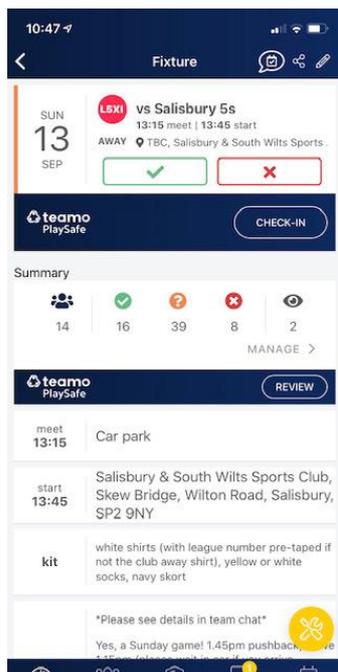


## To check in to a training session/match with PlaySafe for Track and Trace



- Every player/coach/manager must check in to a training session or match when attending, **THIS IS VITAL** as this then produces our track and trace register which is sent up to England Hockey within 24 hours of the session/match taking place.
- This can be done up to 3 hours prior to a session/match, during or after – if it is the latter, please do it as soon as the session has ended to make sure you are on the register being sent up.
- Once on Teamo click on the relevant training session/match on the calendar this will bring up the session details and an option to check in where it says Teamo PlaySafe check in. This will then take you through a series of questions you must answer to complete checking.
- If for any reason you cannot compete check in this way, please ask your coach or manager for a QR code to check in.

## To mark availability for training and matches (not pay to play training)

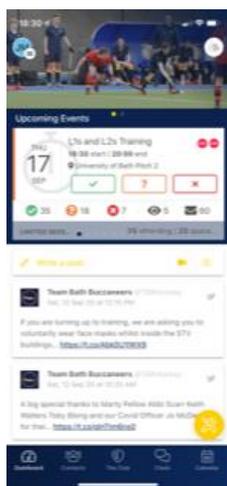
Every player must make themselves available for all training sessions and matches to be eligible for selection.

If you are not marked as available for a training session and turn up, then you will not be allowed to train, and you will need to leave the pitch area.

It is very simple for both processes:

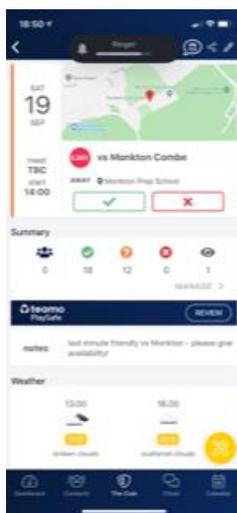
Click on Calendar at the bottom of the app and select the training or match you wish to update. On a training session you can tick going, not sure, no. On a match it is simply going not Going.

### Training

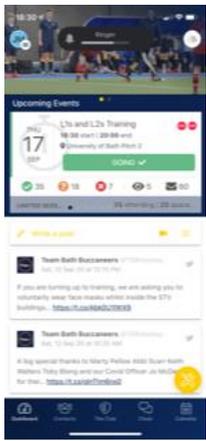


For a training session you can tick going, not sure, not going

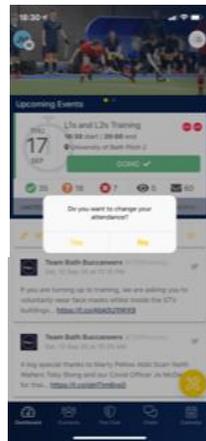
### Match



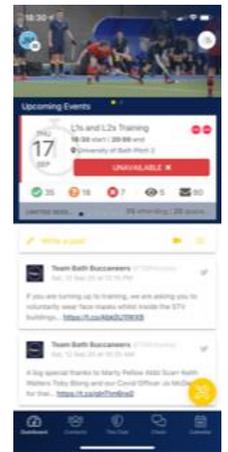
For a match it is simply going, not going



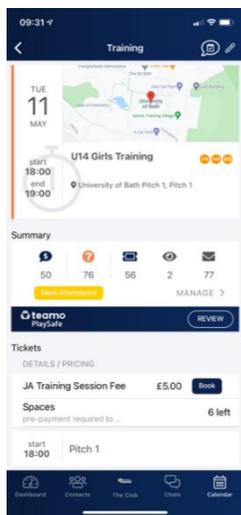
Click the Green tick and you will be marked as going



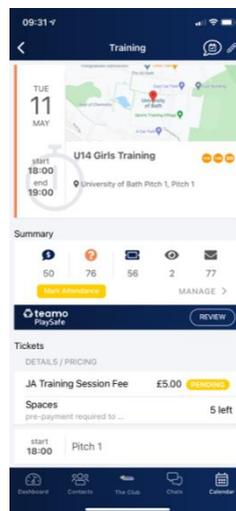
If your plans change and you can no longer attend, click going again and it will ask if you wish to change your attendance click yes and change it to unavailable. It is as important that you change your status as it is to book in, so we have up-to-date records for coaches/managers at all times



## Booking into training pay to play

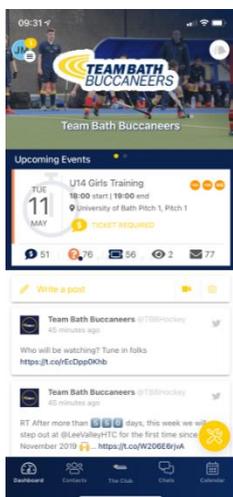


Click on the training you wish to attend from the calendar and then click on book

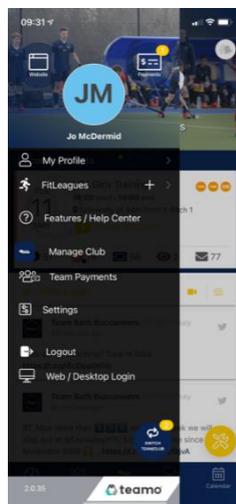


If it is your first booking you will be guided through the process of setting up a DD once booked it will be marked as pending

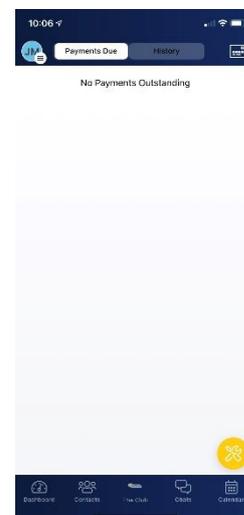
## To review payments/invoices



To check any invoices or payments for training or match fees go to the home page click on the initial in top right corner



Then click on the payments icon on the next screen



This will bring up any outstanding payments and those that have been paid by switching from payment due to history