

## **Important information for ECBA county squad members 2023-24**

This year the Selection Committee is introducing a new procedure for collecting availability information from our county squad players. This new method is easy to use for both players and squad captains. It has a degree of automation which facilitates the collation of availability data and assists captains with team selection.

When the Selection Committee has the dates and venues for the Eastern Counties League (usually by March) squad members will be sent an "Invitation" email generated from a Google account. Those of you who are familiar with Google Forms will recognise the format. The email has a prominent link [\[FILL OUT FORM\]](#) which you click to open your form.

The form asks for the usual personal and preferred partner information which you should fill in, even if you think we already have it, as this assists the automation process. You will see on the form a list of counties and the match dates and venues. There is a tick box against each county which you click-to-tick to register your availability. Don't forget to have your diary handy to check the dates!

Although Cambridge University is only competing in the B division, A and C squad players can also register their interest in this match by ticking its box so that we can consider cross-squad pairings as we do for other matches.

You will also see tick boxes for the Tollemache Cup and the Metropolitan Cup. We will not have dates for these at this time but please tick the appropriate boxes to show your interest.

When you have filled in your form just click the "Submit" box. You will immediately receive, by email, an acknowledgement and a copy of your form. Your submitted form will be stored on a database which only members of the Selection Committee have access to. Your squad captain will be able to see your individual forms and a spreadsheet which automatically collates all the information for your squad as each form is submitted.

Please submit your forms within 30 days of receiving the "Invitation" email. There will only be one reminder after that period has expired.

Players can update their forms at any time. Although changes you make will be automatically updated on our data-base, please also send an email to your squad captain to advise that you have made a change.

If two players use the same email address they can submit one form, with both their names, if they have the same availabilities. In the unlikely event they have different availabilities one should submit the form and the other contact their squad captain to advise any differences.

You will see that your form is linked to an email account: [esxselcom01@gmail.com](mailto:esxselcom01@gmail.com), this address is not monitored for queries. If you have any, please email your squad captain.

If you have not received an “Invitation” email by the end of March please check your spam filter for an email from the address above. You can also go to the Selection Committee page on the ECBA web-site which will show updates on when forms are being sent out.

You do not need a Google account to receive and submit your form. The process has been tested successfully on Windows and Android devices. We have not tried Apple devices but we do not anticipate a problem with them.

Submitting your form as soon as possible will greatly assist team captains with selection and publication of players for each match.

We are confident you will find this new system straightforward to use and helpful in planning your bridge year.

ECBA Selection Committee.

January 2023