

Devizes Netball Club Website – Members’ Guide

As a member of the club, you will be added to the members’ database on the website. Very few committee members have access to that database, in order to maintain the website, enable communications (such as automated selection emails) and to enable on-line payments (to come on board soon).

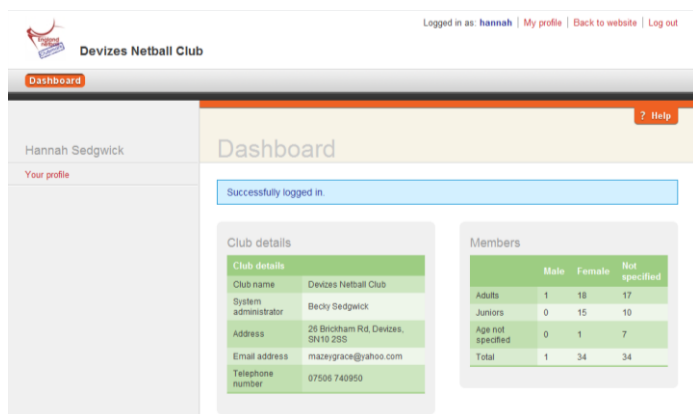
On registering with the club, your membership details will be put onto the system. You need to make sure you have given us a current email address. An automated email from Clubbuzz will be sent to your inbox giving you a link to activate your member’s profile (this must be activated within 14 days of receiving the email). This means you can go in and set yourself a user name and password. Then you will be able to access the members’ area of the website. The intention is that we will use the members’ area bulletin board as the club’s primary form of communication with members. You will also be able to edit your details, download a profile picture etc.

Please be aware that for players u14 and younger the club prefers to contact them via a parent or guardian and so we would want to have a parent or guardian’s email address.

Whenever you change or add something, please scroll right down to the bottom of the page and click on the button that saves the changes – it will say something like ‘update profile’ or ‘create new guardian’.

Editing your profile

1. On the log in page, enter your user name and password.
2. You should go to the dashboard page (below). Click on ‘your profile’ under your name on the left hand side panel.

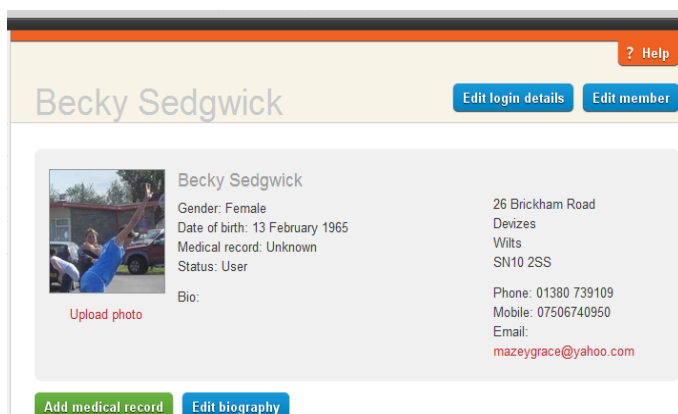


The screenshot shows the dashboard for Hannah Sedgwick. It includes a navigation menu on the left with 'Your profile' selected. The main content area displays 'Successfully logged in' and two sections: 'Club details' and 'Members'.

Club details	
Club name	Devizes Netball Club
System administrator	Becky Sedgwick
Address	26 Brickham Rd, Devizes, SN10 2SS
Email address	mazygrace@yahoo.com
Telephone number	07506 740950

Members			
	Male	Female	Not specified
Adults	1	18	17
Juniors	0	15	10
Age not specified	0	1	7
Total	1	34	34

3. You should see your profile page (see below). From here you have lots of options – to upload a picture, to change your login details, to add a biography (which would appear on the website under your team’s



The screenshot shows the profile page for Becky Sedgwick. It includes a navigation menu on the left with 'Your profile' selected. The main content area displays 'Becky Sedgwick' and two sections: 'Profile' and 'Contact'.

Profile

Gender: Female
Date of birth: 13 February 1965
Medical record: Unknown
Status: User

Contact

26 Brickham Road
Devizes
Wilts
SN10 2SS

Phone: 01380 739109
Mobile: 07506740950
Email: mazygrace@yahoo.com

details, so be aware!) and to add your medical record. Please do add anything you think we may need to know in an emergency, such as allergies or medical conditions, as it will form part of the club’s emergency info that is given to all captains. Please note that if you choose to add a photo, it may be visible on the public parts of the website.

- If you scroll down, you will find other options (see below). 'Match selections' will be a record of matches we have contacted you about playing in – you need do nothing. 'Sports': if this is blank, please click on 'add sport' and select netball, and add in your positions where asked. 'Omissions' enables you to record dates when you know you won't be available for selection – please do use this as it will be useful for captains (but please also ensure you tell them personally!). 'Roles' are allocated by the system administrator.

[Add medical record](#)
[Edit biography](#)

Match selections

Match	Date	Venue	Position	Status

Sports

Sport	Primary position	Team(s)
Netball	Goal Keeper	A Team, Devizes 1

[Add sport](#)

Omissions

Reason	From	Until
Holiday	31 July 2010	8 August 2010

[Add omission](#)

Roles

Role	Permissions

- Going back to the top of the profile page screen, you need to edit your profile by clicking on the 'edit member' button. Please complete as much of the information as possible, including your date of birth and your emergency contact details. The 'preferred contact method' box allows you to select email or text – please select email, because if you choose text, the system will not work.
- If you are an under 18 member, there will be some additional information we need from you. Under the profile picture space, there is a button marked 'add guardian'. Please ensure this is completed.
- If your captain wants to, they can notify you of matches using automated emails which will come to you from Clubbuzz – please look out for these.

Please, please, please update this information as often as necessary – particularly if you change your email address or mobile number. This will mean we will be able to keep in touch with you.