**Website Contributor guide (2019/20)**

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 are now listed on the website. Anybody not listed is not yet registered.

Captains, managers and coaches can see who is eligible for selection, who has been picked for another team and if players are not available.

After each match captains can now record online who has played, scored, assisted, been booked and awarded man of the match throughout the season. Paper match reports no longer need to be handed in.

**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 last season are shown as members on the website. Renewal is all online. Once a member renews he is eligible to play.

**Sport and teams**

Each member has been allocated to a Sport e.g. "Ladies Hockey" or "Mini Hockey". Any new members will be allocated to the appropriate sport and squad/team.

Once team squads have been agreed with the Men's and Ladies Club Captains then individual captains/managers can 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 secretaries 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 is simple.

Click on Schedule then Match selections and then find your next fixture on the list.

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. Enter the scorers, those who assisted, those who were booked and the man of the match.

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 Harriet Chere our membership secretary or Jo Davey in the club office.

Any questions concerning fixtures should go to our fixtures secretaries Gerry Smith (men), Rachel Paddon (ladies) and Heather Brown (minis).

**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 about anything the answer is “no”.

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