



## Play-Cricket User Guide

As of the league AGM, the Shrubbery Hotel Somerset Cricket League will be using Play-Cricket (<https://somcl.play-cricket.com/>) for the majority its functions moving from <http://www.somerset-cricket.org.uk/index.html> .

With the exception of Player Registration (where more info is required) the reality is that the same information is being inputted on a different system. The notes below will detail the key elements which a club needs to complete before the season and during it.

### Accessing your Play-Cricket Site and adding more administrators.

All the admin which is required by the league is done through each member club's own Play-Cricket site. The majority of clubs now have access to their own site and each club site can be found by visiting [https://somcl.play-cricket.com/website/web\\_pages/228993](https://somcl.play-cricket.com/website/web_pages/228993) where each club listed.

If your club hasn't got access to your site this is likely to be because the person who has admin rights for the site has left the club. If this is the case with your club please [click here](#) to find out the steps you need to take to get the old administrator removed and a new administrator added.

It is recommended that each club has more than one administrator so that if the above occurs you will have someone with the access to the site. **Under no circumstances should administrators share their login details with other people/clubs.** If so, you would potentially be giving access to all of the sensitive personal data on your club's site to any number of people without knowing anything about them. At best you might get away with it; at worst you could end up in very serious trouble to do with safeguarding and data protection legislation

With this in mind any additional administrators need to create their own username and password by signing up as a user (<https://www.play-cricket.com/users/registrations/new>) and then the current administrators can grant admin rights by following the steps in this link: <https://play-cricket.ecb.co.uk/hc/en-us/articles/115003434685-How-do-I-create-another-administrator->

### Updating Club Details.

This is replacing the current feature on the previous website. Moving forward, the league will be sending all communication through the site as it will save a significant amount of time for the committee. Currently all club details have to be inputted manually into a mailing list (which takes weeks) whereas using the Play-Cricket system

the committee can either email contacts direct from the website or can download contacts to be uploaded into a mailing list.

Club Details are inputted in the "About Us" section of your Play-Cricket site which is found in the Site Management Tab on the top menu bar of the Site Administration home page. Clubs need to ensure they have completed the first three About Us tabs- Club Details, Playing Facilities & Club Officials.

The league requires the Name, Email & Contact Telephone Number for the following roles:

- Chairman
- Hon Secretary
- Hon Treasurer
- Fixture Secretary
- Club Welfare Officer
- Divisional Rep (League Rep)
- Team Captains
- Team Manager (Cancellations)

When inputting this information, you can opt to display this contact information on your Play-Cricket site or not and we recommend you check if the person wants the information they have provided going public. If you chose not to display them publicly, then this information will still be stored in line with the new GDPR regulations and only available to the league, Somerset Cricket Board, the competitions which you play in and the ECB who run Play-Cricket.Com. If you have completed the Somerset Cricket Board's Affiliation Questionnaire, the Club Officials will already be populated.

There is a [Tutorial Video](#) on how to complete the above which you may find useful.

### **Player Registration.**

Any club which plays or has played in the West of England Premier League should be used to the player registration process as it has been a requirement in this league for a number of years.

In order to be able to play in the Shrubbery Cricket League in 2018 and beyond, players must have registration approved by the league. In the last two seasons there has been an increase in underage players playing in the league, which is far easier to prevent from a League point of view with Player Registration.

This is probably the most time-consuming piece of admin to complete, but once a player is registered they are registered with the league and this will not have to be done again in the future. The only way registration will be removed is if a player is banned, your club leaves the league or player moves away and transfers to another club in another league.

There are two stages to Player Registration, player becomes a member of your club & registering with the league.

There are three ways for a player to become a member of your club. The quickest way is for the players to register themselves as players at your club by visiting <https://www.play-cricket.com/users/registrations/new> and following the requested steps. There is a guide on the process for adults [here](#) and for Under 16s [here](#).

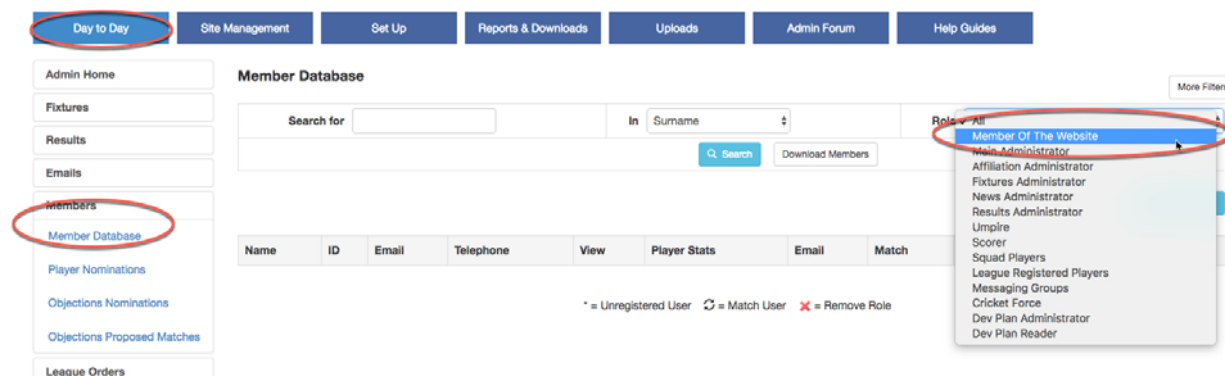
When a club administrator logs into your Play-Cricket site, membership requests will appear as an outstanding action which they click on and approve the membership. This method is recommended as a club can ensure the

players information is 100% accurate. Many other Sports (Football, Rugby, Hockey) all require players to register themselves to play in leagues, so this is no different.

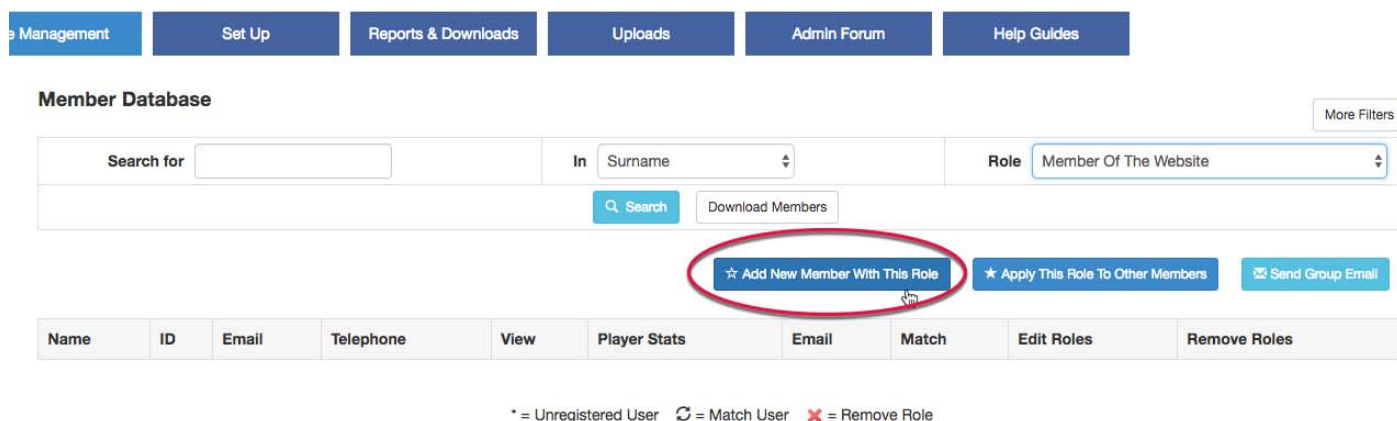
The 2<sup>nd</sup> way is the most time consuming. The club administrator adds players manually. For this you will require (as it will save time when completing Stage Two):

- First Name
- Surname
- Email
- Date of Birth (Needs to be correct date)
- Address & Post Code (To save time, Amanda Counsell who is processing registrations will accept the club address & post code to reduce admin)
- If U16 a parent name and email is required

To add players then manually go to Site Administration>Day to Day>Members>Member Database. Select Member of the Website in the Role box. (You cannot add a member to the database with Role set to 'All'.)



Search to see all Members of the Website or Click **“Add New Member With This Role”**



On this screen you can select a record already in the Play-Cricket system, but if the player is new to Play-Cricket click “Add Member”.

A full guide on this method can be [found here](#)

The 3<sup>rd</sup> method is a mass upload by completing spreadsheet which can be found by going to Site Administration>Uploads>Members Uploads>Download Template.

The system will only accept the template provided so please do not create your own spreadsheet or amend the columns in the template.

Please do not amend the columns in the spreadsheet or try upload your own version as the file will be rejected

Complete the spreadsheet with the following information:

- First Name
- Surname
- Email
- Date of Birth (Needs to be correct date)
- Address & Post Code (To save time, Amanda Counsell who is processing registrations will accept the club address & post code to reduce admin)
- If U16 a parent name and email is required

Save the file and then going to Site Administration>Uploads>Members Uploads and click upload file. Select the saved file then upload and all the players on the spreadsheet will be added to your membership.

**Stage Two is registering these players with the league which is done as detailed below:**

In the administration section of your Play-Cricket site, go to Site Management>Members, then select Members Database.

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

If you find the same player listed more than once in your database, match the player records before making the nomination. See [‘Duplicate Player Records’](#).

You need to edit the player’s roles to register the player for the league. You must click on the “Hat” symbol - Edit Roles.

Select the League Registered Players Tab – if you can’t see this tab, it means that your league’s division does not require player registration.

A form to register your player will appear. Check that the form is complete, filling in all missing information:

First Name, Last Name, Email Address (in case of queries), Date of Birth, Address, Postcode (Should be filled if membership added correctly)

Once you have done this, click the Save button. (otherwise your changes will be lost)

If you have not completed all the relevant sections, you will get a 'Please populate mandatory fields' error.

To register the player with a league:

On the right-hand side, under Current Registrations, you will see the leagues available for registration.

Click on Apply for the relevant league.

Even more detail on this [process please click here](#)

## **Adding Results, Scorecards and Verifying**

The process for this remains much the same as on the previous system with a few different capabilities and slightly more information to add on the scorecard.

The Play-Cricket System will automatically calculate match points which wasn't done previously, both sides have the ability to input the results/scorecards and edit any errors which may have been inputted. The league will require clubs to input a full scorecard for 2018 and beyond which includes "How Out", "Catchers", "Who the Bowler was".

To add a result in site administration, click on the "Results" tab on left hand side. This will bring up matches due to be played in the last week. Select edit result for the game you wish to input, and you will be taken to the match summary where you input who won the toss, who batted 1<sup>st</sup>, the team scores (totals, wickets, overs) and the match result then click save.

The next screen you are taken to is where you input the home teams players (including Captain & Keeper) from the registered players list on right hand side of the screen then save. Then repeat for the away team. If any players don't appear in the registered player list, please select unsure player and the league will follow this up with the respective club.

The next screens will allow you to input the scorecards for the game (Individual Scores, Bowling Figures, "How Out", "Catchers", "Who the Bowler was). Once saved you'll be taken to the view result screen so you can check your input. Press the back button and you'll be taken to the results home screen where you can either edit the result if there are any errors by completing the above process again or verify the result by clicking on the button in the confirmed box next to result for the fixture. [Tutorial Video and Guide available here](#)

**It is the home sides responsibility to enter the match result, scorecard and verify it by 10pm (not midnight) on the day after the match (normally Sunday). The away side then has to verify the match result and scorecard by 10pm two days after the game (normally Monday).**

**Failure to do this will result in a 6pt deduction and a £10 fine.**

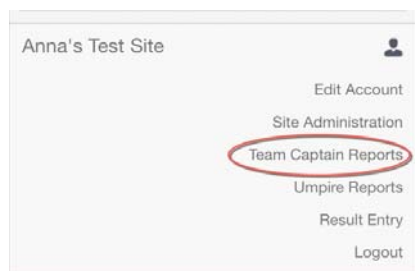
## **Don Crouch Fair Play reports**

The final element which will need completing is the Don Crouch Fair Play report.

**This needs to be completed by 10pm (not Midnight) the day after the game by both sides. Failure to do so will result in a 6pts and £10 fine.**

Anyone who has a member of the website role with the club and is registered with Play-Cricket may login to the club's site and select Team Captains Reports from the account dropdown list on a mobile device or PC.

The following screen stots have been taken from an iPhone:



All matches requiring a team captain's report are listed and the responder needs to make the correct selection.

In this example, we have chosen to

Anna's Test Site - 1st XI  
Steve's Club - Rejects

Monday 23 January 2017

How much respect was shown for opponents?  
Rate on a scale of 1 -10 where 1 is poor and 10 is excellent.

3

Please provide an explanation

There was a lot of banter but not all of it friendly

Were you happy with the start & finish times of each innings?

Yes

Save Cancel

Team Captain Reports

Back

Filters

Monday 23 January 2017

Anna's Test Site - 1st XI

Steve's Club - Rejects

Fair Play Ground Umpire

Friday 20 January 2017

Anna's Test Site - Girls Under 11

Chingford CC - Veterans

Umpire

answer Fair Play questions.

The answer given to the first question was below a threshold set by the league administrator so the button now appears in orange. This report will appear on a competition site as one requiring review.

Team Captain Reports

Back

Report Saved.

Filters

Monday 23 January 2017

Anna's Test Site - 1st XI

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Umpire

Completed reports that do not need to be reviewed have a green button.

**A reminder email will be sent to Club Captains & Secretary's (based on the email provided for Play-Cricket before the deadline if your club hasn't done the report.**

## Useful Contacts

Play-Cricket Helpdesk (24 hours a day): [play.cricket@ecb.co.uk](mailto:play.cricket@ecb.co.uk)

Player Registrations: Amanda Counsell- [amandacounsell@yahoo.co.uk](mailto:amandacounsell@yahoo.co.uk)

Result Verification Issues: Amanda Counsell- [amandacounsell@yahoo.co.uk](mailto:amandacounsell@yahoo.co.uk)

Disciplinary Issues (Don Crouch): Edward Martin- [edward@edwardmartin.onmicrosoft.com](mailto:edward@edwardmartin.onmicrosoft.com)

Result, Scorecard, Verification & Report Fines Appeals: David Derrick- [david230275@googlemail.com](mailto:david230275@googlemail.com)