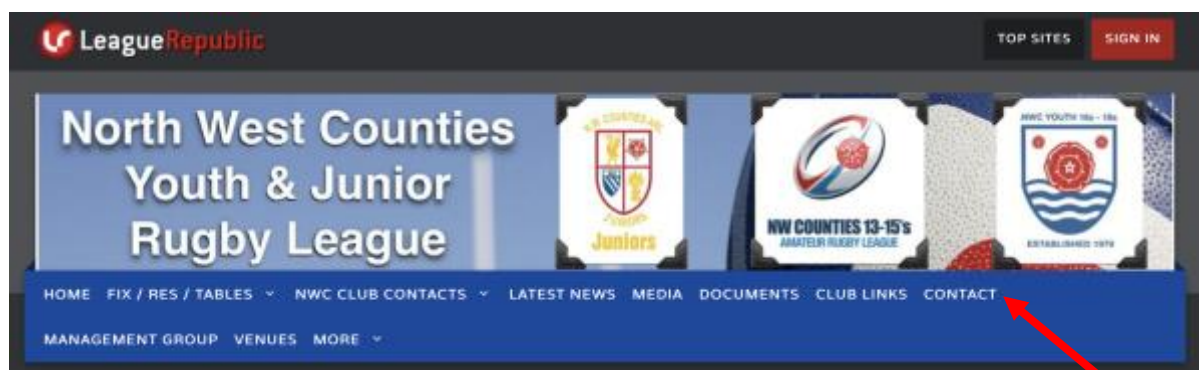


www.nwc-rl.co.uk

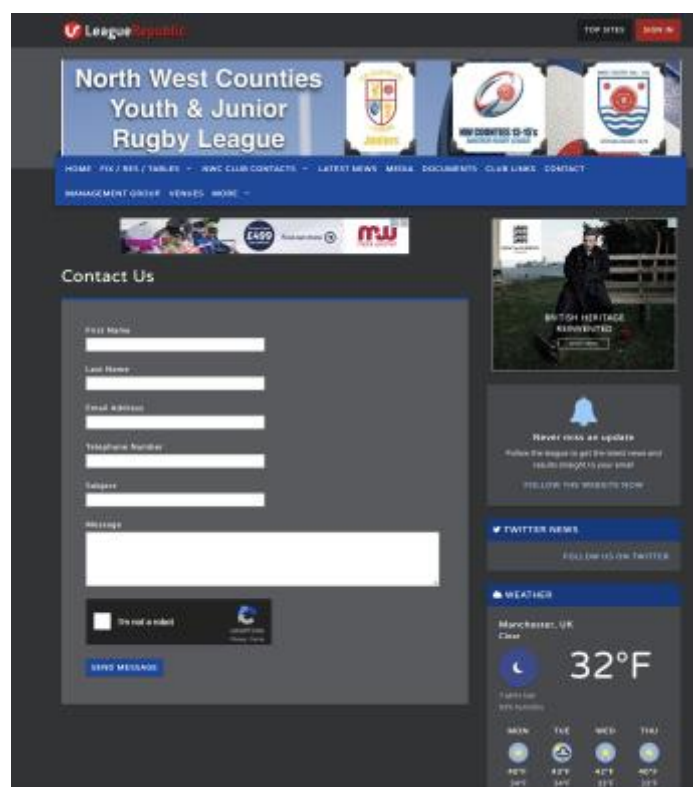
NWC Y & J League 2017 - Club Team Administrator

Creating your account

1. Go to www.nwc-rl.co.uk
2. Click the CONTACT link in the top right hand corner

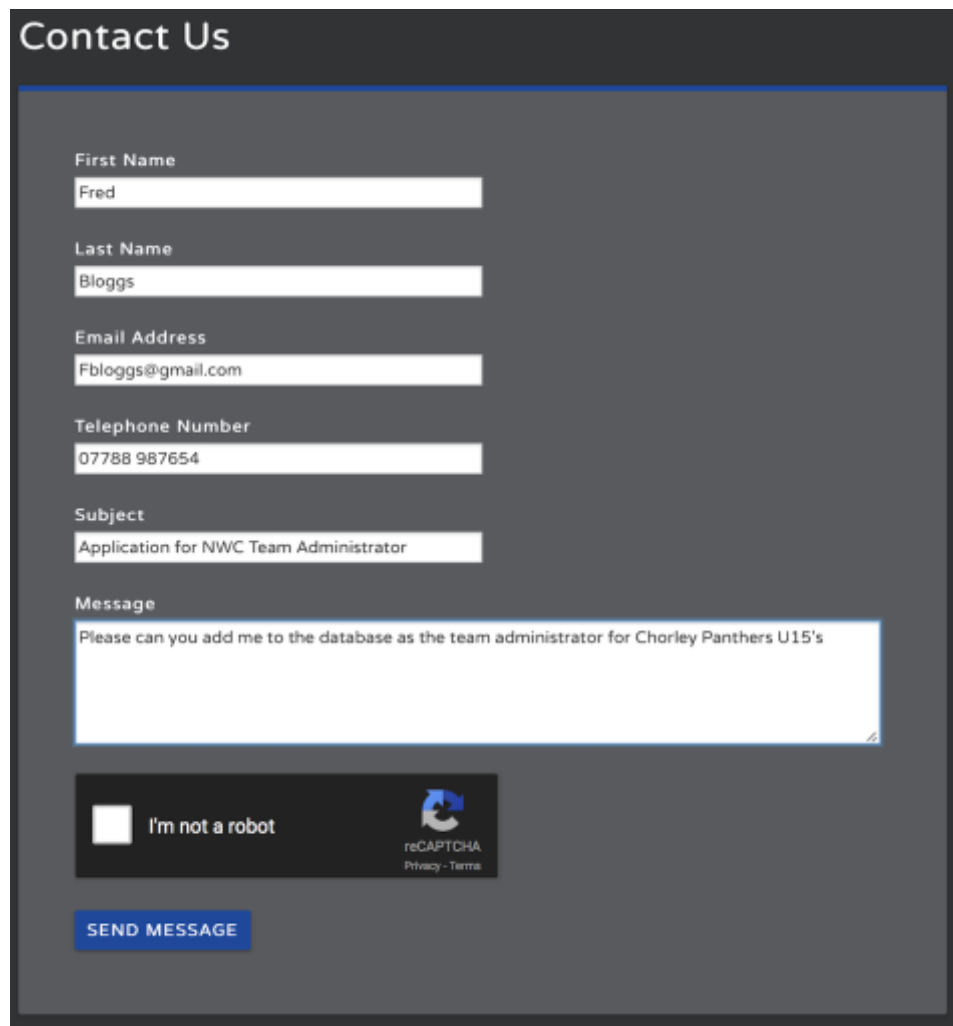


3. You will now see the contact form



4. Please fill in the details to request that you are added to the database, below is an example request.
- 5.

**** Important – Please clearly state the team and age group to which your request relates ****



A contact form titled "Contact Us" with a dark grey background. The form contains several input fields: "First Name" (Fred), "Last Name" (Bloggs), "Email Address" (Fbloggs@gmail.com), "Telephone Number" (07788 987654), and "Subject" (Application for NWC Team Administrator). Below these is a "Message" text area containing the text: "Please can you add me to the database as the team administrator for Chorley Panthers U15's". At the bottom of the form is a reCAPTCHA widget with the text "I'm not a robot" and a "SEND MESSAGE" button.

6. The admin team will add you to the database.
7. Once added you will receive a verification e-mail like the one below, you must click the link to create your login to the website

Administrative access to site: NWC Youth & Junior Rugby League



Action Items



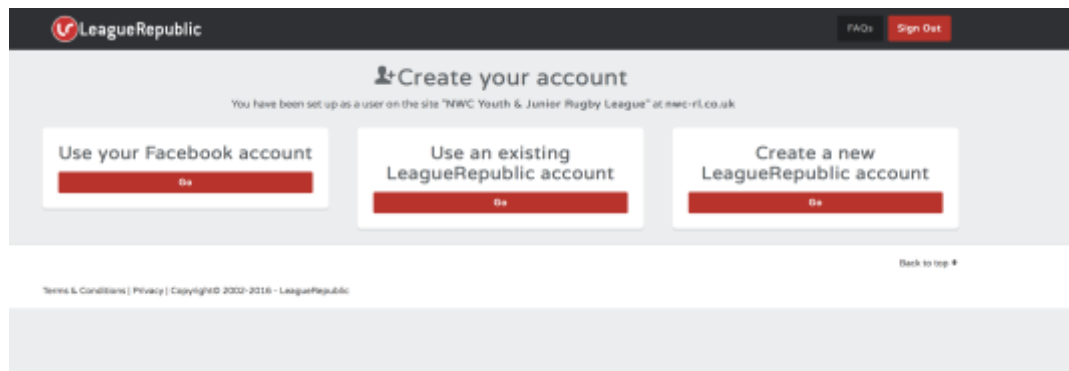
has set you up as a user on the league site: NWC Youth & Junior Rugby League by entering your email address.

Click on the link below to create your login and get administration access to this league.

<https://a.leaguerepublic.com/myaccount/leagueCreateAccount/567490292/EmNImEB4dsfZm6PoA.html>

After clicking the link you will be able to create a new LeagueRepublic account or use an existing LeagueRepublic account if you have one.

8. When you click the link you will be redirect to the following page

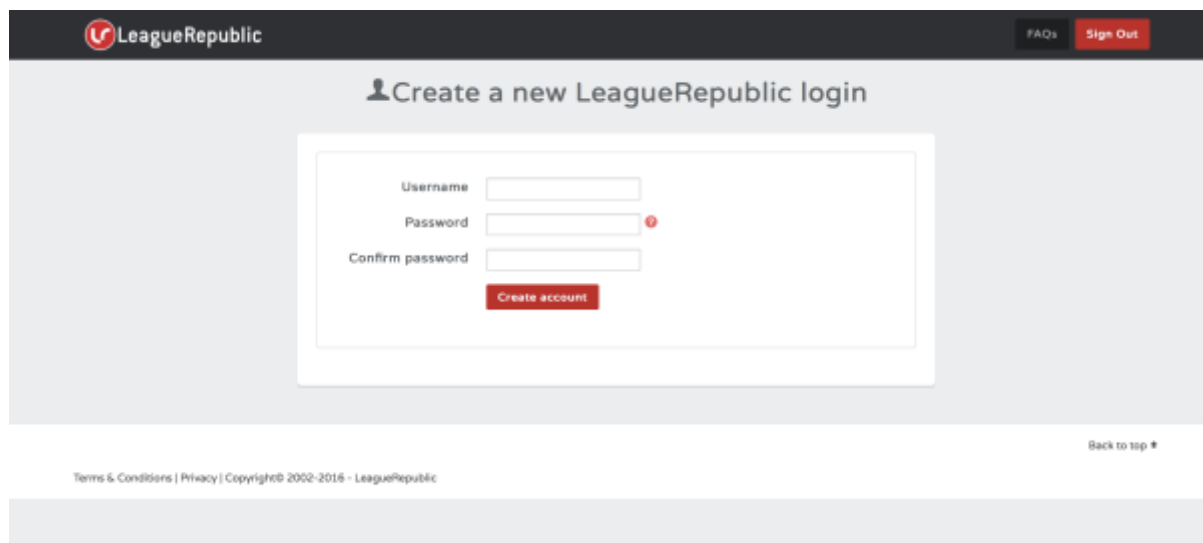


The screenshot shows the 'Create your account' page on the LeagueRepublic website. The header includes the LeagueRepublic logo and links for 'FAQs' and 'Sign Out'. The main heading is 'Create your account' with a sub-note: 'You have been set up as a user on the site "NWC Youth & Junior Rugby League" at nwc-rf.co.uk'. There are three options for account creation: 'Use your Facebook account', 'Use an existing LeagueRepublic account', and 'Create a new LeagueRepublic account'. Each option has a red 'Go' button. At the bottom right, there is a 'Back to top' link. The footer contains 'Terms & Conditions | Privacy | Copyright © 2002-2016 - LeagueRepublic'.

9. Click GO on the Create a new League Republic account tab.

10. You will be redirected to the New Login portal below. Please put in a username and password that you can remember.

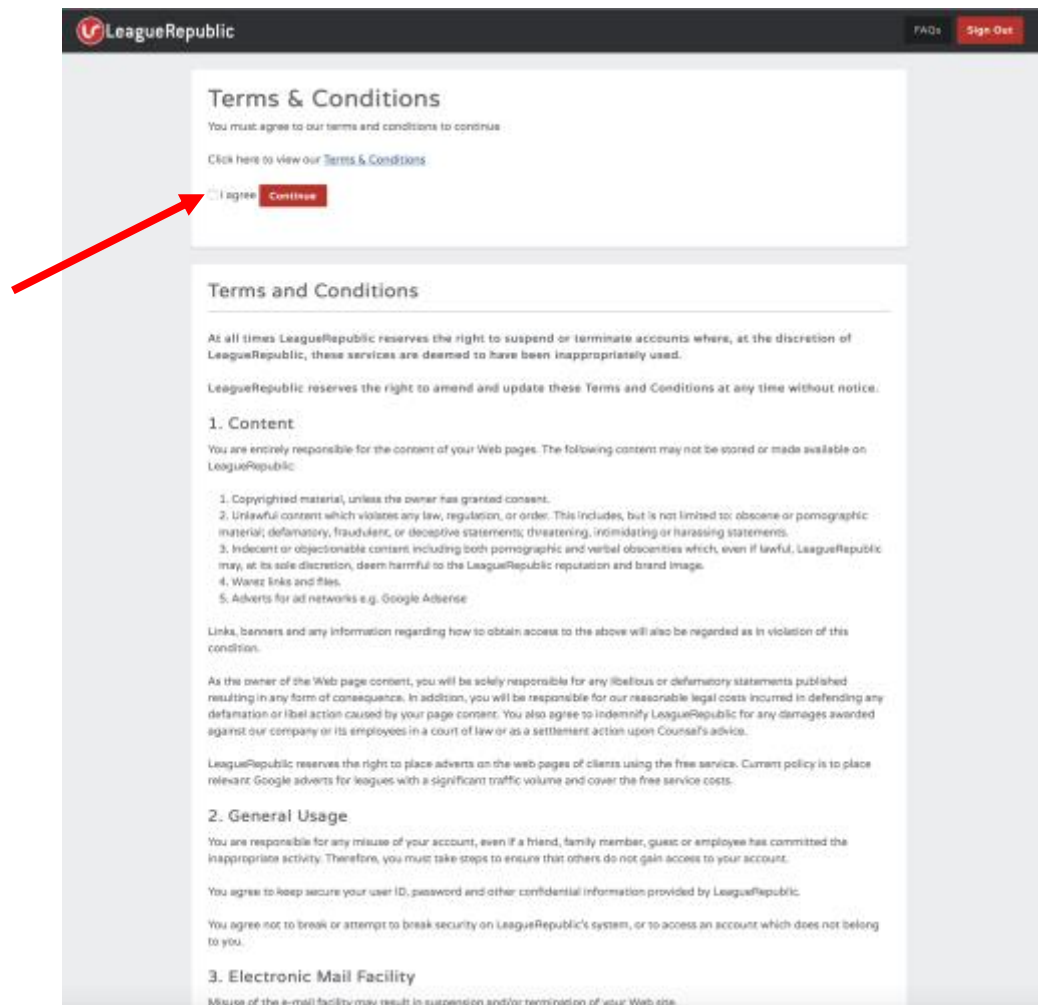
**** Important – Your password will need to be at least 8 characters long and contain at least one upper case (Capital) letter and one number ****



The screenshot shows the 'Create a new LeagueRepublic login' page. The header is identical to the previous page. The main heading is 'Create a new LeagueRepublic login'. Below it is a form with three input fields: 'Username', 'Password', and 'Confirm password'. The 'Password' field has a red exclamation mark icon next to it. A red 'Create account' button is at the bottom of the form. At the bottom right, there is a 'Back to top' link. The footer contains 'Terms & Conditions | Privacy | Copyright © 2002-2016 - LeagueRepublic'.

11. Click create account and you will be redirected to the Terms and Conditions page.

12. Please read the content and tick the box next to “I agree” and then click continue.



The screenshot shows the 'Terms & Conditions' page on the LeagueRepublic website. At the top, there is a header with the LeagueRepublic logo and links for 'FAQs' and 'Sign Out'. Below the header, the page title is 'Terms & Conditions', followed by the text 'You must agree to our terms and conditions to continue'. A link 'Click here to view our Terms & Conditions' is provided. Below this, there is a checkbox labeled 'I agree' and a 'Continue' button. A red arrow points to the 'I agree' checkbox. The main content area contains the full text of the Terms and Conditions, including sections on '1. Content', '2. General Usage', and '3. Electronic Mail Facility'.

Terms & Conditions

You must agree to our terms and conditions to continue

[Click here to view our Terms & Conditions](#)

☐ I agree [Continue](#)

Terms and Conditions

At all times LeagueRepublic reserves the right to suspend or terminate accounts where, at the discretion of LeagueRepublic, these services are deemed to have been inappropriately used.

LeagueRepublic reserves the right to amend and update these Terms and Conditions at any time without notice.

1. Content

You are entirely responsible for the content of your Web pages. The following content may not be stored or made available on LeagueRepublic:

1. Copyrighted material, unless the owner has granted consent.
2. Unlawful content which violates any law, regulation, or order. This includes, but is not limited to: obscene or pornographic material; defamatory, fraudulent, or deceptive statements; threatening, intimidating or harassing statements.
3. Indecent or objectionable content including both pornographic and verbal obscenities which, even if lawful, LeagueRepublic may, at its sole discretion, deem harmful to the LeagueRepublic reputation and brand image.
4. Warez links and files.
5. Adverts for ad networks e.g. Google AdSense

Links, banners and any information regarding how to obtain access to the above will also be regarded as in violation of this condition.

As the owner of the Web page content, you will be solely responsible for any libellous or defamatory statements published resulting in any form of consequence. In addition, you will be responsible for our reasonable legal costs incurred in defending any defamation or libel action caused by your page content. You also agree to indemnify LeagueRepublic for any damages awarded against our company or its employees in a court of law or as a settlement action upon Counsel's advice.

LeagueRepublic reserves the right to place adverts on the web pages of clients using the free service. Current policy is to place relevant Google adverts for leagues with a significant traffic volume and cover the free service costs.

2. General Usage

You are responsible for any misuse of your account, even if a friend, family member, guest or employee has committed the inappropriate activity. Therefore, you must take steps to ensure that others do not gain access to your account.

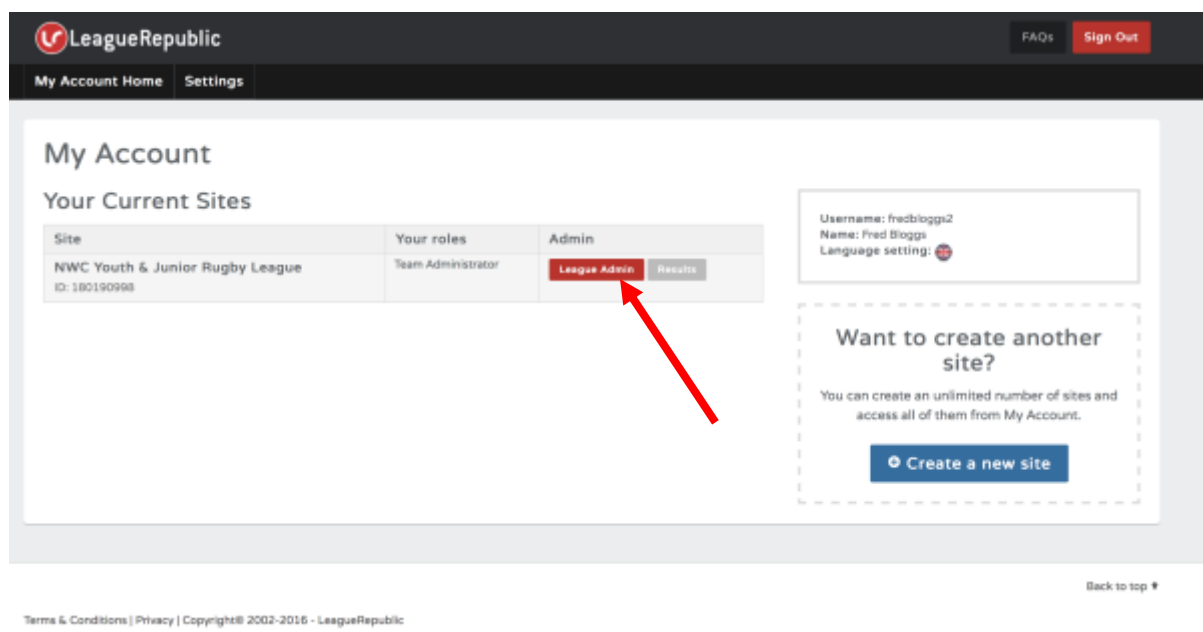
You agree to keep secure your user ID, password and other confidential information provided by LeagueRepublic.

You agree not to break or attempt to break security on LeagueRepublic's system, or to access an account which does not belong to you.

3. Electronic Mail Facility

Misuse of the e-mail facility may result in suspension and/or termination of your Web site.

13. You are now at your Login Page and are Signed IN, Click the League Admin button



The screenshot shows the 'My Account' page on the LeagueRepublic website. At the top, there is a header with the LeagueRepublic logo and links for 'FAQs' and 'Sign Out'. Below the header, there is a navigation bar with 'My Account Home' and 'Settings'. The main content area is titled 'My Account' and 'Your Current Sites'. It contains a table with columns 'Site', 'Your roles', and 'Admin'. The table has one row for 'NWC Youth & Junior Rugby League' with ID '180190998'. The 'Admin' column for this row has two buttons: 'League Admin' and 'Results'. A red arrow points to the 'League Admin' button. To the right of the table, there is a box showing user information: 'Username: fredbloggs2', 'Name: Fred Bloggs', and 'Language setting: en'. Below this, there is a section titled 'Want to create another site?' with the text 'You can create an unlimited number of sites and access all of them from My Account.' and a 'Create a new site' button.

My Account

Your Current Sites

Site	Your roles	Admin
NWC Youth & Junior Rugby League ID: 180190998	Team Administrator	League Admin Results

Username: fredbloggs2
Name: Fred Bloggs
Language setting: en

Want to create another site?

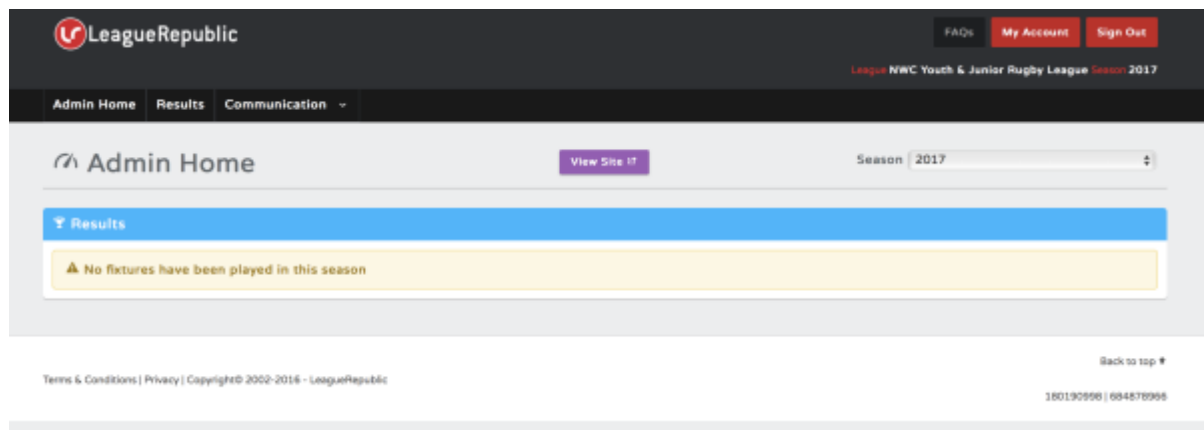
You can create an unlimited number of sites and access all of them from My Account.

[Create a new site](#)

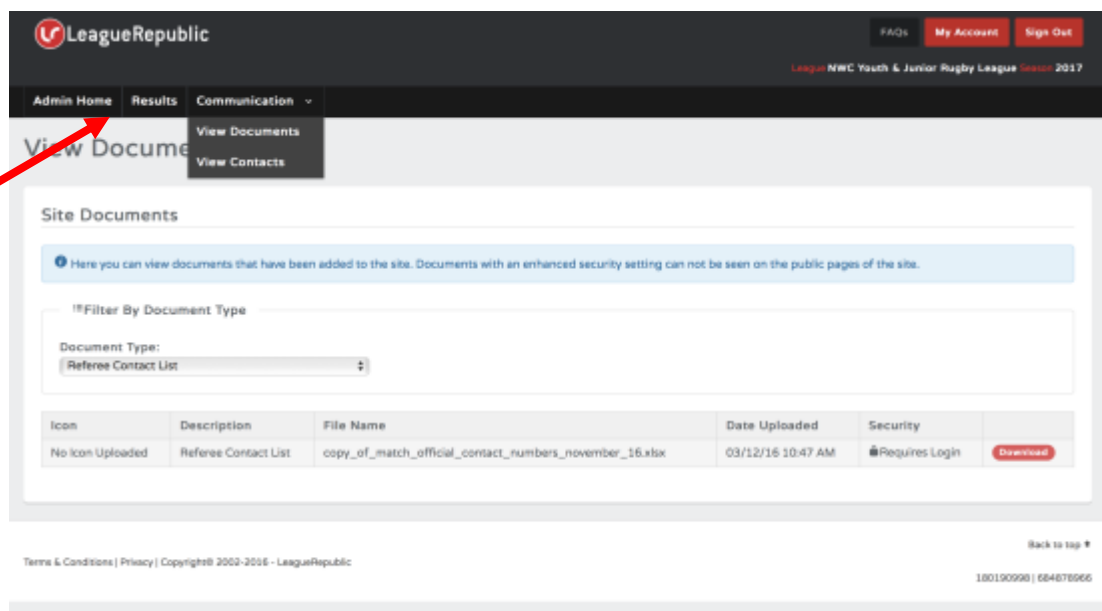
[Back to top](#)

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14. This will take you to your Team Administration page and is specific to you and your role as the Team Manager for your team.

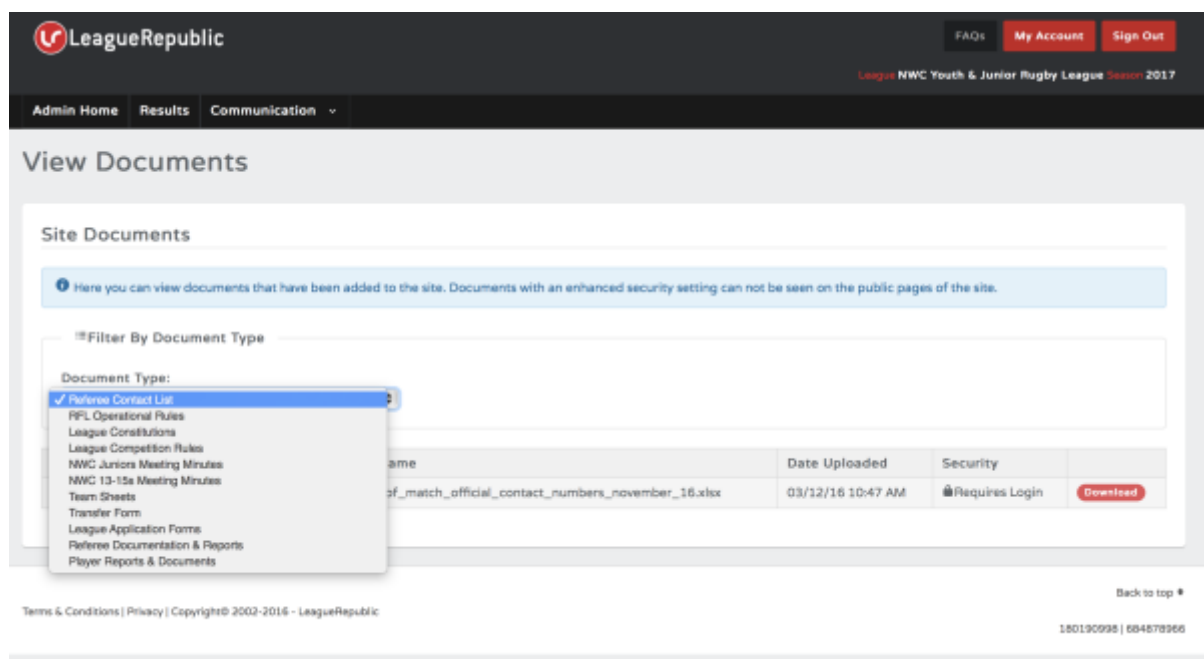


15. You have 3 Tabs in the top left hand corner of your panel.



16. You are at Admin Home
17. Results is where you input your information after you have played a game, fixtures will not be displayed in this section until 7 days before a game is due to be played. When you are filling in the information in the results section you must complete ALL FIELDS (Maximum 6 dependent on age group) otherwise it will not allow you to submit.
18. All results information must be submitted on the day of the fixture, which is before 5.00pm for games on a Saturday and Sunday. Alternatively, 11.00pm for midweek/night games.
19. **** Important ** The system will lock you out after the times stated above and will not allow you to fill in any details after that point. If you fail to fill in your match result/details and do not successfully submit before the advised time your team/club will be fined for failing to submit a playing result in line with match day protocol.**

20. If you hover over the Communication tab two drop down boxes will appear. Ignore the view Contacts button and click on view Documents.
21. When you arrive at the view Documents page you can click on the Document type button and it will list all the documents you need to administer all aspects of your team's requirements for playing in the NWC Leagues. All documents can be downloaded from this portal. Please note – Not all documents are available to view by the public, only Team Administrators have access via this portal to ALL documents.



22. Submission of team sheets on a match day must be done in line with the timescales set out for submitting results. Non-compliance will result in your team/club receiving a fine for failing to follow required match day protocol.
23. ALL team sheets for ALL age groups must be scanned in and sent electronically via e-mail to the following e-mail address.

nwc.yj.teamsheets@gmail.com

24. When submitting team sheets via e-mail please state in the header/title description the age group and teams involved. (As an example please see below) Submitting team sheets without this information may see them overlooked in the main inbox that receives team sheets for ALL age groups.

Subject – Team sheet U9's – Ashton Bears v Blackbrook Royals - 26th Feb

25. Under no circumstances should any Team Administrator share their Login details with anyone. This is due to sensitive information being available to Team Administrators within the portal which is not for public viewing or circulation. Anyone found to be sharing Login details (this can be tracked via the database) with non-authorized individuals will be asked to appear before the NWC Management.