How to set up a course

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

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Account		Q. Search
Members V Comr	nunication Preferences v	·
) Clubs V Notes		ACTIVE ROLES
Provincial Unio V Puret	200	Douglas McLellan
h Programmes	Information	Cricket Ireland Super Admin
Courses Audit	~	Elaine Nolan Cricket Ireland Super Admin
D Competitions	PRIMARY CONTACT	Emma Butler
Events	(2)	Cricket Ireland Super Admin
Charts 🗸	₹₀.	Elam Foulkes Cricket Ireland Super Admin
Purchase History		Martin Hunt
Admin 🗸	Cricket Ireland Super Admin	Cricket Ireland Super Admin
Reports		Stephen Maxwell
J Queued Reports	GENERAL INFORMATION	
Validation	0 -	Syeda Sadiyanaz



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

	« Cricket Ireland	If you wish to take payments for entries via the platt first. For more information about this, and Stripe ple	orm, to proceed you must create a Stripe account $\stackrel{\times}{\underset{\text{click here.}}{\overset{\times}}}$	(Q. Search) R ¹⁰ O
G Cricket Ireland	Profile		CANCEL	
Event Event Creat	ion Options:			0
Select the type of Cou				
If you are unsure pleas				
Disate New Event Panding Requests Approved Requests		Байында (маанын тол Ф	Cricket Instand Super Syedia Sadiyamaz Dricket Iretand Super	Anna Alexia

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

	Cricket Ireland		
Cricket Ireland 🗸	Profile	Roles	
Event Event Creation Op	otions:		0
Select the type of Course tha	t you would like to get created. act support.		
	Course - Calendar Listing ONLY €0.00	Course - Listing AND Event Registrations	
Create New Event Pending Requests Approved Requests	GENERAL INFORMATION	Cricket Ireland Super Admin Sysda Sadiyanaz Cricket Ireland Super Admin	ļ

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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 e pager 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 us ensure as wide an audience is reached as possible.	ntry via e to
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 ot terms and conditions and a cancellation policy for entrants to the users when setting up your Course.	lear
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	

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

	Event Dataile		Vanue Address	Additional Infa
	Event Details		venue Address	Additional Info
Event Name *				
Event Type *	Select Event Type	~		
Event Start Date *				
Event Start Time	00:00			
Event End Date *				
Event End Time	00:00			
Registration Fee *				
gistration Opening Date *		0		
gistration Closing Date *				
Event Organiser Name *				

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

~	0	5		Search / H
Event Start Time	09:00			
Event End Date *	2025-03-16			
Event End Time	18:00			
Registration Fee *	300			
gistration Opening Date *	2025-02-24 21:58	0		
egistration Closing Date *	2025-03-05 21:58			
Event Organiser Name *	Stephen Maxwell			
Event Organiser Email *	stephen.maxwell@cricketireland.ie			
Event Organiser Phone Number	U•			
Event Website		0		
			1/3	Nex
				⊖ Subm

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

	Event Datails	Venue Address	Additional Info	
		TURE AUDIESS	Additional and	
	Click here to use your address details.			
Venue Address Search	Start Typing To Search			
Address Line 1				
Address Line 2				
Address Line 3				
City				
County	Select an Option			
Eircode				
Country	Republic of Ireland			

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

	ant Dataila								Manu								A didia:	and Infa	
Ple	ase provide a	any importai	nt informat	ion you wo	uld like peo	ple to know	v about ye	our event						_					
Ple Event Logo	ase note this No file sele	event logo	upload will	be publicly	viewable.														
Event Description	\diamond	• •	· 1	В	1 0	R	Az	°.		Ξ	Ξ	3 1	 	-	I.	0			
2															20				

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

Event	Description																					0	
Event		\diamond	*	~	1.	В	1	0	A	λ ² Α ₂	o ^o	. 0	2	= :	Ξ :	= :	=	:=	=	-	I.	0	
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Inform	ation Pack 3	No file sele	ected				0																
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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 Cricket Ireland ~	Core Coach #00016 Admin Courses Admin > Core Coach	Panel		(+	Back) (Registration Link)	Registration Link QR Code
Reports	Your event submission is being revi	ewed and you will be notified onc	e it is approved or rejected.			
Validation Event Creation	< .	Event Details	Venue Address	Additional Info	Payment Confirmation Email	Event Admin Tools
Programmes	Course Info	Event Nome 1	Care Caseb			
Courses	Course Event Creation Form Info	Event Start Date *	2025-03-08			
Events	Registration Options	Event End Date *	2025-03-16			
Additional Approvals	Charts ^		Event Organiser Details will be publicly viewa	ble. If this is an Organisation	(Member Association, Region, Centre) plea	se put those details here.
List Admin	Registration	Event Organiser Name *	Stephen Maxwell			
 Search History Recommendations Ad 	Course Files	Event Organiser Email *	stephen.maxwell@cricketlreland.ie			
Bulk Upload Admin	Discount Codes	Event Organiser Phone Number				
Resource Admin V	Bulk Age Restriction Date Change	Event Website		0		

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

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	Reports	= T _x Remove	All From Date: 2025	-02-24 ×								1 Record
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\otimes	Validation	#00016 5		00/00/0005	14/00/0005	Carebon Manuall	October 1 Julies AND From Depilerenting	Overheit Mensell	04/00/0005		•	
2	Event Creation	#00016 10 00	re coach NGB Approval	08/03/2025	16/03/2025	Stephen Maxwell	Course - Listing AND Event Registrations	stephen Maxwell	24/02/2025	-		
	Create New Programme								Rows per page:	20 👻	1-1 of 1	< >
	Create New Course											
	Create New Competition											
	create New Event											
(Pending Requests											
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On the right hand side, click "Action". Then "Approve"

		Pending	Requests								
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2	Event Creation	#00016	Core Coach NGB Approval	08/03/2025	16/03/2025	Stephen Maxwell	Course - Listing AND Event Registrations	Stephen Maxwell	24/02/2025	~	View 2
	Create New Programme								Rows per page:	20 🔻	1-1 of Approve
	Create New Course										Decime X
	Create New Competition										
	Create New Event										
	Pending Requests										
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	Declined Requests										
1	Events Admin 🗸 🗸										

Click "OK" to confirm course

CRICKET	Pending Requests	Q Search	ξ θ
Cricket Ireland ~	Pending Requests		
Purchase History Admin Reports Cueude Reports Validation Create New Programme Create New Course Declined Requests Declined Requests	Start Dire Term Date: 2025-02-24 x Licence ID Approval #00016 Core Coach NOB Approval 08/09/272 Offirmation Are you sure you want to approve this Course? Registrations Confirmation Rows per page	Paid Fee in - 2 <u>0 -</u> 1.1 of	1 Record

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. 15

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0	Cricket Ireland v	Approved	d Requests									
	Reports											
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0	Validation	_ 0 _	Remove All From Date: 2025-02-24 ×								1	5 Records
2	Event Creation											11000103
	Create New Programme	Licence ID	Approval	Start Date \downarrow	End Date	Organiser	Sanction Type	Submitted By	Submitted Date	Paid Fee	Info	Actions
	Create New Course	#00013	NWCU Premier League NGB Approval	26/04/2025	20/09/2025	NWCU	Competition - Listing AND Event Registrations	Emma Butler	24/02/2025		0	:
	Create New Competition	#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		0	:
	Create New Event	#00007	Munster Division 1 NGB Approval	05/04/2025	26/07/2025	Liam Foulkes	Competition - Listing AND Event Registrations	Liam Foulkes	24/02/2025		0	:
	Approved Permete	#00008	Season Fundraiser NGB Approval	14/03/2025	14/03/2025	Cricket Ireland	Event - Listing AND Event Registrations	Emma Butler	24/02/2025		0	1
	Decimed Requests	#00010	First Aid @ Cork NGB Approval	10/03/2025	10/03/2025	Liam Foulkes	Course - Listing AND Event Registrations	Liam Foulkes	24/02/2025	-	0	1
	Events Admin 🗸 🗸	#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		0	1
20	Finance Admin 🗸	#00016	Care Careford MCD Assessed	00/00/0005	16/00/0005	Charles Manual	Course Linder AND Sure Desidentions	Stephen	04/00/0005			٦.
B	List Admin	0	core coacit inob Approval	00/03/2025	10/03/2025	Stephen Maxwell	Course - Listing And Event Registrations	Maxwell	24/02/2023	-	•	
5	Search History	100003	Competition TEST NGB Approval	08/03/2025	03/05/2025	CI	Competition - Listing AND Event Registrations	Liam Foulkes	22/02/2025	-	0	1
	Recommendations Ad	#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		0	ı
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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 16

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0	Cricket Ireland	~				(+	Back	Registration Link QR Code
	Reports	-				_		
≣	Queued Reports		<	Event Details	Venue Address	Additional Info	Payment Confirmation Email	Event Admin Tools
0	Validation		Course Info					
	Event Creation	~	Course Event Creation Form Info	Event Name *	Core Coach			
	Programmes	_	Entry Options	Event Start Date *	2025-03-08			
	Courses		Registration Options	Event End Date *	2025-03-16			
	Competitions	- 1	Charts ^		Event Organiser Details will be publicly viewal	ble. If this is an Organisation	(Member Association, Region, Centre) plea	se put those details here.
	Events		Registration	Event Organiser Name *	Stephen Maxwell			
	Finance Admin	`	Course Files	Event Organiser Email *	stephen.maxwell@cricketireland.ie			
	List Admin	- 11	Volunteers					
9	Search History		Discount Codes	Event Organiser Phone Number	U •			
	Recommendations .	Ad_	Bulk Age Restriction Date Change	Event Website		0		
ŧ	Bulk Upload Admin	1	Entries	Event Website		0		
₽ °¢	Resource Admin Config	ž	Check In					

17 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	Core Coach #00016 Admin	Panel				M Sedicit
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1	Events Admin	Course Event Creation Form Info	Event Name	Core Coach			
	Programmes	Entry Options	Event Start Date *	2025-03-08			
	Courses	Registration Options	Event End Date *	2025-03-16			
	Competitions	Charts ^		Event Organiser Details will be publicly viewa	ble. If this is an Organisation	(Member Association, Region, Centre) ple	ase put those details here.
	Events	Registration	Event Organiser Name *	Stephen Maxwell			
	Additional Approvals	Course Files					
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