How to complete the online Umpire's report   2017

1. Click on the Umpires' Portal on the home page of the league website.
2. Enter User name and Password supplied to you.
3. In your list of matches, go to the relevant match that you wish to report on. **Each umpire must complete a report on each match**.
4. Click on Summary Tab.
5. Complete Box entitled "Match status".
6. If you select "Abandoned with No play" OR "Abandoned before 20 overs bowled" there is nothing further to complete.
7. If you select either of the other two options, you must complete all the tabs that appear at the top of the form.
8. Click on "Toss and facilities" tab from your notes taken at the match. Complete all boxes. Click on "**Save**" button before you leave the page.
9. Click on "Over rate" tab. Complete all boxes from notes taken at the match except for "greyed out" boxes".
10. Note you must use the 24 hour clock for timings and only enter tea time as a deduction when it is taken during a rain break.
11. When entering overs bowled, always round up.
12. Click on "**Save**" button before you leave the page, form will not allow you to save if something is wrongly entered.
13. Complete the same exercises for "Pitch and Outfield" and "Fair Play" Tabs remembering to "**Save**", also referring if necessary to Page 67 of the League handbook for the 0-5 scores. All marks are added by the system.
14. Click on "Discipline", enter yes or no to the reporting questions. If yes, a text box will appear which must have all relevant disciplinary details entered before saving. Please give details of **any player** given a "**First and final**" as well as a "**Disciplinary report**".
15. In "other comments", please include any relevant comments re. pitch covers and side sheets problems on rainy days. "**Save**"
16. 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". **These reports should be completed within 48 hours of each match by each umpire**.