

# Getting Started - Manual

To start, you need to register and your association:

[https://www.procup.se/adm/procup\\_newclub.php?lng=ENG](https://www.procup.se/adm/procup_newclub.php?lng=ENG)



Then log in with the information you received in your mail:

<https://www.procup.se/adm/login.php>

Choose the type of arrangement you want to work with:

Enter name, match date, email address, etc.

If you previously started an event, you can copy these settings here and also close the application form so that it is not reported on the wrong website:

When done, click on create portal and then ProCup builds a website for your event that you can then design via webadmin:

By clicking on the home button, you will always get to the Procup admin homepage

Here you have basic settings for setting classes and plans for a cup

You have your contact information and you can create new arrangements here. At the top, you also have the different phases you work in.

ProCup has now created the website and you can find it by clicking the shortcut

Basic settings are important to know because this is where you correct in classes and modify / add plans.

**Basic settings**

Correct the settings below.

Select section: Handball

Name for field, indoor court etc: hall Kundnr att kopiera från:  Kopiera

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**Age group for tournament**

Up to 50 classes can be registered. Click the plus sign if you need more classes

Age group, EG Boys born 2008	Long/full name	Sorting order 1=first, 99=last	Categories
Foretag	SPARBANKEN SYD	1	Male
Straffar	Straffsparkstävling	2	Male
P09	Here We Go	3	Boys
Allstar	Allstar	99	Mixed
D U10	Drenge 10 år	99	Boys
Damer	Damsenior	99	Female
Womens 1	Womens League 1	99	Female
Womens 2	Womens League 2	99	Female
Xbox One	Xbox One	99	-- not used --
AK 4	Årskurs 4	99	Mixed

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**Indoor court**

Up to 100 Indoor court can be registered. Click the plus sign if you want to add more courts

Active	Sort order:	ID on indoor court	Short name for court	Long name for indoor court	Physical size
<input checked="" type="checkbox"/>	1	1	A-hallen	Idrottens Hus	Full pitch
<input checked="" type="checkbox"/>	1	2	B-hallen	Idrottens Hus	Full pitch
<input checked="" type="checkbox"/>	1	3	Arena A	Hbg Arena	Full pitch
<input checked="" type="checkbox"/>	1	4	Bane 1	Arena Nord 1	Full pitch
<input checked="" type="checkbox"/>	1	5	Bane 2	Arena Nord 2	Full pitch
<input checked="" type="checkbox"/>	1	6	Bane 5	Bane 5	Full pitch

## Design Settings

Design and settings
Referee management
Register phase
Planning phase
During tournament days
MyTeam

**30534: TEST CUP** (Cup)

**1: Tournament settings and language**

Select the features to be enabled or disabled on your tournament or event. Open/Closure of registration applications (teams, referee etc)

Additionally, you can enable **up to 8 languages**.

Tournament settings and language

**2: Publish on EVENTrullen.se**

Your news is presented in association with **EVENTrullen.se**.

You have an opportunity to describe your tournament and reach a larger audience.

EVENTrullen.se

**3: Design homepage, theme and colour**

Choose colors, theme and if you will use **integrated website** and connection to **social media**.

Additionally, welcome texts can be added.

You can choose between different skins. You are using this skin: **CAROU**.

Design of homepage

Remember that the link for the cupsite is always on top:

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Design of homepage

**4: Design registration forms and conditions**

Enrollments form can be tailored to your needs EG. groups, mandatory information as well as information text and email text for different languages

**5: Menu and your documents**

Document with tournament information, rules and regulations? Links to other websites?

You can customize the menu and upload your document.

**6: Load sponsor logo**

Will your sponsors or partners have logos?

Up to 10 logos can be uploaded

## 1 Start by changing the settings for the Cup

Here you can change / add more languages, choose which features will appear on the website and some different options around statistics. Closing the registration for teams and referees can also be done here:

**Tournament settings and language**

Association/Club: DP FF  
Event name: TEST CUP  
Show eventdate(s) on web site:   
Test event:   
Team lineup on tournament-site:   
Type of sport, eg. Football, handball: FB  
Event Status:  passive  team registration  Show enrolled teams  Draw  Match ongoing  Tournament finished  
Choose language:  Danish  English   
primary language:  English   
View 'latest news':  All  3 latest  3 latest  10 latest  15 latest  
Features menu:  Show long class name  
 view match per field  
 Show payment status as green/red balls by the 'Enrolled team'  
 view match - and club statistics  
 View uploaded match program  
 Show 'enrolled teams by country'  
 Show 'Referee program'  
Display of Club statistics  
 Best team-Total  
 Best team-average  
 Best club-total  
 Best club-average  
 Show all country codes as flags  
Country code as a flag:   
**Closure of login:**  
Close registration:   
Close Referee registration:

Don't forget to save when you are done

## 2 Eventrullen

Your event will be presented automatically at [www.eventrullen.se](http://www.eventrullen.se) and you will be able to complete with more information:

**Publish on EVENTrullen.se**

Your news is presented in association with **EVENTrullen.se**. Here you can get a fine presentation of your cup or event on the web. Click on the image below for more info.

Complete information below and click 'Save', so this information is available to visitors of EVENTrullen.se.

Name of tournament: TEST CUP  
Test Tournament:   
Cup Status:  passive  team registration  Show enrolled teams  Draw  Match ongoing  Tournament finished  
Date for event: 04/03/2017 - 05/03/2017  
Use your own cup page as a reference:  Enter your entire homepage including http://:  
**Information for you who are cup organizers:**  
Organizer: Football for Africa

Again - Do not forget to save at the bottom.

## 3 Design Home, theme and colors.

**3: Design homepage, theme and colour**

Choose colors, theme and if you will use **Integrated website** and connection to **social media** . Additionally, welcome texts can be written for different languages

You can choose between different types of **skins** i.e. types of design. You are using this skin: **CAROUSEL**

Here you design a little more on the cup site itself and its appearance. For example, you can change colours and upload pictures such as club badge / cuplogo and a banner. Tips: Image size is specified in pixels!

If you want to upload your own image on the home page, do this: or choose from the one in the system.

In the same place, you can also change the text of the header and information text on the homepage. You can add a Facebook / YouTube account if you have it and your own sponsorship.

ProCup's partners are as in the beginning and they can be deactivated here.

**Main information: use <b> for bold style, </b> to end bold style. <i>=</i>=italics style (max 1020 characters):**

Heading and infotext: Engelska:

**Info to 'Schedule and results' (max 255 characters):**

Heading and infotext: Engelska:

**Heading for 'Latest News':**

Heading Engelska:

**Own embedded object:**

Use embedded object:

HTML-code to paste:

**Select sidepanel with Facebook**

Select sidebar number 1:

**Enable/Disable partners/sponsors**

Active?  **EVENTrullen.se** EVENTRULLEN.SE - Sweden and Denmark's largest sportstite.

Active?  **Kakservice** KAKSERVICE - Earn money to your team.

SAVE!

#### 4 Design sign-up/registration form

**4: Design registration forms and conditions**

Enrollments form can be tailored to your needs EG. groups, mandatory information as well as information text and email text for different languages

Management of reserve lists are also available

[Create/Design registration form](#)

Here you design your application form so you get the information you want. Visible = Shows on the website, mandatory = You must fill in information to get through.

**Administration of registration form**

**Note that 2 examples of extra fields are posted 2nd from bottom**

**Heading for the Registration form and required fields:**

English:

Select language as entry to the start info for:

Close registrations:

Heading:

Name of the 'Club' in the registration form:  eg. 'Club', 'School', 'Name'

Automatic deployment among participating teams:

Check mark management of fixed fields:

Type of field	Visible?	mandatory	Caption
Shirt/jersey colour (not arr)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shirtcolor
leader (not arr)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Leader
Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Address
Post code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Zip
Town	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	City
Telephone nr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone
Mobile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cell
Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email
Enter the country code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Countrycode
Overnight Yes/No	<input type="checkbox"/>	<input type="checkbox"/>	Sleep over
Additional message(max 255 characters):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extra message

This is a free cup or event:

Yes, Free of Charge

You also create the text / information you want to convey both as text on the application form and in the email that is sent automatically after notification.

**Information text to visitors: Use <b> for bold style, </b> to end the bold style. nbsp; <br> = italic style**

Info text: English: (Max 1020 characters):

Your registration and payment to be done <b>not later than 21 March</b>. Payment has to be made to <b>account xxx 65 43-1</b>.

Your registration is preliminary until we have received your payment. If you specify an email-address, a confirmation mail will be sent.

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**Registration/Notification emails sent to:**

English:

Get confirmation email with the sender's email address:  Yes  No

Email receiver 1 (compulsory):

Email receiver 2:

Email info (Max 1020 characters):

Thanks for your registration to Holbæk test! Don't forget to pay the registration fee to account xxx 65 43-1 ASAP. Remember your registration is preliminary until we have received your payment. Enter reference number below upon payment.

Limit the applications/team here <sup>1</sup>. You can also set the maximum number of teams per class if you have a maximum for teams per class. If you have an automatic reserve list, the system automatically calculates and switches to reserve list when the roof is reached <sup>2</sup>. If a class is full without you using the automatic reserve list, you can switch it of yourself here <sup>3</sup>.

**Select classes for the registration form (classes not used should be left blank):**

Allow enrollment to different classes per registration  Yes  No (registration of multiple age groups must be done as separate entries)

max number of registrations per class: <sup>1</sup> Enter 1 to 8:  (does not apply for arrangements)

team specifications to be indicated?  Yes  No

Show max nbr of teams among 'Participating teams' on web site?  Yes  No

Class	Class Name	Reserve list	Automatic reserve list	Number of places left
Class 1	Mens League 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6
Class 2	Womens League 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
Class 3	(not selected)	<input type="checkbox"/>	<input type="checkbox"/>	0
Class 4	(not selected)	<input type="checkbox"/>	<input type="checkbox"/>	0
Class 5	(not selected)	<input type="checkbox"/>	<input type="checkbox"/>	0
Class 6	(not selected)	<input type="checkbox"/>	<input type="checkbox"/>	0
Class 7	(not selected)	<input type="checkbox"/>	<input type="checkbox"/>	0
Class 8	(not selected)	<input type="checkbox"/>	<input type="checkbox"/>	0

**Up to ten additional fields such as entry fields, option selection or radio buttons.**  
**NOTE! When selecting of radio buttons, it is important to know that option 1 is always the default!**  
**Upon registration, the program has added four examples. Modify as needed.**

You can also add custom fields if you wish to enter additional information in what we call input fields. Here are different options and if you click on the information icon, you can read more.

Enter type and descriptions of the fields (1):

Selectable by age

Enter type and descriptions of the fields (2):

Selectable by age

**Input field** **Not a mandatory field** **any characters** Max length of input field: 30

Caption: Automatic deployment among participating te  
 Alt 1:  Alt 2:  Alt 3:  Alt 4:  Alt 5:

**Alternative, input** **Not a mandatory field** **Numbers only** Max length of input field: 2

Caption: Ange antal T-shirt  
 Alt 1:  Alt 2:  Alt 3:  Alt 4:  Alt 5:

## 5 Menus and documents

**5: Menu and your documents**

Document with tournament information, rules and regulations?  
Links to other websites?

You can customize the menu and upload your document.

[Menu and your documents](#)

If you want to upload your own documents to the website, such as invitations, rules, or create menus to convey other information, do this:

**Administration on menu items**

Current language: English

Select language as entry to the main menu selection for:

You have uploaded 0 kb of max limit 5000 Kb.

Tips on menu operation/management: [?](#)  
Tips guestbook: [?](#) [gastbok.nu](#) [gratisgastbok.se](#) [gastbokdelux.se](#)

New menu: Enter the new desired menu number, eg. 2: 2: 3 and click the button:

Menu	Menu type	Active	Change	Remove
<b>1 Start</b>	Menu	Yes	<a href="#">Change</a>	
<b>2 Tournament Info</b>	Subgroup	Yes	<a href="#">Change</a>	
2:1 Practical information	Subgroup	Yes	<a href="#">Change</a>	<a href="#">Remove</a>
2:1:10 Classes	Menu	Yes	<a href="#">Change</a>	<a href="#">Remove</a>
2:1:20 Rules, Playing time	Menu	Yes	<a href="#">Change</a>	<a href="#">Remove</a>
2:1:30 Fees and Payment.info	Menu	Yes	<a href="#">Change</a>	<a href="#">Remove</a>
2:1:40 How to find us	Menu	Yes	<a href="#">Change</a>	<a href="#">Remove</a>
2:1:50 Transportation	Menu	No	<a href="#">Change</a>	<a href="#">Remove</a>

Click CHANGE to correct existing menus: You can then choose between three options:

**Administration on menu items**

Current language: English

You have uploaded kb of max limit 5000 Kb.

Tips on menu operation/management: [?](#)  
Tips guestbook: [?](#) [gastbok.nu](#) [gratisgastbok.se](#) [gastbokdelux.se](#)

Menu nr: **2:1:10**

Name of menu:   Active

Type of menu:  Normal menu  Menu group [?](#)

Choose type:  Link  Uploaded  Free text [?](#)

- Link = as it stands - paste an existing link into your website or other web site
- Uploaded = Upload own documents, preferably PDF or Images (JPG, PNG)
- Free Text = A text box where you can create your own text (not for images)

## 6 Design sponsor logos

**6: Load sponsor logo**

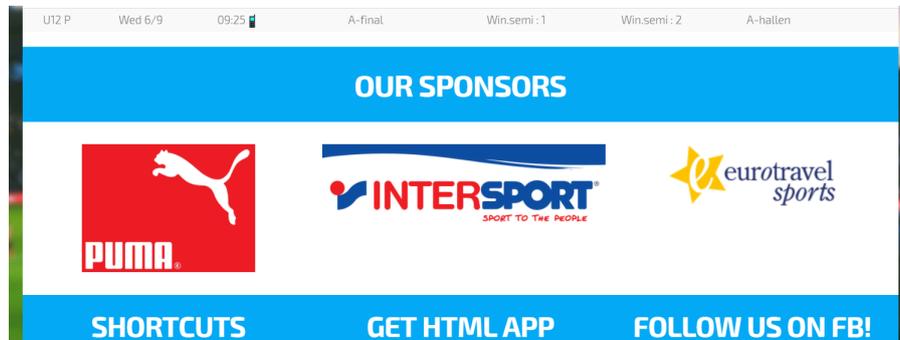
Will your sponsors or partners be visible under the tournament?

Up to 10 logos can be uploaded

Note that your main sponsor logos can be uploaded under the menu item **3: Design Start Page**.

[Load sponsor logo](#)

Sponsor logos are a way to give sponsors a little more space. These are shown in the ProCup website a little further down the page:



You click the arrow and then find the image you want to upload. Reference dimensions are 270 x 110 pixels. You can also choose if you want bigger banners (higher = 210 pixels)

image file, banner 1:		<input type="text" value="30534_banner_1.jpg?r=1487"/>	
		Link to sponsor: <input type="text" value="www.puma.com"/>	
image file, banner 2:		<input type="text" value="30534_banner_2.png?r=683"/>	
		Link to sponsor: <input type="text" value="www.intersport.se"/>	

If you fill in the URL, banners will be clickable and the visitor will be sent to the link you specified.

## 6b Design logos per class

You can specify a sponsor logo to each class

**Link sponsorship logos to classes**

Please note that linking sponsors to classes can only be done when the draw or registered teams are published.  
The reference size is 250 pixels in height.  
ProCup will automatically adjust the uploaded logs to fit these reference measurements  
Below is an example of where the logos will be placed:

Class	Active?	Frame?	Logo
F10: Flicker f. 06/07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Puttematch : Puttematch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
U12 P : U12 Piger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="30534_bannerclass_3.jpg?r=6403"/>

**Group Settings** » U12 P

U9 D A U9 D B Xbox One Girls F10 U12 P Mixed Puttematch

Playoff

group1	group2	group3
Team 1-1 <input type="checkbox"/>	Team 2-1 <input type="checkbox"/>	Team 3-1 <input type="checkbox"/>
Team 1-2 <input type="checkbox"/>	Team 2-2 <input type="checkbox"/>	Team 3-2 <input type="checkbox"/>
Team 1-3 <input type="checkbox"/>	Team 2-3 <input type="checkbox"/>	Team 3-3 <input type="checkbox"/>
Team 1-4 <input type="checkbox"/>	Team 2-4 <input type="checkbox"/>	Team 3-4 <input type="checkbox"/>

GOOD LUCK!