RapidDraft Admin Systems Manual

A detailed look at the administration systems of RapidDraft.com

RapidDraft Admin Overview
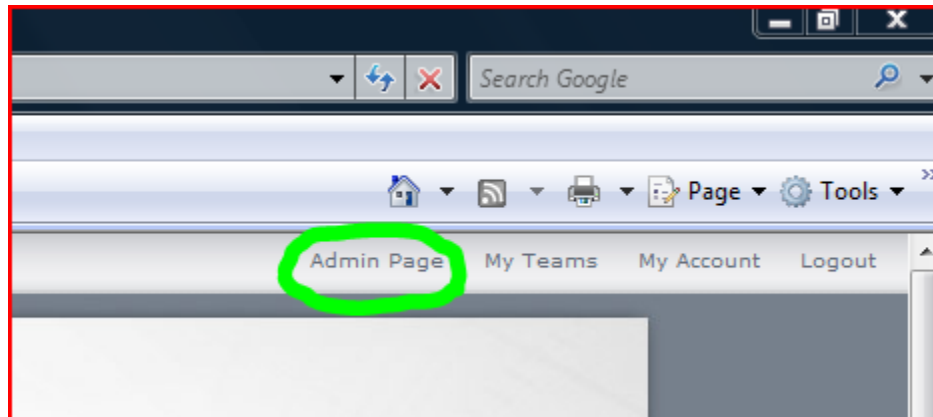
   In order to access RapidDraft's Admin page, first log on to your account.
Then in upper right hand conner of the page click on the words "Admin Page"
This will take you to the Main Admin Page

Main Admin Page

The main Admin Page is broken down to into 6 different sections:

1. User Management
2. Wallet Management
3. RapidDraft Team Management
4. Promo Code Management
5. Reports
6. Pros and Rankings

User Management

Menu page	
User Management	- View/Edit and search for registered users by various criteria: name, email, etc.
Manage Users	- Search & manage users
Locked Out Users	- View locked out users

User Management is the first section on the admin page and allows you to edit user information and lock and unlock users.

Manage Users

Click on the "Manage Users" link will take you to this page which allows you to search for users by email address, first/last name, and nickname. It allows for partial searches as well in the instance you do know a customers full name or email address.

« Return to Admin Menu page

USER MANAGEMENT

Email Address brice.shatzer@worldfantas

First Name

Last Name

Nickname   Submit

Users found (1)

First Name	Last Name	Email	Nickname	
brice	shatzer	brice.shatzer@worldfantasygames.com	ShatzTheIntern	Select

Once you find the customer you would like to manipulate, click the "Select" button found next to their nickname. This will take you to the management page which is shown on the next page.

On the top of this page you can edit the contact information on the account including first/last name, email, address, and which affiliate[1] they are with . The only thing that is not editable is the Nickname. Nickname's cannot be changed. To change something simply fill in the space with what is wanted and click the "update" button that is found next to the "Affiliate Owner" tab.

Below this section are a pair of important buttons.

You can see in the picture above that the "User's Account is currently **ACTIVE**". This means that the user is free to log in and use the site. Next to this statement is a button that allows your to "Lock User Account". Clicking on this will change the users status from "**ACTIVE**" to "**LOCKED**". When a user is in a locked state, any attempts to log in and use the site will be met with an error message letting the customer know that he/she should contact WFG Game Ops. After several incorrect password entries in a row the account automatically locks as well.

The second button in this section reads "Impersonate User". Clicking on this will launch a new window that allows you to view the site as if you were logged in as that particular user. This is a great way of checking and confirming a specific issue that a customer is having. While impersonating a user this is what will appear on management screen.

Make sure to click the "Release User Impersonation" button after you are finished using it.

Affiliate[1] - See Appendix "What is an Affiliate"

The next sections show all of the Season Long and Weekly Teams that the user has. At the top of each section it tells you the type of teams that are listed in the section and the total number that is in this section.

RD Season Teams (7)

Team Name	Draft Date/Time	Draft Status	Draft Position			
signup test	--	Created	2	Edit Team Name		View Transactions
test monkey	8/26/2009	Drafted	1	Edit Team Name		View Transactions
NFL Test	8/10/2009	Drafted	5	Edit Team Name		View Transactions
John	6/3/2009	Drafted	6	Edit Team Name		View Transactions
Player Test	5/14/2009	Drafted	7	Edit Team Name		View Transactions
testgreen	5/13/2009	Drafted	10	Edit Team Name		View Transactions
Green 2	5/13/2009	Drafted	2	Edit Team Name		View Transactions

RD Weekly Teams (6)

Team Name	Draft Date/Time	Draft Status	Draft Position			
Killer Beez	10/14/2009	Drafted	2	Edit Team Name		View Transactions
week 5 raiders	10/14/2009	Drafted	5	Edit Team Name		View Transactions
test week 5	10/7/2009	Drafted	6	Edit Team Name		View Transactions

Information on the team including Name, Draft Date, Draft Status, and Position are available.
If you want to change the name of a particular team simply enter the new name into the corresponding box next to that team and click the "Edit Team Name" button.

The "View Transactions" button pulls up a section that allows you to see the transactions and moves the player has made (image on next page).

Transactions can be sorted by what week they occurred in by clicking on any of the week numbers at the top of the selection. The "View User Teams" button takes you back to the full list of teams for that user.

Within the list of transactions, each transaction is assigned a Transaction ID number and information about the transaction is logged when it occurs, including the NFL week it occurred, the date and time it occurred, the type of action, the player involved and the position. This is useful when investigating issues involving the free agent process or start/bench discrepancies.

Locked Out Users

This sections allows you to quickly go in and see all of the users that are currently locked. The most recent lockouts are at the top of this list. To unlock a user click the the words "Unlock" that correspond to their account

Wallet Management

Wall Management is the second section in the admin page. This is were you can award prizes, look at and modify user account wallets and look at transactions that have taken place.

Wallet Assignment

The Wallet Assignment section allows you award prizes and see what was awarded in previous weeks. The most current week is displayed when you first open this page. As you can see in the image above, prizes for this particular week have yet to be awarded. At this point you can alter the amount and type of award that is to be assigned. Generally this only occurs when there is a tie.

In the image above, two teams tied for 2nd place in the RDWeekly Game. Since 2nd place receives $500 and 3rd receives $300, both teams should get $400 ($500+$300=$800/2=$400) so before clicking the "Approve RDWeekly Assignments" box, the two teams that are listed as tied for 2nd must have their "USD to Award" column changed from $500 to $400. Clicking on the box next to "Approve RDWeekly Assignments" confirms all of the prizes for that week, and the "Approve Award Assignments" button at the top of the page finalizes and awards the prizes. Use extreme caution around these boxes. Once prizes are awarded, it is difficult to correct them.

At the top of the page there are numbers that are listed which can be clicked on. Clicking on of these numbers takes you the week that it corresponds to and displays exactly what was assigned for that week.

Manage User Wallet

    Clicking on the Manage User Wallet link takes you to a page identical to the first page of the "Manage Users" section. This page also allows you to search for users by email address, first/last name, and nickname. It allows for partial searches as well in the instance you do know a customers full name or email address. Once you find the customer you would like to manipulate, click the "Select" button found next to their nickname. This will take you to the Wall Management page which is shown below.

Here you can see all of the transactions that have taken place within this user's wallet, void any of those transactions or manually add and subtract money or points from a user's wallet.

To manually adjust the account simply enter in the amount, select the denomination and type of transaction and then click the "Apply" button. The top of the page shows the total number of transactions that have taken place and the available WFG Points and Dollars that the user has. The table below this breaks down all of the different transactions that have taken place involving the user's wallet. Things to note:

- The "Posted Date" is the date when the transaction actually took place.
- If the Amount is negative, that means it was a deduction from the user's wallet. (generally only occurs when a team purchase using winnings has been made.)
- Transactions can either be in USD or W Points[2]
- In the actions column there is a button that allows you to void any wallet transaction. Although this will change the balance of the wallet, it doesn't effect anything outside of the wallet. (example: void the purchase of a team simply credits the money that was used to purchase that team back to the user's wallet. It doesn't not remove the team from their team management page.)

RapidDraft Team Management

RapidDraft Team Management	- View/Edit and search for RapidDraft teams by various criteria
Reset Teams to Un-Drafted State	- View and reset teams (teams must have been created in the last 14 days)

RapidDraft Team Management
View/Edit and search for RapidDraft teams by various criteria
Not currently working

Reset Teams to Un-Drafted State

« Return to Admin Menu page

Teams in 'Drafted' & 'InProgress' status (1770)

Team Name	Manager Email	Status	Creation Date	Draft Start Date	Draft Completion Date	Last Draft Activity Date	Reset Team
JKR28	jojoess7@aol.com	In Progress	12/31/2009 3:15:13 AM	12/31/2009 3:24:55 AM	-	12/31/2009 3:35:50 AM	Reset
three to go	gigighall@yahoo.com	In Progress	12/31/2009 3:10:38 AM	12/31/2009 3:19:52 AM	-	12/31/2009 3:35:48 AM	Reset
Dirt Cheap	imvictorydave@gmail.com	In Progress	12/31/2009 3:17:36 AM	12/31/2009 3:18:08 AM	-	12/31/2009 3:35:35 AM	Reset
Killing Kiera	grailsearch@yahoo.com	Drafted	12/31/2009 2:45:29 AM	12/31/2009 2:46:32 AM	12/31/2009 3:07:28 AM	12/31/2009 3:07:30 AM	Reset
ninelives57	gigighall@yahoo.com	Drafted	12/31/2009 2:32:48 AM	12/31/2009 2:35:16 AM	12/31/2009 2:52:05 AM	12/31/2009 2:52:07 AM	Reset
Caldwell's Cowards	grailsearch@yahoo.com	Drafted	12/31/2009 2:24:05 AM	12/31/2009 2:24:21 AM	12/31/2009 2:46:14 AM	12/31/2009 2:46:16 AM	Reset

This section allows you to reset teams that have been drafted to their original undrafted status. This is useful in situations where the there is an error in the drafting process due to connection or other issues. To reset a team click on the corresponding blue "Reset" text for that team.

USD or W Points[2] - See Appendix "USD or W Points"

Promo Code Management

Promo Code Management	- View/Edit and add promo data
Promo Codes	
Promo Code Groups	- View/Edit and add promo code groups

Promo Code Management/Promo Codes

« Return to Admin Menu page

Add a Promo Code

Promo Code	Group	Price	Max Usage	Affiliate Code	Expiration Date	Restrict to Email	Email Address	
	- none - ▾					☐		Add
* Update Promo code groups								

Promo Codes (181)

Promo Code	Promo Group	Promo Price	Max per Customer	Affiliate Code	Expiration Date	Restrict to Email	Email	Update
01test	- none - ▾	0.01	100		12/31/2009 12:00:00 PM	☐		Update
01test1	511 ▾	0	1		1/1/2010 11:59:59 AM	☐		Update
01testexp	511 ▾	0	100		5/1/2009 11:59:59 AM	☐		Update
790	- none - ▾	9.99	1		1/30/2010 12:00:00 PM	☐		Update
afrs2009	- none - ▾	0	1		1/30/2010 12:00:00 AM	☐		Update
AMLEG	- none - ▾	9.99	100		1/30/2010 12:00:00 AM	☐		Update

Clicking on either "Promo Code Management" or "Promo Codes" takes you the management page shown above. From here you can create new promo codes or edit existing

"Add a Promo Code" - To add a promo code go through and fill out all of the applicable fields and click "Add" at the end of the row to create it.

Promo Code: This is the actual promo code that the user enters.
Group: Allows you to assign the promo code to a specific group.
Price: This is the price that the promo code changes the entry cost to.
Max Usage: This allows you to set a limit on the number of times that a code can be used per customer.
Affiliate Code: Allows you to set assign an affiliate[1] to a particular promo code.
Expiration Date: Allows you to set a date that the code will stop working.
Restrict to Email/Email Address: Clicking this box allows you to specify the only email address that can use this particular promo code.

"Promo Codes" - The bottom section allows you to edit the categories listed above for promo codes that have already been created.

Affiliate[1] - See Appendix "What is an Affiliate"

Reports

Reports	- view reports
Team Summary	- search for RapidDraft teams
Affiliate/RapidDraft Teams Summary	- search for RapidDraft teams

The Reports section allows you to generate various summaries.

Team Summary

« Return to Admin Menu page

Teams created between 11/01/2009 and 12/31/2009
⦿ Include Undrafted Teams
○ Show only teams drafted between 03/01/2009 and 12/31/2009
Affiliate --- ALL ---   Promo Code --- ALL ---
Teams priced between $ 0.00 and $ 10.00   [Submit]

Team Name	Email	Avatar	JerseyColor	Draft Position	Draft Speed	Draft Status	Draft Start Date	Draft Complete Date	Value Picks	Reach Picks	Child Name	Creation Date	Affiliat
SMITTY 22	robbie0207@hotmail.com	M1	Blue	1	W	Complete	-	-	0	0		11/4/2009 11:56:53 AM	
Itasca Reddogs	hilly23@ptd.net	M1	Blue	6	R	Complete	-	-	0	0		11/4/2009 7:30:36 PM	USAT
gabsguys	wr2338@comcast.net	F1	Red	12	R	Complete	-	-	0	0		11/11/2009 4:42:45 PM	USAT
Bangdogs	bangler39@yahoo.com	M1	Blue	1	R	Complete	-	-	0	0		11/11/2009 9:32:49 PM	USAT
week11 madness 2	kramnraf@aol.com	M1	Purple	1	W	Complete	-	-	0	0		11/18/2009 3:06:12 PM	

The top section allows you to search for teams based on various criteria including team creation/draft date, affiliate code, promo code used, and price range. Once you have entered in the applicable information, clicking the "Submit" button brings back result based the specified parameters.

The bottom section displays the teams the fall into the search parameters and shows various information about the teams.

Team Name - The name that the team was created with.
Email - The email address of the user that created the team.
Avatar - A code that shows what avatar the user picked for the draft room.
Jersey Color – The color that the user selected for their avatar to wear.
Draft Position – Where the user chose to draft from. Can be 1-12.
Draft Speed – The speed that the user selected. R=Rapid, W=Warp, C=Combo
Draft Status – Either "Complete" or "Incomplete". This shows if the user has completed
              the draft for this particular team or not.
Value Picks – Number of players the user drafted after their projected draft spot.
Reach Picks – Number of players the user drafter before their projected draft spot.
Child Name – Users can assign a child's name to a team to make them eligible for special contests.
Creation Date – The date and time the team was created.
Affiliate – Shows what affiliate a team is drafted under, if any.
Promo Code – Shows the promo code that used for this team, if any.
Price – The amount that was paid for the team.

Pros and Rankings

Fantasy Pros	- Edit Fantasy Pro Rules and Player Rankings
WFG Default Ranking	
WFG Player Projection	
Set Pro Starting Lineups	

This last section controls the strategics that the different fantasy pros use in order to draft their players. Within the section there is also the ability to change the default rankings and run the set lineup process for the pros. These are advanced administration options and will not be discussed in this manual.

Appendix

What is an Affiliate
WFG has many sites that we part with in order to help us provide great games to an ever expanding group of people. These sites are called "Affiliates". When a users signs up for a WFG account after clicking on a specific link or after using a special promo code, that user belongs to a particular affiliate. This often entitles users to special prizes, contests, or leaders boards depending on the affiliate.

USD or W Points
These are the two forms of currency that we deal with at WFG. "USD" is short of United States Dollar and is the standard form of currency in the U.S. Our top prizes are usually awarded in USD and that money can be withdrawn off of the site by users from their "Account" page. W Points are short for WFG Points and is a currency that is only valid on World Fantasy Games Websites. W Points are usually awarded as moderate or minor prizes and can currently be used to purchase entry into WFG games. Although W Points have no cash value, generally 1,000 W Points is the equivalent of $1.