

## 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

## Member Database

Search for:	<input type="text"/>	in:
User Type:	All <input type="button" value="v"/>	Status:

- 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 )

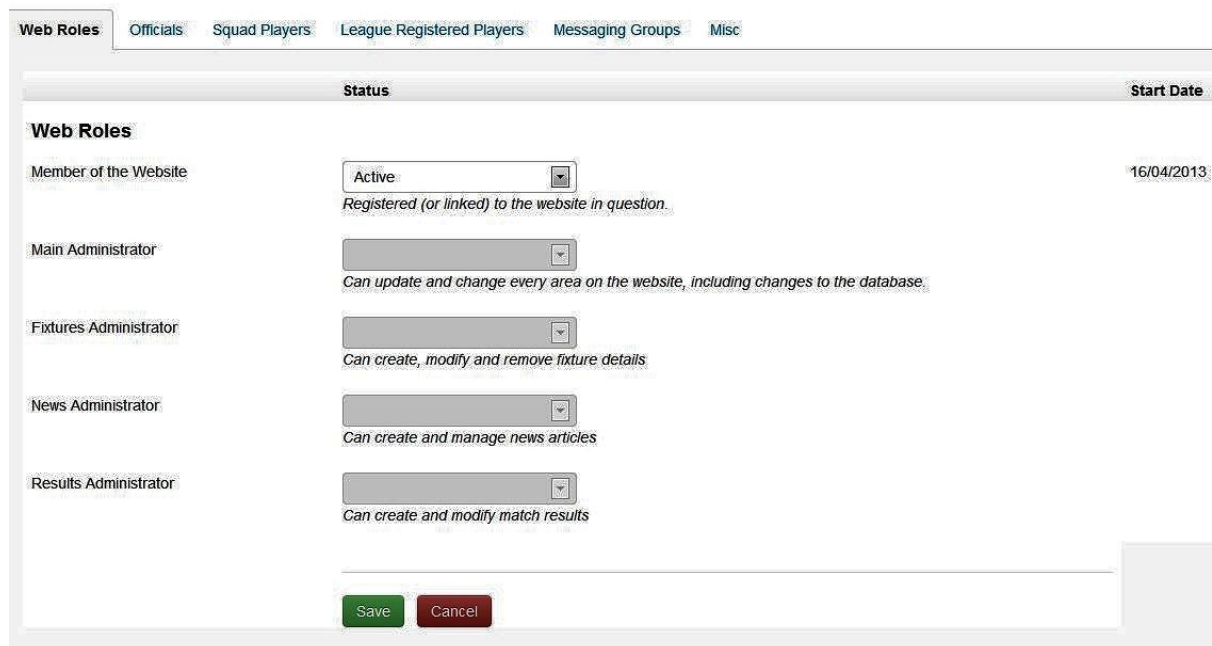
d) We now need to edit the members roles to give them extra responsibilities.



Name	ID	Email Address	Telephone	From	View	Email	Match	Edit Roles	Remove Role
Amer Abbas Khan	10821631	amerabba@yahoo.com		Northern Premier Cricket League					
Chris Adams	19001	sc.adams@tiscali.co.uk	07795 831511	Northern Premier Cricket League					

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

Click onto the Web Roles Tab



**Web Roles** | Officials | Squad Players | League Registered Players | Messaging Groups | Misc

	Status	Start Date
<b>Web Roles</b>		
Member of the Website	Active <i>Registered (or linked) to the website in question.</i>	16/04/2013
Main Administrator	<input type="text"/>	
Fixtures Administrator	<input type="text"/>	
News Administrator	<input type="text"/>	
Results Administrator	<input type="text"/>	

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**