



## **Team Registration User Guide**

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**SportLoMo Ltd**

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**SportLoMo Ltd.,**

**+353 94 9026663**

**[www.sportlomo.com](http://www.sportlomo.com)**

**[info@sportlomo.com](mailto:info@sportlomo.com)**

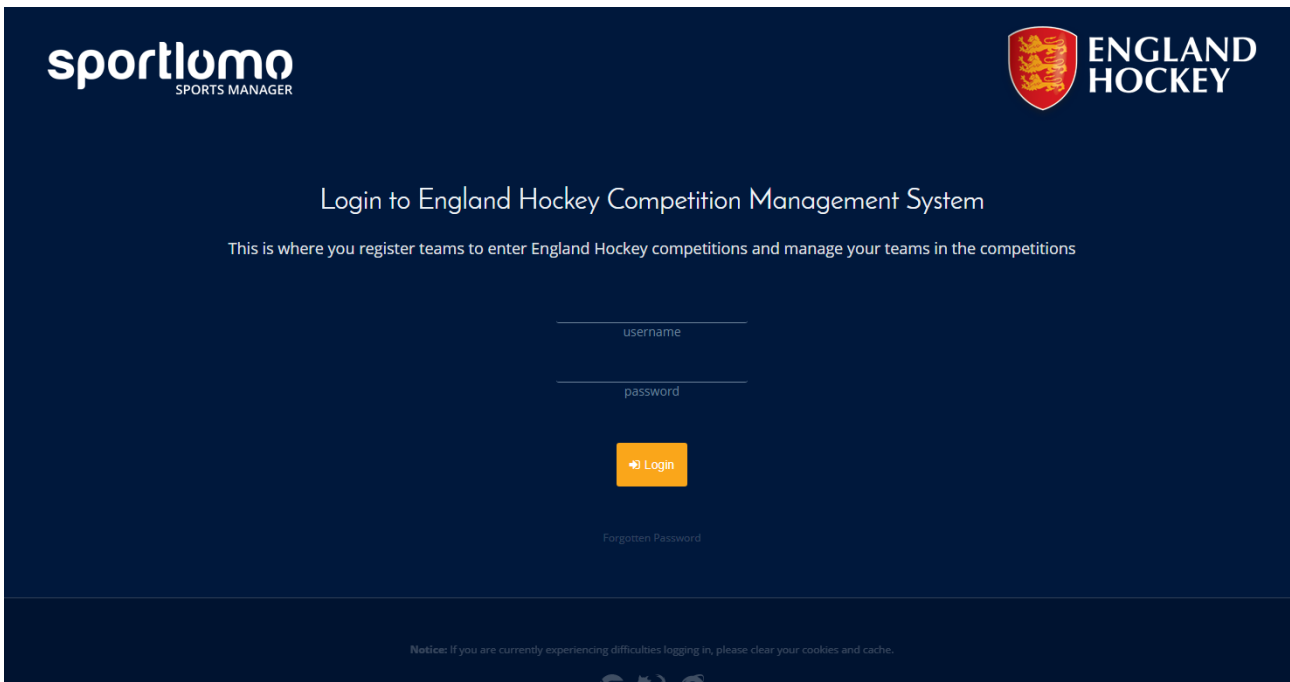
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# 1. Getting Started

Welcome to the new England Hockey Competition Management System (CMS) user guide. For your club to use this system you must first register your team to our list of Adult, Masters and Junior Competitions and once those teams have been approved by England Hockey you will then be able to purchase entry into your requested competitions.

Each club will have a CMS liaison officer (club secretary), who will be emailed a unique username and password by England Hockey, in order to login to the CMS. At first only this contact will have access. It is the CMS liaison officer's responsibility to register teams (e.g Men's First XI) to the club and add team liaison and second contacts (sub-users) to each team. Once the team registration has been approved by England Hockey, sub-users will be sent an email providing links to set up an account and password. Sub-users will then be granted access to manage elements of the CMS (competition entry, player registration etc.) relating to the team they have been registered against.

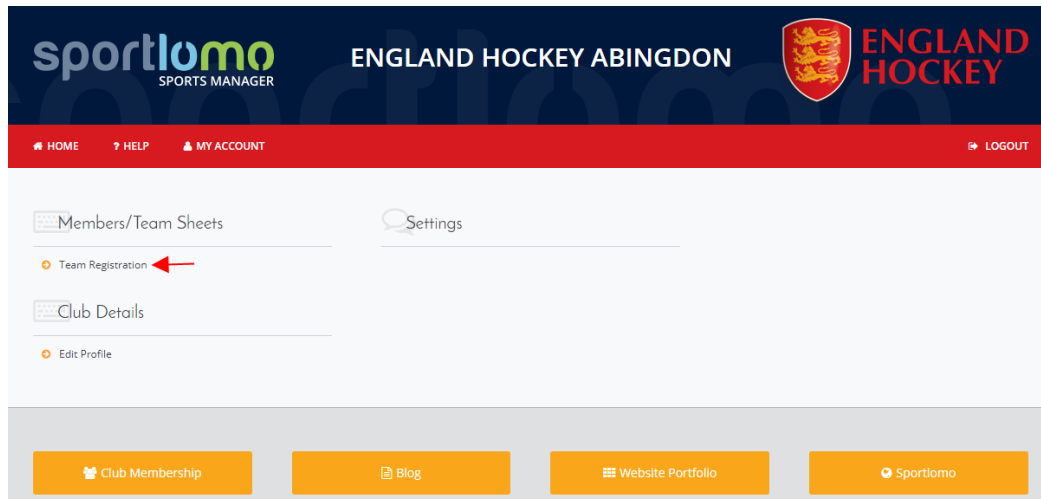


## 2. Logging onto System

1. Open a Web Browser.
2. Type <https://competitions.englishhockey.co.uk/maint.php> into the address bar of your browser.
3. Enter in the username and password supplied to you by England Hockey.
4. Click Login.

### 3. Registering a Team

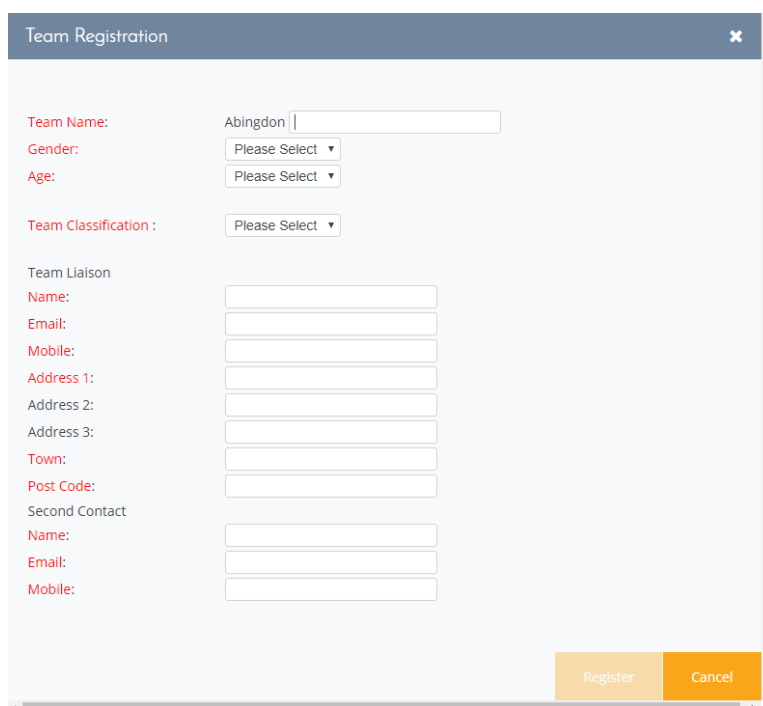
1. After you login you will be brought to this page (image below).
2. Under 'Members/Team Sheets' click 'Team Registration'.



3. Then click 'Register A Team'

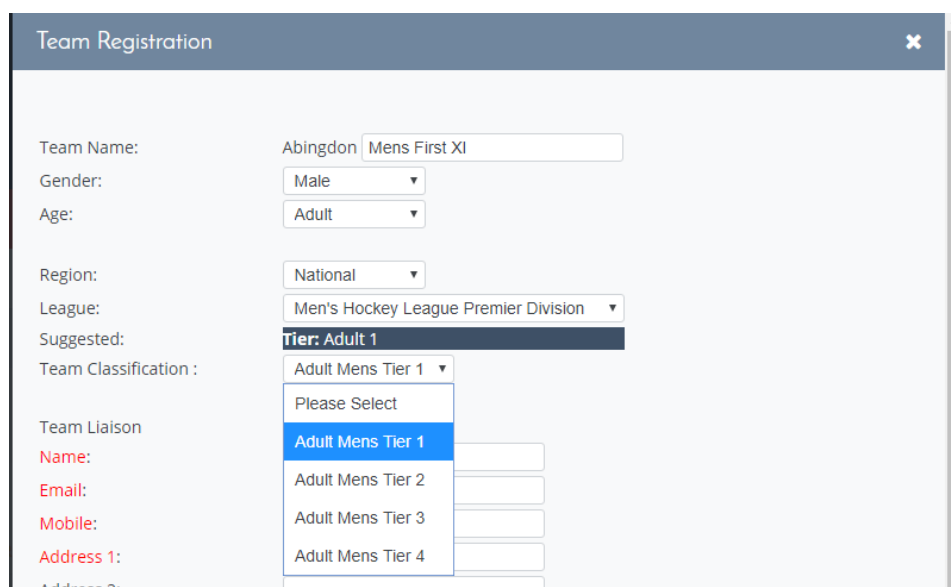


4. A pop-up page will appear (image below) where you must enter all the details for the team registration. Please note entries in red are mandatory fields and the Register button will not be made active till these fields are completed. It is at this point that the team liaison and second contact are added. Once the team has been approved by England Hockey the team liaison and second contact will be granted access to manage this team within the club.



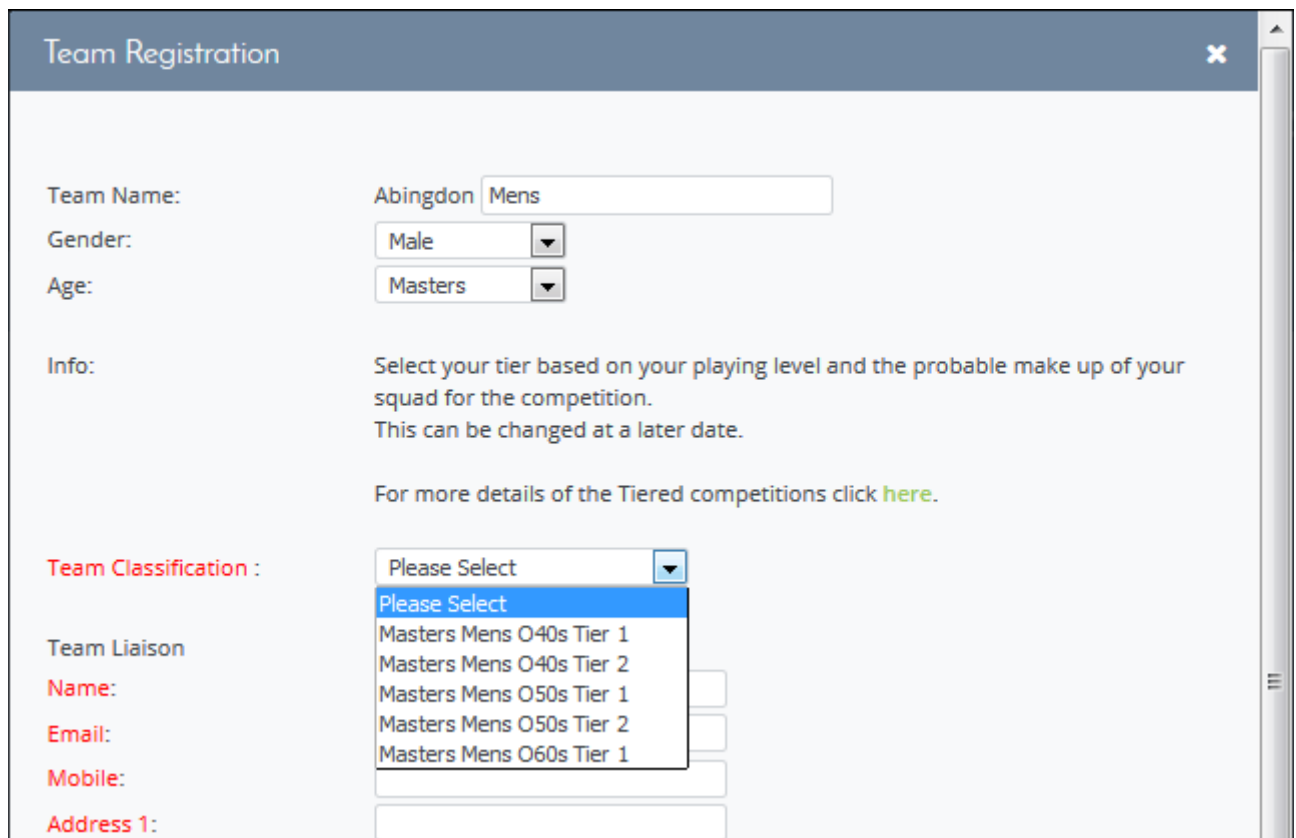
The screenshot shows a 'Team Registration' pop-up window. It contains several input fields: 'Team Name' (with 'Abingdon' entered), 'Gender' (dropdown), 'Age' (dropdown), and 'Team Classification' (dropdown). Below these are sections for 'Team Liaison' and 'Second Contact', each with fields for 'Name', 'Email', and 'Mobile'. At the bottom right are 'Register' and 'Cancel' buttons. Red text labels indicate mandatory fields.

- a. If you select Adult from the Age drop down box, you will also need to select the region, the league and the team classification - the competition system will give a suggestion of which tier to use for the team classification but you may pick a different tier in the drop down box below, if you feel that the suggestion may not be appropriate.



This screenshot shows the 'Team Registration' form with more fields filled out. 'Team Name' is 'Abingdon Mens First XI'. 'Gender' is 'Male' and 'Age' is 'Adult'. 'Region' is 'National' and 'League' is 'Men's Hockey League Premier Division'. A 'Suggested' section shows 'Tier: Adult 1'. The 'Team Classification' dropdown is open, showing options: 'Adult Mens Tier 1' (selected), 'Please Select', 'Adult Mens Tier 2', 'Adult Mens Tier 3', and 'Adult Mens Tier 4'. The 'Team Liaison' and 'Second Contact' fields are partially visible at the bottom.

- b. If you select Masters or Junior, you will not need to select a region or league just the team classification.



The screenshot shows a 'Team Registration' window. The 'Team Name' field contains 'Abingdon' and 'Mens'. 'Gender' is set to 'Male' and 'Age' to 'Masters'. An 'Info' section provides instructions on selecting a tier. The 'Team Classification' dropdown is open, showing options like 'Masters Mens O40s Tier 1' through 'Masters Mens O60s Tier 1'. Below this, there are fields for 'Team Liaison' details: Name, Email, Mobile, and Address 1.

Team Registration

Team Name: Abingdon Mens

Gender: Male

Age: Masters

Info: Select your tier based on your playing level and the probable make up of your squad for the competition. This can be changed at a later date. For more details of the Tiered competitions click [here](#).

Team Classification : Please Select

Team Liaison

Name:

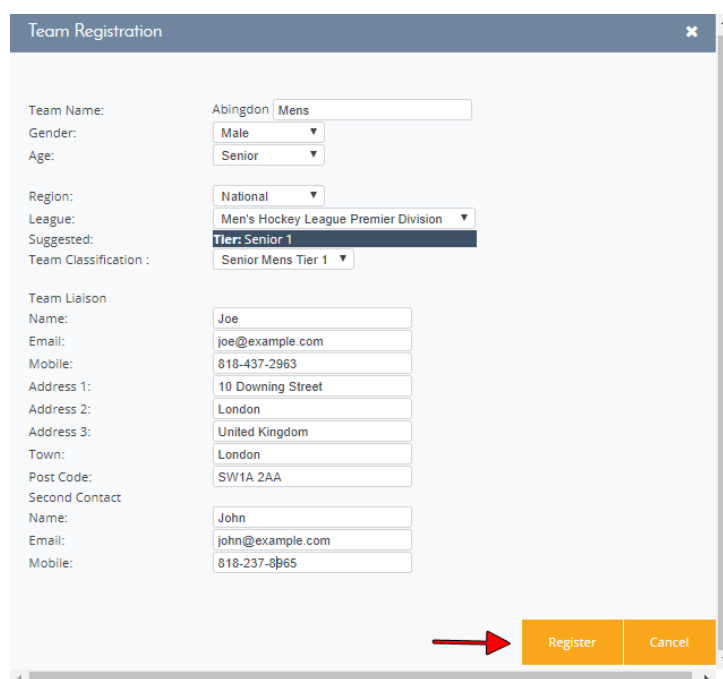
Email:

Mobile:

Address 1:

- c. Fill in the rest of your details.

- d. When all the mandatory details are complete you can then click 'Register'.



This screenshot shows the same 'Team Registration' window, but now all fields are filled out. 'Age' is changed to 'Senior', and 'Region', 'League', and 'Team Classification' are also selected. The 'Team Liaison' details are complete. At the bottom right, the 'Register' button is highlighted with a red arrow.

Team Registration

Team Name: Abingdon Mens

Gender: Male

Age: Senior

Region: National

League: Men's Hockey League Premier Division

Suggested: Tier: Senior 1

Team Classification : Senior Mens Tier 1

Team Liaison

Name: Joe

Email: joe@example.com

Mobile: 818-437-2963

Address 1: 10 Downing Street

Address 2: London

Address 3: United Kingdom

Town: London

Post Code: SW1A 2AA

Second Contact

Name: John

Email: john@example.com

Mobile: 818-237-8p65

Register Cancel

- When registration is entered both your team liaison and your second contact will receive an automatic email from [competitions.info@englandhockey.co.uk](mailto:competitions.info@englandhockey.co.uk). At this stage your registration status will be set to pending.

At a later stage you will receive a second email from England Hockey confirming that either your registration for the relevant competition has been either approved or rejected.

Once approved the team liaison and second contact will receive a further email confirming that their account has been created. They will be provided with their unique user name and a link to set their password.

## 4. Reviewing your Status

- As you submit team registration applications you will also be able to see their current status in the team registration page.

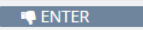



Team	Gender	Age	Region	League	Proposed Tier	Team Classification	Status	Last Updated	Status	Action
Wolves	Male	Senior	National	Men's Hockey League Premier Division	1	Senior Mens Tier 1	Pending	30/06/2017 15:25	no pending payments	
Chiefs	Male	Senior	National	Men's Hockey League Premier Division	1	Senior Mens Tier 1	Pending	30/06/2017 15:17	no pending payments	
Team A	Male	Senior	National	Men's Hockey League Premier Division	1	Senior Mens Tier 1	Approved	30/06/2017 11:49	no pending payments	
U15s	Female	Senior	National	Investec Women's Hockey League Premier Division	1	Senior Womens Tier 1	Approved	30/06/2017 10:25	no pending payments	

- At any stage you will be able to edit the details of a team no matter their status by clicking on the edit function (pen and paper icon). In the above image you can see there is a trophy icon to the right of all approved registrations.

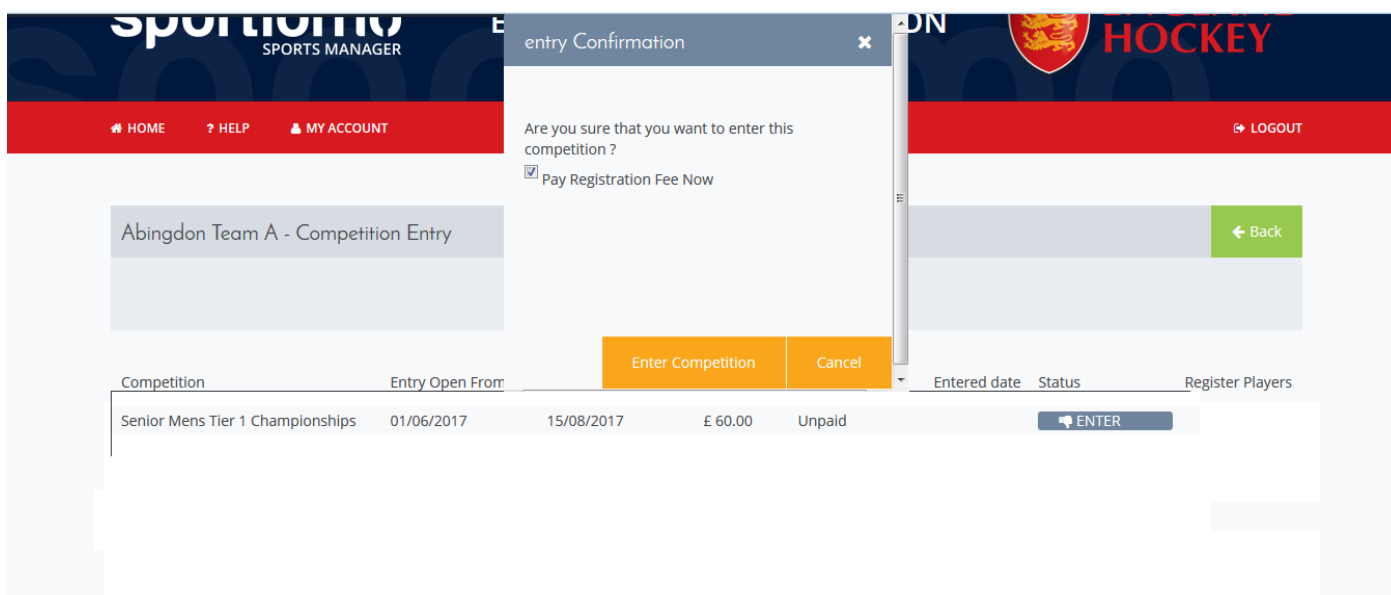
## 5. Entering Competitions

- By clicking on the trophy icon it will take you to the competition entry page. This includes all competitions you have been approved to enter.


- Once the competition entry page has loaded, you can select which Championship(s) you would like to enter by clicking on the enter thumbnail in the status column. You can only select to enter one Championship at a time.

Competition	Entry Open From	Entry Open To	Entry Fee	Payment	Entered date	Status	Register Players
johns test	30/06/2017	31/07/2017	£ 0.00	Unpaid			
Senior Mens Tier 2 Championships	12/06/2017	15/08/2017	£ 60.00		06/07/2017		

- A pop-up box will appear asking you to confirm your entry. Payment can either be made at this time or at a later stage (by ticking or unticking the 'Pay Registration Fee Now' box), depending on how you would like to make payment. For more details on making payment, please see below. To confirm your entry simply click 'Enter Competition' as shown on the image below.



The screenshot shows the 'Sports Manager' interface. A central 'entry Confirmation' pop-up box is displayed, asking 'Are you sure that you want to enter this competition?' with a checked checkbox for 'Pay Registration Fee Now'. Below the pop-up, there are 'Enter Competition' and 'Cancel' buttons. The background shows the 'Abingdon Team A - Competition Entry' page with a table of competitions.

Competition	Entry Open From	Entry Open To	Entry Fee	Payment	Entered date	Status	Register Players
Senior Mens Tier 1 Championships	01/06/2017	15/08/2017	£ 60.00	Unpaid			

## 6. Making Payment

- There are a number of ways in which a team can complete payment for their competition entry.
  - Pay now. (Sub-users can only use this function)
    - Leave the 'Pay Registration Fee Now' box ticked when confirming your entry.
    - You will be shown your invoice on the next page (image below).



Pay Team Registration Fee
Back

Invoice

Description	Status	Date
Competition Entry	New Invoice	11/07/2017 11:13

Line No.	Description	Quantity	Unit Price	Total
1	johns test - Boris Test 4	1	0.00	0.00

Invoice Total 0.00

Make Payment

- iii. Click 'Make Payment' to be taken to a Barclays bank payment page.
- iv. Complete payment by entering card details and following the onscreen instructions.

N.B. If you leave the 'Pay Registration Fee Now' box ticked but do not complete the payment, an invoice will be saved in the clubs invoicing and fees area (only accessible by the club CMS liaison officer).

- b. Pay later. (Only club CMS liaison officers can use this function)
  - i. Untick 'Pay Registration Fee Now' box to confirm entry.
  - ii. An un-invoiced charge will be saved to the clubs invoicing and fees area.
  - iii. Payment can be made from the invoicing and fees area by the club CMS liaison officer at a later time or date.

## 7. Managing Invoices

1. Under 'Members/Team Sheets' click 'Invoicing and Fees'.
2. A list of all the clubs existing invoices will appear (see image below). This is a complete list of paid invoices (those that have been paid) and new invoices (those that have not been paid).

## Invoices

### Existing Invoices

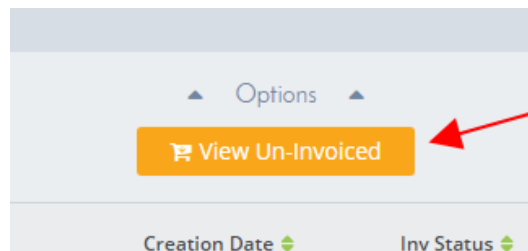
← Back

Options

View Un-Invoiced

Invoice No	Description	Creation Date	Inv Status	Invoice Total	Paid	Outstanding	Actions
36	Competition Entry 10/07/2017	10/07/2017 14:42	New Invoice	120.00	0.00	120.00	
35	Competition Entry 10/07/2017	10/07/2017 13:18	New Invoice	60.00	0.00	60.00	
34	Competition Entry 10/07/2017	10/07/2017 12:50	New Invoice	120.00	0.00	120.00	
33	Competition Entry 10/07/2017	10/07/2017 12:47	New Invoice	120.00	0.00	120.00	
32	Competition Entry 10/07/2017	10/07/2017 12:47	New Invoice	120.00	0.00	120.00	
31	Competition Entry 07/07/2017	07/07/2017 12:23	New Invoice	120.00	0.00	120.00	

- To pay an invoice, click the card icon under the actions column, and then select make payment to go through to the Barclays bank payment page. Complete payment by entering card details and following the onscreen instructions.
- To create an invoice for un-invoiced charges, click 'View Un-Invoiced' as shown in the image below.



- Select the charges that you would like to be included in the invoice by ticking Add to Invoice. You can select as many or as few as you would like. Then click Add to Invoice in the orange bar at the bottom of the page to create the invoice.

Options				
All Invoices				
Competition	Team	Created	Entry Price	Add To Invoice
888	test db 2	06/07/2017 16:31	120.00	<input checked="" type="checkbox"/>
Senior Mens Tier 1 Championships	Boris Test 2	10/07/2017 13:13	60.00	<input checked="" type="checkbox"/>
888	subuser test	10/07/2017 13:20	120.00	<input type="checkbox"/>
johns test	Boris Test 4	11/07/2017 11:13	0.00	<input type="checkbox"/>
Invoice Total			180.00	
Add To Invoice				

- Proceed to make payment by clicking 'Make Payment' and following the onscreen instructions. If you do not complete the payment, then the invoice will be saved to your clubs existing invoices.

## 8. Further information

We hope that this user guide has been a useful tool in supporting your teams' registration to the England Hockey Competition Management System.

For further information or support with your team registration please contact the England Hockey Competitions Department on [competitions.info@englandhockey.co.uk](mailto:competitions.info@englandhockey.co.uk)

