

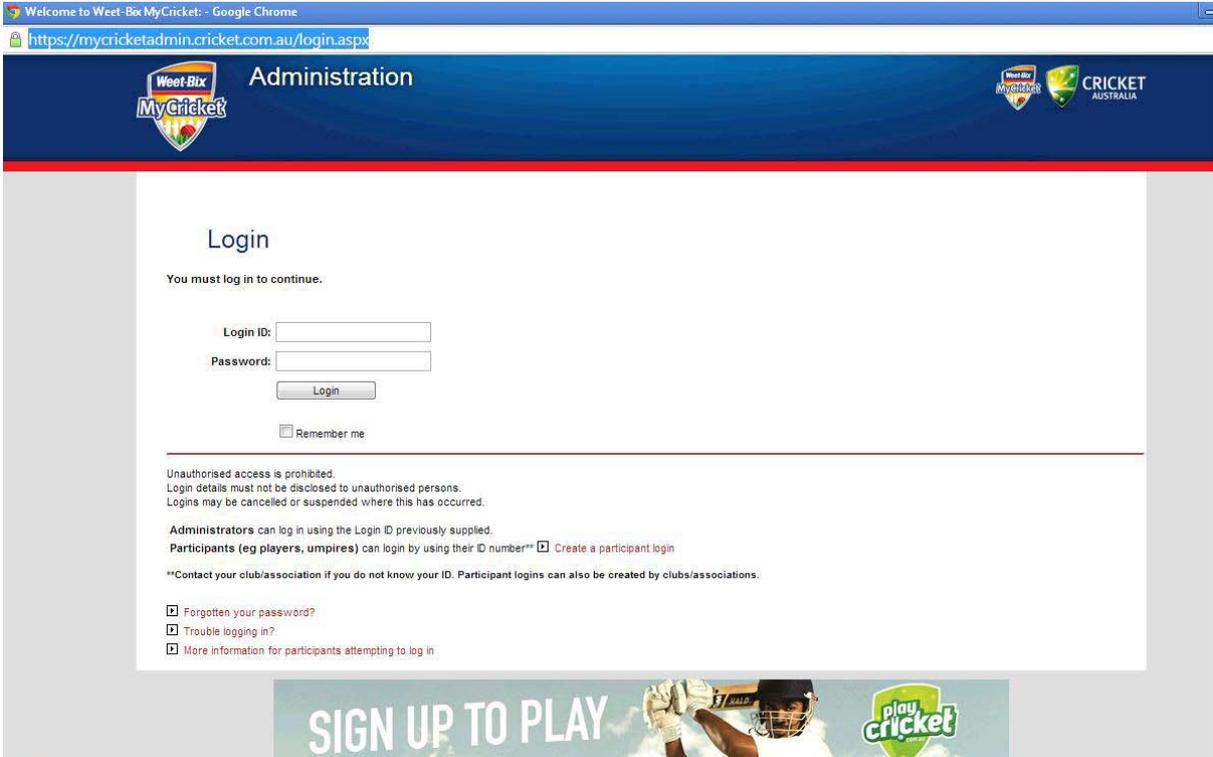
Player Details Update Guidelines

Please follow this step by step guide to update your personal details (email, phone number, address, etc) that the club has on record.

Step 1:

Go to: <https://mycricketadmin.cricket.com.au/login.aspx>

You will see the page pictured below and can login using your participant ID and password. If you don't know your ID and password, click on 'Forgotten your password?'. This will be emailed to you **at the email address you receive club emails.**



Note: if you have not logged in for a period of 6 months, your account will need to be re-validated. After login, you will be presented with a link which when clicked will send an email to the email address registered for your account. A link can then be clicked within the email you receive to re-validate the account. Accounts which have not been accessed or re-validated for 12 months may then be deleted.

Step 1b:

If you do not receive an email, do not believe the club has your email, or have an old email address that you can no longer access please email:

boxhill@club.cricketvictoria.com.au with subject 'Update Email Address' and advise the club of your new email.

Step 2:

You should be greeted by the following login screen. From this screen select the 'settings' icon on the right.

The screenshot shows the MyCricket Participant Portal interface. At the top, there is a blue header with the Weet-Bix MyCricket logo on the left, the text "Participant Portal" in the center, and the Weet-Bix MyCricket and Cricket Australia logos on the right. Below the header, there is a navigation bar with "Player Tools", "Your Organisations", and "Fantasy" options. The main content area is divided into several sections:

- Player Tools** (dropdown menu)
- Achievement Awards** (yellow background) with a trophy icon and links to "My Achievement Awards" and "Friends Achievement Awards".
- My Statistics** (blue background) with a bar chart icon and links to "Season statistics", "Career statistics - batting", and "Career statistics - bowling/fielding".
- Teammates & Friends** (teal background) with a group of people icon and links to "Find and follow Friends", "View friends statistics", and "View upcoming player milestones".
- Match Availability** (red background) with a checkmark icon and a link to "Enter your match availability".

On the right side, there are three promotional banners:

- CREATE YOUR OWN CRICKET MOMENT** with the URL PLAYCRICKET.COM.AU.
- My Achievements** section stating "You have no current awards" and a link to "View all Achievement Awards".
- HONOUR BOARD CENTURIONS** with a "CLICK HERE" button.

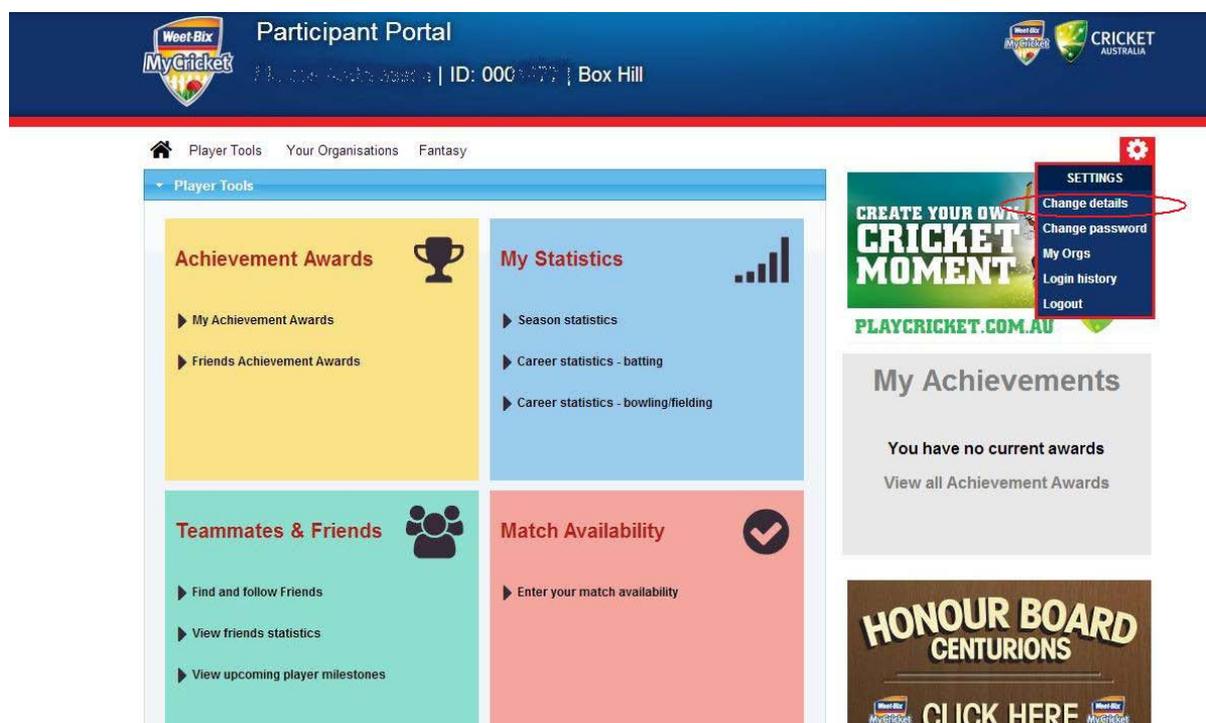
A settings gear icon is located in the top right corner of the main content area.

This screenshot is identical to the one above, but with the settings gear icon in the top right corner clicked. A dropdown menu is now visible, containing the following options:

- SETTINGS
- Change details
- Change password
- My Orgs
- Login history
- Logout

Step 3:

Having selected the 'settings' icon, please then click on the 'Change Details' option.



The screenshot displays the MyCricket Participant Portal interface. At the top, the header includes the Weet-Bix MyCricket logo, the text "Participant Portal", and user information: "Player Tools | ID: 0001477 | Box Hill". Below the header, there are navigation tabs for "Player Tools", "Your Organisations", and "Fantasy". The main content area is divided into several sections:

- Player Tools** (dropdown menu):
 - Achievement Awards** (yellow background):
 - My Achievement Awards
 - Friends Achievement Awards
 - My Statistics** (blue background):
 - Season statistics
 - Career statistics - batting
 - Career statistics - bowling/fielding
 - Teammates & Friends** (teal background):
 - Find and follow Friends
 - View friends statistics
 - View upcoming player milestones
 - Match Availability** (red background):
 - Enter your match availability
- My Achievements** (grey background):
 - You have no current awards
 - View all Achievement Awards
- HONOUR BOARD CENTURIONS** (brown background):
 - CLICK HERE

A settings menu is open in the top right corner, with a red circle highlighting the "Change details" option. The settings menu includes: SETTINGS, Change details, Change password, My Orgs, Login history, and Logout.

Step 4:

Once on the 'Edit your details' screen you are able to edit all 'Personal Details' fields in white.

Participant Portal
 MyCricket MyCricket | ID: 00011111 | Box Hill

Player Tools | Your Organisations | Fantasy

Edit your details Printable Version

Help on this topic

General

Personal Details | Roles | Custom Fields | Payments | Audit | Admin

Title: Select...

First Name * [Text Field]

Middle Name / Initial [Text Field]

Last Name * [Text Field]

Date of Birth * [Text Field] (dd/mm/yyyy)

Country of Birth [Text Field]

Gender * Male Female

Email * [Text Field]
 Note: separate multiple email addresses with a semi-colon (;)

Address1 [Text Field]

Address2 [Text Field]

Address3 [Text Field]

Suburb/Town [Text Field]

Postcode * 3121

State/Territory * VIC

Step 5:

IMPORTANT – once you have updated your details/email/address/phone number scroll to the bottom of the screen and **press UPDATE**. Then **click OK** to save changes when a pop-up launches.

Country: AUSTRALIA

Home Phone [Text Field]

Work Phone [Text Field]

Mobile Phone [Text Field]

Fax Number [Text Field]

Parent / Guardian / Next of Kin - Name [Text Field]

Parent / Guardian / Next of Kin - Number [Text Field]

Additional Information

Does the participant suffer from any illness or allergy for which medication is required?
 Yes No

If yes, please specify. [Text Field]

Does the participant have a physical, intellectual or sensory impairment?
 Yes No I do not wish to provide this information

Anything that can be done to assist participation? [Text Field]

Is the participant of Aboriginal or Torres Strait Islander descent?
 Yes No I do not wish to provide this information

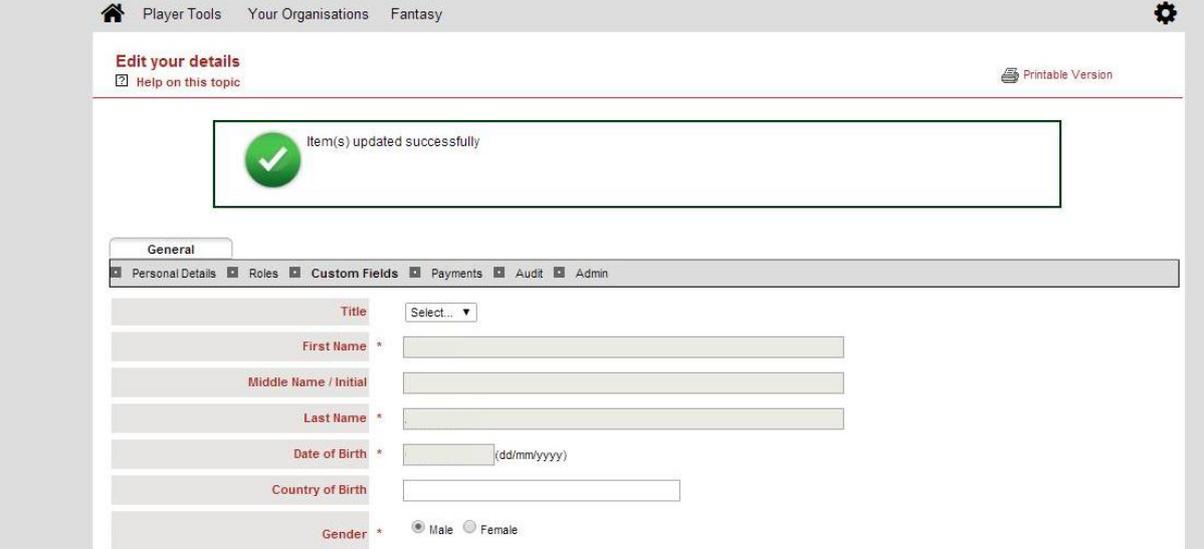
Is the participant from a culturally or linguistically diverse background?
 Yes No

Why do we collect this information?
 Cricket Australia is committed to making cricket accessible to all Australians. Collecting this information about our participants will assist us with the planning and obtaining of funding for our disability, indigenous, CALD and other national programs.

Update

*Denotes a mandatory field. This can be dependent based on the person's roles.
 PDenotes field that is private to this organisation. All other fields are common to any other organisation the record is associated with.

The screen will then update with a green tick to record that your details have been updated.



The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon, "Player Tools", "Your Organisations", and "Fantasy", along with a gear icon for settings. Below this is a header section titled "Edit your details" with a "Help on this topic" link and a "Printable Version" link. A large green checkmark icon is displayed in a box, with the text "Item(s) updated successfully" next to it. Below the message is a tabbed interface with "General" selected. Under "General", there are several tabs: "Personal Details", "Roles", "Custom Fields", "Payments", "Audit", and "Admin". The "Personal Details" tab is active, showing a form with the following fields: "Title" (a dropdown menu with "Select..." visible), "First Name" (a text input field with an asterisk), "Middle Name / Initial" (a text input field), "Last Name" (a text input field with an asterisk), "Date of Birth" (a date input field with a placeholder "(dd/mm/yyyy)" and an asterisk), "Country of Birth" (a text input field), and "Gender" (radio buttons for "Male" and "Female", with "Male" selected and an asterisk).

Step 6:

You are now complete and may log-off.