



## THE RYMAN SURREY CHAMPIONSHIP

# Play-Cricket – Player Registration Guide

Ownership: Martyn Holloway-Neville & Virginia Edwards

***The following is a guide to assist Premier and First Division 1<sup>st</sup> XI clubs in registering players onto Play-Cricket.***

Before the start of the season, all players playing in the Premier and First Division 1<sup>st</sup> XIs must be registered onto Play-Cricket before they play in a 1<sup>st</sup> XI League match.

This guide will take you through the steps to complete the online registration of players in the Play-Cricket system, and outline the general process of what then occurs to complete the registration process.

***Step 1 – Determining what category the player belongs***

In the Surrey Championship, we have three categories of player:

- Category 1: Qualified to play for England
- Category 2: Contracted to MCC Groundstaff or a county club,
  - Home Contracted
  - Full Contracted
- Category 3: Overseas players
  - Full Overseas
  - Exempt Overseas

To determine what category a player belongs to, please consult Form 4 of the registration forms, which is a flow chart fully explaining all eventualities of the system. This document is a guide only and clubs must make themselves aware of the Rules & Playing Conditions which are published yearly and give details of each category.

***Step 2 – Entering the player into the Play-Cricket system***

Once the category of player has been ascertained, the work on Play-Cricket can begin. Only a Main Administrator can carry out the tasks needed for registration

If the player already exists on the club Play-Cricket page, then please skip to Step 3.

If not, then a new user needs to be created. Please login to the Play-Cricket website, and click the Admin button to get to the Admin screen.

Then click **Club Members** from the list on the left side, and the following screen will come up:

The screenshot shows the 'Member Database' page in the Cricket Club Administration System. A red arrow points to the 'Club Members' link in the left-hand navigation menu. The main content area shows search filters and a table of users.

Cricket Club Administration System

Ashtead CC Administration

Welcome back **Martyn Holloway-Neville**. You are logged in as an Administrator on 11/04/2014 09:44:UKCR

email helpdesk | helpdesk tel:playcricket@ecb.co.uk

Admin Home  
+ Site Settings  
+ Home Page Settings  
About Us  
Club News  
+ Cricket Listings  
Teams  
Fixtures  
Results  
- **Club Members**  
Member Database  
Pending Player  
Nominations  
Messaging Groups  
Email Log  
Text Message Log  
Mass Database Upload  
Mass Database  
Download  
+ Information Board  
+ Forums & Photos  
+ Contact Us  
Admin Forum

Member Database

Search for  on  Surname

Role  Member of the Website

Sub Role

User type  All

Status  Active

search

Currently showing all users Currently showing users with 'Active' 'Member of the Website' roles.

To add a user with a specific role (i.e. squad player) set the correct criteria above and click 'search' and then use the relevant link below.

- [Create new user with 'Member of the Website' role](#)
- [Apply 'Member of the Website' role to other users in your database](#)
- [Send email to these users](#)

Records 1 to 25 of 942  
1 2 3 4 5 6 7 8 9 10 [next 10 pages] NEXT

Name	Id	Email	Telephone		
Unsure_*	11885884				
Unsure_*	11885885				

As you can see on the previous page, this page has a button labelled **Create new user with 'Member of the Website' role**. This is where an admin can enter a new player into the Play-Cricket system.

This will ask you for the name, the email address, sex and DoB of the player concerned. It is worth putting in as much of this data as you can at this point, as it will save time in the registration process later.

Once the player has been put in on the website, the following screen will come up:

The screenshot shows the Cricket Club Administration System interface. The page title is "Joe Bloggs - User Details". The left sidebar contains a navigation menu with items like "Admin Home", "Site Settings", "Home Page Settings", "About Us", "Club News", "Cricket Listings", "Teams", "Fixtures", "Results", "Club Members", "Member Database", "Pending Player Nominations", "Messaging Groups", "Email Log", "Text Message Log", "Mass Database Upload", "Mass Database Download", "Information Board", "Forums & Photos", "Contact Us", and "Admin Forum". The main content area displays the user details form for "Joe Bloggs". The form includes fields for "Title" (Mr.), "First Name" (Joe), "Middle Initials", "Last Name" (Bloggs), "User Name" (Temporary Member), "Email", "Gender" (Male), "Date Of Birth" (12/3/1993), and "Ethnicity". There is a "Last Updated" timestamp of 16/04/2013 10:12:05 and a "Hide from other Members" checkbox.

### Step 3 – Further information

This screen allows the Administrator to add various details to the new player. The first screen, as shown above, is the **User Details** screen. Here you can add other details, such as phone numbers and addresses. It is worth doing this now, as it will save time later.

Then we have the **Memberships** tab. This tells you what groups on the website the player belongs to. At this stage, this is irrelevant, as the only group they belong to is as a 'Member of the Website'. Likewise, we also have the **Availability** tab, which is equally irrelevant at this point.

The final tab is the **Profile** tab. This tab does not need to be filled in to register a player, but you can provide other details about the player, such as adding a photo, or putting in playing preferences.

### Step 4 – Entering Club Roles

After doing all of this the player has now been entered into the system. However, this is only the beginning of the process. After adding all the extra data, click **exit from details**. Then click **Club Members**, and then **Member Database** to return to the member database screen.

To search for the player you need, to type the surname of the player into the requisite box on the screen, and click **Search**.

The following screen will appear:

Cricket Club Administration System

Ashtead CC Administration

Welcome back **Martyn Holloway-Neville**. You are logged in as an Administrator on NLNCA094-UKCR

Member Database

Search for:  on

Role:

Sub Role:

User Type:

Status:

Currently showing all users. Currently showing users with 'Active' 'Member of the Website' roles.

To add a user with a specific role (i.e. squad player) set the correct criteria above and click 'search' and then use the relevant link below.

- [Create new user with 'Member of the Website' role](#)
- [Apply 'Member of the Website' role to other users in your database](#)
- [Send email to these users](#)

Records 1 to 1 of 1

Name	Id	Email	Telephone	
Joe Bloggs *	12325486			

\* = unregistered member, = match user, = remove role

The button needed on this screen is the mortarboard button, marked with the arrow. This is called the **Club Roles** button, and will allow registration of the player.

The following screen will appear:

Cricket Club Administration System

Ashtead CC Administration

Welcome back **Martyn Holloway-Neville**. You are logged in as an Administrator on NLNCA094-UKCR

Club roles for Joe Bloggs

- [Back to member database](#)

This is where you can assign roles to Joe. The following roles are available:

Web Roles	Match Officials	Accreditation Contact	Squad Players
League Registered Players	Dev Plan	Cricket Force	

Role	status	start date
Member of the Website	<input type="text" value="Active"/>	16/4/2013

Registered (or linked) to the website in question.

Main Administrator:

Can update and change every area on the website, including changes to the database.

Fixtures Administrator:

Can create, modify and remove fixture details

News Administrator:

Can create and manage news articles

Results Administrator:

Can create and modify match results

There are 7 tabs:

- **Web Roles:** Here you can add specific Admin roles (NB: If you have added the player as per the method above, you will NOT be able to grant them admin privileges they will need to register properly themselves (see button on front page)
- **Match Officials:** Here you can activate the player to be able to appear as an umpire and/or a scorer on scorecards. This means, if they are not already on the system, it is worth putting umpires and scorers you use regularly on Play-Cricket

- **Accred. Contact:** Here you can make the player a contact for various accreditations. Normally, this is only Club Mark, but there can be others
- **Squad Players:** On this screen, you can add the player to all the squads he will be playing in. It is not essential to nominate him in every single squad, but it is worth taking some time to put him in all the important ones that he will play in. If he plays for a team that he is not nominated in, then Play-Cricket will allow it, but filling in the scorecard will be harder
- **Cricket Force:** Here you can assign the player to a senior role in organising a Cricket Force event at your club
- **Dev Plan:** Here you can allow the player to see the club's Development Plan, a yearly audit of what the club has achieved over the previous year, and what the club aims to achieve for the future. You can also make him an administrator of it, but again, the player would need to register properly, rather than simply be added to the system.
- **League Registered Players:**

This is the process we need to look at in more detail. The screen will look something like this:

<ul style="list-style-type: none"> <li>Teams</li> <li>Fixtures</li> <li>Results</li> <li>Club Members</li> <li>Member Database</li> <li>Pending Player</li> <li>Nominations</li> <li>Messaging Groups</li> <li>Email Log</li> <li>Text Message Log</li> <li>Mass Database Upload</li> <li>Mass Database Download</li> <li>+ Information Board</li> <li>+ Forums &amp; Photos</li> <li>+ Contact Us</li> <li>Admin Forum</li> </ul>	<table border="1"> <tr> <td>Web Roles</td> <td>Match Officials</td> <td>Accreditation Contact</td> <td>Squad Players</td> </tr> </table>	Web Roles	Match Officials	Accreditation Contact	Squad Players
	Web Roles	Match Officials	Accreditation Contact	Squad Players	
	<table border="1"> <tr> <td>League Registered Players</td> <td>Dev Plan</td> <td>Cricket Force</td> </tr> </table>	League Registered Players	Dev Plan	Cricket Force	
	League Registered Players	Dev Plan	Cricket Force		
<p style="color: red; font-size: small;">please see below for missing data.</p> <p>First Name <input type="text" value="Joe"/></p> <p>Last Name <input type="text" value="Blaggs"/></p> <p>Date Of Birth <input type="text" value="12"/> / <input type="text" value="3"/> / <input type="text" value="1993"/></p> <p>Email Address <input type="text"/></p> <p>Address* <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>County <input type="text" value="Bedfordshire"/></p> <p>Post Code* <input type="text"/></p> <p>Home Telephone <input type="text"/></p> <p>Work Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/></p> <p>Player Category* <input type="text" value="-- Select One --"/></p> <p>Country Of Birth* <input type="text" value="-- Select One --"/></p> <p>Date last entered UK <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p><input type="button" value="Save Player Details"/></p>					
<table border="1"> <thead> <tr> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Surrey Championship Registered Player</td> <td><a href="#">Add</a></td> </tr> </tbody> </table> <p>Other Registrations</p>		Status	Actions	Surrey Championship Registered Player	<a href="#">Add</a>
Status	Actions				
Surrey Championship Registered Player	<a href="#">Add</a>				

### Step 5 – Registering a Player

This is the important part of the process. The following details are mandatory:

- Name
- DoB
- Address
- Postcode

Other data could be useful to add, but is certainly not essential.

The other information to add is the Player Category, and the Country of Birth for the player. The other information (date last entered country) is only needed for Category 3 and Category 3 Exempt.

NB 1: If the player is Cat 2 or Cat 3, or there is a Player Transfer, then you must complete Form 2, which will have been issued by the Registration Secretary. The completed form should be emailed to the Registration Secretary at the same time you complete the action on Play-Cricket.

NB 2: If a player is overseas and has a contract, then he is registered on Play-Cricket as overseas (Cat 3) and not as contracted

NB 3: The option Cat 3 Exempt is shown on the website, but is not available for selection. The system will revert to Cat 3, and it is at the discretion of the Championship Registration Secretary to change this to Cat 3 Exempt, based on the information provided on the accompanying registration form

Once all the details have been inputted, and saved (by clicking the **Save Player Details** button), then click the **Add** button at the bottom of the screen.

This will then take you to the next screen, which is shown below:

Welcome back **Martyn Holloway-Neville**. You are logged in as an Administrator on NLNCA094-UKCR exit admin

email helpdesk | helpdesk tel:playcricket@ecb.co.uk

**Admin Home**  
+ Site Settings  
+ Home Page Settings  
**About Us**  
Club News  
+ Cricket Listings  
Teams  
Fixtures  
Results  
- Club Members  
Member Database  
Pending Player  
Nominations  
Messaging Groups  
Email Log  
Text Message Log  
Mass Database Upload  
Mass Database  
Download  
+ Information Board  
+ Forums & Photos  
+ Contact Us  
Admin Forum

### Club roles for Joe Bloggs

- [Back to member database](#)

This is where you can assign roles to Joe. The following roles are available:

<b>Web Roles</b>	<b>Match Officials</b>	<b>Accreditation Contact</b>	<b>Squad Players</b>
<b>League Registered Players</b>	<b>Dev Plan</b>	<b>Cricket Force</b>	

Do you wish to supply any further information with this player's nomination for the Surrey Championship Registered Player role?

Standard Nomination  
 Player Transfer

**Nominate Player**

This screen allows you to add any further notes to the application, which are not already obvious from the online data or the paper form. You should note here:

- If the player is a Home Contracted player as opposed to a standard Full Contracted player.
- If he is a category 1 player and is at University and registered for another League you should make a note here to that effect. The Registration Secretary will reject any player who is already registered for another League.
- If he is being registered as an exempt overseas player then you must state the reasons for this in the box.

This screen also allows you to select the nomination as a Player Transfer, rather than a Standard Nomination, which is the option automatically selected.

If you are carrying out a player transfer, you will need to

- a) have the player de-registered from his old club, once this has been done
- b) fill out Form 5 and, at the same time you register him on Play-Cricket, email the form to the Registration Secretary.
- c) then register him for your club on Play-Cricket.

*Note: if the player is registered for another club, either in the Surrey Championship or another League, the Registration Secretary will reject the registration and ask that the player be de-registered from his old club and, once this has been undertaken, the registration should be re-submitted.*

Then click **Nominate Player** to send the nomination off, and the Championship Registration Secretary will respond in due course.

I hope you have found this guide helpful and informative – it is not an easy process if you are unsure on how to complete it.

*Martyn Holloway-Neville*

*P-C Main Administrator and Registration Secretary for Ashtead CC*