

Setting Up and Finalising a Game

This document is designed to provide you with a checklist of what needs to happen at the various stages of a game, i.e. pre-match, match day and post-match.

- [1. Pre-Match \(before game day\) – Everyone!](#)
- 2. Match Day
 - [If paper scoring because the opposition are scoring live](#)
 - [If both your team and the opposition are paper scoring](#)
 - [If scoring live](#)
 - [Best practice for E-Scoring](#)
 - [Community Cricket E-Scoring Training Resources](#)
- [3. Post-Match \(after the match has been synced in E-Scoring or entered via PlayHQ Admin\) – Everyone!](#)



Note: PlayHQ will automatically lock all games after 5 days of the start time for the final day of the game. This means that all the game details and player statistics need to be entered/updated prior to the automatic locking of the game, e.g. Thursday morning at 7:15am for U11s, 9:45am for U10s, 8:15am for U12s, U13s, U15s and Opens and 1:15pm for U14s.

1. Pre-Match (before game day) – Recommended for Everyone!

1. Set up your teams in **MyTeams** (www.playhq.com). It is recommended that you do this prior to game day. ([Click here for the PlayHQ Support article on selecting teams in the MyTeams Public site!](#))



Note: Team selection can also be done in E-Scoring but that should only be done on Game Day – **You should not download games in E-Scoring prior to match day.**

2. If you are going to E-Score the match, ensure the device is compatible, fully charged and using the latest version of the browser. You also need to ensure that you have a generic login provided by your club or have been granted Electronic Scoring Admin access by the club administrator.

2. Match Day

The process on match day will vary depending on the circumstances for your team and the opposition.

- [2.1. Match Day \(if paper scoring because the opposition are scoring live\)](#)
- [2.2 Match Day \(if both your team and the opposition are paper scoring\)](#)
- [2.3 Match Day \(if scoring live\)](#)

2.1 Match Day (if paper scoring because the opposition are scoring live or it's your preferred method)



Tip: It is recommended that one team use **PlayHQ E-Scoring** and the other team use an alternative method such as a paper scorebook, particularly while we are all getting used to the new platform.

Like MyCricket, if both teams are prepared to E-Score, **only one of them can do the process live**. In these instances, Queensland Cricket recommend that the 'Home' team use **PlayHQ E-Scoring** and the 'Away' team uses a scorebook or alternate scoring option. However, it doesn't matter which team uses E-Scoring – **as long as only ONE team uses Live scoring**.

1. Score the game in your paper scorebooks as usual, remembering to ensure that both teams agree on the scores and result.

2.2 Match Day (if both your team and the opposition are paper scoring)

1. Score the game in your paper scorebooks as usual remembering to ensure that both teams agree on the scores and result at the end of the game.

2.3 Match Day (if scoring live)



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 – this can lock the game and you will no longer be able to continue E-Scoring.

Refer to *Internal E-Scoring Guide* for detailed information on editing and processes.

1. Connect to Internet.
2. Go to <https://ca.score.playhq.com> and search for and download the game you require.



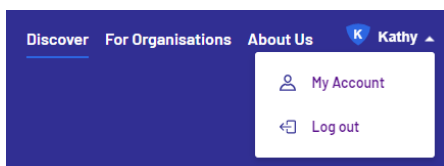
Note: During this process you will be asked to enter a 4 digit PIN to take ownership of the match. It is important that this PIN be one that will be remembered as it is used to login to the session again on Day 2 if required and to finalise the End of Match result. Queensland Cricket recommend that you use the postcode for your club as this will be easily remembered by yourself and also identifiable if a different person has to take over live scoring for whatever reason, e.g. perhaps you are unable on Day 2.

3. Continue live scoring until the end of the day, i.e. stumps or end of match. It is really important 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. Refer to *Internal E-Scoring Guide* for detailed information on how to *Split an Innings, End Day 1 of a 2-day Match and End the Match*.

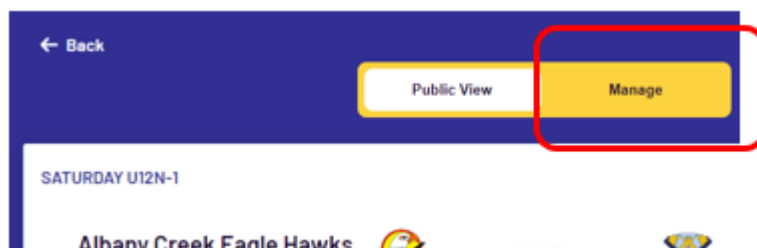
3. Post-Match (1-Day or 2-Day games completed)- Everyone

Once the Match Result has been synced from E-Scoring or the paper scorebook has been agreed upon, you can go into the management mode of **MyTeams** to enter/update the Match Result and the individual player stats.

1. Login to the public profile at www.playhq.com.
2. Select **MyAccount** under your name in the right-hand corner of the screen.



3. Select your team.
4. Select the fixture and toggle to **Manage**.



5. You should then review the game details, including the individual player stats and update if necessary.

[Click here for the PlayHQ Support article on Entering and Updating Player Statistics.](#)



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