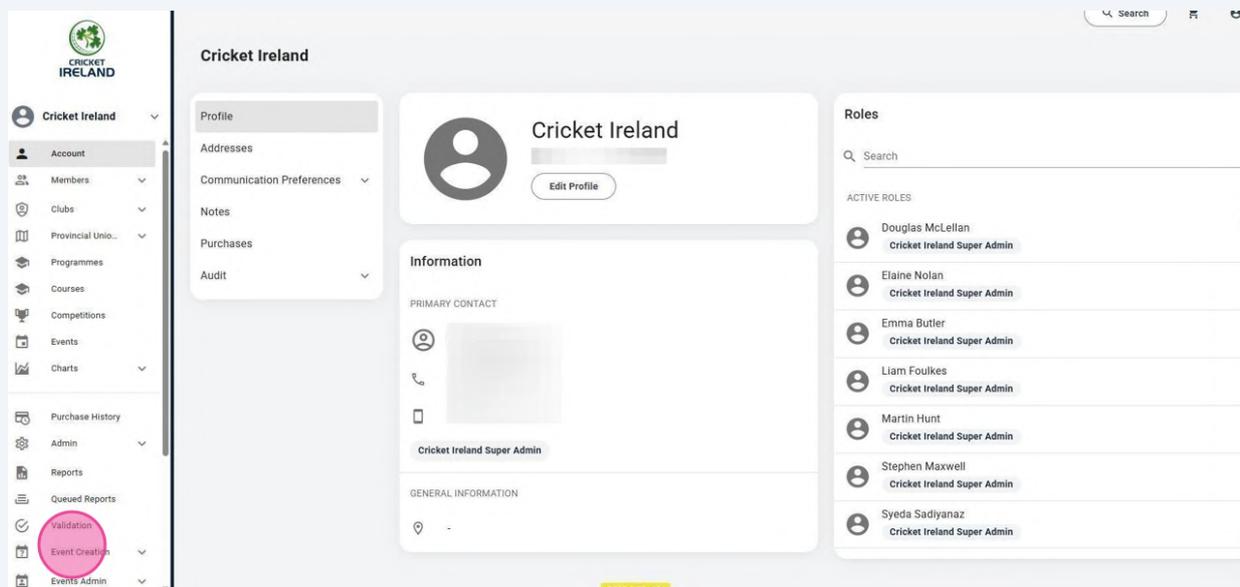


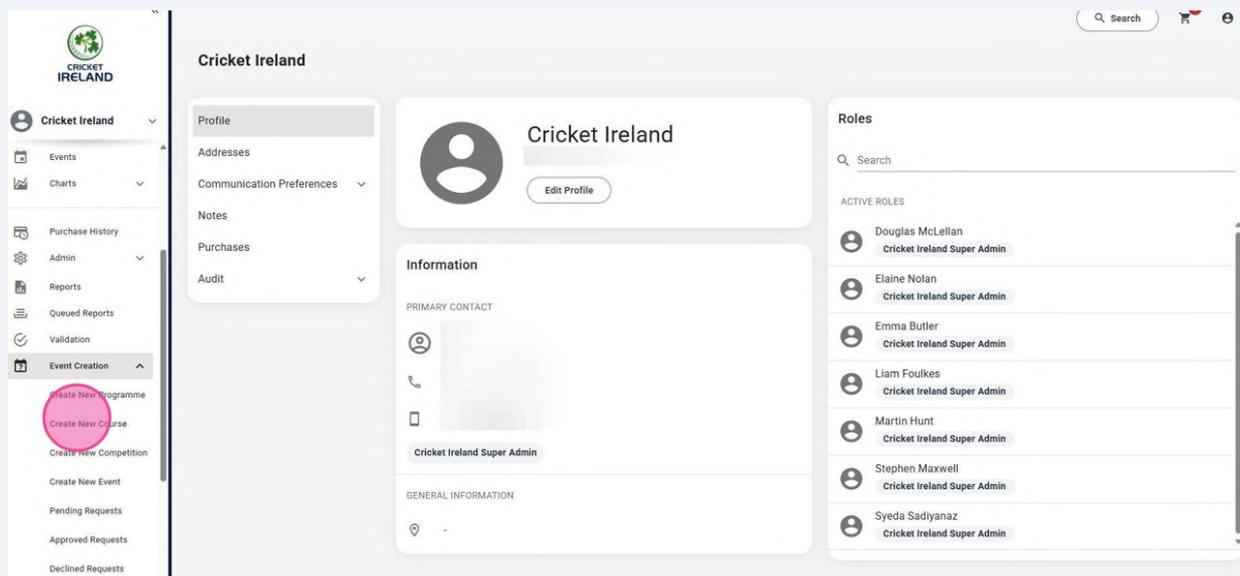
# How to set up a course

This user guide will take you through the steps on how to set up a course.

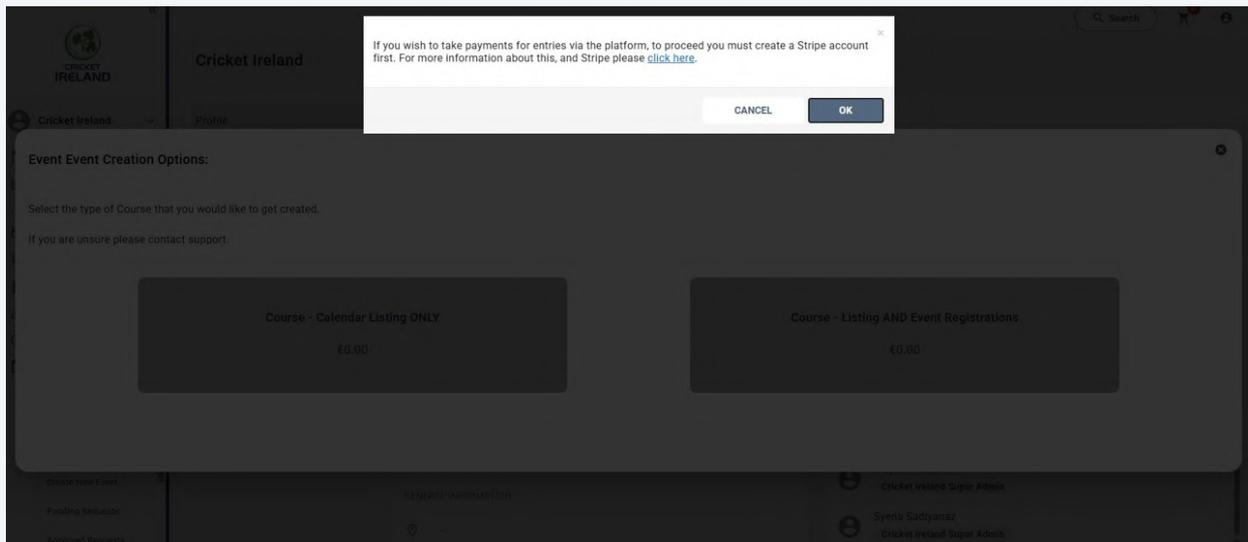
1 On the left hand side menu you will see "Event Creation"



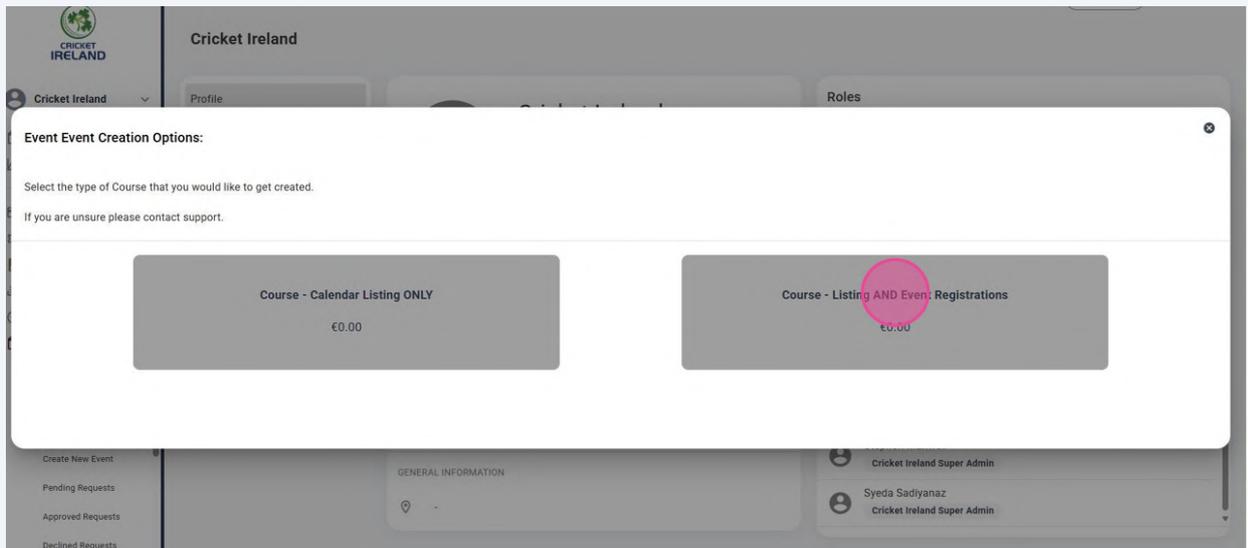
2 Expand the Event Creation tab, click "Create New Course"



### 3 Click "Ok" if your payment system via Stripe is set up



### 4 Click "Course Listing and Event Registration" to set up details of the course



## 5 Accept terms and conditions policy

### Platform Terms And Conditions

Thank you for choosing us to process entries to your course via our Platform. Users will register to enter your course by accessing the Platform. Courses appear in the 'Courses' section of a User's account or can be accessed via <https://mycricket.s80testing.co.uk/events>

If you have users that don't have access to the Internet then please direct them to call your support team for help. We recommend that under no circumstances should you promote entry to the course by any other method, particularly entry via paper form, either post or digitally, as this could confuse the entry process and your total number of entries. The link above should be promoted via the Club or Course specific website as well as social media and all other means you use to ensure as wide an audience is reached as possible.

Users will be asked to create an account and register entries before being able to enter your course. Payments from users to you are processed using Stripe – fees associated with Stripe per transaction are 3.1% plus 30c but are always subject to change by Stripe.

Our fees for use of our Platform are 4% of each and every transaction processed on your behalf via the Platform ("our Fees"). In the event of an entrant cancelling an entry we do not refund our Fees and nor do Stripe. You must provide clear terms and conditions and a cancellation policy for entrants to the users when setting up your Course.

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").

I Accept Terms And Conditions

## 6 Complete your event details, Type of course, cost, dates, times, registration opening and closing times etc.

### Event Create Request Form

Pre-Populate From Past Course?

Coaching Kids 5-11 Years C...

Select

#### Event Details

#### Venue Address

#### Additional Info

Event Name *	<input type="text"/>
Event Type *	Select Event Type
Event Start Date *	<input type="text"/>
Event Start Time	00:00
Event End Date *	<input type="text"/>
Event End Time	00:00
Registration Fee *	<input type="text"/>
Registration Opening Date *	<input type="text"/>
Registration Closing Date *	<input type="text"/>
Event Organiser Name *	<input type="text"/>

7

Once you have entered all the details, click "NEXT"

Event Start Time: 09:00

Event End Date \*: 2025-03-16

Event End Time: 18:00

Registration Fee \*: 300

Registration Opening Date \*: 2025-02-24 21:58 ⓘ

Registration Closing Date \*: 2025-03-05 21:58

Event Organiser Name \*: Stephen Maxwell

Event Organiser Email \*: stephen.maxwell@cricketireland.ie

Event Organiser Phone Number: ⓘ

Event Website: ⓘ

1/3

Next

Submit

8

Enter location details of your course venue and click "NEXT"

Event Create Request Form

Pre-Populate From Past Course? Coaching Kids 5-11 Years C... Select ⓘ

Event Details | Venue Address | Additional Info

Click here to use your address details.

Venue Address Search: Start Typing To Search

Address Line 1: [input]

Address Line 2: [input]

Address Line 3: [input]

City: [input]

County: Select an Option ▾

Eircode: [input]

Country: Republic of Ireland ▾

Prev

2/3

Next

9

Upload your course logo and enter a description for the course. (Eg. pre-requisites, pre-course work etc.)

**Event Create Request Form** Pre-Populate From Past Course? Coaching Kids 5-11 Years C... Select

---

**Event Details** **Venue Address** **Additional Info**

---

Please provide any important information you would like people to know about your event.

Please note this event logo upload will be publicly viewable.

Event Logo **1**  Choose File ?

Event Description **2**

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Text Color, Background Color, Full Screen, Help.

10

Upload an information pack on the course if available. This is accessible to all once course goes live. The click "Submit"

Event Description

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Text Color, Background Color, Full Screen, Help.

Please note this information pack upload will be publicly viewable.

Information Pack **3**  Choose File ?

Prev 3/3 Submit

11

You will then be brought back to the Event Admin Panel. Your Course is now pending approval. Here you will click "Event Creation" where you can approve.

**Cricket Ireland**

**Core Coach #00016 Admin Panel**  
Courses Admin > Core Coach

← Back   Registration Link   Registration Link QR Code

⚠ Your event submission is being reviewed and you will be notified once it is approved or rejected.

**Event Details**   Venue Address   Additional Info   Payment Confirmation Email   Event Admin Tools

Course Info  
Course Event Creation Form Info

Entry Options

Registration Options

Charts

Registration

Course Files

Volunteers

Discount Codes

Bulk Age Restriction Date Change

Event Name \* Core Coach

Event Start Date \* 2025-03-08

Event End Date \* 2025-03-16

Event Organiser Details will be publicly viewable. If this is an Organisation (Member Association, Region, Centre) please put those details here.

Event Organiser Name \* Stephen Maxwell

Event Organiser Email \* stephen.maxwell@cricketireland.ie

Event Organiser Phone Number

Event Website

12

In Event Creation, Click on "Pending Requests", you will see the course you have just created

**Cricket Ireland**

**Pending Requests**

Pending Requests

Search

Remove All   From Date: 2025-02-24

1 Record

Licence ID	Approval	Start Date	End Date	Organiser	Sanction Type	Submitted By	Submitted Date	Paid Fee	Info	Actions
#00016	Core Coach NGB Approval	08/03/2025	16/03/2025	Stephen Maxwell	Course - Listing AND Event Registrations	Stephen Maxwell	24/02/2025	-		

Rows per page: 20   1-1 of 1

13 On the right hand side, click "Action". Then "Approve"

The screenshot shows the 'Pending Requests' interface. On the left is a navigation menu with 'Event Creation' expanded. The main area displays a table with the following data:

Licence ID	Approval	Start Date	End Date	Organiser	Sanction Type	Submitted By	Submitted Date	Paid Fee	Info	Actions
#00016	Core Coach NGB Approval	08/03/2025	16/03/2025	Stephen Maxwell	Course - Listing AND Event Registrations	Stephen Maxwell	24/02/2025	-		View, Approve, Decline

14 Click "OK" to confirm course

The screenshot shows the same 'Pending Requests' page as above, but with a confirmation dialog box in the foreground. The dialog box contains the following text:

Confirmation  
Are you sure you want to approve this Course?

Buttons: Cancel, OK

15

On the left hand side menu in event Creation, click on "Approved Courses", here you will find your new course ready to go. Click on the course you have created.

Licence ID	Approval	Start Date	End Date	Organiser	Sanction Type	Submitted By	Submitted Date	Paid Fee	Info	Actions
#00013	NWCU Premier League NGB Approval	26/04/2025	20/09/2025	NWCU	Competition - Listing AND Event Registrations	Emma Butler	24/02/2025	-	🔍	⋮
#00011	Munster Premier League NGB Approval	12/04/2025	12/04/2025	Munster Cricket Union	Competition - Listing AND Event Registrations	Emma Butler	24/02/2025	-	🔍	⋮
#00007	Munster Division 1 NGB Approval	05/04/2025	26/07/2025	Liam Foulkes	Competition - Listing AND Event Registrations	Liam Foulkes	24/02/2025	-	🔍	⋮
#00008	Season Fundraiser NGB Approval	14/03/2025	14/03/2025	Cricket Ireland	Event - Listing AND Event Registrations	Emma Butler	24/02/2025	-	🔍	⋮
#00010	First Aid @ Cork NGB Approval	10/03/2025	10/03/2025	Liam Foulkes	Course - Listing AND Event Registrations	Liam Foulkes	24/02/2025	-	🔍	⋮
#00001	It's Wicket! OFF-Platform NGB Approval	08/03/2025	08/03/2025	Sport:80 PU	Programme - Calendar Listing ONLY	Liam Foulkes	22/02/2025	-	🔍	⋮
#00016	Core Coach NGB Approval	08/03/2025	16/03/2025	Stephen Maxwell	Course - Listing AND Event Registrations	Stephen Maxwell	24/02/2025	-	🔍	⋮
#00005	Competition TEST NGB Approval	08/03/2025	03/03/2025	CI	Competition - Listing AND Event Registrations	Liam Foulkes	22/02/2025	-	🔍	⋮
#00002	It's Wicket! ON-Platform NGB Approval	08/03/2025	08/03/2025	Sport:80 PU	Programme - Listing AND Event Registrations	Liam Foulkes	22/02/2025	-	🔍	⋮

16

Top right you will see a "Registration Link" and or a "Registration QR code" to copy to your clipboard to use to advertise your course

Core Coach #00016 Admin Panel

Courses Admin > Core Coach

← Back **Registration Link** Registration Link QR Code

Event Details	Venue Address	Additional Info	Payment Confirmation Email	Event Admin Tools
Event Name *	Core Coach			
Event Start Date *	2025-03-08			
Event End Date *	2025-03-16			
Event Organiser Details will be publicly viewable. If this is an Organisation (Member Association, Region, Centre) please put those details here.				
Event Organiser Name *	Stephen Maxwell			
Event Organiser Email *	stephen.maxwell@cricketireland.ie			
Event Organiser Phone Number				
Event Website				

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To check course sign ups, Go to "Event Admin", Click on your course, then Click "Entries", this will bring up those registered for our course.

**Cricket Ireland**

**Core Coach #00016 Admin Panel**

Courses Admin > Core Coach

← Back   Registration Link   Registration Link QR Code

**Event Details**   Venue Address   Additional Info   Payment Confirmation Email   Event Admin Tools

Event Name \*   Core Coach

Event Start Date \*   2025-03-08

Event End Date \*   2025-03-16

Event Organiser Details will be publicly viewable. If this is an Organisation (Member Association, Region, Centre) please put those details here.

Event Organiser Name \*   Stephen Maxwell

Event Organiser Email \*   stephen.maxwell@cricketireland.ie

Event Organiser Phone Number

Event Website

**Course Info**

Course Event Creation Form Info

Entry Options

Registration Options

Charts

Registration

Course Files

Volunteers

Discount Codes

Bulk Page Restriction Date Change

**Entries**

Check In