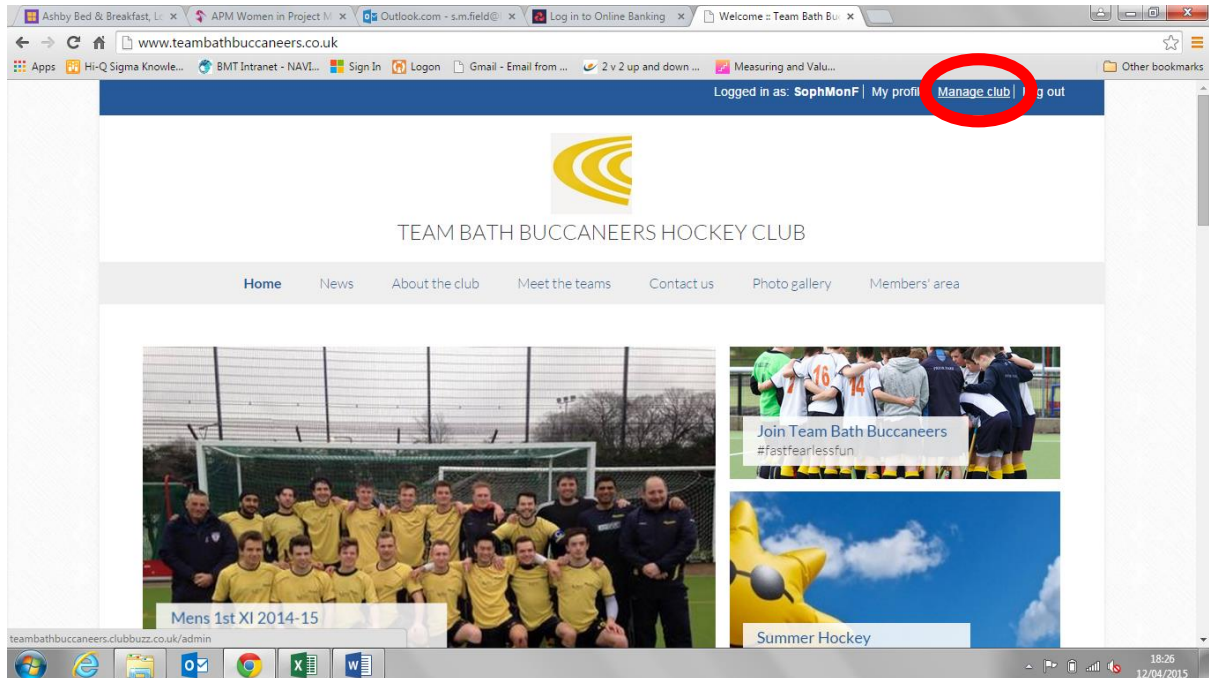
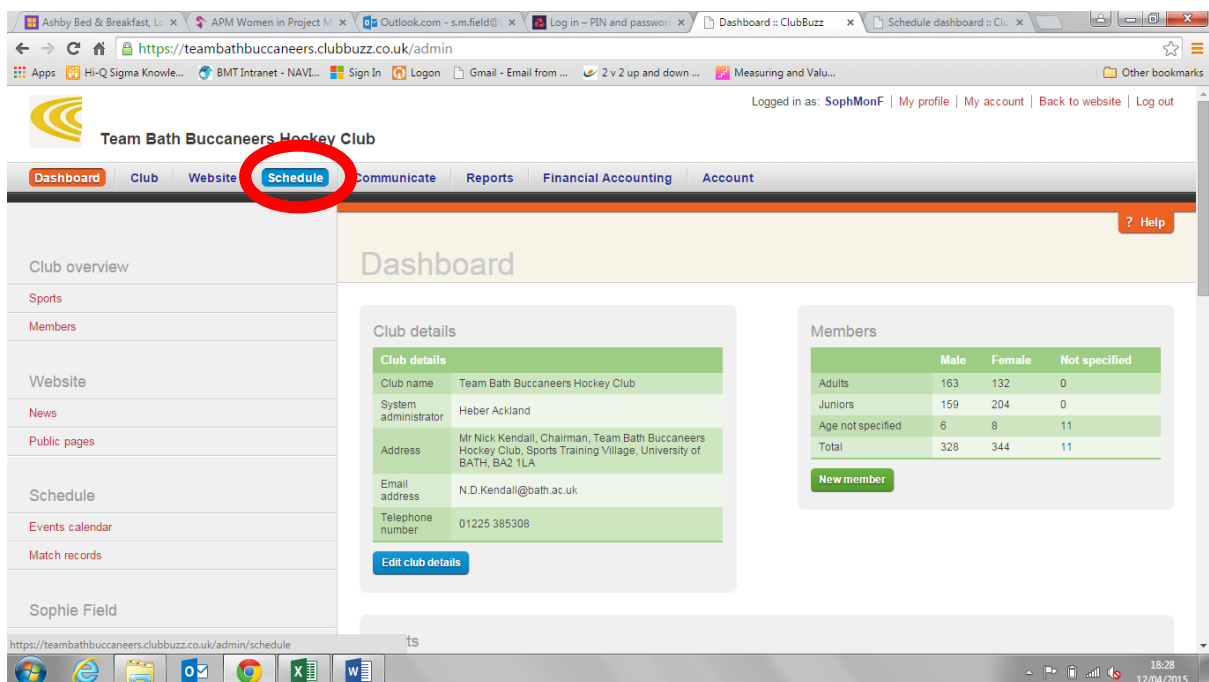


Instructions to select a team on Bath Buccs website

1. Log in and go to 'Manage Club' (top right) if not already on that screen.



2. Go to 'Schedule' on the menu across the top.



3. If you want to add in details like what kit to wear (home or away colours) or what the meet time is then select the relevant match from the list of Upcoming Events.

The screenshot shows the 'Team Bath Buccaneers Hockey Club' website. The 'Schedule dashboard' is active, displaying a table of upcoming events. The table has columns for Time, Title, Type, Opponent, and Venue. The last row, dated 5 May 2015 at 19:30, is circled in red. It is a 'Match' between 'Ladies summer league B' and 'City of Bath' at 'Chippenham HC'.

Time	Title	Type	Opponent	Venue
12 Apr 2015 10:45	Mens 1st XI Vs HOLCOMBE (EHL PROM PLAY-OFFS)	Match	HOLCOMBE (EHL PROM PLAY-OFFS)	LEE VALLEY
19 Apr 2015 09:30	U10 Boys - In2Hockey WEST CUP	Tournament	N/A	CLIFTON COLLEGE
19 Apr 2015 10:00	U12 Mixed - JUNIOR U12 LEAGUE	Tournament	N/A	Sports Training Village (Pitch 1)
19 Apr 2015 10:00	U12 Boys - U12 JUNIOR LEAGUE	Tournament	N/A	Sports Training Village (Pitch 1)
19 Apr 2015 10:00	U12 Girls - U12 JUNIOR LEAGUE	Tournament	N/A	Sports Training Village (Pitch 1)
19 Apr 2015 12:45	U14 Boys - EH CHAMPIONSHIPS TIER 2 FINALS	Tournament	N/A	Sports Training Village (Sitec)
19 Apr 2015 13:45	U10 Girls - In2Hockey WEST CUP	Tournament	N/A	CLIFTON COLLEGE
3 May 2015 00:00	Boys Vs AVON LEAGUE FINAL	Match	AVON LEAGUE FINAL	YATE SPORTS CENTRE
5 May 2015 19:30	Ladies summer league B Vs City of Bath	Match	City of Bath	Chippenham HC

4. Scroll down to Notes and Details box at bottom of the page and type on details you want and click Update Event. These details will then show in the email when sent to selected players.

The screenshot shows the 'Edit team event' page for the event 'Ladies summer league B Vs City of Bath'. The 'Notes and details' section is circled in red. It contains a text area for adding additional details such as meeting time, travel arrangements, or other notes. The 'Update event' button is visible at the bottom right.

Ends ★ 5 May 2015 21:30
Recurring No

Match officials
Name Role Remove
+ Add match official

Notes and details
Use this space to add any additional details such as meeting time, travel arrangement or any other notes.

Update event

5. Select Match Selections on menu on left hand side.

Team Bath Buccaneers Hockey Club

Dashboard | Club | Website | **Schedule** | Communicate | Reports | Financial Accounting | Account

Events schedule

- Calendar
- Upcoming
- Today
- Matches
- Match selections**
- Match records
- Training
- Training records

Schedule dashboard

Events coming up

Time	Title	Type	Opponent	Venue
12 Apr 2015 10:45	Mens 1st XI Vs HOLCOMBE (EHL PROM PLAY-OFFS)	Match	HOLCOMBE (EHL PROM PLAY-OFFS)	LEE VALLEY
19 Apr 2015 09:30	U10 Boys - In2Hockey WEST CUP	Tournament	N/A	CLIFTON COLLEGE
19 Apr 2015 10:00	U12 Mixed - JUNIOR U12 LEAGUE	Tournament	N/A	Sports Training Village (Pitch 1)
19 Apr 2015 10:00	U12 Boys - U12 JUNIOR LEAGUE	Tournament	N/A	Sports Training Village (Pitch 1)
19 Apr 2015 10:00	U12 Girls - U12 JUNIOR LEAGUE	Tournament	N/A	Sports Training Village (Pitch 1)
19 Apr 2015 12:45	U14 Boys - EH CHAMPIONSHIPS TIER 2 FINALS	Tournament	N/A	Sports Training Village (Sitec)
19 Apr 2015 13:45	U10 Girls - In2Hockey WEST CUP	Tournament	N/A	CLIFTON COLLEGE
3 May 2015 00:00	U14 Boys Vs AVON LEAGUE FINAL	Match	AVON LEAGUE FINAL	YATE SPORTS CENTRE
7 May 2015 19:30	Ladies summer league B Vs City of Bath	Match	City of Bath	Chippenham HC

6. Click on the match you want to select your team for in the list.

Team Bath Buccaneers Hockey Club

Dashboard | Club | Website | **Schedule** | Communicate | Reports | Financial Accounting | Account

Events schedule

- Calendar
- Upcoming
- Today
- Matches
- Match selections**
- Match records
- Training
- Training records

Match selection

Filter matches

Team:

Date	Match/Tournament	Team members	Members selected	Members accepted
12 April 2015	Hockey Mens 1st XI Vs HOLCOMBE (EHL PROM PLAY-OFFS)	31	18	0
19 April 2015	Junior Hockey U10 Boys - In2Hockey WEST CUP	16	0	0
19 April 2015	Junior Hockey U12 Mixed - JUNIOR U12 LEAGUE	4	0	0
19 April 2015	Junior Hockey U12 Boys - U12 JUNIOR LEAGUE	9	0	0
19 April 2015	Junior Hockey U12 Girls - U12 JUNIOR LEAGUE	18	0	0
19 April 2015	Junior Hockey U14 Boys - EH CHAMPIONSHIPS TIER 2 FINALS	22	12	9
19 April 2015	Junior Hockey U10 Girls - In2Hockey WEST CUP	28	0	0
3 May 2015	Junior Hockey U14 Boys Vs AVON LEAGUE FINAL	22	0	0
5 May 2015	Summer Hockey Ladies summer league B Vs City of Bath	57	0	0
6 May 2015	Summer Hockey Ladies summer league B Vs City of Bath	55	0	0

7. Tick the box next to the players you want to select. In the box at the top, it will keep a count of how many players you have selected from the list. When all players that you want have been selected, click Update at the bottom of the page. If a message pops up about positions, just select 'Yes I'm sure'. Then click Notify Selections at the top of the page, and 'Send Notifications' in the popup box that then appears.

Team Bath Buccaneers Hockey Club

Match team selection

Print team sheet Wider selection **Notify selections**

Summer Hockey Ladies summer league B Vs City of Bath

Type: Match
Date: 5 May 2015
Fixture: Away
Venue: Chippenham HC

Min squad size: 11
Max squad size: 18
Selected squad: 2

57 team members	57 team members	57 team members	57 team members	57 team members	57 team members	57 team members
57 team members	57 team members	57 team members	57 team members	57 team members	57 team members	57 team members
<input checked="" type="checkbox"/>	Select position	Gillian Kane		Midfielder	Yes	
<input checked="" type="checkbox"/>	Select position	Helen Baddeley		Forward	Yes	
<input type="checkbox"/>	Select position	Sophie Field		Defender	Yes	
<input type="checkbox"/>	Select position	Eleanor Davies		Midfielder	Yes	

8. If there are players who you want to select who were not originally on the list for your team, click on Wider Selections at the top of the screen. This will bring up a list of players from the rest of the club from which you can select people.

Team Bath Buccaneers Hockey Club

Match team selection

Print team sheet **Wider selection** Notify selections

Summer Hockey Ladies summer league B Vs City of Bath

Type: Match
Date: 5 May 2015
Fixture: Away
Venue: Chippenham HC

Min squad size: 11
Max squad size: 18
Selected squad: 2

57 team members	57 team members	57 team members	57 team members	57 team members	57 team members	57 team members
57 team members	57 team members	57 team members	57 team members	57 team members	57 team members	57 team members
<input checked="" type="checkbox"/>	Select position	Gillian Kane		Midfielder	Yes	
<input checked="" type="checkbox"/>	Select position	Helen Baddeley		Forward	Yes	
<input type="checkbox"/>	Select position	Sophie Field		Defender	Yes	
<input type="checkbox"/>	Select position	Eleanor Davies		Midfielder	Yes	

9. To check who has responded to your selection email, you return to this selection page and Accepted or Rejected will appear in the Status column next to each player selected, or if they have not responded at all then 'Notified on <date>' will appear showing when they were sent the selection email in the first place.

The screenshot displays the 'Match team selection' page for the Team Bath Buccaneers Hockey Club. The page is titled 'Match team selection' and includes buttons for 'Print team sheet', 'Wider selection', and 'Notify selections'. The match details are as follows:

- Match: Summer Hockey Ladies summer league B Vs City of Bath
- Type: Match
- Date: 5 May 2015
- Fixture: Away
- Venue: Chippenham HC
- Min squad size: 11
- Max squad size: 18
- Selected squad: 1

The table below lists the team members, with the 'Status' column circled in red:

Sel	Position	Name	Sq. No.	Pref. position	Available	Status
57 team members						
<input type="checkbox"/>	Select position	Gillian Kane		Midfielder	Yes	
<input type="checkbox"/>	Select position	Helen Baddeley		Forward	Yes	
<input checked="" type="checkbox"/>	Select position	Sophie Field		Defender	Yes	Not notified
<input type="checkbox"/>	Select position	Eleanor Davies		Midfielder	Yes	
<input type="checkbox"/>	Select position	HAYLEY OLIVER		Goalkeeper	Yes	