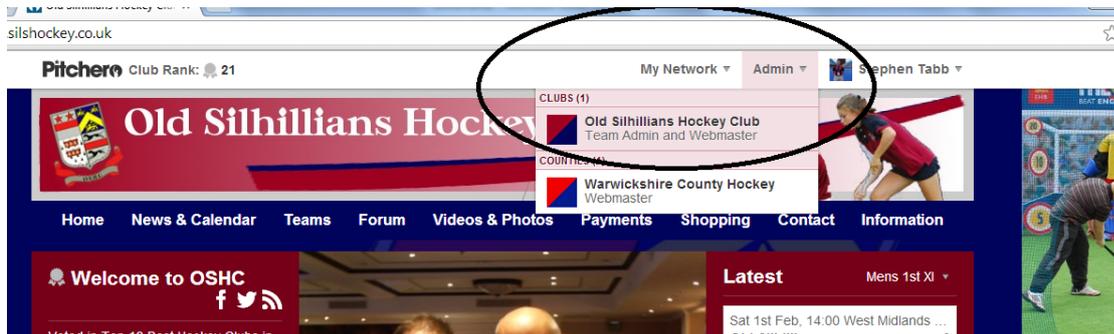
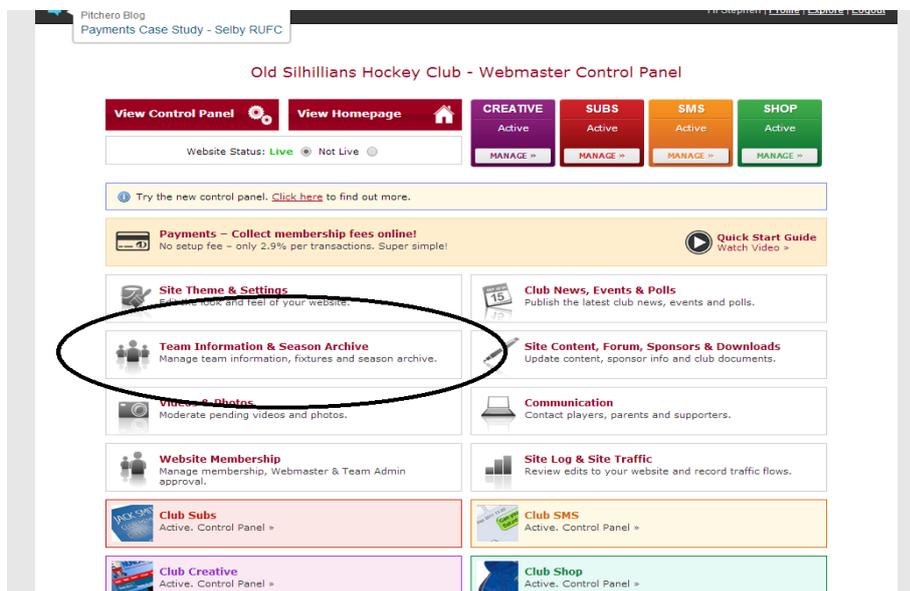


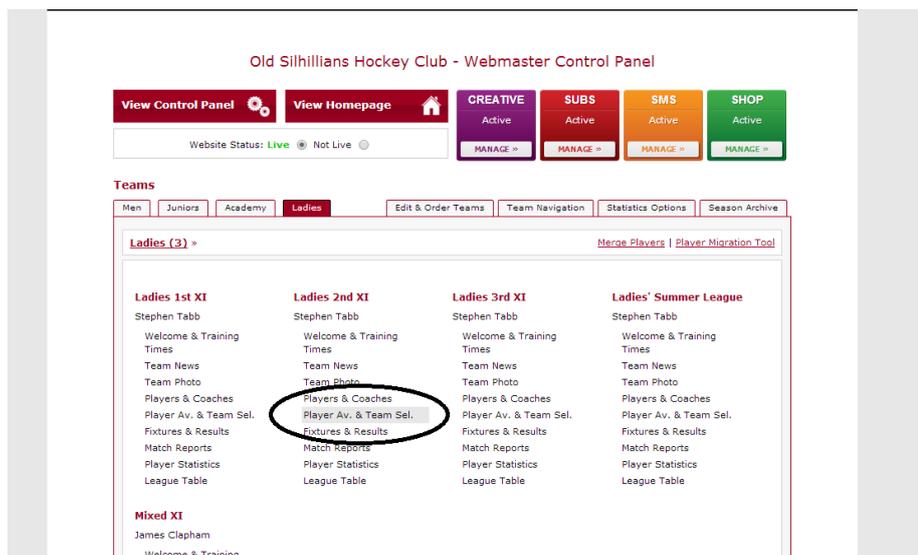
1. Log In (using the Log in option in the top-right of the screen)
2. In top Right of Screen, from Admin drop-down, select Old Silhillians Hockey Club



3. From Control Panel, click on “Team Information & Season Archive”



4. On relevant team (please note, not all teams will show for you), click on “Player Av. & Team Sel.”



- For relevant match, click on "Add" if no details are already showing

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Tip » To begin click the "Add" or "Edit" link in the Match Info column.

Date	Home Team	Away Team	Match Info	Players Available	Players Selected	Players Confirmed	Publish Team	Reset
February 2014								
Sat 8th	Nuneaton 3	Old Silhillians	Add					
March 2014								
Sat 1st	Old Silhillians	Berkswell & Balsall Common 3	Add					
Sat 8th	Olton & West Warwick 5	Old Silhillians	Add					

- If player details are already showing, click on Edit

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Tip » To begin click the "Add" or "Edit" link in the Match Info column.

Date	Home Team	Away Team	Match Info	Players Available	Players Selected	Players Confirmed	Publish Team	Reset
February 2014								
Sat 8th	Rugby & East Warwickshire 2nds	Old Silhillians Hockey Club	Edit	21	1	7	5	16
March 2014								
Sat 1st	Old Silhillians Hockey Club	Market Harborough	Add					
Sat 8th	Wellingborough	Old Silhillians Hockey Club	Add					
Sat 15th	Old Silhillians Hockey	Rugby & East	Add					

- On the resultant screen you can Add/Edit match details such as meet time and any other notes about meeting or kit etc.

[Ladies \(3\)](#) » [Ladies 2nd XI](#) » [Player Availability](#)

[Player Availability](#) » [Nuneaton 3 v Old Silhillians](#) » [Match Info](#)

[1. Summary](#)
[2. Match Info](#)
[3. Select Team](#)
[4. Player Confirmations](#)
[5. Publish Team](#)

Tip » Confirm match information.

Match: Nuneaton 3 vs Old Silhillians (2nd XI)

Date: Saturday 8th February ([Edit](#))

Kick off: 10:15 ([Edit](#))

Meet time: :

Player / Parent information (optional):

Tip » Confirm squad and selection process.

Select the squad of players from which you will pick the team ([Add a new squad](#)).

Squad: [View / Edit Squad](#)

When will you select the team?

Selection date:

Players will not be able to update their availability after this date. To avoid confusing your players, this shouldn't be changed after it is set.

7. The next bit is the important bit, as it determines which squad you are selecting from:
 - a. From the “Squad” dropdown box, select the correct squad – if you think this might need amending e.g. players adding into it, then click on the View/Edit Squad text and this will take you to the following screen:

Simply add ticks or take ticks away where relevant. Once you have done this, save Changes, but please note this will return you to the screen shown in Step 5, so you will need to then click Add or Edit as in Step 5 in order to get to the Match view (from step 6).

- b. From the “Selection Date” box, choose the date when you wish to start selecting – you may as well set this to “Today” as unless the date today is on, or later than the option you choose at this point, you will not actually be able to select any players on the next screen.
- c. Tick or Untick the “Ask your Players to set availability” option – **worth noting that every time you move through this screen, the default will be for this box to be ticked, and every time to press “Save & Continue” an email prompt will be sent out, so to avoid annoying people be very careful to check whether this box is still ticked or not!**
- d. Choose whether you wish to Add a map or not – if the venue you need is not listed, then contact Steve and he will add it for you (but you will need to return to this screen to add it at a later date).
- e. Press “Save & Continue”

- The next screen will display the Availability of all those players listed in the squad you picked from the drop down list in Step 7a:

Ladies (3) » Ladies 2nd XI » Player Availability

Player Availability » Nuneaton 3 v Old Silhillians » Select Team

1. Summary 2. Match Info **3. Select Team** 4. Player Confirmations 5. Publish Team

Alert: Selection will take place today
 13 players - Have set their availability
 13 players - Have not set their availability. [Send Email Prompt](#) | [Overwrite Availability](#)
 3 players - NOT Registered (you can invite players below). [Overwrite Availability](#)

Available Not Sure Unavailable No Response

Available (11) **Not Sure / No Response (17)** **Unavailable (1)**

Ladies 1st XI	Mens 4th XI	Ladies 1st XI
<input type="checkbox"/> Ally Taft Response	<input type="checkbox"/> Quentin Gummow Invite	<input type="checkbox"/> Megan Longden Response
<input type="checkbox"/> Claire Robinson Response	<input type="checkbox"/> Richard Fell Prompt	
<input type="checkbox"/> Emily Green Response	Ladies 1st XI	
<input type="checkbox"/> Joanne Brett Response	<input type="checkbox"/> Alex Levey Prompt	
<input type="checkbox"/> Kat Berns Response	<input type="checkbox"/> Amy Perrow Prompt	
<input type="checkbox"/> Kate Huntington Response	<input type="checkbox"/> Becky Bakewell Response	
<input type="checkbox"/> Louise Hirons Response	<input type="checkbox"/> Caroline Robinson Prompt	
<input type="checkbox"/> Ruth Dovey Response	<input type="checkbox"/> Emma Rosser Prompt	
<input type="checkbox"/> Samantha Cooper Response	<input type="checkbox"/> Georgina Jones Prompt	
<input type="checkbox"/> Terri Mason Response	<input type="checkbox"/> Isabelle Thomas Prompt	
U14s	<input type="checkbox"/> Jamie Fleet Invite	
<input type="checkbox"/> Hannah Higley Response	<input type="checkbox"/> Laura Byng Invite	
	<input type="checkbox"/> Lucy Gilbert Prompt	

- If a player is not showing at all, you will need to return to the previous screen and Amend the Squad (though you would only need to do this once).
- You can then select from any Available, or Not Sure players by simply clicking on the box next to their name.
- If a player you want to select is Unavailable, you could still select them, BUT you must Overwrite Availability first, make them Available, and then try again:

Ladies (3) » Ladies 2nd XI » Player Availability

Player Availability » Nuneaton 3 v Old Silhillians » Select Team

1. Summary 2. Match Info **3. Select Team** 4. Player Confirmations 5. Publish Team

Alert: Selection will take place today
 13 players - Have set their availability
 13 players - Have not set their availability. [Send Email Prompt](#) | [Overwrite Availability](#)
 3 players - NOT Registered (you can invite players below). [Overwrite Availability](#)

Available Not Sure Unavailable No Response

Available (11) **Not Sure / No Response (17)** **Unavailable (1)**

Ladies 1st XI	Mens 4th XI	Ladies 1st XI
<input type="checkbox"/> Ally Taft Response	<input type="checkbox"/> Quentin Gummow Invite	<input type="checkbox"/> Megan Longden Response
<input type="checkbox"/> Claire Robinson Response	<input type="checkbox"/> Richard Fell Prompt	

- The final few screens allow you to contact the squad members via email to ask them to confirm their availability. Simply tick the boxes of those you wish to send emails to (if you cannot tick the box then it means they have not confirmed their email address and must do so if they want to receive email alerts), and then click "Send Requests":

Players [Edit selection](#) **Send Email** [Tick/Untick All](#) **Send SMS** [Tick/Untick All](#) **Live Response** (Refreshing in 6s)
Player responses will appear here

Confirmed (7)

Harvey Wilson (Confirmed)	Confirmed 3 hours ago via website
Hugo Layzell (Confirmed)	Confirmed 2 hours ago via website
Jake Johnstone (Confirmed)	Confirmed 16 hours ago via website
Morgan Price (Confirmed)	Confirmed 2 hours ago via website
Sam Johnstone (Confirmed)	Confirmed 16 hours ago via website
Thomas Loughran (Confirmed)	Confirmed 8 hours ago via website
john rice (Confirmed)	Confirmed 5 hours ago via website

Declined (0)

Unconfirmed (8)

Calum Rice (Unconfirmed)	<input checked="" type="checkbox"/>	(Disabled)	No requests sent. Tick a box to send one.
Harry Peachey (Unconfirmed)	<input type="checkbox"/>	(Disabled)	Email sent 16 hours ago
Jacques Banton (Unconfirmed)	<input type="checkbox"/>	(Disabled)	Email sent 16 hours ago
Josh Rice (Unconfirmed)	<input checked="" type="checkbox"/>	(Disabled)	No requests sent. Tick a box to send one.
Matthew Deakin (Unconfirmed)	<input type="checkbox"/>	(Disabled)	Email sent 16 hours ago
Nicholas Jones (Unconfirmed)	<input type="checkbox"/>	(Disabled)	Email sent 16 hours ago
Nick Rice (Unconfirmed)	<input checked="" type="checkbox"/>	(Disabled)	No requests sent. Tick a box to send one.
Tom Banton (Unconfirmed)	<input checked="" type="checkbox"/>	(Disabled)	No requests sent. Tick a box to send one.

[Edit selection](#) [Tick/Untick All](#) [Tick/Untick All](#)

You are about to request confirmation by sending 4 emails.

[« Back](#) [Send Requests](#) [Publish Team »](#)

- The screen will then indicate (as above) who you have sent messages to. In the case of the screenshot above, it also shows how many players have confirmed that they are aware they have been selected, so you can see at any given time how many definite players you have in the squad. If you wish to also Publish the Team on the website, at this point, click "Publish Team".
- The "Player Av. and Team Sel." Will then provide a summary of how many players you have selected (1.) how many have confirmed availability (2.) and whether you have published the squad to the website or no (3.)

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Tip » To begin click the "Add" or "Edit" link in the Match Info column.

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March 2014								
Sat 1st	Old Silhillians Hockey Club	Market Harborough	Add					
Sat 8th	Wellingborough	Old Silhillians Hockey Club	Add					
Sat 15th	Old Silhillians Hockey Club	Rugby & East Warwickshire	Add					