

## tennisTOUCH WEB - CREATING NEWS

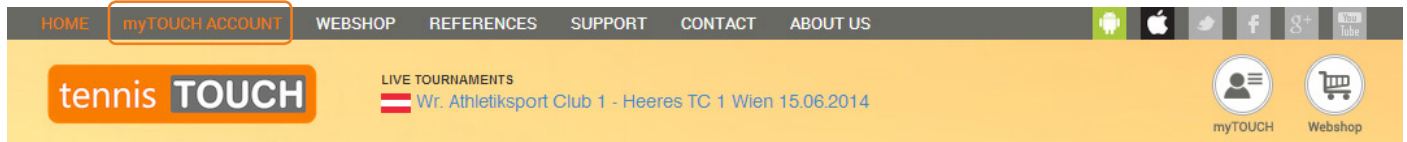
Manual for creating and editing data owner news using tennisTOUCH Tournament Software

**Content**

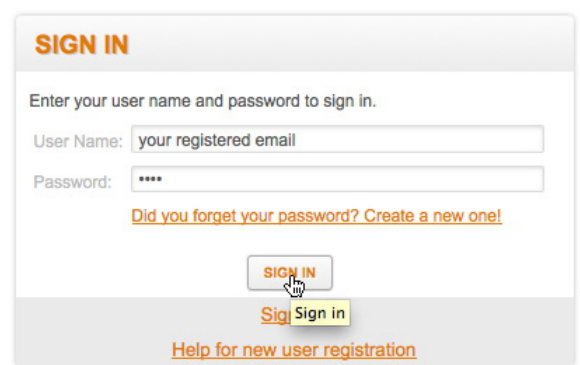
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## 1) Creating news - icons and interface explanation

1. Start Internet browser (Google Chrome suggested).
2. Open tennisTOUCH web page (www.tennistouch.net).
3. Navigate to “myTOUCH Account”.



4. Input your myTOUCH Credentials (email and password) and sign in.



5. Chose “Tournaments” in myTOUCH Navigation.



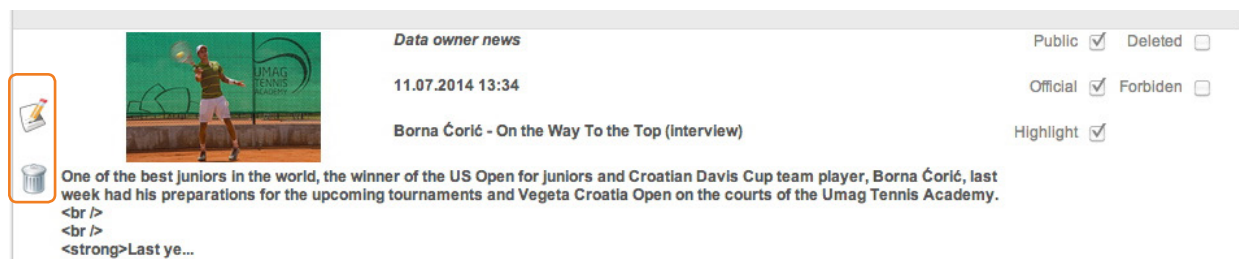
6. Select Data Owner.



**SELECT DATA OWNER**

7. After you have logged in and selected data owner, press “News & Info” tab in the main navigation.

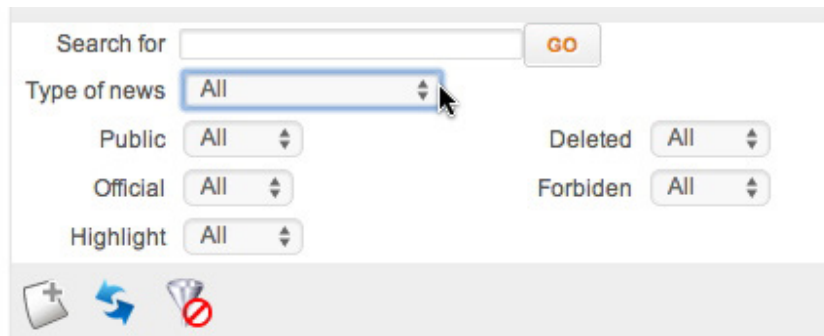


8. The page that opened shows all news, events and promo articles. Single article looks as in image:



9. On the left side there are two icons - edit  and permanent delete . The middle part contains article preview (image, text..). On the right side there are boxes that show status of articles (explained in the second chapter, step 2.2).

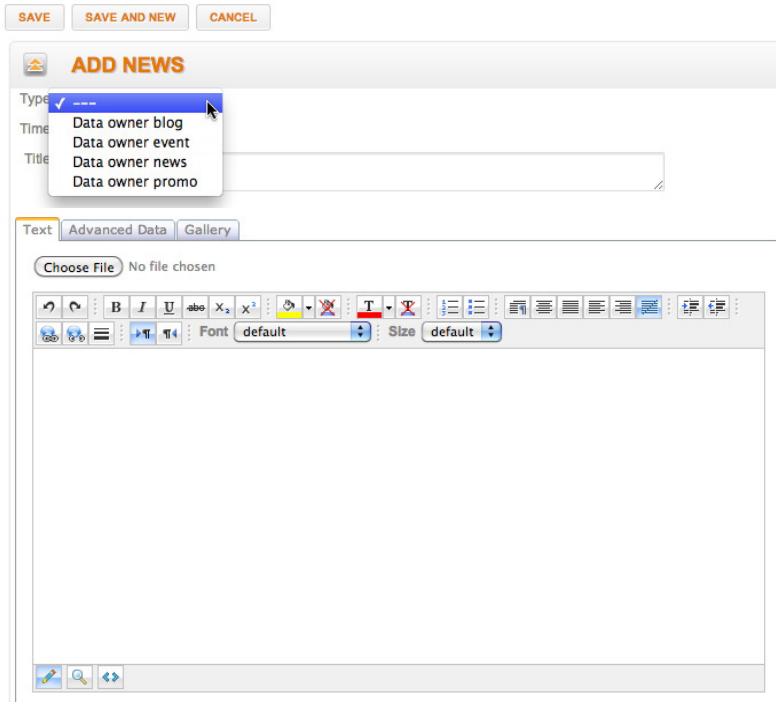
10. At the top is the filter for selecting news. It includes news type and individual filtering for all news types. Below the filter above all articles there are icons for adding new articles, refreshing the list and resetting the filter.



## 2) Adding new article

1. Click on the add news  icon. Fields that are on the screen “Add news” are:

a) **Type of news.** Choose from: data owner blog, data owner event, data owner news, data owner POI and data owner promo. Type of news determines its position in tennisTOUCH system.



News = initial screen, data owner main news;

Event = events with start and end dates and location of the event;

Promo = useful info and promo - also possible to display location, start and end date;

Blog = diary of individual bloggers;

POI = Points of interest - Navigational term represents interesting locations (courts, hotels, rent-a-car, etc.).

b) **Time** - time of creating the article. It is configurable in case of creating older news. All the news are sorted by the time of creation.

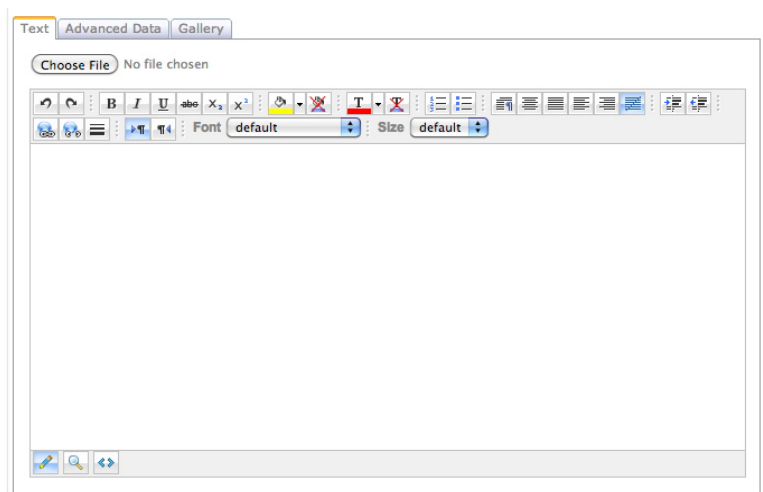
c) **Title** - field for inputting the title of the article.

2. There are three tabs in the lower part of the add news section - **text**, **advanced data** and **gallery**.

### 2.1. Text

a) Text - tab for inputting article text and images (for HTML input - see step 5).

b) Choose file - button for inputting the main image of the article (for gallery - see step 2.3)



## 2.2. Advanced Data

### ADD NEWS

Type

Time

Title

Public

Official

Highlight

Deleted

Forbidden

Start

End

Location

Public = Visible to other tennisTOUCH users. Without checking this item, article is in preparation, a draft.

Official = Data owner official news.

Highlight = Highlight articles have priority over others. They appear first in the list of articles specific section (news, events, promo), and are also sorted by the time of publication.

Deleted = article has been deleted from the published articles, but it is visible to the administrator and to the author and may be republished.

Forbidden = forbidden article by the administrator (if the content that was set by someone else is not appropriate etc.). Visible also to the author in the list of private articles.

Start = (for event and promo news type) - starting date and time of the event.

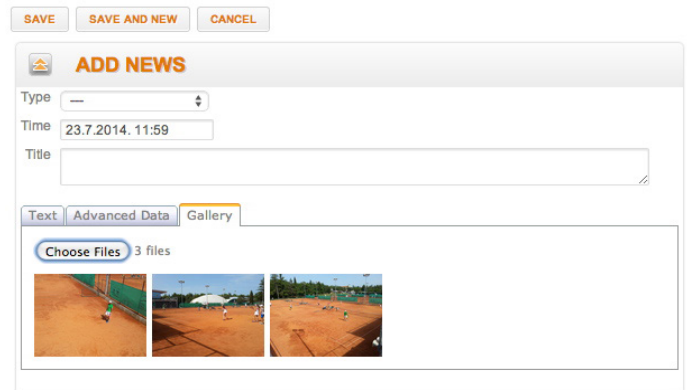
End = (for event and promo news type) - ending date and time of the event.

**PLEASE NOTE:** If you do not set the time, the article will only show dates. If the start and end of the event are on the same date, the article shows only one date.

Location = location of the event.

### 2.3. Gallery


Images in the gallery are entered one or more at the time by pressing the “Choose Files” button, and upload is done by pressing “Save”. If the main article image has not been set, the first in the gallery becomes the main image of the article.

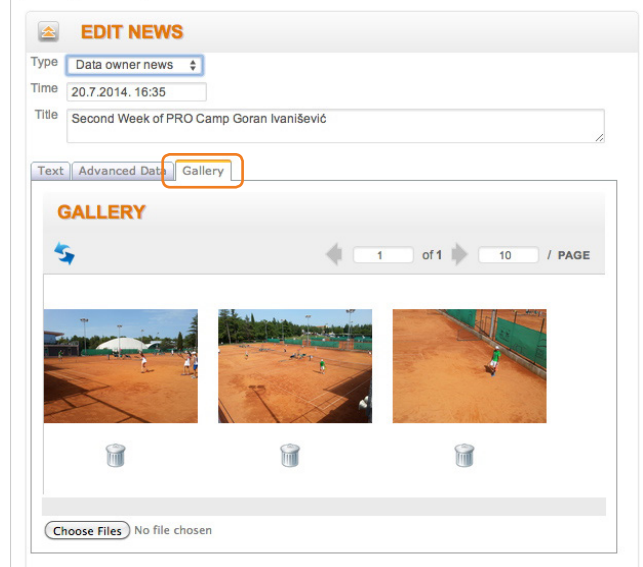
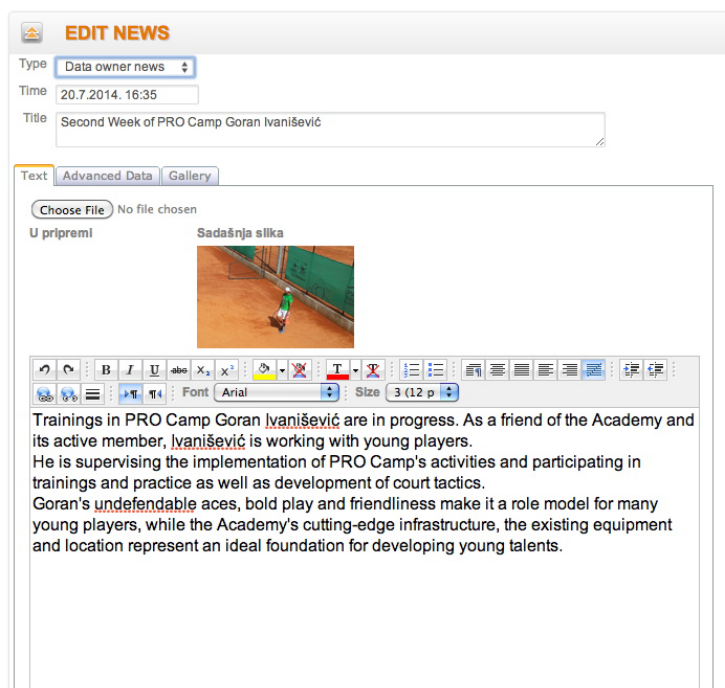
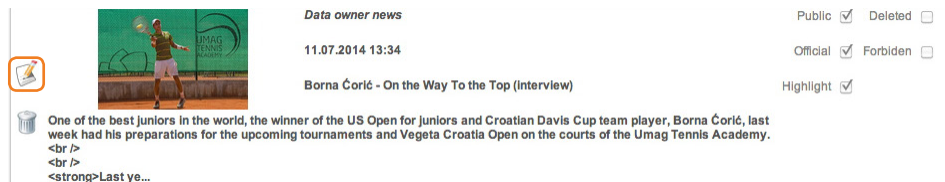


3. Saving news - After the data has been entered, press “Save” at the top. If you want to add a new article, press “Save and new”. If you want to cancel working on the current article, press “Cancel”.




### 4. Editing existing articles

For editing existing article go to main news list. Icon  opens an existing article. Current article image presents your previously set image. If you wish to change it, select a new one. It will appear “In preparation”. Change the desired image and press “Save”. The image is then automatically uploaded with the article. By opening the “Gallery” tab it is possible to add new images or delete some of the existing ones.



5. Inputting HTML content in the article - text editing

Tournament Software supports article editing through text editor. We recommend a basic text editing - such as those in Microsoft Word, for example (bold, italic, hyperlink, colors, fonts, alignment...). Additional formatting is not recommended due to different mobile devices. Contact the customer support in case of greater needs and more complex texts.

6. Adding tournament news - on the right side next of individual tournament names is a  icon. It opens list of tournament news. Content is entered in the same way as described above in this manual.


**TOURNAMENTS**








Search for

Tournament status

Country

Tournament matches  Round for teams

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Date of tournament	Tournament Code	Public status	Country	Organizer	Surface	
		Tournament status	Venue/Place	Group of age classification	Indoor/Outdoor	
  <b>UTA Cup (2014)</b>		LIVE & PUBLIC 	CROATIA	Umag Tennis Academy	Clay	   
(Q 21.7.) 24.08.2014	B3287726	FINISHED	Umag Tennis Academy / Katoro	Adults	OUTDOOR	

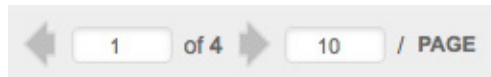


### 3) Troubleshooting

1. PROBLEM: Article does not appear in the list of articles.

SOLUTIONS:

- Check your Internet connection.
- Try refreshing the page - icon .
- Log out and log in again.
- If there are more articles in the list, check if they are on the second page (pagination is on the top of the articles list).



- Also check if some of the filters are enabled on the top of the page.
- If none of the solutions helps, the article is probably permanently deleted.

2. PROBLEM: The article is not visible in the application.

SOLUTIONS:

- Make sure that the article status is set to Public.
- Make sure that the application has an Internet connection.
- Switch to another part of the application and go back to the articles list (refreshing).
- Exit and re-enter the application.