

Team Picker

The normal route to the Team Picker is by selecting the team icon for the fixture from the Fixtures page although it may be accessed through the Player Availability page.

Admin Home

Fixtures

Player Availability

Availability Email

Results

Emails

Members

League Orders

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Fixtures

[Add New Fixture](#)

Quick Search: Next Month Or Start Date: 18/01/2018 End Date: 18/02/2018

Type: All Types Team: All Teams Home/Away: Both

Deleted:

3 records [Search](#) [Download Fixtures](#)

Date	Home Team	Away Team	Type	View	Edit	Team	Email Team	Delete
22/01/2018	Steve's Club - Indoor	Indoor	League					
29/01/2018	Indoor	Chingford CC - Indoor	League					
05/02/2018	Indoor	Steve's Club - Indoor	League					

Below is an example of the team picker page to be completed.

Team Picker

[Save](#) [Publish](#) [Email Players](#) [Email Squad](#) [Email Officials](#) [Print](#) [Back](#)

Steve's Club - Indoor Vs Anna's Test Site - Indoor

Type: League: Steve's Six e Side League - Sunday Indoor League Date: Monday 22nd January 2018 Start Time: 18:00

Test25 2017

Player	Captain	WK	Clear	Replace
1	<input type="checkbox"/>	<input type="checkbox"/>		
2	<input type="checkbox"/>	<input type="checkbox"/>		
3	<input type="checkbox"/>	<input type="checkbox"/>		
4	<input type="checkbox"/>	<input type="checkbox"/>		
5	<input type="checkbox"/>	<input type="checkbox"/>		
6	<input type="checkbox"/>	<input type="checkbox"/>		
7	<input type="checkbox"/>	<input type="checkbox"/>		
8	<input type="checkbox"/>	<input type="checkbox"/>		
9	<input type="checkbox"/>	<input type="checkbox"/>		
10	<input type="checkbox"/>	<input type="checkbox"/>		
11	<input type="checkbox"/>	<input type="checkbox"/>		
12				
13				
14				
15				

Copy team from match vs: Unsure

Squad: Search for Player

Player	Available	Player	Available	Player	Available
TestUser 1	?	TestUser 2	x	TestUser 3	?
TestUser 4	?	TestUser 5	?	TestUser 6	?
TestUser 7	?	TestUser 8	?	Arthur Brown	x
Flynn Hoed	✓				

⊖ = Player availability unconfirmed, x = Player unavailable, ✓ = Player available

Meeting Details

Time:

Place:

Notes:

If your club site was used last year, then there will probably be some 'squad members'; these are the players whose names had been allocated to a squad.

If the fixture is for a league requiring player registration, then only players registered with that league will be displayed and there will not be an 'Unsure' option. If you think that there are too many players being shown in a squad, e.g. adult players for a junior side, then check the players' registration status for that league.

To complete the team, click on the player position so that the line is highlighted in blue, then select the player from the squad list on the right.

There is a 'copy the team from match vs. drop down option enabling the administrator to select the team from one of the last four matches played where a result has been submitted.

The team list will be populated with the names of the players from the selected match.

If you make a mistake and click an incorrect name, then you can delete the name by clicking on it and clicking 'Clear', or by simply selecting the correct name.

If you do not know the team in full, then highlight a line and click 'Unsure' (this does not apply to matches requiring LRP). You can then add the player's name when it is known.

If a player is being selected but his name does not appear in the squad, then you may either choose from a different squad list or click the 'Search for Player' link. *

Make sure that you select a team captain and if possible, a wicket keeper. Some leagues like to make wicket-keeping awards!

To select a player from a different squad, change the squad using the drop-down list, highlight the player to be replaced and then select the new player from the squad list.

*Click Search for a Player to see a pop-up with a list of players on your club's database.

You can search for a specific player using either surname or first name. Use the boxes at the top to search through this list, or the links at the bottom to scroll through it. Once you have found the name you want, click 'Pick' and the player's name will appear in the highlighted box in the team sheet.

Select Member

Add Player

Search for In

Search

Player	Availability	Select
Bilbo Baggins	✓	
Frodo Baggins	✓	

Close

If you cannot find the player's name in your database after a search, then you may add the player to your site's database by clicking 'Add New Member'. A new pop-up will appear:

The screenshot shows a web-based 'Add New Member' form. The form is titled 'Add New Member' and has a close button (X) in the top right corner. It contains the following fields and options:

- First name ***: Text input field containing 'Peter'.
- Surname ***: Text input field containing 'Parker'.
- Status**: A dropdown menu currently set to 'Active'.
- Two checkboxes are checked below the status field:
 - Member of Website
 - Squad Member

At the bottom of the form, there are three buttons: a green 'Save' button, a red 'Cancel' button, and a red 'Close' button in the bottom right corner. A mouse cursor is hovering over the 'Save' button.

Think carefully about whether the player should have Member of Website and/or Squad Member roles.

Member of Website defaults to unchecked and would not necessarily apply if you were adding a fixture from the past.

If the Squad Member role is ticked, the player will be included in the list of squad members for the team being selected.

NB If your team is playing in a league that requires player registration, you will not be able to pick any players who have not been registered to play with that league. Bear in mind that this process will normally take a few days to complete.

Here is an example of a Team Picker page where the team has been selected and saved.

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Team Picker

Save
Publish
Email Players
Email Squad
Email Officials
Print

Anna's Test Site - Indoor Vs Steve's Club - Indoor

Type: League: Steve's Six a Side League - Sunday Indoor League
Test25 2017
Date: Monday 5th February 2018
Start Time: 18:00

Player	Captain	WK	Clear	Replace
1 TestUser 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↔
2 TestUser 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	↔
3 TestUser 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↔
4 Arthur Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↔
5 Flynn Hoad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↔
6 Peter Parker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↔
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12			<input type="checkbox"/>	
13			<input type="checkbox"/>	
14			<input type="checkbox"/>	
15			<input type="checkbox"/>	

Copy team from match vs: Unsure

Squad: Search for Player

Player	Available	Player	Available	Player	Available
TestUser 1	✓	TestUser 2	✓	TestUser 3	✓
TestUser 4	–	TestUser 5	?	TestUser 6	?
TestUser 7	?	TestUser 8	?	Arthur Brown	✓
Flynn Hoad	✓	Peter Parker	✓		

– = Player availability unconfirmed, ✖ = Player unavailable, ✓ = Player available

Meeting Details

Time:

Place:

Notes:

Administrators may now:

- Generate an email to the picked players containing the match details and asking them to confirm that they are playing. (Email Players)
- Generate an email to the other members of the squad confirming which players were selected. (Email Squad) This email will include a list of selected players.
- Generate an email to the match officials containing the match details.

Team confirmation email

The Email Players option gives you the screen below.

Team Confirmation Email

	Player	Confirmed	Email
	Select All		<input checked="" type="checkbox"/>
1	TestUser 1	-	<input checked="" type="checkbox"/>
2	TestUser 2	-	<input checked="" type="checkbox"/>
3	TestUser 3	-	<input checked="" type="checkbox"/>
4	Arthur Brown	-	<input checked="" type="checkbox"/>
5	Flynn Hoad	-	<input checked="" type="checkbox"/>
6	Peter Parker	-	<input type="checkbox"/>
7			
8			
9			
10			
11			
12			
13			
14			
15			

Please select or deselect the players that you wish the confirmation email to be sent to. Any player without a checkbox does not have an email address set up in their member details.

Additional Notes to Players

Additional notes appear here.

Only players with an email address are selected and you may uncheck boxes to exclude players from the mailing.

Here is an example of the message that is sent to the players, with links to accept or decline the selection and contact details for the team captain and team manager:

Hi Flynn Hoad,

You've been selected to play in Anna's Test Site - Indoor's HOME fixture against Steve's Club - Indoor on 5th February 2018

Ground: The Diggings

Match Time: 18:00

Meet at The Caff at 17:00

Let Arthur know if you need a lift.

[Additional notes appear here.](#)

[Confirm your selection](#)

[Decline but remain available for other matches that day](#)

[Decline and mark yourself unavailable for other matches](#)

If you're unsure and can't confirm or decline right now please contact:

 **Team Captain**
Arthur Brown [\[Redacted\]](#)

 **Team Manager**
Test User 1 [\[Redacted\]](#)

The team picked for the match is

1. TestUser 1
2. TestUser 2
3. TestUser 3
4. Arthur Brown
5. Flynn Hoad
6. Peter Parker

[See the full fixture details](#)

Kind Regards,
Anna Hoad
Anna's Test Site Website Administrator.

Website [\[Redacted\]](#)
Email [\[Redacted\]](#)

If you have published the team you will be able to see how players have responded by viewing the fixture details.

The screenshot shows a 'Fixture Details' window with a close button (X) in the top right corner. Below the title bar are two tabs: 'Fixture' and 'Indoor Team'. The main content is a table with the following data:

	Player	Status	Confirmed	Declined
1	TestUser 1	?	<input type="checkbox"/>	<input type="checkbox"/>
2	TestUser 2 (wk)	?	<input type="checkbox"/>	<input type="checkbox"/>
3	TestUser 3	?	<input type="checkbox"/>	<input type="checkbox"/>
4	Arthur Brown (c)	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Flynn Hoad	✗	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Peter Parker	?	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom left of the table area is a green 'Save' button. At the bottom right of the window is a red 'Close' button.

In the example above, a player has declined to play, and he shows in red.

The player that has declined selection is also shown in the workflow under 'Your Actions'. and in red on the Team Picker page, making it easier to pick him out for replacement.

Admin

Your Actions		
Item	Number	View
League Invoice	1	
Match Officials in Scorecards Requiring Attention	4	
Member of the Website	2	
Missing or Incomplete Results	10	
Nominations involving your players	1	
Objections to Proposed Matches	1	
Pending Photos	3	
Pending Postings	1	
Players declined team selection	1	
Questionnaires	1	
Scorecard contains Unsure entries for players	1	
Scorecard Missing Scorers	3	
Team Captain Reports Requiring Completion	51	
Team sheets containing free text players	48	
Team sheets containing Unregistered players	3	

Item	Total	Overdue	View
Results Requiring Confirmation	3	3	

Click the View icon to see the details.

Players Declined Team Selection

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The following players have declined selection. The email player option is only available if the player has an email address in their member record

Match Date	Team	Player	Team Picker	Email Player
05/02/2018	Anna's Test Site - Indoor	Flynn Hoard		

Clicking the team picker icon takes you to the page where the player who declined is shown in red.

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Team Picker

[Save](#) [Unpublish](#) [Email Players](#) [Email Squad](#) [Email Officials](#) [Print](#)

Anna's Test Site - Indoor Vs Steve's Club - Indoor

Type: League: Steve's Six a Side League - Sunday Indoor League Test25 2017
Date: Monday 5th February 2018
Start Time: 18:00

	Player	Captain	WK	Clear	Replace
1	TestUser 1	<input type="checkbox"/>	<input type="checkbox"/>		
2	TestUser 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3	TestUser 3	<input type="checkbox"/>	<input type="checkbox"/>		
4	Arthur Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5	Flynn Hoad	<input type="checkbox"/>	<input type="checkbox"/>		
6	Peter Parker	<input type="checkbox"/>	<input type="checkbox"/>		
7		<input type="checkbox"/>	<input type="checkbox"/>		
8		<input type="checkbox"/>	<input type="checkbox"/>		
9		<input type="checkbox"/>	<input type="checkbox"/>		
10		<input type="checkbox"/>	<input type="checkbox"/>		
11		<input type="checkbox"/>	<input type="checkbox"/>		
12					
13					
14					
15					

Copy team from match vs: [Unsure](#)

Squad: [Search for Player](#)

Player	Available	Player	Available	Player	Available
TestUser 1	✓	TestUser 2	✓	TestUser 3	✓
TestUser 4	—	TestUser 5	?	TestUser 6	?
TestUser 7	?	TestUser 8	?	Arthur Brown	✓
Flynn Hoad	✓	Peter Parker	✓		

— = Player availability unconfirmed, ✗ = Player unavailable, ✓ = Player available

Click the replace player icon to see this screen:

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Replace Player

Using this function to replace a player will generate an email to the original player confirming that they are no longer required, and a team confirmation email to the replacement so that they can confirm their selection

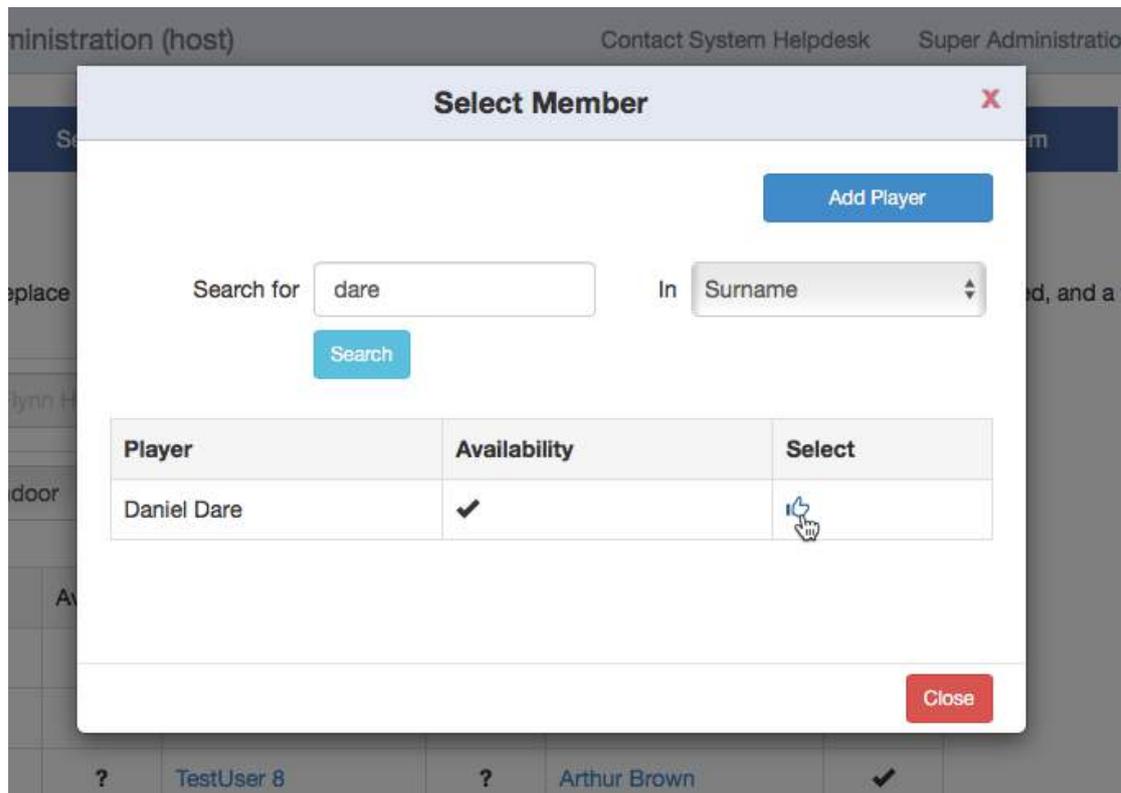
Original Player: Replacement: [Save](#)

Squad: [Search for Player](#)

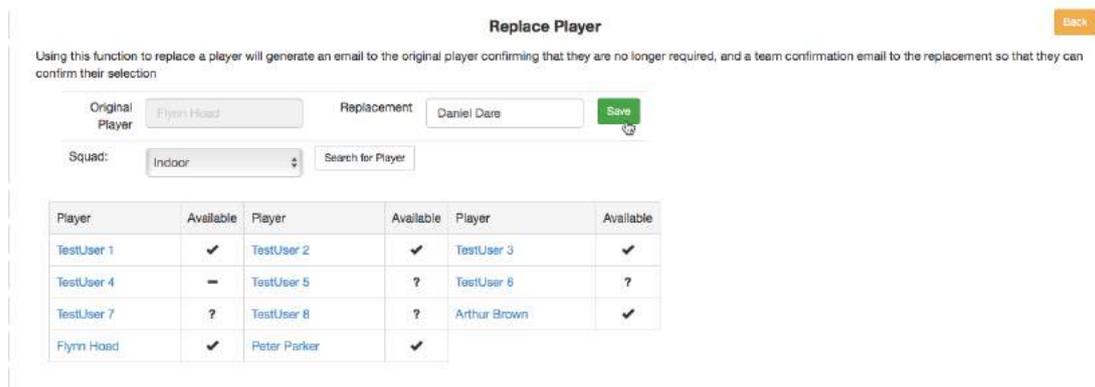
Player	Available	Player	Available	Player	Available
TestUser 1	✓	TestUser 2	✓	TestUser 3	✓
TestUser 4	—	TestUser 5	?	TestUser 6	?
TestUser 7	?	TestUser 8	?	Arthur Brown	✓
Flynn Hoad	✓	Peter Parker	✓		

— = Player availability unconfirmed, ✗ = Player unavailable, ✓ = Player available, 🧑 = Player picked for another team, 🧑🧑 = Player picked for more than one other team

If the player cannot be found in the squad lists, you can use the search for player facility.



Select the player and then Save the replacement.



Now save the Team Picker page to clear the notification from the workflow on the Admin homepage.

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Anna's Test Site - Indoor Vs Steve's Club - Indoor

Type: League: Steve's Six a Side League - Sunday Indoor League Test25 2017
 Date: Monday 5th February 2018
 Start Time: 18:00

Player	Captain	WK	Clear	Replace
1 TestUser 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 TestUser 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 TestUser 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Arthur Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Daniel Dare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Peter Parker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Copy team from match vs:

Squad:

Player	Available	Player	Available	Player	Available
TestUser 1	✓	TestUser 2	✓	TestUser 3	✓
TestUser 4	-	TestUser 5	?	TestUser 6	?
TestUser 7	?	TestUser 8	?	Arthur Brown	✓
Flynn Hoad	✓	Minnie Mann	?	Peter Parker	✓

When the player has been replaced, emails are automatically sent to

1. the player who declined - to confirm that he is no longer playing
2. his replacement - to invite him to play.

The replacement player will need to confirm his selection using a link in the email.