

## 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.

The screenshot shows the administration dashboard. At the top, there are navigation tabs: Day to Day, Site Management, Set Up (circled in red), Reports & Downloads, Uploads, Admin Forum, and Help Guides. On the left, a sidebar menu includes Admin Home, Administrator Roles, League Members, Competitions, Bonus Points, Divisions, Cups (circled in red), and Scoring Rules. The main content area is titled 'Admin Home' and features a 'Your Actions' table with columns for Item, Number, and View. The table lists various actions like 'Match Officials in Scorecards Requiring Attention' (20), 'Matches Missing Confirmation of Result' (5), 'Member of the Website' (1), 'Missing or Incomplete Results' (40), 'Nomination In Progress' (4), and 'Nominations involving your players' (1). To the right, there is a 'Current Notices to Administrators' section with a link to a 'New feature - Category search for player nominations' and a 'Play-Cricket Release 27 June 2018' notice.

## 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.

The screenshot shows the 'Cups' management page. At the top, there are navigation 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, Administrator Roles, League Members, Competitions, Bonus Points, and Divisions. The main content area is titled 'Cups' and features a table with columns for Order, Name, Tournament, Season, Edit, Archive, and Delete. The table lists two cups: 'Fox and Hounds' (Order 1, Season 2019) and 'Three Tuns' (Order 2, Season 2019). An 'Add Cup' button is circled in red in the top right corner.

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

The screenshot shows the 'Add Cup' form. At the top right, there is a 'Back' button. The form has a title 'Add Cup'. It contains a 'Season' dropdown menu with the value '2018 (01/04/18 - 31/03/19)'. Below it, there is an 'Existing Cup' dropdown menu and an 'OR' separator, followed by a 'Create New Cup Name' text input field with the value 'ESL Premier Division Play-Offs'. A note below the form states 'All above fields are mandatory'. At the bottom, there are two buttons: 'Save' (highlighted in green) and 'Cancel'.

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

The screenshot shows a web form for 'ESL Premier Division Play-Offs - 2018 - Cup Management'. The form is titled 'Cup Set Up' and has a 'Back' button in the top right corner. The form is divided into several sections:

- Cup Set Up:** Contains fields for 'Name \*' (ESL Premier Division Play-Offs), 'Season' (2018 (01/04/18 - 31/03/19)), 'Draw Type \*' (One off Initial Draw (e.g. Wimbledon)), and 'No of seeds' (0). Buttons for 'Update Matches', 'Save', and 'Cancel' are located to the right of this section.
- Scoring Rules \*:** A drop-down menu.
- Validation Rules:** A drop-down menu.
- Player Registration Required:** A checkbox.
- Only League Umpires:** A checkbox.
- Sponsor's Information:** Contains fields for 'Sponsor Name:', 'Sponsor Website URL:', and 'Photo: Choose file No file chosen'.
- Notes:** A large text area.
- ECB Reporting:** Contains a checkbox for 'Include in the ECB's reporting on junior formats?'.

Buttons for 'Save' and 'Cancel' are located at the bottom right of the form.

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>

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.

**ESL Premier Division Play-Offs - 2018 - Cup Management** Back

Cup Set Up | Reports | Teams

### Team Captain Reports

Please select which team reports each team captain should complete.

Reporting Deadline: Match Day +  days Time (GMT)

Report	Home Team	Away Team
Select All	<input type="checkbox"/>	<input type="checkbox"/>
Fair Play	<input type="checkbox"/>	<input type="checkbox"/>
Ground	<input type="checkbox"/>	<input type="checkbox"/>
Umpire	<input type="checkbox"/>	<input type="checkbox"/>

### Umpire Reports

Reporting Deadline: Match Day +  days Time (GMT)

Please select which team reports the umpires should complete.

Report	Select
Fair Play	<input type="checkbox"/>
Ground	<input type="checkbox"/>

Save Cancel

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>

## Adding Teams

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

### ESL Premier Division Play-Offs - 2018 - Cup Management Back

Cup Set Up Reports Teams

#### Team Management

Total Number of Teams 0 Add

Team	Abbrv	Delete	Replace
------	-------	--------	---------

Total Number of Placeholders 0 Add

Placeholder	Delete	Replace with team
-------------	--------	-------------------

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.)

### ESL Premier Division Play Offs - 2018 - Cup Management Back

#### Add Team

Club:

Team:  Add Team

Abbrv:

You can change a club level ab

- ✓ Bardoli CC
- Belhus CC
- Benfleet CC
- Billericay CC
- Buckhurst Hill CC
- Chelmsford CC**
- East Essex Stallions CC
- Eastonians CC
- Gidea Park & Romford CC
- Goresbrook CC
- Hadleigh & Thundersley CC, Essex
- Hainault & Clayhall CC
- Harlow Town CC
- Harold Wood CC

Now pick the team from the Teams dropdown list.

ESL Premier Division Play Offs - 2018 - Cup Management Back

Add Team

Club: Chelmsford CC

Team: 

- Boys U11 Indoor
- Chelmsford U13 Alpha
- ESL 1st XI
- Girls Under 10
- Girls Under 11
- Girls Under 12
- Girls Under 13
- Girls Under 14
- Girls Under 15
- Girls Under 16
- Girls Under 9
- Midweek XI
- Sat 1st XI
- Sat 2nd XI
- Sat 3rd XI
- Sat 4th XI
- Sat 5th XI
- Sat 6th XI
- Sun 1st XI
- Sun 2nd XI
- Sunday 1st XI
- Tuesday XI

Abbvr:

You can change a club level abbreviation to a team specific one if desired

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.

ESL Premier Division Play Offs - 2018 - Cup Management Back

Add Team

Club: Chelmsford CC

Team: Sun 1st XI

Abbvr: CHE

You can change a club level abbreviation to a team specific one if desired

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.

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## ESL Premier Division Play Offs - 2018 - Cup Management

**Add Team**

**Club:**

**Team:**  Add Team

**Abbrv:**

You can change a club level abbreviation to a team specific one if desired

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

Competition site administration (host)    Contact System Helpdesk    Super Administration

### New Team X

**Club:**

**Team:**

If other please enter name:

Save the team to add it to the cup competition.

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## ESL Premier Division Play Offs - 2018 - Cup Management

**Add Team**

**Club:**

**Team:**

**Abbrv:**

You can change a club level abbreviation to a team specific one if desired

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.

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## ESL Premier Division Play Offs - 2018 - Cup Management

Cup Set Up   Reports   **Teams**   Rounds

Team Management

**Total Number of Teams 3** [Add](#)

Team	Abbrv	Delete	Replace
Chelmsford CC - Sun 1st XI	CHE	✕	↔
STMCC - Sunday 1st XI	STM	✕	↔
Upminster CC - ESL T20 XI	UPM	✕	↔

**Total Number of Placeholders 1** [Add](#)

Placeholder	Delete	Replace with team
Undecided	✕	↔

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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## ESL Premier Division Play Offs - 2018 - Cup Management

Replace Placeholder Undecided with Team

**Club:**

**Team:**  [Add Team](#)

**Abbrv:**

You can change a club level abbreviation to a team specific one if desired

Once you have replaced the placeholder with a team, edit the first round of the draw and save in order to generate the fixture

Replace
Cancel



## Rounds

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

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### ESL Premier Division Play Offs - 2018 - Cup Management

[Cup Set Up](#) [Reports](#) [Teams](#) **Rounds**

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

Round	Default Date	Default Time
<input type="text" value="Semi Final"/>	<input type="text" value="02/09/2018"/>	<input type="text" value="13:00"/>
<input type="text" value="Final"/>	<input type="text" value="16/09/2018"/>	<input type="text" value="12:00"/>

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

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.

## 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.

**Cups**

Archived [Add Cup](#)

Re-Order	Name	Tournament	Season	Reactivate	New Season
1	The Salver		2018	<a href="#">+</a>	
1	NEPL Play Off		2017	<a href="#">+</a>	<a href="#">+</a>
1	The Salver		2017	<a href="#">+</a>	
2	The Bowl		2017	<a href="#">+</a>	<a href="#">+</a>
3	The Cup		2017	<a href="#">+</a>	<a href="#">+</a>

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.

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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## The Bowl - 2018 - Cup Management

Cup Set Up
Reports
Teams
Rounds
Draws

Team Management

**Total Number of Teams 21** Add

Team	Abbrv	Delete	Replace
Benwell Hill CC - 2nd XI	<input type="text"/>	✕	↔
Blaydon CC - 2nd XI	<input type="text"/>	✕	↔
Boldon CC - 2nd XI	<input type="text"/>	✕	↔
Brandon CC, Durham - 1st XI	<input type="text"/>	✕	↔
Burnmoor CC - 2nd XI	<input type="text"/>	✕	↔
Burnopfield CC - 2nd XI	<input type="text"/>	✕	↔
South Shields CC - 2nd XI	<input type="text"/>	✕	↔
Stockton CC, Durham - 2nd XI	<input type="text"/>	✕	↔
Sunderland CC - 2nd XI	<input type="text"/>	✕	↔
Tynemouth CC - 2nd XI	<input type="text"/>	✕	↔
Washington CC, Durham - 2nd XI	<input type="text"/>	✕	↔
Whitburn CC - 2nd XI	<input type="text"/>	✕	↔
Willington CC - 2nd XI	<input type="text"/>	✕	↔

**Total Number of Placeholders 0** Add

Placeholder	Delete	Replace with team

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

## The Bowl - 2018 - Cup Management

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[Cup Set Up](#)   [Reports](#)   [Teams](#)   **[Rounds](#)**   [Draws](#)

**Rounds** [Save](#) [Cancel](#)

Round	Default Date	Default Time
<input type="text" value="Round 1"/>	<input type="text" value="06/05/2018"/>	<input type="text" value="13:30"/>
<input type="text" value="Round 2"/>	<input type="text" value="27/05/2018"/>	<input type="text" value="13:30"/>
<input type="text" value="Quarter Final"/>	<input type="text" value="24/06/2018"/>	<input type="text" value="13:30"/>
<input type="text" value="Semi Final"/>	<input type="text" value="29/07/2018"/>	<input type="text" value="13:30"/>
<input type="text" value="Final"/>	<input type="text" value="19/08/2018"/>	<input type="text" value="13:00"/>

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

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

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## The Bowl - 2018 - Cup Management

Cup Set Up   Reports   Teams   Rounds   **Draws**

View Draw   **Unpublish**

Round	Edit Draw
Round 1	
Round 2	
Quarter Final	
Semi Final	
Final	

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

**The Bowl - 2018 - Round 1** [Back](#)

If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

[Automatic Draw](#)   [Save](#)   [Clear](#)

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
1	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
6	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
7	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
8	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
9	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
10	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
11	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
12	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
13	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
14	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
15	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
16	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

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

The Bowl - 2018 - Round 1

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If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

Automatic Draw Save Clear

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
1	Brandon CC, Durham - 1st XI	Bye		<input type="checkbox"/>
2	Blaydon CC - 2nd XI	Bye		<input type="checkbox"/>
3	Benwell Hill CC - 2nd XI	Bye		<input type="checkbox"/>
4	Sunderland CC - 2nd XI	Bye		<input type="checkbox"/>
5	Willington CC - 2nd XI	Bye		<input type="checkbox"/>
6	Whitburn CC - 2nd XI	Bye		<input type="checkbox"/>
7	Washington CC, Durham - 2nd XI	Bye		<input type="checkbox"/>
8	Tynemouth CC - 2nd XI	Bye		<input type="checkbox"/>
9	Stockton CC, Durham - 2nd XI	Bye		<input type="checkbox"/>
10	South Shields CC - 2nd XI	Bye		<input type="checkbox"/>
11	South Northumberland CC - 2nd XI	Newcastle CC - 2nd XI		<input type="checkbox"/>
12	Hetton Lyons CC - 2nd XI	Gateshead Fell CC - 2nd XI		<input type="checkbox"/>
13	Felling CC - 2nd XI	Eppleton CC - 2nd XI		<input type="checkbox"/>
14	Chester Le Street CC - 2nd XI	Burnopfield CC - 2nd XI		<input type="checkbox"/>
15	Burnmoor CC - 2nd XI	Boldon CC - 2nd XI		<input type="checkbox"/>
16	Castle Eden CC - 2nd XI	Bye		<input type="checkbox"/>

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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If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

Automatic Draw Save Clear

Slot	Home Team	Away Team	Result	Select to Clear All <input checked="" type="checkbox"/>
1	Brandon CC, Durham - 1st XI	Bye		<input checked="" type="checkbox"/>
2	Blaydon CC - 2nd XI	Bye		<input checked="" type="checkbox"/>
3	Benwell Hill CC - 2nd XI	Bye		<input checked="" type="checkbox"/>
4	Sunderland CC - 2nd XI	Bye		<input checked="" type="checkbox"/>
5	Willington CC - 2nd XI	Bye		<input checked="" type="checkbox"/>
6	Whitburn CC - 2nd XI	Bye		<input checked="" type="checkbox"/>
7	Washington CC, Durham - 2nd XI	Bye		<input checked="" type="checkbox"/>
8	Tynemouth CC - 2nd XI	Bye		<input checked="" type="checkbox"/>
9	Stockton CC, Durham - 2nd XI	Bye		<input checked="" type="checkbox"/>
10	South Shields CC - 2nd XI	Bye		<input checked="" type="checkbox"/>
11	South Northumberland CC - 2nd XI	Newcastle CC - 2nd XI		<input checked="" type="checkbox"/>
12	Hetton Lyons CC - 2nd XI	Gateshead Fell CC - 2nd XI		<input checked="" type="checkbox"/>
13	Felling CC - 2nd XI	Eppleton CC - 2nd XI		<input checked="" type="checkbox"/>
14	Chester Le Street CC - 2nd XI	Burnopfield CC - 2nd XI		<input checked="" type="checkbox"/>
15	Burnmoor CC - 2nd XI	Boldon CC - 2nd XI		<input checked="" type="checkbox"/>
16	Castle Eden CC - 2nd XI	Bye		<input checked="" type="checkbox"/>

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.

The Bowl - 2018 - Round 1

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If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

Automatic Draw Save Clear

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
1	Eppleton CC - 2nd XI	Bye		<input type="checkbox"/>
2	Boldon CC - 2nd XI	Bye		<input type="checkbox"/>
3	<ul style="list-style-type: none"> <li>✓ Benwell Hill CC - 2nd XI</li> <li>Blaydon CC - 2nd XI</li> <li>Boldon CC - 2nd XI</li> <li>Brandon CC, Durham - 1st XI</li> <li>Burnmoor CC - 2nd XI</li> <li>Burnopfield CC - 2nd XI</li> <li>Castle Eden CC - 2nd XI</li> <li>Chester Le Street CC - 2nd XI</li> <li>Eppleton CC - 2nd XI</li> <li>Felling CC - 2nd XI</li> <li>Gateshead Fell CC - 2nd XI</li> <li>Hetton Lyons CC - 2nd XI</li> <li>Newcastle CC - 2nd XI</li> <li>South Northumberland CC - 2nd XI</li> <li>South Shields CC - 2nd XI</li> <li>Stockton CC, Durham - 2nd XI</li> <li>Sunderland CC - 2nd XI</li> <li>Tynemouth CC - 2nd XI</li> <li>Washington CC, Durham - 2nd XI</li> <li>Whitburn CC - 2nd XI</li> <li>Willington CC - 2nd XI</li> </ul>			<input type="checkbox"/>
4				<input type="checkbox"/>
5				<input type="checkbox"/>
6				<input type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
9				<input type="checkbox"/>
10				<input type="checkbox"/>
11				<input type="checkbox"/>
12				<input type="checkbox"/>
13				<input type="checkbox"/>
14				<input type="checkbox"/>
15				<input type="checkbox"/>



The round may be saved at any point.

**The Bowl - 2018 - Round 1** [Back](#)

If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

Automatic Draw
Save
Clear

Slot	Home Team	Away Team	Result	Select to Clear
1	<input type="text" value="Eppleton CC - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
2	<input type="text" value="Baldon CC - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
3	<input type="text" value="Castle Eden CC - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
4	<input type="text" value="South Shields CC - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
5	<input type="text" value="Whitburn CC - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
6	<input type="text" value="Newcastle CC - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
7	<input type="text" value="Willington CC - 2nd XI"/>	<input type="text" value="Benwell Hill CC - 2nd XI"/>		<input type="checkbox"/>
8	<input type="text" value="Felling CC - 2nd XI"/>	<input type="text" value="South Northumberland CC - 2nd XI"/>		<input type="checkbox"/>
9	<input type="text" value="Washington CC, Durham - 2nd XI"/>	<input type="text" value="Sunderland CC - 2nd XI"/>		<input type="checkbox"/>
10	<input type="text" value="Burnmoor CC - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
11	<input type="text" value="Chester Le Street CC - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
12	<input type="text" value="Stockton CC, Durham - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
13	<input type="text" value="Blaydon CC - 2nd XI"/>	<input type="text" value="Tynemouth CC - 2nd XI"/>		<input type="checkbox"/>
14	<input type="text" value="Brandon CC, Durham - 1st XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
15	<input type="text" value="Burnopfield CC - 2nd XI"/>	<input type="text" value="Bye"/>		<input type="checkbox"/>
16	<input type="text" value="Hetton Lyons CC - 2nd XI"/>	<input type="text" value="Gateshead Fell CC - 2nd XI"/>		<input type="checkbox"/>

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

Draw saved

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[Reports](#)
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Draws

View Draw
Unpublish

Round	Edit Draw
Round 1	<input type="text" value="✎"/>
Round 2	<input type="text" value="✎"/>
Quarter Final	<input type="text" value="✎"/>
Semi Final	<input type="text" value="✎"/>
Final	<input type="text" value="✎"/>

## The Bowl - 2018

Round 1 (06/05/2018)	Round 2 (27/05/2018)	Quarter Final (24/06/2018)	Semi Final (29/07/2018)	Final (19/08/2018)
<p>Eppleton CC - 2nd XI Vs Bye</p>				
	Vs			
<p>Boldon CC - 2nd XI Vs Bye</p>				
		Vs		
<p>Castle Eden CC - 2nd XI Vs Bye</p>				
	Vs			
<p>South Shields CC - 2nd XI Vs Bye</p>				
<p>Blaydon CC - 2nd XI Vs Tynemouth CC - 2nd XI</p>				
	Vs			
<p>Brandon CC, Durham - 1st XI Vs Bye</p>				
		Vs		
<p>Burnopfield CC - 2nd XI Vs Bye</p>				
	Vs			
<p>Hetton Lyons CC - 2nd XI Vs Gateshead Fell CC - 2nd XI</p>				

## Adding a new team to the draw

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

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### The Bowl - 2018 - Cup Management

Cup Set Up   Reports   **Teams**   Rounds   Draws

Team Management

**Total Number of Teams 21** Add

Team	Abbrev	Delete	Replace
Benwell Hill CC - 2nd XI	<input type="text"/>	✘	↔
Blaydon CC - 2nd XI	<input type="text"/>	✘	↔
Boldon CC - 2nd XI	<input type="text"/>	✘	↔
Brandon CC, Durham - 1st XI	<input type="text"/>	✘	↔

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

[Set Up](#)   [Reports & Downloads](#)   [Uploads](#)   [Admin Forum](#)   [Help Guides](#)

**Remember to add any new teams to the draw.**

[Continue](#)   [Cancel](#)

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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### The Bowl - 2018 - Cup Management

Cup Set Up   Reports   Teams   Rounds   **Draws**

Team Management

**Total Number of Teams 22** Add






Team	Abbrev	Delete	Replace
Benwell Hill CC - 2nd XI	<input type="text"/>	✘	↔
Blaydon CC - 2nd XI	<input type="text"/>	✘	↔
Boldon CC - 2nd XI	<input type="text"/>	✘	↔

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

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## The Bowl - 2018 - Cup Management

View Draw   [Unpublish](#)

Round	Edit Draw
Round 1	
Round 2	
Quarter Final	
Semi Final	
Final	

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.

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### The Bowl - 2018 - Round 1

If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

[Save](#)   [Clear](#)

Slot	Home Team	Away Team	Result	Select to Clear
1	Eppleton CC - 2nd XI	Bye		<input type="checkbox"/>
2	Boldon CC - 2nd XI	Bye		<input type="checkbox"/>
3	Castle Eden CC - 2nd XI	Bye		<input type="checkbox"/>
14	Brandon CC, Durham - 1st XI	Bye		<input type="checkbox"/>
15	Burnopfield CC - 2nd XI	Bye		<input checked="" type="checkbox"/>
16	Hetton Lyons CC - 2nd XI	Gateshead Fell CC - 2nd XI		<input type="checkbox"/>

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.

\_\_\_\_\_ says

Are you sure wish to clear the teams from the selected slots? This will also delete any fixtures already created and results that have been entered

[Cancel](#)   [OK](#)

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

13	Blaydon CC - 2nd XI	Tynemouth CC - 2nd XI	<input type="checkbox"/>
14	Brandon CC, Durham - 1st XI	Bye	<input type="checkbox"/>
15	Burnopfield CC - 2nd XI		<input type="checkbox"/>
16	Sacrison CC - 1st XI	Gateshead Fell CC - 2nd XI	<input type="checkbox"/>

Here is the full draw:

### The Bowl - 2018 - Round 1

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If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

[Save](#) [Clear](#)

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
1	Eppleton CC - 2nd XI	Bye		<input type="checkbox"/>
2	Boldon CC - 2nd XI	Bye		<input type="checkbox"/>
3	Castle Eden CC - 2nd XI	Bye		<input type="checkbox"/>
4	South Shields CC - 2nd XI	Bye		<input type="checkbox"/>
5	Whitburn CC - 2nd XI	Bye		<input type="checkbox"/>
6	Newcastle CC - 2nd XI	Bye		<input type="checkbox"/>
7	Willington CC - 2nd XI	Benwell Hill CC - 2nd XI		<input type="checkbox"/>
8	Felling CC - 2nd XI	South Northumberland CC - 2nd XI		<input type="checkbox"/>
9	Washington CC, Durham - 2nd XI	Sunderland CC - 2nd XI		<input type="checkbox"/>
10	Burnmoor CC - 2nd XI	Bye		<input type="checkbox"/>
11	Chester Le Street CC - 2nd XI	Bye		<input type="checkbox"/>
12	Stockton CC, Durham - 2nd XI	Bye		<input type="checkbox"/>
13	Blaydon CC - 2nd XI	Tynemouth CC - 2nd XI		<input type="checkbox"/>
14	Brandon CC, Durham - 1st XI	Bye		<input type="checkbox"/>
15	Sacrison CC - 1st XI	Burnopfield CC - 2nd XI		<input type="checkbox"/>
16	Hetton Lyons CC - 2nd XI	Gateshead Fell CC - 2nd XI		<input type="checkbox"/>

## 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.

**Cups**

Archived [Add Cup](#)

Order	Name	Tournament	Season	Edit	Archive	Delete
1	ServiceMaster clean Devon T20		2018			

[Save Order](#)

Select the Teams tab and click the blue Add button.

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### ServiceMaster clean Devon T20 - 2018 - Cup Management

[Cup Set Up](#) [Reports](#) [Teams](#) [Rounds](#) [Draws](#)

Team Management

**Total Number of Teams 8** [Add](#)

Team	Abbrv	Delete	Replace
Bradninch CC - Twenty20	<input type="text"/>	✘	
Cornwood CC - Twenty20	<input type="text"/>	✘	
Cullompton CC - Twenty20	<input type="text"/>	✘	
Exmouth CC - Twenty20	<input type="text"/>	✘	
North Devon CC - Twenty20	<input type="text"/>	✘	
Plymouth CC - Twenty20	<input type="text"/>	✘	
Sandford CC, Devon - Sandford Twenty20 XI	<input type="text"/>	✘	
Sidmouth CC - Twenty20	<input type="text"/>	✘	

**Total Number of Placeholders 0** [Add](#)

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.**

[Ok](#)

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

ServiceMaster clean Devon T20 - 2018 - Quarter Final

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If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

Save Clear

Slot	Home Team	Away Team	Result	Select to Clear
1	Cornwood CC - Twenty20	Plymouth CC - Twenty20		All <input checked="" type="checkbox"/>
2	Bradninch CC - Twenty20	North Devon CC - Twenty20		<input checked="" type="checkbox"/>
3	Sidmouth CC - Twenty20	Exmouth CC - Twenty20		<input checked="" type="checkbox"/>
4	Sandford CC, Devon - Sandford Twr	Cullompton CC - Twenty20		<input checked="" type="checkbox"/>

## 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 1<sup>st</sup> 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.

The Bowl - 2018 - Round 2 Back

If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

Automatic Draw Save Clear

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
1	Eppleton CC - 2nd XI	Boldon CC - 2nd XI	Eppleton CC - 2nd XI - Won	
2	Castle Eden CC - 2nd XI	South Shields CC - 2nd XI		<input type="checkbox"/>
3	Whitburn CC - 2nd XI	Newcastle CC - 2nd XI		<input type="checkbox"/>
4	✓ Awaiting Winner			<input type="checkbox"/>
5	Benwell Hill CC - 2nd XI			<input type="checkbox"/>
6	Burnmoor CC - 2nd XI	Stockton CC, Durham - 2nd XI		<input type="checkbox"/>
7	Chester Le Street CC - 2nd XI	Brandon CC, Durham - 1st XI		<input type="checkbox"/>
8	Hetton Lyons CC - 2nd XI	Hetton Lyons CC - 2nd XI		<input type="checkbox"/>

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:

Site Management Admin Forum Help Guides Back

6 teams have not been populated in Round 2. Are you sure you wish to continue? ✕

Yes No

If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

Automatic Draw Save Clear

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
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Click Yes to continue.








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

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## The Bowl - 2018 - Cup Management

Cup Set Up   Reports   Teams   Rounds   **Draws**

[View Draw](#)   [Unpublish](#)

Round	Edit Draw
Round 1	
Round 2	
Quarter Final	
Semi Final	
Final	

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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### The Bowl - 2018 - Round 2

If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

[Automatic Draw](#)   [Save](#)   [Clear](#)

Slot	Home Team	Away Team	Result	Select to Clear
1	Eppleton CC - 2nd XI	Boldon CC - 2nd XI		<input type="checkbox"/>
2	Castle Eden CC - 2nd XI	South Shields CC - 2nd XI		<input type="checkbox"/>
3	Whitburn CC - 2nd XI	Newcastle CC - 2nd XI		<input type="checkbox"/>
4	Awaiting Winner	Awaiting Winner		<input type="checkbox"/>
5	Awaiting Winner	Awaiting Winner		<input type="checkbox"/>
6	Chester Le Street CC - 2nd XI	Stockton CC, Durham - 2nd XI		<input type="checkbox"/>
7	Tynemouth CC - 2nd XI	Brandon CC, Durham - 1st XI		<input type="checkbox"/>
8	Sacriston CC - 1st XI	Hetton Lyons CC - 2nd XI		<input type="checkbox"/>

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

**The Bowl - 2018 - Round 1** Back

If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

Save Clear

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
1	Eppleton CC - 2nd XI	Bye		<input type="checkbox"/>
2	Boldon CC - 2nd XI	Bye		<input type="checkbox"/>
3	Castle Eden CC - 2nd XI	Bye		<input type="checkbox"/>
4	South Shields CC - 2nd XI	Bye		<input type="checkbox"/>
5	Whitburn CC - 2nd XI	Bye		<input type="checkbox"/>
6	Newcastle CC - 2nd XI	Bye		<input type="checkbox"/>
7	Willington CC - 2nd XI	Benwell Hill CC - 2nd XI	Benwell Hill CC - 2nd XI - Won	<input type="checkbox"/>
8	Felling CC - 2nd XI	South Northumberland CC - 2nd XI	South Northumberland CC - 2nd XI - Won	<input type="checkbox"/>
9	Washington CC, Durham - 2nd XI	Sunderland CC - 2nd XI		<input type="checkbox"/>
10	Burnmoor CC - 2nd XI	Bye		<input type="checkbox"/>
11	Chester Le Street CC - 2nd XI	Bye		<input type="checkbox"/>
12	Stockton CC, Durham - 2nd XI	Bye		<input type="checkbox"/>
13	Blaydon CC - 2nd XI	Tynemouth CC - 2nd XI	Tynemouth CC - 2nd XI - Won	<input type="checkbox"/>
14	Brandon CC, Durham - 1st XI	Bye		<input type="checkbox"/>
15	Sacriston CC - 1st XI	Burnopfield CC - 2nd XI	Sacriston CC - 1st XI - Won	<input type="checkbox"/>
16	Hetton Lyons CC - 2nd XI	Gateshead Fell CC - 2nd XI	Hetton Lyons CC - 2nd XI - Won	<input type="checkbox"/>

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

**The Bowl - 2018 - Round 2** Back

If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

Automatic Draw Save Clear

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
1	Eppleton CC - 2nd XI	Boldon CC - 2nd XI		<input type="checkbox"/>
2	Castle Eden CC - 2nd XI	South Shields CC - 2nd XI		<input type="checkbox"/>
3	Whitburn CC - 2nd XI	Newcastle CC - 2nd XI		<input type="checkbox"/>
4	Benwell Hill CC - 2nd XI	<ul style="list-style-type: none"> <li>✓ Awaiting Winner</li> <li>Benwell Hill CC - 2nd XI</li> <li>Boldon CC - 2nd XI</li> <li>Brandon CC, Durham - 1st XI</li> <li><b>Burnmoor CC - 2nd XI</b></li> <li>Castle Eden CC - 2nd XI</li> <li>Chester Le Street CC - 2nd XI</li> <li>Eppleton CC - 2nd XI</li> <li>Hetton Lyons CC - 2nd XI</li> <li>Newcastle CC - 2nd XI</li> <li>Sacriston CC - 1st XI</li> <li>South Northumberland CC - 2nd XI</li> <li>South Shields CC - 2nd XI</li> <li>Stockton CC, Durham - 2nd XI</li> <li>Sunderland CC - 2nd XI</li> <li>Tynemouth CC - 2nd XI</li> <li>Whitburn CC - 2nd XI</li> </ul>		<input type="checkbox"/>
5	Awaiting Winner			<input type="checkbox"/>
6	Chester Le Street CC - 2nd XI			<input type="checkbox"/>
7	Tynemouth CC - 2nd XI			<input type="checkbox"/>
8	Sacriston CC - 1st XI			<input type="checkbox"/>

Here is Round 2 populated with the results.

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If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

[Save](#) [Clear](#)

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
1	Eppleton CC - 2nd XI	Boldon CC - 2nd XI	Boldon CC - 2nd XI - Won	
2	Castle Eden CC - 2nd XI	South Shields CC - 2nd XI	South Shields CC - 2nd XI - Won	
3	Whitburn CC - 2nd XI	Newcastle CC - 2nd XI	Newcastle CC - 2nd XI - Won	
4	Benwell Hill CC - 2nd XI	South Northumberland CC - 2nd XI	Benwell Hill CC - 2nd XI - Won	
5	Sunderland CC - 2nd XI	Burnmoor CC - 2nd XI	Sunderland CC - 2nd XI - Won	
6	Chester Le Street CC - 2nd XI	Stockton CC, Durham - 2nd XI	Chester Le Street CC - 2nd XI - Won	
7	Tynemouth CC - 2nd XI	Brandon CC, Durham - 1st XI	Tynemouth CC - 2nd XI - Won	
8	Sacriston CC - 1st XI	Hetton Lyons CC - 2nd XI	Hetton Lyons CC - 2nd XI - Won	

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

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If a slot contains both a home and away team, when the round is saved a fixture will be automatically created and published. You cannot edit the teams for a slot if a result has already been entered for that match

[Automatic Draw](#) [Save](#) [Clear](#)

Slot	Home Team	Away Team	Result	Select to Clear All <input type="checkbox"/>
1	Boldon CC - 2nd XI	<ul style="list-style-type: none"> <li>✓ Awaiting Winner</li> <li>Benwell Hill CC - 2nd XI</li> <li>Boldon CC - 2nd XI</li> <li>Chester Le Street CC - 2nd XI</li> <li>Hetton Lyons CC - 2nd XI</li> <li>Newcastle CC - 2nd XI</li> <li>South Shields CC - 2nd XI</li> <li>Sunderland CC - 2nd XI</li> <li>Tynemouth CC - 2nd XI</li> </ul>		<input type="checkbox"/>
2	Awaiting Winner			<input type="checkbox"/>
3	Awaiting Winner			<input type="checkbox"/>
4	Awaiting Winner			<input type="checkbox"/>

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.**