

Custom Admin Roles

The Main Administrator of a site can create custom admin roles, specifying which menu and workflow items the user will be able to see.

Set Up Menu

The option of Administrator Roles is available in the set-up menu.

Any member who has an admin role who accesses Site Administration will see the below menu when they are in the Set-Up tab

| Admin Home | Administrator Roles | League Members | Competitions | Shared Grounds | Results | Registered Players | Subscriptions | Orders | Affiliation Responsibility | Messaging Groups |

Define Admin Roles

Screen 1 Administrator Roles

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

Admin Home Administrator Roles Teams Scoring Rules Messaging Groups

Administrator Roles

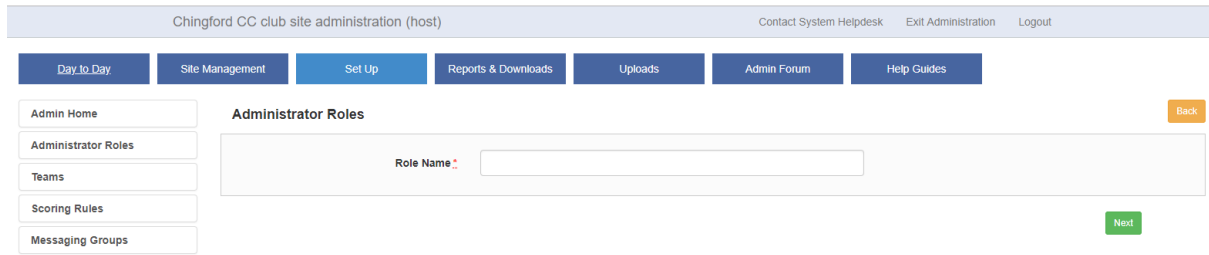
This is where you can define customized administrator roles granting users access to specific menu options and workflow items. All roles automatically grant access to the Admin home page of the site, the Admin Forum and Help Guides

Role Name	Edit	Delete
Custom Admin2		
Treasurer		

[Add](#)

When the user follows the menu-path Set Up > Administrator Roles, the “Administrator Roles” screen will open (screen 1) and the title “Administrator Roles” will be displayed. You will also see the message “This is where you can define customized administrator roles granting users access to specific menu options and workflow items. All roles automatically grant access to the Admin home page of the site, the Admin Forum and Help Guides”

Screen 2 Add Admin Role



Click on the Add button and you will see the screen above.

Enter a Role Name

Select Next

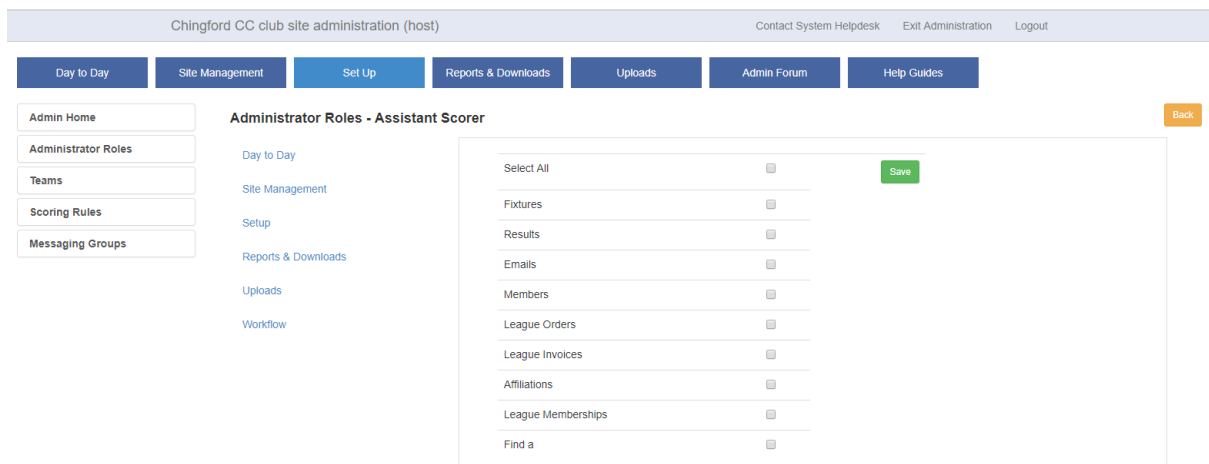
If you've chosen a role name that already exists you will see the message:

“An admin role already exists with this name”

If it's unique, then the next step is to define the access for the role

Screen 3 Define Access

The layout of each tab will be the same, with the content varying by type site



You will see a title of “Administrator Roles - [Name of Role]” and also the tabs | Day to Day | Site Management | Set Up | Reports & Downloads | Uploads | Workflow |

On each tab, select/deselect the options and select Save

Screen 4 Define Access Workflow tab

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Administrator Roles - Assistant Scorer Back

Day to Day Site Management Setup Reports & Downloads Uploads Workflow

Save

- Administrators requiring review
- League invoice
- League order Form
- League registered players requiring a photo
- Match officials in scorecards requiring attention
- Member of the website
- Member records requiring review
- Missing or incomplete results
- Nominations involving your players
- Objections to nominations
- Pending photos
- Pending postings
- Pending video

This screen will display a list of possible workflow items for that type of site. There will not be a select all option

The list of possible items are:

Competition Site (League)

Administrators requiring review
Cancelled matches to be rearranged
Data import: players in scorecards requiring attention
Match officials in scorecards requiring attention
Matches missing confirmation of result
Member of the website
Member records requiring review
Missing or incomplete results
Nomination in progress
Nominations involving your players
Outstanding questionnaires
Outstanding Team Captain Reports
Outstanding Umpire Reports
Partially Completed Questionnaires
Pending Invoices Awaiting Payment
Pending Orders Awaiting Response
Pending Photos
Pending Videos
Player Details Have Changed
Player photo requiring approval
Player record request authorised
Player record request awaiting response

Player record request rejected
Player registered with other leagues
Player transfer agreements invitation
Player transfer agreements removed
Postings
Questionnaires
Registered players requiring a photo
Reports Requiring Review
Request to Unlock Result
Results containing penalty points
Scorecard discrepancies
Scorecard missing scorers
Scorecard missing umpires
Scorecards contain unsure entries for players
Scorecards missing bowlers or fielders
Shared grounds involving your teams
Team sheets containing unregistered players
Team sheets containing unsure players
Team sheets without minimum number of players
Wicket keeper not identified in team sheet

Edit and Remove Roles

To edit a role, click on the Edit icon against the role name and change the name of the role or go into the Define Access screen (screen 3) to edit the access rights for that role

Admin Home

Administrator Roles

Teams

Scoring Rules

Messaging Groups

Administrator Roles

This is where you can define customized administrator roles granting u roles automatically grant access to the Admin home page of the site, th

Role Name

Honey

Site Builder update

Treasurer

To delete a role, click on the Delete icon against the role name, as shown above. The system will validate that no users are connected to that role. If there are, the system will display the message “There are currently [number of users] using this role”. You will need to remove the role from these people before you can delete the role.

If there are no users associated with the role you will get a message:

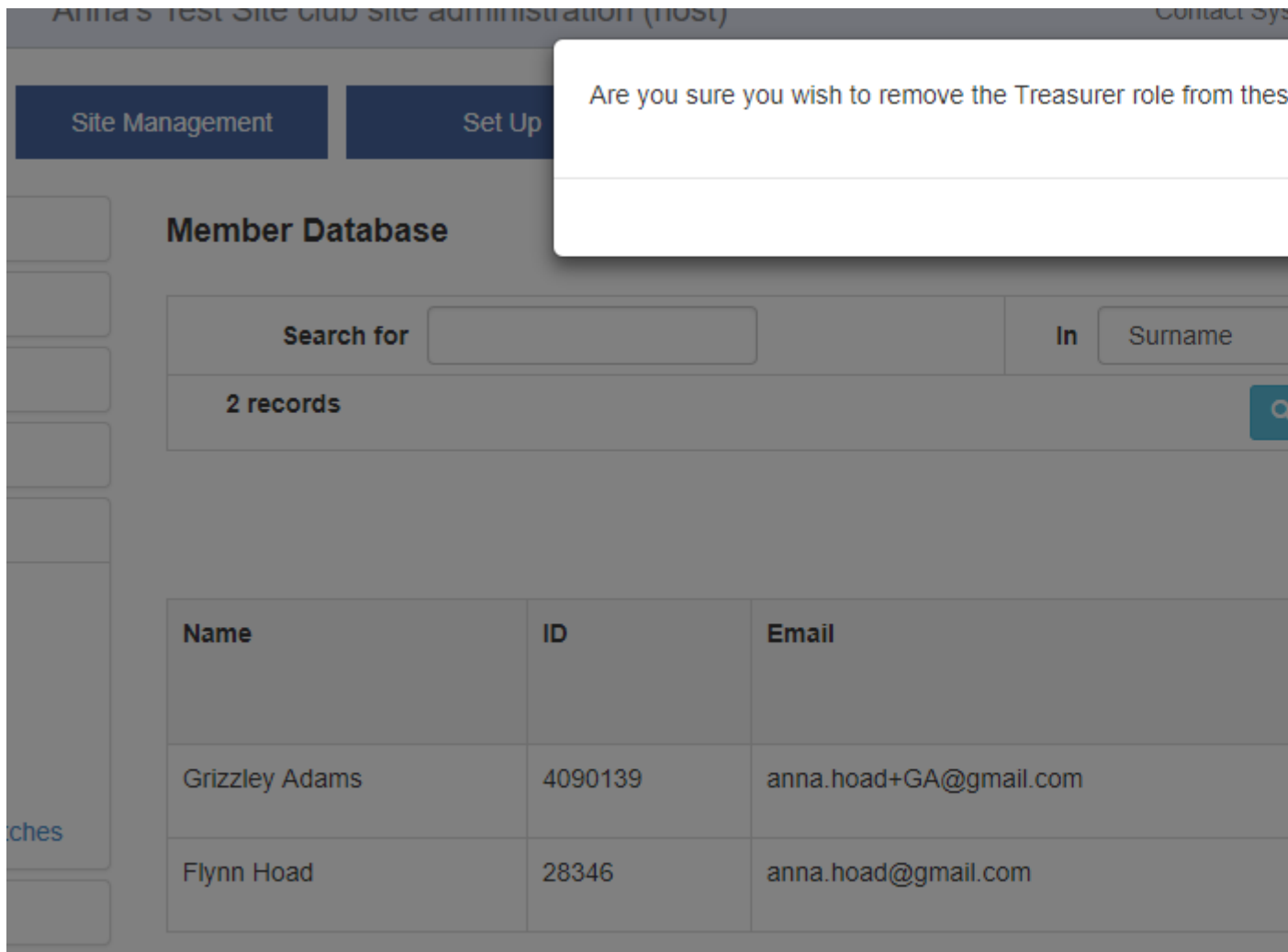
“Are you sure you wish to delete [name of role]?”

Either press OK to delete the custom role or select Cancel to cancel the process

To remove a role from a member, search for the name of the role in the Members Database Search. In this case we are looking at the role of Treasurer

Name	ID	Email	Tele
Grizzley Adams	4090139	anna.hoad+GA@gmail.com	
Flynn Hoad	28346	anna.hoad@gmail.com	012

We are going to remove the role of treasurer from Flynn Hoad. To do this you tick the box against his name in the **Select All** column, and then select the **Remove Role** option



The screen above shows the system message generated as a final warning before the role is removed. Select **Yes** to remove the role

Member Database Search

You can search for members who hold a role by selecting a role name from the drop-down list and then pressing Search



When you search for the role of: Cricket Force, Main Administrator, Member Of The Website, Scorer, Umpire, or any customised admin role created for the site, then you will see the 'Apply this role to other members' button, which will assist you to add other members to the role.

Name	ID	Email	Telepho
Grizzley Adams	4090139	anna.hoad+GA@gmail.com	
Flynn Hoad	28346	anna.hoad@gmail.com	01223 5

Members Admin Edit Roles

Having identified a member with an admin role, you can amend their roles by clicking on the Edit Roles icon

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Admin Home
 Administrator Roles
 Teams
 Scoring Rules
 Messaging Groups

Roles for Billy Butlin

Web Roles Officials Squad Players League Registered Players Messaging Groups Misc

	Status	Start Date
Site Roles		
Member Of The Website	Active Registered (or linked) to the website in question.	12/02/2019
Administrator Role	Main Administrator Select either a main administrator role which provides access to all menu and workflow items or a customized role defined in the site set up	

If adding a player to be nominated to a league, please ensure you activate either a member of website role and / or a squad role so that they can be easily found in your members database

You will see two fields: Member of the Website and Administrator Role. By selecting the drop-down menu against the Administrator Role field you will see all the roles and the message “Select either a main administrator role which provides access to all menu and workflow items or a customized role defined in the site set up”

If a member already has a main administrator role with the site then Main Administrator will be displayed. If the member has a sub administrator role, then nothing will be displayed.

If a member does not have an admin role with the site, the user can select one and press Save. The role will be added with a pending status and a message displayed: “The administrator role is now awaiting activation by [member name] who has been notified of this by email” An example of which is below:

Hi Amber Leonard,

You have been granted an admin role in the Anna's Test Site Play-Cricket site. In order to activate that role, login to <http://annatest.play-cricket.com/> and click on your name at top right; select the Site Admin option and accept the Terms & Conditions to activate your admin rights. You can only access the admin functionality from this site and with the login for which it has been granted, not with another login or from the main Play-Cricket page or another site.

Kind Regards,
 Mars Leonard
 Anna's Test Site Website Administrator

Web - <http://annatest.play-cricket.com/>
 Email - Mars Leonard

Once the user accepts the admin T&Cs, the status of the admin role will be changed to active.

If a member already has an admin role(s) with a site, if you select a different role and press Save, the existing admin roles will be physically removed with the newly selected Administrator role marked as active

You'll see the message "Administrator role has been activated", but no email will be generated.

And a pending admin email will not be generated

Mobile Result Entry

If a registered user has a role of Scorer, Main Administrator or Results Administrator with a site, when they access their account on a mobile phone they will see an option for Result Entry

