

GAME MANAGEMENT SYSTEM (GMS)



ENGLAND
HOCKEY






EHO Members

Appointers – How to appoint officials on the GMS


What this guide covers


1. How to set the Appointments Required for the Competitions you are appointing to
2. How to assign officials to a panel
3. How to appoint to a future fixture
4. How to publish your appointments
5. How to retrospectively appoint to a match




The Home Screen



TicketsShopGB HockeyJobs*Vitality*

**ENGLAND
HOCKEY**

powered by

Whos The Umpire®

DD Dave DUMMY ElworthyLogoutClear CookiesArchive☐

Home

Support Hub

InEx

Contacts

Contact Availability

Fixtures

Appointments

Competitions

Comp Entrants

Clubs

Teams

Venues

Submit expenses

Logout

To view your profile, click your name above left

Why should I follow this guide?

- As an Appointer for a Branch of the EHO, you are responsible for the appropriate appointing of members to matches
- This will show you how to manage your appointable workforce of umpires, coaches, assessors and technical officials
- Shows you how to conduct the appointing process for all competitions on the GMS

Appointments Required



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- Home
- Support Hub
- InEx
- Memberships
- Contacts
- Contact Availability
- Subscriptions
- Accreditations
- Contacts Notes
- Contact Levels
- Contacts Fitness
- Contacts Loyalties
- Contacts Roles

Appointments Req

Competition event:

Contact type:



Click here to create a NEW requirement for each competition

You can see what is set up for your Area by using the Search Function

Appointments Req

Appointments Req - Create



Competition	<div>South Central Men's Division 5 South (L4) ▾</div>
or...	
Official type	<div>Umpire - Outdoor ▾</div>
Min req	<div>2</div>
Max req	<div>2</div>

NOTE: These tickbox options below set the defaults for when making new appointments to fixtures in this competition, they do NOT affect existing appointments.

Notify home team	<input checked="" type="checkbox"/>
Notify away team	<input type="checkbox"/>
Notify competition contact	<input type="checkbox"/>
Notify official	<input checked="" type="checkbox"/>

Select the competition you want to be able to appoint an official

Choose the role you want to appoint

- For umpiring roles, please ensure you use one that stipulates Outdoor or Indoor
- For Technical Officiating roles, please use appropriate ones

If minimum number is 0, then they will allow a match to proceed without the appointing of that specific role

Then press save

To Assign Officials to Panels

Appointments

Send Notifications

Competitions

Comp Entrants

Appointments Req

Competition Times

Competition Fees

Clubs

Teams

Team contacts

Venues

Click to maintain your squads

Panels

Send eMails/Memos

View Memos

Submit expenses

Invoicing

Click on Panels

To Assign Officials to Panels

Choose your Association and Press Search

Logout

Clear Cookies

Archive

Play

Panels - View

Panel name:













Association: (All)
England Hockey - London

Clear

Search

Choose the panel you want to assign an official to and press the view button (first icon)



Name	Action	Show When Appointing	Members	Association
1.0 - Mens Outdoor Premier Panel	  	✓	0	England Hockey - London
1.1 - Mens Outdoor A* Panel	  	✓	0	England Hockey - London
1.2 - Mens Outdoor A Panel	  	✓	0	England Hockey - London
1.3 - Mens Outdoor B* Panel	  	✓	0	England Hockey - London

To Assign Officials to Panels

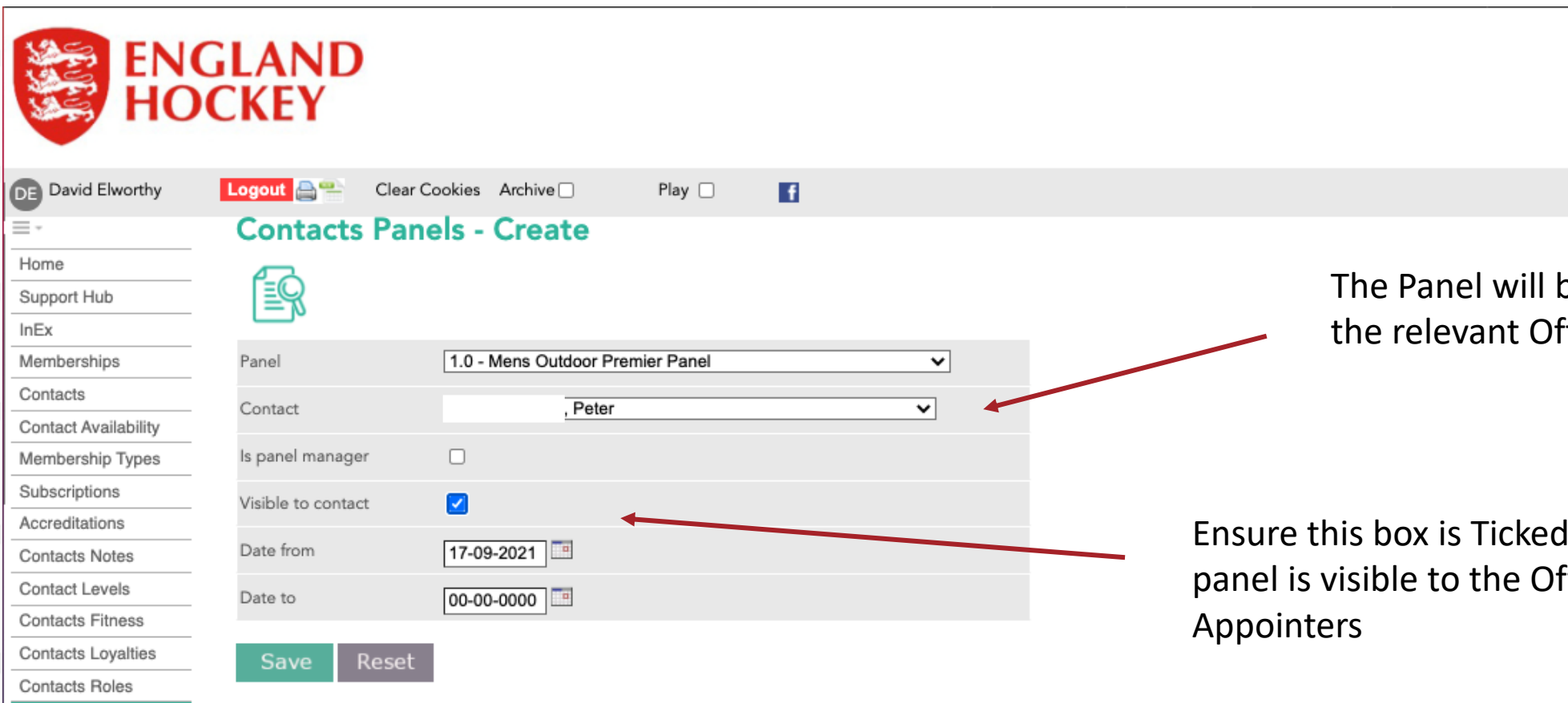
The screenshot shows the England Hockey website interface. A modal window titled "Panels - View Record" is open. It has two tabs: "Panels" and "Members (0)". The "Members (0)" tab is selected, and a red arrow points from it to the "Add Panel Member" button in the background. The modal displays details for the panel "1.0 - Mens Outdoor Premier Panel", including its name, association ("England Hockey - London"), and a checked box for "Show members when appointing". The background shows the "Panels - View" page with a list of panels, including "1.0 - Mens Outdoor Premier Panel", "1.1 - Mens Outdoor A* Panel", "1.2 - Mens Outdoor A Panel", and "1.3 - Mens Outdoor B* Panel".

Panel name	Association	Show members when appointing
1.0 - Mens Outdoor Premier Panel	England Hockey - London	<input checked="" type="checkbox"/>

Click the Members Tab,
then "Add Panel
Member"

This will be in **BLUE**

To Assign Officials to Panels



The screenshot shows the England Hockey website interface. At the top left is the England Hockey logo. Below it is a navigation menu with links: Home, Support Hub, InEx, Memberships, Contacts, Contact Availability, Membership Types, Subscriptions, Accreditations, Contacts Notes, Contact Levels, Contacts Fitness, Contacts Loyalties, and Contacts Roles. The 'Contacts' link is highlighted. The main header area includes a user profile 'DE David Elworthy', a 'Logout' button, and links for 'Clear Cookies', 'Archive', and 'Play'. The main content area is titled 'Contacts Panels - Create' and features a magnifying glass icon. The form contains the following fields: 'Panel' (dropdown menu showing '1.0 - Mens Outdoor Premier Panel'), 'Contact' (dropdown menu showing 'Peter'), 'Is panel manager' (checkbox), 'Visible to contact' (checkbox with a blue checkmark), 'Date from' (calendar icon showing '17-09-2021'), and 'Date to' (calendar icon showing '00-00-0000'). At the bottom of the form are 'Save' and 'Reset' buttons. Two red arrows point from the text annotations to the 'Contact' dropdown and the 'Visible to contact' checkbox.

ENGLAND HOCKEY

DE David Elworthy Logout Clear Cookies Archive Play

Contacts Panels - Create

Panel 1.0 - Mens Outdoor Premier Panel

Contact Peter

Is panel manager ☐

Visible to contact ☒

Date from 17-09-2021

Date to 00-00-0000


Save Reset

The Panel will be preset, so select the relevant Official

Ensure this box is Ticked – so the panel is visible to the Officials and Appointers

Then press Save

How to appoint to a future fixture



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Fixtures - View

From date: (clear) 09-10-2021 To date: (clear) 09-10-2021

Team: All teams Competition: All competitions


Month: All months Association: (All) England Hockey - South East








Day: All days Playing gender: Either gender

Status: All Statuses Level: pub

Show only unapp: ☐

Clear **Search**



Date	Action	Competition/Event	Time	Level	Home Team	Away Team	App.Reg	Appointments	Notes
09-10-2021	 	South East Men's Division 1 East 380780		2	Ashford (Kent) 1	Bexleyheath & Belvedere 1	Umpire - Outdoor +	UmpDu:	0
09-10-2021	 	South East Men's Division 1 East 381020	12:30	2	Blackheath & Elthamians 2	Burnt Ash (Bexley) 1	Umpire - Outdoor (2) + 		0
09-10-2021	 	South East Men's Division 1 East 381430	14:00	2	Folkestone Optimist 1 (Venue: Folkestone Optimists HC - Pitch 1)	South Saxons 1	Umpire - Outdoor (2) +		0

Use the filters to select the week you want to appoint officials to, then press search

Click the "role" of the official you want to appoint

Appointing to Future Fixtures

Fixtures - View

Home From date: (clear) Team: Month: Day: Status: Level: (all)

[Show in Full Page](#)

Do not pay match fee ☐

Do not pay expenses ☐

Display options:

Sort officials by Grade: Low - high

Filter By Gender All

Group by home org ☐

Num past appointments

Num future appointments

Update display

Close x

These are configurable to how you want to see your available officials for appointment

☐ ; Stuart (M) SL6 8HJ

England Hockey - South Central, England Hockey - South East

No Appointments To Show.

To appoint an available Official

To appoint official,
click in box next to
their name

This shows the
official's previous
appointments

Show In Full Page

Close x

England Hockey - South East, England Hockey - London

Date	Time	Level	Home	Away	Role	Confirmed	Others
25-09-2021	14:00	2	Epsom 2	Eastbourne 2	Umpire - Outdoor	Confirmed	Umpire - Outdoor
15-12-2019	09:30	0	South Indoor Women 1	South Indoor Women 2	Umpire - Indoor	Confirmed	Umpire - Indoor: Umpire - Indoor: Umpire - Indoor: Umpire - Indoor: Umpire - Indoor:
14-12-2019	09:30	0	South Junior Indoor Girls 1	South Junior Indoor Girls 2	Umpire - Indoor	Confirmed	Umpire - Indoor: Umpire - Indoor: Umpire - Indoor: Umpire - Indoor:
12-12-2019	09:00	0	South Junior Indoor Girls 1	South Junior Indoor Girls 2	Umpire - Indoor	Confirmed	Umpire - Indoor: Umpire - Indoor: Umpire - Indoor: Umpire - Indoor: Umpire - Indoor:
24-11-2019	12:00	0	South Indoor Men 1	South Indoor Men 2	Umpire - Indoor	Confirmed	Umpire - Indoor: Umpire - Indoor: Umpire - Indoor:

To see someone's
availability notes,
click here

To appoint an unavailable umpire

If someone already is appointed, but they want to do another game, you can mark their box here to appoint

01-02-2020	10:30	2	Surbiton B	Marlow 1	Umpire - Outdoor	Confirmed	Umpire - Outdoor:
25-01-2020	13:30	2	Teddington 1	Guildford Women	Umpire - Outdoor	Confirmed	Umpire - Outdoor:

These officials already have appointments on this date:

Name	Time	Home Team	Away Team	Role	Appoint Anyway	Panel Name
Appointment by England Hockey				Umpire - Outdoor	<input type="radio"/>	2.D - East Womens Outdoor N/UA, 2.G - Womens Outdoor C Panel, 2.G Womens Outdoor C Panel
	14:00	Wimbledon 2	Isca & University of Exeter	Match Official	<input type="radio"/>	1.D Technical Appointments Panel, 10. Technical Appointments Panel, 11. Tournament Directors, 12. Technical Officers, 13. Judge, 2. Journ. Officers, 4. Judges

These officials are unavailable on this date:

Name	Appoint Anyway	Last Updated
	<input type="radio"/>	
	<input type="radio"/>	13-09-2021 11:45
	<input type="radio"/>	12-09-2021 12:44
	<input type="radio"/>	
	<input type="radio"/>	
Dr.)	<input type="radio"/>	

If someone is unavailable, they will appear in this list. You can still appoint if they have agreed to the appointment but not updated their availability

To Confirm Confirm DRAFT appointments

Fixtures Appointments

09-10-2021 09:10 South East Men's Division 1 East 381430 14:00 2 Folkestone Optimist 1 (Venue: Folkestone Optimists HC - Pitch 1) South Saxons 1 Umpire - Outdoor (2)

Show in Full Page Close x

	<input type="radio"/>	29-08-2021 10:49
1	<input type="radio"/>	31-08-2021 10:21
	<input type="radio"/>	
	<input type="radio"/>	
	<input type="radio"/>	30-08-2021 22:25
	<input type="radio"/>	
	<input type="radio"/>	
	<input type="radio"/>	
	<input type="radio"/>	17-09-2021 10:10
	<input type="radio"/>	
	<input checked="" type="radio"/>	13-09-2021 08:26

What next? Return to fixtures: ☐ or appoint: or just save

Save Reset

Then press Save

How to Publish Appointments

- Accreditations
- Contacts Notes
- Contact Levels
- Contacts Fitness
- Contacts Loyalties
- Contacts Roles
- Contacts Panels
- Fixtures
- Appointments
- Send Notifications**
- Competitions
- Comp Entrants
- Appointments Req
- Competition Times
- Competition Fees
- Clubs
- Teams
- Team contacts
- Venues
- Panels
- View Memos
- Submit expenses



Memos

Your unread memo:

Date/Time	Author	Subject	View
16-09-2021 17:55	ELWORTHY, David	GMS Update 16.9.21	View

Send emails to notify officials of their appointments

Click “Send Notifications” here

How to Publish Appointments



DD Dave DUMMY Elworthy Logout Clear Cookies Archive

do not run in beta

From date 09-10-2021 To date 09-10-2021 Apply filters

Date	Time	Competition	Venue	Home Team	Away Team	Official	Role	S / D Notify	S / D Use SMS
Sat 09-10-2021		South East Men's Division 1 East	Ashford (Kent) HC	Ashford (Kent) 1*	Bexleyheath & Belvedere 1*		(UmpOu)	<input checked="" type="checkbox"/>	<input type="checkbox"/> *
Sat 09-10-2021		South East Men's Division 1 East	Ashford (Kent) HC	Ashford (Kent) 1*	Bexleyheath & Belvedere 1*)	(UmpOu)	<input checked="" type="checkbox"/>	<input type="checkbox"/> *

Notify

Send Notifications

Competitions

Press Send and these appointments will turn “BLUE” in the Fixtures screen

How to Appoint Retrospectively

DD Dave DUMMY Elworthy

Logout

Clear Cookies

Archive

f

Home

Support Hub

InEx

Memberships

Contacts

Contact Availability

Subscriptions

Accreditations

Contacts Notes

Contact Levels

Contacts Fitness

Contacts Loyalties

Contacts Roles

Contacts Panels

Fixtures


Appointments

Send Notifications

Competitions

Comp Entrants

- **Welcome, you can view or edit your profile by clicking your name top left. From there you should:**
- Check you are linked with the right club(s) on the loyalties tab
- Ensure your full profile is up to date by clicking on the edit icon (pen & paper). Players at high (e.g. England Hockey League) must update their full profile including adding a photo which must be passport size
- Click on "Add dependant" on the Relations tab to add a child - add their details and press Save



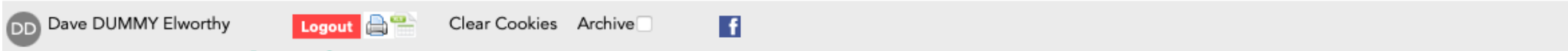
Memos

Your unread memo:

Date/Time	Author	Subject	View
16-09-2021 17:55	ELWORTHY, David	GMS Update 16.9.21	View

Click
Appointments

To appoint retrospectively



- Home
- Support Hub
- InEx
- Memberships
- Contacts
- Contact Availability
- Subscriptions
- Accreditations
- Contacts Notes
- Contact Levels
- Contacts Fitness
- Contacts Loyalties
- Contacts Roles

Appointments

From date: (Today)	Month: All months	Show others: <input type="checkbox"/>	Show events: <input type="checkbox"/>
To date: (Today)	Contact type: All contact types	Association: (All) England Hockey - South East	Unconfirmed appointments Only: <input type="checkbox"/>
Clear		Search	



Click to Create a New Record

To Confirm Confirm DRAFT appointments

Appointments - Create



Fixture

11-09-2021: South Central Men's Friendlies. Marlow 2 vs South Berkshire 2

Contact type

Umpire - Outdoor

Official

DUMMY ELWORTHY, Dave

Appointer

DUMMY ELWORTHY, Dave

Anonymous

☐

Notify home team

☒

Notify away team

☐

Notify contact

☐

Notify immediately

☒

Notes

B *I* U ~~S~~ A A

Select the match

Choose the role you want to appoint

Select the official you are wanting to appoint

Ensure these boxes are ticked.

Then press save

Thank You

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