English Chess Federation League Management System

Getting Started With LMS For A Club

1. This document is primarily designed for setting up an LMS Organisation for use by a Club for their internal competitions. Setting it up for use as a League is slightly different and is the subject of a separate document, which can be found here: **www.bit.ly/lmsconfig1**

2. Once your new LMS Organisation has been created, and you have been given an LMS login, you will become the Owner/Administrator.

3. Should you want somebody else to be an Owner/Administrator of your new Club LMS Organisation in addition to yourself, they will need to request their own LMS login and you will then have to make them first a User of the Organisation and then an Owner of the Organisation.

4. They can request an LMS login themselves by using the LMS Contact link at the top left on the LMS Home Page, or they can email the ECF LMS Administrator directly – **steve.emmerton@btinternet.com** – or you can send a list of names and email addresses yourself. You can normally expect a response within 24 hours

5. Once they have an LMS login you can add them as a User by selecting the Admin tab and then Users and select their name from the dropdown list. Having done this, select Owners and add their name from the dropdown list. You need to make somebody a User before you can make them an Owner. Once you have made somebody an Owner/Administrator, they will have exactly the same Administration rights as you, so you should only do this if you are certain that this is what you want.

6. The next thing you will need to do is add your own Club to the Organisation. You do this by selecting the Admin tab on your LMS Home Page and then select the Clubs tab. From here, you can add your Club from the dropdown list. This has the effect of creating a Player List for your Club, containing all of your Members, which you can then use when creating your internal competitions.

7. The next thing you might want to do is create some customised Player Lists, in addition to the full Player List created in Step 6. For example, you might want a Player List for your main Club Championship and another one for your Junior Championship, etc.

8. Having created your Player Lists, you now need to add your Events to the Organisation. If your LMS Organisation is a Club then the Events would be your various internal competitions.

9. To add an Event, select the Settings tab from your LMS Home Page and then select Events. From here, you can add an Event. On the following screen you will specify the type of Event you are adding. This is all very self-explanatory but there are just one or two things to note. If you want the Event to be automatically rated then you must fill in the 'Where To Send For Rating' box and the 'Rating Shown On Match Score Card' box. You do not need to fill in the 'Grading Event Code' box – LMS will generate this automatically. Events that are auto rated will be sent to the ECF on the 7th/14th/21st/28th of each month and should appear in the ECF Rating List on the 1st of the following month.

10. Having created your Events, you can then add Rounds, Generate Pairings, etc. You can do this by selecting the Admin tab, then Events, and then click on the Event. Please note that you cannot generate pairings for Swiss competitions – you will need to do this manually. If you are creating an all-play-all Event then you should create a Player List containing the names of only those people taking part.

11. This completes the initial set up of LMS for your Organisation. If you have any further questions then you can use the Help link on the left hand side of your LMS Home Page or you can use the LMS Contact link at the top left of your LMS Home Page. There is also a Help video that you can view here - **https://ecflms.org.uk/lms/node/14084**

12. End Of Season activity – when your season comes to an end you should archive the current season and create a new season. To do this, go to your LMS Home Page and select the Admin tab, followed by the Season tab. Select the season that you want to archive and mark it as Old. Then create a New season and mark it as Active – do not just leave it as New. However, do not mark a season as Old until all of your grading files have been collected, as LMS only picks up Active seasons for auto grading.

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