



2016-17 SEASON REGISTRATION GUIDEBOOK

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CRIC **HQ**

Registration Guidebook

This guidebook is designed to help you at clubs and associations to enable your players to register online using CricHQ.

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Registering for CricHQ

If you're not already registered as an individual for CricHQ, your first step is to join at <http://www.crichq.com/>. Click on the 'Join' button in the top-right corner

Creating a new club

Creating a club is easy, but should only be done if you are certain that your club does already not exist in the system. Get in touch with your MA or DA and ensure they have not already created it.

Already created? Then follow the below section, 'Getting access' so you can manage it.

Not created? Follow the simple guide on getting started, [here on the CricHQ Support website](#).

Getting access to an existing club

If your club already exists on CricHQ, but you as club administrator do not have access, get in touch with your MA or DA and request access. They will be able to invite you to become an administrator and manage your club.

How to set up registration

We now want players to register themselves and move away from clubs registering on their behalf. This is in line with other NSOs and is designed to reduce your long-term administrative workload.

There are two parts to this step: CricHQ and your website.

Setting up registration on CricHQ

Your registration form

There are now mandatory fields for player registration in New Zealand, which have been built into CricHQ automatically:

- First name
- Family name
- Date of birth

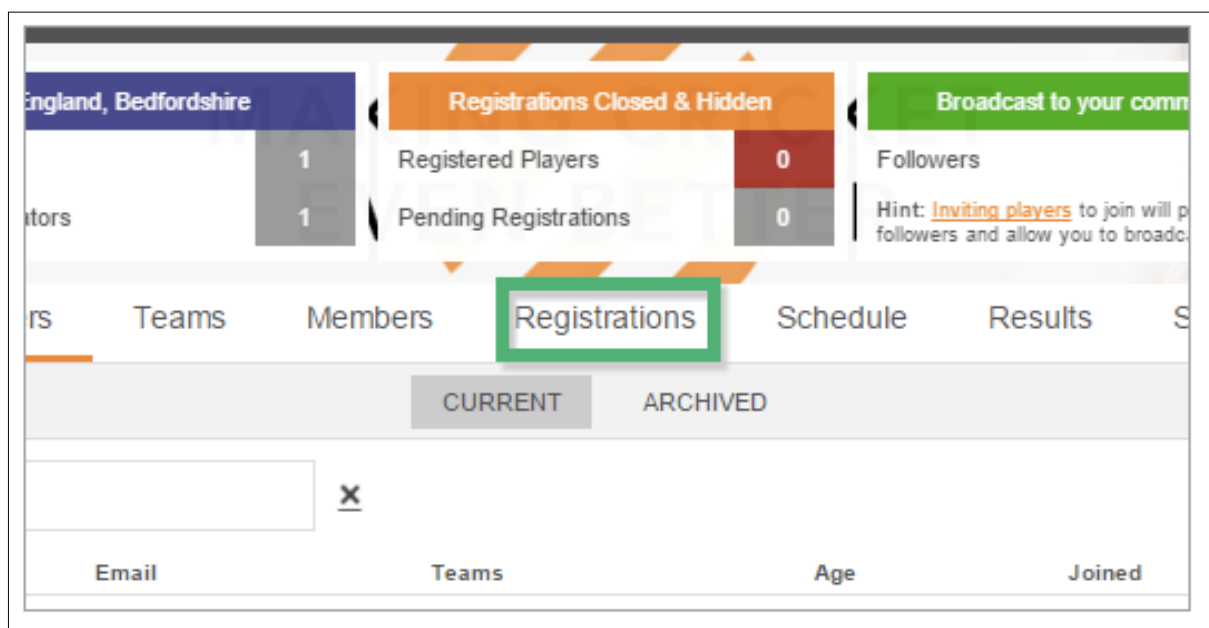
- Email address
- Gender
- Ethnicity
- City
- Postcode

Your club's details will be automatically assigned to any records that are registered using your form.

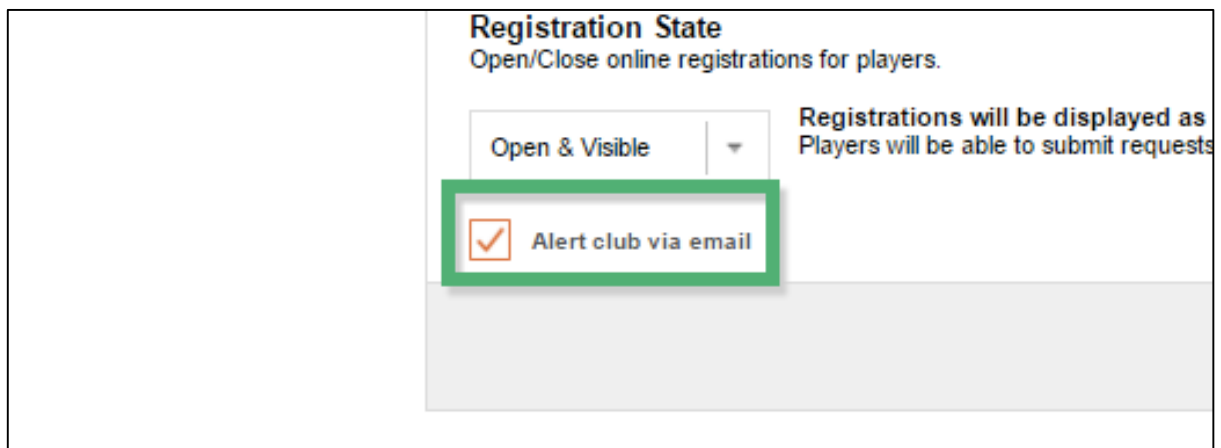
Opening your registrations

In order for players to register online, you must firstly 'open' your registrations to the public:

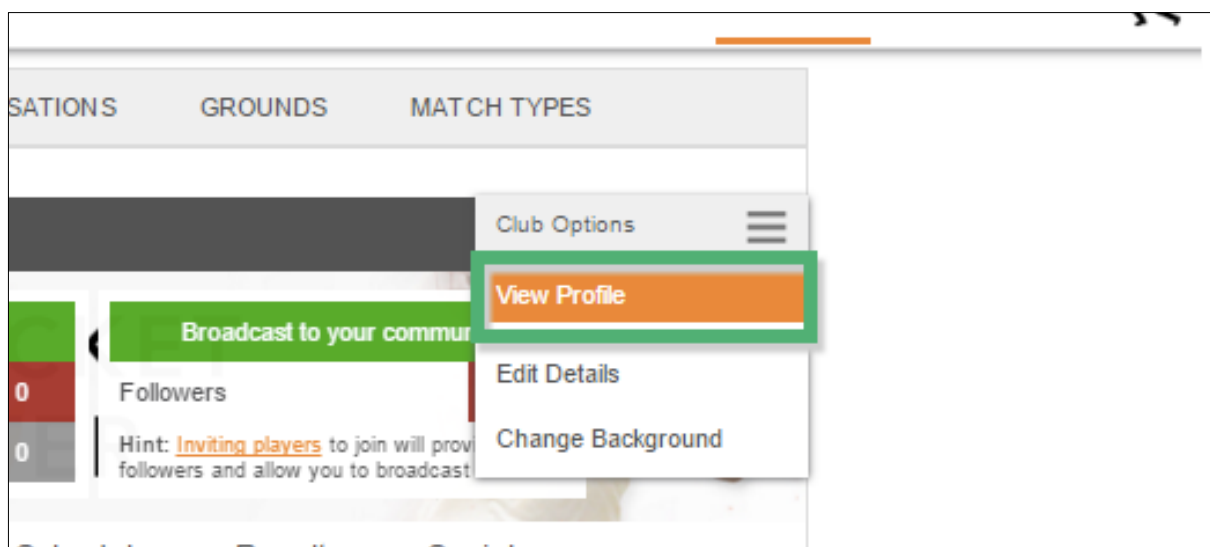
1. Go to the Admin Module and select the 'Clubs' tab in CricHQ.
2. Select your club.
3. When your club page is open, select 'Registrations'



4. Under registrations, select 'Registration State'.
5. In the dropdown menu on the left, select 'Open & Visible'. You also have the option to email all of those who have registered with your club in the past using an email address. Tick this option to invite them to re-register.



6. Click on the 'Save' button.
7. The final step of the CricHQ setup is to obtain your club's unique registration link, which will be later used on your website. To do this, select the right-hand menu and 'View Profile'.



8. When you reach your profile page, simply copy the URL and save it for later. This is your club's public profile where your players can come to register.

Setting up registration on your club's website

A very important step to enabling online registration is to make the information easy to find on your website. Although many of your players will have registered before, it's key to remember that there will be many people looking to play for the first time.

Enabling your registrations involves:

1. Your registration information page: Every website needs a page that tells people how they register to play cricket. See below for suggested text for your website.

2. Website promotion: Ideally this should be a combination of a website menu option and a promotional tile.

Suggested text for your website:

Information for clubs:

Whether you're new to the game, or have played for many years; to play cricket for <<club name>>, you are required to register online via CricHQ.

Benefits of registration:

- *Life-long 24/7 access to your individual player stats and achievements*
- *Receive your own match reports via email*
- *Compare your stats with your team mates or your favourite BLACKCAPS and WHITE FERNS*
- *Share your results with friends and family anywhere in the world.*
- *Notifications of changes to training/matches.*
- *Access to exclusive cricket social network.*
- *Get your talent recognised. Coaches and selectors could be watching you!*
- *Sign up for relevant news.*

Register today (INSERT LINK TO YOUR CLUB'S CRICHQ PROFILE)

Information for MAs and DAs:

The information page is also an important component of your website, but the text and call to action will be slightly different. Suggested text:

Whether you're new to the game, or have played for many years; to play cricket for a club in <<insert DA or MA>>, you are required to register online via CricHQ.

Benefits of registration:

- *Life-long 24/7 access to your individual player stats and achievements*
- *Receive your own match reports via email*

- *Compare your stats with your team mates or your favourite BLACKCAPS and WHITE FERNS*
- *Share your results with friends and family anywhere in the world.*
- *Notifications of changes to training/matches.*
- *Access to exclusive cricket social network.*
- *Get your talent recognised. Coaches and selectors could be watching you!*
- *Sign up for relevant news.*

Find your nearest club (Either insert a link to a club finder tool or a list of your clubs)

You can of course also include any other relevant registration information, such as club fees and payment processes, on this page.

Imagery

NZC have prepared tiles for use on your website. Ideally, these should be linked to your CricHQ profile page:

<http://www.blackcaps.co.nz/corporate/player-registration-materials>

After completing these steps, you should be all set to accept online registrations!

What to do after someone has registered online

After someone registers online, you'll need to approve them and allocate them to a team:

1. Navigate back to the registration section (Admin > Clubs > Find your Club> Registrations).
2. Go to the 'Pending Registrations' section.
3. Click on the Pending Records and review the information. Select the relevant response (Accept or Decline) and the player will be notified by email.
4. If you're ready to assign your registered players to teams, navigate back to the 'Players' tab. You will see all registered players including the recently accepted ones. Each player has a team column; if they have no team you will want to assign them to one.
5. Navigate to the 'Teams' tab and select the appropriate team. Click the dropdown and select "Add Players". Search for your player's name, click add,

and repeat until you have added all the players you need. Click close and you are done.

Who can access the players' information?

To maintain the privacy of players' data, only assigned administrators will be able to access it. You should therefore take care to only assign this role to relevant (and trustworthy!) people.

Want to learn more about different access levels? View the guides on CricHQ's website:

[Administration rights explained](#)

[Adding or removing club administrators](#)

[Adding or removing team administrators](#)

What to do with partially registered players

If you have used CricHQ in the past for your live scoring/competition management, then many of your players will already be partially registered (for example with just a name and email address). There are a few different options here, in order of preference:

- If an email address exists, then send invite to 'claim your profile' (see below)
- If just a name exists, then complete the record when player is present in the normal way (this should also include the relevant mandatory fields)
- Ask the player to register online as a new member, which will create a duplicate and will need to be resolved later on.

The 'Claim your profile' process

If players are only partially registered on the system, they should be encouraged to claim their full profile. Not only will they be able to manage their own information and images online, they'll also be able to join in your cricket community on CricHQ. By claiming their profile, players' information will be pre-loaded for subsequent seasons, speeding up their registration in the future.

1. This process can only be completed if an email address is present on a player's record. To add an email address, locate the player in your club and select 'Edit' from the player options menu.

The screenshot shows the 'Wellington Regional Cricket Club' website. The 'CLUBS' tab is selected, and the 'Players' sub-tab is active. A table lists players with columns for Name, Email, Teams, Age, and Joined. Two players are listed: Joe Bloggs and Joe Ramano. For each player, there is an 'Options' menu. In the 'Options' menu for Joe Ramano, the 'Edit' option is highlighted with a blue box. Other options in the menu include View Profile, Archive, Transfer, Invite Player to Join, and Remove.

Name	Email	Teams	Age	Joined
Joe Bloggs	example@cricq.com	1st XI - Premier		
Joe Ramano	exemplar@cricq.com	1st XI - Premier		

2. Simply add the email and press 'Update'.
3. When you have entered an email address for the relevant players, you can invite them to claim their profile all at once. In the 'Players' tab in your club, and using the player options menu, select 'Invite all players to join'. Everyone with an email address will be automatically sent an email.
4. You can also invite players individually by pressing the green invite button present on players with email addresses.

The screenshot shows the 'Wellington Regional Cricket Club' website, specifically the 'Players' tab. A table lists players with columns for Name, Email, Teams, Age, and Joined. Two players are listed: Joe Bloggs and Joe Ramano. In the 'Joined' column, there are green buttons with a white envelope icon, indicating that these players have email addresses and can be invited to claim their profile. The 'Joined' column is highlighted with a blue box.

Name	Email	Teams	Age	Joined
Joe Bloggs	example@cricq.com	1st XI - Premier	28	
Joe Ramano	exemplar@cricq.com	1st XI - Premier	25	

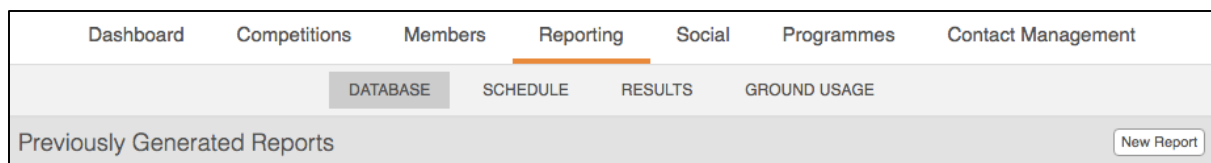
Important Maintenance Tasks

Resolving Duplicates

Just like any database, the quality of your data will have a huge impact on the benefits you see. To help keep the quality of your data and subsequent reporting to an excellent standard, it's essential to manage duplicate records.

This should be performed at the start of a season and at regular intervals throughout:

1. In the Admin Module, go to 'Organisations' and select your club/ association.
2. Click on 'Reporting' and then 'New Report'



3. On the next screen, select the 'Duplicate Players' report. This will enable you to run a report of duplicates based on a number of different fields. For best results initially, we recommend that you use first name and surname. As your database becomes more complete, you'll be able to match on other fields such as email address.
4. Your report will then be generated in the system within a few minutes. You'll also receive an email to confirm this.
5. Download and open your report in excel.

	A	B	C	D	E	F	G	H	I	J	K
11	666638	Aakash	Modi	null	1990-01-01	1990-01-01		null	FALSE	2013-11-09	Suburbs New Lynn Cricket
12	1012835	Aakash	Modi	null	1990-01-01	1990-01-01		null	FALSE	2014-10-07	Papatoetoe Cricket Club.
13	1092039	Aakash	Modi	null	1990-01-01	1990-01-01		null	FALSE	2014-12-29	Probabee Bengalee
14	678447	Aaron	Martin	null	1990-01-01	1990-01-01		null	FALSE	2013-11-22	Waitakere Cricket Club.
15	1055187	Aaron	Martin	null	1990-01-01	1990-01-01		null	FALSE	2014-11-09	Waitakere Cricket Club.
16	760939	Aaron	Watson	null	1990-01-01	1990-01-01		null	FALSE	2014-02-28	Takapuna Cricket Club.
17	1008446	Aaron	Watson	null	1990-01-01	1990-01-01		null	FALSE	2014-10-04	Takapuna Cricket Club.
18	677003	Aashna	Saxena	null	1990-01-01	1990-01-01		1990-01-01	FALSE	2013-11-20	Eden Roskill Cricket Club
19	678198	Aashna	Saxena	null	1990-01-01	1990-01-01		null	FALSE	2013-11-22	ACA Western.; Eden Roskill
20	667557	Abdul	Pathan	null	1990-01-01	1990-01-01		null	FALSE	2013-11-10	Eden Roskill Cricket Club
21	1034245	Abdul	Pathan	null	1990-01-01	1990-01-01		null	FALSE	2014-10-24	Ellerslie Cricket Club.
22	390287	Abdullah	Sayed	null	1990-01-01	1990-01-01		null	FALSE	2013-02-06	Suburbs New Lynn Cricket
23	1012666	Abdullah	Sayed	null	1990-01-01	1990-01-01		null	FALSE	2014-10-07	Papatoetoe Cricket Club.
24	642170	Abhay	Joshi	null	1990-01-01	1990-01-01		null	FALSE	2013-10-21	Suburbs New Lynn Cricket
25	701032	Abhay	Joshi	null	1990-01-01	1990-01-01		null	FALSE	2013-12-19	ACA Western.
26	695705	Abhishek	Patel	null	1990-01-01	1990-01-01		null	FALSE	2013-12-12	Eden Roskill Cricket Club; ACA
27	1006751	Abhishek	Patel	null	1990-01-01	1990-01-01		null	FALSE	2014-10-02	Papatoetoe Cricket Club.
28	1007457	Abhishek	Patel	null	1990-01-01	1990-01-01		null	FALSE	2014-10-03	Waitakere Cricket Club.
29	661338	Abhishek	Reddy	null	1990-01-01	1990-01-01		null	FALSE	2013-11-04	Birkenhead City Cricket Club

- You'll then see a list of records that CricHQ assumes to be duplicates based on your set criteria.
- Work your way through this list, deleting any records that are NOT duplicates. As a result, you'll end up with a list of records that you believe to be duplicates. Note: This may be a time-consuming exercise to begin with, but do this each month or even more frequently and your lists will become much shorter.
- Email this list to support@crichq.com. Your duplicate records will be merged within 5 days.

Further CricHQ Support

You can get 24/7 support at support.crichq.com. Find online guides, use the online chat or log a support ticket.