

WEBSITE - EASY REFERENCE GUIDE (Sep 2025)

1. **GO TO** charityskittles.org

No log-in is necessary for anyone just wanting to view content on the website

2. TEAM ADMINISTRATORS MUST HOWEVER LOG-IN TO:-

- a. Submit Weekly Results
- b. Make Player Changes i.e. to add new players or amend/delete existing player details

3. TO UNDERTAKE THESE TASKS SIMPLY DO THE FOLLOWING:-

1. Click on the red "Administration" tab at the bottom of the screen
2. This will take you to the "Administration Log-In" page
3. Enter your email address and password and click "Log-In"
4. Your team's name will then display

SUBMITTING SCORES

Teams are required to submit results within 48 hours of a game being played. Failure to do so will result in a £10 fine being levied. If for any reason results cannot be submitted within this timescale you must let the results secretary know!

By default, this button will bring you to Score Submissions

1. Under Score Submissions click on your Team's Name
2. You will then see a schedule of your team's fixtures displayed
3. Under Task click on "Add Scores" for the game you want to submit results for

You will then arrive at the Score Card where you simply do as follows:-

1. Click on "Select Player" and from the drop-down list that appears systematically select the names of the players in the order they played i.e. as recorded in the score book pages in your Team's Handbook
2. When all names have been entered, insert the scores for each player. The 1st Half Total, 2nd Half Total and Game Total will populate automatically
3. If you are the 1st Team Submitting Results, complete ALL the individual scores for BOTH teams from your Handbook score sheet leaving only the opposing team's player details blank.
4. After completion and a quick check to ensure everything is correct, click in the small box below the huge pink "Reminder" icon to notify the other team your results have been submitted.

NOTE: By ticking this box an email will automatically be sent to the other team to remind them to submit their results. If the box is not ticked, no email reminder will be sent.

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5. If you are the 2nd Team Submitting Results, check ALL the individual scores recorded on the score book page agree with the entries submitted by the other team and then add your players' names using the drop-down pick list against each individual score.
6. Finally, but most importantly click "Submit"

If you cannot locate your game after logging-in to Administration simply go to "Results" then "Select your Division Number" and locate the game in the screen that appears. Click on the "Pencil" icon and the Score Card for the game will appear. Next, simply follow the "2nd Team Submitting Results" instructions above.

In the event of any discrepancies, or queries arising, contact the opposing team. In the unlikely event such issues cannot be mutually reconciled, contact the appropriate Divisional Secretary of the League in writing with full details of the dispute.

AFTER SUBMITTING RESULTS

The system is "live" so to check the results you have submitted have been received, simply go to "Results" then "Select your Division Number" then locate the game in the screen that appears and click on "Report".

The information submitted will be displayed instantly following a successful submission. If no details appear in the report you must submit your results again.

PLAYER SET-UP

This button will take you to Player Registration

1. Under Player Registration click on your Team's Name
2. You will then see an alphabetical list of your team's registered players

TO ADD A NEW PLAYER

Click on the big red + button and input the following details:-

1. Name - Enter Forename and Surname - for example Joe Bloggs
2. Phone - Enter the 11 digit number - for example 07777123456
3. Email - Enter details, if applicable
4. Address - Enter full home address and post code
5. Gender - Select either Male or Female
6. Finally, click "Submit"

NOTE: Submitting a new player registration with incomplete or incorrect details will result in a £10 fine being levied and in addition points penalties may also be incurred (League Rules 1 & 2 refer)

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TO AMEND EXISTING PLAYER DETAILS OR DESIGNATED TEAM CONTACT POINTS

Click on the red Pencil icon next to the player whose details you wish to amend

1. Amend the relevant details
2. When finished, click "Submit"

TO DELETE PLAYERS

NOTE: Once any player has played in a game they cannot be deleted from the system. This is necessary to preserve statistical scores and game points data.

However, if a player has been registered but has never played, click on the red Dustbin icon next to the player whose details you wish to delete, then click the confirm box and finally click "Submit".

PLAYERS NO LONGER PLAYING

If a player no longer plays for a team, although such players cannot be removed from the database they can however be "Hidden" from the Results Score Card. To hide a player, follow the instructions to amend player details above and change "Show in Current Season" to "Hide in Current Season."

You can also use the "hide" button to exclude any player who plays infrequently from the score card and similarly reverse the procedure should they play again. Hidden players now appear on a separate tab within your team list. They can be viewed by clicking "show hidden players" at the top of the page just beneath your team name.

PLAYERS WHO HAVE SADLY DIED

To mark a player as deceased, again follow the instructions to amend player details above. Simply then change "Alive" to "Deceased" and click "submit". The player's name will remain on the system but all their address and contact information will then be automatically deleted.

PLAYER TRANSFERS - LEAGUE RULE 4 REFERS

RULE 4 - "No player(s) already registered for a team in the League shall be allowed to compete for any other team also playing in this League unless he/she shall have been transferred to that team. A player may be transferred before December 31st in any season by one team to another but 7 days notice must be given in writing or by e-mail to the Divisional Secretary before such transfer can be accepted and the player able to play for the other team."

When a player transfers from one team to another, the former team must mark the player as "Hidden" and the new team must create a completely new record for the player.

TO PRINT A TEAM FIXTURE LIST

No Admin Log-In required so any player can download and print a team fixture list.
Go to Fixtures Click on Division Number Click on Team Name
..... then Click on Print Fixture List for