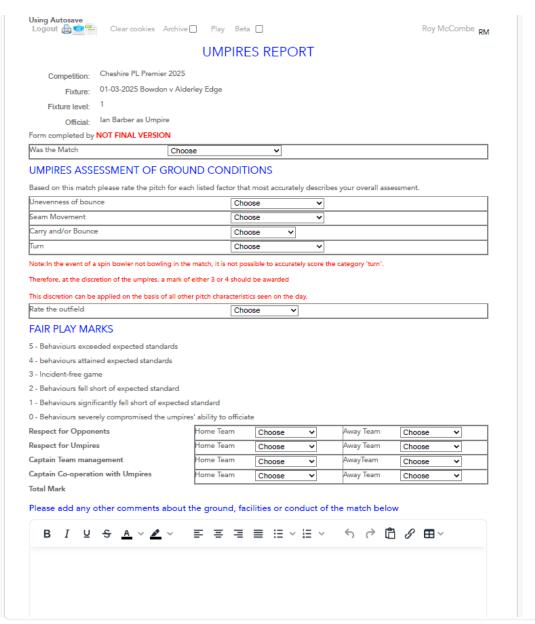
Completing Match Reports on WTU

- Once the match has been completed discuss, and agree, with your colleague fair play, pitch, ground and facility markings. These will be required to populate the match report together with free text information on start and finish times including any additional time allowances granted in Premier W/L/D matches, scorer presence, and any comments you wish to make concerning discipline, hospitality etc. Agree which one of you will submit the report. Only one umpire should submit the match report.
- Sign in to your WTU account. You will not be permitted to complete the match report until Sunday. <u>All reports must be completed by midnight Tuesday</u> <u>following your match the previous Saturday.</u>
- You will note that you will have a new tab 'Reports' in your start menu
- Click on the report and this should take you to the fixture you have just completed. You will note that there is a red cricket ball displayed against your name for your fixture. Click on this ball and it will take you to the match report template shown below.
- Completion of the report involves selection from drop-down menus using the guidance notes issued on Fair Play, Pitch and Facilities markings. For 'Was the match' use non applicable unless the match meets any of the drop-down criteria. Don't forget to populate the free text box with notes concerning missing scorers, time allowances (see above), hospitality etc. If you are submitting a Disciplinary Report, please use the form in the starter pack or email the facts direct to the Disciplinary Officer. You may record that you have issued a disciplinary report in the free text box but doing so does not fulfil the GCR requirements and will nullify the process.
- Once you are happy with the content of the report don't forget to tick the box Final Version before submitting your report.



SCORER & UMPIRE FACILITIES

Umpire facilities	Choose
Scorer facilities	Choose

You may save the report as a draft and return later for additional editing. To do this, click the SAVE button below (disc with green tick) without ticking Final Version. To continue editing, follow the same procedure as you used for getting to this stage.

Final version: (no more updates)

IMPORTANT: You only need to single click the Save icon below. Please do not double-click.