

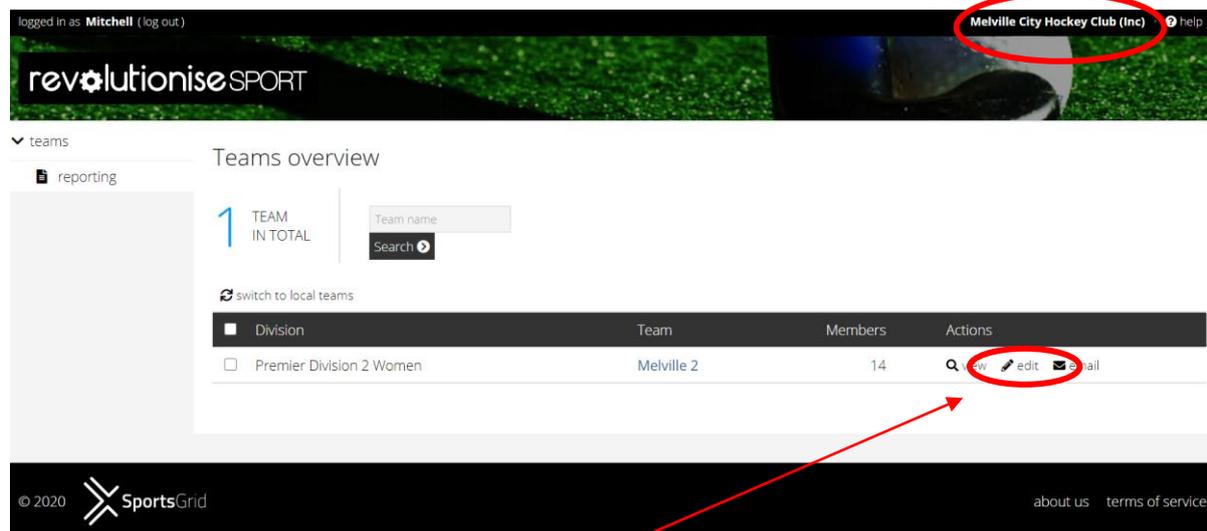
# MCHC MANAGERS GUIDE to Revolutionise Sport



## Adding Players to Your Team

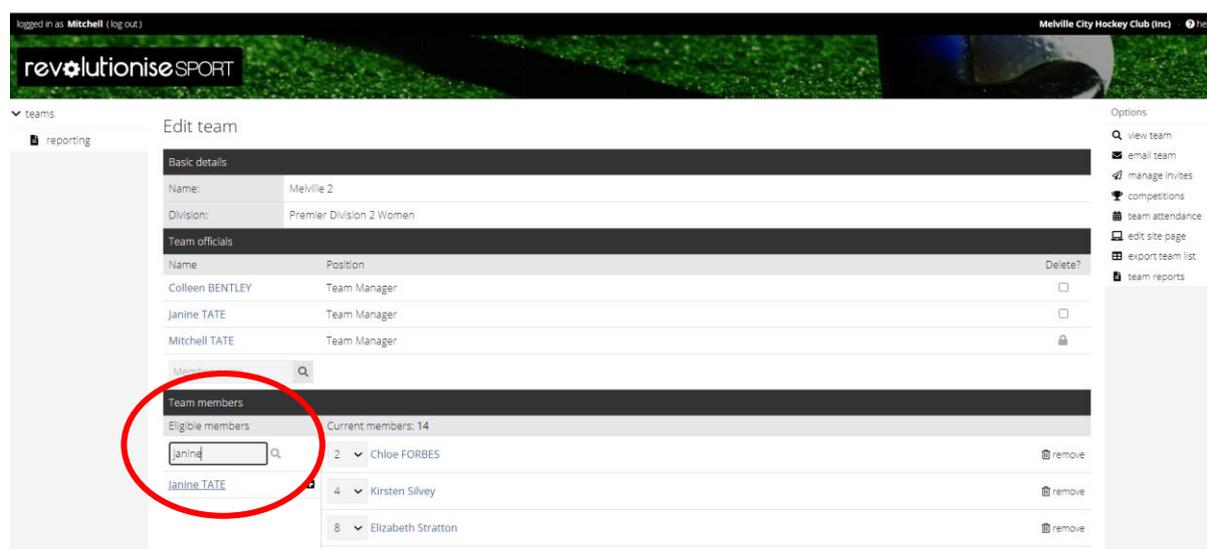
1. You need to add players to your team, via the **Melville City Hockey Club** portal. Log in here: <https://client.revolutionise.com.au/?clientName=melvillecityhoc&page=/melvillecityhoc/>

2. You will be able to see the “Teams overview”. You will know you are on the right page if you can see Melville in the top right corner, and your team’s grade and name.



3. Click on edit to add or delete players.

4. To add players to your team, start typing their name in the search box and then click on the “plus” next to the player’s name when it appears in the list below. This will add them to your team list. (DO NOT worry about numbers next to players’ names, unless you are the Manager of a Premier Grade Senior team.) Continue adding players until you have the whole team listed.



5. If you can’t find a player on the list, please contact the player or their parent to ask if they have registered. They should not be taking the field if they are unregistered. If there is a problem, contact Colleen Bentley ([registrar@melvillehockey.com](mailto:registrar@melvillehockey.com)).

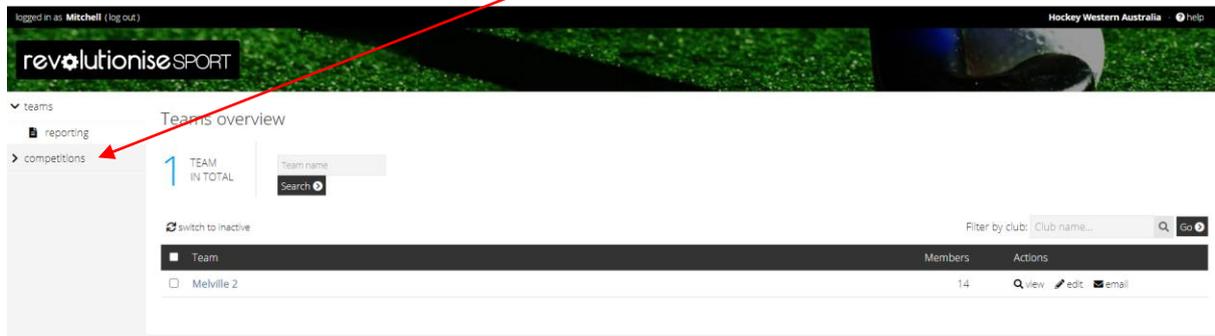
6. Click “Save changes” to save the team list.

## Entering Match Results

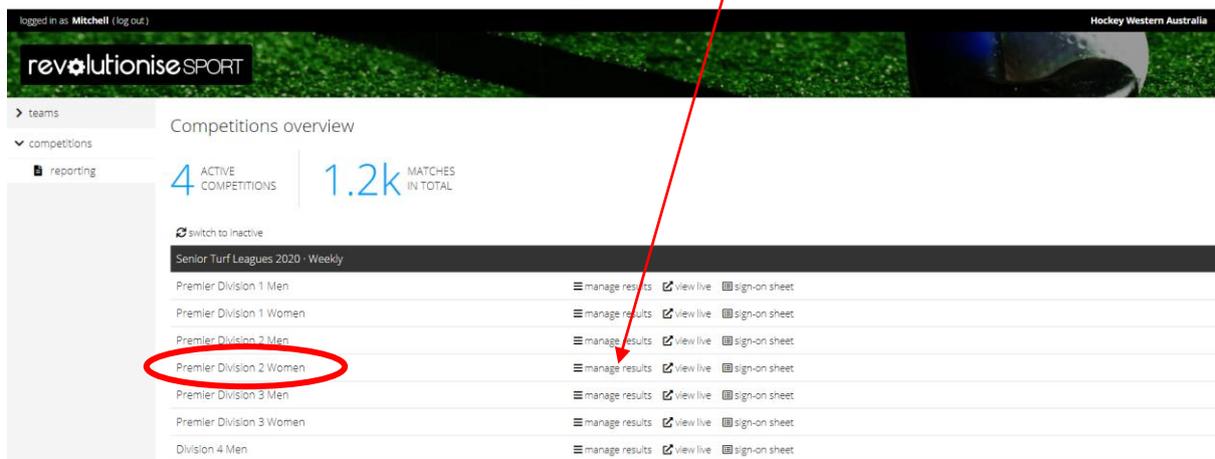
1. Log in to the **Hockey WA** portal:

<https://client.revolutionise.com.au/?clientName=wahockey&page=/wahockey/> (same username and password that you used for the MCHC portal – you will see Hockey Western Australia in the top right corner of the screen).

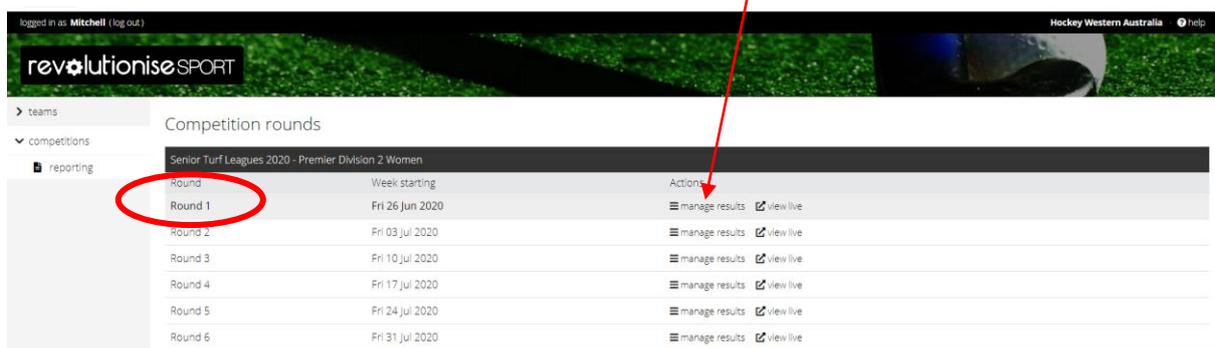
2. Click on Competitions on the left hand side.



3. Find your teams' division and click on "manage results".



4. Find the correct Round game and click on "manage results".



5. Find your game, and click on the pencil on the right hand side to start entering match details.

logged in as Mitchell (log out) Hockey Western Australia

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### View draws

Customs list all rounds

Details

Competition: Senior Turf Leagues 2020

Division: Premier Division 2 Women

Round: Round 1

Week starting: Fri 26 Jun 2020

Perth Hockey Stadium

Date	Time	Subvenue	Home	Score	Away	Actions
Aquinas College						
Date	Time	Subvenue	Home	Score	Away	Actions
Lemnos Field						
Date	Time	Subvenue	Home	Score	Away	Actions
High Velocity Ducting Stadium						
Date	Time	Subvenue	Home	Score	Away	Actions
Sat 27 Jun 2020	14:30	Turf	Southern River	Not entered	Melville 2	enter
University of WA Superturfs						
Date	Time	Subvenue	Home	Score	Away	Actions

6. Either enter the score, or check that the opposition team has entered it correctly.

logged in as Mitchell (log out)

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### Enter results

Match details

Competition: Senior Turf Leagues 2020

Round: 1

Division: Premier Division 2 Women

Teams: Southern River vs Melville 2

Venue: High Velocity Ducting Stadium Turf

Date & time: Sat 27 Jun 2020 14:30

Last updated: Fri 26 Jun 2020 13:40 by Lisa Williamson

Match options

Label:

Duty team: No duty team

Cancelled? No

Umpires: National ID Number...  
National ID Number...

Match officials

Name

add official

Result entry

Southern River

Score:

Overrides:   Forced loss  Forced forfeit

Melville 2

Score:

Overrides:   Forced loss  Forced forfeit

Attendance metrics

Southern River (0) Goals Green Cards Yellow Cards Red Cards

7. Scroll down to find the Melville team. Tick the box to the left of the names of the players who took part in this match. Don't tick players who were absent or didn't take the field. *(At this point DO NOT use the "add fill-in" section. If a player from another team plays for you, you will need to go back to the MELVILLE portal and add them to your team. We are NOT recording double-ups in the online system just yet. Please make sure it is recorded on your match book as you will need to add this at a later date.)*

Add in the goals scored by each player and any cards that were given during the match.

Score:

Overrides:   Forced loss  Forced forfeit

Attendance & metrics

Southern River (0)      Goals      Green Cards      Yellow Cards      Red Cards

No members

Fill ins

add fill in

	Goals	Green Cards	Yellow Cards	Red Cards
<input type="checkbox"/> Melville 2 (12)				
<input checked="" type="checkbox"/> Chloe FORBES	1			
<input checked="" type="checkbox"/> Kirsten SILVEY				
<input checked="" type="checkbox"/> Elizabeth STRATTON				
<input checked="" type="checkbox"/> Jaelisha POWER				
<input type="checkbox"/> Sophie McCAUGHAN				
<input checked="" type="checkbox"/> Briony CLARK	2			
<input checked="" type="checkbox"/> Shanae WARDROPE				
<input checked="" type="checkbox"/> Kimberley HOCKING				
<input checked="" type="checkbox"/> Ashleigh POWER				
<input checked="" type="checkbox"/> Grace BOWWER				
<input type="checkbox"/> Renee SKOU				
<input checked="" type="checkbox"/> Ashleigh McNESS				
<input checked="" type="checkbox"/> Lucy LEPROY				
<input checked="" type="checkbox"/> Emma LUNT	1			

Fill ins

add fill in

8. Click "save changes". PLEASE NOTE: At this point, once you click "save changes" you can NOT go back and edit any details at all. If you realise a player is missing, or you don't have the information you need (goalscorers, cards etc), DON'T click "save changes". Close the window, go and get the information, then start again.