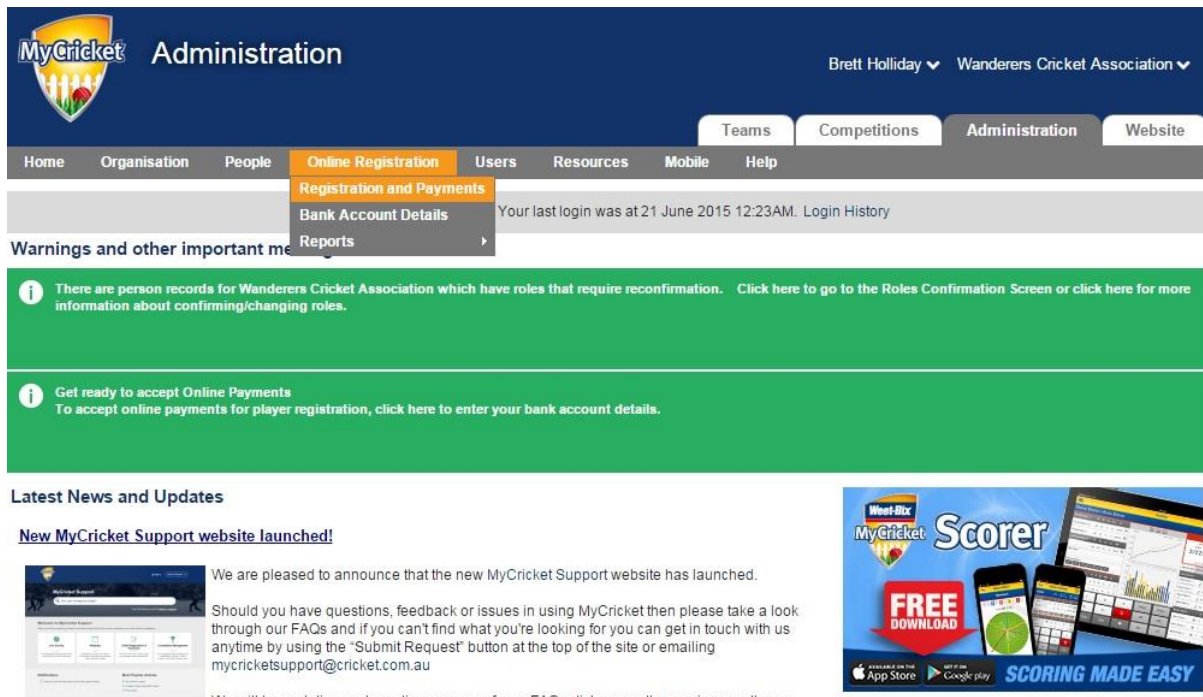


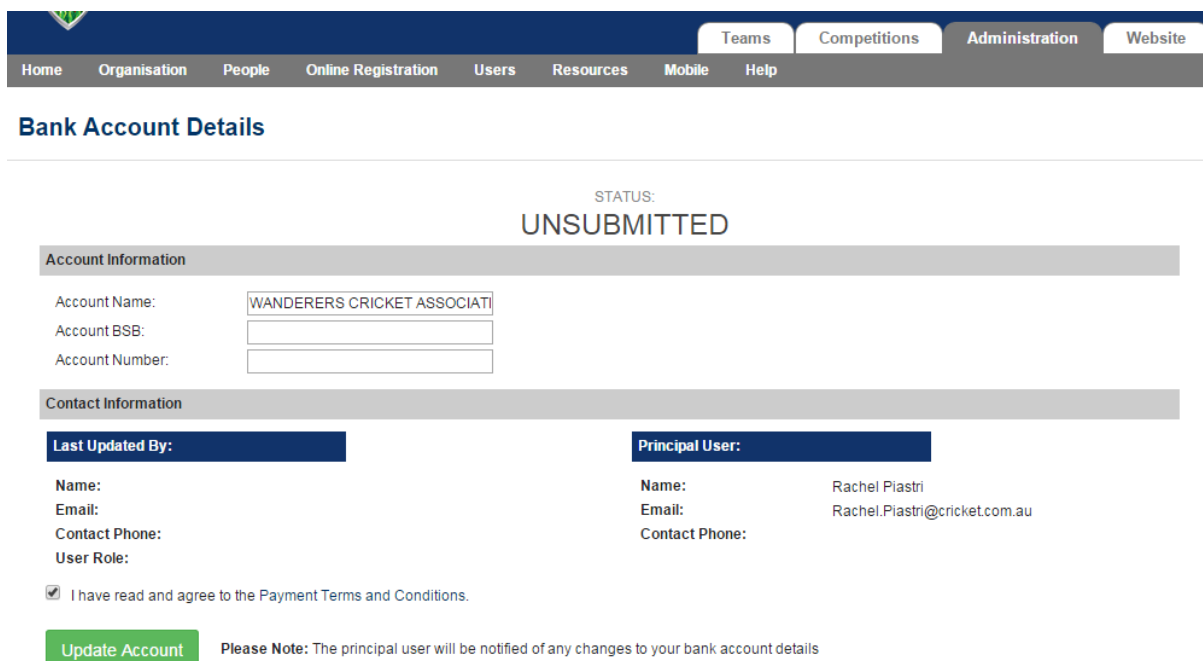
Online Registration and Payments in MyCricket – the Basics

Step 1. Select the Administration Tab, and select “Registration and Payments” from the menu.



The screenshot shows the MyCricket Administration dashboard. The top navigation bar includes 'Home', 'Organisation', 'People', 'Online Registration', 'Users', 'Resources', 'Mobile', and 'Help'. The 'Online Registration' menu is expanded, showing 'Registration and Payments', 'Bank Account Details', and 'Reports'. A notification banner at the top right indicates the user is Brett Holliday from Wanderers Cricket Association, with a last login on 21 June 2015. Below the navigation, there are two green informational banners: one about role confirmations and another about online payments. A 'Latest News and Updates' section features a link to a new support website and a promotional banner for the 'MyCricket Scorer' app, which is available for free download on the App Store and Google Play.

Step 2. Click on “Set-Up Bank Details” and complete all mandatory fields.



The screenshot displays the 'Bank Account Details' form, which is currently in an 'UNSUBMITTED' status. The form is divided into two main sections: 'Account Information' and 'Contact Information'. In the 'Account Information' section, the 'Account Name' field is filled with 'WANDERERS CRICKET ASSOCIATI', while the 'Account BSB' and 'Account Number' fields are empty. The 'Contact Information' section is split into two columns. The left column, labeled 'Last Updated By:', contains fields for Name, Email, Contact Phone, and User Role, all of which are currently empty. The right column, labeled 'Principal User:', shows the Name as 'Rachel Piastrì', the Email as 'Rachel.Piastrì@cricket.com.au', and the Contact Phone field is empty. At the bottom of the form, there is a checked checkbox for 'I have read and agree to the Payment Terms and Conditions.' and a green 'Update Account' button. A 'Please Note' message states: 'The principal user will be notified of any changes to your bank account details'.

Step 3. Click “New Club Registration Type” and complete all mandatory fields..

Home Organisation People Online Registration Users Resources Mobile Help

Teams Competitions Administration Website

Edit Registration Type/Product [Help on this topic](#)

[Back to Online Registration & Payments](#) *Denotes a mandatory field.

Registration Type/Product details	
Name *	<input type="text"/>
Category	Club ▾
Description	<input type="text"/>
Price *	0
Class *	<input checked="" type="radio"/> Membership Subscription <input type="radio"/> Saleable Item
Number available (leave blank to indicate an unlimited number available)	<input type="text"/>
Available until	30/06/2015 (dd/mm/yyyy)
Active	<input checked="" type="checkbox"/>
Sort order	<input type="text"/>

Subscription settings	
Start Date	01/07/2014 (dd/mm/yyyy)
End Date	30/06/2015 (dd/mm/yyyy)
Person Role *	Select.. ▾
Club Search Category *	None ▾

Discounts	
General Discount	<input type="text"/>
Discount Description	<input type="text"/>
Early Discount	<input type="text"/>
Early Discount Cutoff Date	<input type="text"/> (dd/mm/yyyy)

[Update](#)

[Back to Online Registration & Payments](#)

Step 4: Click “New Registration Form” and complete all mandatory fields..

Home Organisation People Online Registration Users Resources Mobile Help

Teams Competitions Administration Website

Edit Online Registration Form [Help on this topic](#)

[Back to Online Registration & Payments](#) *Denotes a mandatory field.

Select Registration Form	
Select Registration Form	CricketAus - Club Registration Form ▾ Refresh

General Settings	
Title *	Club Registration Form
Top Description	<input type="text"/> Edit HTML...
Bottom Description	<input type="text"/> Edit HTML...
Status	INACTIVE ▾
Sort order	1
Disclaimer	GLOBAL DISCLAIMER ▾
Contact Name *	Brett Holliday
Contact Email *	brett.holliday@cricketnsw.com.au

Payment Settings	
Payment Gateway	ONLINE PAYMENTS NOT ACTIVATED ▾ (Set-up Online Payments)
Allow Offline Payment	<input checked="" type="checkbox"/>
Offline Payment Description	<input type="text"/> Edit HTML...
Currency format	\$
Tax Description	GST

Form Fields

Default Fields 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...
Do you identify as Aboriginal and or Torres Strait Islander?	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 im...	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 which ...	No	Participant Background Infor...
If yes, please specify.	No	Participant Background Infor...

Registration Type/Products

Registration Type/Products (radio buttons: user can choose one only)

Available Registration Type/Products

Selected Registration Type/Products (Count 0)

Add ->
Add All ->>
<- Remove
<<- Remove All

Move Up
Move Down

Registration Type/Products (check boxes: user can choose any number)

Available Registration Type/Products

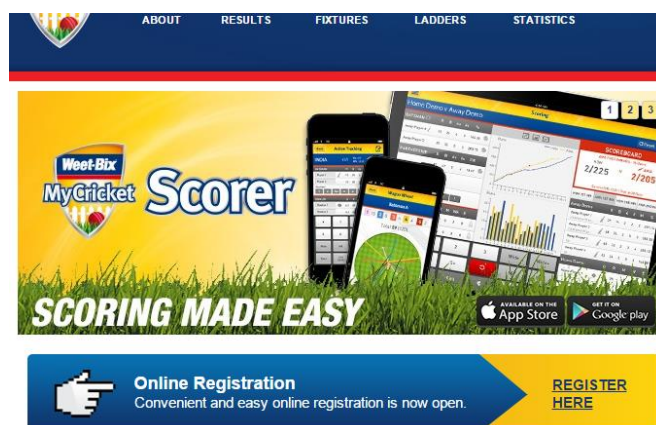
Selected Registration Type/Products (Count 0)

Add ->
Add All ->>
<- Remove
<<- Remove All

Move Up
Move Down

Step 5. Check and use your Online Registration and Payments setup:

A Registration Button will now appear on your Club’s Public Portal on MyCricket. To find this, go to www.mycricket.cricket.com.au and search for your club in the search bar at the top right of the screen. From the search results, select “View Club” or “Make this my default”.



Click on the registration button to start the registration process. This will load the registration URL which can be copied and included on club websites, emails, Facebook and Twitter feeds. For additional help, go to www.mycricket.support.cricket.com.au.

Brett Holliday – Cricket NSW