



Sport
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FIXTURESLIVE

How to Register Players

How to use the Fixtures Live website to register you players into their teams

AoC Sport

12/9/2014

Registering your players on Fixture Live is a two stage process. First you need to add them as a member to your club. Second you need to register them to a specific team.

Adding a Member

1. The first thing you need to do is make sure you are an administrator of that club. If you already are then click on that account (the blue box) in your 'My Accounts' section (and skip to stage 5)

If you do not have one of the blue boxes for a club account you must use your Multi Club Administrator account (the pink box). From there you will see the screen below, click on the 'Club overview' button next to the relevant sport.

BCS Demo MSO

You are in charge of a 'Multi-club organisation' - this means you have control of a number of clubs. Having control of these clubs gives you access to personal details of club members.

Messages: messages you have read >

Name	BCS Demo MSO	settings>
MCOID	1284	quote this if you need to contact FixturesLive
MCO type	FE/HE college	
Web site		
Main/secondary colours	<input type="checkbox"/> <input type="checkbox"/>	settings>
Public info		click here (new window)>
SESSA member?	No	SESSA admin options>
BCS member?	Yes	BCS admin options>
Members	39	The number of current club members in all your clubs
Search for a member	<input type="text"/>	(start of last name) search (allows you to manage their memberships)

1-6	Club name	ClubID	Sport/activity	Logo	Main colour	Secondary colour	
	BCS Demo MSO	40667	Badminton		<input type="checkbox"/>	<input type="checkbox"/>	club overview> public info (new window)>
	BCS Demo	40107	Basketball		<input type="checkbox"/>	<input type="checkbox"/>	club overview> public info (new window)>
	BCS Demo	40085	Football		<input type="checkbox"/>	<input type="checkbox"/>	club overview> public info (new window)>
	BCS Demo MSO	40145	Hockey		<input type="checkbox"/>	<input type="checkbox"/>	club overview> public info (new window)>
	BCS Demo	40086	Netball		<input type="checkbox"/>	<input type="checkbox"/>	club overview> public info (new window)>
	Test Adelaide	77	Netball		<input type="checkbox"/>	<input type="checkbox"/>	club overview> public info (new window)>

2. Then you will need to make yourself an administrator of that particular club. Click on 'Make me an adminsitator of this club'

BCS Demo MSO

CLUB OVERVIEW: BCS DEMO

<go back

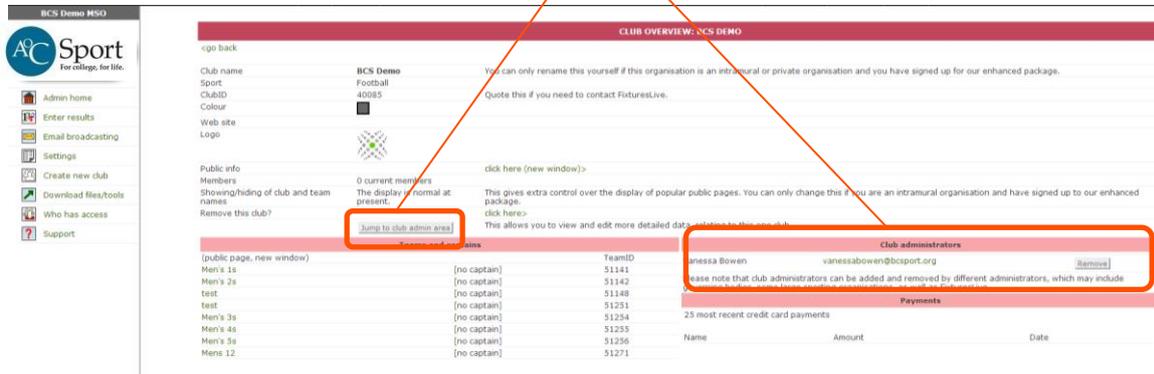
Club name: BCS Demo
Sport: Football
ClubID: 40085
Colour:
Web site:
Logo:

Public info: click here (new window)>
Members: 0 current members
Showing/hiding of club and team names: The display is normal at present. This gives extra control over the display of popular public pages. You can only change this if you are an intramural organisation and have signed up to our enhanced package. click here>

Teams and captains	TeamID	Club administrators
(public page, new window)		You are not an existing club administrator for this club.
Man's 1s [no captain]	51141	Click on the button below to give yourself access, which will allow you to jump direct into the club admin area from this screen.
Man's 2s [no captain]	51142	
test [no captain]	51148	
test [no captain]	51251	make me an administrator of this club
Man's 3s [no captain]	51254	Please note that club administrators can be added and removed by different administrators, which may include governing bodies, some large sporting organisations, as well as FixturesLive.
Man's 4s [no captain]	51255	
Man's 5s [no captain]	51256	
Man's 12 [no captain]	51271	25 most recent credit card payments

Name	Amount	Date
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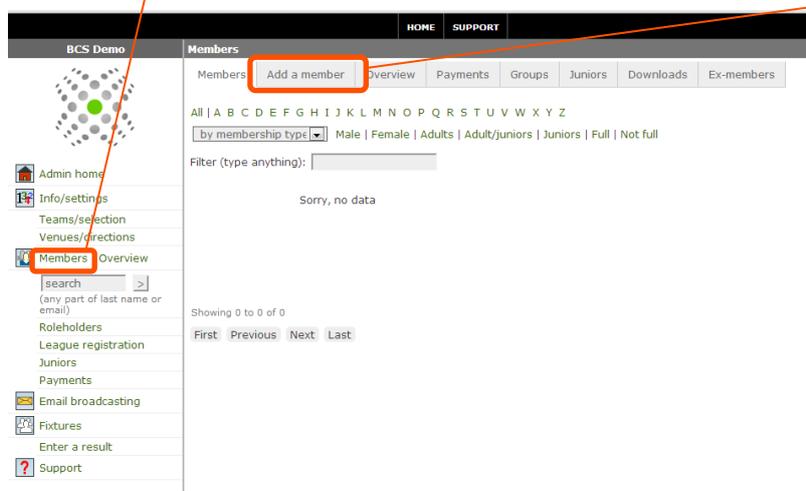
- Then you will appear in the 'Club administrators' section and you should have an extra account (blue box) if you were to click on 'My accounts'
- The next stage is to click on 'Jump to club admin area'



- To add someone to a team they must first be a member (if you have already done this please skip to stage 7)

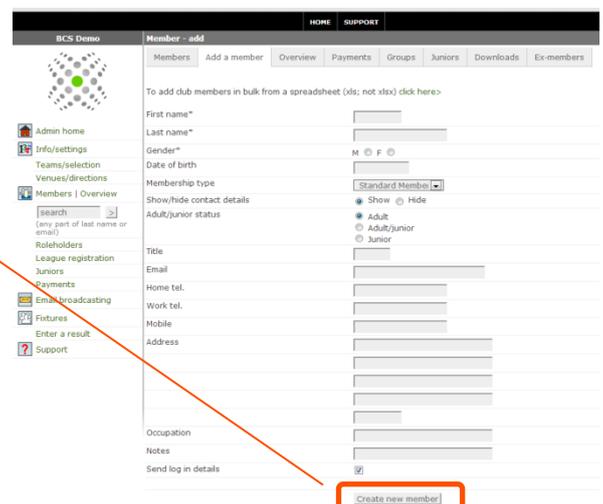
To add a new member

Click on 'Members' then the members page will load, then click on 'Add a member'



- Then you fill in all the details .
Once you have done this click on 'Create new member'

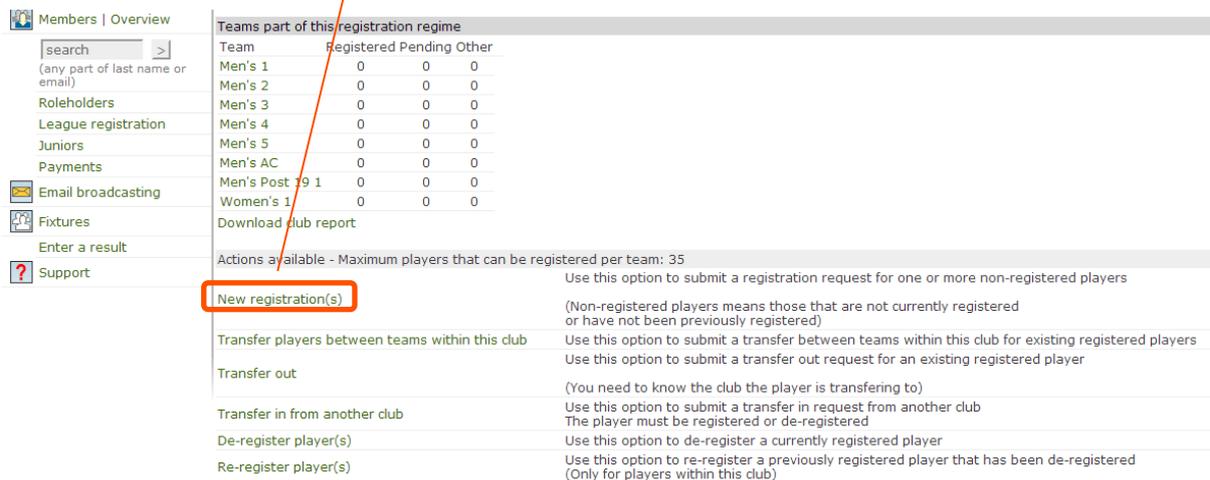
You can do this in bulk from Excel – it must be in .xls format so save as 97-2003 not a newer version)



- Once you have added all of your members you will need to click on 'League registration' then click on 'go here>' next to Football



- Then at the bottom of the page are you registration/transfer options. To register simply click on 'New registration'. On the next page you should have a list of your teams and players, simply select the team and select the player.



These registrations will then be pending until they are approved by the National Administration Team.