

Dear Club Secretary

I think the SYL is ready to let you loose on the new Prawn Sandwich Administration System. It's not rocket science but I'm sure it will take some getting used to and I won't know if there are any "glitches" until you start playing around with the system, so Good Luck!!

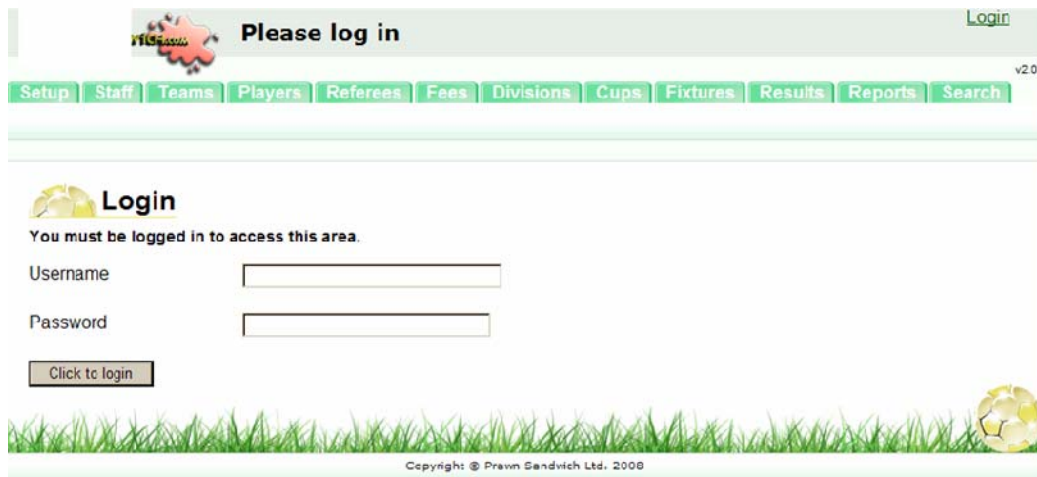
Please click on the link below to access the Log-In Page:-

Username : [This is in the list attached](#)

Password : [The password you used when you registered on the old system in April/May](#)

If you didn't use the old online system to register then please use the password "cocktail", but change your password quickly as it will time out, see below for how to change passwords

[If you still have problems, email Chris Bevis to rectify log in problems.](#)



The screenshot shows a web browser window with a green header. The header contains a logo on the left, the text "Please log in" in the center, and a "Login" link on the right. Below the header is a navigation menu with buttons for "Setup", "Staff", "Teams", "Players", "Referees", "Fees", "Divisions", "Cups", "Fixtures", "Results", "Reports", and "Search". The main content area has a "Login" heading with a soccer ball icon. Below the heading is the text "You must be logged in to access this area." followed by two input fields: "Username" and "Password". A "Click to login" button is positioned below the password field. At the bottom of the page, there is a decorative border of green grass and a soccer ball icon on the right. The footer text reads "Copyright © Prawn Sandwich Ltd. 2008".

We have entered as much information as we can but I'm afraid it's now over to you with a bit of help from us.

Club Set Up

The screenshot shows the 'Surrey Youth League' website interface. At the top, there is a navigation menu with links for 'Setup', 'Staff', 'Teams', 'Players', 'Referees', 'Fees', 'Divisions', 'Cups', and 'Fixtures'. Below this, there are sub-links for 'Reports' and 'Search'. A dropdown menu shows 'Abbey Rangers FC' selected. The main content area is titled 'Edit Club' and contains three sections: 'Basic Information', 'Stip Information', and 'Additional Information'. The 'Basic Information' section includes fields for 'Club Name' (Abbey Rangers FC), 'Club Charter' (No Charter), 'FA Affiliation Number', 'Club Status' (Approved), and 'Club Formed' (Unrecorded). The 'Stip Information' section includes fields for 'Home Shirt' (Black & White Vertical Stripes), 'Home Shorts' (Black), 'Home Socks' (Black), 'Away Shirt', 'Away Shorts', and 'Away Socks'. The 'Additional Information' section includes fields for 'Fine Emails' and 'Club Website'. A 'Save Changes' button is located at the bottom of the form.

Click on "Setup"

Click on "Clubs"

Click on "Club List"

Your Club should appear and you can now "Edit". On this page you can enter/amend:-

- Charter Standard;
- FA Affiliation Number;
- Club Stip
- Fine E-Mails - Fines will automatically be sent to the Club Secretary's e-mail address but a second/alternative e-mail address should be entered here;

Click on "Save Changes"

Staff

The screenshot shows a web application interface for adding a staff member. At the top, there is a navigation menu with tabs for 'Setup', 'Staff', 'Teams', 'Players', 'Referees', 'Fees', 'Divisions', 'Cups', and 'Fixtures'. Below this is a 'Staff List' section. The main content is a form titled 'Add a Staff Member' with a clipboard icon. The form has a 'Basic Information' tab and contains the following fields:

- League/Club: Carshalton Athletic FC (dropdown menu)
- Title: (text input)
- First Name: (text input)
- Surname: (text input)
- Position: Team Manager (dropdown menu)
- Email: (text input)
- Phone: (text input)
- Mobile: (text input)
- Address: (text input)
- Town/City: (text input)
- County: (text input)
- Post Code: (text input)

At the bottom of the form, there are two buttons: 'Cancel' and 'Save Staff Member'.

Click on "Staff"

Click on "Staff List"

At the moment, probably the only people listed will be you as Club Secretary and Chairman. Please click on "Edit" beside your name and check the details I have entered for you. Again, if there are any errors, please correct them and save the changes.

You now need to enter the other staff in your Club - Team Managers, Chairman, Treasurer, Club Welfare Officer etc. Click on "Add Staff". Enter the requested information and then click on "Save Staff Member".

TEAM MANAGERS ARE IMPORTANT

Once you have entered your Staff Members you need to give them a Username and Password. Click on "Edit" beside the new staff member's name. Click on "Site Password" which takes you to the Assign User screen. The Username automatically defaults to the staff member's e-mail address but this can be changed to anything you would prefer. Enter a Password for this user (twice) - and please keep a note of both the Username and Password. Tick the box which applies under the 'Responsibilities' heading and then "Save Changes". You can now tell that staff member that they have access to the system and inform them of their Username and Password. Team Managers' access to the system is more restricted than that of a Club Secretary.

Once you have entered all your Team Managers in the system, you can assign him/her to his team! Please bear with me, it sounds extremely long-winded but once it is done, you will never have to do it again!!

Teams

The screenshot shows a web application interface for adding a team. At the top, there is a navigation bar with tabs for Setup, Staff, Teams, Players, Referees, Fees, Divisions, Cups, and Fixtures. Below the navigation bar, the 'Team List' section is active. The main content area is titled 'Add a Team' and contains two sections: 'Basic Information' and 'Strip Information'. The 'Basic Information' section has five dropdown menus: Club (Ascot United FC), Team Name (Ascot United FC), Team Manager (No Manager Assigned), Age Group (U7s), and Home Ground (No Ground Assigned). The 'Strip Information' section has six text input fields: Shirt (Yellow), Shorts (Blue), Socks (Yellow), Away Shirt, Away Shorts, and Away Socks. At the bottom of the form, there are two buttons: 'Cancel' and 'Click to save'.

Click on "Teams"

Click on "Team List"

Your teams should already be listed. Click on "Edit" beside the Team you are ready to assign a Manager to. All the Team Managers you entered in the Staff Section should appear in the drop down list - just select the correct Manager and "Save Changes". If there are any errors in the Strip Information, feel free to edit.

Grounds - The league has input all known grounds, if your teams ground is not on the list please send Frank and email and we will input, you cannot add a ground only assign it.

Please note that you will see A,B and C teams - Don't worry this will be removed when the season starts, it's for admin purposes at this stage.

IF ONE OF YOUR TEAM'S IS NOT ON THE SYSTEM - PLEASE CONTACT FRANK THOMPSON - NOT Chris Bevis

Players

WELCOME TO THE SITE
Surrey Youth League
Welcome Chris Bevis, Fixtures Secretary [Logout](#)

Setup Staff Teams **Players** Referees Fees Divisions Cups Fixtures Results Reports Search

Player List Player Directory Add Player ID Cards Registered Awaiting Free Agents Suspensions Transfers Statistics

All Ages AFC Epsom All Teams

Player List

There are no current players for your selection.

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Click on "Players"

Click on "Add Player"

Click on "Add New Player"

Enter the information requested and then click on "Specify a Team" which will take you to the Add a Player screen. The drop down list beside 'Player's Team' should list the Team(s) the player is eligible to play in - select the correct one, tick the "Request Registration" box and "Click to Save".

I realise that those of you with multiple teams have a lot of inputting to do. I don't think Team Managers are able to input Players but, if you are happy to pass this responsibility onto your Team Managers, I would suggest that you let them have your Log In details, get them to do the work and then change your password when they are finished.

Queries

I don't expect it all to be plain sailing! If you have any problems whatsoever please let me know straight away. It could be something simple or it could be a "glitch" in the system that Prawn Sandwich will need to address - the sooner I know, the better! In the first instance please e-mail me:-

Chris.bevis@wsyl.org.uk

With any queries and I will get back to you as soon as possible.

Regards