Creating new players

From within the player database

Contents

Introduction

Member associations with the right permissions can create new players directly in the member administration (also called the player database). This can be done outside of the entry system at any time. A person in the system is not a player until they have an active player membership to an association.

Screenshots and examples in this document are made from the point of view of the Badminton England member association unless stated otherwise.

Accessing your Association

You will need an account that has been granted access to the management section of the BWF tournament website. The http://bwf.tournamentsoftware.com tournament website has a login option in the top right corner of the website, or you can use the following direct link: http://bwf.tournamentsoftware.com/member/login.aspx

An account with access will show a link to your member association from its overview. If you are not taken to the overview page of your account after logging in you can click the account name in the top right corner of the website, or you can use the following direct link: http://bwf.tournamentsoftware.com/member/

Figure 1: A link to the management section of Badminton England.

After clicking the link to your association, you will arrive at the management section of the BWF for your member association.

Figure 2: Overview of a member association in the management section.

Creating a person

Above the row of tabs for your association is a **New person** button.

Figure 3: New person button

Clicking this button will start a wizard to add new people to your organization. There are 3 steps where you can submit information about the person (personal, address and contact details), and a 4th step to set up their membership to your association.

Figure 4: Steps of the new person creation wizard.

The Name, Date of birth, Gender and Nationality fields of step 1 are required fields. You can skip through steps 2 and 3, or add optional address or contact details.

Under normal circumstances the membership details will be filled automatically and don't need to be altered. You will be creating a **Player** membership that **starts today** and is a **permanent** membership.

Figure 5: Setting up membership as the last step.

Clicking **submit** will create the new player in the system, a Member ID will be automatically assigned and you will be taken to the new players information in the player database.

An existing person is found with similar details

It could happen that you are adding information for someone that already exists in the system. There will be a warning about it when moving from step 1 to step 2.
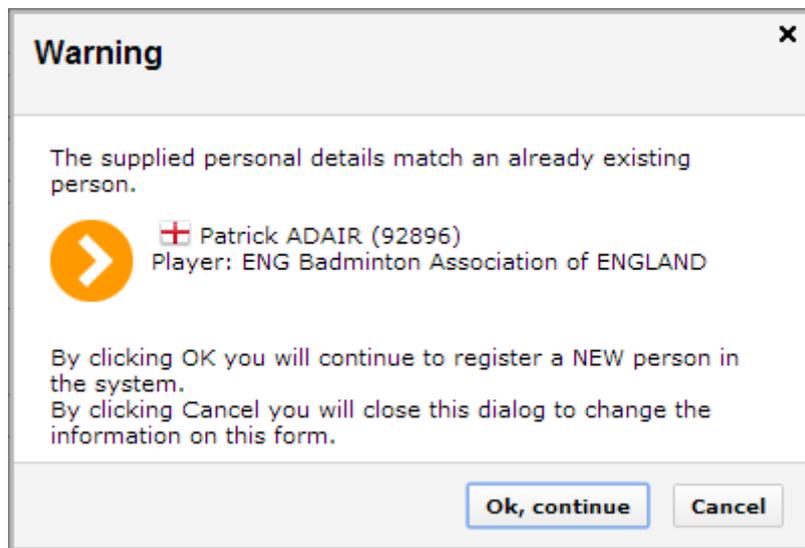

Figure 6: A warning about matching details with an existing person.

Review the information carefully. If you find that the person you want to create already exists you should cancel out of the warning and stop the new player creation. If you are sure you are adding a new person that happens to (closely) match an existing person you can click **Ok, continue**, and the wizard will continue on to the next step.

The existing player records are checked as follows;

- The date of birth you specified is checked against existing records for an exact match. Existing records without a date of birth are considered a match for all dates of birth. It is recommended that you make sure your national players have a date of birth in their profile.
- The first and last name you specified are 'smart' checked against existing records. The name check ignores diacritics (e is the same as é and ê) and names are also compared in reverse order (first name <-> last name). Finally a custom soundex comparison is used that treats names that 'sound' similar as a match (http://en.wikipedia.org/wiki/Soundex).
- Gender is compared with existing records if the name you specified is only a partial match with an existing record. If the name is an exact match the gender you specified is not compared with existing players.

A common reason for a false positive is when the existing player has no date of birth specified. The system is then forced to match by name only, and since matching by name also works with names that 'sound' similar it can sometimes return a false positive.