

Coaches & Managers Guide

Administration Portal - the PlayHQ access point for Club Administrators (www.ca.playhq.com.au)

Participant Portal - the public facing sites for all participants, coaches & managers (www.playhq.com)

Scoring Portal – the game day tool used to score a match live at the ground (www.ca.score.playhq.com)

When	What
Pre-Game	<ul style="list-style-type: none">• Make sure you are registered to your respective club and have been provided management access to your team.• Select & Enter teams Using the My Teams functionality on the Participant Portal• If you need to select a player who is not allocated to the team, you can do this using the Participant Portal.
Match Day	<ul style="list-style-type: none">• If you have not entered your teams in, you can still do this via the My Teams function in the Participant Portal.• If you are at the game, you can enter teams via the Scoring Portal.• <u>It is recommended that there is 1 E-Scorer and 1 Scorer on the Book.</u>• Log into the Scoring Portal to begin scoring using the below guide.• Once you have finished scoring, please make sure to <u>sync the game and End Session.</u>
Post Game	<ul style="list-style-type: none">• If you did not E-Score the game, you can enter scores via the Participant Portal.• Alternatively, a club administrator can enter scores in via the Administration Portal.• If you need a game to be unlocked please contact Sharan Rajendran (CNSW).
Support	<ul style="list-style-type: none">• If you need assistance on Match Day, please contact the PlayCricket Support Desk.<ul style="list-style-type: none">○ 1800 274 253• If you need assistance pre or post-game, please contact Bryon Camin or Sharan Rajendran.<ul style="list-style-type: none">○ compmanager@ssjca.com.au○ Sharan.rajendran@cricketnsw.com.au

My Teams Guide

For Captains, Coaches and Team Managers with **My Teams management access**.



ASSISTANT COACH **CLUB ADMIN PORTAL**

+ Allocate Assistant Coach

TEAM MANAGER

Steve Nash

Unallocate

+ Allocate Team Manager

Club Admin allocates roles

Ensure that your Club Administrator has allocated the teams Captain, Coach and/or Team Manager.

The 'management access' toggle must be turned on to enable management access.

Email*

Please type

Password*

Please type

Log in

Login to PlayHQ

Login via playhq.com/login using your PlayHQ credentials.

Yet to sign up? Revert back to the previous page for registration process.

S Steve

My Account

Log out

Navigate to My Teams

In the top right hand corner, drop down the menu and click **My Account**. Navigate to the team(s) you are managing then proceed to the upcoming match.

Public View **Manage**

SELECT TEAM

Add players, coaches and volunteers for this game.

+ Select Team

Select your team for game day

Navigate to your upcoming match and toggle to **Manage**. You'll be granted access to **Select Team** ahead of game day.

Your selected line-up will flow through to electronic scoring.

Haig Fawkner **8/127**
(19)

Wagga RSL **10/126**
(18)

Game Results

Edit game result (if required)

Once the game is complete, click **Edit Game Results** to amend the final scores. It's important to note that your Association will set how many hours after game start time that the scores can be amended. Click **Done** once finished amendments.

If you find that you can't amend scores, don't worry, simply contact your Club or Association Administrator for assistance.

Haig Fawkner Batting

BATTERS	R	B
Brody Bernard	-	-
May Carson	-	-

Make any scorecard adjustments

Click on the edit icon that is adjacent to the **Batters** name. Edit any statistics or dismissal details. Click **Done** once amendments are complete.

Important

1. Administrators must have allocated players to your team in order for you to select players to game line-up.
2. Adding players to a line-up must be done for each game. Line-up doesn't automatically rollover to next game.
3. You may not have access to edit opposition team line-ups. This is an Association setting.



Electronic Scoring Guide

SCORE.PLAYHQ.COM



Scoring platform recommended for desktop, laptop or tablet devices.

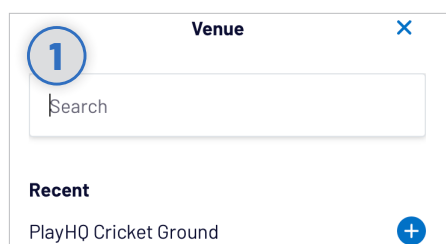
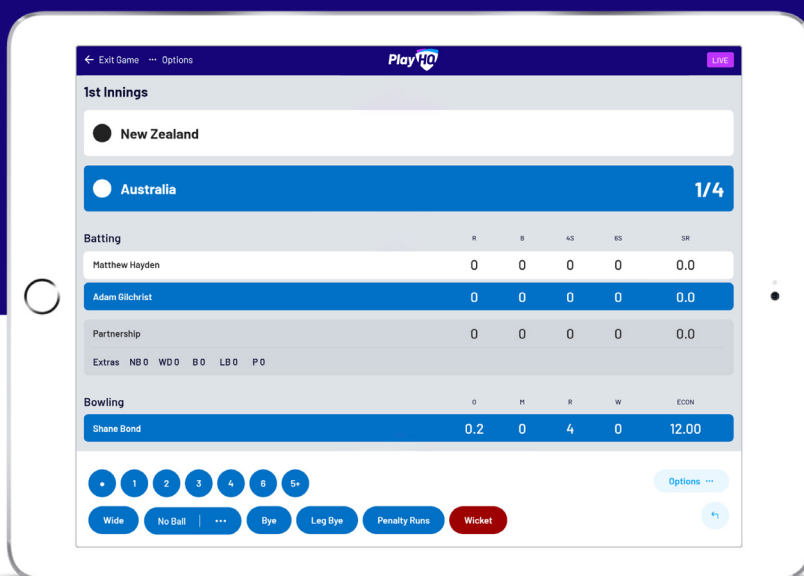
3/87
15.1 OVERS

LIVE

Scores will be updated live if device is connected to internet.

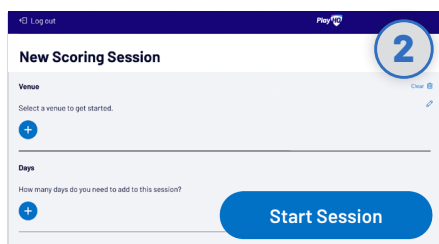
Download & Score Game

If you run out of battery you can take over scoring on a secondary device. Ensure you're online prior to switching.



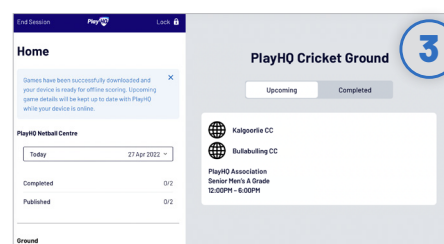
Select Venue

Use an electronic scoring enabled login to enter score.playhq.com (the electronic scoring homepage), search and select the venue (name is as it appears on fixture).



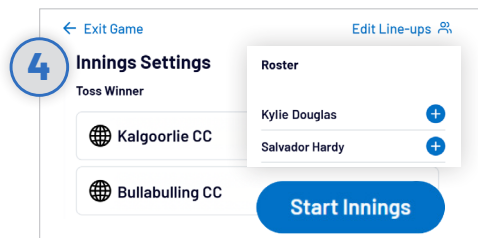
Enter Session Details

Select the day you are playing in order to download the game. Create a pin to secure the session. Click [START SESSION](#).



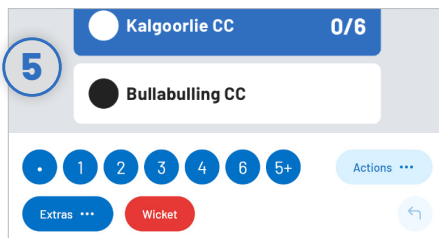
Select Your Match

Now that you're in a session, select the **day** of your match as well as the **ground**. Select the **upcoming match** you want to score.



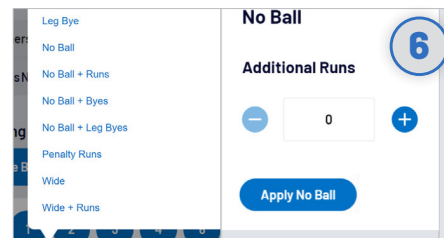
Setup Innings

Select all the innings settings including who won the toss, opening batters and bowlers. If a batter or bowler is not displayed click [EDIT LINE-UPS](#) to amend. Use the **+** or **-** to move players in and out. Once ready, click [START INNINGS](#).



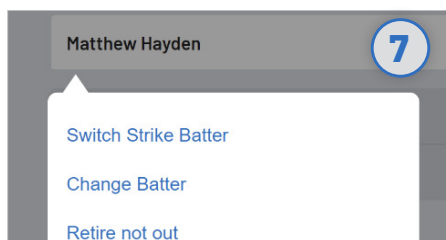
Recording Ball By Ball Events

There are multiple events that can be recorded. When this occurs in the game, select either the **batter** or **team** then hit the appropriate event. Additional options may follow depending on event type.



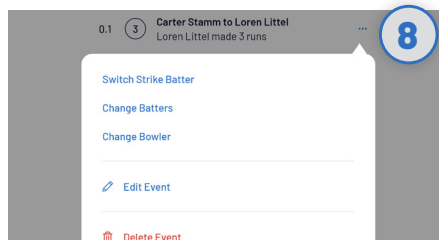
Extras

When you click [EXTRAS](#), a menu of options will appear including byes, leg byes, no balls, penalty runs and wides. When selecting a **No Ball**, you should not count the No Ball as an additional run. These additional runs are attributed to the batter on strike.



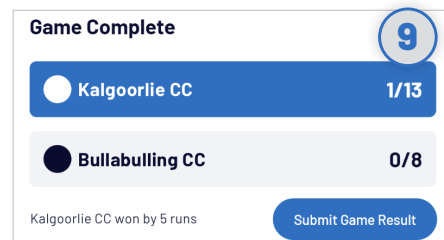
Changing Batter Or Bowler

To change a batter or bowler, tap on the player you wish to change then select [CHANGE](#). Other options are also available involving the selected player.



Undo Ball Event

You can click the [↶](#) button to undo the previous event or alternatively, you can click the [...](#) next to the incorrect event within the [EVENT LOG](#). Select [EDIT](#) or [DELETE EVENT](#).



Submit Game Result

If you end the innings of the second batting team, you will be provided with the option to [SUBMIT GAME RESULT](#), ensure that the scores are correct. Navigate to [END SESSION](#) in order to finalise scores.



Please consider the environment when printing. For more electronic scoring resources, we recommend visiting support.playhq.com

ESCORING RESOURCES

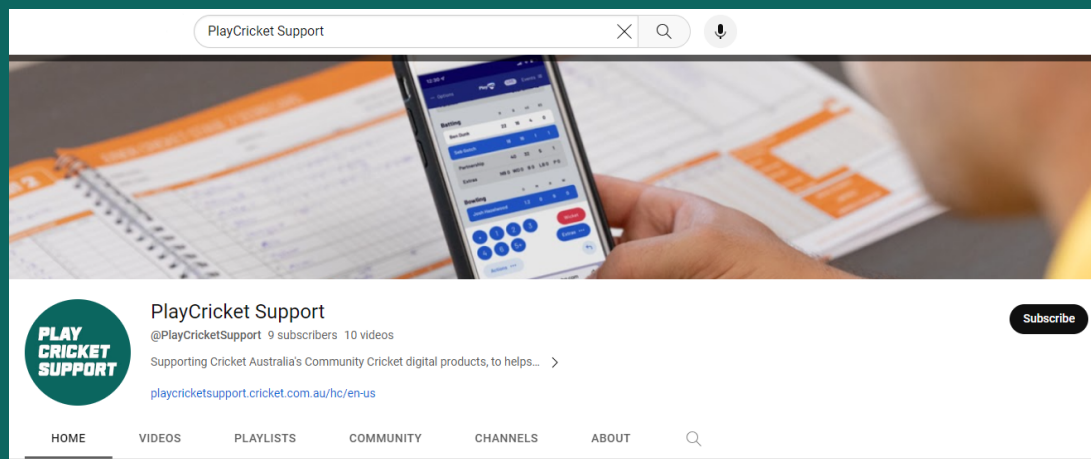
Where to go for more information about eScoring with PlayHQ



PLAY
CRICKET
SUPPORT

PLAYCRICKET YOUTUBE CHANNEL

PlayCricket is now on Youtube! You will be able to find a range of PlayCricket support videos, as well as training videos from PlayHQ. Including eScoring training.



PLAYCRICKET SUPPORT SITE

Pick from a range of eScoring support articles. From setting up an eScoring session to ending a match.

While there, why not test your skills with the eScoring demo match?



PlayHQ E-Scoring

Play HQ E-Scoring Guide

- 9 steps to E-Scoring a Cricket Match
- Play HQ Full E-Scoring Guide

E-Scoring FAQs & Troubleshooting

- What access do I get as an E-Scoring Admin?
- What happens if a scorer accidentally End Session in a two day+ game?
- A game has been started on an e-score device, however it was too early. How can we restart the game on a different device?
- How do I change devices during a game?
- How do I add players who are not in the line-up or roster?
- When will results appear? Are scores shown live?

Scoreboard Integration Information

- Live Scoreboard Integration Information
- Scoreboard Integration Information

Electronic Scoring Session Preparation

- Electronic Scoring Browser and Operating System Compatibility
- Downloading Electronic Scoring to a Device

How to E-Score

- Starting a Match (E-Scoring)
- Scoring the Match (E-Scoring)
- Closing off the Match (E-Scoring)
- Using Duckworth Lewis Stern Calculator
- Scoring a Junior Formats Game

Still having trouble? Why not submit a support ticket?

