

GAME MANAGEMENT SYSTEM (GMS)

Club Admin

How to - Change your fixtures and times

Updated July 2022



ENGLAND
HOCKEY

What this guide covers

1. How to set up your fixtures at the start of the season
2. How to change match times and venues
3. How to make bulk changes e.g. a team to play all home games at the time at the same venue.
4. How to make minor changes during the season

1 Start of season – How to change your fixture time and venue



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- 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 higher levels (e.g. England Hockey League) must update their full profile including adding a photo which must be passport style
- Click on "Add dependant" on the Relations tab to add a child - add their details and press Save.

We have moved some of the widgets to a new Dashboard.
[Go to dashboard](#)

Members

Create new Panel: for the club

Member	Date Joined	Role	Gender	Age	Panel	Approve
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Click to edit fixtures



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Fixtures

From date: To date:

Team: 

Month: Day:

Status: Level:

Venue: Association: Gender: (All)

- All teams
- Durham University 1 (F)
- Durham University 2 (F)
- Durham University 3 (F)
- Durham University 4 (F)
- Durham University 5 (F)
- Durham University 6 (F)
- Durham University 2 (M)
- Durham University 3 (M)
- Durham University 4 (M)
- Durham University 5 (M)
- Durham University M1 (M)

Use the drop down to find the team you would like to edit then click search

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Fixtures - View

From date: Team: (All) **Durham University 2 (F)** Month: **All months** Day: **All days** Status: **All Statuses** Level: **All levels**

To date: Competition: **All competitions** Venue: **All venues** Association: **All associations** Gender: (All) **Female**

Clear **Search**

Date	Action	Competition/Event	Time	Level	Home Team	Away Team	Score
25-09-2021		Vitality Women's Conference North 435690	12:00	1	Durham University 2 (Venue: University Of Durham - Pitch 1)	Pendle Forest 1	
02-10-2021		Vitality Women's Conference North 435620	12:00	1	Doncaster 1 (Venue: John S Marshall Arena)	Durham University 2	
06-10-2021		BUCS ICC Women's Premier (North, South) 775590			Durham University 2	Leeds University 5	Rec
09-10-2021		Vitality Women's Conference North 435810	18:00	1	Leeds 1 (Venue: Weetwood - Bottom Pitch)	Durham University 2	

Click the date of the fixture
you would like to edit

Fixtures - View

From date:	Team: (All)	Month:	Day:	Status:	Level:
<input type="text"/>	Durham University 3 (F) ▾	All months ▾	All days ▾	All Statuses ▾	All levels ▾
To date:	Competition:	Venue:	Gender:		
<input type="text"/>	All competitions ▾	All venues ▾	Either gender ▾		
<input type="button" value="Clear"/>	<input type="button" value="Search"/>				



Click to amend this record

Fixtures

Fixture	
Date	18-09-2021 (Sat)
Competition	Yorkshire & North East Women's Premier Division
Level	2
Fixture id	540180
Fixture	Durham University 3 vs. Sheffield Hallam 1
Venue	Durham University HC

Click here to edit this fixture

3. Bulk Changes

Fixtures - View

From date: Team: (All) **Durham University 3 (F)** Month: **All months** Day: **All days** Status: **All Statuses** Level: **All levels**

To date: Competition: **All competitions** Venue: **All venues** Gender: **Either gender**



 Record successfully updated

Do you wish to apply the time and venue to all future home fixtures for this team?
Click [here](#) to apply those settings.

Fixtures

Fixture	
Date	18-09-2021 (Sat) From 10:00 to 11:30
Competition	Yorkshire & North East Women's Premier Division
Level	2
Fixture id	540180
Fixture	Durham University 3 vs. Sheffield Hallam 1

There is an option to set all venue & times for this team

You can overwrite the default times once you have set these, but you are unable to bulk change more than once!

4. During the season – Quick change

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Players



Games

View games for your club

Create new Panel:

Player	Gender	Age	Panel	Approve
	F	30	Choose... ▾	Approve



Players



Games

Team's upcoming games:

Date	Time	Fixture Status	Competition	Home Team		Away Team	Umpire	Umpire
18-09-2021		Active	Yorkshire & North East Women's Division 1	Sheffield University Bankers 1	v	Durham University 4		
18-09-2021		Active	Yorkshire & North East Men's Division 1	Leeds 3	v	Durham University 4		
18-09-2021		Active	YNE Women's Division 3 Tees	Durham City 3	v	Durham University 6		
18-09-2021		Active	Yorkshire & North East Women's Premier Division	Durham University 3	v	Sheffield Hallam 1		
18-09-2021		Active	Yorkshire & North East Men's Premier Division	Durham University 3	v	Lindum		
18-09-2021		Active	YNE Men's Division 2 North East	Durham University 5	v	Durham City 2		
18-09-2021		Active	YNE Women's Division 1 North East	Durham University 5	v	Gateshead 1		
19-09-2021		Active	Men's Premier Division	Durham University 1	v	Brooklands Manchester University		
25-09-2021		Active	Yorkshire & North East Men's Premier Division	Sheffield University Bankers	v	Durham University 3		
25-09-2021		Active	YNE Women's Division 1 North East	North Shields 1	v	Durham University 5		

Click on the date of the home game you want to edit (HOME GAMES)

Fixtures - View

From date:	Team: (All)	Month:	Day:	Status:	Level:
<input type="text"/>	Durham University 3 (F) <input type="text"/>	All months <input type="text"/>	All days <input type="text"/>	All Statuses <input type="text"/>	All levels <input type="text"/>
To date:	Competition:	Venue:	Gender:		
<input type="text"/>	All competitions <input type="text"/>	All venues <input type="text"/>	Either gender <input type="text"/>		
<input type="button" value="Clear"/>	<input type="button" value="Search"/>				



Click to amend this record

Fixtures

Fixture	
Date	18-09-2021 (Sat)
Competition	Yorkshire & North East Women's Premier Division
Level	2
Fixture id	540180
Fixture	Durham University 3 vs. Sheffield Hallam 1
Venue	Durham University HC

Click here to edit this fixture

2. Edit time and Venue



Change from and to time, venue from list & then click save

Date	<input type="text" value="18-09-2021"/>
From time	<input type="text" value="00:00"/>
To time	<input type="text" value="00:00"/>
Fixture id	<input type="text" value="540180"/>
Media	<input type="text"/>
Competition	<input type="text" value="Yorkshire & North East Women's Premier Division"/>
Level	<input type="text" value="2"/>
Home team	<input type="text" value="Durham University 3"/>
Away team	<input type="text" value="Sheffield Hallam 1"/>
Venue	<input type="text" value="Select venue"/> Find on map
Pitch	<input type="text"/>
Status	<input type="text" value="Active"/>
Fixture status notes	<input type="text"/>
Notes	<input type="text"/>

Thank You

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