# Matchcard System User Manual

Introduction

This guide is division into 4 sections:

- Registration Secretary
- Club (Team Captain)
- Umpire (TBD)
- Administrator (TBD)

You should jump to the sections that are relevant to you.

For all users it is necessary to get to the initial login page. To do this, open the website http://cards.leinsterhockey.ie and, if you haven't used the system before you will see this:
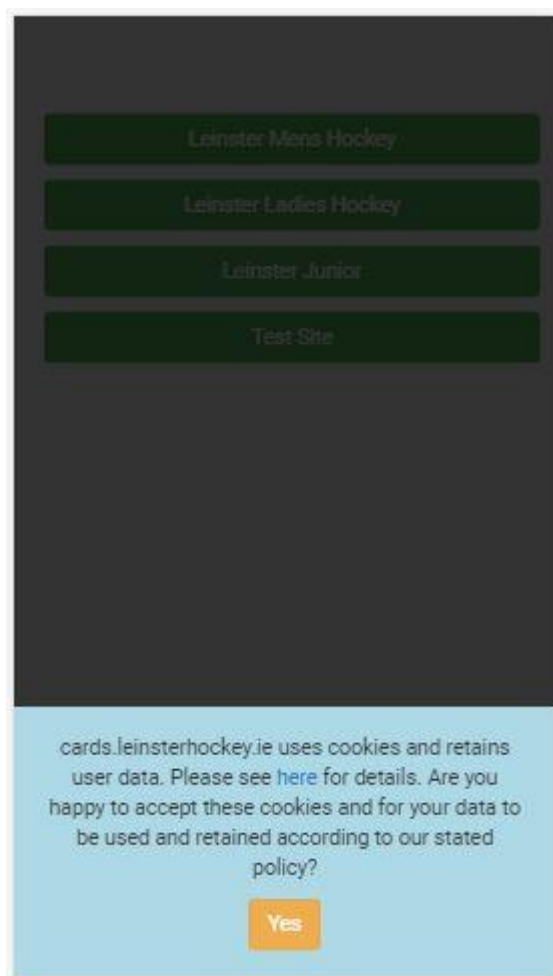
It doesn't matter whether you do any of this on a phone or on a computer. The matchcard system is what is called "responsive", which means it is equally usable on either.

This requires you to allow the use of cookies and storage of data. Just click the 'Yes' button to continue. (There is no option not to accept this - without cookies and data storage, you cannot use the system).
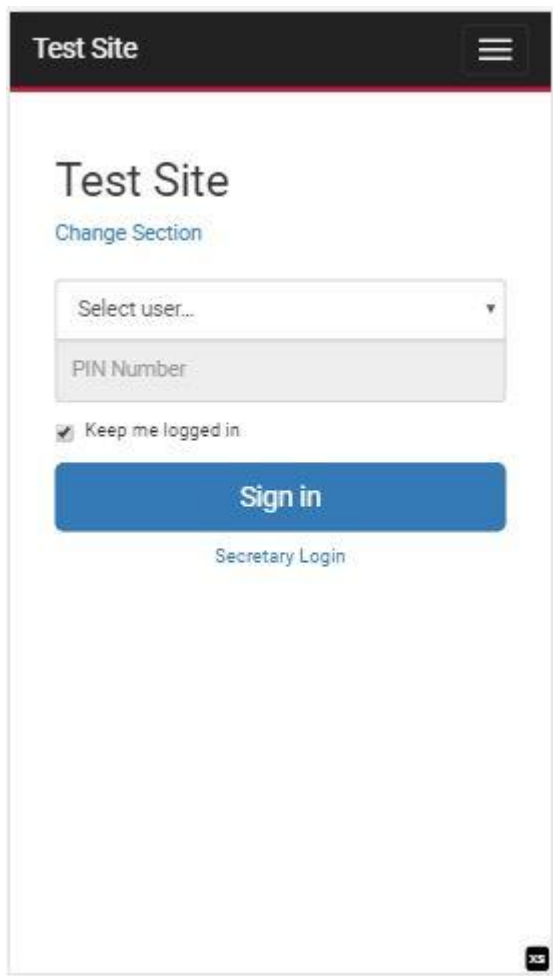

Select the section that is relevant to you. You won't be asked this again - your choice will be remembered. Although you can change it at any time.

All the examples in this manual use the 'Test Site' section. For the 'Test Site' section you can use any of the users. All the Club users should have a PIN on 1111. The registration secretary user for Aardvarks in aardvarks@nomail.com and the password is "password".

If you wish to look at the admin for this Test Site, the PIN number is 1234.

You can now see the Main Login Page.

From here you should got to the specific use of the system you wish in the following chapters.

Registration Secretary

In order to get started on the matchcard system, players need to be registered. This is the job of the registration secretary. The registration secretary is identified by an email address that is sent to the relevant section committee, who will set that address as the registration secretary for the club.

The registration secretary also controls the PIN number for each club.

As mentioned before, this can be done on a smartphone - but the work of the registration secretary is easier to do on a laptop or desktop.

To login in as registration secretary, go to the Main Login Page as described previously. On that page you will see a link for "Secretary Login", just below the "Sign In" button.

If you click that you will see the Secretary Login page which looks like this:

Test Site

Change Section

| Club Secretary Email Address |
| Password |

☑ Keep me logged in   Forgotten Password

Sign in

Standard Login

Enter the email address of the registration secretary and the current password.

If you do not know/have a password, simply click the "Forgotten Password". You will be asked for your email address and a link will be sent to your email that will allow you to set a new password. The email address must be the address associated to the Club as the registration secretary.

Once you login as a registration secretary you will see the same view as a Club user with one small difference.

On the menu bar you will also have a 'Registration' option, like this:

est Site   Matches   **Registration ▾**   Reports ▾

Registrations
Club Info

Competition   All com
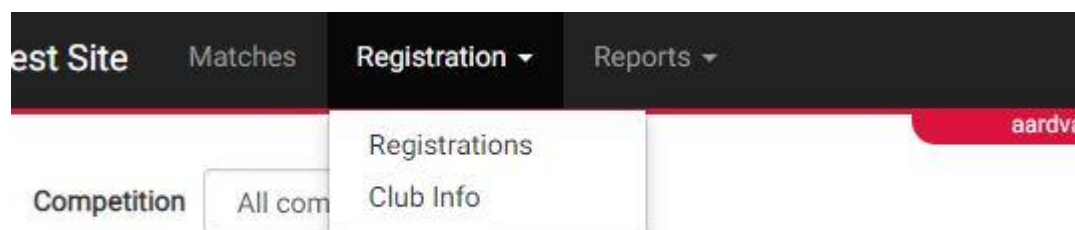
This allows you to do two things. First to register your club's players, and second to manage your club's information.

Registering Players

If you select 'Registrations' you will see the Registration page, like this:

Registrations

This shows all files that have been submitted as registrations. Each file is time stamped with the time the submission is made, and it is from this time that the registration is valid.

Clicking download allows you to download the exact file that you originally uploaded.

The View button allows you to view the registration as it stands at the date specified in the 'Date' box. Click on the Date box brings up a date selector.

When you click View, you will see a list of players, like this:

Each player is shown in order and with the team them are assigned to (team assignments are either explicit in Ladies registrations or implicit based on team sizes/stars in Mens).
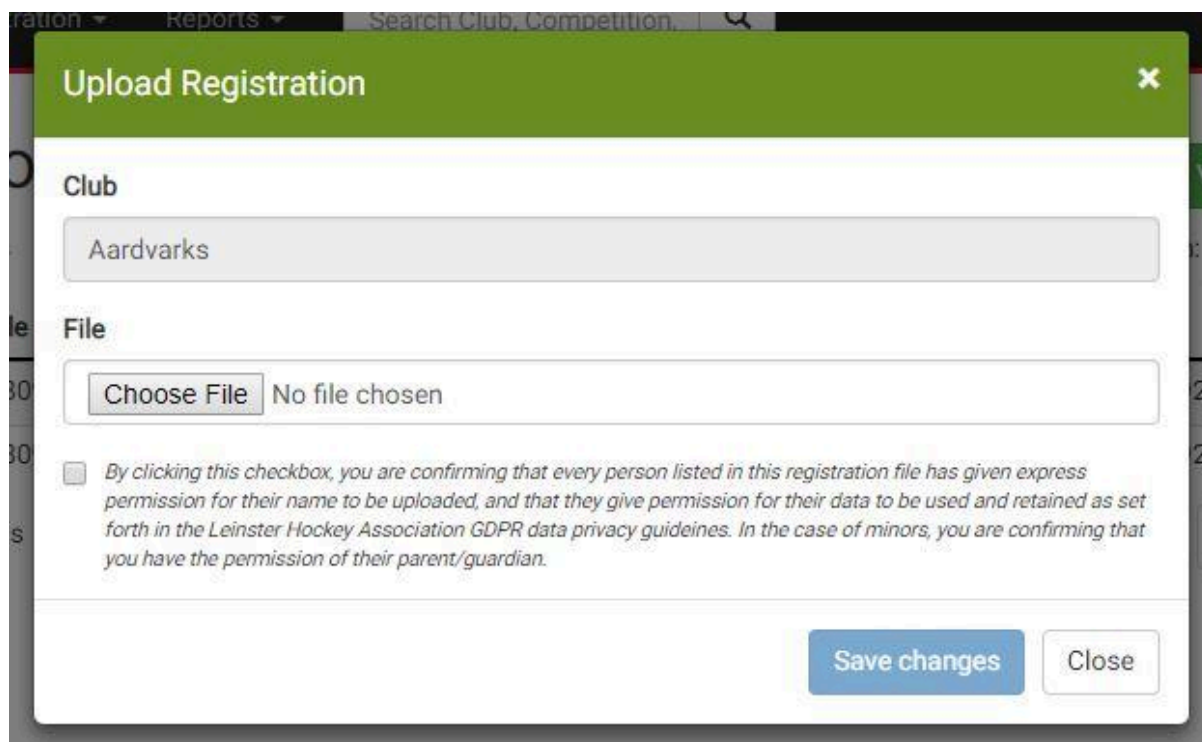
The matches column shows a summary of the matches each player has played in.

Players shown in ~~red with a strikethrough~~ are players that will be removed after the next first Thursday. Players shown in green have been added since the last first Thursday registration.

Uploading Registrations

Uploading registrations is an option controlled by the LHA Section Registration Secretary, who may or may not allow it[1].

To upload a registration, click the 'Upload' button on the Registrations page. This then gives you a simple form to upload your file.

The club field is already selected for you, and all you have to do is select the file you want to upload from your computer (the format of that file is discussed later).

Make sure it check the checkbox. This is important: GDPR requires that the LHA follows very strict guidelines with respect to the data that is gathered. However, when you gather information from your players, you must do it with those guidelines in mind, you must do it with the player's permission and the player must also be aware of those guidelines (especially if they are underage).

When you have set the file, just click 'Save changes' to save it.

You may want to click the View button to check your registration (remember that changes in order, only occur after the first Thursday of the next month).

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[1] As of writing, the Mens sections allows self-service registrations, while the Ladies section does not. For the Ladies, registrations must be sent by email to the LHA Ladies Registration Secretary, who will then upload the registrations.

Registration File Format

The format of the registration can be simple or complex. The requirement depends on the rules imposed by each section.

The simplest form of registration is a straight list. Something like this:

```
Emmy Holyfield
Anabel Hochman
Amanda Castonguay
Magdalena Hersom
Lida Crafford
Hellen Manriquez
Norene Sacco
Cassaundra Berlanga
```

Just put this into a simple text file, or an Excel spreadsheet - one line per player. If you upload that, it will work fine.

More complex formats are allowed - especially, all previously allowed registration formats (such as the Ladies format with the dates across the top).

The recommended format, however, is as follows:

```
Emmy Holyfield, 1984/9/11
Hochman, Anabel, 1993/2/3
Amanda Castonguay, 1965/6/30
Magdalena Hersom, 1999/2/5
Lida Crafford, 2001/11/11
Hellen Manriquez, 1977/12/12
Norene Sacco, 1971/1/1
# My favourite player
Cassaundra Berlanga, 1994/7/7
```

Clearly, this format includes a date - the date of birth. Date of Birth is not required for LHA registration, and there is no problem if you leave it out. However, there are two reason why you should include it where possible. First, where players are being included in age based competitions (high or low) they will be assumed to be 21 on first day of the LHA calendar year (1st August), unless a correct date of birth is supplied - and so this might cause unnecessary hassle. Secondly, Irish Hockey will require date of birth for registration in the future, and it would make it easier to do in the future.

Also note that any like beginning with a # character is ignored.

In the case of the second player on that list, the names are reversed and separated with a comma. This is also acceptable.

Club Info

The Club Info page is important because it shows the PIN number which will be required by the Club User.

The page is simple - it just shows the PIN number. You need to make sure your team captains know this number so they can submit matchcards.

For your security, you can reset the PIN number at any time. It is not recommended to do this too regularly as it means ensuring that the PIN is re-issued to each team captain.

Club (Team Captain)

The Club User is the person who fills out the actual matchcard. They will typically be the team captain - but they can be anyone who has the Club PIN number.

The Club User logs in on the Main Login Page by selecting a club from the 'Select Club…' box - then entering their PIN number in the box to login.

Once you login, you will see a list of matchcard that are waiting submission. In the example below, one match is shown between Aardvarks 1sts and Bears 2nds, a Division 1 match on the 12 September 2018.
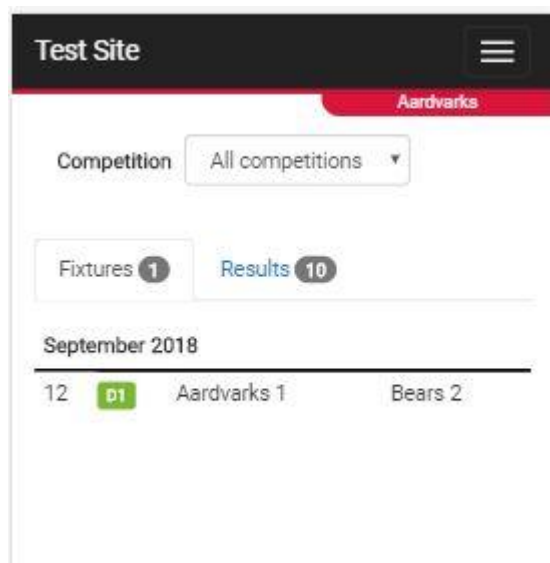
Just tap on the matchcard to open it.

Team Selection

Now you will see the list of players that, according to the registration you can assign to this match.

Just tap on each player to add them to the team line up. Each player that is added ends up at the top of the page in green, like so:

Aardvarks 1

5 more players required before 2018-09-12 13:00:00

Alia LINDAHL	P
Alyse FLEWELLING	P

2 players have been selected for this team

The following players have played for this team already this year

Ai CRIBB	P
Alina GOURDINE	P

If you want to remove a player (in green) just tap them again and they will return to unselected list.

On the right of each player, a letter may appear. A 'P' means that they player has played for this team before, an 'L' indicates that they played in the last match. Clicking the 'Last Match' button at the top, will add all players from the last match - this is a shortcut to allow quicker team selection (players can still be unselected, and more players added).

Once the team selection is complete tap the 'Submit Team' button to save the team.

Match Details

Now the Matchcard is displayed. This shows all the players added to your team, and all the players added by the opposition. You can only add information for your own players.

Tapping on an individual player brings up the Player Detail Menu, which allows you to provide information about the specific player.
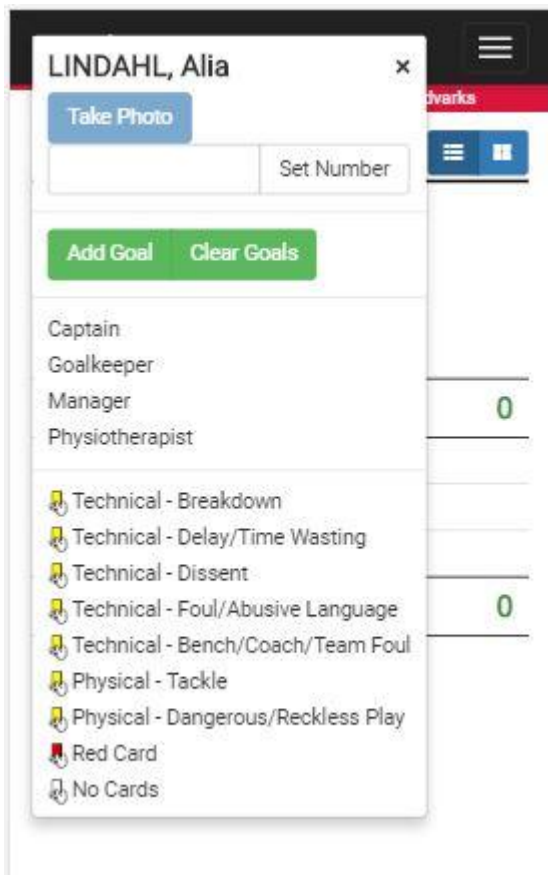
Going down the list, the options are:

- Take Photo (currently disabled): Allows you to take a headshot of the player.
- Set shirt number: enter a number in the box and click the button (required as per Bye-Laws)
- Add Goals/Clear Goals: every time you click 'Add Goal' another goal is added to the players tally. Clicking Clear Goals returns the total to 0.
- Player roles (currently disabled): Assign certain roles to the player. This is useful for your own records but is not required (in the absence of an appointed Captain, the first player added is assumed to be the Captain).
- Penalty Cards: Select any cards to apply to the player. (This is not available for strict processing). Tap 'No Cards' to clear all cards for that player.

Once you select an item, the menu closes, and you will see the changes applied to the player.

In the example above, *Alia Lindahl* has been assigned the number '12', given one goal and a yellow card.

Adding Players

Sometimes you need to add a player. Either the player turned up after the team was submitted, or you are full sure they should be registered (sometimes mistakes are made) or maybe they are unregistered free players.

The Add Player button allows you to add any name you like to the team:

When you click it, you can enter any name you like in the box:

Click the green 'Add Player' button and the player will be added.

The player now appears on the matchcard, though they are highlighted so that the umpire and opposition are aware of the addition.

It is important to remember that adding a player might result in you forfeiting the match - but not adding a player will result in far more serious consequences.

Adding Notes

Notes allow you to communication information that isn't contained within the standard matchcard process.

For instance, if the match ended up being cancelled because of weather - a note might be handy, or if you felt hard done by, or whatever you like. This could be useful information if you want to avoid a fine or for a potential DHP or appeal.

When you click the 'Add Note' button, you get a box to type the note in.

Type what you like in the box and click Save.

The note then appears at the bottom of the card:

Postponed Matches

If the match is postponed or cancelled, use the 'Postponed' button. This adds a standard note to state that the match was postponed.

Important: Clicking this button does <u>not</u> grant you a postponement. That can only be done by requesting the postponement from the section committee. This simply notes that a postponement was granted.

Submit and Sign the Card

Once all the details are filled out click the 'Submit Card' button at the bottom.

You will then be asked for the last few details:

The opposition score is important to get right. If your opposition does not fill out their card (for which they will be fined) - then the opposition score will be used when submitting the result. So if you leave the 99 in place, your score might end up as 2-99 when it was actually 2-0.

Of course, this can be fixed later - but it means you'll have to wait.

In the Umpire box just put the name of your umpire where club umpires are used. If LHUA umpires are used, or one side provides both, just decide between yourselves which umpire to add to which side.

The "Email for receipt" should be filled with your own personal email address. When you submit the matchcard, an email will be sent with all the details you filled out. This gives you a record for future reference.

Now click the "Sign" button.
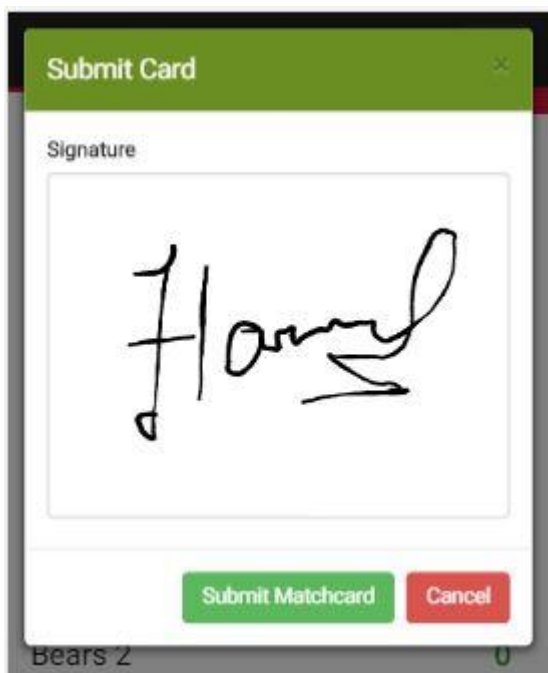
In the white box that fills the screen just sign your name using your finger (as best you can).

Then tap 'Submit Matchcard' and you are done.

Umpire

Club Umpires

At the end of the match, after your team's captain has completed and submitted the matchcard - either use your own Club PIN number to login, or use the Team Captains phone.

If you open the matchcard in question, you will see these buttons at the bottom of the screen:

If you don't then your team captain probably hasn't submitted the card. Make sure they do this.

Before you go any further, you should just check the card that the goals and the penalty cards etc all match your understanding of how the match proceeded.

Once you are happy with that just click the [Add Signature] button.

Write your signature in the box and then click the [Sign Matchcard] button.

Official Umpires (TBC)

Officials umpires are third party umpires assigned to the match, typically by the LHUA. They have their own private login to the matchcard system.

To login, go to the standard Main Login Page and select your name from the list of umpires in the 'Select User...' box.

Enter your PIN number to proceed.

Administrator (TBC)