

RINGWOOD and DISTRICT CRICKET ASSOCIATION INC



MyCricket Club User Maintenance

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Authorised Users Maintenance

Users List

MyCricket allows the club to select a number of users that are authorised to complete a number of different roles within the club.

The available roles are –

- Site Manager (Highest Level access);
- Content Manager (MyCricket Club Website);
- User Manager (Maintains other Users);
- Results Manager (Results and Scores update);
- Person Manager (Create, Edit, delete person records i.e. Players, Contacts) ;
- Financial Manager (Access to financial information i.e. payments/subscriptions);
- Email Sender (Send email of behalf of club);
- SMS Sender (Send SMS message and order SMS credits on behalf of club);

Example:-

A team Manager will need to be set as a Results Manager and a Person Manager.

Organisation Mode

All about the club, registering for insurance, adding office bearers, creating new admin users, updating organisation details.

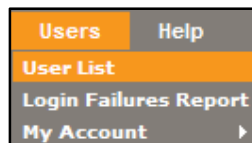


Maintaining Users Details



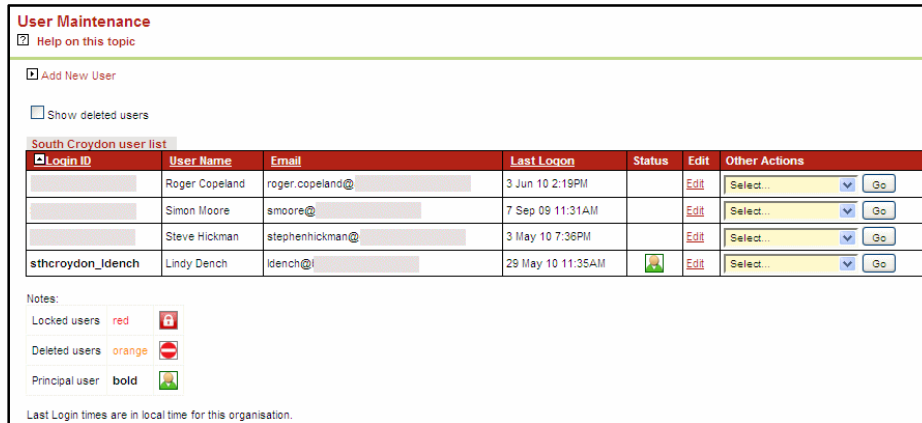
Mode: Organisation.

The Users information can be found under the Users menu.



- Click on the Users menu;
- Click on the Users List option;

The User Maintenance screen will be displayed.



Principal User



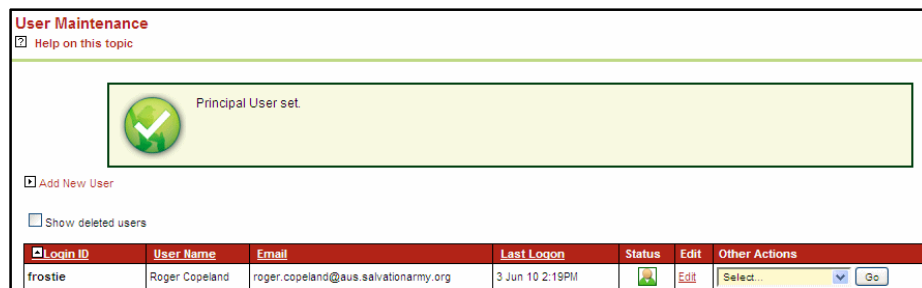
The Principal User details that are displayed at the bottom of the home page are set on the User Maintenance screen.

Any listed user can be set as the Principal User via the Other Actions drop down.



- Select the Set as principal user option;
- Click on the Go button;

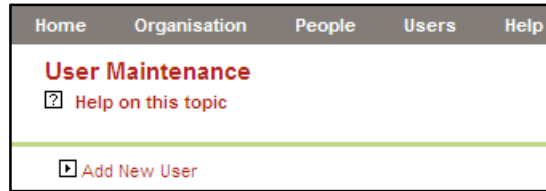
The following message will be displayed.



The principal user will be designated by this symbol and their user name will be in **bold**.

New Users

New users can be added from the Users List page.



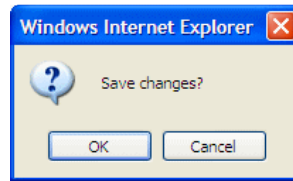
- Click on the Add New User link;

- Enter the Login ID (used to log into MyCricket);
- Enter the User Name;
- Enter the Users Email address;
- Ensure that the Send user welcome email box is checked;
- Select the Users Roles (Multiple selections allowed);

The Grade Access and Person Roles will be discussed in the next section, as this information will only be applicable closer to the actual season.

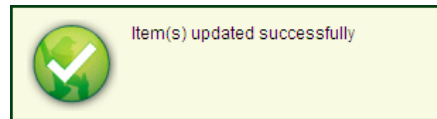
- Click on the Update button;

The following message will be displayed.



- Click on the OK button;

The following message will be displayed.



Grade Access

If No Restriction is set on the Grade Access, the user will have access to all grades for the club. The grade for selection will only be available after the RDCA has published the seasons fixtures. This process should be completed closer to the season start date.

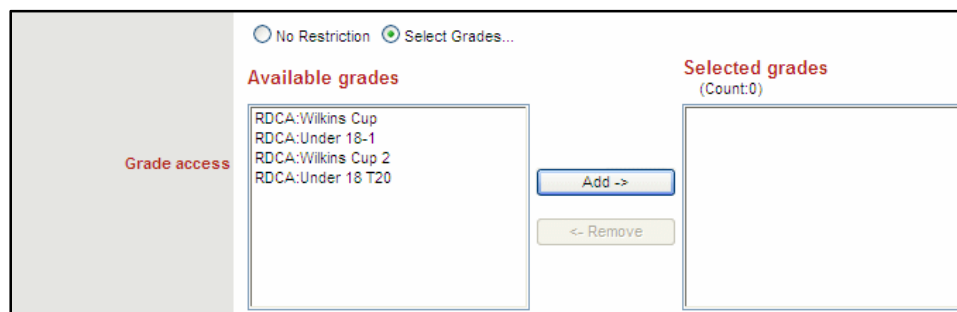
Example:-

To set someone as a Team Manager for the U12-1 only, the U12-1 grade must be selected.

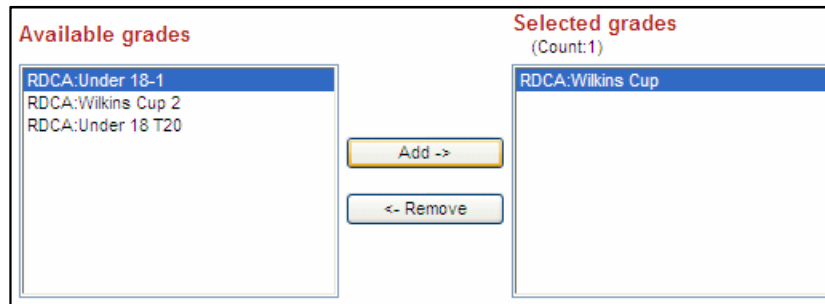
To set the Grade Access

- Click on the Select Grades option;

The following selector will be displayed.



The grades that your club has been placed in will be available for selection.
Multiple selections are available.

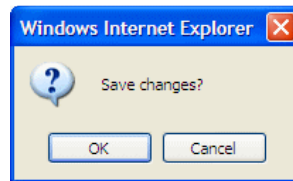


- Select the Available Grade required;
- Click on the Add button;

The grade will now be added to the selected grades list.

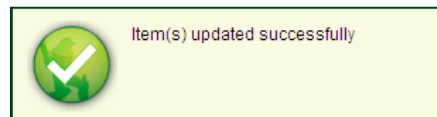
- Click on the Update button;

The following message will be displayed.



- Click on the OK button;

The following message will be displayed.



The User will now have access to this grade.

Person Roles

By default a user has access to all person records for you club. i.e. players, contacts etc.

This access can be restricted to allow only certain users access to Senior records or Junior records.

Example:-

Your clubs Junior Co-ordinator should have access to all Junior Player Records but not necessarily all Senior Player Records.

Available person roles are split into the following groups –

The All Group includes :-

ALL PLAYER ROLES ALL CONTACT ROLES ALL TEAM OFFICIAL ROLES ALL IN2CRICKET ROLES ALL OFFICE BEARER ROLES NO ROLES

Player Roles available -

PLAYER:SENIOR PLAYER:JUNIOR PLAYER:VETERAN
--

Contact Roles available –

CONTACT:ADMINISTRATOR CONTACT:SUPPORTER CONTACT:OTHER CONTACT:VOLUNTEER
--

Team Official Roles available –

TEAM OFFICIAL:SENIOR COACH TEAM OFFICIAL:JUNIOR COACH TEAM OFFICIAL:VETERAN COACH TEAM OFFICIAL:TEAM MANAGER TEAM OFFICIAL:SCORER

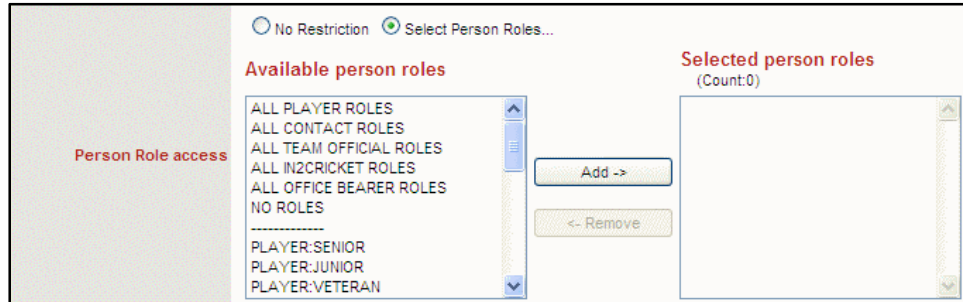
In2Cricket Roles available –

IN2CRICKET:HAVEAGO IN2CRICKET:HAVEAGAME IN2CRICKET:COORDINATOR IN2CRICKET:VOLUNTEER
--

Office Bearer Roles available –

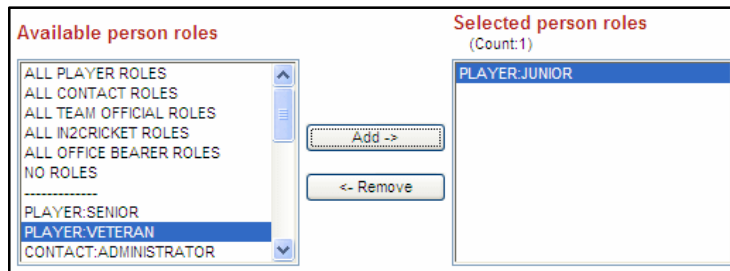
OFFICE BEARER:PRESIDENT
 OFFICE BEARER:SECRETARY
 OFFICE BEARER:TREASURER
 OFFICE BEARER:GROUND CONTACT
 OFFICE BEARER:OTHER

The available person roles will be listed.
 Multiple selections are available.



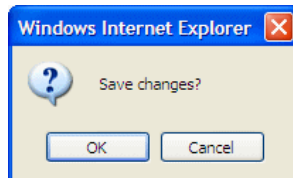
- Select the Applicable Role required;
- Click on the Add button;

The selected person role will be added.



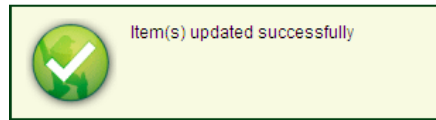
- Click on the Update button;

The following message will be displayed.



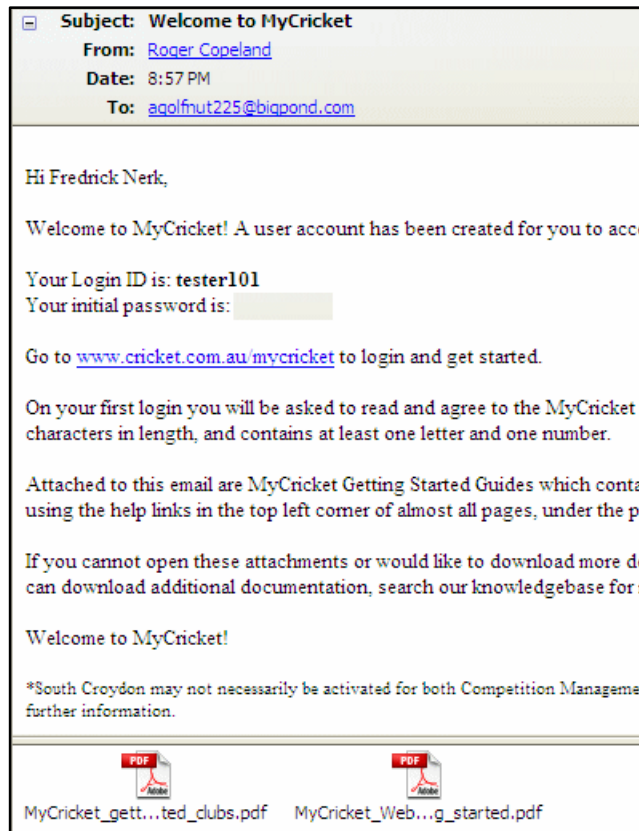
- Click on the OK button;

The following message will be displayed.



Welcome Email.

The Welcome email that the user will receive is shown below.
The email will provide them with their user name and password.



Editing Users

Existing users can be edited to adjust their roles and the information that they have access to.

With the User List displayed.

South Croydon user list					
Login ID	User Name	Email	Last Logon	Status	Edit
testing	testing		23 Jun 10 4:50PM		Edit

- Click on the Edit link;

The Edit User screen will be displayed.

Edit User
 Help on this topic

Back to User Maintenance

Login ID
Unique ID consisting of at least 4 alphanumeric characters.

User Name
User's first and last names.

User Email
Enter a valid email address.
 You can enter up to 3 addresses separated with a semi-colon(;).
 Ensure there are no spaces anywhere in the text field.

User Roles

SITE MANAGER SMS SENDER
 CONTENT MANAGER RESULTS MANAGER
 USER MANAGER PERSON MANAGER
 EMAIL SENDER FINANCIAL MANAGER

Select at least one user role.

Grade access No Restriction Select Grades...

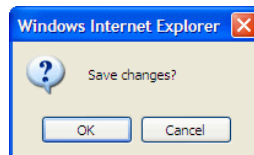
Person Role access No Restriction Select Person Roles...

- Adjust the details as required;

When completed

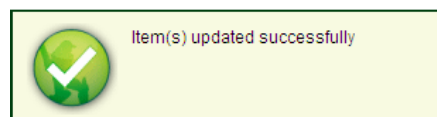
- Click on the Update button;

The following message will be displayed.



- Click on the OK button;

The following message will be displayed.

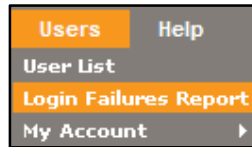


Login Failures Report



Mode: Organisation.

The Users information can be found under the Users menu.



- Click on the Users menu;
- Click on the Login Failures Report option;

The Login Failures Report will be displayed. By Default the last month is displayed.

A screenshot of the 'Login Failure Report' page. At the top right is a 'Printable V' icon. Below the title, there are two date pickers: 'Date From:' with '24/05/2010' and 'Date To:' with '24/06/2010', followed by a green 'Go' button. Below this is a search bar and a table with columns: Logon ID, Name, Entity, Date, Time, and IP Address. The table contains two rows of data. At the bottom left is a '1' and at the bottom right is 'Page 1 of 1 (2 items)'.

Logon ID	Name	Entity	Date	Time	IP Address
	Chris Copeland testing	South Craydon	Jun 23 2010	4:49 PM	58.161.65.184
	Roger Copeland	South Craydon	Jun 3 2010	2:19 PM	58.161.65.184

For a different date range.

- Click on the Date boxes to adjust the dates as required;
- Click on the Go button;

My Account – User Details



Mode: Organisation.

The Users information can be found under the Users menu.

Users	Help
User List	
Login Failures Report	
My Account	User Details
	Change Password
	Login History
	Notifications

- Click on the Users menu;
- Click on the My Account option;
- Click on the User Details option;

The Edit User Details screen will be displayed.

On this screen the user can adjust their Login ID, Name and email address/es.

Also displayed are the Authorised Roles for that user.

Edit User Details

Help on this topic

User Details

Login ID

Name

Email address
You can enter up to 3 addresses separated with a semi-colon(;).
 Ensure there are no spaces anywhere in the text field.
 If you enter multiple addresses, your primary address should be listed first.

Authorised for South Croydon

Authorised roles

- SITE MANAGER
- CONTENT MANAGER
- USER MANAGER
- EMAIL SENDER
- SMS SENDER
- RESULTS MANAGER
- PERSON MANAGER
- ADMINISTER CHILD
- FINANCIAL MANAGER

- Adjust the details as required;

When completed

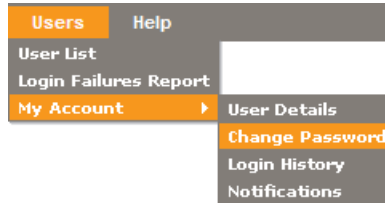
- Click on the Update button;

My Account – Change Password



Mode: Organisation.

The Users information can be found under the Users menu.



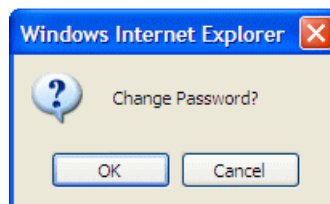
- Click on the Users menu;
- Click on the My Account option;
- Click on the Change Password;

The Change Password screen will be displayed. The user can reset their password here.

The image shows a web form titled 'Change Password'. At the top left, there is a checkbox labeled 'Help on this topic'. Below this, the form contains several input fields: 'Login ID' with the value 'frostie', 'Current Password', 'New Password', and 'New Password (confirm)'. A 'Change Password' button is located at the bottom right of the form.

- Enter the current Password;
- Enter the New Password;
- Enter the New Password to confirm;
- Click on the Change Password button;


The following message will be displayed.



- Click on the OK button;

The following message will confirm the password change.

Change Password
 [Help on this topic](#)



Password Changed.
Please click on [Home](#) or select a menu item to continue.

Change Password
Login ID: frostie

My Account – Login History



Mode: Organisation.

The Users information can be found under the Users menu.

Users	Help
User List	
Login Failures Report	
My Account	User Details Change Password Login History Notifications

- Click on the Users menu;
- Click on the My Account option;
- Click on the Login History;

The Login History will be displayed.

Login History

Login History (last 12 months) for login: Roger Copeland.

Items in red are unsuccessful login attempts. All times are local.

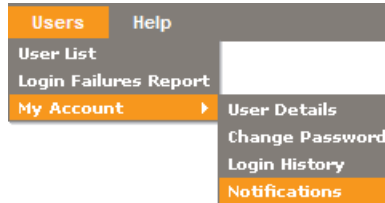
<input checked="" type="checkbox"/> Login	Logout	Session (mins)	IP Address
24 Jun 10 6:45PM	current session		58.
23 Jun 10 7:22PM	23 Jun 10 8:22PM (est)	60	58.
23 Jun 10 4:48PM	23 Jun 10 4:49PM	1	58.
23 Jun 10 4:04PM	23 Jun 10 5:04PM (est)	60	58.
22 Jun 10 9:11PM	23 Jun 10 1:16AM	245	58.

My Account – Login History



Mode: Organisation.

The Users information can be found under the Users menu.



- Click on the Users menu;
- Click on the My Account option;
- Click on the Notifications;

The Notifications Management will be displayed.

This screen shows the users current notification subscriptions and those that can be subscribed to.

Notification Management
 [Help on this topic](#)

Current Notification Subscriptions for Roger Copeland

Name	Description	Grades	Action
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.	ALL	EMAIL NOTIFICATION Edit Remove

Notifications that can be subscribed to

Name	Description	Action
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	Subscribe
Online registration received	An online registration has been received by your organisation	Subscribe

The Notification Subscribers List instructions are available in the Club Setup guide.