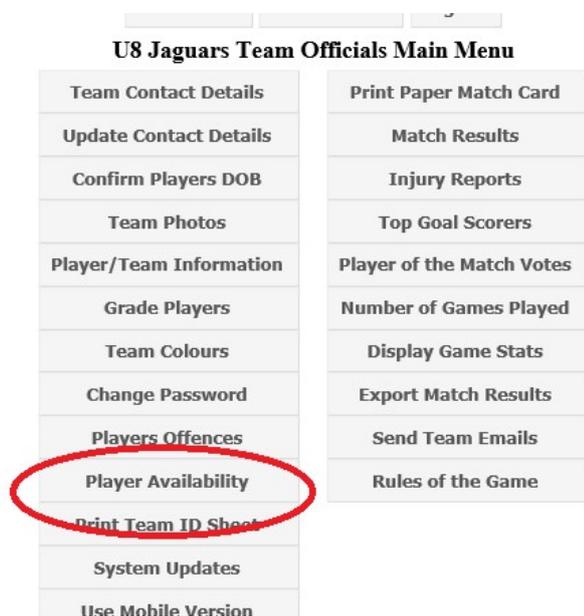# Player Availability Email to players/parents

1. Select Player Availability from the main menu

2. Select "Who Is Available" for the match you want to email players/parents to see who can play the match. This can be done at any stage in advance, and can be done multiple times for the one match.

OVER PAGE

3. Pretty much you just click on the 'Request Player Availability Confirmation' from the bottom of the screen in the first instance. You can send additional text as well but the screen shot after this one, is what the players/parents will receive anyway (the games details in both of these screen shots are different as I have used a different match to get the email screen shot, but you should get the idea). If you definitely know that a player is not playing the match, you can make them unavailable by clicking on the '?' and turning it into an 'X'.

Dear Sue,

To help us know who can and can't make the game, could you please click on one of the links below. Game Date :13th May '17 Time: 17:00
Ground :Redbank Plains 1
Against :Brisbane Athletic Football Club SW1

Click here if you CAN play on 13th May '17
Click here if you can NOT play on 13th May '17

Thanks,
Sue Peacock
SW1

4. You can send another email to those players who haven't responded any time you like, by following the same process, but selecting the option at the bottom of the screen "Resend to those who haven't responded".

5. When you then go to print your Match Card, players who have responded that they can play by using this 'Player Availability', will already have the green tick next to their name for printing on the match card.