



# How do I Add/change my Availability ?

Updated: 5 January 2018

## 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 1<sup>st</sup> September and ends on 30<sup>th</sup> September

.For this batch, you will be able to enter your availability from July 1-July 31st (the dates are also shown in the personal area) for September availability. This then allows the **DHUA** Appointments Secretary to prepare draft appointments, look at measures for dates of limited availability.

## 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.

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## 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:

Dates(s)	Not Available	1 game only	Multiple games	Special Considerations / Notes	Men's / Women's / Mixed Events
Saturday 3rd Mar 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Outdoor - Championship, Conference South, Southern1, Southern2, SouthWest1, SouthWest2, SouthEast1, SouthEast2, SouthEast3, Prem1, Prem2B, Central, South, Petroc1, Petroc 2, Trel1
Sunday 4th Mar 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Outdoor - No confirmed matches yet
Wednesday 7th Mar 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Outdoor - BUCS Prem, BUCS West C1A, BUCS West C1A
Saturday 10th Mar 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Outdoor - Championship, Conference South, Southern1, Southern2, SouthWest1, SouthWest2, SouthEast1, SouthEast2, SouthEast3, Prem1, Prem2B, South, Petroc1, Petroc 2, Sedg1, Trel1

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.)

An example of completed with added information

Dates(s)	Not Available	1 game only	Multiple games	Special Considerations / Notes	Men's / Women's / Mixed Events
Saturday 3rd Mar 2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Plymouth area, 1230 onwards	Outdoor - Championship, Conference South, Southern1, Southern2, SouthWest1, SouthWest2, SouthEast1, SouthEast2, SouthEast3, Prem1, Prem2B, Central, South, Petroc1, Petroc 2, Tre1
Sunday 4th Mar 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Outdoor - No confirmed matches yet
Wednesday 7th Mar 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Outdoor - BUCS Prem, BUCS West C1A, BUCS West C1A
Saturday 10th Mar 2018	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	can leave PLymouth 1230	Outdoor - Championship, Conference South, Southern1, Southern2, SouthWest1, SouthWest2, SouthEast1, SouthEast2, SouthEast3, Prem1, Prem2B, South, Petroc1, Petroc 2, Sedg1, Tre1

The information added in special considerations/notes only applies to that date, it must therefore be copied/added to each date (highlight, Ctrl C, then to the new boc Ctrl V does work)

**Submit The Changes**

You must then

If you click on go back the changes are not recorded

### Amending Availability.

As above and make changes to the dates you need UNLESS you see this;

Saturday 20th Jan 2018	You have an umpiring appointment. You MUST contact the relevant appointments secretary to change Availability. You have entered the following restrictions to your availability ... "Plymouth area, subfields 1230 earliest" If your notes on restriction(s) are no longer correct, you must contact the relevant appointments secretary to change them.				
Sunday 21st Jan 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Outdoor - Southern1
Wednesday 24th Jan 2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		Outdoor - BUCS Prem, BUCS West C3A, BUCS West C2A
Saturday 27th Jan 2018	You have a draft umpiring appointment. You MUST contact the relevant appointments secretary to change Availability. You have entered the following restrictions to your availability ... "Leave plymouth 1230" If your notes on restriction(s) are no longer correct, you must contact the relevant appointments secretary to change them.				

In this case please make personal contact with the appointment secretary

League/Cup – Graham Woolcock

BUCS – Bob Whittell

(If you cannot contact either of these please then contact Matt Reynolds (webmaster)

End

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