How to Register, Transfer or Loan Players
(Updated Feb 2021)

NEW REGISTRATIONS

From the Site Administration Home page select **Day to Day** then **Member Database**

On this screen you should check the database to see if a record already exists (it is important that you do this to prevent duplicate records being created for the same player), and if the player is new to play cricket select **Add New Member**.

and then **Add Member** on the next screen

If a record already exists, then you will need to **TRANSFER** the player (see later)

Create a new player record by completing the First Name, Surname, Date of Birth and where possible an e-mail address (It is important that this information is entered **ACCURATELY** and is **CORRECT** as it will form the basis of any future admin tasks). If you are including an e-mail address for a player under 16 then you will also be asked to provide a parent's name and email address.

Add New Member   Back

Please populate all details known, particularly date of birth if your player is aged under 16 years old

Title	Mr.
First name *	Joe
Initials	J
Surname *	Bloggs
Email	
Gender	Male
Date of Birth	01/01/2000

Display Name

If a name is entered here, it will be displayed in scorecards, statistics, scoring apps etc instead of the players' real name. It should only be used to differentiate between players with the same name at a club, or for safeguarding reasons. Please refrain from using it to enter inappropriate nicknames as these will be removed.

First Name	Joe
Last Name	Bloggs

If your player is under 16 and you have entered their email address you must also enter at least one parent's details so that they can be copied on any communications

Parent's Name		Parent's Name	
Email address		Email Address	

Save   Cancel

Then click **Save** and you will be taken to this screen where you can assign the player to team squads using the **Squad Players** tab and then you will need to click on the **League Registered Players** tab.

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Roles for Joe Bloggs   Back

Web Roles   Officials   Squad Players   League Registered Players   Messaging Groups

	Status	Start Date
Site Roles		
Member Of The Website	Active — Registered (or linked) to the website in question.	09/02/2021
Administrator Role	— Administrator roles can only be assigned to registered users	

Save   Cancel

if adding a player to be nominated to a league you can use squad roles so they can be easily found in your members database and by scoring programs.

You will then be taken to this screen where you will you will need to complete the player's address, postcode and player category sections. The information should be complete and correct as you will need to complete a declaration page confirming this before the player is registered. The section at the bottom is important for overseas players.

First, **Save** the player's information, and then click **Apply** next to the **Yorkshire Premier League North Registered Player**. This is option to use for **ALL** players as it relates to the name of the play-cricket administration site not necessarily the name of the competition they will be playing in.

On the next screen you need to indicate in which **Player Category** you wish to register the Player. Please note that the Categories and their descriptors have changed and Category 3 Exempt, although, defined on this page, no longer exists and is not available on the drop-down list. Please see the 'Player Registration Rules' document for further clarification.

The **Standard Nomination** screen that follows contains a number of conditions that you will need to satisfy to ensure the registration meets the requirements of both the League and the bodies that the League is affiliated to. If you are unable to confirm all the conditions have been met you **must not** proceed with the registration. If you are able to do so then enter your responses and click **SAVE**.

The following message will appear confirming your application.

The application is now complete and will be awaiting approval by the registration manager.

TRANSFERS and LOANS

The first few steps are the same as for **New Registrations**. From the Member Database select **Add New Member** and search for the player's existing record at their current club. When you get to the second screen, type in the name of the player's existing club and click **Search**.


If you only type in part of the club name or if there is more than one club with the same name, you will need to select the correct club from the list by clicking on the 'thumbs up' icon 👍 .


You will get a list of people with that surname registered with that club and you will need to select the correct one by again clicking on the 'thumbs up' icon 👍 .

You can click the stats icon [icon] to confirm you have the correct player

As the above example shows the search may bring forward several matches you will need to click on the 'thumbs up' icon to select the appropriate club. You can click the stats icon to confirm you have the correct player and by clicking select you are requesting access to the player's record on Play-Cricket. This request will either go to the player's club or the player himself depending how he was originally registered on Play-Cricket.

NOTE: The player's current club may remove his League Registered Player status with them, in which case you will have to input all his details.

When the request is accepted, you will see the following on your Site Administration Action Page

Click on the [icon] icon under VIEW and then select the [icon] icon corresponding to the player that you are transferring from the next page.

You will then be taken to the screen where you can assign the player to team squads using the **Squad Players** tab and then you will need to click on the **League Registered Players** tab as with registering a new player.

Click **Apply** next to the **Yorkshire Premier League North Registered Player** as with registering a new player.

You will then be taken to a screen where you confirm whether you are applying for a **TRANSFER** or a **LOAN** and you need to indicate the Player Category as with a new player.

You may then have to, if there are duplicate records, select the correct player from a list like this and click [Next]

You will then need to complete the details on the following screen

When you click **Save**, you will get a screen which says that you have successfully applied for the transfer.

ACCEPTING A TRANSFER REQUEST

Once you have set up the transfer request following the above steps the player's current club must accept it before the League will register your player. **IT IS UP TO THE PLAYERS NEW CLUB TO ENSURE THE CURRENT CLUB ACCEPTS THE TRANSFER THROUGH PLAY-CRICKET**.

Once a transfer request has been submitted by the new club it will show as a Nomination on the Admin home page of the existing club and the details can be viewed by clicking the magnifying glass icon.

If the existing club are happy to agree to the transfer they click the Tick Icon and the application is now complete and will be awaiting approval by the registration secretary.