
MyCricket User Manual



Association Tasks



Contents Page

| | |
|---|-----------|
| SYSTEM ADMINISTRATION TASKS | 3 |
| 1. Manage Your Association Details | 3 |
| 1.1. First Time Login..... | 3 |
| 1.2. Navigating the Administration Area..... | 5 |
| 1.3. Creating & Maintaining Users | 6 |
| 1.4. Association Setup..... | 8 |
| PRE SEASON: COMPETITION SETUP TASKS..... | 9 |
| 2. Venue Management | 9 |
| 2.1. Add a New Venue..... | 9 |
| 3. Grades Management..... | 11 |
| 4. Managing Clubs | 12 |
| 4.1. Allocate Clubs to a Grade..... | 12 |
| 4.2. Maintain Team Settings..... | 13 |
| 4.3. Administer a Club in your Association | 14 |
| 5. Draws | 15 |
| 5.1. Create New Draw | 15 |
| 5.2. Edit an Existing Draw..... | 22 |
| 6. Ladder Management | 23 |
| 6.1. Ladder Points Setup | 24 |
| 6.2. Ladder Adjustments..... | 24 |
| COMPETITION SEASON TASKS | 26 |
| 7. People Management | 26 |
| 7.1. Create New Person Record..... | 26 |
| 7.2. Player Clearance | 31 |
| 8. Umpire Management..... | 32 |
| 8.1. Umpire Allocation – Manual..... | 33 |
| 8.2. Umpire Allocation – Automatic..... | 34 |
| ADDITIONAL RESOURCES AND INFORMATION..... | 35 |
| 9. Additional Programs delivered through MyCricket..... | 35 |
| 9.1. Club/Association Websites | 35 |
| 9.2. Completion of the NCRPP (Insurance) Registration Process | 35 |
| 9.3. MILO in2CRICKET Centre Activation & Participant Registration..... | 35 |
| 9.4. Representative Teams for Associations or Other Organisations | 35 |
| SUPPORT AND FAQ CENTRE..... | 36 |
| 10. 24/7 Access to Page Specific Help | 36 |
| 11. Dedicated Online Support and FAQ Centre..... | 36 |
| 12. Using the MyCricket Online Support and FAQ Centre..... | 36 |
| 12.1. Search the Support Site..... | 37 |
| 12.2. Access the Knowledgebase..... | 37 |
| 12.3. Download User Guides..... | 37 |
| 12.4. Submit a Support Request..... | 37 |



System Administration Tasks

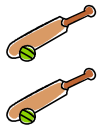
Overview

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:

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](#)

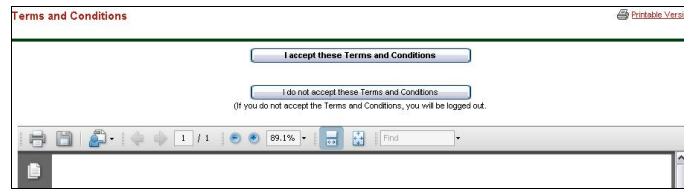
**Contact your club/association if you do not know your ID. Participant logins can also be created by clubs/associations.

[Forgotten your password?](#)
 [Trouble logging in?](#)
 [More information for participants attempting to log in](#)

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

Change Password
 ? Help on this topic

You must change your password before continuing.

The following password rules apply:
 The password must contain 6-20 characters without spaces, at least one character must be a number and one a letter.

Change Password
 Login ID test1
 Current Password
 New Password
 New Password (confirm)

Change Password



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.



MyCricket User Manual: Association Tasks

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

Menu View, specific to each mode

Mode Selector

Logout / Return

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.



MyCricket User Manual: Association Tasks

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

| Home | Organisation | People | Users | Help | Mode: Organisation | |
|--|----------------|-------------------------------|------------------|--------|----------------------|---|
| User Maintenance | | | | | | |
| <input type="checkbox"/> Help on this topic Printable Version | | | | | | |
| <input type="checkbox"/> Add New User | | | | | | |
| <input type="checkbox"/> Show deleted users | | | | | | |
| Wanderers Cricket Association user list | | | | | | |
| Login ID | User Name | Email | Last Login | Status | Edit | Other Actions |
| chaywood | Claire Haywood | claire.haywood@cricket.com.au | 20 Jan 09 8:17AM | | Edit | Select... <input type="button" value="Go"/> |
| e28 | Default eid:28 | Rachel.Piastr@cricket.com.au | 10 Jun 09 7:24AM | | Edit | Select... <input type="button" value="Go"/> |



| 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. |

| Edit User | |
|--|--|
| <input type="checkbox"/> Help on this topic | Printable Version |
| <input type="checkbox"/> Back to User Maintenance | |
| Add New User | |
| Login ID | <input type="text"/> <small>Unique ID consisting of at least 4 alphanumeric characters.</small> |
| User Name | <input type="text"/> <small>User's first and last names.</small> |
| User Email | <input checked="" type="checkbox"/> Send user welcome email <input type="text"/> <small>Enter a valid email address. You can enter up to 3 addresses separated with a semi-colon(;). Ensure there are no spaces anywhere in the text field.</small> |
| User Roles | <input type="checkbox"/> SITE MANAGER <input type="checkbox"/> RESULTS MANAGER <input type="checkbox"/> CONTENT MANAGER <input type="checkbox"/> PERSON MANAGER <input type="checkbox"/> USER MANAGER <input type="checkbox"/> ADMINISTER CHLD <input type="checkbox"/> EMAIL SENDER <input type="checkbox"/> FINANCIAL MANAGER <input type="checkbox"/> SMS SENDER <small>Select at least one user role.</small> |
| Grade access | <input checked="" type="radio"/> No Restriction <input type="radio"/> Select Grades... |
| Person Role access | <input checked="" type="radio"/> No Restriction <input type="radio"/> Select Person Roles... |
| <input type="button" value="Update"/> | |
| For information: The Grade and Person Role access options allow you to create users who can only see and update the grades and person records that are relevant to them. Please see Help for more information. | |

- 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.



MyCricket User Manual: Association Tasks

- 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  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. <ul style="list-style-type: none"> 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 <i>are not</i> 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

| Venue Name | Address | Map Ref | Lat. | Long. | Status | |
|----------------------------|-----------------------------------|---------|-----------|-----------|--------|---|
| AAA Ground 2 | | | -34.91504 | 138.60165 | ACTIVE | Edit Delete |
| Anthony Beale Reserve East | Greensborough | | -37.65214 | 144.91243 | ACTIVE | Edit Delete |
| Ashgrove Sports Ground | | | | | ACTIVE | Edit Delete |
| Bice Oval | Christies Avenue, Christies Beach | | -35.14100 | 138.48219 | ACTIVE | Edit Delete |
| Biggs Field | | | | | ACTIVE | Edit Delete |
| Bottomley Park | | | | | ACTIVE | Edit Delete |
| Bulimba Park | | | | | ACTIVE | Edit Delete |



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

Edit Venue

Help on this topic

Back to Venue Management

Venue Name:

Venue Address:

Number of fields at this venue:

Active:

Map Reference:

Latitude:





Longitude:

[Enter Google Map link](#) [Preview Map](#)



MyCricket User Manual: Association Tasks

- Complete the following fields as required:

| Field | Description |
|--------------------------------|--|
| Venue Name | <p>A unique name for the venue.</p> <p> This is a mandatory field</p> <p>This name will display throughout MyCricket.</p> |
| Venue Address | The full address of the venue. |
| Map Reference | A reference from a local street directory for display purposes only. |
| Latitude | <p>The valid latitude coordinate of the venue.</p> <p>Must be a decimal number from -90 to 90 (negative numbers refer to 'South', positive to 'North')</p> <p> See Longitude for further details.</p> |
| Longitude | <p>The valid longitude coordinate of the venue.</p> <p>Must be a decimal number from -180 to 180 (negative numbers refer to 'West', positive to 'East')</p> <p>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 <i>Fixture/Draw</i>, or <i>Grounds List</i> screens. Leaving one or both fields blank will mean the map is not displayed.</p> <p>Once the valid longitude and latitude coordinates are entered you can </p> <p> For assistance with converting Australian AMG references to longitude and latitude.</p> |
| 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 | <p>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.</p> <ul style="list-style-type: none"> 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 | <p>To modify the settings of an existing grade:</p> <ul style="list-style-type: none"> 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 | <p>Ladders can be calculated in a number of ways. To specify points for final match results:</p> <ul style="list-style-type: none"> Click Edit Ladder Points next to the grade you want to specify ladder points. Complete as many fields as possible on the <i>Ladder Points Setup</i> 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. |



MyCricket User Manual: Association Tasks

| Field | Description |
|----------------------------------|--|
| Default Start Time (hh:mm AM/PM) | An entry here will override the default start time entered against the grade at the <i>Grade setup</i> 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 from 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. |

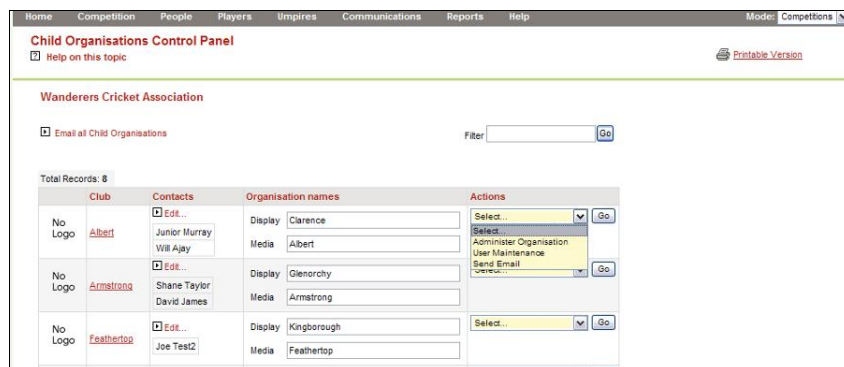
- Click and to save the changes.

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.



MyCricket User Manual: Association Tasks

- 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

Create Draw
Help on this topic

Start > Round Settings > Round Dates > Venue Selection > Seeding > Edit > Review/Submit

Gather basic draw information

*Denotes a mandatory field.

Draw Type * Round Robin Knockout

Season * 2008/2009

Grade * CMH Test Grade [Select multiple grades](#)

Fixture Template * Standard Round Robin [More information](#)

Match Type * Standard Match

Draw start date and time * 04/10/2008 Time: 12:00

Number of rounds *

Number of finals rounds

Start from Round

Time between rounds Days Hours Minutes

Number of playing days per match

Venue Allocation Method [Set default team grounds](#)

Publish draw to public on completion

Manually enter/dit matches

Do not schedule matches between the following date and time ranges

| | | | |
|--------------------------|--------------------------|------------------------|----------------------|
| Non Playing Date Range 1 | <input type="checkbox"/> | From: 27/12/2008 00:00 | To: 10/01/2009 00:00 |
| Non Playing Date Range 2 | <input type="checkbox"/> | From: 10/05/2009 00:00 | To: 10/05/2009 00:00 |
| Non Playing Date Range 3 | <input type="checkbox"/> | From: 10/06/2009 00:00 | To: 10/06/2009 00:00 |

Text to display at top and bottom of draw

Draw Heading


Draw Footer Notes

< Previous Next > Submit



MyCricket User Manual: Association Tasks

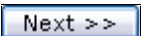
- As part of step 1) *Start*, complete the following fields as necessary:

| 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 <i>Online Support & FAQ Centre</i> 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. |



MyCricket User Manual: Association Tasks

| 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  to proceed to step 2) *Round Settings*

Create Draw
[Help on this topic](#) [Printable Version](#)

Start > **Round Settings** > Round Dates > Venue Selection > Seeding > Edit > Review/Submit

Settings for each round

| Round | Number Match Days | Successive Dates | Match Type |
|-------------|--------------------------------|-------------------------------------|----------------------|
| Round: 1 | <input type="text" value="1"/> | <input type="checkbox"/> | 20 Over Limited Over |
| Round: 2 | <input type="text" value="1"/> | <input type="checkbox"/> | 20 Over Limited Over |
| Round: 3 | <input type="text" value="1"/> | <input type="checkbox"/> | 20 Over Limited Over |
| Round: 4 | <input type="text" value="1"/> | <input type="checkbox"/> | 20 Over Limited Over |
| Round: 5 | <input type="text" value="2"/> | <input checked="" type="checkbox"/> | Standard Match |
| Round: 6 | <input type="text" value="2"/> | <input checked="" type="checkbox"/> | Standard Match |
| Round: 7 | <input type="text" value="2"/> | <input checked="" type="checkbox"/> | Standard Match |
| Round: 8 | <input type="text" value="1"/> | <input type="checkbox"/> | 20 Over Limited Over |
| Round: 9 | <input type="text" value="1"/> | <input type="checkbox"/> | 20 Over Limited Over |
| Round: 10 | <input type="text" value="2"/> | <input type="checkbox"/> | Standard Match |
| SEMI FINALS | <input type="text" value="2"/> | <input type="checkbox"/> | Standard Match |
| GRAND FINAL | <input type="text" value="2"/> | <input type="checkbox"/> | Standard Match |



MyCricket User Manual: Association Tasks



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 to proceed to step 3) *Round Dates*

Create Draw
 Help on this topic

Start > Round Settings > **Round Dates** > Venue Selection > Seeding > Edit > Review/Submit

Set round dates and times

| Round | Day 1 Date/Time | Day 2 Date/Time | Day 3 Date/Time | Day 4 Date/Time |
|-------------|---------------------|---------------------|-----------------|-----------------|
| Round: 1 | 04/10/2008 12:00 PM | | | |
| Round: 2 | 11/10/2008 12:00 PM | | | |
| Round: 3 | 18/10/2008 12:00 PM | | | |
| Round: 4 | 25/10/2008 12:00 PM | | | |
| Round: 5 | 01/11/2008 12:00 PM | 02/11/2008 12:00 PM | | |
| Round: 6 | 08/11/2008 12:00 PM | 09/11/2008 12:00 PM | | |
| Round: 7 | 15/11/2008 12:00 PM | 16/11/2008 12:00 PM | | |
| Round: 8 | 22/11/2008 12:00 PM | | | |
| Round: 9 | 29/11/2008 12:00 PM | | | |
| Round: 10 | 06/12/2008 12:00 PM | 13/12/2008 12:00 PM | | |
| SEMI FINALS | 20/12/2008 12:00 PM | 27/12/2008 12:00 PM | | |
| GRAND FINAL | 03/01/2009 12:00 PM | 10/01/2009 12:00 PM | | |


< Previous Next > Submit



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



MyCricket User Manual: Association Tasks

- 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  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.

Create Draw
[Help on this topic](#) [Printable Version](#)

Start > Round Settings > Round Dates > **Venue Selection** > Seeding > Edit > Review/Submit

Select venues to use for auto allocation

Available Venues

- AAA Ground 2
- Anthony Beale Reserve East
- Ashgrove Sports Ground
- Slice Oval
- Biggs Field
- Bottonsey Park
- Bulimba Park
- Centennial Park
- Central Park
- Charlie Buckler Oval
- Col Waite Oval
- Coventry Oval
- Cracina Reserve
- Crosby Park
- Cubberlea Reserve
- Eianora Park
- Etham College Main Road
- Etham Lower Park No. 2
- Epping Reserve No. 1
- Fawkiner Park 1
- Fawkiner Park 2
- Feathertop Reserve
- Ford Oval
- Forest Lake SHS
- Gabba Cricket Ground

Venues to use
(Count:0)

Buttons: Add ->, Add All ->>, <- Remove, <<- Remove All, Move Up, Move Down

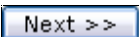
Options:
 Allocate venues in the order listed above
 Ignore venue schedule and prior bookings
 Modify match start times to avoid venues clashes

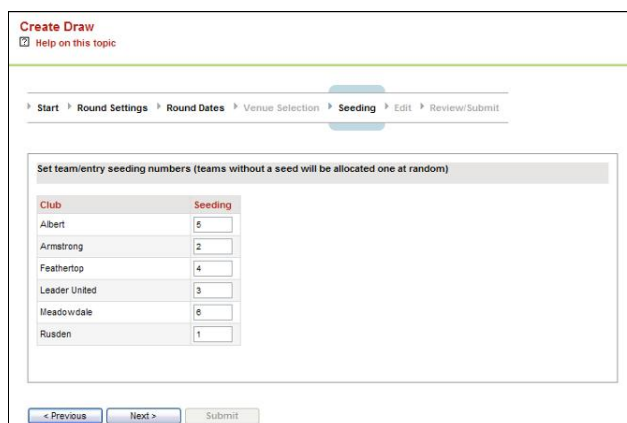
Navigation: < Previous, Next >, Submit

- 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.



MyCricket User Manual: Association Tasks

- Click  to proceed to step 5) *Seeding*



Create Draw
[Help on this topic](#)

Start > Round Settings > Round Dates > Venue Selection > **Seeding** > Edit > Review/Submit


Set team/entry seeding numbers (teams without a seed will be allocated one at random)

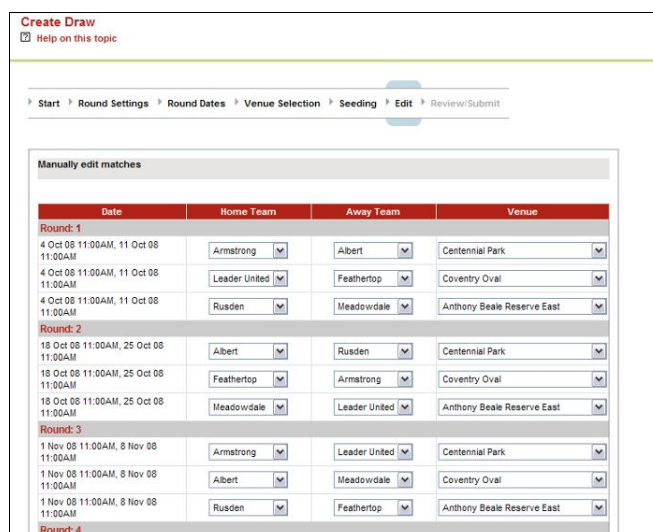
| Club | Seeding |
|---------------|---------|
| Albert | 5 |
| Armstrong | 2 |
| Feathertop | 4 |
| Leader United | 3 |
| Meadowdale | 6 |
| Rusden | 1 |

< Previous Next > Submit



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  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.



Create Draw
[Help on this topic](#)


Start > Round Settings > Round Dates > Venue Selection > Seeding > **Edit** > Review/Submit

Manually edit matches

| Date | Home Team | Away Team | Venue |
|--------------------------------------|---------------|---------------|----------------------------|
| Round: 1 | | | |
| 4 Oct 08 11:00AM, 11 Oct 08 11:00AM | Armstrong | Albert | Centennial Park |
| 4 Oct 08 11:00AM, 11 Oct 08 11:00AM | Leader United | Feathertop | Coventry Oval |
| 4 Oct 08 11:00AM, 11 Oct 08 11:00AM | Rusden | Meadowdale | Anthony Beale Reserve East |
| Round: 2 | | | |
| 18 Oct 08 11:00AM, 25 Oct 08 11:00AM | Albert | Rusden | Centennial Park |
| 18 Oct 08 11:00AM, 25 Oct 08 11:00AM | Feathertop | Armstrong | Coventry Oval |
| 18 Oct 08 11:00AM, 25 Oct 08 11:00AM | Meadowdale | Leader United | Anthony Beale Reserve East |
| Round: 3 | | | |
| 1 Nov 08 11:00AM, 8 Nov 08 11:00AM | Armstrong | Leader United | Centennial Park |
| 1 Nov 08 11:00AM, 8 Nov 08 11:00AM | Albert | Meadowdale | Coventry Oval |
| 1 Nov 08 11:00AM, 8 Nov 08 11:00AM | Rusden | Feathertop | Anthony Beale Reserve East |
| Round: 4 | | | |



MyCricket User Manual: Association Tasks

- Click  to proceed to step 7) Review/Submit


Create Draw
 Help on this topic


Start > Round Settings > Round Dates > Venue Selection > Seeding > Edit > Review/Submit

Final review and submission

| Date/time | Home Team | Away Team | Venue |
|--------------------------|--------------|----------------|-----------------------|
| Round 1 | | | |
| 4 Oct, 11 Oct(12:00 PM) | Glenorchy | v Clarence | Centennial Park |
| 4 Oct, 11 Oct(12:00 PM) | Lindisfarne | v Kingborough | Coventry Oval |
| 4 Oct, 11 Oct(12:00 PM) | North Hobart | v New Town | Anthony Beale Rese... |
| Round 2 | | | |
| 18 Oct, 25 Oct(12:00 PM) | Clarence | v North Hobart | Centennial Park |
| 18 Oct, 25 Oct(12:00 PM) | Kingborough | v Glenorchy | Coventry Oval |
| 18 Oct, 25 Oct(12:00 PM) | New Town | v Lindisfarne | Anthony Beale Rese... |
| Round 3 | | | |
| 1 Nov, 8 Nov(12:00 PM) | Glenorchy | v Lindisfarne | Centennial Park |
| 1 Nov, 8 Nov(12:00 PM) | Clarence | v New Town | Coventry Oval |
| 1 Nov, 8 Nov(12:00 PM) | North Hobart | v Kingborough | Anthony Beale Rese... |
| Round 4 | | | |
| 15 Nov, 22 Nov(12:00 PM) | Clarence | v Kingborough | Centennial Park |
| 15 Nov, 22 Nov(12:00 PM) | Lindisfarne | v North Hobart | Coventry Oval |
| 15 Nov, 22 Nov(12:00 PM) | New Town | v Glenorchy | Anthony Beale Rese... |
| Round 5 | | | |
| 29 Nov, 6 Dec(12:00 PM) | Lindisfarne | v Clarence | Centennial Park |
| 29 Nov, 6 Dec(12:00 PM) | North Hobart | v Glenorchy | Coventry Oval |
| 29 Nov, 6 Dec(12:00 PM) | Kingborough | v New Town | Anthony Beale Rese... |
| Round 6 | | | |

- 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.

Create Draw
 Help on this topic  Printable Version



Draw submitted successfully. Displayed is the first selected grade.
Submitting this draw created **5 venue clashes**.
[Click here to view](#)

Start > Round Settings > Round Dates > Venue Selection > Seeding > Edit > Review/Submit

Final review and submission

| Date/time | Home Team | Away Team | Venue |
|--------------------------|--------------|----------------|-----------------------|
| Round 1 | | | |
| 4 Oct, 11 Oct(12:00 PM) | Glenorchy | v Clarence | Centennial Park |
| 4 Oct, 11 Oct(12:00 PM) | Lindisfarne | v Kingborough | Coventry Oval |
| 4 Oct, 11 Oct(12:00 PM) | North Hobart | v New Town | Anthony Beale Rese... |
| Round 2 | | | |
| 18 Oct, 25 Oct(12:00 PM) | Clarence | v North Hobart | Centennial Park |
| 18 Oct, 25 Oct(12:00 PM) | Kingborough | v Glenorchy | Coventry Oval |
| 18 Oct, 25 Oct(12:00 PM) | New Town | v Lindisfarne | Anthony Beale Rese... |
| Round 3 | | | |
| 1 Nov, 8 Nov(12:00 PM) | Glenorchy | v Lindisfarne | Centennial Park |
| 1 Nov, 8 Nov(12:00 PM) | Clarence | v New Town | Coventry Oval |
| 1 Nov, 8 Nov(12:00 PM) | North Hobart | v Kingborough | Anthony Beale Rese... |
| Round 4 | | | |



MyCricket User Manual: Association Tasks

5.2. Edit an Existing Draw



MODE: Competitions

MENU: Competition > Draws > Draw Management

OR



MODE: Competitions

MENU: Competition > Draws > Edit Draw

Home Competition People Players Umpires Communications Reports Help Mode: Competitions

Draw Editor
 Help on this topic [Printable Version](#)

Season: 2008/2009 Round: 1 Grade: TCA Test

Back to Draw Management Allocate Teams to Grade View/print draw Delete Round 1 of this draw Delete all rounds of this draw

Make changes by either adding new matches, deleting matches, or editing existing matches. **Note: No changes are committed to the database until the Update button is clicked.**

Add a match
 TCA Test (2008/2009) Show All Dates

Editing matches for Round: 1

| Match ID | Home Team | Away Team | Date | Time | Date2 | Time2 | Venue | Match Type | |
|----------|---------------|------------|-----------|---------|------------|---------|--------------------------|----------------|---|
| 578146 | Armstrong | Albert | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | Centennial Park | Standard Match | Edit Delete |
| 578147 | Leader United | Feathertop | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | Coventry Oval | Standard Match | Edit Delete |
| 578148 | Rusden | Meadowdale | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | Anthony Beale Reserve... | Standard Match | Edit Delete |

Page 1 of 1 (3 items)

Notes:

- Please enter all dates in d/m/y format (for example, 1st October 2007 is entered as 1/10/2007)
- Times can be left blank, or entered in h:m:AM/PM format (for example, 1PM is entered as 1:00PM)
- Matches displayed in red already have results entered for them. Please see the help page about how to clear or delete these matches.

System by InteractSPORT

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

| Task | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|--|------------|-----------|-----------|------------|---------|--------------------------|----------------|---|------------|--|--------|-----------|--------|-----------|---------|------------|---------|-----------------|----------------|---|--------|---------------|------------|-----------|---------|------------|---------|---------------|----------------|---|--------|--------|------------|-----------|---------|------------|---------|--------------------------|----------------|---|--|-----------|-----------|-----------|---------|------------|---------|--|----------------|---|
| Add a Match | <p>This is often useful for adding finals matches to the end of a draw.</p> <ul style="list-style-type: none"> • Select the Round you wish to add the new match to from the drop down list. • Click <input type="button" value="Go"/> • Click <input type="button" value="Add a match"/> <p>Editing matches for Round: 1</p> <table border="1"> <thead> <tr> <th>Match ID</th> <th>Home Team</th> <th>Away Team</th> <th>Date</th> <th>Time</th> <th>Date2</th> <th>Time2</th> <th>Venue</th> <th>Match Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>578146</td> <td>Armstrong</td> <td>Albert</td> <td>4/10/2008</td> <td>12:00PM</td> <td>11/10/2008</td> <td>12:00PM</td> <td>Centennial Park</td> <td>Standard Match</td> <td>Edit Delete</td> </tr> <tr> <td>578147</td> <td>Leader United</td> <td>Feathertop</td> <td>4/10/2008</td> <td>12:00PM</td> <td>11/10/2008</td> <td>12:00PM</td> <td>Coventry Oval</td> <td>Standard Match</td> <td>Edit Delete</td> </tr> <tr> <td>578148</td> <td>Rusden</td> <td>Meadowdale</td> <td>4/10/2008</td> <td>12:00PM</td> <td>11/10/2008</td> <td>12:00PM</td> <td>Anthony Beale Reserve...</td> <td>Standard Match</td> <td>Edit Delete</td> </tr> <tr> <td></td> <td>Select...</td> <td>Select...</td> <td>4/10/2008</td> <td>12:00PM</td> <td>11/10/2008</td> <td>12:00PM</td> <td></td> <td>Standard Match</td> <td>Insert Cancel</td> </tr> </tbody> </table> <p>Page 1 of 1 (4 items) <input type="button" value="Update"/></p> <p>Data has changed. Please click the Update button when ready to commit all changes.</p> <ul style="list-style-type: none"> • In the new row, complete the Home Team, Away Team, Date, Time and Venue fields • Click <input type="button" value="Insert"/> at the right end of the new row. • Click <input type="button" value="Update"/> and <input type="button" value="Save"/> to add the new match. | Match ID | Home Team | Away Team | Date | Time | Date2 | Time2 | Venue | Match Type | | 578146 | Armstrong | Albert | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | Centennial Park | Standard Match | Edit Delete | 578147 | Leader United | Feathertop | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | Coventry Oval | Standard Match | Edit Delete | 578148 | Rusden | Meadowdale | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | Anthony Beale Reserve... | Standard Match | Edit Delete | | Select... | Select... | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | | Standard Match | Insert Cancel |
| Match ID | Home Team | Away Team | Date | Time | Date2 | Time2 | Venue | Match Type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 578146 | Armstrong | Albert | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | Centennial Park | Standard Match | Edit Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 578147 | Leader United | Feathertop | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | Coventry Oval | Standard Match | Edit Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 578148 | Rusden | Meadowdale | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | Anthony Beale Reserve... | Standard Match | Edit Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Select... | Select... | 4/10/2008 | 12:00PM | 11/10/2008 | 12:00PM | | Standard Match | Insert Cancel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



MyCricket User Manual: Association Tasks

| Task | Description | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|-------------------------------|------------|---------|----------------|----------------|-----------------|--|--|----------|-----------|-----------|------|------|-------|------------|--|--------|---------------|--------|------------|---------|----------------|----------------|-----------------|
| Delete a Match | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Select the Round you wish to add the new match to from the drop down list. Click Go <div data-bbox="432 913 1246 987" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="8">Editing matches for Round: SF</th> </tr> <tr> <th>Match ID</th> <th>Home Team</th> <th>Away Team</th> <th>Date</th> <th>Time</th> <th>Venue</th> <th>Match Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>428678</td> <td>Leader United</td> <td>Rusden</td> <td>15/11/2008</td> <td>10:00AM</td> <td>Fawkner Park 1</td> <td>Standard Match</td> <td>Update Cancel</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Make the required changes. Click Update at the right end of the match row Click Update and Save to save the changes | Editing matches for Round: SF | | | | | | | | Match ID | Home Team | Away Team | Date | Time | Venue | Match Type | | 428678 | Leader United | Rusden | 15/11/2008 | 10:00AM | Fawkner Park 1 | Standard Match | Update Cancel |
| Editing matches for Round: SF | | | | | | | | | | | | | | | | | | | | | | | | | |
| Match ID | Home Team | Away Team | Date | Time | Venue | Match Type | | | | | | | | | | | | | | | | | | | |
| 428678 | Leader United | Rusden | 15/11/2008 | 10:00AM | Fawkner Park 1 | Standard Match | Update Cancel | | | | | | | | | | | | | | | | | | |



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

- 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



MyCricket User Manual: Association Tasks

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

Ladder Adjustment Maintenance
 Help on this topic

Season: 2008/2009 Round: 1 Grade: TCA Test **Go**

Warning: only one adjustment can be made for each participating team in a match. Any subsequent adjustments added for the same team in a particular match will replace any existing amendment.

Back to Ladder Adjustments Manager

Match:

Adjustment applies to:

Ladder type:

Points:

Percentage:

Runs For:

Wickets For:

Runs Against:

Wickets Against:

Comments:

Add

- 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: | <i>Only Main Ladder is available.</i> |
| 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. |



MyCricket User Manual: Association Tasks

| | |
|-----------------|---|
| 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 



MyCricket User Manual: Association Tasks

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: Middle: Last:

Search Results

| ID | Name | Organisation | Location | Transfer |
|---------|--------------|--------------|---------------|--------------------------|
| 0205893 | Test, Rego | Warringah | Harbord (NSW) | Transfer |
| 0208379 | Test, Rachel | Albert | Brisbane () | Transfer |
| 0271386 | 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 | <p>Click Transfer next to the person's name.</p> <p>Select your Association, or choose a Club if required.</p> <p>Transfer Person <input type="checkbox"/> Help on this topic</p> <p><input type="checkbox"/> Transfer a different player</p> <p>ID: 0265893 - Rego Test</p> <p>Current roles</p> <p><input type="text" value="No records found"/></p> <p>Person is inactive (ie no roles) in these organisations:</p> <table border="1"> <thead> <tr> <th>Org ID</th> <th>Org</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>Warringah</td> </tr> </tbody> </table> <p>Transfer this person to: <input type="radio"/> Current organisation: Wanderers Cricket Association <input checked="" type="radio"/> Child organisation: <input type="text" value="Albert"/></p> <p>Role: <input type="text" value="PLAYER"/></p> <p>Sub Role(s): <input checked="" type="checkbox"/> SENIOR <input type="checkbox"/> JUNIOR <input type="checkbox"/> VETERAN</p> <p><input type="button" value="Transfer"/></p> <p>For information:</p> <ul style="list-style-type: none"> 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. <p>Complete the Transfer this person to, Role and Sub Role(s) fields as required.</p> <p>Read <i>For Information</i> at the bottom of the screen</p> <p>Click <input type="button" value="Transfer"/> and <input type="button" value="OK"/></p> | Org ID | Org | 2012 | Warringah |
| Org ID | Org | | | | |
| 2012 | Warringah | | | | |
| Not Found | Continue to the next step | | | | |



MyCricket User Manual: Association Tasks



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 |



MyCricket User Manual: Association Tasks

| 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. |



MyCricket User Manual: Association Tasks

| 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  and 



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



MyCricket User Manual: Association Tasks

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 | Remove | Re-confirm | Auto-remove date | Last Re-conf. date |
|--------|----------|--------|------------|------------------|--------------------|
| PLAYER | SENIOR | | | 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

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



MyCricket User Manual: Association Tasks

- 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



MyCricket User Manual: Association Tasks

- *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

Manual Umpire Allocation [Printable Version](#)

Season: 2008-2009 Week of: 08 Nov 2008 (Sat) Grade: CMH Test Grade

By Grade | By Zone

| Round | Dates | Home Team | Away Team | Venue | Main Official | MS |
|-------------------------------|------------------|------------------|-------------|-------|----------------|----|
| Grade : (1000) CMH Test Grade | | | | | | |
| 4 | 1 Nov 08 12:00AM | Leader UTD | v BYE | | Billy Bob | |
| 4 | 1 Nov 08 10:00AM | Rusden | v Albert 1 | | Claire Haywood | |
| 4 | 1 Nov 08 10:00AM | Meadowdale | v Armstrong | | Paul Haywood | |
| 4 | 1 Nov 08 10:00AM | South Bromhill 1 | v Rushworth | | | |

| Round | Grade | Name | Venue | Actions |
|------------|-------|-----------------------------|-------|---------------|
| Umpire1 | | <input type="radio"/> Empty | | Clear CallOff |
| Umpire2 | | <input type="radio"/> Empty | | Clear CallOff |
| Res Umpire | | <input type="radio"/> Empty | | Clear CallOff |

Audit

Umpire List

Click a row to allocate the umpire to a role.
 Refresh List after Saving Allocations

Filter:

| Name | Home | Suburb | Status |
|-----------------------------|------|--------|--------|
| Bob, Billy (UMP1,UMP2) | | | AVAIL |
| Haywood, Claire (UMP1,UMP2) | | | AVAIL |
| Haywood, Paul (UMP1,UMP2) | | | AVAIL |

Page 1 of 1 (3 items)

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



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



MyCricket User Manual: Association Tasks

| Umpire Allocations | | |
|--|----------------------|---------------|
| Grade: CMH Test Grade | | |
| Round 1 - 26 Jul 08 | | Venue: |
| Clarence v Bye | | |
| Role | Name | Actions |
| Umpire1 | Andrikopoulos, Ricky | Clear CallOff |
| Umpire2 | ----Empty---- | Clear CallOff |
| Res Umpire | ----Empty---- | Clear CallOff |
| <input type="checkbox"/> Audit <input type="button" value="Save Allocations"/> | | |

| Umpire List | | |
|--|-------------|--------|
| Click a row to allocate the umpire to a role. | | |
| <input type="button" value="Qualified"/> <input type="button" value="Active Panels"/> <input type="button" value="All"/> | | |
| Filter: <input type="text"/> | | |
| Name | Home Suburb | Status |
| 1, b 0 | Fakesville | |
| Alsop, Gary () | | |
| Andrikopoulos, John (Panel BUMP1) | | |
| Andrikopoulos, Ricky (Panel BUMP1) | | |
| Andrikopoulos, Tyrone (Panel BUM... | | |



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

8.2. Umpire Allocation – Automatic



MODE: Competitions

MENU: Umpires > Umpire Allocation > Automatically Allocate Umpires

| Umpire Automatic Allocation | |
|--|--|
| <input type="checkbox"/> Help on this topic Printable Version | |
| Season: 2008/2009 | Week of: 15 Nov 2008 (Sat) <input type="button" value="Go"/> |
| Automatic Process Options Allocation Mode: <input type="button" value="Allocate and preserve current allocations"/> | |
| Only allocate main umpire: <input type="checkbox"/> | |
| Available Grades CMH Test Grade SACA Test A Grade A Grade B Grade C Grade F Grade Beta Test Grade | Selected Grades (Count: 0) |
| <input type="button" value="Add ->"/> <input type="button" value="Add All ->>"/> <input type="button" value="<- Remove"/> <input type="button" value="<<- Remove All"/> | |
| <input type="button" value="Move Up"/> <input type="button" value="Move Down"/> | |
| <input type="button" value="Start Process"/> | |

- Complete the **Season** and **Week of** fields, Click
- Select the appropriate **Allocation Mode** from the drop down list



MyCricket User Manual: Association Tasks

- 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 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 and 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 | <input checked="" type="checkbox"/> View |

This page will automatically refresh

[Back to Auto Allocation screen](#)

- Click 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.

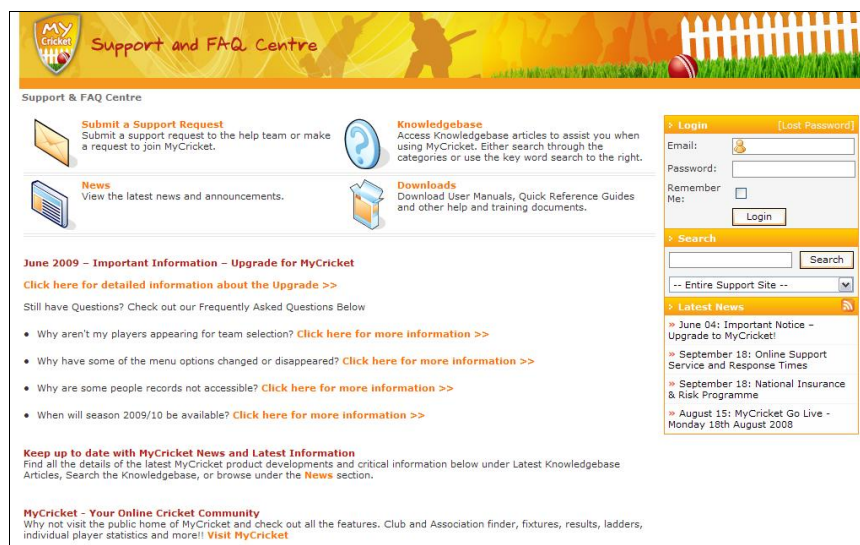
11. Dedicated Online Support and FAQ Centre

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.



The screenshot shows the 'Support and FAQ Centre' page. At the top, there is a navigation bar with the MyCricket logo and the title 'Support and FAQ Centre'. Below this, the page is divided into several sections:

- Submit a Support Request:** A section with an envelope icon and text: 'Submit a support request to the help team or make a request to join MyCricket.'
- Knowledgebase:** A section with a question mark icon and text: 'Access Knowledgebase articles to assist you when using MyCricket. Either search through the categories or use the key word search to the right.'
- News:** A section with a newspaper icon and text: 'View the latest news and announcements.'
- Downloads:** A section with a folder icon and text: 'Download User Manuals, Quick Reference Guides and other help and training documents.'

On the right side of the page, there is a **Login** form with fields for 'Email:' and 'Password:', a 'Remember Me:' checkbox, and a 'Login' button. Below the login form is a **Search** box with a search button and a dropdown menu set to 'Entire Support Site'. Underneath the search box is a **Latest News** section with a list of recent updates, including 'June 04: Important Notice - Upgrade to MyCricket!' and 'September 18: Online Support Service and Response Times'.

At the bottom of the page, there is a section titled 'June 2009 - Important Information - Upgrade for MyCricket' with a link to 'Click here for detailed information about the Upgrade >>'. Below this is a section for 'Frequently Asked Questions' with several bullet points and links for more information. At the very bottom, there is a section for 'Keep up to date with MyCricket News and Latest Information' and a footer for 'MyCricket - Your Online Cricket Community'.




MyCricket User Manual: Association Tasks


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



MyCricket User Manual: Association Tasks

Submit a Support Request

If you can't find a solution to your problems in our [knowledgebase](#), you can fill in the fields below with as much detailed information as possible and send it to our support personnel.

General Information *

Full Name: *

Email: *

Priority:

Request Details

Club/Association Name: *
Please type the full name of your club or association rather than the abbreviated name.

User Level: *
What User Level are you?
 Association
 Club
 Participant (Player, Coach, Umpire, Contact)
 State Administrator

Category: *
Which of the following categories does your support request fall into? Hold Ctrl to select multiple categories.

Have you searched the knowledgebase?: *
If 'no' please click the orange "Knowledgebase" link at the top of the screen or use the "search" box to the right to find a help article.
 Yes
 No

Did you find a helpful article?:

Phone Number:
In some cases we may need to contact you via phone to resolve your support issue. Please provide the most appropriate daytime phone number to contact you on, including area code.

Message Details *

Subject: * Please ensure you provide as much detail about your request in the subject and message detail fields. The more detail you provide will assist us to action your request as quickly and completely as possible.

Upload File(s)

Recipients

You can specify custom recipients in the field below, multiple email addresses can be separated using empty space or ,. The added recipients will only receive updates sent by our staff.

CC:

Login [\[Lost Password\]](#)

Email:

Password:

Remember Me:

Search

-- Entire Support Site --

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

- Click



MyCricket User Manual: Association Tasks

Support & FAQ Centre » Submit a Support Request » NSW

> Submit a Support Request

Your support request has been submitted successfully. One of our team will get back to you with more information shortly.

Support Request Information

Support Request ID: 106749

State or Territory: NSW

Full Name: * John Smith

Email: * test@test.com.au

Priority: Normal

Request Details

Club/Association Name: Test Raiders Club Inc

User Level: Club

Category: Player Scorecards

Have you searched the knowledgebase?: Yes

Did you find a helpful article?: Couldn't find what I was after and need help please!

Phone Number: 111 2222 333

Please Help!
I am stuck and can't proceed with entering player scores into the system and I don't know why!

Recipients

Back

Login [Lost Password]

Email: [input]

Password: [input]

Remember Me:

Login

Search

[input] Search

-- Entire Support Site --

- 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.

Cc:

Subject: [#106750]: Test Request

John Smith,

Your Support Request has been received and a member of our support team will review it and reply accordingly. Listed below are details of this Support Request. Please make sure the Support Request ID remains in the subject at all times.

Support Request ID: 106750
Subject: Test Request
State or Territory: NSW
Priority: Normal
Status: Open

You can check the status of or reply to this Support Request online at:
<http://mycricketsupport.cricket.com.au/>
Email: test@test.com.au
Password: 9ccd70d1

Please let us know if we can assist you any further,

Cricket Australia

- 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.