

ULM manager guide

Build your association structure

Before connecting teams and creating schedules, you must first configure your association structure

1. Configure ULM
 - a) Under the "Administer" menu, click on "ULM" (admin/ulm)
 - b) Link your player profile fields with ULM internal fields
 - c) Compose your emails for teams late in submitting their score
2. Seasons
 - a) Have an active season (sub-menu "Seasons" under the ULM)
 - Click on the "Add a season" link
 - Enter the proper information and save it
3. Leagues
 - a) Add one or many leagues (sub-menu "Leagues" under the ULM)
 - Name your league
Hint : The same league can be reused over multiple seasons, no need to create a league per season (ex: Fall 2010).
 - Add your league manager username, you separate membership # by commas. These users will be able to manage schedules and teams for this specific league.
 - Game times are very important. The scheduler will calculate time-slots based on these, make sure you enter them right!
Hint : If you need to have spare time between games, make sure you include it in the game time.
 - Enter the proper dates
 - Spirit mail address will be used when teams are submitting low-spirit games. You can have multiple emails separated by commas.
 - The "Late submit scores" option will send a different email when a team does not submit their score within the maximum time defined. (Composed in the configuration of ULM)
4. Rounds
 - a) Create your rounds for your leagues (sub-menu "Rounds" under the ULM)
 - Name your round (ex: Round 1)
 - Specify your round-type (crucial for the automatic scheduling)
Hint : Rounds are shared between leagues, you do not need to create multiple "Round 1"
5. Teams
 - a) Add each team in the system (node/add/ulmteam)
 - Enter the information
 - Link the team to a league
 - Specify the membership number of the captain (skip if you don't have users)
Hint : this information is found in the profile of a user.
 - Save the team
6. Venues
 - a) Add venues to your association (sub-menu "Venues" under the ULM)
Hint : A single venue can hold multiple fields, do not create one venue per field if they are all in the same park! The only exception is when a venue will have a different number of fields and time-slots within the same season. Per example, a venue is used during summer with the 7vs7 format (2 fields on the soccer field) while fall league will use it for its 5vs5 format (3 fields on the soccer field). In this case, you must create the same venue twice, each with its field settings.
 - Enter its name and information
 - The GoogleMap feature is explained later on, please skip this part.
 - b) Fields :
 - Add each field under the venue
Hint : Each field will share the venue's master schedule
 - Again, skip the GMap information.
 - c) ULM configuration:
 - Carefully configure each start time and end times of a venue per day.
Hint : The master schedules of a venue is automatically applied to all its fields. You can still override this per field.
 - The start time and end time of the venue will determine its availability for a league, if too short, no games will ever be scheduled on it.
Hint : The venue schedule does not determine a league schedule. It's only used to let the system know if it can be used withing a league or not.

Configure your season

Now that you have all the necessary pieces, you must carefully configure each one in order to avoid errors later on. Most of the configurations are done by going in the "ULM" button or link under each element (seasons, teams, leagues, venues, etc).

1. Add your leagues to your season (ulm/seasons):
 - a) For each of your seasons under the "Action" column, click on the "Manage"
 - b) Expand the "Inactive leagues" and select each league that are part of this season.
 - c) Click on the "Add leagues"
 - d) You now have active leagues for your season
2. Defined your venues availabilities (ulm/venues):
 - a) You must indicate when your venues are available. Your leagues will use this information later on.
 - b) For each of your venues under the "Action" column, click on the "Manage"
 - Carefully configure each start time and end times of a venue per day.
Hint : The master schedules of a venue is automatically applied to all its fields. You can still override this per field.
 - The start time and end time of the venue will determine its availability for a league, if too short, no games will ever be scheduled on it.
Hint : The venue schedule does not determine a league schedule. It's only used to let the system know if it can be used withing a league or not.
 - c) From now on, the system will be able to show the right venues for a league.
3. Manage your league (ulm/leagues)
 - a) For each of your league under the "Action" column, click on the "Manage"
 - b) Add your league divisions (or tiers or pool) (button «Division»)
 - Indicate the number of divisions you need to add and click on the «Add» button
 - Give a name and select a colour, the colour is used in the display of the schedule.
 - When finished, click on the «Add divisions» button.
Hints : You can enter the membership numbers of your member per division and have them manage it
 - c) Indicate the games days and time of your league. (button «General»)
 - Carefully enter the start and end times for this league for each applicable day. The automatic scheduler will start creating games and calculate time-slots based on them and the game-length. If configured wrong, all your games will be offset.
 - d) Link available venues (button «Venue»)
 - Expand the "Inactive venues" and select the venues you want to use for this league.
Hint : If you see no venues, it means you haven't make any venues available on that day for the game times. Go back to the configuration of the venues above and validate the master schedules.
 - Click on the "Add venues" to add them to your league.
 - e) Link teams (button «Team»)
 - Again, expand the "Inactive teams" and select those playing in your current league.
Hint : you can create a team directly from this point, just click on the « Create a team +» link
 - Click on the "Add teams" when finish.
 - f) Prepare a round of games (button «Rounds»)
 - At this point, you are close to be able to create schedules.
 - Add a new round to your league by expanding "Inactive rounds" and clicking the "Add rounds" button.
Hint : If you already have an existing round, you can copy its previous team's classification before clicking the button.
 - Select the limit of number of games per day for this round, again this is crucial for the automatic scheduler. Click on the "Update" button after the change.
 - Now it's time to classify each team under it's proper division. Click on the "Manage link" under your season name.
Hint : If you don't see the manage link, make sure your league has been added to your season!
 - Assign to each team it's division or tier for this round.
Hint : If you don't see teams or divisions than validate you have added them to your league!
 - Indicate the start and end date of this round.
Hint : Be careful with the time of the end date and be certain your last day includes it (ex: by setting the last day to: "2010-02-03 00:00:00", will not include the 3rd of February, instead, it should be set to: "2010-02-03 23:59:59").
 - Click on the "Update" button when everything is configured and then click on the "Back in round" when finished.

Creating schedules

Since your leagues are all configured, you can now create schedules. As soon as a game is validated, it will appear in the schedules and statistics will also be available.

Create a batch of games automatically

1. Go under the ULM of the league :
 - a) Select the «Schedule» button
 - b) At the bottom of the page, if you already have multiple rounds, make sure you select the right one in the drop-down box.
 - c) Click on the "Add a batch of matches" button
 - Some information about the selected league and round are displayed at the top.
 - Optionally, you can specify how many games you want the system to automatically create. We suggest you leave this empty to create them all in once.
Hint : Do not split a batch of games in a round. If you repeat this batch for the round, the same schedule will start all over again thus having to manually do the rest of the schedules manually.
 - Specify the start date of this round. For best results, indicate the same start date as the round.
 - Optionally, you can tell the system to schedule all the games of the same division in the same time-slots. This is only applicable to a league that has multiple games per day.
 - Optionally, you can automatically distribute the time-slots between divisions. This is only applicable to a league that has multiple games per day and has the previous option selected.
 - Click on the "Create match" button.
 - After some time (it might takes up to a minute if you have a big league), you will be returned to the previous screen with a batch of games ready to be validated. Some information at the top is displayed to let you know how things went and how many games where created.
Hint : Automatic games will never make a game valid. You must validate them after.
 - d) Validate your matches.
 - The red light next to a line indicates if the game has been validated or not. A green light tells you it passed validation (no double-booking of teams and/or fields).
 - You can edit a specific game by clicking on the little edit button in the action column on the right.
 - You can select one or many games that are not validated at once and then click on the "Validate" button at the bottom. This step is crucial to make the game visible in the public schedule.
 - e)

Create a single game

1. Go under the ULM of the league :
 - a) Select the «Schedule» button
 - b) At the bottom of the page, if you already have multiple rounds, make sure you select the right one in the drop-down box.
 - c) Click on the "Add single match" button
 - Some information about the selected league and round are displayed at the top.
 - Select both teams and the date of the game
 - Optionally, you can ask the system to automatically select the first available field for this league. This is very convenient when you don't want to bother with selecting a field and a time-slot.
 - Click on the "Save" button.
 - If you did not ask to automatically select a field, you'll be prompted to select one within the list. Only available fields are shown. Click on the "Save" button again.
 - You will be returned to the previous screen and your game will automatically be validated (green)