

Combe Abbey School – Online Fixtures Diary

USER GUIDE

Including Technical Guide



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Purpose

The main purpose of this guide is to cover every aspect of the fixture diary system, to inform the user of how to use each and every element of the system.

Frequently Asked Questions

What is the purpose of the system?

The system has been developed to replace the old paper-based diary system. It is an online system, meaning that the system is accessed via the Internet. The system displays all of the planned fixtures for the girls' PE department and a range of searches can be performed on the fixtures. There is also the option for some users to add and delete fixtures from the system.

Where can the system be used?

It can be used anywhere where there is an active Internet connection. This could be within school on the networked computers, or at home on a laptop or desktop computer connected to the Internet. If you have Internet connectivity on a mobile device such as a phone or tablet computer, it can be also used there too!

Who is the system designed for?

It is mainly designed for use by the PE department, but is also accessible to pupils, parents and any other visitor who may be interested in the PE department and their arranged fixtures.

What stops unauthorised user from accessing the secure areas?

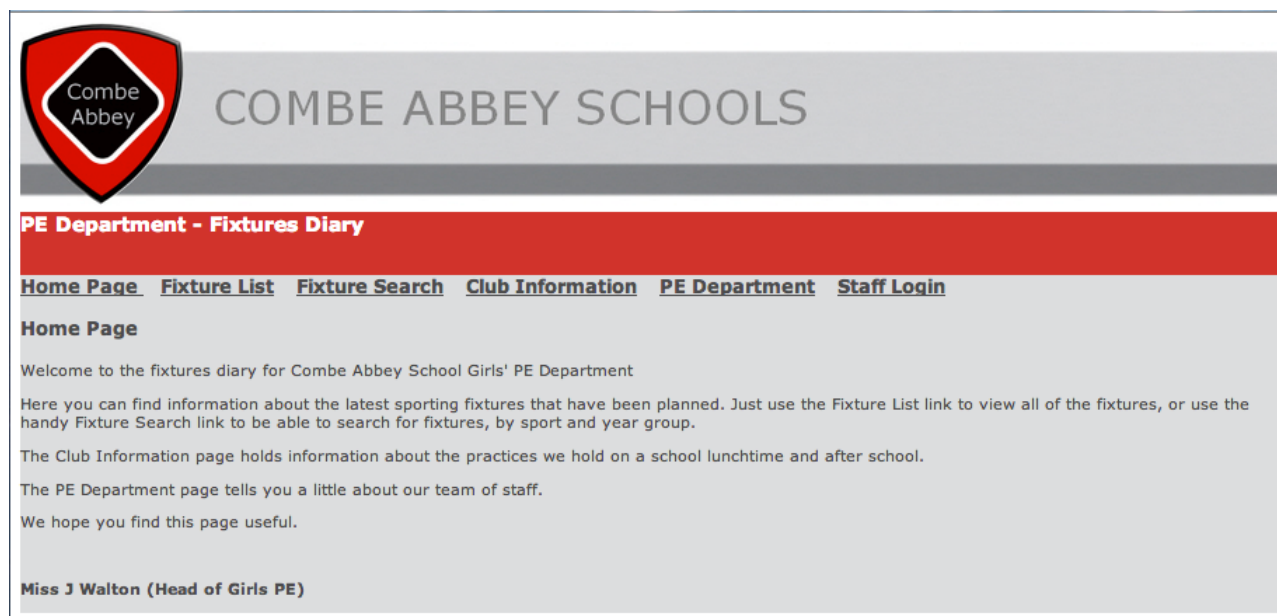
There is a password protected area, where users need a valid username and password to access aspects such as the advanced search facility, adding new fixtures and deleting fixtures.

Getting Started

Accessing the system:

From any computer/device connected to the Internet:

1. Select Internet Explorer or an alternative Web browser e.g. Opera, Firefox, Chrome or Safari
2. Type the following address into the browser: www.combeabbeype.co.uk
3. This will open the home page for the PE Department System:

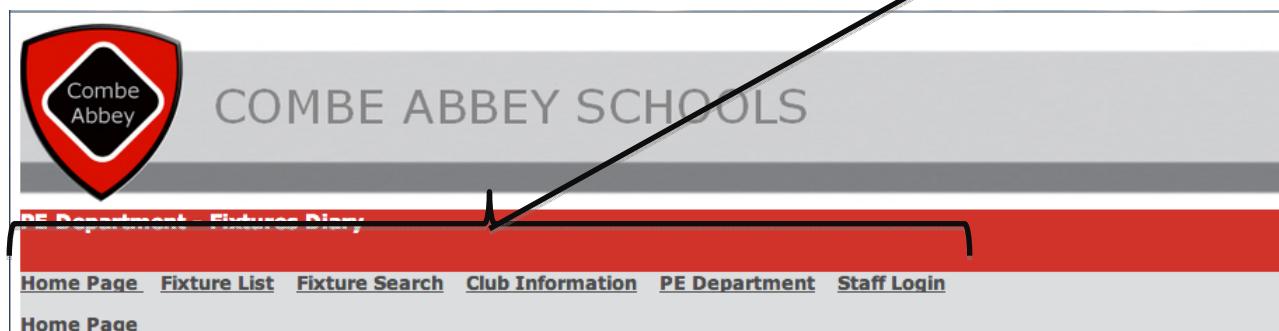


The screenshot shows the homepage of the PE Department Fixtures Diary for Combe Abbey Schools. At the top left is the Combe Abbey logo, a shield with a black and white diamond shape inside containing the text 'Combe Abbey'. To the right of the logo, the text 'COMBE ABBEY SCHOOLS' is displayed in a large, grey, sans-serif font. Below this is a red horizontal bar with the text 'PE Department - Fixtures Diary' in white. Underneath the red bar is a navigation menu with links: 'Home Page', 'Fixture List', 'Fixture Search', 'Club Information', 'PE Department', and 'Staff Login'. The main content area has a heading 'Home Page' and a welcome message: 'Welcome to the fixtures diary for Combe Abbey School Girls' PE Department'. It then provides instructions on how to use the 'Fixture List' and 'Fixture Search' links, and mentions the 'Club Information' page. At the bottom, it identifies 'Miss J Walton (Head of Girls PE)'.

From here, you can access any page within the fixtures diary system, using the underlined links.

Navigation

To navigate within the site, you can use the main links at the top of each page.



Every page within the site has been designed using the same layout, to try and make the system easy to use and for you to find the information you are looking for.

Exiting the system

To exit the system, simply press the red 'X' usually located on the top right hand corner of your Internet browser. On a Mac, you may find the 'X' is on the top left corner of your browser.

Public Access Pages

There are a number of pages within the fixtures diary system, which have been developed for public access. This means that staff, pupils, parents and anyone who has an interested in the PE department's fixtures can view these pages, which are described below:

Home Page

The home page, shown earlier provides users with a brief overview of what the site is for and what users can actually find within the site. It is an introduction for any visitor.

Club Information

The club information page provides visitors with information about the different clubs that are run within the school. The timings are provided for each club and which year group it is for.



PE Department - Fixtures Diary

Home Page Fixture List Fixture Search Club Information PE Department Staff Login

Sports Club Information

Autumn and Spring Term Timetable

	11.55 to 12.25	12.25 to 13.00	15.45 to 17.00
Monday	Year 7 - Hockey Years 11 to 13 - Netball		Year 9 and 10 - Hockey Years 7 to 13 - Netball Matches (home) Years 11 to 13 - Hockey Matches
Tuesday	Year 7 - Netball	Year 8 - Netball Years 7 and 8 - Netball Tournaments	Year 10 - Hockey League
Wednesday	Years 9 and 10 - Netball		Year 11 - Hockey
Thursday	Years 7 to 13 - Cross Country Years 7 to 13 - Hockey Goalkeeping Practice	Years 7 to 13 - Fitness	Years 7 to 13 - Netball Matches & Practice Years 7 and 8 - Hockey
Friday			Years 7 to 13 - Squash Coaching

Summer Term Timetable

	11.55 to 12.25	12.25 to 13.00	15.45 to 17.00
Monday	Year 8 - Trampoline Years 7 to 13 - High Jump		Years 7 and 8 - Tennis Club
Tuesday			Years 7 and 8 - Rounders League Years 9 and 10 - Rounders League
Wednesday	Year 9 - Trampoline	Years 7 to 13 - Long Jump	
Thursday	Years 7 to 11 - Tennis Team Coaching		Years 9 and 10 - Tennis Club Years 7 to 13 - Running Club
Friday	Years 7 and 8 - Tennis Team Coaching	Years 9 to 11 - Tennis Team Coaching	Years 7 to 13 - Squash Coaching

PE Department

The department page provides visitors with a list of department members. It also lists the teams each member is in charge of and also provides a little information into the sporting background of each teacher.



PE Department - Fixtures Diary

Home Page Fixture List Fixture Search Club Information PE Department Staff Login

Meet the PE Department

	Sports	Sporting Background	Team Responsibility
Miss J Walton Head of Girls' PE	Netball Gymnastics Trampoline Athletics	Member of Westside Netball Team National gymnast and competed for Great Britain 1996 to 2003	Netball: Years 11 to 13 Netball Years 9 and 10
Mrs H Lille	Hockey Tennis Cross Country	Current member of the City Hockey Team Played hockey as a junior at National level and at senior county level	Hockey Year 7 Hockey Year 8
Mrs H Dune	Hockey Athletics Netball Gymnastics	Member of Tyne Netball Team Played netball for the county at junior and senior levels	Netball Year 7 Netball Year 8 Hockey Years 11 to 13
Mrs A Dress	Hockey Athletics Trampoline	Played hockey for Tyne and Wear at school and university level Current member of Northumberland Hockey Team	Hockey Year 8 Hockey Years 9 and 10
Miss J Hamilton	Squash Tennis	Played squash and tennis at a National level Current GB team coach for squash	Squash Team - Years 7 to 13
Miss J Wheel	Swimming Trampoline	Swam for Great Britain at: Commonwealth Games, World Championships and European Championships 1998 to 2002 National Swimming Champion 1998 to 2002	Swimming Team - Years 7 to 13

Fixture Search



PE Department - Fixtures Diary

Home Page Fixture List Fixture Search Club Information PE Department Staff Login

Fixture Search

Use the form below to search for fixtures.

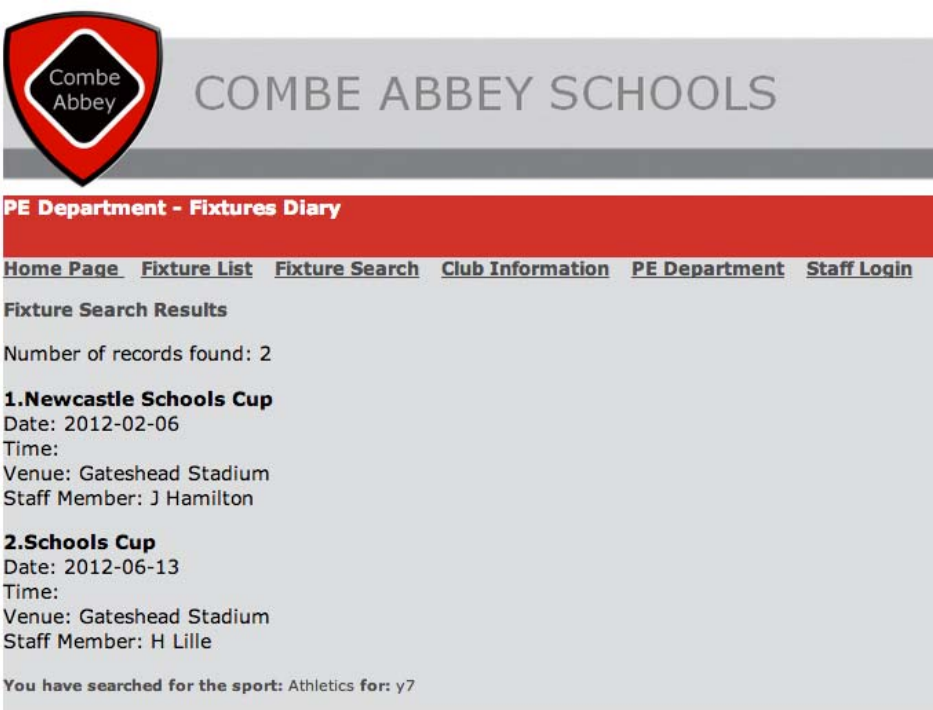
Select your sport and year group.

Select Sport

Select Year

The fixture search page is one of the first pages, which is linked to the actual fixture diary system. From here, any user can simply select a sport, a year group and then click the submit button. A search is

then performed on the diary and the relevant results matching the search criteria are displayed for the user. The results will not always be the same as shown, as fixtures are regularly added, edited and deleted.



The screenshot shows the website header for Combe Abbey Schools. Below the header is a red navigation bar with the text "PE Department - Fixtures Diary". Underneath is a menu with links: "Home Page", "Fixture List", "Fixture Search", "Club Information", "PE Department", and "Staff Login". The main content area is titled "Fixture Search Results" and shows "Number of records found: 2". There are two search results listed:

- 1. Newcastle Schools Cup**
Date: 2012-02-06
Time:
Venue: Gateshead Stadium
Staff Member: J Hamilton
- 2. Schools Cup**
Date: 2012-06-13
Time:
Venue: Gateshead Stadium
Staff Member: H Lille

At the bottom of the search results, it says "You have searched for the sport: Athletics for: y7".

An example of a search and results is shown here for year 7 athletics. The number of results is displayed and the search criteria used is confirmed at the end of the search.

Fixture List

The fixture list page is also one that connects to the fixture diary system. It displays the user with a list of all fixtures and they are split between two tables. The top table displays all fixtures that are to be played on today's date or later. The lower table displays all fixtures that took place before today's date. The page results

will not always look like the example below, as data will be added, edited and deleted from the diary system.



PE Department - Fixtures Diary

[Home Page](#)
[Fixture List](#)
[Fixture Search](#)
[Club Information](#)
[PE Department](#)
[Staff Login](#)

All Upcoming PE Department fixtures

Sport	Event	Date	Time	Staff Member	Venue
Swimming	Tyne and Wear Gala	2012-11-06	16:00:00	J Wheel	RGS
Cross Country	National Finals	2012-11-09	10:00:00		Sheffield Athletics Stadium
Swimming	ESSA National Finals	2012-11-24	13:00:00		Coventry

All Past PE Department fixtures

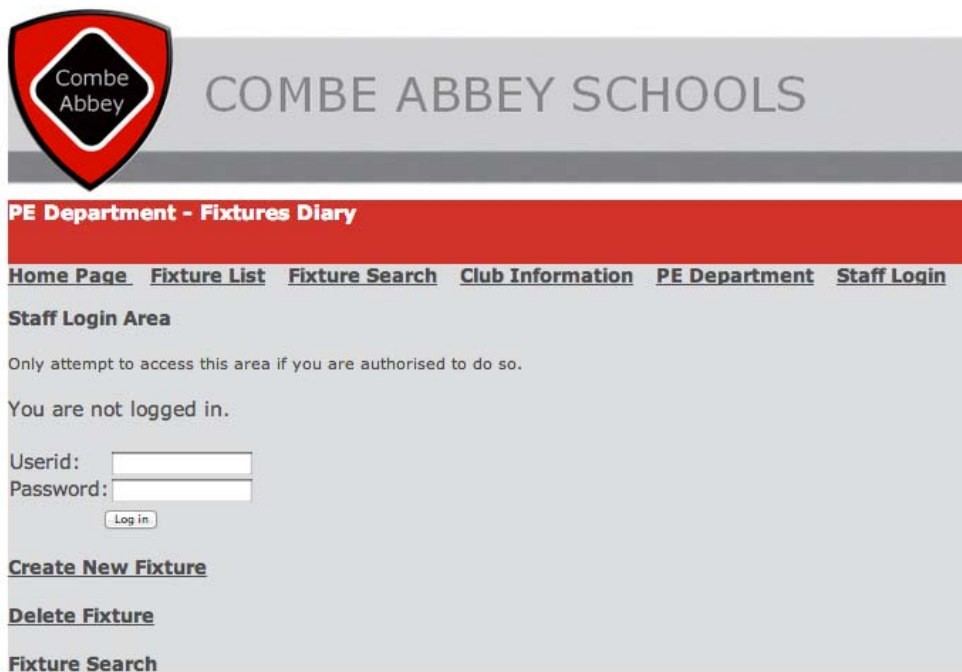
Sport	Event	Date	Time	Staff Member	Venue
Hockey	National Schools Tournament	2011-10-05	11:00:00	A Dress	The Parks
Hockey	County Tournament	2011-10-11	12:00:00	A Dress	John Spence
Netball	County Tournament	2011-10-18	11:00:00	J Walton	Blue Flames
Swimming	ESSA Regional Trials	2011-10-20	17:00:00	J Wheel	Neptune Centre, Middlesbrough
Cross Country	Schools Cup Round 1	2011-10-28	12:00:00	A Dress	Alnwick
Swimming	Tyne and Wear Gala	2011-11-05	16:00:00	J Wheel	RGS
Cross Country	Schools Cup Regional Round	2011-11-12	09:00:00	A Lille	Leeds
Netball	City Tournament	2011-11-30	16:00:00	H Lille	Westfield
Cross Country	National Finals	2011-12-02	09:00:00	A Dress	Crystal Palace
Netball	Tyne and Wear Knockout	2012-01-17	16:00:00	J Walton	Blue Flames
Athletics	Newcastle Schools Cup	2012-02-06	10:00:00	J Hamilton	Gateshead Stadium
Swimming	Newcastle Schools Gala	2012-02-15	16:00:00	J Wheel	West Denton Pool
Tennis	Friendly vs Church	2012-06-12	16:00:00	J Hamilton	DAS
Athletics	Schools Cup	2012-06-13	09:00:00	H Lille	Gateshead Stadium
Cross Country		2012-10-12	00:00:00	A Dress	G

Restricted Access Pages

There are a number of pages within the diary system, where access is restricted to staff only visitors. These areas are clearly identified and are accessible via the Staff Login link at the top of each page. If you do not know your username and password for the restricted access areas, please see the school technicians, who will be able to provide you with them.

Staff Login

To access any of the staff only pages, you need to first click on the Staff Login page. From here you will be able to enter your username and password and therefore access the add fixture page, delete fixture page and advanced search page.



The screenshot shows the staff login interface for the PE Department. At the top left is the Combe Abbey Schools logo, a red shield with a white diamond containing the text 'Combe Abbey'. To the right of the logo, the text 'COMBE ABBEY SCHOOLS' is displayed in a large, grey, sans-serif font. Below this is a red horizontal bar with the text 'PE Department - Fixtures Diary' in white. Underneath the red bar is a navigation menu with links: 'Home Page', 'Fixture List', 'Fixture Search', 'Club Information', 'PE Department', and 'Staff Login'. The 'Staff Login Area' is the main content area, which includes a warning message: 'Only attempt to access this area if you are authorised to do so.' Below this is the text 'You are not logged in.' followed by two input fields: 'Userid:' and 'Password:'. A 'Log in' button is positioned below the password field. At the bottom of the login area, there are three links: 'Create New Fixture', 'Delete Fixture', and 'Fixture Search'.

When you have entered your username and password, click on the Log in button and you will be logged into the system and this will be confirmed, as seen below:



PE Department - Fixtures Diary

[Home Page](#) [Fixture List](#) [Fixture Search](#) [Club Information](#) [PE Department](#) [Staff Login](#)

Staff Login Area

Only attempt to access this area if you are authorised to do so.

You are logged in as: jwh

[Log out](#)

[Create New Fixture](#)

[Delete Fixture](#)

[Fixture Search](#)

Adding a Fixture

To create a new fixture to the diary, click on the 'Create New Fixture' link on the login page. You will be taken to the screen below:



PE Department - Fixtures Diary

[Home Page](#) [Fixture List](#) [Fixture Search](#) [Club Information](#) [PE Department](#) [Staff Login](#)

Fixture Entry Page - Staff Only

You are logged in as jwh

Sport	<input type="text" value="Athletics"/>	Event	<input type="text"/>
Date (yyyy/mm/dd)	<input type="text"/>	Time (hh:mm)	<input type="text"/>
Time of Day	<input type="text" value="Morning"/>	Transport Booked?	<input type="checkbox"/>
Venue	<input type="text"/>	Packed Lunch?	<input type="checkbox"/>
Lead Staff Member	<input type="text" value="A Dress"/>	Team Size (approx)	<input type="text"/>
Assistant Staff Member	<input type="text" value="None"/>		
Year Group(s)	<input type="checkbox"/> Year 7 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 8 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 13 <input type="checkbox"/> Year 9		<input type="button" value="submit"/> <input type="button" value="reset"/>

[Fixture search page](#)

[Log out](#)

From this page you can add a fixture to the online diary system and it will be displayed in searches that are performed by visitors to the site or logged in staff members. The form is simple to use, but an explanation of what to enter into each field is provided below:

Field Name	What to Enter?	Sample Data
------------	----------------	-------------

Sport	Select a sport from the drop down list	Swimming
Date	Enter the date of the fixture in the format yyyy/mm/dd	2012/11/21
Time of Day	This is roughly when the event is taking place and selected from a drop down list	Evening
Venue	This is where the fixture is taking place	City Pool
Lead Staff Member	This is who the staff member in charge is	J Wheel
Assistant Staff Member	This is the name of any support staff	None
Year Group(s)	Tick the year groups that will be attending the fixture	Year 7 – Tick Year 8 – No Tick
Event	The name of the event taking place	Tyne and Wear Gala
Time	The time the fixture is taking place	16:00
Transport Booked?	If transport has been booked, tick the box	Tick = Yes
Packed Lunch?	If a packed lunch is required, tick the box	No Tick = No
Team Size	This is the approximate team size for info.	25

Fixture Confirmation

Once the data has been entered into the fixture entry page and the submit button has been pressed, a confirmation page is displayed, which displays the data that has now been added to the fixtures diary. If you wish to cancel a fixture entry, don't click the submit button; instead press reset and the fixture information will be cleared from the form:



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PE Department - Fixtures Diary

[Home Page](#) [Fixture List](#) [Fixture Search](#) [Club Information](#) [PE Department](#) [Staff Login](#)

Fixture Confirmation

Sport: Swimming
Event Name: Tyne and Wear Gala
Fixture Date: 2012/11/21
Fixture Time: 16:00
Time of Day: Swimming

Year Groups: Year 7 Yes Year 10 Year 12
Year 8 Yes Year 11 Year 13
Year 9

Venue: City Pool
Lead Staff Member: J Wheel
Support Staff: None
Transport Booked?: Yes
Lunch Required?: No
Group Size: 25

[Add another fixture](#)

[Fixture search page](#)

[Log out](#)

From this page, you now have the option to: add another fixture, search for a fixture or log out of the staff only area. You also have the main links to choose from at the top of the page.

Deleting a Fixture

There may be a time when you need to delete a fixture: either it has been added in error via the fixture entry form, or the fixture has been cancelled due to bad weather or the opposition team cancelling for example. The delete page is simple to use and is again only accessible to staff members who are logged in, so there is no worry of a pupil deleting fixtures for you! If you change your mind and don't want to delete a fixture, you can access the other pages, via the links at the bottom of this page.

The delete fixture page is accessible via the Staff Login page and when selected, displays you with a list of all fixtures within the diary system, in date order. All you have to do is look for the fixture you want to remove and then find the corresponding ID number from the first column.

For this example, the fixture with the ID number 37 will be deleted, as it has been added in error. You simply type the ID number in the text box at the bottom of the page and then click 'Delete Fixture'.

WARNING: this action is not reversible and the fixture will be deleted when the button is pressed!



PE Department - Fixtures Diary

[Home Page](#) [Fixture List](#) [Fixture Search](#) [Club Information](#) [PE Department](#) [Staff Login](#)

Fixture Deletion Page - Staff Only

You are logged in as jwh

Fixture Deletion

Find the fixture ID and use the form below to delete selected fixtures.

ID	Sport	Event	Date	Time	Staff Member	Venue
13	Hockey	National Schools Tournament	2011-10-05	11:00:00	A Dress	The Parks
14	Hockey	County Tournament	2011-10-11	12:00:00	A Dress	John Spence
18	Netball	County Tournament	2011-10-18	11:00:00	J Walton	Blue Flames
1	Swimming	ESSA Regional Trials	2011-10-20	17:00:00	J Wheel	Neptune Centre, Middlesbrough
2	Cross Country	Schools Cup Round 1	2011-10-28	12:00:00	A Dress	Alnwick
20	Swimming	Tyne and Wear Gala	2011-11-05	16:00:00	J Wheel	RGS
3	Cross Country	Schools Cup Regional Round	2011-11-12	09:00:00	A Lille	Leeds
22	Netball	City Tournament	2011-11-30	16:00:00	H Lille	Westfield
23	Cross Country	National Finals	2011-12-02	09:00:00	A Dress	Crystal Palace
4	Netball	Tyne and Wear Knockout	2012-01-17	16:00:00	J Walton	Blue Flames
25	Athletics	Newcastle Schools Cup	2012-02-06	10:00:00	J Hamilton	Gateshead Stadium
21	Swimming	Newcastle Schools Gala	2012-02-15	16:00:00	J Wheel	West Denton Pool
36	Tennis	Friendly vs Church	2012-06-12	16:00:00	J Hamilton	DAS
33	Athletics	Schools Cup	2012-06-13	09:00:00	H Lille	Gateshead Stadium
37	Cross Country		2012-10-12	00:00:00	A Dress	G
32	Swimming	Tyne and Wear Gala	2012-11-06	16:00:00	J Wheel	RGS
31	Cross Country	National Finals	2012-11-09	10:00:00		Sheffield Athletics Stadium
38	Swimming	Tyne and Wear Gala	2012-11-21	16:00:00	J Wheel	City Pool
30	Swimming	ESSA National Finals	2012-11-24	13:00:00		Coventry

Enter ID Number

[Fixture search page](#)

[Add new fixture](#)

[Log out](#)

Fixture Deletion Confirmation

Once the delete button is clicked, you are taken to a confirmation page, which displays the fixture number that you have deleted. Each fixture has a unique ID number assigned to them when they are added to the fixture diary, so you will only delete the selected record when you use this option. From this page, you can now access the three staff only pages, all of the public pages, or log out.



PE Department - Fixtures Diary

[Home Page](#) [Fixture List](#) [Fixture Search](#) [Club Information](#) [PE Department](#) [Staff Login](#)

fixture has been deleted from database

You have deleted record number: 37

[Fixture search page](#)

[Delete another fixture](#)

[Add a new fixture](#)

[Log out](#)

Performing an Advanced Search

Back on the login screen and the other staff only pages, you can access the fixture search page. This runs the same as the public search page, but there are more search options available and when you see the search results, there is more data presented.

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PE Department - Fixtures Diary

[Home Page](#) [Fixture List](#) [Fixture Search](#) [Club Information](#) [PE Department](#) [Staff Login](#)

Fixture Search Page - Staff Only

You are logged in as jwh

Use the forms below to search for fixtures.

Search by Year Group Select Year Group: <input type="text" value="Year 7"/> <input type="button" value="submit"/>	Search by Sport Select Sport: <input type="text" value="Athletics"/> <input type="button" value="submit"/>	Custom Search Search Type: <input type="text" value="Event Name"/> <input type="button" value="submit"/> Search Criteria: <input type="text"/> <input type="button" value="submit"/>
Search by Staff Select Staff Member: <input type="text" value="A Dress"/> <input type="button" value="submit"/>	Search by Sport and Year Group. Select Sport: <input type="text" value="Athletics"/> <input type="button" value="submit"/> Search Criteria: <input type="text" value="Year 7"/> <input type="button" value="submit"/>	

[Add a new fixture](#)

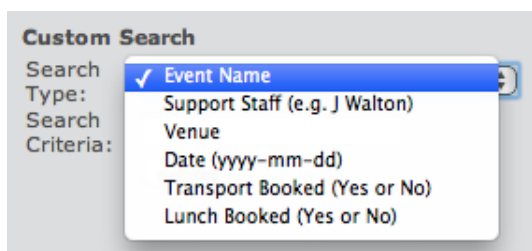
[Log out](#)

There are 5 searches on this page:

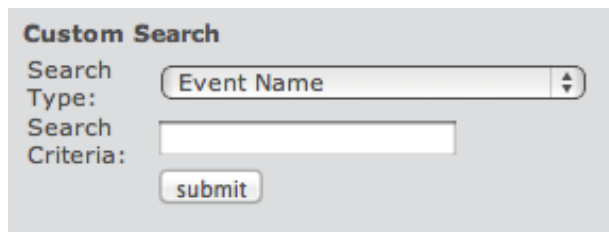
1. Year group search
2. Staff search
3. Sport search
4. Sport & year search
5. Custom search

You just find the search you want to perform, select the criteria and press the submit button.

The only search that is slightly different is the custom search, which we will look at next. For this search, you can select your search type from a drop down list, but you need to type in the search criteria in the text box.



For some of the search option, there is an example of how to enter data, but the table below also provides some guidance.



Search Type	What it Searches For	Example Search Criteria
Event Name	This searches for all fixtures with the name or part of the name entered	ESSA
Support Staff	This searches for all fixtures that have the entered support staff attending. This must be their forename initial and surname	J Wheel
Venue	This searches for the fixtures with the venue name or part of the name entered	Gateshead
Date	This searches for all fixtures that match the date entered. The date must follow the format yyyy-mm-dd	2012-11-21
Transport Booked	This searches for all fixtures that have transport either booked or not booked. A Yes or No value must be entered	Yes
Lunch Booked	This searches for all fixtures that have lunches either booked or not booked. A Yes or No value must be entered	No

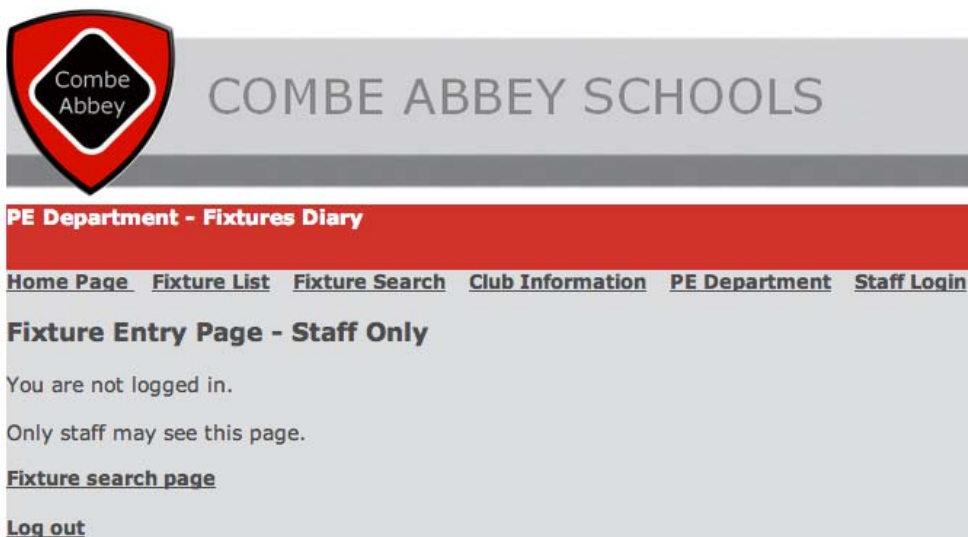
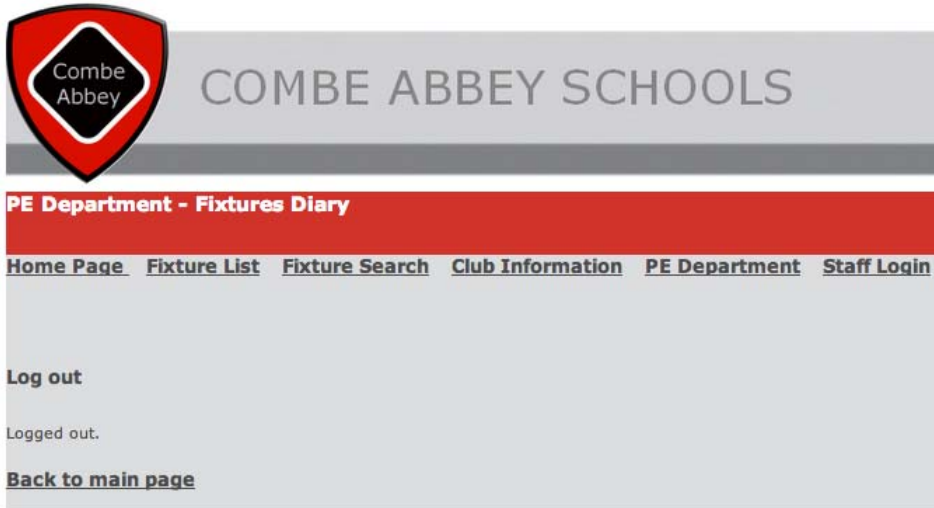
Please note: Capital letters are not important when carrying out a search, but spelling is. If you are unsure of a spelling, please try entering only part of the word.

Search Results Pages

Each search page has a separate results page, with the search type and criteria confirmed at the bottom of the page. Each page does however follow the same layout and displays the same amount of data to the user. An example of a search result page is displayed and two links are provided in addition to the main page links: an option to carry out another search and the option to log out.

Logging Out

When you have finished using the secure staff only area, simply select the 'Log Out' option on any of the secure pages and you will be logged out. This will be confirmed via a short message and you will no longer be able to access the 'Staff Only' areas.



An example of the screen displayed to any unauthorised user trying to access the staff only areas.

Technical User Guide

Technical User Guide

Frequently Asked Questions

What is this section of the guide for?

You may find that the fixtures diary needs updating every so often, for example a new staff member joins the PE team, or a new sport needs to be added to the fixture list. This guide will also explain how to edit a fixture, which is currently a feature that is not available via the main system, but this will be updated in the near future.

Who is this section of the guide for?

School ICT technicians and possibly advanced computer users, who has been granted access to the PE fixtures diary website and database files.

How has the system been developed?

The fixtures diary system has been developed using Microsoft Expression Web 4. The main pages have been developed via the use of CSS and a dynamic template. There is a backend MySQL database used with the site, which is connected to using PHP coding on most pages and the database is accessed using phpMyAdmin.

Accessing the Fixtures Database

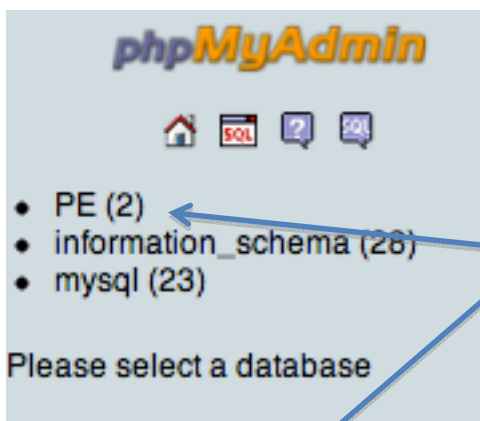
Using phpMyAdmin

To edit a fixture, staff record or any other aspect of the database, you need to access the backend database of the fixtures diary, which is via a phpMyAdmin interface. The database is written using MySQL and is very simple with only two tables, which are not linked.

To access the database, you need to type in the following hyperlink: www.combeabbeype.co.uk/admin and enter your username and password.

A member of the ICT technical team and for security purposes will give this to you, it cannot be provided within this user guide.

When you have been granted access, you should be able to see the following menu displayed and you need to select the option 'PE(2)', which will provide access to the two fixtures diary tables.



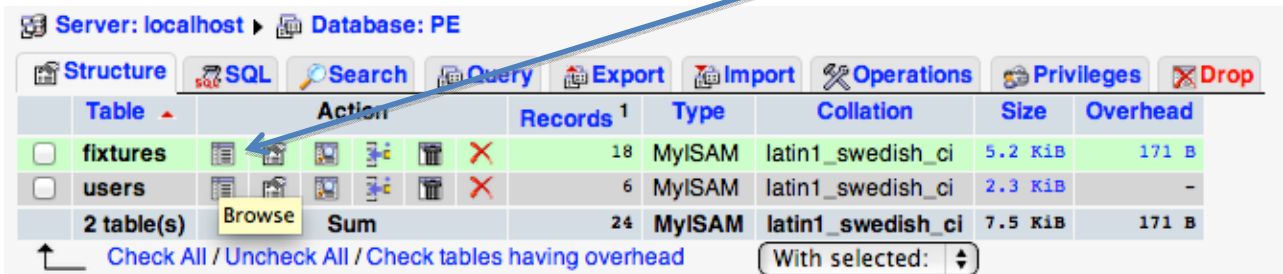
Select PE(2) and the two tables within the database will be displayed

Table	Action	Records	Type	Collation	Size	Overhead
<input type="checkbox"/> fixtures		18	MyISAM	latin1_swedish_ci	5.2 KiB	171 B
<input type="checkbox"/> users		6	MyISAM	latin1_swedish_ci	2.3 KiB	-
2 table(s)	Sum	24	MyISAM	latin1_swedish_ci	7.5 KiB	171 B

↑ Check All / Uncheck All / Check tables having overhead With selected: ▾

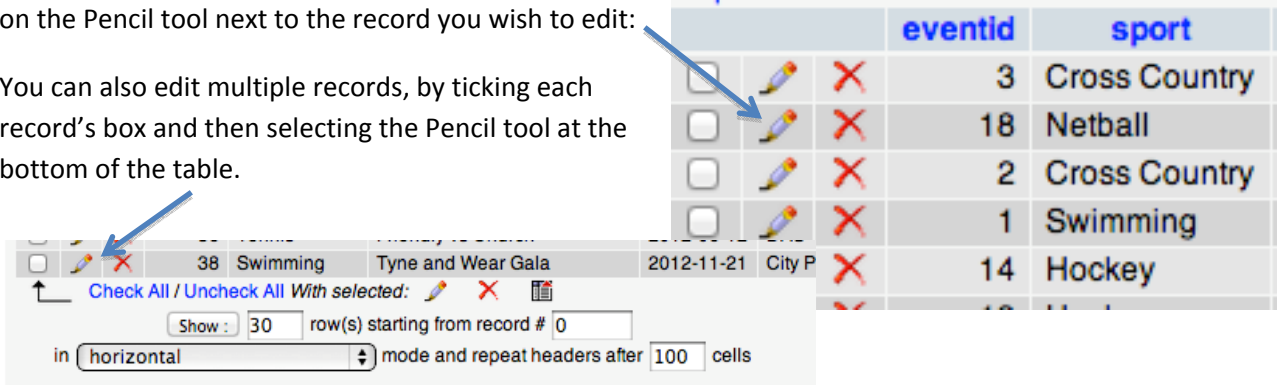
Editing a Fixture

With the two tables visible, you now have a range of options under the title 'Action'. The option you need to select to edit a fixture record is the 'Browse' option, which is the first one available. If you are unsure, just hover over each option and its name will be displayed for you.



With this option selected you can view all of the fixtures within the database. To edit a fixture, simply click on the Pencil tool next to the record you wish to edit:

You can also edit multiple records, by ticking each record's box and then selecting the Pencil tool at the bottom of the table.



Field	Type	Function	Null	Value
eventid	int(11)			3
sport	char(15)			Cross Country
event	char(40)			Schools Cup Regional Round
date	date			2011-11-1
venue	char(30)		<input type="checkbox"/>	Leeds
staff1	char(15)			A Lille
staff2	char(15)		<input type="checkbox"/>	J Walton
timeofday	char(10)		<input type="checkbox"/>	Morning
starttime	time		<input type="checkbox"/>	09:00:00
dateadded	timestamp		<input type="checkbox"/>	2012-10-20 17:03
transport	char(3)			No
lunch	char(3)			No
size	int(11)		<input type="checkbox"/>	25
y7	char(3)			Yes
y8	char(3)			Yes
y9	char(3)		<input checked="" type="checkbox"/>	Yes
y10	char(3)			Yes
y11	char(3)			Yes
y12	char(3)			Yes
y13	char(3)			Yes

You will now be taken to a data entry form, where all data for the selected record will be visible. You just need to type in the amended data and when all changes have been made, click 'Go' at the end of the form.

The alterations will be updated in the database and a confirmation message using MySQL script will be displayed.

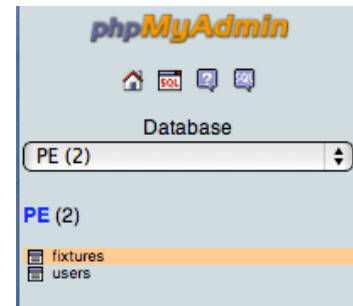
```

1 row(s) affected.
UPDATE `PE`.`fixtures` SET `starttime` = '10:00:00' WHERE `fixtures`.`eventid` = 3

Showing rows 0 - 17 (18 total, Query took 0.0004 sec)
SELECT * FROM `fixtures` LIMIT 0, 30
    
```

User Management

From the main menu, select the PE option again to display the two tables and select the 'users' table; or if you can see the tables on the left hand side of the screen, select the 'users' table.



Adding a User

To add a user to the table, you will need to use the Insert option, which is a tabbed option at the top of the page. Select Insert and type in the userid (i.e. the staff member's forename initial and first two letters from their surname), password, forename and surname.

The userid is a unique identifier, which means that it cannot be left blank. When the record has been entered, select 'Go' and the record will be added to the table, with a confirmation message displayed.

Field	Type	Function	Null	Value
userid	char(4)	<input type="text"/>		swr
password	char(15)	<input type="text"/>		password
forename	char(15)	<input type="text"/>		Sandy
surname	char(15)	<input type="text"/>		Wilson

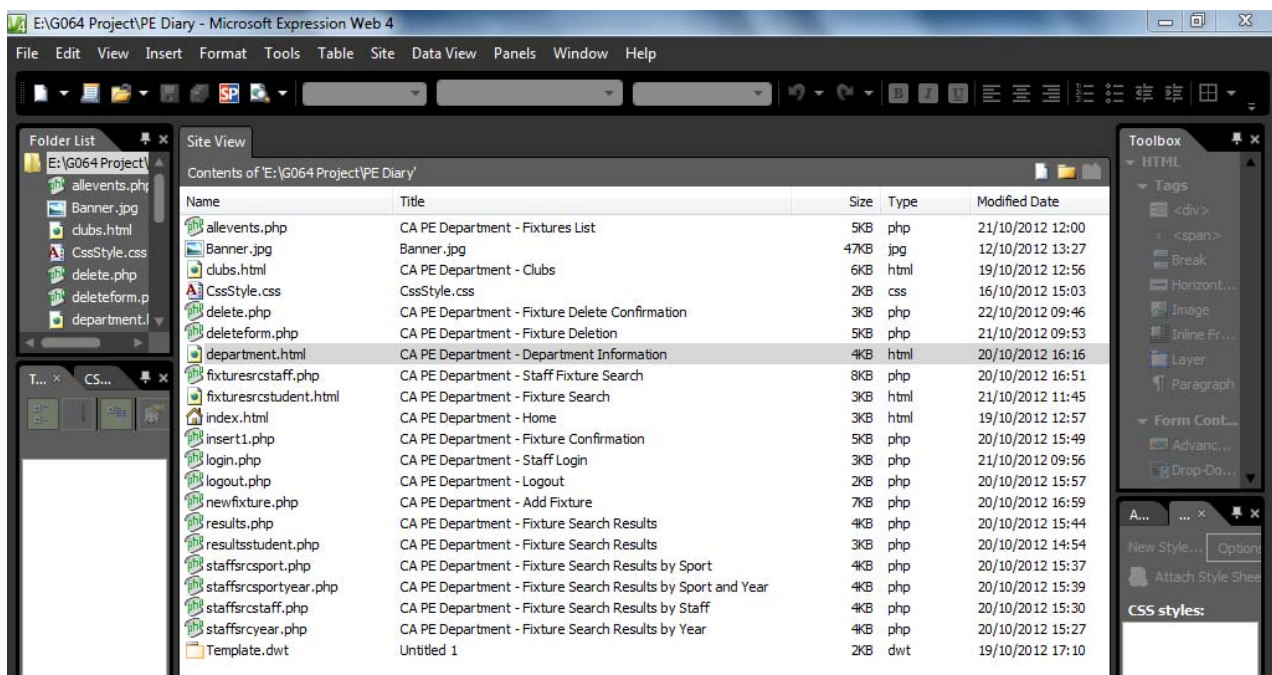
Changing a Username or Password

To change a user's details, you need to 'Browse' the users table, so that you can see all of the records. Select the Pencil tool next to the selected user and enter the new details. When alterations have been made, click Go and the changes will be confirmed.

Page Management

You may decide that it is necessary to update the static pages, as they may become out of date or you may decide that more information needs to be added to them. It is also possible to add new pages to the site and update the template which pages are based upon. To update the site, open Microsoft Expression Web and load up the PE Diary Site. The main copy will be stored on the school server, but a backup copy will be accessible on a USB drive kept in the ICT technician's office. Any changes made to the pages on the drive, will then need to be uploaded onto the server, for the site to be updated. Once the site is loaded, it should look similar to the view below:

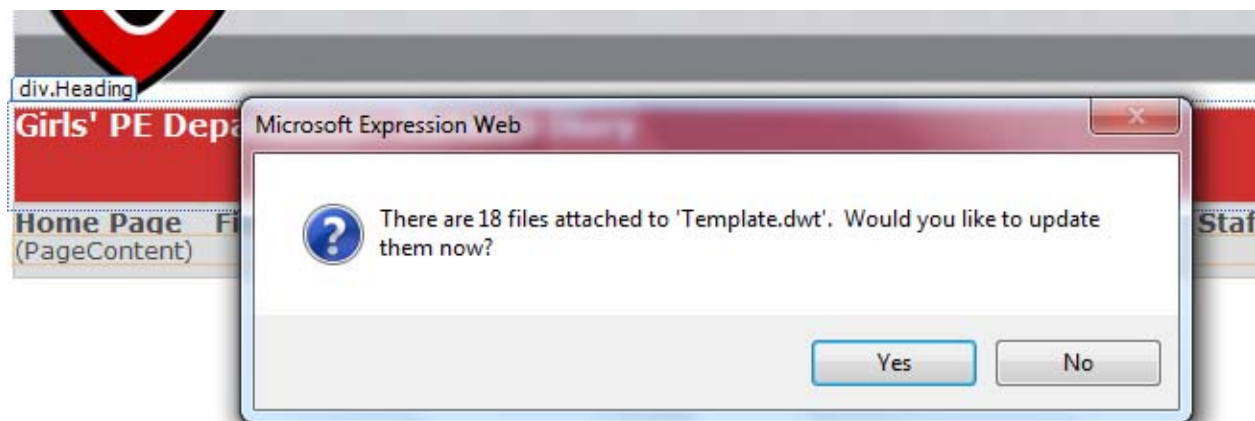
Site View



Updating the Page Template

You may want to make changes to the site template. To do this, load up the file **Template.dwt**. From the template, any area can be edited including the banner areas and hyperlinks. Make the changes you want to the template and then go to File – Save to save it.

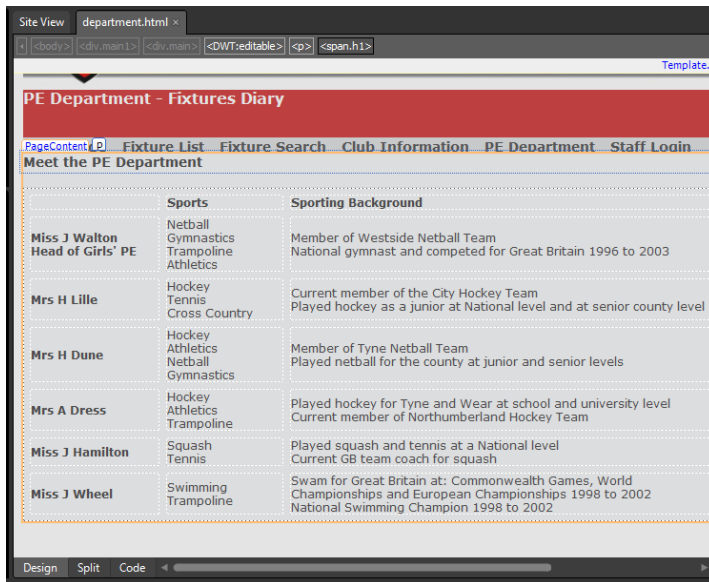
A message will be displayed asking if you'd like to update the files attached to the template – select 'Yes'.



Updating Static HTML Pages

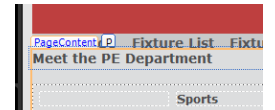
The static pages that can be edited are: department.html, clubs.html and index.html. You can also add information to the fixture search page: fixturerscstudent.html.

Double click on the page to be edited and it should open, in a view similar to the one below:



If you cannot see the page and are viewing HTML code instead, click on the Design tab at the bottom left hand side of the page.

You can make changes anywhere within the area called 'PageContent'.

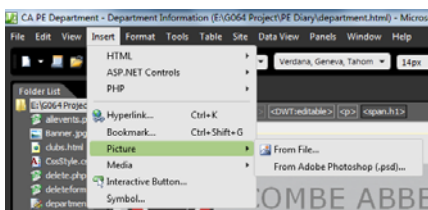
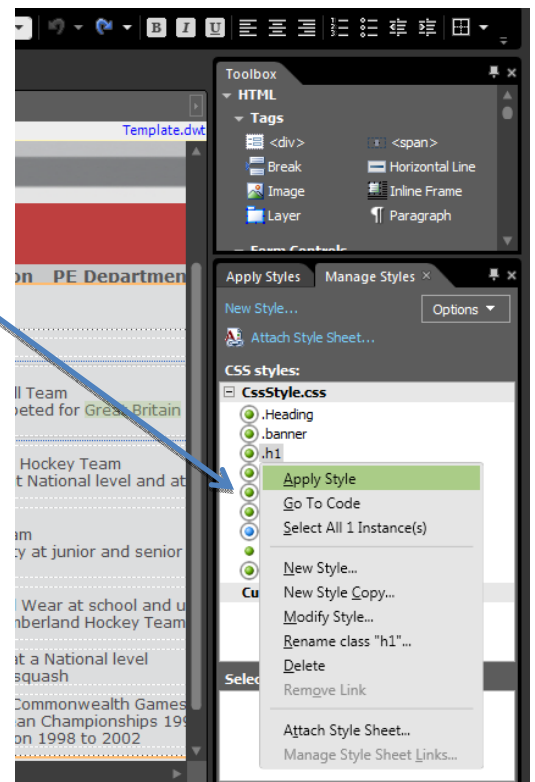


You can add any type of content to the page, whether this is text, images or other types of media, such as a video, audio recording or flash animation.

Adding Text: To add text to the page, simply start typing where you'd like to add the content. There are three different

formatting options for text style: **h1**, which is used for main titles, **h2** used for subtitles and **body** which is used for main page text.

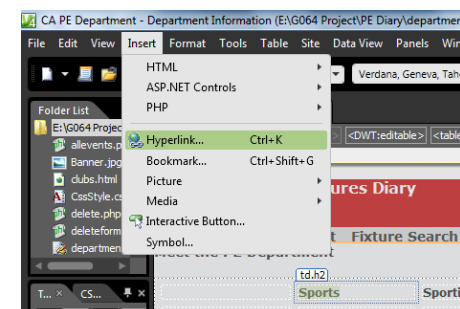
You can change the format of the text via the Manage Styles Tab on the right hand side of the page. Simply highlight the text you want to alter and right click on the desired style, selecting 'Apply Style'. The style will then be applied to the selected text.



Inserting Images: To insert an image, go to the Insert menu and select Picture – From File. Browse for the image you want to insert and when prompted, type in

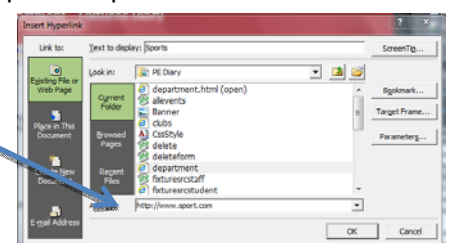
some text which describes the image under the 'Alternate Text' option. Click 'OK' to insert the image.

Inserting Hyperlinks: If you'd like to add a hyperlink to another website or page, click an area on the page where you'd like to insert the hyperlink. Type in some text for the hyperlink text



and highlight it.

Go to the Insert menu and select the Hyperlink option and either select a place in the document to link to, or type in a web address, remembering to add http:// to the start of the

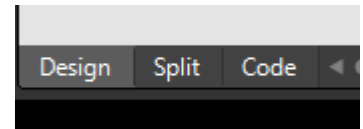


address. The link will automatically be formatted for you, to follow the house style.

Altering Dropdown Lists

A final maintenance task that will need to be performed on the pages: fixturesrcstudent.html, fixturesrcstaff.php and newfixture.php will be the editing of dropdown boxes. This will mainly be to add a new sport or staff member to the list of options available.

To update the list, you need to open the page and then select the Code view from the tabbed options at the bottom left of the page:



Scroll down the code until you find the 'option' list. The line code starting location for each of the option blocks is indicated in the table below (please note that values may change after page alteration):

Page Name	Dropdown List	Field Name	Approx. Code Lines
fixturesrcstudent.html	Sport	fsearchsport	44 to 52
	Year	fsearchyear	56 to 64
fixturesrcstaff.php	Year Group Search	fsearchyearonly	67 to 75
	Sport Search	fsearchsportonly	92 to 100
	Custom Search	fsearchtype	115 to 123
	Staff Search	fsearchstaff	156 to 163
	Sport	fsearchsport	178 to 186
	Year	fsearchyear	190 to 198
newfixture.php	Sport	fsport	56 to 64
	Time of Day	ftoday	80 to 85
	Lead Staff Member	fstaff1	103 to 111
	Support Staff member	fstaff2	119 to 127

The main dropdown boxes you will need to edit are for sport and staff. The other searches are linked to the database structure and should not require editing.

Find the dropdown box code you wish to amend. For the example below, a new sport of Rounders will be added to the list. After `</option>`, press return and type in the following: `<option>*SPORT*</option>`

```

42     <tr>
43         <td class="body" style="width: 105px">Select Sport</td>
44         <td class="body"><select name="fsearchsport">
45             <option>Athletics</option>
46             <option>Cross Country</option>
47             <option>Hockey</option>
48             <option>Netball</option>
49             <option>Squash</option>
50             <option>Swimming</option>
51             <option>Tennis</option>
52         </select></td>
53     </tr>

```

```

42     <tr>
43         <td class="body" style="width: 105px">Select Sport</td>
44         <td class="body"><select name="fsearchsport">
45             <option>Athletics</option>
46             <option>Cross Country</option>
47             <option>Hockey</option>
48             <option>Netball</option>
49             <option>Rounders</option>
50             <option>Squash</option>
51             <option>Swimming</option>
52             <option>Tennis</option>
53         </select></td>
54     </tr>

```

Save the page and then press F12 to view the page in a Web Browser. The dropdown list should now be updated.



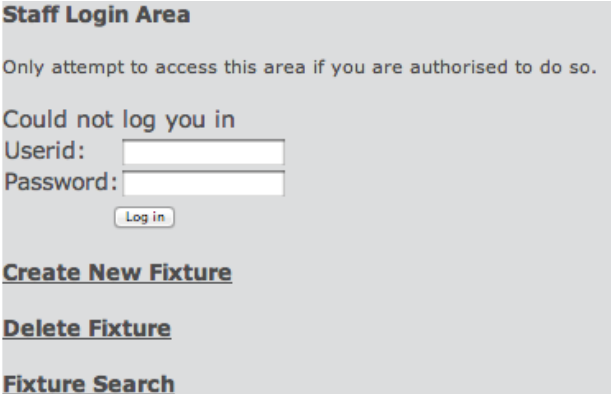
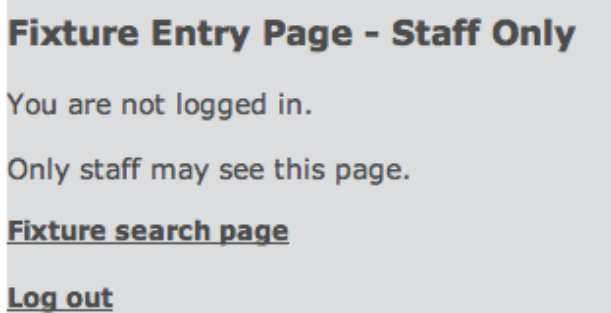
Updating the Server Files

When you have made any changes to the site via the backup USB drive copy, you then need to replace all files on the server. Make sure changes are first checked before an update takes place and that all links still work as expected.

Glossary

Criteria	The rule which is used to filter data when performing a search
CSS	Allows web designers to define how a webpage is formatted e.g. fonts and colours
Database	A collection of data which is logically arranged, to be easily and quickly searched
Dynamic Pages	Pages within the site, where content changes depending on search criteria used
Field	A field is a single piece of data about one person or thing
Form	A form is a data entry tool, containing one or more fields, where users can enter data
HTML	A coding language used in the development of web pages
Login	To logon means that you need to identify yourself to the system, so that you can gain access to restricted areas. A common way of logging on is to provide a username and password that is recognised by the system
MySQL	A common freely available database system, which is often used for databases used in conjunction with websites
Password	Your password is used in conjunction with your username and should be kept a secret
PHP	A web design language which enables web pages to communicate with a database
phpMyAdmin	A free tool, which has been developed to hand the administration of a MySQL database
Query	The question asked of the data within a database, allowing the user to search through the records.
Record	All the data stored about a single person i.e. staff member or thing i.e. fixture
Static Pages	Pages within the site, where content does not change
Unique Identifier	Enables every record within the database to be uniquely identified and is also known as a primary key
Username	This identifies you to the system and with a correct password, access is granted

Troubleshooting Guide

Problem	Solution
<p>I can't log in and am displayed with the following message:</p>  <p>Staff Login Area</p> <p>Only attempt to access this area if you are authorised to do so.</p> <p>Could not log you in Userid: <input type="text"/> Password: <input type="password"/> <input type="button" value="Log in"/></p> <p>Create New Fixture</p> <p>Delete Fixture</p> <p>Fixture Search</p>	<p>Please check your username and password are being entered correctly</p> <p>Do you have CAPS LOCK on?</p> <p>If you are still unable to access the system, please consult a member of the ICT technical team</p>
<p>I keep seeing the following screen when trying to add, search or delete a fixture:</p>  <p>Fixture Entry Page - Staff Only</p> <p>You are not logged in.</p> <p>Only staff may see this page.</p> <p>Fixture search page</p> <p>Log out</p>	<p>You are not logged into the system</p> <p>Please return to the login screen and enter your username and password</p> <p>When you are logged in, try to access the page again</p>
<p>I have submitted a fixture in error</p>	<p>You can simply go to the delete fixture page, find the fixture you have just submitted and note down the ID number</p> <p>Type the ID number into the delete box and press the submit button</p> <p>The fixture will be deleted from the database</p>
<p>The sport I need is not listed</p>	<p>Speak to a member of the ICT technical team who will be able to add the sport to the drop down list(s)</p> <p>The lists on the public search page, staff search page and new fixture page will need to be updated.</p>
<p>The staff member I need is not listed</p>	<p>Speak to a member of the ICT technical team who will be able to add the staff member to the drop down list(s) for you.</p> <p>The lists on the staff search page and new fixture page will need to be updated.</p>
<p>I have forgotten my username/password</p>	<p>Please consult a member of the ICT technical team, who will be able to tell you your username or reset your password for you</p>
<p>The search I performed displayed 0 results</p>	<p>Try amending the search criteria you have used</p>

	Try using alternative keywords or just part of the search term
--	----------------------------------------------------------------