

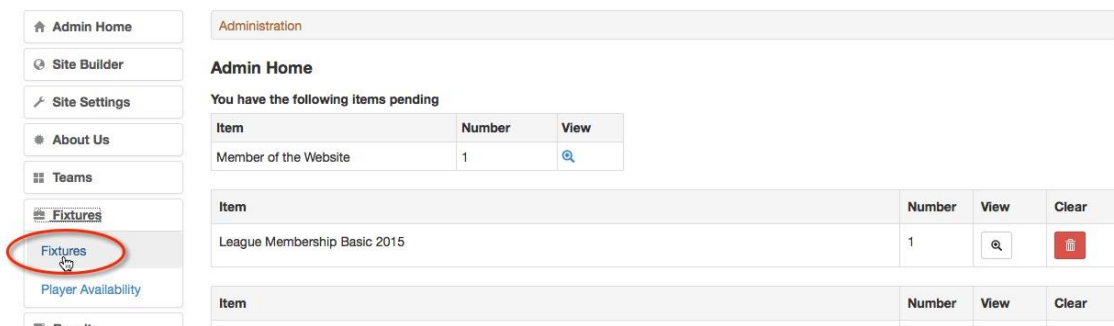
Fixtures Administration for Club and County Board Sites

Fixtures

Select the Fixtures link to get a list of all of your club or county board's upcoming fixtures.

If your site is linked to the relevant competition sites, then all of your league and cup fixtures will be automatically shown here when they are created on the competition sites. (These fixtures cannot be removed from your site.)

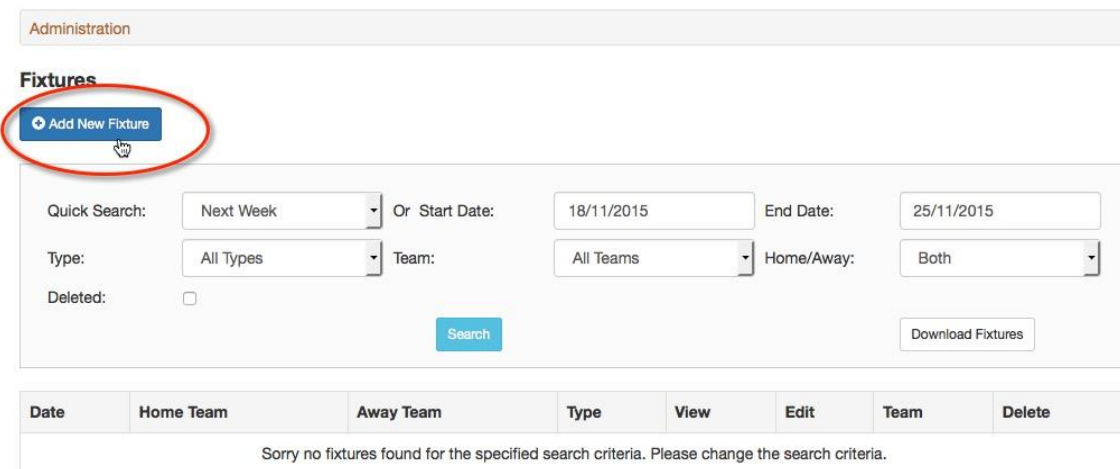
You can search this list by team, type of fixture and date to narrow the list down, or you can scroll through it using the pagination at the bottom of the list if there are more than 15 entries.



The screenshot shows the 'Admin Home' page. On the left is a sidebar with navigation links: Admin Home, Site Builder, Site Settings, About Us, Teams, Fixtures (highlighted with a red circle), and Player Availability. The main content area is titled 'Administration' and 'Admin Home'. It displays a message: 'You have the following items pending'. Below this is a table with columns 'Item', 'Number', and 'View'. The table contains one entry: 'Member of the Website' with the number '1' and a 'View' link. Below this is another table with columns 'Item', 'Number', 'View', and 'Clear'. It contains one entry: 'League Membership Basic 2015' with the number '1', a search icon, and a red delete icon.

To create a fixture, you must have main administrator or fixture administrator rights to your site.

If you wish to add fixtures, e.g. for your friendly team, or for a competition that does not have an active play-cricket site, then you should click the 'Add new fixture' link at the top of the page.



The screenshot shows the 'Fixtures' administration page. At the top, the 'Add New Fixture' button is highlighted with a red circle. Below this is a search form with the following fields: 'Quick Search' (dropdown menu set to 'Next Week'), 'Or Start Date' (text input '18/11/2015'), 'End Date' (text input '25/11/2015'), 'Type' (dropdown menu set to 'All Types'), 'Team' (dropdown menu set to 'All Teams'), and 'Home/Away' (dropdown menu set to 'Both'). There is also a 'Deleted' checkbox which is unchecked. A 'Search' button and a 'Download Fixtures' button are located at the bottom of the search form. Below the search form is a table with columns: Date, Home Team, Away Team, Type, View, Edit, Team, and Delete. The table is currently empty, and a message below it reads: 'Sorry no fixtures found for the specified search criteria. Please change the search criteria.'

It's very straightforward to add a fixture by completing all of the mandatory fields. You cannot create fixtures for league matches where the league is part of the play-cricket system.

Administration / Fixtures

Add a Fixture Back

Fixture Details Officials

Team *:

Date *:

Start Time:

Home/Away *:

No of innings per Team *:

Type *:

League or Cup name:

Rules Type *: Standard
 Pairs

Pairs Starting Runs:

Pairs Dismissal Penalty:

Opposition *:

Select Ground: Or Add New Ground:

Meeting Time:

Meeting Place:

Team: Select from the drop down list. If the team is not listed, you will need to create it in the Teams section.

Date: Enter the fixture date, which may be in the past if entering historical scorecards.

Start time, Home/Away and **No of innings per Team** are self-explanatory.

Type: Select from League, Cup or Friendly.

You cannot create your own competition fixtures if a play-cricket site already administers the competition. The play-cricket system does allow a user to create fixtures for un-administered leagues. If you cannot find the league or cup, then search for it (see below) – you may need to scroll down to see the search box.

The screenshot shows a 'Leagues' modal window with the following content:

1st XI currently plays in the following Leagues

Name	Select
Steve's Six a Side League - Division 1 - 2016	
Steve's Six a Side League - Wibble - 2015	
Steve's Six a Side League - Tabbing Test - 2015	
Test Indoor - 2014	
test league - 2013	

Below the table is a search section with an 'Add League' button, a 'Keyword:' field containing 'Test Indoor', and a 'Search' button.

Name	County	Select
Test Indoor		

A red circle highlights the 'select icon' in the 'Select' column of the second table.

At the bottom right of the modal is a 'Close' button.

Click on the icon to select the competition. If it doesn't exist, you may need to add it and specify the season and rules at the time of creation.

The screenshot shows a modal dialog box titled "Add League" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Name:** A text input field containing "Test Indoor".
- Season:** A dropdown menu showing "2015".
- Rules Type:** A dropdown menu showing "Standard".
- Pairs Starting Runs:** A numeric input field containing "0".
- Pairs Dismissal Penalty:** A numeric input field containing "0".

At the bottom of the dialog, there is a green "Save" button with a mouse cursor hovering over it, and a red "Close" button in the bottom right corner. Below the dialog, a blue "Add League" button is visible on the main application interface.

Opposition: The selection of the opposition may vary depending on their status. They may be an established club in the ECB's master club list, they may be a club that does not exist on the ECB's list or it could be a team that has been put together for just one match (a scratch team).

The sections below describe how each type is selected for the fixture.

Established club within Play-Cricket



Click the Select button and enter as many characters as needed to identify the opposing club's name and click Search e.g. the characters 'ree' are sufficient to find 'Reed CC' but the search will also return any clubs containing 'tree', 'green' etc. To find Reed CC quickly, you would need to enter 'Reed'.

If you are playing a scratch team please click here to create it [Add Scratch Team](#)

Otherwise please search for the club or county board you are playing. If the club is not listed in our master list, use the Add New Club button to apply to have the entry created for you

Type: Keyword: [Search](#)

[Add New Club](#)

Name	County	Pick
Reed CC	Hertfordshire	
Reed's School	Surrey	

[Close](#)

Pick the opposing club from the list and then select the opposition's team.

Administration (host) Contact System Helpdesk Super Administrator

Select Team

Reed CC Teams

Name	Nickname	Pick
Under 11		
Under 13		
Under 15		
1st XI		
2nd XI		
3rd XI		
4th XI		
Sunday XI		
Midweek XI		

If the team you are playing is not listed, please contact the opposition's administrator and ask them to create it

Close

Pick Team

If the opposition's team doesn't appear in the list, you must contact the administrator for the opposing side and ask them to create it.

Add Scratch Team

Clubs occasionally play matches against scratch teams that only come together for a one off match. There is a facility to create a scratch team so that the match can be recorded in Play-Cricket. Scratch teams will never be able to claim their site and they will not be listed in the Cricket Directory.

To create a scratch team, select the Add Scratch Team button.

Select Opposition X

If you are playing a scratch team please click here to create it [Add Scratch Team](#)

Otherwise please search for the club or county board you are playing. If the club is not listed in our master list, use the Add New Club button to apply to have the entry created for you

Type Keyword [Search](#)

[Add New Club](#)

[Close](#)

Now enter the name of the team and select Save.

Create Scratch Team X

This option should only be used if the team is only coming together for a single match. If the team plays on a regular basis then please apply to have a permanent club record created. Add New Club

Team Name *:

Save

Close

The scratch team should now appear in the fixture.

Type *:
Friendly Pick League or Cup

League or Cup name:

Rules Type *:
 Standard
 Pairs

Pairs Starting Runs:

Pairs Dismissal Penalty:

Opposition *:
Royston Rovers Pick Team

Select Ground:
The Street Or Add New Ground:

Meeting Time:

Meeting Place:

Save Cancel

New Club

A club or county board can apply to create a new club site when they are adding a fixture record. *Please note that the club cannot be added to the fixture until the details have been approved.*

If the club that you are playing cannot be found using the keyword search, then select Add New Club.

Select Opposition X

If you are playing a scratch team please click here to create it [Add Scratch Team](#)

Otherwise please search for the club or county board you are playing. If the club is not listed in our master list, use the Add New Club button to apply to have the entry created for you

Type Keyword [Search](#)

[Add New Club](#)

Name	County	Pick
No records found.		

[Close](#)

Now complete the mandatory information about the club and select Save.

Add Club X

Type: Club

Name *: Shingay CC

Address:

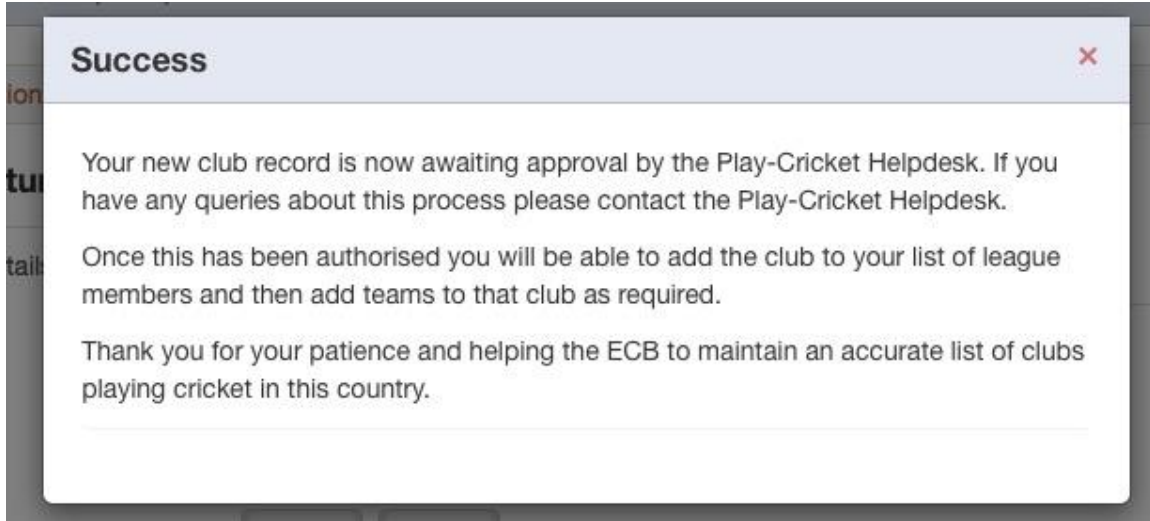
PostCode *: SG8 0HW

County *: Cambridgeshire

Save

Close

The following message should appear to indicate a successful addition:



When the new club has been authorised, you should receive an email verifying the club creation.

Following receipt of the email, you may add the club and create a team for it.

The screenshot shows a 'Select Team' dialog box with a title bar containing 'Select Team' and a close button (X). Below the title bar, there is a section titled 'Shingay CC Teams' with an 'Add Team' button. A table with columns 'Name', 'Nickname', and 'Pick' is shown, containing the text 'Sorry no data found.' Below this is a 'Close' button. The main part of the dialog is a larger table with columns 'Name', 'County', and 'Pick'. The 'Shingay CC' row is highlighted with a red callout bubble containing the text 'newly created club'. Other rows include Ashington CC (Essex, Northumberland), Lashings CC (Kent), Washingborough CC (Lincolnshire), Washington CC, Durham, and Washington CC, Middx (Middlesex). A 'Close' button is at the bottom right of the dialog.

Name	County	Pick
Ashington CC	Essex	👍
Ashington CC	Northumberland	👍
Ashington Rugby CC	Northumberland	👍
Lashings CC	Kent	👍
Shingay CC		👍
Washingborough CC	Lincolnshire	👍
Washington CC, Durham	Durham	👍
Washington CC, Middx	Middlesex	👍

Now, select Pick Team in the Add a Fixture page and the newly created club should appear when you search for it.

Unless the club's site has been claimed, you will be able to add a team.

New Team X

Club: Shingay CC

Team: 1st XI

If other please enter name:

Save Cancel

Close

Name County Dist

Select the correct team from the drop down list and click the Save button to add the opposition team to your fixture.

Ground: The opposition, ground, and venue are linked, so if the fixture is away, and your opponents have a play-cricket site, view the list of their grounds by clicking the arrow by the Ground box. If you are at home, your list of grounds will be displayed (from details in the About Us section).

If the relevant ground is not displayed, then leave the Ground field blank and enter the new ground in the Add New Ground field. For Home fixtures, this ground will be added to the Playing Facilities in the About Us of your site when the Save button is clicked.

If you added the ground for an Away fixture this will be displayed as 'freetext' and the ground will not be created on the opposition's Play-Cricket site.

The screenshot shows a form for editing fixture details. At the top, there are two input fields: "Pairs Starting Runs:" with a value of 0 and "Pairs Dismissal Penalty:" with a value of 0. Below these is the "Opposition *" field, which contains "Reed CC - 1st XI" and a "Pick Team" button. The "Select Ground:" field is a dropdown menu, and next to it is the "Or Add New Ground:" field containing "igton Recreation Ground". Below these are "Meeting Time:" fields (two dropdown menus) and a "Meeting Place" text input field. At the bottom of the form are "Save" and "Cancel" buttons.

The Officials page appears when the Fixture details have been saved.

The screenshot shows the "Edit Fixture" page with the "Officials" tab selected. The page has a breadcrumb "Administration / Fixtures" and a "Back" button. The "Officials" section contains six rows, each with a dropdown menu and an "Add" button: "Umpire1:", "Umpire2:", "Scorer1:", "Scorer2:", "Umpire3:", and "Match Referee:". At the bottom of the form are "Save" and "Cancel" buttons.

You may select Cancel to add the officials later and return to the Fixtures page.

Otherwise, umpires and scorers are selected from a drop down list (illustrated below) or a new one may be added by selecting the Add button. Remember to save the changes.

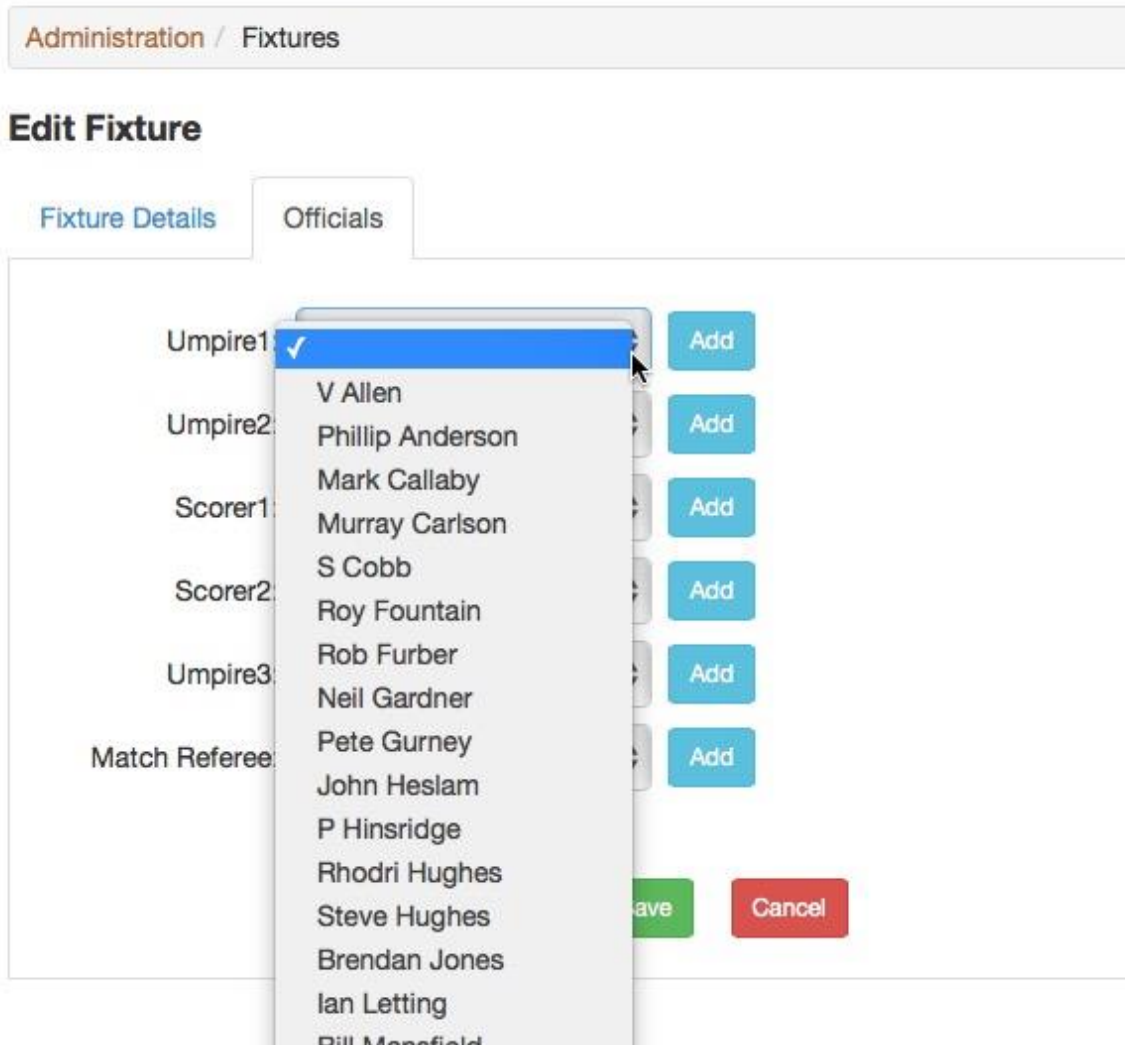
Administration / Fixtures

Edit Fixture

Fixture Details Officials

Umpire1	<input type="text"/>	Add
Umpire2	<input type="text"/>	Add
Scorer1	<input type="text"/>	Add
Scorer2	<input type="text"/>	Add
Umpire3	<input type="text"/>	Add
Match Referee	<input type="text"/>	Add

Save Cancel



To view or make any amendments to the fixture, find it in the Fixtures page.

Date	Home Team	Away Team	Type	View	Edit	Team	Delete
22/11/2015	Reed CC - 1st XI	1st XI	League				

On this page you can:

View the fixture details: This will normally be just the date, time, type, ground etc., but if you have picked and published a team for the fixture online, then the team list will also be displayed.

Edit the fixture: You can change the date and start time, venue, meeting time and place, and the ground on which it is to be played. Note however that you may not amend the date, start time, venue or ground of a League or Cup match if the league has locked these fields. Only the League or Cup site administrator should do this once the proper procedures regarding agreement of both parties have been completed.

Manage team: This allows you to select a team from the squad that you created when you set up the teams (above) and your list of players. You can then publish the team, notify them about the game by email, and print the list to put on your notice board.

Back

Team Picker

Reed CC - 1st XI Vs Steve's Club - 1st XI

Type: League: Test Indoor - 2015
Date: Sunday 22nd November 2015
Start Time: 10:00

	Player	Captain	WK	Clear
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	
6		<input type="checkbox"/>	<input type="checkbox"/>	
7		<input type="checkbox"/>	<input type="checkbox"/>	
8		<input type="checkbox"/>	<input type="checkbox"/>	
9		<input type="checkbox"/>	<input type="checkbox"/>	
10		<input type="checkbox"/>	<input type="checkbox"/>	
11		<input type="checkbox"/>	<input type="checkbox"/>	
12				
13				
14				
15				

Copy team from match vs:

Squad:

Player	Available	Player	Available	Player	Available
Sherman Benn	✓	Moby Dick	-	Tweedle Dum	✓
Ollie Gummidge	✓	Paul Hopgood	-	mr magoo	-
Test McTest	✗	Smeeta Patel	✓	John Smith	-

- = Player availability unconfirmed, ✗ = Player unavailable, ✓ = Player available, 🧑 = Player picked for another team, 🧑🧑 = Player picked for more than one other team

Options

Publish team on website:

Email Players: Add notes to Email:

Email Officials: Add notes to Email:

Print Team:

Save
Cancel

If your club site was used last year, then there will probably be some 'squad members'; these are the players whose names had been allocated to a squad. If the match is for a league that requires player registration, only and all players who have this status will be shown; in this case the squad roles are ignored. If you think that there are too many players being shown in a squad, e.g. adult players for a junior side, then check the players' registration status for that league.

Users can notify their availability to the site via their own logon (by clicking on their name and clicking Edit Account), and if a player is unavailable for a given game, a cross will appear by his name. If he is definitely available, then a tick will appear; if he has not stated his availability, a dash appears. An administrator may update the availability of a 'temporary' player and that of a registered player if required.

There is a 'copy the team from match with' drop down option enabling the administrator to select the team from one of the last four matches played where a result has been submitted.

The team list will be populated with the names of the players from the selected match.

[Back](#)

Team Picker

Reed CC - 1st XI Vs Steve's Club - 1st XI

Type: League: Test Indoor - 2015 **Date:** Sunday 22nd November 2015 **Start Time:** 10:00

Player	Captain	WK	Clear
1	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input type="checkbox"/>	<input type="checkbox"/>	

Copy team from match vs:
 Anna's Test Site - 1st XI 02/08/2015 League
 Anna's Test Site - 1st XI 01/08/2015 Friendly
 Nick's Test Site - 3rd XI 07/07/2015 League
 Anna's Test Site - 2nd XI 27/06/2015 League

Squad:

Player	Available	Player	Available	Player	Available
Sherman Benn	✓	Moby Dick	-	Tweedle Dum	✓
Ollie Gummidge	✓	Paul Hopgood	-	mr magoo	-
Test McTest	✗	Smeeta Patel	✓	John Smith	-

Pick the player position in the team list before selecting the player's name from the squad list. A blue focus bar will highlight the entry line.

[Back](#)

Team Picker

Reed CC - 1st XI Vs Steve's Club - 1st XI

Type: League: Test Indoor - 2015 **Date:** Sunday 22nd November 2015 **Start Time:** 10:00

Player	Captain	WK	Clear
1	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input type="checkbox"/>	<input type="checkbox"/>	
8	<input type="checkbox"/>	<input type="checkbox"/>	

Copy team from match vs:

Squad:

Player	Available	Player	Available	Player	Available
Sherman Benn	✓	Moby Dick	-	Tweedle Dum	✓
Ollie Gummidge	✓	Paul Hopgood	-	mr magoo	-
Test McTest	✗	Smeeta Patel	✓	John Smith	-

To replace a player by a squad member, click on a player's name on the left, so that it becomes highlighted, and then click on a player's name from the list on the right.

Team Picker

Reed CC - 1st XI Vs Steve's Club - 1st XI

Type: League: Test Indoor - 2015 **Date:** Sunday 22nd November 2015 **Start Time:** 10:00

#	Player	Captain	WK	Clear
1	Sherman Benn	<input type="checkbox"/>	<input type="checkbox"/>	
2	Ollie Gummidge	<input type="checkbox"/>	<input type="checkbox"/>	
3	Smeeta Patel	<input type="checkbox"/>	<input type="checkbox"/>	
4	Tweedle Dum	<input type="checkbox"/>	<input type="checkbox"/>	
5	mr magoo	<input type="checkbox"/>	<input type="checkbox"/>	
6	John Smith	<input type="checkbox"/>	<input type="checkbox"/>	
7		<input type="checkbox"/>	<input type="checkbox"/>	
8		<input type="checkbox"/>	<input type="checkbox"/>	

Copy team from match vs:

Squad:

Player	Available	Player	Available	Player	Available
Sherman Benn	✓	Moby Dick	—	Tweedle Dum	✓
Ollie Gummidge	✓	Paul Hopgood	—	mr magoo	—
Test McTest	✗	Smeeta Patel	✓	John Smith	—

If you make a mistake and click an incorrect name, then you can delete the name by clicking on it and clicking 'Clear', or by simply selecting the correct name.

If you do not know the team in full, then highlight a line and click 'Unsure'. You can then add the player's name when it is known.

If a player is being selected whose name does not appear in the squad, then you may either choose from a different squad list or click the 'Search for Player' link. * Make sure that you select a team captain and if possible, a wicket keeper. Some leagues like to make wicket-keeping awards!

To select a player from a different squad, change the squad using the drop down list, highlight the player to be replaced and then select the new player from the squad list.

Copy team from match vs:

Squad:

- ✓ 1st XI
- 2nd XI**
- George's Eleven
- Rejects
- Twenty20
- Under 12
- 1 a side
- Indoor

Player	Av			Available	
Sherman Benn			Dum	✓	
Ollie Gummidge	✓	Paul Hopgood	-	mr magoo	-
Test McTest	✗	Smeeta Patel	✓	John Smith	-

If you select Search for Player, a pop-up will appear, with the list of players on your club's database (below).

Select Member X

[Add New Member](#)

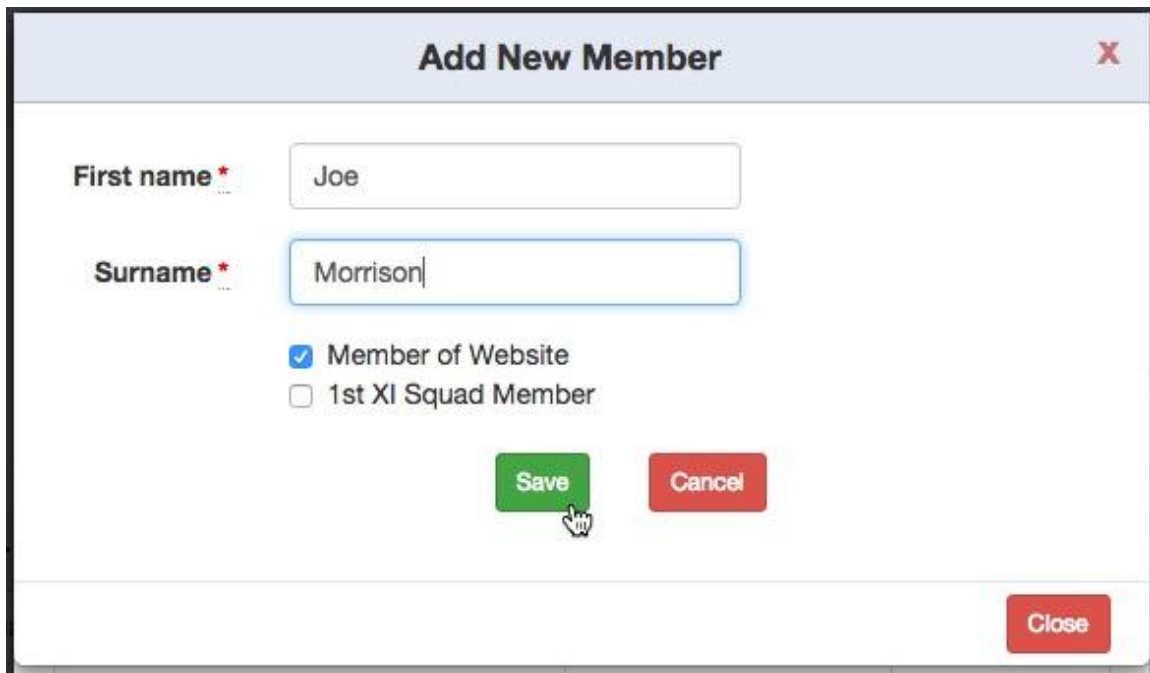
Search for In

[Search](#)

Player	Availability	Select
Frodo Baggins	-	
Bill Barnes	-	
Sherman Benn	✓	

You can search for a specific player using, surname, first name, email address or username. Use the boxes at the top to search through this list, or the links at the bottom to scroll through it. Once you have found the name you want, click 'Pick' and the player's name will appear in the highlighted box.

If you cannot find the player's name in your database after a search, then you may add the player to your site's database by clicking 'Add New Member'. A new pop-up will appear:



The image shows a pop-up window titled "Add New Member" with a close button (X) in the top right corner. The form contains the following elements:

- A text input field for "First name" containing the text "Joe".
- A text input field for "Surname" containing the text "Morrison".
- Two radio button options:
 - Member of Website
 - 1st XI Squad Member
- Two buttons: a green "Save" button and a red "Cancel" button.
- A red "Close" button in the bottom right corner.

Complete the relevant boxes and click Save to add the player to your team.

**Note that if your team is playing in a league that requires player registration, you will not be able to pick any players who have not been registered to play with that league. Bear in mind that this process will normally take a few days to complete.*

Options

Publish team on website: Print Team:

Email Players: Add notes to Email:

Email Officials: Add notes to Email:

Publish team on website: This option makes the team list available for viewing by any member of the website who has signed in.

Fixture Details X

Fixture 1st XI Team

	Player	Status	Confirmed	Declined
1	Sherman Benn	?		
2	Ollie Gummidge	?		
3	Smeeta Patel	?		
4	Tweedle Dum (c)	?		
5	mr magoo	?		
6	John Smith	?		

If a player selected for this match has signed in, he will see checkboxes for Confirmed and Declined, thus allowing him to confirm availability using this means.

Email Players: The 'Email Players' option lets all those players who are site members and have given you an email address know that they have been selected. It includes details such as meeting place and time, (if supplied, above), when and where the game is being played, and adds any notes that you give to the email. As an example, you can use this to tell people to pick up someone to take to the game, or bring something for the tea interval, in fact anything that you can think of; using this option instead of the phone can save your club a lot of time and money!

There is a facility allowing individual selection of recipients for the email. This is most useful when a player has dropped out and a replacement has been selected. You would opt to send the email to that new player. If however, the fixture details had changed, you would want to select all of the players again. The email contains links that the players can use to decline or accept the selection to play. The sent emails may be viewed in the email log.

Administration

Team Confirmation Email

	Player	Confirmed	Email
	Select All		<input type="checkbox"/>
1	Sherman Benn	-	<input checked="" type="checkbox"/>
2	Ollie Gummidge	-	<input type="checkbox"/>
3	Smeeta Patel	-	<input checked="" type="checkbox"/>
4	Tweedle Dum	-	<input type="checkbox"/>
5	mr magoo	-	<input type="checkbox"/>
6	John Smith	-	<input type="checkbox"/>
7			
8			
-			

Please select or deselect the players that you wish the confirmation email to be sent to.

Any player without a checkbox does not have an email address set up in their member details.

Save

Cancel

When a player has confirmed or declined using the email link, their Status is updated in the Fixture Details view. For those players without an email address, an administrator may update the status by ticking the appropriate box.

The screenshot shows a 'Fixture Details' window with a close button (X) in the top right corner. Below the title bar, there are two tabs: 'Fixture' and '1st XI Team'. The '1st XI Team' tab is active. The main content area contains a table with the following data:

	Player	Status	Confirmed	Declined
1	Sherman Benn	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Ollie Gummidge	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Smeeta Patel	✗	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Tweedle Dum (c)	?	<input type="checkbox"/>	<input type="checkbox"/>
5	mr magoo	?	<input type="checkbox"/>	<input type="checkbox"/>
6	John Smith	?	<input type="checkbox"/>	<input type="checkbox"/>

Below the table, there is a green 'Save' button. In the bottom right corner of the window, there is a red 'Close' button.

If a club administrator has created a fixture (friendly or un-administered league matches), then a bin will appear in the rightmost column so that it may be deleted if not required.

Note that if a fixture is 'deleted', it will be removed from view on your site but not from the opposition's site unless they also delete the fixture.

To find a 'deleted' fixture tick the 'Deleted' box and Search.

Administration

Fixtures

[Add New Fixture](#)

Quick Search: 2015 Season End Date:

Type: All Types Team: All Teams Home/Away: Both

Deleted:

[Search](#) [Download Fixtures](#)

Tick this box to view or retrieve deleted fixtures then Search

Date	Home Team	Away Team	Type	View	Edit	Team	Delete
22/11/2015	1st XI	Steve's Club - 1st XI	Friendly				

To 'undelete' the fixture, then click the 'Reinstate' icon.

Fixtures

[Add New Fixture](#)

Quick Search: 2015 Season Or Start Date: 01/04/2015 End Date: 31/03/2016

Type: All Types Team: All Teams Home/Away: Both

Deleted:

[Search](#) [Download Fixtures](#)

Date	Home Team	Away Team	Type	Reinstate
30/05/2015	Anna's Test Site - 1st XI	1st XI	Friendly	

Finally, there is a Download Fixture button - search for fixtures for a season or a time period and click the button to generate a file in .xlsx format (to be opened by Excel).