

Teams Manager

Designed to manage the scores and ladder for
teams-based sporting competitions.

User Guide

Software Version 1.2022.0.25 for Microsoft Windows
17-Sep-2022

Table of Contents

Introduction	1
Installing the program	1
Starting the program	1
The user interface	2
Setting up a new competition	3
Events	4
Open and close a competition	4
Viewing and printing	4
The Ladder	5
Entering results	5
Preferences	6
Choosing Round Dates	10
Backing up your data	11
CSV Files	11
Managing Competition Folders & Archiving	12
Publishing to a Website	12
Score Sheets	12
Folder structure	13
Web server folder structure	14
Future development and Contact Details	15

Introduction

Most high-level sporting bodies provide online mechanisms for recording results and publishing a ladder for a teams-based competition. However, in most cases an affiliated club must enter registration details for each player involved in a team. For many clubs the maintenance of these records is too cumbersome.

The software provided here is a low maintenance and efficient way of recording scores and producing a ladder. It has options to cater for many different sports. It runs on a Microsoft Windows computer.

The *Teams Manager* computer software is Microsoft Windows based and will do the following:

- automatically create a draw, based on the number of teams and round dates entered.
- record the team scores and calculate the ladder.
- enable the names of team players to be recorded (however this is optional).
- allow viewing and printing of teams, draws, results and ladder.
- generate score sheets (for some competition types).
- keep track of multiple competitions.
- Create html files for publishing to the web.

Individual scores for sets or rubbers are not recorded. Only the team scores are recorded.

Installing the Software

The installation program will be provided on a memory stick or downloaded from the internet. It is called **TeamsManagerSetup.exe**. Run the program to install it on your Microsoft Windows computer.

The program is personalised to your club and may not be transferred to any other group or individual.

Updates may be available from time-to-time. These are generally provided as the actual program file **TeamsManager.exe** which must be copied to the *Teams Manager* folder (replacing the existing file).

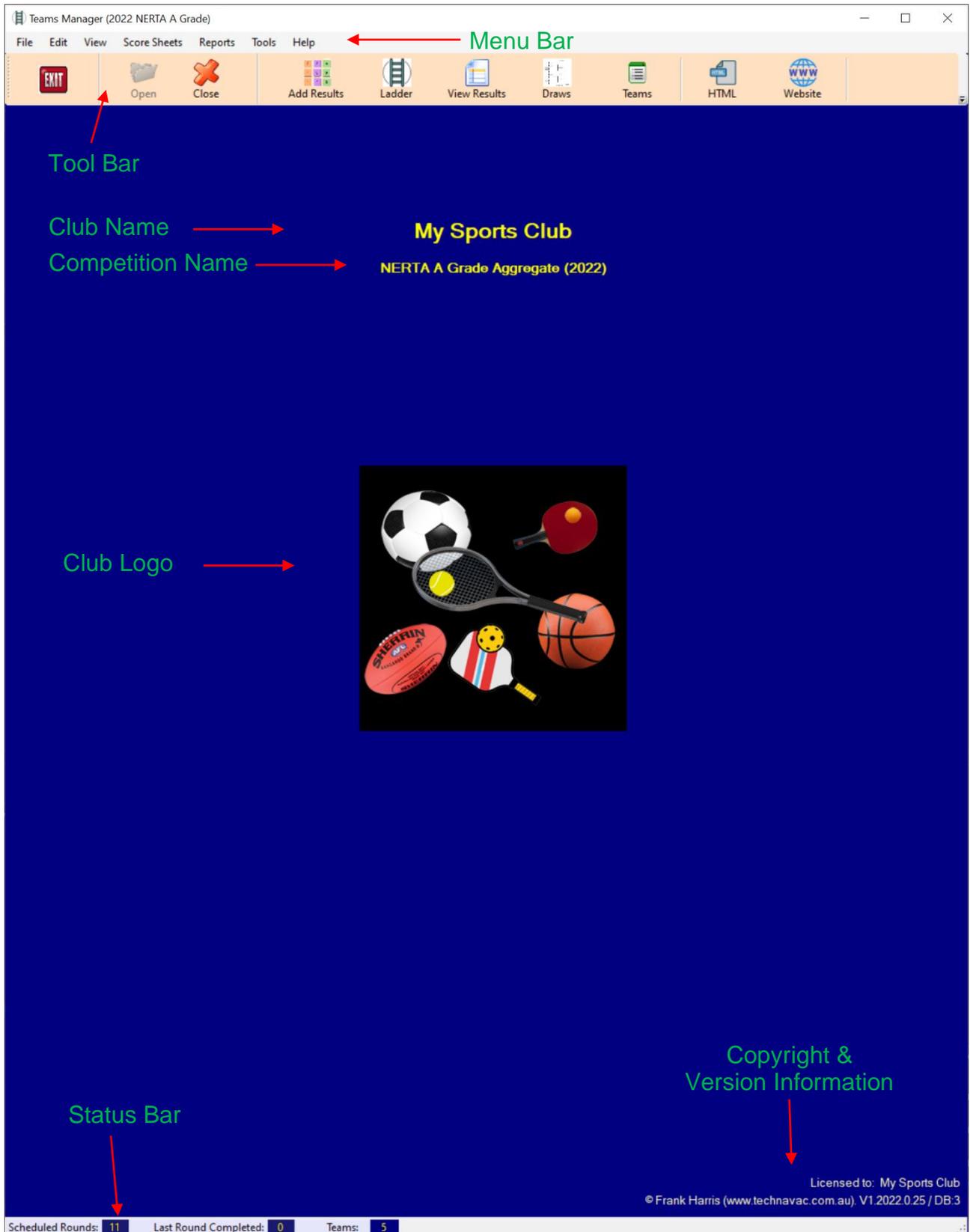
Starting the program

Start the program in the usual way by clicking a *shortcut* icon. Shortcut icons are usually found in one or more of the following places:

- On the *Desktop* (this one requires a *double-click*)
- On the *Taskbar*
- On the *Start Menu*
- In the *All Apps* section of the *Start Menu* – in the *Teams Manager* folder.

The program's **User Interface** is shown on the next page. The program window can be re-sized to suit your working habits.

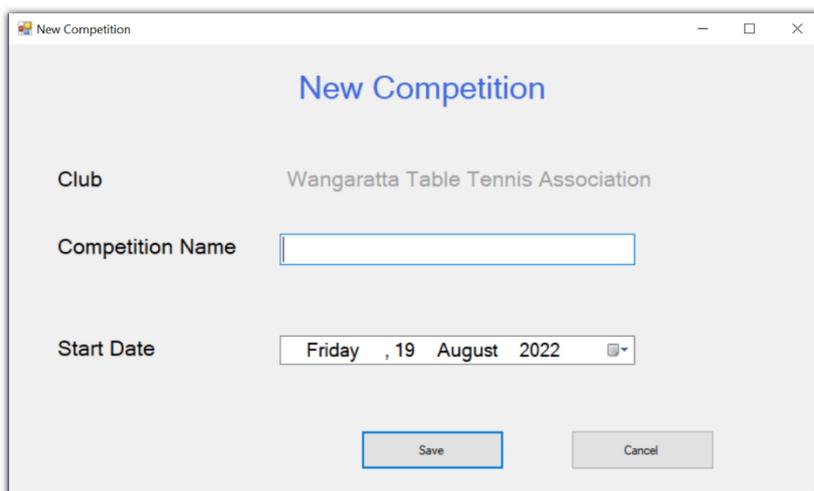
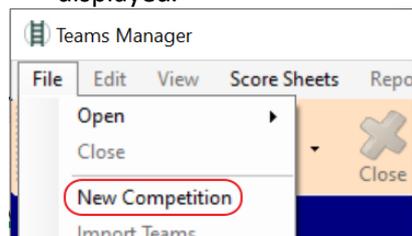
The User Interface



Setting up a New Competition – Four Steps

1. **File > New Competition**

Select *New Competition* from the File menu as show below. The *New Competition* window will then be displayed.

A screenshot of the 'New Competition' dialog box. The title is 'New Competition'. It contains the following fields: 'Club' with the value 'Wangaratta Table Tennis Association', 'Competition Name' with an empty text input field, and 'Start Date' with a date picker showing 'Friday, 19 August 2022'. At the bottom, there are 'Save' and 'Cancel' buttons.

Enter a **Competition Name**.

Note that the word *Competition* is appended to this name on all reports. Hence, don't use the word *Competition* here.

For best practice, *use the year at the beginning of the competition name*. The name you provide here is used as a **folder** name on the computer, and for **report headings**. However, the *report headings* name may be changed later in the **Preferences**.

Using the year at the start of the competition name helps to keep the names in chronological order in the list of competitions, and to streamline the management and archiving of old competitions.

The **Start Date** defines the first day on the calendar which is used to select the dates for each round of the competition.

Click **Save** when done. The new competition will open with a message that teams can now be added.

2. Enter Team Names

Teams (and optionally, players) can be imported from a CSV file. Or they can be entered manually from the **Edit** menu options – *Add Team names* and *Add Player Names*.

The CSV option is an easy one to use if adding both Teams and Players. CSV files can be created using Microsoft Excel (or equivalent software). See the section "**CSV files**" on **page 9**.

After creating a CSV file, select: **File > Import Teams** from the menu bar, and then select your CSV file using the *File Explorer* window that pops up.

3. Enter the Round Dates: **Tools > Round Dates** (see **page 8** for details).

- a. Once the round dates are saved the **DRAW** is automatically created.

4. Change the preferences to suit the scoring rules for your competition. **Tools > Preferences**

- b. See **page 6** for details about the preferences.

Once the above steps have been completed you are ready to start adding results to the competition.



Once results have been entered you cannot change the scoring method, nor can you add or remove teams. Make sure these items are correct before you start entering results.

Events

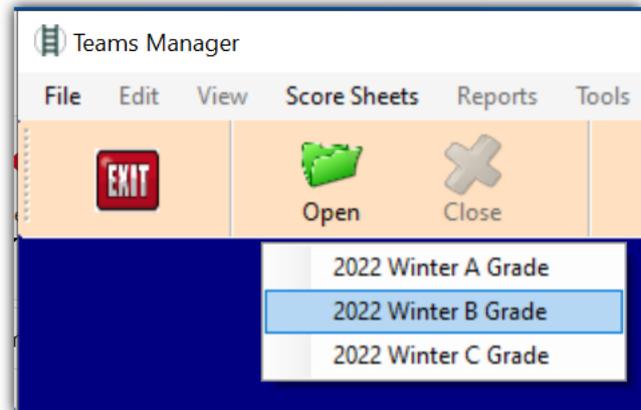
There is an option to add **EVENTS** to the schedule via **Tools > Events Dates**. These events will appear within the **Draw** in chronological order. You might include events such as *Club Championships, Social Day*, etc.

Open and Close a Competition

Following the completion of each round you will need to enter the results. The first step is to open the competition.

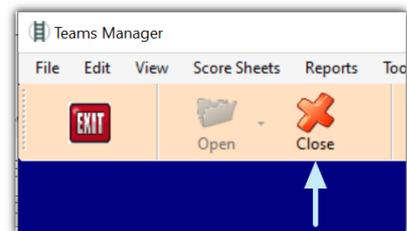
This is accomplished by clicking the **OPEN** option on the toolbar and selecting the required competition from the drop-down list.

The picture at right shows three competitions to choose from.



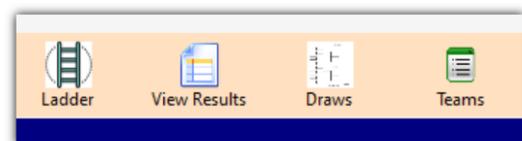
When a competition is open, you can close it by clicking the **CLOSE** option on the toolbar (shown at the right), or by exiting the program.

Use the **EXIT** button to exit the program or click the X in the top right corner.



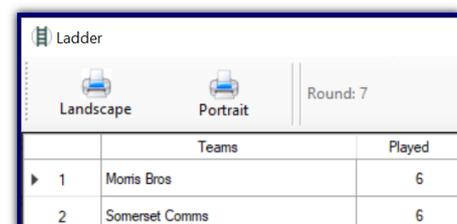
Viewing and Printing

Options are available for viewing the *Teams, Draws, Results* and the *Ladder*. You can access them from the Toolbar icons as seen to the right.



Each of the view windows has a **printer icon**. Click the printer icon to initiate a printed output of the page. In the case of the Ladder, you have the option to print in landscape or portrait. The portrait option will use less of the page.

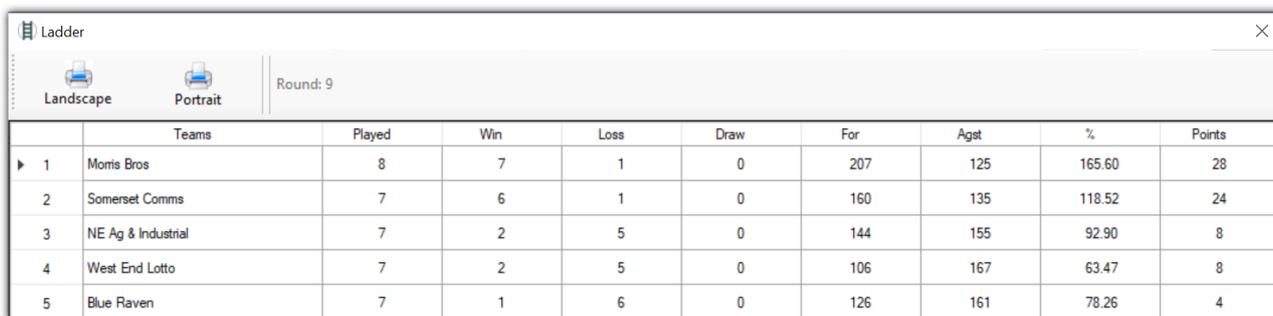
Note that the View options are also available from the View menu on the Menu Bar.



	Teams	Played
▶ 1	Morris Bros	6
2	Somerset Comms	6

If you are only viewing (and not printing) you can click the icon once to view the page and click the icon again (without moving the pointer off the icon) to close the page. Otherwise, click the X on the top right corner of the page to close it.

The Ladder

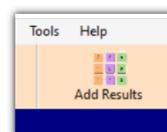


	Teams	Played	Win	Loss	Draw	For	Agst	%	Points
1	Morris Bros	8	7	1	0	207	125	165.60	28
2	Somerset Comms	7	6	1	0	160	135	118.52	24
3	NE Ag & Industrial	7	2	5	0	144	155	92.90	8
4	West End Lotto	7	2	5	0	106	167	63.47	8
5	Blue Raven	7	1	6	0	126	161	78.26	4

The percentage (calculated from For / Against) is used to determine the order of teams on the same number of ladder points. For sports that use the Sets & Games (or Rubbers and Games) scoring, the for and against use games won and games against.

Entering Results

At the completion of each round you will enter the results. For this, click the **Add Results** icon on the toolbar.



Depending on the settings chosen in preferences, you may be entering:

Two items, such as Sets and games, or one item, such as Games or Points, or Goals.

For fast entry of scores, the cursor will automatically move to the next field after entering a specified number of digits (determined by a setting in the Preferences). There is an override on the score entry page if you need to enter more digits than the specified number. You can also turn this feature OFF in the preferences.

If you enter less digits than the specified number then you can forward to the next field by pressing the *Enter* key, or the *Tab* key, or *mouse click* into the next field.

Click the **SAVE** button when all scores have been entered. At this point the LADDER is updated, and a backup of the data file is created in the Backup folder.

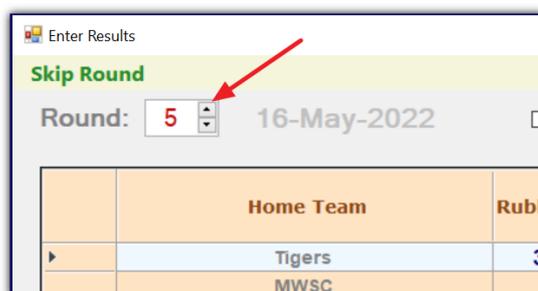
What if a score has been entered incorrectly?

You can go back and change the results. In this case you click the **Add Results** icon and change the round number to round where the result is incorrect.

(Press The TAB key or the ENTER key after changing the round number).

The previously entered results will now appear.

Correct the results as required and click **SAVE**.

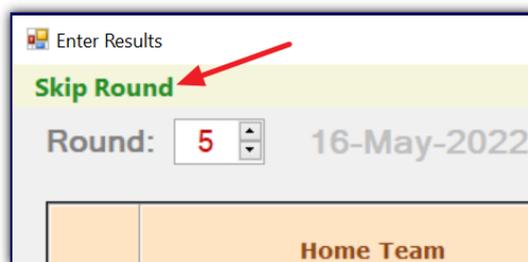


What if a round is cancelled?

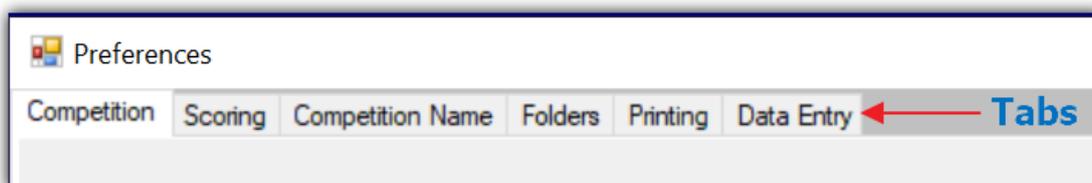
On the **Enter Results** page click **Skip Round** on the menu bar.

Note that you can only skip the current round.

If you skip a round inadvertently, you can still select the round and add results. A skipped round, if played at a later time, can still have the results entered at that later time.

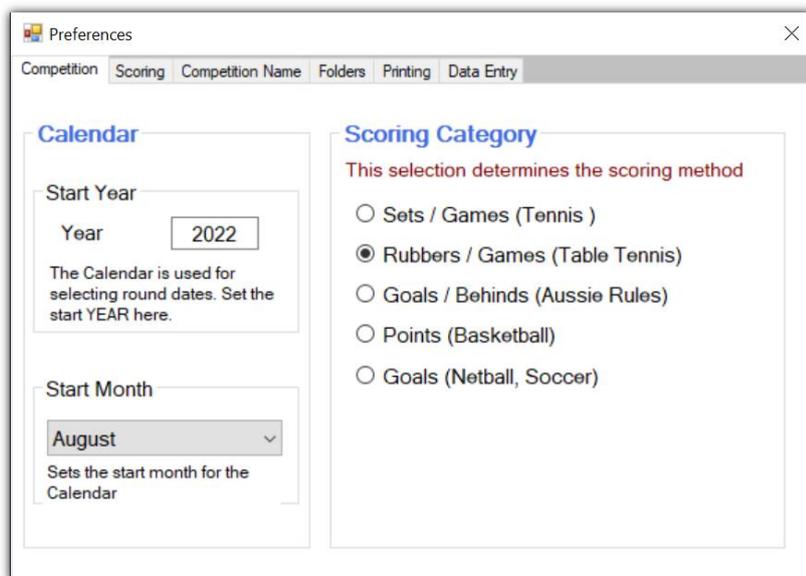


Preferences



Preferences is where you can tailor the system to suit the rules of your competition. Access the preferences from the **Tools** menu. There are 6 pages in the preferences each being accessed by clicking the *Tabs* across the top.

The Competition Page



Here you can change the Month/Year for the **Calendar** start date. The **Scoring Category** Determines the type of scores that you will enter.

The first two categories provide the option of selecting a winner by:
Games Only, or Sets then Games, or Games then Sets.

These two categories are identical except for the terminology (Sets vs Rubbers).

The Scoring Page

Preferences

Competition Scoring Competition Name Folders Printing Data Entry

Winner Rules

The winning team is determined by:

- Games Only
- Games then Sets
- Sets then Games
- Aussie Rules (Goals/Behinds)

Bye Team Scoring

Bye team is given a WIN

Games Awarded

This section only applies to sports where scoring is based on a single entity such as Games, Points, Goals.

Ladder Points Allocated

Winner

Draw

Loser

Points per Set

Here you can set the way a winner is determined and the points to be allocated for a win, draw, etc.

If the competition has an odd number of teams, there will be a bye in each round. You can specify whether or not the bye team is allocated winning points (and games).

The Competition Name Page

Preferences

Competition Scoring Competition Name Folders Printing Data Entry

Club Name

Wangaratta Table Tennis Association

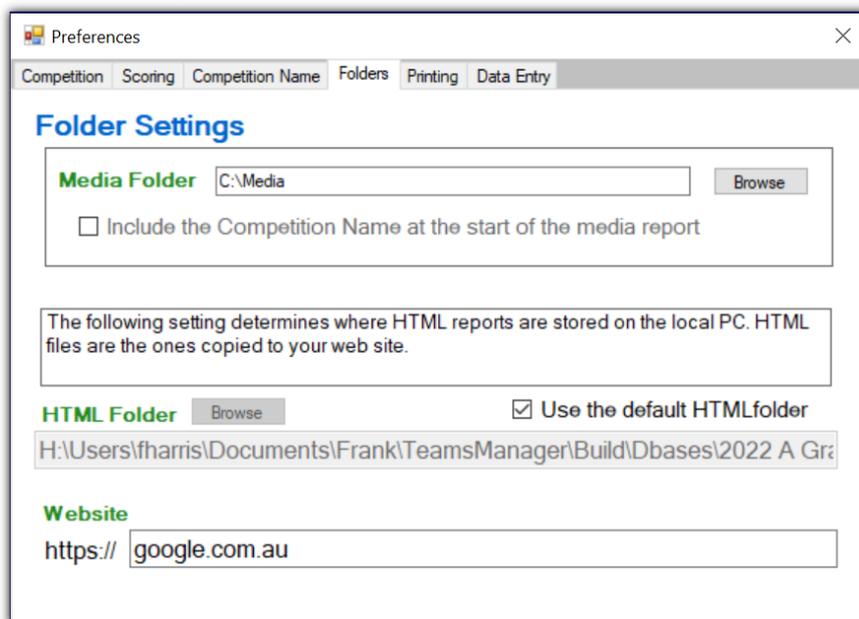
Competition Name (Used on reports - the word "Competition" is appended to this)

2022 A Grade Spring

Here you will see the competition name you entered when creating the competition. You can change the name, which changes the name on screen and printed reports.

However, the competition *folder* name will not change from the original.

The Folders Page



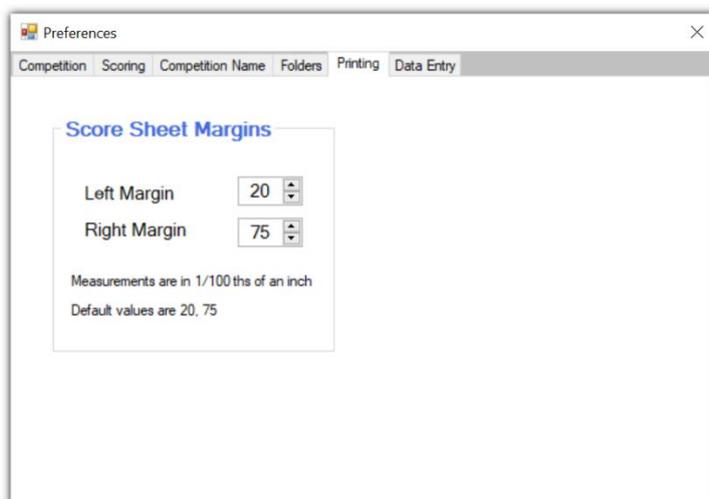
The **Media Folder** is a folder where the results from the current round are saved when using the **Media Report** option in the **Reports** menu. If you select the same file name for multiple competitions, all results will be saved in that one file. This is handy for sending weekly results to the media.

The **HTML Folder** is where web-based html files are saved when you select the **HTML** icon on the toolbar. You should not change the default location unless you have a good reason.

If you plan to publish the results on the web you also need CSS files to accompany these html files. The required CSS files can be found in the CSS folder.

The **website address** entered on this page is opened when you click the **Website** icon on the toolbar. You could enter your club's website address here for quick access to your website.

The Printing Page



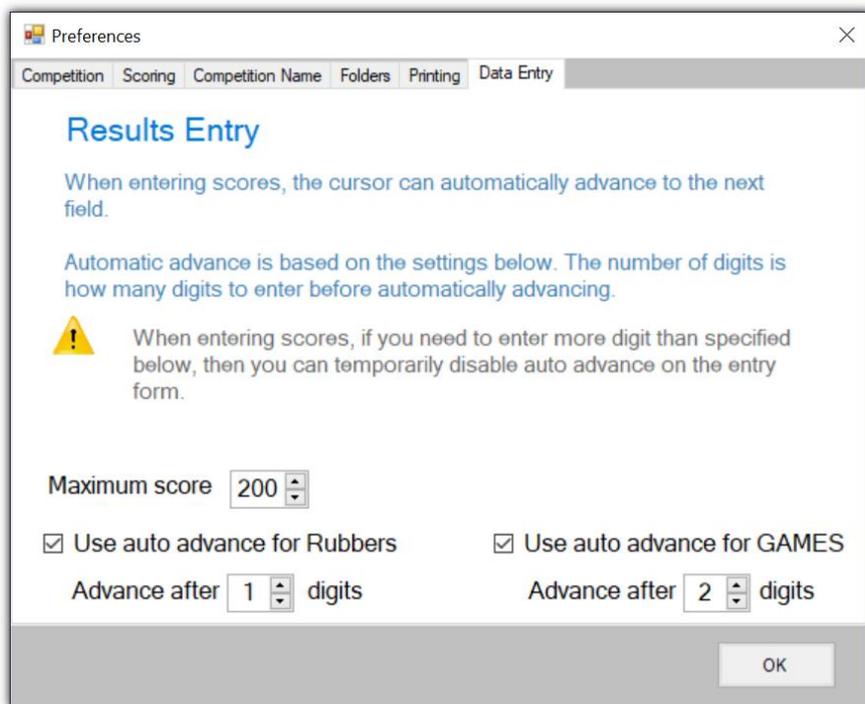
The left and right margins are set here for the printing of **score sheets**.

The right margin of 75 leaves a blank area on the right side of the score sheet for the clipboard clip.

The margins may be temporarily altered at the time of printing a score sheet.

Note that score sheets are printed from the **Score Sheets** option on the menu bar. Currently there are score sheets for tennis & table tennis.

The Data Entry Page



These settings apply to the **Add results** page.

The maximum score is to provide a warning if you inadvertently enter a score greater than this value. Set it to a large value if it is not relevant to you.

The **auto advance** settings allow the cursor to automatically move from one field to the next after entering the specified number of digits. In the example above it is one digit in the case of Rubbers, and two digits in the case of Games.

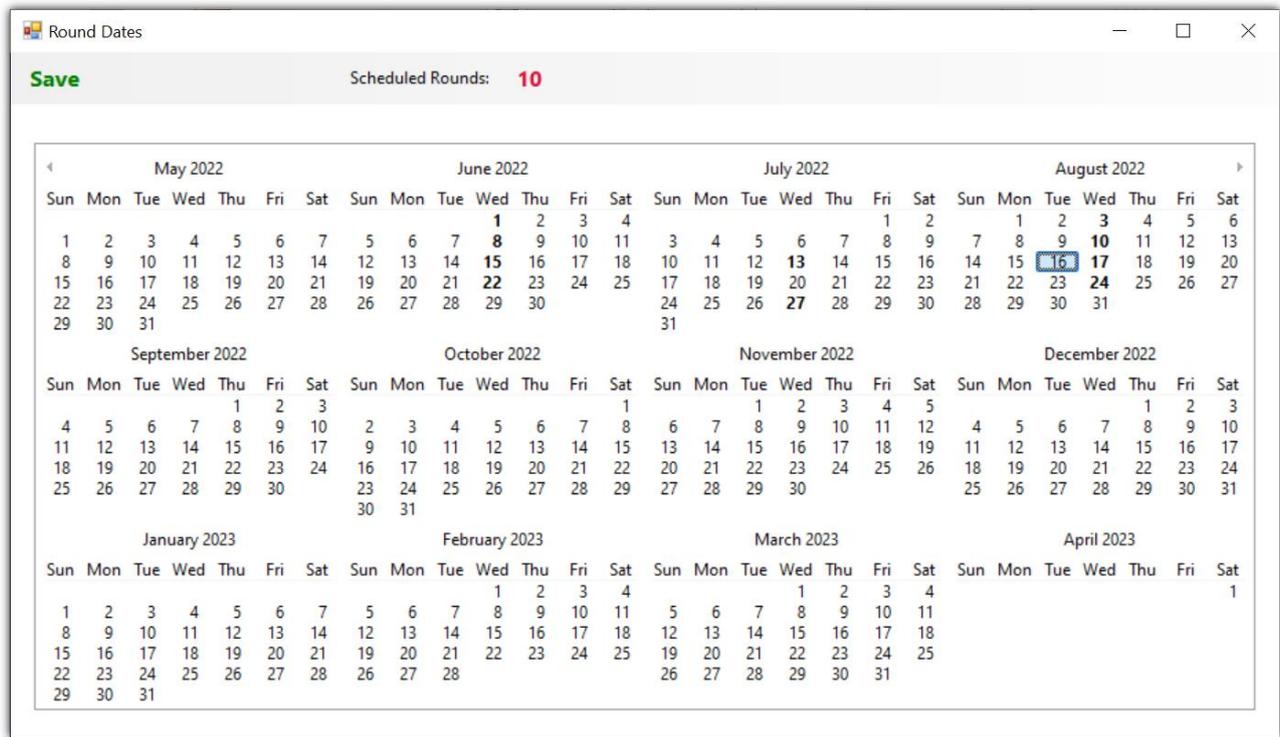
Depending on your scoring type, these settings may be best turned off (by unchecking the check boxes).

Once all settings have been changed, click the **OK** button.

Round Dates

At the start of a new competition the round dates must be selected. This is done from **Tools > Round Dates**.

You will see a calendar, as shown below, starting at the month you selected previously when creating the competition, or may have changed in the **Preferences**.



To select a date, click on it with the mouse. The date will then be bolded. Click on the date again to remove a date (not bolded).

On the calendar above, dates have been selected on Wednesdays from June 1 to August 24 with a few gaps in between. On the menu bar, in red, you can also see the number of rounds selected (**10** in this case).

When finished selecting dates, click the **SAVE** option on the menu bar. At this point the **DRAW** will be created (or modified).

On the status bar of the main window (bottom left corner) you can see how many rounds have been scheduled. Here you will also see the number of the last round completed and the number of teams in the competition.



Once you have started entering round scores you won't be able to add or remove dates prior to the last round played.

Backing up Your Data

Quick Backup/Restore

There is an option on the **File** menu to perform a **Quick Backup**. This will create a copy of the selected competition file. You must provide a name for the backup copy.

Since an *automatic backup* is performed when you **Save** results, this option will have little use.

If you need to return to a previous state, then you can perform a **Quick Restore**. Here you will select one of the backup files and it will overwrite the current competition file.

A restore would only be necessary if the current data file became corrupted. The backup files are stored in a sub-folder called *Backup* under the competition folder.

Automatic Backup

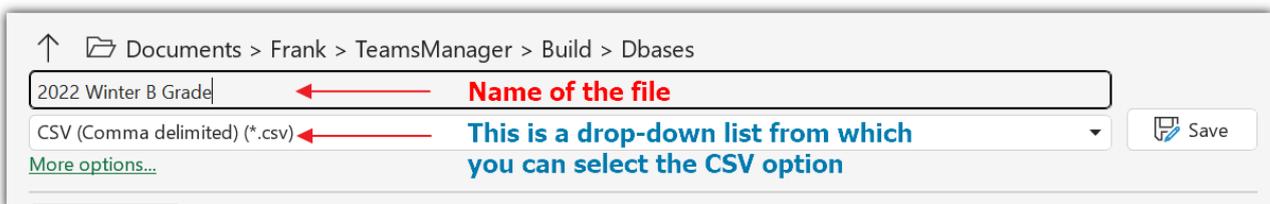
An automatic backup is created every time you click **SAVE** on the results entry screen. The file name has the format: **Comp-xx-2022-08-04-213726.mdb** where xx is the round number and it is followed by date and time.

CSV Files

The easiest way to setup your team names (and player names if you require them) for a new competition is via a CSV(comma delimited) file. The CSV file can be imported into the competition.

A CSV file can be created with Microsoft Excel (or equivalent software). Instead of saving the file as a normal spreadsheet, save it as a **CSV(Comma Delimited)** file.

You can do this in Excel via **File > Save As** and select options as shown below. Then click the Save button.



The spreadsheet must be constructed as follows:

1	*Flynns	
2	Matt	Murray
3	Michael	Falkenberg
4	Dave	Postlethwaite
5	Kate	Finigan
6	Kate	Marshall
7	Tayla	Ward
8	*Gary Nash & Co	
9	Mark	Brown
10	Brian	Scobie
11	Claire	Fisk
12	Wendy	Hogan
13	*Sign Effects	
14	Geoff	Morrow
15	Stephen	Russell
16	Colleen	Lorenz
17	Virginia	Eccells
18	*Pinkerton Security	
19	Aaron	Breust
20	Frazier	Judd

The team names must be in column 1 and have an asterisk "*" in front.

Player names: First name in column 1, Surname in column 2

Player names must immediately follow their team's name as shown at left.

After importing the names, you can make changes via the **Edit** menu.

To the right is a sample team list with teams only.

	A
1	*Benalla All Blacks
2	*Bright
3	*Bonnie Doon
4	*Greta
5	*Milawa
6	*Goorambat
7	*Tarrawingee
8	

Managing Competition Folders

You will need to consider how to manager each competition from one season to the next.

When you click OPEN on the toolbar all *current competitions* will show in the list as seen in the diagram to the right. These are the competitions with a presence in the *DBases* folder (refer to the folder structure on [page 11](#)).

To keep the list in chronological order you must *use the year at the start of the competition name* as per the example shown to the right.

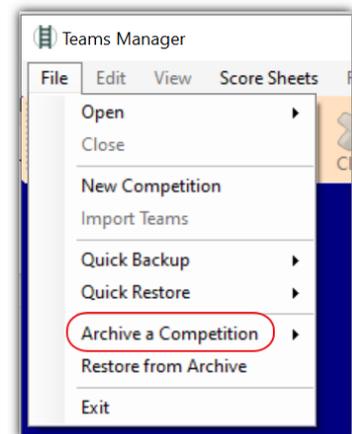
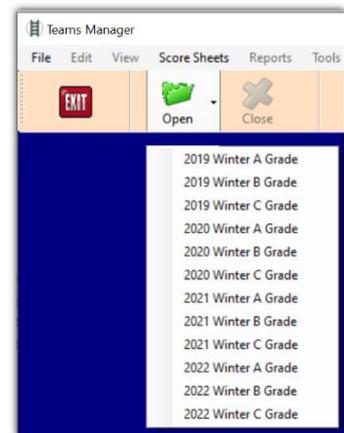
To keep the list manageable you will need to clear out old competitions from time-to-time.

For clearing out old competitions, you have the following options:

- Use the **Archive option** on the **File** menu (see picture at right) to move them to the *Archive folder*.

This is the preferred method. The Archive folder is created the first time you run the program.

- Delete the competition folder (out of the DBases folder).
- Manually move the competition folder to another folder on your computer (or USB memory).



Publishing to a Website

The program can create html files suitable for publishing on a website. The HTML icon on the toolbar is used to create the files. There are four files created, one each for Teams, Draws, Results and Ladder.

The web server folders diagram on [page 12](#) shows how these files can be structured on a website. The CSS folder shown in the diagram can be found in the *Teams Manager* folder on your computer.

NOTE: Most of the free website builder platforms, such as Wix, Weebly, WordPress, GoDaddy, etc, will not allow you to copy files to your website. In such cases you may need to find a third party to host the files and link to them from your website.

Score Sheets

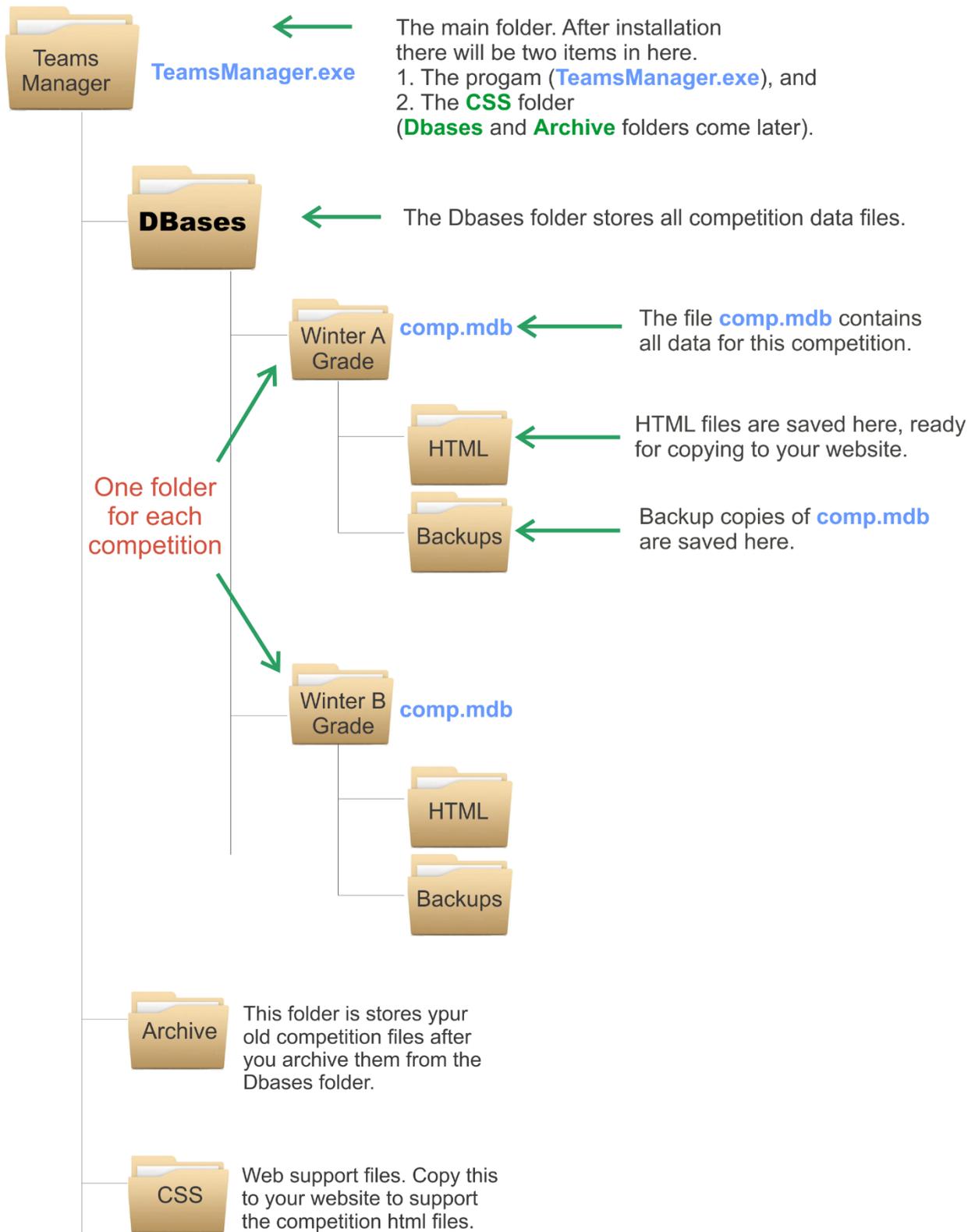
Score sheets have been developed for some sports. They can be found on the *Score Sheets* menu bar option. They are currently available for tennis and table tennis. Others can be developed if required.

For the current score sheets, a blank score sheet can be printed without opening a competition. A second option allows the score sheet to be printed with round date and team names; the competition must be open prior to selecting this option.

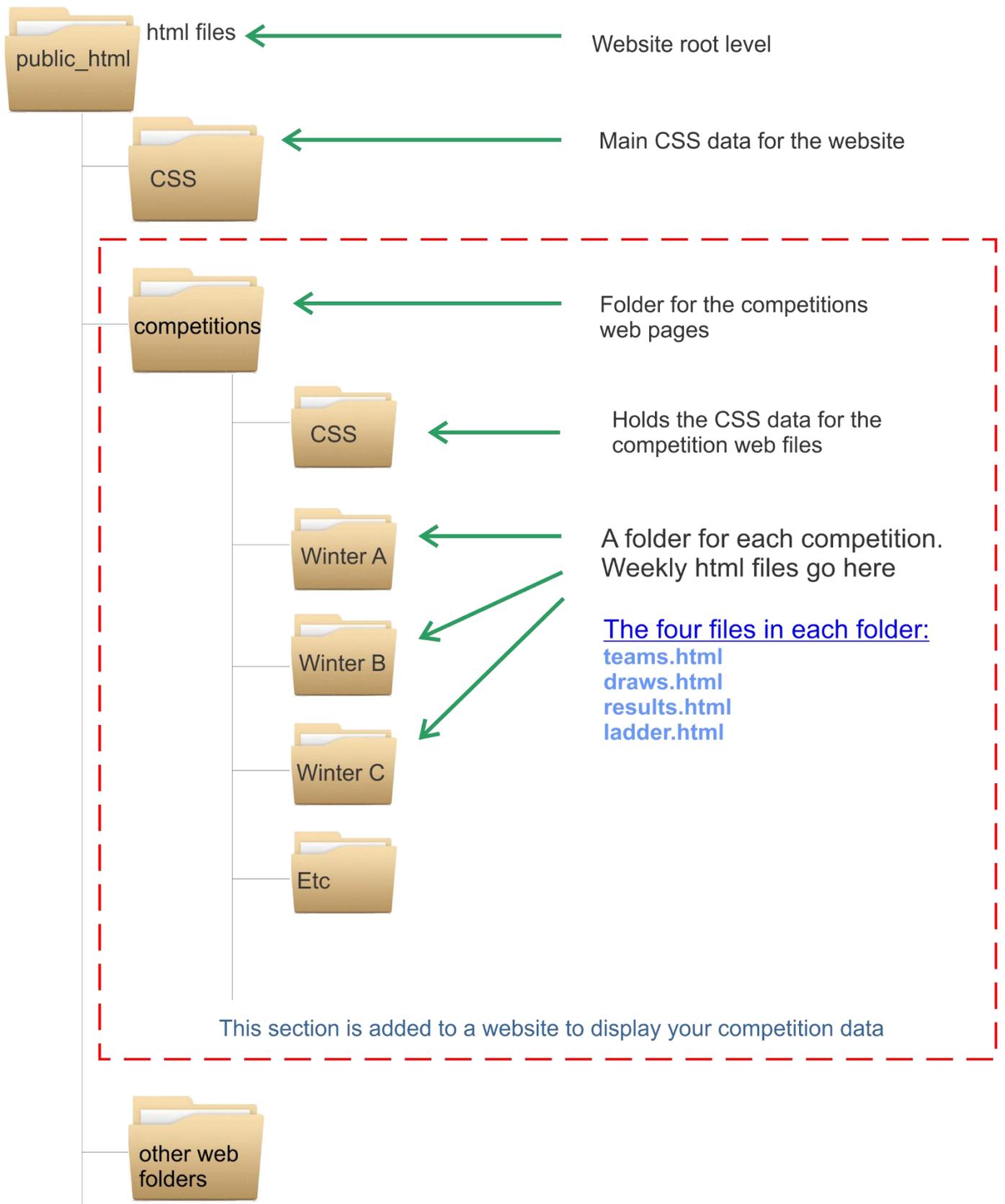
Folder Structure

On installation of the software the **TeamsManager** and **CSS** folders are created. The **Dbases** and **Archive** folders are created when the program first runs.

The sub-folders under **Dbases** (**Winter A Grade** and **Winter B Grade** in this example) are created automatically at the time you create a new competition.



Web Server Sample Folder Structure



Future Development

Any problems discovered in the software will be dealt with as a matter of urgency. If you do encounter a problem, try to document exactly what you were doing at the time.

If there are sports where the scoring is not catered for, I can add them as required.

Additional scoring sheets may be added if requested.

Contact Details

You can make contact via:

The *Contact Us* page on our website: <http://technavac.com.au>

Email: admin@technavac.com.au

Mobile: 0401 916 667