

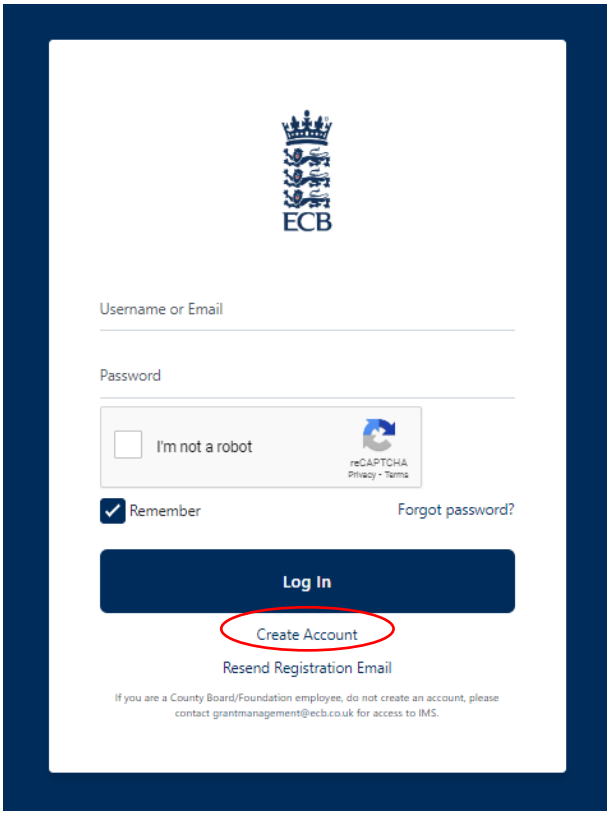
Creating a User Account & Organisation on IMS

Contacts

Before creating an account, please read the following -

- Contacts must be authorised to enter into and sign contracts on behalf of the Club / Organisation.
- The key contact will be responsible for completing the application process and signing and accepting the terms and conditions of the Offer Letter.
- The second contact will be responsible for countersigning and accepting the terms and conditions of the Offer Letter.
- Contacts must have access to a personal email address.
- Contacts should not share the same home address, email or phone number.

Creating a User Account on IMS



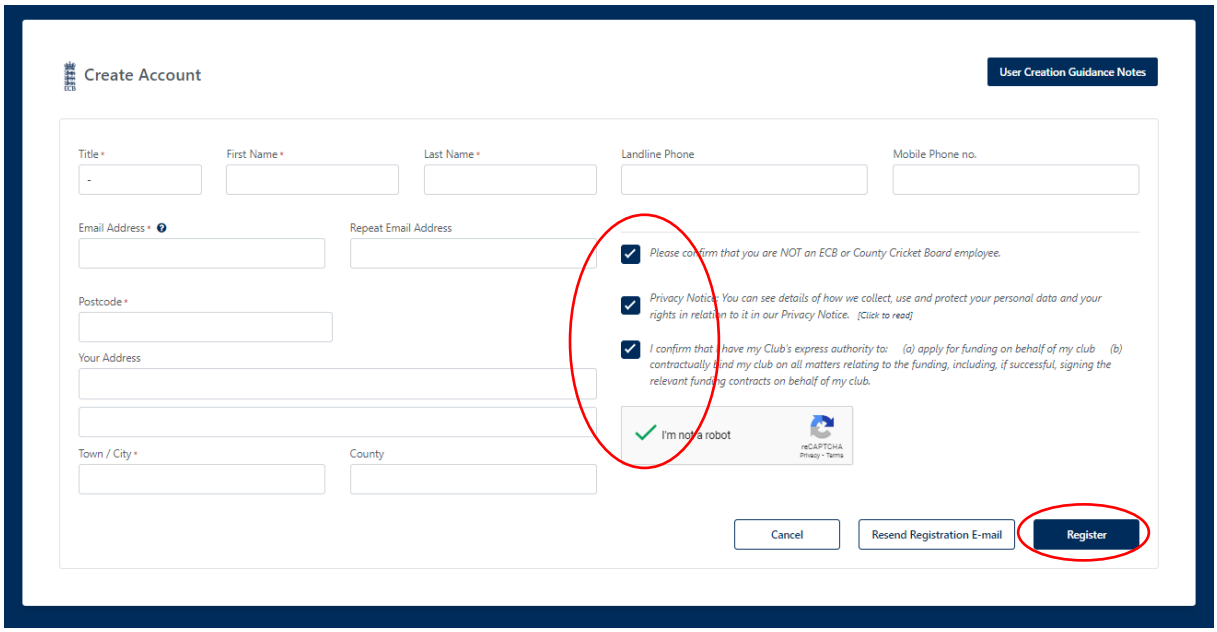
To create an account you must have a personal email address.

From the login page at ims.ecb.co.uk, click on **'Create Account'**.

County Board / Foundation employees should contact grantmanagement@ecb.co.uk for access to IMS.

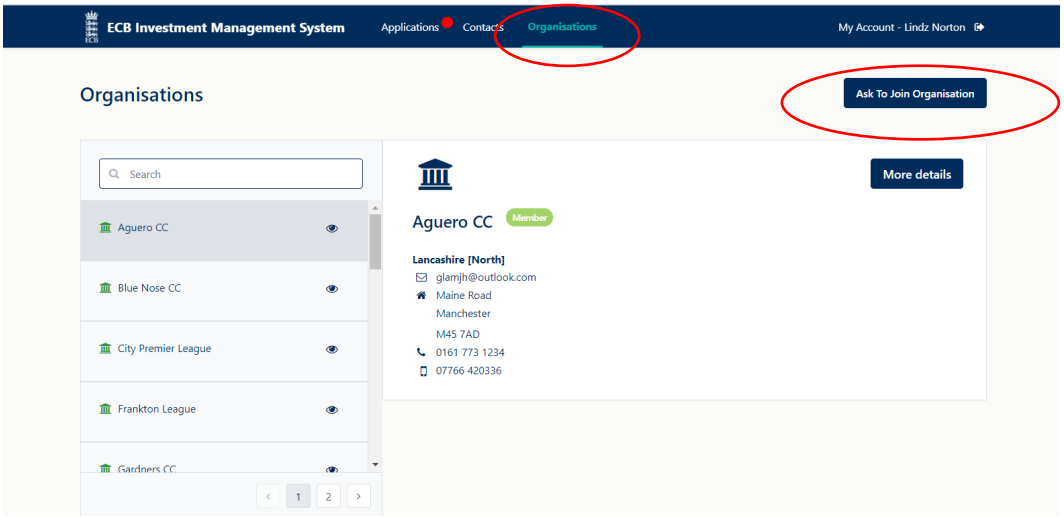
Fill in your personal contact details (using upper and lower case as standard as this information will appear on the Offer Letter).

Complete the tick boxes and click on ‘Register’.

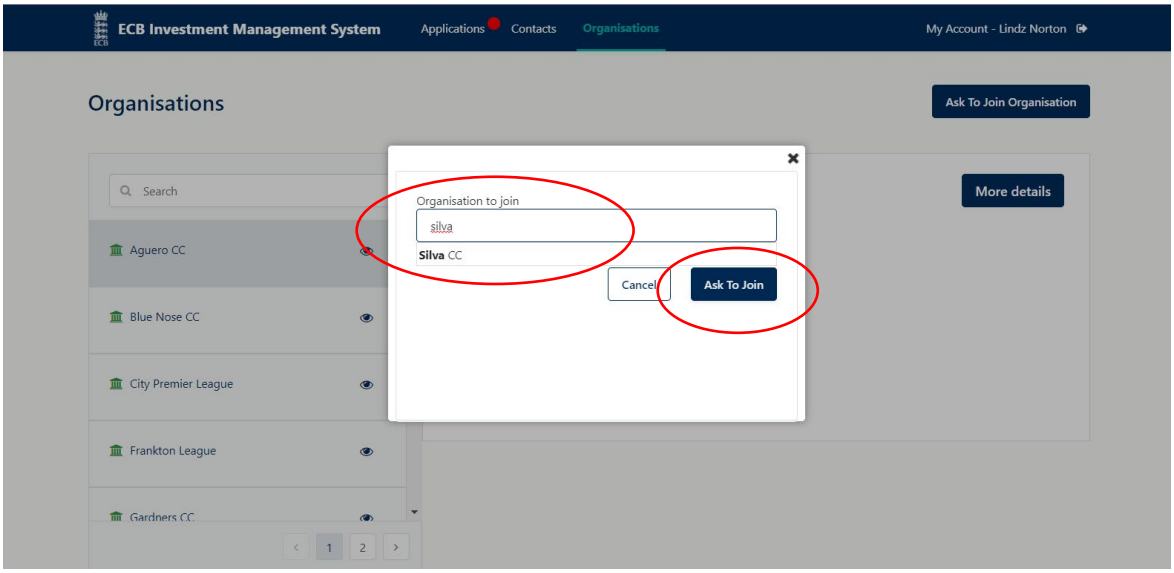


You will receive an email to log on and create a password.

Once registered, you will need to go to the “Organisations” tab and click on the **Ask to Join Organisation** button.



In the window, type in the name of the organisation. Select the organisation from the list that appears and click on **Ask to Join**.

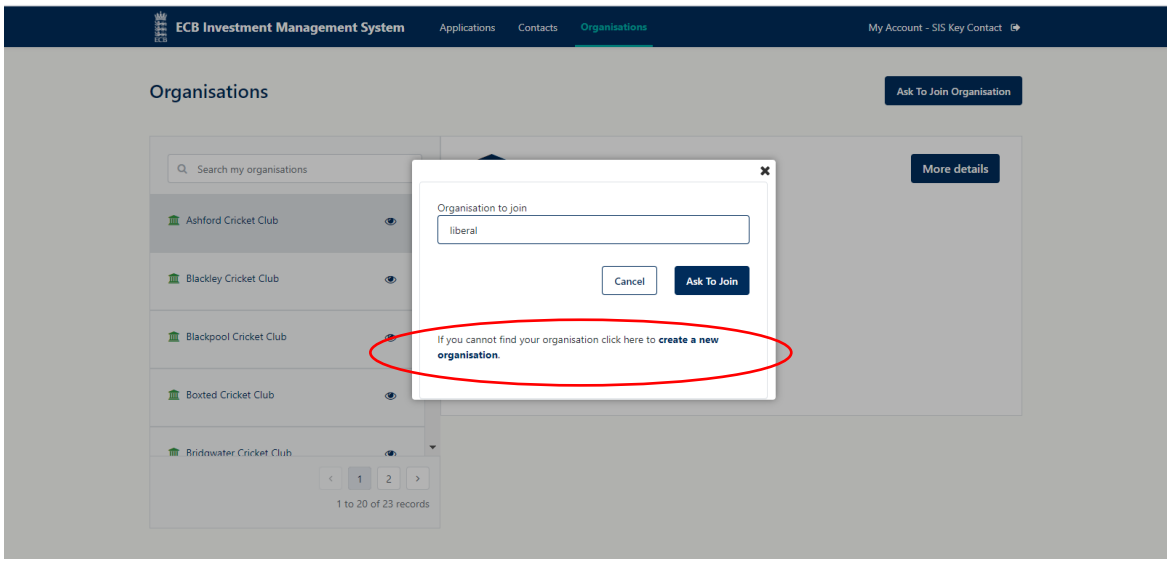


A Second Signatory will also need to create a User Account and then go to the "Organisations" tab, type in the name in the window and click on **Ask to Join**.

If the Organisation is not already on the system an Organisation page will need to be created.

Creating the Organisation

If the Organisation Name does not show, you will need to click on the text **create a new organisation**.



Enter the Organisation details then click **Create Organisation**. Please note the Organisation address is for location purposes only – not correspondence, which is sent electronically.

You can link the details to the Club's Play-Cricket page.

For 'Type of Organisation', tick the boxes that apply.

When all the information has been entered, click on 'Create Organisation'.

