



Rink Diary

1. To Register

- a. Go to the website by clicking here <https://www.winslow.rinkdiary.co.uk/>
- b. In the top right corner of the screen you will see a "Sign In" button, please select it,
- c. You will now see a Welcome screen. On the left you will be able to log in in the future but first you will need to Register on the right hand side of the screen
- d. Complete the information required and then select the "Register Now" button (remember to tick the "I'm not a robot" box)
- e. Once the information is accepted you will receive a message to say you are registered.
- f. This is not quite the end of the process as your account needs to be confirmed by our Administration team (we need to check that the person trying to register is indeed a member of the club!)
- g. Once your account is fully approved you will receive an email to this effect and you can then "Sign In"
- h. Going forward you will simply need to sign in each time you want to update your availability.

2. To Sign In

The process to put your name down for a match is very straightforward.

- a. Go to the website by clicking here <https://www.winslow.rinkdiary.co.uk/> (you might want to bookmark this page in your web browser)
- b. In the top right corner of the screen you will see a "Sign In" button, please select it
- c. Sign in on the left hand side (NB your username is not your email address, it is your First and Last name concatenated e.g. janesmith) using the password you created when you registered. NB when you sign in you may see an "Alert message", once you have read it, select the red cross in the top right corner to move on
- d. On the menu at the top of the screen select the TEAMS option
- e. From the list, identify a match that you would like to play in and select "View"
- f. A box will pop up with full details about the game
- g. You will notice that the software has automatically added your name at the top of the list of members wanting to play (in a green box about half way down on the left of the screen)
- h. The small box to the left of your name may already have a tick in it (if not please select the box to add the tick).



- i. If you wish to you can use the tan coloured box to the right of your name to make a note of your preferred playing position(s) e.g. L for Lead, S for Skip etc. This is a free format box which we plan on using for various purposes during the season.
- j. To complete the process you must ensure that you select the red SAVE button
- k. A message will pop up to say "Player Updated" and you will be taken back to the list of matches so you can add your name to another game if you wish. You should see a green circle containing a white tick in the top right corner in the box for the match which is the indicator that you have put your name down for the match.

And that's it, all done.

3. If at a later date you find that you are not able to play you simply need to Sign in and...
 - a. Use the "View" button on the match concerned to open the list of players
 - b. Remove the tick from the small box to the left of your name
 - c. Select the red SAVE button
 - d. A message will pop up to say "Payer Updated" and that's it, you are no longer available for selection

You can add and remove yourself as many times as you like before the team is selected.

Once the team is selected an email will be sent to all players that put their name down for selection showing who is playing. At this point the players selected need to respond to confirm their attendance (or not).

Once attendance has been confirmed, if you should find yourself unavailable please let the Captain or Vice-Captain know by contacting them directly.

If you need it the web address of our new Selection system is

<https://www.winslow.rinkdiary.co.uk/>

If you have any questions please don't hesitate to contact your Captain or Vice-Captain