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# Instruction Manual

This manual will allow you to get the most 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       | <ul style="list-style-type: none"><li>• Soccer Clubs</li><li>• Basketball clubs</li><li>• Swimming clubs</li></ul> | <ul style="list-style-type: none"><li>• Association of Book Binders</li><li>• Australia Association of welders</li></ul>     |
| Club Officials | <ul style="list-style-type: none"><li>• Coaches</li><li>• Assistant Coaches</li><li>• Team managers</li></ul>      | <ul style="list-style-type: none"><li>• President</li><li>• Vice President</li><li>• Financial Officer / Secretary</li></ul> |
| Club Members   | <ul style="list-style-type: none"><li>• Swimmers</li><li>• Players</li></ul>                                       | <ul style="list-style-type: none"><li>• Members of the association or group</li><li>• Fee paying members</li></ul>           |

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.

## 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<br>{Tab - Rendering Option } Use Tables EOI : Yes   No                    |
| Add New Player                     | Registered               | Registration Template: Senior   Junior   |
| Club Official Profile              | Registered               | Club Official : Team Members<br>*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<br>Season :Year   |
| Manage EOI                         | Registered               | None   |
| Manage Registered Members          | Registered               | None   |
| Manage Stats / Attendance Register | Registered               | None   |
| Upload CSV <b>*Coming soon</b>     | Registered   Super Admin | None   |
| Reporting <b>*Coming Soon</b>      | Registered   Super Admin | Report Type: Attendance, Payments, Assets, Emergency Contacts  |

# Sample Menu Groups



## MANAGE ATTENDANCE

Player Type : Senior Player

Date : 18/06/2015

Filter

Show Filters

Registered


#

-

DESC

Created On

1




SHIAPPA Charlie

Radio Stations | Nova 106.9

Yes No

2




TAMAD Juan

Coomera Spanglers | Sooceroos

Yes No

3




DEXTADA Apps

Radio Stations | LBC 973

Yes No

4




HAUSER Paul

Coomera Spanglers | Green Eagles

Yes No

5



FRANCO Frenkla

Coomera Spanglers | Green Eagles

Yes No

## COACHES LOUNGE.

- My Club Reg Profile
- Manage Club Members
- Add Senior Player
- Add Junior Player
- Manage Communications
- Manage Attendance

## CLUB GROUPS

- Coomera Spanglers
- Radio Stations
- Under 15
- Under 7s

## **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.

## 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 | <ul style="list-style-type: none"><li>Team Alpha</li><li>Team Beta</li></ul> | <ul style="list-style-type: none"><li>Team Alpha</li><li>Team Beta</li><li>Team Gamma</li></ul> | <ul style="list-style-type: none"><li>Team Alpha</li><li>Team Beta</li></ul> |

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.

## 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

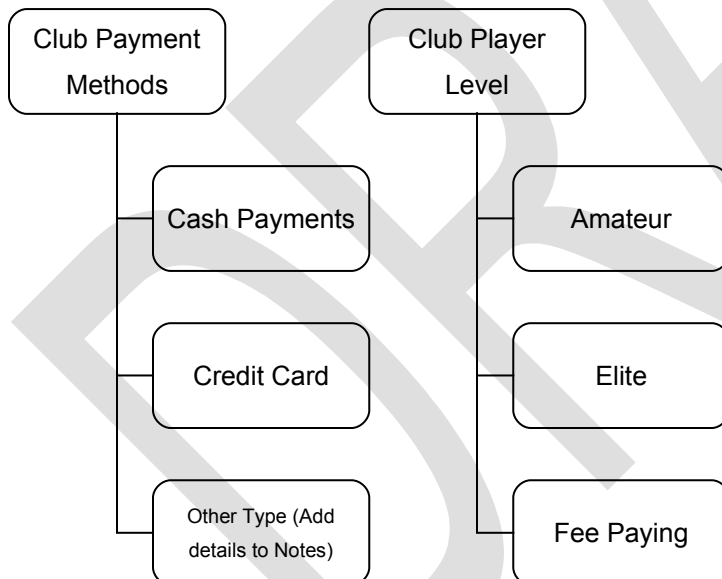
If you wanted to have a list of payment methods or payment types, a developer might be tempted to actually hardcode these values in the extension source files. Or even put them in a separate configuration file. The problem with doing this is that the site admin would find it hard to manage these lists.

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](#)



## 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.

The screenshot shows the Joomla! Extension Manager interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The user is logged in as 'J3 Tester'. The main heading is 'Extension Manager: Install'. A green message box states: 'Message: Installing component was successful.' Below this, the text reads 'Club Registration Component with Attendance Features' and 'Base Line Version Found'. A blue message says: 'Thank you for Updating your version of Club Registration Manager Follow us on twitter to get more updates'. There are three tabs: 'Upload Package File', 'Install from Directory', and 'Install from URL'. The 'Upload Package File' tab is active, showing a file upload area with a 'Choose File' button and the text 'No file chosen'. Below this is a large blue 'Upload & Install' button. The footer shows 'View Site', '0 Visitors', '1 Admin', '0 Log out', and 'Joomla! 3.4.1 — © 2015 J3 Tester'.

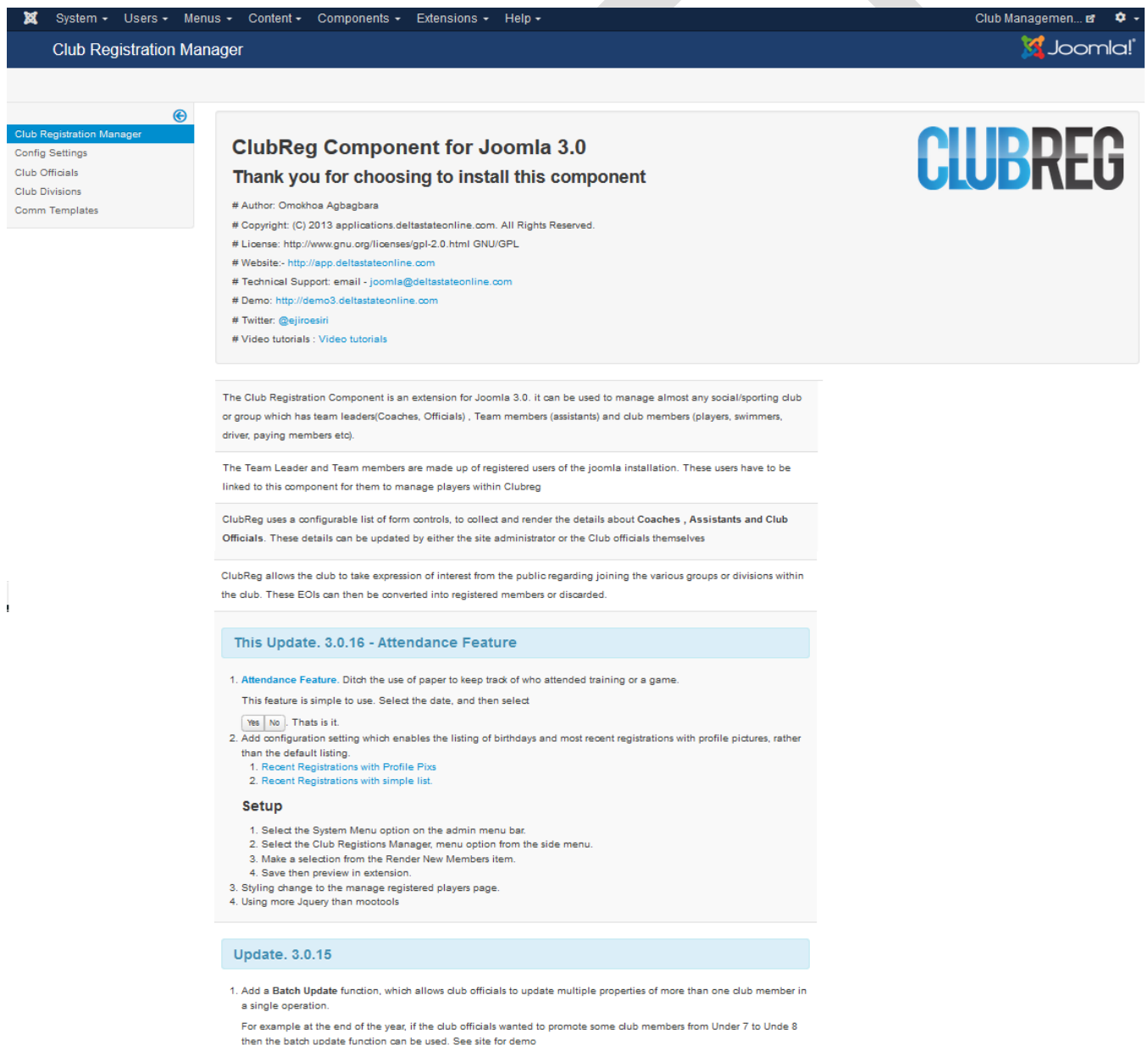
After installing an update.

## 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"



The screenshot shows the Joomla! administrator interface with the 'Club Registration Manager' component installed. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The left sidebar shows the 'Club Registration Manager' menu with sub-items: 'Config Settings', 'Club Officials', 'Club Divisions', and 'Comm Templates'. The main content area displays the 'ClubReg Component for Joomla 3.0' installation page. It features a 'Thank you for choosing to install this component' message, followed by metadata including the author (Omokhoa Agbagbara), copyright (© 2013), license (GNU/GPL), website, technical support email, demo link, Twitter handle, and video tutorials. Below this, there are three paragraphs describing the component's purpose: managing social/sporting clubs, team members, and public interest. A 'This Update. 3.0.16 - Attendance Feature' section lists two updates: 'Attendance Feature' and 'Add configuration setting which enables the listing of birthdays and most recent registrations with profile pictures'. A 'Setup' section provides four steps for installation. Finally, an 'Update. 3.0.15' section describes a 'Batch Update' function for updating multiple club members.

**ClubReg Component for Joomla 3.0**  
Thank you for choosing to install this component

# Author: Omokhoa Agbagbara  
# Copyright: (C) 2013 applications.deltastateonline.com. All Rights Reserved.  
# License: <http://www.gnu.org/licenses/gpl-2.0.html> GNU/GPL  
# Website: <http://app.deltastateonline.com>  
# Technical Support: email - [joomla@deltastateonline.com](mailto:joomla@deltastateonline.com)  
# Demo: <http://demo3.deltastateonline.com>  
# Twitter: [@ejirosiri](https://twitter.com/ejirosiri)  
# Video tutorials : [Video tutorials](#)

The Club Registration Component is an extension for Joomla 3.0. it can be used to manage almost any social/sporting club or group which has team leaders(Coaches, Officials) , Team members (assistants) and club members (players, swimmers, driver, paying members etc).

The Team Leader and Team members are made up of registered users of the Joomla installation. These users have to be linked to this component for them to manage players within Clubreg

ClubReg uses a configurable list of form controls, to collect and render the details about Coaches , Assistants and Club Officials. These details can be updated by either the site administrator or the Club officials themselves

ClubReg allows the club to take expression of interest from the public regarding joining the various groups or divisions within the club. These EOIs can then be converted into registered members or discarded.

**This Update. 3.0.16 - Attendance Feature**

1. **Attendance Feature.** Ditch the use of paper to keep track of who attended training or a game.  
This feature is simple to use. Select the date, and then select  
☐ Yes ☐ No . That's it.
2. Add configuration setting which enables the listing of birthdays and most recent registrations with profile pictures, rather than the default listing.
  1. [Recent Registrations with Profile Pixs](#)
  2. [Recent Registrations with simple list.](#)

**Setup**

1. Select the System Menu option on the admin menu bar.
2. Select the Club Registrations Manager. menu option from the side menu.
3. Make a selection from the Render New Members item.
4. Save then preview in extension.

3. Styling change to the manage registered players page.
4. Using more JQuery than mootools

**Update. 3.0.15**

1. Add a **Batch Update** function, which allows club officials to update multiple properties of more than one club member in a single operation.  
For example at the end of the year, if the club officials wanted to promote some club members from Under 7 to Unde 8 then the batch update function can be used. See site for demo

## 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.

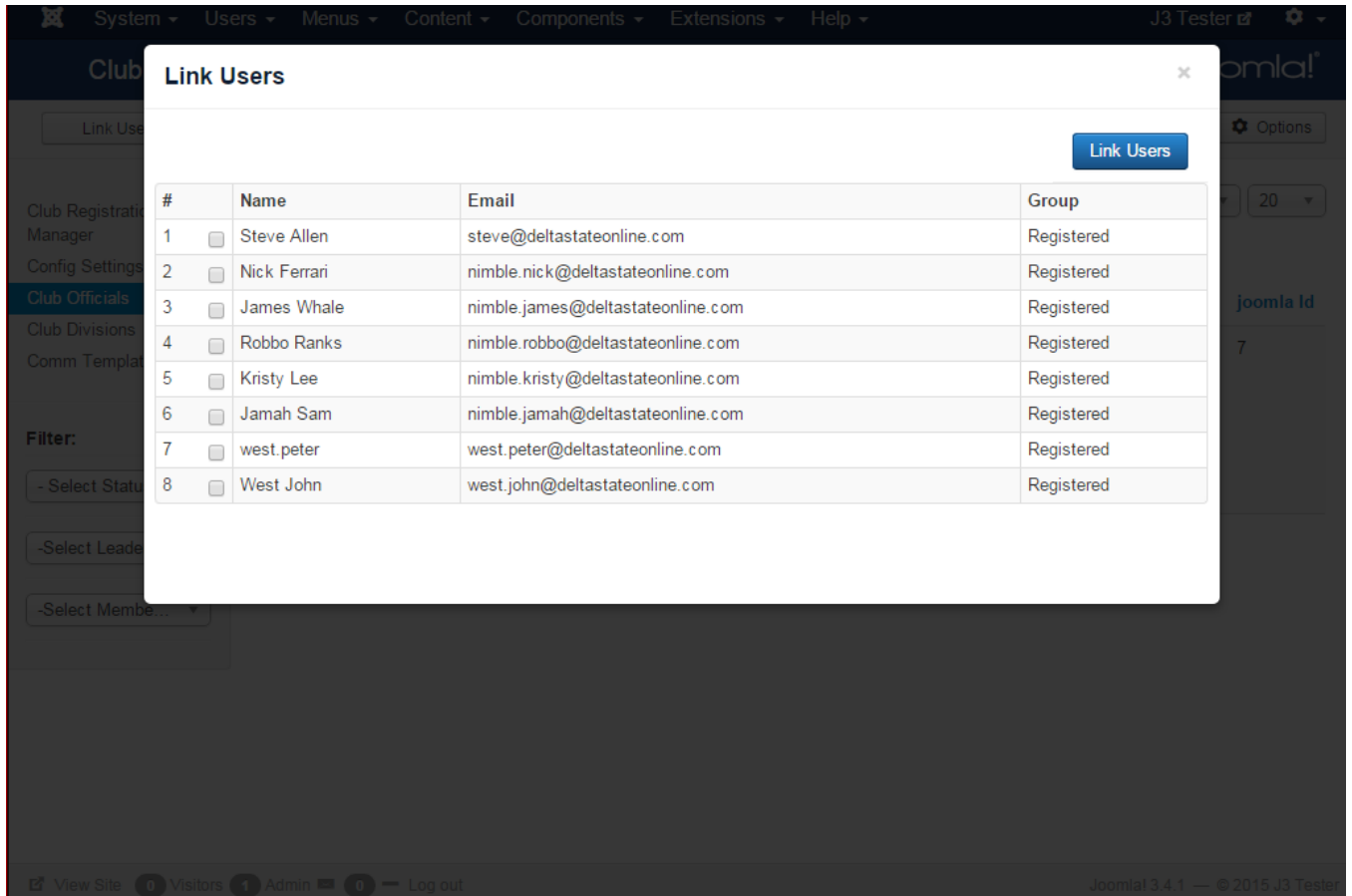
1. Select the “Club Officials” menu option.
2. Select the “Link Users” Button

The screenshot displays the Joomla! administration interface for the Club Registration Manager extension. The top navigation bar includes menus for System, Users, Menus, Content, Components, Extensions, and Help. The main header shows the Joomla! logo and the user 'J3 Tester'. The left sidebar contains a menu with options: Club Registration Manager, Config Settings, Club Officials (highlighted with a red '1'), Club Divisions, and Comm Templates. The main content area is titled 'Club Registration Manager::Club Officials' and features a 'Link Users' button (highlighted with a red '2') and an 'Un-Link Users' button. Below these buttons is a search bar and a table of club officials. The table has columns for Status, Club Officials, Username, Email, Leader Of Division, Member of Division, and Joomla Id. A single row is visible for the 'Super User' with a status of 'checked' (green checkmark), username 'admin', email 'nimble@deltastateonline.com', and Joomla Id '7'. The footer shows 'View Site', '0 Visitors', '1 Admin', '0 Log out', and 'Joomla! 3.4.1 — © 2015 J3 Tester'.

| Status                              | Club Officials | Username | Email                       | Leader Of Division                            | Member of Division | Joomla Id |
|-------------------------------------|----------------|----------|-----------------------------|---|--------------------|-----------|
| <input checked="" type="checkbox"/> | Super User     | admin    | nimble@deltastateonline.com | Elite, Girls Only, Masters, Over 35s, Under 7 |                    | 7         |

## Step 2.

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



The screenshot shows the Joomla! administrator interface with a modal window titled "Link Users". The modal contains a table with the following data:

| # | Name         | Email                              | Group      |
|---|--------------|------------------------------------|------------|
| 1 | Steve Allen  | steve@deltastateonline.com         | Registered |
| 2 | Nick Ferrari | nimble.nick@deltastateonline.com   | Registered |
| 3 | James Whale  | nimble.james@deltastateonline.com  | Registered |
| 4 | Robbo Ranks  | nimble.robbo@deltastateonline.com  | Registered |
| 5 | Kristy Lee   | nimble.kristy@deltastateonline.com | Registered |
| 6 | Jamah Sam    | nimble.jamah@deltastateonline.com  | Registered |
| 7 | west.peter   | west.peter@deltastateonline.com    | Registered |
| 8 | West John    | west.john@deltastateonline.com     | Registered |

The modal also features a "Link Users" button in the top right corner. The background interface shows the Joomla! administrator menu and a sidebar with various options.

### Step 3.

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

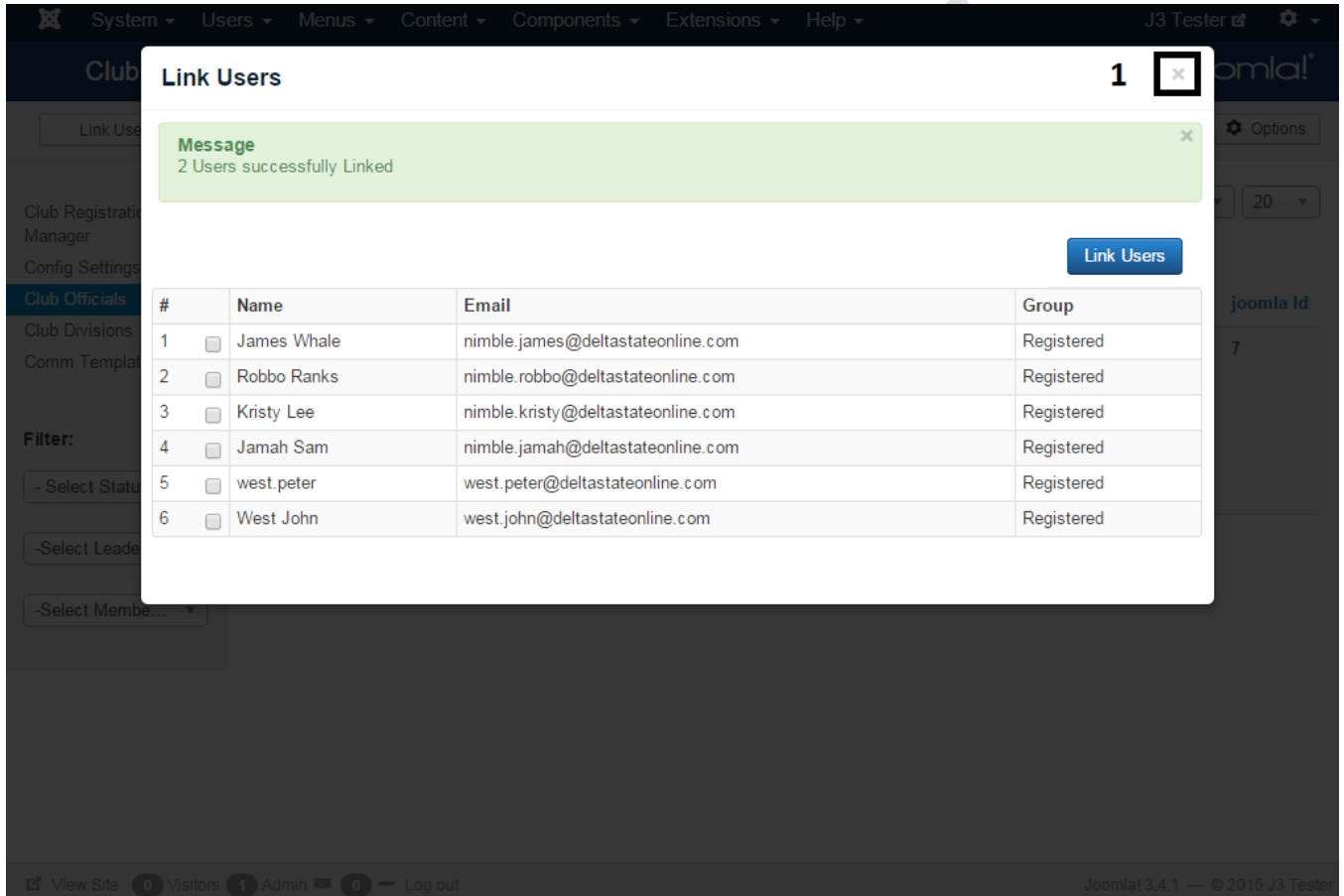
The screenshot shows the Joomla! 3.4.1 interface with the 'Link Users' modal window open. The modal contains a table of users with checkboxes for selection. A black arrow points to the first checkbox (Steve Allen) with a '1' next to it. A black box highlights the 'Link Users' button in the top right corner with a '2' next to it.

| # | Name   | Email                              | Group      |
|---|--|------------------------------------|------------|
| 1 | <input checked="" type="checkbox"/> Steve Allen  | steve@deltastateonline.com         | Registered |
| 2 | <input checked="" type="checkbox"/> Nick Ferrari | nimble.nick@deltastateonline.com   | Registered |
| 3 | <input type="checkbox"/> James Whale             | nimble.james@deltastateonline.com  | Registered |
| 4 | <input type="checkbox"/> Robbo Ranks             | nimble.robbo@deltastateonline.com  | Registered |
| 5 | <input type="checkbox"/> Kristy Lee              | nimble.kristy@deltastateonline.com | Registered |
| 6 | <input type="checkbox"/> Jamah Sam               | nimble.jamah@deltastateonline.com  | Registered |
| 7 | <input type="checkbox"/> west.peter              | west.peter@deltastateonline.com    | Registered |
| 8 | <input type="checkbox"/> West John               | west.john@deltastateonline.com     | Registered |

## 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.



The screenshot shows the Joomla! administrator interface. A modal window titled "Link Users" is open, displaying a success message: "Message: 2 Users successfully Linked". Below the message is a table of linked users. The table has columns for #, Name, Email, and Group. The users listed are James Whale, Robbo Ranks, Kristy Lee, Jamah Sam, west.peter, and West John, all with the "Registered" group. A "Link Users" button is visible in the bottom right of the modal. The background shows the Joomla! menu and sidebar.

| # | Name                                 | Email                              | Group      |
|---|--------------------------------------|------------------------------------|------------|
| 1 | <input type="checkbox"/> James Whale | nimble.james@deltastateonline.com  | Registered |
| 2 | <input type="checkbox"/> Robbo Ranks | nimble.robbo@deltastateonline.com  | Registered |
| 3 | <input type="checkbox"/> Kristy Lee  | nimble.kristy@deltastateonline.com | Registered |
| 4 | <input type="checkbox"/> Jamah Sam   | nimble.jamah@deltastateonline.com  | Registered |
| 5 | <input type="checkbox"/> west.peter  | west.peter@deltastateonline.com    | Registered |
| 6 | <input type="checkbox"/> West John   | west.john@deltastateonline.com     | Registered |

## 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.

The screenshot shows the Joomla! Club Registration Manager interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The main header displays "Club Registration Manager::Club Officials" and the Joomla! logo. Below the header, there are buttons for "Link Users" and "Un-Link Users", and an "Options" button. A sidebar on the left contains a menu with "Club Registration Manager", "Config Settings", "Club Officials" (highlighted), "Club Divisions", and "Comm Templates". Below the sidebar is a "Filter:" section with three dropdown menus: "- Select Status -", "- Select Leader ...", and "- Select Membe...". The main content area features a search bar labeled "Username or Name" with a magnifying glass icon and a close button. To the right of the search bar are dropdown menus for "Name", "Ascending", and a page number "20". Below these is a table of Club Officials. The table has columns for a checkbox, Status, Club Officials (with a dropdown arrow), Username, Email, Leader Of Division, Member of Division, and Joomla Id. Three rows are visible: "Nick Ferrari" (Status: checked, Username: nick, Email: nimble.nick@deltastateonline.com, Joomla Id: 65), "Steve Allen" (Status: checked, Username: steve, Email: steve@deltastateonline.com, Joomla Id: 64), and "Super User" (Status: checked, Username: admin, Email: nimble@deltastateonline.com, Joomla Id: 7). The first two rows are highlighted with a black border. The footer of the page shows "View Site", "0 Visitors", "1 Admin", "0" (with a mail icon), and "Log out". The Joomla! version "3.4.1" and copyright "© 2015 J3 Tester" are also displayed.

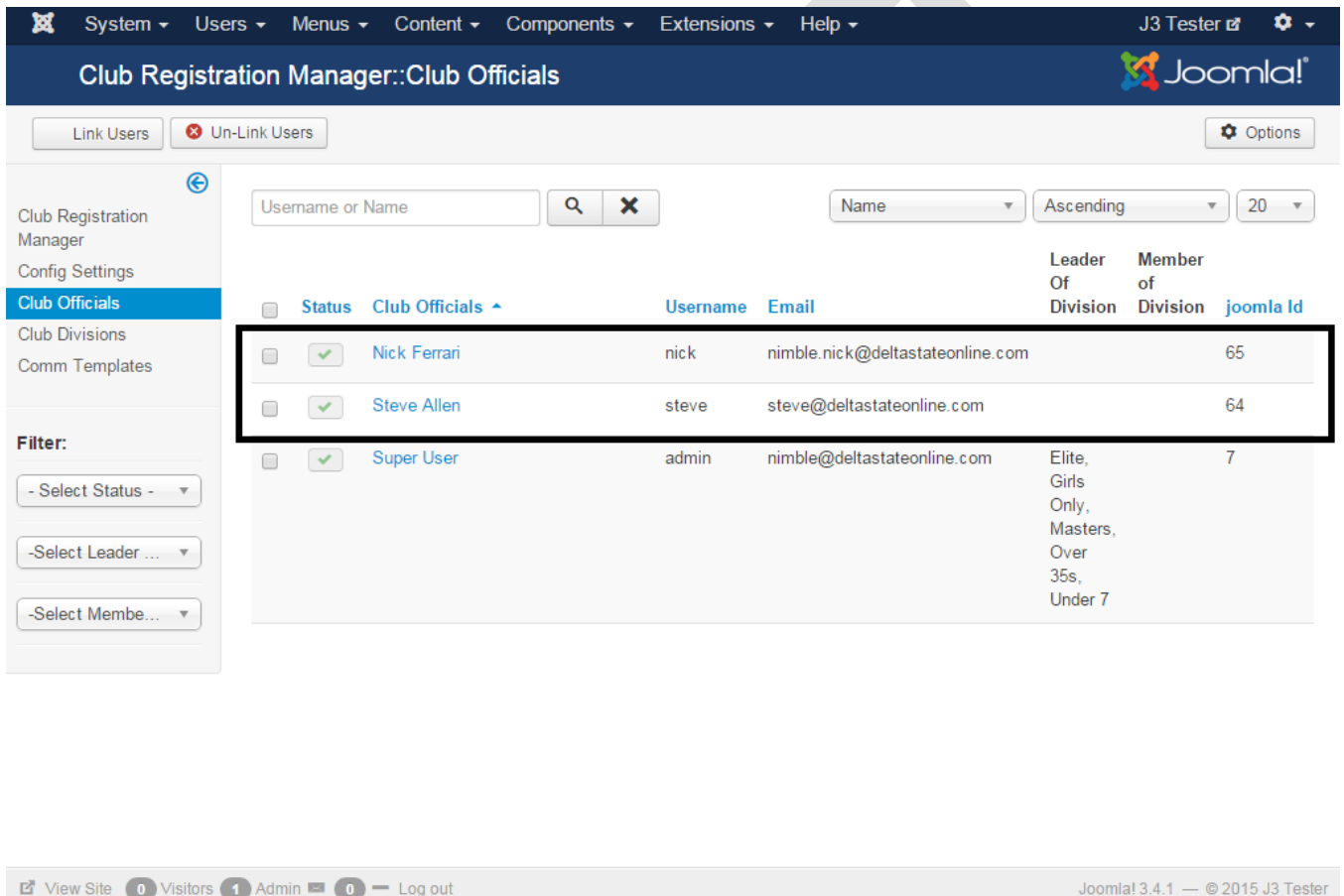
|                                     | Status | Club Officials | Username | Email                            | Leader Of Division                            | Member of Division | Joomla Id |
|-------------------------------------|--------|----------------|----------|----------------------------------|---|--------------------|-----------|
| <input checked="" type="checkbox"/> | ✓      | Nick Ferrari   | nick     | nimble.nick@deltastateonline.com |   |                    | 65        |
| <input checked="" type="checkbox"/> | ✓      | Steve Allen    | steve    | steve@deltastateonline.com       |   |                    | 64        |
| <input checked="" type="checkbox"/> | ✓      | Super User     | admin    | nimble@deltastateonline.com      | Elite, Girls Only, Masters, Over 35s, Under 7 |                    | 7         |

## 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. Whether 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.



The screenshot displays the Joomla! Club Registration Manager interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The main header shows the Joomla! logo and the title "Club Registration Manager::Club Officials". Below the header, there are buttons for "Link Users" and "Un-Link Users", and an "Options" button. The left sidebar contains a menu with "Club Registration Manager", "Config Settings", "Club Officials" (highlighted), "Club Divisions", and "Comm Templates". Below the menu is a "Filter:" section with three dropdown menus: "- Select Status -", "- Select Leader ...", and "- Select Membe...". The main content area features a search bar labeled "Username or Name" and a table of Club Officials. The table has columns for "Status", "Club Officials", "Username", "Email", "Leader Of Division", "Member of Division", and "joomla Id". The table lists three officials: Nick Ferrari (Status: checked, Username: nick, Email: nimble.nick@deltastateonline.com, Joomla Id: 65), Steve Allen (Status: checked, Username: steve, Email: steve@deltastateonline.com, Joomla Id: 64), and Super User (Status: checked, Username: admin, Email: nimble@deltastateonline.com, Joomla Id: 7). The Joomla! footer shows "View Site", "0 Visitors", "1 Admin", "0 Log out", and "Joomla! 3.4.1 — © 2015 J3 Tester".

| Status                              | Club Officials | Username | Email                            | Leader Of Division                            | Member of Division | joomla Id |
|-------------------------------------|----------------|----------|----------------------------------|---|--------------------|-----------|
| <input checked="" type="checkbox"/> | Nick Ferrari   | nick     | nimble.nick@deltastateonline.com |   |                    | 65        |
| <input checked="" type="checkbox"/> | Steve Allen    | steve    | steve@deltastateonline.com       |   |                    | 64        |
| <input checked="" type="checkbox"/> | Super User     | admin    | nimble@deltastateonline.com      | Elite, Girls Only, Masters, Over 35s, Under 7 |                    | 7         |



## Step 2.

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

The screenshot displays the Joomla! Club Registration Manager interface for editing an official. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The user is logged in as J3 Tester. The page title is "Club Registration Manager::Club Officials". Below the title are buttons for Save, Save & Close, and Close. The main content area is divided into three sections: Edit Official, Extra Details, and Division Details. The Edit Official section contains fields for Joomla Id (65), Username (nick), Official's Name (Nick Ferrari), and Email Address (nimble.nick@deltastateonline.com). The Extra Details section contains fields for Leader Of Division and Member of Division, both with "Select some options" dropdowns. The Division Details section is currently empty. The Dashboard Settings section includes "Show Unapproved EOIs" and "Show Birthdays", each with "Hide" and "Show" buttons. The Official's Permissions section lists various permissions, all set to "Not Allowed": Manage EOI, Manage Registered Users, Manage Communications, Delete A Registered Member, Manage Stats, and Upload Profile Pix. The bottom status bar shows 0 Visitors, 1 Admin, and 0 Log out, along with Joomla! 3.4.1 and © 2015 J3 Tester.

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 Registered Members
4. Upload Profile Pix

The screenshot shows the Joomla! administrator interface for editing an official. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The user is logged in as 'J3 Tester'. Below the navigation bar are buttons for 'Save', 'Save & Close', and 'Close'. The main content area is divided into two tabs: 'Edit Official' and 'Extra Details'. The 'Edit Official' tab is active, showing the following fields:

- Joomla Id: 65
- Username: nick
- Official's Name: Nick Ferrari
- Email Address: nimble.nick@deltastateonline.com

Below these fields is the 'Division Details' section with two dropdown menus:

- Leader Of Division: Select some options
- Member of Division: Select some options

To the right of the form are two columns of settings:

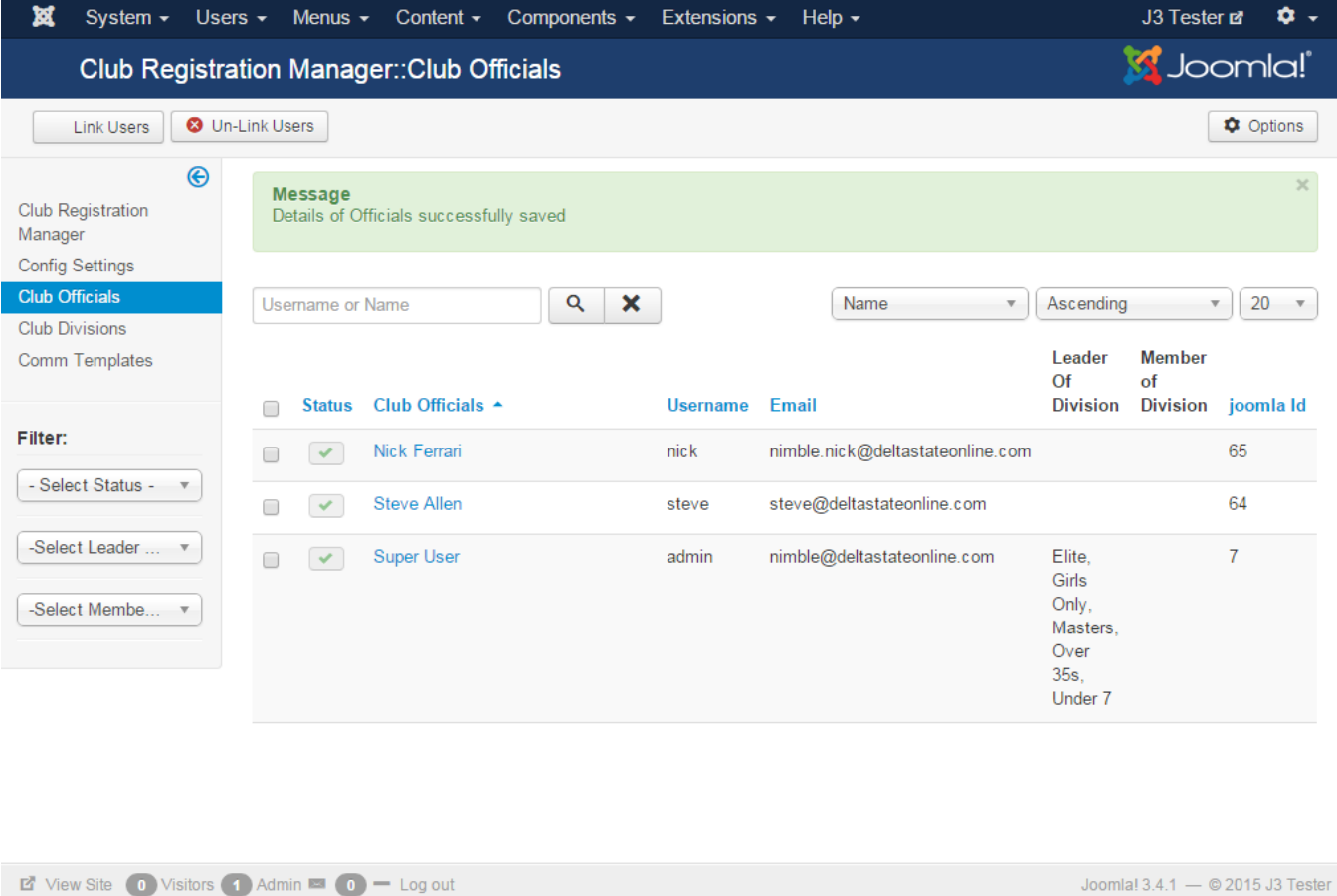
- Dashboard Settings:**
  - Show Unapproved EOIs: Hide (grey) Show (green)
  - Show Birthdays: Hide (grey) Show (green)
- Official's Permissions:**
  - Manage EOI: Allowed (dropdown)
  - Manage Registered Users: Allowed (dropdown)
  - Manage Communications: Not Allowed (dropdown)
  - Delete A Registered Member: Allowed (dropdown)
  - Manage Stats: Not Allowed (dropdown)
  - Upload Profile Pix: Allowed (dropdown)

The bottom status bar shows 'View Site', '0 Visitors', '1 Admin', '0 Log out', and 'Joomla! 3.4.1 — © 2015 J3 Tester'.

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



The screenshot shows the Joomla! Club Registration Manager interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The user is logged in as J3 Tester. The main heading is "Club Registration Manager::Club Officials". Below this, there are buttons for "Link Users", "Un-Link Users", and "Options". A green message box states "Message: Details of Officials successfully saved".

On the left, a sidebar menu lists "Club Registration Manager", "Config Settings", "Club Officials" (selected), "Club Divisions", and "Comm Templates". Below the menu is a "Filter:" section with three dropdown menus: "- Select Status -", "- Select Leader ...", and "- Select Membe...".

The main content area features a search bar labeled "Username or Name" with a search icon and a close icon. To the right of the search bar are dropdown menus for "Name", "Ascending", and a page size selector set to "20".

| <input type="checkbox"/> | Status | Club Officials | Username | Email                            | Leader Of Division                            | Member of Division | joomla Id |
|--------------------------|--------|----------------|----------|----------------------------------|---|--------------------|-----------|
| <input type="checkbox"/> | ✓      | Nick Ferrari   | nick     | nimble.nick@deltastateonline.com |   |                    | 65        |
| <input type="checkbox"/> | ✓      | Steve Allen    | steve    | steve@deltastateonline.com       |   |                    | 64        |
| <input type="checkbox"/> | ✓      | Super User     | admin    | nimble@deltastateonline.com      | Elite, Girls Only, Masters, Over 35s, Under 7 |                    | 7         |

The bottom status bar shows "View Site", "0 Visitors", "1 Admin", "0" (with a minus icon), and "Log out". The footer text reads "Joomla! 3.4.1 — © 2015 J3 Tester".

## 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

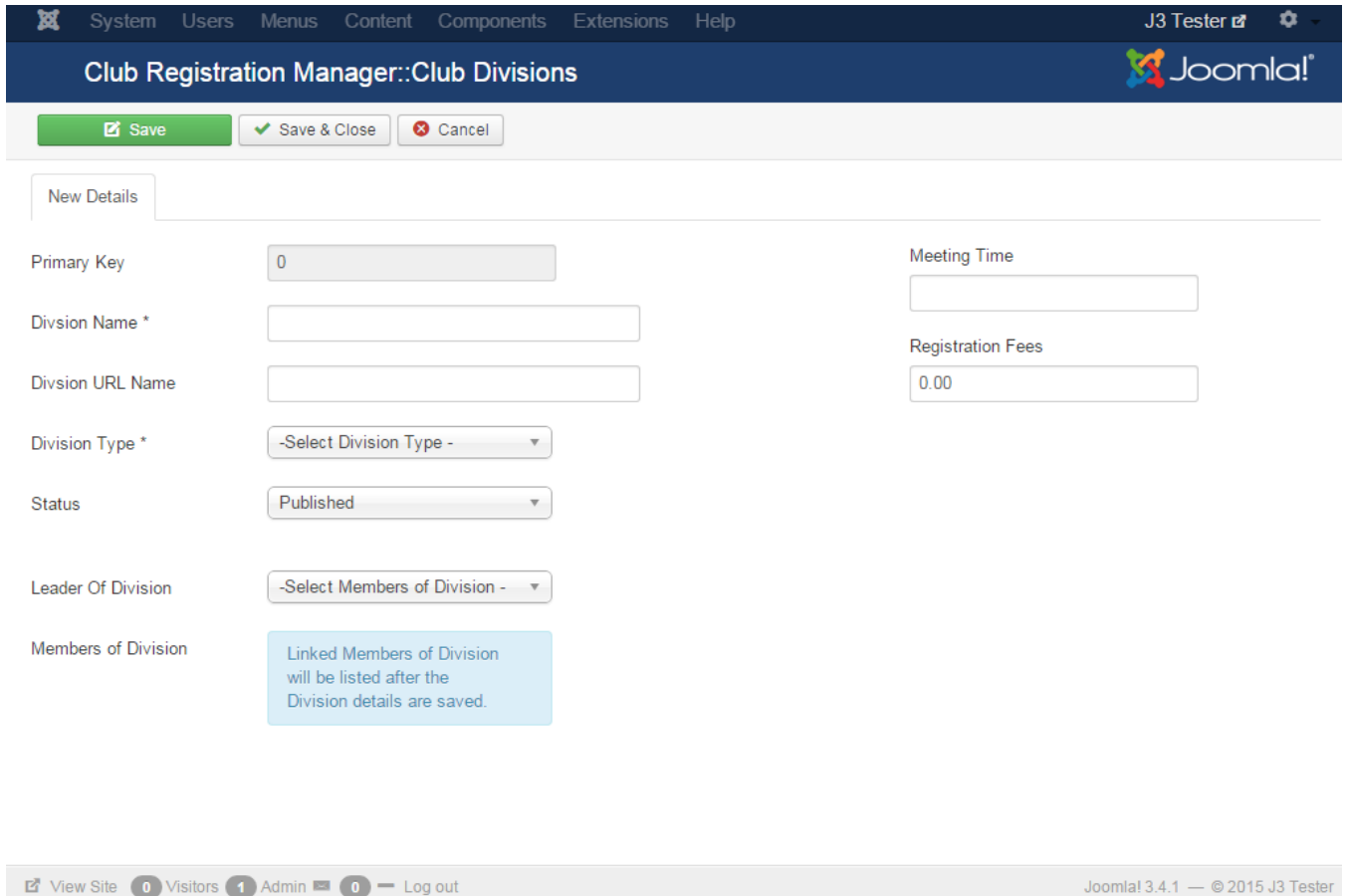
The screenshot shows the Joomla! Club Registration Manager interface. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. The main header is "Club Registration Manager::Club Divisions". Below the header, there are buttons for New, Edit, Publish, Unpublish, and Trash. A sidebar on the left contains links for Club Registration Manager, Config Settings, Club Officials, Club Divisions (highlighted with a "1"), and Comm Templates. The main content area displays a table of club divisions. The table has columns for Status, Division, Division Type, Leader Of Division, Member of Division, Sub-Divisions, and Division Id. The table lists four divisions: Elite, Masters, Over 35s, and Under 7. The Over 35s and Under 7 divisions have sub-divisions listed.

| Status                   | Division | Division Type | Leader Of Division | Member of Division            | Sub-Divisions                             | Division Id |
|--------------------------|----------|---------------|--------------------|-------------------------------|---|-------------|
| <input type="checkbox"/> | Elite    | Senior        | Super User         |                               |   | 2           |
| <input type="checkbox"/> | Masters  | Senior        | Super User         |                               |   | 1           |
| <input type="checkbox"/> | Over 35s | Senior        | Super User         | 1. West John<br>2. west.peter | 1. Ladies Only<br>2. Men Only             | 7           |
| <input type="checkbox"/> | Under 7  | Junior        | Super User         | 1. West John<br>2. west.peter | 1. Boys Only<br>2. Girls Only<br>3. Mixed | 3           |

At the bottom of the page, there is a status bar showing "View Site", "0 Visitors", "1 Admin", and "0 Log out". The Joomla! version is 3.4.1, and the copyright is © 2015 J3 Tester.

## Step 2.

You will be presented with this page



The screenshot displays the Joomla! Club Registration Manager interface. At the top, a navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The user is logged in as 'J3 Tester'. The main heading is 'Club Registration Manager::Club Divisions'. Below this, there are three buttons: 'Save' (green), 'Save & Close' (green with a checkmark), and 'Cancel' (red with an X). A tab labeled 'New Details' is active. The form contains several fields: 'Primary Key' with the value '0', 'Division Name \*' (empty), 'Division URL Name' (empty), 'Division Type \*' (dropdown menu showing '-Select Division Type -'), 'Status' (dropdown menu showing 'Published'), 'Leader Of Division' (dropdown menu showing '-Select Members of Division -'), and 'Members of Division' (a blue box with the text 'Linked Members of Division will be listed after the Division details are saved.'). On the right side, there are two more fields: 'Meeting Time' (empty) and 'Registration Fees' with the value '0.00'. At the bottom, a status bar shows 'View Site', '0 Visitors', '1 Admin', and '0' (with a minus sign icon), followed by a 'Log out' link. The Joomla! version '3.4.1' and copyright '© 2015 J3 Tester' are also displayed.

System Users Menus Content Components Extensions Help J3 Tester

Club Registration Manager::Club Divisions Joomla!

Save Save & Close Cancel

New Details

Primary Key 0 Meeting Time

Division Name \*

Division URL Name

Division Type \* -Select Division Type -

Status Published

Leader Of Division -Select Members of Division -

Members of Division Linked Members of Division will be listed after the Division details are saved.

View Site 0 Visitors 1 Admin 0 Log out Joomla! 3.4.1 — © 2015 J3 Tester

### 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.

The screenshot displays the Joomla! administration interface for the 'Club Registration Manager' extension. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The user is logged in as 'J3 Tester'. The main heading is 'Club Registration Manager::Club Divisions'. Below this, there are three buttons: 'Save' (green), 'Save & Close' (green with a checkmark), and 'Cancel' (red with an X). The 'New Details' tab is active, showing a form with the following fields:

- Primary Key:** Text input with the value '0'.
- Division Name \*:** Text input with the value 'Under 10'.
- Division URL Name:** Empty text input.
- Division Type \*:** Dropdown menu with 'Junior' selected.
- Status:** Dropdown menu with 'Published' selected.
- Leader Of Division:** Dropdown menu with 'Nick Ferrari' selected.
- Members of Division:** A blue informational box stating: 'Linked Members of Division will be listed after the Division details are saved.'
- Meeting Time:** Text input with the value '5.00pm'.
- Registration Fees:** Text input with the value '200.00'.

The bottom status bar shows 'View Site', '0 Visitors', '1 Admin', and '0' (likely messages), along with a 'Log out' link. The Joomla! version is 3.4.1, and the copyright is © 2015 J3 Tester.

## 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

System Users Menus Content Components Extensions Help J3 Tester

### Club Registration Manager::Club Divisions

Save Save & Close Close

**Message**  
Division Details successfully saved

Edit Division

Primary Key: 10

Division Name \*: Under 10

Division URL Name: under\_10 **1**

Division Type \*: Junior

Status: Published

Leader Of Division: Nick Ferrari

Members of Division: Select some options **2**

Meeting Time: 5.00pm

Registration Fees: 200.00

**3** Add Sub-Division

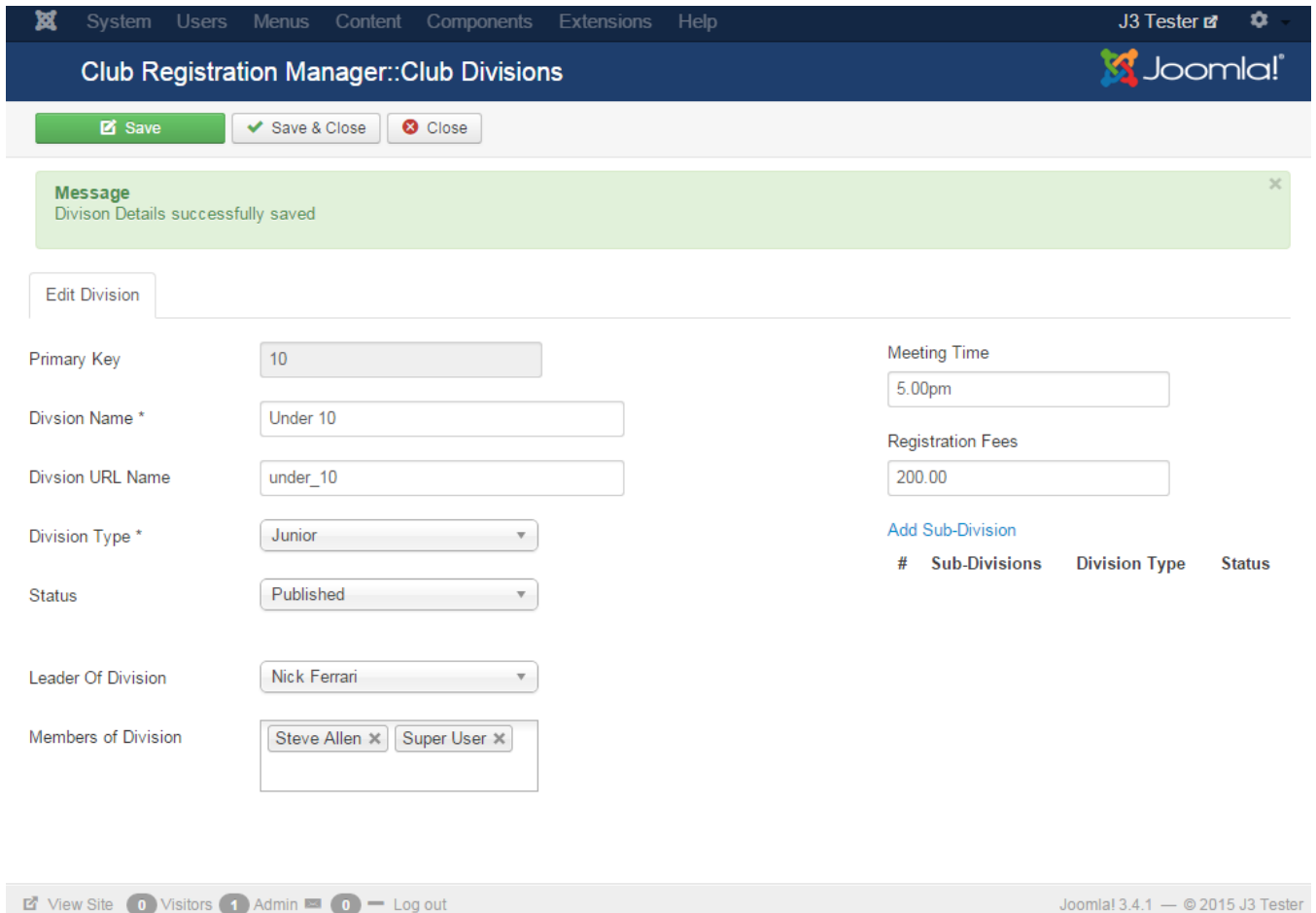
| # | Sub-Divisions | Division Type | Status |
|---|---------------|---------------|--------|
|---|---------------|---------------|--------|

View Site 0 Visitors 1 Admin 0 Log out Joomla! 3.4.1 — © 2015 J3 Tester

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.



The screenshot shows the Joomla! Club Registration Manager interface for editing a division. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The user is logged in as J3 Tester. The page title is "Club Registration Manager::Club Divisions". Below the title bar, there are three buttons: "Save", "Save & Close", and "Close". A green message box indicates "Message: Division Details successfully saved". The main form is titled "Edit Division" and contains several fields: "Primary Key" (10), "Division Name \*" (Under 10), "Division URL Name" (under\_10), "Division Type \*" (Junior), "Status" (Published), "Leader Of Division" (Nick Ferrari), and "Members of Division" (Steve Allen, Super User). To the right of the form, there are fields for "Meeting Time" (5.00pm) and "Registration Fees" (200.00). Below these fields is a link "Add Sub-Division". At the bottom of the page, there is a table with the following structure:

| # | Sub-Divisions | Division Type | Status |
|---|---------------|---------------|--------|
|---|---------------|---------------|--------|

The bottom status bar shows "View Site", "0 Visitors", "1 Admin", "0 Log out", and "Joomla! 3.4.1 — © 2015 J3 Tester".

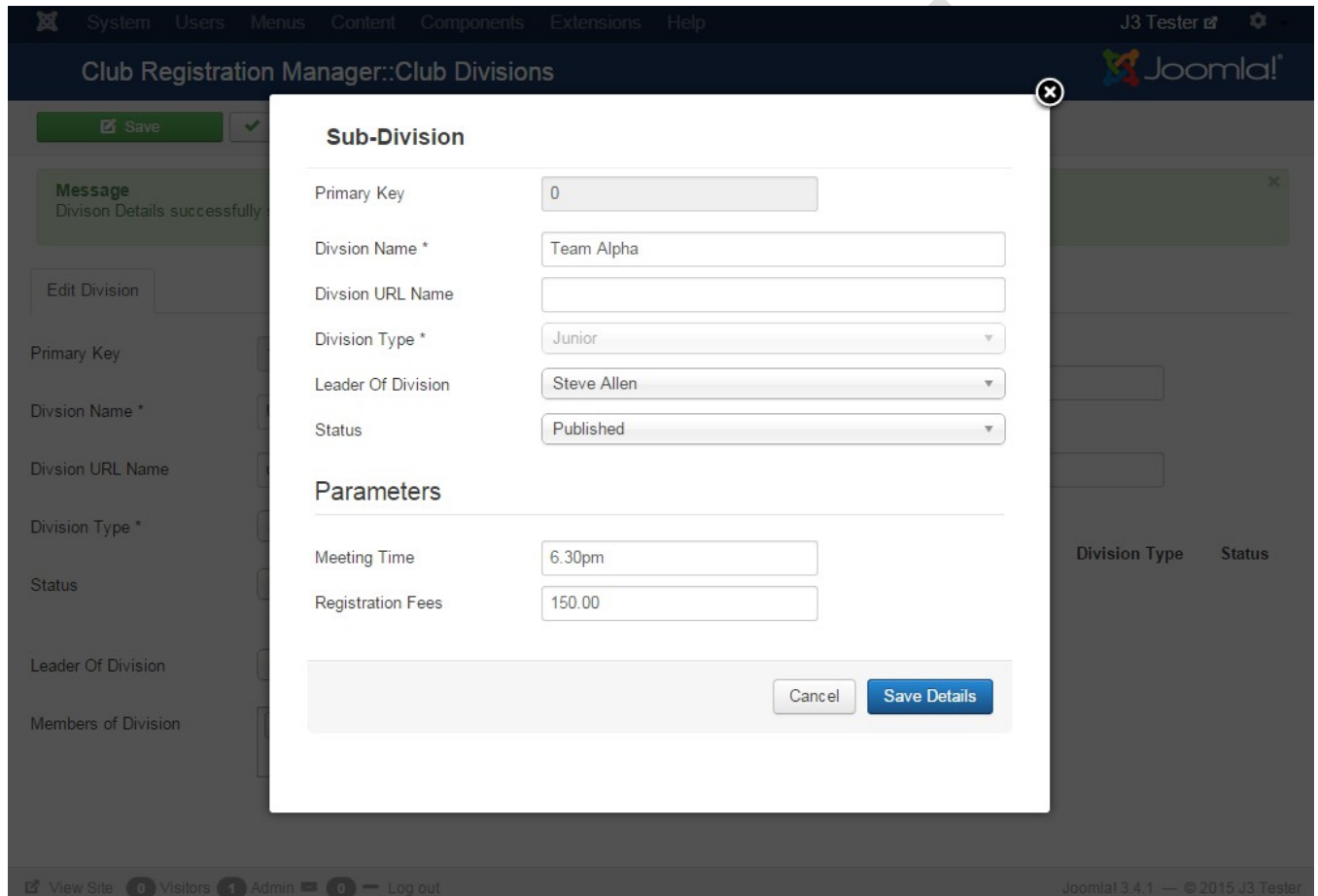
To add a sub division or a sub group, "Select the "Add Sub Division" link



## 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.



The screenshot displays the Joomla! Club Registration Manager interface. A modal window titled "Sub-Division" is open, allowing for the creation or editing of a sub-division. The background shows the "Club Divisions" management page with a sidebar containing options like "Primary Key", "Division Name", "Division URL Name", "Division Type", "Status", "Leader Of Division", and "Members of Division".

**Sub-Division**

Primary Key: 0

Division Name \*: Team Alpha

Division URL Name:

Division Type \*: Junior

Leader Of Division: Steve Allen

Status: Published

**Parameters**

Meeting Time: 6.30pm

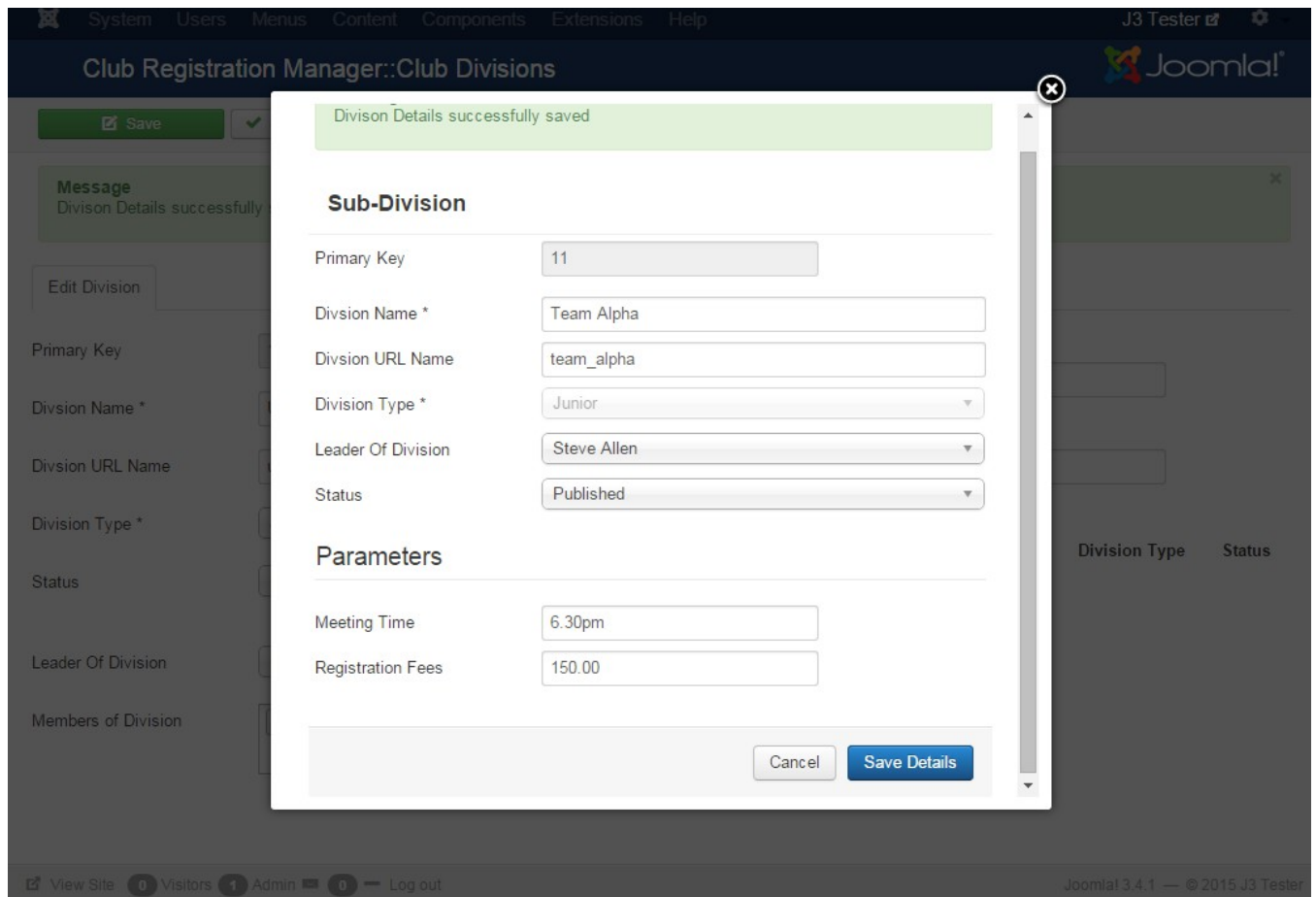
Registration Fees: 150.00

Buttons: Cancel, Save Details

Footer: Joomla! 3.4.1 — © 2015 J3 Tester

## Step 7.

Save the details. Then close the page



The screenshot displays the Joomla! Club Registration Manager interface. A modal window is open, titled "Division Details successfully saved" at the top. The modal contains two sections: "Sub-Division" and "Parameters".

**Sub-Division**

|                    |             |
|--------------------|-------------|
| Primary Key        | 11          |
| Division Name *    | Team Alpha  |
| Division URL Name  | team_alpha  |
| Division Type *    | Junior      |
| Leader Of Division | Steve Allen |
| Status             | Published   |

**Parameters**

|                   |        |
|-------------------|--------|
| Meeting Time      | 6.30pm |
| Registration Fees | 150.00 |

At the bottom of the modal, there are two buttons: "Cancel" and "Save Details".

The background interface shows the Joomla! administrator menu (System, Users, Menus, Content, Components, Extensions, Help) and the Joomla! logo. A message box on the left says "Message: Division Details successfully saved". The bottom status bar shows "View Site", "0 Visitors", "1 Admin", and "Log out".

## Step 8.

You should have the new sub-division listed

SystemUsersMenusContentComponentsExtensionsHelpJ3 Tester

Club Registration Manager::Club DivisionsJoomla!

SaveSave & CloseClose

Message

Division Details successfully saved

Edit Division

Primary Key10

Division Name \*Under 10

Division URL Nameunder\_10

Division Type \*Junior

StatusPublished

Leader Of DivisionNick Ferrari

Members of DivisionSteve Allen xSuper User x

Meeting Time5.00pm

Registration Fees200.00

Add Sub-Division

| # | Sub-Divisions | Division Type         | Status                              |
|---|---------------|-----------------------|-------------------------------------|
| 1 | Team Alpha    | Junior<br>Steve Allen | <input checked="" type="checkbox"/> |

View Site0 Visitors1 Admin0Log out

Joomla! 3.4.1 — © 2015 J3 Tester

## Step 9.

Add more sub divisions as required.

System Users Menus Content Components Extensions Help J3 Tester

Club Registration Manager::Club Divisions

Save Save & Close Close

**Message**  
Division Details successfully saved

Edit Division

Primary Key

10

Division Name \*

Under 10

Division URL Name

under\_10

Division Type \*

Junior

Status

Published

Leader Of Division

Nick Ferrari

Members of Division

Steve Allen ✕ Super User ✕

Meeting Time

5.00pm

Registration Fees

200.00

[Add Sub-Division](#)

| # | Sub-Divisions              | Division Type          | Status                              |
|---|----------------------------|------------------------|-------------------------------------|
| 1 | <a href="#">Team Alpha</a> | Junior<br>Steve Allen  | <input checked="" type="checkbox"/> |
| 2 | <a href="#">Team Beta</a>  | Junior<br>Super User   | <input checked="" type="checkbox"/> |
| 3 | <a href="#">Team Gamma</a> | Junior<br>Nick Ferrari | <input checked="" type="checkbox"/> |

View Site 0 Visitors 1 Admin 0 Log out Joomla! 3.4.1 — © 2015 J3 Tester

## 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.

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

Tab

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 EOIdiv>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

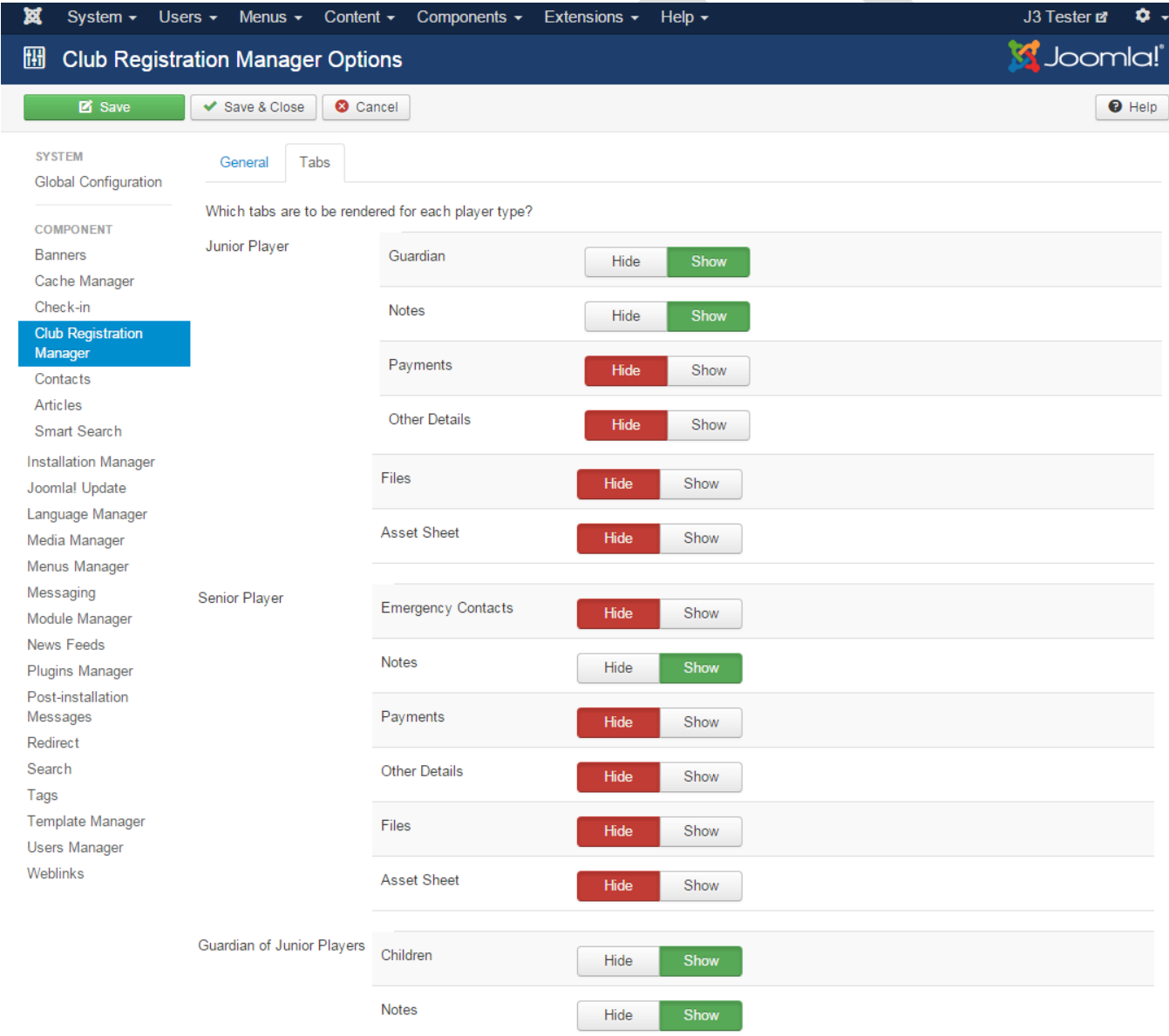
## Tab Configuration

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.**



The screenshot shows the Joomla! administration interface for the 'Club Registration Manager Options'. The 'Tabs' configuration is active, showing which tabs are visible for different player types. The interface includes a top navigation bar with menus like System, Users, Menus, Content, Components, Extensions, and Help. The left sidebar lists various system components, with 'Club Registration Manager' highlighted. The main content area is titled 'Which tabs are to be rendered for each player type?' and lists three player types: Junior Player, Senior Player, and Guardian of Junior Players. Each player type has a list of tabs with 'Hide' and 'Show' buttons. The 'Show' button is highlighted in green, indicating it is selected.

| Player Type                | Tab                | Hide   | Show   |
|----------------------------|--------------------|--|--|
| Junior Player              | Guardian           | <input type="button" value="Hide"/>            | <input checked="" type="button" value="Show"/> |
|                            | Notes              | <input type="button" value="Hide"/>            | <input checked="" type="button" value="Show"/> |
|                            | Payments           | <input checked="" type="button" value="Hide"/> | <input type="button" value="Show"/>            |
|                            | Other Details      | <input checked="" type="button" value="Hide"/> | <input type="button" value="Show"/>            |
|                            | Files              | <input checked="" type="button" value="Hide"/> | <input type="button" value="Show"/>            |
| Senior Player              | Asset Sheet        | <input checked="" type="button" value="Hide"/> | <input type="button" value="Show"/>            |
|                            | Emergency Contacts | <input checked="" type="button" value="Hide"/> | <input type="button" value="Show"/>            |
|                            | Notes              | <input type="button" value="Hide"/>            | <input checked="" type="button" value="Show"/> |
|                            | Payments           | <input checked="" type="button" value="Hide"/> | <input type="button" value="Show"/>            |
|                            | Other Details      | <input checked="" type="button" value="Hide"/> | <input type="button" value="Show"/>            |
| Guardian of Junior Players | Files              | <input checked="" type="button" value="Hide"/> | <input type="button" value="Show"/>            |
|                            | Asset Sheet        | <input checked="" type="button" value="Hide"/> | <input type="button" value="Show"/>            |
|                            | Children           | <input type="button" value="Hide"/>            | <input checked="" type="button" value="Show"/> |
|                            | Notes              | <input type="button" value="Hide"/>            | <input checked="" type="button" value="Show"/> |

## Setting Up Configuration Lists

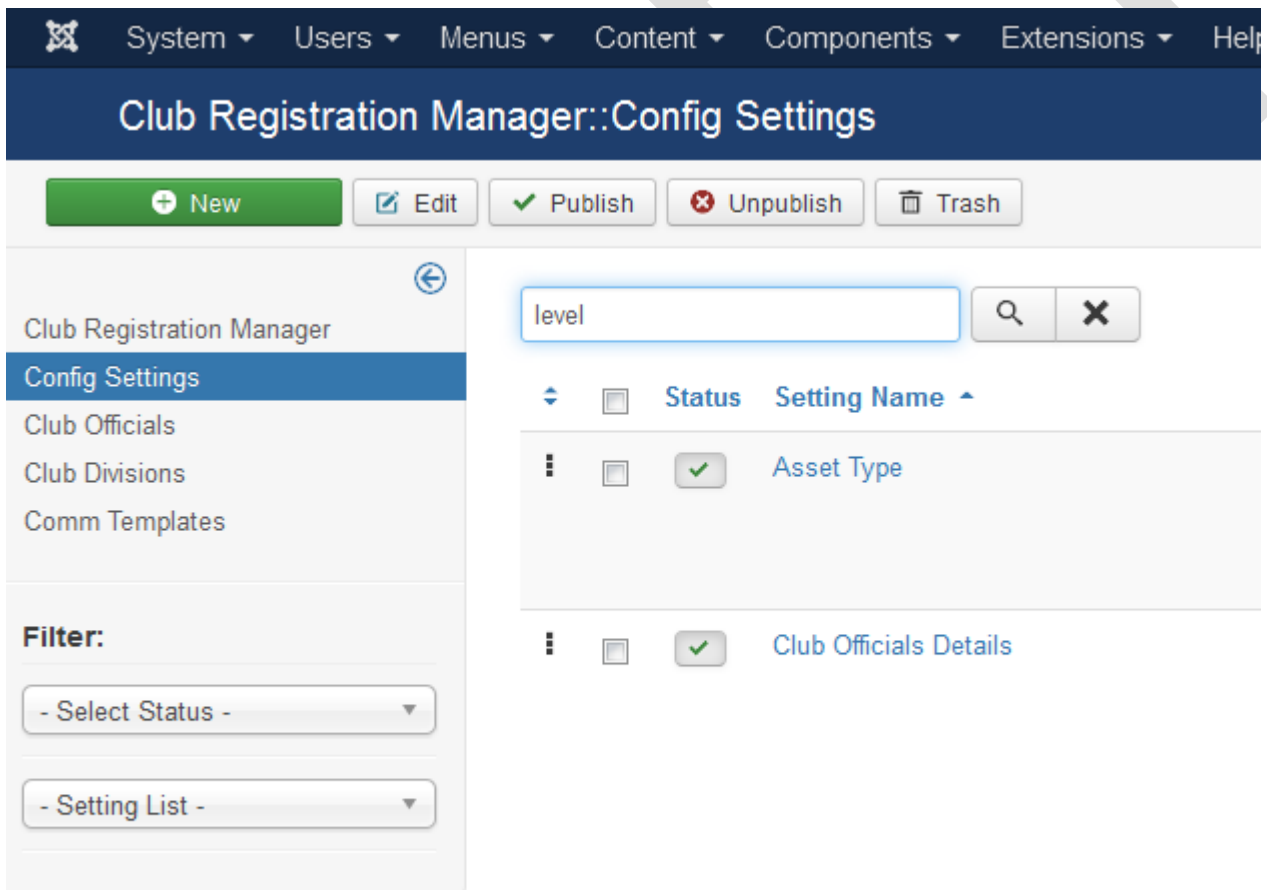
### Setting Up Skills Level Configuration List

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 simply scroll to the “club\_player\_level” setting tag



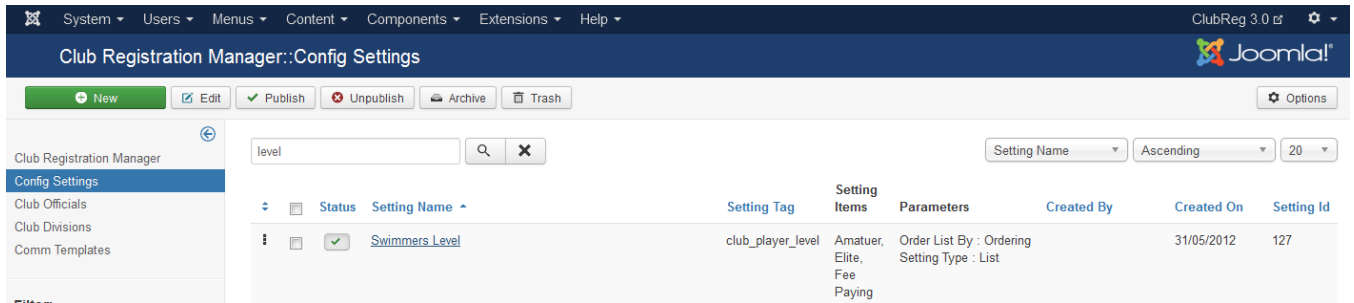
The screenshot displays the Joomla! administrator interface for the Club Registration Manager extension. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The main header reads "Club Registration Manager::Config Settings". Below the header is a toolbar with buttons for New, Edit, Publish, Unpublish, and Trash. On the left, a sidebar menu shows "Club Registration Manager" with "Config Settings" selected. Below the menu are filter options for Status and Setting List. The main content area features a search box with "level" entered, a search icon, and a close icon. Below the search box is a table with columns for Status and Setting Name. The table contains two entries: "Asset Type" and "Club Officials Details", both with a green checkmark in the Status column.

| Status                              | Setting Name           |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Asset Type             |
| <input checked="" type="checkbox"/> | Club Officials Details |



### 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



Club Registration Manager::Config Settings

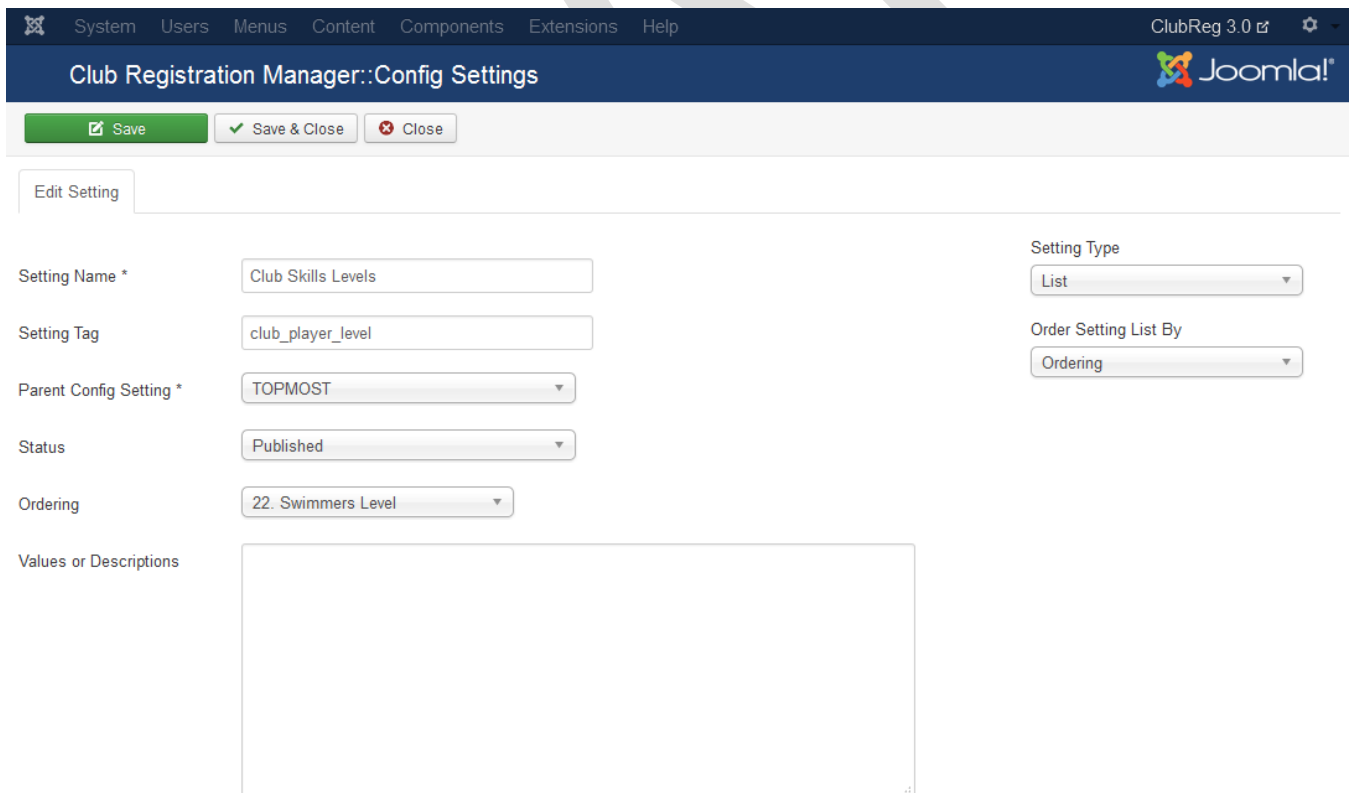
level

Setting Name: Swimmers Level

| Status | Setting Name   | Setting Tag       | Setting Items              | Parameters                                      | Created By | Created On | Setting Id |
|--------|----------------|-------------------|----------------------------|---|------------|------------|------------|
| ✓      | Swimmers Level | club_player_level | Amateur, Elite, Fee Paying | Order List By : Ordering<br>Setting Type : List |            | 31/05/2012 | 127        |

### 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**”



Club Registration Manager::Config Settings

Save Save & Close Close

Edit Setting

Setting Name \* Club Skills Levels

Setting Tag club\_player\_level

Parent Config Setting \* TOPMOST

Status Published

Ordering 22. Swimmers Level

Setting Type List

Order Setting List By Ordering

Values or Descriptions

## Step 5.

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

System Users Menus Content Components Extensions Help

ClubReg 3.0

Club Registration Manager::Config Settings

New Edit Publish Unpublish Trash

Options

Club Registration Manager

Config Settings

Club Officials

Club Divisions

Comm Templates

Filter:

- Select Status -

- Setting List -

Message

Item successfully saved.

level

Setting Name

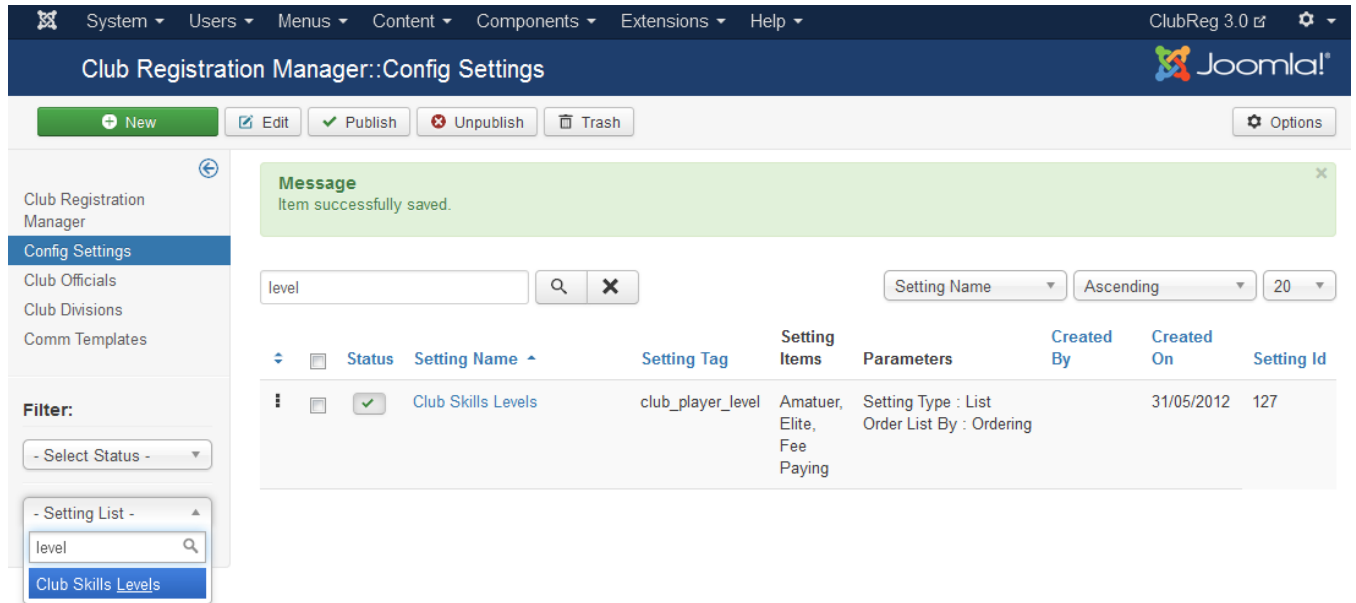
Ascending

20

|  | Status                              | Setting Name       | Setting Tag       | Setting Items              | Parameters                                      | Created By | Created On | Setting Id |
|--|-------------------------------------|--------------------|-------------------|----------------------------|---|------------|------------|------------|
|  | <input checked="" type="checkbox"/> | Club Skills Levels | club_player_level | Amatuer, Elite, Fee Paying | Setting Type : List<br>Order List By : Ordering |            | 31/05/2012 | 127        |

## Step 6.

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

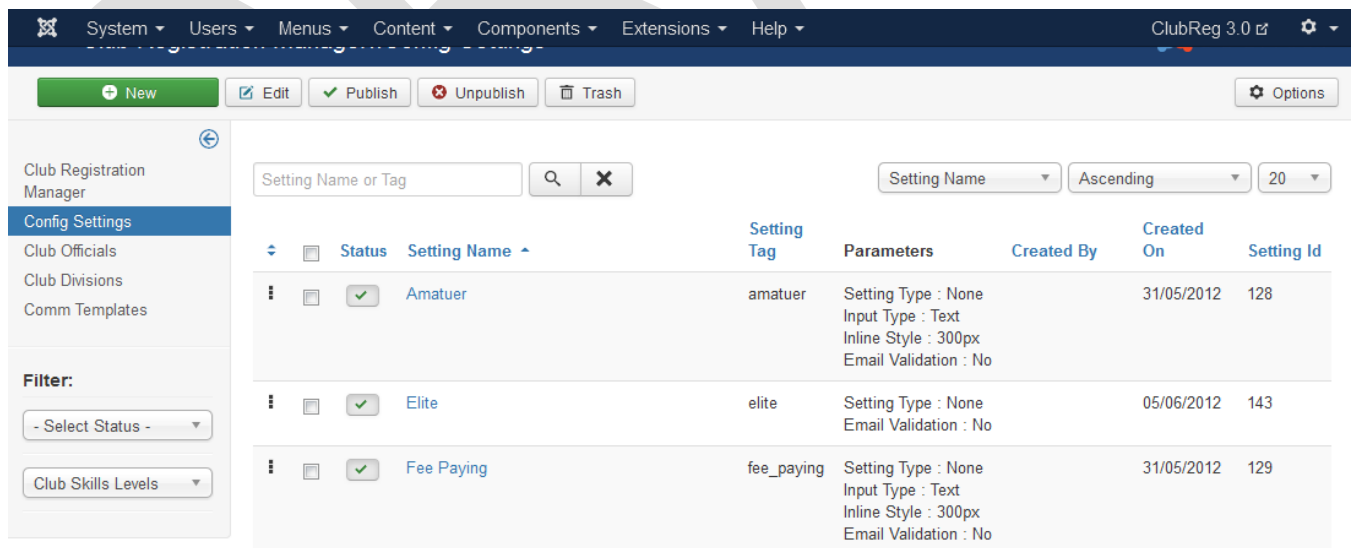


The screenshot shows the Joomla! Club Registration Manager Config Settings page. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. The main header displays 'Club Registration Manager::Config Settings' and the Joomla! logo. Below the header, there are buttons for New, Edit, Publish, Unpublish, and Trash. A message box indicates 'Item successfully saved.' The left sidebar contains a menu with 'Club Registration Manager', 'Config Settings' (selected), 'Club Officials', 'Club Divisions', and 'Comm Templates'. A filter section on the left shows '- Select Status -' and '- Setting List -' with a search box containing 'level'. The main content area displays a table with the following data:

| Status                              | Setting Name       | Setting Tag       | Setting Items              | Parameters                                      | Created By | Created On | Setting Id |
|-------------------------------------|--------------------|-------------------|----------------------------|---|------------|------------|------------|
| <input checked="" type="checkbox"/> | Club Skills Levels | club_player_level | Amatuer, Elite, Fee Paying | Setting Type : List<br>Order List By : Ordering |            | 31/05/2012 | 127        |

## 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.

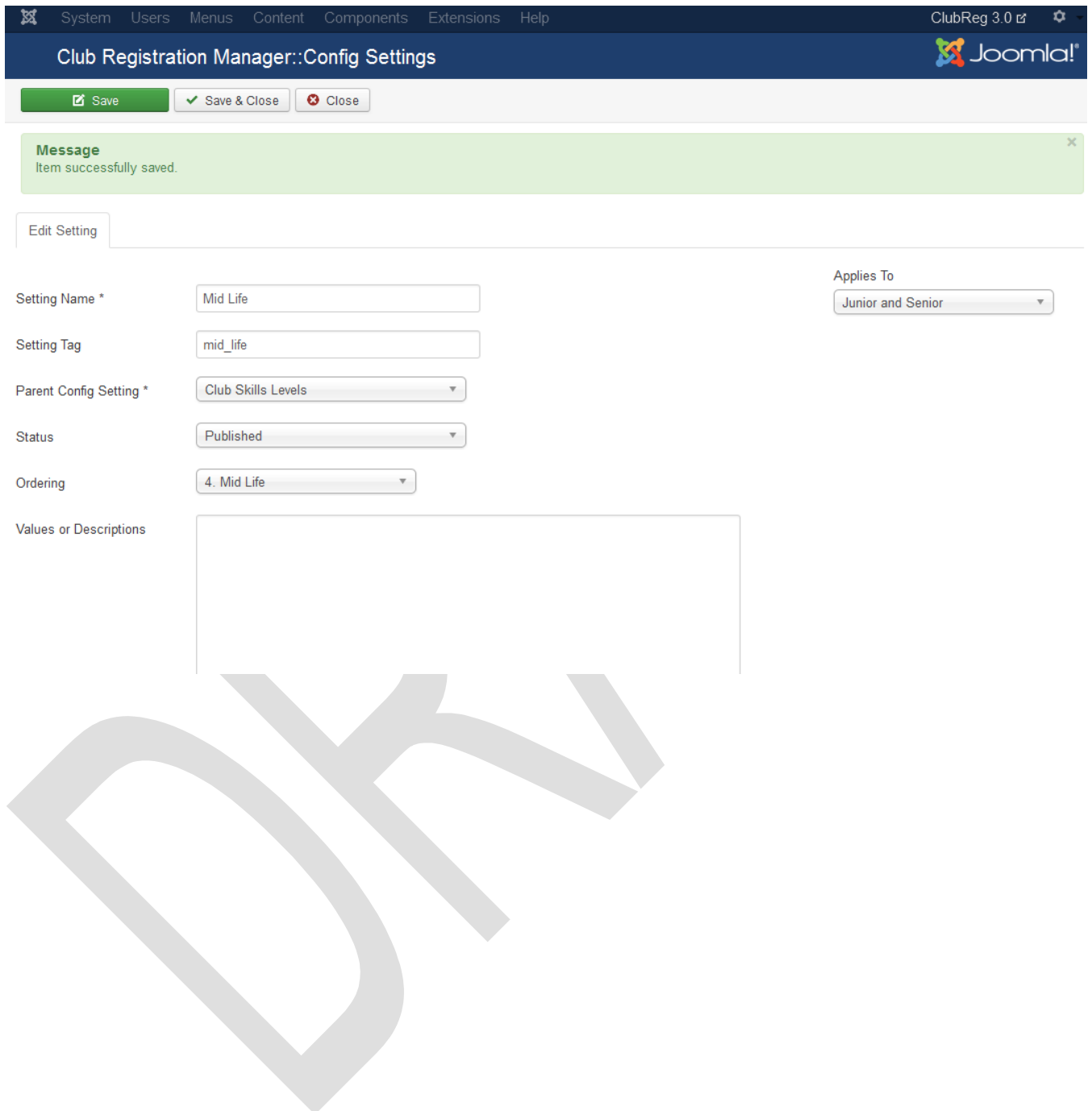


The screenshot shows the Joomla! Club Registration Manager Config Settings page, filtered for the 'club\_player\_level' setting. The top navigation bar and header are the same as in Step 6. The left sidebar menu is the same. The filter section on the left shows '- Select Status -' and '- Setting List -' with a search box containing 'level'. The main content area displays a table with the following data:

| Status                              | Setting Name | Setting Tag | Parameters  | Created By | Created On | Setting Id |
|-------------------------------------|--------------|-------------|---|------------|------------|------------|
| <input checked="" type="checkbox"/> | Amatuer      | amatuer     | Setting Type : None<br>Input Type : Text<br>Inline Style : 300px<br>Email Validation : No |            | 31/05/2012 | 128        |
| <input checked="" type="checkbox"/> | Elite        | elite       | Setting Type : None<br>Email Validation : No  |            | 05/06/2012 | 143        |
| <input checked="" type="checkbox"/> | Fee Paying   | fee_paying  | Setting Type : None<br>Input Type : Text<br>Inline Style : 300px<br>Email Validation : No |            | 31/05/2012 | 129        |

## 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



The screenshot displays the Joomla! Club Registration Manager configuration interface. At the top, a navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The main header shows 'Club Registration Manager::Config Settings' and the Joomla! logo. Below the header, there are three buttons: 'Save', 'Save & Close', and 'Close'. A green message box indicates 'Item successfully saved.'.

The 'Edit Setting' tab is active. The form contains the following fields:

- Setting Name \***: Text input with 'Mid Life'.
- Setting Tag**: Text input with 'mid\_life'.
- Parent Config Setting \***: Dropdown menu with 'Club Skills Levels' selected.
- Status**: Dropdown menu with 'Published' selected.
- Ordering**: Dropdown menu with '4. Mid Life' selected.
- Applies To**: Dropdown menu with 'Junior and Senior' selected.
- Values or Descriptions**: A large text area for additional information, currently empty.

## Step 9.

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

Other Phone #

Street Address

Suburb

Post Code

Sign Up to Newsletters

☐

Divisions

Sub-Divisions

Skill Level

-Select Skill Level -

-Select Skill Level -  
Amatuer  
Elite  
Mid Life

Personal Details

Gender

Date of Birth

Submit

Back To Profile

**Setting Up Templates**

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