



SPORTSTEC Exchange

User Manual



Because it's more than just a game

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Administrator & Supervisor

Version

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Welcome

Welcome to Sportstec Exchange - the video exchange and management platform that is accessible anytime and any place. Sportstec Exchange is very easy to use, just follow the simple steps contained in this manual and you'll be on your way.

Overview of Sportstec Exchange

Sportstec Exchange is a tool for exchanging video and relevant documents between Team Coaches.

Here's a quick guide on how the Exchange process works.

1. Exchange is an internet browser based application which means that you do not need proprietary software to use it. All you need is an internet connection and the authorization of your Exchange System Administrator to register your Username & Password.
2. There are 3 levels of access authorisation. These are Administrator (the highest); Supervisor and Client. There is also a Guest level where selected files and/or video can be shared with a casual recipient external to your group. You will have varying levels of access and other privileges depending on your authorisation level.
3. Exchange works on a "grouping" structure where groups are established so that information may be exchanged between members of that group only. An Administrator may only establish Supervisor groups, a Supervisor may only establish Client groups, a Client may not establish any groupings.
4. Subject to authorisation, Exchange provides you with the ability to upload your match video to the "Exchange Library" and also to select and download match video which has been deposited (uploaded) by other authorised users.
5. You may preview videos in the Exchange library by using the streaming function.
6. Exchange has a format conversion function which (at the discretion of the System Administrator) can provide access to/delivery of video files in a standardized format.

Sportstec Exchange - Version 3.0

The software version which this manual relates to is Sportstec Exchange Version 3.0

Technical Recommendations

Sportstec Exchange is an internet based product, thus in order to have the best experience possible, we recommend an internet connection with greater than 1 mbps upload and download speed. This is not mandatory, but it will make the use of the software much faster. The faster the connection, the faster the uploads and downloads will complete.

Most users find that downloads are completed much faster than uploads. This is due to the asynchronous nature of many internet connections. eg. For an ADSL connection with 7mbps download and 768kbps upload, for an identical file size, the download will complete very quickly where the upload could take 10 times longer.

If you have questions about your internet connection, contact your internet service provider or IT manager at your organisation.

We do not have specific recommendations for the physical computer because there are so many possibilities. If the computer can run the operating system without trouble, it will generally be suitable. The only important aspect to consider is the computer that you are using should have plenty of hard disk space to store the video files. Files can be as large as 4GB, so having a minimum of 10 GB of available hard drive space is recommended.

While Sportstec Exchange is not platform dependant, (because it runs in a browser,) there are specific browser and java version requirements.

Operating Systems:

Mac OS X 10.5 or greater
Windows XP
Windows 2000
Windows Vista
Windows 7
Most Linux distributions

Browser:

Firefox 3.0 or greater
Safari 3.0 or greater
Internet Explorer 7 or greater

Java:

Windows XP, 2000, Vista and 7 : Java 1.6.0_16 or greater. This is otherwise known as Version 6 update 16. This can be downloaded at www.java.com.

Mac OS X 10.5 and Mac OS X 10.6 : Java 1.6_15 or greater. This is otherwise known as Version 6 update 15. To update Java on the Mac, run Software Update under the Apple menu in the upper left corner.

Quicktime Browser Plugin:

Version 7 or greater. This is installed when Quicktime Player is installed. On Windows, it may require some settings to allow the plugin to be used in the Active X controls. It is built into the Mac operating system and does not require any additional settings.

File Transfer Protocols

Exchange uses 2 file transfer protocols, ASPERA mode and FTP mode. We recommend the use of ASPERA mode where ever possible because ASPERA mode will make the best possible use of your available bandwidth.

You may nominate your preferred file transfer protocol in the "My Profile" routine which is accessed from the Main Menu.

Connecting to Sportstec Exchange

Access your video exchange server :

Type the Username and Password supplied by your System Administrator. You may change your password, but not your Username, in the "My Profile" routine in the Main Menu.

Click on Login to access the application.

Note: These fields are case sensitive.



If you have entered details which do not match those previously set up the following error message will be displayed.

Your login details did not match. Please try again.

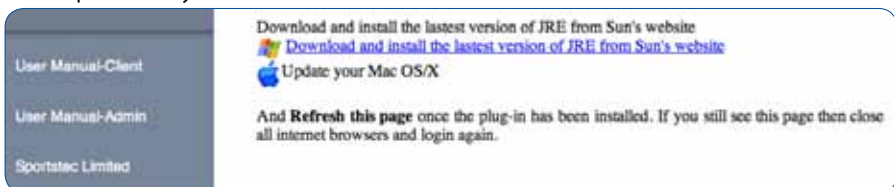
If you have forgotten your password, click on the link and enter your email address in the field provided. Exchange verifies the email address you have provided. If the email address is matched with your Username, you will receive the following message.

Your password has been reset, please check your email

If you have forgotten your Username, you will be required to contact the Exchange Administrator to retrieve it.

Java Version Check

Each time you login, Exchange checks whether you have Java and Aspera installed and if so which version. If the system detects a compliant version of Java or Aspera, you will be directed to the Exchange Full Schedule page. If the system detects that you don't have Java installed or you have an old version, you will be prompted to install or update before you are able to proceed any further.



Security checking of your access to Sportstec Exchange

During the login process, Exchange checks if the computer you are using is authorized for access. The Java applet (above) allows Exchange to check your computer's security. Your Administrator may have been asked to reinforce the security levels for all access to the Exchange web pages. In this case, Exchange will recognize if the **computer** you are using to access the web pages has been registered. If it hasn't, you will be required to register with your computer IP address. This means that not only do you need to login with your Username and Password, but you may be required to login from the specified computer.

Aspera Version Check



When you have successfully logged in, you will be taken to the Home Page. The following features will be presented in their screen locations irrespective of what page you have navigated to within the Exchange site.



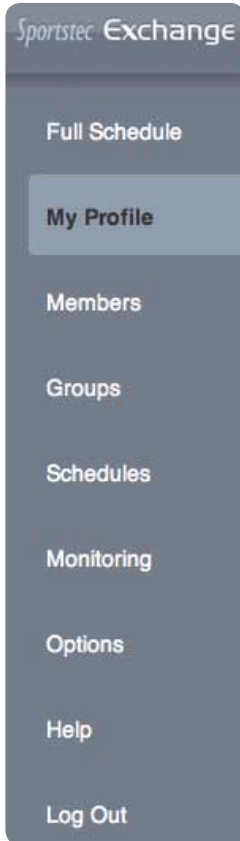
The dark colored panel at the very top of the page (numbered 1) is available to display League or Competition Conference identification details. It also contains a search field.

The Title bar, numbered 2, is located immediately below the organization identification panel. The text in this bar will describe the content of the panel(s) below it.

The vertical column at the left, numbered 3, is the Main Menu.

These 3 panels will be visible from all screens in Exchange.

The Main Menu Column



The Full Schedule contains the entire Fixture List which includes the date and time of each fixture, which team is at home and which is away and whether any video of the fixture is available.

My Profile contains your personal details and an Address book.

Members is a setup routine which allows you to add to, delete and edit members of your group(s).

The Groups page(s) is a setup routine which allows an Administrator to add, delete and edit Groups and then for a Supervisor to add, delete and edit Teams within each group.

Schedules is a setup routine to build and manage the Tournament Schedule.

Monitoring allows a Supervisor to monitor and manage the process of video transcoding and file upload and download.

The Options page will display the Exchange Server settings.

[Click here for assistance.](#)

[Click here to Log Out of Exchange and save your work](#)

The System Administrator must first establish a Group, with 1 Supervisor. The Supervisor will then be required to establish their Team(s), then Member(s) and then the Tournament Schedules.

Full Schedule

When you select **Full Schedule** a list of Tournaments for the season will be presented in a column. This column is populated from the **Schedules** pages. The number of downloads remaining that a member is authorised for is displayed beneath the member name in the Title bar.

Select a Tournament. The entire Fixtures List for that Tournament will be presented in tabulated form.

When you hover the cursor over a row in the Tournament list, the row will be highlighted. Each row will contain the scheduled Competition Round number and the Match number in that Round; The date and time of the fixture ; The teams competing (in Home and Away order) and a Videos Available display relevant to the fixture.



The Videos Available displays in 2 color formats:

Video Available 0 If the background color is grey there is no video for that fixture.

Video Available 1 If the background colour is green, the video(s) for the fixture are available for download.

Video Required 0 If the background colour is red, Exchange is waiting for you as the Home Team to upload video for the fixture.

While a video is being uploaded, an animated upload in progress bar will be displayed. Refer the "Video Upload section on page 10 of this manual.

Hover your cursor over a fixture row, it will highlight the game panel with a black "kevlar" background. Click on the highlighted panel to expand the Fixture Row into the Fixture Window which provides a full range of functions for the fixture. (These functions are fully explained in the Fixture Window section of this manual)

The Fixture Window

Opening the Fixture Window will display the Fixture Row at the top of the screen and expose 3 columns and 6 function buttons. If there is no video uploaded, the function button(s) in the centre column will not be visible.



The fixture row at the top displays the selected Round, Match number, Teams and match result, and whether video (and how many) is available for download.

The column on the left contains a list of documents which have been uploaded. It also contains the function buttons to upload and/or download documents and buttons to manage the documents and videos and a facility to email selected documents and/or videos.

The centre column contains the “viewing area” with video streaming controls. The video title and duration is displayed at top left and the date on which it was uploaded at top right. The format and file size of the original video uploaded is displayed below the viewing area on the left along with a blue button to download the video in the original format . If the video has been transcoded, the transcoded format will be displayed on the right along with a green video download button for this format.

The column on the right contains thumbnail(s) of video(s) uploaded, (if there is more than 1 thumbnail of the same video, this will normally mean that the video has been uploaded in more than 1 format,) and a button to allow video to be uploaded. Click on a thumbnail, to load it to the viewing area in the centre column.

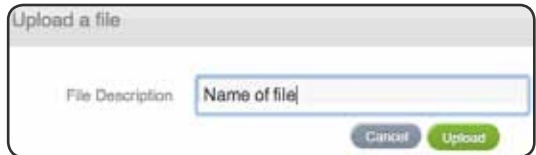
Document Upload



To upload a document to a Fixture Window, click on this button ...

Give the document a name ...

and navigate to the document you wish to upload and click "Upload"



A file transfer window will open to display the upload transfer rate and transfer progress.

Remove a Document

To remove a document that has been uploaded refer to **"Manage Match"** in the **"Fixture Window Function Buttons"** section below.

View or Download a Document

Document(s) available for viewing or download by a group will be listed in the Documents column on the left of the Fixture Window. Click on the document name to view it. To download the document, double click on the green downward pointing arrow. The document will be downloaded to the desktop or to the downloads folder.

Documents can only be downloaded one at a time.



A file transfer window will open to display the download transfer rate and transfer progress.

Video Upload

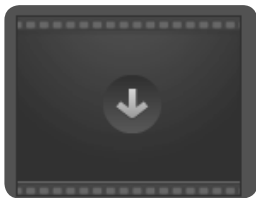
Below the thumbnails is the button which allows you to upload video.



While a video upload is in progress, the "Video Available" displays in the Home Page, My Schedule, Full Schedule and in the Fixture Window will all display an animated upload in progress bar similar to a "barbers pole".



...and in the Fixture Window both the thumbnail and the viewing area screen will display a blue barbers pole.



In the event that a video uploaded is in a video codec format which is not compatible with Exchange, either for streaming or for transcoding, then the thumbnail will display the default image illustrated at left. This video will still be available for download in its original format.

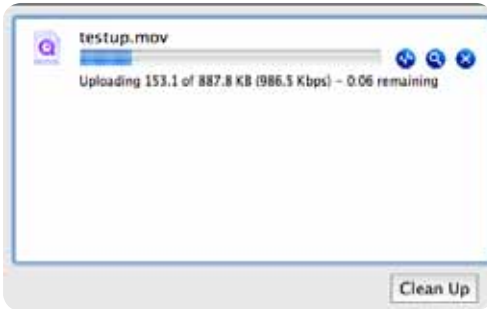
Give the Video file a name and then press

"Upload"..



Depending upon which Transfer preference has been selected in the “My Profile” section, one of the following upload processes will occur.

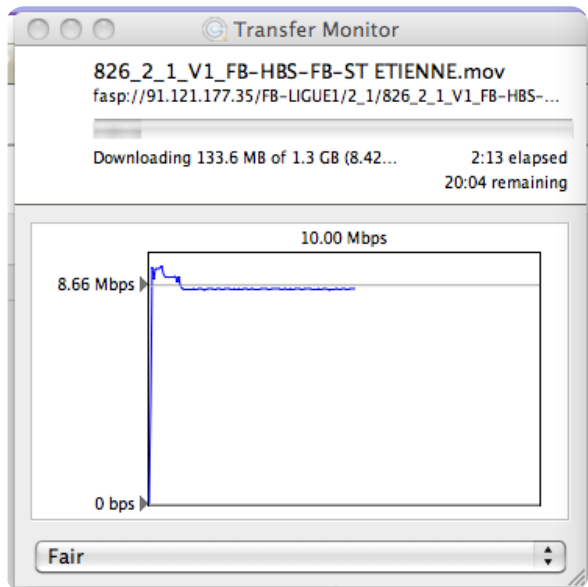
ASPERA Mode



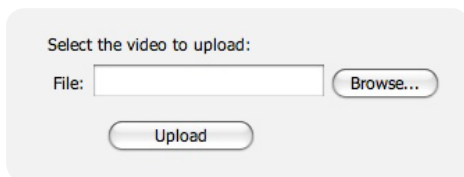
Select the “Click here upload manually” link. Navigate to your video and press the Open button.

ASPERA will open and start the upload. If the transfer is interrupted, ASPERA will automatically re-launch the transfer process for this video when Exchange is relaunched.

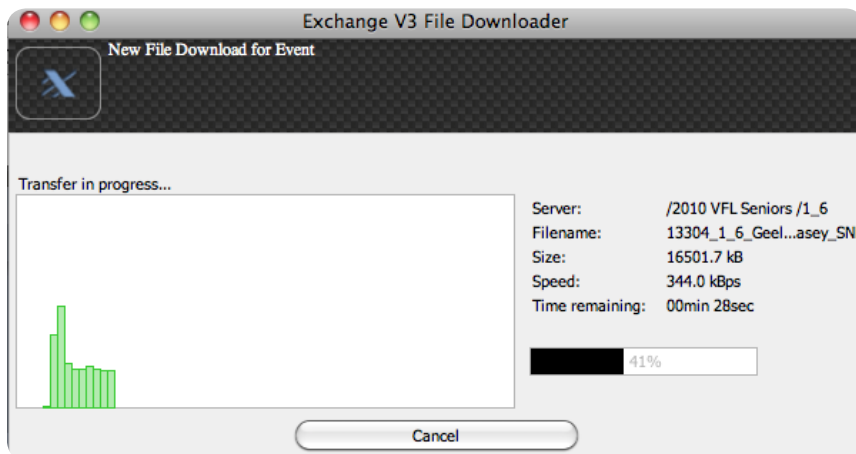
The upload is completed once the ASPERA window displays “Done” at the bottom.



FTP Mode



Click on the Browse button and navigate to your video , then click on the Upload button. The upload of your video will start, with the opening of the "Transfer in Progress" window.



If your transfer is interrupted (bandwidth breakdown, or you deliberately halt the transfer), when you restart the transfer again, the transfer will recommence from the point at which it had been interrupted. You will be advised once the transfer is complete.



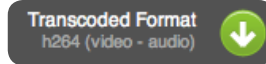
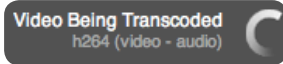
The file will be in a folder named "Sportstec's Exchange". The folder will initially be located on the Clients desktop. We have suggested they rename the folder or the file before storing it.



ATTENTION : Each time a video is uploaded, Sportstec servers automatically launch a duplication of the video, which will be stored on a backup server for security reasons.


Video Transcoding


The Exchange Administrator may elect to have all video which is uploaded to the Exchange server transcoded into 1 video codec format. If this is the case, then as soon as a video has been uploaded, (if it is in a video codec format which differs from that common format chosen by the Administrator,) Exchange will automatically transcode the original video. The image at left below will be displayed while this process is taking place and once the transcoding has been completed a green download button will be displayed.




Video Download

During the member setup process, the Supervisor will specify a download quota for that member for the duration of the tournament. Exchange will display the members available downloads quota remaining beneath their name in the Title bar of the "My Schedule" and "Full Schedule" routines.

Click on the blue download icon  and the video displayed in the viewing area will begin downloading to their computer in the original video format in which it was uploaded.

Click on the green download icon  and the video displayed in the viewing area will begin downloading to their computer in the transcoded video format.

 If the icons have a red exclamation mark attached to them, this indicates that the selected video is not available for them to download. This will usually mean that they have exceeded their download limit. They are directed to contact their Exchange Supervisor.

Fixture Window Function Buttons



Manage Match

This button opens the screen which provides the Client with the ability to manage a Fixture Window and its contents



The bar in the top panel of the screen provides them with a quick view result tab. This will indicate the Win, Lose or Draw result in the Fixture List. ***The use of this tab is restricted to the person uploading the video, the Group Supervisor or the Administrator.***

Delete or Rename a Video

In the middle panel, the video thumbnails will be displayed. A video may be deleted by clicking in the **x** in the thumbnail. A video may be renamed in the text box below the thumbnail.

Delete or Rename a Document

In the bottom panel documents will be displayed. ***A document may be deleted only by an Administrator, a Supervisor or by the Uploader of the file.*** You may rename a document by using the text box in which the document name is displayed. You may delete a document by clicking on the **x** at the right. The X will change colour to red when you hover the cursor over it to indicate that the document has been selected.

Restrict Access to a Document

You may restrict the availability of a document for download by your User Group only if you select Private. If you select Public, the document will be available for download by anyone who has access to the Fixture Window.

Don't forget to "Save and Close"

Email a Match



You may email a link to the Fixture Window and its contents to people who are listed in your address book.

When you click on the button, the following window will open :

A screenshot of a web application window titled "Send Match Data to ...". At the top, there are three profile thumbnails labeled "Colleague 1", "Colleague 2", and "Colleague 3". Each has a green checkmark in the bottom right corner. Below this is a section for "Additional Emails" with a text input field. Underneath is "Email Title" with the text "Exchange link to new match". Then "Expiry Time" with a numeric input field containing "7" and the word "days". Below that is a "Message" text area containing the text "Here is the video of todays match with xml analysis files". At the bottom are two buttons: "Cancel" and "Send".

Click on the thumbnail of the profile of the person or persons in your address book to select those who you want to share the Fixture Window and its video and/or document contents with.

When you click on the thumbnail the selection will be highlighted and a green tick will be attached in the bottom right corner.

You may input additional email addresses (for people who are outside your existing Exchange network) separated by a comma. When you input an additional "guest" email address, by default, this address will be added to your address book.

Provide your email with a title in the text box provided, nominate a period, in days, after which the email link will expire and you may include a message.

Click the "Send" button

The recipient(s) selected from the address book or a “casual recipient” who has been included through the “Additional Emails” box, will then receive an email illustrated below :

From: Exchange V3 Sportstec
Subject: Exchange V3 -> You have a new resource available
Date: 14 July 2010 4:27:52 PM AEST
To: [REDACTED]

This is a message from Exchange V3
The following user Head Coach Adelaide has shared the following resource with you.
Resource Details:

Tournament: AFL
Round Number: 1
Match Number: 1
Time and Date: Thursday 1st of January 1970 10:00:00 AM
Home team: Sydney Swans
Away team: Geelong Cats

Your Temporary Password was provided in the email when your email was created
This resource will be available for you to download at the following URL:
<http://10.0.1.49/fullschedule.php?tournament10#>
This resource will be available for you to download until:
Thursday 15th of July 2010 04:27:52 PM

Exchange V3
Sportstec


A casual recipient will have access only to the Fixture Window which has been shared.

My Profile

When anyone enters the website for the first time, they will by default be directed to **My Profile**. They will be required to check that the details which have been entered by the Supervisor are correct and then complete all remaining fields in the form.

1. It is mandatory to provide a **Family name** and **First Name**.

My Profile

Family name	<input type="text" value="Smith"/>	✓
First name	<input type="text" value="John"/>	✓
Personal picture	 <input type="text"/> <input type="button" value="Browse..."/>	

E-mail address	<input type="text" value="johnsmith@sportsclub.com"/>	✓
Password (Min 6 chars)	<input type="password" value="....."/>	*
Confirm password	<input type="password" value="....."/>	*
Mobile phone	<input type="text" value="0123 456 789"/>	

Transfer preference	<input type="text" value="FTP"/>	▼
Language	<input type="text" value="ENGLISH"/>	▼

2. **Personal Picture** : Select "Choose File" to choose an image, then navigate to your image file. Your image must not exceed the dimensions 80x50 pixels and the file size must be less than 30 Kb. Upload the image by clicking on the "Upload" button. An image uploaded here will be displayed alongside the Members details in the Members Home

- Page, in an Address book and in a Teams list.
3. It is mandatory to provide a valid **e-mail address**.
 4. **Password** : if you don't want to change the password provided by the Administrator or Supervisor, don't type anything in this zone. If you do, you must also confirm the change in the next field.
 5. Please type your **mobile phone** number in the international format including the country code.
 6. **Transfer preference** : You must ensure that the transfer protocol you specify is the same as the transfer protocol specified by your Sytem Administrator. We recommend the ASPERA protocol, (see page **NNN** for further information on this transfer protocol), but this option may not always be available.
 7. If the **"Enable my Folder"** box is not ticked, by default the downloaded video will be stored on your desktop in a folder named "Sportstec's Exchange". If you tick it, then you can choose a new path for the file storage, by clicking on the "Browse" button.
 8. Click "Save" to save your profile.

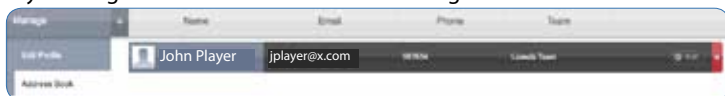
Address Book



The Address Book provides the facility to list the contact details of your personal address group. The Address Book is used for you to select those contacts who you wish to share Fixture Window documents and videos with.

To add a Contact to your Address book, hover your cursor over the + symbol at the top left of the page. The background of the box will turn green. Click on the + symbol and a Contact details box, illustrated above, will open. The Contact Name and a valid email address are mandatory. You may choose to attach an image using the same process as detailed in bullet point 2 above.

To edit a Contact, hover the cursor over the row containing the contact details. The background of the row will change to a black "kevlar" pattern. Select the edit button at the right of a Contacts row and the fields will become highlighted to indicate that Exchange is ready for you make the amendments you want. Click "Cancel" if you decide to leave the details as they are and click "Save" to save the edited details. A Contact may be deleted by clicking the **x** in the red box at the far right of the Contact row.



When a Contact has been added and saved, the contact will be sent an email to advise them that they have been added and providing them with login and password details for access to a Fixture Window when they have been sent a link to one.

From: Exchange V3 Sportstec
Subject: Exchange V3 -> Your new account has been created
Date: 14 July 2010 10:05:51 AM AEST
To: xxx

This is a message from Sportstec Exchange V3.
An account on Sportstec Exchange V3 has been created.
Account Details:

Username: xxx
Password: 4
URL: exchange.sportstec.tv

Exchange V3
Sportstec

A contact may access the Exchange Server and amend his/her password and other contact details, such as Transfer preference and Language options.

Members

Exchange works on a “grouping” structure where groups are established in which members of that group may exchange information between them. An Administrator may establish Supervisor groups, a Supervisor may only establish groups of Client members, a Client member may not establish any groups.

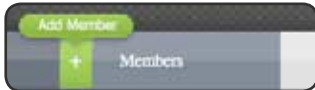
The Members routine is provided to allow the Administrator and a Supervisor to establish groupings of Client members with similar access privileges or who have mutual interests. These will usually be members of the same Sports Competition or League, or may be a grouping of specialist coaches within a team.

The Members Window

The Members window is constructed in much the same way as the “My Profile” window with the addition of a number of specified functional variables. Members will displayed in the column under expandable Account Type headings. A Supervisor will only have his/her own Client member list and Guest list visible. Only an Administrator is able to establish Supervisor members and usually only a Supervisor will establish Client members. ***The members must be established prior to them being assigned to a Team grouping.***



Add a Member



Hover the cursor over the + button at the top left of the screen. The background will change from grey to green. Click on this icon and the following screen will open :

Create Member Profile

Account type: Client

Group Assignment: BBL

Family name *

First name *

Username *

E-mail address: admin *

Password (Min 6 chars) *

Confirm password *

Mobile phone

The Account Type option is a preset choice to specify the member authorization level.

The Group Assignment is a list which is populated from the Team Groups which have been set up.

Complete the following 2 panels in the same manner as explained in the “My Profile” section.

An * signifies that the row information is mandatory.

There are 11 check boxes which allow you to specify various parameters and/or privileges which the member will be subject to.

If you click the ? symbol a brief description of the check box function will be displayed

The screenshot shows a settings panel with the following options:

- Transfer preference: ASPERA
- Language: ENGLISH
- Download Quota: ?
- Video Download: ?
- Video Upload: ?
- Document Download: ?
- Document Upload: ?
- Allow Mail: ?
- Transcoder: ?
- Account Enabled: ?
- Enable Change Password: ?
- Enable Folder: ?
- Protect Mode: ?

At the bottom, there are two input fields:

- Personal download quota: 0
- Protect: 0

If **Download Quota** is checked, the number of video downloads which the member will be allowed must be specified in the **Personal download quota** box in the next panel.

If **Video Download** is not checked, video download by the Member will be blocked.

If **Video Upload** is not checked, video upload by the Member will be blocked.

If **Document Download** is not checked, document download by the Member will be blocked.

If **Document Upload** is not checked, document upload by the Member will be blocked.

If **Allow Mail** is not checked, the Member will be unable to access the email function in the Fixture Window.

The **Transcoder** check box is a "Supervisor Only" function. If this box is checked, the Supervisor will be able to monitor the Members transcoding activity.

If the **Account Enabled** box is not checked, the Account will be disabled which will deny the member access.

Check the **Enable Change Password** to allow the member to change his/her password.

Check the **Enable Folder** box to allow the Member to specify a folder to store downloads in.

Check the **Protect Mode** box if the member's download ability is to be restricted to one computer.

The number of downloads which is nominated in the **Personal download quota** field is a total and finite number. The number of downloads remaining for the member will be displayed in the title bar of the Fixture Window. This quota may be increased at any time.

If the **Protect Mode** box (above) has been checked, then the number of computers which the member is authorised access for must be specified in the **Protect** numerical field. When the member has logged in for the first time, Exchange will record the Apple ID of the **computer** which the member has specified and given a common name (optional) eg. "Office Desktop" or

“Work Laptop”. This will then be displayed along with the rest of the Members details as illustrated below :

#	Place	MAC address	Actions
1	work computer in Sportsec	00:23:df:9b:46:d0 00:24:36:b3:6e:d3 00:23:df:ff:fe:9b 0a:00:27:00:00:00 00:50:56:c0:00:01 00:50:56:c0:00:08	X

A Supervisor may increase the number of computers authorised for access by the member at any time. A Supervisor is unable to amend any of the computer ID details. He/she may only delete the details recorded by pressing the RED X in the Actions column. If this action has been taken, then the member will have to specify and authorise their computer, or new computer, next time they login.

Once the details as described above have been entered into the required fields, select “Save” to save the record.



If you wish to return to the status of the record before you began, press “Cancel”

If you wish to delete the Member record completely, press “Delete”.

Delete a Member

A member can be deleted from the members list by clicking on the x in the red background which appears when you hover your cursor over the member name in your member list



You may also delete the Member record during the “Add a Member” or “Edit a Member” process by pressing the “Delete” button at the base of the Member Profile screen, (as described above).

Edit Member Profile

When you select a member from your member list, you will be presented with the “Edit Member Profile” page.



The screenshot shows a form titled "Edit Member Profile". It contains two fields: "Account Type" with a dropdown menu and a blue plus icon, and "Group Assignment" with a dropdown menu showing "AFL" and a blue plus icon.

The Account Type options are available for editing by the Administrator only.

The Group Assignment options available specify only those group(s) a Supervisor is responsible for.

The remainder of this page may be used to edit the member details which appear on their Profile, eg. Name and contact details as well as the Username, Password. and the Checkbox details which are described in the Members setup.

At the bottom of the Edit Member Profile window, a panel has been added which contains two boxes. The box for Optional Schedules allows you to include that member with access to privileges attributed to members who are part of another schedule. You specify that Schedule group by selecting the Schedule group name from the list in the box on the right and clicking the + symbol.



The screenshot shows a panel titled "Optional Schedules (by Group)". It features a list of schedule groups with a plus sign next to each name. The list is currently empty, and the text "0 items selected" and "Remove all" is visible at the top. A "Save" button is located at the bottom left of the panel.

0 items selected	Remove all	Add all
		fgfd +
		Season +
		phase 1 +
		EPL Championships +
		EPL Championship +
		FA CUP +

Groups

The Groups Page(s) allows the Supervisor to manage Grouping(s) and Teams who comprise a group. When you click on “Groups” in the Main Menu column, your existing groups will be displayed in the adjacent column to the right.

Add a New Group



Hover the cursor over the + button at the top left of the screen. The background will change from grey to green. Click on this icon and the screen above will open in Settings. Enter the name of the new Group and click “Create”. If you wish to return to the status of the record before you began, press “Cancel”. If you wish to delete the Group record completely, press “Delete”.

Delete a Group

A Group can be deleted by clicking on the **x** in the red background which appears when you hover your cursor over the Group name in your Groups list



You may also delete the Member record during the “Add a Member” or “Edit a Member” process by pressing the “Delete” button at the base of the “Add a New Group” screen.

Add a New Team to a Group

Hover the cursor over the + button at the left of the Team Heading at the top of the screen. Click on this icon and the screen below will open. Enter the name of the new Team. Click on the image box and follow the instructions to import a team logo. This logo will be displayed wherever the team name is displayed.

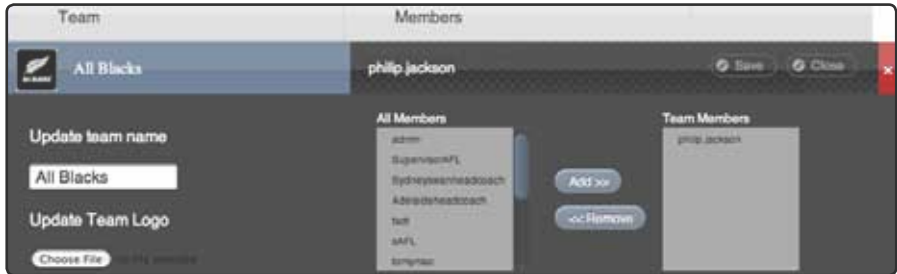
Click the “Create” button at the far right of the screen.



Delete a Team from a Group

To delete a Team from a Group, click on the Team Name in the Team List and then click on the **x** in the red background which appears at the far right of the row. It is not necessary to remove the members from the team prior to deleting a team, They will remain unaffected in your Members List

To add the members which are to comprise a Team, click on the Team Name in your Team List column, The following window will open :



In this screen you may edit the Team name and the team logo, but the primary management function is to specify which of your members will comprise this Team group. To add a member, click on the member name in the All Members list and click the add button. To remove a member from the Team List, click on the member name in the Team List and click the Remove button.

Schedules

The Schedules Page(s) allows the Supervisor to set up the Tournament schedules. A prerequisite is to have your Team Groups established. When you click on "Schedules" in the Main Menu, your existing tournaments will be displayed in the adjacent column to the right.

Add a new Tournament Schedule

The screenshot shows the 'Create a new Tournament' form within a web application. The interface includes a top navigation bar with 'Exchange' and 'Tournaments' tabs. A left sidebar contains a menu with categories like 'Full Schedule', 'My Profile', 'Members', 'Groups', 'Schedules', 'Monitoring', 'Options', 'Help', and 'Log Out'. The 'Schedules' section is active, displaying a list of existing tournaments such as '6 Nations', 'Avustralya F ...', 'CM-TACEN 2010', 'Demo Mundoen ...', 'Eredivisie', 'Futbol Okulu ...', 'Futbol Okulu ...', 'GS Tokyo 2010', 'Hollanda Fut ...', 'LFB-1011', 'LFB-CHALLENGE', 'LFB-PLAYOFFS', 'Ligue 1', and 'ME_CUP'. The main content area is titled 'Create a new Tournament' and contains the following fields and options:

- Tournament Name: Text input field.
- Tournament Group: Dropdown menu with 'Select Group' and a plus icon.
- Tournament Type: Dropdown menu with a plus icon.
- Destination Folder Name: Text input field.
- Allow transcoder: Dropdown menu with a plus icon.
- Allow streaming: Dropdown menu with a plus icon.
- Allow fullcourt: Dropdown menu with a plus icon.
- Ethic rule: Checkbox.
- Allow delete documents: Checkbox.
- Maximum possible uploads: Dropdown menu with a plus icon.
- First warning (days): Text input field.
- Second warning (days): Text input field.
- Final warning (days): Text input field.
- Default quota by Round: Text input field.
- Default quota by team: Text input field.

At the bottom of the form are two buttons: a green 'Save' button and a grey 'Cancel' button.

To add a new Tournament Schedule, hover the cursor over the + button at the top left of the screen. The background will change from grey to green. Click on this icon and the screen above will open.

The fields marked with * are mandatory.

- Type the **Tournament Name** in the text field provided.
- Open the **Tournament Group** drop down, select the Team Group from Teams List here.
- Open the **Tournament Type** drop down and select the competition type :

For a **FREE** tournament type, stipulate the number of rounds, the number of matches per round and the starting date
 With a Free Tournament type, the Tournament match schedules will be created manually by the Administrator.

For a **CUP** tournament type, stipulate the number of teams and the starting date

With a Cup Tournament type, the Tournament match schedules will be automatically created

by Exchange. A Cup Tournament follows the format of the classic "Tennis Ladder".

Exchange will schedule the tournament in accordance with the first to last sequence in which you have created your teams list.

```

  Team 1) _____)
           )
  Team 2) _____)
           )
  Team 3) _____)
           )
  Team 4) _____)
  
```

For a **CHAMPIONSHIP** tournament type, stipulate the number of teams and the starting date

With a Championship Tournament type, the Tournament match schedules will be automatically created by Exchange. A Championship Tournament follows the format of a "Round Robin" in which each

team plays all other teams in the tournament. Exchange will schedule the tournament from the first to last sequence in which you have created your teams list, so that :

- | | | | |
|----------|------------------|-----------|------------------|
| Round 1. | Team 1 vs Team 2 | Round 2. | Team 2 vs Team 3 |
| | Team 3 vs Team 4 | | Team 4 vs Team 5 |
| | Team 5 vs Team 6 | | Team 6 vs Team 1 |
| Round 3. | Team 1 vs Team 3 | | |
| | Team 2 vs Team 5 | | |
| | Team 4 vs Team 6 | | |
| | | etc | |

- In the **Device Name** field, type the name of the folder to identify your file storage.
- Open the **Allow Transcoder** drop down, select the format(s) which you want your downloadable videos to be available in.
- Open the **Allow Streaming** drop down, select the format(s) which you want your Streaming videos to be available in.
- Select your import script from the drop down menu in **Allow XML Script**.
- The **Ethic Rule** checkbox should be checked if you require that a Member may not download any documents or videos applying to a round in which they are required to upload the match, *until* they have completed their upload. *Note:* It is a Home Team responsibility to upload.
- By default the **Allow delete documents** checkbox is unchecked. This blocks the ability to delete an XML document from the XML script list.
- Select the **Maximum possible uploads**
- The **First Warning (days)** field is to stipulate the period after the date on which a match has been played that member will be sent an email message to upload the video of their match.
- The **Second Warning (days)** field is to stipulate the period after the date on which a match has been played that member will be sent a second email message to upload the video of their match.
- The **Final Warning (days)** field is to stipulate the period after the date on which a match has been played that member will be sent a final email message to upload the video of their match. If the match video is still not uploaded at the end of this period the member will automatically be disabled.
- In the **Default quota by Round** stipulate the maximum number of downloads of the same video for a round.
- In the **Default quota by Team** stipulate the maximum number of downloads of the same video for a team.





Delete a Tournament Schedule

A Tournament can be deleted by clicking on the **x** in the red background which appears when you hover your cursor over the Tournament name in your Tournament list




Don't forget to Click the "Save" button at the bottom of the window after you have completed creating a new Schedule or after editing a Schedule.

- Source** : The address details of the original video file (taken from the Schedule) and the original video format.
- Title** : The name given to the original file by the member who uploaded the video.
- Date** : The date and time that the original video was uploaded.
- Type** : The target transcoded video type.

- Status**
 -  Transcoding completed.
 -  Transcoding Error.
 -  Transcoding in progress.
 -  Waiting for Transcoding.

Duration (Size): The duration and file size of the transcoded video.

Priority  This allows the Supervisor to assign a transcoding priority to this video.

Operation  Restart transcoding or Delete a transcoded video.

Upload & Download Tabs

Selecting either of these tabs will open a table comprising 16 columns. The data which each column contains is :

- #** : The Row number in the table in ascending order . This number has no function other than to provide the viewer with a reference as to the number of records in the table.
- Schedule** : The Tournament from the Schedules Tab
- Round** : The Tournament Round number
- Match** : The Match number of the Round
- Home Team** : The Home Team
- Away Team** : The Away Team
- File Name** : The name given to the file by the Uploader
- Type** : The file type
- Size** : The file size
- Duration** : The file duration (if video)
- Up/Downloader Name** : The name of the person who Up/Downloaded the file
- Up/Downloader Type** : The Account Type of the person who Up/Downloaded the file
- Up/Downloader Email** : The Email Address of the person who Up/Downloaded the file
- Up/Downloader Team** : The Team which the person who Up/Downloaded the file is a member of
- Up/Download Protocol** : The Transfer Protocol used by the person who Up/Downloaded the file
- Up/Downloaded Time** : The date and time (24hr clock) that the file was Up/Downloaded

User Details Tab

Selecting this tab will open a table comprising 23 columns. The data which each column contains is :

- #** : The Row number in the table in ascending order . This number has no function other than to provide the viewer with a reference as to the number of records in the table.
- Username** : The name of the User
- Login** : The
- Type** : The Account Type of the User
- Email** : The User email address
- Enabled** :
- Upload Video** :
- Download Video** :
- Upload Doc** :
- Download Doc** :
- Transcode** :
- MAC Address Protection** :
- Email** :
- Download Quota** : The download quota assigned to the User by the Supervisor
- Protocol** : The Transfer Protocol specified for the User by the Supervisor
- Team** : The Team the User is a member of
- Schedule** : The Tournament which the User Team is competing in
- Optional Schedule** : This will list any Tournament which the User is not a part of, but for which the Exchange Administrator has authorised access to the User for downloads
- Upload #** : The cumulative total number of uploads by the User for the Schedule
- Upload Size** : The file size of the upload
- Download #** : The cumulative total number of downloads by the User for the Schedule
- Download Size** : The file size of the download
- Share #** : The cumulative total number of file shares by the User for the Schedule

} These columns summarise the permissions attributed to the User by the Supervisor during the Client Profile setup

Sharing Details Tab

Selecting this tab will open a table comprising 15 columns. The data which each column contains is :

- #** : The Row number in the table in ascending order . This number has no function other than to provide the viewer with a reference as to the number of records in the table.
- Schedule** : The Tournament from the Schedules Tab
- Round** : The Tournament Round number
- Match** : The Match number of the Round
- Home Team** : The Home Team
- Away Team** : The Away Team
- Client** : The Users name
- Client Type** : The Account Type of the User
- Client Email** : The email address of the User
- Client Team** : The Team the User is a member of

- Guest** : The Guest name
- Guest Type** : The Account Type of the Guest
- Guest Email** : The email address of the Guest
- Guest Team** : The Team the Guest is a member of
- Date** : The date and time (24hr clock) that the file was shared

Options

My Profile

Members

Groups

Schedules

Monitoring

Options

Help

Log Out

Options

Language ENGLISH ▾

Transfer preference FTP ▾

Enable ASPERA

Enable Addressbook

Enable Monitoring

Enable Options

Enable Folder Location

Database Host

Database Username

Database Password

Database Name

FTP Host

FTP Port

FTP Username

FTP Password

FTP Default Path

ASPERA Server IP

ASPERA Port

ASPERA Username

ASPERA Password

ASPERA Default Path

Email SMTP Server

Email SMTP Port

Email SMTP Username

Email SMTP Password

Email SMTP Sender

Email SMTP Sender Name

The purpose of the Options page is to provide a display of the Exchange Server settings for access, transfer protocols and email.

Log Out

It is important that you formally Log Out to exit Exchange.

Click on “Log Out” in the Main Menu column. Exchange will check if this is your intention.



If you wish to proceed, click “Logout”. Exchange will advise you when the Log Out process is completed.



A Step by Step Guide on how to Build a Schedule

You will start with the System Administrator being setup by Sportstec.

1. Log into the Exchange system as the Administrator.
2. Click on the "Groups" tab in the Main Menu.
3. Click on the "Add Group" tab at the top of the page next to the Main Menu.
4. Enter a Group name in the field and click the "Create" button.
5. Click on the "Members" tab in the Main Menu.
6. Click on the "Add Member" tab at the top of the page next to the Main Menu. The Group which was created in the previous setup must have a Supervisor User associated with it. On the "Create Member Profile" page, select "Supervisor" from the "Account Type" drop down menu. When this is done, the "Group Assignment" drop down menu will be activated.
7. In the "Group Assignment" drop down menu, select the Group Name which you created in Step 4.
8. Complete the remainder of the User information and click "Create" at the bottom of the page.
9. Click on the "Groups" tab in the Main Menu.
10. Click on the Group Name created in Step 4.
11. Click on the "Teams" tab in the Manage section of the menu.
12. On this page create the Teams which will be allocated to this group.
13. When this is completed, click on the "Schedules" tab in the Main Menu.
14. Click on the "Add Tournament" tab at the top of the page next to the Main Menu.
15. Enter a new Schedule name in the "Schedule Name" text field.
16. In the "Schedule Group" dropdown menu, select the group name created in Step 5.
17. In the "Schedule Type" dropdown menu, select the type of schedule you wish to create.
18. Enter a unique device name in the "Device Name" text field.
19. Complete the remainder of the Schedule options.
20. Click the "Save" button.
21. Click on the "Teams" tab in the Manage Menu
22. in the "Team to Schedule" page select the teams to allocate to this schedule by moving the teams the box on the right to the box on the left, then click "Save".
23. Click on the "Settings" tab in the Manage Menu.
24. Set the options for this Schedule.
25. To activate User downloads, fill out the "Default quota by Round" and "Default quota by Team" greater than zero and click the "Save" button.
26. Click on the "Rounds" tab in the Manage Menu. This is where you define the first round of the schedule.
27. To edit a schedule round, click on the event row and edit the details inside this container.
28. You may add or remove events from this round, edit which teams play in an event, and edit times and dates. Then click on the "Save and Close" button.
29. Log out of the Administrator account and log in as the Supervisor created in Step 6.
30. Once you have logged into the Supervisor account, click on the "Members" tab.
31. Exchange will then detect that you are logged in as "Supervisor" and will only allow you to create "Client" users which are allocated to the same group as the current Supervisor

which you are logged in as.

32. When a new client account is created, an email is sent to the new client user to advise the client of their account establishment. and their Username and password allocated.

After this is completed, these clients which the Supervisor has created will be able to access schedules allocated to the same group which they belong to.



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PLAYER

SportsCode Player is a 'play-only' application to be used in conjunction with SportsCode Pro or SportsCode Elite. SportsCode Player enables athletes to review edited SportsCode files on their own computer in their own time.



GAMEBREAKER

SportsCode Gamebreaker is the entry level to the SportsCode range of products. Gamebreaker's simple interface means that coaches and players can scrutinize any area of the game without in-depth training or technical knowledge. Using this technology, you can record your performance onto a computer in real-time, then access, replay, edit, re-edit and archive it at the touch of a button.



GAMEBREAKER PLUS

Gamebreaker Plus extends the power of your Gamebreaker software. Designed for people who are looking for greater depth in their analysis, Gamebreaker Plus could be just what you're looking for to take your analysis to the next level.



CODA

CODA allows you to code without the video. You can code during a live event and use the data for statistical reports and analysis; or code from pre-recorded material – even DVDs. You can then export the coded data to Sportstec's SportsCode for your video review and more detailed analysis. CODA gives you the ability to increase your coverage at minimum costs.



iCODA

Designed as the perfect complement to CODA for portability, iCODA runs on iPhone and iPod Touch for truly mobile data capture. Code anywhere, any place then download your data to CODA to analyse what you have captured, and even ,(by transferring the file to SportsCode,) link your coding to video.



MERCURY VOLLEY

Sportstec Mercury is the smart volleyball solution that is proven, reliable and stable. Easy to use, flexible and powerful - Mercury helps volleyball teams stay at the forefront of the competition. Sophisticated video analysis capabilities are combined with industry leading statistical and trajectory analysis data.



MERCURY BEACH

Developed specifically for beach volleyball coaches by one of their own, Mercury Beach has beach volleyball intelligence that makes it the smart coaching choice. It is its intelligent mapping of combinations, sets and systems that makes Mercury Beach so powerful.



MERCURY SCORESHEET

Developed in close consultation with Volleyball Officials in France, Mercury Scoresheet is an important step for volleyball administration. Mercury Scoresheet is the perfect software for sports administration to update and validate key match events and scoring in professional leagues.



TRAK PERFORMANCE

Using Trak Performance - coaches, fitness experts and other sports specialists can analyse any court or field game. Trak Performance recreates the dimensions of almost any playing ground so you can accurately compare the movement of individual players, particular player positions or movement profiles of different players.



STREAM

Video streaming has never been easier than with SportsCode Stream! Built on a secure, reliable foundation, SportsCode Stream empowers coaches, players and fans to view and analyse video clips across the internet.



EXCHANGE

Sportstec Exchange is a video sharing and management platform that is accessible online, meaning you can use it anytime, any place. Exchange cuts through the problems of conventional video sharing by creating an online library for you and your colleagues to upload, download and request video through.



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Information is only truly powerful when it can be collected, managed, manipulated and shared. Cronus is a powerful tool for knowledge and information management to give your team a competitive edge.