

# Softcourt Website Login Guidelines

The Women's Soft court web site is divided into 5 different login levels, each with varying degrees of accessibility. This is done to maintain an element of security, and make sure any changes are done by the consent and authorization of the Executive Board. The site is also accessible to the public, and allows them to read the rules of Softcourt, locate participating clubs, see officer and level coordinator contacts, and see general news and meeting minutes.

The password protected levels and their accessibility features are listed below.

**LEVEL ONE: Player login and password.** As a new player is added to the database, they are assigned by the website an id number. The person authorized at a higher level to add the player into the database assigns a player's password. After a player has initially logged in using her assigned password, she can go in under her details and change her password. Softcourt can retrieve player ids...but CANNOT retrieve player changed lost passwords. In this case, the password must be reset by the administrator.

The player login number remains the same with the player each year. This 7-digit number can be found under Player Information. Default password is tennis.

Players at this level may:

- \* check their stats and info, and may check the stats of other players within the system
- \* change address, phone or email on her info
- \* view teams and strength rosters
- \* view schedules
- \* view winners and runner up teams

**LEVEL TWO: Team login number and password.** THIS NUMBER and PASSWORD CHANGES EACH SEASON. As each new season begins, generally it is the club rep or the club pro that creates the teams at registration. The team login number is automatically generated by the website, the password is assigned by the club rep, and must be communicated to the team captains each season. Login is teamXXXX

At this level you may:

- \* do the same things as level one
- \* you can add existing players to your roster
- \* you can edit and change the email address, and phone numbers of your players
- \* you can build your strength roster until the established SR deadline
- \* you can enter and confirm scores on your matches played

**LEVEL THREE: Club Rep Login and password.** This number and password remains the same each year, unless the club rep has changed the password. It is the responsibility of the outgoing club rep to communicate this information to her successor. If the password has been lost a new password must be reset by the administrator. Login is clubXXX (numbers vary for one to three numbers)

At this level you may:

- \* do the same things as level one and two (except recording or confirming match scores, and building strength rosters)
- \* during registration you may create and add teams to the website

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- \* **LEVEL FOUR: Level Coordinator Login and Password.** The login number remains the same each year, but the password is reset as a new level coordinator assumes office, generally every two years, or if she is promoted to the board.

Login is levelX.X (your level)

At this level you may:

- \* do all the things as levels 1-3 can do
- \* you may edit and confirm scores only for the teams at your level
- \* you may change the club affiliation of players at your level
- \* you may add new players to the Softcourt database
- \* you may add new players to teams after registration has closed
- \* you may run a team email report
- \* you may view disputed matches
- \* you may run an Invalid Positions Played report during the current season

**LEVEL FIVE: Administrator Login and password.** This login id is only released to the Executive Board of Softcourt. The login and password remain the same each year unless it is deemed necessary by the Board or the President to change it. It is recommended to change the password every three years to insure security of the system. Login is admin

At this level you may:

- \* do all the commands of levels 1-4
- \* you can edit, confirm and review results at all levels
- \* you can change club affiliation of players at all levels
- \* you can change the first and last names of players
- \* you may add or edit a club and its information
- \* you may add a level (be very careful as this will snowball in other areas of the website!)  
New level additions must be done prior to the start of the next season
- \* you may add and open the next season (you must add a season first then set up the season)
- \* you may reset the password for any other player or id in the Softcourt database
- \* you may open the schedule feature of the website
- \* you may edit and enter the schedule
- \* you may add a news story to the news section (this is where the secretary posts the minutes of the meetings)
- \* you may run reports on stats (must be done before the new registration season begins)
- \* You may run reports on player or team ids
- \* you may add and edit officers for each season/year (this is generally done after the fall season has officially closed, and prior to the start of the spring season around January 1st)
- \* you may manage the file library (although you can only delete the info about the file title and description not the actual file itself)
- \* you may upload a new file to the library
- \* contact Matt Baker at [mrBaker8181@gmail.com](mailto:mrBaker8181@gmail.com) with anything you can't figure out