

**North Regional Young Umpire
Action Group (RYUAG) Website
User Guide**

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NB Any information that has been blacked out within this document is purely to keep it private & confidential.

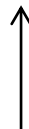
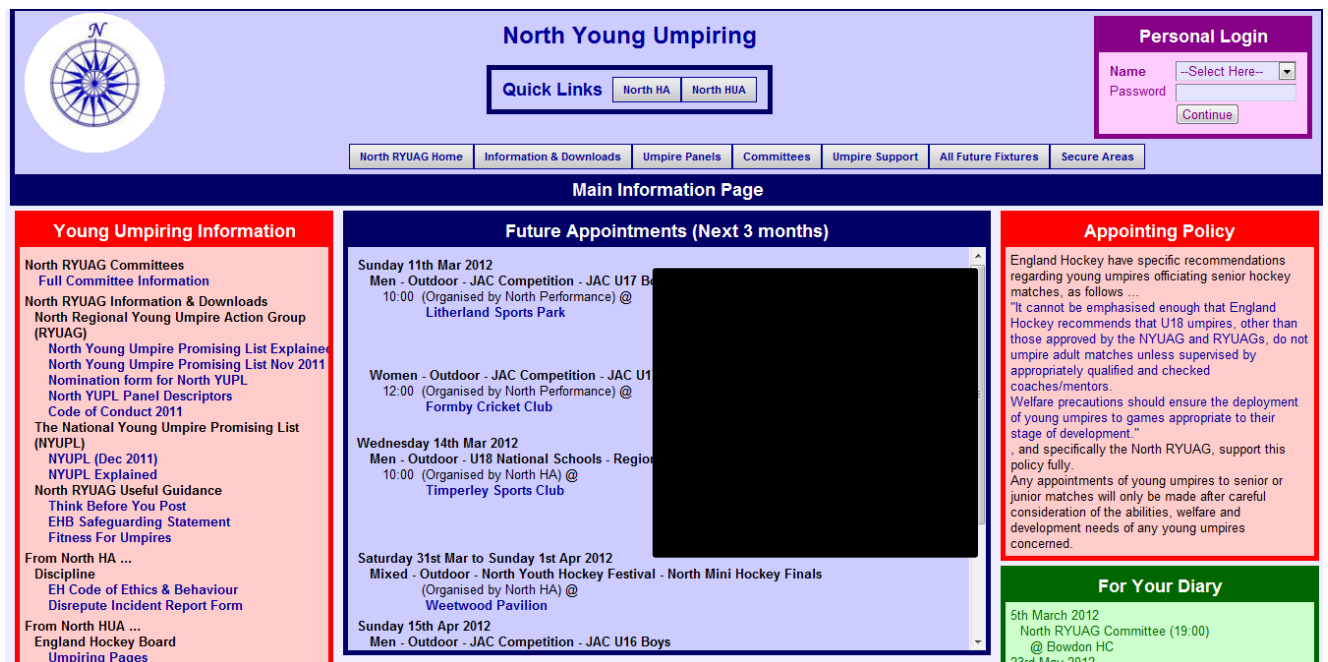
Accessing the Website

The website can be accessed in two ways either directly at:

<http://www.northryuag.org/youthpublic/index.php> or by first going to the North Hockey main website at: <http://www.northhockey.org> and clicking the link shown below:



This will bring you to the RYUAG homepage.



Useful information can be accessed from here by clicking on any of the links. Various other links can be found across the top of the homepage.

This section lists future events for the next 3 months. It identifies the particular competition, venue, start time and individuals who are appointed.

Accessing Your Personal Area

When you are first registered on the RYUAG website system you will be given a temporary password. This can be changed to something personal when you login in for the first time.

To login select you name from the dropdown list shown below and enter your temporary password. The dropdown can be found in the top right of any of the pages of the website.

Once you have entered your password this will bring you to your personal area. This area provides you with many different functions listed below:

- View your to do list
- View and edit personal contact details
- Enter and change availability
- View and enter expenses
- Enter any feedback required for a match or tournament
- View contact details for individuals associated with an event you are appointed to
- View Wynports from coaching or assessments you have received.

Entering Availability

To enter availability click the button show below on your homepage. When entering availability try and do it as soon after the appointments are released. If your circumstances change please update this as promptly as possible.

My Availability (North RYUAG)

Outdoor

March

Tue 13 27
 Wed 7 14 21 28
 Thu 8 15
 Sat 10 17 24 31
 Sun 11 18 25

April

Wed 4 11 18 25
 Sat 7 14 21 28
 Sun 1 8 15 22 29

Key ...

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

Availability

Change Availability

This will bring up this page:

Availability Edit Page						
Dates(s)	Assoc.	Availability			Men's / Women's / Mixed Events	Special Considerations / Notes
		Not Available	1 game only	Multiple games		
Wednesday 7th Mar 2012	Outdoor NorthHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
	Outdoor RYUAG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
Thursday 8th Mar 2012	Outdoor NorthHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pr	
	Outdoor RYUAG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
Saturday 10th Mar 2012	Outdoor NorthHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	You have an umpiring appointment. You MUST contact the relevant appointments secretary to change Availability.	
	Outdoor RYUAG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
Sunday 11th Mar 2012	Outdoor NorthHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Div 1, Pr, Div 1, EH Comps	
	Outdoor RYUAG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	You have an umpiring appointment. You MUST contact the relevant appointments secretary to change Availability.	
Tuesday 13th Mar 2012	Outdoor NorthHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	You have an umpiring appointment. You MUST contact the relevant appointments secretary to change Availability.	
	Outdoor RYUAG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
Wednesday 14th Mar 2012	Outdoor NorthHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
	Outdoor RYUAG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	You have an umpiring appointment. You MUST contact the relevant appointments secretary to change Availability.	
Thursday 15th Mar 2012	Outdoor NorthHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
	Outdoor RYUAG	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No confirmed matches yet	
Saturday 17th Mar 2012	Outdoor NorthHUA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pr, Div 1, Pr, Div 1	

If you have special notes for your availability please make sure you put them against every relevant date that you are available. Only the notes for the particular date are shown when people are making appointments. If you are not available, any notes will be deleted.

Select the appropriate choice depending on whether you are available or not. For all tournaments enter as being available for multiple games.

Events are colour coded: Men's, Women's & Mixed.

The final space allows for entering of any notes. This can include things such as difficulties with transport and arriving late or early. Please enter as much information as possible in order to assist the appointers. Notes will be only kept on the system if you are available though.

Claiming Expenses

After each appointment expenses can be claimed through your personal area. Full train fares can be claimed and mileage can be worked out using the calculator below.

If travel was by train please put this in the Brief Explanation box on the form.

Appointment expenses will automatically be added together throughout the season. It is advisable that expenses are claimed once or twice a season in order to minimise costs and resources.

Expense Type	<input type="text" value="RYUAG - Mileage Expenses"/>
Date or period for expenses	<input type="text"/>
Brief Explanation (up to 250 characters)	<input type="text"/>
Amount	<input type="text" value="0.00"/>

(All items must be entered)

Cost Calculator

Total Mileage miles

Other Costs £

Additional Help

It is hoped that this user guide shows you how to effectively use the North RYUAG website. However if you have any problems or questions please do not hesitate to contact Tom Copeland by email on twcopeland23@gmail.com.