



U.S. SQUASH

Box League Administrator Documentation

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For further questions that are not answered by this documentation, or for other league support needs, please contact U.S. SQUASH at Leagues@ussquash.com

1. Getting Started

1.A. Logging in to www.ussquash.com

- Administrators must be logged in to the site in order to manage their leagues. If it has not already been done, you or your club will need to contact leagues@ussquash.com to request administrative access to your club's leagues.
- Go to www.ussquash.com. Scroll over the "My Account" link on the right side of the page, and click on "Logon".
- Once on the logon page, enter your username and password. If you do not know your username and password, you can select the "forgot your password" link to have a new one emailed to you.
- If you have further problems with logging in to your account, please contact membership@ussquash.com for assistance.

1.B. Finding your Box League on the Site

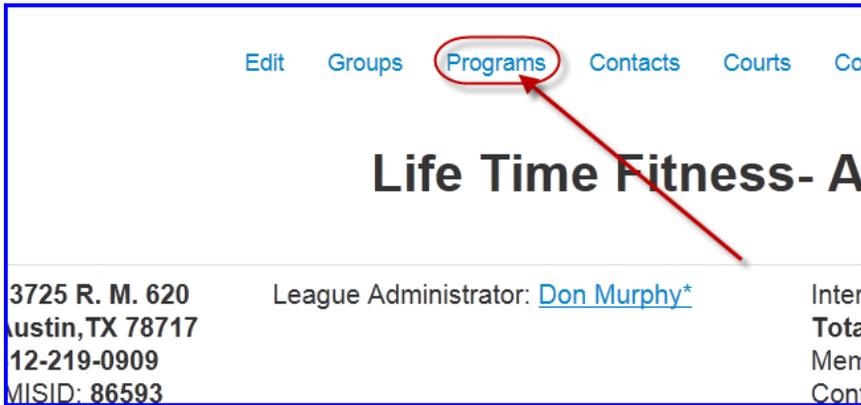
- Scroll over the "Play Squash" link in the middle of the page. On the menu that appears, click on the link for "clubs". On the search screen that appears, search for and select your club.
- On the club page, the box league will be displayed under the "events" section. If a box league is not yet created, see below for how to set one up.
- Alternatively, players and administrators can find the league directly from their personal profile if they are already entered as participating in the league. When logged in, scroll over the "My Account" link and select "Go to my profile". When looking at the profile, the box league will be displayed on the profile home page or by selecting the "club squash" tab and clicking on the name of the box league.

2. Setting-up the League

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

2.A. Creating a New League

- In order to create a new league, you must have administrative rights for your club or district. If you need these assigned, please contact leagues@ussquash.com.
- Go to the club or district site as described above in 1.B. Once there, click on the link for "Programs"



- Once on the “programs” screen, click on the “Box Leagues” tab and then “Add Program”; this will bring up the screen to create a new box league.
 - **Box Information:** Enter the name you would like to appear for the box. The module is currently only set up for singles. Then enter the dates of the league. (Note- these dates should be for the first session the league is running. I.E., if you are running a box league that runs every 6 weeks, enter the dates here only for the first 6 weeks of the league.
 - **Online Registration:** This is not currently available and will be released later; leave the box checked as “no”
 - **Season Properties:**

Season Properties

Use this ladder: *Matches in this box will also count toward this ladder.*

How are points awarded *

Defaults: *

Minimum match indicator:* once players meet this number a asterisk shows after their name.

Players move up:* Used for promotion in the next round

Players move down:* Used for demotion in the next round

Hide League * *use this option until you are ready to release it to your players*

Ranking Category *Used to place matches in the correct category.*

- You can associate the box league matches with a challenge ladder- all results from the box league will affect positioning on the challenge ladder.
- The two point systems generally used can be selected here. In the first option, a 3-0 win gives 6 points to the winner and 1 to the loser, a 3-1 win gives 5/2, and a 3-2 win give 4/3. In the second system, a 3-0 win gives 5 points to the winner and 1 to the loser, 3-1 give 5/2, and 3-2 gives 5/3. The choice is up to you- current box leagues in the system are split about 50/50 on which scoring system they choose.
- Defaults: Select whether a player that defaults a match receives either 0 or 1 point.

- Minimum match indicator: When a player in the league plays this number of matches in any given session, it will mark them with an asterisk. Use this to easily see if players have met a requirement for a minimum number of matches as described in your league rules. If this feature is not desired, set the number to 9.
 - Players move up/down: when a new season is created, this determines the number of players that will move up or down from each box based on their point totals from that season.
 - Hide League: Select “Yes” to hide the league from players and other users until you are ready for them to see it. Generally administrators use this feature when building the league.
- When finished, click on “Save” to create the league.
 - *Note- you do not need to select how many boxes are in the league during this process. That will automatically occur when players are added to boxes.

2.B. Changing League Parameters

- Any of the league properties as described in section 2.A. can be changed after initially saving the league. You must have administrative rights for your club or district. If you need these assigned, please contact leagues@ussquash.com.
- Go to the club or district site as described above in 1.B. Once there, click on the tab for “Programs”.
- On the “programs” page, select “edit” next to the box league you would like to edit.
- Edit the parameters of the league as described above in section 2.A.
- Click “Save” to finish.

2.C. Adding Players to Boxes

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

ults | [Contact Info](#) | [Add player](#)

left of the player’s name to enter a match. *Played at least 4 match
Choose a box to display: 1 2 3 4 5 Sho

Box #1 [[Show Scores](#)] Legend: W=Won, L=Los

Player	Edit	Points	Won	Lost	Marty Lourens	Joseph Steel
1. Marty Lourens *		25	5	0	***	3-0(5)
2. Joseph Steel *		16	3	1	0-3(1)	***

- 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, Jo) or by partial last name and first name (i.e. Smi, Joh). 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 box they should be placed.

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

Click on the circle to the left of the players name to add that player. *Expired Membership

Box Number	Player	City	Club
<input type="radio"/> - Choose box -	Smith,Brandon	-	U.S. SQUASH - Non Members
<input type="radio"/> - Choose box -	Smith,Randy S.	New York	New York Squash
<input type="radio"/> - Choose box -	Smith,Randy S.	New York	University Club of New York

Search Box

button to select player and drop-down menu to select player's box

use this button to add player and continue adding more players

use this button to add player and go back to the box

- Select "Add Another Player" to continue adding more players, or "Proceed to next screen" to enter the player and go back to the box.
- Continue entering players until all appear in the league.
- *Note - If players cannot be found, refer to section section 2.D.

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

- If a player is missing from the database and needs to be added, that player or league administrators can add them. In order to add players, you must know their name, email, and date of birth.
- Click on the "membership" link at the top of the page. Then click on the button that says "Create a FREE online account"

resources - Team USA Shop My Account -

with the biggest and most passionate squash community in the

advantages and privileges to your account. Not only will it give you
ou to view your club, district and national rankings online, contact
organizations and much more. You can read more about the

account takes only a few minutes and allows you to enter leagues

Create a FREE online account

- Enter the required player information, and click 'submit'. The player's account can now be added to the team roster, and an email will be sent to that player with a temporary username and password.

2.E. Starting the League

- Once players are entered in the league, play can begin at any time the administrator chooses.
- If the league property of “Hide League” has been set to “yes” (see 2.A.), you need to change that setting to “no” in order for players to see the league on the website and to be able to enter scores.

2.F. Printing

- To print out the entire league, click on the “Printer Friendly” button at the top of the main league page. This will create a version of the league that is easily printed out for manual display.

		Add player		Create/change season			
Enter a match.		*Played at least 4 matches		Printer Friendly			
Choose a box to display:		1	2	3	4		
		5	Show ALL				
Legend: W=Won, L=Lost, ()=Points earned							
Points	Won	Lost	Marty Lourens	Joseph Steel	Tony A. Dale, MD	Michael Floyd	Je
25	5	0	***	3-0(5)	3-0(5)	3-1(5)	3-1
16	3	1	0-3(1)	***	3-1(5)	3-2(5)	3-1

3. In-Season Administration/Updating the League

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

3.A. Result Entry

Either League Administrators or participants can enter match results. League Administrators can enter results for any match, while players can only enter results for their own matches.

- A player or administrator must be logged on to their account in order to enter scores.
- On the main League page, click on the “record” button of the match for which you would like to enter a result.

Box #2 [Show Scores]		Legend: W=Won, L=Lost, ()=Points earned							
	Player	Edit	Points	Won	Lost	Rob Simmons	Kim Ghanem	Imran Baqai	Jeff Sharpe
<input type="radio"/>	1. Rob Simmons *		22	4	1	***	1-3(2)	3-0(5)	3-0(5)
<input type="radio"/>	2. Kim Ghanem *		17	3	1	3-1(5)	***	1-3(2)	Record
<input type="radio"/>	3. Imran Baqai *		16	3	1	0-3(1)	3-1(5)	***	3-2(5)
<input type="radio"/>	4. Jeff Sharpe		9	1	2	0-3(1)	Record	2-3(3)	***

- 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 opponent from the drop-down menu of players. Next, select the winner of the match. 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.

• LTF Austin Fall 2010 Flex League-5/2/2011
 • Start date: 11/27/2012 12:42:02 AM

Match date: Nov 27 2012
 Status: Completed

Players: sharpe, jeff vs ghanem, kim

Winner:

Game 1:

Game 2:

Game 3:

Game 4:

Game 5:

Back Cancel Save and Exit

3.B. Editing Match Results

- A league administrator can go in to the system and edit scores of matches for any participant if the result is entered incorrectly.
 - On the League, click on the player's name.
 - When looking at the player's profile, select the "Matches" tab. Click on the edit button next to the applicable match to be taken to the results entry screen.

7/11/2011 SS	Marty Lourens	3.636 3.625	Kim Ghanem	3.145 3.155	6-11,11-7,11-6,11-4	1	
LTF Austin Flex League/Ladder Credit							
6/16/2011 SS	Marty Lourens	3.625 3.577	Joseph Steel	3.517 3.566	11-8,11-7,11-9	1	
LTF Austin Fall 2010 Flex League-5/2/2011							

- Edit the match as appropriate and click "Save and Exit" to submit.

3.C. Updating the Current league

- League Administrators may wish to move players into different boxes once they have created the league due to player drop-outs or additions. Players can also be removed or made inactive from boxes in which they are participating.
- Click on the "Create/Change Season" button on the main page of the box league.

sults|Contact Info Add player Create/change season

left of the player's name to enter a match. *Played at least 4 matches Printer Friendly
 Choose a box to display: 1 2 3 4 5 Show ALL

Box #1 [Show Scores] Legend: W=Won, L=Lost, ()=Points earned

Player	Edit	Points	Won	Lost	Marty Lourens	Joseph Steel	Tony A. Dale, MD	Michael Floyd	Je M
1. Marty Lourens *		25	5	0	***	3-0(5)	3-0(5)	3-1(5)	3-1

- “Update this Season” will already be selected at the top of the update page. **Note- to create a new league (i.e. move to the next month’s league), “create a completely new season” should be selected instead of “Update this Season”. This function is covered in section 5.
 - The dates of the season can be changed here
 - To move players to new boxes, select the new box from the dropdown list next to their name
 - To remove a player from the league, select “Out” from the dropdown next to their name.

The screenshot shows a web interface for managing a league. At the top, there is a form with the following elements:

- Radio buttons for "Update this season." (selected) and "Create a completely new season."
- Text input for "Start date: 5/16/2011" and "End date: 6/17/2011".
- Buttons for "Reset/undo" and "Update this season".
- A dropdown menu labeled "Choose a box to display: 1 2 3 4 5 Show ALL".

Below the form is a table titled "Box #1 [Show Scores]". The table has columns for "Player", "Edit", "Points", "Won", "Lost", and then columns for individual players: "Marty Lourens", "Joseph Steel", "Tony A. Dale, MD", and "Michael Floyd". The table contains 4 rows of player data:

Player	Edit	Points	Won	Lost	Marty Lourens	Joseph Steel	Tony A. Dale, MD	Michael Floyd
1. Marty Lourens *	[Edit]	25				3-0(5)	3-0(5)	3-1(5)
2. Joseph Steel *	[Edit]	16			***		3-1(5)	3-2(5)
3. Tony A. Dale, MD *	[Edit]	15	2	3	0-3(1)	1-3(2)	***	3-1(5)
4. Michael Floyd *	[Edit]	14	1	4	1-3(2)	2-3(3)	1-3(2)	***

Annotations in the image include:

- A red arrow pointing to the "Update this season." radio button.
- A yellow box with the text "Change dates for the league here" pointing to the date fields.
- A yellow box with the text "Select a New Box or Remove player here" pointing to the dropdown menu next to the first player's name.

- Click on the “Update this season” button to save changes. To cancel all changes and reset to original positions, click the “Reset/Undo” button.

4. Creating a New Season

- This section describes how to move from one period of time’s league to the next, including promoting and demoting players automatically

4.A. Automatically Promoting and Demoting Players

- Click on the “Create/Change Season” button on the main page of the box league.

The screenshot shows the same league management interface as above, but with the "Create/change season" button highlighted in blue. The table below it is partially visible:

Player	Edit	Points	Won	Lost	Marty Lourens	Joseph Steel	Tony A. Dale, MD	Michael Floyd
1. Marty Lourens *	[Edit]	25	5	0	***	3-0(5)	3-0(5)	3-1(5)

- Click on the radio button next to the box for “Create a completely new season”. A text box will appear notifying that players have been assigned to their new box assignments- click “OK”.

Then change the dates to reflect dates of the new league.

This section allows you to create the next season. Change player's box levels using the drop their names. The box level currently in their drop down list is based on two up and two down needed.

- Remove players** - To remove a player, select 'out' in the drop down list.
- Adding players** - You can add new players after you create the season.
- Timing out** - This page will time out after 45 minutes. So work fast!!!

Select from this list:

Update this season.

Create a completely new season.

Start date: 5/16/2011 *Make sure you change the dates.*

End date: 6/17/2011

Change to the new league/season dates

- Scroll down - notice that in the drop-down boxes next to each player, the top players (depending on how many you set in your league rules) have automatically been assigned to the next highest box, while the bottom-scoring players have been assigned to the box below. By changing the number in the drop-down boxes, the administrator can manually change these assignments before they are finalized. To remove a player from the league for the next season, select "out".

Box #3 [\[Show Scores\]](#) Legend: W=Won, L=

	Player	Edit	Points	Won	Lost	Jason C. Van Zandt	John F. Molina
2	1. Jason C. Van Zandt *		25				3-0(5)
2	2. John R. Molina *		19				***
3	3. Chris Schmitt *		16	3	1	0-3(1)	3-2(5)
3	4. Patrick Doran		9	1	2	0-3(1)	2-3(3)
4	5. Alex Robinson *		7	0	4	0-3(1)	0-3(1)
4	6. Tom Loftus		4	0	3	0-3(1)	1-3(2)

Click on the dropdown menu to manually change the new box assignments

- Once finished with the desired adjustments, click the button for "Create a NEW season"
- The name of the new season will automatically be generated by the system by taking the name of the previously league and adding the new league dates.
 - ***NOTE*** - To change the name of the league, adjust the dates, or hide the new league from public view, see section 2.B. "Changing League Parameters".

4.B. Resetting Overall Point Totals

- The overall point totals are viewable on the left side of the main league page. These do not serve as a ranking of the best players in the league, but instead show the number of points players have accumulated in their box over the course of the season. These totals carry over from the previous league when a new session is created.

- Many administrators prefer this point total to be reset for each new session. To do this, go to the club or district page, and click on the “Program” link. Then click on the “reset button next to the league for which you would like to reset the overall points.
 - NOTE – once point totals are reset, the previous totals cannot be recovered.

BOX LEAGUES LADDERS TOURNAMENTS				
+ Add Program				
Box League	Start Date	Settings	Delete	
LTF Austin Flex League	06/20/11	Edit Reset	Delete	
LTF Austin Fall 2010 Flex League-5/2/2011	05/16/11	Edit Reset	Delete	
LTF Austin Fall 2010 Flex League	08/30/10	Edit Reset	Delete	

4.C. Starting the New Season

- New players can be added to the newly created league by using the “Add Player” button as described in 2.C.
- The new league will automatically be ready to begin play at its start date. Be sure to change the “Hide League” feature to “No” so the participants will be able to view the league.