New Curling Club to use Curling Scores website V2.01 August 2023

Introduction

This document details the 5 steps required to set up a new club / league to use the Curling Scores website and fixtures functionality as developed by Brian Duncan and used by a number of curling clubs including Boreland Curling Club. At present, there is no charge for this service.

The key functions of the Curling Scores website are –

1. **One record of all fixtures** - All curling club fixtures, and who is playing in each game, are online and can be viewed by all members of that club. A paper programme is only completely correct at the time of issue.

2. **Score Input and League Tables** - Curling scores are recorded online and league tables updated automatically based on the results keyed in

3. **Individual Fixtures and Calendar Export** - Club members can filter to only show their own fixtures. They can also easily export their own fixtures to their own electronic calendar

4. **Email reminders** - eMails are sent to members 7 days and 1 day prior to the curling fixture thereby reducing the risk of members forgetting they are due to curl

5. **Substitutions** - Each fixture has a record of all players due to play. The website permits a member to update a player(s) in the event that a substitute is required

6. **Historic results** - All scores and league tables for previous seasons are available to view

7. **Password protected access** - The Scores Website requires a log in (an eMail address) and a password. The only personal information stored is name and eMail address of each curler

Instructions on how to use these functions is available in **Website Guide v7.pdf** attached. Double-click to open the file

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Step 1: Adding curlers to the Members Database

All members should be added to the MyClubMembers database. This can be done by Steve Jamieson, Brian Duncan or a nominated administrator(s) for your club. Administrators for your club can be set up by Steve or Brian

You need to provide a list of all members' name and eMail address. This will generate a log in and password for each member.

Alternatively, and as a minimum you can provide a list of just skip names and eMail addresses. This option will mean that only skips will be granted access and only they can use the functionality outlined above

If one of your member's already uses the Curling Scores website via another club then please use the same eMail address. When that member logs in to the system they will be presented with an option as to which club's fixtures they wish to view

This is a one-time step and does not need to be repeated each season. The MyClubMembers Database has the functionality to add/remove members as required

TIME EFFORT: 20 secs per curler once you have name and eMail address. This is a one-off activity
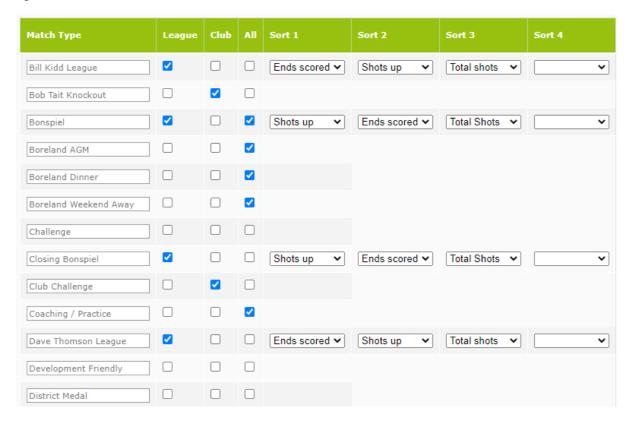
Each competition / event type should be set up on the Configure > Type page of the Curling Scores website.

This activity is only required when setting up a new club. This assumes that your competitions / events are the same from year to year. However, should a new competition be required or any changes made to an existing competition then this can be done via this screen prior to the start of the season

Below is an example from Boreland Curling Club

Figure 1

Match Type	League	Club	All	Sort 1	Sort 2	Sort 3	Sort 4
Bill Kidd League	☑	☐	☐	Ends scored ∨	Shots up ∨	Total shots ∨	∨
Bob Tait Knockout	☐	☑	☐				
Bonspiel	☑	☐	☑	Shots up ∨	Ends scored ∨	Total Shots ∨	∨
Boreland AGM	☐	☐	☑				
Boreland Dinner	☐	☐	☑				
Boreland Weekend Away	☐	☐	☑				
Challenge	☐	☐	☐				
Closing Bonspiel	☑	☐	☐	Shots up ∨	Ends scored ∨	Total Shots ∨	∨
Club Challenge	☐	☑	☐				
Coaching / Practice	☐	☐	☑				
Dave Thomson League	☑	☐	☐	Ends scored ∨	Shots up ∨	Total shots ∨	∨
Development Friendly	☐	☐	☐				
District Medal	☐	☐	☐				

Match Type - Enter the name of your competition / event. The name is free format.

League - For any competition type which is a league and requires a league table, then tick this box

Club – Ignore this field as the content is no longer used

All – Tick this box if it is an event that is open to all members but for which who is playing / attending will be determined at a later date. This will ensure that this event appears every member's calendar when they view their own fixtures

Sort 1, 2, 3, 4 – These fields are used to determine the order in which league placings should be calculated. Select from the drop-down list as required

TIME EFFORT: 5 – 10 minutes depending on the number of competitions your club. This is a one-off activity assuming you run the same competitions for each season
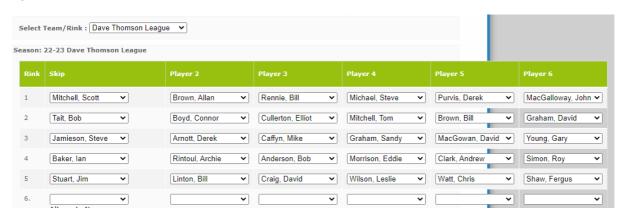
Step 3: Configuring teams for the season ahead

For internal club competitions, the website has functionality to input and display the teams for each internal club competition.

As a minimum the skip for each league competition must be input (as this is linked to the fixtures to be uploaded and the production of league tables).

Again, here is an example from Boreland Curling Club for our main league (Dave Thomson League). The competition type is selected from the top drop-down box and the players' names for each rink are selected from the relevant drop-down lists

Figure 2

TIME EFFORT: *5 minutes per competition depending on the number of competitions in your club. This needs to be undertaken for each season.*

Step 4: Creating your fixture list

The attached Microsoft Excel template lists the fields that are required to enable your fixtures to be uploaded to the Curling Scores website. Double-click to open the file

The fields required and the acceptable values and format are noted below. Any column heading in red text is compulsory

TIPS:

1. It is vital that player names are recorded in this file exactly as per the player names in Step 1. Any difference in spelling will not link the fixture to your club member. For example if the member has been set up as Robert Smith, then R Smith, Bob Smith, Robert Smith (2 spaces between *Robert* and *Smith*), will not be linked to that member's fixture list. This is the most common error when creating fixture lists and the use of Data Validations lists in Excel (i.e. drop down lists) is recommended.

2. Similar to player names, the competition names on the Excel file need to exactly match as those configured in the system as per Step 2

Column Heading	Explanation	Permitted Value(s)
Date	Date of fixture	**dd-mm-yyyy**
Time	Time of fixture	**hh:mm**
Location	Ice rink location	Free format text, e.g., **Kinross**

Column Heading	Explanation	Permitted Value(s)
Team 1 Skip v Team 2 Skip	The rink numbers of the teams playing against one another. The rink numbers generated when completing Step 3 above This is only used for internal club leagues. As per Figure 2 above if the fixture was Mitchell v Tait, then this would be Rink 1 v Rink 2, therefore enter "1 v 2", not Mitchell v Tait These team numbers are linked to the result which in turn updates the league table automatically	n v n, e.g., **1 v 2**
Opponent (external)	For competitions against other clubs then enter the opposing club name	Free format text, e.g., **Forret**
Competition	The competition name should be entered here. **Note:** the value entered must exactly match the competition name configured as per Step 2 above. For example, for Boreland, "Dave Thomson League" is permitted but "David Thomson League" is not acceptable.	Free format text but must match value as per competition configuration
Fixture Status	Records if the fixture is provisional, i.e. a future round of a knockout competition that may go ahead, but is dependent on winning a game. This fixture is noted for information only and those curlers playing in this game can be added at a later date if required	**Y**
League	Notes if the competition is a league format	**Y**
All Members	Notes if the event / fixture is open to all members but for which who is playing / attending will be determined at a later date. This will ensure that this event appears every member's calendar when they view their own fixtures Examples would be an AGM, dinner or a bonspiel where those playing will be decided later	**Y**
Internal External	Notes if the fixture is an internal club competition or against another club	**Internal** or **External**
Prepaid	This notes if the ice for the fixture has been prepaid. This helps generate a report to show how much is due by each member dependent on which games they are allocated to Free indicates if the ice does not require to be paid by the curlers playing	**Y** or **free**
Team 1 Skip (sub)	The name of the player subbing for the skip. (1) *For internal league games only* - Leave blank unless someone other than the designated skip is playing. As per Figure 2, for example, if the fixture is Dave Thomson League and Mitchell v Tait, then if this field is left blank then Scott Mitchell will be recorded as the skip playing in this fixture (2) *For all other games* - populate with skips' name	**firstname surname**
Team 1 3rd	The name of the curler playing 3rd	**firstname surname**
Team 1 2nd	The name of the curler playing 2nd	**firstname surname**
Team 1 Lead	The name of the curler playing lead	**firstname surname**

Column Heading	Explanation	Permitted Value(s)
Team 2 Skip (sub)	The name of the player subbing for the skip. (1) **For internal league games only** - Leave blank unless someone other than the designated skip is playing. As per Figure 2, for example, if the fixture is Dave Thomson League and Mitchell v Tait, then if this field is left blank then Scott Mitchell will be recorded as the skip playing in this fixture (2) **For all other games** - populate with skips' name	**firstname surname**
Team 2 3rd	The name of the curler playing 3rd Leave blank if this is an external game	**firstname surname**
Team 2 2nd	The name of the curler playing 2nd Leave blank if this is an external game	**firstname surname**
Team 2 Lead	The name of the curler playing lead Leave blank if this is an external game	**firstname surname**
Comments	You can enter any useful information pertaining to this game in this field. For example, it can be the date of the next fixture if it is a knockout competition	Free format text

TIME EFFORT: Varies depending on the number of competitions your club has. Listing all fixtures; assigning players to each game; ensuring players are not double-booked can take between a few hours and a few days depending on the size of your club and fixture list. Boreland has 140 fixtures which are scheduled to accommodate each player's available timetable. That took me 18 hours to compile. This needs to be undertaken for each season.

Step 5: Uploading your fixture list

Once you have created your Excel file, then the final step is to upload the file to the Curling Scores website.

The file needs to be converted to a csv using | as a delimiter instead of a comma

At present, I would recommend that this fixture import be performed by Steve Jamieson or Brian Duncan. Functionality is currently being developed to enable this fixture import to be completed by an administrator(s) for your club. However, as at Aug '22, this is still a work in progress

TIME EFFORT: 5 – 10 minutes provided there are no errors in the source file. This needs to be undertaken for each season.