

Website Starter: the things it is useful to know.

Having come this far you know how to access this site at www.erhua.co.uk and you have arrived at the **ERHUA Home Page** with the badge and a menu of other pages. You can access any of these pages by clicking on the item you want. The names are mostly self-explanatory.

News:

This is the ERHUA newsletter. Items are posted here for a pre-determined period and then removed.

ERHUA Diary:

Lists dates of various committee meetings.

Information & Downloads:

Contains items such as the Constitution, lists of award winners in previous years etc. However, this is live and is updated regularly. You should view this page on a regular basis to keep up to date with all the latest changes and updates in the world of hockey.

Member's Area:

Click on this for access to your own private page. Type in the email you used when you joined the website, add your password (you can tick the box underneath so you won't have to add these every time you sign in, but only if you are using a private PC, laptop, tablet or smart phone. When you login for the first time you will be asked to change your password. When you change your password from the one originally set for you. (Choose something original. Passwords like "Umpire" and "Hockey" seem to be quite common!) Check the information that ERHUA holds about you. If it is incorrect there are several things that you can put right yourself, such as your address, phone number, email address. If you do correct these items, they must be approved by our secretary before they will be displayed on the screen, so this might take a couple of days. If other information is incorrect please contact the Secretary via the given e-mail link.

If you change your email address it is important that that you notify the system immediately.

News items are also there for you to read. When you mark them as read they disappear but they will be available on the News page.

On the members' page, you will also find prompt boxes to enable you to enter availability, change your password and, once you have umpired a game, to claim expenses. **If you do not enter availability you cannot be appointed.** If having entered your availability it changes, use the 'change availability' button. Once you have been appointed and you become unavailable you must ring the appropriate cry-off secretary to inform them.

It is a good idea to enter your mileage and expenses on a regular basis, but claim them at most once a month for the sake of the administrators. The site will only let you claim if your claim is up to date with the details for all games up to, and including, the last where you have officiated. You then find that there will be a 'submit expenses' button.

What if you do not wish to claim? Nobody will force you to do so. You are then effectively lowering the cost of hockey to the clubs; you are not donating to ERHUA. You can specify that you do not wish to receive your expenses, or part of them, and nominate to what cause your donation should be put. *All expense claims must be made through the website unless you are notified otherwise.*

The page shows all your appointments with contact details of colleagues' and teams'. Click on the venue and 'multimap.com' will show you how to get there.

Fixtures and Appointments:

On this page you can see all, or some, fixtures and appointments, depending on the selection you make.

Clubs and Teams:

Shows all the teams that receive ERHUA appointments.

Match venues:

Gives all venues and enables you to use 'Bing maps' to plan your journey.

Committees:

Lists all ERHUA committees, and committee members.

Contact lists:

Provides you with a listing of contact details for all members. The system maintains this as an up-to-date list provided members have updated their details.

Umpire Panels:

Shows where you and all your colleagues are!

Umpire Coaches:

Gives a list of all coaches in ERHUA.

Links:

Provides you with instant links to a range of other website addresses. If you know a link that is relevant but missing please e-mail me with the details.

For admin users:

Double click on the ERHUA badge. The screen changes colour to show that you are in the 'admin section' and you should find your name under one of three headings. (There are three headings simply to make it easier for you to find your name, rather than from one long list. The headings have no other significance!) Key in your password and you will be presented with a long menu. How many things you can access will depend upon the 'permissions' that have been allocated to you.

Near the bottom of the page you will find a "Who has access to what" button, click it and then click on "show function description". You can then see, not only who has access, but what they can do. There are 44 different functions, and they are subdivided! Click on the "What other functions are available" button to see what you cannot access. If you think your "permissions" need to be changed please contact me.

Don't forget to change your password from time to time!

The website has been designed with the needs of ERHUA in mind. I hope you find it useful! If you need help with the use of the site please contact me. I may not know all, or any, of the answers, but I do know a man who does!

Trevor Norman - Webmaster