



How do I . . . Add my Umpire Availability

Updated: 5 October 2010

The Basics:

The Devon Hockey Website (DHW) is an online database driven system. When you add your availability the relevant Devon Hockey Umpires' Association (DHUA) Appointment Secretary uses this to appoint to fixtures that are on the DHW. **Availability is controlled by you, not DHUA.**

Membership Status:

You MUST be a **Member** of DHUA and set up to add availability by the DHW Administrator. Your availability is entered via your "Personal Area" at <http://www.devonhockey.net/Public/PersonalLogin.php>

Availability Batches:

Availability is set up "in batches" by the DHW Administrator. For example, an availability batch starts on 1st September and ends on 30th September. However, for this batch, you will be able to enter your availability from 1st August until 14th August (just 14 days to enter your September availability). This then allows the DHUA Appointments Secretary to prepare draft appointments from 15th August, which are then published by 19th August, before the fixtures in September start.

Personal Area:

You MUST be a Member of DHUA and set up to add availability by the DHW Administrator. If you are set up to ADD availability there is a section titled 'Your Availability at a Glance' where you can see your availability pictorially and under this a section called 'Availability' and it looks something like this:



Availability

Outdoor - 01/12 to 31/12. You have 26 days (until 31/10) to submit your Availability.

Outdoor - 01/01 to 31/01. Availability can be entered from 01/11

Outdoor - 01/02 to 28/02. Availability can be entered from 01/12

Some new availability dates have been added since you entered your availability.
To enter availability for these, click on the Change Availability button.

IMPORTANT NOTE:

Log into your Personal Area on a regular basis (weekly is good) to check if a new availability batch is open for availability to be entered. Also check to see if a new availability date has been entered (e.g. perhaps a cup game, a rearranged league fixture, etc.). You may log in on a regular basis to add non DHUA fixtures you have umpired or to update your Match Feedback if you have umpired a DHUA Appointed fixture.

Adding your Availability:

When entering/changing availability you will be faced with the following choices:

An example is below:

Date(s)	Not available	1 game only	2 games	Men's / Women's / Mixed Events	Special Considerations / Notes
21/10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor - No fixtures yet	
24/10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor - Prem3, South1, South2, SW1, SE1, Prem1, Friendly	Only available after 1.00pm
25/10	You have a coaching appointment for 25/04. You MUST contact the relevant appointments secretary to change Availability.				
28/10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor - BUSA West C2A, BUSA West C1A, BUSA West C2A	Plymouth Only
1/11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor - Prem3, South1, South2, SW1, SE1, Prem2	ditto*

The only information you can change is:

- Availability (the default is 'Not Available' but you can choose '1 game only' or '2 games' instead)
- Special Considerations/Notes (allows the relevant Appointment Secretary to see what constraints there are on your time, location, etc. so you don't get appointed to a game you cannot umpire.

ditto*

The information you enter is only shown for the day it is entered for so on 28/10 'Plymouth Only' will only appear next to that date. **DO NOT** put "ditto" for 1/11 as the information from 28/10 is NOT pulled down from the previous date and all the DHUA Appointment Secretary sees is "ditto", which is as useful as a chocolate fireguard in a snowbound mountain lodge in the depths of winter.

FINALLY:

- ONCE YOU ENTER YOUR AVAILABILITY YOU MUST THEN CLICK THE
- **'SUBMIT THE CHANGES'** BUTTON AT THE BOTTOM OF THE FORM FOR THE DATA TO BE ENTERED.
- **IF YOU CLICK THE 'GO BACK' BUTTON THE AVAILABILITY WILL NOT BE SAVED.**

End.