

How do I Register a Player in the Cornwall Cricket League?

Play-Cricket Website instructions (Updated March 2017)

A Transferring a player from another Cornwall Cricket League Club

Complete a Player Transfer Form (by the Player, Exporting and Importing Clubs). They are downloadable at

<http://www.cornwallcricket.co.uk/club-cricket/cornwall-cricket-league/downloads.html>

Transfer Forms can be either scanned as jpegs or pdfs and emailed or posted to **Registration Secretary Jon Lambert**.

Email: jonathan3655@sky.com or J. Lambert, April Sunset, Latchley, Gunnislake PL18 9AX

No need for a self-addressed stamped envelope anymore.

The League will then complete the transfer on play-cricket.

NO ACTION ON PLAY-CRICKET IS REQUIRED BY EITHER CLUB

Please Note: DO NOT DELETE THE PLAYER FROM YOUR SITE.


No transfer of CCL players to and from Premier and County One clubs shall be permitted during the season, except in exceptional circumstances with approval of LMC. (This shall only apply to those playing in Premier and County One League cricket).

A player can be transferred to play for his/her new club provided the transfer, fully authenticated, is received and recorded on Play-Cricket by 22.00 on a Thursday. That player may be selected to play from the immediately following Saturday match day.

With the exception of Tier 3, there are NO transfers after 31 July until the end of the season.

OR


B Registering a New Player

- 1 Log in to the Club's Play-Cricket website.
- 2 You will need to have **Administrator** rights to access the Players & Registration area.
- 3 Sign in (click **Login** -Top right), click **'Site Administration'** via the arrow beside your name (Top right)
- 4 New screen appears, in the left column click **'Members'** then click **'Member Database'**.
- 5 Click *** Add New Member With This Role'**.
- 6 Complete **First Name, Surname, and Date of Birth (*Mandatory)**, also email address if known.
- 7 Click **Save**
- 8 On the next screen, complete **Address, Postcode and Country**
- 9 Click **Save**
- 10 Return to **Member Database** in the left Column.
- 11 Find the new player in the list and click the black hat  - 'Edit Roles' to the right
- 12 At top of page then click the **'League Registered Players'** tab.
- 13 Check that the Name, DOB, Address & Postcode is correct.
- 14 Complete **Player Category** – Either **1** (Ordinary player), **2** (Professional), **3** (Overseas).
- 15 Select **Country of Birth (both *Mandatory)**,

- 16 Click **Save**
- 17 When the screen refreshes, **you are now ready to register a player with the League.**
- 18 In the right column beside 'Cornwall Cricket League Registered Player', click 'Apply'.
- 19 On the next screen Ensure Standard is selected
- 20 Click **Save**
- 21 Check '**Successfully applied for league registered player role**' appears at the top of the page.
- 22 On the right 'Cornwall Cricket League Registered Player Status' now reads '**Pending**'.
- 23 The LMC Registrations Secretary (*Jon Lambert*) will now see the player in his list of Nominations. He will then approve the player, providing he is not registered to another club, and at that point the player will appear in the Club's 'League Registered Players' list and be eligible to play for the Club in the Cornwall Cricket League. If he rejects a player the club should be automatically notified by email.

SQUAD PLAYERS


To make it easier for clubs to select players into teams and scorecards all players should be made '**Squad Players**'. They then appear beside the team selection list when adding a result, to easily import. Otherwise select Squad N/A when putting a team into a scorecard. All the club Registered Players should appear.

- 1 In the '**Member Database**' click the **black hat**  beside the player's name.
- 2 Select the '**Squad Players**' tab.
- 3 Click the relevant **downward arrows**, highlight **Activate** and Click **Save**

Go back to '**Member Database**', [click on view player](#), [click Memberships & Roles](#) at the top. Click View Roles. The player should then be listed as

- (1) Member of the Website,
- (2) Squad member/s (as appropriate) and
- (3) Cornwall Cricket League Registered Player.

TO DELETE A LEAGUE REGISTERED PLAYER

Apart from **Player Transfers** (see above) to remove a player/member go to your Play-Cricket Member database – Select the player – select Edit Roles  and remove them from the Web Roles, Squad Players and League Registered Players Tabs.

PLAYER TRANSFERS - **Do not DELETE the player** – It will be dealt with by the League.

IMPORTANT

Members of the website with a * next to their name are members who have not yet registered at Play Cricket as a 'Registered Play Cricket website user'.

This is different to being a 'CCL registered player'.

Anyone who is a Registered Play Cricket site user will be able to log on and see the details of the Club and the statistics of their club and players.

To aid player communications the ECB have requested that Cornwall Cricket League members/players should individually sign up for membership of your club play-cricket site (top right of each homepage) and tick the box to allow communications from ECB. This process is opposed to the default 'Temporary Player Membership' awarded by clubs who register players themselves. Once a member/player has entered their details, and applied for membership, they can be approved by your Club Administrator and are eligible to be given web roles on your site. They will also be able to receive the weekly Cornwall Honours Boards email from ECB

TO VIEW A LIST OF ALL CLUB MEMBERS

In the Member Database 'top right box' select 'Member of the website' as the role, then click Search. All names on the Club Website will appear, possibly over several pages.

To see all 'CCL League Registered players' only, change the role box to 'League Registered Players', then click Search.

All CCL Registered Players will appear in list over several pages.

To see all 'Squad players' only, change the role box to 'Squad Players', select which squad from the sub-role box then click Search.

All Squad Players will appear in list over several pages.

Current 'Administrators' can be searched likewise.

In summary to play in the Cornwall Cricket League a player **MUST BE** a 'Member of the Club Website' **AND** a 'Cornwall Cricket League Registered Player'. Preferably he should also be activated as a 'Squad Member' for the teams he is likely to play for. All players can be in all squads if preferred of course.

CHANGE OF ADDRESS OR DATE OF BIRTH FOR CCL REGISTERED PLAYERS

For security purposes, this can only be actioned by either the player themselves if they are a registered Play Cricket website user OR by the Administrator of the CCL Play Cricket website.

PLAYERS WISHING TO JOIN THE CLUB PLAY CRICKET WEBSITE AS A PLAY CRICKET REGISTERED WEBSITE USER

These will appear in the Admin page list of nominations. The Administrator can then click on them and review/ approve the applicant. After that the member may see all the site and may be merged with an existing record if they are already showing as a member with a * against their name.

MERGING MEMBERS RECORDS

Select the name **without** the * next to it, select the red, white and blue icon.

Find the other member record in the list and it should have a * against it.

Now select Match and the records will be merged together, the website should reflect this in approximately 1 hour.

**DO NOT DO THIS UNLESS YOU ARE DEFINITE IT IS THE SAME PERSON AS IT IS IRREVERSIBLE.
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