How To Create A New Programme

1 Log ir	n to your (Club/PU account			
CRICKET IRELAND	« Ch Ad Ca	ubmark Idresses ommunication Preferences otes	CI Test Club Edit Profile	ACTIVE ROLES Liam Foulkes Club Super Admin	į
 Account Members Teams Programmes Courses Competitions Events Charts 	· · ·		Information PRIMARY CONTACT © & - C TEST SITE (40) MATION		

2 On the left hand side of the screen scroll down to 'Event Creation'.

0	CRICKET IRELAND	« ~	Clubmark Addresses Communication Preferences Notes	CI Test Club Edit Profile	ACTIVE ROLES Liam Foulkes Club Super Admin	
±	Account			Information		
00	Members					
.	Teams	~		PRIMARY CONTACT		
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3 Click 'Event Creation'.

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袋 	Admin	~ ^		Information	
8	Validation			PRIMARY CONTACT	
?	Event Creation	~		2	
	Events Admin	×		ę	
20	Finance Admin	~			
	List Admin				
îî. ÎÎ	Affiliations	~ .		C TEST SITE (40) MATION	

4 Click 'Create New Programme'.

	Addresses Communication Preferences Notes	CI Test Club Edit Profile	ACTIVE ROLES Liam Foulkes Club Super Admin
Validation		Information	
Event Creation Create New Programme		PRIMARY CONTACT	
Create New Course		٢	
Create New Competition		ę -	
Create New Event		D -	
Pending Requests		-	

5 Select 'Programme -Listing AND Event Registrations'.

« Clubmark Event Event Creation Options:	© Î
Select the type of Programme that you would like to get created. If you are unsure please contact support.	
C Programme - Calendar Listing ONLY €0.00	Programme - Listing AND Event Registrations
Amount Documents	TEST SITE (40) MATION

6 Click 'I Accept Terms And Conditions'.

	« Clubmark
	As of January 18th 2018 card processing fees can no longer be passed on directly to end users so you perhaps need to consider adding a few pounds to your entry fee to cover the costs associated with using the Platform.
	Once users have entered the competition successfully, names will appear on the live entry list which can be viewed by clicking on the button on the competition information screen within the Platform.
	Your Acceptance
	The above points summarise how our Platform should be used for Event Sanctioning and should be read in conjunction with Sport:80 Services Limited's Terms and Conditions in respect of Event Sanctioning ("Terms").
	To view our Terms please (<u>click here</u>).
	By continuing beyond this page you hereby confirm that as the host of the programme you accept our Fees (set out above) and have read and agree to the Terms. In the event that there is a conflict between the information set out above and the Terms, the contents of the Terms shall prevail.
	I Accept Terms And Conditions
-	TEST SITE (40) MATION

7 Select the 'Event Format' and choose the relevant programme type.

nt Create Request Form	Pre-Popula	te From Past Programme?	t @ Cl • Select
Event Format	Event Details	Venue Address	Additional Info
Select Event Format *	Select Type		
	It's Wicket!		
	Other Programme		
		1/4	Next

8 Click 'Next'.

ent Create Request Form		Pre-Populate Fro	om Past Programme?	t @ Cl • Select
Event Format	Event Deta	ils	Venue Address	Additional Info
Select Event Format *	Smash It	~		
		1/4		Next

9

Name your programme and continue to complete the remaining fields.

ent Create Request Form	Pre-Populat	te From Past Programme? 🔲 It's Wicke	t@CI • Select
Event Format	Event Details	Venue Address	Additional Info
Event Name *	Smash It @ CI Test CC		
Event Type *	Select Event Type		
Event Start Date *			
Event Start Time	Stnash It		
Event End Date *			

10 Once complete select 'Next'.

«			
Registration Fee *	30.00		^
Event Organiser Name *	Liam Foulkes		
Event Organiser Email *	liam.foulkes@cricketireland.ie		
Event Organiser Phone Number	0873388473		
t Event Website		0	
Prev		2/4	Next
			⊘ Submit
Approved Deguasta		TEST SITE (40)	• • •

11 Enter the 'Venue address', (This is the address of where the programme will take place).

«			
Address Line 3	KINSEALY LANE MALAHIDE CO. DUBLIN K		
City *	Dublin		
County *	Dublin		
Eircode *	yfdkjfy		
Country *	Republic of Ireland		
Prev		3/4	Next
			⊘ Submit
Approved Deguests		TEST SITE (40)	

12 You can upload an event logo if you have one. We recommend using the programme logos where relevant.

F Event Logo Event Description	Please provide Please note this No file se	any importani s event logo u ected	t informati Ipload will	ion you wo	ould like peop ly viewable.	le to know	about y	your eve	nt.						
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13 Add additional programme details can be added. You can also upload additional relevant document if required using the upload button.



Select 'Submit' and your programme will be created.