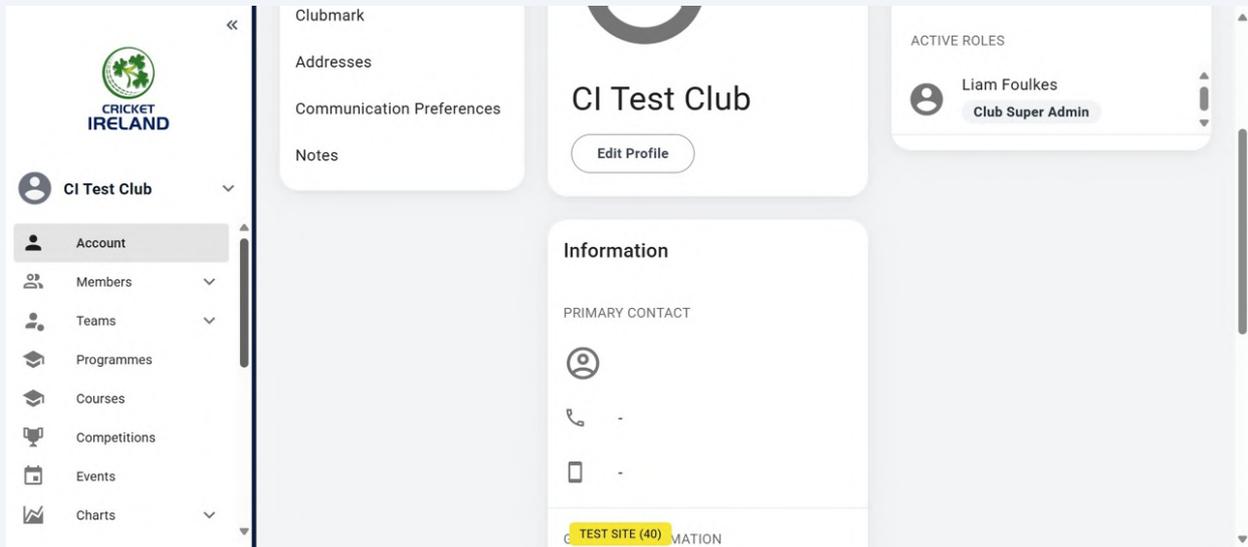
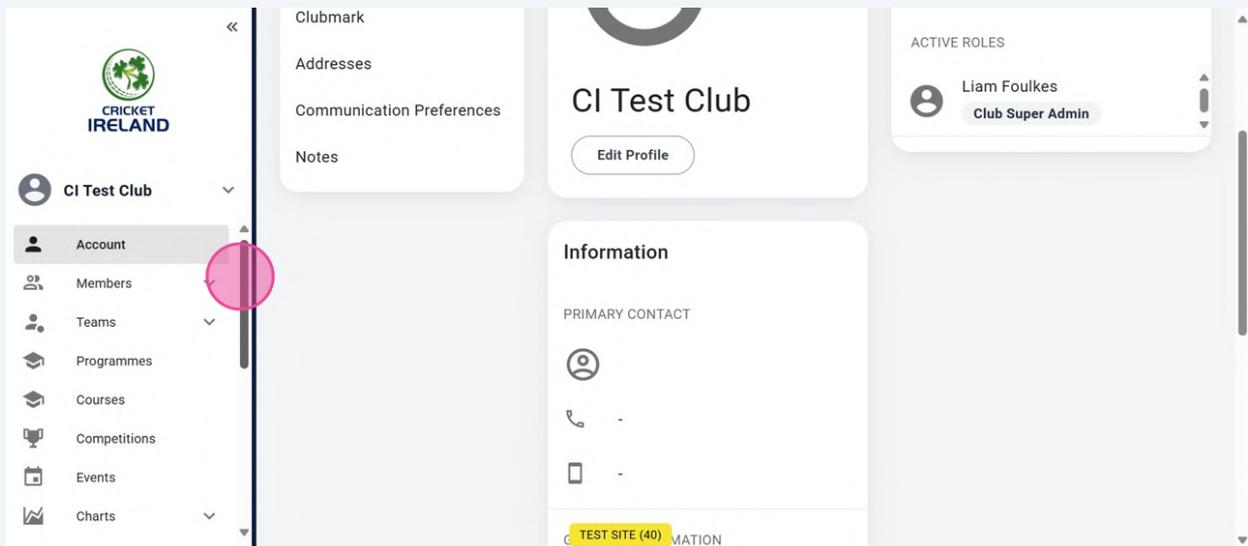


How To Create A New Programme

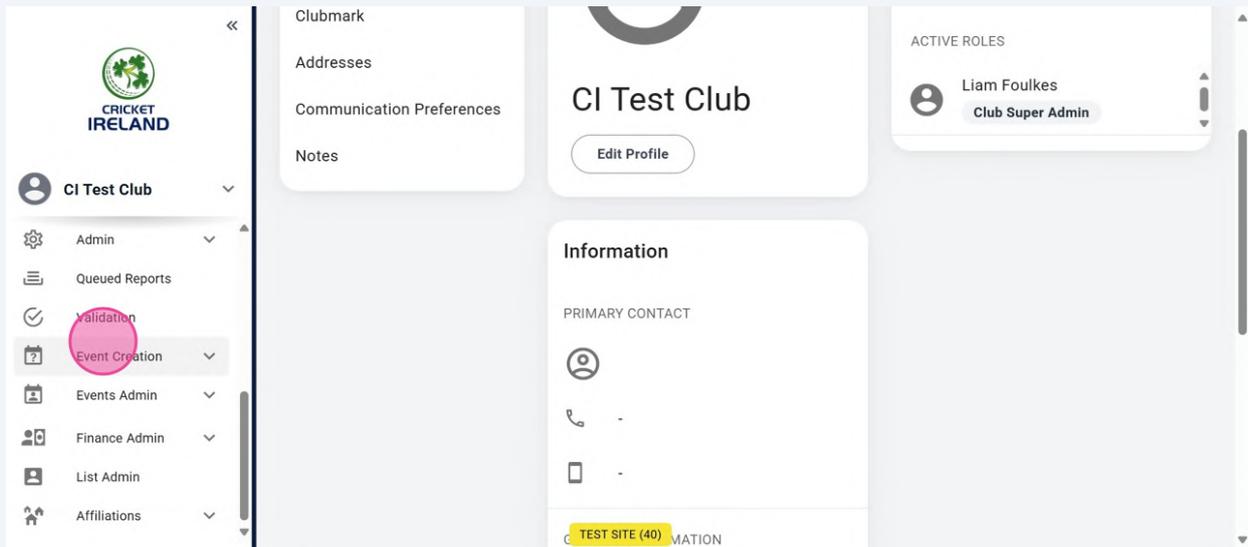
1 Log in to your Club/PU account.



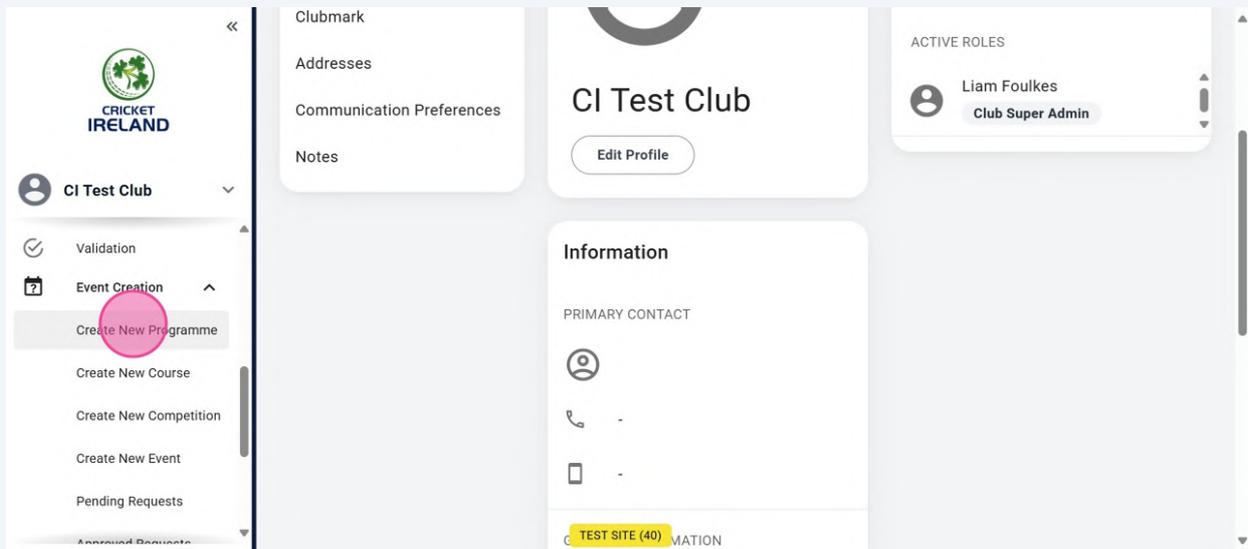
2 On the left hand side of the screen scroll down to 'Event Creation'.



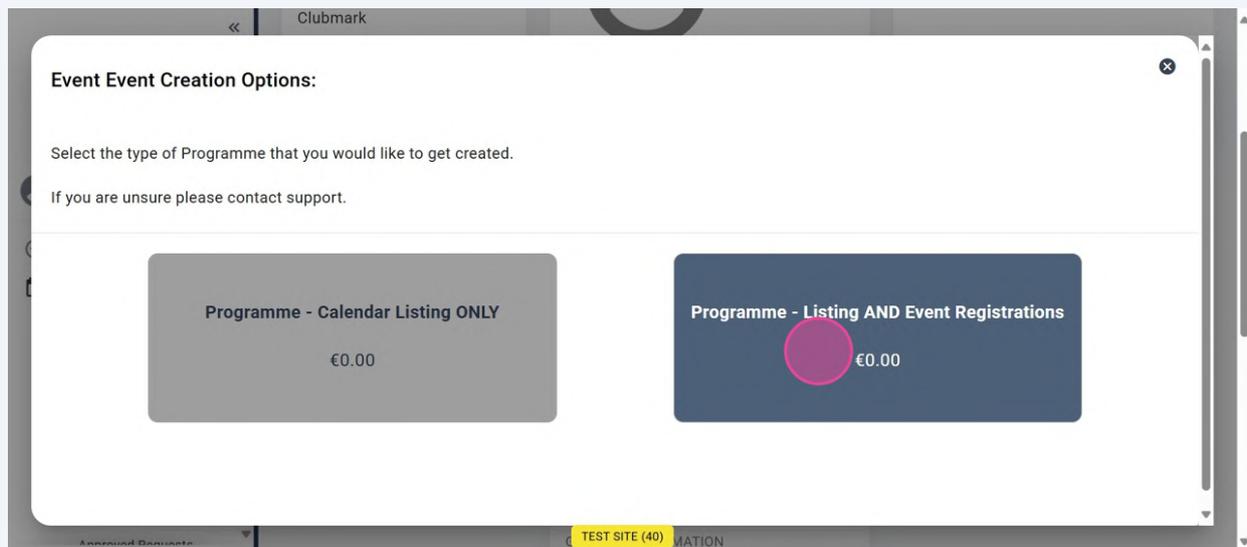
3 Click 'Event Creation'.



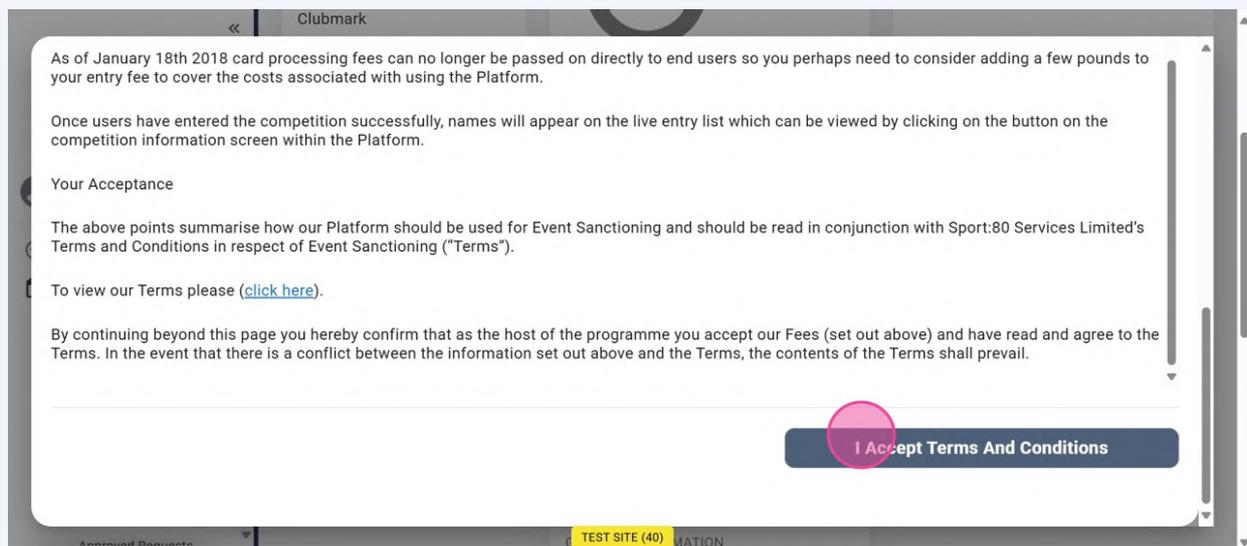
4 Click 'Create New Programme'.



5 Select 'Programme -Listing AND Event Registrations'.



6 Click 'I Accept Terms And Conditions'.



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

The screenshot shows the 'Event Create Request Form' with the 'Event Format' step selected. A dropdown menu titled 'Select Type' is open, showing three options: 'It's Wicket!', 'Other Programme', and 'Smash It'. The 'Smash It' option is highlighted with a pink circle. A 'Next' button is visible in the bottom right corner. The form also includes a 'Pre-Populate From Past Programme?' section with a dropdown menu set to 'It's Wicket @ CI' and a 'Select' button. The progress indicator shows '1/4'.

8 Click 'Next'.

The screenshot shows the 'Event Create Request Form' with the 'Event Format' step selected. The 'Smash It' option is selected in the dropdown menu. A pink circle highlights the 'Next' button in the bottom right corner. The form also includes a 'Pre-Populate From Past Programme?' section with a dropdown menu set to 'It's Wicket @ CI' and a 'Select' button. The progress indicator shows '1/4'.

9 Name your programme and continue to complete the remaining fields.

Event Create Request Form Pre-Populate From Past Programme? It's Wicket @ 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 **Smash It**

Event End Date * It's Wicket!

Cricket Connects

TEST SITE (40)

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

Event Website ⓘ

Prev 2/4 Next

Submit

TEST SITE (40)

11

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

A screenshot of a web form for entering a venue address. The form contains the following fields:

- Address Line 3: KINSEALY LANE MALAHIDE CO. DUBLIN K
- City *: Dublin
- County *: Dublin (dropdown menu)
- Eircode *: yfdkfy
- Country *: Republic of Ireland (dropdown menu)

Navigation and status elements include a "Prev" button, a "3/4" progress indicator, a "Next" button (highlighted with a pink circle), and a "Submit" button. A yellow "TEST SITE (40)" label is visible at the bottom of the form area.

12

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

A screenshot of a web form for entering event information. The form contains the following fields:

- Event Logo: A file upload field with the text "No file selected" (highlighted with a pink circle) and an information icon.
- Event Description: A rich text editor with a toolbar containing icons for undo, redo, bold, italic, link, unlink, list, and text color.

Instructions above the fields state: "Please provide any important information you would like people to know about your event." and "Please note this event logo upload will be publicly viewable." A yellow "TEST SITE (40)" label is visible at the bottom of the form area.

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.

