

# Team Captains - Welcome to the new website.

The website is fairly intuitive to use. However, this guide will give you a few pointers to get you started.

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## Logon

To logon to the website simply start typing your name into the box at the top of the page and a list of names will appear. Select your name and follow the onscreen instructions to verify your account. As part of this the website will send you a txt message or email containing a code which you must enter onto the website to verify yourself. Once verified for all future logons you can use the password you entered during verification. If you have any problems logging on please email support@ludus-online.co.uk.

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## Navigation

The tabs along the top of the page give you a simple way of navigating around. The number of tabs and the tab text will change depending on what is currently setup on the website and whether you are logged on or not.

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## Season Content Navigation

The season content can be tailored either for your specific team or division. Select either 'view by club/team', 'view by division' or 'view by knockout' and select the appropriate option from the drop-down menus that appear.

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## Season Content

The season content will change as the season evolves. The tabs along the top allow you to navigate around the content currently available.

## Note on Privacy

To protect your contact details from being made public there is a privacy setting, see 'User Details' > 'My Details' > 'modify details' once logged on. If set to 'public' then your contact details along with your name will be made public. If set to 'league' then your contact details along with your name will only be shown to those who have logged onto the website themselves.

## Note on Results

Results can be entered directly onto the website by team captains, see next page. Results can be entered in three phases, 'Points', 'Games' and 'Players'. Points are the highest level and are used to generate the league table. Games are the next level down and are used to determine the league table positions if two teams have the same number of points.

The screenshot shows the website interface for the Harrogate & District Badminton League. At the top, there is a navigation bar with tabs for 'Home' and 'Winter 2014'. Below this, there are filters for 'LEAGUE' (view by club/team, view by division, TOURNAMENT: view by knockout) and 'Division 1'. The main content area is titled 'Fixtures & Results' and contains a table of matches. The table has columns for Date, Time, Home Team, Points, Away Team, and Match Card. The matches listed are all 'to be arranged' and involve teams like Boroughbridge, Dale Hall 1, Wensleydale, Harrogate Racquets 1, Harrogate Racquets 2, Rossett 1, and Dale Hall 1. A key at the bottom explains the symbols used in the table, such as 'Fixture is in the future, result is not yet required' and 'Result Points'.

Date	Time	Home Team	Points	Away Team	Match Card
to be arranged		Boroughbridge	v	Rossett 1	match card
to be arranged		Dale Hall 1	v	Harrogate Racquets 2	match card
to be arranged		Wensleydale	v	Harrogate Racquets 1	match card
to be arranged		Harrogate Racquets 1	v	Dale Hall 1	match card
to be arranged		Harrogate Racquets 2	v	Boroughbridge	match card
to be arranged		Rossett 1	v	Wensleydale	match card
to be arranged		Rossett 1	v	Harrogate Racquets 2	match card
to be arranged		Boroughbridge	v	Harrogate Racquets 1	match card
to be arranged		Wensleydale	v	Dale Hall 1	match card
to be arranged		Dale Hall 1	v	Boroughbridge	match card
to be arranged		Harrogate Racquets 1	v	Rossett 1	match card
to be arranged		Harrogate Racquets 2	v	Wensleydale	match card
to be arranged		Harrogate Racquets 2	v	Harrogate Racquets 1	match card
to be arranged		Rossett 1	v	Dale Hall 1	match card

Key:  
- Fixture is in the future, result is not yet required.  
- Result was due more than 7 days ago.  
- Result is now due.  
- Result has been received.  
- Result Points  
- Result Sets  
- Result Players  
P = Match Postponed, R = Re-arranged Match, xRC = x Number of Rubber Conceded, MC = Match Conceded

# Team Captains - Results entry.

Results entry is fairly intuitive to use. However, this guide will give you a few pointers to get you started.

**Harrogate & District Badminton League**

Simon Stockton logged in @ 22:11:28 21-11-2014 [logoff](#)

Home Winter 2014 **My Team** User Details

BECKWITHSHAW - [D2]  
**League Results**  
 League Players

Winter 2014

**INSTRUCTIONS:** To enter or verify a result please click the 'Match Card' button next to the relevant fixture. **10**

**Beckwithshaw - Fixtures & Results:**

Date	Time	Home Team	Points	Away Team	Match Card
to be arranged		Beckwithshaw	0 v 0	Ripon Nomads 1	<a href="#">match card</a>
to be arranged		Knaresborough Aspin	0 v 0	Beckwithshaw	<a href="#">match card</a>
to be arranged		Beckwithshaw	0 v 0	Firs	<a href="#">match card</a>
to be arranged		Dale Hall 2	0 v 0	Beckwithshaw	<a href="#">match card</a>
to be arranged		St Mary's	0 v 0	Beckwithshaw	<a href="#">match card</a>
to be arranged		Ripon Nomads 1	0 v 0	Beckwithshaw	<a href="#">match card</a>
to be arranged		Beckwithshaw	0 v 0	Knaresborough Aspin	<a href="#">match card</a>
to be arranged		Firs	0 v 0	Beckwithshaw	<a href="#">match card</a>
to be arranged		Beckwithshaw	0 v 0	Dale Hall 2	<a href="#">match card</a>
to be arranged		Beckwithshaw	0 v 0	St Mary's	<a href="#">match card</a>

**Key:**

- Fixture is in the future, result is not yet required.
- Result was due more than 7 days ago.
- Result is now due.
- Result has been received.
- Result Points
- Result Sets
- Result Players

P = Match Postponed, R = Re-arranged Match, xRC = x Number of Rubber Conceded, MC = Match Conceded

**Harrogate & District Badminton League**

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## My Team Results

Your team name and abbreviated division name will be listed on the left hand side under which there are two options, 'League Results' (pre-selected) and 'League Players'. If you were the team contact for multiple teams then all your teams would be listed here and you would need to select the appropriate team from the list.

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## Navigation

After logging on to the website you will find two extra tabs. 'My Team' and 'User Details'. Select 'My Team'.

**Note:** 'User Details' is where you can update your details including changing your password.

3

## Match Card

To open the match card, in order to enter the result, click the 'match card' button next to the appropriate fixture. This will overlay the webpage with the blank match card, see next page.

## Note on Results Entry

Results can be entered by either team captain, club captain, the results secretary or league administrator. The results secretary and league administrator can indicate which team provided the results. However, if the team captain enters the result this is automatically recorded as being provided by their team. Whilst only one team captain needs to enter the result the opposing team captain needs to verify the result by logging onto the website, clicking the 'match card' button next to the fixture in question and clicking the 'submit match card' button. If the opposing team captain doesn't agree with the content of the match card then they can change it. However, this will remove the original teams indication of result submission and the original team captain will have to verify that the changes made by the opposing team captain are correct. The original team captain will be notified by email of the changes.

# Team Captains - Completing the match card.

Completing the match card is fairly intuitive to use. However, this guide will give you a few pointers to get you started.

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## Instructions

Read the instructions for more details.

4

## Game Points

Fill in the game points score, winning team's score first, and indicate the winner for each rubber.

5

## Match Status

Complete the match status to indicate the status of the match.

**Note:** if the match was postponed then this can be indicate here and a rearranged date entered.

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## Submit Match Card

Once complete click the 'submit match card' button.

2

## Match Result

Select the Winning/Losing team, or fill in the rest of the match card and let this box be automatically filled in for you.

3

## Points

Enter the points, winning team's score first, or fill in the rest of the match card and let this box be automatically filled in for you.

**INSTRUCTIONS:** Please complete the match card below, including selecting the match status, before clicking the 'submit match card' button. If the match card has been completed by the opposing team and you agree that the content is correct you can verify the match card by clicking 'submit match card'. If you disagree with the content then make the changes required before clicking 'submit match card'.

<b>*3rd Mixed:</b> Score: <input type="checkbox"/> conceded Game 1: <input type="text"/> - <input type="text"/> Game 2: <input type="text"/> - <input type="text"/> Game 3: <input type="text"/> - <input type="text"/> Winner: <input type="text"/> Players: Lady 3 & Man 3 v Lady 3 & Man 3	<b>Division:</b> Division 2 <b>Fixture:</b> Beckwithshaw v Ripon Nomads 1 <b>Date:</b> 18th Nov 19:30 <b>Home Team:</b> Beckwithshaw Lady 1: <input type="text"/> Lady 2: <input type="text"/> Lady 3: <input type="text"/> Man 1: <input type="text"/> Man 2: <input type="text"/> Man 3: <input type="text"/> <b>Away Team:</b> Ripon Nomads 1 Lady 1: <input type="text"/> Lady 2: <input type="text"/> Lady 3: <input type="text"/> Man 1: <input type="text"/> Man 2: <input type="text"/> Man 3: <input type="text"/>	<b>Match Results:</b> <input type="text"/> select winning team... beat <input type="text"/> select losing team... <input type="text"/> points to <input type="text"/> <input type="text"/> rubbers to <input type="text"/> <input type="text"/> games to <input type="text"/> <input type="text"/> points to <input type="text"/>	
<b>1st Ladies:</b> Score: <input type="checkbox"/> conceded Game 1: <input type="text"/> - <input type="text"/> Game 2: <input type="text"/> - <input type="text"/> Game 3: <input type="text"/> - <input type="text"/> Winner: <input type="text"/> Players: Lady 1 & Lady 3 v Lady 1 & Lady 3	<b>1st Mens:</b> Score: <input type="checkbox"/> conceded Game 1: <input type="text"/> - <input type="text"/> Game 2: <input type="text"/> - <input type="text"/> Game 3: <input type="text"/> - <input type="text"/> Winner: <input type="text"/> Players: Man 1 & Man 3 v Man 1 & Man 3	<b>2nd Ladies:</b> Score: <input type="checkbox"/> conceded Game 1: <input type="text"/> - <input type="text"/> Game 2: <input type="text"/> - <input type="text"/> Game 3: <input type="text"/> - <input type="text"/> Winner: <input type="text"/> Players: Lady 2 & Lady 3 v Lady 2 & Lady 3	<b>2nd Mens:</b> Score: <input type="checkbox"/> conceded Game 1: <input type="text"/> - <input type="text"/> Game 2: <input type="text"/> - <input type="text"/> Game 3: <input type="text"/> - <input type="text"/> Winner: <input type="text"/> Players: Man 2 & Man 3 v Man 2 & Man 3
<b>1st Mixed:</b> Score: <input type="checkbox"/> conceded Game 1: <input type="text"/> - <input type="text"/> Game 2: <input type="text"/> - <input type="text"/> Game 3: <input type="text"/> - <input type="text"/> Winner: <input type="text"/> Players: Lady 1 & Man 1 v Lady 1 & Man 1	<b>2nd Mixed:</b> Score: <input type="checkbox"/> conceded Game 1: <input type="text"/> - <input type="text"/> Game 2: <input type="text"/> - <input type="text"/> Game 3: <input type="text"/> - <input type="text"/> Winner: <input type="text"/> Players: Lady 2 & Man 2 v Lady 2 & Man 2	<b>1st Mixed (reversed):</b> Score: <input type="checkbox"/> conceded Game 1: <input type="text"/> - <input type="text"/> Game 2: <input type="text"/> - <input type="text"/> Game 3: <input type="text"/> - <input type="text"/> Winner: <input type="text"/> Players: Lady 1 & Man 1 v Lady 2 & Man 2	<b>2nd Mixed (reversed):</b> Score: <input type="checkbox"/> conceded Game 1: <input type="text"/> - <input type="text"/> Game 2: <input type="text"/> - <input type="text"/> Game 3: <input type="text"/> - <input type="text"/> Winner: <input type="text"/> Players: Lady 2 & Man 2 v Lady 1 & Man 1
<b>Verification</b>			
Home Team	Points <input type="checkbox"/>	Sets <input type="checkbox"/>	Players <input type="checkbox"/>
Away Team	Points <input type="checkbox"/>	Sets <input type="checkbox"/>	Players <input type="checkbox"/>
* - Lady & Man playing both level doubles play 3rd Mixed			
<input type="radio"/> - enter match date only <input checked="" type="radio"/> - match completed <input type="radio"/> - match unfinished / postponed <input type="radio"/> - match void			
<input type="checkbox"/> not all rubbers played Rearranged date: 25th Nov 19:30 or <input checked="" type="checkbox"/> unknown			
<input type="button" value="submit match card"/>			