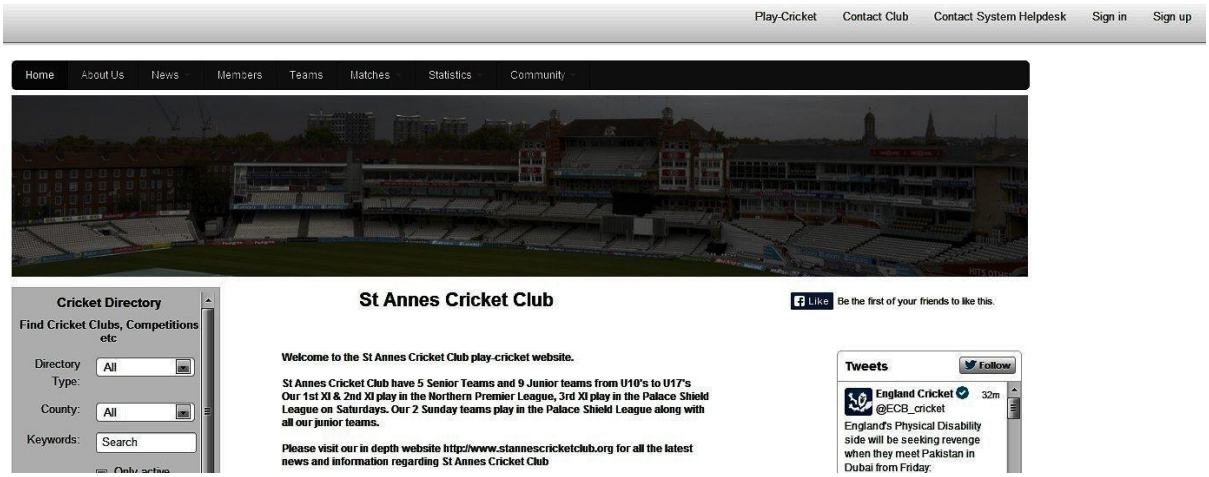
Giving a User extra Administration access to your Play-Cricket site

To either add a New Member or give an existing member Administrative Roles allowing them to Input scorecards an Account is needed at a Higher level than just “Member of the Website”

Any Main Club Administrator can give other Club members who have signed up to their website additional access e,g, Captains/Coaches to enter the Results

Joining your Play-cricket site

a) Player Self Sign-up
They can either sign up themselves by visiting their Club Play-cricket site, clicking the SIGN UP button that is on the right hand side**,**



This would allow the users to enter their own details and apply for membership of the site.

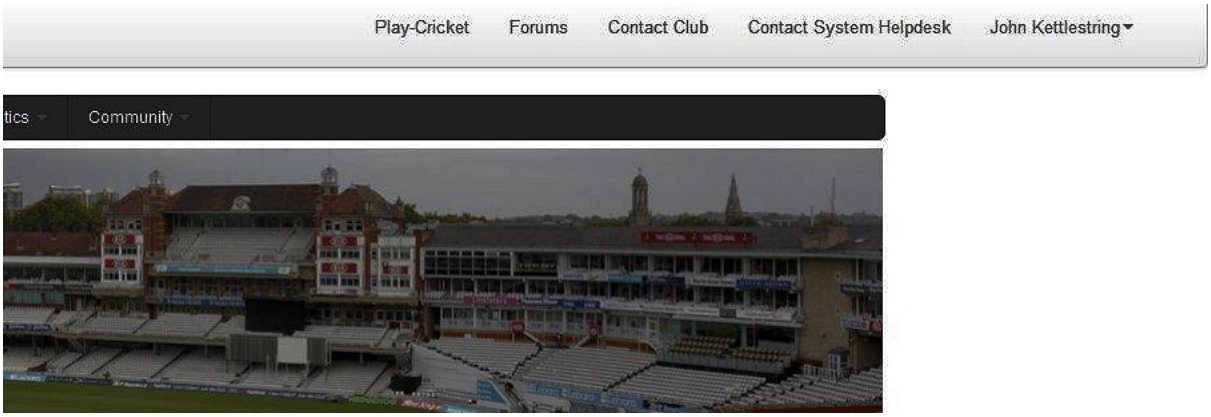
When members have done this you can approve them from the Admin area and they will appear in the clubs member list.

b) Registration by the Administrator

I Visit your club Play-cricket Site.

II Log in on SIGN IN screen and enter your Username and Password

Your name will appear in the Top Right Hand Corner

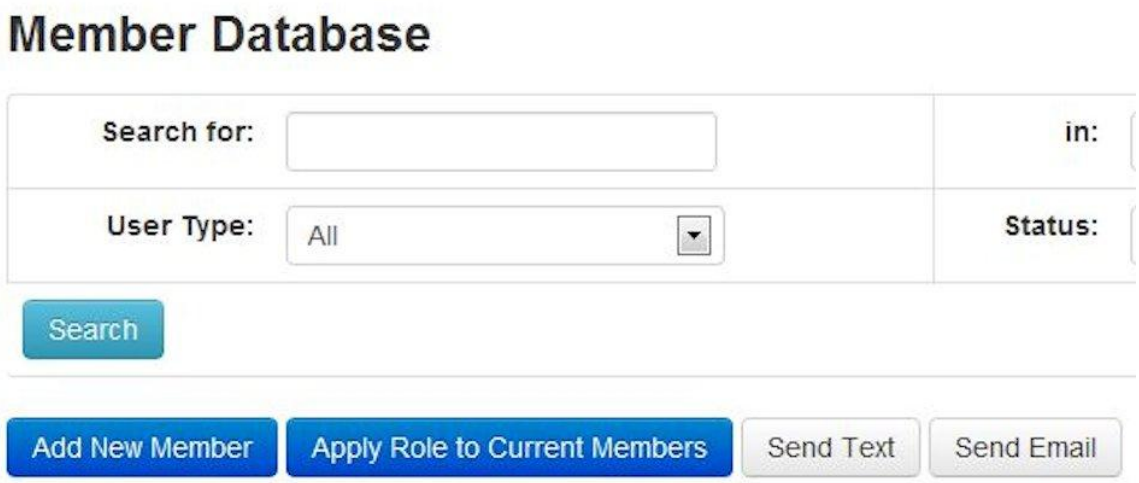


III Click on your name then Administration to enter the Admin Section.

IV Once in the Admin Section you will need to click the Members link in the menu on the left hand side

V Then Select the Member Database. This will give you a list of all your club members.

VI To Create a new member you must click on the Add New Member link



VII This will give you a box to enter the players information then click Add User

Giving the Access

1) Once a member has joined and you have approved as a member of the website you can now give them extra responsibilities.

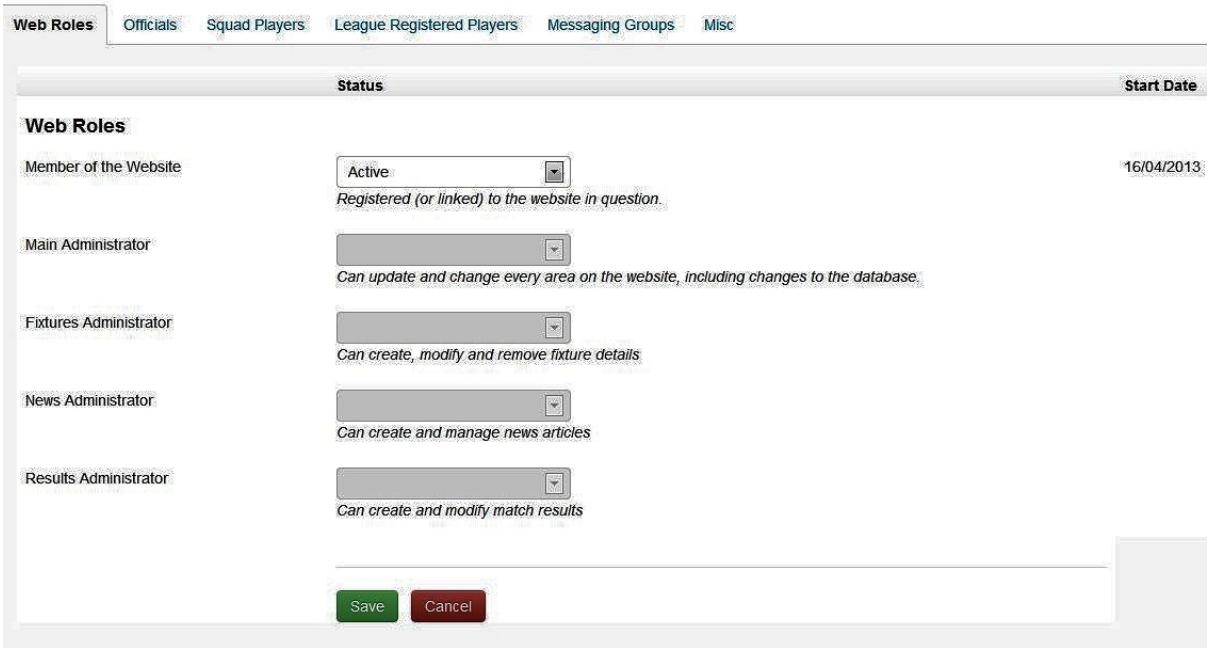
You will see the * next to their name has now gone

2) In the administration section of your play-cricket site, again click Members, then Members Database.

c) Find the member on your list (or by using the search at the top)
d) We now need to edit the members roles to give them extra responsibilities.

You must click on the “Hat” symbol - Edit Roles (The fourth of the five icons)

Click onto the Web Roles Tab



Change the access as required using the Dropdown list

Main Administrator is the only access level that can add a new member

Results Administrator can add Results and scorecards

Your club can have Multiple Users with the same role E.G. 3 Main Administrators, 4 Results Administrators

Please note setting up generic usernames is not recommended