

SUSSEX CRICKET LEAGUE

Website address sussexcricketleague.play-cricket.com

Question 2

How can I activate my club's site on the Play-Cricket network?

Answer 2

To set up a club site on Play-Cricket you need to take the following steps:

1. Go to <http://www.play-cricket.com> and register yourself creating a username and password
2. Click on 'Community' in the top menu bar, and then 'Cricket Directory' on the left-hand side of the screen
3. Click on 'apply for your site'
4. Next to 'sub site name or first letter' enter all or part of your club name and then search for your site. From the list returned below 'pick' your club from the list (if your site is not returned try searching with counties showing 'All' contact the information desk via email at playcricket@ecb.co.uk)
5. Enter your club details, including both addresses requested, and submit
6. Set up your teams (every team at your club as they will probably have games entered on the Play-Cricket system) and affiliations (your county board)

You will then receive an email confirming that your site has been activated with a link to your home page

Once on your site log on using your username and password and an 'admin' button will appear in the top right corner under your name

Click on the 'admin' button and this will take you to the administration area of your web site where you can control all the information that is published

Question 3

How can I become an online member of my club's Play-Cricket website?

Answer 3

To become an online member of your club please take the following steps (if you activated the club site you will already be a member):

1. Register with Play-Cricket by either clicking on the 'register' button on the Play-Cricket home page or on your club home page. This will create your Play-Cricket username and password
2. Either following your registration or after you have logged on using your Play-Cricket username and password click on the 'your details' link in the top right-hand side of the page. Once you are in your profile click on the 'Memberships and roles' option
3. In 'Memberships and roles' click on 'apply for new membership' and search for your club
4. In the list returned click on 'apply for membership' next to your club name
5. Complete the necessary details in the form, agree to the terms and conditions and click 'apply for membership'

Your application will be reviewed by your club web site administrator and once accepted you will be notified by email

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Question 5

What basic information do I need to complete on my Play-Cricket website and how can I do it?

Answer 5

Once your club site has been activated on Play-Cricket it is important that it carries the most basic level of information about your club so that it is useful for people who access it. The two most important areas to complete are the 'about us' section and a link to an existing web site if you have one. To complete the 'about us' section take the following steps:

1. Log on and go to the administration area of your web site
2. Next go to the 'about us' area and 'club details'
3. Complete the address of your ground, club contact number and email address and click 'save'. The most important part of this information is the post code as it drives a map link that allows users to see where your ground is located. If your ground does not have a post code it is often useful to find the closest post code and use that instead

Question 6

How can I set up another administrator for my site and how many administrators can a Play-Cricket website have?

Answer 6

To set up a new online administrator for your club they will need to become an online member of your club first (as described above). Your site can have as many administrators as required. Once they are a member there are actions for both of you to carry out:

1. You need to log on and go to the administration area of your web site
2. Next go to the 'members' area and then 'member database'. Change the status from 'active' to 'pending' and click search then accept or reject any requests for membership (note you should only accept online members who are actual members of your club). When there are members pending a short cut will also appear on the admin home page
3. If you accept a member they will be compared to existing names in your database. If there is an existing name that is exactly the same person click on 'match' and you will avoid duplication in your member database. If the person does not already exist in your database click on 'Continue'
4. Once a person is an online member of your club you can make them an administrator of your club web site. Next to the name of the new administrator click on 'roles icon' (teacher's hat) and under 'web roles' apply for them to have the type of administration roles you would like then to have. This will cause an email to be sent to the new administrator and make their administrative role(s) pending.
5. The new administrator on receiving the email needs to go to your club's home page and log on. Once logged on an 'Admin' button will appear below the user's name. They need to click on this and accept the terms and conditions
6. Once accepted they will also be an administrator of your club's website and be able to update areas of the site for which they have administration rights*

* Please note that if you grant administration rights to a member of your club's website, that person will have full access to change all the information on your Play-Cricket system so they must be a responsible member of your club.

Question 7

How can I update my club's member database?

Answer 7

On your member database, there are two types of member. There are temporary members (who have an asterisk next to their name) and actual members. A temporary member is a member of your club who has been entered onto the database by an administrator. An actual member is a member of your club who has completed the online membership process (see above). To ensure the data held on your members is valuable to your club it is crucial that you do not have multiple instances of an individual member. To prevent this, we have introduced a 'matching' process (described below) so that members should only be deleted when they actually leave the club. You will also be able to add multiple roles to your members and add them

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to playing squads and email lists. To enter new members of your site (without them applying) take the following steps:

Log on and go to the administration area of your web site

Next go to the '[club members](#)' area and '[member database](#)'

Click on '[create new user with this role](#)'

Enter the individual's details and click '[add user](#)'

If you have two or more instances of a club member on your database you need to match them together. If they are all temporary members you can match either one to the other. If you have an actual member and a temporary member then you need to match from the actual member. To match individuals, take the following steps:

1. Log on and go to the administration area of your web site
2. Next go to the '[club members](#)' area and '[member database](#)'
3. Search for the individual who has multiple entries
4. Next to the entry you wish to keep (the actual member or either of the temporary ones if they are both temporary) click on the '[match](#)' icon
5. From the list of possible matches click '[match](#)' next to the name that is the same

Question 8

How do I enter a summary level result?

Answer 8

At 12.00pm all the fixtures that have been entered for that day will move automatically from the fixtures area of your web site to the results area, allowing you to enter the scores. It is this information that calculates any league tables that are associated with the result or works out who progresses to the next round of a cup competition. To enter a summary level results, take the following steps:

1. Log on and go to the administration area of your web site
2. Next go to the '[results](#)' area
3. Search for the result that you wish to enter (it defaults to the latest) and click the '[edit](#)' icon
4. Complete all the compulsory information (this includes the result of the game and each team's runs and wickets)
5. Take the option to complete further information (the rest of the information in the form)
6. Click '[save](#)' and all the information will be updated in the relevant areas (club site, league site or cup site)

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Question 9

How do I complete a full scorecard on my Play-Cricket website?

Answer 9

Once the summary level result has been entered it can be 'locked' by a cup or league administrator to prevent clubs from changing the information. However, clubs can still enter a full scorecard which can be published on the site and will also generate comprehensive statistics on each team and player. To enter scorecards, take the following steps:

1. Log on and go to the administration area of your web site
2. Next go to the 'results' area
3. Search for result that you wish to enter (it defaults to the latest) and click the 'edit' icon
4. Complete the summary result
5. Confirm the players that played for each team (teams can be selected in the same way from the fixtures area before a game is played and this allows you to email those selected informing them of the game's details)
6. Complete the scorecard for each innings. This is done by amending the relevant dropdowns to select method of the dismissals and the players involved (fielders and bowlers) and then enter the numbers using your keypad

Question 10

How do I change the main administrator of the site when the existing one is no longer with the club?

Answer 10

In order to change the main administrator of a site if the existing one is no longer with the club, your club secretary or chairman must send a letter to the address below, on club headed notepaper, requesting the change and nominating the replacement, who must be a registered play-cricket user and a member of the club site (either active or pending). We can then make the necessary changes.

Play-cricket Helpdesk
England and Wales Cricket Board
Lord's Cricket Ground
London
NW8 8QZ

Question 11

I am trying to register, or update my email address in my profile, but the system says it already exists on the system. What do I do?

Answer 11

The play-cricket system allows only one login per email address. If you are trying to register and you are told that the email address that you have given already exists, then you have registered previously with that email address. There is no need to register separately to become a member of a different site. You can apply for membership of the new site by logging in with your existing username, going to the site you want to join, and using the 'your details' link under your name. You should then click on 'memberships and roles' on the left-hand side, click on the 'Apply to become a member of this site' button, and follow the instructions. An administrator of that site will then review your application, and either accept or reject it. If you have forgotten what the username and password are for that login, then click on the 'forgotten your details' link in the top right corner, and give the email address that you are trying to register with, and an email will be sent to that address with the details. If you are trying to change the email address in your profile and are told it already exists, then once again, you have another login that uses this. You should login using the details that belong to that email address (if you have forgotten them, see above), and then apply to join the site that your other login is a member of (again, see above for how to do this). A site administrator will then review your application and match it to your existing login, so that you have a single login with all your roles, statistics and relevant details attached to it. If you are trying to register or change your email address and someone else in your family is already using that email address, then you will need to either use a different one, for example a work email address, or to create a sub-account to that existing email address. Most Internet Service Providers (ISPs) allow 5 or even 10 such sub-accounts to be created within a main account; the emails to such a sub-account still go to the main inbox, but as the address is different, you can then create a separate play-cricket login using it.