



Checking and changing availability

You can check if you have been selected for an event by looking at an event.

Log into Teamer.

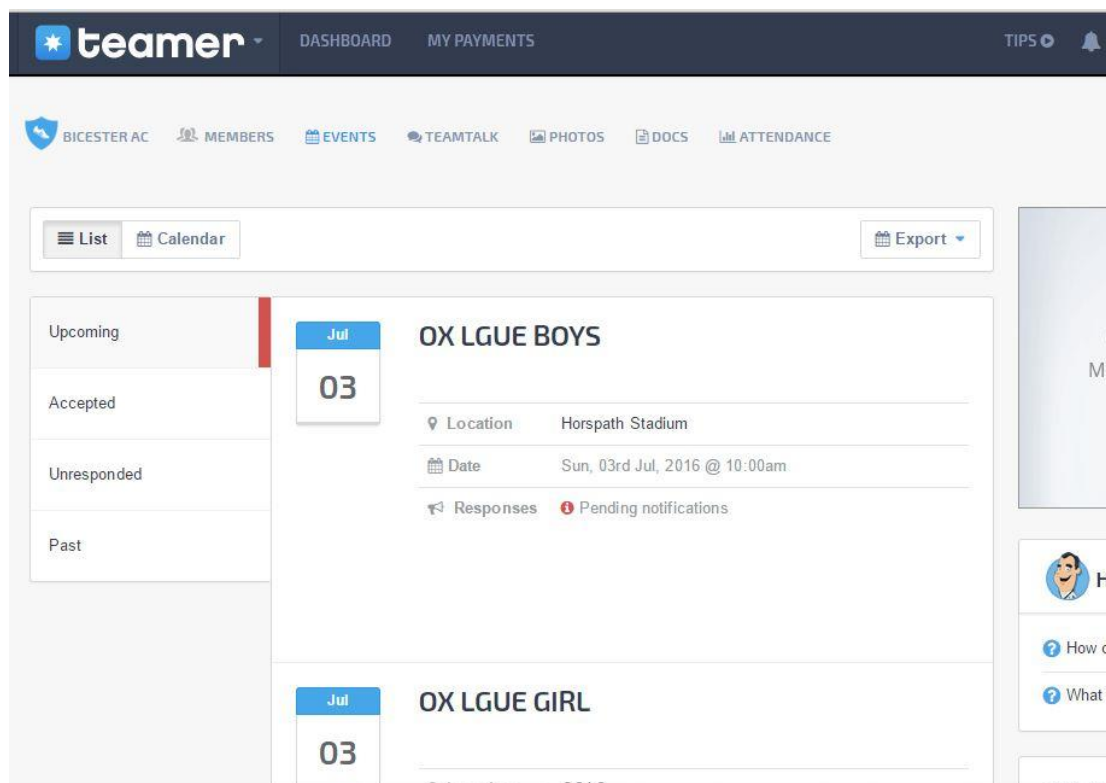
Click on relevant profile if more than one athlete is registered.

Click on the events heading.

The screenshot shows the Teamer dashboard for Bicester AC. At the top, there's a navigation bar with 'teamer' logo, 'DASHBOARD', and 'MY PAYMENTS'. Below that, a secondary navigation bar includes 'BICESTER AC', 'MEMBERS', 'EVENTS' (circled in red), 'TEAMTALK', 'PHOTOS', 'DOCS', and 'ATTENDANCE'. The main content area features a blue box for 'Upload team photo', a team invite link section with a URL 'http://tinyurl.com/qglla74', and a 'TEAM CALENDAR' section showing 'WEDNESDAY 18 MAY' with '0 events today' and a time of '19:36'.

This will take you into the events page.





On the left are four headings 'Upcoming' this will show all future events. 'Accepted' this shows only events you have accepted. 'Unresponded' this show events you have not accepted or declined and 'past' is past events.

When you look at the event over view it will tell you the event name, date, location and what your selection status is, if you are not selected for an event it will say 'You were not invited' below the title.



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If you have been selected but have not responded you will see the following:

BICESTER AC MEMBERS EVENTS TEAMTALK PHOTOS DOCS ATTENDANCE

Aug 14

OX LEAG BOYS

Location: Banbury

Date: Sun, 14 Aug, 2016 @ 09:30am

Responses: 12 (green), 9 (red), 39 (grey)

CAN YOU ATTEND?

Decline (red X) Accept (green checkmark)

If you have accepted an event you will see the following:

BICESTER AC MEMBERS EVENTS TEAMTALK PHOTOS DOCS ATTENDANCE

Responses: 2 (green), 5 (red), 16 (grey)

Jun 05

H OF E BOYS

You accepted (green checkmark)

Location: Worcester

Date: Sun, 5 Jun, 2016 @ 10:00am

Responses: 9 (green), 23 (red), 28 (grey)





If you have declined an event you will see the following:

The screenshot shows the Teamer interface for Bicester AC. At the top, there are navigation tabs: BICESTER AC, MEMBERS, EVENTS, TEAMTALK, PHOTOS, DOCS, and ATTENDANCE. Below this, there are buttons for List, Calendar, and Export. The main content area displays an event titled 'YDL LOW BOYS' for the month of May, specifically on the 21st. The event status is 'You declined', which is circled in red. Below the event title, there are details: Location (Tipton), Date (Sat, 21 May, 2016 @ 11:00am), and Responses (11 green checkmarks, 16 red crosses, and 22 question marks).

Please remember we are using Teamer to gauge availability for events, you will be contacted by the relevant team manager about actual selection. You will be notified by the team manager if you have or have not been selected.





Changing availability

You can change your availability at any time by going into the specific event (by clicking on the title).

A screenshot of the Teamer website interface. The top navigation bar includes 'teamer', 'DASHBOARD', and 'MY PAYMENTS'. Below this is a secondary navigation bar with 'BICESTER AC', 'MEMBERS', 'EVENTS', 'TEAMTALK', 'PHOTOS', 'DOCS', and 'ATTENDANCE'. The main content area shows a calendar view for July 03. Two events are listed: 'OX LGUE BOYS' and 'OX LGUE GIRL'. The 'OX LGUE BOYS' event title is circled in red. Details for this event include: Location: Horspath Stadium, Date: Sun, 03rd Jul, 2016 @ 10:00am, and Responses: Pending notifications. A sidebar on the right contains a user profile and help links.





Once you're in the event click on 'Notifications/line up'.

The screenshot shows the Bicester AC website interface. At the top, there are navigation links: BICESTER AC, MEMBERS, EVENTS, TEAMTALK, PHOTOS, DOCS, and ATTENDANCE. Below this, a notification banner says "You accepted". The event details are: Location: Banbury, Date: Sun, 14 Aug, 2016 @ 09:30am, Responses: 13 (green), 9 (red), 38 (grey), and Notes: Availability for Boys U13, U15 & U17 teams and U20 non scoring. Track Location Map stored in DOCS. Below the event details, there are three buttons: "Event", "Notifications/Lineup" (circled in red), and "Map". The "AVAILABLE" section lists three players: Ava Neptune (Email & SMS), Molly Acton (Email), and Lizzie Adams. The "LINEUP" section shows a filter for "all (58/58)" and buttons for "accepted", "declined", and "no response". A "Ben's settings" dropdown menu is open, showing a cog icon (circled in red) and a "Change status" button (circled in red) with a "Decline" option below it.

Find your name under Line Up then click on the cog to the right of your name then under change status click on decline or accept which ever you are changing to.

If something changes and you do need to change your availability please do so as soon as you can to help the team managers plan their teams.

Thank You.

