

HOW TO COMPLETE THE ONLINE UMPIRE'S REPORT

1. Click on the Log In button of the Umpires Portal on the Home Page of the League website www.birminghamleague.org
2. Enter Username and Password confirmed to you by the League
3. Go to the relevant Match Report next to your name
4. Summary Tab will appear
5. Select one of the four options from the Box entitled Match Status
6. Whichever option you select, you must complete all the Tabs that appear at the top of the page
7. If you select the third or fourth option, only the Toss & Facilities and Discipline Tabs will appear
8. Click on Toss & Facilities Tab
9. Complete all Boxes
10. Click on Save Button
11. Form successfully completed will appear in red at the top of the page
12. Click on Over Rate Tab (55 over games only)
13. Complete all Boxes
14. Click on Save Button
15. Form successfully completed will appear in red at the top of the page
16. Click on Pitch & Outfield Tab
17. Complete all Boxes
18. If you select No for either of the last two boxes regarding covering arrangements or DLS, a drop-down report box will appear enabling you to add further comments
18. Click on Save Button
19. Form successfully completed will appear in red at the top of the page
20. Click on Fair Play Tab
21. Complete all Boxes
22. Click on Save Button
23. Form successfully completed will appear in red at the top of the page
24. Click on Discipline Tab
25. Select Yes or No
26. Complete drop-down report box if you have selected Yes
27. Click on Save Button
28. Form successfully completed will appear in red at the top of the page
29. Go back and click on Summary Tab
30. Check that all boxes apart from the top one are Completed
31. If any of the boxes show Live return to the appropriate Tab and complete
32. Click on Save before you leave each page.
33. Click on Close Modal Form in top right hand corner and this will return you to the list of fixtures
34. Status of the relevant Match Report next to the fixture will now read Completed
35. All reports should be completed by 5pm on Monday each week