

Rink Diary – User instructions for Team Nomination

1. Log into Rink Diary
2. Click on ‘Teams’ next to ‘My Profile’ at the top of the page
3. A list of available games will appear
4. Click on the game you wish to put your name down for where it says ‘View’ *Please note that a blue background is a men’s match, pink a ladies match and orange a mixed match.*
5. Your name will automatically appear.
6. Tick the box on the left hand side of your name
7. The ‘preferred playing position’ box is optional and can be left blank.
8. Click on ‘Save’ button at bottom of page
9. Repeat 3 to 8 to enter for more games
10. Job done

What to do if you change your mind:

1. When in ‘Teams’ select the game you wish to remove your name from
2. Untick the box at the left hand side of your name
3. Click on ‘Save’ button at bottom of page
4. Your name will still appear but will not be available to the Captain for selection (just the same as crossing your name out on the manual sheets)
5. Job done

Once teams have been selected – you will receive an email confirming your selection and requesting you to confirm your availability. You can also confirm (or unconfirm) your availability on screen by ticking (or unticking the box) and pressing ‘Save’.

If an emergency arises and you find you are unable to play at short notice then please contact the Captain of the day **urgently**.

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