

RINGWOOD and DISTRICT CRICKET ASSOCIATION INC



MyCricket Club Setup Guide

Table Of Contents

Contents

Initial Club Set Up.....	1
First Time Log in	1
Administration	3
Setting Up Your Club	3
Principal User for Club	3
Navigating through MyCricket	3
Mode Menus	4
Organisation – Your Club	5
Organisational Details	5
Maintaining Organisational Details.....	5
Milo In2Cricket Centre Management	7
Insurance - Register	8
Insurance - Status.....	9
Certificate of Currency	9
Honour Board (Awards)	11
Office Bearers	14
Contacts for Parent Organisations.....	16
Notification Subscribers List	19

Initial Club Set Up

The first task for all clubs is to set up their club on the MyCricket System.

Some Initial information will already be populated in your club site, as insurance details have been recorded in MyCricket for the last couple of seasons.

Your clubs information can be accessed by interested people in a number of ways:-

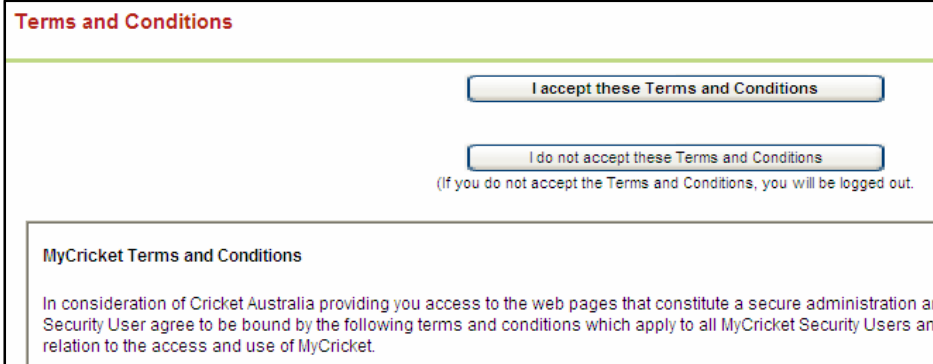
- Via your Clubs MyCricket website;
- Via your clubs website via links to MyCricket;
- Via the MyCricket website;
- Via you clubs MyCricket Administration Site;

First Time Log in

The first time that you login to the system you will be required to:-

- Read and Accept the My Cricket Terms and Conditions and
- Change your password;

The Terms and Conditions of MyCricket must be accepted to use the system.



The screenshot shows a web interface for accepting terms and conditions. At the top left, the text "Terms and Conditions" is displayed in red. Below this, there are two buttons: "I accept these Terms and Conditions" and "I do not accept these Terms and Conditions". Underneath the second button, a note states: "(If you do not accept the Terms and Conditions, you will be logged out.)". At the bottom of the screen, there is a section titled "MyCricket Terms and Conditions" containing the following text: "In consideration of Cricket Australia providing you access to the web pages that constitute a secure administration a Security User agree to be bound by the following terms and conditions which apply to all MyCricket Security Users and relation to the access and use of MyCricket."

- Click on the **I accept these Terms and Conditions** button;

The Change Password screen will be displayed.

Change Password
Help on this topic

You must change your password before continuing.

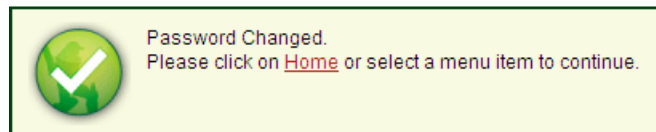
The following password rules apply:
The password must contain 6-20 characters without spaces, at least one character must be a number and one a letter.

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

Change Password

- Enter the current password that you have received (by email);
- Enter New Password;
- Re-enter the New Password to confirm;
- Click on the Change Password button;

When you have successfully changed your password the following message will be displayed.



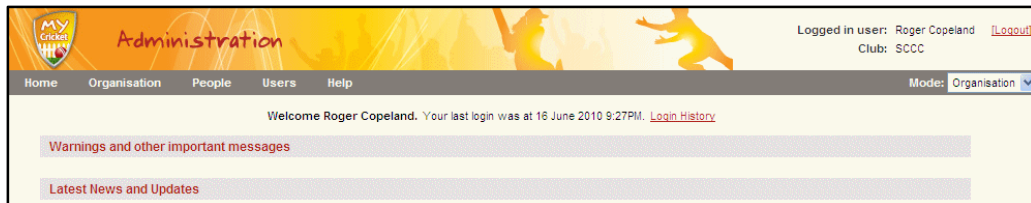
- Click on the **Home** button to return to the main Administration page.

Administration

Setting Up Your Club

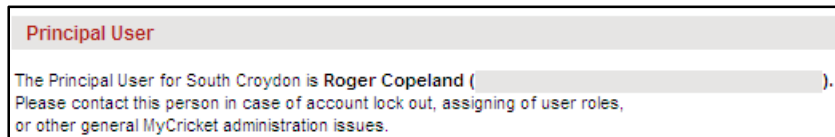
Accessing the MyCricket system can be done at the following address - <http://mycricket.cricket.com.au/>

After login the Administration Home page will be displayed.



Principal User for Club.

The home page will display the details of the Principal user for you club at the bottom of the screen.



Contact the Principal User for your club, if you run into difficulties or contact the RDCA via the MyCricket Forum on the RDCA Website.

Navigating through MyCricket

A key concept in MyCricket is the ability to select the mode that you wish to work in.



The following tasks can be done in the each of the available modes.

Mode	Description
Teams	Allows you to select teams, enter match results / player scores and complete player transfers / clearances. Anything related to managing a team and participating in competitions.
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 Club website.



Note: Not all Mode options will be available to all users.

These are determined by your MyCricket Roles within your club and your clubs access to MyCricket (ie your clubs MyCricket Website).

Mode Menus

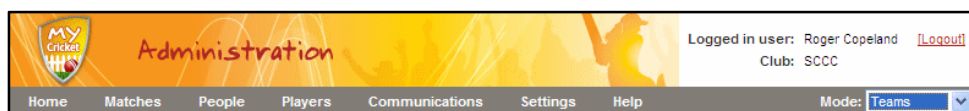
Organisation Mode

All about the club, registering for insurance, adding office bearers, creating new admin users, updating organisation details.



Team Mode

All about the teams in your club, select teams, enter match results / player scores and complete player clearances. Anything related to managing a team and participating in competitions.



Website Mode

All about Managing and / or adding content to your MyCricket Club website.



Organisation – Your Club

Organisational Details

Your Clubs Organisational details can be seen by anyone who accesses your club on MyCricket. This information will provide people with contact details for your club, details of your website, logo and main ground.

Maintaining Organisational Details



Mode: Organisation.

The Organisational Details can be found under the Organisation menu.



- Click on the Organisation menu;
- Click on the Organisation Details option;

The Edit Organisation Details screen will be displayed.

Edit Organisation Details
 [Help on this topic](#)

Organisation Details

Club Full Name:

Abbreviation:

Website:

Description:

Colours:

Incorporation Status: No Yes

Incorporation ID:

Contact Details

Postal Address:

City/town/suburb:

Postcode:

State, Country:

Club Email:

Club Phone:

Club Fax:

Name of main Club contact:

Main Ground/Club Rooms/Head Office Details (if applicable)

Address:

Main Ground/Club Rooms/Head Office Details (if applicable)	
Address	<input type="text" value="Cheong Park, cnr Eastfield and Bayswater"/>
City/town/suburb	<input type="text" value="Croydon"/>
Postcode	<input type="text" value="3136"/>
State, Country	Victoria, Australia
Ground Map Reference	<input type="text" value="50 G7"/>
Ground Phone	<input type="text" value="03 9725 7016"/>

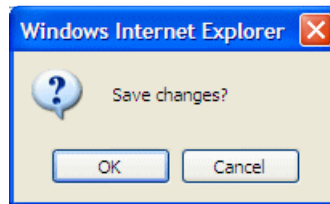
Please Note: Details entered will be displayed on the Club Information page that is accessible via the public club/association search screen and club/association finder screens

- Enter / update the clubs details as required;

When all details have been entered or updated.

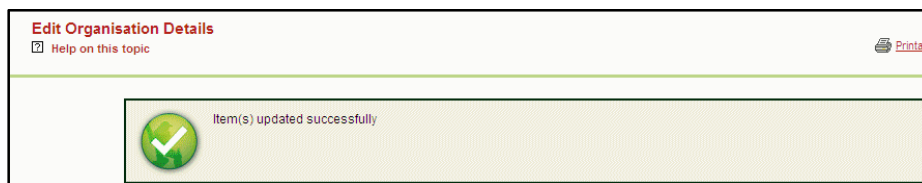
- Click on the Update button;

The following message will appear.



- Click on the OK button to save changes;

The following message will be displayed.



Milo In2Cricket Centre Management



Mode: Organisation.

The Milo In2Cricket details can be found under the Organisation menu.



- Click on the Organisation menu;
- Click on the Milo In2Cricket Centre Management option;

The Milo In2Cricket Centre Management screen will be displayed.

MILO in2CRICKET Program - Centre Management

<p style="text-align: center; background-color: #f2f2f2; margin: 0;">Online Registration & Payment - NEW!</p> <p style="font-size: small;">Your participants can now register and pay online. Centres must set up online registration before you can fully activate your centre. You can also choose to accept and manage payment online via MyCricket - all online payments will go straight into your organisation's bank account.</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #f2f2f2; padding: 5px; width: 100%; margin-bottom: 5px;">Set up Account Details & Enable Online Payment</div> <div style="background-color: #f2f2f2; padding: 5px; width: 100%;">Show me who's paid</div> </div>	<p style="text-align: center; background-color: #f2f2f2; margin: 0;">Set up your Centre</p> <p style="font-size: small;">Activate your Centre for the current season, order a Centre Coordinator Pack and Participant Starter Packs.</p> <p style="text-align: center; color: green; font-weight: bold; font-size: small;">Status: Activated For Current Season</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #f2f2f2; padding: 5px; width: 100%; margin-bottom: 5px;">Activate or Update Your Centre Details</div> <div style="background-color: #f2f2f2; padding: 5px; width: 100%;">Order Coordinator & Participant Packs (opens a new window)</div> </div>
<p style="text-align: center; background-color: #f2f2f2; margin: 0;">Manage Participants</p> <p style="font-size: small;">Add new participants, volunteers or coordinators. Download and print a list of your participants.</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #f2f2f2; padding: 5px; width: 45%; margin-right: 10px;">Add a New Participant</div> OR <div style="background-color: #f2f2f2; padding: 5px; width: 45%; margin-left: 10px;">Bulk Upload Your Participant List</div> </div> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #f2f2f2; padding: 5px; width: 100%;">Download a List of All Participants</div> </div>	<p style="text-align: center; background-color: #f2f2f2; margin: 0;">Additional Resources</p> <p style="font-size: small;">Check the MILO in2CRICKET website for more resources, share ideas with other Coordinators, and keep up to date with the latest news!</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #f2f2f2; padding: 5px; width: 100%; margin-bottom: 5px;">in2CRICKET.COM.AU Coordinator Section (opens a new window)</div> <div style="background-color: #f2f2f2; padding: 5px; width: 100%;">Download the MyCricket Coordinator User Guide (opens a new window)</div> </div>

Full details of the Milo In2Cricket functionality are explained in the My Cricket Guide MILO_in2CRICKET_-_Centre_Administrators_FINAL.pdf obtainable from the RDCA or MyCricket website.

Insurance - Register



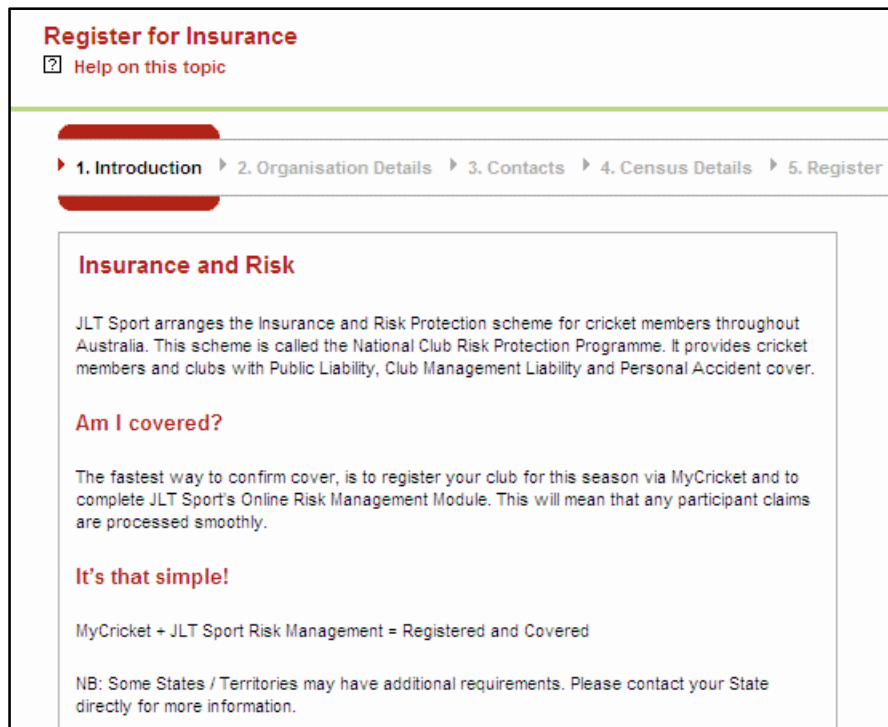
Mode: Organisation.

The Insurance - Register details can be found under the Organisation menu.



- Click on the Organisation menu;
- Click on the Insurance - Register option;

The Milo In2Cricket Centre Management screen will be displayed.



Full details of the Insurance Registration process is explained in the My Cricket Guide NCRPP_Guide_FINAL.pdf obtainable from the RDCA or MyCricket website.

Insurance - Status



Mode: Organisation.

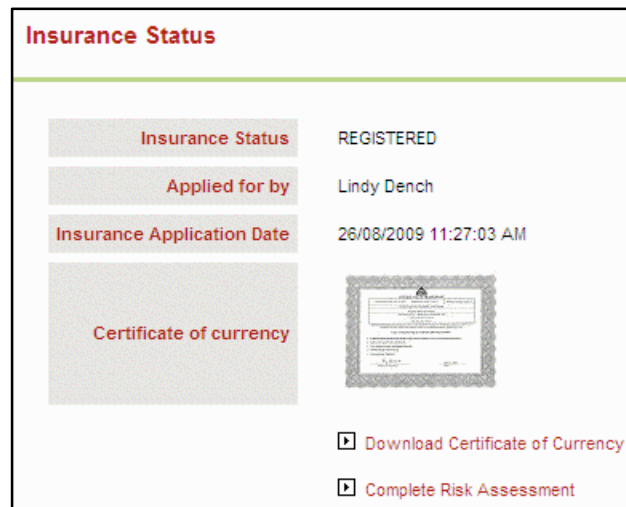
The Insurance - Status can be found under the Organisation menu.



- Click on the Organisation menu;
- Click on the Insurance - Status option;

The Insurance Status screen will be displayed.

From this screen the Certificate of Currency can be downloaded.



Certificate of Currency

Once your club is fully registered and the Risk Assessment has been successfully completed the certificate of currency will be available for download.



- Click on the Download Certificate of Currency link;

The **Australian Cricket National Club Risk Protection Programme** webpage will be displayed. A Standard Certificate can be downloaded and printed straight away or if a certificate is required that Nominates a Council, it can be request and will be received in approx 7 days.

Certificate of Currency

Your Certificate of Currency is a document that will verify your club's Public and Products Liability Insurance.

Standard Certificate

The Standard Certificate of Currency can be downloaded and printed at any time as often as you need it throughout the season.

Nominate a Council

In some circumstances, a Council or a Third Party may ask to be named on your Certificate of Currency.

You may request this simply by providing the Name of the Council to JLT Sport. Please allow up to 7 days for your request to be processed.

Standard Certificate

Download and Print – Standard Certificate

Download Certificate of Currency – standard.

[Download Certificate](#)

- Click on the Download Certificate button;

The Certificate will be downloaded.

Certificate with Council Nomination

Request a Certificate – Nominate Council

Request Certificate of Currency – with Council notation necessary.

Please enter the Council's full legal name. Do not abbreviate or use partial name (such as "Maroondah")

Council Name:

Please supply your email address or fax number.

Club/Association Fax:

Club/Association Email:

[Request Certificate](#)

- Complete the Request a Certificate – Nominate Council section;
- Click on the Request Certificate;

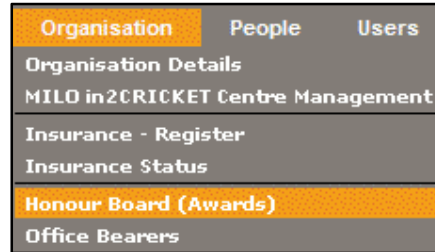
The Insurer will send out the Certificate in approx 7 days.

Honour Board (Awards)



Mode: Organisation.

The Honour Board (Awards) can be found under the Organisation menu.



- Click on the Organisation menu;
- Click on the Honour Board (Awards) option;

The Honour Board (Awards) screen will be displayed.

Edit Honour Board
 ? Help on this topic

Season: 2009/2010

..... Honour Board

Copy titles from another season

Select season to copy from: 2008/2009

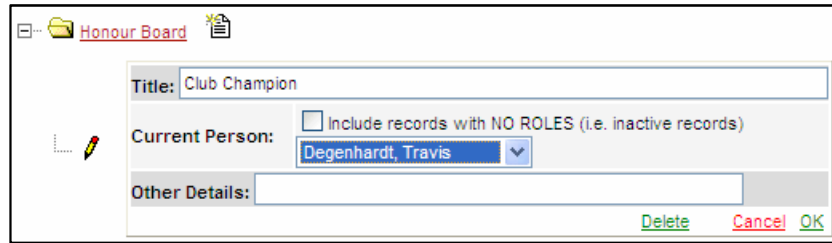
Clear all data for the current season

- Select the Season to edit;
- Click on the button;

New items can be added –

- Click on the icon;

The Honour Board entry section will be displayed

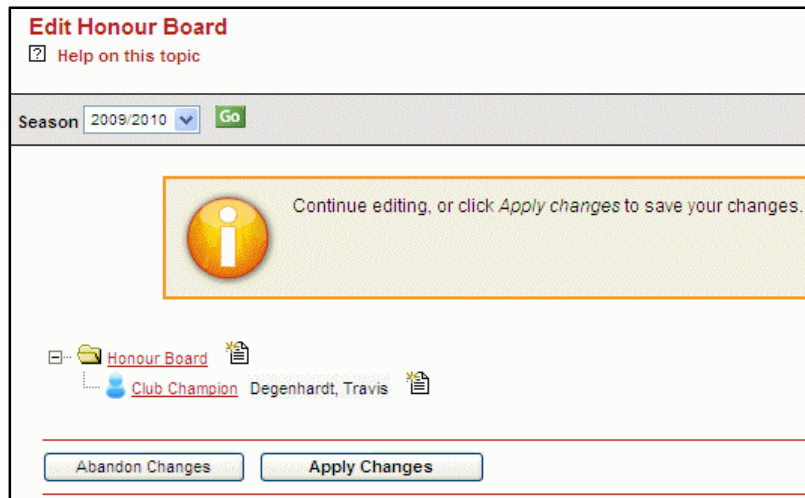


The screenshot shows a web form titled "Honour Board" with a pencil icon. The form contains the following fields and options:

- Title:** A text input field containing "Club Champion".
- Current Person:** A dropdown menu with "Degenhardt, Travis" selected. To its right is a checkbox labeled "Include records with NO ROLES (i.e. inactive records)".
- Other Details:** A text input field.
- At the bottom right, there are three buttons: "Delete" (green), "Cancel" (red), and "OK" (green).

- Enter the Title of the Award;
- Select the Current Person from the drop down box;
- Enter Other Details if required;
- Click on the OK link;

The Honour Board will show the entered information.



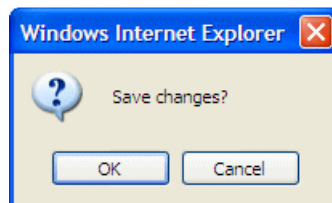
The screenshot shows the "Edit Honour Board" page. At the top, there is a "Help on this topic" link. Below that is a "Season" dropdown menu set to "2009/2010" with a "Go" button. A large orange information box contains the text: "Continue editing, or click *Apply changes* to save your changes." Below this, there is a breadcrumb trail: "Honour Board" > "Club Champion" > "Degenhardt, Travis". At the bottom, there are two buttons: "Abandon Changes" and "Apply Changes".

Repeat the above process to continue adding entries

When all entries have been entered –

- Click on the Apply Changes button;

The following message will be displayed.




- Click on the Ok button;

The Honour Board will be updated and visible to the general public.

Edit Honour Board

[?](#) Help on this topic

Season

 Changes saved and will be available on the public site immediately.

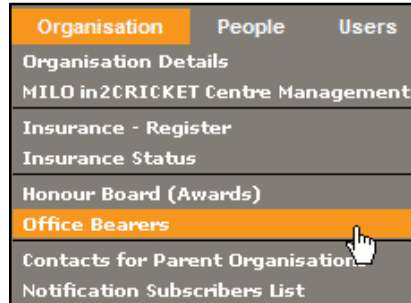
[▶ Continue Editing](#)
[▶ Back to Admin home page](#)

Office Bearers



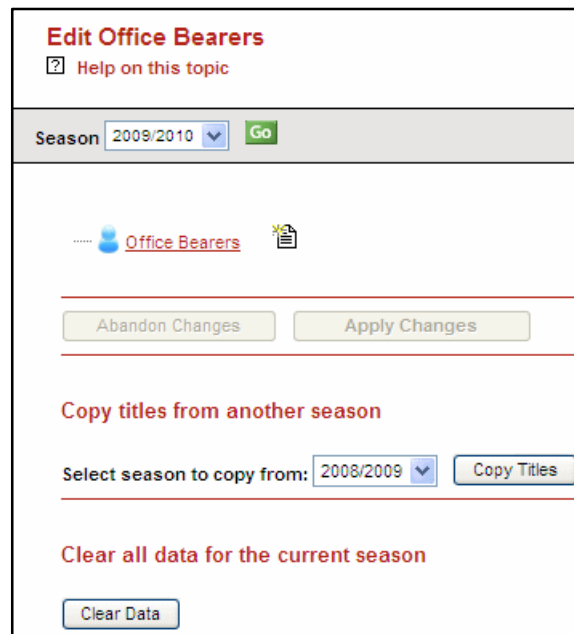
Mode: Organisation.

The Office Bearers can be found under the Organisation menu.



- Click on the Organisation menu;
- Click on the Office Bearers option;

The Office Bearers screen will be displayed.



- Select the Season to edit;
- Click on the **Go** button;

New items can be added –

- Click on the icon;

The Office Bearers entry section will be displayed

- Enter the Title of the Award;
- Select the Current Person from the drop down box;
- Select the Contact Details that will be displayed to the public;
- Click on the OK link;

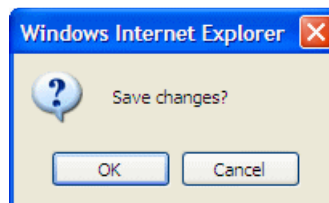
The Office Bearers will show the entered information.

Repeat the above process to continue adding entries

When all entries have been entered –

- Click on the Apply Changes button;

The following message will be displayed.



- Click on the Ok button;

The Office Bearers will be updated and visible to the general public.

Edit Office Bearers
Help on this topic

Season: 2009/2010 Go

Changes saved and will be available on the public site immediately.

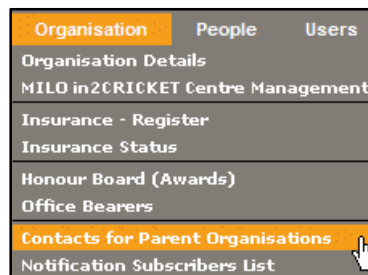
Continue Editing
Back to Admin home page

Contacts for Parent Organisations



Mode: Organisation.

The Contacts for Parent Organisations can be found under the Organisation menu.



- Click on the Organisation menu;
- Click on the Contacts for Parent Organisations option;

The Contacts for Parent Organisations screen will be displayed.

Maintain Contacts for Parent Organisation(s)
Help on this topic [Printable Version](#)

This screen allows organisations to designate participants that will receive communications from each of their parent organisations. These designated contacts can also optionally be included in the contacts page of the [PDF Handbook](#).

Selected Parent Organisation:
Select...

The following participants are the designated contacts for:

Note: No changes (including additions) are saved until the Update all changes button is clicked.

People listed above should have either an email address, or mobile phone number entered.

The Parent Organisation needs to be selected.

Selected Parent Organisation:
 Select...
 Select...
Ringwood District Cricket Association Inc.
 Victorian Metropolitan Cricket Union
 Victorian Pathway Program
 Metropolitan Outer East
 Cricket Victoria

- Select the Ringwood District Cricket Association Inc.;

The contacts that have been set for the RDCA will be displayed.

Selected Parent Organisation:
 Ringwood District Cricket Association Inc. ▼

[Add a new designated contact](#)

The following participants are the designated contacts for: Ringwood District Cricket Association Inc.

Name	Email	Mobile phone	Options	
Craig Plant	cplant01@optusnet.com.au	0408 574 728	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input type="checkbox"/> List in PDF handbook	<input type="checkbox"/> Remove

Extra people can be added as contacts if required.

- Click on the [Add a new designated contact](#) link;

[Add a new designated contact](#)

Include records with NO ROLES (i.e. inactive records)

[Tull, Duncan](#) ▼

[Add](#) [Cancel](#)

- Select the required person from the now visible drop down box;
- Click on the Add link;

The selected person will be added to the list.

The following participants are the designated contacts for: Ringwood District Cricket Association Inc.

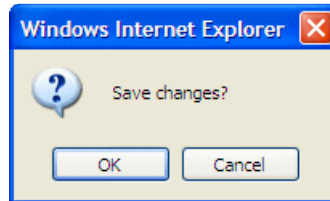
Name	Email	Mobile phone	Options	
Craig Plant	cplant01@optusnet.com.au	0408 574 728	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input type="checkbox"/> List in PDF handbook	<input type="checkbox"/> Remove
Tull, Duncan	--Will be displayed after update--	--Will be displayed after update--	<input checked="" type="checkbox"/> Receive Email <input checked="" type="checkbox"/> Receive SMS <input type="checkbox"/> List in PDF handbook	<input type="checkbox"/> Remove

Note: No changes (including additions) are saved until the *Update all changes* button is clicked.

People listed above should have either an email address, or mobile phone number entered.

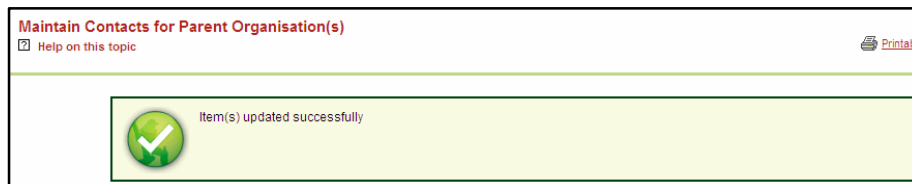
- Select/Adjust the options as necessary;
- Click on the Update all changes button;

The following message will be displayed.



- Click on the OK button;

The Contacts for Parent Organisations will be updated.



Notification Subscribers List



Mode: Organisation.

The Notification Subscribers List can be found under the Organisation menu.

Organisation	People	Users
Organisation Details		
MILO in2CRICKET Centre Management		
Insurance - Register		
Insurance Status		
Honour Board (Awards)		
Office Bearers		
Contacts for Parent Organisations		
Notification Subscribers List		

- Click on the Organisation menu;
- Click on the Notification Subscribers List option;

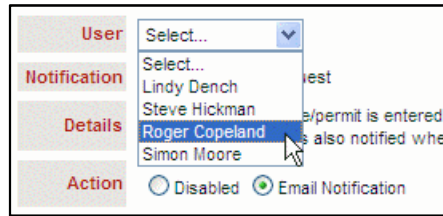
The Notification Subscribers List screen will be displayed. There are 3 sections, only the first two will be used by the RDCA. Clearance/Permit Request and Match disputed. The Online Registrations function will not be used.

Notification Subscribers List		
Help on this topic		
Name	Description	Subscribers
Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	Add Lindy Dench Remove
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	Add No records found
Online registration received	An online registration has been received by your organisation	Add No records found

To edit or adjust any subscription list –

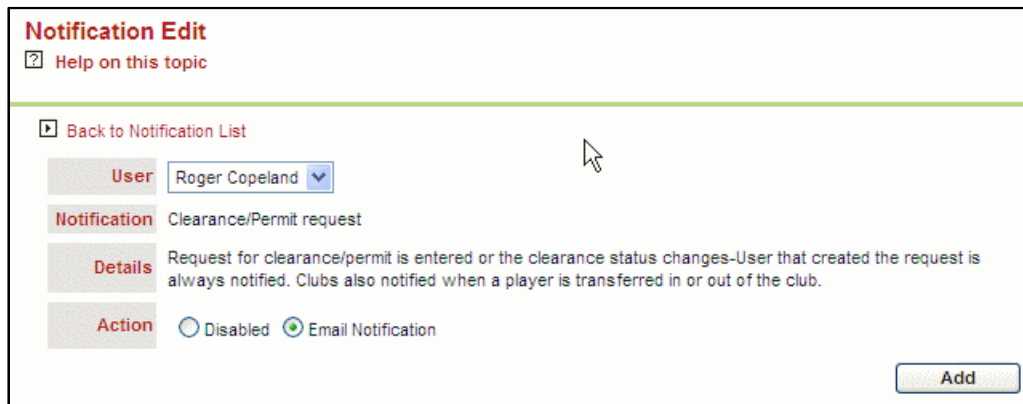
- Click on the Add link for the required notification;

The Edit Notification screen will be displayed.



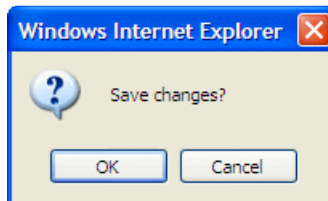
- Click on the User drop down list;
- Select the required person;

The user name has been selected.



- Ensure that Email Notification is selected;
- Click on the Add button;

The following message will be displayed.



- Click on the OK button;

The Subscription List will be updated.

