



MEVZA – WEB INTERFACE, MANUAL

MEVZA WEB INTERFACE

MANUAL

A – Entry

1. Enter the website <http://mevza.volley.net.at>
2. If the English version does not appear automatically, please, click the British flag top right
3. Click “Login”, also top right
4. Select your federation or club (not a team!) in the pull-down menu
5. Enter your password, click the “Login”-button below
6. Click “Entry”

Confirm Entry

7. In the pull-down menu which appears select “confirm entry”
8. Click “Continue”

Enter club data

9. Now you can change/add your club data. You will find for each array one box with the data stored currently and another one where you can add / change your data
10. If you like to add/change a person click on “”.
11. A pop-up window will appear where you can search if the person you like to enter already exists in the system. It's enough to enter the first three or four letters in the array “Name”, and then click “Search”. The search is also possible using “*”, which is especially recommended if the name contains some letters like i.e. “á”, etc. Sometimes the name and/or the date of birth were entered in a wrong way. Please use the array even if the name is spelled not correctly and inform MEVZA via e-mail, we will correct the name manually. Also inform MEVZA if a person is entered two times with i.e. different spelling and/or date of births
12. Click “Continue”

Collect team data

13. Here you can edit the club name, enter a team responsible (optional), a specific team e-mail or a team website
14. Click “Continue”

Enter competition halls

15. Please enter your competition hall(s) you intent to use for the MEL, click on “” and enter a part of the name of your hall using “*” (i.e. *bratis*), recommended is the city, which is always a part of the name inside the system. In case the hall is not inside the system please send all data to MEVZA to be entered manually
16. Click “Continue”

Check

17. Here you can check once more all your data entered. In case you find a mistake you can directly go back to the section needed using the links on the left side of the page

MEVZA – WEB INTERFACE, MANUAL

18. Click “Continue”

Confirmation

19. If all data are entered correctly click on “Create Entry”. A link to a *.pdf file will appear after a few seconds. Please download the entry form and follow the instructions printed on the first page.

B – Players and Staff

1. Enter the website www.mevza.volley.net.at
2. If the English version does not appear automatically, please, click the British flag top right
3. Click “Login”, also top right
4. Select your federation/club/team in the pull-down menu
5. Enter your password, click the “Login”-button below
6. Depending whether you selected the federation / club or the team directly you have to click on the team you like to edit or you are directly in the required menu
7. Select in the menu “Player” the sub item “Input”
8. Now, if you have entered already some players or your staff the list with the names will appear or if not an empty one
9. On the left site you find a new menu, “New player” / “New Staff member” / “Pictures for fact sheets”
10. Click on “New player”
11. Now you have to check if the player is already in the system. This might be possible if the player for example already played i.e. in the MEL or Austrian Leagues, in some MEVZA national team competition or in the Austrian Beach Series. It’s enough to enter the first three or four letter in the field “Name”, then click “Search”
12. A list of possible players appears if there are some matches, if not see step 23
13. If the player is already in the system (name & first name & date of birth exactly the same) see step 16
14. If there is no match click “New” – **ATTENTION:** if a player has some letters like i.e. “á” in the name please also search for the name using an “a” instead of the “á”. Sometimes the name and/or the date of birth were entered in a wrong way. Please use the array even if the name is spelled not correctly and inform MEVZA via e-mail, we will correct the name manually
15. Now you have to enter the name, the first name, the date of birth in format “DD.MM.YYYY” and to mark the sex. At the moment the system requires to enter something in the fields “Address” and “Postal code, city”. Of course, you only have to enter those data if you like (only Austrian clubs have to fill in this fields correctly because of anti-doping-rules), if you don’t just like to enter the address just use “x”, that’s enough. But please be careful and select the correct nationality in the pull-down menu. If finished click “Ok”. Now mark the player like specified in step 13
16. Click on the name of the respective player, then “Save”

MEVZA – WEB INTERFACE, MANUAL

17. Next please enter the data for the fact sheet. Choose the correct picture which can be uploaded. If no pictures are uploaded up to now you edit the fact sheet later on clicking on “” in the player’s list. When all data are entered click on “Save”
18. Now the player appears in the list “Player”. Repeat the procedure for all players
19. Now please enter the staff. Click “New staff member” in the menu on the left side. The procedure is similar, like above, only after selection of a person please edit the field “function”, head coach, assistant, physiotherapist, ... whatever

C - Pictures

To upload the pictures of the players, select “Pictures of fact sheets” in the menu on the left side. Search for the files by clicking on “Durchsuchen”. You can choose up to 5 pictures the same time. After that click on “Upload”.

Repeat this until all pictures are uploaded. **IMPORTANT:** to make it easier to identify the pictures please use file names like “Fed_Name First name.”, i.e. AUT_Rotter Harald.jpg.

D- Licence list

When all inputs are done you can get the licence list, click “List” in the menu “Player”. The list appears in the window. You can print or save it as *.pdf. The Federation has to confirm your players (stamp, sign)