Creating a login and using the full ECB Resource Hub

Overview

We hope that you have found the ECB Resource Hub useful over the past few months to access recreational cricket assets.

The hub holds many useful resources for cricket, and we want to make them immediately available where needed, without having to follow links from emails.

The ECB Resource Hub will provide centres and clubs with assets and materials to help promote recreational cricket activity, programmes and initiatives. It will help County Boards with providing supportive information to clubs and leagues, and it will help clubs and leagues with sharing information with their members.

We will keep adding assets to the hub and hope that you will use it on an ongoing and regular basis to access what you need.

The guide will take you through the process you will need to follow in order to access and use the ECB Resource Hub.

There will be two different types of user, and you will be assigned as either a Level 1 or Level 2 user. Level 2 users are likely to be CCB staff, whilst Level 1 users will be club and league staff or volunteers.
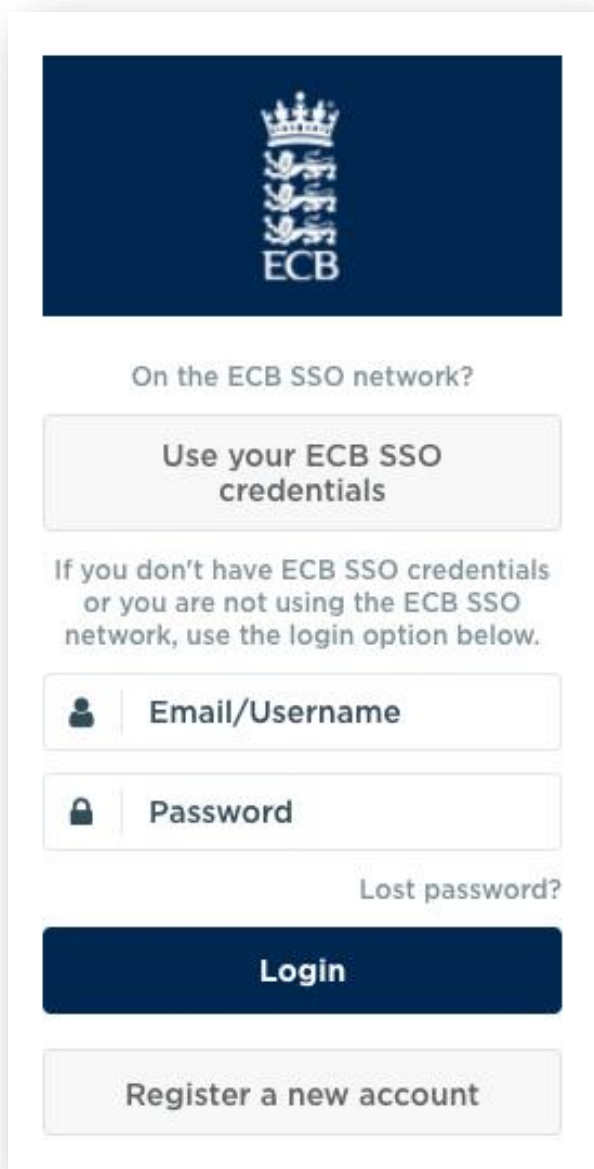
By creating a login to the hub:
1. You will be able to navigate to the assets that we have provided.

2. You will be able to use the filter and download tool for static assets. For a reminder of how to do this, click here.

3. Level 2 users (County Cricket Boards) will be able to
   a. Use the filter and download tool for static assets. For a reminder of how to do this, click here.
   b. Create individual private collections to store all your most commonly used assets and files
   c. Access digital templates and change text to suit the information they need to display (e.g. Club name, dates, and locations)
   d. Upload images to the resource hub which the ECB will then approve. Once these images are approved, Level 2 users will be able to insert these into the digital templates to create even more bespoke assets.

4. Level 1 (Club and League users) will have all the same access to Level 2 users but will not be able to upload bespoke images.

Login functionality is available now, but we will be creating digital templates for users to edit over the coming weeks. Please note this function will **not** be available in the short term but will be available by September.

Please follow the steps below to create your login and follow the guide which takes you through how to navigate the platform.
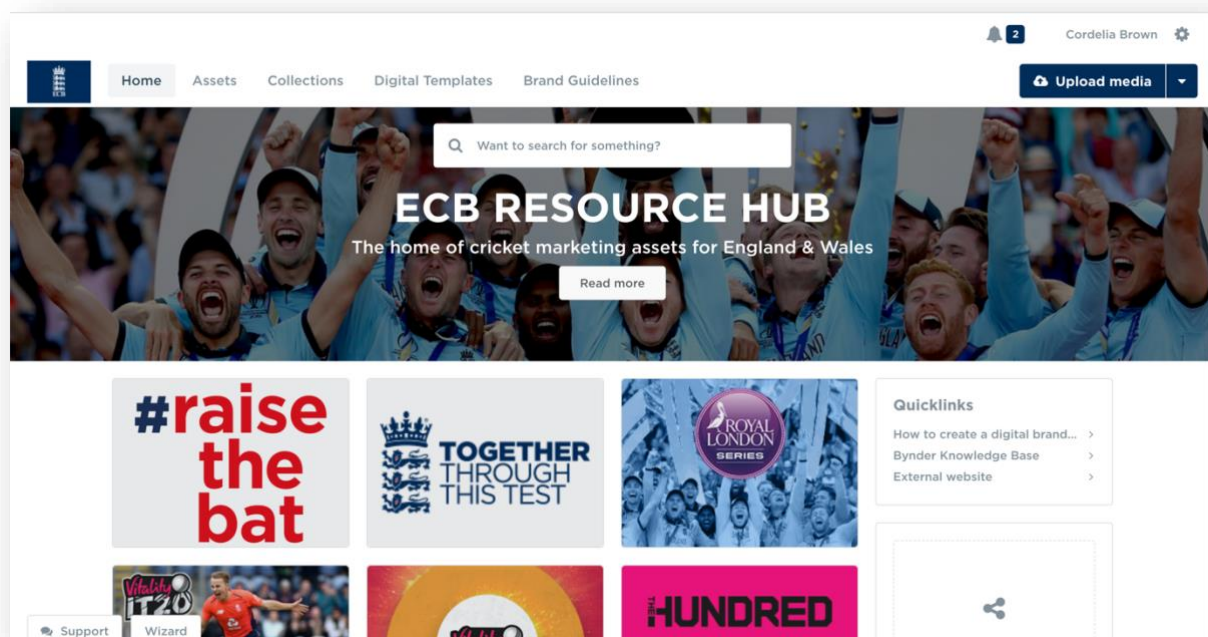
Step 1: Create your own log-in

1. Visit the resource hub here to take you to the login page.

2. Click the Register a new account button at the bottom of this login box.

3. Select County if you are part of a County Cricket Board, or Club if you are part of a recreational cricket club. Please note Company is for ECB internal staff.

4. Enter your details as requested including the security check code

5. Click submit. You will see a blue banner appear at the top of your screen to confirm that the request has been sent.

This will generate a request to the ECB Marketing Team to approve your account. This should be done within 24 hours. You will receive an email confirmation that confirms your request has been submitted.

6. Once the account has been approved, you will receive a second email which will provide you with a link to reset your password. Please follow this link and create a password, then click save.

Step 2: Navigating the site once you have logged in

Once you have created your password, you will be directed to the Resource Hub home page:

To access recreational cricket assets

1. The quickest way to find all recreational assets in one go is to click on the 'Collections' tab at the top of the page. This will bring up a number of different collection tiles, each for a different product.

2. Scroll to the bottom of the collections and you will find "Network Marketing Assets" Click this tile and you will access all the recreational cricket assets that we have provided.
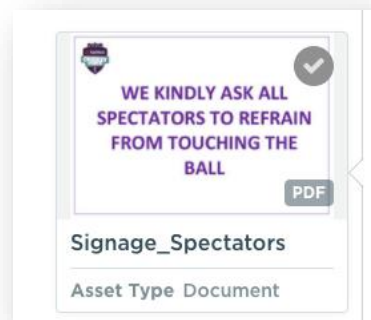
Alternatively, you can click on the Assets tab at the top of the page. This will bring up *all* assets within the ECB Resource Hub including those for the professional game. You can also use the search functionality at the top of the page to find individual assets.

Filter assets to help you navigate the ones you need

From this point, you can simply filter the assets to find the ones that you need. Follow this guide here for a reminder of how to filter and download assets.

Tip: When you're filtering by product, scroll down to find the campaign that you wish to use e.g. NatWest Cricket Force or All Stars Cricket. **COVID-19 assets, such as templates and signage can be found by filtering using Together Through This Test.**
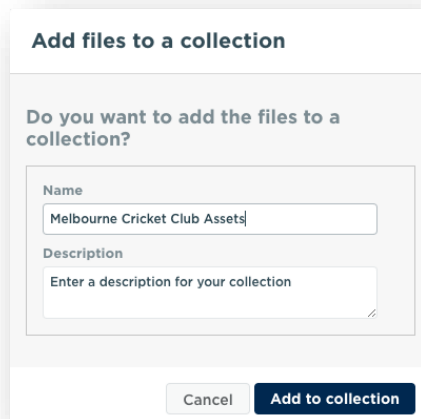
Step 3: Creating your own collection

If you use the ECB Resource Hub often and want to create your own set of commonly used assets, you can do so by creating your own collection.

1. Simply select the assets that you wish to move into your own collection by hovering over the asset preview and clicking the grey tick in the top right corner. Do this on as many assets as you wish.

2. Once selected, the asset box and tick will turn blue

3. Click the small grey + sign in the top right corner as shown in the red circle in the screen grab below and 'add to collection'

Add files to a collection

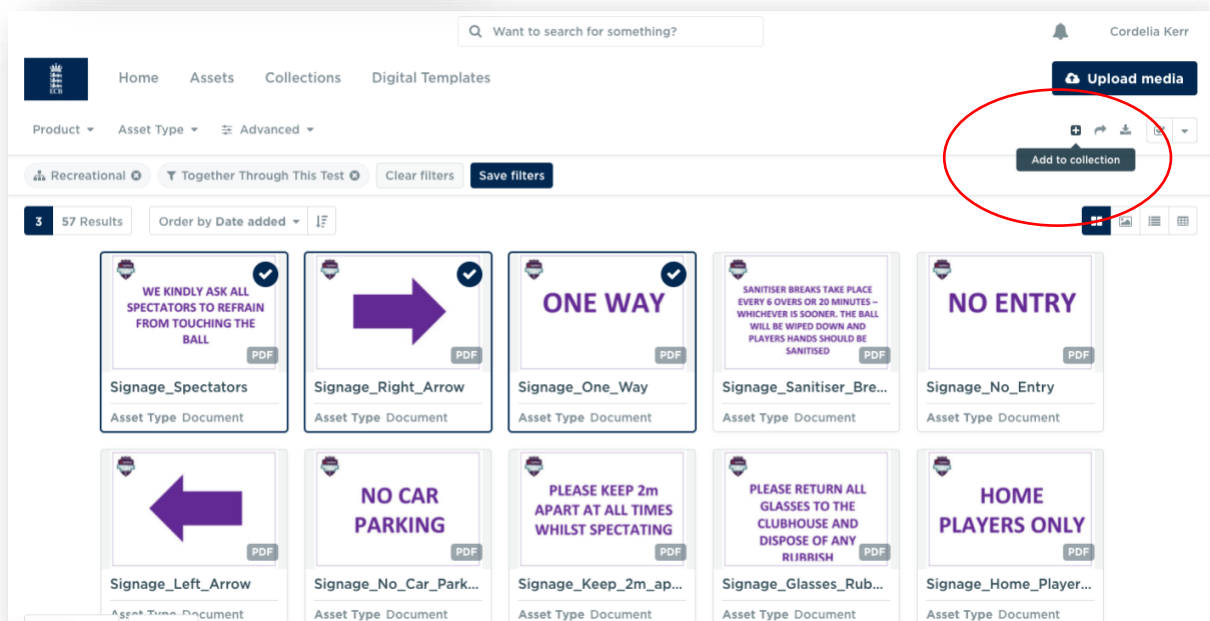Do you want to add the files to a collection?
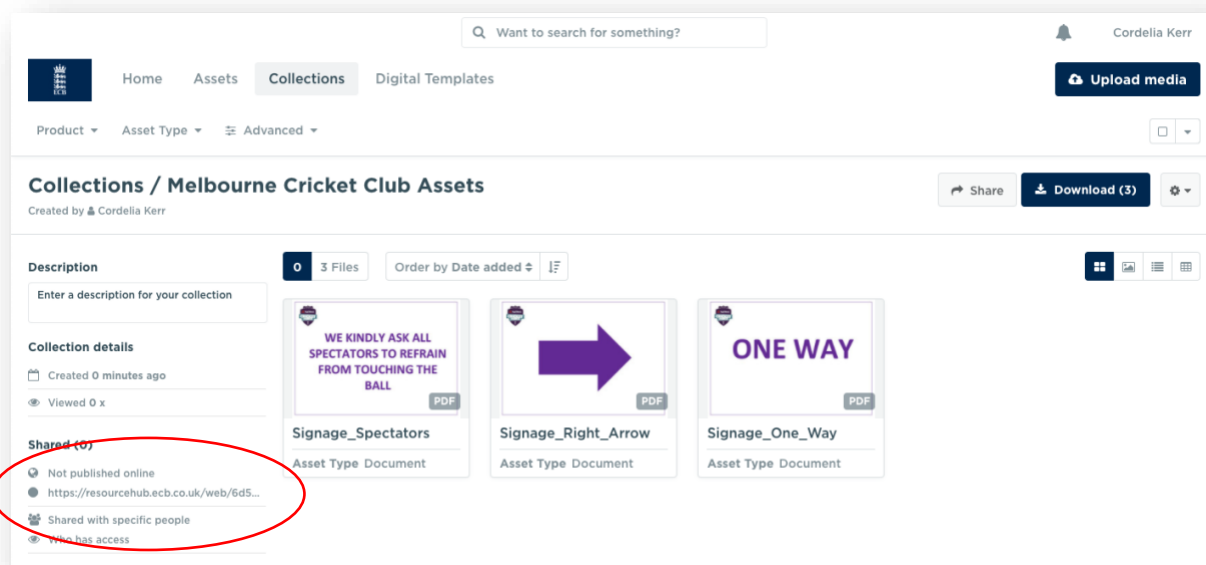
Name
Melbourne Cricket Club Assets

Description
Enter a description for your collection

Cancel   **Add to collection**

4. Enter the name of your collection e.g. "[Club name]'s assets" and a description if you wish.

5. You can then view your collection. This will only be available to you, but if you wish to share your collection with others (e.g. other members of your County Board or club) you can do so by copy and pasting the html web link in the bottom left of the screen as shown in the red circle in the screen grab below

You can then navigate back to the original assets either via the 'Asset' or 'Collection' tab at the top of the page.

Step 4: Uploading Media (Level 2 / CCB users only) and Editing Templates

Please note this functionality is not currently available and we will be releasing it to Level 2 and Level 1 users in the coming weeks. We will release guidance on how to use this functionality once it is available.

The ECB will create a series of templates which will enable the following, directly from the Resource Hub (rather than having to download the file first)

- Level 2 will be able to upload an image into the template as well as edit text
- Level 1 users will be able to edit text only

Level 2 users will then be able to make use of the 'Upload Media' button to enable you to load your own media (e.g. images) to the site. Whilst the upload functionality is currently live, there are no digital templates for you to use.