**Scottish Hockey CORE Database – Team Contact Setup**

1. **Team Contact** logs in to **CORE** database and faces their own dashboard, to get to the clubs fixture details click on the **Memberships** tab



1. Then click on your **Clubs link** as below :



1. You will then get the Clubs details, click on the Fixtures tab as below :



1. Click on **Edit** **Squad** drop down and get the options to **Edit Time/Venue** and also an option to **Request Change of Date**, the latter will go to the Competition Administrator for approval, Time/Venue can be changed by the Team Contact.
2. When a fixture has been played you will get an email to update the result, go to the same **Fixtures** tab as above and update the result. This will then update the League Tables.