

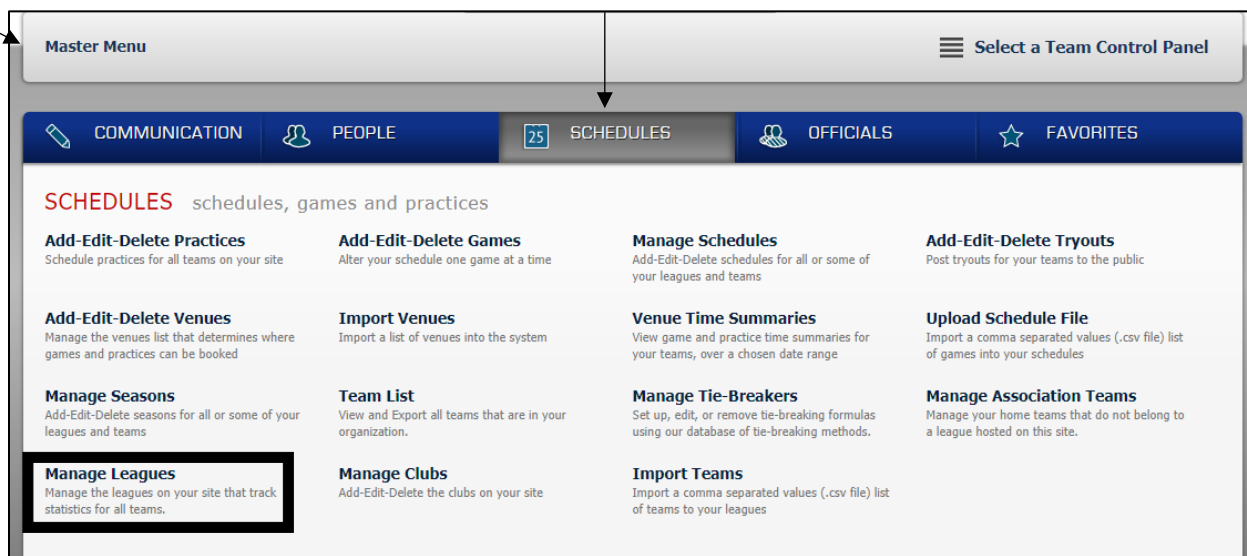
## Managing Leagues

This user guide explains how to add, edit and delete provincially-run leagues. These tools will be useful when you create your league registration forms.

1. Go to [wpc.goalline.ca](http://wpc.goalline.ca) and select your PSO site from the dropdown menu. Then login using the “Admin Login.”



2. Go to “Master Menu,” then the “Schedules” tab, and then click “Manage Leagues.”



## Adding Leagues

1. Enter league name (required).

League Name

2. Choose a menu placement (grouping in which to place this new league), or choose to create a new menu label.

Note: If you choose to create a new menu label, the league name entered will be used as the new label name. If you choose an existing menu label, the new league will be added to it.

Menu Placement [\[?\]](#)  New Menu Label

3. Select the age group of the league.

Note: You need create different leagues for every age group.

Age Group

4. Select the league skill level.

Skill Level

5. Select the league gender.

Gender  Male  Female  Co-Ed

6. Select the minimum and maximum number of players per team.

Players per Team   0 - ∞  
 < min max >

7. Select whether to ignore the maximum teams per player.

Note: This is not currently applicable to Water Polo Canada or the PSOs.

Ignore Maximum Teams  Yes  No  
 per Player

8. Select the menu items that the league will display.

Note: This is not currently applicable to Water Polo Canada or the PSOs.

| Menu Items                                      | Enable Page                         | Custom Title                             |
|---|-------------------------------------|--|
| <input checked="" type="checkbox"/> League News | <input checked="" type="checkbox"/> | <input type="text" value="League News"/> |
| <input checked="" type="checkbox"/> Standings   | <input checked="" type="checkbox"/> | <input type="text" value="Standings"/>   |
| <input checked="" type="checkbox"/> Schedule    | <input checked="" type="checkbox"/> | <input type="text" value="Schedule"/>    |
| <input checked="" type="checkbox"/> Results     | <input checked="" type="checkbox"/> | <input type="text" value="Results"/>     |
| <input checked="" type="checkbox"/> Statistics  | <input checked="" type="checkbox"/> | <input type="text" value="Statistics"/>  |

9. Click "Create New League."

### Editing, Hiding, Re-Ordering and Deleting Existing Leagues

Leagues can be edited, hidden, re-ordered or deleted at the top right-hand side of the page. If a league name needs to be updated, click "Edit." If you would like to change the order of the leagues, click "Order" and then follow the on-screen instructions. If a league needs to be hidden from the menu, click "Hide." If a league is listed that should not be there, click "Delete."

| League Name                       | Edit        | Order [?]    | Hide [?] | Delete [?] |
|-----------------------------------|-------------|--------------|----------|------------|
| <b>Menu Group: Leagues</b>        | <b>Edit</b> | <b>Order</b> |          |            |
| Winter League 12U Female          | Edit        |              | Hide     | Delete     |
| Winter League 12U Male            | Edit        |              | Hide     | Delete     |
| Innisfail Invitational 12U Female | Edit        |              | Hide     | Delete     |
| Innisfail Invitational 12U Male   | Edit        |              | Hide     | Delete     |