

## **How to complete the online Captain's report 2017**

1. Click on the Club Portal on the home page of the league website. Each Captain MUST enter details for EACH match.
2. Enter User name and Password supplied to your Club / Team.
3. In your list of matches, go to the relevant match that you wish to report on.
4. Click on "Umpires" Tab.
5. Complete Boxes with scores for each Umpire using the Guidelines for Captains supplied by the league.
6. If there are no Umpires, or only one, the columns for the missing Umpires' scores will be hidden.
7. Your scores for each category will be from 0-5. They will be added automatically when you **save** the page having entered a score for each category.
8. "Save" what you have done and the Summary should show **completed** for the Umpires' scores.
9. Click on "Pitch and facilities".
10. Enter scores for all items, using the Pitch marking guidelines supplied, also referring if necessary to Page 67 of the League handbook for the 0-5 scores. Again, the totals of scores given are added automatically when you **save**.
11. Click on "Save" button before you leave the page.
12. Click on "Comments" tab, enter yes or no and if you have said "yes" a text box will appear for all your other comments but please be brief, NO novels!
13. **New for 2017**, enter a score for opponents' fair play.
14. Click on "**Save**" before you leave the page.
15. Click on "Summary" to ensure all boxes say "Completed", if any still say "Live" return to them and complete and save again until all boxes on Summary read "Complete". **The online reports should be completed within 48 hours of each match.**