



How do I Add my Umpire Availability??

The Basics:

The Kent Hockey Website (KHUA) is an online database driven system. When you add your availability the relevant Kent Hockey Umpires' Association (KHUA) Appointment Secretary uses this to appoint to fixtures that are on the KHUA. **Availability is controlled by you, not KHUA**

Membership Status:

You **MUST** be a **Member** of KHUA and set up to add availability by the KHUA Administrator. Your availability is entered via your "Personal Area" at <http://>

Availability Batches:

Availability is set up "in batches" by the KHUA Administrator. For example, an availability batch starts on 1st September and ends on 30th September. However, for this batch, you will be able to enter your availability from 1st August until 14th August (just 14 days to enter your September availability). This then allows the KHUA Appointments Secretary to prepare draft appointments from 15th August, which are then published by 19th August, before the fixtures in September start.

Personal Area:

You **MUST** be a Member of KHUA and set up to add availability by the KHUA Administrator. If you are set up to ADD availability there is a section titled 'Your Availability at a Glance' where you can see your availability pictorially and under this a section called 'Availability' and it looks something like this

Your Availability at a Glance											
Outdoor (1 day)											
May			June			July			August		
Mon			Mon		13	Mon		18	Mon		
Tue			Tue		14	Tue	5		Tue	2	
Wed			Wed		15	Wed	6	20	Wed		
Thu			Thu			Thu	7	21	Thu		
Fri			Fri		10	Fri	8		Fri	5	
Sat	14	21	Sat	4	11	18	Sat		Sat		
Sun	15	22	Sun	5			Sun		Sun		

Key ...

XX	You have an appointment
XX	You are available
XX	You are NOT available

IMPORTANT NOTE:

Log into your Personal Area on a regular basis (weekly is good) to check if a new availability batch is open for availability to be entered. Also check to see if a new availability date has been entered (e.g. perhaps a cup game, a rearranged league fixture, etc.). You may log in on a regular basis to add non KHUA fixtures you have umpired or to update your Match Feedback if you have umpired a KHUA Appointed fixture.

Adding your Availability:

When entering/changing availability you will be faced with the following choices:

An example is below:

Dates(s)	Not Available	1 game only	2 games	Men's / Women's / Mixed Events	Special Considerations / Notes
Sunday 15th May 2011	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Outdoor - No confirmed matches yet	
Sunday 22nd May 2011	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Outdoor - No confirmed matches yet	
Sunday 29th May 2011	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Outdoor - No confirmed matches yet	

The only information you can change is:

- Availability (the default is 'Not Available' but you can choose '1 game only' or '2 games' instead)
- Special Considerations/Notes (allows the relevant Appointment Secretary to see what constraints there are on your time, location, etc. so you don't get appointed to a game you cannot umpire).

FINALLY:

- ONCE YOU ENTER YOUR AVAILABILITY YOU MUST THEN CLICK THE
- **'SUBMIT THE CHANGES'** BUTTON AT THE BOTTOM OF THE FORM FOR THE DATA TO BE ENTERED.
- **IF YOU CLICK THE 'GO BACK' BUTTON THE AVAILABILITY WILL NOT BE SAVED.**