

Creating matches, adding players to a match, sending selection notifications and creating match reports for England Hockey attendance records

Last updated: 4th June 2021

To Add a Match

Please go to ADMIN – CLUB – MATCHES

First check that the match you are manager of hasn't already been set up by scrolling to the date of the match in the list of matches.

If it is there select that match by pressing 'MANAGE' on that match entry.

Team	Opposition	Date	Time	Home or away?	Manage Match	Player Match Fees
Beavers Reds	Brooklands u13	08/05/2021	14.45	Home	Manage	View
Badgers Blacks	Brooklands Badgers	08/05/2021	15:00	Home	Manage	View

If your match hasn't been set up then please press the grey button 'CREATE MATCH' top left and fill in the match details.

See the following ClubBuzz2 help video: <https://help.clubbuzz2.co.uk/creating-matches>

To Select Players to Your Match

ADMIN - CLUB - MATCHES

Scroll to the match you want to manage on the list and press 'MANAGE'.

Men's 5s	Test Match	16/05/2021	10:00	Home	Manage	Select
Beavers Reds	Chester	22/05/2021	14:00	Home	Manage	Select
Badgers Reds	Wilmslow U15 Mixed	22/05/2021	14:15	Home	Manage	Select

From here you can either 'BULK SELECT TEAM PLAYERS' for your match, this is the fastest way to add players from your team, by pressing the red button of that name. This brings up a list of all the players linked to your team and you can just click through them then

press 'Submit' at the bottom of the page (if the player appears more than once on the bulk selection list, only select them once). This sometimes takes a minute or two to update, just exit the fixture and refresh. Should the data not load after repeated attempts, please get in touch so that this can be raised with ClubBuzz.

Louis Driver	Available	Edit Delete
Laura Addiscott	Not confirmed	Edit Delete
Daisy Saunders	Available	Edit Delete

ADD PLAYER

Bulk Select Team Players

Make sure you've clicked the update button before submitting your notifications!

UPDATE

CANCEL

DELETE

If you have a few players joining your team from the wider club, you can add these from "ADD PLAYER; this allows you to search for individual players from across the club and add to the team. Once selected, press the blue button 'ADD PLAYER' bottom left.

Please do not apply charges in the 'PLAYER MATCH FEE' column, Heike will verify this post-match before fees are triggered centrally.

See the following ClubBuzz2 Help video for more on assigning players to a match

<https://help.clubbuzz2.co.uk/assigning-players-match>

Sending selection notifications

Once you are happy with your weekly team selection, you must press the 'UPDATE' button bottom left before going on to press 'SEND SELECTION NOTIFICATIONS'.

Team Selection

Send Selection Notifications

Send Selection Reminders

Select players

Member name	Position	Availability
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This then sends an email to all players on your match selection, asking them to accept or decline their match request.

Once players start to accept or decline a match you can go into:

ADMIN – CLUB - MATCHES

Scroll to find your match
Press 'MANAGE'

Then check the status of your players selections as seen below:

Select players

Member name	Position	Availability	
Alex Moss		Not confirmed	Edit Delete
Archie Stewart	Defender	Not confirmed	Edit Delete
David Moss		Not confirmed	Edit Delete
Finlay Hamnett	Midfielder	Available	Edit Delete
James Hindle		Not Available	Edit Delete
Louis Driver		Available	Edit Delete
Laura Addiscott		Not confirmed	Edit Delete
Daisy Saunders		Available	Edit Delete

ADD PLAYER

Those that haven't replied yet show as 'NOT CONFIRMED'.

Those that have replied as accepted show as 'AVAILABLE'.

Those that have declined the match show as 'NOT AVAILABLE'.

As a team manager you can now edit availability; for instance, if David Moss emailed to say that he can no longer make the match. Go to his selection in the match and press "EDIT" to change his availability status. to 'Not available' (something we were unable to do on ClubBuzz1).

Once you have all your availability on a match, you can delete those not available so you have a confirmed match list (this will also ensure your EH report only includes the names of those who actually attended). Please note that we are currently also working with ClubBuzz to develop the facility to email players straight out of the match record with any pre-match updates.

Printing a Team Sheet

When you have your team confirmed, you can print out a team sheet by clicking on 'Printable Match Sheet'.

Samuel Croxton		Available	Edit Delete
Sebastian Hill	Midfielder	Available	Edit Delete
Theo Hill	Defender	Available	Edit Delete
William Lord	Midfielder	Available	Edit Delete

ADD PLAYER

Bulk Select Team Players

Printable Match Sheet

Make sure you've clicked the update button before submitting your notifications!

UPDATE CANCEL DELETE

Generating EH reports

Please go to 'Manage Match' after the game and update the attendees (via 'Edit/Delete') in case anyone was unable to attend due to unforeseen circumstances (this is also important for match fees), pressing 'Update' at the bottom to confirm your changes.

Also see the following ClubBuzz2 help video: <https://help.clubbuzz2.co.uk/editing-matches>

Please do not apply charges in the 'PLAYER MATCH FEE' column, Heike will verify this post-match before fees are triggered centrally.

Once you are happy that your data is correct, then please go to:

REPORTS - MATCH REPORTS - MATCH SELECTION REPORTS

Note – Not 'MATCH ATTENDANCE REPORTS' which at first glance would seem to make sense, you need 'MATCH SELECTION REPORTS'!

Put the date of your fixture in the "FIXTURE DATE" field and fill in the 'HOME TEAM' field, in this case 'Men's 5s' (note this has to be entered exactly as it appears on the match selection report list, so for example 'MEN5's' wouldn't work). We have requested that ClubBuzz insert a drop-down list here for ease.

This brings up all attendees for that fixture on that date:

Match Selection Report

Fixture Date: 16/05/2021
Fixture Time: _____
Home Team: Men's 5s
Opposition: _____
Availability: _____

SEARCH

COPY CSV PDF PRINT COLUMNS Show 25 entries

Member name	Email	Home Team	Opposition	Fixture Date	Fixture Time	Availability
Alex Moss		Men's 5s	Test Match	16/05/2021	10:00 am	Available
Archie Stewart		Men's 5s	Test Match	16/05/2021	10:00 am	Available
Daisy Saunders		Men's 5s	Test Match	16/05/2021	10:00 am	Not available

From here, you need to download a CSV and submit to EH and our Covid Team as previously. Here's what to do:

Press the CSV button above the blue bar at the top of the list of attendees, which will download a CSV file.

NOTE that the layout is slightly different to how it looked in the old version of ClubBuzz. The new layout is fine and can be submitted to EH as it is without any manual edits.

Again, please make a final check of the downloaded file to ensure that everyone who is on there played and no one is missing. If any player is missing, check that the number of entries does not exceed 25; if it does, change the corresponding selection box above the blue header to 'All'.

You may also need to manually type in the match officials and coaches (or anyone else who was on the side-line or in close proximity with of the squad) if they are not already in your ClubBuzz record.

Then send that file (it must go specifically as an attachment, and not embedded or pasted-in in any way, as a CSV file and not as a pdf.) as previously to the following address:

track.trace@englandhockey.co.uk with covid19officer@bowdonhockey.co.uk Cc'd in.

Email Subject (important that this is exactly as outlined below):

Attendance Records Submission for Organisation [205113] for the following date:
dd.mm.yyyy