

Documents & Links

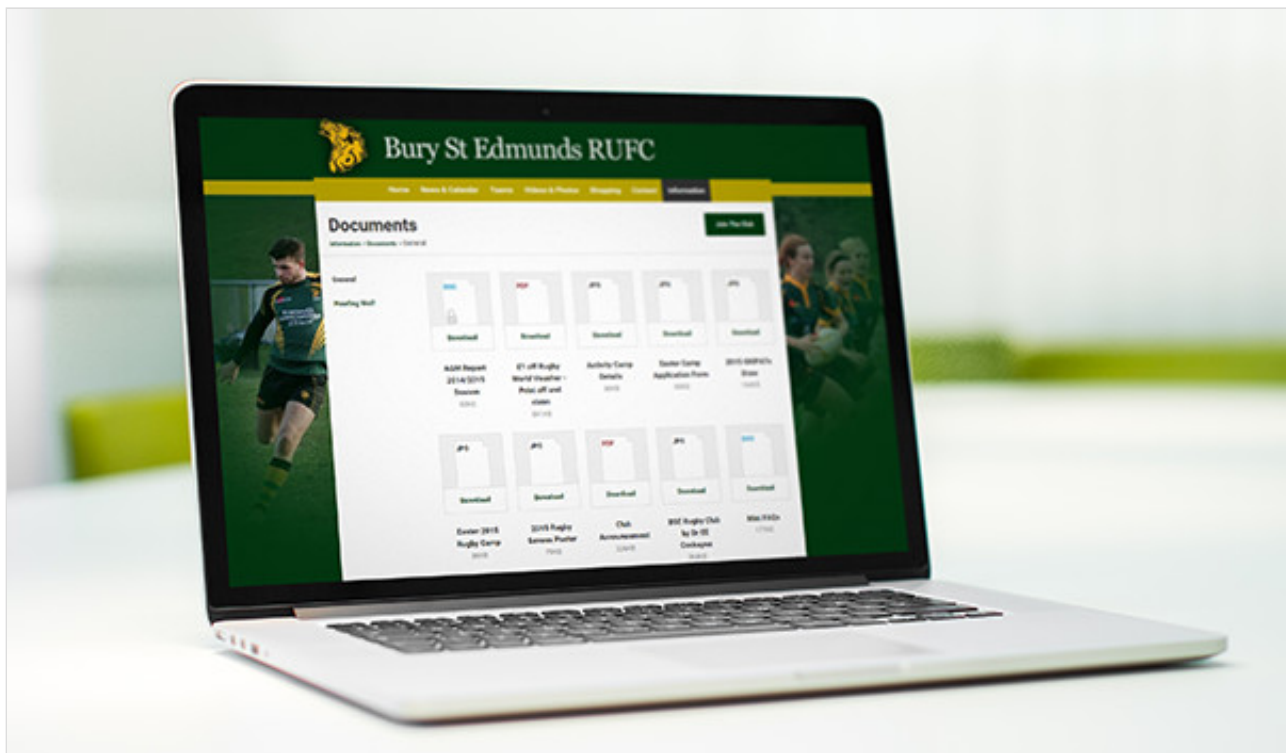
Introduction

Quick Answer

- Login to your **Club Control Panel**.
- Click **Site Content**.
- Select **Documents** or **Links** from the left-hand menu.

All documents and links appear under the 'Information' section of your website.


Documents



Uploading a New Document

To upload a new document, access your Club Control Panel and click the 'Site Content' tab, then select 'Documents' from the left-hand menu.

Next, click the green 'Add Document' button.



Bury St Edmunds RUFC

http://www.bserufc.co.uk/

LIVE

Dashboard

Site Content

Teams

Membership

Payments

Communication

Performance

Site Content

News

Events

Polls

Photos

Videos

Sponsors

Documents

Links

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Forum

Custom Sections

Staff & Officials

Documents

Add Group

Add Document

Name	Status	Uploaded	Uploaded By
General Documents			
Under 18s Membership Application	Public	26th Aug 2015	Admin
Over 18s Membership Application	Public	26th Aug 2015	Admin
Membership Direct Debit	Public	26th Aug 2015	Admin
Home Fixture List Poster	Public	25th Aug 2015	Admin
2015 - 2016 Season Ticket Application	Public	14th Aug 2015	Admin
Club Tour Policy	Private	21st Aug 2015	Admin
Club Platinum Flyer	Public	21st Aug 2015	Admin
Activity Camps Summer 2015	Public	07th Aug 2015	Admin
O2 Touch Rugby Details	Public	07th Aug 2015	Admin
Matchday Hospitality 2015/2016 Season	Public	07th Aug 2015	Admin
AGM Report 2014/2015 Season	Private	08th Jun 2015	Admin
Activity Camp Details	Public	20th Mar 2015	Admin

Complete the form, adding a title and description.

Click the 'Choose File' button to select the required document from your computer.

Upload Document

File

Choose File

No file chosen

Allowed file types: pdf, doc, docx, xls, xlsx, ppt, pps, pptx, ppsx, zip, jpg, jpeg, gif, png

Title

Group

General Documents

Description

Status

☒ Public

☐ Private

Cancel

If required you can assign the document to a group of existing documents. For more information, see **'Groups'** below.

Finally, select whether the document should be 'Public' (available to all internet traffic) or 'Private' (requires a member to login). For more information, see **'Private Documents'** below.

When you are finished, click 'Save'.

Top Tip

- You can upload any of the following formats: .pdf, .doc, .docx, .xls, .ppt, .pps, .pptx, .ppsx, .zip, .jpg, .jpeg, .gif, and .png.
- If you have a problem uploading a document, please contact support@pitchero.com

Editing and Deleting Documents

To edit or delete an existing document, go to your Club Control Panel and click the 'Site Content' tab, then select 'Documents' from the left-hand menu.

Hover over the spanner icon to the right of the relevant document name and click 'Edit Document' or 'Delete Document'.

Name	Status	Uploaded	Uploaded By	
General Documents				
Under 18s Membership Application	Public	26th Aug 2015	Mark Wignall	
Over 18s Membership Application	Public	26th Aug		
Membership Direct Debit	Public	26th Aug		
Home Fixture List Poster	Public	25th Aug 2015	Mark Wignall	

If editing a document, update the relevant fields and then click 'Save' to save your changes.

Edit Document

Title: Under 18s Membership Application

Group: General Documents

Description: 2015 / 2016 Membership application for under 18s

This document is public - you cannot make public documents private and vice versa. They must be deleted and re-uploaded.

Cancel Save

2015/2016 Season Public 07th Aug 2015

Please Note

- Once deleted, a document cannot be recovered.

Groups

Separate documents can be organised into groups. To create a new group, click the grey 'Add Group' button on the Documents page. Give the group a name and click 'Save'.

Documents				
		Add Group	Add Document	
Name	Status	Uploaded	Uploaded By	
General Documents				
Under 18s Membership Application	Public	26th Aug 2015	Mark Waples	
Over 18s Membership Application	Public	26th Aug 2015	Mark Waples	
Membership Direct Debit	Public	26th Aug 2015	Mark Waples	
Home Fixture List Poster	Public	25th Aug 2015	Mark Waples	
2015 - 2016 Season Ticket Application	Public	14th Aug 2015	Mark Waples	
Club Tour Policy	Private	21st Aug 2015	Mark Waples	
Club Platinum Flyer	Public	21st Aug 2015	Mark Waples	
Activity Camps Summer 2015	Public	07th Aug 2015	Mark Waples	
O2 Touch Rugby Details	Public	07th Aug 2015	Mark Waples	

Once the group is created, use the drag and drop icon to move documents in and out of each group.

The same drag and drop icon can be used to reorder your documents.

Name	Status	Uploaded
General Documents		
Under 18s Membership Application	Public	26th Aug 2015
Over 18s Membership Application	Public	26th Aug 2015
Membership Direct Debit	Public	26th Aug 2015
Home Fixture List Poster	Public	25th Aug 2015
2015 - 2016 Season Ticket Application	Public	14th Aug 2015
Club Tour Policy	Private	21st Aug 2015
Club Platinum Flyer	Public	21st Aug 2015
Activity Camps Summer 2015	Public	07th Aug 2015
O2 Touch Rugby Details	Public	07th Aug 2015

Private Documents

When uploading a document, you can choose to make the document public (available to all internet traffic) or private (requires a members login).

To do this, use the multiple choice form shown when the document is first uploaded. If you choose to make the

To do this, use the multiple choice form shown when the document is first uploaded. If you choose to make the document private, you can then select which group(s) to grant access to by selecting the checkboxes to the left of the required group name(s).

Upload Document

File No file chosen

Allowed file types: pdf, doc, docx, xls, xlsx, ppt, pps, pptx, ppsx, zip, jpg, jpeg, gif, png

Title

Group

Description

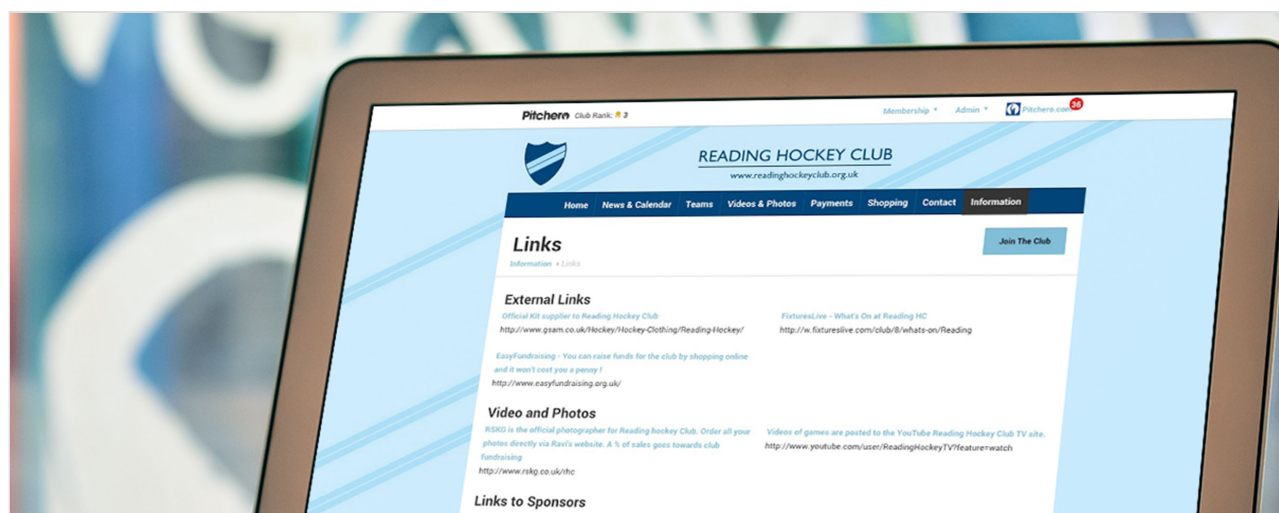
Status ☒ Public ☐ Private

Once uploaded, a document cannot be changed between public and private. To make a public document private or vice versa, you must delete the document and re-upload.

Top Tip

- Create a group containing private documents that only coaches can access.
- This is a great way to share coaching material without passing your secrets on to rivals.

Links





Adding a Link

To add a link, go to your Club Control Panel and click the 'Site Content' tab, then select 'Links' from the left-hand menu.

Next, click the green 'Add Link' button on the right side of the screen.

Add the link URL and a comment, then click 'Save'.

Editing and Deleting Links

To edit or delete an existing link, go to your Club Control Panel and click the 'Site Content' tab, then select 'Links' from the left-hand menu.

Hover over the spanner icon to the right of the relevant link name and click 'Edit Link' or 'Delete Link'.

When editing a link, update the relevant fields and then click 'Save' to save your changes.

- Once deleted, a link cannot be recovered.

Grouping Links Together

To group links together, go to your Club Control Panel and click the 'Site Content' tab, then select 'Links' from the left-hand menu.

Click the grey 'Add Group' button, add a group name and click 'Save'.

Once the group is created, use the drag and drop icon to the left of the link name to move links in and out of each group.

The same drag and drop icon can be used to reorder your links.

- To increase the prominence of an individual link, add them as homepage quick links. [CLICK HERE](#) to learn more.

Club Documents & Links (JS)*

Quick Guide

Firstly, click on the **Site Content** tab in your Club control panel

Then, click on **Documents** from the left-hand menu

Select '**Add Document**' and input the relevant information

Documents will display under the Information tab on your Club Website.

The file types we accept are: pdf, doc, docx, xls, xlsx, ppt, pps, pptx, ppsx, zip, jpg, jpeg, gif, and png.

About this Guide

In this guide you will learn how to: [Add in a document](#); create [groups](#) for your documents; create [private documents](#) and customise your [membership forms](#). We will also share with you some [top tips](#) surrounding club documents.

Introduction

Whether it's player registration forms, minutes from your last AGM or even detailed coaching plans; all clubs use and store documents in one way or another.

Pitchero simplifies how Club Documents can be stored and published to specific members of your club.

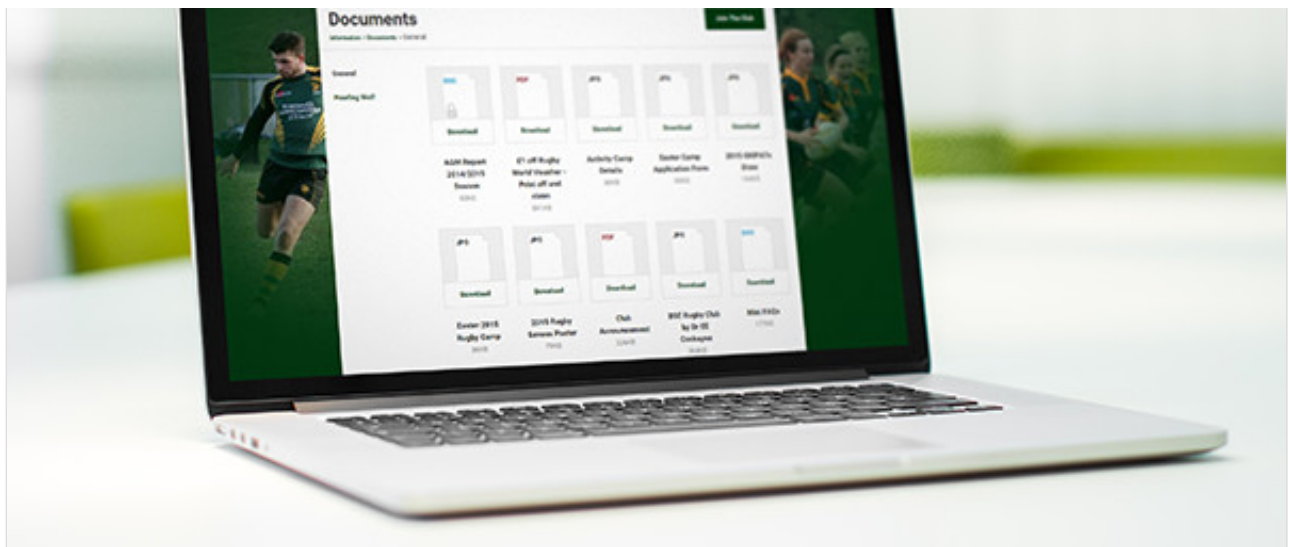
Adding a document

A whole range of document types can be uploaded to your Pitchero website, including pdf, doc, docx, xls, xlsx, ppt, pps, pptx, ppsx, zip, jpg, jpeg, gif, and png.

However, if you do have any problems uploading a document, contact our [Support Team](#).

Documents are uploaded within the Club Control Panel under the Site Content section and display under the Information tab.





To upload a document, access the Documents section under Site Content, then click 'Add Document'. Attach your document, specify a title, assign the group and add a description.

Finally, select whether the document should be public or private to certain membership roles. Then hit save!

Upload Document

File

Choose file

No file chosen

Allowed file types: pdf, doc, docx, xls, xlsx, ppt, pps, pptx, ppsx, zip, jpg, jpeg, gif, png

Title

Group

General Documents

Description

Status

☒ Public ☐ Private

Cancel

Save

Groups

Documents can be segmented into different groups, to allow you to group related documents together.





Popular grouping mechanisms include subject, team/section or even date.

If you wish to reorder your documents or simply promote one, you can drag and drop the order of the documents as you wish.

Creating private documents

Status

☐ Public
 ☒ Private

Only the selected groups will be able to download this document:

☐ Supporter
 ☐ Club Member
 ☐ Player
 ☐ Parent
 ☐ Coach
 ☐ Staff Member
 ☐ Staff/Official
 ☐ Team Admin

Webmasters can download all documents by default.

Note: Documents which are copyrighted or otherwise protected should not be uploaded.

When uploading a document, a Webmaster can choose whether it is public or private. This will either allow everyone access, or restrict access to users with certain member roles.

TOP TIP

Why not create a group containing private documents that only coaches can access. This is a great way for your coaches to share coaching material with other coaches throughout the club, without passing your secrets onto rivals.

Membership forms

The facility to collect your members information online is available for your club in the Membership section of your Club Control Panel, allowing Webmasters to capture all of the relevant information required from new and existing members.



Membership

Dashboard

Membership Database

Requests

Manage Conflicts

Groups

Teams

Fields

Import

Export

Invite

Membership Fields

+ Add Field

Name (standard field)

Gender (standard field)

Date of birth (standard field)

Email address (standard field)

Address (standard field)

School Name (custom field)

Occupation (custom field)

Doctors Name (custom field)

Shirt Size (custom field)

Mobile Number (custom field)

These fields are fully customisable, so whether it be telephone numbers, addresses, schools or medical conditions, it can be collected through the website, and the information is stored securely within the Membership Database.

Field Information

Name *

Name

Short Name *

Short Name

Used as the column title on the [Manage Members](#) page

Description

Description

Type of field *

Text field single line

This field will contain

☒ Anything

☐ Numbers only

Who can view/edit? *

☒ Club admins and members

☐ Only club admins

Is the field mandatory? ☒

Club Signup Form

Show in signup form? ☒

For which members?

☒ Club Members

☒ Players

☒ Parents

☐ Their children

☒ Coaches

☒ Staff Members

☒ Staff/Officials

- ☒ Staff/Officials
- ☒ Team Admins
- ☒ Webmasters

To add in a custom field, access the Membership section within your control panel, click Fields on the left hand side.

Click 'Add Field', we provide you with some template fields but if you wish to create another, click 'Create your own field', then fill in the details of the information you wish to collect from members.

You can even select whether the field is mandatory, and who it should be filled in by.

[Click here](#) for more information on adding a custom field that suits your requirements best.

Pitchero Top Tips -

In order to get your documents noticed by visitors to your website, we recommend publicising your documents in as many ways as you can.

This can be done by: adding the Documents section as a quick link on your homepage; add the document in to any news items that are relevant to the document; or even add the document as a homepage slide so that it shows prominently on your website.

Feedback

As ever, if you have any feedback or queries, please don't hesitate to contact our [Support Team](#) who will be happy to help.

Creating The Perfect Match Report*

Getting Started

- [Introduction](#)
- [Step 1: Preparation](#)
- [Step 2: Headline and Tagline](#)
- [Step 3: Content](#)
- [Step 4: Summing Up](#)
- [Step 5: Photos](#)

Introduction

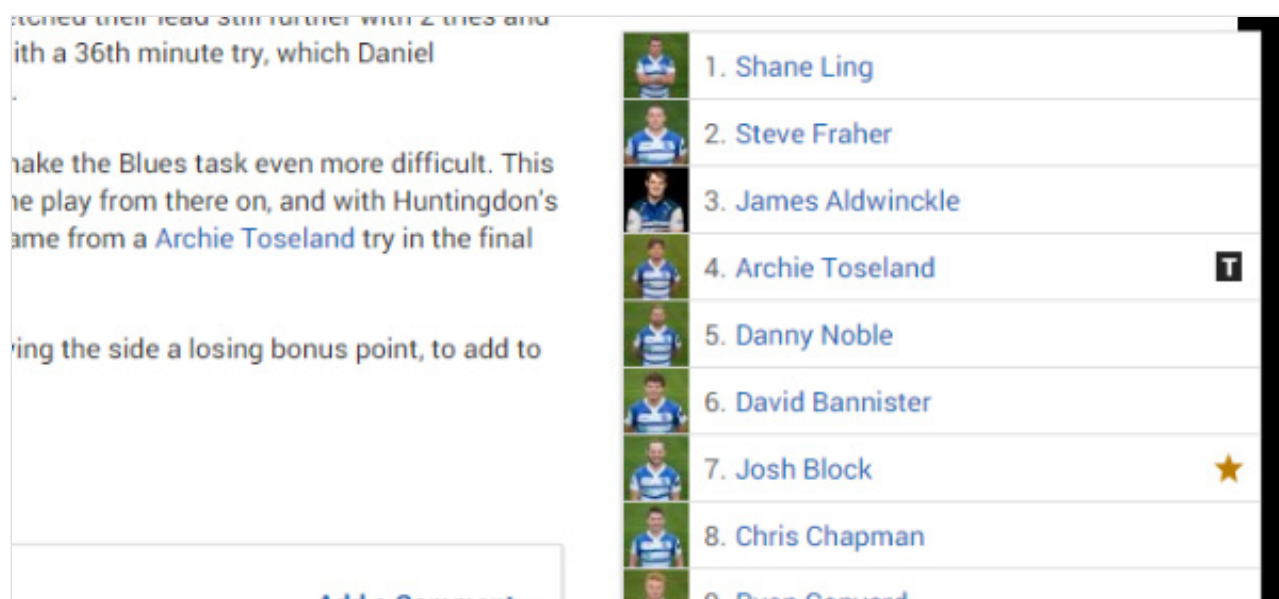




Writing the all-important match report can be a daunting experience but a club website would not be complete without them.

With this step-by-step guide, Pitchero will help you create a professional match report ready for your club website and the local press.

Step 1. Preparation




If you know you will be writing a match report, remember to take a pen and paper to the game, or use your smart phone to make notes.

To save time, try to get hold of the team selection or a list of players before kick off. You can then add notes next to each name or shirt number.


Finally, always take a camera. Publishing photos with your match report will instantly increase the number of views.

Step 2. Headline and tagline

 Match Report 4 days ago

First Team

Sat 28th Mar, 15:00 South Division.
Chelmsford City 0 1 Havant & Waterlooville



Hooper Strikes in Controversial Match

By Adam May

JONATHAN HOOPER'S winner kept Havant's play-off hopes within reach, as both sides finished the match with ten men. [View Match Centre »](#)

Your headline must attract the reader's attention in 2 seconds, so make sure you use a short, sharp sentence, no longer than six words.

'Old Boys FC win epic battle'

The tagline should then be used to provide key details, including the final result in one or two sentences.

'Olds Boys FC come from behind in wet and windy conditions to win 4-3 at home to league leaders Villa Park. Old Boys now go top with 3 games left to play.'

Note: Pitchero will always list the classified result at the top of the match report, so you do not need to enter this in the headline or tag line. You should instead use the space to be creative!

Step 3. Content

A strangely subdued Blues side slipped to a most disappointing defeat to a fired up Huntingdon side who fully deserved their first win over Kettering for some considerable time.

The game started well for Kettering and **Joe Daniel** opened the scoring, before this was equalled by the home side, playing up the hill and into the strong wind.

Worse followed as poor defence allowed the home forwards to drive over from close range for their opening try.

Daniel pulled three points back, but then Huntingdon stretched their lead still further with 2 tries and a conversion. **James Taylor** gave the Blues some hope with a 36th minute try, which Daniel converted to leave the half-time score 20-13 to the hosts.



When writing the body of the text start by listing key events in the order they happened.

Key events could include:

Key events could include:

- Goals or tries.
- Penalties or conversions.
- Substitutes on and off the field.
- Red or yellow cards.
- Injuries or stoppages in play.
- Also include; exciting periods of play and well executed moves.

Now that the key events are in place, you can begin to add more detail and background:

- What was the weather like? What state was the pitch in?
- What have been the past results between the two teams?
- Where are they in the league table?
- Which team has the better form going into the game?

TOP TIPS

Be specific, do not ramble.

Use short paragraphs no longer than two sentences.

Include where appropriate the names of players and coaches.

Always be positive.

Never be negative.

Step 4. Summing up

Sent off: Chelmsford City: Mark Haines (17, violent conduct)
Havant & Waterlooville: Ed Harris (17, violent conduct)

Scorers: Chelmsford City: None
Havant & Waterlooville: Jonathan Hooper (24)

HT Score: 0-1

Attendance: 660

City Man of the Match: Michael Toner

Once the body of the report is completed, write a conclusion summing up the teams performance.

Why not include a quote from the coach, team manager or a dedicated parent?

You can also include a list of areas which needs work, such as defence or attack, and a list of targets which the team can aim for.

At this time, it's also a good idea to thank your opposition and the referee or umpire.

Finally, and this is **very important**, make sure to finish by promoting upcoming games and training sessions.

Who are you playing next and where? What time should you meet?

Are you training this week? If so, which day and at what time?

The match report will be read by all player and parents so make the most of it!

Step 5. Photos



To make your match report an instant success - always use a photo. Even if you lose by 50 goals, users will still read the report to view the photos.

Include as many photos as you can and pick the best photo to use at the top of the page.

Remember, Pitchero allows all members to upload and share photo albums with a club website and each album can be assigned to a specific match report. So make sure you encourage parents and supporters to upload their photos!

If you do not have a photo from the game, simply use a photo of a player from a past game or a team photo.

Feedback

As ever, if you have any feedback or queries, please don't hesitate to contact our [Support Team](#) who will be happy to help.
