

BJCC PlayHQ Scoring Quick Guide

How to start, score and finish a game

A simple match-day guide for BJCC team managers and parent scorers. Use this with the current PlayHQ instructions, BJCC advice and competition rules.

Before You Start

- Use a laptop or tablet where possible, preferably in Google Chrome.
- Charge the device and bring a charger or battery pack.
- Use reliable internet if you want live scores to update.
- Make sure the scorer has PlayHQ e-scoring access before match day.
- Check the team line-up in My Teams before the game. Line-ups may need to be selected for each match.
- Have a scorebook, pencil or backup notes available if required.
- Confirm the scorer, umpire and parent helpers before players arrive.

How To Start Scoring

1. Go to <https://ca.score.playhq.com> and log in with e-scoring access.
2. Search for the venue exactly as it appears in the fixture.
3. Select the match date and create the four-digit session PIN.
4. Select Start Session, then choose the correct day, ground and match.
5. Confirm or update both team line-ups. Add approved fill-ins if required.
6. Enter the toss result and whether the toss winner will bat or bowl.
7. Select the opening batters, mark the striker, and select the opening bowler.
8. Select Start Innings.

How To Score During The Game

Situation	What to do
Dot ball or runs	Select Dot Ball or the number of runs. Check the highlighted striker first.
Extras	Use Extras for wides, no balls, byes, leg byes or penalty runs. For no ball plus runs off the bat, enter the bat runs only.
Wicket	Select Wicket, confirm batter out, dismissal type, fielder if needed, whether batters crossed, then select the new batter.
End over	Check the over summary, select End Over, then select the new bowler. Use Add Event if an extra ball is needed.
Change player	Use Switch Strike Batter, Retire Not Out or Change Bowler when needed.
Mistake	Use Undo for the last ball. For older balls, use the event log three-dot menu and Replace Event.

How To Finish An Innings Or Game

1. The app may automatically end an innings when overs, wickets or the target is reached.
2. To end an innings manually, select Actions, then End Innings.
3. For the next innings, select the new batters and bowler, then Start Innings.
4. For breaks, use Actions, then Break. Select Resume when play restarts.
5. At game end, check the final score with the other scorer before submitting.
6. Review the scorecard and make corrections if needed.
7. Select Submit Game Result, enter the session PIN and confirm.
8. If offline, reconnect to the internet and wait for syncing. Do not select End Session while red sync errors remain.
9. When all games have synced and results are submitted, select End Session.

After The Game

- Use My Teams to review or edit a game result or scorecard only if required.
- Edits may only be available during the time window set by the association.
- If the score is locked or wrong, contact the club or association administrator.
- Keep a screenshot, photo or scorebook record until the result is confirmed.

Quick Reminders

- Only the primary scoring device syncs live scores.
- If changing devices, get the first device online before taking over where possible.
- Avoid editing teams in My Teams or PlayHQ Admin while the match is in progress.
- Check striker, bowler and over count regularly.
- Pause and check rather than entering several balls incorrectly.

When in doubt: stop, check the score with the opposition scorer, and ask the coach, manager or umpire before entering more deliveries.