

STEP BY STEP GUIDE

Team Nomination – Entering Teams into ACA Competitions

This procedure will allow you to enter teams into ACA competitions for the season.

MODE: Competition Participation

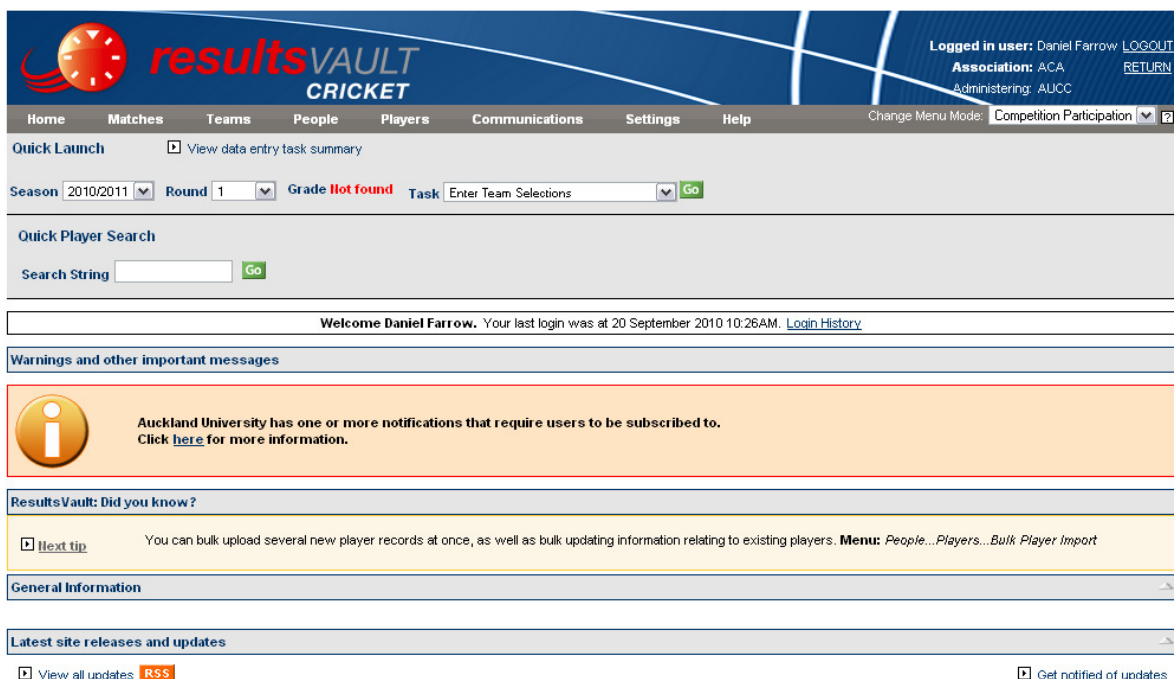
MENU: Team

NOTE: Before you begin to enter a team into an ACA competition please ensure that you have added the team's **Coach** and **Manager** information. See **Create New Person Record** on page 3.

STEP 1: Login to your club admin page.

1. Go to www.aucklandcricket.co.nz
2. Click on **Club Admin** in the Club Cricket dropdown menu
3. Click Log-in
4. Enter your **Login ID** and **Password** and click the **Login** button.

You should now be in your Club Admin home page:



STEP 2: Select your Club Admin Mode & choose your Menu

5. Select **Competition Participation** in the Club Admin menu mode from the dropdown box in the top right hand corner of the page. This may be already set as a default.
6. Using the menu options at the top of your screen go to **Teams | Team Nominations**



STEP 3: Enter a team or teams:

7. Select the grade type which you would like to enter a team into from the dropdown box and click on the **Go** button.
8. Click on the **Team Entry** tab.
9. Click on **Add New Team Entry**

You should be able to edit the team entry fields:

10. Select the grade from the **Entry Category** dropdown box
11. Select the name of the coach from the **Coach** dropdown box – Compulsory (See Note)
12. Select the name of the of the manager from the **Manager** dropdown box (See Note)
13. Enter any comments about the team in the **Comments** section. *Use this area to indicate if this is a new team or detail the grade where the played last season or if it is a youth or junior grade please comment on the team's ability.*
14. Select the **Entry Status**
 - Provisional YES – Use this option to indicate the entry as provisional.
 - Provisional NO – Use this option to cancel a provisional entry.
 - Confirmed YES – Use this option to confirm an entry. (This must be prior to the team entry closing date)
 - Confirmed NO – Use this option to confirm that this entry has been cancelled.
15. Click on **Submit** to save the team entry.

NOTE: In order to add a **Coach** or **Manager** to a team entry you will need to enter this information before starting the team entry process.



STEP BY STEP GUIDE

People – Create New Person Record

This procedure will assist you with entering records for players, umpires, coaches and general contacts. Each role has a selection of sub roles to further define the person and assist with grouping, reporting and communicating to specific groups of people.

A person can have multiple roles applied to their record. Eg: John Smith is a (role) Player with a (sub role) Senior and he is also a (role) Coach with (sub role) Junior.

MODE: Competition Participation or Organisation

MENU: People

STEP 1: Login to your club admin page.

1. Go to www.aucklandcricket.co.nz
2. Click on **Club Admin** in the Club Cricket dropdown menu
3. Click Log-in
4. Enter your **Login ID** and **Password** and hit Login button.

STEP 2: Select your Club Admin Mode & Menu option

5. You can select either **Competition Participation** or **Organisation** in the Club Admin menu mode from the dropdown box in the top right hand corner of the page.
6. Using the menu options at the top of your screen go to **People | Add a New Person**

STEP 3: Search for the Person

7. Before creating a new record you must search for the person to determine if they are already in the system. This helps to eliminate duplicate data which clogs the system and can cause organisational issues. Type the persons name in the **First**, **Middle** and/or **Last** fields and click **Search**

The screenshot shows the 'resultsVAULT' website interface. At the top, there is a navigation menu with links for Home, Matches, Teams, People, Players, Communications, Settings, and Help. On the right side, it displays 'Logged in user: Daniel Farrow LOGOUT', 'Association: ACA RETURN', and 'Administering: AUCC'. Below the navigation menu, there is a 'Change Menu Mode' dropdown set to 'Competition Participation'. The main content area is titled 'New Person' and includes a 'Printable Version' link. A note states: 'Before creating a new person record, please search for an existing record. If the record already exists you can transfer the record, or (if applicable) apply for a clearance.' Below this, there is a section for 'Please enter search criteria.' with the instruction: 'The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.' The search form consists of three input fields labeled 'Person name', 'First:', 'Middle:', and 'Last:', followed by a 'Search' button. The footer contains the text: 'Contact Us | Sales | Download | Free Trial | Knowledgebase | Disclaimer | Privacy | Terms and Conditions', '©2000-2010 InteractSport P/L. All Rights Reserved.', and version numbers 'v4.50.012' and 'e2360'.



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STEP 4: Add a New Person Record

If the person you wish to add is not found using the search function you will need to add a new person record:

8. Click the **Click here to Create a New Record** link at the top of the page.
9. Complete the fields as required but particularly:
 - **Role:** This is a mandatory field. Select main role this person will have from the dropdown box.
 - **Sub Role:** This helps to further define the person's role. Select the checkbox next to the appropriate sub role. It is possible to select multiple sub roles. This will result in multiple Roles automatically created for the person.
10. Click **Add** and **OK** to add the person record.

Once a person record has been saved the person can be added/attached to a team entry as the coach or manager.

Go to the STEP BY STEP: Team Nomination.