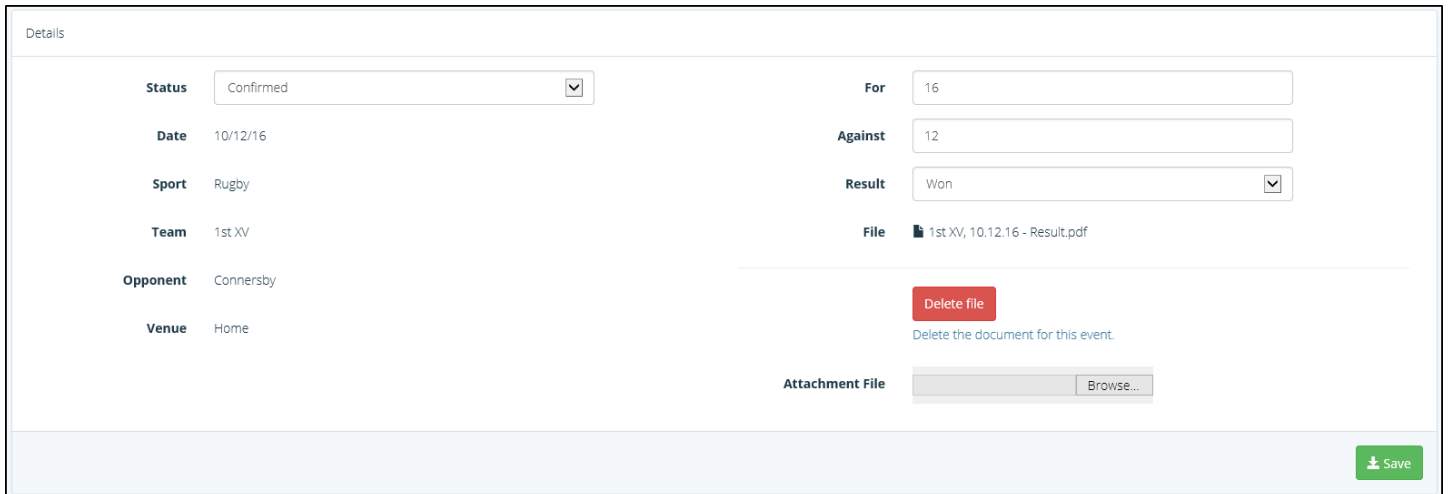


How to edit match results

Updating match results keeps parents in the know, whilst also ensuring that an up-to-date record of key statistics, match reports and results is kept. This information can then be easily exported from the Sport Zone for use at the end of term.

How to add results to a match

1. Click 'Results' in the Sport Zone on the 'Dashboard'. The 'Matches' page will load.
2. Click the 'Options' button for the appropriate match, and click 'Edit result'.
3. In the 'Details' section, add the following results data to the relevant fields:
 - a) For
 - b) Against
 - c) Result
4. Upload any additional documents using the 'Attachment File' field. Parents will be able to download this file in their Parent Message Centre.



Details

Status	Confirmed	For	16
Date	10/12/16	Against	12
Sport	Rugby	Result	Won
Team	1st XV	File	1st XV, 10.12.16 - Result.pdf
Opponent	Connorsby		
Venue	Home		

Delete file
Delete the document for this event.

Attachment File Browse...


Save

The Match Result 'Details' section

5. Click 'Save' once these fields have been edited.

How to add reports to a match

1. In the 'Report' section, add the following information to the relevant fields:
 - a. Match Report - Type a match report. This will be a summary of the entire match.
 - b. Player Report - Each player assigned to the match will have a report field, managers can then write individual reports for each player per match.

Match Report	<div data-bbox="352 210 1490 255">A rich text editor toolbar with icons for undo, redo, formats, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, and font color.</div> <div data-bbox="352 255 1490 421">A real game of two halves, we were poor in the first, but excellent in the second, scoring 13 unanswered points.</div> <div data-bbox="352 421 1490 488">p Words: 20</div>
Simmons, David	Excellent performance - MOTM

The Match Result 'Report' section

2. Click 'Save' after making any changes.
3. Click the 'Close' button to return to the 'Matches' page.

Once the result has been edited, a green tick will appear in the 'Player Report' column on the 'Matches' page in the Results section. The match score will also display.