

MILO in2CRICKET CENTRE REGISTRATION

1) **ACTIVATING YOUR MILO in2CRICKET CENTRE ON MYCRICKET**

- Go to MyCricket - www.mycricket.cricket.com.au
- Log on
(If you don't have a user ID, please contact your club administrator who will be able to issue you one)
- MODE: ORGANISATION (located on the right hand side of screen)
- MENU: Organisation › MILO in2CRICKET Centre Management.
- A new screen will appear and this is where ALL your in2CRICKET work will be done.
- Activate your centre by clicking on 'Activate or Update Centre Details' this will then take you to a page where you fill in the details of your program
- Click Update
- Your Centre status will then turn green and your centre is now Active

Please note:

If you cannot see the MILO in2CRICKET Centre Management option under Organisation, please contact Simon Allison

2) **ORDER MANAGEMENT SYSTEM (OMS)**

- Within the MILO in2CRICKET Centre Management window (see above) do the following:
- Click 'Order Coordinator & Participant Packs' button located under the 'Activate or Update Centre Details' button
- A new window will open up and you will automatically be logged into the OMS
- Click ORDERS › NEW ORDER
- Place your centre's order (Coordinator and Participant packs only)

Please note:

- Placing orders online can only be done once the centre has been activated (see above "Activating your Centre on MyCricket" for details on how to activate your centre).
- Coordinator packs must be ordered first. Participant packs cannot be ordered until the coordinator pack order has been placed.
- A physical address must be specified. Deliveries cannot be made to PO Box numbers.
- For equipment other than coordinator and participant packs, please refer to the Summit Sport equipment catalogue, this additional equipment can be ordered direct from Summit Sport.

AFTER THE ORDER HAS BEEN PLACED:

- A notification of the order will be sent to the WACA in2CRICKET coordinator
- The WACA in2CRICKET coordinator will then send payment advice to the centre contact via email. This includes the OMS order number, the amount payable and payment options.
- Once payment has been received the order will be approved and despatched from the supplier direct to the address specified in the order form.



Please note that **NO** order will be approved until payment **IN FULL** has been received by the WACA.

If you have problems with any of the steps outlined above, please see the Support and FAQ section of MyCricket. Full user guides are downloadable from this site.

Alternatively you can contact your State in2CRICKET Coordinator, Simon Allison on (08) 9265 7218