

RINGWOOD and DISTRICT CRICKET ASSOCIATION INC



Club Custom Lists Guide

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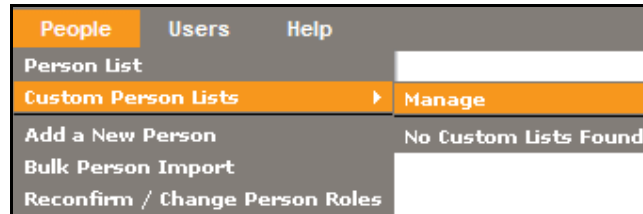
Custom Person Lists



Mode: Organisation or Teams

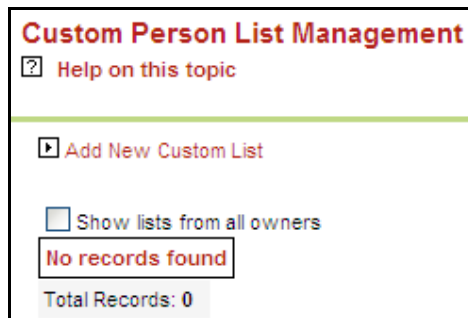
The MyCricket system allows for the creation of Custom Person Lists, which can be set up as required. This saves having to filter through the normal Person Lists. These lists will then appear on the Menu options for Custom Person Lists and can be viewed at anytime.

The Custom Person List can be found under the People menu.



- Click on the People menu;
- Click on the Custom Person Lists option;
- Click on the Manage option;

The Custom Person List Management screen will be displayed. Custom Lists can be created to save the need to constantly filter your clubs information. Example a list of email addresses can be generated and accessed at any time.



- Click on the Add New Custom List;

The Custom Person List Maintenance screen will be displayed.

Create Custom List

The Custom List will now be created.

- Enter the Title;
- Enter the Description;
- Select the Person Filter to use (see below);
- Select the required Output Fields;

Note:

Person Filters -

can be created separately, which will help to filter out the results displayed i.e. Junior Players Only. The Creation of Person Filters is explained in a later topic.

Output Fields –

Select the fields you wish to select from, i.e. players fields for information of the players record.

Selecting Fields to Display (Maximum Fields is 20)

- Click on the Field name in the Available Fields list;
- Click on the Add button;

The order that the fields appear in the Chosen Fields list is the order that they will appear on the report.

The added fields will appear in the Chosen Fields list

- Adjust the order of the fields as required using the Move Up / Move Down buttons;

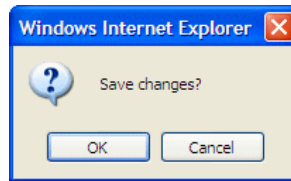
The Report Detail can now be selected.

- Enter the number of rows per page;
- Select the Sorting option;
- Select the Available to option;
- Click on the Save List button;

Note:

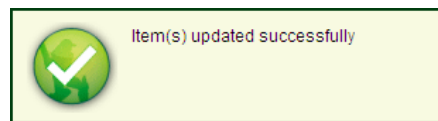
All Users means all Club Authorized Users. **Logged In** user is the person who is creating the report.

The following message will be displayed.

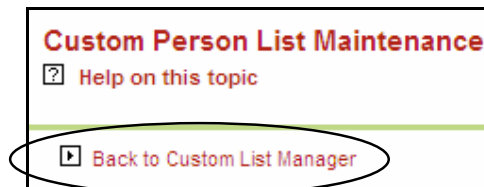


- Click on the OK button;

The following message will be displayed.



Return to the Custom Person List Manager



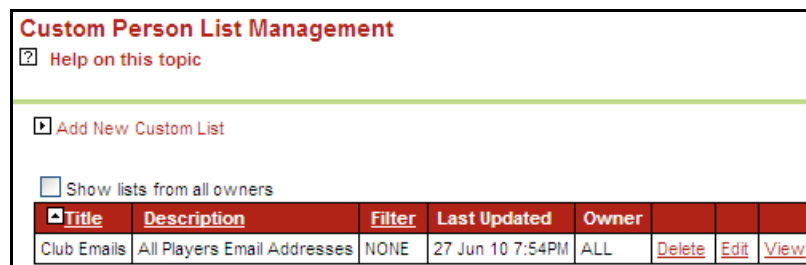
- Click on the Back to Custom List Manager link at the top of the screen;

Access Custom List Via Manage List

Once the Custom List has been saved it will appear in the Custom List menu and also on the Custom Person List Management screen.

The Custom Person List Management screen will be displayed.

The List can be edited, deleted or viewed.



To View the List

- Click on the View link;

The List will be displayed.

Drag a column to this area to group by it.		
ID	Full Name	Email Address
0001679	Barsenbach, Daniel	
0301818	O'Donnell, Shane	
0308511	James, Glynn	
0322167	Henry, Asher	

Note:

For privacy reasons the email addresses above have been removed.

Access via Custom Persons List Menu

Once the Custom List has been saved it will appear on the Custom Person List Management screen.

People	Users	Help
Person List		
Custom Person Lists	Manage	
Add a New Person	Club Emails	
Bulk Person Import		

- Click on the People menu;
- Click on the Custom Person Lists option;
- Click on the created list option;

The List will be displayed.

Custom Person List: Club Emails	
<input type="checkbox"/> Help on this topic	
<input type="button" value="Back to Custom List Manager"/>	
Double click a row to edit, or right click a row for other options	
Drag a column to this area to group by it.	
ID	Full Name
0001679	Barsenbach, Daniel
0058083	Viney, Ashley
0099663	Siddans, Pierce

Using Person Filters



Mode: Organisation or Teams

The Person Filters allow for your created Custom List to be further filtered.

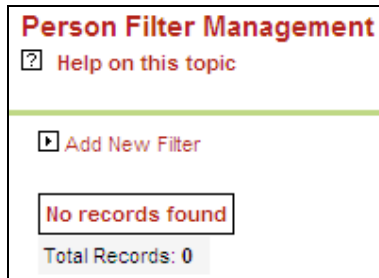
For example a club email list can have a person filter added that filters the results to show only juniors players

The Person Filters can be found under the People menu.



- Click on the People menu;
- Click on the Person Filters option;

The Person Filter Management screen will be displayed. Multiple filters can be created i.e for junior players, senior players etc.



- Click on the Add New Filter;

The Person Filter Maintenance screen will be displayed.

Filter Name:	Junior Players
Filter Description:	Junior Players
Filter Type:	<input checked="" type="radio"/> Dynamic <input type="radio"/> Static
Role	Sub Role
PLAYER <input type="button" value="v"/>	<input type="radio"/> ANY Sub Role <input checked="" type="radio"/> Select Sub Roles <input type="checkbox"/> SENIOR <input checked="" type="checkbox"/> JUNIOR <input type="checkbox"/> VETERAN

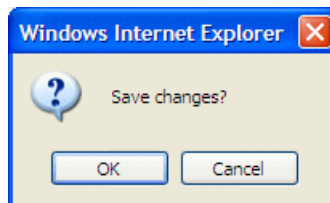
- Enter the Filter Name;
- Enter the Filter Description;
- Select the Filter Type;

A Dynamic Filter should be used for searches based on birthdates as this will adjust when the report is run at a later date.

Advanced Search Criteria can also be set.

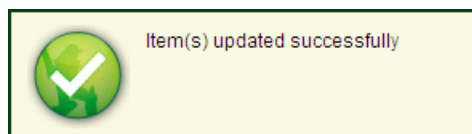
Hide Advanced Search Criteria <input type="button" value="v"/>	
Person Name	<input type="text"/> <input type="button" value="v"/> Name contains text
Date of birth range*	From <input type="text"/> (dd/mm/yyyy) To <input type="text"/> (dd/mm/yyyy) <small>Leave one or both boxes blank for a 'wildcard'. eg: From 1/1/1990 To <blank> means players with a DOB from 1/1/1990 onwards</small>
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female (de-select both check boxes to ignore gender)
Registration	<input type="button" value="v"/> Select... <small>If selected, only players registered for that association will be shown.</small>
<small>Note: Where data has not been entered for a person for items marked with *, and no selections are made for these items, they are ignored in the search.</small>	

Once the selections have been made.



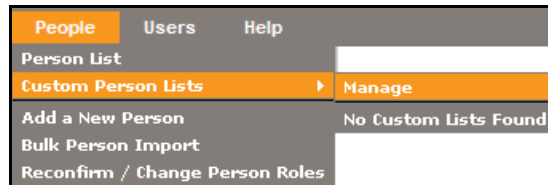
- Click on the Ok button;

The Person Filter will be created.



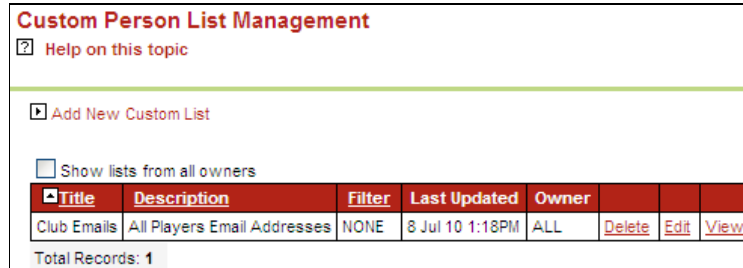
Adding Person Filter to Custom Person List

The Custom Person List can now be edited to include the Person List.



- Click on the People menu;
- Click on the Custom Person Lists option;
- Click on the Manage option;

The Custom Person List Management screen will be displayed.



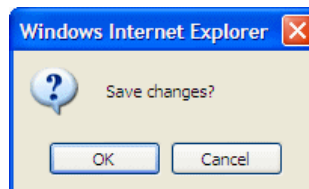
- Click on the Edit link;

The Custom List will be displayed.



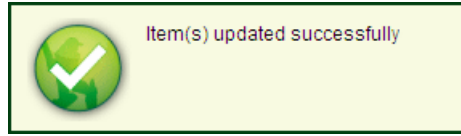
- Select the Person Filter from the drop down box;
- Click on the Save List button;

The following message will be displayed.



- Click on the OK button;

The Custom List will now be saved with the Person Filter added.



When the Custom List is now run, the results will only show Junior players.

Custom Person List: Club Emails

[? Help on this topic](#)

[▶ Back to Custom List Manager](#)

Double click a row to edit, or right click a row for other options

Drag a column to this area to group by it.

ID	Full Name
0323754	Crozier, Mitchell
0326818	Barrett, Lachlan