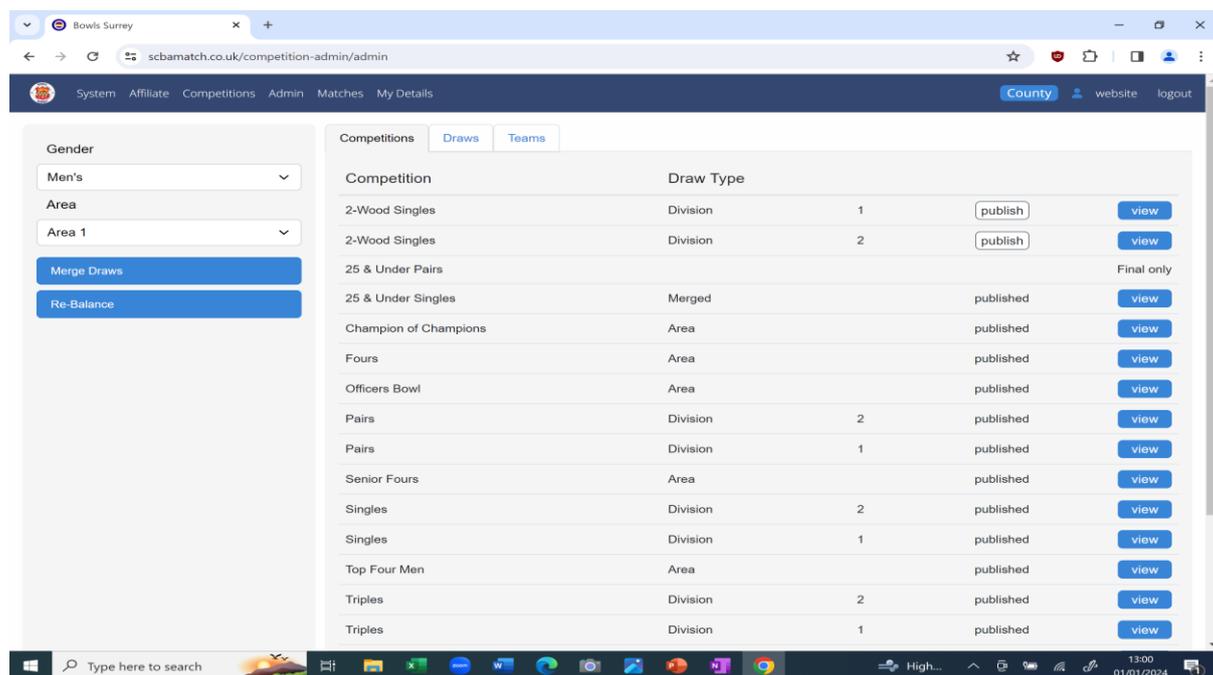
## 5. Performing the main draw.

Once you have published the finals you can now perform the draw for the early rounds. Click on **COMPETITIONS / ADMIN / DRAWS**, then select the competition you wish to draw, it will do the draw as soon as you click on it, it will give you the option to **REDRAW**.



## 6. Publishing the competitions.

Under competitions select “Admin” you should see something similar below.

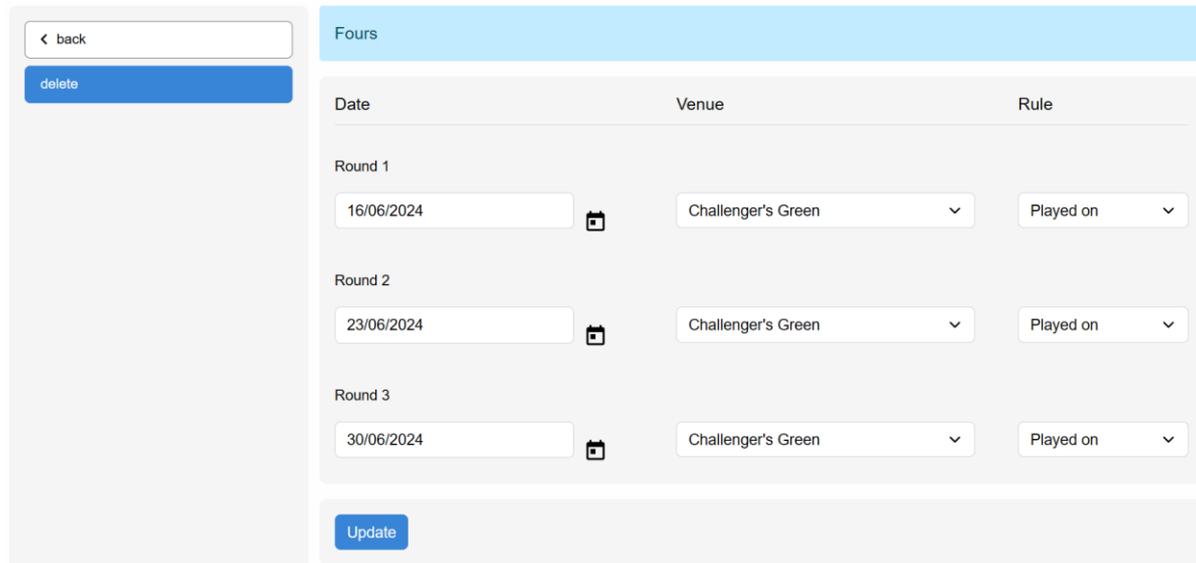


The screenshot shows the 'Admin' page for competitions. On the left, there are filters for Gender (Men's), Area, and Area 1, along with 'Merge Draws' and 'Re-Balance' buttons. The main table lists various competitions with columns for Competition, Draw Type, and a 'publish' button. A 'view' button is also present for each row.

Competition	Draw Type	publish	view
2-Wood Singles	Division 1	publish	view
2-Wood Singles	Division 2	publish	view
25 & Under Pairs			Final only
25 & Under Singles	Merged	published	view
Champion of Champions	Area	published	view
Fours	Area	published	view
Officers Bowl	Area	published	view
Pairs	Division 2	published	view
Pairs	Division 1	published	view
Senior Fours	Area	published	view
Singles	Division 2	published	view
Singles	Division 1	published	view
Top Four Men	Area	published	view
Triples	Division 2	published	view
Triples	Division 1	published	view

## 7. Deleting a draw.

You are able to delete a draw by going into COMPETITIONS / VIEW / EDIT there is an option to delete.



The screenshot shows the 'Fours' draw edit page. On the left, there is a 'back' button and a 'delete' button. The main table has columns for Date, Venue, and Rule. There are three rows for Round 1, Round 2, and Round 3, each with a date, venue, and rule dropdown.

Date	Venue	Rule
16/06/2024	Challenger's Green	Played on
23/06/2024	Challenger's Green	Played on
30/06/2024	Challenger's Green	Played on

## 8. Merging Areas.

In some instances you may find that due to lack of entries, you want to run the competition as one draw across the county. To do this go to COMPETITIONS / ADMIN / MERGE DRAWS, you will see the following, you will see that the under 25's have been merged, you will also see that the pairs areas 1 & 2 have been selected to be merged.

< back

Gender

Men's

Merge Area draws. If needed, you can merge two Areas into one. In this case, the two merged Areas will operate as one draw, with the two remaining areas operating as normal. You can also choose to merge all Areas together if required.

Only draws whose finals have already been drawn will appear in the list below.

Competition	Areas
25 & Under Singles	Area 1, Area 2, Area 3, Area 4 <span style="float: right; border: 1px solid #0070c0; padding: 2px 5px;">delete</span>

New Merge Group

Competition  
Pairs

First Area  
Area 1

Second Area  
Area 2

Merge

### 9. Blue button saying "FIX"

This appears usually if since the entry has been made, a player has moved clubs or a change has been made to their record. This needs to be investigated before performing the draw.

First click on FIX, this will bring up the person(s) it is querying. Go to the affiliation for the two clubs mentioned to see which club made the entry, then go to the player record to see which club it says they are playing their competition out of. Amend if necessary in the player record, if not necessary, then go back to the FIX page and click fix.

**If no club mentioned** you need to track down the player, in the example below you will see they were removed from club. Search the surname, include lapsed in your search. If not affiliated to any club, ring them to see if it is correct, it could be that the new club they have moved to have not affiliated them.

System Affiliate Competitions Admin Matches My Details
logout

Q Affiliate

Bristol St Andrews

Select

Submission Errors - errors were found in this submission

Player Number	Forename	Surname		
646	Pete	Jones	Removed from Club	<span style="border: 1px solid #0070c0; padding: 2px 5px; color: white; background-color: #0070c0;">fix</span>
640	Paul	Godfrey	Removed from Club	<span style="border: 1px solid #0070c0; padding: 2px 5px; color: white; background-color: #0070c0;">fix</span>

### 10. Finally.

If you come across any issues not mentioned in these instructions or they need further explanation, please contact John Tucker.