Play-Cricket Club Websites – An Administrator’s Guide

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Creating your site

Creating a Play-Cricket club website is very quick and easy. Firstly you need to register as a Play-Cricket member, if you are not already – there is no need to register again just to claim a site. You can do this by visiting www.Play-Cricket.com and clicking on the 'Register' button at the top of the page. This will take you to a screen on which you will be asked to input some personal details, and create your username and password. Just follow the on-screen instructions.

Once you have registered, you can then create your site. Go to the main Play-Cricket site (Play-Cricket.com), type in your new username and password and click the 'Login' button. Then use the Directory Search boxes on the left of the screen to search for your club, and you will be taken to a screen listing all the clubs that match the criteria that you enter. If your club name is on this list, and is shown as active, then someone else has already set up the site; click on the link to it and get involved from there.

If your club is not on the list at all, then contact the help desk (playcricket@ecb.co.uk). The club needs to be affiliated to ECB through the local County Board before a free site can be set up for them to claim.

If your club is shown, but the site is not yet activated, then click on the 'Choose' radio button, and then the 'Pick' button. This will take you to a series of screens which will enable you to give all the details necessary to set up your very own Play-Cricket club website. Please enter as many of those details as you can, to enable us to set up your site as quickly as possible. Once the site has been created, you will receive an email confirming this, and giving a link to the site so that you can logon to it. You will be the site's main administrator, and will have access to all the functions outlined below. Enter your username and password at the top of your site and click 'Login'. You will see your name appear at the top, and a red button 'Admin' appear under your name at top right of the screen. Once you have accepted the terms and conditions that are displayed regarding becoming the administrator of the site, this gives you access to the administration functions that enable you, or other people to whom you give admin rights, to add, amend or delete items on your club site. To find out how to do this, read on…

Admin Home

This is the administrator's first point of contact with this side of the system. The most noticeable difference is the colour scheme, which is always black and white. The menu options down the left hand side also differ somewhat, and there are no menu bar options or advertisements.
This page gives you useful information like the site id, which you need if you are corresponding with the Play-Cricket help-desk (details in the top right-hand corner), and the add-on packages that are available to you. It also will alert you if there have been any applications for membership of the site, or new postings and photographs submitted, so that you can deal with them promptly, and show if you have, or have applied for, any accreditations, such as Club Mark.

Site Settings

Site Setup

Give your club's site its own look and feel by setting the site colours to match those of your club. Click on the pre-set colour scheme options and watch the sample text change.
Adding your club logo also helps make the site more individual. If you have an electronic version of the logo on your computer, just click on the 'Upload' button and follow the instructions. The logo will appear in the top left-hand corner of every page on your site, so it has a real 'identity'.
If you have a 'home-grown' website as well as the Play-Cricket one, you can link to it by putting its URL in the appropriate box, so that viewers can see everything that is going on at your club. And make sure that you link back from that to the Play-Cricket site, so that you increase the traffic on both.

Site Stats

Monitor how well your site is doing by keeping a regular check on the viewing statistics. Make a point of mentioning milestones in the Welcome section on the home page.

Statistics Download

Download the site's player statistics for a season in csv format. You can select by team and/or season or the whole site.

Ad Manager

This feature provides a way of using your site to earn some extra revenue for the club. Six different advertisers can be added for each area - the top left-hand corner of your site and the banner area in the middle of the page. You can set the frequency with which they appear according to the fee paid by the advertiser, and monitor how many times each is clicked. This is a very easy way of rewarding your sponsors, or getting local businesses to advertise with your club.

Total Cricket Scorer

If you have subscribed to Total Cricket Scorer's live scores service, enable this facility to show the TCS widget on your site's front page.

Add-On Packages

The ***catalogue shop*** allows you to advertise your club's merchandise online to your members. This is very useful for selling club clothing etc., and more effective than sticking lists on notice boards. Add a picture to give it maximum impact! Note that this is a very basic package – it does not have any facilities for payments.

The catalogue shop package costs £25 per year, and payment details are given on the site.

TextMagic

This facility allows you to use Play-Cricket's facilities (Messaging Groups, Team Picker) to text members of the club's website. The recipients must have their mobile number SMS enabled to receive messages. Full details can be found on the Play-Cricket Admin Forum's documentation section.

Home Page Settings

Home Links

These are the links that appear at the bottom centre of the site home page. There can be up to four of them, and when you set up your site they are pre-set to four standard items. You can change these to give the site a more individual feel, tailored to your club. You can click the ‘edit’ or ‘delete’ links by each item to amend or remove that link, or use the dropdown to the right of the link to alter the order in which the links appear, or to stop a link from appearing without actually deleting it (the ‘Disable’ option). This can be useful if you want to advertise, say, an annual event for a limited period; you can set up the link, use it and then disable it until the following year.
You can also add your own new links; each link needs a title, a place to link to and an image to go with it (your own or a standard one; just follow the instructions). Give it an order in the list and it will appear on your home page.

Welcome

This appears at the top centre of the site home page. This is the first thing that visitors to your site will read, so it needs to have impact (but not too much!). It should tell the reader what is going on in your club right now, or a week or so either side of now (perhaps a month or so in the winter), so it needs to be updated fairly regularly. Keep the title brief and, instead of trying to tell people everything on the front page, put bigger items in the news or information board sections, and direct visitors to them from this section. You can also use coloured text, marquees, links, etc. to give impact and take people to important items. If you wish to know more about that, please visit the Admin Forum where you will find other administrators willing to share ideas and point you in the right direction.
The site is set up with a default welcome message; you can either modify this using the ‘edit’ link on the right of the message, or create a new one using the link at the top. Any message will only become visible if it has the ‘Active’ button to the right of it checked and the ‘Set’ button below the list has been pressed. The better the content, the greater the chance of your site being found by search engines such as ’Google’.

Summary Statistics

The summary statistics are displayed on the right hand side of the home page, the two above it being most recent news items, and upcoming fixtures/latest results. If no summary stats are chosen, then the ticker is not displayed. You can choose up to six different categories from the list displayed. Obviously, if you do not input scorecards for your games, then no individual statistics will be generated or displayed. You can choose which season to use for each statistic, or use ‘all seasons’ to display lifetime leaders, and you can specify a minimum number of innings or wickets for summary statistics. The default setting is to the current season.
This is always a good feature to use; it keeps individual interest in the site active, as players always like to see their name ‘in lights’. Recommended choices are: most runs during current season, best batting average during current season, most wickets during current season, best bowling average during current season, most catches during current season and most stumpings during current season. This will hopefully give as many people as possible a name-check.

About Us

Club Details

This is the most important thing on the page. If this isn't accurate, how will anyone find you or get in touch? Make sure that the address you put in is accurate, and give an email address and as much of the requested information as you possibly can.
Note that the map details are tied to the postcode so don't enter the address and postcode for the secretary's house if you want supporters to find the club's ground!

Playing Facilities

Add all grounds used by the club.
For each Facility Name, please try and be descriptive i.e. instead of 'Somewhere CC', use 'The Avenue, Somewhere'
Put as much information in as you can; particularly try and give good clear directions (at the bottom of the page).
All this will help to link the League site to your site as much as possible. For each match, a link can be added from the League site to your site giving where the game will be played, and using your directions to the ground. This will help players and supporters, opponents, match officials, and anyone in the area who may wish to come and watch (a rich prospective sponsor perhaps?).
Also when people view your site, they will get an idea of what your ground is like, particularly if you can add a picture. It could be the clinching factor in attracting a player new to the area and undecided which club to join.

Club Officials

Make sure that this is kept up to date; nothing is more off-putting than to find that the club website has out of date information. As above, it may well sway a prospective new player or sponsor if they can't get hold of the right person to talk to.

Joining Message

Some details about your club, subscriptions, social facilities etc. are useful to attract members and spectators.

Affiliations

Site administrators should add affiliations to any competition sites that the club is affiliated to and the local Cricket Board site. Their viewers will then get all the latest news, results and other vital information from these organizations straight on to their site without having to go and look for it!

Sponsors

Sponsors are hard to come by; thank them for their input by making sure they are mentioned on your site, showing their logo and linking to their website if they have one.

Club News

This is where club members, and anyone else interested, can keep in touch with what is going on at your club. It is not a ‘members-only’ area, so it would be wise not to include any information here that you would not wish to be known outside the club; for that, the **Information Board** is better suited.

The initial screen will not show the administrator any news items until the ‘Search’ button is clicked. Once the list is displayed, you can scroll back and forth through it, search for items using the fields at the top, modify or delete an individual item, or create a new item.

There are six different templates available for the creation of new news items, and their outline is displayed at the top. The first five allow the use of photographs along with the text, with the third also using a highlighted ‘quote’. The sixth allows the attachment of up to five separate documents to a basic news item, allowing you to put very long articles in, or attach minutes or forms to a news item in the same way that you attach a picture to a link (see **Home Links**).

Each news item must have a title, and the user who adds the item has his name attached to it. The text entered can be edited and enhanced by using the buttons along the top of the input box. Tools to add bold, italic and underlines, bullet points, tables, justification, links and pictures exist, all of which can be used to make the news item more eye-catching.

Photos are added as in Home Links, and then the item can be saved, either as a draft or an active item. If saved in draft, the item is not displayed on the site; this can be used if you are awaiting some more details or a photo perhaps, but have time to get the bulk of the item ready. An active item appears on the site immediately. A draft item can be made active either by editing it and re-saving it as active, or by ticking the ‘active’ box next to it in the list of items and clicking the ‘Set’ button.

The ‘sticky’ option allows the administrator to keep items marked as such at the top of the list, above other items, so that important items retain their prominence and do not slip out of view.

Only items of news input from the site itself are displayed on the administrator’s list. Other items may appear on the user’s list; these will have come from affiliated sites (League, County Board), and can be filtered out by checking the ‘Only display items from this site’ box before searching. Club site administrators cannot amend or delete these items.

Cricket Listings

Web Links

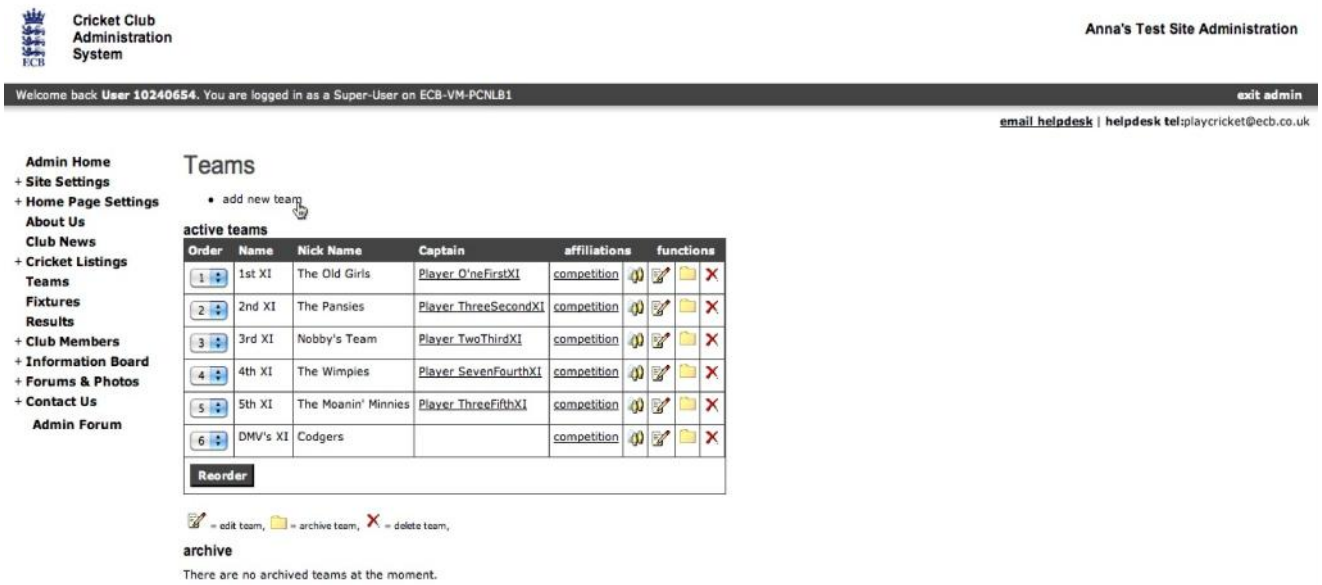
This section is used to allow the display of links to other sites that may be of interest to the club member. Examples might be websites of overseas players' clubs, local businesses, and other cricket sites. There is little point in linking to other Play-Cricket sites, particularly local ones, as they link into the League site; others are all accessible via the 'clubs' menu bar option which gives the user nation-wide search capabilities.
The initial web links page gives you the option to add a new link. This is very similar to the process outlined in Home Links. Each link will need a title, a site to link to and an image to go with it; your own, a standard one, or ideally one related to the site to which you are linking. To get an image from the other site, open the site (in another browser window is best), find an image that you would like to use (subject to copyright), right click on the image and select 'Save picture as…' from the popup menu that appears. Save the image on your computer, and you can then upload it as part of the link on your Play-Cricket site. There is also a check box that makes the link you have chosen open in a new window when the link is clicked. This is useful as it keeps your site on the visitor's desktop, so that they hopefully will return to it when they have finished with the link.
Once you have more than one link, you can set the order in which the links appear on the page by using the 'Sequence' dropdown boxes to the left of each link. When you have set the boxes to your desired order, you must click the 'Order' button to save that sequence. You can 'activate' or 'de-activate' a link by checking or un-checking the box to the right of the link, and clicking the 'Set' button, as with news items.

Teams

This page allows you to create and manage your club's different teams. When you create your site, Play-Cricket automatically attempts to link it to the League site, so when you come to first look at this page, all your existing League teams will probably be displayed. You can then add any others, for instance Sunday friendly teams, midweek teams, junior teams (although these may also have been added already if your junior teams are members of a league that also has a Play-Cricket site) and veterans' teams.
You should not create new teams every year; if the captain or squad details change then you should use the functionality described below to update the details. This will allow league administrators to keep the correct links to your site, and also keep your statistics much clearer.

Adding a team

You can add a new team by clicking on the link at the top of the page; this will display a page that allows you to select the team name from a dropdown list, or add a new one if the name is not on the list (useful if you are running two Kwik teams for instance). You can add a nickname for the team, select the captain from your list of players, add a team description and photograph (with caption), and then save the team. It will then be displayed in your list of teams, and you then have other options you can perform with it. You should select a default ground from the list you have set up – that will then be entered automatically into home fixtures for that team. The captain of the team must be included in the team squad before he can be selected in this section.



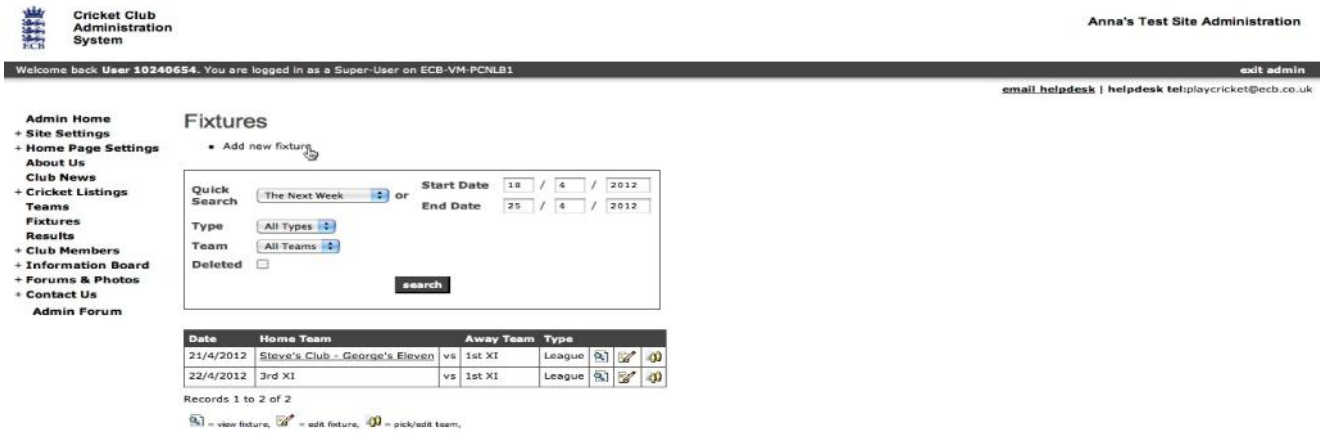
To the left of the teams in the list is an ‘Order’ dropdown; you can set the order in which the teams are displayed on your site by setting these in the desired sequence and then clicking the ‘Reorder’ button.
To the right of each team, there are several options. Next to the Captain is the Competitions link. This gives a list of the competitions in which the team has participated and is currently participating in. These should have been automatically set up when your site was linked to the Competition site, but you can add others if you think there are any missing by clicking on the ‘Add team to league’ link at the top of the page.
The next option, indicated by an icon that looks like the outline of two people, is the team squad option. This allows you to create a squad for that team from your list of players, so that if you use the on-line team selection feature, the players you are likely to be picking from will already be displayed. You can pick from your existing list of members, or create a new member and put him straight in your squad; useful if you have to pull someone in at short notice and do not have time to get them registered with your site. You can also manage and edit this squad and the membership of the players within it using the icons to the right of each player; these will be discussed in ‘Club Members’ later.
Next to this is the ‘edit team’ icon, a pencil and paper. This allows you to update the information you input when setting up the team, as discussed above.
To the right of this there is the ‘Archive team’ function (the folder icon) which allows you to save a team without deleting it; you may wish to do this if, for instance, you are not running an under-17 team in the current year, but plan to do so next year. It saves deleting and re-creating the team, and retains all the links to it, but doesn’t show the team on your site.
Finally there is the Delete icon (a red X). This will completely remove the team and any links to it from the site, so be careful how you use it. You will be asked if you are sure you want to do this, but once you say yes, then the only way to get it back is to recreate it from scratch!

The use of the club name or an abbreviation as part of the actual team name is bad practice. Although it appears ’wrong’ that the club name is not included in fixtures and results on your site, they are actually omitted on the basis that when on your site people know that they are ’your’ teams and that further clarification is not necessary. On other sites though, like those of your opponents or on competition sites, the site name is included, so you end up with the tautologous display of ‘xxxxxx CC – xxxxxx Under 10s’ and the like, when all that is necessary is ‘xxxxxx CC - Under 10’ . It is largely a cosmetic consideration, but it tends to push the data much further across the screen than needed, and to make things difficult to read.

Never be tempted to ‘up-age’ a junior squad by amending the team name; this will not do what you expect, but instead create erroneous entries for past seasons. For example an under-12 team that is then renamed to be under-13 then under-14 and so on will end up with entries in under-12 leagues showing an under-17 team in them! You should always amend the squad and captain for that age-group by using the functionality provided and leave the team name exactly as it is.

Fixtures

This gives you a list of all your club's upcoming fixtures. Once again, if your site is linked to the relevant Competition sites, then all your League and Cup fixtures will be automatically shown here when they are created on the Competition sites. You can search this list by team, type of fixture and date to narrow the list down, or you can scroll through it using the links at the bottom of the list.



If you wish to add fixtures, e.g. for your friendly team, or for a competition that does not have an active Play-Cricket site, then you should click the 'add new fixture' link at the top of the page. A page will be displayed that allows you to input the type of fixture, date, start time, venue, number of innings, opposition, ground, meeting place and time. The opposition, ground, and venue are linked, so if the fixture is away, and your opponents have a Play-Cricket site (underlined when you click the 'Select Opposition' button), then the list of their grounds will be displayed when you click the 'Select ground' button; if you are at home, your list of grounds will be displayed. If the relevant ground is not displayed, then choose the 'Select ground' option in the dropdown and you will be able to type the details into the box below. When you have input all the required information, click the 'Add fixture' button, and it will be added to your list. Please note that you cannot create your own League or Cup fixtures; these can only be set up via the main League or Cup site.*

Once again down the right hand side of the list, there are several options. The first, a magnifying glass and paper, allows you simply to view the fixture details. This will normally be just the date, time, type, ground etc., but if you have picked a team for the fixture online, then that will also be displayed.

The second, a pen and paper, lets you edit the fixture. You can change the date and start time, venue, meeting time and place, and the ground on which it is to be played. Note however that you should NEVER amend the date, start time, venue or ground of a League or Cup match. Only the League or Cup site administrator should do this once the proper procedures regarding agreement of both parties have been completed.

The last is the 'team manager' function (two peoples' outline). This allows you to select a team from the squad you have created when you set up the teams (above) and your list of players. You can then publish the team, notify them about the game by email, and print the list to put on your notice board. You can learn more about this in the scorecards guide.

If the fixture has been created by a club administrator (friendly or un-administered league matches), then a red cross will appear in the rightmost column so that it may be deleted if not required.

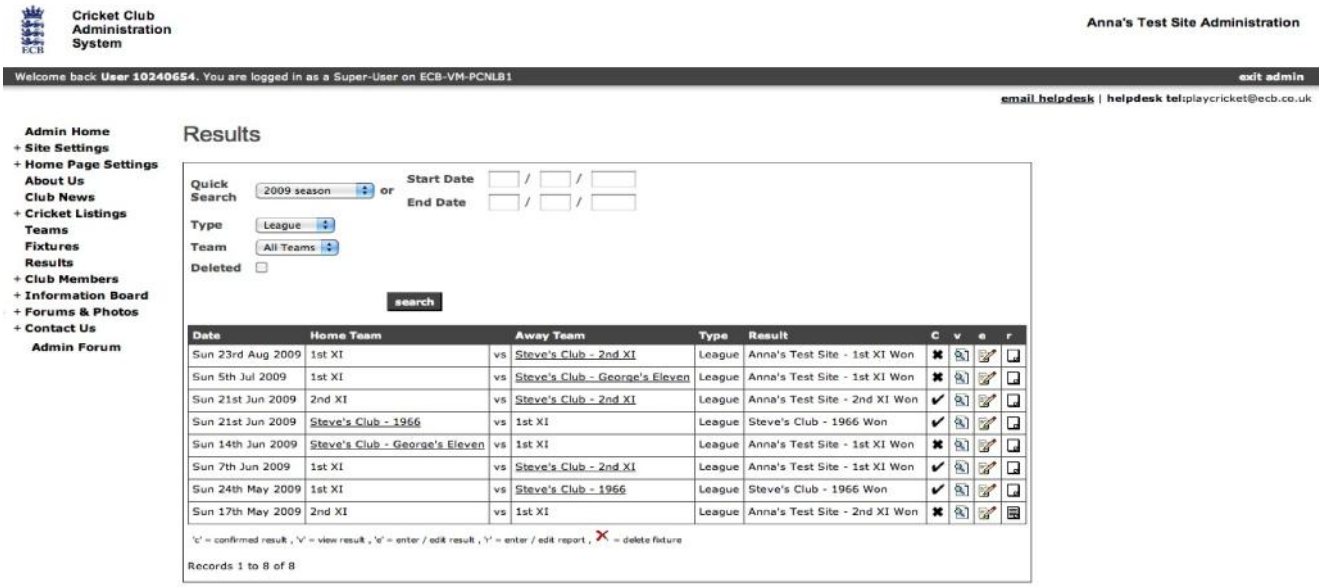
*You cannot create your own competition fixtures if the competition is already administered by a Play-Cricket site. The Play-Cricket system does allow a user to create fixtures for un-administered leagues. In this case, you would select ’League’ as the type of game and then click the ’Select League or Cup’ button and follow the appropriate links to create the fixture.

For those club administrators whose league does not have an active Play-Cricket site, and who have set up unadministered or ’dummy’ divisions against which to enter their fixtures for the current season, the following instructions may be useful in keeping the same division name on an on-going basis, but creating a new season for it:

Once you have clicked the ’add new fixture’ link, and selected the team to play it, then the Select League or Cup button; you should get a popup showing the competitions that have been selected previously for that team. Highlight and copy the competition name, but not the year part, and then click on the ’select another league’ link. Paste what you have just copied into the text box, and search. You will see the competition listed; click the ’pick’ link by it, and then the ’pick’ for the new season from the list that appears. This will create the fixture in the correct season, and keep the competition name available in the list for future fixtures.

Results

This is very similar to the ‘Fixtures’ function, but instead gives you a list of all the games already played by your teams, and their results. As with fixtures, you can search this list by team, type of fixture and date to narrow the list down, or you can scroll through it using the links at the bottom of the list.
If you cannot find a competition fixture in the results section, and you cannot see it on your site’s public side, contact the competition administrator to check that the fixture has been published.



Three or four options exist to the right of each result. If there is a column headed ‘c’, then this will be dealt with later in this guide, under **Inputting results**. This icon is available only if the fixture has been created from a Play-Cricket competition site.
The next is the ‘magnifying glass’ icon for viewing the result. This will display all the details input to the site about the game, including any scorecards, as well as links to any reports input.
After this is the ‘pen and paper’ icon to edit the result. The basic details of any League and Cup matches are input and locked via the administrator of those sites, and cannot be changed. If there is a problem with these details, then the competition site administrator should be notified. If the game is a friendly, then the details can be input through this page. Once the details are present, clicking the ‘Next’ button saves the details and moves on to the ‘Team Picker’ functionality, which again is outlined in more detail in the scorecards guide. For a fixture created from a Play-Cricket competition site, once the scorecards etc. have been completed, then the left-most icon, which is initially set to a black X (unconfirmed), should be clicked; it will then turn into a tick (confirmed).
The right-most icon (sheet of paper) allows the addition or editing of a match report. Initially this will be ‘blank’, but becomes ‘written on’ once a report has been added. Again, there is more about this in the scorecards guide.

Club Members

This section allows the site administrator to manage the membership of the site. Using the options in the sub-menu, he can add and delete members, and assign them roles within the site, create ‘groups’ of members and use the system to email them or contact them by SMS if the club has set up the TextMagic option. He can, if he already has a database of members, upload that to the site to get everyone on the site in one go, and similarly download the site members to his own computer to use in other programs.
The upload is intended as a quick method for site administrators to get their member database online at site start-up, or to add a substantial number of new members. It only adds records - it does not replace, amend or delete. The download is in a different format to the upload, and is intended to allow administrators to extract the data in their member database for use in other applications; it cannot be used in the ‘reverse’ manner as an upload file. If you wish to make amendments, then the simplest and safest way is to do it via the functionality provided online.
Note that members added by an administrator are ’temporary’ i.e. not registered with Play-Cricket. They will appear in the Member Database with an asterisk next to their name. These members cannot be assigned any administrative role.

Member Database

The member database is the heart of your site; it allows you to control which members have access to ‘sensitive’ areas of the site, to grant rights to update the site to certain members, and to add and amend information about your members.
The top section allows you to search the list by a number of different variables; this may be just to find an individual quickly, or you may wish to tailor the list displayed in order to send everyone on it an email message, a link for which is provided below the search boxes.
The main section lists everyone who satisfies the search criteria in the boxes. This list is scrollable via the links at the top of the list.
The member’s details can be edited by clicking on their name in the list; their personal details, registration details and player profile are all editable, and details of their different roles on the site are listed. This is the place to correct any misspelled names created by other teams when adding scorecards, as it will allow the data input for that name to be retained rather than deleting the incorrect name and adding it again, which will cause loss of data.
You cannot however do this for League Registered Players (see next section). This is a system change that was made as a result of clubs fraudulently amending details (name and date of birth) of League registered players in order to evade penalties. The amendment of these details is now restricted to League administrators (via the LRP tab) and the player themselves (via their user profile if they are a registered Play-Cricket user).
To the right of each member’s name are their email address (if one is provided), and their telephone number, plus two icons. By clicking on the email address, you can quickly send an email to that member.

Removing duplicate records (Match Records function)

The first of these icons, a red and blue circle, allows the administrator to remove any duplication in the list. It may be that he has loaded all the players in his own database onto the site, and some players in that database were already site members. By matching them, the two records are merged so that information is not lost. It is always preferable to match member records rather than delete them. When the icon is clicked, a list of possible matches is displayed, and the administrator can choose whether or not to match this record with one of the names on that list.

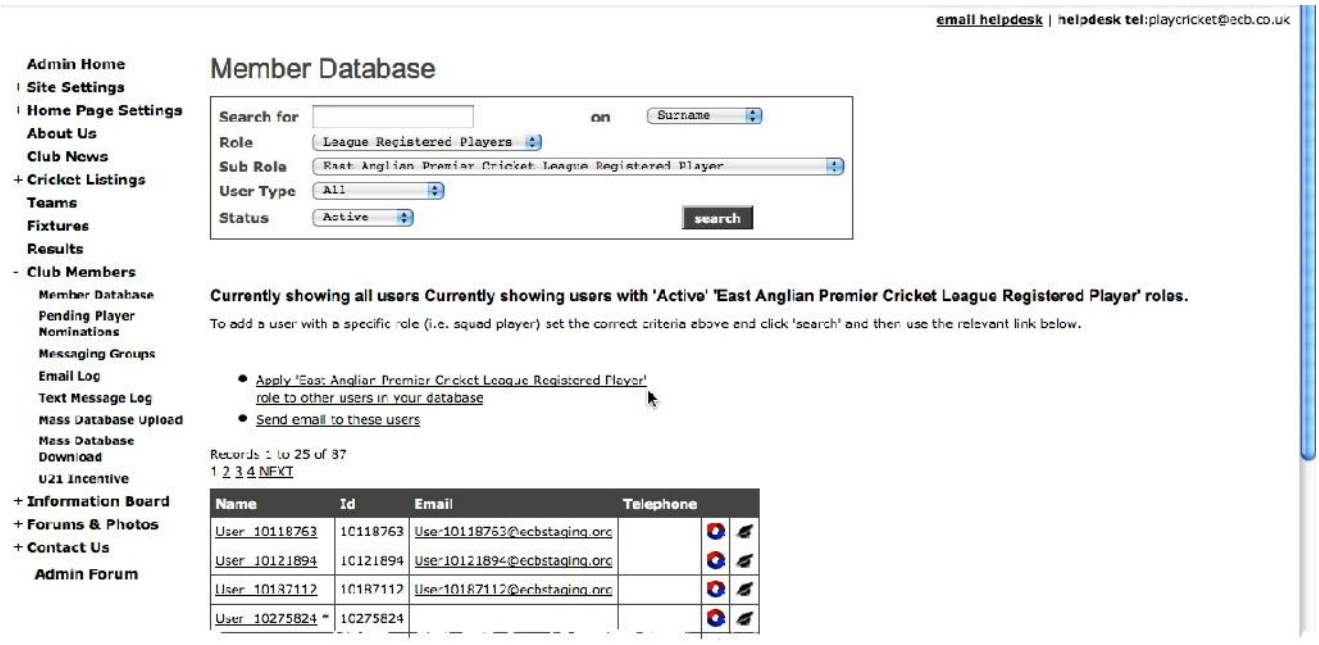
To match safely and accurately, instructions follow:

*Under Admin>Members>Member Database, your players are listed. Some are registered Play-Cricket users (no asterisk by their name) and others are temporary (marked with *).* ***You should begin the matching with the record that you wish to keep****; so if you have an entry for a registered user, begin with that, otherwise pick the one that has the best version of their name, or that is the most 'current' in terms of email address. If you attempt to match a registered user to a temporary user, then the registered entry will always be kept. Otherwise the match will keep the record that you begin with, so be sure that you start with the right record.*
Next to the record you decide to start with, you will see a red and blue circle; click on this and it will give you a list of possible matches. Choose the one that you wish to merge with your selected player and click on the 'match' link next to their name; ***be sure that you do this very carefully, as it is very difficult and time-consuming for you and other site administrators to undo this if you get it wrong!***
You should ***never*** *try to 'recycle' entries by amending the name in them to someone else's or by matching entries for two entirely different people - this will cause errors in scorecards and statistics as well as the roles of those individuals within their clubs and leagues. You may have to repeat this process if there are more than two entries for a player; always begin with the registered entry. You should always match entries in the list offered to a relevant entry if possible. If an entry is redundant because that person is no longer involved in your site, then remove their roles within the site by clicking on the roles (hat) icon by the entry, set the relevant dropdowns on each tab and then click the Save button - leave the Member of Website until last or you will not be able to access the others. The stats update program that consolidates the data as the result of a match runs hourly on the hour so the effects of any matches that you perform will not be reflected immediately.*

The second icon, a mortarboard, allows the administrator to assign various roles within the site to the user. When this is clicked, the potential roles are displayed by category (e.g. squad player, official position, email group, website role), and the administrator can activate or deactivate that role for the user. These roles can then be used within searches to limit the list for emailing, or in the case of website roles to give the user administration access so that he can update the site himself. If a user's Member of the Website role is de-activated, all assigned roles will be removed. It is possible for a user's details to remain on the club's site if the administrator, having removed the Member of Website role, immediately activates another role before clicking Save. e.g. Squad member. In this case, the user's details will only appear on the member database if a search is carried out for 'All' roles or a specific role which includes the non-active user.
The last icon, a red cross, allows the administrator to remove a member from the club's website. Any roles associated with the person (squad member, fixtures administrator etc.) will also be removed.

League Registration

Some Leagues require players to be registered with them before they are allowed to take part in a match.



Pending Player Nominations

If your club is affiliated to a league which requires league registration, this link gives the club administrator a list of squad members awaiting approval by a league administrator.

Messaging Groups

The administrator can set up and maintain groups to which he can assign members, in order that he can email or text them according to those groups. He may, for instance, set up a ‘Committee’ group, to which he can add everyone who is a club committee member, in order that he can then email to them notice and minutes of monthly meetings. He could set up another group called ‘juniors’ that contains everyone under 16, so that he can send them newsletters. There is no limit to the number of different groups, or to how many different groups a person can belong.
The administrator can add a new group by clicking the ‘Add New Messaging Group’ link at the top of the page. This takes him to a new page, where all that is required is to enter the group name and click the ‘Save’ button.
Below this link is a list of the groups he has set up. These can be viewed (magnifying glass icon), edited (pen and paper icon), deleted (red X icon) and re-ordered (using the dropdown boxes and the ‘save’ button’).

Email Log

The email log shows the administrator a list of what emails he has sent to the different groups. He can search the list using the dropdown boxes at the top of the page, and view individual items on the list below by clicking on the magnifying glass icon next to the item.

Text Message Log

If the club has subscribed to TextMagic, the main administrator will have access to this log which allows him to search for incoming and outgoing text messages.

Mass database upload

This allows the site administrator to load a large number of entries into the member database very quickly. He may already have all his club members' details on his computer in a different format e.g. an Access database or Excel spreadsheet. By following the instructions on this page, he can transfer all that data from his computer to the Play-Cricket database, thus saving the effort of re-typing it all or getting the members to do it all. The facility is intended for uploads only, such as when setting up a new site i.e. existing members of the database will be duplicated if they are already present. You can neither update nor delete a person's details by this means.

Mass database download

Similarly, the administrator can get the data back out of the Play-Cricket database onto his computer, so that he can update his records with any changes that may have been made by members on-line. When the menu item is clicked, the system automatically creates a file of all the members in his club's Play-Cricket database, and displays them in a list. He can then save them to his computer in one of two formats (.csv and .xml), and use the data himself in other programs e.g. Excel or Access.
This file cannot be used to upload back to Play-Cricket.

Information Board

The information board is similar in functionality to the Club News section; however, parts of it are 'club site members-only' area, which means that only your site members can view it. This makes it more suitable for items that are not for public viewing, for example minutes of committee meetings, financial matters or disciplinary hearings. The board consists of three areas.

Postings

This is a simple 'notice board' area, accessible to site members only. The site administrator can add items to this section himself using the 'add a notice link' at the top of the page. The posting requires a title, a description and an attachment containing the information. Members of the site can also submit items for posting from the section on the user side of the site; this uses an identical form. They are not put straight on the site however; the site administrator must approve them. He does this by clicking on the 'go to pending notices' link. Any member-submitted notices are displayed there, and he can view and edit them, delete them or make them live using the links beside each item.

All current postings are listed below these two links; the list can be scrolled through using the links at the bottom of the list. Each item can be viewed, edited or deleted using the links to the right of the item.
There is a limit of 30 items on this area, so periodic ‘tidying up’ will be necessary, in much the same way that a real notice board should be maintained.

Club Library

The club library has similarities to both the Club News area and the Postings area; it can be viewed by registered Play-Cricket users who are not members of your site, so caution should be exercised over what is posted in here. It is intended for longer-term reference items; e.g. club rules and constitution, coaching, child welfare policies, membership forms and the like. The items must be categorized, and the administrator can set up his own categories, in the same fashion as the messaging groups (see above).
Once he has created categories, he can add items to them. In this area, he has much more control over the format of what is displayed; the six templates used in Club News are also available to him here so he can add photographs to coaching items, or use the ‘quotation’ template to make a policy statement for instance. For larger items, the ‘attachments’ template can be used, giving an initial overview and then using the attachments to expand on this perhaps.
Once items have been added, the administrator can search them using the dropdown box at the top of the page. The selected list, scrollable using the links at the bottom, allows the viewing, editing and deletion of each item using the links to the right of each item.

Calendar

The calendar gives the administrator the functionality to keep members aware of events coming up within the club. Each event is assigned a category; these categories can either be chosen from a standard list that is created with the site, or created by the administrator, as for Messaging Groups (see above).
If any events are already set up, then they are displayed in a scrollable, searchable list. Clicking the ‘add event’ link at the top of the page allows the administrator to set up new events. This displays a page in which to enter the event details; these are the start and end dates and times, a title, the category to which it belongs, and the event details. Once all the required information has been entered, the ‘Save Event button’ should be clicked, and the event will then be displayed in the list. Events in the list can be viewed by clicking on the event name, and edited or deleted by clicking on the links to the right of each item.

Forums and Photos

This area allows site members to interact with each other and the site. The forums are an area where views and information can be exchanged, either publicly or privately. The photos section is where members can submit their pictures for inclusion on the site, and there is also an opinion poll option, where the members can vote on an issue that may affect the club, cricket as a whole, or just something that will make them laugh!

Forums

There are two types of forum, public and private. The main difference is that any site visitor can view public forums, while only site members can access private ones. The links at the top of the screen allows the administrator to toggle between public and private. Each forum consists of topics; to create a new topic, the administrator, or the user from his side of the system, clicks on the ‘add new topic’ link, and inputs a title and his views on the subject, and clicks the ‘Save Reply’ button.
Once a topic has been started, it will appear in the scrollable list of topics; the administrator can view items on the list by clicking on the topic title, or delete them by clicking on the link to the right of the topic. He can add a reply to a topic by viewing it and clicking on the ‘add reply’ link at the bottom.

Photos

The photo section gives the administrator and the members the functionality to put their digital photographs on the site, adding visual interest. Each photo is assigned a category; these categories can either be chosen from a standard list that is created with the site, or created by the administrator, as for Messaging Groups (see above).
Any photos already added are displayed in a scrollable, searchable list. Clicking the ‘add a photo’ link at the top of the page allows the administrator to submit new pictures. This displays a page in which to enter the photo details; these are a title, the category to which it belongs, and the photographer. Once all the required information has been entered, the ‘Upload’ button should be clicked, and the system will then prompt for the location of the picture, as in Club News. Once it has been loaded, click the ‘Save’ button to add it to the list. Photos in the list can be viewed, edited or deleted by clicking on the standard icons to the right of each item.
User-submitted pictures are not immediately added to the site; an administrator must approve them. To check if there are any photos awaiting approval, click on the ‘view pending photos’ link at the top of the page. Any photos for approval are displayed in a scrollable list. Each picture can be viewed, edited or deleted using the standard icons to the right, or made live using the link to the right of the icons.

Opinion Polls

The opinion poll is a way for the site administrator to get feedback from members on important current issues, or just to have a bit of fun. Polls should be changed regularly, so that the site is kept fresh and interesting, encouraging viewers to return.
To add a poll, click on the ‘add a poll’ link at the top of the page. A page is displayed for the poll details; these are the poll start date, the question to be asked, a list of up to five possible answers, and an optional image to use with the poll. Once all these have been input, click the ‘Add Poll’ button, and it will appear in the list of polls.

The list shows all your polls, ordered by start date. To view the results of any poll, click on the poll question in the list, and the results are displayed showing both number and percentage of votes for each option. A poll remains current until another poll is input and that poll's start date is passed. Old polls can be deleted by clicking on the link to the right of each poll.

Getting admin rights

Instructions for the User:

Administrator rights may only be applied to a user who has registered with Play-Cricket and are is a member of his club's website. If you are already registered, then you should contact your site administrator (details via the 'About Us' option on the website), and let him know that you would like admin rights so that you can add scorecards and perform other site administration functions.
He will then go to the member database, and allocate the most appropriate role to you. As a result of this, you will receive an email to the address that you supplied, informing you of the new Admin button under your name when you next log on to your club's Play-Cricket site. When you have clicked on the red button and have accepted the terms and conditions, then your status as an administrator is confirmed.
Once that is done, you will be able to add and check scorecards for your club's games, as well as access the other admin functions depending on your administrator role.
This part of the process should be completed before the start of the season, so that you are ready to begin immediately.

Instructions for the Site Administrator

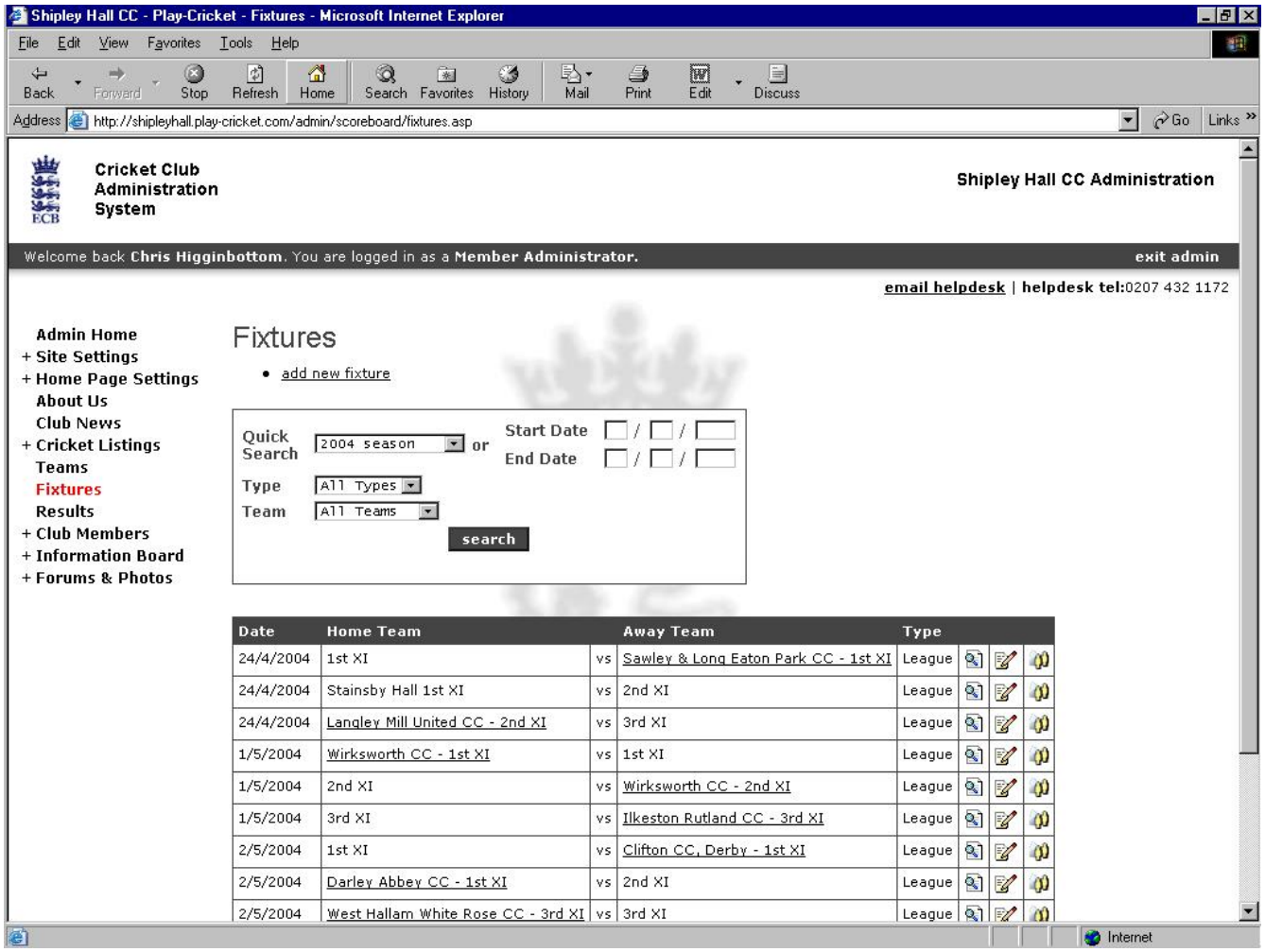
To assign a role as an administrator to someone, they must be a registered Play-Cricket user (with their own username and password) and be a member of the site that they are to administer (i.e. that username is in the database for that site under Admin>Club Members>Member Database). You cannot assign admin roles to a 'temporary' member, marked with an *, which has been created by a site administrator.
Once they have done this, then go to Admin>Club Members>Member Database and click on the 'roles' icon (the 'hat') next to that entry in the database. Change the appropriate dropdown to 'Apply' (main admin also has all the other admin roles embedded in it, so if using that then there is no need to give the others), and click the Save button. This sets the status of the role to Pending, which means that it is awaiting action by the person to whom the role has been granted.
The next step must be performed by the new admin themselves, and they are notified by email that they need to do this; they need to login to your site. On the homepage they will see the red Admin button under their name at top right. They must click on this and accept the terms and conditions that are displayed in order to activate their role as an administrator, and gain access to the admin functions of the site.
Once accepted, they too will be an administrator of your club system, and be able to update areas of the site for which they have administration rights.

Inputting scorecards

Finding a game and setting up the fixture details

All your club's competition matches have already been set up via the League website if your league has an active Play-Cricket site. To find the game you wish to deal with, logon to your club's site, and select 'Admin' from the the top right-hand side of the page. This will give you access to the site's administrative functions; the most noticeable difference will be that, instead of the site colours, all of the headings, menu options etc., will appear in black and white only. If you are putting in your team before the game, select 'Fixtures' from the left-hand menu; if you are putting in the scorecard after the game, select 'Results'.

If you select 'Fixtures', a list of your club's forthcoming games will be displayed (see below).



The individual fixtures can be accessed via the icons to the right of each one:

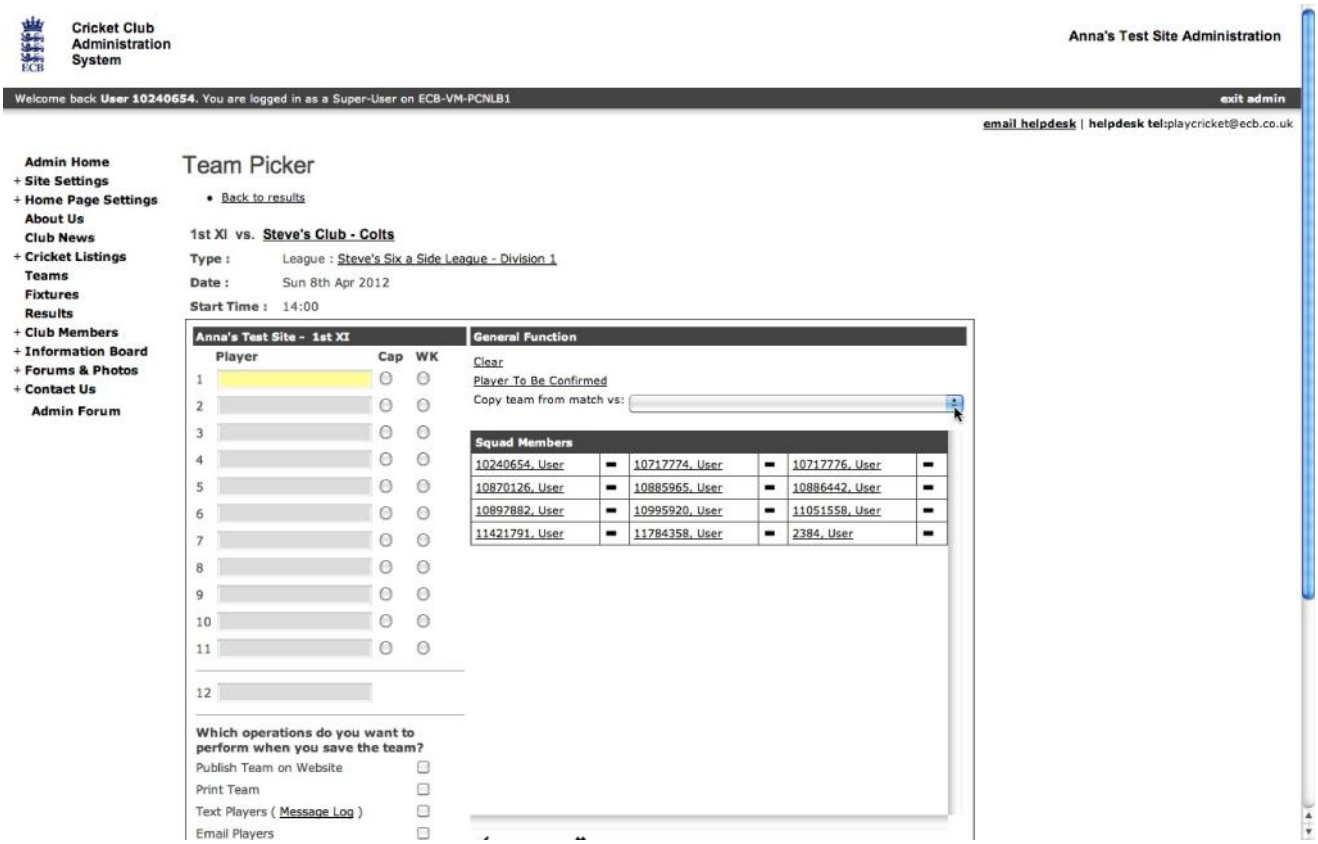
- View fixture – allows the user to view, but not change, the fixture details.

- Edit fixture – allows the user to add or change details of the fixture; the basic details (date, time etc.) should not be changed, but meeting place details can be added if desired if the site is being used to notify the team prior to the game.

- Edit team – allows the user to input a team selection before the game, and make changes to that selection. The following screen appears when this is clicked:

The search fields at the top of the screen allow the user to restrict this list.

Picking a team



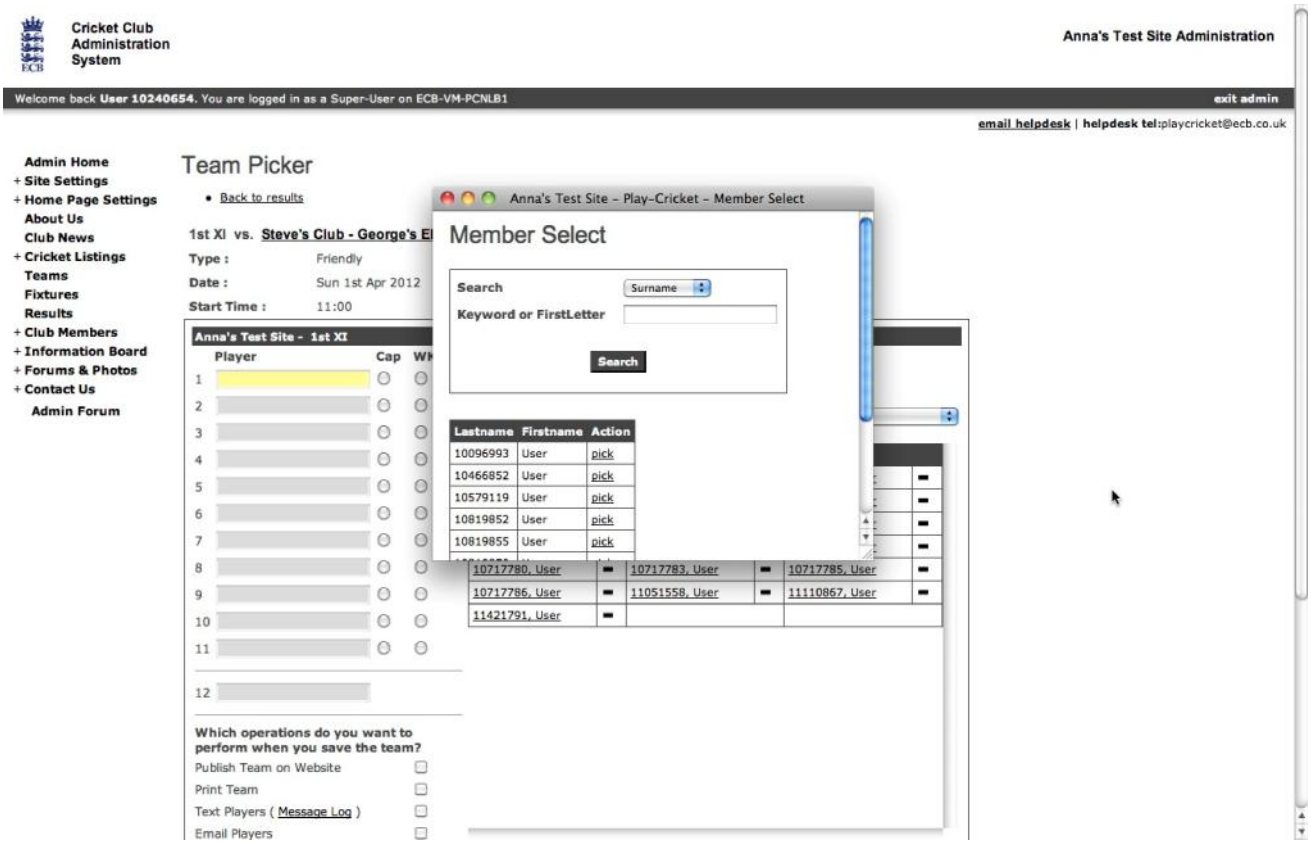
If your club site was used last year, then there will probably be some ‘squad members’; these are the players whose names had been input into the scorecards on the site last season. If the match is for a league which requires player registration, only and all players who have this status will be shown; in this case the squad roles are ignored. There is a ’copy the team from match with’ dropdown option enabling the administrator to select the team from one of the last four matches played. To replace a player by a squad member, click on a player’s name on the left, so that it becomes highlighted, and then click on a player’s name on the right.

Users can notify their availability to the site via their own logon, and if a player is unavailable for a given game, a cross will appear by his name. If he is definitely available, then a tick will appear; if he has not stated his availability, a dash appears.

If you make a mistake and click an incorrect name, then you can delete the name by clicking on it and clicking ‘Clear’.

If you do not know the team in full, then highlight a space and click ‘Player To Be Confirmed’. You can then add the player’s name when it is known.

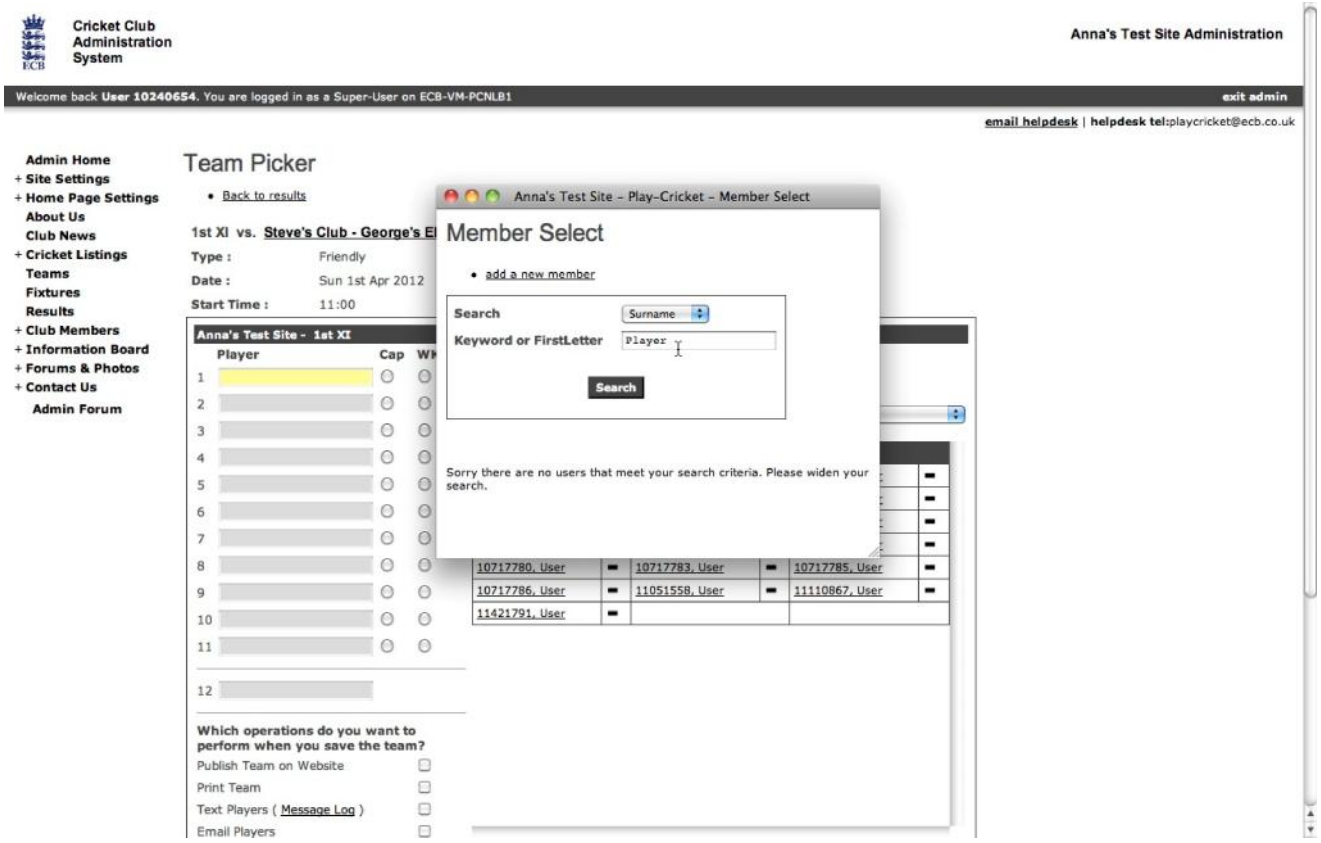
If a player is being selected whose name does not appear in the squad, then click the ‘Pick Player from Database’ link.* A pop-up will appear, with the list of players on your club’s database (below).



You can use the boxes at the top to search through this list, or the links at the bottom to scroll through it. Once you have found the name you want, click ‘Pick’ and the player’s name will appear in the highlighted box.

If the player’s name does not appear in your database, then enter his surname in the ‘keyword’ box and press ‘Search’. A new pop-up will appear:

Adding a player



Click on the 'add a new member' link, and a pop-up appears to let you add the new player:

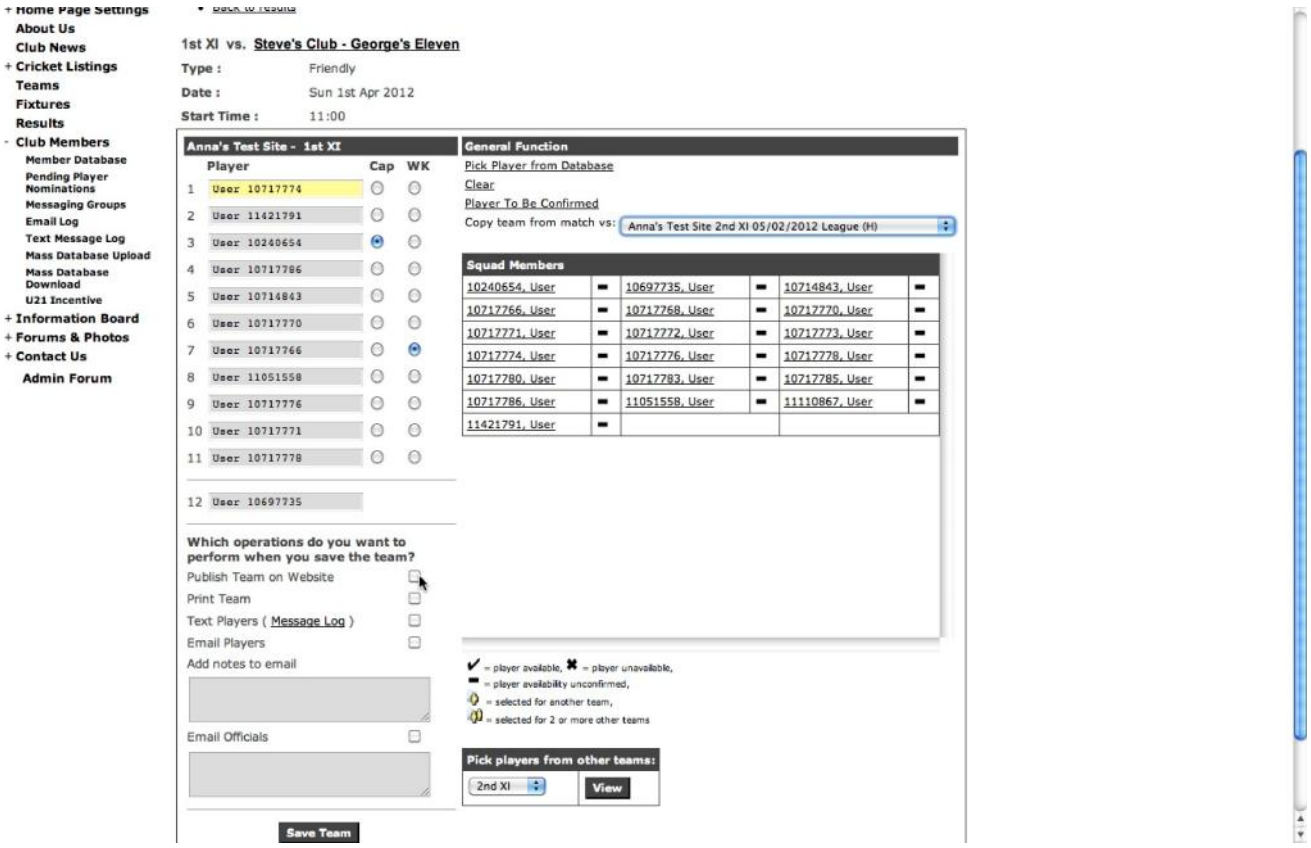
Type in the player's first name (please use upper and lower case properly for both names e.g. 'Chris', not 'chris' or 'CHRIS'), check the 'Squad Member' box so that the player is also put in the squad list (if required), and press 'Save'.

The new player is now added to your club's database and the team being selected, and will appear on the full list next time, and in the squad if you check the box. It is possible to do a 'bulk addition' to the database using the Mass Database Upload function.

Note that if your team is playing in a league which requires player registration, you will not be able to pick any players who have not been registered to play with that league. Bear in mind that this process will normally take a few days to complete. See* ***League Registration**.*

Once you have selected your team, you have several options.

Saving and publishing the team



You can, and should, publish the team on your website; this lets your members know what the team selected is. This information, however, is only visible to site members, so there is no chance of your opponents knowing in advance what they are up against.

The ‘Print Team’ option is useful for putting the team selected on your club notice board.

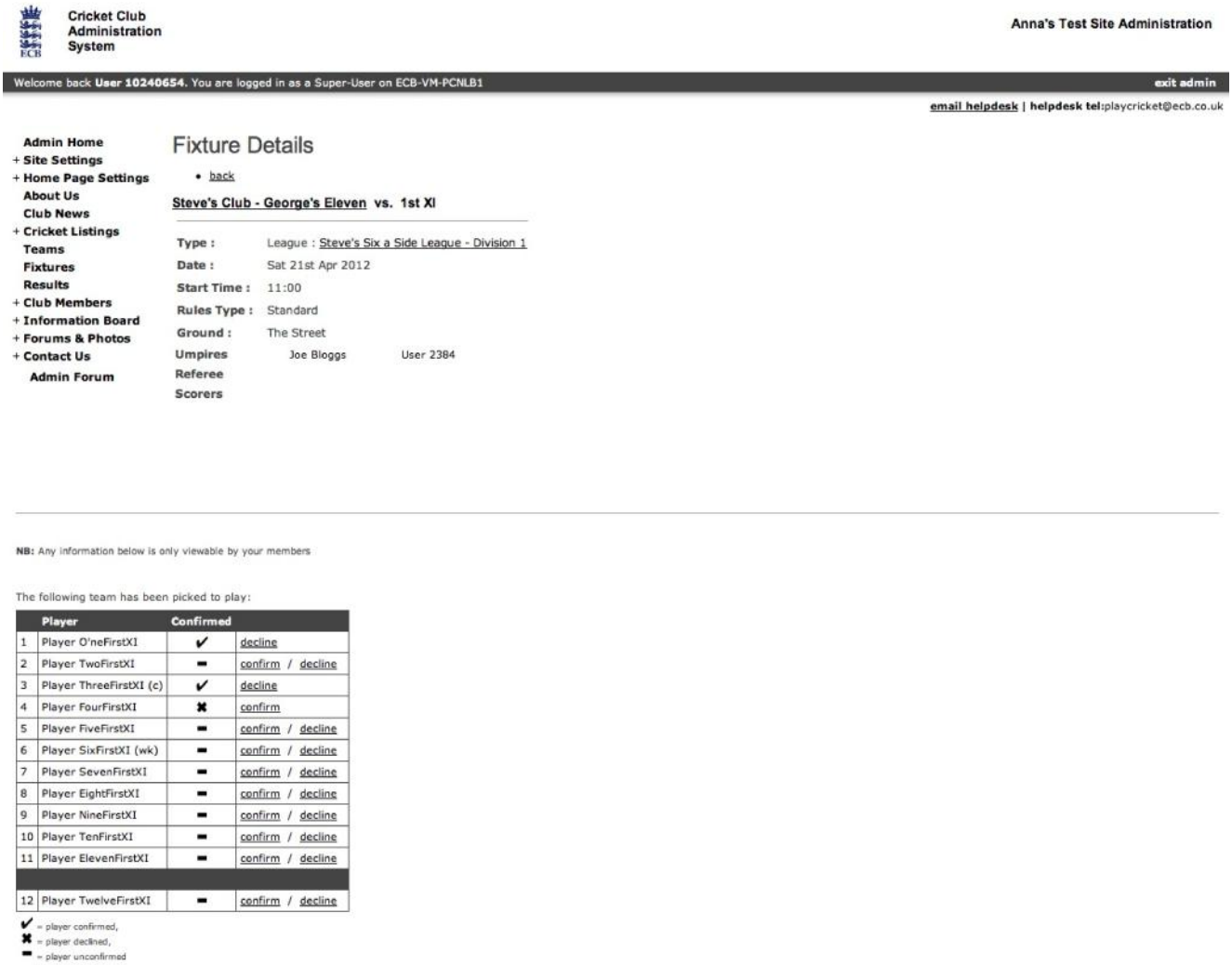
The ‘Email Players’ option lets all those players who are site members and have given you an email address know that they have been selected, any meeting place and time details supplied (above), when and where the game is being played, and adds any notes that you give to the email; for example you can use this to tell people to pick up someone to take to the game, or bring something for the tea interval, in fact anything that you can think of; using this option instead of the phone can save your club a lot of time and money!

The ’Text Players’ option is available if the club has subscribed to TextMagic. A text message can be sent to players who have enabled the receipt of SMS informing them of the fixture details and allowing them to respond.

The team selected is now ready for the game to be played. Once it has been played, the result is notified to the League, and the League website is updated with the result, team scores, points etc. The League site administrator will then lock these details to prevent them being altered, but they are visible to the teams; the clubs can then add the scorecards from the game.

Fixture view

Clicking on View Fixture brings up a screen similar to the one below:

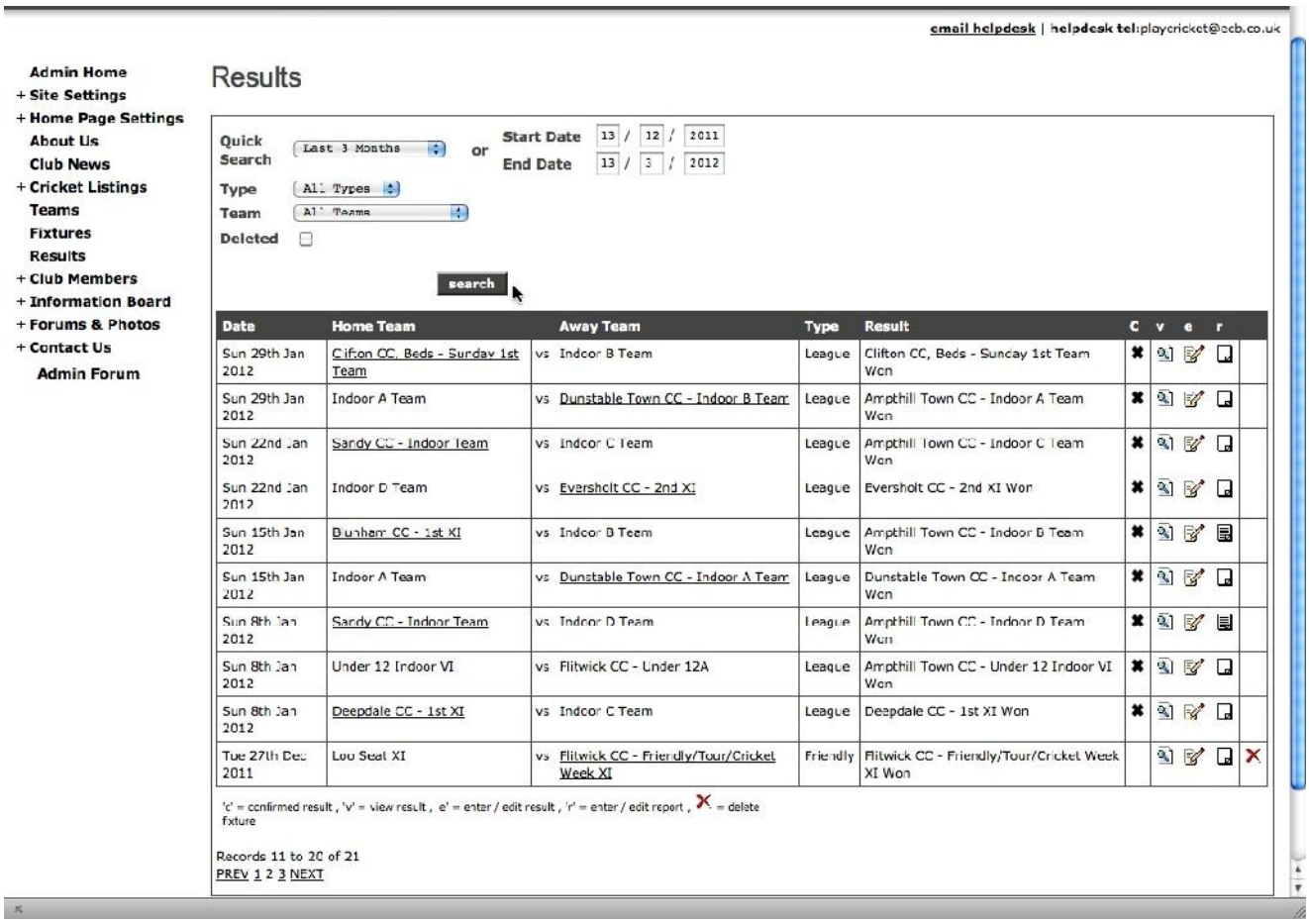


Where players have replied, by email or text, to accept or decline the invitation to play, the progress can be seen in the chart above. If necessary, a club administrator can alter the indicator from a tick to a cross and vice versa to reflect a change of circumstance or if the player does not have access to text or email facilities.

Home team

Selecting the game

First of all, you will need the scorebook with the match details to hand. Select the game you wish to input scorecards for via the ‘Results’ menu option on the left hand side (see **Finding the Game** above).



There are several options available; these can be selected using the icons to the right of each result.

v - View result – allows the user to view, but not change, the result details.

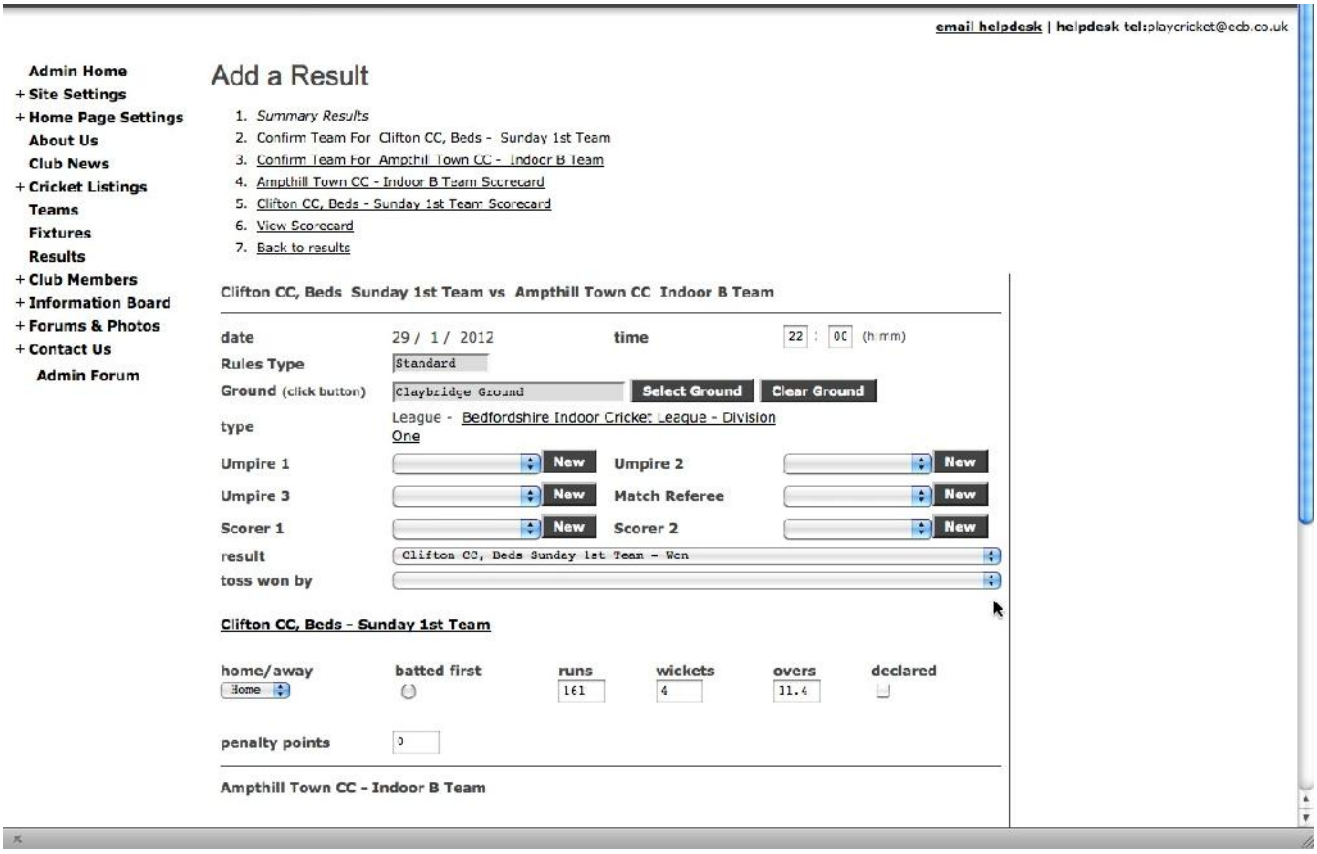
e - Edit result – allows the user to add or change details of the result; the basic details (date, time, scores, result, points etc.) cannot be changed (they are locked by the League site administrator). This icon should be clicked to initiate the process of adding scorecards (see below).

r - Report – allows the user to add or edit a report of the match. If a report has already been added, the icon is ‘filled in’. The report can be as long, or as short, as you wish, and can contain a photo.

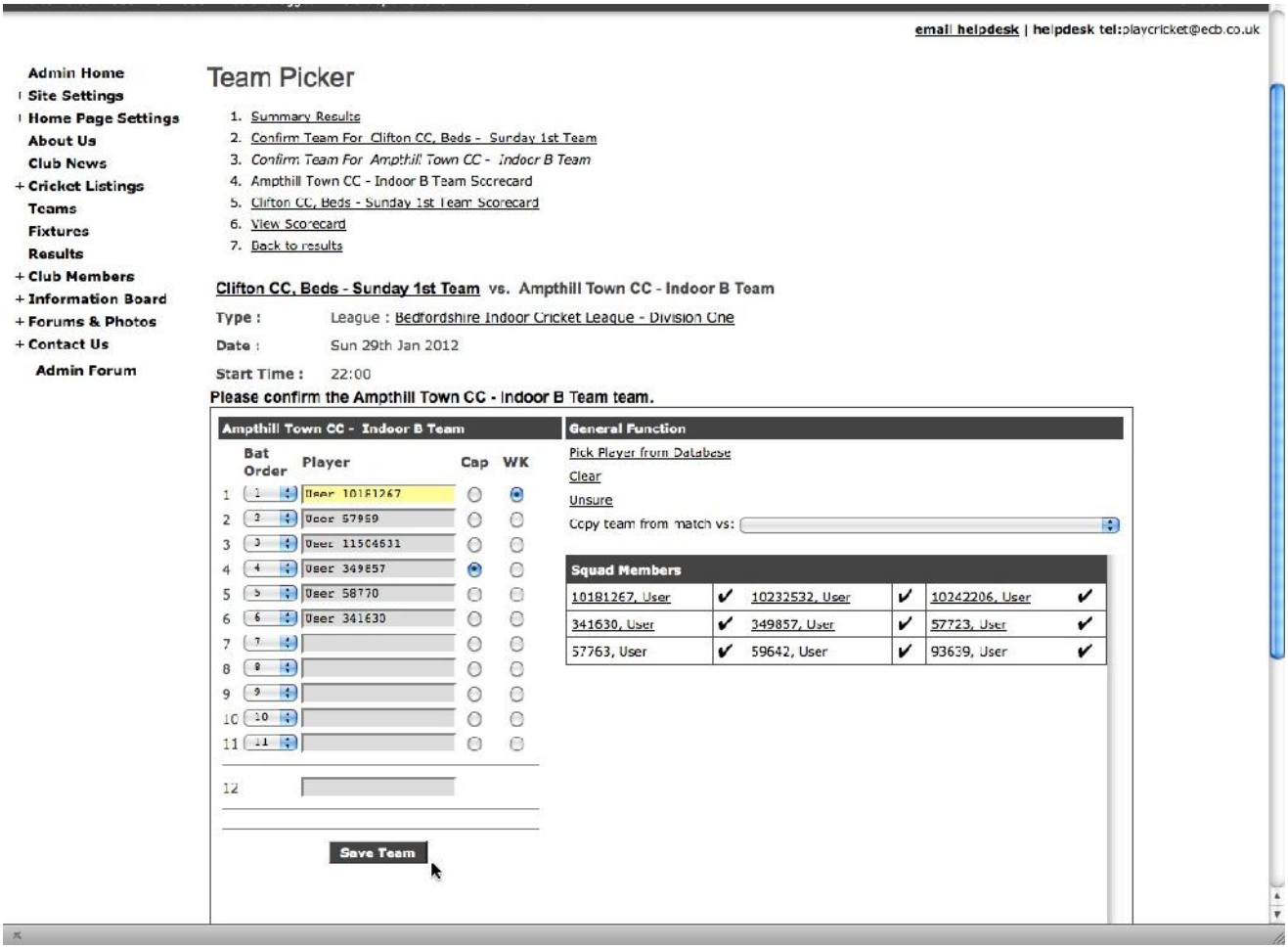
c - Confirmed – initially this will be set to a cross. Once the scorecard has been input, this should be clicked, to indicate to the League site administrator that this has been done; the icon will turn into a tick. This icon is visible only for fixtures created by a Play-Cricket competition site

When you click on the ‘Edit result’ icon, the screen below appears:

Checking the teams



Firstly, click the link to confirm the team for your club (link 2). This will take you to the following screen:

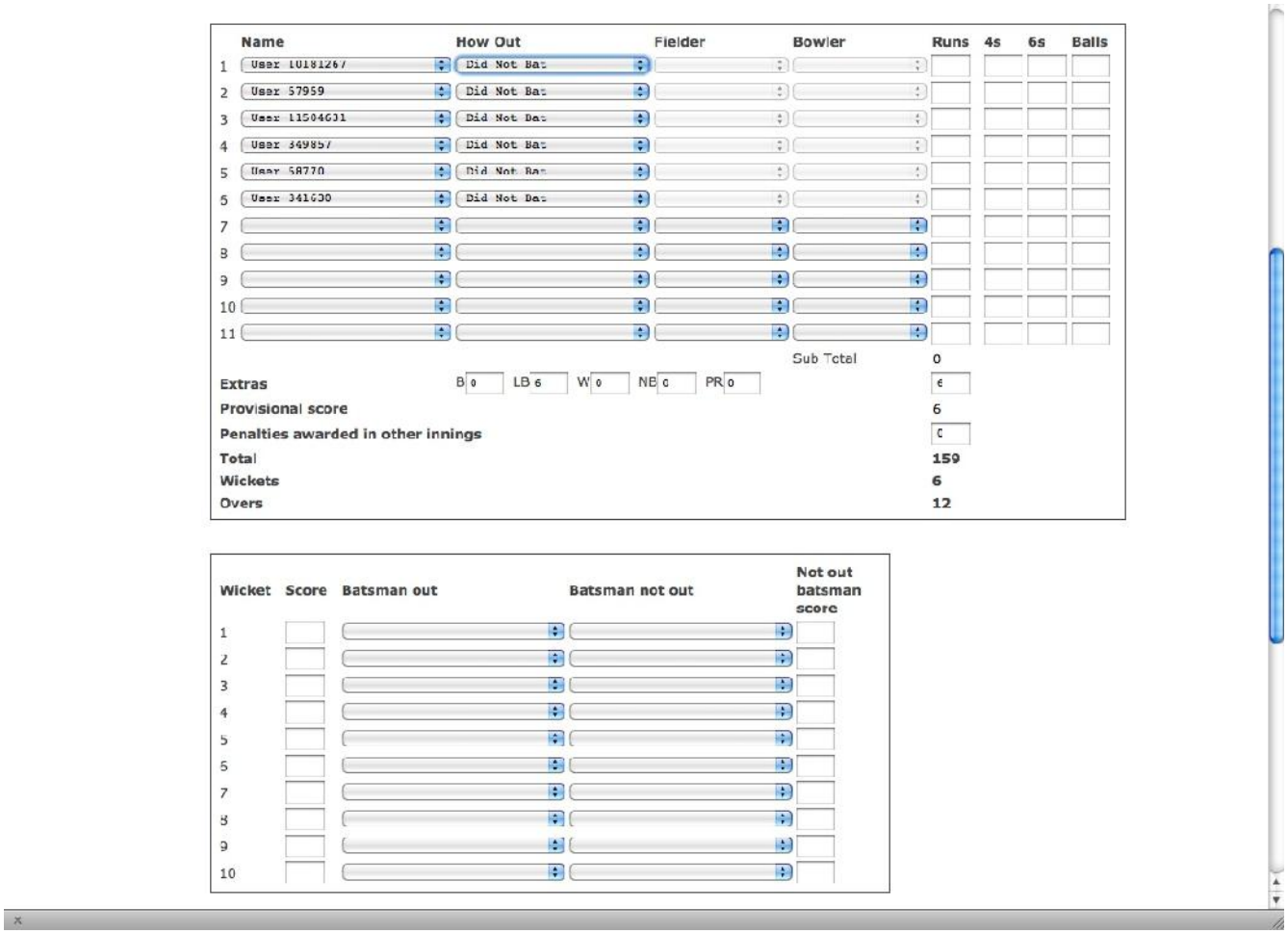


The last team that you input will automatically be displayed here, so that all you need to do is make any changes. As you can see, this is more or less identical to the screen used to select the team, but has the batting order down the left hand side; make any changes that might have occurred to the team in the method previously outlined, and then give each team member their position in the batting order on the day. Don't forget to check the buttons showing the captain and wicketkeeper.

When you are happy that all is correct, press the 'Save Team' button; you will be taken to an identical screen for the opposition. Repeat the process above for the opposition team; take care in making changes to the team to ensure that you choose the right players from their squad and/or database. If you have to add a new player, try to be as accurate as possible with the name.

Once you have got the opposition team sorted out, again press the 'Save Team' button. This time, you will be taken to a screen that will look like this:

Inputting the scorecards - batting

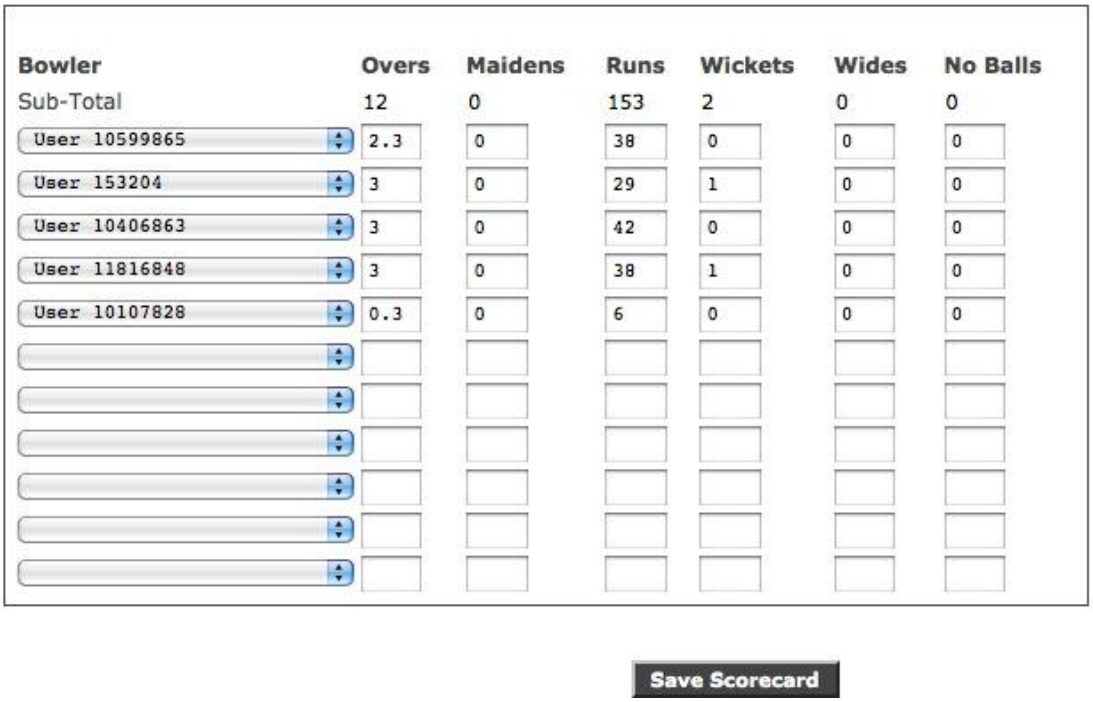


This is the top half of the screen for an indoor match; as you can see, it deals with the batting details of first innings. The team you have input appears in the correct batting order; now you can start putting in the match details.

Click on the ‘How out’ field for the first batsman; a dropdown list of the options available will appear. Then choose the mode of his dismissal from the list by clicking on it, and it will appear in the box. If the method of dismissal involves a fielder (caught, stumped or run out), then the ‘Fielder’ box will be available for input of the fielder involved; you can then move on to the ‘Bowler’ field to choose the bowler involved. If the batsman is out lbw, bowled or hit wicket, the ‘Bowler’ field will be available, but not the Fielder box; for all the other ‘how outs’, the ’Fielder’ and ’Bowler’ fields will not be available. Having sorted out how the batsman was, or was not, dismissed, you can then enter the details of his innings. If the player actually batted, the only mandatory field is runs, but if you have the other details then you can input them, and they will be stored and used in the statistics. Repeat the process for the remaining players, choosing the ‘Did Not Bat’ option where appropriate, so that all players appear on the scorecard. Don’t forget to add the ‘extras’ and any ‘penalty runs’! If the figures don’t add up, then you will get a warning message; please check and correct the figures so that they are accurate. Then fill in the details of the fall of wickets. Most scorebooks will have the score at the fall of wicket and the batsman out, and it is possible to work out who is the not out batsman. Don’t worry if you do not have the not out batsman’s score at the fall of wicket, this is optional. Type in the scores at the fall of each wicket, then click on the first ‘batsman out’ field; again it will highlight. Then click on

the name of the batsman dismissed in the list on the right-hand side, and his batting position will appear in the box. Repeat for ‘batsman not out’, and carry on until you have done all the wickets to fall. You can now move on to the bowling analysis (below).

Inputting the scorecards – bowling



Bowler	Overs	Maidens	Runs	Wickets	Wides	No Balls
Sub-Total	12	0	153	2	0	0
User 10599865	2.3	0	38	0	0	0
User 153204	3	0	29	1	0	0
User 10406863	3	0	42	0	0	0
User 11816848	3	0	38	1	0	0
User 10107828	0.3	0	6	0	0	0

Save Scorecard

Enter the bowlers details as above. Bowlers who have taken wickets during the innings will have the number of wickets taken will be entered automatically in the analysis when the bowler's name has been picked from the dropdown list. So all you need to do here is add the rest of their analyses, along with the number of wides and no-balls they bowled (optional), plus the figures of any players who bowled in the innings but did not take a wicket. Once again, if the figures don't add up, there will be a warning message; it may be more difficult to check and correct than the batting, but please try to do so.

The dropdown list includes a blank entry and an 'Unsure' option if you wish to clear a field or do not know a player's name. Instead of using the mouse to click on the next field you wish to type in, you can use the Tab key to move to it.

Once you are happy with everything, click the 'Save Scorecard' button, and repeat the process for the second innings.

After you have saved the scorecard for the second innings, the full scorecard that you have put in will be displayed in 'read only' format, for you to check (see below).

* You may find it quicker to input scorecard details using the keyboard alone rather than in conjunction with the mouse. Once you have clicked the dropdown for the first 'how out', then you can use the 'auto-complete' feature to quickly select the relevant entry from each dropdown; by typing the first character of the value that you require the system will select the first value in the dropdown that starts with that character. So in 'how out', 'b' will bring up 'bowled', 'r' will bring up 'run out' and so on; if there is more than one option beginning with the same letter and you don't get the one you want then pressing the same key again will cycle through the available options beginning with that character. For player names, the first name is displayed first, so to find John Smith, for example, you would need to press J; for any further J's, just keep pressing J. Once you have the value you are looking

for then pressing the tab key will take you to the next field. This method, with very little practice, will substantially reduce the amount of time spent entering scorecards.

Viewing the scorecards

Ampthill Town CC - Indoor B Team

	Name	How Out	Bowler	Runs			
1	User 10181267 +	Bowled	User 10599865	**35**	0	0	0
2	User 57959	Not Out		**25**	0	0	0
3	User 11504631	Not Out		**26**	0	0	0
4	User 349857 *	Not Out		**22**	0	0	0
5	User 58770	Not Out		**20**	0	0	0
6	User 341630	Caught (User 153204)	User 11816848	**25**	0	0	0

Leg Byes(6);

Extras	**6**
Total	**159**
Wickets	**6 (2)**
Overs	**12**

Fall Of Wickets

Wkt	Fall	Batsman out and score	Not out batsman and score

Bowling

	Name	Overs	Maidens	Runs	Wickets	Wides	No Balls
1	User 10599865	2.3	0	38	1	0	0
2	User 153204	3	0	29	0	0	0
3	User 10406863	3	0	42	0	0	0
4	User 11816848	3	0	38	1	0	0
5	User 10107828	0.3	0	6	0	0	0
	Fielding Extras/Non-bowler wickets			6	0		
	Total	12	0	159	**2**	0	0

Clifton CC, Beds - Sunday 1st Team

	Name	How Out	Bowler	Runs			
1	User 153204 *	Bowled	**Unsure**	**0**	0	0	0
2	User 10137458 +	Caught (**Unsure**)	**Unsure**	**12**	0	0	0

You will see that discrepancies in the scorecard are highlighted in red.

If you are not happy with what is there, then click the link at the top of the page to go to the part you wish to change.

Otherwise click the ‘Back to results’ link (link 7), and you will be taken back to the results list, where you can confirm that you have completed the scorecard, and add a report if you wish (see **Adding a report**, **Confirming the scorecard**).

Away team

Having selected the game to check via the club's website (see **Selecting the game**), the away team's administrator should first visually check the details input against the written score-book or score-card of the game by selecting the 'View scorecard' link (link 6). If all the details input are OK, then all there is to do is click on 'Back to results' add your own report and pictures (if desired), and set the 'Confirmed' flag if applicable. If there are changes to be made, follow the procedures below.

Checking and changing teams

The process is broadly the same as that for the home team inputting the teams for the game (see **Checking the team**). Pay particular attention to your own team:

Have any changes been made correctly?
If there is a choice of players with the same surname, has the correct one been chosen?
Have the names of any new players added been spelt correctly?
Is the batting order correct?
Are the correct captain and wicketkeeper selected?

If any details are incorrect, then follow the instructions in **Picking the team** and **Adding a player**. It is probably prudent to check the home team, just in case (two pairs of eyes are always better than one!), but it is highly unlikely that such a mistake should be made; after all the home team's administrator should know his own players!

Amending the scorecard

Again this is a repeat of the process **Inputting the scorecards**. Items to be particularly aware of for the away team are:

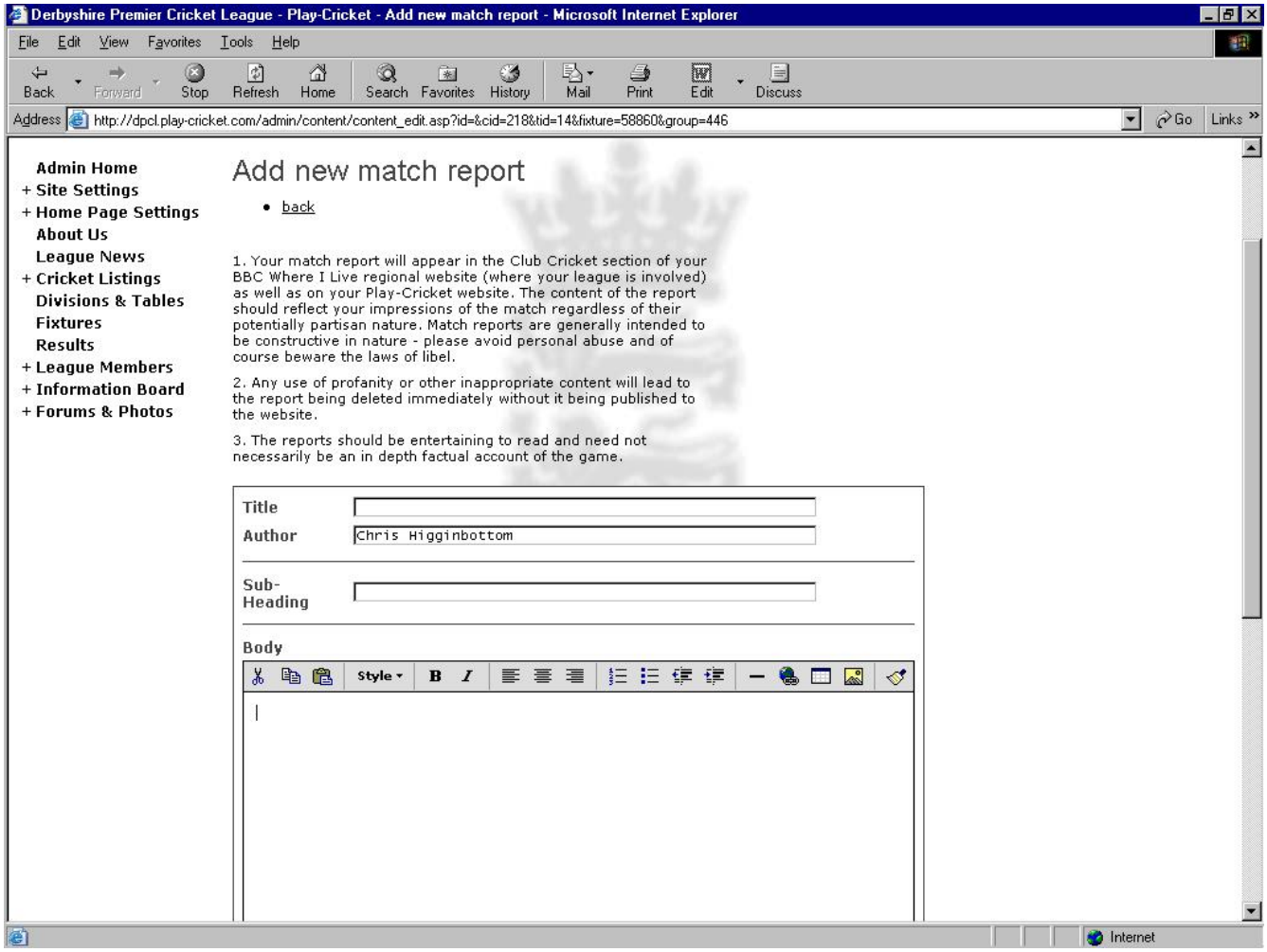
Correct fielders effecting catches, stumpings and run-outs
Correct scores against batsmen
Fall of wicket information correct
Correct bowling analyses against bowlers

Don't forget to save any changes to the scorecards by clicking the 'Save Scorecard' button.

When you are happy that what is on the scorecards is correct, then click on 'Back to results', where you can confirm that you have completed the scorecard, and add a report and photos if you wish (see **Adding a report**, **Confirming the scorecard**).

Adding a report

Three reports can exist for any given game; the League can add its own report, and both teams can add their own version of events. These reports are all input using the same format:



The buttons along the top of the text box allow you to create effects within your report (this is available only in Internet Explorer). You can:

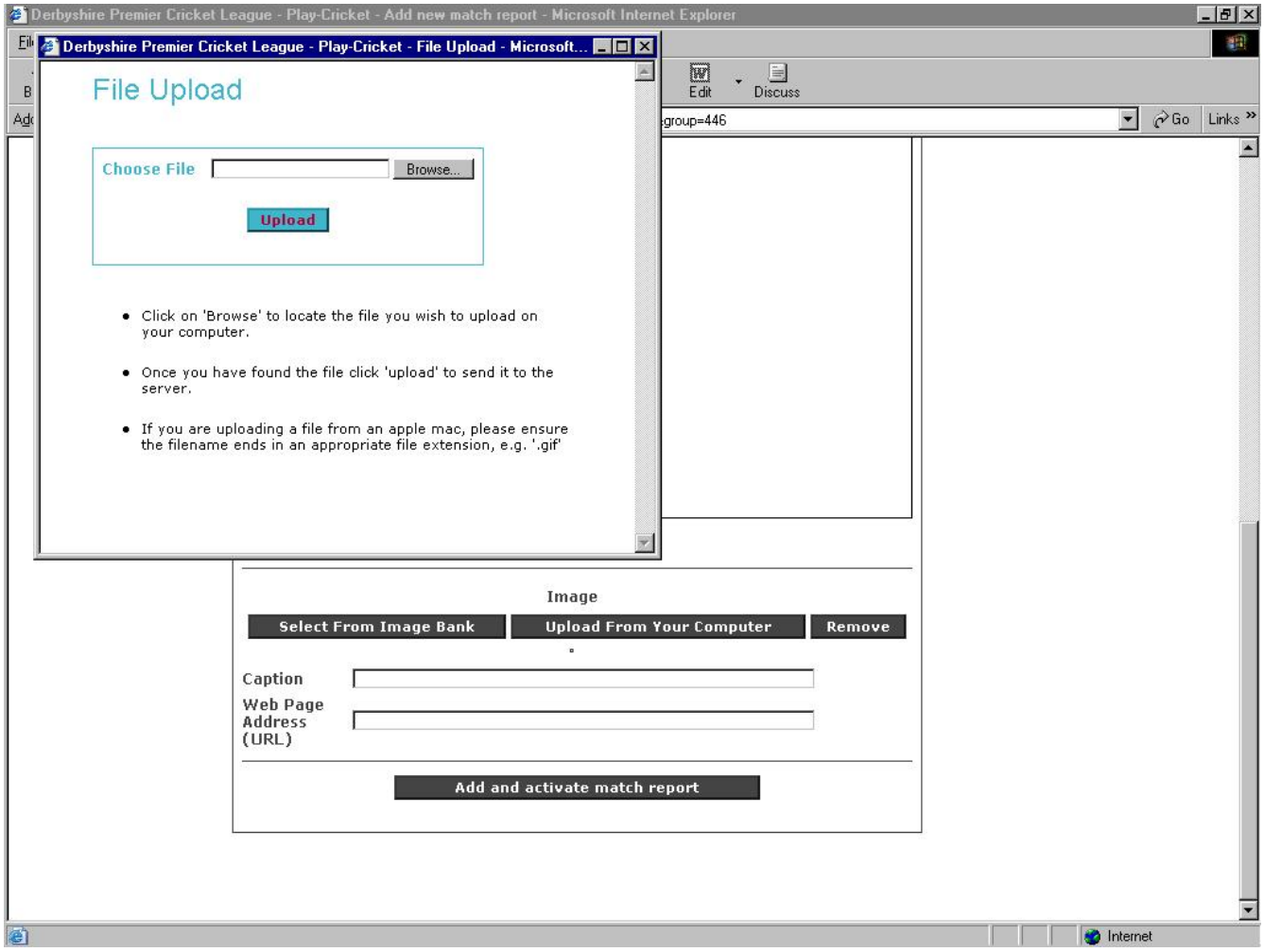
Cut text	Add numbered paragraphs
Copy text	Add bullet points
Paste text	Indent text
Change text styles	Outdent text
Bold text	Add a line
Italicise text	Insert a web link
Left justify text	Insert a table
Centre text	Insert a picture
Right justify text	Automatically ‘tidy’ the text

Don’t forget when you write a report that its contents reflect on the League, your club and yourself; it is your name that will appear at the bottom of the report. So try to be entertaining and reasonably factual, but please refrain from criticism of officials and offensive or sarcastic personal remarks about players (your own and the opposition’s!), and don’t use bad language or make comments or inferences of a racial or sexual nature.

As an over-riding principle, don’t write anything in your report about another person or club that you wouldn’t want to see written about yourself or your own club.

Adding a picture to your report

As well as adding your own report for the game, you can give it visual interest by adding a photo; this can be of a player, the team, action from the game, the ground, in fact anything that you can think of. You will need someone within the club with a digital camera, or a good quality colour scanner, to take the photographs. The photo itself needs to be stored on your computer, either on your hard drive, on the camera itself (if your computer has software to access the camera's memory), or on a CD. Click on the 'Upload From Your Computer' button, and a pop-up will appear (below). Unless you happen to know the exact location of the picture on your computer, in which case you can type it into the box, you should click on the 'Browse' button, and navigate to the correct location of the file.



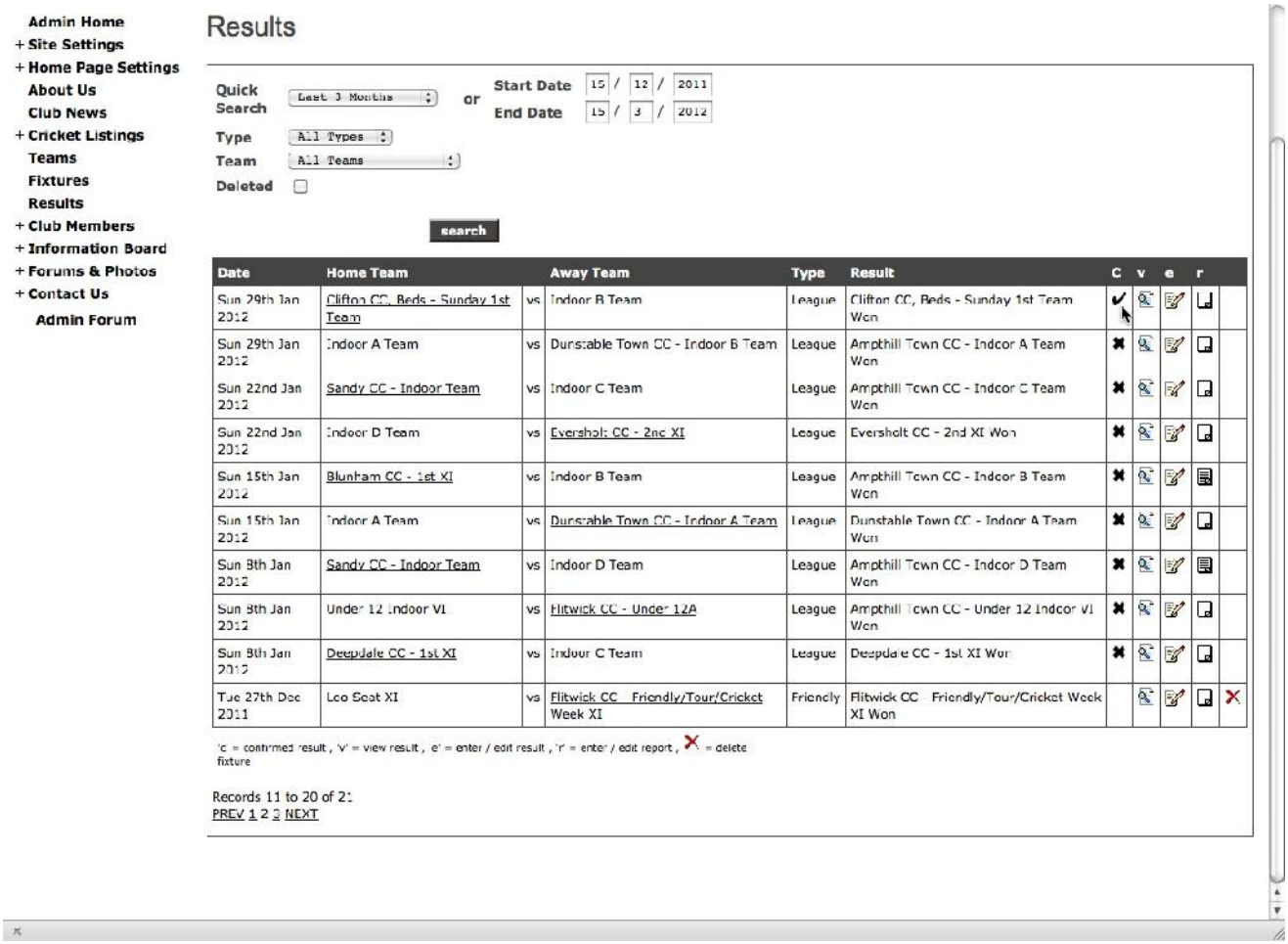
Once you have selected the picture you want, click the 'Upload' button and a progress bar appears showing the picture being loaded to the website; if you have chosen a large picture, this can take some time, so it is best to either crop your pictures down if you can, or use a lower resolution.

When the picture has loaded, the progress bar disappears, and the picture is shown on the report page. You have the option to remove the picture or use another one, using the 'Upload From Your Computer' or 'Remove' buttons, or use one of the standard Play-Cricket images via the 'Select From Image Bank' button.

When you are happy with the report, you should then save it using the ‘Add and activate match report’ button, and it will then be visible to anyone viewing the game from your website and the League website.

Confirming the scorecard

Once you have added all the scorecard details, you should return to the list of results using the ‘back to results’ link. Then just click the ‘confirmed’ icon next to the game, to let the League site administrator know that you have completed your part of the process. This should be done by the deadline specified by the relevant competition administrator.



Centrally, the figures you have put in will, after a short while, appear as part of the statistics on the League website. Your own players will also be able to view their own statistics individually on your club’s own website. This produces your club averages almost instantly, as well as lots of ways of searching the figures, and other statistical information.

Once you are familiar with the system, adding a scorecard should take no more than about 15 minutes per game, so over the course of the season, it should take up no more than about 4 hours to put in all the information needed to generate your club’s averages and the League averages if you are linked to a League, as well as giving great publicity to both.

League Registration

If a team plays in a league fixture where the league requires players to be registered, then you must apply for league registration for each member that you wish to select for league matches.

The player cannot be picked to play in the team unless he has had his application to be a league registered player approved by the league. The Team Picker will only show players who are eligible to play in the league game.

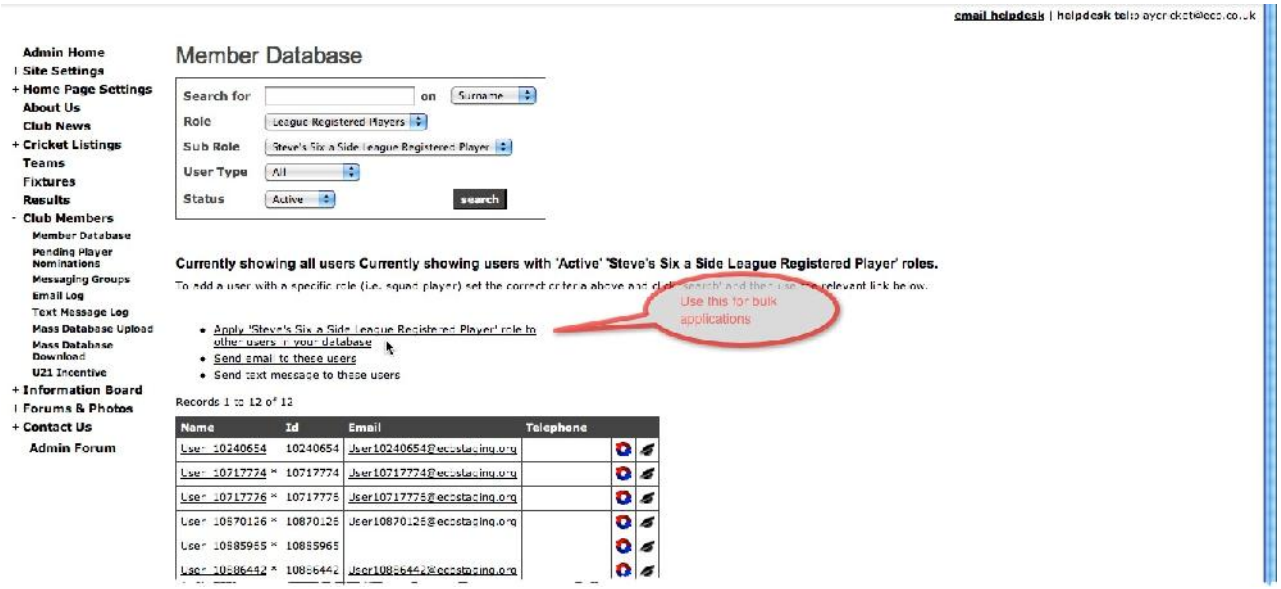
The player cannot be registered with the league by more than one club at a time.

It has been assumed that the team is already affiliated to the league.

Bulk applications

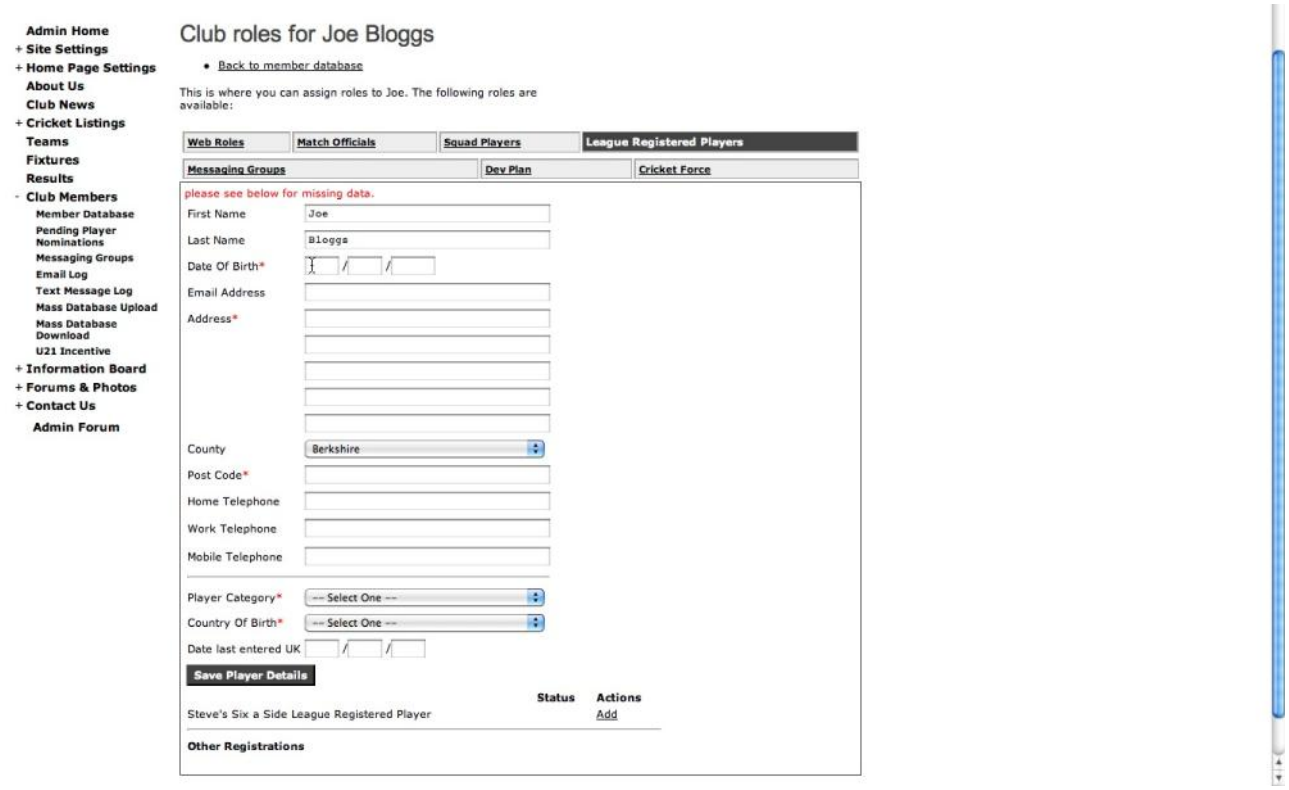
If you have not done this before, the quickest way to register a number of players is by selecting

Admin>Club members>Member Database
Search on League Registered Players in Role with the league's name in the Sub Role



When you click on the link for bulk applications you will get a screen similar to this:

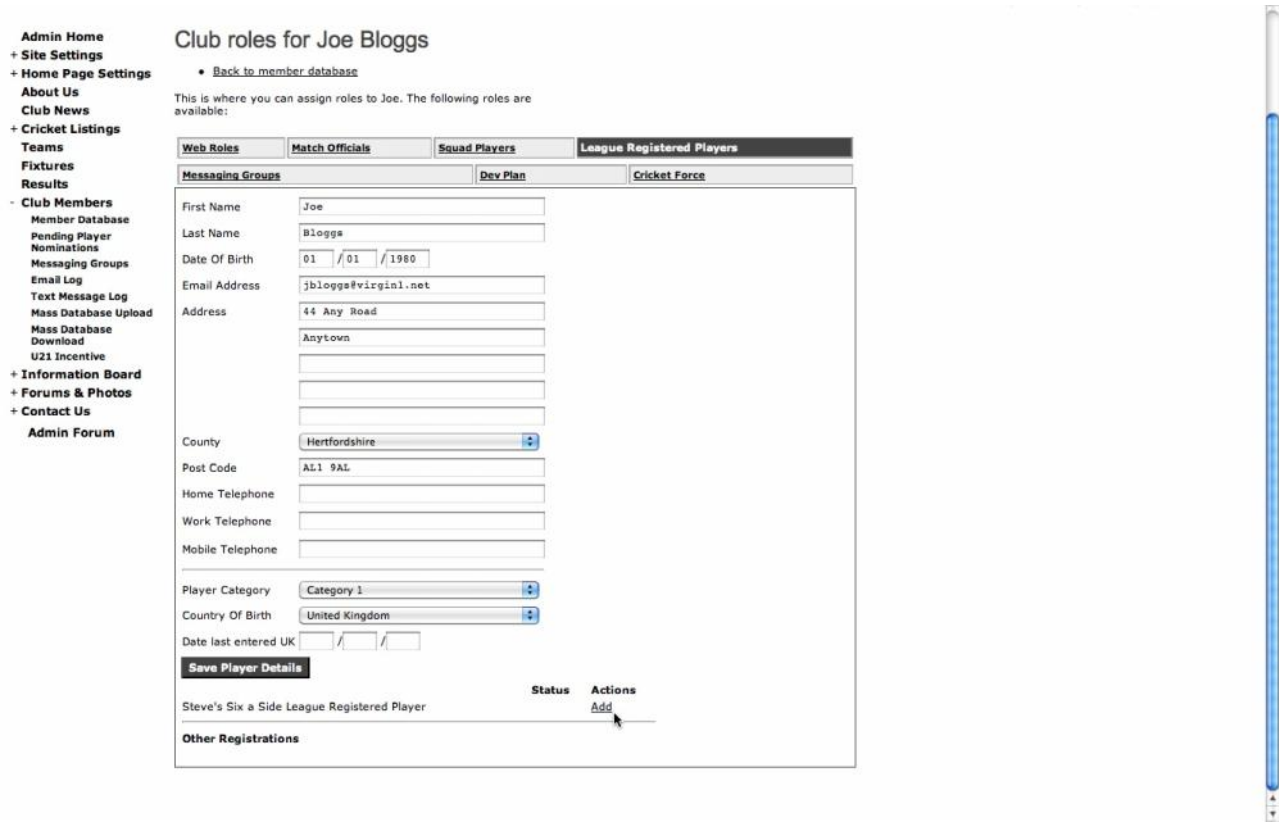
If a player's details are complete, you will see a box which you can tick otherwise you must complete mandatory details before the application can be processed.



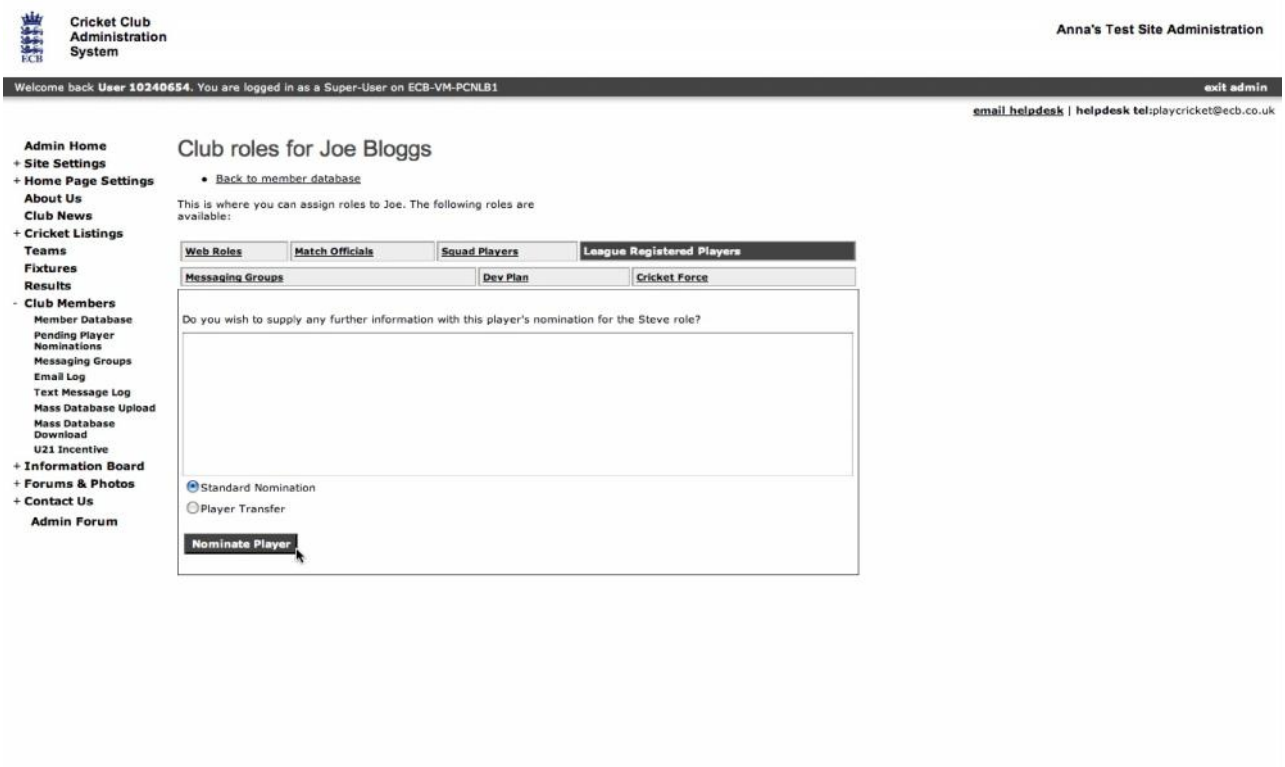
Complete all mandatory fields and remember to save the player's details before clicking Add to nominate the player for league registration.

Single application

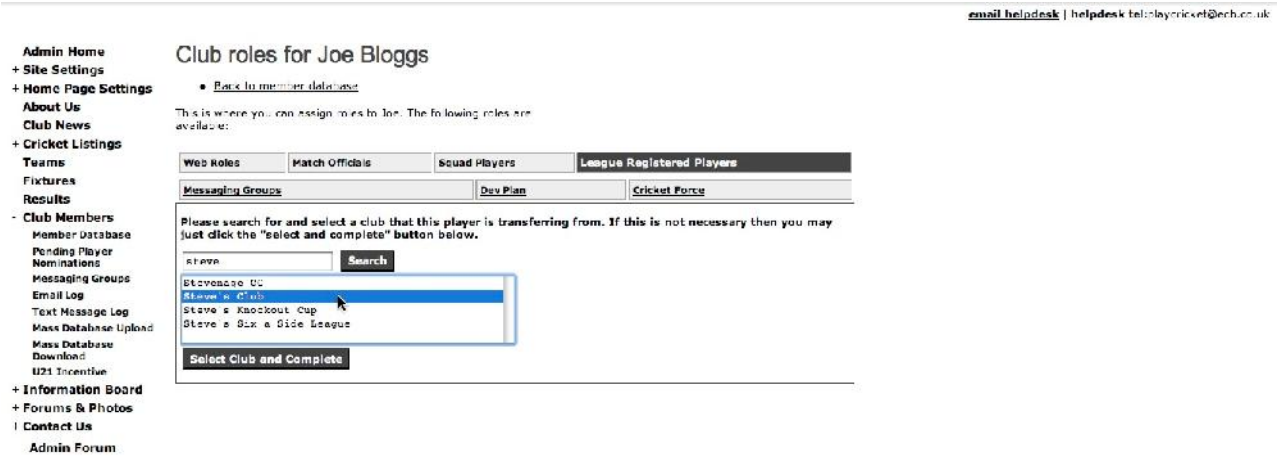
You can apply for a single member of the database to be registered with a league.
Do this by editing a member's role (click on the black hat next to their name).
Click on the League Registered Players tab to see the following form to be completed:



When you press Add, the next screen will allow you to provide more information to support the application if required.



If the player is transferring from another club, you can inform the league by clicking Player Transfer to bring up the following screen:



Complete the form by selecting the transferring club and clicking on Select and Complete.

The application will remain Pending until the league administrator has approved it.

When a player leaves the club, his roles must be de-activated before removing his record from the website. This includes de-activation as a League Registered Player. When you do this, the player will be removed from the league as a registered player. If he returns to the club, the application must be re-submitted.