

Steps to Upload Scores to the NJSBCL Website:

1. Adding a new member to the Team Roster

When the teams registered at the website, each team had to provide the Contact Details of the Primary Contact (Manager) and the Secondary Contact (Captain). As a result of successful registration, the website auto-generated an email for the two contacts with their login credentials. These can be used to login to the website Admin Control Panel (ACP) and perform registrations for the respective team. Please follow the steps below to login and register your team members so that the match results and scores can be appropriately entered on the website. In case you have forgotten the password, use the "Forgot Password" link in the Login Box on the home page to have your new password resent to your email id. Else please send an email to admin@njsbcl.com to have your password reset. Please do not forget to include your login id (email id) as part of this request.

- Captain or Manager for the team should login using their email id and password
- Once logged in, Click on the "Manage Team" link on the left menu. If you do not see this link on the Left Menu, Click on the "Admin" tab on the Top Menu Bar. If you still do not see the link, please send an email to admin@njsbcl.com with a screen print.
- Click on the "New Member" button to register a new Team member to the team.
- Clicking on the above will result in the following screen –

The screenshot shows a web browser window titled "NJSBCL: User Control Panel - Microsoft Internet Explorer". The address bar shows "http://www.njsbcl.com/Admin.aspx". The page header includes the NJSBCL logo and the text "NEW JERSEY SOFT BALL CRICKET LEAGUE" and "...for the love of the game". The navigation menu includes "Home", "Admin", "Team Sites", "Tournament", "Site Map", "About Us", and "Contact Us". The main content area is titled "Player Profile" and contains a form with the following fields: "First Name*", "Last Name*", "Email ID*", "Phone 1*", "Phone 2", "Address", and "ZIP". The fields "First Name", "Last Name", "Email ID", and "Phone 1" are marked with a red asterisk, indicating they are mandatory. The form also includes a "NJSBCL Login" button and a "NJSBCL Downloads" section with links to "2008 League Schedule", "2008 League Announcement", and "Liability Waiver Form 2008".

Add New Member Screen Print

- Provide details for the Fields marked by a red *
- If you do not wish to provide a proper email id, please enter a dummy email id at this point. (The website will be modified later to use a login name instead of the email address for login purposes).
- If you do not wish to provide the Phone number, please enter "0000".

- h. Select the role as “Player”
- i. Click “New”. This creates the new Team Member and auto generates an email with the login credentials for the particular member. *In case, you have provided a Dummy Email id, this email will not be sent out.*
- j. Follow the above steps from c. to i. to register at least 11 members.

2. Enter Match Results

Once a match has been completed, the captain or the manager of the winning team is responsible to enter the match results. Please follow the steps below to enter the results for a given match.

- a. Login to the ACP using your login credentials.
- b. Click on “Manage Matches” link from the ACP left menu bar. By Default, you will see the matches for the current month. If you do not see the match id for which the results have to be entered, please change the filter criteria accordingly till you are able to see the required match.

The screenshot shows the NJSBCL User Control Panel in Microsoft Internet Explorer. The page title is "NJSBCL: User Control Panel - Microsoft Internet Explorer". The address bar shows "http://www.njsbcl.com/Admin.aspx". The page content includes a navigation menu with links: Home, Admin, Team Sites, Tournament, Site Map, About Us, Contact Us. A banner for "NJSBCL Tournament 2008 The Excitement RESUMES..." is visible. The main content area is titled "Manage Match Results" and contains a search form with "From" and "To" date pickers set to 05/01/2008 and 05/31/2008 respectively, and a "Search" button. Below the search form is a table of matches:

Edit	Match#	Round#	Schedule	Tournament	Ground	Host Team	Away Team	Tournament Group
Edit	49	1	5/3/2008 8:45:00 AM	Tournament 2008	Culver Road	Woodlot CC	Cric9fans Cricket Club	A
Edit	85	1	5/11/2008 8:45:00 AM	Tournament 2008	Josh CC Home Ground	Woodlot CC	Josh CC	A
Edit	97	1	5/17/2008 8:45:00 AM	Tournament 2008	Culver Road	Woodlot CC	junooni11	A

Manage Matches Search Screen

- c. Click on the “Edit” link corresponding to the required match id. You will get the following screen –

The screenshot shows a web browser window titled "NJSBCL: User Control Panel - Microsoft Internet Explorer". The address bar shows "http://www.njsbcl.com/Admin.aspx". The main content area is titled "Edit Match Result Details" and contains a form with the following fields:

- Tournament: Tournament 2008
- Tournament Group: A
- Match Number: 49
- Round Number: 1
- Schedule: 5/3/2008 8:45:00 AM
- Match Date: (calendar icon)
- Ground: Culver Road
- Host Team: Woodlot CC
- Away Team: Cric8fans Cricket Club
- Umpire Team: NJ STARS CRICKET CLUB
- Umpire 1: Ahmed Sajeel
- Umpire 2: Ahmed Sajeel
- Toss Won By: None
- Toss Decision: Bat First
- Match Result: To Be Played
- Winner: None
- Win Comments: (text area)
- Video URL: (text input)
- Match Report URL: (text input)
- Host Team Runs: (text input)
- Host Team Wickets: (text input)

Match Result Details Screen

- d. Provide the following information –
- i. Match Date
 - ii. Ground
 - iii. Umpiring Team
 - iv. Umpire 1
 - v. Umpire 2 (if the umpiring team sent only one umpire, please select “Batting Team Umpire” from the drop down)
 - vi. Toss won by
 - vii. Toss Decision
 - viii. Match Result. If the match was completed without any issues, please select “Complete”. Else select the appropriate value from the drop down.
 - ix. Winner
 - x. Win Comments. **Please provide a 2 line comment with regards to the Result of the Match. This will be displayed on the “Match Results” page from the Home page and can be similar to the emails that is sent out to the NJ League after a match is completed. For eg: Team A won by X runs or Y wickets.**
 - xi. Host Team Runs. **Host Team is the Team which had the preference to select the home ground as per the schedule. In cases where no team was the host, the team batting first will be considered as host team for purposes of the match result.**
 - xii. Host Team Wickets
 - xiii. Host Team Overs
 - xiv. Away Team Runs
 - xv. Away Team Wickets
 - xvi. Away Team Overs
- e. Please ignore Home Team and Away Team Extras entries.

- f. Click "Save" to save the result.
3. Once the summary scores are entered in Step 2, the details of the score card can be entered from the "Match Results" menu. In order for the match to be available in this section it is important that the following 2 fields are completed –
 - a. Winner
 - b. Match Result – Complete, Tie, No Result, Dispute, Forfeit, Bye
4. If the match was decided using the D/L method, please check the box – "Result by D/L method"
5. Click on the "Scorecard" link on the "Match Results" menu to enter the scorecard details.
 - a. Please try to enter correct details here since this will impact the Stats section of the website
 - b. If a player did not bat, please select "Did Not Bat" as the option
 - c. A "Did Not Play" will not be counted towards the stats
 - d. The "Winner" of the match will get an option to "Approve" the score sheet
 - e. Once the score sheet is approved, no further changes can be made to the score sheet
 - f. In order to "unlock" the score sheet for any changes, please send an email to admin@njsbcl.com with a CC to the opposing team contacts and with the Match Id for the match in consideration
6. Once the Score card is approved, the Points Table and the stats will be automatically updated.

FOR ALL YOUR QUESTIONS, PLEASE SEND AN EMAIL TO ADMIN@NJSBCL.COM

Please provide your "Match ID" as reference in your email, if the email is pertaining to a particular match.