

INSTRUCTIONS FOR REGISTERING A PLAYER ON PLAY-CRICKET

Creating a New Player and Registering them with the League

When a new player joins the club, you will need to register them with the League in order for them to play in the Northern Premier Cricket League.

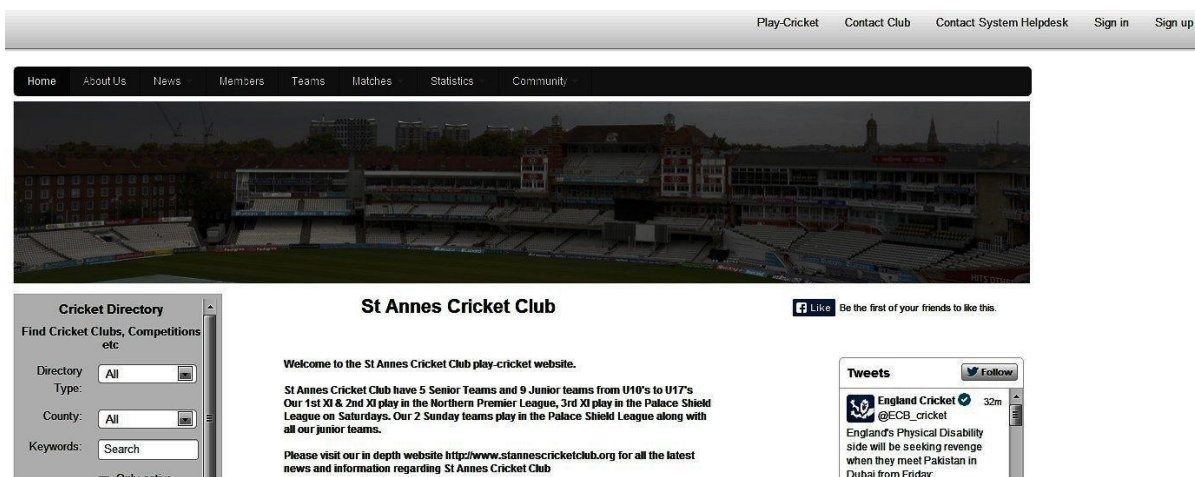
If they are a Senior player (Over 18) they will need to complete a Registration Form.

Creating a Player on your Play-cricket site.

There are two ways that a player can be created on 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.

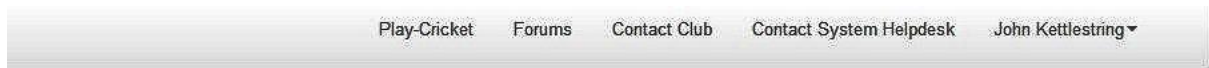
When members have done this you can approve them from the Admin area and they will appear in the clubs member list.

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

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

Add Member

- [back to member database](#)

Title	<input type="text"/>
First Name *	<input type="text"/>
Initials	<input type="text"/>
Surname *	<input type="text"/>
Email	<input type="text"/>
Sex	<input type="text"/>
Date Of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="button" value="Add User"/>	
* Required Field	

To register a member for the League you must complete Step 2

Registering a player to play in the Northern Premier Cricket League.

- Once you have created the player as a member of your club on your play-cricket site, you will need to put them forward for League registration.
- In the administration section of your play-cricket site, again click Members, then Members Database.
- Find the member on your list (or by using the search at the top)
- We now need to edit the players roles to register the player for the league.

<input type="button" value="Add New Member"/>	<input type="button" value="Apply Role to Current Members"/>	<input type="button" value="Send Text"/>	<input type="button" value="Send Email"/>						
Name	ID	Email Address	Telephone	From	View	Email	Match	Edit Roles	Remove Role
Amer Abbas Khan	10821631	amerfanois@yahoo.com		Northern Premier Cricket League					
Chris Adams	19801	sc.adams@nscal.co.uk	07795 631511	Northern Premier Cricket League					
James Adams	83202			Northern Premier Cricket League					

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

Click onto the Squad Tab

Roles for N. Allen

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

Status

Squad Players

1st XI Squad Member

2nd XI Squad Member

Then Click in the Dropdown box to make “Active” which squad the player will be in and SAVE

e) Click onto the League Registered Players Tab

Club roles for A N Other

This is where you register your player

f) Check that the form is complete and fill in any the missing information

Required Information

First Name

Last Name

Date of Birth

Address

Postcode

Player Category (This will be Category One, as the others relate to professionals)

Once you have done this please click the “save player details” box.

This will remove the red asterisk if you have completed all the relevant sections

g) To register the player with the Northern Premier Cricket League

Roles for N. Allen

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

* First Name: N

* Surname: Allen

* DOB:

Email:

* Address:

Current Registrations

League:	Status:	Action:
Moore & Smalley Palace Shield Competition Registered Player		Apply
Northern Premier Cricket League Registered Player		Apply

Look on the right hand side under Current Registrations you will see the Leagues available for registration.

Opposite – Northern Premier Cricket League Registered Player Click on APPLY and SAVE

h)The following form will appear for any further information you may need to add. (Transfer: Name Club to be Transferred FROM)

Input information and SAVE

Nominate Player ×

Do you wish to supply further information with this player's nomination?

Standard

Player Transfer

Enter club name

The League Registration Secretary will make the transfer

i) If it is a standard registration then click SAVE (Nominate Player). This will submit the registration.

Roles for David Cross

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

* First Name	David
* Surname	Cross
* DOB	12/03/1988
Email	
* Address	12 The Woodlands
	St Albans
County	Hertfordshire

Current Registrations

League	Status	Action
Steve's Six a Side League Registered Player	Pending	Withdraw

Other Registrations

League	Status
	Status changes to Pending

The Roles page will appear showing the Players registration is PENDING

Once these steps are followed the league will be sent the registration and on which approval they will be eligible to play in the Northern Premier Cricket League.

You can see your pending players in the administration section by clicking Members [?](#) Pending Player Nominations

To see all your active League Registered players by clicking on Members -> Members Database, changing the " Role" to League Registered Players , the "Sub Role" to Northern Premier League and click SEARCH

in: Surname	Role: League Registered Players
Status: Active	Sub Role: Northern Premier Cricket Lea

The STATUS box should show "Active"

TO REMOVE A PLAYER FROM REGISTERED PLAYERS LIST

- 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 Find the member on your list (or by using the search at the top)

d) We now need to edit the players roles to remove the player from your teams.

Name	ID	Email Address	Telephone	From	View	Email	Match	Edit Roles	Remove Role
Amer Abbas Khan	10821631	amerfanoli@yahoo.com		Northern Premier Cricket League					
Chris Adams	19001	sc.adams@tscali.co.uk	07795 631511	Northern Premier Cricket League					
James Adams	63008			Northern Premier Cricket League					

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

VII) Click onto the League Registered Players Tab

The Roles page will appear showing the Players registration details showing the players current Status as Active as a Northern Premier League Player.

Current Registrations		
League	Status	Action
Moore & Smalley Palace Shield Competition Registered Player		Apply
Northern Premier Cricket League Registered Player	Active	Remove

Click on “ Remove” and SAVE

VIII) Click onto the Squad Tab

Squad Players		
	Status	Start Date
1st XI Squad Member	<input type="text" value="Active"/> <ul style="list-style-type: none"> Active Active <li style="background-color: #0056b3; color: white;">Remove 	27/04/2011
2nd XI Squad Member		

Then Click REMOVE in the Dropdown box to remove the player from your squad .

The player will now be removed from your squad list and also no longer registered with the league from your club