QUINNS ROCKS JUNIOR CRICKET CLUB

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MyCricket

DATA ENTRY HANDBOOK

QUINNS ROCKS JUNIOR CRICKET CLUB

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QUINNS ROCKS JUNIOR CRICKET CLUB

WELCOME

Thank you for volunteering to take on the role of MyCricket Data Entry Officer for your junior team at the Quinns Rocks Junior Cricket Club.

MyCricket is an Australian database that records details of every cricket match that is played as part of an affiliated cricket association. As you can imagine, that's a lot of matches! Your role, as a Data Entry Officer, would be to enter the results from the match and the player's scores, so that over time, a permanent record of results and statistics is built. The work you do this season will be looked back on by players, parents and coaches for many seasons to come!

It is important to remember that there will be MyCricket Data Entry Officers working at other Clubs too – each officer enters the results for their team and so a complete record of the match emerges. This means that you will have someone else who is also working on the database at the same time as you are, hence you can cross-check results.

MyCricket can be daunting at first, simply because of the array of menus and options. This handbook is designed to make the process of entering results simpler and easier. Feel free to pick and choose what you use from this handbook – it is intended only as a guide. If you ever need help or advice about the role of MyCricket Data Entry Officer, please feel free to make contact with a member of the Junior Committee – their contact details can be found on the next page. They will be only too happy to help!

The Committee would like to thank you for being willing to devote time and effort to this role. MyCricket Data Entry Officers are essential to providing the accurate information that builds cricket's historical record, as well as providing the statistics that player's love and the data that is used to calculate ladders and trophy winners. We want you to know that your volunteer efforts in this role are greatly appreciated.

Best wishes for the coming season.

QUINNS ROCKS JUNIOR CRICKET CLUB

COMMITTEE CONTACTS

Role	Name	Contact Details
President	Daniel Shortill	0410 455 292 qrjcc.president@gmail.com
Registrar	Serena Spadaro	0419 049 366 qrjcc.registrar@gmail.com
Secretary	Matt Henry	qrjcc.secretary@gmail.com
Treasurer	Geoff Hendry	qrjcc.treasurer@gmail.com
Director of Coaching	Toby Morrell	0406 526 088 qrjcc.doc@gmail.com
Association Liaison	Chris Holding	0422 484 707 chris.g.holding@gmail.com
Entry Level Programmes	Stewart O'Connor	0414 473 747 qrjcc.beginners@gmail.com
Equipment Coordinator	Andy Paton	0416 944 996 qrjcc.equipment@gmail.com
Sponsorship Coordinator	Steve Willis	0420 928 171
Uniform Coordinator	Alison Byrne	qrjcc6030@gmail.com

FIRST TIME LOGGING IN

The Club will set you up with a MyCricket User account that will allow you to access the Club's MyCricket database. You will receive a 'Welcome Email' at the email address through which the Club normally contacts you.

The first time you log on the system will prompt you to change your system provided password to one you will remember.

1. Access the MyCricket Administration Home Page, which can be found at the following link;

    https://mycricketadmin.cricket.com.au/

2. Complete the **Login ID** and **Password** fields given to you in the email.

3. Click **login**.

4. Read the **Terms and Conditions**.

5. Click **I accept the Terms and Conditions**.

6. Enter your current password (still the one in your email).

7. Enter in your new password (ensure it meets the password rules).

8. Retype your new password.

9. Click **Change Password**.

10. Click **Home** to return to the Administration home page.

SELECTING A TEAM

You must select players for a team every round. MyCricket will remember the players selected for the previous match, but you will still need to submit the team to the match on a round by round basis.

This task may be done by the TEAM COACH, TEAM MANAGER or DATA ENTRY OFFICER, but it is important for you to decide who has the responsibility for doing this task each week. It's probably better to do this later in the week when player availability has been confirmed.

IMPORTANT NOTE - a player must have an active player role and be registered to the association before they will appear in the select teams list. If a player is not appearing on the list then please check they have a player role and that they do not require their role to be reconfimed, also ensure that they are on the list of registered players.

Here's the sequence of steps to follow;

1. **Mode:** Teams.

2. **Menu:** Matches > Select Teams.

3. Complete the **Season, Round** and **Grade** fields.

4. Click **Go.**

5. Select the required players from the **Player List.**

6. Click **Add** to move them to the **Selected Players** list.

7. Select the Captain's name from the **Selected Players** list.

8. Click **Set** next to **Captain** in the **Selected Player Options** area.

9. Repeat the previous 2 steps to assign **wicketkeepers** and **substitutes**.

10. From the dropdown boxes you can select **Coach, Team Manager** & **Scorer** if required.

11. Click **Update** and **OK** to save.

Note: If you want the team to be the same as previous match, simply click Update & OK to save.

ENTERING MATCH RESULTS

Match Results can be entered either during a game or once it has finished. Results can be entered by either team, but not by both. Consult your Association to determine whether the home or away team are to enter match results.

Match Results can be entered either during a game or once it has finished. Results can be entered by either team, but not by both. Consult your Association to determine whether the home or away team are to enter match results. To enter match results follow the path below;

1.   **Mode:** Teams.

2.   **Menu:** Matches > Enter Match Result**.**

3.   Complete the **Season, Round** and **Grade** fields.

4.   Click **Go.**

5.   Enter match results in the applicable fields. Use the following table as a guide:

FUNCTION	DESCRIPTION
Wickets field	If you select 10, all out automatically populates the Innings Closure field.
Match Results field	This is a mandatory field. If the match hasn't finished yet select **Match in Progress**. This enables you to save the results and access them again at a later date. Results time frames do not apply in this case. Selection in one teams **Match Result** field will drive the entry in the other team. e.g.; if Team A Lost on First Innings then Team B's Match Result automatically populates with Won on First Innings
Modifying Results	Results can be modified until they are confirmed by either the association or the opposing team. Once confirmed, results are locked as official.

CONFIRMING OR DISPUTING A RESULT

If the opposition team has entered the results, you will need to review their entries and either confirm or dispute them. You can not modify the results in any way, however you can begin the dispute process if you disagree with the other teams results entry.

1. **Mode:** Teams.

2. **Menu:** Matches > Confirm match results.

3. Select the **Season, Round** and **Grade.**

4. **Click Go.**

In the **Actions** area of the screen:

ACTIONS

○ Confirm Result
○ Dispute Result

Update

MATCH RESULTS

Confirm Result
1. Select confirm result if you agree with the results entered.
2. Click Update.
3. The result is then saved and locked.

Dispute Result
1. Select dispute result if you do not agree with the match results that have been entered.
2. Type the reason for your dispute in the text box.
3. Click update.

This information will then be sent to both competing teams as well as the association. This matter will then be dealt with by the association.

ENTERING PLAYER SCORES

Before entering player scores, players must be selected in the team and a match result must be entered. This can be done in MODE: Teams > MENU: Matches > Select Team then Enter Match Results.

TIP - select your team in batting order. This will save time when entering the player scores as the players will be batting order. The order of players can be adjusted at any time.

1. **Mode:** Teams.

2. **Menu:** Matches > Enter Player Scores.

3. When entering player scores please keep in mind the following:

    i.   Your Association may set a timeframe on entering player scores.

    ii.   One of the benefits of MyCricket is that your players can compare their stats with players all around the country. However, in order to get a realistic view of your players' stats nation-wide, clubs must enter player scores as accurately and as regularly as possible.

    iii. The score fields available are determined by report settings. Go to Settings > Report Customisation > Show/Hide required fields (balls faced, 4s, 6s).

4. Select the **Season, Round** and **Grade**.

5. Click **Go.**

6. Select the checkbox next to the innings you want to enter scores for.

IMPORTANT NOTE - The batting order displayed is based on the order in which players were selected. If this order has changed, check the Automatically recalculate batting order if changed checkbox. Then simply type or drag the new batting order number in the Num field next to the required player. Note that the physical order doesn't change, only the batting order number.

7. Click **Save** or **Update**

    i.   The system runs a series of validations. If a validation fails, a popup appears:

    ii.   Click **cancel**

    iii. The data that failed the validation is highlighted in red.

ENTERING PLAYER SCORES - BATTING

Field	Description
Number	The batting order number of the corresponding player. Type directly in the field. *Note: This will default to the order as at the Team Selection stage.*
HO	How Out. The method of dismissal. Select form the drop down list. *NOTE: For definitions please see "How Out Abbreviations"*
Runs	The number of runs made by the player. Type directly in the field.
Fld	Opposition fielder who dismissed the batter. Select from the drop down list.
Bwl	Opposition bowler who dismissed the batter OR 2nd opposition fielder who assisted run out.
FOW	Fall of Wicket Where two or more wickets fall at the same score, the dismissal order can be specified by entering as a decimal. E.g.: players A, B and C are all dismissed at the unlucky 87, batted at numbers 3,4 and 5 respectively, and were dismissed in the order A, C, then B. Enter a FOW of 87.1 for A, 87.3 for B, and 87.2 for C. The decimal point is not required where only one wicket falls at a given score.
BF	Balls Faced May be disabled
Min	Batting Minutes May be disabled
4s	Number of 4s scored May be disabled
6s	Number of 6s scored Type the number directly in the field May be disabled

ENTERING PLAYER SCORES - BOWLING

Num	Bowling number. The order of bowling in the selected innings.
O	Number of overs bowled. Type the number directly in the field
M	Number of maidens bowled. Type the number directly in the field
W	Number of wickets taken. Must be between 0 and 10 Type the number directly in the field
R	Number of runs conceded Type the number directly in the field
Htrk	Hat Trick (consecutive wickets) Number of consecutive wickets taken *Note: See below for details on how to enter Hat Tricks.* May be disabled
Un	Unassisted wickets taken. Must be a whole number less than or equal to wickets taken. Type the number directly in the field *Note: If this field is disabled, unassisted wickets will be automatically calculated based on the scorecard. This is a setting that is made via the Grade Customisation screen.*
Wd	Number of wides bowled Type the number directly in the field May be disabled
Nb	Number of no balls bowled. Type the number directly in the field

ENTERING PLAYER SCORES - FIELDING

Ct	Number of catches taken as a fielder. (not wicketkeeper) Must be between 0 and 10 Type the number directly in the field
Ct Wk	Number of catches taken as wicketkeeper. Must be between 0 and 10 Type the number directly in the field
RO As	Number of assisted run-outs made. Must be between 0 and 10 Type the number directly in the field
RO Un	Number of assisted run-outs made. Must be between 0 and 10 Type the number directly in the field
St	Number of stumpings made Must be between 0 and 10 Type the number directly in the field

'HOW OUT' ABBREVIATIONS

The following is a list of definitions for the abbreviations in the **How Out** drop down list on the **Player Scores** screen.

MyCricket enables you to select from 16 options rather than just the standard 10, in order to accommodate competitions such as community and junior cricket which may deviate from the standard game.

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 Wicket
TO	Timed Out
HB	Handled Ball
OF	Obstructing the Field
RT	Retired
RTNO	Retired Not Out (used for compulsory retirement)
ABS	Absent (the system will record this as loss of wicket)

INCORRECT MATCH RESULTS/SCORES

If the match result is incorrect in any way, **you must contact** your Association or club to rectify. MyCricket Support is unable to make any changes to match results as these are handled by the competition rules and the Association and are not system related.

The principal user contact details are found at the bottom of every scorecard - click on the link which says;

1. View match audit

2. The club and association contacts will then appear at the bottom of the page.

3. Contact the club or association involved who will then need to review the match results.

	Extras (nb 0, w 0, b 0, lb 0)	0	
	Total	5/75 (cc)	
	Overs	0.0	

*	Captain
+	Wicketkeeper

Other details:

Other Match Details
View selected teams
View match audit

HOW TO UNLOCK MATCH RESULTS

The Match Result status LOCKED means that the Association has made the results official and Clubs can no longer make adjustments.

If the match results are locked and you feel there needs to be and adjustment of some kind, you will need to contact your Association's MyCricket Principal User.

If you need to dispute the match please view the 'Confirming or Disputing Match Results'. The MyCricket Support Team can not unlock match results as this will conflict with the authority of the governing body of the competition and any relevant By-Laws.

The contact details of your Association are available by clicking the name on any of the Match screens (Select Team; Match Results; Confirm Match Results) as shown below.