

Competition Site Administration

| | |
|---|-----------|
| Competition Site Administration | 1 |
| Site Administration | 3 |
| Day to Day | 4 |
| Fixtures | 5 |
| Results..... | 7 |
| Registered Players | 11 |
| Emails | 15 |
| Club Contacts | 16 |
| Subscriptions, Orders & Invoices | 16 |
| Affiliations | 17 |
| Site Management | 18 |
| Site Builder | 18 |
| About Us | 19 |
| Gallery | 20 |
| Members..... | 21 |
| Calendar | 22 |
| Information Board | 23 |
| Manage Member Forums | 24 |
| Statistics Download | 25 |
| Set Up | 26 |
| Competitions..... | 26 |
| Tips | 34 |
| Archived competitions | 38 |
| Shared Grounds | 39 |
| Results..... | 39 |
| Registered Players | 39 |
| Subscriptions, Orders and Affiliations Responsibility | 40 |
| Reports & Downloads | 41 |
| Matches | 41 |
| Registered Players | 42 |
| Short Sided Teams..... | 42 |
| Website Statistics | 43 |
| Uploads | 44 |
| Fixtures | 44 |
| Members Upload | 44 |
| Club Contacts | 44 |
| Admin Forum | 45 |
| Help Guides | 45 |

Site Administration

This is the administrator's first point of contact with this side of the system. The menu options down the left-hand side are changed by the blue buttons which appear at the top of the screen. The menu options shown are for a main administrator.

The Admin Home page option is always at the top of the menu selection. This is where you receive alerts under 'Your Actions' so that you can deal with them promptly. See <https://play-cricket.ecb.co.uk/hc/en-us/articles/115003432069-What-do-all-of-the-things-in-the-Your-Actions-section-on-my-admin-homepage-mean>

Examples of alerts are:

- Applications for membership of the site;
- Nominations involving your players;
- Player registered with other leagues;
- Player transfer agreement rejected;
- Nominations for league registration;
- Requests to unlock scorecards or results;
- New postings and photographs submitted.

On the right-hand side are Current Notices to Administrators. These notices will have been published by the Play-Cricket Helpdesk as necessary. They include release notes for software updates and advice that affects administrators.

Your Actions

| Item | Number | View |
|--|--------|----------------------|
| Cancelled Matches to be Rearranged | 1 | View |
| Matches Missing Confirmation of Result | 32 | View |
| Missing or Incomplete Results | 121 | View |
| Nomination In Progress | 4 | View |
| Outstanding Questionnaires | 15 | View |
| Outstanding Team Captain Reports | 254 | View |
| Outstanding Umpire Reports | 99 | View |
| Reports Requiring Review | 2 | View |

| Item | Outstanding | Overdue | View |
|----------------------------------|-------------|---------|----------------------|
| Pending Orders Awaiting Response | 9 | 9 | View |

Current Notices to Administrators

- [Play-Cricket release 11 October 2017](#) [Software release](#)
Please see the attached pdf for details.
- 12th Oct 2017
[Site Management-Member Database list](#)
Some users have been alarmed by the view of the member database being...
- 11th Oct 2017
[Advance notice of changes to competition site administrators' Home page](#)
The software release on Wednesday 11th October will include a change to the...
- 9th Oct 2017
[Play-Cricket release 13 September 2017](#) [Software release](#)
Additional note to attached pdf
- 14th Sep 2017
[Main Administrator Handovers](#)
Following recent issues requiring resolution by the Play-Cricket Helpdesk, we...
- 24th Aug 2017

Day to Day

The 'Day to Day' button's menu selections are illustrated below.

| Your Actions | | | |
|------------------------|--|--------|--|
| Item | | Number | |
| Nomination In Progress | | 6 | |

| Item | Outstanding | Overdue |
|------|-------------|---------|
|------|-------------|---------|

Fixtures

This gives you a list of all your competition's upcoming fixtures. All your League and Cup fixtures will be automatically shown here when they are created on the site. You can search this list by division, cup 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, you would normally use the Fixture Management facility in the Set Up>Competitions>Divisions section.

If you need to add 'extra' fixtures, then add a fixture by clicking the 'Add New Fixture' link at the top of the page. A page will be displayed that allows you to input the division, date, start time, number of innings, home and away teams, and ground. Only teams that have been set up to play in the division will be displayed when you select a team. The ground is linked to the home team, so if the home team have a play-cricket site, then a list of their grounds will be displayed when you click on the Ground dropdown list. When you have input all the required information, click the 'Save' button, and it will be added to your list.

Fixtures

[Add New Fixture](#) [Publish](#) [Unpublish](#) [Mass Edit](#) [Delete](#) [Download](#)

Quick Search: Or Start Date: End Date:

Division: Or Cup:

9 records [Search](#)

| Date | Home Team | Away Team | Division/Cup | Type | View | Edit | Published | Select All |
|------------|-----------------------------------|--|----------------|--------|------|------|-----------|--------------------------|
| 22/10/2017 | Fitwick CC - Indoor B | Fitwick CC - Indoor A | Division One | League | | | Yes | <input type="checkbox"/> |
| 22/10/2017 | Biddenham CC - Indoor VI | Queens Park Westfield Tigers CC - Indoor A | Division Three | League | | | Yes | <input type="checkbox"/> |
| 22/10/2017 | Potterton CC - Indoor A | Southill Park CC - Indoor | Division One | League | | | Yes | <input type="checkbox"/> |
| 22/10/2017 | Old Warden CC - Indoor VI | Biggleswade CC - Indoor B | Division Three | League | | | Yes | <input type="checkbox"/> |
| 22/10/2017 | Dunstable Town CC - Indoor A Team | Blunham CC - Indoor | Division One | League | | | Yes | <input type="checkbox"/> |
| 22/10/2017 | Bedford Pakistanis CC - Indoor | Pilgrims Oakley CC, Beds - Indoor 1st XI | Division Three | League | | | Yes | <input type="checkbox"/> |
| 22/10/2017 | Elstow CC - Indoor A | Eversholt CC - Indoor A | Division One | League | | | Yes | <input type="checkbox"/> |
| 22/10/2017 | Elstow CC - Indoor B | Cople CC - Indoor 1st XI | Division Three | League | | | Yes | <input type="checkbox"/> |
| 22/10/2017 | Biggleswade CC - Indoor A Team | Brickhill CC - 1st XI | Division One | League | | | Yes | <input type="checkbox"/> |

To remove cup fixtures go into the cup draw

On the right-hand side of the list, there are several options.

View – a magnifying glass, allows you simply to view the fixture details. This will normally be just the date, time, type, ground etc.

Edit – You can change any of the details that were previously set up. At this point, you may select the match officials.

Select – Tick one or all boxes (using the Select All box) to select fixtures to be published, unpublished or deleted.

Publish/Unpublish/Delete fixtures

Having made selections by ticking the select box for one or more fixtures, click the Publish, Unpublish or Delete button above the search criteria panel. Unpublished fixtures are not visible on the public side of the site.

Mass Edit

This facility allows administrators to make changes to the date, time or number of innings for the fixtures that have been selected. This is useful if the fixtures have been created incorrectly by hand rather than via a spreadsheet upload. Select the fixtures to be changed by ticking the checkboxes, then click the Mass Edit button to get the screen below.

Mass Edit Fixtures Back

Enter a value for any fields you wish to update in the fixtures listed below. Fields left blank will not be updated

Match Date Match Time Innings

2 records selected Save Cancel

| Date | Home Team | Away Team | Division/Cup | Time | Innings |
|------------|-------------------------------|-------------------------------|-----------------------------|-------|---------|
| 22/10/2017 | Steve's Club - #U19T20 | ECB Test Group - 2nd Floor XI | Sunday Indoor League Test25 | 16:00 | 1 |
| 12/11/2017 | ECB Test Group - 2nd Floor XI | Steve's Club - #U19T20 | Sunday Indoor League Test25 | 16:00 | 1 |

Download fixtures

Allows you to extract the fixtures defined in the filters to an external file – spreadsheet, csv or XML format.

Note that you cannot create your own cup fixtures from the Fixtures page. This can only be done via the Set Up>Competitions>Cups function.

Results

Essex League competition site administration (host) Contact System Helpdesk Super Administration Exit Administration Logout

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

Admin Home | Fixtures | **Results** | Registered Players | Emails | Club Contacts | Subscriptions | Orders | Invoices

Lock Result | Lock Scorecard | Unlock Result | Unlock Scorecard

Quick Search: 2017 Season | Or: Start Date | End Date

Division: All Divisions | Or: Cup: All Cups

Result Locked | Scorecard Locked | Teams Confirmed

Deleted

28 records Search | Download Results

| Date | Home Team | Away Team | Division/Cup | Result | Confirmed | | Locks | | View | Edit | Edit | Remove | Select All |
|------------|---|--------------------------------------|--------------------------------------|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | | H | A | R | S | | | | | |
| 22/07/2017 | Harlow town CC - 1st XI | Brentwood CC - 1st XI | 1st XI Division Three (Time & Overs) | Harlow town CC - 1st XI - Time Win (bat 1st) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15/07/2017 | Loughton CC - 1st XI | Brentwood CC - 1st XI | 1st XI Division Three (Time & Overs) | Loughton CC - 1st XI - Time Win (bat 1st) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17/06/2017 | Brentwood CC - 1st XI | Harlow Town CC - 1st XI | 1st XI Division Three (Time & Overs) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14/05/2017 | Southend-on-Sea & EMT CC - Sunday A XI | Bellus CC - Sunday 1st XI | ESL Fairford Cup | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14/05/2017 | Gidea Park & Romford CC - Sunday 1st XI | Orsett & Thurrock CC - Sunday 1st XI | ESL Fairford Cup | Orsett & Thurrock CC - Sunday 1st XI - Won | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14/05/2017 | Homchurch CC - Sunday 1st XI | Upminster CC - Sunday 1st XI | ESL Fairford Cup | Homchurch CC - Sunday 1st XI - Won | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14/05/2017 | Loughton CC - Sunday 1st XI | Westoff-On-Sea CC - Sunday XI | ESL Fairford Cup | Loughton CC - Sunday 1st XI - Won | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13/05/2017 | Brentwood CC - 1st XI | Harlow CC - 1st XI | 1st XI Division Three (Time & Overs) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 01/05/2017 | Brentwood CC - 1st XI | Loughton CC - 1st XI | 1st XI Division Three (Time & Overs) | Abandoned | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/06/2016 | Buckhurst Hill CC - 1st XI | Loughton CC - 1st XI | 1st XI Division One (Time & Overs) | Abandoned | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

This function gives you a list of the games already played by the teams in your league, and their results. You can search this list by season, date, division or cup, locked/unlocked result or scorecard, and team confirmation to narrow the list down, or you can scroll through it using the page links at the bottom of the list.

The home team's scorer normally enters results and scorecards into a club's Play-Cricket site, although a league administrator may choose to enter the result himself.

Home/Away Team result confirmed – a cross or a tick indicates that the team has not confirmed/confirmed the result.

- Crosses on a red background indicate that teams have not confirmed the result.
- Ticks on a green background indicate that the result has been confirmed but the summary result and/or scorecard has not been locked.
- Normal black ticks appear for a match when the result has been confirmed and both the result and scorecards have been locked.

View – this will display all the details input to the site about the game, including any scorecards, as well as links to any reports input. When viewing the scorecards as an administrator, some players may be highlighted in red. This may occur if:

- The player record has not been registered with the league.
- The scorecard has been uploaded electronically but the user has selected a record that has been ‘matched’ in Play-Cricket (and is therefore ‘deleted’).
- The player’s name has been entered into a scoring app as ‘free text’ and needs to be corrected in Play-Cricket to connect the player to his stats. This can be done via the notifications on a club’s admin home page if the scorecard is unlocked.

At the top of the ‘View result’ page, there are Queries, Audit Trail, Print and Back buttons.

View Result [Queries](#) [Audit Trail](#) [Print](#) [Back](#)

Blaydon CC - 3rd XI Vs Stockton CC, Durham - 3rd XI

Fixture Details

| | |
|------------|---|
| Type | League: North East Premier League - Sunday League Division 1 2016 |
| Date | Sunday 11th September 2016 |
| Start Time | 13:30 |
| Rules Type | Standard |
| Ground | Denefield, Winton |
| Toss | Stockton CC, Durham - 3rd XI won the toss and elected to bat |

Result Summary

Result : Blaydon CC - 3rd XI - Complete win by 8 wickets

The Print and Back buttons are self-explanatory.

The Queries button will display any queries raised by a club when asked to confirm a result.

The Audit Trail lets you view a copy of each scorecard at the time of upload to Play-Cricket.

In the audit trail, when viewing an *unlocked scorecard*, you will see a 'Reinstate' button which may be used in case a correct scorecard gets overwritten by an unwanted upload.

View Result Audit Trail

Updated by: Mr. David McKay on 11/09/2016 17:44:17

Previous Next **Reinstate**

Chester Le Street CC - 1st XI Vs Benwell Hill CC - 1st XI

| Fixture Details | |
|-----------------|---|
| Type | Cup: North East Premier League - The Salver 2016 - |
| Date | Sunday 11th September 2016 |
| Start Time | 12:00 |
| Rules Type | Standard |
| Ground | Ropery Lane |
| Toss | Chester Le Street CC - 1st XI won the toss and elected to bat |

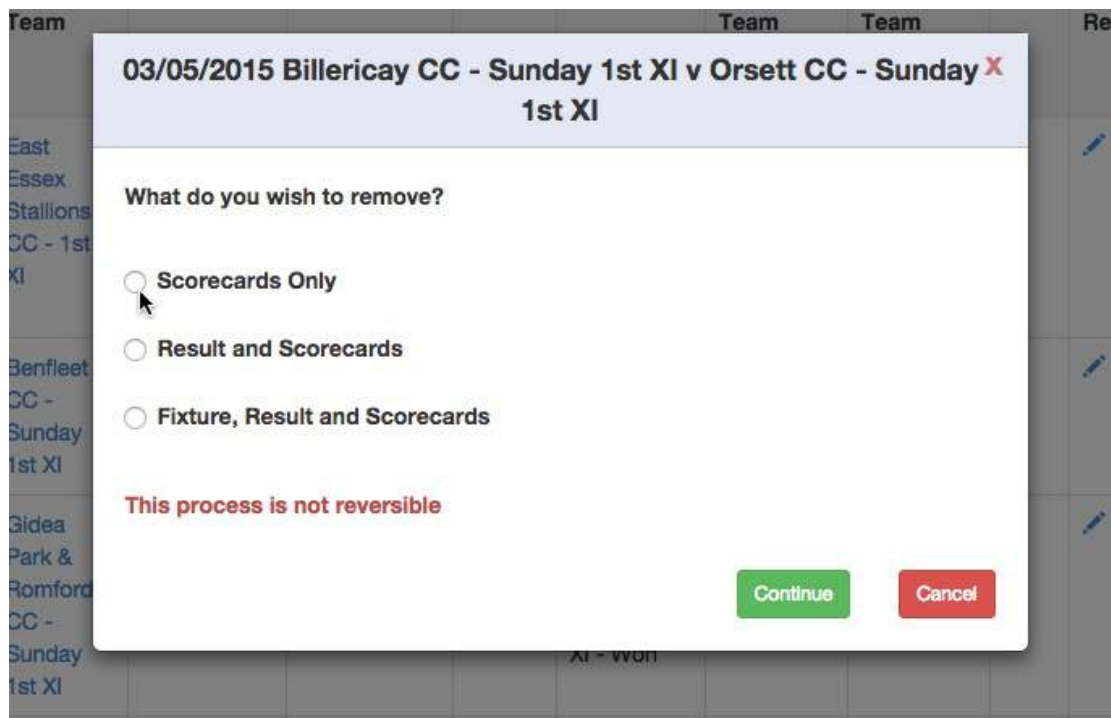
Edit Result – An administrator may edit the result or scorecards if they have not been locked.

Lock Result – Click the padlock to prevent any changes from being made to the summary result.

Lock Scorecard – Click the padlock to prevent any changes from being made to the scorecards.

If there is a problem with either the result or the scorecards, then the club administrator should contact the competition site administrator who should be notified via the Admin Home page.

Remove – use this to remove scorecards and or results that have been incorrectly entered for league fixtures only. If you do not remove the fixture, then its date can be amended to a future date for replays.



Download results

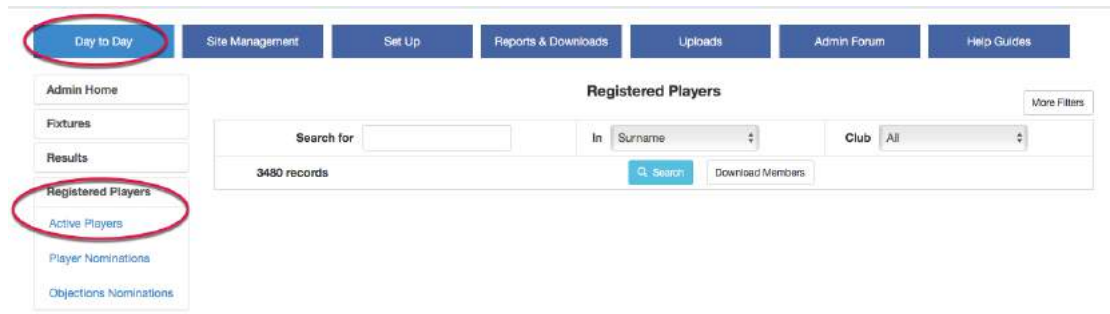
Allows you to extract the results defined in the filters to an external file – spreadsheet, csv or XML format.

Registered Players

Some leagues require players to be registered with them before they can take part in a match.

The league registration process is documented in the topic 'The League Registration Process' in the Help Guides.

Active Players



The screenshot shows the 'Registered Players' search interface. At the top, there is a navigation bar with several menu items: 'Day to Day', 'Site Management', 'Set Up', 'Reports & Downloads', 'Uploads', 'Admin Forum', and 'Help Guides'. Below this is a sidebar with a list of menu items: 'Admin Home', 'Fixtures', 'Results', 'Registered Players', 'Active Players', 'Player Nominations', and 'Objections Nominations'. The 'Registered Players' menu item is circled in red. The main content area is titled 'Registered Players' and features a search form with the following fields: 'Search for', 'In' (with a dropdown menu set to 'Surname'), and 'Club' (with a dropdown menu set to 'All'). Below the search form, it displays '3480 records' and a 'Search' button. A 'More Filters' button is located in the top right corner of the search form.

Click 'More Filters' in the top right corner to refine the search process.



The screenshot shows the 'Registered Players' search interface with expanded filters. The search form now includes additional filters: 'User Type' (set to 'All'), 'Status' (set to 'Active'), 'Date of Birth After', 'Date of Birth Before', 'Last Played Before', 'Category' (set to 'All'), and 'Registrations' (set to 'All'). The 'Less Filters' button is now visible in the top right corner of the search form.

Use the Active Players search to find players using any or all of the following criteria:

Search for – Enter the text that you wish to search for. Results will be for all players containing the characters contained in the text box. E.g. entering 'will' returns 'Colwill', 'William', 'Wills'.

In – Select from Surname, First name, Email or Username.

Club – choose a club from the dropdown list.

User Type – Choose from Registered or Unregistered (with Play-Cricket).

Status – Can be Pending, Active or Inactive.

Category – Select the player category from the dropdown list.

Date of Birth After / Date of Birth Before – Enter a date to find players by age.

Registrations – Select All, Multiple or Single from the dropdown list. This facility helps administrators to find players who have registered with multiple clubs within their league.

Last Played Before – Use this date to find players who have not played in the league for a period so that the registrations can be removed.

If the search returns a list of players matching your criteria, you will see that the page has extra options – **Remove Registration** and **Send Group Email**.

Tick the Select All or individual check boxes to select players before clicking these buttons.

Removing a player's registration makes the record inactive.

Use the icons against the listed members' names to view player details, registration history, player stats, add notes, email a player or match the player's records.

Registered Players Less Filters

Remove Registration **Send Group Email**

Search for In Club

User Type Status Category

Date of Birth After Date of Birth Before Registrations

Last Played Before

2023 records

| Name | ID | Email Address | Club | Registration Details | Player Stats | Notes | Email | Match | Select All |
|-----------------------|---------|--------------------------|-------------------------------------|----------------------------------|--|-------------------------------------|---|--|--------------------------|
| Fardin Abdul Muhaimen | 3535606 | User-3535606@cobooco.com | Stockton CC, Durham | <input type="button" value="Q"/> | <input type="button" value="Bar Chart"/> | <input checked="" type="checkbox"/> | <input type="button" value="Envelope"/> | <input type="button" value="Refresh"/> | <input type="checkbox"/> |
| Jack Adams * | 464271 | User-464271@cobooco.com | Sacrison CC | <input type="button" value="Q"/> | <input type="button" value="Bar Chart"/> | <input checked="" type="checkbox"/> | <input type="button" value="Envelope"/> | <input type="button" value="Refresh"/> | <input type="checkbox"/> |
| Jessica Adams * | 1257286 | User-1257286@cobooco.com | Brandon CC, Durham | <input type="button" value="Q"/> | <input type="button" value="Bar Chart"/> | <input checked="" type="checkbox"/> | <input type="button" value="Envelope"/> | <input type="button" value="Refresh"/> | <input type="checkbox"/> |

Download Members

Allows you to extract the players defined in the filters to an external file – spreadsheet, csv or XML format.

Player Nominations

Use this to view player nominations as an alternative to viewing them from the notifications from 'Your Actions' in the Admin Home section.

[Back](#)

Player Nominations

| | | | | | | |
|--------|---------|------------|----------------------|----|---------|---------------------------------------|
| Status | Pending | Search for | <input type="text"/> | In | Surname | <input type="button" value="Search"/> |
|--------|---------|------------|----------------------|----|---------|---------------------------------------|

| Date Nominated | Last Actioned | Name | Date of Birth | Transferring From | Nominating Club | Club Administrator | Email | View |
|------------------|------------------|----------------|---------------|-------------------|------------------|--------------------|-------|------|
| 27/07/2017 14:47 | 27/07/2017 14:47 | Bill Bailey * | 02/07/1993 | | Anna's Test Site | Anna Hoad | | |
| 30/03/2017 12:31 | 30/03/2017 14:14 | Chew Leonard * | 09/02/2000 | | Chingford CC | Smeeta Patel | | |

Use the view icon to see the options that are available as in the example below:

Player Nomination Bill Bailey by Anna's Test Site
Player ID: 3693030

[Save](#) [Cancel](#) [Approve](#) [Reject](#)

Summary [Details](#) [History](#) [Checklist](#) [Audit Trail](#)

| | | | |
|---|--------------|---------------|-------------|
| Player Transfer: None | Party | Status | User |
| Date of Birth: 2nd July 1993 | | | |
| Player Category: 1 | | | |
| Place of Birth: United Kingdom | | | |
| Current Registrations Any registrations selected as a player transfer within your own league or any league that you have a bilateral agreement with will be automatically removed when this nomination is approved. Any others must be removed manually by the league currently holding the registration. | | | |
| Comments on Nomination Objections to Nominations Objections to Proposed Matches of Player Records | | | |

Objections Nominations

View any objections raised by your league to registrations of players (that you have an interest in) to other leagues.

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

Admin Home | Fixtures | Results | Registered Players | Active Players | Player Nominations | **Objections Nominations** | Emails | Club Contacts | Subscriptions | Orders

Objections to Nominations

Search for In Surname v

| Date | Name | ID | Nominating Club | League | Nomination Status | Objection Status | View | Withdraw Objection |
|------------|------|----|-----------------------|--|-------------------|------------------|------|--------------------|
| 11/05/2016 | | | Handsworth CC, Warks | Birmingham & District Premier Cricket League | Withdrawn | Objected | | |
| 25/04/2016 | | | Kenilworth Wardens CC | Birmingham & District Premier Cricket League | Withdrawn | Objected | | |
| 24/03/2016 | | | Leamington CC | Birmingham & District Premier Cricket League | Active | Objected | | |

Emails

The screenshot shows a web application interface for managing emails. At the top, there is a navigation bar with several menu items: 'Day to Day', 'Site Management', 'Set Up', 'Reports & Downloads', 'Uploads', 'Admin Forum', and 'Help Guides'. The 'Day to Day' item is circled in red. On the left side, there is a sidebar menu with items: 'Admin Home', 'Fixtures', 'Results', 'Registered Players', 'Emails', 'Club Contacts', 'Subscriptions', 'Orders', 'Invoices', and 'Affiliations'. The 'Emails' item is circled in red. The main content area is titled 'Email' and contains a search form with 'From' and 'To' date fields (24/10/2017 and 31/10/2017), a 'Search' button, and a 'Send Email' button. Below the search form is a table with the following data:

| Date/Time | From | Subject | No | View |
|---------------------|-----------------|--|----|----------------------|
| 27/10/2017 at 10:44 | Anna (Helsinki) | Registration of Bilbo Baggins rejected | 12 | View |

All emails that have been sent out by the league will be recorded in this log.

Search for emails by date sent and click the view icon to see the content.

Club Contacts

Use this area to manage your contact details for officials or the team captains associated with all clubs affiliated to your site.

The screenshot shows a web interface for managing club contacts. At the top, there is a navigation bar with several menu items: 'Day to Day' (circled in red), 'Site Management', 'Set Up', 'Reports & Downloads', 'Uploads', 'Admin Forum', and 'Help Guides'. On the left side, there is a sidebar menu with items: 'Admin Home', 'Fixtures', 'Results', 'Registered Players', 'Emails', 'Club Contacts' (circled in red), 'Contacts', 'Send Emails', 'Questionnaires', 'Subscriptions', and 'Orders'. The main content area is titled 'Contacts' and features search filters for 'Club', 'Position', 'Division', and 'Cup', each with a dropdown menu set to 'All'. There is also a 'Cr: Administrator Role' dropdown set to 'None' and a 'Search' button. Below the filters is a table with the following columns: Club, Position, Team, Name, Email, Mobile No, Landline No, Edit, and Email.

The information for the Club Officials is taken from the club's About Us page. The Team Captain's details are those supplied in the clubs' Teams page.

Emails may be addressed to selected officials and you can create questionnaires to request up to date contact details from your clubs.

There is a topic 'Club Contacts' in the Help Guides which deals with this section.

Subscriptions, Orders & Invoices

These functions allow a league administrator to issue invoices to affiliated clubs for subscriptions plus other items such as course fees, cricket balls and handbooks.

There is a topic in the Help Guides titled 'Subscriptions, Orders & Invoices' which deals with these sections.

Affiliations

Affiliation History

View a club's affiliation history to county boards if this has been set up.

Affiliation History

Club: Season: County Board: Package:

Form Status: Payment Status: Affiliation Status:

| Club | Season | County Board | Package | Amount | Forms | Payment | CCB Paid | Affiliation Status |
|----------------|--------|----------------------|--------------------------|--------|-----------|----------|----------|--------------------|
| Abbotsbury CC | 2015 | Dorset Cricket Board | County Board affiliation | 60.00 | Pending | | | Pending |
| Bere Regis CC | 2015 | Dorset Cricket Board | County Board affiliation | 60.00 | Pending | | | Pending |
| Blandford CC | 2015 | Dorset Cricket Board | County Board affiliation | 60.00 | Completed | Received | | Pending |
| Bournemouth CC | 2015 | Dorset Cricket Board | County Board affiliation | 60.00 | Pending | | | Pending |
| Branksome CC | 2015 | Dorset Cricket Board | County Board affiliation | 60.00 | Completed | | | Pending |

Payment History

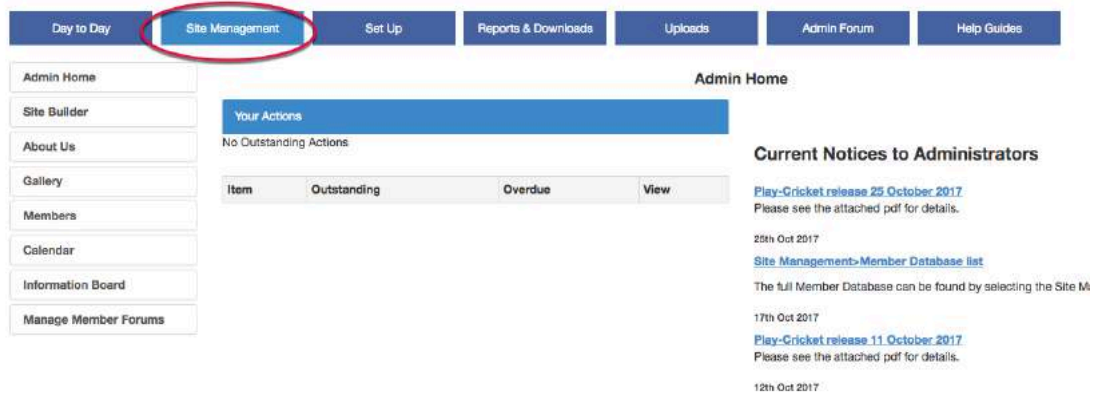
View any payments made to a county cricket board.

Payments to CCB

County Board: Packages: Season:

| County Board | Package | Season | Date Paid | Amount | Payment Method | Payment Ref | Status | Receipt |
|--------------|---------|--------|-----------|--------|----------------|-------------|--------|---------|
|--------------|---------|--------|-----------|--------|----------------|-------------|--------|---------|

Site Management



The screenshot displays the 'Site Management' interface. At the top, a navigation bar contains several menu items: 'Day to Day', 'Site Management' (highlighted with a red circle), 'Set Up', 'Reports & Downloads', 'Uploads', 'Admin Forum', and 'Help Guides'. Below this, a sidebar on the left lists various administrative options: 'Admin Home', 'Site Builder', 'About Us', 'Gallery', 'Members', 'Calendar', 'Information Board', and 'Manage Member Forums'. The main content area is titled 'Admin Home' and features a 'Your Actions' section with the message 'No Outstanding Actions'. Below this is a table with columns for 'Item', 'Outstanding', 'Overdue', and 'View'. To the right, there is a section titled 'Current Notices to Administrators' which lists three notices: 'Play-Cricket release 25 October 2017', 'Site Management- Member Database list', and 'Play-Cricket release 11 October 2017'. Each notice includes a date and a link to view details.

Site Builder

This is the option that allows an administrator to change the look and feel of their public Play-Cricket site using colour, widgets, images, adverts and additional content. There are documents in the Help Guides to help with Site Builder. The document in the 'Getting Started' topic is an introduction to using the facility.

About Us

The screenshot shows a web page titled 'About Us' with a navigation menu containing 'Competition Details', 'Competition Officials', 'Joining Message', 'Affiliations', and 'Sponsors'. The 'Competition Details' tab is active. The form contains the following fields:

- Competition Name: Steve's Six a Side League
- Address: Test Site
- City: London
- County: Greater London

Competition Details

For a competition site, the address is likely to be that of the secretary, and you may not wish to publish this, so give an email address that may be used by anyone wishing to contact you. Note that the map details from Google are tied to the postcode if available.

Competition Officials

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

Joining Message

Some details about your competition, information on how to join the league etc., are useful to attract members and spectators.

Affiliations

Site administrators should add affiliations to any other sites that the competition 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. Do take the time to look at the public display of the league table to check that sponsors' names are spelled correctly, and the logo is in proportion to the table i.e. not too large!

Gallery

Use the photo gallery to store any images that you may want to publish on your site, whether using the photo gallery itself or to post images on your web site pages.

The photo gallery has been covered in the Help Guides.

Members

Member Database

This section allows the main 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. 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.

There is a document in the Help Guides topic "Member Database" that deals with the Member Database, Messaging Groups, Mass Upload and Email.

The different administrator roles for a competition site are outlined in the table below:

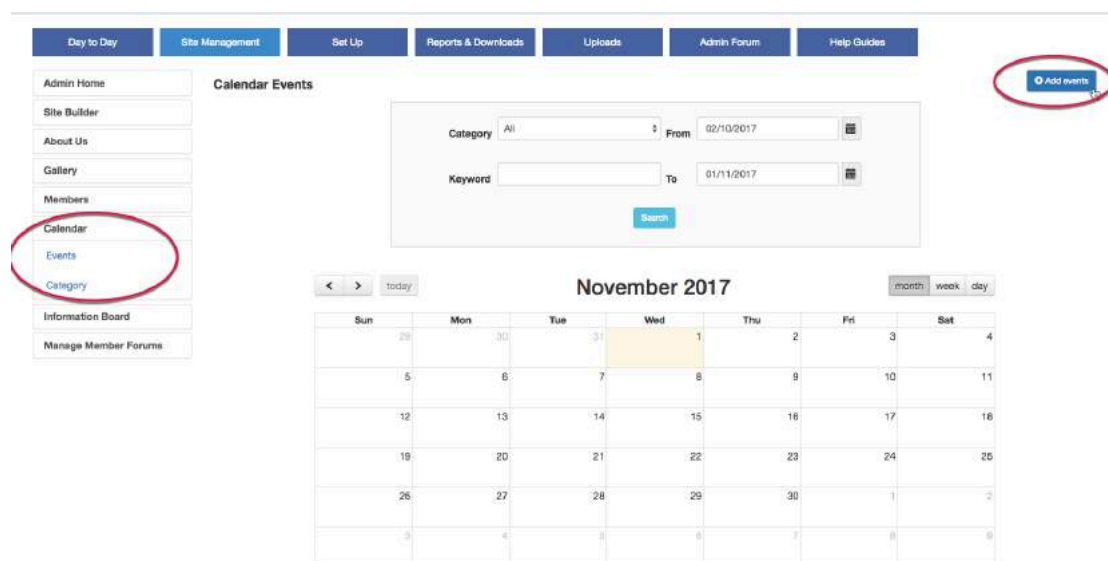
| | Main Admin | League/Cup Admin | League Membership | Fixtures Admin | News Admin | Results Admin | Disciplinary Reviewer |
|----------------------|------------|------------------|-------------------|----------------|------------|---------------|-----------------------|
| Admin Home* | Y | Y | Y | Y | Y | Y | Y |
| Site Builder | Y | | | | | | |
| Site Settings | Y | | | | | | |
| About Us | Y | | | | | | |
| Competition | Y | Y | | | | | |
| Fixtures | Y | | | Y | | | |
| Results | Y | | | | | Y | |
| Registered Players | Y | | | | | | |
| Gallery | Y | | | | | | |
| Members | Y | | | | | | |
| Affiliations | Y | | Y | | | | |
| League Memberships | Y | | Y | | | | |
| Membership Packages | Y | | Y | | | | |
| Communications | Y | | Y | | | | |
| Calendar | Y | Y | Y | Y | Y | Y | Y |
| Information Board | Y | | | | Y | | |
| Help Guides | Y | | Y | Y | Y | Y | Y |
| Manage Member Forums | Y | Y | Y | | Y | | Y |
| Admin Forums | Y | Y | Y | Y | Y | Y | Y |
| Reports | Y | Y | Y | Y | Y | Y | Y |

Messaging Groups

This facility allows an administrator to create 'roles' to which league contacts can be added either for messaging by email or to identify them if Play-Cricket does not have that role – e.g. committee members, parents

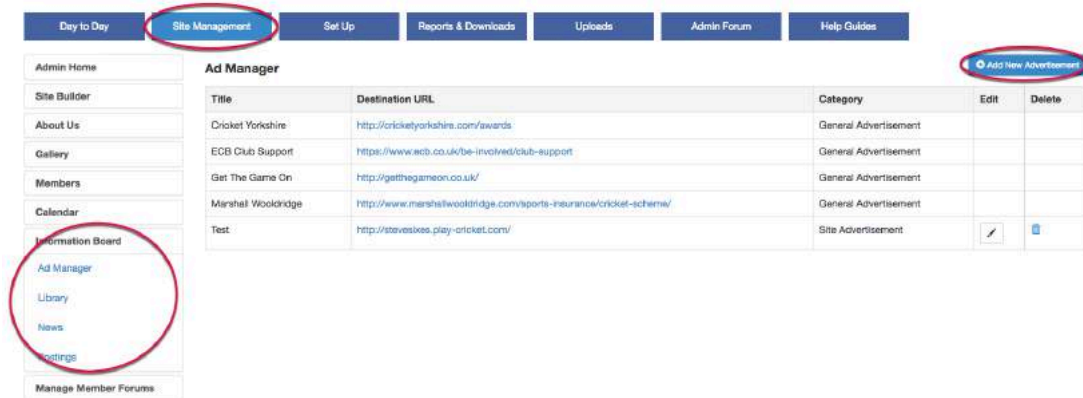
Calendar

Use this facility to add events for various categories. League fixtures are not published in the league calendar at present due to the volume.



The screenshot displays the 'Calendar Events' management interface. At the top, there is a navigation bar with tabs: Day to Day, Site Management, Set Up, Reports & Downloads, Uploads, Admin Forum, and Help Guides. On the left, a sidebar menu includes: Admin Home, Site Builder, About Us, Gallery, Members, Calendar (circled in red), Events (circled in red), Category, Information Board, and Manage Member Forums. The main content area is titled 'Calendar Events' and features a search form with fields for Category (set to 'All'), From (02/10/2017), Keyword, and To (01/11/2017), with a 'Search' button. A blue 'Add events' button is circled in red in the top right corner. Below the search form is a calendar for November 2017, showing days from Sunday to Saturday. The calendar is currently set to 'today' and has view options for 'month', 'week', and 'day'.

Information Board



The screenshot shows the 'Information Board' interface. At the top, there is a navigation bar with several tabs: 'Day to Day', 'Site Management' (circled in red), 'Set Up', 'Reports & Downloads', 'Uploads', 'Admin Forum', and 'Help Guides'. Below the navigation bar, there is a sidebar on the left with a menu containing 'Admin Home', 'Site Builder', 'About Us', 'Gallery', 'Members', 'Calendar', 'Information Board', 'Ad Manager' (circled in red), 'Library', 'News', 'Postings', and 'Manage Member Forums'. The main content area is titled 'Ad Manager' and features a table with columns for 'Title', 'Destination URL', 'Category', 'Edit', and 'Delete'. A red circle highlights a '+ Add New Advertisement' button in the top right corner of the table area.

| Title | Destination URL | Category | Edit | Delete |
|---------------------|---|-----------------------|------|--------|
| Cricket Yorkshire | http://cricketatyorkshire.com/awards | General Advertisement | | |
| ECB Club Support | https://www.ecb.co.uk/be-involved/club-support | General Advertisement | | |
| Get The Game On | http://getthegameon.co.uk/ | General Advertisement | | |
| Marshall Woodbridge | http://www.marshallwoodbridge.com/sports-insurance/cricket-schemes/ | General Advertisement | | |
| Test | http://stevesixes.play-cricket.com/ | Site Advertisement | | |

Ad Manager

This feature provides a way of using your site to earn some extra revenue for the competition. Create the advertisement and then use Site Builder's advertisement widget to place the advert on your site.

Be aware that if a viewer has an ad blocker in their browser, your adverts may not be visible to him.

There is a guide to creating advertisements within the Help Guides. Search for 'Advertisements'.

Library

Use this facility to store documents for public view. e.g. Rules, forms

There is a document with further information in the Help Guides. Search for 'Document Library'.

News

Use this facility to add articles that you wish to display in the News widget. Search the Help Guides for 'News' to get detailed information.

Postings

This facility provides a repository for 'members only' documents. Members must be logged in to the site to view and upload documents in this area.

Uploaded documents must be approved by an administrator before publication. Search the Help Guides for 'Postings' to find more information.

Manage Member Forums

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

Admin Home Site Builder About Us Gallery Members Calendar Information Board **Manage Member Forums** Member Forums Forum Categories

Member Forum categories

Add Forum Category

| Name | Edit | Deactivate |
|------|------|------------|
|------|------|------------|

Administrators may set up a forum on their site to allow communication between members to take place. Create forum categories and then forums within the categories. Members may add topics within the forums and the content can be monitored (and removed) by an administrator.

Page to be moved

Statistics Download

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

The screenshot shows the 'Statistics Download' page in an administration interface. The sidebar on the left has 'Stats Download' highlighted with a red circle. The main content area is titled 'Statistics Download' and contains the following form elements:

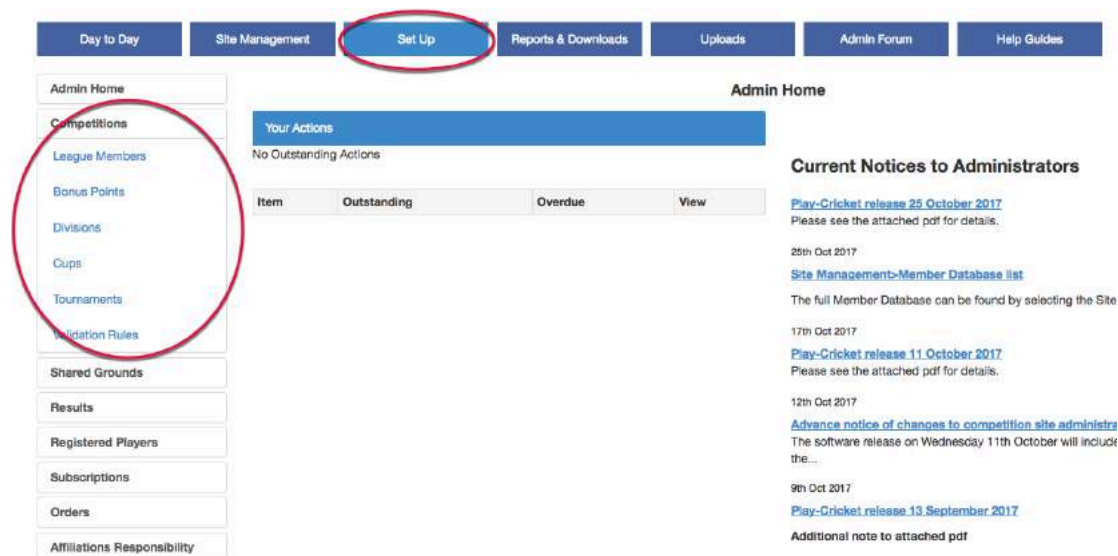
- Season: 2016 (dropdown menu)
- The date range must fall within the season selected (note)
- Start Date: 01/04/2016 (calendar icon)
- End Date: 31/03/2017 (calendar icon)
- Rules Type: Standard (dropdown menu)
- Divisions: Premier Division (checked), East Division, West Division
- Tournaments: ESL T20 Competition
- Cups: (empty)
- Download button (bottom right)

You may be prevented from downloading stats if the parameters that you specify would produce more data than can be handled in a spreadsheet; a full season of data for a large league is likely to do this.

Set Up

Competitions

This section allows you to create and manage different divisions and cup competitions.



The screenshot shows the Admin Home page. The navigation bar at the top includes 'Day to Day', 'Site Management', 'Set Up' (circled in red), 'Reports & Downloads', 'Uploads', 'Admin Forum', and 'Help Guides'. The sidebar menu on the left includes 'Admin Home', 'Competitions', 'League Members', 'Bonus Points', 'Divisions', 'Cups', 'Tournaments', 'Validation Rules', 'Shared Grounds', 'Results', 'Registered Players', 'Subscriptions', 'Orders', and 'Affiliations Responsibility'. The main content area is titled 'Admin Home' and features a 'Your Actions' section with 'No Outstanding Actions' and a table with columns 'Item', 'Outstanding', 'Overdue', and 'View'. Below this is a 'Current Notices to Administrators' section with several notices, including 'Play-Cricket release 25 October 2017', 'Site Management-Member Database list', 'Play-Cricket release 11 October 2017', 'Advance notice of changes to competition site administr...', and 'Play-Cricket release 13 September 2017'.

There are three possible formats – divisions, cups and tournaments. The first two are self-explanatory; however, some explanation is required for tournaments. The Tournament is simply a container for other things. It doesn't have any functionality other than to categorise the stats from all games in the components placed in it as Cup stats. This allows multi-format competitions e.g. a phase of round-robin groups, which are league matches as they generate points for a table, followed by a knock-out phase, to be placed together as a single entity. All the stats from those games are treated as Cup stats rather than a mixture of League and Cup.

You should not create new competitions every year. If the number of teams, the points system, or other details change then you should use the functionality described below to update them for the new season's entry. This will keep your statistics much clearer as there will be only one entry for each competition with the stats for that underneath season by season, rather than entries for many divisions, effectively the same but with a single season underneath each one.

You may add a brand-new competition of the relevant type by clicking on the 'add new' button at the top of the page; this will produce a page or pop-up that allows you to choose an existing competition of the same type as a template, give it a new name and put it in the required season. (The play-cricket season, by the way, runs from April 1st to March 31st; this is to avoid winter indoor competitions, which can run across the year boundary, being split across two seasons).

New Division Back

Select Division Name: OR Create New Division Name:

Season:

Copy Structure From:

All above fields are mandatory

League Members

This function allows leagues to maintain a central list of clubs entering teams into their divisions and cups. Clubs playing in your divisions must be present in the League Members list before that can be added to a division. A separate document, on this topic is available from the Help Guides section.

Bonus Points

Use this section to create schedules to calculate bonus points automatically. There is a Help Guide for this area. Search for 'Bonus Points'.

Divisions

| Order | Name | Tournament | Season | Edit | Archive | New Season | Delete |
|-------|--------------|------------|--------|------|---------|------------|--------|
| 1 | Division I | | 2018 | | | | |
| 3 | Division II | | 2017 | | | | |
| 4 | Division III | | 2017 | | | | |

By each active division in the list, there are several links. Working from right to left, these are:

Delete – deletes the division and any associated fixtures and results. This function should only be used for items set up as tests or in error. If the division or cup competition is part of a tournament, it needs to be removed from the tournament before it can be deleted. You cannot delete divisions that have fixtures or results associated with them – you must delete those first.

New Season – archives the existing season and generates a new season in one action.

It brings forward the entire division setup – general definitions, results, league table layout and teams. It also allows you, via the number of relegation and promotion places defined in the setup, to replace the relegated and promoted teams in this division with those from other divisions. The default divisions for these moves are those immediately above and below in the list of divisions, so you need to consider that sequence – but they can be over-ridden if required. You can also choose not to use the offered options entirely and update the team list manually.

As can be seen, the New Season option can save a lot of time in setting up divisions for a new season – particularly if you have sequenced your divisions correctly and there are few or no variations to the promotions and relegations defined in the setup. It is highly recommended that you use this option when creating competitions for a new season.


Archive – archives this entry for the division and season so that it no longer appears in the active list.

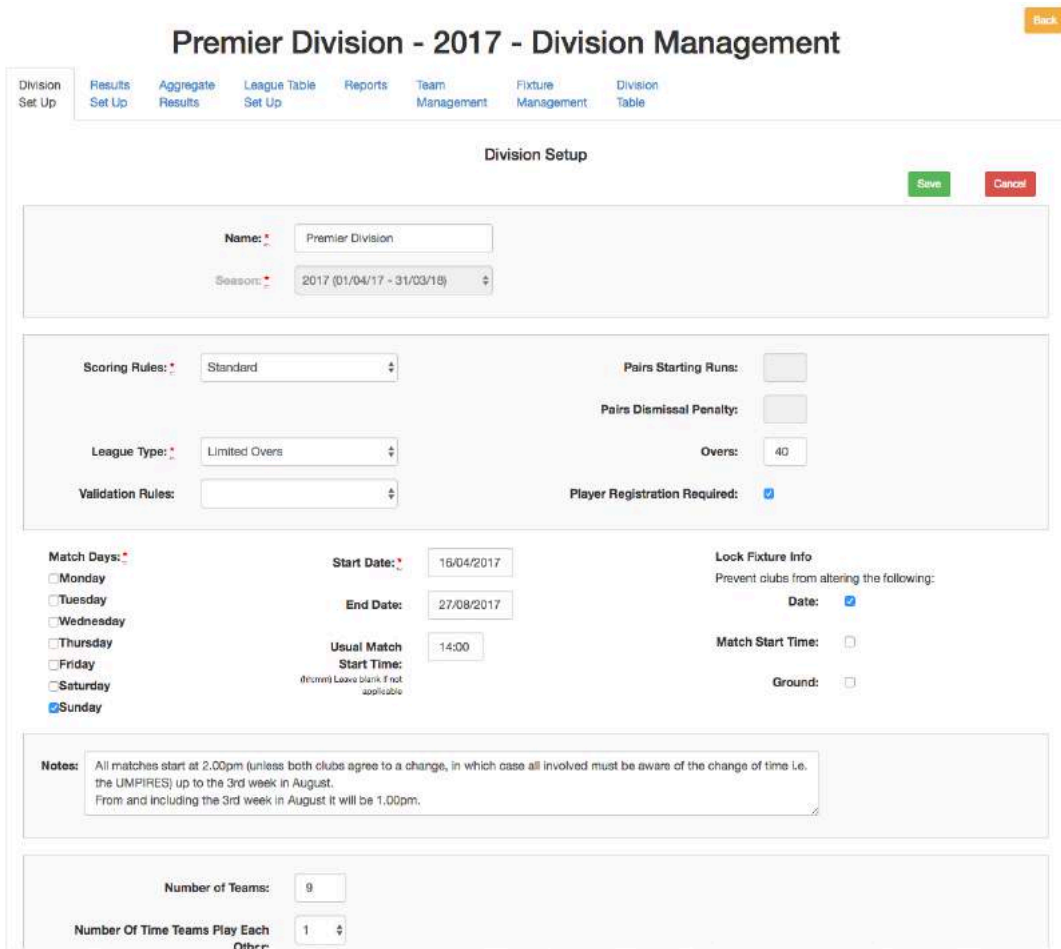
Edit – allows the administrator to define and maintain the division and related items; see below.

Season – this shows the current league table for the division. All fields are displayed, not just those defined in the division setup (see below).

Order – you can set the order in which the entries in each list of competitions are displayed on your site by setting these in the desired sequence and then clicking the 'Save Order' button.

Division Management

 The 'Edit' function takes you to eight Division Management tabs.



Division Set Up – this allows the administrator to define basic parameters for the division:

1. Name – this was set up when the competition was created and may be edited here.
2. Scoring Rules – select Standard or Pairs. If Pairs is selected, enter the Pairs Starting Runs and Dismissal Penalty as positive integers. The dismissal penalty is the value to be subtracted each time a wicket is lost.
3. League Type – choose from Limited Overs or Declaration.
4. For limited overs games, enter the number of overs.
5. Validation Rules – If you have set results validation rules for this division, the name of the schedule will appear. Alternatively, you may select the name of a schedule from the dropdown list to be applied to this division.
6. Player Registration Required (see later) – tick this box if players must be registered with your league before they are allowed to play.

7. Match Days – these selections have an impact on the calendar dates that are presented to you when generating fixtures in Fixture Management.
8. Start Date & End Date – the dates that are entered here must fall within the season date. The calendar dates offered in Fixture Management will fall within these dates.
9. Lock Fixture Info – the fixture date, match start time and ground can be locked to prevent any changes by club administrators.
10. Notes – any text entered into this box will appear above the Division Table.
11. The next fields to be completed in this section are straightforward – number of teams, times played, innings (per team), number of days, number of teams promoted and relegated, and sponsor information.

Linked Divisions – This is a facility which allows inter-division matches, where teams from Division A can play teams from Division B and the results count towards the team's position within the league table for their division. To cater for this situation, set up a new Division AB which contains the teams from Division A and Division B that play each other. In the Linked Divisions section click the 'Add' button.

In the following example, a new division 'East & West' has been created for matches between East Division and West Division.



Select the division that is to be added in the next screen.



Continue until all the required divisions have been added and click the 'Save' button.

| Name | Remove |
|---------------|---------------------------------------|
| East Division | <input type="button" value="Remove"/> |
| West Division | <input type="button" value="Remove"/> |

When a user views the league table from East Division or West Division, it will include the results from the new East & West Division. The format of the table will be the one defined in East Division or West Division.

If a user searches for fixtures or results from East Division or West Division, the results from East & West Division will be included.

Similarly, statistics will include results from East & West Division.

Results Set Up – work through each tab to define the points awarded for each possible outcome for a game in this division; wins and losses, draws and ties, non-results and conceded games; and to choose whether bonus points are used and how they are input.

There is a facility to set up automatic calculation of bonus points, but this may not cover your own league's requirements so the bonus points may still need to be input manually. We have found that this rarely causes problems, as the clubs within any given league are more than familiar with how many points they have gained during a game.

Search for 'Bonus Points' in the Help Guides for more details of how to set up the automatic calculation of bonus points.

Aggregate Results – This section allows an administrator to customise the league tables by combining columns to be displayed.

There is a topic 'League Table and Widget for Leagues' in the Help Guides where you will find more details.

League Table Set Up – allows the administrator to format how the league table is displayed on the public side of the site; ranking factors, ranking columns displayed, club name display and sequence of columns are defined here.

Team Management – allows the administrator to select the teams playing in the division for this season. With the introduction of the League Members function, the selection of clubs is restricted to those that are in the League Members list. If the team does not exist within the list for the club, then use Add Team to create the team. The system will indicate when you have reached the number of teams that you defined in Division Set Up.

Fixture Management – this allows the administrator to create and edit the fixtures for the division for the season according to the parameters in Division Set Up.

There are three ways to add fixtures for a division.

The first is one by one via the Admin>Day to Day>Fixtures section; this could take a long time for anything but the smallest of divisions.

The second is via the Admin>Uploads>Fixtures>Upload Fixtures, which requires some technical expertise.

You need to get the division and team IDs, and use them in the pre-formatted spreadsheet that must be downloaded from the site. It is best suited to very large numbers of fixtures, and to situations where the fixtures may already be automatically generated externally, either directly into a spreadsheet or to a file that can be converted into one.

Note that the download of IDs must be carried out each season since the division IDs change.

An update to the system in November 2016 has allowed Play-Cricket users to submit their own templates to the Helpdesk for uploading to the system for use by other administrators. Refer to the topics 'Fixture Generation & Templates' and 'Shared Grounds' in the Help Guides for more information.

The third is via Fixture Management.

If fixtures need to be generated, the Generate Fixtures button will be 'clickable'.

Premier Division - 2018 - Division Management

Division Set Up | Results Set Up | Aggregate Results | League Table Set Up | Reports | Team Management | **Fixture Management** | Division Table

This functionality is suitable for smaller leagues who are only creating a handful of fixtures for each division and do not have teams sharing grounds. Larger and more complex leagues may wish to use the spreadsheet templates found in Upload Fixtures to create their fixtures and then import them into Play-Cricket.

[Open Upload Fixtures](#)

To continue with Play-Cricket generating the fixture matrix

[Generate Fixtures](#) | [Publish Fixtures](#)

Click the Generate Fixtures button to see a page that shows, for each team in the division, a list of all their possible home games for the season, alphabetically by opponent, and a box for a date below each one.

Premier Division - 2018 - Division Management Back

Publish Fixtures ?

132 fixtures need to be generated

Auto-Generate Fixtures Save Cancel

Home Home

Benwell Hill CC - 1st XI Vs Chester Le Street CC - 1st XI

Start Date: Time: hh:mm

Ground: New Ground Clear ground

Home Home

Benwell Hill CC - 1st XI Vs Durham Cricket Academy - Academy

Start Date: Time: hh:mm

Ground: New Ground Clear ground

Home Home

Benwell Hill CC - 1st XI Vs Eppleton CC - 1st XI

There is an option to Auto-Generate Fixtures. This function will insert the start dates into the fixtures if required. Select Auto-Generate Fixtures to do this.

Most administrators will want to set their own dates. If you click on the calendar to the right of the fixture's start date a list of eligible dates appears for selection – select a date to insert it. The proceedings may be saved at any time. When you have chosen all the dates required, click on the 'Publish Fixtures' link at the top left of the page. The system then presents you with a full fixtures list for the division, week by week, and highlights any problems or mistakes that there might be (two games for the same team on the same day, a team playing another twice at home/away).

Premier Division - 2015 - Division Management Back

Generate Fixtures ?

Publish Cancel

Select All

| Home Team | Away Team | Date | Edit | Publish |
|----------------------------|--|------------|------|--------------------------|
| Bardoli CC - Sunday 1st XI | Great Braxted & Tiptree CC - Sunday 1st XI | 03/05/2015 | | <input type="checkbox"/> |
| Chelmsford CC - Sun 1st XI | Waltham CC - ESL XI | 07/06/2015 | | <input type="checkbox"/> |
| Waltham CC - ESL XI | Great Braxted & Tiptree CC - Sunday 1st XI | 07/06/2015 | | <input type="checkbox"/> |

Publish Cancel

From there you can sort out those issues using the 'Edit' link. When you are ready to publish the fixtures, use the 'Select All' button to tick all the Publish check boxes, then click the Publish button to display them on the clubs' sites.

Division Table – allows the administrator to view the current table for this division. Where two or more teams are equal on all the ranking factors defined, their position in the table may be adjusted.

Tips

Fixtures

A very quick way of getting the fixtures into the system is to get your own spreadsheet in the format Home team/Away team/date, and then sort it alphabetically by home team and then away team, so that it mirrors the way the fixture manager asks for the data.

Another useful tip - the fixture manager also allows you to insert the ground on which the game is to be played. If possible, get the clubs to set up their home grounds (Admin>Site Management>About Us>Playing facilities) and then link their teams to these (Admin>Teams>Edit team>Usual Home Ground). That information will be displayed and linked in automatically, so that anyone viewing the fixture will have the venue displayed, and can click through to directions to and information about the ground that the club has set up.

Also, if most of your games start at a given time, by putting this in Admin>Set Up>Competitions>Divisions>Division Set Up, in 24-hour clock format, then this will be automatically inserted. You can edit this for games that do not start at that time.

Use the Fixtures link in the Admin home page to make changes after the fixtures have been generated.

Creating Divisions

When you create a division for the first time, start by defining the division in full, and then by using the 'Add Division' button use the first division as a template for the rest; this brings forward all the division, results and league table set up and saves a lot of time defining them in full for each division.

In subsequent seasons, archive divisions at the end of a season and use the New Season function in the Archive tab to generate the next season. Teams from the previous season are carried forward.

Two-innings Games

In competitions where games are played on the basis of two innings per team, there may be the need to have a result option of 'Won on first innings' or similar. While the obvious place to set this up may be as a custom win in the Wins section of the Results Setup tab, there is an issue around how the margin of victory is expressed in those circumstances – the system will calculate that based on the game having run its full course.

The best way to handle this is to set up the 'win on first innings' as a custom draw under that name in the Draws section rather than the Wins and assigning the relevant points to each 'half' of that result. This produces the correct 'result' but without calculating a margin of 'victory'.

If there is a requirement to aggregate together the 'wins' – e.g. as a deciding factor in the league table – then this can be done via the Aggregate Results tab.

Withdrawing Teams

If a team has withdrawn from the league, then you should first go to Admin>Competitions>Divisions, and click on 'Edit' by the division that they were in. Select the 'Team Management' tab, and remove the team from the list of teams by clicking the Delete icon.

Removing the team from the division will remove any associated fixtures and results for that team. Results for matches that have already been played will be converted to 'Friendlies'. A list of the fixtures and results will be displayed for you to review.

Now return to the 'Division Set Up' tab, reduce the number of teams in the division by 1, and save the changes.

There is a document in the Help Guides, 'Withdrawing Teams from a Division', which illustrates the procedure in detail.

Adding Teams

If a new team joins, then you should go to Admin>Competitions>Divisions, and click on 'Edit' by the division that they were in. In the Division Set Up tab, increase the number of teams in the division by 1, and Save.

Now select the Team Management tab, and use the 'Add' button to add the new team to the list.

Select the Fixture Management tab and click 'Generate Fixtures' which will display a list of the fixtures that need to be created because of the effect of the two previous actions; create the required fixtures and publish them.

Replacing Teams

Where an incorrect team has been selected, use the 'Replace' function in Team Management to correct the mistake. Select the new team and click the 'Replace' button. Confirmation of the change will transfer any fixtures and results to the replacement team.

Cups

There is a separate document dealing with Cups under the topic 'Cup Competitions' in the Help Guides.

Tournaments

The Add Tournament button allows the administrator to define a name, and to create a tournament.

Add Tournament

Season:* 2015 (01/04/15 - 31/03/16) OR Name: County T20

Existing Tournament:*

All above fields are mandatory

Save Cancel

By each active tournament in the list, there are several links.

Tournaments

Archived [Add Tournament](#)

| Order | Name | Season | Edit | Archive | Delete |
|-------|---------------------|--------|------|---------|--------|
| 2 | County T20 | 2017 | | | |
| 1 | ESL T20 Competition | 2016 | | | |

[Save Order](#)

Working from right to left, these are:

Delete – deletes the tournament, but does not delete its components. In this example, the delete icon is not available for the first entry because the tournament has a division or cup associated with it.

Archive – archives this entry for the tournament and season so that it no longer appears in the active list. It is advisable to do this after each season end so that only current tournaments show in the active list.

Edit – shows the tournament and its associated components and allows the administrator to update the structure and components.

Selecting 'Edit' lists the components within the tournament. There are links to allow the administrator to remove the divisions or cups and to sequence the components.

Edit Tournament

[Back](#)

Name:

Season:

[Add Cup](#) [Add Division](#)

| Order | Name | Type | Delete |
|--------------------------------|---------------------|--------|--------|
| <input type="text" value="1"/> | County Group A | League | |
| <input type="text" value="2"/> | County Group B | League | |
| <input type="text" value="3"/> | ESL T20 Competition | Cup | |

[Save](#) [Cancel](#)

NB there is no functionality to progress teams automatically from one phase to the next – the administrator must enter successful teams into the next phase manually.

Archived competitions

By each archived competition in the list for the competition type selected from the buttons on the top, there are several links.



The screenshot shows a web interface titled "Divisions". At the top left, there is a checkbox labeled "Archived" which is checked, and a button labeled "Download Division and Team IDs". At the top right, there is a blue button labeled "Add Division". Below this is a table with the following columns: "Re-Order", "Name", "Tournament", "Season", and "Reactivate". The table contains six rows of data:

| Re-Order | Name | Tournament | Season | Reactivate |
|----------|--------------------------|------------|--------|------------|
| 1 | Premier Division | | 2016 | + |
| 2 | East Division | | 2016 | + |
| 3 | West Division | | 2016 | + |
| 4 | ESL East T20 Competition | | 2016 | + |
| 5 | ESL West T20 Competition | | 2016 | + |
| 1 | Premier Division | | 2015 | + |

Working from right to left, these are:

Reactivate – places the entry back on the list of current competitions in the relevant section.

Season – this shows the status of the competition, in the relevant format.

Tournament –the name of the relevant tournament if the competition has been linked to one i.e. if it is part of a multi-phase competition (not applicable to tournaments themselves).

Validation Rules

Use this section to create validation rules to be applied to results and scorecards. Exceptions to the rules are flagged in the administrator's workflow for both leagues and clubs.

A separate document, 'Result entry validation for leagues' describes the process.

Shared Grounds

There is a function in Play-Cricket to define which teams share grounds to assist with fixture generation. Please refer to the topic 'Shared Grounds' in the Help Guides.

Results

Team Captain Questions and Umpire Questions

Please refer to the document 'Team Captains & Umpire Reports (League)' in the Help Guides.

Registered Players

Define Process

This section allows the competition site administrator to pose questions to administrators applying for player registration. The questions relate to each nominee.

A default set of questions is in place for both standard registration and the transfer process and these may be removed or added to as required.

There is a topic in the Help Guides, 'The League Registration Process' which provides more detail.

Categories

Registered Player Categories

[Back](#)

You can edit the standard ECB definition for each category if required. This can then be viewed by the clubs when nominating their players to help them select the correct category

| Category | Edit |
|----------|---|
| 1 |  |
| 2 |  |
| 3 |  |
| 3 Exempt |  |

Leagues may specify their own definitions of player categories here using the Edit button.

Administrators making nominations will see the category definitions when assigning the category.

Agreements

This section deals with player transfer agreements with other leagues. This has been documented in 'Player Transfer Agreements' which may be found in the Help Guides.

Subscriptions, Orders and Affiliations Responsibility

There is a document in the Help Guides - 'Subscriptions, orders and invoices', which covers these areas.

Reports & Downloads

The screenshot shows the 'Reports & Downloads' section of an admin interface. The top navigation bar includes 'Day to Day', 'Site Management', 'Set Up', 'Reports & Downloads' (highlighted with a red circle), 'Uploads', 'Admin Forum', and 'Help Guides'. On the left, a sidebar menu lists: 'Admin Home', 'Matches', 'Completed Reports', 'Download Responses', 'Stats Download', 'Registered Players', 'Player Registrations', 'Removed Registrations', 'Short Sided Teams', and 'Website Statistics'. The main content area is titled 'Admin Home' and features a 'Your Actions' table with the following data:

| Item | Number | View |
|------------------------------|--------|----------------------|
| Nomination In Progress | 1 | View |
| Removed Player Registrations | 1 | View |

Below this is another table with columns: 'Item', 'Outstanding', 'Overdue', and 'View'. To the right, there is a 'YOUR SAY' banner with a 'Read more' button and a 'Current Notices to Administrators' section with a 'Search' button.

Matches

Completed Reports and Download Responses

These sections are covered in the document 'Team Captains & Umpire Reports' which is found in the Help Guides.

Stats Download

Use this facility to download details of your matches by season and selected divisions and/or cups. The download will be in spreadsheet format.

The 'Statistics Download' form includes the following fields and options:

- Season: 2017
- The date range must fall within the season selected
- Start Date: 01/04/2017
- End Date: 31/03/2016
- Rules Type: Standard
- Divisions: Division 1, Under 19 T20, Division II, Sam West, Friday
- Tournaments: (empty)
- Cups: Fox and Hounds, TTT, Topps Cup
- Download button

Registered Players

Player Registrations

Player Registrations

| Start Date <input type="text"/> | End Date <input type="text"/> | Club <input type="text"/> | Nomination Type <input type="text" value="All"/> |
|---|-------------------------------|---------------------------|--|
| <input type="button" value="Search"/> <input type="button" value="Download"/> | | | |
| Club | Player | Date Registered | Transferred From |

This report will list players who have registered within a certain period depending on the search criteria.

Removed Registrations

Removed Registrations

| Start Date <input type="text"/> | End Date <input type="text"/> | Club <input type="text"/> | |
|---|-------------------------------|---------------------------|----------------|
| <input type="button" value="Search"/> <input type="button" value="Download"/> | | | |
| Club | Player | Date Removed | Transferred To |

This report will list players who have had their registrations removed within a period.

Short Sided Teams

This report identifies matches where teams have played with fewer than 11 players (default).

Short Sided Teams

| Quick Search <input type="text" value="Last Week"/> | Or | Start Date <input type="text" value="11/12/2017"/> | End Date <input type="text" value="18/12/2017"/> | |
|---|------------|--|--|-----------|
| Division <input type="text" value="All Divisions"/> | Or | Cup <input type="text" value="All Cups"/> | Expected No of Players <input type="text" value="11"/> | |
| <input type="button" value="Search"/> <input type="button" value="Download"/> | | | | |
| Team | Match Date | Division / Cup | Number Players | Scorecard |

Website Statistics

Use this report to see which of your website pages are getting the most views over a period.



Uploads

Fixtures

Templates

This section contains templates that may be downloaded to aid fixture generation. The Excel templates contain macros which only work in a Windows environment.

Mac users need to be using Excel in Windows running inside a VM (Parallels, VMWare Fusion or Virtualbox) or use Bootcamp.

For more information, there is a document in the Help Guides – ‘Fixture Generation and Upload using Templates’.

Upload Fixtures

There is a facility to upload fixtures from an Excel spreadsheet. Follow the instructions on the Upload Fixtures page. Do check the spreadsheet carefully before uploading to make sure that Division IDs, Team IDs and fixture dates are correct.

Note that the Division IDs change each season.

Members Upload

There is a facility to upload new temporary members to a Play-Cricket site. This unlikely to be used for competition sites.

Club Contacts

This facility allows an administrator to download Play-Cricket identifiers for the clubs and teams that play in the league, and then upload contact details from a spreadsheet.

The updates are purely to the competition site’s contacts list and do not affect the club sites’ data.

For more information, search for ‘Club Contacts’ in the Help Guides.

Admin Forum

This is where administrators can exchange ideas about any topic. It is not the place to ask questions about issues that should be resolved by the Play-Cricket Helpdesk.

Help Guides

There is a search facility which will help you to find answers to any query. If you can't find the answer to your question, then submit a query.