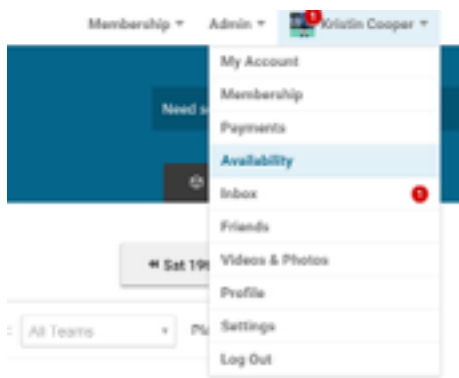


Setting your availability

Step 1 - log into the site, hover over your account profile, top right, and select 'Availability':



Alternatively, you can log in, go to 'My Account' and select the Availability section from there.

Step 2 - set you availability

A screenshot of the 'Availability & Selection' page on the Sonning Hockey Club website. The page title is 'Availability & Selection'. Below it, there is a section 'SET YOUR AVAILABILITY'. The text says: 'Showing fixtures for Ladies 1st XI, Ladies 2nd XI, Ladies 3rd XI, Ladies 4th XI, Ladies Vets, Ladies 5th XI and All Ladies, [adjust your membership](#). Fixtures for other teams may show if a team admin has requested you confirm your availability for that date.' There are two main sections for dates: 'Saturday 26th September 2015' and 'Saturday 3rd October 2015'. Each section has a table of fixtures. For each fixture, there are buttons to select availability: 'Yes' (green), 'No' (grey), 'Maybe' (grey), and 'Add note' (white with a plus icon). The fixtures listed include 'Ladies 2nd XI vs. Wokingham Ladies 1s', 'All Ladies vs. varied opponents', 'Ladies Vets vs. Banbury Ladies 4s', 'Ladies 4th XI vs. Milton Keynes Ladies 3s', 'Ladies 1st XI vs. Oxford Ladies 2s', 'Ladies 3rd XI vs. Oxford Hawks Ladies 4s', and 'Ladies 5th XI vs. Abingdon Ladies 3s'. Each fixture also has a 'Match Centre' link.

You can set 'Yes', 'No', 'Maybe' and/or add a note for each week.

The fixtures which appear depend on which teams you are associated with, the only one you really need to see here is 'All Ladies'

Step 3 - set your availability by clicking the buttons next to the date - these will be saved automatically.

Notes:

- All the men and ladies players should have been given the team 'All Ladies' and 'All Men' by default - let us know if you **don't** see this
- All of the year's fixtures will show without having to select a particular team
- When you set your availability, you are setting it against a date - not a team fixture.