



North London Cricket Club (NLCC) Website – A Guide for Team Managers

March 2022

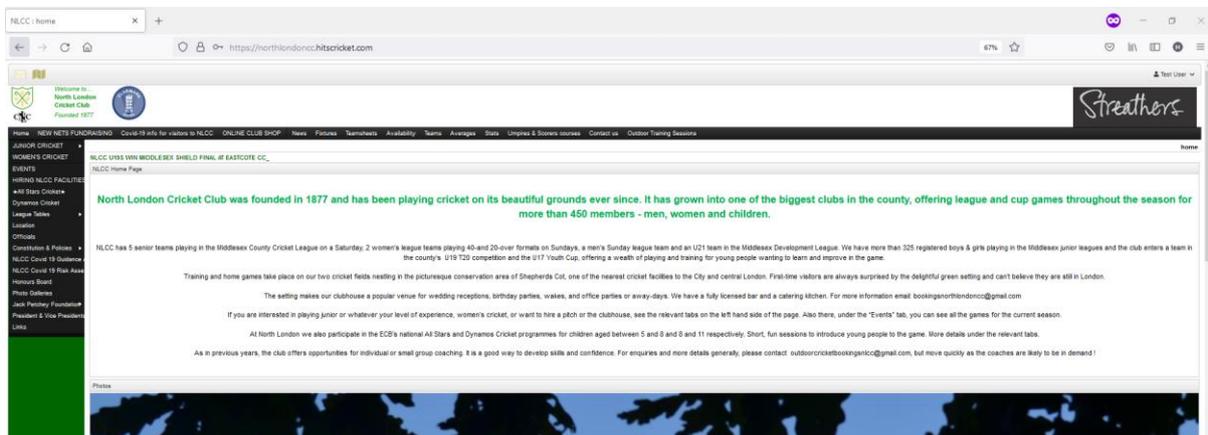
The purpose of this guide is to show an NLCC Team Manager how to:

- Create and amend fixtures
- Select teams for specific matches
- Upload results and scorecards
- Manage individual team members (profile changes, password resets etc.)
- Communicate with groups and individual members via the website

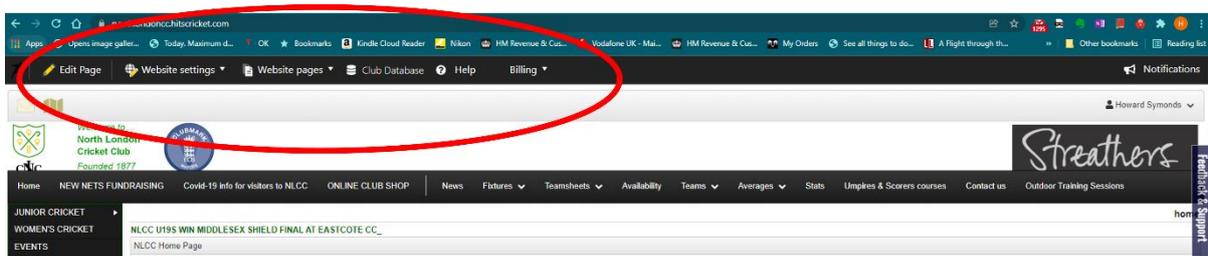
1. NLCC Website Administrative Access

To manage a team via the NLCC website you will need an administrative login. This will be provided when you become a team manager.

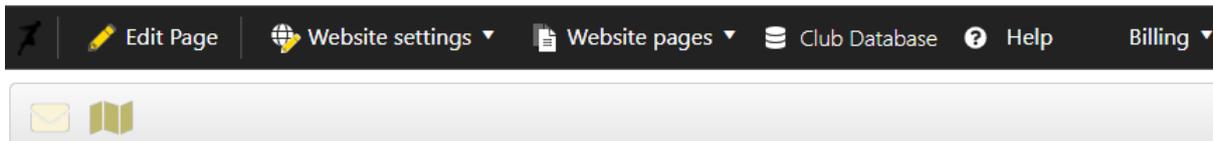
When you have logged into the website with your admin access you will see the familiar home screen which all users are presented with:



However, as you now have administrative privileges you will also see additional elements which allow you to manage your team, members, and fixtures:



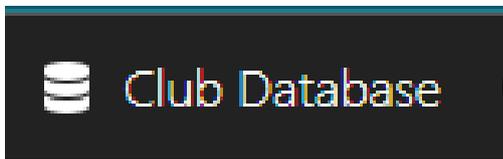
In close-up:



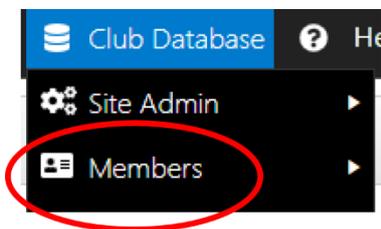
2. Managing Team Members (Parent/Carer Accounts)

Each member of your squad will have an associated account on the NLCC website which is used for all cricket-related activities for that junior member. The parent/carers use this account to login and indicate availability for matches etc.

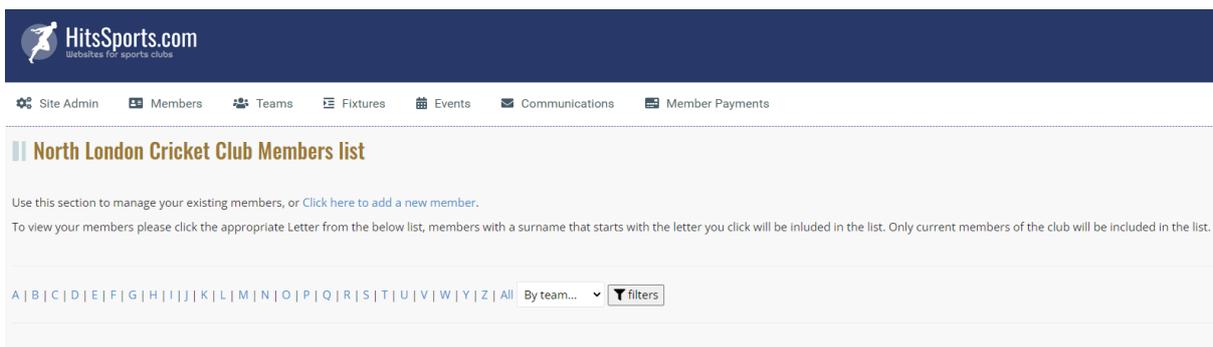
If you need to administer a change for a member of your squad, you can do this via the “Club Database” button:



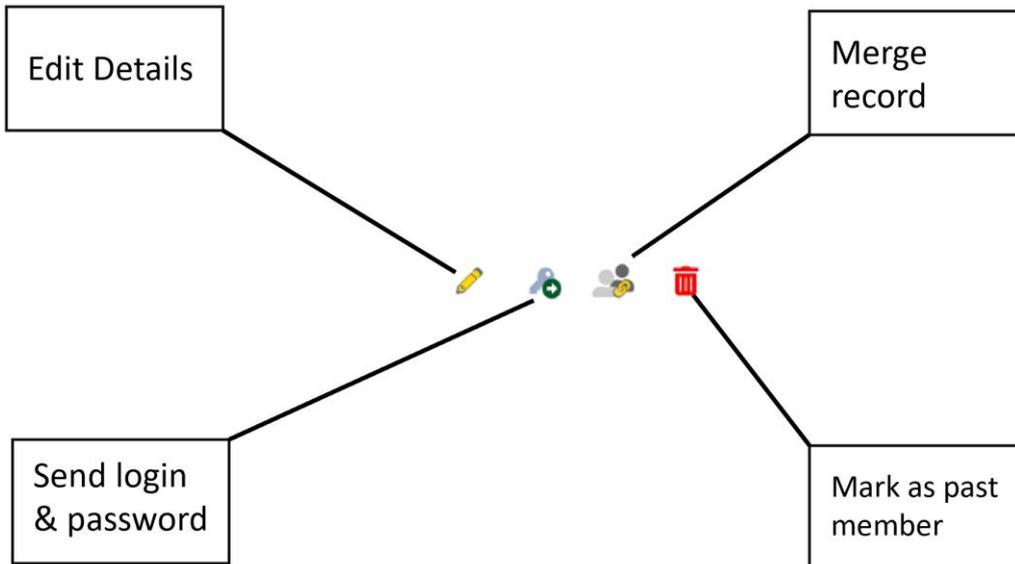
Click on this button and a menu will appear – chose “Members”:



This will navigate you to the “North London Cricket Club Members list”:



NLCC members are listed by *surname* and can be accessed by clicking on the letter that corresponds to a particular member’s surname. However, to make accessing your squad easier, you can use the filter option. Simply click the down-arrow and select your team and this will list only those junior members in that team:



i. Edit Details - 

Selecting this option will open the selected member's details and give you further options:

PERSONAL DETAILS CONTACT DETAILS WEBSITE ACCESS MEMBERSHIP PAYMENTS CONTACT HISTORY

The tabs are self-explanatory, "Personal Details", "Contact Details" etc.

If you need to reset a member's login password this is done via the "Website Access" tab:

PERSONAL DETAILS CONTACT DETAILS **WEBSITE ACCESS** MEMBERSHIP PAYMENTS

Login

testuser

Password

Minimum 8 characters, at least 1 upper case, numeric, and special character(!£\$%&@ etc)

Reset password

Confirm Password

Admin User

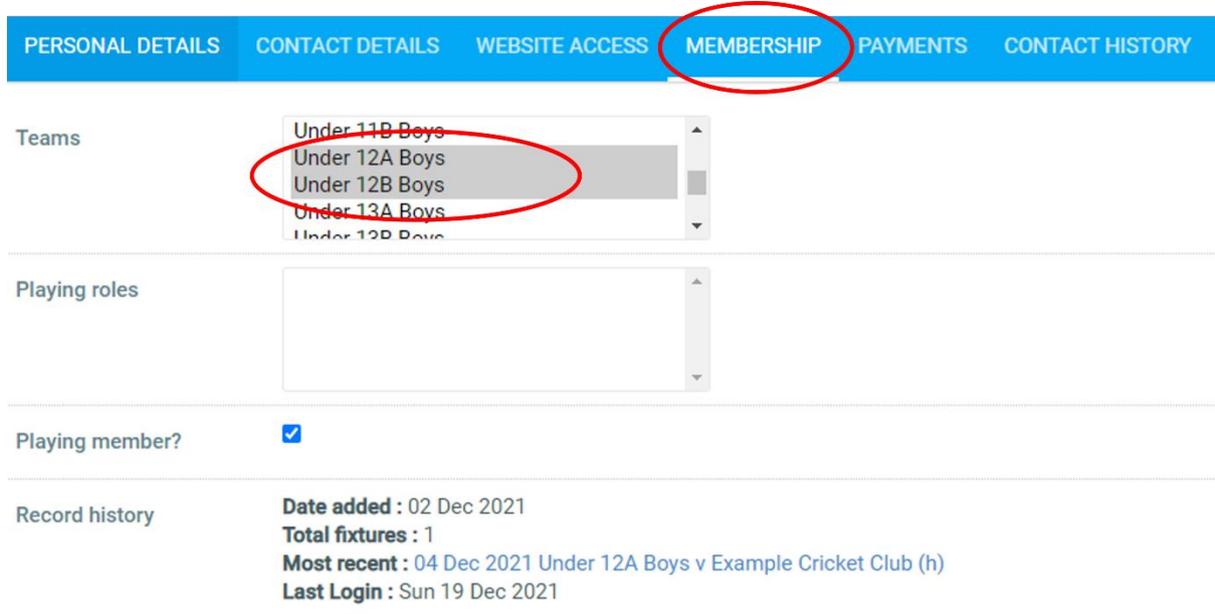
No admin access

DBS Checked?

Privacy preferences

Display all details

The “Membership” tab shows which squads the member is assigned to. To add (or remove) the member to different squads simply hold the “Ctrl” button and click the squad you want to add/remove the member to/from:



PERSONAL DETAILS CONTACT DETAILS WEBSITE ACCESS **MEMBERSHIP** PAYMENTS CONTACT HISTORY

Teams

- Under 11B Boys
- Under 12A Boys**
- Under 12B Boys
- Under 13A Boys
- Under 12B Boys

Playing roles

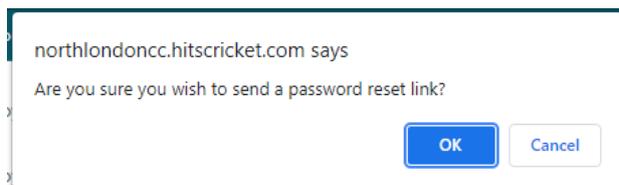
Playing member?

Record history

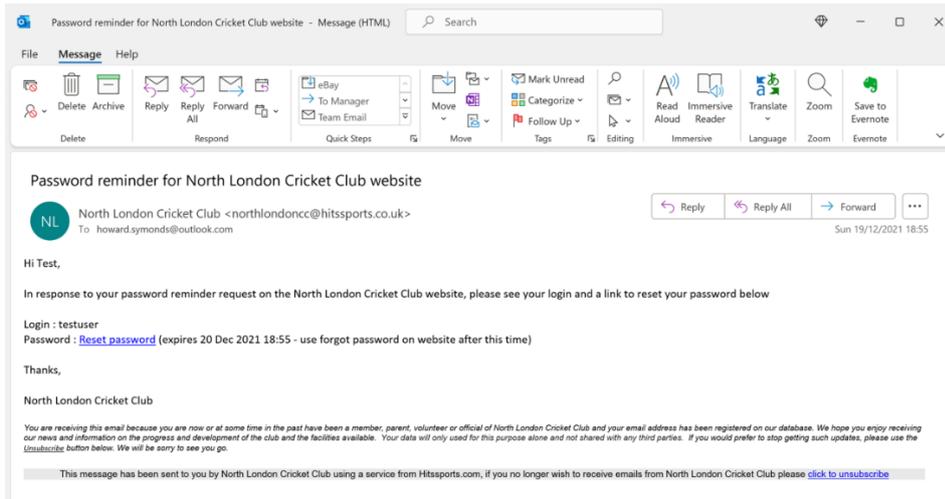
Date added : 02 Dec 2021
Total fixtures : 1
Most recent : 04 Dec 2021 Under 12A Boys v Example Cricket Club (h)
Last Login : Sun 19 Dec 2021

ii. Send Login and Password - 

This button allows you to send a password reset link to the email address associated with the member. After clicking the button, you will see the following message. Click “OK” to send the password reset link:



An email will be sent to the member with a link to reset their password. Please note, this link is **only valid for 24 hours** so the member must action it before the time limit expires.

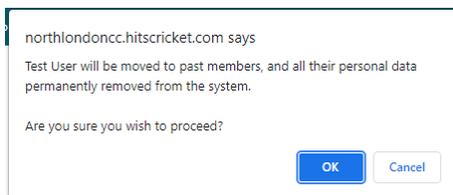


iii. Merge Record - 

This option is rarely used or required. Only use it with express permission of the NLCC Youth Manager

iv. Mark as Past Member - 

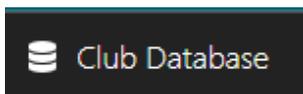
Clicking the “Mark as Past Member” button gives the following message:



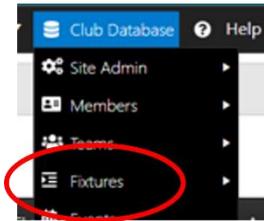
As with the “Merge Record” button, only use the “Mark as Past Member” button with the express permission of the NLCC Youth Manager.

3. Managing Fixtures

To manage your team’s fixtures, first go to the “Club Database” button when logged in with your administrative account:



From the menu, select “Fixtures”:



This will navigate you to the “North London Cricket Club Fixture list”:

North London Cricket Club Fixture list

Use this section to manage your fixtures - [Add a new fixture](#)

Display fixtures for:

Date	Team	Opposition	type	Venue	Start	Meet
08 Nov 2020	Under 9B Boys	North Middlesex	Informal League	Away (Westway Sports Fitness Centre)	4.45pm	16.30
22 Nov 2020	Under 9B Boys	Primrose Hill	Informal League	Away (Westway Sports Fitness Centre)	1.45pm	
17 Apr 2021	1XI	NLCC 2nd Eleven	Friendly	Home (NLCC)	12:30	11:30
17 Apr 2021	2XI	NLCC 1st Eleven	Friendly	Home (NLCC)	12:30	11:30
17 Apr 2021	3XI	NLCC 4th Eleven	Friendly	Home (NLCC) FERME PARK	12:15	11:15

Use the drop-down box to filter fixtures for your team:

North London Cricket Club Fixture list

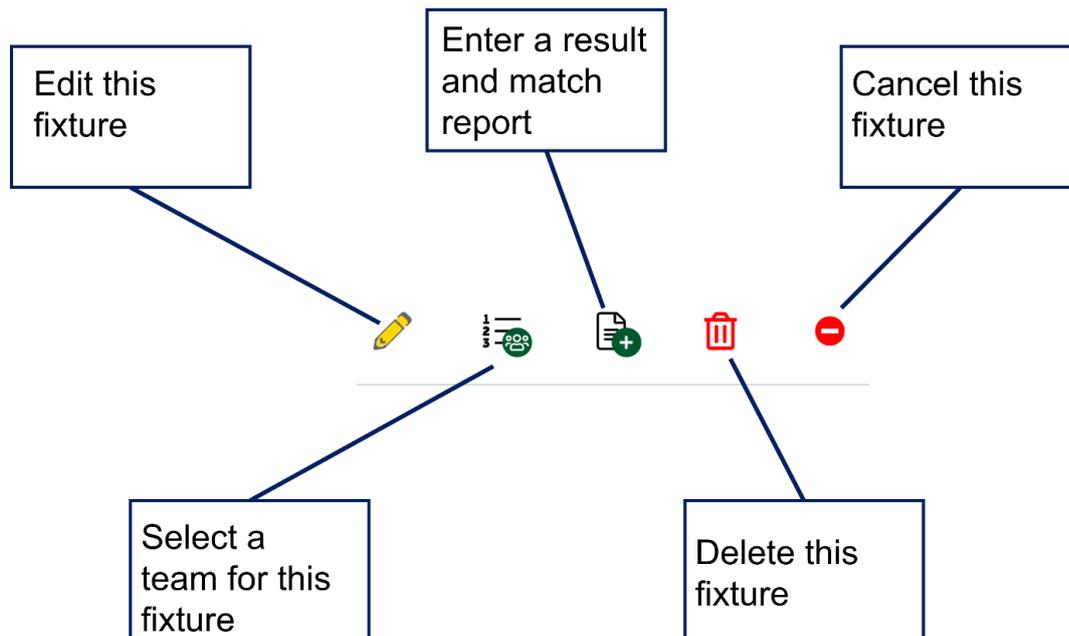
Use this section to manage your fixtures - [Add a new fixture](#)

[XML](#) [Excel](#)

Display fixtures for: Fixtures to display per page:

Date	Team	Opposition	type	Venue	Start	Meet
04 Dec 2021	Under 12A Boys	Example Cricket Club	Friendly	Home (NLCC)	10.00am	

Your team’s fixtures are listed, and you can manage them using the buttons to the right-hand side of each fixture:



i. Edit this fixture - 

Clicking “Edit this fixture” allows you to change the date, time, opposition, fixture type, and venue:

04 Dec 2021	Under 12A Boys	Example Cricket Club	Friendly	Home (NLCC)	10.00am
Season	2021 Edit Season				
Fixture Date	*	<input type="text" value="04 Dec 2021"/>			
Start time	*	<input type="text" value="10.00am"/>			
Team	*	<input type="text" value="Under 12A Boys"/>			
Opposition	*	<input type="text" value="Example Cricket Club"/>			
Duration		<input type="text"/>	hours (optional)		
Opposition website		<input type="text" value="http://"/>			
Fixture Type	*	<input type="text" value="Friendly"/>			
Venue		<input type="text" value="Home (NLCC)"/>			

ii. Select a team for this fixture - 

The “Select a team” button takes you to the following page:

Select team for - North London Cricket Club Under 12A Boys v Example Cricket Club on Sat 04 Dec 2021 at 10.00am

Use this page to enter details of members who have been selected to play in this fixture.

You should choose to send an email or sms text message notification (requires sms credits in your account), to notify members of their selection. Members can then confirm their availability by either clicking a link in their email or replying to the text message.

You currently have 1 available SMS credits. [Purchase credits](#)

	Player	Duties	Email <input type="checkbox"/>	SMS <input type="checkbox"/>
1	<input type="text" value="-- Select player --"/>	<input type="text"/>		
2	<input type="text" value="-- Select player --"/>	<input type="text"/>		
3	<input type="text" value="-- Select player --"/>	<input type="text"/>		

To select a player, click on each box with “Select player” and chose a player from the list. When you have completed all selections, hit “Save Teamsheet”:

 Save Teamsheet

This will send an email to all selected players; they can then accept or decline the selection. If declined, you will need to go back and select additional players until you have a full team.

iii. Enter a result and match report - 

This section allows you to write a match report (not required but recommended if possible) and also enter the result and player's statistics for batting/bowling.

Edit Result of North London Cricket Club Under 12A Boys v Example Cricket Club on Sat 04 Dec 2021 at 10.00am

Match report

Use your completed scorebook to upload the entries for each player – there are two sections to complete: Batting and Bowling:

The match consisted of innings and batted first.

Match Result :

North London Cricket Club 1st innings
Example Cricket Club 1st innings

North London Cricket Club Under 12A Boys Batting

		--- batting ---			--- Details ---				--- fielding ---		
	Player	Mode of dismissal	Runs	M	B	4s	6s	ctch	stmp	r/o	
1	<input type="text" value="-- Select player --"/>	<input type="text" value="- Did not bat -"/>	<input type="text"/>	0	0	0	0	0	0	0	
2	<input type="text" value="-- Select player --"/>	<input type="text" value="- Did not bat -"/>	<input type="text"/>	0	0	0	0	0	0	0	
3	<input type="text" value="-- Select player --"/>	<input type="text" value="- Did not bat -"/>	<input type="text"/>	0	0	0	0	0	0	0	
4	<input type="text" value="-- Select player --"/>	<input type="text" value="- Did not bat -"/>	<input type="text"/>	0	0	0	0	0	0	0	
5	<input type="text" value="-- Select player --"/>	<input type="text" value="- Did not bat -"/>	<input type="text"/>	0	0	0	0	0	0	0	
6	<input type="text" value="-- Select player --"/>	<input type="text" value="- Did not bat -"/>	<input type="text"/>	0	0	0	0	0	0	0	
7	<input type="text" value="-- Select player --"/>	<input type="text" value="- Did not bat -"/>	<input type="text"/>	0	0	0	0	0	0	0	

1st Innings total

Total runs : wickets : Overs: 0 0

Extras

Byes : 0 Leg Byes: 0 No Balls: 0 Wides: 0

North London Cricket Club Under 12A Boys Bowling

	Bowler	Overs	Maidens	Runs	Wickets
1	-- Select player --	<input type="text"/> 0 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
2	-- Select player --	<input type="text"/> 0 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
3	-- Select player --	<input type="text"/> 0 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
4	-- Select player --	<input type="text"/> 0 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
5	-- Select player --	<input type="text"/> 0 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
6	-- Select player --	<input type="text"/> 0 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
7	-- Select player --	<input type="text"/> 0 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
8	-- Select player --	<input type="text"/> 0 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0

iv. Delete this fixture - 

Self-explanatory. Selecting this option prompts with the following message:

northlondoncc.hitscricket.com says

Are you sure you wish to permanently delete this fixture? All information relating to this fixture will be lost.

THIS CANNOT BE UNDONE

Select "OK" and the match is deleted from the system.

v. Cancel this fixture - 

If the match is cancelled due to bad weather, lack of opposition etc., then you can mark the fixture as cancelled. Selecting this options prompts with the following message:

northlondoncc.hitscricket.com says

Are you sure you wish to cancel this fixture?

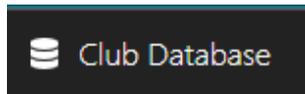
Select "OK" and the match is cancelled on the system.

4. Communicating with your Team

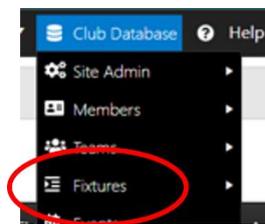
NLCC recommends that you use WhatsApp to communicate with your squad for training and match-day information as it tends to be a quicker form of communication than email.

However, if you need to send an email to your squad you can do so from within the NLCC website.

Go to the “Fixtures” section:



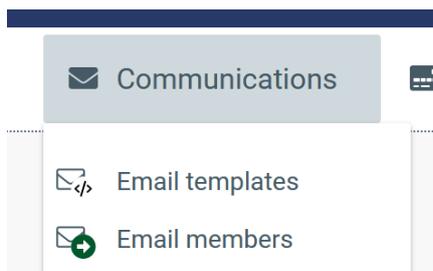
From the menu, select “Fixtures”:



You will then see a menu bar:



Choose “Communications” and “Email members”:



You will then be presented with a template allowing you to select who to email, and the contents of that email. To email your Team select the “Teams” tab:

Email your club members

To: [Help ?](#) Simple Advanced

Groups Members Teams Fixture Availability Matches played Member Payments Age

Select members belonging to any of the selected teams.

Choose teams

Select members where Any of the chosen options apply. **Include past members?**

Email Template: ----- Select Template -----

Subject : *

Add as news item? :

Schedule send : (optionally schedule sending at a later date)

And then select *your* team from the drop-down box:

Select members belonging to any of the selected teams.

1XI
Women's 1 XI
2XI
Women's 2 XI
3XI
Women's 3 XI
4XI

Once selected you will be shown which team the email will go to:

[Help ?](#) Simple Advanced

Groups Members Teams Fixture Availability Matches played Member Payments Age

Select members belonging to any of the selected teams.

Under 12A Boys |

Select members where Any of the chosen options apply. **Include past members?**

Under 12A Boys

Complete the "Subject" section and the "Message Body" sections:

