

GoalSquare Session Planner Software

M A N U A L

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Introduction

Every football coach has to plan his training session every week. Most coaches search through the worldwide web or magazines for football practices and write or draw them on a piece of paper.

This is why we developed the „GoalSquare Session Planner“ for you, that allows you to easily plan your training sessions in no time.

The functions of the GoalSquare Session Planner are:

- All practices are divided into main- and sub-categories and are color coded. Every practice has a unique number.
- You choose the main category first, before selecting between all sub-categories of the chosen main category.
- For most of the practices, there is a short video clip available.
- You can choose up to 8 practices for each session (no matter from which category). A session can contain up to 2 pages, with 4 practices each. The order of the practices doesn't matter so that one practice is selected today as a warm-up and next time as a game play for example.
- It is possible to print a training session, as well as to save it as a PDF-file on your computer or to send it by e-mail to any person.
- Further functions are:
 - Search on practice descriptions and/or after practice numbers;
 - Put practices on a wait list and select from;
 - Mark practices as "my favorites" and select from;
 - Import external practices into your training session;
 - Description of the session or add some additional text, date & time, type of the session and the group to train;
 - Add personal notes to a practice with possibility to print on your session;
 - Multi-languages;

What does the GoalSquare Session Planner do:

- A basic database with all your goalkeepers;
- Fast and easy planning of training sessions;
- Creation of own exercises;
- A forms center;
- Professional training sessions (i.e. to show to your club manager,...);
- No matter if the sheet gets dirty or wet, you can print it again as often as you like.

Program start

To start the program, please click on the specific program-Icon on your desktop:

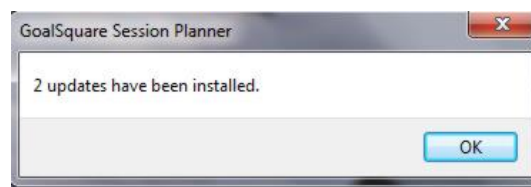


The program connects automatically to the Goalsquare-server and checks for „free“ updates. Please note that “free” updates contain only bugfixes and additional information. Program extensions and additional practices will be included only in normal updates, which have to be purchased.

If there are free updates available, they will be downloaded and installed automatically. In this case, you’ll receive the following information:



Please confirm the action by clicking on OK:



Now the main screen of the application appears:



Coach (User) login screen (only in PRO-Version)

Since version 1.68, the session planner allows user login identification for 2 main reasons:

- 1) Secure login in single user mode to prevent other people to access personal data and work with the program;
- 2) User login to allow multiple users to work separately with one program license (work station).

To manage multiple users, there is new program section called “coach database”. Here you can store all program users (coaches) and set individual login passwords, as well as access rights, personal directories for exercises and sessions.

After first installation or update to version 1.68, a new login screen will appear on every program start:



As there are no users yet installed after first setup, simply click OK to enter the main menu of the program. Once you are in the main menu, you will see a new menu icon in first place:



Click on this icon to add now coaches (program users) to your database. If you are the only user of the program, you'll also have to add yourself as a program user, define your access password, so your data will be safe. On every program start, the login screen appears and proposes you the last logged in user to confirm. So also if you are the only user, you'll have to enter your password on every login.

If multiple users will work with the program, the user who wants to log in can be chosen in the drop down list and the corresponding password must be entered. The program will set all specific user settings for the logged in user automatically.

Coaches database

The screen to manage your coach's data looks like:

Coaches database - 2 coach(es)

Walter Harth

Toolbar: Add, Delete, Previous, Next, Refresh, Save, Export

Name : Walter Harth

Address : Main street 222

Town : B-1000 Brussels

Phone: 777/228729

Cell phone: 996/961227

E-mail : info@goalsquare.eu

Language : English

Password :

Training group: U19

Directory own exercises: C:\My own drills\

Background picture: C:\Users\Walter\Pictures\Drill14.jpg

Access rights

☒ Coaches database	☒ Training participation	☒ Draw exercises	☒ Help
☒ Keepers database	☒ Own exercises database	☒ Settings	☒ Info screen
☒ Plan a training session	☒ Create own exercises	☒ Forms center	☒ Excel
			☒ Word

Beside the basic data as i.e. name, address, phone numbers and email address, you can also store several information that will be important after the coach has logged in later:

- “Language” is the coach’s language. After login, each coach can work in his own language, but the language can easily be changed during program run without changing the pre stored selection for the coach;
- “Password” is the personal login password for the coach. The password is entered with “hidden” characters, to prevent any persons behind you to see it. If the coach has forgotten his password, you can simply overwrite it here with another one. The previously stored password will not be asked for changing to a new one. The new password will be stored and is instantly active.
- The “Training group” will be automatically pre-selected when the user will plan or store a training session, but it can also be changed by the user;
- The “Directory own exercises” is the path where the coach stores his own exercises. It serves to let the program know what directory it will open to store or choose own exercises;
- The “Background picture” is the path and filename of the personal background picture;
- The “Access rights” are the program section, the user can access. It is useful, that only one user (you as the supervisor) has access to this screen (coaches database) to manage all the coaches/users and to set the access rights for all, if you don’t want to give all users access to everything.

The main menu of the GSP contains the following 8 options (BASIC version):



1. Goalkeeper Database
2. Plan a training session
3. General settings
4. Creation of own exercises
5. Help (short manual)
6. Program info
7. Goalkeeper evaluation
8. Quit the program

Goalkeeper Database

This section allows you to keep all your goalkeepers in a database, so that you have every important information available, such as addresses, phone numbers, birthdays, etc. but also additional information for ex. mental or medical properties of each keeper.

The window is looking as follows:

The screenshot shows the 'Keepers database - 8 players' window. At the top is a navigation bar with icons for adding, editing, deleting, and other functions. Below the navigation bar, the 'General data' tab is selected, showing a form for 'Tom Testkeeper'. The form includes fields for name, address, ZIP, town, phone numbers, email, language, sex, birthday, height, weight, nationality, and club. A 'remarks' field at the bottom contains the text 'One of the best keepers at Goalsquare.'.

The navigation bar at the top of the window have the following functions:



Add a new goalkeeper to the database



Edit existing data of the goalkeeper



Delete the goalkeeper from the database



Skip to the previous record in the database



Skip to the next record in the database



Save the record



Quit the goalkeeper database and return to main menu

When you're searching for a goalkeeper, there are several ways to do a search in the database:

- 1) You can use the skip forwards/backwards button;
- 2) You can use the '?'-button next to the name field, so a search/selection window will open to select an entry;
- 3) Simply click on a letter in the alphabet bar on top to get the first goalkeeper in the database beginning with this letter. Afterwards you can skip to wanted entry.



By clicking on this button, you can print a specific data sheet for the shown goalkeeper.

Plan a training session



This is the most used part of the program. Here you can plan and print your training session.

The menu:



Import external practices

Here you can import external practices in your session that means you can load practices from your hard disc that are not in the archive of the program. This could be JPG images for example. You can setup a default folder in the parameters section, which the program opens by clicking this button.



Empty selection

This button serves to empty the session plan so far. All chosen practices will be removed from plan.



Select a ready-to-use training session

This function allows you to select a pre-defined training session from a selection of sessions.



Print the training session

By clicking on this button, you'll get a preview window with your training session.



You can now print your training session, send it via e-mail or save it as a PDF file.

Please note that if you print the session, it will be automatically saved as PDF on your computer.



Exit = return to the main menu.

Informations about the training session

team :	Goalkeepers ▼	date :	03.09.2014	time :	17:00 ▼	remarks :	run 2 rounds at the end of training. inform about next training sessions.
title :	Training session ▼					number of keepers:	
theme :	Coordination					1 ▼ to 3 ▼	

Team

Select your team for which you plan this training session.
Example: team or goalkeepers,...

Date

Enter the date of the training session or select from the popup-calendar.

Time

Enter the time of the training session or select from the pull-down list.

Title

Enter a title for the training session or select one from the list (i.e. „goalkeeper training“).

Theme

Enter the theme of your training session. Example: „coordination“

Remarks

Here you can enter additional remarks that will also be printed.

Number of keepers

Select the number of keepers that will be probably attend to the session („from“ – „to“). The program show only practices corresponding to selected numbers of keepers.

If you select *, all practices will be showed.

Search and select practices

Search in main- and sub-categories

Search area/subject	full text search	favorites	numbers	wait list
Practice area :	Basic techniques ▼			
Subject :	▼			
	Basic position			
	Ball control			
	Moving with the ball			
	Moving towards the ball			
No.	D	Ball catching		
		Coordination		

First select the main category of practices. The available sub-categories varies depending on the main choice. After selection of a main- and sub-category, the corresponding practices are listed.

You can now preview a practice by clicking with the mouse in the list. It will be displayed in the area on the right of the list.

You can move through the list either by mouse or keyboard.

If you right click on the list, you will get a submenu with additional info and choices:

„This practice has not been used yet“ -> Info: you’ve never used this practice in a training session.

Add to my favorites -> on click, it will be one of your favorites.

Add to the wait list -> on click, it will be on your wait list.

Full text search

No.	Description
Practice nr. 0001	Basic position
Practice nr. 0002	Orientation and positioning
Practice nr. 0003	Fast position, basic position
Practice nr. 0044	Fast Feet, Basic Position
Practice nr. 0045	Coordination, Basic Position, Catching the ball
Practice nr. 0050	Fast reaction, Positioning
Practice nr. 0052	Positioning and defend space
Practice nr. 0054	Speed, Positioning
Practice nr. 0055	Fast Feet, Positioning, Shot Technique

The full text search allows you the search through descriptions with only a known part of text, i.e. a word or some letters, etc. and of course in the predefined search word list.

Example: „osifio“ shows all practices with the these letters in a word, i.e. „position“.

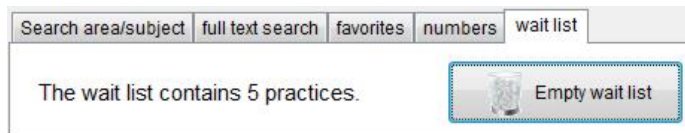
Favorites

Here, all your favorite practices are listed (practices that you selected to be your favorites) and you can select from this list.

Numbers

Enter a practice number in the field and the corresponding practice will be displayed immediately in the right area. Click on arrow buttons (left or right) in order to display the previous or next practice.

Wait list



Here, your wait list is showed and you can select from it. It's also possible to empty the wait list by clicking on the button. In the PRO version, there 5 different waitlists available.

Preview of the practice

Practice

Here, the selected practice is displayed (full description and drawing), but it isn't yet selected in the training session.

If you move the cursor over the practice, you'll get the information when it was last used or that it never has been used.

Text-Editor

The text editor allows you to add personal text and notes to a practice. You can save this text and/or print it on your training session.

Already stored text will be displayed and can freely be modified or deleted.

Attention: when you decide to add such text to the session, it will take the place of one practice on the sheet!

Video

The „Video“ tab is only visible if there is a video clip available for the selected practice.

By clicking on the video tab, the practice number and the title will be repeated with appropriated color.

When you click on play buttons (play, pause, stop), you can visualize the clip, pause or stop it.

At the same time a further button is displayed in the top menu bar when a video clip is available for a practice:



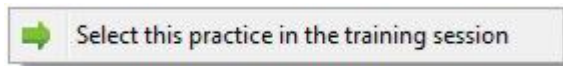
By clicking this button, the video clip will be played within the normal media player from windows, so that the clip could be viewed in a bigger size. This also happens when you click on small preview screen on the „Video“ tab.

Add a practice to your training session



If you want to add the displayed practice to your training session, simply click on the button with green arrow. The practice will be placed then on the next free placeholder on the left of the screen.

You can also add the practice by right clicking on it. Then the following will be showed:



You can also right click on the mini preview of a chosen practice in the page preview (on the left of the window). Then you can remove this practice from the session. The next practice that will be added, will take its place. A simple click (left mouse button) will display the practice.

Cut from the selected exercise (PRO version)



In the PRO version, it is possible to cut out a section from the selected exercise, for example if you don't need the all the information shown. So if you only need the drawing for example, you can click on the "Cut" button and mark the section to be cut on the exercise. The cursor will change to a cross during cutting. If you stop pressing the mouse button, cutting will terminate and the cut section will be shown in place. Now can simply takeover this section to the training plan.

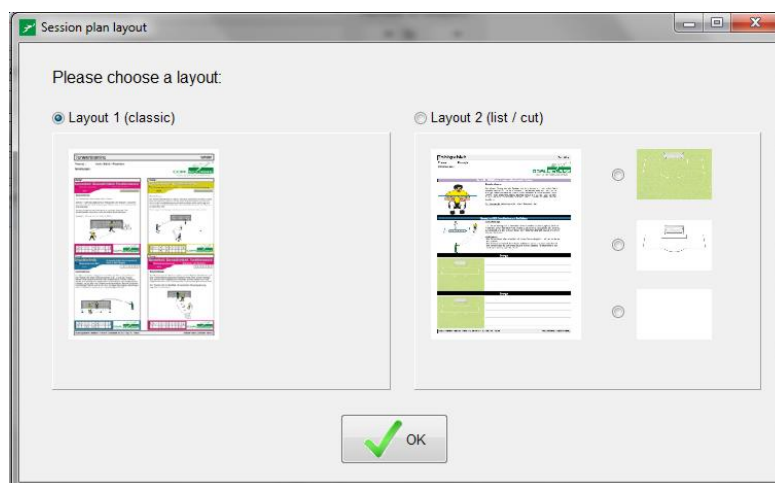
It is also possible to cut 2 different sections of an exercise. To do this, you have to click again on the "Cut" button after the first cut. Note that this is only possible when you choose for the alternative session plan layout before. On 2 cuts, the first cut will be usually the drawing and the second cut would be text. Anyway, both cuts can of course be drawings for example.

Alternative session plan layout

In the PRO version, you can choose between 2 session plan layouts:

1. The "classic" layout
2. The "list / cut" layout = more comfortable, if you cut out sections of exercises

You can define the standard layout in the parameters section. It is also possible to choose it every time you enter the planning section, if you want. This setting can also be done in the parameters.





Parameter settings

Here you can make several settings to use the program:

- Name of the coach (name of the registered user – only for information)
- Select your language

Select the language in which you want to use the program.

- Select the color of the edit zones

Choose here a color of the edit zones. The active zone in that you want to enter values or text will be colored in that color.

- Default folder for external practices

Here you can select the default folder, where your own (external) practices are located and which has to be opened by the program when you'd like to import your practices into the session plan. It is considered that you create some sub-folders in this folder in order to simplify your search for external or own practices.

- Select if a sub-menu with practice types will be proposed when adding a practice

If you select a practice, you can add an additional title for the practice that will also be printed, if this option is set. Otherwise, standard titles like "Practice 1", "Practice 2" are printed above the practices.

- Insert blank practice template if no practice was selected

With this option, every empty practice on the training plan (where no practice was chosen), will be replaced by a blank practice template, which you can fill out by hand and also add a drawing.

- Print all practices in grayscale

You can select here to print all practices in grayscale on the session plan.

- Show also half hours to select the begin of the training session
- Show also quarter hours to select the begin of the training session
- Hide all Goalsquare®-practices (PRO version)

You can hide all Goalsquare practices, if you only want to use your own exercises. Note that in this case, several functions will be disabled in the planning section!

- Club-Logo

You can insert the logo of your club or association here. The logo will be printed on the training session, as well as on the goalkeeper data sheet.

You can also define, if the logo is in portrait or in landscape format.



Creation of own exercises

With this function you can create your own exercises, so that they are directly displayed in the program in the section "Own practices".

To create your own exercise structure, proceed as follows:

- Create a directory on the hard disk of your computer, for example, "My exercises";
- Create in this directory as many subdirectories as "Catching", "Centers", "Coordination", etc. These subdirectories are read later by the program and displayed as subcategories. The subcategories contain your stored exercises, as well as external exercises, which have been copied into them.
- Now select the root directory for external exercises in the program section "settings", for example, C:\My own Goalkeeping drills
- Now create your own exercises in the new program section and store them in the subdirectories you created. In the program, your exercises are displayed with the file name (without extension), you have chosen when saving.

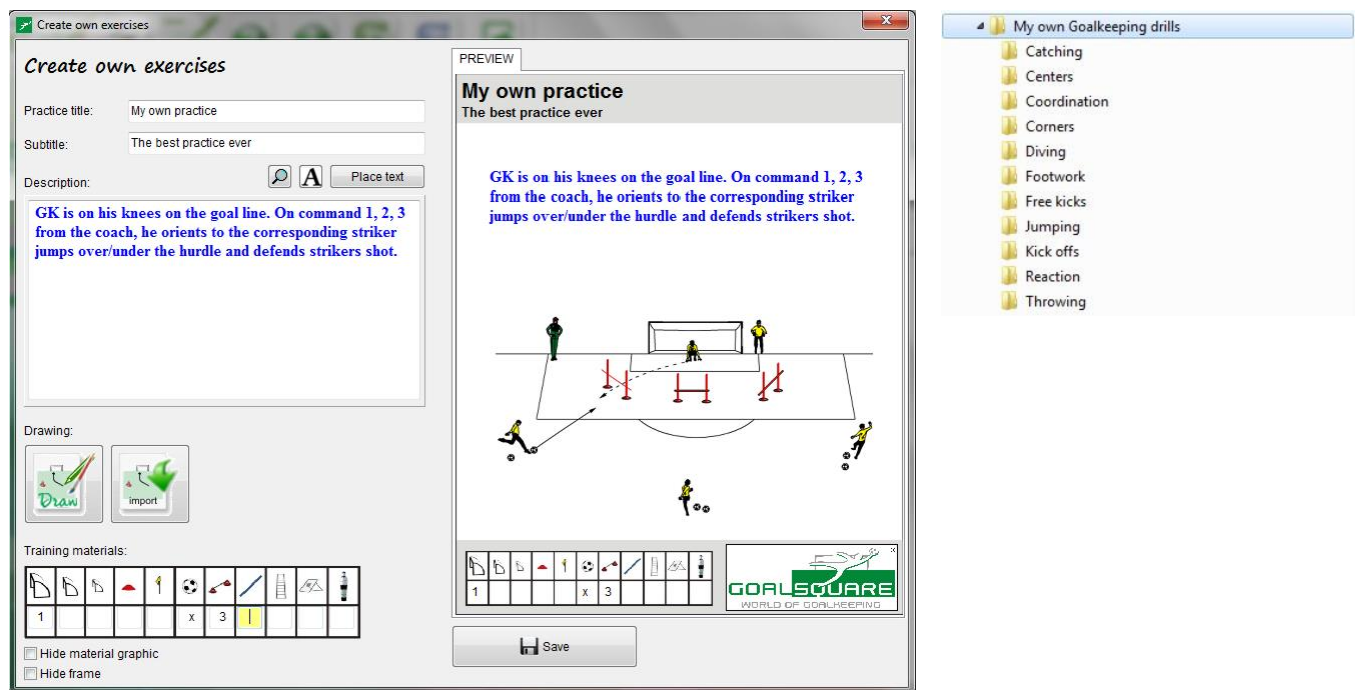
The feature allows you to:

- enter an exercise title and a subtitle;
- enter a description of the exercise, or importing it from a text file;
- insert a finished graphic (drawing), which was created with a dedicated program (for example, easysports Graphics or other) or with the new Goalsquare DRAW module (only in PRO version);
- the direct input of the required training materials in the designated "Material Graphic";
- save your own exercise into a special file format that can only be read by Goalsquare® Session Planner.

You can modify the font properties of the description text and after placing the text in your design frame, you can move it anywhere you want, as well as also the imported drawing.

If you don't want to have the gray frame in your practice, simply click on "Hide frame" to remove it or to show it again.

If you don't want to see the sports materials graphic in your design, simply click on "No Material" to make it disappear or to show it again.



The open structure allows the user to create his own archive the way he would like it. It gives him also the opportunity to not only plan goalkeeping specific exercises or goalkeeper trainings with the program!

Furthermore already finished (external, otherwise created) exercises in JPG format can be easily copied into the directory structure. These are automatically detected and displayed by the program. The best format for external (finished) exercises in JPG format is DIN A6 (148 x 105mm) in portrait orientation, with a resolution of 300dpi.



The “CUT” module

The cutting module has been developed to allow the user to cut exercises that are originally not in the format used in the Session Planner. If have pictures of exercises where the text is i.e. aligned beside the drawing (in an horizontal way), then you can cut this picture in 2 pieces (i.e. text and drawing) and re-align the 2 new pictures in the frame, so that the exercise can be stored in the usable Session Planner format.

Usage of “Cut” is very simple. Load your template from a picture/photo or from the clipboard. Press the “Cut”-Button to activate cutting and pull your mouse over the template to draw a cutting border. When you drop the left mouse button, the cut section will be stored in one of the two possible new pictures. When you quit the Cut module, the 2 cut pictures are placed in the exercise frame and can be moved, resized and placed where you want.

Extended functions in the „PRO“ version

We actually have now 2 version, the „BASIC“ and the „PRO“ version. Users of the basic version can upgrade at any time to „PRO“, which has been developed for more professional use and contains a lot of additional features.

The „SideBar“ element (PRO version)

The SideBar is window docked to the right side of the main screen. It contains tabs with fast access to several functions and also to the practices and documents. It can be placed anywhere on the main screen by simply pulling it with the mouse on the upper border and it can be replaced to the right (or also to the left) side of the window.

The SideBar contains the following tabs:

Documents

All forms that can be printed and filled out, as well as already printed training sessions can be opened directly here.

Goalkeepers

You can search for a goalkeeper in your database and open, resp. work his file by right clicking.

Practices

Simply click on an element color or enter a practice number here and the practice and the eventual existing video clip will directly be shown in the SideBar. If you click on the practice or on the video, it will be shown bigger on the screen. Right clicking the practice gives you the ability to put this practice on one of 5 available waitlists for later planning. Clicking on one of the arrows shows you the next or the previous practice.

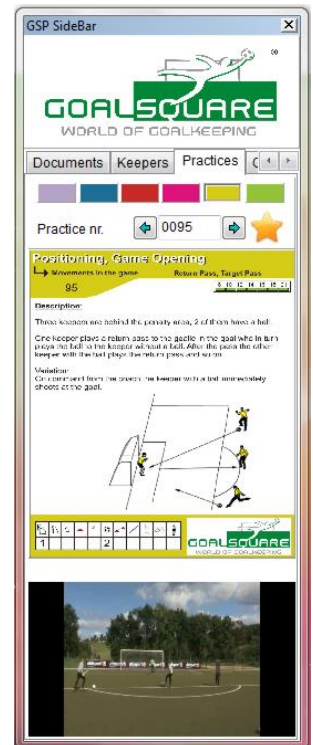
Own practices

Select one of the directories of your own practices structure and all files form the selected directory will be shown in the list for direct opening. Here any file type (Office, PDF, pictures, videos,...) can be shown!

Listings/statistics

Here a list of new features appears:

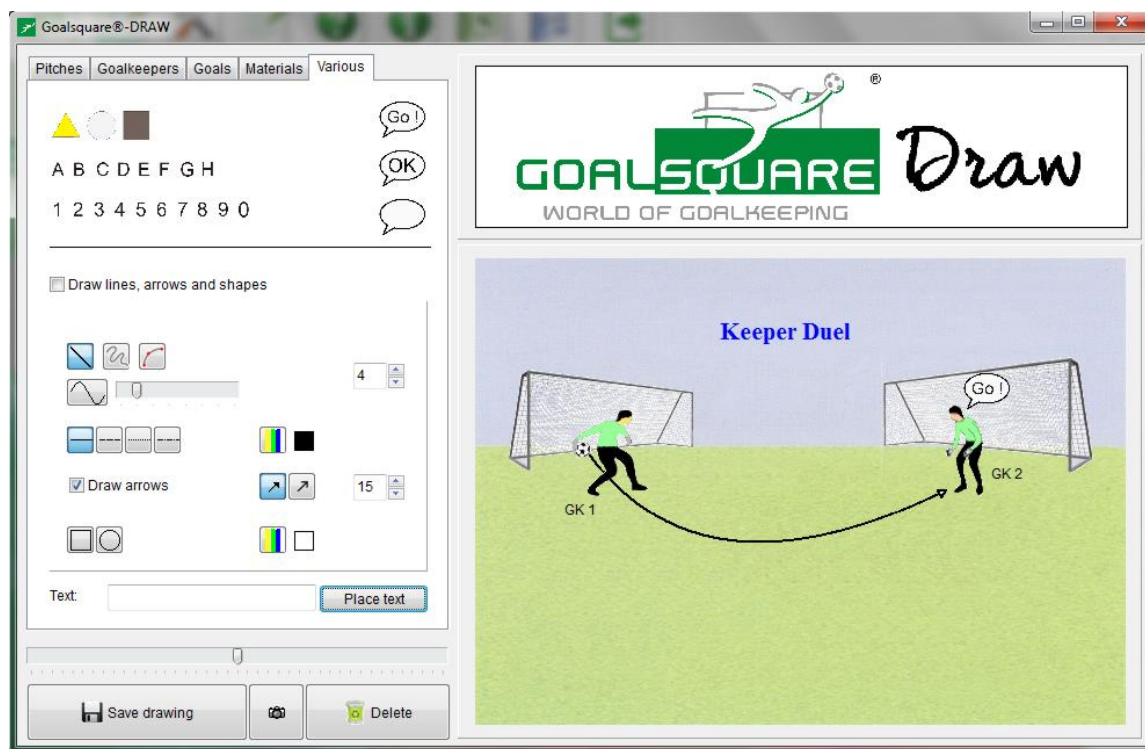
- print/preview a listing of all your goalkeepers, if you want sorted by groups. Add any field you need on your list;



- print/preview a listing of all the training sessions for a group and/or season;
- open a statistics window to view/print training and performance statistics;

Goalsquare DRAW (PRO version)

The drawing module can be selected from the main menu, as well as directly from the creation of own practices, where the saved drawing will be imported directly after returning.



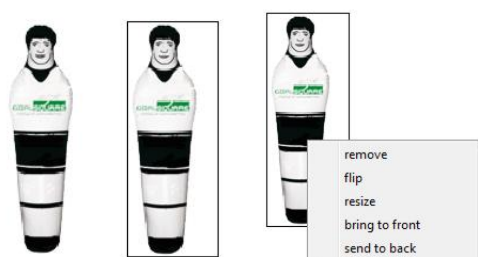
All
your

drawings can be stored anywhere on your computer.

The drawing module supplies you with a lot of tools that are available on different tabs for fields, goalkeepers, goals, materials and various options like text, arrows and lines or shapes.

Your drawing surface is located on the right side of the window, the tabs with all the graphics are located on the left next to the drawing surface.

To select a graphic you want to use in your drawing, simply click on it and it will appear on the drawing surface. You can now move the graphic anywhere on the surface using your mouse. If you click once on the placed graphic, a slight black border will appear around the graphic and on right click, an options menu will appear.



Click on remove, if want to delete this graphic from your drawing surface.

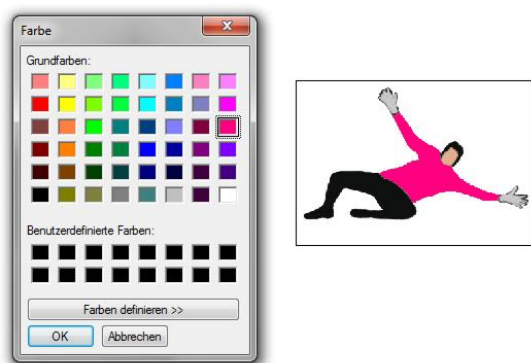
Flip means that the graphic will be mirrored:



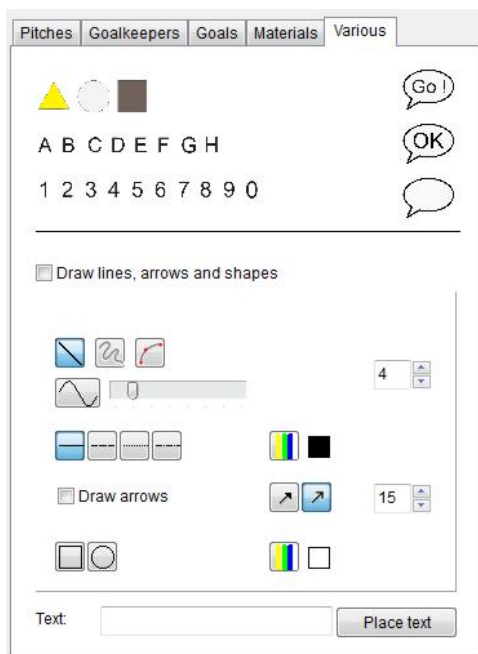
On resize a red thicker border will appear around the graphic. Now you can pull the border with mouse to adjust the size of this graphic.



If the graphic is a goalkeeper, with the “change shirt color” option, you can change the color of the shirt. A color dialog will enable you to select any color you like.

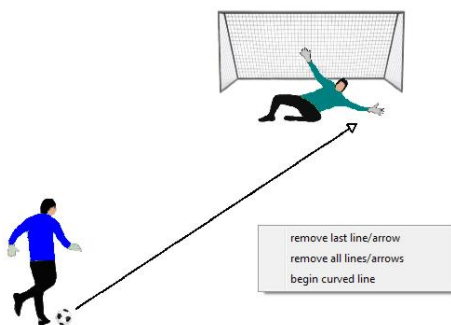


On the various tab sheet, special drawing of lines, shapes and arrows and adding text to your drawing is possible. Lines and shapes can also be drawn on the right mouse button.



To draw lines, shapes and arrows, you must enable the option “Draw lines and shapes” or right click on the drawing surface and choose “add a line/arrow” for every line, shape and arrow you want to draw. Then you can select the line type, color and thickness of the line, shape or arrow. Click on a start point on drawing surface and move the mouse (while holding the left button down) to the end point of the line/arrow.

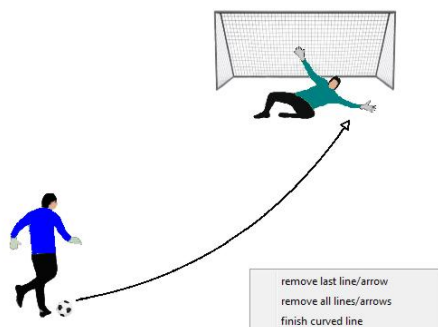
You can now right click and get another popup menu with options to modify the line:



Remove last line/arrow = delete the line immediately, only possible for the 3 last drawn lines;
Remove all lines/arrows = delete all drawn lines, shapes and arrows.

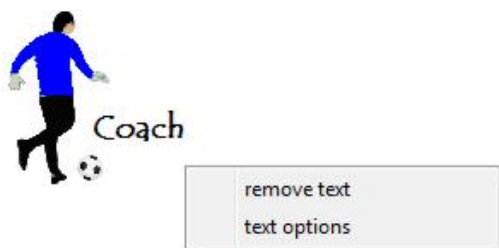
Begin curved line:

The cursor becomes a cross. Click on the side of your last line/arrow and it will change to a curved line. You can click anywhere until the line corresponds to your needs.

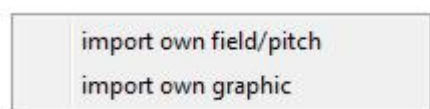


Now right click again and choose “finish curved line” to make the curve valid. You can still remove it and draw a new line if you don’t like it.

To add text to your drawing, simply enter a text in the text area and click on the button “Place text”. The entered text will appear on the drawing surface. Now move it to the desired position with your mouse. On right clicking, you’ll get another popup menu with the option to remove this text or to change text properties, such as font type and size, or font color.



If the included pitches or graphics do not correspond to your needs, you can simply import any other pitch and graphic by right clicking on the drawing surface.



Click on the “Save drawing” button to save it anywhere on your computer for further use or click on the button with the camera to put it into the clipboard to insert it in any other application.

Click on the “Delete” button to delete everything that has been drawn so far.

Training presences (PRO version)

A form to fill out the training presences was already available in the forms center. Now it is possible to manage training presences and absences in a new database, so that statistics and reports become available.

When you have planned a new session, the program will ask you if you want to create an attend list for the printed session. If you choose “yes”, you’ll be transferred in the new screen where the list can be created for the goalkeeper group.

Training participation window for U16, season 2015/2016. Training date: 29.10.2016 - 08:15. Training topic: Positioning.

Name	First name	Present	Reason for absence	Notes	Perform.
DIEFELS	Tessa	☒			
KRINGS	Jérôme	☐			
SCHMITZ	Niklas	☒			
THOMASSEN	Gina	☒			

A dropdown menu is open for the 'Reason for absence' column, showing options: excused, unexcused, ill, violated (present), violated (absent), occupational, private, late, canceled, school, special training, holiday.

Documents: [Icons for document management]

remarks: [Text area]

4 present / 0 absent

You can now mark each keeper from the group present or absent and you can choose one of the reasons for an eventual absence. It is also possible to add a remark for each keeper.

You can also define a performance quote from 0 to 9 for each keeper. That is the simplest way for quotation, but by right clicking in the zone for performance, you get a detailed ability to give performance quotes for up to 9 training behavior labels, that you can personalize yourself in the parameters section.

Training participation window for U16, season 2015/2016. Training date: 18.11.2016 - 17:00. Training topic: Reaktion und Stabilisation.

Name	First name	Present	Reason for
DIEFELS	Tessa	☒	
HEINEN	Luca	☒	
JOST	Raphael	☒	
KRINGS	Jérôme	☒	
PIEP	Jakob	☒	
SCHMITZ	Niklas	☒	
THOMASSEN	Gina	☒	

Detailed performance evaluation for Niklas SCHMITZ - 18.11.2016 - 17:00

☐ No detail evaluation

warm-up: 6
technical: 6
match form: 6
behavior: 6
cooling down: 6
1 v1: 6
concentration: 6
defensive: 6
offensive: 6
average: 6

Documents: [Icons for document management]

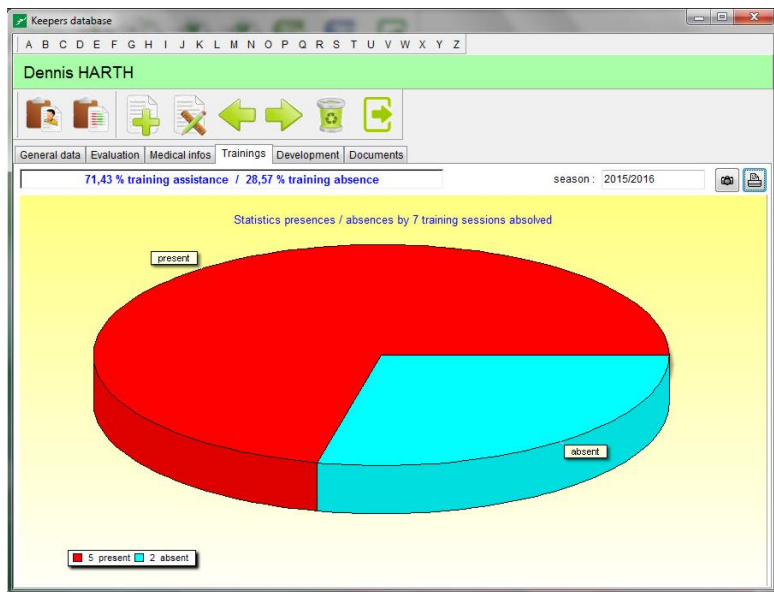
7 present / 0 absent

Additional function in the goalkeeper database (PRO version)

In the PRO version, you have 3 additional tab sheets available:

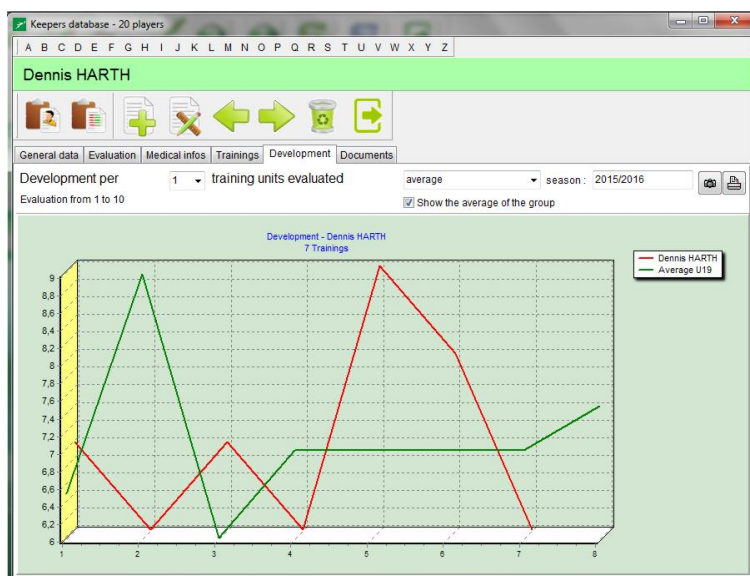
- Trainings

A pie graphic showing the training presences and absences for the selected keeper. This graphic can either be copied in the clipboard to later work with it in Office i.ex. It can also be printed.



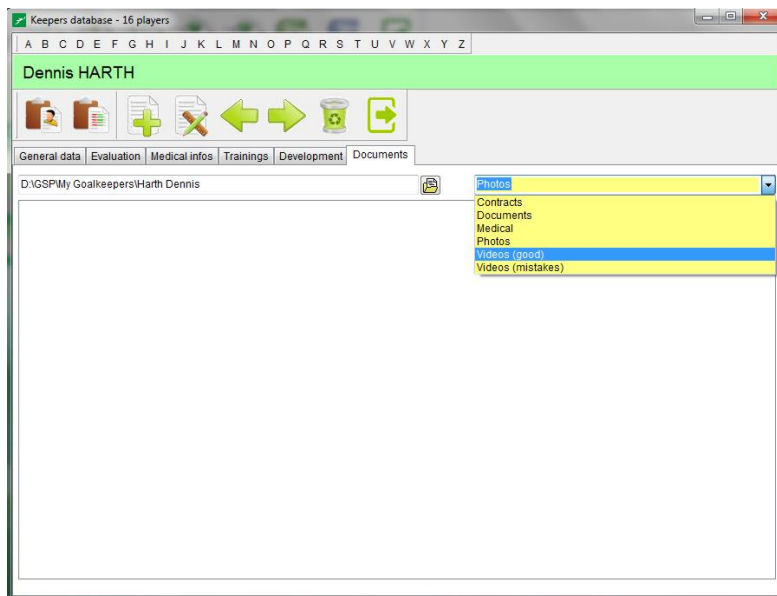
- Development

A line graphic showing the performance development for the selected keeper, according your quotation for each training appears. Here you can set the interval for the number of trainings regrouped in the graphic and also if you want to get the graphic for the average quotation or for a specific part of the trainings. It is also possible to copy it to the clipboard or print it. It is also possible to show a second line in the graphic to compare the keeper with the average of the group.



- Documents

As for your own practices, you can also create a directory structure on your computer for each keeper. The directories in the structure can contain several directories with files that can be shown and selected here. So you can view and work on the keeper specific files right here in the keepers database. Examples: pictures, contracts, letters, ...



Personalize your session planner (PRO version)

In the „PRO“ version, you can now personalize your session planner. To do that, additional options are available in the parameters section, like:

- select your own background picture;
- select your own club or academy logo and show it in the SideBar, print it on your own created practices, on the training sessions, on the goalkeeper data sheets etc.
- choose between 2 set of main menu icons;
- define your own keeper evaluation labels;
- define your own performance quotation labels;

In the PRO version, you can switch between 2 main menu icon sets. The first is the one already in the BASIC version. The alternative looks like:





Own exercise archive

This window only available in PRO version allows you to store your own exercises in a separated database. You can add a description as well as the search paths for the image and/or media file, a marker to be your favorite or not and a search word (keywords) list for every of your exercises.

If you later proceed a search in session planning, your own exercises will additionally appear in the search results, if they match either the search word or in the favorites list if they were marked.



Info

Here some information about the version, the license and available support options will be showed.

Also on the second tab, there are some utilities available, like switching from Basic to Pro version, installing Drills Packs, Restore personal data from the USB key, update the USB key, see the version history.

Forms-Center

Here, the forms center will open and you can choose from different pre-designed forms, such as for ex. a form for a goalkeeper evaluation. There will be forms available more with future updates.

Also available in the forms center are all already made training session, which you can open or print again here.

Quit the application



This will terminate the GoalSquare Session Planner.

Please find more information about the GoalSquare Session Planner, and further updates:

www.goalsquare.net

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