

Maintain the Fixtures List and Event Details

Change History

Date	Version	Author	Change Summary
14/01/2012	0.1	Pat Macleod	Initial Draft

Introduction

The fixture list is a major component of the website and is the place most people will go to find out what events are scheduled, and details of each event. It is important, therefore that the fixture details on the website are accurate and up to date.

The purpose of this note is to describe how fixtures are specified on the website, and how fixture entries are maintained. It deals only with fixture maintenance, not the initial creation of the fixtures list; this will be done once a year as part of the new season setup, so event organisers and the fixtures secretaries are not required to know how the initial fixtures programme is created for the start of the season. They do need to know how to update individual fixtures with additional information, or changes to plans.

The target audience for these instructions is event organisers and the fixtures secretary.

Overview

Fixtures are defined in two places on the website. In addition, there is a set of general pages which describe the general characteristics of each type of fixture, and which can be used to complete the picture if specific details of a particular event are not available. Figure 1 Shows the overall page structure for Fixtures:

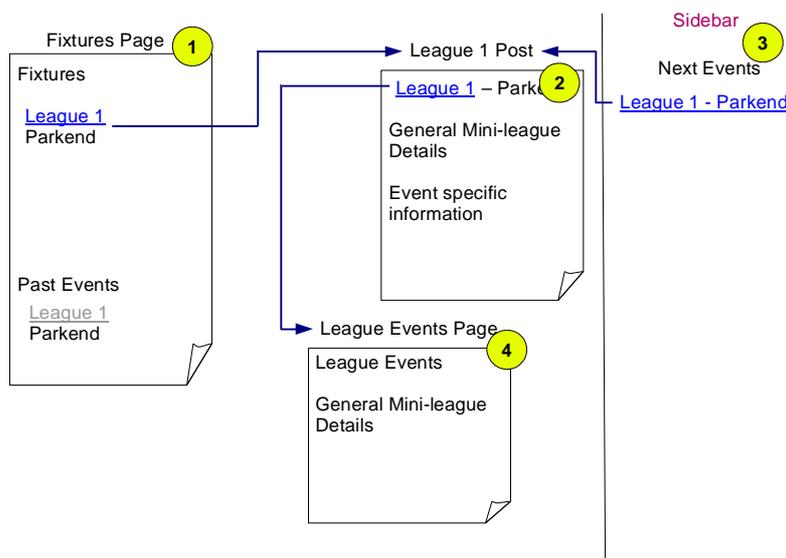


Figure 1: Fixtures Page Structure

The Fixtures page(item 1) is the main component of the Fixtures system. It consists largely of 2

tables – future events and past events. As each event passes it needs to be moved manually by a website editor from the future events table to the past events table.

Each event in the Fixtures tables has a related Post(item 2), which provides all published details of the event. It is the Post that organisers and other website editors need to update as details of the event become known. Any information relevant to the event should appear in the Post. If a flyer has been produced, a link to the flyer should be added to the Fixture, and to the Post, so that visitors can download it if they wish from either place.

The Post(item 3) should appear at the top of the Next Events list in the website sidebar once the previous event has passed. However, it requires the Post for the previous event to be moved out of the way for this to happen. Details on how this is done are included in the procedures below. The Post should include all relevant information for the event, both the standard stuff and any information specific to this particular event.

There is a series of general pages which describe each type of event(item 4). These are linked to from the Event title in the Post, and they also provide standard information which can be copied into the Post when it is created.

The process flow for fixtures is as follows:

1. The fixtures table and posts are created in their entirety at the beginning of the season.
2. As the event approaches, the post is updated with event specific details, and the fixtures table is updated with the forest entry point details, if not shown already. If a flyer is produced, links to it are added to the fixtures list and Post. When the preceding event has passed, the event should automatically appear at the top of the Next Events list, provided step 3 below is carried out for the preceding event.
3. Once the event has passed, the Event Post for the event is moved from the Future Events category to the Past Events category. This has the effect of removing the event from the Next Events list, and bringing the next Event to the top of the list.

As well as the Fixtures page and the Posts, there is a Noticeboard section on the Welcome page where events are publicised. This needs to be updated as required to reflect the fixtures list. Use the How To guide on page and post maintenance for this, if required.

Pre-Requisites

1. If a flyer is to be added to the website, it needs to be produced, usually as a PDF document, but optionally as a WORD document, and it should have been uploaded to the website before starting this procedure. Refer to the Add Media How To Guide to see how to do this. The flyer should be uploaded using the WordPress facilities, into the WordPress media library.
2. If additional location details are to be added, or the existing ones changed, the various details such as grid reference, postcode, and lat/long coordinates for the google maps link need to be obtained. The easiest way to get these is to use Streetmap. The process for doing so is included in this document at Annex A.
3. A valid Editor user id and password.

Pre-Event Updates

The principal updates required before the event are:

1. Add a forest entry point, if not included already, to the Fixture list and add a flyer;

2. Update the post with event specific details.

Update Location details such as Forest Entry Point

1. Login to the website and navigate to the Fixtures page. See the Overview and Login How To guide if unsure how to do this.
2. Edit the Fixtures page. **DO NOT USE THE VISUAL EDITOR TO EDIT THE FIXTURES PAGE. IT WILL CORRUPT THE FIXTURES TABLE. MAKE SURE YOU ARE USING THE HTML EDITOR YOUR USER PROFILE SHOULD BE SET SUCH THAT YOU DO NOT SEE THE VISUAL EDITOR AT ALL. IF YOU DO SEE A TAB FOR THE VISUAL EDITOR< DO NOT SELECT IT!**
3. The fixtures page consists of a short pre-ambule followed by 2 tables – future and past fixtures. The event you are editing will be the first, or among the first two or three, in the first table, the upcoming fixtures. Each event in the table is a row, delimited by <tr>.....</tr>, as shown in this example. The highlights are described in the notes that follow the example.

```

<tr>
<td>Sat 21 Jan 2012
11.30 - 14.00</td>
<td><a title="League 4 Details" href="http://www.ngocweb.com/wpngoc-op/?
p=327">League 4</a>
Brierley</td>
<td align="center"><a href="http://www.streetmap.co.uk/map.srf?
X=362480&Y=215130&A=Y&Z=115" target="_new"></a> <a
href="http://maps.google.co.uk/maps?f=q&hl=en&q=51.833512,+
2.545909&ie=UTF8&z=15" target="_new"></a>
SO624151
GL17 9DJ</td>
<td></td>
<td>Peter Ward
01600 860597</td>
</tr>

```

4. Each column(cell) in the row is delimited by <td>.....</td>, or in some cases <td align="center">...</td>. In the example above, the table looks as follows:

Date	Event	Signed From	Forest Entry	Organiser
Sat 21 Jan 2012 11.30-14.00	League 4 Brierley	Location details, down to GL17 9DJ	Blank, identified by the <td></td> entry	Peter Ward 01600 860597

5. The requirement in this case is to add the Forest Entry details, and a flyer. At this point you should have identified the Forest Entry location, and have to hand the required location details. I find it easiest to open Streetmap in a new window from the Fixtures List Signed From link, and then follow the process described in the Annex to display the new location details. These can then be copy/pasted into the new HTML entry.

- 5.1. Select the entire Signed From cell, including the starting and closing <td....</td> elements and copy it.

- 5.2. Select the `<td></td>` entry representing the empty Forest Entry cell and paste in the copied Signed From cell. Make sure you replace the existing `<td></td>` values, so that you end up with a new single Forest Entry cell which is identical to the Signed From Cell.
- 5.3. Using the new Streetmap attributes for the Forest entry location, update the new cell. The Streetmap entry requires OS grid references as shown **in yellow** above. The Google maps entry requires decimal lat/long values, as shown **in green** above. **Note that the Longitude value in the Google maps section is a minus value. Make sure the minus value is preserved when you copy/paste the new values.** Finally the **Grid Reference** and **Postcode** values need to be updated. You should now have a new entry with correct location details in the Forest Entry column in the Fixture list. You can use the Preview button in the WordPress edit page to view the updates. Click on the Streetmap and Google icons and check that the correct location is displayed. The final row should look like this:

```

<tr>
<td>Sat 21 Jan 2012
11.30 - 14.00</td>
<td><a title="League 4 Details" href="http://www.ngocweb.com/wpngoc-op/?p=327">League 4</a>
Brierley</td>
<td align="center"><a href="http://www.streetmap.co.uk/map.srf?X=362480&Y=215130&A=Y&Z=115" target="_new"></a> <a href="http://maps.google.co.uk/maps?f=q&hl=en&q=51.833512,+2.545909&ie=UTF8&z=15" target="_new"></a>
S0624151
GL17 9DJ</td>
<td align="center"><a href="http://www.streetmap.co.uk/map.srf?X=362160&Y=215420&A=Y&Z=115" target="_new"></a> <a href="http://maps.google.co.uk/maps?f=q&hl=en&q=51.836098,+2.550584&ie=UTF8&z=15" target="_new"></a>
S0621154
GL17 9DL</td>
<td>Peter Ward
01600 860597</td>
</tr>

```

Add a Flyer

1. If you need to add a link to a flyer, upload the flyer to the WordPress media library before starting this process. If, having uploaded it, you make a note of its URL, that will save you time when you get to this step in the update process.
2. The flyer is added to the Event cell/column in the table, below the location. Find the cell, which in this example looks as follows:

```
<td><a title="League 4 Details" href="http://www.ngocweb.com/wpngoc-op/?p=327">League 4</a>
Brierley</td>
```

3. Immediately after the Location, insert a New Line/Carriage Return, then add the flyer details. The format of the entry is as follows:

```
<a href="[insert the URL of the uploaded flyer]">Flyer</a>
```

Your final entry will be something like:

```
<td><a title="League 4 Details" href="http://www.ngocweb.com/wpngoc-op/?p=327">League 4</a>
Brierley
<a href="[insert the URL of the uploaded flyer]">Flyer</a>
</td>
```

4. Once again use the Preview button to review your changes, and when satisfied select the Update button to update the web page. If the flyer does not appear when the Flyer link is clicked, it is probably because the URL has been entered incorrectly. The best way to insert it is to go to the WordPress Media Library, Edit the flyer entry, and copy the URL from the edit screen. Clearly if you have any other adjustments to make to the Fixture, do these before finally updating the website.

Update the Event Post

The Post for the event also includes the fixture location details, and these need to be updated with the location and any other changes made to the row in the Fixtures table. Navigate to the Post via the dashboard or the website, and select the Edit Post option. The easiest way to update the fixtures details is to copy/paste the updated ones from the Fixtures table. Select all of the text for the row, including the <tr>.....</tr> delimiters, and replace the row in the Fixture table in the Post with the updated row from the Fixtures table.

You can also add any other event specific details to the post, by just typing the details below the table, and can change the existing content if necessary, using the normal editing facilities for the Post.

Finally, preview the changes, and if satisfied, update the Post.

You have now complete the Pre-Event updates to the website.

Post-Event Updates

Once the event has passed, two updates need to be made to the website:

1. The Event post needs to be edited to change its category from Future Event to Past Event. That is the only change required. To make it, log in to the website, navigate to the Post, select Edit, and in the Categories window towards the bottom right of the window, untick the Future Events category, and tick the Past Events one. Then click on Update, and close the Post. This will have the effect of removing the event from the Future Events list on all web pages, will bring the next event to the top of the list, and will add the next but one event to the list.
2. The second update is a bit more fiddly but still straightforward. You need to move the event in the Fixtures list from the upcoming fixtures table to the past fixtures table.
 - 2.1. Login to the website if not logged in already, navigate to the Fixtures page, and select Edit.

- 2.2. Select the whole of the event details including the `<tr>...</tr>` delimiters from the events table – it should be the first event in the table., and cut these from the table. Remove the blank line you are left with in the html for the table.
- 2.3. Scroll to the bottom of the Past events table (ie practically the bottom of the page). Paste in the cut record between the last `</tr>` in the table, and the `</tbody>` row.
- 2.4. Preview the changes, and if both tables are correct select the Update button to update the website
- 2.5.

You have now completed the Post Event updates to the website.

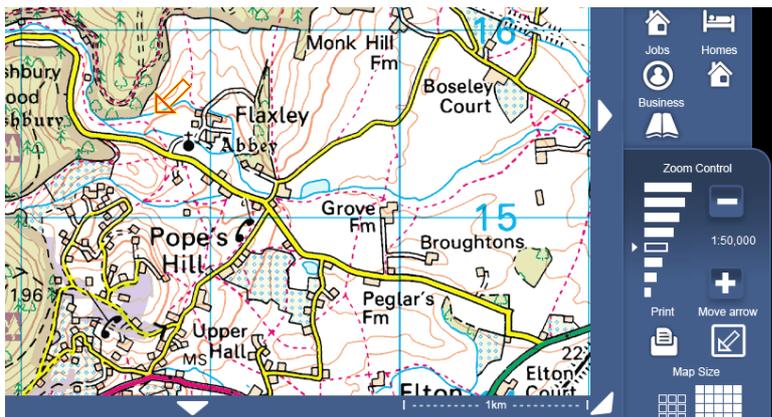
Annex A. Finding the required location details

Event locations show an Ordnance Survey grid reference and postcode. They also enable users to see the location on Streetmap or Google Maps. In order to set up these services you also need to find the national grid reference and the Lat/long coordinates for the location. All of these values can be found quite easily using www.streetmap.co.uk. The example used here is Flaxley Woods. The event will be signposted from the Flaxley turning on the A48, and parking will be on the forest track which enters the wood in the south west corner.

You can get started either by going to www.streetmap.co.uk, or by visiting the website and clicking on a Streetmap icon in the Fixture list. The latter is probably the easiest option if you are editing the website.

If going directly to Streetmap, enter a location search:

Select an appropriate option if multiple results are shown. A map will be displayed with an arrow pointing to the selected location. If you have come from the NGOC website, the location arrow will be pointing the location you selected.

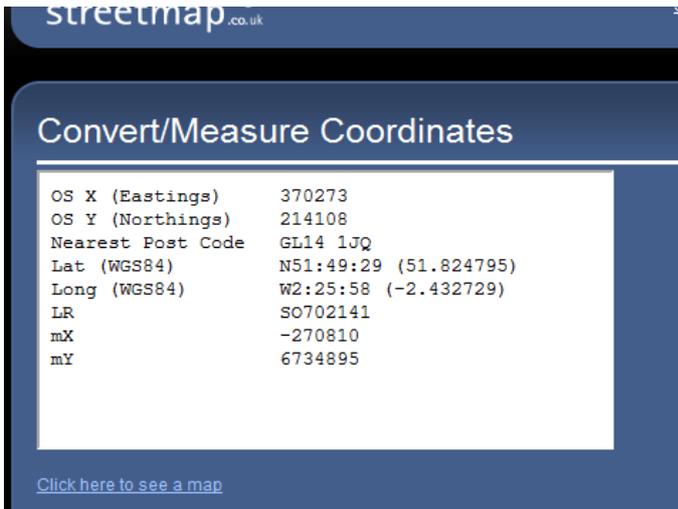


On the map shown here, the signing location is the road junction in the bottom right corner of the map. You need to gather the required location details for this junction.

Click on the 'Move Arrow' icon, and then click on the target road junction. The map will re-centre on the road junction, at which the arrow will now be pointing.



At the bottom of the map, there is an option to 'Click here to convert coordinates'. Click this option. You will be presented with a list of coordinates for the point marked by the arrow.



You need to make a note of the following values:

OS X

OS Y

Nearest Postcode

Lat – note the number in brackets (51.nnn)

Long – note the number in brackets. Make sure you include the minus sign.

LR

These values are all required for your fixtures entry on the web page.

If you know the location of the entry to the forest, repeat these steps for that location. If you don't yet know it, you can now quit from Streetmap. You now have all the details required to update the location details for a fixture.