

## PLAY CRICKET WEB SYSTEM INSTRUCTION NOTES (2009 EDITION)

The following are my (tidied-up) notes used during the initial Web system demonstration on 9<sup>th</sup> January 2008. They cover the main features and tasks required to set up and operate the system by a Club. There are some other helpful tips on the Play Cricket site under 'faq'

The Notes have since been revised to take account of changes made to the operation of the Identilam League Play Cricket Web Site.

Please print the Notes in colour as web addresses and active button descriptions are in blue.

Any questions will be gladly answered by e-mailing or calling me: [peter@sponder.net](mailto:peter@sponder.net) 07774 659206

### 1. PLAY CRICKET

- ECB have set up the network for use by all counties, leagues, cups and clubs.
- [www.play-cricket.com](http://www.play-cricket.com) is the root of all play cricket web sites, there is a template web site set up for all clubs and leagues through their affiliation with county and hence ecb.. The sites exist for leagues or clubs, e.g. IDentilam League Site [www.Identilamccl.play-cricket.com](http://www.Identilamccl.play-cricket.com) or Capel club site [www.capelcc.play-cricket.com](http://www.capelcc.play-cricket.com)

- All IDentilam league members have claimed their sites from the network and thus are active; someone in the club has shown some interest in the past. Most sites are actively being used for seniors and/or colts.
- It is important to notice that all play cricket web sites look very similar as they are based on the same template. When navigating around the sites it is important to keep track on where you are i.e. on your own club site, the league site or perhaps the site of your opposition for the coming week! Keep an eye on the top left logo or name.

## 2. CLUB WEB SITE SET UP

- Each Club needs an overall 'administrator' to look after their own site, keep things in order and carry out some routine maintenance, updating and so on. They do not need to be computer experts, nor does being the administrator mean that you end up doing all the work on the site, entering all results, match reports, etc.
- There are 'roles' given to members of the club web site by the club Administrator, the roles restrict what each member can do on the site, so that the running of the site can be delegated in a manageable fashion.

The Roles are:

**MAIN ADMINISTRATOR** - can modify all areas of the site, including the appearance of the home page, colours, logo, etc. and as I said, looks after the site. He also grants roles to members to allow them to run the web site on behalf of all the other members.

MEMBER - can view all areas of the site, (fixtures, results, news, stats). This is the role given to all players or supporters of the club.

RESULTS ADMINISTRATOR - can add and edit results - very important role as we will see

NEWS ADMINISTRATOR - can add news articles on to the site, e.g. you may have someone in your clubs who will advertise important events, social events, there news will appear on the home page. Example - the news article announcing this evening. News articles can include pictures.

If you can encourage your club members to use your web site regularly, this tool can be used instead of mass e-mailings, although this is another feature of the site, but not one I have used.

FIXTURES ADMINISTRATOR - As name suggests this role can add and edit fixtures. As far as the IDentilam League fixtures are concerned, all these will be added by the League Web Administrator and will automatically appear on the individual Club web sites , and on the IDentilam site.

- Obviously each Club is going to have to decide how they organise themselves which will depend on whether their site is already used for say Seniors but not Colts, but I would suggest that each Club has a **Colts Main Administrator** to oversee the working of the site and manage the Member Database, addition of Teams and so on, and a **Results Administrator** and **News Administrator** and **Fixtures Administrator** for each Colts team, who may be the same person but none needs necessarily be the team Manager.

Of note is the way that Play Cricket give control to Leagues and Clubs to control who can join as a member and whether roles are approved. For example, if someone applies to be a member of the club site, his membership will be referred automatically to the Main Club Administrator who will then approve or not the application. This extends to other role changes and for example if a club adds a team to be affiliated to a particular League. This would need approval by the League Webmaster. Don't worry about this , it can look a little officious at first, but it does give some control to the set up.

### 3. CLUB WEB SITE APPEARANCE

- Various adjustments can be made by someone with Main Administrator role to personalise the Club web site. Colour scheme, welcome note, addition of logo, change of home page photo, addition of club information, ground location , directions, statistics shown on home page, etc.

### 4. USE OF CLUB SITE

#### MEMBER DATABASE

- Important part of the site as it is used extensively for many facilities on the site. It is worth taking time to add as much accurate information as possible and to keep it up to date and maintained on an ongoing basis.
- Members can either be those who have applied and have been approved as members- 'registered members', or those who have just been added as squad players for example, - 'unregistered members'. Un registered members can actually look at most areas of the league or club sites but will not be able to participate in some of the more obscure features of the site, e.g forums.
- I would recommend that an initial effort is put into adding as many names into the member database as are known, so that they can be added into team squads later.

[Log in](#) as Main Admin on Club Site

click [Admin](#)

click [Club Members](#)

click [Member Database](#)

click [create new user with 'member of the website role'](#)

add info as appropriate

click [add user](#)

information for user will be displayed, if ok click [save](#)

- Note how the filters on the member database can be used to display various groups within the database.
- A useful maintenance tool for the Member Database is the removal of duplications. Duplications can occur when people enter names in score cards manually rather than bothering to select from the database, so for example, Joe Bloggs becomes J Bloggs or even just Bloggs and all become entries on the database. This will affect statistics listings for the player and is untidy.

This can easily be fixed:

[Log in](#) as Main Admin on Club Site

click [Admin](#)

click [Club Members](#)

click [Member Database](#)

find duplication and click on the '[match user](#)' symbol next to the name you wish to keep. The software finds potential duplicate entries, click '[match](#)' next to the duplicate entry, all details for the user will be combined under the retained name.

## 5. ADD TEAMS

- It is important that at the beginning of each season all clubs enter on to their individual Club web sites the names of the teams that will be entering the IDentilam League. The names should of course include the age group e.g. U10 but can also include where necessary other identifiers such as A or B or, in the case of Lindfield Under 10's in 2009, the suffixes 'Common' or 'Village'. I like to include the year too for later identification, e.g. U14 A 2008. There is no need to add the club name as this will be automatically added by the software when you are navigating around the League site or other clubs' sites.
- Teams can only be added by a Club Main Administrator.

Log in as Main Admin on Club Site

click [Admin](#)

click [Teams](#)

click [add new team](#)

[complete the dialog box that appears as follows:](#)

against [Team Name](#) use the [drop down box](#) and select either one of the standard team names e.g. [Under 14](#), or if you want to use a bespoke name e.g. Under 14 A 2008, scroll down in this box and select '[other](#)'

If you select '[other](#)' enter the chosen name in the second box.

other information can be added as you wish, but this is not absolutely necessary at this time..

click [save team](#)

- in the team list find the new team that you have just added and under the columns headed 'affiliations' click [leagues](#) and on the new page that appears click [add team to League](#). A search box appears, type [IDentilam](#) and [search](#), find '**IDentilam Colts Cricket League**' and click [pick](#) - IT IS IMPORTANT THAT AT THIS POINT YOU SHOULD PICK THE '**BOLD**' IDENTILAM COLTS CRICKET LEAGUE (NOT SURE WHY THERE ARE OTHERS, BUT IT ONLY WORKS IF YOU CLICK ON THE **BOLD** ONE).

A list of the current Divisions will appear and you should click [pick](#) next to the appropriate Division for the Team you are dealing with. You should now get a message advising that your application has been referred to the League Webmaster who will automatically get a note of the application when he next logs in to the IDentilam site, He checks that the correct League has been applied for and 'approves' the application.

## 6. ADD TEAM MEMBERS TO APPROVED TEAMS

Team squads can only be added or edited by the club Main Administrator.

[Log in](#) as Main Admin on Club Site  
click [Admin](#)  
click [Teams](#)

- in the team list click on the [edit squad](#) icon for the team that you want to add players from the member database to the squad. Don't worry if players play out of their age group as they can be selected from other squads later or duplicate entries can be made at this time.

- click **Apply <TEAM NAME> Squad Member** role to other users in your database and search the **Member** database for the squad players s appropriate.

## 7. RESULTS ENTRY

- having made the initial effort to get your club sites set up , members and teams all added so we are all ready for the start of the season, the part of the system that will be used most will be the entry of results.
- As I said, this is a task that is normally spread across the age groups, so for each team, once one gets used to the system, we are talking about a maximum of 30 minutes per week. For this effort, we automatically get instantly updated League tables for all age groups and (almost) instant statistics in every shape and form that you could ever think of.
- As I have said, the entry of results is made so much easier and the resulting data more tidy and manageable if all clubs **make the effort to enter all their players names on to their database, at least, and even better into the individual squads.**
- Since the data to be entered will come directly from your score books, hand in hand with this is the need to make sure that your scorebooks record the correct spelling and initial of the opposing team so that the correct player is easily selected on the web site. Some scorers are better at this than others, so perhaps a gentle reminder to keep books neat, tidy and complete will be in order.
- We have agreed that it is the Home side who will enter the result, so the following is carried out on the web site of the home side:

[Log in](#) as Main Admin or Results Admin on your Club Site

click [Admin](#)

click [Results](#)

use the search facility to find the mach that you want to

enter the result for

click on [edit result](#)

enter basic information of result, i.e who won, who batted

first, the runs, wickets and overs for each team and in

accordance with the league rules, enter the calculated

batting and bowling bonus points for the losing team.

click [save](#)

I hesitate to say this, but that 2 minutes work entering the basic result is all that is required for the play cricket system to generate the league table. BUT there is so much more that the system can do for us. The League have agreed that the web system is to be used to generate the performance statistics upon which the League Awards are to be determined, therefore the following additional full scorecard information has to be entered. if players are not to be excluded from the League Awards.

The home team listing then appears, [select the team](#) from the squad list altering the batting order and selecting the captain and keeper. You can see the benefit of having the squad pre-entered, but if the player doesn't appear he can be selected using the '[pick player from database](#)' command. This can be done for an opposition player, or last resort is to use '[unsure](#)' , when the opposition results administrator should alter when he checks the result .click [save team](#).

the opposition listing then appears, Add their team from info in your score book - remember I said about recording things accurately. Complete as before. Click [save team](#)

the home team blank scorecard is then displayed.  
Complete with info from scorebook, note that the system is looking for the scores to match the basic score info that you entered at the beginning. Click [save scorecard](#).

the opposition team scorecard is then displayed enter info as before Click [save scorecard](#)

The whole completed scorecard is displayed for review.

## **8. RESULTS ENTRY LEAGUE AGREED PROCEDURE**

The procedure agreed for the operation of the system is:

- The Home team enter full result by midnight of the day following the match day. The age group Recorder will be checking to see if the result is entered.
- The Opposition review the result and scorecard, correcting any names *ONLY*. If there is any disagreement with score data entered it should be discussed with home team manager and agreement reached. He then [ticks](#) the '[confirmed result](#)' box against the result in his admin section.
- The Age Group Recorder monitors via the fixtures list that the expected results have been entered and confirmed by the opposition, at which point he 'locks' the result on the League site. It cannot then be altered.

- If a match is not played for an approved reason, e.g. due to weather, by midnight of the day following the scheduled fixture, the home team send an e-mail advising of the non-played match and if available, the date of the revised fixture, as agreed with the opposition, to: The Age Group Recorder; The Fixtures Secretary; The League Webmaster, The League Secretary and the Opposition Manager.

NO 'CANCELLED' or 'ABANDONED' RESULT IS TO BE ENTERED ON THE WEB SYSTEM, the Result shall be left blank (**IMPORTANT CHANGE FOR 2009**)

- When the revised Fixture date, agreed with the opposition, is available, an e-mail shall be sent by the home team to: The Age Group Recorder; The Fixtures Secretary; The League Webmaster, The League Secretary and the Opposition Manager confirming the new date which shall be changed by the home club on their club web site; the revised date will automatically be reflected on the League and opposition web sites.
- The whole procedure will be monitored buy the Age Group Recorders and Webmaster.

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