



Reading Hockey Club

Team Admin Website Training

2018/19

Gaining access to Pitchero & member data

To gain administrative access to the Pitchero Database, all data controllers & processors should:

1. Read the GDPR guidance for volunteers
2. Follow the training on Pitchero by ensuring they can complete the actions on slides 4 & 5
 1. Use the links to Pitchero training where necessary
3. Sign the GDPR guidance to agree that they have completed both actions and return to webmaster@readinghockeyclub.org.uk



Team Admin training

1. Read GDPR guidance for volunteers covering:
 1. Personal data
 2. Data processing
 3. GDPR and Accountability
 4. Reason for data collection & contact preferences
 5. Offline data
 6. Data of Under 18's
 7. Member accountability for their data
 8. Membership activities based on data collected
 9. Subject access requests
 10. Security of data
 11. Security breach actions



Reading Hockey Club – website setup for team admins 1/2

Support: <https://www.pitchero.com/user-guides>
<http://help.pitchero.com/knowledgebase>

Activity	Checkpoint	Area	Tasks	Help	Done
Log in	Team admin can log on	Login	Log into database & find control panel	Log in	<input type="checkbox"/>
Invite members to join	All members (age 14 and over / parent) are registered to receive emails	Membership>Membership Database OR Teams> "teamname" then click on Name	Go to member & invite them to join Check they have allowed email	Membership	<input type="checkbox"/> <input type="checkbox"/>
View and update your membership database	All members on database & aligned to section/squad and team	Membership>Membership Database OR Teams> "teamname"	Add member & invite to join Use Filters and Fields to search Update member data & use role to allocate to team Add shirt number Ask members to update data & add photo Mark data quality issues in Admin DQ Export member NOK & medical data for coaches	Membership	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
View and update team members	All junior members to have parents linked. Parents to have child linked	Membership > Teams > "teamname"	Check players in correct team Link parents to child player Link child to parent player Ensure players/parents know how selection process works	Selection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Send a message to members	All members communicated with	Communication > Compose	Select members by using filters Create email and send	Communication	<input type="checkbox"/> <input type="checkbox"/>
Update team information	Check team information is up to date	Teams > "teamname" > Team information	Check team homepage(s) Ensure information is current and interesting Add new team photo Check/add training times Make sure team mgr/capt/coach are showing Ensure selections are kept private Ensure league table is turned off Check notifications guidelines. Do manually if needed.	Teams	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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Activity	Checkpoint	Area	Tasks	Help	Done
Add training session	Training session set up	Teams > Training > Add group > Add Team	Create groups at age group or section level (not individual team) Include location, time and organiser Use training tab in manager app to log attendance	Training	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Manage fixtures & teams	All fixtures on website	Teams > "teamname" > Fixtures	Check competition & league fixtures are showing* Add time, location and pre-match information (new screens) Add friendlies, training, tournaments Request webmaster to add on cup competitions* Check NO fixtures at SECTION level (except training)	Teams	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Manage selection	All members providing availability Players selected & confirmed for matches	Teams > "teamname" > Fixtures > "match"	Prompt for availability Select team Confirm selection	Teams	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
View overall availability and selection	Overview of selection	Teams > Overview	View selection and availability over 4 weeks	Manage Availability	<input type="checkbox"/>
Collect membership fees	All members paid	Membership>Membership Database>Filter to include payment products	Check alignment of players to pay bands Encourage members to pay before price increase @ 30 Sep Check members paid correct amount	Payment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Add a match report	Match reports for all matches	Teams > "teamname" > Fixtures > "match"	Add goal scorers Add match report Add final result	Results	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Add a news item	News item for each team monthly	Site Content > News	Add regular news items & assign to team Link photos to news items	Site Content	<input type="checkbox"/> <input type="checkbox"/>
Check info on club app	All correct data on app	App (IOS / Android)	Open app Check news, selection, events	App	<input type="checkbox"/> <input type="checkbox"/>
Check info on team manager app	All data showing on app	Teams > "teamname"	Date & location; team selection; Add statistics & result	Team Manager	<input type="checkbox"/> <input type="checkbox"/>
			*Webmaster will add league & cup competitions webmaster@readinghockeyclub.org.uk	Email	