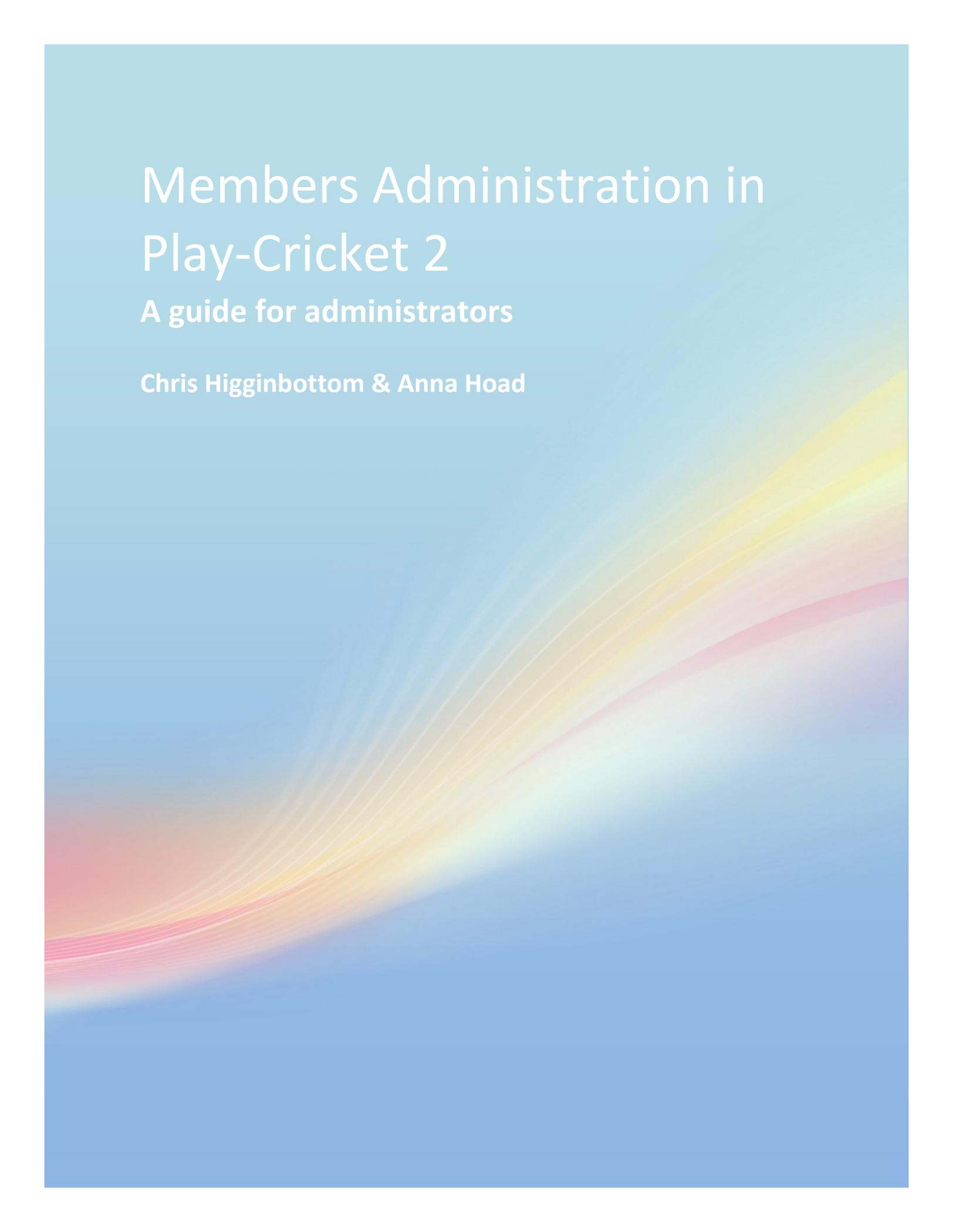


# Members Administration in Play-Cricket 2

A guide for administrators

Chris Higginbottom & Anna Hoad

The background of the cover is a light blue gradient. On the right side, there are several overlapping, wavy, semi-transparent lines in shades of yellow, orange, and red, creating a sense of motion and energy.

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# Members

Steve's Club club site administration Contact System Helpdesk   Exit Administration   Logout

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- Admin Home
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- Find a
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Administration

### Admin Home

You have the following items pending

Item	Number	View
Member of the Website	8	<a href="#">View</a>
Pending Photos	2	<a href="#">View</a>
Pending Postings	1	<a href="#">View</a>

### Accreditations

Name	Information	Status	Registered	Accredited
Clubmark	<a href="#">View</a>	Accredited	18/01/2005	18/01/2005

You have been accredited the Clubmark, the Clubmark is now available as a widget in the Site-Builder

This section allows the site administrator to manage the membership of the site. Using the options in the sub-menu, he can add and remove members, and assign them roles within the site, create 'groups' of members and use the system to contact them by email.

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.

The upload is intended as a quick method for site administrators to get their member database online at site start-up, or to add a substantial number of new members. It only adds records - it does not replace, amend or delete.

The download feature is in a different format to the upload, and is intended to allow administrators to extract the data in their member database for use in other applications; it cannot be used in the 'reverse' manner as an upload file. If you wish to make amendments, then the simplest and safest way is to do it via the functionality provided online.

# Member Database

Steve's Club club site administration Contact System Helpdesk Exit Administration Logout

Administration / Member Database

### Member Database

Search for:  In: Surname  Role: Member Of The Website

User Type: All  Status: Active  Sub-Role:

Name	ID	Email	Telephone	View	Player Stats	Email	Match	Edit Roles	Remove Role
Frodo Baggins *	1666246	Frodo -12669184@coboooco.com		<input type="button" value="Q"/>	<input type="button" value="Bar Chart"/>	<input type="button" value="Envelope"/>	<input type="button" value="Refresh"/>	<input type="button" value="Trophy"/>	<input type="button" value="X"/>
Bill Barnes *	1710232	Bill-12626098@coboooco.com		<input type="button" value="Q"/>	<input type="button" value="Bar Chart"/>	<input type="button" value="Envelope"/>	<input type="button" value="Refresh"/>	<input type="button" value="Trophy"/>	<input type="button" value="X"/>
Mr Bojangles *	1410917	Mr-11098531@coboooco.com		<input type="button" value="Q"/>	<input type="button" value="Bar Chart"/>	<input type="button" value="Envelope"/>	<input type="button" value="Refresh"/>	<input type="button" value="Trophy"/>	<input type="button" value="X"/>
Norman Conquest *	1582609	Norman-12777708@coboooco.com		<input type="button" value="Q"/>	<input type="button" value="Bar Chart"/>	<input type="button" value="Envelope"/>	<input type="button" value="Refresh"/>	<input type="button" value="Trophy"/>	<input type="button" value="X"/>
Richard Dastardly *	1418043	richard_1418043@coboooco.com		<input type="button" value="Q"/>	<input type="button" value="Bar Chart"/>	<input type="button" value="Envelope"/>	<input type="button" value="Refresh"/>	<input type="button" value="Trophy"/>	<input type="button" value="X"/>
Ben Disraeli *	3204740			<input type="button" value="Q"/>	<input type="button" value="Bar Chart"/>		<input type="button" value="Refresh"/>	<input type="button" value="Trophy"/>	<input type="button" value="X"/>
Steve Hislop *	1710225	Steve-12626089@coboooco.com		<input type="button" value="Q"/>	<input type="button" value="Bar Chart"/>	<input type="button" value="Envelope"/>	<input type="button" value="Refresh"/>	<input type="button" value="Trophy"/>	<input type="button" value="X"/>
Alfred Hoad	1138413	alfred-1138413@coboooco.com	+441767445577	<input type="button" value="Q"/>	<input type="button" value="Bar Chart"/>	<input type="button" value="Envelope"/>	<input type="button" value="Refresh"/>	<input type="button" value="Trophy"/>	<input type="button" value="X"/>

The member database allows you to:

- Control which members have access to 'sensitive' areas of the site
- Grant rights to update the site to certain members
- Add and amend information about your members.

## Member Database search

te administration Contact System Helpdesk Exit Administration Logout

Administration / Member Database

### Member Database

Search for <input type="text"/>	In <input type="text" value="Surname"/>	Role <input type="text" value="Member Of The Website"/>
User Type <input type="text" value="All"/>	Status <input type="text" value="Active"/>	Sub-Role <input type="text"/>

The top section of the Member Database page allows you to search the list by a number of different variables:

**Search for:** Enter part or all of a member's surname, first name, email address or username.

**In:** Select 'Surname', 'First name', 'Email' or 'username' from the drop down list.

**Role:** The default is Member Of The Website but other roles are available from the drop down list.

If the person that you are looking for can't be found as a Member of the Website (MoW), choose 'All' from the drop down list and search again.

There are three common reasons for a person not to have a MoW role:

1. A former site administrator has removed his MoW role but has retained his Main Administrator role.
2. A player has been added to a team via Team Picker but the Member of Website box has been un-checked.
3. The administrator has chosen not to put junior members on as Members of the Website.

**User Type:** The default is 'All' but you may choose 'Registered' or 'Unregistered' from the drop down list.

A 'Registered' member is one who has signed up to the Play-Cricket system. They will have a username and password. This person may be assigned administrator rights.

An 'Unregistered' member is one whose record has been added by an administrator. The record is 'temporary' i.e. not registered with play-cricket. The person will appear in the Member Database with an asterisk next to his/her name. *These members cannot be assigned any administrative role.*

**Status:** The default is 'Active'. The other option is 'Pending'.

**Sub-Role:** Some roles have a further drop-down list available to further refine a search. The Roles and Sub-Roles are:

1. Squad Players and team names
2. League Registered Players and league name
3. Messaging Groups and name of group

Click Search when the criteria have been selected.

## Example searches:

All 'Main Administrators' for the club site – this is a good housekeeping exercise to find out who has access to all of the personal data on your club's Play-Cricket database. How many of these people do you know? There should be more than one person with full administrator rights in case of emergency, holiday or sickness but not too many.

**Please do not allow your details to be accessed by others and do not create a 'general' login with main administrator rights.**

If people need to make updates, they must have internet access. They must therefore be able to create their own username and password and have admin rights granted to that login, rather than creating a 'generic' one which is fraught with dangers.

For example, what do you do if you no longer wish a person to whom you have given these 'generic' details to have any admin access? You then must change the login details, and try to notify everyone else who you think might have access of that change.

What do you do if someone amends the login details and locks out everyone else who was using the login? How do you control who else these details might find their way on to?

Logins like this are notorious for being passed on to other people without your knowledge. People tend to treat their own login details much more carefully than a shared login.

All 'Squad Players' for a selected team – the list that is returned will be for all who have an 'active' role in say, the 1<sup>st</sup> XI squad.

Having obtained a list, you could use the following buttons to perform further actions:

1. **Download Members** – get the list in Microsoft Excel (.xlsx) format downloaded to your computer
2. **Add New Member With This Role** – create a 'temporary' record for a new player in the squad. If the person has already registered with Play-Cricket, ask him to apply for membership of your site. He should not register again.
3. **Apply This Role To Other Members** – select this option to see all members of your site without the role that you searched for, tick the box against the selected member(s), then save the change.
4. **Send Group Email** – rather than create a Messaging Group, you could issue an email to everyone in the search results.

## Member records

To the right of each member's name are their email address (if one is provided), and their telephone number, plus six icons.

If the Preferred Contact number field has not been selected, the default telephone number displayed is the Mobile telephone number.

## View/edit a member's details

The member's details may be edited by clicking the View icon (magnifying glass) in the member's row.

### Member Database

Search for <input type="text"/>	In <input type="text" value="Surname"/>	Role <input type="text" value="Squad Players"/>
User Type <input type="text" value="All"/>	Status <input type="text" value="Active"/>	Sub-Role <input type="text" value="1st XI Squad Member"/>
<input type="button" value="Search"/>		<input type="button" value="Download Members"/>

Name	ID	Email	Telephone	View	Player Stats	Email	Match	Edit Roles	Remove Role
Frodo Baggins *	1666246	Frodo -12669184@cobooco.com							
Norman Conquest *	1582609	Norman-12777708@cobooco.com							
Ben Disraeli *	3204740								
Steve Hislop *	1710225	Steve-12626089@cobooco.com							

Personal details, registration details and player profile are all editable<sup>1</sup>, and details of their different roles on the site are listed.

site administration Contact System Helpdesk   Exit Administration   Logout

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Administration / Member Database / Member Details

### Frodo Baggins Details Back

User Details   **Memberships & Roles**   Availability   Profile

Last updated on: 19/05/2014 at 13:35

Title	<input type="text"/>	Hide from other members	Preferred Contact	<input type="text"/>	Hide from other members
First name *	<input type="text" value="Frodo"/>	<input type="checkbox"/>	Home Telephone	<input type="text"/>	<input checked="" type="checkbox"/>
Initials	<input type="text"/>	<input type="checkbox"/>	Work Telephone	<input type="text"/>	<input checked="" type="checkbox"/>
Surname *	<input type="text" value="Baggins"/>	<input type="checkbox"/>	Mobile Telephone	<input type="text"/>	<input checked="" type="checkbox"/>
Email	<input type="text" value="Frodo -12669184@coboooco.corr"/>	<input type="checkbox"/>	Fax Number	<input type="text"/>	<input checked="" type="checkbox"/>
Gender	<input type="text"/>	<input type="checkbox"/>			

Please tick the box below if you are prepared to receive

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.

*<sup>1</sup>You cannot however do this for League Registered Players (where a league has specified player registration before a person can play in the fixture). This is to prevent clubs fraudulently amending details (name and date of birth) of League Registered Players in order to evade penalties. The amendment of these details is now restricted to League administrators (via the LRP tab) and the player themselves (via their user profile if they are a registered play-cricket user).*

## Player Stats

Selecting this icon gives you a list of all of the games associated with this player. Note that the club's teams will always appear in the first column, regardless of the venue. Click the View link to see the full fixture details.

## Email

Where available, click the envelope to quickly send an email to the member of the site.

## Match (Match Records function)

The circular arrows icon, 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 and statistics for the player are kept together. 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.

---

Administration / Member Database

**Match Minnie Mann** Back

View All Members Less Exact Match More Exact Match

Name	ID	Email	View	Match
Mann Minnie	28708	Minnie-28708@cobooco.com	<input type="button" value="Q"/>	<input type="button" value="Q"/>
<b>Possible Matches - Count 1</b>				
Mann M *	3386633		<input type="button" value="Q"/>	<input type="button" value="↻"/>

To match safely and accurately, follow these instructions:

*Under Admin Home>Members>Member Database, your players are listed. Some are registered play-cricket users (no asterisk by their name) and others are temporary (marked with \*). You should begin the matching with the record that you wish to keep; so if you have an entry for a registered user, begin with that, otherwise pick the one that has the best version of their name, or that is the most 'current' in terms of email address. If you attempt to match a registered user to a temporary user, then the registered entry will always be kept. Otherwise, the match will keep the record that you begin with, so be sure that you start with the right record.*

*Next to the record you decide to start with, click on the circular arrows and you will get a list of possible matches. Choose the one that you wish to merge with your selected player and click on the 'match' link next to their name; be sure that you do this very carefully, as it is very difficult and time-consuming for you and other site administrators to undo this if you get it wrong!*

To confirm your choice, a pop-up window appears with details of the players to be matched and the resulting merger. Click the 'Yes' button to continue the matching process.

If for any reason the players cannot be matched, an error message will be displayed and the match will not take place.

Proposed match of Minnie Mann (28708) to M Mann (3386633) X

	Parent Record Selected	Child Record Selected	Result Of Merger
Id	28708	3386633	28708
Title			
First Name	Minnie	M	Minnie
Initial			
Surname	Mann	Mann	Mann
Email	Minnie-28708@cobooco.com		Minnie-28708@cobooco.com
Gender	Female	Female	Female
Date Of Birth	01 Jan 1990	01 Jan 1990	01 Jan 1990
Address	Hertfordshire, SG8 0JP		Hertfordshire, SG8 0JP
Preferred Contact			
Home Telephone			
Work Telephone			
Mobile Telephone			
Fax			

[Email](#)

You should never try to 'recycle' entries by amending the name in them to someone else's or by matching entries for two entirely different people - this will cause errors in scorecards and statistics as well as the roles of those individuals within their clubs and leagues.

If there are more than two entries for a player, repeat the process and always begin with the registered entry if one exists.

You should always match entries in the list offered to a relevant entry if possible. If an entry is redundant because that person is no longer involved in your site, then remove their roles within the site by clicking on the roles (hat) icon by the entry, set the relevant dropdowns on each tab and then click the Save button - leave the Member of Website until last or you will not be able to access the other roles.

## The player to be matched is not in the club's database

A common problem is that you see two entries for the same person in the batting or bowling statistics for your site but you can only see one record for the person in your member database.

Try searching for the person with 'All' in the Role. If you find the extra record, set the Member of Website role to 'Active' before matching the records.

If the record can't be found, it is likely that one of the records has been removed from the site at some point so you will need to gather some information before contacting the play-Cricket Helpdesk at [play.cricket@ecb.co.uk](mailto:play.cricket@ecb.co.uk).

When you hover over a player's hyperlink name, and your browser allows it, a URL with the player's ID should show at the bottom left corner of the browser window.

38	<a href="#">Ben Lamb</a>	6	5	2	17	10*
39	<a href="#">Chris Maughan</a>	1	1	0	17	17
40	<a href="#">Andrew Marc Sturgeon</a>	10	4	1	16	16
41	<a href="#">Holly Spoons</a>	4	3	1	14	8
42	<a href="#">Jake Taylor Henderson</a>	8	5	2	9	9*
43	<a href="#">Holly Spoons</a>	5	3	2	8	3*
44	<a href="#">Dylan Murray</a>	7	4	0	8	4
45	<a href="#">Matty Slee</a>	5	4	1	7	4

Previous 1 2 3 4 Next

Player ID is here

[blaydon.play-cricket.com/website/player\\_stats\\_widget/batting\\_stats/3323178?rule\\_type\\_id=179](http://blaydon.play-cricket.com/website/player_stats_widget/batting_stats/3323178?rule_type_id=179)

Please supply the names of the players to be matched as shown in the statistics, and the corresponding player ID where possible. It saves so much time if the person on the Helpdesk doesn't have to wade through 150 entries looking for the right 'Joe Smith' to be matched with 'J. Smith' or 'Joseph Smith'.

## Edit Roles

The mortarboard icon, 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. If a user's Member of the Website role is de-activated, all assigned roles remain in place. e.g. Squad member. In this case, the user's details will only appear on the member database if a search is carried out for 'All' roles or a specific role that includes the non-active user.

If the player had League Registered Player status, then this should be removed when the player leaves the club.

## Removing Players

The last icon, a red cross, allows the administrator to remove a person's member of the website role but this will not remove other roles that he may have been assigned.

If you wish to remove a person from the site because he is no longer associated with the club, then follow these steps:

1. Find the player to be removed then select Edit Roles to find out what roles have been assigned.

### Member Database

Search for	<input type="text" value="Bloggs"/>	In	<input type="text" value="Surname"/>	Role	<input type="text" value="Member Of The Website"/>				
User Type	<input type="text" value="All"/>	Status	<input type="text" value="Active"/>	Sub-Role	<input type="text"/>				
		<input type="button" value="Search"/>		<input type="button" value="Download Members"/>					
<input type="button" value="Add New Member With This Role"/>		<input type="button" value="Apply This Role To Other Members"/>		<input type="button" value="Send Group Email"/>					
<input type="button" value="Send Group Text"/>									
Name	ID	Email	Telephone	View	Player Stats	Email	Match	Edit Roles	Remove Role
John Bloggs *	359632			<input type="button" value="Search"/>	<input type="button" value="Stats"/>		<input type="button" value="Match"/>		<input type="button" value="Remove"/>

\* = Unregistered User  = Match User  = Remove Role

2. Start from the last tab, 'Misc' and remove each role in turn using the drop down and remember to save the page.

### Roles for John Bloggs

Web Roles   Officials   Squad Players   League Registered Players   Messaging Groups   Misc

Status	Start Date
<b>Cricket Force</b>	
Cricket Force	30/10/2015
<input checked="" type="checkbox"/> Active Remove	
<b>Development Plan</b>	
Dev Plan Administrator	Can create new copies and modify existing copies of the Dev Plan
Dev Plan Reader	Can view the entire Dev Plan

Save   Cancel

3. Now check the remaining tabs to remove other roles.
4. In the final tab, Web Roles, remove all administrator roles plus Member of Website and click 'Save'.
5. To check that the person does not exist on your club's site, search for the surname but enter 'All' into the 'Role' field. If the record still appears, then check that there are no existing roles.

N.B. If a player seems to belong to a 'non-existent' squad, have a look at Teams>Archived Teams. You should re-activate the team to remove members from the squad.

## Assigning administrators

A Main Administrator may assign the role of Main Administrator to another registered member of the website i.e. that person does not have an asterisk after their name.

A Main Administrator has access to **all** areas of the site so there is no need to assign other administrative roles such as Results Administrator to the same person.

If the members have an asterisk against their names, they will be records that have been created by an administrator - known as temporary or unregistered members.

You may only assign administrative roles to registered members i.e. a person who has registered with play-cricket and has their own sign in and password.

To become an administrator, a user must sign up to Play-Cricket and apply for membership of your website.

When he has done this, the application will appear on your Admin Home page as a pending Member of the Website. You will need to approve the application, and match the new record with any existing one so that you only see him once.

Then you may assign an administrator role to him.

## **League Registration**

Some Leagues require players to be registered with them before they are allowed to take part in a match. The tab will appear only if your club plays in a league that has specified player registration.

This topic has been dealt with in a separate document that may be found in the Help Guides on the Admin Home page.

# Player Nominations

Select this option to check the status of nominated players for league registrations.

Administration / Registered Players

### Player Nominations

[Pending Nominations](#) [Rejected Nominations](#)

**Nomination in progress**

Search for  In Surname

Date Nominated	Name	Date of Birth	Transferring From	Nominating Club	View
12/06/2015 13:19:24	Neil Back *	01/01/1990		Anna's Test Site	<input type="button" value="View"/>

If the player is still in the Pending Nominations list, the league administrator has yet to process the application.

Obviously, selecting the Rejected Nominations tab will display rejected nominations with the league administrator's reason for rejection.

A club administrator may withdraw a nomination at any time by viewing the League Registration tab for the player and selecting withdraw.

Administration / Member Database / Edit Roles

### Roles for Neil Back

[Web Roles](#) [Officials](#) [Squad Players](#) [League Registered Players](#) [Messaging Groups](#) [Misc](#)

**First name \***

**Surname \***

**Date of Birth \***

**Email**

**Address \***

**Current Registrations**

Name	Status	Apply
Steve's Six a Side League Registered Player	Pending	<a href="#">Withdraw</a>

**Other Registrations**

League	Club	Status
No records found!		

## Messaging groups

An administrator may 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 to give 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.

Some administrators use this to contact parents – they can be set up in a Messaging Group without a Member of the Website role.

There is no limit to the number of different groups, or to how many different groups a person can belong.

Add a new group by clicking the 'Add New Messaging Group' link at the top of the page. 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 icon), deleted (bin icon) and re-ordered (using the dropdown boxes and the 'save' button').

Order	Name	View	Edit	Delete
1	Administrators			
2	Volunteers			

Messaging groups can also be used effectively as an extra role or field.

For example you want to have a role of Coach for some people. It isn't easy for Play-Cricket to set up extra roles, but by simply adding a messaging group with that title and adding the relevant records from your member database to that group, that is effectively what you have.

Similarly you might want to indicate if a person has paid (or not paid) their subscription, or is attending the club dinner. Again, add a messaging group and you can add and remove people as necessary.

The number of different roles and fields that individual clubs and leagues require is almost infinite, and a field set up for one site would show on everyone's; but this method allows you to create the fields that you want in your database without affecting other people's.

## Mass database upload

This function 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 spread sheet. The data from his computer can be transferred to the play-cricket database, thus saving the effort of re-typing it all or getting the members to do it all.

The facility is intended for uploads only, such as when setting up a new site i.e. existing members of the database will be duplicated if they are already present. *You can neither update nor delete a person's details by this means.*

To use the function:

1. Download the template by clicking the Download template button
2. Complete the fields in the spread sheet according to the column headings
3. Upload the file using the Upload File button

## Email

The email log shows the administrator a list of emails sent by the Club to the different groups.

Emails appearing in the log include those sent by Play-Cricket when:

1. An email is sent from the Teams page;
2. A group email is sent from the Member Database;
3. A league administrator is informed that a player registration has been removed;
4. A pending nomination to a league has been withdrawn;
5. An email from the Team Picker is sent to the players including the notes that have been added. Note that there will be a separate record for each player in the team because the acceptance/declination to play has a different link for each player;
6. An email from the Team Picker is sent to the officials including the notes that have been added. In this case, the officials will be grouped together since they receive the same email content.

The email list is in date order and may be searched using the dropdown boxes at the top of the page. View individual items on the list below by clicking on the magnifying glass icon next to the item

- Admin Home
- Site Builder
- Site Settings
- About Us
- Teams
- Fixtures
- Results
- Find a
- Gallery
- Members
- Affiliations
- League Memberships
- Calendar
- Information Board
- Help Guides

Administration

### Email

From: 30/06/2015 To: 30/06/2015

Date/Time	From	Subject	No	View
30/06/2015 at 14:40	Anna (Helpdesk)	Registration of Russell Lupin removed	8	
30/06/2015 at 14:26	Anna (Helpdesk)	Registration of Alf Hoad removed	8	
30/06/2015 at 11:21	Nick Baker	Anna's Test Site - 1st XI vs. Steve's Club - 1st XI on 04/07/2015	1	
30/06/2015 at 11:21	Nick Baker	Anna's Test Site - 1st XI vs. Steve's Club - 1st XI on 04/07/2015	1	
30/06/2015 at 11:21	Nick Baker	Anna's Test Site - 1st XI vs. Steve's Club - 1st XI on 04/07/2015	1	
30/06/2015 at 11:21	Nick Baker	Anna's Test Site - 1st XI vs. Steve's Club - 1st XI on 04/07/2015	1	
30/06/2015 at 11:21	Nick Baker	Anna's Test Site - 1st XI vs. Steve's Club - 1st XI on 04/07/2015	1	

Note that the names of the recipients are listed in the log in alphabetical order. Each person gets his own copy of the email, without seeing another recipient's email address.