

**RINGWOOD and DISTRICT CRICKET ASSOCIATION INC**



**MyCricket Notification Subscribers Guide**

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## Notification Subscribers List



**Mode:** Organisation.

The Notification Subscribers List can be found under the Organisation menu.

Organisation	People	Users
Organisation Details		
MILO in2CRICKET Centre Management		
Insurance - Register		
Insurance Status		
Honour Board (Awards)		
Office Bearers		
Contacts for Parent Organisations		
Notification Subscribers List		

- Click on the Organisation menu;
- Click on the Notification Subscribers List option;

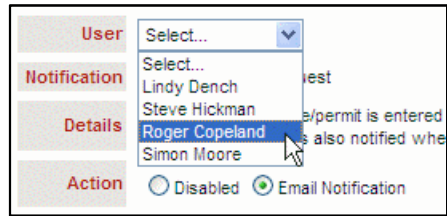
The Notification Subscribers List screen will be displayed. There are 3 sections, only the first two will be used by the RDCA. Clearance/Permit Request and Match disputed. The Online Registrations function will not be used.

Notification Subscribers List		
<a href="#">Help on this topic</a>		
Name	Description	Subscribers
Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	<a href="#">Add</a> Lindy Dench <a href="#">Remove</a>
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	<a href="#">Add</a> <b>No records found</b>
Online registration received	An online registration has been received by your organisation	<a href="#">Add</a> <b>No records found</b>

To edit or adjust any subscription list –

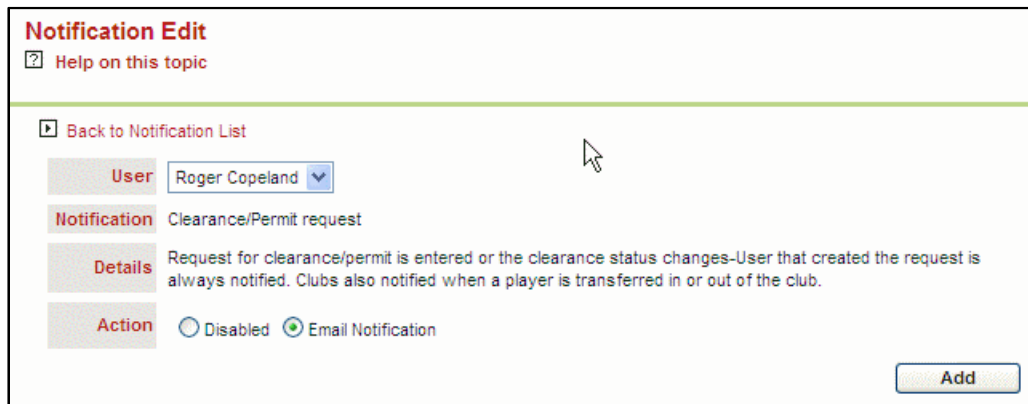
- Click on the Add link for the required notification;

The Edit Notification screen will be displayed.



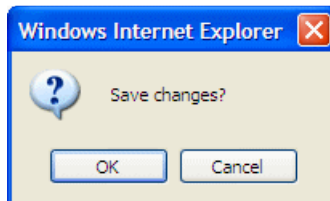
- Click on the User drop down list;
- Select the required person;

The user name has been selected.



- Ensure that Email Notification is selected;
- Click on the Add button;

The following message will be displayed.



- Click on the OK button;

The Subscription List will be updated.

