



MyCricket

Online Registration Form Customisation

(Build Custom Person/Registration Fields)

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Name: Short reference for the Club/Association for identification within this table of Custom Person Fields only.

Display Options: Select the first checkbox to prevent affiliated clubs of an Association from editing this Custom Field. Select the second checkbox to prevent registered players of a Club from editing this Custom Field.

Active: Tick the check-box to make this field viewable in the "Registration and Payments" tab later in this process (recommended).

The screenshot shows the 'Administration' page for MyCricket. The user is logged in as Brett Holliday at Club: CCC. The page title is 'Custom Person Field Management'. Below a 'For information' banner, there is a link to 'Add New Custom Field'. The main content is a table with the following columns: Field Details, Field Type, Display Options, Apply to Role/Sub-Role, Active, Sort Order, and actions (Update, Cancel, Delete). The table contains one entry with the following details:

Field Details	Field Type	Display Options	Apply to Role/Sub-Role	Active	Sort Order	
Name: T20 intent Description: Player Intent to Play T20	Drop Down List	<input checked="" type="checkbox"/> Prohibit editing by child administrators <input checked="" type="checkbox"/> Prohibit editing by logged in participants	Role: PLAYER OR Sub-Role: PLAYER:SENIOR	<input checked="" type="checkbox"/>	255	Update Cancel Delete

Description: Further information for identification within this table only

Type: See next page for explanation of Types.

Role: Make a selection from the Drop-down list to restrict the Roles to which this custom list will apply

Sub-Role: Make a selection from the Drop-down list to restrict the Roles to which this custom list will apply

NB: A selection in the "Role" Drop-down will override any restriction made in the "Sub-Role" Drop-down, so leave Role as "Select..." when using the Sub-Role Drop-down.

To apply to all Roles and Sub-Roles, leave both fields as "Select..."

Sort Order: This determines where in the Custom Fields table this entry will appear. Make a selection between 1 (top of the table) and 255 (bottom of the table).

Update: Select "Update" to Save the new Custom Field.

Custom Field Types

- Text Box - free text will be able to be entered for the field (a max of 1000 characters will be able to be entered) - eg
- Drop Down List - a single choice will be able to be selected from a list of options presented as a dropdown list - eg
- Radio Button List - a single choice will be able to be selected from a list of options presented as a radio buttons - eg Choice 1 Choice 2
- Check Box List - multiple choices will be able to be selected from a list of options presented as a dropdown list - eg Option 1 Option 2
- Date Field - a date, in the form of 'dd/mm/yyyy', can be entered - eg
- Email Field - email address/es can be entered into the field, with multiple email addresses separated by a semi-colon (;) –
- Long Description - free text can be entered for the field over multiple lines



Once the Field Type has been selected, the Options field behind will be revealed. Separate additional options by use of a comma, as demonstrated in the example below

▾ Add New Custom Field

Field Details	Field Type
Name: <input type="text" value="T20 Intent"/>	Type <input type="text" value="Drop Down List"/>
Description <input type="text" value="Player Intent to Play T20"/>	Options <input type="text" value="Yes,Maybe,No"/>

Once all fields have been actioned, click Update.

Move to the "Online Registration" tab, and select "Registration and Payments"



Move to the bottom of the page that loads to find "Registration Forms"

Registration Forms You have activated online registration forms

ID	Title	Category	Registrations	Registration Types	Status	Preview	Edit	Delete
12726	Senior Registration	Club	32	12	Active	Preview	Edit	
12725	Kanga / Junior Registration	Club	73	13	Inactive	Preview	Edit	
12776	Senior Registration with family discount	Club	4	10	Inactive	Preview	Edit	
13940	Senior Winter Competition 2013	Club	10	3	Inactive	Preview	Edit	
15653	Senior Winter Competition 2014	Club	9	3	Active	Preview	Edit	
14114	Kanga / Junior Registration - 2013	Club	84	12	Active	Preview	Edit	
14115	Senior Registration - 2013	Club	66	10	Inactive	Preview	Edit	

[New Registration Form](#)

Click "Edit" to add Custom Fields to an existing Registration Type, or "New Registration Form" to add Custom Fields to a new Registration Type.

Move down the page to "Form Fields" and Select "Additional Fields"

Field	Mandatory	Group Name
First Name	Yes	Participant Contact Details
Last Name	Yes	Participant Contact Details
Address	No	Participant Contact Details
Suburb	Yes	Participant Contact Details
State	Yes	Participant Contact Details
Postcode	Yes	Participant Contact Details
Mobile Phone	Yes	Participant Contact Details
Home Phone	No	Participant Contact Details
Email Address	Yes	Participant Contact Details
Gender	Yes	Participant Background Infor...
Date of Birth (dd/mm/yyyy)	Yes	Participant Background Infor...
Next of Kin / Emergency Contact - Name	No	Participant Background Infor...
Next of Kin / Emergency Contact - Number	No	Participant Background Infor...
Is the participant of Aboriginal or Torres Strait Islander descent?	Yes	Participant Background Infor...
Were either of the participant's parents born overseas?	Yes	Participant Background Infor...
If Yes, please select where the participant's Mother was born?	No	Participant Background Infor...
If Yes, please select where the participant's Father was born?	No	Participant Background Infor...
Does the participant have a physical, intellectual or sensory i...	Yes	Participant Background Infor...
Anything that can be done to assist participation?	No	Participant Background Infor...
Does the participant suffer from any illness or allergy for whic...	No	Participant Background Infor...
If yes, please specify.	No	Participant Background Infor...

Return to Form Fields and Select "Additional Fields"

Select the newly created Custom Person Field

Form Fields

Default Fields Additional Fields

Available Fields

Selected Fields (Count:8)

Player Intent to play T20

Add ->

<- Remove

Move Up

Move Down

Click "Add" to Enable the Custom Field

Use the "Move Up" and "Move Down" buttons to change the order of the Custom Fields in the registration process.

Form Fields

Default Fields Additional Fields

Available Fields

Selected Fields (Count:9)

Player Intent to play T20

Click "Back to Online Registration & Payments"

Weet-Bix MyCricket Administration

logged in user: Brett Holliday [Logout]
Club: CCC

Teams Administration Website

Home Organisation People Online Registration Users Resources Mobile Help

Edit Online Registration Form

Help on this topic

Back to Online Registration & Payments

Printable Version

*Denotes a mandatory field.

Return to "Registration Forms" at the bottom of the page

Registration Forms you have activated online registration forms

ID	Title	Category	Registrations	Registration Types	Status	Preview	Edit	Delete
12726	Senior Registration	Club	32	12	Active	Preview	Edit	

Click "Preview"

Progress the Registration Process from "Registration Type" to "Personal Details"

Registration Type **Personal Details** Review Payment Confirmation

Senior Registration

(* indicates required information)

If a Group Name was entered, it will appear here

PARTICIPANT TEAM CHOICES

Intend playing T20?: * Yes Maybe No

Your Custom Person Field will appear as demonstrated above.

Note: The red asterix signifies the selection of the field as Mandatory.