

League Management System

Guidance Notes for BBL Team Captains

(In some cases teams have nominated a stand in for the captain who will enter the results for the team).

From the 2015-16 season onwards, the BBL will be using the EBU's *League Management System* ("LMS").

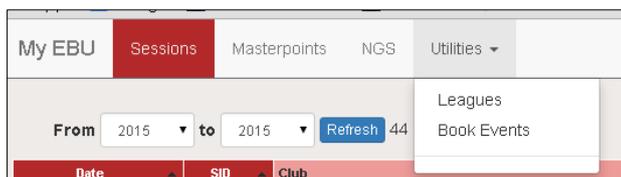
The LMS was introduced by the EBU in June 2012, and links into the EBU Master Point and Pay-to-Play systems. It has been used by both the B&B Leagues of 8 and 4 Team Captains, who found LMS an easy system to use. Recently (July 2015), several changes have been made to the LMS which should make it even more user-friendly. These notes have been revised to reflect the recent changes to the LMS.

ACCESSING THE SYSTEM

The LMS works within the EBU's "My EBU" Area. You can log on to this from the BBL website.

When the "My EBU" login page appears, enter your user name (EBU Number) and password (the same ones that you used for the Members Area – i.e. the password you were given by the EBU initially or the one you subsequently changed to

Having logged into your "My EBU" the page will open in your "Sessions" page with several other tabs above it. Click on the "Utilities" tab; and then click on "Leagues" in the drop-down list (see below).



[To log out of your "My EBU" when you have finished, click on the "Account" tab at the right hand end, and then on "Logout" in the drop-down list.]

Before the start of the season, the BBL Fixtures Secretary set up the teams in each division and entered you as Team Captain (Or stand in), using your name and EBU number. When you log into your "My EBU" and click on "Leagues" as above, you will see a list of the League Teams which you are captain of. You will see two icons by the team name:

  [Bracknell Bridge League 2015-16 Division 1 \(AscotB\)](#)

The  indicates that you are the Captain of the particular team. The  will take you to the results table.

If you are the Captain of a team (or stand in) you can click on your team's line to bring the further details of the team similar to the example shown below:

Team Roster

-  Tony Solomons (0 matches played)
- [Add players, remove players or alter captaincy](#)

Matches

2015-09-24	vs Ascot E	Home	None	None	0 players	
2015-10-08	vs Bracknell Forest A	Home	None	None	0 players	
2015-10-22	vs Yateley A	Away	None	None	0 players	
2015-11-05	vs Bracknell Forest C	Away	None	None	0 players	
2015-11-19	vs Finchampstead A	Home	None	None	0 players	
2016-01-07	vs Ascot E	Away	None	None	0 players	
2016-01-21	vs Bracknell Forest A	Away	None	None	0 players	
2016-01-28	vs Yateley A	Home	None	None	0 players	
2016-02-11	vs Bracknell Forest C	Home	None	None	0 players	

This shows:

(i) The 'Team Roster' lists of all the players registered ("rostered") for your team. For the 2015/6 season when you first go into this screen, this will be you. (In the future other rostered players in the team will have been transferred from last season). To add your players for this year use the [Add or remove players](#) link below this section. You can add more players at any time as necessary.) Enter the player's EBU number and Surname, and click on "Add Player". See below. The player will only be accepted if the EBU number and Surname match in the EBU database, and the player's name will then appear on the "Team List". When you have added all the players you need to, click on "Save Changes". If the player is not an EBU member it will just be blank.

It is up to you whether you enter the details of all of the players who you intend to play in the team at the start of the season, or enter them only if and when they play in a match through the season. You only have to enter these details once for each player in your team. (If a player plays in more than one team they have to be separately rostered for each team.) Once names appear in the "Team Roster" list, they can be selected as part of the entry of match result.

Click on the red cross to delete a member from the team. You can only do this if they have not played in any matches yet. You also cannot delete a captain.

Add New Player's EBU Number

Enter EBU#

Player's Surname

Enter surname

(ii) The list of matches which the team are to play, along with the proposed dates in line with the BBL pre-issued playing weeks, and whether they are home or away.

RE-ARRANGING FIXTURES

As in previous seasons matches can be re-arranged by direct contact between Captains – see BBL League rules.

Once the date for a re-arranged match is agreed, the Home Captain (or the Away Captain by agreement) should enter the date into LMS. To do this, click on the relevant match (or on the  symbol at the end of that line), and that will bring up the "Edit Match" screen (see below). Enter the agreed date in the "Match Date" box (select the date from the drop-down calendar); and click on "Save". Once entered, both Captains will see the date in the Matches table. If the date is subsequently changed, either Captain can go back into the example below and change it.

Edit Match: Lane End C vs SBBC C	
Match Date	
<input type="text" value="Date of match"/>	
Lane End C IMPs	SBBC C IMPs
<input type="text" value="Enter Home IMP score"/>	<input type="text" value="Enter Away IMP score"/>
Lane End C VPs	SBBC C VPs
<input type="text" value="Enter Home VP score"/>	<input type="text" value="Enter Away VP score"/>
Lane End C Players	SBBC C Players
<input type="checkbox"/> Jc	
<input type="checkbox"/> Ni	

ENTERING THE RESULTS OF A MATCH

The screen above is also used to enter the result of a match (IMPs and then VPs) and the players who played for your team in that match.

Players who played in the particular match should be selected from the listed player's names by ticking the box next to the name. Note that players' names will only be offered for selection on the above screen if they have been "Rostered", so you need to make sure that the players in the match in question have been rostered before you enter the match result. (You can go back and put them in, but it is better to have the names already rostered so that the match data can be entered in one hit.)

The result of the match is entered firstly as the total IMP scores for each team (not the net IMP score); and then the Victory Point scores for each team. VP scores are not calculated by the LMS according to the net IMP difference, so have to be entered manually. (You can read them off the VP Scale on the BBL website).

When you enter the result of a match, enter as much information as you can – hopefully all of the needed data in one go. But it isn't final - you'll be able to go back and correct any mistakes or add some data which you left out. Put in the actual date of the match if different from that already shown.

Both Captains are able to enter or amend the match data, but the team line-ups can only be entered or changed by the Captain of that team. This means that, following a match, both Captains have to bring up the "Enter Match Data" screen for the match and enter some data. It doesn't really matter which Captain gets there first, but the Rules suggest that the winning Captain should be quick off the mark and enter the match result and his players, and that the losing Captain should wait a couple of days by which time he should check the result which he will see already entered and then enter his players. If the 2nd Captain disagrees with the results entered by the 1st Captain he should contact the 1st Captain and agree the correction before amending the results.

Once matches have been played and their results entered, the data is immediately added into the results table.

VIEWING THE DIVISION TABLE

The  button on the left of the Division name will open the results table and listing for that team in a new window, with results of played matches entered into the table and listed beneath it.

This table gets updated as soon as any results are entered and it reconfigures itself according to the new ranking (according to Average VPs).

Note that, as you roster players for your team, they too will have the "League" button appear if they go into their EBU "My EBU" Area. They too can click on this to bring up the table, and then click on the "Table" link to see the current League Table for any Division that they are in. But in fact they don't need to use this route. There is a link to the table for each division on the BBL website – as previously.

Note also that the results table can be accessed by the general public. On the home page of the EBU website, click on “Leagues” in the “Results” box; then click on the particular League/Division that you want to see in the “List of Leagues”.

SUMMARY

On first reading the above it no doubt sounds a bit complicated. But it really isn't, and perhaps the following summary of the stages of your tasks as Captain may help.

Accessing the System:

1. Log in to your EBU “My EBU” Area.
2. Click on the “Leagues” button.
3. Click on the line in relating to your Division.

Entering A Re-arranged Match Date:

4. Home (or Away) Captain: Click on a particular match in the Matches list on (or on the  symbol) to bring up the Edit Match screen. Use that to enter the date for a match as soon as you have agreed it with the other captain.

Rostering Players:

5. Use the [Add or remove players](#) link to roster players for your team.

Entering Data following a match:

- 6a. Winning Captain: Bring up the Edit Match screen and use it to:
 - Select the names of the players in your team
 - Enter the results of the match
 - Put in the actual date of the match if different
- 6b. Losing Captain: Bring up the Edit Match screen and use it to:
 - Select the names of the players in your team
 - Check the results of the match

Viewing the League Table:

7. Click on the  link. (Or more simply, use the link on the BBL website.)

Problems?

8. e mail David Green – david.green52@ntlworld.com

LEAGUE FIXTURES SECRETARY'S INVOLVEMENT

The Secretary's initial task is to set up the League structure – decide the number of teams in each division, and then enter the team name and the captain's details for each team.

After that stage, the League Secretary has a monitoring role with the same access to the system as all Captains have. He/she will be able to access the team information for any team, and the match information for any match. He/she will use this access to oversee the state of each division in terms of the arrangements for matches and the entered match data.

There is also a facility in the system which the League Secretary will use periodically to run an automatic check on the Division. This will check for things such as a match having no players or the incorrect number of players in a team; total VPs not equal to 20; and similar inconsistencies or unexpected data. You will be contacted if these are found!

But the League Secretary is also there to help you if you have problems.