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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">• Soccer Clubs• Basketball clubs• Swimming clubs	<ul style="list-style-type: none">• Association of Book Binders• Australia Association of welders
Club Officials	<ul style="list-style-type: none">• Coaches• Assistant Coaches• Team managers	<ul style="list-style-type: none">• President• Vice President• Financial Officer / Secretary
Club Members	<ul style="list-style-type: none">• Swimmers• Players	<ul style="list-style-type: none">• 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.

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

Sample Menu Groups



MANAGE ATTENDANCE

Player Type : Senior Player Date : 18/06/2015

Show Filters

DESC

1		SHIAPPA Charlie Radio Stations Nova 106.9 <input type="button" value="Yes"/> <input type="button" value="No"/>
2		TAMAD Juan Coomera Spanglers Soccerroos <input type="button" value="Yes"/> <input type="button" value="No"/>
3		DEXTADA Apps Radio Stations LBC 973 <input type="button" value="Yes"/> <input type="button" value="No"/>
4		HAUSER Paul Coomera Spanglers Green Eagles <input type="button" value="Yes"/> <input type="button" value="No"/>
5		FRANCO Frcnkla Coomera Spanglers Green Eagles <input type="button" value="Yes"/> <input type="button" value="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">• Team Alpha• Team Beta	<ul style="list-style-type: none">• Team Alpha• Team Beta• Team Gamma	<ul style="list-style-type: none">• 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.

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

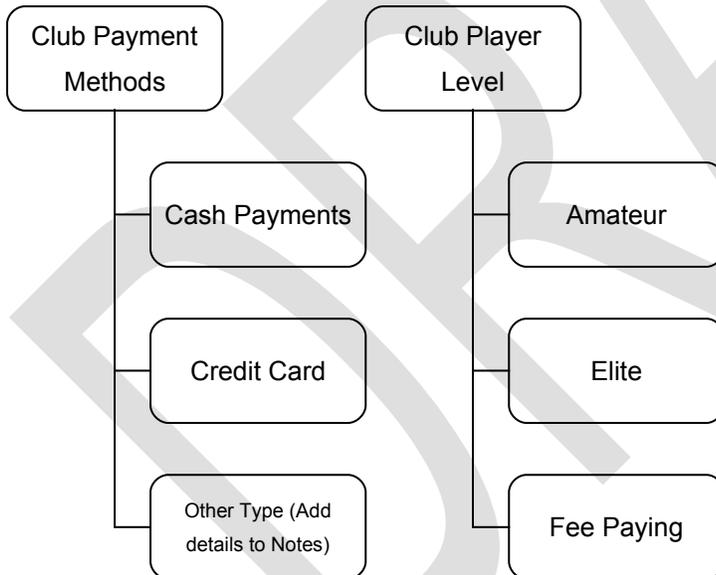
If you wanted to have a list of payment methods or payment types, a developer might be tempted to actually hardcode these values in the extension source files. Or even put them in a separate configuration file. The problem with doing this is that the site admin would find it hard to manage these lists.

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.

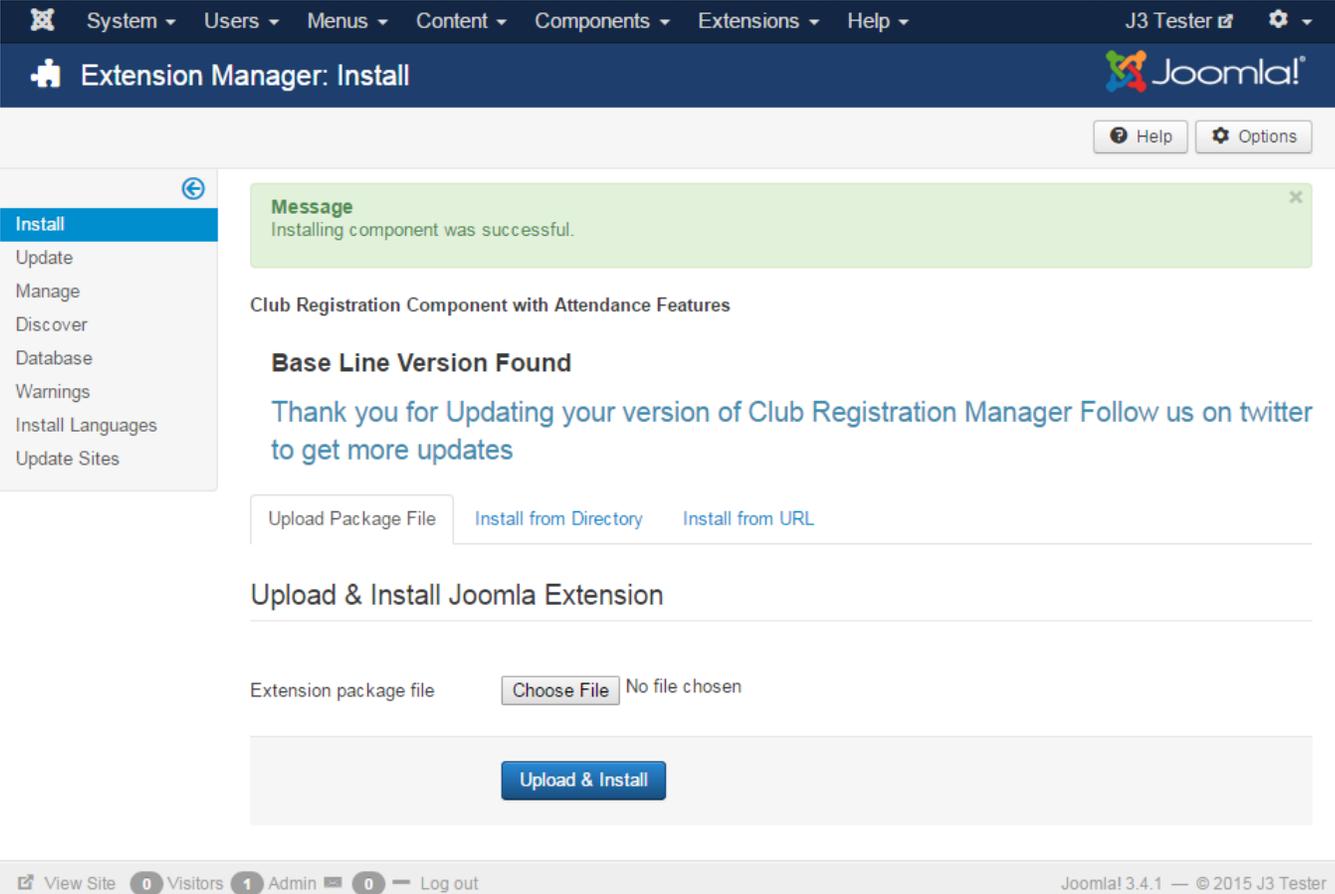
[Go to setting up configuration list items](#)

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. At the top, there is a navigation menu with items like System, Users, Menus, Content, Components, Extensions, and Help. The current page is titled "Extension Manager: Install". A green message box at the top right says "Message: Installing component was successful." Below this, the text reads "Club Registration Component with Attendance Features" and "Base Line Version Found". A blue link 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 "No file chosen" text. Below this is a large blue "Upload & Install" button. At the bottom of the page, there is a status bar with "View Site", "0 Visitors", "1 Admin", "0 Log out", and "Joomla! 3.4.1 — © 2015 J3 Tester".

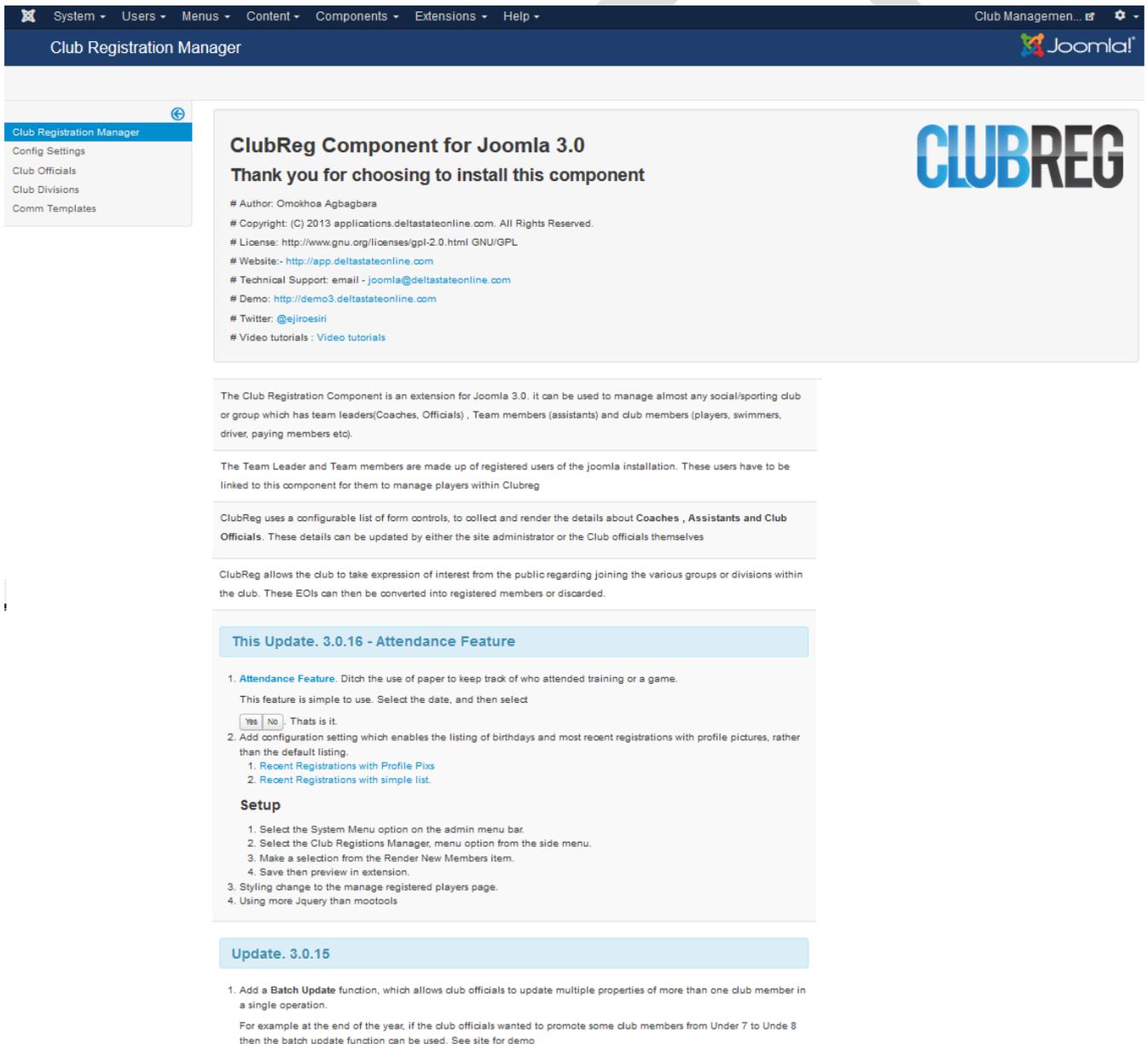
After installing an update.

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. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. The main content area displays the "Club Registration Manager" component installation page. The page title is "ClubReg Component for Joomla 3.0" and it says "Thank you for choosing to install this component". The page includes a sidebar with navigation options: Club Registration Manager, Config Settings, Club Officials, Club Divisions, and Comm Templates. The main content area contains the following text:

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
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

- 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 . Thats is it.
- Add configuration setting which enables the listing of birthdays and most recent registrations with profile pictures, rather than the default listing.
 - [Recent Registrations with Profile Pixs](#)
 - [Recent Registrations with simple list.](#)

Setup

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

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

Update. 3.0.15

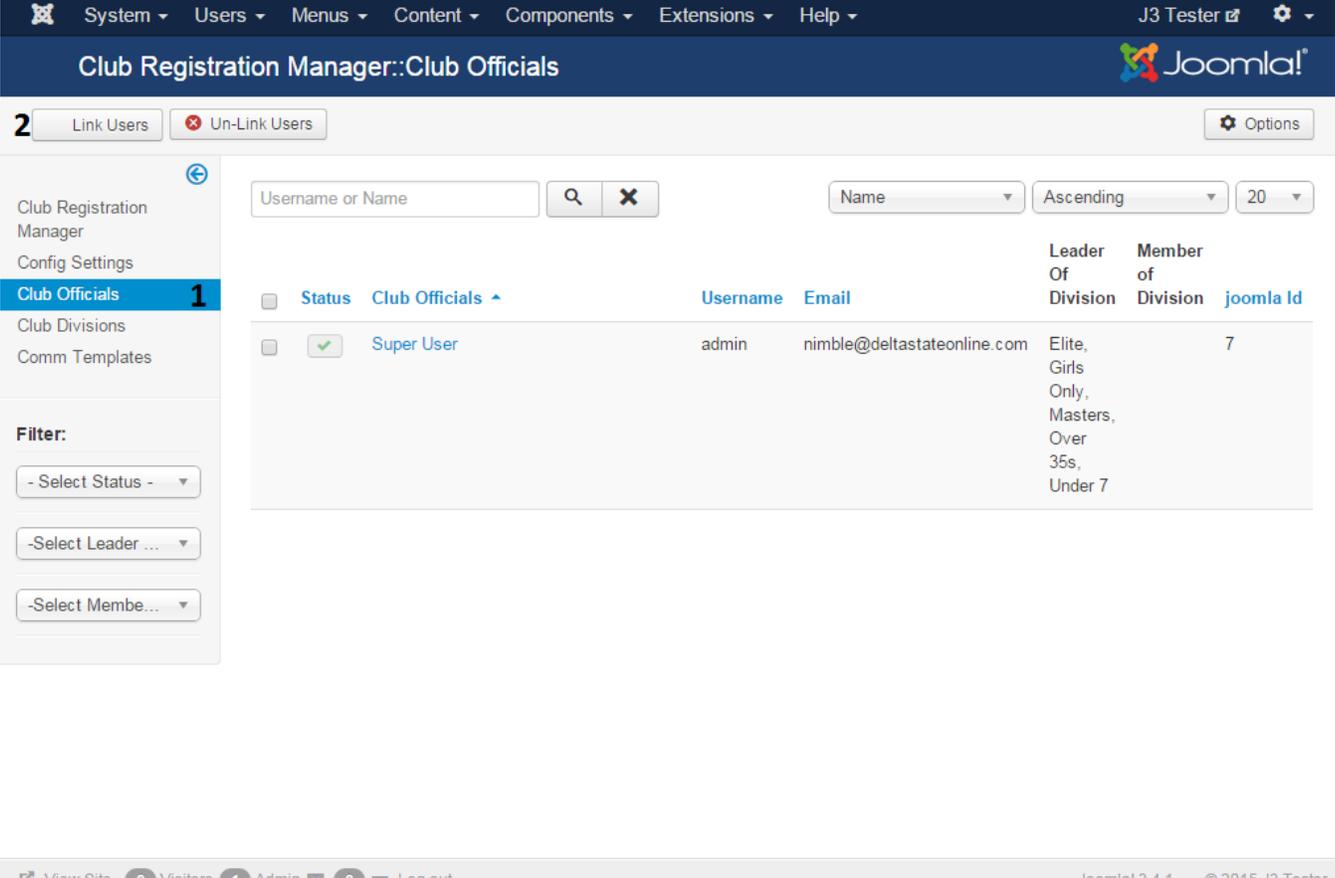
- Add a **Batch Update** function, which allows club officials to update multiple properties of more than one club member in a single operation.
For example at the end of the year, if the club officials wanted to promote some club members from Under 7 to Under 8 then the batch update function can be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



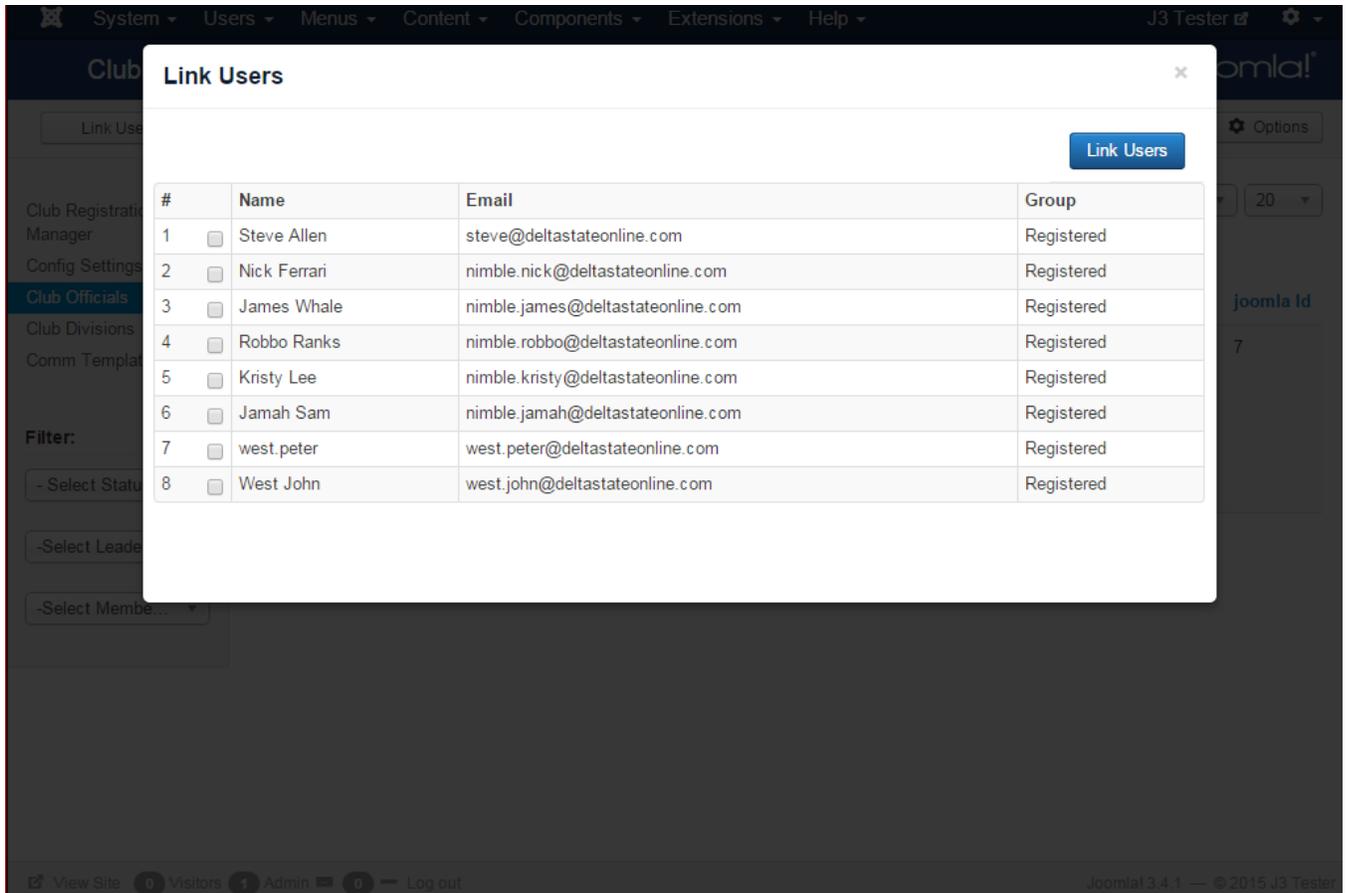
The screenshot shows the Joomla! administration interface for the Club Registration Manager. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. The user is logged in as J3 Tester. The main header displays "Club Registration Manager::Club Officials" and the Joomla! logo. Below the header, there are buttons for "Link Users" (highlighted with a '2') and "Un-Link Users", along with an "Options" button. A left sidebar contains a menu with "Club Officials" highlighted (marked with a '1'). 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 for "Username or Name" and sorting options for "Name" (Ascending) and "20" items per page. A table lists club officials with columns for checkboxes, Status, Club Officials, Username, Email, Leader Of Division, Member of Division, and Joomla Id. One user, "Super User", is listed with a green checkmark in the checkbox column, Username "admin", Email "nimble@deltastateonline.com", and Joomla Id "7".

<input type="checkbox"/>	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

At the bottom of the page, a status bar shows "View Site", "0 Visitors", "1 Admin", and "0" messages, along with a "Log out" button. The footer indicates "Joomla! 3.4.1 — © 2015 J3 Tester".

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



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	<input type="checkbox"/> Steve Allen	steve@deltastateonline.com	Registered
2	<input 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

The modal also features a "Link Users" button in the top right corner. The background interface shows the Joomla! administrator menu with options like "System", "Users", "Menus", "Content", "Components", "Extensions", and "Help". The footer of the page displays "View Site", "0 Visitors", "1 Admin", "0", and "Log out". The Joomla! version is identified as 3.4.1, and the copyright is for 2015 J3 Tester.

Step 3.

1. Select the users
2. Click the "Link users" button

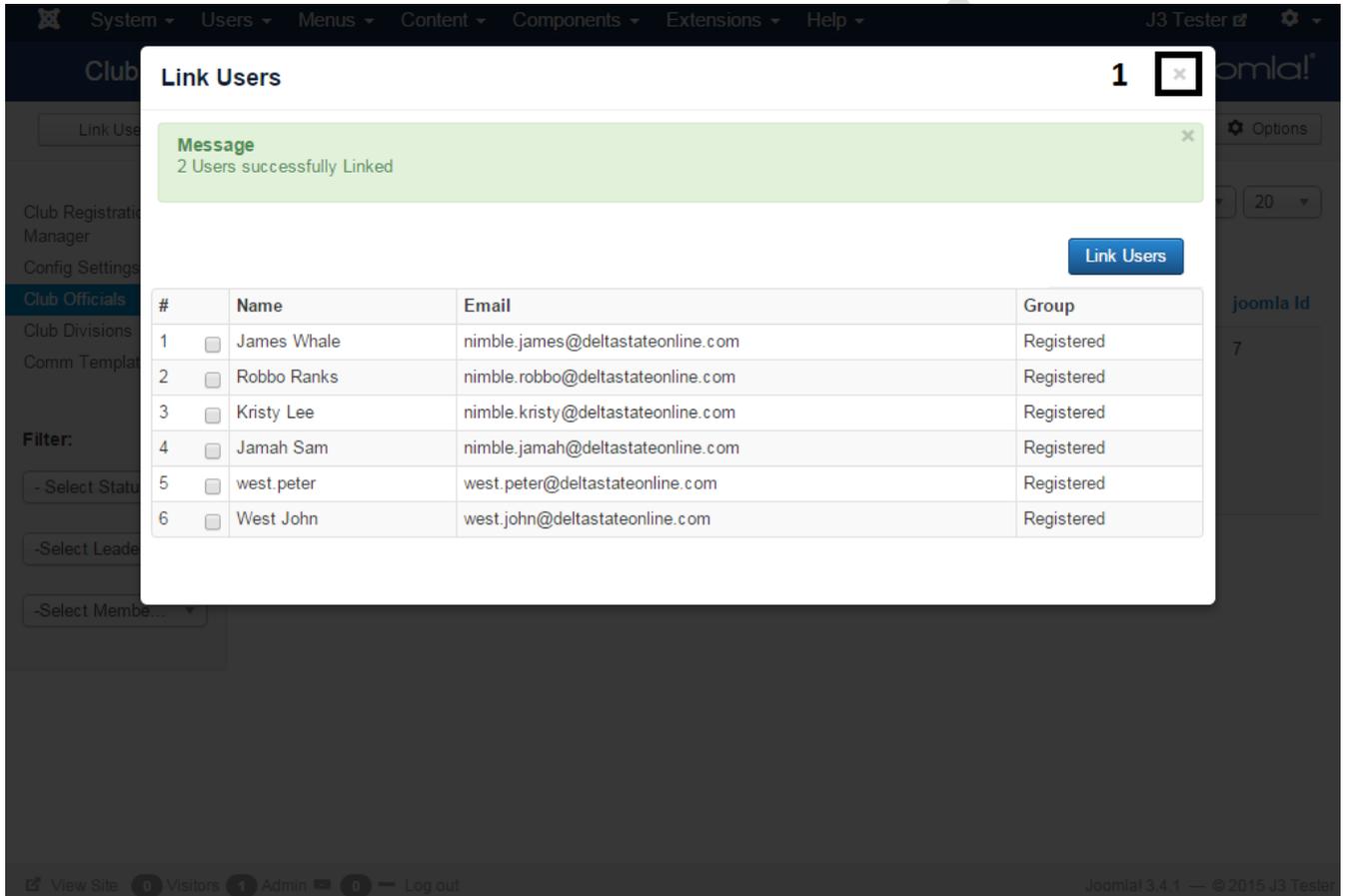
The screenshot shows the Joomla! administrator interface with a 'Link Users' dialog box open. The dialog box has a title bar with 'Link Users' and a close button. Below the title bar is a table with columns for '#', 'Name', 'Email', and 'Group'. The first two rows are selected, indicated by checked checkboxes. A black arrow points to the first checkbox, and a red box highlights the 'Link Users' button. The background shows the Joomla! administrator menu and a sidebar with various options.

#	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

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.



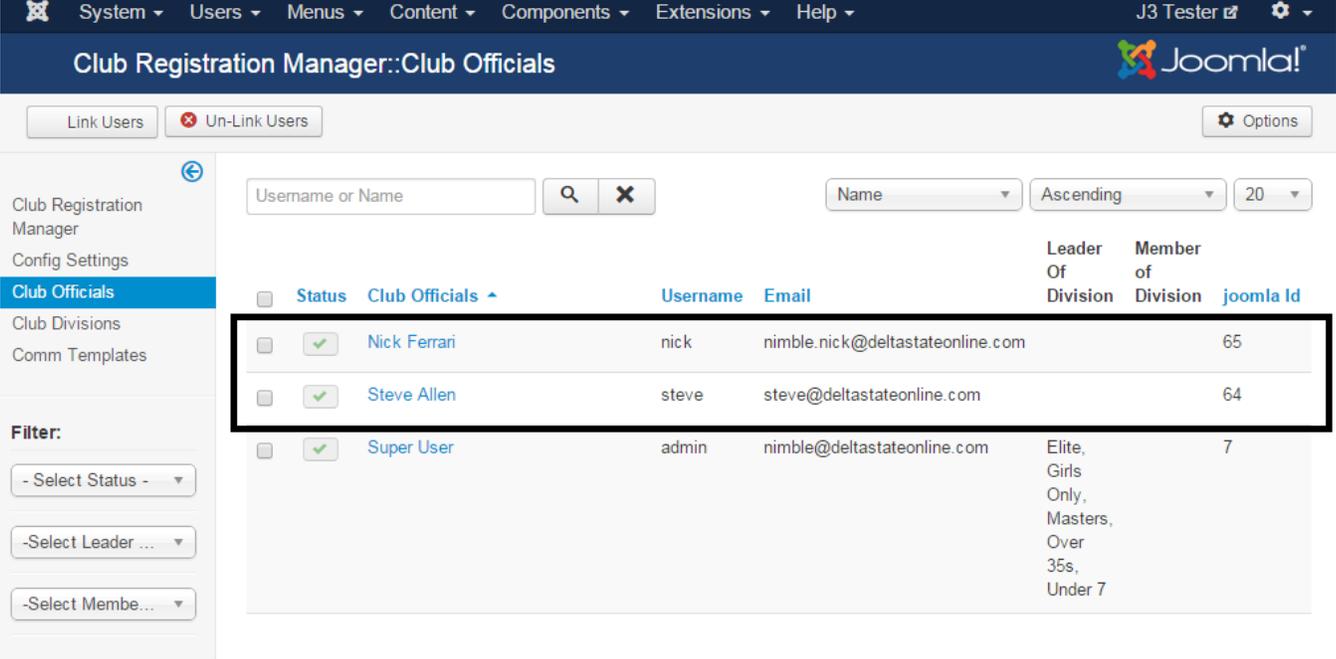
The screenshot shows the Joomla! administrator interface with a modal window titled "Link Users". The modal contains a green message box stating "2 Users successfully Linked" and a "Link Users" button. Below the message is a table with the following data:

#	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

A red box highlights the close "X" button in the top right corner of the modal window.

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 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 for "Username or Name" and sorting options for "Name" (Ascending) and "20" items per page. A table lists club officials with columns for Status, Club Officials, Username, Email, Leader Of Division, Member of Division, and Joomla Id. The rows for "Nick Ferrari" and "Steve Allen" are highlighted with a black border.

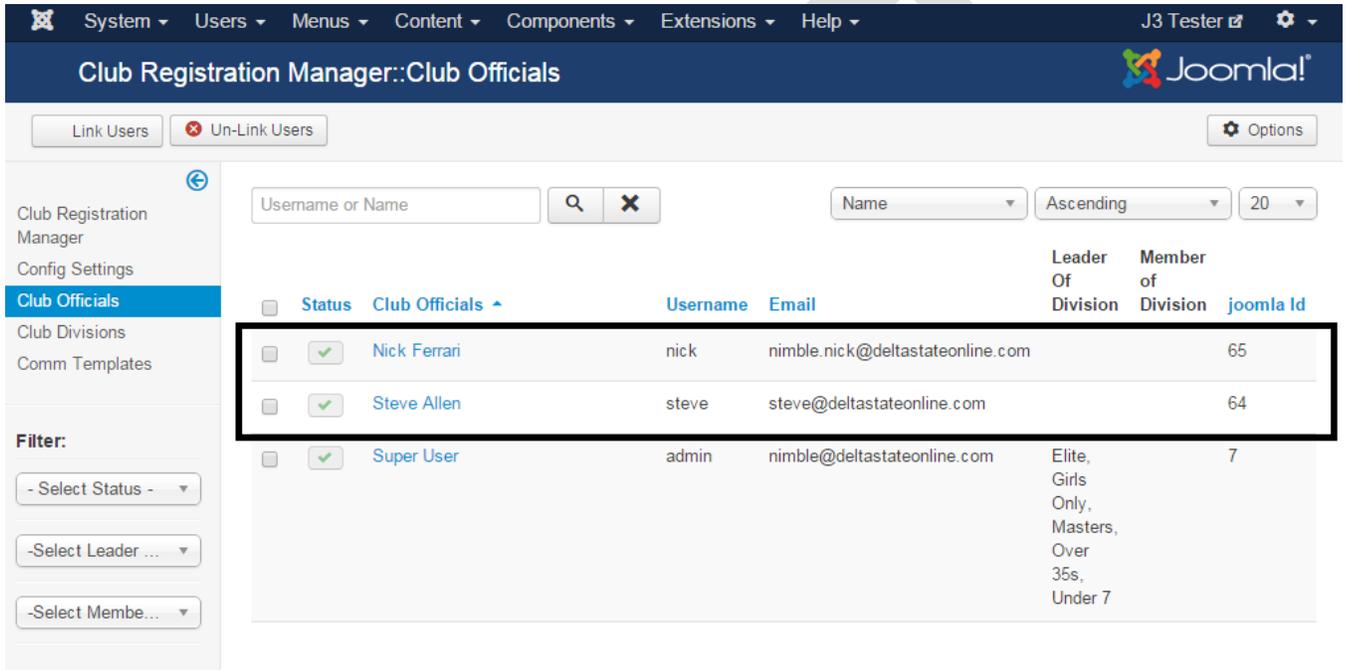
Status	Club Officials	Username	Email	Leader Of Division	Member of Division	Joomla Id
<input type="checkbox"/>	Nick Ferrari	nick	nimble.nick@deltastateonline.com			65
<input type="checkbox"/>	Steve Allen	steve	steve@deltastateonline.com			64
<input type="checkbox"/>	Super User	admin	nimble@deltastateonline.com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

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 shows the Joomla! Club Registration Manager interface. The top navigation bar includes 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. The left sidebar contains a menu with "Club Officials" selected. The main content area features a search bar for "Username or Name" and sorting options for "Name" (Ascending) and "20" items per page. A table lists club officials with columns for Status, Club Officials, Username, Email, Leader Of Division, Member of Division, and Joomla Id. The rows for "Nick Ferrari" and "Steve Allen" are highlighted with a black border. The "Super User" row is also visible.

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 shows the Joomla! Club Registration Manager interface for editing an official. The page title is "Club Registration Manager::Club Officials". The Joomla! logo is visible in the top right corner. The user is logged in as "J3 Tester".

At the top, there are navigation tabs: System, Users, Menus, Content, Components, Extensions, and Help. Below these are three buttons: Save, Save & Close, and Close.

The main content area is divided into three sections:

- Edit Official** (selected) and **Extra Details** (unselected).
- Form Fields:**
 - Joomla Id: 65
 - Username: nick
 - Official's Name: Nick Ferrari
 - Email Address: nimble.nick@deltastateonline.com
- Division Details:**
 - Leader Of Division: Select some options
 - Member of Division: Select some options
- Dashboard Settings:**
 - Show Unapproved EOIs: Hide (selected) / Show
 - Show Birthdays: Hide (selected) / Show
- Official's Permissions:**
 - Manage EOI: Not Allowed
 - Manage Registered Users: Not Allowed
 - Manage Communications: Not Allowed
 - Delete A Registered Member: Not Allowed
 - Manage Stats: Not Allowed
 - Upload Profile Pix: Not Allowed

At the bottom, there is a status bar showing "View Site", "0 Visitors", "1 Admin", and "0" (likely messages), along with a "Log out" button. The footer text reads "Joomla! 3.4.1 — © 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

System Users Menus Content Components Extensions Help J3 Tester

Save Save & Close Close

Edit Official Extra Details

Joomla Id 65

Username nick

Official's Name Nick Ferrari

Email Address nimble.nick@deltastateonline.com

Division Details

Leader Of Division Select some options

Member of Division Select some options

Dashboard Settings

Show Unapproved EOIs Hide Show

Show Birthdays Hide Show

Official's Permissions

Manage EOI Allowed

Manage Registered Users Allowed

Manage Communications Not Allowed

Delete A Registered Member Allowed

Manage Stats Not Allowed

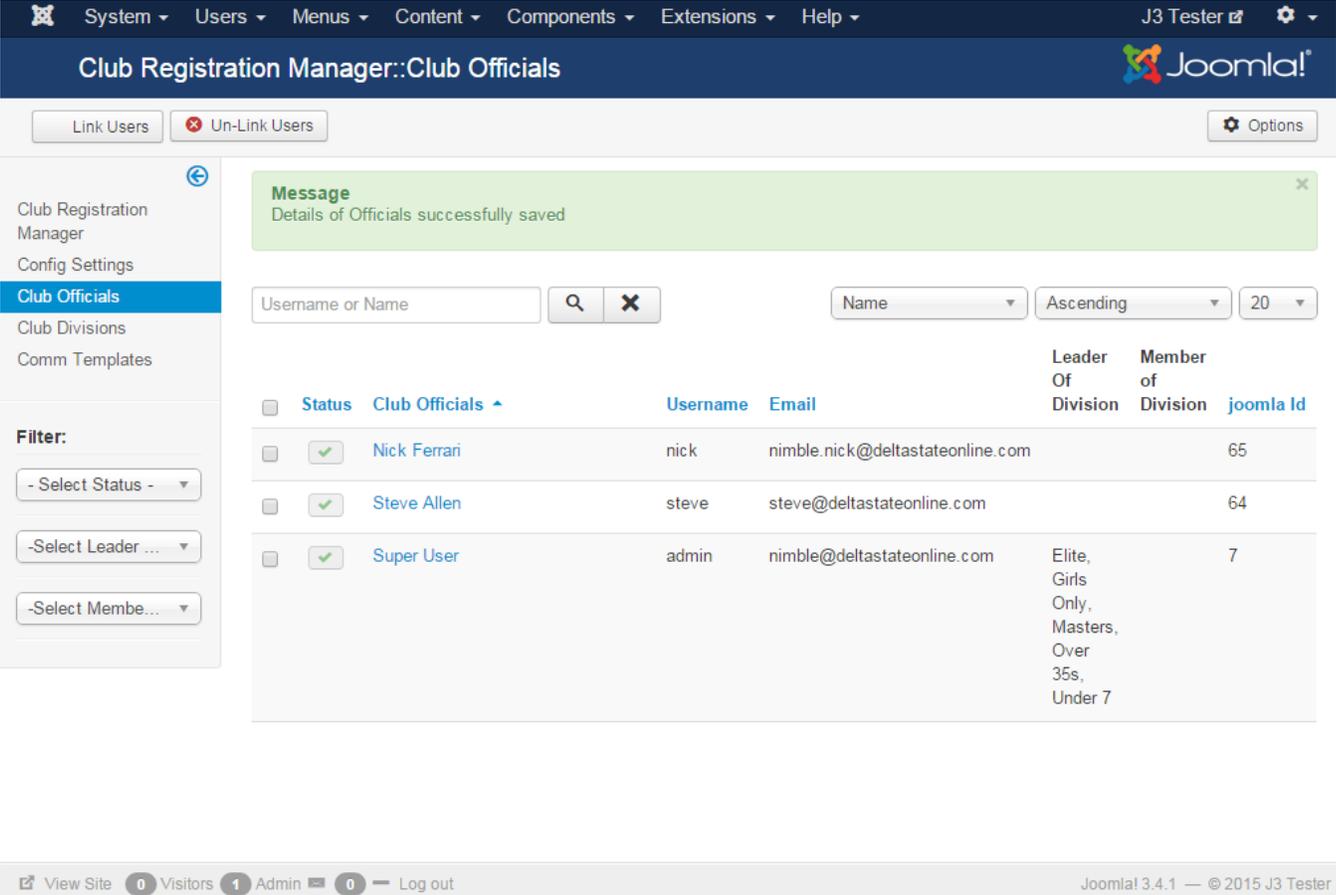
Upload Profile Pix Allowed

View Site 0 Visitors 1 Admin 0 Log out 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 displays the Joomla! Club Registration Manager interface for Club Officials. At the top, there is a navigation menu with options like 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 the heading, there are buttons for "Link Users" and "Un-Link Users", and an "Options" button.

A green message box at the top states: "Message: Details of Officials successfully saved".

Below the message, there is a search bar labeled "Username or Name" with a search icon and a close icon. To the right, there are dropdown menus for "Name" and "Ascending", and a "20" dropdown for the number of items per page.

The main content area contains a table of club officials. The table has columns for "Status", "Club Officials", "Username", "Email", "Leader Of Division", "Member of Division", and "joomla Id".

<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

On the left side, there is a sidebar with a navigation menu: "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...".

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.

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

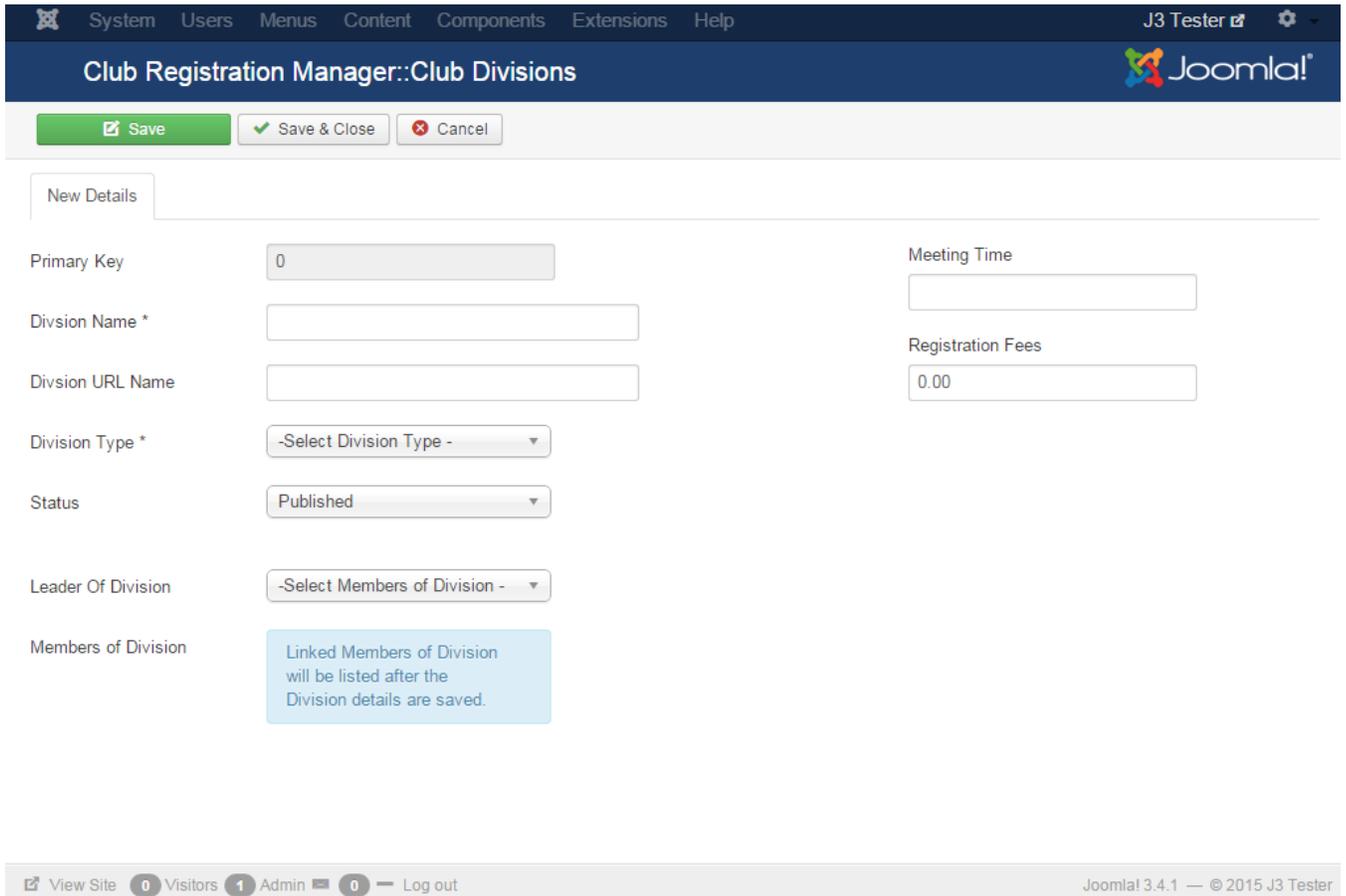
The screenshot shows the Joomla! Club Registration Manager interface. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. The user is logged in as J3 Tester. The main heading is "Club Registration Manager::Club Divisions". Below the heading is a toolbar with buttons for New, Edit, Publish, Unpublish, and Trash. A sidebar on the left contains a menu with options like Club Registration Manager, Config Settings, Club Officials, Club Divisions (highlighted with a '1'), and Comm Templates. Below the sidebar is a filter section with dropdowns for Status and Division Type. The main content area features a search bar and 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.

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 2. west.peter	1. Ladies Only 2. Men Only	7
<input type="checkbox"/>	Under 7	Junior	Super User	1. West John 2. west.peter	1. Boys Only 2. Girls Only 3. Mixed	3

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

Step 2.

You will be presented with this page



The screenshot displays the Joomla! administration interface for the 'Club Registration Manager' under the 'Club Divisions' section. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The user is identified as 'J3 Tester'. The page title is 'Club Registration Manager::Club Divisions'. Below the title bar are three buttons: 'Save', 'Save & Close', and 'Cancel'. The main content area is titled 'New Details' and contains the following form fields:

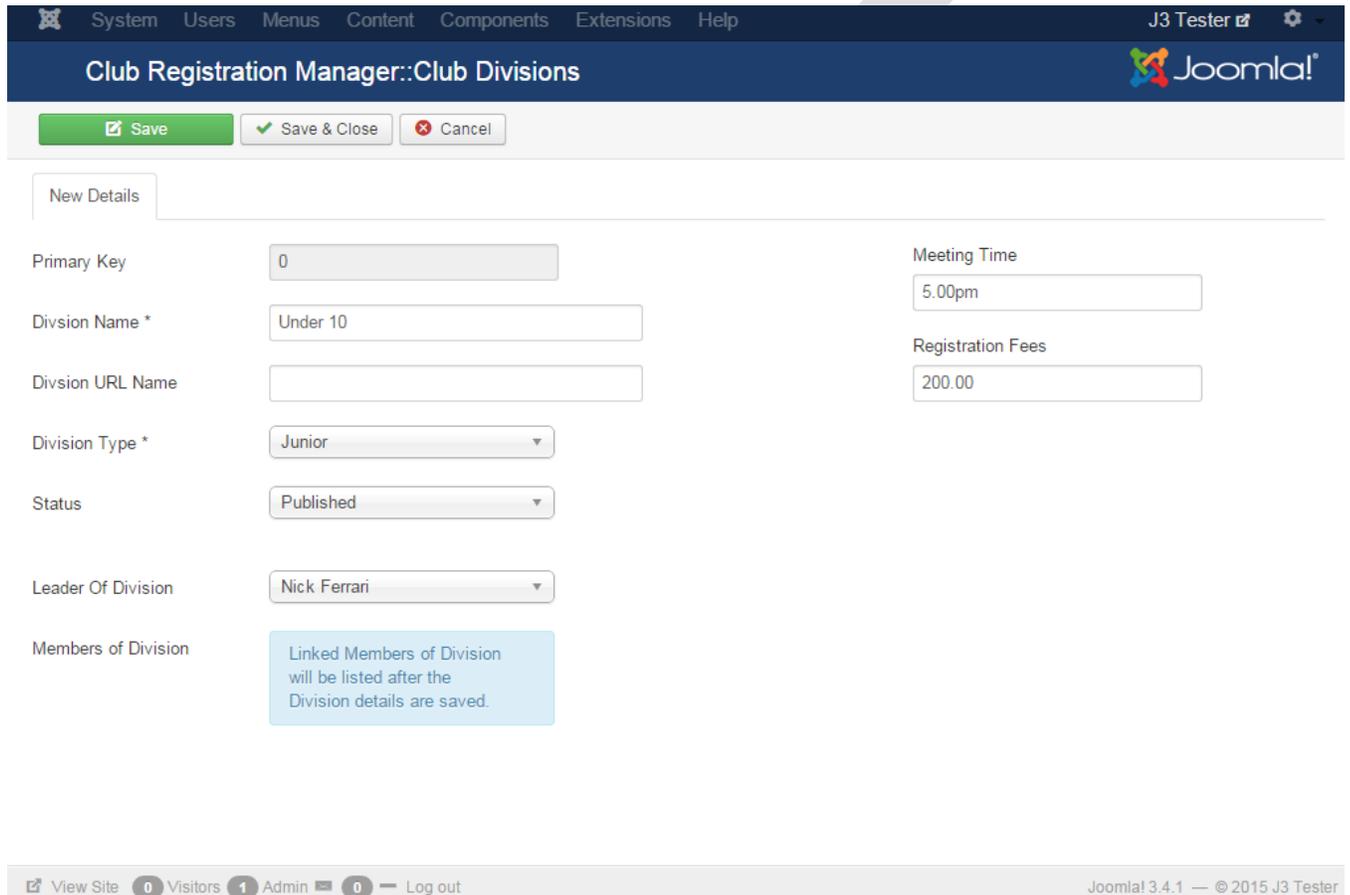
- Primary Key:** Text input field containing the value '0'.
- Meeting Time:** Text input field.
- Division Name *:** Text input field.
- Division URL Name:** Text input field.
- Registration Fees:** Text input field containing the value '0.00'.
- Division Type *:** Dropdown menu with the selected option '-Select Division Type -'.
- Status:** Dropdown menu with the selected option 'Published'.
- Leader Of Division:** Dropdown menu with the selected option '-Select Members of Division -'.
- Members of Division:** A blue informational box stating: 'Linked Members of Division will be listed after the Division details are saved.'

The bottom status bar shows 'View Site', '0 Visitors', '1 Admin', and '0' (likely messages), along with a 'Log out' link. The footer indicates '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 page title is 'Club Registration Manager::Club Divisions'. The Joomla! logo is visible in the top right corner. Below the title bar, there are three buttons: 'Save' (green), 'Save & Close' (green with checkmark), and 'Cancel' (red with X). The main content area is titled 'New Details' and contains the following form fields:

- Primary Key:** Text input field containing '0'.
- Division Name *:** Text input field containing 'Under 10'.
- Division URL Name:** Empty text input field.
- 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 box containing the text: 'Linked Members of Division will be listed after the Division details are saved.'
- Meeting Time:** Text input field containing '5.00pm'.
- Registration Fees:** Text input field containing '200.00'.

The bottom of the page features a status bar with the following information: 'View Site', '0 Visitors', '1 Admin', '0' (with a dropdown arrow), and 'Log out'. On the right side of the status bar, it says 'Joomla! 3.4.1 — © 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. At the top, there is a navigation menu with items: 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 content area is titled 'Edit Division' and contains several form fields:

- 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

Below the form, there is a link 'Add Sub-Division' and a table header with columns: #, Sub-Divisions, Division Type, and Status.

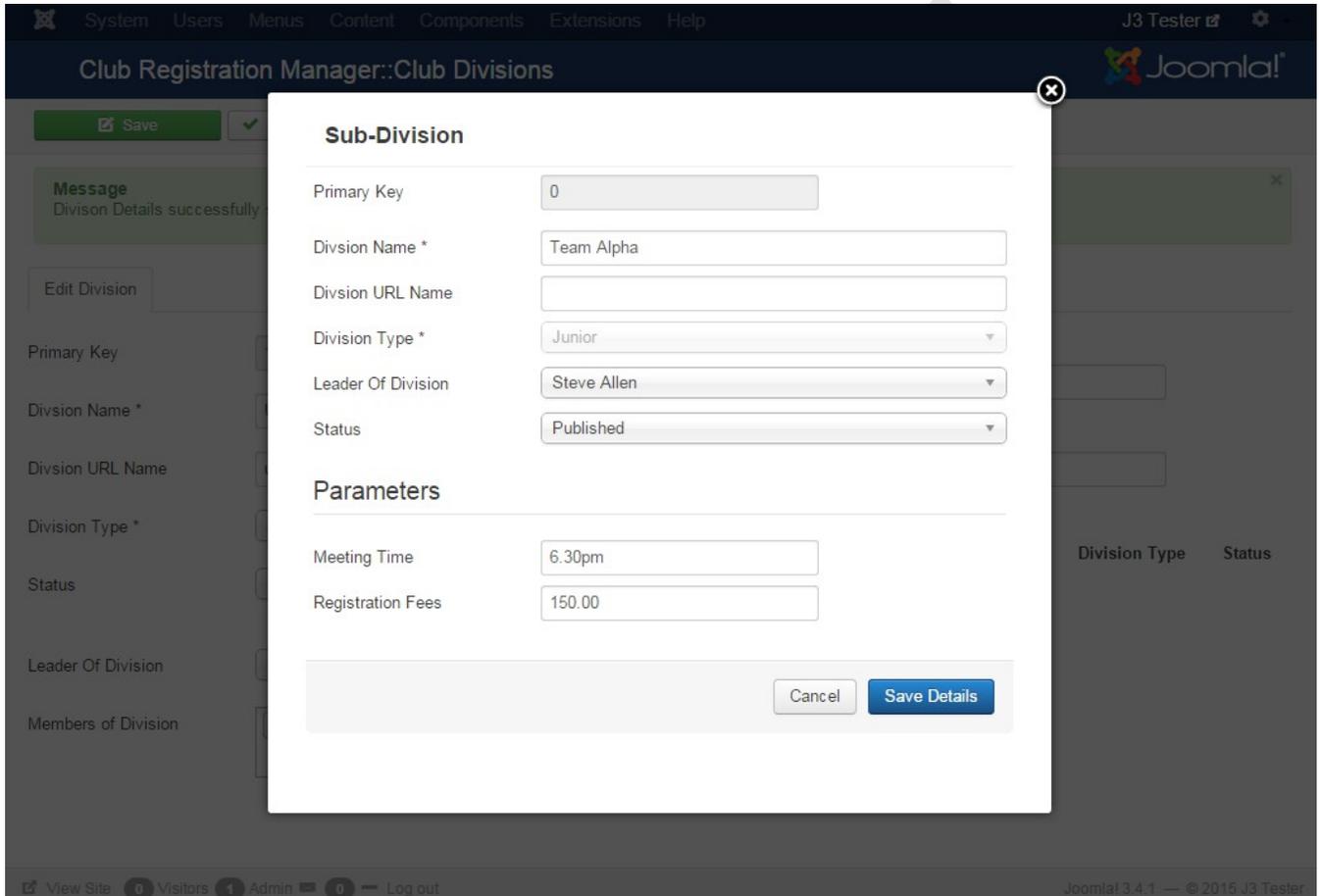
At the bottom of the page, there is a status bar showing 'View Site', '0 Visitors', '1 Admin', and 'Log out'. The Joomla! version is 3.4.1 and the copyright is © 2015 J3 Tester.

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 of a new sub-division. The form includes the following fields and options:

- Primary Key:** A text input field containing the value "0".
- Division Name *:** A text input field containing the value "Team Alpha".
- Division URL Name:** An empty text input field.
- Division Type *:** A dropdown menu with "Junior" selected.
- Leader Of Division:** A dropdown menu with "Steve Allen" selected.
- Status:** A dropdown menu with "Published" selected.
- Parameters:**
 - Meeting Time:** A text input field containing "6.30pm".
 - Registration Fees:** A text input field containing "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 indicates "Division Details successfully". The footer of the Joomla! interface shows "View Site", "Visitors", "Admin", "Log out", and "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 "Sub-Division", with a green success message at the top: "Division Details successfully saved". The form contains the following fields:

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

Below these fields is a "Parameters" section with:

- Meeting Time: 6.30pm
- Registration Fees: 150.00

At the bottom of the modal are "Cancel" and "Save Details" buttons. The background shows the Joomla! administrator interface with a menu bar (System, Users, Menus, Content, Components, Extensions, Help) and a user profile (J3 Tester). A large watermark "DPS" is visible in the lower half of the image.

Step 8.

You should have the new sub-division listed

The screenshot shows the Joomla! Club Registration Manager interface. At the top, there is a navigation menu with items: System, Users, Menus, Content, Components, Extensions, 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 states 'Message: Division Details successfully saved'. The main content area is titled 'Edit Division' and contains several form fields:

- 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

Below the form fields, there is a table with the following data:

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

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

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 X Super User X

Meeting Time: 5.00pm

Registration Fees: 200.00

[Add Sub-Division](#)

#	Sub-Divisions	Division Type	Status
1	Team Alpha	Junior Steve Allen	✓
2	Team Beta	Junior Super User	✓
3	Team Gamma	Junior Nick Ferrari	✓

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 Tabs

General Configuration

Player Types: Junior Player x Senior Player x Guardian of Junior Players x

Default Selection: Senior Player

Attachment Folder: clubreg

Slide profile div: 750

Profile Tab Position: Left

Render Icons Only: Yes No

Use Tables EOI: Yes No

Suffix for SMS:

Render New Members: Member Profile



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 visible, showing which tabs are rendered for each player type. The configuration is organized into three main sections: Junior Player, Senior Player, and Guardian of Junior Players. Each section lists various tabs with 'Hide' and 'Show' buttons. The 'Show' button is highlighted in green, indicating that the tab is visible for that player type.

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"/>
	Asset Sheet	<input checked="" type="button" value="Hide"/>	<input type="button" value="Show"/>
Senior Player	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"/>
	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"/>
Guardian of Junior Players	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

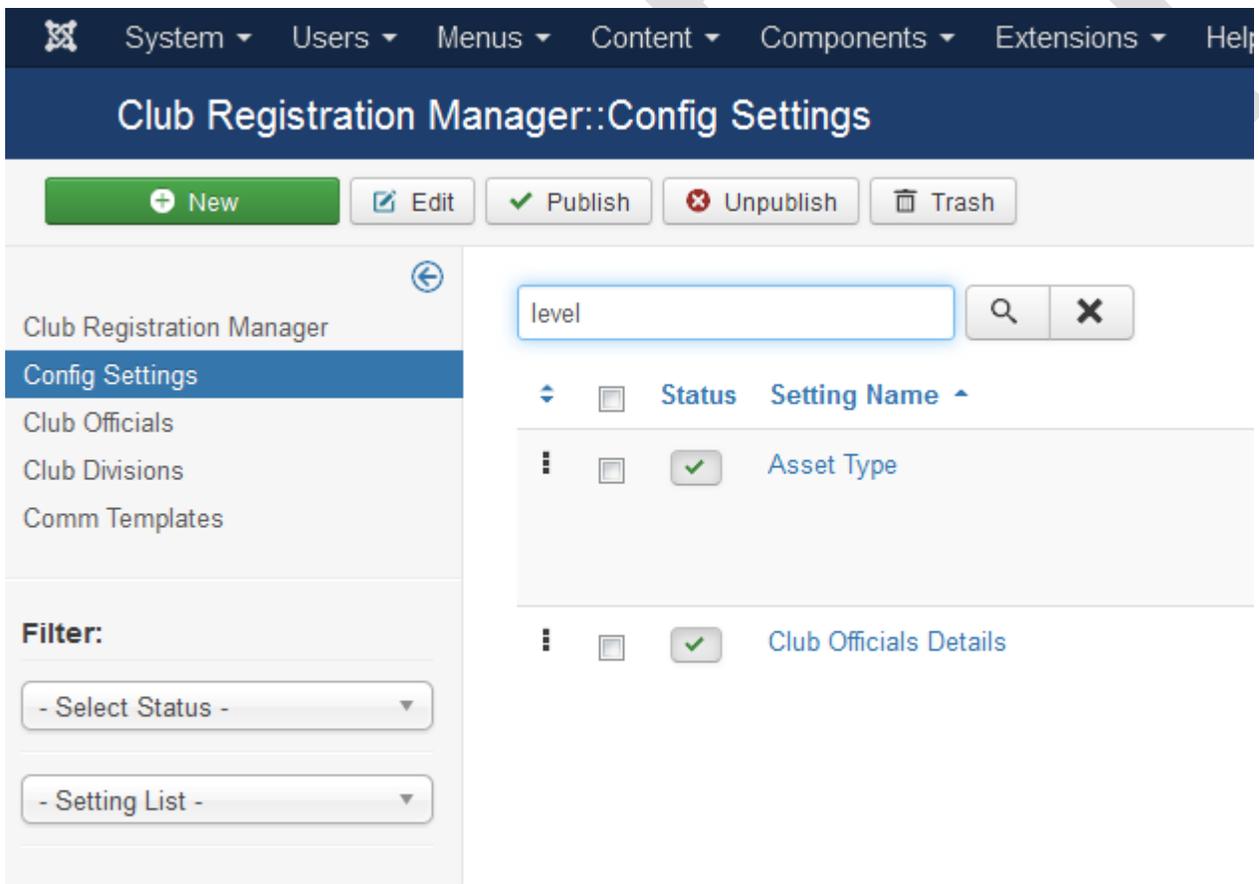
Setting Up Skills Level Configuration List

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

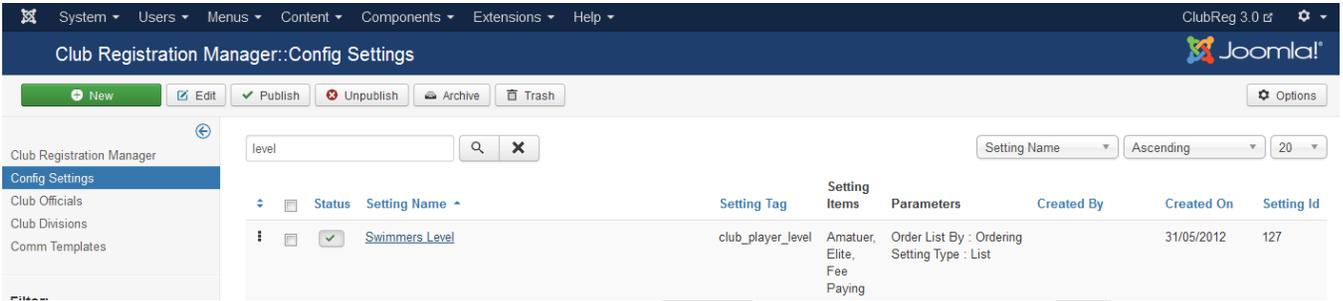


The screenshot shows the Joomla! administrator interface for the Club Registration Manager extension. The top navigation bar includes menus for System, Users, Menus, Content, Components, Extensions, and Help. The main header displays "Club Registration Manager::Config Settings". Below the header is a toolbar with buttons for New, Edit, Publish, Unpublish, and Trash. A left sidebar contains a menu with "Config Settings" selected, along with other options like Club Officials, Club Divisions, and Comm Templates. Below the sidebar is a filter section with dropdowns for "Select Status" and "Setting List". The main content area features a search box containing the text "level" and a table of configuration settings. The table has columns for "Status" and "Setting Name". Two settings are visible: "Asset Type" and "Club Officials Details", both with a checked status icon.

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

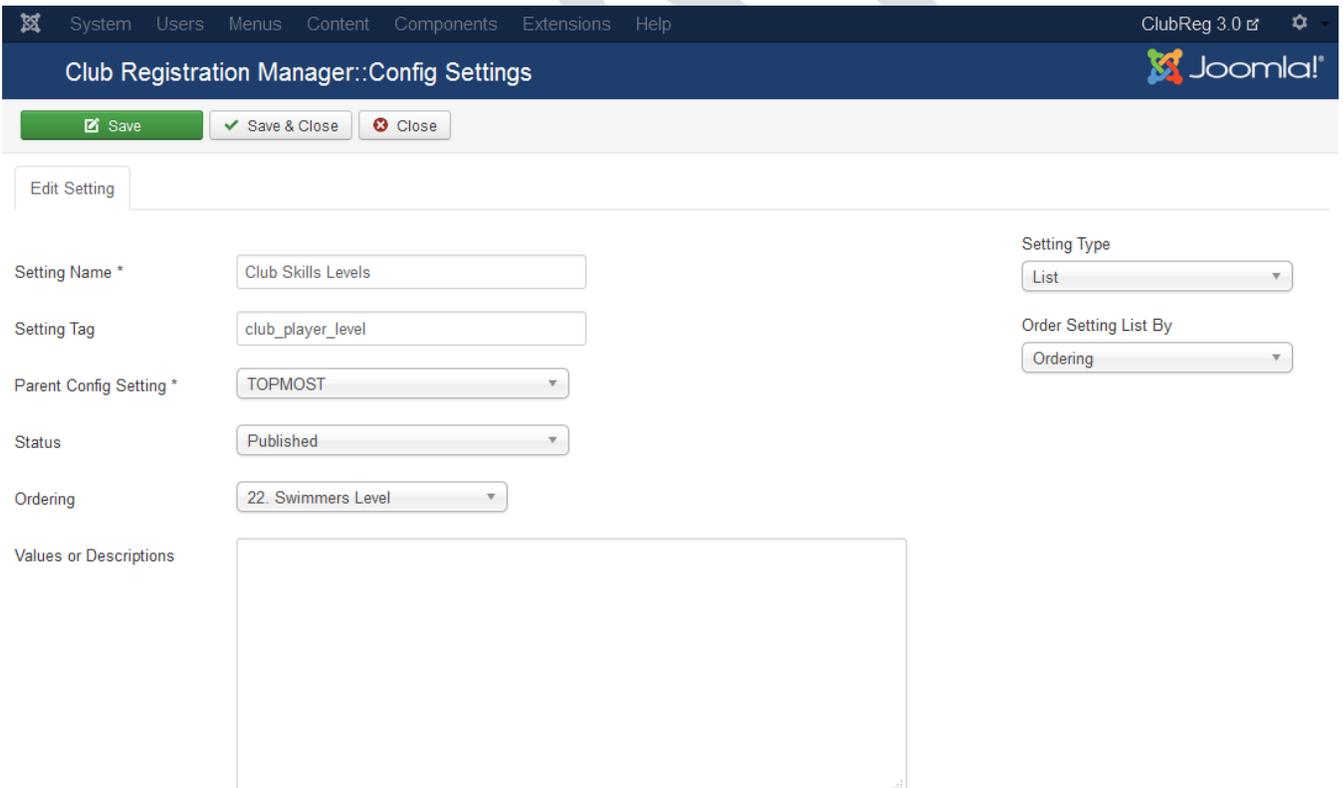


The screenshot shows the Joomla! Club Registration Manager Config Settings interface. A table lists settings with columns for Status, Setting Name, Setting Tag, Setting Items, Parameters, Created By, Created On, and Setting Id. The 'Swimmers Level' setting is highlighted, with its tag 'club_player_level' and parameters 'Amateur, Elite, Fee Paying' visible.

Status	Setting Name	Setting Tag	Setting Items	Parameters	Created By	Created On	Setting Id
<input checked="" type="checkbox"/>	Swimmers Level	club_player_level	Amateur, Elite, Fee Paying	Order List By : Ordering 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**”



The screenshot shows the Joomla! Club Registration Manager Edit Setting form. The form fields are: Setting Name * (Club Skills Levels), Setting Tag (club_player_level), Parent Config Setting * (TOPMOST), Status (Published), Ordering (22. Swimmers Level), Setting Type (List), and Order Setting List By (Ordering). The Values or Descriptions field is empty.

Setting Name *

Setting Tag

Parent Config Setting *

Status

Ordering

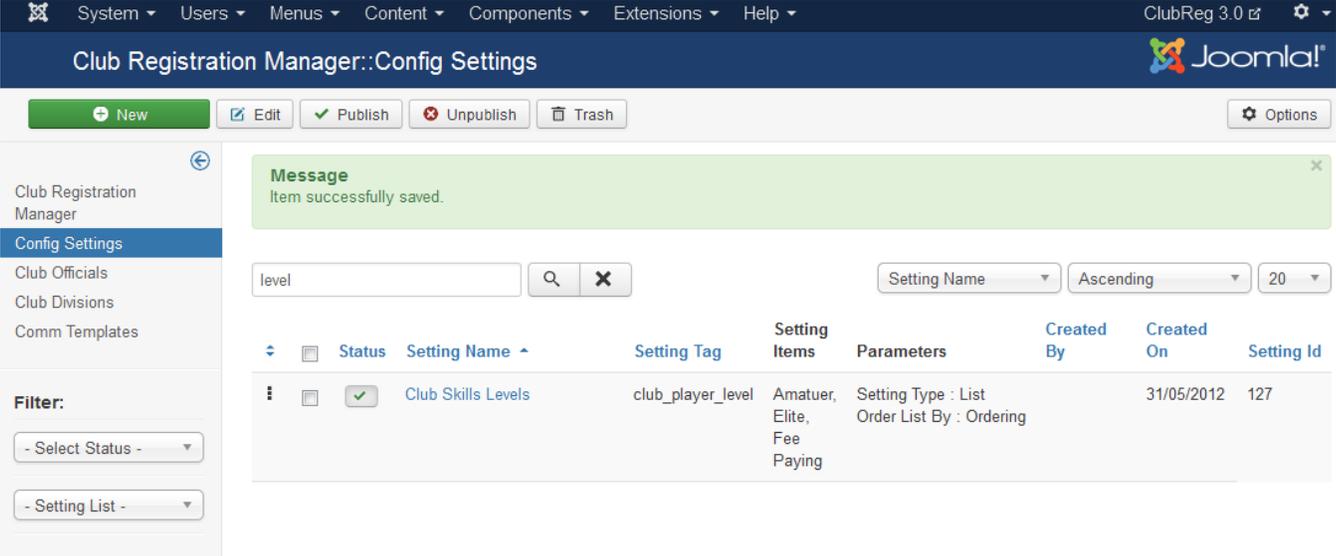
Setting Type

Order Setting List By

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.



The screenshot shows the Joomla! Club Registration Manager configuration interface. At the top, there is a navigation menu with options like System, Users, Menus, Content, Components, Extensions, and Help. The current page is titled "Club Registration Manager::Config Settings". Below the title bar, there are buttons for "New", "Edit", "Publish", "Unpublish", and "Trash", along with an "Options" button. A green message box at the top left states "Message: Item successfully saved." Below this, there is a search bar with the text "level" and a search icon. To the right of the search bar are dropdown menus for "Setting Name", "Ascending", and "20". A table below the search bar lists the configuration settings. The table has columns for Status, Setting Name, Setting Tag, Setting Items, Parameters, Created By, Created On, and Setting Id. The only entry in the table is "Club Skills Levels" with a status of "checked", a tag of "club_player_level", and a creation date of "31/05/2012".

Status	Setting Name	Setting Tag	Setting Items	Parameters	Created By	Created On	Setting Id
<input checked="" type="checkbox"/>	Club Skills Levels	club_player_level	Amateur, Elite, Fee Paying	Setting Type : List 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.

Club Registration Manager::Config Settings

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 Order List By : Ordering		31/05/2012	127

Filter:

- Select Status -

- Setting List -

level

Club Skills Levels

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.

Club Registration Manager::Config Settings

Setting Name or Tag

Setting Name Ascending 20

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

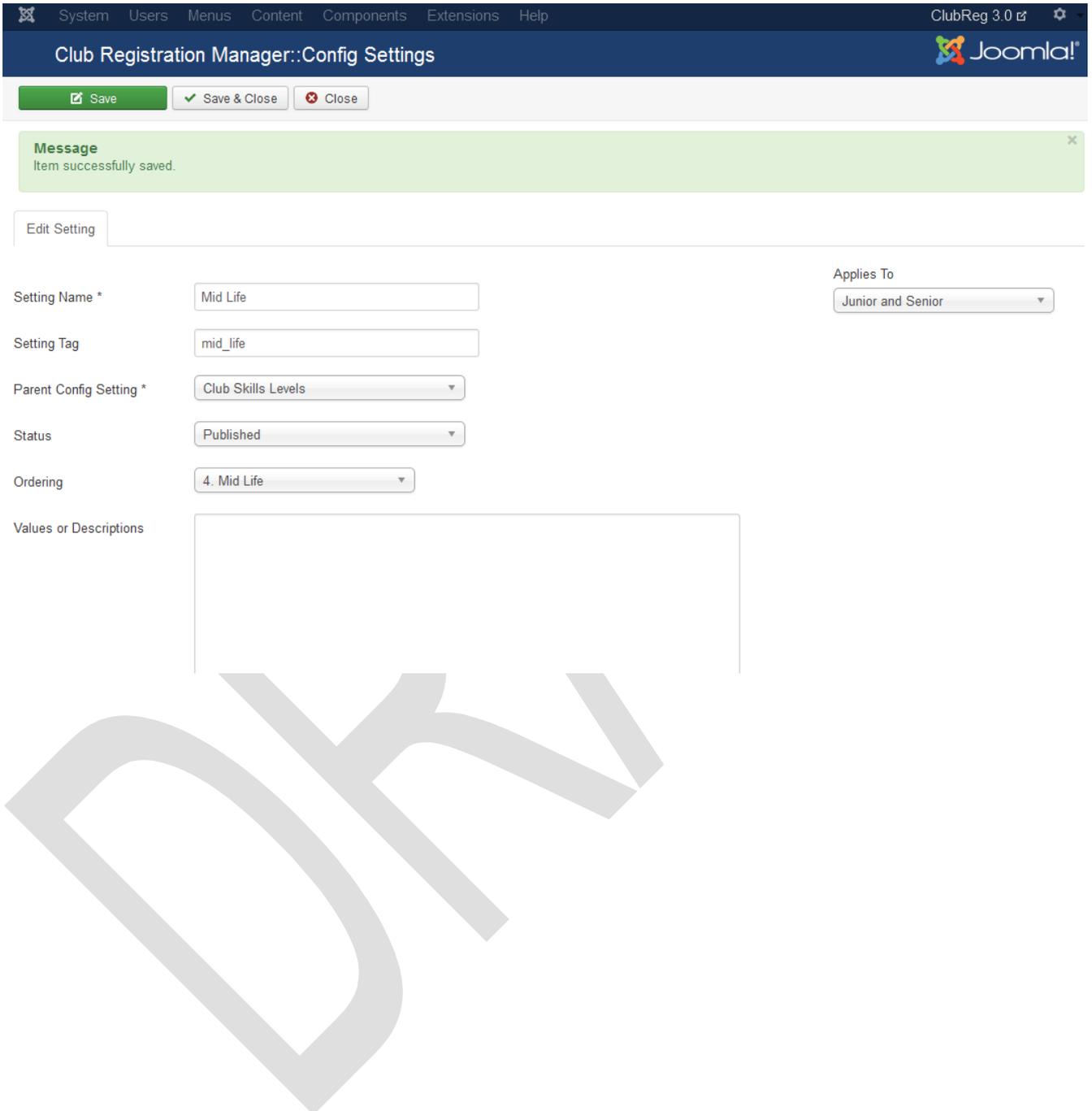
Filter:

- Select Status -

Club Skills Levels

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 shows the Joomla! administration interface for the Club Registration Manager. The page title is "Club Registration Manager::Config Settings". At the top, there is a navigation menu with items: System, Users, Menus, Content, Components, Extensions, and Help. The Joomla! logo is in the top right corner. Below the navigation bar, there are three buttons: "Save", "Save & Close", and "Close". A green message box states "Message: Item successfully saved." Below this, there is a tab labeled "Edit Setting". The form contains the following fields:

- Setting Name ***: Text input field containing "Mid Life".
- Setting Tag**: Text input field containing "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 empty text area for entering values or descriptions.

A large, faint watermark "DK" is visible in the lower-left quadrant of the page.

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 -
- Amatuer
- Elite
- Mid Life

Personal Details

Gender

Date of Birth

Submit

Back To Profile

Setting Up Templates

DRAFT

DRAFT