

# Weet-Bix MyCricket Getting Started Guide – Club



## Welcome to Weet-Bix MyCricket!

Please take a few minutes to read through this getting started guide, which gives an overview of how to set up Weet-Bix MyCricket for your Club and how to carry out the key tasks at Club level.

## What is Weet-Bix MyCricket?

Weet-Bix MyCricket is an online statistics and administration solution, with many key functions and features for clubs and associations across Australian Cricket. Information from Weet-Bix MyCricket can be viewed in a number of ways on *public or private* websites:



via your Weet-Bix MyCricket website (free with Weet-Bix MyCricket) or an external website with links to results



via [www.cricket.com.au/mycricket](http://www.cricket.com.au/mycricket) which is the central portal for national, state and local Weet-Bix MyCricket information and statistics



via the Administration site, accessed through [www.cricket.com.au/mycricket](http://www.cricket.com.au/mycricket)

The following is a brief summary of the common Weet-Bix MyCricket tasks for a Club. Included is a description of the task and the menu path you'll need to follow to access the page. There are a number of additional resources and help available through our Support & FAQ Centre [www.cricket.com.au/mycricketsupport](http://www.cricket.com.au/mycricketsupport)

Menu paths are indicated by this symbol:



## System Administration Tasks

Before you begin managing your Club in Weet-Bix MyCricket you'll need to ensure you understand how the following tasks are completed.

### 1. Manage Your Club Details

#### 1.1. First Time Login

The first time you login the system will prompt you to:



Read and accept the Weet-Bix MyCricket Terms and Conditions of Use



Change the automatically generated password to one you will remember

**Access the *Weet-Bix MyCricket Administration Home Page* at [www.cricket.com.au/mycricket](http://www.cricket.com.au/mycricket)**



## 1.2. Navigating the Administration Area

After you log in, you will see a menu bar at the top of the screen, just beneath the main Weet-Bix MyCricket banner. Users can change their menu view according to the task they want to complete using the “Mode” selector and dropdown list.



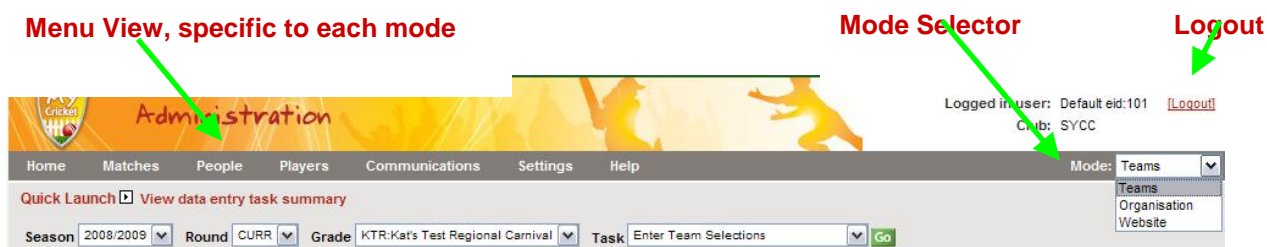
**Mode Selector:** Toggle between modes available



**Menu View:** contains all the menu items that are specific and available for the selected mode



**Logout:** this link allows you to logout of the system



It is recommended that you take some time to browse through each Mode and the associated Menu Views to help familiarise yourself with the options available. The following table provides a broad description of each mode available in Weet-Bix MyCricket.

Mode	Description
Teams	Allows you to select teams, enter match results / player scores, complete player transfers / clearances. Anything related to managing a team and participating in competitions.
Organisation	Organisation tasks such as registering for insurance, adding office bearers, creating new admin users, updating organisation details.
Website	Manage or add content to your Weet-Bix MyCricket Club website.



Please note that all modes may not be available for all users or organisations.

## 1.3. Creating & Maintaining Users

To help you share the load, you can create as many admin Users, who will be able to login and perform some or all of the tasks, based on the User Roles and Permissions assigned to them. You can create multiple users for your Association or Clubs, which is recommended.



**MODE: Organisation**

**MENU: Users > User List**

## Pre Season Tasks

Weet-Bix MyCricket enables you to manage many aspects of your Clubs involvement in Cricket. The following tasks are those more common to the running of your club. Remember that some functions are setup at the Association level, such as seasons, grades and draws – and these will only be available when the Association releases them. If any of these functions are not correct or not showing, you should contact your Association in the first instance.

## 2. People and Player Management

Before a player can be selected to a team they must be added to the Weet-Bix MyCricket system. This can be done in Bulk (eg: importing multiple players) or Individually. If a player already exists in Weet-Bix MyCricket and just needs to be registered with a new club they will need to be added, transferred, or cleared to the new club. Once a record exists for the player they also need to have an active Player Role and be registered to an Association.

### 2.1. Adding a New Player



**MODE: Teams**

**MENU: Players > Add a New Player**

### 2.2. Bulk Person Import



**MODE: Teams**

**MENU: People > Bulk Person Import**

### 2.3. Person Roles Bulk Change



**MODE: Teams**

**MENU: People > Person Roles Bulk Change**

### 2.4. Register Player (\* Mandatory)



**MODE: Teams**

**MENU: Players > Player Registration**

### 2.5. Clearances – Apply for / or Grant Clearances (\*Only if activated)

The following process is used if your Association requires you to apply for player clearance before transferring them to your club, or approve any requested clearances.



**MODE: Teams**

**MENU: Players > Permits & Clearances**

## Match Tasks

During the competition season there are several tasks that need to be carried out on a regular basis. You need to select players for teams, enter or confirm match results and players scores and possibly submit captain and match reports. Your Association may also put timeframes on the completion of these tasks eg: match results may need to be entered within 48 hours of match completion or you could face penalties.

### 3. Player & Team Management

#### 3.1. Player Availability Summary

Before you select the team for a match, it is advisable to first see who is available on the match date. Weet-Bix MyCricket enables you to manage player availabilities for your Club.



**MODE: Teams**

**MENU: Players > Player Availability**

#### 3.2. Team Selection

You must select players for a team every round in order to complete full scorecards and automatically generate player statistics. Weet-Bix MyCricket will remember the players selected for the previous match, but you will still need to confirm the team for each specific match on a round by round basis. If players do not appear in the list, you should check they have an active Player Role and are Registered with that Association.



**MODE: Teams**

**MENU: Matches > Select Teams**

#### 3.3. Print Team List

In many cases, you may want to print the team list to hand to match officials on the day. Weet-Bix MyCricket enables you to customise and print both a **Captains' list** and an **Umpires' list**.



**MODE: Teams**

**MENU: Matches > Team Lists**

### 4. Match Results & Statistics

Match Results refer to the summary match results, and can be entered either during a game or once it has finished. Results can be entered by either team, but not by both. Once the results have been entered the other team then confirms or dispute the overall result, before they can then be locked and made official by the Association. Consult your Association to determine if there are any specific rules in place.

Once the match results are entered, each club can then enter their own individual player scores and their component of the detailed match scorecard.

## 4.1. Entering Match Results



**MODE: Teams**

**MENU: Matches > Enter Match Results**

## 4.2. Confirming or Disputing Match Results

If the opposition team has entered the results, you will need to review their entries and either confirm or dispute them. You cannot modify the results in any way however, you can begin the dispute process with the Association, who can then adjust if required.



**MODE: Teams**

**MENU: Matches > Confirm Match Results**

## 4.3. Entering Player Scores

Each club enter their own player scores as part of the full scorecard and so Weet-Bix MyCricket can automatically generate statistics at Association and Club level. When entering player scores please keep in mind the following:

- Your Association may set a timeframe on entering player scores.
- The data entered is used to automatically generate statistics for each player.



**MODE: Teams**

**MENU: Matches > Enter Player Scores**

If the opposing team have selected their team list for the match, then you will also be able to enter the opposition dismissal detail.



**MENU: Matches > Enter Player Scores (Opposition Dismissals)**

The scorecard fields available to complete are determined by your Club. If you require adjustment to the fields entered (eg: 4s, 6s) you can hide or show these options.

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**MODE: Teams**

**MENU: Settings > Report Customisation**



## 5. Match Reports

Once a match is completed you may need to submit a Match Review and/or a Captain's Report. The Match Review will be displayed with the individual Match Scorecard on public sites. Captain's Reports are used internally by the Association to keep track of issues such as facilities, player behaviour and umpiring.

### 5.1. Captain's Report (\*Only if Association has activated)



**MODE: Teams**

**MENU: Matches > Enter Captain's Report**

### 5.2. Match Review



**MODE: Teams**

**MENU: Matches > Enter Match Review**

## Support and FAQ Centre

Weet-Bix MyCricket is a fully supported system and Cricket Australia provides several support options in order to ensure all users are able to get the most out of the Weet-Bix MyCricket system.

## 6. Assistance and Advice from your Association

There are many rules and regulations which are set by your Association, rather than being a Weet-Bix MyCricket specific setting. Please ensure you consult regularly with your Association to ensure you are using Weet-Bix MyCricket within the guidelines they have set and expect.

## 7. 24/7 Access to Page Specific Help

To help you through every step, detailed page specific help is accessible from almost every screen within Weet-Bix MyCricket. Simply click the [Help on this topic](#) link which appears in the top left corner of the screen, under the screen heading. This will open a specific help article to assist.

## 8. Dedicated Online Support and FAQ Centre

Weet-Bix MyCricket's Online Support and FAQ Centre, is found at [www.cricket.com.au/mycricketsupport](http://www.cricket.com.au/mycricketsupport) or through the HELP menu in each MODE. Users can:

- Search the Weet-Bix MyCricket **Knowledgebase** and view tips and step-by-step instructions.
- **Download** detailed training and support user guides.

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- **Submit a Support Request** if you can't find the answer to your query and our experienced support team will respond directly to your query.