**ECF League Management System**

**User Guide (v1.0)**

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Contents

[Introduction 1](#_Toc89015476)

[Adding New Players 2](#_Toc89015477)

[Adding or Amending an Estimated Rating 2](#_Toc89015478)

# Introduction

There's a lot of good functionality in the LMS, but the system isn’t especially user-friendly. While there is some assistance available via the LMS site itself, the documentation isn’t comprehensive. This User Guide exists to help remedy that situation.

This guide is a “work in progress”. New sections will be added as and when the need emerges. If there are elements of the ECF LMS for which you’d like to see user guides, please get in touch with me, Steve Lovell, via the [contact page on the BACL Website](https://www.buryleaguechess.org.uk/contact).

Lots of the functionality within the LMS can be accessed in multiple different ways, I don’t claim that methods outlined in this document are necessarily the best or most efficient ways to achieve the tasks in hand. That said, if you find anything is wrong, or if you discover a significantly easier way to achieve the same result, please let me know and I’ll look to update this guide.

Note that different organisations allow their users to different things. As a result, not all the instructions provided here will work in other organisations within the LMS.

# Adding New Players

Team captains and other “club owners” can add players to the player list for their club. To add a new player …

* Ensure you’re logged into the LMS.
* Navigate to the league’s homepage within the LMS ([here](https://ecflms.org.uk/lms/node/3117/home)).
* Click on your club’s name on the right-hand-side.
* Make sure you're on the tab for the "Bury Area Chess League" (if your club belongs to other organisations in the ECF LMS, you’ll have some other options).
* There should be "sub tabs" for several things including "Player List", "Add Existing Player" and "Add New Player". Check the Player List to see if your player already appears. If not, you’ll want to choose “Add Existing Player”.
* An "Existing Player" is someone already known to the ECF and/or the LMS. It’s always worth looking here before using “Add New Player”. If you aren’t sure whether a particular entry is your player, then find out before continuing.
* If you need to add a new player, make sure to enter their first and last names the right way around.
* If the player is already an ECF member or was already in the ECF rating database (perhaps unrated), then you can also enter their ECF membership number and/or “Grading Code” in the section at the bottom of the page.

Remember to save your changes using the button towards the foot of the page.

# Adding or Amending an Estimated Rating

Team captains and other “club owners” can add or amend estimated ratings for their players. Within the LMS, estimated ratings are known as “Local” ratings and are displayed with an “L” suffix.

To add or amend an estimated rating …

* Ensure you’re logged into the LMS.
* Navigate to the league’s homepage within the LMS ([here](https://ecflms.org.uk/lms/node/3117/home)).
* Click on your club’s name on the right-hand-side.
* Make sure you're on the tab for the "Bury Area Chess League" (if your club belongs to other organisations in the ECF LMS, you’ll have some other options).
* There should be "sub tabs" for several things including "Player List", "Add Existing Player" and "Add New Player". Find your player on the “Player List” and click on their lastname.
* You will be taken to a page of the player’s details. You’ll want to move to the “Edit” tab.
* In the middle section on the resulting page, you can enter a Local Rating and/or a Local Rapid Rating. Ideally any figures here should be agreed with the league’s grader in advance. The value you supply should be numeric (and should not be suffixed or prefixed with an “e” for estimate).
* Note that zeroes in these field are not a zero rating, they indicate that no local rating applies.

Below the main section is an “update” button which you’ll need to click to submit your changes.