

BENTLEIGH CRICKET CLUB



ONLINE REGISTRATION & PAYMENT GUIDE FOR JUNIOR PLAYERS AND PARENTS

Note: Milo in2CRICKET registration and payment is a separate process to junior player registration and this guide is not intended to be used for Milo in2CRICKET registrations.

Please see the Milo in2CRICKET link on our website for more information.

JUNIORS AT BCC -> MILO IN2CRICKET

BENTLEIGH CRICKET CLUB INCORPORATED
ARTHUR STREET (PO BOX 220), BENTLEIGH, VICTORIA, 3204

Welcome to online junior registration

In season 2013/14 we introduced online player registration and payments for junior participants. This method has been introduced in response to requests from junior families for an easier way to both re-register and pay season membership fees. Further, it provides members with the flexibility and ease of instantly updating their membership details online.

This guide takes you through the steps required to successfully register and pay your membership fees online. Note that online registration and payment does not replace our junior information day, although it certainly removes much of the paperwork! The junior information day is still a great opportunity to mix with friends, quiz the coaches, have a hit in the nets and enjoy a barbeque.

We encourage you to read this guide in its entirety first, and keep it handy while you register.

Important information icon:



Wherever you see this exclamation icon you should carefully read any instructions. This will ensure a simplified and trouble-free registration process.

If you have any feedback on this guide then please let us know. We both value, and take your feedback seriously.

Cheers,

Michael Foot

Stephen McGinness

Matthew Thorp

Junior Secretary

Junior Coordinator

Secretary

mfoot@tullyriver.com.au

juniors@bentleighcc.com.au

secretary@bentleighcc.com.au

July 2014

Step 1: Visit Bentleigh Cricket Club website

Using your browser, navigate to the Bentleigh Cricket Club website at www.bentleighcc.com.au

To access the *Online Registration* area:

Go to: **Juniors at BCC -> Junior Membership -> Online Registration (See Figure 1)**



Figure 1 – Bentleigh Cricket Club website – Accessing Online Registration



Make sure that your browser is configured to accept cookies otherwise the registration/payment process will fail. See [this link](#) if you need further information, or copy and paste the following link:

<https://mycricketadmin.cricket.com.au/common/pages/admin/help/login.aspx>

The [Frequently Asked Questions](#) page contains FAQ's specific to online registration. *Please read them before commencing registration/payment.*

When you are ready use the link provided to the MyCricket registration site.



← Click on this image (or use the text link provided)

Figure 2 - Initial registration login page



The login page (above) contains two options for registration. Please read the instructions below carefully BEFORE continuing.

- a) **Have you participated in Milo in2CRICKET or played junior cricket for ANY club EVER in Australia?**

If no, click the **Get Started** button in the *New Participants* option above and continue from **Step 2 on page 3**. If yes, continue reading:

- b) **Do you have a Weetbix MyCricket login account and do you know your login details?**

If you have a MyCricket login account and know your login details then enter these via the *Existing Participants* login option, click the **Log in** button, and continue from **Step 2 on page 3**. Or,

- c) **I don't have a MyCricket login account or;**
I'm not sure whether I have a MyCricket account or;
I have a MyCricket account but don't know my login details.

Send an email to the Junior Secretary (see email in introduction) with your name and current email address. We will check your details and either create a MyCricket login account or update your MyCricket record so you can gain access to it. If you also receive an email from Weet-bix MyCricket requesting that you change your login password, ensure you carry out this step *before continuing*.

When you have your login details enter these via the *Existing Participants* login option, click the **Log in** button and continue from **Step 2 on page 3**.



Although you can use the Forgotten your login details or Check if I have a Participant Login account options on the login page, both these options require you to enter either your player ID or email. A password reset email message will be sent to the email address Cricket Australia have on file and this email address could be incorrect (therefore you will never get the email!).

It is far simpler to contact the Junior Secretary first.

Step 2: Selection of Registration Type

Registration Type

You are presented with the *Registration Type* tab (see Figure 3)

If you are registering only an individual junior family member then select the first option (**Junior Registration**).

If this is a subsequent (after the first) junior family member you should select the **Junior Registration – Additional Family Member** option (a saving of \$10).

You should complete a separate registration for each family member.

Registration Type | Personal Details | Review | Payment | Confirmation

Junior Registration Form

Register and/or pay here for Under 12 modified, U12, U14, U16, U17 and U18 Bentleigh junior teams.

Note:

- Complete a separate registration/payment for each player.
- Subsequent family members (after the first) should use the 'Additional Family Member' option below.
- Use the NEXT and PREVIOUS buttons below to navigate. Do not use your browser buttons.

| | |
|----------------------------------|---|
| <input checked="" type="radio"/> | Junior Registration Junior Registration Registration valid from: Jul 1, 2013 to Jun 30, 2014 \$100.00 Registrations close: Jun 30, 2014 |
| <input type="radio"/> | Junior Registration - Additional Family Member Junior Registration - Additional Family Member Registration valid from: Jul 1, 2013 to Jun 30, 2014 \$100.00 \$90.00 Additional Family Member (\$10.00 off) Registrations close: Jun 30, 2014 |

Next >

For any queries please contact Bentleigh [Michael Foot](#)

Figure 3 – Registration Type tab

After selecting a *Registration Type* option select the **Next >** button to continue.

Step 3: Entry of Participant details

Personal Details


You are presented with the *Personal Details* tab.

If you commenced the registration process via the **Existing Participant** login many personal details will already be completed for you. A red asterisk (*) next to field names denote that these fields are mandatory and must be completed before you can continue.

Although most of the details on this tab are self-explanatory, the following fields require further explanation so they are completed correctly:


Participant Contact Details group

Mobile Phone: If the junior player does not have a mobile number then a parent/guardian number should be provided. This mobile number can be the same as the *Fathers or Mothers Mobile Phone* in the Parent/Guardian Details group.

Email Address:  The email used here should be readily accessible as it is the contact email used by the club and Cricket Australia to send communications regarding player registration. This email can be the same as the *Primary Contact Email* in the Parent/Guardian Details group.

School: Select from the list of schools provided. If your school does not appear in the list please select *Other...* and provide the school name.

Participant Background Information group

Date of Birth:  Double-check the participant date of birth as this is used for age group selection and qualification in club and association records.

Next of Kin/Emergency Name & Number: You might decide to provide contact details for someone other than the participant parent/guardian to act in the parent/guardian's interest if they are not available. This can be the same as the *Parent/Guardian Name/Mobile* in the Parent/Guardian Details group.

Current Status – I am a:


Make a selection from the list. If you:

- ➔ have *never played* cricket before for any club (including Milo in2CRICKET) then select **New player (never played)**
- ➔ have played cricket for *another club* but you are new to BCC this season, select **New BCC player (this season)**
- ➔ played for BCC last season, or have come from *BCC Milo cricket* last season then select **Returning BCC player (includes from Milo in2CRICKET)**

Parent/Guardian Contact Details group

Primary Contact

Home:

Work:  Double-check these details as they are used by the club as the primary contact details for the participants' parent/guardian.

Email:

Preferences group

Preferred game day Select your preferred day for playing a game. If you have no particular preference, select the 'No preference' option.

Preferred training day Select your preferred day for team training. If you have no particular preference, select the 'No preference' option.

After completing these details select the **Next >** button to continue.

Step 4: Review of Participant details

Review

You are presented with the *Review* tab.

If you find any errors you can edit the information entered by selecting the *Edit Information* link above the **Participant Contact Details** group

Review the details you have entered and agree to the Cricket Australia disclaimer.

Select the **Next >** button to continue.

Step 5: Payment Method Choices

Payment

You are presented with the **Payment** tab (figure 4).


| REGISTRATION TYPE/PRODUCTS | |
|--|--|
| Junior Registration | \$100.00 |
| Total | \$100.00 |
| Payment Methods | |
| <input type="radio"/> | <p>OFFLINE PAYMENT Cash, Cheque or Bank Transfer - Print offline payment form.</p> <ul style="list-style-type: none"> • Cash: Deliver in person. • Cheque: Send to: Junior Registrar, Bentleigh Cricket Club, PO Box 220, Bentleigh, VIC, 3204 (Cheques should be crossed and made out to 'Bentleigh Cricket Club'). • Bank Transfer: You will be sent an email from MyCricket Support. Use your Participant ID as the payment reference. BSB: 033 034 Account: 453 922 |
| <input checked="" type="radio"/> | <p>ONLINE CREDIT CARD PAYMENT</p> <p>Please enter your credit card details:</p> <div style="text-align: center;">  </div> <p>Name on Card: <input type="text"/></p> <p>Card Type: <input type="text" value="Select..."/></p> <p>Card Number: <input type="text"/></p> <p>Card Verification Number: <input type="text"/> what's this?</p> <p>Expires: <input type="text" value="Select..."/> <input type="text" value="Select..."/></p> <p>Amount to pay: \$100.00 (AUD)</p> |
| <p><input type="button" value=" < Previous"/> <input type="button" value=" Submit and make Payment"/></p> | |

Figure 4 – Payment tab

This tab presents two payment options:

Credit card: Select the *Online Credit Card Payment* option and enter your card details.

Click the **Submit and make Payment** button to process your payment.

Offline: If you do not want to pay online via a credit card then select the **Offline Payment** option. See details next page.

Step 5: Payment Method Choices - continued

Offline Payment

The offline payment method provides online player registration and manual payment via credit card, cash, cheque or bank transfer.

Note: All offline payments require you to print an *Offline Payment Form*. You will be prompted to print this after selecting the *Offline Payment* option and clicking the **Submit** button.

Complete details of the *Offline Payment Form* and include it with your payment.

| If you are paying by | Do this |
|----------------------|--|
| Credit Card | Complete <i>Offline payment form</i> (credit card details) and hand-deliver or post (see details below). |
| Cash | Complete <i>Offline payment form</i> (cash) and deliver in person (please do not send cash in the mail). |
| Cheque | Complete <i>Offline payment form</i> (cheque) and hand-deliver or post (see details below). |
| Bank Transfer | <p>Complete <i>Offline payment form</i>. Note that although the form contains the club BSB and Account details, it does not currently include an option for payment by bank transfer.</p> <p>Please hand write the following details on the <i>Offline payment form</i>:</p> <p>Reference: [Write your participant ID] Amount transferred: Date of Transfer [Date you transferred funds]</p> |

Payment plans (part payments over a period) must be arranged prior to registration via the Junior Coordinator or Junior Secretary.

Complete the online registration process as normal and select the *Offline Payment* option. Complete the *Offline payment form* specifying the agreed part payment amount on the form.

Payment Plan

Payment plans are **always** offline payments.

The second and subsequent part payments are paid direct to the club (do not attempt to pay 2nd and subsequent payments online).

Send all offline payment forms and payment (no cash) to:

Junior Secretary, Bentleigh Cricket Club
 PO Box 220, Bentleigh, VIC, 3204

Cheques should be crossed and made out to 'Bentleigh Cricket Club'