



English Chess Federation League Management System

Getting Started With LMS For A League

1. This document is primarily designed for setting up LMS for a league. Setting it up for use as a Club is slightly different and is the subject of a separate document, which can be found here: www.bit.ly/lmsconfig2
2. Once your new LMS Organisation has been created, and you have been given an LMS login, you will become the Owner/Administrator.
3. The first thing you will need to do is add your Clubs 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 Clubs from the dropdown list.
4. You now need to add Users to your Organisation. Users, typically, will be Team Captains and Club Secretaries. To do this you select the Admin tab and then Users. You can then add Users from the list on the left hand side of the page. Once you have made somebody a User you can also make them an Owner. You do this by selecting the Owners tab and selecting a User from the list on the left hand side of the page. Doing this will give that person the same Administration rights as you, so this should only be done if you want to make somebody else an Owner/Administrator as well as yourself.
5. However, before you can do this, you will need to get the potential Users to request an LMS login. They can do this 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.

6. Once your Users have been given an LMS login you will need to make them Owners of their respective Clubs. To do this you will need to select the name of the Club from the list on the right hand side of your LMS Home Page and then select the Club tab and then Owners. You can then add Owners from the dropdown list on the left hand side of the page. Club Owners would normally be Team Captains, so if the Club had more than one team then you would make each one an Owner.
7. Having added your Clubs and Users, you now need to add your Events to the Organisation. If your LMS Organisation is a League then the Events would be your various Divisions and Cup Competitions.
8. 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.
9. Having created your Events, you need to add Teams to them. To do this, select the Event and then Teams and begin adding them. After adding each Team, you should edit them to show the Match Night and name of the Team Captain.
10. Having created your Events and added your Teams to them, you then need to add your fixtures. You do this by selecting the Event, followed by Edit Fixtures. From here you can add your fixtures manually. After this has been done, the only person who can edit fixtures in any way is the local LMS Owner/Administrator. Team Captains are not allowed to do things such as changing dates, or anything else.
11. You can also create your fixtures on an Excel spreadsheet and import them into LMS. You do this by selecting the Admin tab, followed by the Fixtures tab between Events and Player Lists – not the Fixtures tab at the top of the page. From the Fixtures tab you can select an Excel file to import. Please note that only Organisation Owners/Administrators are able to import fixtures – not somebody who may be designated as an Owner of an Event but only as a User of the LMS Organisation.

12. You can also take the option to let LMS generate your fixtures for you. However, before you do this you should blank out the dates where you do not want any fixtures – Public Holidays, Valentine’s Day, Easter, Christmas, New Year, etc. You do this by going to the Admin tab on your LMS Home Page, followed by the Fixtures tab (as in Step 11) and then Dates. From here you can blank out dates as required. Having done this, select Generate Fixtures – NOT Generate Fixtures New – and your fixtures will be automatically generated.
13. Once you have generated your fixtures, either manually or by LMS, you can import them into a Google Calendar if you wish. To do this, select the Admin tab from your LMS Home Page, followed by the Fixtures tab. On the right hand side of the screen you will see an Action button, with a dropdown list to the right of it. Select ICAL as the format and LMS will generate a file that can then be imported into a Google Calendar. To import your fixtures into your Google Calendar, sign-in to Google and open the Calendar app. Click on Settings (the cog wheel at top right of page) and then click on Import & Export on the left hand side of the page. From here you can import the ICAL file you created previously.
14. Player List Access – this is updated from the Settings tab on your main LMS page. By default this is set to Level 1, meaning that only the local LMS Administrator can make changes/amendments/deletions to Player Lists. You may want to consider changing this to Level 6, to enable Club Owners to manage their own Player List(s), otherwise you may find yourself being constantly deluged with requests for changes.
15. 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>
16. 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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