

Adding Other admins to club sites

If you are wanting someone to have a site admin role, e.g. adding results, or general site editing, they need to apply to become a member of the site, so that they will have their own log in and password. To do this they need to go to your clubs web page and click sign in/sign up button in the top right hand corner. Click sign up at the bottom of the pop up box.

Play-Cricket Registration

User Details **Club Membership** Apply

Title Other Members

* First name

Initials

* Surname

* Username

* Email

* Password

* Confirm Password

You will get the box to the left, fill in the details it asks for and click save.

You will then be taken to the Club membership tab

Play-Cricket Registration

User Details **Club Membership** Apply

Do you wish to apply for membership of a club?

Membership allows you to fully participate on the web sites and interact with other members. You can apply for membership of additional sites at a later date if required.

Club:

You will then need to click Select club, which will take you to a search box, where you can enter Yorkshire then part of your club name, will then list clubs that match the criteria for your club. Tick on the tick of the one you want then click save, then save again.

Fill in the details in the last "Apply" tab and then click save. You will have automatically applied to your club site.

The next stage is for the Club administrator to approve your role in the club and assign a admin role to that person.

Select Club

County

Site Name or First Letter

Name	Pick
Carlton CC, Wakefield	✓
Wakefield City CC	✓
Wakefield St Michaels CC	✓
Wakefield Thornes CC	✓
Wakefield Womens CC	✓

When the administrator next logs in to the club site and into the administration page they will see the below with a number in the Member of Website box. Click on the box to the left

Wakefield Thornes CC / [Admin Home](#)

Admin Home

You have the following items pending:

Item	Number	
Member of the Website	1	<input type="button" value=""/>

You will then see the next box where you can accept or reject the membership. Click accept.

You next need to search for the new member by putting their name in the search box and

Wakefield Thornes CC / Admin Home / Member Database

Member Database

Search for: in: Surname Role: Member of the Website

User Type: All Status: Pending Sub Role:

Name	ID	Email Address	Telephone	View	Email	Match	Edit Roles	View Application	Accept	Reject
simon winder	12582490	simon@padgettatoz.co.uk								

* = Unregistered User = Match User = Remove Role

changing the status to active as below, click on edit roles.

Wakefield Thornes CC / Admin Home / Member Database

Member Database

Search for: winder in: Surname Role: Member of the Website

User Type: All Status: Active Sub Role:

Name	ID	Email Address	Telephone	View	Email	Match	Edit Roles	Remove Role
Sam Winder *	12082698							
Simon Winder	239085	simon.winder2@btinternet.com						
simon winder	12582490	simon@padgettatoz.co.uk						
Simon (HW) Admin Winder	12572806	winder7670@gmail.com						

Web Roles Officials Squad Players League Registered Players Messa

Status

Web Roles

Member of the Website
Registered (or linked) to the website in question

Main Administrator
Can update and change every area on the web

Fixtures Administrator
Can create, modify and remove fixture details

News Administrator
Can create and manage news articles

Results Administrator
Can create and modify match results

You can then decide which of the roles you want the person to have, change the box to apply and save.

The next time the new person logs into your clubs site they will need to accept the terms and conditions and they are then Results administrator or Main administrator depending on the role that you have allowed.