

## **What do I do if a team cancels the game?**

Two things: Firstly please let the Appointments Secretary (Bill Workman) know as soon as possible of the cancellation, contact details are on the website, or enter your Personal Area on the website looking for a green box marked 'Do you know a match is cancelled'. Take note of the comments in the box and if the match is to be cancelled, click the button marked 'Mark the selected match as cancelled'. You will then be asked to confirm the fixture as cancelled by clicking the button marked 'Confirm'; This records the match as cancelled and sends an email to the Appointments Secretary.

Secondly, if any mileage expenses have been incurred these can now be claimed as normal, but you will not be asked for any additional feedback for results, team behaviour or hospitality etc. If you ever attempt to enter your mileage for expenses for a cancelled match and the system asks you for feedback on the teams, please do not enter anything and contact the person who appointed you or the EMHUA Webmaster (Josh Robinson) immediately. They will ensure that the appointment is changed so that you can claim expenses if necessary, minus the feedback option. If you have not travelled to the game please click the 'no expenses incurred' button.