



Altiusrt Competition Management Manual

Updated Jun 2, 2015

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AltiusRT Basics Overview of AltiusRT

What does AltiusRT do?

Altiusrt is a comprehensive web based application to manage sport competitions and showcase results.



The system is intended to be used in **realtime** to record all match statistics as they occur. **Altiusrt** can manage individual matches, pools, appointments, matches, teams, results and statistics. It produces reports such as match reports and appointments, as well as aggregated reports such as top goal scorers and card summaries.

It provides all the tools for Tournament Officials (Tournament Directors, Technical Officers, Judges and Tournament Administrators) to manage all technical aspects of a competition.

Altiusrt also showcases competitions so that fans can follow players, teams and matches in **realtime** from wherever they are





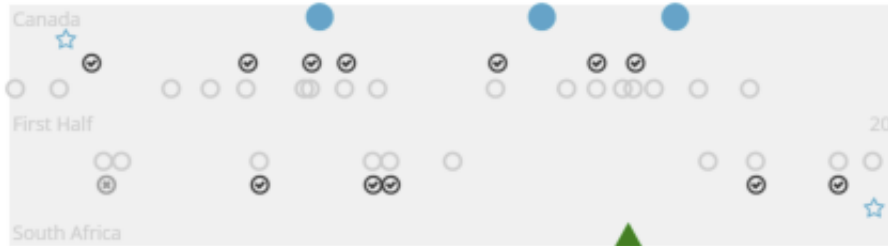
1st/2nd place

6 - 3 (3 - 0)

Official

Canada

South Africa



| Canada | | | South Africa | | |
|-----------------|-----|---------------------------------|--------------|-----------------|---------------------------------|
| Possession | 52% | <div style="width: 52%;"></div> | 48% | Possession | <div style="width: 48%;"></div> |
| Circle Entries | 23 | <div style="width: 23%;"></div> | 25 | Circle Entries | <div style="width: 25%;"></div> |
| Shots on Goal | 12 | <div style="width: 12%;"></div> | 13 | Shots on Goal | <div style="width: 13%;"></div> |
| Shots Wide | 1 | <div style="width: 1%;"></div> | 4 | Shots Wide | <div style="width: 4%;"></div> |
| Penalty Corners | 2 | <div style="width: 2%;"></div> | 8 | Penalty Corners | <div style="width: 8%;"></div> |
| Penalty Strokes | 0 | <div style="width: 0%;"></div> | 0 | Penalty Strokes | <div style="width: 0%;"></div> |
| Unforced | 1 | <div style="width: 1%;"></div> | 0 | Unforced | <div style="width: 0%;"></div> |

- Lineups
- Goals
- Cards
- Officials
- Match Preview
- Details

| Canada | | | | | |
|---------|-------------------|--------|------------|-------------|----------|
| Shirt # | Name | Minute | First Half | Second Half | Shootout |
| 3 | EASTY Anna (C) | 10 | | | |
| 4 | WATSON Kaelan (C) | X | 7 15 | 30 | |
| 5 | LEE Alison | X | | | |
| 6 | ROGANOWICZ Katie | 9 | | | |
| 9 | THOMPSON Maddison | 3 | | | |
| 11 | SHIER Kri (C) | 5 | 12 | | |
| 12 | WOODCROFT Amanda | X | | 35 39 | |
| 13 | WOODCROFT Nicole | 9 | | | |

| South Africa | | | | | |
|--------------|----------------------|--------|------------|-------------|----------|
| Shirt # | Name | Minute | First Half | Second Half | Shootout |
| 1 | DEWINNAAR Taryn (GK) | X | | | |
| 2 | COOPER Faye (GK) | | | | |
| 3 | GREAVES Amy | 11 | | | |
| 6 | MARTENS Tracy | 8 | | | |
| 7 | FREYER Shelley | 7 | | | |
| 8 | WALTERS Eloise | X | | 26 | |
| 10 | HACK Cindy (C) | X | 14 | 31 | |
| 11 | STELLA Kara | 8 | | 22 | |

| | | | | | |
|---------|------------------------|--------------|--|--|--|
| 14 | THICKE Alex | X | | | |
| 24 | MITCHELL Jocelyn | 5 | | | |
| 28 | BILETSKI Burgundy (GK) | | | | |
| 32 | LIU Azelia (GK) | X | | | |
| COACH | | DESOUZA John | | | |
| MANAGER | | SARAN Kam | | | |

| | | | | | |
|---------|------------------|---------------|--|----|--|
| 12 | O'CONNOR Jessica | X | | 39 | |
| 16 | MADSEN Kelly | 6 | | | |
| 17 | EVANS Celia | X | | | |
| COACH | | BOTHA Leonard | | | |
| MANAGER | | BRAY Emma | | | |

AltiusRT Basics Overview of AltiusRT

How do I navigate the system?

Header and Top Banner

You can use the top banners to navigate easily through the **Altiusrt** system. The header is where you will find the login/logout and the link to Help.

The main search is in the top menu bar and, if you are logged in, a link to the Admin Dashboard is to its left. You will also see a direct link to Competitions.

The top menu header colour depends on the system you are using:

Live system = white

Training system = green (see image below)

Admin Dashboard

The Admin Dashboard is where you can administrate competitions, alter settings and view any table in the system.

The screenshot shows the AltiusRT interface for a Training System. The top header is green and features the AltiusRT logo on the left, the text "Template Training System" in the center, and user information "SCHEINKONIG Rachel | Logout | ?" on the right. Below the header is a search bar with "Admin" and "Competitions" links. The main content area is divided into three blue panels. The first panel, "Competition Listing", includes a "View All" button and tabs for "In Progress", "Previous", and "Upcoming". Below these tabs is a table with columns for "Competition", "Dates", "Location", "Type", and "Match". The second panel, "4 Nations Men", displays the address "Nieuwe Kalfjeslaan 19, 1182 AA Amstelveen, Netherlands" and the local time "2015-03-30 20:07". The third panel, "Club competition", shows the location "Auckland" and the local time "2015-03-30 20:07".

Public/Admin Toggle

If you are logged in, you can toggle between public and admin pages by clicking the public or admin icon on the right below the search header.

Public icon:



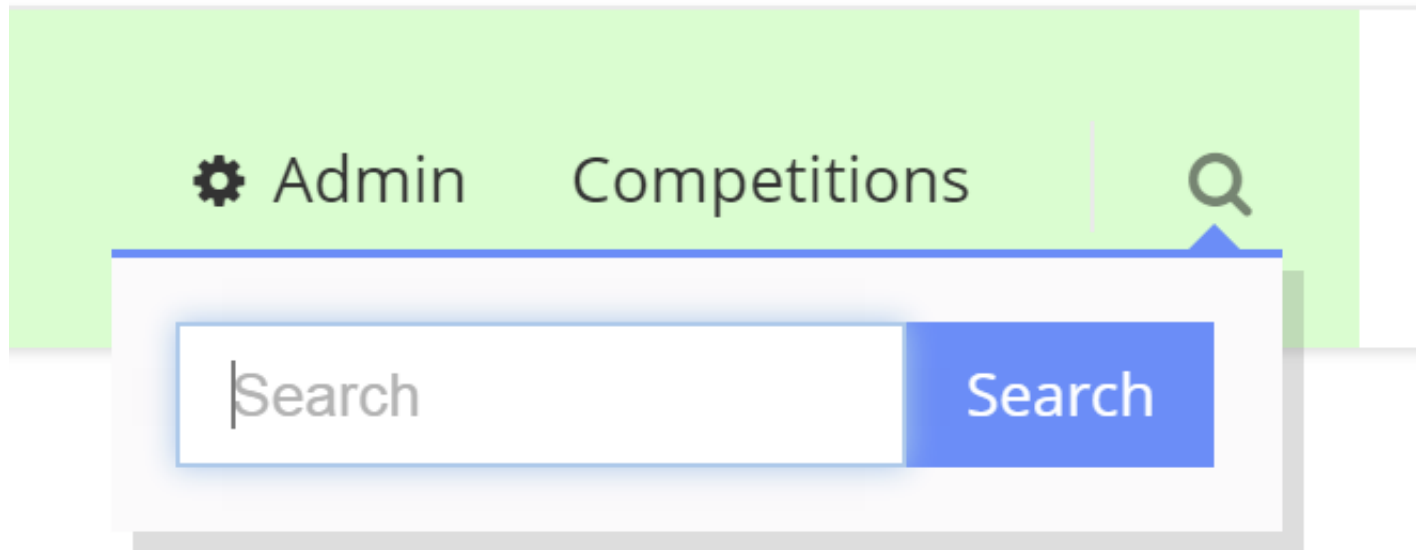
Admin icon:



AltiusRT Basics Overview of AltiusRT

How do I find a person, competition or match?

Wherever you are on **Altiusrt** you will see a search icon in the top right banner. You can use this to search for competitions or people in the system.



There is also a Competitions button on the top right that allows you to browse and sort for the competition you're looking for. In the Competitions listing, you will see competitions that are currently in progress, recently competed competitions or you can look at all the competitions in the system.

To find a particular match, click on the competition that match relates to, then click on 'matches'.

To find a Person or Competition:

1. Type the name into the search bar in the top right banner. You can do this either from the public landing page or the Admin Panel.
2. Click Search. You will see the associated results display. If you are in the Admin Panel you will be taken to the Admin Person record, if you are in the Public Portal you will be taken to the public record.

Search Results

cl Search

🔍 Competitions

Showing 1 of 1 results

| Competition | Dates | Location | Type | Matches |
|----------------------------------|----------------------|----------|----------------------|---------|
| Club competition | 18 Sep - 20 Nov 2015 | Auckland | Senior Mens Hockey5s | 4 |

🔍 People

Showing 9 of 9 results

| Display Name | Surnames | Given Names | Gender | Nationality | Competitions |
|--------------------------------|-----------------------|--------------------------|---------------------|-------------|--------------|
| WEBER Clifton | Weber | Clifton | M | USA | |
| SAAVEDRA Clara | Saavedra | Clara | F | USA | |
| CLAXTON Luisa | Claxton | Luisa | F | ENG | |
| LYNCH Clifton | Lynch | Clifton | M | AUS | |

1. Click the name to see the record.
2. If you are a logged in user, you can use the Admin and Public toggle on the right of any page to flip between the public and admin views of the page you're looking at.

AltiusRT Basics Overview of AltiusRT

What is the Admin Dashboard?

The Admin Dashboard is where system Administrators and Technical Officials find Competition Management, Match Management and System Management.

To get to the Admin Dashboard:

1. Log in
2. Click the Admin cog in the header banner

Note: You can also get back to the Admin Dashboard by clicking 'Admin' in the breadcrumbs of any page

The Admin Dashboard has 4 main components:

Activity Shows you your latest activity in the system as well as competitions that have been assigned to you.

Quick Access - let's you search the Admin side of the system, and access the most frequently used tables. It also let's you access the Settings.

Warnings - shows Administrators Competitions, Matches and People that have Statuses that need to be changed. For example a Match after a Competition is complete that needs to be set to Official

All Tables will take you to any table within the system

The screenshot shows the AltiusRT Admin Dashboard. At the top, there is a header with the AltiusRT logo on the left and navigation links for 'Act As User', 'Altiusrt Operations', 'Logout', and a help icon on the right. Below the header is a green banner with 'Template Training System: Admin' on the left and 'Competitions' with a search icon on the right. Underneath the banner is a 'Admin' section with a gear icon. The main content area is divided into two panels. The left panel is titled 'Activity' and contains a table with tabs for 'My Recent Activity', 'My Competitions', 'In Progress', 'Previous', and 'Upcoming'. The table lists recent activity with columns for the activity type, details, and time ago. The right panel is titled 'Quick Access' and features a search bar for 'Search Administration' and a list of links to 'Settings', 'Competitions', 'People', 'Locations', and 'Organisations', each with a corresponding icon.

| Activity | | |
|--------------------|---|-------------|
| My Recent Activity | My Competitions | In Progress |
| Governing Body | Alt2 | 3 days ago |
| Governing Body | Altius | 3 days ago |
| Match | ENG v USA (Bronze Medal) 4 Nations Women | 6 days ago |
| Match | ENG v USA (Round Robin) | 6 days ago |

| Quick Access | |
|-----------------------|---|
| Search Administration | Q |
| Settings | ≡ |
| Competitions | + |
| People | + |
| Locations | + |
| Organisations | + |

4 Nations Women

Competition **4 Nations Women**

6 days ago

Match **MAS v RSA (Round Robin)**

6 days ago

Organizations



Warnings

Competitions

Matches

New People

Competitions not set to Official past end date

| Status | Name | Dates | Location | Access Level |
|-------------|--------------------------|-----------------|--|--------------|
| In Progress | 6 Nations Men | 9 - 13 Jul 2014 | Barcelona | null |
| In Progress | 4 Nations Women | 3 - 12 Apr 2015 | Nieuwe Kalfjeslaan 19, 1182 AA Amstelveen, Netherlands | null |
| Verify | 4 Nations Men | 3 - 12 Apr 2015 | Nieuwe Kalfjeslaan 19, 1182 AA Amstelveen, Netherlands | null |
| Draft | 17.5 min quarters | 3 - 12 Apr 2015 | Sarah Durack Avenue, Sydney Olympic Park NSW 2127, Australia | null |

All Tables

Ages



Availability Roles



Competition Types



Competitions



Countries



Disciplines



Events



Governing Bodies



Locations



Official Roles



AltiusRT Basics People

People Overview

Altiusrt keeps track of people and their participation within your sport on an ongoing basis. A Person is any individual who can be represented or interact with the system.

A Person can be a Player, Official, Team Staff member, an Administrator of the system or any combination of the above.

To find a person type in their first or last name into the Search field in the top banner.

A Person record will show all stats that individual has in any role, on any team. In contrast, a Player record will only show the stats that Person has when playing on that particular Team.

Home > 4 Nations Men > Spain



| Spain | | | | |
|---------|---------------------|------------|-------|--------------|
| Matches | Players | Team Staff | | |
| Shirt # | Player | Age * | Goals | Games Played |
| 1 | ROLDÁN Jose (GK) | 17 | 0 | 0 |
| 2 | ORTÍZ Fernando (GK) | 17 | 0 | 0 |
| 3 | REGALADO Juan | 18 | 0 | 0 |
| 4 | PULIDO Arnau | 20 | 0 | 0 |
| 5 | HERNÁNDEZ Enrique | 18 | 0 | 0 |
| 6 | SALGADO Miguel | 19 | 0 | 0 |
| 7 | ANDREU Jose | 20 | 0 | 0 |
| 8 | MADRIGAL Marc | 20 | 0 | 0 |
| 9 | TEJEDA Adrian | 21 | 0 | 0 |
| 10 | MUÑOZ Angel (C) | 21 | 0 | 0 |

| | | | | |
|----|---------------------------------|----|---|--------------------|
| 11 | RENTERÍA Jorge | 22 | 0 | 0 |
| 12 | MAESTAS Lucas | 24 | 0 | 0 |
| 13 | ESCUDERO Oscar | 24 | 0 | 0 |
| 14 | PICHARDO Hector | 20 | 0 | 0 |
| 15 | LABOY Angel | 24 | 0 | 0 |
| 16 | ALMANZA Manuel | 24 | 0 | 0 |
| | | | 0 | |
| | | | | * As of 2015-04-03 |

When looking at a list of Players, you can click on a Player's name to see their Player record.



MARATHUMUTHU Guntur

 History

 Malaysia

Age: 19

| Matches Played | | | | | | |
|----------------|------------------|-------------------------|------------------|--------|---------------------------------------|-------|
| Match # | Date/Time | Details | Scoreline | Minute | Goals | Cards |
| 1 | 6 Jul 2014 15:00 | MAS v RSA (Round Robin) | 4 - 3 | X | FG 31 FG 36 | |
| 4 | 7 Jul 2014 15:00 | ARG v MAS (Round Robin) | - | | | |
| 1 | 2 Apr 2015 14:00 | MAS v RSA (Round Robin) | 2 - 2 (2 - 1 SO) | | | |

Clicking on the 'History' button on a Player record, will show you the Person record.



MARATHUMUTHU Guntur

Competitions as an Athlete

| Competition | Dates | Location | Type | Matches |
|---------------|------------------------|--|---------------------|---------|
| 6 Nations Men | 9 - 13 Jul 2014 | Barcelona | Senior Mens Outdoor | 18 |
| 4 Nations Men | 3 - 12 Apr 2015 | Nieuwe Kalfjeslaan 19, 1182 AA Amstelveen, Netherlands | Senior Mens Outdoor | 8 |

Caps as an Athlete

| Team | Age | Discipline | Gender | Caps | Last Match |
|----------|--------|------------|--------|------|------------|
| Malaysia | Senior | Outdoor | Men's | 1 | 2014-07-06 |

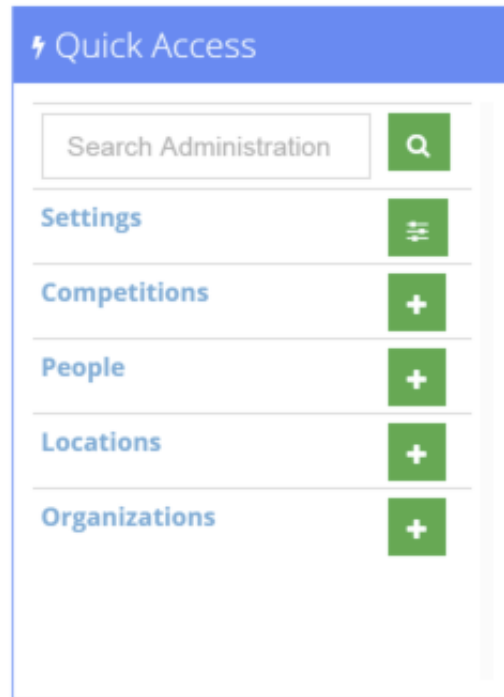
* For all games recorded in this system.

AltiusRT Basics People

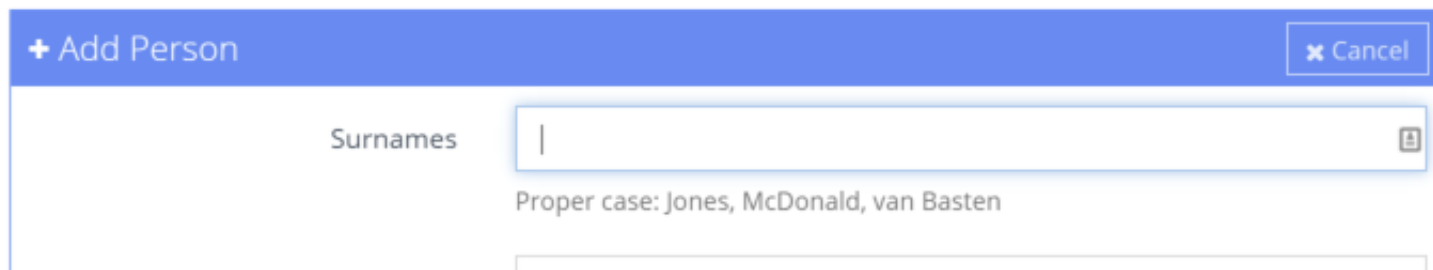
Adding a Person

To add a person:

1. Click the green '+' Add button beside People in the Quick Access portal on the Admin Dashboard.



1. Enter the Person details. The Display Name will automatically populate from the Surnames and Given Names, but it's important to ensure this is correct - especially with double barreled Surnames.

A screenshot of the 'Add Person' form. The header is blue with a plus sign and the text '+ Add Person'. In the top right corner of the header is a 'Cancel' button with an 'x' icon. Below the header is a form with a label 'Surnames' and a text input field. Below the input field is a hint text: 'Proper case: Jones, McDonald, van Basten'. There is also a small icon in the bottom right corner of the input field.

Given Names
Proper case: Amit, Anne-Marie, Juan Antonio

Display Name
Enter this typically as the first surname capitalized followed by the first givenname

Date of Birth

Gender

Nationality

Organization

Notes

Client ID
Optionally enter this person's unique ID from your membership system

2. Click 'Save'. If you are entering multiple People at once, click the 'Save - Repeat' button.

Client ID is an optional field when creating a Person. Client ID is used when you have an existing database of People that you want to refer to. This helps ensure that you don't have duplicate records in your system and you can easily track individuals between systems.

Using dates of birth are an important way to help reduce duplicate People in the system. They are also valuable for competitions with age restrictions.

When you click 'Save - View' you will be taken to the Person page. If you are an Admin you will be able to set the Person's Login information and invite them to the system.

Summary Actions ▾ Invite User ✓ Approved

New → ✓ Approved

Person: ROLDÁN Jose Edit Delete

| Field | Value |
|---------------|---|
| ID | 1023 |
| Status | Approved |
| Surnames | Roldán |
| Given Names | Jose Manuel |
| Display Name | ROLDÁN Jose |
| Date of Birth | 1997-08-23 |
| Gender | Male |
| Nationality |  Spain ↕ |
| Organization | null |
| Roles | [Athlete] |
| Notes | null |
| Client ID | null |

Person: Login Information Edit

| Field | Value |
|---------------------|-------|
| Email | null |
| Global Access Level | null |
| Last Activity | |

Name History Cancel

| Name | Reason | Effective on |
|-------------|----------|--------------|
| ROLDÁN Jose | Original | |

Duplicate Checker View All

| Match | Surnames | Given Names | Display Name | Date of Birth | Gender | Nationality | Org |
|--------------------|----------|-------------|--------------|---------------|--------|-------------|-----|
| [Empty table body] | | | | | | | |

Security Roles

| Type | Record | Role |
|------|--------|------|
|------|--------|------|

Recent Activity By ROLDÁN Jose

No records found

★ Caps as a Player

| Team | Age | Discipline | Gender | Caps | Last Match |
|------|-----|------------|--------|------|------------|
|------|-----|------------|--------|------|------------|

* For all games recorded in this system.

↻ Change History for ROLDÁN Jose

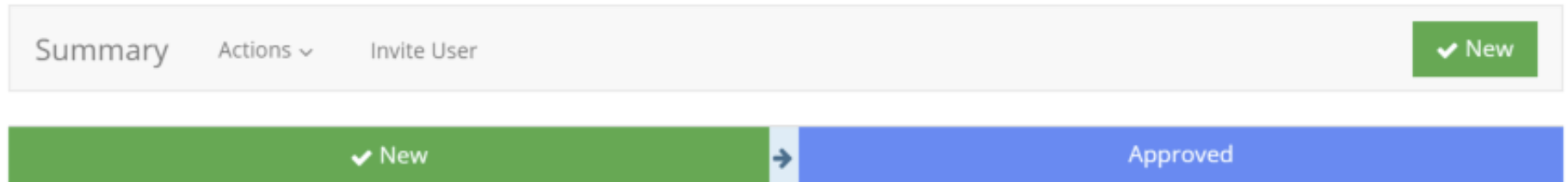
[↻ View All](#)

No records found

AltiusRT Basics People

Person Status: New or Approved

Many users of the system can enter a new Person including TDs and Judges who have an upcoming or in progress competition. When a new person is added, their status is set to 'New'.

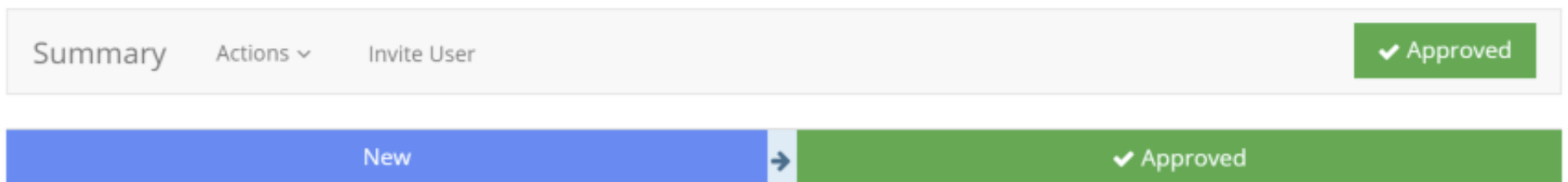


The status remains in 'New' until an Administrator changes the status to 'Approved'. New People should be changed to Approved when the Administrator has verified the details entered are correct, and that the Person does not have a duplicate entry in the system

To change a person's status to Approved:

1. Find the person who's status you wish to change in the Admin Portal.
2. Click the blue Approved button
3. Click the confirmation button

Once a person is approved, there are more restrictions on who can edit their record



Once a person is approved, the status bar will be hidden. To see the status bar, click on the small green 'Approved' button on the right in the Summary bar.

AltiusRT Basics People

Updating or deleting a Person?

To update a Person record:

1. Find the Person you want to update by searching for them in the browse People table. Click the green View button to get into the Person's record. You can also search for a person in the public facing portal, then click 'Administer this Person' in the Admin dropdown menu.

Summary Actions ▾ Invite User ✓ Approved

New → ✓ Approved

Person: EBERT Robbie Edit Delete

| Field | Value |
|---------------|---------------------|
| ID | 293 |
| Status | Approved |
| Surnames | Ebert |
| Given Names | Robbie |
| Display Name | EBERT Robbie |
| Date of Birth | 1994-03-29 |
| Gender | Male |
| Nationality | England |
| Organization | null |
| Roles | [] |
| Notes | null |

Person: Login Information Edit

| Field | Value |
|---------------------|-------|
| Email | null |
| Global Access Level | null |
| Last Activity | |

Name History Edit

| Name | Reason | Effective on |
|--------------|----------|--------------|
| EBERT Robbie | Original | |

Duplicate Checker View All

| | |
|-----------|------|
| Client ID | null |
|-----------|------|

| Match | Surnames | Given Names | Display Name | Date of Birth | Gender | Na |
|------------|----------|-------------|--------------|---------------|--------|----|
| [Redacted] | | | | | | |

| Security Roles | | |
|----------------|--------|------|
| Type | Record | Role |
| [Redacted] | | |

| Recent Activity By EBERT Robbie |
|---------------------------------|
| No records found |

| ★ Caps as a Player | | | | | |
|--------------------|-----|------------|--------|------|------------|
| Team | Age | Discipline | Gender | Caps | Last Match |
| [Redacted] | | | | | |

| Change History for EBERT Robbie | View All |
|---------------------------------|----------|
| No records found | |

Help

1. From here you will see a few different edit areas for a Person's record. Click the yellow 'Edit' button to edit the person's main record, login information, or name history.
2. Enter the details you wish you change and click the green 'Save' button

To delete a Person record:

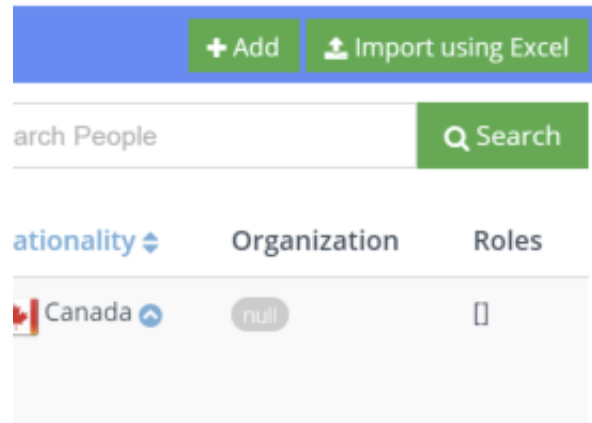
1. Find the Person you want to update by searching for them in the browse People table. You can also search for a person in the public facing portal, then click 'Administer this Person' in the Admin dropdown menu.
2. Click on the Delete button in the Person's main record. You will only be able to delete a record if it does not have references associated with it, these include being listed as a Player, Team Staff or Official for any competition.

AltiusRT Basics People

Bulk Entry for Adding People

To add many People at once using an Excel import:

1. From the Admin Dashboard, click on People
2. Click the green 'Import Using Excel' button in the top right corner



3. Click the green 'Download Template' button

+ Import People from Excel (Beta)

Your Excel Data File

| Row | Status | Surnames | Given Names | Display Name | Date of Birth | Gender | Organization | Nationality | Client ID | Email | Password | Global Access Level | Notes |
|----------------------------|--------|----------|-------------|--------------|---------------|--------|--------------|-------------|-----------|-------|----------|---------------------|-------|
| Excel Data File not loaded | | | | | | | | | | | | | |

Step 1: Download Excel Data File Template

Use this excel template to enter your records for import.

[Download Template](#)

Step 2: Upload Excel Data File

Upload the Excel Data File for verification

[Choose File](#) No file chosen

[Upload](#)

4. Open the downloaded Excel template file
5. Add People using the following guidelines: Display Name - use the following formula to calculate Display name
`=CONCATENATE(UPPER(IFERROR(LEFT(B5,SEARCH(" ",B5)-1),B5))," ",IFERROR(LEFT(C5,SEARCH(" ",C5)-1),C5))` Date of Birth - input dates of birth in the following format: YYYY-MM-DD Gender - type F for female and M for male Organization - This is a lookup from your list of Organizations. Select the Lookups sheet within the downloaded excel file to identify your lookups. You will see your organizations listed with their associated reference number. Use that number in the Organization column of the spreadsheet Nationality - This is also a lookup, follow the format above for Organization. You can also use the three letter Country code for Nationality, such as GUY for Guyana Client ID - If you have unique identifiers for people from your management system, you can add these in here
6. Once you have completed your excel document, click the grey 'Choose File' button in Step 2
7. You will see your file name. Click the blue 'Upload' button
8. You will see the Import confirmation screen. If you have any records with errors you can click on the 'Errors' tab to identify which records have bad data

+ Import People from Excel (Beta)

Summary

Errors

All

✕ Remove this Data File

Your Excel Data File

| Property | Value |
|---------------------|--------------------------------|
| Filename | ImportTemplatePeople (15).xlsx |
| Uploaded | 15 Apr 2015 14:42 |
| Status | New |
| Records Detected | 1 |
| Records with Errors | None |

9. To complete you import, select the 'All' tab and click the green 'Import all these records' button

+ Import People from Excel (Beta)


Summary

Errors

All

Remove this Data File

Your Excel Data File

| Row | Status | Surnames | Given Names | Display Name | Date of Birth | Gender | Organization | Nationality | Client ID | Email | Password |
|-----|--------|----------|-------------|----------------------|---------------|--------|-----------------------|--|-----------|-------------------------|----------|
| 5 | + New | Sandison | Adrienne | SANDISON Adrienne | 1983-06-03 | F | 15 The Tigers (15) | GUY  Guyana (32) | Blank | leighsandison@gmail.com | Blank |

Import all these records

AltiusRT Basics People

Merging People records

To merge two People records into one:

1. Click View on one of the two People records. In the Duplicate Checker you will see the other Person record listed. Only records which the system thinks are duplicates will be shown. We use First Name, Last Name, Nationality, Date of Birth and Gender to determine the likelihood of a duplicate.

Admin > People > HERNANDEZ Enrique



Summary

Actions ▾

Invite User

✓ New

✓ New

Approved

Person: HERNANDEZ Enrique

Edit

Delete

| Field | Value |
|---------------|-------------------|
| ID | 1211 |
| Status | New |
| Surnames | Hernandez |
| Given Names | Enrique |
| Display Name | HERNANDEZ Enrique |
| Date of Birth | null |
| Gender | Male |
| Nationality | Spain |
| Organization | The Bears |

Person: Login Information

Edit

| Field | Value |
|---------------------|-------|
| Email | null |
| Global Access Level | null |
| Last Activity | |

Name History

Edit

| Name | Reason | Effective on |
|-------------------|----------|--------------|
| HERNANDEZ Enrique | Original | |

| | |
|--------------|-----------|
| Organization | The Bears |
| Roles | |
| Notes | null |
| Client ID | null |

| Duplicate Checker | | | | | | View All |
|-----------------------|-------|-----------|-------------|-----------------------------|---------------|--------------------------|
| | Match | Surnames | Given Names | Display Name | Date of Birth | |
| Check | 69% | Hernández | Enrique | HERNÁNDEZ Enrique | 1996-08-30 | |

1. Click the yellow 'Check' button. If the two records are for the same person, you can merge them into one record.
2. The master record (the record you will be keeping) is always the record on the left. To switch records click the green 'Switch' buttons between the two names. This will make the other record the Master.



Summary Actions ▾ Invite User ✓ New

Master HERNANDEZ Enrique (1211)
View All

| Master | Match: 69% | Duplicate | | | | | | | | | | | | |
|----------------------------|--|---|-------------|-------|--------------|-------------------|-------|---------------|-------------------|-------|---------------|-------------------|-------|-------------------|
| HERNANDEZ Enrique #1211 | ← Switch → | HERNÁNDEZ Enrique #1045 | | | | | | | | | | | | |
| 1 minute ago | Created | 1 month ago | | | | | | | | | | | | |
| 1 minute ago | Updated | 4 weeks ago | | | | | | | | | | | | |
| | <input type="checkbox"/> ← References | ⚠ You cannot delete this record because it has references | | | | | | | | | | | | |
| | | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Players (3)</th> <th style="text-align: left;">Teams</th> <th style="text-align: left;">Competitions</th> </tr> </thead> <tbody> <tr> <td>HERNÁNDEZ Enrique</td> <td>Spain</td> <td>6 Nations Men</td> </tr> <tr> <td>HERNÁNDEZ Enrique</td> <td>Spain</td> <td>4 Nations Men</td> </tr> <tr> <td>HERNÁNDEZ Enrique</td> <td>Spain</td> <td>17.5 min quarters</td> </tr> </tbody> </table> | Players (3) | Teams | Competitions | HERNÁNDEZ Enrique | Spain | 6 Nations Men | HERNÁNDEZ Enrique | Spain | 4 Nations Men | HERNÁNDEZ Enrique | Spain | 17.5 min quarters |
| Players (3) | Teams | Competitions | | | | | | | | | | | | |
| HERNÁNDEZ Enrique | Spain | 6 Nations Men | | | | | | | | | | | | |
| HERNÁNDEZ Enrique | Spain | 4 Nations Men | | | | | | | | | | | | |
| HERNÁNDEZ Enrique | Spain | 17.5 min quarters | | | | | | | | | | | | |
| Hernandez | <input type="checkbox"/> ← Surnames | Hernández | | | | | | | | | | | | |
| Enrique | Given Names | Enrique | | | | | | | | | | | | |
| HERNANDEZ Enrique | <input type="checkbox"/> ← Display Name | HERNÁNDEZ Enrique | | | | | | | | | | | | |
| null | <input type="checkbox"/> ← Date of Birth | 1996-08-30 | | | | | | | | | | | | |
| Male | Gender | Male | | | | | | | | | | | | |
| Spain | Nationality | Spain | | | | | | | | | | | | |
| The Bears | Organization | null | | | | | | | | | | | | |
| null | Notes | null | | | | | | | | | | | | |
| null | Client ID | null | | | | | | | | | | | | |
| null | Email | null | | | | | | | | | | | | |
| null | Password | null | | | | | | | | | | | | |
| null | Global Access Level | null | | | | | | | | | | | | |
| HERNANDEZ Enrique (1211) | ← Merge ← | HERNÁNDEZ Enrique (1045) | | | | | | | | | | | | |

1. Select the fields you wish to transfer over by ticking the yellow boxes in the center, then selecting the green 'Merge' button at the bottom. You will not be able to undo the merging of this data to the other record.

Master HERNANDEZ Enrique (1211)

[View All](#)

| Master | Match: 69% | Duplicate | | | | | | | | | | | | |
|-----------------------------|---|---|-------------|-------|--------------|------------------|-------|---------------|------------------|-------|---------------|------------------|-------|-------------------|
| HERNANDEZ Enrique #1211 | ← Switch → | HERNÁDEZ Enrique #1045 | | | | | | | | | | | | |
| 4 minutes ago | Created | 1 month ago | | | | | | | | | | | | |
| 4 minutes ago | Updated | 4 weeks ago | | | | | | | | | | | | |
| | <input checked="" type="checkbox"/> ← References | ⚠ You cannot delete this record because it has references | | | | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>Players (3)</th> <th>Teams</th> <th>Competitions</th> </tr> </thead> <tbody> <tr> <td>HERNÁDEZ Enrique</td> <td>Spain</td> <td>6 Nations Men</td> </tr> <tr> <td>HERNÁDEZ Enrique</td> <td>Spain</td> <td>4 Nations Men</td> </tr> <tr> <td>HERNÁDEZ Enrique</td> <td>Spain</td> <td>17.5 min quarters</td> </tr> </tbody> </table> | Players (3) | Teams | Competitions | HERNÁDEZ Enrique | Spain | 6 Nations Men | HERNÁDEZ Enrique | Spain | 4 Nations Men | HERNÁDEZ Enrique | Spain | 17.5 min quarters |
| Players (3) | Teams | Competitions | | | | | | | | | | | | |
| HERNÁDEZ Enrique | Spain | 6 Nations Men | | | | | | | | | | | | |
| HERNÁDEZ Enrique | Spain | 4 Nations Men | | | | | | | | | | | | |
| HERNÁDEZ Enrique | Spain | 17.5 min quarters | | | | | | | | | | | | |
| Hernandez | <input checked="" type="checkbox"/> ← Surnames | Hernández | | | | | | | | | | | | |
| Enrique | Given Names | Enrique | | | | | | | | | | | | |
| HERNANDEZ Enrique | <input checked="" type="checkbox"/> ← Display Name | HERNÁDEZ Enrique | | | | | | | | | | | | |
| null | <input checked="" type="checkbox"/> ← Date of Birth | 1996-08-30 | | | | | | | | | | | | |
| Male | Gender | Male | | | | | | | | | | | | |
| Spain ↑ | Nationality | Spain ↑ | | | | | | | | | | | | |
| The Bears ↑ | Organization | null | | | | | | | | | | | | |
| null | Notes | null | | | | | | | | | | | | |
| null | Client ID | null | | | | | | | | | | | | |
| null | Email | null | | | | | | | | | | | | |
| null | Password | null | | | | | | | | | | | | |
| null | Global Access Level | null | | | | | | | | | | | | |
| HERNANDEZ Enrique (1211) | ← Merge ← | HERNÁDEZ Enrique (1045) | | | | | | | | | | | | |

To be able to delete the secondary record, you will need to merge all references.

1. Click the green 'Ok' button to confirm the merge.
2. To delete the duplicate record, click the red 'Delete Duplicate' button

AltiusRT Basics People

Person Name Changes

Note: If the person has not had a name change, but his/her name has just been recorded inaccurately, click 'Edit' on the main Person record.

To record a name change for a Person:

1. Find the Person who's name you want to change by complete a search, or finding the Person in the People table
2. Click the green 'View' button for the Person
3. Find the Name History portal and click the yellow 'Edit' button. You will see his/her current name listed.
4. Complete the name change fields, making sure to double check the display name. The date entered for 'Effective on' will determine whether previously run competitions will display the updated name change.
5. Click the green 'Save' button

| Name History | | | |
|------------------|----------|--------------|--------|
| Name | Reason | Effective on | Action |
| ACKERMANN Louise | Original | | |

| Add Name Change | |
|-------------------------------------|--|
| Surnames | <input type="text" value="Becker"/> <small>Proper case: Jones, McDonald, van Basten</small> |
| Given Names | <input type="text" value="Louise"/> <small>Proper case: Amit, Anne-Marie, Juan Antonio</small> |
| Display Name | <input type="text" value="BECKER Louise"/> <small>Enter this typically as the first surname capitalized followed by the first givenname</small> |
| Effective On | <input type="text" value="2015-04-30"/> |
| Reason | <input type="text" value="marriage"/> |
| <input type="button" value="Save"/> | |

You will see the name update the general Person record, while seeing the Person's original name listed in the Name History portal.

AltiusRT Basics People

People in the Public Portal

In the public portal, a Person's record will display his/her competitions and caps (if the administrator has elected to record Caps). Viewing the Player record for a competition will show that player's goals, cards and starting line up information as well as the result of the matches.

The administrator can select to show or hide dates of birth of players in their Admin Settings.

Administration System Security

Security Overview

The security of the system is provided by giving varied levels of access to different users. There are two types of access levels, global and competition. Different access levels can administrate the system, manage competitions, and manage matches.

At Altius, a 'Person' refers to an individual listed in the People table - these could be players, team staff, officials or administrators.

A 'User' refers to a person who has been given access to the admin area of the system (whether by global access or competition access).

To become a user, that individual's Person record will need to have an associated email address to be able to be invited to the system.

Only system Administrators can give global access to other Users.

Admin > Competitions > 6 Nations Men



Summary Actions ▾ Competition Info ▾ Reports Appointments Notify ▾

✓ In Progress

Security Summary: 6 Nations Men

| Access Level | Users |
|---------------------|--|
| Administrator | |
| Manager | |
| Registered User | |
| Tournament Director | BODE Garett + |
| Technical Officer | HALVORSON Marlon ABERNATHY Andrew + |
| Judge | ALMANZA Manuel BECKER Louise CONTRACTOR Geeta + |
| Media | + |

Access Level **Manager** can execute these actions

| Action | Condition |
|-----------------|-----------|
| Create | Always |
| Update | Always |
| Delete | Always |
| Change Status | Always |
| Merge | Never |
| Security | Never |
| View Tiebreak | Never |
| Update Tiebreak | Never |

The Manager can change the status to one of

 Team Manager

MALAVE Oscar
LLAMAS Valentina
HANAFI Perwira
KAMARUDIN Zakaria
KELLY thandeka
HOFFMAN Pearl
BLANCO Jorge
GIL Andrés
CORTEZ Magdalena
FAHEY Lennie
FAY Ona
QUIGLEY Salvador


Ready

Complete

Administration System Security

Global Access

Competition Access is given to Technical Staff to allow them to manage specific competitions. Global Access is the general access to the system.

There are three Global Access Levels:

Admin -has the ability to create and set up competitions. Can also register a new user, invite users to the system and grant users various access levels or change access levels of a user. The Admin has access to user email addresses.

Manager - the same level of access as the administrator with one exception, the manager level cannot see a user's email address, grant a user global access to the system or change the access level of another user in the system

Registered user – any person invited to the system will be given this baseline access; registered users have no ability to manage anything within the system, they can however, be selected to be given Competition Access.

Administration System Security

Giving Global Access

Only the Administrator can give another user Global Access to the system, or change a user's Global Access Level

To give a Person global access, follow these steps:


1. Go to the Admin Panel
2. Go to People
3. Find or create the Person you wish to invite
4. Add their email address and assign them a Global Access Level

✖ Cancel

Email

Password

Global Access Level

 Save > View

1. Click 'Save'
2. Click 'Invite User' in the Summary menu. You will be able to see a preview of the email the user will receive

Summary

Actions ▾

Invite User

✉ Invitation Preview for ABERNATHY Liliana

From **Template**

To **ABERNATHY Liliana** <abernathy.liliana@example.com>

Subject **Your invite to the Template Competition Mangement System**

Dear Liliana,

You have been registered as a user by **Template** on **Altiusrt**.

Altiusrt efficiently manages and captures the *realtime* statistics for competitions.

Login

To setup your password please visit this link

<http://template.training.altiusrt.com/password/setup> or copy it into your browser.

If you wish to change your email address, please reply to this email or contact **Template**.

Thanks for using **Altiusrt**,

Template

info@altiusrt.com

 Send Invitation

Send cc to yourself <ops@altiusrt.com>

1. Click the green 'Send Invitation' button

Administration System Security

Changing Global Access

As an administrator you can change someone's access level by following these steps:

1. Find the Person who's access level you wish to change
2. Click 'Edit' in the 'Person: Login Information' modal

Admin > Competitions > 6 Nations Men



Summary

Actions ▾

Competition Info ▾

Reports

Appointments

Notify ▾

✓ In Progress

Security Summary: 6 Nations Men

Access Level

Users

Administrator

Manager

Registered User

Tournament Director

BODE Garrett



Technical Officer

HALVORSON Marlon
ABERNATHY Andrew



Judge

ALMANZA Manuel
BECKER Louise
CONTRACTOR Geeta



Media



Add access to: 6 Nations Men

Person

BODE Garrett

Access Level

Tournament Director

Choose an access level for this competition

Save

Team Manager

- MALAVE Oscar
- LLAMAS Valentina
- HANAFI Perwira
- KAMARUDIN Zakaria
- KELLY thandeka
- HOFFMAN Pearl
- BLANCO Jorge
- GIL Andrés
- CORTEZ Magdalena
- FAHEY Lennie
- FAY Ona
- QUIGLEY Salvador

+

3. Select the Global Access Level you wish the person to have
4. Click 'Save'

Admin > Competitions > 6 Nations Men



Summary Actions ▾ Competition Info ▾ Reports Appointments Notify ▾ **✓ In Progress**

Security Summary: 6 Nations Men

| Access Level | Users |
|----------------------------|--------------|
| Administrator | |
| Manager | |
| Registered User | |
| Tournament Director | BODE Garrett |

+

Add access to: 6 Nations Men

Person: BODE Garrett

Access Level: **Tournament Director**

Choose an access level for this competition

Save

 **Technical Officer**

HALVORSON Marlon
ABERNATHY Andrew



 **Judge**

ALMANZA Manuel
BECKER Louise
CONTRACTOR Geeta



 **Media**



 **Team Manager**

MALAVE Oscar
LLAMAS Valentina
HANAFI Perwira
KAMARUDIN Zakaria
KELLY thandeka
HOFFMAN Pearl
BLANCO Jorge
GIL Andrés
CORTEZ Magdalena
FAHEY Lennie
FAY Ona
QUIGLEY Salvador



Administration System Security

What can People with No Global Access see?

For those clients that have a public facing **Altiusrt** site, the public (anyone without Global Access) can see all competition and match results in **realtime** from wherever they are.

[Home](#) > [4 Nations Women](#)



4 Nations Women

Nieuwe Kalfjeslaan 19, 1182 AA Amstelveen, Netherlands

3 - 12 Apr 2015

Local Time 2015-04-08 17:52

- Summary
- Matches
- Statistics
- Teams
- Pool Standings
- Officials
- Locations
- PDF Reports

Standings

Round Robin

| R | Team | GP | W | D | L | GD | P |
|---|-------------------------------|----|---|---|---|----|---|
| 1 | New Zealand | 3 | 2 | 0 | 1 | 5 | 6 |
| 2 | United States | 3 | 1 | 1 | 1 | -2 | 4 |
| 2 | India | 3 | 1 | 1 | 1 | -2 | 4 |
| 4 | England | 3 | 1 | 0 | 2 | -1 | 3 |

Matches

- Today
- Previous
- Upcoming

| 7 Apr | | | | |
|-------|---------------------------|-------------|---------------|----------|
| Time | Teams | Title | Scoreline | Status |
| 20:00 | IND - NZL | Round Robin | 2 - 5 (2 - 1) | Official |
| 18:00 | ENG - USA | Round Robin | 2 - 3 (0 - 0) | Official |

Statistics

- Individual Goal Scorers
- Team Goal Scoring

| Player | Team | FG | PC | PS | Total |
|------------------------------|------|----|----|----|-------|
| STROMAN Zoey | NZL | 0 | 1 | 2 | 3 |
| BAKER Autumn | ENG | 2 | 0 | 0 | 2 |
| GLOVER Anais | USA | 1 | 1 | 0 | 2 |

Teams



| Team | Code | Final Standing |
|-------------------------------|------|----------------|
| England | ENG | |
| United States | USA | |
| New Zealand | NZL | |
| India | IND | |

| | | | | | |
|---------------|-----|---|---|---|---|
| LIND Kira | USA | 1 | 1 | 0 | 2 |
| NARANG Rashmi | IND | 1 | 1 | 0 | 2 |
| WELCH Maxie | NZL | 2 | 0 | 0 | 2 |
| WHITE Alia | ENG | 2 | 0 | 0 | 2 |
| DAYAL Jara | IND | 0 | 1 | 0 | 1 |
| HAAG Phyllis | NZL | 1 | 0 | 0 | 1 |
| NARAIN Tejal | NZL | 1 | 0 | 0 | 1 |

[View All](#)

They can see starting line ups, top goalscorers, the Pitch location for a match and other stats like the result the last time two teams played against each other.

As a match is happening, they can watch the match results come in, whether that includes goals and cards or penalty corners and shots on net.

[Home](#) > [4 Nations Canadian Indoor Invitational 2...](#) > [Can v RSA](#)



4 Nations Canadian Indoor Invitational 2014 Women

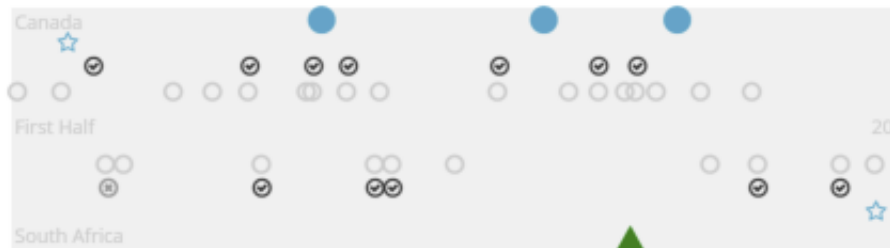
1st/2nd place

Canada

6 - 3 (3 - 0)

South Africa

Official



| Canada | | South Africa | |
|----------------|-----|--------------|----------------|
| Possession | 52% | 48% | Possession |
| Circle Entries | 23 | 25 | Circle Entries |
| Shots on Goal | 12 | 13 | Shots on Goal |
| Shots Wide | 1 | 4 | Shots Wide |

| | | | | |
|-------------------|---|----------------------------------|---|-------------------|
| Penalty Corners ☆ | 2 | <div style="width: 20%;"></div> | 8 | ☆ Penalty Corners |
| Penalty Strokes ★ | 0 | <div style="width: 50%;"></div> | 0 | ★ Penalty Strokes |
| Unforced ✖ | 1 | <div style="width: 100%;"></div> | 0 | ✖ Unforced |

- Lineups
- Goals
- Cards
- Officials
- Match Preview
- Details

| Canada | | | | | |
|---------|------------------------|--------------|------------|-------------|----------|
| Shirt # | Name | Minute | First Half | Second Half | Shootout |
| 3 | EASTY Anna (C) | 10 | | | |
| 4 | WATSON Kaelan (C) | X | 7 15 | 30 | |
| 5 | LEE Alison | X | | | |
| 6 | ROGANOWICZ Katie | 9 | | | |
| 9 | THOMPSON Maddison | 3 | | | |
| 11 | SHIER Kri (C) | 5 | 12 | | |
| 12 | WOODCROFT Amanda | X | | 35 39 | |
| 13 | WOODCROFT Nicole | 9 | | | |
| 14 | THICKE Alex | X | | | |
| 24 | MITCHELL Jocelyn | 5 | | | |
| 28 | BILETSKI Burgundy (GK) | | | | |
| 32 | LIU Azelia (GK) | X | | | |
| COACH | | DESOUZA John | | | |
| MANAGER | | SARAN Kam | | | |

| South Africa | | | | | |
|--------------|----------------------|----------------|------------|-------------|----------|
| Shirt # | Name | Minute | First Half | Second Half | Shootout |
| 1 | DEWINNAAR Taryn (GK) | X | | | |
| 2 | COOPER Faye (GK) | | | | |
| 3 | GREAVES Amy | 11 | | | |
| 6 | MARTENS Tracy | 8 | | | |
| 7 | FREYER Shelley | 7 | | | |
| 8 | WALTERS Eloise | X | | 26 | |
| 10 | HACK Cindy (C) | X | 14 | 31 | |
| 11 | STELLA Kara | 8 | | 22 | |
| 12 | O'CONNOR Jessica | X | | 39 | |
| 16 | MADSEN Kelly | 6 | | | |
| 17 | EVANS Celia | X | | | |
| COACH | | BOTHAS Leonard | | | |
| MANAGER | | BRAY Emma | | | |

Administration System Security

How do I see what another user can see?

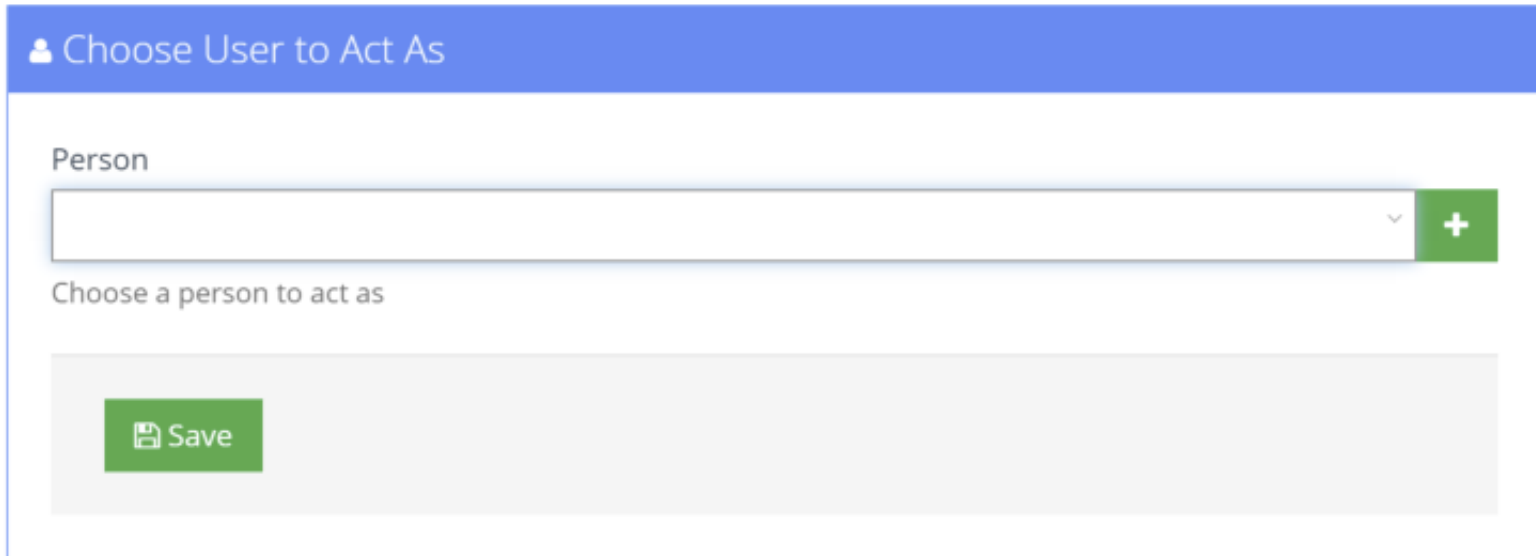
If you are an Admin, you can view the system as another user, with all of their access limitations.

To act as another User:

1. Click the 'Act As User' button in the header menu.

 Act As User

2. Enter the Person's name you wish to Act As



Choose User to Act As

Person

Choose a person to act as

Save

3. Click Save

You will see the selected User's name appear in your Header. In this mode you will only be able to see what that user has access to in the system.

To get back to your own view, click the 'Back to Your Name' button.

Administration System Set Up

Data Management Overview

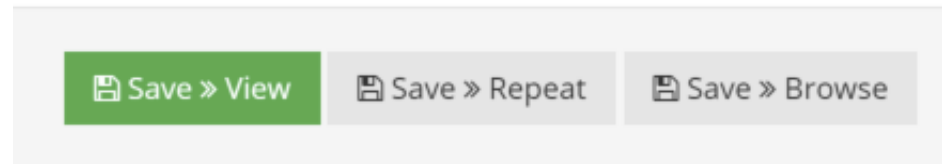
Data Tables

Once your **Altiusrt** system is up and running, a lot of data is held in the system in different tables. You will be able to get to everything you need from the Admin Dashboard.

Depending on the Global Access level you have, you will be able to see and edit various tables. To view all the records in a table, click on the name of the table. The green 'Add' button is used to add a record to a table.

Saving a record

When you are adding a new record to a table, there are often choices when you're saving the record. You can either Save and view the record you just created, Save and Repeat (to add another record to that table with some information from the previously entered record) or Save and Browse where you can see the record you just added with all the records in that table.



Keyboard Shortcuts

You can use your keyboard to tab through the system.

The space bar will select a check box, and Return/Enter will submit or save the record you are creating or editing.

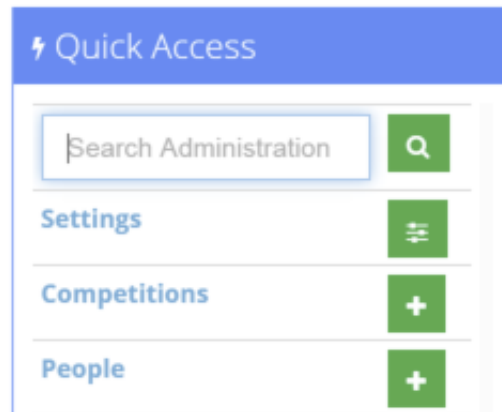
Administration System Set Up

Client Settings

Client settings allow you to set up your **Altiusrt** system how you want it.

To update your client settings:

1. On the Admin Dashboard, click the green 'Settings' button in the 'Quick Access' table.



1. There are three Settings categories, General, People and Competitions. Each of these categories contains elements that you can make specific to your preferences.
2. Click 'Save' when you edit any category.

General settings allow you to select a Governing Body which will place the Logo of the Governing Body on all reports.

It also allows you to select the Competition Manager from the People table. This person's name and associated email address will appear on notifications sent to system users and competition officials.

People settings allow you to determine what information can be collected and displayed for People in the system. It also allows you to set a default nationality for new People.

Competition settings allow you to determine what information is collected, such as Rankings and Caps, for your competitions, it also allows you to put restrictions on shirt numbers, allow Umpires to be Technical Officials, determine what types of Organizations can compete, and other Text Options.

Administration System Set Up

File Manager

To add files, such as logos, to your Altius system:

1. Admin
2. Settings
3. File Manager

From there you will be able to upload, rename, edit, download and delete files.

To add a file:

1. Click the green 'upload' button
2. Upload files by dropping them into the grey box. Files can't be bigger than 1MB.

To add a logo to a Governing Body:

1. Click the yellow 'edit' button on an already created Governing Body, or create a new Governing Body by clicking the green 'add' button
2. In the logo field, click the grey 'file' button on the right
3. Find the file you wish to use and select it
4. Click the green 'select' button

To add a logo to your Competition:

1. Click the yellow 'edit' button on an already created Competition, or create a new Competition by clicking the green 'add' button
2. In the logo field, click the grey 'file' button on the right
3. Find the file you wish to use and select it
4. Click the green 'select' button

To add a logo to an Organization:

1. Click the yellow 'edit' button on an already created Organization, or create a new Organization by clicking the green 'add' button
2. In the logo field, click the grey 'file' button on the right
3. Find the file you wish to use and select it
4. Click the green 'select' button

Administration System Set Up

Adding an Organization

An Organization is any entity that competes in your competitions. Organizations can be a countries, clubs, universities, schools or any combination of the above.

Adding Organizations that compete regularly to your **Altiusrt** system early on is helpful. Please note that each Organization may have multiple teams - for example a University might have Women's Varsity, Men's Varsity, and Junior Varsity teams all competition under the one University organization name. This is easily managed within the system.

To add an Organization:

1. Click the green '+' button beside Organizations on the Admin dashboard.
 2. Complete the form fields. Fields that need to be completed are: Type, Code, Name and Country. The Code is how the Organization will be referenced when selected for a Team.
-
1. Click 'Save'. If you are creating many Organizations at one time, clicking 'Save - Repeat' is a helpful time saver.

Administration System Set Up

Adding a Governing Body

A Governing Body is the authority that runs the Competition. In most cases, the system owner will be the Governing Body, however there are some instances where another entity is running the Competition.

To add a Governing Body:

1. Click the green '+' Add button beside Governing Bodies in the All Tables portal of the Admin Dashboard.

2. Complete the fields.

1. Click the green 'Save' button

Administration System Set Up

Adding a Location

Geolocation is a way that a computer maps a geographic location to an address. **Altiusrt** uses geolocations to create location and pitch maps, we also use them to pull the timezone of a competition so that the match times are listed for the right timezone.

To add a Location:

1. Click the green '+' add button beside Locations in the Quick Access portal of the Admin Dashboard.
2. Enter the name of the Location, and the address of the Location in the Geolocation field.
3. Move the red pin to the entrance of the competition Location.
4. Enter the address that will be seen by users for the Location
5. Click 'Save'

A pitch will automatically be created for you when you enter a new Location.

To adjust the Pitch or create a new Pitch:

1. Click the green 'Browse' button beside the Pitch that was created or the green 'Add' button for a new pitch.
2. Click the yellow 'edit' button
3. Drag the pin to the centre of the pitch
4. Rename the pitch as appropriate
5. Click Save

This helps everyone to know which pitch a match is being played on for venues with many pitches in one location.

Please note that you can select multiple locations for a competition, but the first one you list will be set as the default, and will set the competition timezone.

Administration System Set Up

Adding a Ruleset

Rulesets identify the parameters that a competition will adhere to. This includes parameters such as how long a period is, how many there are, how many players can be on a roster, and yellow card minimums. It also calculates points for margins of victory, pool standings and how tiebreakers are determined.

To add a ruleset:

1. Click on the green '+' add button beside Rulesets on the All Tables portlet of the Admin Dashboard.
2. Complete the required fields.
3. Click 'Save'

Period count refers to the number of periods in the match. Halves would be '2', and quarters would be '4'.

Period length is the time of each period. '35' for 35 minute halves. Tiebreaker count refers to the number of shootouts for each team to determine a winner in the event of a tiebreak.

Points allocation determines how many points are given for Wins, Losses, Ties, etc to determine Pool Standings. The system allows you to set points for margins of victory as well as wins and losses after a draw.

Administration System Set Up

Adding an Official Role

Adding an Official Role will allow people to be selected in that role in the Officials table of a Competition.

To add an Official Role:

1. Click on the green '+' Add button beside Official Roles in the All Tables portlet of the Admin Dashboard.
2. Complete the form fields. The numeric rank assigned to the role you are adding will determine the new role's placement within the Official Roles list - the lower the number, the higher the role will be placed in the list.

1. Click 'Save'

Administration System Set Up

Adding an Age Category

Age categories allow for restrictions of minimum and maximum age for specific competitions. There are 3 age categories set up on the system: Senior, U21 and U18.

Please note the age category will not restrict players from being allowed to be added to a team for that competition.

To create a new age category:

1. Click on the green '+' Add button beside Age Categories in the Admin Dashboard.
 2. Complete the form fields.
-
1. Click 'Save'

Competition Management Creating a Competition

Competition Creation Overview

With **Altiusrt**, creating Competitions is easy. You can create and run Competitions with any number of teams, pools, and matches and with whatever ruleset you choose.

You can even link two or more Competitions together by creating an Event - this will pull the appointments and schedules together.

Competition Management Creating a Competition

Creating a Competition

1. In the 'Quick Access' portal of the Admin Dashboard, click on the green 'add' button beside Competitions. If you have multiple Competitions using shared resources be sure to choose or create an Event.
2. Enter Competition details. It is very important to choose a geolocation for your Competition as this will define the Competition timezone.
3. Click 'Save'.

Once you have created your Competition you will land on the Competition page.

Competition Management Creating a Competition

Competition Status

Competition Statuses are used to determine who has access to view and edit Competitions details.

Draft: the Competition is only visible to the admin. Every Competition will start in draft mode.

Published: main Competition details can be seen by anyone using the system but only the admin has access to edit details

Verify: the TD can access the Competition and edit details such as players and team staff. The TD can move the Competition into 'In Progress' mode.

In Progress: Technical Officials have access to manage Matches. Matches can only be managed by Officials when the Competition is In Progress. The Competition can appear as a featured Competition on the public landing page.

Official: all of the matches are official and final standings have been confirmed.

The TD can move the competition into Official, however only the Admin can make changes to the competition once it's in Official mode.

You can toggle the status bar on and off by clicking on the status button on the top right of the Summary bar

Competition Management Creating a Competition

Changing Competition Status

If you are an admin, you have access to change the status of a Competition at any point. If you have been given TD Competition Access you will be able to change the status of a Competition once the Competition is in Verify mode. The TD can change the Competition Status from Verify to In Progress and to Official. Once the Competition is Official, the TD can no longer change the status.

Change the status from:

1. **Draft to Published** when the dates and location of the competition have been finalized. At this point, anyone can see the competition details.
2. **Published to Verify** when the teams, matches and officials have been entered and are complete.
3. **Verify to In Progress** when all team lists are final. You will need to set the competition as In Progress to allow matches to be managed.
4. **Progress to Official** when all matches have been completed and are marked as official. Also ensure the final standings have been verified.

To change the status:

1. Click the blue status button with the name of your desired status
2. Click the 'Set Status' button to confirm

A small warning icon, an exclamation mark, will appear beside a status to let you know various elements of the competition need to be completed before you should change the status. Clicking on a status with an exclamation icon will display all the warnings that need to be verified before changing the status.

Competition Management Creating a Competition

Creating an Event

If you are running multiple competitions at the same time using shared resources, for example a men's and women's event using the same pitches and shared officials, you can choose to create an Event to tie the competition schedules together.

To create a new Event:

1. Click the green '+ add' button in the Events portlet on the Admin Dashboard.
2. Complete the form fields. Make sure the name of your Event includes the year if it's an annual tournament.
3. Click 'Save'

Once you have added Competitions you will be able to see them on the Event page. Click the Schedules and Officials buttons in the Summary bar to see the consolidated data for all competitions within that Event.

Competition Management **Creating a Competition**

Adding a Location to your Competition

Adding locations to a Competition is essential to derive the timezone of your Competition.

To link the Competition to a Location:

1. Click the green 'manage' button in the Locations portal of your Competition page.
2. Select the Location you wish to add to your Competition. If your Location is not already in the list of Locations, use the green add button to create a new Location
3. Click 'Link Location to this Competition'

You can select multiple Locations, however the first Location you choose will be the primary Location of your Competition and will set the timezone for the Competition.

Once you have linked a Location to your Competition, you will then be to select Pitches and associated Locations for each match.

Competition Management Creating a Competition

Adding Pools

A Pool is essential for Competitions where you want to tabulate standings through wins, points, etc.

In order to tabulate standings (even for a two team Competition) at least one Pool needs to be entered. You will need to select the Pool when you're creating Matches to place those Matches into the appropriate Pool.

You will not need to use Pools for knockout Competitions.

To create a Pool:

1. Click the green 'Add' button in the Pools portal of the competition page.
2. Name the Pool
3. Click 'Save'

Competition Management Creating a Competition

Adding Teams

To add Teams to the Competition:

1. Select the green '+ Add' button in the Teams portlet of the competition page.
2. Select the Team you want to add from the Organization list. If the Team you want to add is not already an Organization, add it inline by clicking the green '+ Add' in the Organization field. If your Organization has played in a previous Competition of the same gender, discipline and age, the Team colours from that Competition will be produced
3. Complete the remaining fields for the Team
4. Click Save.

If you have many teams to enter, don't forget about the 'Save - Repeat' button. You will be able to see the last Teams you entered below.

Competition Management Creating a Competition

Team Status: New to Approved

Every Team will have a 'New' status that will need to be changed to 'Approved' when the final Team colours, Players and Team Staff rosters are complete.

Changing the Team status to Complete helps verify that rosters have been verified and all necessary information is in the system.

To change a Team's status from New to Approved, click on the Approved button and confirm your choice.

Competition Management Creating a Competition

Adding Matches

To add a Match to your Competition:

1. Select the green '+Add' button on the Matches portal of the Competition page
2. Enter the Match details. It is important to add the Match to the correct Pool to have the Match results entered in the Pool standings.
3. For Pool Matches, enter the Home Team and Away Team, you will not need Home Title and Away Title. For classification matches where the teams are not yet known, do not enter a Home and Away Team, instead enter a Home Title and Away Title. Home and Away Titles should reflect the placement that determines the teams for the Match. For example, Winner Match 37 or 1st Pool A. You will be able to see these in the dropdown menus for Home Title and Away Title fields. Select the titles listed in the dropdown to help with updating classification matches once Pools are complete.
4. Select the Pitch. The Pitches shown will be determined by the Location you have selected for your Competition.
5. Click Save.

By clicking 'Save - Repeat' you can enter your next match easily, with the date and pitch taken from your previous entry. You will also be able to see a list of the last matches you've entered below, to help you keep track of what you've already entered in the system.

Competition Management **Creating a Competition**

Editing a Match

To edit a match:

1. Click green 'Browse' button in the Matches portlet on the Competition page
2. Click the yellow 'Edit' button on the match
3. Alter the details as appropriate.
4. Click 'Save'

The updated details of the match will now appear everywhere in the system

Competition Management Creating a Competition

Adding Officials

To add an Official:

1. Click on the green 'Add' button on the Officials portlet on the competition page.
2. Choose the Person you wish to add. If the official is not already in the system, you can add her/him inline by clicking the green '+' button to the right of the Person field.
3. Assign a Competition Access Level to the Official. You will be granting this Person specific Competition Access which will allow him/her to complete various actions, such as managing a match.
4. Click 'Save', use the 'Save - Repeat' button if you are adding many Officials at the same time

Competition Management **Creating a Competition**

Adding Players and Team Staff

Adding Players to a Team:

1. Select the Team from the Teams Portal of the competition page
2. You will see the Players portlet. Click the green 'Add' button to create a new Player.
3. Each Player needs to be a Person in the system. Find the Person record by typing the name into the Person field. If the Player has been in a previous Competition in the system, you will see information such as previous number, whether the Player is a Captain or a Goalkeeper and their system caps (the number of Matches they have played that are on the system), pulled into the appropriate field. These are editable.
4. Click 'Save'. If you have many players to enter, click 'Save - Repeat' to speed up the process.

Tab through the fields to make the process quicker. On the Captain and Goalkeeper boxes use your spacebar to select.

Adding Team Staff members to a Team:

1. Select the Team from the Teams Portlet of the competition page.
2. You will see the Team Staff portlet. Click the green 'Add' button to create a new Team Staff member.
3. Each Team Staff needs to be a Person in the system. Find the person record by typing the name into the Person field.
4. Complete the remaining fields paying special attention to the Competition Access Level assigned. Anyone with Team Manager Competition Access can edit starting line ups when a match is in Upcoming mode.
5. Click 'Save'. If you have many Team Staff members to enter, click 'Save - Repeat' to speed up the process.

Competition Management

Creating a Competition

Editing Players and Staff

To edit a Player or Team Staff member:

1. In the Team page, click on the name of the Player or Team Staff member you wish to edit
2. Click the yellow 'Edit' button on their record
3. Edit the details
4. Click 'Save'

Please note if you change a Player's number, captaincy or goalkeeper status in the Player record it will be reflected across all Matches that have not yet been played. To change a Players' status or number for one match only, change this in the LineUp form in the Match Manager.

Competition Management Creating a Competition

Too many players on a roster

In many competitions, Team Managers submit a long list roster prior to the final team selection. In some cases the long list of players might be too long to appear on a Match Report.

This means prior to the Roster selection for the Match, the Match report will be blank and players will need to be hand written. Once the Match roster has been selected, those players that are not selected to participate in the match should be listed as 'NS' - Not Selected. Players listed as Not Selected will not be listed on the match report.

Competition Management Creating a Competition

Pre Competition Reports

You can find all reports for a Competition by clicking the 'Reports' tab on the competition page. This allows you to see all reports for the competition including appointments, officials, teams, match reports, pools and aggregated stats.

All reports are available to you at any point during a Competition and all reports are updated in **realtime**.

If there is danger of your internet going down while managing Matches, it is useful to download a Whole Set before the Competition begins just in case.

Competition Management **Creating a Competition**

Pre Competition in the Public Portal

Before a competition starts, the public can see the Competition details, the Match listing, Teams, Pools and Officials.

Competition Management Assigning People Competition Access

Competition Access Roles

There are five Competition Access Roles that a Person can be assigned to.

These are:

Technical Director (TD):

1. Can change the status of the Competition when the Competition status is in either Verify or in Progress. Note: Only the TD can change the status of the Competition, and the competition status must be 'In Progress' for judges to manage matches
2. Can edit the Competition to which they have been assigned once the Competition is in Verify or in Progress status.
3. Can notify Officials of their Appointments.

Technical Official (TO):

1. Can edit the Competition to which they have been assigned once the Competition is in Verify or in Progress status.
2. Can notify Officials of their Appointments.

Judge:

1. Can manage and change the status of Matches
2. Can add/edit Players and Team Staff on a roster

The Competition status must be in In Progress to complete these actions

Team Manager:

1. Can edit and submit Starting Line Up forms for the Team they are managing

The Match status must be in 'Upcoming'

Media:

1. Can access the Impact Stats panel for Matches

To operate Impact Stats, the clock for the Match must be running. Only Judges, TOs, and TDs can operate the clock.

Competition Management Assigning People Competition Access

Assigning Competition Access

To give a Person Competition access:

1. Select the Competition you wish to add the Person to
2. Click the Actions tab in the grey Summary bar
3. Click Security in the dropdown menu
4. Click the green 'Add' button on the role you wish to add. An Add Access dialog box will appear on the right
5. Choose the Person and the access level you wish the Person to have for this specific Competition
6. Click 'Save'

You will see the Person appear on the left alongside the Competition Access Level you have assigned him/her

You can also give a Person Competition Access through the Officials portal in the Competition page:

1. Find the Official you would like to change in the Officials portal
2. Click the yellow 'edit' button
3. Add their Competition Access Level
4. Click 'Save'

Competition Management Assigning People Competition Access

Changing Competition Access

To change a Person's Competition access:

1. Select the Competition
2. Click the Actions tab in the grey Summary bar
3. Click Security in the dropdown menu
4. Click on the Person's name on the left
5. Change his/her Competition Access Level
6. Click 'Save'

You can also change a Person's Competition Access through the Officials portal in the Competition page:

1. Find the Official you would like to change in the Officials portal
2. Click the yellow 'edit' button
3. Change his/her Competition Access Level
4. Click 'Save'

Competition Management Assigning People Competition Access

Notifying Officials and Team Managers of their Competition Access

To let an official know about their Competition Access:

1. Click on the 'Notify' dropdown in the grey Summary bar on the competition page
2. Choose who you would like to notify - Officials or Team Managers
3. Select those People you would like to receive a notification by checking the box on the left. The system will tell you if the Person has already logged in and whether they have been notified before.

Below you will see a Preview of the email that will send to the Officials or Team Managers.

4. Click the green 'Send Notifications' button

Please note that emails will not be sent in the training environment.

Competition Management **Managing a Competition**

Finding the Competition

On the Public Portal

In the top left 'My Competitions' Portal.

On the Admin Dashboard

If you're managing a competition and the competition is In Progress or within the next 30 days, you will see the competition in the 'My Competitions' tab of the Activity portal.

Competition Management **Managing a Competition**

Updating Classification Matches when the Pool is complete

The system will automatically update Pool Standings when any Match is set to Official. It will use points, wins, goal difference and goals to calculate Pool Standings.

The subsequent post Pool, classification Matches will need to be updated with the appropriate Teams. To update the Classification Matches:

1. Ensure all completed Matches have been set to Official.
2. Set the Pools to Complete. On the Match Manager portal, you will see any classification matches with updated teams listed in yellow and blue, indicating the teams have not yet been confirmed.
3. Click the yellow 'Set Teams' button on the Match Manager
4. The teams calculated from the Pool or Match results will display in Green. Click the green team button you wish to select for the match.
5. Click 'Save Teams'

Competition Management

Managing a Competition

Creating Appointments

To assign Appointments (Umpires, Technical Officials and Team Colours) to Matches:

1. On the Competition page, in the Appointments portal, click the green 'Manage' button for the day you want to manage. Appointments are split by day
2. Click the yellow 'Edit' button on the top left of the Match you want to set the Appointments for.
3. Select those colours and Officials you wish to assign
4. Use the 'x' and 'checkmark' toggle to publish or unpublish Colours, Umpires and Judges. Your Appointments will not be automatically published. Leaving Appointments unpublished will mean only those People with Admin, TD or TO Competition Access will be able to view these appointments
5. Click 'Save'

To view the daily Appointments by role and assignment click the 'Umpires' tab or the 'Technical' tab. This allows you to see if there are any conflicts in assignment - displayed with an exclamation icon. It is important to complete this step prior to publishing appointments

The Public Appointments PDFs can be seen by anyone and only display published Appointments.

The Private Appointments PDFs show all appointments, including those that are not yet published.

Competition Management **Managing a Competition**

Publishing Appointments

All Appointments will be unpublished until they are specifically selected to be Published. Only the Admin, TD and TO can view and edit unpublished appointments. You can either Publish Appointments separately or together.

To Publish Appointments separately:

1. Click the green 'Manage' button on the Appointments portal of the competition page.
2. Click the yellow 'Edit' button on the match
3. Use the toggle to turn on the Publishing of Colours, Umpires and/or Technical Officials.

To Publish Appointments separately:

1. Click the green 'Manage' button on the Appointments portal of the competition page.
2. Click the green 'Publishing' dropdown on the top left of the page and select the Appointments you want to Publish. You can Publish all, or Colours, Umpires and Officials separately. This will publish all Appointments for the day.

Appointments that have been published are highlighted in green.

Competition Management **Managing a Competition**

Editing Appointments

To edit Appointments:

1. Click the green 'Manage' button on the Appointments portal of the competition page. Appointments are split by day
2. Click the yellow 'Edit' button on the top left of the Match you want to set the Appointments for.
3. Change those colours and/or Officials you wish to change. You can also change the published status.
4. Click 'Save'

Competition Management **Managing a Competition**

Tied Pools and Final Pool Standings

Only tied teams, those with the same number of points, wins, goal difference, etc. will be able to moved above another tied Team in the standings.

If your Pool standings are tied at the end of Pool play, you can update the standings:

1. Click the green 'View' button on the pool that is tied
2. Click the yellow 'Manage Tiebreak' button in the Teams in pool Portal - you will notice the teams that are tied are highlighted in yellow
3. In the Tiebreak field, select the team you wish to finish higher in the pool. If you have three teams that are tied, enter the highest Team first, followed by the second Team
4. Click 'Save'. Your pool standings will be updated

Competition Management **Managing a Competition**

Pool Status: Marking a Pool as Complete

Marking a Pool as Complete will allow classification Matches to be populated with the correct Teams.

Before marking a Pool as complete, ensure any tied Teams are listed in the correct order.

To change the status of a Pool:

1. Click the green 'view' button on the Pool in the Competition page
2. Change the status of the Pool from Ready to Complete

If you have tied Pools, you will see a warning pop up:

Competition Management **Managing a Competition**

Competitions with Secondary Phase Pools

In some competitions, additional pool match phases are played following the initial pool phase. This means that a Match may be part of more than one Pool.

In order to have the points from those Matches appear in both Pools, you must add both Pools to the Match. To do this:

1. Click the yellow 'edit' button on the Match that needs to be added to the Pool.
2. Add the Pool to the Pools list in the Match. Do not remove the original Pool.
3. Click 'Save'

Competition Management **Managing a Competition**

Available Reports

At the end of a competition, Technical Officials will be able to see the following reports:

After a Competition is complete, the data remains on the system. Printing out Match Sheets and other reports is not necessary. You will always be able to access the results on the system.

The public will be able to see only these reports:

Match Management **Managing a Match**

Match Management Overview

Recording goals, cards, time, stats and final results, in **realtime**, is the key to the **Altiusrt** system.

Allowing fans, media and teams to follow results is fundamental. This means that Judges completing the match management are publishers.

Judges, TOs and TDs can manage matches. During the match management they will record goals, cards, substitutions and shoot outs if necessary. They will change the status of the match and start the clock (please note the system clock is not the official match clock - your TD will determine the official match clock).

To be able to manage a Match, the Competition status must be In Progress. The TD is able to change Competition status.

Keyboard Shortcut: To go to full screen while you're in match management, press 'F11' on your keyboard

Match Management **Managing a Match**

Finding the Match you're managing

To find the match you're managing:

1. Go to the Competition page in the Admin portal.
2. In the Match Manage portal, find the match you are managing and click the green 'Manage' button. You will see Upcoming matches in the first tab.

Note: To be able to manage a Match, the Competition status must be In Progress.

Match Management **Managing a Match**

Match Status

Each Match will run through a series of five statuses, and will begin in Upcoming mode.

The statuses are:

Upcoming: The Match is scheduled to be played. Team Managers can submit their Starting Line Ups, and Judges can view and edit the Starting Lineups.

Warmup: The Match is about to start and Starting Lineups have been entered. The status should be moved to Warmup when the teams are on the pitch. Starting Lineups will become and only the Judge can alter the Starting Lineups.

In Progress: The match is being played. The status should be moved to In Progress when the match is starting. Setting the status to In Progress will start the system clock by default, but you can uncheck the Start Clock box if you are not recording the match in **realtime**

Complete: The final whistle has been blown, but the Match Sheet has not been signed. The Judge can still correct errors and add notes. Marking the match as Complete will record the time of the final whistle.

Official: The Match Sheet has been signed. Move the match to Official once all details have been verified and all signatures have been collected on the Match Report. No changes can be made to the match by tournament officials, and only the system Admin can move a match out of Official status to make changes.

Match Management **Managing a Match**

Editing Starting Lineups

To edit Starting Lineups when the match status is in Upcoming:

1. Click the yellow 'edit' button beside the team you wish to edit
2. Record each player as a Starter, Bench, Not Selected, Disqualified, Suspended or Did Not Play. Players marked as Not Selected will not appear on the Match Report

You can use your keyboard to tab through the list of players, using 'x' for starter, 'b' for bench, 's' for suspended, etc. Pressing 'enter' or 'return' will save your changes.
3. Confirm each player's number, captaincy and goalkeeper status. Changes to the number, captaincy, or goalkeeper status will only be changed for this particular Match, not the entire competition.
4. Ensure you have the right number of players selected for the Match and the Starting Lineup. You can verify the numbers by using the tally at the top or bottom of the page. If you do not have enough selected, the tally will highlight in yellow, if you have too many, the tally will highlight in red.

To edit a Starting Lineup when the match is in Warmup, In Progress or Complete:

A judge can edit starting line ups at any point during a match by clicking on the 'Lineups' tab on the top left of the Match Manager. Then complete the same steps as above

If a team roster changes during the course of the match:

1. Click on the Lineups tab
2. Click the yellow 'Reset lineup' button

This will add or remove players that have been changed on the team roster, but will not change any existing player statuses or numbers. Players with goals or cards will not be allowed to be removed. New players added, will be added with 'Not Selected' status

Match Management **Managing a Match**

Starting and Stopping the clock

When you set the Match to In Progress, you will see a clock in the center of the Match Manage screen.

Press 'Start' to start the clock. You will see the clock countdown the period.

You can start and stop the clock as the match goes on by pressing the blue 'Start' or 'Stop' button beside the clock.

You can also edit the clock manually by click on the green clock, and typing in the time.

Enter the number of minutes/seconds that are left to play. Entering '1' will give you one second remaining in that period, and entering '1000' will give you ten minutes remaining in that period.

If you lose your internet connection, the clock will remaining running.

Keyboard Shortcut: space bar starts and stops the clock

Match Management **Managing a Match**

Substitutes

To record a non-starting player entering the field:

1. Below the team name, click the white button with the player's number.

The time the player entered will be automatically recorded corresponding with the clock. The player's number button will also turn blue, indicating they have entered the pitch.

To change the time on pitch for a substitute:

1. Click on the blue player number button below the team name
2. Change the minute, or assign the player to the bench
3. Click 'Save'

Match Management Managing a Match

Adding Goals

To add a Goal:

1. Click on the player who scored
2. Select the type of Goal he/she scored
3. Click Save

You can also add a Goal this way:

1. Click the Goals tab
2. Click the green 'Add' button
3. Enter the team, player, type and minute details. If you are managing the match in **realtime** the minute will be automatically added from the clock.
4. Click 'Save'

Keyboard Shortcut:

1. Click G to open the Add Goal pop up
2. Type the first letter and numbers of the team, player and goal type and tab through the fields
3. Hit 'Enter' or 'Return'

Match Management Managing a Match

Adding Cards

To add a Card:

1. Click on the player who received the Card
2. Select the type of Card he/she scored
3. Complete the remaining fields
4. Click Save

You can also add a Card in this way: 1. Click the Cards tab

1. Click the green 'Add' button
2. Enter the card details
3. Click 'Save'

Keyboard Shortcut:

1. Click C to open the Add Card pop up
2. Type the first letter and numbers of the team, player, type and umpire
3. Hit 'Enter' or 'Return'

Match Management **Managing a Match**

Editing or Deleting Goals or Cards

To edit a goal or card:

1. Click on the yellow 'Edit' button beside the goal or card you wish to edit
2. Change the details that need editing
3. Click 'Save'

To delete a goal or card:

1. Click on the red 'delete' button beside the goal or card you wish to delete
2. Click the confirmation button. Deleting a goal or card will remove it from the match report as well as the team and player record.

Match Management **Managing a Match**

Shootouts

To enter a Shootout:

1. Click the Shootouts tab
2. Click the green 'Add' button
3. Add the shootout details
4. Click 'Save'

Keyboard Shortcut:

1. Click S to open the Add Shootout pop up
2. Tab through the fields, and type the first letter and numbers of the team, attacker and defender and result by choosing 'X' for a goal and 'O' for no goal.
3. Hit 'Enter' or 'Return'

Match Management **Managing a Match**

End of Match Protocol

When the final whistle of the match is blown (after shootouts if shootouts are needed):

1. Change the match status to Complete
2. Make all necessary changes to goals, lineups and cards

When the match status is set to Complete, you will see a yellow Card Reasons button and a yellow Notes button.

1. Edit the Notes in the Info tab as necessary
2. Enter the Card Reasons as necessary
3. Print out the match reports
4. Collect all signatures
5. Set match status to 'Official'

Only when all signatures are signed should the Match Status be changed to 'Official'. Once the status is Official, only the system Admin can make changes to the Match.

The final result of the match will only be displayed on the Match Report when the Match status is set to Complete or Official.

When a match is set to Official, the Pool Standings will be updated. The Goals and Cards will become part of the competition statistics.

The Match Report and Card Forms will be available to the Officials.

Match Management

Managing a Match

Forfeits

To record a forfeit match in **Altiusrt**:

1. Make sure the match is in **Upcoming** status
2. Click the Manage tab
3. Click the red 'Enter Forfeit' button
4. Enter the score for each team
5. Click the blue 'Enter Forfeit' button

Match Management **Managing a Match**

Public view of Matches

In the public portal, the match will update in **realtime**. This means that goals, cards and substitutes will appear as they are recorded by the Judge. The public portal shows the current status of the match as well as the period of play and the clock.

Fans and the media will be able to see any information entered by the Judge with the exception of:

1. Which official gave a card and the reason for the card
2. Match notes

Match Management **Managing a Team**

Where can I find starting line up forms?

Starting line up forms allow a team staff member to select which team members have been chosen for the starting line up for each match. They also show which staff have been selected to be on the bench.

Starting line up forms will only be available once the Technical Staff have published team colours for the match.

Starting line up forms can be found on match pages at the bottom of the team list.

Any user can see the PDF starting line up forms, but only team managers who have been given competition access can see the online line up forms.

The team manager can click 'Online' on the bottom of their team list and get the online starting line up form at any point that the status of the match is 'Upcoming'. Once the match is in 'Warmup' mode, only the judge can change the starting line up on the system.

Match Management **Managing a Team**

How do I edit my team's starting line up form?

1. On the match page, click the 'Online' button on the bottom of your team's list.
2. Click on the yellow edit button.
3. Select the players you wish to add. The count at the bottom of the page shows how many players you are allowed to select to play in the match, start and be selected as captain.
You can also select team staff members to be on the bench.
4. Click save.

You will be able to change the starting lineup until the match changes into 'warm up' mode.

Match Management Capturing Impact Stats

Impact Stats Overview

Impact Stats allow you to capture and showcase **realtime** deep statistics to give your fans and the media more insight into your matches.

You can capture penalty strokes, penalty corners, shots on net, shots wide, circle entries, unforced turnovers and possession, and all of these events display in **realtime** on your public match page. This means your fans can 'watch' the game in **realtime**, using the impact stats to understand the flow of the game.

Impact stats are best recorded by a hockey knowledgeable person on a tablet device. The individual recording the stats should not be the same person as the judge of the match. Please note you can also record impact stats using a laptop or a mobile – but a larger sized touchscreen is the best practice.

The person recording the stats needs to have a good view of the field of play, ideally in a spot with few distractions.

The first thing to decide when recording impact stats is what criteria you will use to qualify the recorded events.

Match Management Capturing Impact Stats

Defining Event Criteria

The criteria to record an event can be determined by the users of the system. The important part of defining how you record events is to keep it consistent. Some elements are very easy to determine – was a Penalty Corner called or not? – others are quite difficult – was that an unforced turnover or a great tackle?

Below is a set of definitions that can be used as a starting point:

Possession - A team is in control of the ball

No possession - Neither team is in control of the ball (eg bully, injury)

Circle Entry - Entering the D while maintaining possession

Penalty Corner - The umpire awards a penalty corner

Penalty Stroke - The umpire awards a penalty stroke

Shot on net - From within the circle, the ball is played on net in the attempt to score a goal

Shot wide - From within the circle, the ball is played towards (but not on) net in the attempt to score a goal

Unforced Turnover - A team loses possession of the ball due to their own unforced error (eg ball hit off sideline, pass to opposing team, mistrap)

Match Management Capturing Impact Stats

Recording Impact Stats

Access

You will need to have 'Media' access for the competition to capture impact stats. It is important that only one device at a time is used to record the impact stats.

The Clock

Recording impact stats is linked directly to the match clock. The match clock is operated by the Judge and will need to be in use for the Impact Stats to be correctly recorded. You can only record possession while the clock is running.

Recording Impact Stats

1. On the Competition page, in the Match Manager portal, find the Match you are recording stats for.
2. Click the green 'manage' button
3. Click 'Statistics Entry' in the Statistics dropdown in the Summary menu.

1. At the bottom of the screen you will see the buttons to record events (shots, circle entry, etc) for each team. As events occur during a match, click the corresponding button once to record that stat.

When you record an event you will see it appear in the timeline (each event has a corresponding icon) and in the stats graph below the timeline.

Undo

If you make a mistake, click the 'Undo' button in the middle. You can undo as many events as you need, but please note if you refresh your browser window you will no longer be able to undo events.

Possession

Please note that in order for possession to change, the opposing team's 'Possession' button, or the 'No possession' button needs to be clicked.

The 'Possession' button only works when the clock is running.

Switch

There is a 'switch' button that will change which team's stats and action buttons appear on the left and the right of your device. This is useful for half time side changes.

