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Operations

Operations

Manage day-to-day operations and event coordination

[← Back to Dashboard](#)

Event Calendar

[View Full Calendar](#)

Monthly calendar view with Football and General events
Toggle event types, navigate months, and view daily event details

Event Management



General Events

Manage community events, meetings, and activities

[View Events](#)

[Create Event](#)



Football Matches

Manage football matches and competitions

[View Matches](#)

[Create Match](#)

The Event Management section allows the user to View and Create General Events or Football Matches.

Most section pages allow the user to view the Events Calendar. Selecting this option shows the full screen Calendar of events, both General and Football.

Event Calendar - June 2026

Monthly event calendar view

[Events List](#)

< June 2026 → Go June 2026 >

☒ Football Events ☒ General Events ☒ Stadium Hire

MON	TUE	WED	THU	FRI	SAT	SUN
1 St Matt's 08:00 (N) (S) IYL 09:00 (N) (S) Morrison Health 10:00 (N) (S) Morrison Health 17:00 (N) (S) Self Defence Class 18:00 (I)	2 St Matt's 08:00 (N) (S) IYL 09:00 (N) (S) Venture EPOS 10:00 (I) Morrison Health 14:30 (N) (S) Identikit Project Worksh... 16:00 (N) Morrison Health 17:30 (N) (S) Morrison Health 18:00 (N) Men's Team 18:30 (N) (S) U21s Team 19:00 (N) (S)	3 St Matt's 08:00 (N) (S) IYL 09:00 (N) (S) MoreLife 11:00 (I) (S) Morrison Health 13:30 (N) (S) MCR Active PARS 15:00 (I) (S) Morrison Health 18:00 (N) (S) Women's Team 18:30 (N) (S)	4 St Matt's 08:00 (N) (S) IYL 09:00 (N) (S) MND Association 10:00 (N) Test volunteer log in (H) 15:00 Morrison Health 17:00 (N) (S) Morrison Health 18:00 (N) (S) Gina Lord Dance Class 18:00 (I) (S) Men's Team 18:30 (N) (S) U21s Team 19:00 (N) (S)	5 St Matt's 08:00 (N) (S) IYL 09:00 (N) (S) Morrison Health 11:00 (N) (S) John Bailey Wake Rece... 13:00 (I) Sporting Memories 13:30 (N) (S) Adam Casey Dance Class 17:00 (I) (S) Morrison Health 17:30 (N) (S)	6 Moston Juniors 16:00 (N)	7 Morrison Health 09:00 (N) (S)
8 St Matt's 08:00 (N) (S) IYL 09:00 (N) (S) Morrison Health 10:00 (N) (S) Morrison Health 17:00 (N) (S) Self Defence Class 18:00 (I)	9 St Matt's 08:00 (N) (S) IYL 09:00 (N) (S) Morrison Health 14:30 (N) (S) Morrison Health 17:30 (N) (S) Self Defence Class 18:00 (R) Men's Team 18:30 (N) (S) U21s Team 19:00 (N) (S)	10 St Matt's 08:00 (N) (S) MCC 09:00 (R) IYL 09:00 (N) (S) Being There 11:00 (I) MoreLife 11:00 (I) (S) Morrison Health 13:30 (N) (S) MCR Active PARS 15:00 (I) (S)	11 St Matt's 08:00 (N) (S) IYL 09:00 (N) (S) Morrison Health 17:00 (N) (S) Morrison Health 18:00 (N) (S) Gina Lord Dance Class 18:00 (I) (S) Men's Team 18:30 (N) (S) U21s Team 19:00 (N) (S)	12 St Matt's 08:00 (N) (S) IYL 09:00 (N) (S) Morrison Health 17:00 (N) (S) Sporting Memories 13:00 (N) (S) Adam Casey Dance Class 17:00 (I) (S) Morrison Health 17:30 (N) (S)	13 Alice Cotton 30th 18:00 (I)	14 Morrison Health 09:00 (N) (S)

The Calendar screen shows all events for the current month.

Calendar Navigation

Event Calendar - June 2026

Monthly event calendar view

[Events List](#)

< June 2026 → Go June 2026 >

☒ Football Events ☒ General Events ☒ Stadium Hire

This is situated at the head of the display. It allows you to choose the type of event to display. Normal movement from month to month this made using the < > buttons. If you want to move to a specific month / year, you can use the Month and Year dropdown selectors.

General Events

General Events

Manage and view general events

[+ Add Event](#)
[Full Calendar](#)
[← Back to Dashboard](#)

Search

Event name, category, facil

Category

☒ All Categories
☐ Birthday
☐ Christening/Naming
☐ Community Booking
☐ Corporate External Meeting / Conference
☐ Dance Class

Facility

☒ All Facilities
☐ Cabin
☐ Car park
☐ Changing Room - Away
☐ Changing Room - Community 1
☐ Changing Room -

From date

05/06/2026

To date

dd/mm/yyyy

[Apply Filters](#)
[Export CSV](#)
[Clear Filters](#)

Events (225 total)

Recce for film shoot
[Edit](#)
[View](#)

Meeting - External
Saturday, Aug 16, 2025 2:00 PM
Stadium

Tony Pilkington 90th
[Edit](#)
[View](#)

Birthday
Sunday, Aug 17, 2025 12:00 PM
Function Room - 1 (Bar) & 2

Cancer Care Diaspora HAF
[Edit](#)
[View](#)

Meeting - External
Monday, Aug 18, 2025 9:00 AM
SMRE - Room

FC HAF
[Edit](#)
[View](#)

Meeting - internal FCUM
Monday, Aug 18, 2025 9:00 AM
Classroom

Laura (Cancer care HAF)
[Edit](#)
[View](#)

Meeting - External
Monday, Aug 18, 2025 9:00 AM
SMRE - Room

Paid: £1000.00
Balance: £-1000.00
Invoice: Invoice required

You can use the header to filter the Event types you would like to view. By default the filter displays Events on or later than today's date.

The Category and Facility selections can be amended to view one or more options. The default selects 'All Categories' and 'All Facilities'.

Items selected will be retained so you can carry out multiple date-related searches without having to select the same options again. You can export the results of the search to a spreadsheet file.

Once finished, simply select 'All Categories' or 'All Facilities' to revert to the default search filter for these items.

Each Event displayed has two links at the right-hand side:



These symbols are used throughout the system.

	Edit
	View

The Invoice status is also displayed alongside each event. There are three possible, valid status codes:

Not relevant
Invoice required
Invoiced

Edit an Event

Event Details

Event name

More Life

Category

Meeting - External

Event start

20 / 08 / 2025 , 11 : 00



Event end

20 / 08 / 2025 , 19 : 00



Location & Season

Facility

Function Room - 1 (Bar)



Season

2025-2026



☐ All ticket?

Contact Information

Date booked

02 / 05 / 2025



Contact name

Daniella Hall

Contact email

daniella.hall@more-life.co.uk

Contact telephone

07557888574

Room/Facility setup

Event notes

n/a

Invoice

Invoice required



Repeating Events

☐ Repeating event?

Event Costs

Cost type	Item cost	# of items	Total cost
Function Room 1/	26.00	8	208.00

☐ Cost amended?

Delete Cost

Cost type	Item cost	# of items	Total cost

☐ Cost amended?

Event Payments

Payment method	Item value	Date paid	Item notes
-----		dd / mm / yyyy	

Cancel

Update General Event

Event Costs / Payments

Any number of costs and payments can be added to the Event. These will be summarised and displayed when viewing the Event.

A new cost record is added thus:

Cost type	Item cost	# of items	Total cost
Steward hire £17 ▼		1 ▼	
☐ Cost amended?			

Choose the cost from the drop-down select field.

Enter the number of the costs to be added. The **Item Cost** and **Total cost** will be populated on saving the entire record.

When the record is added, the **Item Cost** and **Total cost** will be completed, calculated and added to the balance.

If the cost is to be amended, the **Cost amended?** checkbox should be ticked. In this case, the **Item Cost** should then be completed along with the **# of items**. Once the entire record is saved, this will also be added as a Cost and the balance recalculated accordingly.

Event Costs

Note: Changes to costs (including deletions) will be saved when you click "Update Event" at the bottom of the form.

Cost type	Item cost	# of items	Total cost
DJ Hire £400.00 ▼	350 ▼	1 ▼	
☒ Cost amended?			

Repeating Events

Most Events are single events. Some are repetitive events, such as long-term bookings of rooms for community groups etc.

To make a Repeat Event, the **Repeating event?** checkbox is ticked:

Repeating Events

☐ Repeating event?

Once this is checked, the following information should be entered:

Repeating Events

☒ Repeating event?

Repeat frequency

Select how often this event should repeat (only daily and weekly frequencies are supported)

Number of occurrences

How many times should this event repeat? (1-52 occurrences)

End date for repeats

Optional: Stop repeating after this date

Choose the frequency

☒ -----

- Weekly (7 DAYS)
- Fortnightly (14 DAYS)
- Four-weekly (4 WEEKS)

Select the number of occurrences required. The date field will display the end-date of the repetitions.

Repeating Events

☒ Repeating event?

Repeat frequency Weekly (7 DAYS) ▾

Select how often this event should repeat (only daily and weekly frequencies are supported)

Number of occurrences 2 ▴ ▾ ↵

How many times should this event repeat? (1-52 occurrences)

End date for repeats 08 / 09 / 2025 📅

Optional: Stop repeating after this date

Click **Create General Event** - a message will be displayed:

General Event created successfully with 2 repeating events.

A single event will be internally marked as a Single Event, whereas an initial repeating event will be marked as **Repeating Series** and each repetition as **Child Event**.

*You can delete any of the Child Events individually, but if you delete the **original Event**, all Child Events will be deleted.*

To copy any Costs throughout a series of Events:

- create an initial Event
- add its repeating criteria
- add the costs.
- click **Create General Event**

This will create the initial Event and its repeating events including the costs for each repetition.

To convert an existing Event, edit the Event and convert it to a repeating Event. This will update the initial Event and create the repeating events including the costs for each repetition.

Football matches

Football Matches

Manage and view football matches

[+ Add Match](#)
[Full Calendar](#)
[← Back to Dashboard](#)

From Date

To Date

Team

Competition

Season

Home/Away

[Apply Filters](#)
[Clear Filters](#)

Matches (62 total)

H

Leek Town

Mens first team

NPL Premier division

Saturday, Aug 9, 2025 3:00 PM

2 - 0 W

A

Lancaster City

Mens first team

NPL Premier division

Tuesday, Aug 12, 2025 7:45 PM

By default the filter displays Matches on or later than today's date.
Each match is prefixed by a letter code signifying **(H)**ome or **(A)**way.
Any postponed matches will be displayed using a pale red background:

H

Lancaster City

Mens first team

NPL Premier division

Saturday, Oct 31, 2026 3:00 PM

H

Whitby Town

Mens first team

NPL Premier division

Tuesday, Nov 3, 2026 4:00 PM

Postponed

You can use the drop-down selectors at the top of the report to filter the matches by **Home/Away**, **Competition**, and **Team** to see Men's or Women's fixtures by competition. The **Season** field will always display the current season, but you can change this to view prior season's matches.

Each Match displayed has two links at the right-hand side

	Edit
	View

SISV2 USER MANUAL V1.2 - OPERATIONS

BRIAN DAVIES

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These symbols are used throughout the system.

Viewing the match details

←

Cleethorpes Town
(Home)

Football Match Details

Edit

Delete

Event Information

Complete details for this football match.

Event Name	Cleethorpes Town
Event Type	Football match
Start Date & Time	September 6, 2025 3:00 PM
End Date & Time	September 6, 2025 5:00 PM
Facility	Main pitch
Season	2025-2026
Home/Away	Home
Team	Mens first team
Competition	NPL Premier division
Postponed	No
Created	by Brian Davies
Last Updated	by Brian Davies

Creating a match

If further Matches are scheduled, they can be individually entered:

Event Details

Event name

Event start

20 / 08 / 2025 , 11 : 28

Event end

20 / 08 / 2025 , 11 : 28

Team Selection

Team

Womens first team

Location & Season

Facility

Season

☐ All ticket?

Football Match Details

Home/Away

Home

Competition

☐ Postponed?

☐ Is segregated?

Team score

Opposition score

Attendance

Cancel

Create Football Match

Field explanation

Event name	is name of the Opposition team.
Start date	is the date and time of kick-off
End date	is the date and time of full-time – the date is set to the same as the start date
Team Selection	Select which team is playing
Facility	is most always Main Pitch but could be a 3G Pitch.
Season	usually only has one option, but if more than one, use the one for the current football season. (A subsequent season can be shown towards the end of the season where events may be added for the following season.)
Home/Away	Select Home or Away fixture
Competition	Select the competition (List of competitions available is dictated by the Team selected above)
Segregated	if the crowd is segregated
Team score/Opposition score	usually updated after the fixture
Attendance	Enter the stadium attendance – home matches are used for statistical analysis

Editing a match

Event Details

Event name

Leek Town

Event start

09 / 08 / 2025 , 15 : 00

Event end

09 / 08 / 2025 , 17 : 00

Team Selection

Team

Mens first team

Location & Season

Facility

Main pitch

Season

2025-2026

☐ All ticket?

Football Match Details

Home/Away

Home

Competition

Friendly – Mens Team

☐ Postponed?

☐ Is segregated?

Team score

1

Opposition score

0

Attendance

897

Cancel

Update Football Match

Most of the time, changes are made to record the score, attendance, set it to postponed or note that it is a segregated crowd. Once the match has finished, the score and attendance need to be added.

The attendance must be entered for **Home** matches, as this value is used to create the Matchday Volunteer statistics.