

Play Cricket - Player Transfer Processes

Please pass this on to your club's Play Cricket Main Administrators

As all clubs should now be aware of how to navigate around the Play Cricket system, there is now no need to have a signed transfer form, providing the transfer is carried out correctly within the play cricket system

Procedures as follows

The club signing the player should instigate the transfer by requesting the players record from the player's current club

- 1 To do this you need to be in Site Administration
- 2 Select the Day to Day tab
- 3 Select Members
- 4 Select Member database
- 5 Click on the Add New Member button. You should then see the following screen

Altofts CC club site administration

Day to Day Site Management Set Up Reports & Downloads Uploads Help Guides

Admin Home

Fixtures

Results

Emails

Members

- Member Database
- Inactive Members
- Player Nominations
- Objections Nominations

League Orders

League Invoices

Add New Member

Please select your player's record from their previous club or county board team as this will help them maintain their statistics in one place.

Player's Surname

Type Keyword

Alternatively if this is their first time playing for a team linked to a Play-Cricket site you can create a new record for them

6 Insert the player's surname in Surname field and his current club in Keyword field before clicking search.

7 This will bring back a screen with club options and select the arrow of the correct club.

8 The next screen will bring back players' names. Select on the arrow of the player you are requesting.

9 This will show at the top of the screen that a request has been sent to the current Club.

Stage Two

You will now need to wait until the current club authorises your request. It will show on the player's current club's Action Centre page as below as Request to Access Player Record and on your club's Action Centre Page as Player record request awaiting response

Admin / Action Centre

ACTION CENTRE

ACTION DESCRIPTION	NUMBER
Player record request awaiting response	1
Request to access player's record	1

1 On the Request to access players record line click on the view button. You will be given a choice of Accept or Reject. Select as appropriate.

2 Once the current club as accepted it will show on the receiving clubs Action Centre as below

Admin / Action Centre

ACTION CENTRE

ACTION DESCRIPTION	NUMBER
Player record request authorized	1
Team sheets containing free text players	6

3 Click on the view tab, then select roles. You than then continue to proceed as if you were entering a new member as a League Registered Player.

4 Once you have entered the nomination as a league registered player, the record will not be authorised until the releasing club has authorised it on their Action Centre Page using the Nominations involving your players as shown below, or has already deleted the player as a League Registered player at their club. A transfer can only be refused if a player owes money or has outstanding disciplinary issues.

Admin / Action Centre

ACTION CENTRE

ACTION DESCRIPTION	NUMBER
Member records requiring review	1
Nominations involving your players	1
Request to access player's record	1

Navigation sidebar:

- Action Centre
- Dashboard
- Day To Day
- Website Content
- Setup

Only in the event of a transferring player having not been registered on Play Cricket previously will a player transfer form be required.

If anyone has any queries on the above you should contact Philip Radcliffe by email registrations@bradfordcl.com