

Full Squad Allocation

[Club PlayHQ Administrator]

- All players that may be eligible for selection for a team at any stage through the year should be allocated to the team squad. For example - every player that registers for Keilor VTCA Senior Cricket should be allocated to every team. E.g. 1st, 2nd, 3rd, 4th, 5th. All u18 to be allocated to these teams too.
- u16 boys who will play VTCA that are registered in NWMCA must be given yearly permit to play in VTCA and also allocated to senior teams as required.
- Jnr Girls should be given permits to play senior cricket and added to teams.

Selecting Team Line-up playhq.com

[Team Manager/Coach/Captain] (Duncan for all Seniors/u18s/Ladies) [YouTube instructions](#)

- Login > **[your name]** > **[My Account]**
- **My Teams / Cricket / [team to manage]**.
- **[Fixture]** Note *[squad]* shows all available players (managed by a club administrator)
- **[Game]** > **[Manage]** in yellow. Then **[+Select Team]** - All available players appear on left.
- **(+)** to move selected player from left to right.
- **(-)** to remove selected player from the line-up.
 - After first round use **[select line up from previous round]** as required.
 - Note, you cannot select player for multiple matches played at the same time.
- **[WK]** only if required. *Multiple is ok.*
- **[Edit captain]** only if necessary.
- **[+ Select Player]** only if need to add a registered player that has not been added to squad by admin yet.
- **[Next]**
- **[Edit coach]** only if needed.
- **[Next]**
- Type scorer's name in volunteers
- **[Save]** The match is ready to be played.

Manual Scoring playhq.com

[Team manager/Coach/Captain] [YouTube instructions](#) (03:42 > 06:07)

If e-scoring is not used by either team – Scores for a game can be manually entered online into PlayHQ after the match.

- Login > **[Your name]** > **[My Account]**
- **My Teams / Cricket / [team to manage]**.
- **[Fixture]**
- **[Game]** > **[Manage]** in yellow. Then **[✍Game Results]**
 - Enter all score details on screen. **[Update changes]**. Status changes to **FINAL**.
 - **(✍)** edit toss results **[Update and Save]**
 - Scroll down to **Score Card** to enter player stats.
 - **[:]** in the **Batting** heading to reorder batters if required.
 - Drag and drop the batters into the correct order **[Update and Save]**
 - **(✍)** next to each batter to enter batter stats.
 - Add runs, how out etc **[Update and Save]**
 - **(✍)** to enter **Fall of Wickets** **[Update and Save]**
 - **[:]** in the **Bowling** heading to **Add Bowlers**.
 - Select **Bowler** and add their stats.
 - Repeat for each bowler.
 - **[Update and Save]**
- Repeat for the other team's score if required - but each team should really only enter own.

END

E-Scoring

Scoring can be done either manually or electronically (e-scoring)

Match day options:

- Manual - both sides score manually in books and add online later per previous section.
- E-scoring - 1 side can do e-scoring and the other manual for validation.
- E-scoring - 1 side can be the primary e-scorer and the other a secondary e-scorer for validation.

Decide between teams who will do what (Generally home side to e-score/primary)

With a Primary and Secondary e-scorer, the Primary is the first person to start e-scoring. When the second person opens the game to do e-scoring, they will be prompted to either take the game over as primary or become the secondary scorer.

Secondary scorer details are not loaded to PlayHQ, rather just useful validate primary details.

Secondary scorer can become Primary scorer by selecting Options > Change Scoring Status. If they do this, e-scoring will take over from last time Primary was online, then continue to update PlayHQ as the new Primary.

Call 1800cricket (1800 274 25 38) for support

Click this link for a simulation to practice with [PlayHQ Scoring Demo](#)

All e-scoring for all Keilor Cricket Club matches use these shared login details.

Website (accessible from laptop, mobile or tablet browser)	https://ca.score.playhq.com
Username	keilorcricketclub+scorer@gmail.com
Password	Keilor3036!

Note – there is no app – only the above URL.

The device being used must be online before the game starts to load the game from PlayHQ, then again after the game is complete to load your scoring back online (details following). If the device is online while scoring, details will be updated to PlayHQ live, otherwise the device may be offline while scoring and details will be updated later when online again.

Note – the cricket association will setup online match rules like these – which will apply automatically while scoring.

- retirement restrictions
- balls per over
- 're-balling' extras
- If a game can continue after 1st team score is reached

How to e-score ca.score.playhq.com

[anyone using keilorcricketclub+scorer@gmail.com] [YouTube training](#)

Ideally team selection is done in advance via PlayHQ user portal by Coach/Team Manager or in the Admin Portal by Club Admin. Do not access this match day scoring function in advance as this will set game as in progress and block the other team from selecting their team in advance.

Setup (must be online)

- Login keilorcricketclub+scorer@gmail.com
- (+) Select a venue. Choose **Days/Dates**
- Create a 4-digit code for the game – use **3036**.
- **[Start session]**
- Select the correct **[Match]** / **[Oval]**

Note - the Keilor scorer login has access to all Keilor games, so make sure you select the right match.

It is now OK to be offline if internet access is not available. When you connect again later, scores will upload.

Prepare match.

- **[Edit line-ups]** to confirm/update players for either side if needed.
- **[add fill ins]** only if required.
 - *They will be covered by national insurance scheme for that one match.*
 - *If they play more games, they must register.*
 - *Their stats will not be displayed publicly and will appear as 'Fill In'.*
- **[WK]** only if needed.
- **[DONE]**
- Repeat for opponent's team.
- Add **toss** details.
- Select **opening Batters** and who is on **strike**.

- Select **opening Bowler**.
- **[START INNINGS]**
 - if need to switch strike **[Batter name]**
 - if need to change **[Bowler name]**
 - if need to change toss at this stage **[...Options]** > **[Innings Setting]**
 - If need to edit line-up at any stage **[Team name]** > **[Edit line-up]**

Once involved in an event like batting or bowling, player can no longer be removed from line-up.

Play is ready to start. If using 'FrogBox' select [Runup] button at appropriate time to trigger streaming

Live Scoring

- Add details of score per delivery (e.g. number of runs / extras / wickets) at bottom of screen
 - If runs are scored off extras, **(+)** wides or **(...)** no balls to add additional runs.
 - On Smaller devices like phones, use **[extras]** button to see those options.
- Details will be updated under **Events** column.
- Red **[wicket]** for wickets – it defaults to batter on strike. Can change for runout etc.
 - Choose **how out** and **fielder if known**.
 - If **runout**, add any runs if required before completing.
 - **[Next]** > **next batter** > **[Apply Wicket]**
*Can skip and choose batter later if not ready yet. Click **red box** on main scorecard when known.*
 - If make a mistake **[Undo]** to go back 1 step.
 - If required, you can **edit previous deliveries** in the **Events** section by going to **[over]** then **[...]** next to the ball in question to change – All the events that follow will be updated accordingly to suit.
- At end of over – an **over summary** will appear.
 - Review and click **[end over]**, choose **new bowler** and click **[Start next over]**.
- If need to **edit total score** (not linked to a specific delivery) **[scorecard]** at any time.
 - Can just apply change to **[overall]** score if the batter is unknown.
- If need to **retire** a batter manually – click their **name** and **[Retire not out]**. They can still bat again later if association rule applies. Batters will be retired automatically as association rules dictate.
- After total overs or wickets reached - prompt to **end the innings** appears – or **[Actions ...]** to manually end.

Setup second innings and repeat.

- If need to update match parameters for rain etc. **[actions]**
 - change over limit (**Custom** or **DLS** parameters can be applied according to association rules)
- If 2-day game **[Actions ...]** > **[stumps]** at end of day 1 – then on next day – click the **Game Tile** to continue from same device. If **different device** – **download the game online** first to pick up where the other left off.
- If Split innings or break in play **[Actions...]** choose **option**.
- At the end of the match – There is a **popup to complete** the game.
 - Add bonus points and adjust score if needed.
 - Any final edits can be made.
 - Submit game result – add your PIN **3036**
 - If error message to sync game, ensure device is online. Try 'refresh screen'.
- **If you were offline – get back online to upload automatically.**
- **[end session]**
- Contact Club admin for any additional changes.

YouTube training links - Full playlist <https://www.youtube.com/playlist?list=PLDJQZDBcvKhjCZeJn8xR2Qq4EoO7LSpfT>

Cricket Line-ups and manual score entry
(Coach / Team Manager / Captain)

<https://youtu.be/ODHrAf4dydA?si=Z67UT3Vc-L4mv3oi>

Electronically scoring a cricket game
(Keilor Scorer / club administrator)

<https://youtu.be/PKOrgQDKREU?si=30fhY3vwz4SbAYJC>

Manually entering scores
(Club Administrator)

<https://youtu.be/A7QWYVmsfbA?si=gQ5b74NphSCoh3AC>

My Teams for Team Management
(Club Administrator)

<https://youtu.be/aejmlXE6-vw?si=GRxOUWkpJQt1H6zl>

[Cricket Victoria Training Session recording](#)