

# AHC Pitchero Website & App Guide

## Joining instructions

1. Go to <http://www.ashfordhockeyclub.co.uk/>
2. Click "JOIN THIS CLUB" in the top right.
3. Enter your personal details:
  - a. Name (capitalise your first and surname)
  - b. Email
  - c. Password (must be 8 characters long)
  - d. Phone Number (optional)
  - e. DOB
4. The next screen will be "APPLY FOR ROLES". Here you will select:
  - a. Club Member (everyone needs to do this).
  - b. Player (you will select which team(s) you play for on the next screen. Everyone should apply to join the LADIES SECTION or MENS SECTION as a team).
  - c. Parent (you can link your profile to your family). Here you will be able to create their profile (just their name) on the next screen.
  - d. Team Admin (if you're a captain / vice). This gives you access to create fixtures, training sessions and to view availability.

**NOTE:** At this stage you will not be able to do anything until your profile has been approved by the Webmaster. Several committee members have the permissions to accept you so this shouldn't take long.

Most people also download the **PITCHERO CLUB** app. Once downloaded, click SIGN IN and enter your Email and Password. Use the app on their phone or tablet to add availability / confirm match attendance rather than using email / a computer.

# Website & App Navigation

Once you have received an email to say your profile has been approved:

## On the website:

1. Click "LOGIN" in the top right and enter your Email and Password.
2. You should be able to browse the Ashford (Middlesex) Hockey Club page to view News / Teams / Gallery / Calendar / Information / Contact.
3. Click on your picture in the top right and click "YOUR ACCOUNT". Here you will see four sections along the top:
  - a. "OVERALL". Here you can: edit your personal / membership information; apply for a new / manage your role as a player or team admin and; to manage your email preferences. You can also upload a photo if you wish to do so.
  - b. "MESSAGES". Here you can send a private message to anyone at the club.
  - c. "SCHEDULE". Here you can see all the training sessions and matches for your team.

To add in your availability, click on SET AVAILABILITY for that day / training / match and select if you are available. Once you have been selected for a match, click on RESPOND TO SELECTION to confirm your attendance. NOTE: You may have to click the icon near the top to flip between months.
  - d. "PAYMENTS". Ignore this section - the club does not use it.

## On the app:

1. Sign in using your Email and Password. You should be able to see the Ashford (Middlesex) Hockey Club page. You should be able to see four icons along the bottom of your screen.
2. Click the "HOME" icon in the bottom left. Here you can click the headings at the top to browse Matches / News / Photos / Videos.
3. The next icon is "MY SCHEDULE". Here you can see all the training sessions and matches for your team. To add in your availability, click on SET AVAILABILITY for that day / training / match and select if you are available. Once you have been selected for a match, click on RESPOND TO SELECTION to confirm your attendance.
4. The next icon is "MESSAGES". Here you can send a private message to anyone at the club.
5. The last icon is the three horizontal lines at the bottom right. This will allow you to edit which TEAMS YOU FOLLOW and customise your home screen. You can also click MY ACCOUNT to: edit your personal information; apply for a new role / team and; to manage your notifications.