

Yau Yee League website tutorial

Friday, 5 September 2014

Agenda

- Getting started
- Team make up
- Team rep log in
- Team page
- Update team info
- Registering NEW players
- Registering EXISTING players from another team
- Red card reports
- Forum pages
- Results updating
- DON'Ts

Getting Started

- ONLY existing team reps can nominate new team reps
- Procedure is:
 - Existing team rep write to Chairman to apply
 - cc'ing Secretary, AO, Div Rep & Webmaster
 - Must list in application email:
 - Team Rep name
 - Contact mobile number
 - Contact email address (where passwords will be sent)
 - Specify whether playing or non-playing team rep
 - If no objection or issue with application, webmaster will proceed to implement

Getting Started (cont'd)

- Passwords are set by the system and sent once webmaster presses the button
- Please allow for at least 5 working days for this to happen
- Please note that it is league rules to have at least 2 eligible, registered team reps per team AT ALL TIMES.

Team make up

- Each team is allowed a maximum of 4 team reps and a maximum of 30 active players at any moment
- Team reps can be playing or non-playing (i.e. theoretically a team can have 34 names on the list, 30 playing players and 4 non-playing team reps)
- You should not give the team rep log in password to non team reps. If you find that you need to delegate such responsibilities to another player, it means your team has the WRONG team reps. You need to find people who are responsible enough to do the work on a weekly basis. (It can be shared among 4 registered team reps!)

Team Rep log-in

- Team rep log-in is with:
 - Email given webmaster as user name
 - Password is system generated and sent automatically
- Some freemail systems have proven problematic sometimes (hotmail)
- If any team rep does not get a system generated password within a few hours of webmaster confirming registration, then most likely he needs to provide another email

Team Rep Log-in cont'd

- NO one (not even webmaster) has a master list of passwords. If you forget your password, write to webmaster who'll then instruct website to generate a new one

Team Page

- Home page should look like this before log in

The screenshot shows the homepage of the Yau Yee Football League website. The browser address bar displays www.yauyeeleague.com/en/index.php. The page features a red header with the league logo and a navigation menu. A login form is highlighted with a green oval, containing the following fields:

- EMAIL:
- PASSWORD:
- FORGOT PASSWORD: [FORGOT PASSWORD](#)
- LOGIN:

The main content area is divided into several sections:

- Chairman's Corner** (2014-01-27): Chairman's Note with a photo of a man and a "more" link.
- Treasurer's Corner** (2014-01-27): Team, Subscriptions & Budget with a photo of a man and a "more" link.
- Disciplinary Sub Committee Corner** (2012-10-24): Touchline heckling with a "more" link.
- Poll Section** (YYL EGM, Thursday 21st August 2014): A notice about an EGM on Friday 5th of September.
- Latest News Headlines** (Wednesday 27th August 2014): "Pitches for Friendlies on Sept 7 2014" with a list of match times for King's Park Upper and Lower Pitches.
- Transfer Market** (Looking For Players?): A small advertisement.

The Windows taskbar at the bottom shows the system tray with the date 3/9/2014 and time 16:24.

Team Page cont'd

- Like this after log in:

The screenshot shows a web browser window displaying the Yau Yee Football League website. The URL is www.yauyeeleague.com/en/team_info.php. The page features a red header with the league logo and navigation links. A green oval highlights the 'MY TEAM' and 'LOGOUT' buttons. Below the header, there is a navigation menu with links like Home, News, Interactive, Action, Useful Info, Tables, Results, Fixtures, Stats, and Rep Admin. The main content area displays team information, including a 'CAPS' section with a photo of a player and a 'Transfer Market' advertisement. The 'Team Memberlist' section lists eight team members with their names, photos, and 'De-activate from the team' links.

Yau Yee Football League
Hong Kong's Premier Amateur Football League

TEAM / PLAYER SEARCH [Eng 中文]

MY TEAM LOGOUT

Home News Interactive Action Useful Info Tables Results Fixtures Stats Rep Admin

CAPS
Formed 1992 in Yau Yee since 1994
<http://home.netvigator.com/%7Eandrew>

Status: Red Card Report
Tour Report
Add New Player

Update Team Info
Please see before printing team form
Print Team Form

Home Strip: Turquoise (Greenish Blue) & Black
Change Strip: Yellow & Black

Transfer Market
Looking For Players?

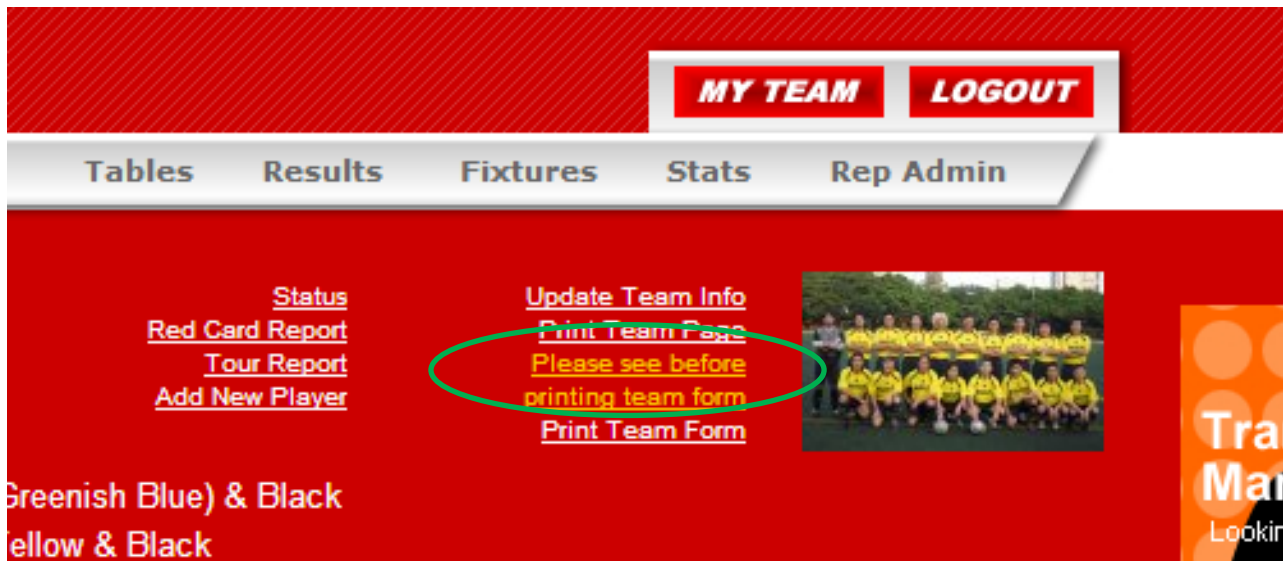
:: Team Memberlist ::

Manager / Player 1	Team Rep / Player 2	Team Rep / Player 3
Chan Hung Wai Andrew De-activate from the team	Yuen Chung Leung Gilbert De-activate from the team	Hsu Tsun Fai Manin De-activate from the team
Team Rep	Player 4	Player 5
Yen Michael De-activate from the team	Chan Chau Ming De-activate from the team	Chan Kwun Fung Ryan De-activate from the team
Player 6	Player 7	Player 8
Cheung Sai Kit Jacky De-activate from the team	Choi Wai Kin Derek De-activate from the team	Chow Ho Sing De-activate from the team

Windows taskbar: 16:26 3/9/2014

Team Page (cont'd)

- Remember to set your machine so that the printer can print out a proper team sheet with lines and boxes



- Website works well with all browsers EXCEPT IE9. Suggest not to use IE9.

Team Page cont'd

- The team reps are listed at the top of the player's list, then the players
- De-registered players are still listed on team page (BUT THEY ARE NO LONGER registered to your team)
 - The website is designed this way to make it easier for team reps to manouveau players from week to week. BUT remember they are DE-registered.
 - THERE IS NO NEED TO ASK US TO DELETE THESE PLAYERS. If they are not on the active list, they don't belong to your team.

Team page cont'd

Yau Yee Football League
Hong Kong's Premier Amateur Football League

TEAM / PLAYER SEARCH [Eng] [中文]

MY TEAM LOGOUT

Home News Interactive Action Useful Info Tables Results Fixtures Stats Rep Admin

CAPS
Formed 1992 In YYL since 1994
<http://home.netvigator.com/%7Eandrew>

Status
Red Card Report
Tour Report
Add New Player

Update Team Info
Print Team Page
Please see before
printing team form
Print Team Form

Home Strip: Turquoise (Greenish Blue) & Black
Change Strip: Yellow & Black

:: Team Memberlist ::

Manager / Player 1 Chan Hung Wai Andrew De-activate from the team	Team Rep / Player 2 Yuen Chung Leung Gilbert De-activate from the team	Team Rep / Player 3 Hsu Tsun Fai Marvin De-activate from the team
Team Rep Yen Michael De-activate from the team	Player 4 Chan Chau Ming De-activate from the team	Player 5 Chan Kwun Fung Ryan De-activate from the team
Player 6 Cheng Sai Kit Jacky De-activate from the team	Player 7 Choi Wai Kin Derek De-activate from the team	Player 8 Chow Ho Sing De-activate from the team

Yau Yee Football League
www.yauyeeleague.com/en/team_info.php

Player 27
Wong Jeffrey Chun Ho

[De-activate from the team](#)

Player 28
Wong Kung Wing Elroy

[De-activate from the team](#)

Player 29
Wong Kwok Wai

[De-activate from the team](#)

De-activated Player 1
Casey Richard John

[activate from the team](#)

De-activated Player 2
Chan Chun Hong Eric

[activate from the team](#)

De-activated Player 3
Chan Kin Ho

[activate from the team](#)

De-activated Player 4
Chan Pui Jik Clement

[activate from the team](#)

De-activated Player 5
Chan Wai Kei

[activate from the team](#)

De-activated Player 6
Cheng Chi To

[activate from the team](#)

De-activated Player 7
Cheng Sin Siu Chung

[activate from the team](#)

De-activated Player 8
Cheung Chun Hing

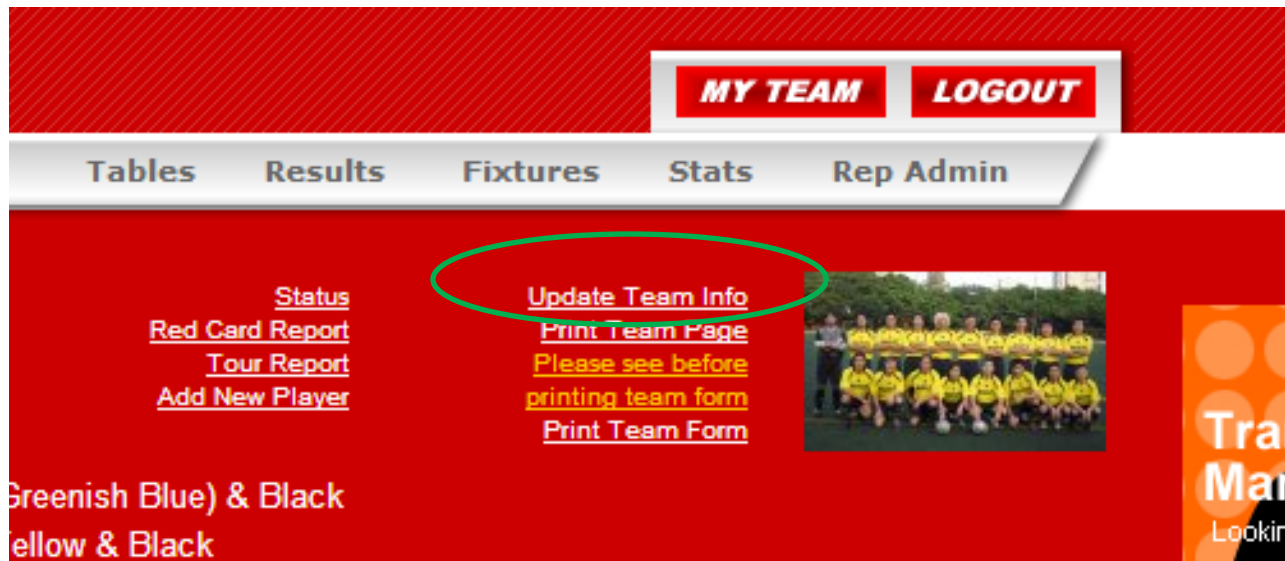
[activate from the team](#)

De-activated Player 9
Chu Cheuk Kit Jackie

[activate from the team](#)

Updating team info

- You can update most team info on website via this function



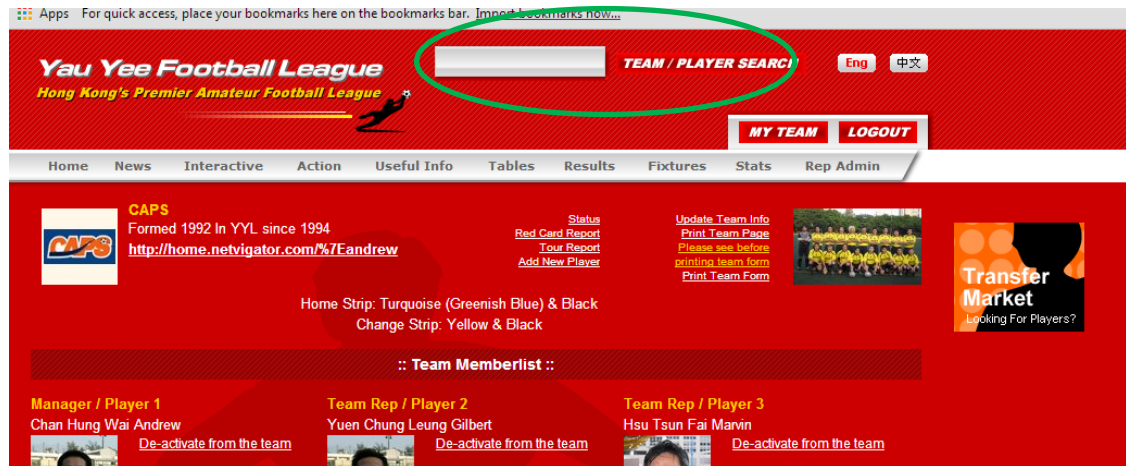
Updating team info

- Please note that photos and logos need to be EXACT size. (AND BOTH small and large photos need to be uploaded before it appears on team page)

The screenshot shows the 'Yau Yee Football League' website interface for updating team information. The page title is 'Yau Yee Football League' and the URL is 'www.yauyeeleague.com/en/team_info_edit.php'. The page features a navigation menu with options like 'Home', 'News', 'Interactive', 'Action', 'Useful Info', 'Tables', 'Results', 'Fixtures', 'Stats', and 'Rep Admin'. The main content area is a form for updating team info, which is highlighted with a green oval. The form includes three image upload sections: 'Logo' (70w x 70h pixels), 'Small Image' (130w x 80h pixels), and 'Large Image' (smaller than 800w x 600h pixels, maximum file size 500kb). Each section has a 'Choose File' button and a 'DELETE' button. Below the image sections is a 'CAPS' section with a text input field. The form also includes a section for 'Home Shirts' and 'Away Shirts' with color selection dropdowns. The form is submitted via 'BACK' and 'SEND' buttons. The footer of the page includes 'Copyright © Yau Yee Football League' and 'Designed by YSD'. The browser's taskbar at the bottom shows the date as 3/9/2014 and the time as 17:36.

Registering NEW players

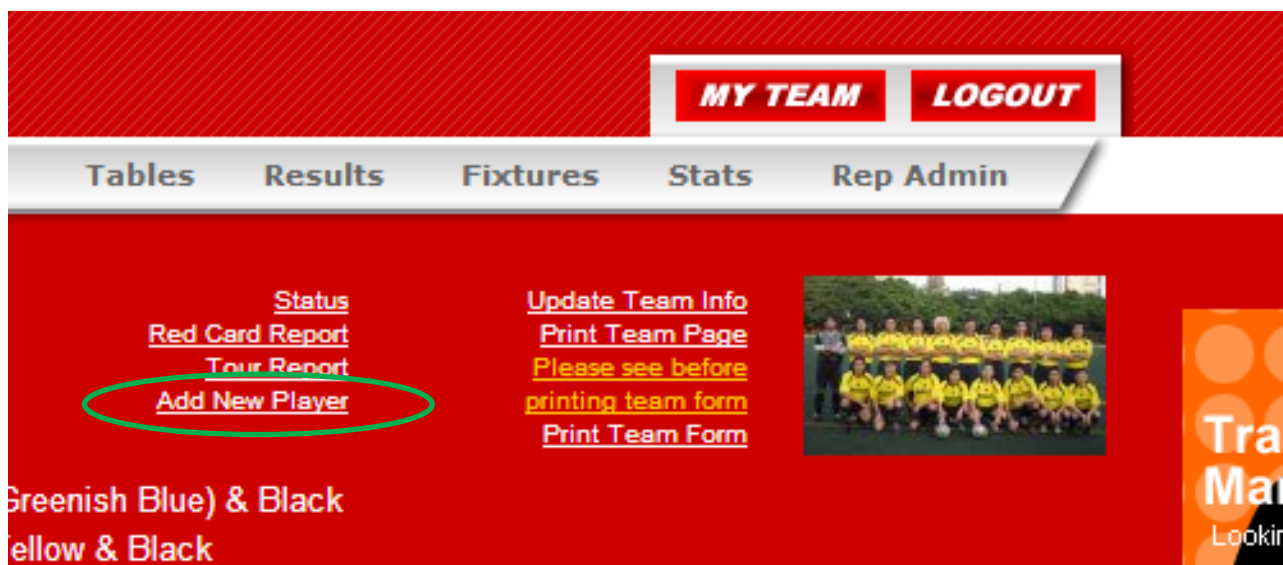
1. Make sure he has not registered before and not black listed
 - Use search function
 - DO NOT type the player's full name. JUST type his first name or surname and then choose from list.



The screenshot shows the website for the Yau Yee Football League, Hong Kong's Premier Amateur Football League. The header features the league name and a search bar labeled "TEAM / PLAYER SEARCH" which is circled in green. Below the header is a navigation menu with links for Home, News, Interactive, Action, Useful Info, Tables, Results, Fixtures, Stats, and Rep Admin. The main content area includes a section for "CAPS" (Formed 1992 in YYL since 1994) with a URL and various links like "Status", "Red Card Report", "Tour Report", and "Add New Player". There is also a "Transfer Market" section with the text "Looking For Players?". At the bottom, there are three columns for team members, each with a name and a "De-activate from the team" link.

Registering NEW players cont'd

2. Press add new player button



The screenshot shows a website interface with a red background. At the top, there are two buttons: "MY TEAM" and "LOGOUT". Below these are navigation tabs: "Tables", "Results", "Fixtures", "Stats", and "Rep Admin". The main content area contains several links: "Status", "Red Card Report", "Tour Report", "Add New Player" (circled in green), "Update Team Info", "Print Team Page", "Please see before printing team form", and "Print Team Form". There is also a photo of a team in yellow and black uniforms. On the right, there is a partially visible orange box with the text "Tran Mar" and "Looking".

[MY TEAM](#) [LOGOUT](#)

[Tables](#) [Results](#) [Fixtures](#) [Stats](#) [Rep Admin](#)

[Status](#)
[Red Card Report](#)
[Tour Report](#)
[Add New Player](#)

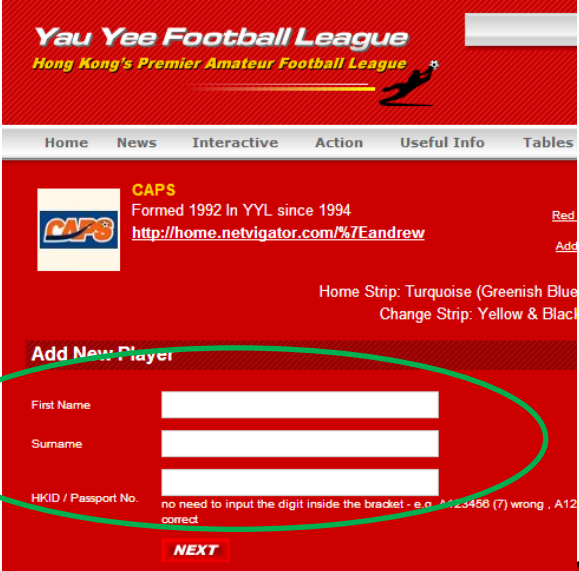
[Update Team Info](#)
[Print Team Page](#)
[Please see before printing team form](#)
[Print Team Form](#)

Greenish Blue) & Black
Yellow & Black

Tran Mar
Looking

Registering NEW players cont'd

3. Enter his FIRST name (given name)
4. Enter his SURNAME (family name)
5. Enter his ID No.
 - For HKID ONLY first letter and six digits (DO NOT enter the number or letter in the bracket at the end)
 - For foreign ID all letters and digits



Yau Yee Football League
Hong Kong's Premier Amateur Football League

Home News Interactive Action Useful Info Tables

CAPS
Formed 1992 In YYL since 1994
<http://home.netvigator.com/%7EAndrew>

Home Strip: Turquoise (Greenish Blue)
Change Strip: Yellow & Black

Add New Player

First Name

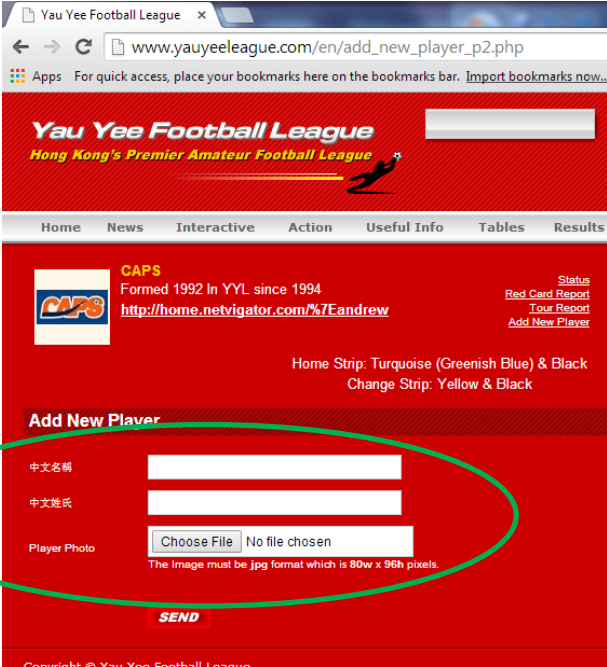
Surname

HKID / Passport No. no need to input the digit inside the bracket - e.g. A12-3456 (7) wrong , A123456 correct

NEXT

Registering NEW player cont'd

6. OPTIONAL to enter Chinese first name
7. OPTIONAL to enter Chinese surname
8. Enter Player photo (must be EXACT size 80pixels wide x 96pixels tall)



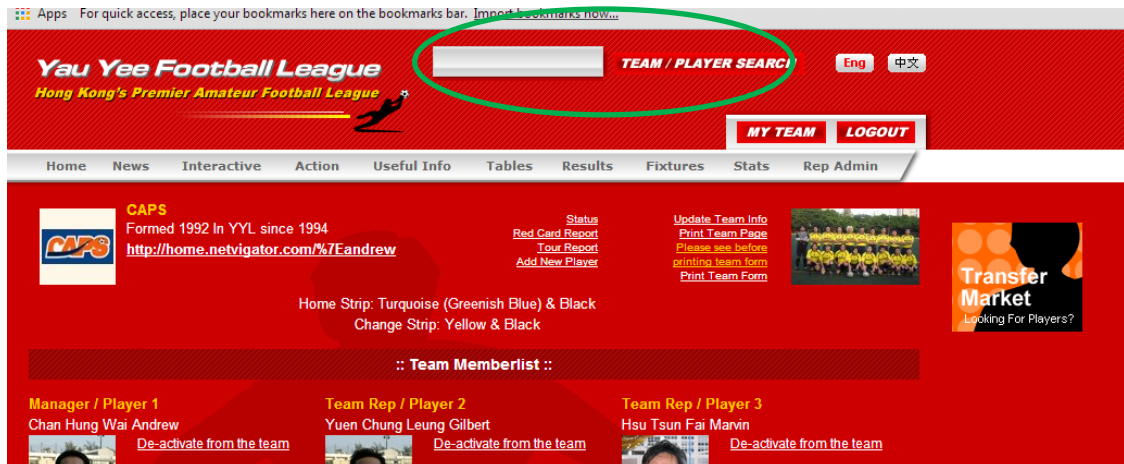
The screenshot shows the 'Add New Player' form on the Yau Yee Football League website. The form is titled 'Add New Player' and is located on a red background. It includes the following fields and options:

- 中文名稱** (Chinese Name): A text input field.
- 中文姓氏** (Chinese Surname): A text input field.
- Player Photo**: A file upload section with a 'Choose File' button and a 'No file chosen' message. Below the button, it states: 'The Image must be jpg format which is 80w x 96h pixels.'
- SEND**: A red button to submit the form.

A green oval highlights the 'Player Photo' section, including the 'Choose File' button and the file size requirements.

Registering EXISTING player from another team

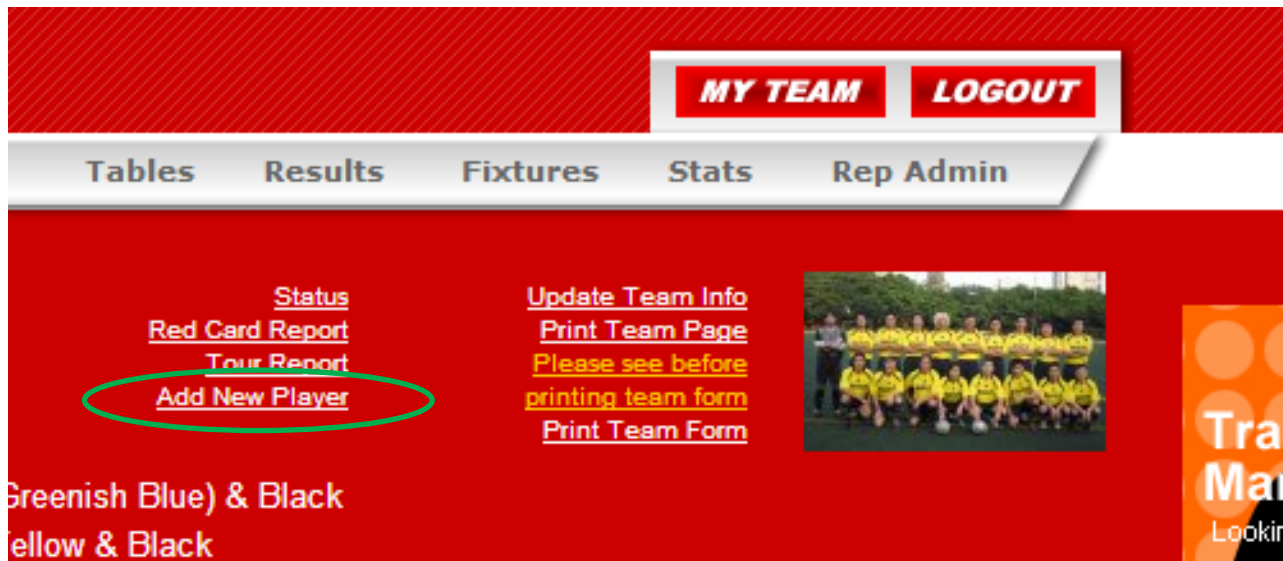
1. Get his full name from the database
 - Use search function
 - DO NOT type the player's full name. JUST type his first name or surname and then choose from list.



The screenshot shows the website for the Yau Yee Football League, Hong Kong's Premier Amateur Football League. The header features the league logo and a search bar labeled "TEAM / PLAYER SEARCH" which is circled in green. Below the header is a navigation menu with links for Home, News, Interactive, Action, Useful Info, Tables, Results, Fixtures, Stats, and Rep Admin. The main content area includes a "CAPS" section with a logo, formation information (Formed 1992 in YYL since 1994), and a URL. There are also links for "Status", "Red Card Report", "Tour Report", and "Add New Player". A "Transfer Market" section is visible on the right with the text "Looking For Players?". Below this is a "Team Memberlist" section with three columns for "Manager / Player 1", "Team Rep / Player 2", and "Team Rep / Player 3", each with a name and a "De-activate from the team" link.

Registering Existing player from another team

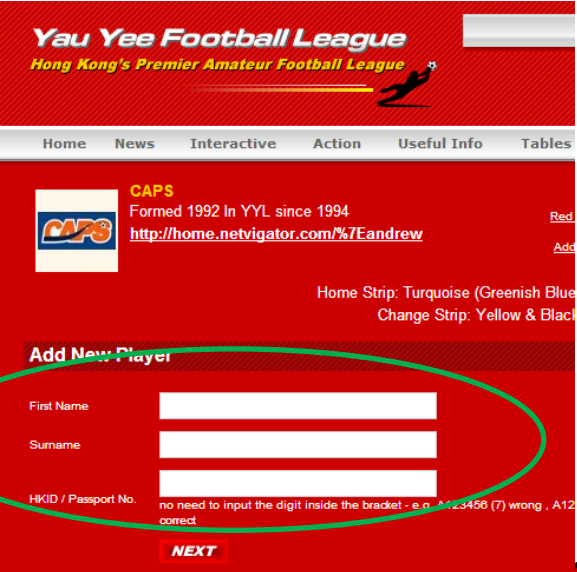
2. Press add new player button



The screenshot displays a sports management website interface. At the top, there are two buttons: **MY TEAM** and **LOGOUT**. Below these are navigation tabs for **Tables**, **Results**, **Fixtures**, **Stats**, and **Rep Admin**. The main content area features a list of links: [Status](#), [Red Card Report](#), [Tour Report](#), [Add New Player](#) (circled in green), [Update Team Info](#), [Print Team Page](#), [Please see before printing team form](#), and [Print Team Form](#). To the right of the links is a photograph of a sports team in yellow and black uniforms. Below the photograph, there is a partially visible orange box with the text **Tran**, **Mar**, and **Looking**.

Registering EXISTING player from another team

3. COPY AND PASTE his first name (given name)
4. COPY AND PASTE his surname (family name)
5. Enter his ID No.
 - For HKID ONLY first letter and six digits (DO NOT enter the number or letter in the bracket at the end)
 - For foreign ID all letters and digits



Yau Yee Football League
Hong Kong's Premier Amateur Football League

Home News Interactive Action Useful Info Tables

CAPS
Formed 1992 In YYL since 1994
<http://home.netvigator.com/%7Eandrew>

Home Strip: Turquoise (Greenish Blue)
Change Strip: Yellow & Black

Add New Player

First Name

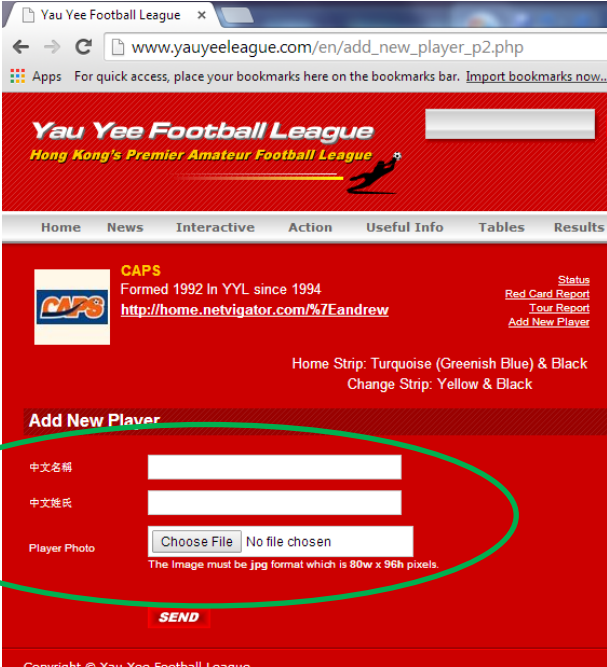
Surname

HKID / Passport No. no need to input the digit inside the bracket - e.g. A12-3456 (7) wrong , A123456 correct

NEXT

Registering EXISTING player from another team

6. OPTIONAL to enter Chinese first name
7. OPTIONAL to enter Chinese surname
8. Enter Player photo (must be EXACT size 80pixels wide x 96pixels tall)



The screenshot shows the 'Add New Player' form on the Yau Yee Football League website. The form includes the following fields:

- 中文名稱 (Chinese Name): A text input field.
- 中文姓氏 (Chinese Surname): A text input field.
- Player Photo: A file upload field with a 'Choose File' button and a 'No file chosen' message. Below the field, it states: 'The Image must be jpg format which is 80w x 96h pixels.'

A green oval highlights the three input fields mentioned in the instructions. The 'SEND' button is located below the form.

Registering EXISTING player from another team

- VERY IMPORTANT. Please take 10 sec. and go to the team page and click on the player registration
- CHECK that his personal history has transferred with his registration
- If yes, then the registration is good.
- If no, then something is wrong. YOU NEED TO CONTACT THE WEBMASTER IMMEDIATELY TO FIX IT. Otherwise, it messes up the database again.

What to do if you've made a mistake

- Typed the wrong name?
- Typed the wrong ID?
- Added too many digits to a HK ID?
- DO NOT ATTEMPT TO MAKE CHANGES
- DO NOT DE-REGISTER AND THEN TRY TO DO REGISTRATION AGAIN (it'll mess up the database)
- ONLY solution is to email webmaster to make revisions
- Please don't expect webmaster to be available 24/7. Any request will be fixed in reasonable time.

Other registration notes

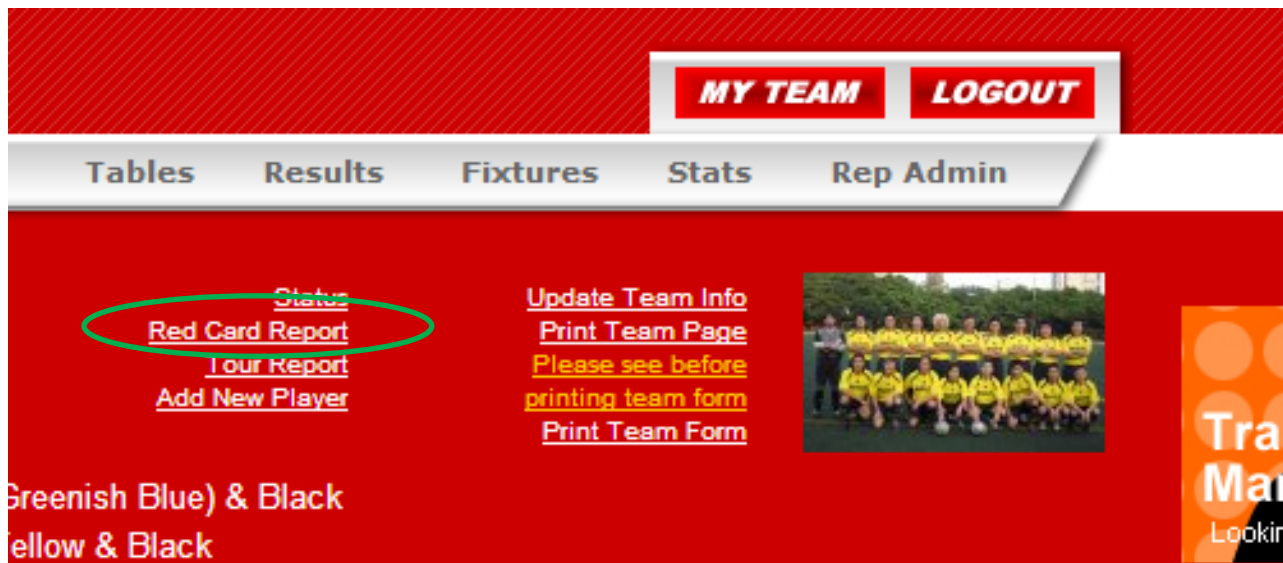
- Registration window closes 48 hours before a match day on midnight. (i.e. system locks down at midnight Friday before a Sunday match)
- Registration window reopens at midnight on game day (i.e. system re-activates on Sunday midnight).
- NOT EVEN the webmaster can make changes during the lock down period.
- If a team has a midweek game the following week, it is up to the team rep to plan ahead and get players sorted before the registration window closes.

Other registration notes

- (i.e. if the team has a game on Tuesday after a Sunday game, the window will not open for them after the game on Sunday. They need to make all their registration manoueurs by the previous Friday)
- DO NOT DE-REGISTER ANY PLAYER IMMEDIATELY AFTER THE WINDOW OPENS AND BEFORE THE A.O. HAS INPUT THE GAME RESULTS. (the only exception is if you have an upcoming midweek game.)
- If a team has a foreign player who gets a HKID, it is up to the Team Rep to get this information to the webmaster for change asap. The player will NOT be eligible to play on a spot ID check if he uses a HKID when the ID no on the team sheet says a different number

Red card reports

- All red card reports (FOR BOTH SIDES INVOLVED) are to be filed via the website
- Press red card report button



Red card reports

- All fixtures of the whole year will be listed on the red card report page
- PLEASE CHOOSE THE ADD BUTTON NEXT TO THE CORRECT MATCH DATE!



Yau Yee Football League
Hong Kong's Premier Amateur Football League

TEAM / PLAYER SEARCH Eng 中文

MY TEAM LOGOUT

Home News Interactive Action Useful Info Tables Results Fixtures Stats Rep Admin

CAPS
Formed 1992 in YYL since 1994
<http://home.netvigator.com/%7Eandrew>

Status
[Red Card Report](#)
[Tour Report](#)
[Add New Player](#)

Update Team Info
[Print Team Page](#)
[Please see before printing team form](#)
[Print Team Form](#)

Home Strip: Turquoise (Greenish Blue) & Black
Change Strip: Yellow & Black

Red Card Report Game Log Finance **Red Card** Discipline Fine Other Fine

Date	VS	Competition	RC	Fine	Red Card Report
2014-09-28	Goal Visio	League	0	\$0	add
2014-09-21	Green Cypress FC	League	0	\$0	add
2014-09-14	Dynamo	League	0	\$0	add

| 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 | **2014-15** |

Forum and Transfer market

- Postings are not immediately turned on.
- The postings are vetted and switched on from time to time.

Contacts

- Team and exco contacts are only available to team reps after logging onto the website

Results updating

- The A.O. updates data on the website once she receives BOTH COMPLETED team sheets. Usually on the Monday or Tuesday after a Sunday match
- Please DO NOT email your div rep and the A.O. if the table reads wrong on a Monday evening. It could be:
 - Because the A.O. has NOT received BOTH team sheets
 - Because one or both of the teams sheets does not contain complete or correct data
 - Because the A.O. has NOT finished entering data onto the website

DON'Ts

- YOU CANNOT MAKE ANY CHANGES ONCE YOU'VE ENTERED DATA, it must be done by the webmaster
- DO NOT de-register and re-register again. It will mess up the database. Email the webmaster to make corrections
- For HK IDs, DO NOT ENTER the number or letter in brackets at the end
- If your player changes to a HKID, you must inform the webmaster asap to make the change in the database
- DO NOT do registrations at the last minute. Once the window closes, there's nothing that can be done (not even by the webmaster.) If a player is not registered, he is simply NOT eligible to play

DON'Ts

- DO NOT manually edit the computer printed team sheets. Any changes MUST be done via the website. Manual changes for ANY reason is not acceptable and the team will be deemed to have played an ineligible player
- DO NOT expect the webmaster to be available 24/7. He will make revisions once approved in reasonable time.

Questions?

Thank you