HOW TO COMPLETE THE ONLINE CAPTAIN'S REPORT

1. Click on the Log In button of the Captains Portal on the Home Page of the League website www.birminghamleague.org
2. Enter Username and Password confirmed to you by the League
3. Captains must enter details for every match, Home and Away
4. Go to the relevant Match Report next to your name
5. Status will read Live
6. Click on Report
7. Summary Tab will appear
8. Select one of the four options from the Box entitled Match Status
9. Whichever option you select, you must complete all the Tabs that appear at the top of the page
10. If you select the fourth option, only the Comments Tab will appear
11. Click on Umpires Tab
12. Complete all boxes with scores for each Umpire using the Guidelines for Assessing Umpires available to download from the League website
13. Click on Save Button
14. Form successfully completed will appear in red at the top of the page
15. Click on Pitch & Outfield Tab
16. Complete all Boxes with scores for each category using the Guidelines for Marking Pitches and Guidelines for Marking Outfields available to download from the League website
17. Click on Save Button
18. Form successfully completed will appear in red at the top of the page
19. Click on Comments Tab
20. Select Yes or No
21. If you select Yes, a drop-down report box will appear for you to complete
22. Click on Save Button
23. Form successfully completed in red will appear at the top of the page
24. Go back and click on Summary Tab
25. Check that all boxes are Completed
26. If any of the boxes show Live return to the appropriate Tab and complete
27. Click on Save before you leave each page.
28. Click on Close Modal Form in top right hand corner and this will return you to the list of fixtures
29. Status of the relevant Match Report next to the fixture will now read Completed
30. All reports should be completed by 5pm on Monday each week