



Manually Adding Results

Submitting Full Scorecards

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How to enter a Full Scorecard

In order to submit results, you need to have either club or team administration rights for the particular club or team you wish to enter a result for.

By entering a full scorecard, on scorecard acceptance, all players involved in that particular scorecard will have their stats collated to their profiles.

To enter a full scorecard, make sure you are logged in online:

1. Click 'manage' in the menu on the left hand side
2. Make sure the 'fixtures' tab is highlighted
3. Locate the fixture you wish to enter a full scorecard for and click 'scoreable'

Please Note: If the fixture does not show as 'scorable', clicking 'accepted' will bring up the same options to enter a scorecard for that particular fixture.

Home	Away	Ground	Time	Competition	Status
Phil Test Club, P.H Test 1	Phil Test Club, P.H Test 10	Test 1 - 1	Sat Dec 07, 01:00PM NZDT	CricHQ Test Competition - CricHQ Auto Generate Fixtures	Accepted
Phil Test Club, P.H Test 1	Phil Test Club, P.H Test 2	Test 1 - 1	Sat Dec 14, 01:00PM NZDT	CricHQ Test Competition - CricHQ Auto Generate Fixtures	Accepted
Phil Test Club, P.H Test 1	Phil Test Club, P.H Test 3	Test 1 - 1	Sat Dec 21, 01:00PM NZDT	CricHQ Test Competition - CricHQ Auto Generate Fixtures	Scoreable
Phil Test Club, P.H Test 2	Phil Test Club, P.H Test 1	Test 2 - 1	Sat Dec 07, 12:00PM NZDT	CricHQ Test Competition - CricHQ Manual Fixture Creation	Accepted
Phil Test Club, P.H Test 2	Phil Test Club, P.H Test 1	Test 1 - 1	Sat Dec 07, 12:00PM NZDT	CricHQ Test Competition - CricHQ Manual Fixture Creation	Scoreable

Page: (1 of 1) Showing: 1 - 20 of 5 20 per page

You will then be taken to the fixture details page where you have to:

4. Click the orange drop down box in the top right hand corner
5. Select 'Enter Full Scorecard'

The screenshot shows the CricHQ website interface. At the top, there is a navigation bar with tabs: Home, Competitions, Clubs, Organisations, Grounds, Match Types, Fixtures (highlighted in red), and Officials (with a red '4' notification). Below the navigation bar, the match title is 'Phil Test Club, P.H Test 2 vs Phil Test Club, P.H Test 1'. A red '5' is next to the 'Teams' section. The 'Teams' section shows two teams: 'Phil Test Club, P.H Test 2' and 'Phil Test Club, P.H Test 1', each with a CricHQ logo and a gear icon. Below the teams, there is a 'Location & Time' section with the following details: 'Day(s) of play', 'Location: Test 1 - 1', 'Starts: Sat Dec 07, 12:00PM NZDT', and 'Ends: Sat Dec 07, 04:00PM NZDT'. Below that is a 'Match Result' section with the text 'No Match Result'. At the bottom, there is a 'Submitted Scorecards' section with the text 'No Submitted Scorecards'. A red circle highlights the 'Fixture options' menu, which is open and shows two options: 'Enter Full Scorecard' and 'Enter Basic Scorecard'. A red circle also highlights the 'Officials' tab with the number '4'.

You will then have to work your way through the following categories, filling in all of the details of the match:

6. Match Details: Clubs and Teams Ground Details Date Match Type
- These columns should already be populated with the correct details that the competition administrator set on the creation of the draw and fixtures. However it is worth double checking that everything is correct before you click 'next'

Manual Scorecard

Match Details
Next

Home Team

Club: ✓

Team: ▾

Away Team

Club: ✓

Team: ▾

Details

Ground: ✓

Date:

Match Type: ▾

7. Player Selection: Team Players Club Players Players Selected - Batting Order
 - Here you will select the players that played in the match by either double clicking their name or dragging them across to the right hand box. Once you have dragged the players across, you can move them up and down the order by dragging again. When complete, click 'next' to move to the second part of the player selection details which is entering the opposition team.

Manual Scorecard

Back
Phil Test Club, P.H Test 2 - Player Selection
Next

Player selection can be done by dragging and dropping the players or by double clicking on the desired player.

Team Players

test 17

test 20

test 13

test 16

test 22

test 19

Players Selected - Batting Order

1.

test 14
2.

test 12
3.

test 15
4.

test 21
5.

test 18

Club Members

test 23

test 26

test 29

test 32

8. Captains and Wicket-Keepers: Team 1 captain and wicket-keeper Team 2 captain and wicket-keeper Select the different captains and wicket-keepers from the drop down list for the 2 participating teams, once all filled out, click 'next'

Manual Scorecard

Back
Captains and Wicket-Keepers
Next

Phil Test Club, P.H Test 2

Captain

Select Player

↓

Keeper

Select Player

↓

Phil Test Club, P.H Test 1

Captain

Select Player

↓

Keeper

Select Player

↓

9. Match Toss & Result: You have to ensure that you have entered the match result for

the match. If this is not complete your scorecard will default to 'abandoned' as no result is entered. Once the result has been entered, click 'Start Innings'

Manual Scorecard

Back **Match Toss and Result** **Start Innings**

Match Toss:

Match Result:

- Phil Test Club, P.H Test 2 won, elected to bat
- No Result
- ✓ Phil Test Club, P.H Test 2 won
- Phil Test Club, P.H Test 1 won
- Tie
- Draw
- Abandoned

10. Once you have progressed to 'Start Innings', the next part of the process is to fill out all of the innings details such as: Batting Scorecard Innings Extras Innings Totals FoW/Retirements Bowling Scorecard

Once all details have been correctly and fully entered, click 'next' to advance to entering the details for the 2nd innings.

Back		1st Innings - Batting Scorecard: Phil Test Club, P.H Test 2				Next	
Player	Wicket Type	R	B	4's	6's		
test 14	Did not Bat	0	0	0	0		
test 12	Did not Bat	0	0	0	0		
test 15	Did not Bat	0	0	0	0		
test 21	Did not Bat	0	0	0	0		
test 18	Did not Bat	0	0	0	0		
test 17	Did not Bat	0	0	0	0		
test 20	Did not Bat	0	0	0	0		
test 13	Did not Bat	0	0	0	0		
test 16	Did not Bat	0	0	0	0		
test 19	Did not Bat	0	0	0	0		
test 22	Did not Bat	0	0	0	0		
+ Batter						Last Batter	
1st Innings - Extras							
No Balls	Wides	Byes	Leg byes	Penalty points			
0	0	0	0	0			

1st Innings - Totals						
Runs	Wickets	Overs	Innings End			
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	All Out ▾			
1st Innings - Fall of Wickets/Retirements						
New 'Fall of Wickets' system. Select the out batter and provide the innings score at the time of their dismissal. The wicket count is adjustable to accommodate 'retired - not out' and other cases where certain dismissals do not add to the number of total wickets.						
Wicket/Retirement Count	Total Runs	Player				
<input type="text" value="1"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="text" value="2"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="text" value="3"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="text" value="4"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="text" value="5"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="text" value="6"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="text" value="7"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="text" value="8"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="text" value="9"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="text" value="10"/>	<input type="text" value="0"/>	Select Player ▾				
<input type="button" value="+ Wicket/Retirement"/>		<input type="button" value="Last Wicket/Retirement"/>				
1st Innings - Bowling Scorecard: Phil Test Club, P.H Test 1						
Player	Overs	Maidens	Runs	Wickets	Wides	No Balls
Select Player ▾	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Select Player ▾	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Select Player ▾	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Select Player ▾	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="button" value="+ Bowler"/>					<input type="button" value="Last Bowler"/>	
<input type="button" value="Back"/>		<input type="button" value="Next"/>				

Please Note: Everything you enter on the full manual scorecard is exactly how it will appear on the completed submitted scorecard. There are no formula or algorithm in this form that will automatically total fields for you.

11. Once the 2nd innings has been successfully completed, click 'Submit Scorecard' in order to upload the scorecard to the competition. Alternatively you can select 'Back' to go back to the previous page