

Play-Cricket Noddy Guide (2017)

In 2017 season, the UKFast Cheshire Cricket League require that all League match results, along with full scorecards should be input to Play-Cricket for both 1st & non-1st XIs.

The responsibility for data input lies with the Home Club in each case, with fines being applied for those who fail to get their results online within the following timescales, viz. 1st XIs must input a summary of the match score, result & points by 10pm on the Saturday & Full scorecards within 48hours. For non-1st XIs, the Summary details are required within 48hours & Full scorecards within 96 hours of the conclusion of the match.

So to avoid fines, Clubs should ensure that they are familiar with the processes.

To assist those charged with doing the task, the League have put together this guide. There also some video tutorials available on Youtube.

1. Overview.

The League have set up the appropriate Divisions ('Competitions' in Play-Cricket speak) with the correct teams in each Division along with basic definitions of Points to be awarded for Wins, Draws, etc. This year, Play-Cricket have introduced a method of defining how Bonus points are allocated & we have implemented this on all our Divisions. It should mean that matches unaffected by rain will now have the correct points allocated whether Win or Draw.

After each match, the Home team is responsible for inputting both the basic Result and the full Scorecard onto the Play-Cricket system. The Away team should check that their players' names have been entered correctly, and should input their team's details if they are missing. Note that the Home team will be presented with the Away team's Squad list to pick out those who played. If a player is not listed in a Squad, the inputter can search the Club's full list of players. If names are missing/duplicates/incorrect, then it makes the Home team's job very difficult! So please make full use of the Squad lists. The instructions below describe how to login to your Club's pages, add players to your team squads, sort out duplicate/incorrect entries in your player and squad lists, input a result and input a scorecard.

Note that there may be problems at the moment if you are using Total Cricket Scorer (TCS), as the Supplier (CricHQ) & the ECB are negotiating new commercial terms to allow pre-match download of Fixtures and upload of the scorecard post-match to continue to function.

2. How to login.

2.1 Contact your Club's Play-Cricket.com administrator

If you don't have administration rights to your Club's Play-Cricket site, then you should contact your Club's administrator and ask them to set you up as an administrator. If you don't have a Play-Cricket.com user name then follow the instructions below on 'How to set up your own Play-Cricket.com login'

2.2 How to Set Up Your Own Play-Cricket.com Login

If you are not registered on Play- Cricket, follow these easy steps to get set up:

- a. Go to Play-Cricket.com and click on the 'Sign Up' button on the top right corner of the page. This will take you to the 'Play-Cricket Registration' page.
- b. Enter all of your details
- c. Agree terms and conditions

- d. Agree privacy statement
- e. Agree to receive emails from ECB
- f. Search for your club by clicking the 'Search Site' button
- g. Type – select 'Club'
- h. County – select 'Cheshire'.
- i. Keyword – type the first word of your Club name.
- j. Click Search
- k. Select your club from the list
- l. Click submit

2.2. Go to Play-Cricket.com and find your club

Go to the main Play-Cricket site (Play-Cricket.com), and click on the 'Login' button on the top right corner of the page. Sign in to the web site.

Find your club using the 'Cricket Directory' on the main page and select your club from the search options, ie select Type = 'Clubs', County = 'Cheshire' and Keyword = <your Club name>. This will give a list of Clubs that match the search criteria. Click on the '(homepage)' link next to your Club name and this should open your Club's site on another web page in your web browser.

2.3. Sign in to your clubs Play-Cricket page

Click on your name 'Joe Bloggs' in the top right hand corner of your Club's Play-Cricket page and select 'Site Administration' from the drop down menu. This will take you to the administration home page for your Club's Play-Cricket page.

For ease of use and to save going through step 2.2 above every time you login, now save your current page to your Browser's Favourites. On re-login you will go straight to this page after supplying your Password.

3. How to set up and administer your Player Lists & Team Squads

For simplicity, Clubs may find it easier to add all the players on their UKFastCCL players list into both their 1st & non-1st XI squads.

It is likely that some Clubs have, over the past few years, added some players twice (or more) with subtly different spellings (eg Thomson, Thompson) or with and without a First name or with just an Initial and Surname. To avoid incorrect data entry to scoresheets, it is essential that players' names in the Squad lists are correct and consistent. Clubs should adopt a consistent standard for members' names in their database and we recommend First name & Surname. (If required, a Middle name can be added). Note that a 'nickname' is OK, eg Joe Bloggs, as opposed to Joseph Bloggs or J. Bloggs. As long as there is only one entry for a player then there can be no confusion. But, if you want to standardise, and you have old names which don't conform to your standard, these can be merged with a new correctly-formatted name later (see 3.3 below). We appreciate that we have many players in the League whose names were not originally intended to be written using the Roman alphabet and therefore different varieties of phonetic spelling exist, we would ask that a consistent standard is adopted by Clubs, preferably the spelling used by the player themselves for official documents, eg Passport, Driving Licence, etc

3.1 Setting up Team Captain

- a. Click on 'Teams' on the left hand column.
- b. For each Team, click on 'Edit' and enter the Captain's name (This will give a drop-down list of registered players to choose from – if the Captain is not yet registered, you will have to come back to this step later!)
- c. Click 'Save'

3.2 Setting up Squads

- a. Click on 'Teams' on the left hand column.
- b. Click on 'Squad' button on your team.
- c. Current players – Click on 'Add current users to squad'
 - i. Search by surname
 - ii. Tick the select box on the player
 - iii. Click save
- d. New players – Click on 'Add new member' button.
 - i. Add First Name
 - ii. Add Surname
 - iii. Add Email
 - iv. Click save

3.3 Merging/correcting wrong/duplicate entries

- a. Click on 'Members'.
- b. Correcting a wrong entry
 - i. Click on the 'View' (magnifying glass) symbol next to the entry to change
 - ii. Change the incorrect items in the entry, then click 'Save'
- b. Merging Duplicate entries.
 - i. If you spot a duplicate entry, click on the 'match' symbol next to the name that you want to keep. This brings up a list of possible matches, hopefully this includes the names you want to match with!
 - ii. Click on the 'match' symbol next to the name you want to match, a page will be presented showing the proposed result of the merger.
 - iii. Click on 'Yes' to accept the proposal. This will automatically merge any historical playing data & statistics, so no data will be lost.

3.4 Removing out-of-date entries from Squads.

If you have players who have retired or moved to another Club, you should remove the old entries from your squads to reduce clutter.

- a. Click on 'Teams'
- b. Click on the 'Squad' button of your team.
- c. Click on the 'Remove Role' button of the player to remove from the Squad.
- d. Click 'OK' on the popup.
- e. Repeat for any other Squads the player may be a member of.

4. Upload your basic result on Play-Cricket.com

- a. Click on 'Results' on the left hand column.
- b. Find your fixture using the filters at the top of the screen.
- c. Click on 'Edit result' on the fixture
- d. Select the result from the drop down menu
- e. Select who was the 'home' team, by clicking on the 'Home' radio button next to the appropriate team. (This should already be correct)
- f. Select who 'Won toss', by clicking on the radio button next to the appropriate team.
- g. Select who 'batted first', by clicking on the radio button next to the appropriate team.
- h. Add runs, wickets and overs for both teams.
- i. The 'Scheduled Overs' for each team are used to calculate Batting Bonus Points, including cases of a Delayed Start, and should be the same for both teams as per the following table.

Match length	Scheduled overs	
80-90	45	(this will be set as default)
70-78	35	
60-68	30	
50-58	25	

NB Any other values will result in the Batting Points not being calculated!!,

The above items complete the basic result entry, all are required in order for Play-cricket to calculate the Points per team correctly. Proceed to step 5d below to input the full scorecards.

5. Upload your full scorecard on Play-Cricket.com

- a. Click on 'Results' on the left hand column.
- b. Find your fixture using the filters at the top of the screen.
- c. Click on 'Edit result' on the fixture
- d. Add squad names for both teams
- e. Tick captain and wicket keeper
- f. Click save
- g. Complete scorecards for both teams
 - i. Batsman (name, how out, fielder/bowler, runs, 4's, 6's and balls)
 - ii. Extras
 - iii. Bowler (name, overs, maidens, runs, wickets, wides, no balls)
- h. Click save and repeat for other team

4. Upload your full scorecard on Play-Cricket.com

- a. Click on 'Results' on the left hand column.
 - b. Find your fixture using the filters at the top of the screen.
 - c. Click on 'Edit result' on the fixture
 - d. Add the result from the drop down menu
 - e. Select who was the 'home' team
 - f. Select who 'Won toss'
 - g. Select who 'batted first'
 - h. Add runs, wickets and overs for both teams
 - i. Add squad names for both teams
 - j. Tick captain and wicket keeper
 - k. Click save
 - l. Complete scorecards for both teams
 - a. Batsman (name, how out, fielder/bowler, runs, 4's, 6's and balls) Name & How out as minimum
 - b. Extras
 - c. Bowler (name, overs, maidens, runs, wickets, wides, no balls)
 - m. Click save and repeat for other team
 - n. Go back to the result and click on the 'Home team confirmed result'
 - o. Contact the away team to confirm
- * If you prefer to live score a match then ensure you download the fixture from Play-Cricket.com and upload the match to Play-Cricket.com at the end of the match.