League Managers

To update the text on your league's details page

1) Log in
2) Click "My leagues and tournaments" on the control panel home page, or click "My Account" in the top right and then select "My Competitions"
3) Click "League Settings"
4) Change the description text to whatever you would like
5) On this page you can also modify how many points are allocated for a win, loss and a draw in your league, and specify whether teams can update results, stats and dates locations of fixtures (which they can do by default. Note that whenever a fixture is updated, a record of who updated what and when is created)
6) Click "Update"

To recruit players for your league

1) Log in
2) Click "My leagues and tournaments" on the control panel home page, or click "My Account" in the top right and then select "My Competitions"
3) Click "Registration and Online Payment Settings"
4) Under "Recruitment Settings" change "Are you recruiting players for this league?" from "No" to "Yes"
5) Indicate which standards of players you are interested in recruiting
6) Enter a comma separated list of all the email addresses to which you would like an email to be sent when someone registers on the BSF site who says that they match the playing standard you indicated above, and who is keen to play in your region
7) Click "Update"

When someone registers on the BSF site, they indicate their playing standard and where they are interested in playing. If they match your playing standard criteria and are keen to play in your region, an email will be sent to all the email addresses you listed in step 5 above. You can then contact them to put them in touch with teams in your area or to run development nights.

To manage the structure of your league (ie, manage who is in which divisions and to add new teams etc)

1) Log in
2) Click "My leagues and tournaments" on the control panel home page, or click "My Account" in the top right and then select "My Competitions"
3) Click "Divisions/Teams"
4) The league structure as it was last year will appear. You can:
    a. Move teams between divisions by dragging them and dropping them
    b. Reorder divisions by dragging and dropping them above or below one another

c. Create a new division by clicking “Add a new division” and filling in the information accordingly
d. Create a new team by clicking “Add a new team” and filling in the information accordingly
e. View the players associated to a team by clicking “Players” next to the team name.

To add/modify fixtures or apply bonus or penalty points to teams

1) Log in
2) Click “My leagues and tournaments” on the control panel home page, or click “My Account” in the top right and then select “My Competitions”
3) Click “Fixtures/Results and Standings”
4) If applicable, change the division drop down to the division you want to add a fixture for
5) Click “Add Fixture” to add a fixture manually, and then fill in the information accordingly
6) Click “Upload fixtures from a file” to upload fixtures from an Excel spreadsheet, and then follow the instructions that appear.
7) Click “Standings” to view the current standings for a division and to allocate bonus points or apply penalties.

To contact players in your league

1) Log in
2) Click “My leagues and tournaments” on the control panel home page, or click “My Account” in the top right and then select “My Competitions”
3) Click “Contact League Members”
4) Specify which divisions or teams you want to send the email to
5) Specify whether you want to send the email to everyone or team organisers only
6) Enter the Subject and Body of your message
7) Click Send

To automatically Tweet any results entered in your league

1) Log in
2) Click “My leagues and tournaments” on the control panel home page, or click “My Account” in the top right and then select “My Competitions”
3) Click “Export/Share Data”
4) To automatically tweet results you must first have signed up for a Twitter account, and you must now allow Spawtz to post messages to that account on your behalf. To do so, click “Authorise Twitter Account”
5) You will be redirected to Twitter, where you will be asked to confirm that you are happy for Spawtz to post messages on your behalf
6) Follow Twitter’s instructions, and you will then be redirected back to the BSF site when you have authorized your account

7) Now, a Twitter icon will appear below the fixtures, results and standings pages for your league. Players can click on that link to start following your Twitter account and therefore receive automatic updates when a result is posted.

Team Captains

To add players to your team

1) Log in
2) Click “My teams” either in the control panel home page, or by clicking “My Account” in the top right and selecting “My Teams” from the drop down menu
3) Click “Invite people to join this team or modify existing players”
4) A list of your current players will appear
5) To invite a new player to join your team, click “Add Player”
6) Enter their Role*, their first name, their last name, their email address and optionally their mobile number and their gender
7) Click “Save”
8) An email will be sent to the player informing them that you have invited them to join. They must confirm their email address via a link in the email in order to fully register on the BSF site.
9) If you enter the email address of someone who is already registered on the BSF, they will not appear in your list of players until they accept the invitation to join your team. An email will be sent to them asking them to confirm that they are willing to share their personal information with you, and once they confirm that they are, they will appear in your team list.

* The “Role” drop down list contains three possible options:

- “Regular” – A standard rostered player. They will receive reminder emails containing availability request links for any fixtures or tournaments this team is involved in.
- “Organiser” – Organisers of a team can modify the team’s details, add players to a team and also receive notifications when a member of their team updates their availability for a fixture
- “Stand in” – Stand in players will not receive any reminder emails, and stand in should be selected if you simply want a convenient place to store contact information for people who play for you infrequently.

To recruit players for your team

1) Log in
2) Click “My teams” either in the control panel home page, or by clicking “My Account” in the top right and selecting “My Teams” from the drop down menu
3) Click “Find new players for this team”
4) Check the checkboxes next to the standard of players you are interested in recruiting.
5) Select the gender of players you are interested in recruiting
6) Select the positions for which you are recruiting

7) Click “Update Recruitment Settings”

When someone registers on the BSF website and indicates that they are of a playing standard and gender that you are looking to recruit, and are keen to play in the positions you indicate, you and any other organisers of this team will be receive an email containing their contact details. You can then get in touch to invite them to join your team.

To see your players’ availabilities for fixtures and tournaments and to see your team’s fixtures and umpiring duties and to update results and stats.

1) Log in
2) Click “My Calendar” either in the control panel home page, or by clicking “My Account” in the top right and selecting “My Calendar” from the drop down menu
3) You will see a list of upcoming fixtures.
4) To update the location/date or umpires of a fixture, click on the date of the fixture in the list
5) Update the fixture’s details accordingly and click “Save”
6) To enter the results of a fixture click “Enter Results”. Enter the results in the popup window that appears and the click “Save”
7) To enter stats for a fixture, click “Enter Results” or the result if one has already been added, then click “Statistics”. Enter the stats and then click “Save”
8) To update your availability for a fixture, change the availability drop down list next to the fixture from “Unknown” to “Available” or “Unavailable”. Note that when you do this, any other organisers of your team will be sent an email telling them of your updated availability.
9) You can see a summary of the availabilities of the rest of your team by looking at the summary table in the “Team Availabilities” column. Green cells indicate available players, red unavailable and blank unknow. Hover over each cell to see the name of the player.
10) You can also click on the team availabilities summary table to view a larger list of your team’s availabilities. From that page you can also search for and contact players who might be able to fill in for you if your team is short.