ENGLAND HOCKEY
PLAYER PATHWAY

Player Pathway System User Guide for Coaches and Team Managers

ENGLAND HOCKEY PLAYER PATHWAY

I am a Coach

I can see....

- A summary of my profile
- A summary of my profile
- Which squads I manage
- What certificates I have
- What roles I have

I can update my.......

- Photo
- profile
- login details
- medical records

I can add.....

- documents
- cpd
- school teams I have coached
- club teams I have coached

For my squads I can provide feedback by

- Adding assessments for each player listed
- Selecting a squad, selecting a player and adding development records

I can schedule training and matches for my squad

I can communicate with my squad by

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

I can produce reports about my squad

I am a Team Manager

I can see....

- A summary of my profile
- A summary of my profile
- Which squads I manage
- What certificates I have
- What roles I have

I can update my.......

- Photo
- profile
- login details
- medical records

I can add.....

- documents
- cpd
- teams managed

For my squads I can provide feedback by

- Selecting a squad, selecting a player and adding development records

I can schedule training and matches for my squad

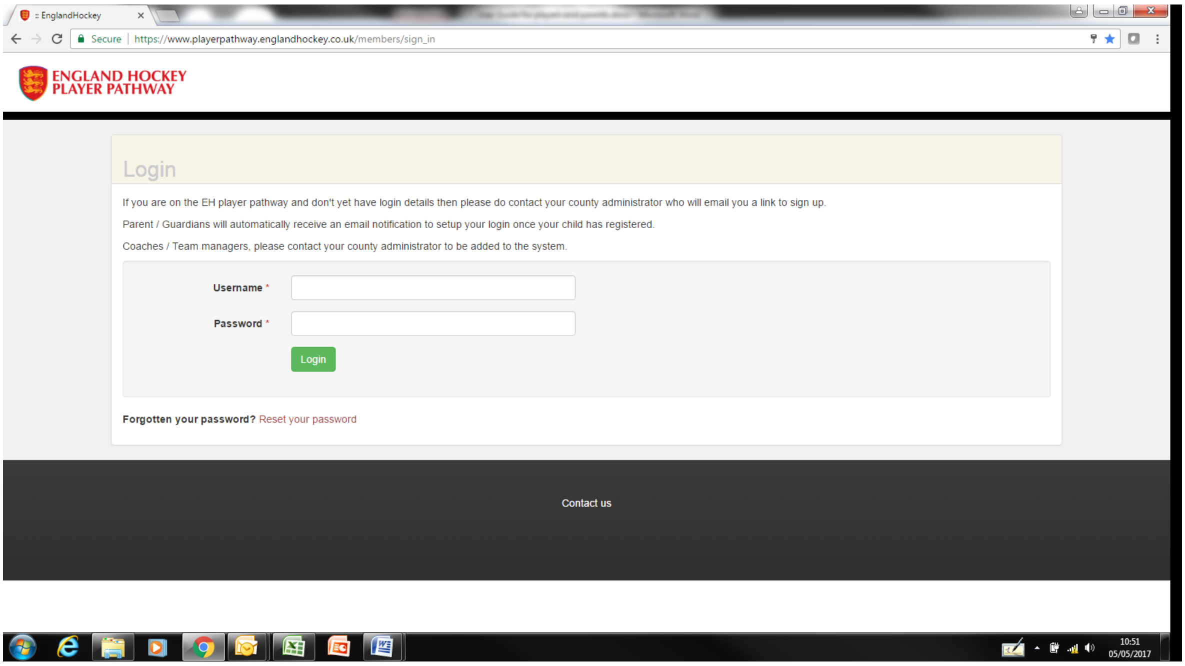
I can communicate with my squad by

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

I can produce reports about my squad

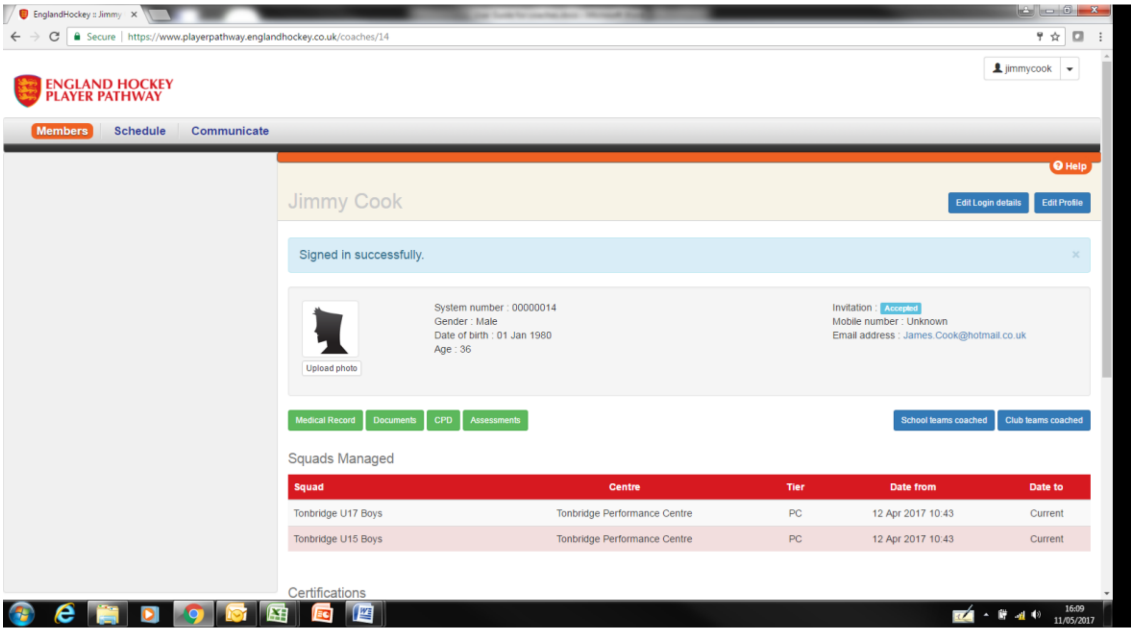
Signing in

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 profile summary.

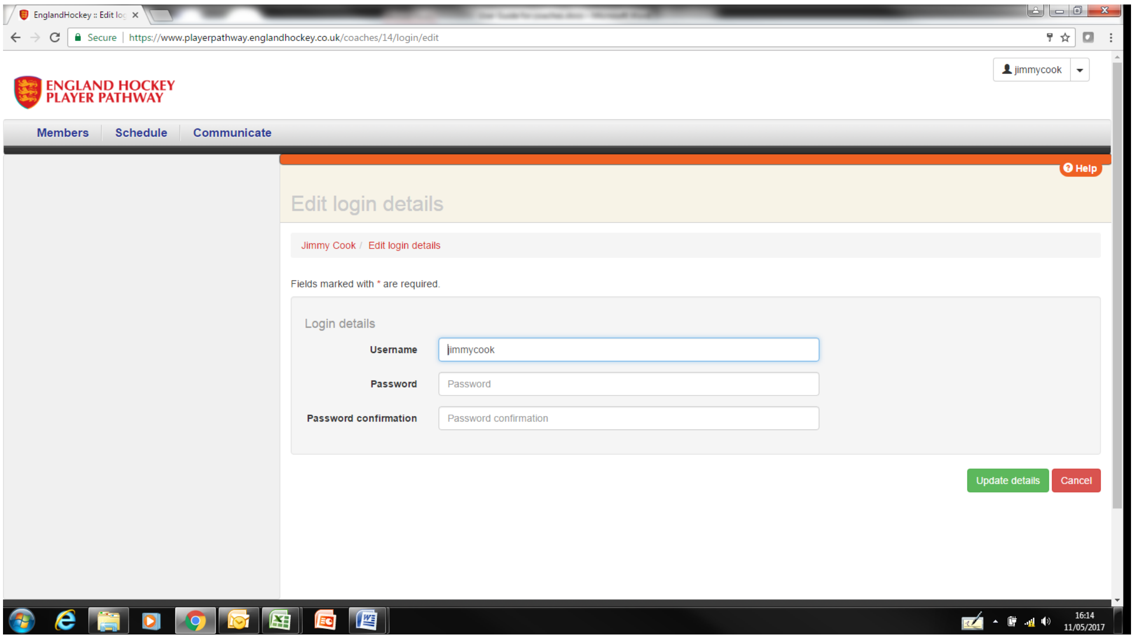


There are help tabs on every screen on the system which can offer further guidance.

You can see a summary of your profile including the status of your invitation, which squads you manage, your certifications and roles.

Changing your password

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

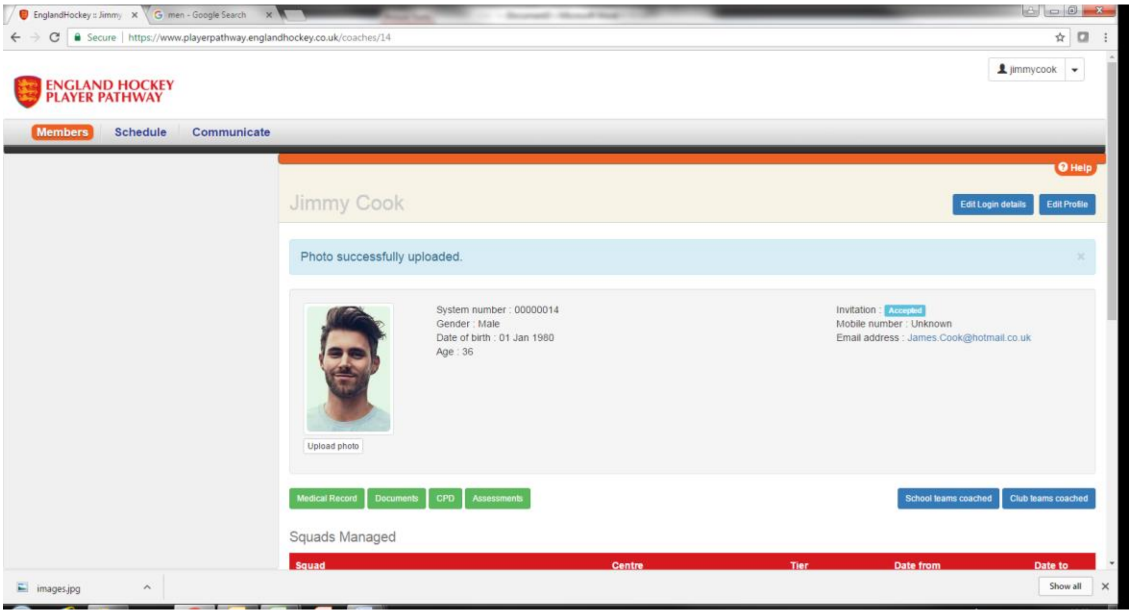


Passwords must be a minimum of 7 characters long and contain one number and one symbol or special character. If the password confirmation is not the same as the password the **Update details** button will not appear.

Your photo

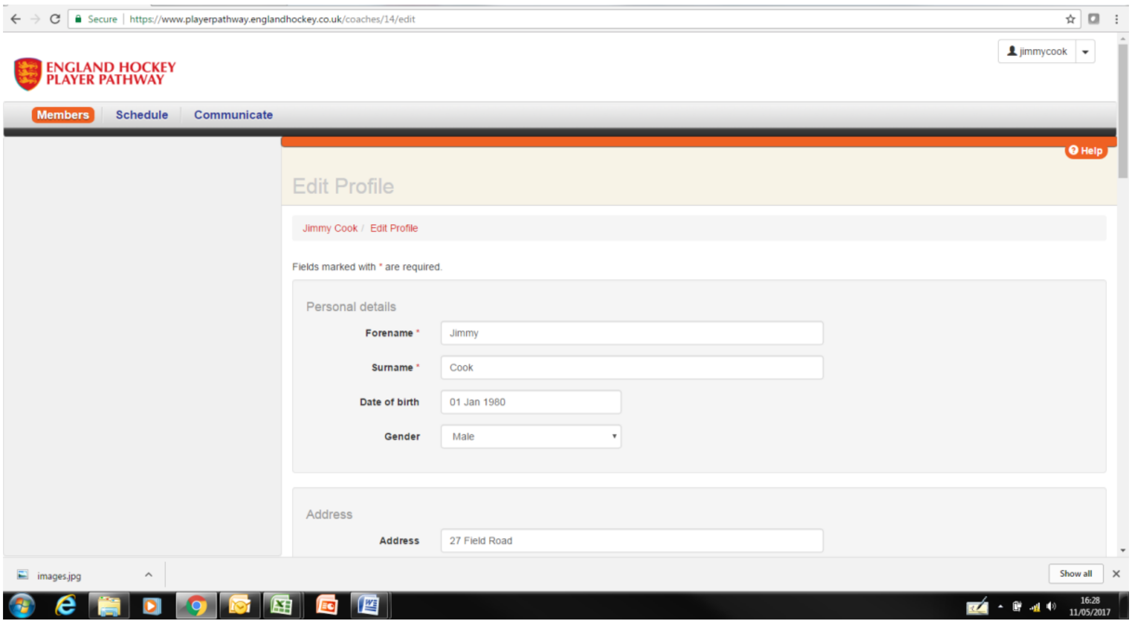
You can keep an up to date head and shoulders photo on your profile.

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

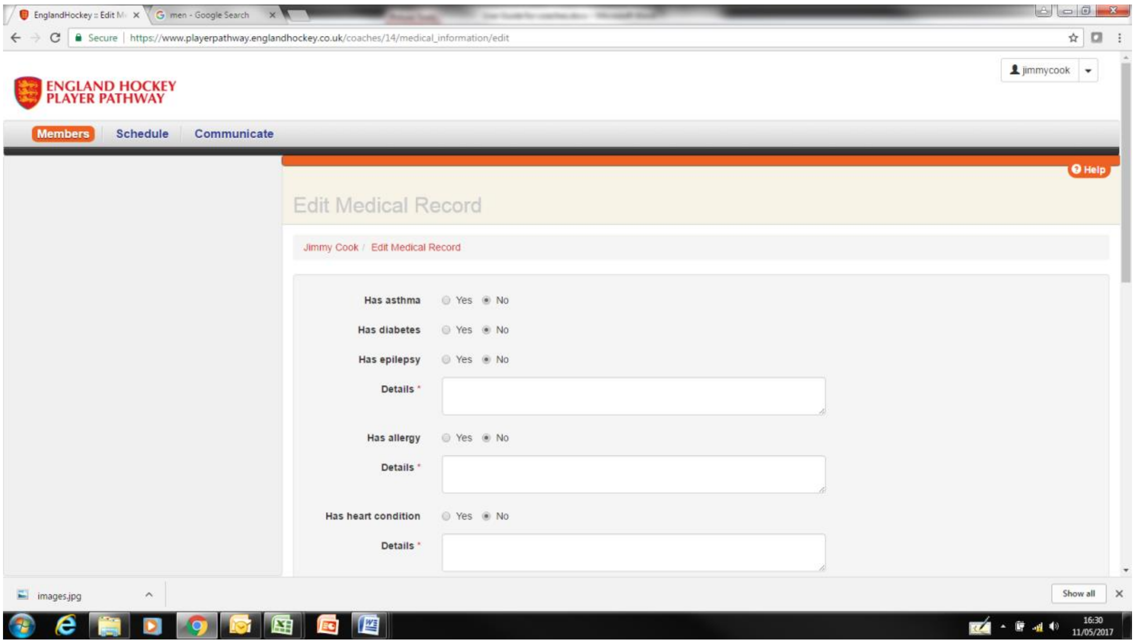
You can edit your profile using the **Edit Profile** button.



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

Your medical record

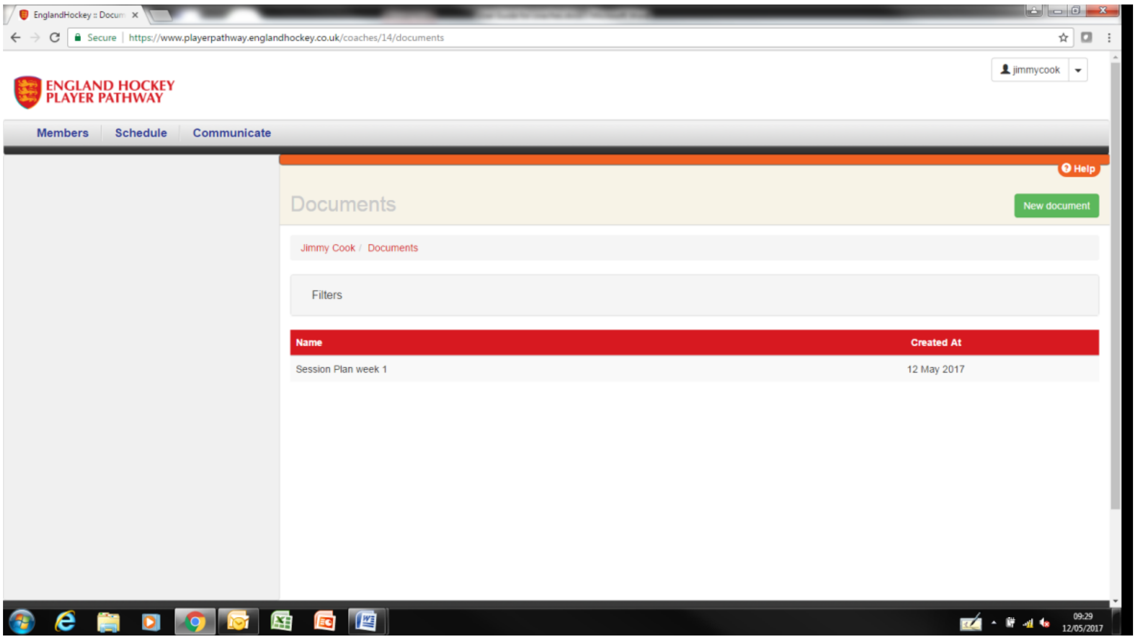
It is important you keep the medical record on your profile up to date. To update your medical details click on the **Medical record** button. After making your changes use the **Update Medical Record** button to save them.



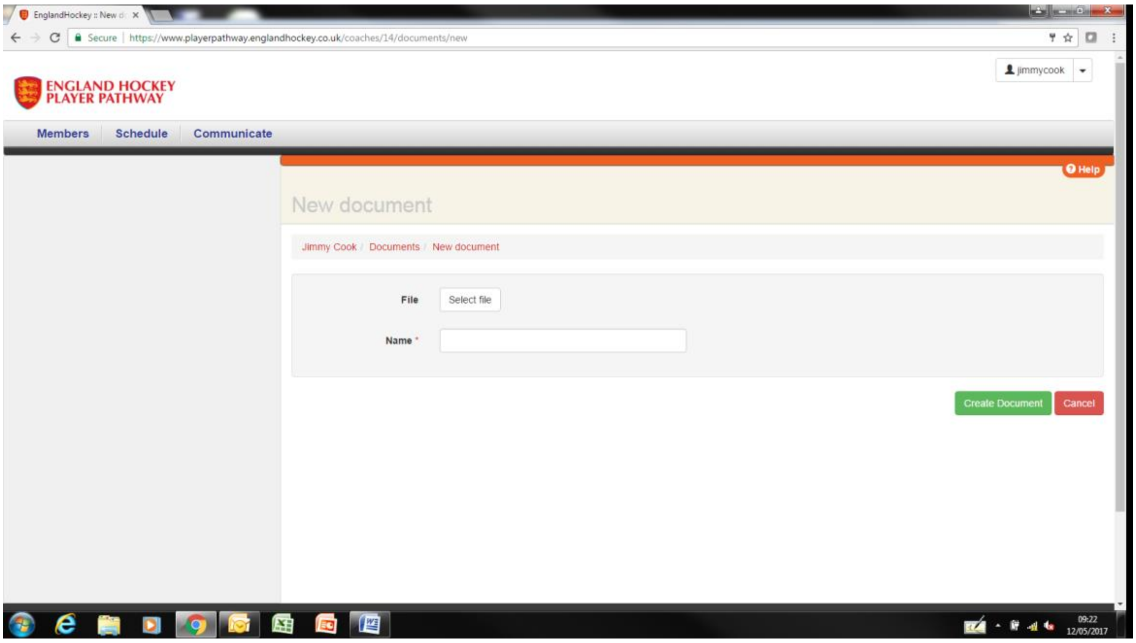
Your documents

Any document file can be loaded up to your profile. You could use this function to save any documents created outside the system e.g. session plans, Individual Development Plans.

Click on the **Documents** button to see a list of the documents held on your profile. Click on the name of the document in the list to access that document.



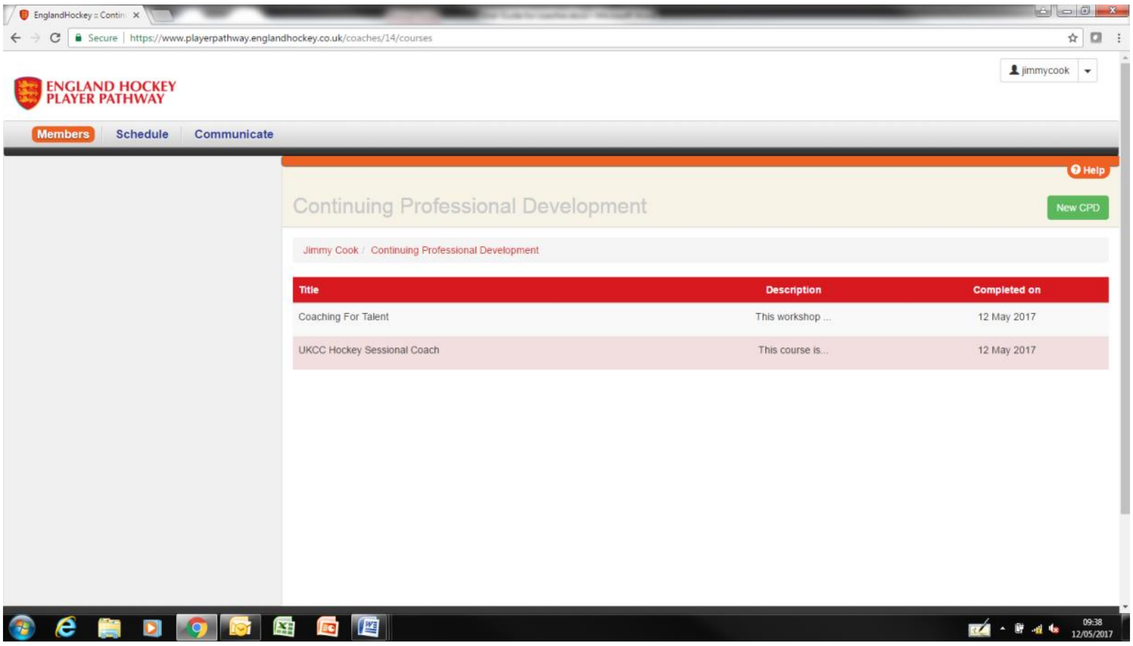
To create a new document, click on the **New document** button.



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.

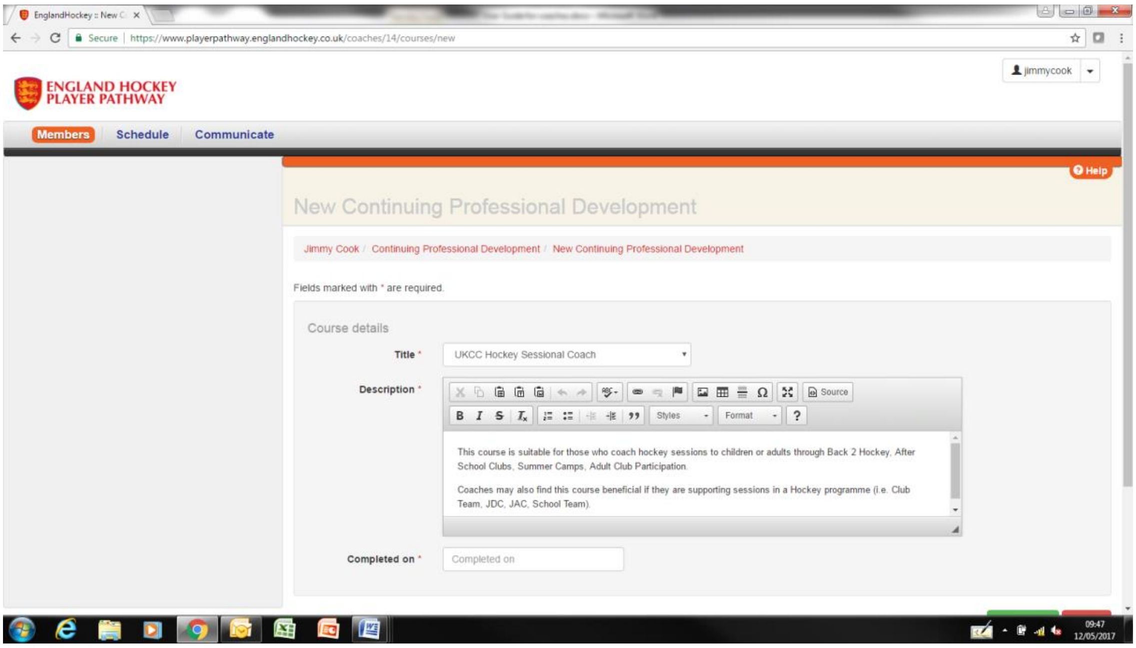
Your CPD

To record you continuous professional development, click on the **CPD** button.



Click on the title of the CPD in the list to update that record.

To add new CPD click on the **New CPD** button.

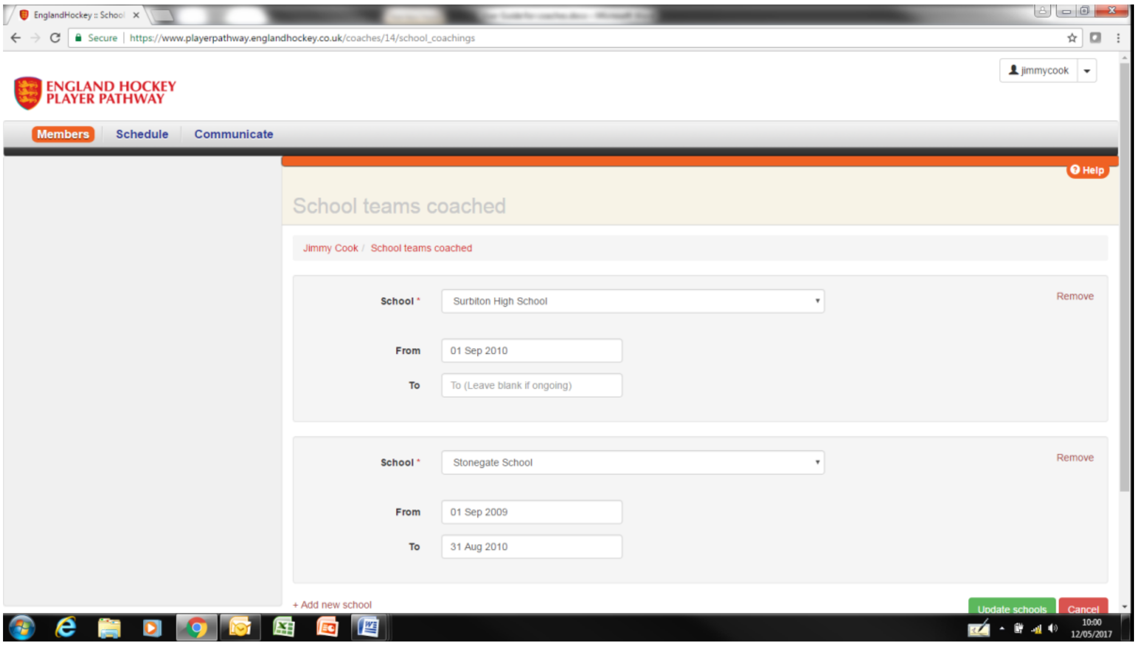


Use the drop-down list to select the Title of the CPD. The description can be amended or added to as you wish. Select the date you attended the course. To create the record, click on the

Create CPD button.

School Teams Coached (Coaches only)

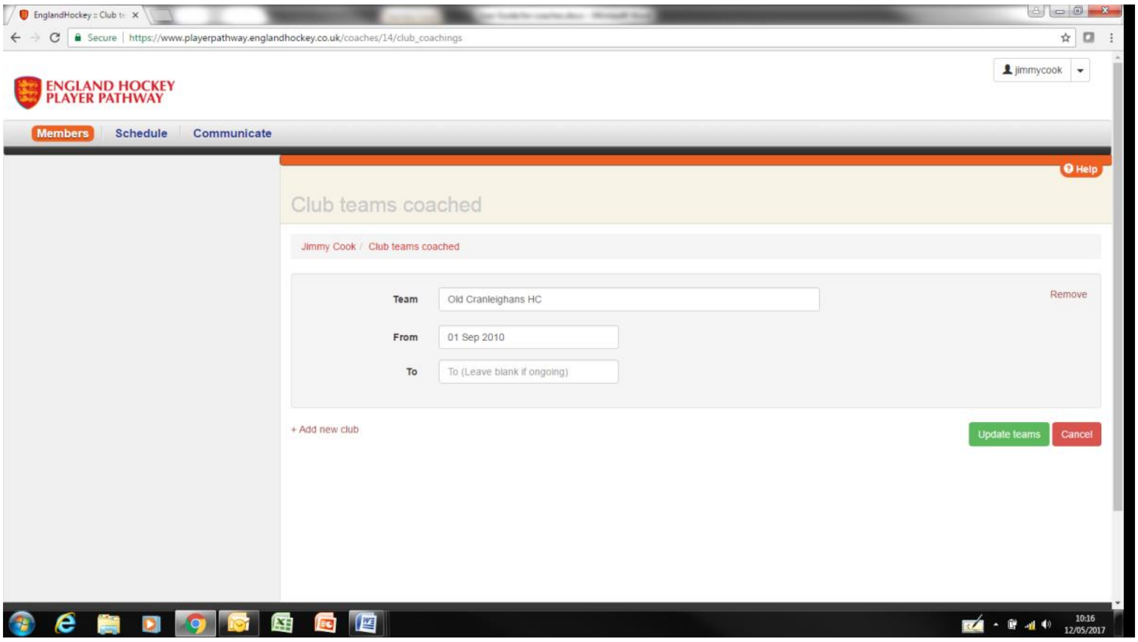
To enter the school teams you have coached on to your profile click on the **School Teams Coached** button.



Individual records can be updated and then click the **Update schools** button. Use the drop down menu to find the correct school. Schools can be deleted using the Remove function. New schools can be added using the +Add new school function.

Club Teams Coached (Coaches only)

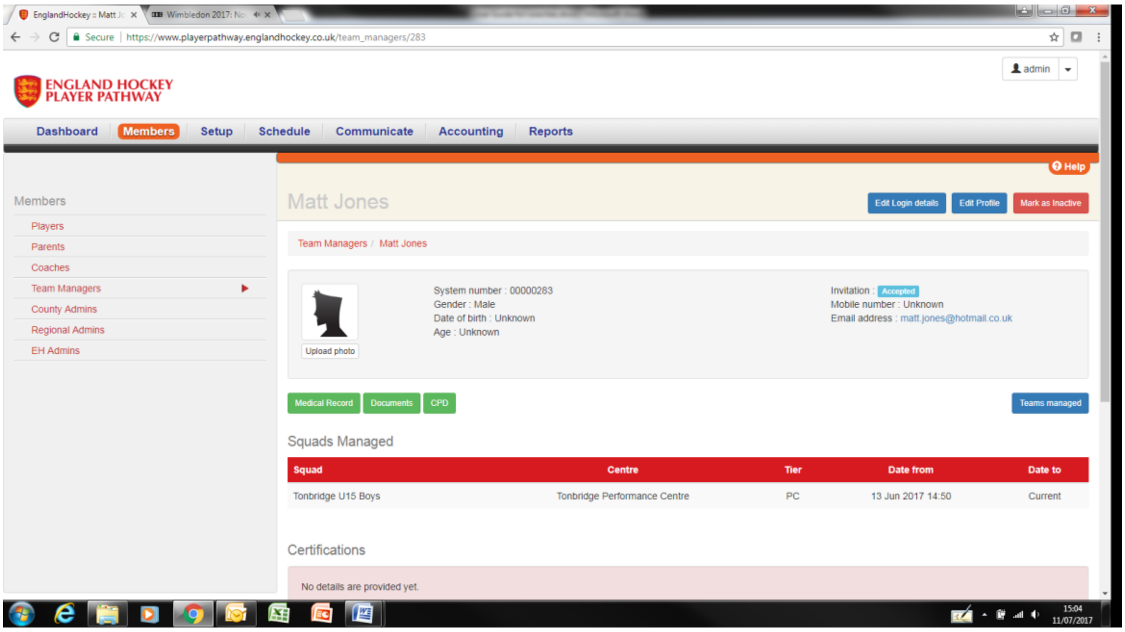
To enter the club teams you have coached on to your profile click on the **Club Teams Coached** button.



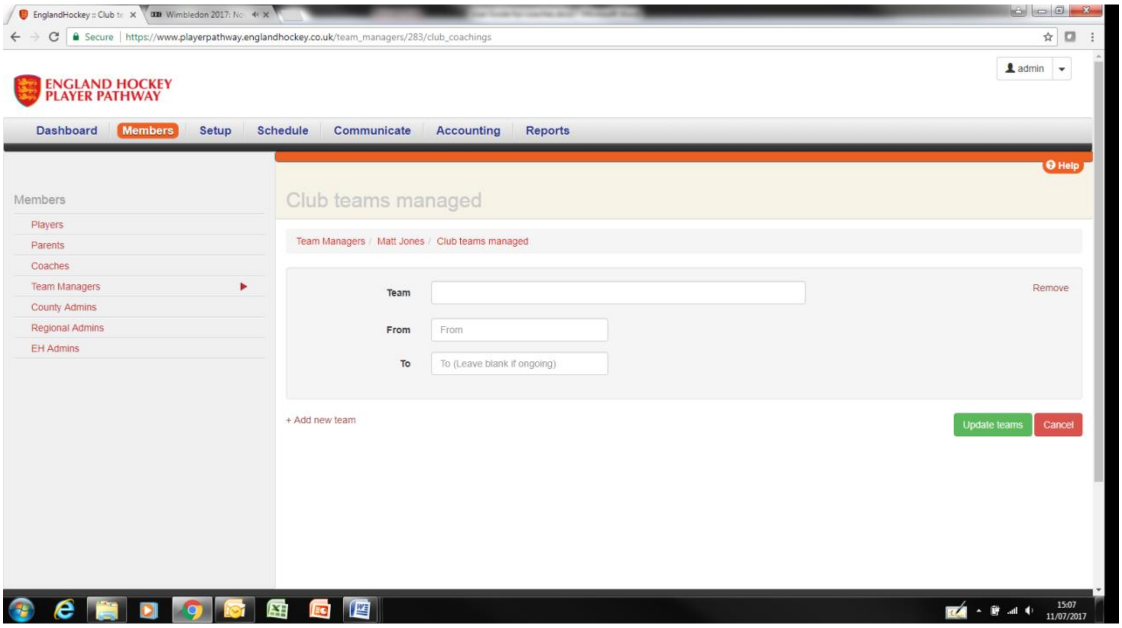
Individual records can be updated and then click the **Update teams** button. Teams can be deleted using the Remove function. New teams can be added using the +Add new club function.

Teams Managed (Team Managers only)

To enter the teams you have managed select the **Teams Managed** button on your profile.



Individual records can be updated and then click the **Update teams** button. Teams can be deleted using the Remove function. New teams can be added using the +Add new team function.

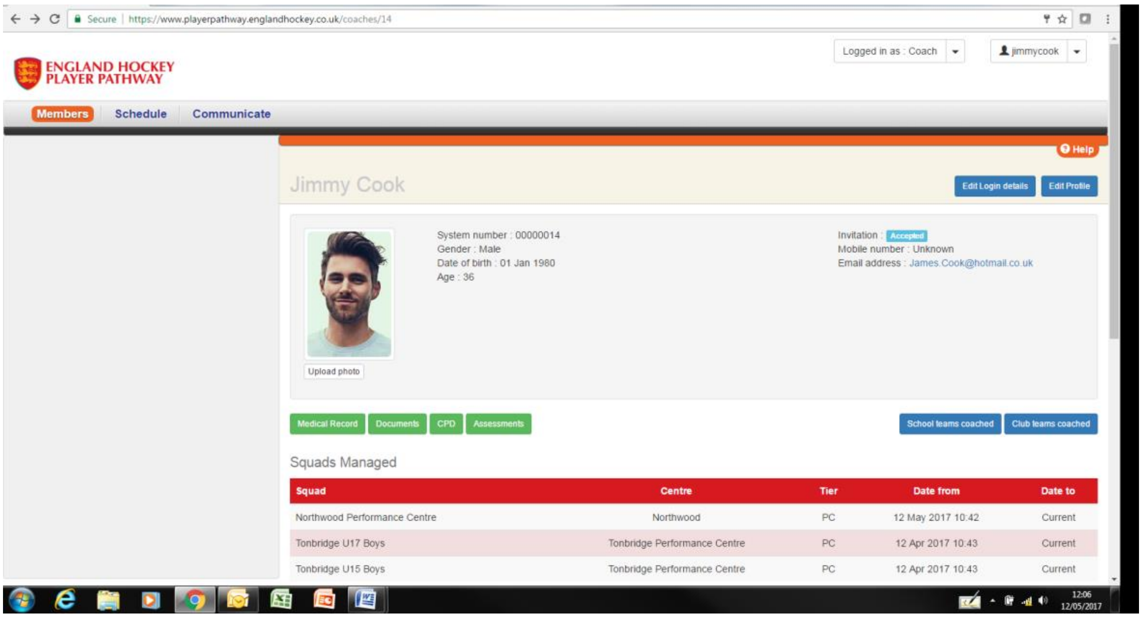


Managing my squads

Your squads will be created by your system administrator. The profile of each player in the squad will be accessible to you so that you have all the necessary information about each player. A player's profile contains sensitive information, and this should only be shared on a needs-to-know basis.

You will be able to

- Log feedback and assessment for individual players
- Schedule training and competition events and manage the squads availability and attendance
- Communicate with squads



Player Assessments (Coaches only)

To create and update player assessments for your squad click on the **Assessment** button which you can find on your profile.

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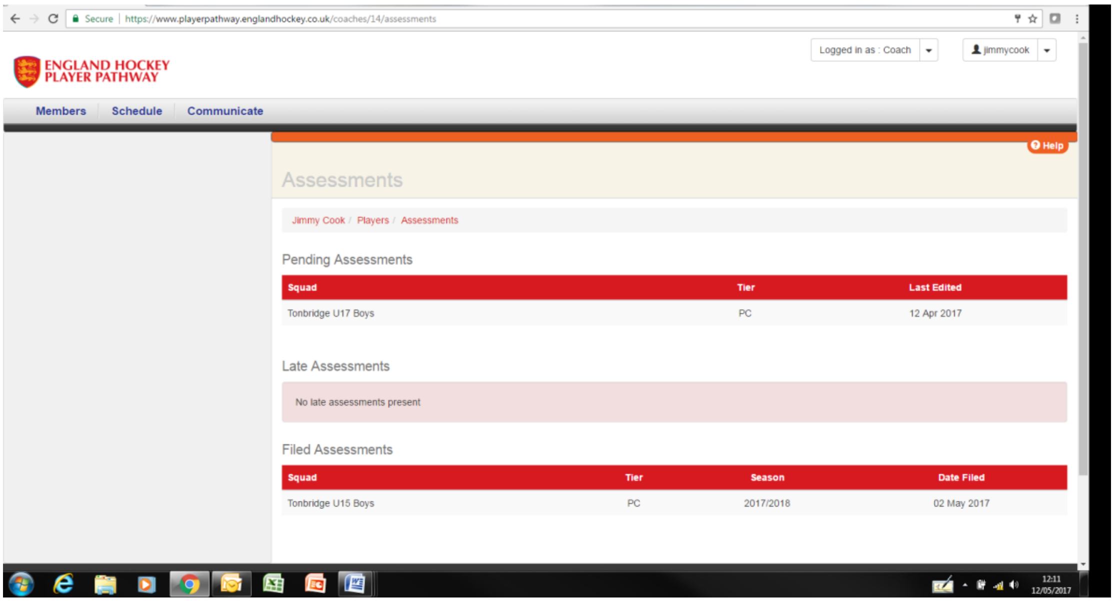


You will see which squads have pending assessments, which are late and which have been filed. Assessments can be accessed by clicking on the relevant squad name.

Your squad will be listed as goalkeepers and outfield players. Goal keepers can be assessed against the following:

- Saving and clearing
- Work on the ground
- Talk and organise

Outfield players can be assessed against the following:

- Goal scoring
- Carrying the ball to go forward
- Move the ball to go forward
- Deny space
- Win the ball back
- Apply pressure on receiving

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

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

You can save the assessments so far at any time using the **Save as draft** button. Click on the squad name in the list to access the assessments again.

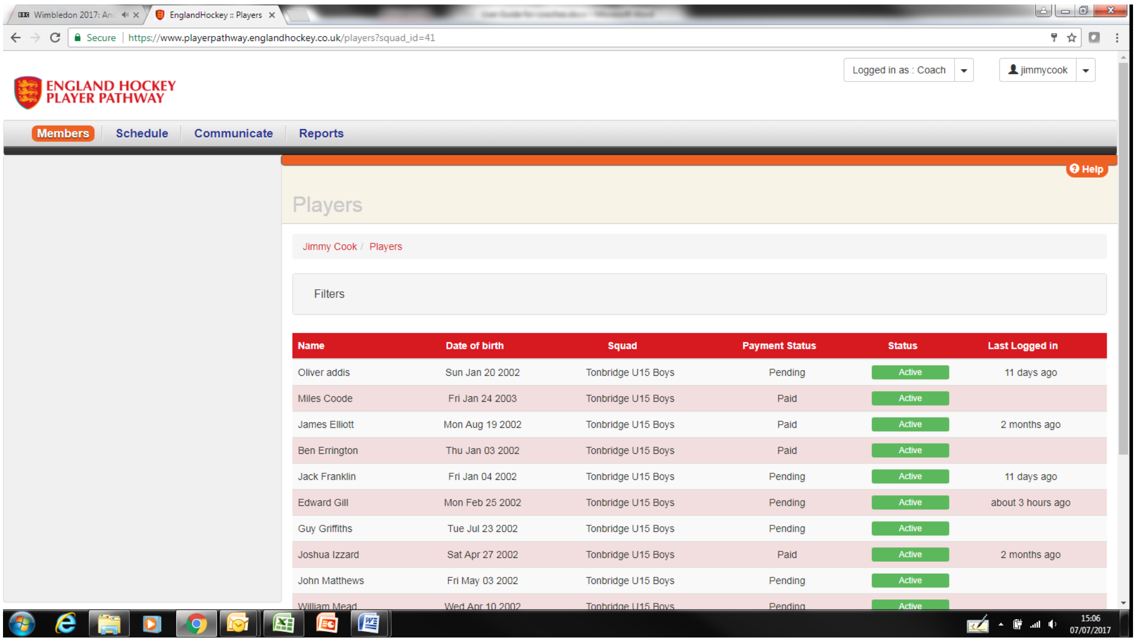
To file the assessments click on the **File Report** button. You will be asked to confirm this as once filed they cannot be changed.

Players cannot see their assessment data on their profiles.

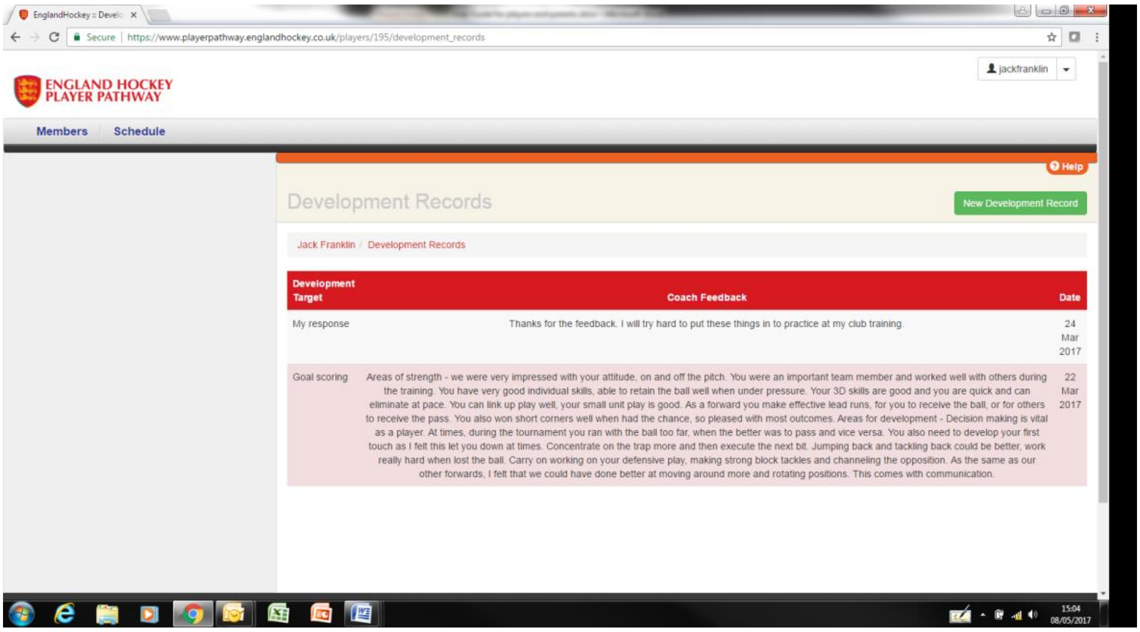
Player development records

Development records can be added to each player profile to support player progress. Written feedback should be given at appropriate times, but this should not be the only way players receive feedback and what they can do to improve further. Once a development record has been added it cannot be changed. However, players can add their own development records if they wish.

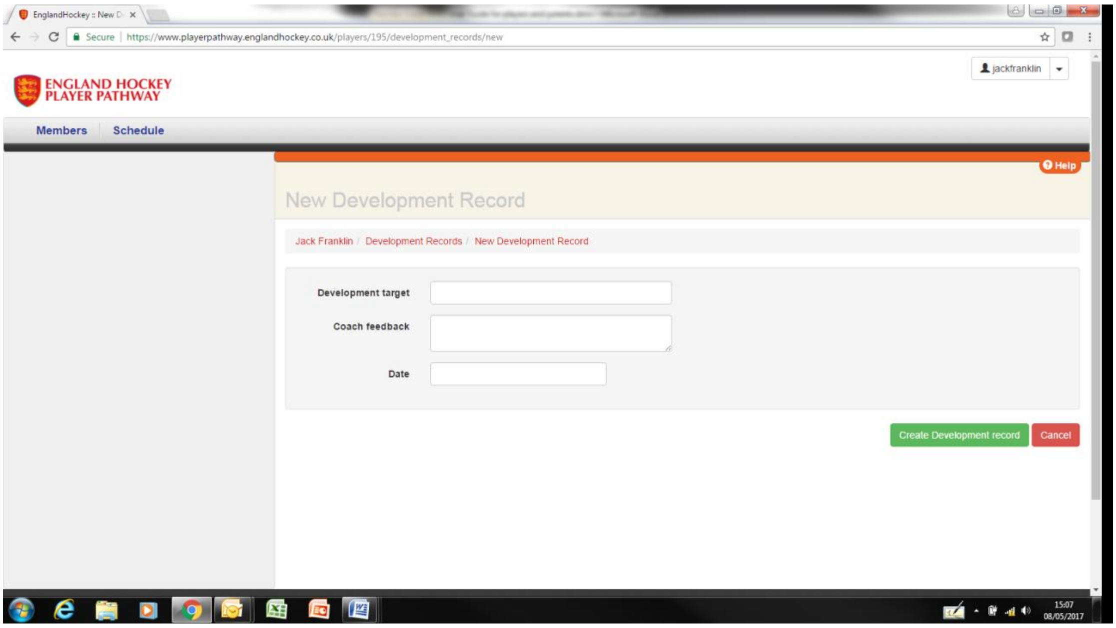
Click on the squad name in your profile summary to see a list of the players in that squad.



Click on a players name to access the player profile for that player. To see the development records for that player click on the **Development records** button.



To add a new development record click on the **New Development Record** button.



Fill in the development target and the coach feedback fields. Please add your name at the end of the feedback so that the player can identify who it is from. These are free format fields. Select a date that you want the development record to be recorded against. Then click on the

Create Development Record button to save the record. Once added the development record cannot be deleted and will be visible to the player.

Scheduling training and matches

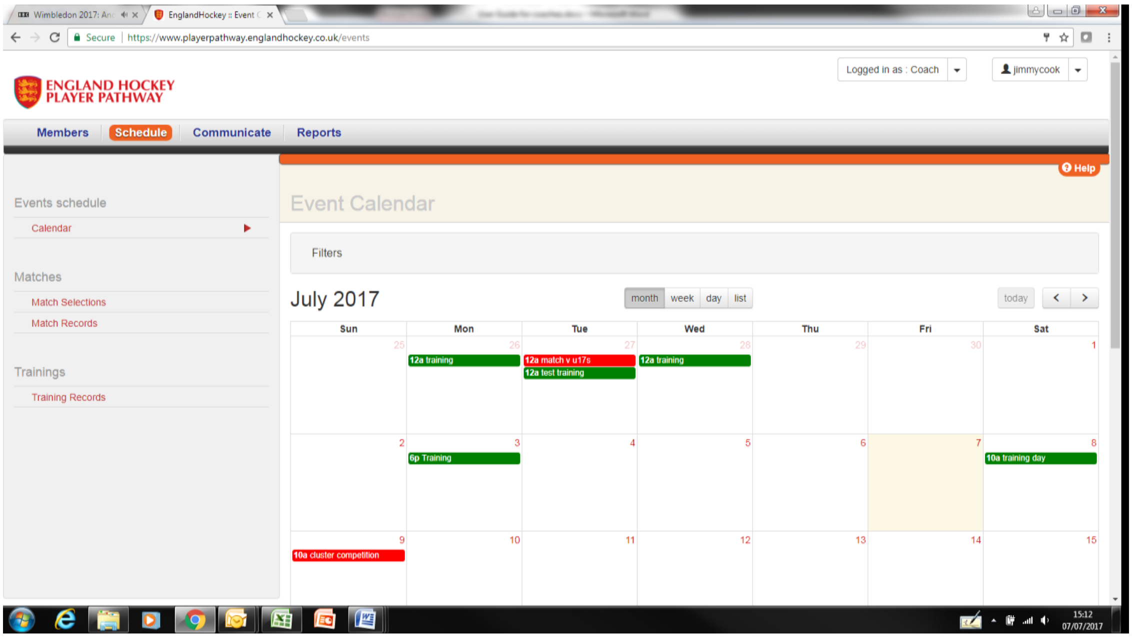
To access the scheduling functions in the system, click on schedule on the tool bar.

In this area you will be able to

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

Players in your squad will be able to see any calendar events you post through their view of the calendar.

Creating, editing and deleting an event

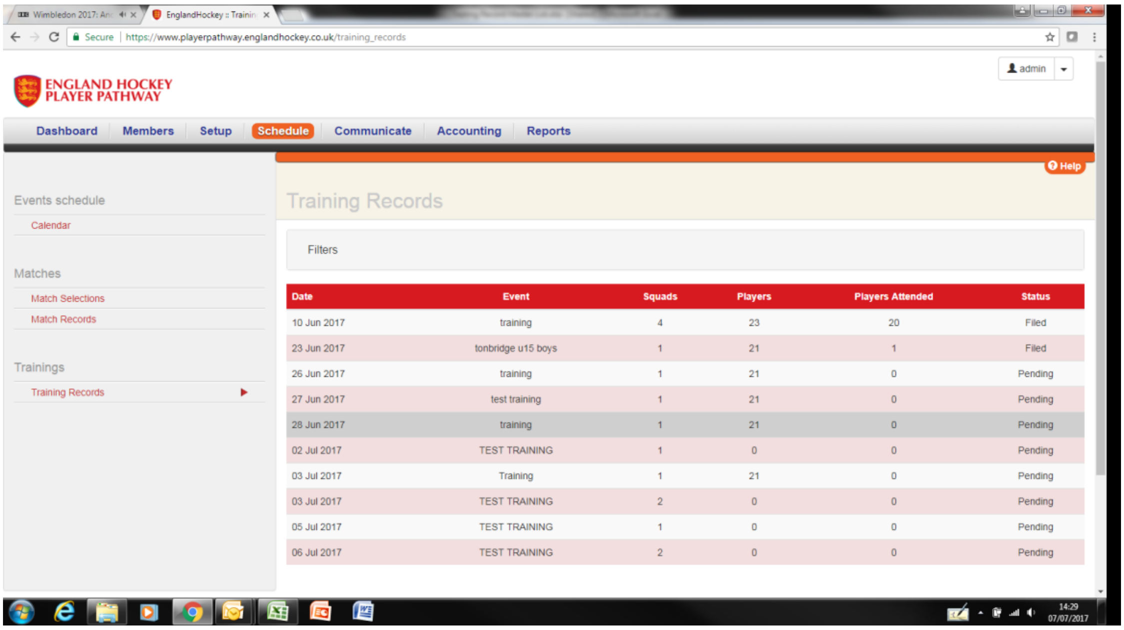


To create an event click on the date square of the day the event will take place. After completing all the details of the event click on the **Save event** button. Training events will be shown on the calendar in green and match events in red.

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.

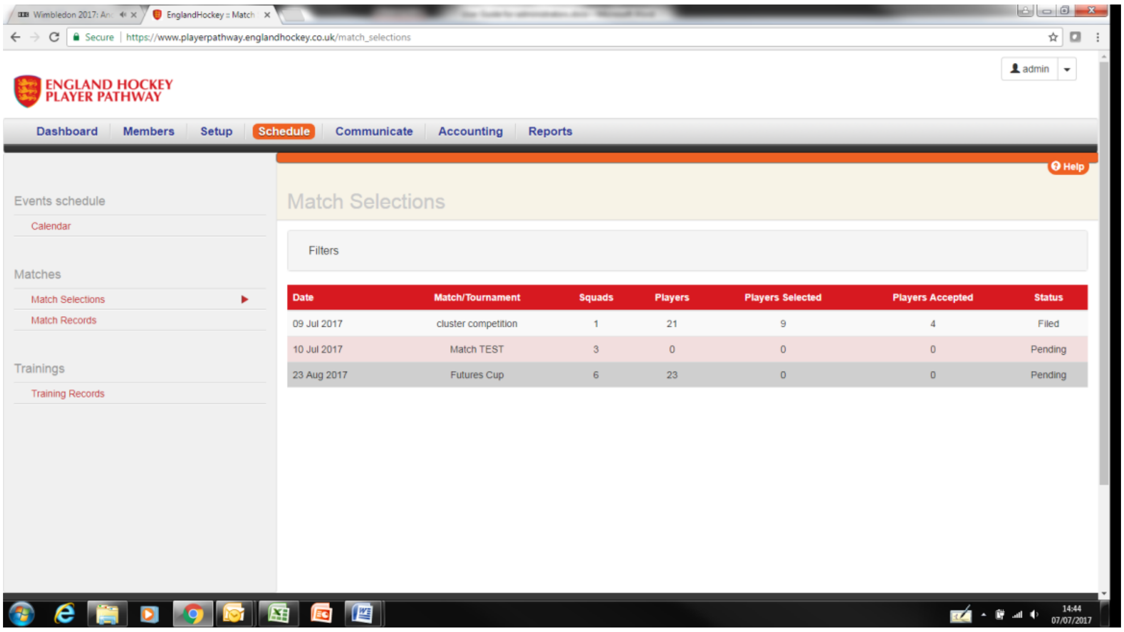


Date	Event	Squads	Players	Players Attended	Status
10 Jun 2017	training	4	23	20	Filed
23 Jun 2017	tonbridge u15 boys	1	21	1	Filed
26 Jun 2017	training	1	21	0	Pending
27 Jun 2017	test training	1	21	0	Pending
28 Jun 2017	training	1	21	0	Pending
02 Jul 2017	TEST TRAINING	1	0	0	Pending
03 Jul 2017	Training	1	21	0	Pending
03 Jul 2017	TEST TRAINING	2	0	0	Pending
05 Jul 2017	TEST TRAINING	1	0	0	Pending
06 Jul 2017	TEST TRAINING	2	0	0	Pending

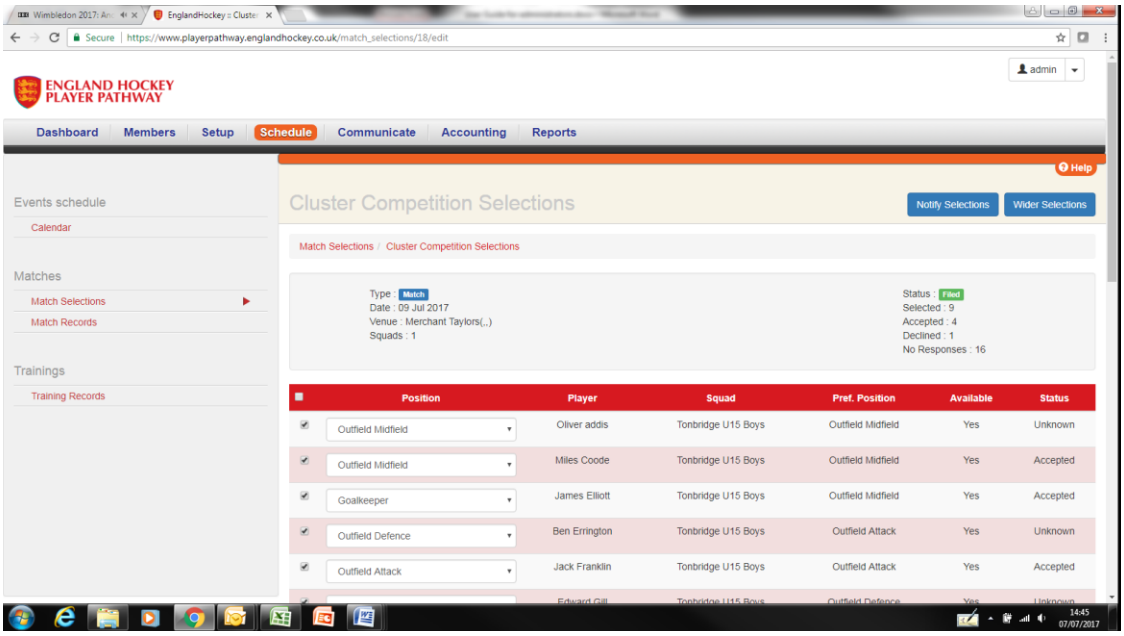
Click on a single event to see all the players that are expected at the training session. Players that are not part of the squad but attended the session can be added using the **Non-squad Attendees** button. Click on the attended box to register individual players. Click on the **Update** or **Update 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:

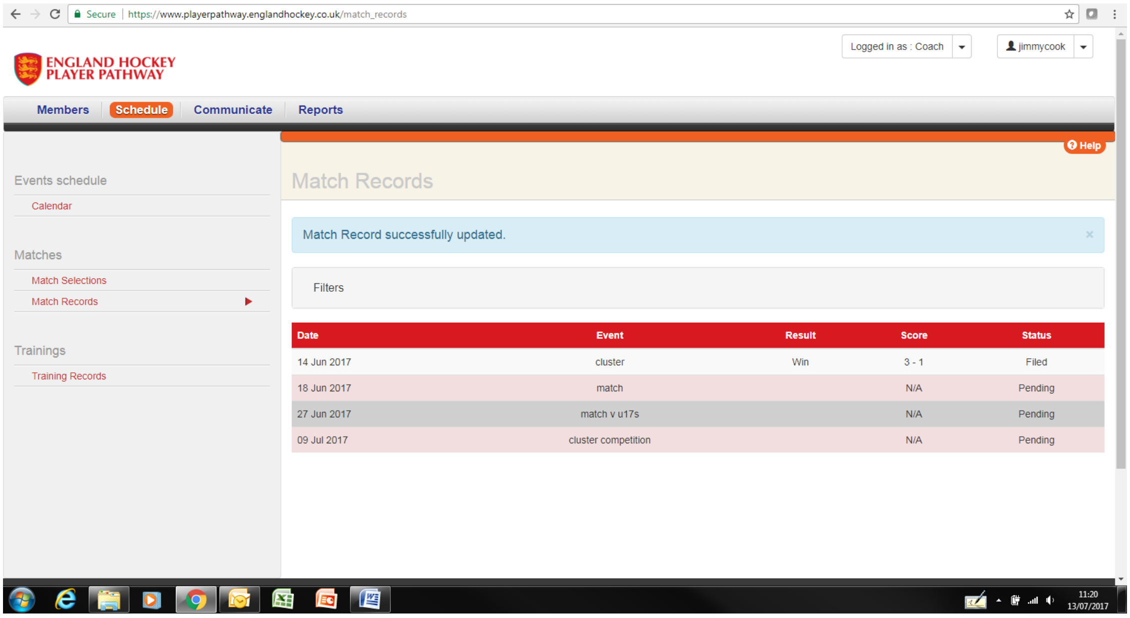
> *Hi {players name}*
>
> *You have been selected to play {playing position as selected} for the cluster on {date}, {time}, at {venue}.*
>
> *To confirm you can play please click this link :*
>
> *{accept selection}*
>
> *Or if you cannot make this game please click this link :*
>
> *{reject selection}*
>
> *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

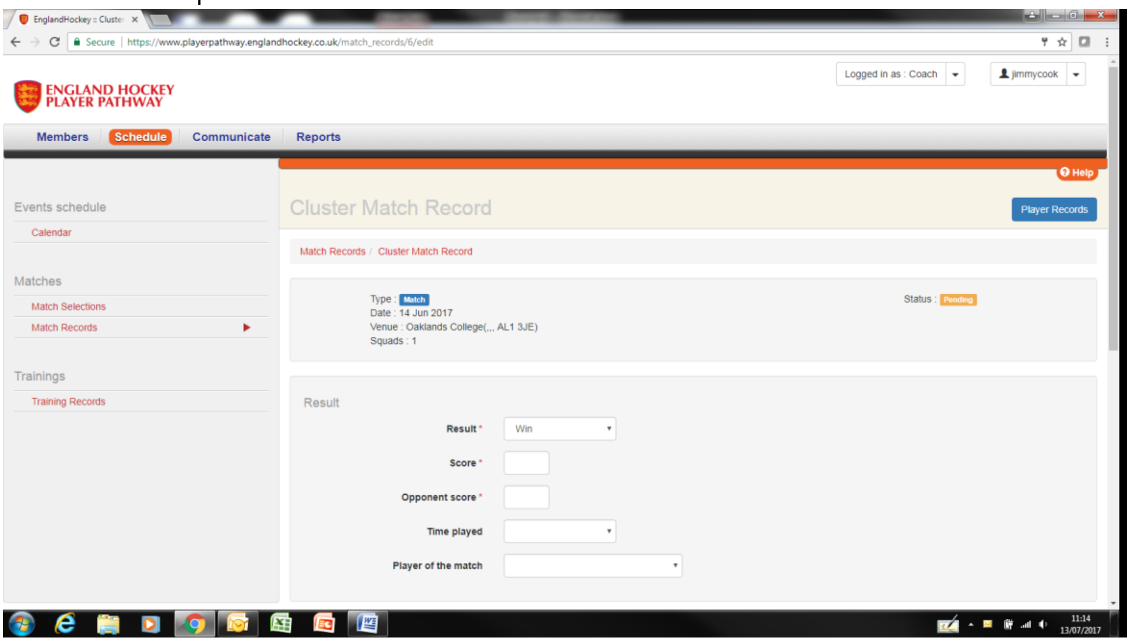
If you wish to send a reminder to those players that have not responded click on the **Notify Selections** button and then click on the **Send Reminders** button.

Match records

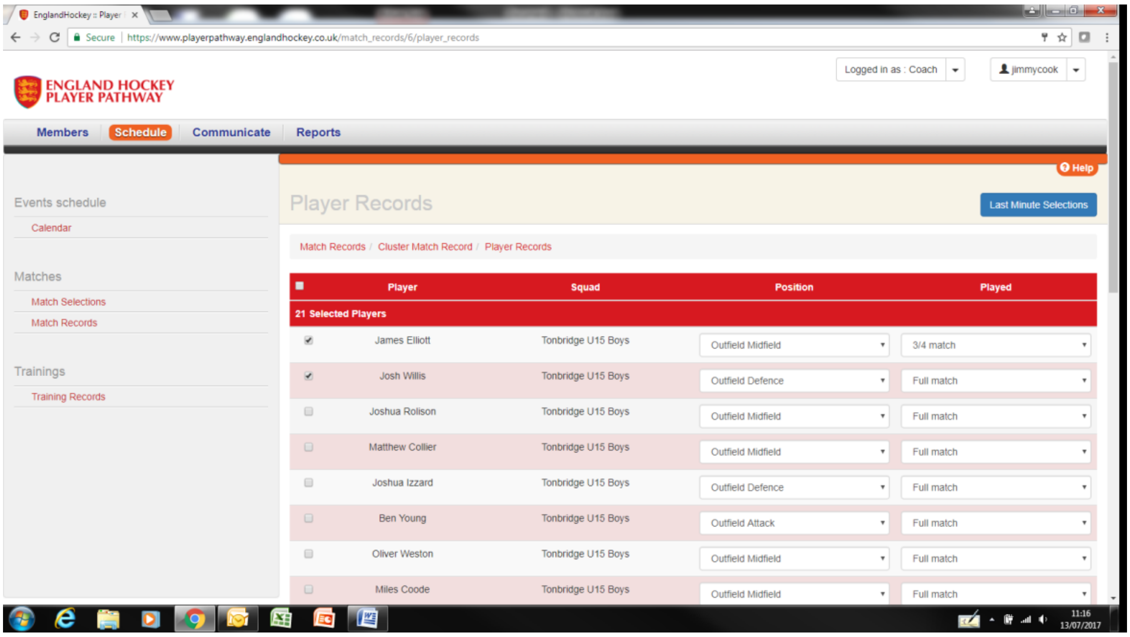
You can use the match records to record information about each match.



Click on the competition in the list to access the detail records.



Click on the **Player Records** button to enter information about individual players.



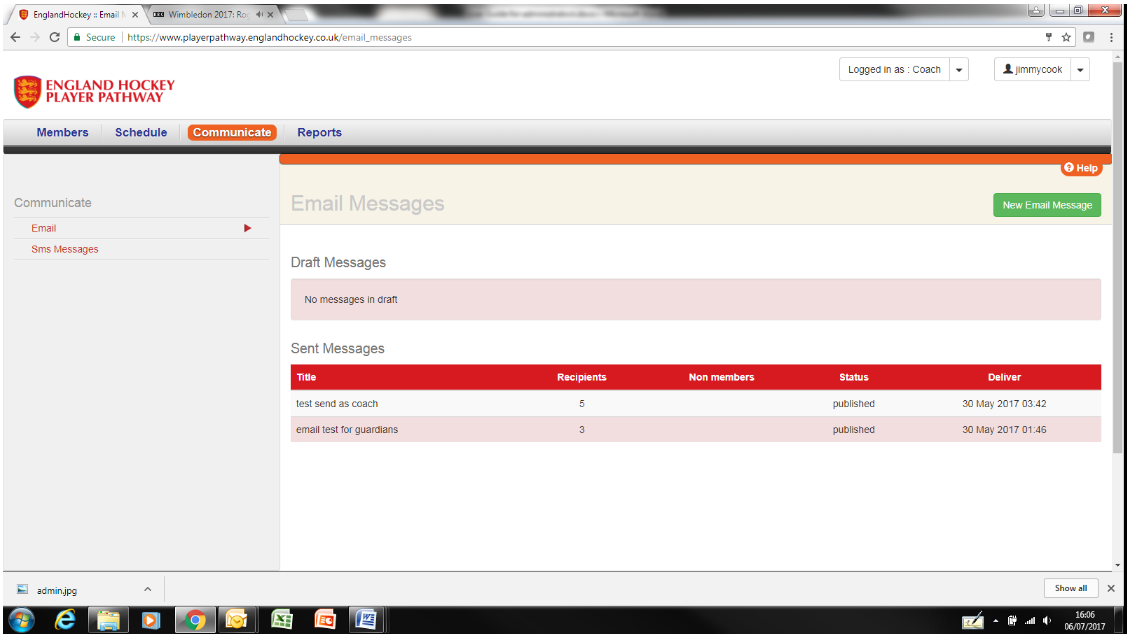
Update the match record information and then click the **Update Match Record** button to file the match record.

Communicating with my squad

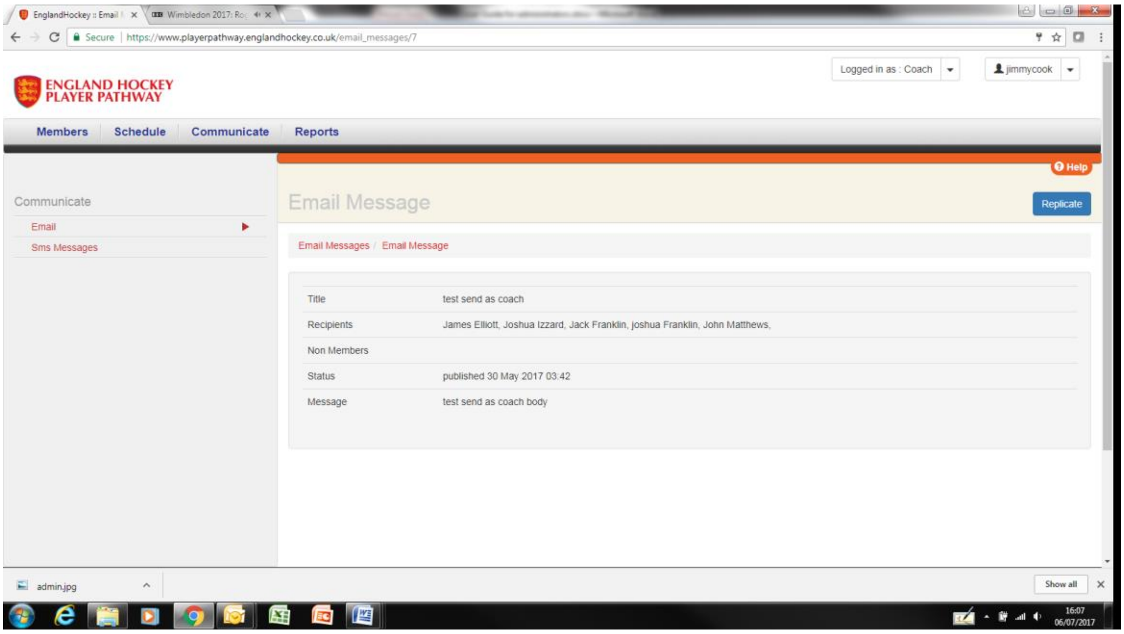
You can communicate with your squad via email or text message using the communicate function.

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 will not be able to respond to the delivered email so if you wish them to reply you will have to enter a 'Reply to' email address.

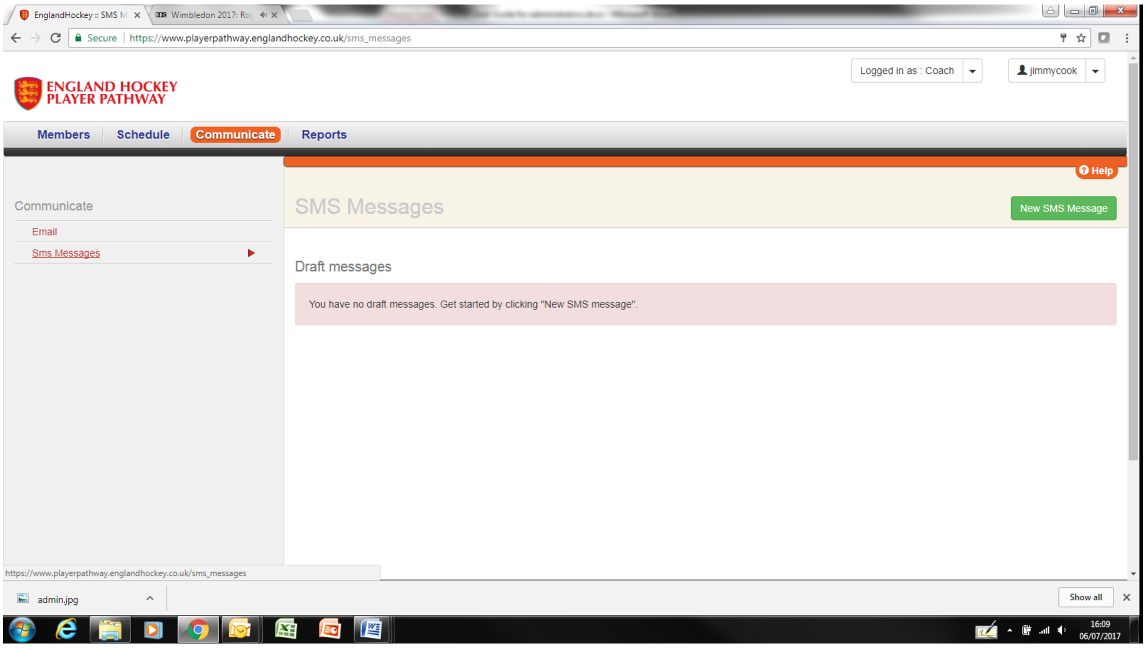
You can specify if the email is to be delivered immediately or on a set date.

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

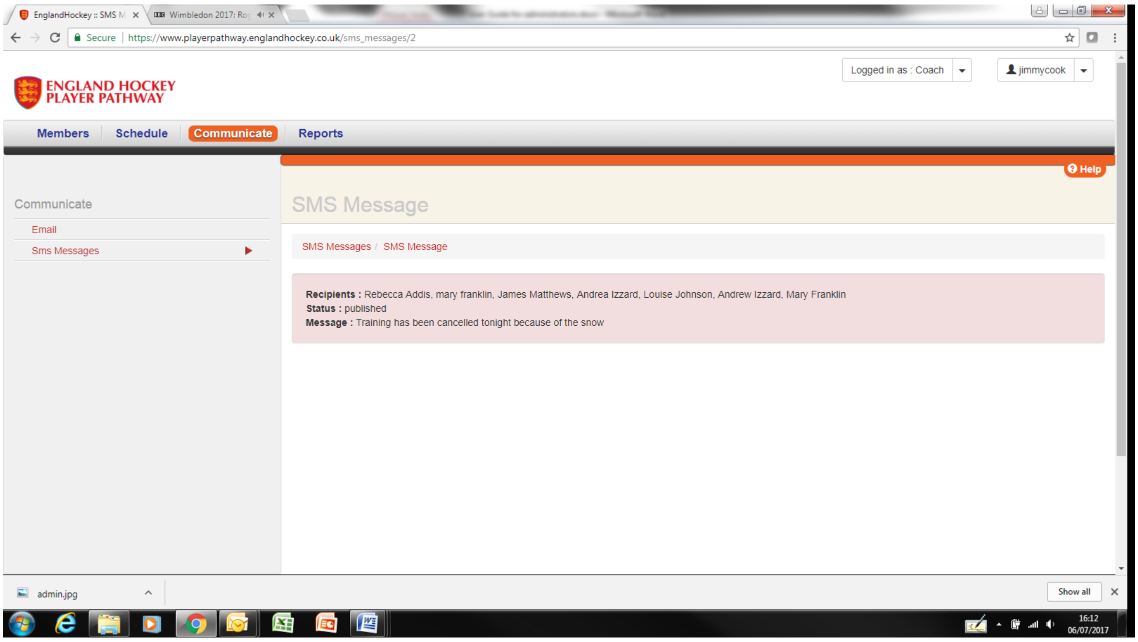
To save and send the email click on the **Save and Send** button.

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.

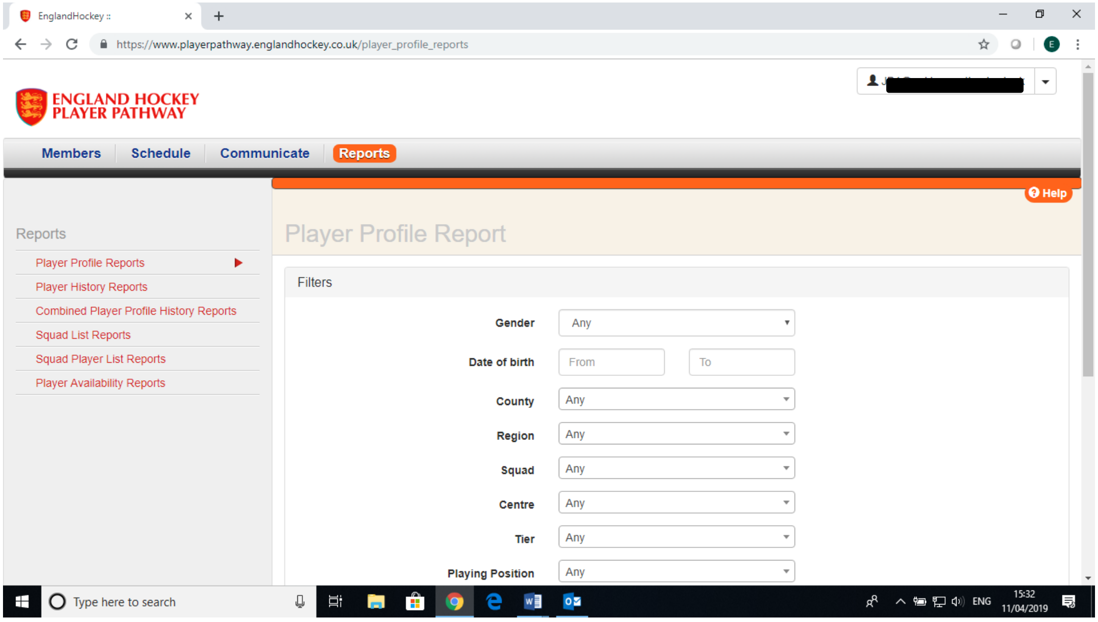
You can specify if the SMS message is to be delivered immediately or on a set date.

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.

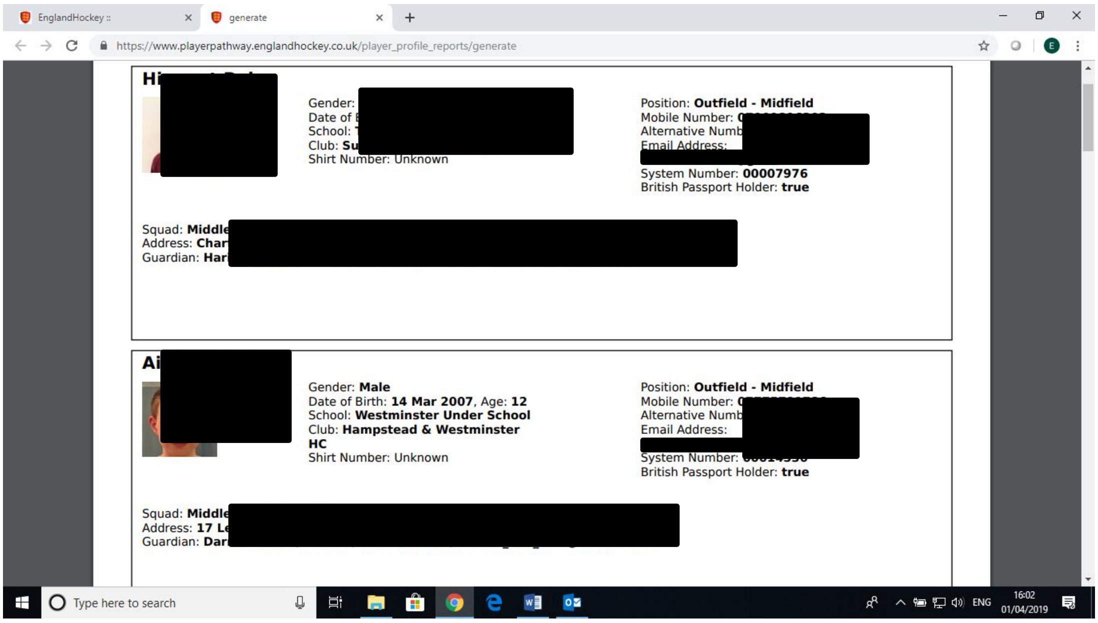
Producing reports about the players and squads

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.



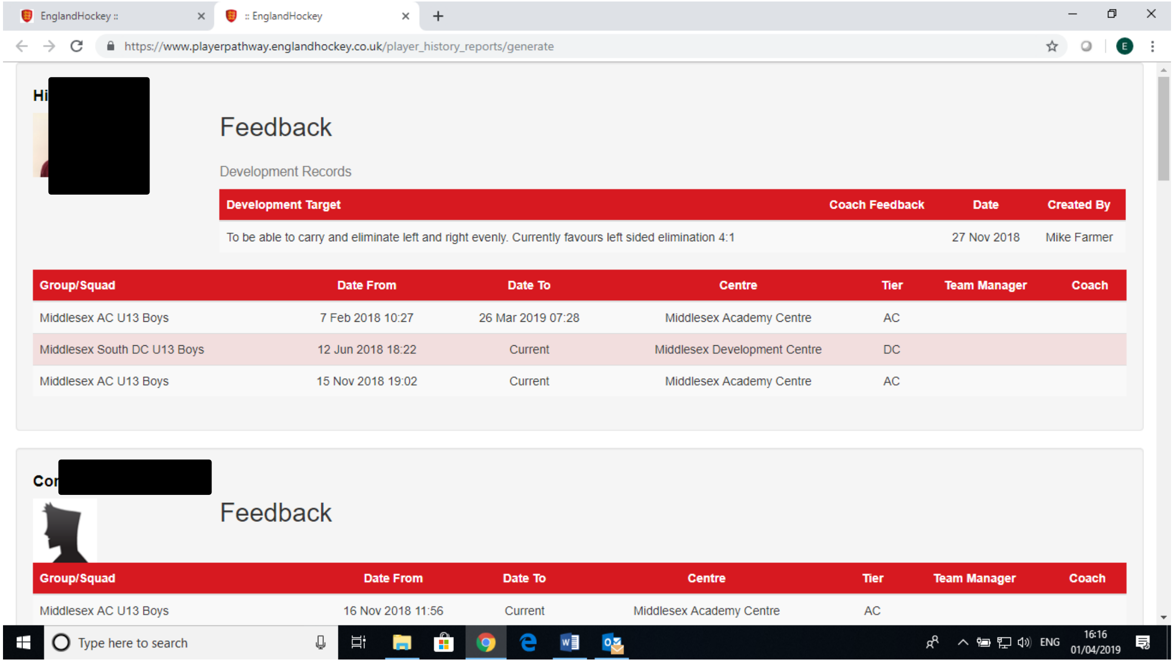
Player Profile Report

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



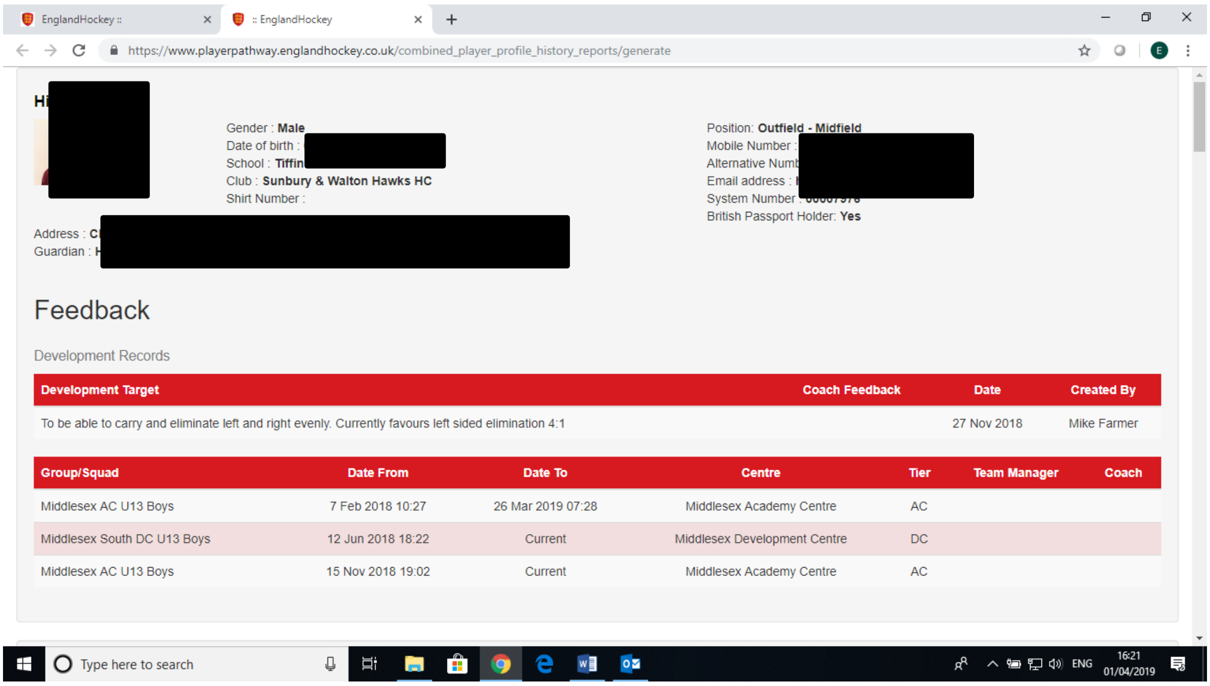
Player History Report

This report will show the current assessment, all development records and the playing history for the selected players.



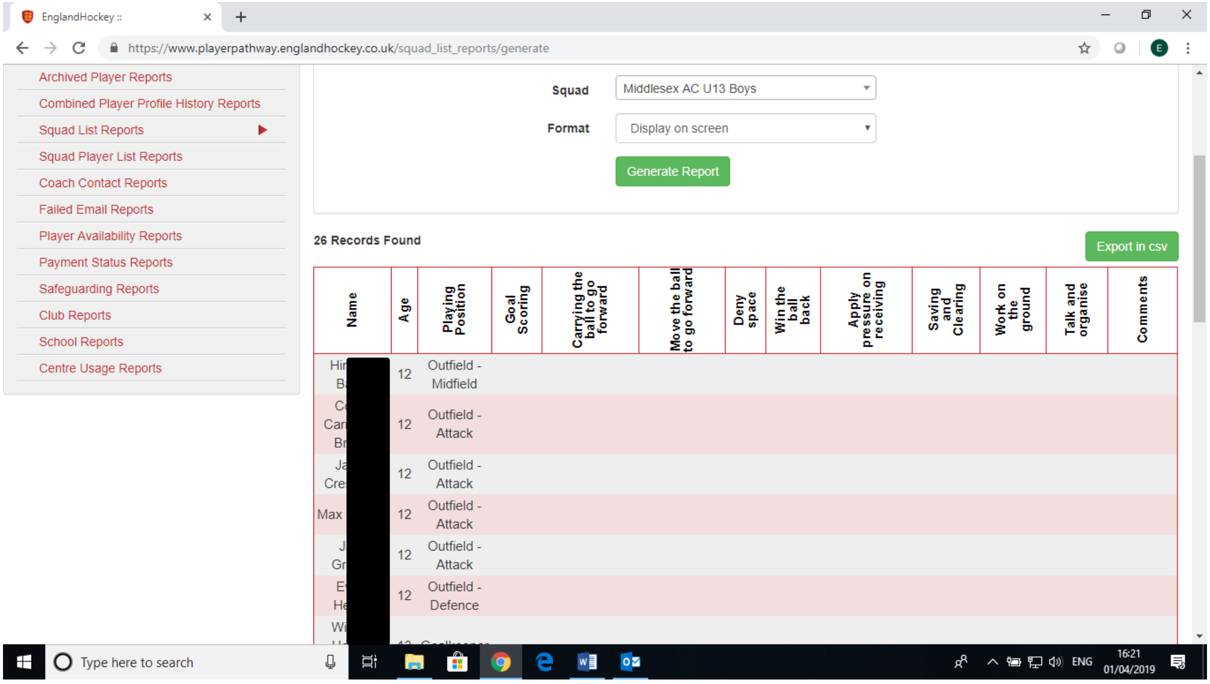
Combined Player Profile History Report

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



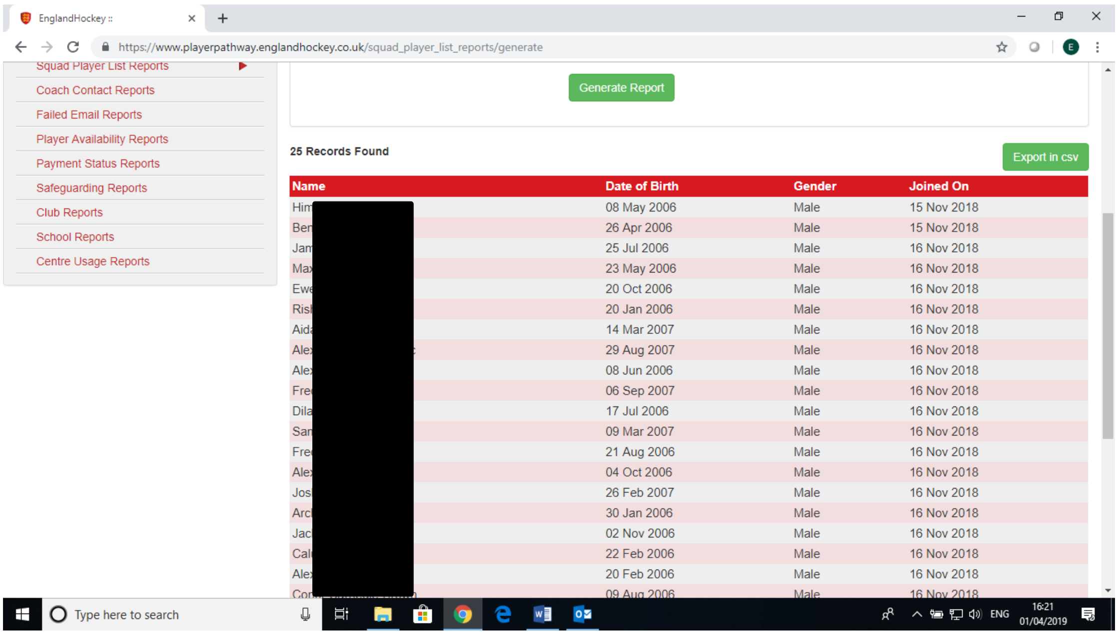
Squad List Report

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



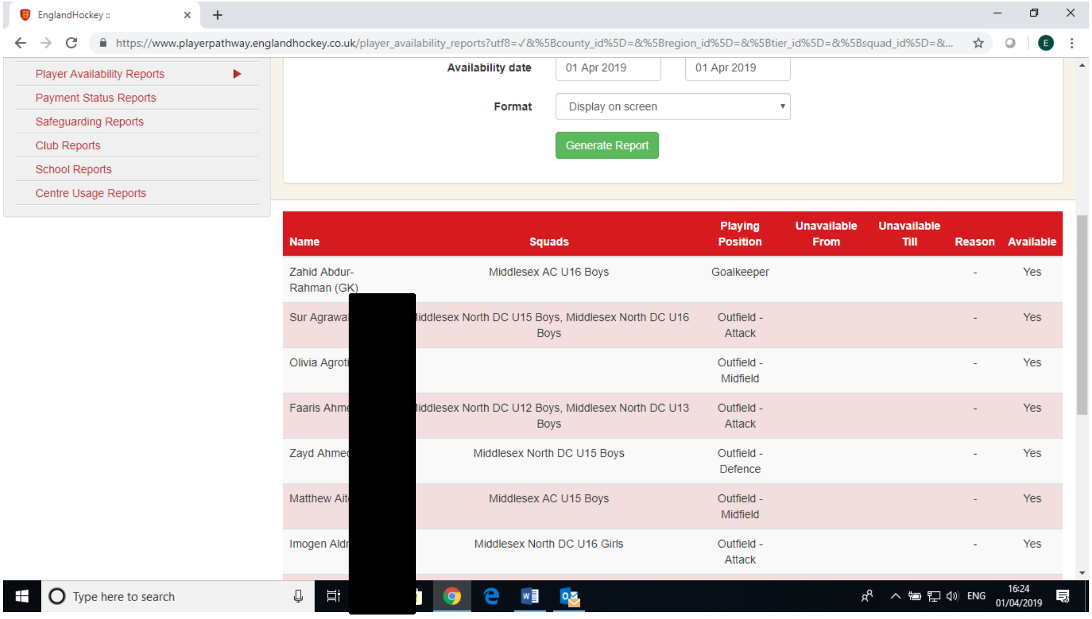
Squad Player Lists Report

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



Player Availability Report

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



Name	Squads	Playing Position	Unavailable From	Unavailable Till	Reason	Available
Zahid Abdur-Rahman (GK)	Middlesex AC U16 Boys	Goalkeeper			-	Yes
Sur Agrawa[redacted]	[redacted]iddlesex North DC U15 Boys, Middlesex North DC U16 Boys	Outfield - Attack			-	Yes
Olivia Agrot[redacted]		Outfield - Midfield			-	Yes
Faaris Ahm[redacted]	[redacted]iddlesex North DC U12 Boys, Middlesex North DC U13 Boys	Outfield - Attack			-	Yes
Zayd Ahme[redacted]	Middlesex North DC U15 Boys	Outfield - Defence			-	Yes
Matthew Ait[redacted]	Middlesex AC U15 Boys	Outfield - Midfield			-	Yes
Imogen Ald[redacted]	Middlesex North DC U16 Girls	Outfield - Attack			-	Yes