

RINGWOOD and DISTRICT CRICKET ASSOCIATION INC



MyCricket People Management Guide

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People Management

The People Menu is accessible under the Organisation Mode and also the Teams Mode.

Organisation Mode



Teams Mode



People List

The People List allows for the searching of members of your club.

The following roles and sub roles can be searched for –

- Player Search – Senior, Junior, Veteran;
- Contact Search – Administrator, Supporter, Other, Volunteer;
- Team Official – Senior Coach, Junior Coach, Veterans Coach, Team Manager, Scorer;
- In2Criclet – HaveAGo, HaveAGame, Coordinator, Volunteer;
- Office Bearer – President, Secretary, Treasurer, Ground Contact, Other;
- Any Role;
- No Role;

When located the person record can be adjusted to alter/update the following:-

- Personal Details;
- Roles in your club;
- Birth Certificate Numbers, Working With Children's Numbers, Coaching Qualifications;
- Victorian Pathways information for Juniors;
- Payment Details;
- Game Availability;

Add a New Person



Mode: Organisation or Teams

The MyCricket system allows for the adding on new people into the system. The new player must first be searched for in the system to ensure that they don't already exist in the system.

The Add a New Person option can be found under the People menu.



- Click on the People menu;
- Click on the Add a New Person option;

The New Person Screen will be displayed.

The 'New Person' screen features a title 'New Person' in red, a 'Help on this topic' link, and a green horizontal separator. Below the separator, there is instructional text: 'Before creating a new person record, please search for an existing record. If the record already exists you can transfer the record, or (if applicable) apply for a clearance. Please enter search criteria. The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.' At the bottom, there is a 'Person name' section with three input fields: 'First:' containing 'brett', 'Middle:' which is empty, and 'Last:' containing 'Huntington-Smyth'. A 'Search' button is located below these fields.

The New Person must be searched for -

- Enter the persons name;
- Click on the Search button;

The search results will be displayed.

The results need to be checked to see if the new person is listed.

New Person [Printable Version](#)

[Help on this topic](#)

Before creating a new person record, please search for an existing record.
If the record already exists you can transfer the record, or (if applicable) apply for a clearance.

If the person record you wish to create was not found in the search, please [click here to create a new record](#).

Please enter search criteria.
The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Person name: First: Middle: Last:

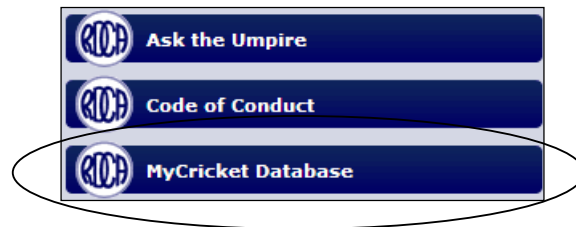
Search Results

ID	Name	Year of birth	Organisation	Location	Transfer	Clearance
0031988	Hyndman, Brendan	1984	Hawthorn-Monash University	Clayton (VIC)	Add to SC...	Apply for Clearan...
0417893	Hyndman, Brendan	1982	Woori Yallock	Woori Yallock (VIC)	Add to SC...	Apply for Clearan...
0295284	Hyndman, Brendon	1984	Geelong	Geelong (VIC)	Add to SC...	Apply for Clearan...
0295284	Hyndman, Brendon	1984	Hawthorn-Monash University	Clayton (VIC)	Add to SC...	Apply for Clearan...
0295284	Hyndman, Brendon	1984	Golden Point	Ballarat (VIC)	Add to SC...	Apply for Clearan...

If the person is listed, a Clearance or Transfer will be required, unless they are already listed at your club.

The RDCA has produced a guide to show clubs how to process Clearances and Transfers.

The Guide is available from the MY Cricket Database page located on the RDCA website.



If the player is not listed.

If the person record you wish to create was not found in the search, please [click here to create a new record](#).

- Click on the **Click here to create a new record** link at the top of the screen (red text);

The New Person screen will be displayed. Once the initial screen has been completed there are a number of other screens that require completion

New Person [Help on this topic](#)

General

Personal Details

One or more parent organisations have set fields as mandatory for registration purposes. You will not be able to register the player to that organisation unless these fields are entered.

Ringwood District Cricket Association Inc.	First Name, Last Name, Address1, Suburb, Postcode, Date of Birth, Gender
Metropolitan Outer East	No additional fields specified.

	Role * PLAYER	Sub Role <input type="checkbox"/> SENIOR <input type="checkbox"/> JUNIOR <input type="checkbox"/> VETERAN	
	Title Select...		
	First Name * brett		
	Middle Name / Initial (empty)		
	Last Name * Huntington-Smyth		
	Date of Birth * (empty) (dd/mm/yyyy)		
	Country of Birth (empty)		
	Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female		
	Email * (empty)		<input type="checkbox"/> No email

Note: separate multiple email addresses with a semi-colon (;)

- Take note of the mandatory fields that are required;
- Select the Role for the new person;
- Select the Sub Role;
- Complete the remaining fields;

When all fields have been completed-

Additional Information

Any illness or allergy for which medication is required? Yes No
 If yes, please specify.

Does the participant have a physical, intellectual or sensory impairment? Yes No

Anything that can be done to assist participation?

Is the participant of Aboriginal or Torres Strait Islander descent? Yes No

Is the participant from a culturally or linguistically diverse background? Yes No

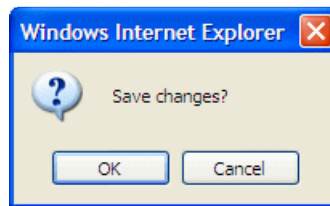
Comment (Only displays on this page)

Why do we collect this information?
 Cricket Australia is committed to making cricket accessible to all Australians. Collecting this information about our participants will assist us with the planning and obtaining of funding for our disability, indigenous, CALD and other national programs.

Update

- Click on the Update button at the bottom of the screen;

The following message will be displayed.



- Click on the OK button;

The confirmation message will be displayed. The player has been added and can now be registered.

Register player for competition

Name: Huntington-Smyth, Brett (ID: 789895) [Printable](#)

[Help on this topic](#)

Player successfully added.

Now please select which parent organisation to register the player to.

This step is required to allow the player to be selected to play in their competitions. If you skip this step and don't register the player to the relevant parent organisation, then you won't be able to select them for teams.

Select Parent Organisation: Select...

Register this Player

Skip this step. Player not currently playing in any competitions.

- Select the RDCA as the Parent Organisation;


The Register this Player button will now be active.

Select Parent Organisation: Ringwood District Cricket Association Inc. ▼

- Click on the Register this Player button;

The Player will be registered.

Register player for competition
 Name: Huntington-Smyth, Brett (ID: 789895)
[? Help on this topic](#)



Player successfully registered for this parent organisation.

Select Parent Organisation: Ringwood District Cricket Association Inc. ▼

Current Registration

Name	Huntington-Smyth, Brett
Organisation	South Croydon
Parent Organisation	RDCA
Date of first match*	
Date of last match*	
Date last registered to this parent organisation	5 August 2010 8:11PM
Registration number	<input type="text" value="0789895"/>
Comment	<input type="text"/>

De-register player

*Match played for this organisation in a competition managed by the parent organisation.

Registration History

Date/Time	Action	User Name
5 Aug 10 8:12PM	Registered	Roger Copeland

Person List Search



Mode: Organisation or Teams

The Person information can be found under the People menu.



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

The Person List / Search screen will be displayed.

A screenshot of the 'Person List/Search' interface. At the top, there's a title 'Person List/Search' and a 'Help on this topic' link. Below that, a red error box with a white 'X' icon contains the text 'Please correct the following errors:' followed by a bullet point: 'Please select a role'. Underneath the error box is a link 'Add New Person'. At the bottom, there's a 'Search Criteria' section with the instruction 'Make selections and click the Display List button.' It includes a 'Role' dropdown menu currently set to 'Select...', a 'Sub Role' section with radio buttons for 'ANY Sub Role' (which is selected) and 'Select Sub Roles'.

If the above error occurs –

- Select a Role;

The Person List / Search screen will be displayed.

Person List/Search [Printable Version](#)

Help on this topic

Add new Player Run this page full screen

Search Criteria Make selections and click the *Display List* button.

Role **Sub Role** ANY Sub Role Select Sub Roles

Hide Advanced Search Criteria

Person Name

Date of birth range* From (dd/mm/yyyy) To (dd/mm/yyyy)
Leave one or both boxes blank for a 'wildcard'. eg: From 1/1/1980 To <blank> means players with a DOB from 1/1/1980 onwards

Gender* Male Female (de-select both check boxes to ignore gender)

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.

Display Output Fields...

Searches can be done via the following methods –

Searching By Role Only

(All Results Returned)

Search Criteria Make selections and click the *Display List* button.

Role **Sub Role** ANY Sub Role Select Sub Roles

Searching By Role and Sub Role

(Results Filtered by Sub Role)

Search Criteria Make selections and click the *Display List* button.

Role **Sub Role** ANY Sub Role Select Sub Roles SENIOR JUNIOR VETERAN

Searching Person Details

Search by Persons Name, Date of Birth or Gender.

Person Name

Date of birth range* From (dd/mm/yyyy) To (dd/mm/yyyy)
Leave one or both boxes blank for a 'wildcard'. eg: From 1/1/1980 To <blank> means players with a DOB from 1/1/1980 onwards

Gender* Male Female (de-select both check boxes to ignore gender)

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.

Any Person can be searched for. Always try to narrow the search results by selecting the role or entering the person's details.

Search Criteria Make selections and click the *Display List* button.

Role **Sub Role** ANY Sub Role Select Sub Roles

Hide Advanced Search Criteria

Person Name

Date of birth range* From (dd/mm/yyyy) To (dd/mm/yyyy)
Leave one or both boxes blank for a 'wildcard'. eg: From 1/1/1990 To <blank>

Gender* Male Female (de-select both check boxes to ignore gender)

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.

Display Output Fields...

- Select the required role; or
- Enter the Search Criteria;
- Click on the Display List button;

The matching person records will be displayed and can now be updated / edited.

Double click a row to edit, or right click a row for other options Edit in new window| Go to:

Drag a column to this area to group by it.

ID	Full name	Email Address	Home Phone	Mobile Phone	Work Phone
0408408	Copeland, Roger	copeland@rdca.com	0397231978	0418847582	

1 Page 1 of 1 (1 items)

- Double Click the person's record details;

The Persons record can now be edited. Every person record has a number of screens that contain information about the person.

Personal Details Screen

Clubs should confirm that the persons details are correct.

Person Edit: Copeland, Roger (ID: 406408)
[Help on this topic](#)

General | **Player**

Personal Details | Roles | Custom Fields | Payments | Audit

Title: Mr

First Name: Roger

Middle Name / Initial:

Last Name: Copeland

Date of Birth: (dd/mm/yyyy)

Country of Birth: Australia

Gender: Male Female

Email: copeland@rdca.com No email
 Note: separate multiple email addresses with a semi-colon (;)

If any changes are made.

- Click on the Update button at the bottom of this page;

Roles Screen

This screen shows the persons current roles and historical roles.

General | **Player**

Personal Details | **Roles** | Custom Fields | Payments | Audit

Current Roles for South Croydon:

Role	Sub Role	Remove	Re-confirm	Auto-remove date	Last Re-conf. date
PLAYER	SENIOR	Remove	Re-confirm	NA	3 Sep 09
PLAYER	VETERAN	Remove	Re-confirm	NA	4 Nov 09
CONTACT	ADMINISTRATOR	Remove	Re-confirm	NA	NEVER
OFFICE BEARER	OTHER	Remove	Re-confirm	NA	21 Oct 09

Add new role:

Role	Sub Role(s)	
PLAYER	<input type="checkbox"/> SENIOR <input type="checkbox"/> JUNIOR <input type="checkbox"/> VETERAN	Add Role

Role history for South Croydon:

Show role history in all organisations

Drag a column to this area to group by it.

Role	Sub Role	Entity	Date From	Date To
PLAYER	VETERAN	South Croydon	Oct 27 2009	CURRENT
OFFICE BEARER	OTHER	South Croydon	Oct 21 2009	CURRENT
PLAYER	SENIOR	South Croydon	Jul 1 2008	CURRENT

1 Page 1 of 1 (3 items)

- Adjust Roles as required;

Custom Fields Screen

The Custom Fields screen has fields that need to be completed to record important information required by the RDCA and the Victorian Pathway Program.

- Working with Children (WWC) Number and Expiry Dates can be recorded here for all Coaches, Team Managers and Club Officials who look after children's teams.
- Birth Certificate Numbers for juniors are also recorded here.
- Junior Coordinators can be selected from the Other Office Bearers Position drop down box.

General Player

Personal Details Roles **Custom Fields** Payments Audit

Custom fields are defined by your organisation or its parent organisations.

Fields defined by: Ringwood District Cricket Association Inc.

Birth Certificate Number

Other Office Bearer Position

WWC Number (Office Bearer)

WWC Expiry Date (Office Bearer)

Fields defined by: Victorian Pathway Program

Parent(s)/Guardian(s) Name(s)

Parent(s)/Guardian(s) Work Phone Number(s)

Parent(s)/Guardian(s) Mobile Phone Number(s)

Junior Cricket Club

School Cricket Team

Batting Type

Bowling Arm

Bowling Type

Keeper Yes No

Medical

Player Number

Update

If any changes are made.

- Click on the Update button at the bottom of this page;

Payments Screen

Clubs can use the Payments screen to record any payments that have been received.

General | Player

Personal Details | Roles | Custom Fields | **Payments** | Audit

Payment Start Date: 01/07/2008 (dd/mm/yyyy) | Payment End Date: 01/07/2009 (dd/mm/yyyy) | Refresh

Summary for selected period:

Name	Number of Payments	Total Payment Amount	Last Payment Date
Copeland, Roger	0		

Current Payment Status: Not Paid | Update

Payment Details for selected Period:

No records found

Total Records: 0

Audit Screen

The Audit screen shows a record of any changes that have been made to the persons records.

General | Player

Personal Details | Roles | Custom Fields | Payments | **Audit**

Date From: 13/04/2010 | Date To: 13/06/2010 | Go

Drag a column to this area to group by it. Search*:

Date Changed	Changes	User Name	User Org.
Apr 21 2010 1:00 PM	Middle Name: J--#:; Mobile Phone: 0418 647 582--0418647582; Title: Dr--Mr;	Lindy Dench	South Croydon

Player Registration

A Players registration details can also be viewed.

The screenshot shows a web interface with two tabs: 'General' and 'Player'. Under the 'Player' tab, there are two sub-sections: 'Registration' and 'Availability'. The 'Registration' section is active, and a dropdown menu is open for 'Select Parent Organisation:'. The dropdown list contains three options: 'Select...', 'Metropolitan Outer East', and 'Ringwood District Cricket Association Inc.'.

- Select the RDCA as the Parent Organisation;

The player's details will be displayed.

The screenshot shows the same web interface as before, but now the 'Parent Organisation' dropdown is set to 'Ringwood District Cricket Association Inc.'. Below this, the 'Current Registration' section is displayed. It contains the following details:

Name	Copeland, Roger
Organisation	South Croydon
Parent Organisation	RDCA
Date of first match*	
Date of last match*	
Date last registered to this parent organisation	3 September 2009 5:14PM
Registration number	0406408
Comment	

Below the table, there is an 'Update' button. At the bottom of the form, there is a 'De-register player' button labeled 'De-register'. A footnote at the bottom states: '*Match played for this organisation in a competition managed by the parent organisation.'

Player Availability

Dates that the player is unavailable can be selected from this screen.

The screenshot shows the same web interface as before, but now the 'Availability' sub-section is active. It displays a message: 'No future matches could be found for the selected season.'

