

# Seasons

## Introduction

### Quick Answer

- To add or edit a season archive, login to your **Club Control Panel**.
- Click the **Settings** tab.
- Select **Seasons** from the left-hand menu.

Season archives act as filters on both the front of the website and in your Club Control Panel, separating your teams' content between their different seasons.

The season archives apply to fixtures & results, league tables and player statistics, allowing members to quickly navigate between team content from different seasons.

## Managing Seasons

Access your Club Control Panel and click the 'Settings' tab, then select 'Seasons' from the left-hand menu.

The screenshot shows the Club Control Panel for Boston United Football Club. The top navigation bar includes 'Dashboard', 'Site Content', 'Teams', 'Membership', 'Payments', 'Communication', 'Performance', 'Packages', and 'Settings'. The 'Settings' menu is open, showing 'Seasons' as the selected option. The main content area is titled 'Seasons' and features a table of existing seasons. A green 'Add Season' button is visible in the top right corner of the main area. A 'Save' button is located at the bottom right of the table. A note on the right side of the page provides guidance on starting seasons.

Name	Start Date	End Date	
2015/2016	Wed 1 Jul 2015	Thu 30 Jun 2016	Delete
2014/2015	Tue 1 Jul 2014	Tue 30 Jun 2015	Delete
2013/2014	Mon 1 Jul 2013	Mon 30 Jun 2014	Delete
2012/2013	Sun 1 Jul 2012	Sun 30 Jun 2013	Delete
2011/2012	Fri 1 Jul 2011	Sat 30 Jun 2012	Delete

**Seasons**  
Ideally, you should start your season the day after your previous season ends. If you have a gap between seasons, news posts etc might not be visible on your site.  
**Note:** Make sure you add an archive for your current season. Otherwise your information won't be visible on your website!

Here you can view the existing season archives added to your website.

Click the green 'Add Season' button on the right hand side of the page.

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**Seasons**

Existing Seasons

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Save

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In the overlay, specify the season name, start date and end date, then click the green 'Save' button.

**Add Season**

Name

Start Date

End Date

Save

## Top Tips

- You should add a season archive for each season you have added content for.
- For a winter season, we recommend: Start date 1st of July and the end date to be the 30th of June the following year.
- For a summer season, we recommend: Start date to the 1st of January and the end date to be the 31st of December the same year.
- We recommend that you name your season archives in a consistent fashion (e.g. 'Season 2015/16' or 'Season 2015').

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## **Editing an existing season archive**

Click into the relevant field, make the required amendments and then click the green 'Save' button to confirm these changes.

## **Removing a season archive**

Access your Club Control Panel and click the 'Settings' tab, then select 'Seasons' from the left-hand menu.

Click the grey 'Delete' button to the right of the season you wish to remove, then click 'OK' to confirm this.

Please note, once deleted a season archive cannot be restored. Instead you would need to re-add the season archive as described above.

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