



**ClubSpark
Activator Training
Setup Guide**



Setting up Activator Training Courses for All Stars and Dynamos in ClubSpark

This guide provides support for the following pieces of functionality that will be available from the 6th of January once the Activator development work has been completed.

1. Setting up Activator training courses at EXISTING training venues
2. Setting up Activator training courses at NEW training venues
3. Creating an Activator training course

Please note we will need courses setup by January 20th at which point we will be notifying clubs and activators that they can begin to book onto courses.

1. Setting up Activator Training Courses at Existing Training Venues

If you are setting up an Activator Training courses using venues that you have done so previously, the process remains the same. You will need to access your respective training 'centre' e.g. the options below.

<input type="checkbox"/>	0016484	ECB East Midlands Region	NW8 8QN
<input type="checkbox"/>	0016485	ECB East Region	NW8 8QN
<input type="checkbox"/>	0016486	ECB London Region	NW8 8QN
<input type="checkbox"/>	0016487	ECB North Region	LS6 3DP

From here you can setup a new 'ECB Junior Cricket Workshop' (please note the wording has changed from previous years to now encompass Dynamos as well as All Stars Cricket.)

You will be able to select an existing venue (i.e. one used as a training venue in previous years), from the venue drop down menu. See below:

If you would like to setup a new training venue, please see point 2. below.

Additional confirmation

Start date

Session Defaults

Venue

Coach (optional)

Time

Please continue to Page 7 of the document for information on how to add/remove sessions and setup specific Dynamos and/or All Stars Cricket training sessions.



2. Setting up Activator Training Courses at NEW Training Venues

If you would like to setup a new training venue for the 2020 season, the process will differ from the above. Due to ClubSpark platform restrictions, any new training venues will need to be create a new ClubSpark account for each individual venue – please note, you do not NEED to do this for the 2020 season, this is only if you wish to use a new venue to conduct training that doesn't already exist in the platform.

Setting up a Training Venue ClubSpark Account

Go to: <https://ecb.clubspark.uk/Register?intro=false>

Click on the link 'submit your centre details to the ECB':

ClubSpark Sign in

Centre registration

By registering your centre here you will become the ClubSpark administrator.

You should only register a centre if you have the necessary permission to do so from the centre owner or management committee.

The ECB will make checks to ensure centres are not falsely registered and can remove accounts where necessary.

Find your centre

Can't find your centre? [submit your centre details to the ECB.](#)

Continue

Complete the registration process, filling in the forms on the subsequent screens.



At the end of the registration process, you will be presented with the 'Thank you for applying' screen, at which point your new Training Venue's ClubSpark account will have been created.

Thank you for applying

Thanks for registering your centre for the All Stars Cricket and Dynamos Cricket programmes. We will review your application; please use the link below to go to the admin area and set up your account.

[Setup your account](#)

Once the club has been registered, log into ClubSpark with your Global Admin credentials. Navigate to the Club List module of the Global Admin Area and find your newly registered training venue:

Global Admin

Club list

Club List

20 records per page

0 records selected: [x] [y] ECB Authorize ASC Verify

CAN	Name	Postcode	County	Region	Registered	Club Details	ECB authorised	ASC verified	First Aid	Insurance
<input type="checkbox"/>	Essex	RM30 2DN	Essex	East	No	Not Completed	No	No	Required	Required
<input type="checkbox"/>	Essex Blades Tennis Club	CO4 3SQ	None	East Midlands	No	Not Completed	No	No	Required	Required
<input type="checkbox"/>	Essex Golf & Country Club	CO6 2NS	None	East Midlands	No	Not Completed	No	No	Required	Required
<input type="checkbox"/>	University of Essex	CO4 3SQ	None	East Midlands	No	Not Completed	No	No	Required	Required

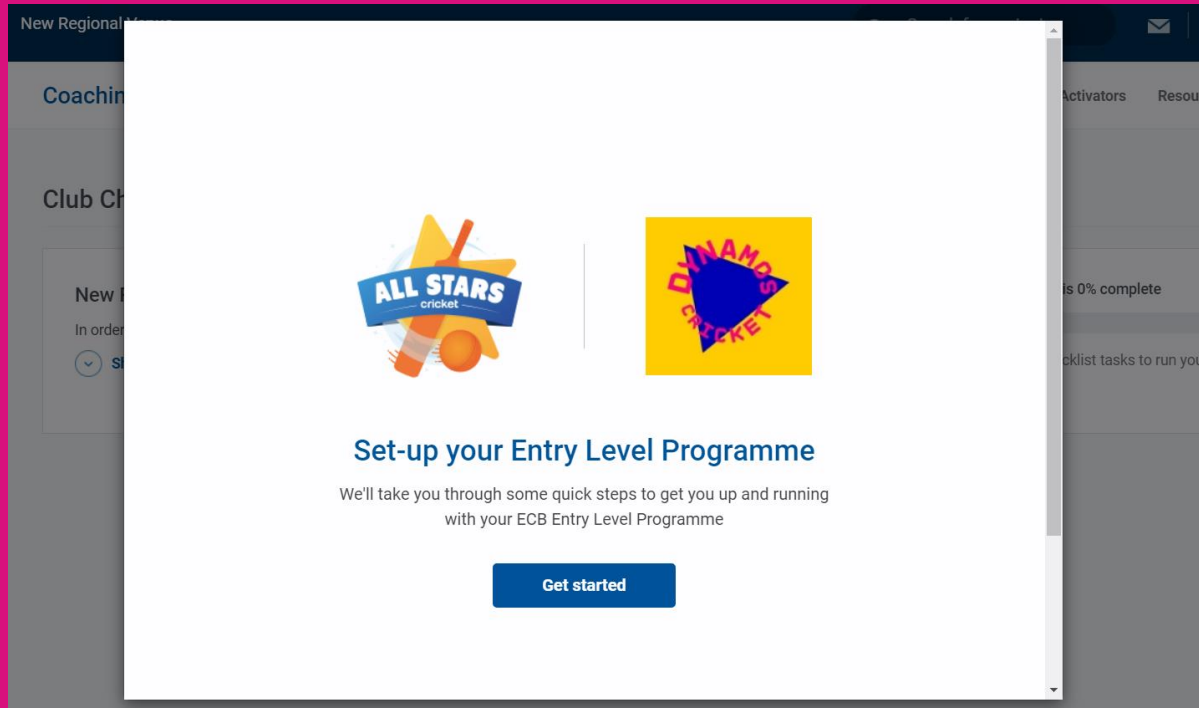
1 to 4 of 4 records

First Previous 1 Next Last

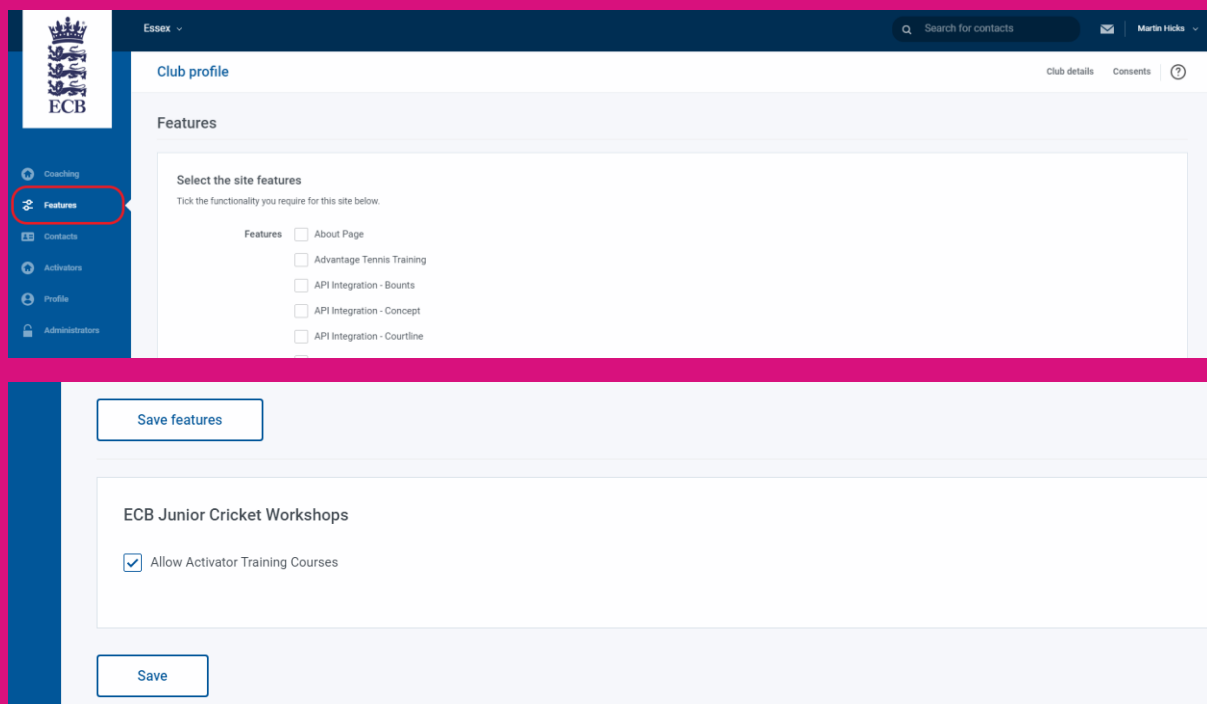


Once your Training Venue has been set up in ClubSpark

When you log into your new Training Venue admin area for the first time, you will need to complete the Onboarding wizard.



Next, navigate to the 'Features' module on the left-hand side, scroll down to the bottom, tick the box 'Allow Activator Training Courses' and click 'Save':





You will now be able to set up 'ECB Junior Cricket Workshops' within the Programmes area of the Coaching module:

A screenshot of the ECB Coaching module interface. The top navigation bar includes 'Essex', a search bar for contacts, and a user profile for 'Martin Hicks'. The main header is 'Coaching', with a sub-menu containing 'Checklist', 'Programmes' (highlighted with a red circle), 'All sessions', 'Activators', and 'Resources'. A sidebar on the left lists 'Coaching' (highlighted with a red circle), 'Features', 'Contacts', 'Activators', 'Profile', and 'Administrators'. The main content area shows a 'Register your bank account' notification from Stripe. Below this, there are two sections: 'Junior' with 'ECB All Stars' (0 programmes) and 'ECB Dynamos' (0 programmes), and 'Adult' with 'ECB Junior Cricket Workshops' (1 programme). A 'Need Help?' button is in the bottom right corner.



3. Creating an Activator Training Course

Click on 'ECB Junior Cricket Workshops'

The screenshot shows the ECB Coaching dashboard for the 'Essex' club. The left sidebar contains navigation options: Coaching, Features, Contacts, Activators, Profile, and Administrators. The main content area is titled 'Coaching' and includes a 'stripe' banner for bank account registration. Below this, there are two categories: 'Junior' and 'Adult'. Under 'Junior', there are two boxes: 'ECB All Stars' (0 programmes) and 'ECB Dynamics' (0 programmes). Under 'Adult', there is one box: 'ECB Junior Cricket Workshops' (1 programme), which is highlighted with a red rectangular border. A 'Need Help?' button is visible in the bottom right corner.

Click on 'Add new programme'

The screenshot shows the 'Junior Cricket Workshops' category page. At the top, there is a banner with the 'ALL STARS cricket' logo and the text 'Junior Cricket Workshops' with an 'Edit category' button. Below the banner, there are tabs for 'Courses' and 'Resources'. The main content area features a large illustration of a clipboard with a checklist and a pen. Below the illustration, the text reads 'You Don't Have Any Programmes Yet' followed by 'Let's fix that and start your first programme'. A blue button with a white plus sign and the text '+ Add new programme' is highlighted with a red rectangular border. A 'Need Help?' button is visible in the bottom right corner.



On the following screen, fill in the details of the course you will be running and click 'Save programme'.

The 'Start date' will determine the date of the first class of your course, and the 'Time' will set the time for both classes (it will be possible to edit details of individual classes, see the Editing, Deleting and Adding Classes section of this guide).

A screenshot of a web application interface for creating a coaching programme. On the left is a dark blue sidebar with navigation links: Coaching (selected), Features, Contacts, Activators, Profile, and Administrators. The main content area is white and divided into two sections. The top section, titled 'Details', contains a 'Status' dropdown menu set to 'Public', a 'Your reference' text input field, two larger text input fields for 'Additional information' and 'Additional confirmation', and a 'Start date' field with a calendar icon. The bottom section, titled 'Session Defaults', contains a 'Coach (optional)' text input field, a 'Time' dropdown menu set to '06:00', a 'Duration' dropdown menu set to '30 minutes', and a 'Capacity' text input field. At the bottom of the form is a blue button labeled 'Save programme'.

Your training course will now be set up and available for Activators to book onto. By default, two classes will be created, one for All Stars and one for Dynamos. Also, by default, they will be set to be one week apart from each other, with the All Stars class to run first, and both will be set to run at the time that you set when creating the course. It will be possible to edit these details at the individual class level...



Editing, Deleting and Adding Classes

Editing a Class

Click on to the class you want to edit:

The screenshot shows the 'Junior Cricket Workshops' page for HKT3. The 'Sessions' table is as follows:

Date	Time	Duration	Theme	Venue	Activator	Status	Registrants
Monday 27 Jan 2020	11:00	60 mins	All Stars	Essex	Simon Smith	UPCOMING	0
Monday 03 Feb 2020	11:00	60 mins	Dynamos	Essex	Simon Smith	UPCOMING	0

On the next screen, click on 'Edit class':

The screenshot shows the details for the 'Dynamos' class. The 'Edit class' button is highlighted with a red box. The class details are as follows:

- Time: 11:00 - 12:00
- Registrants: 0
- Attendees: 0
- Active: 0
- Cancelled: 0

The table below shows the list of registrants:

First name	Last name	Email address	Phone number	Source	Attended
					0 / 15



You can then amend the details of the class on the Session Details form. To change the class from All Stars to Dynamos (and vice versa) change the value selected in the 'Themes' field. Once you are happy with your changes, click on 'Save class'.

A screenshot of a web application interface for editing a class. On the left is a dark blue sidebar with navigation links: 'Coaching' (selected), 'Features', 'Contacts', 'Activators', 'Profile', and 'Administrators'. The main content area has a breadcrumb trail: 'Junior Cricket Workshops / HKT3 / Mon, 03 Feb 2020 / Edit class'. Below this is a 'Session details' form with the following fields: 'Status' (dropdown menu with 'Public' selected), 'Date' (calendar icon and text input '03/02/2020'), 'Time' (dropdown menu with '11:00' selected), 'Duration' (dropdown menu with '60 minutes' selected), 'Theme' (dropdown menu with 'Dynamos' selected), 'Coach (optional)' (text input with 'Simon Smith'), and 'Capacity' (text input with '15'). At the bottom of the form are two buttons: 'Save class' and 'Delete class'.

Delete a Class

To delete a class, follow the steps outlined in the 'Edit a class section, but click on 'Delete class' in the Session details form. This will delete the class from your course and make it unavailable for Activators to book onto.



Adding a Class

From the session overview screen, click on 'Add new class':

The screenshot shows the 'Junior Cricket Workshops Programme Sessions (2)' page. The page title is 'Junior Cricket Workshops HKT3'. Below the title, there is a table with the following data:

Date	Time	Duration	Theme	Venue	Activator	Status	Registrants
Monday 27 Jan 2020	11:00	60 mins	All Stars	Essex	Simon Smith	UPCOMING	0
Monday 03 Feb 2020	11:00	60 mins	Dynamos	Essex	Simon Smith	UPCOMING	0

The 'Add new class' button is highlighted with a red box.

On the next screen, select the date of your new class and the 'Theme' of the class. If you want to add more than one new class, click on the 'Add new class' button and again set the date and 'Theme' of the class (you will be able to edit more of the detail of the new classes once they've been created, by following the steps in the Editing a Class section of this guide). Once you are happy with the classes you have added, click on 'Save sessions'.

Your new class will now be added to your course:

The screenshot shows the 'Junior Cricket Workshops Programme Sessions (3)' page. The page title is 'Junior Cricket Workshops HKT3'. Below the title, there is a table with the following data:

Date	Time	Duration	Theme	Venue	Activator	Status	Registrants
Monday 27 Jan 2020	11:00	60 mins	All Stars	Essex	Simon Smith	UPCOMING	0
Monday 03 Feb 2020	11:00	60 mins	Dynamos	Essex	Simon Smith	UPCOMING	0
Monday 10 Feb 2020	11:00	60 mins	All Stars	Essex	Simon Smith	UPCOMING	0

The newly added session for Monday 10 Feb 2020 is highlighted with a red box.