OFFICIAL DOCUMENTATION

LP

Tenant Admin Manual

Complete setup & management guide for BidSphere event administrators

9	Admin	Full
SECTIONS	AUDIENCE	COVERAGE

1 Getting Started

LOGGING IN

Navigate to **/auctions/{your-slug}/admin**. Use your email and password. Click *Forgot Password* if needed — a reset link arrives by email within minutes.

DASHBOARD OVERVIEW

Shows active events with stats (teams approved, players registered, auction status), recent activity log, and quick links to players, teams, or config.

2 Events

CREATING AN EVENT

Go to **Events** → **+ New Event**. Fill in:

- Title, Event type, Auction date
- Start/End dates, Registration deadlines
- Min/Max players per team
- Prediction settings

> ⚠ **Important Lock**
> Once the first player is sold, team counts, date fields, and category settings lock automatically to protect data integrity.

3 Categories

WHAT THEY ARE

Player types in your sport — e.g. Masters, Professional, Open, Junior for throwball; Batsman, Bowler, All-rounder for cricket.

CREATING CATEGORIES

Go to **Categories**, select event, click **+ Add**. Set:

- Name, Short code
- Base units (starting bid)
- Min/Max players per team
- Default flag, Colour

DEFAULT CATEGORY

Mark one category as Default — players imported without a category are assigned here automatically.

> 🔒 **Lock Warning**
> Categories cannot be added, edited, or deleted once the auction has started.

4 Associations

CREATING

Go to **Associations** → **+ New Association**. Enter name, short name, logo, website.

LINKING TO EVENTS

Associations must be linked to each event. Select your event, click **Link** on each participating association.

DEFAULT ASSOCIATION

Mark one as Default per event — imported players without an association are assigned here automatically.

5 Teams

REGISTRATION

Teams register at **/register-team**. After submitting they receive an email with a 6-digit OTP. Once verified, they appear in admin as Pending.

APPROVING

Open the team drawer and click ✓ **Approve**. Set their units allocation (bidding budget).

PASSCODES

Set team passcodes under **Auction Config** → **Passcodes**. Distribute to team representatives before auction day.

> 🔒 **Lock**
> Teams that have won auctioned players cannot be deleted.

6 Players

REGISTRATION

Players register at **/register-player**. Same OTP verification process as teams.

APPROVING

Filter by Pending status. Bulk-approve by selecting checkboxes and using the bulk action bar.

CSV IMPORT

Use **Import CSV** on the players page. Steps:

1. Upload CSV file
2. Map columns to fields
3. Set overrides for Category / Association / Gender / Type
4. Preview results
5. Confirm import

ACCEPTED DOB FORMATS

`DD/MM/YYYY` `DD-MM-YYYY` `YYYY-MM-DD`

GOOGLE DRIVE PHOTOS

Drive share links auto-convert to thumbnail URLs. No manual work needed.

> ⚠ **After Auction**
>
> Sold players: only Photo, Location, and Nationality can be edited. All other fields lock.

7 Auction Configuration

UNIT SYSTEM

- Set **Unit label** (Points / Lakh / Credits)
- Set **Base units** per player type (Player / Captain / Icon)
- Set **Team min/max budget**

BID INTERVALS

Define step amounts by price range. Example:

- 0–200 = step 10
- 200–500 = step 25
- 500+ = step 50

VISIBILITY SETTINGS

- Show player points publicly (hide / show bid amounts)
- Show team points to others
- Public view enabled / disabled
- Prediction results live toggle

🔒 **Lock**

Unit values and bid intervals lock after the first player is sold.

8 Pre-Auction Checklist

- ✓ All categories created with correct min/max and base units
- ✓ All associations linked to event
- ✓ All teams approved with units allocated
- ✓ All players approved and category assigned
- ✓ Auction config saved — units, intervals, visibility
- ✓ Passcodes set and distributed to team reps
- ✓ Test on separate device: hall page, commissioner panel, team dashboard

9 Troubleshooting

TEAM SHOWS UNVERIFIED

Ask them to check email for OTP, or use the **Resend OTP** button in the admin drawer.

IMPORT SAYS "VALIDATION FAILED"

Ensure an event is selected and rows have Name + Email populated.

CONFIG WILL NOT SAVE

Units/intervals are locked after the first player is sold and cannot be changed.

CANNOT DELETE CATEGORY

Players are assigned to it — reassign players to another category first, then delete.

COMMISSIONER CANNOT LOG IN

Check that a passcode is set under **Auction Config → Passcodes**.