

County Board Contacts

This section of a county board's administration page allows administrators to manage their club contacts and provides greater flexibility for sending emails.

The screenshot shows the 'Day to Day' navigation menu with 'Club Contacts' highlighted. The main content area displays 'Admin Home' with a 'Your Actions' table and 'Current Notices to Administrators'.

Item	Number	View
League Invoice	1	View
League Order Form	1	View
Member of the Website	1	View
Nominations involving your players	2	View
Outstanding Questionnaires	8	View
Partially Completed Questionnaires	1	View
Pending Photos	1	View
Pending Postings	1	View
Pending Videos	1	View
Questionnaires	1	View

Current Notices to Administrators

- 6th Jun 2017
[Club, County test sdfdsfds](#)
- 6th Jun 2017
[Club, County test](#)
- 6th Jun 2017
[Funds for beer](#)
test this notice
- 6th Jun 2017
[Club, County](#)
this is a sample message.this is a sample message.this is a sample message....
- 2nd Jun 2017

[Click here to search historic notices](#)

Club Contacts

The user can see a list of contacts for a given club or for a selected type of official across all clubs. The list of clubs is defined as a club which has an active Play-Cricket site and shares the same county as the county board. The user can also filter by the category attached to the club record - club, school etc. This list of possible categories and their association with the club record is maintained by the Play-Cricket helpdesk.

The entries in black are taken from the About Us section from the club's site. If there are no details returned from the club's site, the league administrator may add details if known, and use a questionnaire to get confirmation from the club.

Select Day to Day>Club Contacts>Contacts to get the following screen:

The screenshot shows the 'Contacts' page with a navigation menu and a search interface. The search filters are set to 'All' for Club, Category, and Position. The search button is visible.

Club	Position	Name	Email	Mobile No	Landline No	Edit	Email
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Make selections from the drop-down lists in each field for the roles that you wish to communicate with.

The screenshot below shows that the chairmen of all the clubs have been selected.

Note that if the club has created a position of 'Club Chairman', rather than 'Chairman', the details would not be extracted from the club site.

Where details are missing or contrary to your own information, click the Edit icon to add them yourself.

Contacts

Club: All | Category: Club | Position: Chairman

Search Download

Club	Position	Name	Email	Mobile No	Landline No	Edit	Email
3 Caps CC	Chairman						
Abberton CC	Chairman						
Abridge CC	Chairman	Mr. David Coles	[Redacted]				
Allnuts CC	Chairman						
Anson St George CC	Chairman	James Dale	[Redacted]				
Ardleigh Green CC	Chairman	Roy Nichols					
Arriva Barking CC	Chairman						

In the example below, the system has not found any communication details from a club site for the role of Chairman. Any details that you have should be entered in the right-hand column before saving them.

Edit Contact Back

Club: 3 Caps CC
Position: Chairman

Please enter any additions or changes to the details currently stored by the club in the fields on the right hand side. When you send the club a questionnaire they will be able to see your version of the details and amend their records as appropriate

	Club's Contact Details	County Board's Contact Details
Name	<input type="text"/>	<input type="text" value="Rajveer Minhas"/>
Email	<input type="text"/>	<input type="text" value="r.minhas@thisclub.com"/>
Mobile No	<input type="text"/>	<input type="text" value="07890123456"/>
Landline No	<input type="text"/>	<input type="text"/>

The details that have been entered by a county board administrator will appear in red.

If a club administrator updates the records for the club officials on his Play-Cricket site, then that information will take precedence over any supplied by the county board.

Contacts

Club: All Category: Club Position: Chairman

Search Download

Club	Position	Name	Email	Mobile No	Landline No	Edit	Email
3 Caps CC	Chairman	Rajveer Minhas	r.minhas@hiscricket.com	07890123456			
Abberton CC	Chairman						
Abridge CC	Chairman	Mr. David Coles	Mr. David Coles-34610@cobocco.com				
		Derek Smart	dsmart@theclub.co.uk	07891234567			
Allnuts CC	Chairman						

The user can select the email option to create an email to any individual official, a copy of which will be stored in the county board's email log. If an official has two entries (e.g. Abridge CC's Chairman in above screen), the email will be sent to both versions of the contact to increase the likelihood that it will reach the right person. If an email address is not available then the email icon will not be displayed.

Send Emails

This facility makes it easier for a county board administrator to email several officials and administrators at many clubs in one go.

Before issuing emails, it is advisable to get your contacts list up to date using the Questionnaire facility – see below.

Select Day to Day>Club Contacts>Send Emails to get the following screen:

Select Clubs

Club Category: All Search

Invert Continue

Please select the clubs that you wish to email and then select Continue to select the type(s) of official. To invert your current selection of clubs, click the Invert button

Select All

<input type="checkbox"/> 3 Caps CC	<input type="checkbox"/> Frinton On Sea CC	<input type="checkbox"/> Old Southendian & Southchurch CC	<input type="checkbox"/>
<input type="checkbox"/> Abberton CC	<input type="checkbox"/> Fyfield CC	<input type="checkbox"/> Old Victorians CC, Essex	<input type="checkbox"/>
<input type="checkbox"/> Abridge CC	<input type="checkbox"/> Galleywood CC	<input type="checkbox"/> Ongar CC	<input type="checkbox"/>
<input type="checkbox"/> Ace Cricket & Sports Club, Essex	<input type="checkbox"/> GB Strikers CC	<input type="checkbox"/> Orsett CC	<input type="checkbox"/>
<input type="checkbox"/> Allnuts CC	<input type="checkbox"/> Gestingthorpe CC	<input type="checkbox"/> Orsett & Thurrock CC	<input type="checkbox"/>
<input type="checkbox"/> Anson St George CC	<input type="checkbox"/> Gidea Park & Romford CC	<input type="checkbox"/> Pak Lions United CC	<input type="checkbox"/>
<input type="checkbox"/> Ardleigh Green CC	<input type="checkbox"/> GMB CC	<input type="checkbox"/> Pegasus & Corringham CC	<input type="checkbox"/>
<input type="checkbox"/> Arriva Barking CC	<input type="checkbox"/> Goodmayes & Blythwood CC	<input type="checkbox"/> Potter Street & Church Langley CC	<input type="checkbox"/>
<input type="checkbox"/> Aryana CC	<input type="checkbox"/> Greenbank CC	<input type="checkbox"/> Primary Club Casuals CC	<input type="checkbox"/>

This is a list of clubs with an active site that share the same county as the county board. Choose the clubs that you wish to communicate with by ticking the checkboxes then click the Continue button.

Use the next screen to select the officials that you wish to contact.

Select Officials

Please select the club officials that you wish to email

Back

Select All Continue

<input checked="" type="checkbox"/> Chairman	<input type="checkbox"/> Hon. Secretary	<input type="checkbox"/>
<input type="checkbox"/> Club Captain	<input type="checkbox"/> Hon. Treasurer	<input type="checkbox"/>
<input type="checkbox"/> Club Welfare Officer	<input type="checkbox"/> Junior Coordinator	<input type="checkbox"/>
<input type="checkbox"/> Cricket Development Officer	<input type="checkbox"/> President	<input type="checkbox"/>
<input type="checkbox"/> Divisional Representative	<input type="checkbox"/> Umpire Coordinator	<input type="checkbox"/>
<input type="checkbox"/> Head Groundsman	<input type="checkbox"/> Vice-Chairman	<input type="checkbox"/>
<input type="checkbox"/> Hon. Fixture Secretary	<input type="checkbox"/> Vice-President	<input type="checkbox"/>
<input type="checkbox"/> Hon. Medical Officer	<input type="checkbox"/> Web Site Administrator	<input type="checkbox"/>
<input type="checkbox"/> Hon. Results Secretary	<input type="checkbox"/>	<input type="checkbox"/>

If an email address is not available for a chosen official you can select an alternative official to be emailed instead

- Chairman
- Club Captain
- Club Welfare Officer
- Cricket Development Officer
- Divisional Representative
- Head Groundsman
- Hon. Fixture Secretary
- Hon. Medical Officer
- Hon. Results Secretary
- Hon. Secretary**
- Hon. Treasurer
- Junior Coordinator
- President
- Umpire Coordinator
- Vice-Chairman
- Vice-President
- Web Site Administrator

You may also select an alternative official to contact if the original choice has no email details. In the example above, the first choice is the Chairman and the alternative is the Hon. Secretary.

The screenshot below shows the list of recipients that match the original criteria of Chairman (or Hon. Secretary if the Chairman's details are missing e.g. for Ardleigh Green CC).

Contact names will appear in red if the details have been provided by the county board administrator rather than the club.
The club names in red are where the email address or contact details are missing for the officials requested.

Where details are missing and you have the information, click the Edit icon to add them yourself.

Recipients Back

These are the potential recipients based on your selection criteria and contact data including an email address being available. Where the same person fills several of the chosen roles at a club, they have been listed with a position of "Multiple" and will only receive one email. If no contacts with email addresses were found for the positions selected the club will be highlighted in red.

Continue

Club	Position	Contact	Select All <input checked="" type="checkbox"/>	Edit Contacts
3 Caps CC	Chairman	Rajveer Minhas	<input checked="" type="checkbox"/>	
3 Caps CC				
Abberton CC				
Abridge CC	Chairman	Mr. David Coles	<input checked="" type="checkbox"/>	
		Derek Smart	<input checked="" type="checkbox"/>	
Ace Cricket & Sports Club, Essex	Chairman	Mr. Bobby Malik	<input checked="" type="checkbox"/>	
Allnuts CC				
Anson St George CC	Chairman	James Dale	<input checked="" type="checkbox"/>	
Ardleigh Green CC	Hon. Secretary	Martin Cason	<input checked="" type="checkbox"/>	
Ardleigh Green CC				
Arriva Barking CC				

If multiple roles have been selected, and a contact fulfils more than one such role at a club, then they will appear with a position of "multiple" and will only be emailed once. This has occurred for Paul Cook below.

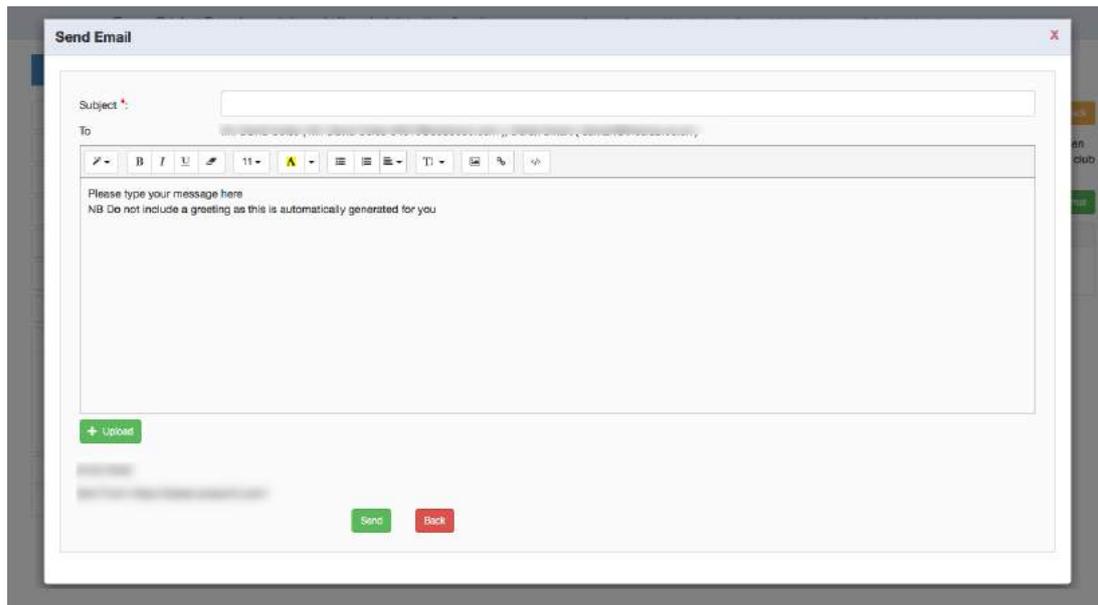
Recipients Back

These are the potential recipients based on your selection criteria and contact data including an email address being available. Where the same person fills several of the chosen roles at a club, they have been listed with a position of "Multiple" and will only receive one email. If no contacts with email addresses were found for the positions selected the club will be highlighted in red.

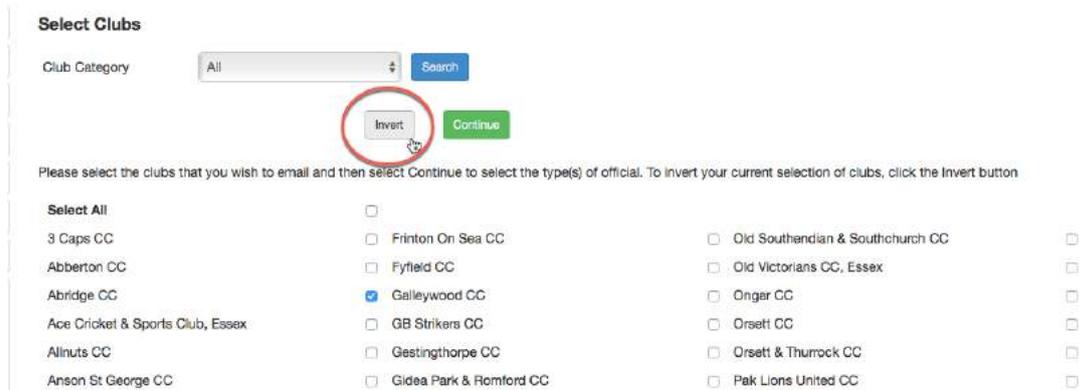
Continue

Club	Position	Contact	Select All <input checked="" type="checkbox"/>	Edit Contacts
Abridge CC	Chairman	Mr. David Coles	<input checked="" type="checkbox"/>	
		Derek Smart	<input checked="" type="checkbox"/>	
Abridge CC	Multiple	Paul Cook	<input checked="" type="checkbox"/>	
Abridge CC	Head Groundsman	Daryl Wood	<input checked="" type="checkbox"/>	
Abridge CC	Hon. Fixture Secretary	N Elliott	<input checked="" type="checkbox"/>	
Abridge CC	Hon. Secretary	Carol Deal	<input checked="" type="checkbox"/>	
Abridge CC				

Click 'Continue' to proceed to the send email screen to create the email.



Once sent the user will be returned to the first screen listing the clubs which will show the original selection. At this point you may wish to use the Invert option to select all the clubs previously not selected and send them an email.



Notes:

- Sent emails will be saved in the email log.
- There may be instances where you have details for a club official which may or may not differ from the details from those on a club's About Us page. In this case, both records will be listed.
- Where a person holds several roles for a club, the name will appear once in the recipients list and the 'position' will be listed as 'Multiple'.
- Before issuing emails, it is advisable to get your contacts list up to date using the Questionnaire facility.

Questionnaires

The county board can define multiple questionnaires requesting the club to populate or confirm the details currently stored for various officials. Ideally you would send one at the start of the exercise, then an annual one to prompt the club to review their records.

Select Day to Day>Club Contacts > Questionnaires to get the following:



Click the 'Add' button to create a questionnaire.

Add a title to identify the questionnaire that you are going to send to the clubs in your league, and enter any notes to the club administrator(s).

When selecting the roles, please consider what information you really need rather than ask for details of every available role. A club administrator will need to spend the time completing the questionnaire so you don't want the task to be too demanding.

You can specify mandatory fields by ticking the checkboxes.

The screenshot shows the 'Questionnaires' form. At the top right is an orange 'Back' button. The form has two main input fields: 'Title' with the value 'Annual update of contacts 2018' and 'Notes to club' with the value 'Please update your contacts list and return by 31st January 2018'. Below these fields is a instruction: 'Select the official(s) that you wish your clubs to provide details for. Please only mark officials as mandatory where it is absolutely essential that you have the information to avoid putting an unreasonable burden on the clubs.' Below this is a table with columns for 'Select' and 'Mandatory' for each official role.

	Select	Mandatory		Select	Mandatory
Select All	<input type="checkbox"/>		Hon. Results Secretary	<input type="checkbox"/>	<input type="checkbox"/>
Chairman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hon. Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Club Captain	<input type="checkbox"/>	<input type="checkbox"/>	Hon. Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Club Welfare Officer	<input type="checkbox"/>	<input type="checkbox"/>	Junior Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Cricket Development Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	President	<input type="checkbox"/>	<input type="checkbox"/>
Divisional Representative	<input type="checkbox"/>	<input type="checkbox"/>	Umpire Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Head Groundsman	<input type="checkbox"/>	<input type="checkbox"/>	Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>
Hon. Fixture Secretary	<input type="checkbox"/>	<input type="checkbox"/>	Vice-President	<input type="checkbox"/>	<input type="checkbox"/>
Hon. Medical Officer	<input type="checkbox"/>	<input type="checkbox"/>	Web Site Administrator	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the table are two buttons: a green 'Save' button and a red 'Cancel' button.

Save the questionnaire until you are ready to send it. It will be saved as a template and therefore may be edited and re-sent as required.

When you are ready to send out a questionnaire, click the Send button against the appropriate line.

Questionnaires + Add

Title	Edit	Delete	Send
Annual update of contacts 2018			
Chris Test			
Mandatory			

The next screen shows which sites may be selected to receive the questionnaire. Tick the Select All check box or use the drop-down list to choose the category before clicking the Send button.

The example below shows a category type of School.

Send Annual update of contacts 2018 Questionnaire Back

Category: Search

Send

Club	De-select All <input checked="" type="checkbox"/>
Chigwell School	<input checked="" type="checkbox"/>
New Hall School, Boreham	<input checked="" type="checkbox"/>
Royal Liberty School	<input checked="" type="checkbox"/>
Sherfield High School	<input checked="" type="checkbox"/>

You will get an acknowledgement that the questionnaire has been sent.

Day to Day
Site Management
Set Up
Reports & Downloads
Uploads
Admin Forum
Help Guides

Admin Home

Fixtures

Results

Emails

The Annual update of contacts 2018 questionnaire has been sent to 4 clubs

OK

The receiving clubs get a 'workflow' item on their Admin Home page.

Admin Home

Your Actions		
Item	Number	View
Member of the Website	2	
Questionnaires	1	

Accreditations				
Name	Information	Status	Registered	Accredited
Clubmark				

NGPS2017

Read more

Current Notices to Administrators

[Release notes](#)

There was a release made today containing the following*

30th Jun 2017

A club administrator should edit the missing items or any contact details which are incorrect and submit the completed form. There is an email button so that the club administrator may contact you in case of queries. This is what the questionnaire would look like for the receiving club:

Complete Questionnaire Back

Records in red are missing from your site and have been taken from your county board's list of contacts. Even if they are correct please edit the record in order to update your site and so make the details available to your county board and the ECB as well. Name, email and at least one telephone number must be populated for positions marked with an asterisk. The copy option allows you to use the details from an existing club official or team captain record

Issued By Anna Hoad, Essex Cricket Board 

Please update your contacts list and return by 31st January 2018

Club Officials

Position	Name	Email Address	Mobile No	Landline No	Edit	Copy
Chairman *	John Smith	headmaster@shenfieldhs.org.uk			Edit	
Cricket Development Officer					Edit	
Hon. Secretary					Edit	

Submit
Cancel

On a county board site, the Admin Home page displays the status of the questionnaires that have been sent out.

Admin Home

Your Actions		
Item	Number	View
League Invoice	1	View
League Order Form	1	View
Member of the Website	1	View
Nominations involving your players	2	View
Outstanding Questionnaires	11	View
Partially Completed Questionnaires	2	View
Pending Photos	1	View
Pending Postings	1	View
Pending Videos	1	View
Questionnaires	1	View

Current Notices to Administrators

[Club, County test sd/ds/ds](#) 00641_member
00701_matchin

6th Jun 2017

[Club, County test](#)

6th Jun 2017

[Funds for beer](#)
test this notice

6th Jun 2017

[Club, County](#)
this is a sample message.this is a sample message.this is a sample message....

2nd Jun 2017

[Click here to search historic notices](#)
Search

When a questionnaire has been updated and submitted to you, the number of outstanding questionnaires is reduced and the contact information on your site is updated.

If a questionnaire is returned with any of the fields missing, then it will appear as a 'Partially Completed Questionnaire' and you may choose to accept it or re-send it.

Outstanding questionnaires may also be removed.

Outstanding Questionnaires

[Back](#)

[Email](#) [Remove](#)

Date Issued	Questionnaire	Club / League	Select All <input type="checkbox"/>
03/11/2017	Mandatory	3 Caps CC	<input type="checkbox"/>
03/01/2018	Chris Test	Chingford CC	<input type="checkbox"/>
03/01/2018	Chris Test	Loughton CC	<input type="checkbox"/>
05/01/2018	Annual update of contacts 2018	New Hall School, Boreham	<input type="checkbox"/>
05/01/2018	Annual update of contacts 2018	Royal Liberty School	<input type="checkbox"/>
05/01/2018	Annual update of contacts 2018	Shenfield High School	<input type="checkbox"/>
10/01/2018	Chris Test	Braintree CC	<input type="checkbox"/>
10/01/2018	Chris Test	Brentwood CC	<input type="checkbox"/>
11/01/2018	Result Secretary	The Essex Sunday League	<input type="checkbox"/>

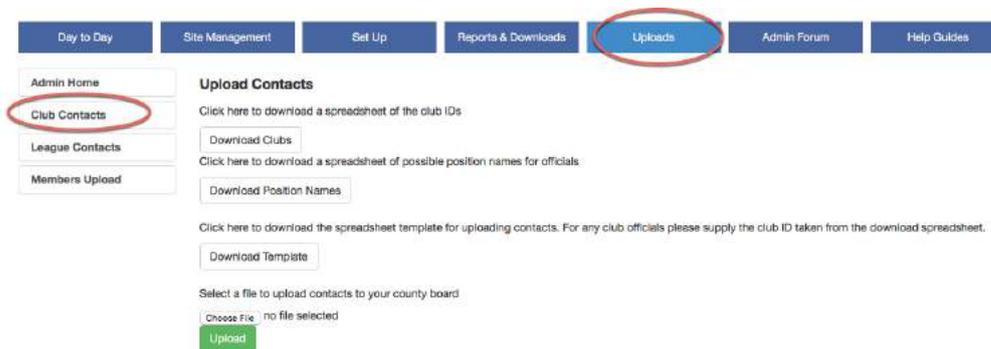
Tick the relevant box for the questionnaire to be removed, then click the Remove button.

If you wish to contact the club, then tick the relevant box and click the Email button to open the send email dialogue. The email will be sent to the main administrators for the club.

Upload Contacts

If you already have a list of contacts for your sites in a spreadsheet, then you can import this information into the Play-Cricket system so that the details are held in one place.

It is important that you only use the template provided and use the club IDs and official position names which you can download from Site Administration>Uploads>Club Contacts:



You will need to download club IDs, the position names and a template for the upload.

Note that the position names are fixed and must be taken from the downloaded list.

Here is an example of the template to be uploaded:

	A	B	C	D	E	F	G
1	Club ID	Position	Name	Email	Mobile No	Landline No	
2	9507	Chairman	Don Chapman		077551866866		
3	9507	Cricket Development Officer	Joe Baker		077551866861		
4	9507	Club Welfare Officer	Shirley Valentine		077551866862		
5							
6							
7							
8							
9							
10							
11							

When the file that you have created is uploaded, you will see a summary report of successful and failed items, with the options to cancel or continue the import of the records that have passed the validation checks.

Contacts Import Summary

Successful 3
Failed 0

Cancel the upload removing all contact records imported from this file

Cancel

Continue with creating records in Play-Cricket for the contacts successfully imported

Continue

The example below shows some of the officials that were uploaded for a club.

Contacts

Club: Category: Position:

Club	Position	Name	Email	Mobile No	Landline No	Edit	Email
Bishop Challoner CC	Chairman	Don Chapman		077551866866			
Bishop Challoner CC	Club Captain						
Bishop Challoner CC	Club Welfare Officer	Shirley Valentine		077551866862			
Bishop Challoner CC	Cricket Development Officer	Joe Baker		077551866861			
Bishop Challoner CC	Divisional Representative						
Bishop Challoner CC	Head Groundsman						
Bishop Challoner CC	Hon. Fixture Secretary						
Bishop Challoner CC	Hon. Medical Officer						
Bishop Challoner CC	Hon. Results Secretary						
Bishop Challoner CC	Hon. Secretary	John McCarthy					
Bishop Challoner CC	Hon. Treasurer						

The entries in black are the ones that are on the club site, the ones in red have been uploaded by a league administrator.

If the contact details are different you will see two lines.

To resolve the conflict, you would send a questionnaire to the club administrators asking them to confirm the correct details.

League Contacts

This function works in the same way as the Club Contacts but with a different list of possible official positions.