

## **Players**

Allows you to enter players, rosters, stats, positions, and transactions.

### ***View Players Tab***

Lists all of the players that have been entered.

#### *Creating a new player:*

1. Click on New at the top.
2. Enter the name.
3. Select the team.
4. Upload a photo using the Select button.
5. Visible on Website Roster? – If you select No, the player will not show on the front end (this is like the Hide feature in other components).
6. Active – Yes/No – all players listed as inactive will display in a separate section on the roster page on the front end
7. Select the position from the drop down list. If a new position needs to be created, you can do that in the Positions tab.
8. Highlight the applicable rosters.
9. Is this person a coach? – This option is available because some clients like to display the coaches on the roster page instead of a staff page. If they are listing the coaches on the roster page, then they will need to select yes when they create their coaches' entries.
10. Pro – you can list any pro teams they have played for, if applicable
11. College – you can list what college they played for, if applicable
12. Depending on what has been enabled in the configuration, you will select if they Shoot/Bat/Throw Right, Left, or Switch.
13. Enter their date of birth.
14. Enter where they reside.
15. Enter their number, height, and weight.
16. Enter their biography using the text editor.
17. Save.
18. Once you have saved a player, if you go back and edit their information, you will notice that you have a Stats tab at the top that was not there previously. You can use this to enter individual career stats for that particular player.
  - a. Whatever statistic fields have been set up in the Statistics tab will display here.
  - b. Once you enter stats for a particular year and save, you will be given another line to enter stats, in case this player played for multiple clubs during the same year.

### ***Rosters Tab***

Allows you to create rosters for different years (kind of like categories)

#### *Creating a new roster*


1. Click on New.
2. Enter the year.
3. Select whether or not it's the current roster.
4. Save.

### ***Custom Fields Tab***

Allows you to create fields of information that the ISM currently doesn't have a field for within Players (i.e. Favorite Quote).

### *Creating a Custom Field*

Note that creating custom fields is identical no matter what component you're editing.

1. When you are viewing the Custom Fields tab, you will have a place to create an entry.
2. Type in the name of the custom field.
3. The type refers to the type of information that will be entered.
  - a. Drop-down Box – drop-down menu of choices
  - b. Multiple Select Box – user can select multiple answer choices from the list
  - c. Checkbox Array – displays checkboxes, but the user can only select one choice
  - d. Radio Array – displays circles for you to select, but the user can only select one choice
  - e. Small Text – this allows the user to type in information such as a name or address
  - f. Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
  - g. Photo – allows the user to upload a photo
4. Required – it's up to you if you want to require it or not, but if you select Yes, then the user will have to enter that field in order to submit the information or save.
5. Click the orange Add Field button (  ), and this will save the Custom Field.
6. Once you have added the custom field, it will show up automatically on the back end, but depending on where you are adding it, it may or may not display on the front end. If it does not show up, you will need to contact your customer service representative or enter a task in the task manager for this field to appear.

### ***Positions Tab***

Allows you to create new positions as well as use the system default positions. To import positions for a particular sport, click on the orange Import Positions button next to the applicable sport. This will load the system default positions and will show up when you are editing/creating players.

#### *To create a new position*

1. Click on New.
2. Enter the name of the position.
3. Select what type of position it is from the drop-down menu.
4. Save. These will now show up when you are creating/editing a player.

### ***Statistic Fields Tab***

Allows you to create the applicable statistic fields for your sport

#### *Creating a new statistic field*

1. Click on New.
2. Enter the name (abbreviation) for the stat.
3. Select the data type, depending on what kind of number the stat is.
4. Select all of the positions that it applies to.
5. Save.
6. These will show up within the Stats tab when you are editing a player's information.
7. See more information in Players->View Players Tab

### ***Transactions Tab***

Allows you to post player transactions

*Creating a new transaction*

1. Click on New.
2. Enter the date.
3. Enter the action that was taken.
4. Select the player from the drop-down; this will pull from the roster.
5. If the player has not been entered on the roster yet, you can type their name directly into the second box.
6. Enter the details of the transaction using the text editor.