


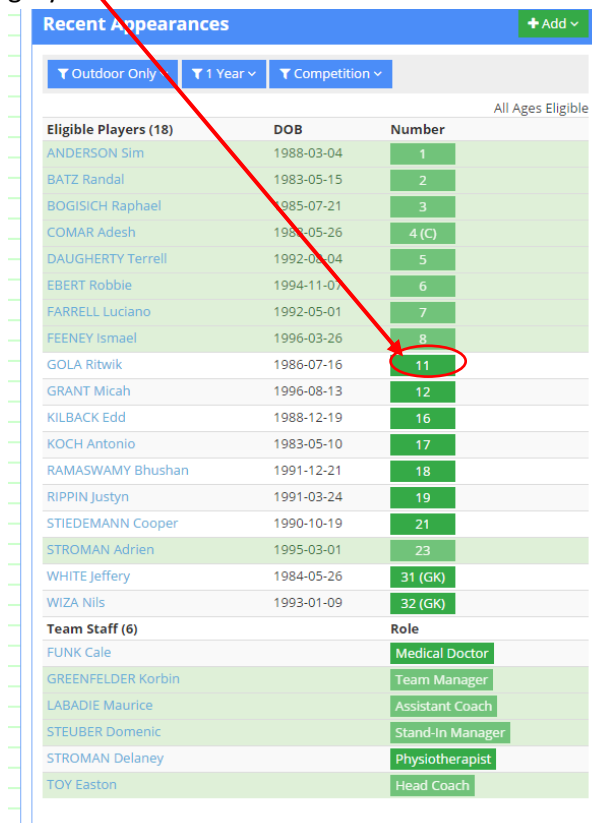
Registering Players and Team Management in AltiusRT

1. Login to AltiusRT. You should have been notified by HNZ to link to the tournaments you have access to.
2. In the Quick Access box at the top you should see the tournament you are wanting to add players and Team management to. Click on Register.



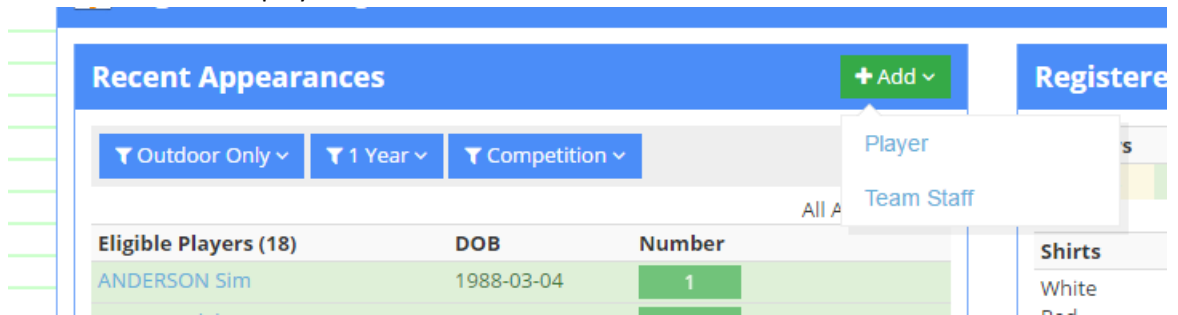
Competition	Team	Players	Captains	Goalkeepers	Head Coach	Manager	Staff	Team Actions	Next Match
Published (1x6) 30 Jun - 8 Jul 2016	England New	0 / 18	0	0	0	0	0	View Register	
In Progress (2x4) 9 - 19 May 2016	Australia Approved	18 / 18	1	2	1	1	6	View Register	AUS v IND (Pool A) 9 May 2016 11:00 Lineups

3. You will see a list of players and Team Staff that have been entered with your organization (unfortunately for secondary schools there has been a number of different schools entered into the same organisation so you will need to scroll down the long list of names) and are eligible for the tournament. You can click on these names to enter the player (note they may have different numbers or roles for team staff, we can change these later). Click on the green box with number to select the player. Once the player has been entered it will be greyed out.



Recent Appearances			+ Add		
Outdoor Only			Year	Competition	
Eligible Players (18)			DOB	Number	All Ages Eligible
ANDERSON Sim	1988-03-04	1			
BATZ Randal	1983-05-15	2			
BOGISICH Raphael	1985-07-21	3			
COMAR Adesh	1989-05-26	4 (C)			
DAUGHERTY Terrell	1992-06-04	5			
EBERT Robbie	1994-11-01	6			
FARRELL Luciano	1992-05-01	7			
FEENEY Ismael	1996-03-26	8			
GOLA Ritwik	1986-07-16	11			
GRANT Micah	1996-08-13	12			
KILBACK Edd	1988-12-19	16			
KOCH Antonio	1983-05-10	17			
RAMASWAMY Bhushan	1991-12-21	18			
RIPPIN Justyn	1991-03-24	19			
STIEDEMANN Cooper	1990-10-19	21			
STROMAN Adrien	1995-03-01	23			
WHITE Jeffery	1984-05-26	31 (GK)			
WIZA Nils	1993-01-09	32 (GK)			
Team Staff (6)		Role			
FUNK Cale		Medical Doctor			
GREENFELDER Korbin		Team Manager			
LABADIE Maurice		Assistant Coach			
STEUER Domenic		Stand-In Manager			
STROMAN Delaney		Physiotherapist			
TOY Easton		Head Coach			

4. If you want to enter a player who is not on the list click on the green box +Add. You will need to select either player or Team Staff.



5. Start typing the name of the player (or Team Staff) box. You can type with first name or surname. Please note: if the player is in the system but does not have a date of birth entered they will not show up in the list for an age restricted tournament. Once you have the player selected, select their shirt number and click the box if they are a Goalkeeper. You can also select the captain box if you have only one captain for the tournament, this is not essential.

The screenshot shows the 'Add Player' form. The 'Team' dropdown is set to 'England'. The 'Person' dropdown is empty and circled in red, with a red arrow pointing to it from the text above. Below the 'Person' dropdown, it says 'Athletes are highlighted in blue', 'Gender: M', and 'Age: All Ages Eligible'. The 'Number' field is empty with the placeholder text 'Enter Shirt Number'. The 'Caps' field is empty. The 'Captain' checkbox is unchecked with the text 'Indicate if the players is a captain'. The 'Goalkeeper' checkbox is circled in red, with a red arrow pointing to it from the text above, and the text 'Indicate if the players is a goalkeeper'. At the bottom, there is a green 'Create' button.

6. Repeat this for any Team Staff that are not on the list.

7. If the player is not in the system (or is in the system but without a valid date of birth, you can add them. Click on the green +.

Add Player

Team England

Person

Athletes are highlighted in blue
Gender: M
Age: All Ages Eligible

The following popup will open. Please fill in Surname, Given Name (please use full name rather than shortened or nick names; if the player wants the paperwork to show their nick name you can edit this in the display name, otherwise please do not change Display or Media name), date of birth, Gender, Nationality if not a New Zealander. For organisation please enter the hockey Association your school is affiliated with, it will not accept your school as an organisation. There is no need to enter anything for notes or Client ID. Click on Use.

Add Person

Surnames
Proper case: Jones, McDonald, van Basten

Given Names
Proper case: Amit, Anne-Marie, Juan Antonio

Display Name
Typically entered as the first surname capitalized followed by the first givenname

Media Name
Enter this in normal case with first givenname followed by first surname

Date of Birth

Gender

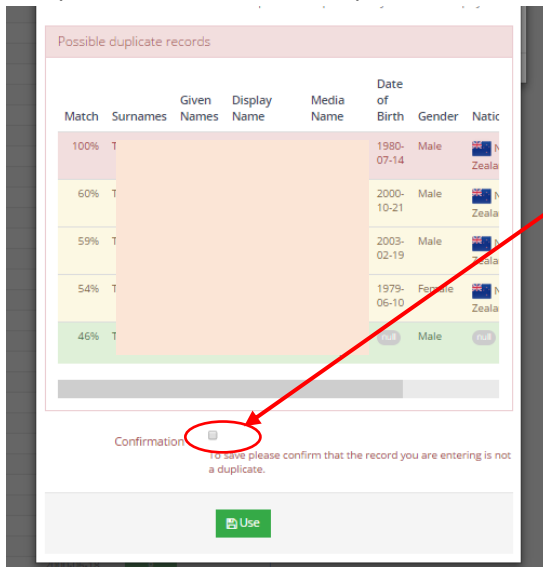
Nationality

Organization

Notes

Client ID
Enter this person's unique ID from your membership system

Occasionally there may be people already in the system but who do not have a valid date of birth. For these you will get a warning about duplicate people. Click to confirm that it is not a duplicate, then Use. The duplicate entries will be merged at a later stage.



8. To Edit the Role of the team staff or numbers for players. Click on the orange pen.

Players	Captains	Goalkeepers	Head Coach	Manager	Staff
10 / 18	1	1	1	1	4

Shirts	Shorts	Socks	GK Shirts	
White	White	White	Blue	✎
Red	Red	Red	Yellow	

Players (10)	Number	Position	Caps	
ANDERSON Sim	1			✎
BATZ Randal	2			🗑
BOGISICH Raphael	3			🗑
COMAR Adesh	4	(C)		🗑
DAUGHERTY Terrell	5			🗑
EBERT Robbie	6			🗑
FARRELL Luciano	7			🗑
FEENEY Ismael	8			🗑
BRADTKE Randal	13	(GK)		🗑
STROMAN Adrien	23			🗑

Team Staff (4)	Role	Access	
GREENFELDER Korbin	Team Manager	Team Manager	✎
STUEBER Domenic	Stand-in Manager	Team Manager	🗑
TOY Easton	Head Coach	Team Manager	🗑
LABADIE Maurice	Assistant Coach		🗑

Players	Captains	Goalkeepers	Head Coach	Manager	Staff
10 / 18	1	1	1	1	4

This will open a new window. Click on the player's number and either click on the up/down arrows, or over-type with a number. Click SAVE once you have finished.


Player	Number	C	GK	Caps
ANDERSON Sim	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
BATZ Randal	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
BOGISICH Raphael	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
COMAR Adesh	<input type="text" value="4"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
DAUGHERTY Terrell	<input type="text" value="5"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
EBERT Robbie	<input type="text" value="6"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
FARRELL Luciano	<input type="text" value="7"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
FEENEY Ismael	<input type="text" value="8"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
BRADTKE Randal	<input type="text" value="13"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
STROMAN Adrien	<input type="text" value="23"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

For team staff click on the dropdown box and choose the appropriate role. Click SAVE.


Team Staff	Role
GREENFELDER Korbin	Team Manager
LABADIE Maurice	Assistant Coach
STEUBER Domenic	Stand-In Manager
TOY Easton	Head Coach

9. To edit the uniform click on the orange pen.

Shirts	Shorts	Socks	GK Shirts
White	White	White	Blue
Red	Red	Red	Yellow



Place each uniform on a separate line. Click SAVE when finished.



Shirts	Shorts	Socks	GK Shirts
White Red	White Red	White Red	Blue Yellow

To print team list for signing.
Click on Team Registration Report.



This will open a pdf that can be printed for signing.

Please get players and management to check that the proper (legal) name is used for name, their display name can be a shortened version, e.g. Elizabeth for name, and Beth or Liz for the display name, they also need to check that the correct date of birth and nation is showing.

Things to check.

- Have you entered your full playing team
- Have you entered all team management, this is anyone who you want to be able to be in the dugouts, on the turf etc.
- Please check that the correct playing strip (and alternate) has been entered. It will default to the last uniforms that were used. (instruction 9)
- Please check your GK shirt colours (instruction 9)
- Please check that players have the correct playing numbers. This will be used for the programme so needs to be as accurate as possible. (instruction 8)
- Please check that the team management has the correct title as this will determine who is eligible to be in the dugouts, there must be at least one manager and one coach. Please only enter one of each any others need to be entered as Assistant Coach or Stand in manager. (instruction 8)
- Have you entered your GK. (instruction 8)
- Please note when you print out your Registration form the ages are the age of player as at the 1 January 2016.