The EBU League Management System for Team Captains

The EBU has created the League Management System (LMS) to make life easier for league organisers and team captains. The LMS is used by accessing the EBU website.

The LMS does several things:

- 1. It calculates league tables each time a result is entered and makes the new position available to anyone using the internet who knows where to look.
- 2. It allows each team captain to enter the result of a match and to enter the names of the players who played on their side.
- 3. It allows captains, or league organisers, to enter and remove names of players who may play for the team.
- 4. It allows league organisers to create leagues and divisions within leagues, enter the names of teams and the EBU numbers and names of the captains of the teams as a minimum, but also to add and delete other players in the teams, and add, remove or correct match results.
- 5. When the league competition is finished the league organiser may finalise the league at which point master point allocations are calculated by the LMS, awarded to players and charged to the league organiser's account.

Looking up current position in Leagues using the EBU LMS

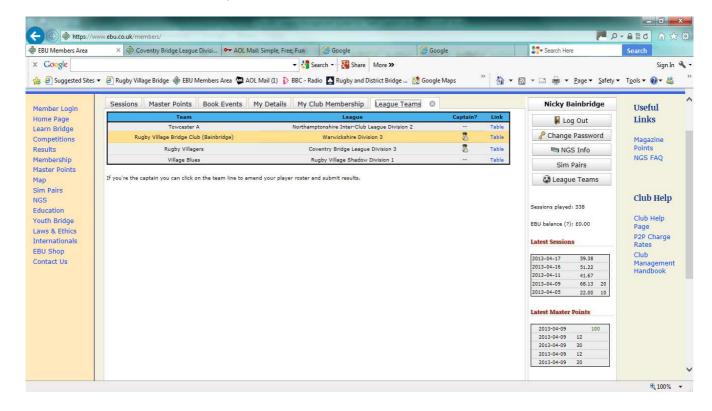
 Access the EBU web site by typing <u>www.ebu.co.uk</u> into your browser. You might like to save it as a "favourite" or "bookmark" to make it easier next time.

- Look for the box on the right titled "Latest Results". Find the list item "Leagues" and click on it.
- A list of leagues using the LMS will appear. There is only one line even if the league contains several divisions. Click on the number of the division you are interested in.
- The current table will appear followed by a list of the results of all matches played so far.
- The results of home matches can be read across the row with the team name in the Column labelled "Team".
- The results of away matches can be read down the column with the (usually abbreviated) team name in top row.
- The column on the extreme right shows the average VPs scored in the matches played so far. The table is ordered on this measure.
- The column to the left of the average VPs shows the total VPs scored so far. The table is not ordered on this measure and there is no facility to sort it on this measure on the public table layout.



Finding the League Details through the Members' Area

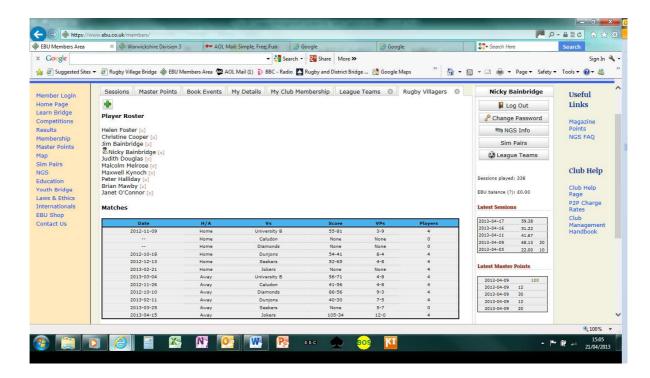
- To enter the result of a match, the team captain must go to the member's area of the EBU web site and log on using his/her EBU number. You might like to save it as a "favourite" or "bookmark" to make it easier next time.
- In the list of options to the right there should be a button labelled "League Teams". Click on this button.
- A list of teams in which the EBU member is listed as a player and or captain will appear in the central panel. If there is a little figure in the column headed "Captain?", then the member has captain's privileges for a team in that league.
- If you click on the column label "Team" or "League", the table will be sorted into alphabetical order by the names in the column. Clicking a second time will reverse the order of the names. Now that some leagues are into their second or third year on the LMS, this can make it easier to pick out the current table.



 You can see the current table by clicking on the blue "Table" text in the Link column. Coming to the table this way shows the same information as on the "public" area of the EBU web site. You cannot sort the contents into any other order.

Entering the result of a match

• Click anywhere on the line containing the name of the league where you are captain. Two lists "Player Roster" and "Matches" will appear.



- To enter the result of a match, find it in the list of matches and click on it.
- You can sort the table of matches by clicking on any of the column labels. If you click on the column label a second time it will reverse the order of the sort. This can make it easier to find matches.
- A form allowing you to enter the IMPs and the VPs scored by each side will appear. If the other team captain has entered it already, all you have to do is check that you agree with it.

A list of your registered players will also appear, and you should click the boxes preceding the names of those who played. The other team captain cannot tick your players as having played, and you cannot tick the opponents' players.

When you click on the submit button you are entering, or confirming, the score and you are giving the names of your players so that the organiser knows who played and so that any master points are awarded when the league is finalised.

The league cannot be finalised until both captains have confirmed all results.

• If you need to give the name of a player who is not on your player roster, see next section.

Adding a player to your team

- To add a new player to his team, the team captain must go to the member's area of the EBU web site and log on using his/her EBU number. (You will need the EBU number and surname of the new team player).
- In the list of options to the right there should be a button labelled "League Teams". Click on this button.
- A list of teams in which the EBU member is listed as a player will appear in the central panel. If there is a little figure in the column headed "Captain?", then the member has captain's privileges for a team in that league.

- Click anywhere on the line containing the name of the league where you are captain. Two lists "Player Roster" and "Matches" will appear.
- Immediately above "Player Roster" there is a "+" symbol in a box. Click on the symbol. Enter the player's EBU number and surname in the form that appears. Then press "Submit", the player will be added to the team.