U.S. SQUASH
Challenge Ladder Administrator Documentation

Contents:

For further questions that are not answered by this documentation, or for other ladder 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 and ladders. 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 Challenge Ladder 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 ladder will be displayed under the "events" section. If a ladder 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 ladder will be displayed on the profile home page or by selecting the "club squash" tab and clicking on the name of 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 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"
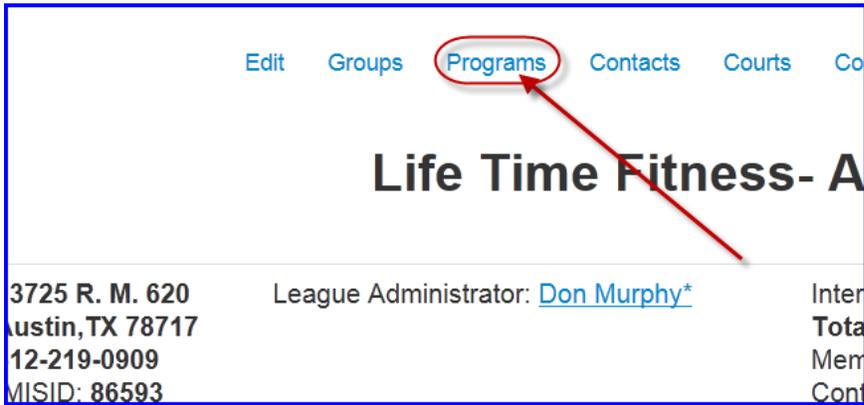
- Once on the "programs" screen, click on the "Ladders" tab and then "Add Program"; this will bring up the screen to create a new ladder. The following screen will appear:

- o **Ladder Name:** Enter the name you would like to appear for the ladder.
- o **Singles/Doubles:** The module is currently only set up for singles.
- o **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 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 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 ladder either on the club/district page, in the program page, or from a player's profile. Once you are at the ladder, click on "Add Player"
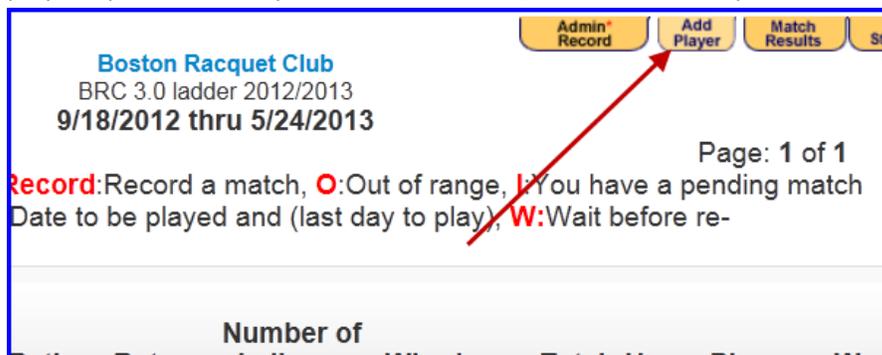
- Search for a player by last name. You can also narrow your search by searching for last name and first name or partial first name (i.e. Smith, J) or by partial last name and first name (i.e. Smi, John). Click on "search", or tab and hit the enter key.

- 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.

- 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

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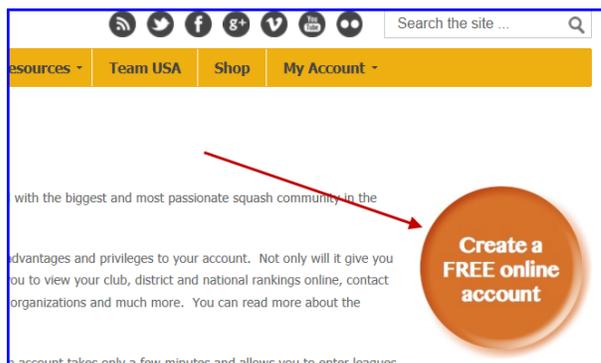
- Enter the required player information, and click 'submit'. The player's account can now be added to the team roster, and an email will be sent to that player with a temporary username and password.

2.E. Starting the 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 go to their "club squash" tab. Click "Record" next to the challenge:

- 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:

- 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.

o 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.
    - o On the Ladder, click on the player's name.
    - o 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:

    - o 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.
    - o 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 and go to the "club squash" tab on their player profile. Click on the "Change" button next to the ladder in which you would like to change his/her position:

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Club Leagues	Standing	Start Date	Change
BRC 2.5 Team Ladder	Position #: 5	10/07/11	✎
BRC 3.0 ladder 2012/2013	Position #: 9	09/18/12	✎

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

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 1.B. On the 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
-	6	Player4,Test		-	1	1	-	1
O	7	Player7,Test		-	-	-	-	0
U	8	Player8,Test		5/2009	1	-	1	1

challenge and record buttons

logged in as Player4, Test

- 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 a en and save this screen. You will be able to enter the match after you save this form.

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

Challenger: **Test Player4** Check Availability
Vs.
Opponent: **Test Player5** Check Availability

player availability

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

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

enter a note to your opponent to be included int he email here.

Back   Cancel   Submit your request

- o **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
- o **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.
- o **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.
- o **Note to your opponent:** This section allows the player to insert a personalized note to the player they are challenging.
- o 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

- You must be logged on to the website to enter your scores. 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.

| Record | 2 | Player5,Test | Challenge Issued | | 1 | 1 | - | 1 |
| Challenge or **Record** | 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:

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 the "club squash" page on your player profile.
- Click on the "Edit" button next to the applicable ladder:

- 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.