GAME MANAGEMENT SYSTEM (GMS)



COMPETITION ADMIN TRAINING

Part 2

Where are we?

- System delays data and OMS connection issues access for key roles, more following shortly (Div Secretaries).
 - Final club record mergers, venues going in tomorrow
 - Fixtures should be ok
 - Strongly recommend check with <u>gms.support@englandhockey</u> before changing records in live version
- Training started c900 'Club Admins' and 'Team Admins'
- FAQs being updated live tomorrow
- Club/Team admin access and Player & Official sign ups to start next week
- Communications increasing
- We are happy with system questions to <u>gms.support@englandhockey.co.uk</u>



Competition Admin Training

Part 2 – In Season

25 August 2021



This training will cover:

- A. When I log on as a Competition Admin for the first time, what do I need to do and focus on:
- B. How do I?
 - 1. Remove a team from a division and preserve the existing fixtures
 - 2. Replace one team for another in different divisions
 - 3. Change a fixture team date
 - 4. How to email or notify clubs and umpires about changes to the fixtures.
 - 5. Postponed fixtures
 - 6. Walkover result
 - 7. Cancel fixture
 - 8. Reports



Competition Admin

Sign Up Reminder



Sign Up



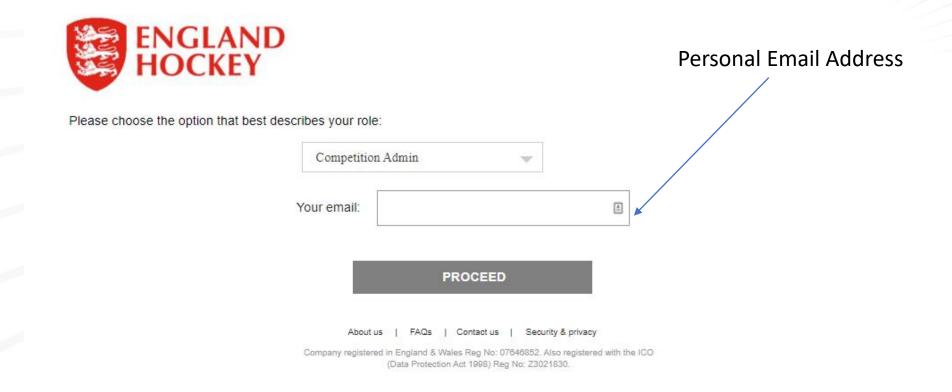
Game Management System

Login

Register



Sign Up – Select your role as Competition Admin





Sign Up – Get Code



Your email:	player@
Verification Code:	551150
	PROCEED
About us I	FAQs I Contact us I Security & privacy

(Data Protection Act 1998) Reg No: Z3021830.



Sign Up – Add your details & submit



Please choose the option that best describes your role:

Club/team a	lmin 🔻
Your email:	II.
Title:	
First Name:*	
Surname:*	
Address 1:	
Address 2:	

Address 3:		
Address 4:		
Postcode:*		
Mobile no:*		
Phone:		
Date of birth:*	Day ✔ Month ✔ Year ✔	
Gender:*	Choose	~
Club:*	Choose from the list below	_
Guest:		

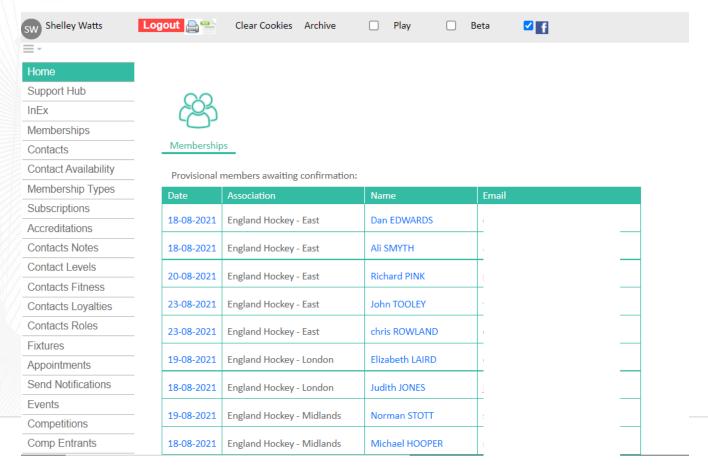


A. Logging in for the first time



Landing Page





Home page has all your notifications Now – Membership button

Coming soon – Clubs with missing fixtures info and venues, late match sheet and missing results.

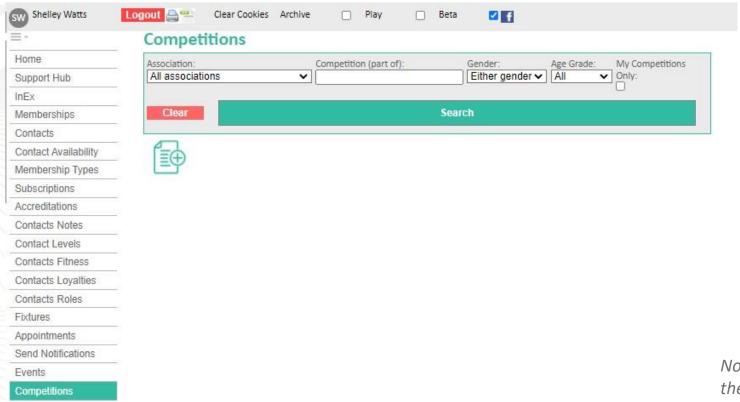
More notifications in phase 2.

Note: You will see more menus on some of these screen shots than in your view



Check Competition Divisions

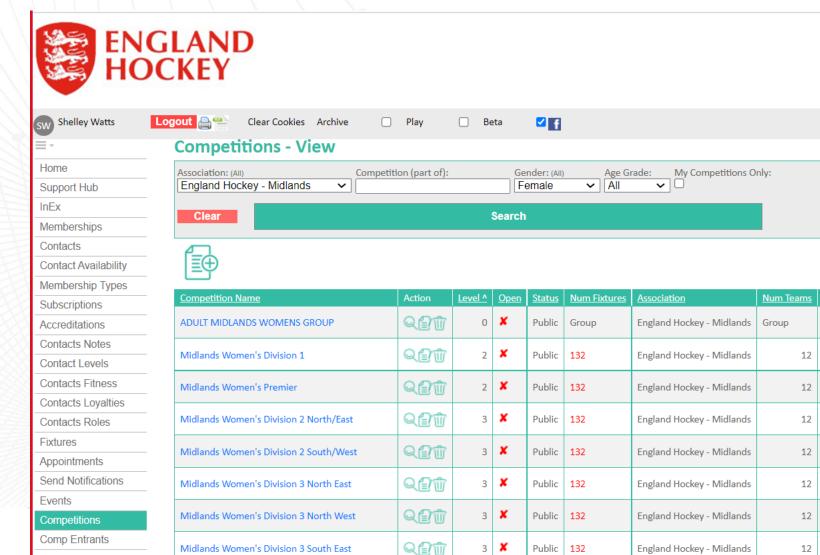




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Check Competition Divisions



Appointments Rea



Note: You will see more menus on some of

these screen shots than in your view

Gender

12 F

12 F

12

12 F

12 F

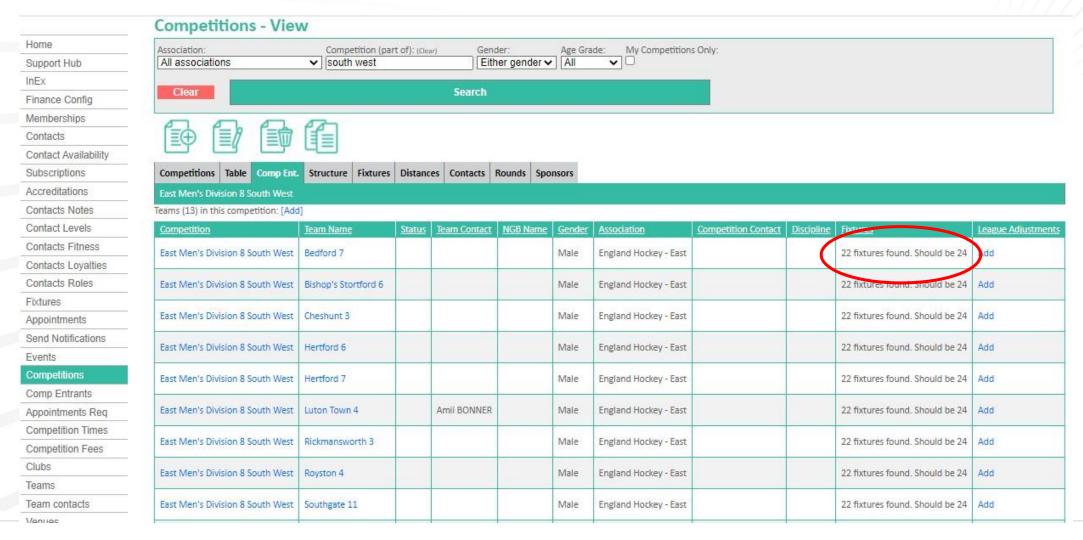
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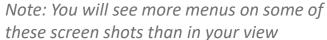
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Score Scheme

hockey_detailed

Check Competition Entrants





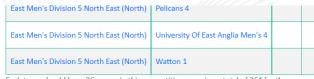


Where to go to check for missing fixtures

Competitions	Table	Comp Ent.	Structure	Fixtures	Fixtu	res (Data)	Distances	Contacts	Rounds	Sponsors		
East Men's Division 8 South West												
<u>Date</u>	Compet	tition/Event		<u>Time</u>	<u>Level</u>	Home Tea	<u>m</u>	Away Tea	<u>m</u>	<u>App Re</u>	<u>Appointments</u>	<u>Notes</u>
18-Sep-2021	East Me 132510		8 South West		5	Bedford 7		Royston 4				0
18-Sep-2021	East Me 132660		8 South West		5	Bishop's S	stortford 6	Stevenag	e 4			0
18-Sep-2021	East Me 132720		8 South West		5	Cheshunt	3	Rickmans	worth 3			0
18-Sep-2021	East Me 132850		8 South West		5	Hertford 6)	Southgate	e Adelaide	: 4		0
18-Sep-2021	East Me 133260		8 South West		5	Southgate	Adelaide 3	Hertford 7	7			0
18-Sep-2021	East Me 133550		8 South West		5	Southgate	Tankards Y	Luton Tov	vn 4			0
18-Sep-2021	East Me 133650		8 South West		5	St Albans	Centurions	Bye				0

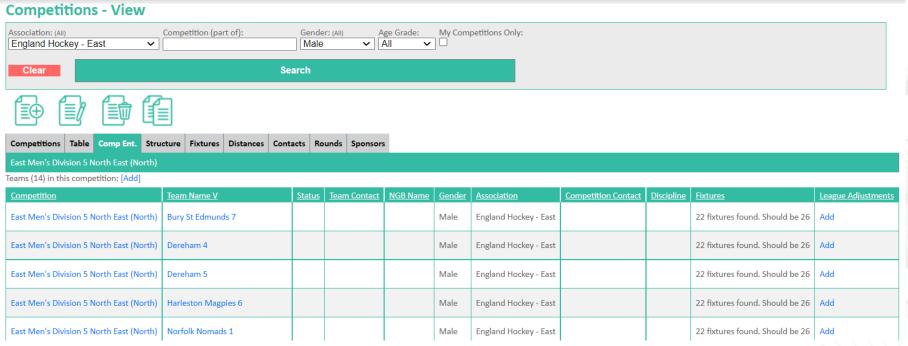


Where to go to check for missing fixtures



Each team should have 26 games in this competition meaning a total of 364 for the season. Missing fixtures

Create	Home		Away
Create	Bury St Edmunds 7	VS	Dereham 5
Create	Bury St Edmunds 7	VS	Norfolk Nomads 1
Create	Dereham 4	VS	Harleston Magpies 6
Create	Dereham 4	VS	Pelicans 4
Create	Dereham 5	VS	Bury St Edmunds 7
Create	Dereham 5	VS	University Of East Anglia Men's 4
Create	Harleston Magpies 6	VS	Dereham 4
Create	Harleston Magpies 6	VS	North Norfolk 2
Create	Norfolk Nomads 1	VS	Bury St Edmunds 7

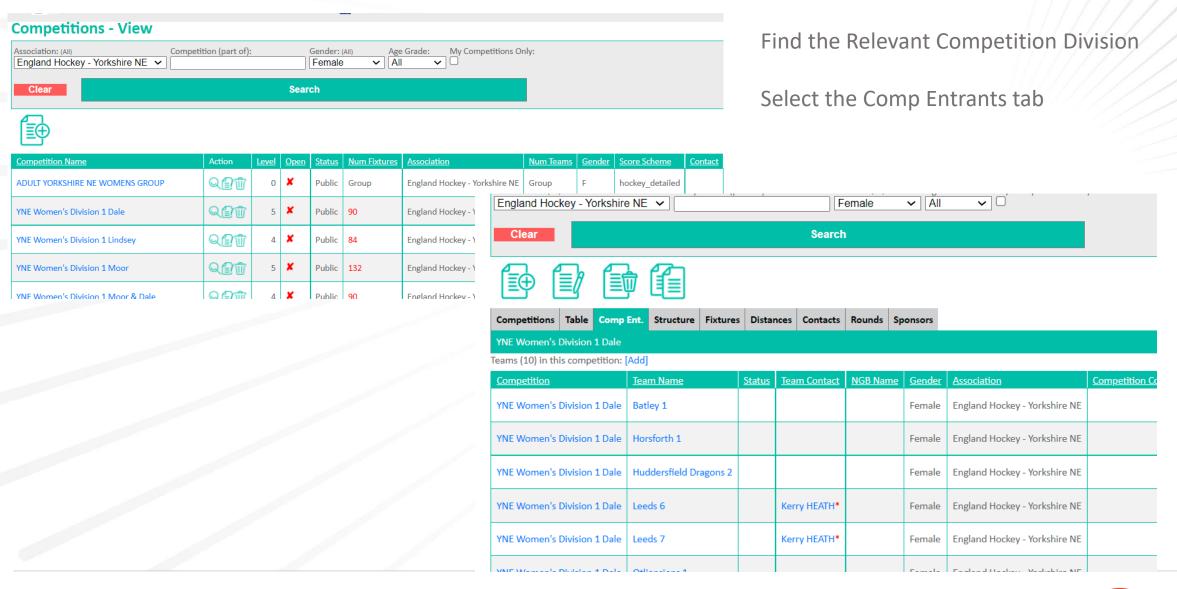




How do 1?

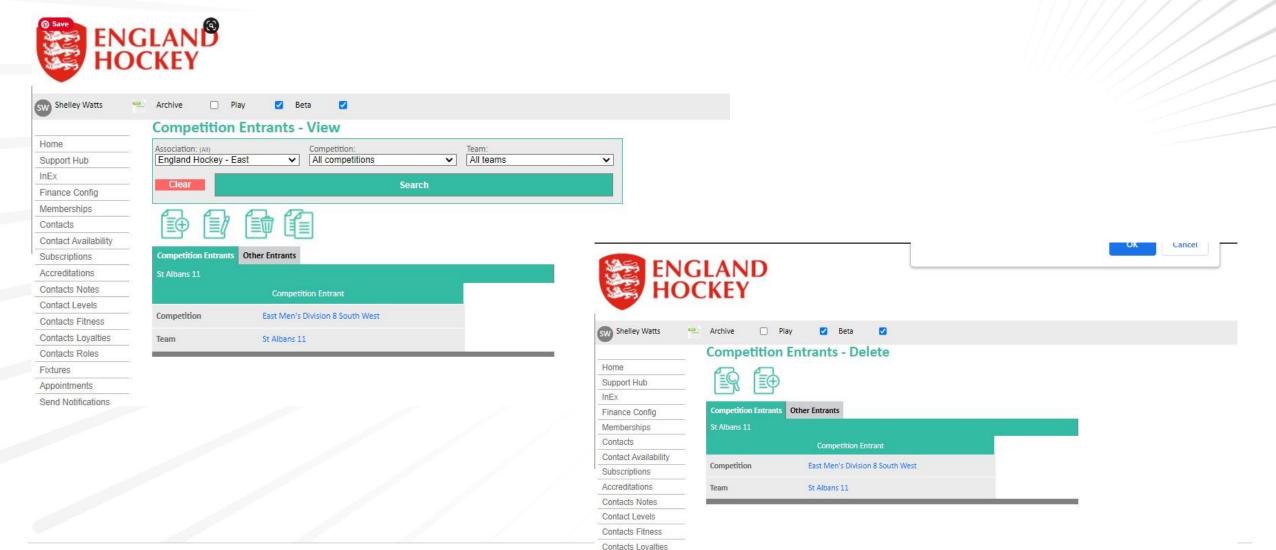


Remove a team from a division and preserve the existing fixtures





Remove a team from a division and preserve the existing fixture (2)

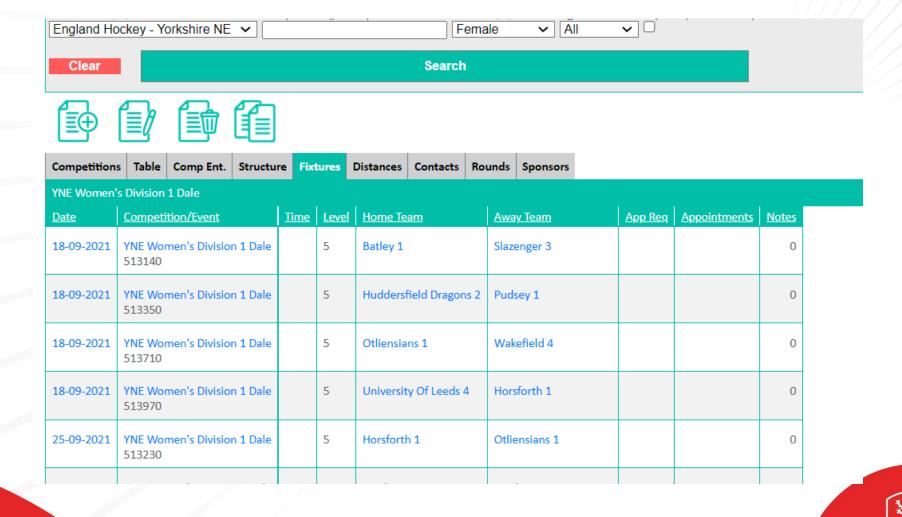


Contacts Roles

Note: You will see more menus on some of these screen shots than in your view

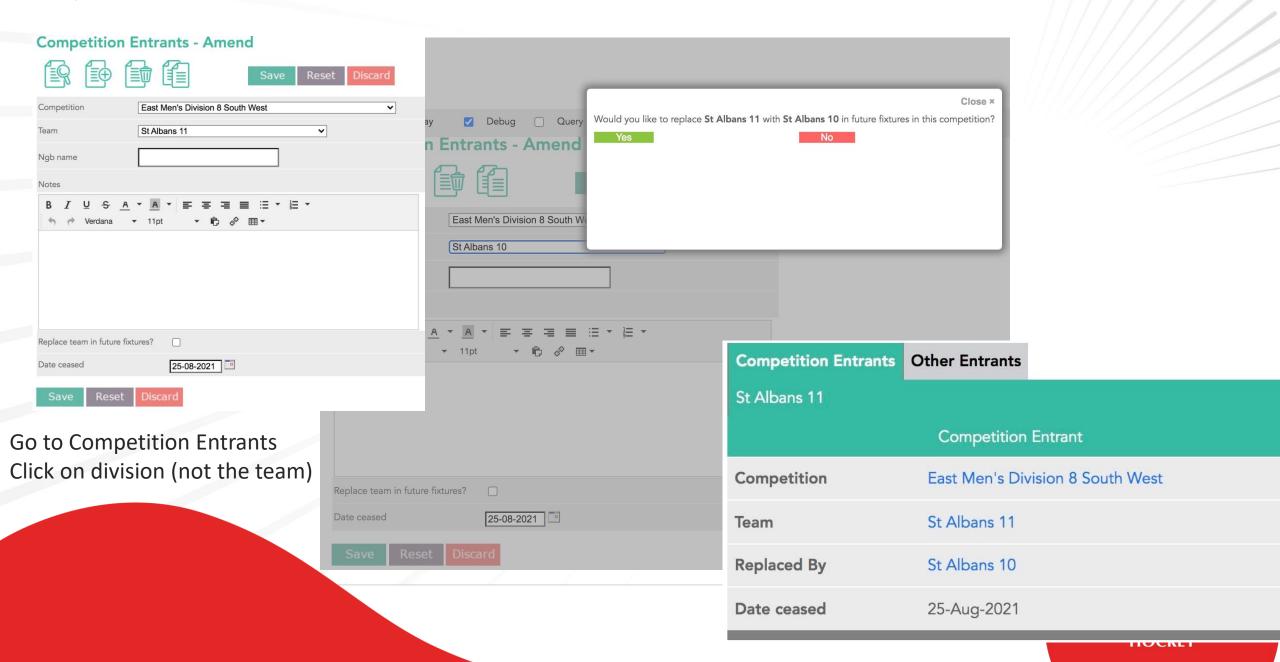


Checking you have preserved the existing fixture



ENGLAND HOCKEY

Replace one team for another in different divisions

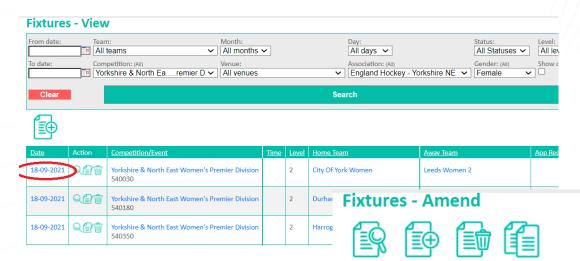


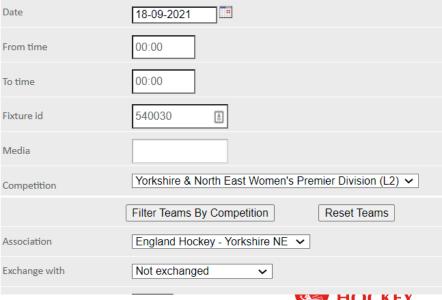
Change a team fixture date

CLICK 'PLAY' WHEN TESTING!

To the fixture/ search for it
Edit the fixture/change the date
Go back to the full fixtures to check for clashes etc

Can also move all fixtures – probably unlikely for whole leagues







Change a team fixture date

Check if this causes clashes for either team – In Fixtures list for the division

05-Feb-2022	East Men's Division 5 North East (North) 120270	5	Dereham 4	North Norfolk 2
05-Feb-2022	East Men's Division 5 North East (North) 120460	5	Harleston Magpies 6	Dereham 4



Add a brand new entry level women's team into the bottom division when fixtures already exist

In this scenario we recommend we pick these up with GMS.Support@englandhockey.co.uk on a case by case basis.

Get this right to ensure links to clubs & teams are created properly. Potential knock on effects to fixture balancing home and away.

GMS.Support@englandhockey.co.uk will handle on a one to one basis.



How to email or notify clubs and umpires about changes to the fixtures.

Adult League Regulation:

5.2.3 Any change to this information must be notified to the ALM or ALDS as directed and to the Team Admin of the opposing team a minimum number of days prior to the match:

Grade 2-5 – 10 days prior

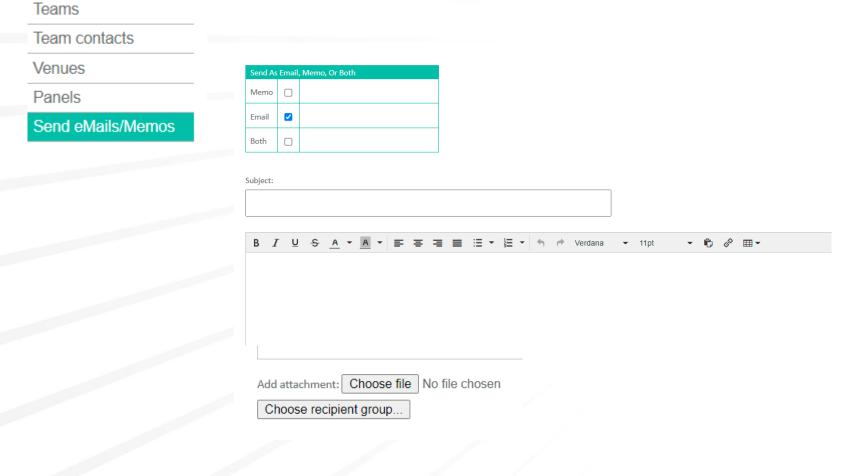
- 5.2.4 Any changes within these number of days is by exception only and must be agreed by both teams and umpires and notified to the ALM or ALDS as above. In this event any changes must be communicated to opponents and match officials AND confirmed back by email or message no later than 2000hrs on the Wednesday prior to the match.
- 5.2.5 The League reserves the right to decline any change if it represents a significant or unnecessary variation from previously notified details and the opposition do not agree.

Only appointed umpires and club admins automatically notified of changes when made on the system

Club appointed umpires need to be informed by Club Admin



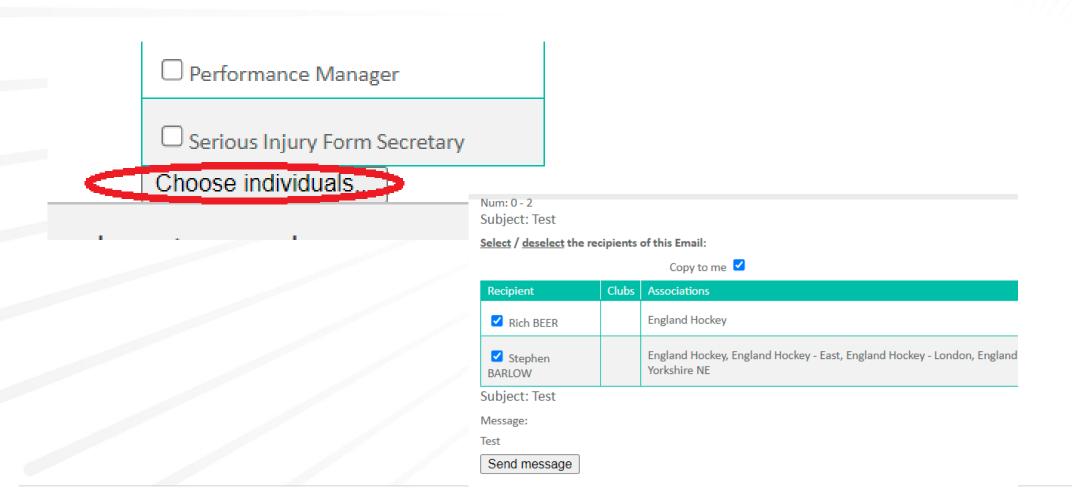
How to email or notify clubs and umpires about changes to the fixtures.



Subject: Test	
Recipient group: Contact Role	~
Association: England Hockey	~
Select / deselect the recipients types for the	sia amaile
Roles	iis emaii.
Associate Member	
Club Admin	
Club Chairman	
☐ Club Fixture Secretary	
☐ Club Treasurer	
☐ Club Umpire Contact	
☐ Membership Secretary	
□ Player	
	I



How to email or notify clubs and umpires about changes to the fixtures.





Postponed fixtures – Match called off for bad weather. How to move fixture to slip date.

Adult League Regulations:

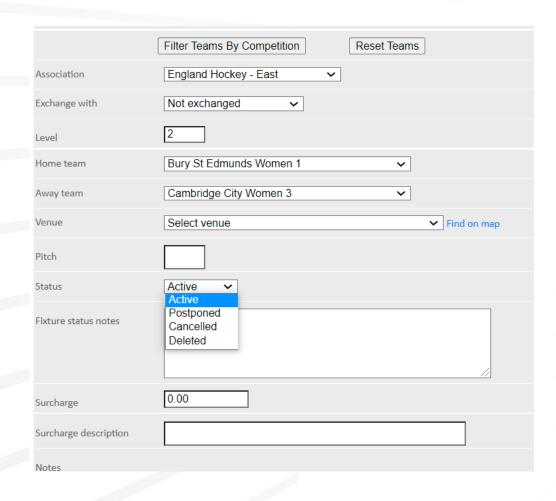
13.3 Procedure for Bad Weather & Associated Travel

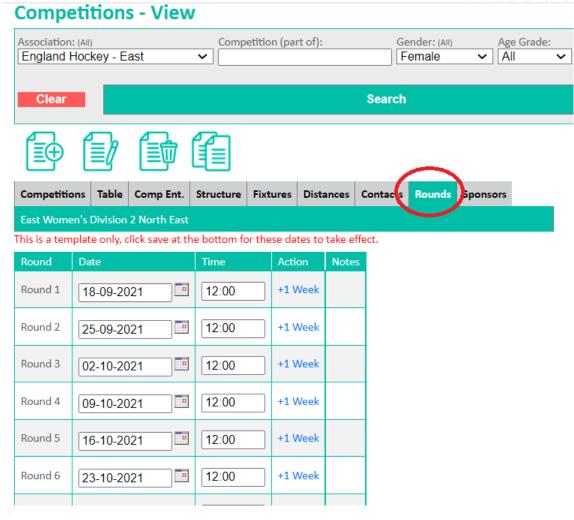
13.3.1.2 The home Team Admin should ascertain from the visiting team the latest time of notification of cancellation, i.e. when they intend to depart for the pitch venue. If an overnight stay prior to the match is expected, this time should be adjusted accordingly. If it is clear that the pitch will be unfit due to weather earlier than the above time, the visiting team should be informed immediately.

- 13.3.1.3 It is the responsibility of the home team to inspect the pitch prior to the above-mentioned departure time...
- ...If the pitch is unfit and is likely to remain so, the match should be postponed, and the following action taken:
- notify the visiting team.
- notify the Umpires and Match Officials if appointed
- notify the relevant ALDS.



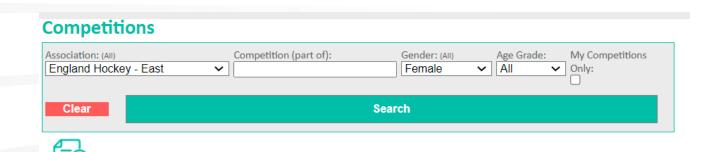
Postponed fixtures – Match called off for bad weather. How to move fixture to slip date.







Walkover result – One team forfeits as can't get a team out. How to add an adjustment to the table.



Team Admin, Club Admin or Comp Admin can record the result as a walkover.

Comp Admin process follows the regulations. Comp Admin can make adjustments in line with Regulations tariff.

Competitions - View : My Competitions Only: Association: (All) Competition (part of): Female England Hockey - East Clear Search Competition Name Level Open Status Num Fixtures Association Num Teams | Gender | Score Scheme Q自命 Public Group ADULT EAST WOMENS GROUP England Hockey - East Group hockey detailed Q自命 East Women's Division 1 North Public 132 England Hockey - East 12 F Q自命 12 F Public 132 East Women's Division 1 South England Hockey - East Q但前 Public 132 England Hockey - East 12 F East Women's Division 2 North East



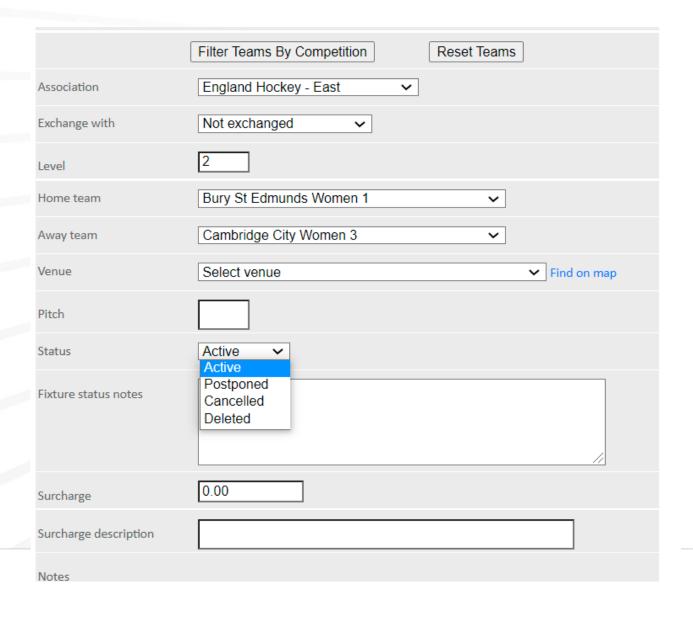
Walkover result – One team forfeits as can't get a team out. How to add an adjustment to the table.



Durham Unive	rsity Women	Close ×
Point Adjustment:	0 \$	
Reason:		
Date Effectives		
Time Effective:	12.23	
Save		



Cancel fixture – Won't be played. How to cancel fixture or record not being played.



Cancel Function – e.g. Season curtailed

Done by the Comp Admin within the fixture function



Notifications and Reports

Fixtures and Results

Missing venue and start times*
Unfulfilled matches (postponed, cancelled, walkovers)
Missing match results (teams haven't provided, game not postponed)

Late submission of results, match sheets
Late submission of team sheets (pre match)

Players

History of who has played Disciplinary suspensions Disciplinary cards



What next?



Development roadmap

LAUNCH

- Formal leagues
- Knock out competitions
- Core admin roles
- User interface participant

- Essential data
- Core reporting

PHASE 2

- Club friendlies
- Wider admin roles
- User interfaces admins
- Enhanced data
- Dashboards
- Wider integration

PHASE 3

- Schools
- User interfaces Super Admin
- Historic data
- Enhanced reporting



Player personalization

%

 Data, insight and feedback driving improvements





Training & Support

EH Website - https://www.englandhockey.co.uk/deliver/gms

- Videos on demand
- FAQ's
- Support email gms.support@englandhockey.co.uk

More Club & Players communications – increasing later this week.



Thank you

