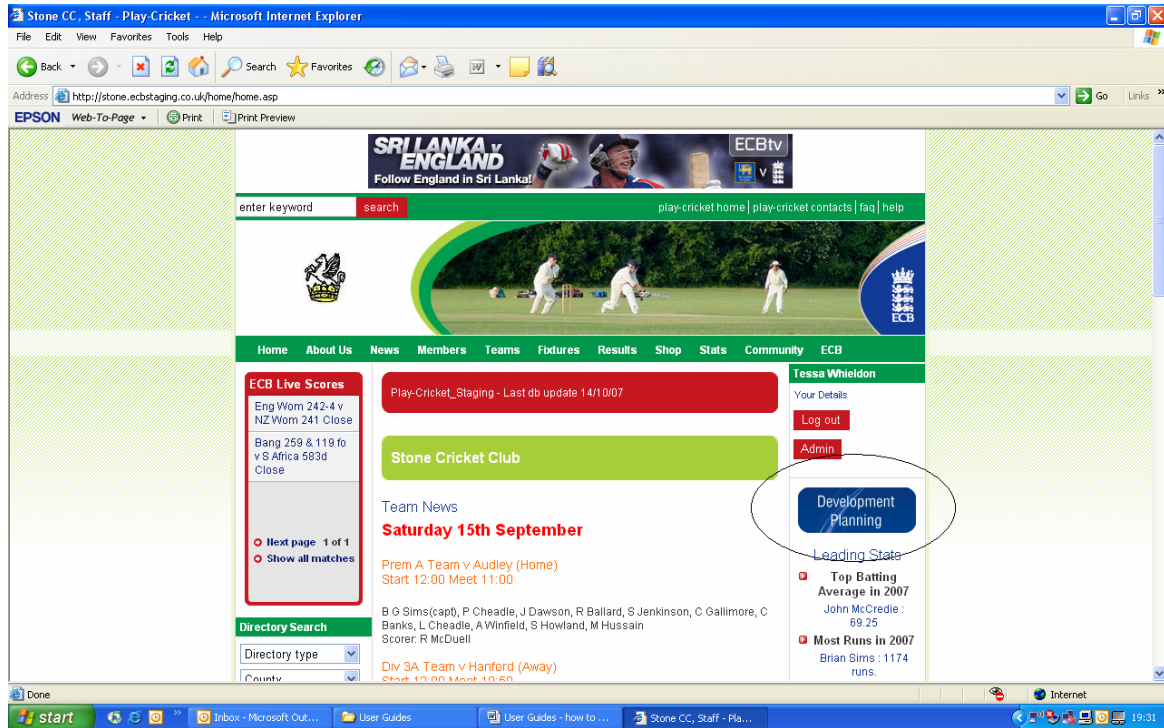


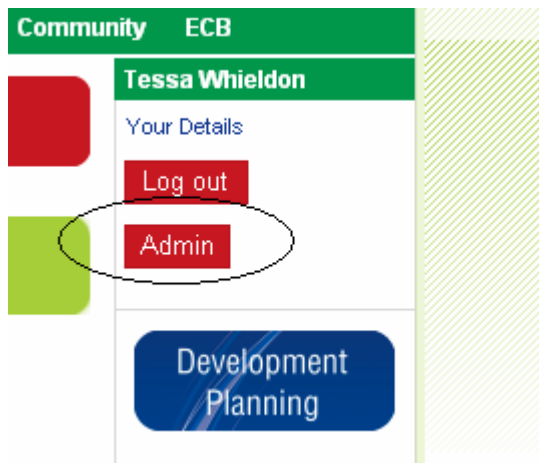
How to assign roles and responsibilities to complete the new Club Development Planning System on www.play-cricket.com

Assigning 'reader' and 'writer' roles – your Club Development Plan

1. Assigning 'reader' and 'writer' roles to complete your Club Development Plan on play-cricket is managed by your clubs play-cricket **site administrator**
2. The link to the new Club Development Planning System will be visible on the home page of your play-cricket website.



3. As site administrator log into your clubs play-cricket website using your usual username and password and click the '**Admin**' button located on the right hand side of the screen.



- Now select 'Club Members' listed on the left hand side of the screen and then select 'Members Database'

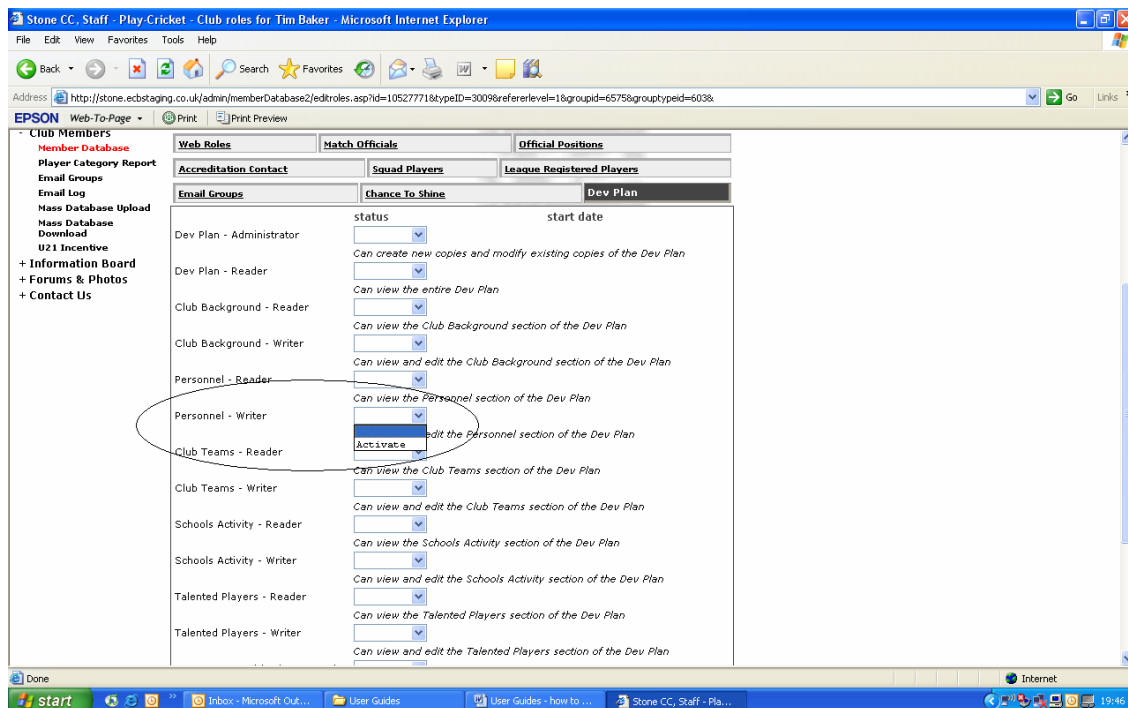
The screenshot shows the 'Admin Home' interface. On the left is a navigation menu with 'Club Members' circled. The main content area has a heading 'Admin Home' and a sub-heading 'Play-Cricket_Staging - L'. Below this is a table with columns 'package name' and 'subscription'. The table contains one row: 'Advertising' and 'Inactive'. To the right, there is a search form with fields for 'Search for', 'Role', 'Sub Role', and 'Status'. Below the search form, it says 'Currently showing' and 'To add a user with a'. At the bottom right, there are two links: 'Create new user' and 'Apply Member'.

- A full list of members to your club play-cricket website is now on screen in alphabetical order
- Locate the person in the list you wish to assign the first role to and click the 'hat' symbol

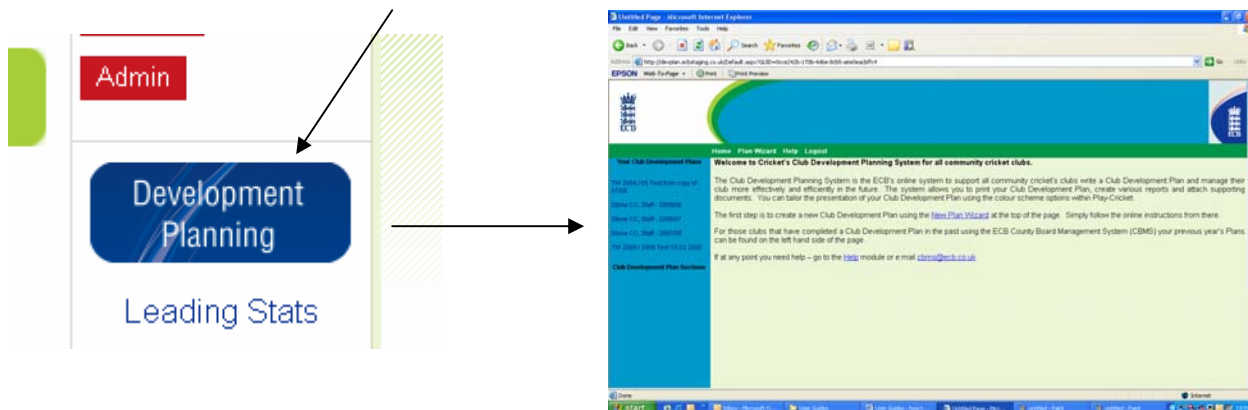
The screenshot shows the 'Member Database' page in a Microsoft Internet Explorer browser. The page title is 'Stone CC, Staff - Play-Cricket - Member Database'. The address bar shows 'http://stone.ecbstaging.co.uk/admin/memberDatabase2/members.asp?roleType=1&status=100'. The page content includes a search form and a list of members. The list has columns for 'Name', 'Id', 'Email', and 'Telephone'. Each row has three icons: a hat, a person, and an 'X'. An arrow points to the hat icon for the first member, 'Tim Baker'. The table contains the following data:

Name	Id	Email	Telephone
Tim Baker	10527771	ecb.acceptancetesting@ecb.co.uk	
Russell Ballard	10527613	ecb.acceptancetesting@ecb.co.uk	
Chris Banks	401822	ecb.acceptancetesting@ecb.co.uk	
Jan Banks *	387451		
Mark Banks *	10528238		
Hylton Bennett	10137184	ecb.acceptancetesting@ecb.co.uk	
Sam Boulton *	10366974		
Andy Bowers	10486595	ecb.acceptancetesting@ecb.co.uk	
Sean Bowers	63733	ecb.acceptancetesting@ecb.co.uk	
Edward Bridgeman *	10533247		
Chris Bullock *	10610459		
James Burrows *	373679	ecb.acceptancetesting@ecb.co.uk	
Adrian Butters	101801	ecb.acceptancetesting@ecb.co.uk	01785 819008
Simon Capewell *	10531264		
Martin Carter *	355178		
Phil Cartwright *	10531274		
Michael Chealton *	10531275		

- Now select the **'Dev Plan'** tab and change the individual's status to **'active'** dependant on which role(s) the person is taking on e.g. 'Personnel - writer - can view and edit the Personnel section of the Dev Plan'.



- Remember to click the **save** or **undo** button at the bottom of the page to save your changes.
- Repeat this process for all club members who will have a role and responsibility in completing your clubs Development Plan
- You can also 'remove' a members role should they no longer be involved
- Once the required roles for your club have been assigned to the relevant members you can now go back to your play-cricket home page and begin to complete your Club Development Plan accessing the new System



Additional Information:

The 'reader' and 'writer' roles you will need to complete your Club Development Plan are as follows:

Dev Plan - Administrator		<i>Can create new copies and modify existing copies of the Dev Plan</i>
Dev Plan - Reader		<i>Can view the entire Dev Plan</i>
Club Background - Reader		<i>Can view the Club Background section of the Dev Plan</i>
Club Background - Writer		<i>Can view and edit the Club Background section of the Dev Plan</i>
Personnel - Reader		<i>Can view the Personnel section of the Dev Plan</i>
Personnel - Writer		<i>Can view and edit the Personnel section of the Dev Plan</i>
Club Teams - Reader		<i>Can view the Club Teams section of the Dev Plan</i>
Club Teams - Writer		<i>Can view and edit the Club Teams section of the Dev Plan</i>
Schools Activity - Reader		<i>Can view the Schools Activity section of the Dev Plan</i>
Schools Activity - Writer		<i>Can view and edit the Schools Activity section of the Dev Plan</i>
Talented Players - Reader		<i>Can view the Talented Players section of the Dev Plan</i>
Talented Players - Writer		<i>Can view and edit the Talented Players section of the Dev Plan</i>
5 Year Future Objectives - Reader		<i>Can view the 5 Year Future Objectives section of the Dev Plan</i>
5 Year Future Objectives - Writer		<i>Can view and modify the 5 Year Future Objectives section of the Dev Plan</i>
Facilities - Reader		<i>Can view the Facilities section of the Dev Plan</i>
Facilities - Writer		<i>Can view and modify the Facilities section of the Dev Plan</i>