Cheadle & Gatley District Bowling League

League Web-site Portal

Version 2.1

Bowls League Web-site Portal

Web-site portals provide a means for league secretaries to contribute their own content to the web site. This mostly consists of news items, which are arranged in chronological order. These should generally be quite short, as they all appear on the same page. You can also set up links to other pages. If you want to set up a separate page, please discuss it with me. These are usually quite easy to arrange. If the content is sufficiently structured, it may be possible to enable you to update it directly.

The portal can be configured by going to:

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http://www.cgleague.co.uk/lifetype/admin.php
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After you have logged in, using the user name and password supplied separately, you will arrive at the administration page. This gives access to software which is designed for managing a 'blog' (a site where people put their random thoughts on-line and others comment on them). We are only using a subset of the features.

The blog organises short items called *posts*. All posts belong to a *category*. We only use two categories: 'News items' and 'Home page header', which have been created for you. There's no need to create new categories – any posts in them would be ignored.

Figure 1 shows a typical league front page (the "portal"), and which parts of it can be modified.

Figure 2 shows the first screen you get after logging in. This is called the *Dashboard*. Clicking on the league name takes you to the *administration page*. Both of these provide much the same facilities, but presented slightly differently.

'Posts' are entered by clicking on New Post (see figure 3). Type a short "Title" and the actual content in the "Text" section. Various formatting options are available, however it's generally best to use these with restraint. Make sure the right *category* is selected. It should be 'News items' for news and 'Home page header' for the main description. Click on 'Blog this!' (yes, I know) to save the information in the database.

All the posts can be seen by clicking on 'Posts'. It may just show the recent posts at first – select All in the 'Date' box and click on 'Show' to see them all. You can delete posts here (they will still be in the list, but as long as they are not 'published' they will not appear on the portal). You can also click on a post name to modify it.

The links on the left hand side of the portal come from *Links* loaded into the blog. All links belong to a *Link category*. The link categories and links are listed in alphabetical order, and in both cases a number in brackets at the start of the name is not displayed. This allows you to control the display order.

In the blog for Figure 1, the link categories are stored as:
- (01) This season
- (02) Archives

Within the first category, links are stored as
- (01) Ladies
- (02) Men
- (03) Mixed
- (04) Veterans

There is an additional link category: Home page. This is used internally and its contents are not displayed.

Clicking on 'Settings' (from the *Manage* page) allows lots of things to be set. The only one that matters is the descriptive text, which appears below the title in the portal.

Links, grouped by Link categories

The most recent post in Category 'Home page header'

The 'longer description' entered under 'settings'
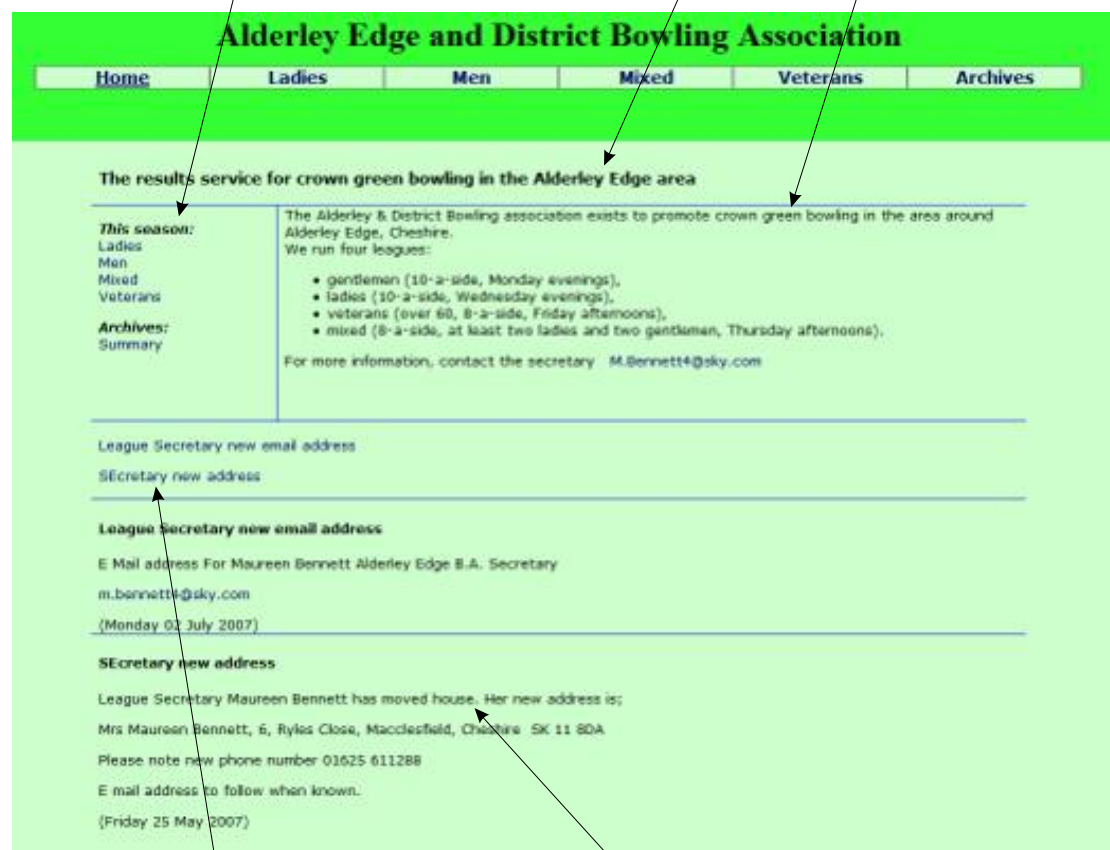
Titles of posts in the 'News items' category, acting as jumps to the items themselves

Posts in category 'News items', newest first. Only 'published' posts are shown, and only the contents of the upper edit box.

Figure 1 – Typical league home page
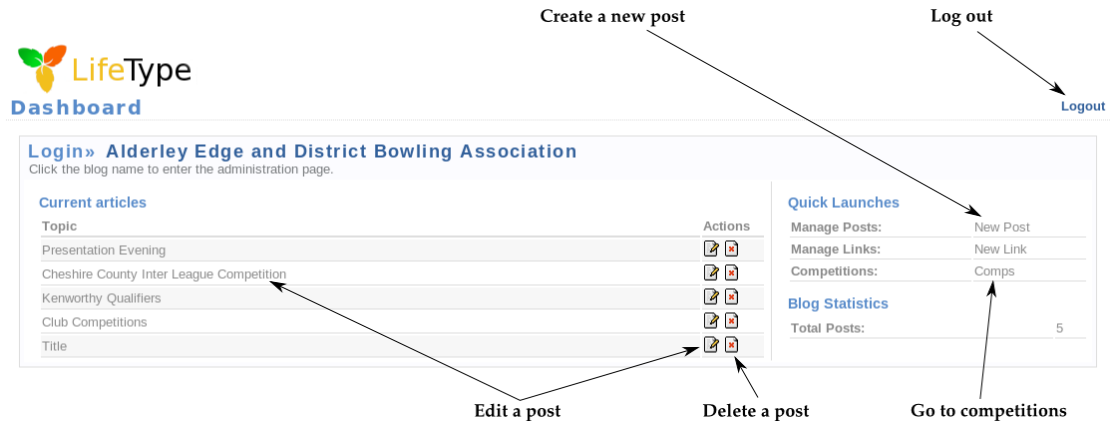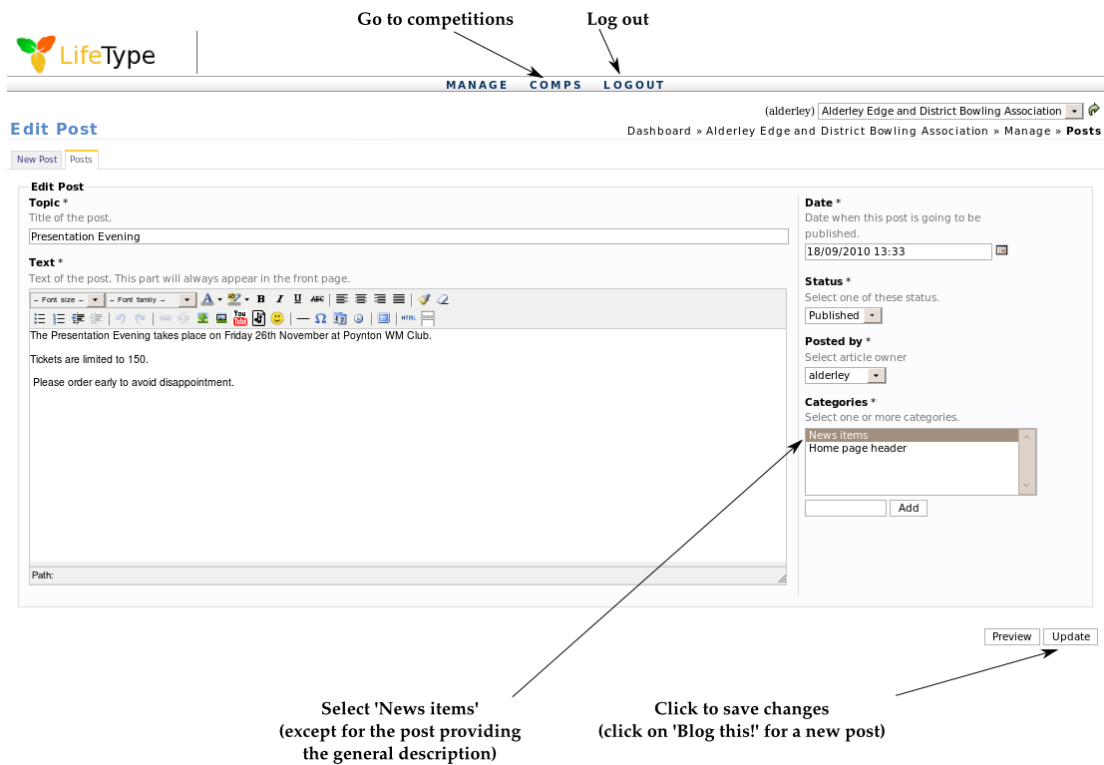

Figure 2 – Dashboard page

Figure 3 – Entering a new news item

Images

Images (picture files) can be uploaded to the web site and included in news items. You need to upload the file first, and then include it in a post.

Pictures are shown at full size, so you may need to scale them before uploading. A width of 600 pixels (600px) is about right.

Uploading pictures

The image files are stored as *Resources* and managed through the *Resource Centre*. The resources are organised into *Albums*. I recommend you to create an album for each year, named 2012, 2013, …

To get to the resource centre from the initial admin page, click on *New Resource*. Otherwise click on *Resource Centre* in the bar at the top of the page.

To create a new album:
* Click on *New Album*
* Enter the short name for the album (e.g. 2012)
* Click on *Add* (bottom right)

To upload an image file from your PC:
* Click on *New Resource*
* Click on the *Browse* button. This opens a dialogue where you can select the file to be uploaded
* Enter a title in the *Description* box. This is typically only a few words, e.g. "Merit winners 2012"
* Select the album the file is to go into from the drop-down box
* Click on *Add* (bottom right)

The uploading takes a few seconds (especially if you have neglected to scale the picture down).

Showing images in news items

* Place the cursor at the point where you want the image. In the toolbar, click on the icon for *Insert Resource/Album*. This is the sixth icon in the second row, and looks like this: . Its name appears when you hover the mouse over it.
* Click on the album containing your image
* Click on the *Add resource* link next to the desired image

As an alternative, you can use *Add preview* or *Add medium preview*. These include a smaller version of the image, which the user can click on to see the full size version.

Competitions

Knockout competitions can be entered into the database. They will then be accessible to users via a link on the league tables page of the corresponding season. This works only for knockouts where the whole draw is done at the start and the competition is then played through. It works for team or individual competitions. The web pages can show, where appropriate, the entrants' handicaps, their clubs (for individual competitions) and the dates of rounds and individual ties and the venues of ties.

It is important to remember that the database is divided into two sections – current and archives. Normally there is only one season in the current section, and all earlier seasons are in the archives. A competition must be associated with a current or archived season.

The 'Comps' links on the Dashboard and administration pages take you to a section where competitions can be managed:

This page allows you to create a new competition (and also provides a link to the page where you can edit existing competitions).

Create New Competition

- Enter a name for the competition.

- Select the season that this competition belongs to from the drop-down list (you will see that it is divided into archive and current sections).

- Decide whether you want the first matches in the competition to be called Round 1 or the Preliminary round.

- Either enter the number of entrants, or list them (one per line) in the large box. You can do both, but you will need to ensure that they agree.

- If you have supplied a list of entrants, you can click the Randomise box. This will cause the entrants to be shuffled, effectively doing the draw for you.

The entrants' names can be entered now or later, and they can be changed at any time. If the entrants are individuals, do not include their clubs for now. If it's a handicap competition I find it's best to include entrants' handicaps in brackets after their names.

When you have entered the data, click on 'OK'. If all is well, you will get a confirmation that the competition has been created.

Edit Existing Competition

The Edit competitions page allows you to select a competition from either the current of the archived data. The selected competition can then be edited or deleted.

If you choose to edit a competition, the draw is presented:

There is a form where you can change the name of the competition and whether it starts with a preliminary round.

This is followed by the draw itself, similar to the way it is presented for ordinary web users. Usually the competition will be divided into two or more blocks to avoid excessive width.

A competition consist of *Rounds* and *Ties*. If you click on a Round title (at the top of a column) you get a small window:

Here you can specify a date and/or a description of the round. When you click on 'OK' the window closes and the main window is updated.

If either a date or a description is given, they are shown below the round title. It is useful to supply a date where the competition runs over several weeks, with one day allocated to each round.

If you click on a tie, you get another window:

Edit tie – first appearances of entrants   *Edit tie – later appearances of entrants*

In the tie where an entrant first appears, the boxes for editing the entrant are enabled. In later rounds these boxes have a grey background and cannot be edited. This is because the winning entrant details are carried forward from round to round.

On an entrant's first appearance, you can edit the name and club. Note that in a competition for clubs, the entrant names are club names, and the 'Club' field should be left blank.

In all ties you can select the winner (if the tie has been played) and also enter the score. You can also enter a venue (typically for club competitions where matches are played on neutral greens).

If a winner has been selected, this entrant is carried forward to the next round.

If the scores are blank but the venue is supplied, the venue is shown in the competition page. Even when the venue is not shown, it is still visible to users via the text that appears when you 'hover' over a tie (this feature is switched off on the editing pages). So it is worthwhile including venues whenever relevant.