

NAVIGATING THE NEW HASTINGS BADMINTON LEAGUE WEBSITE

When you receive log in details, use these to log in through the log in link, you will then be prompted to create a password of your choice which you will then have to confirm before clicking submit.

To register matches

- 1 From the Admin page Click League on the left task bar
- 2 Click Fixtures on the left task bar
- 3 Click Quick Add on the left task bar
- 4 Click which division you'd like to add fixtures to from the main window
- 5 Type in the date in the format shown, select the start time, home team, away team and venue from the drop down menu, repeat for each fixture.
- 6 Scroll to the bottom of the page and click save and then click OK from the pop up menu to confirm

To edit a fixture follow steps 1 & 2 above but select edit, select the fixture to amend and follow the on screen prompts

To register players

- 1 From the Admin page click clubs on the left task bar
- 2 Click registered players
- 3 Click on your club name to see who has been registered
- 4 To add a new player type their surname in the box and click check. If already registered on the system they will appear on the search result and you can click their name to amend the details, some details you type in others are on drop down menu. If not registered then complete the boxes shown and select the club from the drop down menu along with the team(s) they are being registered for
- 5 Scroll to the bottom of the page and click save and then click OK from the pop up menu to confirm