How to register a player with a league on Play-Cricket

Introduction

The new player registration process

- Allows clubs to see potential duplicate registrations and identify them
- Removes duplicates from the system.
- Improves transfer management giving leagues and club chances to approve and object.
- Introduces a cross league transfer process for the first time.

This will reduce the load on administrators by providing all the information in one place and improve the quality of the playing data for the clubs, leagues and players by combining one of more instances of the same person.

Clubs will also now be better informed of a players past when they wish to be registered and can avoid inadvertently attempting to register a player already registered for another club.

In the past, player registration has been carried out very much on a league by league and club by club basis. When a club submitted a registration to a league checks were made regarding the player's history, and duplications were highlighted to allow clubs and leagues the ability to resolve players being registered twice for different clubs at different times. These checks relied on processes outside the workflow and led to many time consuming issues for league, clubs and players.

- It was very easy to have a player registered for 2 clubs simultaneously in the same league.
- It was difficult to resolve a player registering in different leagues for different clubs.
- The processes to gain approval from club to transfers were outside of the workflow and often paper based.
- The result at the end of a transfer was often a new (duplicate) record for the player and a fragmentation of his playing stats.

The changes to the process improve the transparency of who is applying to which club in which league by providing within the workflow, communications to interested parties who can raise approval or objections to a registration. This will save league and club administrators' time and effort in chasing transfers between clubs and often between clubs in differing leagues. Each interested party is prompted in workflow items on the Admin Home page when action is needed. The system recognises many duplicate players based on surname plus date of birth. The club administrator requesting the registration also has the ability to search for and select playing records from previous

clubs. If any of those records have live league registrations, transfer requests are raised. The process then allows the league administrators to merge the playing records so that at the end of the process a single player record exists with all roles and playing stats attached rom all previous clubs.

- For a simple new registration of a player for the first time there is no change to the process.
- For simple transfers there are now steps to allow clubs to select the duplicate player; objections and approvals are built in the workflow and the merge of the old and new records happens on a button press from the league when they accept the registration.
- For complex transfers across leagues a similar process is followed which each interested party being informed and having the ability to act.

The new process is designed to fit with the operation of all leagues and so does not mandate that approvals have to be given before registrations can be completed. It is possible for a league administrator of the old league to allow both registrations to stay in place. It is also possible to register a player for two different clubs in the same league as all these possible scenarios exist somewhere within cricket.

Applying for League Registration

Fixtures administrators selecting players for a league match sometimes find that although they have a squad set up, they cannot see some of them to pick. It may be that the league now requires player registration where a player wishing to play in a league match **must be registered with the league before they can play.**

Creating a Player on your play-cricket club site.

There are two ways that a player can be created on your Play-cricket site.

a) Player self Sign-up

They can sign up themselves by visiting their club's Play-cricket site and clicking the Sign up button that is on the right hand side.
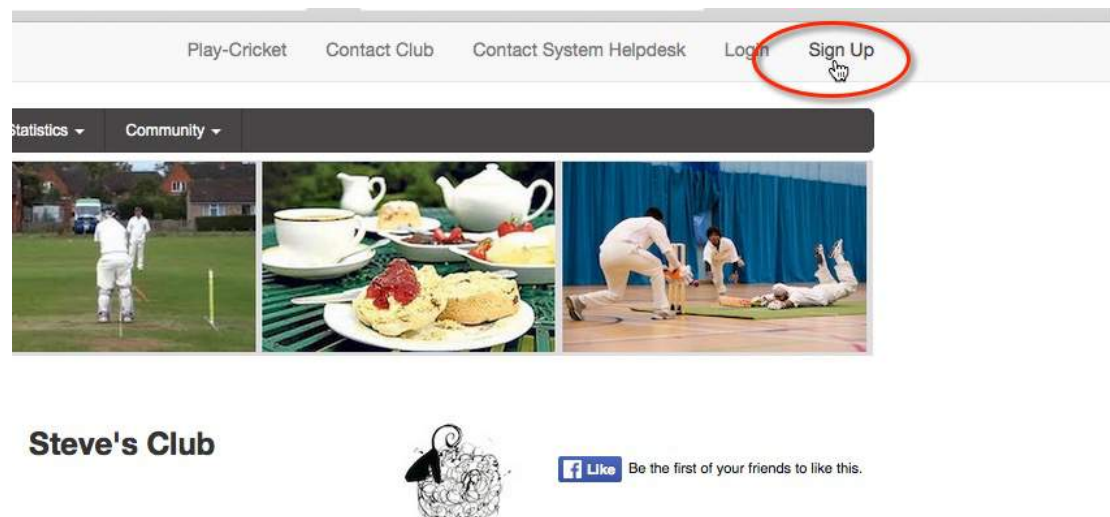
This would allow the users to enter their own details and apply for membership of the site.

When members have done this you can approve the application from the Admin Home page and they will appear in the club's member list.

b) Registration by the Main Administrator**:**

1. Visit your club's play-cricket Site.

2. Click Sign In on the home page and enter your Username and Password**.** Your name will appear in the top right hand corner**.**

3. Click on your name, then Site Administration to enter the Admin Section.

4. Once in the Admin Section you will need to click the Members link in the menu on the left hand side.

5. Now select Member Database to give you a list of all your club members.

6. To create a new member you must click on the Add New Member With This Role button.

7. This will give you a box to enter the player's information, and then click the Save button.

Administration / Member Database / Add New Member With The Role

Add New Member With 'Member Of The Website' Role

Title	
First name *	
Initials	
Surname *	
Email	
Gender	
Date of Birth	

Save   Cancel

Registering a player to play in a 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 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.

Use this form to register your player.

Check that the form is complete, filling in all missing information:

Required Information

First Name
Last Name
Email Address (in case of queries)
Date of Birth
Address
Postcode
A contact telephone number (in case of queries)
Player Category (usually category 1; category 2 is county professionals, category 3 is for overseas players)

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.

Duplicate player records
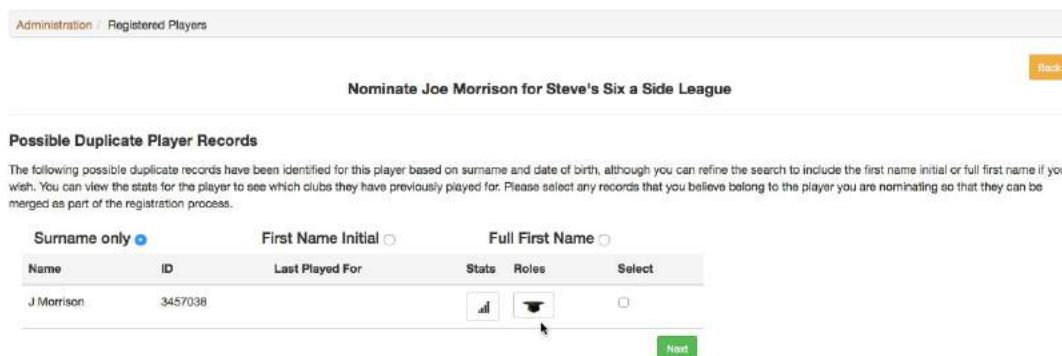
When a club or county board administrator nominates a player for league registration it is possible to identify duplicate player records from other sites and that these will form part of the nomination. These possible matches can then be actioned by the league or rejected as part of the nomination approval process.

Note: If there is a duplicate entry for a player on your club database you too can resolve this by matching those players yourself. In the member database, select ⟳ to match the records.

The system will search for possible duplicate member records within the Play-Cricket database (this is system wide, not a specific site) based on a match of surname and date of birth.

The inclusion of the first letter of the first name means that a search on Richard Smith will not pick up Dick Smith, but it does mean that any possible matches displayed are likely to be relevant, so administrators should review them properly.

The next screen may show a list of possible duplicate records for the player that you have nominated based on **surname plus date of birth**; therefore records without a date of birth are unlikely to be found.
The search may be refined to include a first name initial or the full first name. Click on the appropriate radio button to start the search.

If you see a possible match and the Last Played For field is empty, click on the Roles icon to see which club the player is associated with. Click the Stats icon to view the player's stats so that you can check his/her playing history for validity. Tick the Select checkbox to confirm the match and then click the Next button.
If there are no possible match details, click the Next button to continue.

The next screen gives you a chance to find possible duplicates from previous clubs/county boards/schools using the surname only to match. Thus, you may search for records where the surname matches, but there is no date of birth. Records where the surname has been misspelt will not be found – contact the Play-Cricket Helpdesk at play.cricket@ecb.co.uk to match these up.

Possible Duplicate Player Records

Selected Possible Matches

Selecting the remove option only removes the proposed match, not the player's record itself

Name	ID	Stats	Remove
J Morrison	3457038	📊	🗑

You can also search for possible duplicate records within a club, county board or school that your player previously played for

| Club ▾ | **Keyword** | Detling | Search |

Name	County	Pick
Detling CC	Kent	👍

Next

Select either club or county board from the dropdown list then enter a club or county board name into the search box.

Nominate Joe Morrison for Steve's Six a Side League

Detling CC

The following possible matches based on surname have been found. Please use the stats button to review the playing history of players and select any that you believe belong to the player that you are nominating. Having made your selections (if any) use the Next button to return to the list of possible matches and search for another club if desired

Name	ID	Date of Birth	Stats	Select
J Morrison	1586824		📊	☐

Next

If more than one result is returned, select the desired club to initiate the search for duplicates.
If a match is found, check the stats to confirm that this is the same person before ticking the Select box.
In the example above, the match that has been found is not the same person so the Next button is selected.
If no matches are found, click Next to continue. Now, enter another club name and search again, or click Next to move on to the next step.

A standard nomination

Nominate Joe Morrison for Steve's Six a Side League

Standard Nomination

Is this player already nominated?

Don't know

Is this player already registered?

yes ○   no ⦿

Is this player on a debtors list?

yes ○   no ⦿

Is this player on a child welfare list?

yes ○   no ⦿

Is this player currently on the Disciplinary List?

yes ○   no ⦿

Is this player registering before the deadline for their Player Category?

yes ○   no ○   not applicable ⦿

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

Save   Cancel

Answer any questions set by the league and click the Save button.

The Roles page will appear showing the Player's registration is pending. If you have made a mistake, you may select Withdraw.

When you have completed these steps, the league will see the registration request and, if approved, the player will be eligible to play in the chosen league.

You can see your pending players in the administration section by clicking Members >Pending Player Nominations.

Objections and approvals

If another club has nominated a player for league registration, and that player is also a member of your club, you will see a notification on the Admin Home page to this effect.

Select the icon to view the nomination(s).

Click the View or Result of Match icons to see the details before selecting Agree or Object to alert the league administrator to any concerns regarding the proposed match.

In this example, I have selected the Object option to the proposed match and have given a reason.

If you raise an objection, or another club's administrator has raised an objection to a match that *you* have proposed, the club administrator who proposed the match will get a notification on the Admin Home page.

View the details to see that you can email the person who objected to the proposed match, withdraw the proposed match, or leave the nomination in place for the league to decide.

Having looked at the objection, the administrator can opt to withdraw the proposed match since it is a mistake. Selecting the Remove button gives the following confirmation message below. Click OK to continue and the league administrator will not see this proposed player match during the registration process.
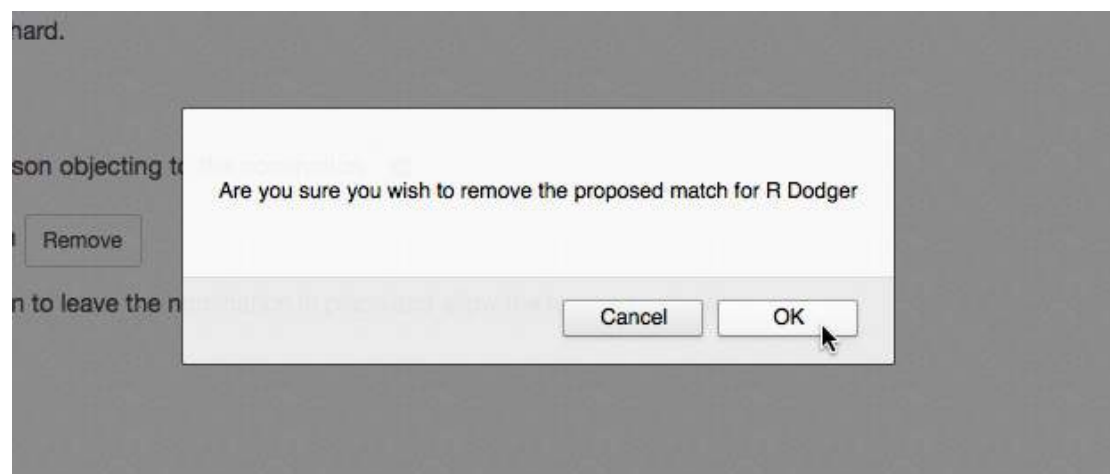
You now have the opportunity to agree or object to the registration of the player to the league. If you do not respond, your league may well assume that you have no objection to the registration.

Player Transfers

In this example, a player already registered with a league has applied to play for another club in the same league. A club administrator created the player's record.

As before, there is a check for duplicate records and one has been found. Tick the check box to acknowledge the match of the duplicate record and then click the Next button.

You can search for more duplicate records or click the Next button to move to the next step.

Using the data supplied, the system detects that the player is already registered to the league with another club and indicates that the nomination is to be treated as a player transfer. If you do not agree, then you must uncheck the tick box before clicking the Next button.

If you left the Player Transfer box ticked, the next screen will be a questionnaire from the league regarding the transfer as below. Otherwise, it will be a standard nomination.

Back

Nominate Jim Kirk for Steve's Six a Side League

Player Transfer

Is this player currently on the Disciplinary List?

yes ○   no ○

Is this player registering before the transfer deadline?

yes ○   no ○   not applicable ○

Is the receiving club for this transfer exceeding their inward transfer limit?

yes ○   no ○

Is this player eligible to be transferred?

yes ○   no ○

Is this player on a debtors list?

yes ○   no ○

Is this player on a child welfare list?

yes ○   no ○

Has the player been released by their previous club?

yes ○   no ○

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

Save   Cancel

If you unticked the Player Transfer box, then use the form to record why. The league will still be able to see the records and if there is no good reason to ignore, may well return the registration to you.

When you have completed and saved the details, the league site will be notified.

Note that if the transfer involves two leagues, the current league that the player is registered with will receive a notification as an interested party.

Before submitting a transfer, make yourself aware of your league's regulations, as these will differ from league to league. The system will not prevent a transfer request that is after a deadline or breaks some other league's rules, as programming in every specific instance is impossible. However your league may decline the transfer, that being up to their process.