

INSTRUCTIONS FOR ON-LINE SUBMISSION OF RESULTS & SCORECARD

From the League web site menu **CLICK** on 'Club Details' & using your pre-designated username and password log into your Club Update Page.

PLAYER REGISTRATION (ALL CLUBS).

All players should be registered before a match. ('Late additions' must be added immediately after the match or correct input of the Scorecard is not possible.

On Club Update Page **CLICK** on 'Register a new player'. **INPUT ONE initial and surname.**

If the player is under 19 years of age **TICK** the box and **INPUT** the date of birth as indicated.

CLICK 'Add' to add more players or **CLICK 'Forms Menu'** to return to Club Update Page.

To correct an error in a registered player's details **CLICK 'Update Player Details'**.

After making a correction **CLICK** the '**U**' button next to the player being updated.

When finished, **CLICK** on the '**Forms Menu**' link to return to Club Update Page.

RESULTS SUBMISSION (HOME TEAM)

DEADLINE NOON THE DAY AFTER THE MATCH

(Care in Correctly Keying Data Will Save You Time On Corrections Later)

On Club Update Page **CLICK** either '1st XI Results & Stats Maintenance' or '2nd XI Results & Stats Maintenance' as applicable.

Results Maintenance Page

The top section lists your Home matches for entering the match details and the bottom section lists your away matches for verifying the data input by the home team.

CLICK on the '**Results Update**' button next to the relevant match date.

INPUT the score, wickets and points for your team and **CLICK** the appropriate radio button indicating Win, Lose, Draw, Tie or Cancelled. **REPEAT** the process for the away team.

INPUT Opposition's Don Crouch Trophy marks by **CLICKING** the relevant radio buttons.

Note: Don Crouch Marks will not be visible anywhere or at any time to another team.

'Result not verified' will continue to be displayed until verified by the Away team.

CLICK the '**Update Record**' button.

Your data will now be available to view on the main web site both on the results page and the table pages. You can always return to the page to correct any mistakes.

Cancelled Matches – Weather/Pitch Conditions

Result **MUST STILL** be entered **AND** verified. **INPUT** 12 Points for both teams.

CLICK 'Cancelled' radio button for both teams. **INPUT** Don Crouch Trophy marks '**Good**'

MUST be **SELECTED** in ALL 5 radio button options. **NO SCORECARD INPUT IS REQUIRED.**

Cancelled Matches – For Reasons Other Than Weather/Pitch Conditions.

The result **MUST STILL** be entered **AND** verified. **INPUT** 30 points for the non-offending team and minus 30 (-30) for the team that cancelled. **CLICK 'Cancelled'** radio button for both teams.

Input Don Crouch Trophy marks as below:

For the non-offending team '**Good**' **MUST** be **SELECTED** in **ALL** 5 radio buttons.

For the team that cancelled '**Non-Acceptable**' **MUST** be **SELECTED** in **ALL** 5 radio buttons.

NO SCORECARD INPUT IS REQUIRED

RESULT VERIFICATION (AWAY TEAM)

DEADLINE MIDNIGHT THE DAY AFTER MATCH.

From Club Update Page **CLICK** either 1st or 2nd XI Results Maintenance as applicable.

CLICK on the 'Verify Results' button next to the appropriate match date.

Check all details are correct. **(If not, contact the home team for corrections).**

When correct **TICK** the 'Click To Verify' Box. **INPUT** Opposition's Don Crouch Trophy marks.

CANCELLED MATCHES: See Results Submission above for both the correct points and the stipulated Don Crouch Trophy marks. **CLICK** the 'Update Record' button to complete.

'Result verified' will now be displayed on the home team's results update page.

SCORECARD SUBMISSION (HOME TEAM)

DEADLINE MIDNIGHT MONDAY.

Note: This may be done as soon as you wish after the Results Submission.

(Care In Correctly Keying Data Will Save You Time On Corrections Later).

From Club Update Page **CLICK** either 1st or 2nd XI Results Maintenance as applicable.

The scorecard section is divided into 4 columns. The first 'Add' is where you input new data, and the other 3 'Updates' are where you can return later to make any corrections.

CLICK the 'Add' button next to the relevant match date to enter the **Score Card Update Page.**

The Home Team Batting Card is listed on the left and the Away Team on the right.

Click the top Home 'Select batsman' (Opening batsman) and from the resulting drop down list of players (alphabetical order by surname) **CLICK** the correct name to input. Repeat this procedure for each batting position taking care over players with the same or similar surnames.

INPUT each batsman's runs and **CLICK** one box Out, Not Out or D.N.B. Repeat this procedure for the Away Team. If a team has played with less than 11 players leave bottom position(s) blank.

PLAYER NOT ON DROP DOWN LIST. For omissions on your Home Team list you **MUST** go to the Player Registration Page and input that player's details in order to properly complete your team's Scorecard. Failure to do this will incur a fine. For omissions on the Away Team list leave that position blank but **STILL** input the runs and check the radio button Out, Not Out or D.N.B. as though the name was there. **Click** the 'Insert Record' button when complete.

Batting statistics are now updated on the main web site.

YOU ARE NOW TAKEN TO THE ' EXTRAS UPDATE' PAGE.

INPUT the total extras for each team and **CLICK** the 'Insert Record' button.

YOU ARE NOW TAKEN TO THE BOWLING STATS. PAGE.

INPUT this section using the same procedure as for the Batting scorecard.

In the overs box you may use a decimal point to record the number of balls in incomplete overs.

CLICK on the 'Insert Records' button to return to the Results Maintenance page.

When complete, if you need to check your data you can return to Results Maintenance and click the relevant 'Update' button next to the appropriate match. If you receive an error indication this may be due to a slow Internet connection. Return to Club Update page and try again.

If you make a change in the Update page **CLICK** the 'U' button next to the appropriate record.

The Score Card can now be viewed / printed by clicking on the icon on the right of the results page on the main web site.

SCORECARD VERIFICATION (AWAY TEAM)

DEADLINE MIDNIGHT TUESDAY

From Club Update Page **CLICK** either 1st or 2nd XI Results Maintenance as applicable.

CLICK on the 'Verify Score Card' button next to the appropriate match date. Check that the **SCORES** details are correct. **(If not, contact the home team for corrections).** If a player's name is missing from your team's scorecard you probably need to update your Registrations.

Failure to do this will incur a fine. Late registrations will not update a current scorecard.

When correct **TICK** the 'Verify Score Card' box. **CLICK** the 'Update Record' button.