

MILO T20 Blast Getting Started Guide – Team Manager

Welcome to MyCricket & MILO T20 Blast

Please take a few minutes to read through this getting started guide, which gives an overview of how to set up MILO T20 Blast team for your Club and how to carry out the key tasks through the MILO T20 Blast Management section.

Accessing Weet-Bix MyCricket

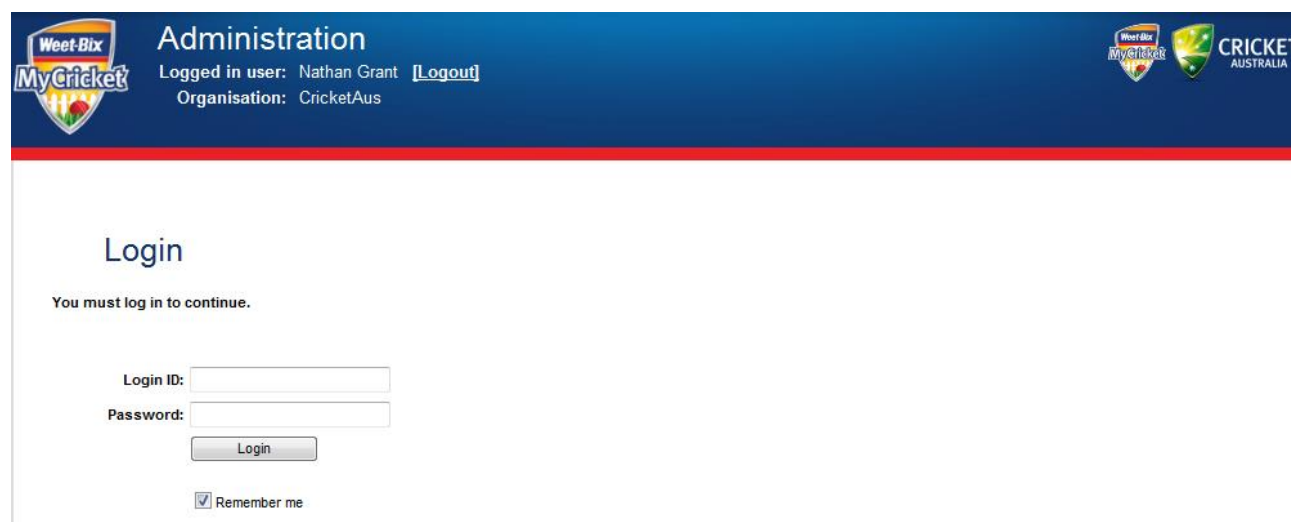
Accessing the MILO T20 Blast Management Section

In order to access the MILO T20 Blast Management section you must be both a registered organisation with your State Association and you must also be set up with login details:

1. If your club/centre is already registered with MyCricket and you do not have any login details, you can be setup with a Login ID by your club's Principal User. Alternatively, you should contact the MILO T20 Blast Helpdesk for assistance on t20blast@cricket.com.au or 1800 274 25 38
2. If your club/centre is running MILO T20 Blast for the first time, contact the MILO T20 Blast Helpdesk and they will be able to get you started.

Logging into MyCricket to access the MILO T20 Blast Management Section

To access the MILO T20 Blast Management Section you must log into MyCricket. Go to <http://mycricketadmin.cricket.com.au> and use your MyCricket login details to access the site.



Administration
Logged in user: Nathan Grant [\[Logout\]](#)
Organisation: CricketAus

MyCricket **CRICKET AUSTRALIA**

Login

You must log in to continue.

Login ID:

Password:

Remember me

1. Once logged in, make sure you have selected the Administration tab.

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2. Click on the Organisation tab.
3. Select the MILO T20 Blast Centre Management button in the drop-down menu.

The screenshot shows the MyCricket Administration interface. At the top, it says 'Administration' and 'Logged in user: Nathan Grant'. Below this is a navigation bar with tabs for 'Teams', 'Administration', and 'Website'. A dropdown menu is open under the 'Organisation' tab, showing options like 'Organisation Details', 'MILO T20 Blast Centre Management', 'Insurance - Registrations', etc. Three callout boxes with arrows point to specific elements: '1. Administration' points to the 'Administration' tab; '2. Organisation' points to the 'Organisation' dropdown menu; '3. MILO T20 Blast Management' points to the 'MILO T20 Blast Centre Management' option in the dropdown.

MILO T20 Blast Centre Management Section

Once you have clicked on MILO T20 Blast Centre Management, it will direct you to the screenshot below.

This screenshot shows the MyCricket Administration page with the 'MILO T20 Blast Centre Management' section highlighted. The page header includes 'Administration' and 'Logged in user: Nathan Grant'. The navigation bar shows 'Teams', 'Administration', and 'Website' tabs. Below the navigation bar, the 'MILO T20 Blast Centre Management' section is visible, containing a title and a link to 'FAQ | Visit t20blast.com.au'.

MILO T20 Blast Centre Management

[FAQ](#) | [Visit t20blast.com.au](http://t20blast.com.au)

The screenshot displays the MILO T20 Blast Centre Management section with a grid of seven buttons for various management tasks: 'Activate your centre', 'Add/edit programs', 'Accreditation course', 'Order coordinator/participant packs', 'Submit bank details', 'View participants', and 'Marketing material'.

Each area of the MILO T20 Blast Centre Management section is covered with a brief description in this Getting Started Guide.

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Set-up your Centre

Step 1 – Edit your Centre

Click on 'Edit your Centre' and fill out the details required.

Administration
Logged in user: Nathan Grant [\[Logout\]](#)
Organisation: CricketAus [\[Return\]](#)
Administering: T12C

Home Organisation People Online Registration Users Resources Mobile Help

MILO T20 Blast - Centre Details

[Back to MILO T20 Blast Centre Management](#)

The following details will appear on the MILO T20 Blast and PlayCricket websites

Contact Person
Who is the best person to contact with queries about this centre?

Name *
Email *
Phone *
Other Phone
Current Coaching Accreditation Level *
Please Select

Registration Sign-On Day
 Will you have a registration or sign-on day for your MILO T20 Blast programs?

Indemnity & Release and Privacy Declaration
 I hereby acknowledge that I, an above named centre coordinator, have read, understood and agree to both the [Indemnity and Release Declaration and Privacy Statement](#) and I am duly authorised to make such a declaration on behalf of the Centre.

Next

Don't forget, you can come back and edit your centre anytime!

Annotations:
- A box labeled "Mandatory fields" points to the Name, Email, and Phone fields.
- A box labeled "Sign-On day details." points to the checkbox for registration or sign-on day.
- A box labeled "Please tick if you are holding a Sign-On day" points to the checkbox for indemnity and release.
- A box labeled "Tick the declaration box" points to the checkbox for indemnity and release.
- A box labeled "Click 'Next' to proceed to next step" points to the Next button.

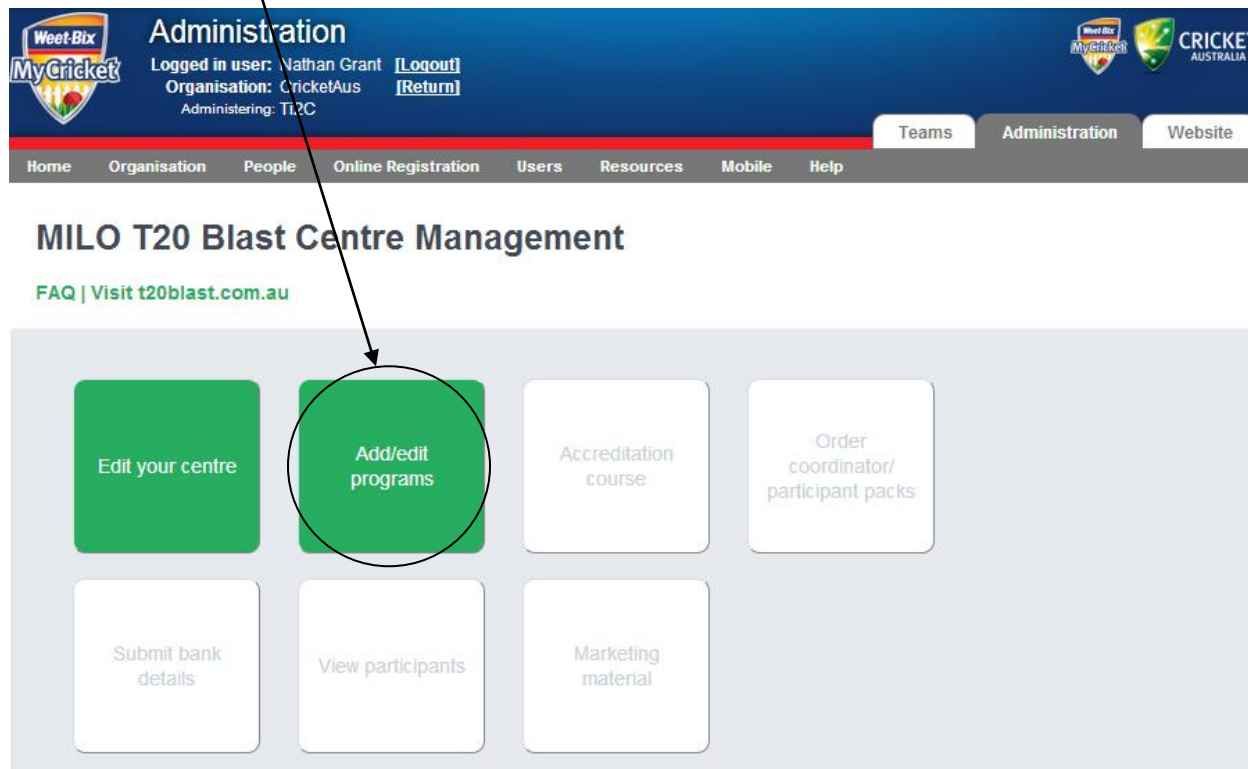
1. Fill out the details for the most appropriate person to contact for your MILO T20 Blast team. This would normally be the team manager or junior coordinators at your club. Please make sure that the details you enter are correct.
2. If you are holding a MILO T20 Blast Sign on day, please fill out the required details; Sign on day information, date, time, venue and any additional instructions.
3. Tick the Indemnity & Release and Privacy Declaration box.
4. Click Next to proceed.

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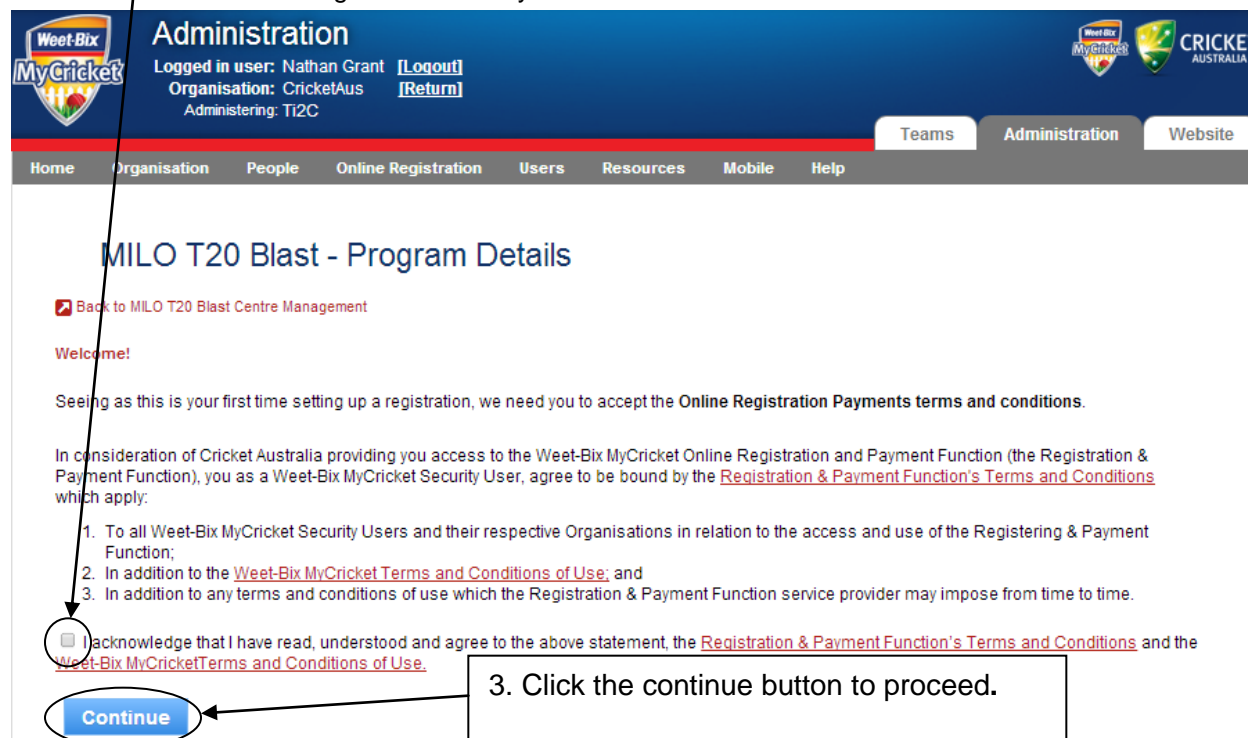
Step 2 – Add/edit programs

You will be redirected back to the MILO T20 Blast Management.

1. Select 'Add/edit programs'.



2. Tick the acknowledgment box that you have read & understood the terms and conditions.



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Payment Options

You will be asked if you are having Online Payments or Offline payments.

MILO T20 Blast - Program Details

[Back to MILO T20 Blast Centre Management](#)

Payment Options

You can accept online payments for this program, which will allow your participants to pay online via credit card when registering.

Benefits of online payments

- Payments are secure and deposited into your nominated bank account.
- Eases volunteer workload and the manual registration, collection of paperwork and payments.
- Improves the accuracy of your member information.
- Reporting tools help you manage your online registrations and reconcile payments.

According to our records, you do not currently have any bank details entered. [submit your bank details here](#)

If you do not have access to this page you will need to request that one of your users with FINANCIAL MANAGER access to do this task.

Would you like to accept online payments?

Note: Taking online payments incurs a service fee of 3.63% + GST per transaction. This includes a standard transaction fee and financial service provider fee

Would you like to offer people an option to pay offline?
What are the instructions for paying offline?

Click this link if your club hasn't input bank details previously. You will be redirected to a new page to enter these bank details.

Please tick this box if you are taking Online Payments.

Please tick this box if you are taking Offline Payments (cash, cheque)
Instructions for Offline Payments.

Note: You will see the benefits of Online Payments listed above. Should you have any questions around Online payments please contact the MILO T20 Blast Helpdesk.

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Program Details

The details you enter can be viewed by the public when registering with your MILO T20 Blast Team

1. You will have the option to enter all the details for your Team in this section. These options will include:

Program Description
What would you like the description to say, to encourage people to sign up? This description will appear on top of your registration form when a participant is registering.

Contact Person
Who is the best person to contact with queries about this program?

Program Details

Where's the program venue?
How much is the program?

Dates and Times
Leave these blank if you are unsure, and they will show as "TBC". You can come back anytime and add them in.
What's the program start and end time?

Activate Program
 Would you like the program to be active now?

Notes Box
The below notes will appear on your club details page.

Finish
Don't forget you can come back and edit your program(s) anytime.

Callout Boxes:

- Brief description of has the program has to offer.
- Best person to contact in regards to MILO T20 Blast.
- Program Venue & Program Price (RRP \$99).
- Program start & finish times.
- Start & finish dates for your program.
- If there will be a break in your program e.g. Christmas holidays.
- Make sure the 'Activate Program' box is ticked.
- Click on the 'Finish' button. Note: You can always come back and change your program details.

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MILO T20 Blast Management

You will notice that when you click back into the MILO T20 Blast Management that all the other options will be green and can now be accessed.

The screenshot displays the 'Administration' section of the MILO T20 Blast Centre Management interface. The top navigation bar includes 'Home', 'Organisation', 'People', 'Online Registration', 'Users', 'Resources', 'Mobile', and 'Help'. The 'Administration' tab is selected. The main content area features a grid of seven green buttons for various management tasks: 'Edit your centre', 'Add/edit programs', 'Accreditation course', 'Order coordinator/participant packs', 'Submit bank details', 'View participants', and 'Marketing material'. A link for 'FAQ | Visit t20blast.com.au' is also visible.

Accreditation Course: A great course that all MILO T20 Blast Deliverers should complete before they start running their program.

Order coordinator/participant packs: You will first order your team manager packs, then you will be able to order the participant packs. You will be able to make more than one order for participant packs.

Note: See the 'Order Management Section FAQ' guide within this section for how to order your coordinator/participant packs.

Submit bank details: Here you can enter the banking details of where parents can pay for the program. Note that only a club user set us as Financial Manager can submit these details. Refer to page 8 on how to submit bank details.

View Participants: In this section you can view all participants how have registered for the season. You can also view participants from the previous season also.

Marketing Material: Download MILO T20 Blast flyers and posters to use as promotional material for your Team.

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Submit bank details

Note: You can set up your bank details two ways.

Option 1: In the 'Add/edit programs' section under Payment Options when entering your program details, you can click on [submit your bank details here](#) (this will open up a new window).

Option 2: By clicking the 'Submit bank details' on the Home page of MILO T20 Blast Management.

Banking Details

*Denotes a mandatory field

Bank Details

Account Name * Bank *
BSB * Account Number *
ABN * AIA
Registered For GST? * Yes No

Enter the most suitable bank details that parents will be paying in to.

Contacts

Primary

Name *
Position
Contact Number
Email Address *

Secondary

Name *
Position
Contact Number
Email Address

Mandatory details that need to be filled out.

Submit Bank Details Back to Online Registrations and Payments

Once all these details are filled out you can click on 'Submit Bank Details' to complete this process.

Note: If you went **Option 1**, you will need to close this window once you have clicked on 'Submit Bank Details'.

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MILO T20 Blast Helpdesk

If you need any assistance, you can contact the MILO T20 Blast Helpdesk via email t20blast@cricket.com.au or 1800 274 25 38 and the team will assist you as soon as they can.