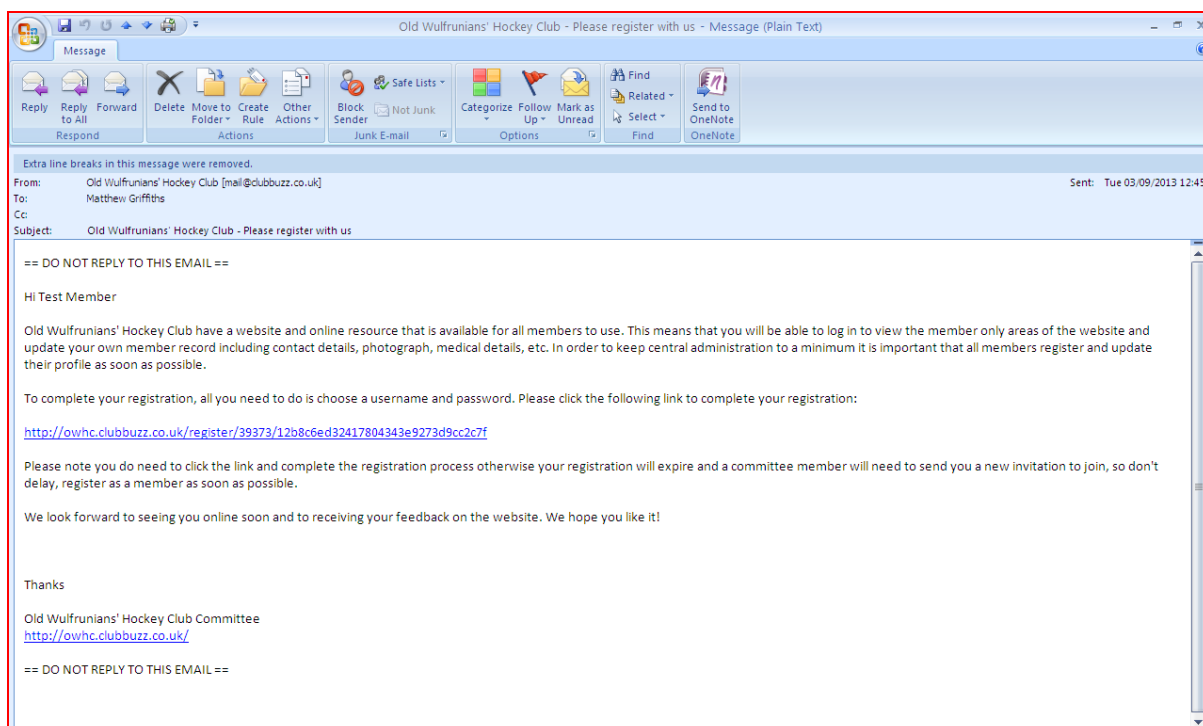




HOW TO REGISTER YOUR DETAILS ON THE WEBSITE

1. If you have not already received an email asking you to register your details on the website, you will need to request one from the site by completing the online form found in the **Get Involved** Tab (>Join the Club) or alternatively emailing the Webmaster, Matt Griffiths on mattbgriffiths@hotmail.com .

2. Then you will receive an automated email inviting you to register your details (check your junk folder or spam filter if you do not see it in your inbox within 24 hrs please inform the webmaster):





3. You will need to click on the link found within the email and follow the instructions on screen:

Please complete the input fields on the screen:

The screenshot shows a web browser window with the Old Wulfrunians' Hockey Club logo and name in the top left. A 'Back to website' link is in the top right. The main content area is titled 'Complete registration' and contains the following text: 'To complete your registration please complete the simple form below. To check you are who you say you are, it is important you use exactly the same email address as the one we sent your invitation to. Once you have completed your registration you will be able to sign in and change your address to anything you like.' Below this is a 'Login details' section with a table of pre-filled information and input fields for the remaining details.

Fname	Test
Surname	Member
Email address	<input type="text"/>
Username	<input type="text"/>
Password	<input type="password"/>
Password confirmation	<input type="password"/>

[Register](#)

Email address _____ *input your email address*

Username _____ *input your chosen username for the website*

Password _____ *input your choice of password*

Password confirmation _____ *input your password again to confirm*

Then select the green Register button.



4. Providing you have completed the registration screen correctly, then you will be presented with the following screen:

Dashboard

Logged in as: **testmember** | [My profile](#) | [Back to website](#) | [Log out](#)

Old Wulfrunians' Hockey Club

Dashboard

Test Member

Your profile

Thank you for registering!

Club details

Club details	
Club name	Old Wulfrunians' Hockey Club
System administrator	Matthew Griffiths
Address	6 Titchfield Close, Wolverhampton, West Midlands, WV10 8UN
Email address	mattgriffiths@hotmail.com
Telephone number	07793222385

Members

	Male	Female	Not specified
Adults	58	1	21
Juniors	12	1	9
Age not specified	13	0	25
Total	83	2	55

Sports

Names	Teams	Comps	Players	Season starts	Season ends
y	10	9	137	1 September 2013	26 April 2014

https://owhcc.clubbuzz.co.uk/admin/help_content

This screen is your dashboard. It shows the basic information about the club in the main area of screen but is also the place you need to go to be able to update your profile or if you have sufficient access rights to add content to the website, send out emails etc.

The items on the left hand side of the screen show what tasks you can perform/what parts of the site you can edit etc.

Standard members will have access to update their profile only, whereas committee members and captains etc may see more on their dashboard allowing them to update the site with content, send out communications etc.

If you feel that you require more access then please contact the webmaster.

To update your profile you select the 'Your profile' menu item on the left of the screen under your user name – in the example screenshot under "Test Member".



5. The following screen will be displayed:

Old Wulfrunians' Hockey Club

Logged in as: **testmember** | My profile | Back to website | Log out

Dashboard Club

Club setup

Members

Members

Applicants

Test Member

Member successfully updated.

Test Member

Member number: 00039373
Gender: Male
Date of birth: 1 January 1991
Medical record: Unknown
Status: User

A House
On A Street
In A City
In A County
POS TCD
Mobile: 01234 567890
Email: matthew.griffiths@nl-foundry.co.uk

Upload photo

Add medical record Edit biography

Match selections

Match	Date	Venue	Position	Status
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On this screen you will see various options – these are discussed in turn – it is important to complete your user profile as fully as possible with the exception of uploading a photo or adding your bio (these are purely optional) so that the club can hold an accurate and up-to-date membership database of club members. We owe a duty of care to our members and request that members update their profile with any change of information regardless of how small so that we can care for the needs of our members appropriately.

The options available to amend/edit within the member profile are as follows:

- i. Edit login details
- ii. Edit member
- iii. Upload photo
- iv. Add medical record
- v. Edit biography
- vi. Add sport
- vii. Add omission

These are discussed on the next page.



i. Edit login details – this allows you to change your user name and/or password. For changes to your email address – see Edit member below.

ii. Edit member – this allows you to amend your personal details (name, date of birth and gender); full postal address; contact numbers and email address and Emergency contact details. It is important to ensure that this section is fully completed including date of birth and gender.

iii. Upload photo – This is self explanatory – for those on the committee – if a photo is uploaded then it will show in the committee and club contacts section. This is purely optional and we do suggest that juniors do not upload a photo for privacy reasons.

iv. Add medical record – This takes a very short time to complete but vital if you have allergies or anything that we should know about.

v. Edit biography – This is optional but allows you to give some info about yourself. Please be conscious of what you write in here!

vi. Add sport – Please complete this in full – i.e. select “hockey” so that you can be selected to play during the season!

vii. Add omission – By being a playing member it is assumed that you will be available to play every Saturday unless you inform your captain otherwise. Obviously during the season there will be occasions where you will not be able to play due other commitments, such as attending weddings, holidays etc, so please complete when necessary and before the end of play on Sunday, the week before the next match so that you will not be selected at the selection meeting on the Monday evening.

If you are Under 18 you will have an additional option of adding who your guardian is and all their contact details. If you are over 18 and see this option it means that your date of birth is incorrect so put your correct details in please!

Summary

It is your responsibility to ensure that you registered with the site and to keep your information up-to-date. Please help your club, team captains and coaches by regularly maintaining your profile.