



JUNIOR SECTION

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Founded 1920
Affiliated with the VMCU
Incorporation Number A116x

Registering a new person step by step guide

1. Login to the MyCricket system
2. Go to the **People** menu and select **Add a New Person**



3. Enter the **First** and **Last** name of the person you wish to register and then click on the **Search** button.

New Person

[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.

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:

- If the player exists in the system they will appear in the search results.

New Person
[Help on this topic](#) [Printable Version](#)

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
0343274	Court, Timothy	1978	Ringswood District Cricket Association Inc.	Croydon Hills (VIC)	Add to RSPCC	Apply for Clearance
0343274	Court, Timothy	1978	Baywater Park	Baywater (VIC)	Add to RSPCC	Apply for Clearance

- Depending on whether the player exists in the system or where the player is currently linked to in the system you will need to complete one of the following steps:
 - If the player DOES NOT EXIST in the system go to **Registering a New Person**
 - If the player currently exists in the system and is registered to an RDCA Affiliated Club then go to **Applying for a Clearance**
 - If the player exists in the system and is NOT registered to an RDCA Affiliated club then go to **Applying for a Transfer**
 - If the player exists in the system and is registered to an RDCA Affiliated Club and an external club then go then go to **Applying for a Clearance**

Registering a New Person

- Click on the **click here to create a new record link**

New Person
[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](#).

- Select relevant role from the **Role** drop down list and then the relevant **Sub Role** checkbox

Role *

Sub Role
Not found

Player

Role *

Sub Role
 SENIOR JUNIOR VETERAN

Coach

Role *	Role	Sub Role
	TEAM OFFICIAL	<input type="checkbox"/> SENIOR COACH <input checked="" type="checkbox"/> JUNIOR COACH <input type="checkbox"/> VETERAN COACH <input type="checkbox"/> TEAM MANAGER <input type="checkbox"/> SCORER

Team Manager

Role *	Role	Sub Role
	TEAM OFFICIAL	<input type="checkbox"/> SENIOR COACH <input type="checkbox"/> JUNIOR COACH <input type="checkbox"/> VETERAN COACH <input checked="" type="checkbox"/> TEAM MANAGER <input type="checkbox"/> SCORER

Junior Coordinator or Junior Delegate

Role *	Role	Sub Role
	OFFICE BEARER	<input type="checkbox"/> PRESIDENT <input type="checkbox"/> SECRETARY <input type="checkbox"/> TREASURER <input type="checkbox"/> GROUND CONTACT <input checked="" type="checkbox"/> OTHER

3.

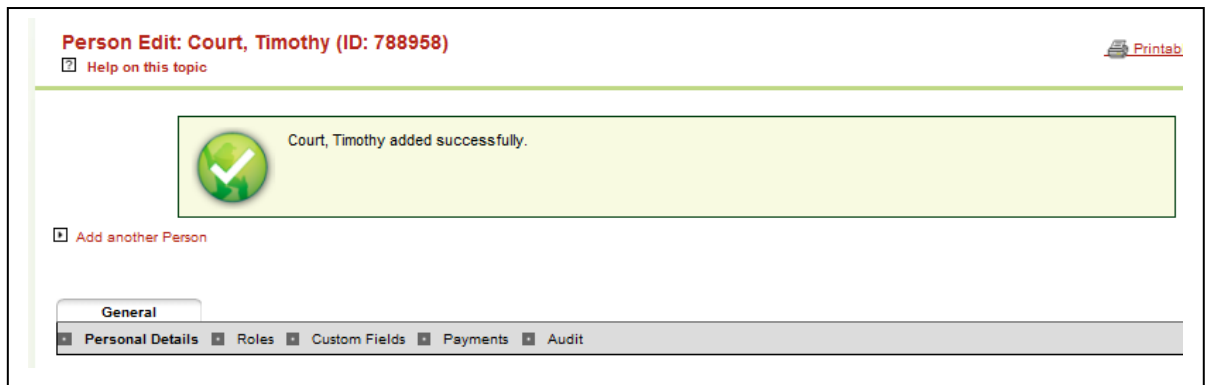
the **Update** button.

Title	Select...
First Name *	Timothy
Middle Name / Initial	
Last Name *	Court
Date of Birth	(dd/mm/yyyy)
Country of Birth	
Gender	<input type="radio"/> Male <input type="radio"/> Female
Email	Note: separate multiple email addresses with a semi-colon (;)
Address1	
Address2	
Address3	
Suburb/Town	
Postcode *	
State/Territory	Select...
Country	AUSTRALIA
Home Phone	
Work Phone	
Mobile Phone	
Fax Number	
Parent / Guardian / Next of Kin - Name	
Parent / Guardian / Next of Kin - Number	
Comment (Only displays on this page) P	
Update	

4. Click on the **OK** button



5. Click on **Custom Fields**



6. Complete the required Custom Fields relevant to the role the person is entered as:

Player:

Birth Certificate Number (Player)

Junior Coordinator or Junior Delegate:

Position (Office Bearer)

WWC Number (Office Bearer)

WWC Expiry (Office Bearer)

Team Manager:

WWC Number (Team Official)

WWC Expiry (Team Official)

Team (Team Official)

Coach:

WWC Number (Team Official)

WWC Expiry (Team Official)

Accred Level (Team Official)

Accred Expiry (Team Official)

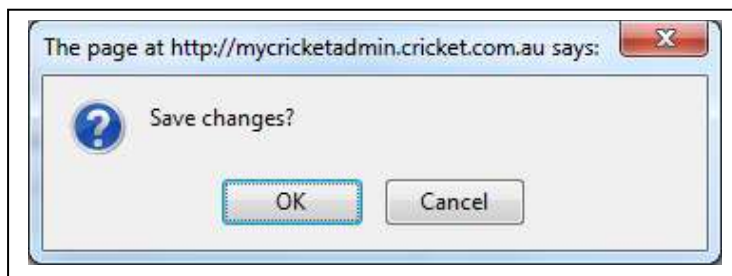
Team (Team Official)

Fields defined by: Ringwood District Cricket Association Inc.	
Birth Certificate Number (Junior Player)	<input type="text"/>
Position (Office Bearer)	Select... ▼
WWC Number (Office Bearer)	<input type="text"/>
WWC Expiry Date (Office Bearer)	<input type="text"/>
WWC Number (Team Official)	<input type="text"/>
WWC Expiry Date (Team Official)	<input type="text"/>
Coaching Accred Level (Team Official)	Select... ▼
Coaching Accred Expiry (Team Official)	<input type="text"/>
Team (Team Official)	Select... ▼

- Click on the **Update** button to save changes

Junior Cricket Club	<input type="text"/>
School Cricket Team	<input type="text"/>
Batting Type	Select... ▼
Bowling Arm	Select... ▼
Bowling Type	Select... ▼
Keeper	<input type="radio"/> Yes <input type="radio"/> No
Medical	<input type="text"/>
Player Number	Select... ▼

- Click on the **OK** button to confirm changes



Applying for a Clearance

- Click on the **Apply for Clearance** link

Search Results						
ID	Name	Year of birth	Organisation	Location	Transfer	Clearance
0343274	Court, Timothy	1978	Ringwood District Cricket Association Inc.	Croydon Hills (VIC)	Add to BPCC	Apply for Clearance

- Select **Parent Organisation** as **Ringwood District Cricket Association**

Parent Organisation * Ringwood District Cricket Association Inc. ▼

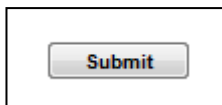
- Enter **Clearance Reason**

Clearance Reason * Wishes to play closer to home

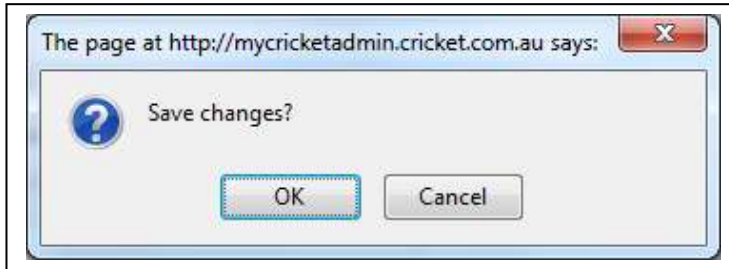
- Select the applicable **Player Sub Role**

Player Sub Role * SENIOR ▼
(added when cleared to the 'Destination' Organisation)

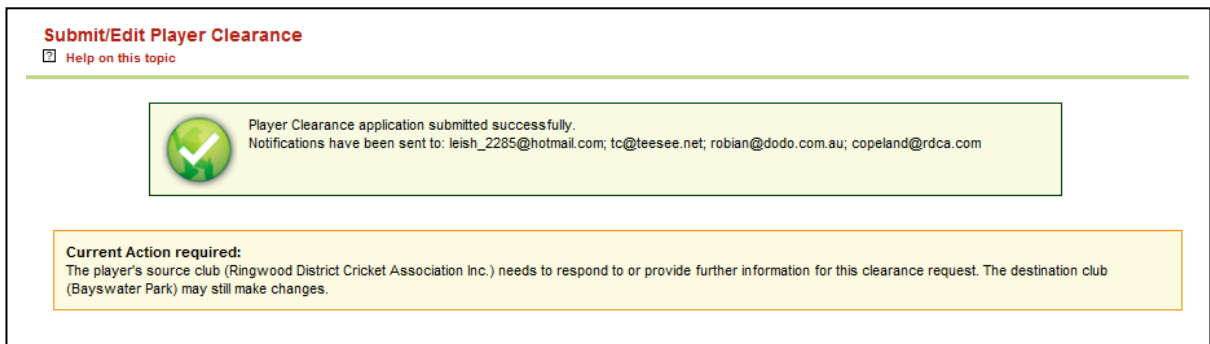
5. Click on Submit



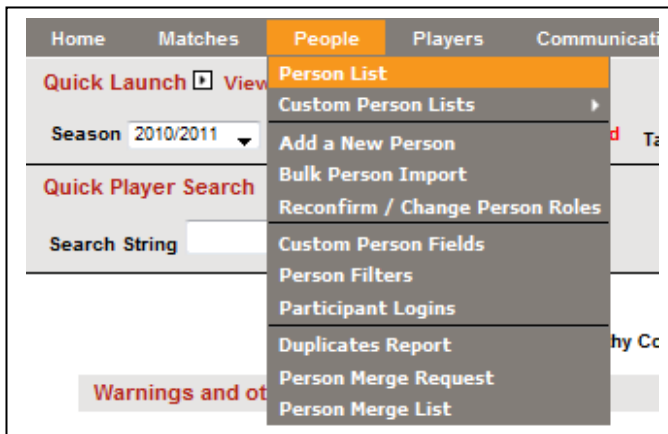
6. Click on OK



7. Application for the Clearance is not complete



8. Once the Clearance process has been complete, go to the **People** menu and select **Person List**.



- Select **Any Role** from the **Role** drop down list and enter the Surname, of the person you have had cleared to your club, in the **Person Name** field. Click on **Display List** to execute the search.

- Double click (or Right Click and select **Edit Record**) on the record of the person you have cleared to your club.

ID	Full Name	Email Address	Home Phone	Mobile Phone	Work Phone
0378201	Court, Robin				
0343274	Court, Timothy	to@tessee.net		+61 407838275	
0788958	Court, Timothy				
0788954	Timothy, Court	to@tessee.net			

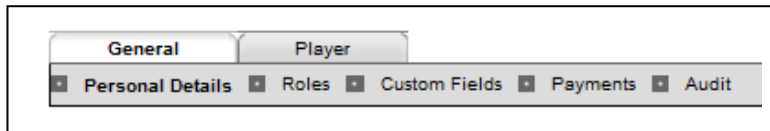
- Ensure all the details are correct and match those you collected on the Registration form.

- Click on Update to save the changes

13. Click on the **OK** button



14. Go to **Roles**



15. Review the list of **Current Roles** and ensure all the correct ones are assigned

Current Roles for Bayswater Park:

Role	Sub Role			Auto-remove date	Last Re-conf. date
PLAYER	JUNIOR	Remove	Re-confirm	NA	NEVER
TEAM OFFICIAL	JUNIOR COACH	Remove	Re-confirm	NA	NEVER
TEAM OFFICIAL	TEAM MANAGER	Remove	Re-confirm	NA	NEVER

16. If a Role is missing select a Role from the **Role** drop down list click on **Add Role**

Add new role:

Role	Sub Role(s)	
Select...	Not found	<input type="button" value="Add Role"/>

Player

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

Coach

Add new role:

Role	Sub Role(s)	
TEAM OFFICIAL	<input type="checkbox"/> SENIOR COACH <input checked="" type="checkbox"/> JUNIOR COACH <input type="checkbox"/> VETERAN COACH <input type="checkbox"/> TEAM MANAGER <input type="checkbox"/> SCORER	<input type="button" value="Add Role"/>

Team Manager

Add new role:

Role	Sub Role(s)	
TEAM OFFICIAL ▾	<input type="checkbox"/> SENIOR COACH <input type="checkbox"/> JUNIOR COACH <input type="checkbox"/> VETERAN COACH <input checked="" type="checkbox"/> TEAM MANAGER	<input type="button" value="Add Role"/>
	<input type="checkbox"/> SCORER	

Junior Coordinator or Junior Delegate

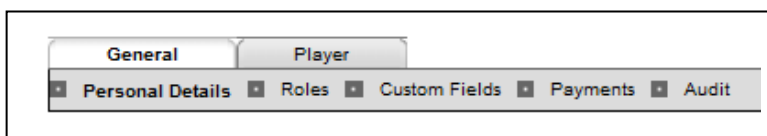
Add new role:

Role	Sub Role(s)	
OFFICE BEARER ▾	<input type="checkbox"/> PRESIDENT <input type="checkbox"/> SECRETARY <input type="checkbox"/> TREASURER <input type="checkbox"/> GROUND CONTACT	<input type="button" value="Add Role"/>
	<input checked="" type="checkbox"/> OTHER	

17. Click on the **Ok** button



18. Go to **Custom Fields**



19. Ensure the Custom Fields are completed as be selected role(s) of the person:

Player:

Birth Certificate Number (Player)

Junior Coordinator or Junior Delegate:

Position (Office Bearer)

WWC Number (Office Bearer)

WWC Expiry (Office Bearer)

Team Manager:

WWC Number (Team Official)

WWC Expiry (Team Official)

Team (Team Official)

Season (Team Official)

- Coach:
- WWC Number (Team Official)
- WWC Expiry (Team Official)
- Accred Level (Team Official)
- Accred Expiry (Team Official)
- Team (Team Official)
- Season (Team Official)

General		Player	
<input type="checkbox"/> Personal Details <input type="checkbox"/> Roles <input type="checkbox"/> Custom Fields <input type="checkbox"/> Payments <input type="checkbox"/> Audit			
Custom fields are defined by your organisation o			
Fields defined by: Victorian Womens Cricket Association			
Occupation/School			
Position held within the club			
C Grade Eligibility (Yes/No)			
NonEnglish Speaking Background			
Koori background			
Under 17 Eligibility (Yes/No)			
Female Member			
Fields defined by: Ringwood District Cricket Association Inc.			
Birth Certificate Number (Junior Player)			
Position (Office Bearer)		Select... ▼	
WWC Number (Office Bearer)			
WWC Expiry Date (Office Bearer)			
WWC Number (Team Official)			
WWC Expiry Date (Team Official)			
Coaching Accred Level (Team Official)		Select... ▼	
Coaching Accred Expiry (Team Official)			
Team (Team Official)		Select... ▼	

20. Click on the **Update** button to save changes

Junior Cricket Club	
School Cricket Team	
Batting Type	Select... ▼
Bowling Arm	Select... ▼
Bowling Type	Select... ▼
Keeper	<input type="radio"/> Yes <input type="radio"/> No
Medical	
Player Number	Select... ▼

- Click on the **OK** button to confirm changes



Applying for a Transfer

- Click on the **Add to (Your Club Name)** link

Search Results						
ID	Name	Year of birth	Organisation	Location	Transfer	Clearance
0343274	Court, Timothy	1978	Ringwood District Cricket Association Inc.	Croydon Hills (VIC)	Add to BPC	Apply for Clearance

- Select the Role and Sub Role for the record you transferring in

Transfer this person to:

Current organisation: Ringwood District Cricket Association Inc.
 Child organisation:

Role:

Sub Role(s): Not found

Player

Transfer this person to:

Current organisation: Ringwood District Cricket Association Inc.
 Child organisation:

Role:

Sub Role(s): SENIOR JUNIOR VETERAN

Coach

Transfer this person to:

Current organisation: Ringwood District Cricket Association Inc.
 Child organisation:

Role:

Sub Role(s): SENIOR COACH JUNIOR COACH VETERAN COACH TEAM MANAGER SCORER

Transfer this person to:

Current organisation: Ringwood District Cricket Association Inc.
 Child organisation:

Role:

Sub Role(s): SENIOR COACH JUNIOR COACH VETERAN COACH TEAM MANAGER SCORER

Junior Coordinator or Junior Delegate

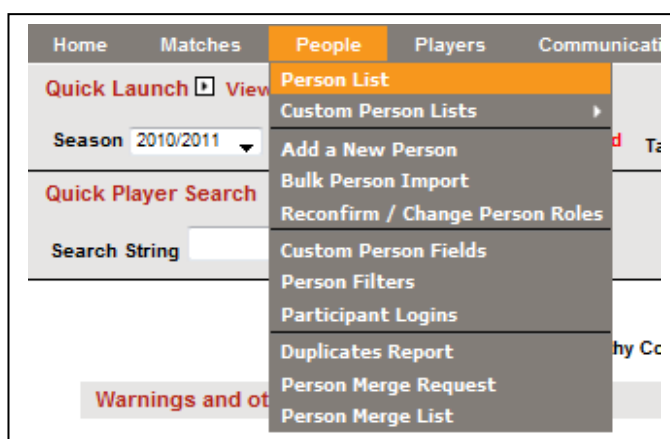
The screenshot shows a web form for transferring a person. It includes the following elements:

- Transfer this person to:** A section with two radio buttons: Current organisation: Ringwood District Cricket Association Inc. and Child organisation: [dropdown menu].
- Role:** A dropdown menu currently set to 'OFFICE BEARER'.
- Sub Role(s):** A section with five checkboxes: PRESIDENT, SECRETARY, TREASURER, GROUND CONTACT, and OTHER.
- Transfer** button at the bottom.

3. Click on the **OK** button



4. Once the Transfer process has been complete, go to the **People** menu and select **Person List**.



- Select **Any Role** from the **Role** drop down list and enter the Surname, of the person you have had cleared to your club, in the **Person Name** field. Click on **Display List** to execute the search.

Search Criteria Make selections and click the Display List button.

Role: ANY ROLE Sub Role: ANY Sub Role (selected) Select Sub Roles

Hide Advanced Search Criteria

Person Name: Court, Robin Name contains text

Date of birth range: From (dd/mm/yyyy) To (dd/mm/yyyy)

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.

Hide Output Fields

Available Fields: First Name, Middle Name, Last Name, Address1, Address2, Address3, Suburb, Postcode, Date of Birth, Gender

Chosen Fields (Count:6): ID, Full Name, Email Address, Home Phone, Mobile Phone, Work Phone

Buttons: Add, Remove, Move Up, Move Down, Display List

- Double click (or Right Click and select **Edit Record**) on the record of the person you have cleared to your club.

ID	Full Name	Email Address	Home Phone	Mobile Phone	Work Phone
0378201	Court, Robin				
0343274	Court, Timothy	to@tessee.net		+61 407838275	
0788958	Court, Timothy				
0788954	Timothy, Court	to@tessee.net			

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- Ensure all the details are correct and match those you collected on the Registration form.

Person Edit: Court, Timothy (ID: 788958)

Help on this topic

Personal Details Roles Custom Fields Payments Audit

Title: Mr

First Name: Timothy

Middle Name / Initial:

Last Name: Court

Date of Birth: (dd/mm/yyyy)

Country of Birth:

Gender: Male Female

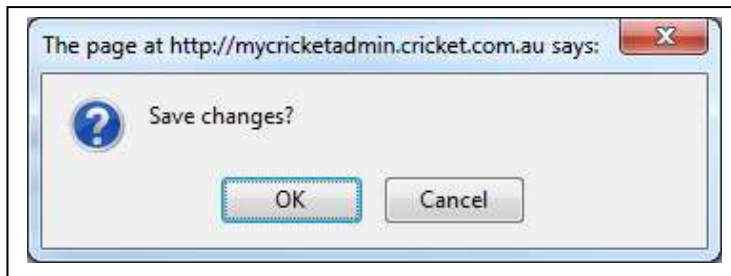
Email: No email

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

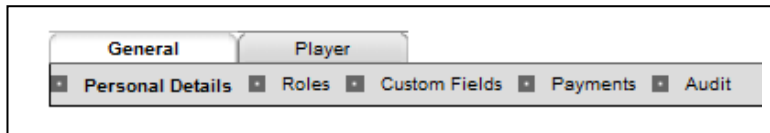
- Click on Update to save the changes

Update

9. Click on the **OK** button



10. Go to **Roles**



11. Review the list of **Current Roles** and ensure all the correct ones are assigned

Current Roles for Bayswater Park:

Role	Sub Role			Auto-remove date	Last Re-conf. date
PLAYER	JUNIOR	Remove	Re-confirm	NA	NEVER
TEAM OFFICIAL	JUNIOR COACH	Remove	Re-confirm	NA	NEVER
TEAM OFFICIAL	TEAM MANAGER	Remove	Re-confirm	NA	NEVER

12. If a Role is missing select a Role from the **Role** drop down list click on **Add Role**

Add new role:

Role	Sub Role(s)	
Select...	Not found	<input type="button" value="Add Role"/>

Player

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

Coach

Add new role:

Role	Sub Role(s)	
TEAM OFFICIAL	<input type="checkbox"/> SENIOR COACH <input checked="" type="checkbox"/> JUNIOR COACH <input type="checkbox"/> VETERAN COACH <input type="checkbox"/> TEAM MANAGER <input type="checkbox"/> SCORER	<input type="button" value="Add Role"/>

Team Manager

Add new role:

Role	Sub Role(s)	
TEAM OFFICIAL ▼	<input type="checkbox"/> SENIOR COACH <input type="checkbox"/> JUNIOR COACH <input type="checkbox"/> VETERAN COACH <input checked="" type="checkbox"/> TEAM MANAGER <input type="checkbox"/> SCORER	<input type="button" value="Add Role"/>

Junior Coordinator or Junior Delegate

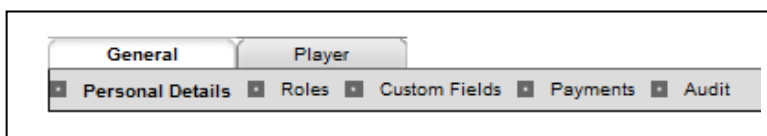
Add new role:

Role	Sub Role(s)	
OFFICE BEARER ▼	<input type="checkbox"/> PRESIDENT <input type="checkbox"/> SECRETARY <input type="checkbox"/> TREASURER <input type="checkbox"/> GROUND CONTACT <input checked="" type="checkbox"/> OTHER	<input type="button" value="Add Role"/>

13. Click on the **Ok** button



14. Go to **Custom Fields**



15. Ensure the Custom Fields are completed as be selected role(s) of the person:

Player:

Birth Certificate Number (Player)

Junior Coordinator or Junior Delegate:

Position (Office Bearer)

WWC Number (Office Bearer)

WWC Expiry (Office Bearer)

Team Manager:

WWC Number (Team Official)

WWC Expiry (Team Official)

Team (Team Official)

- Coach:
- WWC Number (Team Official)
- WWC Expiry (Team Official)
- Accred Level (Team Official)
- Accred Expiry (Team Official)
- Team (Team Official)

General		Player	
<input type="checkbox"/> Personal Details <input type="checkbox"/> Roles <input type="checkbox"/> Custom Fields <input type="checkbox"/> Payments <input type="checkbox"/> Audit			
Custom fields are defined by your organisation o			
Fields defined by: Victorian Womens Cricket Association			
Occupation/School			
Position held within the club			
C Grade Eligibility (Yes/No)			
NonEnglish Speaking Background			
Koori background			
Under 17 Eligibility (Yes/No)			
Female Member			
Fields defined by: Ringwood District Cricket Association Inc.			
Birth Certificate Number (Junior Player)			
Position (Office Bearer)		Select...	
WWC Number (Office Bearer)			
WWC Expiry Date (Office Bearer)			
WWC Number (Team Official)			
WWC Expiry Date (Team Official)			
Coaching Accred Level (Team Official)		Select...	
Coaching Accred Expiry (Team Official)			
Team (Team Official)		Select...	

16. Click on the **Update** button to save changes

Junior Cricket Club	
School Cricket Team	
Batting Type	Select...
Bowling Arm	Select...
Bowling Type	Select...
Keeper	<input type="radio"/> Yes <input type="radio"/> No
Medical	
Player Number	Select...

17. Click on the **OK** button to confirm changes

