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Registration Form in

MatchPlus

Manual

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Registration Form in MatchPlus Manual

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General

The integration of the Registration Form Application has been completed with version 3.70. With this the user can directly access an additional application via the portal. This approval notification comprehensively describes the new user interface for the Registration Form.

1. Identifiers and authorizations

The issuing of identifiers and authorizations for the Registration Form have not changed; the existing roles continue to be valid without restriction.

2. The new Registration Form

2.1 Logging in to the Registration Form

To date, a separate URL has been used for accessing the registration form. This has now been simplified. The Registration Form can now be accessed directly via MatchPlus. If the user has the respective user rights, the user can register via the portal or via www.dfbnet.org/matchplus/.

Note: the "old" URL also continues to be valid.

2.2 Team registrations

There are no significant changes to the functionality of the team registration process.

Registrations are possible for clubs as well as organizations – depending on the authorization of the access identifier. Club registrations are limited by the registration windows which are managed by the state associations. It is possible to register championship teams and/or indoor football teams. Every group of team types can be assigned its own registration window.

A new feature with team registration is that of venue selection being available as part of the venue assignment process, to the clubs involved in the collaboration.

The dialog for the team registrations can be accessed via the menu entry "Team registrations".

The two sports disciplines are separated by two different tabs. Depending on the authorization, the authorized club is either immediately displayed or a club search can be carried out. Every club for which the identifier is valid can be found. The club search is already familiar from other dialogs in MatchPlus.

Note: If the number of hits is greater than 500, an alert is issued with the notification that the search is to be accordingly limited.

The overall status of the registrations is visible for the grouped list for team types, without the individual team type groups being displayed.



Club information	
Club name	Hannoverscher SV v.1896 e.V.
Club no.	01034170
Status	active
County association	District Hanover
District association	County Hanover town

Registered teams in season 12/13	
Men	✓ registered
Boys	✓ registered
Women	✓ registered
Girls	✗ no registration
Leisure	✗ no registration
Old Seniors	✓ registered

Figure 1 Registration status for a club

The icons specify the following:

- no match day operations will take place in this team type group in this season
- no team has been registered for this team type group
- at least one team has been registered for this team type group

2.2.1 Team registrations for clubs

A registration dialog opens directly when an identifier is only valid for one club. The club can now

- carry out registrations for football (championship teams),
- carry out registrations for indoor football (its own teams in indoor football groups)
- and maintain the club's master data

without having to switch the dialog.

In these areas the club can - as was already the case - carry out registrations per team type groups and then per team type. With the control element, the user expands the corresponding group and then clicks on the desired team type.

The club now has the option of informing the association that there will be no match day operations for the selected team type group and that therefore no team registration will take place. This infor-



mation will in future be considered during the submission checks and interpreted as an active notification.

Football	Indoor football	Club collaborations	Club addresses
Registered teams in season 12/13			
Men			✓ registered ↻
Boys			✓ registered ↻
Male Youth A (18/17)	last updated on	16/07/2012	
Male Youth B (16/15)	last updated on	12/08/2012	
Male Youth C (14/13)	last updated on	09/11/2012	
Male Youth D (12/11)	last updated on	30/07/2012	
Male Youth E (10/9)	last updated on	10/08/2012	
Male Youth F (8/7)	last updated on		
Male Youth G (6/5)	last updated on		

Figure 2 Type of team groups

Leisure		✓ No match operation ↻
<input checked="" type="checkbox"/> No match operation		
Leisure Sport	last updated on	

Figure 3 Notification of "no match day operations"

2.2.1.1 Registering a new team

After the user has clicked the button in front of the desired team type, the dialog for the team registration appears. The club's master data is displayed for control purposes in the header section for all VMB dialogs.

A new registration is initiated by clicking on "New team".



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Club information

Club name	Hannoverscher SV v.1896 e.V.	County association	District Hanover
Club no.	01034170	District association	County Hanover town
Status	active	Discipline	Football



Team data and profile

Team type	Men	League levels	Premier League Lower Saxony
Team	3.Team	Playing area	Lower Saxony
Team name	Hannover 96	Team strength	7 9 11

Team is Licensed team

Participation Kreis Pokal Bezirkspokal Verbandspokal

Team community

Club name	Type	Number of players
Hannoverscher SV v.1896 e.V.	Responsible club	

Add club to pooled team

Venues

No venues assigned yet.

Add venue

Desired fixtures

Match day None Mon. Tue. Wed. Thu. Fri. Sat. Sun. Time

Additional information

Kit colours

No kit colours assigned yet.

Add kit colours

Team officials

No team officials have yet been allocated

Please select Add

Back Register

Figure 4 Registering a new team

The fields "Display" and "entry fields" are self-explanatory, which is why no detailed explanation will be presented at this point.

2.2.1.2 Reregistration of a team from the previous season

If the team has already played in the season previous to a given registration season (thus, e.g. if the registration is to be for season 12/13 and the team already played in 11/12) then the registration is carried out via the action "Reregistration".



Registered teams
No teams registered.

Not yet registered teams - re-registration

Team name	Team type	League levels	Team no.	Season	Last change
HSC Hannover	Male Youth A (18/17)	State League	1	12/13	Team registration 05/09/2012 List of players
HSC Hannover II	Male Youth A (18/17)	County League	2	12/13	Team registration 16/05/2013 List of players 16/05/2013

Figure 5 Reregistration of teams

By clicking on "Reregistration", the teams listed will be registered for the corresponding season according to their team number. All of the data pertaining to the respective team will be transferred and presented again in suggestion form. The club can make changes to the data if necessary.

Team data and profile

Team type: League levels:
Team: Playing area:
Team name: Team strength:

Team community

Club name	Type	Number of players
HSC Hannover v.1893 e.V.	Responsible club	<input type="text"/>

Desired fixtures

Kit colours

Team officials

Figure 6 Reregistration of an indoor football team.

This example clearly shows that the already documented renumbering of a team can also be carried out in the new registration form as required. This means that the first team will always be registered first and that the team numbers will be assigned in ascending order without any gaps in the numbering.

Clicking on "Register" actually registers the teams.

If the user does not want to register at that time, he or she can terminate the process by clicking on "Back". A message then appears.



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Figure 7 Message when terminating a registration.

2.2.1.3 Maintaining and processing register of club officials and staff

The club or its organization can maintain a certain number of team attendants for every team. The functions include:

New officials and staff

Replacement officials and staff

Deleting officials and/or staff

or directly changing the contact data for the displayed official or staff

1. Adding official or staff member



Figure 8

The user selects the type of staff he wants to insert. He then clicks on "Add".

Then the person search is carried out as described in detail in Chapter 2.3.1.1 Person search.



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Search tips
At least the surname and the first name have to be entered for the identification of a person. Also specify the date of birth, the postcode and the city, if known.

You can enter the surname, the first name, the postcode and the city completely or incompletely with * or ?. When entering the complete surname or first name you can carry out a similarity search by marking the check boxes. An incomplete entry requires at least two characters at the beginning before the first * or ? (e.g. "Mu*").

If you have not entered * or ? and have not activated the similarity search it is exactly searched for your input values.

2. Betreuer/in

Surname Search for similarities
First name Search for similarities
Gender
Date of birth
Postcode/Town
Country

Figure 9 Person search

The team staff member is thus designated as belonging to this team through this assignment process.

Team officials

	Type	Contact details
	Trainer	<input type="text"/>
		<input type="text"/>

Figure 10 Assigned staff type, Coach

2. Replacement officials and staff

The current staff can be replaced via the processing icon. Instead of deleting the current staff first and then adding the new attendant, both steps can be carried out simultaneously.

3. Deleting officials and/or staff

The current staff can be deleted via the processing icon.

4. Changing the staff member's contact data

The contact data for the current staff member can be changed via the processing icon.



2.2.1.4 Sending a copy of the team registration form

Football	Indoor football	Club collaborations	Club addresses
Registered teams in season 12/13			
Men		✓ registered	↻
Boys		✓ registered	↻
Women		✓ registered	↻
Girls		✗ no registration	↻
Leisure		✗ no registration	↻
Old Seniors		✓ registered	↻
Registered teams in season 13/14			
Men	(Registration period 12/03/2013-04/06/2013)	✓ registered	↻
Boys	(Registration period 30/04/2013-23/06/2013)	✓ registered	↻
Women	(Registration period 30/04/2013-04/06/2013)	✗ no registration	↻
Girls	(Registration period 30/04/2013-23/06/2013)	✗ no registration	↻
Leisure	(Registration period 30/04/2013-04/06/2013)	✗ no registration	↻
Old Seniors	(Registration period 30/04/2013-04/06/2013)	✗ no registration	↻
Send copy of team registration form.			
Team group	<input type="checkbox"/> Men	<input type="checkbox"/> Boys	<input type="checkbox"/> Women
	<input type="checkbox"/> Girls	<input type="checkbox"/> Leisure	<input type="checkbox"/> Old Seniors
Send confirmation mail to	<input checked="" type="checkbox"/> orgatest@dfbnet.de		
<input type="button" value="Back"/>			<input type="button" value="Send"/>

Figure 11 Sending the copy

MatchPlus Version 3.70 makes it possible for the user to send a copy of the team registration to a desired e-mail address as well as sending a copy of the registration form to the e-postal address. The desired service must be marked with a cross.

2.2.2 Team registrations for the organizations

The team registration for the regional organization is generally carried out in the same way as for the clubs, the difference being that organizations in general are authorized for one or more areas and thus for a number of different clubs. This requires that a club search involving a selection of the club to be processed must be carried out before the actual registration.

The club search appears as follows:

2.2.3 Searching by clubs

Club data		VMB 112
Club selection		
Club number	<input type="text"/>	Association <input type="text" value="Lower Saxony Football Association"/>
Name/search term	<input type="text"/>	Administration area <input type="text" value=" ----- -County Hanover town"/>
Club status	<input type="text" value="All"/>	
		<input type="button" value="Clear entries"/> <input type="button" value="Search"/>

Figure 12 Club search using the example Hanover



The association and the area can be selected according to the authorization of the user identification. In addition, a search can be carried out based on the club number or in some cases using the club name. The hits can continue to be filtered according to the club status "Active" or "No match day operations".

Clubs with the status "Dissolved" are no longer displayed as of version 3.60.



The search settings can be saved as a profile as can be done in all of MatchPlus.

The hits are structured as a hit list from which the clubs can be selected for further processing.

Club data VMB 112

Club selection

Club number Association

Name/search term Administration area

Club status

Clear entries Search

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	Number	Club name	Administration area	ZIP cod	City	Status
	01034125	1.FFC Hannover 2004 e.V.	County Hanover town	30449	Hannover	active
	01034148	1. Hallen-Fußball-Club Hannover e.V.	County Hanover town	30161	Hannover	active
	01034041	AS Ambrosiana Hannover e.V.	County Hanover town	30455	Hannover	active
	01034042	Ayyildiz SC e.V.	County Hanover town	30167	Hannover	active
	01034050	Badenstedter SC e.V.	County Hanover town	30455	Hannover	active
	01700001	Behinderten Sportverband Niedersachsen e.V.	County Hanover town	30169	Hannover	not-active
	01734250	BFN - Behinderten-Sportverein Hannover e.V.	County Hanover town	30457	Hannover	active
	01734220	BFN - Hannoversche Werkstätten	County Hanover town	30625	Hannover	active
	01737100	BFN - Heinrich-Ernst-Stötzner-Schule Hannover	County Hanover town	30655	Hannover	active
	01734200	BFN - Wilhelm-Schade-Schule Hannover	County Hanover town	30419	Hannover	active
	01034075	Boni SC Hannover e.V.	County Hanover town	30161	Hannover	active

Figure 13 Example of a hit list for active clubs

The user is shown a list of the total hits and can scroll through it as usual.

There are two processing icons in front of each team for further processing.

Edit team registration : The user accesses the team registration with a click

Edit club address : The user accesses the processing of the club addresses and master data with a click.

The team registration for a district/county or association is in general no different from that of a club. However, depending on the configuration, a club cannot change its division, which is something always possible with a higher-level authorization.



2.2.4 Registration for the trans-regional area

A new registration can only be registered in one of the association's divisions. If a team is to play in a trans-regional division, then this must be done via the transfer of the team from the regular match day operations.

The existing playing division is the one used for inclusion at the time of reregistering a team. This division cannot be changed via a registration form if it is a supra-regional division. This must likewise be corrected via the promotion/relegation processing or forfeiture during the match day.

In any case, the current division is reflected in the registration form and vice versa.

(The last change always comes out on top).

2.3 Managing club master data and club officials

Here as well: if the user has authority for multiple clubs, he or she will initially be taken to the club search function (see above).

The processing dialog is opened via the processing icon.  **Edit club address** However, you can also access this dialog via the MatchPlus menu.

Here the club addresses, club officials, club profile and club venues can be managed.

2.3.1 Club addresses

The club address, the club's bank details and club officials can be managed here via the tab "club addresses".

The screenshot shows a web interface for managing club master data. At the top, there are four tabs: "Club addresses", "Club profile", "Venues", and "Team registration". The "Club addresses" tab is active. Below the tabs is a list of club officials, each with an information icon (i) and a refresh icon (↻). The list items are: "Official address:", "Managing director:", "Chairman/President:", "Treasurer:", "Press manager:", "Venue user/Groundskeeper:", and "Committee member:". A red box highlights this list. Below the list is a section titled "Last submission of checked club master data" with a form for "Club master data submitted on" and "from". At the bottom, there is a "Back" button and a "Submit current master data" button.

Figure 14 Dialog for the club's master data



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The user now quickly receives an overview of the maintenance status of his or her data thanks to the information icons. A need for action thus exists depending on the type of icon:



: means that this data has been maintained



: means this function is vacant



or means that data is still missing.

The names of the club officials will be directly displayed in the overview once they have been added. The corresponding area can be expanded and the function added or changed if this data is missing or if changes are to be made.

Managing director:

Data entry in English

Function since Function until

Surname Gender

First name Nationality

Date of birth Title

Additional address information

Street

Postcode/Town

Part of town

Country

Home phone

Work phone

Mobile phone

Fax

Email

Back

Figure 15 Adding an official

The button "New person" branches into the person search for assigning.

The club can show that this position in its club is currently vacant by using the button "Function vacant". Thus the regional organization can recognize this and differentiate it from a non-maintained information. The involved institutions therefore can proceed without making unnecessary inquiries.



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2.3.1.1 Person search

Search tips

At least the surname and the first name have to be entered for the identification of a person. Also specify the date of birth, the postcode and the city, if known.

You can enter the surname, the first name, the postcode and the city completely or incompletely with * or ?. When entering the complete surname or first name you can carry out a similarity search by marking the check boxes. An incomplete entry requires at least two characters at the beginning before the first * or ? (e.g. "Mu*").

If you have not entered * or ? and have not activated the similarity search it is exactly searched for your input values.

Managing director

Surname Search for similarities

First name Search for similarities

Gender

Date of birth

Postcode/Town

Country

Figure 16 Dialog for the person search

How the person search is to be carried out is described in detail beneath the club information (see figure).

At first, the entered data is not searched out in the entire database, but rather only among the persons associated with the club. These are

- Players of this club
- License holders of this club
- Referees of this club
- Officials and club officials of this club

In addition, a similarity search for the first and last names can be activated. For example in the case of unclear spelling (Meier, Meyer, Mayer etc.). In general: all known search criteria should be entered for the person search. This makes it all the easier to find a person. A corresponding user message appears if the person being searched is not in the club pool.



Error messages / Information
"No persons were found. Please check your search entries. To create a new person please select ""New person""."

Search tips
At least the surname and the first name have to be entered for the identification of a person. Also specify the date of birth, the postcode and the city, if known.
You can enter the surname, the first name, the postcode and the city completely or incompletely with * or ?. When entering the complete surname or first name you can carry out a similarity search by marking the check boxes. An incomplete entry requires at least two characters at the beginning before the first * or ? (e.g. "Mu*").
If you have not entered * or ? and have not activated the similarity search it is exactly searched for your input values.

Managing director
Surname: Paul Search for similarities
First name: Green Search for similarities
Gender: Please select
Date of birth:
Postcode/Town:
Country: Please select

Figure 17 New person

In this case the entire person database must be searched, which the user can access by clicking on "New person". The following search screen appears:

Managing director
Surname: Paul Gender:
First name: Green Nationality: Germany
Date of birth: Title:
Additional address information: Home phone:
Street: Work phone:
Postcode/Town: Mobile phone:
Part of town: Fax:
Country: Germany Email:

Figure 18 Person search in the existing database

Here the address data and gender are mandatory fields. A list appears showing all persons found. Only the necessary data is displayed because personal data is subject to data protection laws. The desired person is brought up via the icon.  If it's certain that the person is not included here, then a new data record can be created via the button "Create duplicate".



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Managing director

Surname	<input type="text" value="Withers"/>	Gender	<input type="text" value="female"/>
First name	<input type="text" value="Heidi"/>	Nationality	<input type="text"/>
Date of birth	<input type="text"/>	Title	<input type="text"/>
Additional address information	<input type="text"/>	Home phone	<input type="text"/>
Street	<input type="text" value="Lister, 18"/>	Work phone	<input type="text"/>
Postcode/Town	<input type="text" value="30163"/> <input type="text" value="Hannover"/>	Mobile phone	<input type="text"/>
Part of town	<input type="text"/>	Fax	<input type="text"/>
Country	<input type="text" value="Germany"/>	Email	<input type="text"/>

Surname	First name	Born	Postal cc	City
Withers	Heidi	1965	30163	Hannover

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Figure 19 Person search

2.3.2 Club address

A differentiation is made between two different types of addresses in the context of a club's official postal address. The address type "Club address" is a "normal" address which is characterized by the standard features of an address. The club address is generally used when the club has its own business office (premises with mailbox). If a club's business mail is to be sent to a person (e.g. the President), then the option is available of assigning a person's address to the club (personified club address). The following parameters must be met:

- The assignment of a person's address as a club address is only possible when this person's address is a function address of the function type "Club postal address". However, this requires that the function type "Club postal address" be created as a standard function type at the club level in association management and occupies the level of highest frequency (Frequency 1).
- The function address "Club postal address" corresponds to the address type "Official address" and is used synonymously.

The user can specify, via the selection list <Type of address>, whether this is a club address or a function address. The selection list can only be edited in processing mode when in association management the function type <Club postal address> has been set as <required>.



2.4 Club profile

The club profile allows maintenance of the club's original data, such as

- Founding year
- Homepage
- Club logo (emblem)

etc. and the club can specify whether this data is to be published on the Internet (on FUSSBALL.de).

Club addresses | **Club profile** | Venues | Team registration

General club details

Year of foundation of club: 1961

Year of foundation of football unit: 1961

Number of members: 670

Club homepage: www.1fcbrelingen.net

Club colours: blau - weiss

Club headquarters: Wedemark

County court: Hannover

LSB no.:

Country identifier: Germany

Club register: 120158

Club logo: Size: 7,12 KB - Pixel: 143x157

1. FC Brelingen von 1961 e.V.

Delete logo

No online publication:

Back Save

Club logo - File upload

Club logo: Durchsuchen...

(min: 50x50 px, max: 200x200 px, max. file size: 100 KB)

Load file

Figure 20 Club profile

The club's emblem is also made available in a smaller version (thumbnail) so that it can be displayed, for example, in the app 1:0.

The user can suppress publishing by using the checkbox "No online publication".



2.5 Match venues

The club or the organization can use the respective tab to enter the venues for the club at which its teams play their home games. This is a requirement so that the venues are available later on as home game venues in the team registration or can be identified as venues during match day operations.

The user will be shown the already documented list of club venues after he or she clicks on the respective tab. A new venue can be searched for via the button "Add venues". The existing venues can be deleted again via the icon. 

Note: The delete icon only removes the link between the club and that particular venue; the venue itself is **not** deleted. The venue search is carried out via the search dialog:



Figure 21 Venue search

At least one of the search fields must be filled out. The name, location and the number must contain at least 3 characters. The post code must be at least 2 characters long. All hits are presented as usual - in a list. By clicking the checkbox in front of each entry, the suitable venues can be selected and assigned to the current club via the button "Add venues".

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<input type="checkbox"/>	VA Number	VA Name	VA Type	VA ZIP c	VA City	VA Street	
<input type="checkbox"/>	0100340801	A-Platz, Borussia	Grass pitch	30179	Hannover	Großer Kolonnenweg 31	✓
<input type="checkbox"/>	0100341101	A-Platz, Eintracht	Grass pitch	30173	Hannover	Hoppenstedtstr.	✓
<input type="checkbox"/>	0100341301	A-Platz, Fortuna	Grass pitch	30179	Hannover	Hebbelstr. 73	✓
<input type="checkbox"/>	0100344101	A-Platz, Hannover 74	Grass pitch	30167	Hannover	In der Steintormasch 48	✓
<input type="checkbox"/>	0100341501	A-Platz, HSC	Grass pitch	30177	Hannover	Constantinstr. 86	✓
<input type="checkbox"/>	0100342001	A-Platz, Kickers	Grass pitch	30179	Hannover	Märkischer Weg	✓
<input type="checkbox"/>	0100343201	A-Platz, Odin	Grass pitch	30167	Hannover	An der Graft 1	✓
<input type="checkbox"/>	0100343501	A-Platz, Post	Grass pitch	30173	Hannover	Bischofsholer Damm 121	✓
<input type="checkbox"/>	0100344401	A-Platz, VFL	Grass pitch	30167	Hannover	Am Moritzwinkel 12	✓
<input type="checkbox"/>	0100341421	A-Platz, Voltmerstr.	Grass pitch	30165	Hannover	Voltmerstr.	✓
<input type="checkbox"/>	0100004011	AWD-Arena	Grass pitch	30169	Hannover	Robert-Enke-Str. 3	✓
<input type="checkbox"/>	0100340802	B-Platz, Borussia	Grass pitch	30179	Hannover	Großer Kolonnenweg 31	✓

Figure 22 Venue search hit list

The venue search merely identifies venues that have the status "playable" and "unplayable". However, the list of the already assigned venues displays all already assigned venues regardless of their status.



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Generally all of the club's venues and the club collaboration partners are made available in the status "playable" and "unplayable" when assigning a venue to a team (team registration). If a team has been assigned a venue whose status is subsequently changed to "No longer available" or if the venue is subsequently removed from the list, then this venue remains available for this specific team registration.

The last venue in the previous season is used as the default setting for the new season if a team is reregistered after the season change. If the venue has been removed from the list of assigned venues in the meantime, or if the venue in the meantime acquires the status "No longer available", then no default setting is carried out. In this case the user must manually select the venue from the list box.

2.6 Team Registration

You can also switch directly from this dialog to team registration via the tab "Team registration".

2.7 Registration lists

The user has the opportunity of querying the list of registered teams via the menu entry "Registration lists". Three options are currently provided:

1. The registration list: it contains the registered teams, limited according to the defined search filters containing the following data: club number, club name, team (name), type of team, team number, Cup participation, team size and the registered division.
2. The expanded registration list: it contains, in addition to the registration list, additional registration information such as preferences (match day and time), venues (with address) jersey colors, etc.
3. Club collaborations: this contains the club data of each participating club with the corresponding team name and team size. The principal team is listed first and then in the order of their appearance.

In general every registration list identified above is preceded by selection options which can restrict the hit list (see Figure 23 Search dialog for the registration lists).

If the restricting filters have been defined, then the user can decide whether to print ("Print") or download ("Export") the results.



Figure 23 Search dialog for the registration lists

2.8 Addresses

One or more clubs can be identified via the menu entry "Addresses" whose addresses can be viewed by the user.

Figure 24 Club search for addresses

The search filters are split into 2 areas.

1. The already defined club search is located in the upper area under "Club selection".
2. In the "old" registration form things were set up such that a straight club search was involved. One then selected a specific club and, depending on the authorization, the official club address and the club's officials were displayed on a new page (VMB-118). One could have the persons responsible for the club's teams displayed via another list box after selecting a team type group.

We have now placed this second selection option regarding the responsible team officials on the first page in the new registration form. However, the attributes for defining the team attendants do not have any relevance for the club search.



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Examples:

1. As shown in Figure 21, no additional filters set in the team selection area.



Figure 25 Number of hits for team officials

2. Team type Male Youth C

Selection of team officials

Season: 11/12 | Team type group: Boys
 sports discipline: Football | Team type: Male Youth C (14/13)
 League levels: No selection

Clear entries | Search

Page 1/3 (70 hits total)

Number	Club name	Administration area	ZIP cod	City	Status
01034148	1. Hallen-Fußball-Club Hannover e.V.	County Hanover town	30161	Hannover	active
01034125	1.FFC Hannover 2004 e.V.	County Hanover town	30449	Hannover	active
01034041	AS Ambrosius Hannover e.V.	County Hanover town	30455	Hannover	active

Figure 26 Search filter Male Youth C



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Figure 27 Number of hits Male Youth C

These examples show that the number of club hits has not changed.

The area for club officials  and team staff  is visually separated by two different-colored icons.

2.9 Address list

Under the address list, the authorized user can create his or her own desired list.

Addresses | **Address list**

Club selection

Club number Association

Name/search term Administration area

Club status

Selection of addresses

Official address

Spielstätte

Managing director

Chairman/President

Treasurer

Press manager

Venue user/Groundskeeper

Committee member

Sorting by

Delete entries Search

Figure 28 Excerpt from the options available under the address list tab

In the upper area there is once again a selection of the clubs with club number, club name, area and status. In the area below that, a current address list can be created as desired and, if necessary, sorted and presented according to club number or area.

The results can be either exported or printed as a PDF.



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2.10 Team staff

The authorized user can create a list of desired team staff using the function "Team staff". The user can have this list displayed online (click on "Search") as well as download it in the csv format (click on "Export").

The screenshot shows a web interface titled "Selection of addresses". It contains a list of roles with checkboxes and corresponding text input fields. The roles and their selection status are: "Official address" (checked), "Spielstätte" (unchecked), "Managing director" (checked), "Chairman/President" (checked), "Treasurer" (unchecked), "Press manager" (unchecked), "Venue user/Groundskeeper" (checked), and "Committee member" (unchecked). Below the list is a "Sorting by" dropdown menu set to "Area, club number". At the bottom, there are buttons for "Print", "Export", "Delete entries", and "Search".

Count	Role	Selected	Input Field
3	Official address	<input checked="" type="checkbox"/>	Official address
	Spielstätte	<input type="checkbox"/>	SP
1	Managing director	<input checked="" type="checkbox"/>	Managing director
2	Chairman/President	<input checked="" type="checkbox"/>	Chairman/President
	Treasurer	<input type="checkbox"/>	Treasurer
	Press manager	<input type="checkbox"/>	Press manager
4	Venue user/Groundskeeper	<input checked="" type="checkbox"/>	Venue user/Groundskeeper
	Committee member	<input type="checkbox"/>	Committee member

Figure 29 Filter options for team attendants

In the upper area, the teams displayed in the hit list can be limited, while in the second area the user can limit the desired team lists. In the third area the user can select what type of team staff he or she wants to have in his or her list and lastly for the output he or she can select from three different sortings.

The following figure shows an example of an output list.



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01034010 - SV Ahlem e.V. - County Hanover town	
Referee	[REDACTED], Humboldtstr. 21 A, 30926 Seelze Telephone private: 05137-[REDACTED], Telephone business: 0511-[REDACTED], Mobile: 0151-[REDACTED] E-Mail: orgatest@dfbnet.de
01034020 - LSV Alexandria v.1903 e.V. - County Hanover town	
Chairman / President	[REDACTED], Tonstr. 15, 30449 Hannover Mobile: [REDACTED]
Treasurer	[REDACTED], Lutherstraße 37, 30171 Hannover E-Mail: orgatest@dfbnet.de
01034030 - Sportfreunde Anderten v.1922 e.V. - County Hanover town	
Chairman / President	[REDACTED], Scheibenstandsweg 20, 30559 Hannover Telephone private: [REDACTED], Telephone business: [REDACTED] E-Mail: orgatest@dfbnet.de
Treasurer	[REDACTED], Oisseler Str. 28, 30559 Hannover Telephone private: 0511 [REDACTED], Telephone business: 0511 [REDACTED] E-Mail: orgatest@dfbnet.de
Referee	[REDACTED], Freidingstr. 19, 30559 Hannover Telephone private: 0511-[REDACTED]
01034040 - SV Arminia Hannover e.V. - County Hanover town	
Chairman / President	[REDACTED], Rambergstraße 29, 30161 Hannover Telephone private: [REDACTED], Mobile: [REDACTED] E-Mail: orgatest@dfbnet.de
01034041 - AS Ambrosiana Hannover e.V. - County Hanover town	
Chairman / President	[REDACTED], Im kleinen Bruche 48, 30455 Hannover Telephone private: 0511-[REDACTED] E-Mail: orgatest@dfbnet.de
Referee	[REDACTED], Im kleinen Bruche 48, 30455 Hannover Telephone private: 0511-[REDACTED] E-Mail: orgatest@dfbnet.de
01034042 - Ayyildiz SC e.V. - County Hanover town	
Chairman / President	[REDACTED], Stöckener Str. 53, 30419 Hannover Telephone private: [REDACTED]
01034050 - Badenstedter SC e.V. - County Hanover town	
Referee	[REDACTED], Lettow-Vorbeck-Allee, 30455 Hannover Mobile: [REDACTED]

Figure 30 Typical output list for team officials

2.11 Submission check for teams

The function "submission check" is available to the association and regional organizations.



Submission check VMB 113

Teams | Master data | Membership survey

Club selection

Club number: Association: Lower Saxony Football Association

Name/search term: Administration area: |-----|-County Hanover town

Club status: All

Check criteria

Season: 12/13 Team type group: Men

sports discipline: Football

Submission from/to: Registration: **Not submitted**
 Submitted by club
 Submitted by association office
 All clubs with registration status

Figure 31 Selection options for submission check

The clubs to be checked can be listed in the upper area, while the examiner can specify the examination criteria in the lower area. No detailed explanation will be given at this point as the settings are self-explanatory.

Submission from/to: Registration: Not submitted

Clear entries Search

Clubs (30)

<input type="checkbox"/> Number	Club name	<input type="checkbox"/> Create user	<input type="checkbox"/> Submissi	<input type="checkbox"/> Update	<input type="checkbox"/> Club status	<input type="checkbox"/>
<input type="checkbox"/> 01017280	SSV Neuhof e.V.				active	✗
<input type="checkbox"/> 01017200	FC Merkur Hattorf 1920 e.V.				active	✗
<input type="checkbox"/> 01017100	SVG Barbis e.V.				active	✗
<input type="checkbox"/> 01017340	TUSPO Petershütte e.V.				active	✗
<input type="checkbox"/> 01017400	SV Südharz Walkenried e.V.				active	✗
<input type="checkbox"/> 01017240	SV RW Hörden e.V.				active	✗
<input type="checkbox"/> 01017260	SV Lerbach v.1921 e.V.				active	✗
<input type="checkbox"/> 01017020	SV Viktoria Bad Grund e.V.				active	✗
<input type="checkbox"/> 01017440	SUS Tettenborn e.V.				active	✗
<input type="checkbox"/> 01017150	MTV Elbingerode v.1927 e.V.				active	✗
<input type="checkbox"/> 01017300	VFR Osterode 08 e.V.				active	✗
<input type="checkbox"/> 01017190	MTV Gittelde v.1894 e.V.				active	✗
<input type="checkbox"/> 01017080	VFL Badenhausen v.1945 e.V.				active	✗
<input type="checkbox"/> 01017360	SV Pöhlde v.1921 e.V.				active	✗
<input type="checkbox"/> 01017385	TSV Steina e.V.				active	✗
<input type="checkbox"/> 01017460	SC Wieda e.V.				active	✗
<input type="checkbox"/> 01017380	SV Scharzfeld v.1950 e.V.				active	✗
<input type="checkbox"/> 01017120	TSC Dorste v.1907 e.V.				active	✗
<input type="checkbox"/> 01017140	FC Eisdorf v.1950 e.V.				active	✗
<input type="checkbox"/> 01017242	FC Germania Lapeka 94 e.V.				active	✗
<input type="checkbox"/> 01017520	SV Zorge e.V.				active	✗
<input type="checkbox"/> 01017060	VFB Bad Sachsa e.V.				active	✗
<input type="checkbox"/> 01017180	1.FC Freiheit v.1955 e.V.				active	✗
<input type="checkbox"/> 01017420	TUSPO Südring e.V.				active	✗
<input type="checkbox"/> 01017102	SV Dostluk Spor Osterode e.V.				active	✗
<input type="checkbox"/> 01017220	Verein für Leibesübungen von 1908 Herzberg e.V.				active	✗
<input type="checkbox"/> 01017500	TSV Eintracht Wulften e.V.				active	✗
<input type="checkbox"/> 01017470	FC Windhausen e.V.				active	✗
<input type="checkbox"/> 01017040	SV Bad Lauterberg v.1914 e.V.				active	✗
<input type="checkbox"/> 01017160	SV Förste v.1928 e.V.				active	✗

Registration not necessary | Notify teams not registered

Figure 32 Possible hit lists



Here is a potential hit list from our test system, which of course has nothing to do with actuality. The examiner now has the option of identifying teams for whom a registration is not required at this point, or he or she can specify teams who are to be given a repeat notification that their submissions are still missing.

Also refer to the following chapter on this point.

2.12 Submission and check of club master data

It is now possible to also identify club master data/addresses as submitted.

Important Note

Submit current master data

By confirming the master data, you agree that you have verified that all club addresses including their officials, profiles and assigned venues are up to date.

Figure 33 Submission club master data

This can be initiated by clicking on the button "Submit current master data" in the club master data/addresses. Upon confirmation of the above message a date/time stamp is set, as of which time the club declares the master data to be valid.

The association and the organizations can check the status of the club master data via the submission check of the club master data.

Submission check VMB 113

Teams **Master data** Membership survey

Club selection

Club number Association

Name/search term Administration area

Club status

Check criteria

Submission from/to Registration

Figure 34 Submission check of the master data



Check criteria

Submission from/to Registration Submitted by association office

Clubs (4)

Number	Club name	User	Submissi	Club status	
01031080	TSV Cornau v.1924 e.V.		07/02/2013	active	✓
01038190	FC Hevesen v.1919 e.V.		19/01/2013	active	✓
01031010	TSV Affinghausen v.1928		13/02/2013	not-active	✓
01059330	SV Ottensen e.V.		07/01/2013	active	✓

Figure 35 Example

2.13 Statistics

Various statistics can be queried, downloaded or printed via this menu item.

Statistics VMB 126

Club selection

Association

Administration area

Club status

Number	Club name	Status
01712100	BFN - Haus der Lebenshilfe Gifhorn	active
01012080	FC Brome v.1919 e.V.	active
01012430	FC Germania Parsau e.V.	active
01012390	FC Oerrel e.V.	active
01012402	FC Ohretal v.1993 e.V.	active
01012030	FC Schwalbe Altendorf e.V.	active
01012382	Freizeitsportverein Nord e.V.	active
01012112	FSG Eiche Stüde e.V.	active
01012022	FSV Adenbüttel Rethen	active
01012408	Fußball-Spielvereinigung Okertal e.V.	active
01012280	Hoitlinger SV v.1956 e.V.	active
01012260	HSV Hankensbüttel e.V.	active
01012275	JFV Kickers Hillerse-Leiferde-V.-D. von 2010 e.V.	active
01012170	MTV Gamsen e.V.	active
01012190	MTV Gifhorn e.V.	active
01012290	MTV Isenbüttel v.1913 e.V.	active
01012625	MTV Walle v.1910 e.V.	active
01012640	MTV Wasbüttel v.1912 e.V.	active
01012062	SC Bosphorus Gifhorn e.V.	active
01012240	SC Hagen-Bokel e.V.	active
01012690	SC Weyhausen v.1921 e.V.	active
01012335	SG Lagesbüttel e.V.	active
01012590	SG Vollbüttel-Ribbesbüttel e.V.	active
01012500	Sprakensehler SV e.V.	active
01012225	SPVGG Groß Schwülper e.V.	active

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Figure 36 Statistics



2.13.1 Signature list

One can create signature lists for a number of teams which have been selected via a corresponding filter by using this function. These can be used, for example as attendance lists for various events.

2.13.2 Team figures

The screenshot shows the 'Statistics' interface with the 'Numbers of teams' and 'no match day operation' tabs selected. The 'Club selection' section includes fields for Club number, Name/search term, Club status (set to 'All'), Association (Lower Saxony Football Association), and Administration area (County Hanover town). The 'Team selection' section includes fields for Season (12/13), sports discipline (Football), Team type group (No selection), and Team type (No selection). There are checkboxes for 'only consider clubs with club collaborations' and 'Sorting sequence team numbers'. At the bottom, there are 'Print', 'Export', and 'Clear entries' buttons.

Figure 37 Identifying team figures

The desired team figures can be determined using the filter setting shown in Figure 38. At this point it is possible to limit the figures to clubs involved in club collaborations and in addition define the sorting order according to the number of teams. It is possible to print as well as download.

2.13.3 No match day operations

The screenshot shows the 'Statistics' interface with the 'no match day operation' tab selected. The 'Club selection' section includes fields for Club number, Name/search term, Club status (set to 'All'), Association (Lower Saxony Football Association), and Administration area (Please select). The 'Team selection' section includes fields for Season (12/13), sports discipline (Football), Team type group (No selection), and Team type (No selection). There are checkboxes for 'only consider clubs with club collaborations' and 'Sorting sequence team numbers'. At the bottom, there are 'Print', 'Export', and 'Clear entries' buttons.

Figure 38 Identifying clubs without match day operations

By using the filter settings shown in Figure 39, it is possible to identify those teams in the desired type of team or team type group which have no match day operations. In this example, these are all clubs from the category of team "Men" in the entire Baden region who have specified "no



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match day operations". If no information is entered in the filter for team type group, all clubs are found for which "no match day operations" has been entered for at least one team group.

3. New roles for the club registration form

Additional roles for the club registration form are provided by the version 3.80. These are described in the following with their respective authorizations.

1.1. "Association info" role

This roll has the very same access to the registration form as the association office, however without the option of recording data, neither in team registration nor in the area for master data. Visibility is limited to the assigned administration area.

1.2. "Club address reporter" role

This role corresponds to the "Club user (restricted rights)" (cf. 2), however the menu item "Team registration" is also hidden and the tab "Team registration" is removed from dialog VMB 100. Access to the membership data is possible in the association area of the FLVW with this new role.

1.3. "User in charge of team registration and player lists" role

This role corresponds to the "Club user", however the menu item *Team addresses* is hidden and the tab "Team addresses" is removed from dialog VMB 106. In the area "Postal addresses", only a view of the "Club user (restricted rights)" (cf. 2) is provided.

4. Changes to the "Club user (restricted rights)" role

The role "Club user (restricted rights)" has been further restricted. Neither officials nor team representatives are displayed in the area "Postal addresses". Thus only the club addresses are displayed in the area of postal addresses for the "Club user (restricted rights)".

5. HTML preview with selection box in the area for registration lists



A HTML preview exists in the area of the registration lists. The user can select any data record for exporting or printing as a PDF by clicking the selection box. If all data records are needed, all that is required is a click in the selection box in front of the column "Names". No selection boxes are selected by default. If no selection takes place before clicking the buttons "Print" or "Export", the following notification appears: "Please select at least one team".

Club data VMB 116

Registration list | **Extended registration list** | Team communities | Participation in cup

Club selection

Club number:
Name/search term:
Club status:

Association:
Administration area:

Team selection

Season:
sports discipline:

Team type group:
Team type:
League levels:

Teams (13)

<input type="checkbox"/>	▼▲Number	▼▲Club name	▼▲Team name	Team no.	▼▲Team type	▼▲League levels	▼▲Cup	▼▲St.
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen	1	Veterans over 40	County League	J	7
<input checked="" type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen II	2	Veterans over 40	County League	J	7
<input checked="" type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen	1	Men	1.County Class	J	11
<input checked="" type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen II	2	Men	3.County Class	N	11
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen III	3	Men	5.County Class	N	11
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen IV	4	Men	5.County Class	N	11
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen	1	Male Youth A (18/17)	1.County Class	J	11
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen v.1913 e.V.	1	Male Youth B (16/15)	1.County Class	J	11
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen	1	Male Youth C (14/13)	County League	J	11
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen	1	Male Youth D (12/11)	1.County Class	N	9
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen II	2	Male Youth D (12/11)	1.County Class	N	9
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen	1	Male Youth E (10/9)	1.County Class	N	7
<input type="checkbox"/>	01033326	FC Rethen v.1913 e.V.	FC Rethen	1	Male Youth F (8/7)	2.County Class	N	7

Figure 1 HTML preview in the area of the registration lists

6. Availability of label printing

As with the old club registration form, version 3.80 also provides the option of label printing in the new club registration form with the familiar range of functions.



7. Availability of the print function to club representatives

In the new version, a PDF print function is also available in the area "Team staff". Following the respective selection of the search criteria and subsequent click on the button "Print", the respective PDF document is created.

The screenshot shows the VMB 117 interface with the following sections:

- Club data** (VMB 117):
 - Club selection:** Club number, Name/search term, Club status (All), Association (Lower Saxony Football Association), Administration area (Please select).
 - Team selection:** Season (12/13), sports discipline (Football), Team type group (Men), Team type (Men), League levels (No selection).
 - Selection of team officials:** A list of roles with checkboxes and input fields: 1. Betreuer/in (1.Bet), 2. Betreuer/in (2.Bet), Trainer (Train), Trainerassistent (TrA), Mannschaftsverantwortlicher (MaVer), Zeugwart (ZeugW), Arzt (Arzt), Masseur (Masse), 1. Offizieller (1.Off), 2. Offizieller (2.Off), Doping-Beauftragter (DopBe).
 - Sorting by:** Club number, team type, team number, type.
 - Buttons:** Export, Print (highlighted with a red circle), Clear entries, Search.

Figure 2 Print function in the team staff area

8. New tab "Club collaborations" in VMB 106

An additional tab with the name "Club collaborations" has been added to the area "VMB 106". After selecting the search criteria, the user receives a HTML preview with all information for the club regarding these club collaborations.



Team registration VMB 108

Club information

Club name	Dahlenburger SK v.1918 e.V.	County association	District Lüneburg
Club no.	01056100	District association	County Lüneburg
Status	active		

Football
Indoor football
Club collaborations
Club addresses

Team selection

Season	12/13	Team type group	No selection
sports discipline	Football	Team type	No selection
		League levels	No selection

Club responsible for the following team partnerships

Team name	Team type	Team no.	League levels	Club name
SG Dahlenburg/Göhrde/Thom.	Veterans over 40	1	County League	SV Göhrde Nahrendorf-Oldendorf e.V. Thomasburger SV v.1949 e.V.
SG Dahlenburg/ Göhrde/ Thomasburg	Older Men	1	County League	SV Göhrde Nahrendorf-Oldendorf e.V. Thomasburger SV v.1949 e.V.
U18 JSG Dahlenburg/Göhrde	Male Youth A (18/17)	1	County League	SV Göhrde Nahrendorf-Oldendorf e.V.
U12 JSG Dahlenburg/Barskamp	Male Youth D (12/11)	1	County League	TUS Barskamp e.V.
U11 JSG Dahlenburg/Göhrde	Male Youth E (10/9)	1	1.County Class	SV Göhrde Nahrendorf-Oldendorf e.V.

Team partnership partner for the following team partnerships

Team name	Team type	Team no.	League levels	Club name
U13 JSG Barskamp/Dahlenburg 1	Male Youth D (12/11)	1	County League	TUS Barskamp e.V.
U13 JSG Barskamp/Dahlenburg 2	Male Youth D (12/11)	2	1.County Class	TUS Barskamp e.V.
U9 JSG Göhrde/Dahlenburg	Male Youth F (8/7)	1	1.County Class	SV Göhrde Nahrendorf-Oldendorf e.V.

Figure 3 Display of information on club collaborations

XXX