



Guide for players on entering availability

and checking selection

From the club website chose Log In from top right hand corner. You will then see your profile screen as per below

Match	Date	Venue	Position	Status
Ladies 2nd XI Vs Exe Tournament (Olive Drake Trophy)	3 September 2016	St Peters School	Utility	

Sport	Primary position	Team(s)
Hockey	Midfielder	Ladies Indoor, Ladies 3rd XI, Ladies 4th XI, Ladies 5th XI, Ladies 2nd XI, Ladies 1st XI

Reason	From	Until
Holiday	17 September 2016	24 September 2016

In here you can edit your profile:-

- Add a medical record by clicking >add medical record
- Amend medical information if there are any changes to your medical record by clicking >edit medical record
- If you want to change your password chose >edit login details
- If you change your contact details chose> edit member from the top right. **Its important the email is up to date as this will be the address we use to send selection emails.**

Availability for matches:-

It's imperative if you know you can't play on a weekend that you enter this into the system. Your captain will then know how many players are available from the squad for each game when they make their weekly selections. If needed you can see fixtures under 'meet the teams' on our website.

- Click on the > Add Omissions
- You do not have to provide a reason
- Click on start date and chose the start date
- Click on end date and chose date
- Click on Create omission

Fields marked with * are required.

Omission

Reason

Starts at *


Ends at *

Create omission

Selection emails

- When you have been selected for a match you will receive an email the same as the one below. Click on the relevant link to confirm if you can play or not. Hopefully all 'omissions' should be in the system so you only choose accept.
- If you click 'accept' and then later become ill or can't play you can then choose the link decline if you still have the email. Alternatively you should contact your captain directly.

Exe Hockey Club - Match selection details Inbox x

 **Exe Hockey Club** 17:55 (1 hour ago) ☆

to me ▾

== DO NOT REPLY TO THIS EMAIL ==

Hi Admin 01

You have been selected to play Utility for the Ladies 2nd XI Vs Exe Tournament (Olive Drake Trophy) on 3 September 2016, 11:00, at St Peters School.

Notes and details:
Players - please make yourselves available all day

To confirm you can play please click this link:
http://exehockeyclub.clubbuzz.co.uk/match/173990/-3di7ihprhfjn/accept_selection

Or if you cannot make this game please click this link:
http://exehockeyclub.clubbuzz.co.uk/match/173990/-3di7ihprhfjn/decline_selection

Further details can be found by logging in to the website:
<http://exehockeyclub.clubbuzz.co.uk/members/event/173990>

Please ensure you confirm your availability as soon as possible so we can ensure we have enough players.

KAT HARRIS
Exe Hockey Club
<http://exehockeyclub.clubbuzz.co.uk/>

Match Selections:-

If you can't remember whether you have accepted or declined a match you can see in the 'match selections' section of 'your profile' which matches you were selected for and their details.

- Click on the match on the date you wish to check
- You will then see the details of the match and what your response was
- If you originally accepted but are now unavailable due to illness or another reason then you can change the response to decline > click update response
- Your captain will be able to see you have changed the response in the team selection. As a matter of courtesy if you chose accept and then change to decline please let your captain know.

[? Help](#)

Edit match selection

Hockey Ladies 2nd XI Vs Exe Tournament (Olive Drake Trophy)
Date: 3 September 2016
Venue: St Peters School Position: Utility

Your response

Response

[Update response](#)