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

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

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"

<u>Staff</u>

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 FOLLOWIONG 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.

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.

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
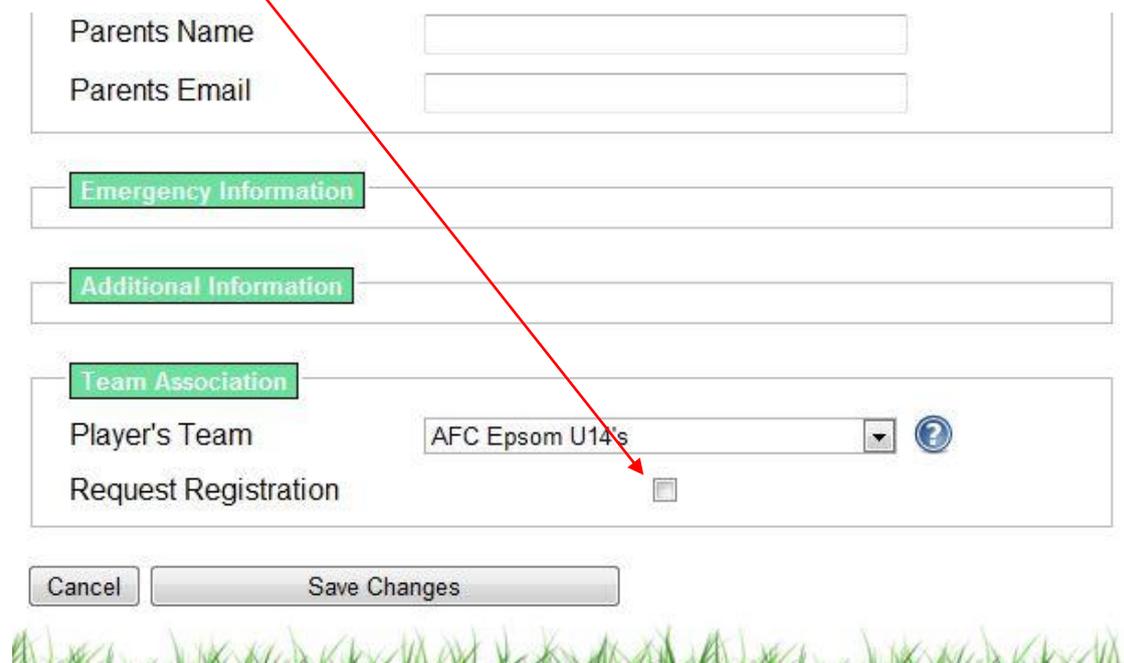
New Players

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

Click on "Players"

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.

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.