

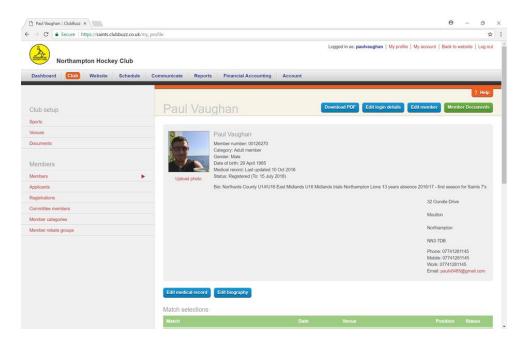
### **Building your Profile**

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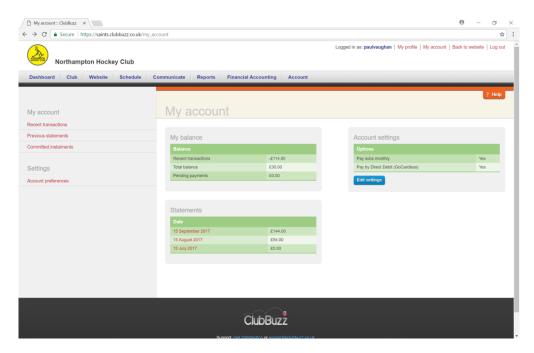
#### 1) Your profile.

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.



#### 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.



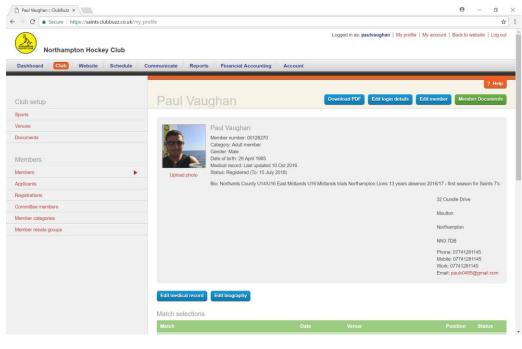


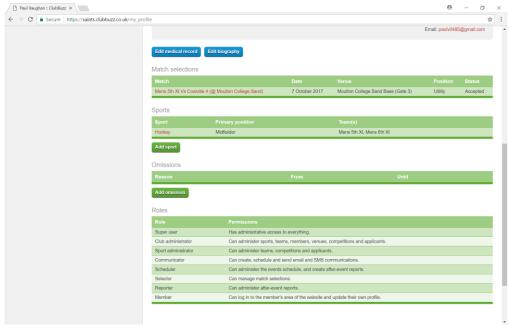
#### 3) Build your profile.

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.

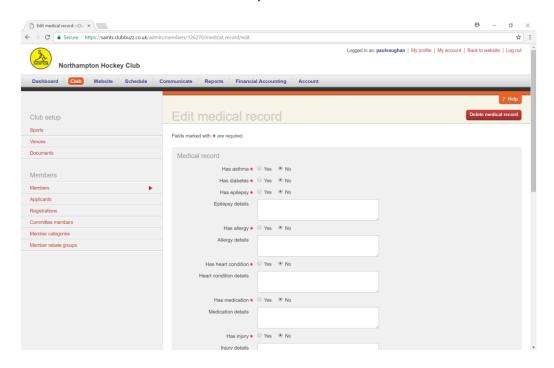






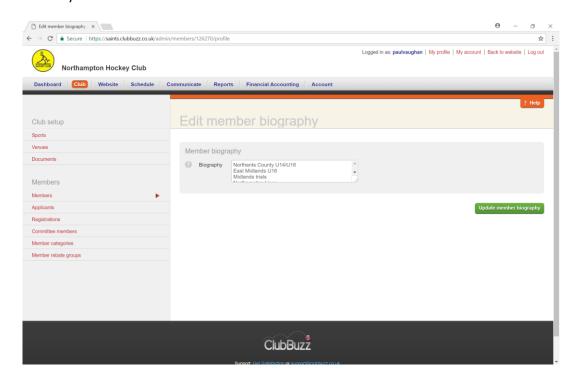
#### 4) Your medical record.

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



#### 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.

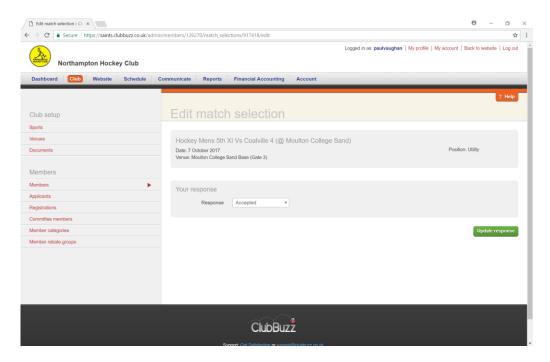




## 6) Changing your match selection response, if different to your first response to the selection email.

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

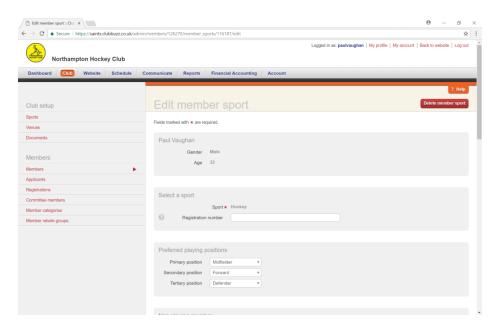
Change your response accordingly and UPDATE. See below.



#### 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.

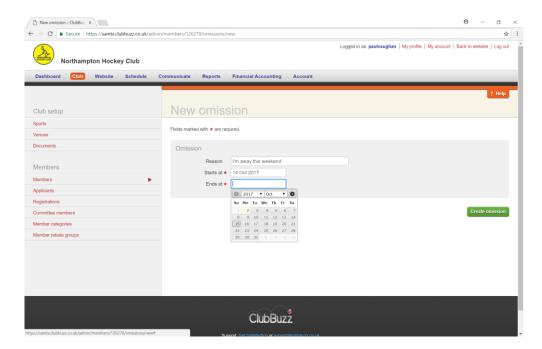
If you haven't a team yet, select MENS  $8^{th}$  XI or LADIES  $5^{th}$  XI accordingly. Select UPDATE at the bottom of the page. See below.





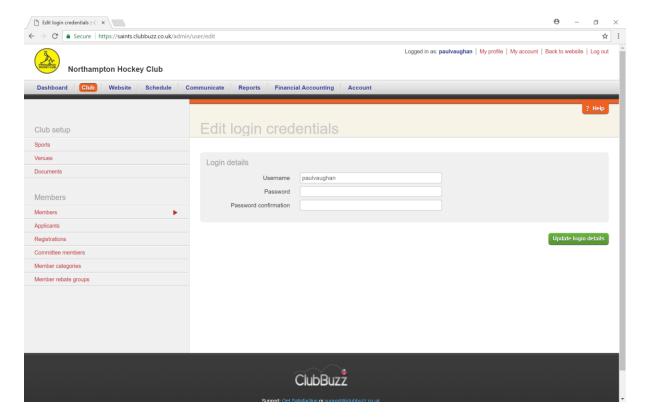
#### 8) Your availability.

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.



#### 9) Change your log in credentials.

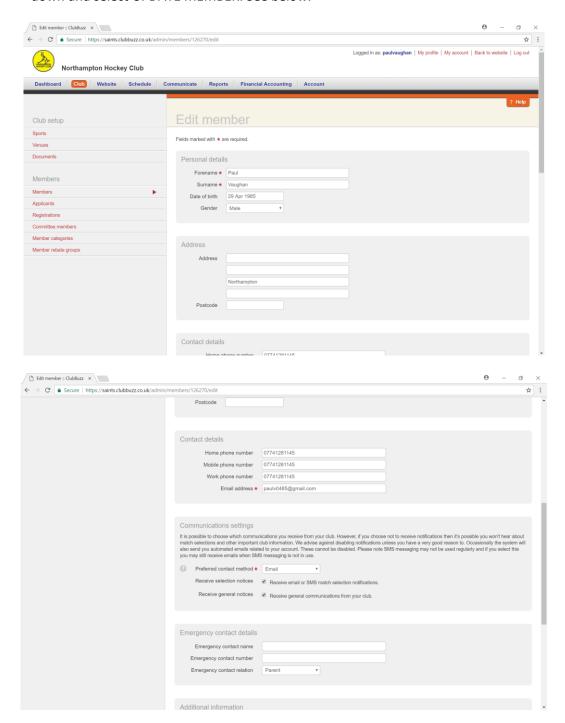
From your profile home page, select EDIT LOGIN DETAILS. See below, update and the select UPDATE LOGIN DETAILS.





#### 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 EXECUTIVE COMMITTEE