



This site is free to use and view. Any PFA-affiliated Club and its licenced Members are very welcome to use it.

This MyPetanque website (www.mypetanque.com) offers you a number of functions. Some are only accessible if you have **Joined** MyPetanque and have an **Account** (or **Profile**). Others do not require you to have an Account.

If you have any questions about this document, please email me on peter_wells@fastmail.com.au

Actions that requires you to have an Account are (these 3 headings are clickable links):

1. **To Add/Edit Information About an Upcoming Petanque Tournament**
2. **To Upload the Results of a Previous Tournament**
3. **To Upload the Victorian Player Ranking Data**

For any of the following you do not need an Account (these 5 headings are clickable links)

1. **To Register a Team for an Upcoming Petanque Tournament**
2. **To View the Registered Teams for an Upcoming Tournament**
3. **To Import the List of Registered Teams to the SPORT Scoring Program**
4. **To View the Results of a Previous Tournament**
5. **To View the Victorian Player Rankings**

All these actions are briefly described below.

To Obtain a MyPetanque Account

- On the Home Page click on the **LOGIN** link at the top right.
- In the window that appears click on the **Join Here** link.
- You will then be taken to a new **Create Account** screen where you have to complete 4 fields
- **Player Name** (compulsory) – this will autocomplete as you start typing and will allow you to select your name from the list of PFA licenced players, and then when you do this your licence number will appear
- **Email** (compulsory) – type in a valid email address
- **Password** (compulsory) – you provide your own but it must comply with the conditions listed
- **Confirm Password** (compulsory) – re-type the same password
- **Check the Agree to Privacy Policy** box (after you have reads the Policy)

Passwords are saved securely through encryption and are not directly viewable by anyone. Passwords are completely separate from any allocated by PFA to access the PFA Portal.

To Login to Your MyPetanque Account

Once you have an Account you can Login to MyPetanque as follows

- On the Home Page click on the **LOGIN** link at the top right
- In the window that appears simply type in your Email address and your Password in the relevant fields

To Change your MyPetanque Account Details

To do this Login as described above

- The next screen has, at the top, a section referred to as **Member Profile**
- Here you can change your **Password** and also enter contact **Telephone Numbers**
- Please note that in MyPetanque all phone numbers require exactly 10 digits and spaces are not allowed. This caters for mobile numbers, as well as landline numbers complete with area code

1. To Add/Edit Information About an Upcoming Petanque Tournament

Adding a Tournament adds one to the list you view after clicking on the **REGISTER** link on the Home Page. You can only Add Tournament details if you have an Account. The process is as follows:

- First prepare a **Tournament Flyer** (docx, pdf, xlsx, jpeg, etc. type files are suggested) that must be no larger than 2 MB. You can see examples on the MyPetanque site if you are doing this for the first time
- Click on the **Managers** link at the top of the Home Page
- Then in the window that appears click on **Add/Edit Tournament**
- Under the **ADD** heading click on **Add Future Tournament**
- The next screen is the Form to add a new Tournament. There are various sub-headings and fields, most of which are compulsory (indicated by *).
- Work through these (some allow autocompletion, but can be overwritten if you wish)
- If your tournament has more than one **Division** (say, separate Men's Event and Women's Event) then complete details for both under the heading **Tournament Format**
- There is a of text field area at the foot of the form if you wish to add further instructions or information
- Then click on the **Submit Tournament** button

If the form does not submit you have not completed all that is required – go back and check.

The alternative is to email me the Tournament Flyer and I will happily do the above for you.

To edit the Tournament information, you go through the same process described above. But please be aware that the Flyer has to be re-loaded; all other information is retained and you can edit it.

If you wish to **Delete** Tournament details that can now be viewed on the Tournament List, please email me.

You cannot **Delete** a Tournament once Players/Teams have registered to play in it.

2. To Upload the Results of a Previous Tournament.

For this to work you must have checked the **Do You Intend to Upload Results?** box when you added the Tournament details, and you must be logged on. The process assumes that you have used the PFA recommended SPORT scoring program. If not, email me.

- Open the SPORT program, and for every **Event** (or at least all the events you wish to send Results in for) that you ran in the Tournament, then open the **Matches** link and then click on the **Ranking** link
- Arrange the screen to show Players and Scores/Rank position only (suggest omit Licence numbers)
- Using **File/Save HTML ...** save the screen view to your Desktop (or somewhere you can readily find them)
- Go to MyPetanque and click on the **Managers** link at the top of the Home Page
- Then in the window that appears click on **Upload Results**
- Scroll down the next screen until you get to **Manage Results and Rankings**
- Look for the relevant Tournament and click on **Upload** under the **Results** heading (if Results have been entered previously the next action will overwrite them!)
- The next screen, **Upload Results**, had 3 fields, and in the **Choose File** field (so **Browse** for the HTML files saved above) load the file that relates to the lowest priority Event (so Qualifying rather than Principale, etc.)
- Then in the **Description** field select the most appropriate term from the drop-down list of Event types
- Select the correct **Division** (even if only 1 Division you must select it)
- Click on the **Submit Results** button
- Repeat the whole process for other Events in the Division (in increasing priority)
- Repeat the whole process for all Divisions (if more than 1).

3. To Upload the Victorian Player Ranking data

At the moment the MyPetanque system will only allow players with PFA licences from affiliated Victorian clubs to have their Rankings recorded (Players without the relevant licence numbers are simply rejected). This process is a bit complicated at present, and again really requires the full ranking data from the SPORT scoring program to allow data to be uploaded to MyPetanque. The best way is to email me the SPORT program file you used and I'll gather the data in the required format and upload it.

For the remaining actions that follow you do not need an Account or to be Logged in.

4. To Register a Team for an Upcoming Petanque Tournament

- On the Home Page click on the **Register** link
- For the Tournament of interest click on **Register**
- On the **Team Registration Form**, at the very top, select the **Division** you wish to register for (not doing this is a very common omission and returns an error message!)
- In the **Player** field start typing your name and it will eventually autocomplete and allow you to select your name from a list of PFA-licenced players. Once you do this your PFA-licence number is displayed
- Repeat for all **Players** in the **Team**
- Enter a Team **Email Address**
- Enter a Team contact **Phone Number**
- Finally click on the **Submit Team** button

You can also come back any time before the Tournament closing date and Edit the Team names in the case of a Player being unavailable. If you wish to **Delete** a Team in which you are a player you can do that as well; just follow the screen instructions. In these instances, you will be required to use exactly the same email address and phone number entered above to complete the **Edit/Delete** function

5. To View the Registered Teams for an Upcoming Tournament

- On the Home Page click on the **Register** link
- For the Tournament of interest click on **View Teams** (extreme right of the screen)
- You can also see the full Tournament details by clicking on **Details**, or the **Flyer**  as required

6. To Import the List of Registered Teams to the SPORT Scoring Program

If you go to the **View Teams** screen as described above there is a link denoted **Export to SPORT [V6.25](#)**. Clicking on this link automatically saves a file to your computer (using the Division name) which can be used to **Import** the Entries (Teams) to the SPORT scoring program, thus saving a lot of typing! With a change of SPORT version there will be additional links to allow you to choose the correct format for the version of SPORT you are using.

7. To View the Results of a Previous Tournament

- On the Home Page click on the **Results** link
- For the Tournament of interest click on **View Results** link

8. To View the Victorian Player Rankings

- On the Home Page click on the **Rankings** link
- The next screen shows the **Men** and **Women** lists for the top 20 Ranked Players (in Victoria only)
- If you are not on the list you can type your name into the **Search** field (it will autocomplete)
- Then select your name from the list that appears
- If you click on a **Player Name** in the top 20 list it acts as link to show you the Tournaments in which the Player has been awarded Rankings Points

A description of the manner in which the **Player Rankings** are calculated can be found at

<http://www.petanquevictoria.com.au/documents.htm>

Then select the **VPCI Player Ranking Scheme** file from the list on the right of the screen to download.

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