

SELECTING TEAMS, ENTERING RESULTS AND SCORE CARDS

Results of all 1st XI and 2nd XI League matches MUST be entered weekly by all Clubs in the stated times below.

Summary Results and Scorecards must be submitted by the **Home** Team no later than 5pm on a Monday (your league position on play-cricket.com will not be updated until they are!) and tick the box to show that this has been done. Scorecards must be verified by the **Away** Team no later than 5pm on a Tuesday.

The **Away** side checks the entries of the **Home** side and when correct ticks the box to show that this has been done, but it does allow them to change anything that might be incorrect. When completed & checked it can then be locked by the League Results Administrator. The League Tables will be updated automatically. This will allow all Results and Tables to be updated and corrected by 5pm on Tuesday following matches. The Averages/Statistics will be updated and shown by the following Wednesday evening.

NB. There are still clubs who are not ticking the box to show that they have confirmed the results and scorecards. HOME and AWAY clubs should tick the appropriate boxes when checked and confirmed as correct.

Though it states **Home** team to enter the results and the **Away** team to check, it is OK to have either team enter the results, but the other club should check and tick as required.

Your attention is drawn to the fact that club players averages will not show up in the statistics on the League play-cricket site, unless your club enters the scorecard details on their club play-cricket site. Therefore clubs can enter their own scorecard details even if their opponents of that day have not done so. Clubs are responsible for their own player statistics at the end of the season and corrections may be carried out by Clubs before the results and scorecards are locked by the General Manager. He will check all the information and adjust, if and when appropriate.

Entering results on the play-cricket network is a three step process.

The steps are:-

1. Selecting the team (Has to be completed before the day of the match)
Go to: admin/fixtures/pick team
2. Entering summary level result
Go to: admin/results/enter (or edit)
3. Entering scorecard
Go to: admin/results/enter (or edit)

Please find full details for each part of the process below:

1. Selecting the Team

Go to your club home page on play-cricket, log on and click on the 'admin' button

In 'admin' click on 'fixtures'

Find the fixture you wish to pick team and then click on the yellow icon next to the fixture

On the left you will have 11 player slots and a 12th man slot

On the right there is a list of your players who are registered with the league

If you need to change a selection use the 'clear' button or, if not all your players are confirmed, click on 'Player to be Confirmed' to fill the spaces

Having selected your team you have three options. These are to publish the team on the web site, email players and print the team sheet

If you publish the team, it will be visible to online members of your club when they view the fixture

If you email the players, all your players who have email addresses entered will receive details of the match and be able to confirm their selection

If you print, you will have the details of the match and the team with telephone numbers and email addresses

To complete the process click on 'save team'

NB. Picking a team has to be done before the day of the match.

ZERO TOLERANCE – you will be unable to select a player to play for your side who is not registered. Zero tolerance still applies – all 1st XI players **MUST** be registered with the League **BEFORE** they play a match or disciplinary action will follow.

2. Entering the Summary Level Result

Go to your club home page on play-cricket, log on and click on the 'admin' button

In 'admin' click on 'results'

Next to the match you wish to enter the result for, click on 'enter' (if the opposition have already entered the result it will say 'edit')

Move down the form entering all match details including the result of the match, who won the toss, who batted first, the runs, wickets and overs for each team and whether the team that batted first declared

Enter the batting and bowling bonus points and any penalty points for each team

ONLY enter bonus points as all other points i.e. win, draw, cancelled, abandoned etc as laid down by the playing conditions will be automatically entered.

NB. DO NOT ADD BONUS POINTS TO THE WINNING SIDE!

Click on 'save' to submit the result

You now have the option of entering the scorecard or completing it at a later stage (see below)

3. Entering the Scorecard

There are four steps in entering a scorecard.

3.1 Confirm your team

This works in the same way as 'Selecting the Team' (see point 1)

3.2 Confirm the opposition team

This works in the same way as 'Selecting the Team' (see point 1) only you are choosing names from the opposition database (you will not be able to see any of their player's details)

3.3 Enter your scorecard

For the batting team:

Click on how they were out (or not out/did not bat) from the list on the right

Select the bowler and fielder involved in the dismissal if applicable from the fielding team list on the right

Enter the score details

Enter extras and the fall of wickets

For the bowling team:

Select the bowlers used from the fielding team list on the right

Enter the bowling details for each bowler (the number of wickets will be taken from the batting details)

Click on 'save scorecard' to proceed

3.4 Enter the opposition scorecard

This works in the same way as 3.3

NOTICE – UNSURE IS NOT AN ACCEPTABLE NAME FOR A PLAYER!!

Enter as much information as possible on to the scorecard pages because this will enable the statistics of all players to show up on the League play-cricket site. It is crucial that the **Away** side agrees the scorecards with the **Home** side – Result, Scores and Points. If any information is incorrect, e.g. names, it can be altered by the **Away** side. If the results do not tally, the Home side scorecards will be taken as correct. When the information is found to be correct, the results will be locked.

Reminders:

The following points are automatically added to the system

1. All XI's – Winning Batting First
2. All XI's – Winning Batting Second after losing the toss
3. All XI's – Winning Batting Second after winning the toss
4. All XI's – Tie
5. All XI's – Draw (Winning or Losing)
6. All XI's - Abandoned

Do not enter the Points for Winning whether batting First or Second.

Only enter the Bonus Points gained for Batting and Bowling.

ADDITIONAL INFORMATION

Instructions for Club Administrators

To make the best use of the availability function, please take the following steps:-

1. Encourage as many of your players to register with play-cricket and join your club as an online member or enter their names onto your member database including an email address.
2. Once you have as many names (including email addresses) as possible on your site, add these people into the various squads that they play in.
3. Once in a squad (with associated fixtures) these players' availability can be completed:-
 - a. by themselves (if they have registered with play-cricket and become a member of your site) through the availability section of 'my details'
 - b. by the site administrators by clicking on their name in the member database and completing the availability section.
4. Having captured the availability for each member of the club you then go to select the team in the fixtures area. Here the squad will be displayed and ticks and crosses shown depending on their availability. You also have the choice of selecting players from other squads – however if that team has already been selected for a particular day those players will show as unavailable even though they may have signed up to being available initially.
5. Having selected your side you can email them to which they can then respond confirming they can play or not.