

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](mailto: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.

## 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'.

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

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'.

Collegiate Soccer League + New Howdy, test

### Update Results

All Rounds All Divisions Filter

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

Overview  
Update Results  
Manage Lineups

Figure 2

Collegiate Soccer League + New

### Update Match

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

Overview  
Update Results  
Manage Lineups  
Manage Players  
Import Players  
Collapse menu

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
- Preview
- 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				Subs (2)			
Player	Goals	Assists	Pts	Player	Goals	Assists	Pts
Justin Maher	0		0				
Vincent Riviere	0		0				
Manwan 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 Bertsson	0		0	Dion Vithoukias	0	Y	0
Ryan Moore	0	Y	0	Christian Wsolak	0		0

Any own goals?

Lock Lineup?

Teamsheet: [CSL 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.

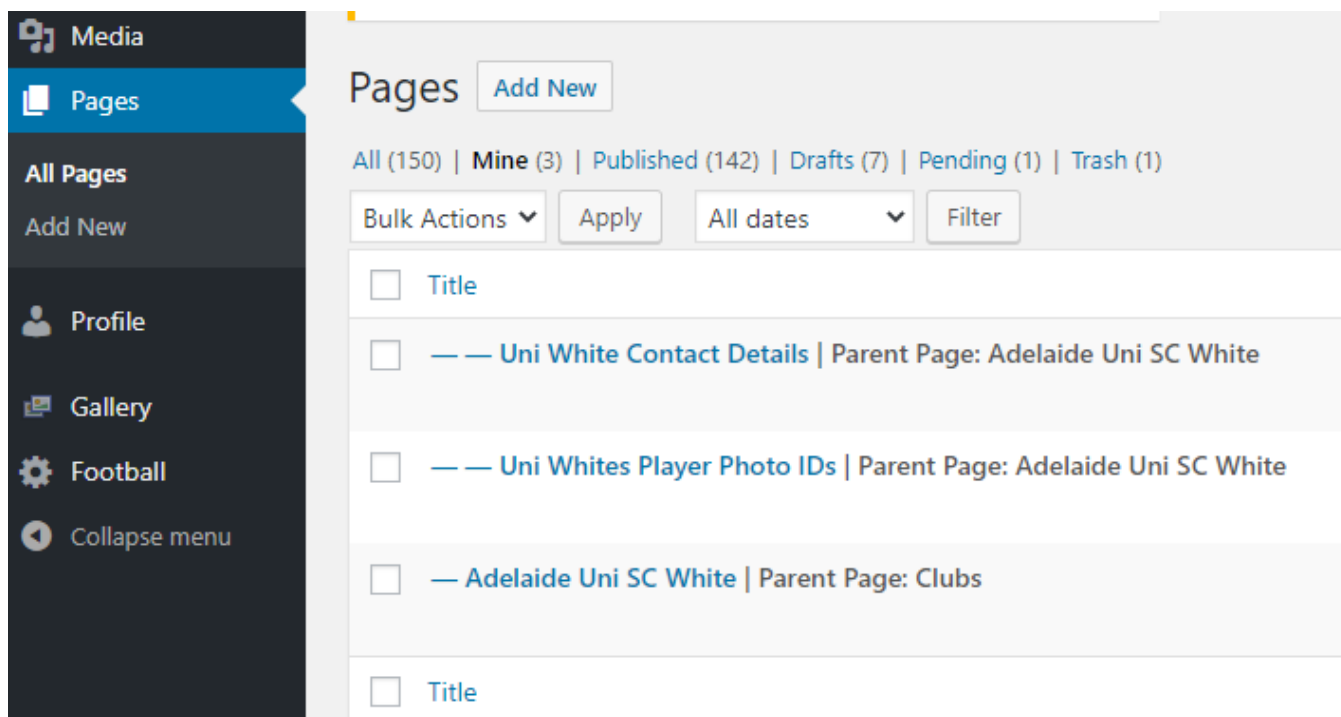


Figure 6

## 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 interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', and 'REPORTS'. The left sidebar lists various management options. The main content area displays a table of registrations with the following data:

<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

Below the table, there is a dropdown menu set to 'ID Card' and a blue 'Go' button.

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.