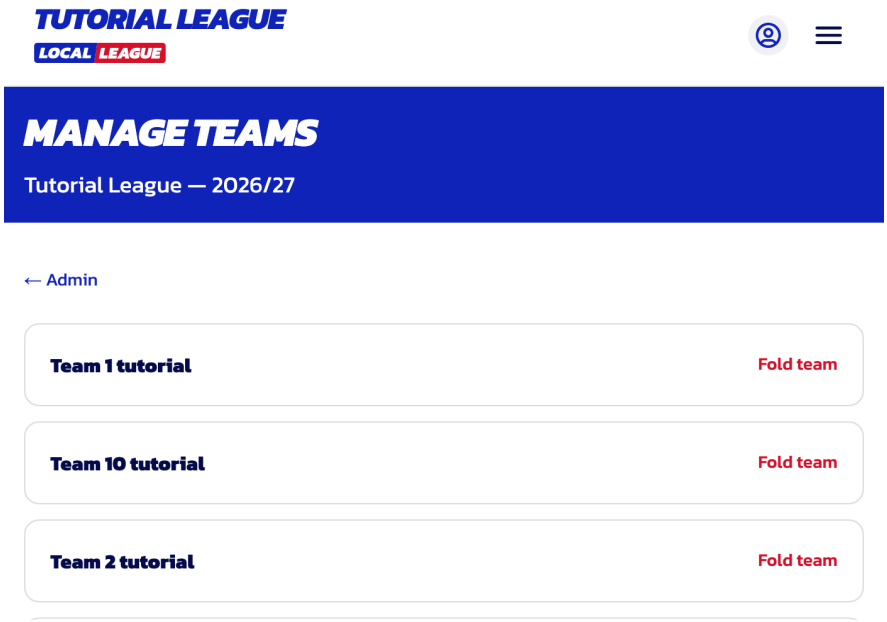
MANAGING YOUR LEAGUE

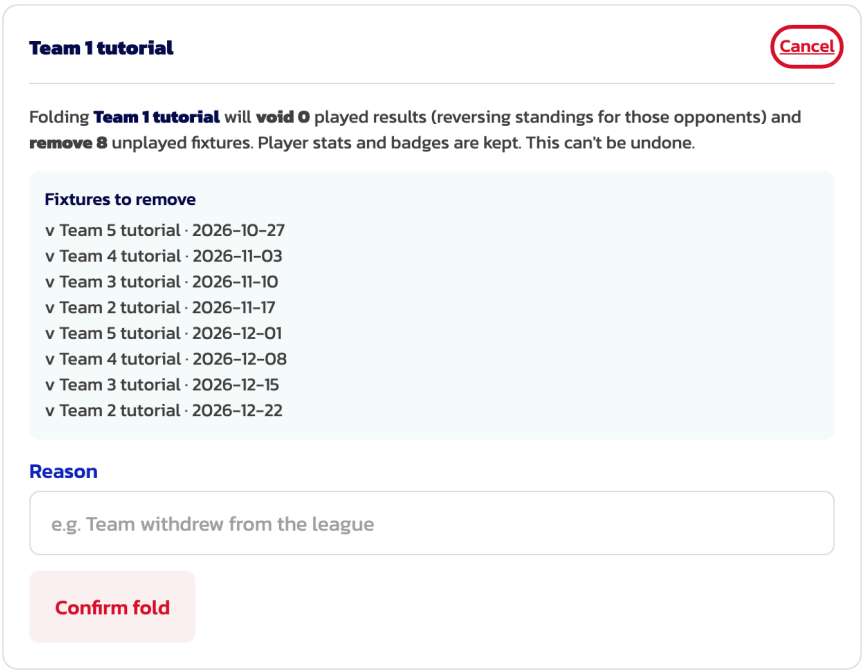
The smaller jobs that come up during a season: teams that fold, players who drop out, point deductions, player accounts, your contact details, and your league's news and sponsors.

WHEN A TEAM FOLDS

Teams drop out. It's usually a squad that can't raise enough players any more. On your admin home, tap **Manage teams**. You'll see every team in the active season.



Tap **Fold team** next to the team. Before anything happens, you'll see exactly what it will do:



- Every result they've played is **voided**, which reverses the table for the teams they played, so nobody keeps points from a team that's no longer in the league.
- Their unplayed fixtures are **removed** from the calendar.
- Player stats and badges are kept, because the frames were played.

Type a reason and tap **Confirm fold**. **This can't be undone**, so make sure they've actually folded rather than just missed a week.

WHEN A SINGLES PLAYER DROPS OUT

A singles league has no teams, so your admin home shows **Entrants** instead of Manage teams. It lists the players registered for the season.

Tap **Withdraw player** next to a name and you'll see what it will do: how many played results will be voided, and how many unplayed fixtures removed. Enter a reason, for example "Withdrew after week 12", and tap **Confirm withdrawal**. The player is then marked **Withdrawn**.

Their results are removed rather than left standing because it's the fair answer. Whoever had already played them got a chance at those points, and whoever hadn't never will.

Removing them puts everyone back on the same footing. As with a folded team, the player's own stats and badges are kept, and **it can't be undone**.

DEDUCTING POINTS

Fines, a late result, playing an ineligible player: whatever your rules say. You'll find **Deduct points** on your **league page**, under the standings table, rather than in the admin area. (The button appears once your league has standings.)

Fill in four things:

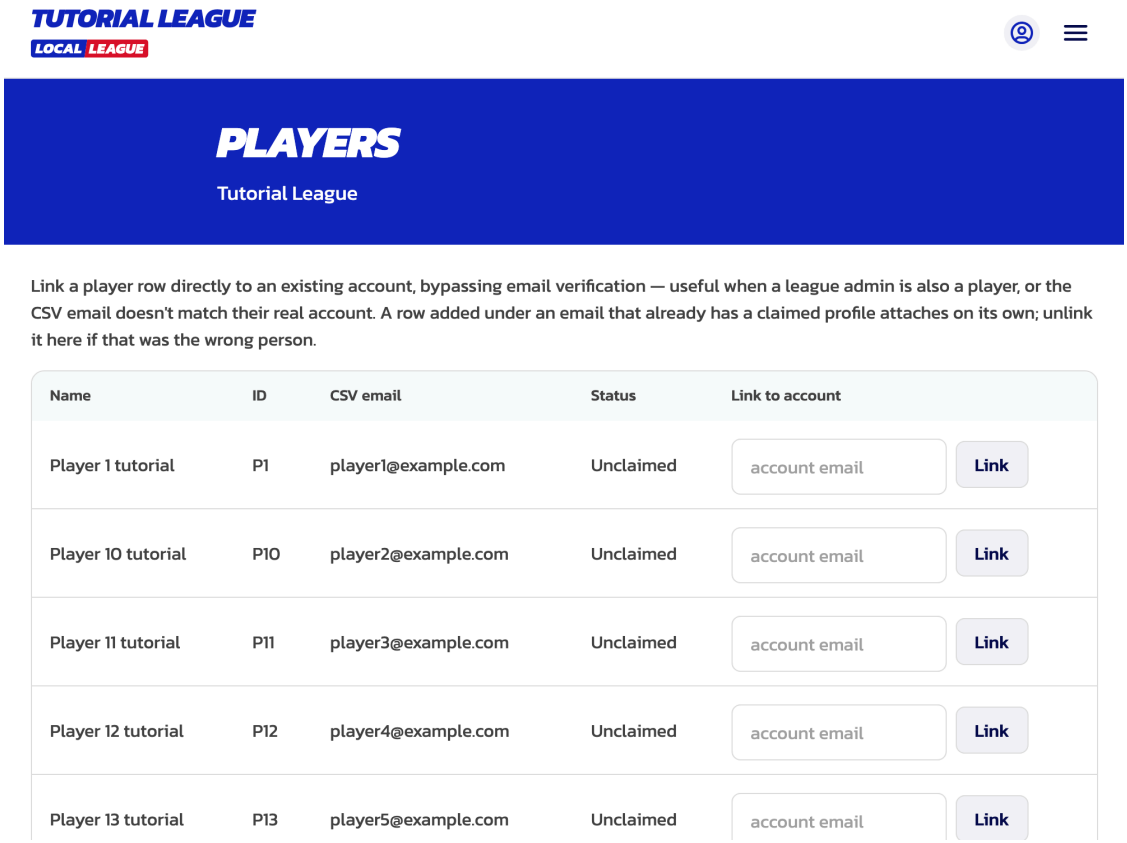
- **Team** – who it applies to.
- **Points to deduct** – a whole number, 1 or more.
- **Effective date** – when it takes effect.
- **Reason** – shown publicly under the table.

Tap **Apply deduction** and the standings adjust straight away. The deduction appears under the table with its reason and date.

Write the reason as if the team will read it, because they will. "Late result in week 4" is better than "fine". It saves you the phone call. If you apply one by mistake, use the small delete button beside it in the list under the table.

PLAYERS AND THEIR ACCOUNTS

Most players get an invite from their captain and claim their own profile. If you need to help, tap **Manage players**. Every player is listed with their ID, the email from your import and whether they've claimed their profile. (The email addresses in this picture are examples.)



THEY NEVER GOT AN INVITE

In a singles league, an extra Claim invite column appears. For a player with an email on file, tap Email claim link. If they have none, type their email and tap **Save & invite**. You can also tap **Copy link** and send it however suits: a text, WhatsApp, or in person.

Singles leagues have no captains to send invites, so this is the only route. In a team league, that's the job the captains do from My team, so you won't see this column.

THE EMAIL DOESN'T MATCH

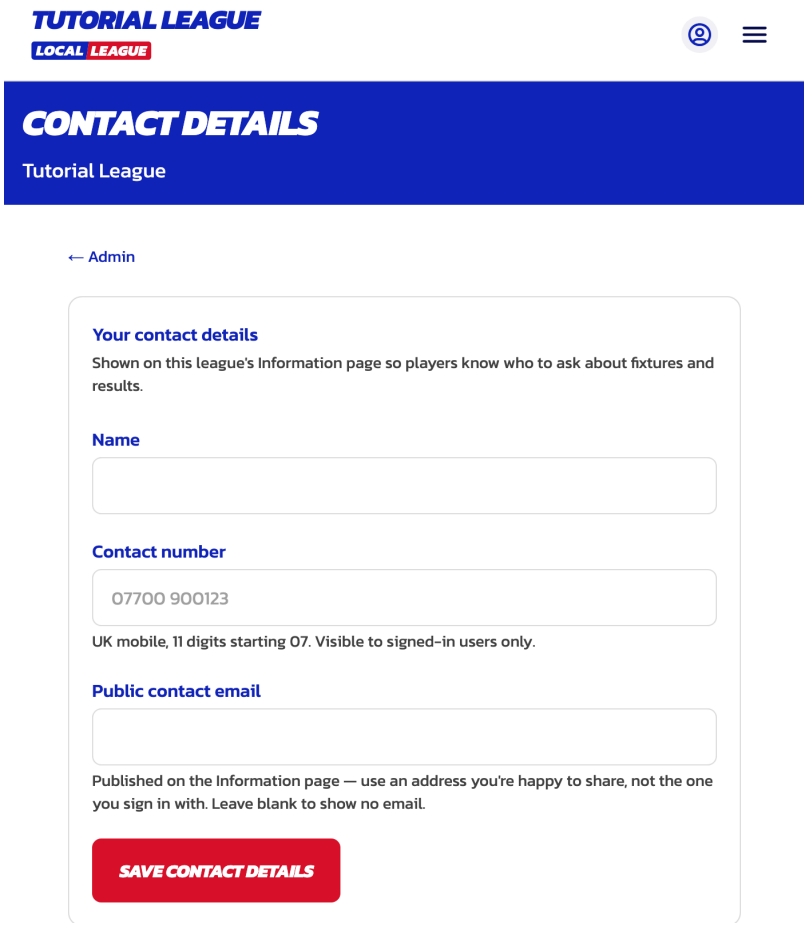
Sometimes someone already has an account under a different address from the one in

your import. It's common when a league organiser is also a player. Type their account's email into **Link to account** and tap **Link**. That connects the player straight to the account and skips the email check.

Use it only when you're certain whose account it is, because it bypasses the verification that normally proves it. If you link the wrong person, tap **Unlink** to release the row.

YOUR CONTACT DETAILS AND COMMITTEE

Tap **Contact details** to set what players see on your league's Information page.



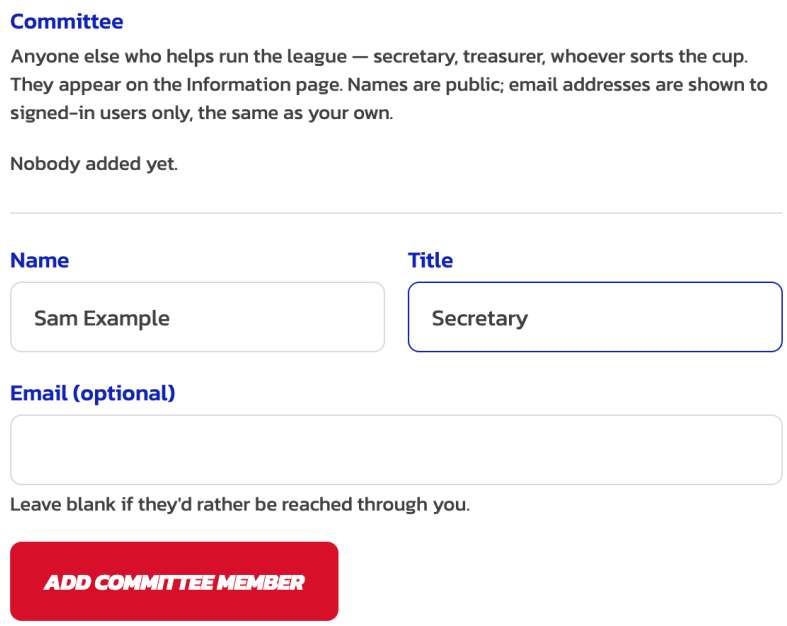
- **Name** – who players should ask about fixtures and results.
- **Contact number** – a UK mobile, 11 digits starting 07. It's only shown to signed-in users.
- **Public contact email** – published on the Information page, so use an address you're happy to share, not the one you sign in with. Leave it blank and no email is

shown.

Tap **Save contact details**. Your sign-in email is never shown to anyone.

COMMITTEE

Below your own details, add anyone else who helps run the league: a secretary, a treasurer, whoever sorts the cup. They appear on the Information page. Names are public. Email addresses are only shown to signed-in users, the same as yours.



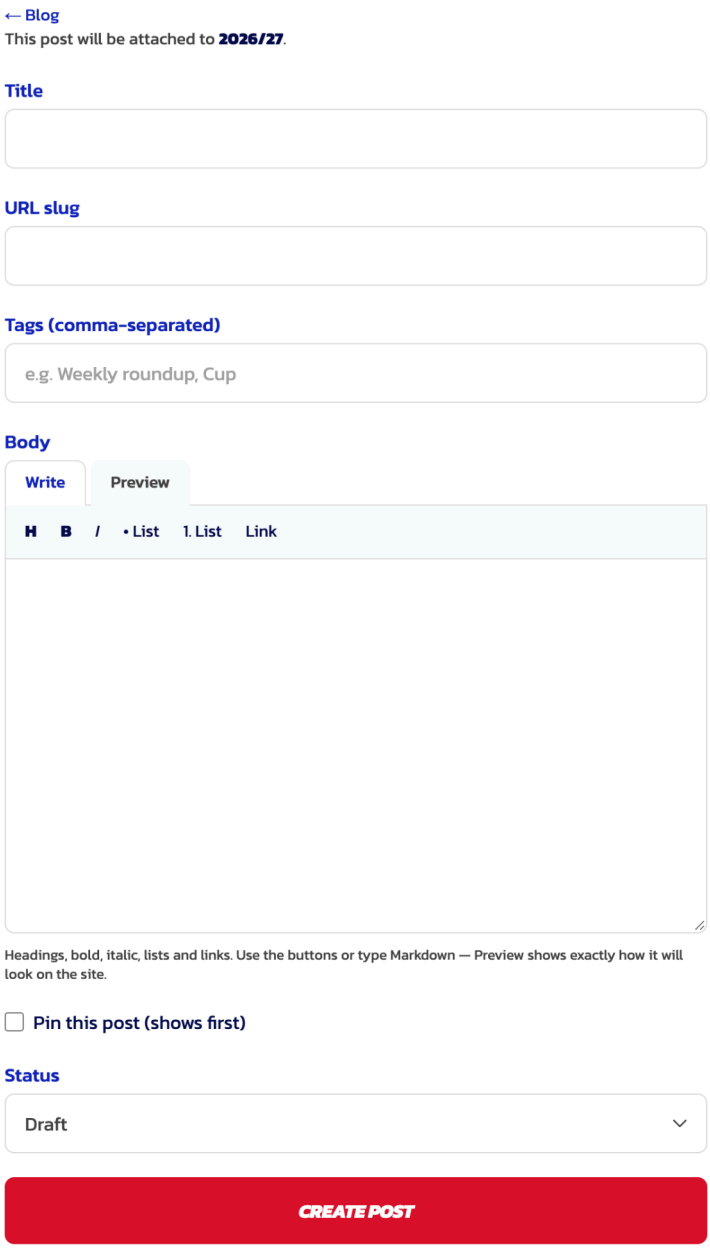
Enter their **Name** and **Title**, add an email if they'd like to be contactable directly (leave it blank if they'd rather be reached through you), and tap **Add committee member**. Use **Remove** beside a name to take them off.

YOUR LEAGUE'S NEWS

Use **Manage blog** to post updates to your league page: fixture changes, cup draws, presentation night. Players can comment on posts.



Tap **New post** and fill in:



- **Title** and **URL slug** – the slug is the post's web address.
- **Tags** – optional, separated by commas, for example Weekly roundup, Cup.
- **Body** – write it with the buttons for headings, bold, italics, lists and links, or type Markdown. The **Preview** tab shows exactly how it will look on the site.
- **Pin this post** – ticked posts show first.
- **Status** – keep it as **Draft** while you're writing, and switch to **Published** when it's

ready for players.

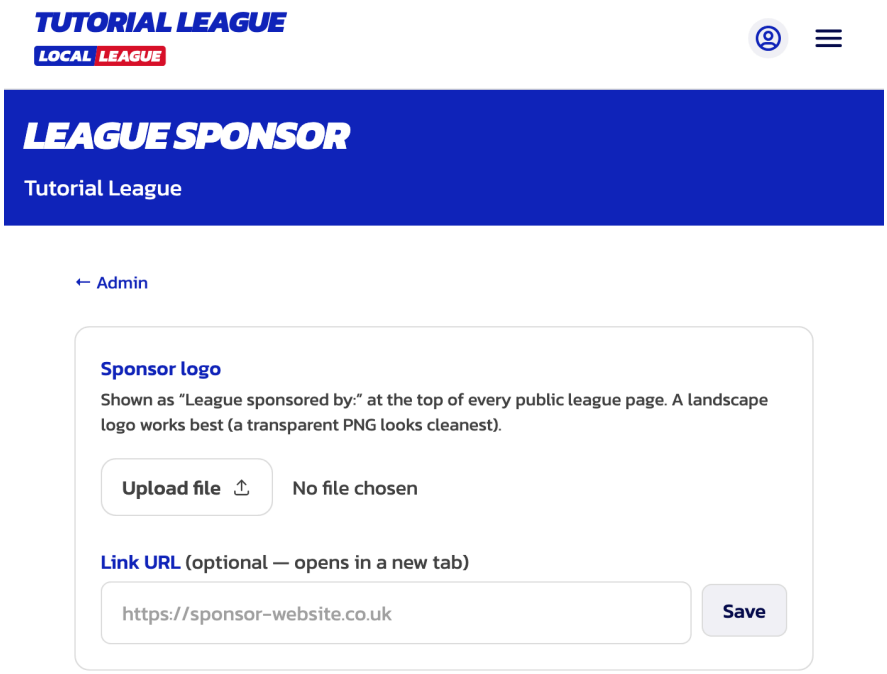
Posts are attached to your active season. From the blog list you can **Edit** or **Delete** any post.

SPONSOR AND ADVERTS

Both are optional, and both help the page feel like yours rather than ours. They're worth knowing about when you're asking a local business for support.

LEAGUE SPONSOR

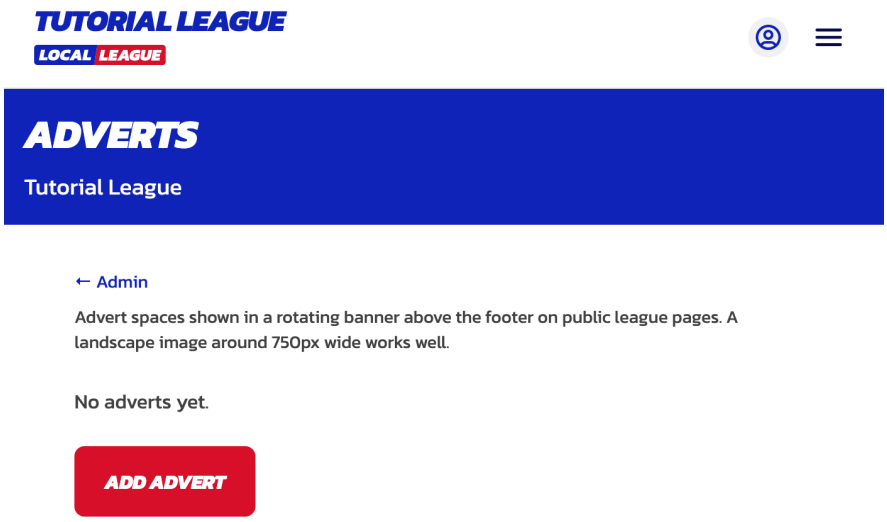
Tap **League sponsor** to upload a logo. It appears as "League sponsored by:" at the top of every public league page. A landscape logo works best, and a transparent PNG looks cleanest. You can add a link to their website too, which opens in a new tab. **Remove logo** takes it down.



ADVERTS

Tap **Adverts** to add advert panels. They rotate in a banner above the footer on your public league pages. Use a landscape image around 750 pixels wide, and add a

click-through link if you like. Each advert can be edited or removed.



WHAT NEXT

The last guide in this set, **Running a tournament**, covers knockout cups, singles championships and doubles nights.