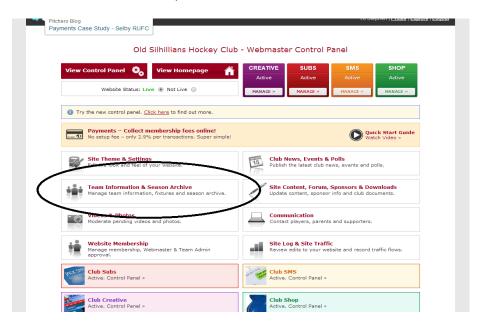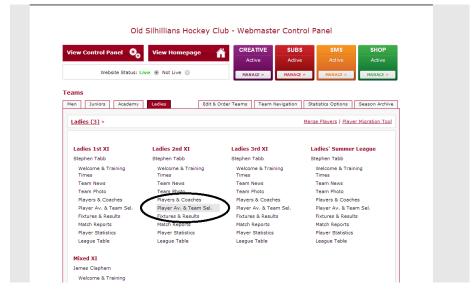1. Log In (using the Log in option in the top-right of the screen)
2. In top Right of Screen, from Admin drop-down, select Old Silhillians Hockey Club
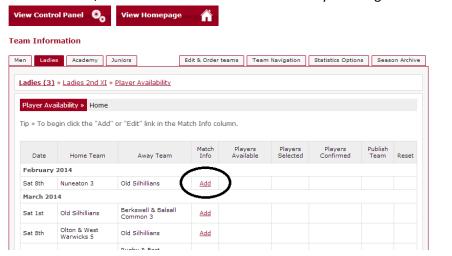

3. From Control Panel, click on "Team Information & Season Archive"

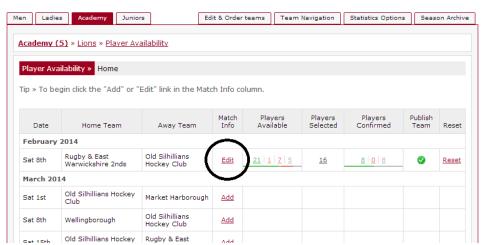4. On relevant team (please note, not all teams will show for you), click on "Player Av. & Team Sel."

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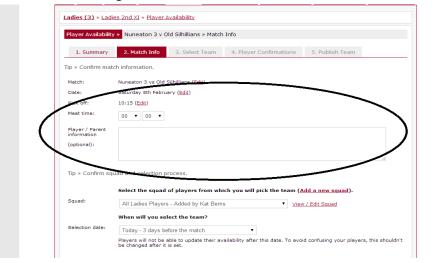

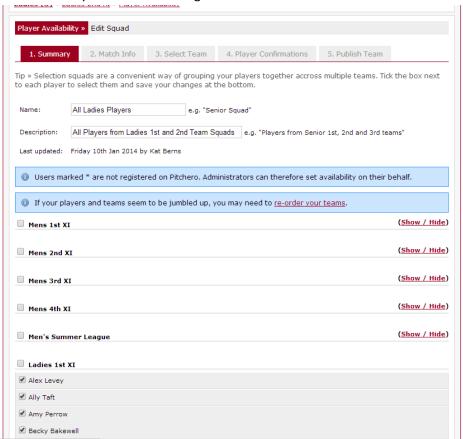5a. If player details are already showing, click on Edit

6. On the resultant screen you can Add/Edit match details such as meet time and any other notes about meeting or kit etc.
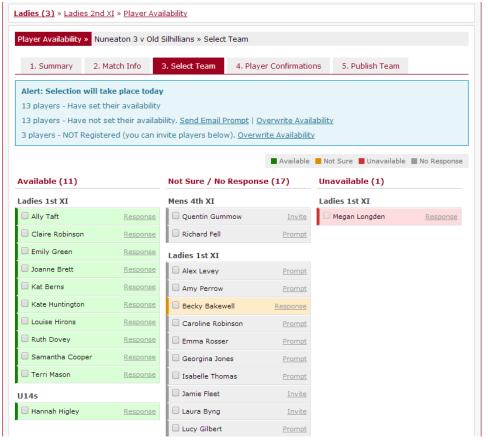
7. The next bit is the important bit, as it determines which squad you are selecting from:
   a. From the "Squad" dropdown box, select the correct squad – if you think this might need amending e.g. players adding into it, then click on the View/Edit Squad text and this will take you to the following screen:
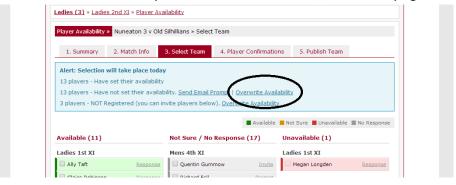

   Simply add ticks or take ticks away where relevant. Once you have done this, save Changes, but please note this will return you to the screen shown in Step 5, so you will need to then click Add or Edit as in Step 5 in order to get to the Match view (from step 6).

   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).
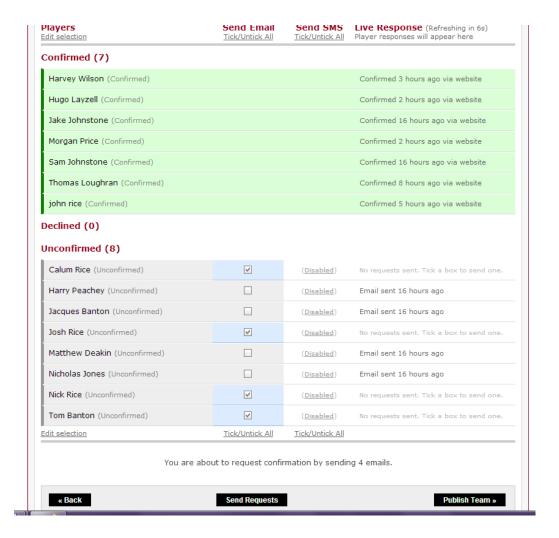   e. Press "Save & Continue"

8. 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:

a. 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).
b. You can then select from any Available, or Not Sure players by simply clicking on the box next to their name.
c. 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:

9. 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":

10. 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".

11. 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.)