



## HOW TO SEND MATCH SCORECARDS TO THE ADVOCATE AND EXAMINER

The home team is required to email a PDF version of the 1<sup>st</sup> Grade match scorecard to The Advocate and/or Examiner at the end of every match for Greater Northern Cup One-Day matches. This will ensure the scorecards appear in the following day's newspaper.

COMPLETE THESE STEPS ON THE CLUB'S SCORER LAPTOP WHILE CONNECTED TO THE INTERNET.

### **BEFORE YOUR FIRST HOME MATCH**

#### **STEP 1 – ENSURE YOU HAVE ACCESS TO EMAIL ON YOUR SCORER'S LAPTOP**

1. If you have a pre-existing webmail account, such as Gmail, Hotmail or Bigpond – make sure you can login to this account via the Chrome or Internet Explorer browser on your scorer's laptop. You will need to have your username and password available to log in (either memorised or written down).
2. If you don't have a pre-existing webmail account, you can sign up for a free account with Gmail. Open the Chrome or Internet Explorer browser on your scorer's laptop and type <https://www.google.com/gmail/> into the address bar, or type "Gmail" in the search box.
3. Follow the steps to register your new Gmail account. You can either register the email address in your own name, or use something like "devonportccscorer@gmail.com".
4. Make sure you write down, memorise or save your email address and password somewhere. You will need it to log in and email your PDF scorecard to The Advocate or Examiner at the end of the match (or each day's play).

### **AFTER EACH HOME MATCH (OR EACH DAY'S PLAY FOR TWO-DAYERS)**

#### **STEP 3 – PRINT YOUR SCORECARDS TO PDF**

*Score your match as you normally would via Total Cricket Scorer 11.*

*At the end of the match (or each day's play for a Two-Day game), complete the following steps before you close the match in Total Cricket Scorer.*

1. **NEW** - Click on the "Match" tab in the top left hand corner of the screen, then navigate across to the top right of the screen to the "Print" section. Select the "**Print Scorecard**" option in the bottom right corner of the list.

Greenchurch 1st XI v Chapelton 2nd XI - Total C

Match Score Edit Tools Data Help

New Match Delete Import match Download fixture Download fixture Download fixture Reports Print scorebook Preview scorebook  
 Open Unlock Export match Upload match Upload match Upload match Graphics Print linear Preview linear  
 Close Export Cricket Statz Import fixture Import fixture Import fixture Print Setup Print scorecard Print

### Batsmen Scorecard - Greenchurch 1st XI

Batsman	How Out	Bowler	Runs	Balls	Mins	4s	6s	Dots	S/r
L Hatton+		b T Woodyatt	15	13	15	3	0	8	115.38
N Barrett	c T Baker	b R Skelly	0	1	4	0	0	1	0.00
T Anderson	c R Whitehead	b G Powney	57	44	56	6	3	26	129.55
J Taylor	c R Skelly	b K Stevens	15	18	12	3	0	12	83.33
R Howarth*	lbw	b N Drinkwater	65	34	31	4	5	10	191.18
D Bailey		b N Drinkwater	4	5	7	0	0	2	80.00
K Young	not out		2	3	8	0	0	1	66.67
D Neal	c and b	N Drinkwater	0	1	2	0	0	1	0.00
A Dabbs	not out		0	1	3	0	0	1	0.00
M Courtney									
M Veitch									
Extras		5 (0b 3lb 2w 0nb 0pen)							
Total		163 for 7 (20.0 overs)							

2. The scorecard will then appear in a new window. Click on "Print".

Print Preview ✕

**Greenfield Trophy Greenchurch 1st XI v Chapelton 2nd XI**

Friday, July 17 2009 (15:00) at Greenfields

**Chapelton 2nd XI Won By 4 wickets**

Greenchurch 1st XI won toss and decided to bat

**Greenchurch 1st XI**      **Chapelton 2nd XI**

163 for 7 (20.0 overs)    165 for 6 (19.1 overs)

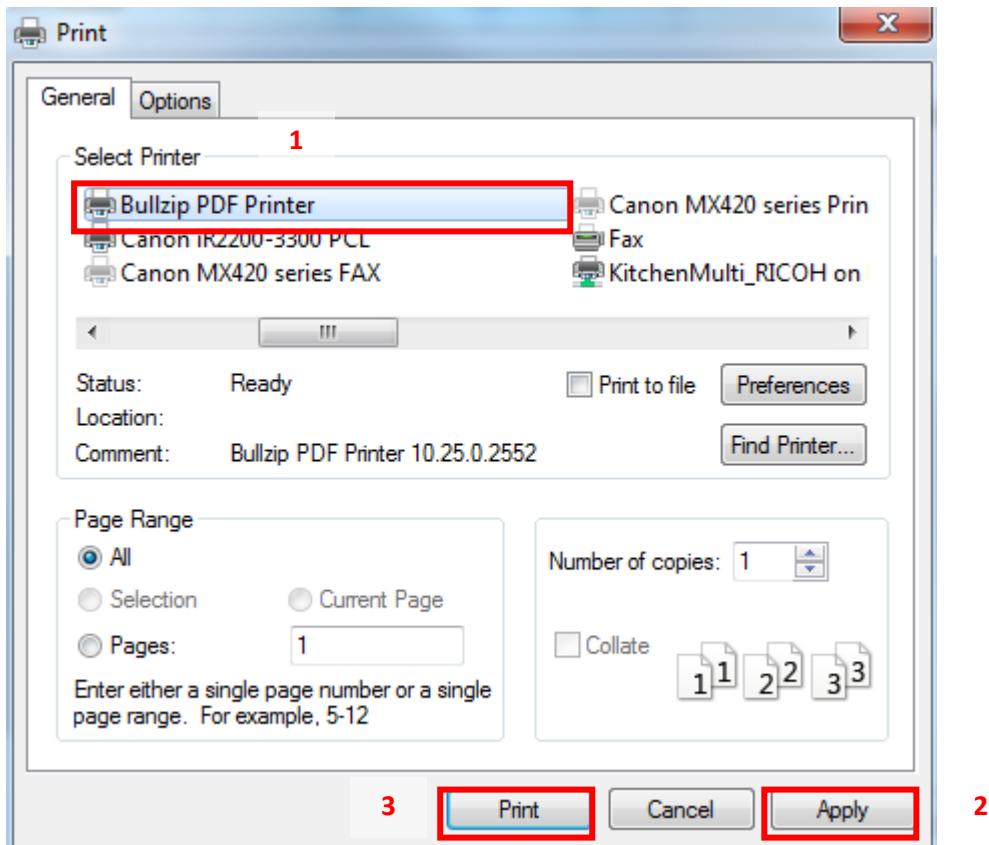
1 Hour, 10 Minutes.      1 Hour, 21 Minutes.

**Greenchurch 1st XI**

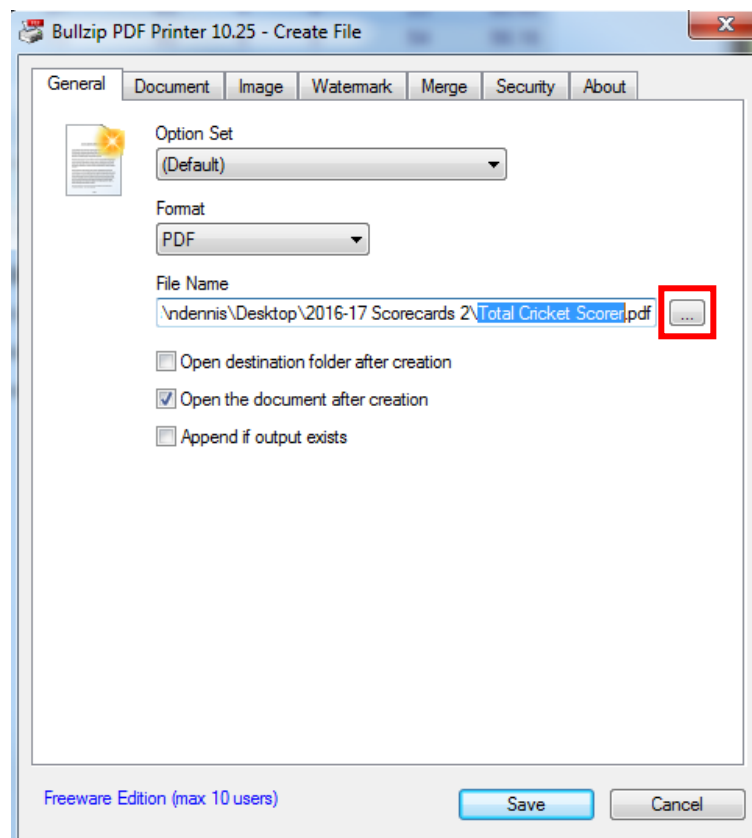
Batsman	Runs	Balls	Mins	4s	6s	Dots	S/r
L Hatton+                      b T Woodyatt	15	13	15	3	0	8	115.38
N Barrett      c T Baker      b R Skelly	0	1	4	0	0	1	0.00
T Anderson      c R Whitehead      b G Powney	57	44	56	6	3	26	129.55

### STEP 3 – PRINT YOUR SCORECARDS TO PDF (continued)

3. In the window that appears, click on “Save to PDF”, “Bullzip PDF Printer”, “Microsoft Print to PDF” or PDF Printer for Windows 7” (depending on which software you installed) to select it, then “Apply”, then “Print”.



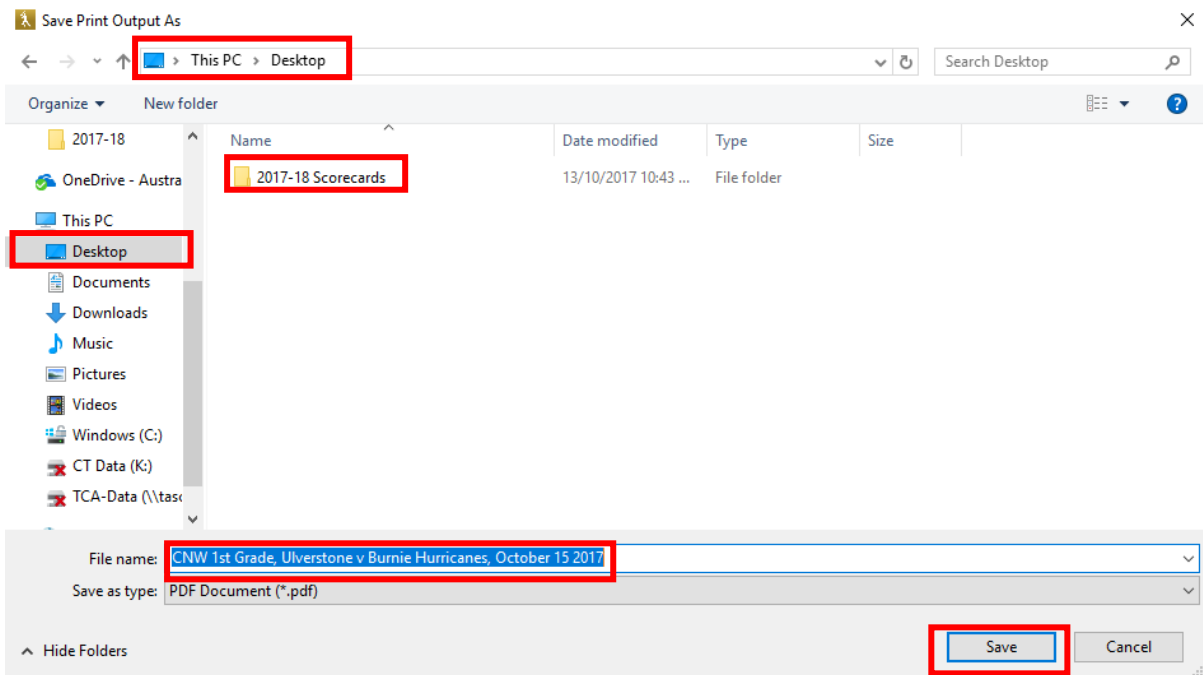
4. In the window that appears you need to select a File Name and destination folder for the scorecard. CNW has created a Desktop folder titled “2018-19 Scorecards” to save our file into. To select this, we need to click on the rectangle next to the “File Name” box.



### STEP 3 – PRINT YOUR SCORECARDS TO PDF (continued)

5. Once you've selected this folder, double click on it to select it as the location to save your scorecard. Now, enter the file name in the appropriate box. Please include the name of the competition, grade, competing teams and the date – for example:

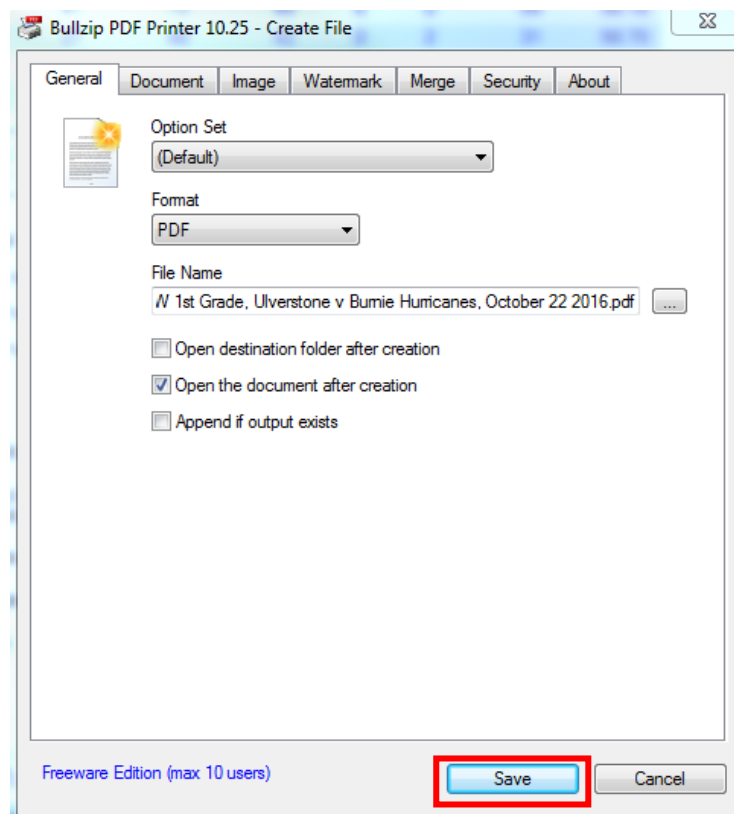
“CNW 1<sup>st</sup> Grade, Ulverstone v Burnie Hurricanes, October 13 2018”



Finally, click on “Save”.

### STEP 3 – PRINT YOUR SCORECARDS TO PDF (continued)

6. In the original window you will now see the new folder and file name. Now, click “Save” to save the file in your folder. *Note this step might not be required if you are using Microsoft Print to PDF or PDF Printer for Windows 7.*



## **AFTER EACH HOME MATCH (OR EACH DAY’S PLAY FOR TWO-DAYERS)**

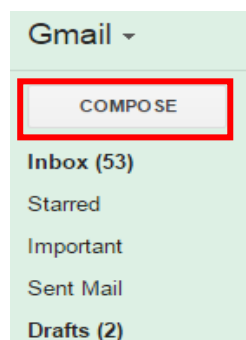
### **STEP 4 – EMAIL YOUR SCORECARD TO THE ADVOCATE OR EXAMINER**

*Now that you have saved your scorecard as a PDF you need to send it to The Advocate and/or Examiner.*

1. Open Internet Explorer or Google Chrome. If you have a Gmail account type <https://www.google.com/gmail/> in your address bar and click enter. Log in using your username and password set up in Step 1.

If you have a different webmail account, go to the applicable website and log in.

2. If you are using Gmail, click on “Compose” to begin writing a new email message. If you are using another program, please click on the applicable button to start writing a new email.



### **STEP 4 – EMAIL YOUR SCORECARD TO THE ADVOCATE OR EXAMINER (continued)**

3. In the “To” field, type [community.tas@fairfaxmedia.com.au](mailto:community.tas@fairfaxmedia.com.au). This is the contributed content email address for both The Advocate and the Examiner.
4. Click on “CC” and type in [ndennis@crickettas.com.au](mailto:ndennis@crickettas.com.au). I’d like you to send me a copy of the scorecards to verify they’ve been submitted (or to re-submit for you if The Advocate or Examiner misplace them).
5. In the “Subject” field type “Scorecard –”, followed by the competing teams and the date. E.g. “Scorecard – GNC Ulverstone v Burnie Hurricanes, 13-10-2018”.
6. In the body of the message, type something simple like:  
  
“Please find attached the match scorecard for today’s Greater Northern Cup 1<sup>st</sup> Grade game between Ulverstone and the Burnie Hurricanes”.
7. Now, attach the scorecard. Click on the paperclip (or select “Attach File” if not using Gmail) to be taken to a window where you can select your PDF scorecard. Double click on “Desktop”, then “2018-19 Scorecards”. Select the applicable scorecard from the current game and click on “Open”. It will now be attached to your email.
8. Click “Send”. You’re all done!

community.tas@fairfaxmedia.com.au, ndennis@crickettas.com.au

Scorecard - Ulverstone v Burnie Hurricanes, 22/10/2016

Hi,

Please find attached the match scorecard for today's CNW 1<sup>st</sup> Grade game between Ulverstone and the Burnie Hurricanes.

CNW 1st Grade, Ulverstone v Burnie Hurricanes,... (79K) ✕

Send



Saved



**YOU NEED TO REPEAT STEPS 3 AND 4 ON EVERY DAY OF EVERY 1<sup>ST</sup> GRADE MATCH.**