Scoring in PlayHQ: Granting Access & Data Entry
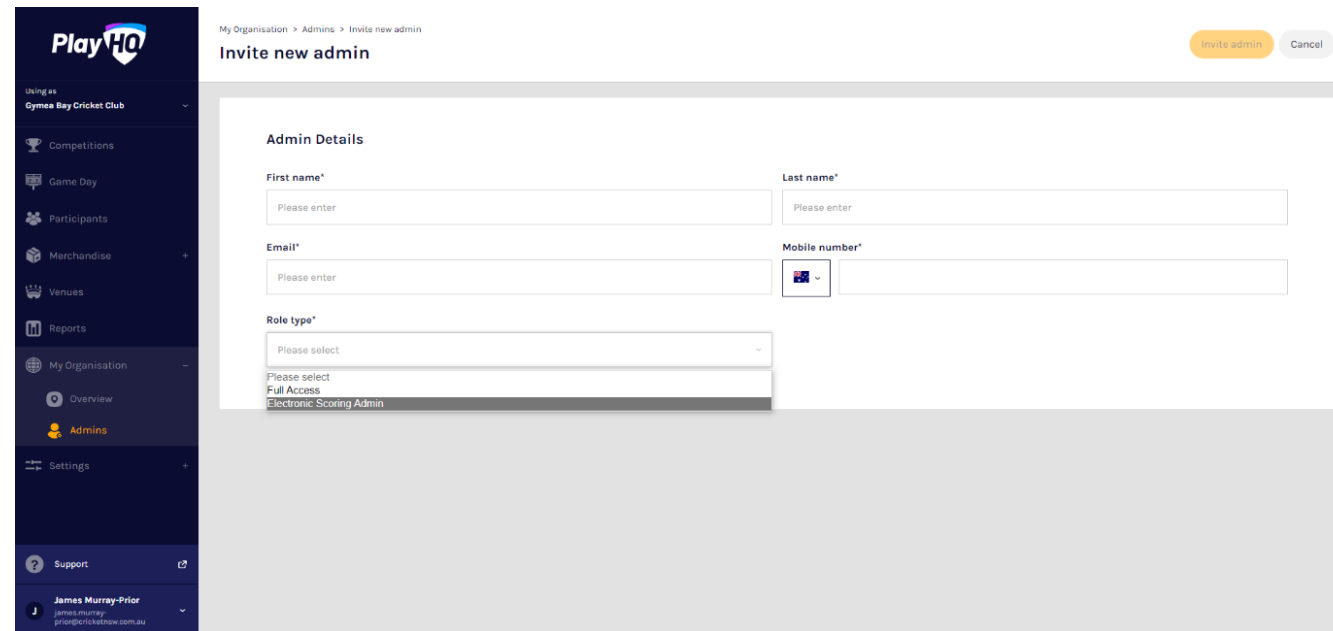
September 2022

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

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
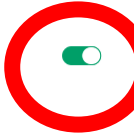
Team Details

GENDER | AGE
Mixed | U11

IDENTIFIER
A

🖶 Print Team List Report

Team Staff   Management Access ❓
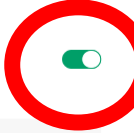
COACH
CricketNSW TEST_COACH
Unallocate

ASSISTANT COACH
➕ Allocate Assistant Coach

TEAM MANAGER
CricketNSW TEST_MNGR
Unallocate

➕ Allocate Team Manager

Captains

CAPTAIN
Steph TEST

➕ Edit Captains

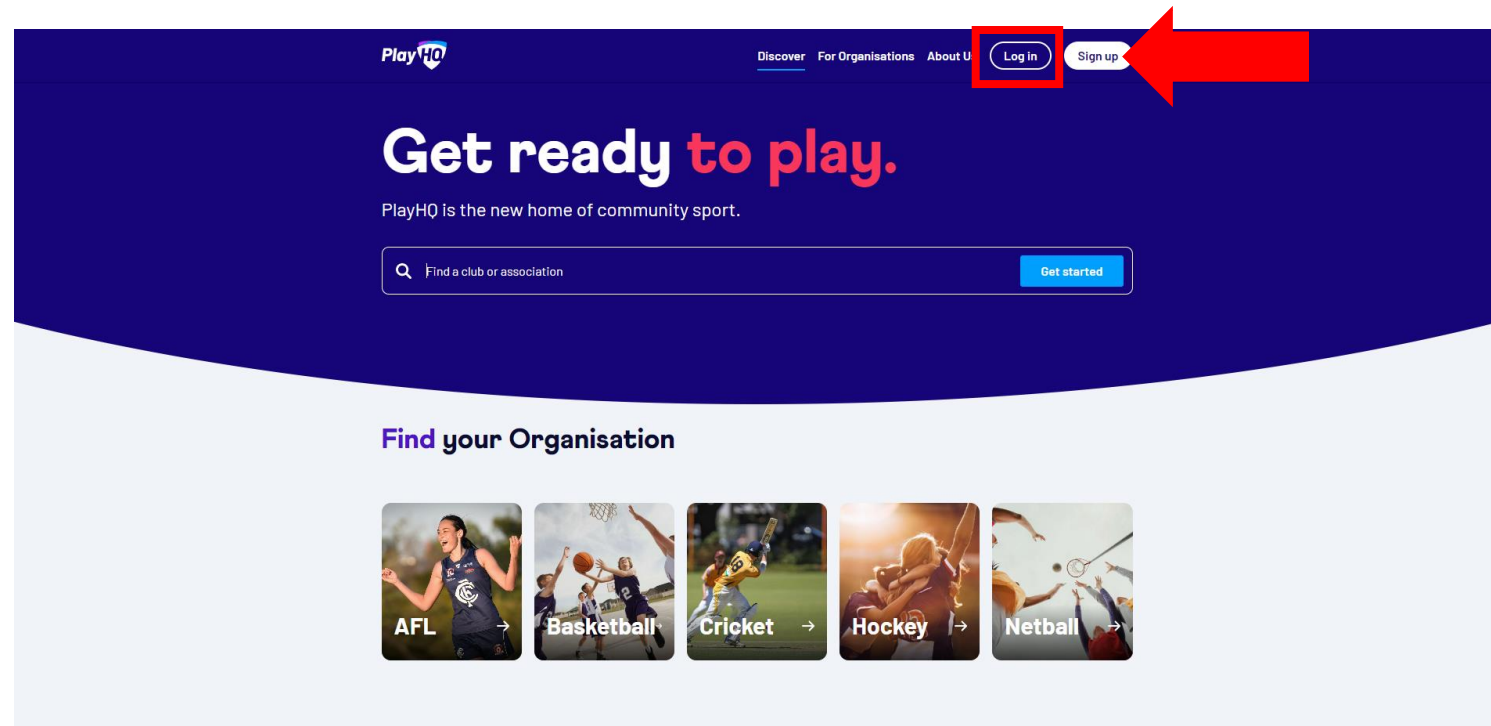Edit Team   🗑 Delete Team

⭕ = Management Access Tool

CRICKET NSW

4

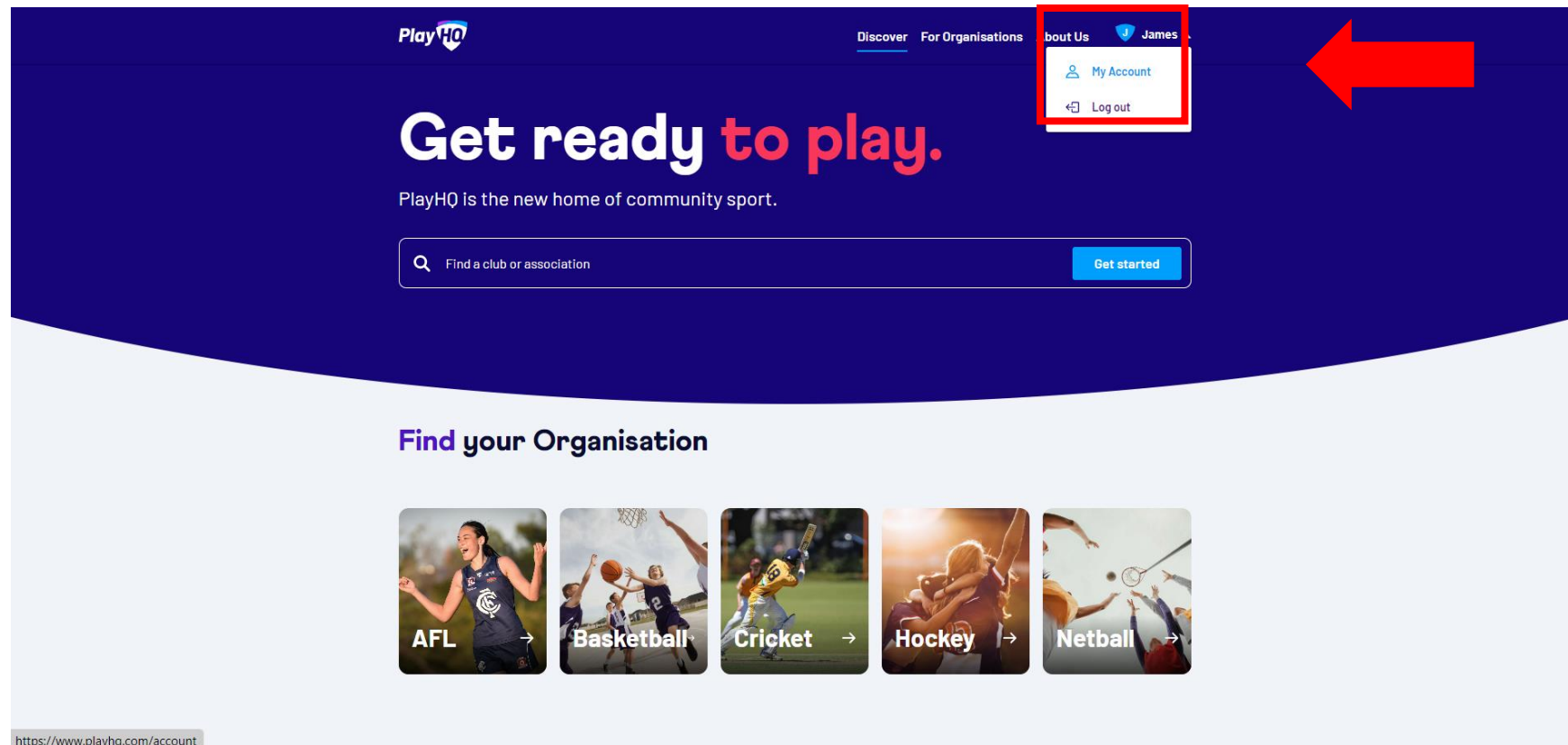# Process for Scorers – Logging in to Participant Portal:

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

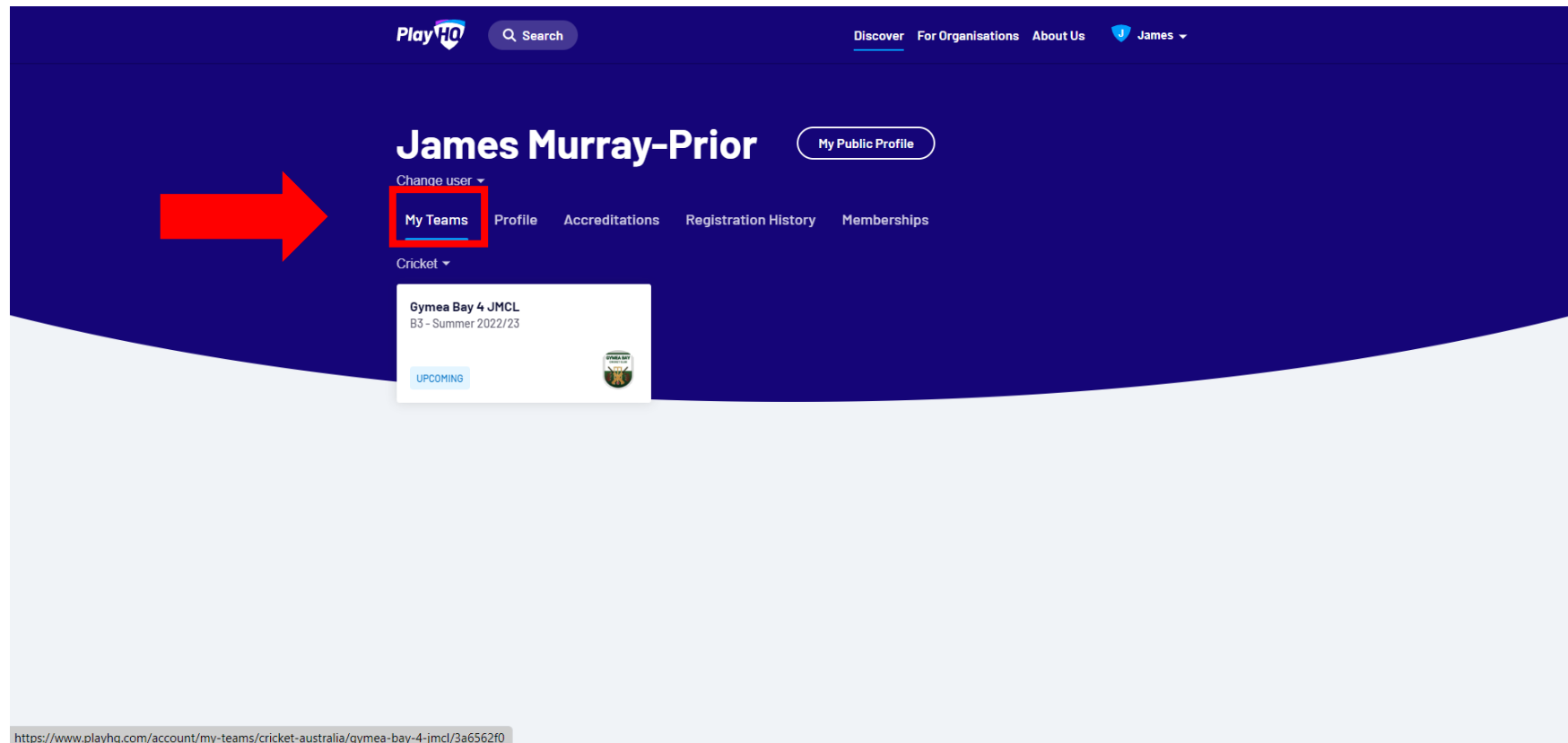*Note: this should be the same email and password used when registering.*

Process for Scorers – My Account:

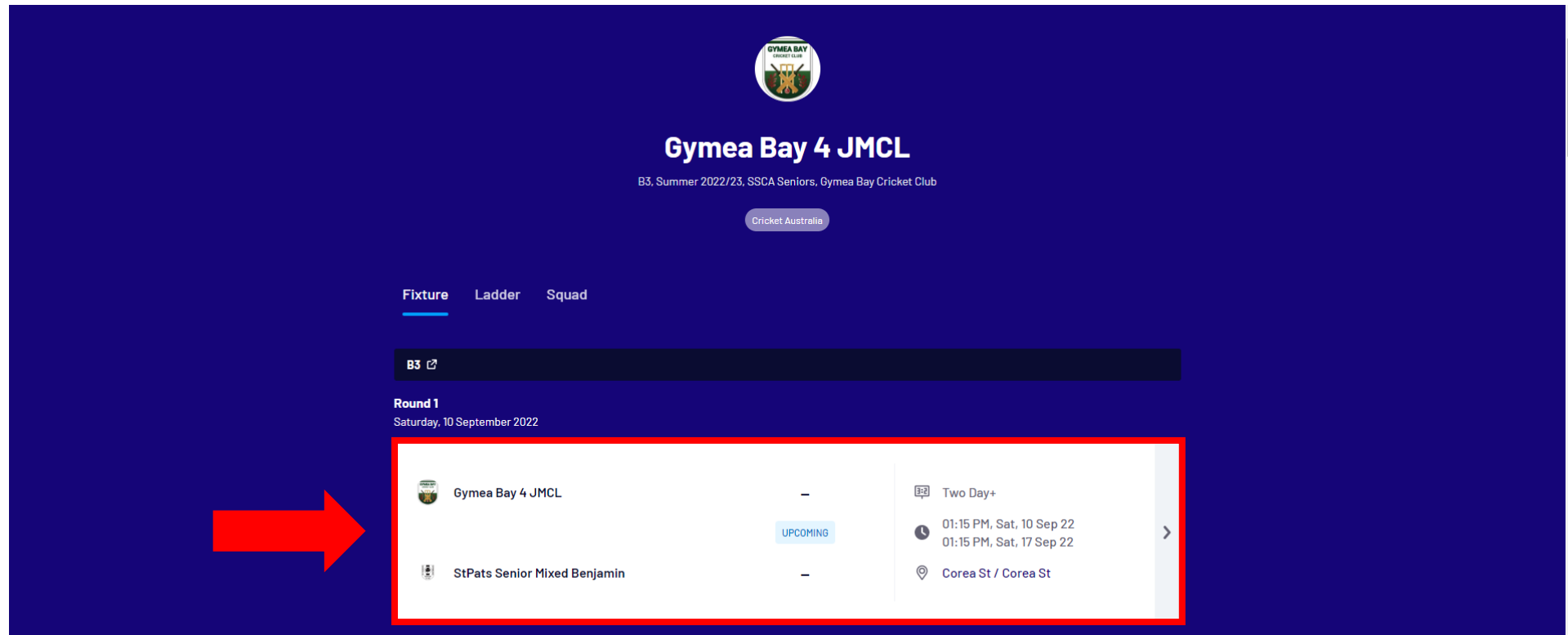Step 2 – Once a scorer is logged in, navigate to '*My Account*'

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
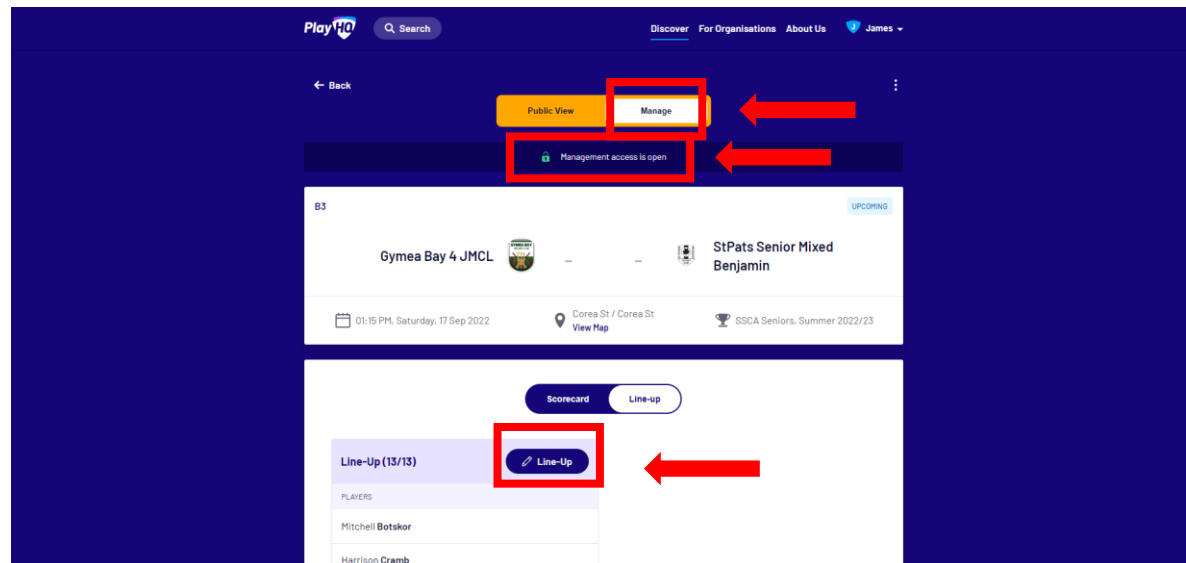
Process for Scorers:

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:
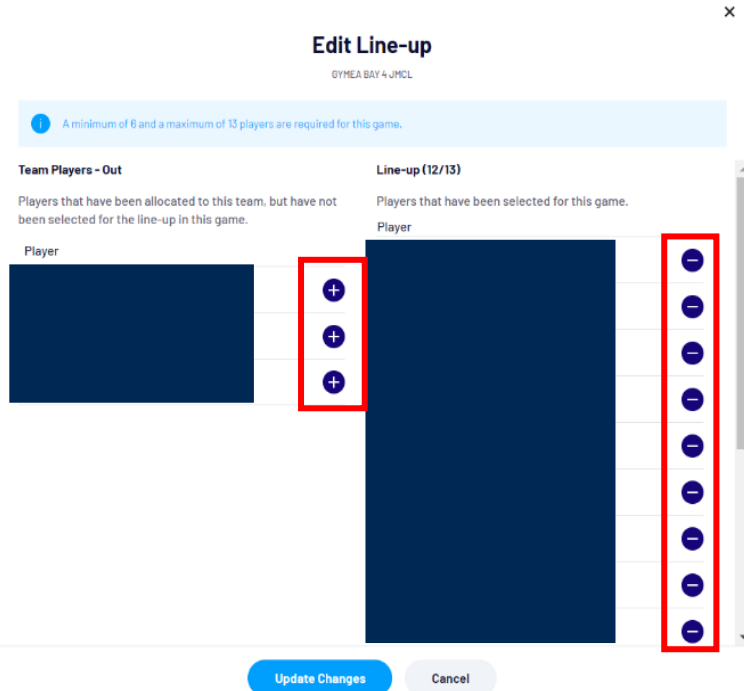a. not been allocated to the team as a coach or manager; or
b. not had management access toggled on by your Club admin.
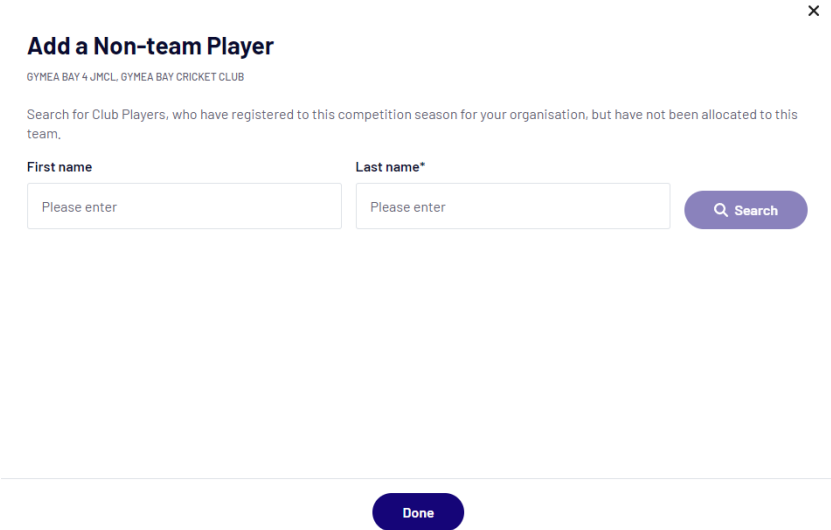Contact your Club administrator to solve. Refer to step ii.

Process for Scorers:

Step 6 – Selecting Line-up

Step 7 – Adding Players registered with your Club, but not your squad, into you team
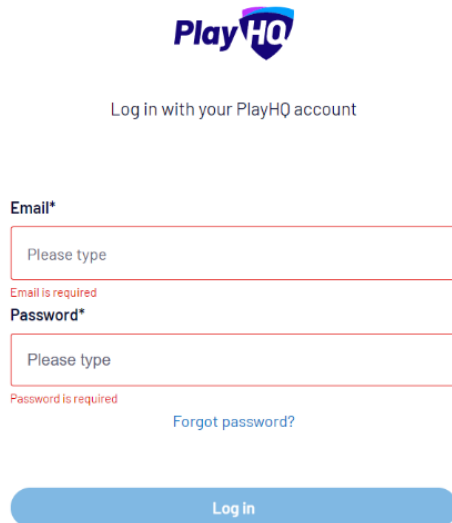
==Note: there is no 'fill in player' functionality in the Participant Portal. That is only available in the Scoring Portal.==
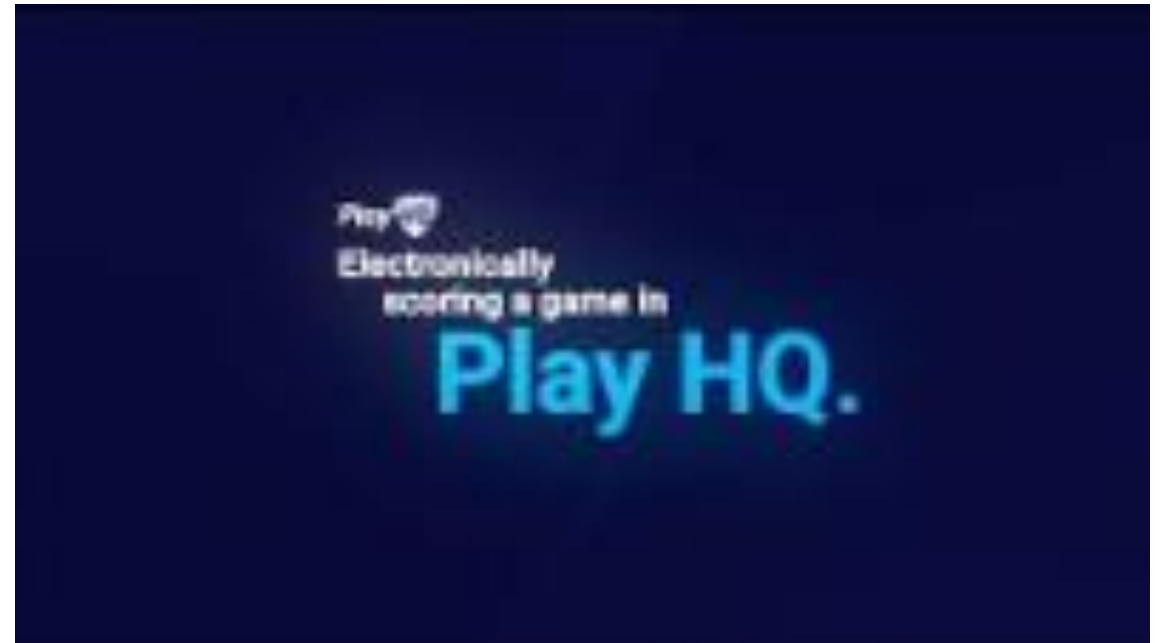
Process for Scorers – E-Scoring Portal

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

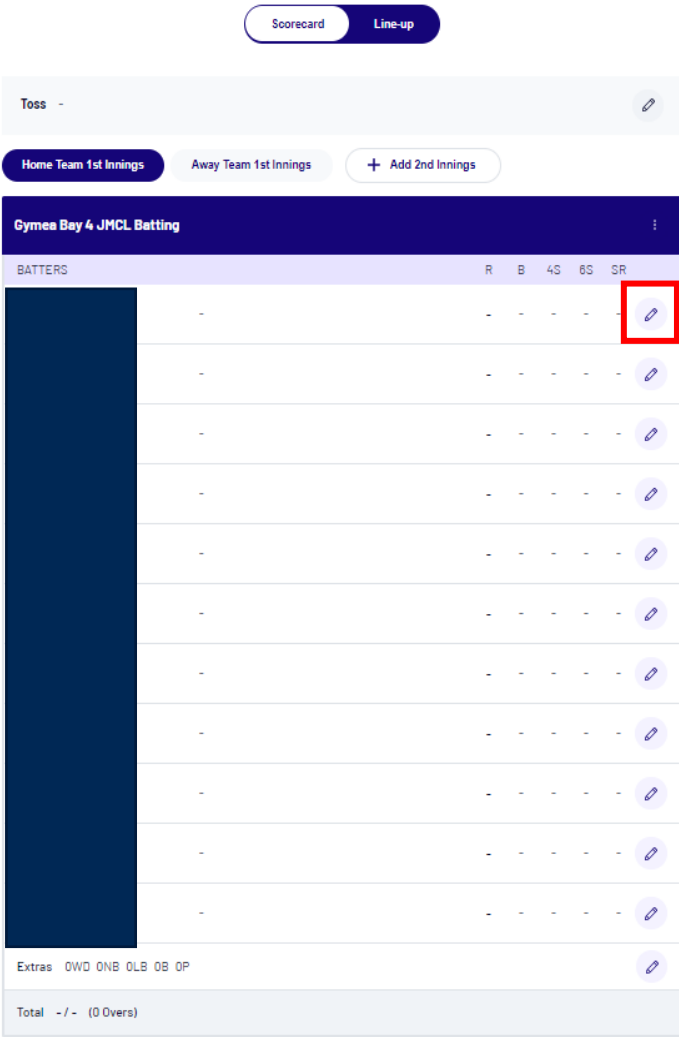==*See below video from PlayHQ regarding scoring on game day*==

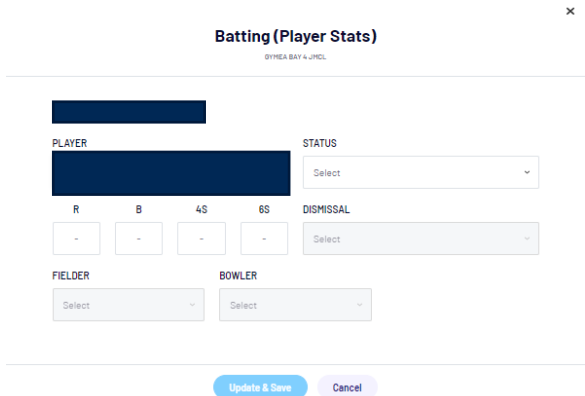# Process for Scorers – Updating Batting Statistics

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

Process for Scorers – Updating Bowling 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

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!