

# To Send Match Selections on ClubBuzz

Logon to ClubBuzz and from the Dashboard click on Events Calendar on the left.

The screenshot shows the ClubBuzz dashboard for Team Bath Buccaneers Hockey Club. The left sidebar contains navigation options: Club overview, Sports, Teams, Members, Website, News, Public pages, Schedule, Events calendar, and Match records. The main content area is titled 'Dashboard' and includes a 'Club details' section with the following information:

Club details	
Club name	Team Bath Buccaneers Hockey Club
System administrator	Nick Kendall
Data Controller	Nick Kendall
Address	Mr Nick Kendall, Chairman, Team Bath Buccaneers Hockey Club, Sports Training Village, University of BATH, BA2 1LA
Email address	N.D.Kendall@bath.ac.uk
Telephone number	01225 385308

Below the club details is an 'Edit club details' button. To the right is a 'Members' section with a table:

	Male	Female	Not specified
Adults	259	184	0
Juniors	258	289	0
Age not specified	4	2	3
Total	521	475	3

There is a 'New member' button below the members table. The browser address bar shows 'https://teambathbuccaneers.clubbuzz.co.uk/admin' and the system clock shows 08:22 on 31/08/2018.

Before sending out the match selection make sure all the information you want to tell the team is on the match details so click on the match on the calendar if the fixture is already on there click on it. If the fixture is not on there click new team event and add the match.

The screenshot shows the ClubBuzz events calendar for September 2018. The calendar is a grid with days of the week as columns and dates as rows. A 'Jump to Day' button is at the top left. The calendar shows various match fixtures, such as '2pm Men's 1st XI Vs R' on Monday 27th and '11am Men's 1st XI Vs C' on Tuesday 28th. The browser address bar shows 'https://teambathbuccaneers.clubbuzz.co.uk/admin/events/2018' and the system clock shows 08:23 on 31/08/2018.

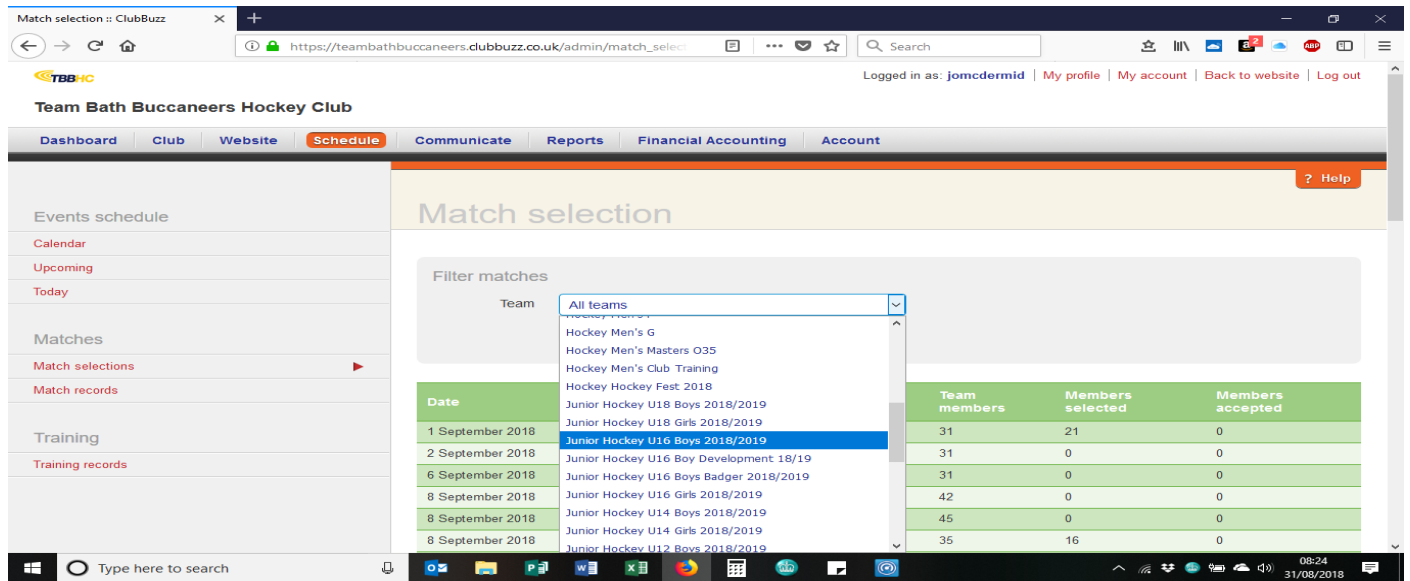
Add any further information in the Notes and details page and click update event

The screenshot shows the 'Edit team event' page in ClubBuzz. The page has a form with the following fields:

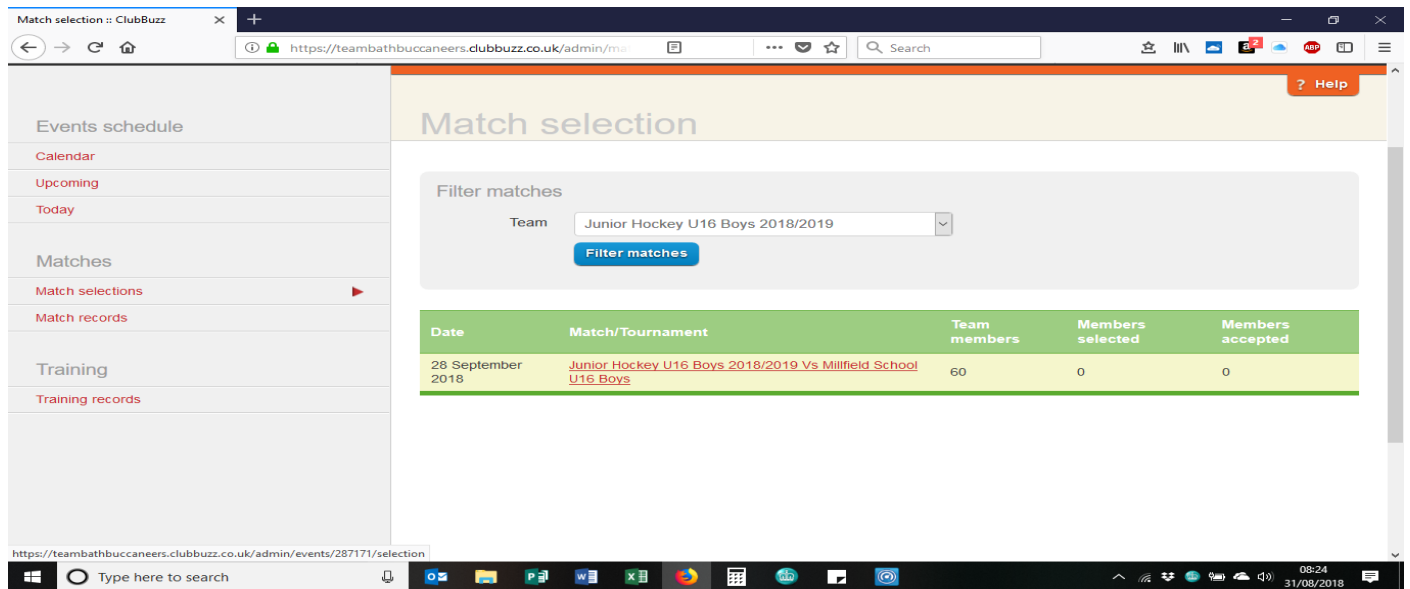
- Ends:** 28 Sep 2018 20:00
- Recurring:** No
- Match officials:** A table with columns for Name, Role, and a Remove button. Below the table is a '+ Add match official' button.
- Notes and details:** A text area with the instruction: 'Use this space to add any additional details such as meeting time, travel arrangement or any other notes.'

At the bottom right of the form is an 'Update event' button. The browser address bar shows 'https://teambathbuccaneers.clubbuzz.co.uk/admin/ev...' and the system clock shows 08:27 on 31/08/2018.

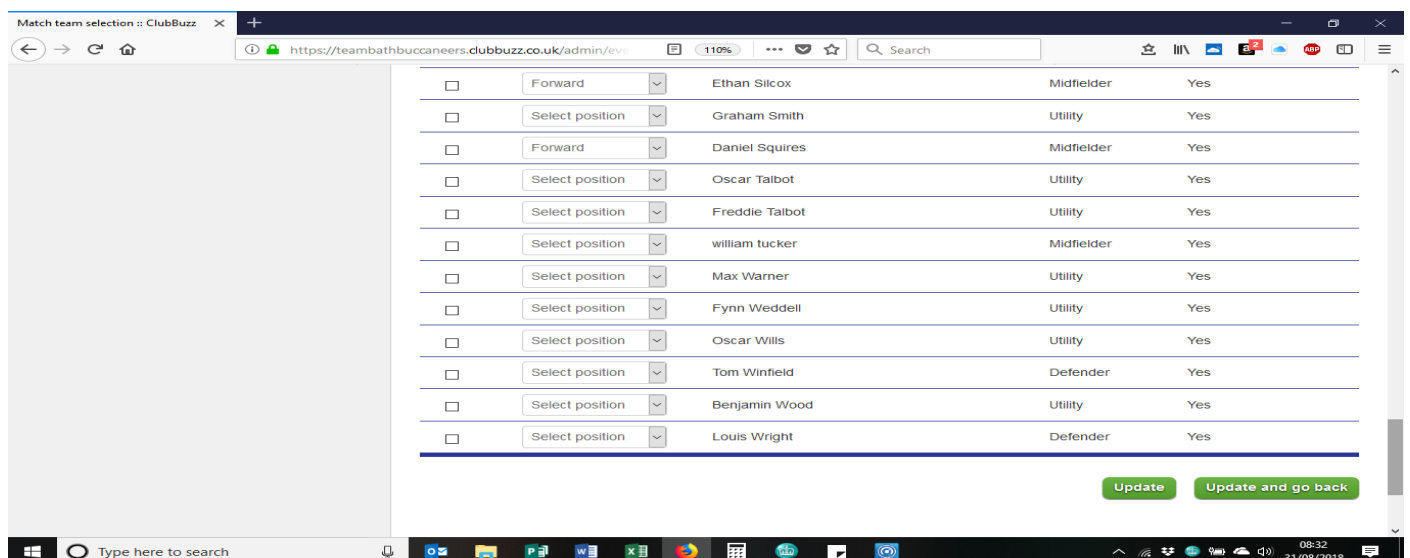
This takes you back to the Schedule page and you click on Match selections and then on the Filter you can select your teams matches



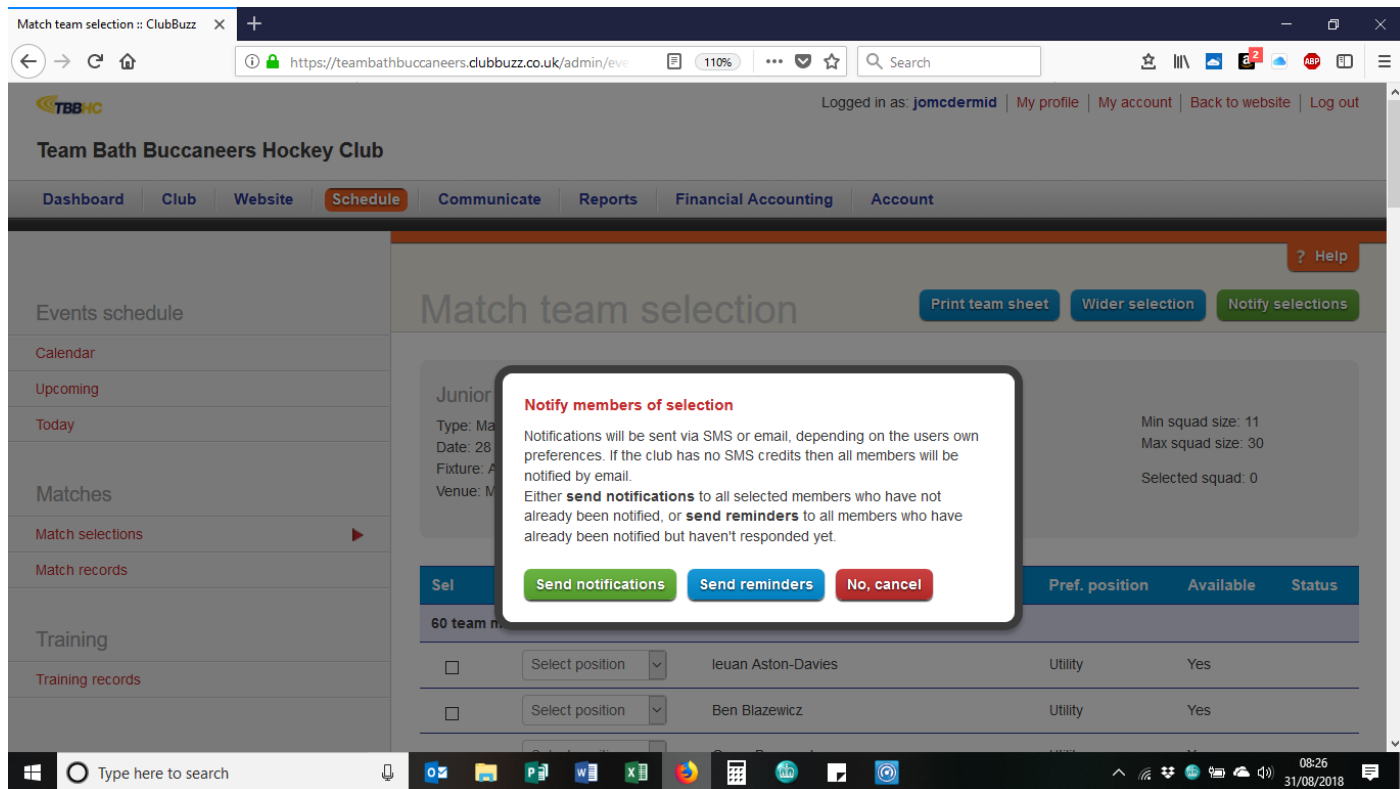
Click on the match you would like to send the selection email for



This brings up the members click on those you wish to select and click update. You may get a message that the playing position is not recorded you can either add this or ignore it!



Click Notify Selections and then press send notifications. If you have not heard from members and want to resend at a later date, then press send reminders. If you add new players to be selected at a later date, then press send notifications this will only email the new players.



To check on the responses click on the match in the match selection page and it will bring a list up, those with tick boxes have been selected and under status it has either accepted, declined or if it still has Notified and the date there has been not response.

