Team Picker

The normal route to the Team Picker is by selecting the team icon for the fixture from the Fixtures page although it may be accessed through the Player Availability page.

Below is an example of the team picker page to be completed.

If your club site was used last year, then there will probably be some 'squad members'; these are the players whose names had been allocated to a squad.

If the fixture is for a league requiring player registration, then only players registered with that league will be displayed and there will not be an 'Unsure' option. If you think that there are too many players being shown in a squad, e.g. adult players for a junior side, then check the players' registration status for that league.

To complete the team, click on the player position so that the line is highlighted in blue, then select the player from the squad list on the right.

There is a 'copy the team from match vs. drop down option enabling the administrator to select the team from one of the last four matches played where a result has been submitted.
The team list will be populated with the names of the players from the selected match.

If you make a mistake and click an incorrect name, then you can delete the name by clicking on it and clicking 'Clear', or by simply selecting the correct name.

If you do not know the team in full, then highlight a line and click 'Unsure' (this does not apply to matches requiring LRP). You can then add the player's name when it is known.

If a player is being selected but his name does not appear in the squad, then you may either choose from a different squad list or click the 'Search for Player' link. *

Make sure that you select a team captain and if possible, a wicket keeper. Some leagues like to make wicket-keeping awards!

To select a player from a different squad, change the squad using the drop-down list, highlight the player to be replaced and then select the new player from the squad list.

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*Click Search for a Player to see a pop-up with a list of players on your club's database.

You can search for a specific player using either surname or first name. Use the boxes at the top to search through this list, or the links at the bottom to scroll through it. Once you have found the name you want, click 'Pick' and the player's name will appear in the highlighted box in the team sheet.

If you cannot find the player's name in your database after a search, then you may add the player to your site's database by clicking 'Add New Member'. A new pop-up will appear:

Think carefully about whether the player should have Member of Website and/or Squad Member roles.

Member of Website defaults to unchecked and would not necessarily apply if you were adding a fixture from the past.

If the Squad Member role is ticked, the player will be included in the list of squad members for the team being selected.

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

Here is an example of a Team Picker page where the team has been selected and saved.

Administrators may now:

- Generate an email to the picked players containing the match details and asking them to confirm that they are playing. (Email Players)

- Generate an email to the other members of the squad confirming which players were selected. (Email Squad) This email will include a list of selected players.

- Generate an email to the match officials containing the match details.

Team confirmation email

The Email Players option gives you the screen below.

Team Confirmation Email

	Player	Confirmed	Email
	Select All		☑
1	TestUser 1	–	☑
2	TestUser 2	–	☑
3	TestUser 3	–	☑
4	Arthur Brown	–	☑
5	Flynn Hoad	–	☑
6	Peter Parker	–	
7			
8			
9			
10			
11			
12			
13			
14			
15			

Please select or deselect the players that you wish the confirmation email to be sent to. Any player without a checkbox does not have an email address set up in their member details.

Additional Notes to Players

Additional notes appear here.

Send   Cancel

Only players with an email address are selected and you may uncheck boxes to exclude players from the mailing.

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Here is an example of the message that is sent to the players, with links to accept or decline the selection and contact details for the team captain and team manager:

Hi Flynn Hoad,

You've been selected to play in Anna's Test Site - Indoor's HOME fixture against Steve's Club - Indoor on 5th February 2018

Ground: The Diggings

Match Time: 18:00

Meet at The Caff at 17:00

Let Arthur know if you need a lift.

Additional notes appear here.

Confirm your selection

Decline but remain available for other matches that day

Decline and mark yourself unavailable for other matches

If you're unsure and can't confirm or decline right now please contact:

Team Captain
Arthur Brown

Team Manager
Test User 1

The team picked for the match is

1. TestUser 1
2. TestUser 2
3. TestUser 3
4. Arthur Brown
5. Flynn Hoad
6. Peter Parker

See the full fixture details

Kind Regards,
Anna Hoad
Anna's Test Site Website Administrator.

Website
Email

If you have published the team you will be able to see how players have responded by viewing the fixture details.

	Player	Status	Confirmed	Declined
1	TestUser 1	❓	☐	☐
2	TestUser 2 (wk)	❓	☐	☐
3	TestUser 3	❓	☐	☐
4	Arthur Brown (c)	✔	☑	☐
5	Flynn Hoad	✖	☐	☑
6	Peter Parker	❓	☐	☐

In the example above, a player has declined to play, and he shows in red.

The player that has declined selection is also shown in the workflow under 'Your Actions'. and in red on the Team Picker page, making it easier to pick him out for replacement.

Your Actions

Item	Number	View
League Invoice	1	🔍
Match Officials in Scorecards Requiring Attention	4	🔍
Member of the Website	2	🔍
Missing or Incomplete Results	10	🔍
Nominations involving your players	1	🔍
Objections to Proposed Matches	1	🔍
Pending Photos	3	🔍
Pending Postings	1	🔍
Players declined team selection	1	🔍
Questionnaires	1	🔍
Scorecard contains Unsure entries for players	1	🔍
Scorecard Missing Scorers	3	🔍
Team Captain Reports Requiring Completion	51	🔍
Team sheets containing free text players	48	🔍
Team sheets containing Unregistered players	3	🔍

Item	Total	Overdue	View
Results Requiring Confirmation	3	3	🔍

Click the View icon to see the details.

Players Declined Team Selection

Back

The following players have declined selection. The email player option is only available if the player has an email address in their member record

Match Date	Team	Player	Team Picker	Email Player
05/02/2018	Anna's Test Site – Indoor	Flynn Hoad	✏️	✉️

Clicking the team picker icon takes you to the page where the player who declined is shown in red.

Click the replace player icon to see this screen:

If the player cannot be found in the squad lists, you can use the search for player facility.
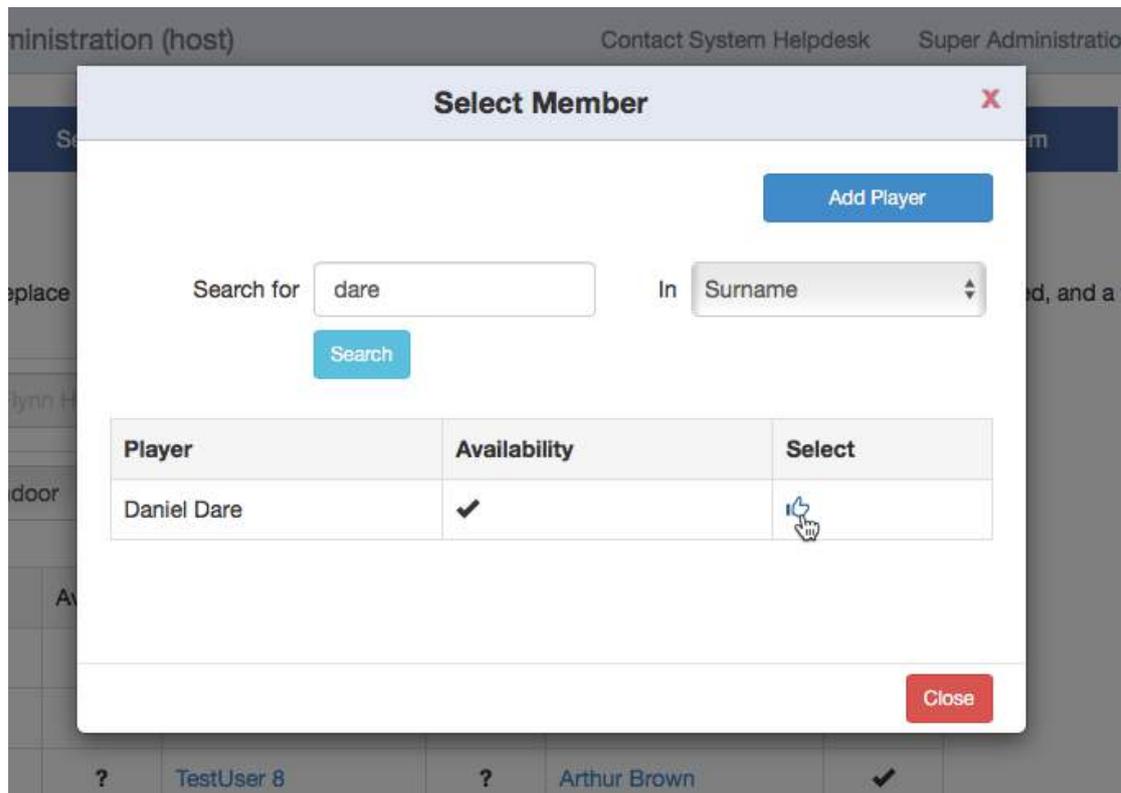
Select the player and then Save the replacement.

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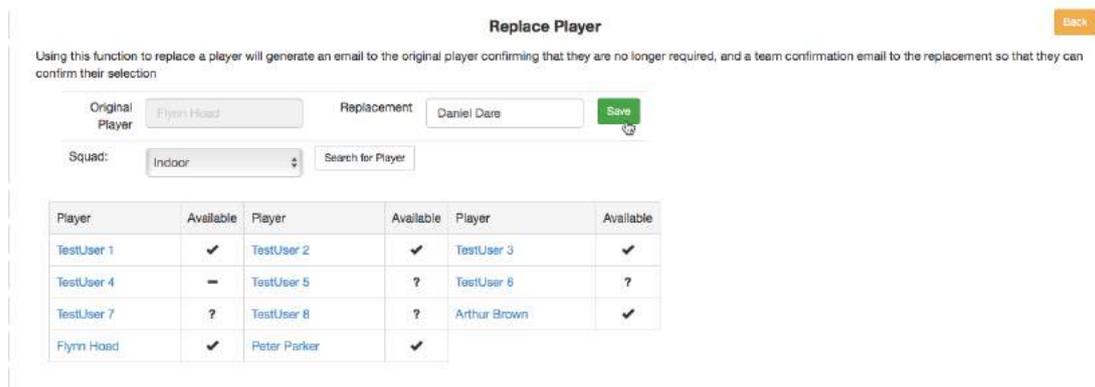
Now save the Team Picker page to clear the notification from the workflow on the Admin homepage.

When the player has been replaced, emails are automatically sent to

1. the player who declined - to confirm that he is no longer playing
2. his replacement - to invite him to play.

The replacement player will need to confirm his selection using a link in the email.