Getting Started - Manual

To start, you need to register and your association:
https://www.procup.se/adm/procup_newclub.php?lng=ENG

Then log in with the information you received in your mail:
https://www.procup.se/adm/login.php

Choose the type of arrangement you want to work with:

Enter name, match date, email address, etc.

If you previously started an event, you can copy these settings here and also close the application form so that it is not reported on the wrong website:

When done, click on create portal and then ProCup builds a website for your event that you can then design via webadmin:

By clicking on the home button, you will always get to the Procup admin homepage

Here you have basic settings for setting classes and plans for a cup

You have your contact information and you can create new arrangements here. At the top, you also have the different phases you work in.

ProCup has now created the website and you can find it by clicking the shortcut

Basic settings are important to know because this is where you correct in classes and modify / add plans.

Basic settings

Correct the settings below.

Select section: **Handball**

Name for field, indoor court etc: hall   Kundnr att kopiera från: [ ] Kopiera

Age group for tournament

Up to 50 classes can be registered.Click the plus sign if you need more classes

Age group, EG Boys born 2008	Long/full name	Sorting order 1=first, 99=last	Categori
Foretag	SPARBANKEN SYD	1	Male
Straffar	Straffsparkstävling	2	Male
P09	Here We Go	3	Boys
Allstar	Allstar	99	Mixed
D U10	Drenge 10 år	99	Boys
Damer	Damsenior	99	Female
Womens 1	Womens League 1	99	Female
Womens 2	Womens League 2	99	Female
Xbox One	Xbox One	99	-- not used --
ÅK 4	Årskurs 4	99	Mixed

Indoor court

Up to 100 Indoor court can be registeredClick the plus sign if you want to add more courts

Active	Sort order:	ID on indoor co	Short name for court	Long name for indoor court	Physical size
☑	1	1	A-hallen	Idrottens Hus	Full pitch
☑	1	2	B-hallen	Idrottens Hus	Full pitch
☑	1	3	Arena A	Hbg Arena	Full pitch
☑	1	4	Bane 1	Arena Nord 1	Full pitch
☑	1	5	Bane 2	Arena Nord 2	Full pitch
☑	1	6	Bane 5	Bane 5	Full pitch

Design Settings

Design and settings   Referee management   Register phase   Planning phase   During tournament days   MyTeam

30534: TEST CUP *(Cup)*

1: Tournament settings and language	2: Publish on EVENTrullen.se	3: Design homepage, theme and colour
Select the features to be enabled or disabled on your tournament or event. Open/Closure of registration applications (teams, referee etc)	Your news is presented in association with **EVENTrullen.se**.	Choose colors, theme and if you will use **integrated website** and connection to **social media**

Remember that the link for the cupsite is always on top:

Design and settings   Referee management   Register phase   Planning phase   During tournament days   MyTeam

30534: TEST CUP *(Cup)*

1: Tournament settings and language	2: Publish on EVENTrullen.se	3: Design homepage, t
Select the features to be enabled or disabled on your tournament or event. Open/Closure of registration applications (teams, referee etc) Additionally, you can enable **up to 8 languages** . **Tournament settings and language**	Your news is presented in association with **EVENTrullen.se**. You have an opportunity to describe your tournament and reach a larger audience **EVENTrullen.se**	Choose colors, theme and if yo connection to **social media** .. Additionally, welcome texts can You can choose between differ You are using this skin: **CAROU** **Design of homepage**
4: Design registration forms and conditions	5: Menu and your documents	6: Load sponsor logo
Enrollments form can be tailored to your needs EG. groups, mandatory information as well as information text and email text for different languages	Document with tournament information,rules and regulations? Links to other websites? You can customize the menu and upload your document.	Will your sponsors or partners Up to 10 logos can be uploaded

1 Start by changing the settings for the Cup

 Here you can change / add more languages, choose which features will appear on the website and some different options around statistics. Closing the registration for teams and referees can also be done here:

Don't forget to save when you are done

2 Eventrullen

Your event will be presented automatically at www.eventrullen.se and you will be able to complete with more information:

Again - Do not forget to save at the bottom.

3 Design Home, theme and colors.

Here you design a little more on the cup site itself and its appearance. For example, you can change colours and upload pictures such as club badge / cuplogo and a banner. Tips: Image size is specified in pixels!

If you want to upload your own image on the home page, do this: or choose from the one in the system.

In the same place, you can also change the text of the header and information text on the homepage. You can add a Facebook / YouTube account if you have it and your own sponsorship.

ProCup's partners are as in the beginning and they can be deactivated here.

SAVE!

4 Design sign-up/registration form

Here you design your application form so you get the information you want. Visible = Shows on the website, mandatory = You must fill in information to get through.

You also create the text / information you want to convey both as text on the application form and in the email that is sent automatically after notification.

Limit the applications/team here **1**. You can also set the maximum number of teams per class if you have a maximum for teams per class. If you have an automatic reserve list, the system automatically calculates and switches to reserve list when the roof is reached **2**. If a class is full without you using the automatic reserve list, you can switch it of yourself here **3**.

You can also add custom fields if you wish to enter additional information in what we call input fields. Here are different options and if you click on the information icon, you can read more.

5 Menus and documents

5: Menu and your documents

Document with tournament information, rules and regulations?
Links to other websites?

You can customize the menu and upload your document.

Menu and your documents

If you want to upload your own documents to the website, such as invitations, rules, or create menus to convey other information, do this:

Administration on menu items

Current language: 🇬🇧 English

Select language as entry to the main menu selection for: Dansk

You have uploaded 0 kb of max limit 5000 Kb.

Tips on menu operation/management: ⓘ
Tips guestbook: ⓘ gastbok.nu gratisgastbok.se gastbokdelux.se

New menu: Enter the new desired menu number, eg, 2: 2: 3 and click the button: [   ] Create New Menu

Menu	Menu type	Active	Change	Remove
1 Start	Menu	Yes	Change	
2 Tournament Info	Subgroup	Yes	Change	
2:1 Practical information	Subgroup	Yes	Change	Remove
2:1:10 Classes	Menu	Yes	Change	Remove
2:1:20 Rules, Playing time	Menu	Yes	Change	Remove
2:1:30 Fees and Payment.info	Menu	Yes	Change	Remove
2:1:40 How to find us	Menu	Yes	Change	Remove
2:1:50 Transportation	Menu	No	Change	Remove

Click CHANGE to correct existing menus: You can then choose between three options:

Administration on menu items

Current language: 🇬🇧 English

You have uploaded kb of max limit 5000 Kb.

Tips on menu operation/management: ⓘ
Tips guestbook: ⓘ gastbok.nu gratisgastbok.se gastbokdelux.se

Menu nr: 2:1:10
Name of menu: [Classes   ] ☑ Active

Type of menu: ⦿ Normal menu ◯ Menu group ⓘ

Choose type: 🟡 Link 🟡 Uploaded 🔴 Free text ⓘ 📝
📷 ✖ [   ] ⬆

Return Save

• Link = as it stands - paste an existing link into your website or other web site
• Uploaded = Upload own documents, preferably PDF or Images (JPG, PNG)
• Free Text = A text box where you can create your own text (not for images)

6 Design sponsor logos

Sponsor logos are a way to give sponsors a little more space. These are shown in the ProCup website a little further down the page:
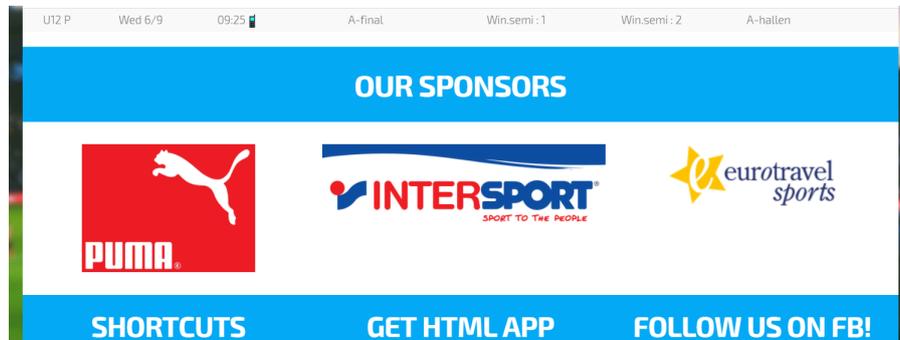
You click the arrow and then find the image you want to upload. Reference dimensions are 270 x 110 pixels. You can also choose if you want bigger banners (higher = 210 pixels)

If you fill in the URL, banners will be clickable and the visitor will be sent to the link you specified.

6b Design logos per class

You can specify a sponsor logo to each class

GOOD LUCK!