

Creating training records, adding players to a specific training record and creating training reports for England Hockey attendance monitoring

Last updated: 4th June 2021

Training records can be found here:

ADMIN – CLUB – TRAINING, scrolling down to your session (records have been pinned in reverse data order, current week first, for easy access); alternatively, the initial letters can be entered into the 'Search field, e.g. 'beav' to find all Beavers entries.

Select 'Edit' for the corresponding team.

Training

Create Training

Show 25 entries

Search:

Team	Date	Edit	Flags
Badgers Reds & Blacks Training	07/06/2021	Edit	Charge
Ladies' 4-8s Training	07/06/2021	Edit	Charge
Friday Mums	04/06/2021	Edit	Charge
Mens 1s	04/06/2021	Edit	Charge
Mens 2's-4's Thursday Training	03/06/2021	Edit	Charge
Beavers Reds	03/06/2021	Edit	Charge

The next screen will tell you whether your session is for one team only or has several groups of participants (if several teams are involved, the session can be given a 'Custom Name' on the right, rather than appearing as a 'Multiple Team' slot):

vs {Opponent:8}

Edit Entry

Multiple Teams
 Yes No

Teams
 Badgers Blacks
 Badgers Reds
 Beavers Blacks
 Beavers Reds
 Bowdon 1-1 & GK Coaching
 Bowdon Bears Academy Y4-6
 Bowdon Mink Reception-Y3
 ClubBuzz Mens XI

Custom Name
Badgers Reds & Blacks Training
If left blank, the default will be 'Multiple Teams'

Scroll to the lower section of the screen to either 'Add Attendee' or 'Bulk Select Players' for your session (bulk selection is the fastest way of adding players) by pressing the red button of that name. Bulk selection 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 once finished (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 the screen. Should the data not load after repeated attempts, please get in touch so that this can be raised with ClubBuzz.

Training Register

Member Name	Assigned
Archib, Janna	Selected Edit Delete

ADD ATTENDEE

Bulk Select Players

UPDATE **CANCEL** **DELETE**

If you have a few players joining your session from the wider club, they need to be either added manually to the EH attendance report generated at the end, or can be dropped into the team to be visible for selection (ADMIN – CLUB – TEAMS: ‘Assign’). We are continuing to work with ClubBuzz to enhance the input options and allow us to search for individual players from across the club in this section to give us the same flexibility that we have on match records. Once players have been selected via the ‘Add Attendee’ option, press the blue button of the same name at the bottom left, followed by ‘Update’ once you return to the main screen.

Add Attendee

Team

Click to view from all 47 teams

Session Date

Time
 : AM
HH MM

Player

Attendee
Did the player attend this session?

CANCEL **ADD ATTENDEE**

If your session has not been set up for you, use the ‘Create Training’ button to create a new training record, clicking on ‘Update’ at the bottom once finished.

Training

Create Training

Show entries Search:

Team	Date	Edit	Fees
Badgers Reds & Blacks Training	07/06/2021	Edit	Charge
Ladies' 4-6s Training	07/06/2021	Edit	Charge
Friday Mums	04/06/2021	Edit	Charge
Men's 1s	04/06/2021	Edit	Charge
Men's 2's-4's Thursday Training	03/06/2021	Edit	Charge
Beavers Reds	03/06/2021	Edit	Charge

Please do not apply charges in the ‘FEES’ column; there is nothing to pay per individual session.

The following ClubBuzz guidance videos on this topic are also available:

<https://help.clubbuzz2.co.uk/add-to-training-register>

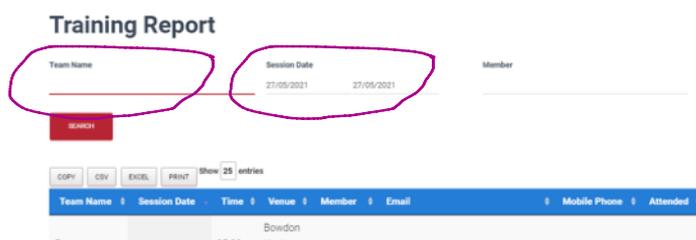
<https://help.clubbuzz2.co.uk/create-training-session>

Generating EH Reports

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

REPORTS – TRAINING REPORT

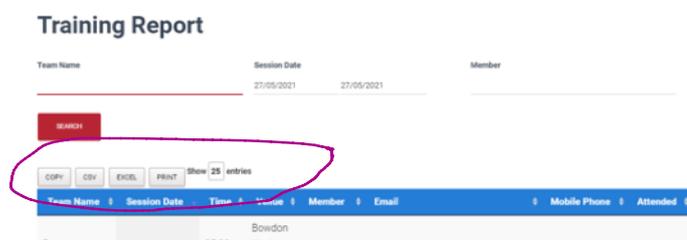
Put the date of your training session in the 'Session Date' field [dd/mm/yyyy] to bring up all attendees for that date: If your training session is a 'single team' record, it can also be found by entering exact team name (again, we have requested that ClubBuzz insert a drop-down list here for ease).



The screenshot shows the 'Training Report' interface. At the top, there are three input fields: 'Team Name', 'Session Date' (with '27/05/2021' entered), and 'Member'. A red 'SEARCH' button is below these fields. Below the search area, there are buttons for 'COPY', 'CSV', 'EXCEL', and 'PRINT', along with a 'Show 25 entries' dropdown. A blue header bar contains the following columns: 'Team Name', 'Session Date', 'Time', 'Venue', 'Member', 'Email', 'Mobile Phone', and 'Attended'. The first row of data shows 'Bowdon' in the 'Team Name' column and 'MEM' in the 'Member' column.

From here, you need to download a CSV or EXCEL file and submit to EH and our Covid Team as previously. Press the CSV or EXCEL button above the blue bar at the top of the list of attendees, which will download your file.

Please perform a final check of the downloaded file to ensure that everyone who is listed actually attended and that no one is missing. If any player is not listed, check that the number of entries on your file does not exceed 25; if it does, change the corresponding selection box above the blue header to 'All' and re-download your data.



This screenshot is similar to the previous one, but the 'COPY', 'CSV', 'EXCEL', and 'PRINT' buttons are circled in red to highlight the download options.

Finally, remove all phone numbers before sending the file to England Hockey. Also, please note that, if your training session was set up as a 'multiple team' event, generating the data file by date will also bring up other sessions that happened on the same day as yours – please delete the data for teams that weren't part of your specific session from your CSV or Excel file, too.

Then send that file (it must go specifically as an attachment, and not embedded or pasted-in in any way, as a CSV or EXCEL 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