

To set availability on Teamstuff:

There are 2 ways to do this:

Method A:

1) Click on **SCHEDULE** – (left hand side of screen) & it will bring up a list of dates with training or events (e.g. Chiltern league rd 1 would be found on Feb 24th)

2) Once the calendar appears, the sessions will be listed & your child’s name will appear with a coloured circle next to it.

Choose the appropriate colour for attendance – e.g. Talia Staines is coming to training on Sat 24th Feb so she has chosen green!

If she wanted to add a comment – e.g for not coming, or for coach seats etc, she would click the icon shown below in the red box.

Schedule +

Weekend Next 7 Days Calendar Show all my schedu... ▾

February 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 1 | 2 | 3 |

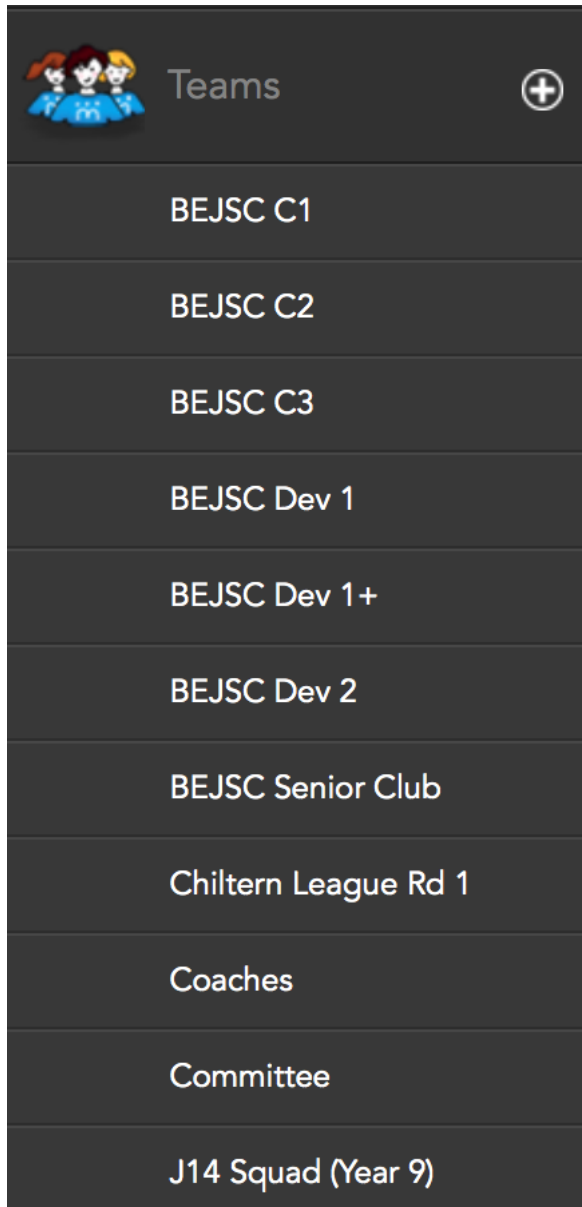
Sat February 24th 2018 Calendar options

Friday Feb 24th 2018 **HX - Sat - BEJSC C3** ▾
 6:50am @ Wycombe Sports Centre, 0650 - poolside for pre-pool

Talia Staines ✔ 🗑️ +

Method B:

1) Select the relevant TEAM from the left hand side menu. You will see all teams to which your children belong, or those you are involved with.
(Your screen will have fewer than the example since this is my admin view)



2) When you select either their squad or the team event (e.g Chiltern League), the team page will appear & the icons below will be visible across the top. To set availability, click on the **gym weight icon** & that brings up training sessions. (Just like in the schedule)











Swimming - Talia Staines & Me



3) This will bring up the sessions. Select the relevant session & **click on the tick.**

You can set availability, add comments etc as described above.


Oren Staines, Talia Staines & Me



         




Training Sessions

Sessions Settings




Training Sessions Mass Delete Training **PRO**


y Feb 24th 2018 
5:45pm
n Staines, Talia Staines & Me



Chiltern League Round 1 - Chiltern League Rd 1 
@ tiddenfoot, Coach will leave HX at approx 1615 


  

Who's Coming?

 We'll be there!

 Oren Staines
(1 coach seat) 

 Talia Staines
(1 coach seat, plus 1 parent) 