

Dear Club Secretary

The new season is now ready to configure, it should be a lot easier than last season. we have included the basic and changes that you will require to carry out this season.

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

<https://admin.prawnsandwich.com>

This season all userids and passwords have been reset, you will receive these by separate email

For support see the table below

Role	Name	Email address
General League Admin	Frank Thompson	frank.thompson@btinternet.com
PS Admin	David Lomax	david.lomax@wsyl.org.uk

Please log in [Login](#)

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

Login

You must be logged in to access this area.

Username

Password

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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 'Edit Club' interface for 'Abbey Rangers FC' in the Surrey Youth League system. The page has a green header with the league logo and name, and a navigation menu with options like 'Setup', 'Staff', 'Teams', 'Players', 'Referees', 'Fees', 'Divisions', 'Cups', and 'Fixtures'. Below the menu, there's a dropdown for 'Club List' and 'View Club'. The main form is titled 'Edit Club' and is divided into three sections: 'Basic Information', 'Strip 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' (Unknown). The 'Strip 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.

Please check this section for accuracy, Team Colours, Affiliation Numbers.

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

- Charter Standard;
- FA Affiliation Number;
- Club Strip - Colours
- Fine E-Mails - Ignore this section, we will sort out ourselves.

Click on "Save Changes"

Staff

Normally at this stage you just need to amend your "staff" from last season, but because of GDPR this season we have removed everyone to ensure that we have a "clean" set of data

Click on "Staff"

Click on "Staff List"

1. At this point you **should delete** any Staff (Managers, Assistants, etc) who will not be with your club this year, very, very important. There is a delete button in this view against the name of the person, click it and follow the actions.
2. Existing Staff should just be left and all their login details from last season remain the same.

Enter the requested information, ensure that you assign from the drop down box, the correct role for a person.

- Team Manager & Team Assistant are obvious.
- Results Secretary is a person who can input results on behalf of other club members during the season.
- **DO - NOT** assign Fixture Secretary, this is a league admin function.

THE FOLLOWING IS THE BIGGEST ERROR PEOPLE MAKE - READ CAREFULLY AND IMPLEMENT

- NOTE if a person carries out two roles, i.e. is the club secretary and a team manager, then they **must** be entered **twice** with **two clear and separate login's** and roles that are different. (See Below)

and then click on "Save Staff Member".

TEAM MANAGERS & RESULT SECRETARIES ARE IMPORTANT

Once you have entered your new Staff Members you need to give them a Username and Password.

Team Managers
 Team Assistants
 Results Secretary

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 to this particular role (**TICK ONLY ONE BOX!!!**) 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.

Assign User

Basic Information	
Username	<input type="text" value="syljf"/>
Password	<input type="password"/>
Repeat	<input type="password"/>

Responsibilities	
<input type="checkbox"/>	Fixtures Secretary
<input type="checkbox"/>	Football Watch Coordinator
<input checked="" type="checkbox"/>	Club Secretary
<input checked="" type="checkbox"/>	Results Secretary
<input checked="" type="checkbox"/>	Team Manager
<input type="checkbox"/>	Team Assistant
<input type="checkbox"/>	Club Reporter

This is WRONG Tick one box

Once you have entered all your Team Managers & Assistants 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 - This is Important

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 david.lomax@wsyl.org.uk an email and he will input, we need the postcode, you **cannot** add a ground **only assign** it from the drop down menu.

TEAMS IF ONE OF YOUR TEAMS IS NOT ON THE SYSTEM - Please Contact Frank Thompson in the first instance frank.thompson@btinternet.com

Players

For the new season this should be a significant reduction in work for Teams that have stayed at the same club and retained most of their players.

For Existing Players carry out the following:-

1. Click the Players Tab
2. Click on "Free Agents" You will be presented with a list similar to below. This list is for all of the players in your club - every team.



Surrey Youth League Welcome Graham Ekins, League Administrator [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

AFC Epsom

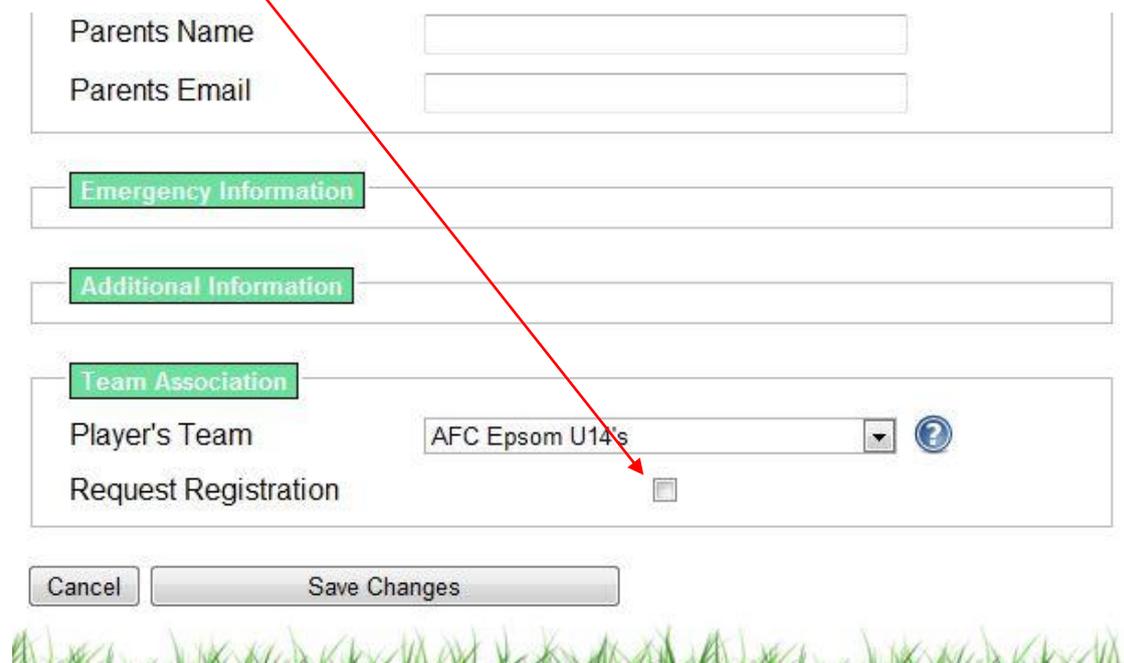
Player List (Free Agents)

Name	View	Edit	Release
Spencer Armstrong	View	Edit	Release
Callum Barker	View	Edit	Release
Marcus Bishop	View	Edit	Release
Billy Boorer	View	Edit	Release
Luke Boulton	View	Edit	Release
Joao Caeiro	View	Edit	Release
Will Cunningham	View	Edit	Release
Sean Davey	View	Edit	Release
chay davies	View	Edit	Release

3. If a player no longer plays for you please release them, by holding on to them in Prawn Sandwich will not stop them signing for another club, this is a database admin function needed to tidy the system.
4. You must now go into each player by clicking edit.
 - a. Check details are still correct
 - b. Scroll to the bottom of the page
 - c. In the "Team Association" Box, click the tab to select the team that you wish to register the player for. **NOTE:- You may see a few teams as options, this is o.k. as firstly you may**

have more than one team at an age group, and secondly players in certain groups can play up an age, so than can qualify for an older age group.

- d. Finally tick the Request Registration square and Save Changes



The screenshot shows a registration form with the following sections:

- Parents Name:
- Parents Email:
- Emergency Information:
- Additional Information:
- Team Association:
 - Player's Team: AFC Epsom U14s (dropdown menu)
 - Request Registration:

Buttons: Cancel, Save Changes

A red arrow points from the text 'Request Registration' in the instruction above to the checkbox in the 'Request Registration' field.

New Players

For all New Players to your club and Team please follow the next few steps.

Click on "Players"



The screenshot shows the Surrey Youth League website interface. The header includes the logo, 'Surrey Youth League', and a welcome message for Chris Bevis, Fixtures Secretary, with a 'Logout' link. The navigation menu includes: Setup, Staff, Teams, **Players**, Referees, Fees, Divisions, Cups, Fixtures, Results, Reports, Search. Below the navigation menu, there are links for Player List, Player Directory, Add Player, ID Cards, Registered, Awaiting, Free Agents, Suspensions, Transfers, and Statistics. The main content area shows 'All Ages' and 'AFC Epsom' selected in dropdown menus, and 'All Teams' selected. The 'Player List' section displays a message: 'There are no current players for your selection.' The footer contains the copyright notice: 'Copyright © Prawn Sandwich Ltd. 2008'.

1. Click on "Add Player"
 - a. Click on "Add New Player"
 - b. Enter the information requested.

- c. Scroll to the bottom of the page
- d. In the "Team Association" Box, click the tab to select the team that you wish to register the player for. **NOTE:- You may see a few teams as options, this is o.k. as firstly you may have more than one team at an age group, and secondly players in certain groups can play up an age, so than can qualify for an older age group.**

The screenshot shows a registration form with the following elements:

- Parents Name:
- Parents Email:
- Emergency Information:
- Additional Information:
- Team Association:
 - Player's Team: AFC Epsom U14's (dropdown menu)
 - Request Registration: (checkbox, highlighted by a red arrow)
- Buttons: Cancel, Save Changes

Finally tick the Request Registration square and Save Changes

At this point a screen will appear with the PS Players **Registration number**, please note this for the forms that have to be submitted with photographs.

I realise that those of you with multiple teams have a lot of inputting to do. Team Managers are not able to input Players but, if you are happy to pass this responsibility onto your Team Managers, then 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

We 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 we know, the better!

Please contact the appropriate person

Role	Name	Email address
General League Admin	Frank Thompson	frank.thompson@btinternet.com
PS Admin	David Lomax	david.lomax@wsyl.org.uk

We will endeavour to resolve any issues ASAP.