MyCricket User Manual

Association Tasks

V 2.0, Last Updated: June 10th 2009
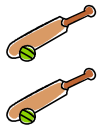
Contents Page

System Administration Tasks

Overview

Before you begin managing your Associations competitions and clubs you'll need to ensure the following administrative tasks are completed.

1. Manage Your Association Details

1.1. First Time Login

The first time you login the system will prompt you to:

Read and accept the MyCricket Terms and Conditions of Use

Change the automatically generated password to one you will remember

- Access the *MyCricket Administration Home Page* www.mycricket/cricket.com.au

You must log in to continue.

Login

| Login ID: | |
| Password: | |

Login

☐ Remember me

Unauthorised access is prohibited.
Login details must not be disclosed to unauthorised persons.
Logins may be cancelled or suspended where this has occurred.

Administrators can log in using the Login ID previously supplied.
Participants (eg players, umpires) can login by using their ID number** ▶ Create a participant login

**Contact your club/association if you do not know your ID. Participant logins can also be created by clubs/associations.

▶ Forgotten your password?
▶ Trouble logging in?
▶ More information for participants attempting to log in

- Complete the **Login ID** and **Password** fields,

- Click [Login]

- **Important Note:** If at any stage you forget your Password, the forgotten password link is found at the bottom of the login screen.

MyCricket User Manual: *Association Tasks*
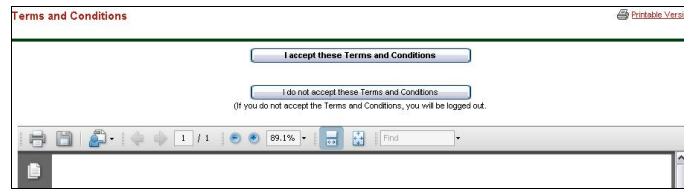
- Read the Terms and Conditions.

- Click [I accept these Terms and Conditions]

This screen is accessible at a later date through menu path:

MODE: Organisation

MENU: Users > My Account

- Complete the following fields:

Field	Description
Current Password	Type your current password in the field. If this is your first login, type the system assigned password here.
New Password	Type your new password directly in the field. Passwords must be 6 characters in length and contain at least 1 number and one letter.
New Password (confirm)	Re-type your new password to confirm.

- Click [Change Password]
- Click [Home] to return to the administration home page.

1.2. Navigating the Administration Area

After you log in, you will see a menu bar at the top of the screen, just beneath the main MyCricket banner. Users can change their menu view according to the task they want to complete using the "Mode" selector and dropdown list.

Mode Selector: Toggle between modes available

Menu View: contains all the menu items that are specific and available for the selected mode

Logout / Return: these links allow you to logout of the system, or return to Association level if you have been administering a Club

It is recommended that you take some time to browse through each Mode and the associated Menu Views to help familiarise yourself with the options available. The following table provides a broad description of each mode available in MyCricket.

Mode	Description
Competitions	All competition management functions including grade and fixture setup, ladders, umpire management, reports, etc.
Organisation	Organisation tasks such as registering for insurance, adding office bearers, creating new admin users, updating organisation details.
Website	Manage or add content to your MyCricket Association website.
Teams **	This feature is only available if activated, and only affects those who manage Association Rep Teams. Manage a team participating in competitions, such as select teams, enter match results / player scores, complete player transfers / clearances.

Please note that all modes may not be available for all users or organisations.

1.3. Creating & Maintaining Users

To help you share the load, you can create as many other Users as you need. These users will be able to login and perform some or all of the tasks outlined in this manual, based on the User Roles assigned to them.

MODE: Organisation
MENU: Users > User List

If you want to…	Then click…
Create a new user	**Add New User** at the top of the screen.
Modify an existing user	**Edit** next to the users' name.

- Complete the **Login ID**, **User Name** and **Email** fields as per onscreen instructions. Login ID must be unique across MyCricket – we recommend using the Association/Club abbreviation in combination with the user name.

- For new users, ensure the **Send Welcome Email** checkbox is selected, so their initial password and login information is sent.

- Apply the required **general** security roles to the user by clicking the corresponding checkboxes in the **User Roles** area. Not all options will be available to all users.

- Apply the required **specific** security roles (if applicable) to the user by selecting and expanding the Grades and Person Role access options. The specific security roles work in conjunction with the general security roles.

- Click [? **Help on this topic**] for details on the security permissions available.

- Click [Update] at the bottom of the screen to save the user details.

- Please note that if you change user access, the user may need to logout and then log back in again for the changes to take effect.

> There are several other options available in the User Maintenance Screen, **Actions** dropdown listing:
>
> - **Lock/Unlock Account**: Enables you to lock this user out of the system immediately or unlock an account if locked.
>
> - **Reset Password**: Clears the existing password and sends the user a new system assigned password.
>
> - **Set User as Principal**: Assigns this user as the Principal User for this Club/Association making their email publicly available throughout MyCricket. This overrides the current Principal User.
>
> - **Resend Welcome Email**: re-sends the Welcome Email and attached "Getting Started Documents"
>
> - **Delete User**: Removes the user profile from the system, but all users can be reactivated if needed.

1.4. Association Setup

MODE: Competitions
MENU: Competition > Competition Settings

- The following tasks can be completed on this screen:

Task	Description
Set Current Season	This tab allows you to set the current season of your association and affiliated clubs. The current season is selected as a default in most pages (both admin and public) that have a season dropdown box. Before you can do other setup such as creating fixtures etc, you must set the current season. • Summer Seasons are 07/08, 08/09, etc and the new season is available July 1 each year. • Winter Seasons are 2007, 2008, etc
Add a Season	The **Season List** tab allows past seasons to be added to the association so that historical data (eg fixtures) can be entered.
Registration	The registration of players to a specific Association is mandatory within MyCricket. Players *are not* automatically registered within the system, this is a separate process to the creation of the person and assigning of Roles.
Enable Clearances	Player clearances require clubs to gain approval from their governing body to transfer a player from one club to another. The affected clubs and the association are notified by email as to the actions that are required at any stage.

Pre Season: Competition Setup Tasks

Overview

The Competition Mode and [Competition] menu option enable you to carry out many tasks associated with the setup and maintenance of your competition such as, creating grades, allocating teams to grades, ladders, draws and results management.

The following sections briefly detail the more commonly used competition administration tasks.

2. Venue Management

The **Venue** option within the **Competition** menu enables you to add a new venue, delete or update an existing venue and access reports on venue clashes and usage.

2.1.   Add a New Venue

MODE: Competitions
MENU: Competition > Venues > Maintain Venues

From this screen you can:

• Edit and existing venue

• Delete and existing venue

• Click [Add New Venue] to display the *Edit Venue > New Venue* screen

- Complete the following fields as required:

Field	Description
Venue Name	A unique name for the venue. This is a mandatory field This name will display throughout MyCricket.
Venue Address	The full address of the venue.
Map Reference	A reference from a local street directory for display purposes only.
Latitude	The valid latitude coordinate of the venue. Must be a decimal number from -90 to 90 (negative numbers refer to 'South', positive to 'North') See Longitude for further details.
Longitude	The valid longitude coordinate of the venue. Must be a decimal number from -180 to 180 (negative numbers refer to 'West', positive to 'East') Entering valid longitude and latitude coordinates enables an interactive map to be displayed on the public page. This map is accessed via a link on the *Fixture/Draw*, or *Grounds List* screens. Leaving one or both fields blank will mean the map is not displayed. Once the valid longitude and latitude coordinates are entered you can Preview Map Help For assistance with converting Australian AMG references to longitude and latitude.
Number of fields at this venue	The number of fields, ovals, pitches, etc. available at this venue. If a figure greater than 1 is entered, more than one match can be played at the venue before a venue clash is registered. In many cases, the specific field is chosen by the host club on the day for each match.
Active	Records whether the venue is active or not. Matches will not be allocated to inactive venues.

3. Grades Management

The *Maintain Grades* screen allows you to add new grades; edit existing grades; edit ladder points or delete a grade entirely. This setup is critical to many tasks that follow.

MODE: Competitions
MENU: Competition > Grades > Maintain Grades

- From this screen you can complete the following tasks:

Task	Instruction
Add New Grade	This will enable you to setup a new grade within your association. You can specify settings relating to ladder, match reports, season and general grade information. • Click ▶ Add New Grade • Complete as many fields as necessary to create a new grade. Ensure you complete all mandatory fields (those marked with an *) • Click **Add**
Edit Existing Grade	To modify the settings of an existing grade: • Click Edit Grade next to the grade you want to edit. • Modify as many fields as you wish. • Click **Update** and OK to save the changes.
Edit Ladder Points	Ladders can be calculated in a number of ways. To specify points for final match results: • Click Edit Ladder Points next to the grade you want to specify ladder points. • Complete as many fields as possible on the *Ladder Points Setup* screen. • Click **Update** and OK to save the changes.

4. Managing Clubs

Cricket Australia and your State/Territory are responsible for allocating clubs to each Association. You will then be able to assign clubs to the appropriate grade and manage club information such as home grounds and team names. If you require adjustments please submit a support request including all relevant details.

4.1.   Allocate Clubs to a Grade

All clubs must be allocated to a particular grade before they can compete in that grade.

MODE: Competitions
MENU: Competition > Grades > Allocate Teams to Grade

- Select the **Season** and **Grade** from the drop down lists

- Click ![Go]

- Select the required team from the **Available Clubs** list

- Click ![Add] to move the club to the **Clubs in this Grade** list

- Click ![Update] and ![OK] to save the changes.

> To remove a club from a grade select the club in the **Clubs in this Grade** list and then click ![<- Remove] The Club will be moved to the **Available Clubs** list.

4.2. Maintain Team Settings

This screen allows the maintenance of information at the team level. Information such as home grounds, team names, match start times and seeds can be edited at this screen. This is also the area you adjust team names where **two teams from the same club** are competing in the same grade to distinguish between them.

MODE: Competitions
MENU: Competition > Teams > Maintain Team Settings

- Select the **Season** and **Grade** from the drop down lists

- Click Go

- Complete the following fields:

Field	Description
Default Venue	Select the teams' home ground from the drop down list. This should be done before creating a draw so this automatically populates, it can be manually adjusted later.
Team (Display) Name	The display name is used to represent the club/team in fixtures, ladders etc on the public site. It is usually only necessary to specify a display name when a club has more than one team in a grade.
Team Media Name	The media name is used to represent the club/team in media extracts. This does not affect how the club names are displayed elsewhere in MyCricket.

Field	Description
Default Start Time (hh:mm AM/PM)	An entry here will override the default start time entered against the grade at the *Grade setup* screen. Times must be entered in **hh:mm AM/PM** format.
Draw Seed	The seeding that will be used when creating fixtures for this grade. This can also be modified at the draw creation stage.
Hide in Ladder	This function can be used to hide teams who may have withdrawn form the grade. Check the tick box to hide the team.
Update Existing Fixtures	Clicking this checkbox for the given team will update any existing fixtures with the new settings. Any matches, that haven't already been played, will be updated with the new default venue and/or start time for home matches involving that team.

- Click **Update** and OK to save the changes.

4.3. Administer a Club in your Association

It is possible to access the administration area of a club in your association. This will enable you to carry out all club level tasks. Not all users will have this security permission, please contact your Association principal user if you require this feature.

MODE: Competitions
MENU: Competition > Child Organisations
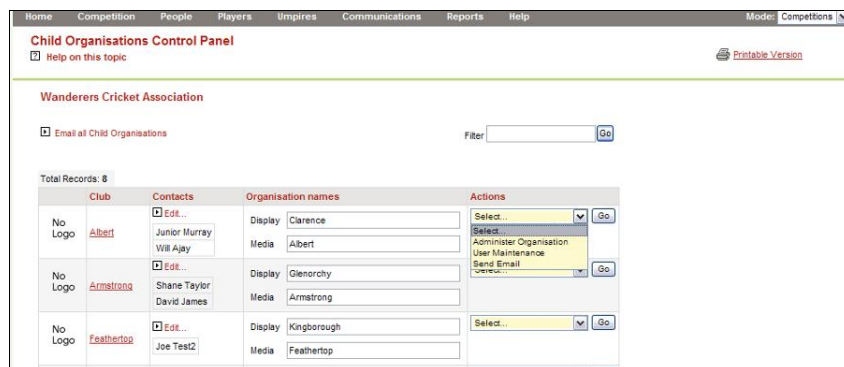
- Select the appropriate action (Administer Organisation) from the drop down list.

- The *Administration Home Page* for the club is displayed.

- You can now carry out any Club level task using the relevant MODE and MENU options for that Club.

> See the MyCricket Workflow Manual – Club accessible from the Downloads Library in the *Support and FAQ Centre* (www.cricket.com.au/mycricketsupport) for Club task information.

5. Draws

5.1. Create New Draw

The Draw Creator works as a "wizard" where several steps are used to gather information required to create the fixture. You can cancel at any time throughout the process or go back to previous steps.

MODE: Competitions
MENU: Competition > Draws > Create Draw

- As part of step 1) *Start,* complete the following fields as necessary:

Field	Description
Draw Type	Choose Round Robin, or Knockout as required.
Season	The season the new draw is to be created for. Select the season from the drop down list
Grade	The grade the new draw is to be created for. Select the grade from the drop down list
Fixture Template	Determines how the home and away teams are calculated for each match. Click More Information for details on each fixture type. Your association can also have a custom fixture type, submit a support request via the *Online Support & FAQ Centre* to request this. Select the fixture type from the drop down list.
Match Type	Choose Match Type option from dropdown, if unknown select Standard.
Draw Start Date and Time (dd/mm/yyyy)	The date on which the season is to start. The first match of the season which must be in **dd/mm/yyyy** format.
Number of Rounds	The number of rounds the new draw will have.
Number of Finals Rounds	The number of rounds the finals series will take, eg: 2 rounds = semi finals and grand finals.
Start From Round	Indicates what round the draw will start at. This is most useful if you need to create the draw in 2 or more parts. Eg: enter the first 4 rounds at the start of the year (R1-4) and then enter the remaining rounds (R5-10) after, in this example you would enter a starting round value of 5 for the second draw portion. Most of the time this will be left as the default value, 1.
Time Between Rounds	This is particularly handy if you are running a carnival type event, where matches are scheduled 1 or 2 days apart.
Number of Playing Days per Match	The number of match days for the **majority** of matches. This number can be individually modified for each round that may be slightly different.

Field	Description
Venue Allocation Method	Select from dropdown how you want to allocate default venues to the fixture creation, if desired.
Publish draw to public on completion	Select the checkbox to make the draw available on public sites as soon as the draw is submitted. If you are still editing the draw, leave the checkbox clear so it is not visible to the public. Once you are ready to publish to the public, you can do this through the Draw Management screen.
Manually enter/edit matches	Select this checkbox if you would like the option of manually changing the basic draw that is created. **Recommended.**
Non playing Date Ranges	Indicates weeks/periods throughout the season where no games are scheduled, such as a holiday period.
Draw Heading	The draw heading appears at the top of the draw on public sites.
Draw Footer Notes	Draw notes appear at the bottom of the draw on public sites.

- Click ⎡ Next >> ⎤ to proceed to step *2) Round Settings*

This screen enables you to modify the duration of individual matches, and adjust the match type if required.

- Complete the following fields as required:

Field	Description
Number of Match Days	The number of match days for the majority of matches. This number is automatically populated based on your entry in the previous step.
Successive Days	Select this checkbox if the match is to be played on successive days e.g. Saturday and Sunday. Otherwise matches will be scheduled as per your selection in Step 1 – Time Between Rounds.
Match Type	Adjust the Match Type if required.

- Click ‪Next >>‬ to proceed to step *3) Round Dates*

This screen enables you to modify the individual dates of matches, but defaults based on your selections in the previous step.

- Type the required date and time directly into the field for the corresponding **Round** and day of play (**Date/Time #**). If you manually adjust in this step, please ensure you double check all dates are correct, as there is no calendar validation if you manually override.

- Click [Next >>] to proceed to step *4) Venue Selection.*

- **Important Note:** This step is only available if you have made a choice at Step 1 to specify venues, if not you will skip this step. You can manually edit any venues for individual matches at any stage, using the Edit Draw function.

- Select the relevant venues and click ADD to move them across into the Venues to Use list.

- Ensure you make the appropriate selection at the bottom from the selections available.

- This is also a more advanced feature, so please ensure you refer to the help page should you require additional assistance.

- Click [Next >>] to proceed to step 5*) Seeding*
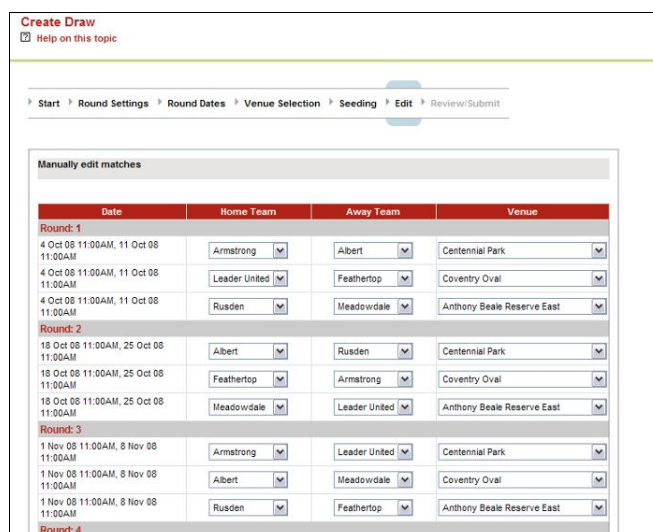
The seeding order for the teams listed on this screen will determine
how the fixture is created, according to the given fixture type
chosen in Step 1.

- If you wish to change the seeding order, highlight the existing number in the **Seeding Order** field of the appropriate team, then type the new order number.

- Click [Next >>] to proceed to step 6*) Edit*

- If required, change the relevant settings using the dropdown menus. Venue changing options may or may not be available due to selections made at Step 1.

- **Important Note:** If making manual adjustments, please ensure you manually recheck the full draw in case incorrect matchups have been created.

- Click Next >> to proceed to step *7) Review/Submit*

- Review the draw details displayed and click SUBMIT if satisfied.

- An information message will display to confirm your submission, and advise of any critical messages relating to the draw, eg: venue clashes.

5.2. Edit an Existing Draw

MODE: Competitions
MENU: Competition > Draws > Draw Management

OR

MODE: Competitions
MENU: Competition > Draws > Edit Draw

This screen enables you to edit the draw in the following ways:

Task	Description
Add a Match	This is often useful for adding finals matches to the end of a draw. • Select the **Round** you wish to add the new match to from the drop down list. • Click **Go** • Click **Add a match** • In the new row, complete the **Home Team**, **Away Team**, **Date**, **Time** and **Venue** fields • Click **Insert** at the right end of the new row. • Click **Update** and **Save** to add the new match.

Task	Description
Delete a Match	- Select the **Round** you wish to add the new match to from the drop down list. - Click [Go] - Click [Delete] at the right end of the match you wish to delete. - Click [OK] to mark the match for deletion - Click [Update] and [Save] to confirm the deletion.
Edit an existing Match	- Select the **Round** you wish to add the new match to from the drop down list. - Click [Go] Editing matches for Round: SF Match ID: 428678, Home Team: Leader United, Away Team: Rusden, Date: 15/11/2008, Time: 10:00AM, Venue: Fawkner Park 1, Match Type: Standard Match, Update | Cancel - Make the required changes. - Click [Update] at the right end of the match row - Click [Update] and [Save] to save the changes

Please note the following:

Please enter all dates in **dd/mm/yyyy** format

eg: 1st October 2007 is entered as 1/10/2007

Times can be left blank, or entered in **h:mmAM/PM** format

eg: 1PM is entered as 1:00PM

Matches displayed in red already have results entered for them and cannot be cleared through MyCricket. Please submit a support request through the Support & FAQ Centre, including the specific Match ID.

6. Ladder Management

MyCricket can automatically calculate ladders for each grade in the system if selected. You will however, need to define the points awarded for each match result type that can be selected. You can still make penalty/bonus point adjustments if the ladder is automatically calculated. Alternatively, you can default the system to manually calculate ladders, which requires entry each week of the relevant details.

6.1. Ladder Points Setup

MODE: Competitions
MENU: Competition > Ladders > Ladder Points Setup

Ladder points setup

Grade TCA Test [v] Go

Copy data from another grade: TCA Test [v] Go

Points for final match result	
WON OUTRIGHT & ON FIRST INNINGS	10
WON FIRST INNINGS	6
WON FIRST INNINGS (ONE DAY)	6
LOST OUTRIGHT & ON FIRST INNINGS	0
LOSS OUTRIGHT, TIE FIRST INNINGS	3
LOST FIRST INNINGS	0
LOST FIRST INNINGS (ONE DAY)	0
WON OUTRIGHT, LOST FIRST INNINGS	8
WON OUTRIGHT, TIE FIRST INNINGS	9
LOST OUTRIGHT, WON FIRST INNINGS	4
MATCH DRAWN	0
MATCH ABANDONED	0
TIE FIRST INNINGS (ONE DAY)	4
TIE FIRST INNINGS	4
TIE OUTRIGHT, TIE FIRST INNINGS	6
TIE OUTRIGHT, WIN FIRST INNINGS	6
TIE OUTRIGHT, LOSS FIRST INNINGS	6
WON ON FORFEIT	0
LOST ON FORFEIT	0
WON ON WASHOUT	0
LOST ON WASHOUT	0
	Update

- Select the required **Grade** from the drop down list, Click Go

> Additionally, you can copy the points setup from another grade by
> selecting the grade in the **Copy data from another grade** drop
> down list. If all grades use the same points, this is recommended.

- Type the points to be awarded in the field next to the corresponding match result.

- Click Update

6.2. Ladder Adjustments

MODE: Competitions
MENU: Competition > Ladders > Ladder Adjustment

- Complete the **Season**, **Round** and **Grade** fields, Click **Go**

- Click [▶ Add New Adjustment]

- Complete the following fields as required:

Field	Description
Match	The match that the ladder points adjustment applies to. Select from the drop down list.
Adjustment applies to:	This drop down list will contain the names of the 2 teams based on your selection in the **Match** field above. Select the team the adjustment applies to from the drop down list.
Ladder type:	*Only Main Ladder is available.*
Points	Enter a positive number to increase the team's total points within the ladder (bonus), or a negative number to reduce the points (penalty). Type the number with either a positive (+) or negative (-) symbol preceding it directly into the field.
Percentage	Adjusts the percentage within the ladder. Enter as a positive or negative number, between -999 and 999.
Runs For	Enter as a positive or negative number, if required.

Wickets For	Enter as a positive or negative number, if required.
Runs Against	Enter as a positive or negative number, if required.
Wickets Against	Enter as a positive or negative number, if required.
Comments	Type any necessary comments to go with the adjustment, this displays on the public ladder (eg: penalty for ineligible player, bonus points for outright win).

Competition Season Tasks

7. People Management

7.1. Create New Person Record

This procedure will assist you with entering records for players, umpires, coaches' and general contacts. Each role has a selection of sub roles to further define the person and assist with grouping, reporting and communicating to specific groups of people.

A person can have multiple roles applied to their record. Eg: John Smith is a (role) Player with a (sub role) Senior and he is also a (role) Coach with (sub role) Junior.

MODE: Competitions, Organisation, Teams
MENU: People

Before creating a new record you must search for the person to determine if they are already in the system. This helps to eliminate duplicate data which clogs the system and can cause organizational issues.

- Type the persons name in the **First**, **Middle** and/or **Last** fields, Click Search

New Person
? Help on this topic

Before creating a new person record, please search for an existing record.
If the record already exists you can transfer the record, or (if applicable) apply for a clearance.
If the person record you wish to create was not found in the search,
please click here to create a new record.
Please enter search criteria.
The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Person name   First: rach   Middle: Last: test

Search

Search Results

ID	Name	Organisation	Location	Transfer
0265893	Test, Rego	Warringah	Harbord (NSW)	Transfer
0269379	Test, Rachel	Albert	Brisbane ()	Transfer
0271366	Test, Roger	Albert	Brisbane ()	Transfer

- Look through the **Search Results** table to determine if the person has an existing record. If you are unsure, then it is best to create a new record, duplicates can be identified and merged at a later stage if required.

- **Important Note:** Asking key questions when you have a new player arrive at the Association/Club can assist in knowing whether they are in MyCricket already, and which previous Organisation they may have been involved with.

If the person was…	Then…
Found	Click Transfer next to the person's name. Select your Association, or choose a Club if required. Transfer Person ? Help on this topic ▶ Transfer a different player ID: 0265893 - Rego Test **Current roles** No records found **Person is inactive (ie no roles) in these organisations:** Org ID: 2012 Org: Warringah Transfer this person to: ○ Current organisation: Wanderers Cricket Association ● Child organisation: Albert Role: PLAYER Sub Role(s): ☑ SENIOR ☐ JUNIOR ☐ VETERAN Transfer **For information:** ■ Before transferring a person record, please ensure that you are aware of any other requirements (such as Player clearance requirements) that may apply. The onus is on the organisation initiating the transfer to ensure the record should be transferred. For example, if you are from a club and are not sure whether a player requires a clearance, please do not transfer, and contact your association for further information. ■ As a privacy measure, after transferring, the record will not be editable by your organisation for a period of 10 days. Additionally, all personal data will be obscured during this time. However the record can be used, e.g. a player can immediately be selected for matches. ■ An email will be sent to the person advising of the transfer to ensure that he/she is aware of the transfer, and to provide for an opportunity to reverse the process. ■ Emails will also be sent to other organisations where the person has a current role. ■ An audit record will also be created within the system detailing the user that initiated the transfer. ■ Where a parent organisation transfers the record into their own organisation (e.g. a player playing in representative sides), notification emails are not sent, and the parent organisation can edit/view the person record immediately. Complete the **Transfer this person to**, **Role** and **Sub Role(s)** fields as required. Read *For Information* at the bottom of the screen Click **Transfer** and OK
Not Found	Continue to the next step

The transferred player will remain in the list of the original club/association. This enables people to be affiliated with multiple clubs and associations whilst still having a single MyCricket record.

- Click the click here to create a new record. link at the top of the screen.

- Complete the following fields as required:

Field	Description
Role	The main role the person will have within the association. Select from the drop down list. This is a **mandatory** field
Sub Role	Helps to further define the persons role within the association Selection in the **Role** field will determine the options available here. Select the checkbox next to the appropriate sub role. It is possible to select multiple sub roles. This will result in multiple **Roles** automatically created for the person. Eg: if the person is a player at both senior and junior

Field	Description
	level, select the Role **Player**, then select both **Senior** and **Junior** sub roles. The person will end up having 2 Roles: Player – Senior and Player – Junior. This is a **mandatory** field
Title	Select a title from the drop down list
First Name	The persons' first name. This will automatically populate based on your entry at the search stage. This is a **mandatory** field and cannot contain numbers
Middle Name / Initial	The persons' middle name or initial. This will automatically populate based on your entry at the search stage.
Last Name	The persons' surname. This will automatically populate based on your entry at the search stage. Type the name directly in the field This is a **mandatory** field and cannot contain numbers
Date of Birth	The persons' date of birth. Type in **dd/mm/yyyy** format. This field **may be mandatory** depending on role selected.
Country of Birth	The country the person was born in.
Gender	Select the appropriate radio button to specify the persons gender This is a **mandatory** field.
Email	The email address of the person. Although this is not a mandatory field, it is highly recommended that you collect email addresses from all people if you wish to make use of the Email Communication feature. Multiple email address can be entered by using a semi colon (;) to separate.

Field	Description
Address 1 / 2 / 3	The postal address of the person. Type the address directly into the field beginning at field #1. Only use fields #2 and #3 if you require more space.
Suburb / Town	The town or suburb of the persons' postal address.
Postcode	The postcode of the persons' postal address. Type in numerical format directly in the field, 4 digits only. This is a **mandatory** field.
State / Territory	The state or territory of the persons' postal address. This is a **mandatory** field.
Country	Automatically defaults to Australia. This cannot be modified at this stage.
Home Phone	The home phone number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -
Work Phone	The work phone number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -
Mobile Phone	The mobile phone number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -
Fax Number	The fax number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -.
Comment	If required, you can enter additional information here. This information is for private viewing by your organisation only and is only displayed on this screen.

- Click **Add** and **OK**

> The **Roles** and **Custom Fields** options, and any others that are applicable by Role, become available once the personal details and Roles have been added to the system.

Person Edit: Bottle, Water (ID: 285942)

☐ Help on this topic

General	Player

☐ Personal Details ☐ Roles ☐ Custom Fields ☐ Payments ☐ Audit

Current Roles for Albert:

Role	Sub Role			Auto-remove date	Last Re-conf. date
PLAYER	SENIOR	Remove	Re-confirm	31 Jul 09	NEVER

Add new role:

Role	Sub Role(s)		
Select... ▾	Not found		☐ Add Role

Role history for Albert:

☐ Show role history in all organisations

Drag a column to this area to group by it.

Role	Sub Role	Entity	Date From	Date To
PLAYER	SENIOR	Albert	Jan 1 1990	CURRENT

| 1 | Page **1** of **1** (1 items) |

7.2. Player Clearance

Player clearances require clubs to gain approval from their governing body to transfer a player from one club to another. Throughout the process, the affected clubs and the association are notified by email as to the actions that are required at any stage.

> The transferred person will remain in the list of the original club/association. This enables people to be affiliated with multiple clubs and associations, retaining one unique MyCricket record.

MODE: Competitions
MENU: Players > Player Clearance List

Clearance List

☐ Help on this topic

Season 2008/2009 ▾ Go

▲Date Created	Player ID	Player Name	Clearance From	Clearance To	Status			
24/09/2008	0288392	Bourke, David R	Albert	Albert	Granted	Audit	Detail	Delete
23/09/2008	0277388	Dietz, Lyle	Albert	Armstrong	Granted - Ex Club	Audit	Detail	Delete
2/10/2008	0572549	smith, fred	Albert	Armstrong	Granted - Ex Club	Audit	Detail	Delete

- Select the required **Season** from the drop down list, Click Go

- A list of Players who have had a clearance request submitted on their behalf is displayed

- Click [Detail] to display the clearance request in full.

- Select the appropriate **Clearance Response** from the drop down list.

- Complete the **Association Response** field

- Click **Submit**

8. Umpire Management

MyCricket enables you to effectively manage Umpires in your association. It is recommended that you read the Getting Started Guide for Umpire management before you proceed.

MODE: Competitions
MENU: Umpires > Umpire Allocation Setup > Getting Started Guide

You can perform any of the following Umpire related tasks, accessible under the *Umpires* menu:

- Manual or Automatic Allocation of Umpires to Matches

- Notify Umpires of allocations via email or SMS

- *Allocation Health Report* – Lists four reports that give an insight into potential allocation issues such as; Allocation Clashes, Allocation that break the Club Repeat rule, Umpires who have not been allocated

- *Umpire Allocations by Round* – A report that lists all allocations (or by grade) for a given week of matches.

- *Umpire Status List* – A report that lists all match officials in a selected panel and selected role. It also lists their assigned matches and current allocation status.

- *Panel Allocation Summary* - This reports shows the numbers of each match official that are allocated to each role within a given panel

- *Allocation List* – Lists all the match active officials and the matches they are allocated to for a given date.

- *Double Ups* – For a given week of matches it lists all instances where a match official is allocated to more than one match.

- *Availability Summary* – A report that summarises the availability of match officials by the selected match dates.

- *Matches without match officials* – A list of matches that do not have match officials

- *Assign to Panels* – Allows match officials to be assigned to panels for the given role

- *Configure Panels* – Allows allocation panels to be created and configured

- *Configure Grade Settings* – Allows grades in the competition to be configured for the allocation process

8.1. Umpire Allocation – Manual

MODE: Competitions
MENU: Umpires > Umpire Allocation > Manually Allocate Umpires

- Complete the **Season**, **Week of:** and **Grade** fields, Click **Go**

> **Help**
> The following procedure is for Umpire Allocation **By Grade**. For details on how to manually allocate umpires **By Zone**, please access the Page Specific Help

- Select a match from the *Match List* area

- Select the **Umpire 1** radio button in the *Umpire Allocations* area

- Find the umpire you wish to assign to this match in the *Umpire List* area. You can find umpires by clicking the **Qualified** **Active Panels** or **All** tabs.

- Click on the Umpires' name in the *Umpire List* area

The selected umpires' name now appears in the *Umpire Allocation* area next to the selected **Role**.

- Repeat the previous steps to assign an umpire to the remaining **Roles**.

- Click [Save Allocations]

8.2. Umpire Allocation – Automatic

MODE: Competitions
MENU: Umpires > Umpire Allocation > Automatically Allocate Umpires

- Complete the **Season** and **Week of** fields, Click [Go]

- Select the appropriate **Allocation Mode** from the drop down list

- Either select or deselect the **Only allocate main umpire checkbox**.

- Select the grade you wish to allocate umpires to from the **Available Grades** list.

- Click [Add ->] to move the selected grade to the **Selected Grades** list

- Repeat the previous steps if you wish to allocate umpires to other grades as well.

- Click [**Start Process**] and [OK] to allocate umpires

Umpire Automatic Allocation Status
? Help on this topic

		STATUS: COMPLETE					
Grade Name	For Week of	%Comp	Num Unallocate	Status		
CMH Test Grade	26 Jul 2008	100%	0	COMPLETE	✔	View

This page will automatically refresh

[Stop Process]

▶ Back to Auto Allocation screen

- Click [View] to display the allocated umpires and matches they have been allocated to.

Additional Resources and Information

9. Additional Programs delivered through MyCricket

This guide has outlined the key tasks to get you started with Competition related items.
MyCricket is a multi faceted system which also provides functionality for:

9.1. Club/Association Websites

9.2. Completion of the NCRPP (Insurance) Registration Process

9.3. MILO in2CRICKET Centre Activation & Participant Registration

9.4. Representative Teams for Associations or Other Organisations

Further information on these products and using these components of MyCricket can be found by searching the Support and FAQ Centre knowledgebase and downloads sections at
www.cricket.com.au/mycricketsupport

Support and FAQ Centre

MyCricket is a fully supported system and Cricket Australia provides several support options in order to ensure all users are able to get the most out of the MyCricket system.

10. 24/7 Access to Page Specific Help

To help you through every step, detailed page specific help is accessible from almost every screen within MyCricket. Simply click the ☐ **Help on this topic** link which appears in the top left corner of the screen, under the screen heading. This will open a specific help article to assist.
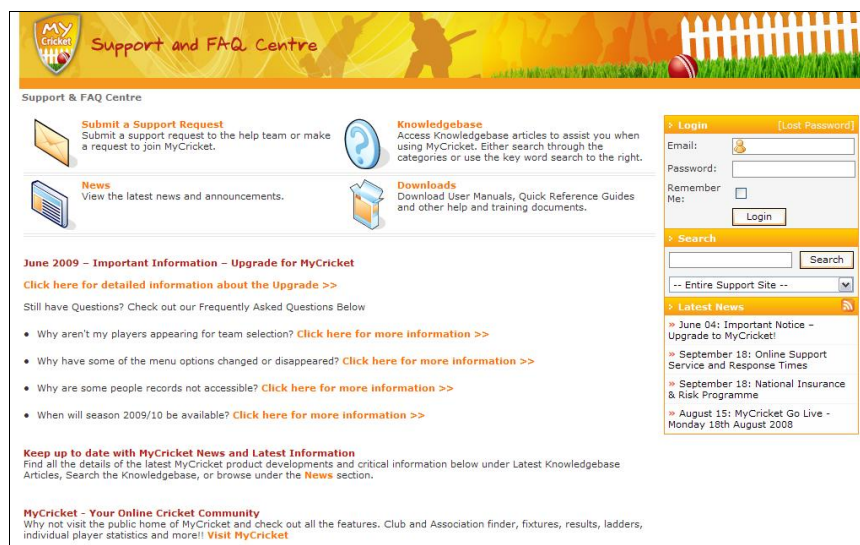
11. Dedicated Online Support and FAQ Centre

MyCricket's Online Support and FAQ Centre, is found at www.cricket.com.au/mycricketsupport or through the HELP menu in each MODE. Users can:

- Search the MyCricket **Knowledgebase** and view tips and step-by-step instructions.
- **Download** detailed training and support user guides.
- **Submit a Support Request** if you can't find the answer to your query and our experienced support team will respond directly to your query.

12. Using the MyCricket Online Support and FAQ Centre

MyCricket is fully supported by Cricket Australia's Online Support and FAQ Centre. There is a link to the Support & FAQ Centre through the HELP menu on every screen in MyCricket.

12.1. Search the Support Site

- Type your keywords/task into the SEARCH field on the right hand side of the *MyCricket Support and FAQ Centre* Home Page.

- A list of relevant knowledgebase articles and downloads will appear, select and view those that are most appropriate.

12.2. Access the Knowledgebase

- Click on the *MyCricket Support and FAQ Centre* Home Page

- Search the **Knowledgebase Categories** to find an article which will best assist with your enquiry. These are grouped into Club, Association, Website and Common Errors sections.

12.3. Download User Guides

- Click on the *MyCricket Support and FAQ Centre* Home Page

- Search the **Download Categories** to find an article which will best assist with your enquiry. These are grouped into Club, Association, Website and State sections.

- Download and Save the file to your PC so you can refer back whenever you need.

12.4. Submit a Support Request

- Ensure you have referred to the page specific help within MyCricket and also searched both the **Knowledgebase** and **Downloads** sections of the *MyCricket Online Support and FAQ Centre* **before** you submit a support request.

- We recommend this process, as you are likely to find the answer immediately, rather than await a reply from our support team. We understand your volunteer time is important and limited, so our handy online tools are aimed to assist you straight away wherever possible.

- Click on the *MyCricket Support and FAQ Centre* Home Page

- Select the radio button next to your state and Click

- Complete the following information as indicated. **Please note that MANDATORY information is indicated by the asterisked * fields.**

- Click

- You can record your **Support Request ID**, however you will also be sent an automatic email response (example below) summarising your support request. If you **do not** receive a confirmation email, you may have incorrectly entered your email address, or please check your junk email folder.

- This email also contains a password to login to the SUPPORT and FAQ CENTRE to check the status or review any of your support requests. Please note that this is **not** a Login or Password for MyCricket access.