



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**

The screenshot shows the 'ACTION CENTRE' dashboard. On the left sidebar, 'Day To Day' is highlighted with a red box. The main content area shows a grid of options under 'Members', with 'Member Database' highlighted by a red box. Other options include 'Fixtures', 'Results', 'League', and 'Find a'. The browser address bar shows the URL: https://woodhousegrange.play-cricket.com/site_admin/users?initial=true

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**.

The screenshot shows the 'Member Database' search interface. It includes a search bar, dropdown menus for 'In' (Surname) and 'Role' (All), and a 'Search' button. The 'Add New Member' button is highlighted with a red box. The left sidebar shows 'Members' and 'Member Database' as active options.

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

The screenshot shows the 'Add New Member' form. It includes a 'Player's Surname' field, a 'Type' dropdown (set to Club), and a 'Keyword' field. The 'Add Member' button is highlighted with a red box. The left sidebar shows 'Members' and 'Member Database' as active options.

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.

- Admin Home
- Fixtures
- Results
- Emails
- Members
 - Member Database
 - Inactive Members
 - Player Nominations
 - Objections Nominations
- League Orders
- League Invoices
- League Memberships
- Find a

Add New Member Back

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

Title

First name *

Initials

Surname *

Email

Gender

Date of Birth

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

Last Name

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.

Day to Day
Site Management
Set Up
Reports & Downloads
Uploads
Help Guides

- Admin Home
- Fixtures
- Results
- Emails
- Members
 - Member Database
 - Inactive Members
 - Player Nominations
 - Objections Nominations
- League Orders
- League Invoices
- League Memberships

Roles for Joe Bloggs Back

Web Roles
Officials
Squad Players
League Registered Players
Messaging Groups

Status	Start Date
Site Roles	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Member Of The Website <input type="text" value="Active"/></p> <p style="font-size: x-small;">Registered (or linked) to the website in question.</p> </div> <div style="width: 35%;"> <p>09/02/2021</p> </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Administrator Role <input type="text"/></p> <p style="font-size: x-small;">Administrator roles can only be assigned to registered users</p> </div> <div style="width: 35%;"></div> </div>	

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 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.

Web Roles Officials Squad Players League Registered Players Messaging Groups

Please complete mandatory fields

- Address cannot be blank.
- Postcode cannot be blank.

First name * Joe

Surname * Bloggs

Gender Male

Date of Birth * 01/01/2000

Email

Address * 1 Any Street

Address2 Nowhere

Address3

Town/City

County Yorkshire

Postcode * ZZ12 1ZZ

Home Telephone

Work Telephone

Mobile Telephone

Current Registrations

Player categories are defined by each league and are entered as part of the nomination process

Name	Category	Status	Apply
York Vale Cricket League Registered Player			Apply
Yorkshire Premier League North Registered Player			Apply

Other Registrations

League	Club	Status
No records found!		

Update Photo

Current picture

Passport / Visa Type British passport holder who is

Place of birth

Date Last Entered UK

Planned date of entry to UK

Document Number

Expiry Date

If a visa type requires UK entry date, you can enter either the date last entered or the planned entry date if the player is joining for the forthcoming season

Save Cancel

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.

Admin Home Fixtures Results Emails Members Member Database Inactive Members

Nominate Joe Bloggs for Yorkshire Premier League North

Loan Player No

Loan Expiry Date

The loan will automatically expire the day after the date entered above.

Player Category *

Back

Next

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.

Day to Day | Site Management | Set Up | Reports & Downloads | Uploads | Help Guides

Admin Home | Fixtures | Results | Emails | Members | Member Database | Inactive Members | Player Nominations | Objections Nominations | League Orders | League Invoices | League Memberships | Find a

Successfully applied for league registered player role.

Roles for Joe Bloggs

Web Roles | Officials | Squad Players | League Registered Players | Messaging Groups

First name * Joe
Surname * Bloggs
Gender Male
Date of Birth * 01/01/2000
Email
Address * 1, Any Street
Address2 Nowhere
Address3

Current Registrations

Player categories are defined by each league and are entered as part of the nomination process

Name	Category	Status	Apply
York Vale Cricket League Registered Player			Apply
Yorkshire Premier League North Registered Player	1	Pending	Withdraw

Other Registrations

League	Club	Status
No records found!		

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**.

Admin Home | Fixtures | Results | Emails | Members | Member Database | Inactive Members

Add New Member

Please select your player's record from their previous club or county board team as this will help them maintain their statistics in one place.

Player's Surname * Smith
Type Club
Keyword * Woodhouse
Search

Alternatively if this is their first time playing for a team linked to a Play-Cricket site you can create a new record for them

Add Member

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 .

Admin Home | Fixtures | Results | Emails | Members | Member Database | Inactive Members | Player Nominations | Objections Nominations | League Orders | League Invoices | League Memberships | Find a

Add New Member

Select a Club

Keyword * Woodhouse **Search**

Club	County	Select
Augustinians (Woodhouse) CC	Yorkshire	
Dronfield Woodhouse CC	Derbyshire	
Woodhouse CC, Leeds	Yorkshire	
Woodhouse CC, Sheffield	Yorkshire	
Woodhouse Eaves CC	Leicestershire	
Woodhouse Grange CC	Yorkshire	
Woodhouses CC	Lancashire	

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  to confirm you have the correct player

Results

- Emails
- Members
 - Member Database
 - Inactive Members
 - Player Nominations
 - Objections Nominations
- League Orders
- League Invoices
- League Memberships
- Find a

The following possible matches based on surname have been found in the site you selected. Please use the stats button to review the playing history of players and select the record belonging to the player who has joined your club

Name	Stats	Select
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
Rob Smith		

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

Admin / Action Centre

ACTION CENTRE

ADMIN NOTICES ⁶

ACTION DESCRIPTION	NUMBER	VIEW
Player record request authorized	2	

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

- Day to Day
- Site Management
- Set Up
- Reports & Downloads
- Uploads
- Help Guides

Admin Home

- Fixtures
- Results
- Emails
- Members
- League Orders
- League Invoices
- League Memberships
- Find a

Authorized Requests for Player Records

Add roles to add the player's record to your members database. If you have already created a record for the player, please select match to combine the records. Either action will close the request and remove it from your workflow Back

Player	Requested From	Match	Roles
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		

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.

Day to Day | Site Management | Set Up | Reports & Downloads | Uploads | Help Guides

Admin Home | Fixtures | Results | Emails | Members | Member Database | Inactive Members

Nominate [REDACTED] for Yorkshire Premier League North

Loan Player

Loan Expiry Date

The loan will automatically expire the day after the date entered above.

Player Category *

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

Admin Home | Fixtures | Results | Emails | Members | Member Database | Inactive Members | Player Nominations | Objections Nominations

Nominate [REDACTED] for Yorkshire Premier League North

Player Transfers

Based on the player you are nominating and possible duplicate records selected, the player has the following active league registrations. If the player already has a registration within the league you are applying to it will have been pre-selected as a player transfer unless you select otherwise. Please select any other existing registrations which should be regarded as a player transfer as part of this nomination

Name	ID	Club	League	Player Transfer
[REDACTED]	[REDACTED]	[REDACTED]	Yorkshire Premier League North	<input checked="" type="checkbox"/>

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

Player Transfer

CLUB OFFICIALS DECLARATION

I confirm that I have the authority to act on behalf of my club to authorise the transfer of players

yes no

The player information provided is complete and correct

yes no

Has the player any financial or other obligations to any club or body affiliated to the England & Wales Cricket Board

yes no

Is the player under any current or pending disciplinary action from any club or body affiliated to the England & Wales Cricket Board

yes no

Has the player any restrictions imposed by the England & Wales Cricket Board relating to their child welfare policy

yes no

EXTERNAL TRANSFERS ONLY (Outside YLN and Y&DSCL)

Where a club does not administer through play-cricket a fully completed transfer form has been sent to the League Registration Secretary

Yes No

Results | Emails | Members | Member Database | Inactive Members | Player Nominations | Objections Nominations | League Orders | League Invoices | League Memberships | Find a

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.**

Administration

Admin Home

You have the following items pending

Item	Number	View
Nominations involving your players	1	

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.

Site Builder

Site Settings

About Us

Teams

Fixtures

Back

Nominations involving your players

Nomination Date	Name	ID	Nominating Club	League	View	Agree	Object
27/10/2016	Kevin Hutchinson	7931	Scarborough CC	Yorkshire Premier League North		<input checked="" type="checkbox"/>	

If the nomination does not contain any proposals for matching player records you can agree or object to the nomination from

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.