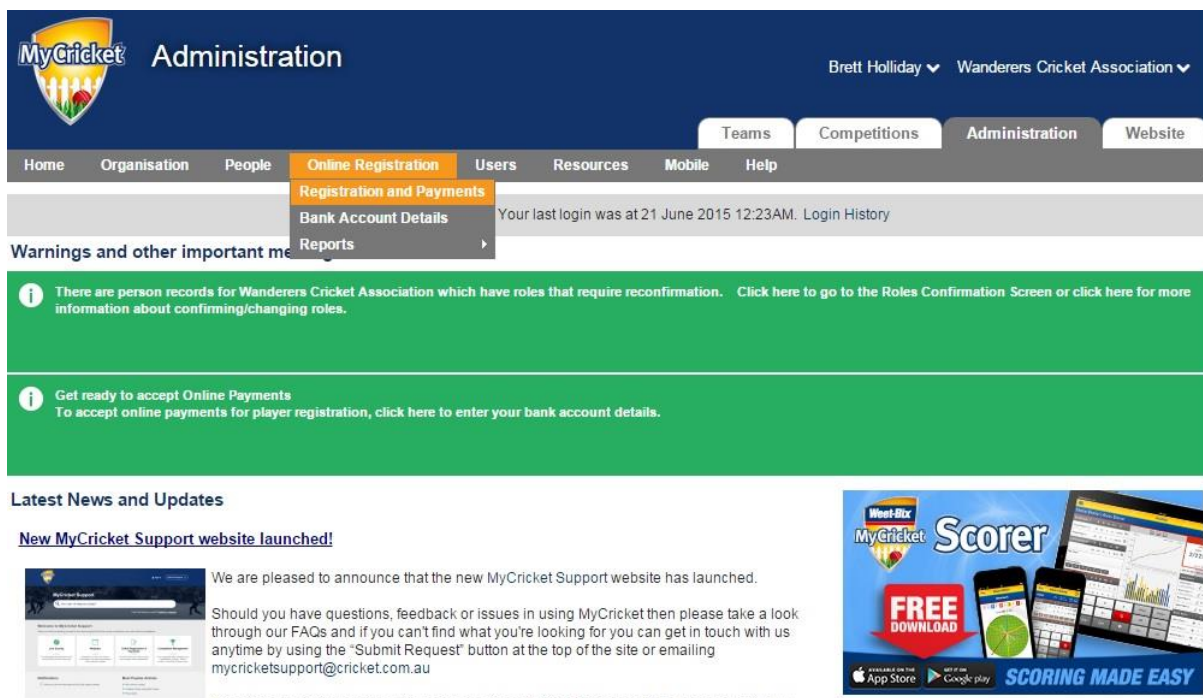


# Online Registration and Payments in MyCricket

To create Online Registration and Payments in MyCricket for your Club or Association, all you need to do is follow these 12 steps.

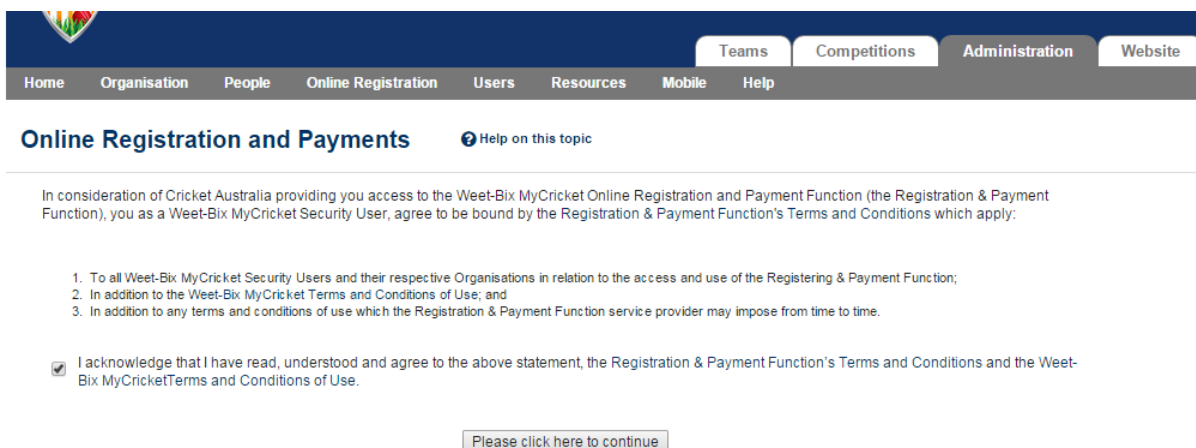
**Step 1. Log-in to MyCricket using your Administrator log-in and password.**

**Step 2. Select the Administration Tab, and select “Registration and Payments” from the menu.**



The screenshot shows the MyCricket Administration dashboard. At the top, there is a navigation bar with tabs for 'Teams', 'Competitions', 'Administration', and 'Website'. The 'Administration' tab is selected. Below this, there is a sub-menu with options for 'Home', 'Organisation', 'People', 'Online Registration', 'Users', 'Resources', 'Mobile', and 'Help'. The 'Online Registration' option is highlighted, and a dropdown menu is open, showing 'Registration and Payments', 'Bank Account Details', and 'Reports'. The 'Registration and Payments' option is selected. Below the navigation bar, there are two green informational banners. The first banner states: 'There are person records for Wanderers Cricket Association which have roles that require reconfirmation. Click here to go to the Roles Confirmation Screen or click here for more information about confirming/changing roles.' The second banner states: 'Get ready to accept Online Payments To accept online payments for player registration, click here to enter your bank account details.' Below the banners, there is a section titled 'Latest News and Updates' with a link to 'New MyCricket Support website launched!'. To the right of this section is an advertisement for the 'Weet-Bix MyCricket Scorer' app, which is available for free download on the App Store and Google Play. The advertisement also includes the text 'SCORING MADE EASY'.

**Step 3. Read and acknowledge the Terms and Conditions of Use.**



The screenshot shows the 'Online Registration and Payments' page. At the top, there is a navigation bar with tabs for 'Teams', 'Competitions', 'Administration', and 'Website'. The 'Administration' tab is selected. Below this, there is a sub-menu with options for 'Home', 'Organisation', 'People', 'Online Registration', 'Users', 'Resources', 'Mobile', and 'Help'. The 'Online Registration' option is highlighted. Below the navigation bar, there is a section titled 'Online Registration and Payments' with a link to 'Help on this topic'. Below this, there is a paragraph of text: 'In consideration of Cricket Australia providing you access to the Weet-Bix MyCricket Online Registration and Payment Function (the Registration & Payment Function), you as a Weet-Bix MyCricket Security User, agree to be bound by the Registration & Payment Function's Terms and Conditions which apply:'. Below this paragraph, there are three numbered items: 1. To all Weet-Bix MyCricket Security Users and their respective Organisations in relation to the access and use of the Registering & Payment Function; 2. In addition to the Weet-Bix MyCricket Terms and Conditions of Use; and 3. In addition to any terms and conditions of use which the Registration & Payment Function service provider may impose from time to time. Below these items, there is a checkbox that is checked, with the text: 'I acknowledge that I have read, understood and agree to the above statement, the Registration & Payment Function's Terms and Conditions and the Weet-Bix MyCricket Terms and Conditions of Use.' Below the checkbox, there is a button that says 'Please click here to continue'.

#### Step 4. Click on "Set-Up Bank Details".

**Online Registration and Payments** [Help on this topic](#)

**Step 1: If required, person with 'Financial Manager' role set-up Bank Details**

**Step 2: Set-up Registration types / products**

**Step 3: Set-up Registration Forms**

**Online Payments** Set-up Bank Details to enable online payments

[Set-up Bank Details](#)

**Registration Product / Types** You have activated online registration products/type

**No records found**

[New Club Registration Type](#)

**Registration Forms** You have not activated online registration forms

**No records found**

[New Registration Form](#)

#### Step 5. Enter your Club or Association's Bank Account Details (for receiving payments).

**Bank Account Details**

STATUS:  
**UNSUBMITTED**

**Account Information**

Account Name:

Account BSB:

Account Number:

**Contact Information**

Last Updated By:	Principal User:
Name:	Name: Rachel Piastr
Email:	Email: Rachel.Piastr@cricket.com.au
Contact Phone:	Contact Phone:
User Role:	

I have read and agree to the Payment Terms and Conditions.

[Update Account](#) **Please Note:** The principal user will be notified of any changes to your bank account details

**Step 6. Click “New Club Registration Type”.**

The screenshot shows the 'Online Registration and Payments' dashboard. At the top, there are navigation tabs: Home, Organisation, People, Online Registration, Users, Resources, Mobile, Help, Teams, Competitions, Administration, and Website. Below the tabs, the page title is 'Online Registration and Payments' with a 'Help on this topic' link. The main content area is divided into three sections:

- Online Payments:** 'Set-up Bank Details to enable online payments'. Below this is a button labeled 'Set-up Bank Details'.
- Registration Product / Types:** 'You have activated online registration products/type'. Below this is a red box saying 'No records found' and a button labeled 'New Club Registration Type'.
- Registration Forms:** 'You have not activated online registration forms'. Below this is a red box saying 'No records found' and a button labeled 'New Registration Form'.

**Step 7: Fill out the relevant fields.**

Think of different registration “Types” or “Products” as Registration Options within a Registration Category. For example, the Registration Category might be “Junior Cricket” and the different Registration Products or Types might be “Junior Player – regular”, “Junior Player – with family discount”, “Junior Player – with early bird discount” etc.

The screenshot shows the 'Edit Registration Type/Product' form. At the top, there are navigation tabs: Home, Organisation, People, Online Registration, Users, Resources, Mobile, Help, Teams, Competitions, Administration, and Website. Below the tabs, the page title is 'Edit Registration Type/Product' with a 'Help on this topic' link. The form is divided into three sections:

- Registration Type/Product details:** Contains fields for Name (\*), Category (Club), Description, Price (\*), Class (Membership Subscription, Saleable Item), Number available (leave blank to indicate an unlimited number available), Available until (30/06/2015), Active (checked), and Sort order.
- Subscription settings:** Contains fields for Start Date (01/07/2014), End Date (30/06/2015), Person Role (Select...), and Club Search Category (None).
- Discounts:** Contains fields for General Discount, Discount Description, Early Discount, and Early Discount Cutoff Date (dd/mm/yyyy).

At the bottom right, there is an 'Update' button and a 'Back to Online Registration & Payments' link.

For each Registration Type you can set a unique price. At the bottom of the page you can enter discounts in dollar amounts and set a cut-off date for expiry of early bird offers. The Person Role dictates what Role Type the player will appear in the Person List for your Club (e.g. Player: Junior or Player: Senior etc.).

A full explanation of the fields appears below:

Name*	This is the name of the Registration (e.g. Senior) or Product (e.g. club cap)
Category*	Is this registration type associated with your Club or an In2CRICKET program?
Description	A short description
Price*	Price of the registration or product (includes GST if applicable)
Class*	Enter in whether this is a registration subscription (e.g. Registration) or a saleable item (e.g. Product)
Available until*	Defaults to the end of the season but you can change this if you only want it available for a limited period of time
Active*	Defaults to active but if you stop a registration type you can do that here by setting a different date
Sort order	If you have several products available the sort order affects where it appears in a list
Start Date*	Defaults to start of season but can be edited. This dictates what year/season this registration is for
End Date*	Defaults to the end of season but can be edited
Person Role*	Who is this registration or product for e.g. a senior player?
Club Search	What playing category should this appear under on <a href="http://www.playcricket.com.au">www.playcricket.com.au</a> ?

Category	
General Discounts	If you choose to offer a general discount then enter in a discount value e.g. \$40
Discount Description	If you choose to offer a discount enter a description
Early Discount	If you choose to offer a discount for registering early then enter a discount value e.g. \$40
Early discount cut-off date	If you choose to offer a discount for registering early then enter a cut-off date this expires by

\* Denotes Mandatory Fields

### Step 8: Click “New Registration Form”.

One form can serve multiple Registration Types, however you will need to create different forms if you wish to use different question fields for different Registration Categories.

### Step 1: If required, person with 'Financial Manager' role set-up Bank Details

### Step 2: Set-up Registration types / products

### Step 3: Set-up Registration Forms

**Online Payments** Set-up Bank Details to enable online payments

Set-up Bank Details

**Registration Product / Types** You have activated online registration products/type

No records found

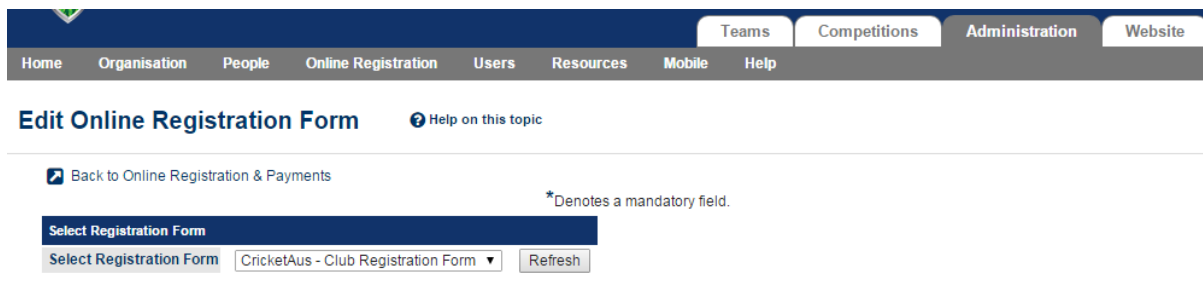
New Club Registration Type

**Registration Forms** You have not activated online registration forms

No records found

New Registration Form

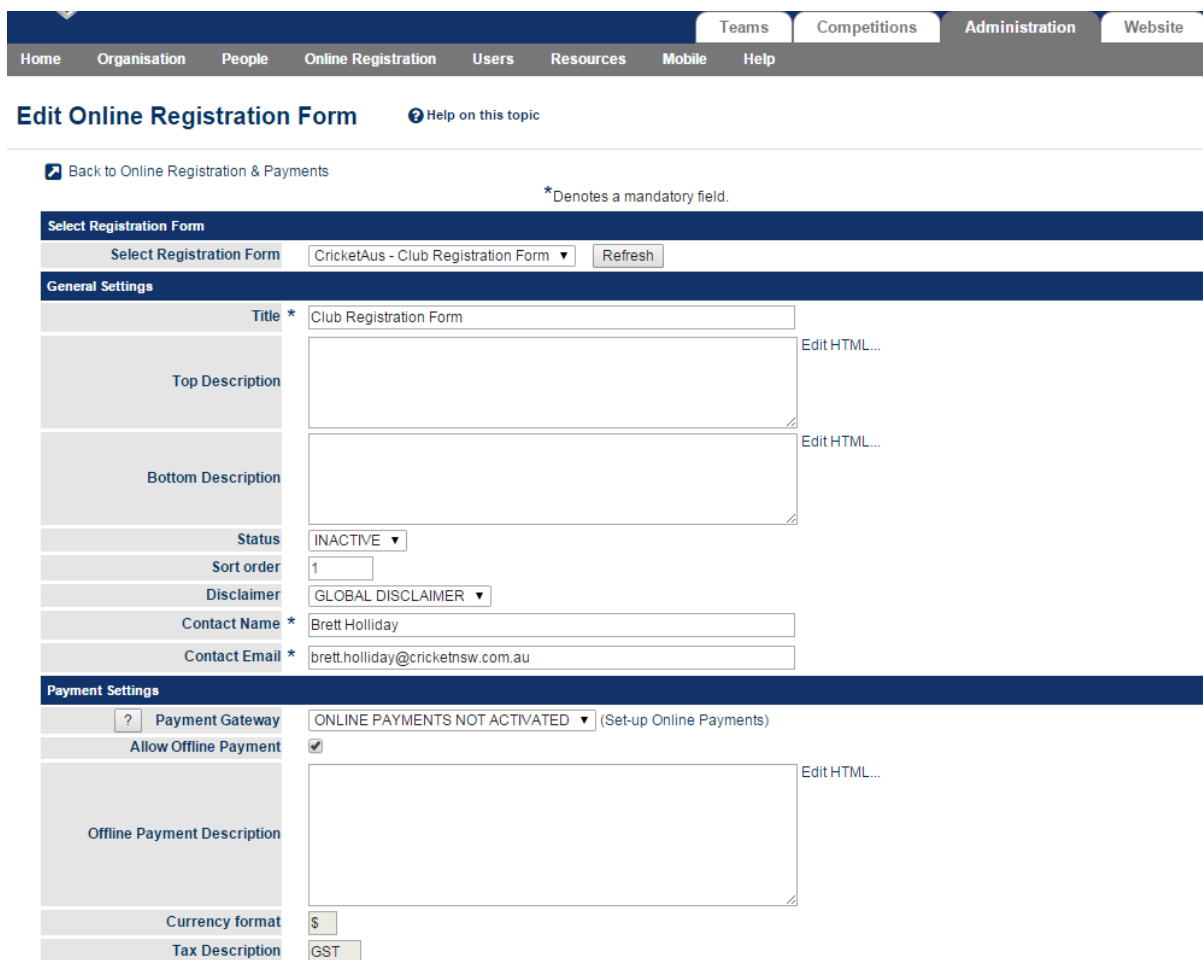
## Step 9. Click “Refresh”



The screenshot shows the top navigation bar with links for Home, Organisation, People, Online Registration, Users, Resources, Mobile, Help, Teams, Competitions, Administration, and Website. Below the navigation bar, the page title is "Edit Online Registration Form" with a "Help on this topic" link. A "Back to Online Registration & Payments" link is visible. A note states "\*Denotes a mandatory field." Below this, there is a "Select Registration Form" section with a dropdown menu currently set to "CricketAus - Club Registration Form" and a "Refresh" button.

## Step 10. Fill out all the relevant fields.

You may wish to consult “Help on this topic” at the top of the page to help guide you through this process.



The screenshot shows the "Edit Online Registration Form" page with all fields filled out. The navigation bar and page title are the same as in Step 9. The "Back to Online Registration & Payments" link is present. The note "\*Denotes a mandatory field." is shown. The "Select Registration Form" section is filled with "CricketAus - Club Registration Form" and the "Refresh" button is visible. The "General Settings" section is filled with the following values: Title: Club Registration Form; Top Description: (empty); Bottom Description: (empty); Status: INACTIVE; Sort order: 1; Disclaimer: GLOBAL DISCLAIMER; Contact Name: Brett Holliday; Contact Email: brett.holliday@cricketnsw.com.au. The "Payment Settings" section is filled with the following values: Payment Gateway: ONLINE PAYMENTS NOT ACTIVATED; Allow Offline Payment: checked; Offline Payment Description: (empty); Currency format: \$; Tax Description: GST.

On top of the Default Fields, you may select from the Additional Fields list. The Additional Fields list will also contain any Custom Questions you have created\*\*.

**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

Add ->
Add All ->>

<- Remove
<<- Remove All

Selected Registration Type/Products (Count:0)

Move Up
Move Down

---

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

Available Registration Type/Products

Add ->
Add All ->>

<- Remove
<<- Remove All

Selected Registration Type/Products (Count:0)

Move Up
Move Down

Select the Registration Types or Products for that are available via this registration form from the list you have created. Use the "Radio Buttons" box if the player must choose one option only, or use "Check Boxes" if they may make multiple choices. Check Boxes may be useful if you offer Registrations for multiple competitions or formats, or are offering a variety of club merchandise or attire for purchase.

Field	Description
Title*	Defaults to the name previously selected in the drop down list but is editable
Top Description	Defaults to a short description from the template but can be deleted or edited by you. It appears at the top of the form your participants fill out.
Bottom Description	Appears at the bottom of the form your participants fill out
Status*	Set to ACTIVE for it be available to your participants
Sort Order	If you have several registration forms available the sort order affects where it appears in a list
Disclaimer	If you wish a disclaimer/terms and conditions page to display as part of the signup process, select it here. If selected, the user will have to check a box to signify they agree with these conditions.
Contact Name	Pre-populated with the name of the person creating the form
Contact Email	Pre-populated with the name of the person creating the form
Payment Gateway*	If you want to activate the payment gateway you will need to select "Cricket Australia Payment System" as the payment gateway. If online payment have not been activated this will remain inactive. Note: A person with a "Finance Manager" role will need to set-up Bank Details before this option becomes available
Allow Offline Payments	Defaults to checked if online payments is not available
Payments Description	e.g. please pay club secretary prior to the first training session



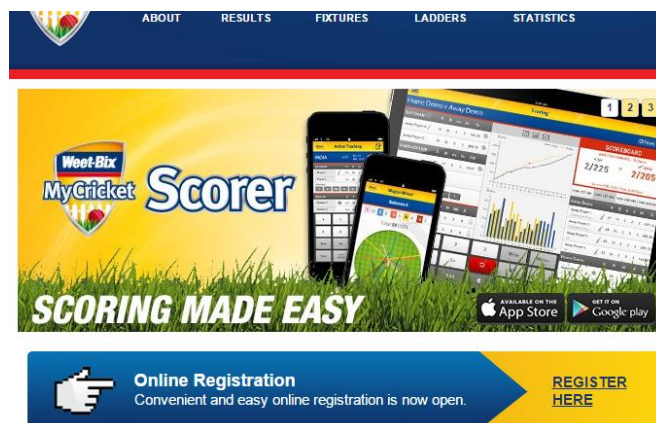
Currency Format	Read only. Defaults to \$AUD
Tax Description	Read only. Prepopulated with your clubs GST status as indicted when online banking form filled out.
Tax rate	Read only. Defaults to Australian GST tax rate of 10% Form fields
Form fields	Defaults to questions pre-determined by Game Development and in2CRICKET Registration Types/Products*
Registration types/products	Select and Add available type/products. These are the products set up in the previous step.

\* denotes compulsory fields

**Step 11. Click Update.**

## Step 12. 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](http://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.

Congratulations, you have successfully set up Online Registration and Payments on MyCricket.

\*\* Custom questions are created via a separate process. They are a great way of finding out extra information about players and potential volunteers. Please contact your State or Territory Association for instructions on how to do this.

Further information about Online Registration and Payments is available at [www.mycricket.support.cricket.com.au](http://www.mycricket.support.cricket.com.au).