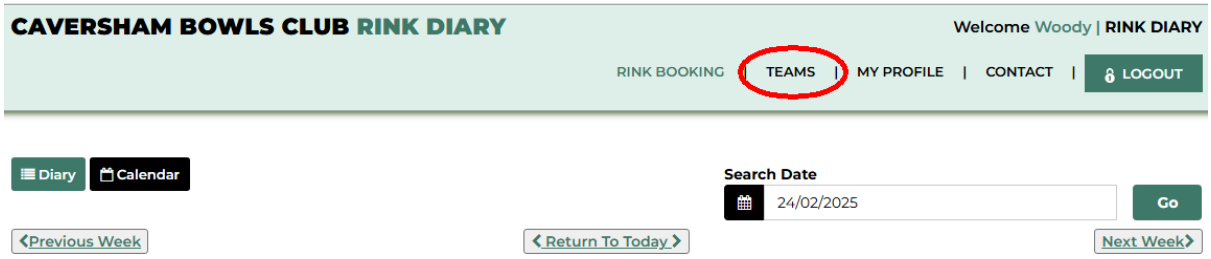
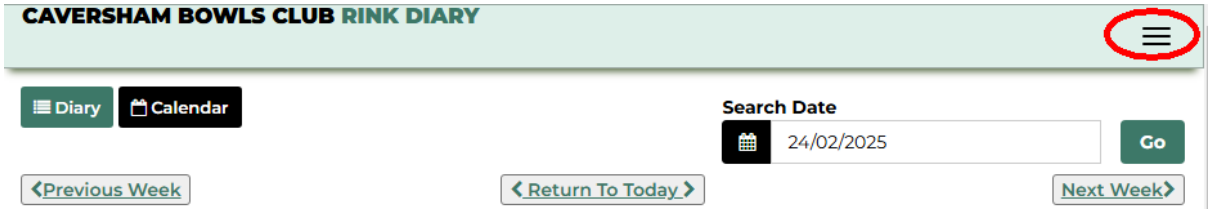
Rink Diary – "TEAMS" - User instructions for Team Nomination

1. Log into Rink Diary as you would normally.

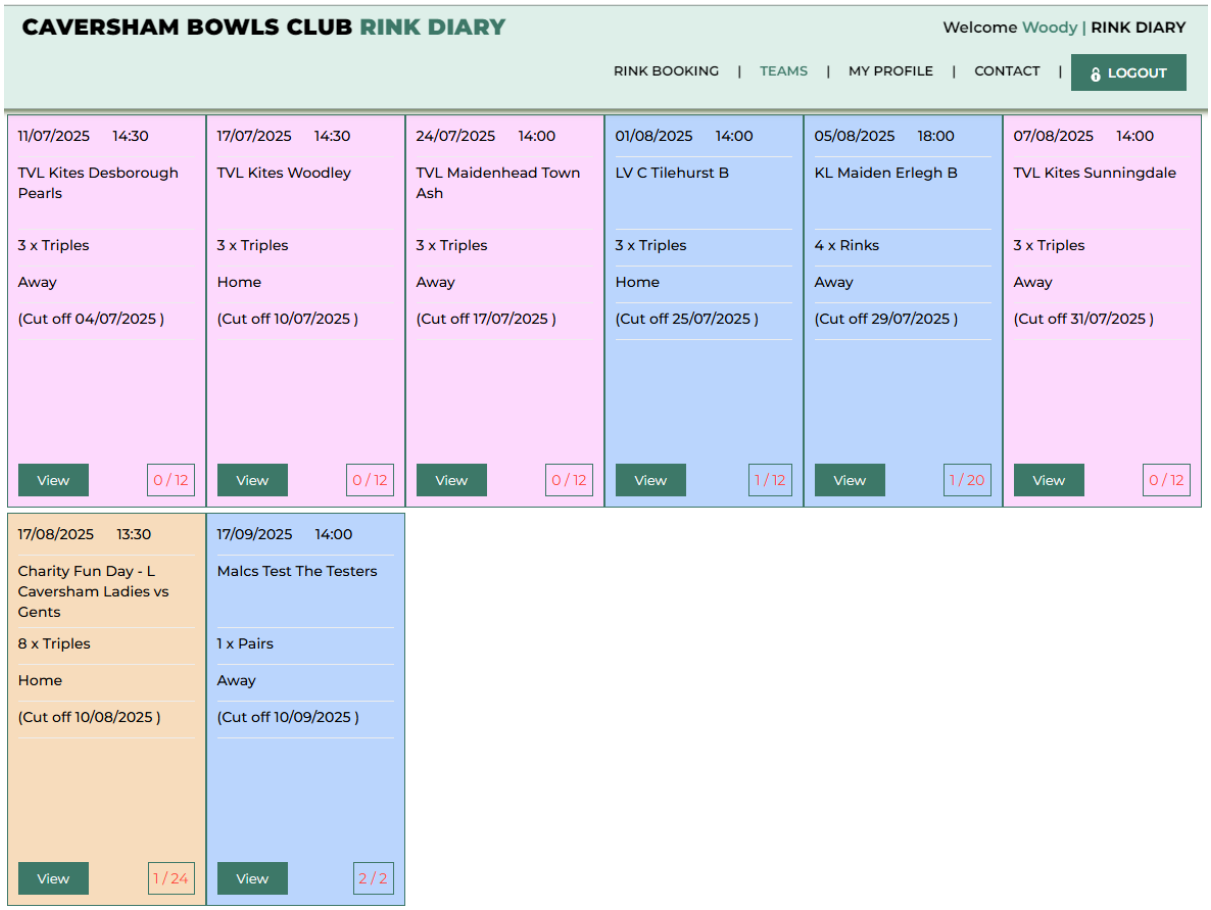
2. Click on '**Teams**' next to 'My Profile' at the top of the page



Depending on your screen size, you may need to click on the 3 lines in the top right to find the teams heading.

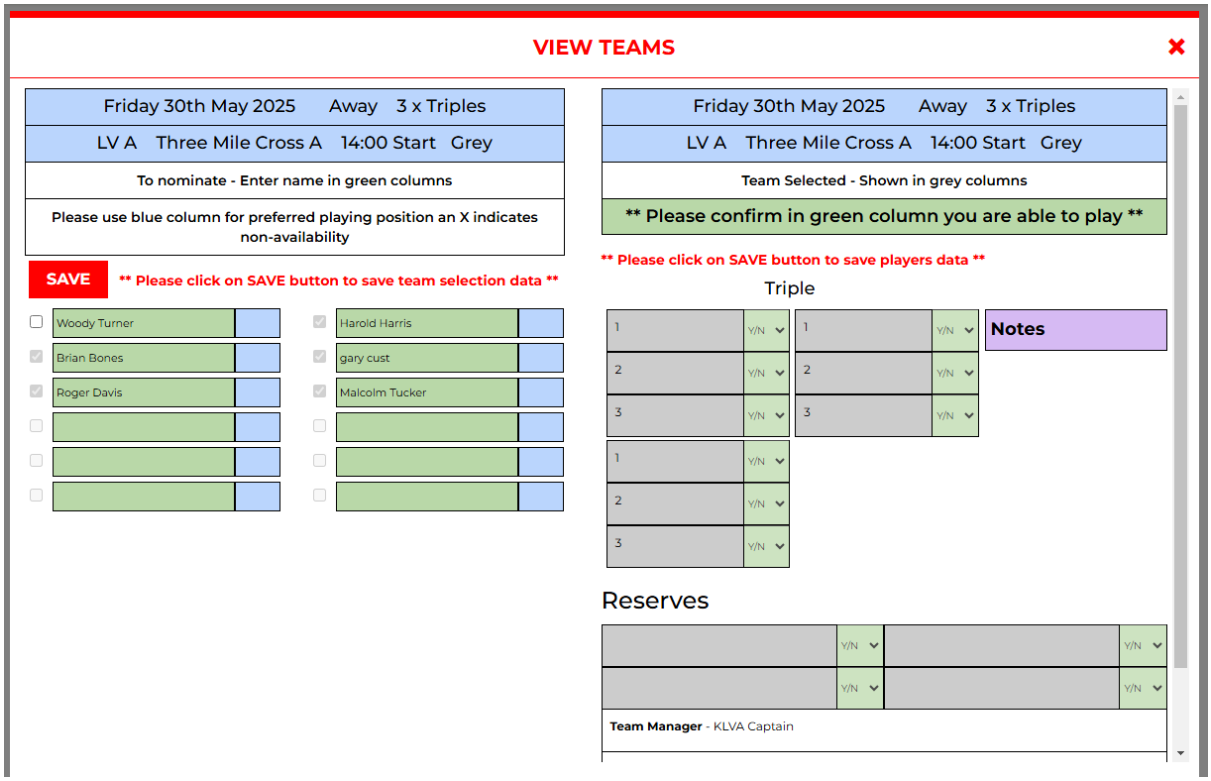


3. A list of available matches/games will appear



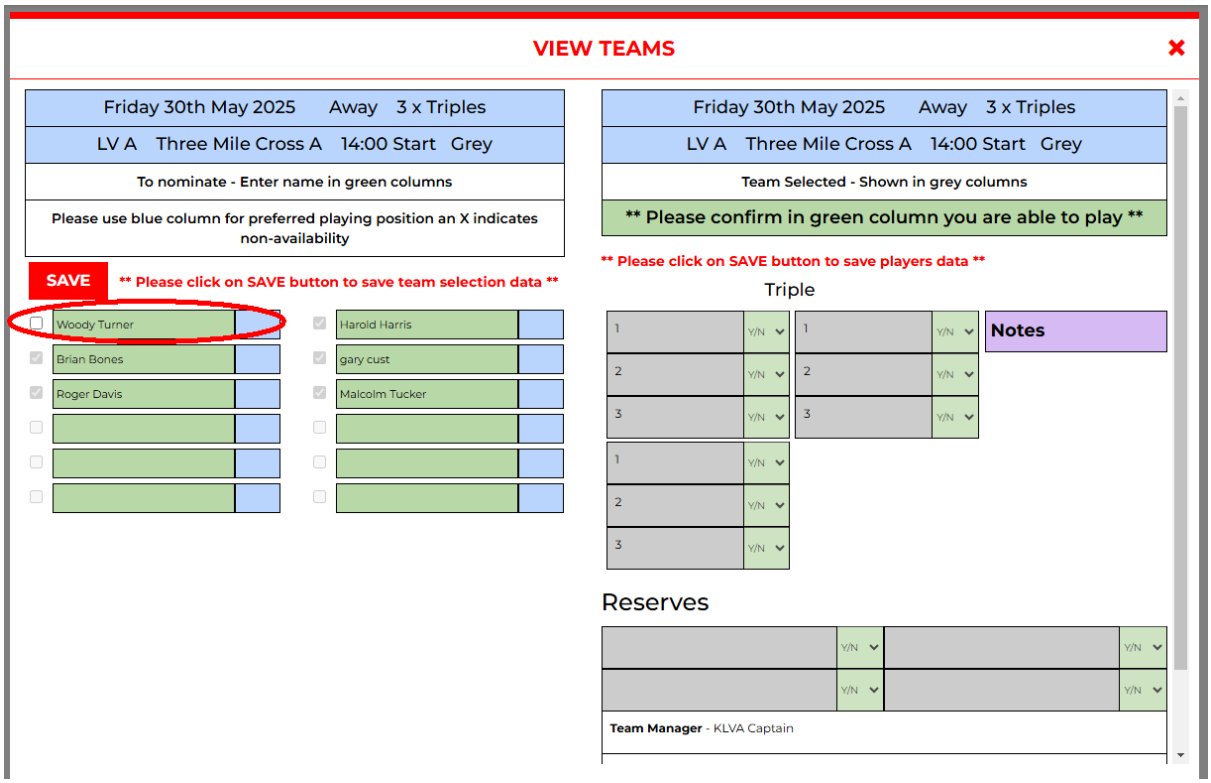
4. Click on the “View” button on the match you wish to put your name down for.

Please note that a blue background are for Men’s matches, pink for ladies matches and orange for mixed matches. While you may click to view any of the match details, the system knows your gender and so will only allow you to put your name down for applicable matches.

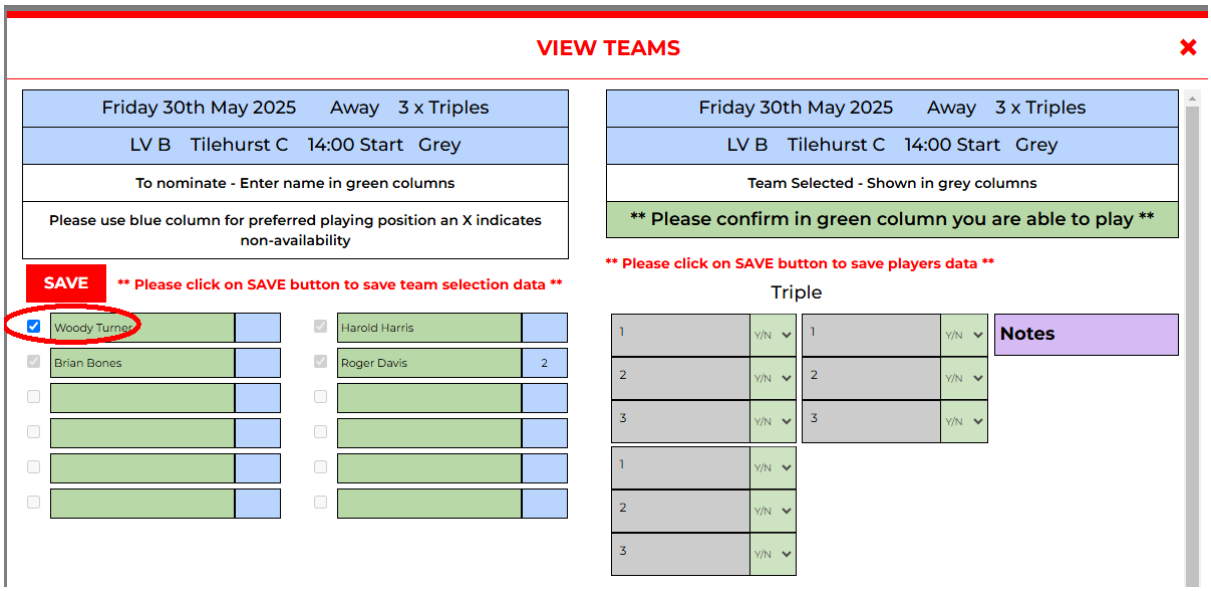


On the left is the section for “putting your name down” for team selection.
On the right is the section to see, if the cut-off dates for sign-ups has passed, who has been selected and are the nominated players

5. Your name will automatically appear on the left side at the top of the list– the box to the left will be unchecked.



6. Tick the box on the left hand side of your name to nominate yourself for consideration for match selection by the Captain for that match.



7. The ‘preferred playing position’ box is optional and can be left blank.

8. Click on ‘Save’ button

9. Repeat 3 to 8 to enter for more matches that you would like to put your name down for.

10. That's it - you've signed up.

What to do if you change your mind:

1. When in 'Teams' select the game you wish to remove your name

from

2. Untick the box at the left hand side of your name

3. Click on 'Save' button at bottom of page

4. Your name will still appear but will not be available to the Captain

for selection (just the same as crossing your name out on the manual

sheets)

5. Again, that's it.

Once teams have been selected – you will receive an email confirming your selection and requesting you to confirm your availability by clicking a button in the email. This can be done just by clicking the email link – You don't need to sign in to Rink Diary to confirm availability. The match captain can see at a glance who has already confirmed and who may have declined or has still to respond.

Of course you can, if you prefer, also confirm (or unconfirm) your availability on screen by signing into the system and by ticking (or unticking the box) and pressing 'Save'.

If an emergency arises and you find you are unable to play at short notice

then please contact the Captain of the day **urgently**.

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