

# Organisation Management

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## Organisation Search

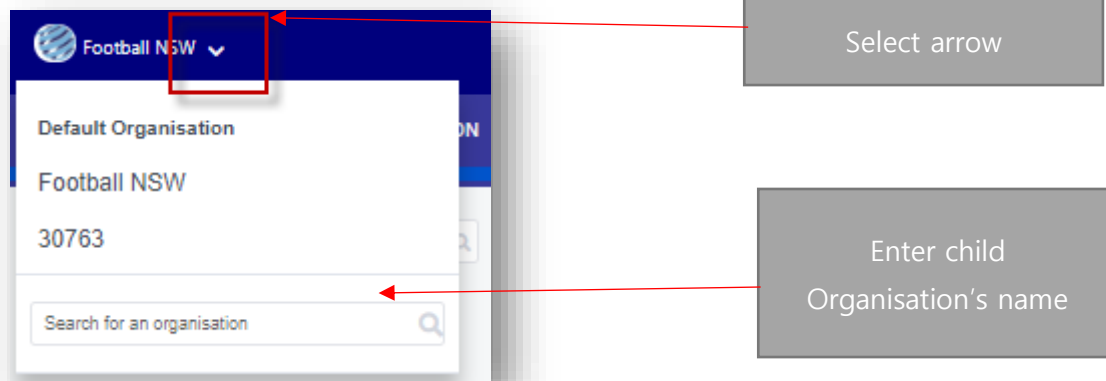
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As a Parent Organisation you will be able to filter down and search for the Child organisation you are administering. You will only be able to search and administer your Child Organisation's (i.e. Member Federation > Association> Club)

There are two Organisation search options

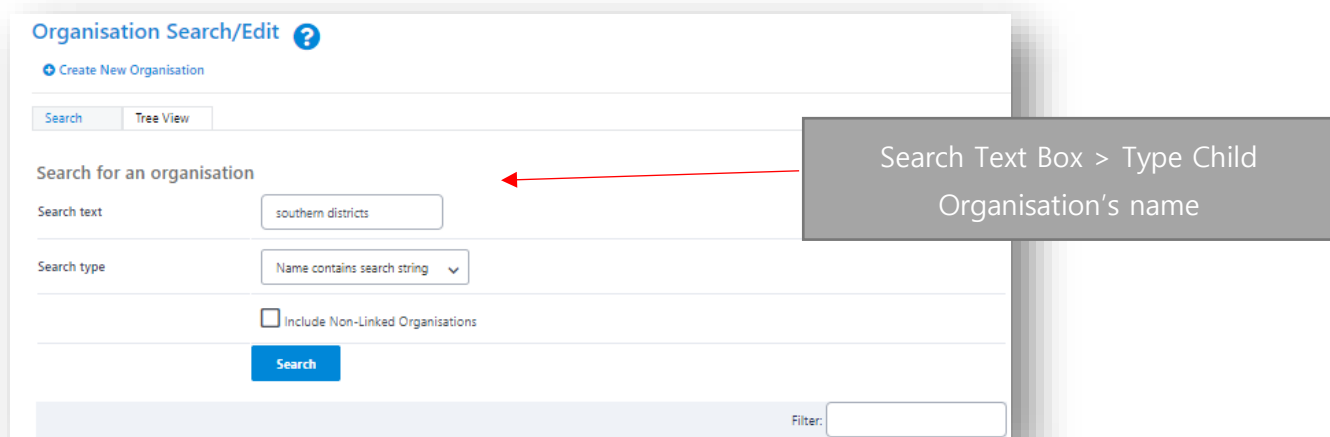
- Method 1.

**Sign in to Organisation > Search > arrow down > Type Organisation's Name**

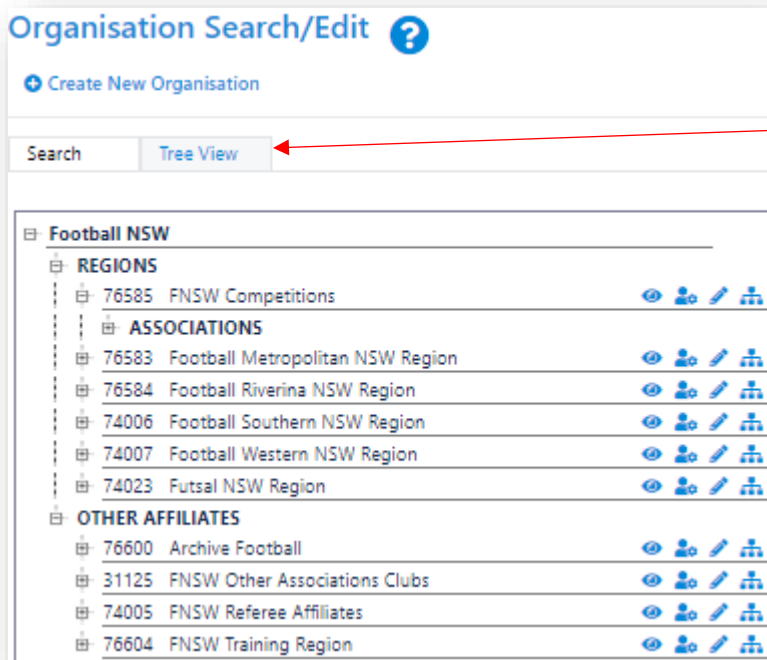


- Method 2.





**2.1 - Sign in to Organisation> Menu: Organisation> Search/Edit Organisation> Search**



**22 Sign into Organisation> Menu: Organisation>Search/Edit Organisation> Tree View> Filter Down (+/-) to find the Child Organisation**



Tree View > Filter Down the tree >  
Select Club

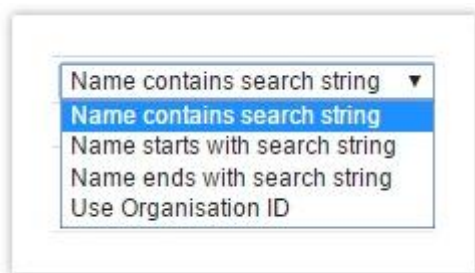
- This screen allows searching or browsing for child organisation. The following actions can then be taken:
- Click the  image to display details about the organisation.
- Click the  image to access the Organisation's administration. This function will be taken to the home page of the administration site.
- Click the  image to edit the organisation. The edit screen pops up in a new window.
- Click the  image to manage the Organisation's relationships (i.e.. add or remove from the selected Organisation's 'child' organisation list). The screen pops up in a new window.

## Search/Edit Organisation

### Search Tab

This allows child Organisation's to be searched by entering part of the name, or the ID number.

1. Enter part of the organisation name and select from the dropdown list (whether the name **contains**, **starts** or **ends** with the **search string**).






2. Alternatively, enter the Organisation ID.
3. To include 'non-linked Organisation's (i.e. those that have no parent organisation), check the 'non-linked Organisation's checkbox.
4. Click the **Search** button. Search results are then listed in a table below

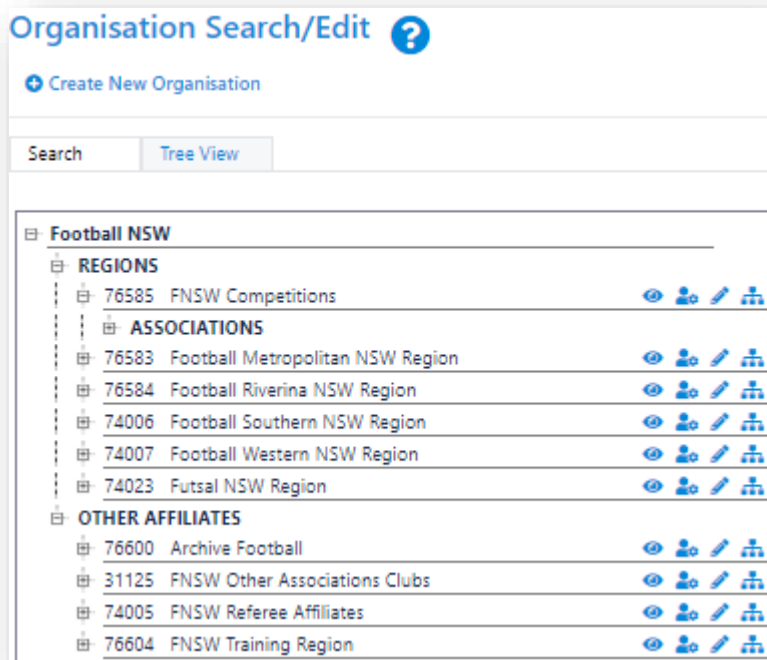
## Actions for an Organisation

1. Choose one of the three actions (Show Details, Administer, Edit)
2. Alternatively, click the **Select** link of an organisation.
  - a. The child Organisation's of the selected organisation can then be displayed.
  - b. Select **Immediate** and click **Search** to display the child Organisation's that a directly related to the selected organisation.
  - c. Select **All descendants** and click **Search** to display the child Organisation's that are directly related to the selected organisation, plus any descendent organisation (i.e. children of the children, and so on, to the bottom of the organisation tree).
  - d. Select from the Filter type dropdown list to limit the child Organisation's to the selected Organisation type.
  - e. Any child Organisation's displayed can also be selected and the process repeated to 'drill down' the organisation tree.

## Tree View Tab

This displays the child Organisation's in a hierarchical 'tree' view, grouped by organisation type.

- Click an organisation name (or an organisation type - e.g. CLUBS, ASSOCIATIONS etc.), or a  image. This will expand and display all the child Organisation's linked directly below that organisation or organisation type selected.
- Choose one of the three actions (Show Details, Administer, Edit) as referred to above.
- Click a  image to collapse that part of the tree. Click the top left  link in the tree view to collapse the entire tree.



## Edit Organisation Details

The **Organisation Edit** screen allows you to change information about your Club/Association/Member Federation, including contact information. This information is displayed in the Club Finder tool on the Play Football Portal (<https://www.playfootball.com.au/>).

**Menu: Organisation > Organisation Details > Add/Edit Details**

**NOTE:** That the contact details listed in the Organisation details will be viewed by the public through Club Finder Tool.

## Edit Organisation Details

### Organisation Details

Organisation Type

State

Organisation Name

Football NSW

Organisation Short Name

FNSW

Website URL

http://www.footballnsw.cc

Description

Colours

Incorporation Status

☐ No ☐ Yes

Incorporation ID

Registered for the GST

☐ No ☒ Yes

ABN


25-003-215-923

[Lookup](#)

Accreditation level

No Accreditation 

Year established

Select... 

### Social Media

Facebook ID

http://www.facebook.com/

Twitter Handle

http://twitter.com/

### Contact Details

Contact Name

\*

Contact Email

\*

onlinesupport@footballn:

Contact Phone

61 (0) 2 88144412

Contact Fax

02 9629 3770

Contact Address

PO Box 6146

Contact Suburb

BAULKHAM HILLS BC

Contact Postcode

2154

### Home Venue/Club Rooms/Head Office Details (if applicable)

Address

\*

Valentine Sports Park 235

Suburb/Town

\*

GLENWOOD

Postcode

\*

2768

State

\*

New South Wales



Country

\*

AUSTRALIA



Ground Phone

61 (0) 2 88144400

Latitude

\*

Ground Map Reference

Longitude

\*

**Please Note:** Details entered will be displayed on the Organisation Information page that is accessible via the public search/finder screen(s)

#### Settings

Organisation is Hidden	<input type="checkbox"/>
Organisation is Active	<input checked="" type="checkbox"/>
Time Zone	<div>Victoria, NSW ▾</div>
Current Season	<div>2018 ▾</div>

#### Programs

PROGRAM ACTIVITY	AGE GROUP	GENDER	FORMATS	MATCH DAYS	EDIT	DELETE
------------------	-----------	--------	---------	------------	------	--------

No records to display.

Activity Type	<div>Select... ▾</div>
Gender	<div>Select... ▾</div>
Age Group	<div>Select... ▾</div>
Format	<div><div><input type="checkbox"/> 5 a side</div><div><input type="checkbox"/> 6 a side</div><div><input type="checkbox"/> 7 a side</div><div><input type="checkbox"/> Walking football</div><div><input type="checkbox"/> Wheel chair</div><div><input type="checkbox"/> Blind</div><div><input type="checkbox"/> Deaf</div><div><input type="checkbox"/> Futsal</div><div><input type="checkbox"/> Mini Roos Kick Off</div><div><input type="checkbox"/> SAP Program</div><div><input type="checkbox"/> Development Program</div><div><input checked="" type="checkbox"/> Any Playing format</div></div>
Match Days	<div><div><input type="checkbox"/> MON<input type="checkbox"/> TUE<input type="checkbox"/> WED<input type="checkbox"/> THU</div><div><input type="checkbox"/> FRI<input type="checkbox"/> SAT<input type="checkbox"/> SUN</div></div>

Add Program

Save

#### Logo

Current logo:



Update Logo

**NOTE:** Only file types .gif,.jpg and png are allowed, Maximum size upload file 0.03mb



## Organisation Details Description

Field	Description
<b>Organisation Type</b>	Organisation type must be selected from the dropdown list
<b>Organisation Name</b>	Full name – Member Federation/Association/Club- <i>e.g. Sydney University soccer Club</i>
<b>Organisation Short Name</b>	An abbreviated name- <i>e.g. Sydney Uni</i>
<b>Website URL</b>	Organisations website URL
<b>Description</b>	Description of Member Federation/Association/Club
<b>Address</b>	In the case of a club, this will usually be the address of the main ground/club house. Associations/Member federations it may be the head office address or not applicable.
<b>Suburb/town</b>	City/Town/suburb of the address entered above. This information may be used to geographically locate Club/Association/Member Federation.
<b>Country</b>	This information is populated based on your Club/Association/Member Federation, the location cannot be changed
<b>Map Reference</b>	Map Reference for the address entered above
<b>Contact Name</b>	Name of the main contact Club/Association/MF
<b>Contact Email</b>	Contact email address. This address is 'munged' on the public site to protect against spammers being able to easily obtain the address
<b>Contact Phone</b>	Contact phone number
<b>Contact Fax</b>	Contact fax number
<b>Contact Address</b>	Address of the main contact (e.g. postal address)
<b>Contact Suburb</b>	Suburb of the main contact
<b>Contact Postcode</b>	Postcode of the main contact
<b>Organisation is Hidden</b>	Check this to hide an Organisation from the public website. A hidden Organisation will still appear in the admin searches
<b>Organisation is Active</b>	Check this to allow the Organisation to be discovered through admin pages or public sites.


	<p>Uncheck this to 'hide' the Organisation in the admin pages, However, it will still appear in public searches</p> <p>An inactive Organisation will appear in the admin page search</p>
<b>Time Zone</b>	Select a state from the list of states
<b>Current Season</b>	Select the current season from the list of seasons

## Contacts for Parent Organisations

This page allows for Organisations to designate one or more contacts to receive communication from Parent Organisations.

**Menu: Organisation > Contacts for Parents > Add a new Designated Contact**

### Maintain Contacts for Parent Organisation(s) ?



You must click the Update all changes button when all changes have been made to save your changes.

[Return to Child Organisations screen](#)

This screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also optionally be included in the contacts page of the [PDF Handbook](#).

Selected Parent Organisation

FNSW - State League

[Add a new designated contact](#)

☐ Include records with NO ROLES (i.e. inactive records)

Add

Cancel

The following participants are the designated contacts for: FNSW - State League

NAME	EMAIL	MOBILE PHONE	OPTIONS
<a href="#">Hughton, Samantha</a>	--Will be displayed after update--	--Will be displayed after update--	<div> <input checked="" type="checkbox"/> Receive Email           <input checked="" type="checkbox"/> Receive SMS           <input type="checkbox"/> List in PDF handbook           <div><input type="checkbox"/> Remove</div> </div>

Update All Changes

- Select a parent organisation from the dropdown list.
- Use **Add a new designated contact** to select a person from the dropdown list of person records that appears. (you can also include records that do not have a current role in the system by). Use the **Add** button to finalize selection of the person (or **Cancel** to cancel the addition).
- Update **Options** to indicate whether the designated contact should Receive Email, Receive SMS from the parent organisation and/or appear in the [PDF Handbook](#).
- Use the **Remove** option to delete an already designated contact.
- No changes are saved until the **Update all changes** button is clicked

**NOTE:** People listed should have either an email address or mobile number against their record. If not, the record will be shown with a light red background (meaning there is no way to contact that person). If the List in PDF is Handbook option is checked, a Title can optionally be entered (i.e. Secretary/Registrar) to appear in the PDF Handbook for that person.

## Honour Board – Add/Edit

The Honour Board allows the recording of end of season honours and awards by a Club or Association. Awards can be recorded for each season by selecting the appropriate season from the selector bar.

This feature follows the same functionality as [Office Bearers](#), but the information captured for each new item differs slightly (see below).

**Menu: Organisation > Honour Board**

**Edit Honour Board** ?

**Season**  
 2018

**Honour Board** +

**Title:**

☐ Include records with NO ROLES (i.e. inactive records)

**Current Person:**

**Other Details:**

**Copy titles from another season**  
 2018

**Clear all data for the current season**

- Click the **Create Item** image next to the item where the new item will appear under (i.e. this will be a 'child' item). For example, to create an item at the top level, click the image next to the **Honour Board** item.
- Enter a title for the item (the default is **New item**).
- Select the person for this item (i.e. the Person who received honours or an award this season) by choosing from players or contacts.
- Optionally enter further details about the Honour as free text - e.g. the number of votes obtained.
- Click the **OK** link to update this information.
- The item will display in the relevant location in the tree.
- To cancel changes, click the **Cancel** link instead of the **OK** link.



## Office Bearers- Add/Edit

Establishing the Office Bearers for a season is primarily a function for Clubs and Associations.

Clubs can select Office Bearers from their list of active, inactive players or contacts.

Associations can select Office Bearers from their list of umpires or contacts

### About the Tree control

- All editing is done via the tree control which gives a visual display of the headings and nesting levels.
- All items are arranged under the top-level item: Office Bearers. Items may be further arranged under 'heading items' (see above) to any nested level.
- Heading' items (regardless of the level at which they are displayed) are indicated by a closed folder icon when closed, or an expanded folder icon when open.
- Heading items can only have a title assigned - they cannot also hold information relating to an office bearer.
- 'Person' items are indicated by a person icon unless they are being edited, in which case an edit icon will display.
- Person items can hold information relating to an office bearer.
- An item is automatically converted between being a 'Heading' item or a 'Person' item - any item that has child items becomes a Heading item, an item with no child items is a Person item.
- The image will be either a folder  (for Heading items) or a person  (for Person items).

## Edit Office Bearers ?

**Season**

2018 ▼ **Go**

**Office Bearers**

**Primary Contact - Secretary**

**President**

**Vice President**

**NetSetGo Coordinator**

**Umpire Coordinator**

**Voting Delegate**

**Abandon Changes** **Apply Changes**

## Creating new items

- Click the **Create Item** image next to the item where the new item will appear under (i.e. this will be a 'child' item). For example, to create an item at the top level, click the image next to the **Office Bearers** item.
- Enter a title for the item (the default is **New item**).
- Select the person for this item (i.e. the office bearer) by choosing from players or contacts.
- Indicate whether to display the person's email address and/or contact numbers on the public site by changing the relevant options.
- Click the **OK** link to update this information.
- The item will display in the relevant location in the tree.
- To cancel changes, click the **Cancel** link instead of the **OK** link.

## Editing items

- Locate the item to edit within the tree and click the item name link.
- The item opens for editing.
- Follow the instructions above in **Creating new items** to update the item.

## Deleting items

- Locate the item to edit within the tree and click the item name link.
- The item opens for editing.
- Click the **Delete** link.
- Click **OK** at the confirmation dialog box

## Moving items

Both Heading items (including all its child items) and Person items can be moved to anywhere else within the tree structure by dragging and dropping with the mouse.

- To move an item as a child of another item: Drag the source item image onto the target item image.
- To move an item after another item (at the same level): Hold down the Control key and Drag the source item image onto the target item image.
- To move an item before another item (at the same level): Hold down the Shift key and Drag the source item image onto the target item image.

## Coping Titles from different seasons

Titles from a previous season can be copied to save re-entry each season.

- Ensure the 'target' season is selected in the selector bar at the top of the screen.
- Select the 'source' season in the **Select season to copy from** dropdown list near the bottom of the screen.
- Click the **Copy Titles** button to the right of this dropdown list to copy titles.
- Click **OK** at the confirmation dialog box.
- Any information previously entered for the 'target' season will be replaced.
- Edit each item as necessary to enter required information.
- To Undo a copy, click the **Abandon changes** button

## Clear Data for the season

To completely remove all data for the season:

- Click the **Clear Data** button.
- Click **OK** at the confirmation dialog box.
- All data is cleared for the current season.
- To Undo a clear, click the **Abandon changes** button.

## Organisation reports

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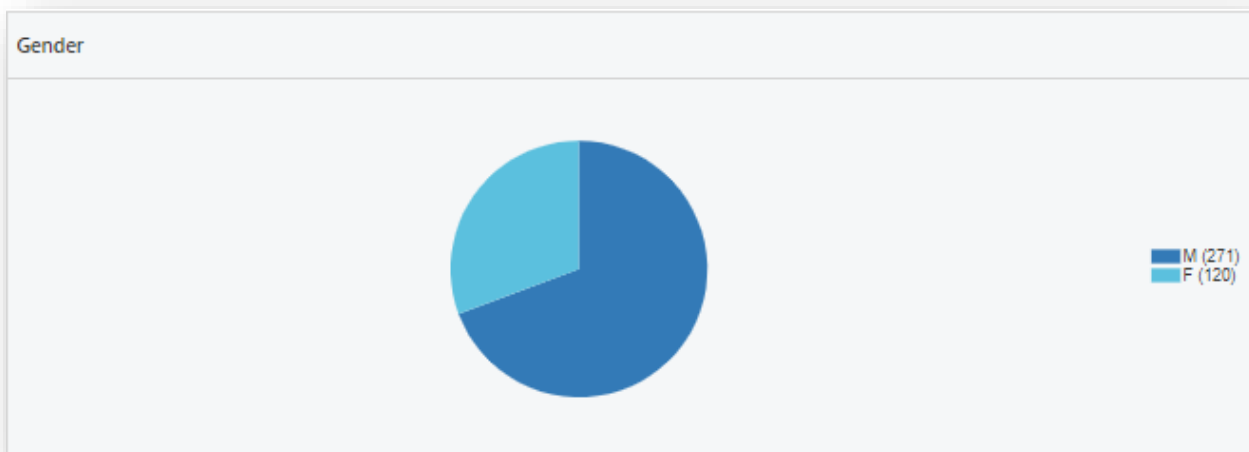
### Data Analysis and Demographics Dashboard

The Data Analysis and Demographics Dashboard provides a visual display of key performance indicators for Organisations. It acts as a central hub connecting to multiple data points across resultsvault, providing opportunities for hidden insights in your sport's participant and entity data.

**Menu: 'Home' icon > view Dashboard**

**Dashboard menu:**

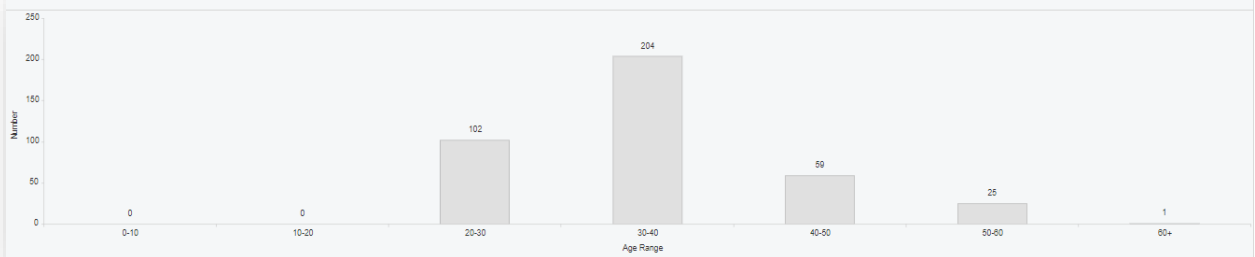
- **Participant metrics – Active, New, registered and Pending Registrations**
- **Roles**
- **Gender**
- **Age Range**



## Roles



## Age Range



## Participant Metrics

52	0	0	0
Active	New	Registered	Pending Reg