

Completing the questionnaire or updating your 'About Us' section

A Main Administrator must login to your club Play-Cricket site and select site administration in the dropdown options on your name in the top left-hand corner of the screen.

The questionnaire should appear in your outstanding actions which you will be asked to confirm the Name, Email & Contact Number for the following roles:

- Chairman
- Hon Secretary
- Hon Treasurer
- Fixture Secretary
- Club Welfare Officer
- Divisional Rep (League Rep)
- Team Captains
- Team Manager (Cancellations)
- Junior Coordinator (if applicable)
- Groundsman
- Women & Girls Coordinator (if applicable)
- All Stars Cricket Activator (if applicable)
- Clubmark Contact (if applicable)

When inputting this information, you can opt to display this contact information on your Play-Cricket site or not and we recommend you check if the person wants the information, they have provided public. If you chose not to display them publicly this information will still be stored in line with the new GDPR regulations and only available to The Somerset Cricket Board, Play-Cricket Leagues or competitions which you play in and the ECB who run Play-Cricket.Com.

Our site administrator has left, how can we access our site?

If your site administrator is no longer active with the organisation, then in order to change the administrator of a site in circumstances like this, the secretary or chairman must send a hard-copy letter as an attachment to play.cricket@ecb.co.uk please, on headed notepaper, requesting the change and nominating the replacement, who must be a registered play-cricket user (with their own username and password) and a member of your site (either active or pending) with that username and password. We can then make the necessary changes.

Please be aware that admin roles for sites are vested in individuals, not on a generic basis, and that amending the login of a previous administrator with your details or matching records together for two different people in order to circumvent this process can have serious implications for the data on your own and other sites. Please follow the instructions above.

We don't have a Play-Cricket site, how do I claim a site for my club?

If you aren't already, you need to be a registered play-cricket user. In order to do this, go to the main play-cricket site <http://play-cricket.com/#> and click on the Sign-Up link at top right of the page. Fill in the necessary details and validate your account. There is no need to set up another login in order to claim a site

Then login to the main play-cricket page <http://play-cricket.com/#> via the Login link, using your user name and password, and in the Cricket Directory section in the middle of the page, click the 'apply for your site' button.

Select a category of Clubs, the relevant county in the County field, type the first few letters of the club name in the Keywords field, change the Status dropdown to All and click the Search button. This should produce a list of possible matches, of which your unclaimed site may be one. Take a look at the Status column

- If it shows as Active then someone else has already claimed the site on behalf of the club. If you don't know who then please contact us
- Inactive means that it has been previously claimed and then made inactive by the club. We can reactivate
- If the name isn't in the list then try making the search less specific; if you still can't find it then please contact us and we can add your club to the list
- If there's a radio button by it then it is unclaimed; proceed as below...

Check the 'Status' box next to it and then the choose button, and follow the instructions from there. Please fill in all, or as many, fields as you can; in particular enter both addresses required, 'office' and personal, your position within the club, and set up all the teams that your club is currently running, or may have run, as this will enable us to link up any games involving your teams that other people may already have entered. Once you have done this, we will then be able to activate your site for you.

The instructions above also apply to leagues; simply substitute Competition for Club where relevant. If it is a cross-county league then it is better to leave the County field as All when searching, to cover all possibilities. The instructions about setting up teams do not apply when claiming a league site.