



# U.S. SQUASH

## Challenge Ladder User Documentation

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For further questions that are not answered by this documentation, or for other ladder support needs, please contact U.S. SQUASH at

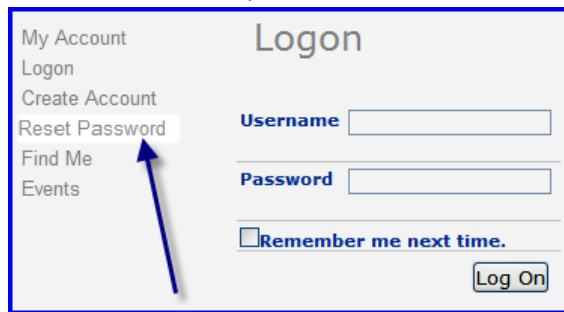
[Dent.wilkens@ussquash.com](mailto:Dent.wilkens@ussquash.com)

[Bill.buckingham@ussquash.com](mailto:Bill.buckingham@ussquash.com)

# 1. Getting Started

## 1.A. Logging in to [www.ussquash.com](http://www.ussquash.com)

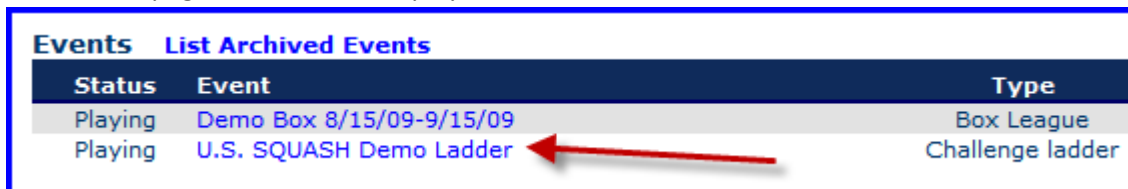
- Administrators and players must be logged in to the site in order to enter scores or administer the ladder. Anyone with a U.S. SQUASH account (membership is not necessary) has a username and password on the website.
- Go to the [www.ussquash.com](http://www.ussquash.com) homepage, click on “Logon” on the top left of the site.
- Once on the logon page, enter your username and password. If you do not know your username and password, you can select the “reset password” button to have a new one emailed to you.



- If you have further problems with logging in to your account, please contact [membership@ussquash.com](mailto:membership@ussquash.com) for assistance.

## 1.B. Finding your Challenge Ladder on the Site

- Click on “Play” on the top of the page, and then select “Clubs and Districts” on the left side of the page. Search for your club (or district if it is a district-wide ladder) and select it. Try searching by just the first work of the club’s name if it is not showing up.
- On the club page, the ladder is displayed under the “Events” tab.



Events		List Archived Events
Status	Event	Type
Playing	Demo Box 8/15/09-9/15/09	Box League
Playing	U.S. SQUASH Demo Ladder	Challenge ladder

- Alternatively, players and administrators can find the ladder directly from their personal profile if they are participating in the ladder. When logged in, click on “Play”, and then “My Profile”. When looking at the profile, select the “ladders” tab, and the ladder will be displayed there.
- **\*TIP\*** - Bookmark the url (web address) for the ladder in your browser. When you go to the ladder, if you click on logon and then enter your username and password, the site will automatically re-direct you back to the last page you were on, which in this case will be the ladder.

# 2. Setting-up the Ladder

- This section describes how to set up a new box ladder in the system, including setting ladder parameters and adding players.

## 2.A. Creating a New Ladder

- In order to create a new ladder, you must have administrative rights for your club or district. If you need these assigned, please contact [dent.wilkens@ussquash.com](mailto:dent.wilkens@ussquash.com) or [bill.buckingham@ussquash.com](mailto:bill.buckingham@ussquash.com).
- Go to the club or district site as described above in 1.B. Once there, click on the tab for “Program Manager”



- Once in Program Manager, click on the “Ladders” tab, and then “Add Program”; this will bring up the screen to create a challenge ladder. The following screen will appear:

 A screenshot of a web form titled "U.S. SQUASH Demo Ladder". The form prompts the user to "Enter your ladder's parameters." and includes a red asterisk note: "\* Means required." The form fields are as follows:
 

- Ladder Name:** \* U.S. SQUASH Demo Ladder
- Singles or doubles:** Singles (dropdown menu)
- Begin Date:** \* 8/15/2009
- End Date:** \* 12/15/2009
- What happens when the match is won:** \* Take losers position, others adjusted. (dropdown menu)
- Maximum number of challenge positions above player:** \* 5 ladder positions
- What happens when the challenge is NOT played:** \* Win for challenger (dropdown menu)
- Action taken after challenge has NOT been played:** \* 10 days
- Loser must wait before challenging same player:** 5 days
- Maximum number of concurrent challenges initiated:** 1 challenges
- Maximum number of concurrent challenges accepted:** 1 challenges

 At the bottom of the form are "Cancel" and "Save" buttons.

- **Ladder Name:** Enter the name you would like to appear for the ladder.
- **Singles/Doubles:** The module is currently only set up for singles.
- **Dates:** Enter the dates of the ladder. (Note- you can always extend these dates later, but generally you want to set them a good distance in the future if you are planning on running a continuous ladder.
- **Maximum number of challenge positions above player:** Set the total positions about a player’s position that he/she can challenge another player.
- **What happens when challenge is not played:** Choose from the three options- no action means that the challenge will stay in place with no further action occurring.
- **Action taken after challenge has not been played:** This sets the number of days for a challenge to be played- if not played, then the action in the previous box is taken.

- **Loser must wait before challenging same player:** If a player challenges and loses the challenge, he/she must wait this many days before re-challenging the same player.
  - **Maximum number of concurrent challenges initiated:** number of challenges a player can issue at any given time
  - **Maximum number of concurrent challenges accepted:** maximum number of challenges a player can accept at any given time.
- When finished, click on “Save” to create the ladder.

## 2.B. Changing Ladder Parameters

- Any of the ladder properties as described in section 2.A. can be changed after initially saving the ladder. You must have administrative rights for your club or district. If you need these assigned, please contact [dent.wilkens@ussquash.com](mailto:dent.wilkens@ussquash.com) or [bill.buckingham@ussquash.com](mailto:bill.buckingham@ussquash.com).
- Go to the club or district site as described above in 1.B. Once there, click on the tab for “Program Manager”.
- On the program manager page, select the ladders tab, and then click “edit” next to the ladder you would like to edit.
- Edit the parameters of the ladder as described above in section 2.A.
- Click “Save” to finish.

## 2.C. Adding Players to the ladder

- Click on the name of the box either on the club/district page, in program manager, or from a player’s profile. Once you are at the ladder, click on “Add Player”



- Search for a player by last name. You can also narrow your search by searching for last name and first name or partial first name (i.e. Smith, J) or by partial last name and first name (i.e. Smi, John). Click on “search”, or tab and hit the enter key.
- A list of player names will come up. Select the correct player by clicking on the radio button next to their name, and select in which position they should be placed. \*Note- it is best to begin entering from the top of the ladder (i.e. enter the #1 player first, #2 second, and so on), because you can easily select their ladder positions.

**Ladder players**  
Search for the players you wish to add to this ladder. For doubles teams, enter the name of the player and then the name of the partner. Again for doubles, click on both partners in the search results. Make sure to select the correct position.

Enter 'last, first' name of the player(s) you wish to add to your ladder. Then click 'Search'.

**Search Results:**  
Click on the circle to the left of a player's name.

Select the position on the ladder:

<input type="radio"/>	Achenbach,Adam P.	M Chatham,NJ	Northern New Jersey Squash Association
<input type="radio"/>	achenbach,john		Metropolitan Squash Racquets Association(New York)
<input type="radio"/>	Achenbach,Paul L.		Northern New Jersey Squash Association

- Select “Add Another Player” to continue adding more players, or “Save and Finish” to enter the player and go back to the ladder.
- Continue entering players until all appear in the ladder.
- \*Note - If players cannot be found, refer to section section 2.D.

**2.D. Creating new U.S. SQUASH accounts**

- New accounts can be created either directly by the players or by the ladder administrator. Be sure to check if they already have an account created before creating new accounts.
- By Player:
  - Go to [www.ussquash.com](http://www.ussquash.com), and click “Logon” on the top left of the screen.
  - Click on “Create Account” :

My Account  
Logon  
Create Account  
Reset Password  
Find Me  
Events

**Logon**

**Username**

**Password**

Remember me next time.

- Follow the steps through the process. At the end, the system will send the user a confirmation email.
- \*The user needs to click on the link in the email to confirm creation of the account, which will then prompt them to create a username and password. They will need this username and password to log in to record their scores in the ladder.
- Once the account is confirmed, the administrator can add this user to the ladder
- By Ladder Administrator
  - The administrator will need the user’s name, email, and date of birth in order to complete the process.
  - Follow the steps as outlined above for a user to create a new account.

- Once complete, the user will still need to confirm the account creation via email before the player can be added to the ladder.
- \*Note -There will be a new feature available later the in fall of 2009 to allow administrators to fully add new accounts themselves within the ladder, without having a player’s email confirmation.

### 2.E. Starting the Ladder

- Once players are entered in the ladder, play can begin at any time the administrator chooses.

## 3. In-Season Administration/Updating the Ladder

- This section discusses what an administrator needs to know about running the ladder as play is happening, as well as making edits to the box locations of players.

### 3.A. Result Entry by Administrator

- Either Ladder Administrators or participants can enter match results. For Player Instructions, see Section 4.
- Go to the main ladder page. If a challenge has already been issued, click on the challenging player’s name, and then “Record” next to the challenge:

Ladder(s)							
Ladder	Position	S/D	Partner	Last Match	Status	Return	
U.S. SQUASH Demo Ladder	8	Singles		-	Active	-	

Ladder Challenges:							
Challenge Status	Challenger	Position Before/After	Opponent	Position Before/After	Suggested Date	Created	Action
Challenged	Player9,Test	10	Player7,Test	8	09/03/09	09/03/09	Record or /  /

- Once on the results entry screen, select the date the match was played and whether the match was completed or a default. Then select the winner. The numbers next to their names indicate their current ladder position. Finally, enter in all of the game scores, being careful to enter the scores under the correct player. Click “Save and Exit” to submit the score:

Choose the winner's name in the first box and the loser's name in the second. • U.S. SQUASH Demo Ladder  
 Make sure you indicate the status; default, completed etc. • Start date: 9/3/2009 3:50:05 PM

Match date: Sep 3 2009  
 Status: Completed

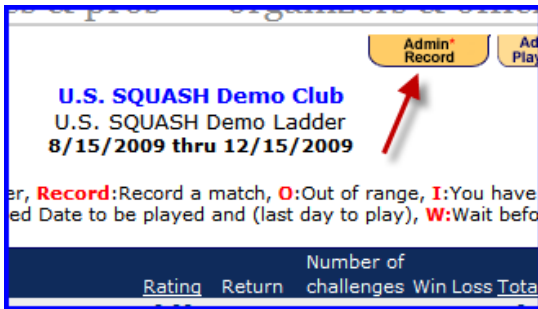
Players/teams: player7,test (8) vs player9,test (10)

Winner:

Game 1: 11 8  
 Game 2: 11 7  
 Game 3: 9 11  
 Game 4: 13 11  
 Game 5:

Back Cancel Save and Exit

- If no challenge has been issued for the match the administrator is entering, the administrator should go the main ladder page and click on the “admin record” tab.



- This will take them to the results entry screen as described earlier- select the two players (the numbers next to their names indicate their ladder position), then the winner, and then enter the scores. Click “Save and Exit” when finished.

### 3.B. Editing/Deleting Challenge Match Results

- A ladder administrator can go in to the system and edit scores of matches for any participant if the result is entered incorrectly.
  - On the Ladder, click on the player’s name.
  - When looking at the player’s challenge history, click on the edit or delete button next to the applicable match to be taken to the results entry screen:

Share on Facebook

#### Test Player6's Profile

Name: Test Player6	Gender: M
Home Phone:	E-mail: usqtestplayer6@gmail.com
Work Phone:	Birth Date: 2/21/1958, 51 years old.
	U.S. SQUASH #: 99633
	Membership Status: <b>Non-member</b>
	<a href="#">Click here to join U.S. SQUASH</a>

#### Ladder(s)

Ladder	Position	S/D	Partner	Last Match	Status	Return
<a href="#">U.S. SQUASH Demo Ladder</a>	3	Singles		09/03/2009	Active	-

#### Ladder Challenges:


: Match Winner

Challenge Status	Challenger	Position Before/After	Opponent	Position Before/After	Suggested Date	Created	Action
Played	Player6,Test	7 / 3	Player2,Test	3 / 4	09/03/09	09/03/09	



- If clicking the edit button, it will take you to the results entry screen, where the match can be edited as appropriate. If the winner of the match is being changed, it may be necessary to reset the players’ box positions as described in Section 3.C.
- If deleting the match, it may also be necessary to reset the players’ box positions as described in Section 3.C

### 3.C. Manually Changing Players’ Positions on the Ladder

- \*Note- Players’ positions will automatically be updated after completing challenge matches. This section only applies when the administrator is making manual adjustments to the Ladder.
- Click on a player’s name to go to the “Ladders” tab on their personal profile. Click on the Edit button next to the ladder in which you would like to change his/her position:

Ladder(s)							
Ladder	Position	S/D	Partner	Last Match	Status	Return	
 U.S. SQUASH Demo Ladder	8	Singles		-	Active	-	

Ladder Challenges:							
Challenge Status	Challenger	Position Before/After	Opponent	Position Before/After	Suggested Date	Created	Action
Challenged	Player9,Test	10	Player7,Test	8	09/03/09	09/03/09	Record or /  / 

- On that screen, use the drop-down menu to change their ladder position. You can also use the bottom drop-down to change them to “injured” or “disqualified” to temporarily remove them from the ladder:

**U.S. SQUASH Demo Ladder**  
**Test Player6**

*\* Required field.*

Ladder Details	
<b>Ladder Position: *</b>	3  
<b>Return date:</b> <i>Use return date to make this player unavailable for challenging</i>	<input type="checkbox"/> <i>Use return date.</i>
<b>Status:</b>	Active  

## 4. Participating in the Ladder

- This section describes what players need to know to enter and change scores.

### 4.A. Issuing a Challenge

- Players must be logged in to issue a challenge. For instructions on logging in, see section 1.A. Players may only enter results for their own matches.
- Go to the main ladder page as described in section 1B. Players can also find their ladder from the “Ladders” tab on their profile. On the main ladder page, a “Challenge” and “Record” button will show up next to any players that are within range to challenge.



8/15/2009 thru 12/15/2009

Page: 1 of 1

**key:** **Challenge:** Challenge this player, **Record:** Record a match, **O:** Out of range, **I:** You have a pending match  
**U:** Unavailable (away), **Date:** Suggested Date to be played and (last day to play), **W:** Wait before re-challenge, **\*** = Played within 5 days

Status	Position	Player	Rating	Return	Number of challenges	Win	Loss	Total
Challenge or Record	1	Player1,Test	0.00	-	-	-	-	0
Challenge or Record	2	Player5,Test	0.00	-	1	1	-	1
Challenge or Record	3	Player6,Test	0.00	-	1	1	-	1*
Challenge or Record	4	Player2,Test	0.00	-	2	-	2	2*
Challenge or Record	5	Player3,Test	0.00	-	-	-	-	0
-	6	Player4,Test	0.00	-	1	1	-	1
O	7	Player7,Test	0.00	-	-	-	-	0
U	8	Player8,Test	0.00	5/2009	1	-	1	1

- Click on the “Record” button only if the match has already been played and no challenge needs to be issued.
- To issue a challenge, click on the “Challenge” button. This will pull up the “Request a Challenge” screen:

This form allows you to make a challenge. If the match has already been played, select 'no' to send an email and save this screen. You will be able to enter the match after you save this form.

Send E-Mail:  Yes  No *select 'no' if you want to record a match that has been played.*

Challenger: **Test Player4** [Check Availability](#)

Vs.

Opponent: **Test Player5** [Check Availability](#)

Suggested date: -- Choose --  Must be played and recorded by **09/13/09**

**Note to your opponent:**  
*Example, include you and your partner's availability.*

- **Send E-mail:** You can choose not to send an email to the other player if you have already talked to them about setting up the match
- **Availability:** If a player has entered their standard availability on their player profile (players can do this by going to their profile, and clicking on the “Availability Tab”), it will show up when this link is selected.
- **Suggested Date:** Suggest a possible play date for your opponent. The match does not have to be played by the suggested date, but does need to be completed by the date marked in red.
- **Note to your opponent:** This section allows the player to insert a personalized note to the player they are challenging.

- Once finished, click on “Submit your request”. A challenge will be issued on the ladder and an email will be sent to the challenged player.

#### 4.B. Score Entry by Players

- Go to the main ladder page. Click on the “record” button next to the player that you have previously challenged. If no challenge has been previously issued, click on the “record” button next to the player.

<b>Record</b>	2	Player5,Test	Challenge Issued	1	1	-	1
<b>Challenge or Record</b>	3	Player6,Test	No Challenge Issued	1	1	-	1*

- This will take you to a match entry screen. Select the date the match was played and whether the match was completed or a default. Then select the winner. The numbers next to their names indicate their current ladder position. Finally, enter in all of the game scores, being careful to enter the scores under the correct player. Click “Save and Exit” to submit the score:

• Choose the winner's name in the first box and the loser's name in the second.  
 • Make sure you indicate the status; default, completed etc.

**U.S. SQUASH Demo Ladder**  
 • Start date: 9/3/2009 3:50:05 PM

Match date: Sep 3 2009  
 Status: Completed

**Players/teams:** player7,test (8) vs player9,test (10)

**Winner:**

Game 1:	11	8
Game 2:	11	7
Game 3:	9	11
Game 4:	13	11
Game 5:		

scores: in this case, player7 won 11-8, 11-7, 9-11, 13-11


select winner

#### 4.C. Changing Incorrect Scores



- Incorrect scores must be edited by the administrator of the ladder

#### 4.D. Setting a Return Date

- A “Return” Date makes you unavailable for other players to challenge, until the date that is selected. This would apply in situations such as vacation time or short-term injury.
- Go to your “ladders” page on your profile, either by clicking on your name on the ladder, or by clicking the “Ladders” tab while on your personal profile.
- Click on the “Edit” button next to the applicable ladder:

Ladder(s)							
Ladder	Position	S/D	Partner	Last Match	Status	Return	
 U.S. SQUASH Demo Ladder	8	Singles		-	Active	-	

Ladder Challenges:							
Challenge Status	Challenger	Position Before/After	Opponent	Position Before/After	Suggested Date	Created	Action
Challenged	Player9,Test	10	Player7,Test	8	09/03/09	09/03/09	<a href="#">Record</a> or /  / 

- Once at the next screen, select “use return date”. Then select the day you will be returning. The ladder will make you available for challenges as of this date.

### U.S. SQUASH Demo Ladder

#### Test Player4

*\* Required field.*

Ladder Details	
<b>Ladder Position: *</b>	6
<b>Return date:</b> <i>Use return date to make this player unavailable for challenging</i>	<input checked="" type="checkbox"/> <i>Use return date.</i> Sep ▼ 3 ▼ 2009 ▼
<b>Status:</b>	Active