Player Pathway System

User Guide for administrators

I am an Administrator

I can see....

- My Dashboard

I can update my.......

- Photo
- profile
- login details

I can add.....

- documents

I can manage

- Setup of my squads
- All my members
- Our accounting by using Gocardless

I can schedule events for my members

I can communicate with my members by

- Adding New email message
- Adding SMS message (if available)

I can produce reports about my members

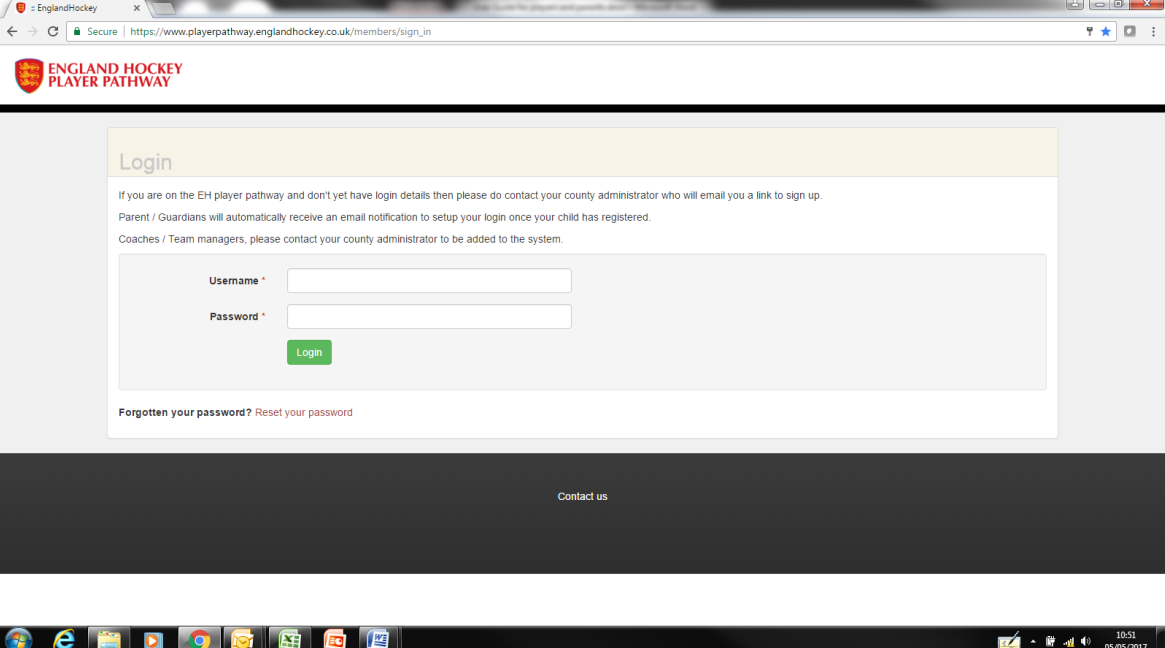I can manage the
- End of Cycle process
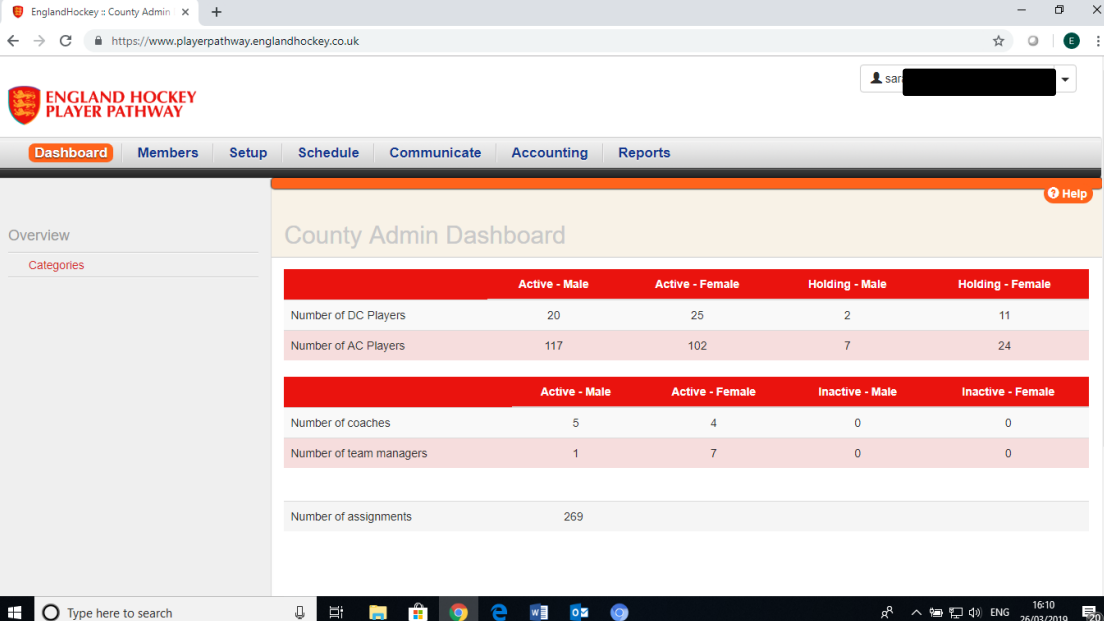- DC enrolment process

Contents

Signing in

You will be invited to register on the Player Pathway System by an email from England Hockey. Accept the invitation and complete the registration details. Once completed you will be able to sign on to the system here www.playerpathway.englandhockey.co.uk

If you have forgotten your password use the 'Reset your password' function. If you require further support use the 'Contact us' function.

Once you have signed in you will be able to see your dashboard.

The dashboard shows you the:

- number of male and female players, coaches and team mangers that are currently active and assigned to a squad in your area
- number of male and female players, coaches and team managers that are currently in holding status and not assigned to a squad

From this screen you can access any area of the system by selecting from the tool bar. There are help tabs on every screen on the system which can offer further guidance.
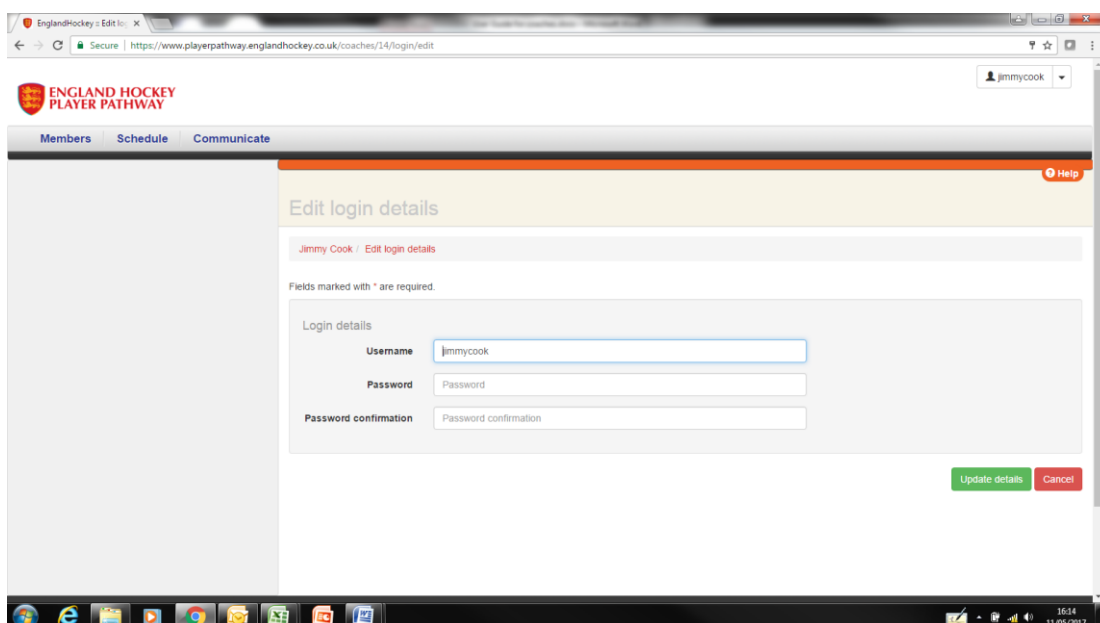
Setting up your profile

To access your profile use the drop down box in the top right of the screen.
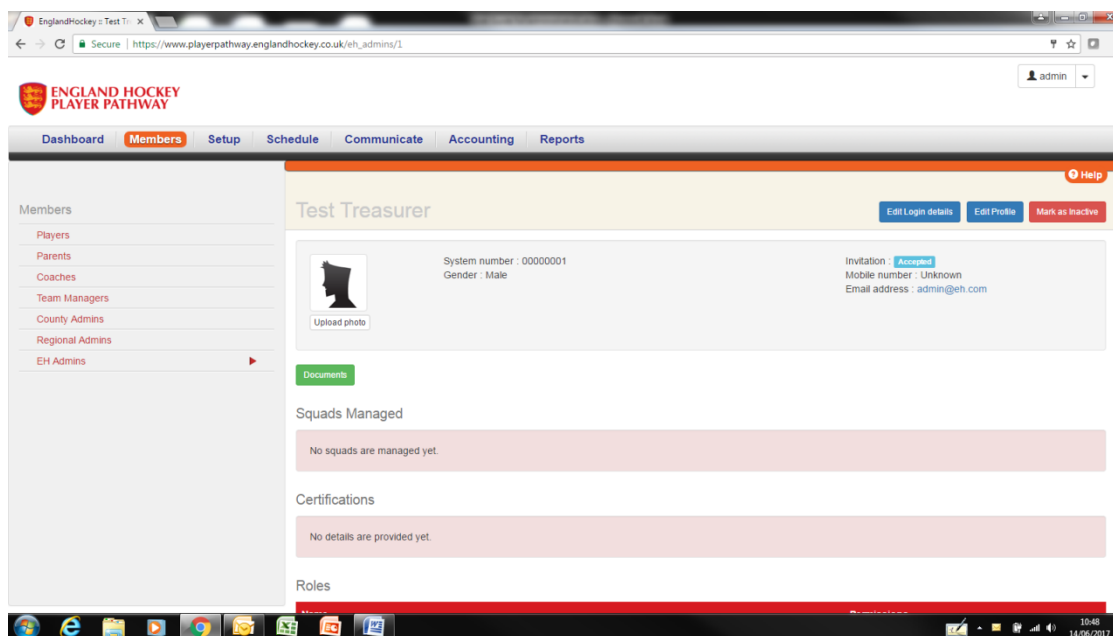
Changing your password

You can change your password using the **Edit login details** button.

Passwords must be a minimum of 7 characters long and contain one number and one symbol or special character. If the password confirmation is not the same as the password the
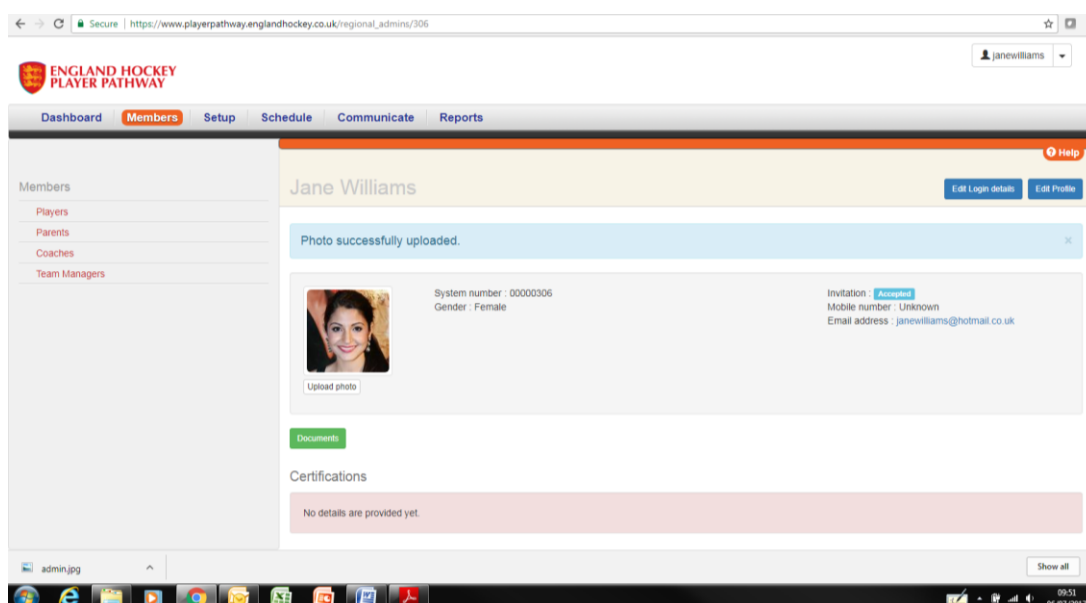
Update details button will not appear.

Your photo

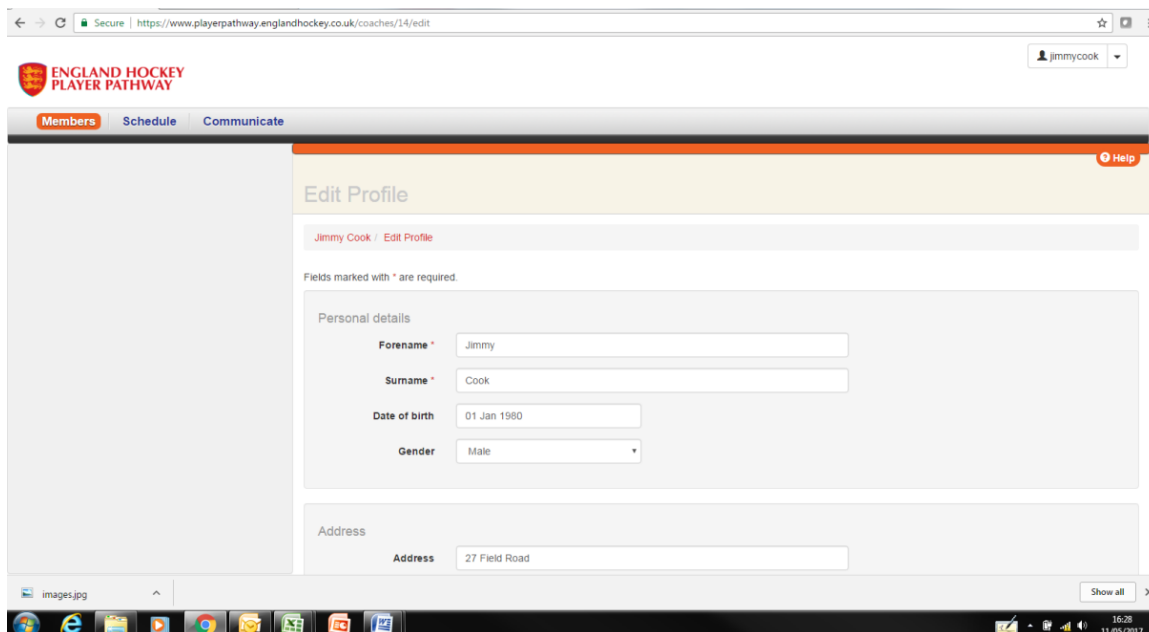You can keep an up to date head and shoulders photo on your profile.

To upload your photo, click on the **Upload photo** button. This will enable you to load a file that is stored on your device. You can crop the photo if you need to.

Your profile

You can edit your profile using the **Edit Profile** button.

After making your changes use the **Update Profile** button to save them.

Your documents

Any document file can be loaded up to your profile. You could use this function to save any documents created outside the system.

Click on the **Documents** button to see a list of the documents held on your profile.

To create a new document, click on the **New document** button.
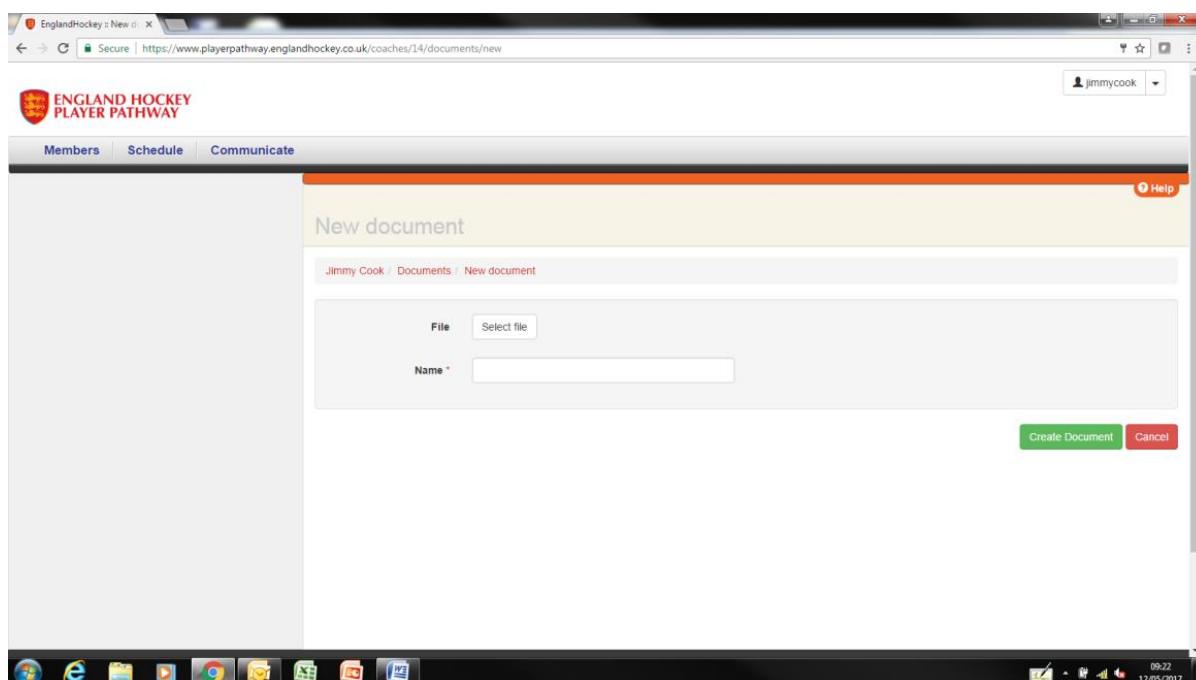
Click on 'select file' to select a file loaded on your current device. Enter a name in the name field and

click on the **Create document** button to upload it to your profile.

Double click on the name of the document in the list to access that document.

support.playerpathway@englandhockey.co.uk
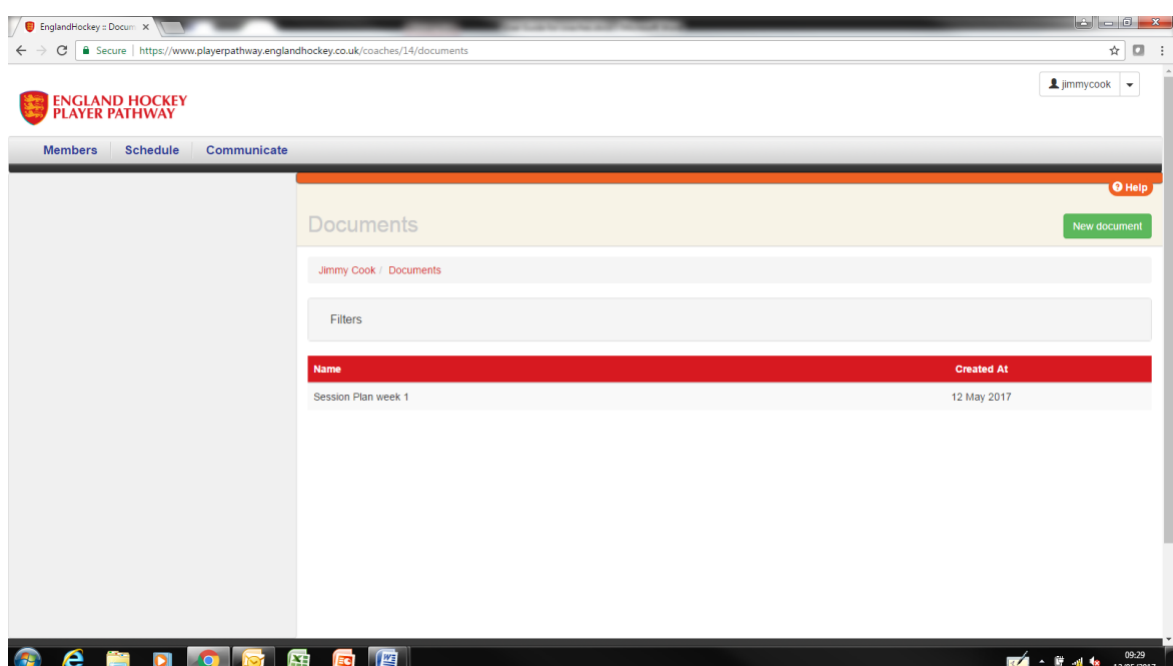
Structure of the system

The Player Pathway System is based on building all the pieces that are required to run a squad of players. The following process has to take place each time a squad of players needs to be set up so that the coaches and team mangers can manage their squad.

1. Create a Venue
2. Create a Centre
3. For Performance Centres only, create Centre manager if required
4. Create a Squad
5. Assign the squad
6. Create a Coach
7. Create a Team Manager
8. Assign the Centre, Coach and Team Manager to a squad
9. Assign players to the squads

Actions 1 to 4 are carried out by England Hockey Player Pathway Team.
Actions 5 to 8 are carried out by Regional or County Administrators.
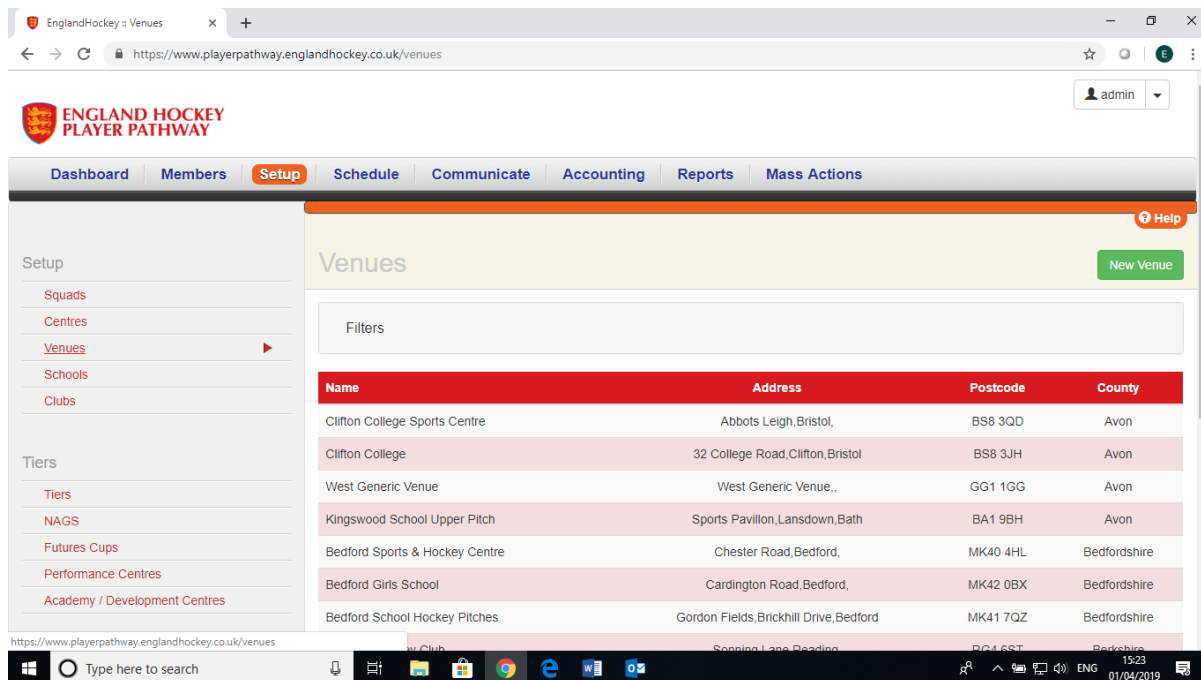
Players can self assign to a squad at DC level using the DC enrolment function.
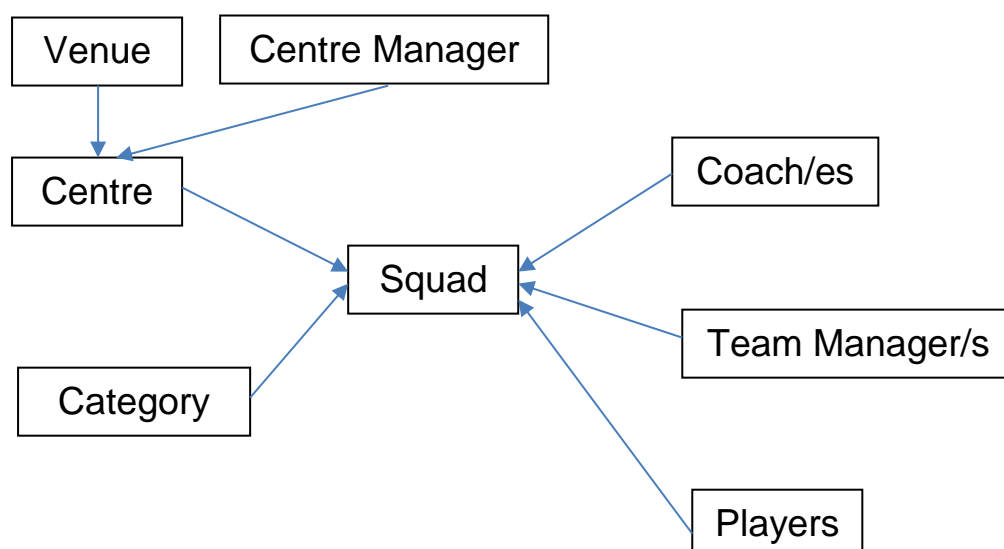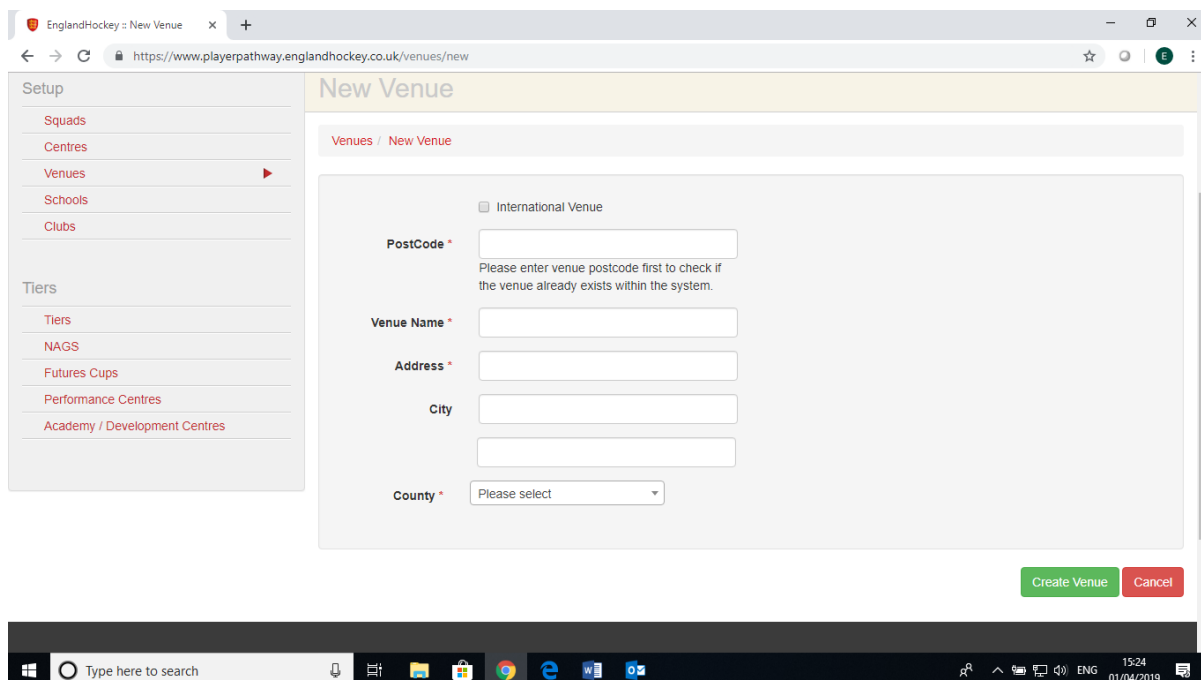
Creating a venue

Venues are created by EH admin. Please contact them with the required information.

support.playerpathway@englandhockey.co.uk

Creating a centre

Centres are created by EH admin. Please contact them with the required information.

support.playerpathway@englandhockey.co.uk

Creating a squad

Squads are created by EH admin. Please contact them with the required information.

Mute notification allows administrators to create squads which do not receive communications such as assessment squads in order to support administrative processes rather than a real squad.

Creating a payment category

Each player must be linked to a payment category, via their squad assignment, which specifies how much they should pay on registration. If you are not using the Gocardless option, this should be a category with the value £0.00. Payment categories are setup by England Hockey. Please contact them if you wish to set up a category in order to use Gocardless payment method.

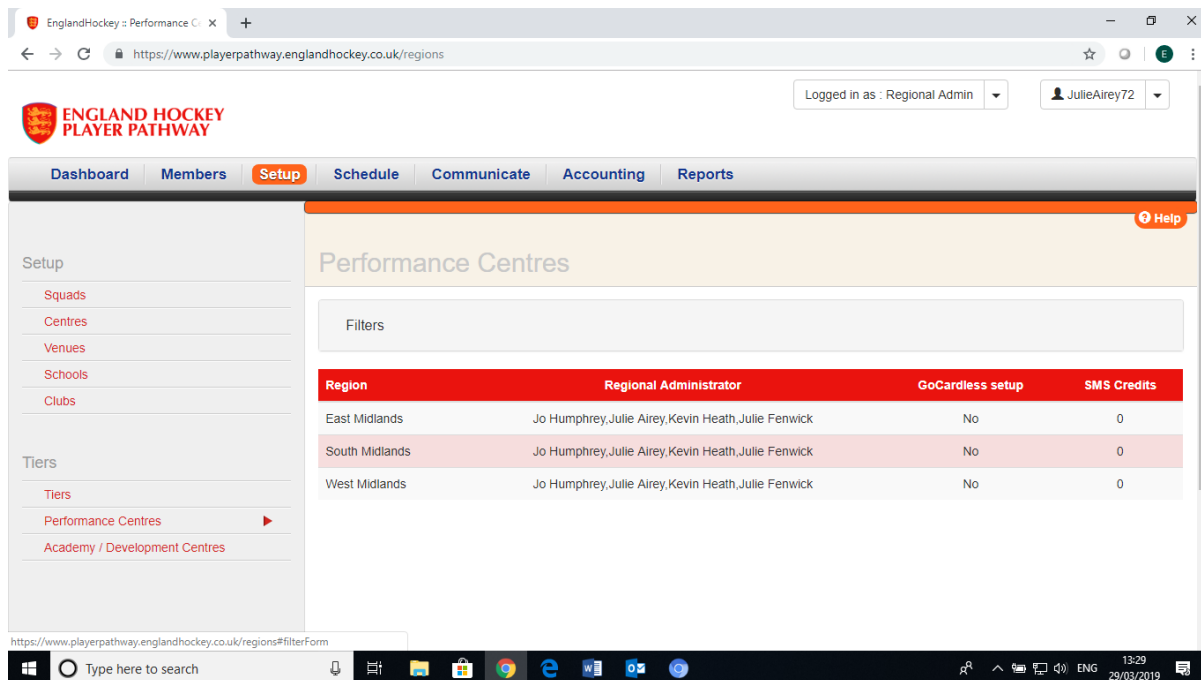Current categories can be viewed by selecting Dashboard on the tool bar.

Setting up your area administration for Performance Centres

Click on the setup option on the tool bar.
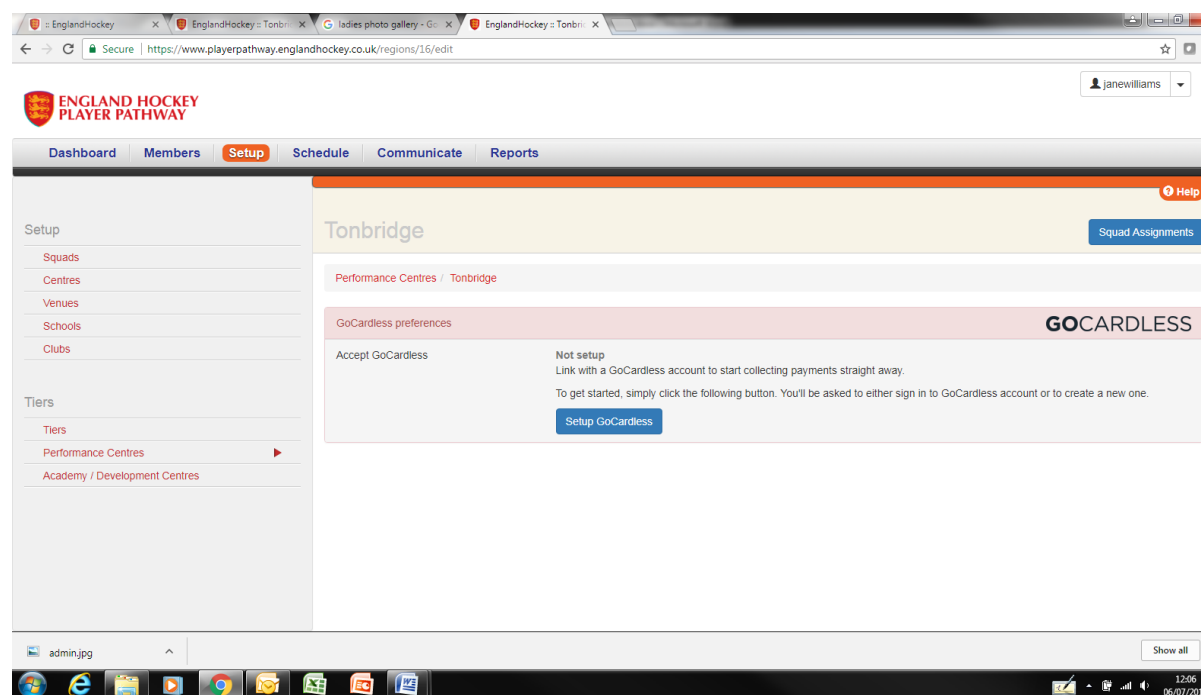
Click on the level required in the Tiers list.

Click on the required region.

From this screen you are able to setup your GoCardless account and assign players to a squad.

support.playerpathway@englandhockey.co.uk

Connecting to GoCardless payment service

The system can provide an online payment service through GoCardless through which you will be able to set payment amounts at squad level, track payments and non-payments.

Click on the **Setup GoCardless** button.

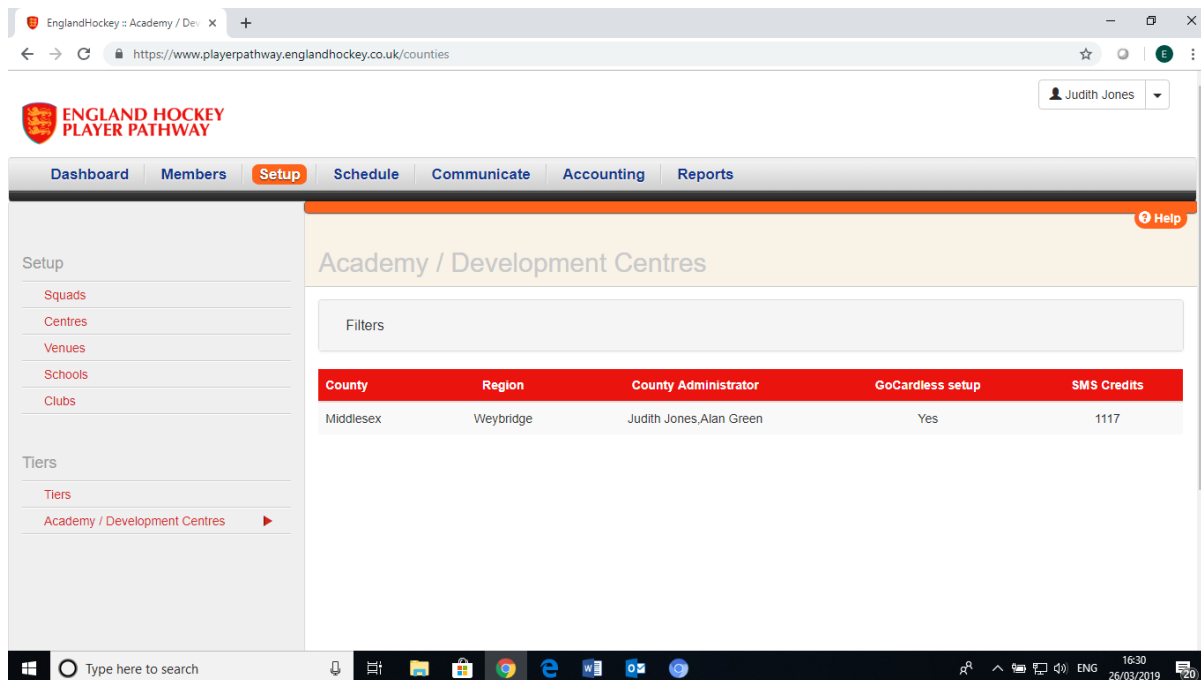
Complete the information and click the **Create and connect to your GoCardless account** button.

Setting up your area administration for Academy Centres

The system requires an administrator to be linked to each area. This link is controlled by England Hockey Player Pathway team.
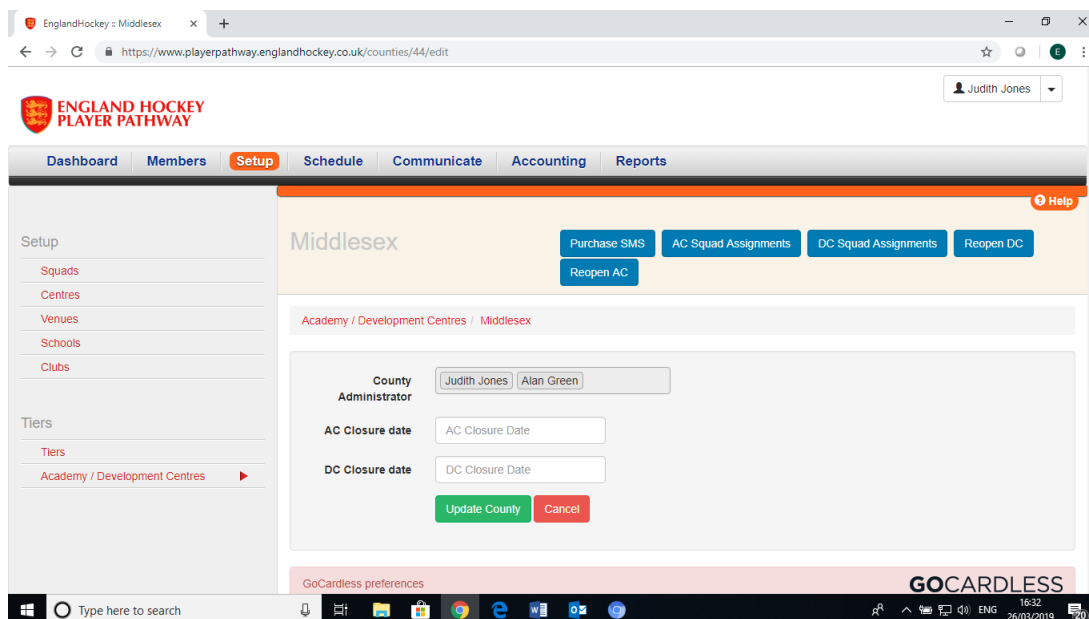
Click on the setup option on the tool bar.

Click on the Academy / Development Centres in the Tiers section.

Click on your area line.

From this screen you are able to setup your GoCardless account and assign players to a squad.

Connecting to GoCardless payment service

The system can provide an online payment service through GoCardless.
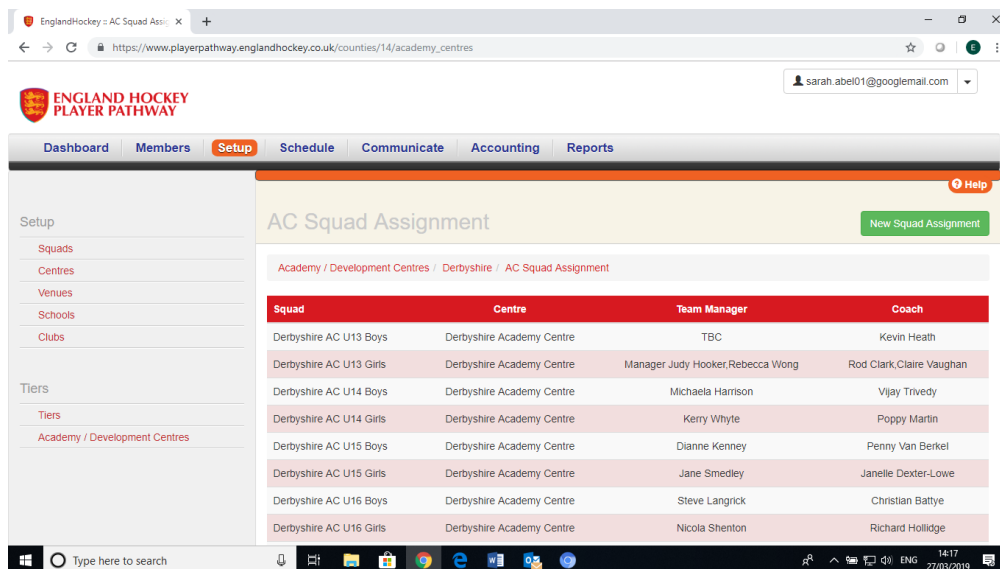
Click on the **Setup GoCardless** button.

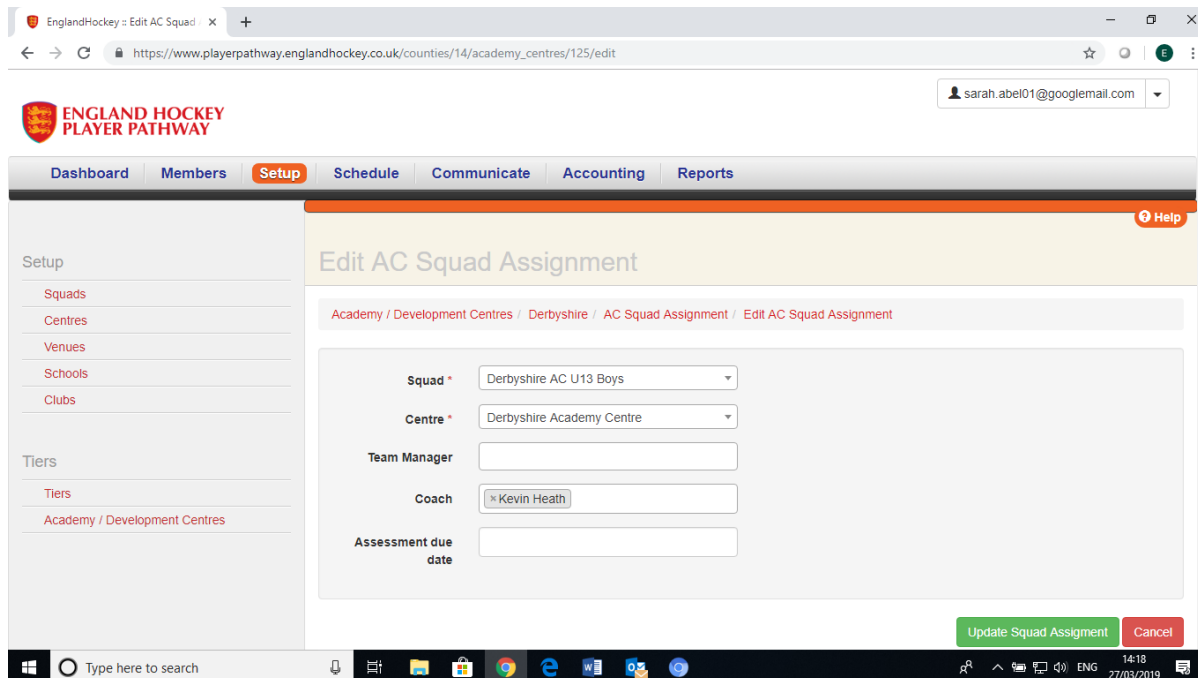Complete the information and click the **Create and connect to your GoCardless account** button.

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Setting up squad assignments

Click on the **AC squad assignments** or **DC squad assignments** button.

Click on the required squad line.
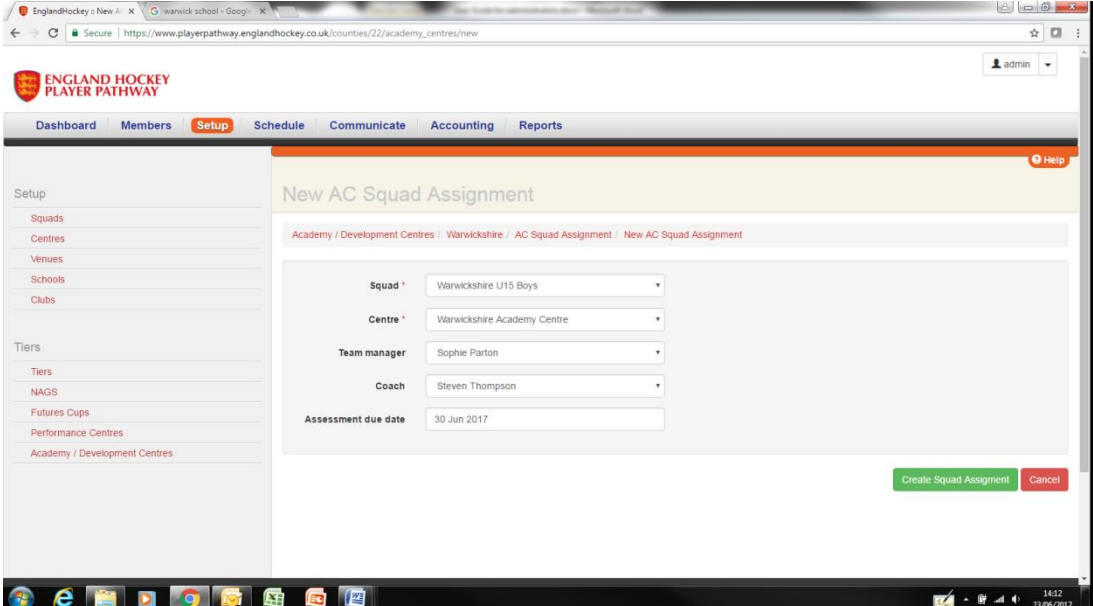
Enter Team Manager and Coach details. Multiple Team Managers and coaches can be added. Click on the **Update squad assignment** button.

To assign a new squad. Click on the **New squad assignment** button.

Use the drop downs to find the squad, centre, team manager and coach that need to be linked

together. Use the calendar option to set when the date when the next assessment is due. Click on the

Create squad assignment button to complete. The coach and team manager will be notified

by email that they have been assigned to the squad.

Managing my members

Information about players, parents, coaches, centre managers and team mangers can be held on the system. This information can be accessed by clicking on members on the toolbar.

On the left of the screen is a list of the different types of members. Click on the type to see a list of those members. Lists can be sorted using the filter function. Click on an individual on the list to access that person's profile page. **Profiles contain sensitive information, and this should only be shared on a needs-to-know basis.**

Member types are:

- Player
- Parent
- Coaches
- Team Managers
- Centre Managers

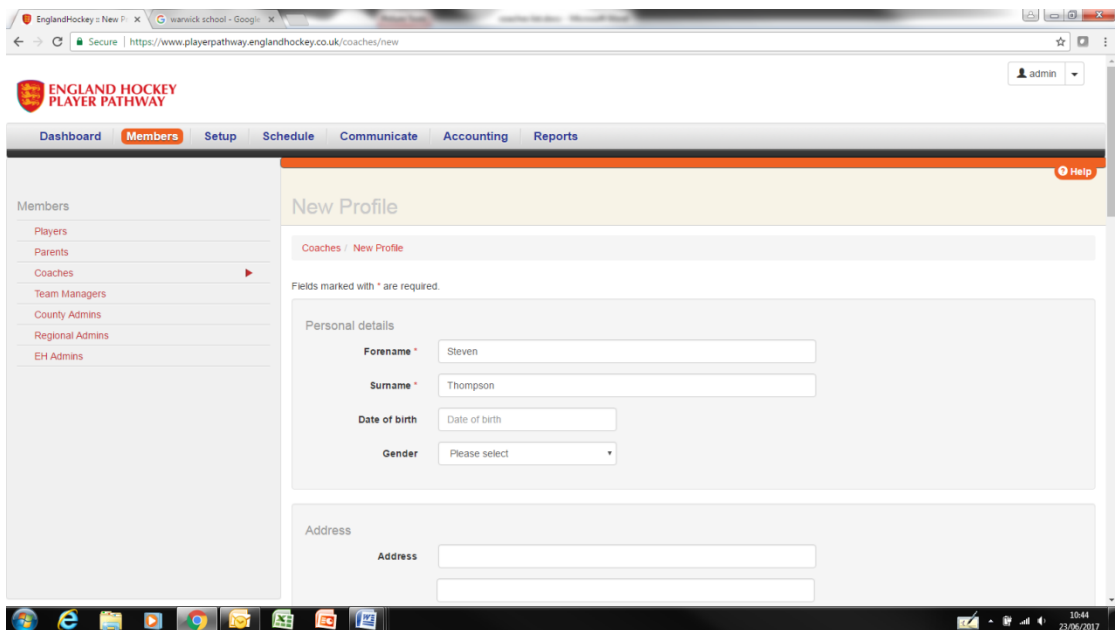EH are able to create the following additional members:

- County admins - access to individual county information
- Regional admins – access to region's performance centres and all associated counties
- NAGS admin – access to NAGS squads
- Futures Cup admin – access to Futures Cup squads
- EH admin – unrestricted access

Adding a new Coach

Begin by clicking on the "Coaches" menu option on the left-hand side of the screen. Then click on the
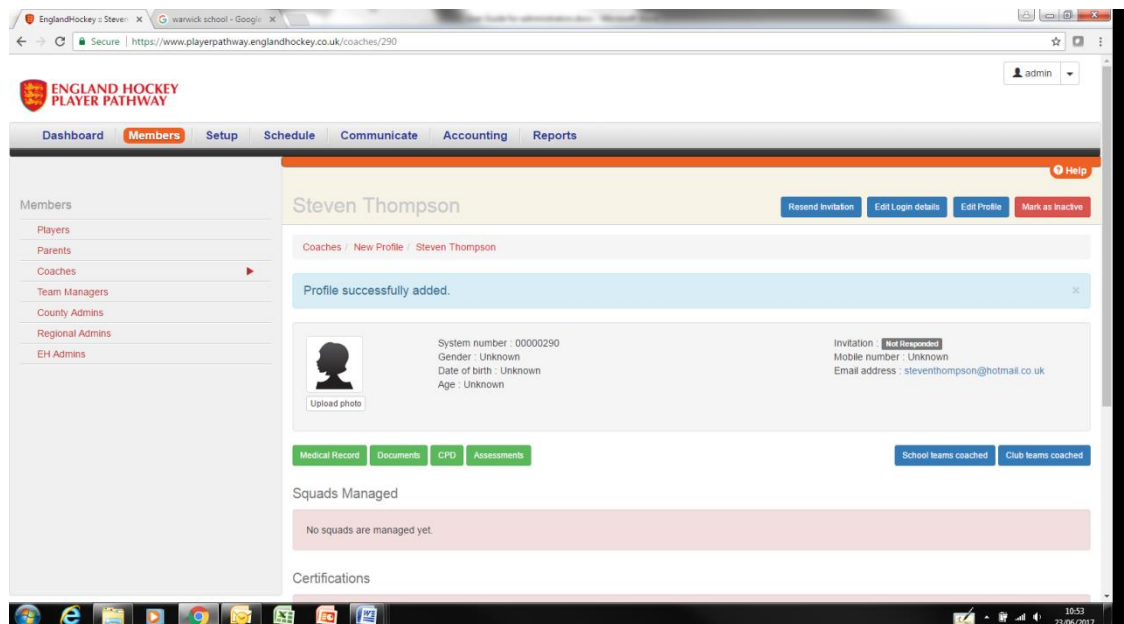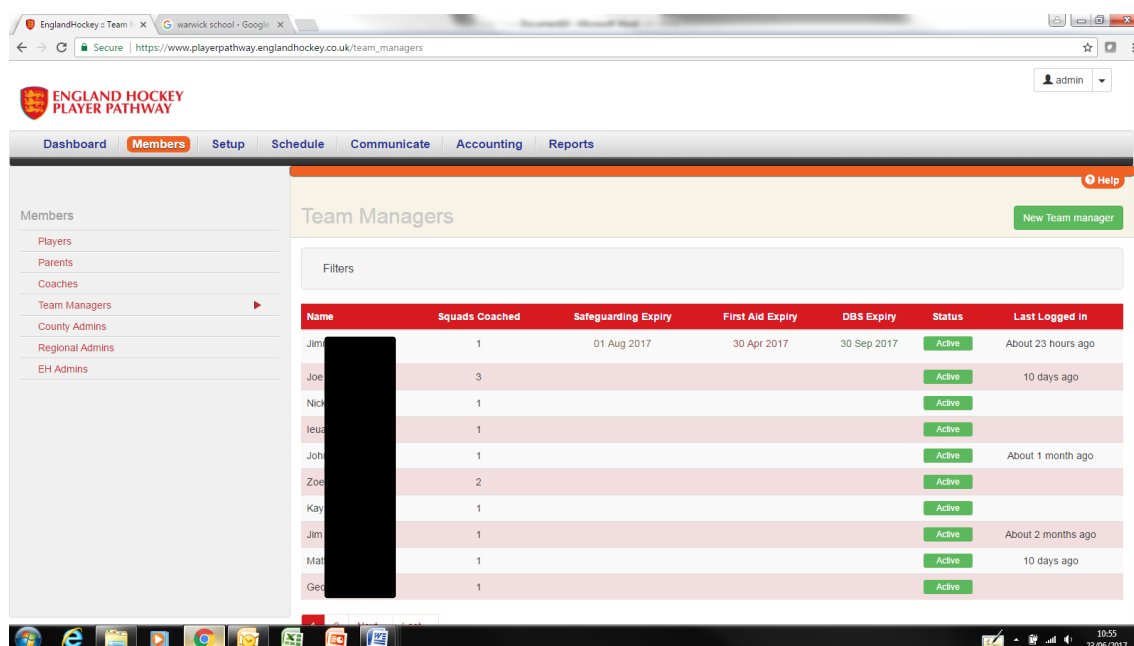
New Coach button to set up a new profile.

Fill in the name and email address and then click on the **Create Profile** button. An email invitation will be sent to the new coach asking them to accept the invitation and register by updating their profile. You will be able to see if they have accepted the invitation on their profile page.

Adding a new Team Manager

Begin by clicking on the "Team Managers" menu option on the left-hand side of the screen. Then click on Click on the [New Team] button to set up a new profile.

Fill in the name and email address and then click on the [Create Profile] button. An email invitation will be sent to the new team manager asking them to accept the invitation and register by updating their profile.
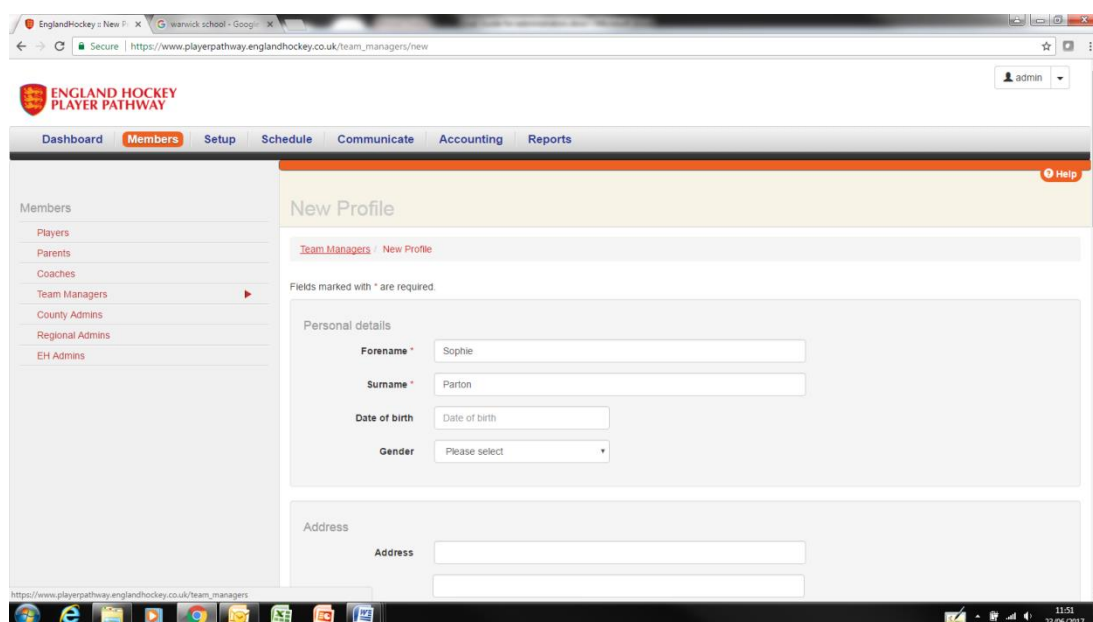
You will be able to see if they have accepted the invitation on their profile page. To view an individual's profile, use the menu to the left of the screen to select their relevant member position e.g. "Team Manager". After this, use the filter options to find your individuals profile and click on their name.
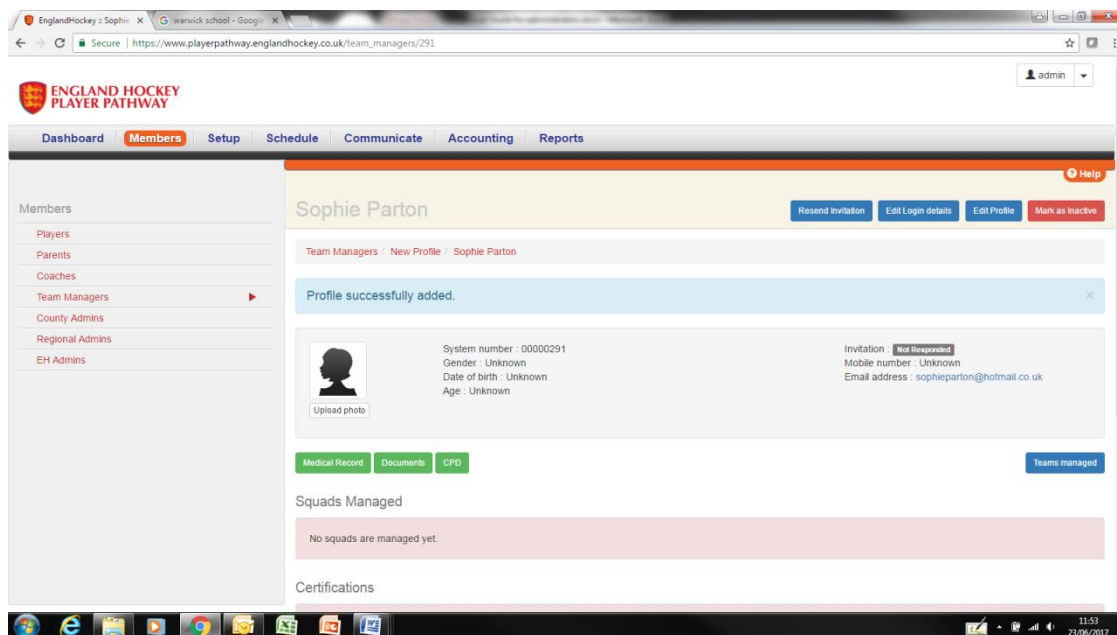
Adding new players

To add players individually select members on the toolbar.
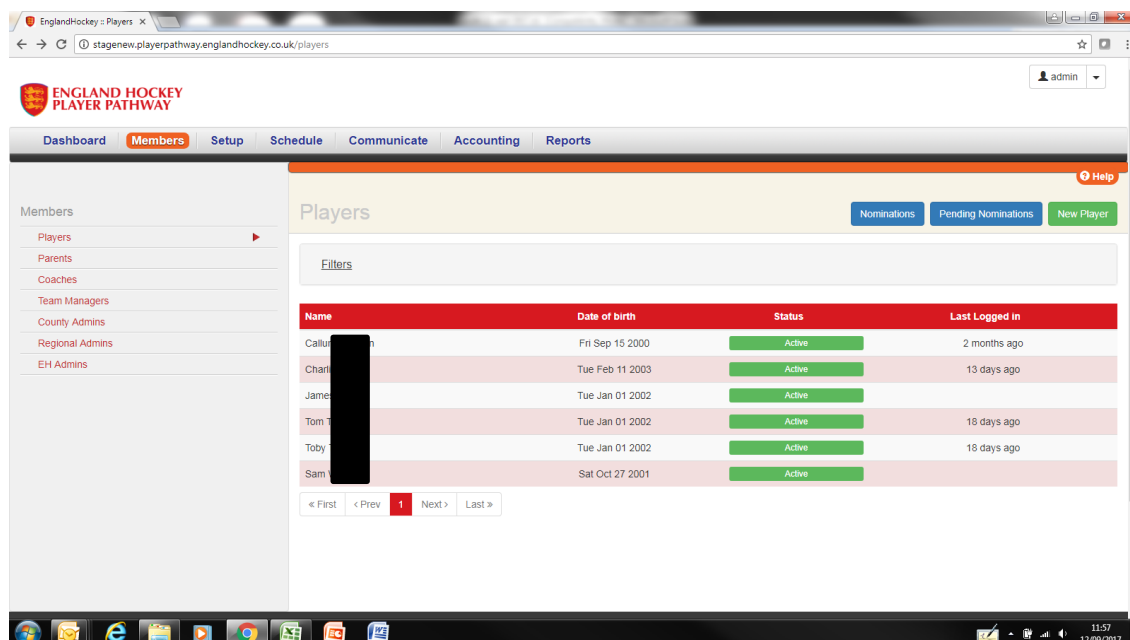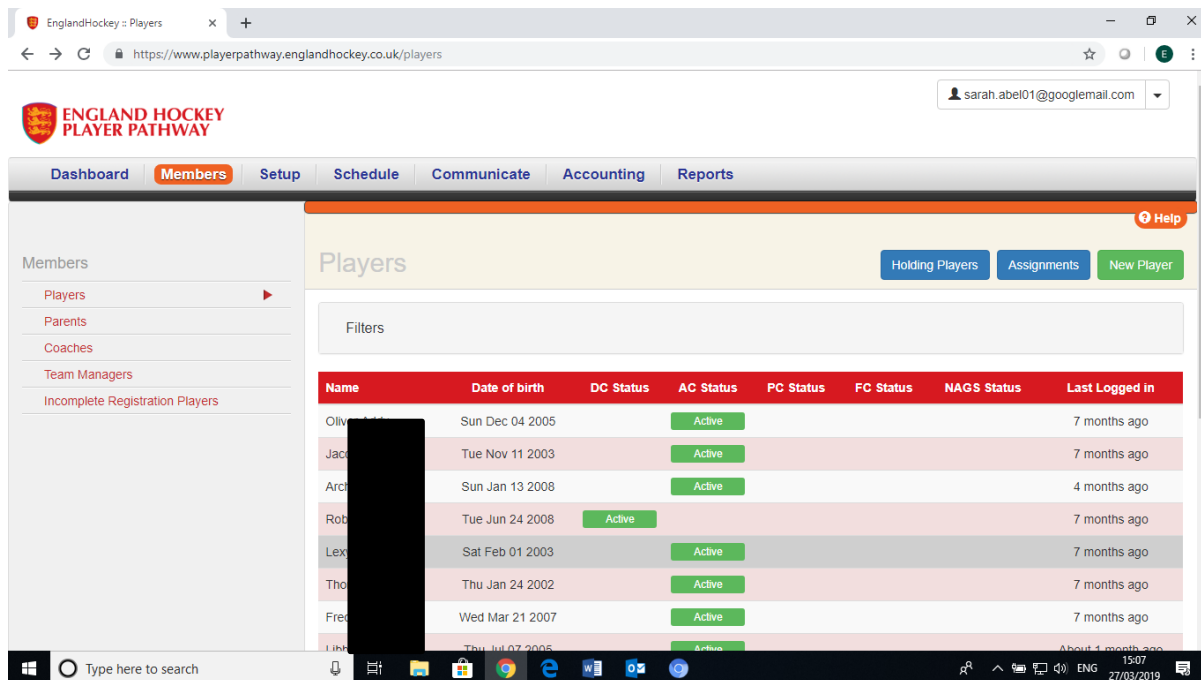
Click on the **New Player** button. Enter the required fields Forename, Surname, Date of Birth, Gender' address, email, preferred playing position. To create the player profile, click on the

Create Profile button.
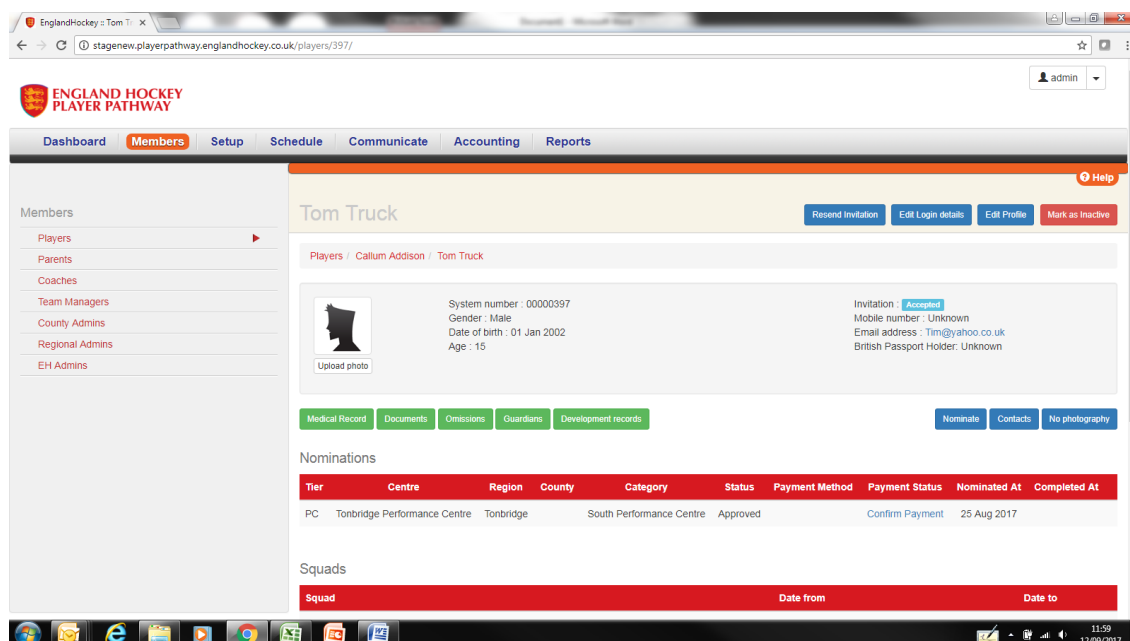
Assigning players to a squad

Click on the **Assignments** button on the players members page.

Use the filter option to identify players to be assigned. Use the drop down lits to allocate the correct proposed tier, proposed centre and proposed squad. Select all players on the screen to be assigned by clicking on the tick box. Click on the **Assign** button.
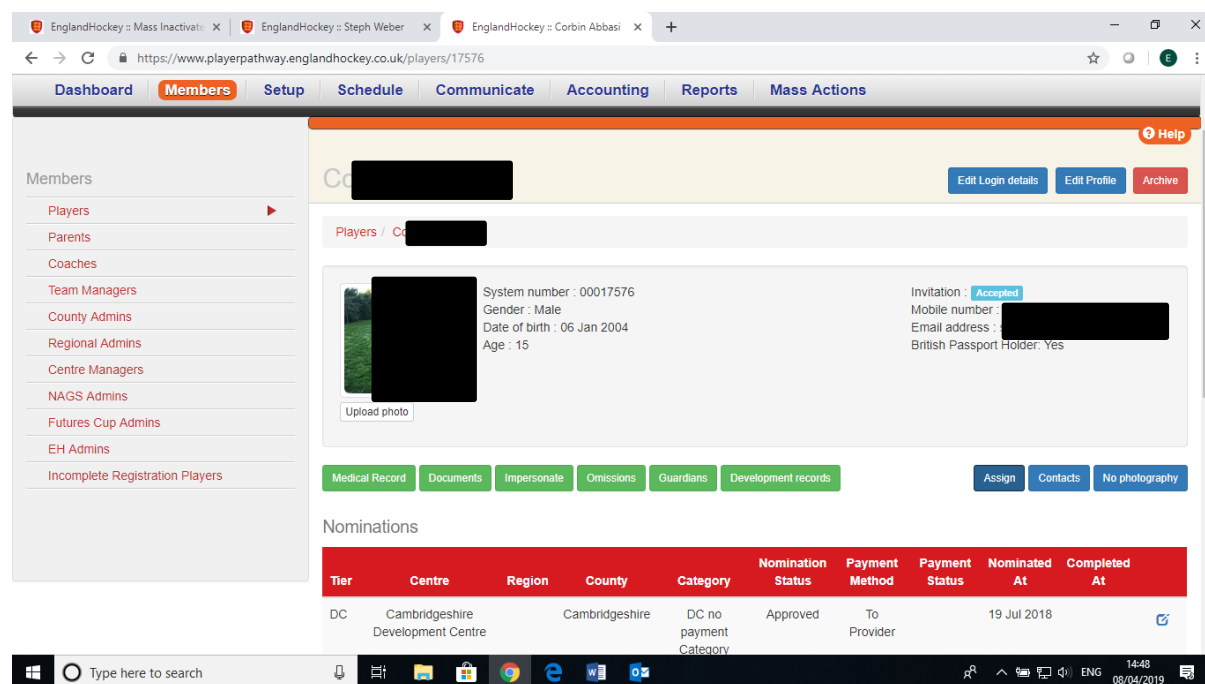
Individual players can be assigned to a squad from their profile by clicking on the

Assign

button.

Fill in the required fields from the drop-down menus and click the button.
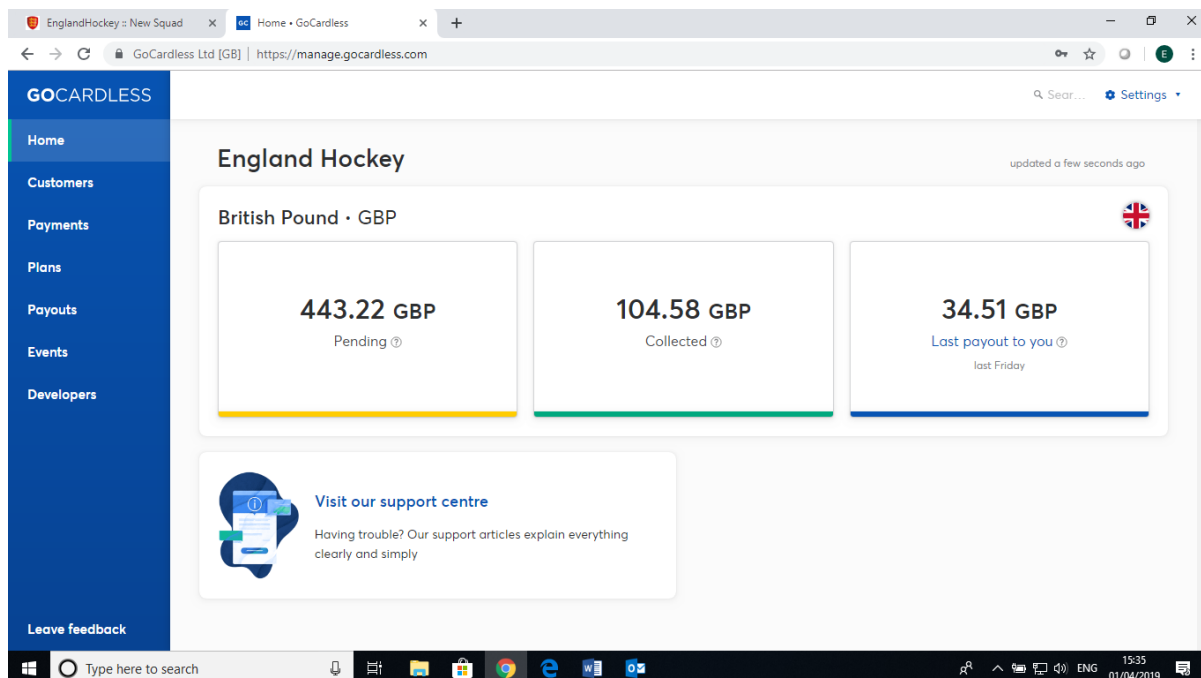
Gocardless system

If you have set up the link for Gocardless payment you are able to manage all financial transactions through their website.

support.playerpathway@englandhockey.co.uk
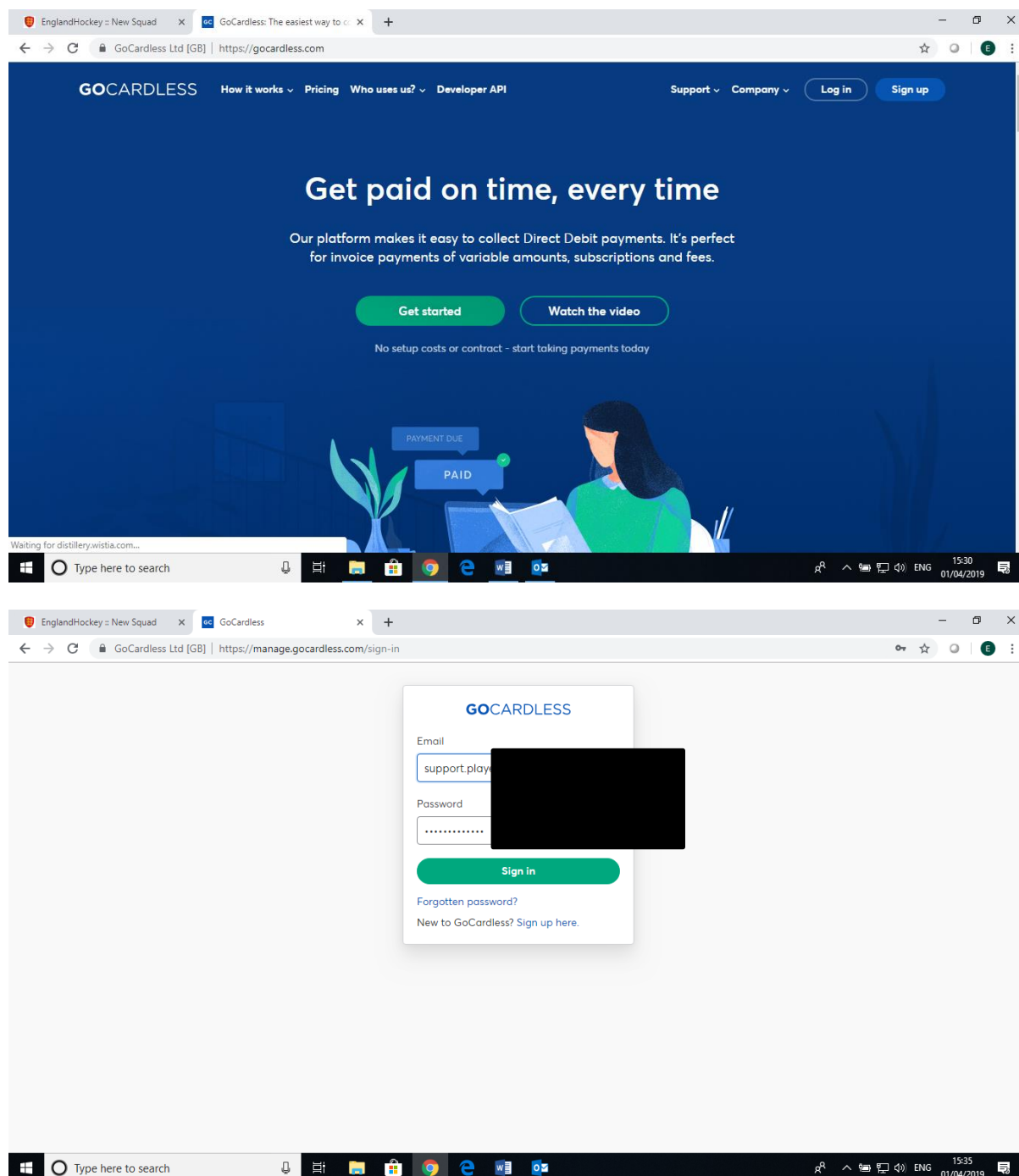
Your dashboard will show the amount of payments pending, how much has been collected and how much has been paid out to you.
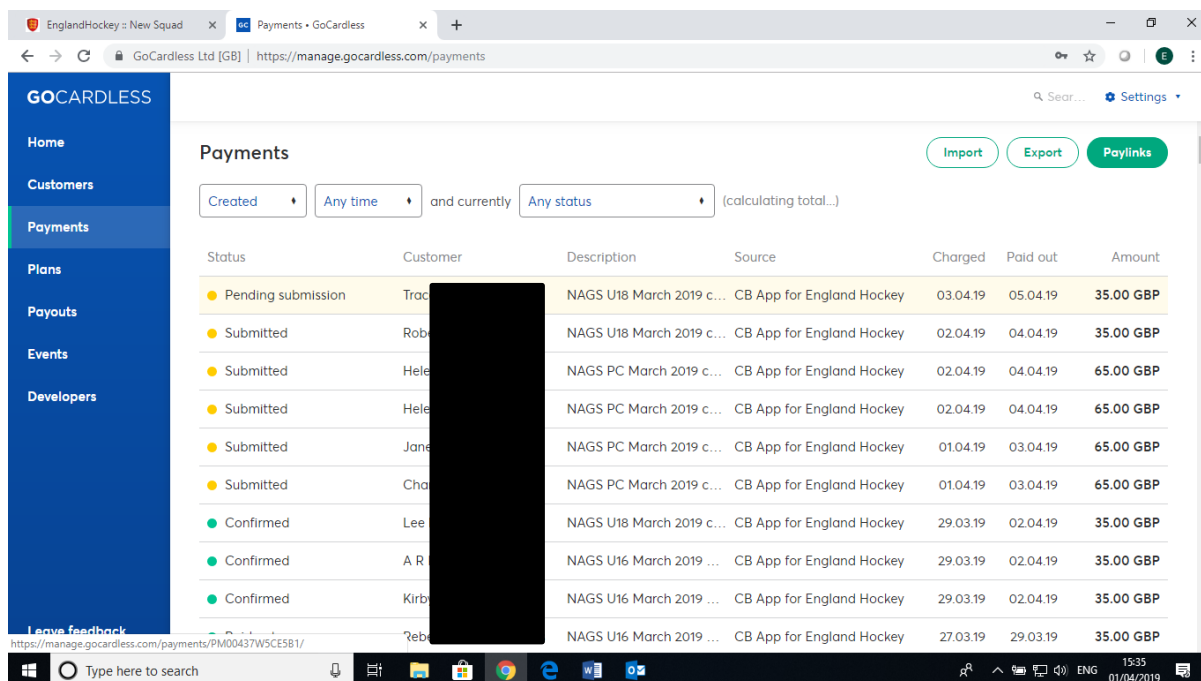
Use the tool bar on the left to navigate through the screens.

The payment options will list all the player payments registered. The status column tells you the current status of each of the payments.

By clicking on an individual line details of that payment will be displayed.

The payouts option will list all the payments to you and their current status.

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By clicking on an individual line details of that payment will be displayed.

Fees are charged at:

GoCardless 1% to a maximum of £2.00

App fee 0.4%

Scheduling training and matches

To access the scheduling functions in the system, click on schedule on the tool bar.

In this area you will be able to

- create, edit and delete general, matches and training session events on your calendar
- manage team selection and notification
- manage training notification and attendance

All members will be able to see any calendar events you post through their view of the calendar.

Creating, editing and deleting an event

To create an event click on the date square of the day the event will take place. After completing all
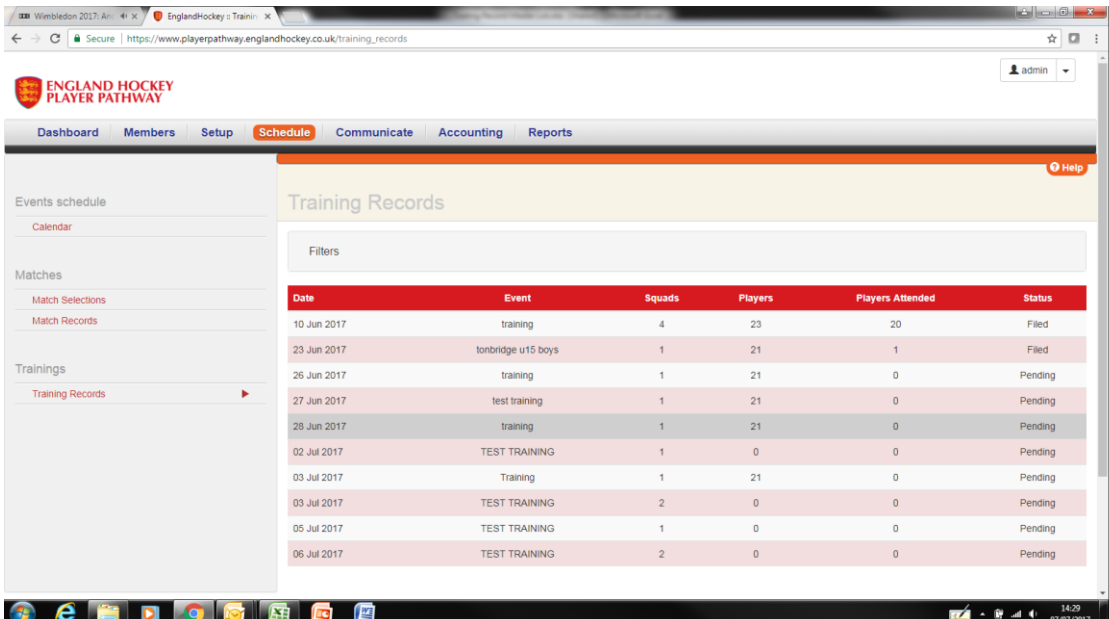
the details of the event click on the [Save event] button. Training events will be shown on the

calendar in green and match events in red.

To edit or delete the event click on the event name in the calendar, change the details and click on

the [Save event] button or click on the [Delete] button to delete it.

Training Records

Attendance at training can be recorded using the training records function. All events that are entered as training will be listed.

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Click on a single event to see all the players that are expected at the training session. Players that are

not part of the squad but attended the session can be added using the **Non-squad Attendees**

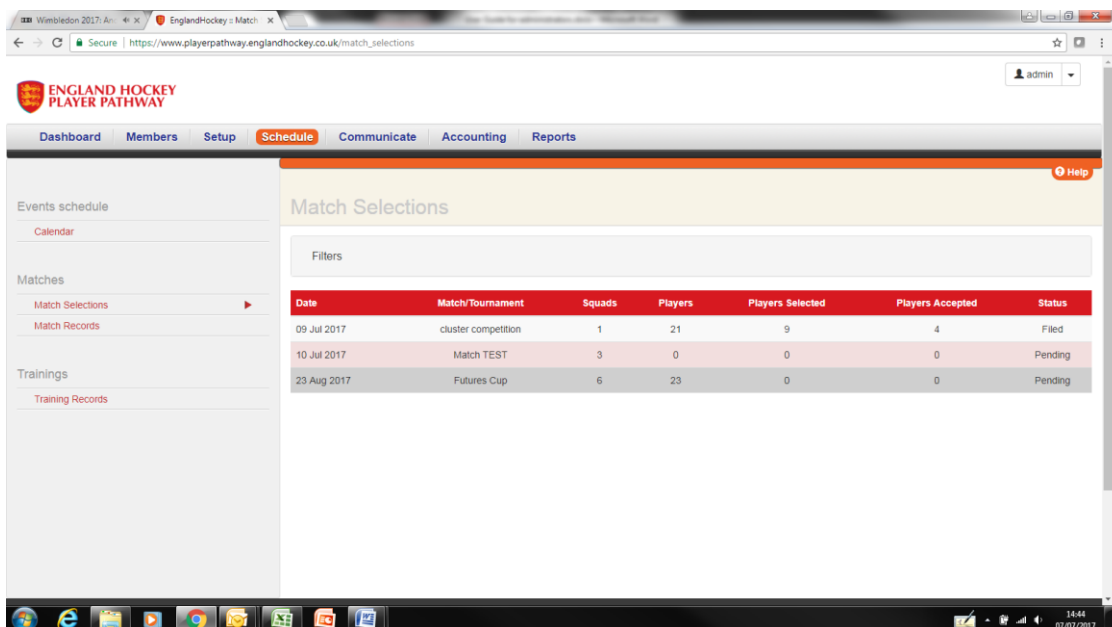button. Click on the attended box to register individual players. Click on the **Update** or

Update and go back button to complete.
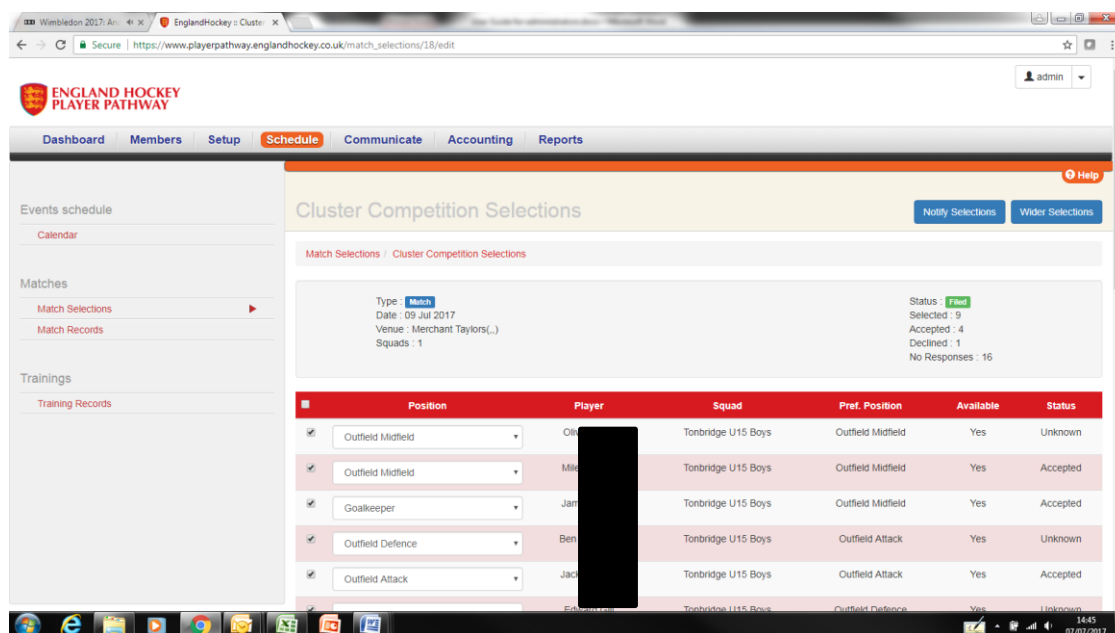
Match selections and records

All events posted as matches will be listed in match selections.

Click on an individual match to select players for that match.

All players in the squad will be listed. Those that have posted an omission on their profile covering the date of the match will be listed as not available. Click on the box to select the player. Their preferred playing position is listed but you can change this if you want them to play in a different position. All players can be selected by clicking on the box in the red header line.

Additional players, who are not in the squad, can be included using the **Wider Selections** button. To save the list of selected players click on the **Update** or **Update and go back** button.

Players can be notified of selection by email or SMS (SMS messaging is only available if texts have been previously purchased by your administrator). Click on the **Notify Selections** button.

Confirm selection notification by clicking on the **Send Notifications** button. Emails will be sent to all selected players, and their guardians.

The format of the email is:

Hi {players name}

You have been selected to play {playing position as selected} for the cluster on {date}, {time}, at {venue}.

To confirm you can play please click this link :

{accept selection}

Or if you cannot make this game please click this link :

{reject selection}

Please ensure you confirm your availability as soon as possible so we can ensure we have enough players.

Thanks

{Administrator name}

You will be able to monitor which players have accepted or rejected the invitation on the match selection page

If you wish to send a reminder to those players that have not responded click on the
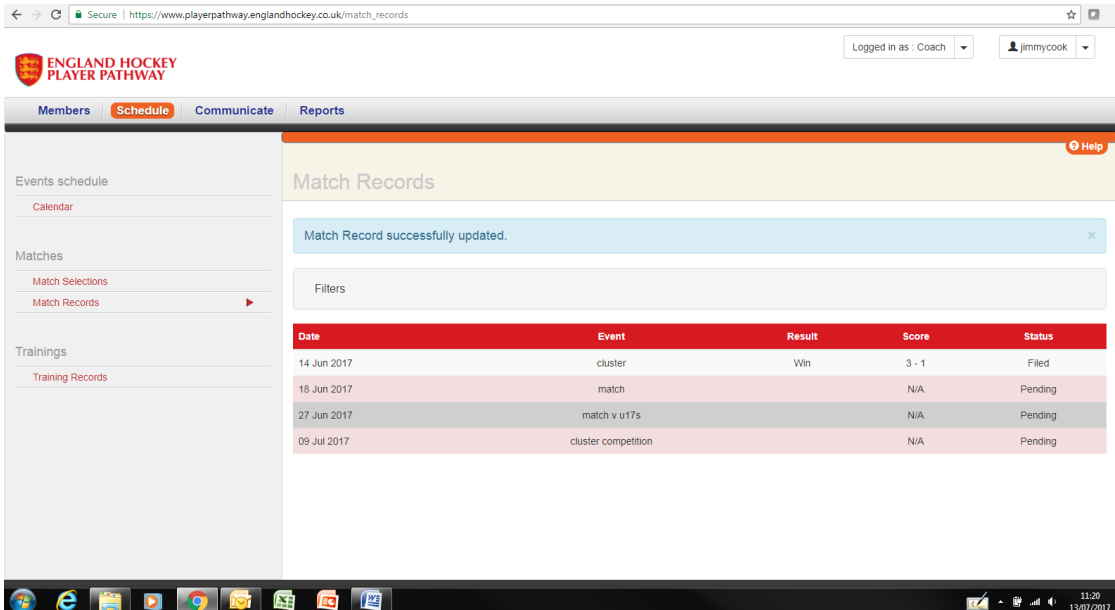
Notify Selections button and then click on the **Send Reminders** button.

Match records

You can use the match records to record information about each match.
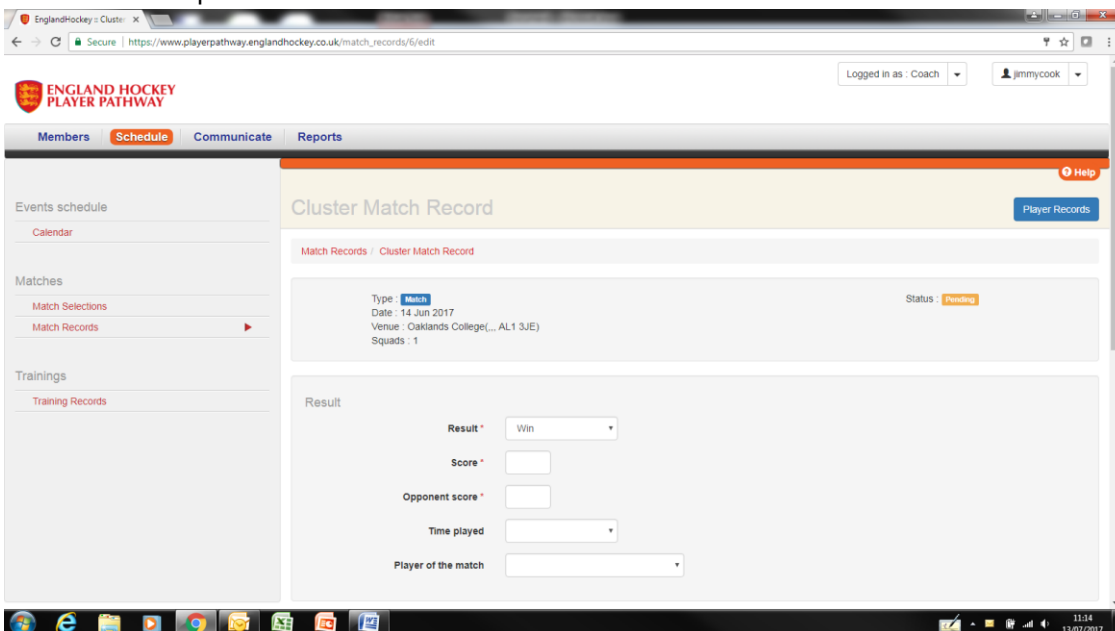
Click on the competition in the list to access the detail records.
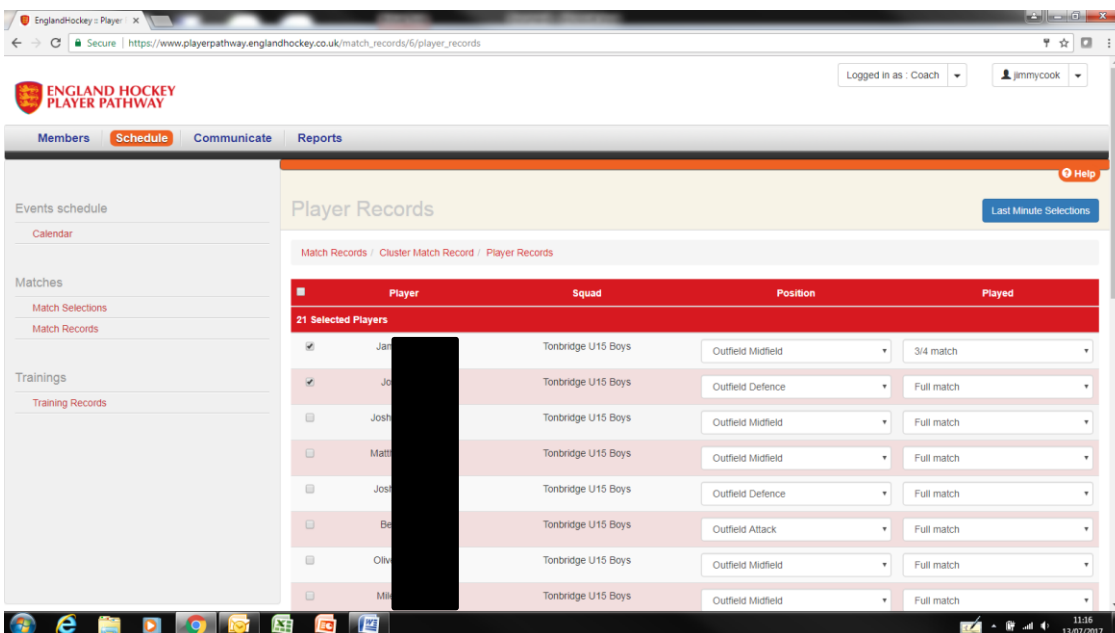
Click on the [Player Records] button to enter information about individual players.

Update the match record information and then click the [Update Match Record] button to file the match record.

Communicating with my players

You can communicate with your players via email or text message using the communicate function.

By email

The email screen will show you a summary of all the emails you have in draft and those that have been sent.
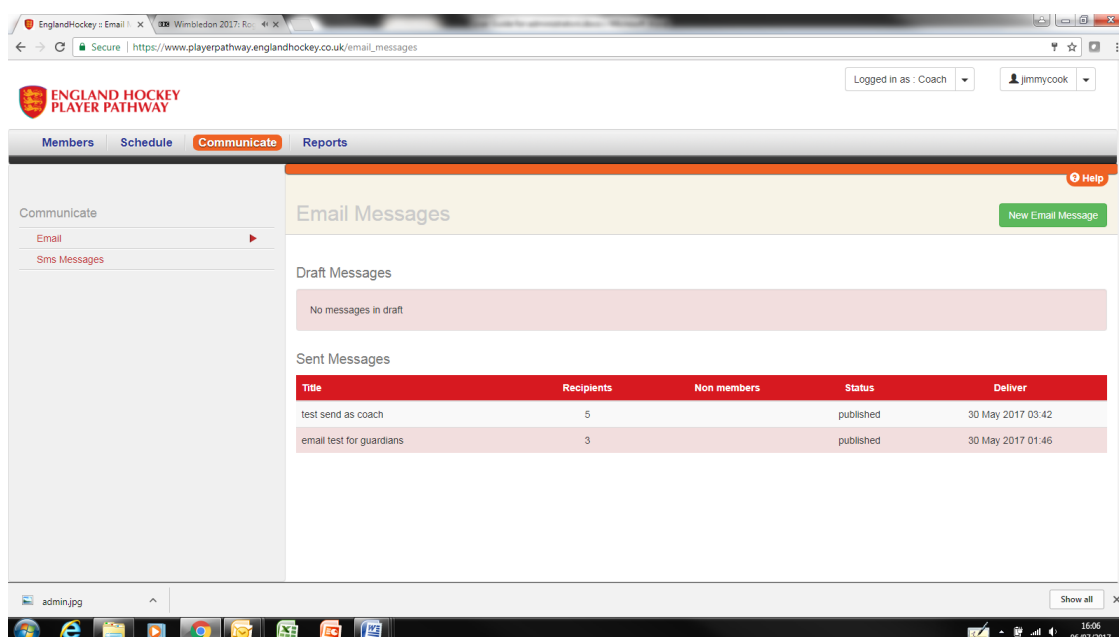
Further details of each email can be seen by clicking on the individual email in the summary.
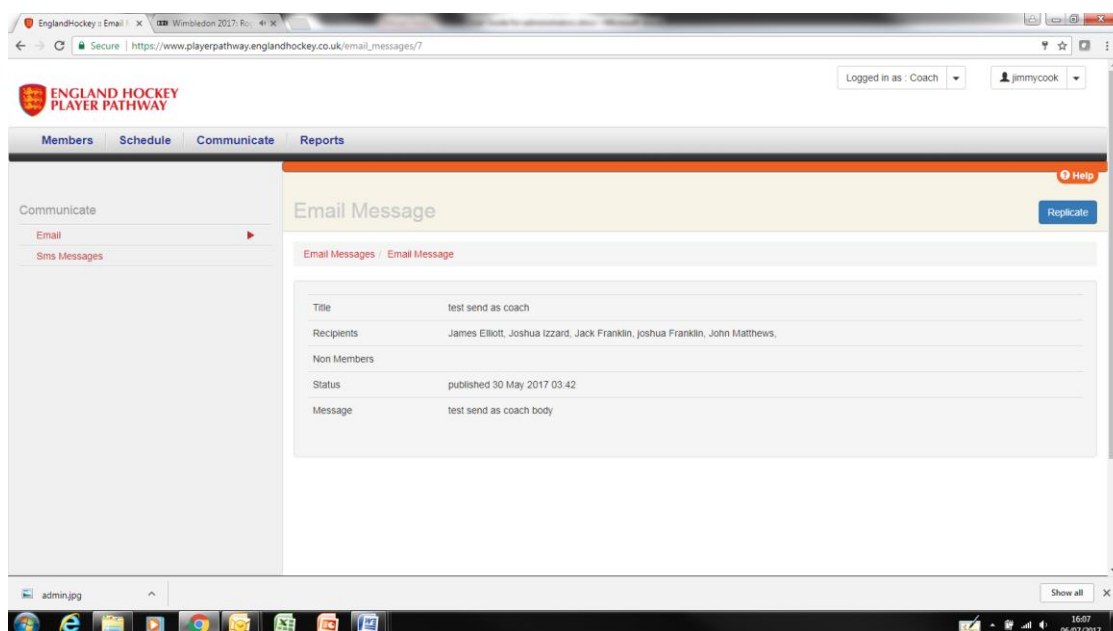
This email can be replicated by clicking on the **Replicate** button.

To create a new email, click on the **New Email** button. Click on the **Add Recipients** button to select who will receive the email. Individual players can be selected by clicking on the box next to their name or all players can be selected by clicking on the box in the red header line. For each player selected all their guardians will receive the email too.

Additional email addresses can be added in the non member emails box.

Recipients can reply if a reply email has been entered.

You can specify if the email is to be delivered immediately or on a set date.

To save the email as a draft click on the **Save as Draft** button.

To save and send the email click on the **Save and Send** button.

By SMS message

This function can only be used if SMS Credits have been purchased by your system administrator. The SMS messages screen will show you a summary of all the messages you have in draft and those that have been sent.
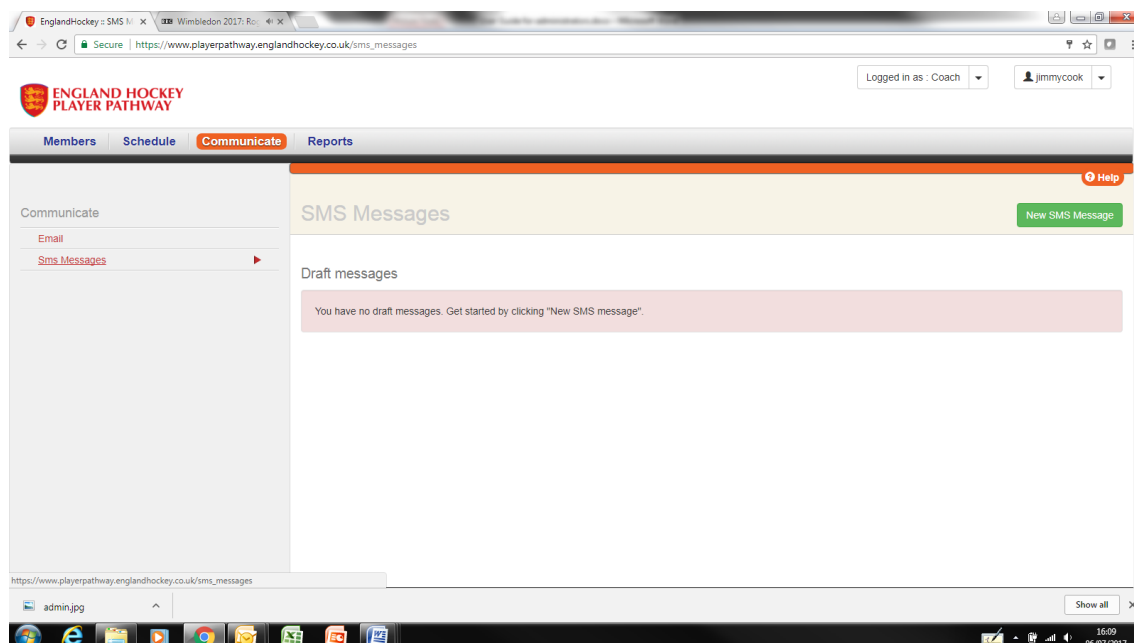
Further details of each message can be seen by clicking on the individual message in the summary.
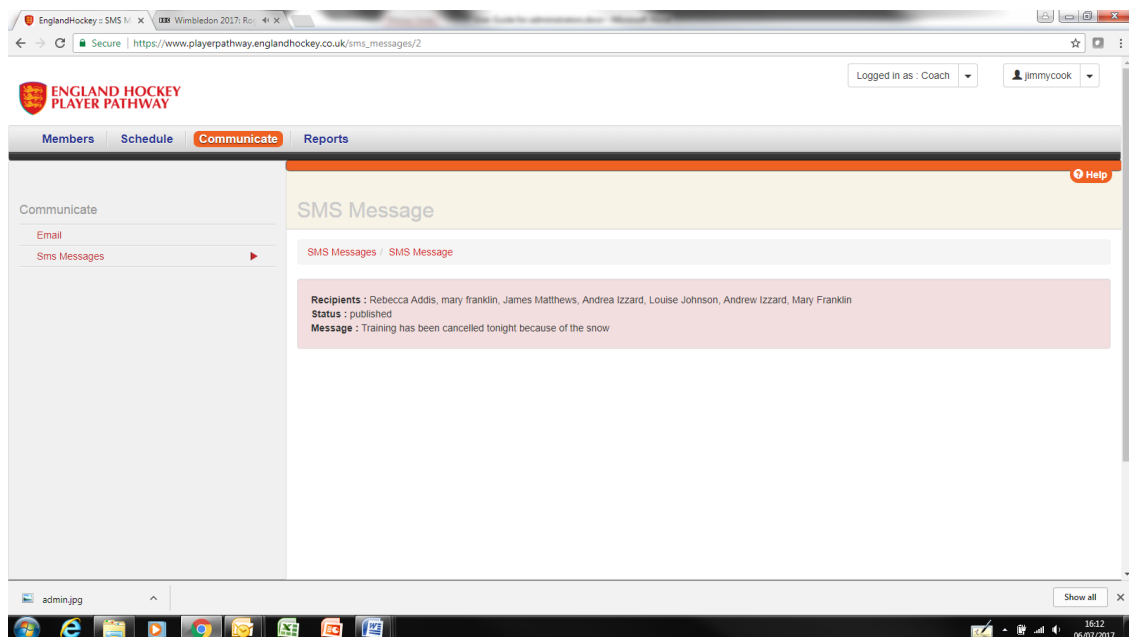
To create a new SMS message, click on the **New SMS Message** button. Click on the **Add Recipients** button to select who will receive the SMS message. Individual players can be selected by clicking on the box next to their name or all players can be selected by clicking on the box in the red header line. For each player selected all their guardians will receive the SMS message too.

Recipients will not be able to respond to the delivered SMS message.

You can specify if the SMS message is to be delivered immediately or on a set date.

To save the SMS message as a draft, click on the **Save as Draft** button.
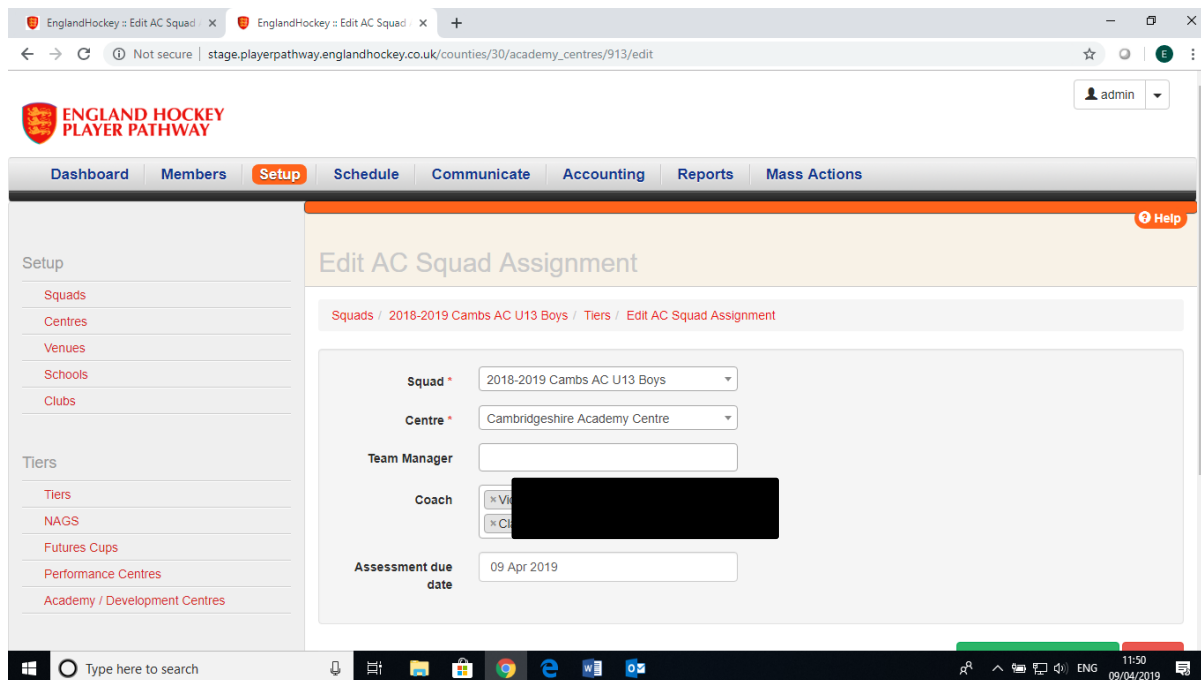
To save and send the SMS message, click on the **Save and Send** button.

Recording player assessments

Player assessments can be recorded by the coach for each player in the squad.

Squad assessment due date should be added to the squad assignment.

Coaches can add assessments to players through their profile page.

Click on **Assessments** button.

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Click on the squad required

Add in the assessment for each development area.

Coaches should determine ratings for individual players consistency and competence in relation to the player's training group, of the same stage and level of the pathway. The score will only be valid in relation to the player's current training group.

1- Weak
2- Inconsistent
3- Competent
4- Highly competent

Click [Save as draft] button if you need to revisit or [File report] button to permanently save the whole squad assessments.

Producing reports about the players and squads

You can produce a variety of reports either on the screen, as a CSV file or in PDF format by selecting the required report from the left-hand column. Players and information to be included in the reports can be filtered in a variety of ways.
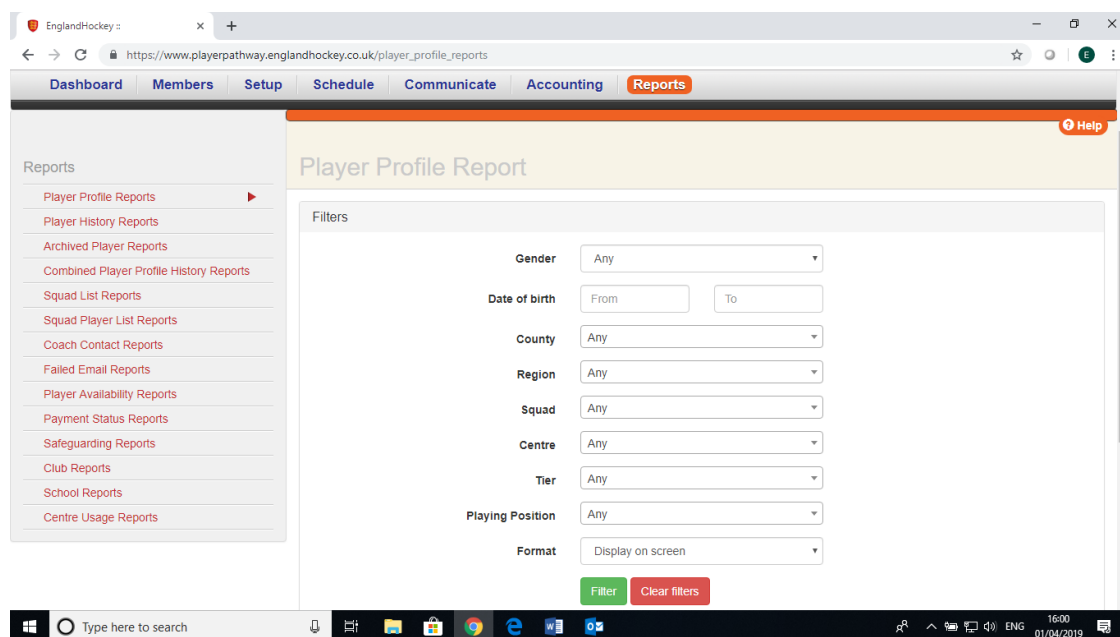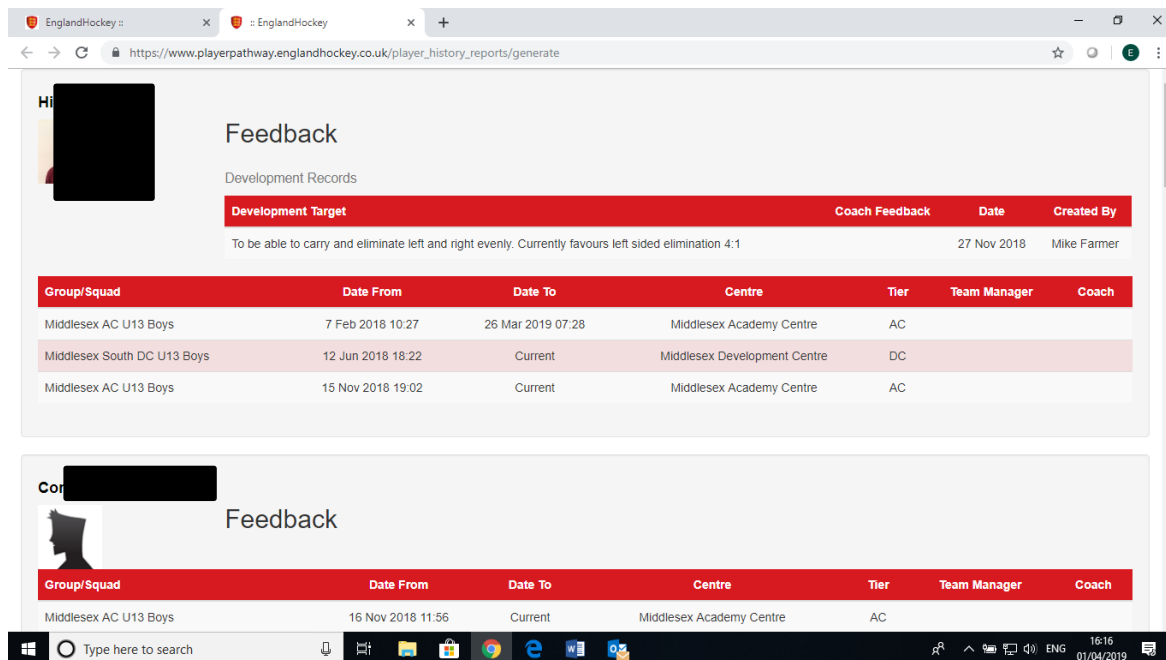
Player Profile Report

This report will show the player profile summary for each of the selected players.
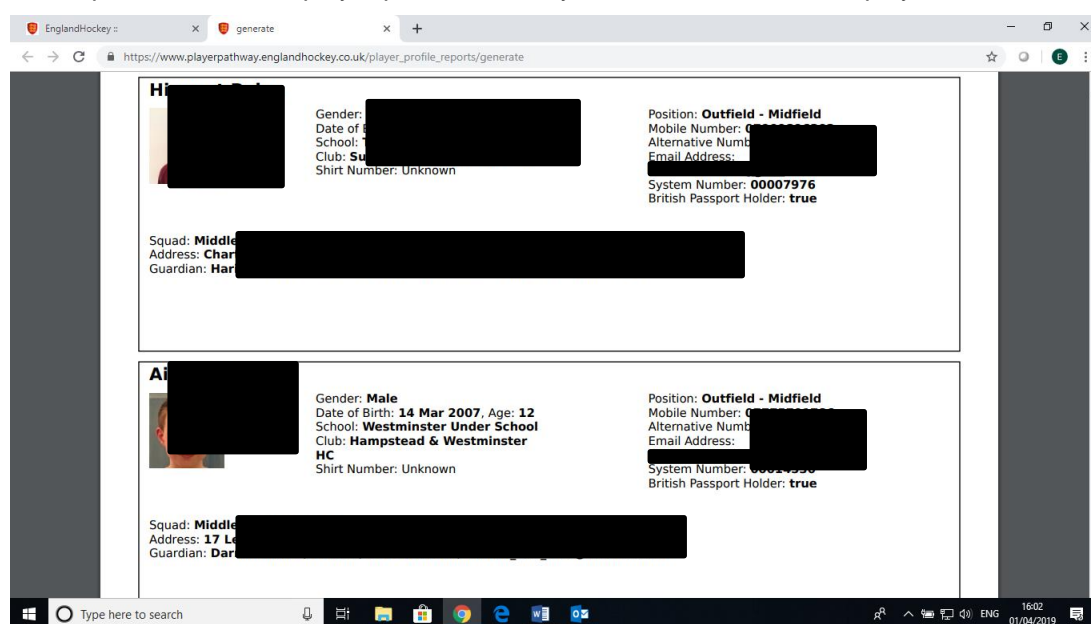
Player History Report

This report will show the current assessment, all development records and the playing history for the selected players.
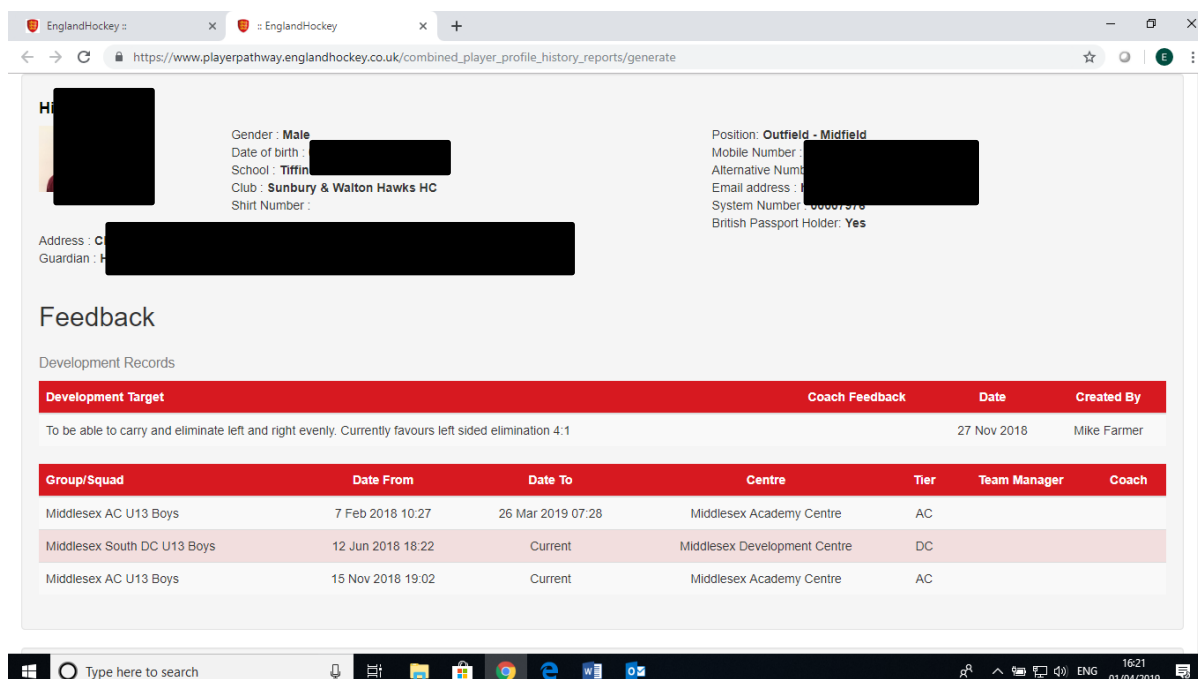
Combined Player Profile History Report

This report combines the information displayed in the Player Profile Report and the Player History Report.

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Squad List Report

This report shows age, playing position and current assessment for the selected players.

Squad Player Lists Report

This report lists all the players assigned to the selected squad.

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Coach Contact Report

This report lists information about the coaches in your area.

Failed Email Report

This report lists all failed emails in the selected time band. This will allow you to correct email information to ensure players receive the communication they are sent. We advise regular checking of failed e-mails to ensure players and parents don't miss any vital communications.

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Player Availability Report
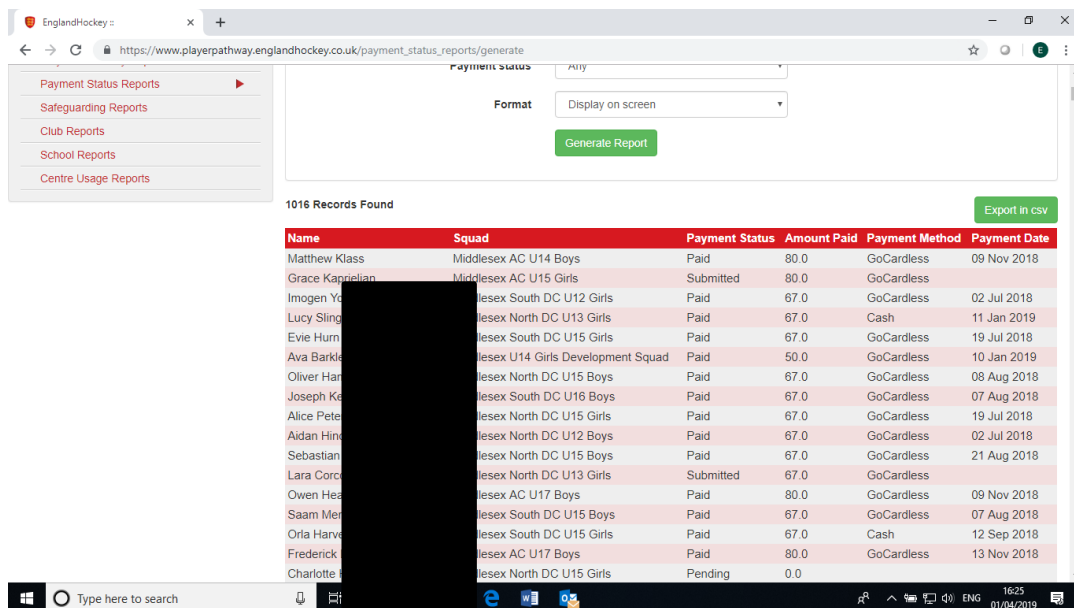
This report lists the availability of players dependant on the omissions information they have entered on their profile.

Payment Status Report

If you are using Gocardless this report will list the payment status of all assigned players.

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Safeguarding report

This report will list all expired certificates for coaches and team managers in your area.

Club Reports

This report lists by club, the number of players in that club in your area.

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School Reports

This report lists by school, the number of players in that school in your area.

Centre Usage Reports

This report lists by squad, the number of players in that squad for the past 5 years.

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End of Cycle process for Academy Centre and Development Centre

At the beginning of each cycle the new cohort of players need to be assigned to the correct squad. To facilitate this, and produce the analytical data for the previous cycle, there is an end of cycle process that must be initiated by the County Administrator.

The County Administrator can choose when to do this at the most appropriate time between the end of one cycle and the beginning of the next cycle but once set, the end of cy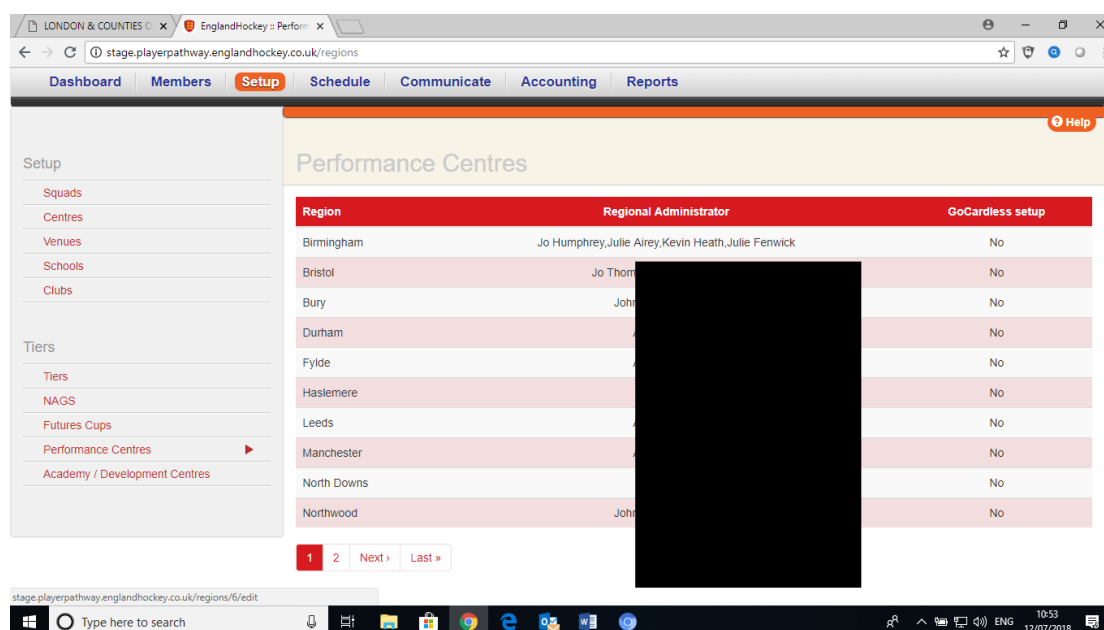cle process cannot be reversed. Additionally, all Development Centres linked to that county will have the same end of cycle date. i.e. it is set at a county level.

All players currently assigned to the academy centre or development centre squads will be unassigned from the player list and will be placed in holding status which can be viewed through the member tab.

Players can then be assigned to their new squad.

When the players are in holding and not yet assigned to their new squad you will not be able to see them on the members player list. You should be aware that players can be a different status in each tier of the pathway.
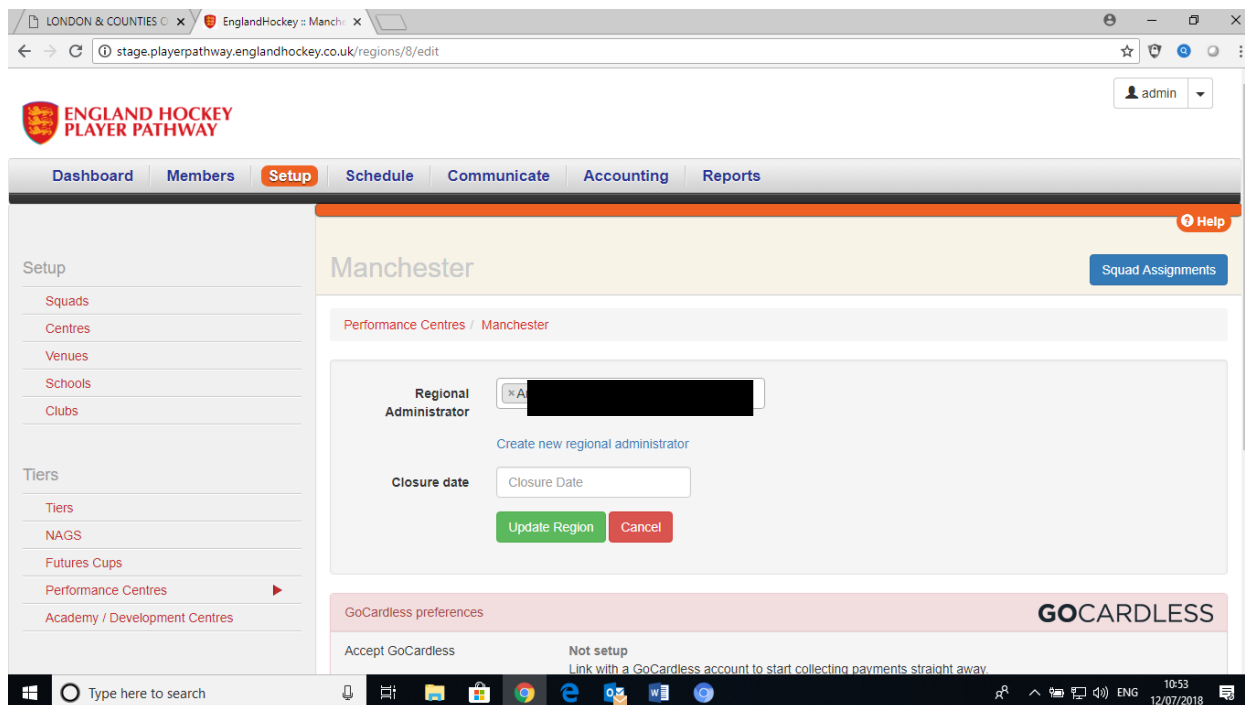
Initiating the end of cycle process

From the setup tab click Academy/Development Centres under Tiers and then on the county required.
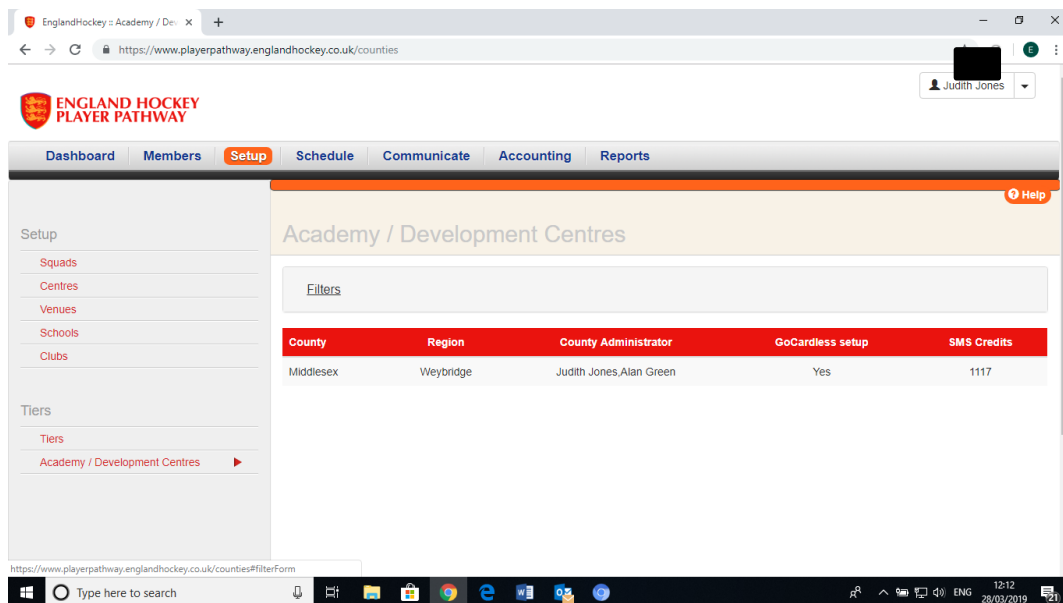
You can choose to enter a date in either the AC closure date and/or the DC closure date using the calendar option available.
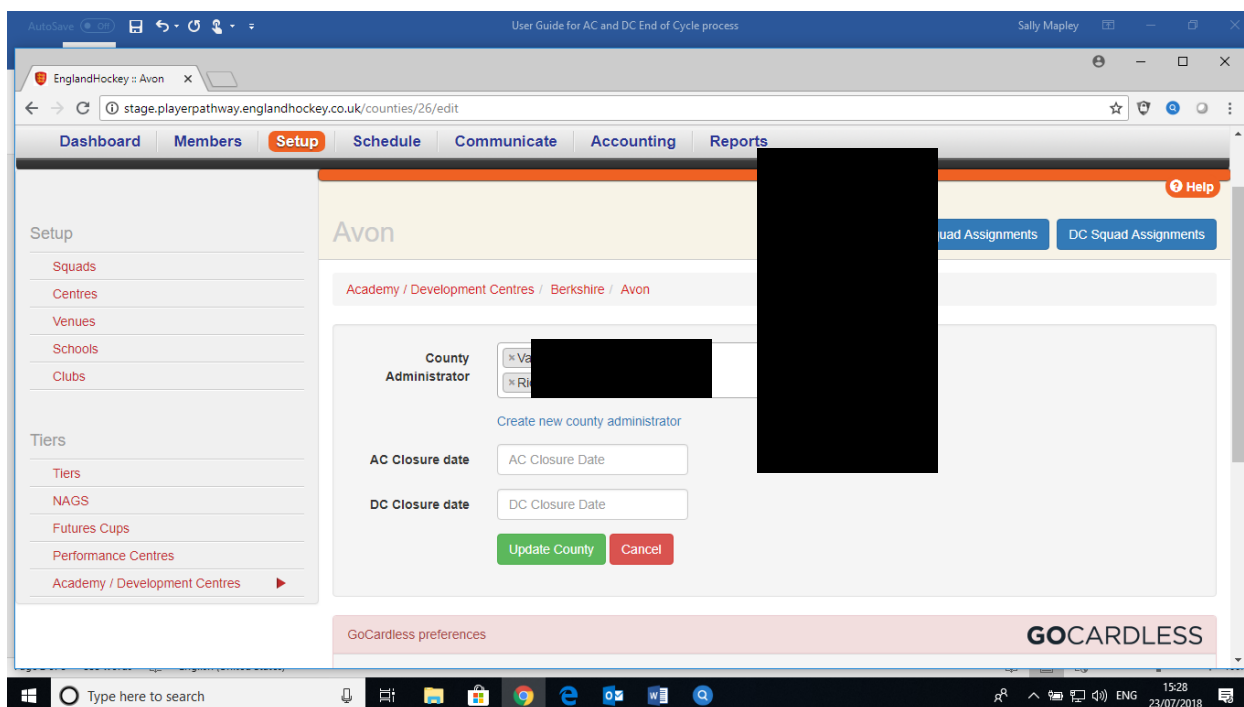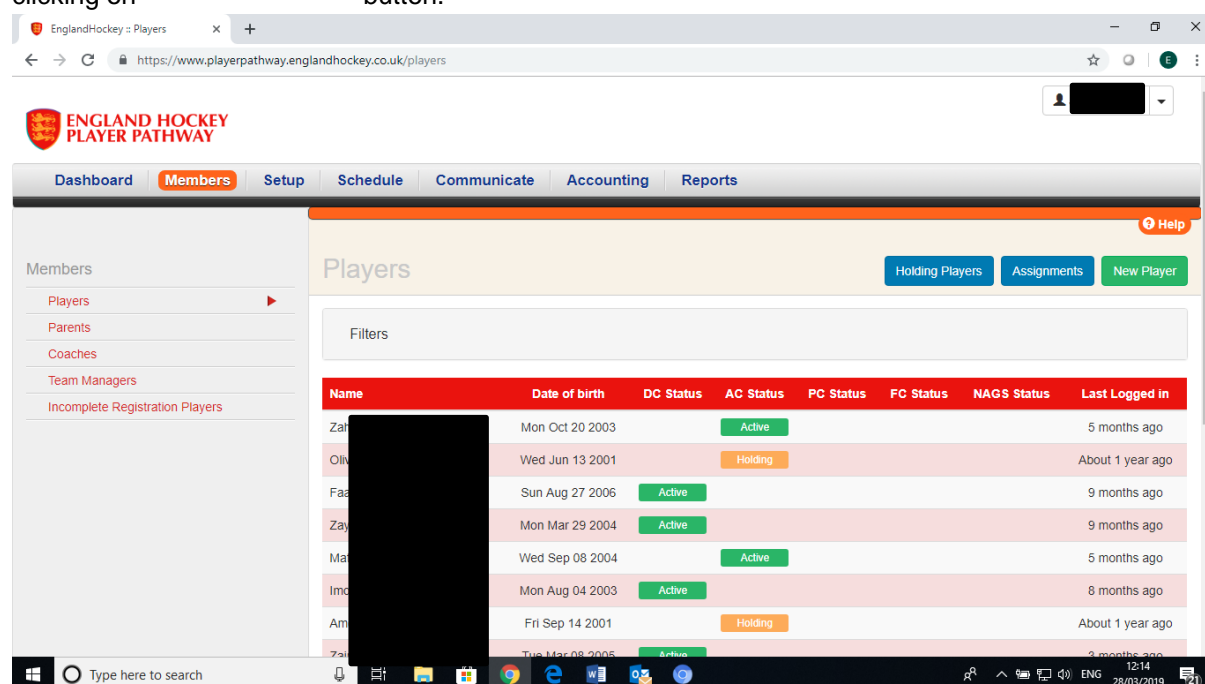
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Enter the closure date required using the calendar function and then click the **Update County** button.
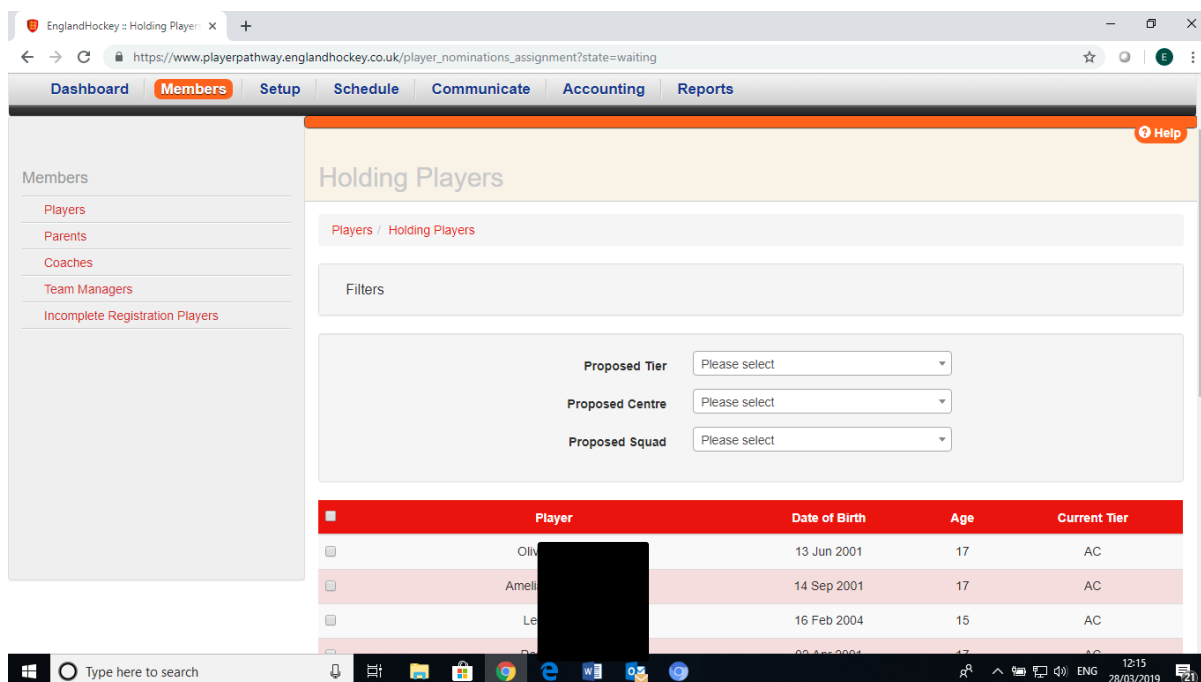
The end of cycle data will now be set and will be carried out overnight on that date.

Once the end of cycle process has been completed players can be assigned to their squads by clicking on **Holding Players** button.

Use the filters to identify the players to be assigned to their new squad. Use the drop-down menus to allocate the proposed tier, proposed centre and proposed squad. Select all players to be assigned by clicking on the tick box next to their name. Click on the **Assign** button.

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At this point the players, and all registered guardians, will receive a notification email saying they have been assigned to a new squad and to check and update their registration information.
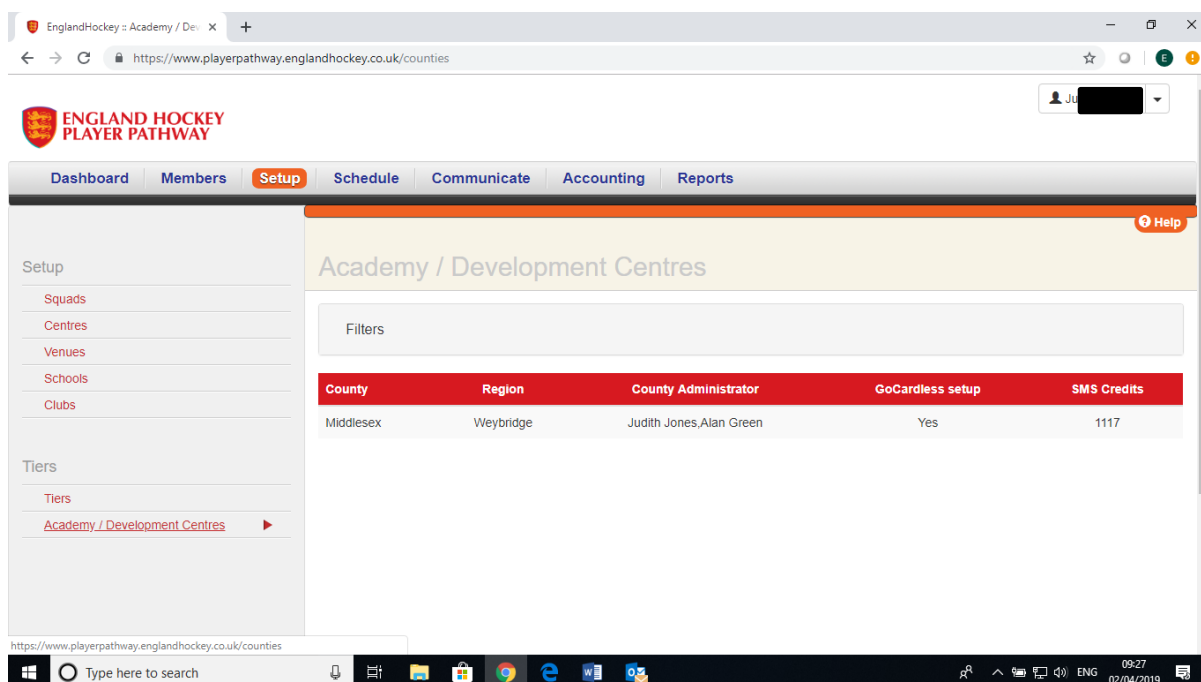
End of cycle process for Performance Centre

At the beginning of each cycle the new cohort of players need to be assigned to the correct squad. To facilitate this, and produce the analytical data for the previous cycle, there is an end of cycle process that must be initiated by the Regional Administrator.

The Regional Administrator can choose when to do this at the most appropriate time between the end of one cycle and the beginning of the next cycle but once set, the end of cycle process cannot be reversed.

All players currently assigned to the performance centre squads will be unassigned from the player list and will be placed in holding status which can be viewed through the member tab.

Players can then be assigned to their new squad.

When the players are in holding and not yet assigned to their new squad you will not be able to see them on the members player list. You should be aware that players can be a different status in each tier of the pathway.

Initiating the end of cycle process

From the setup tab click Performance Centres under Tiers and then on the region required.

Enter the closure date required using the calendar function and then click the **Update Region** button.

The end of cycle data will now be set and will be carried out overnight on that date.

Once the end of cycle process has been completed players can be assigned to their squads by clicking on **Holding Players** button.

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Use the filters to identify the players to be assigned to their new squad. Use the drop-down menus to allocate the proposed tier, proposed centre and proposed squad. Select all players to be assigned by clicking on the tick box next to their name. Click on the **Assign** button.

At this point the players, and all registered guardians, will receive a notification email saying they have been assigned to a new squad and to check and update their registration information.

DC Enrolment process

After running the end of cycle process for your Development Centre squads the enrolment process will be closed. When you are ready to open the enrolment, process click on the setup option on the tool bar.

Click on Academy / Development Centres

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Click on the county line.
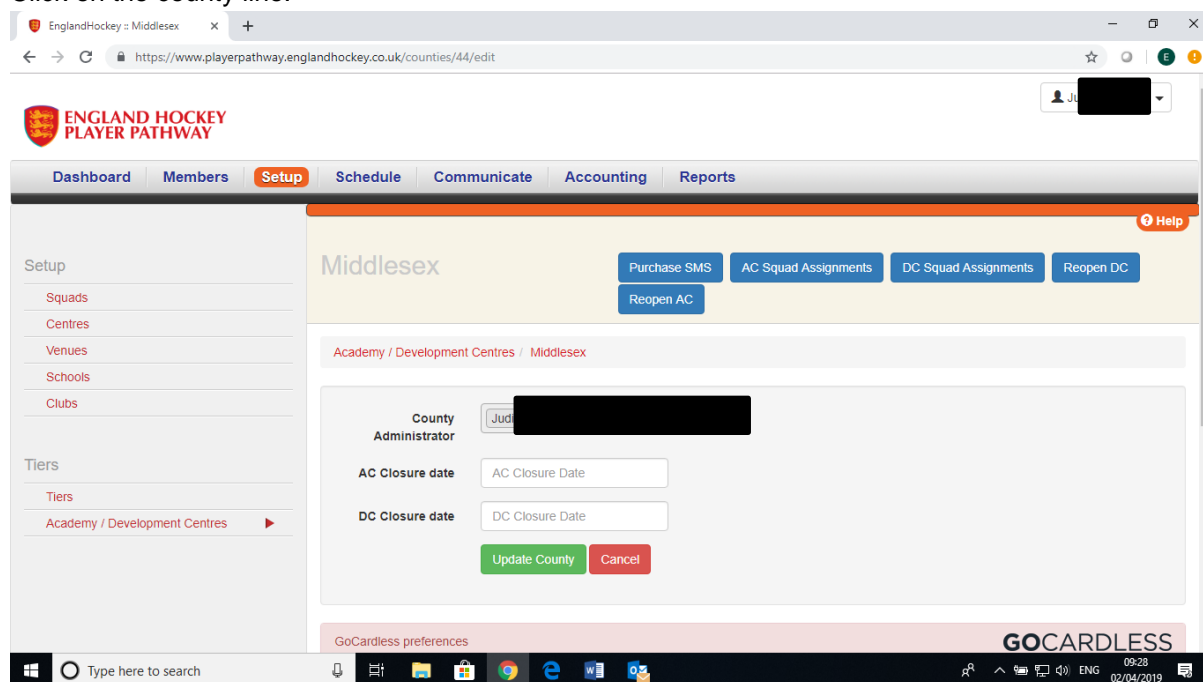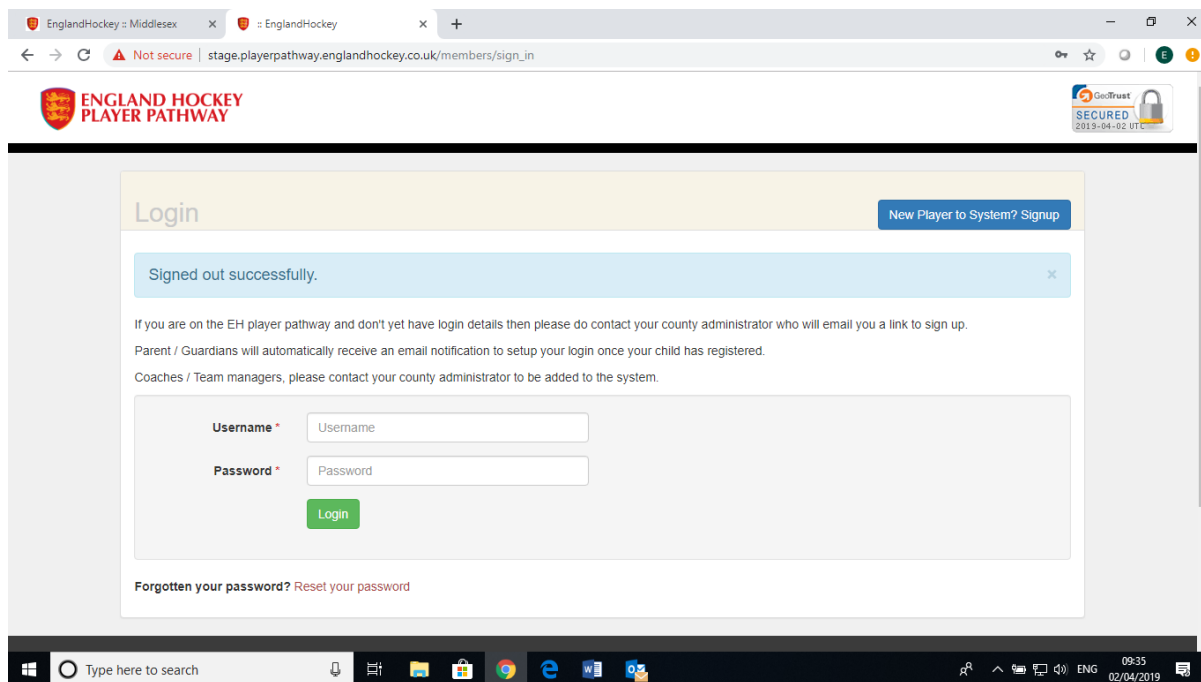
To reopen the enrolement process click on the **Reopen DC** button.
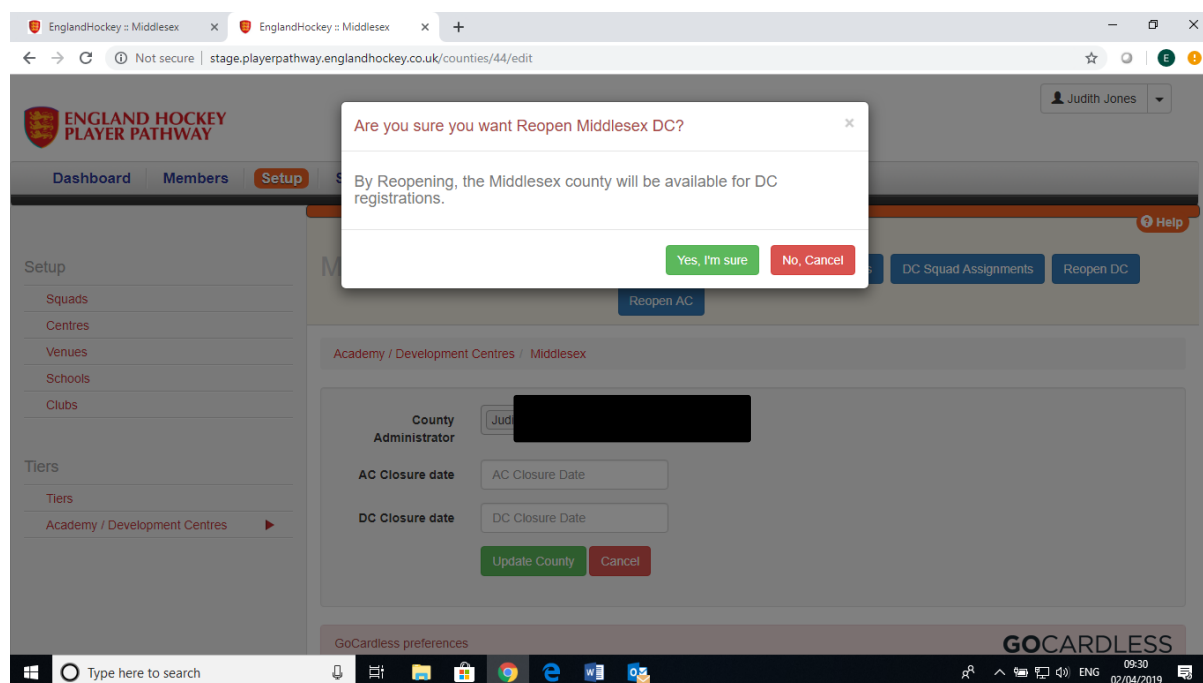
Click on **Yes, I'm sure** button to confirm.

Players will register directly on the system www.playerpathway.englandhockey.co.uk
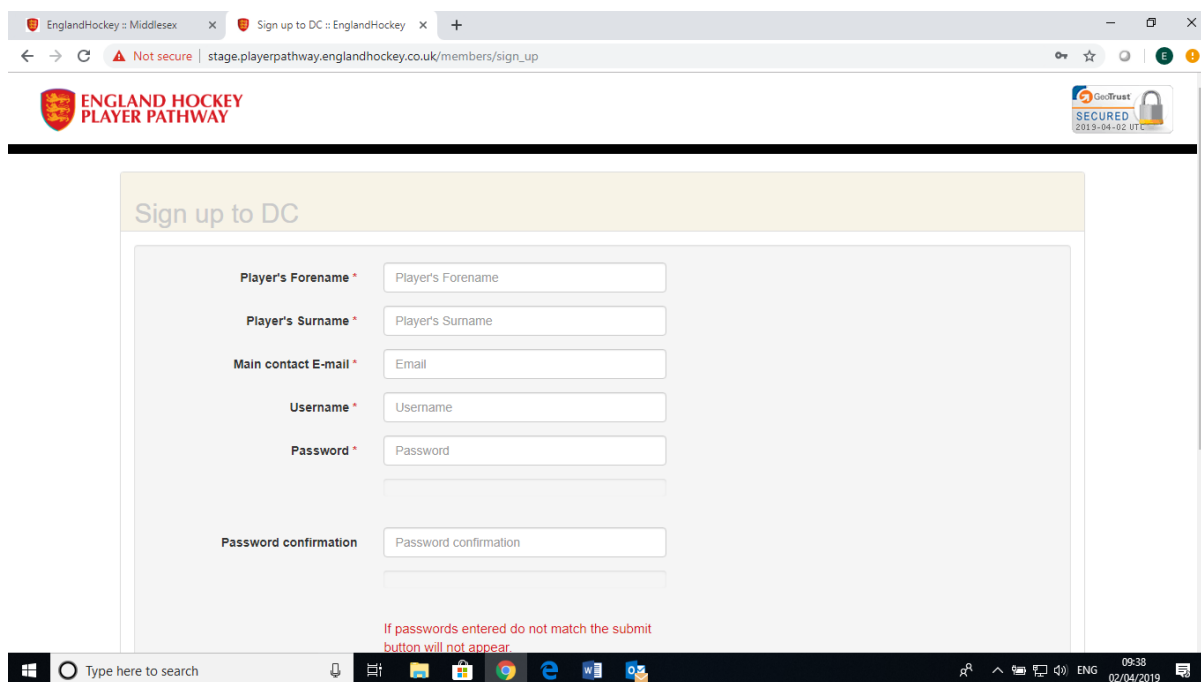
Players not already registered on the system

Players who are not yet registered on the system should click on the **New Player to System?** button.

Enter the details.

Click on the **Sign up to DC** button.

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Use the drop-down menus to select the correct Development Centre.

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If you are using Gocardless the payment screen will appear.

Once the registration is complete the administrator will receive an email saying:

> *Please note **Ted Green**, has been nominated to squad **Middlesex North DC U13 Boys** with centre **Middlesex Development Centre.***
>
> *Please check they have allocated themselves to the correct squad.*

The player and all registered guardians will receive an email saying:
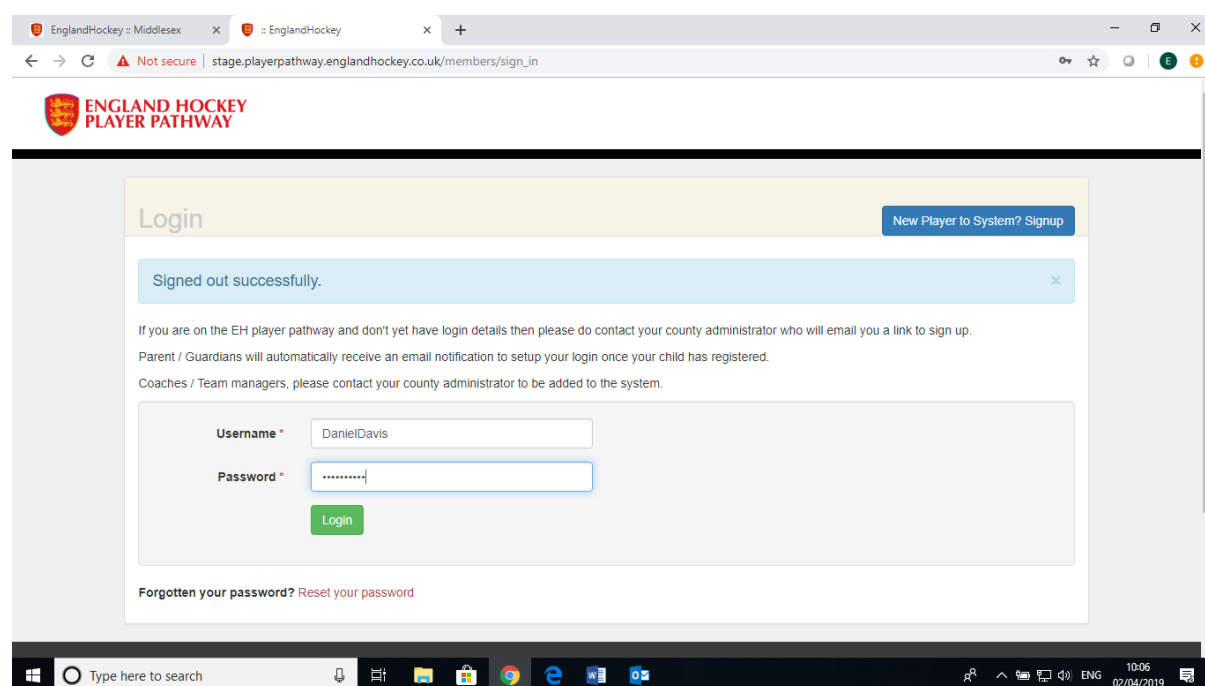
> *Hi Ted Green,*
>
> *Thank you for completing your registration for the England Hockey Player Pathway System. You are now successfully registered on the system.*
>
> *Thanks*
>
> *Player Pathway Team*
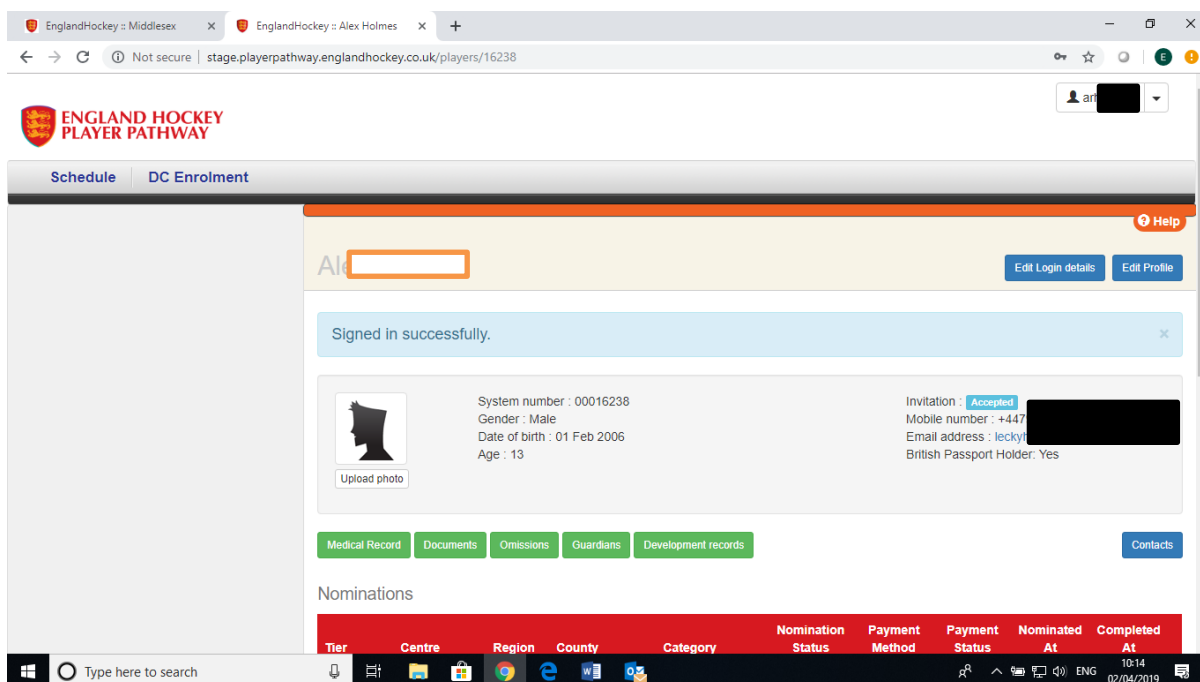
DC Registration if player is already registered on the system

Click on DC Enrolment on the tool bar.

If you are using Gocardless players should click on **Pay Now** button to complete payment.

Players will receive the following email on registration.

Hi A████ █████,

You have been assigned to Middlesex North DC U13 Boys at Middlesex Development Centre. Please ensure your profile information is up to date.

Please complete the payment for nomination by following steps:

1. Login to England Hockey Player Pathway using the username and password.

2. Click "Pay Now" for the nomination for which you want to complete Payment.

Please click the following link to to Login..

Click Here To Login!

Thanks

Jud█████████

Players will receive the following email when payment has been completed or if Gocardless option is not being used.

Hi A█████████,

Thank you for completing your registration for the England Hockey Player Pathway System. You are now successfully registered on the system.

Thanks

Player Pathway Team

support.playerpathway@englandhockey.co.uk