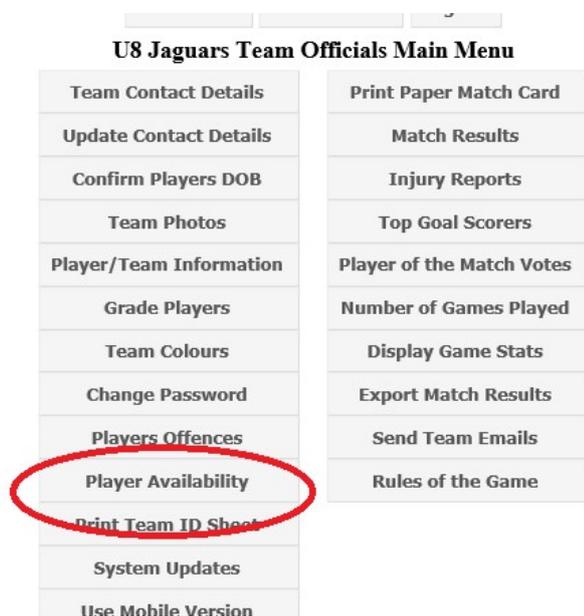


Player Availability Email to players/parents

1. Select Player Availability from the main menu



2. Select "Who Is Available" for the match you want to email players/parents to see who can play the match. This can be done at any stage in advance, and can be done multiple times for the one match.



Player Availability

Round	Date	Time	Opposing Team	Colours	Division	Ground	Who Is Available?
3	13th May '17	09:45 AWAY	Brisbane Valley U/ Hawks		West B	Lowood Sports Ground 2A	Who Is Available?
4	20th May '17	09:45 HOME	Whitehill Hornets		West B	Redbank Plains 2A	Who Is Available?
5	27th May '17	09:45 AWAY	Fassifern Cobras U8		West B	Kalbar Showground 2A	Who Is Available?
6	3rd Jun '17	09:00 AWAY	Westminster Warriors Tigers		West B	Redbank Plains 2B	Who Is Available?
7	10th Jun '17		Bye		West B	To Be Announced	

OVER PAGE

3. Pretty much you just click on the 'Request Player Availability Confirmation' from the bottom of the screen in the first instance. You can send additional text as well but the screen shot after this one, is what the players/parents will receive anyway (the games details in both of these screen shots are different as I have used a different match to get the email screen shot, but you should get the idea). If you definitely know that a player is not playing the match, you can make them unavailable by clicking on the '?' and turning it into an 'X'.

Player Availability:

Team Name : Caitlin (US Jaguars) **Away to Brisbane Valley U/8 Hawks at Lowood Sports Ground 2A**

Match Date : Saturday 13th May 2017 **Match Time :** 9:45 am

You can now Update/Reset a Players Availability yourself by simply clicking on the icon (keep clicking) [Reset All](#)

Players Available?

Charlotte Berry	?
Sebastian Cuminao Reason	?
Lockie delac	?
Kaylem Moore	?
austin SCHOOTH	?
Xavier Snelson	?
Archie Stevenson	?
Kiralee Van Roon	?
Sienna Maya Walker	?

Text to Players:

Dear Sue,

To help us know who can and can't make the game, could you please click on one of the links below. Game Date :13th May '17 Time: 17:00
 Ground :Redbank Plains 1
 Against :Brisbane Athletic Football Club SW1

[Click here if you CAN play on 13th May '17](#)
[Click here if you can NOT play on 13th May '17](#)

Thanks,
 Sue Peacock
 SW1

4. You can send another email to those players who haven't responded any time you like, by following the same process, but selecting the option at the bottom of the screen "Resend to those who haven't responded".
5. When you then go to print your Match Card, players who have responded that they can play by using this 'Player Availability', will already have the green tick next to their name for printing on the match card.