

GAME MANAGEMENT SYSTEM (GMS)

Comp Admins

How to Edit to Results and Points

Updated August 2022



ENGLAND
HOCKEY

Step 1. Find your fixture

The screenshot shows a web interface for finding fixtures. At the top, there are tabs for 'Archive' (selected), 'Play', and 'Beta'. Below this is the 'Fixtures' section. On the left, there are date pickers for 'From date (Clear)' set to '01-09-2020' and 'To date (Clear)' set to '01-10-2020', with a red 'Clear' button below them. A red circle highlights these date fields. To the right of the date pickers are several dropdown menus: 'Teams' (set to 'All teams'), 'Months' (set to 'All months'), 'Days' (set to 'All days'), 'Status' (set to 'All statuses'), 'Competitions' (set to 'All competitions'), 'Venues' (set to 'All venues'), 'Associations (all)' (set to 'England Hockey - EHUJA'), 'Gender' (set to 'Either gender'), and 'Show only' (with a checkbox). A red oval highlights the entire row of these dropdown menus. At the bottom of the form is a large teal 'Search' button, which is also circled in red. A red arrow points from the 'Search' button towards the bulleted text on the right.

- Be specific. Use the dropdown menus and date fields (to and from range) to help you find the relevant fixture.
- Once you have made your choices, click “Search”.

Viewing the Fixtures

Date	Action	Competitions/Event	Time	Level	Home Team	Away Team	App Req	Appointments	Notes
05-09-2020	 	East Men's Tier 2 O40's Championships	13:30	2	Bromsbourne 1	Epsom	? - ?	UmpOur: Ray ALLUM UmpOur: Chris ROWE	0
05-09-2020	 	East Inverclyde Women's Tier 1 O03's Championships	12:30	3	Bishop's Stortford Women 1 (Venue: Bishop Stortford HC - Hockerill College)	Bedford Women	? - ?	UmpOur: Anonymised USER UmpOur: Julie PEARCE	0
06-09-2020	 	East Men's Tier 1 O40's Championships	12:30	2	Blueharts O40's (Venue: Blueharts HC Astro Turf Lucas Lane)	Isle	? - ?	UmpOur: David EGLETON UmpOur: David HILL	0
19-09-2020	 	East Mens Premier A	13:30	2	Cambridge City 2	Dereham 1	? - ?		0
19-09-2020	 	East Mens Premier A		2	Cambridge University 1	Ipswich 1	? - ?		0
19-09-2020	 	East Mens Premier A		2	Chelmsford 1	Old Southendians 1	? - ?		0
19-09-2020	 	East Mens Premier A	14:30	2	City Of Peterborough 2	Saffron Walden 1	? - ?		0

- To view more info on a specific fixture, click the magnifying glass

- For historic fixtures, where the result has been entered, you will see numbers in the App Req column e.g., 3-2 would represent a 3-2 win for the home team.
- If you see Record Score that means no result has been entered yet for a game that has passed.

Step 2 - Edit Result

Competitions	Table	Comp Ent.	Structure	Fixtures	Distances		
Midlands Women's Division 5 Arden							
Date	Competition/Event	Time	Level	Home Team	Away Team	App Req	Appointment
25-09-2021	Midlands Women's Division 5 Arden 271790	12:00	5	Berkswell & Balsall Common 2 (Venue: Bablake Playing Fields - Pitch 2)	Hampton-in-Arden 3	0 - 1	
25-09-2021	Midlands Women's Division 5 Arden 272200	12:00	5	Khalsa Leamington 4 (Venue: Warwick University - Pitch 2 / SB)	Bye	 ? - ?	
25-09-2021	Midlands Women's Division 5 Arden 272320	13:30	5	Solihull Blossomfield 3 (Venue: Solihull - Lode Heath School)	Atherstone Adders 2	2 - 3	
25-09-2021	Midlands Women's Division 5 Arden 272510	13:30	5	Stratford 3 (Venue: Warwick - St Nicholas Park Leisure Centre)	University of Warwick 3	HWO	

If you wish to edit the result of a game (e.g., correct a mistake)

- click on the ‘-’ between the scores for that match
- If no result has been entered yet and the game has passed, then “Record Score ” will appear. Click on that to enter a score.
- ? -? will appear if either of the teams are a BYE. This can't be edited.

NB The update score menu will open with BLANKS in every box (including Red Cards). You MUST remember to add any Red Cards in that were received in the match, as otherwise these will be saved/updated as 0.

Close x

Sat - 25-09-2021
Midlands Women's Division 5 Arden
(Solihull - Lode Heath School)

Solihull Blossomfield 3 (F) Atherstone Adders 2 (F)

Goal

Team the walkover points are awarded to

Red Card

Total 2 3

Save Reset

Complete here

NB - do not enter a score if a walkover

Step 3. Points Adjustment

- Appointments
- Send Notifications
- Events
- Competitions**
- Comp Entrants
- Appointments Req
- Competition Times
- Competition Fees

Click the Competition Tab



















Competitions





Association: (All) **England Hockey - NPUA** Competition (part of): Gender: **Either gender** Age Grade: **All** My Competitions Only: ☐

Clear **Search**

Search for your competition

Click on the name of the competition you want to edit

BUCS Trophy Final - Women	  	0	✗	Public	0	England Hockey - NPUA	2	F	hockey
BUCS Vase - Men	  	0	✗	Public	0	England Hockey - NPUA	4	M	hockey
BUCS Vase - Women	  	0	✗	Public	0	England Hockey - NPUA	1	F	hockey
BUCS Women National League	  	3	✗	Public	0	England Hockey - NPUA	11	F	hockey
EH Mixed Championships	  	0	✗	Public	8	England Hockey - NPUA	0	B	hockey
England Men Performance Fixtures	  	3	✗	Public	7	England Hockey - NPUA	1	M	hockey
England Men Under 21 Competitions	  	0	✗	Public	6	England Hockey - NPUA	0	M	hockey

[Competitions](#)
[Appointments Required](#)
[Comp Ent.](#)
[Fixtures](#)
[Distances](#)
[Comp Fees](#)
[Contacts](#)

BUCS Women National League

Name

BUCS Women National League

Status

Public

Team type

Adult

Click the “Comp Ent.” tab to see the list of which Teams are entered

[Competitions](#)
[Appointments Required](#)
[Comp Ent.](#)
[Fixtures](#)
[Distances](#)
[Comp Fees](#)
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[Rounds](#)

BUCS Women National League

Teams (11) in this competition: [Add](#)

Competition	Team Name	Status	Team Contact	NGB Name	Gender	Association	Competition Contact	Discipline	Fixtures	League Adjustments
BUCS Women National League	Durham University Women		Amy SHARPE		Female	England Hockey - NPUA			8 fixtures found. Should be 10	Add
BUCS Women National League	Edinburgh Women 1				Female	England Hockey - NPUA			8 fixtures found. Should be 20	Add
BUCS Women National League	Leeds University Women		Anne BAKER		Female	England Hockey - NPUA			0 fixtures found. Should be 20	Add

Click on the word “Add” within the relevant row of the team you wish to add points adjustments to.

Close x

Ashbourne 3

Point Adjustment:	<div><div>Deduct ▾</div><div>0</div></div> point(s)
Reason: (Publicly Visible)	<div></div>
Notes: (Private)	<div></div>
Date Effective:	<div>21-10-2021</div> <div></div>
Time Effective:	<div>21:22</div>

Save

Complete the relevant boxes – selecting whether you wish to Deduct or Add points; and noting from what point the points should be adjusted (Date / Time)

Please note –

The Publicly Visible notes will be displayed as a note linked to the table within GMS

The Private Notes are only available for Club Admins to see.

Step 4. Find your Club / Team Contacts

There are multiple ways in which you can find the contacts for teams in your division

1. Via the Teams tab on any fixture – lists all emails and tel. where provided for specific teams INCLUDING Club Admins
2. Via the Teams Menu – shows just the details that relate to Teams specifically (not Club Admins)
3. Via the Clubs Menu – provides the Additional Main Contacts for a club
4. Via the Competitions Menu – provides the main contact for all teams within your Division/s

Each of these will give you differing levels of information and hence serve slightly different purposes

Via the Teams Tab

Click on the Fixtures Menu and use the Filters to search for the Fixtures of the Team you want to contact

Fixtures

From date: Team: (All) **Old Silhillians 1 (F)** Month: All months Day: All days Status: All Statuses Level: All levels

To date: Competition: All competitions Venue: All venues Playing gender: Either gender

On the results – click on the DATE of a fixture, and then select the Teams tab

Date	Action	Competition/Event	Time	Level	Home Team
25-09-2021		Midlands Women's Division 2 South/West 257740	16:00	3	Khalsa Leamington 2 (Venue: Warwick Universit
02-10-2021		Midlands Women's Division 2 South/West 257870	11:45	3	Old Silhillians 1 (Venue: Solihull - The Silhil
09-10-2021		Midlands Women's Division 2 South/West 258410	14:30	3	Worcester 1 (Venue: Worcester -RGS TI
16-10-2021		Midlands Women's Division 2 South/West 257810	11:45	3	Old Silhillians 1 (Venue: Solihull - The Silhil
30-10-2021		Midlands Women's Division 2 South/West 257630	12:45	3	Harborne 3

Contacts are all listed on the Teams tab – but not easy to tell who is the specific team contact

Fixtures Team Sheet **Teams**

Midlands Women's Division 2 South/West
09-10-2021 (14:30) Worcester 1 4 : 5 Old Silhillians 1
Home | Away

Home Team Contacts

Name	Email	Number
Paul SIMONS	<input type="text"/> @ <input type="text"/> .m	<input type="text"/>
<input type="text"/>	<input type="text"/> @ <input type="text"/> .m	<input type="text"/>
<input type="text"/>	<input type="text"/> @ <input type="text"/> .m	<input type="text"/>
<input type="text"/>	<input type="text"/> @ <input type="text"/> .m	<input type="text"/>
<input type="text"/> ER	<input type="text"/> @ <input type="text"/> .m	<input type="text"/>
Helen BARNES	<input type="text"/> @ <input type="text"/> .m	<input type="text"/>

Away Team Contacts

Name	Email	Number
<input type="text"/>	<input type="text"/> @ <input type="text"/> .m	<input type="text"/>
Andre TO <input type="text"/> NE	<input type="text"/> @ <input type="text"/> .com	<input type="text"/>
Frankie LEVY	<input type="text"/> @ <input type="text"/> .m	<input type="text"/>

Via the Teams Menu

Click on the Teams Menu and use the Filters to search for the Team you want to contact

Home
Support Hub
InEx
Contacts
Contact Availability
Contacts Panels
Fixtures
Appointments
Events
Competitions
Comp Entrants
Clubs
Teams
Venues
Panels
Send eMails/Memos
Logout

Name (part city) (clear)
Old Silhillians

Level: All levels
Competition: All competitions
Playing gender: Either gender

Club: All clubs
Sequence: Level, Playing gender (M-F)
Age Grade: All

Clear Search

Team Name	Action	Association	Type	Level	Playing Gender	Contact	Club
Old Silhillians		England Hockey - Midlands		3	Male	<input type="text"/>	Old Silhillians HC
Old Silhillians 2		England Hockey - Midlands		4	Male	<input type="text"/>	Old Silhillians HC
Old Silhillians 3		England Hockey - Midlands		4	Male	<input type="text"/>	Old Silhillians HC
Old Silhillians 4		England Hockey - Midlands		5	Male	<input type="text"/>	Old Silhillians HC
Old Silhillians 5		England Hockey - Midlands		5	Male	<input type="text"/>	Old Silhillians HC
Old Silhillians Boys U12 1		England Hockey - Midlands		0	Male	<input type="text"/>	Old Silhillians HC
Old Silhillians Boys U14 1		England Hockey - Midlands		0	Male	<input type="text"/>	Old Silhillians HC

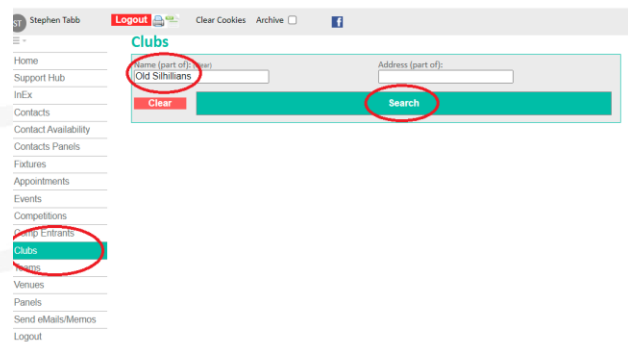
If the names are in blue in the Contact Column, you can click on them to get their details.

If you wish to see if there are secondary contacts for a Team, click on the Team Name itself

Teams	Fixtures	Competitions	Team Contacts
Old Silhillians			
Team name	Old Silhillians		
Ngb id	3053001		
Type	Adult		
Club name	Old Silhillians HC		
Address	The Silhillians B93 9LW Directions		
Association	England Hockey - Midlands		
Team grade			
Primary contact	Tom HARRISON		
Secondary contacts	Tom HARRISON		
Level	3		
DBS Req	✗		
Playing gender	Male		

Via the Clubs Menu

1. Click on the Clubs Menu and use the Filters to search for the Club you want to contact



2. Click on the Teams Tab – the main contact for each team is listed – if the text is in blue, then you can click on it to view that person's details.

A screenshot of the 'Teams' tab in the application. The 'Teams' tab is selected and circled in red. Below it is a table listing teams from 'Old Silhillians HC'. The table has columns for Team Name, Association, Type, Level, Playing Gender, Contact, Club, and Primary Competition. The 'Contact' column contains names in blue text, which are circled in red. A red arrow points from the text in the instruction above to the 'Contact' column header.

Team Name	Association	Type	Level	Playing Gender	Contact	Club	Primary Competition
Old Silhillians	England Hockey - Midlands		3	Male	Tom HARRISON	Old Silhillians HC	
Old Silhillians 2	England Hockey - Midlands		4	Male	Nick OPPENHEIMER	Old Silhillians HC	
Old Silhillians 3	England Hockey - Midlands		4	Male	Stephen TABB*	Old Silhillians HC	
Old Silhillians 4	England Hockey - Midlands		5	Male	John HARRISON	Old Silhillians HC	
Old Silhillians 5	England Hockey - Midlands		5	Male	Ian WILSON	Old Silhillians HC	

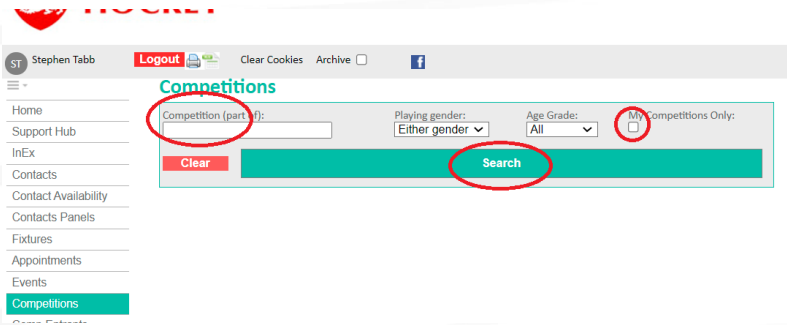
3. Remember that if you want wider Club Info, you can just remain on the main Club tab, and this will give you Fixtures Sec details, as well as Address etc.

A screenshot of the 'Club' tab in the application. The 'Club' tab is selected. Below it is a table showing club details for 'Old Silhillians HC'. The table has columns for Club name, Nth Id, Address 1, Address 2, Address 3, Address 4, Postcode, Country, National teams, Web, Facebook, Instagram, Twitter, Club Admin, Fixture Secretary, Receive emails, Can create fixtures, and Treasurer.

Club name	Nth Id	Address 1	Address 2	Address 3	Address 4	Postcode	Country	National teams	Web	Facebook	Instagram	Twitter	Club Admin	Fixture Secretary	Receive emails	Can create fixtures	Treasurer
Old Silhillians HC	1038800	The Silhillians				B93 9LW Directions	England	✗	www.silshockey.co.uk				Stephen TABB	Stephen TABB	✓	✗	David BRETT

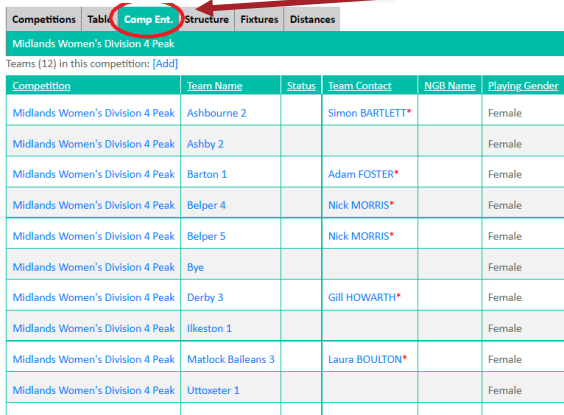
Via the Competitions Menu

Click on the Competitions Menu and use the Filters to search for your competition
OR use the My Competitions Only Text box to provide ALL your divisions



The screenshot shows the 'Competitions' menu on a website. The 'Competitions' tab is selected in the left sidebar. The main content area has a search bar with the following filters: 'Competition (part of):' (text input), 'Playing gender:' (dropdown menu with 'Either gender' selected), 'Age Grade:' (dropdown menu with 'All' selected), and 'My competitions Only:' (checkbox). The 'Search' button is highlighted with a red circle. The 'Clear' button is also visible.

Click on the Competition you want to check – then click on the Comp. Ent. tab



The screenshot shows the 'Midlands Women's Division 4 Peak' competition details page. The 'Comp. Ent.' tab is selected and highlighted with a red circle. The table below lists the teams in the competition.

Competition	Team Name	Status	Team Contact	NGB Name	Playing Gender
Midlands Women's Division 4 Peak	Ashbourne 2		Simon BARTLETT*		Female
Midlands Women's Division 4 Peak	Ashby 2				Female
Midlands Women's Division 4 Peak	Barton 1		Adam FOSTER*		Female
Midlands Women's Division 4 Peak	Belper 4		Nick MORRIS*		Female
Midlands Women's Division 4 Peak	Belper 5		Nick MORRIS*		Female
Midlands Women's Division 4 Peak	Bye				Female
Midlands Women's Division 4 Peak	Derby 3		Gill HOWARTH*		Female
Midlands Women's Division 4 Peak	Ilkeston 1				Female
Midlands Women's Division 4 Peak	Matlock Bailleans 3		Laura BOULTON*		Female
Midlands Women's Division 4 Peak	Uttoweter 1				Female

NB -

If the name is in Blue, you can click on at get more details; if the Asterisk is next to the name this is an Inherited Club Contact, and not a team specific one (usually the Fixtures Secretary for the club). If there is no entry, then no team contact has been added, and the club has not added a Fixture Secretary either

Thank You

More information is available here:
www.englandhockey.co.uk/deliver/gms