

Box League #1

Group A 

Session complete

League Player	Brock vs Opponent	Points	Session Record
Brock Lee	---	6	1-1
Mario Speedwagon	2-3	3	1-0
Paul Molive	3-1	1	0-1
Terry Aki		0	0-0
Anna Mull		0	0-0
Cliff Hangel		0	0-0

Challenge Ladder Setup Guide

[Record Score](#) | [View Standings](#) | [Step Out](#) | [MANAGE](#)

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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

Club Admin / Add Activity / Create a Rating Based Challenge Ladder

Create a Rating Based Challenge Ladder

- 1 Name
- 2 Sport
- 3 Options
- 4 Scoring
- 5 Publish your league

Public Name & Description

The name and description will be seen by club members on the Activities page.

Name

Description

[Cancel](#) [Next Step](#)

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

Club Admin / Add Activity / Create a Rating Based Challenge Ladder

Create a Rating Based Challenge Ladder

- 1 Name
- 2 Sport
- 3 Options
- 4 Scoring
- 5 Publish your league

Sport

Specify the sport being played in this league.

Sport [Manage the sports played at the club](#)

[Cancel](#) [Next Step](#)

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

The screenshot shows a web interface for creating a challenge ladder. At the top, there is a breadcrumb trail: "Club Admin / Add Activity / Create a Rating Based Challenge Ladder". Below this is the title "Create a Rating Based Challenge Ladder". On the left side, there is a vertical list of steps: "Name" (checked), "Sport" (checked), "Options" (current step, highlighted with a blue circle and the number 3), "Scoring" (4), and "Publish your league" (5). The main content area is titled "Options" and contains a text input field with the label "The maximum rating difference for challenging a player above" and the value ".5". At the bottom of the form, there are two buttons: "Cancel" and "Next Step".

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

Club Admin / Add Activity / Create a Rating Based Challenge Ladder

Create a Rating Based Challenge Ladder

- ✓ Name
- ✓ Sport
- ✓ Options
- 4** Scoring
- 5 Publish your league

Scoring

A scoring system determines the points that will be awarded to players as they play their matches. You can use one of the pre-defined Scoring Systems or you can define your own. The same scoring system can be used by multiple leagues if you want to keep consistency throughout your club.

Which scoring system should be used?

Standard 5 Games Per Match No Bonuses

[Create a new Scoring System...](#)
[Manage existing Systems...](#)

Match Type: **Best of 5, Game to 11 win by 2**

Points are derived from the match score as shown below:

- 3-0: Winner: 5, Loser: 0
- 3-1: Winner: 4, Loser: 1
- 3-2: Winner: 3, Loser: 2

No bonus points are given

Cancel **Next Step**

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

Club Admin / Add Activity / Create a Rating Based Challenge Ladder

Create a Rating Based Challenge Ladder

- ✓ Name
- ✓ Sport
- ✓ Options
- ✓ Scoring
- 5 Publish your league**

League State

A league can be in one of three states

Pre-published → Published → Archived

Pre-published
Only the league managers can see the league. None of your members can join the league in this state. As a league manager, you can modify the settings before publishing the league.

Published
The league is visible to your club members. They can participate in the league including playing, joining or leaving the league.

Archived
When the league is finished, you can archive the league so that it is no longer displayed on the player's home screen or on the Leagues and Ladders page. It can still be viewed on the Archived Leagues and Ladders page but match results can no longer be entered.

What state should the league start in?

Pre-published

Published

Cancel **Create the 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 you 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.

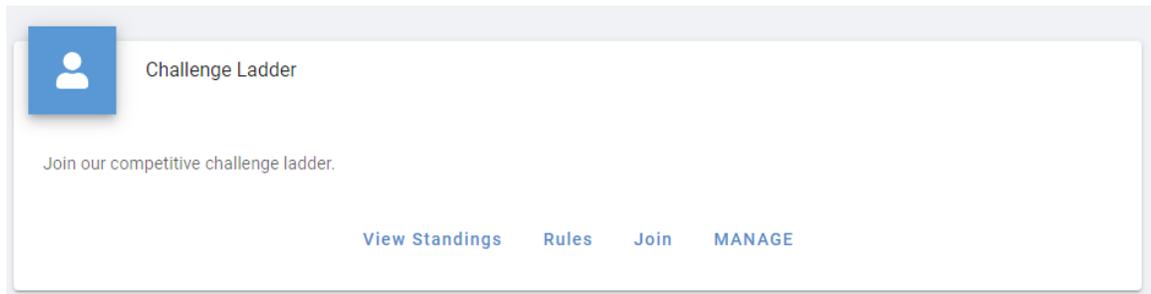
You can work with SkyCourt support to add your members via a spreadsheet, or you can add a member one at a time to SkyCourt by following these steps:

- 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.

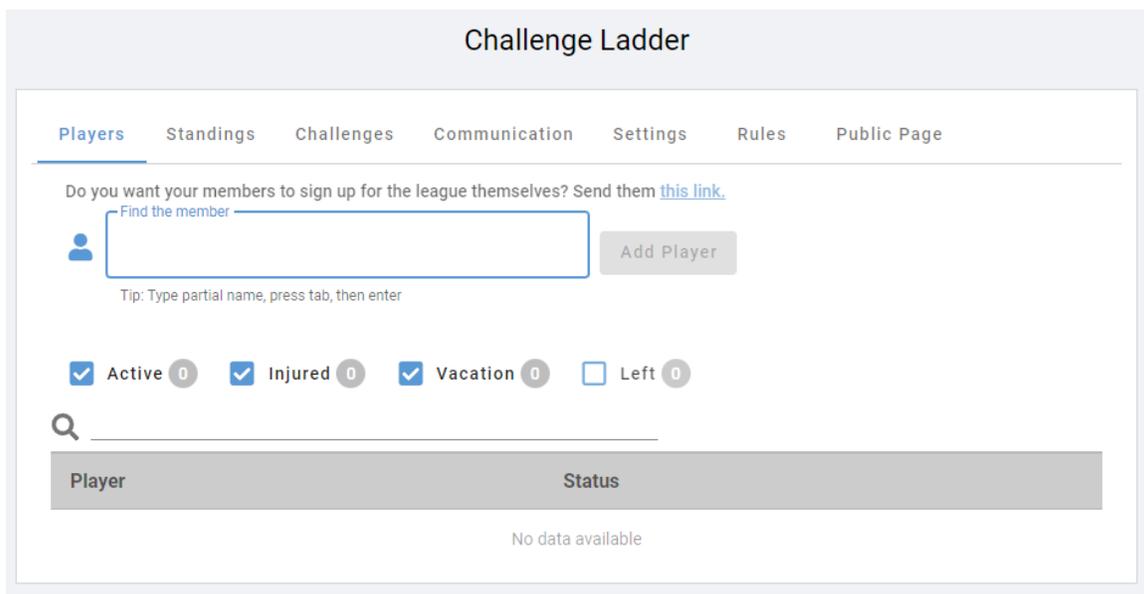
To add a member to the ladder follow these steps:

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



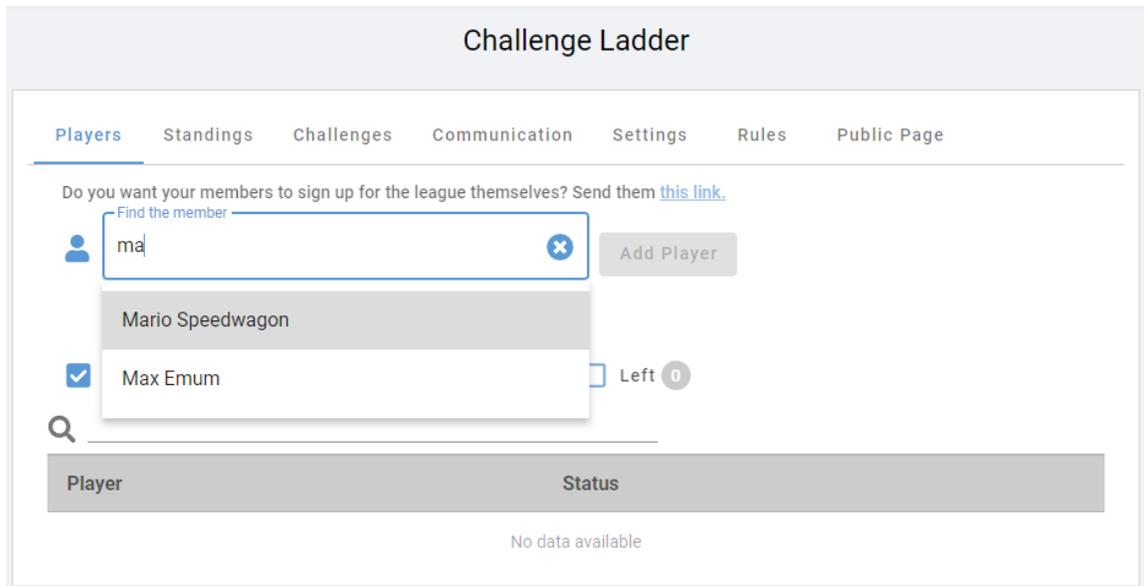
- *On the league's Manage page, make sure you are on the Players tab.*

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.

Challenge Ladder

[Players](#) [Standings](#) [Challenges](#) [Communication](#) [Settings](#) [Rules](#) [Public Page](#)

Do you want your members to sign up for the league themselves? Send them [this link](#).

Find the member

Tip: Type partial name, press tab, then enter

Active 5 Injured 0 Vacation 0 Left 0

Q

Player	Status	
Buck Kinnear	Active	
Max Emum	Active	
Anna Mull	Active	
Brock Lee	Active	
Mario Speedwagon	Active	

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".

 Challenge Ladder

Join our competitive challenge ladder.

[View Standings](#) [Rules](#) [Join](#) [MANAGE](#)

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.*

Challenge Ladder

Players Standings Challenges Communication Settings Rules **Public Page**

Each league can have a publicly viewable page that describes the league and potentially exposes the current standings and rules. This allows a club to post a link to this public page on their web site to advertise the league to members who might not have a SkyCourt account.

Enable the public page for this league

Share this url with your members to join and view the league:

<http://localhost:8081/Public/LeaguesOnSkyCourt/506>

Copy this QR code to a word document to post around your club:



- Include the current league standings
- Include the current league rules
- Allow people to send you a request to join

League Information



Put your marketing description here ...

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"

Rank	Player	Rating
1	Brock Lee	4.500
2	Mario Speedwagon	4.490
3	Anna Mull	4.460
4	Buck Kinnear	3.880
5	Max Emum	2.990

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

Challenge Ladder

Players **Standings** Challenges Communication Settings Rules Public Page

Challenge Ladder Standings



Rank	Player	Rating	
1	Brock Lee	4.500	
2	Mario Speedwagon	4.490	
3	Anna Mull	4.460	
4	Buck Kinnear	3.880	
5	Max Emum	2.990	

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.

Record your score

Anna Mull
vs

Select your opponent

Click on the match result

Anna Mull won	3-0	3-1	3-2
Anna Mull lost	2-3	1-3	0-3

Enter the game scores

📅

Date
 Thu, Dec 8, 2022

Close
Record Score

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.

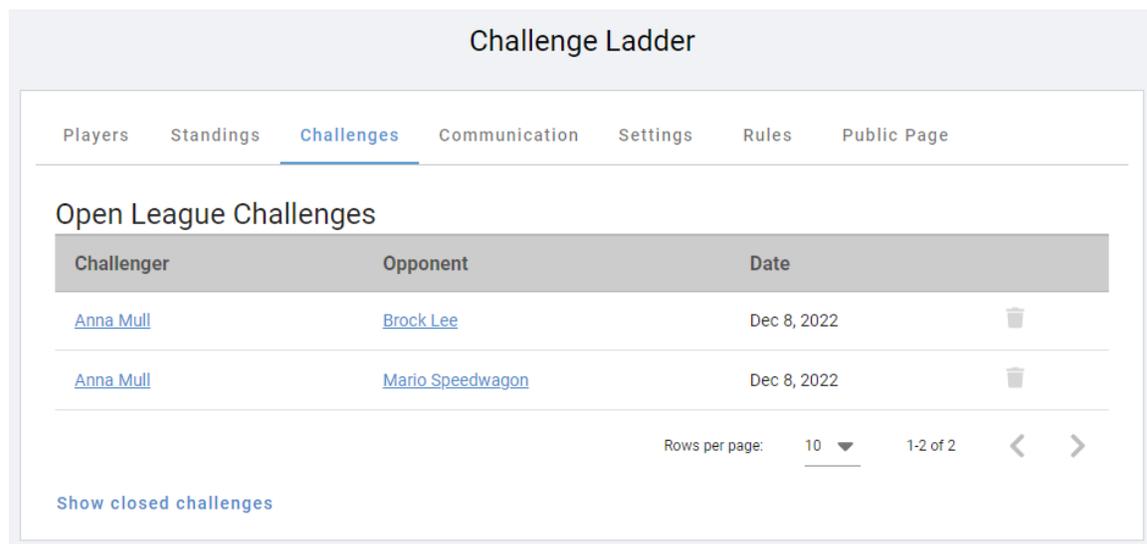
Enter the opponent’s name in the “Select your opponent” field, then make sure the date represents when the match was played. Select the match score or click on “Enter the game scores” to enter the game scores. Then click “Record Score” to record a score between the two players.

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 screenshot displays the 'Challenge Ladder' interface. At the top, there is a navigation menu with tabs: Players, Standings, Challenges (selected), Communication, Settings, Rules, and Public Page. Below the navigation, the section is titled 'Open League Challenges'. It contains a table with three columns: Challenger, Opponent, and Date. There are two rows of challenges listed. The first row shows Anna Mull as the challenger and Brock Lee as the opponent, dated Dec 8, 2022. The second row shows Anna Mull as the challenger and Mario Speedwagon as the opponent, also dated Dec 8, 2022. Each row has a trash icon to its right. At the bottom of the table, there is a 'Rows per page' dropdown set to 10, a '1-2 of 2' indicator, and navigation arrows. A link 'Show closed challenges' is located at the bottom left of the table area.

Challenger	Opponent	Date	
Anna Mull	Brock Lee	Dec 8, 2022	
Anna Mull	Mario Speedwagon	Dec 8, 2022	

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.

Challenge Ladder

PlayersStandingsChallengesCommunicationSettingsRulesPublic Page

Open League Challenges

Challenger	Opponent	Date
No data available		

Rows per page: 10 - < >

[Hide closed challenges](#)

Closed League Challenges

Challenger	Opponent	Date	Reason Closed	Score
Anna Mull	Mario Speedwagon	Dec 8, 2022	Revoked by Anna Mull	
Anna Mull	Brock Lee	Dec 8, 2022	Brock Lee won on Dec 8, 2022	3-1

Rows per page: 10 1-2 of 2 < >

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.

Challenge Ladder

[Players](#) [Standings](#) [Challenges](#) **[Communication](#)** [Settings](#) [Rules](#) [Public Page](#)

[Announcements](#)

[Emails](#)

Active Announcements

Announcements are displayed at the top of the player home page. This is a great way to communicate with your members about upcoming events. If you are licensed for advertising, you can also send an announcement as an email.

[+ Create a new announcement](#)

Title	Published	Published Date	Last Day Shown
No data available			

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

Challenge Ladder

[Players](#) [Standings](#) [Challenges](#) **[Communication](#)** [Settings](#) [Rules](#) [Public Page](#)

[Announcements](#)

[Emails](#)

Email History

Below are the emails that have been sent to the league members. You can create a new email or see who the previous emails were sent to.

[+ Send a new email](#)

Date Sent	Type	Sender	Filter	Number of Recipients	Subject
No data available					

Rows per page: 10 - ⏪ ⏩ 1 ⏭

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

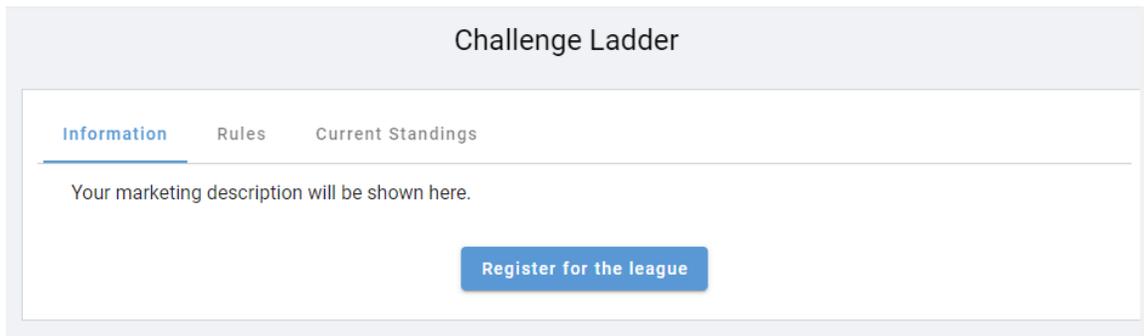
page does not have to have a SkyCourt account to see the information you decide to make visible on the public page.

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.

Request admission to the league

If you have a SkyCourt account for this club, please [sign up for the league here](#).

If you do not yet have a SkyCourt account, please fill out the information below to sign up. Please do not create multiple SkyCourt accounts. Things work best when you have a single account.

First Name

Last Name

Email

Message for the league manager

Provide an optional message to the league manager. For instance, letting them know your skill level is usually useful.

[Cancel](#)

[Register for the league](#)

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.

Outstanding public join requests

The people below have requested to join the league but they are not yet members of your club instance. Clicking on the accept button below will add them to the club and to the league in one step. If you don't recognize them, you can click on the decline button to reject them, or on their email address to send them an email.

First Name	Last Name	Email	Note		
Fred	Flintstone	fred@bedrock.com	I am an intermediate player with 12 years of experience.	Accept	Decline

[Cancel](#) [Save](#)

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.

The screenshot shows the 'Challenge Ladder' interface. At the top, there are navigation tabs: 'Players', 'Standings', 'Challenges', 'Communication', 'Settings' (which is selected), 'Rules', and 'Public Page'. On the left side, there is a vertical navigation menu with options: 'Name', 'Sport', 'Options', 'Scoring', 'Managers' (which is selected), and 'Archive your league'. The main content area is titled 'Managers' and contains the following text: 'The people below can manage this league. They can change settings, add or remove players, and perform other league administration. By adding other club members to this list, you can delegate the management of the league, or have a person to cover when you are unable do the management tasks.' Below this text is a search field with the placeholder text 'Find the member' and a blue outline. To the right of the search field is a grey button labeled 'Add as Manager'. Below the search field is a tip: 'Tip: Type partial name, press tab, then enter'. Below the tip is a table with two columns: 'Managers' and 'Notes'. The table has one row with the name 'Brock Lee' under the 'Managers' column and a trash icon under the 'Notes' column. At the bottom of the page are two buttons: 'Cancel' and 'Save'.

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.