Detailed E-Scoring Guide

> **Acknowledgement:**
>
> We'd like to acknowledge the high-quality training and support provided by Queensland Cricket during our on-boarding to PlayHQ. We really appreciate their assistance in trying to make this process as easy and seamless as possible!

> **Note:** The game should only be downloaded on game day – not before!
>
> **Note**: **DO NOT MAKE ANY CHANGES IN MYTEAMS or PLAYHQ ADMIN** once the game has been started in E-Scoring – you will no longer be able to continue E-Scoring.
>
> It is recommended that you only start your **E-Scoring session** on game day (not in the days leading up to the match).

Start an E-Scoring Session

Prior to being able to create an electronic scoring session in PlayHQ, you need to have been granted Electronic Scoring access by the club administrator or been provided with a specific login. If you don't have the necessary access, you will need to approach your club.

1. *Select the Venue*

   1.1 Connect to Internet.

   1.2 Go to https://ca.score.playhq.com

   1.3 Search for the venue (name is as it appears on fixture).

   The E-Scoring setup is based on the date and venue for the fixture so you need to know this information to start your session. You can see this information in the **MyTeams** area. The fixtures will list a venue name and an oval name and you will need to know these to set up the match.

2. *Enter Session Details*

   2.1 Select the day you are playing in order to download the game.


> **Note**: During this process you will be asked to enter a 4 digit PIN to take ownership of the match. It is important that this PIN be one that will be remembered as it is used to login to the session again on Day 2 if required and to finalise the End of Match result. Queensland Cricket recommend that you use the postcode for your club as this will be easily

3. Select Your Match

3.1 Now that you're in a session, select the match you require from the **Upcoming** matches pane.
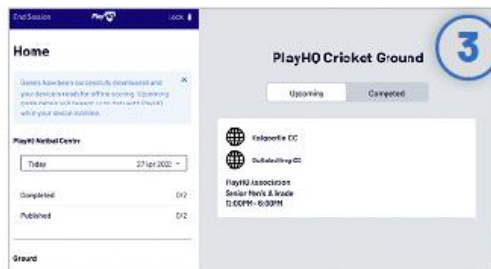

4. Setup the Innings

4.1 Once you are into your match, the first thing you need to do is edit the team line ups for both teams. If you have a Fill-In Player, they can be added at this point. Just remember that fill-in players will not be able to claim a PlayHQ profile and match stats and as they haven't paid the NRF that will not be covered for personal injury unless they subsequently register with the club.

4.2 Enter the toss details and select the opening players, i.e. strike batter, non-strike batter and opening bowler.
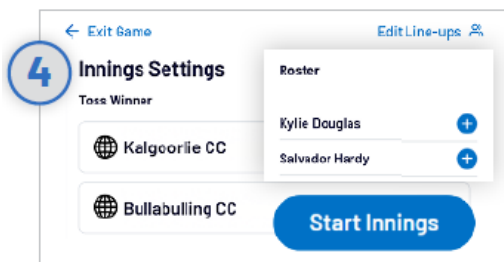
5. Recording Ball By Ball Events

5.1 Continue scoring on a ball-by-ball basis. You will be able to make edits during the game (more details at the end of this process).
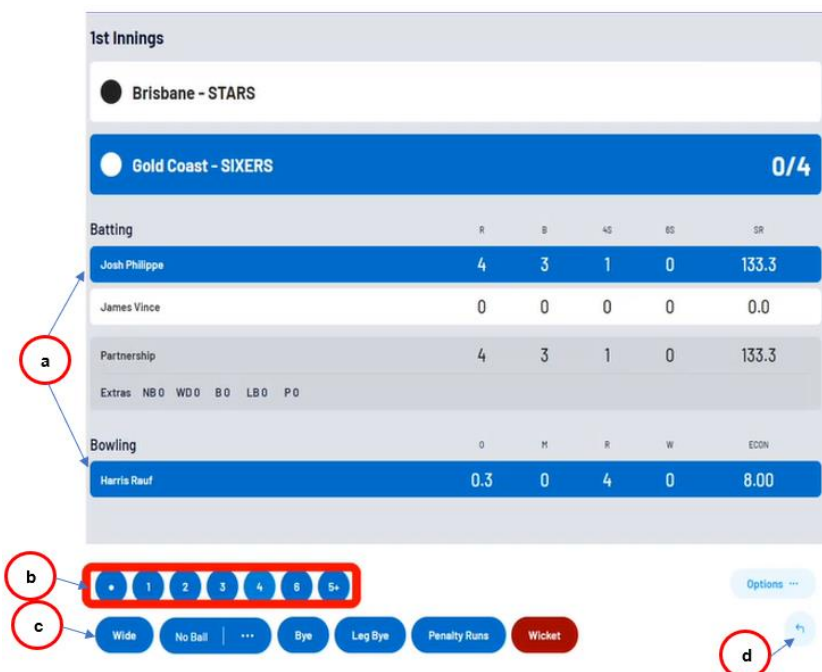
    a.   Players highlighted in blue are about to participate in the next ball.

    b.   Scoring dot ball and runs.

c. Scoring Extras

d. Undo button

5.2 Each ball will appear on the right-hand side of the screen under **Events**. (To manually edit you need to select the event and select **Actions**.)

5.3 If you have nominated the incorrect batter as the strike batter, you can select the player name and select **Switch Strike Batter** or **C**. You can also change the bowler in the same way.

5.4 As you complete the over you will be prompted to end it. An overs summary will popup for you to check. (This is a summary for the over only – it is not a running total for batters and bowler.)

- Select **Add Event** if you need to add another event, such as a 7th ball in the over (umpires can get their clicks out of whack!).

- You can also access the full scorecard from here by selecting **Scorecard** at the bottom of the screen.

Once you are happy with the over, select **End Over** and select the new bowler.

Refer below for:

- [Edits During the Game](#)
- [Scorecard Edits](#)
- [Retiring Batters (including Injury)](#)
- [Changing a Bowler](#)
- [Entering Extras](#)
    - [Byes or Leg Byes](#)
    - [Wides](#)
    - [No Balls](#)
- [Wickets](#)
    - [Runouts](#)
    - [Wickets off an Extra](#)
- [Additional Scoring Scenarios](#)
    - [Over-Throws](#)
    - [Free Hit](#)
    - [Short Run](#)
- [Entering Breaks in Play](#)
- [Setting a Revised Target Score](#)
- [Ending an Innings](#)
- [Split an Innings (Quarters Cricket)](#)
- [Reaching the Target](#)
- [End Day 1 of a 2-Day Match (Stumps)](#)
- [End of Match](#)
- [Best Practice for E-Scoring](#)
- [E-Scoring Training Resources](#)

Edits during the Game

- If you need to edit the team selection after the game has started, e.g. late arrivals, changes of Day 2 of the game, you do this by selecting the team name at the top of the E-Scoring page and then select **Edit Line-up**. You can then edit the line-up in a similar manner to Step 4 above.
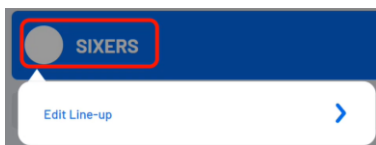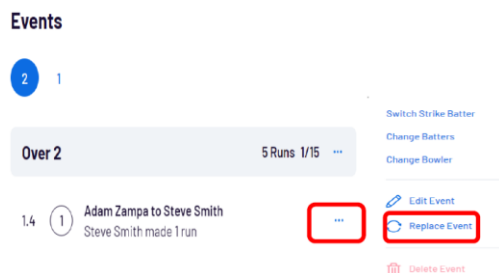

- If you make a mistake while scoring, you can use the **Undo** button to remove one ball at a time.
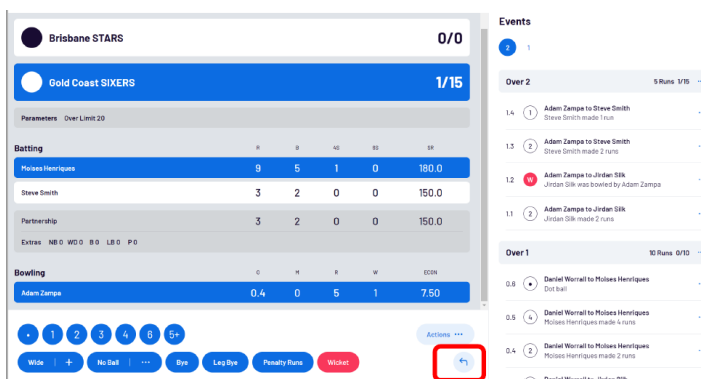
- You can edit each event individually by selecting the event on right-hand side and selecting **Edit Event**.

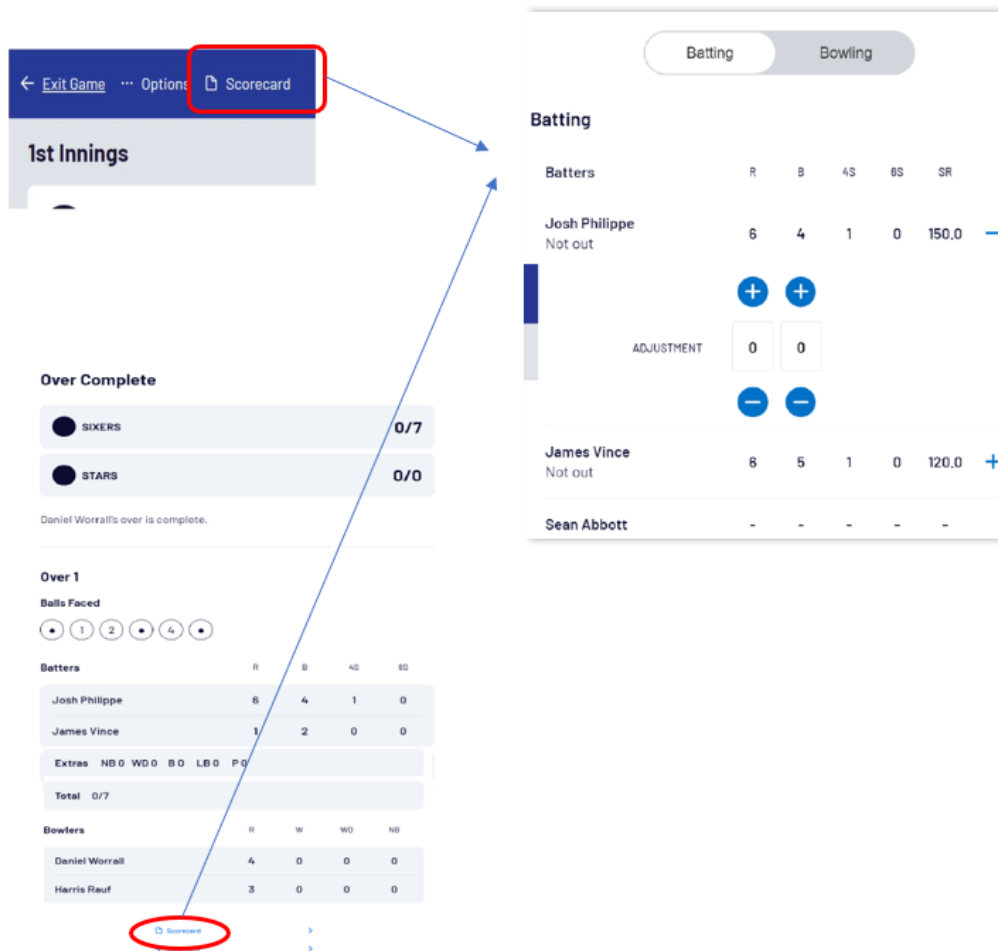- You can **Replace Events** where required, e.g. changing a run to an Sundry or changing a run to a dot ball.

- The event log at the top of the screen allows you to go back to previous overs if required.

Scorecard Edits

You can access the full score card from the **end of over summary** or from the **Scorecard** menu at the top of the screen.

From there you can make changes to the batter or team totals and these changes will go through to the live scoring page (it does not update the ball-by-ball event log).
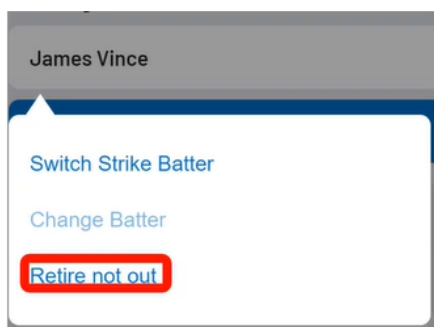
> **Note**: At the moment you can only edit the batter or team totals. Future edits will be available for bowlers, extras and dismissals.

Retiring Batters (including Injury)

If you need to retire a batter (not out):

1. Select batter's name and choose **Retire Batter not out**.

2. Then select the batter coming in next and select **Retire Batter Not Out**.

> **Note**: The **Change Batter** option allows you to correct a mistake, i.e. where the wrong batter has been selected. It will replace the batter, including runs and balls faced.

Changing a Bowler

You can change a bowler during an over (e.g. bowler unable to complete over due to injury or at request of umpire) or before an over begins.

1. Select the bowler's name and choose **Change Bowler.**

2. Then select the new bowler from the list and select **Change Bowler**.

> **Note**: You can also use sidebar editing (ellipsis beside batter or bowler) to change bowler/batter for specific balls.
>
>

Entering Extras

Extras are recorded in the bottom row. Depending on your screen size, they will either be listed separately as per example below or listed behind an **Extras** menu.
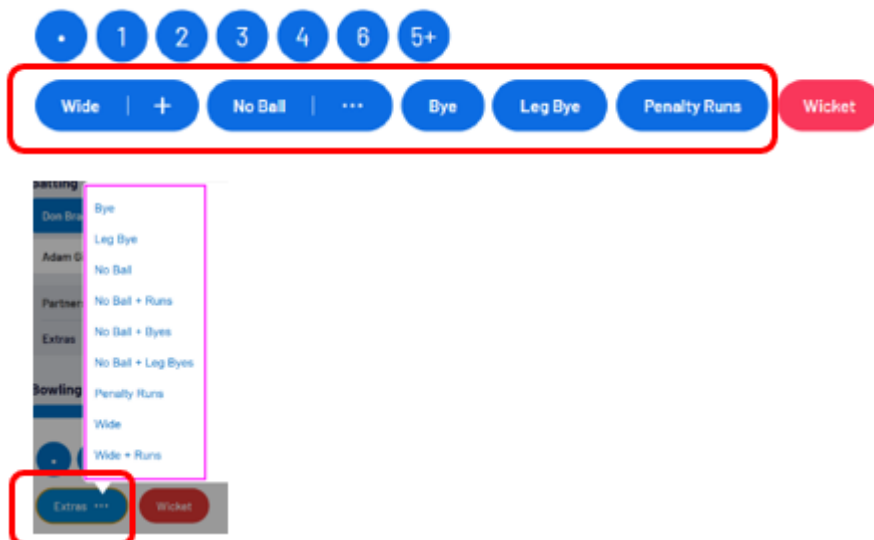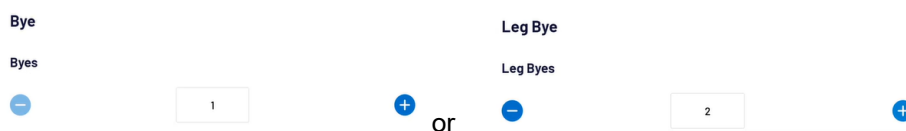

See below for details on how to enter:

- Byes or Leg Byes
- Wides
- No Balls

Byes or Leg Byes

Both Byes and Leg Byes are entered the same way.

1. Select **Bye** or **Leg Bye**, enter the value and select **Apply**.

Wides

For wides, you are recording the **total number of Wides** for that ball, remembering the team automatically get 1 for the initial Wide signal, plus whatever the batters run.

- Wide signal and no additional runs:

Select **Extras** > **Wide** or ⠀⠀⠀⠀⠀ and it will be applied to the scorecard**.**

(1 added to Team Total and 1 Wide recorded in sundries)

- Wide signal and the batters run once:

Select **Extras** > **Wide + Runs** or ⠀⠀⠀⠀⠀, enter value as **1** and then **Apply** – 2 wides will be applied.

(2 added to Team Total and 2 Wides recorded in sundries)

- Wide signal and ball crosses the boundary:

Select **Extras** > **Wide + Runs** or ⠀⠀⠀⠀⠀, enter value as **4** and then **Apply** – 5 wides will be applied.

(5 added to Team Total and 5 Wides recorded in sundries)

> **Note**: When entering a wide + runs, the system should automatically change the strike batsman if appropriate but sometimes it gets it wrong, so you may need to switch the strike batter.
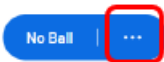
No Balls

Unlike Wides, no balls automatically include the 1 run for the umpire's signal.

- No Ball signal and no additional runs:

    Select **Extras > No Ball** or and it will be applied to the scorecard.

    (1 added to Team Total, 1 No Ball recorded in sundries)

- No Ball signal and ball is hit to boundary:

    Select **Extras > No Ball + Runs** or , enter **4** and then **Apply**.

    (5 added to Team Total, 1 No Ball recorded in sundries and 4 Runs recorded against Batter)

- No Ball signal and ball not hit by batter but deflected for Byes or Leg Byes:

    Select **Extras > No Ball + Byes** or **No Ball + Leg Byes** or , enter number of Byes or Leg Byes and then **Apply**.

    (1 + number of byes/leg byes added to Team Total, 1 No Ball and number of byes/leg byes recorded in sundries)

Wickets

Wickets are recorded by selecting the red **Wicket** button at the bottom of the page:

1. Select **Wicket** and follow the prompts.
    - The Batter Out is the player who faced the delivery (this can be changed for Run Outs – see below for details).
    - If you need to identify a fielder for a catch, runout or stumping and you don't know who they are, you can select **Skip** to continue entering the wicket details.
2. Select the Dismissal type and once you've entered all details, select **Next** to view the batting list and select the new batter from the list (this includes Retired Not Out batters).
3. Confirm the details by selecting **Apply Wicket**.

> **Note**: If you have dismissed the wrong player, you should **Undo** the ball and re-enter the event.

Refer below for details on how to enter:

- [Runouts](#)
- [Wickets off an Extra](#)

Runouts

They start the same way as any other wicket.

1. Select on **Wicket** and select **Run Out Batter**.
2. Select **Change** if it's the non-striker who is out.
3. Select the fielder if known or select **Skip** if unknown. The person throwing the ball in is the Fielder and the person who catches the ball and takes off the bails off in the assistant fielder.
4. You may need to add any runs completed by the batters prior to the runout. You can add these via the **Optional** list, e.g. select **Runs** and enter value.

5. Once you've entered all details, select **Next** to view the batting list and select the new batter from the list (this includes Retired Not Out batters).

6. Confirm the details by selecting **Apply Wicket**.

Wickets off an Extra

The most common instances of this is when a batter is stumped off a wide or runout off a No Ball or Wide.

1. Select on **Wicket** and select the Dismissal type and work your way through the list.

2. Apply the optional event as needed.

3. Once you've entered all details, select **Next** to view the batting list and select the new batter from the list (this includes Retired Not Out batters).

4. Confirm the details by selecting **Apply Wicket**.

Additional Scoring Scenarios

See below for details on:

- Over-Throws
- Free Hits
- Short Runs

Over-Throws

All overthrows are just recorded an runs scored by batter.

Free Hits

You don't need to signify free hits in E-Scoring – you just need to record any runs scored on the ball.

For example:

o If a player was caught off a free hit but they completed a run, you would enter it as 1 run.

o If a player is bowled off a free hit, it's entered as a dot ball.

Short Runs

This occurs where batters have crossed but one has not placed the bat behind the crease so the run does not count. As a scorer, this signal will usually happen after you've already scored the ball.

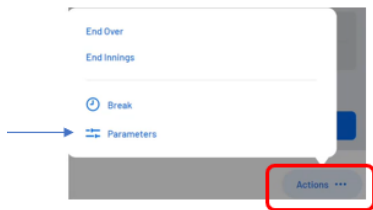o Use the **Undo** and **Change Strike** options as required.

Entering Breaks in Play

If necessary, you can use the **Actions** menu to record a break in play. For example, Lunch, Stumps (for 2-Day games), Rain Delay.
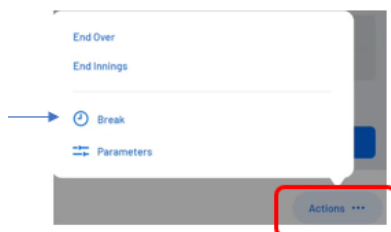
Setting a Revised Target Score

If necessary, you can use the **Actions** menu to adjust overs and target scores during the 2nd innings as needed, e.g. rain.

Ending an Innings

You will be prompted to end an innings once the maximum number of overs has passed, once the prescribed number of wickets has fallen or once the target has been passed.

But you can end the innings manually by selecting it from the **Actions** menu.

Split an Innings (Quarters Cricket)

1. Select **Split Innings** from the **Actions** menu.

2. Review the scores and then select **Split Innings** at the bottom of the page.

3. Set up the 2nd team's innings as required by selecting the batters and bowler and selecting **Start New Innings**.

4. Continue entering the 2nd team's innings on a ball-by-ball basis.

3. To resume the 1st team's innings, Select **Split Innings** from the **Actions** menu, then select **Resume Previous Innings**.

5. Ending an innings will happen as usual when all batters are dismissed, or by manually ending the innings via the **Actions** button. No teams 2nd innings will commence until both team's 1st innings have been completed.

End Day 1 of a 2-Day Match (Stumps)

1. Select **Stumps** from the **Actions** menu.
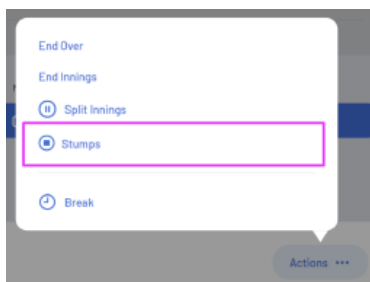
2. Select **Apply Stumps & Exit Game**.

To continue scoring on day 2, set up the electronic scoring session for day 2 in a similar manner to day 1, i.e. search for day 2 of the match and take ownership.

Reaching the Target

Continue scoring in E-Scoring until you reach the game target. Once you have reached that target, you will be prompted to End the Match.

1. Select **Cancel** in the top left-hand corner if you need to return to Live Scoring to make edits before ending the game.

2. If your game is continuing on after the target is reached, e.g. U12 junior games, you can select **Continue Scoring** from the **End Game Options** and you will be returned to Live Scoring to continue on with the game.

Continue Scoring >
Submit Game Result >
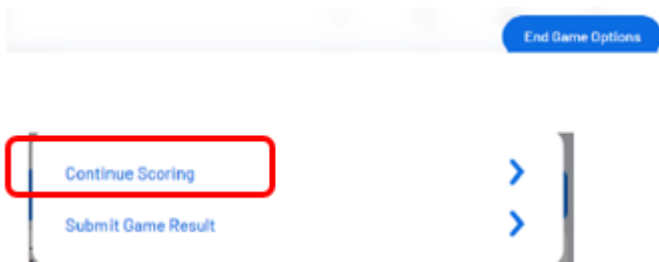
This option is only available if the game has been setup by the association to allow it.

3. If your game is over, select **Submit Game Result** from the **End Game Options**.
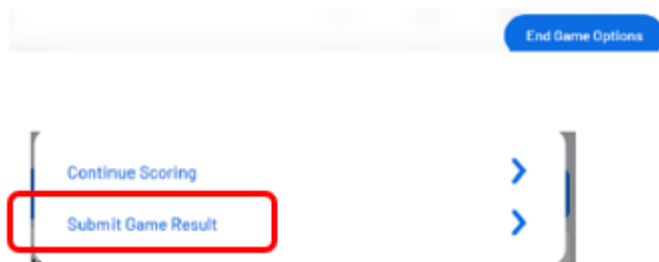
Continue Scoring >
Submit Game Result >

You will be prompted to enter the PIN that was used to take ownership of the game at the beginning of the session.

PIN

Please enter the device's PIN to confirm the game result

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Forgot PIN?

Cancel   Confirm

You can now move onto the End of Match process (see below for details).
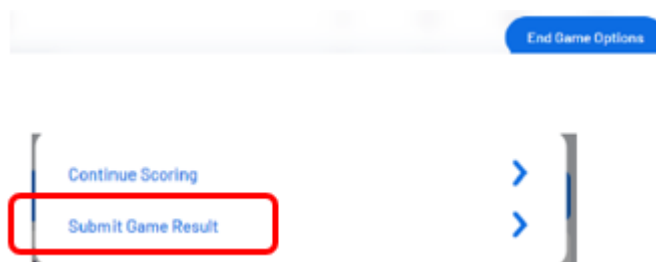
End of Match

> **Important Note**: It is critical that the three step *End of Match* process be followed to close off the match or it could lead to being locked out of the game or data loss:

1. **Submit Game Result.**

   - **End Match > Submit Game Result** (connect to Internet to do this).

     You will be prompted to **End the Match** when the team is dismissed or target overs/target score has been reached.

     Continue Scoring >
     Submit Game Result >

     However, there will be times when you need to manually commence the **End of Match** process. In these instances, you can select **End Game** from the **Options** menu.
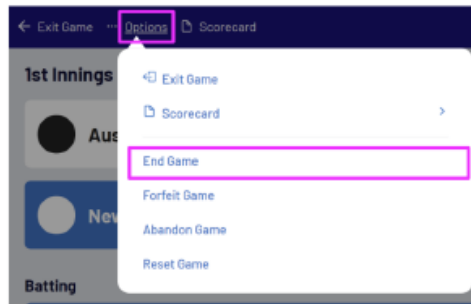
You will be prompted to enter the PIN that was used to take ownership of the game at the beginning of the session.
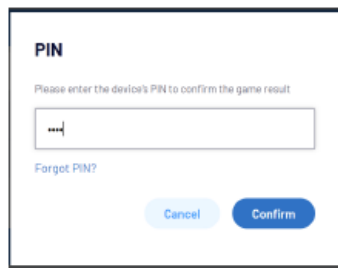
Note: It is recommended that this step occur at the ground when your game has completed. Even if it is the wrong result, it is best to submit it now and fix it later in the **PlayHQ Admin** site.

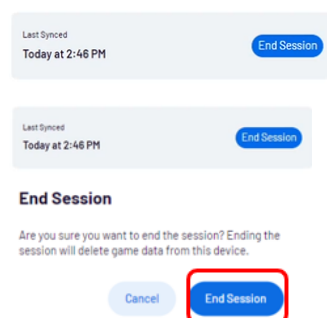2. **Ensure Result is Synced.**

   - Check your timestamp or error message (if you get an error message, refreshing the screen is generally enough to sync the data through).
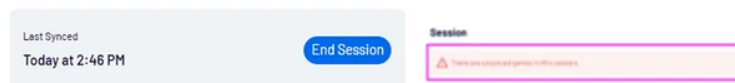
   - You can also check MyCricket App or PlayHQ Public Site.
   - It is recommended that a second record of the match via a screenshot or scorecard.

3. **End Session & Logout.**

   - End the session and logout of E-Scoring

Best Practice for E-Scoring

- Only use E-Scoring at the start of the match – don't use it to select your team during the week.

- For those recording quarters cricket, make sure you **Split Innings** where appropriate and set the game to **Stumps** at the end of Day 1 – end the session and logout.

- **Don't edit teams via Myteams or PlayHQ Admin while match is in progress.**

- **Always** Submit Game Results at the conclusion of the match. Even if the some data or the result is wrong, you should submit it so it can be fixed in **PlayHQ Admin**. If you leave the game in progress, it can't be accessed in the admin site and there is a potential for data loss.

- **The End of Match process is critical** – End Game Options > Submit Game Results > Enter PIN > Ensure the match is Synced > End Session > Logout.

Game Day in MyTeams or PlayHQ Admin

- Only used to select teams in days before the game. Any late changes on the day of the game or during the match can be made in E-Scoring.

- NEVER use it to edit results or scorecards while a match is in progress with E-Scoring.

- Can use to enter/edit results once the match has been synced from E-Scoring.

E-Scoring Training Resources

Queensland Cricket have prepared some very helpful training tools.

- Pre-recorded version of the E-Scoring session – available here for viewing / download.
- E-Scoring Training & Resources - https://www.community.cricket.com.au/playhq/resources/escoring. Resources include:
  - PlayHQ Cricket Electronic Scoring Guide
  - E-Scoring Test Game - Includes a scripted demo - Approx. 20 balls with all scenarios – you must follow the script.

MATCH DAY SUPPORT

- Online Resources (PlayHQ) – How to E-Score Cricket
- E-Scoring resources, videos and practice game – Community Cricket website
- Queensland Cricket E-Scoring training – Click Here to view or download
- Cricket Australia Help Desk (Saturday 7am – 6pm / Sunday 8am – 5pm)
  - Phone – 1800 CRICKET (1800 274 25 38)
  - Email – mycricketsupport@cricket.com.au