

## **Steps to Register a Player on play-cricket.com**

- Step 1** Log on to your Club play-cricket.com site
- Step 2** Click on Admin button
- Step 3** Click on Club Members in Left Hand Menu
- Step 4** Select Member Database
- Step 5** Select a Player and click on 'Mortar Board' symbol to edit user roles
- Step 6** Select Tab entitled 'League Registered Players'
- Step 7** Complete details on registration form including Date of Birth, Address (including Post Code), Player Category and Country of Birth
- Step 8** Click on Save Player Details at foot of page
- Step 9** Click Add at bottom right hand corner of page
- Step 10** Click on Standard Nomination button or Player Transfer button, whichever is appropriate
- Step 11** Click Nominate Player

At this stage, status will be defined as Pending and you await confirmation from the League that the player is registered or rejected. Until the registration is accepted, or rejected, the name of the player will appear in Pending Player Nominations in the menu down the left hand side of the page.

If the application for registration is rejected by the League, you will receive an e-mail from the General Manager stating the reason for rejection.

## **To Check if a Player is Registered by Your Club**

- Step 1** Log on to your Club play-cricket.com site
- Step 2** Click on Admin button
- Step 3** Click on Club Members in Left Hand Menu
- Step 4** Select Member Database
- Step 5** Click on drop down menu in search box and select Role
- Step 6** Click on League Registered Players
- Step 7** Click on Search

A full list of all your Club players registered with the League should be visible.