



Log on to our Website
www.devonhockey.net
to access the relevant sections referred to below.

Club Webmaster

The Club Webmaster is an important part of the link between Devon Hockey Association (DHA), Devon Hockey Umpires' Association (DHUA) and Clubs in Devon. Their role is laid out below.

Single Point of Contact

Only one person can hold this position. They must have an email address. To select the Club Webmaster all you have to do is from within your Club Admin Area at <http://www.devonhockey.net/Public/ClubLogin.php>

Click on the 'Change Club Contacts' button.

1. -- Select a Club Contact to Edit -- from the drop down list and click 'Edit the selected club contact' button
2. Check the 'Mark as Club Webmaster?' field
3. Click the 'Submit the changes' button (this will remove the previous Club Webmaster and confirm the new one)
4. If all the Club Contacts are correct then click on the 'The above records are complete and correct' button.

Remember, at least one person should be nominated on the Distribution Lists as:

- Webmaster
- Secretary
- Treasurer
- Fixture Secretary
- Umpire Development Officer
- Junior Coordinator
- Club Discipline Officer

IT IS THE RESPONSIBILITY OF THE CLUB WEBMASTER TO KEEP THE FOLLOWING UP-TO-DATE

- CLUB CONTACTS
- UMPIRE ASSOCIATION (TEAM) CONTACTS
- FIXTURE INFORMATION (TIME and VENUE) including League (*done via relevant league Website*), Friendly and Devon/England Hockey Cup Competitions (Devon Competitions also require a DATE) -
- EMAIL ADDRESSES for all contacts

WARNINGS IN RED

As Club Webmaster you need to act on these, otherwise the smooth and efficient running of the DHW is affected. You may not receive email or notification communications that affect your Club or Teams. Also Devon Cup Competitions require the **Home Team** to enter fixture information so DHUA can appoint umpires in accordance with Competition Rules. Also, Fixtures need full information (Time and Venue plus Date for Devon Competitions), even if DHUA do not appoint as this should be the single source of accurate up-to-date fixture information for all those involved in hockey in Devon.

Updated on 30 August 2010.