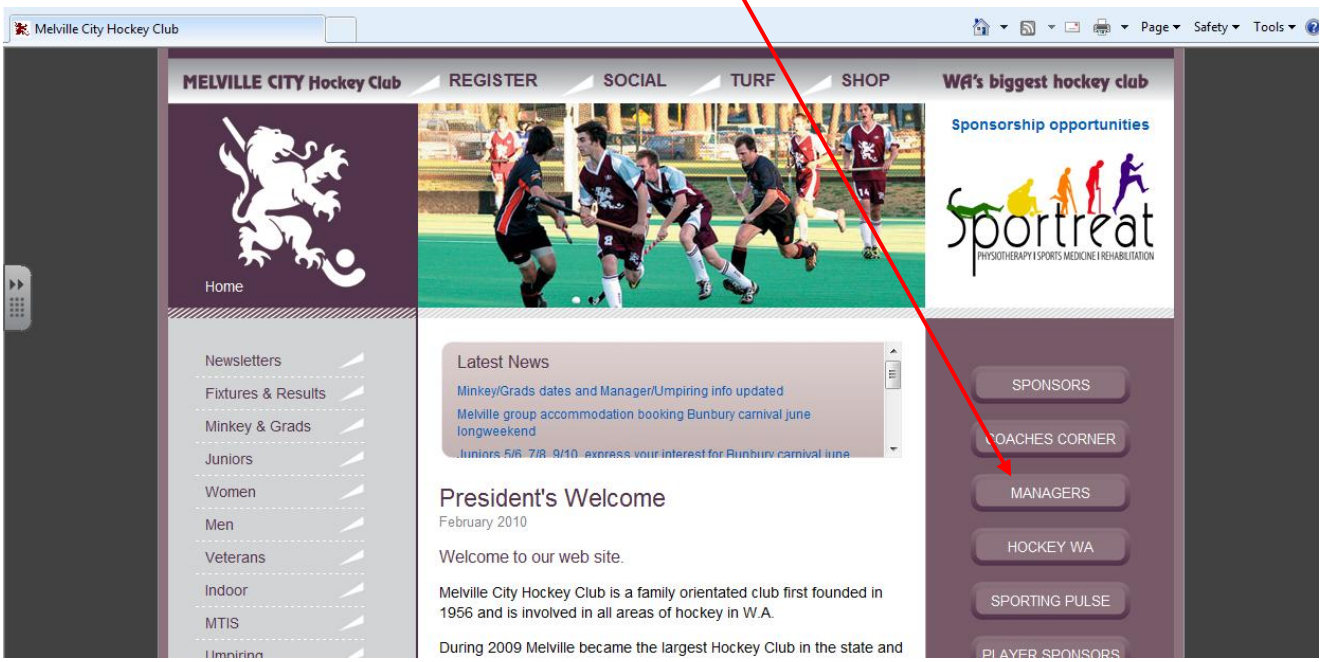
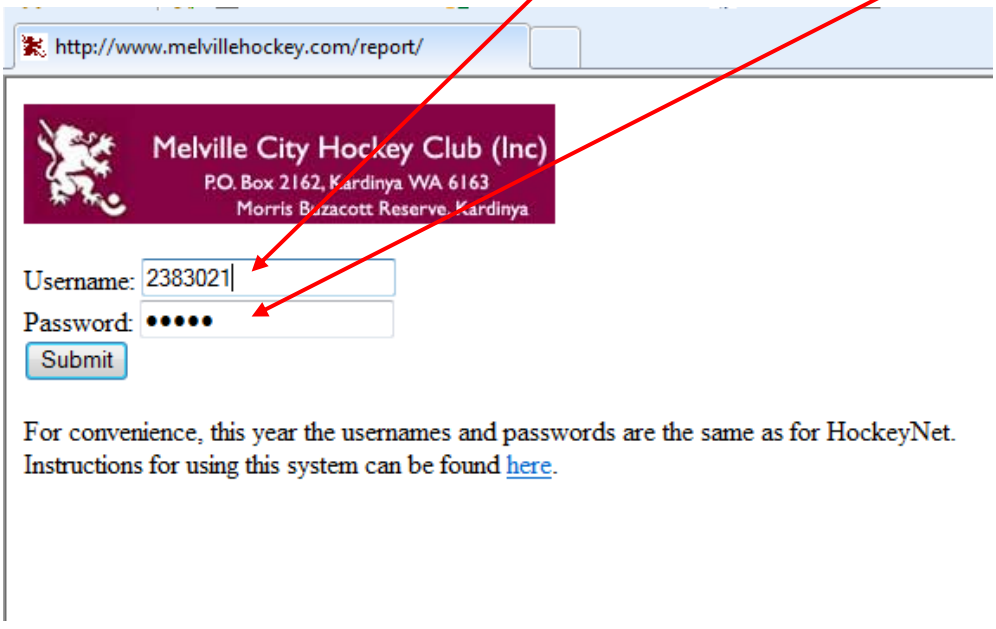
MCHC Manager's Report System

Match reports are to be submitted using an online application which allows you to file reports for your team/s in a similar manner to Hockey WA's results system (Sporting Pulse).

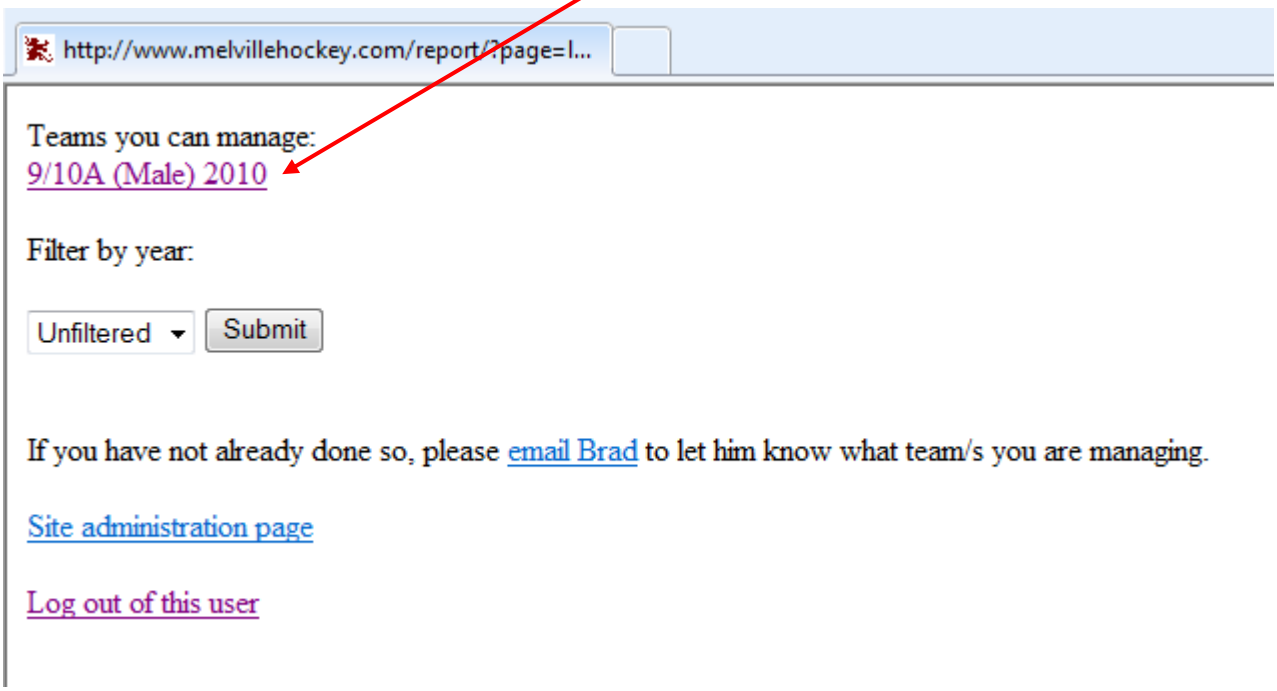
1. To start, either go direct to http://www.melvillehockey.com/report/ or go to the club website (www.melvillehockey.com) and click on the MANAGERS button on the right-hand side of the home page.



2. At the log-in propmpt, enter your username (seven-digit number) and password (letter-number combination), then click "Submit".

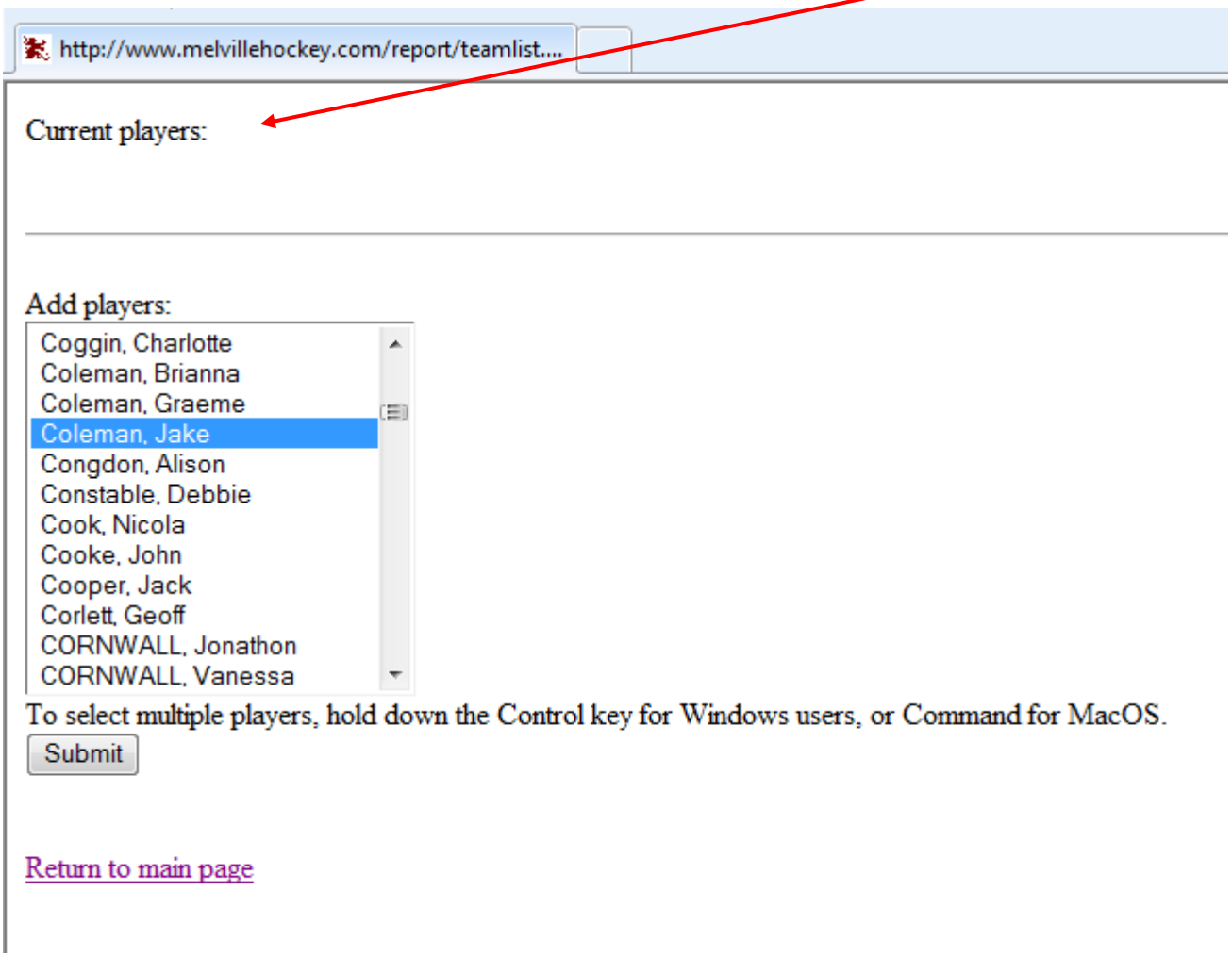


3. On logging in, you will be presented with the main page which lists all the teams for which you have management rights (currently just one).



4. Clicking on the team name takes you into the team management page, showing all the previously submitted match reports, as well as providing links to submit a new report, or add a player to the team. If you have previously submitted a report, and there are no extra players to be added, you can skip straight to Step 6.

5. Players must be added to the team from the main club list before they can be included in a match report, so you need to complete this step before trying to enter your first report for the year. The first time you log in, there will be no “Current players” listed here:



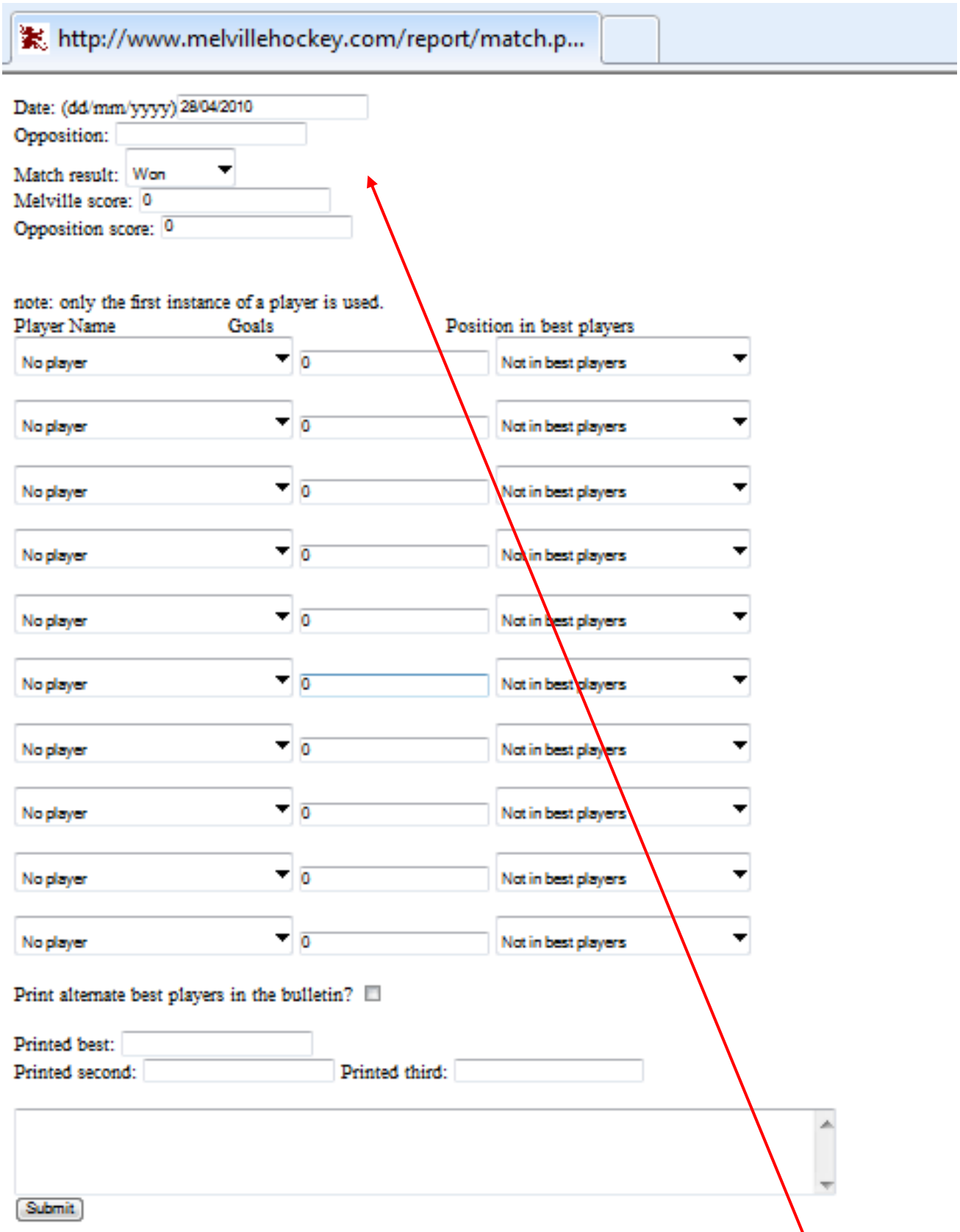
As you will need to do the whole team the first time, you can save time by holding down the “Control” key and clicking on each player as you find their name. When you have found everyone in your team, click “Submit”.

If for some reason you are unable to find a player on the club list, submit all of the players that you can find first, then click on “Return to main page”. You can enter the missing player through the “Site Administration page” link, however you need to advise Brad Wake (thebmw@iinet.net.au 0421 120 292) if you do this, particularly if they are a regular player for the club. Also, make sure you check for alternative spellings - sometimes the team list you have been given may be slightly inaccurate. We need to avoid “doubling up” of player names on the master list.

6. Now that you have added players to your team, you are ready to submit a Match Report. Before you start, you need to have available a list of names of everyone who played (including those playing up from a lower grade), names of goal scorers, names of best players, and a brief match report. You cannot go back and edit a report after it has been submitted, you will need to re-submit the whole report, so make sure you have everything before you start. If any players have joined the team since last match, or are playing up,

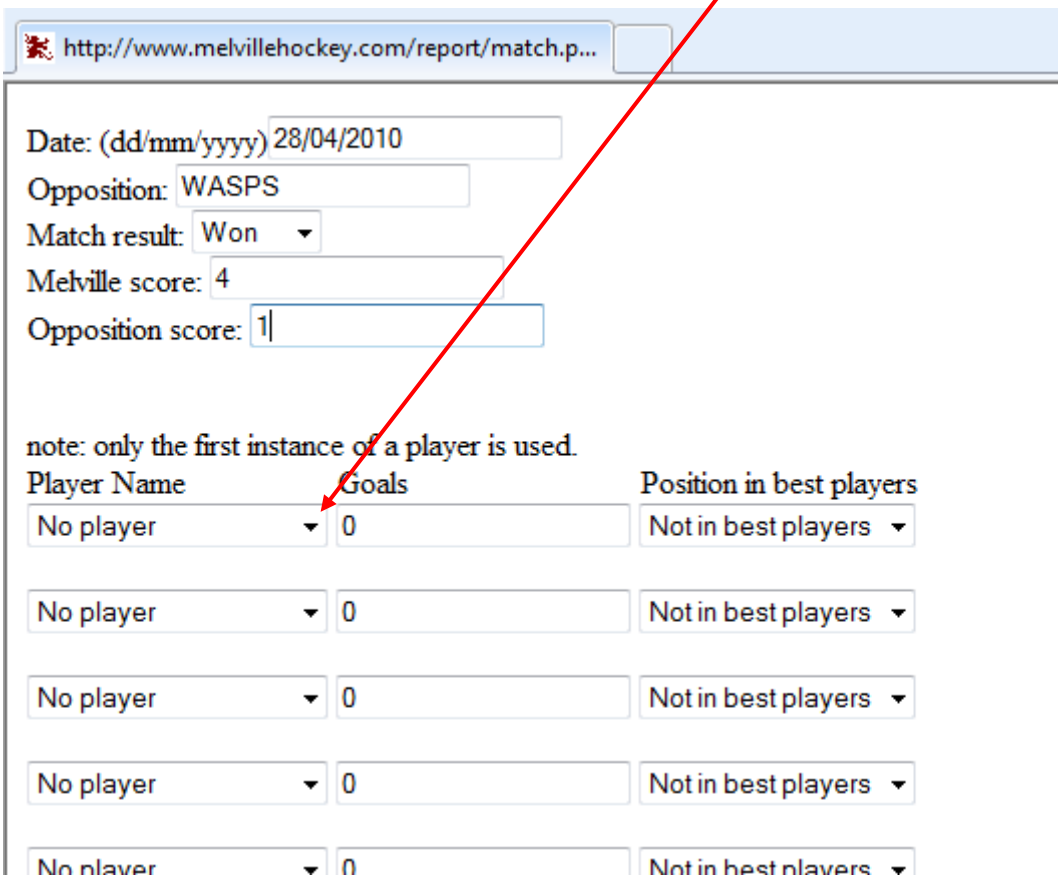
these players will need to be added to your team list following the instructions above (Steps 4 and 5) BEFORE you start your match report.

Return to the main page, click on your team name again, and then click on “Submit match report”.



7. First, fill in all details at the top of the page (date, opposition, result, scores).

8. Then you need to create a list of names of the players for that match. You will see a series of boxes saying “No player”, Click on the drop down arrow at the end of the first box and choose the first player who played in this match.



Click on the second box, and choose the second player. Continue doing this for each box until you have a complete list. If someone did not play in the match, or you have previously added fill-in players from other teams, you may be left with one or more boxes that say “No player”.

EVERY PLAYER who played must be listed on this page before you click “Submit”. If a player’s name is not visible, they will not be credited with playing this match when it comes to their games tally with the club.

9. When you have a complete list of players, you need to choose the goalscorers (if any). Simply type in the number of goals in the box next to the appropriate player name(s). Again, accuracy is important here, as the club keeps records of top individual goal scorers for the season.

10. Now, input the three best players, by clicking on the drop down arrow at the end of the “Not in best players” box, and choosing either “Best player”, “Second best” or “Third best”. These are the three best players who will be printed (in order) in the Club Newsletter. They are also the three best players to whom votes will be given for end-of-season trophy results (except 5/6 grade). Some teams may wish to print different players in the Newsletter, or change the order in which they are printed, or print “Team Effort”. If you wish to do this, tick the box that says “Print alternate best players in the bulletin?” Then fill in the three boxes with your preferred names (or Team Effort) and THESE are the names that will appear in print.

11. Finally, type in a short report on the match, which will be printed in the Club Newsletter.

Your page should look something like this when finished:

12. Finally, if all information is correct, click “Submit”.

Please feel free to contact either Brad Wake (thebmw@iinet.net.au) or Janine Tate (Janine.tate@allsaints.wa.edu) if you have any problems/queries.