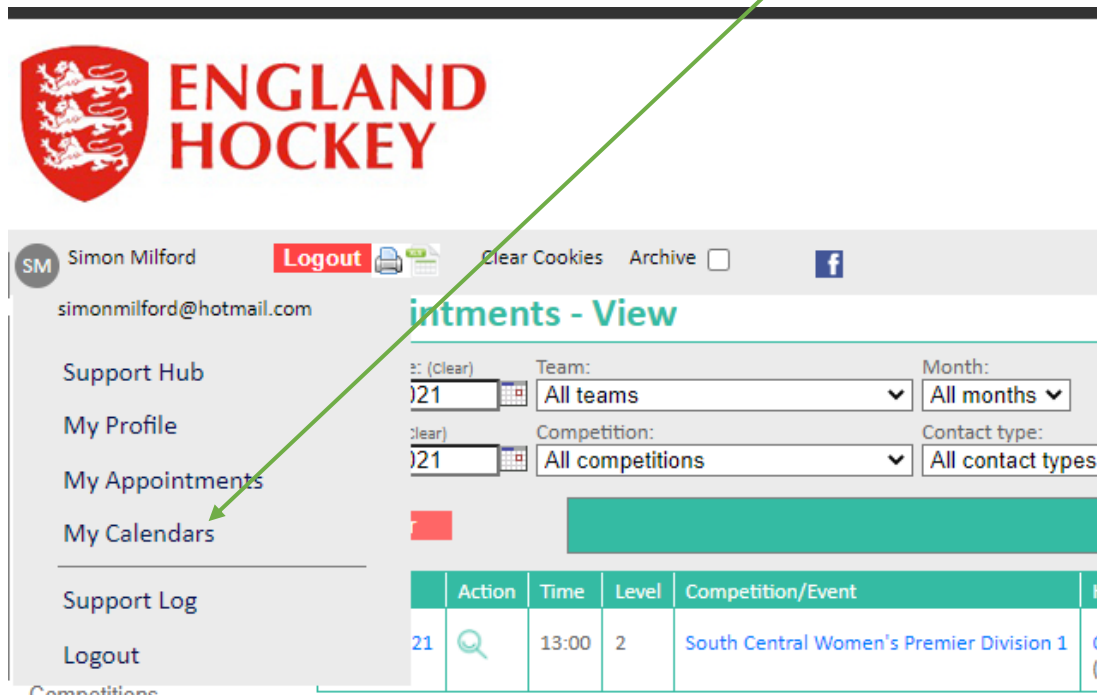


## GMS How to Guide

### Enter Availability

Log on to GMS.

Click or hover over your name and select "My Calendars" from the list:



**ENGLAND HOCKEY**

Simon Milford **Logout** Clear Cookies Archive ☐

simonmilford@hotmail.com

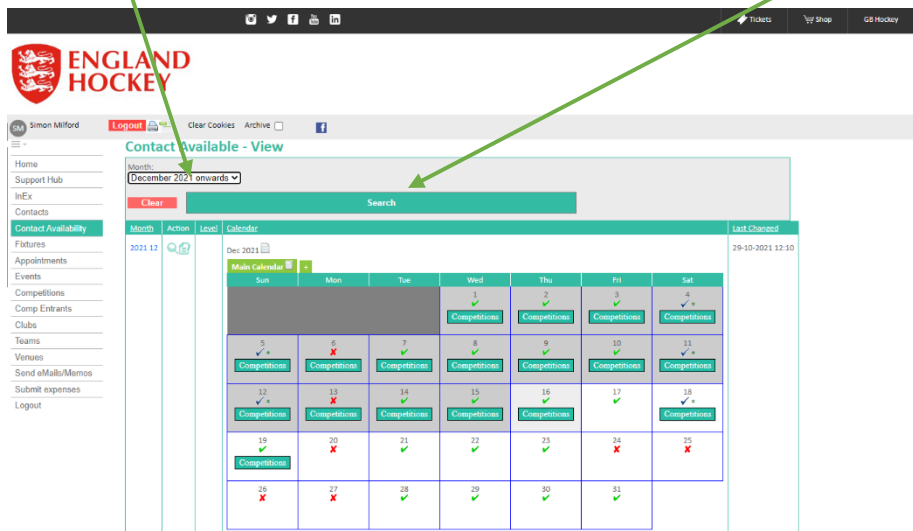
**Appointments - View**

Month: (Clear) 2021 Team: All teams Month: All months

Competition: All competitions Contact type: All contact types

Action	Time	Level	Competition/Event
21	13:00	2	South Central Women's Premier Division 1

Select the month that you wish to enter your availability for, and then click Search



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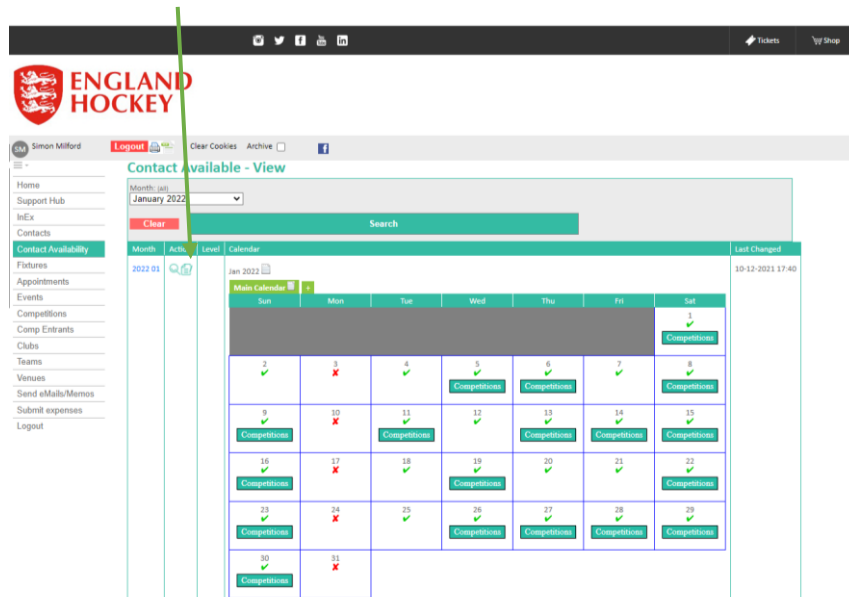
**Contact Available - View**

Month: December 2021 onwards

**Search**

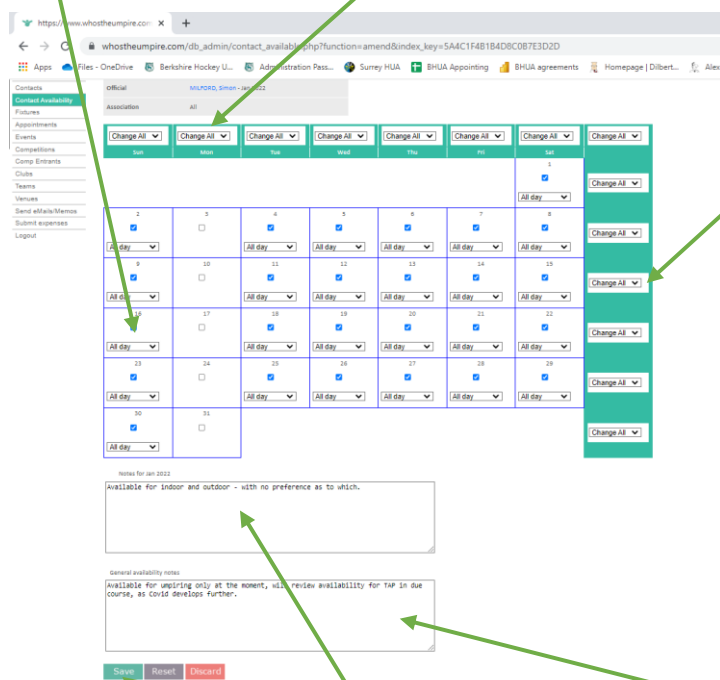
Month	Action	Level	Calendar	Last Changed																																										
2021 12			<p>Dec 2021</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	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	29	30	31					29-10-2021 12:10
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29	30	31																																												

Click on the Edit icon when you have the correct month displayed:



The default for each day is “Unavailable”.

You can edit each day individually, or can edit All Mondays (for example) or all of the days in a single week.



You can also add notes, which will be seen by the Appointers, for this specific month, or for all months.

When you are happy with that month click Save (or Reset or Discard as appropriate).

Then go on and do the next month if you know your availability. Don't forget to update your availability as and when circumstances change.

If you already have an appointment on a day when you become unavailable then you will need to contact the relevant appointer to let them know.