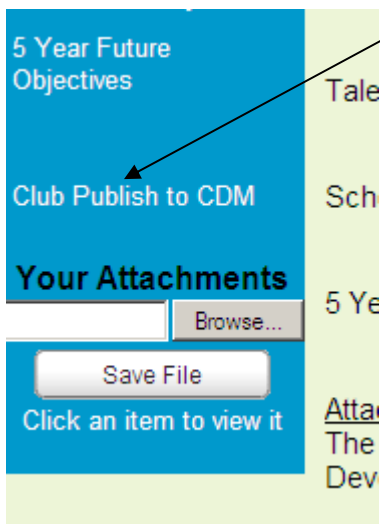


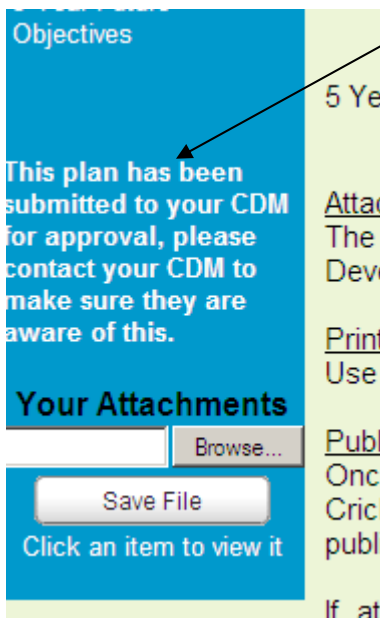
## A step by step guide to the 'publishing' process – new Club Development Planning System

### Club / CDM / ECB Publishing Process

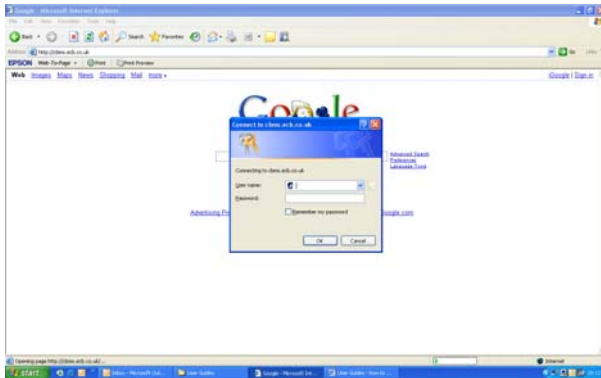
1. Club users complete their comprehensive Club Development Plan in full
2. When complete club publishes their Club Development Plan to their Cricket Development Manager / Officer (CDM) using the '**Club Publish to CDM**' function on the bottom left hand side of the screen. Once the 'Club Publish to CDM' button is clicked the Development Plan is '**locked**' and reader access will be allowed.



3. Upon publishing the club should inform their CDM that their Club Development Plan has been published and is ready to be validated. This communication should ideally be via email and or telephone.



- Upon receipt of confirmation from the cricket club the CDM should log onto the ECB County Board Management System (CBMS) <http://cbms.ecb.co.uk> using their existing username and password.



- On the home page of CBMS under 'CDMs Club Dev Plans' click on '**New Club Development Planning**'

**CDMs Club Dev Plans**

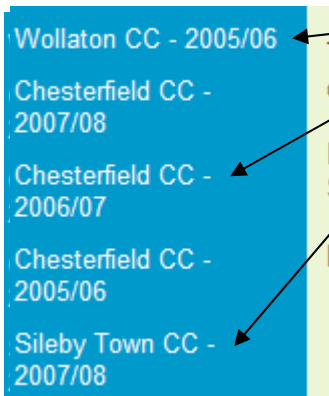
- **New Club Development Planning**
- Affiliated Clubs (with a junior section) Planning
- Dev Plan Hard Copy
- Progress Monitor
- Focus Club Dev Planning v2.0

- You will be prompted for your username and password again. Input as follows:

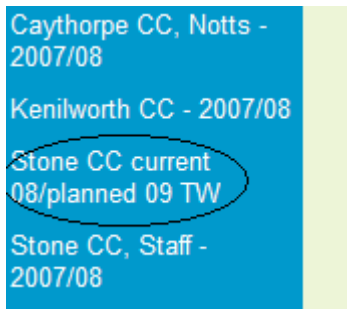


**Username: CBMS\username**  
**Password: As usual**

- On the left hand side of the screen you will have 'reader' access to all the Club Development Plans that have been published to you by clubs in your County

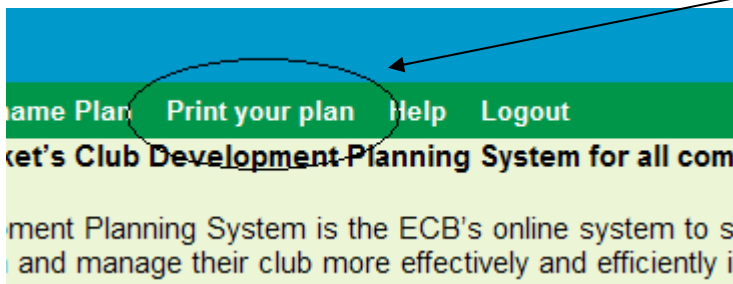


8. Click on the title of each Development Plan to view each club's data. When you select a club's Development Plan the title of the club's Plan will always appear at the top of the screen.



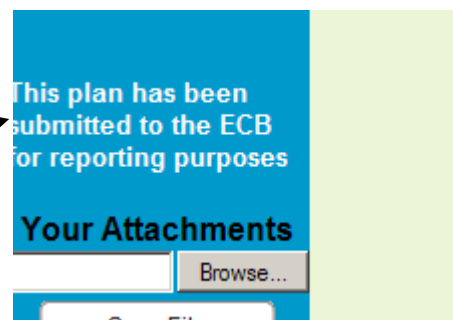
**- Stone CC current 08/planned 09 TW**

9. Use the **'Print your Plan'** function to view and print the club's Development Plan and attached documents in an easy format and complete your validation process.

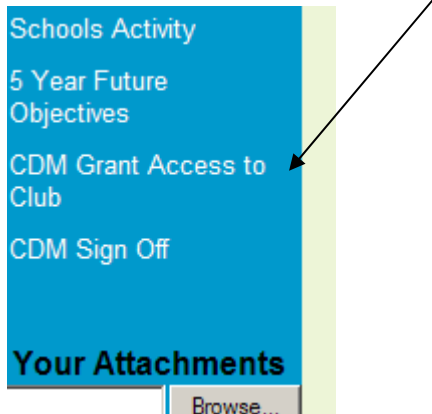


10. Once you have validated the club's Development Plan you need select the club's Development Plan from the list on the left hand side of the screen and complete 1 of 2 actions.

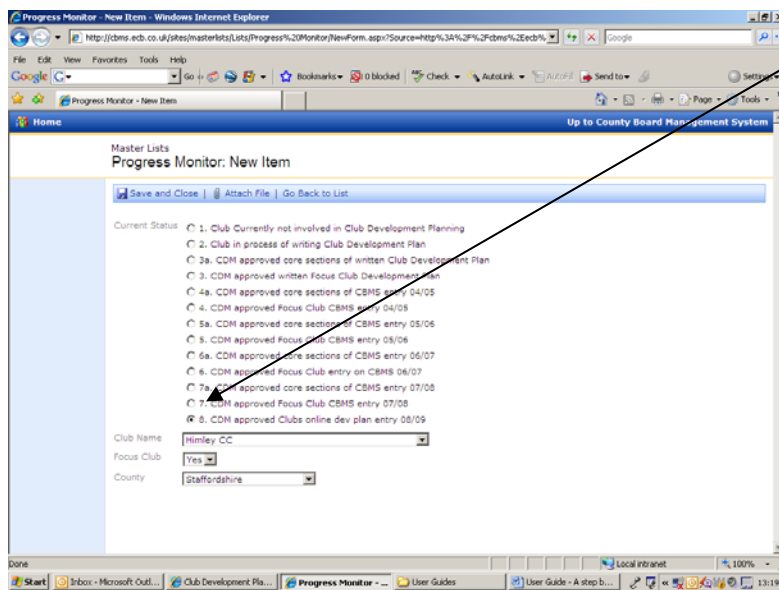
- a. Select **'CDM Sign Off'** on the bottom left hand side of the screen if the Development Plan is complete and robust and is approved. The message below will be displayed.



- b. Select '**CDM Grant Access to Club**' on the bottom left hand side of the screen if the Development Plan is incomplete and requires further work. When the 'CDM Grant Access to Club' button is clicked this '**unlocks**' the Development Plan allowing club users writer and reader access to make changes to their Development Plan inline with the feedback received from Cricket Development Managers / Officers.



11. When a Development Plan is signed off, CDMs must update the club's 'stage' on the **Progress Monitor** on CBMS e.g. 'CDM approved clubs online dev plan entry 08/09'



12. Where a Club Development Plan has been pushed back to a club – feedback and actions should be provided to the club in order for them to complete their Club Development Plan in full. A timescale for these actions should also be provided. All priority cricket clubs should have completed their Club Development Plan and it be published to the ECB before 30<sup>th</sup> September annually.
13. Steps 1 through 9 should be repeated until the club's Development Plan is complete, robust and published to the ECB.
14. Once a Club Development Plan has been signed off it is '**locked**' and can be reported on using the Reporting Module at <http://reporting.ecb.co.uk>