

## INSTRUCTIONS FOR REGISTERING A NEW SCHOOL/CLUB ON THE SHUA WEBSITE and HOW TO APPLY TO GET APPOINTED UMPIRES

Important email addresses that may be used for various actions in these instructions.

SHUA Webmaster [webmaster@surreyhua.co.uk](mailto:webmaster@surreyhua.co.uk)  
Saturday Appointments [umpburty@blueyonder.co.uk](mailto:umpburty@blueyonder.co.uk)  
Midweek Appointments [shuaumps@aol.com](mailto:shuaumps@aol.com)

### IF YOU ARE NOT REGISTERED ON THE WEBSITE

To register a school/club on the website we require this primary information – **you are unable to do this yourself (online) so please just send us the information**

Club Name		<input type="text"/>
Website		<input type="text"/>
Clubhouse Name		<input type="text"/>
Clubhouse Postcode		<input type="text"/>
Club Colours		<input type="text"/>

### TEMPORARY PASSWORD

Once your school/club has been registered on our website a temporary password will be issued to you so you may access the Club Admin area allocated to you.

### WHAT HAPPENS NEXT

When you first log in we will request that you change your password and it is good practise to make this known to another named contact in your school/club. You should then add these 2 pieces of essential information.

### **Club Contacts**

**(Last Updated on dd mmm 20yy)**

Addresses in **red** will not show on any public areas of the website

Order	Position	Name	Home	Work	Mobile	Email	Distribution Lists
10	Master i/c Hockey						Secretaries
20	Treasurer						Treasurers

### ENTERING UMPIRE CONTACTS

When we have the above sorted the Club Contact details SHUA needs to enter your individual teams that may be requiring appointments. For schools this will normally only be 1<sup>st</sup> XIs and to this we will add a specific person (OR persons if this is applicable) that our Appointments Secretary will use as the primary contact for match information. In most cases (for schools) this will be the Master i/c Hockey but we can add additional names as well if required. This person(s) will be referred to as the “Umpire Contact”.

### FIXTURES

When all this data has been entered and confirmed by us the full functionality of our website is ready to use.

The next step is get information about your fixtures and we will enter these so that they show on our Fixtures and Appointments pages. Certain details of all your fixtures can be amended online but we do request that any alterations to venues or start times are advised separately by telephone or email to the relevant Appointments Secretary.

After your fixtures have been advised to us and uploaded to the website it is good practice to check that all the information is correct. If changes are necessary please contact us.

### **APPOINTMENTS MADE**

Once any appointments are made and agreed by us we will publish them and this automatically triggers emails to the “umpire contact” at each school/club. The email does not advise you of the names of the umpires but these details are all available on the fixtures and appointments pages.

In most cases we will publish appointments more than 7 days in advance of the game and in most cases this is done much earlier than this.

Once the appointment is published the “umpire contact” is requested to:-

1. Look at the website (<http://www.surreyhua.co.uk/public/fixtures.php?AllFuture>) to see the names of the appointed umpires.
2. Phone the appointed umpires (use [http://www.surreyhua.co.uk/public/contact\\_details.php](http://www.surreyhua.co.uk/public/contact_details.php) for details) to confirm that the website details of the game are correct. For Saturday games this should be done by the Tuesday in the week of the game and for the midweek games at least 4 days before the fixture.
3. Contacting the umpires as above is a courtesy that should be performed on every occasion so you have peace of mind that the umpire is available and will turn up at your game.
4. Inform the appropriate Appointments Secretary at once if there is any change in the time or venue of the game and he will tell you what to do as far as the umpires are concerned.

SHUA February 2015