

RINGWOOD and DISTRICT CRICKET ASSOCIATION INC



Confirm Reconfirm Roles/Sub-Roles

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Reconfirm / Change Person Roles

Prior to the beginning of each season you will need to confirm all your players' roles and sub roles.

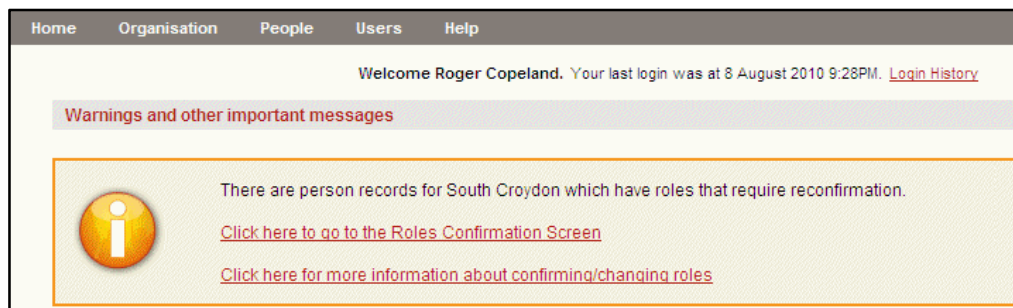
This will enable you to confirm only those players who are active with your club for the coming season.

If you have not confirmed your player roles by the 31st December 2010, the MyCricket system will automatically change all your players to NO ROLE.

This effectively means the player is inactive and therefore unable to be selected for teams.

Home Page Message

The Home Page will display a message regarding Roles that need Confirmation.



- Click on link to the Roles Confirmation Screen link;

Actions Available

- Re-confirm selected records with current Role/Sub-role (where applicable) – no change will be made to the role and sub role
- Change Sub-role of selected records to: make a selection from the drop down list to change all the records in the list to this sub-role
- Add Role/Sub-role to selected records of: make a selection from the drop down list to change all the records in the list to this Role and sub-role
- Remove current Role/Sub-role from selected records: Deletes the selected role from the person's record. If this is the person's only role, their record will display as No Role. Their details will still be accessible in your system however, the system will treat them as inactive and as such they will not appear in club lists or the standard Person List search.

Confirming Person Roles



Mode: Organisation or Teams.

The Reconfirm / Change Person Roles information can be found under the People menu.

People	Users	Help
Person List		
Custom Person Lists		
Add a New Person		
Bulk Person Import		
Reconfirm / Change Person Roles		
Custom Person Fields		
Person Filters		
Participant Logins		
Duplicates Report		
Person Merge Request		
Person Merge List		

- Click on the People menu;
- Click on the Reconfirm / Change Person Roles option;

Reconfirm Current Role

The Reconfirm / Change Person Roles screen will be displayed. Roles that need to be confirmed will be shown in the **Requires reconfirmation** column along with the number of persons to be confirmed.

Reconfirm / Change Person Roles
[Help on this topic](#)

1. Click one of the *Display* links in the Role summary to display records in the Person List.

Role summary:

Role	Sub-role	Total		Requires reconfirmation	
PLAYER	SENIOR	213	Display All	0	
PLAYER	JUNIOR	147	Display All	15	Display
PLAYER	VETERAN	17	Display All	0	
CONTACT	ADMINISTRATOR	1	Display All	0	
CONTACT	SUPPORTER	15	Display All	0	

Person List

No records. Number selected: 0

Items in Red require reconfirmatio

ID	Name

In this example some Junior Players require reconfirmation:

- Click on the Display link;

The Role Summary will now have a green tick and the Person List will be populated.

Role summary:

Role	Sub-role	Total		Requires reconfirmation	
PLAYER	SENIOR	213	Display All	0	
PLAYER	JUNIOR	147	Display All	15	Display ✓

The records that are to be reconfirmed will be displayed and can be selected.
Multiple records can be selected.

Person List

Displaying records *requiring re-confirmation* for:
Role: **PLAYER** Sub-role: **JUNIOR**
15 records. Number selected: 0

Items in Red require reconfirmation before the Remove date.

Search*:

ID	Name	DOB	Remove date	Select
374050	Alford, Kim	Apr 26 1996	Dec 31 2010	<input type="checkbox"/>
416168	Bluhm, Max	Jan 26 1999	Dec 31 2010	<input type="checkbox"/>
404367	Cookney, Ben C	Jan 13 1996	Dec 31 2010	<input type="checkbox"/>
416300	Faraday, Billy	Jul 7 1998	Dec 31 2010	<input type="checkbox"/>

- Select the Person record or multiple records;

406681	Murphy, Siobhan	Jan 18 1995	Dec 31 2010	<input checked="" type="checkbox"/>
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Once the record/s to be reconfirmed has been selected, the select action can be chosen.

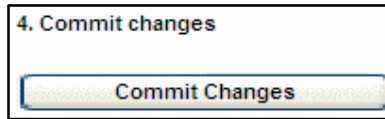
The Action can now be selected.

3. Select Action:

Re-confirm selected records with current Role/Sub-role (where applicable)

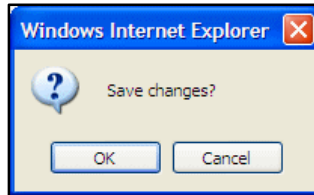
- Select Reconfirm selected records.....

The records can now be reconfirmed.



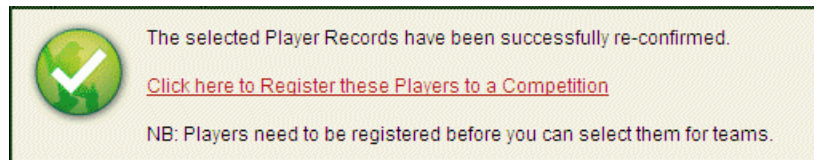
- Click on the Commit Changes;

The following message will be displayed.



- Click on the OK button;

The record/s will be reconfirmed.



The Player/s can now be registered.

Change Sub Role

Once the record/s to be reconfirmed has been selected, the select action can be chosen.

The Action can now be selected.

3. Select Action:

Re-confirm selected records with current Role/Sub-role (where applicable)

Change Sub-role of selected records to:

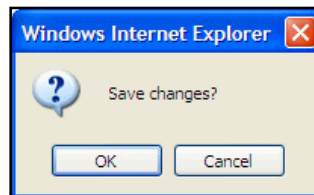
- Select Change Sub-role of selected records to;
- Select the Role from the drop down box;

The records can now be updated.

4. Commit changes

- Click on the Commit Changes;

The following message will be displayed.



- Click on the OK button;

The record/s will be updated.



The selected records roles have been changed to: SENIOR.
If the role existed and required reconfirmation it has been re-confirmed.

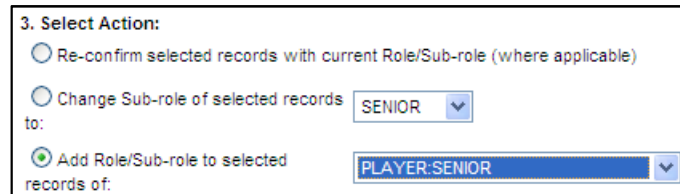
[Click here to Register these Players to a Competition](#)

NB: Players need to be registered before you can select them for teams.

Add Role/Sub Role

Once the record/s to be reconfirmed has been selected, the select action can be chosen.

The Action can now be selected.



3. Select Action:


Re-confirm selected records with current Role/Sub-role (where applicable)

Change Sub-role of selected records to: SENIOR

Add Role/Sub-role to selected records of: PLAYER:SENIOR

- Add Role/Sub-role to selected records of:
- Select the Role/Sub-role from the drop down box;

The records can now be updated.

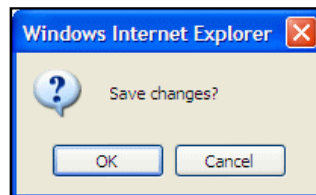


4. Commit changes

Commit Changes

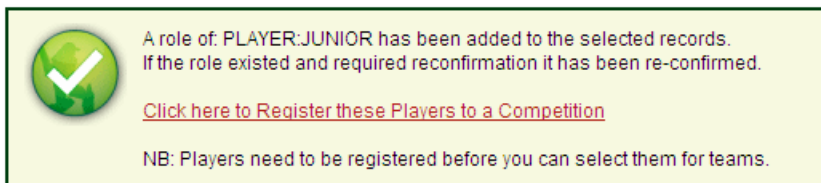
- Click on the Commit Changes;

The following message will be displayed.



- Click on the OK button;

The record/s will be updated.



Remove Role/Sub Role

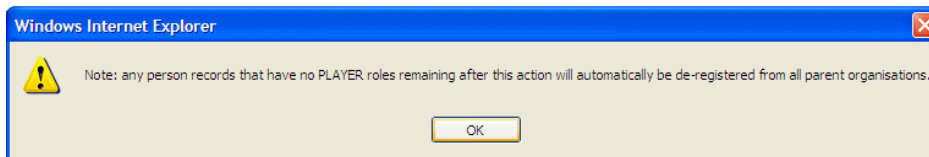
Once the record/s to be reconfirmed has been selected, the select action can be chosen.

The Action can now be selected.

Re-confirm selected records with current Role/Sub-role (where applicable)
 Change Sub-role of selected records to:
 Add Role/Sub-role to selected records of:
 Remove current Role/Sub-role from selected records

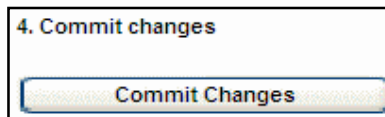
- Select the Remove current Role/Sub-role from selected records;

The following message will be displayed.



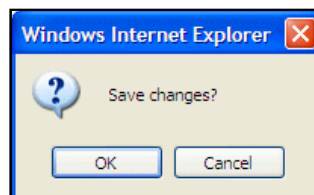
- Click on the OK button;

The records can now be updated.



- Click on the Commit Changes;

The following message will be displayed.



- Click on the OK button;

The record/s will be reconfirmed.

