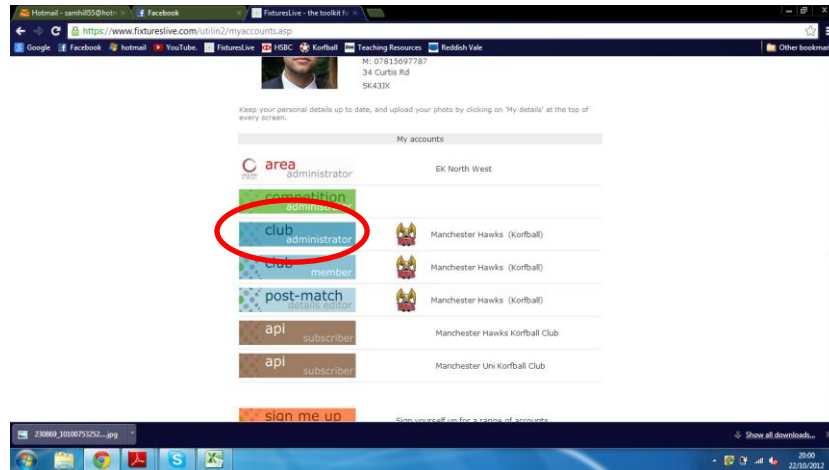
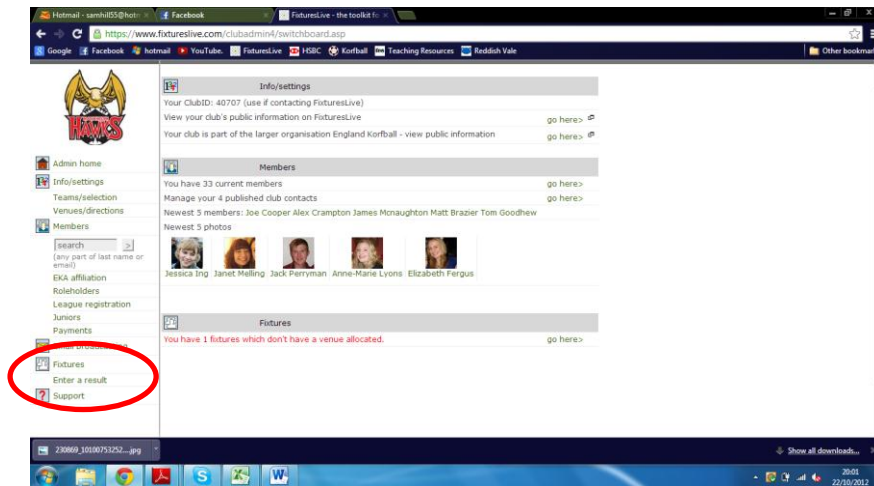


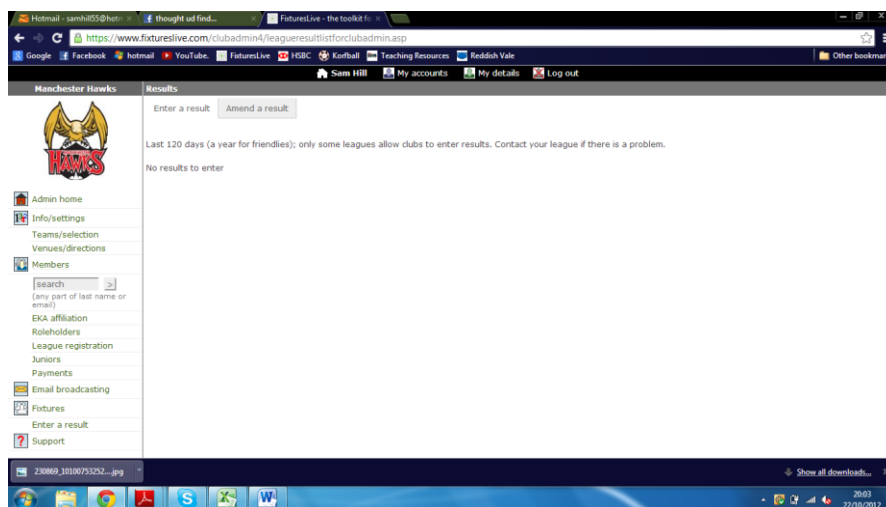
How to enter fixtures on fixtureslive



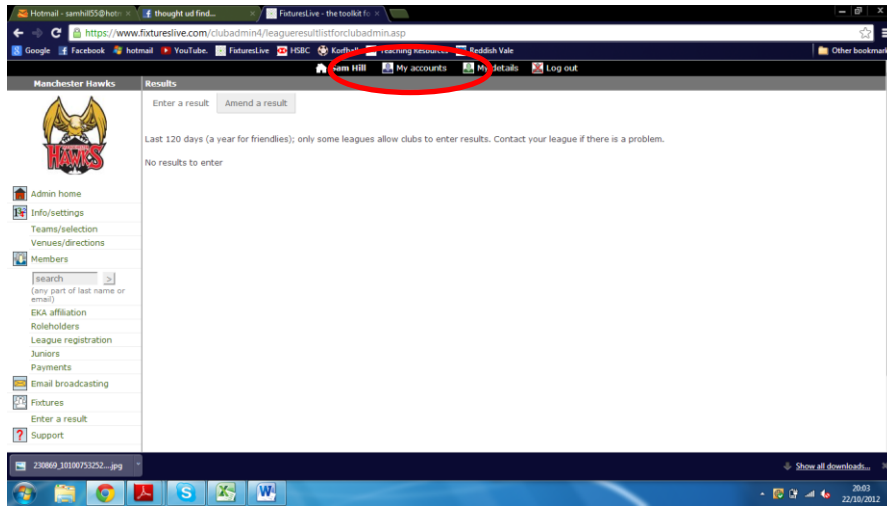
1) The club admin logs on and clicks club admin



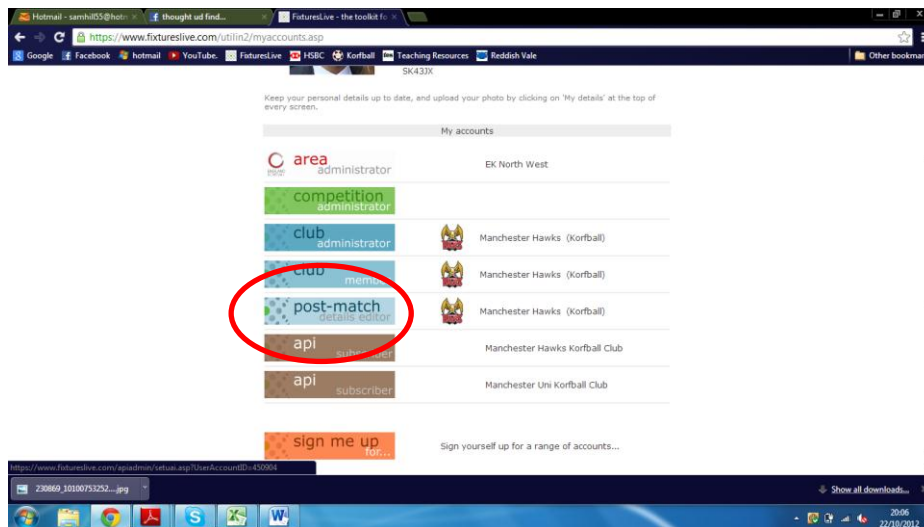
2) click enter a result



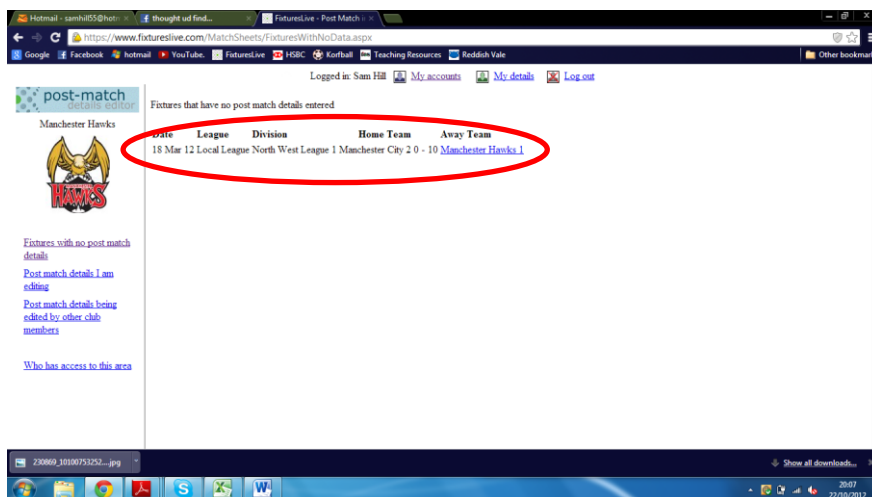
3) the results to be entered will show up, click on it and fill in the boxes (be extra careful to put the correct scores in the right boxes!)



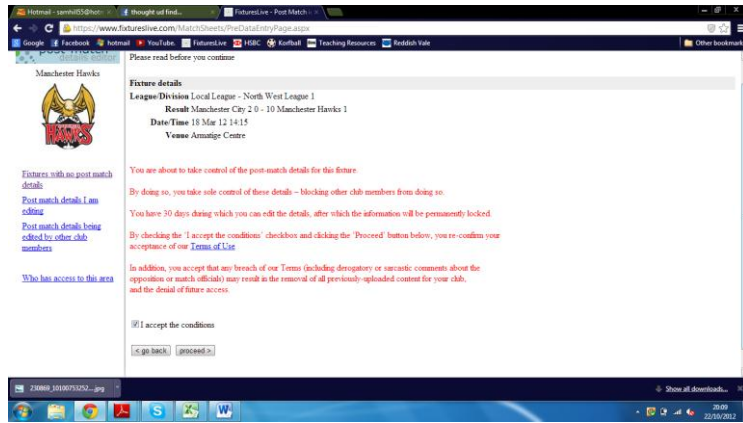
4) click on my accounts



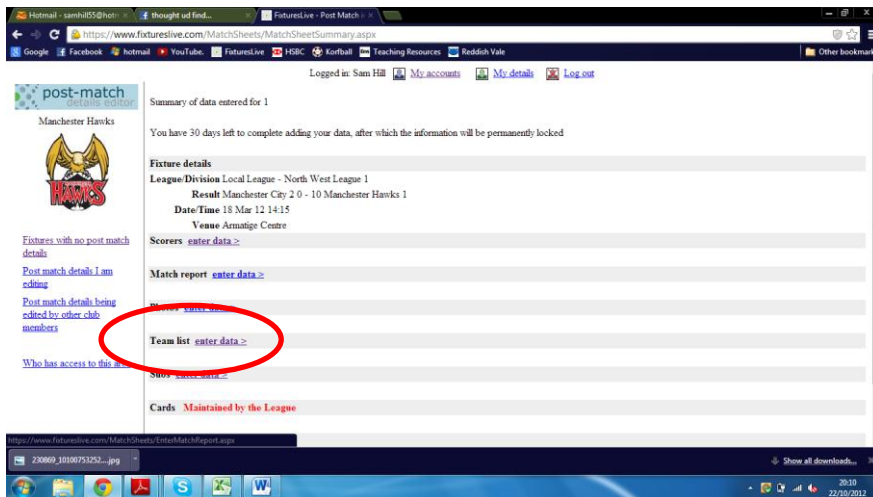
5) click post match details editor (other non admins can also enter details if they are set up as this roleholders in the club admin page)



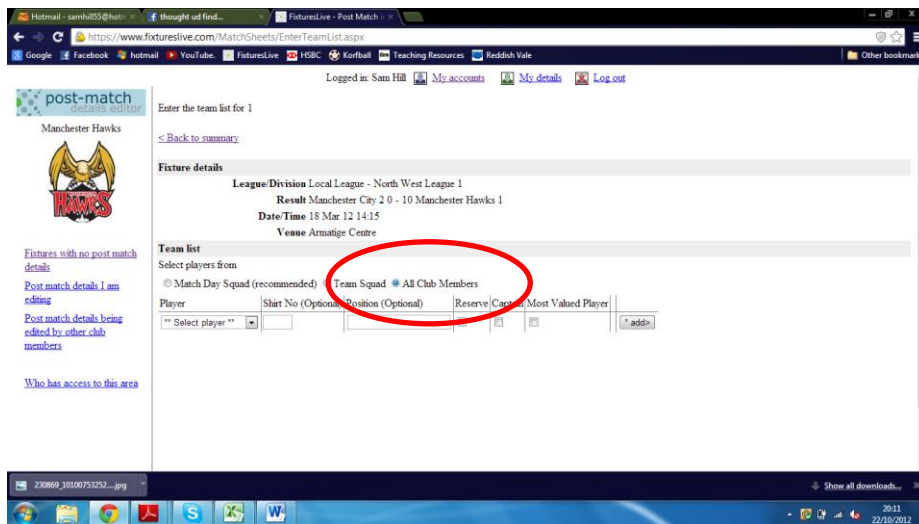
6) click on the result (note this may take a min or 2 to update, you may need to refresh page)



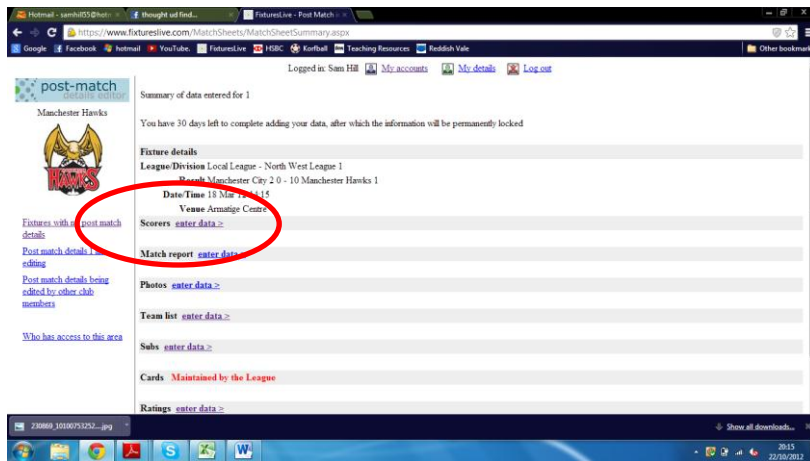
7) accept the conditions and proceed



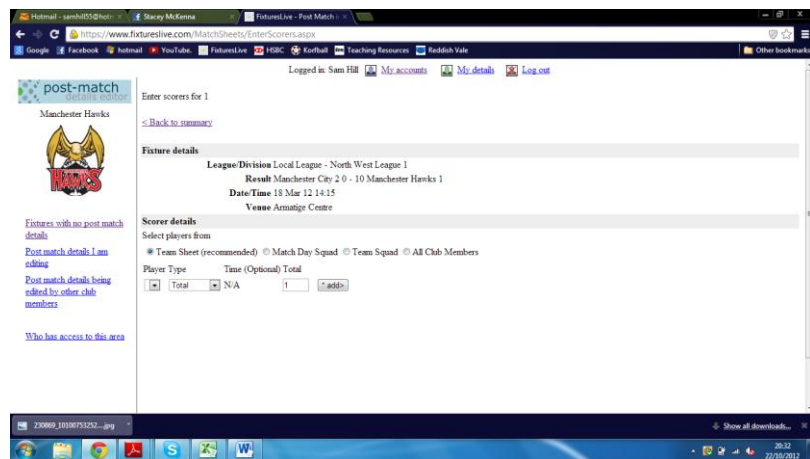
8) click team list first



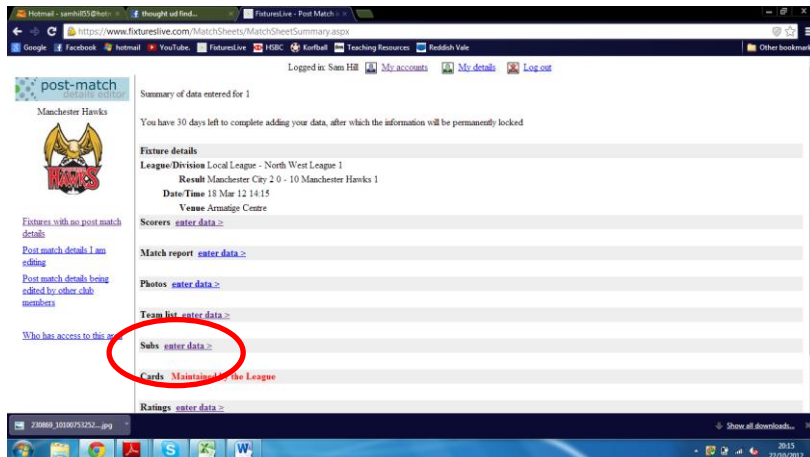
9) either have teams pre-set up in fixtureslive and add players, or click all club members and select from the drop down menu. The order and subs do not matter at this stage. Tick the box for captains. This year the opponents will choose an MVP for the opposing team, this player needs to be written on the match form at the fixture. Please tick the box and press add to make sure it is all updated



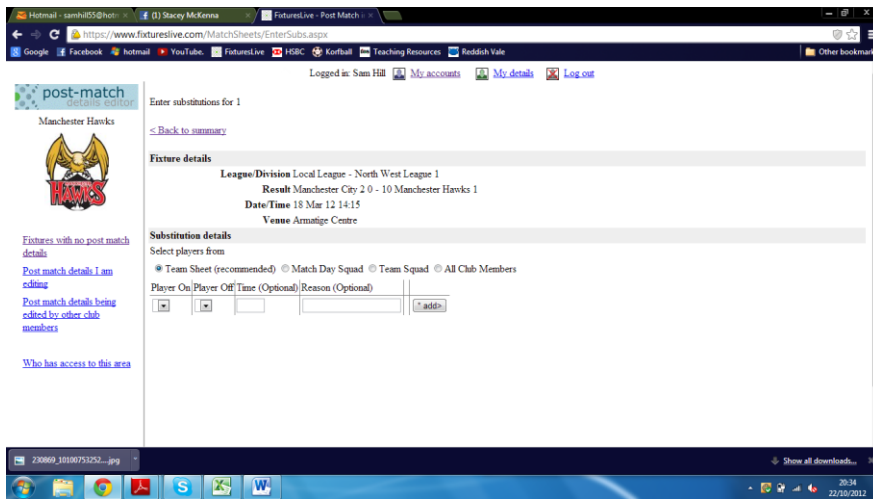
10) go back to the other screen and press scorers



11) Add players from team sheet and how many were scored, it can be more detailed if known type of goal (e.g. pen, free pass)



12) Go back and click on subs



13) Fill in the appropriate details

If any other details can be filled in, e.g. match referee, team coach, match report, photos please do! We are using fixtureslive as our primary base of fixtures and keeping of data so the more filled in the better. This then looks good for people who access the data through the EKA. Any problems/questions email samhill55@hotmail.co.uk