An essential guide for members using Guildford CC's Pitchero Website:
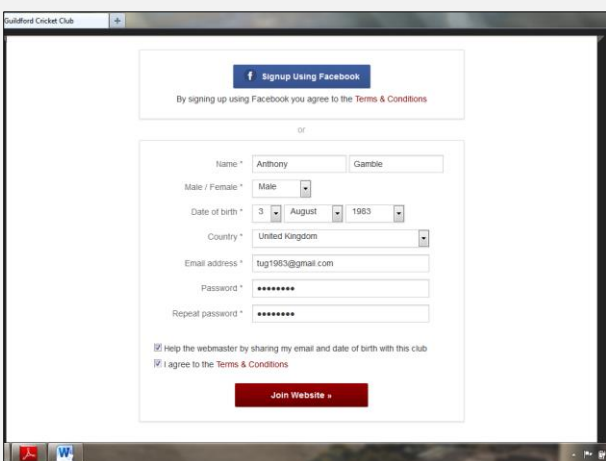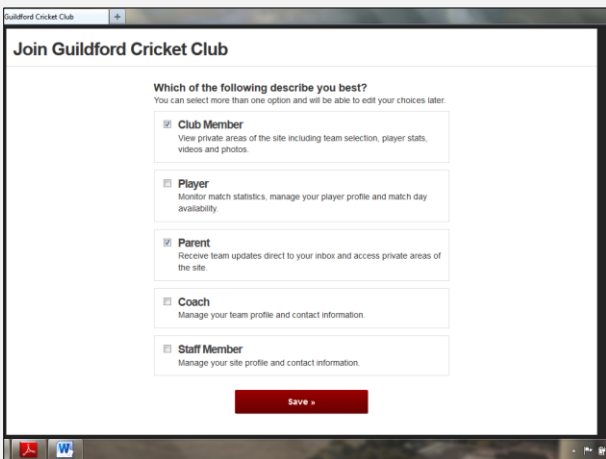
Joining the site

• Visit the following web address: http://www.pitchero.com/clubs/guildfordcricketclub

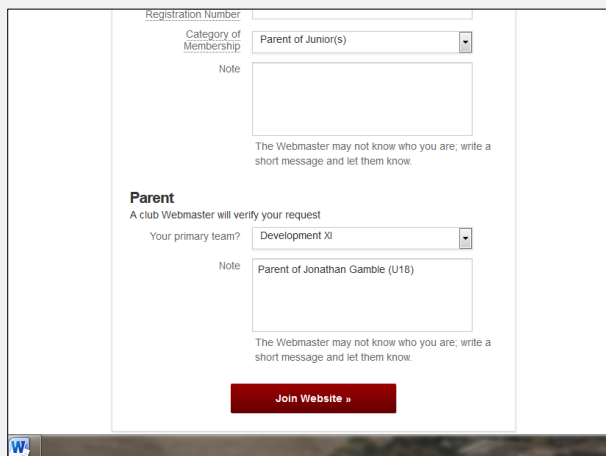• Click 'Join Website' from the top-right hand corner of your web browser.

Registering your details

• If you have a Facebook account, you can quickly register for the site using these details by clicking the "Signup Using Facebook" button.

• If you don't have a Facebook account, then fill in your own details in the boxes provided, remembering to check the 'I agree to the Terms & Conditions' box.
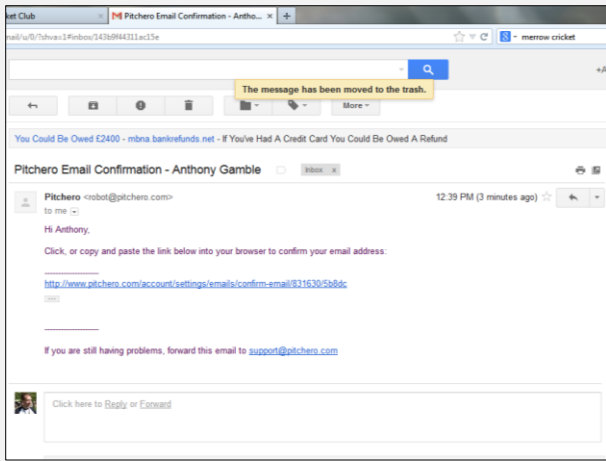

Selecting your membership type

• The following check boxes are for selecting your membership type. Check all the boxes that apply.

• On the following page, we'll ask you to provide details for each membership type to help the club administrators approve your application.

Providing membership details

• Firstly, if you're applying for Club/Player membership, you'll be asked to fill in details including Contact details, Player Category, Membership Category, etc... If you don't know, then just leave it blank and you can add it later.

• For Parent Membership, please ensure you fill in details for all your 'playing member' children and their age group for the 2014. An Admin will approve Parent Membership for each age group, and associate each junior player profile with your account.
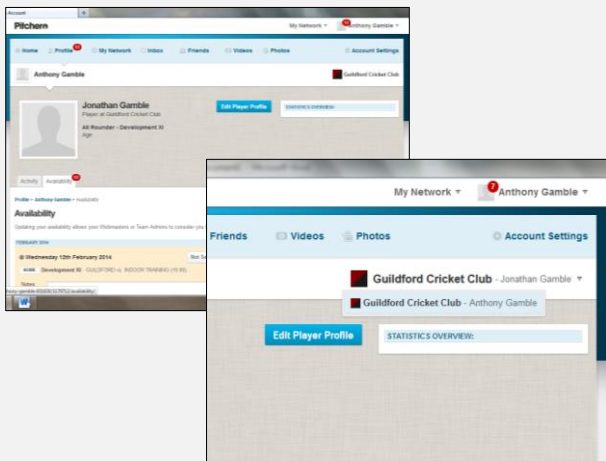
Confirming your email address

• Once your have registered for Pitchero, you'll receive an email asking your to confirm your email address. It's important you do this, as it allows the club to email you reminders to enter availability, or to notify you of a team selection. Just click the link provided.

• You may have to check your junk mail as some email clients (such as Hotmail, MSN, etc.) may not recognise Pitchero as a legitimate sender.
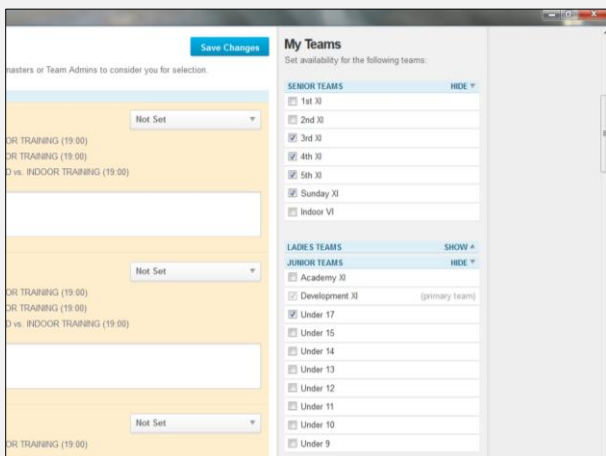

Using your Pitchero account

• Once registered, when you log-in to Guildford CC's pitchero site, your account details appear in the top-right of the web-page.

• When you have an account notification, a red bubble will appear next to your name, and on the drop-down menu with the number of notifications for your account.

• Notifications usually show when you're required to enter availability, or if you've been selected for a match.
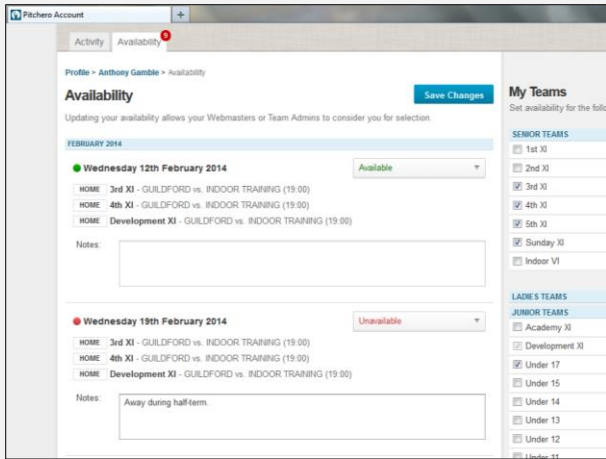

Your Pitchero account profile page

• The red notification bubble leads you to the page where notifications exist. These are usually under the 'Profile' section of your account.

• If you manage more than one player profile, these are listed in a drop-down on the profile page. Each junior profile, plus your own will be listed here.

• You can manage each player's availability by selecting from this drop-down menu.
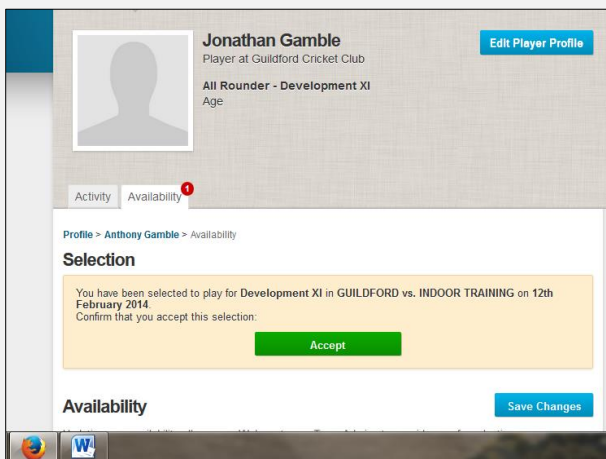

Selecting your player's teams

• For each player profile, your primary team will be automatically selected, but you should also select other teams that you wish to enter availability for.

• For example, as a Development XI player, you may also wish to enter your availibity for Senior Saturday teams or for the Sunday Friendly XI.
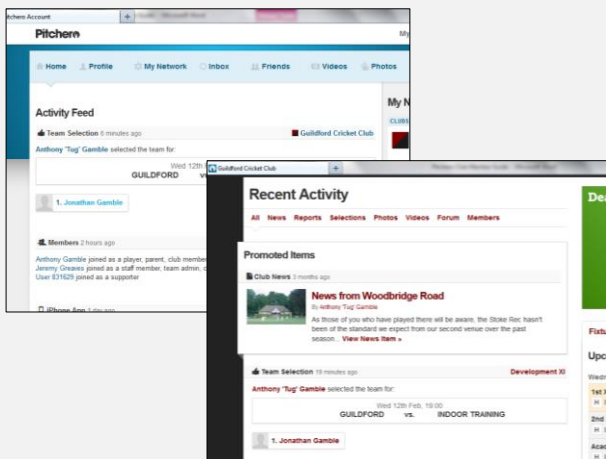
Setting your player availability

• Once you've selected your teams, those fixtures are listed on the main panel of the page. For each drop-down menu, select your availability for the date.

• Note that you enter your availability for each date, and not for a specific team or match.

• If you're 'unavailable' or 'not sure', then use the Notes box to explain your availability to your captain or team manager.
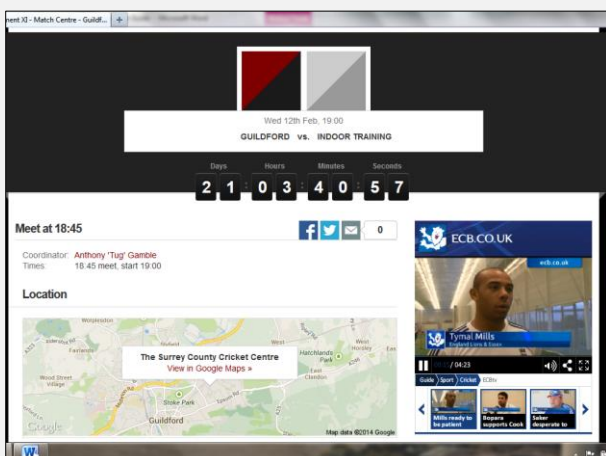

Accepting your match selection

• When you have been selected for a fixture, a notification will appear under your account. You can accept your selection under the 'availability' tab on the 'profile' page.

• If you wish to decline the selection, you must contact your captain or team manager **directly** to notify them that you're no longer available.

Viewing team selections

• Team selections are listed on the activity feed in your account (under 'Home') and also on the 'Recent Activity' feed on the Guildford CC Pitchero homepage.

• By clicking on the fixture, you can view the Match Centre that shows important information about the game, including meet time, location and other details.

Viewing the Match Centre

• The Match Centre provides key information for players/parents, and often includes a message from the captain or team manager.

• Players/parents are able to communicate with the 'Coordinator' by posting in the comments section.

• A full team list is released by the 'Coordinator' once all players have confirmed their acceptance.