



## **BALLARAT CRICKET ASSOCIATION**

### **REGISTERING A PLAYER**

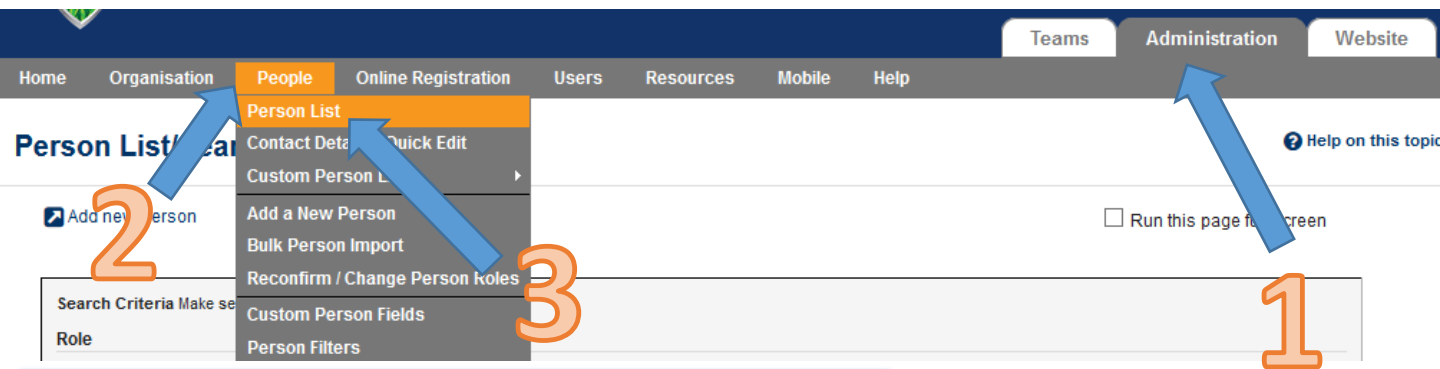


All players in the Ballarat Cricket Association are required to be registered in MyCricket before they can be selected in a team to play. The registration process needs to be completed at any point that a player receives a new 'Player Role' within the system at a Club.

This applies to brand new players to your Club, players who have been cleared in from another Club, transferred into your Club on Permit or have been given a new Player Role from previously having a lapsed one within your Club.

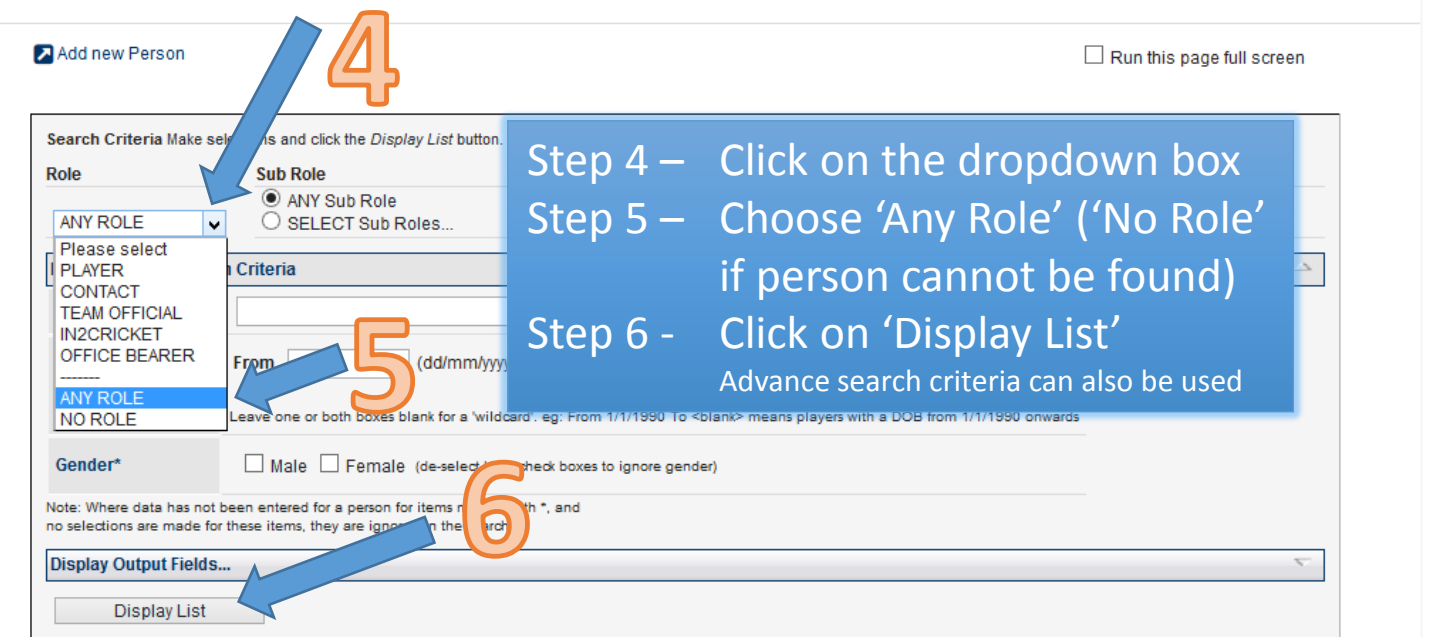
The following pages will guide you through the Registration process. (This process assumes that a player has either a Senior or Junior 'Player Role' within your Club. If no role active this needs to be completed prior to the registration process being attempted.)

# PERSON REGISTRATION PROCESS

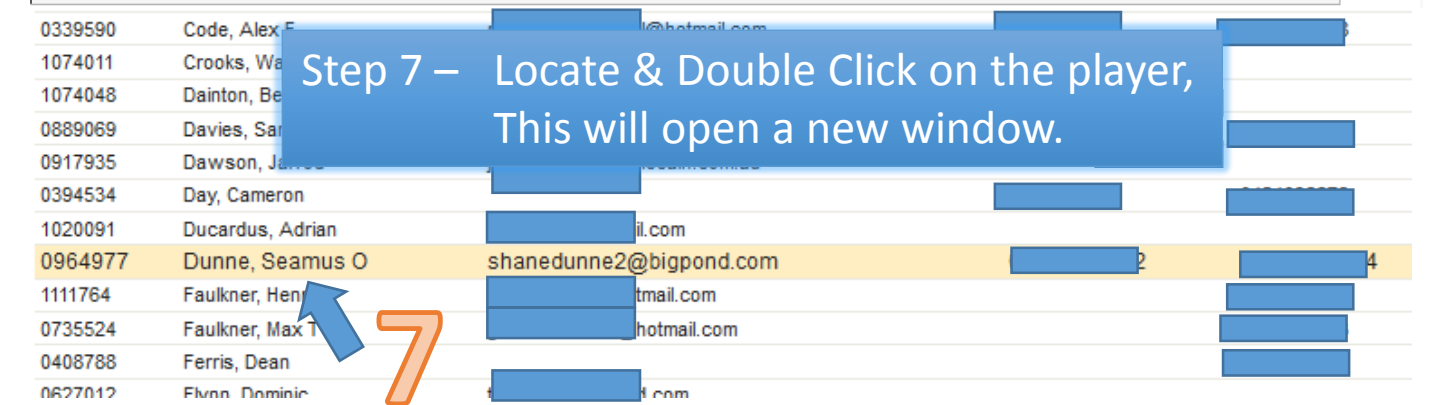


- Step 1 – Click on the 'Administration Tab'
- Step 2 – Hover over 'People'
- Step 3 – Click on 'Person List'

## Person List/Search

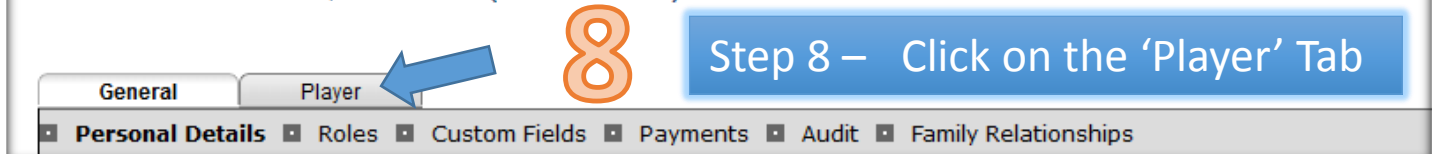


- Step 4 – Click on the dropdown box
- Step 5 – Choose 'Any Role' ('No Role' if person cannot be found)
- Step 6 - Click on 'Display List'  
Advance search criteria can also be used



- Step 7 – Locate & Double Click on the player, This will open a new window.

## Person Edit: Dunne, Seamus (ID: 964977)



- Step 8 – Click on the 'Player' Tab

Person Edit: Dunne, Seamus (ID: 964977)

General **Player**  
Registration Availability

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Step 9 – Click on 'Registration'

Person Edit: Dunne, Seamus (ID: 964977)

Step 10 – Click on the dropdown box to select Ballarat Cricket Association

General **Player**  
Personal Details Roles Custom Fields Payments Audit Family Relationships

Select Parent Organisation: Please select  
Please select  
**Ballarat Cricket Association**  
Country Central Highlands  
Country Northern Rivers

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Person Edit: Dunne, Seamus (ID: 964977)

Help on this topic

General **Player**  
Personal Details Roles Custom Fields Payments Audit Family Relationships

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Select Parent Organisation: Ballarat Cricket Association

Register this Player

This player is not registered to the selected parent organisation

Registration History

No records

Player successfully registered for this parent organisation.

Mandatory fields:

BCA has set the following fields as mandatory for registration purposes. You will need to complete these fields before the player can be registered to play in competitions managed by BCA.

First Name, Last Name, Address1, Suburb, Postcode, State, Date of Birth, Mobile Phone, Email Address, Gender

Step 11 – Click on 'Register this Player'. You will then be able to select the player in a team.

This can be the vital final step to having a player come up in your team selection list or not. The MyCricket system is a fantastic tool to assist Clubs and Associations to manage their members and important information. Embracing it and learning how to use it for Association requirements and to minimise the workloads of Club volunteers will see stress levels reduce for all involved.