



Deeside Ramblers Hockey Club

HOW TO GUIDE: PLAYER AVAILABILITY AND SELECTION ON PITCHERO

Note for Parents: when you access the Club app Calendar mentioned below, your own name and your children's names appear across the top of the screen. If you view your own (parental) calendar, you get to see all the matches relevant to your children but you can't use this to set their availabilities. To see /set / change your child's availability or selection, click on their name to display their individual (player) calendar.

1) How do I give my availability?

- a) In the Club app, tap the Calendar icon at the bottom. You will see all the matches scheduled for any team(s) you are registered for. If you need to change which teams you are registered for, see Question 5) below.
- b) If you haven't yet set your availability, tap 'Set Availability' and select the appropriate option. You can also add a note (tap 'Add note') if you need to specify e.g. time constraints.
- c) You can go back in and change your availability subsequently if necessary.
- d) Note that players give their availability for a date, not for a specific fixture. Once you've given your availability, you will be selected for a specific fixture.

2) I can't see the match details / venues - where are these?

- a) You can (*should be able to*¹) see venues in the Club app by tapping on the fixture in your Calendar.
- b) For the bigger picture, go on to the club website where you can do either of the following:
 - i) See a full list of fixtures across all club teams on a given date: Select Calendar and click on the relevant date.
 - ii) See a full list of fixtures on all dates for a given team: from the drop-down 'Teams' menu, select the relevant team.

3) How do I know if I've been selected and by which team?

- a) Once selected, you'll get a notification. Depending on what account settings you've specified for notifications, you'll either get this by email, and/or by a push notification to your Club app.
- b) If venue isn't specified in the notification, you can check it by the following the procedure in Question 2) above.
- c) Either way, you'll be asked to confirm you will play in a specific fixture.
- d) After you have done that, if you look on your calendar in your Club app, you'll see that the fixture you're playing in will be labelled "PLAYING".
- e) You can change your status to "NOT PLAYING" by tapping on the fixture. Whilst your captain will get a notification of your change of status via Pitchero, it would be sensible to speak to him/her directly if you suddenly change your availability at this late stage (i.e. after selection has been made based on the availability you have provided previously).

¹ Note that the venues for matches should appear in Pitchero but there are some teething problems in the data-sharing between FixturesLive and Pitchero, currently being worked on by the merged companies. If all else fails, look on FixturesLive.

4) How can I tell which team(s) I am registered for in Pitchero? Or which my child is registered for?

- a) Go into the Club app; tap the menu (3 horizontal lines) icon in the bottom right; tap 'My account'²; tap 'My Roles'.
- b) The team(s) you're registered for are listed under 'Player For'.

5) I play for different teams some weeks. I need to be registered against more than one team. What should I do?

- a) Follow the procedure above to show which teams you're already registered for. Then tap 'Manage' and then tap 'Apply' for any extra teams you want to be registered for. The Club will then receive and approve your application (as long as it's sensible!).
- b) You can also remove yourself from teams that no longer apply to you.

6) I don't use the Club app. Can I do all this via a browser?

Using the Club app (on a tablet or phone) will make life easier for you. But you can do all this via a web browser on a PC, as follows:

- a) Go to the Club website - www.drhc.co.uk.
- b) If you're not logged in, click on 'Login' in the top right hand corner.
- c) If/when you are logged in, you'll see your photo (or the grey 'head and shoulders' icon if you've not uploaded a photo to your account).
- a) Click on this and then 'Your account'.
- b) If you're a parent, you'll need to click on your child's name to manage their affairs.
- c) Either for yourself (as player), or for your children (as a parent):
 - i) Click on 'Overview' to be able to 'Manage Roles' such as which team you (or your children) are registered for.
 - ii) Click on 'Schedule' to give availability and confirm your response to selection.

² Or 'View My Settings' in older versions of the Club app.