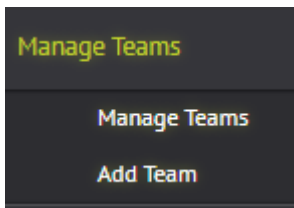


RINK DIARY

TEAM SHEETS

Instruction manual and guide to the Rink Diary Team Sheets function.

The Teams management sheet is accessed from the Manage Team tab in your Rink Diary Control Panel



Clicking on Add Team will bring up the page below.

Before filling out the page below you should set up team managers. This is done via Settings – Manage Sub Admins – Add New. Remember to click the Teams permission box at the foot of the form. Managers should not use the same name they use as a Registered User.

Team Managers will only be able to access their designated teams via the Control Panel but have access to Add/Edit Player from the frontend login.

This management sheet is to be filled out for each game by the Administrator or the Manager selected by them.

Opposition	<input type="text"/>
Club	<input type="text" value="Select"/>
Date	<input type="text"/>
Cut off Date	<input type="text"/>
Start Time	<input type="text"/>
Competition Name	<input type="text"/>
Game Name	Singles <input type="text"/> Pairs <input type="text"/> Triples <input type="text"/> Rinks <input type="text"/>
Home/Away	<input type="text" value="Select"/>
No. of Nominees	<input type="text"/>
Player Type	<input type="radio"/> Men <input type="radio"/> Women <input type="radio"/> Mixed
Dress	<input type="text"/>
Manager	<input type="text" value="Select"/>
Manager Phone Number	<input type="text"/>

Opposition – Enter the name of the team you are playing against

Club – Select your club from drop down

Date – Date of the match being played

Cut-off Date – Date after which names may not be added

Start Time – Match starting time

Competition Name – Enter the name of the Competition, League or other description

Game Name (No. of Games) – Enter the number of teams required for each category of game.

Home/Away – Select the option Home, Away or Home and Away

No. of Nominees – Enter the maximum number of players you require to nominate for this match. This will be more than the actual number required for all of the teams.

Player Type – Tick whether Mens, Ladies or Mixed match (only those in that category will be able to add their name)

Dress – Enter the required dress code for the match (Whites, Greys, Club colours etc.)

Manager – Enter the name of the team Manager/Selector for this match from the drop-down list. (There is the facility to add Managers as Sub Admins with Teams only permission, to access control panel for team selection.)

Manager Phone Number – Enter contact details as required

Below is how the Matches appear on the Rink Diary listed in date order when you click on TEAMS at the top of the page

TEST RINK DIARY						RINK BOOKING TEAMS MY PROFILE CONTACT LOGOUT
						Welcome Admin .
15/02/2022 18:00 EHBL v Ware 2 x Triples Home (Cut off 08/02/2022) View	16/02/2022 18:00 Ransome Cup v Ware 2 x Triples Home and Away (Cut off 09/02/2022) View	20/02/2022 14:30 Friendly v Royston 6 x Rinks Home (Cut off 13/02/2022) View	22/02/2022 18:00 EHBL v Rosedale 2 x Triples Home (Cut off 15/02/2022) View	25/02/2022 17:30 EHDWBA v Sawbridgeworth 2 x Triples Away (Cut off 18/02/2022) View	27/02/2022 14:00 Friendly v Havers Park 5 x Triples Home (Cut off 22/02/2022) View	
28/02/2022 18:00 Lyndhurst Trophy v Stevenage Reds 2 x Rinks Home and Away (Cut off 21/02/2022) View	28/02/2022 18:00 Top Ten v Garston 1 x Singles 1 x Pairs 1 x Triples 1 x Rinks Home (Cut off 24/02/2022) View	28/02/2022 18:00 Victory Cup v Welwyn & District 2 x Rinks Home and Away (Cut off 21/02/2022) View				

Pink for ladies, Blue for men and orange for mixed matches. Users will click on “View” to see further details and add their names.

BOWLS CLUB RINK DIARY

[RINK BOOKING](#) | [TEAMS](#) | [MY PROFILE](#) | [CONTACT](#) | [LOGOUT](#)
Welcome Admin .

VIEW TEAMS
✕

Wednesday 14th September 2022 Home 2 x Triples

Midweek League v Royston 18:00 Start Greys

To nominate - Enter name in green columns

Please use pink column for preferred playing position an X indicates non-availability

SAVE
** Please click on SAVE button to save team selection data **

<input checked="" type="checkbox"/>	Maryann Chadwick			<input checked="" type="checkbox"/>	Liz Wright		
<input checked="" type="checkbox"/>	Doreen Fisher			<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>			

Wednesday 14th September 2022 Home 2 x Triples

Midweek League v Royston 18:00 Start Greys

Team Selected - Shown in grey columns

** Please confirm in green column you are able to play **

SAVE
** Please click on SAVE button to save players data **

Triple

1 Barbara Hope Y/N ▼	1 Wendy Cross Yes ▼	<div style="background-color: #d1ecf1; padding: 2px; font-weight: bold;">Notes</div> <p style="margin: 0;">This is the test box for notes</p>
2 Jane Gray Yes ▼	2 Joan Higham Y/N ▼	
3 Anna Donnelly Y/N ▼	3 Jackie Bell Y/N ▼	

Reserves

Carol Cooper	Y/N ▼		Y/N ▼
Janice Sharp	Y/N ▼		Y/N ▼

Team Manager - Mike Irving

Telephone No. - 01234 567890

Please let Team Manager know if you are unable to play

On clicking View, users will see who has already nominated. Registered Users will see their own name at the top of the list and should tick the empty tick box to the left of their name and Save if they wish to nominate for the match. Managers logged into the Frontend will see who has nominated and are able to add players names from a drop-down list that will appear when they tick an empty tick box and start to type a name.

Click SAVE to ensure name is added. Unticking the box and clicking Save will remove the players name from the Manager list.

Teams are selected by the Team Manager, in the Diary Control Panel by dragging the names from the left green boxes over to the right grey boxes.

For mobile devices you will see that the grey boxes are individually numbered, and you will need to select a number from the white dropdown menu by the players name from the nominee list to move the player into the corresponding grey space. Once you have chosen your team remember to click the Save button.

When the teams are chosen the names of the players selected will appear on the right side as below

TEST RINK DIARY RINK BOOKING | TEAMS | MY PROFILE | CONTACT | LOGOUT
Welcome Admin .

VIEW TEAMS ✕

Friday 25th February 2022 Away 2 x Triples

EHDWBA v Sawbridgeworth 17:30 Start Club Colours

To nominate - Enter name in green columns

Please use pink column for preferred playing position

<input checked="" type="checkbox"/> LPlayer 8	1	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

SAVE

Friday 25th February 2022 Away 2 x Triples

EHDWBA v Sawbridgeworth 17:30 Start Club Colours

Team Selected - Shown in grey columns

**** Please confirm in green column you are able to play ****

Triple

1 LPlayer 2	Y/N	1 LPlayer 6	Y/N
2 LPlayer 5	Y/N	2 LPlayer 1	Y/N
3 LPlayer 3	Y/N	3 LPlayer 4	Y/N

Notes

Reserve is required to travel.
There will be the usual £2.00 levy

Reserves

LPlayer 7	Y/N
	Y/N

Team Manager - Manager D

Telephone No. - 07785254327

*****Please let Team Manager know if you are unable to play*****

SAVE

Players can then tick their acknowledgment on the green Y/N button or on the YES/NO buttons on the confirmation email.

Users may only enter their own names, but Admin/Manager has the option to enter multiple names if required from either the frontend or Control Panel.

<p>17/05/2023 14:00 ✔</p> <p>Friendly v Hornchurch</p> <p>5 x Rinks</p> <p>Home</p> <p>(Cut off 12/05/2023)</p> <p style="text-align: center;">View 17/36</p>	<p>24/05/2023 12:00 ✔</p> <p>Inter Counties Cup Worthing Blues</p> <p>4 x Rinks</p> <p>Home</p> <p>(Cut off 17/05/2023)</p> <p style="text-align: center;">View 14/20</p>
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The green tick will show when you are logged in and indicates that you have ticked up for that game. The red numbers indicate the number of nominee spaces and the total number ticked up for that game.

On the next page is the Control Panel view where the team selector will drag the names nominated to their respective positions in the numbered places on the right page.

[Add Player](#)

Sunday 20th February 2022 Home 6 x Rinks			
Friendly v Royston 14:30 Start Club Colours			
To nominate - Enter name in green columns			
Mike Irving		MPlayer 1	MPlayer 2
MPlayer 3		MPlayer 4	MPlayer 5
MPlayer 6		MPlayer 7	MPlayer 8
MPlayer 9		MPlayer 10	MPlayer 11
MPlayer 12		MPlayer 13	LPlayer 1
LPlayer 2		LPlayer 3	LPlayer 13
LPlayer 4		LPlayer 10	LPlayer 5
LPlayer 12		LPlayer 6	LPlayer 7
LPlayer 8		LPlayer 9	

Note

[Save](#)

[Add Player](#)

Sunday 20th February 2022 Home 6 x Rinks			
Friendly v Royston 14:30 Start Club Colours			
Team Selected - Shown in grey columns			

Rink

1	1	Notes
2	2	
3	3	
4	4	
1	1	
2	2	
3	3	
4	4	

Reserves

Team Manager - Mike Admin
Telephone No. - 0123458965
Please let Team Manager know if you are unable to play

[Add Player](#)

Sunday 20th February 2022 Home 6 x Rinks			
Friendly v Royston 14:30 Start Club Colours			
To nominate - Enter name in green columns			
Mike Irving		MPlayer 1	MPlayer 4
MPlayer 5		MPlayer 6	MPlayer 7
MPlayer 8		MPlayer 9	MPlayer 10
MPlayer 11		LPlayer 1	LPlayer 2
LPlayer 13		LPlayer 4	LPlayer 10
LPlayer 5		LPlayer 12	LPlayer 7

Note

[Save](#)

[Add Player](#)

Sunday 20th February 2022 Home 6 x Rinks			
Friendly v Royston 14:30 Start Club Colours			
Team Selected - Shown in grey columns			

Rink

1 MPlayer 2 ⊗	1 MPlayer 3 ⊗	Notes
2 MPlayer 13 ⊗	2	
3 LPlayer 9 ⊗	3	
4	4	
1	1 MPlayer 12 ⊗	
2 LPlayer 3 ⊗	2	
3 LPlayer 6 ⊗	3	
4	4	

Reserves

Team Manager - Mike Admin
Telephone No. - 0123458965
Please let Team Manager know if you are unable to play

Names selected are removed from the left to avoid duplication. To move players once selected, clicking the red X will place them back to the left screen for re-selection as required.

An email confirmation in the following format can be sent to all nominated players once selection is completed.

Hello Manager B,

Please see team selection below and sign off

Wednesday 11th May 2022 Home 2 x Triples
EHBL v Datchworth 18:00 Start Club colours
Team Selected - Shown in grey columns

Triple

1 MPlayer 5	1 MPlayer 1	Notes Reserve not required to attend. £4 match fee will be collected on the day
2 MPlayer 14	2 MPlayer 12	
3 MPlayer 7	3 MPlayer 11	

Reserves

Mplayer 8
Team Manager - Manager B
Telephone No. - admin@rinkdiary.co.uk
Please let Team Manager know if you are unable to play

Please click on Yes/No to confirm you are able to play:



Regards

Test Rink Diary

The Yes/No buttons are links that may be used to confirm availability.

A separate copy will also be sent to the Team Manager

***Using the Import Teams function.**

Please ensure that the download template is followed carefully using the correct Club name in full and using only listed Manager (sub-admin) names.

Please do not use apostrophe's or 'special' characters as this may corrupt the Rink Diary programme.

*Disclaimer – Teams may not work on all mobile devices due to their age and different operating systems.