

## INSTRUCTIONS FOR TEAM STAFF ON-LINE STARTING LINE UP REGISTRATION

1. FIH will need an email address for the team staff member doing the line-up to enable him/her to access TMS. When the details have been set up on the system, you will receive an invitation to log in. As this is a computer generated email please check spam folders. Any problems with logging in, please contact [paula.jenkins@fih.ch](mailto:paula.jenkins@fih.ch), 0041 78 925 3218.
2. For first time users, please follow the clear instructions in the email and you will be brought to your competition page. The system will link your email to this password for all future competitions. For those that are already set up on TMS, enter <https://tms.fih.ch> in your browser or click on the link in the attached email. Click the 'Log-In' link in the top right corner of the page and enter your password etc. You will know that you have logged in when your email address appears in the top right hand corner.
3. This will open a Competitions page which lists current competitions.
4. Please click on your competition and another page will open which will show you Officials, Teams Lists etc., for your competition.
5. Click on the Match Schedule and you will see the 'line-up' box' for your team. Online Line up Registration option only appears when you are correctly logged in to TMS and when the team has been finalised at the briefing meeting and approved.
6. Click the on the 'Line Up' box and the submission page will appear.
7. Click 'Edit' and you will see a series of columns – Roster/Start/C/GK/Suspend. All players that have been approved on the team entry form are deemed eligible to play in each match. If squads of more than 18, all players names will be listed. The nominated GK and C and team staff are also automatically highlighted for the match from the original entry form but can be changed for each match.
8. For larger squads, but with only 18 playing in each match, you will need to tick each player playing in the match in the Roster column so that the total at the end reads 18/18
9. In the next column, please tick the box for each player that is starting the match – 11/11.
10. In the next two columns, check that the captain and GKs are correct. Please note that these columns only highlight if a captain/GK, the starting column must also be ticked.

11. If players are injured and not playing, or if players have not yet arrived to the competition they should be included on the match report form as if they are playing. The FIH Competitions Manager and the TD at the event should be alerted to that player's status if not actually on the bench, as it will have an impact on drug testing at the event.
12. Click 'Save' at the bottom of the page. A green pop-up box will appear in the top left hand corner of your screen to confirm that your line-up has been correctly submitted.
13. The officials should then be able to see the starting XI on the match report.
14. You may change the starting XI as often as you like, up until the officials set the match to 'Warm Up' – this usually happens about an hour before the match starts, so nothing unusual in that. However this time deadline for submissions, will be determined by the TD who will advise you at the TD briefing. Should you wish to change your line up after this time has elapsed, you will need to see the TD/TO on duty.
15. Also note that the starting XI will not be visible to public/media until the match is set to Warm Up – usually one hour before the match.

Any queries should be sent to Paula Jenkins, Sport Co-Ordinator at [paula.jenkins@fih.ch](mailto:paula.jenkins@fih.ch)

January 2017