

How to set up the Sport Zone

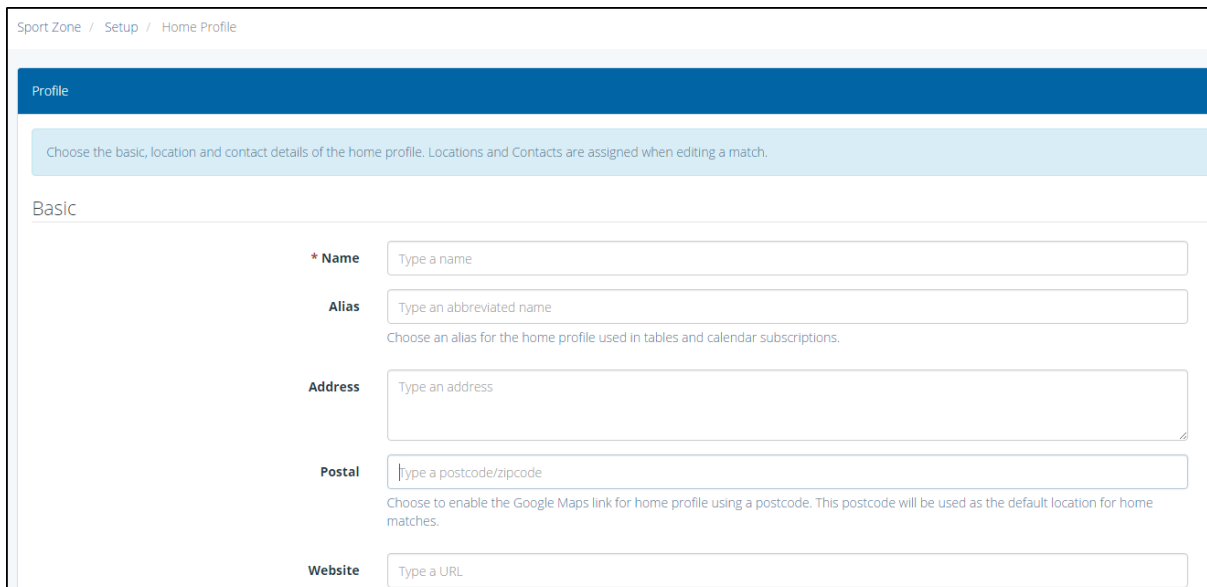
The Sport Zone is a flexible and intuitive application that makes arranging and managing fixtures and matches simple. Ensuring that the Sport Zone is set up correctly will make the process of creating fixtures and matches a quick and easy task. There are five main steps to setting up the Sport Zone, which are detailed below.

To access the Sport Zone set up page:

1. Ensure you are logged into the Staff Message Centre.
2. Click the 'Setup' panel list item in the Sport Zone on the Dashboard.

Setting up your School's Profile

1. Click 'Home Profile' in the left-hand menu.
2. In the 'Basic' section, enter the following details:
 - a. School Name.
 - b. Alias
 - c. School Address.
 - d. School Postcode.
 - e. School website.



The screenshot shows the 'Sport Zone / Setup / Home Profile' page. A blue header bar contains the word 'Profile'. Below it is a light blue box with the text: 'Choose the basic, location and contact details of the home profile. Locations and Contacts are assigned when editing a match.' The 'Basic' section contains five input fields: 'Name' (with an asterisk), 'Alias', 'Address', 'Postal', and 'Website'. Each field has a placeholder text and a small help icon. Below the 'Postal' field is a note: 'Choose to enable the Google Maps link for home profile using a postcode. This postcode will be used as the default location for home matches.'

The Basic section of the Home Profile page

3. In the 'Locations' section, enter locations of school sports pitches.
 - a. Enter the name of the location.
 - b. Enter the post code.

And click 'Add Location'.

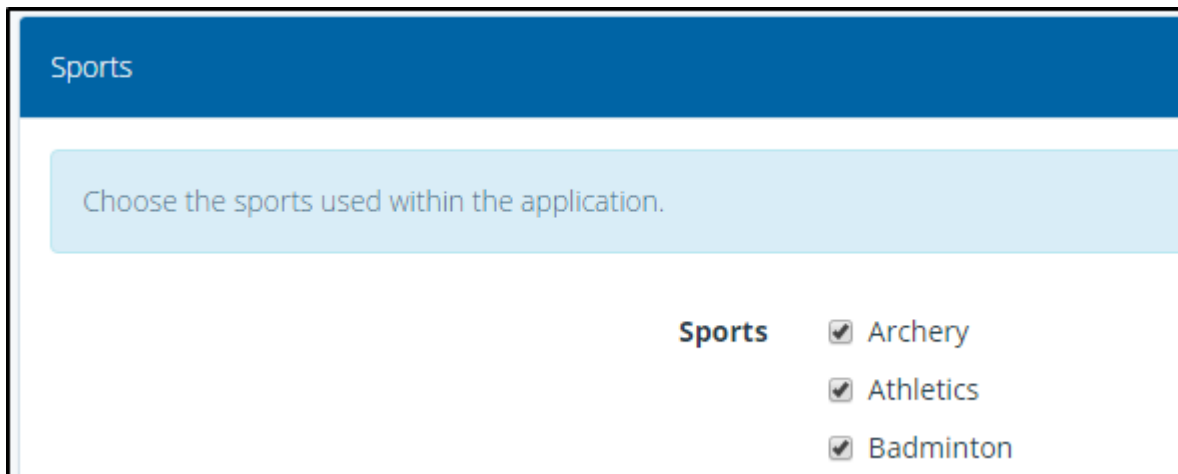
4. In the 'Contacts' section, enter the following details of the main sports contact.
 - a. Their name.
 - b. Their position.
 - c. Their contact number.
 - d. Their email address.

And click 'Add Contact'.

5. Click 'Save' after entering these details.

Setting up Sports

1. Click 'Sports' in the left-hand menu.
2. Tick the tick-box next to the appropriate sport.

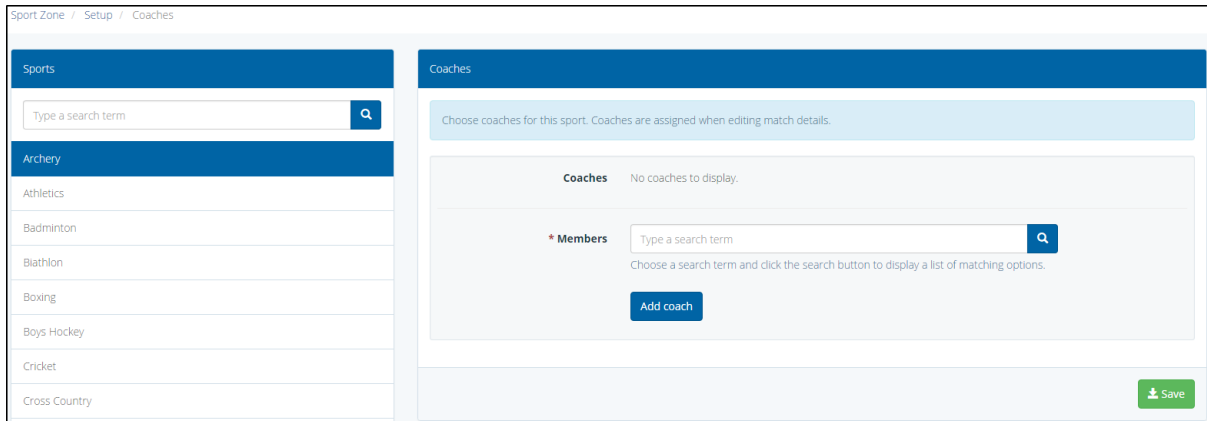


The Sports setup page

3. After selecting the appropriate sports, click 'Save'.

Setting up Coaches

1. Click 'Coaches' in the left-hand menu.
2. Click the appropriate Sport. Enter the Sports Coach's name, click the search icon and select the name.
3. Click 'Add Coach'. Repeat as necessary.

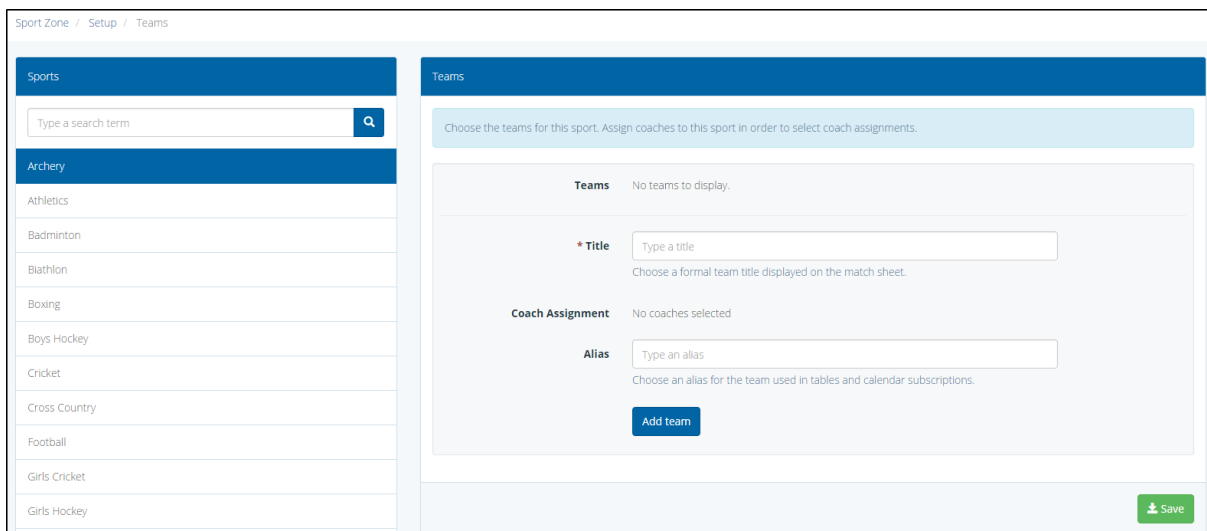


The Coaches setup page

4. Click 'Save' after adding all appropriate coaches.

Setting up Teams

1. Click 'Teams' in the left-hand menu.
2. Select a Sport in the 'Sports' column by clicking its name.
3. Enter the title of the team, tick the tick-box next to the appropriate coach, and enter a team alias.

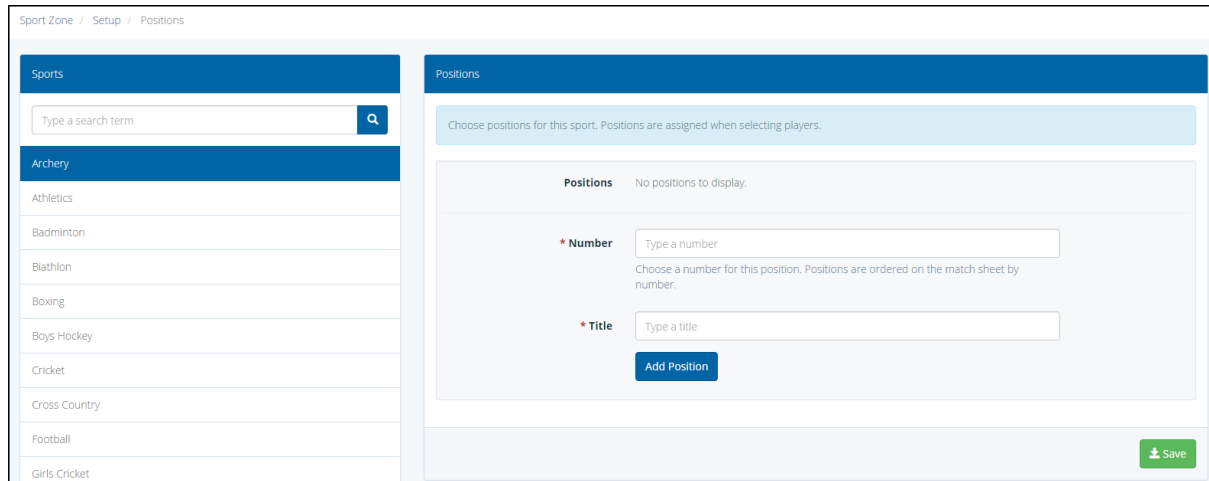


The Teams setup page

4. Click 'Add Team'. Repeat this process as necessary. Click 'Save' after all the Sport's teams have been added.

Setting up Positions

1. Click 'Positions' in the left-hand menu, and then click the appropriate sport.
2. Enter a number, and the position's title. Click 'Add Position'.



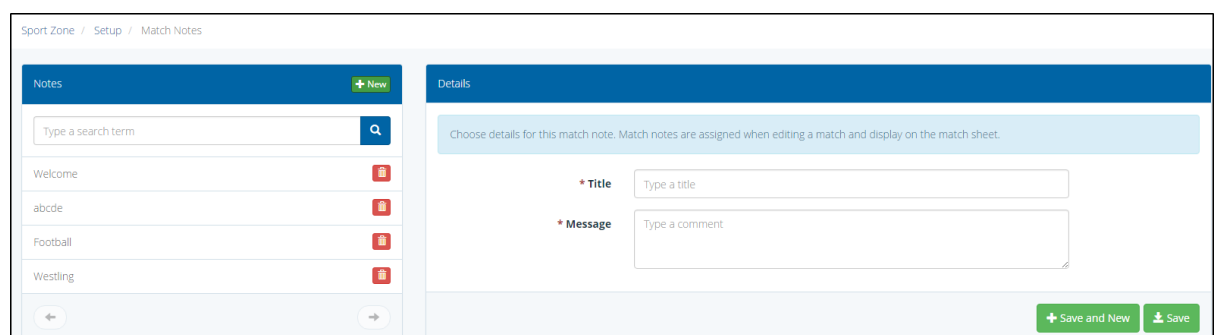
The screenshot shows the 'Sport Zone / Setup / Positions' interface. On the left, a sidebar lists sports: Archery, Athletics, Badminton, Biathlon, Boxing, Boys Hockey, Cricket, Cross Country, Football, and Girls Cricket. The main area is titled 'Positions' and contains a search bar, a message 'Choose positions for this sport. Positions are assigned when selecting players.', and a section for adding a new position. This section includes a 'Number' field with a placeholder 'Type a number' and a note 'Choose a number for this position. Positions are ordered on the match sheet by number.', and a 'Title' field with a placeholder 'Type a title'. Below these fields is an 'Add Position' button. At the bottom right of the main area is a green 'Save' button with a download icon.

The Positions setup page

3. Repeat this process as necessary. Click 'Save' once all positions have been added.

Setting up Notes

1. Click 'Notes' in the left-hand menu.
2. Click the '+New' icon.
3. Enter the note's title into the 'Title' field, and the note into the 'Message' field. An example note could be: 'Gumshields are compulsory'.



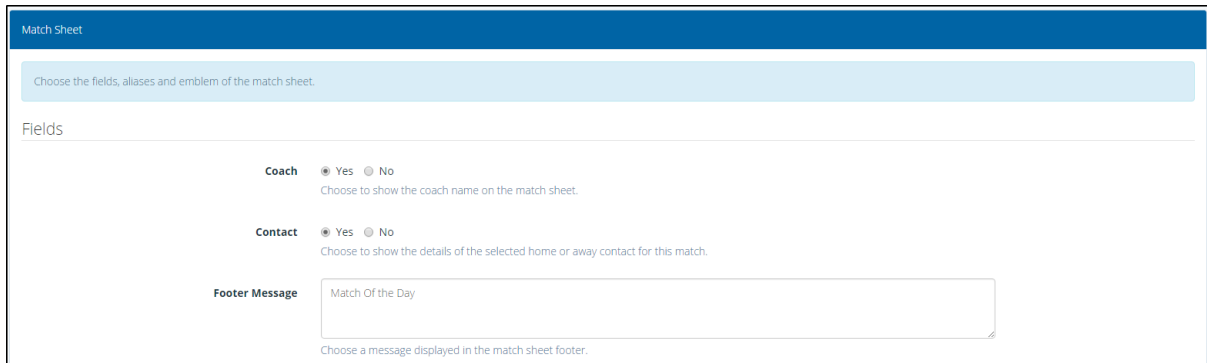
The screenshot shows the 'Sport Zone / Setup / Match Notes' interface. On the left, a sidebar lists notes: Welcome, abcde, Football, and Westling, each with a red edit icon. A '+ New' button is at the top right of the sidebar. The main area is titled 'Details' and contains a search bar, a message 'Choose details for this match note. Match notes are assigned when editing a match and display on the match sheet.', and two input fields: 'Title' with a placeholder 'Type a title' and 'Message' with a placeholder 'Type a comment'. At the bottom right of the main area are two green buttons: '+ Save and New' and 'Save' with a download icon.

The Sport Zone 'Notes' setup page

4. Click 'Save & New' when these details have been entered.

Setting up your Match Sheet

1. Click 'Settings' in the left-hand menu.
2. In the 'Fields' section, use the 'Coach Details' and 'Contact Details' buttons to select whether you want to display these on your match sheet, and enter a Footer Message.



The screenshot shows the 'Match Sheet' setup page. At the top, there is a blue header with the text 'Match Sheet'. Below the header is a light blue bar with the instruction 'Choose the fields, aliases and emblem of the match sheet.' The main content area is titled 'Fields' and contains three sections: 'Coach' with radio buttons for 'Yes' (selected) and 'No', and the instruction 'Choose to show the coach name on the match sheet.'; 'Contact' with radio buttons for 'Yes' (selected) and 'No', and the instruction 'Choose to show the details of the selected home or away contact for this match.'; and 'Footer Message' with a text input field containing 'Match Of the Day' and the instruction 'Choose a message displayed in the match sheet footer.'

The Match Sheet setup page

3. In the 'Aliases' section, create aliases for the following details:
 - a. Meet Time.
 - b. Depart Time.
 - c. Start Time.
 - d. End Time.
 - e. Return Time.
4. In the 'Emblem' section, upload a school logo/emblem to display on the match sheet.
5. Click 'Save' after making any changes.

These are the five key stages to setting the Sport Zone up correctly. Once completed, you can begin to create your sports fixtures and matches.