

Teams Set Up & Maintenance

Set up your club's squad members by going to Administration>Set Up>Teams.

The screenshot shows the 'Set Up' navigation menu with the following items: Day to Day, Site Management, Set Up, Reports & Downloads, and Uploads. Below the menu is a sidebar with links: Admin Home, Administrator Roles, Messaging Groups, Privacy Notices, Scoring Rules, and Teams (circled in red). To the right is a 'Your Actions' table:

Item	Number	View
League Order Form	1	View
League registered players requiring a photo	42	View
Match Officials in Scorecards Requiring Attention	24	View
Member of the Website	8	View

From the next page, select Add Team to create a new team.

The screenshot shows the 'Teams' management page. The navigation menu includes: Day to Day, Site Management, Set Up, Reports & Downloads, Uploads, Admin Forum, and Help Guides. The sidebar has links: Admin Home, Administrator Roles, Messaging Groups, Privacy Notices, Scoring Rules, and Teams. The main content area is titled 'Teams' and has tabs for 'Active Teams' and 'Archived Teams'. An 'Add Team' button is circled in red. Below the tabs is a table of active teams:

Order	Name	Nickname	Captain	Strength	Competitions	Squad	Edit	Archive	Delete
1	1st XI	Incredibles	Steve Hislop		View	Add	Edit	Archive	Delete
2	2nd XI	The Loonies	Nick TheTestUser		View	Add	Edit	Archive	Delete
3	3rd XI	Additions	Grizzley Adams		View	Add	Edit	Archive	Delete

Here is the page to be completed to create a team:

Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

Back

Add Team

Team Name *

(If other please enter name)

Team Nickname

Team Category

Gender

Team Strength

Usual Home Ground

Team Description

Team Photo Browse... No file selected.

Photos will be stored 600 px (w) x 400 px (h)

Uploaded Image

Team Photo Caption

Team Captain

Name Search

Email Hide

Mobile No Hide

Landline No Hide

Team Manager

Name Search

Email Hide

Mobile No Hide

Landline No Hide

Save Cancel

Team Name: Select a team name from the dropdown list. If the pre-populated team names are not suitable, select 'Other' as the Team Name and enter the name of the team in the box below.

Do not prefix the team name by the club name. Play-Cricket will do this for you on the opposition team's fixture list. Otherwise the fixture list will show the club name in duplicate.

Please take care when entering a team name since changing it will require intervention from the Play-Cricket Helpdesk.

Team Nickname: self-explanatory.

Team category: Make a selection from the dropdown list. This field is used to group teams together for use when viewing stats or fixtures.

Gender: Male, Female or Mixed.

Team Strength: This would be helpful if the Day to Day>Find a>Fixture facility were used.

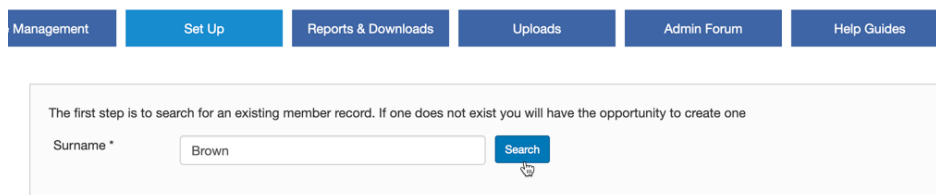
Usual Home Ground: Set this so that a home ground is automatically assigned when this team is playing at home.

Team Description: self-explanatory.

Team Photo: Any image uploaded here will be available for use in the Team Photo widget in Site Builder.

Team Photo Caption: goes with the Team Photo.

Team Captain & Team Manager: To populate these fields, click the relevant Search button.
Enter the surname of the person to fulfil this role and click Search.

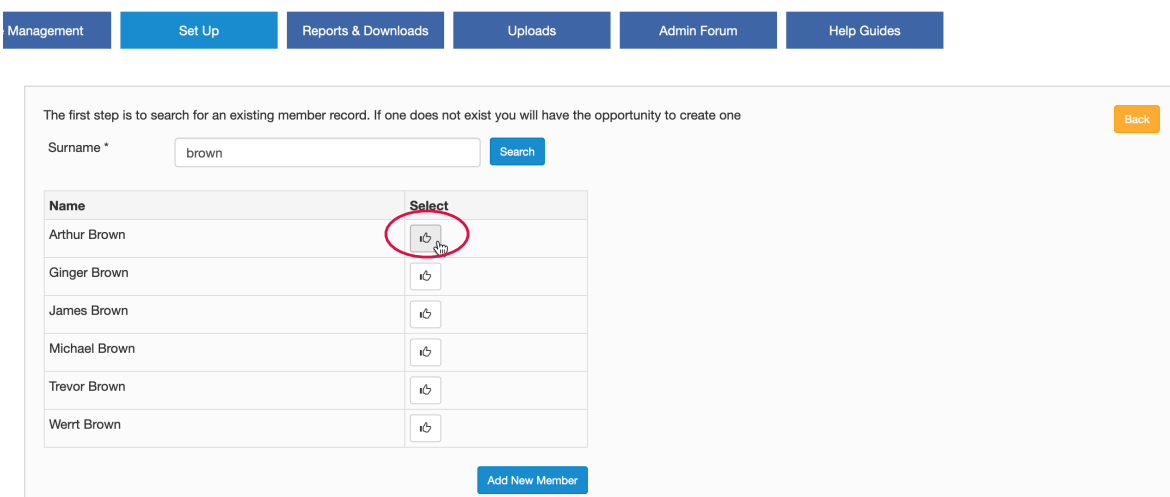


Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

The first step is to search for an existing member record. If one does not exist you will have the opportunity to create one [Back](#)

Surname * [Search](#)

From the list of members that match the search, click the icon to select the appropriate name.



Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

The first step is to search for an existing member record. If one does not exist you will have the opportunity to create one [Back](#)

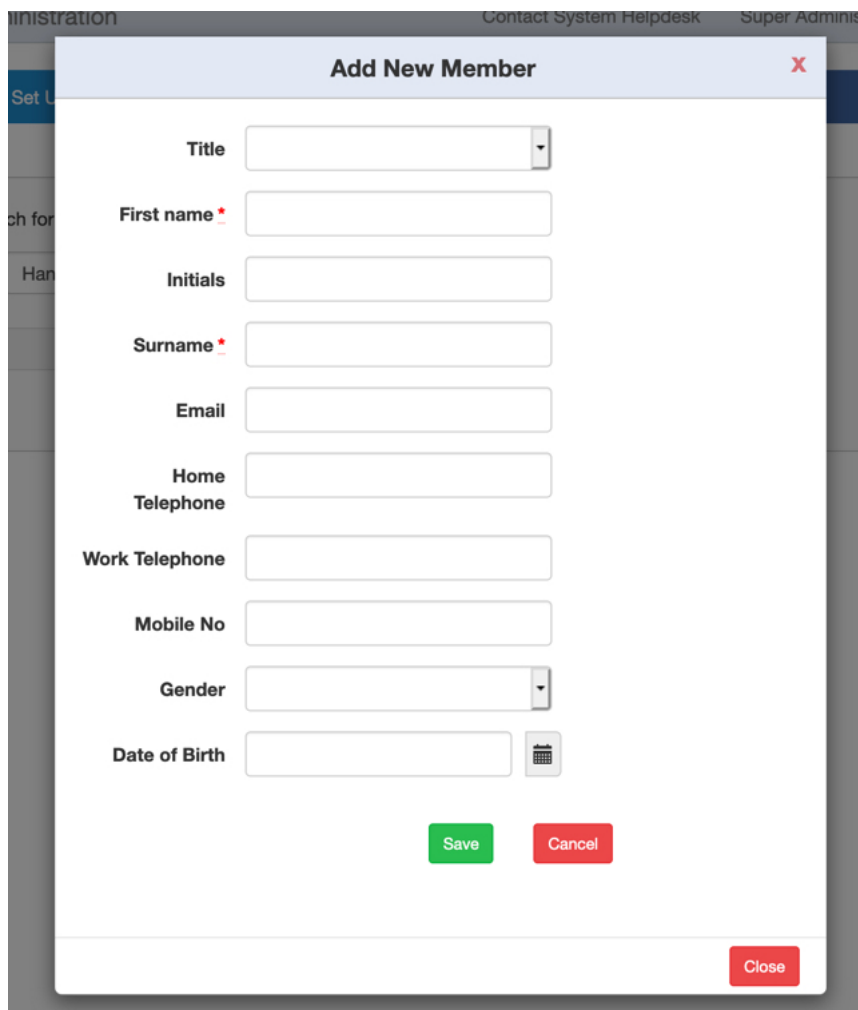
Surname * [Search](#)

Name	Select
Arthur Brown	<input checked="" type="checkbox"/>
Ginger Brown	<input type="checkbox"/>
James Brown	<input type="checkbox"/>
Michael Brown	<input type="checkbox"/>
Trevor Brown	<input type="checkbox"/>
Wertt Brown	<input type="checkbox"/>

[Add New Member](#)

Please note that the Team Manager and Team Captain will receive player 'acceptance to play' or 'declined to play' emails.
For junior teams, it is best to leave the Team Captain blank and enter a Team Manager.

If the required person is not in the database, then click the Add New Member button and complete the details in the following screen.



The screenshot shows a web application interface with a modal window titled "Add New Member". The window has a close button (X) in the top right corner. The form contains the following fields:

- Title**: A dropdown menu.
- First name ***: A text input field.
- Initials**: A text input field.
- Surname ***: A text input field.
- Email**: A text input field.
- Home Telephone**: A text input field.
- Work Telephone**: A text input field.
- Mobile No**: A text input field.
- Gender**: A dropdown menu.
- Date of Birth**: A text input field with a calendar icon to its right.

At the bottom of the form, there are three buttons: a green "Save" button, a red "Cancel" button, and a red "Close" button in the bottom right corner of the modal.

The Team Captain or Team Manager's details will be populated. Save the change.

Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

Add Team Back

Team Name * Midweek XI

(If other please enter name)

Team Nickname

Team Category Senior

Gender Male

Team Strength Medium

Usual Home Ground Test Ground

Team Description

Team Photo Browse... No file selected.
Photos will be stored 600 px (w) x 400 px (h)

Uploaded Image

Team Photo Caption

Team Captain

Name Arthur Brown Search

Email crazyworld@zyx.com Hide

Mobile No 07123 456789 Hide

Landline No Hide

Team Manager

Name Search

Email Hide

Mobile No Hide

Landline No Hide

Save Cancel

If the Team Captain or Manager's name needs to be removed, the Remove button will be visible if a name is present.

Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

Edit Team Back

Team Name * Midweek XI

(If other please enter name)

Team Nickname

Team Category Social

Gender Mixed

Team Strength

Team Captain

Name Arthur Brown Search Remove

Email arthurbrown@xyz.co.uk Hide

Mobile No 07123 456789 Hide

Landline No Hide

Team Manager

Name Search

To add players to the new team, click the squad button for that team.

Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

Teams [Add Team](#)

Active Teams Archived Teams

Order	Name	Nickname	Captain	Strength	Competitions	Squad	Edit	Archive	Delete
1	1st XI	Incredibles	Steve Hislop						
2	2nd XI	The Loonies	Nick TheTestUser						
3	3rd XI	Additions	Grizzley Adams						
4	4th XI								
5	Midweek XI		Arthur Brown						
6	George's Eleven		Simon Thacker						

The page that is displayed will show that there are no records found since this is a new team. To add players to the squad, choose the 'Add Current Users to Squad' button as in the example below.

Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

Current Midweek XI Squad Members [Back](#)

Search for In [Search](#)

[Add Current Users To Squad](#) [Squad Transfer](#) [Send Email](#)

Name	ID	Email Address	Telephone	Match	Edit	Remove Role
Sorry, No records found						

The next page allows you to search for players without a squad role for the new team. Search by name or select 'Display All Members' without this role.

Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

Users Without Midweek XI Squad Member Role [Back](#)

Search for In [Search](#) [Display All Members](#)

Use the check box to the right of the player's name to select the player and then click Save.

Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

Users Without Midweek XI Squad Member Role Back

Search for In Surname Search Display All Members

Name	Roles	Select
Graham Seal		<input type="checkbox"/>
Christine Drew		<input type="checkbox"/>
Chris Leonard *		<input type="checkbox"/>
Alfred Hoad		<input checked="" type="checkbox"/>
Nick TheTestUser		<input checked="" type="checkbox"/>
Minnie Mann		<input checked="" type="checkbox"/>
Heather Vernon		<input type="checkbox"/>
Wer Wer *		<input type="checkbox"/>
---- Sssss *		<input type="checkbox"/>

Save Cancel

Previous 1 2 3 4 5 6 7 8 Next

Save the selections a page at a time.

Management Set Up Reports & Downloads Uploads Admin Forum Help Guides

Successfully added

Current Midweek XI Squad Members Back

Search for In Surname Search

Add Current Users To Squad
Squad Transfer
Send Email

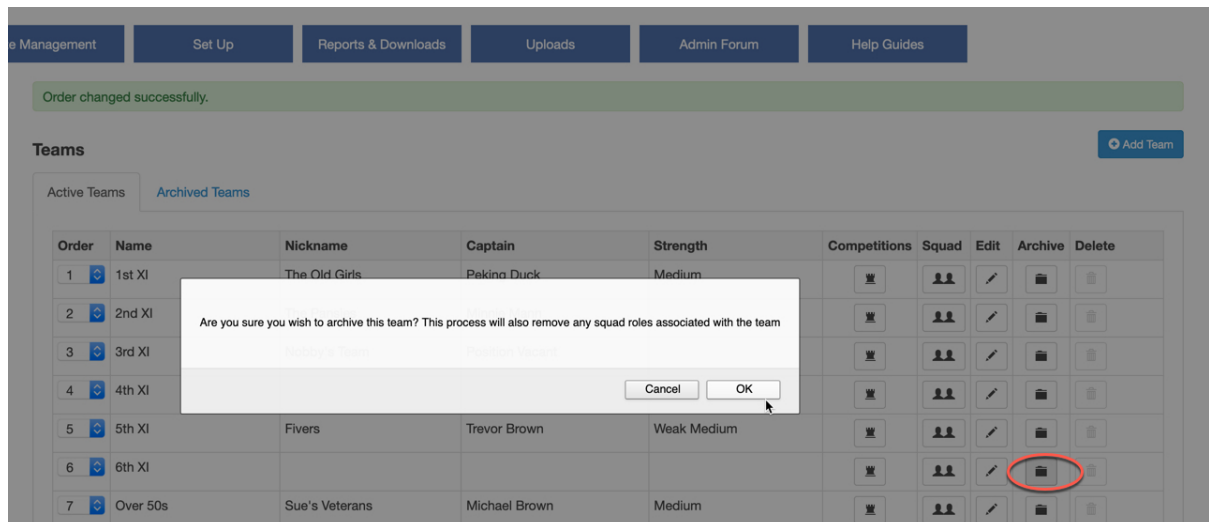
Name	ID	Email Address	Telephone	Match	Edit	Remove Role
Alfred Hoad	27942		07777 123456			
Minnie Mann	28708		02074321200			
Nick TheTestUser	28348					

To remove a player from the squad but leave him on your member database, click the Remove Role button for that player.

Archiving Teams

If an existing team is not going to be active for a period but you wish to retain the records, you may choose to archive it.

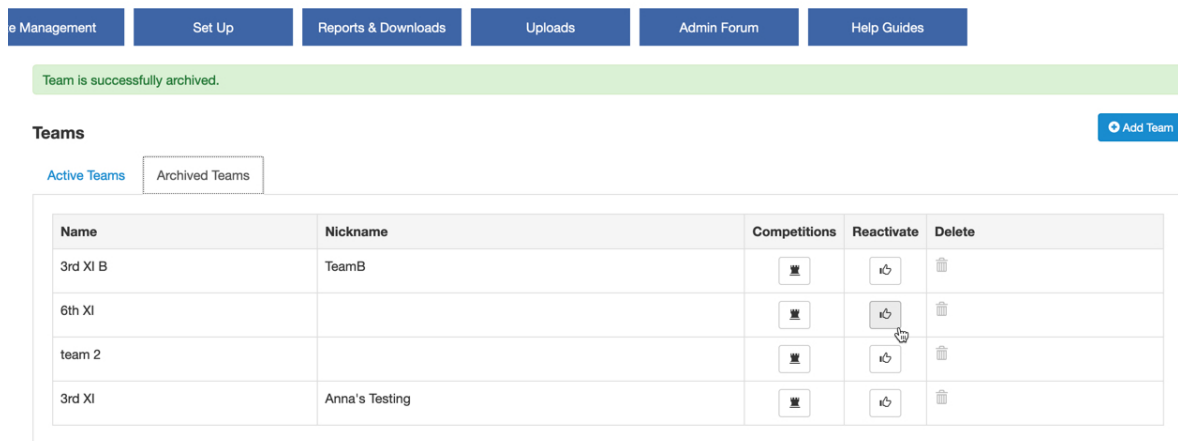
When a team is archived, the squad roles associated with that team are removed from player records. The user will receive a warning to this effect.



The screenshot shows the 'Teams' management interface. A confirmation dialog is displayed over the table, asking: "Are you sure you wish to archive this team? This process will also remove any squad roles associated with the team". The dialog has 'Cancel' and 'OK' buttons. The table below has columns: Order, Name, Nickname, Captain, Strength, Competitions, Squad, Edit, Archive, and Delete. The 'Archive' icon for the 6th XI team is circled in red.

Order	Name	Nickname	Captain	Strength	Competitions	Squad	Edit	Archive	Delete
1	1st XI	The Old Girls	Peking Duck	Medium	🏆	👤	✏️	🗑️	🗑️
2	2nd XI				🏆	👤	✏️	🗑️	🗑️
3	3rd XI				🏆	👤	✏️	🗑️	🗑️
4	4th XI				🏆	👤	✏️	🗑️	🗑️
5	5th XI	Fivers	Trevor Brown	Weak Medium	🏆	👤	✏️	🗑️	🗑️
6	6th XI				🏆	👤	✏️	🗑️	🗑️
7	Over 50s	Sue's Veterans	Michael Brown	Medium	🏆	👤	✏️	🗑️	🗑️

Do not archive a team and then create another team with the same name. This can cause confusion, especially with league divisions and the separation of team stats. Instead, go to the Archived Teams tab and re-activate the team.



The screenshot shows the 'Archived Teams' tab. A message at the top says "Team is successfully archived." The table below has columns: Name, Nickname, Competitions, Reactivate, and Delete. The 'Reactivate' icon for the 6th XI team is highlighted with a mouse cursor.

Name	Nickname	Competitions	Reactivate	Delete
3rd XI B	TeamB	🏆	🔄	🗑️
6th XI		🏆	🔄	🗑️
team 2		🏆	🔄	🗑️
3rd XI	Anna's Testing	🏆	🔄	🗑️

If you find that there are duplicate teams in your list of Archived Teams, merging teams helps to make your stats much simpler. Many clubs have multiple entries for some of their teams - particularly at junior levels where teams are sometimes set up year on year instead of bringing them forward and updating the squad. Bringing the teams together into a single entry reduces the size of the list on the club's site as well as simplifying the stats.


It isn't possible for a club site administrator to merge teams themselves. If you contact the Play-Cricket helpdesk and let us have details of the two teams concerned and which entry you wish to be retained, then we can do this for you.

Squad Transfers

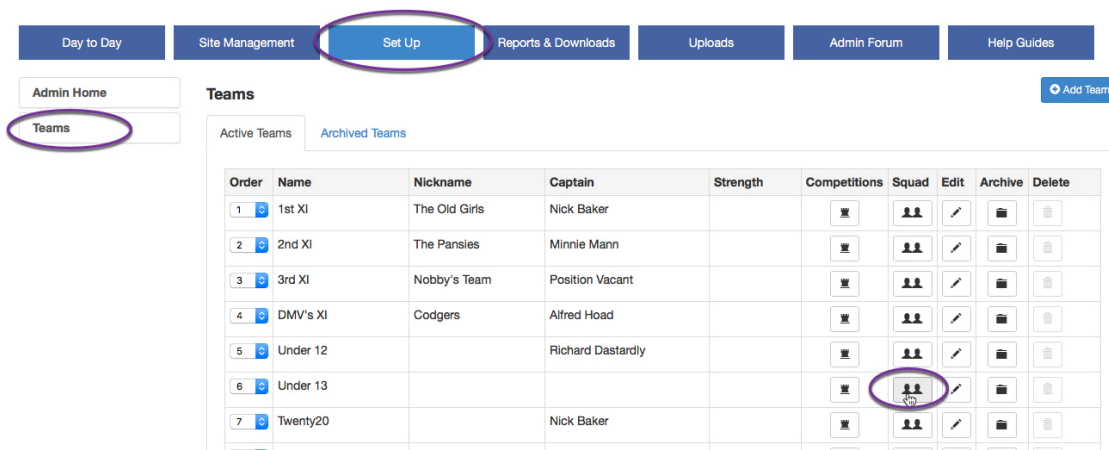
Clubs or County Boards running junior sections where the players typically move up an age group each year have a facility to move their players from one squad to another more easily.

The process assumes that the user will start with the highest age group, removing players who are no longer eligible, then transferring in players from the lower age group and adding any that are joining the club for the next season. The process is then repeated from the next age group down from which players moving up will already have been removed, and so on.

Start from Admin>Teams in a Club or County Board site.


Pick the squad that you want to push members into and click on the Squad icon  to display a list of current squad members.

In the example below, existing Under 12 players are to be moved into the Under 13 squad, so start by selecting the Under 13 squad.



The screenshot shows the Admin interface with the following elements:

- Top navigation bar: Day to Day, Site Management, **Set Up** (circled in red), Reports & Downloads, Uploads, Admin Forum, Help Guides.
- Left sidebar: Admin Home, **Teams** (circled in red).
- Main content area: **Teams** header with 'Add Team' button. Tabs for 'Active Teams' and 'Archived Teams'.
- Table of teams with columns: Order, Name, Nickname, Captain, Strength, Competitions, Squad, Edit, Archive, Delete.

Order	Name	Nickname	Captain	Strength	Competitions	Squad	Edit	Archive	Delete
1	1st XI	The Old Girls	Nick Baker						
2	2nd XI	The Pansies	Minnie Mann						
3	3rd XI	Nobby's Team	Position Vacant						
4	DMV's XI	Codgers	Alfred Hoad						
5	Under 12		Richard Dastardly						
6	Under 13								
7	Twenty20		Nick Baker						

Click the Squad Transfer button at the top of the page.

Current Under 13 Squad Members Back

Search for In

Name	ID	Email Address	Telephone	Match	Edit	Remove Role
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From the dropdown list, pick the squad that the new players are moving up from.

Site Management **Set Up** Reports & Downloads Uploads

Under 13

Squad you wish to transfer players from:

- 1st XI
- 2nd XI
- 3rd XI
- DMV's XI
- Under 12**
- Twenty20
- Under 10
- 3rd XI B
- Under 15
- Sunday 1st XI

Now click the Get Players button.

Site Management **Set Up** Reports & Downloads Uploads

Under 13

Squad you wish to transfer players from:

A list of players from the transferring squad is displayed. Tick the box next to the players to be transferred and then Save the selections.
The Under 12 squad role will be removed from the chosen players and a new Under 13 squad role will be created.
And if one of the selected players already had an under 14 squad role because it had been added manually elsewhere, the system would still remove his under 13 role but would not try and create an under 14 role as it already exists.

Under 13

Squad you wish to transfer players from:

Under 12

Get Players

Name	ID	Date of Birth	Age	Select
Select All				<input type="checkbox"/>
Joseph Black	3658572	27/09/2005	12	<input checked="" type="checkbox"/>
Neptune Leonard	1863303	11/03/2014	2	<input type="checkbox"/>
Fred Murray	1713719	06/10/2005	12	<input checked="" type="checkbox"/>
Tony Osborne	3771240	15/11/2005	12	<input checked="" type="checkbox"/>

Save

Cancel

When the transfer is complete, the revised squad is displayed.

Successfully transferred

Current Under 13 Squad Members

[Back](#)

Search for in

[Add Current Users To Squad](#)

[Squad Transfer](#)

[Send Email](#)

Name	ID	Email Address	Telephone	Match	Edit	Remove Role
Joseph Black	3658572					
Bobby Bungler	76361	User-76361@cobooco.com				
Jon Dunne	141922	User-141922@cobooco.com	07973218284			
Alf Hoad	3299092	User-3299092@cobooco.com				
Neptune Leonard	1863303	User-1863303@cobooco.com				
Jug-Earred Muppet	53633	User-53633@cobooco.com				
Fred Murray	1713719					
Tony Osborne	3771240					