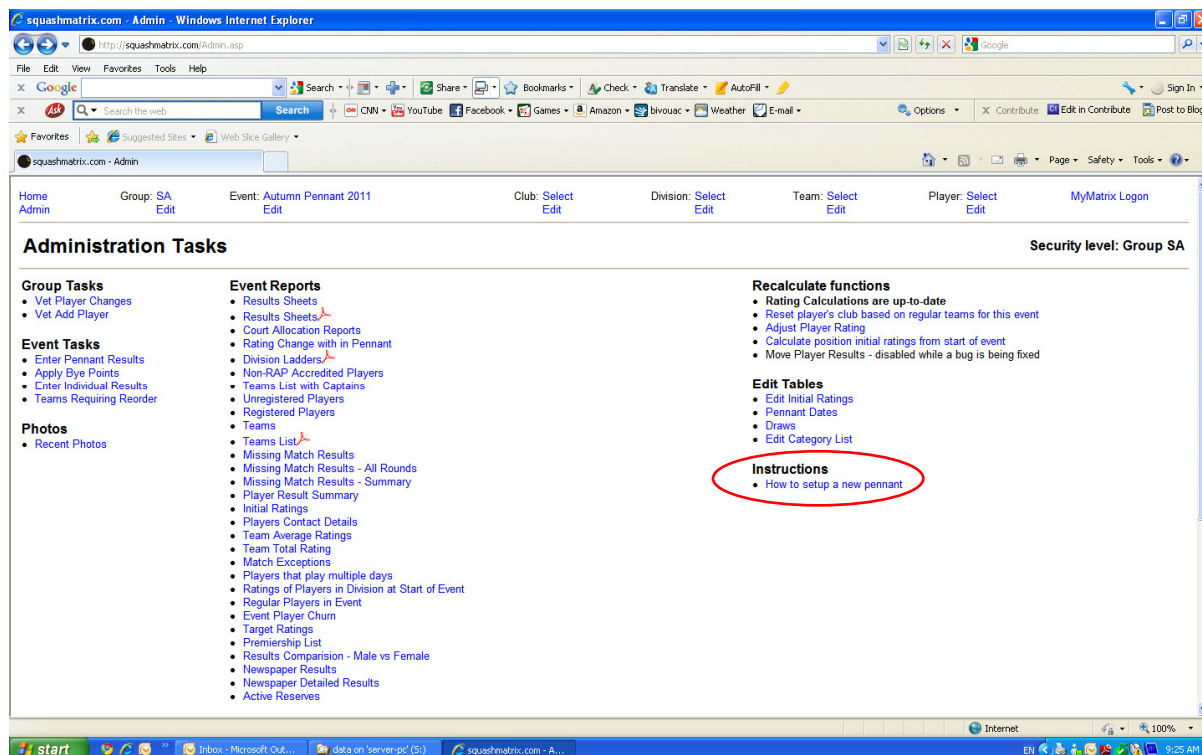
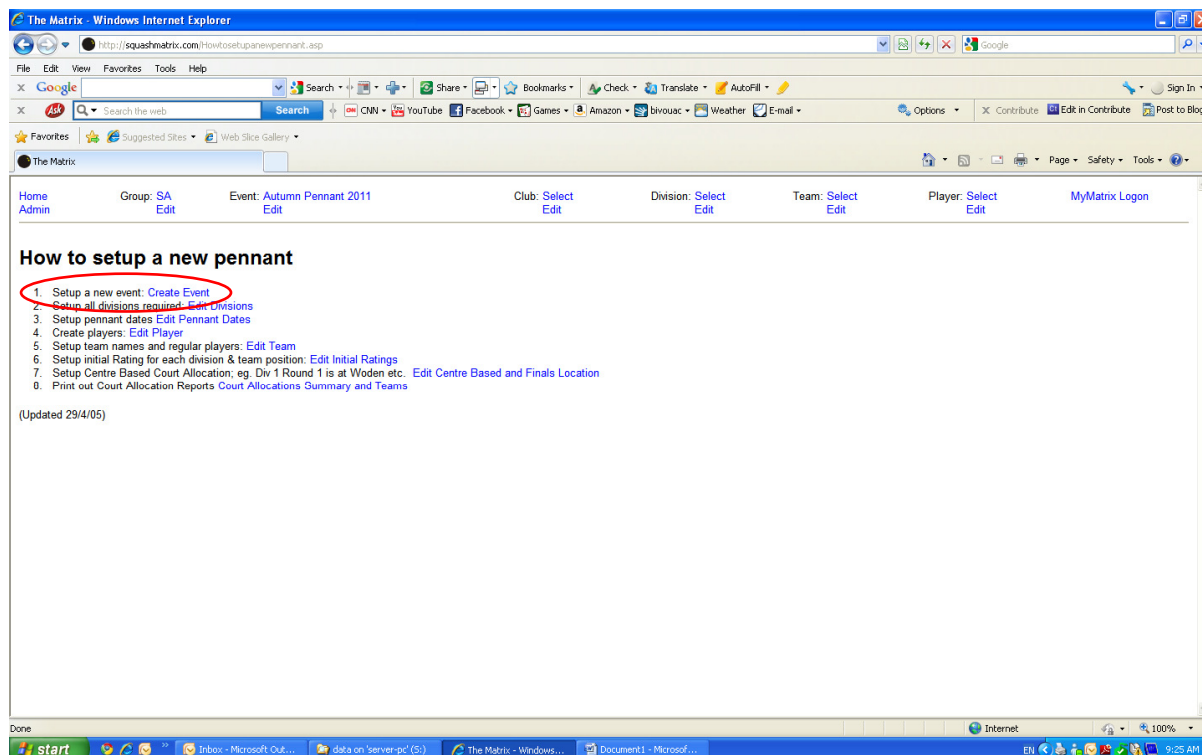


To setup a new pennant, you click on "How to setup a new pennant" under Instructions



This screen will appear, with a list of 8 stages. Start at the top, and work your way down.





Make sure you click on “New” at the bottom of the Edit Event screen. Type in all the relevant information for your event and Save. Once saved, go back to the Admin screen and click on the next stage (#2).

Create your divisions, filling out all relevant boxes, and save. Return to the Admin screen and chose the next stage (#3)



Next step is to enter the pennant dates – the Round number, weekday and date. Once done, save and go back to Admin screen.

Next step, is to create the teams. Enter team name, Division, Draw Team No etc, then fill in the regular players in the team (initial then start of surname). Tick the box next to their name if the person is the Captain. Save.



After all the teams have been entered, you will need to set the court allocations. Go into the division and EDIT. Then choose Centre Based Locations.

The Matrix - Windows Internet Explorer

http://squashmatrix.com/EditDivision.asp?DivisionID=6609

File Edit View Favorites Tools Help

Google Search

Home Admin Group: SA Edit Event: Daytime South Autumn 2012 Edit Club: Select Edit Division: Daytime South Edit Team: Select Edit Player: Select Edit MyMatrix Logon

Edit Divisions: Details

[Details] [Centre Based Location] [Finals Setup]

Edit Division Details

Group: SA
Event: Daytime South Autumn 2012
Division Name: Daytime South
Sex: Mixed
Display Order: 3 (Integer)
Draw Type: 8 Team 17 Rounds
Week Day: Wednesday
Team Size: 4
Centre Based: ☒ (untick for home and away)
Scoring: PARS (15)
Competition Points: 4 Person, Max 28 Comp Points, 0 bye points
Save New
Edit Division Message

Division List

Division Name	Display Order	Sex	Draw Type	Week Day	Team Size	Centre Based	Scoring	Max Comp Points
Daytime South 3		Mixed	8 Team	17 Rounds	Wed	4	True	PARS (15) 28

Select a Division name to edit or delete.

You will need to click on New (below is a screen with court allocations already entered).

The Matrix - Windows Internet Explorer

http://squashmatrix.com/EditCentreBasedLocations.asp?CentreBasedID=0

File Edit View Favorites Tools Help

Google Search

Home Admin Group: SA Edit Event: Daytime South Autumn 2012 Edit Club: Select Edit Division: Daytime South Edit Team: Select Edit Player: Select Edit MyMatrix Logon

Edit Divisions: Centre Based Location

[Details] [Centre Based Location] [Finals Setup]

Edit Round and Location

New

Round and Location for Division Daytime South

Round	CourtName
1	South Adelaide
2	West Adelaide
3	Impact Health Club
4	Somerton
5	South Adelaide
6	West Adelaide
7	Impact Health Club
8	Somerton
9	West Adelaide
10	Impact Health Club
11	Somerton
12	South Adelaide
13	West Adelaide
14	Impact Health Club
15	Somerton
16	South Adelaide
17	South Adelaide

Select a Centre Based Round Location to edit or delete.

Division List

Division Name	Draw Type	Centre Based
Daytime South 8 Team 17 Rounds	True	

Select a Division name.



Fill in all the details required, and Save New. It will then add the courts to the list in the middle. Click New, and repeat for all of the rounds in your competition.

The Matrix - Windows Internet Explorer

http://squashmatrix.com/EditCentreBasedLocations.asp?New=New

File Edit View Favorites Tools Help

Google Search

Search the web

Search

CHW YouTube Facebook Games Amazon exoteric Weather E-mail

Contribute Edit in Contribute Post to Blog

bing

Favorites Suggested Sites Web Slice Gallery

The Matrix (1) Squash SA

Home Admin Group: SA Edit Event: Daytime South Autumn 2012 Edit Club: Select Edit Division: Daytime South Edit Team: Select Edit Player: Select Edit MyMatrix Logon

Edit Divisions: Centre Based Location

[Details] [Centre Based Location] [Finals Setup]

Edit Round and Location

Group: SA
Event: Daytime South Autumn 2012
Division: Daytime South
Round: Select Round
Court Name: Select Court
Edit Courts
Save New

Round and Location for Division Daytime South

Round	CourtName
1	South Adelaide
2	West Adelaide
3	Impact Health Club
4	Somerton
5	South Adelaide
6	West Adelaide
7	Impact Health Club
8	Somerton
9	West Adelaide
10	Impact Health Club
11	Somerton
12	South Adelaide
13	West Adelaide
14	Impact Health Club
15	Somerton
16	South Adelaide
17	South Adelaide

Select a Centre Based Round Location to edit or delete.

Division List

Division Name	Draw Type	Centre Based
Daytime South	8 Team 17 Rounds True	

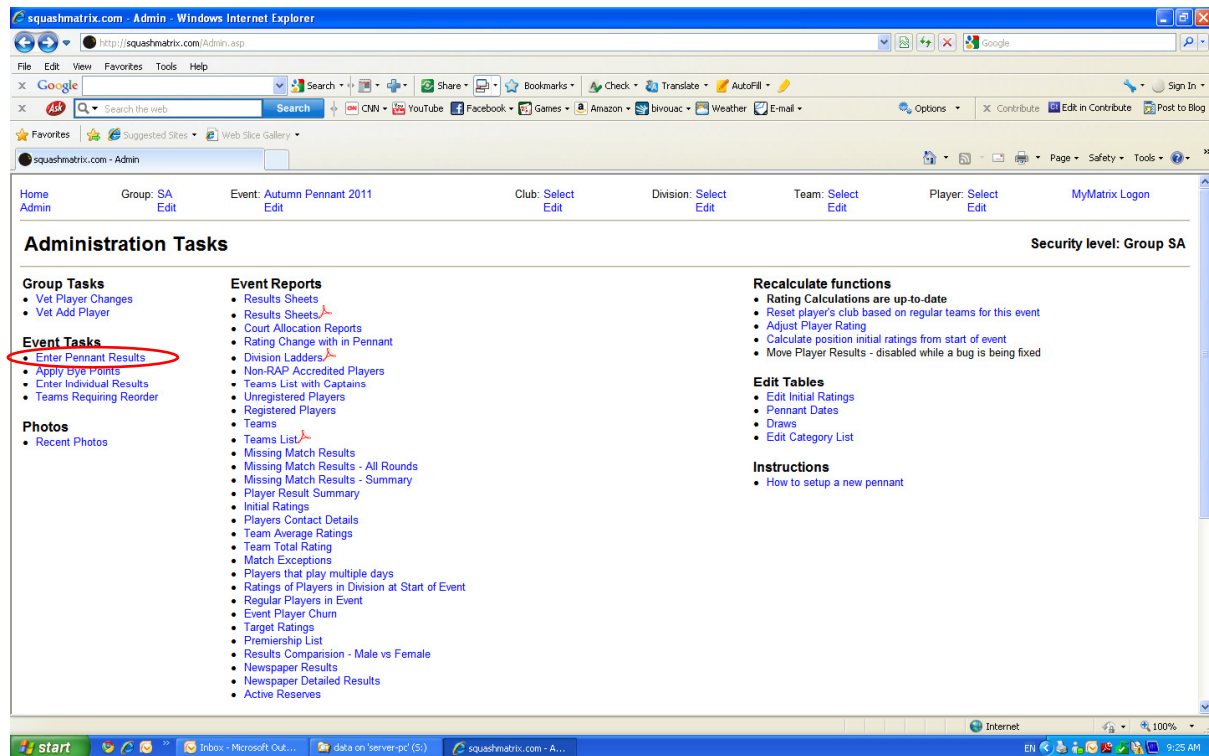
Select a Division name.

Once this is done, return to Admin screen and choose Court Allocation – this will give you a summary of what courts are required on what nights.

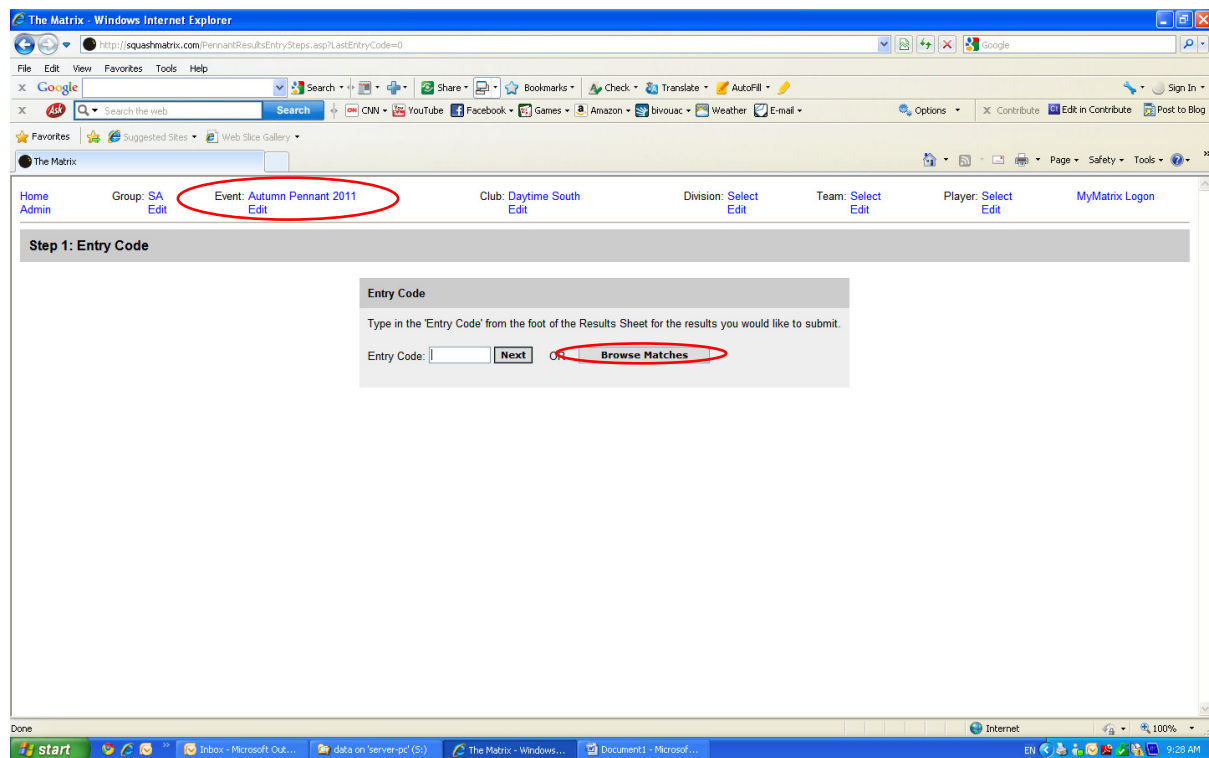


Entering Pennant Results

At the Admin screen, click on Enter Pennant Results



Click on Browse Matches (making sure you have chosen the correct “Event”)





Select the appropriate Division, Round and one of the Teams that you are entering results for. Press Next.

The screenshot shows the SquashMatrix website interface. At the top, there are navigation links: Home Admin, Group: SA Edit, Event: Autumn Pennant 2011 Edit, Club: Daytime South Edit, Division: Select Edit, Team: Select Edit, Player: Select Edit, and MyMatrix Logon. Below these is a 'Browse Matches' section. A 'Select Match' dialog box is open, showing the following details:

- Division: State 2 Open
- Round: 7
- Team 1: Campbelltown

A 'Next' button is located at the bottom right of the dialog box.

Check the players names, if they are not correct, type the initial and the start of the players surname in the "Code" box. Click Validate Players.

The screenshot shows the 'Step 2 - Select Players' screen on the SquashMatrix website. The event details are: Autumn Pennant 2011, Round: 7, Division: State 2 Open, Match Date: 31/03/2011, Scoring: PARS (11), Best of 5 Games. The entry code is 1885980654.

The screen displays a table with player names and scores for Home Team (Campbelltown) and Away Team (Karadinga). The table includes columns for Position Played, Code, Name, and Errors.

Position Played	Code	Name	Code	Name	Errors
1		Andrew Wise, 235.11		Chris Rule, 232.62	
2		Brett Murphy, 233.55		Toby Clark, 215.96	
3	aglaz	Andrew Grant, 226.9		Mark Friend, 209.41	
4	gdev	Andrew Glazbrook, 218.68		Alma Kushartanti, 197.39	
		George Devizio		Daniel Ey	

Buttons: Validate Players, Add New Player, Next - Enter Scores

Instructions - Step 2:

- Enter the initials (2 or 3 letters) of the person who played in each position in the code boxes (Hints). Then click 'Validate Players'.
- If any drop down boxes are displayed, select the correct players from the lists. Then click 'Validate Players'.
- Only use the 'Add New Player' option if the player is new to the SquashMatrix and can not be found.
- Leave the code box blank if a player is in the correct position.
- When the correct players are displayed and there are no drop down boxes, click the 'Next - Enter Scores' button.
- For a forfeit enter * in the code box for the player forfeiting then click 'Validate Players'. If both players forfeited, enter * in both code boxes. Note: A forfeit is where a match did not commence.



The Matrix will bring up players names that match the initials that you have typed in. The Matrix knew we wanted Andrew Glazbrook at #3, but wants to doublecheck our #4, so it has given us a drop down box to select which player we want in the team. Click on the correct player, and click on Validate Players again. Once all the correct players are listed in the Team, you can select “Next – Enter Scores”.

The Matrix - Windows Internet Explorer

http://squashmatrix.com/PennantResultsEntrySteps.asp?PlayerID1=a=&PlayerID1b=&PlayerID2=a=&PlayerID2b=&PlayerID3=a=&PlayerID3b=&PlayerID4=a=&PlayerID4b=&ValidatesPlay

File Edit View Favorites Tools Help

Search Search the web Search

Home Admin Group: SA Edit Event: Autumn Pennant 2011 Edit Club: Daytime South Edit Division: Select Edit Team: Select Edit Player: Select Edit MyMatrix Logon

Step 2 - Select Players Entry Code: 1885980654

Event: Autumn Pennant 2011 , Round: 7 , Division: State 2 Open , Match Date: 31/03/2011 , Scoring: PARS (11), Best of 5 Games

Home Team: Campbelltown Away Team: Karadinga

Position Played	Code	Name	Code	Name	Errors
1		Andrew Wise, 235.11		Chris Rule, 232.62	
2		Brett Murphy, 233.55		Toby Clark, 215.96	
3		Andrew Glazbrook, 218.68		Mark Friend, 209.41	
4	2402	George Devizio, 201.58 (Same Team) George Devizio, 201.58 (Same Team) Gavin Dennien, 0 (Norwood)		Alma Kushartanti, 197.39 Daniel Ey	Left player,

Validate Players Add New Player Next - Enter Scores

Instructions - Step 2:

- Enter the initials (2 or 3 letters) of the person who played in each position in the code boxes (Hints). Then click 'Validate Players'.
- If any drop down boxes are displayed, select the correct players from the lists. Then click 'Validate Players'.
- Only use the 'Add New Player' option if the player is new to the SquashMatrix and can not be found.
- Leave the code box blank if a player is in the correct position.
- When the correct players are displayed and there are no drop down boxes, click the 'Next - Enter Scores' button.
- For a forfeit enter * in the code box for the player forfeiting then click 'Validate Players'. If both players forfeited, enter * in both code boxes. Note: A forfeit is where a match did not commence.

Enter the scores as below, with games then Points. Click on “Validate Scores”.

The Matrix - Windows Internet Explorer

http://squashmatrix.com/PennantResultsEntrySteps.asp?PlayerID1=a=&PlayerID1b=&PlayerID2=a=&PlayerID2b=&PlayerID3=a=&PlayerID3b=&PlayerID4=a=&PlayerID4b=&NextToStep3=Next++

File Edit View Favorites Tools Help

Search Search the web Search

Home Admin Group: SA Edit Event: Autumn Pennant 2011 Edit Club: Daytime South Edit Division: Select Edit Team: Select Edit Player: Select Edit MyMatrix Logon

Step 3 - Enter Scores Entry Code: 1885980654

Event: Autumn Pennant 2011 , Round: 7 , Division: State 2 Open , Match Date: 31/03/2011 , Scoring: PARS (11), Best of 5 Games

Home Team: Campbelltown Away Team: Karadinga

Position Played	Name	Games	Points	Name	Games	Points	Errors
1	Andrew Wise, 235.11	3	63	Chris Rule, 232.62	2	51	No score recorded
2	Brett Murphy, 233.55	1	47	Toby Clark, 215.96	3	59	No score recorded
3	Andrew Glazbrook, 218.68	0	16	Mark Friend, 209.41	3	45	No score recorded
4	George Devizio, 201.58	3	45	Alma Kushartanti, 197.39	0	32	No score recorded

Validate Scores Back - Select Players Finish - Submit Results

Instructions - Step 3:

- Enter the games and points won for each player. Then click 'Validate Scores'.
- Check the results and totals carefully, and resolve any errors displayed in the last column. If necessary, make changes to the games or points and click 'Validate Scores' again.
- When you are sure all is correct, click the 'Finish - Submit Results' button.
- If a rubber was not completed normally (e.g. player injured - cannot continue), add "R" after the number of games for the player who retired - i.e. put 0R or 1R or 2R in the games box for that player.



The Matrix will show you on the right if there are any obvious errors with the scores. If all ok, click on Finish – Submit Results (or re-enter correct scores and Validate Scores again if there is an error).

Step 3 - Enter Scores Entry Code: 1885980654

Event: Autumn Pennant 2011 , Round: 7 , Division: State 2 Open , Match Date: 31/03/2011 , Scoring: PARS (11), Best of 5 Games

Home Team: Campbelltown				Away Team: Karadonga			
Position Played	Name	Games	Points	Name	Games	Points	Errors
1	Andrew Wise, 235.11	3	63	Chris Rule, 232.62	2	51	
2	Brett Murphy, 233.55	1	47	Toby Clark, 215.96	3	59	
3	Andrew Glazbrook, 218.68	0	16	Mark Friend, 209.41	3	45	
4	George Devizio, 201.58	3	45	Alma Kushartanti, 197.39	0	32	
Totals		7	171	Totals	8	187	
Rubbers		2		Rubbers	2		
Competition Points		11		Competition Points	17		

[Validate Scores](#) [Back - Select Players](#) [Finish - Submit Results](#)

Instructions - Step 3:

- Enter the games and points won for each player. Then click 'Validate Scores'.
- Check the results and totals carefully, and resolve any errors displayed in the last column. If necessary, make changes to the games or points and click 'Validate Scores' again.
- When you are sure all is correct, click the 'Finish - Submit Results' button.
- If a rubber was not completed normally (e.g. player injured - cannot continue), add 'R' after the number of games for the player who retired - i.e. put 0R or 1R or 2R in the games box for that player.

Matches results are submitted, and will update individuals Matrix Ratings and Premiership Ladders automatically. To enter more results, click on Browse Matches at the bottom of the screen, and start again.

Step 1: Entry Code Entry Code: 1885980654

Match Results have been submitted successfully.

Event: Autumn Pennant 2011, Round: 7, Division: State 2 Open, Match Date: 31/03/2011
Last Modified: 1/4/2011, By Admin Logon: Tvirgens

Home Team: Campbelltown				Away Team: Karadonga			
Pos Player	Rubbers	Games	Points	Player	Rubbers	Games	Points
1 Andrew Wise	1	3	63	Chris Rule	0	2	51
2 Brett Murphy	0	1	47	Toby Clark	1	3	59
3 Andrew Glazbrook	0	0	16	Mark Friend	1	3	45
4 George Devizio	1	3	45	Alma Kushartanti	0	0	32
Total	2	7	171		2	8	187

[Edit](#) [Delete](#)

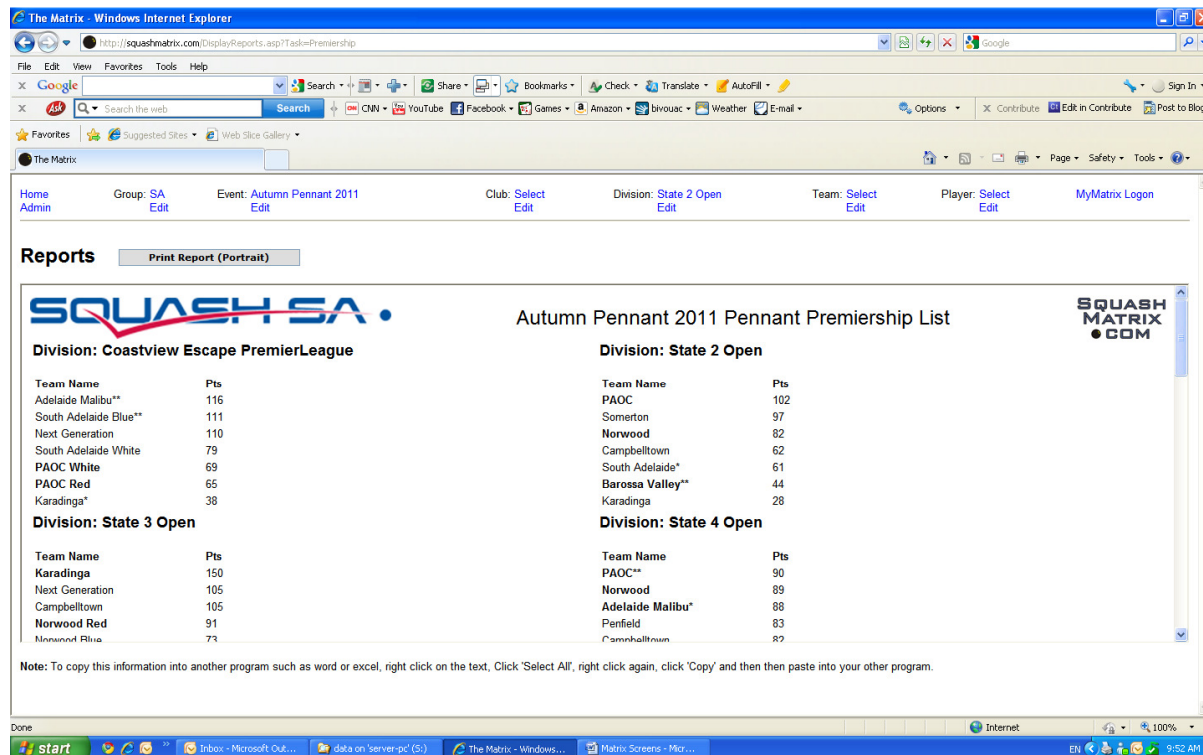
Next Entry Code

Type in the 'Entry Code' from the foot of the Results Sheet for the results you would like to submit.

Entry Code: [Next](#) OR [Browse Matches](#)

Premiership List

On the Admin Page, you can select “Premiership List”. It will bring up all Divisions premiership results to date. You can highlight and select all this information and paste in Excel to format or just print as is.



Autumn Pennant 2011 Pennant Premiership List

Division: Coastview Escape PremierLeague		Division: State 2 Open	
Team Name	Pts	Team Name	Pts
Adelaide Malibu**	116	PAOC	102
South Adelaide Blue**	111	Somerton	97
Next Generation	110	Norwood	82
South Adelaide White	79	Campbelltown	62
PAOC White	69	South Adelaide*	61
PAOC Red	65	Barossa Valley**	44
Karadunga*	38	Karadunga	28

Division: State 3 Open		Division: State 4 Open	
Team Name	Pts	Team Name	Pts
Karadunga	150	PAOC**	90
Next Generation	105	Norwood	89
Campbelltown	105	Adelaide Malibu*	88
Norwood Red	91	Penfield	83
Monwood Blue	73	Campbelltown	82

Note: To copy this information into another program such as word or excel, right click on the text, Click 'Select All', right click again, click 'Copy' and then paste into your other program.

Other reports on the Admin Screen that may be of interest are Player Contact Details, Missing Match Results and Newspaper Results. If you get a chance, it is worth taking the time to see what reports the Matrix offers, as it may save you time in the long run. All reports can be copied and pasted into an excel spreadsheet.



Another function of the Matrix is to send your players messages. You can select to post a message for the whole "Event", "Club", "Division", "Team" or "Player". To do this, from the top bar, chose who you want your message to be shown too. For example, I have chosen "Division 1 Metro Tuesday Women". Click on Edit underneath. The below screen will come up, and you need to click on Edit Division Message.

The Matrix - Windows Internet Explorer

http://squashmatrix.com/EditDivision.asp

File Edit View Favorites Tools Help

Search

Search the web

Search

Home Admin Group: SA Edit Event: Autumn Pennant 2011 Edit Club: Select Edit Division: 1 Metro Tuesday Women Edit Team: Select Edit Player: Select Edit MyMatrix Logon

Edit Divisions: Details

[Details] [Finals Setup]

Edit Division Details

Group: SA
Event: Autumn Pennant 2011
Division Name: 1 Metro Tuesday Women
Sex: Ladies
Display Order: 8 (Integer)
Draw Type: 8 Team 14 Rounds
Week Day: Tuesday
Team Size: 4
Centre Based: ☐ (untick for home and away)
Scoring: PARS (15)
Competition Points: 4 Person, Max 28 Comp Points, 0 bye points
Save New

Division List

Division Name	Display Order	Sex	Draw Type	Week Day	Team Size	Centre Based	Scoring	Max Comp Points
Coastview Escape Premier League	1	Mixed	8 Team 14 Rounds	Tue	4	False	PARS (11)28	
State 2 Open	2	Mixed	8 Team 14 Rounds	Thu	4	False	PARS (11)28	
State 3 Open	3	Mixed	6 Team 15 Rounds	Wed	4	False	PARS (15)28	
State 4 Open	4	Mixed	6 Team 15 Rounds	Thu	4	False	PARS (15)28	
State 5 Open	5	Mixed	8 Team 14 Rounds	Wed	4	False	PARS (15)28	
HandlesPLUS State Grade Women	6	Ladies	8 Team 14 Rounds	Thu	4	True	PARS (15)28	
1 Metro Tuesday Open	7	Mixed	6 Team 15 Rounds	Tue	4	False	PARS (15)28	
1 Metro Tuesday Women	8	Ladies	8 Team 14 Rounds	Tue	4	True	PARS (15)28	
1 Metro Wednesday Open	9	Mixed	6 Team 15 Rounds	Wed	4	False	PARS (15)28	
2 Metro Tuesday Open	10	Mixed	6 Team 15 Rounds	Tue	4	False	PARS (15)28	
2 North Tuesday Women	11	Ladies	6 Team 15 Rounds	Tue	3	False	PARS (15)22	
2 Metro Wednesday Open	12	Mixed	6 Team 15 Rounds	Wed	4	False	PARS (15)28	
3 Metro Monday Open	13	Mixed	6 Team 15 Rounds	Mon	4	False	PARS (15)28	
3 Metro Tuesday Open	14	Mixed	6 Team 15 Rounds	Tue	4	False	PARS (15)28	
3 Metro Wednesday Open	15	Mixed	6 Team 15 Rounds	Wed	4	False	PARS (15)28	
4 Metro Monday Open	16	Mixed	6 Team 15 Rounds	Mon	4	False	PARS (15)28	
4 Metro Tuesday Open	17	Mixed	6 Team 15 Rounds	Tue	4	False	PARS (15)28	

Select a Division name to edit or delete.

Edit Division Message

On this screen, select New under Edit Message Article.

The Matrix - Windows Internet Explorer

http://squashmatrix.com/EditMessage.asp?PageID=58&RecordID=5363

File Edit View Favorites Tools Help

Search

Search the web

Search

Home Admin Group: SA Edit Event: Autumn Pennant 2011 Edit Club: Select Edit Division: 1 Metro Tuesday Women Edit Team: Select Edit Player: Select Edit MyMatrix Logon

Edit Message: Division - 1 Metro Tuesday Women

Edit Message Article

New

Message List

No records.

Select a Message heading to edit or delete.

Registration

All Pennant players are required to register with Squash SA. Teams in bold have one or more players not registered. It is imperative players register asap.

Article updated: 21/1/2011 19:42PM, Article expires: 30/6/2011

PPRA

Asterisks indicate insufficient players have attained accreditation at a Pennant Player Referee Accreditation evening. * = 1 more player required ** = 2 more players required *** = 3 more players required Note that for each player accredited, up to a maximum of 3 players, a team receives 20 bonus points.

Article updated: 21/1/2011 19:41PM, Article expires: 30/6/2011



Type in your Heading in the Heading Text, then fill out the rest of the boxes as required.

The Matrix - Windows Internet Explorer

http://squashmatrix.com/EditMessage.asp?New=New

File Edit View Favorites Tools Help

Google Search

Search the web

Search

Home Admin Group: SA Edit Event: Autumn Pennant 2011 Edit Club: Select Edit Division: 1 Metro Tuesday Women Edit Team: Select Edit Player: Select Edit MyMatrix Logon

Edit Message: Division - 1 Metro Tuesday Women

Edit Message Article

Heading Text:

Division 1 Women are awesome!

Just a quick note to let you all know how good you are.

Body Text:

Date Start: 1/4/2011 (DD/MM/YYYY) First day displayed

Date Expire: 1/4/2011 (DD/MM/YYYY) Last day displayed

Message Location:

☐ Results Sheets

☒ SquashMatrix Web Pages

Display on all subordinate web pages: ☐ (Team, Player)

Date Modified:

Entered Username:

Save New

Message List

No records.

Select a Message heading to edit or delete.

Registration

All Pennant players are required to register with Squash SA. Teams in bold have one or more players not registered. It is imperative players register asap.

Article updated: 21/1/2011 19:42PM, Article expires: 30/6/2011

PPRA

Once complete, click on Save New. It will show you a sample of what your message will look like below.

The Matrix - Windows Internet Explorer

http://squashmatrix.com/EditMessage.asp

File Edit View Favorites Tools Help

Google Search

Search the web

Search

Home Admin Group: SA Edit Event: Autumn Pennant 2011 Edit Club: Select Edit Division: 1 Metro Tuesday Women Edit Team: Select Edit Player: Select Edit MyMatrix Logon

Edit Message: Division - 1 Metro Tuesday Women

Edit Message Article

Heading Text:

Division 1 Women are awesome!

Just a quick note to let you all know how good you are.

Body Text:

Date Start: 1/4/2011 (DD/MM/YYYY) First day displayed

Date Expire: 1/4/2011 (DD/MM/YYYY) Last day displayed

Message Location:

☐ Results Sheets

☒ SquashMatrix Web Pages

Display on all subordinate web pages: ☐ (Team, Player)

Date Modified: 1/4/2011

Entered Username: Tanya Virgens

Save New Delete

Message List

Edit	Heading	Start	Expires	Entered
Edit	Division 1 Women are awesome!	01/04/2011	01/04/2011	Tanya Virgens

Select a Message heading to edit or delete.

Division 1 Women are awesome!

Just a quick note to let you all know how good you are.

Article updated: 1/4/2011 10:30AM, Article expires: 1/4/2011

Registration

Done, but with errors on page.



Once you click into the Division 1 Metro Women screen, the players will see the message we have typed in.

Division 1 Metro Tuesday Women Results

Division 1 Women are awesome!
Just a quick note to let you all know how good you are.
Article updated: 1/4/2011 10:30AM, Article expires: 1/4/2011

Registration
All Pennant players are required to register with Squash SA. Teams in bold have one or more players not registered. It is imperative players register asap.
Article updated: 21/1/2011 19:42PM, Article expires: 30/6/2011

PPRA
Asterisks indicate insufficient players have attained accreditation at a Pennant Player Referee Accreditation evening. * = 1 more player required ** = 2 more players required *** = 3 more players required Note that for each player accredited, up to a maximum of 3 players, a team receives 20 bonus points.
Article updated: 21/1/2011 19:41PM, Article expires: 30/6/2011

Team	Round	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Bonus Points	Total
Norwood Red*	Comp Points	18	23	21	11		26	21								0	120
	Rubbers	3	4	3	2		4	3									19
	Games	9	12	9	8		12	9									59
Adelaide Malibu	Comp Points	5	21	23	21	11	18									0	99
	Rubbers	0	3	4	3	2	3										15
	Games	5	9	12	10	7	11										54
Somerton	Comp Points	20		18	7	22	17	7								0	91
	Rubbers	3		2	1	3	2	1									12
	Games	10		8	5	10	8	4									45
West Adelaide	Comp Points	10	23	7	21	9		9								0	79
	Rubbers	1	3	1	3	1		1									10
	Games	7	10	4	10	6		6									43
Norwood Blue	Comp Points	17	5		17	6	19	10								0	74
	Rubbers	2	1		2	1	3	1									10
	Games	8	3		9	4	11	9									44
Campbelltown*	Comp Points	8	21	7	5	19	9									0	69
	Rubbers	1	3	1	0	3	1										9
	Games	6	9	4	5	9	8										41

You can put the Body of the message in different style and colour fonts using HTML code as below.

For a new line, type in

For **bold**, type in , to end the bold section type

For *italics*, type in <I>, to end type </I>

For a different **font colour**, type . To end, type