

# **About the Competition tool**

Individuals with relevant roles within a Region, County and League will be provided with access to the full competition management functionality, in order to administer competitions.

Clubs will be able to access matches that they are part of through the ‘Team management’ section of the system, if their league(s) choose to use the online functionality. However, this will be restricted to the ‘Match Card’ feature, to allow them to enter details such as team line ups and scores for fixture.

If clubs arrange friendly fixtures, there is a function in the ‘Team management’ section to administer and record these.

**Key Functionality for Leagues**

It is up to each organisation to what extent it utilises the functionality offered within ENgage. There are 3 main options you may wish to consider.

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| Part 1 | Checking membership Status - you may wish to initially just use the system to check the membership status of players within the league |
| Part 2 | Central administration of competition – you could choose to use the competition management tool but to administer it centrally e.g. entering scores and player line ups from score sheets submitted |
| Part 3 | Team Administration of Match Card – you could choose to us the full functionality of the competition management tool where teams enter their own team line up information and the scores directly |

# **Get started**

To benefit from access to the ENgage competition management tool, the following needs to be completed:

1. **Allocate competition roles**

An ENgage assigned secretary, chairperson or treasurer needs to allocate the Competitions Manager, Fixture secretary and Results Agent role in ENgage by following these instructions:

1. Log in to Engage
2. In the ‘My Organisations’ box, select the thumbnail of the organisation
3. Select ‘Competition’
4. Double click on the competition
5. Select ‘Competition roles’ on the left-hand menu
6. Click ‘Add’
7. Enter the forename and surname of the relevant person
8. Select the
9. Select the person
10. Enter and select the role that you wish to allocate
11. If you selected ‘Fixture Secretary’ or ‘Results Agent’ and you wish to limit this role to a particular division, select the relevant division in the ‘Division name’ field
12. Click ‘Save’

**Access levels for each competition role**

* Competitions Manager – this access level has full administration access, allowing creation of new competition and editing all aspects of existing competition. By default this will be the individual who creates the competition
* Fixture secretary - this access level cannot create new competitions but can amend and update specific fixtures
* Results Agent - this access level can enter results for fixtures

1. **Liking with Clubs (Leagues only)**

In order to access information on individuals within clubs participating in your league, you need to invite the club to be part of the league and they will accept the invitation for the relevant teams within the club.

In order to invite a club to join your league on ENgage, please follow these instructions:

1. Log in to ENgage
2. In the ‘My Organisations’ box, select the thumbnail of the organisation
3. Click 'Team management’
4. Select ‘Invite a club'
5. Enter the name of the club in the 'Name' field
6. Select the magnifying glass icon
7. Click on the club that you wish to invite
8. Select ‘Save’

If the clubs accepts your invite, you will be notified through an automatic email.

*Please note: Regions and counties are already linked to clubs in their area as a result of membership and therefore, do not need to complete this linking process.*

**Viewing player information**

Once a club has accepted your invitation, the players within the teams, for which they have accepted the invitation, will appear in your ‘Team management’ section. If you go to the ‘Team management’ section you will see a range of information about the individuals including their England Netball membership status and the team that they are linked to.