Challenge Ladder Setup Guide

@ SkyCourt Fitness Inc., 2019

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Welcome to SkyCourt

SkyCourt is an online club management system that includes the ability to manage and run leagues for racquet-based sports at your club. A challenge ladder is one of the many types of leagues supported by SkyCourt. This guide will walk you through creating a challenge ladder at your club.

Within SkyCourt, a challenge ladder is a ranked list of players who can challenge other players on the ladder with the goal of rising to the top of the ladder. The SkyCourt Challenge Ladder is ranks players based on their rating for the sport that they are playing.

As players challenge one another, their ratings change based on the results of their challenge matches. Each time that a player's rating changes, the challenge ladder order is updated to reflect the ranked list of the players on the ladder.

As someone managing the ladder, you can specify the difference in rating that is allowed for a challenge, and you can monitor the challenges issues and match results as they happen.

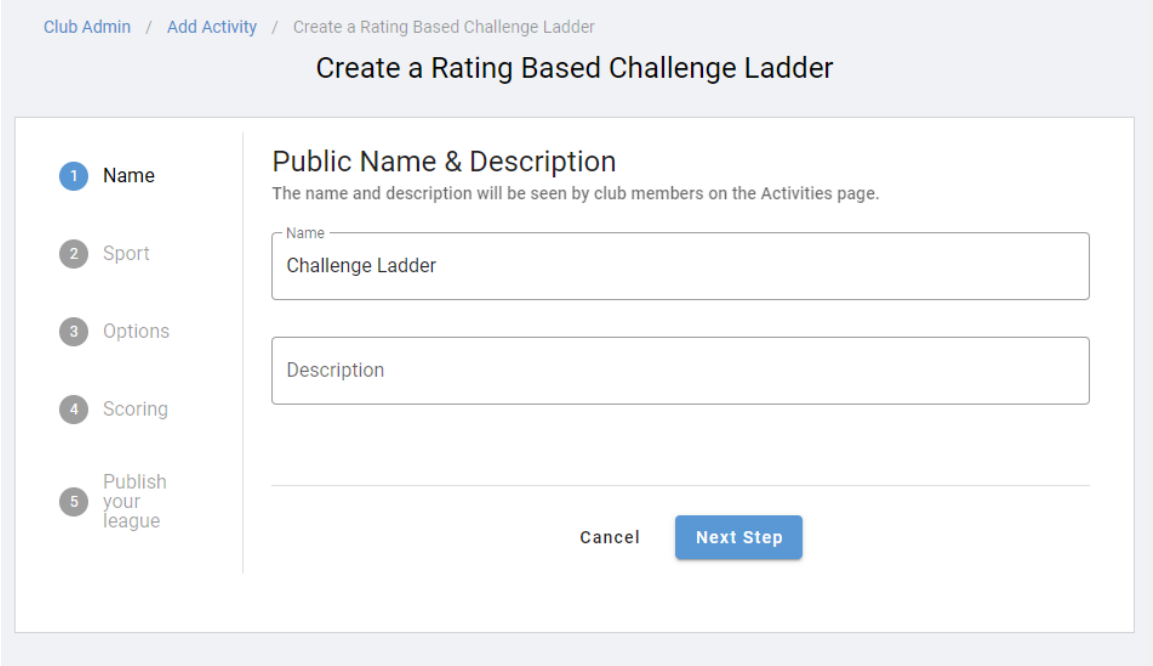
Creating the ladder

To create a ladder, you will walk through the guided steps for creating the ladder. To start the process, follow these steps:

- *Sign into SkyCourt with your club administrator account*
- *On the main navigation menu, select Club Admin*
- *In the Events tile, select "Add League"*
- *This takes you to a page with a description of each type of league that is available for your type of club. Select "Create Ratings Based Challenge Ladder"*

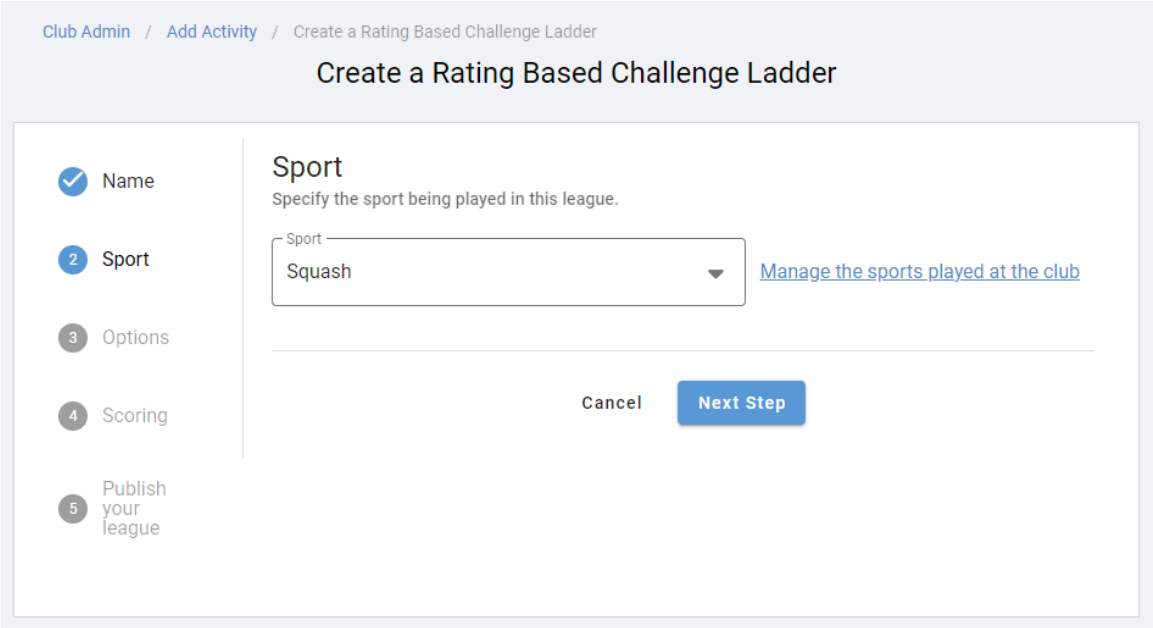
The guided process for creating the ladder has 5 steps. Each step is described below.

STEP 1 – NAME



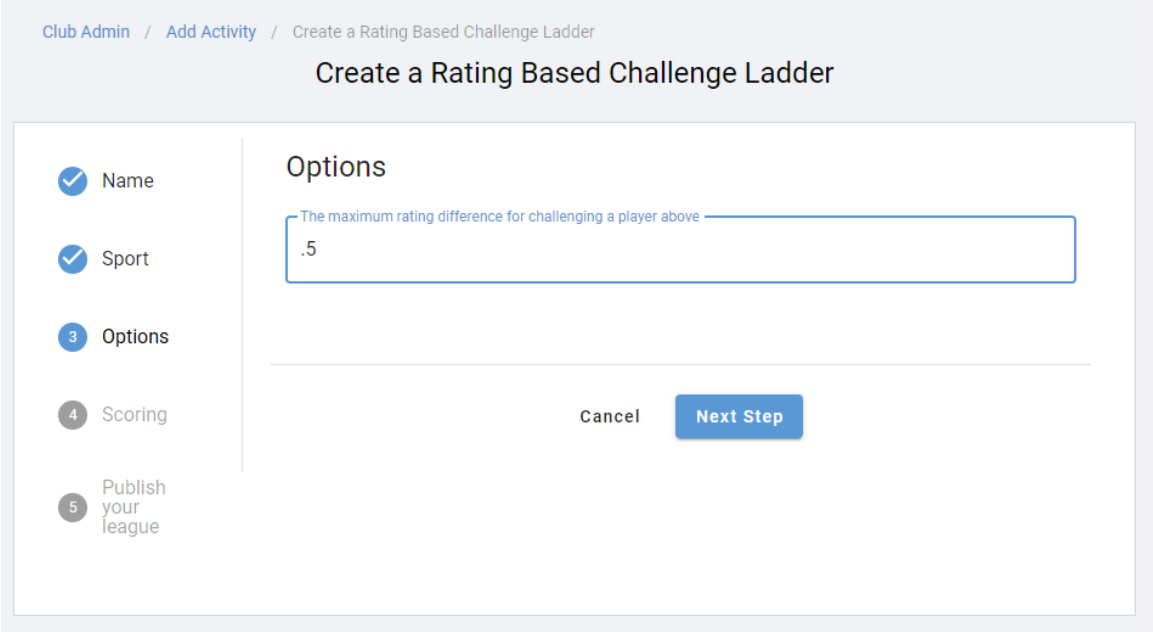
Enter the name of your ladder and a marketing type description for the league. The description will be displayed on your club's Leagues page. Members of your club can visit the leagues page, read the description and decide if they would like to join the ladder or not.

STEP 2 – SPORT



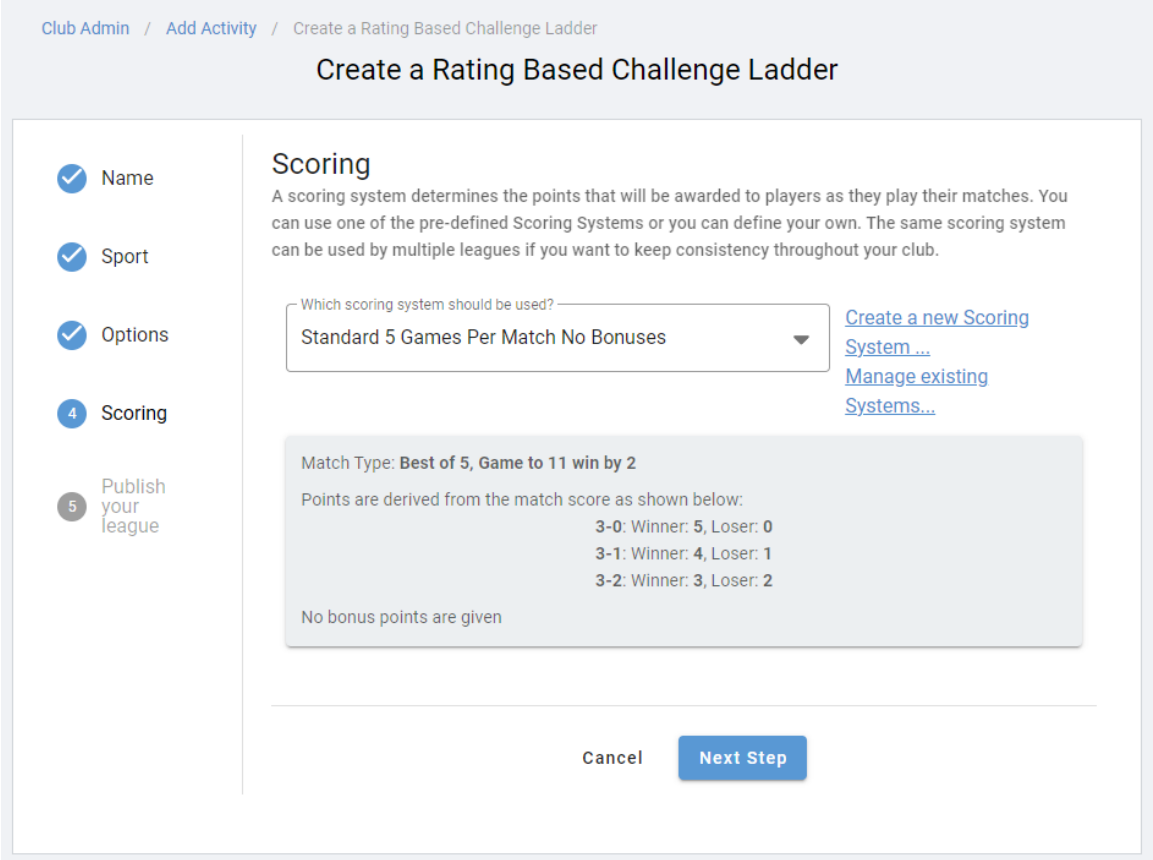
The sport step is where you can select the sport that will be played by the participants of your ladder. If the sport isn't available in the drop-down list, then click on "Manage the sports played at the club" to enable the appropriate sport for your club. Clicking on this link will open a new tab in your browser. When you are done updating and saving the list of sports played at your club, close the tab. The drop-down list will be updated automatically, and you will be able to select the requires sport.

STEP 3 – OPTIONS



Currently, the only option available for a challenge ladder is the maximum difference in rating allowed between two players when a challenge is issued. This defaults to 1.0. However, you should configure this based on the distribution of ratings of the participants. If the wider the gap between participants, the larger this value needs to be. You should aim to allow everyone on the ladder to challenge at least 2 people above them. This value, and all values being configured during the setup process can be adjusted at any time after the ladder has been created.

STEP 4 – SCORING

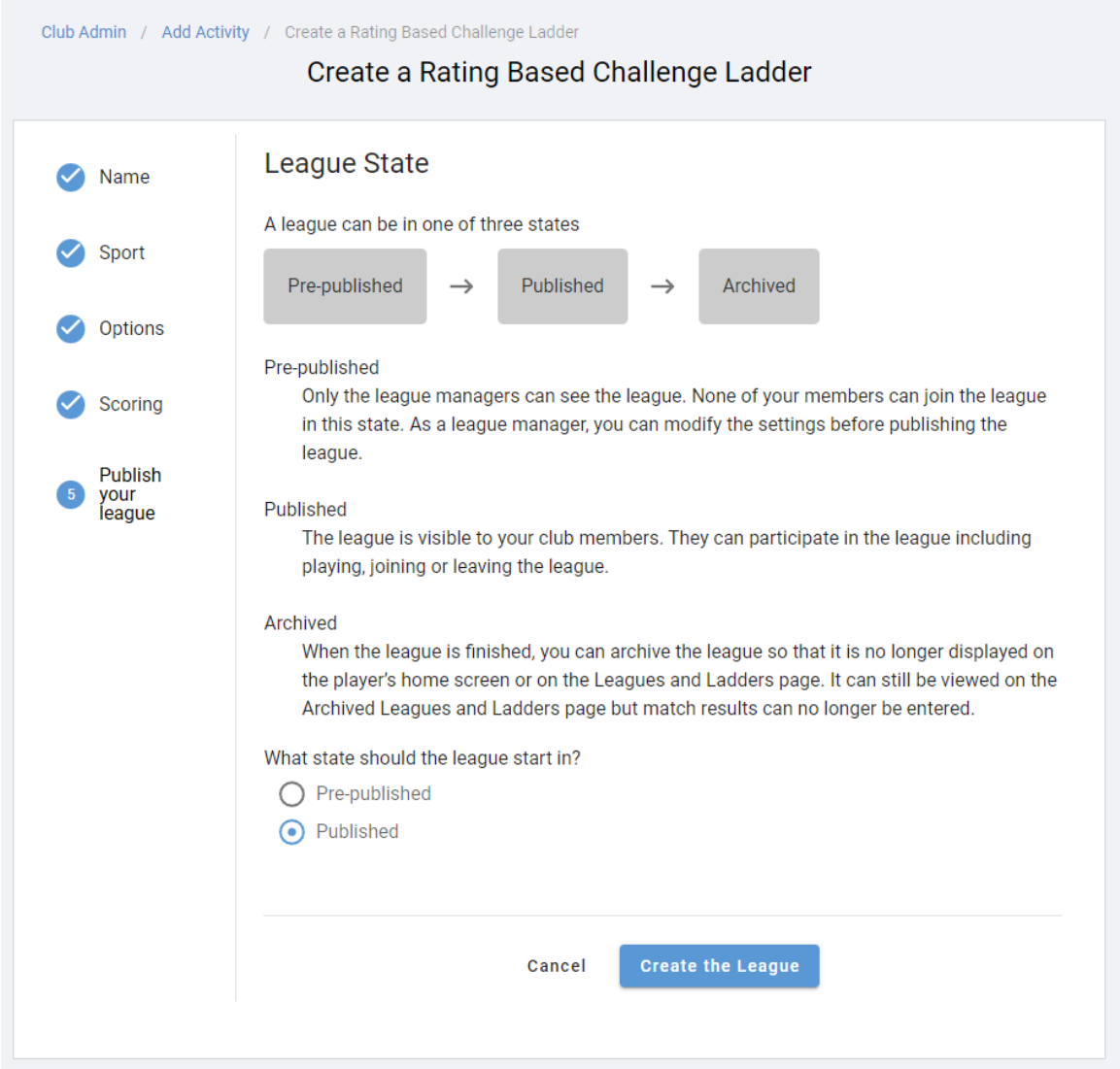


Each league uses a Scoring System. The scoring system defines the structure of each match that constitutes a challenge. This can be whatever makes sense for your ladder, such as best 3 out of 5 for squash, or a ProSet 8 for Tennis. If your club does not have any custom scoring systems configured, SkyCourt provides two default scoring systems.

To create a scoring system for your ladder, click on “Create a new Scoring System…”. Like managing the sports for your club, this action opens a new tab where you will create a new scoring system. Once you are done, close the tab to return to this page. The drop-down list will be updated with the scoring system you have just created.

The grey panel below the selector gives you a summary of the scoring system you are selecting for use in the league.

STEP 5 – PUBLISH YOUR LEAGUE



The last step of the process is to publish your ladder. You can choose to start your ladder in a pre-published state or a published state. You might choose a pre-published state if your want to work on the configuration of the ladder more before your members see the ladder on the Leagues page. While in the pre-published state, the ladder is only visible to club administrators. It is not visible to regular club members.

When you click on "Create the League", the system will create the ladder with the settings you have specified. When the league is

created, you will be taken to the ladder's Manage page where you will be able to start adding members to the ladder.

Adding Players

Once you have a ladder created, you need to add members to the ladder so that challenges can be issued, and matches can be recorded.

There are two ways that players can be added to the ladder. They can be added manually by you, or you can enable the "Public Page" for the league and let players register themselves.

MANUALLY ADDING PLAYERS

If you are new to SkyCourt, then it is likely that your club does not have any members registered yet. Before a member can be added to the ladder, they must be registered with SkyCourt.

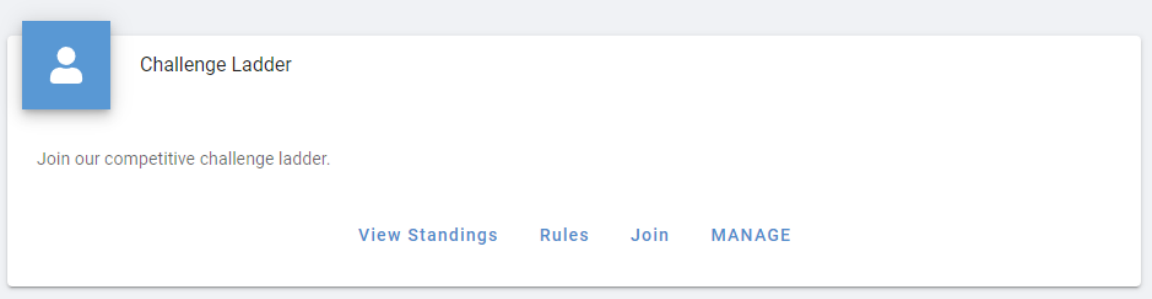
You can work with SkyCourt support to add your members via a spreadsheet, or you can add a member one at a time to SkyCourt by following these steps:

1. *Sign into SkyCourt with your club administrator account*
2. *On the main navigation menu, select Club Admin*
3. *In the Memberships tile, select "Add Member"*
4. *Enter the member's First Name, Last Name, and email address*

Once you have members added to your club instance, you can start adding them to the ladder. Note that you can add members to your ladder before they have finished registering their SkyCourt account.

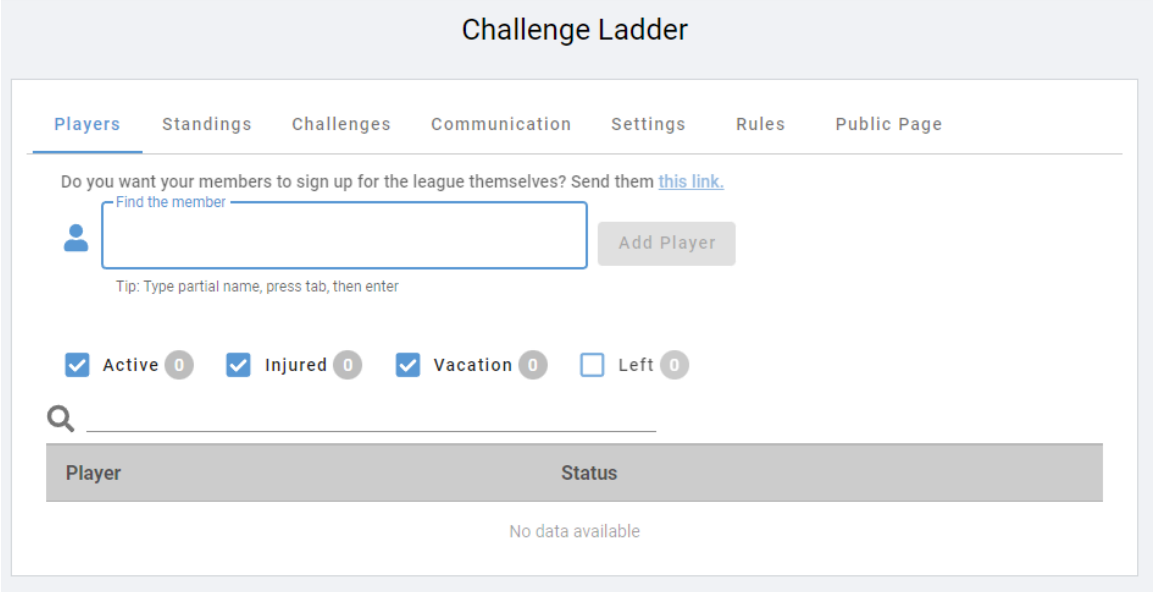
To add a member to the ladder follow these steps:

- *Click on the main navigation menu, select Leagues*
- *Locate the tile for your ladder and select the Manage menu item in the tile*



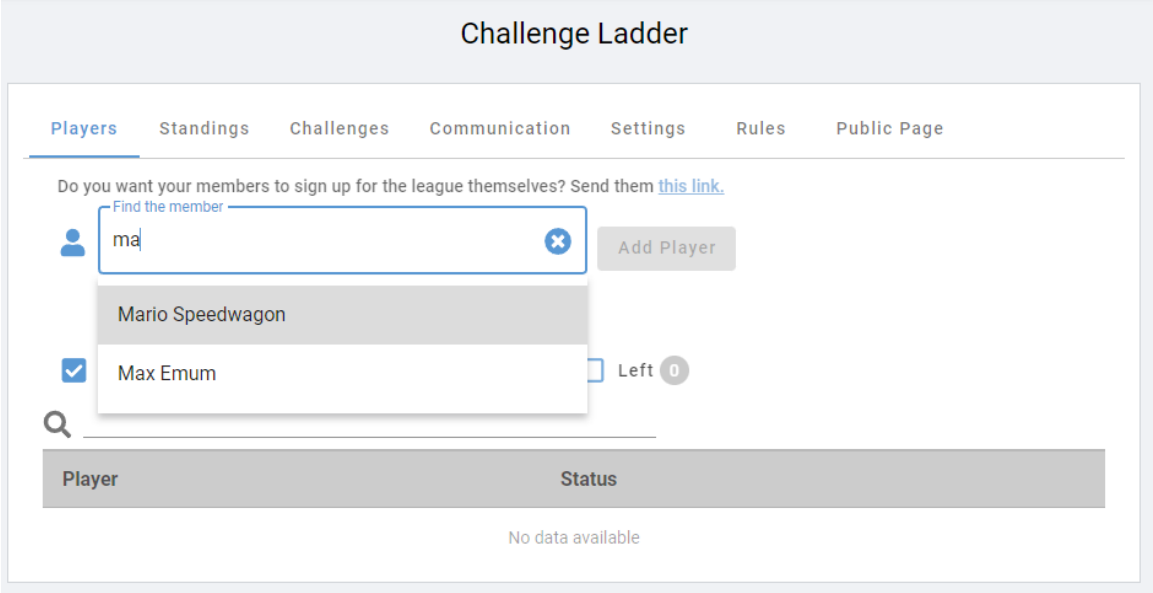
- *On the league's Manage page, make sure you are on the Players tab.*

Your Players tab will start empty like this:



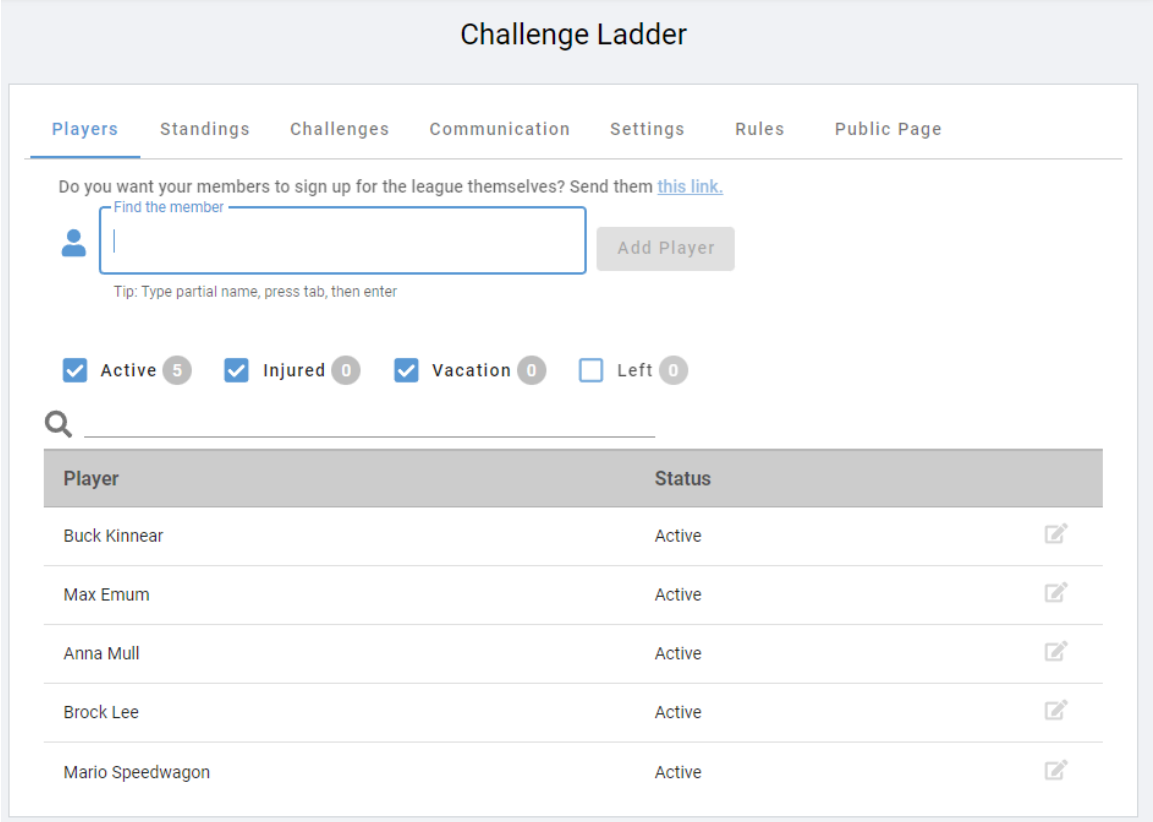
The "Find the member" entry field is where you start typing the name of the player you want to add to the ladder. As long as the player is already a member of the club and is not yet a member of the ladder,

they will show up in a drop-down list below the entry field, once a match is found.



Select the member you want to add and then click on the “Add player” button. If the member you want is the top item in the drop-down list, you can hit the “Tab” key on your keyboard to select the player and to move the focus to the “Add player” button. Then hit the “Enter” key on your keyboard to add the player. This allows for very quick player additions since adding the player clears the “Find the member” input field and puts focus back in that field.

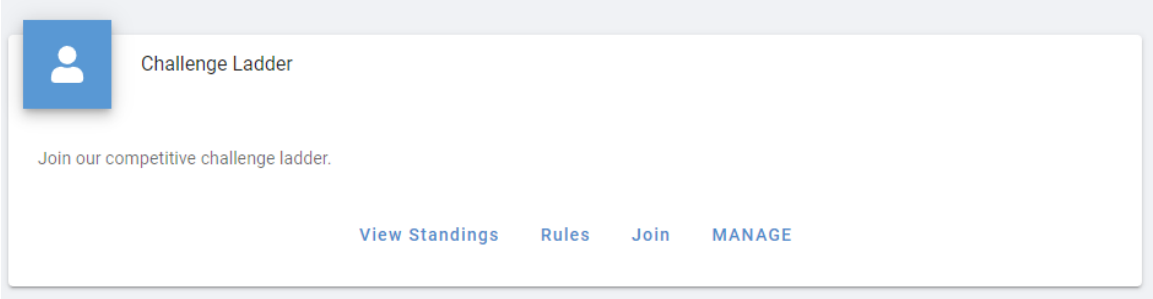
Once you have added a player, they will be moved to the Player list table. They are not able to view the league standings and issue challenges.



MEMBERS SIGN UP THEMSELVES

SkyCourt provides two ways for members to join your ladder with very little interaction on your part.

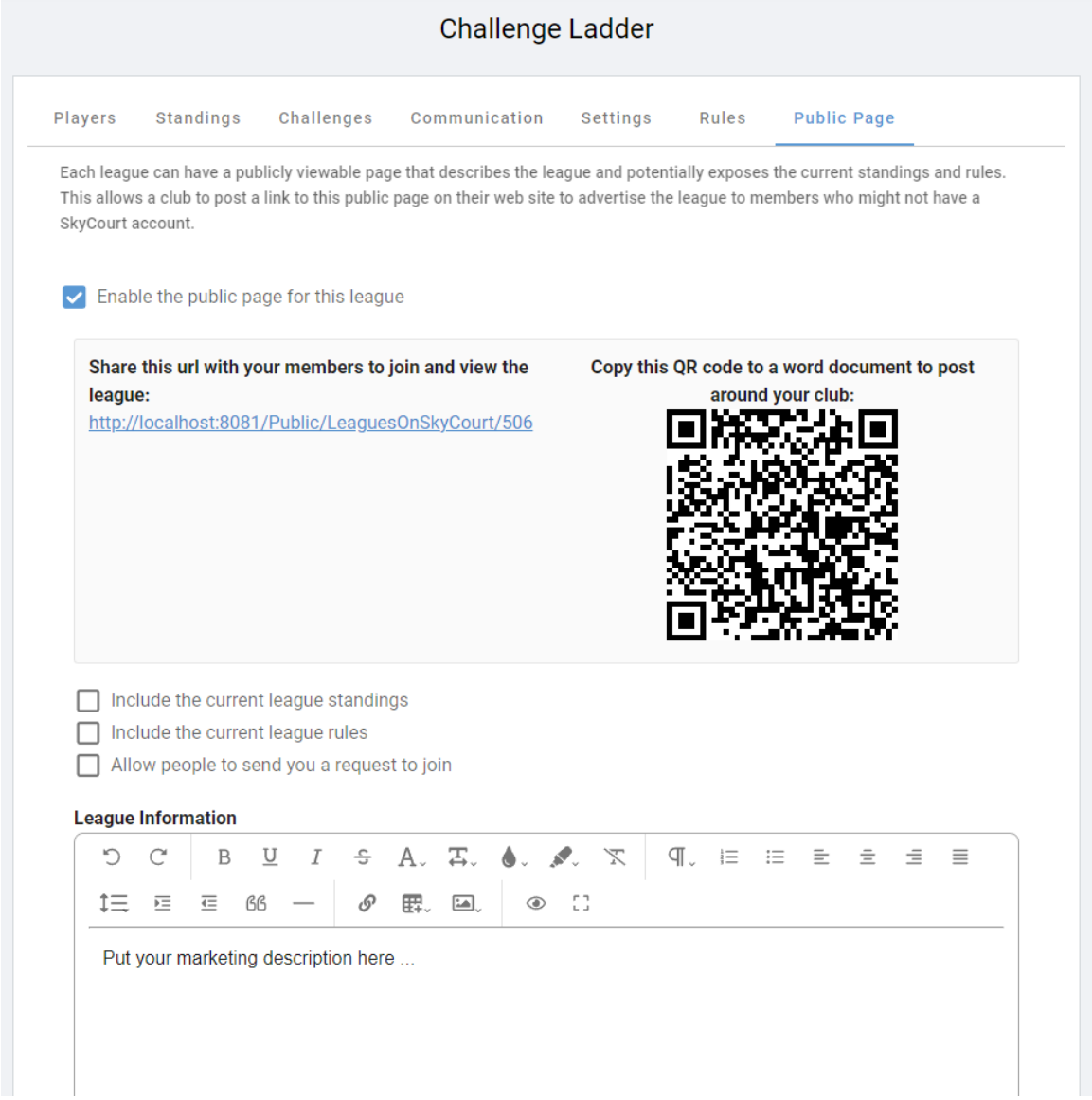
If your members already have a SkyCourt account, then you can send them a link to the Leagues page. On the leagues page will be a tile for your league and one of the menu choices on the tile will be "Join".



Your member can click on Join to join the ladder. You will be sent an email that they have joined.

If you have members that might join the ladder who do not yet have a SkyCourt account that is associated with your club, then you can enable the "Public Page" for your league. To enable the public page and set it up for registration purposes, follow these steps:

1. *Sign into SkyCourt with your club administrator account*
2. *On the main navigation menu, select Leagues*
3. *In the tile for your ladder, select "Manage"*
4. *On the ladder's Manage page, select the Public Page tab*
5. *Click on "Enable the public page for this league"*
6. *Click on "Allow people to send you a request to join"*
7. *Enter a description of the ladder in the "League Information" editor*
8. *Scroll to the bottom of the page and click Save.*



Once you have done this, a publicly visible page will be available for your members to visit and register for the league. The URL for this page is provided in the blue shaded section of the page. Send your members this URL to have them register. Or you can produce a flyer to put up around your club with the QR code on it. The QR code will take them to the public page for your ladder.

More information about the Public Page is in the Public Page section of this document.

Managing the Ladder

The challenge ladder is a low maintenance league within SkyCourt. Other than promotion of the league, or dealing with an incorrectly entered score, there is not much for the ladder manager to do.

It is useful to understand that there are two distinct pages for the challenge ladder. There is the Standings page that is visible by everyone in your club and there is the Manage page that is only visible by league managers and club administrators.

The Standings page is used by the ladder participants to view the ladder standings, their challenges, to step out or to view the rules. They can issue challenges from this page as well as from their home page tile.

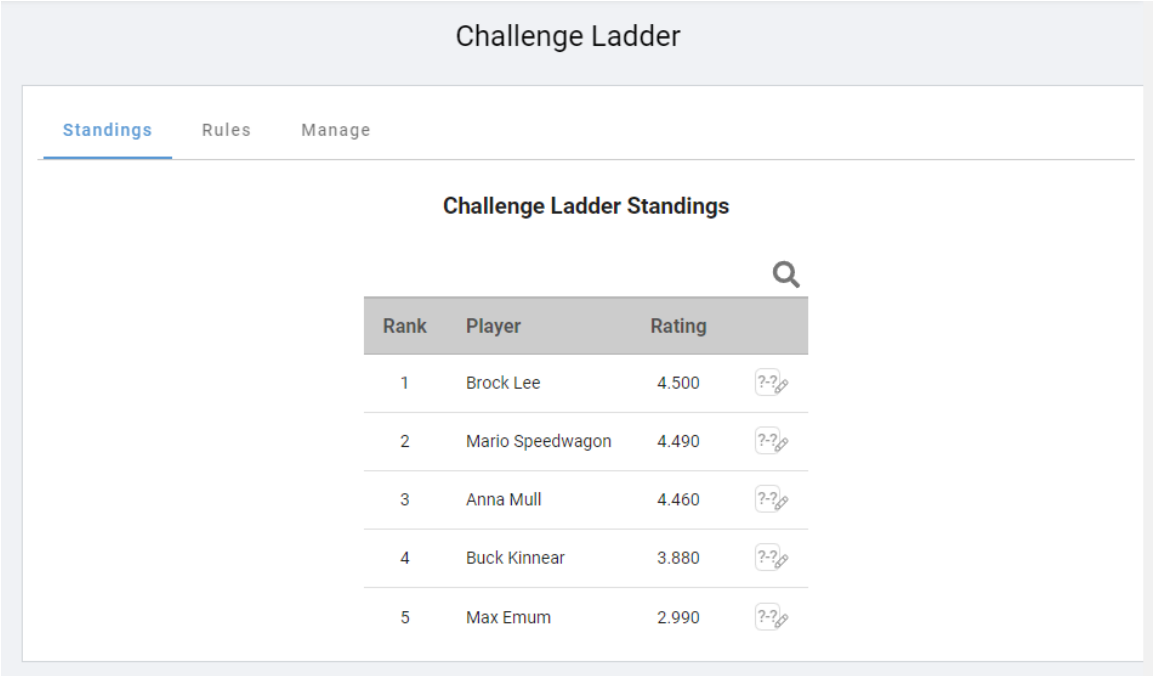
The Manage page is used by the league manager to adjust any configuration of the ladder, to monitor progress and to enter any scores that members do not enter themselves.

VIEW THE STANDINGS

The league manager can view the standings as a participant or as the league manager. To a league manager, both places are identical.

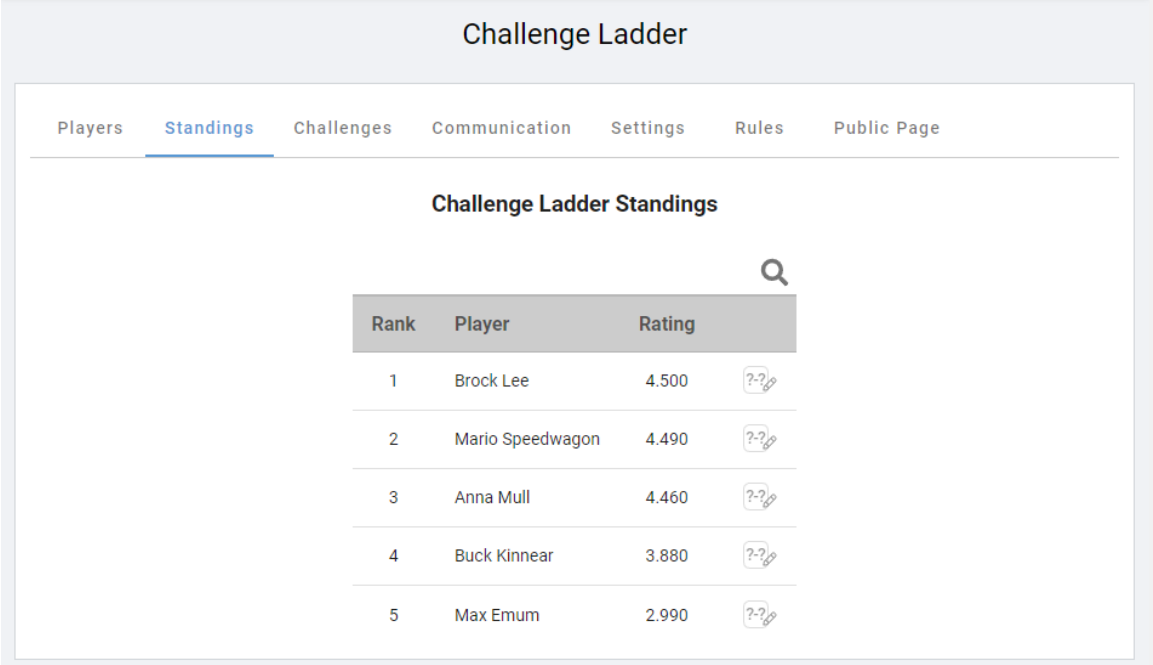
To navigate to the participant's page,

1. *On the main navigation menu, select Leagues*
2. *In the tile for your ladder, select "View Standings"*

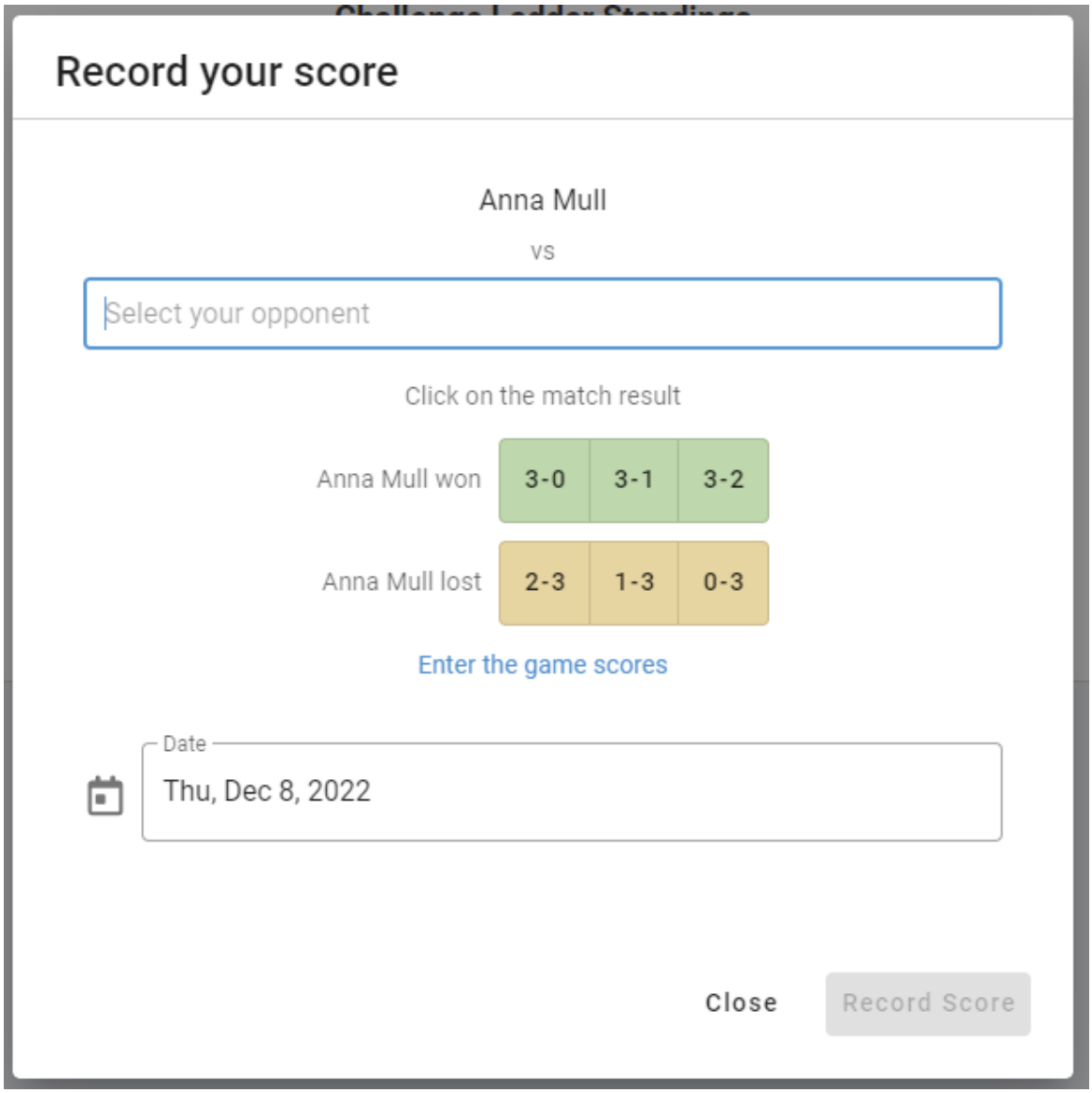


To navigate to the Manage standings page:

1. *Sign into SkyCourt with your club administrator account*
2. *On the main navigation menu, select Leagues*
3. *In the tile for your ladder, select "Manage"*
4. *Select the "Standings" tab*



On this page you can click on the enter score icon: to enter a score that involves that player. You will be able to select the other player in the enter score dialog that appears.



Note that your "Record your Score" dialog may look different depending on the scoring system you are using. This dialog is for a best 3 out of 5 match where game score entry is optional.

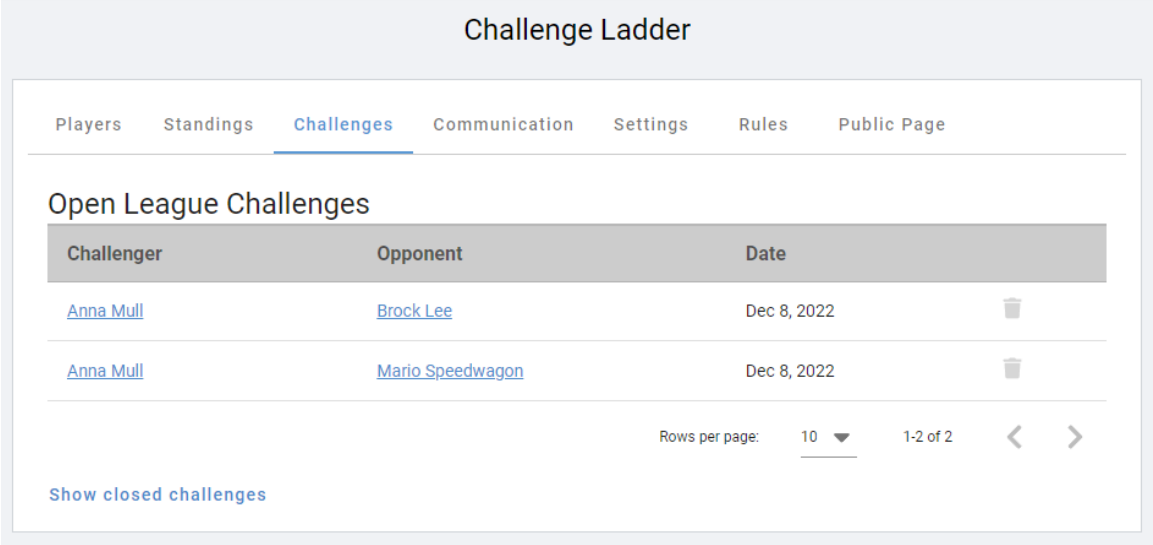
Enter the opponent's name in the "Select your opponent" field, then make sure the date represents when the match was played. Select the match score or click on "Enter the game scores" to enter the game scores. Then click "Record Score" to record a score between the two players.

When the score is entered, the standings page will update automatically with the player's new ratings and order.

VIEW THE CHALLENGES

As the ladder manager, you may want to view the challenges that are open or have been issued in the past. To do this, navigate to the Challenges tab of the Manage page:

1. *Sign into SkyCourt with your club administrator account*
2. *On the main navigation menu, select Leagues*
3. *In the tile for your ladder, select "Manage"*
4. *Select the "Challenges" tab*



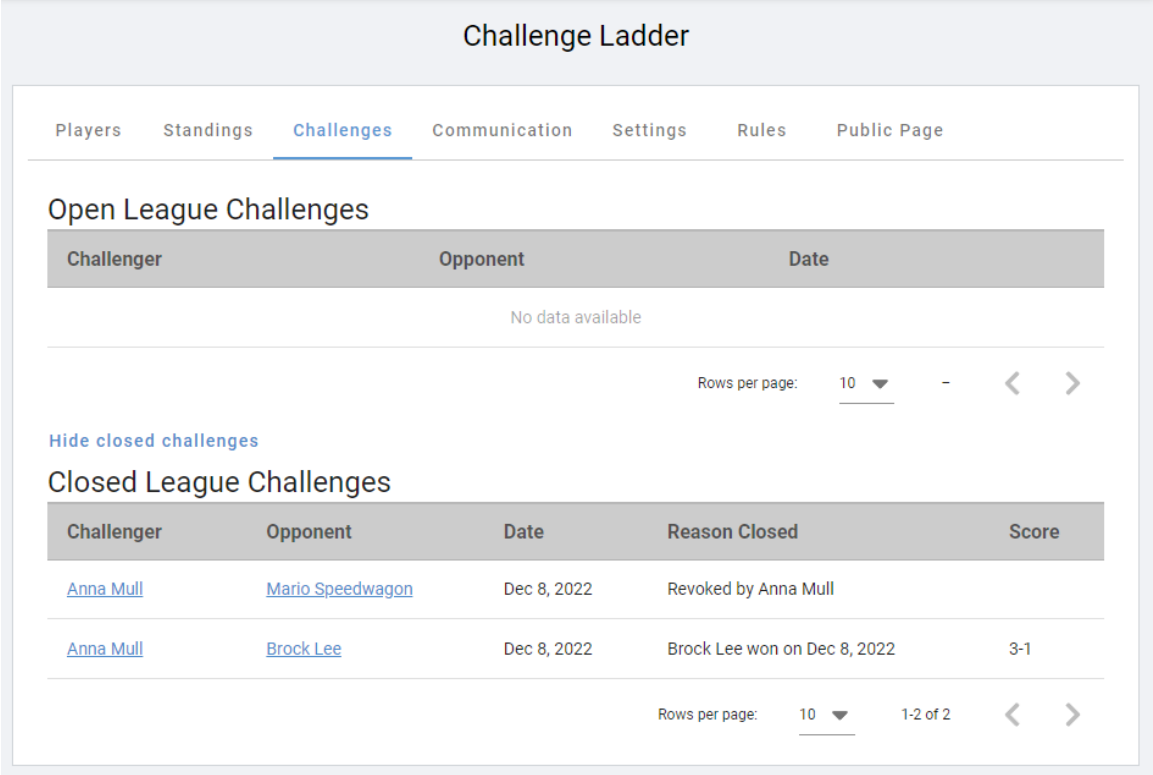
The Open League Challenges shows the challenges that are still open. They have been issued, but a match has not been recorded yet.

You can see when the challenge was issued and you have the ability to delete the challenge if needed.

Clicking on a participant name will take you to the Opponent page for that player. This is where you can see the player's match history.

You can also view the past challenges. If you click on the "Show closed challenges", you can see the result of those challenges. In the screen

shot, you can see that one challenge was completed with a match and the other was revoked by the issuing player.

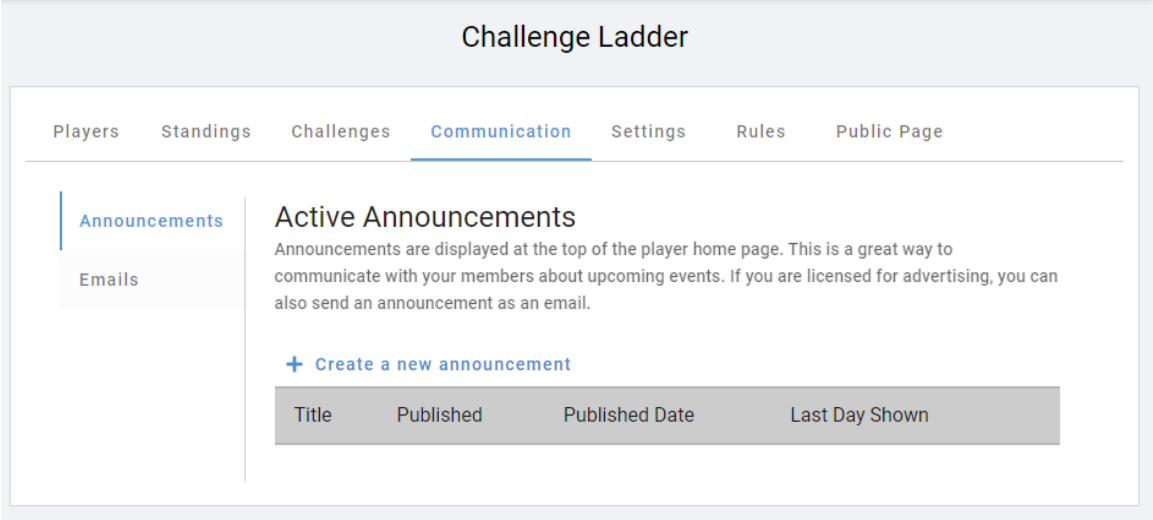


COMMUNICATING WITH THE PLAYERS

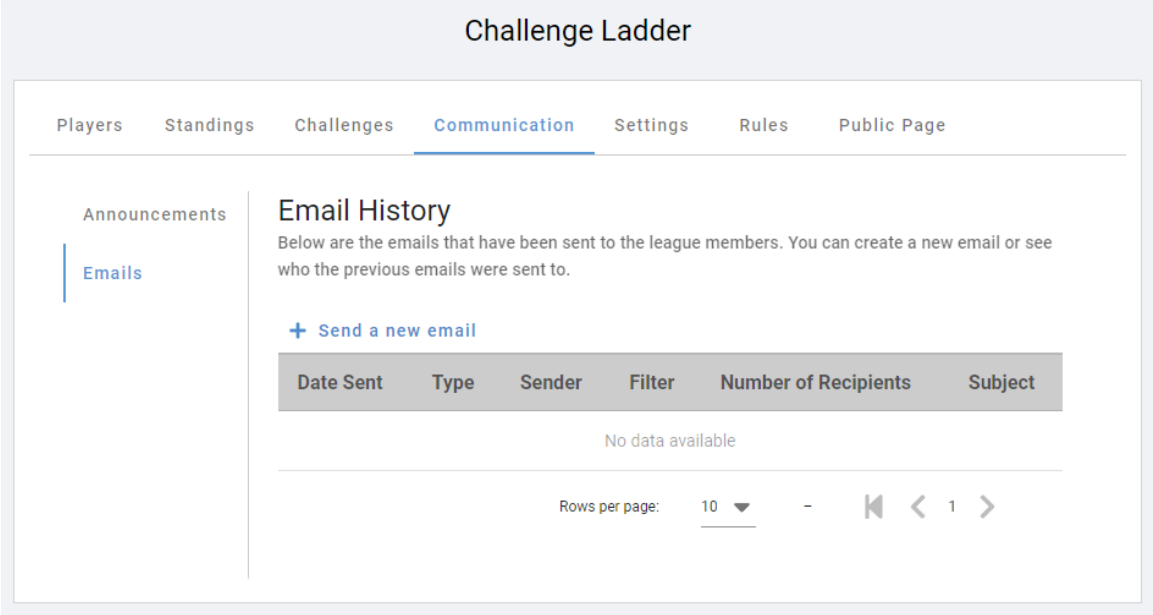
As a league manager, you might need to communicate with the players of the ladder. SkyCourt facilitates two forms of communication, announcements, and email.

Both are controlled from the Communications tab of the Manage page.

An announcement is a banner that is displayed in the SkyCourt software when a player logs in or visits the ladder's standings page. This banner is displayed across the top of the screen and contains what ever message you would like. You can control the date that it is published and the date that it is no longer displayed.



You can also use SkyCourt to compose an email that can be sent to the participants of the ladder.



When composing an email or an announcement, you can control who will receive the email or see the announcement.

You can select:

- *Only league managers*
- *Club members not in the league (as a way of getting more members to sign up for the ladder)*

- *Members with a certain league status (say those who are injured or on vacation)*
- *Gender*
- *Age*

Additional Configuration

In addition to the ladder settings that were gathered during the creation process, you can also configure a Rules, Public Page, and setup other league managers.

RULES

Your league will have rules that need to be communicated to your participants. One of the tabs of the ladder's Manage page is the Rules tab. This is where you can use the editor to enter anything you would like to convey the rules to your participants.

The rules are then displayed as a tab on the Ladder Standings page for easy viewing by your ladder participants.

PUBLIC PAGE

Normally, the ladder's standings page is only available to people who have SkyCourt accounts and are members of your club instance. You can enable a Public Page for the ladder. This is a page that is available to anyone on the internet who knows the URL. A person visiting the

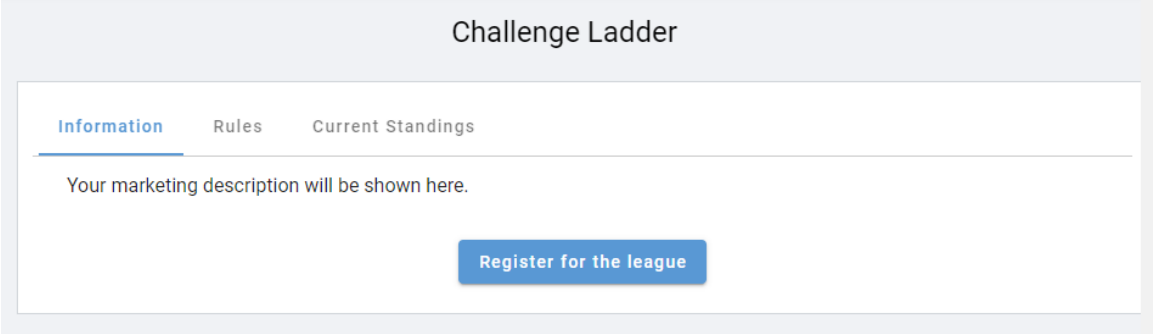
page does not have to have a SkyCourt account to see the information you decide to make visible on the public page.

Once you have enabled the Public Page, you can decide what information is visible. Your options are:

- *To include the standings page*
- *To include the league rules*
- *To allow people to send you a join request*

You also have an editor where you can enter whatever marketing description of your league you would like displayed on the Public Page.

Here is an example of the public page with all the options enabled:



If the user clicks on the rules tab, they will see the rules you have configured for the league. If they click on the Current Standings tab, they will see the standings for the ladder in a read-only format. There will be no ability for the person to interact with the standings other than seeing who is on the ladder and what position they are in.

PUBLIC PAGE REGISTRATION

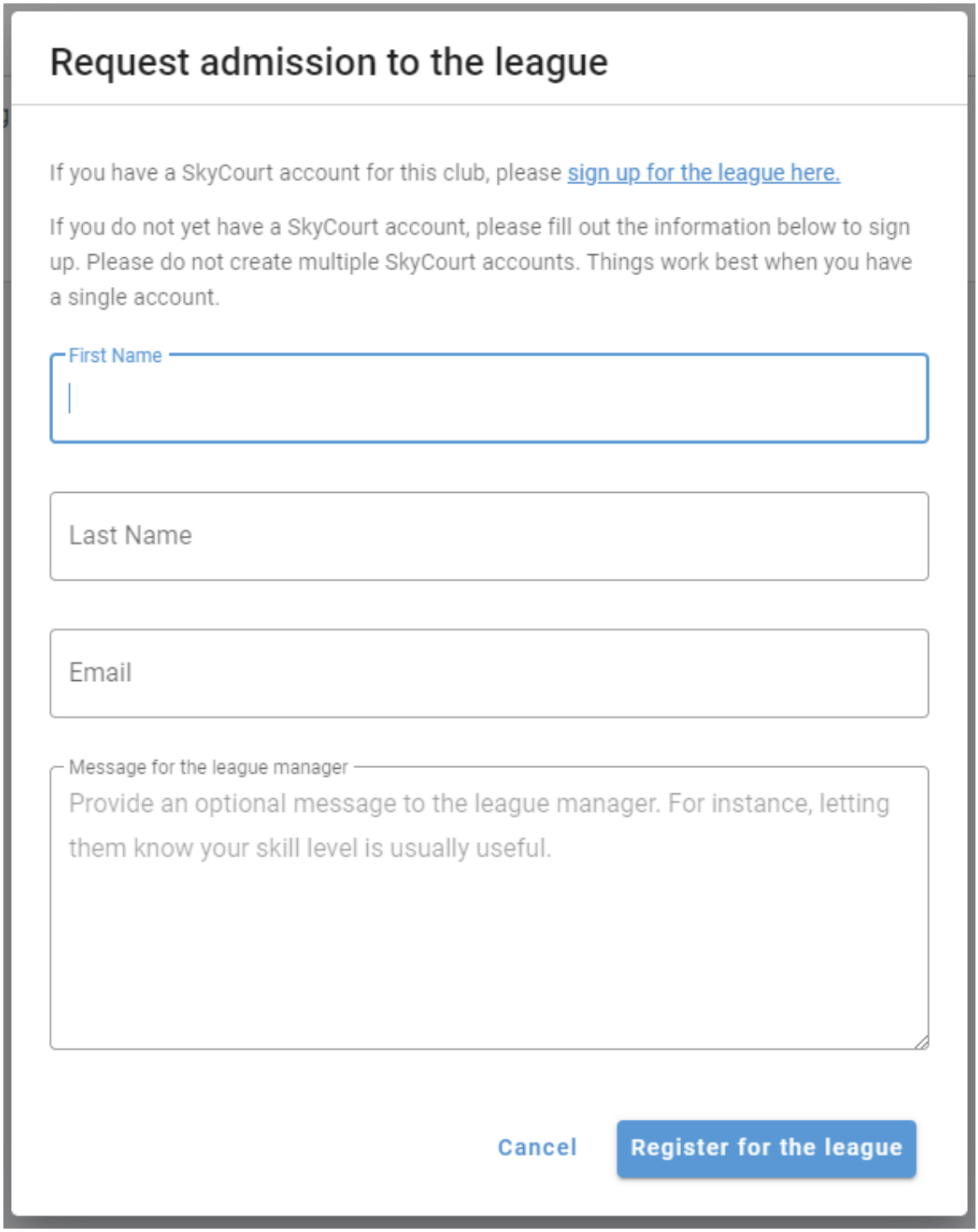
If you would like to allow people to register for the ladder on the Public Page, then enable the option on the public page settings page and click save.

Once this is enabled, a register button will be added to the public page. If the person who clicks on the button is already logged into SkyCourt, they will be directed to the internal Join page for the ladder.

This is the same page as the one they are directed to when they click Join on the Leagues page tile.

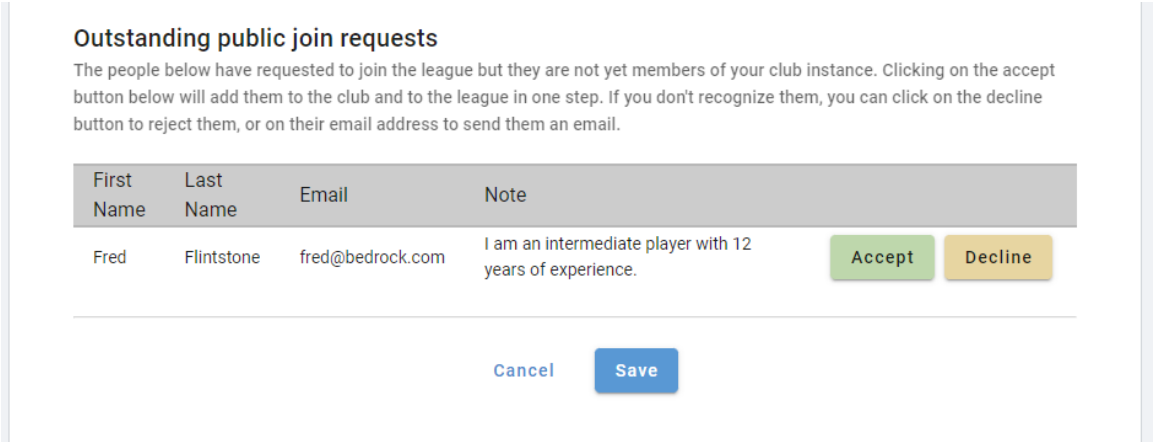
If the person is not logged into SkyCourt, then a dialog pops up to collect information from them for registration. The minimum registration information that SkyCourt requires is First Name, Last Name and Email.

The dialog also requests that they provide some information about themselves, such as their skill level.



When they fill in this form and submit it, you will receive an email telling you that someone would like to join the ladder. The email has an accept button and a decline button. Click on the one that is appropriate for the person requesting to join.

If you lose the email, that is ok. You can visit the Public Page tab of the Manage page to see the outstanding join requests.



When you decline the request, the request is deleted with no further action taken. When you accept the request, the system will automatically take the following actions:

- *A SkyCourt account will be created for the person*
- *A registration email will be sent to the person to confirm their email address and setup their password*
- *The person will be added to the ladder and placed at the bottom of the ladder because they do not yet have a rating.*

If you know the person, you should go into SkyCourt and set a rating for the person. Or they can start playing other members of the ladder and be assigned a provisional rating.

To set a rating for the person, follow these steps:

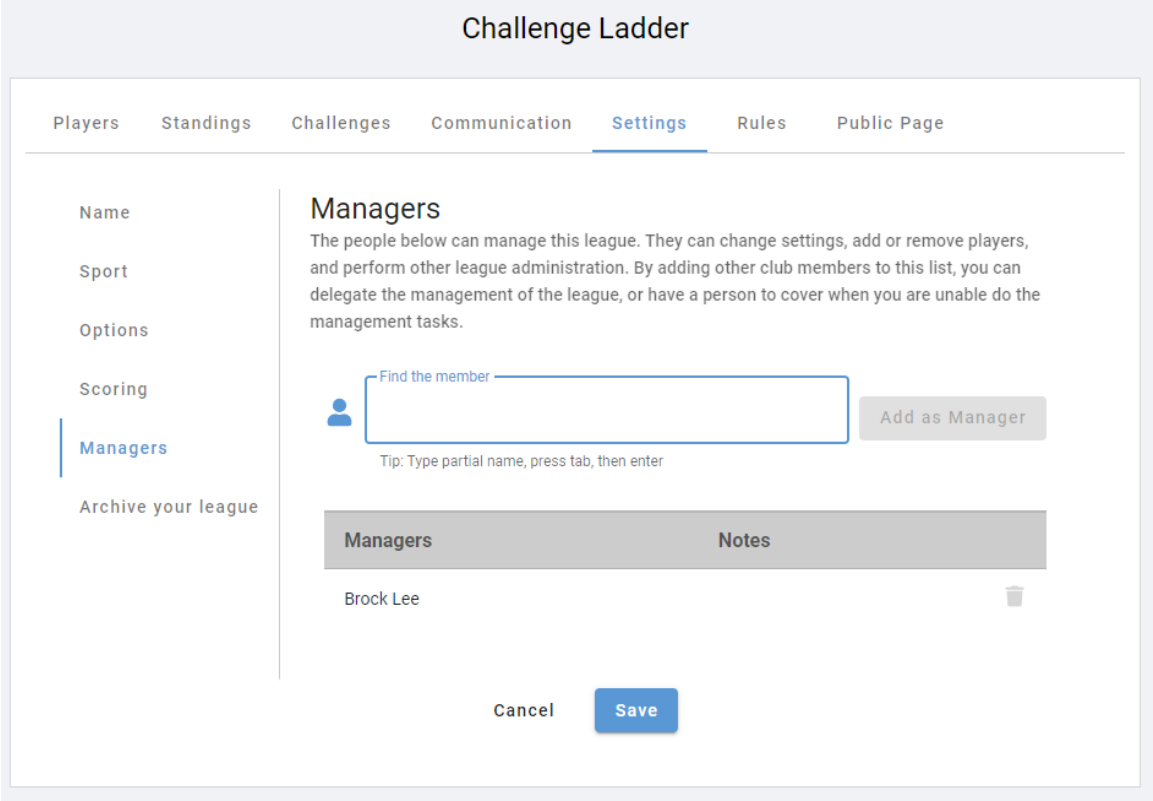
- *Sign into SkyCourt with your club administrator account*
- *On the main navigation menu, select Club Admin*
- *In the Events tile, select "Player Ratings"*
- *On the left side navigation, select the sport for your ladder*
- *Just above the Unrated table, is a magnifying glass – click that and enter the person's name*
- *Click on the edit icon beside the person's name and enter the new rating for the person.*

Now that they have a rating, they will be placed appropriately in the standings for the ladder.

ASSIGNING LADDER MANAGERS

A ladder can have any number of managers. To add an additional manager, go to the Settings tab of the ladder's Manage page.

On the left side navigation, click on the Managers item. This will bring up the page for adding a new manager. The manager must already have a SkyCourt account and be a member of your club.



Click in the "Find the member" field and start to type the name of the manager. Select them from the drop-down and click "Add as Manager".

The person will now be able to see the Manage option to get to the Manage page for the league.