

4NCL ONLINE SOFTWARE CAPTAINS GUIDE

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1st (online) Edition, March 2020

This document deals with the use of the software for the entry of teams by captains of 4NCL Online teams. There are separate user guides for captains in other events, the control team and system administrators.

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Starting the Software

To start using the software, ensure you are connected to the internet, open a web browser, and navigate to www.4nclresults.co.uk/2019-20/online/.

At the login screen type in your username and password, and click the *login* button. The home page will appear.

If you have forgotten your password or username click on the *Forgotten your password or username* link. This will take you to a screen where you can enter your e-mail address and (provided the system recognises the address entered) you will be e-mailed a link which you can use to reset your password.

Note that in the top right-hand corner of this screen, and on most other screens within the software, there is a record of the name of the logged-in user, a link to change that users password, and a *logout* button. The *change password* option should be self-explanatory. Use of the *logout* button before shutting down the computer is encouraged.

The software is web-based, and is designed to make as few assumptions about the computer you are using as possible. An unfortunate side-effect of this decision is that data is never saved automatically. If you enter data on a screen there will be a button somewhere on that screen, usually at the bottom, to save that data. If you move to another page without using the save button first you **will** lose the data you have entered.

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Edit Player Lists

The home page contains three links, for editing play lists, editing team lists, and entering results.

1. Select the *Edit Player Lists* item. You will be taken to a page which lists the various teams you have access rights to.
2. Select the team for which you wish to edit the player list. Note that if you are operating combined squads the different links will take you to the same location.
3. To add a new player, scroll to the bottom of the list and click the *Add Player* link.
4. You may search for the player you wish to enter by ECF Membership Number, ECF Grading Reference, FIDE ID, or surname. Search by surname should not be used if one of the other identifiers is known to you.

- If you wish to select by ECF Membership Number enter the number including the ME prefix into the *Name* box and click the *Search* button. It is not necessary to type the prefix in capitals.
 - If you wish to select by ECF Grading Reference enter the number and check letter into the *Name* box and click the *Search* button. Again, it is permissible to enter the check letter in upper or lower case.
 - If you wish to select by FIDE ID enter the number into the *Name* box and click the *Search* button.
 - If you need to select by surname type the surname of the player (or a prefix thereof) into the *Name* box. For a common surname this can be followed by a comma, a space, and the first initial if you wish. Then click the *Search* button.
 - You will be presented with a tabulation of the players of this name who are on the ECF membership list, ECF grading list or the FIDE rating list.
 - If the correct player can be identified from any of these lists click on the highlighted reference number.
 - If the player does not appear on any of these lists they cannot be entered online; please e-mail the Registrations Secretary with details of the player including an estimated strength.
 - If you enter a surname and no players are found you will see the headings for the various lists but no links to select. Click the *Search ...* item in the menu bar to go back and try again.
 - If you enter a reference number (ECF or FIDE) which is not found on the list you will remain on the *Search* page with an error message displayed. Simply enter a new search criterion.
5. You will now have entered sufficient information to identify the player, and the system will ask you for any missing details. The screens listed below will appear in sequence, omitting any for which all data is available. Clicking *Cancel* on any of these screens will return you to the search screen, and is only appropriate if you do not have the data to proceed or the heading shows that you have selected the wrong player.
- If the system has not identified an ECF Grading Reference you will be given the opportunity to enter one. If you know the grading reference enter it, and then click *OK*.
 - The system will ask you to enter the lichess username for this player. Enter the player's username and click *OK*.
 - If the system has not identified whether the player is male or female you will be asked for this information. Select the appropriate radio button and click *OK*.
 - If the system has not identified an ECF membership number for the player you will be given the opportunity to enter one. If you know the membership number enter it and click *OK*. It is your responsibility to ensure that a membership number entered on this screen is current.
 - If the system has not identified an ECF grade or FIDE rating for this player you will be asked to enter an estimate of their strength. Enter the estimated strength, click the radio button to indicate the origin of the estimate, and click *OK*.
 - If the system has identified both a FIDE rating and an ECF grade for the player you will be asked whether you wish to use the latter in preference to the former. Click the *Yes* or *No* button appropriately.
At present the system is unable to accept an instruction to use a Welsh or other national rating in preference to a FIDE rating. Captains wishing to make use of this option for a player must contact the Registrations Secretary.
6. You will finally reach a screen summarising the information available on this player.
- Click *Register* to register the player.
 - Click *Cancel* if the player described is not the player you wish to register.

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- Amend a Player's Username

If a player's lichess username is entered incorrectly please follow these steps to correct it. Note that any other data will be read from either the membership list or one of the rating lists; please e-mail the Registrations Secretary if any of this data is incorrect.

1. Select the *Edit Player Lists* item. You will be taken to a page which lists the various teams you have access rights to.

2. Select the team for which you wish to edit the player list. Note that if you are operating combined squads the different links will take you to the same location.
3. Click on the name of the player you wish to edit.
4. You will see a screen giving the currently entered username for this player. Enter the correct username and click *OK*.
5. You may be asked to click through some of the other screens described under *Edit Player Lists* to confirm that details you did not enter are not available.
6. You will finally reach a screen summarising the information available on this player. Click *Save* to save the updated details for this player.

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Dropping Players

The rules for the 4NCL Online permit a player to be dropped from a squad. If you wish to do proceed as follows.

1. Select the *Edit Player Lists* item. You will be taken to a page which lists the various teams you have access rights to.
2. Select the team from which you wish to drop a player. Note that if you are operating combined squads the different links will take you to the same location.
3. Click on the name of the player you wish to edit.
4. You will see a screen giving the currently entered username for this player. Click *OK* to proceed.
5. You may be asked to click through some of the other screens described under *Edit Player Lists* to confirm that details you did not enter are not available.
6. You will finally reach a screen summarising the information available on this player. Click *Drop* to remove them from your squad.
7. You will be taken to a screen which asks whether you are certain you wish to delete this player from your squad.
 - o Click *Yes* to register the player.
 - o Click *No* if you have reached this page in error or changed your mind.

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Enter Team Lists

1. Select the *Edit Team Lists* item. You will be taken to a page which lists the various teams you have access rights to.
2. Click on the particular team for which you wish to enter a list. You will be taken to a page listing the rounds of the event.

You will also note that the various rounds listed on this are highlighted in different colours. These colours are used throughout the software as an indication of the status of a round. The significance of the different colours is:

Red:	Round is complete and cannot be edited.
White:	Published round, into which results should be entered; team entry should only be of late changes.
Cyan:	Current round, not published. Results should not be entered, but entry of team lists is normal.
Green:	Next round. Results should not be entered, but entering teams for the Sunday is correct.
Yellow:	Future round: do not enter data (except for Monday teams on final weekend).

3. Click on the round for which you wish to enter a list.

4. For each board in turn select the name of the player for that board. This can be done either using the mouse, by typing the first few characters of the players surname (not case sensitive), or by tabbing to the relevant box and stepping through the list with the arrow keys.
5. When you have entered the complete team, click the *Save Team* button.
6. The ratings of the players used for 80-point rule purposes will be displayed. If any of these appear in **underlined bold** this indicates that the 80-point rule has been violated. The highlighted player will be the one who is placed too low according to the rule, except when the violation is that a higher rated player is listed in a lower team.
7. Entry of this team is now complete. You may use the links at the top left to return to an earlier screen, or those at the top right to navigate between the other teams of this squad or the other rounds of this weekend.

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Enter Match Results

1. Select the *Enter Match Results* item. You will be taken to a page which lists the various teams you have access rights to.
2. Click on the particular team for which you wish to enter a result. You will be taken to a list of matches for that team, in round order.
3. For each board select the result of the match from the drop-down list. Once you have entered all the results you wish to enter click the *Save Results* button. The software will update the score at the bottom of the page to reflect the game results you have submitted.
4. Use your browser's *Back* button or the links on the top right-hand side of the screen to navigate to the next page you wish to access.

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