



Assam University, Silchar

Notification

This is to inform all that the **Sports Management Facility Module of Samarth Portal in Assam University** is fully operational and the Module Administrator may perform the activities like add new Sports, Sports event, infrastructure, Sports-Organization Unit, Sports type, sports equipment type, sports infrastructure type, etc. through SAMARTH.

The step by step procedure for doing the above is attached for quick reference of the Module Administrator.

For any Technical Assistance, Module Administrator may contact Samarth Cell / Computer Centre.

Attachment: As above

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Registrar

Copy to:

1. PS to VC for kind information of Vice-Chancellor for necessary action
2. COE/FO/Librarian/DCDC/NO Samarth/DCC for kind information & necessary action
3. All Officers for necessary action
4. All Employees for necessary action
5. File


Registrar

User manual of Sports Management Facility Module of Samarth

This manual outlines the steps that need to be followed by the Sports Management Facility Module Admin to perform the under given activities.

A. To Add New Sports in the Sports List

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Campus Services".
3. Under "Sports", click on "Dashboard".
4. Click on the "Sports List" present on the left Menu or Click on the "View details" button in the "Number of Sports" Section Present on the Dashboard.
5. To Add New Sports – Click on the "Add Sport" button present on the Right Top Corner on Sports List Index Page.
 - a. Enter the Sports "Code".
 - b. Enter the Sports "Name".
 - c. Enter the Names under "Team member".
 - d. Select the appropriate option from "Mixed Gender" (Yes/No).
 - e. Select the appropriate option from "Type" (Indoor/Outdoor).
 - f. Select the appropriate option from "Equipment" given in the list.

Note- If you want to add more Equipment which is not given in the list then you have to add them under "Sports Equipment Types" in the Setting Section.

- g. Enter the Venue of the Sports in "Venue" Field.
- h. Select the appropriate option from "Status" dropdown.
- i. Specify the following optional fields, if required -
 1. Nicknames
 2. Highest Governing Body
 3. First Played
 4. Contact
 5. Mixed Gender Detail
 6. Image
- j. Submit the form by clicking the "ADD" button.
- k. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

B. To Add New Sports Event in the Sports Events List

1. Click on the "Sports Event" Present in the left Side Menu.
2. To Add New Sports Event– Click on the "Add Sports Event" Button present on the Right Top Corner on Sports Events List Index Page.
 - a. Enter the Event Name under "Name Of Event".
 - b. Enter the "Sport Name".
 - c. Enter the "Start Date" and "Start Time".
 - d. Enter the "End Date" and "End Time".
 - e. Select the appropriate option from "No Of Participants" dropdown
 - f. Enter the "Host Name".
 - g. Enter "Organized By" Field.
 - h. Enter "Date of Event".

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- i. Enter the "Venue".
- j. Specify the following optional fields, if required
 - 1. Enter the "Top Ten Positions (Upload Image/Pdf (Scanned Copy))".
 - 2. Enter "Remarks".
 - 3. Enter "Event Code".
 - 4. Enter "List Of Participants - Upload Image/Pdf (Scanned Copy)".
 - 5. Event "Level".
 - 6. Event "Final Report - Upload Image/Pdf (Scanned Copy)".
- k. Submit the form by clicking the "Save" button.
- l. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

C .To Add New Infrastructure in the Infrastructure List

- 1. Click on the "Sports Infrastructure" Present in the left Side Menu or Click on the "View details" button in the "Number of Sports Infrastructures" Section Present on the Dashboard.
- 2. To Add New Sports Infrastructure– Click on the "Add Sports Infrastructure" Button Present on the Right Top Corner on Sports Infrastructures List Index Page.
 - a. Enter the "Code".
 - b. Enter the "Name".
 - c. Check the appropriate option from "Type of Infrastructure" list.

Note- If you want to add more Infrastructure Type which is not given in the list then you have add under "Sports Infrastructure Types" in the Settings Section.

- d. Specify the "Status".
- e. Specify the following optional fields, if required
 - 1. Enter the "Size".
 - 2. Enter the "Type".
 - 3. Enter "Established On".
- f. Submit the form by clicking the "Add" button.
- g. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

D .To Add New Sports- Organization Unit

- 1. Click on the "Sports OU-Mapping" Present in the left Side Menu.
- 2. To Add New Sports OU fill the form given in the top of the Organizational Units Index Page.
 - a. Enter "Name of the Organization Unit".
 - b. Select "Name of the Sport" from the options.
 - c. Select the appropriate option from "Status" dropdown.
 - d. Submit the form by clicking the "Submit" button.

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Note- If you want to add more Sports Name which is not given in the list then you have to add under "Sports Types" in the Settings Section.

E. To Add New Sports Type

1. Click on the "Settings" Present in the left Side Menu.
2. Click on the Setting Icon next to "Sports Type".
3. To Add New Sports Type Click on the "Add Sports type" button on the right top corner in the Sports Type index Page.
 - a. Enter "Code".
 - b. Enter "Name".
 - c. Specify "Status" from the Dropdown.
 - d. Submit the form by clicking the "Add" button.
 - e. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

F. To Add New Sports Equipment Type

1. Click on the "Settings" Present in the left Side Menu.
2. Click on the Setting Icon next to "Sports Equipment Type".
3. To Add New Sports Equipment Type Click on the "Add Sports Equipment type" button on the right top corner in the Sports Equipment Type index Page.
 - a. Enter "Code".
 - b. Enter "Name".
 - c. Specify "Status" from the Dropdown.
 - d. Submit the form by clicking the "Add" button.
 - e. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

G. To Add New Sports Infrastructure Type

1. Click on the "Settings" Present in the left Side Menu.
2. Click on Setting Icon next to "Sports Infrastructure Type".
3. To Add New Sports Infrastructure Type Click on the "Add Sports Infrastructure type" button on the right top corner in the Sports Infrastructure Type index Page.
 - a. Enter "Code".
 - b. Enter "Name".
 - c. Specify "Status" from the Dropdown.
 - d. Submit the form by clicking the "Add" button.
 - e. Confirm submission by clicking the "Submit" button on the preview page. Click on "Update" if any changes are required.

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