# CricClubs User Guide

## Help Document

## (v 2.4)

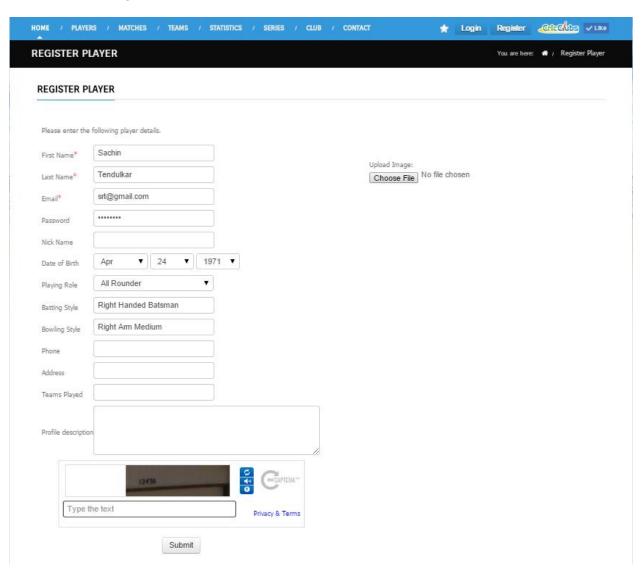# CricClubs User Guide

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# 1. For Player:

## 1.1. Player Registration

Player is required to register for respective Cricket League on CricClubs.com/<Club>. Register option **Register** is available on right side in menu bar. On selecting register option Player is directed to registration form to fill player details. Player submits registration request by clicking submit button. Please note anyone can register player on his behalf as long as have required player information for registration.
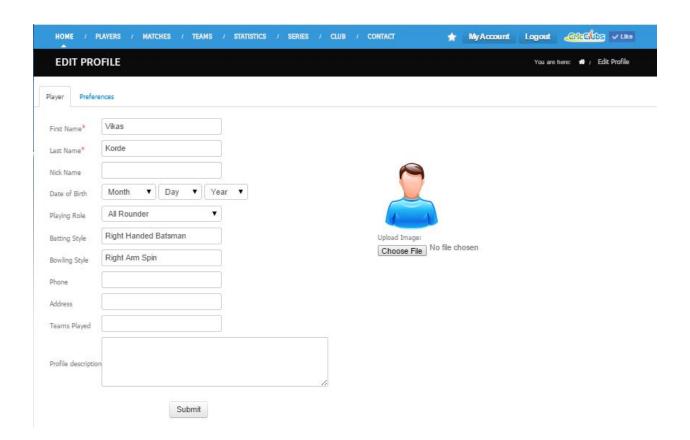
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## 1.2. Player Profile Update

Once player registration is approved, player can login CricClubs.com/<Club> using system generated credentials (Username/Password) provided via email id (used by player for registration). Once logged in player can update his profile details, Email Notification preferences and upload profile photo.
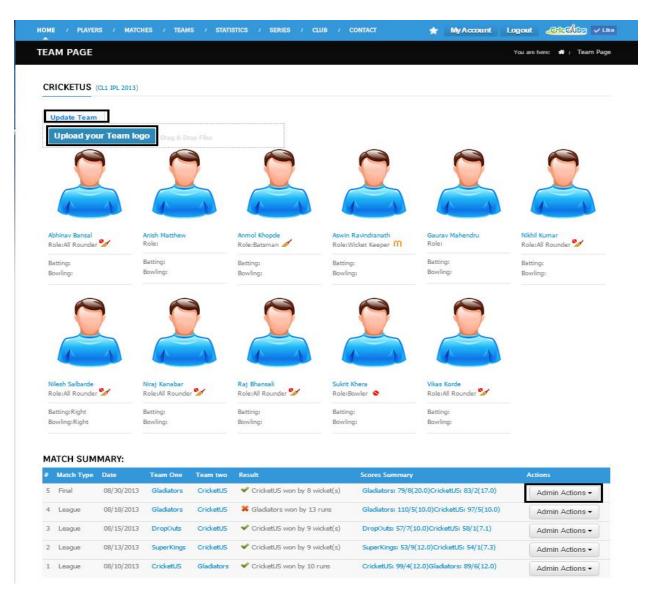
## 2. For Captains/Vice-Captains

Captains/Vice-Captains will have extra privilege pertaining to their teams than just a player. Captains/Vice-Captains can navigate to their team using Teams -> View teams -> Click on your team name.
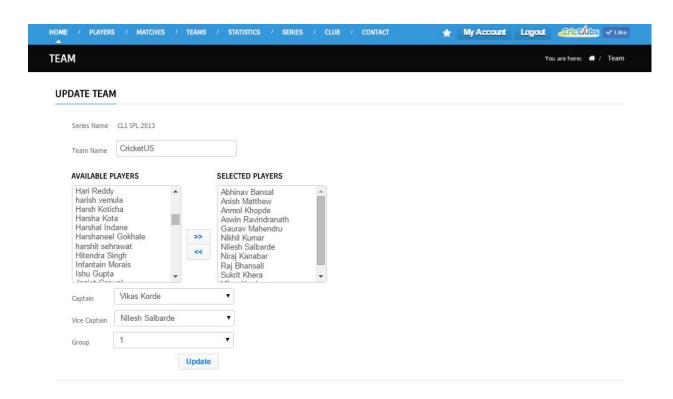
## 2.1. Update Team

Using this option Captains/VCs can update their team details like – Team name, players selected in roster for current series and Captain/VC.



## 2.2. Upload Team Logo

Captain/VC can upload Team Logo using this option

## 2.3. Match Summary (Admin Actions)

Captain/VC can update Match Summary and Full Scorecard using this option. This option is enabled only for Captain/VC and only for those games where one of the playing team belongs to Captain/VC.
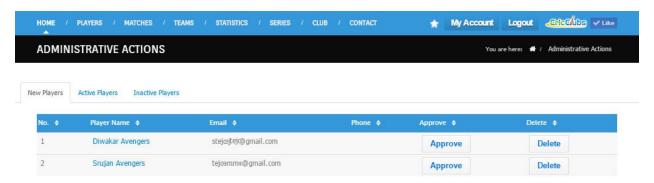
## 3. For Admin

Admin has lot of functions available related to Cricket League management.

### 3.1. Approve Players

When admin navigates to Players -> Approve players, there are 3 tabs namely New, Active and Inactive. New Players are waiting for admin's approval, Active players are already approved by admin players and Inactive players are those registered players who are no more actively playing.



### 3.2. Upload Players

Admins can upload players (Players -> Upload Players) in bulk using excel similar interface (Hint: Ctrl-c and Ctrl-v from excel to website entry portal works on all screens)



### 3.3. Create Fixture / Upload Schedule

Admins can create fixture for one match or upload schedule to create multiple fixtures by providing required Fixture related information in terms of teams involved, date/time, ground location etc.
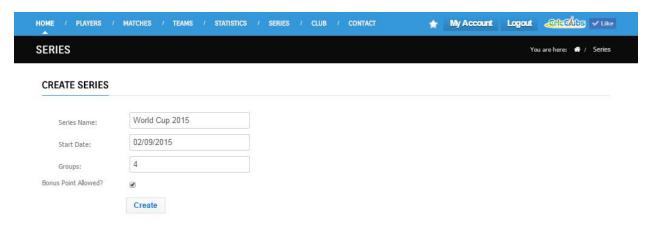
### 3.4. Create Team / Upload Teams

Admins can create Teams individually or upload teams to create multiple teams by providing required Team related information in terms of team Name, Players on roster and Captain/VC etc.
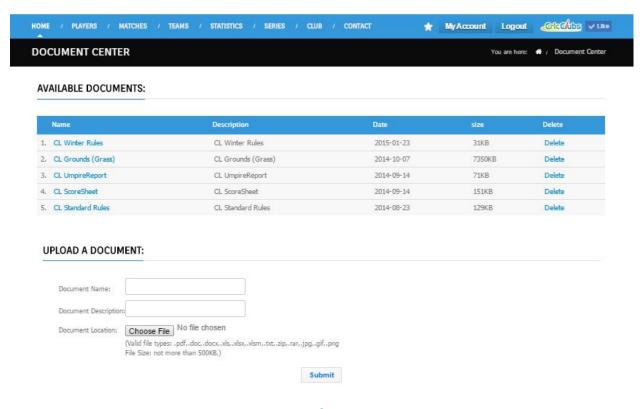
### 3.5. Create Series

Admins can create Series using Series -> Create Series by providing required details for series.



### 3.6. Club Documents

This option let admin upload documents for League which will be available to all players via web
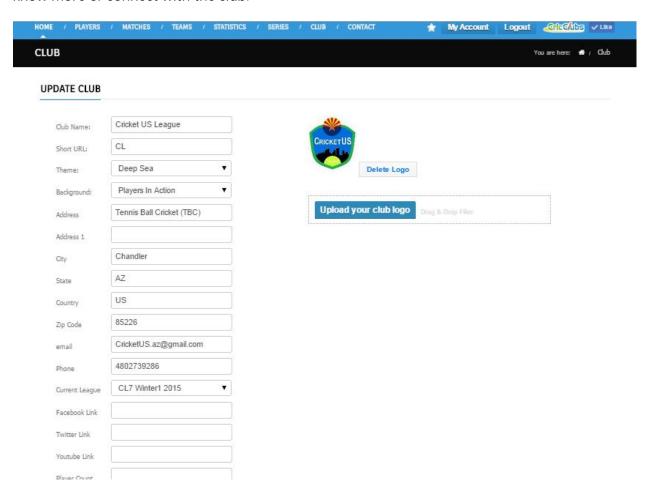
### 3.7. Write News/Articles

These options let Admin write News/Articles which are published on Club homepage.

### 3.8. Create Album

This option lets admin create album and upload players to created album

### 3.9. Update Club

This option lets admin choose Theme for website and Background from various pre-loaded options. All club related contact information will be recorded here which will be available to everyone to know more or connect with the club.
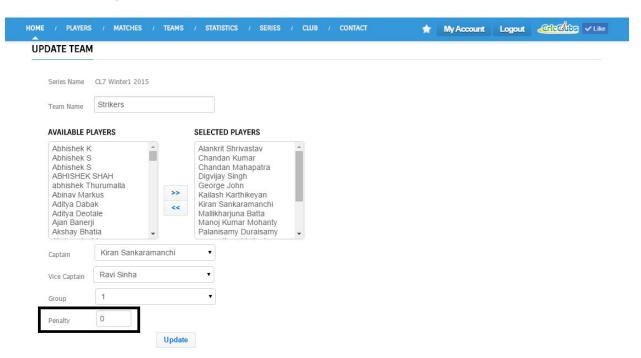


### 3.10.    Apply Penalty

This option lets admin apply penalty points for any team for any rule violations as per league rules. From Teams -> View team, select Team for which penalty is to be applied and choose
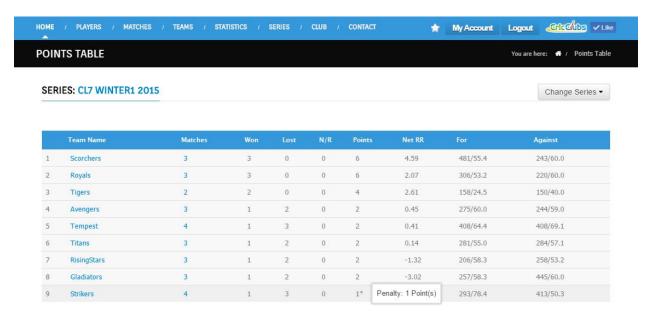
Update team option. Please enter number of points to be deducted as Penalty (Note: only whole numbers allowed)



Applied penalties will reflect in point table with asterisk (*) mark which on mouse over will indicate total penalty points.

## 4. Contact Us

For any questions/Suggestions, please contact below

Website: [www.cricclubs.com](www.cricclubs.com)

Email: support@cricclubs.com

Phone: (262) 724-6010