MyCricket Basics

Season 2016/17

Brett Holliday
Cricket NSW
Logging in to MyCricket

Go to mycricketadmin.cricket.com.au

OR

Go to mycricket.cricket.com.au and click on the “Login” button. Enter your Login ID and Password.

Forgotten your password? Any person with the “User Manager” role in their credentials can re-set your password. Often this will be the Principal User. To find out who the Principal User is, click on “About” and select “Details”.

Once logged in, you will observe the following header:

Please note:

- If you are logging in as a Club Administrator, or your Association does not organise its own cricket competition, you will not see the “Competitions” tab in between the “Teams” and “Administration” tabs.
- Some menu and sub-menu items are available for selection in multiple tabs, for example, the “People” menu item appears under “Teams”, “Competitions”, and “Administration” tabs.
Adding New Players into MyCricket

In the “People” menu, select “Add a New Person”

Enter the person’s name that you wish to add. Often using a commonly shortened version of a person's first name is a superior method for searching for them. In this instance, “Don” has been used instead of “Donald”.

The “Help of this topic” link, which can be found on most pages of MyCricket, is an invaluable tool in assisting with navigating the site. It also contains a link to print the information for future reference.
Purpose
This screen allows the creation and maintenance of information relating to a person/participant.

Creating a new person record
In order to reduce the creation of duplicate records within the system you must first search for existing records.
- Enter as much of the name as possible within the text boxes. Middle name is not normally required.
- Click Search.

The search displays any records found within the system which are similar to the search criteria entered. If the results includes the record you wish to create, you should either transfer the record, or apply for a Clearance. If the record is not found, click the link to create the new record.

Transferring a record
Transferring a record simply means adding it to your organisation. For example, it is possible to add a player to a club who currently plays for another club. Transferring means that duplicate IDs are not created.

Applying for a Clearance
Your parent organisation may require clearance for certain participants before they can join another organisation. For example, some associations require players to obtain a clearance before they can play at a new club.

Creating a new record
When creating a new record a Role must be assigned, with one or more Sub-Roles. Depending on how the page was accessed*, the Role may not be able to be changed.

More information about Roles
*If accessed via Add new Person, the role can be selected. If accessed via Add new Player or Add new umpire then the role is fixed.

Mandatory fields and other validation
- First and last names are mandatory, and cannot contain numbers.
- Other fields may be mandatory in certain cases, depending on rules set by controlling organisations. In these cases it will be indicated by an asterisk next to the field.
- All phone numbers, mobile numbers and fax numbers, if entered, must contain 10 digits, including area code where applicable. Certain characters such as (, ) and spaces are also allowed.
- Postcode, if entered, must contain 4 digits only.

Click the Add button to create the record. The system will validate the new record according to the rules set by the controlling organisation regarding creation of duplicate records. If a duplicate is found you will not be able to create the record, and you must go through the transfer/clearance process listed above.

Editing an existing record
This is similar to adding a new record above, except that Roles are added and viewed on the Roles tab rather than directly on the main Person Edit screen. Also, in some circumstances, participants can prevent their record from being viewed or edited by certain organisations. In this case a message will display.

If any records have recently been transferred to your organisation, you will no longer be able to view or edit the record for a period of 10 days after the transfer.

Click the Update button to update the record. The system will validate the new record according to the rules set by the controlling organisation regarding creation of duplicate records. If a duplicate is found you will not be able to create the record, and you must go through the transfer/clearance process listed above.
If you were searching for the Don Bradman born in 1987, you would apply for a Transfer if you the player is adding Club cricket to an existing Representative cricket record in MyCricket, or adding Representative cricket to an existing Club cricket record in MyCricket. If you are creating a new Club record for a player with an existing Club cricket record with another club, you would apply for a Clearance. Likewise when moving from representing one Association to representing another.

Please note:

- These actions constitute a notification-based system. There are no deadlines imposed upon player movements. Personal details of participants will not be visible to the new entity for a period of ten (10) days to provide for privacy protection in circumstances of impropriety.
- These actions do not delete the record or statistics of a player at his or her previous Club or Association. They instead create a copy of the player’s record and link it via a common player ID.

Add New Person

If the person record you wish to create was not found in the search, please click here to create a new record.

Person Merge Request

If a person who had an existing player ID has been inadvertently added with a new player ID, this can be resolved by applying a Person Merge Request.
If the Don Bradman being searched for was not born in 1987, you will have to create a player record for him. Click where it says “click here” to advance to the next screen.

**Add New Person**

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.

Weel-Dix MyCricket allows a player to be associated with more than one organisation at a time. Transferring a

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.

---

**Selecting a Role**

To create an ID for a player, select PLAYER from the drop-down list. Other options are available to add other types of participants to your organisation, including contacts (sponsors?), umpires, officials (coaches, managers, scorers etc), in2CRICKET participants and Office Bearers (presidents, secretaries, treasurers etc).
Selecting a Sub-Role

Allocate a Sub-Role to a player to aid with identifying and communicating with certain groups of players within your organisation.

Entering Participant Information

Fill out the fields with the relevant information. All fields denoted with an asterisk (*) are mandatory. Ask your Club or Association to set up a generic email address, e.g. tonkerscc@gmail.com, to use for any players who don't have an email address (or parent’s/spouse’s that they can use for this purpose).
Register a Player to Play in a Competition

The next screen provides the opportunity to immediately register a player to play in a competition(s). Select the relevant parent organisation (Cricket Association or Cricket Council) with which the player will participate, and click “Register this Player”. There is also an option to skip this step until a later stage.

Confirmation will be provided, along with the registration history, and a button with which to de-register the player from a certain parent organisation. A player may be registered to play in additional Associations by making an alternate selection in the Select parent Organisation drop-down list. An example of this would be a junior player who also plays in an afternoon open age competition, or a player who plays club cricket but also participates in an Association representative team.

An alternative method is to go to the “Teams” tab, select the “Player” menu”, the “Player Registration” sub-menu and select “Register Players” from the next drop-down list.
Click on a Player’s name and then click the “Add->” button to add them to the registered players list. Alternatively, double-click on the Player’s name. Don’t forget to click the “Update” button at the bottom of the screen to save your changes!

These players will now be available for selection in a match.
Match Day Tasks: Select Team

All of the match-day tasks are located under the “Matches” menu in the “Teams” tab. The first task is to select your team, and this should be done prior to the commencement of the match where possible.

Player Selection Screen

- Ensure that the Season is set to the current season in the drop-down list
- Ensure that the Round number is displaying as the correct number or “CURR”
- Select the correct Grade and playing Association from the drop-down list
- Highlight a player in the “Player List” on the left. Double-click on the player, or click on the “Add” button to move them to the “Selected Players” list to the right. More, or less, than 11 players may be selected in the team, to cater for modified formats, teams playing short, or replacement/additional players.
- From Round 2 onwards, the selected team from the previous round will auto-fill and act as a starting point for the new round’s team selection.
- Highlight the Captain in the “Selected Players” list and click “Set” further to the right. Click “Clear” to reverse this selection. Repeat for the Wicketkeeper any Substitute Fieldsmen, and note that more than one Wicketkeeper, and more than one Substitute Fieldsman, can be selected if desired.
- As always, don’t forget to click “Update” at the bottom of the page to save your selections.
Match Day Tasks: Entering Match Match Results

To enter match results, again access the “Matches” menu in the “Teams” tab, and select “Enter Match results. Only the first team in each contest to attempt to enter the result will be able to do so. The team logging in second will be directed to the Confirm Match Results screen.

Ensure that the correct season, round, and grade have been selected. Use the drop-down list to select which team won the toss, batted first, and whether or not a follow-on was enforced.

Click the “innings commenced” check-box for any and every innings commenced by either team – this will open the dialogue boxes. Work through each item with the entries in your scorebook: the number of wickets that fell, the total runs scored (batsmen and extras) and the total overs bowled. Break down the extras into their components: Byes, Leg Byes, Wides and No Balls. “Pen” is purely for any penalty runs awarded for instances such as the ball striking a fielding helmet, unfair play etc. Attention to detail with your data entry here will prevent issues when entering player scores.
Select the means by which the innings drew to a close: All Out (all wickets fell), Compulsory Close (the team batted for their entire allotment of overs), Declared (the captain declared the innings closed), End of Match (the team batting last surpassed the target score) or Other/In Progress (for the purpose of providing a progress score/update only). If the match has ended, select a result from the drop-down lists. The variety of options will be pre-set by the Association and will correspond to the format(s) of cricket that are being played. Click “Save” to submit the match result.
Match Day Tasks: Enter Player Scores

Undoubtedly one of the most exciting aspects of MyCricket is the ability to record players' statistics. To do this, you will need to enter the players' scores each and every game.

In the “Matches” menu, select “Enter Player Scores”.

The column visibility options hide and display the various components of the scorecard: batting, bowling and fielding.

Working from left to right, use the arrows in the “Num” column to drag players up and down the list to correspond with the batting order implemented in the match.

Make a selection in the “How Out” column: dnb = did not bat, no = not out, c = caught, lbw = leg before wicket, b = bowled, st = stumped, ro = run out, hw = hit wicket, rh = retired hurt, ht = hit ball twice, to = timed out, hb = handled the ball, of = obstructed the field, rt = retired, rtno = retired not out, abs = absent. **Note that “rt” will count as a dismissal in a batsman’s batting average, while “rh” and “rtno” will not.**
If the opposition have selected their team, you will be able to select the fielder and bowler involved in each dismissal (where applicable) for the purposes of the completeness of the scorecard. Where enabled, you will be able to complete these fields on behalf of the opposition via the “Opposition Dismissals” tab.

Enter the Runs scored by each batsman, and, if desired, the Balls Faces ("BF"). Please note that if you only count the balls faced for some matches and not others, this will skew the batsman’s strike rate in his or her overall statistics. Enter the number of 4s and 6s if desired, and the Fall Of Wicket ("FOW"). Entering the FOW allows partnership records to auto-calculate and be included in a player’s career batting records.

In the bowling section, use the “Num” column to list the order in which the players bowled where desired. 1 = the 1st bowler to bowl, 2 = the 2nd and so on. Fill out the Overs (O), Maidens (M), Wickets (W) and Runs (R). Unassisted Wickets (UnW) can be recorded for the purpose of tallying additional Champion Player points for Bowled and LBW dismissals. Wides (Wd) and No Balls (Nb) can also be recorded. In the fielding section, enter catches (Ct), stumpings (St) and run outs (Ro As). Use the “Ct Wk” column for catches caught by a wicketkeeper, “RO Unas” for Direct Hit run outs. Byes conceded by a wicketkeeper can also be tallied (Byes Wk).

Click “Save” to submit the player scores, or “Save as Draft” to complete later.
Report Customisation

Certain columns can be displayed or hidden via the Report Customisation menu.

Data Task Entry Summary

A handy tool for viewing which Match Day Tasks have been completed, and which are still outstanding, is the Data Entry Task Summary link, found under the “Home” menu of the “Teams” tab.

Completed items are coloured with green, items requiring action with red, and actions requiring action from another party in yellow.