



PO BOX 3493
RUNDLE MALL SA 5000

CSL Website Reference Guide

Football Module

To use the new Football Module:

1. Log in with your club's account;
2. Click on 'Football'.

Any questions/feedback, please contact Joe on joe@collegiatesoccerleague.com.au

Players

To enter statistics, all players must first be added via the website. They can either be imported from a file, or added manually.

Importing Players

Exporting from PlayFootball

1. Login to the PlayFootball website as registrar;
2. Click on 'Registration'
3. Click on 'Registration Management'
4. Select appropriate filters if required, and click "Display Registrations"
5. Go to the bottom and click "Download Detailed Report"
6. Choose Comma separated values (CSV) option
7. Save the file for import

Importing into CSL website

Note: Players in the file that have been previously imported will be ignored.

1. Click on 'Import Players' (see Figure 1 below);
2. Select your CSV file;
3. Click 'Import Players'.

The page will either display:

- a) Errors, if there is missing data; or
- b) A summary of added and ignored players.

Importing from another Source

You can import any CSV file that contains the mandatory information.

1. Ensure your file contains: Registration #, First name, Surname and Registration Date;
2. Follow steps 1-2 above;
3. Specify the format of your file in the 'File Format' input field;
4. Follow steps 3-4 above.

Collegiate Soccer League + New

Dashboard
Pages
Profile
Gallery
Football
Overview
Update Results
Manage Lineups
Manage Players
Import Players
Collapse menu

Import Players

Upload File

[Choose File](#) No file chosen

Upload a comma delimited player file in the format specified below

File Format

3,4,5,39

Enter the column numbers in the CSV for the: Registration #, Firstname, Surname and Registration Date

[Import Players](#)

Adding Players Manually / Editing Players

Adding Players Manually

You can add players manually rather than importing them each time.

1. Click on 'Manage Players' (see Figure 2 below);
2. Click the 'Add New' button (next to the title);
3. Fill in the required details;
4. Click 'Add Player'.

Collegiate Soccer League + New Howdy, test

Dashboard
Pages
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Manage Lineups
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Players [Add New](#)

Current Players [Filter](#) [Search](#) 2 iter.

First Name	Surname	Joined Club	Left Club	Rego #
Joseph	Windows	2013-02-23		64003007
Tim	Levett	2013-02-19		64002900
First Name	Surname	Joined Club	Left Club	Rego #

2 iter.

Figure 1

Edit Player Details

1. Click on 'Manage Players' (see Figure 2 above);
2. Search for the player using the page links, or search box;
3. Click on the player's details in the table;
4. Update the required details;
5. Click 'Update Player'.

To remove a player from your current list, set the 'Left Club' date.

Matches

Updating Matches

Note: You will only be able to update results for one (1) day following the match.

1. Click on 'Update Results' (see Figure 3 below);
 - a) A list of your club's home matches from the current match day will be displayed.
2. Click on a match to edit it. (see Figure 4 below);
3. Enter the goals;
4. Change the status if appropriate (e.g. Forfeit, Penalties);
5. Click the 'Add Line-up?' checkbox, if you can input the team's line-up and stats as well;
 - a) See the next section regarding adding a line-up.
6. Click 'Update Result'.

The screenshot shows the 'Update Results' page. The left sidebar contains a menu with 'Dashboard', 'Pages', 'Profile', 'Gallery', and 'Football' (highlighted). Under 'Football' are 'Overview', 'Update Results', and 'Manage Lineups'. The main content area has a header 'Update Results' and filters for 'All Rounds', 'All Divisions', and 'Filter'. Below is a table with columns: Round, Date, Time, Home, Away, and Status. The table shows one match: Round 01, Date Apr 6, Time 13:00, Home Uni White (3), Away North City (2B), and Status. The page number '1 of 1' is visible at the bottom right.

Round	Date	Time	Home	Away	Status
01	Apr 6	13:00	Uni White (3)	North City (2B)	

Figure 2

The screenshot shows the 'Update Match' page. The left sidebar is identical to Figure 2, with 'Football' highlighted and 'Update Results' selected. The main content area has a header 'Update Match' and form fields for: Competition (2013 Cup), Date (Apr 6), Round (1), Home Team (Uni White 3), Home Goals (input field), Away Team (North City 2B), Away Goals (input field), Status (Complete dropdown), and Add Lineup? (checkbox). At the bottom are 'Update Result' and 'Back' buttons.

Competition: 2013 Cup
Date: Apr 6
Round: 1
Home Team: Uni White 3
Home Goals:
Away Team: North City 2B
Away Goals:
Status: Complete
Add Lineup? ☐
Update Result **Back**

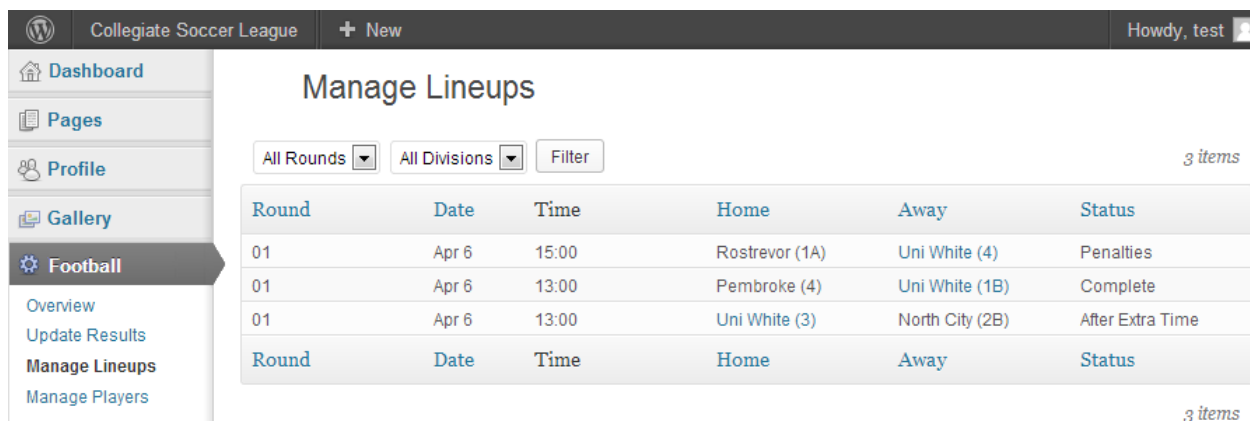
Figure 3

Adding Line-ups / Statistics

You can either add your team's line-up when entering the score as above, or using the steps below after the score has been entered by the home team.

Note: You will only be able to update line-ups/statistics for three (3) days following the match.

1. Click on 'Manage Lineups' (see Figure 5 below);
 - a) A list of your club's matches from the current match day will be displayed (that have had their results entered)
2. Click on your club's team to add/edit the line-up (see Figure 6 below);
 - a) If adding the line-up, the team's starting line-up from their previous game will be displayed.
3. Update the starting line-up, and add subs, (subs of subs), goals, cards and own goals;
 - a) The number of goals selected must equal the number of goals scored;
4. Click 'Update Line-up'.



Round	Date	Time	Home	Away	Status
01	Apr 6	15:00	Rostrevor (1A)	Uni White (4)	Penalties
01	Apr 6	13:00	Pembroke (4)	Uni White (1B)	Complete
01	Apr 6	13:00	Uni White (3)	North City (2B)	After Extra Time

Figure 4

**NEW FOR 2021 - PLEASE NOTE CLUBS WILL NOW UPLOAD
THE PHOTO OR SCAN OF THE FINAL TEAM SHEET ON THIS
PAGE INSTEAD OF EMAILING.**

SEE FIGURE 5 on next page.

Links
Pages
Comments

Appearance
Profile
Tools
Stop Spammers
Settings
Members
Football
Overview
Manage Seasons
Manage Clubs
Manage Fixtures
Update Results
Manage Lineups
Manage Players
Report Players
Manage Venues
Collapse menu

Round: 2020 League Rd GF

Date: Oct 9

Result: Adelaide Comets 1A 2 - 0 Rostrevor 1A

Status: Full Time

Starting Lineup			Pts	Subs			Pts	Subs (2)			Pts
Justin Maher	0		0								
Vincent Riviere	0		0								
Marwan Abdullahi	0		0								
Sebastian Gaggl	0	Y	0								
Frankie Pantsaras	0	Y	0								
George Kaldis	1		0	Peter Kopsaftis	0		0				
Marko Mousoulis	0		0								
William Kehoe	1		0								
Tom Cyganov	0		0	Austin Roth	0		0				
Fredrik Berntsson	0		0	Dion Vithoukaskas	0	Y	0				
Ryan Moore	0	Y	0	Christian Wsolak	0		0				

Any own goals?

Lock Lineup? ☐

Teamsheet: [CSI Match Card 2021-v2.pdf](#)

Replace Teamsheet: No file chosen

NEW FOR 2021 - PLEASE NOTE CLUBS WILL NOW UPLOAD THE PHOTO OR SCAN OF THE FINAL TEAM SHEET ON THIS PAGE INSTEAD OF EMAILING.



Figure 5

Club Pages

Editing Club Pages

Each club has access to edit two pages: their main club page and their Contact Details page. Both must be kept up to date by the club. They replace the Club Registration Form.

To edit a club page:

1. Login with your club's account
2. Click on 'Pages'
3. Click on one of the three pages listed in the table. (see Figure 6 below)
4. Edit the content of the page
 - a. To change the number of rows or columns in a table, first click inside the table, and then click the 'Table' button: . If you can't see it, first click the 'Toolbar Toggle' button:  to display more options.
5. Click on 'Update' on the right-hand side to save changes.

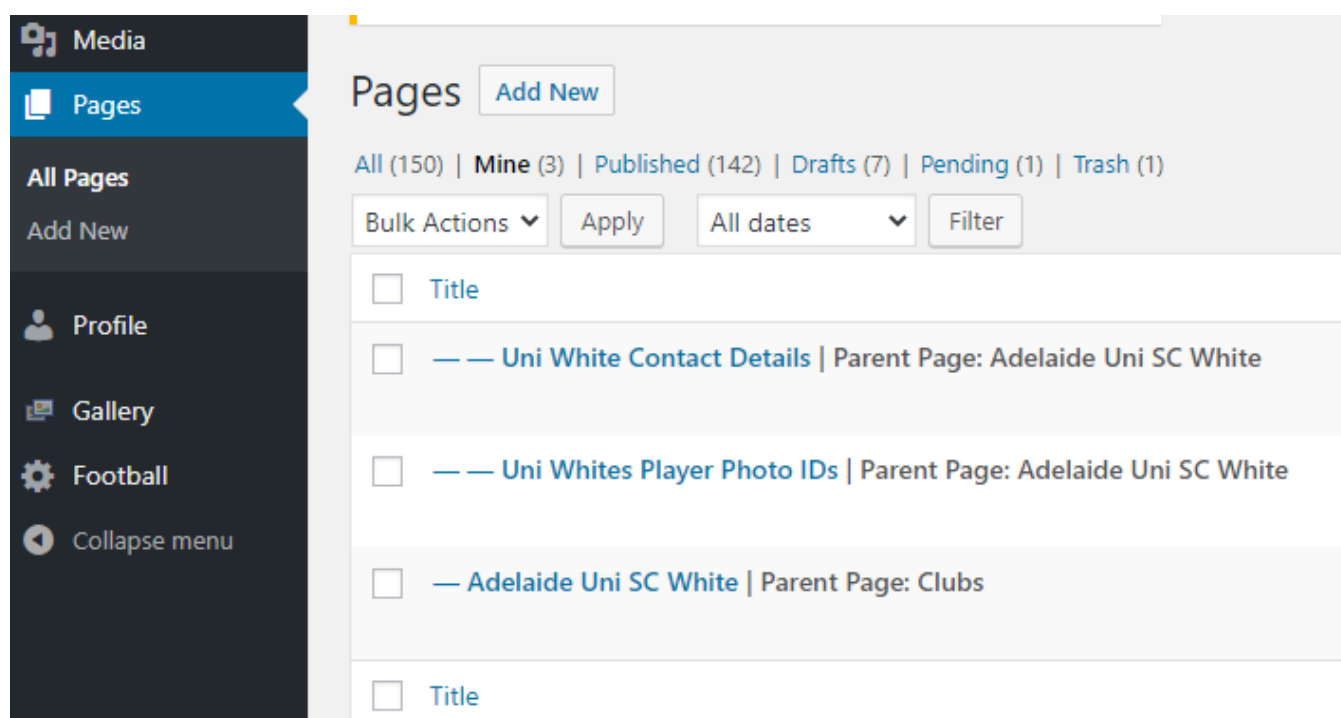


Figure 6

Viewing club pages

The main club pages are accessible via the public 'Clubs' menu option. The Contact Details page, and the Player Photo IDs page can be accessed via the sub-menu from each club. However, for privacy reasons, they can only be viewed by logged-in users.

Player Photos: PDF

Note: Player photos will no longer be uploaded individually to the CSL Website

Use PlayFootball to generate ID cards as a pdf document to upload in a single file.

Exporting from PlayFootball

1. Login to the PlayFootball website as registrar;
2. Click on 'Registration'
3. Click on 'Registration Management'
4. Select appropriate filters if required, and click "Display Registrations"
5. Select the bulk action ID Card, and all your players using the Select All checkbox in the header (see Figure 7)
6. Click Go.

This will export a PDF file which you can upload to the CSL site.

The screenshot shows the PlayFootball website's 'REGISTRATION' management page. On the left is a sidebar with navigation links: Product Management, Signup Form Management, Discount Rules, Disclaimers, Gateway and Payments, Coupons, Voucher Management, Team Lock Rules, and Migration. The main content area has a top navigation bar with 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', and 'REPORTS'. Below this, there's a section with a checkbox labeled 'Include registrations for affiliated orgs' which is checked. Further down, there's a dropdown menu set to 'ID Card' and a blue 'Go' button. Below the button is a table with columns: REG DATE, STATUS, ENTITY NAME, and PRODUCT NAME. The table contains two rows of data, both with a checked checkbox in the first column.

<input checked="" type="checkbox"/>	REG DATE	STATUS	ENTITY NAME	PRODUCT NAME
<input checked="" type="checkbox"/>	17/06/2020		Adelaide University Soccer Club White	2020 Senior Player Registration AUSC WHITE
<input checked="" type="checkbox"/>	17/06/2020		Adelaide University Soccer Club White	2020 Senior Player Registration AUSC WHITE

Figure 7

Importing into CSL website

Follow the instructions in the previous section to edit your club's "Player Photo IDs" page. Then:

1. Click the Add Media button to upload the PDF file.
2. Wait, and once uploaded, click "Insert into Page".
3. Then make sure to click 'Update' on the right-hand side to save changes.