Cup Competitions revised 2019

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Setting up a cup competition

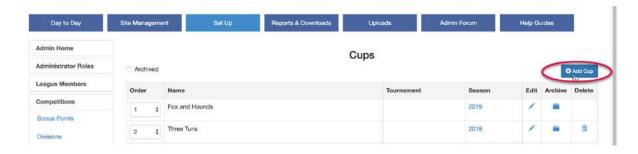
Log into your Play-Cricket competition site, go to Site Administration>Set Up and select Competition from the menu on the left-hand side. Click on the Cups link.



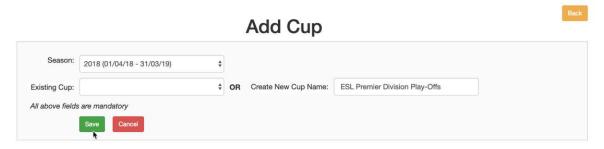
New cup competition

If you want to create a new season for an existing competition, and retain teams, go to page 10.

To create a completely new cup competition (if you didn't have one of the same name before), click the Add Cup button.

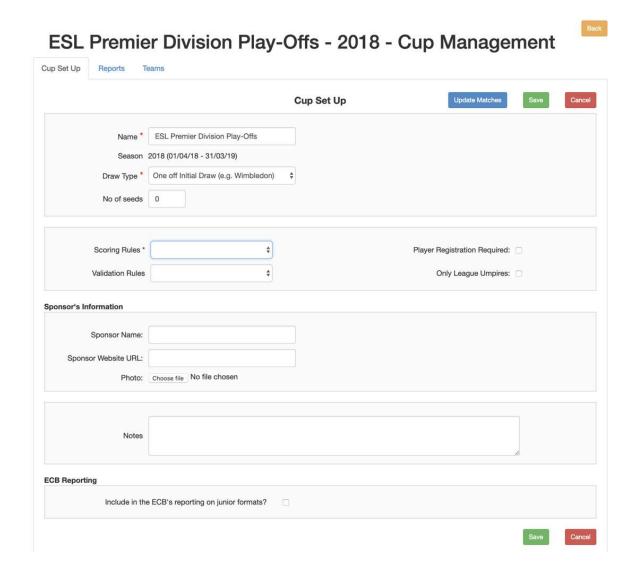


On the following page, check the season dates, complete the name of the new cup and click the Save button.



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You should now see a page that looks like the one below:



Complete the form as follows:

Name*: The title that you entered to create the cup appears here and may be edited.

Type: Choose from

- 1. One off Initial Draw (e.g. Wimbledon)
- 2. Redraw each Round (e.g. FA Cup)

No of seeds: If you enter a number into this field, then you may enter a seed number against a team in the Team Management section.

Scoring Rules: Make a selection from the drop-down list. If the list does not have a set of rules that suit your format, then you may copy the closest match and modify the rules to suit. See https://play-cricket.ecb.co.uk/hc/en-us/articles/360000746898-Scoring-Rules-Match-Types-Competition-Sites

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Validation Rules: Select from a drop-down list of rules that you may have already created. (See articles in https://play-cricket.ecb.co.uk/hc/en-us/categories/115000623525-Site-Administration for further information on validation rules)

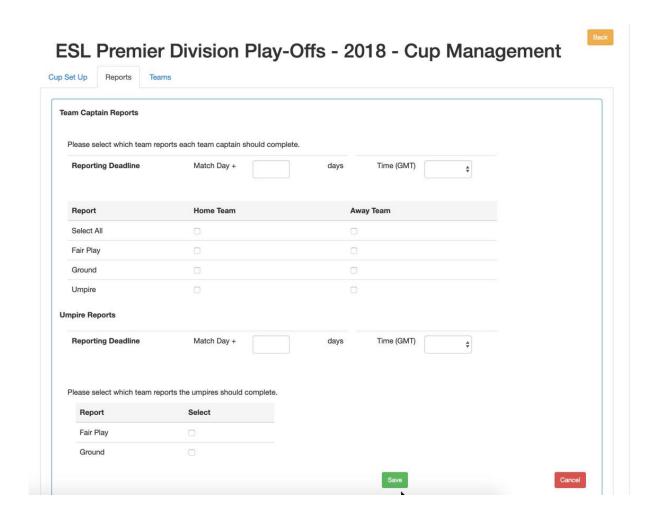
Player Registration Required: If you tick this box, then players cannot be selected by the club to play unless they are registered with your competition site.

Only League Umpires: Tick this box if the fixture cannot be officiated by non-league umpires.

Sponsor's Information: Complete the name, URL and upload a small logo if required.

The sponsor's logo and URL will appear on the public side.

When you click the Save button, the Reports page should be displayed.



Documentation for the Team Captains and Umpires Reports may be found here https://play-cricket.ecb.co.uk/hc/en-us/articles/115004171389-Team-Captains-Umpire-Reports-League-

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Adding Teams

Click the Add button to add a team or a placeholder if the team is unknown at the time of setup.

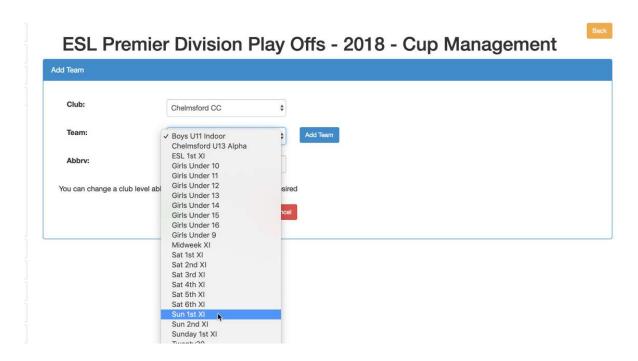


Select a club from the dropdown list. The clubs in the list are those that were set up in the site's league members. If the required club does not appear in the list, it must be added via the League Members function. (See the topic 'League Members' in the Help Guides on the Admin Home page.)

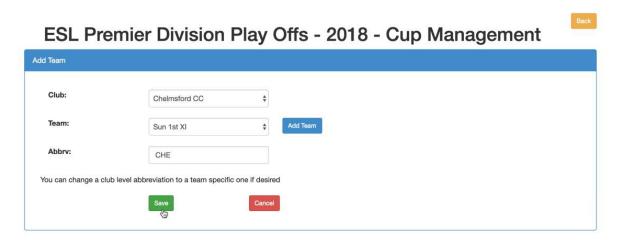


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Now pick the team from the Teams dropdown list.

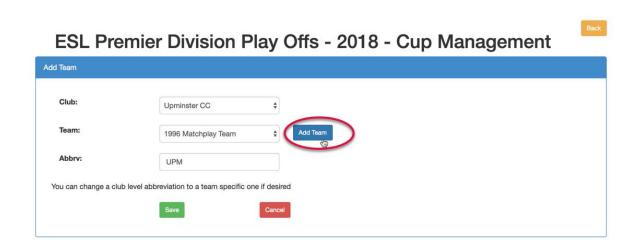


If an abbreviation was created for the club when it was added to the Members List, it will appear in the last field. This may be changed to a team specific one. Save the team to add it to the competition.

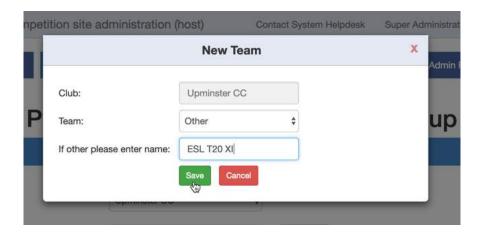


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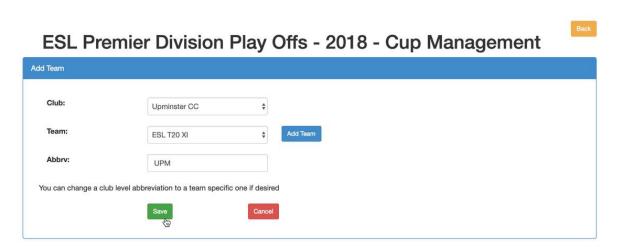
Suppose that the team is not listed for the club that you picked. Ideally, you should contact the club to create the team. If you are in a hurry, click the Add Team button to add a team and it will be created on the club's Play-Cricket site.



In the example below, a new T20 team would be created.

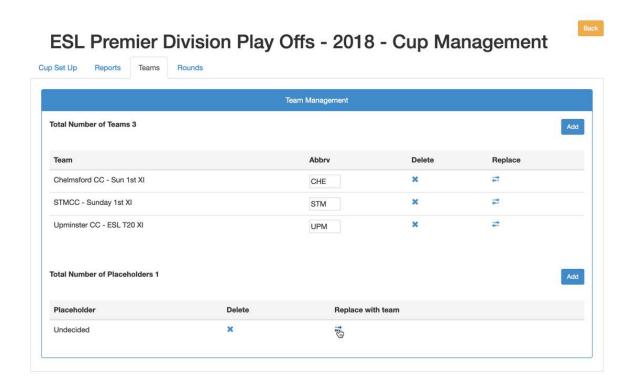


Save the team to add it to the cup competition.



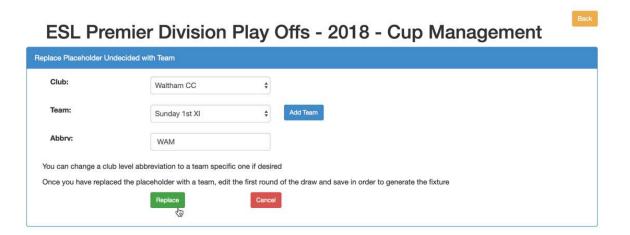
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Here is the Team Management page showing 3 teams, plus 1 placeholder. There are no seeds (specified in Cup Set Up). If used, seeds must be added before the draw takes place. Continue to add more teams to the competition as before if required.



Teams and placeholders may be deleted or replaced in this section.

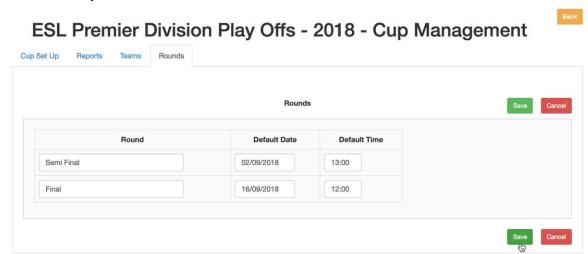
To replace a team or placeholder, click the arrows icon to open the dialogue, enter the team details and click the Replace button.



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Rounds

Now complete the dates for the rounds. The number of rounds generated is determined by the number of teams.



Complete the dates for **all** of the rounds before saving the form. The title of the round may be edited to suit.

When this page has been saved, the Draws tab will become available.

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Pre-existing cup competitions

If you have an existing competition and want to create the same competition for the next season and retain the teams, take the following steps:

- 1. Archive the competition from the previous season;
- 2. Tick the Archive checkbox to view the Archived competitions;
- 3. Select New Season for the competition.



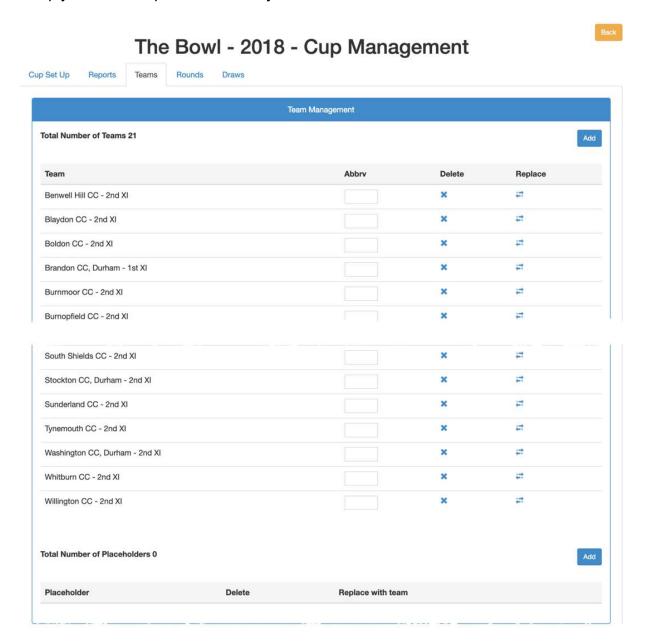
Select OK in answer to this question: "Are you sure you want to generate a new season for the Cup?"

Uncheck the 'Archived' box to view the competition for the new season and click Edit to see the teams.

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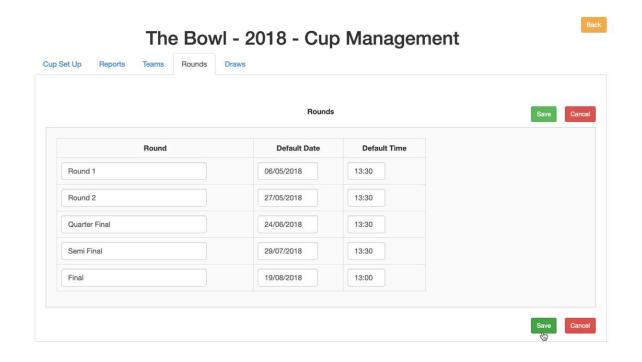
Here is an example of a cup competition where the teams have been carried forward from the previous season.

Simply delete or replace teams as you need to.



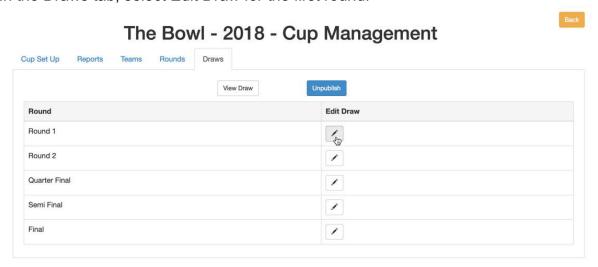
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When the teams have been set up, enter the dates and times for the rounds.

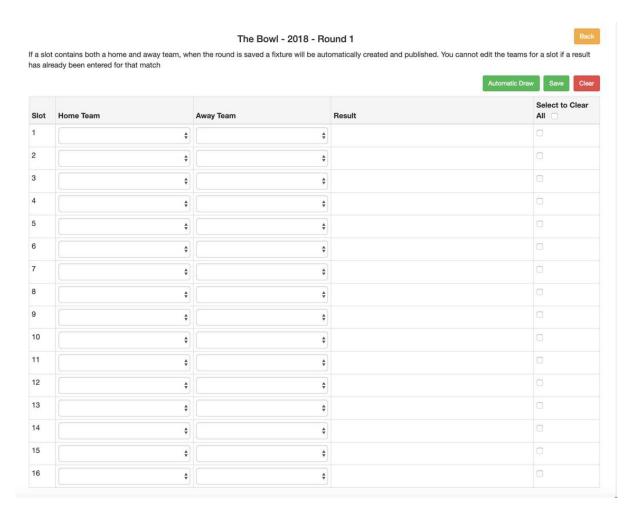


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In the Draws tab, select Edit Draw for the first round.

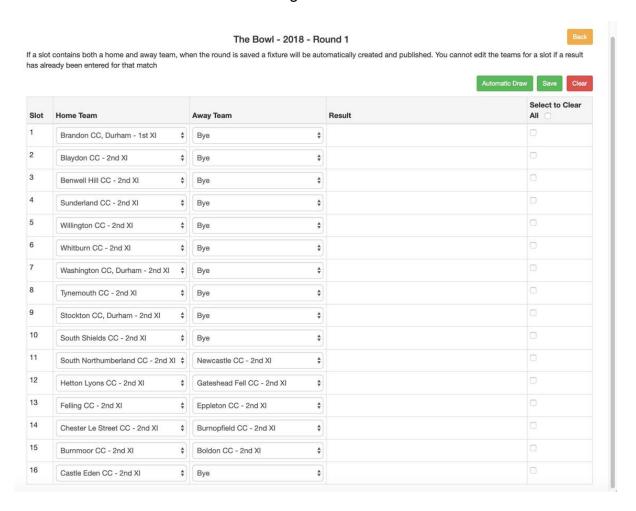


The layout of the page allows administrators to make the draw for only one round at a time.



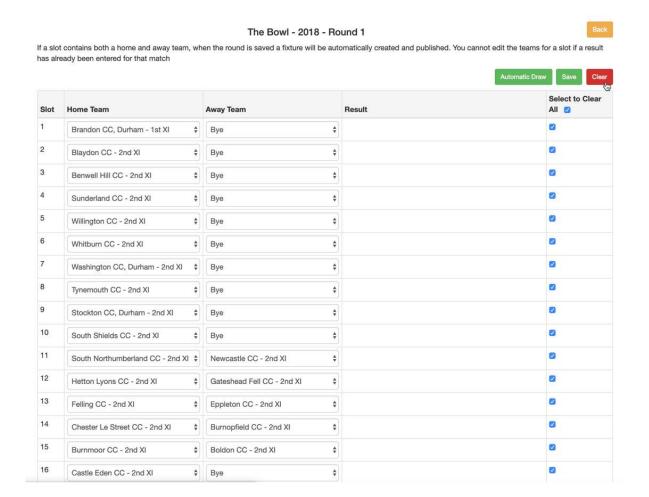
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This is a view of the draw after selecting the Automatic Draw button.



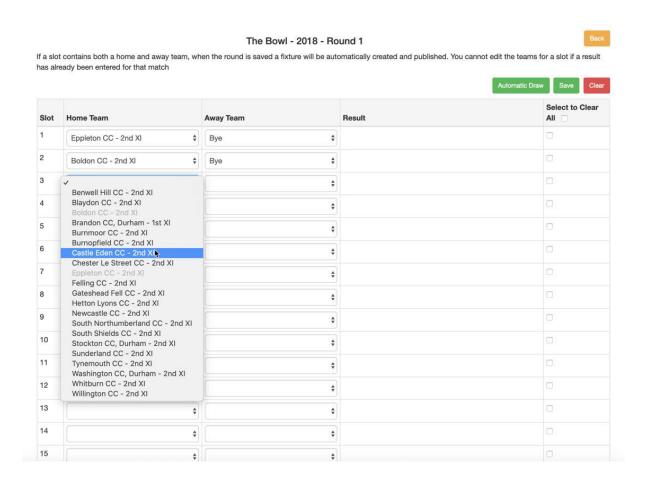
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To clear this draw and enter your own pairings, tick the box 'Select to Clear All' and then click the Clear button.



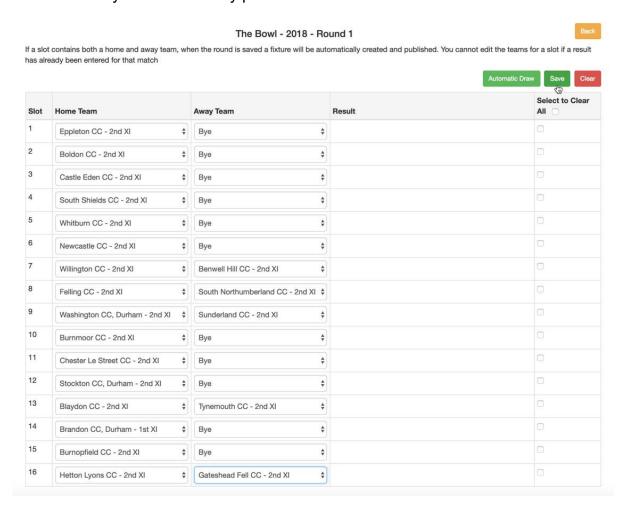
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Complete the empty slots for the draw. Teams that have already been selected will be greyed out. Note that there is no 'Bye' option for the Home Team to prevent a 'Bye vs Bye' situation from being entered.

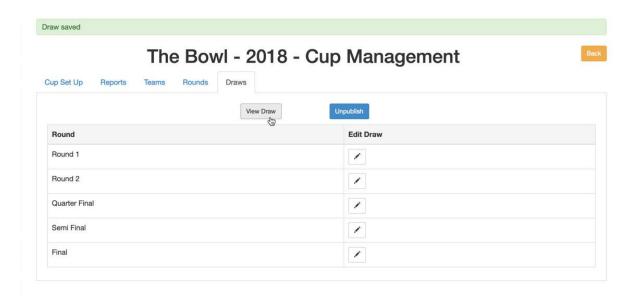


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The round may be saved at any point.



Click the View Draw button to see it in table form. If you are not ready to publish the fixtures, click the Unpublish button.



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View Draw



Round 1 (06/05/2018)	Round 2 (27/05/2018)	Quarter Final (24/06/2018)	Semi Final (29/07/2018)	(19/0
Eppleton CC - 2nd XI				
Vs				
Bye				
	Vs			
Boldon CC - 2nd XI				
Vs				
Bye				
		Vs		
Castle Eden CC - 2nd XI				
Vs				
Bye				
	Vs			
South Shields CC - 2nd XI				
Blaydon CC - 2nd XI				
Vs Q				
Tynemouth CC - 2nd XI				
	Vs			
Brandon CC, Durham - 1st XI				
Vs				
Bye				
_		- Vs		
Burnopfield CC - 2nd XI				
Vs				
Bye				
	Vs			
Hetton Lyons CC - 2nd XI				
Vs @				
Gateshead Fell CC - 2nd XI				

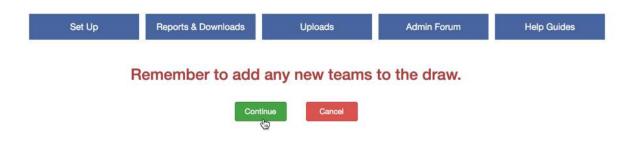
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Adding a new team to the draw

To add a new team, go to the Teams tab and select Add.



You will get a reminder to add new teams to the draw.

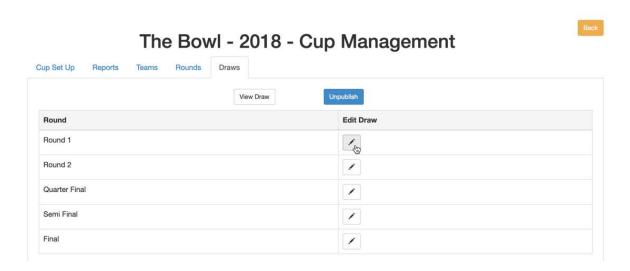


The total number of teams will be increased by the number of additions. Select the Draws tab to edit the draw.



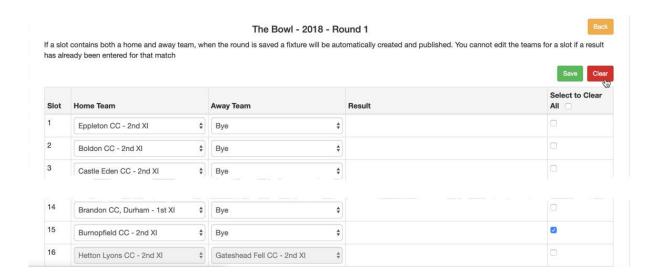
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Select the Edit Draw icon for the round to be edited.

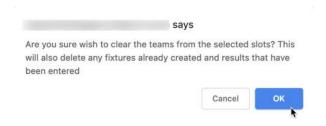


The new team is to be added in slot 15 as the Home team.

To do this, tick the check box to the right of slot 15 and select the red Clear button.



You will get the following warning to check that you really mean to clear the teams from the slot(s). Select OK if you agree.

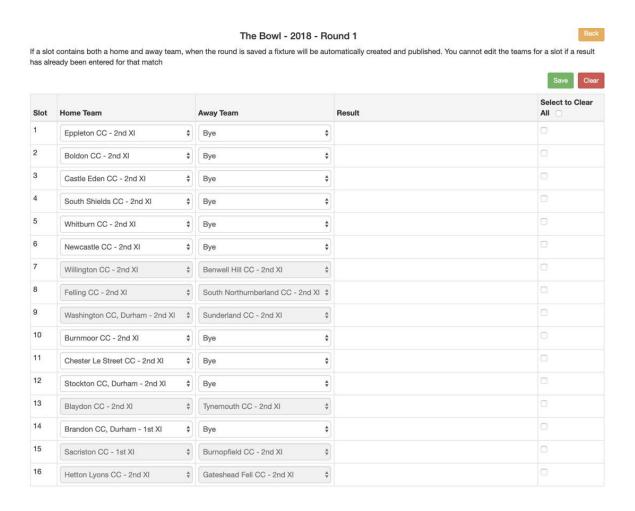


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Select and add the teams as required. When you Save the changes, the fixtures will be published as before.



Here is the full draw:



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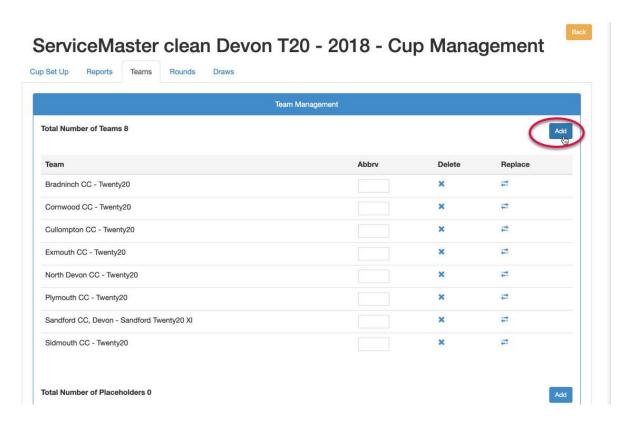
Adding a team to the cup competition after a draw has been made

This is possible only if *no matches have been played*.

Go to Set Up>Competitions>Cups and select Edit for the competition to be changed.



Select the Teams tab and click the blue Add button.



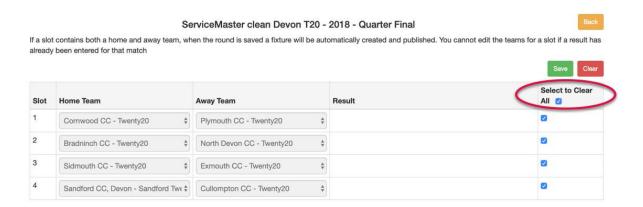
If you proceed to add teams such that an extra round must be created (e.g. you have more than 8 teams in the quarter final) then you will be asked to clear the draws that have already been created before continuing.

Adding a further team will require an additional round in this competition. Please clear the draws for any rounds before continuing.



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Clear the whole round before returning to the Teams tab to add more teams.



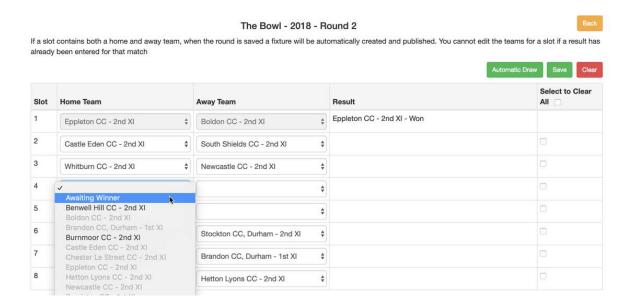
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Publishing the next round before the previous one has completed.

Many administrators want to publish the next round before the first has been completed. To maintain flexibility, the fixtures need to be entered manually where Byes are in place for the 1st round. As the round is populated and saved, it will be immediately be visible in the cup draw and any fixtures created will be visible in the clubs' sites.

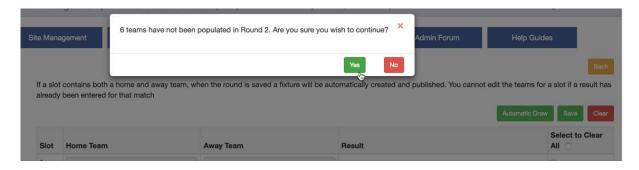
Where a slot cannot be filled because the match has not been played, it is best to leave this slot empty and then populate it as the matches from the previous round are completed.

In the example below, two teams had byes in the first round, but they will be Away teams in round 2.



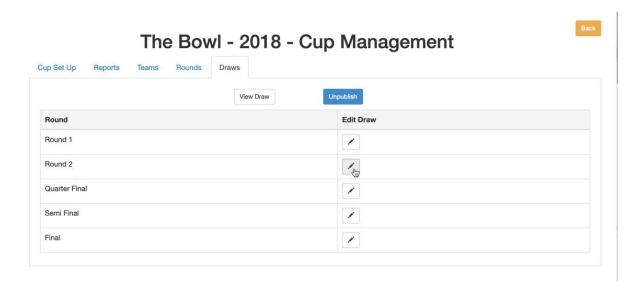
Select 'Awaiting Winner' for the Home team. Enter the team into the Away Team slot and Save the round.

You will get the following prompt if not all of the slots have been populated:

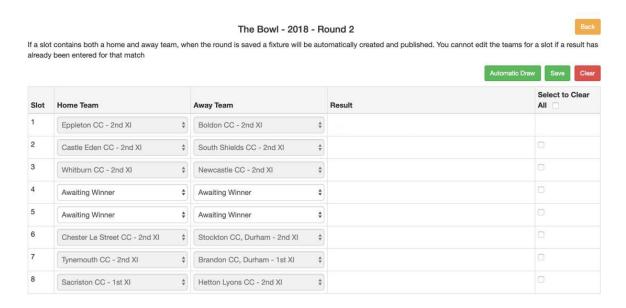


Click Yes to continue.

The round has saved and is automatically published because the cup draw as a whole is set to published.

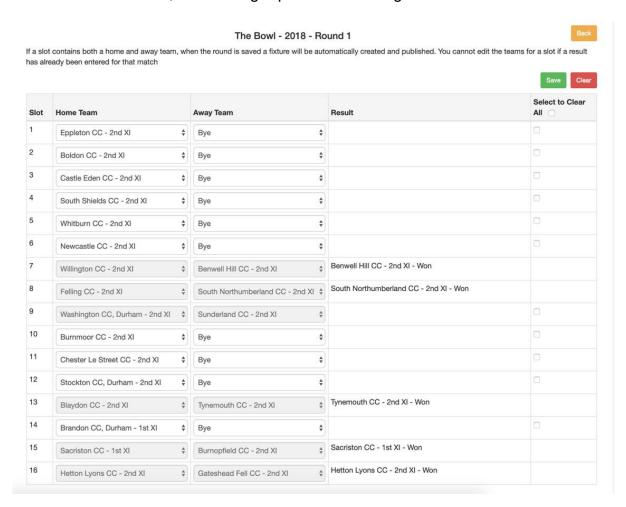


Now if the Edit icon for Round 2 is selected, you will see that 'Awaiting Winner' has been entered into the Home and Away Team slots.

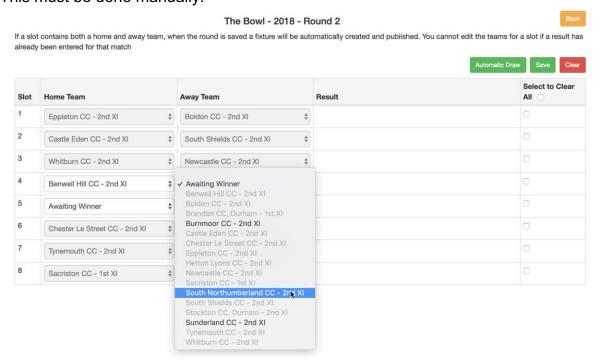


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As results are entered, it is no longer possible to change the teams for that match.

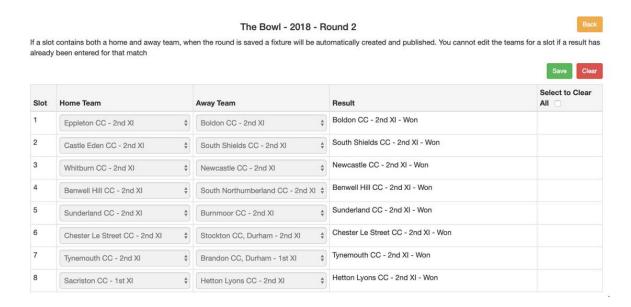


The winner of a match is no longer automatically pushed through to the next round. This must be done manually.

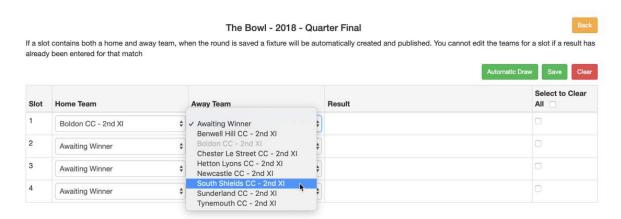


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Here is Round 2 populated with the results.



Now fill in the slots for the quarter final and Save the round when complete. The fixtures will be automatically published.



Continue in this manner until the competition is complete.

N.B. If you choose to 'Unpublish' the cup draw at any time, all of the rounds will be unpublished, meaning that the clubs won't be able to view their fixtures or results for the cup competition.

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