

Guide to FixturesLive



Table of Contents

| | |
|--------------------------------|----|
| Introduction..... | 3 |
| Registration..... | 3 |
| Log in..... | 3 |
| Make yourself Club Admin | 4 |
| Club Administration..... | 6 |
| Info / Settings..... | 7 |
| Teams / Selection | 8 |
| Venues | 8 |
| Club Members | 9 |
| Roleholders..... | 10 |
| Fixtures | 13 |
| After a match..... | 14 |
| Home team | 14 |
| Away team..... | 15 |
| Amending a score | 15 |

Introduction

FixturesLive (www.fixtureslive.com) is the system that stores Fixtures and Results for the T Rippon Mid-Essex Cricket League. Most of the information on the league website (www.tripponcricket.com) is powered by data from FixturesLive.

FixturesLive stores and provides:

- Details about your club that can be found in the Club Directory
- Officers for your club including Team Captains
- Fixtures for all Divisions in the League
- Pages for entering results for your teams

In order to gain access to this you will need an account on FixturesLive, so the first thing to do is Register.

Registration

Go to www.fixtureslive.com and enter your email in the orange Sign up now form on the front page and click the arrow to continue. Complete the form and confirm your email address when the confirmation link gets sent to you.



Figure 1 - FixturesLive Welcome page

Log in

Go to www.fixtureslive.com and click Log in in the top left corner (Figure 1). Enter the details which you registered with.

Make yourself Club Admin

Before a club has a club administrator, you can “claim” your club.

1. At the bottom of the My Accounts page, click Sign me up for...
2. Select Club administrator.
3. Select cricket as the sport and search part of your club name
4. If your club already has a Club Administrator, follow the link and to find out who it is. Ask this person to add you as a Club Admin. If this person is not part of your club, contact the League Results Secretary (tripponcricket@gmail.com).
5. If your club doesn't have a Club Administrator, select your club and confirm.

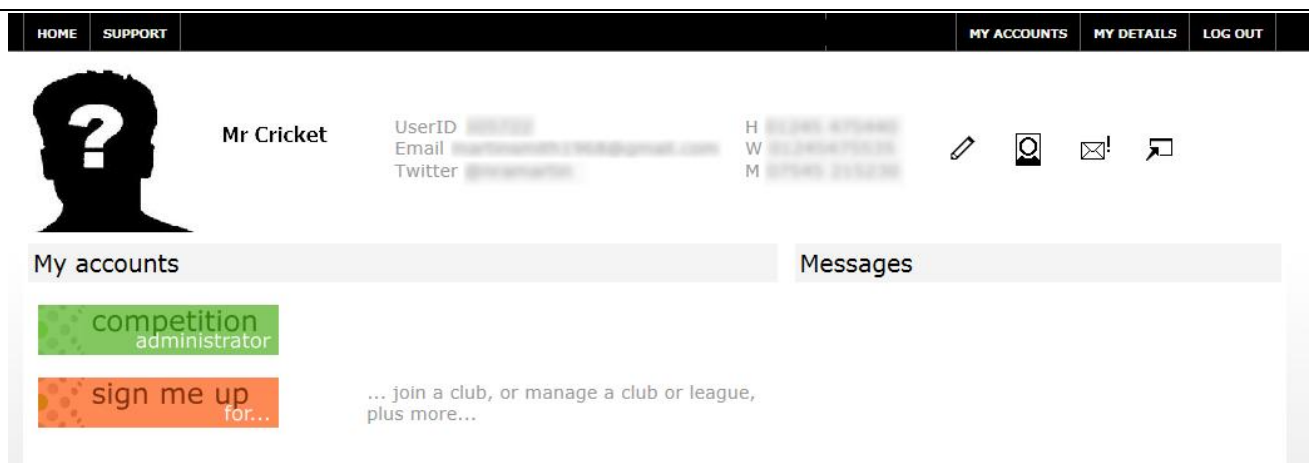


Figure 2 - My Accounts page



Figure 3 - Sign Me Up For... page

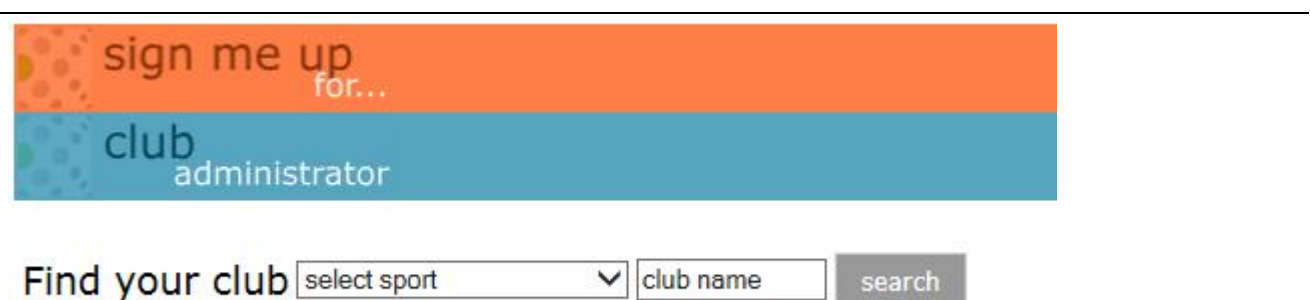


Figure 4 - Club Administrator Sign Up

sign me up for...
club administrator

Find your club

| | ClubID | Fixtures | Members | Admins | |
|--|---------------|----------|---------|--------|--|
| | Cricket 46103 | 1 | 0 | 0 | <input type="button" value="make me a Club Administrator..."/> |
| | Cricket 44568 | 372 | 8 | 5 | <input type="button" value="club contacts"/> |
| | Cricket 14101 | 0 | 0 | 0 | <input type="button" value="make me a Club Administrator..."/> |

Figure 5- Search results for Cricket Club "Ben"

Existing club contacts

Bentley 44568

| | |
|----------------|-----|
| Member Contact | ... |
| ... | ... |
| ... | ... |
| Club Contact | ... |
| ... | ... |

Figure 6 - Existing Club Contacts details

Club Administration

It is important to keep the details and information for your club up to date. Information regarding the officers of your club is available in the Club Directory section of the T Rippon League website, and it is vital to ensure this is accurate to ensure Opposition teams can make contact whenever necessary.

Also, as only registered Club Administrators and Team Captains can enter the results for your club, having a good representation of registered users ensures you will always be able to enter results on time and thus avoid any points penalties.

Club Administrator should now appear for your registered club in the My Accounts section.

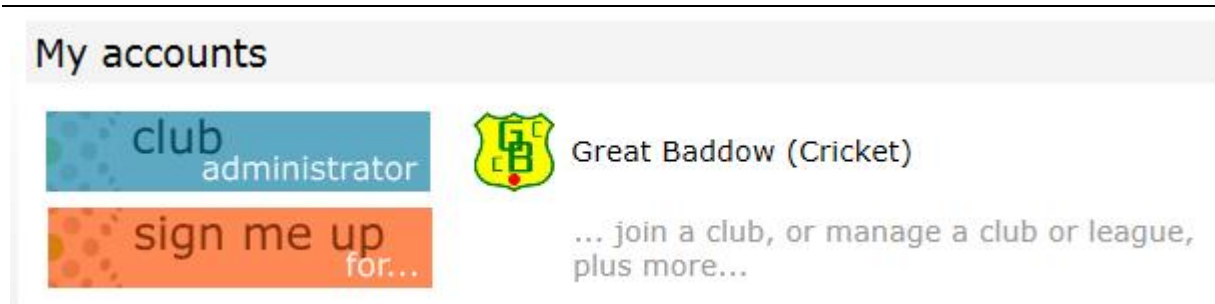


Figure 7 - My Accounts with Club Administrator

Clicking this will take you to your Club Admin home page:

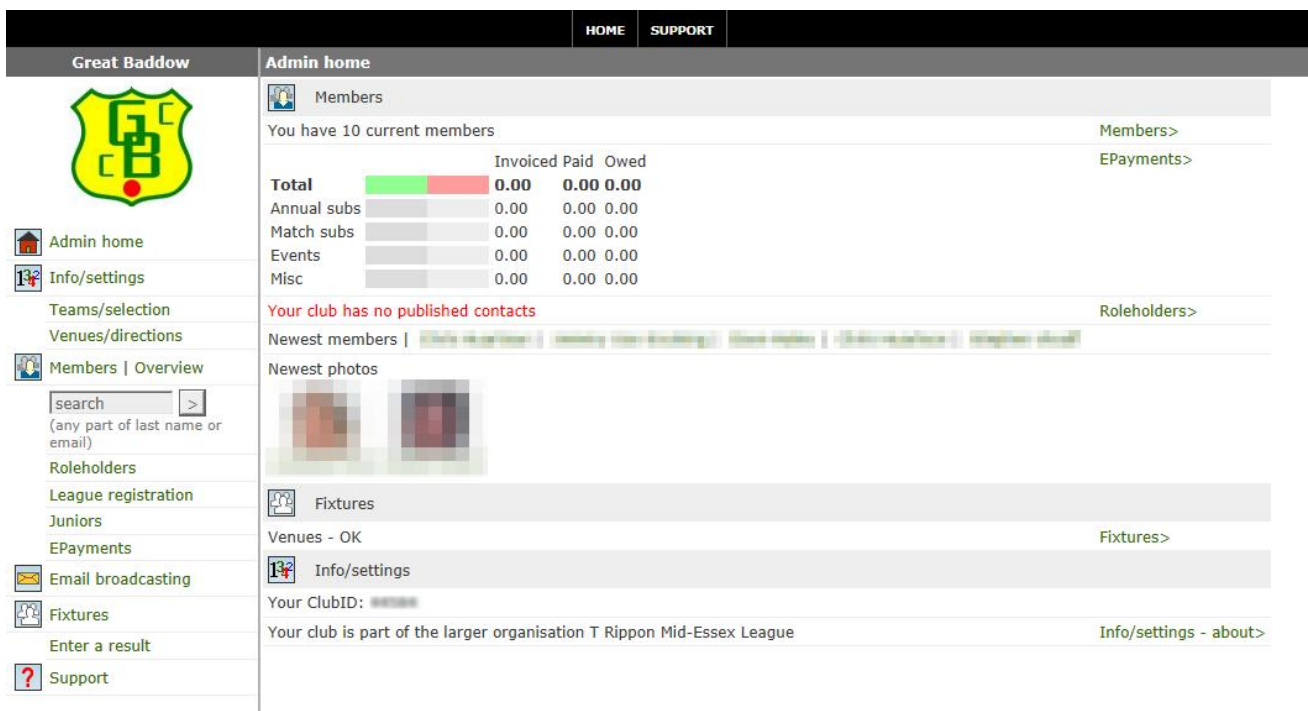


Figure 8 - Club Administration Home page

From here you have access to all the necessary settings.

Admin home will always bring you back to this page.

[Info / Settings](#)

Info/settings

Info/settings

Settings About ActiveHub info


Web address

Twitter account @

Club colour This adds colour to various pages on our system



Update

Logo  Logos must be either a .gif or .jpg file. Your original file must be less than 1Mb in size.

Accreditation [If your club is involved in an Accreditation scheme \(like ClubMark\), click here](#)

Figure 9 - Club Info / Settings

The most important settings on this page are Web Address, Logo, Club Colour and twitter account of your club if it has one. These will all be shown on the Club Directory page for your club.

Teams / Selection

| Teams | | | | | | |
|---------|-----------------|----------------------|--------------------|--------------|---------|--|
| Teams | Add a team | Competitions entered | Unselected members | Availability | | |
| ↓ 1st | Captain/manager | Selected | Registered | Current | Archive | |
| ↓ 1st | Chris Hartman | - | - | Current | Archive | |
| ↑ ↓ 2nd | Carl Smith | - | - | Current | Archive | |
| ↑ ↓ 3rd | Steve Miller | - | - | Current | Archive | |
| ↑ ↓ 4th | Steve Lawrence | - | - | Current | Archive | |

Figure 10 - Club Teams / Selection

From here you can see the current teams in your club and the current Captain. You can also Add a team using the tabs at the top, although this will usually be done for you by the League Administrator when setting up the Divisions pre-season.

Venues

Venues

Venues Add a venue

Your venues appear on public pages, and are available to league/cup administrators when arranging fixtures.

Venues my club 'controls'

'Controlling' a venue means that you are responsible for the accuracy of the venue's details - the venue may be 'used' by other clubs and leagues

| | | | |
|---------------------------------------|--|-------------------------------------|---------------|
| Great Baddow Recreation Ground (GBCC) | | 18 fixtures in current competitions | VenueID 14664 |
| Marconi Sports Centre (MCG) | | 9 fixtures in current competitions | VenueID 14704 |
| Writtle Agricultural College (WACA) | | 8 fixtures in current competitions | VenueID 14705 |

Venues 'used' by my club; controlled by others

None

Figure 11 - Club Venues

All the venues used by your club for Home fixtures can be added and later assigned to fixtures to help Opposition clubs locate your ground more easily and plan their journeys.

Club Members



Members

Members

Members | Add a member | Overview | EPayments | Groups | Juniors | Downloads | Ex-members

All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

by membership type | Male | Female | Adults | Adult/juniors | Juniors | Full | Not full

Filter (type anything):

Show 15 entries

| | | | | | |
|--|----------------------|---|-----------------------|-----------------------|------------------------|
| | Name | M | Email | Phone | A Full Standard Member |
| | Name | M | Email | Phone | A Full Standard Member |
| | Name | M | Email | Phone | A Full Standard Member |
| | Name | M | Email | Phone | A Full Standard Member |
| | Name | M | Email | Phone | A Full Standard Member |
| | Name | M | Email | Phone | A Full Standard Member |
| | Name | M | Email | Phone | A Full Standard Member |
| | Name | M | Email | Phone | A Full Standard Member |
| | Name | M | Email | Phone | A Full Standard Member |
| | Name | M | Email | Phone | A Full Standard Member |

Showing 1 to 10 of 10

First Previous 1 Next Last

Figure 12 - Club Members

From here you can manage the registered members of your club. Click on their name to reveal a menu where you can:

- Edit their Personal Details
- Upload a photo
- Send their login details to their registered email address
- Remove a registered user from your club

There are other tabs here allowing you to register and manage all the members of your club if you wish, and you can even collect payments online. These features are not required to be used in order for FixturesLive to function for the T Rippon Mid-Essex Cricket League but they can be explored by clubs if they so wish.

NOTE: Do not use the "Add a member" tab as this creates disconnected users that can never be tied to a login account.

Roleholders

Roleholders

[Club contacts](#)[Club admins](#)[Gov. body contacts](#)[Captains](#)[Post-match editors](#)

These are published online - the privacy of their contact details is controlled by you, or them (by logging in).

[View the relevant public page](#) | [Add a club contact](#)

Figure 13 - Club Roleholders

This is the important section with regard to your Clubs details on the Club Directory.

Club Admins

Roleholders

[Club contacts](#)[Club admins](#)[Gov. body contacts](#)[Captains](#)[Post-match editors](#)

Club administrators have secure access to this area, and can view all members' personal details. This is different from your list of **club contacts**, which is your club's public list of officials.

| | | |
|--|--------------------------------|------------------------|
| | Steve Miller | remove |
| | John Thompson | remove |
| | Mary Smith | remove |
| | David Jones | remove |
| | Susan White | remove |
| | James Lee | remove |
| | Patricia Brown | remove |

[Add an additional club administrator >](#)

If you want your own club administrator account removed, ask another administrator to remove you.

Figure 14 - Roleholders - Club Admins

Shows the current Admins for your club and allows you to remove that privilege from any of them.

Captains

Roleholders

Club contacts Club admins Gov. body contacts **Captains** Post-match editors

These are publicly displayed as 'Captain/Manager'; the display of their contact details (email and phone) are controlled by you or them.

| | | | | |
|-----|--|------------------------|------------------------|---------------------------------------|
| 1st | | [Name] | change | <input type="button" value="Remove"/> |
| 2nd | | [Name] | change | |
| 3rd | | [Name] | change | <input type="button" value="Remove"/> |
| 4th | | [Name] | change | |

Figure 15 - Roleholders - Captains

This tab allows you to change or remove the registered user within your club who is currently the Captain of that team. Only registered users within your club can be selected.

Clicking "change" against a team takes you to the following page:

Roleholders

[Club contacts](#)[Club admins](#)[Gov. body contacts](#)[Captains](#)[Post-match editors](#)

Change the Captain/manager of 2nd

Appointing someone will publish their contact details on a team's page. You must have the person's consent to do this. Contact details can be partially hidden by them or you.

Filter (type anything):

| | |
|-------------------------|--------------------------------------|
| 2nd XI | Make captain/manager |
| 1st XI | Make captain/manager |
| 2nd XI | Make captain/manager |
| 3rd XI | Make captain/manager |
| 4th XI | Make captain/manager |
| 5th XI | Make captain/manager |
| 6th XI | Make captain/manager |
| 7th XI | Make captain/manager |
| 8th XI | Make captain/manager |
| 9th XI | Make captain/manager |
| 10th XI | Make captain/manager |

Showing 1 to 10 of 10

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Figure 16 - Roleholders - Make Captain

The team you are setting the Captain for is clearly highlighted and clicking "Make captain/manager" will enforce the change and take you back to the Captains page.

Fixtures



Fixtures

- Fixtures
- Email alerts
- Friendlies
- Create a friendly
- FixtureFinder
- Downloads

All future home fixtures [Reload/clear](#)

TBC only | [Rearrange fixtures \(subject to league settings\)](#)

Filter (type anything):

Show entries

| Date | Home | Away | Comp | ID |
|---------------------------------|-------------------|--------------------|--------|--------|
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Barnham Sports 1st | 1st XI | 100001 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100002 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Trotting 1st | 1st XI | 100003 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Greenstead 1st | 1st XI | 100004 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 2nd | 2nd XI | 100005 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Thymond 1st | 1st XI | 100006 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100007 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100008 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100009 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100010 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100011 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100012 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100013 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100014 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100015 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100016 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100017 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100018 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100019 |
| Saturday, Mar 06, 2016 11:00 AM | Great Waltham 1st | Northgate 1st | 1st XI | 100020 |

Showing 1 to 20 of 35

[First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

Figure 17 - Club Fixtures

This page lists all the fixtures for all the teams in your club, in date order. Clicking the pencil next to a fixture takes you to a page where you can set the Venue for a fixture.

The Email alerts tab allows you to set up notifications so that you can receive an email when an element of a fixture is modified or when a result is entered for any team in your club.

From the Downloads tab you can get your full fixture list in an Excel spreadsheet if you want to have access to that data, or if you want to upload to another site or service.

After a match

Home team

After a team in your club has played a home match, a Club Admin or Team Captain may enter the score. League rules at present state you have until midday on the Sunday following the match to enter your score and there are points penalties for late entry.

If you have any issues entering a score, you should contact your Division Publicity Officer for assistance.

1. From the Club Admin home page, click Enter a result.
2. Select the fixture for which you wish to enter a result.

Results

Enter a result Amend a result

Last 120 days (a year for friendlies); only some leagues allow clubs to enter results. Contact your league if there is a problem.

Friday, January 20, 2012 Rettendon 1st v Ingatestone 1st T Rippon Mid-Essex League Division 1

3. Enter the scores for the match ().

Results

Enter a result Amend a result

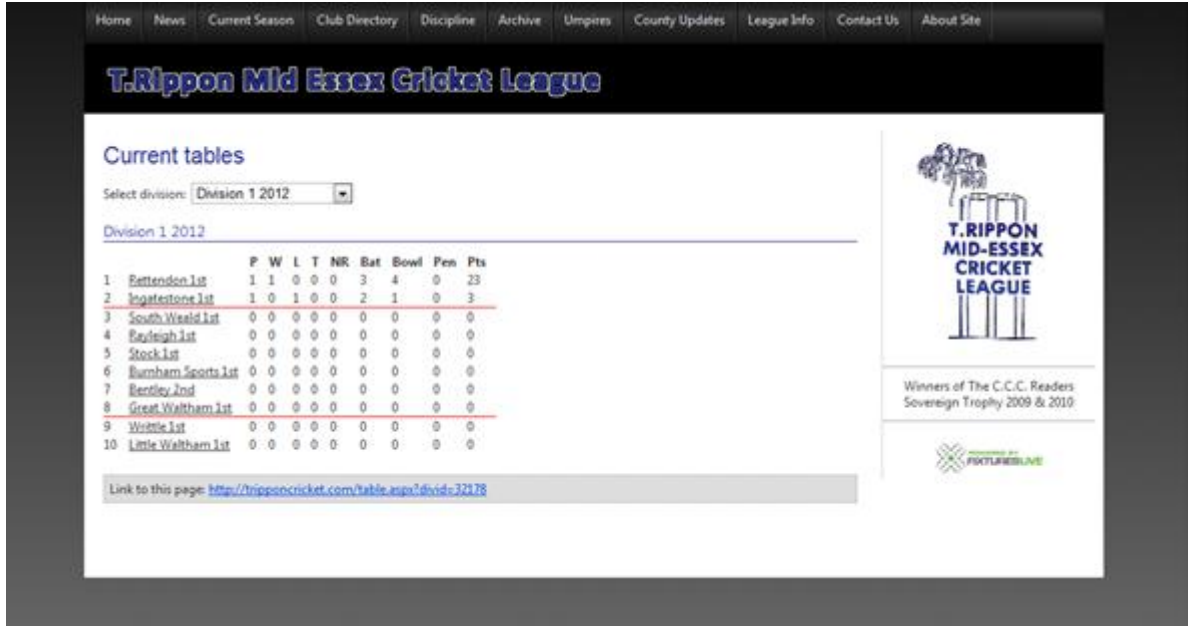
T Rippon Mid-Essex League Division 1, 20 January 2012

| | | | |
|---|--|--|--|
| Rettendon 1st | | Ingatestone 1st | |
| <input checked="" type="radio"/> (Winner) | <input type="radio"/> (Match tied/drawn/no result) | <input type="radio"/> (Winner) | |
| <input checked="" type="radio"/> (Batted first) | | <input type="radio"/> (Batted first) | |
| Runs <input type="text" value="201"/> | | Runs <input type="text" value="198"/> | |
| Wickets <input type="text" value="3"/> | | Wickets <input type="text" value="8"/> | |
| Overs <input type="text" value="45"/> | | Overs <input type="text" value="45"/> | |

Enter result

- Have you correctly selected the team which batted first?
 - Have you got the scores the right way round?
 - If a team was all out with players short, have you selected All out, rather than the number of wickets down?
 - If the match was a no result without a ball being bowled, enter 0-0 for each team, select Match tied/drawn/no result.
 - If the match was a no result after some play, enter the scores at the time of the abandonment, select Match tied/drawn/no result.
 - If the match was a tie, ensure that the batting scores are the same, select Match tied/drawn/no result.
 - If the match was a walkover (a win without any play) then contact your Publicity Officer to get the result entered for you.
4. Click Enter Result. **YOU CANNOT EDIT THE SCORE AFTER THIS POINT.**

5. The league table will update within a few minutes.



The screenshot shows the website's navigation menu at the top: Home, News, Current Season, Club Directory, Discipline, Archive, Umpires, County Updates, League Info, Contact Us, and About Site. The main heading is "T. Rippon Mid Essex Cricket League". Below this, the "Current tables" section is active, with a dropdown menu set to "Division 1 2012".

| | P | W | L | T | NR | Bat | Bowl | Pen | Pts |
|-----------------------|---|---|---|---|----|-----|------|-----|-----|
| 1 Pottendon 1st | 1 | 1 | 0 | 0 | 0 | 3 | 4 | 0 | 23 |
| 2 Baggestone 1st | 1 | 0 | 1 | 0 | 0 | 2 | 1 | 0 | 3 |
| 3 South Weald 1st | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 Rayleigh 1st | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 Stock 1st | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 Burnham Sports 1st | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 Bentley 2nd | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 Great Waltham 1st | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 Worme 1st | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 Little Waltham 1st | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Below the table, there is a link: "Link to this page: <http://tripponcricquet.com/table.aspx?divid=32178>".

On the right side of the page, there is a logo for "T. RIPPON MID-ESSEX CRICKET LEAGUE" and text stating "Winners of The C.C.C. Readers Sovereign Trophy 2009 & 2010". At the bottom right, there is a logo for "POWERED BY FIXTURESLIVE".

Away team

The home team should have entered the score by midday on the Sunday following the match. If the away team agrees with the score entered, no action is required. If the away team disagrees with the score, they should contact the Division Publicity Officer by 7pm on the Monday following the match. Should there be any disagreement, the score will be taken from the signed off score cards.

Amending a score

A score cannot be edited once it has been entered. You must contact your Division Publicity Officer if you have entered an incorrect score.