



**Northampton Hockey Club**

## **Building your Profile**

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## Northampton Hockey Club

### 1) Your profile.

Once you've Logged In or set up a profile, you will arrive at your home page. At the top right of the page, select MY ACCOUNT. See below.

Paul Vaughan

Member number: 00126270  
Category: Adult member  
Gender: Male  
Date of birth: 29 April 1985  
Medical record: Last updated 10 Oct 2016  
Status: Registered (To: 15 July 2018)  
Bio: Northants County U14/U16 East Midlands U16 Midlands trials Northampton Lions 13 years absence 2016/17 - first season for Saints 7's

32 Oundle Drive  
Moulton  
Northampton  
NN3 7DB  
Phone: 07741281145  
Mobile: 07741281145  
Work: 07741281145  
Email: paulv0485@gmail.com

Match selections

Match	Date	Venue	Position	Status
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### 2) Your account.

Here, you can check your statements and see your balances in advance. This is also where you can set up your direct debit if not already done so. See below.

My account

Recent transactions  
Previous statements  
Committed instalments

Settings  
Account preferences

My balance

Balance	
Recent transactions	<£114.00
Total balance	£30.00
Pending payments	£0.00

Account settings

Options

Options	
Play subs monthly	Yes
Pay by Direct Debit (GoCardless)	Yes

Statements

Date	
15 September 2017	£144.00
15 August 2017	£54.00
15 July 2017	£0.00



## Northampton Hockey Club

### 3) Build your profile.

You can... Your profile shows:

- Upload a picture
- Tell every about yourself and journey
- State your favoured position
- Select your regular team and selection history
- Update your medical record
- Let captains know your availability in advance

See below.

The screenshot shows the Northampton Hockey Club website with the member profile for Paul Vaughan. The page includes a sidebar with navigation links like Club setup, Sports, Venues, Documents, Members, and Registrations. The main content area displays Paul Vaughan's profile with a photo, member number (00126270), category (Adult member), gender (Male), date of birth (29 April 1985), medical record (last updated 10 Oct 2016), and status (Registered). It also lists his address (32 Oundle Drive, Moulton, Northampton, NN3 7DB) and contact information (Phone: 07741281145, Mobile: 07741281145, Work: 07741281145, Email: paulv0485@gmail.com). There are buttons for 'Download PDF', 'Edit login details', 'Edit member', and 'Member Documents'. Below the profile, there are buttons for 'Edit medical record' and 'Edit biography'. The 'Match selections' section shows a table with columns: Match, Date, Venue, Position, and Status.

Match	Date	Venue	Position	Status
Mens 5th XI Vs Coalville 4 (@ Moulton College Sand)	7 October 2017	Moulton College Sand Base (Gate 3)	Utility	Accepted

The screenshot shows the 'Sports' section of Paul Vaughan's profile. It includes a table with columns: Sport, Primary position, and Team(s). The table shows 'Hockey' as the sport, 'Midfielder' as the primary position, and 'Mens 5th XI, Mens 6th XI' as the teams. There is an 'Add sport' button. Below the sports section, there is an 'Omissions' section with a table with columns: Reason, From, and Until. There is an 'Add omission' button. At the bottom, there is a 'Roles' section with a table with columns: Role and Permissions. The table lists various roles and their corresponding permissions.

Role	Permissions
Super user	Has administrative access to everything.
Club administrator	Can administer sports, teams, members, venues, competitions and applicants.
Sport administrator	Can administer teams, competitions and applicants.
Communicator	Can create, schedule and send email and SMS communications.
Scheduler	Can administer the events schedule, and create after-event reports.
Selector	Can manage match selections.
Reporter	Can administer after-event reports.
Member	Can log in to the member's area of the website and update their own profile.



## Northampton Hockey Club

### 4) Your medical record.

From your profile page, select EDIT MEDICAL RECORD. See below, complete this section and then select UPDATE so it saves to the system.

Northampton Hockey Club

Dashboard Club Website Schedule Communicate Reports Financial Accounting Account

Club setup

- Sports
- Venues
- Documents

Members

- Members
- Applicants
- Registrations
- Committee members
- Member categories
- Member rebate groups

Medical record

Fields marked with \* are required.

Has asthma \* ☐ Yes ☒ No

Has diabetes \* ☐ Yes ☒ No

Has epilepsy \* ☐ Yes ☒ No

Epilepsy details

Has allergy \* ☐ Yes ☒ No

Allergy details

Has heart condition \* ☐ Yes ☒ No

Heart condition details

Has medication \* ☐ Yes ☒ No

Medication details

Has injury \* ☐ Yes ☒ No

Injury details

Help Delete medical record

### 5) Your biography.

From your profile page, select EDIT BIOGRAPHY. See below, tell us a bit about yourself, your interests, previous achievements and your future aspirations. Select UPDATE so it saves on our system.

Northampton Hockey Club

Dashboard Club Website Schedule Communicate Reports Financial Accounting Account

Club setup

- Sports
- Venues
- Documents

Members

- Members
- Applicants
- Registrations
- Committee members
- Member categories
- Member rebate groups

Member biography

Biography Northants County U14/U16  
East Midlands U16  
Midlands trials

Update member biography

ClubBuzz

Support: Get Satisfaction or email support@clubbuzz.co.uk



## Northampton Hockey Club

### 6) Changing your match selection response, if different to your first response to the selection email.

From your profile home page, scroll down to MATCH SELECTION and select the match you wish to change.

Change your response accordingly and UPDATE. See below.

Northampton Hockey Club

Dashboard Club Website Schedule Communicate Reports Financial Accounting Account

Club setup

- Sports
- Venues
- Documents

Members

- Members
- Applicants
- Registrations
- Committee members
- Member categories
- Member rebate groups

Edit match selection

Hockey Mens 5th XI Vs Coalville 4 (@ Moulton College Sand)

Date: 7 October 2017  
Venue: Moulton College Sand Base (Gate 3)

Position: Utility

Your response

Response:

[Update response](#)

### 7) Select your positions and team.

From your profile home page, scroll down to SPORTS and select HOCKEY.

You can select three positions and your team.

If you haven't a team yet, select MENS 8<sup>th</sup> XI or LADIES 5<sup>th</sup> XI accordingly.

Select UPDATE at the bottom of the page. See below.

Northampton Hockey Club

Dashboard Club Website Schedule Communicate Reports Financial Accounting Account

Club setup

- Sports
- Venues
- Documents

Members

- Members
- Applicants
- Registrations
- Committee members
- Member categories
- Member rebate groups

Edit member sport

Fields marked with \* are required.

Paul Vaughan

Gender: Male  
Age: 32

Select a sport

Sport: Hockey

Registration number:

Preferred playing positions

Primary position:   
Secondary position:   
Tertiary position:

[Delete member sport](#)



## Northampton Hockey Club

### 8) Your availability.

From your profile home page, scroll down and select NEW OMISSION. Add dates you're unavailable and a reason if you wish too, select CREATE OMISSION. See below.

The screenshot shows the 'New omission' form in the ClubBuzz admin interface. The form is titled 'New omission' and includes a sidebar with navigation links. The main content area has a header 'New omission' and a sub-header 'Fields marked with \* are required.' Below this, the 'Omission' form contains the following fields:

- Reason:
- Starts at:
- Ends at:

A calendar widget is displayed below the 'Ends at' field, showing the month of October 2017. The 'Create omission' button is located at the bottom right of the form.

### 9) Change your log in credentials.

From your profile home page, select EDIT LOGIN DETAILS. See below, update and the select UPDATE LOGIN DETAILS.

The screenshot shows the 'Edit login credentials' form in the ClubBuzz admin interface. The form is titled 'Edit login credentials' and includes a sidebar with navigation links. The main content area has a header 'Edit login credentials' and a sub-header 'Login details'. Below this, the 'Login details' form contains the following fields:

- Username:
- Password:
- Password confirmation:

The 'Update login details' button is located at the bottom right of the form.



## Northampton Hockey Club

### 10) Change your profile/member details.

From your profile home page, select EDIT MEMBER. Update your details accordingly, scroll down and select UPDATE MEMBER. See below.

Northampton Hockey Club

Dashboard Club Website Schedule Communicate Reports Financial Accounting Account

Club setup

- Sports
- Venues
- Documents

Members

- Members
- Applicants
- Registrations
- Committee members
- Member categories
- Member rebate groups

Fields marked with \* are required.

Personal details

Forename \* Paul

Surname \* Vaughan

Date of birth 29 Apr 1985

Gender Male

Address

Address

Northampton

Postcode

Contact details

Home phone number 07741281145

Postcode

Contact details

Home phone number 07741281145

Mobile phone number 07741281145

Work phone number 07741281145

Email address \* paulv0485@gmail.com

Communications settings

It is possible to choose which communications you receive from your club. However, if you choose not to receive notifications then it's possible you won't hear about match selections and other important club information. We advise against disabling notifications unless you have a very good reason to. Occasionally the system will also send you automated emails related to your account. These cannot be disabled. Please note SMS messaging may not be used regularly and if you select this you may still receive emails when SMS messaging is not in use.

Preferred contact method \* Email

Receive selection notices ☒ Receive email or SMS match selection notifications.

Receive general notices ☒ Receive general communications from your club.

Emergency contact details

Emergency contact name

Emergency contact number

Emergency contact relation Parent

Additional information

**NORTHAMPTON HOCKEY CLUB  
EXECUTIVE COMMITTEE**