



Scoring in PlayHQ: Granting Access & Data Entry

• September 2022 •

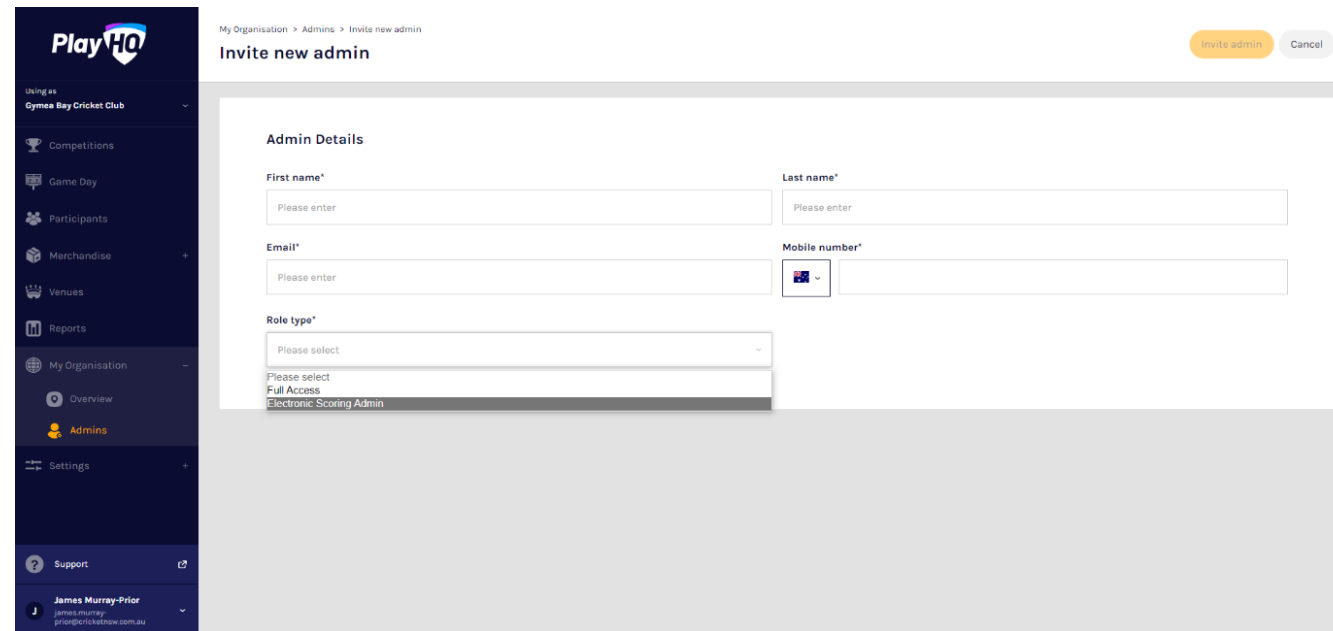
Glossary:

- **Scorer(s)** - a coach, manager or captain allocated to a side who has been granted electronic scoring access (*refer to step i*) AND allocated to a team with the management access button toggled on (*refer to step ii*).
- **Administration Portal** - the PlayHQ access point for Club Administrators (www.ca.playhq.com.au)
- **Participant Portal** - the public facing site for all participants (www.playhq.com)
- **Scoring Portal** – the game day tool used to score a match live at the ground (www.ca.score.playhq.com)

Steps for Club Administrators – E-Scoring Access:

Step 1 - In the Admin Portal (www.ca.playhq.com.au) – grant ‘Electronic Scoring Admin’ access to scorers (i.e. coaches, managers, captains).

Note: this is the only way to grant access to someone to score via the Scoring Portal and will not allow access to the Administration Portal



The screenshot shows the 'Invite new admin' page in the PlayHQ Admin Portal. The page is titled 'My Organisation > Admins > Invite new admin' and features a breadcrumb trail. On the left is a dark sidebar with the PlayHQ logo and navigation options: Competitions, Game Day, Participants, Merchandise, Venues, Reports, My Organisation, Overview, Admins (highlighted), Settings, Support, and a user profile for James Murray-Prior. The main content area has a white background with a form titled 'Admin Details'. The form includes fields for 'First name*', 'Last name*', 'Email*', and 'Mobile number*'. The 'Role type*' dropdown menu is open, showing 'Full Access' and 'Electronic Scoring Admin' as options. At the top right of the form area are 'Invite admin' and 'Cancel' buttons.

Steps for Club Administrators – Management Access:

Step 2 - In the Administration Portal, under 'Teams'- assign a coach and manager to each team and toggle on the 'management access' button.


Note: coaches and managers must have registered as a coach or manager to be allocated. Coaches & managers register through the same link players registered

 = Management Access Tool

Team Details

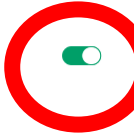
GENDER	AGE
Mixed	U11

IDENTIFIER
A

 Print Team List Report


Team Staff Management Access ?

COACH

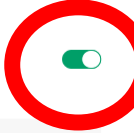
CricketNSW TEST_COACH 

[Unallocate](#)


ASSISTANT COACH

 Allocate Assistant Coach

TEAM MANAGER


CricketNSW TEST_MNGR 


[Unallocate](#)



 Allocate Team Manager

Captains

CAPTAIN

Steph TEST 

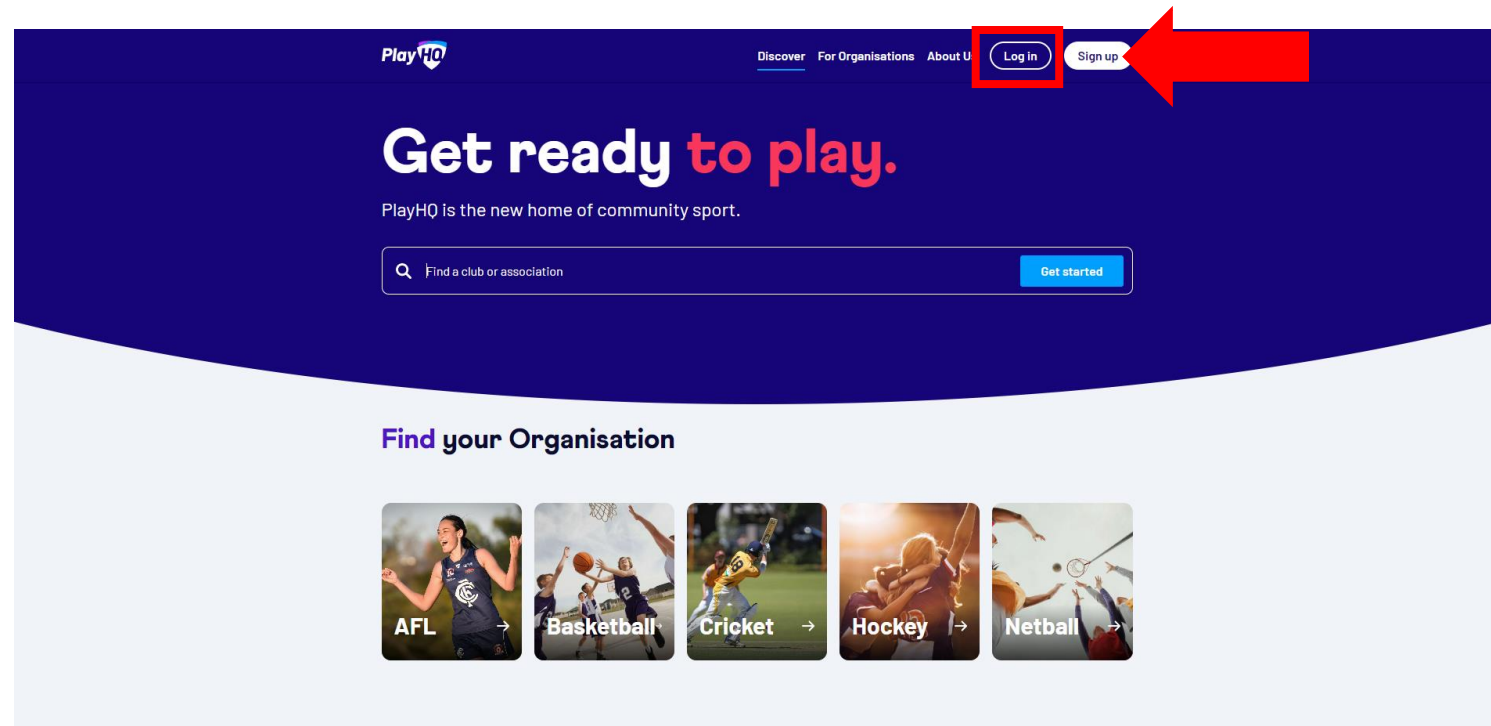
 Edit Captains

Process for Scorers – Logging in to Participant Portal:

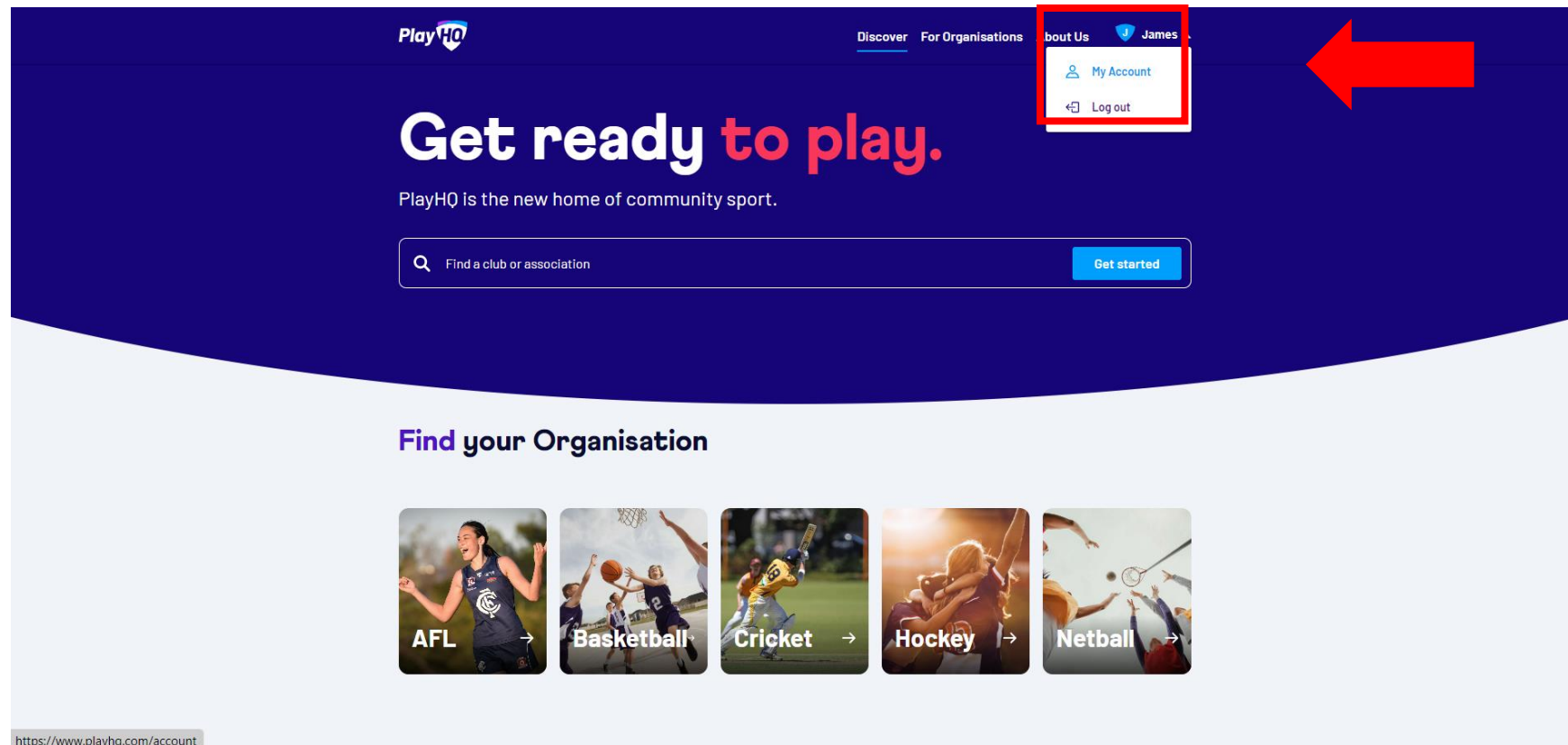
Step 1 - To select teams, the scorer uses the Participant Portal (www.playhq.com) and logs in using their PlayHQ Account credentials

Note: this should be the same email and password used when registering.



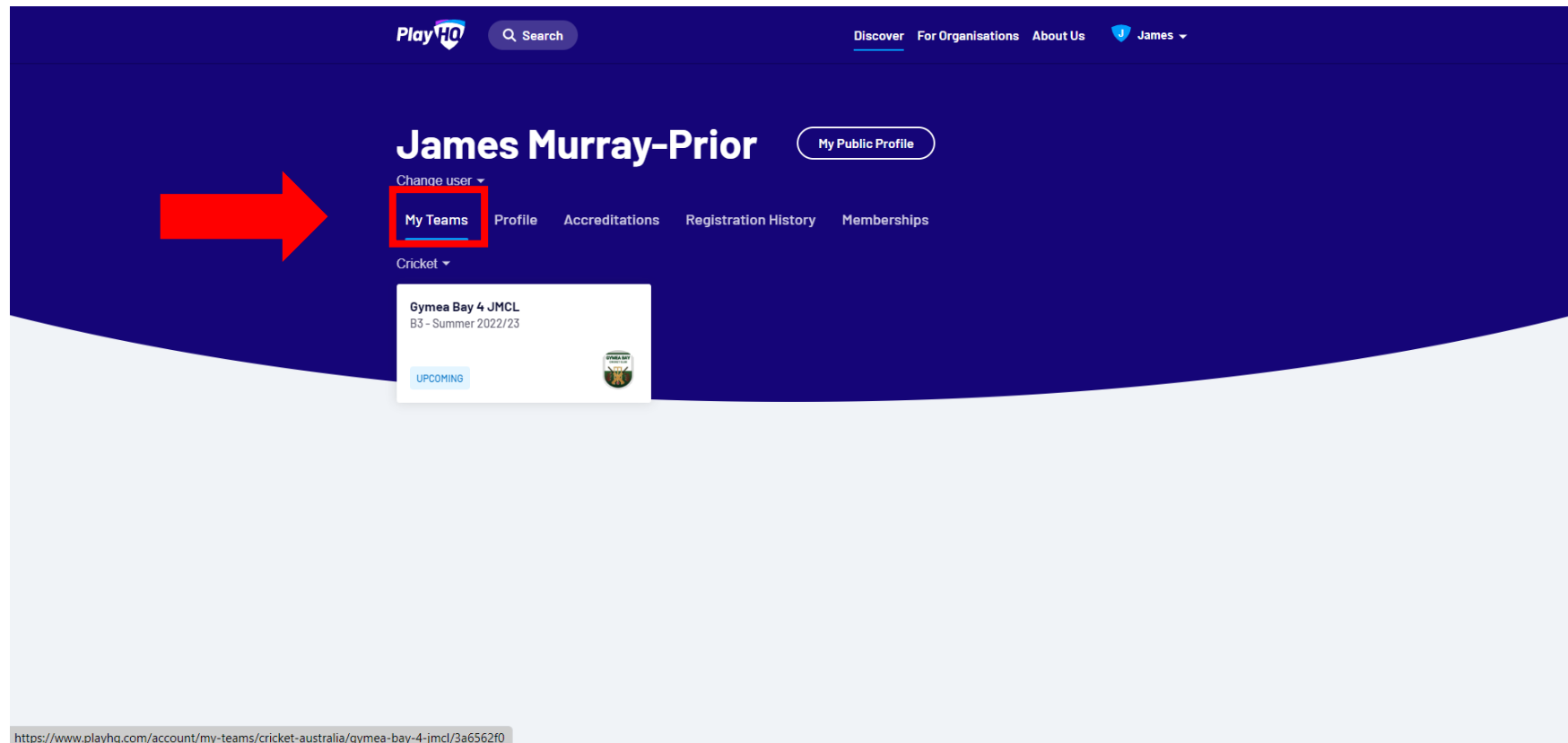
Process for Scorers – My Account:

Step 2 – Once a scorer is logged in, navigate to ‘My Account’



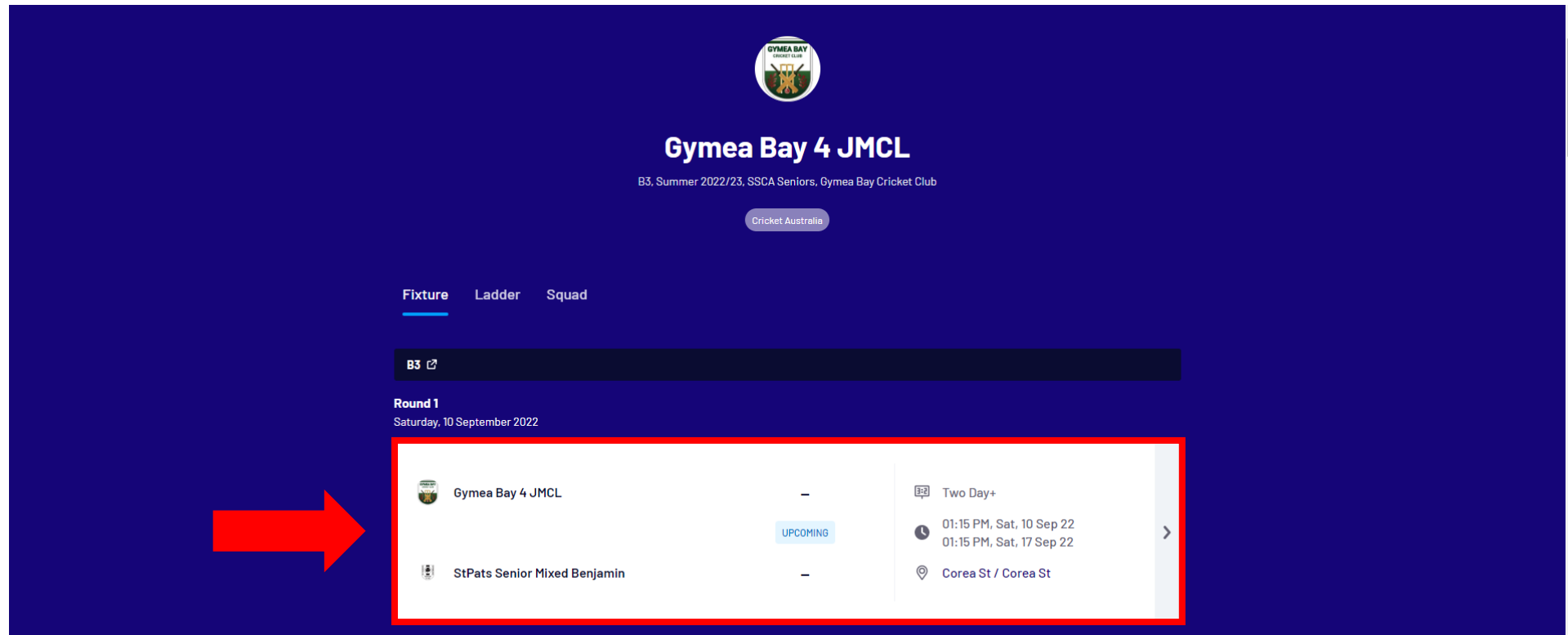
Process for Scorers – My Teams:

Step 3 – Select ‘My Teams’ and choose the relevant team



Process for Scorers – Select Fixture:

Step 4 – Choose the relevant fixture you wish to select teams for








Gymea Bay 4 JMCL
B3, Summer 2022/23, SSCA Seniors, Gymea Bay Cricket Club

Cricket Australia

Fixture Ladder Squad

B3

Round 1
Saturday, 10 September 2022

 Gymea Bay 4 JMCL	–	 Two Day+
	UPCOMING	 01:15 PM, Sat, 10 Sep 22 01:15 PM, Sat, 17 Sep 22
 StPats Senior Mixed Benjamin	–	 Corea St / Corea St

Process for Scorers:

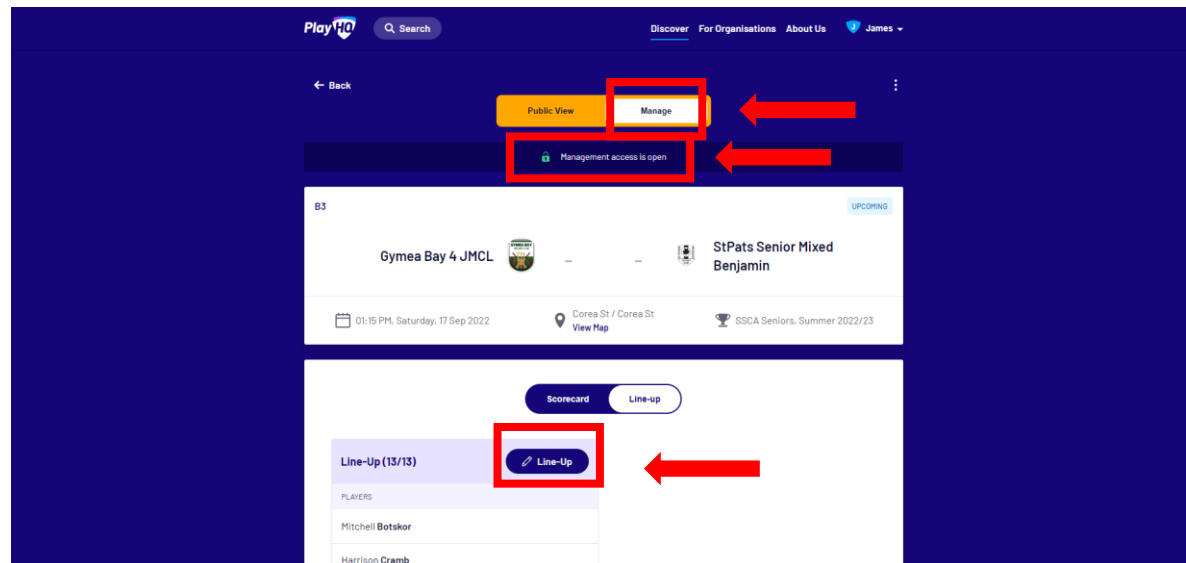
Step 5 – Navigate to the ‘Manage’ section and select team accordingly.

Note: If you do not see the ‘management access is open’ message, then you have:

a. not been allocated to the team as a coach or manager; or

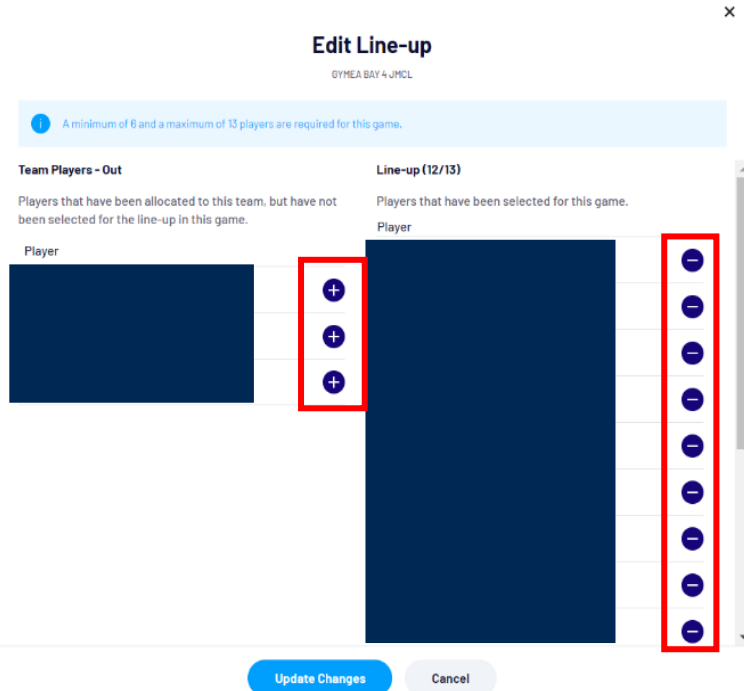
b. not had management access toggled on by your Club admin.

Contact your Club administrator to solve. Refer to step ii.



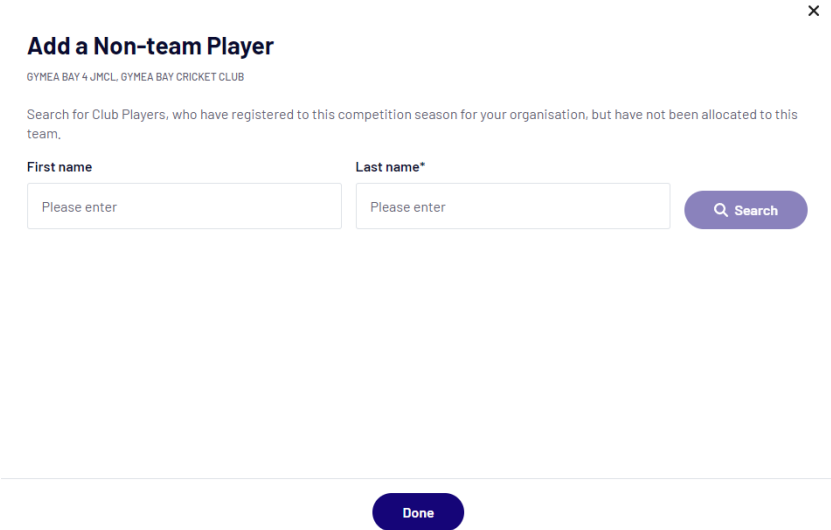
Process for Scorers:

Step 6 – Selecting Line-up



Step 7 – Adding Players registered with your Club, but not your squad, into you team

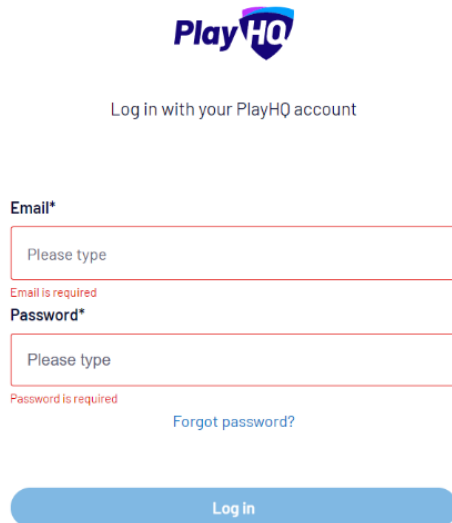
Note: there is no 'fill in player' functionality in the Participant Portal. That is only available in the Scoring Portal.



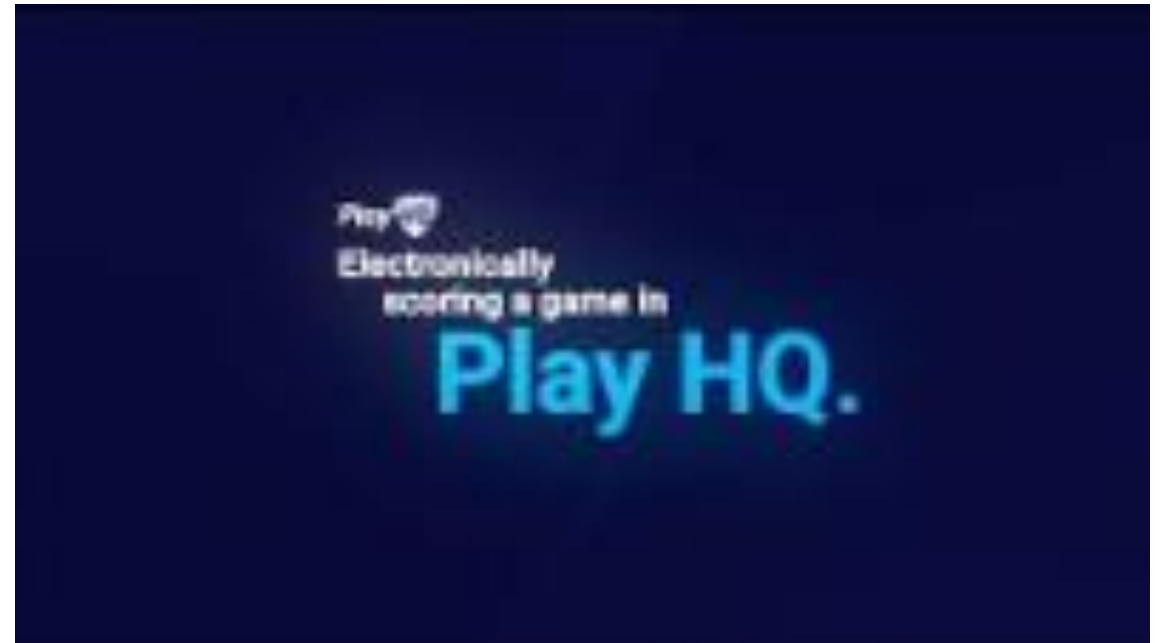
Process for Scorers – E-Scoring Portal

Step 8 - On game day, scorers use the Scoring Portal (www.ca.score.playhq.com) to score the match using their PlayHQ credentials.

See below video from PlayHQ regarding scoring on game day



The screenshot shows the PlayHQ login interface. At the top is the PlayHQ logo. Below it is the text "Log in with your PlayHQ account". There are two input fields: "Email*" and "Password*", both containing the placeholder text "Please type". Below the email field is a red error message "Email is required". Below the password field is a red error message "Password is required". To the right of the password field is a blue link "Forgot password?". At the bottom is a blue "Log in" button.

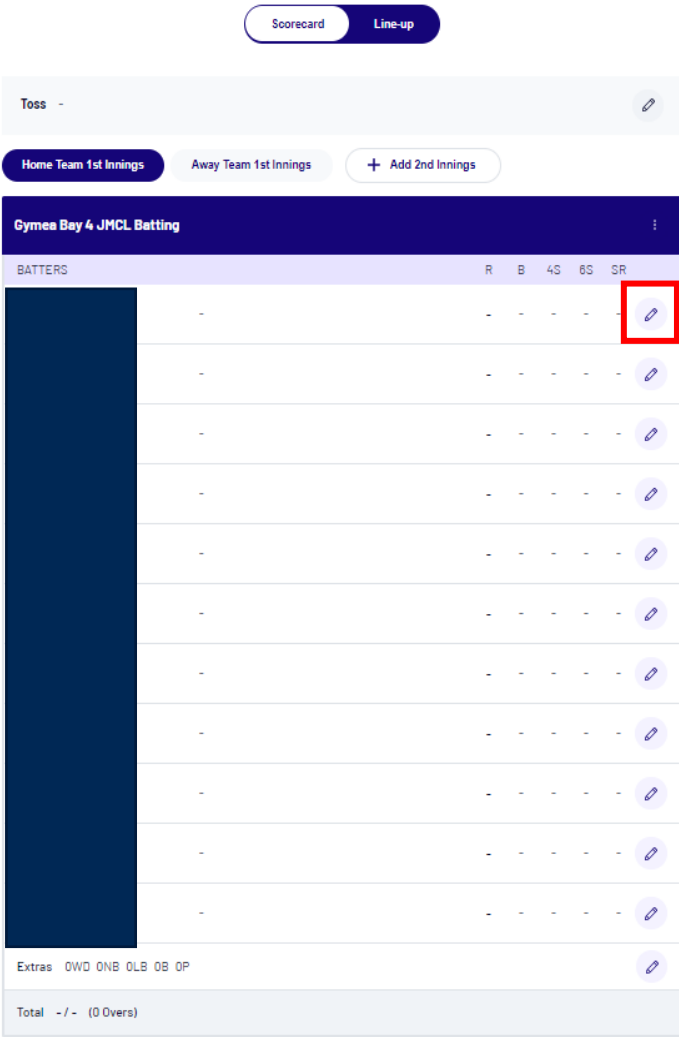


Process for Scorers – Updating Batting Statistics

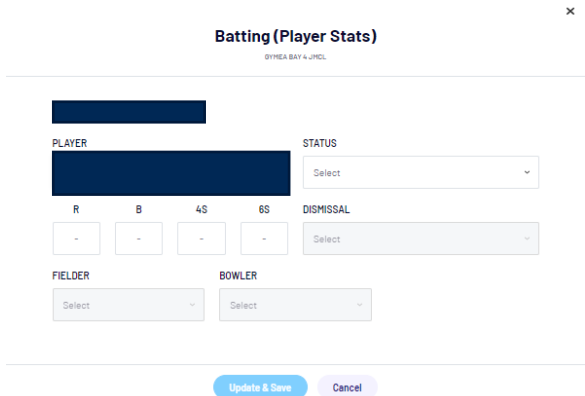
Note: only relevant if game not scored via Scoring Portal

Step 9 – Scorers can also entered scorecards via the *Participant Portal* post-match

Note: Lock out times are set by the Association (maximum 120 hours after the start of game or after the start of Day 2 in two-day matches. Any edits after this time can only be made by an Association Administrator



BATTERS	R	B	4S	6S	SR
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
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-	-	-	-	-	-



Batting (Player Stats)

PLAYER [Redacted] STATUS [Select]

R [-] B [-] 4S [-] 6S [-] DISMISSAL [Select]

FIELDER [Select] BOWLER [Select]

[Update & Save] [Cancel]

Process for Scorers – Updating Bowling Statistics

Note: only relevant if game not scored via Scoring Portal

Step 9 – Scorers can also enter scorecards via the *Participant Portal* post-match

Note: Lock out times are set by the Association (maximum 120 hours after the start of game or after the start of Day 2 in two-day matches. Any edits after this time can only be made by an Association Administrator)

The screenshot shows a cricket scorecard interface with two tabs: 'Scorecard' and 'Line-up'. The 'Scorecard' tab is active. At the top, it shows 'Toss -' with an edit icon. Below that are buttons for 'Home Team 1st Innings', 'Away Team 1st Innings', and '+ Add 2nd Innings'. The main section is titled 'StPats Senior Mixed Benjamin Batting' and contains a 'BATTERS' table with columns for 'R', 'B', '4S', '6S', and 'SR'. Below the table, it says 'No batters selected'. There are 'Extras' (OWD, ONB, OLB, OB, OP) and 'Total' (0/0, 0 Overs) sections. Below this is the 'Fall of Wickets' section. The bottom section is titled 'Gymea Bay 4 JMCL Bowling' and contains a 'BOWLERS' table with columns for 'O', 'M', and 'WD'. Below the table, it says 'No bowlers selected'. There are 'Add bowler' and 'Reorder bowlers' buttons. A red box highlights the 'Add bowler' button, and a red circle highlights the edit icon (three dots) next to it. A red arrow points from the 'Add bowler' button to the 'Bowling (Player Stats)' modal.

The screenshot shows a modal titled 'Bowling (Player Stats)' for 'GYMEA BAY 4 JMCL'. It has a 'PLAYER' dropdown menu with 'Select' as the current selection. Below the dropdown are six input fields for 'O', 'M', 'WD', 'NB', 'W', and 'R', each with a '-' sign. At the bottom, there are 'Update & Save' and 'Cancel' buttons.

E-Scoring Test Game

Wish to get some practice in ahead of your next match. Click the image below to score 3 action packed overs of cricket, in a fully guided demo match!

