

ORSO SPORTS HUB

User Manual

Your digital sports event platform

Purpose

This manual explains how administrators, scorekeepers, club admins, teams, and public users should use Orso Sports Hub during tournament preparation, match day, and post-event reporting.

Document	Version	Prepared for
User Manual	1.0	Orso Sports Events

1. What is Orso Sports Hub?

Orso Sports Hub is a digital sports event platform for tournament organizers, clubs, scorekeepers, and spectators. It combines live scoring, tournament operations, club roster management, public match pages, reports, QR codes, news, media, sponsors, and participation applications in one system.

- Manage multiple tournaments from one platform.
- Create teams, players, fixtures, lineups, referees, officials, news, media, and sponsors.
- Operate live matches with clocks, goals, cards, substitutions, events, statistics, and reports.
- Allow club admins to upload rosters, player photos, team logos, and staff information.
- Publish public pages for tournaments, matches, teams, standings, galleries, and applications.

2. User Roles

Role	Main Use	Access Level
Main Admin	Complete tournament control	Tournaments, teams, players, fixtures, scoring, reports, applications, sponsors, media, approvals, officials
Scorer	Live match operation	Mobile scorer and match console for assigned/live matches
Club Admin	Team and roster management	Own team logo, staff, players, photos, roster upload and submission
Public User	Follow the event	Fixtures, match center, standings, news, gallery, live score, application form

3. Admin Guide

3.1 Tournament Setup

- Open Admin dashboard and create/select the tournament.
- Set tournament name, sport, dates, location, logo, brand color, and sponsor details.
- Use the tournament landing page to promote the event and share live public links.
- Use Applications to collect interested teams and convert accepted applications into teams.

3.2 Teams, Rosters and Club Admins

- Create teams manually or create a team from an accepted application.
- Upload team logos and manage team profile details.
- Assign a club admin to a team so the club can manage its own roster.
- Review submitted rosters, request changes, approve rosters, lock/unlock rosters, and print roster sheets.

3.3 Fixtures and Brackets

- Create matches manually or use Fixture Builder to generate league, group, and knockout schedules.
- Assign date, time, court/pitch, tournament phase, and match status.
- Use QR Print to create printable QR cards for matches, scoreboards, and court pages.
- Use bracket pages for quarter-finals, semi-finals, finals, placement matches, and tournament phases.

3.4 Match Operations

- Use Match Console for full desktop/tablet match management.
- Use Mobile Scorer Mode for simplified match-day scoring.

- Control match clock, score, events, goals, assists, yellow cards, red cards, substitutions, and corrections.
- Enter match statistics such as shots, shots on target, corners, fouls, possession, and cards.
- Manage lineups, starting XI, substitutes, and tactical pitch positions.

3.5 Reports and Documents

- Print pre-match sheets before each game.
- Print match reports after matches.
- Print official team roster sheets.
- Use disciplinary tables to review yellow/red cards and suspensions.
- Use officials/referee assignments in match reports and public match pages.

4. Scorekeeper Guide

Match-day rule

One scorekeeper should operate one match at a time. Keep the scorer page open, internet stable, and use Undo only for immediate mistakes.

Step	Action
1	Login with scorer/admin account.
2	Open Admin > Live Scoring or the direct Mobile Scorer page for the match.
3	Check teams, score, status, and match clock before kick-off.
4	Press Start when the match begins.
5	Tap the player card and choose Goal, Assist, Yellow Card, Red Card, Substitution, Penalty Goal, Own Goal, or Missed Penalty.
6	Use Start 2nd Half at halftime so the clock continues from 45:00.
7	Use Undo Last Action immediately if a mistake happens.
8	Set Full Time when the match ends.

5. Club Admin Guide

- Login with the account provided by Orso Sports Events.
- Open Club Admin page after login.
- Upload team logo and edit team profile where allowed.
- Add players one by one or upload roster using CSV/Excel template.
- Upload player photos and enter number, position, country, and birthdate.
- Add team staff such as head coach, assistant coach, doctor, physio, and team manager.
- Submit the roster for approval when complete.
- If admin requests changes, update the roster and submit again.

6. Public User Guide

Public Page	Purpose
Homepage	General entry point, latest updates, live matches, news, media, and application CTA.
Tournament Page	Tournament-specific teams, fixtures, standings, sponsors,

	news, gallery, and Apply button.
Match Center	Live score, clock, timeline, lineups, stats, analysis, standings, report, and livestream.
Scoreboard	Full-screen TV/projector scoreboard with score, clock, teams, logo, sponsor, and stream.
Standings	Team table, top scorers, assist leaders, disciplinary and competition rankings.
Apply Page	Public participation request form for interested clubs/teams.

7. Tournament Applications Workflow

- Public visitor opens /apply or tournament-specific Apply page.
- Visitor submits contact name, club, phone, email, estimated players, age group, staff count, country/city, sport, and notes.
- Admin receives email notification and sees the application in Admin > Applications.
- Admin follows up by email or WhatsApp, changes status, adds notes, and accepts/rejects.
- Admin can create a team directly from an accepted application.
- Admin can assign or invite the applicant as club admin for the created team.

8. Recommended Daily Workflow

Phase	Recommended Actions
Before tournament	Create tournament, add branding/sponsors, open applications, create teams, assign club admins, collect and approve rosters, generate fixtures, assign officials, print QR cards.
Match day	Open scorer console, start match clock, record goals/cards/substitutions, monitor public match page, update stats, print match report.
After tournament	Publish news/media, finalize standings, export reports, share public links, archive documents, prepare sponsor/media report.

9. Troubleshooting

Problem	Likely Cause	Solution
Cannot login	User missing in Supabase Auth or wrong role	Create user in Supabase Auth and set correct profile role.
No email notification	Resend key/domain/from email issue	Check Vercel variables, Resend logs, and domain verification.
Images do not upload	Storage bucket missing or policy issue	Check Supabase Storage bucket and upload policies.
Live data not updating	Realtime connection or cache issue	Refresh page, check connection, verify Supabase table subscription.
Application not visible	Tournament filter or permissions	Check selected tournament, All tournaments filter, and Supabase table.
Scorekeeper mistake	Wrong event added	Use Undo Last Action or admin remove event/correction controls.

10. Safety and Best Practices

- Do not share admin passwords with club admins or scorers.
- Use one account per person when possible.
- Before a real event, create a test tournament and train scorers.
- Keep a printed backup schedule for critical matches.
- After major app changes, test locally or on a staging tournament before event day.
- Use approved rosters and locked rosters to avoid last-minute data changes.

11. Glossary

Term	Meaning
Match Console	Advanced admin/scorer page for full match operation.
Mobile Scorer	Simplified phone/tablet page for live scorekeeping.
Match Center	Public match page with score, timeline, lineups, stats and reports.
Roster Approval Application	Admin review process for club-submitted player lists.
QR Print	Printable QR cards that link spectators to match/court/scoreboard pages.