CHRISTCHURCH JUNIOR CRICKET ASSOCIATION

JULY 2022

CJCA "GOOGLE SHEET" TEAM REGISTRATION PROCESS

In the last three years the CJCA started clubs & schools being able to register teams via a Google Sheets system which had good uptake from most clubs – in 2022/23 this system will continue. The CJCA has added a new worksheet to each Club/Schools spreadsheet to reflect where their teams finished in the season in March 2022.

The process has been rolled over for Club Convenors to use a system which meets both their and the CJCA's needs and improves consistency of entry method. This will now continue to contribute to better and more up-to-date communication information for all stakeholders either internally within a club/school or from a co-ordinated CJCA standpoint.

Each Club/School Convenor currently has a link to be able to be an editor of the Google Sheets Workbook for their Club or School (If Clubs/Schools wish to add more than 1 email address they want to use that's not an issue – i.e home/work). *Clubs may have more than one "editor" but at some stage the CJCA will pull down the data from the Sheets and clubs/schools need to ensure once the CJCA is informed that a Clubs entries are in no alterations are made – The CJCA will then "lock" the current season worksheet whilst pre-season competition preparation work is completed before unlocking the sheet once grades are finalised so Clubs & Schools can continually update Manager and Coach information.*

Within this sheet will be the information from the previous season including any team contact information supplied (manager or coach email or contacts are desirable)- this information can be retained if you are lucky enough to get the same great volunteers back with the teams concerned or updated with this seasons information.

In the Worksheet "202223" a convenor will be able to see the grade the team played in the previous year and **select the grade they wish to be entered into for the upcoming season** – there is a dropdown option beside each team. **If clubs need to change their team names** they can if they are using a numbering system and want to continue to start art "1" or if they use a team name i.e. East Shirley Keas this can be maintained season to season.

By the Entry Closing Date (1st October for 202223 – this is the same as last year) Clubs & Schools should have completed their team entries for the upcoming season – completion of Coach/Manager contact information at this stage is desirable but if not available can be updated at any time after the Google Sheet is unlocked by the CJCA. The beauty of this system is that the CJCA will be able to see changes made to contact lists to be able to maintain a contact list for Coaches & Managers and also be able to circulate contact lists to Club Convenors to assist in any inter-club and inter-team communications required.

Once you have completed your Team Entries in Hardball grades where the CJCA would like to see CricHQ scoring entered weekly you need to load the registered players in that team into the appropriate team so both your scorers or the opposition can find your players.

Putting registered players into non-Hardball teams is also ideal but the CJCA only requires "Score Summaries" in these grades. i.e Sumner 123/3 St Albans 111/6 or in Year 3 & 4 or Kiwi grades straight run tallies i.e. Heathcote 67 Parklands 52.

Submission of Club/School PITCH registrations will still be done in the same way using the sheet below but a new more on-line system similar to the TEAM system may be possible going forward.

For a Manual TEAM AND PITCH REGISTRATION FORM – **CLICK HERE**