

Play-cricket Club
Websites –
An Administrator's
Guide

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Creating your site

Creating a play-cricket club website is very quick and easy. Firstly you need to register as a play-cricket member, if you are not already – there is no need to register again just to claim a site. You can do this by visiting www.play-cricket.com and clicking on the ‘Register’ button at the top of the page. This will take you to a screen on which you will be asked to input some personal details, and create your username and password. Just follow the on-screen instructions.

Once you have registered, you can then create your site. Go to the League site ([dpcl.play-cricket .com](http://dpcl.play-cricket.com)), type in your new username and password and click the ‘Login’ button. Then use the Directory Search boxes on the left of the screen to search for your club, and you will be taken to a screen listing all the clubs that match the criteria that you enter. If your club name is on this list, and is shown as active, then someone else has already set up the site; click on the link to it and get involved from there.

If your club is not on the list at all, then contact the helpdesk. The club needs to be affiliated to ECB through the local County Board before a free site can be set up for them to claim.

If your club is shown, but the site is not yet activated, then click on the ‘Choose’ radio button, and then the ‘Pick’ button. This will take you to a series of screens which will enable you to give all the details necessary to set up your very own play-cricket club website. Once the site has been created, you will receive an email confirming this, and giving a link to the site so that you can logon to it. You will be the site’s main administrator, and will have access to all the functions outlined below. Enter your username and password at the top of your site and click ‘Login’. You will see your name appear at the top, and a red button ‘Admin’ appear under your name at top right of the screen. Once you have accepted the terms and conditions that are displayed regarding becoming the administrator of the site, this gives you access to the administration functions that enable you, or other people to whom you give admin rights, to add, amend or delete items on your club site. To find out how to do this, read on...

Admin Home

This is the administrator's first point of contact with this side of the system. The most noticeable difference is the colour scheme, which is always black and white. The menu options down the left hand side also differ somewhat, and there are no menu bar options, advertisements or tickers.

This page gives you useful information like the site id, which you need if you are corresponding with the play-cricket help-desk (details in the top right-hand corner), and the add-on packages that you have active. It also will alert you if there have been any applications for membership of the site, or new postings and photographs submitted, so that you can deal with them promptly, and show if you have, or have applied for, any accreditations, such as Club Mark.

Site Settings

Site Setup

Give your club's site its own look and feel by setting the site colours to those of your club, using the slider controls at the top, or clicking one of the preset colours. The left-hand ones set the background colour, the right-hand that of the text. Avoid using colours that are too gaudy, as they tend to be awkward to read, but make sure that they contrast well. Use a light colour and a dark one or vice versa. Think about colour-blind readers also. Red and green together become one indistinguishable mass!

Adding your club logo also helps make the site more individual. If you have an electronic version of the logo on your computer, just click on the 'Upload' button and follow the instructions. The logo will appear in the top left-hand corner of every page on your site, so it has a real 'identity'.

If you have a 'home-grown' website as well as the play-cricket one, you can link to it by putting its URL in the appropriate box, so that viewers can see everything that is going on at your club. And make sure that you link back from that to the play-cricket site, so that you increase the traffic on both.

Site Stats

Monitor how well your site is doing by keeping a regular check on the viewing statistics. Make a point of mentioning milestones in the Welcome section on the home page.

Add-On Packages

The basic play-cricket site is free, but you can add to it by choosing one or more of the 'extras'.

The *statistics* package is the most popular. It allows you and your site members to view statistics generated from scorecards input into the site; effectively, your club averages. These are available in both table and chart form, and give detailed individual and team analyses of performances. These are only visible to site members or as part of the League statistics, so it gives your members a great incentive to join the site. The more club members who join the sites, the more you can do with it (see later on). Scorecards can be input irrespective of whether this package is purchased, and the details will be displayed on the League site; what this package does is allow your members to view your club's statistics in isolation.

The *advertising* package is a way of using your site to earn some extra revenue for the club. The banners of up to six different advertisers can be added, and they will appear in the top right-hand corner of your site. You can set the frequency with which they appear according to the fee paid by the advertiser, and monitor how many times each is clicked. This is a very easy way of rewarding your sponsors, or getting local businesses to advertise with your club.

The *catalogue shop* allows you to advertise your club's merchandise online to your members. This is very useful for selling club clothing etc, and more effective than sticking lists on notice boards. Add a picture to give it maximum impact!

The catalogue shop package costs £25 per year, and payment details are given on the site. The other packages are free of charge.

Home Page Settings

Home Links

These are the links that appear at the bottom centre of the site home page. There can be up to four of them, and when you set up your site they are preset to four standard items. You can change these to give the site a more individual feel, tailored to your club. You can click the 'edit' or 'delete' links by each item to amend or remove that link, or use the dropdown to the right of the link to alter the order in which the links appear, or to stop a link from appearing without actually deleting it (the 'Disable' option). This can be useful if you want to advertise, say, an annual event for a limited period; you can set up the link, use it and then disable it until the following year.

You can also add your own new links; each link needs a title, a place to link to and an image to go with it (your own or a standard one; just follow the instructions). Give it an order in the list, and it will appear on your home page.

Welcome

This appears at the top centre of the site home page. This is the first thing that visitors to your site will read, so it needs to have impact (but not too much!). It should tell the reader what is going on in your club right now, or a week or so either side of now (perhaps a month or so in the winter), so it needs to be updated fairly regularly. Keep the title brief and, instead of trying to tell people everything on the front page, put bigger items in the news or information board sections, and direct visitors to them from this section. You can also use coloured text, marquees, links, etc. to give impact and take people to important items. If you wish to know more about that, please contact me and I will send you a couple of 'example' files.

The site is set up with a default welcome message; you can either modify this using the 'edit' link on the right of the message, or create a new one using the link at the top. Any message will only become visible if it has the 'Active' button to the right of it checked and the 'Set' button below the list has been pressed.

Summary Statistics

The summary statistics are displayed in the bottom-most of the three 'tickers' on the right hand side of the home page, the two above it being most recent news items, and upcoming fixtures/latest results. If no summary stats are chosen, then the ticker is not displayed. You can choose up to six different categories from the list displayed. Obviously, if you do not input scorecards for your games, then no individual statistics will be generated or displayed. You can choose which season to use for each statistic, or use 'all seasons' to display lifetime leaders, and you can specify a minimum number of innings or wickets for summary statistics. This is always a good feature to use; it keeps individual interest in the site active, as players always like to see their name 'in lights'. Recommended choices are: most runs during current season, best batting average during current season, most wickets during current season, best bowling average during current season, most catches during current season and most stumpings during current season. This will hopefully give as many people as possible a name-check.

About Us

Club Details

This is the most important thing on the page. If this isn't accurate, how will anyone find you or get in touch? Make sure that the address you put in is accurate, and give an email address and as much of the requested information as you possibly can.

Playing Facilities

Add all grounds used by the club

For each Facility Name, please try and be descriptive i.e. instead of 'Somewhere CC', use 'The Avenue, Somewhere'

Put as much information in as you can; particularly try and give good clear directions (at the bottom of the page).

All this will help to link the League site to your site as much as possible. For each match, a link can be added from the League site to your site giving where the game will be played, and using your directions to the ground. This will help players and supporters, opponents, match officials, and anyone in the area who may wish to come and watch (a rich prospective sponsor perhaps?).

Also when people view your site, they will get an idea of what your ground is like, particularly if you can add a picture. It could be the clinching factor in attracting a player new to the area and undecided which club to join.

Club Officials

Make sure that this is kept up to date; nothing is more off-putting than to find that the club website has out of date information. As above, it may well sway a prospective new player or sponsor if they can't get hold of the right person to talk to.

Joining Message

Some details about your club, subscriptions, social facilities etc. are useful to attract members and spectators.

Affiliations

Site administrators should add affiliations to any League or Cup sites that the club is affiliated to and the local Cricket Board site. Their viewers will then get all the latest news, results and other vital information from these organizations straight on to their site without having to go and look for it!

Sponsors

Sponsors are hard to come by; thank them for their input by making sure they are mentioned on your site, showing their logo and linking to their website if they have one.

Club News

This is where club members, and anyone else interested, can keep in touch with what is going on at your club. It is not a 'members-only' area, so it would be wise not to include any information here that you would not wish to be known outside the club; for that, the [Information Board](#) is better suited.

The initial screen will not show the administrator any news items until the 'Search' button is clicked. Once the list is displayed, you can scroll back and forth through it, search for items using the fields at the top, modify or delete an individual item, or create a new item.

There are six different templates available for the creation of new news items, and their outline is displayed at the top. The first five allow the use of photographs along with the text, with the third also using a highlighted 'quote'. The sixth allows the attachment of up to five separate documents to a basic news item, allowing you to put very long articles in, or attach minutes or forms to a news item in the same way that you attach a picture to a link (see [Home Links](#)).

Each news item must have a title, and the user who adds the item has his name attached to it. The text entered can be edited and enhanced by using the buttons along the top of the input box. Tools to add bold, italic and underlines, bullet points, tables, justification, links and pictures exist, all of which can be used to make the news item more eye-catching.

Photos are added as in Home Links, and then the item can be saved, either as a draft or an active item. If saved in draft, the item is not displayed on the site; this can be used if you are awaiting some more details or a photo perhaps, but have time to get the bulk of the item ready. An active item appears on the site immediately. A draft item can be made active either by editing it and re-saving it as active, or by ticking the 'active' box next to it in the list of items and clicking the 'Set' button.

Only items of news input from the site itself are displayed on the administrator's list. Other items may appear on the user's list; these will have come from affiliated sites (League, County Board), and can be filtered out by checking the 'Only display items from this site' box before searching. Club site administrators cannot amend or delete these items.

Cricket Listings

Web Links

This section is used to allow the display of links to other sites that may be of interest to the club member. Examples might be websites of overseas players' clubs, local businesses, and other cricket sites. There is little point in linking to other play-cricket sites, particularly local ones, as they link into the League site; others are all accessible via the 'clubs' menu bar option which gives the user nation-wide search capabilities.

The initial web links page gives you the option to add a new link. This is very similar to the process outlined in Home Links. Each link will need a title, a site to link to and an image to go with it; your own, a standard one, or ideally one related to the site to which you are linking. To get an image from the other site, open the site (in another browser window is best), find an image that you would like to use (subject to copyright), right click on the image and select 'Save picture as...' from the popup menu that appears. Save the image on your computer, and you can then upload it as part of the link on your play-cricket site. There is also a check box that makes the link you have chosen open in a new window when the link is clicked. This is useful as it keeps your site on the visitor's desktop, so that they hopefully will return to it when they have finished with the link.

Once you have more than one link, you can set the order in which the links appear on the page by using the 'Sequence' dropdown boxes to the left of each link. Once you have set the boxes to your desired order, you must click the 'Order' button to save that sequence. You can 'activate' or 'de-activate' a link by checking or un-checking the box to the right of the link, and clicking the 'Set' button, as with news items.

Teams

This page allows you to create and manage your club's different teams. When you create your site, play-cricket automatically attempts to link it to the League site, so when you come to first look at this page, all your existing League teams will probably be displayed. You can then add any others, for instance Sunday friendly teams, midweek teams, junior teams (although these may also have been added already if your junior teams are members of a league that also has a play-cricket site) and veterans' teams.

You can add a new team by clicking on the link at the top of the page; this will display a page that allows you to select the team name from a dropdown list, or add a new one if the name is not on the list (useful if you are running two Kwik teams for instance). You can add a nickname for the team, select the captain from your list of players, add a team description and photograph (with caption), and then save the team. It will then be displayed in your list of teams, and you then have other options you can perform with it.

To the left of the teams in the list is an 'Order' dropdown; you can set the order in which the teams are displayed on your site by setting these in the desired sequence and then clicking the 'Reorder' button.

To the right of each team, there are several options. The first two are 'leagues' and 'cups'. These give a list of the competitions in which the team has participated and is currently participating in. These should have been automatically set up when your site was linked to the League site, but you can add others if you think there are any missing by clicking on the 'Add team to league/cup' link at the top of the page.

The next option, indicated by an icon that looks like the outline of two people, is the team squad option. This allows you to create a squad for that team from your list of players, so that if you use the on-line team selection feature, the players you are likely to be picking from will already be displayed. You can pick from your existing list of members, or create a new member and put him straight in your squad; useful if you have to pull someone in at short notice and do not have time to get them registered with your site. You can also manage and edit this squad and the membership of the players within it using the icons to the right of each player; these will be discussed in 'Club Members' later.

Next to this is the 'edit team' icon, a pencil and paper. This allows you to update the information you input when setting up the team, as discussed above.

To the right of this there is the 'Archive team' function (the folder icon) which allows you to save a team without deleting it; you may wish to do this if, for instance, you are not running an under-17 team in the current year, but plan to do so next year. It saves deleting and re-creating the team, and retains all the links to it, but doesn't show the team on your site.

Finally there is the Delete icon (a red X). This will completely remove the team and any links to it from the site, so be careful how you use it. You will be asked if you are sure you want to do this, but once you say yes, then the only way to get it back is to recreate it from scratch!

Fixtures

This gives you a list of all your club's upcoming fixtures. Once again, if your site has linked to the League and Cup sites, then all your League and Cup fixtures will be automatically shown here when they are created on the League and Cup sites. You can search this list by team, type of fixture and date to narrow the list down, or you can scroll through it using the links at the bottom of the list.

If you wish to add fixtures, e.g. for your friendly team, then you should click the 'add new fixture' link at the top of the page. A page will be displayed that allows you to input the type of fixture, date, start time, venue, number of innings, opposition, ground, meeting place and time. The opposition, ground, and venue are linked, so if the fixture is away, and your opponents have a play-cricket site (underlined when you click the 'Select Opposition' button), then the list of their grounds will be displayed when you click the 'Select ground' button; if you are at home, your list of grounds will be displayed. When you have input all the required information, click the 'Add fixture' button, and it will be added to your list. Please note that you cannot create your own League or Cup fixtures; these can only be set up via the main League or Cup site.

Once again down the right hand side of the list, there are several options. The first, a magnifying glass and paper, allows you simply to view the fixture details. This will normally be just the date, time, type, ground etc., but if you have picked a team for the fixture online, then that will also be displayed.

The second, a pen and paper, lets you edit the fixture. You can change the date and start time, venue, meeting time and place, and the ground on which it is to be played. Note however that you should NEVER amend the date, start time, venue or ground of a League or Cup match. Only the League or Cup site administrator should do this once the proper procedures regarding agreement of both parties have been completed.

The last is the 'team manager' function (two peoples' outline). This allows you to select a team from the squad you have created when you set up the teams (above) and your list of players. You can then publish the team, notify them about the game by email, and print the list to put on your notice board. You can learn more about this in the scorecards guide.

Results

This is very similar to the 'Fixtures' function, but instead gives you a list of all the games already played by your teams, and their results. As with fixtures, you can search this list by team, type of fixture and date to narrow the list down, or you can scroll through it using the links at the bottom of the list.

Four options exist to the right of each result. The first I shall deal with later in this guide, under Inputting results.

The second is the 'magnifying glass' icon for viewing the result. This will display all the details input to the site about the game, including any scorecards, as well as links to any reports input.

The third is the 'pen and paper' icon to edit the result. The basic details of any League and Cup matches are input and locked via the administrator of those sites, and cannot be changed. If there is a problem with these details, then the League and Cup site administrator should be notified. If the game is a friendly, then the details can be input through this page. Once the details are present, clicking the 'Next' button saves the details and moves on to the 'Team Picker' functionality, which again is outlined in more detail in the scorecards guide. Once the scorecards etc. have been completed, then the left-most icon, which is initially set to a red X (unconfirmed), should be clicked; it will then turn into a tick (confirmed).

The right-most icon (sheet of paper) allows the addition or editing of a match report. Initially this will be 'blank', but becomes 'written on' once a report has been added. Again, there is more about this in the scorecards guide.

Club Members

This section allows the site administrator to manage the membership of the site. Using the options in the sub-menu, he can add and delete members, and assign them roles within the site, create 'groups' of members and use the system to email them. He can, if he already has a database of members, upload that to the site to get everyone on the site in one go, and similarly download the site members to his own computer to use in other programs.

Member Database

The member database is the heart of your site; it allows you to control which members have access to 'sensitive' areas of the site, to grant rights to update the site to certain members, and to add and amend information about your members.

The top section allows you to search the list by a number of different variables; this may be just to find an individual quickly, or you may wish to tailor the list displayed in order to send everyone on it an email message, a link for which is provided below the search boxes.

The main section lists everyone who satisfies the search criteria in the boxes. This list is scrollable via the links at the top of the list.

The member's details can be edited by clicking on their name in the list; their personal details, registration details and player profile are all editable, and details of their different roles on the site are listed. This is the place to correct any misspelled names created by other teams when adding scorecards, as it will allow the data input for that name to be retained rather than deleting the incorrect name and adding it again, which will cause loss of data.

To the right of each member's name are their email address (if one is provided), and their telephone number, plus two icons. By clicking on the email address, you can quickly send an email to that member.

The first of these icons, a red and blue circle, allows the administrator to remove any duplication in the list. It may be that he has loaded all the players in his own database onto the site, and some players in that database were already site members. By matching them, the two records are merged so that information is not lost. It is always preferable to match member records rather than delete them. When the icon is clicked, a list of possible matches is displayed, and the administrator can choose whether or not to match this record with one of the names on that list.

The second icon, a mortarboard, allows the administrator to assign various roles within the site to the user. When this is clicked, the potential roles are displayed by category (e.g. squad player, official position, email group, website role), and the administrator can activate or deactivate that role for the user. These roles can then be used within searches to limit the list for emailing, or in the case of website roles to give the user administration access so that he can update the site himself.

Email Groups

The administrator can set up and maintain groups to which he can assign members, in order that he can email them according to those groups. He may, for instance, set up a 'Committee' group, to which he can add everyone who is a club committee member, in order that he can then email to them notice and minutes of monthly meetings. He could set up another group called 'juniors' that contains everyone under 16, so that he can send them newsletters. There is no limit to the number of different groups, or to how many different groups a person can belong.

The administrator can add a new group by clicking the 'Add New Email Group' link at the top of the page. This takes him to a new page, where all that is required is to enter the group name and click the 'Save' button.

Below this link is a list of the groups he has set up. These can be viewed (magnifying glass icon), edited (pen and paper icon), deleted (red X icon) and re-ordered (using the dropdown boxes and the 'save' button').

Email Log

The email log shows the administrator a list of what emails he has sent to the different groups. He can search the list using the dropdown boxes at the top of the page, and view individual items on the list below by clicking on the magnifying glass icon next to the item.

Mass database upload

This allows the site administrator to load a large number of entries into the member database very quickly. He may already have all his club members' details on his computer in a different format e.g. an Access database or Excel spreadsheet. By following the instructions on this page, he can transfer all that data from his computer to the play-cricket database, thus saving the effort of re-typing it all or getting the members to do it all.

Mass database download

Similarly, the administrator can get the data back out of the play-cricket database onto his computer, so that he can update his records with any changes that may have been made by members on-line. When the menu item is clicked, the system automatically creates a file of all the members in his club's play-cricket database, and displays them in a list. He can then save them to his computer in one of two formats (.csv and .xml), and use the data himself in other programs e.g. Excel or Access.

Information Board

The information board is similar in functionality to the Club News section; however, parts of it are 'club site members-only' area, which means that only your site members can view it. This makes it more suitable for items that are not for public viewing, for example minutes of committee meetings, financial matters or disciplinary hearings. The board consists of three areas.

Postings

This is a simple 'notice board' area, accessible to site members only. The site administrator can add items to this section himself using the 'add a notice link' at the top of the page. The posting requires a title, a description and an attachment containing the information. Members of the site can also submit items for posting from the section on the user side of the site; this uses an identical form. They are not put straight on the site however; the site administrator must approve them. He does this by clicking on the 'go to pending notices' link. Any member-submitted notices are displayed there, and he can view and edit them, delete them or make them live using the links beside each item.

All current postings are listed below these two links; the list can be scrolled through using the links at the bottom of the list. Each item can be viewed, edited or deleted using the links to the right of the item. There is a limit of 30 items on this area, so periodic 'tidying up' will be necessary, in much the same way that a real notice board should be maintained.

Club Library

The club library has similarities to both the Club News area and the Postings area; it can be viewed by registered play-cricket users who are not members of your site, so caution should be exercised over what is posted in here. It is intended for longer-term reference items; e.g. club rules and constitution, coaching, child welfare policies, membership forms and the like. The items must be categorized, and the administrator can set up his own categories, in the same fashion as the email groups (see above).

Once he has created categories, he can add items to them. In this area, he has much more control over the format of what is displayed; the six templates used in Club News are also available to him here so he can add photographs to coaching items, or use the 'quotation' template to make a policy statement for instance. For larger items, the 'attachments' template can be used, giving an initial overview and then using the attachments to expand on this perhaps.

Once items have been added, the administrator can search them using the dropdown box at the top of the page. The selected list, scrollable using the links at the bottom, allows the viewing, editing and deletion of each item using the links to the right of each item.

Calendar

The calendar gives the administrator the functionality to keep members aware of events coming up within the club. Each event is assigned a category; these categories can either be chosen from a standard list that is created with the site, or created by the administrator, as for Email Groups (see above).

If any events are already set up, then they are displayed in a scrollable, searchable list. Clicking the 'add event' link at the top of the page allows the administrator to set up new events. This displays a page in which to enter the event details; these are the start and end dates and times, a title, the category to which it belongs, and the event details. Once all the required information has been entered, the 'Save Event button' should be clicked, and the event will then be displayed in the list. Events in the list can be viewed by clicking on the event name, and edited or deleted by clicking on the links to the right of each item.

Forums and Photos

This area allows site members to interact with each other and the site. The forums are an area where views and information can be exchanged, either publicly or privately. The photos section is where members can submit their pictures for inclusion on the site, and there is also an opinion poll option, where the members can vote on an issue that may affect the club, cricket as a whole, or just something that will make them laugh!

Forums

There are two types of forum, public and private. The main difference is that any site visitor can view public forums, while only site members can access private ones. The links at the top of the screen allows the administrator to toggle between public and private. Each forum consists of topics; to create a new topic, the administrator, or the user from his side of the system, clicks on the 'add new topic' link, and inputs a title and his views on the subject, and clicks the 'Save Reply' button.

Once a topic has been started, it will appear in the scrollable list of topics; the administrator can view items on the list by clicking on the topic title, or delete them by clicking on the link to the right of the topic. He can add a reply to a topic by viewing it and clicking on the 'add reply' link at the bottom.

Photos

The photo section gives the administrator and the members the functionality to put their digital photographs on the site, adding visual interest. Each photo is assigned a category; these categories can either be chosen from a standard list that is created with the site, or created by the administrator, as for Email Groups (see above).

Any photos already added are displayed in a scrollable, searchable list. Clicking the 'add a photo' link at the top of the page allows the administrator to submit new pictures. This displays a page in which to enter the photo details; these are a title, the category to which it belongs, and the photographer. Once all the required information has been entered, the 'Upload' button should be clicked, and the system will then prompt for the location of the picture, as in Club News. Once it has been loaded, click the 'Save' button to add it to the list. Photos in the list can be viewed, edited or deleted by clicking on the standard icons to the right of each item.

User-submitted pictures are not immediately added to the site; an administrator must approve them. To check if there are any photos awaiting approval, click on the 'view pending photos' link at the top of the page. Any photos for approval are displayed in a scrollable list. Each picture can be viewed, edited or deleted using the standard icons to the right, or made live using the link to the right of the icons.

Opinion Polls

The opinion poll is a way for the site administrator to get feedback from members on important current issues, or just to have a bit of fun. Polls should be changed regularly, so that the site is kept fresh and interesting, encouraging viewers to return.

To add a poll, click on the 'add a poll' link at the top of the page. A page is displayed for the poll details; these are the poll start date, the question to be asked, a list of up to five possible answers, and an optional image to use with the poll. Once all these have been input, click the 'Add Poll' button, and it will appear in the list of polls.

The list shows all your polls, ordered by start date. To view the results of any poll, click on the poll question in the list, and the results are displayed showing both number and percentage of votes for each option. A poll remains current until another poll is input and that poll's start date is passed. Old polls can be deleted by clicking on the link to the right of each poll.

Registering as a user

If you are not already set up as a user of your club's play-cricket site, then you need to register. This is a very simple process. First you need to go to the site; the address is above. Then you click on the 'Register' button at the top of the screen. The membership form appears:

The screenshot shows a Microsoft Internet Explorer browser window displaying the registration page for Shipley Hall CC. The browser's address bar shows the URL: <http://shipleyhall.play-cricket.com/login/register.asp>. The page header includes the BBC Sport logo and navigation links: [register](#), , , [login](#), [forgotten password](#), [help](#), and [FAQs](#). The main heading is "Register with Play-Cricket.com - Step 1 of 2". Below the heading, there is a brief instruction: "To register yourself with Play-Cricket complete the form below, then click 'send form'." and a note: "The fields marked with an * are compulsory and must be completed. If you have made any mistakes in filling out the form you will be prompted to correct them." The registration form itself is enclosed in a red border and contains the following fields: Title (dropdown), First Name * (text), Middle Initials (text), Last Name * (text), Email * (text), Username * (text), Password * (text), Confirm Password * (text), Gender * (dropdown), Ethnicity (dropdown), Date Of Birth (calendar icon and text input, with example "e.g 24/10/2001"), Address (three stacked text inputs), Town/City (text), and County (dropdown). On the left side of the page, there is a navigation menu with links: Club Home, About Us, Club News, Cricket Listings, Teams, Fixtures, Results, Statistics, Club Members, Information Board, Cricket Exchange, Forums & Photos, and Search.

Fill in the form that appears with all the required details, and any other information you wish to give, and click the 'Send form' button at the bottom.

Once the details you have given are accepted, a new screen appears (below).

Shipley Hall CC - Play-Cricket - Register with Play-Cricket.com - Step 2 of 2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://shpleyhall.play-cricket.com/login/register_thankyou.asp Go Links >>

Shipley Hall CC

ecb.co.uk | network home | clubs | leagues & cups | county boards | ecb ca |

In association with **BBC SPORT** rrrr ssss : [my details](#) | [log out](#) | [help](#) | [FAQs](#)

Register with Play-Cricket.com - Step 2 of 2

You may now complete your personal details, [Complete Personal Details](#)

Or you may skip the personal details and apply for memberships of county and club web sites on the Play-Cricket network. Membership allows you to fully participate on the web sites and interact with other members, [Skip to Membership](#)

Or you can simply exit now and complete your details and memberships at another time, [Finish](#)

- Club Home
- About Us
- Club News
- + Cricket Listings
 - Teams
 - Fixtures
 - Results
- + Statistics
- Club Members
- + Information Board
 - Cricket Exchange
- + Forums & Photos
- Search

| [Privacy Policy](#) | [Terms and Conditions](#) | [Administrator Terms and Conditions](#) |

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You can add your personal details and apply for membership of other sites at this time by using the appropriate link; by clicking the [Finish](#) link, your membership application is submitted, and once the site administrator has confirmed your application (you will receive an email telling you he has, and welcoming you as a site member) you can access the members-only areas of the site, like statistics, the members list, the information board and forums.

The next stage towards being able to add scorecards is to obtain administration rights.

Getting admin rights

Instructions for the User

You first need to contact your site administrator (details via the 'About Us' option on the website), and let him know that you would like admin rights so that you can add scorecards and perform other site administration functions. He will then go to the member database, and set up those rights. As a result of this, you will receive an email to the address that you supplied, that outlines the terms and conditions that relate to the possession of admin rights for the site. Once you respond to the instructions in this email, accepting those terms and conditions, then your status as an administrator is confirmed.

Once that is done, you will be able to add and check scorecards for your club's games, as well as access the other admin functions.

This part of the process should be completed before the start of the season, so that you are ready to begin immediately.

Instructions for the Site Administrator

To set up a new online administrator for your club the person will need to become an online member of your club first (as described above). Your site can have as many administrators as required. Once membership has been granted, there are actions for both of you to carry out:

You need to log on and go to the administration area of your web site. Next go to the 'members' area and then 'member database'. Click on 'review applications' and accept or reject any requests for membership (note you should only accept online members who are actual members of your club).

If you accept a member they will be compared to existing names in your database. If there is an existing name that is the exact same person click on 'match' and you will avoid duplication in your member database. If they do not already exist in your database click on 'grant membership without matching'.

Once a person is an online member of your club, you can make them an administrator of your club web site. Next to the name of the new administrator click on 'roles' (teacher's hat icon) and under 'web roles' apply for them to have the type of administration roles you would like them to have. This will send the new administrator an email and make them a pending administrator.

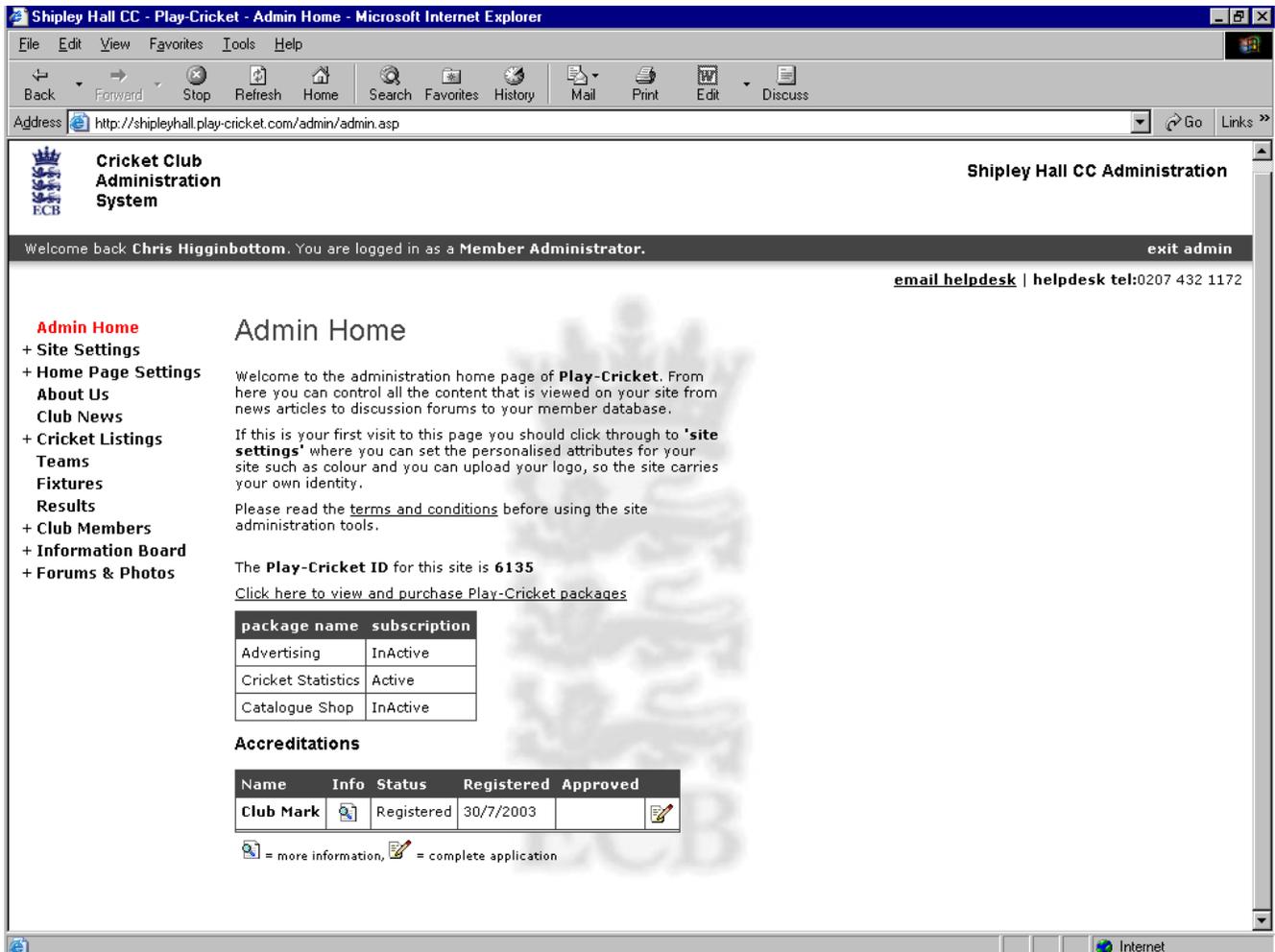
The new administrator, on receiving the email, needs to go to the your club's home page and log on. Once logged on, the 'Admin' button will appear at the bottom of the left hand menu. They need to click on this and accept the terms and conditions.

Once accepted they too will be an administrator of your club system, and be able to update areas of the site for which they have administration rights.

Inputting scorecards

Finding a game

All your club's League and knock-out Cup matches have already been set up via the League website if your league has an active play-cricket site. To find the game you wish to deal with, logon to your club's site, and select 'Admin' from the list of options down the left-hand side (see below). This will give you access to the site administrative functions; the most noticeable difference will be that, instead of the site colours, all of the headings, menu options etc., will appear in black and white only. If you are putting in your team before the game, select 'Fixtures' from the left-hand menu; if you are putting in the scorecard after the game, select 'Results'.



The screenshot shows the 'Admin Home' page of the Shipley Hall CC Play-Cricket system. The browser window title is 'Shipley Hall CC - Play-Cricket - Admin Home - Microsoft Internet Explorer'. The address bar shows 'http://shipleyhall.play-cricket.com/admin/admin.asp'. The page header includes the 'Cricket Club Administration System' logo and 'Shipley Hall CC Administration'. A welcome message states: 'Welcome back Chris Higginbottom. You are logged in as a Member Administrator. exit admin'. A link for 'email helpdesk | helpdesk tel:0207 432 1172' is provided. The left-hand navigation menu includes: Admin Home, Site Settings, Home Page Settings, About Us, Club News, Cricket Listings, Teams, Fixtures, Results, Club Members, Information Board, and Forums & Photos. The main content area is titled 'Admin Home' and contains the following text: 'Welcome to the administration home page of Play-Cricket. From here you can control all the content that is viewed on your site from news articles to discussion forums to your member database. If this is your first visit to this page you should click through to 'site settings' where you can set the personalised attributes for your site such as colour and you can upload your logo, so the site carries your own identity. Please read the [terms and conditions](#) before using the site administration tools. The Play-Cricket ID for this site is 6135. [Click here to view and purchase Play-Cricket packages](#)'.

package name	subscription
Advertising	InActive
Cricket Statistics	Active
Catalogue Shop	InActive

Accreditations

Name	Info	Status	Registered	Approved
Club Mark		Registered	30/7/2003	

= more information, = complete application

If you select 'Fixtures', a list of your club's forthcoming games will be displayed (see below).

Shiple Hall CC - Play-Cricket - Fixtures - Microsoft Internet Explorer

Address: http://shiplehall.play-cricket.com/admin/scoreboard/fixtures.asp

Cricket Club Administration System Shiple Hall CC Administration

Welcome back **Chris Higginbottom**. You are logged in as a **Member Administrator**. exit admin

[email helpdesk](#) | helpdesk tel:0207 432 1172

Admin Home
+ Site Settings
+ Home Page Settings
About Us
Club News
+ Cricket Listings
Teams
Fixtures
Results
+ Club Members
+ Information Board
+ Forums & Photos

Fixtures

• [add new fixture](#)

Quick Search: or Start Date: / /

End Date: / /

Type:

Team:

Date	Home Team	vs	Away Team	Type			
24/4/2004	1st XI	vs	Sawley & Long Eaton Park CC - 1st XI	League			
24/4/2004	Stainsby Hall 1st XI	vs	2nd XI	League			
24/4/2004	Langley Mill United CC - 2nd XI	vs	3rd XI	League			
1/5/2004	Wirksworth CC - 1st XI	vs	1st XI	League			
1/5/2004	2nd XI	vs	Wirksworth CC - 2nd XI	League			
1/5/2004	3rd XI	vs	Ilkeston Rutland CC - 3rd XI	League			
2/5/2004	1st XI	vs	Clifton CC, Derby - 1st XI	League			
2/5/2004	Darley Abbey CC - 1st XI	vs	2nd XI	League			
2/5/2004	West Hallam White Rose CC - 3rd XI	vs	3rd XI	League			

The individual fixtures can be accessed via the icons to the right of each one:



- View fixture – allows the user to view, but not change, the fixture details.



- Edit fixture – allows the user to add or change details of the fixture; the basic details (date, time etc.) should not be changed, but meeting place details can be added if desired if the site is being used to notify the team prior to the game.



- Edit team – allows the user to input a team selection before the game, and make changes to that selection. The following screen appears when this is clicked:

The search fields at the top of the screen allow the user to restrict this list.

Picking a team

Shipley Hall CC - Play-Cricket - Team Picker - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://shipleyhall.play-cricket.com/admin/scoreboard/team_picker.asp?id=153484&mode=pick Go Links >>

welcome back Chris Higginbottom, you are logged in as a member Administrator. EXIT ADMIN

[email helpdesk](#) | helpdesk tel:0207 432 1172

Admin Home

- + Site Settings
- + Home Page Settings
- About Us
- Club News
- + Cricket Listings
- Teams
- Fixtures**
- Results
- + Club Members
- + Information Board
- + Forums & Photos

Team Picker

- [Back to results](#)

1st XI vs. Sawley & Long Eaton Park CC - 1st XI

Type : League : Derbyshire Premier Cricket League - ECB Derbyshire Premier Cricket League

Date : Sat 24th Apr 2004

Shipley Hall CC - 1st XI			General Function	
Player	Cap	WK	Pick Player from Database	
1	<input type="text"/>	<input type="radio"/>	Clear	
2	<input type="text"/>	<input type="radio"/>	Player To Be Confirmed	
3	<input type="text"/>	<input type="radio"/>	Squad Members	
4	<input type="text"/>	<input type="radio"/>	Ahmed, Tanvir <input type="checkbox"/> Carrington, Anders <input type="checkbox"/>	
5	<input type="text"/>	<input type="radio"/>	Cokayne, James <input type="checkbox"/> Cox, Neil <input type="checkbox"/>	
6	<input type="text"/>	<input type="radio"/>	Farnsworth, David <input type="checkbox"/> Farnsworth, Graham <input type="checkbox"/>	
7	<input type="text"/>	<input type="radio"/>	Farnsworth, Kevin <input type="checkbox"/> Gamble, Stef <input type="checkbox"/>	
8	<input type="text"/>	<input type="radio"/>	Hardwick, Matt <input type="checkbox"/> Hickinbotham, Gary <input type="checkbox"/>	
9	<input type="text"/>	<input type="radio"/>	Higginbottom, Chris <input type="checkbox"/> Hussain, Zak <input type="checkbox"/>	
10	<input type="text"/>	<input type="radio"/>	Robinson, David <input type="checkbox"/> Starr, Mark <input type="checkbox"/>	
11	<input type="text"/>	<input type="radio"/>	Starr, Martin <input type="checkbox"/> Walker, Simon <input type="checkbox"/>	
12	<input type="text"/>	<input type="radio"/>	✓ = player available, ✗ = player unavailable, - = player availability unconfirmed	

Which operations do you want to

If your club site was used last year, then there will probably be some ‘squad members’; these are the players whose names had been input into the scorecards on the site last season. The last team selected will automatically be shown in the boxes, so once you have selected a side, all you have to do each week is make any changes. If the user clicks on a space on the left, so that it becomes highlighted, and then clicks on a player’s name on the right, that player is inserted into the team.

Users can notify their availability to the site via their own logon, and if a player is unavailable for a given game, a cross will appear by his name. If he is definitely available, then a tick will appear; if he has not stated his availability, a dash appears.

If you make a mistake and click an incorrect name, then you can delete the name by clicking on it and clicking ‘Clear’.

If you do not know the team in full, then highlight a space and click ‘Player To Be Confirmed’. You can then add the player’s name when it is known.

If a player is being selected whose name does not appear in the squad, then click the ‘Pick Player from Database’ link. A pop-up will appear, with the list of players on your club’s database (below).

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application for 'Shpley Hall CC - Play-Cricket'. The main page is titled 'Team Picker' and features a sidebar with navigation links such as 'Admin Home', 'Site Settings', 'Home Page Settings', 'About Us', 'Club News', 'Cricket Listings', 'Teams', 'Fixtures', 'Results', 'Club Members', 'Information Board', and 'Forums & Photos'. A pop-up window titled 'Member Select' is overlaid on the main page. This pop-up contains a search form with a 'Search' label, a dropdown menu set to 'surname', and a text input field for 'Keyword or FirstLetter'. Below the search form is a table of player names with columns for 'Lastname', 'Firstname', and 'Action'. The 'Action' column contains a 'pick' link for each player. At the bottom of the table, it says 'Records 1 to 10 of 67' and provides navigation links '1 2 3 4 5 6 7 NEXT'. A legend at the bottom of the pop-up indicates that a small square icon represents 'player availability unconfirmed'.

Lastname	Firstname	Action
Abbott	Matt	pick
Bentley	Mark	pick
Brandrick	Danny	pick
Chambers	I	pick
Chapman	Martin	pick
Clifford	J	pick
Cokayne	David	pick
Cokayne	Steve	pick
Cox	Paul	pick
Dean	S	pick

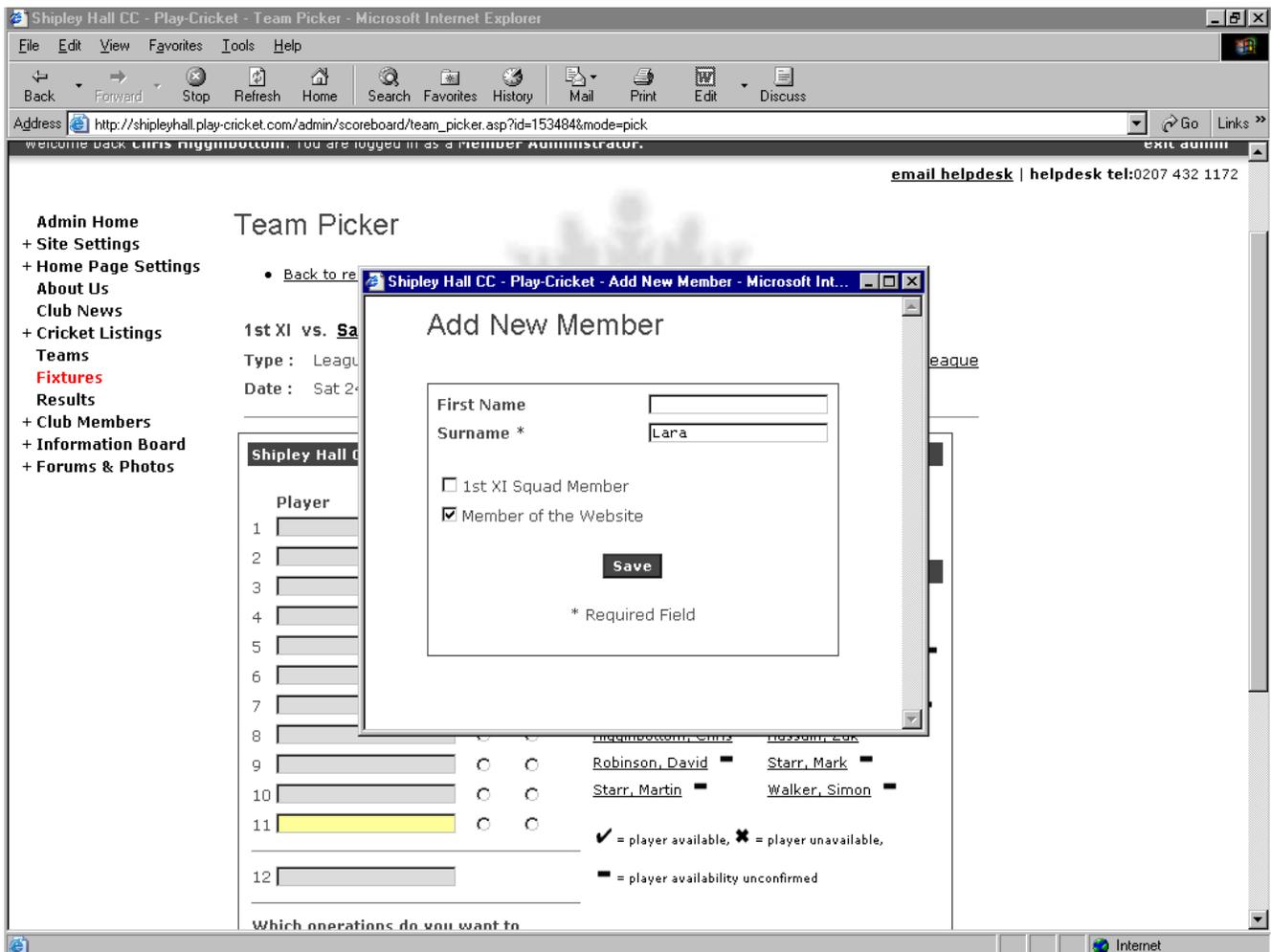
You can use the boxes at the top to search through this list, or the links at the bottom to scroll through it. Once you have found the name you want, click 'Pick' and the player's name will appear in the highlighted box.

If the player's name does not appear in your database, then enter his surname in the 'keyword' box and press 'Search'. A new pop-up will appear:

Adding a player

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Shipley Hall CC - Play-Cricket - Team Picker' page. The browser's address bar shows the URL: http://shipleyhall.play-cricket.com/admin/scoreboard/team_picker.asp?id=153484&mode=pick. The page title is 'Shipley Hall CC - Play-Cricket - Team Picker'. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, Edit, and Discuss. The address bar also includes a Go button and a Links button. The page content includes a navigation menu on the left with items like Admin Home, Site Settings, Home Page Settings, About Us, Club News, Cricket Listings, Teams, Fixtures, Results, Club Members, Information Board, and Forums & Photos. The main content area is titled 'Team Picker' and shows a match between '1st XI vs. Sa' with a type of 'League' and a date of 'Sat 24'. A 'Member Select' pop-up window is open, displaying a search form with a 'Surname' dropdown menu and a 'Keyword or FirstLetter' text input field containing 'Lara'. A 'Search' button is present. Below the search form, a message states: 'Sorry there are no users that meet your search criteria. Please widen your search.' The background page shows a list of players for 'Shipley Hall CC' with columns for player number, name, and availability status. The status legend indicates: ✓ = player available, ✘ = player unavailable, and ■ = player availability unconfirmed. The browser's status bar at the bottom shows the Internet icon.

Click on the 'add a new member' link, and a pop-up appears to let you add the new player:



Type in the player's first name (please use upper and lower case properly for both names e.g. 'Chris', not 'chris' or 'CHRIS'), check the 'Squad Member' box so that the player is also put in the squad list (if required), and press 'Save'.

The new player is now added to your club's database and the team being selected, and will appear on the full list next time, and in the squad if you check the box. It is possible to do a 'bulk addition' to the database; I shall be endeavoring to help clubs by doing this from my database before the season starts.

Once you have selected your team, you have several options.

Saving and publishing the team

The screenshot shows a web browser window titled "Shipley Hall CC - Play-Cricket - Team Picker - Microsoft Internet Explorer". The address bar shows the URL: http://shipleyhall.play-cricket.com/admin/scoreboard/team_picker.asp?id=153484&mode=pick. The main content area is divided into several sections:

- Player To Be Confirmed:** A list of 12 numbered slots (1-12) with input fields and radio buttons. Slot 11 is highlighted in yellow.
- Squad Members:** A list of 16 player names, each with a small square icon indicating availability. The names are: Ahmed, Tanvir; Carrington, Anders; Cokayne, James; Cox, Neil; Farnsworth, David; Farnsworth, Graham; Farnsworth, Kevin; Gamble, Stef; Hardwick, Matt; Hickinbotham, Gary; Higginbottom, Chris; Hussain, Zak; Robinson, David; Starr, Mark; Starr, Martin; Walker, Simon.
- Legend:** A checkmark icon represents a player available, an asterisk icon represents a player unavailable, and a square icon represents player availability unconfirmed.
- Which operations do you want to perform when you save the team?:** A section with three checkboxes: "Publish Team on Website" (unchecked), "Print Team" (unchecked), and "Email Players" (checked). Below these is a text input field for "Add notes to email" and a dropdown menu.
- Save Team:** A prominent button at the bottom of the form.

You can, and should, publish the team on your website; this lets your members know what the team selected is. This information, however, is only visible to site members, so there is no chance of your opponents knowing in advance what they are up against.

The 'Print Team' option is useful for putting the team selected on your club notice board.

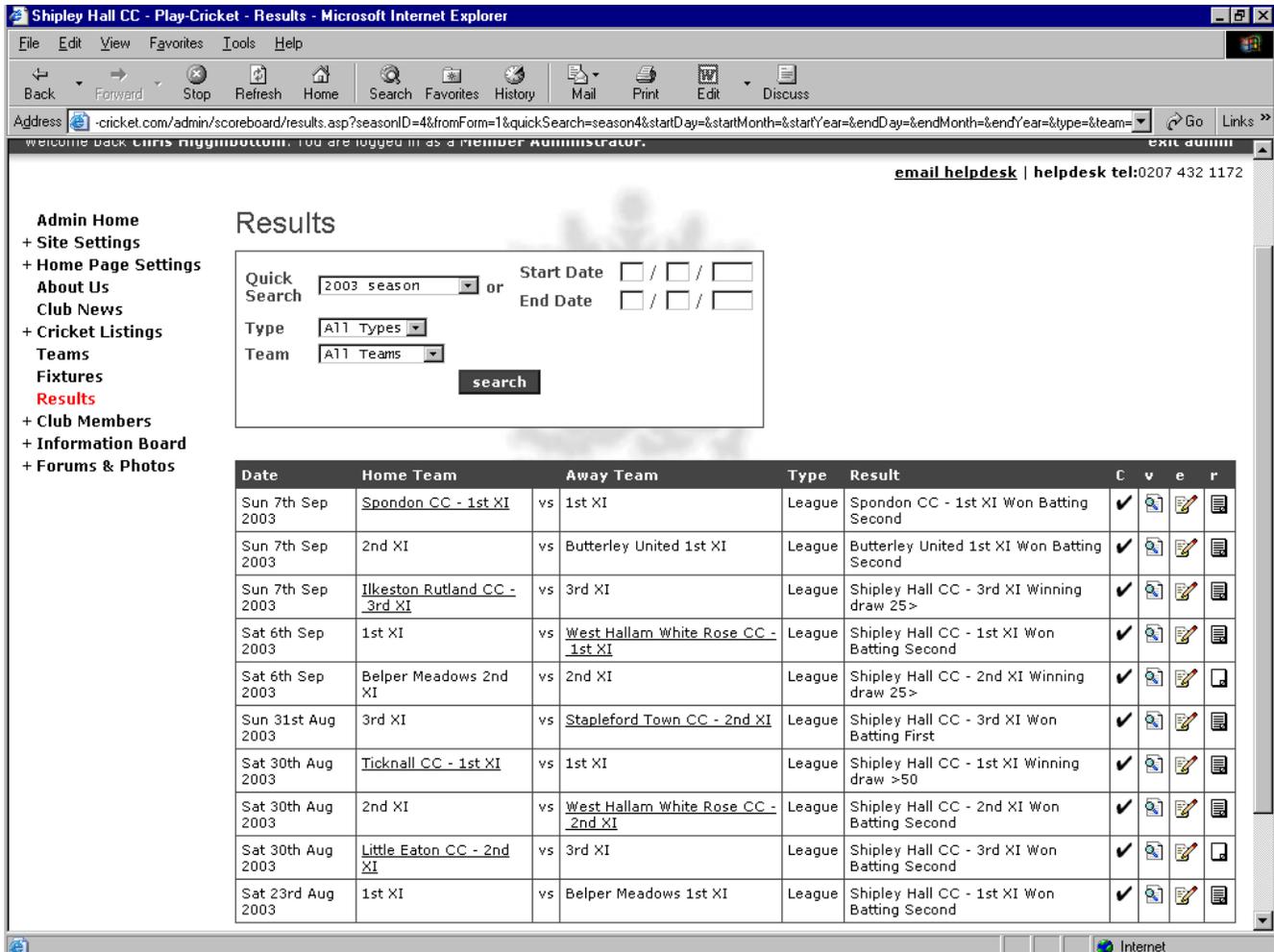
The 'Email Players' option lets all those players who are site members and have given you an email address know that they have been selected, any meeting place and time details supplied (above), when and where the game is being played, and adds any notes that you give to the email; for example you can use this to tell people to pick up someone to take to the game, or bring something for the tea interval, in fact anything that you can think of; using this option instead of the phone can save your club a lot of time and money!

The team selected is now ready for the game to be played. Once it has been played, the result is notified to the League, and the League website is updated with the result, team scores, points etc. The League site administrator will then lock these details to prevent them being altered, but they are visible to the teams; the clubs can then add the scorecards from the game.

Home team

Selecting the game

First of all, you will need the scorebook with the match details to hand. Select the game you wish to input scorecards for via the 'Results' menu option on the left hand side (see [Finding the Game](#) above).



The screenshot shows a web browser window displaying the 'Results' page for Shipley Hall CC. The page has a navigation menu on the left with options like 'Admin Home', 'Site Settings', 'Home Page Settings', 'About Us', 'Club News', 'Cricket Listings', 'Teams', 'Fixtures', 'Results' (highlighted), 'Club Members', 'Information Board', and 'Forums & Photos'. The main content area features a search form with fields for 'Quick Search' (set to '2003 season'), 'Type' (set to 'All Types'), and 'Team' (set to 'All Teams'). There are also fields for 'Start Date' and 'End Date'. Below the search form is a table of match results.

Date	Home Team	Away Team	Type	Result	C	v	e	r
Sun 7th Sep 2003	Spondon CC - 1st XI	vs 1st XI	League	Spondon CC - 1st XI Won Batting Second	✓			
Sun 7th Sep 2003	2nd XI	vs Butterley United 1st XI	League	Butterley United 1st XI Won Batting Second	✓			
Sun 7th Sep 2003	Ilkeston Rutland CC - 3rd XI	vs 3rd XI	League	Shipley Hall CC - 3rd XI Winning draw 25>	✓			
Sat 6th Sep 2003	1st XI	vs West Hallam White Rose CC - 1st XI	League	Shipley Hall CC - 1st XI Won Batting Second	✓			
Sat 6th Sep 2003	Belper Meadows 2nd XI	vs 2nd XI	League	Shipley Hall CC - 2nd XI Winning draw 25>	✓			
Sun 31st Aug 2003	3rd XI	vs Stapleford Town CC - 2nd XI	League	Shipley Hall CC - 3rd XI Won Batting First	✓			
Sat 30th Aug 2003	Ticknall CC - 1st XI	vs 1st XI	League	Shipley Hall CC - 1st XI Winning draw >50	✓			
Sat 30th Aug 2003	2nd XI	vs West Hallam White Rose CC - 2nd XI	League	Shipley Hall CC - 2nd XI Won Batting Second	✓			
Sat 30th Aug 2003	Little Eaton CC - 2nd XI	vs 3rd XI	League	Shipley Hall CC - 3rd XI Won Batting Second	✓			
Sat 23rd Aug 2003	1st XI	vs Belper Meadows 1st XI	League	Shipley Hall CC - 1st XI Won Batting Second	✓			

There are several options available; these can be selected using the icons to the right of each result.

v - View result – allows the user to view, but not change, the result details.

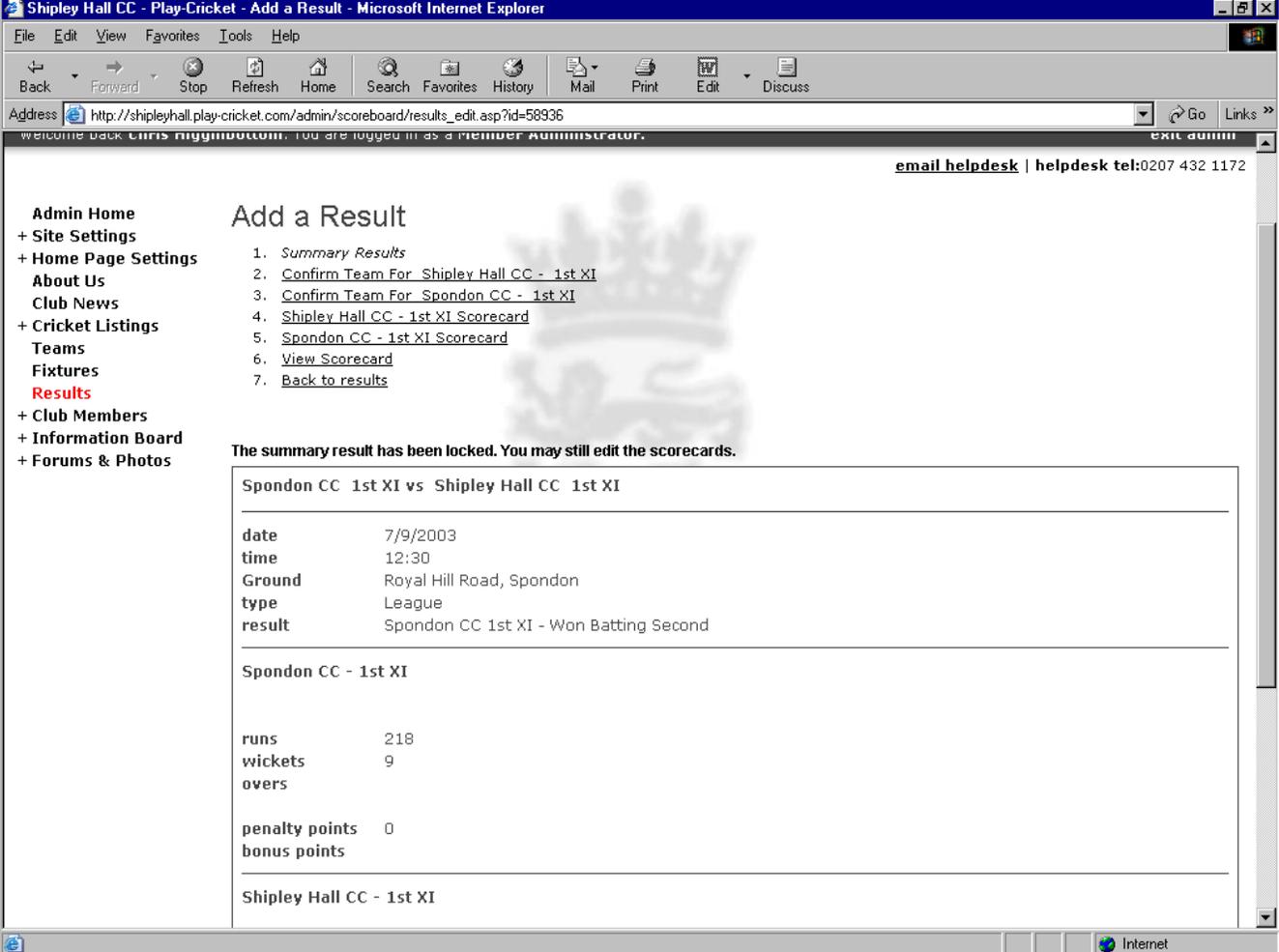
e- Edit result – allows the user to add or change details of the result; the basic details (date, time, scores, result, points etc.) cannot be changed (they are locked by the League site administrator). This icon should be clicked to initiate the process of adding scorecards (see below).

r - Report – allows the user to add or edit a report of the match. If a report has already been added, the icon is 'filled in'. The report can be as long, or as short, as you wish, and can contain a photo.

c - Confirmed – initially this will be set to a cross. Once the scorecard has been input, this should be clicked, to indicate to the League site administrator that this has been done; the icon will turn into a tick.

When you click on the 'Edit result' icon, the screen below appears:

Checking the teams



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying http://shipleyhall.play-cricket.com/admin/scoreboard/results_edit.asp?id=58936. The page title is "Shipley Hall CC - Play-Cricket - Add a Result". The user is logged in as a "Member Administrator".

The page content includes a navigation menu on the left with the following items:

- Admin Home
- + Site Settings
- + Home Page Settings
- About Us
- Club News
- + Cricket Listings
- Teams
- Fixtures
- Results**
- + Club Members
- + Information Board
- + Forums & Photos

The main content area is titled "Add a Result" and contains a list of links:

1. [Summary Results](#)
2. [Confirm Team For Shipley Hall CC - 1st XI](#)
3. [Confirm Team For Spondon CC - 1st XI](#)
4. [Shipley Hall CC - 1st XI Scorecard](#)
5. [Spondon CC - 1st XI Scorecard](#)
6. [View Scorecard](#)
7. [Back to results](#)

A message states: "The summary result has been locked. You may still edit the scorecards." Below this is a table for the match "Spondon CC 1st XI vs Shipley Hall CC 1st XI":

date	7/9/2003
time	12:30
Ground	Royal Hill Road, Spondon
type	League
result	Spondon CC 1st XI - Won Batting Second

Below the match summary, there are two sections for scorecards:

Spondon CC - 1st XI

runs	218
wickets	9
overs	

Shipley Hall CC - 1st XI

The browser's status bar at the bottom shows "Internet".

Firstly, click the link to confirm the team for your club (link 2). This will take you to the following screen:

The screenshot shows a web browser window titled "Shiple Hall CC - Play-Cricket - Team Picker - Microsoft Internet Explorer". The address bar shows the URL: http://shiplehall.play-cricket.com/admin/scoreboard/team_picker.asp?mode=SC&id=58936&groupID=6135&teamID=11725&nextClub=6343&nextTeam=14779. The page content includes a navigation menu on the left with links for Cricket Listings, Teams, Fixtures, Results, Club Members, Information Board, and Forums & Photos. The main content area displays the match header "Spondon CC - 1st XI vs. Shiple Hall CC - 1st XI" and the date "Sun 7th Sep 2003". Below this, a section titled "Please confirm the Shiple Hall CC - 1st XI team." contains a form for selecting players and their positions. The form has a table with columns for Bat Order, Player, Cap, and WK. The players listed are Tanvir Ahmed, Stef Gamble, Zak Hussain, Simon Walker, Tom Rimmington, James Cokayne, Matt Hardwick, Neil Cox, Mark Starr, Anders Carrington, and Graham Farnsworth. To the right of the table is a "General Function" section with buttons for "Pick Player from Database", "Clear", and "Unsure", and a "Squad Members" section with a list of player names and checkboxes. A legend at the bottom right explains the symbols: a checkmark for available, a star for unavailable, and a square for unconfirmed. A "Save Team" button is located at the bottom of the form.

The last team that you input will automatically be displayed here, so that all you need to do is make any changes. As you can see, this is more or less identical to the screen used to select the team, but has the batting order down the left hand side; make any changes that might have occurred to the team in the method previously outlined, and then give each team member their position in the batting order on the day. Don't forget to check the buttons showing the captain and wicketkeeper.

When you are happy that all is correct, press the 'Save Team' button; you will be taken to an identical screen for the opposition. Repeat the process above for the opposition team; take care in making changes to the team to ensure that you choose the right players from their squad and/or database. If you have to add a new player, try to be as accurate as possible with the name.

Once you have got the opposition team sorted out, again press the 'Save Team' button. This time, you will be taken to a screen that will look like this:

Inputting the scorecards - batting

Derbyshire Premier Cricket League - Play-Cricket - Sandiacre Town CC - 1st XI - Microsoft Internet Explorer

Address: http://dpcr.play-cricket.com/admin/scoreboard/scorecard_edit.asp?id=58561&teamID=24927&innings=1&batFirst=1

Name	How Out	Fielder	Bowler	4s	6s	Balls	Runs
1 John Trueman							
2 Ian Hopkins							
3 Chris Attwood							
4 Imi Ahmed							
5 Rob Attwood							
6 John Jordison							
7 Irfan ul Haq							
8 Iady taylor							
9 Sheldon Guerra							
10 Simon Kinselle							
11 paul standring							
Sub Total							0

Extras: B LB W NB PR

Provisional score: 0

Penalties awarded in other innings:

Total: 252

Wickets: 8

Overs:

fow	1	2	3	4	5	6	7	8	9	10
team score	<input type="text"/>									
batsman out	<input type="text"/>									
batsman not out	<input type="text"/>									
not out score	<input type="text"/>									

General Function:

How Out:

-
-
-
-
-
-
-
-

Dunstall CC - 1st XI

-
-
-
-
-
-
-
-
-
-
-
-

Sandiacre Town CC - 1st XI

-

javascript: setHowOut(9)

This is the top half of the screen; as you can see, it deals with the batting details of first innings. The team you have input appears in the correct batting order; now you can start putting in the match details.

Click on the 'How out' field for the first batsman; this will become highlighted. Then choose the mode of his dismissal from the list on the right by clicking on it, and it will appear in the box. If the method of dismissal involves a fielder (caught, stumped or run out), then the 'Fielder' box will automatically be highlighted, and you can then choose the fielder involved; the highlight will then move to the 'Bowler' field, ready for you to choose the bowler involved. If the batsman is out lbw, bowled or hit wicket, the highlight will go straight to the 'Bowler' field; for all the other 'how outs', the highlight will go to the next batsman's mode of dismissal. Having sorted out how the batsman was, or was not, dismissed, you can then enter the details of his innings. If the player actually batted, the only mandatory field is runs, but if you have the other details then you can input them, and they will be stored and used in the statistics. Repeat the process for the other ten players, choosing the 'Did Not Bat' option where appropriate, so that all players appear on the scorecard. Don't forget to add the 'extras' and any 'penalty runs'! If the figures don't add up, then you will get a warning message; please check and correct the figures so that they are accurate. Then fill in the details of the fall of wickets. Most scorebooks will have the score at the fall of wicket and the batsman out, and it is possible to work out who is the not out batsman. Don't worry if you do not have the not out batsman's score at the fall of wicket, this is optional. Type in the scores at the fall of each wicket, then click on the first 'batsman out' field; again it will highlight. Then click on the name of the batsman dismissed in the list on the right-hand side, and his batting position will appear in the box. Repeat for 'batsman not out', and carry on until you have done all the wickets to fall. You can now move on to the bowling analysis (below).

Viewing the scorecards

Shipley Hall CC - 1st XI

Name	How Out	Bowler	Runs	4s	6s
1 Tanvir Ahmed *	Caught (Ben Ashdown)	Paul Cook	40	5	3
2 Stef Gamble	Caught (Adam Finlay)	Rob Green	6	1	
3 Zak Hussain	Caught (Lee Fox)	Lee Fox	22	4	1
4 Simon Walker	LBW	Rob Green	1		
5 Tom Rimmington	LBW	Lee Fox	19	4	
6 James Cokayne	Caught (Joe Ashdown)	Dean Vickers	78	11	4
7 Matt Hardwick +	Caught (Chris Mills)	Joe Ashdown	14	1	1
8 Neil Cox	Caught (Joe Ashdown)	Joe Ashdown	7	1	
9 Mark Starr	Caught (Dave Tainton)	Joe Ashdown	1		
10 Anders Carrington	Not Out		5	1	
11 Graham Farnsworth	Caught (Adam Finlay)	Ben Ashdown	0		
Byes(4); Leg Byes(4); Wides(12); No Balls(2);			Extras	22	
			Total	215	
			Wickets	10	

Fall Of Wickets

49-1 Tanvir Ahmed (Stef Gamble-*); 69-2 Stef Gamble (Zak Hussain-*); 69-3 Zak Hussain (Simon Walker-*); 76-4 Simon Walker (Tom Rimmington-*); 135-5 Tom Rimmington (James Cokayne-*); 157-6 James Cokayne (Matt Hardwick-*); 196-7 Matt Hardwick (Neil Cox-*); 201-8 Neil Cox (Mark Starr-*); 209-9 Mark Starr (Anders Carrington-*); 215-10 Graham Farnsworth (Anders Carrington-*);

Bowling

Name	Overs	Maidens	Runs	Wickets	Wides	No Balls
1 Rob Green	7	3	33	2	1	
2 Paul Cook	4	0	48	1		
3 Lee Fox	12	1	49	2	1	2
4 Chris Mills	4	0	22	0		
5 Dean Vickers	7	0	35	1	2	
6 Joe Ashdown	5	4	6	3		
7 Ben Ashdown	3.4	1	14	1	4	

Spondon CC - 1st XI

If you are not happy with what is there, then click the link at the top of the page to go to the part you wish to change.

Otherwise click the 'Back to results' link (link 7), and you will be taken back to the results list, where you can confirm that you have completed the scorecard, and add a report if you wish (see [Adding a report](#), [Confirming the scorecard](#)).

Away team

Having selected the game to check via the club's website (see [Selecting the game](#)), the away team's administrator should first visually check the details input against the written score-book or score-card of the game by selecting the 'View scorecard' link (link 6). If all the details input are OK, then all there is to do is click on 'Back to results' add your own report and pictures (if desired), and set the 'Confirmed' flag. If there are changes to be made, follow the procedures below.

Checking and changing teams

The process is broadly the same as that for the home team inputting the teams for the game (see [Checking the team](#)). Pay particular attention to your own team:

Have any changes been made correctly?

If there is a choice of players with the same surname, has the correct one been chosen?

Have the names of any new players added been spelt correctly?

Is the batting order correct?

Are the correct captain and wicketkeeper selected?

If any details are incorrect, then follow the instructions in [Picking the team](#) and [Adding a player](#). It is probably prudent to check the home team, just in case (two pairs of eyes are always better than one!), but it is highly unlikely that such a mistake should be made; after all the home team's administrator should know his own players!

Amending the scorecard

Again this is a repeat of the process [Inputting the scorecards](#). Items to be particularly aware of for the away team are:

Correct fielders effecting catches, stumpings and run-outs

Correct scores against batsmen

Fall of wicket information correct

Correct bowling analyses against bowlers

Don't forget to save any changes to the scorecards by clicking the 'Save Scorecard' button.

When you are happy that what is on the scorecards is correct, then click on 'Back to results', where you can confirm that you have completed the scorecard, and add a report and photos if you wish (see [Adding a report](#), [Confirming the scorecard](#)).

Adding a report

Three reports can exist for any given game; the League can add its own report, and both teams can add their own version of events. These reports are all input using the same format:

Derbyshire Premier Cricket League - Play-Cricket - Add new match report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://dpcl.play-cricket.com/admin/content/content_edit.asp?id=&cid=218&tid=14&fixture=58860&group=446 Go Links >>

Admin Home
+ Site Settings
+ Home Page Settings
About Us
League News
+ Cricket Listings
Divisions & Tables
Fixtures
Results
+ League Members
+ Information Board
+ Forums & Photos

Add new match report

- [back](#)

1. Your match report will appear in the Club Cricket section of your BBC Where I Live regional website (where your league is involved) as well as on your Play-Cricket website. The content of the report should reflect your impressions of the match regardless of their potentially partisan nature. Match reports are generally intended to be constructive in nature - please avoid personal abuse and of course beware the laws of libel.
2. Any use of profanity or other inappropriate content will lead to the report being deleted immediately without it being published to the website.
3. The reports should be entertaining to read and need not necessarily be an in depth factual account of the game.

Title

Author

Sub-Heading

Body

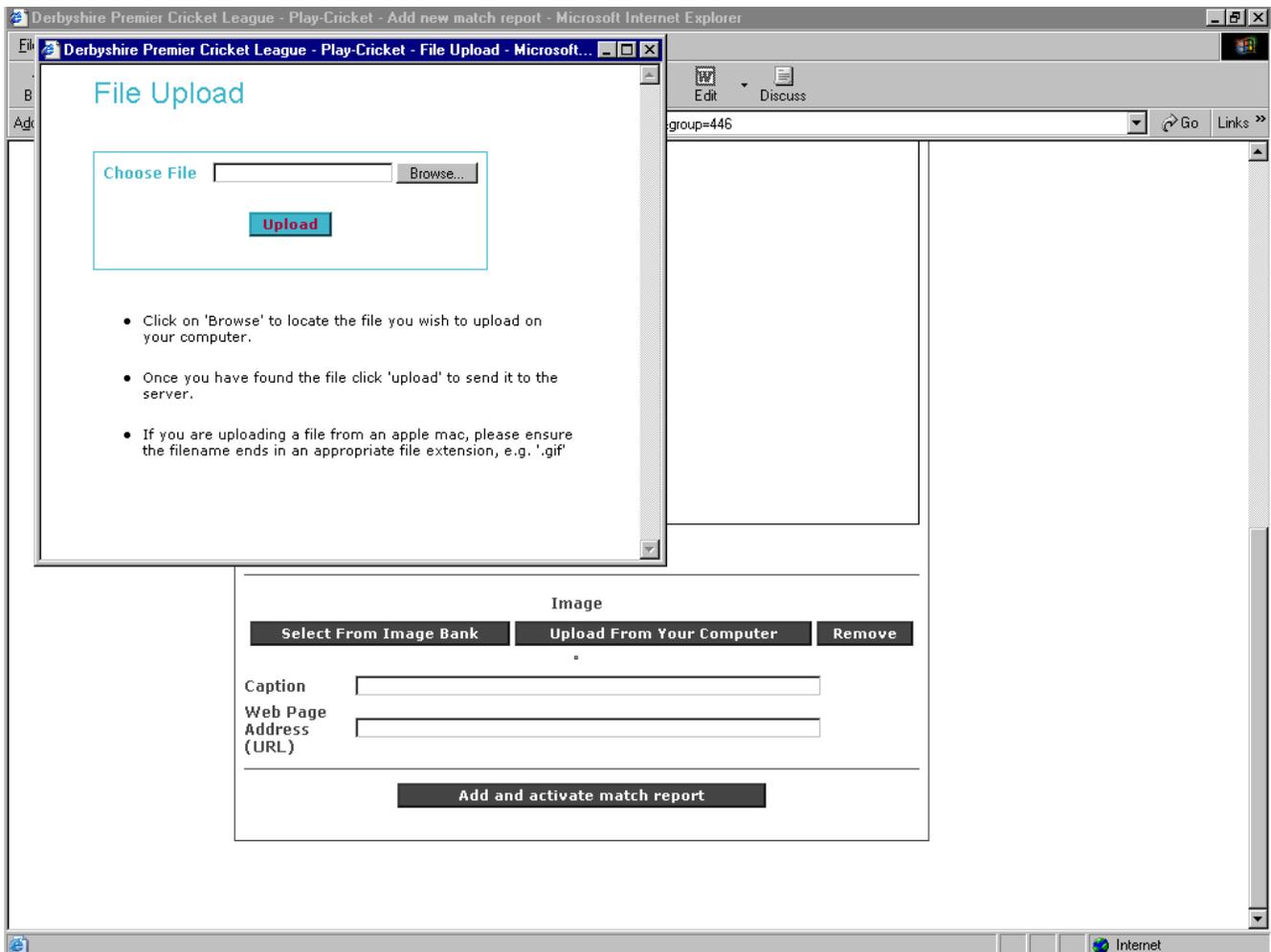
The buttons along the top of the text box allow you to create effects within your report. You can:

- | | |
|--------------------|-------------------------------|
| Cut text | Add numbered paragraphs |
| Copy text | Add bullet points |
| Paste text | Indent text |
| Change text styles | Outdent text |
| Bold text | Add a line |
| Italicise text | Insert a web link |
| Left justify text | Insert a table |
| Centre text | Insert a picture |
| Right justify text | Automatically 'tidy' the text |

Don't forget when you write a report that its contents reflect on the League, your club and yourself; it is your name that will appear at the bottom of the report. So try to be entertaining and reasonably factual, but please refrain from criticism of officials and offensive or sarcastic personal remarks about players (your own and the opposition's!), and don't use bad language or make comments or inferences of a racial or sexual nature. As an over-riding principle, don't write anything in your report about another person or club that you wouldn't want to see written about yourself or your own club.

Adding a picture to your report

As well as adding your own report for the game, you can give it visual interest by adding a photo; this can be of a player, the team, action from the game, the ground, in fact anything that you can think of. You will need someone within the club with a digital camera, or a good quality colour scanner, to take the photographs. The photo itself needs to be stored on your computer, either on your hard drive, on the camera itself (if your computer has software to access the camera's memory), or on a CD. Click on the 'Upload From Your Computer' button, and a pop-up will appear (below). Unless you happen to know the exact location of the picture on your computer, in which case you can type it into the box, you should click on the 'Browse' button, and navigate to the correct location of the file.



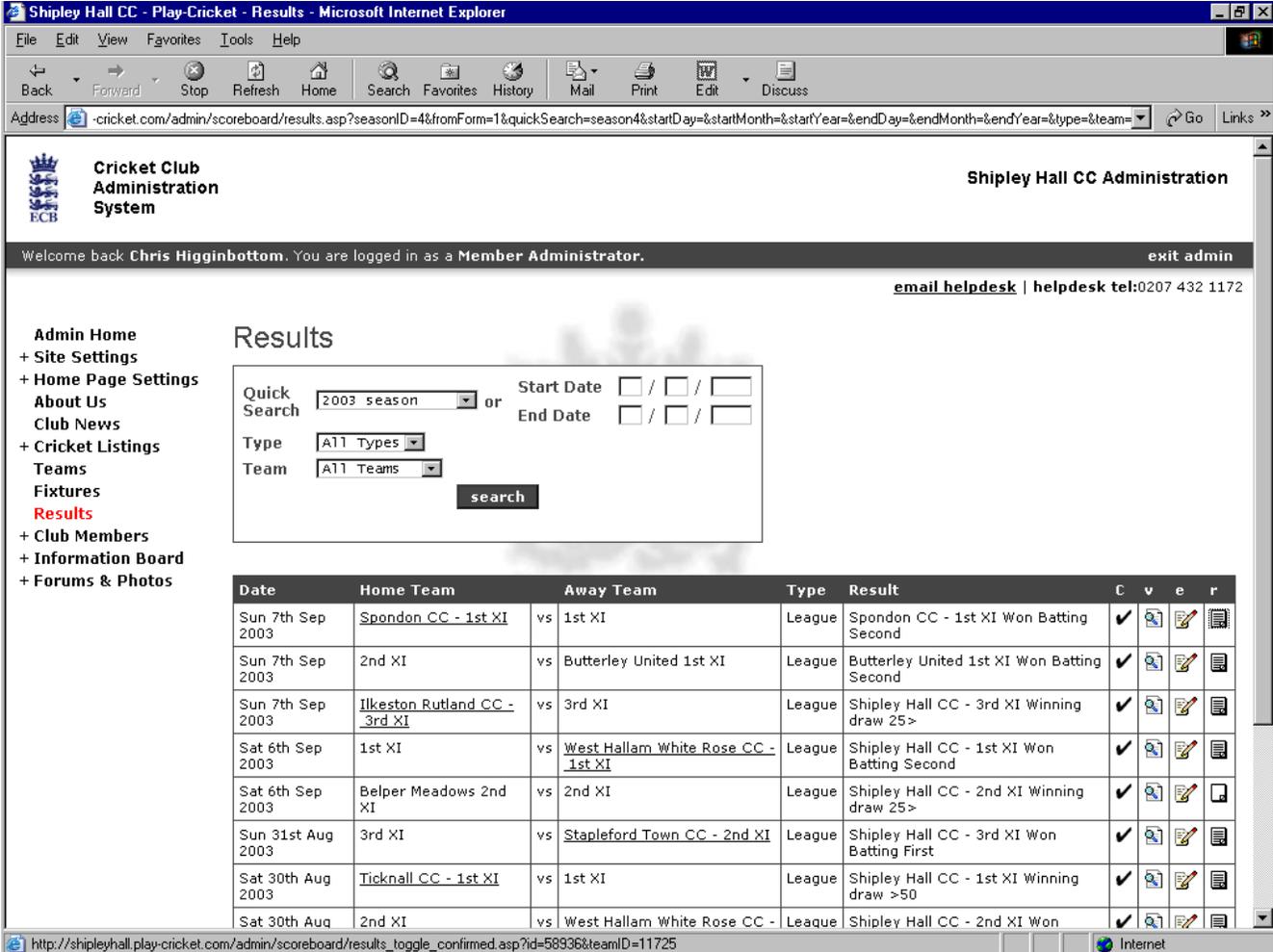
Once you have selected the picture you want, click the 'Upload' button and a progress bar appears showing the picture being loaded to the website; if you have chosen a large picture, this can take some time, so it is best to either crop your pictures down if you can, or use a lower resolution.

When the picture has loaded, the progress bar disappears, and the picture is shown on the report page. You have the option to remove the picture or use another one, using the 'Upload From Your Computer' or 'Remove' buttons, or use one of the standard play-cricket images via the 'Select From Image Bank' button.

When you are happy with the report, you should then save it using the 'Add and activate match report' button, and it will then be visible to anyone viewing the game from your website and the League website.

Confirming the scorecard

Once you have added all the scorecard details, you should return to the list of results using the 'back to results' link. Then just click the 'confirmed' icon next to the game, to let the League site administrator know that you have completed your part of the process. This should be done by Tuesday evening following the game.



The screenshot shows the 'Cricket Club Administration System' interface for Shipley Hall CC. The page is titled 'Results' and features a search form with the following fields: 'Quick Search' (set to '2003 season'), 'Start Date' and 'End Date' (empty), 'Type' (set to 'All Types'), and 'Team' (set to 'All Teams'). A 'search' button is located below the form. The main content area displays a table of results with columns for Date, Home Team, Away Team, Type, Result, and a 'C v e r' (Confirmed) column. The table lists several matches, including Spondon CC vs 1st XI, Butterley United 1st XI vs 2nd XI, Ilkeston Rutland CC vs 3rd XI, West Hallam White Rose CC vs 1st XI, Belper Meadows 2nd XI vs 2nd XI, Stapleford Town CC vs 3rd XI, Ticknall CC vs 1st XI, and West Hallam White Rose CC vs 2nd XI. Each row includes a checkmark in the 'C v e r' column, indicating that the results have been confirmed.

Date	Home Team	Away Team	Type	Result	C v e r
Sun 7th Sep 2003	Spondon CC - 1st XI	1st XI	League	Spondon CC - 1st XI Won Batting Second	✓
Sun 7th Sep 2003	2nd XI	Butterley United 1st XI	League	Butterley United 1st XI Won Batting Second	✓
Sun 7th Sep 2003	Ilkeston Rutland CC - 3rd XI	3rd XI	League	Shipley Hall CC - 3rd XI Winning draw 25>	✓
Sat 6th Sep 2003	1st XI	West Hallam White Rose CC - 1st XI	League	Shipley Hall CC - 1st XI Won Batting Second	✓
Sat 6th Sep 2003	Belper Meadows 2nd XI	2nd XI	League	Shipley Hall CC - 2nd XI Winning draw 25>	✓
Sun 31st Aug 2003	3rd XI	Stapleford Town CC - 2nd XI	League	Shipley Hall CC - 3rd XI Won Batting First	✓
Sat 30th Aug 2003	Ticknall CC - 1st XI	1st XI	League	Shipley Hall CC - 1st XI Winning draw >50	✓
Sat 30th Aug	2nd XI	West Hallam White Rose CC -	League	Shipley Hall CC - 2nd XI Won	✓

Centrally, the figures you have put in will, after a short while, appear as part of the statistics on the League website. Your own players will also be able to view their own statistics individually on your club's own website. This produces your club averages almost instantly, as well as lots of ways of searching the figures, and other statistical information.

Once you are familiar with the system, adding a scorecard should take no more than about 15 minutes per game, so over the course of the season, it should take up no more than about 4 hours to put in all the information needed to generate your club's averages and the League averages if you are linked to a League, as well as giving great publicity to both.