**Website Contributor guide (2017/18)**

One of the key aims in upgrading our club website was to help with:

1. team selection;
2. match reporting ; and
3. membership management.

All of our members will now be listed on the website and captains will be able to see who is eligible for selection, who has been picked for a higher team and where players may become available.

After each match captains will be able to complete a match report on their phones (or other device) and file all information centrally.

There is also a report section which will enable the membership secretary and captains to see who has played, scored, assisted, been booked and awarded man of the match throughout the season.

**How does it work and what do you need to do?**

As in all aspects of computer life what comes out depends on what goes in!

**Membership**

All members from the 2016/17 season have been entered as members on the website as have new players and prospective members. (This does not however mean they are all eligible yet). Members will need to complete and return their forms (including health and safety acknowledgements) before being able to play. Former members (2015/16 season onwards) and members at university are also listed.

**Sport and teams**

Each member has been allocated to a Sport e.g. "Ladies Hockey" or "Mini Hockey". Any new members will have to be allocated by captains to the appropriate sport.

Players then also have to be allocated to a particular team e.g. "Men's 3rd XI". Once team squads have been agreed with the Men's and Ladies Club Captains then individual captains/managers need to complete the team details online. Click on Club, then Sports, then (having selected the right sport and team) use the blue Playing members button to complete the team/squad. Click the green Update players button when the selections have been made. It is possible for players to be allocated to more than one team/squad.

**Fixtures**

Our general manager, fixtures secretary and Hon. Secretary will add the fixtures to the calendar. Please tell them if further fixtures need to be added.

**Selection**

Once players have been allocated and the fixtures entered the weekly selection process should become simple.

Click on Schedule then Match selections and then find your next fixture on the list. When you click the fixture your squad will appear and you can tick the names to make your selection. There is an option for Wider Selection in case you need to find additional players from other teams. Then press the Notify button which will trigger an email to all selected who are then invited to confirm or decline.

The web page showing those selected can be printed.

**Results**

After the match go back into Schedule and then Match Records then find your match. You will be asked to list the scorers, those who assisted, those who were booked and the man of the match. Complete that and you are done! Please also ask someone to write a match report each week and circulate it.

**Reports**

If you want to get details go into Reports and then Match Reports or Team Reports and you can recall any of the information for whatever period is of interest.

**Team Pages**

Each team has a designated web page (see Meet the Teams). Please do take ownership of your page and add pictures and information of interest and links to your match reports. Make it something players will want to visit.

**Help**

If you need help please speak to Jane Blake, The Honorary Secretary and website supremo.

If you have any questions concerning eligibility please speak to Peter Kempe our membership secretary or Jo Davey in the club office.

Any questions concerning fixtures should go to Gerry Smith, the fixtures secretary.

**Responsibilities**

We have a guide rather than a formal website contributor policy as we trust all club officials with access to the website to act responsibly and not to post anything inappropriate whether defamatory, obscene, illegal or just immature.

Please use your common sense and if you are adding anything (whether to the selection and reporting area or by way of photographs, match reports, Twitter messages or otherwise) think what the recipient would think and feel before proceeding and always pause before sending.

If you have been celebrating do not use the website and if you are in any doubt as to anything the answer is no.

Most importantly always make the club look good, never post anything negative and always **think purple**.