
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 a 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**



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Administering: AUCC

Home Matches **Teams** People Players Communications Configuration Help Menu Mode: Competition Participation

Team Nomination
Team Setup
Select Team For Match

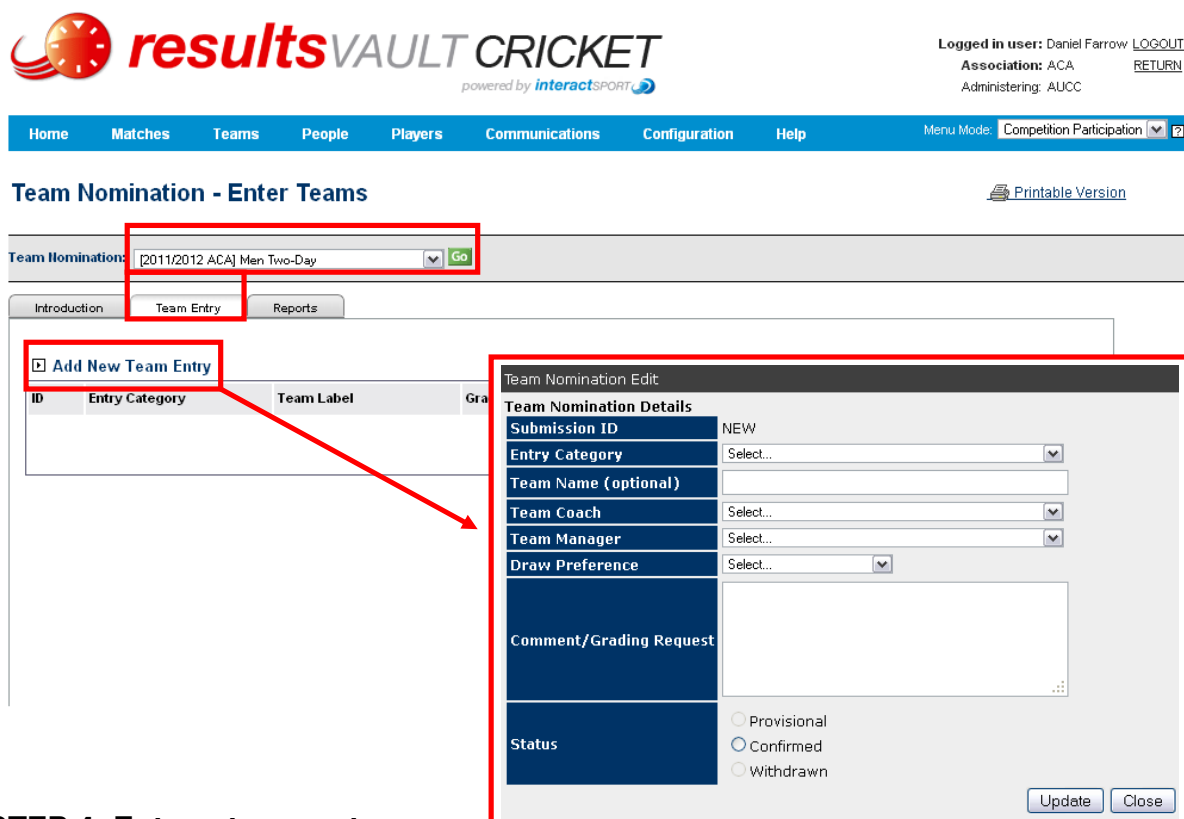
Quick Launch
Season: 2011/2012 Round: CURR Grade: Not found Task: Enter Team Selections Go
Quick Player Search: Go

Account Details
ResultsVault Account Expiry: 1 November 2011 [More Info](#)
SMS Credits Available: 0 [Purchase](#) [More Info](#)
SportzVault Website Package: None [Purchase](#) [More Info](#)
Member Sign Up: DISABLED [Activate](#) [More Info](#)

Important Information
Auckland University has one or more notifications that require users to be subscribed to. Click [here](#) for more information.

STEP 3: Select the Team Nomination grade:

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**



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Team Nomination - Enter Teams [Printable Version](#)

Team Nomination: [2011/2012 ACA] Men Two-Day **Go**

Introduction **Team Entry** Reports

Add New Team Entry

ID	Entry Category	Team Label	Grade

Team Nomination Edit

Team Nomination Details

Submission ID: NEW

Entry Category: Select...

Team Name (optional):

Team Coach: Select...

Team Manager: Select...

Draw Preference: Select...

Comment/Grading Request:

Status: Provisional Confirmed Withdrawn

Update **Close**

STEP 4: Enter a team or teams:

10. Select the grade from the **Entry Category** dropdown box
11. Select a name for the team. This is compulsory if entering multiple teams in a grade.
12. Select the name of the coach from the **Coach** dropdown box – Compulsory (See Note)
13. Select the name of the of the manager from the **Manager** dropdown box (See Note)
14. Enter any comments about the team in the **Comment/Grading Request** 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.*
15. Select the **Status**
 - Provisional – Use this option to indicate the entry as provisional.
 - Confirmed – Use this option to confirm an entry. (This must be done prior to the team entry closing date to make entry official)
16. Click on **Update** 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.

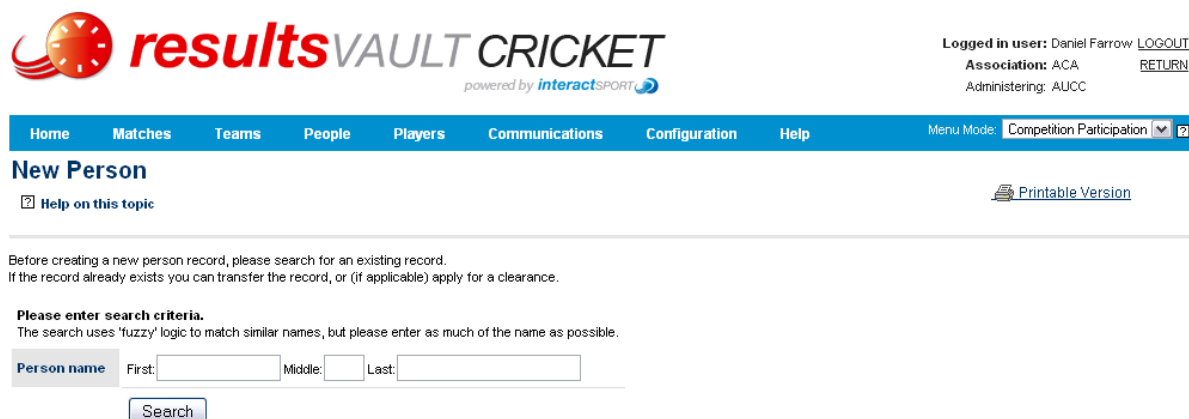
1. Go to www.aucklandcricket.co.nz
2. Click on **Club Admin** in the Club Cricket dropdown menu
3. Click Log-in
4. Enter your **Login ID** and **Password** and hit Login button.

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**



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Home Matches Teams People Players Communications Configuration Help Menu Mode: Competition Participation

New Person

[Help on this topic](#) [Printable Version](#)

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.

Please enter search criteria.
The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Person name First: Middle: Last:



Auckland CRICKET

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.