

Club Webmaster Manual

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Contact links for emails to Surrey HUA

[Webmaster Team at Surrey HUA](#)

[Sunday Appointments](#)

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Introduction

This manual appears to be written in reverse, but we have elected this order to assist you in gaining a flavour, more quickly, of the setup of this system. There are requirements that have been added to our system due to the GDPR Regulation that started on 25th May 2018.

Our re-write of the Club Administration area will be in a transitional state for about 3 months from the GDPR date and we anticipate a full roll out by the effective start of season 2018-19. We will talk later on about our historic records that have been re-mapped after the GDPR changeover but would ask that all Club Webmasters now diarise to review information on our systems at least once year and especially following any personnel changes within the Club after an AGM.

Once we have set out what is there for you to use we can further look at the detail and then end up with some explanations about why our systems have had to change in this radical way.

IMPORTANT: Please remember that as at the date of this document the access to Club Administration areas will be transitioning towards only being possible through your personal area login. Once your **Personal Area Login** has been established and our GDPR statement has been accepted the Club Administration area will not be accessible via the **Club/School Secure Login** box on our home page. See page 11 for further information.

The Club Webmaster

This is a new role that we have had to define because of GDPR. Each Club has to have one nominated Webmaster with SHUA but may also define as many Club colleagues as needed who may have full or limited access to our systems.

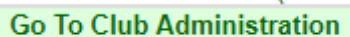
Previously, SHUA had control over most of the entries in the Club Administration but one of the main upshots of GDPR is that SHUA can no longer be responsible for the maintenance of this data. SHUA requires the data in order to work efficiently with the Clubs that we serve but has no inkling when changes are made within Clubs, especially at AGMs.

The most frequent situation that arises where Club Contacts are required to interact with us, is for appointments made to your Club. However, there are one or two other very important positions that need information to be available – sometimes just in case of need.

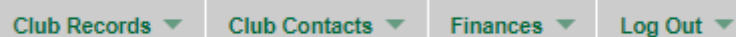
The Club Webmaster will be solely responsible for the maintenance of the Club data held and will be able to give various levels of authority to relevant personnel depending on their job function or just on a “need to know” basis.

The Club Administration area

Once you have gained access to your Personal Area and clicked on the [Go to Club Administration](#)

A screenshot of a button labeled "Go To Club Administration" with a green border and a green underline below it. The button is set against a light green background.

you will find 4 drop-down menus at the top of the page.

A screenshot of a horizontal navigation menu with four items: "Club Records", "Club Contacts", "Finances", and "Log Out". Each item has a small downward-pointing triangle to its right, indicating it is a drop-down menu. The menu is highlighted with a light green background.

These will be described in the following section as there are various sub menus that allow other functions to be performed.

The 4 drop- down menus at the top of Administration Menu

1. Club Records [Go to Club Record Detail](#)
 - A. View/Update Club Records
 - B. Change Home Venues
 - C. View Associated Umpires
 - D. View/update Administration Rights
2. Club Contacts [Go to Club Contact Detail](#)
 - A. View/Update Club Contacts
 - B. View/Update Team Umpiring Contacts
3. Finances [Go to Finance detail](#)
 - A. View Club Finances with SHUA
 - B. View Payment Record with SHUA
4. Log out

Club Administration (home page) display

A normal setup will evolve once all the new upgrades to our system are fully rolled out but in the interim period there may be variations on the displays that apply during this transitional stage. It is wise to just take a few minutes to explore each of the boxes so as to familiarise yourself with how the information is stored.

The way that information is displayed will present different levels of detail depending on how far you may have progressed with the completion of all your club's records on our system. There will be various information boxes that in some cases have a button that can quickly access one of the subsequent screens in order to carry out updating functions. If there is no quick link button, then access will need to be gained via one of the four drop-down menus.

The five possible boxes you will see are described in 1-5 in the next section.

5. A To Do box
 - A. This will be outlined in red if there are actions that are outstanding to be completed. Each action will be described on a separate line.
 - B. If you are up to date with all actions, then the To Do box is unlikely to be displayed.
6. Contacts and Administrators
 - A. This is the only place where you can add new contacts for your club. To do this click the **Update Contacts and Administrators** button. If the person to be added is not yet a registered member of the SHUA website AND associated with your club then a new registration is required. Click on **Add a New Club Contact/Administrator** and complete the 4 boxes on the next page and press the Check the Person button.
 - i. If the new contact is not registered
 - a. press Add this person.
 - b. The system will then dispatch emails and send a temporary password to your new contact.
 - c. Your new contact then needs to follow the instructions by first clicking the link in the temporary password email, completing a few subsequent screens and finally once access to the new Personal Area is achieved the green button confirming the link to your club should be pressed.
 - d. When you go back to your Administration Menu and click again on the **Update Contacts and Administrators** button you will see your new contact listed.
 - ii. If the new contact is registered,
 - a. Press Mark this person as a Potential Club Contact.
 - b. When you go back to your Administration Menu and click again on the **Update Contacts and Administrators** button you will see your new contact listed.
7. Match Times and Venues
 - A. If your club has any future home fixtures logged on our system, the details of these will be listed.
 - B. Clicking the **Change (or Add) Venues and Times** button will bring up an editing option as well as a request section to add a new venue.
 - C. You may set all fixtures to start at a similar time
 - D. You may set all fixtures to be played at the same venue
 - E. Or you can go through individual fixtures making time and venue changes
8. Latest Club Specific News

- A. This box is usually coloured green and contains any news items issued by SHUA that may be pertinent to your club.
9. Fixtures and Contacts
- A. This box contains repeated info about future games.
 - B. Umpiring appointments are listed where these have been published
 - C. Contact details for key people associated with the match are given.

Detailed options via the Club Administration Menus

What is listed under each section?

Before we go through any detail of how to add to or delete people to/from your Club Administration area let's just outline the importance of allocating the correct access rights to each person when adding them. If this is done incorrectly then there will be a complication presented if/when you are required to delete anyone who is no longer the correct contact for a particular role.

10. Club Records

- A. View/Update Club Records
 - i. will present these details about your club.
 - ii. Please ensure that the clubhouse Postcode relates to where you most often visit for after match refreshment – it is most likely NOT the postcode for the pitch venue

Website	<input type="text"/>
	Enter the website address in full (including the http://www. etc.). If the club has no website, or the address is not known, leave this field blank.
Clubhouse Name	<input type="text"/>
	Enter the name that the clubhouse is known by (e.g. Ambridge Sports and Social Club). If you do not have an actual clubhouse, this should be the place you go for post-match refreshments. If you never have matches that have post-match refreshments, or you play at multiple venues and therefore do not have one place to go, the clubhouse name should be entered as (exactly) No Clubhouse . This will avoid constant reminders that you have not entered the clubhouse name, postcode and/or directions.
Clubhouse Postcode	<input type="text"/>
	This is very important. Directions and maps are created from the postcode. To guarantee that the map creator will always work, letters in the postcode should be entered as capitals and should include the space.
Club Colours	<input type="text"/>
	Colours should be entered as shirt colour(s) - short or skirt colour - sock colour(s) (e.g. Newcastle United football team would be 'Black/White stripes - Black - Black/White').

- B. Change Home Venues
 - i. will present these details about your where your club fixtures are played most often.
 - ii. It is possible to request new venues to be added if they are not in the drop-down list of venues already on our system
 - iii. IMPORTANTLY your club may change individual fixture venues by editing the fixture that is available elsewhere in the club administration area.
- C. View Associated Umpires
 - i. will present the details about any umpires on our system who are associated with your club. These may be appointable umpires or club umpires.
- D. View/update Administration Rights
 - i. will present the details of who can do what with your club information. This next block of text shows the
 - ii. We suggest you adhere to the guidelines, shown below, as closely as possible. If you remain unsure about anything after having referred to the Administration Rights section, then please contact the [Webmaster Team at Surrey HUA](#).
 - iii. View/Update Administration Rights – described by function
 - a. Colour coded as follows: Webmaster (**will be shown in blue**) has full access rights to everything.
 - b. **Club Records** Shows the basic club records (e.g. web site details). If full access rights are given, the person can also edit these records.
 - c. **View Club Finances** Gives a menu item to view all of the financial transactions with the club. This then shows all invoices (with a breakdown of the costs) and whether they have been paid. This function is view only.
 - d. **Question & Answer System** When there are surveys, questionnaires or votes involving the club, this option shown the questions and allows the responses to be made and saved.
 - e. **Cancel a Match** Allows matches to be marked when they have been cancelled. This option is set for each individual team.
 - f. **Enter Cup Results** Allows knockout cup match results to be entered and/or confirmed. This option is set for each individual team.

- g. **Contacts and Administrators** This option shows the list of people who are registered as actual (or potential) contacts or administrators for the club. If full access options are given, it also allows for new people to be added and people to be removed from the list.
- h. **Arrange Non-League Fixtures** This option allows the setting of venue and time for non-league matches.
- j. **Club Contacts** This option allows viewing and/or changing of club contacts.
- k. **Usual Venues**
- l. **Team Umpiring Contacts**
- m. **Bottom of Form**
- n. **Match Times and Venues**
- o. **Associated Umpires**
- p. **News**
- q. **Neutral Appointments**
- r. **Administration Rights**

11. Club Contacts

A. View/Update Club Contacts

- i. will present three options to either edit, delete or add a club contact.
- ii. Edit and delete work for anyone listed at the top of the page
- iii. To use the delete option you may have to delete some of the contact positions you have nominated this contact for. This applies for certain when dealing with umpiring contacts because these are mandatory nominations and authorisations that are based on the particular team's likelihood of receiving appointments. See further in 2. Below.
- iv. Add a New Contact will only work if the person you wish to nominate already has access to a Personal Area and has associated themselves with your club.

B. View/Update Team Umpiring Contacts

- i. will present a list of those club members who have already been added to your club area.
- ii. If you need to add another contact, then this is possible as long as the person to be added is associated with your club through their Personal Area.
- iii. If you have more than one team that receives, or is likely to receive, appointments it is wise to add AT LEAST one Umpiring Contact per team.

- iv. Note that if you add the Fixture Secretary to all XIs who may receive appointments then that person will receive every bit of correspondence sent out by us that concerns a match for that team. For this reason, we suggest adding contacts who are associated only with that side as either players/managers/coaches.
- v. If no Umpiring Contacts are listed, then no one in your club will be advised of appointments and contact details for umpires. In this case you are likely to see a warning message in the To Do box.

12. Finances

A. View Club Finances with SHUA

- i. will show all financial transactions that SHUA has with your club.
- ii. In most cases this will be charges due in respect of appointments made to your Club and the relevant payments made to discharge the invoices.
- iii. This shows from the first menu option and only payments (from your Club) are shown on the second menu option.

B. View Payments History

- i. This shows from the second menu option and will only show if your Club has made payments to SHUA.

13. Log out

- A. Self-explanatory.

History and background

Since the advent of GDPR, SHUA has been upgrading the website in conjunction with our service providers. This has resulted in a host of emails being dispatched and some of these have not been actioned possibly because of some misleading terminology being used.

The changes are seen as a modernisation of our systems and will result in a completely new way in which Club Administration Areas are accessed, presented and controlled. A considerable amount of redundant data that we held for Clubs has been discovered as the effects of the upgrade have been implemented and we need to work with you to try and delete redundant data and replace with current and relevant data. Not every record we have at present (June 2018) needs to stay but we are unsure which records are definitely no longer relevant and vice versa.

What has happened

Club Administration has now been completely rethought in an attempt to make the website GDPR proof a simpler and more co-ordinated area to understand who does what at clubs and most importantly who they are!

Club Positions essential

As a minimum requirement your Club is required to maintain up to date information about:

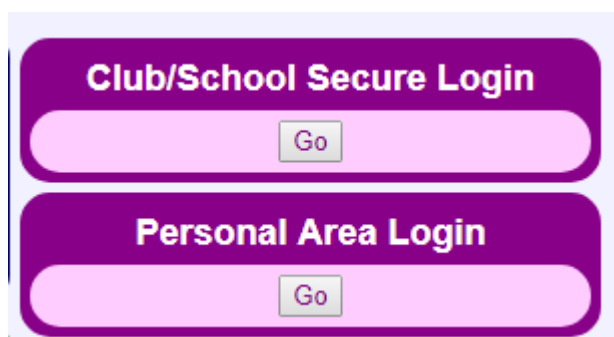
14. The Club Webmaster
15. The Club Secretary
16. The Club Treasurer
17. The Club Discipline Officer
 - A. This is a SHA requirement, but we maintain the information on our system.
18. A team contact
 - A. For each side in your Club that receives, or is likely to receive, appointments from us.
 - B. A team contact is the nominated person that will receive emails advising them that appointments have been made.
 - C. IMPORTANT – fixtures may only be added by SHUA personnel
 - i. A club is unable to add fixtures themselves onto the SHUA website
 - ii. if you have a team that requires, or is going to request, appointments from SHUA that is not listed then only SHUA can add this team for your Club. Please contact the SHUA Webmaster or relevant Appointments Secretary using one of the links on the first page.

Club Positions non-essential

19. Captains for all your Club XIs including Colts
 - A. if you elect to enter this information then it needs to be reviewed at least once a year
20. Fixture Secretary
 - A. if you put this information and give the person the authority to change venues and match times this is probably an efficient use of the system. Changing match times and venues carries a health warning.
 - i. UMPIRES OFTEN ARE APPOINTED more than once on some days and therefore changing match details at the last moment may make it impossible for umpires to relocate in time for a second match.
 - ii. Therefore, any changes made to match details within one calendar month of the fixture have to be advised in writing to the relevant appointments secretary for the match.
 - iii. Clubs often use Fixtures Live for their games but the SHUA Website has no link to information held on Fixtures Live therefore changing information there, has no effect on our Website at all.
 - iv. Failure to co-operate in this reasonable way may mean your umpires do not turn up on the day!
21. Liaison Officer
 - A. E.g. clubhouse Manager

How is a person appointed to one of the above positions?

Up to GDPR changeover we have maintained only 1 way for different club personnel to access the club administration pages. This was through the Club/School Login box as shown below. For a short period of time the Club/School Login box will remain “live” but as full conversion to the new GDPR system accelerates, this login box will eventually disappear.



The revised login for all Club personnel will be via a Personal Area login. Rolling out these new Personal Area listings and logins has been in progress since GDPR changeover.

If the process is currently incomplete it is due to one of several reasons that do not need to be listed here.

Club Webmasters are able to see which of the contacts at their club have and haven't completed their full transfer to the new system by reference to the colour coding in the Contacts and Administrators box on their Administration Menu screen. Once the GDPR changeover process has been started it is vital for Club Masters to keep an eye on their Administration Page so that the necessary Club Contacts become properly authorised to carry out liaison work as required by SHUA

A reminder that New Contacts can be added from the Update Contacts and Administrators button and it is also possible to check to see if someone has a Personal Area listing but has not associated themselves correctly with your club.

Once entry to the Personal Area has been achieved you will see three columns of data and information. In the left-hand column, you will find a listing of all the information we hold about you, in the middle column there is a To Do box (if red then you have actions to take) and below this a box showing all the Clubs you have administration links with. Finally, in the right-hand column there is system information that may be relevant to you. From the Personal Area front page click the relevant green button (likely to be only one) for the Club Administration page you wish to view. Once you are here you need to refer back to [The sections you will find in the Club Administration](#) area set out from page 2 onwards.

Finally, if anything remains unclear in this manual or with the Club Webmaster process, then please contact the SHUA Webmaster using this email link [SHUA Webmasters Team](#)
