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Instruction Manual

This manual will allow you to get the most our out of your installation of clubreg3.

Introduction

The extension has been designed to assist club officials to better manage their club members. For example club officials can be considered to be coaches, assistant coaches or team managers in the case of sporting clubs. While the club members can be considered as football players, swimmers, basket ball players etc.

	Sporting Clubs	Organizations
Examples	• Soccer Clubs • Basketball clubs • Swimming clubs	• Association of Book Binders • Australia Association of welders
Club Officials	• Coaches • Assistant Coaches • Team managers	• President • Vice President • Financial Officer / Secretary
Club Members	• Swimmers • Players	• Members of the association or group • Fee paying members

Possible clubs and organisations which the extension can manage.

Joomla Language System

The joomla CMS allows site administrators the means to change the labels of form controls, this can be done by updating the language ini file. Because of this on some pages, club groups might be labelled “Club Division” or “Club Groups”.

For languages other than English, you would have to create corresponding language files.

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Joomla Menu System

The joomla menu system allows you to specify which user groups has access to pages, extensions and modules. Clubreg uses this same principle. For example, the public should have access to the “Register EOI” feature, but they should not have access to “Manage EOI” or “Manage Registered Members” feature. The ordinary registered team members may not be given access to “Send Communication” or “Import CSV Files”. Below is a table which represents the best setup for Clubreg.

In most cases, the Clubreg menu options can be placed into menu groups. An Ideal use case would be to setup all the menu options for team members under a menu group called “Coaches Lounge” See the screen shot below

Menu	Access Level	Parameters
Accept Registration of Interest	Public	EOI Template : Senior | Junior {Tab - Rendering Option } Use Tables EOI : Yes | No
Add New Player	Registered	Registration Template: Senior | Junior
Club Official Profile	Registered	Club Official : Team Members *Leave this blank if you want to show the dashboard for all team members
Send Communications	Registered	None
List Group Members	Public	Club Groups : club groups setup in clubreg Season :Year
Manage EOI	Registered	None
Manage Registered Members	Registered	None
Manage Stats / Attendance Register	Registered	None
Upload CSV ***Coming soon**	Registered | Super Admin	None
Reporting ***Coming Soon**	Registered | Super Admin	Report Type: Attendance, Payments, Assets, Emergency Contacts

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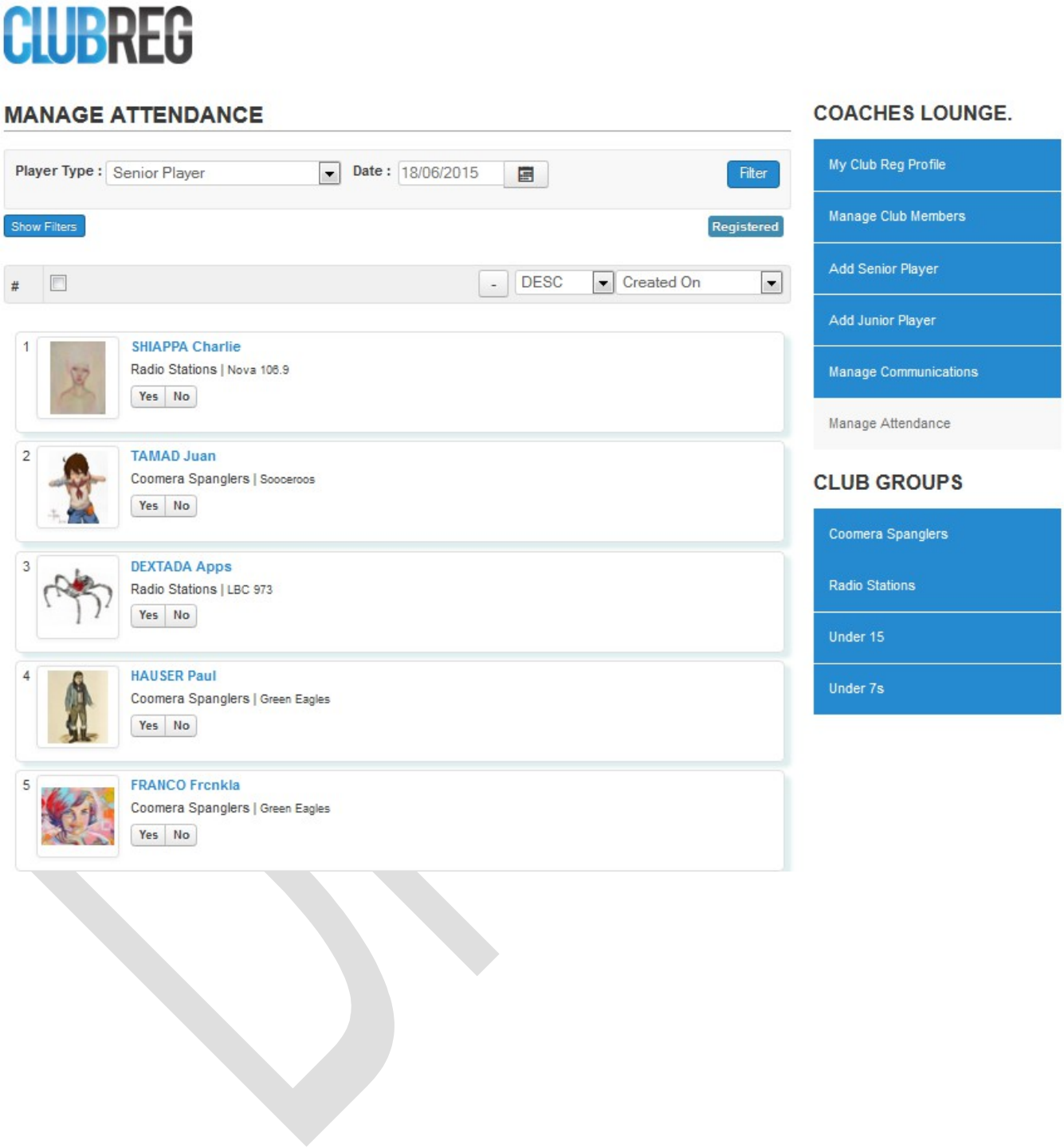
Sample Menu Groups



Clubreg3 Features

Clubreg3 has been developed with the idea that managing a club involves the following :

1. Been able to take expression of interests from the public (EOI). This should normally be based on your geographical location. This means that if you manage a sporting group in Croatia, you would not take registration from players in Australia.
2. Been able to convert these EOI's to registered members or to reject them, ie let the players enter their details.
3. Been able to register members and assign them to groups.
4. Managing registered members. Which involves
    a. Adding notes (private or public)
    b. Adding files or attachments
    c. Adding payment details
    d. Adding asset details.
    e. Adding emergency details about a member
    f. Adding other non essential details about a player
    g. Uploading profile pictures
5. Sending communications (emails and sms) to entire groups.
6. Take attendance by date.
7. Publish a list of club members by groups
8. Export member list to CSV file which can then be opened in excel.
9. Import member list from CSV file.

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Clubreg3 Entities

Clubreg3 is built around a few entities. These are described as follows.

Club Groups:

These are the entities which club members are assigned to. There are two types of club groups,

Junior Groups

Senior Groups.

Each club groups can have multiple sub groups. For example in a football club, the players of a group may be grouped into alpha, beta and gamma team based on their skill levels.

Groups	Under 8	Under 9	Under 15
Sub Groups	• Team Alpha • Team Beta	• Team Alpha • Team Beta • Team Gamma	• Team Alpha • Team Beta

Example of Groups and Sub groups

Club Officials:

Club officials are actually joomla users. These joomla users have to be linked to the clubreg3 extension. The extension has been designed so as to allow site admin to actually segment users.

A joomla installation might have 100 registered users, who use the site as a social networking platform, for shopping etc. But the site administrator might only want a handful of these registered users to actually use the extensions, they have to be linked.

Linked users / club officials are the entities that have permission to manage club members of a particular club group or sub group..

Access Logic:

A club official who is assigned as group leader for a group has access to all members of that group and any sub groups. A group can have only one group leader, but multiple group members,

A club official who is a group member of a group can also be made a team leader of a sub group. Sub groups can't have group members only a group leader. This means that they only have access to that sub group they are group leaders of and not to any other members of another sub group.

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Configuration Lists.

Configuration lists are a collection of items which are too few to actually have a table and user interface for them to be managed but still need to be managed.

Example

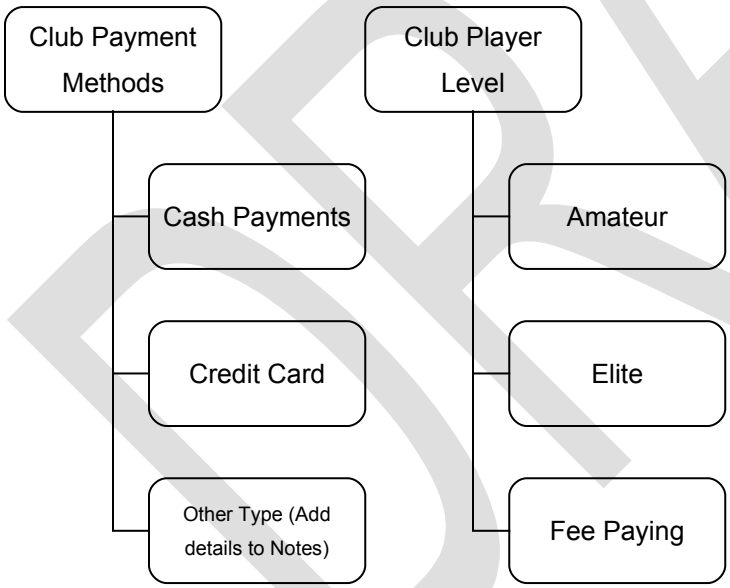
If you wanted to have a list of payment methods or payment types, a developer might be tempted to actually hardcode these values in the extension source files. Or even put them in a separate configuration file. The problem with doing this is that the site admin would find it hard to manage these lists.

Clubreg3 provides the site administrator the means to manage these configuration lists. These configurations are implemented as follows.

There is a head configuration item, then sub configuration items.

Each configuration item has

1. A setting name, which can be changed at any time.
2. A setting tag, which can not be changed after sub items have been added to the main config items. **Note Do not change any pre-existing configuration setting tag**
3. Setting items which are configuration items themselves. So they have all the two previous properties.



We shall describe the steps involved in setting up configuration items later in the manual.

Go to setting up configuration list items

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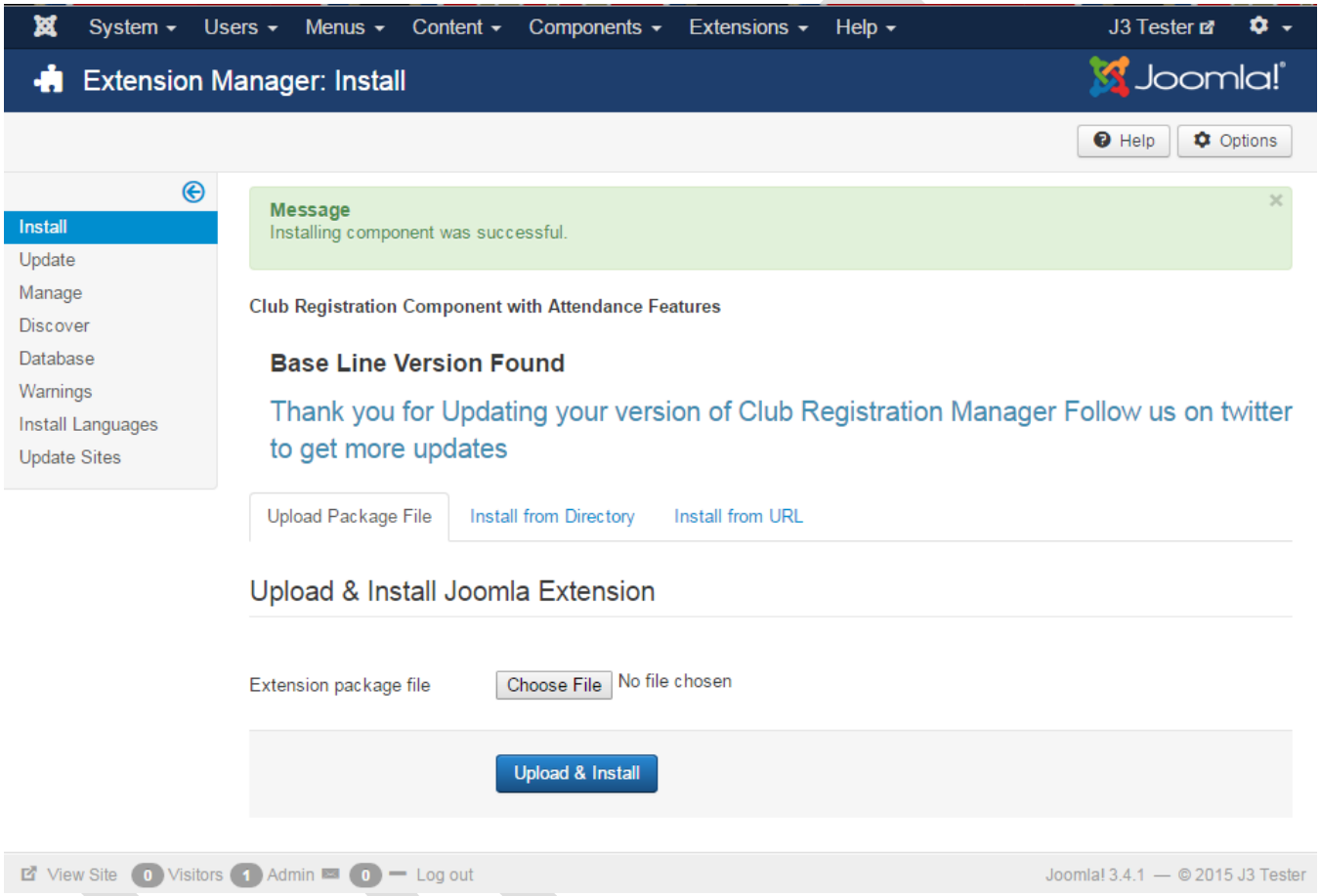
Installing Clubreg3 and Clubreg3 Update.

At this point you should already have a copy of clureg3 as well as any updates.

You must first install the base line version. The baseline version or version 3.0 contains the sql statement for creating the database tables as well as some default configurations.

After installing any extension you should have a page with the following details.



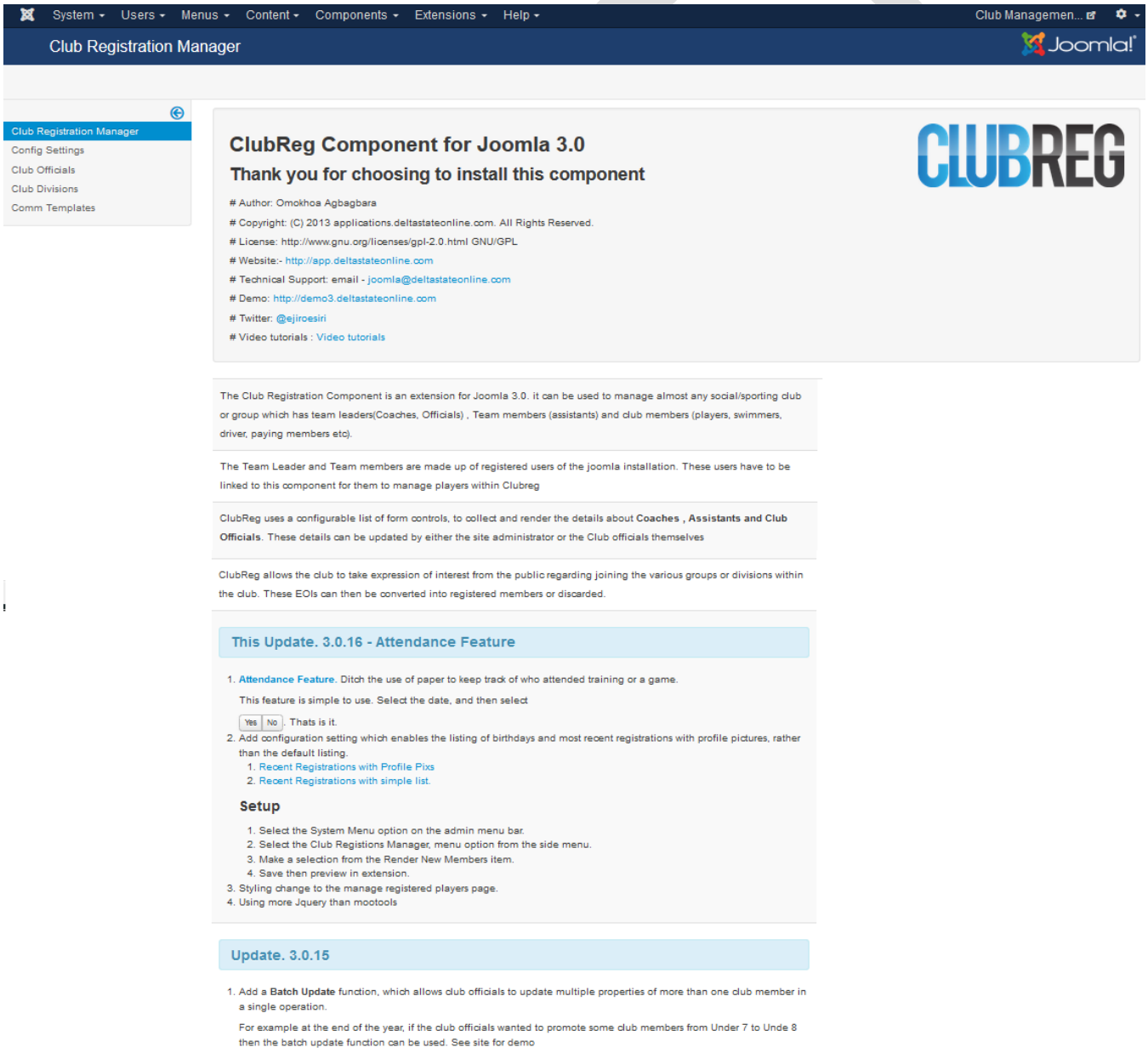
After installing an update.

Setting Up Extension.

The first step in setting up the extension is the link the joomla users to the extension. Remember there is a clear separation between the site user and the extension users. The extension users are considered to be club officials who will be managing the club groups.

In the current version, you can not convert site users ie users who you add to the joomla system to club group members

Go to the extension using the admin menu. The extension should be listed under Components >> “Club Registration Manager”

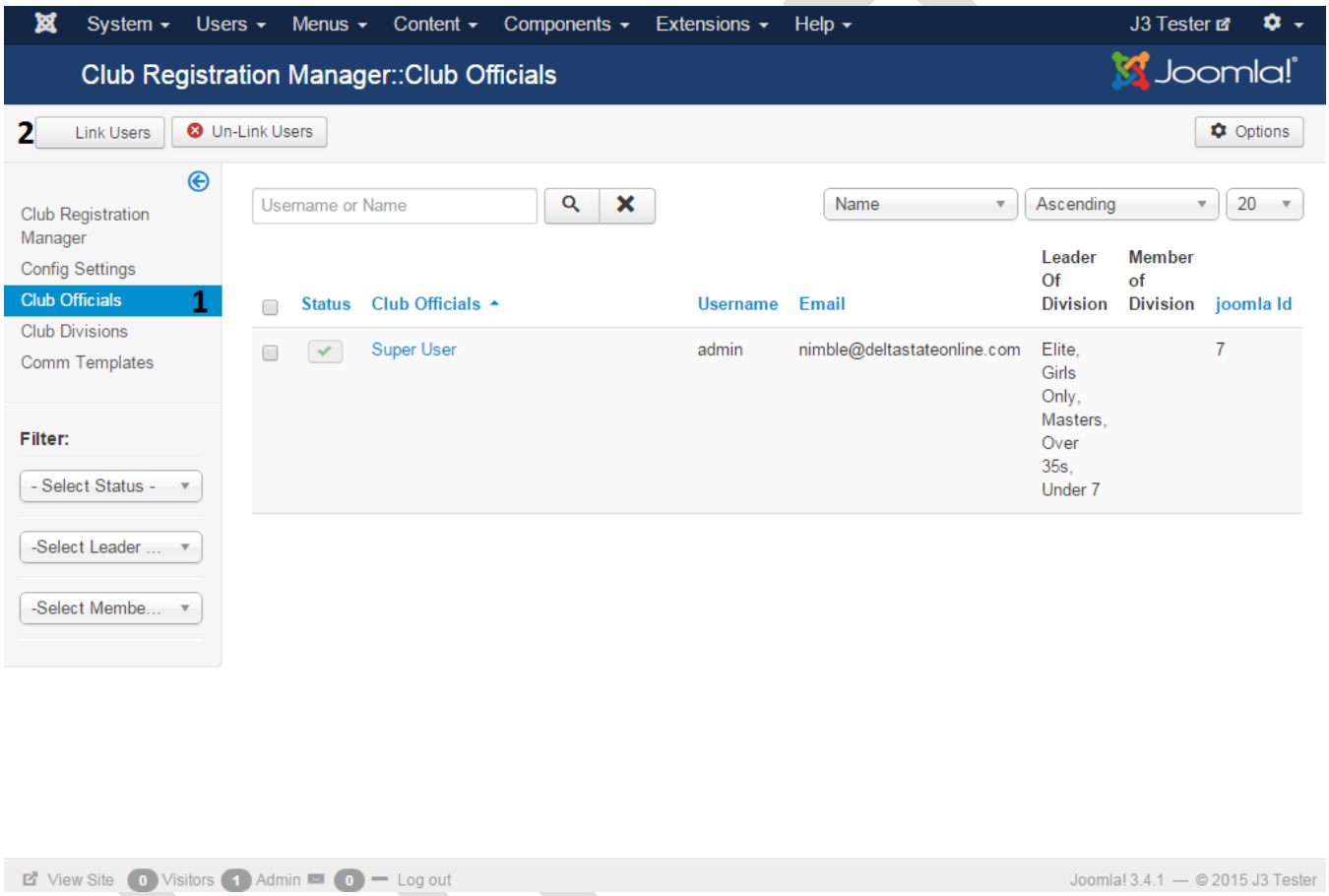


Linking Club Officials to the Extension.

Club officials are your register joomla users. This step describes how to link the registered users to the extension.

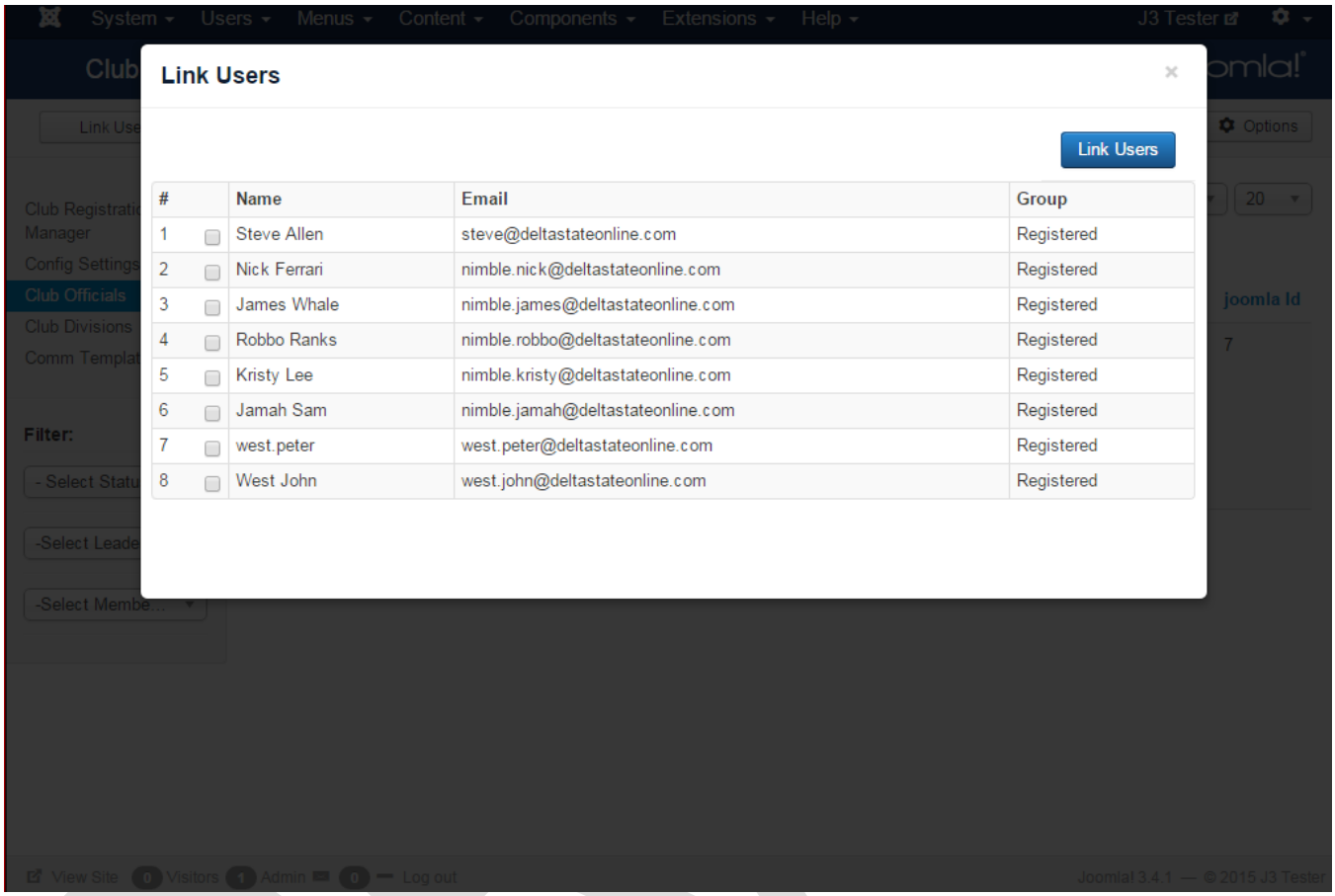
Step 1.

1. Select the “Club Officials” menu option.
2. Select the “Link Users” Button



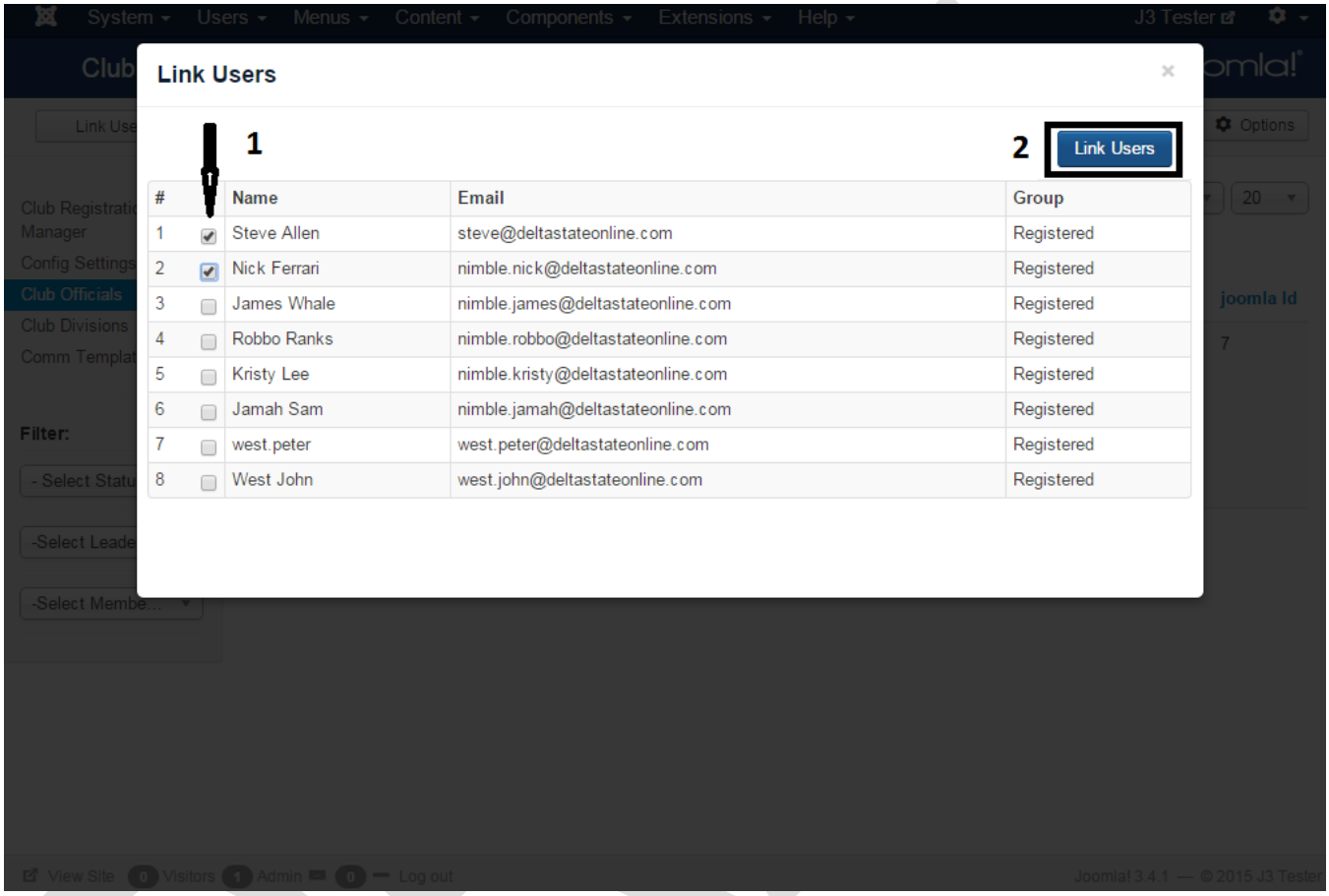
Step 2.

You will be presented with a modal window which will joomla / site users who have not yet been linked to the extension. You can select as many users to be linked



Step 3.

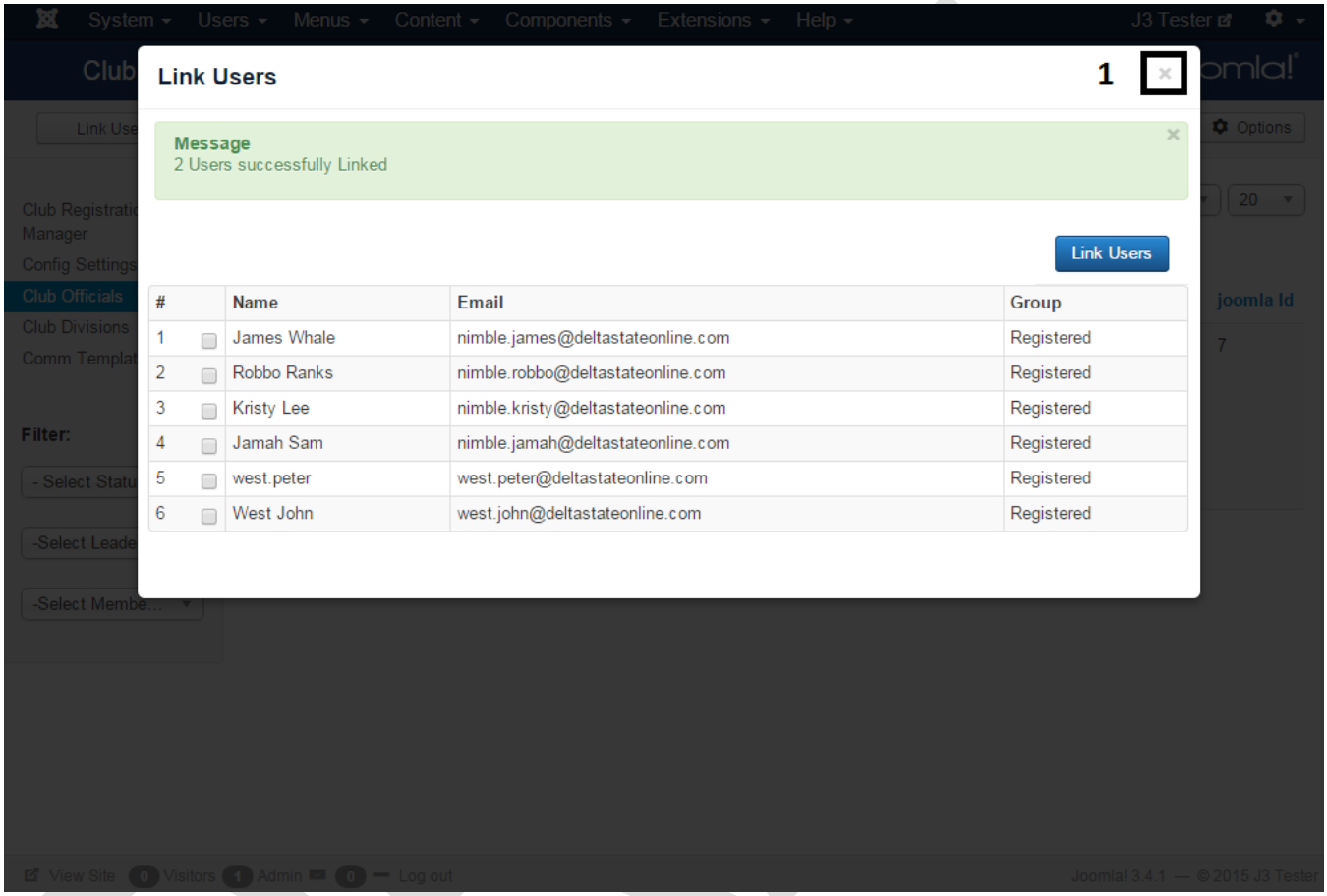
1. Select the users
2. Click the “Link users” button



Step 4.

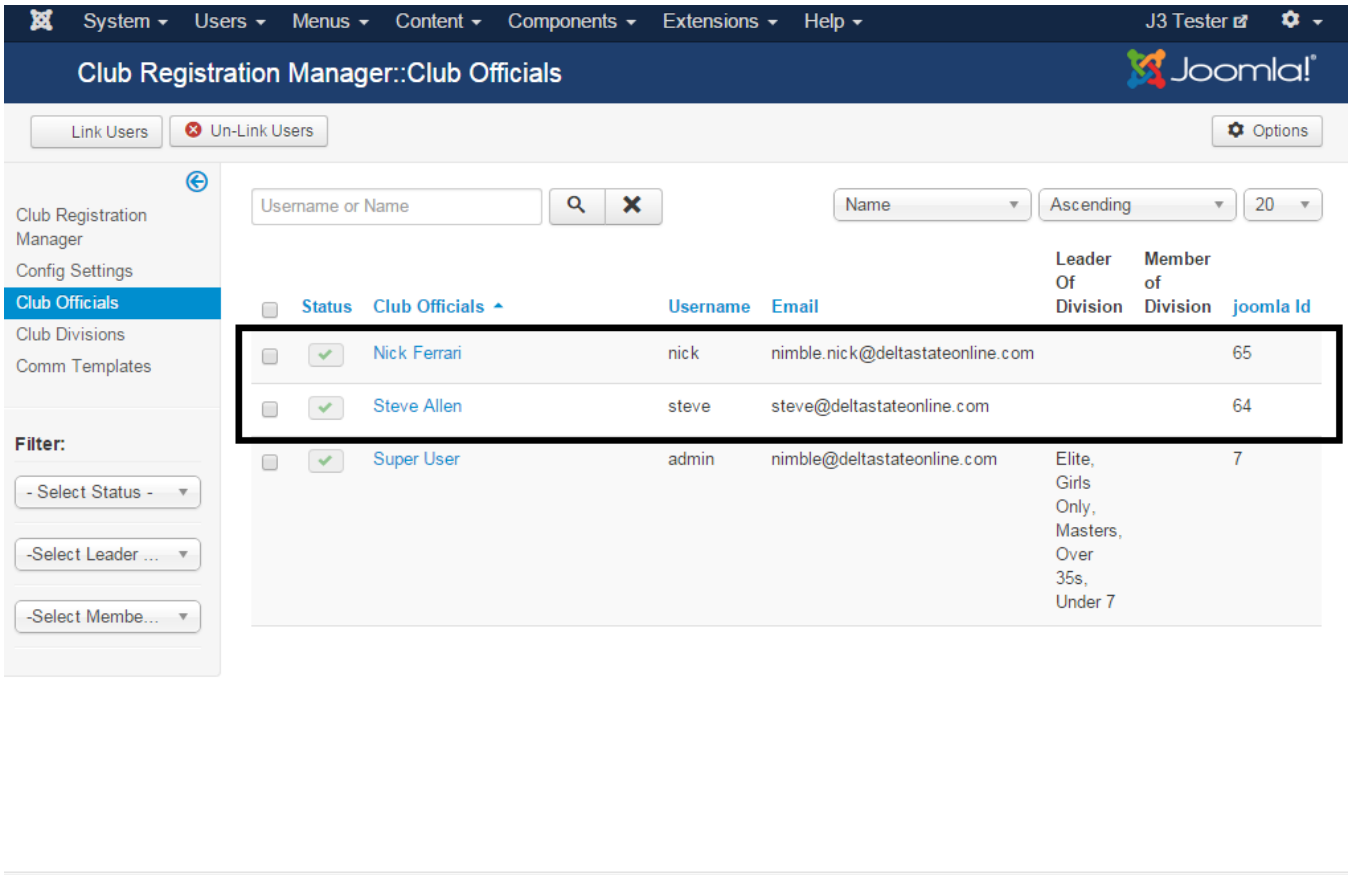
You will be presented with a response of a success.

1. Select the close “X” button to return to the club official page.



Step 5.

You will now be returned to the club official page with the users you have selected now been added to the official list.

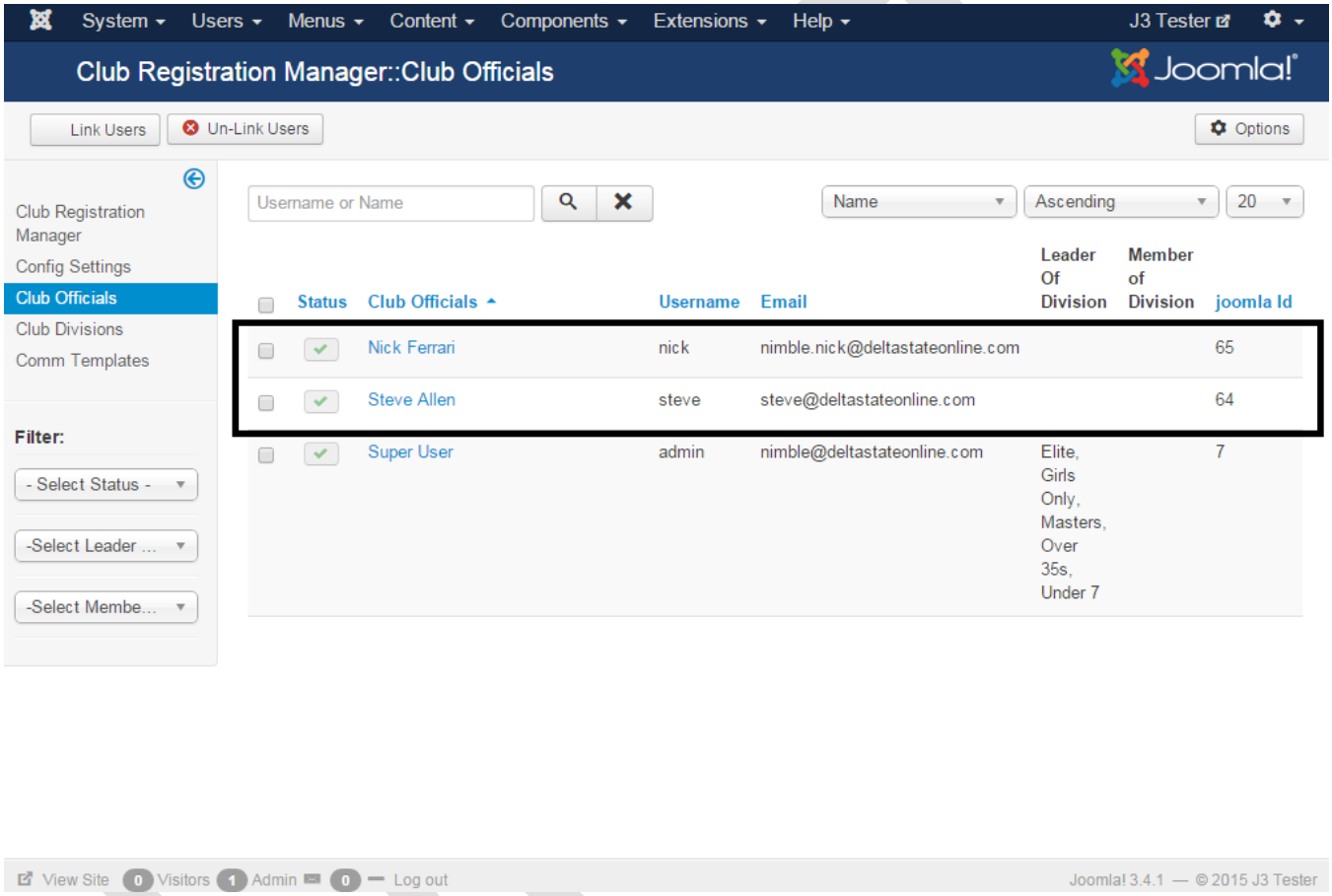


Setting Up Club officials

Now you will set up permissions for a club official. With any application, users will have to be given permission to perform certain actions. Wether it is permission to see pages, delete members or send communications.

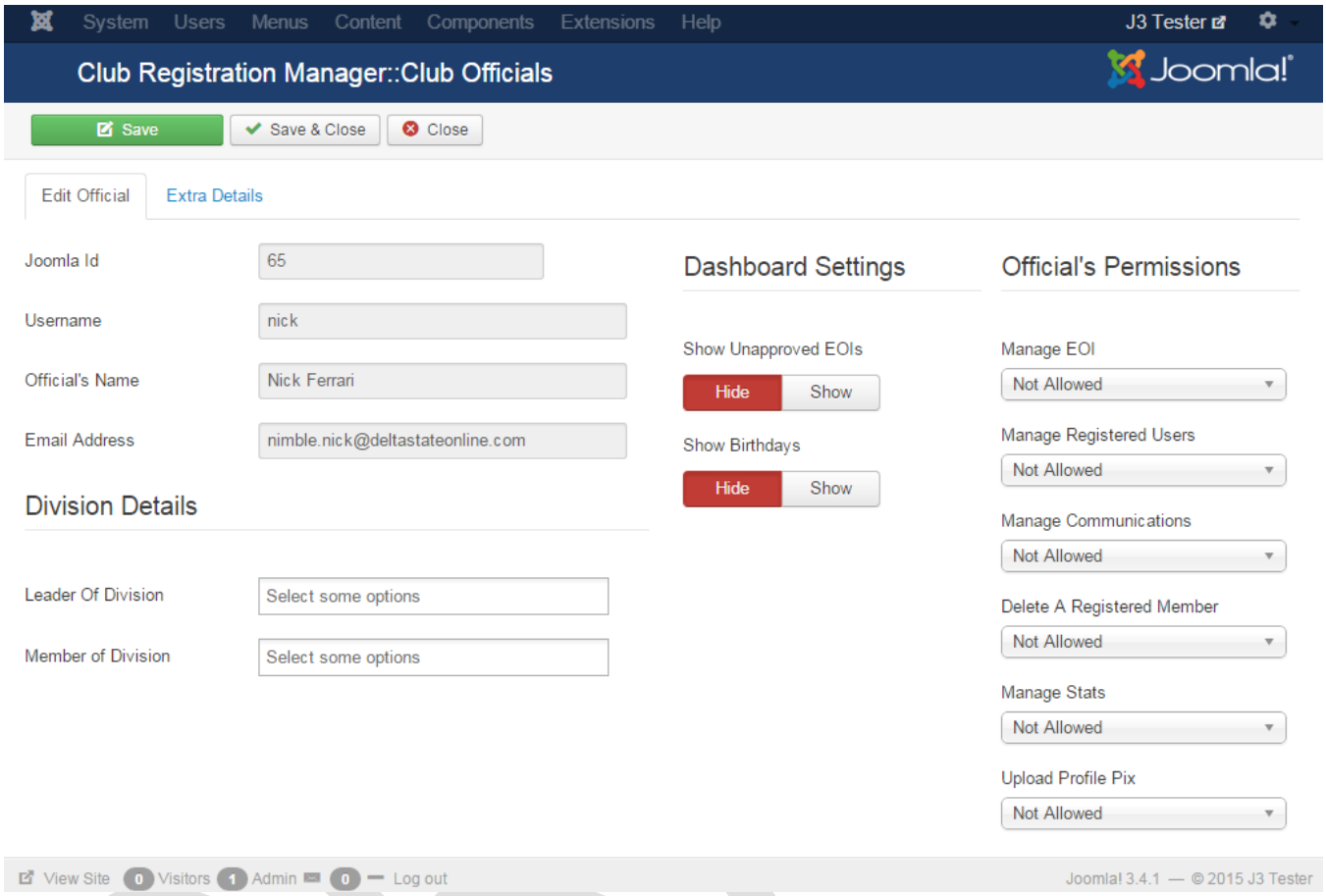
Step 1.

Select the official you want to give permission to. In this example we wish to give “Nick Ferrari” some permission.



Step 2.

After selecting the desired official you will be presented with the page below.



Here is a brief description of the different sections of the edit official page.

1. Division Details
   Groups or Divisions which the user is a leader or member of.
2. Dashboard settings
   These are setting which allow the official to have their dashboard populated with small widgets which show unapproved EOI and birthdays.
3. Official Permissions
   Actions which the official is allowed to perform.

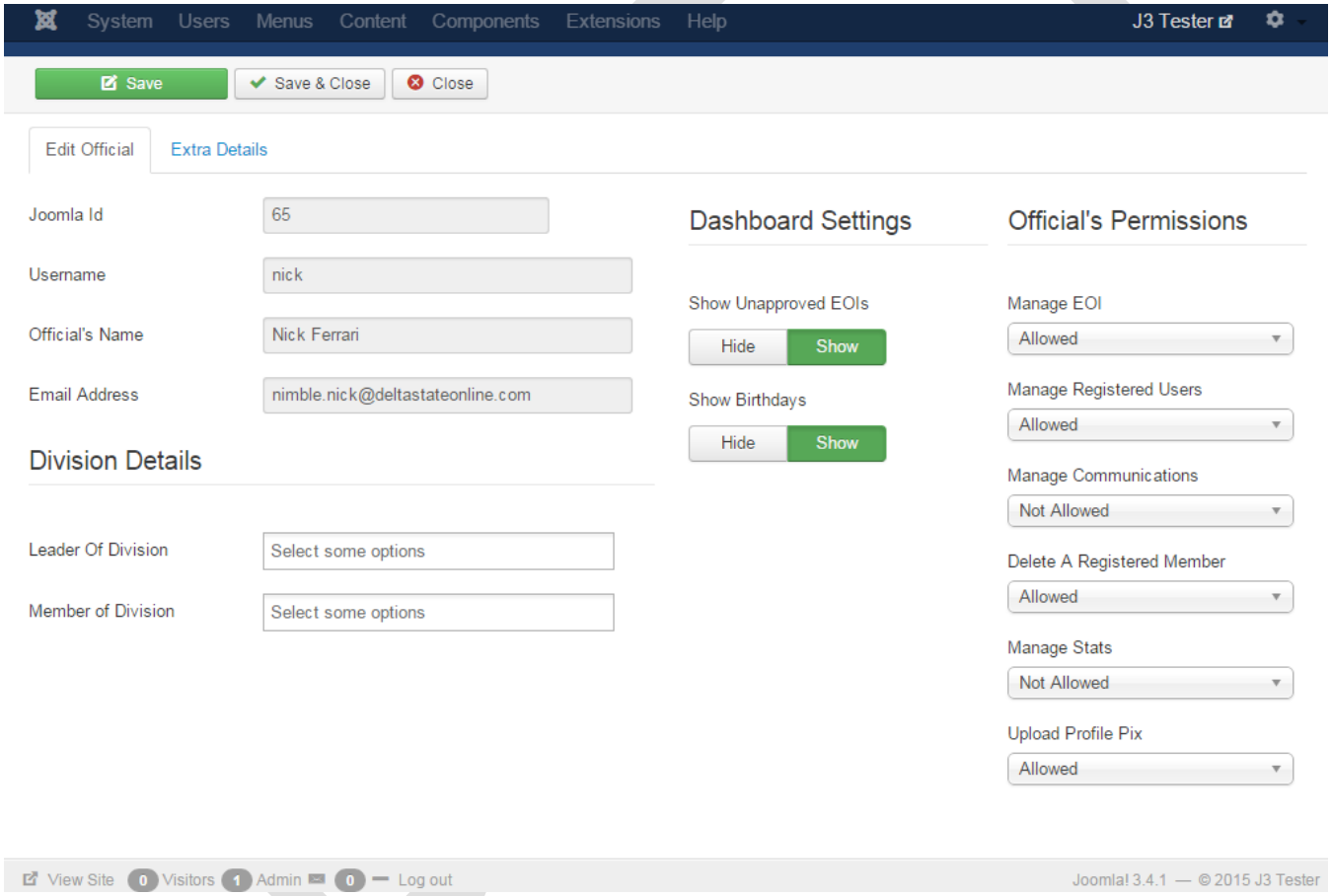
Step 3.

Next select the permissions and setting you desire.

Here we have chosen to give the official all the dashboard settings,

They are also allowed to do the following

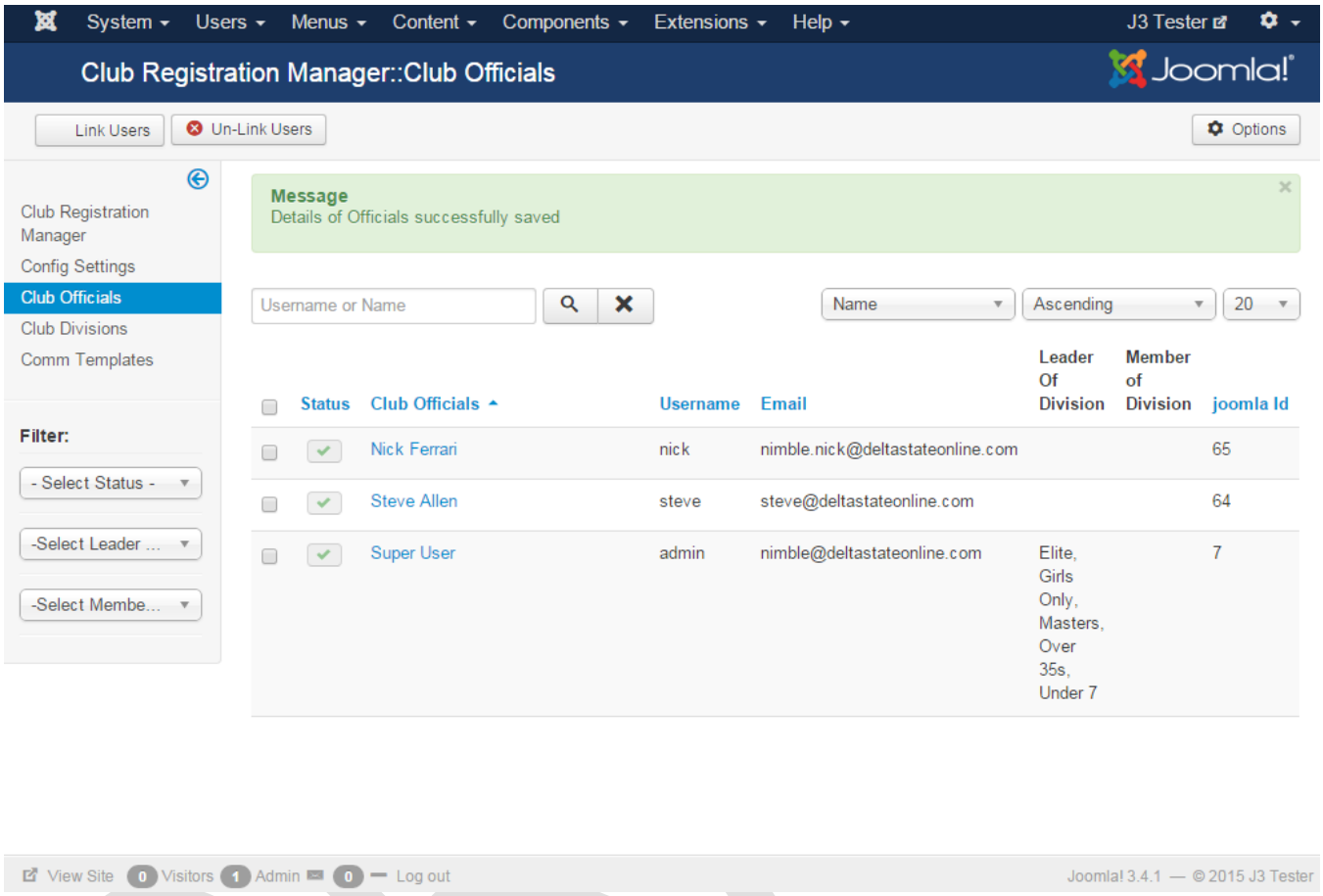
1. Manage EOIs
2. Manage Registered members
3. Delete Registerd Members
4. Upload Profile Pix



For now ignore the division details for setting the leader and member of division / groups.

Step 4.

Click the save and close button to return to the “club officials” page



Setting Up Club Groups

For a sporting club, you might have groups divided into junior and senior groups. Junior players get assigned to junior groups, while senior players get assigned to senior group.

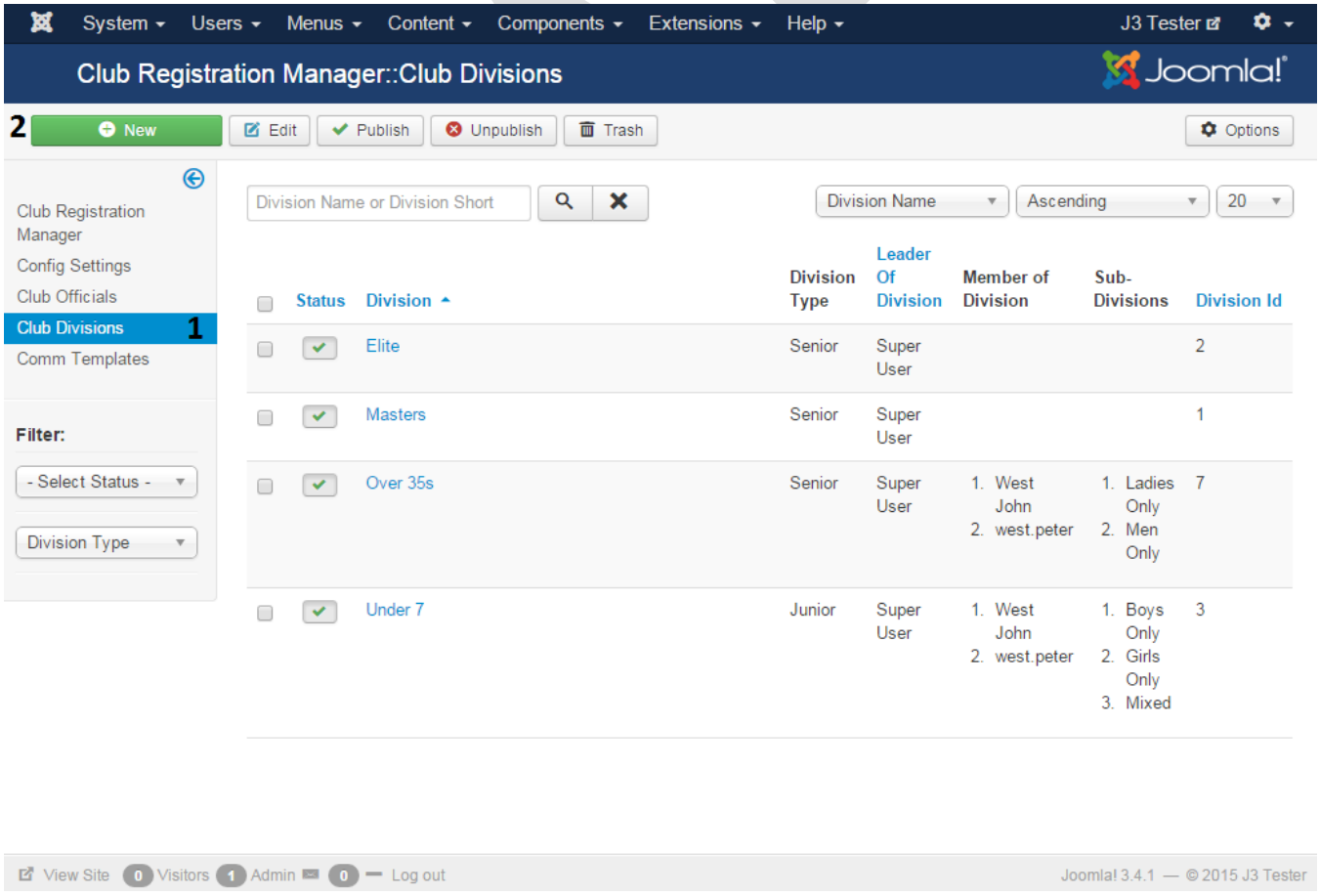
Junior players are required to have a guardian attached to them so that all communications can be sent to the guardian and not the junior player.

When players get older they can then be upgraded to the senior groups. {More of this later}

For a non sporting group, you might not require the junior groups at all, and just set up the extension to manage senior groups.

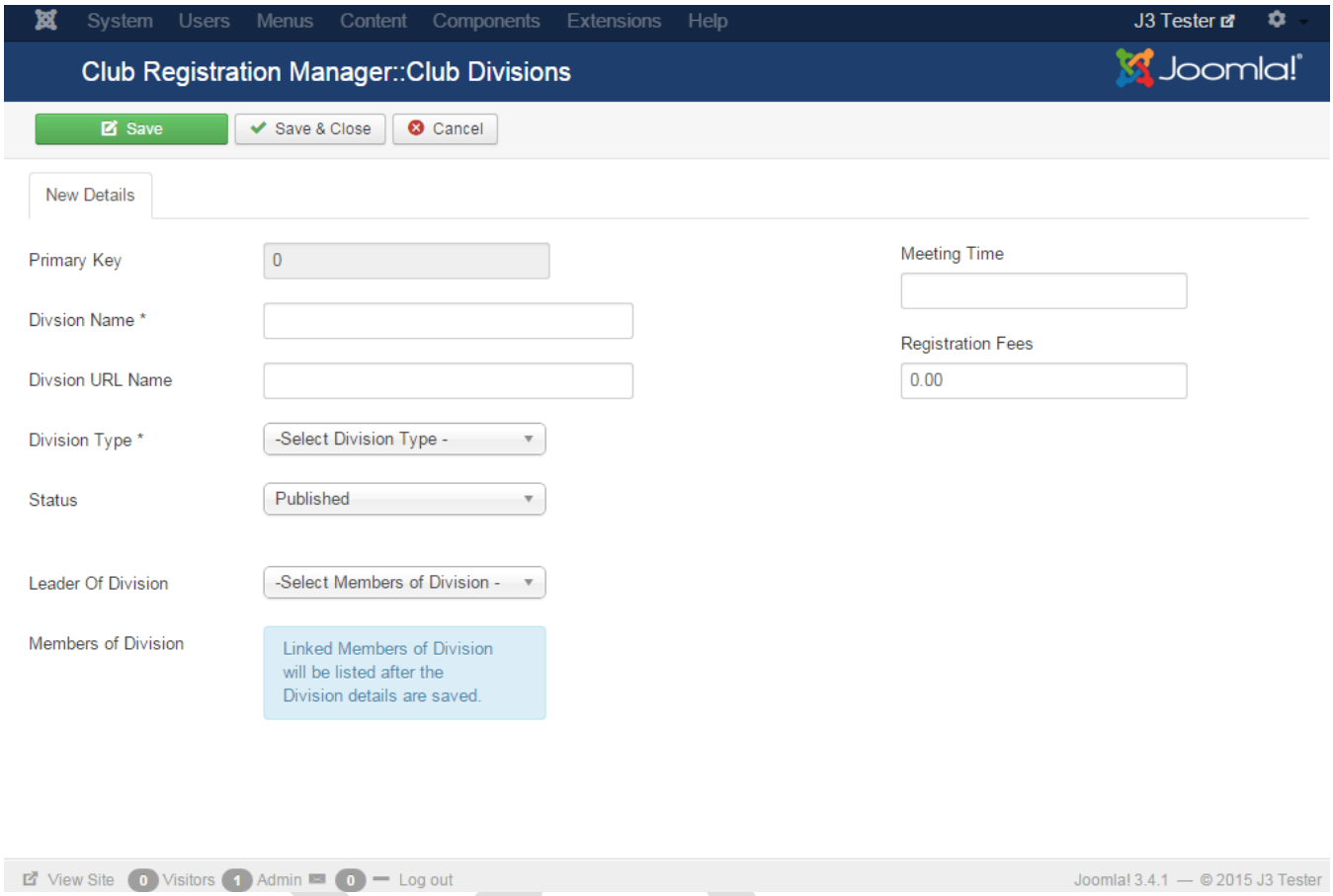
Step 1.

1. Go to the Menu “Club Divisions” or “Club groups”
2. Select the “New” button



Step 2.

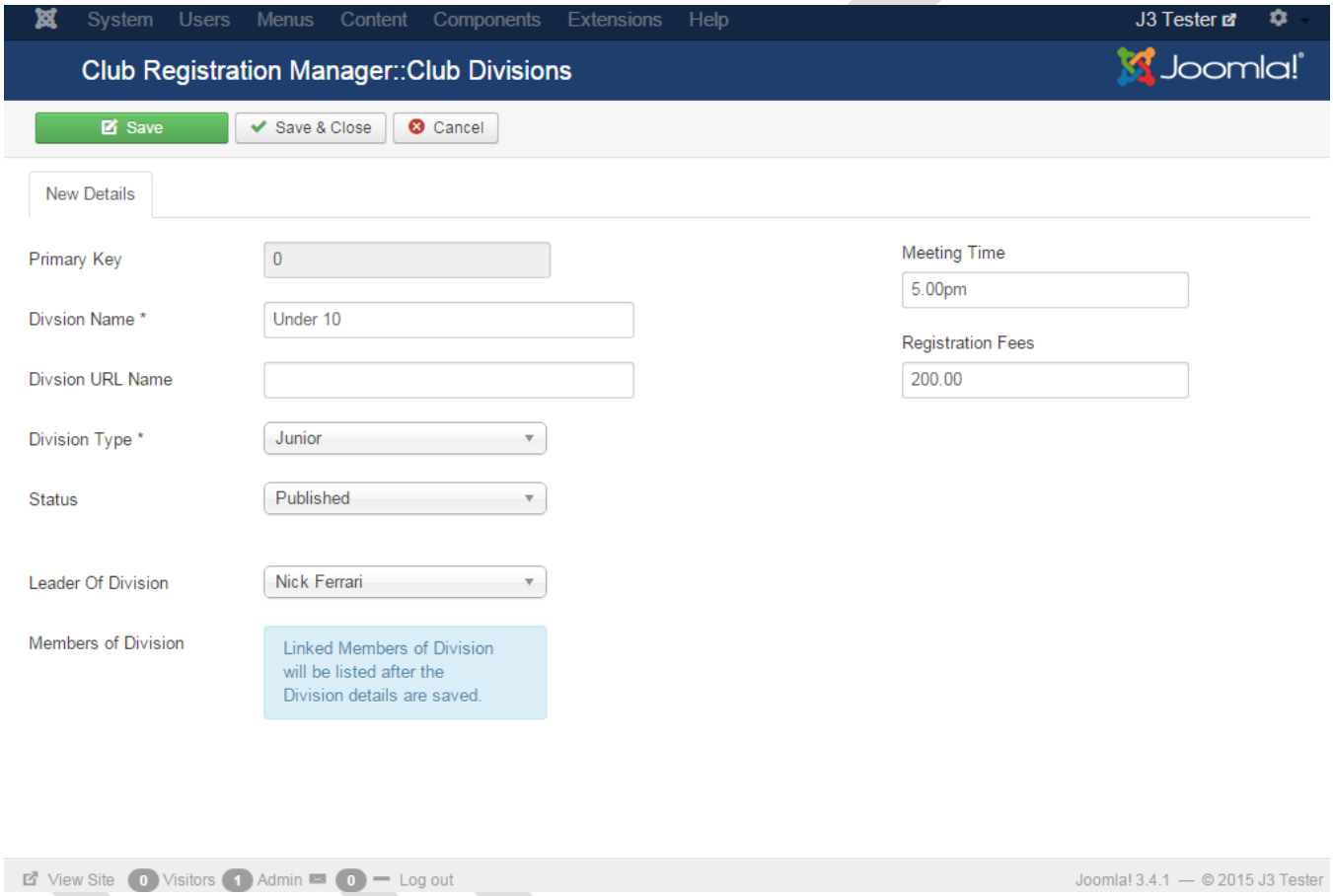
You will be presented with this page



Step 3.

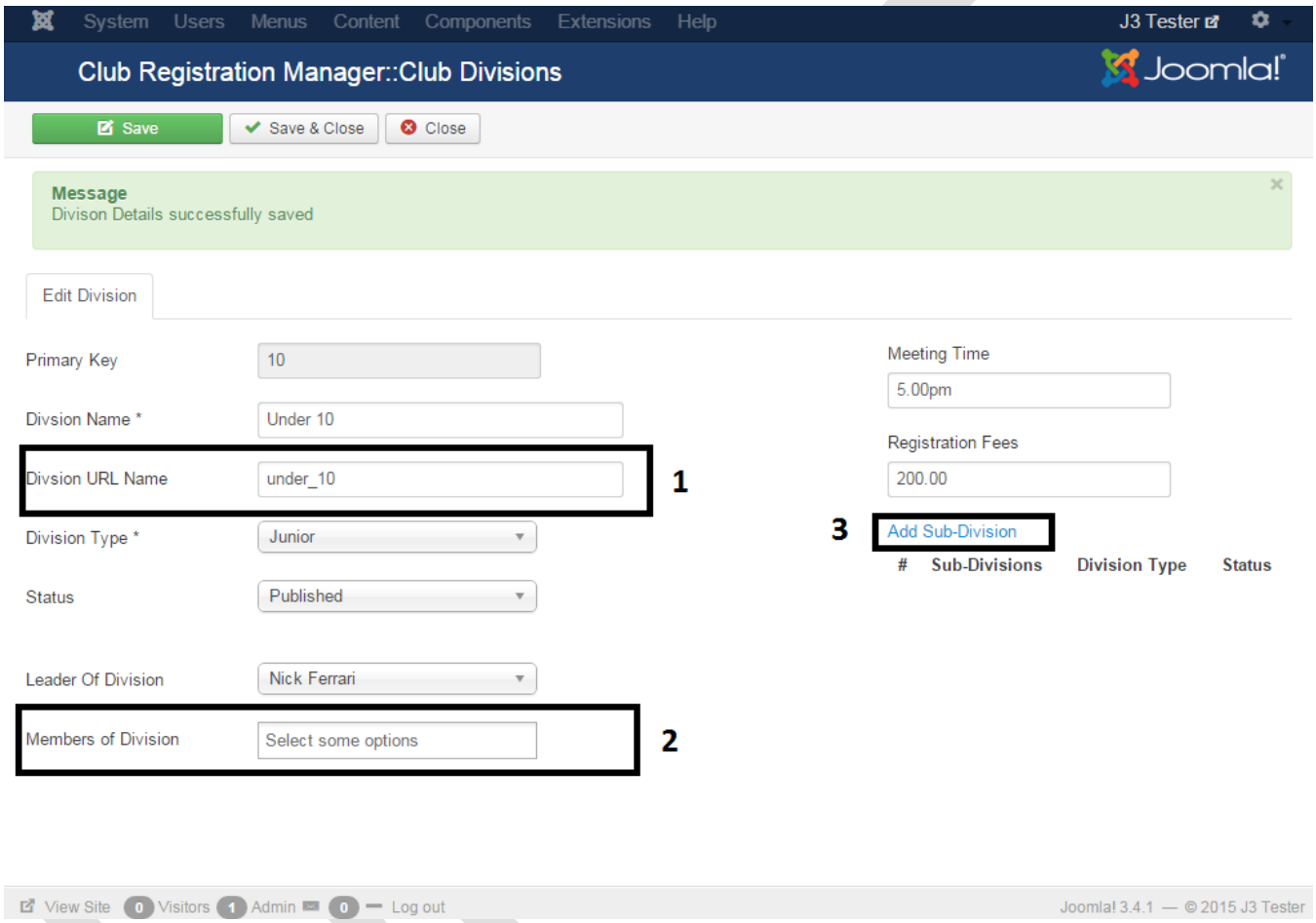
Fill in the details as required; you can leave the “Division Url Name” empty. This will be auto completed by the extension after the details has been saved. The extension simply removes any spaces from the “Division Name” and converts them to underscores “_” .

Save when completed.



Step 4.

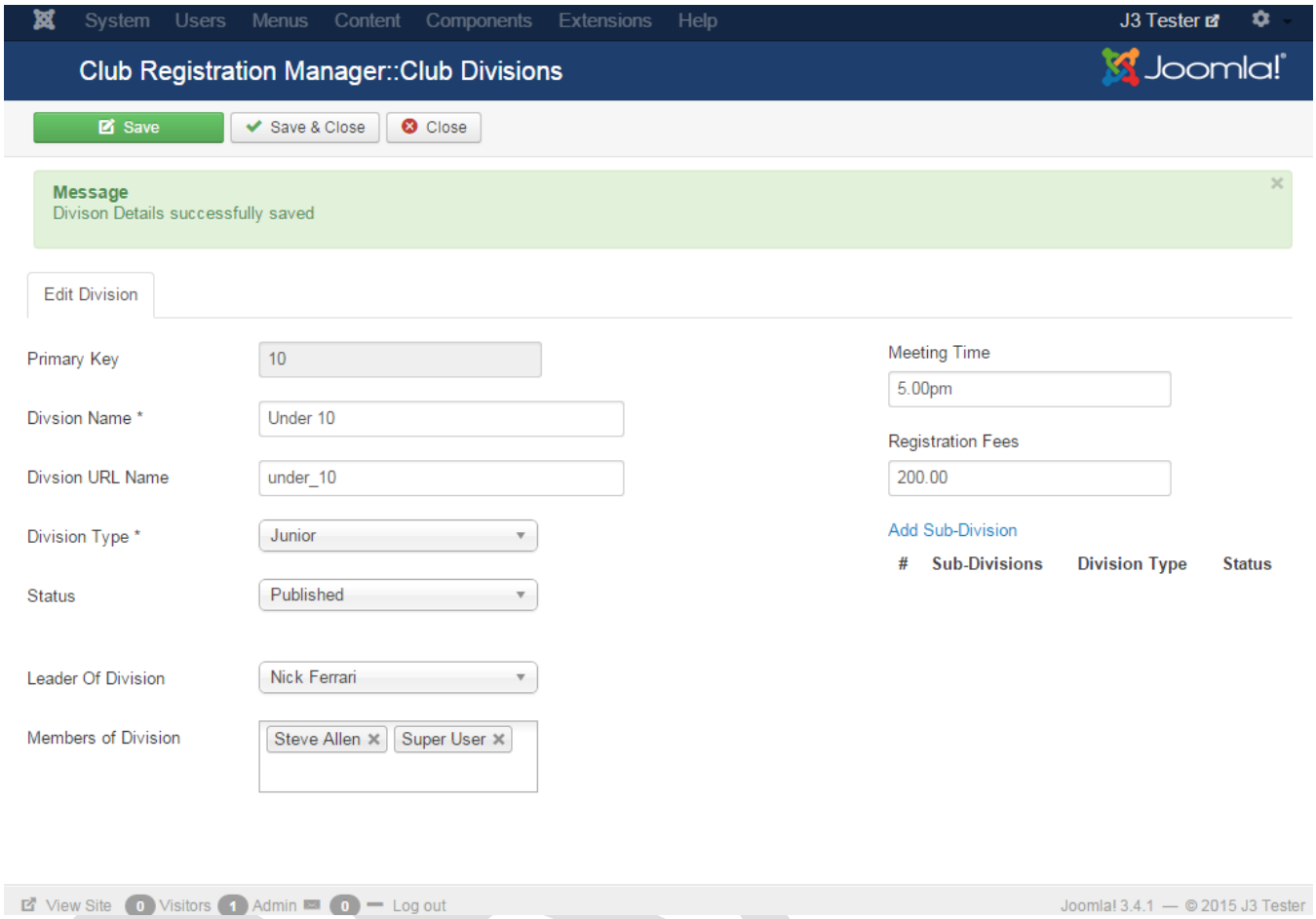
After you have save the details you get more options including the “Member of Divisions” (2) controls and the “Add Sub Division” (3) links



You must now add all the members of this division / group before you proceed. This will give them access to this division / group as well as any sub group.

Step 5.

Add the members of division. Then save the page.

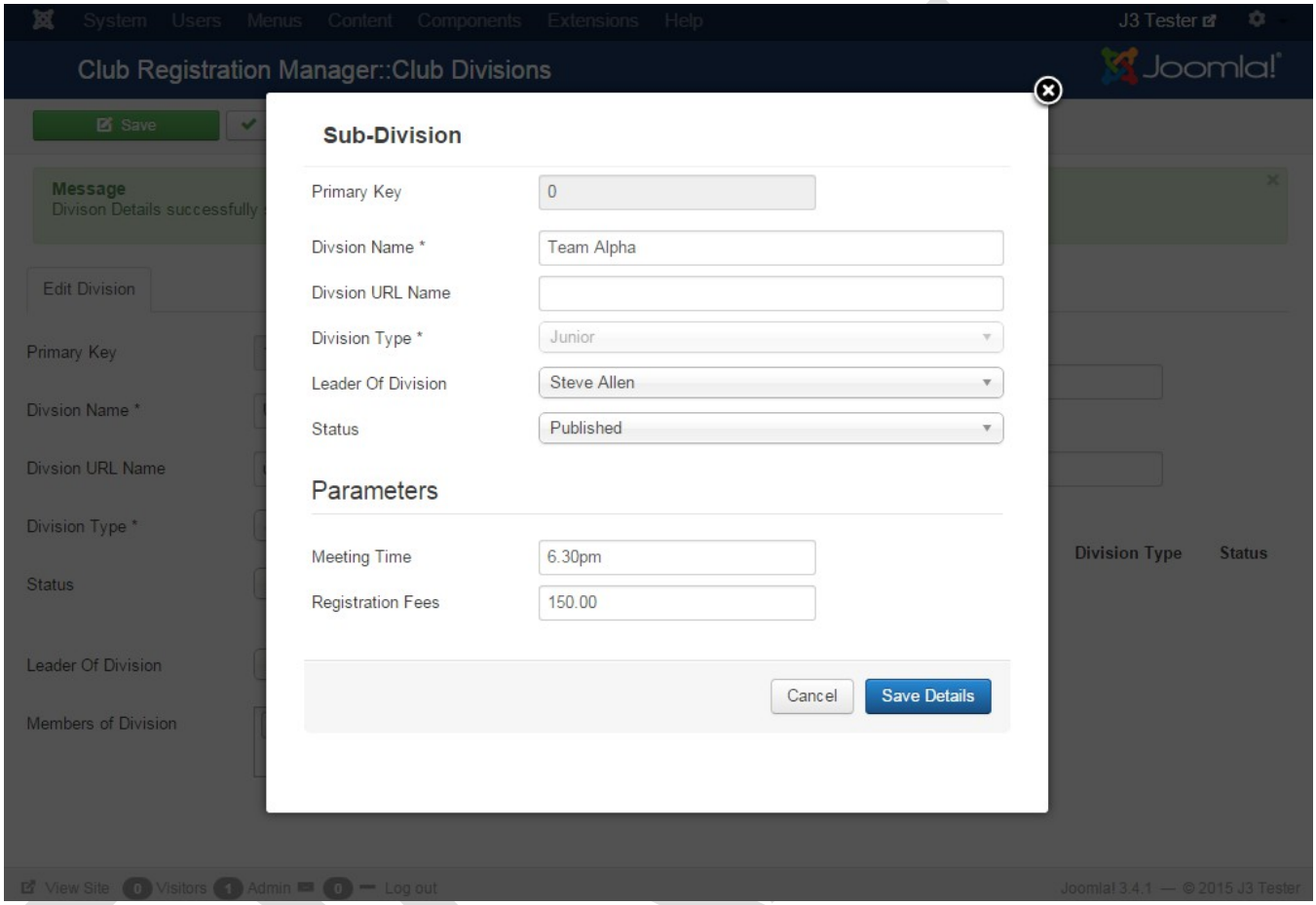


To add a sub division or a sub group, “Select the “Add Sub Division” link

Step 6. Add sub division

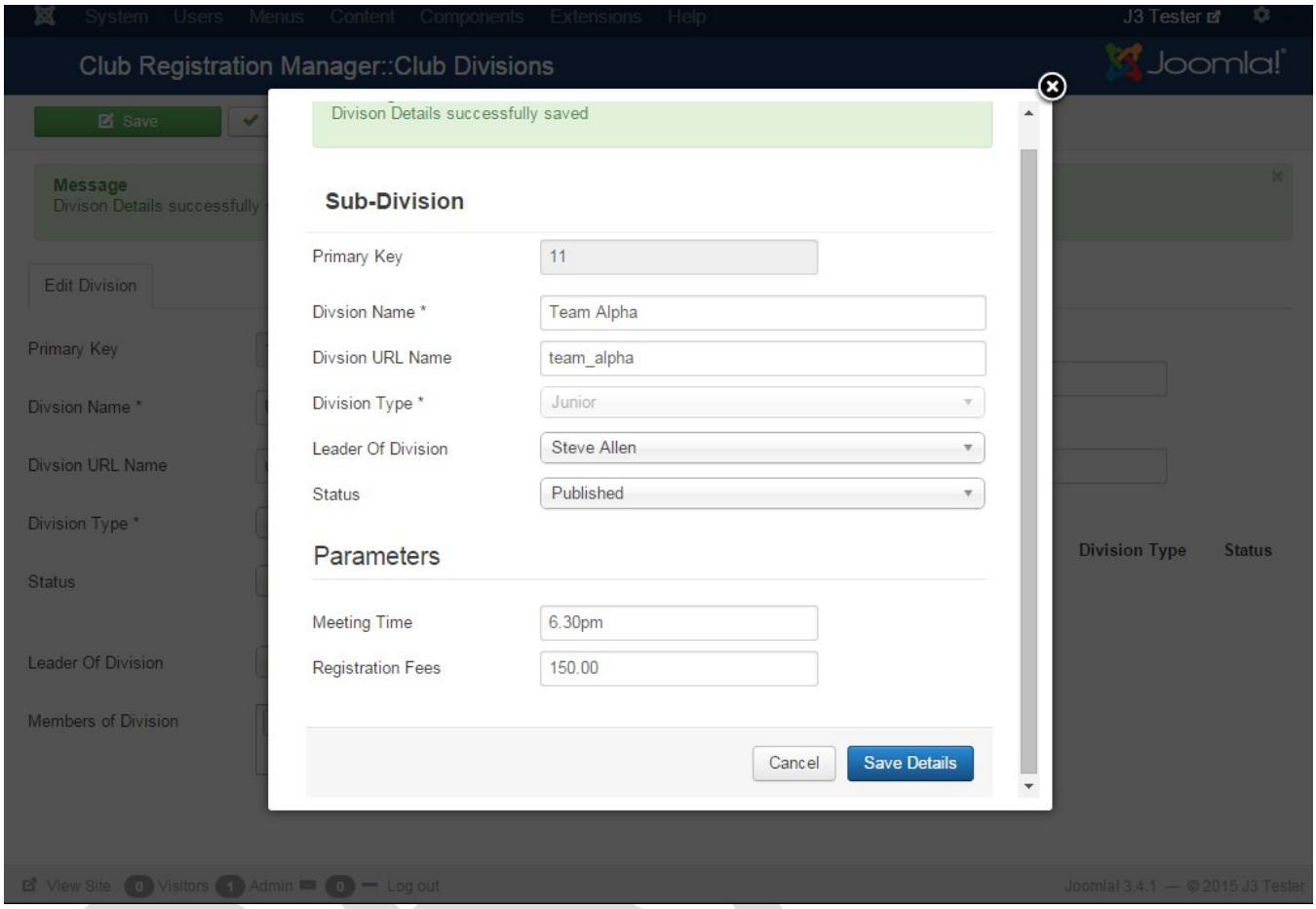
You will be presented with the modal window,

Fill in the details as required . Once again leave the “Division Url Name” empty.



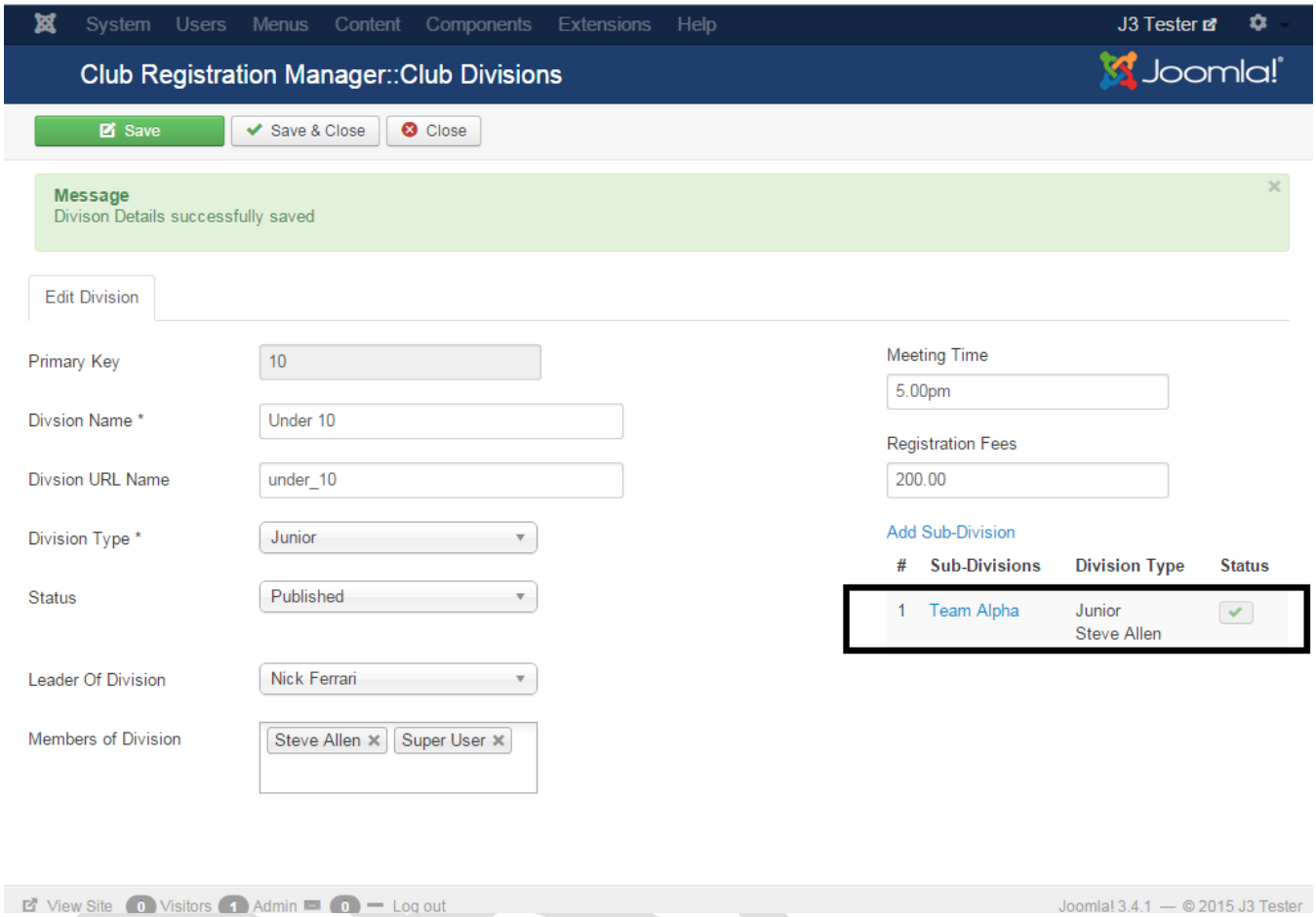
Step 7.

Save the details. Then close the page



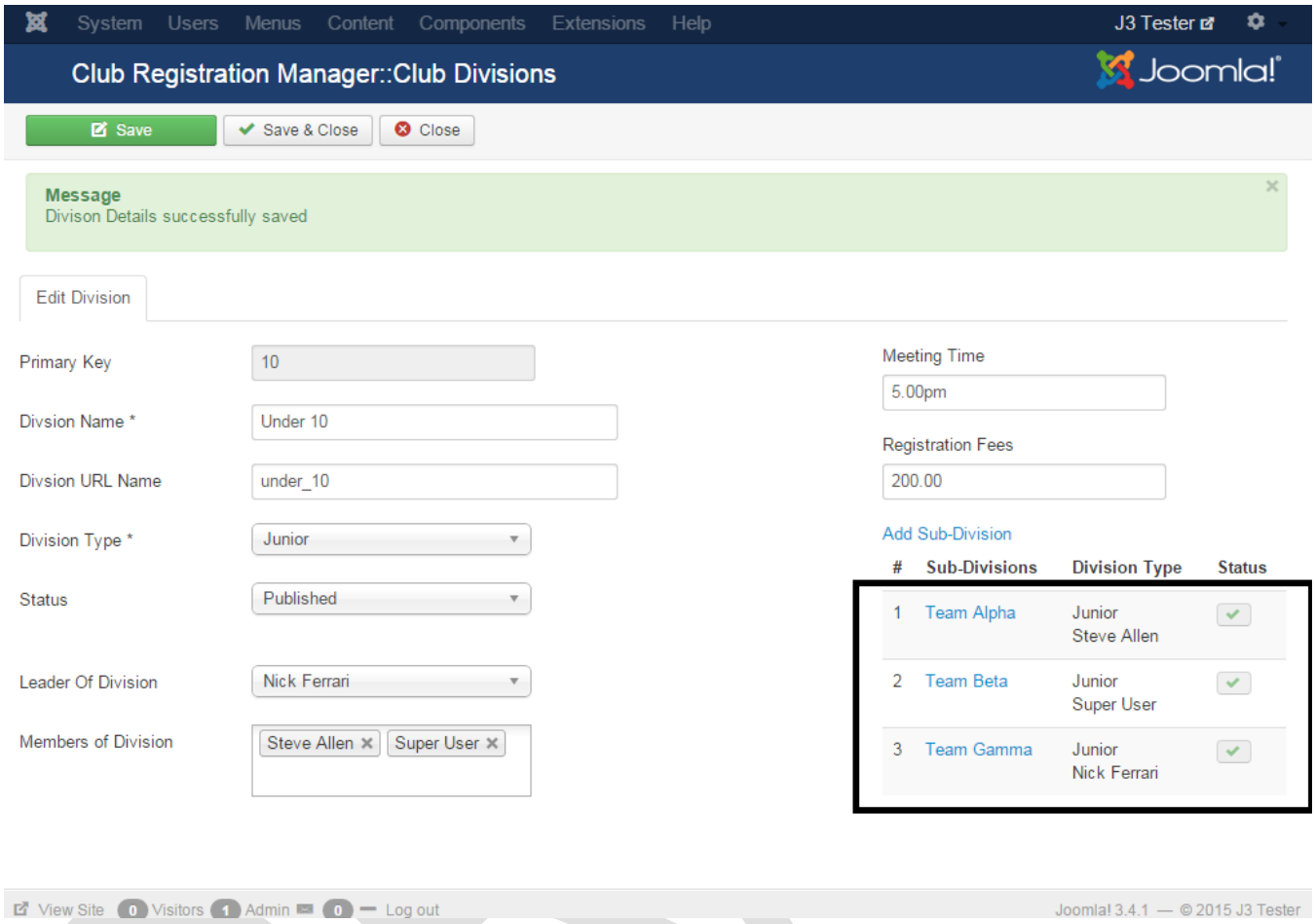
Step 8.

You should have the new sub-division listed



Step 9.

Add more sub divisions as required.



Global Configurations

The extension has some configurations which can be modified. These are listed as follows.

These configurations are separated into two tabs, the General and Tabs.

Remember to save configuration details after making changes

General Tab

1. Player Types.
   This specifies the player types which can be managed by the extension.
2. Default Selection:
   Which player type is selected when club officials land on the “manage registered players” page.
3. Attachment Folder:
   Where attachments are uploaded to. All documents are placed in sub folders
4. Slide Profile Div:
   For very large joomla templates, this can be increased to specify the sliding width of the forms.
5. Profile Tab Position:
   Where tabs are rendered, Left, top or right. If you site template uses bootstrap 3 then the left and right position doesn’t work but the top positioning work.
6. Render Icon Only
   This allows the tabs labels to be rendered with either icons only or icons and text.
7. Use Table for Eoi:
   Some joomla templates don’t include the bootstrap css so div and spans don’t render quite well, by setting this to yes, then the eoi will be rendered using a tables instead.
8. Suffix for SMS
   If the sms module is enabled, then the email suffix can be set. For example @telstra.com.au. The suffix will then be appended to the phone number and sent to the provider. For example if a players has a phone number +61412983002 then the sms will be sent to +61412983002@ telstra.com.au
9. Render New Members :
   Allows new member registration and birthdays to be rendered with a profile picture or as a simple list.

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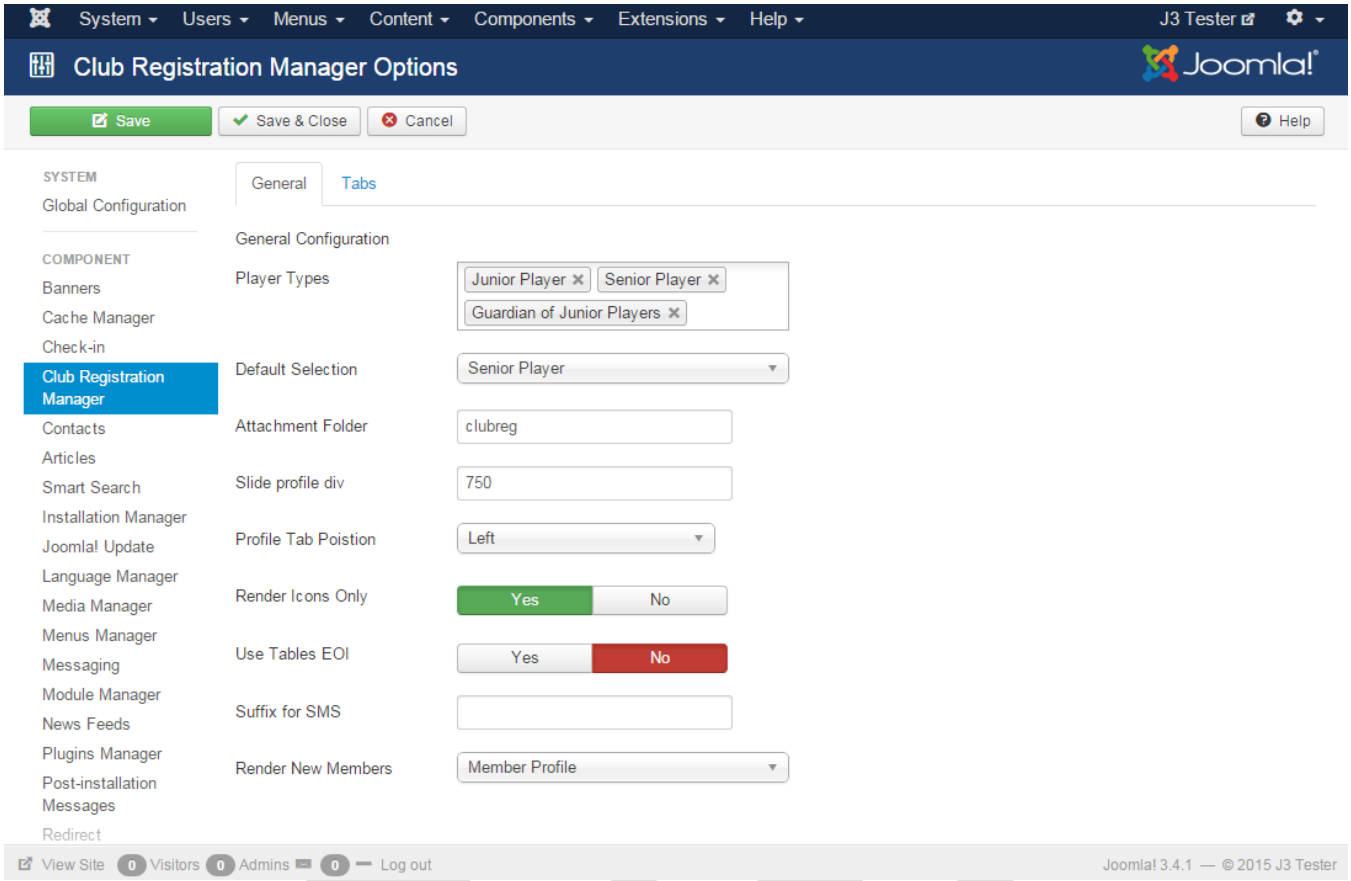
System
Users
Menus
Content
Components
Extensions
Help
J3 Tester
Club Registration Manager Options
Joomla!
Save
Save & Close
Cancel
Help
SYSTEM
Global Configuration
COMPONENT
Banners
Cache Manager
Check-in
Club Registration Manager
Contacts
Articles
Smart Search
Installation Manager
Joomla! Update
Language Manager
Media Manager
Menus Manager
Messaging
Module Manager
News Feeds
Plugins Manager
Post-installation Messages
Redirect
General
Tabs
General Configuration
Player Types
Junior Player
Senior Player
Guardian of Junior Players
Default Selection
Senior Player
Attachment Folder
clubreg
Slide profile div
750
Profile Tab Poistion
Left
Render Icons Only
Yes
No
Use Tables EOI
Yes
No
Suffix for SMS
Render New Members
Member Profile
View Site
0
Visitors
0
Admins
0
Log out
Joomla! 3.4.1 — © 2015 J3 Tester

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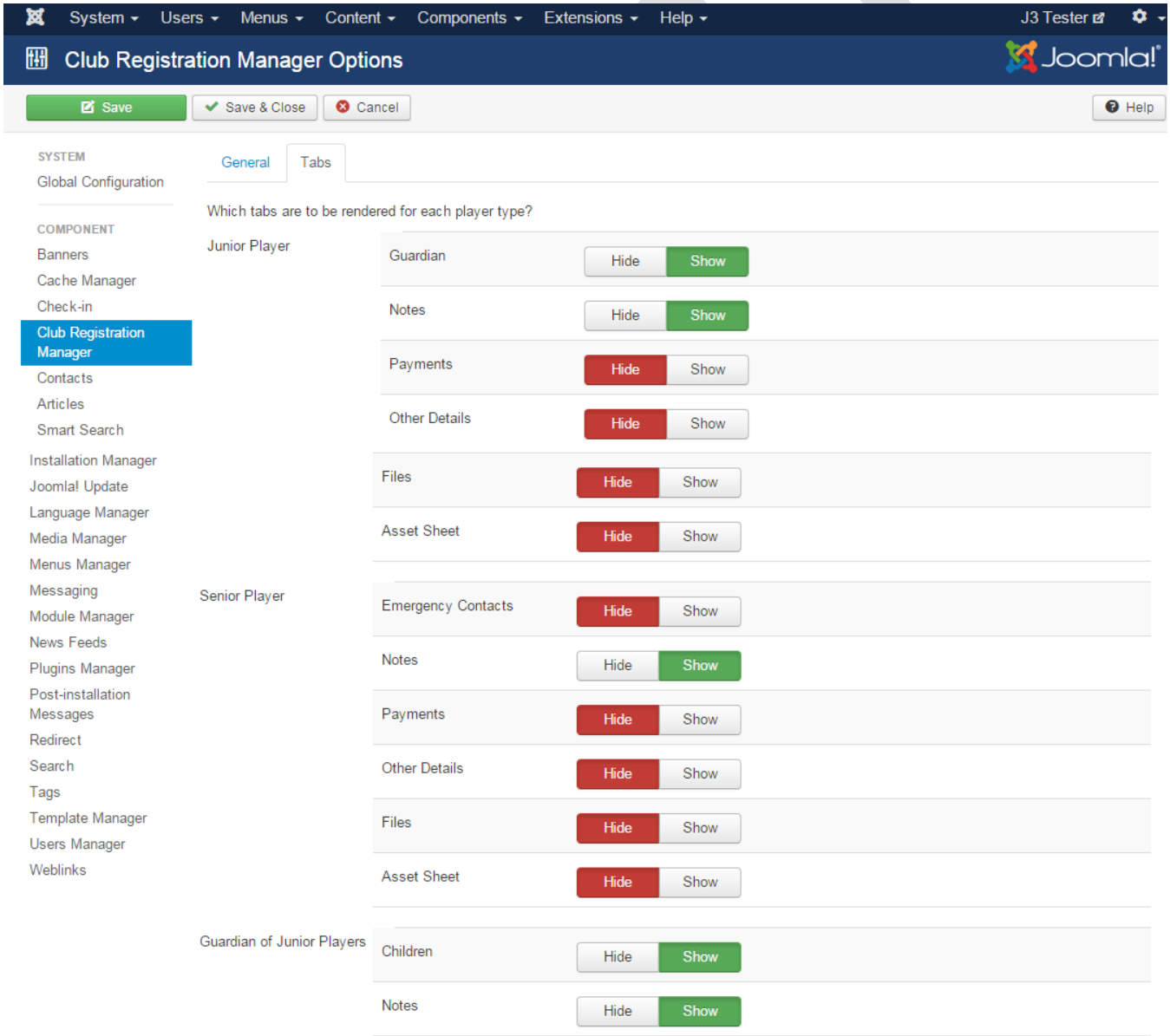
Tab Configuration

This simply specifies which tabs should be visible for each player type.

Step 1.

Click the show button on the tabs you want available for each player type.

Remember to save configuration details after making changes.



Setting Up Configuration Lists

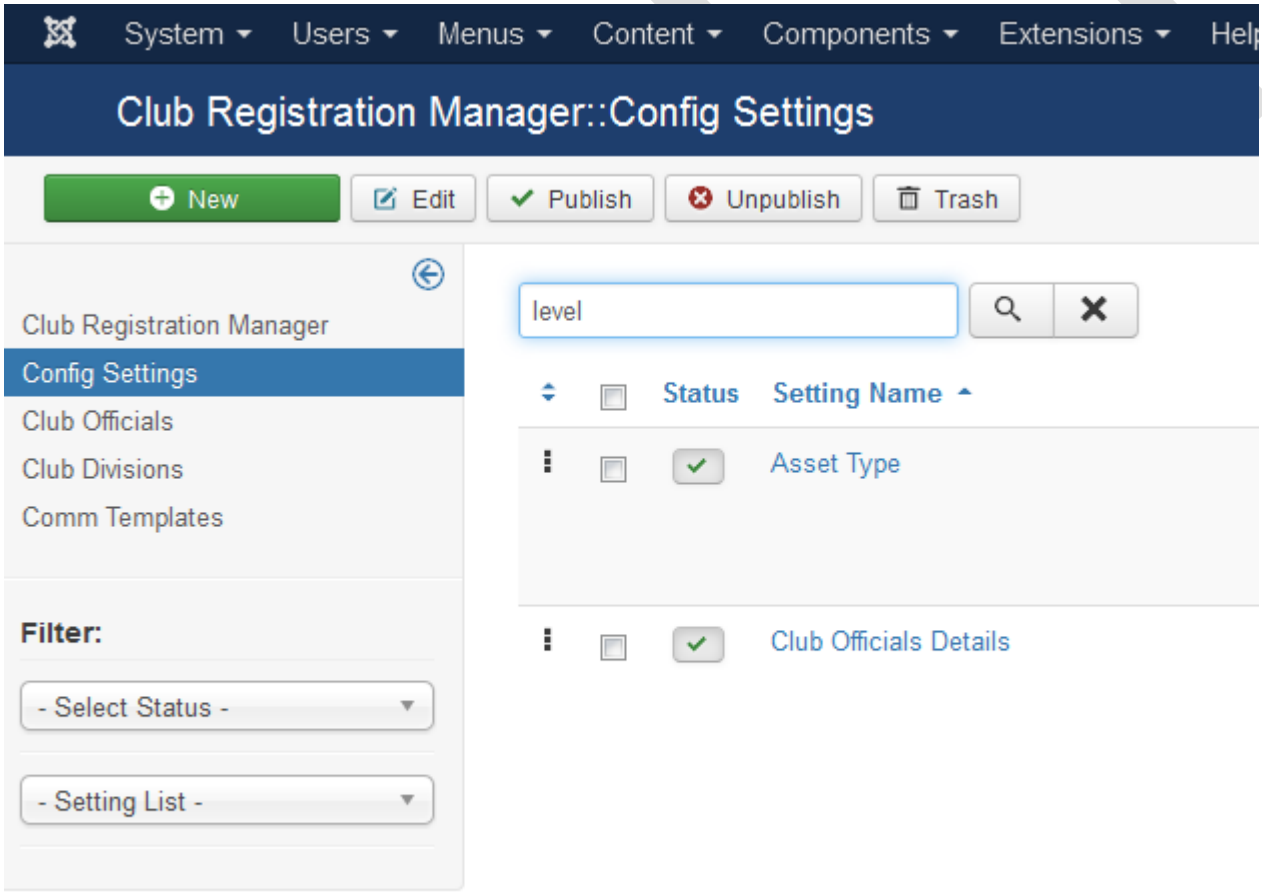
Setting Up Skills Level Configuration List

The Skill level configuration list is used to set up and manage the skill level drop down list in the extension.

As with all configuration lists you must start off by selecting the "**Config Settings**" menu option from the Clubreg extension.

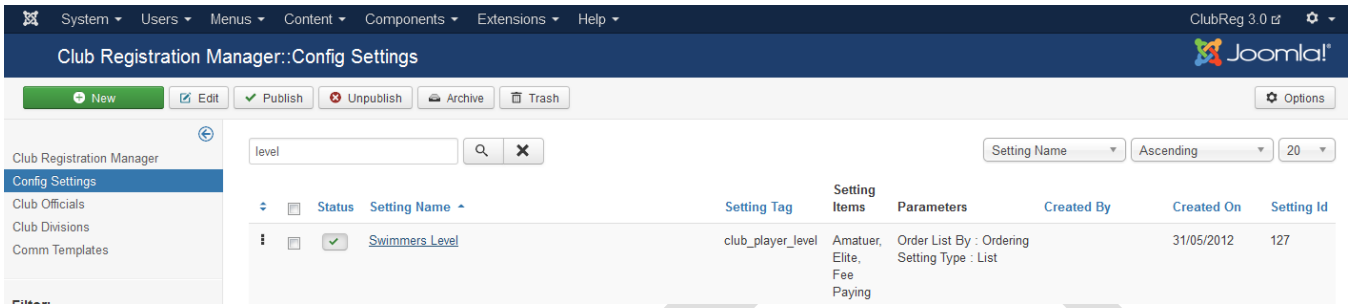
Step 2.

You can then search for the word "level" using the search box or simple scroll to the "club_player_level" setting tag



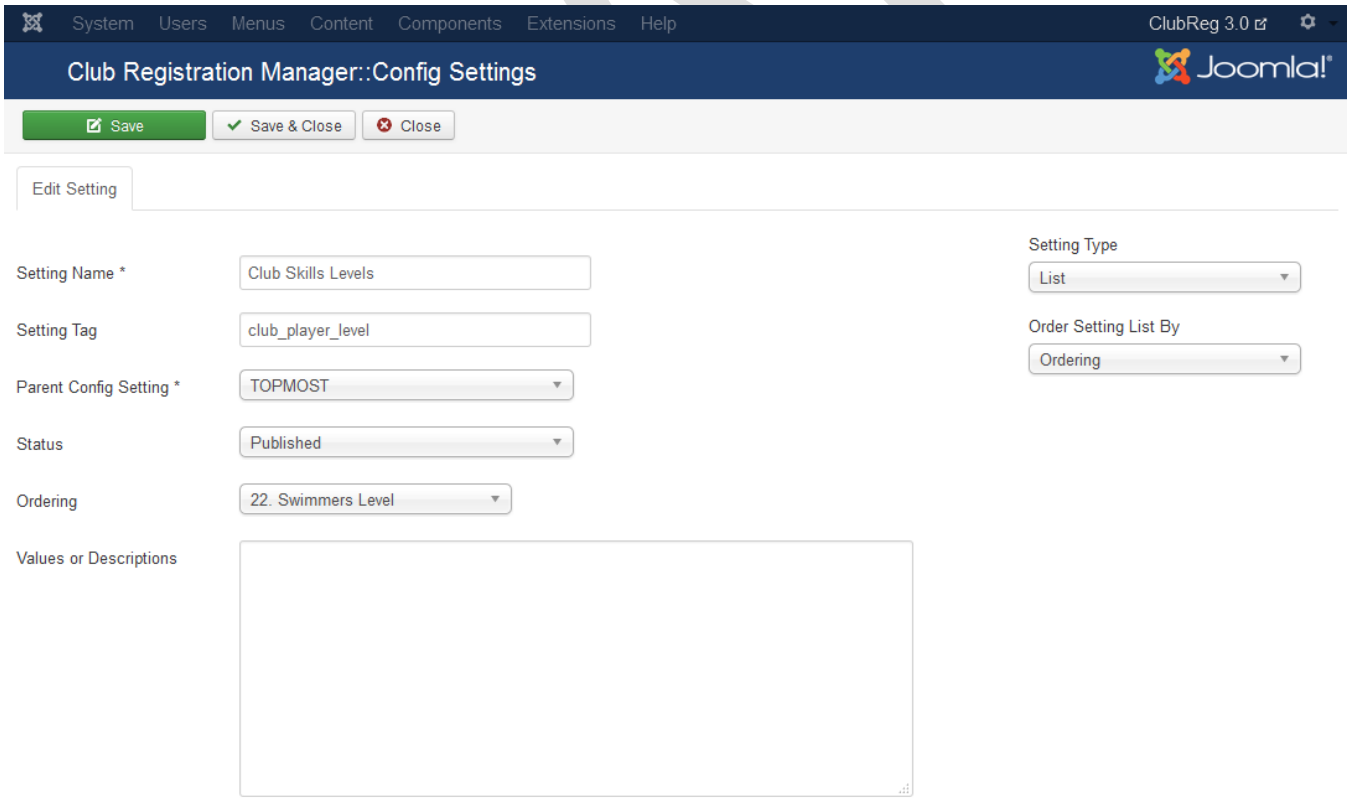
Step 3.

To edit the Setting name for the “club_player_level” setting tag, remember you must not change the setting tag. Click on the “Setting name” in this case “Swimmers Level”. This will open an edit form



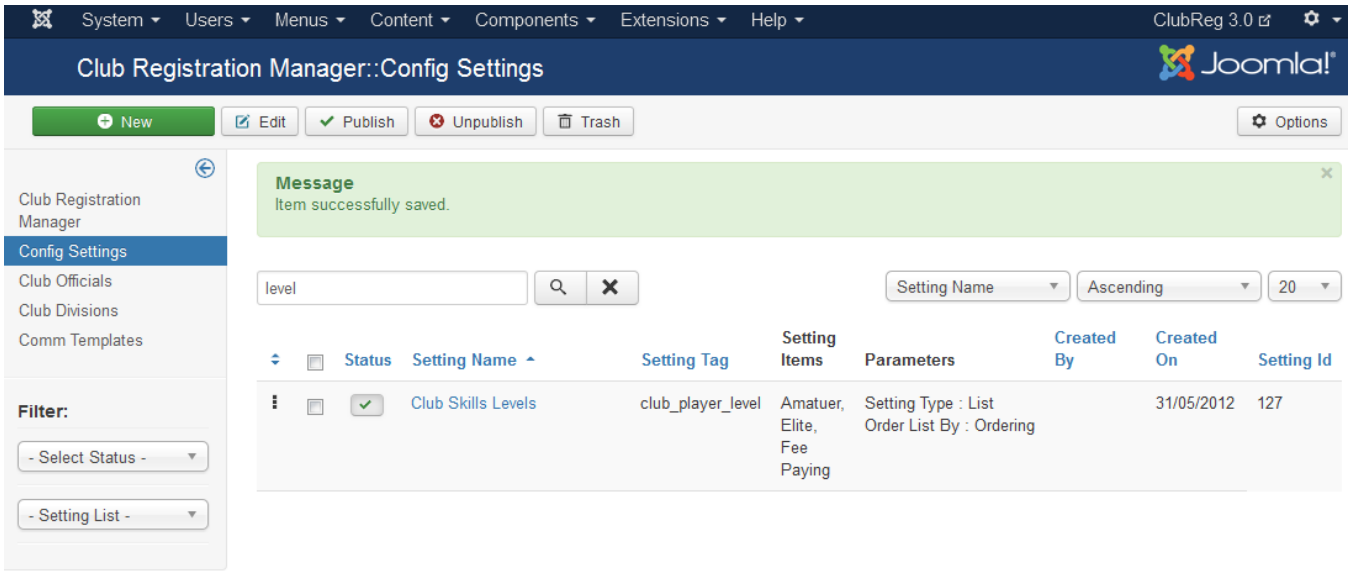
Step 4.

It is possible to edit the **Setting Name**, But you must not edit the **Setting Tag**, because the tag is used in the extension to trigger different features. In this example we have change the setting name to “**Club Skills Level**”



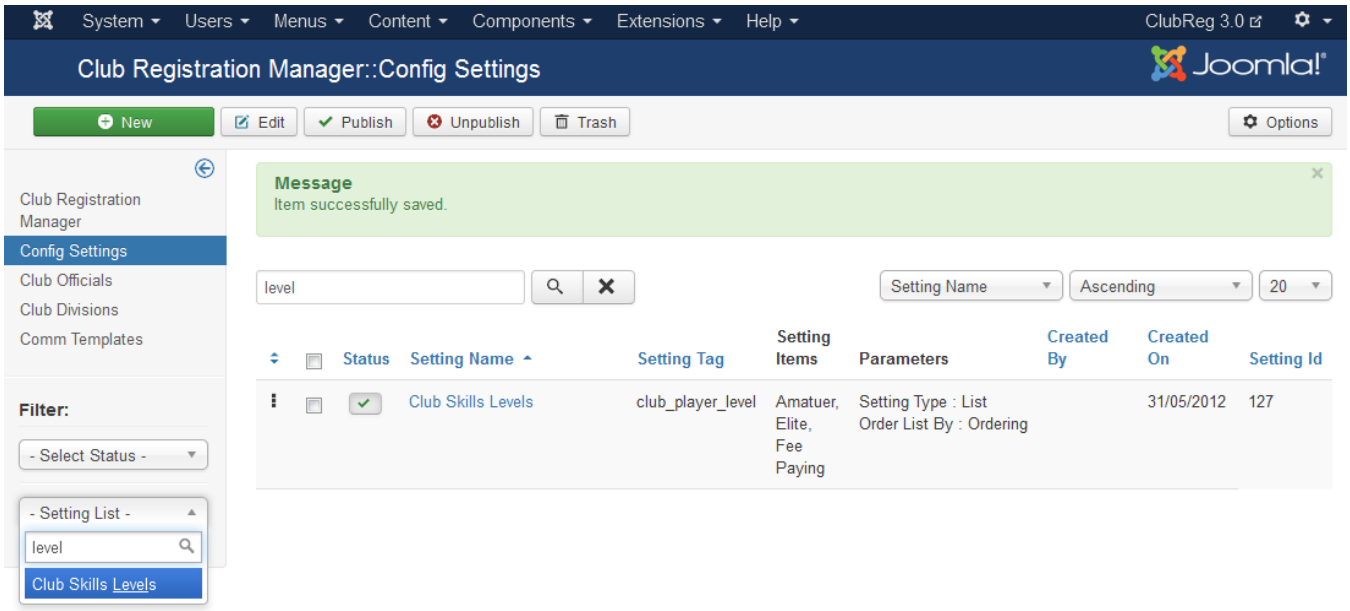
Step 5.

To save the details, click on the “Save” or “Save and Close” button. This will return to the configuration list page.



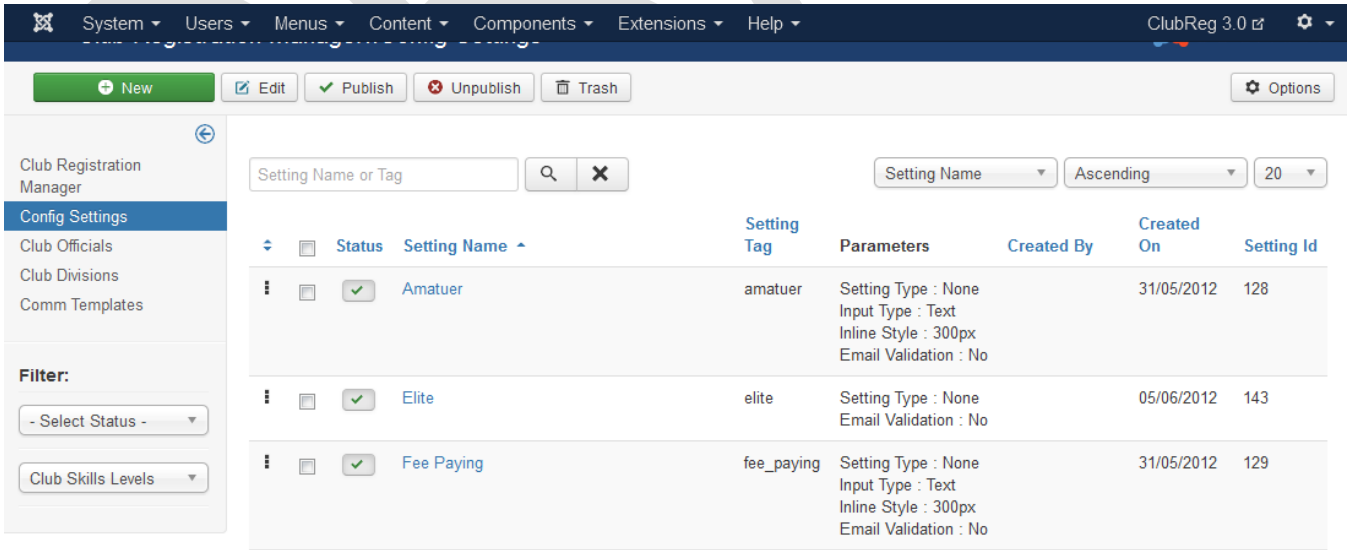
Step 6.

To manage the individual config items, you must now select the “Skills level” from the “Setting List” as shown below.



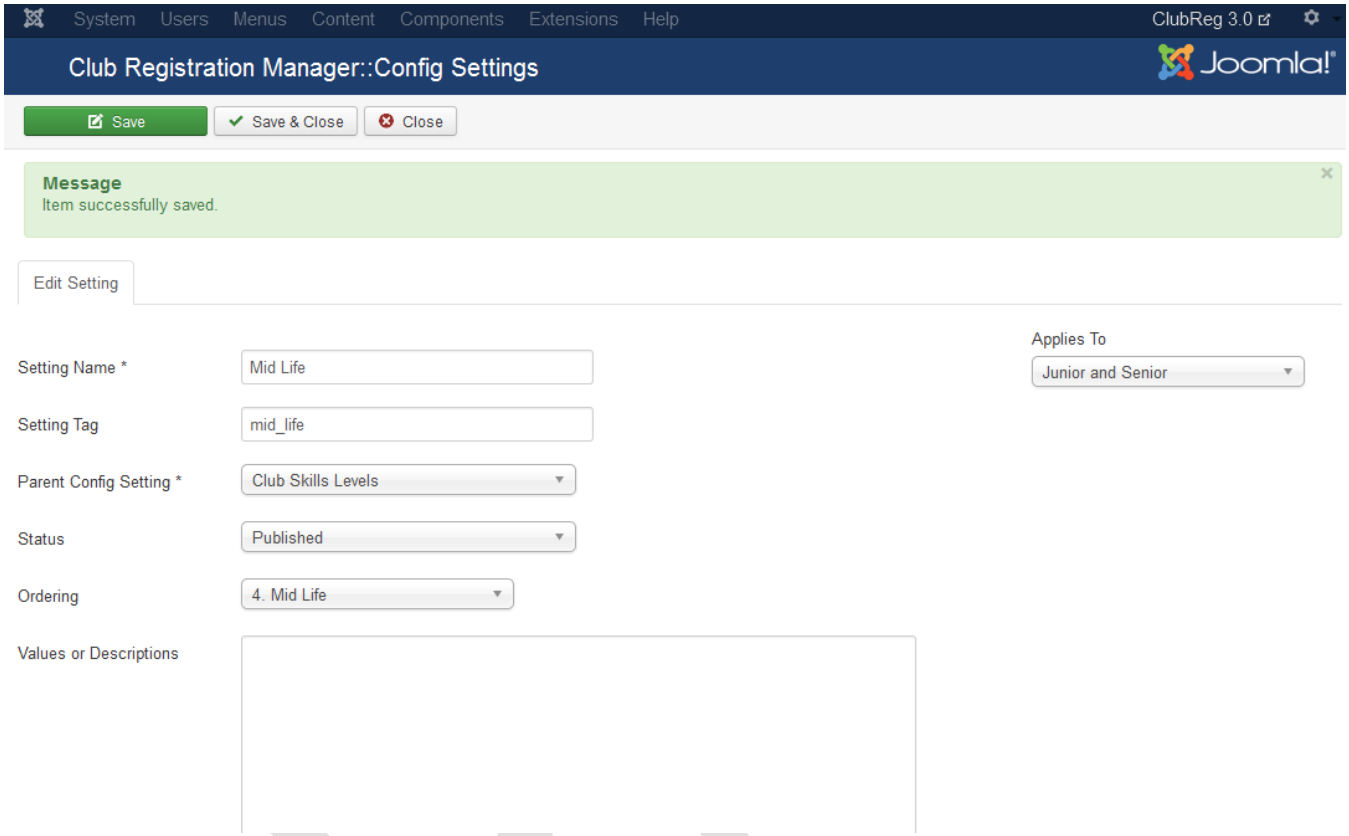
Step 7.

This selection now provides you with a list of config items for the “club_player_level”. The config items can now be edited or new ones added.



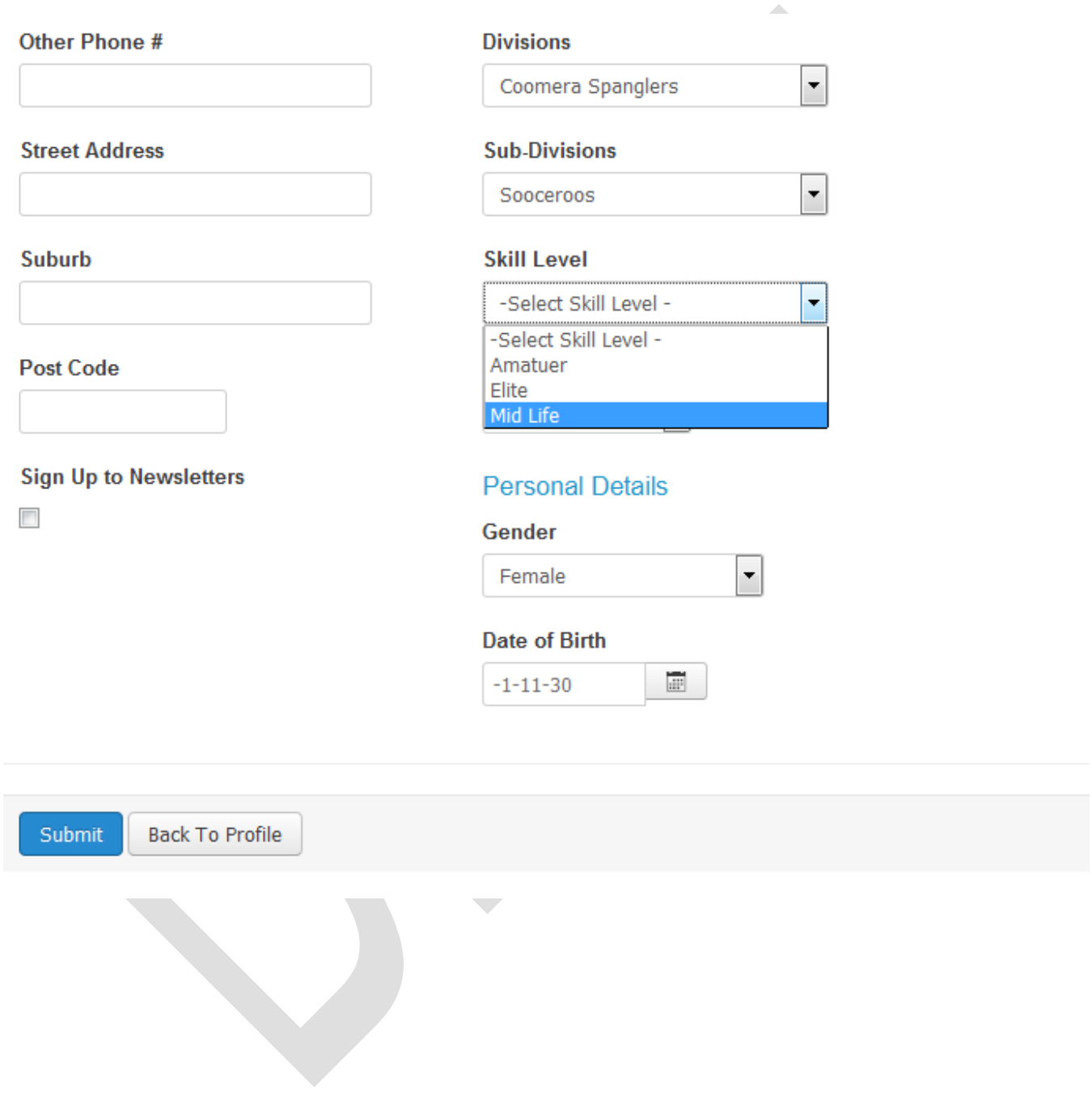
Step 8.

We shall now add a new config item called “Mid Life”, to add a new item, select the “New” button., next fill in the details



Step 9.

When you are done, save the details. This config item is now available for use in the extension as shown below.



Setting Up Templates

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