Match Reports

Introduction

Quick Answer

- To add a match report, login to your Club Control Panel.
- Click the Teams tab.
- Select the team you wish to add a match report for.
- Click Fixtures & Results.
- Select the fixture you wish to add the match report for and click Edit Fixture.
- Click Add Match Report.

In this guide, you will learn how to post a match report, attach videos or photo albums, and complete player and match statistics.

Increase Traffic

Match reports are the most important part of a club website and generate the highest amount of traffic, with visitors returning to your club website on a weekly basis.

To make your website successful, it is essential that a match report is written after every game. We recommend all Team Admins post a match report within 24-hours of the fixture being completed, in order to maximise website traffic.

Even if you can only manage a few sentences, the impact on traffic numbers will be huge!

Uploading a Match Report





Access your Club Control Panel and click the 'Teams' tab, then select the team you wish to add a match report for from the left-hand menu.

Select 'Fixtures & Results' from the sub-menu that appears on the left-hand menu, then find the relevant fixture and click the blue 'Edit fixture' link on the right-hand side.





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Availability		Fixtur	es & Res	ults													View Fiz	xtures &	Results
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		2. A	FC Telford Ur	nited	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Scroll down to the 'Match Report' sub-section within that 'Edit Fixture' page. If a match report has already been posted, the content will be shown here for you to edit.

If no match report has been added, click the grey 'Add Match Report' button in the centre of the page.

Match Report	
	No match report has been added for this fixture yet.
	Add Match Report
Final Score	
Worksop Tov	vn 2 2 Boston United Add penalties
Attendan Walkover winne	
Not	

Several fields will now appear in which you can add the match report details and content.

Title*				
Tagline*				Ø Support About Match Repor More help ^Ø
Main Image	AL AT	Use the selected stock ima	ge, or <mark>click here to choose</mark>	your

Photo Album	E Select an album	
	Select videos v BISAA EE SOUR EE E K Preview	0

Each match report should include the following:

- A title a snappy headline to attract attention (e.g. 'Great win away from home').
- A tagline normally the first sentence of the match report. (e.g. 'Town make it five straight wins with a 3-1 victory over United').
- **A main image** this will be the image at the top of the match report and should be an image from the game. If this is not possible, use a previous team photo.
- A photo album a collection of photos from the game.
- A video a video from the game, perhaps a goal or try.

Finally write the main copy of the match report, normally 200 to 400 words.

Once completed, scroll to the bottom of the page and click the green 'Save' button.

Match Videos & Photo Albums

Uploading a match photo album

To attach a photo album, access your Club Control Panel and click the 'Teams' tab, then click your team's name followed by 'Fixtures & Results' from the left-hand menu.

Locate the fixture and click the 'Edit fixture' link on the right-hand side of the page.

Scroll down the page to the 'Match Report' area. If a match report has already been uploaded, it will be displayed here. If not, click the grey 'Add Match Report' button.

In the 'Photo Album' field, click the grey 'Select an album' button.

Fixture Info Selection Stati	stics Report Final Score	Contact Players & Parents	View Match Centre	Save
	Match Report			
	Tiske			

Tagline*		Support About Match Reports More help
Main Image	Use the selected stock image, or click here to choose your own.	
Photo Album	Select an album	
Videos	Select videos v	
Report*		0

In the overlay, select the album you would like to attach to your match report.

Fixture Info Selection	Statistics Report Final Score		Contact Players & Parents	View Match Centre Save
	Select an album	Edit	my albums Create an albun	
	Boston United Football Club Albums	Your Albums		ort
	Showing albums currently shared with Boston	United Football Club.		ch Reports
	Cancel			
	Videos Select videos			
	Report* B I S A, A			

To change or remove the album, hover over the grey spanner icon and click either the 'Change' or 'Remove' link from the dropdown.

Fixture Info Selection Statistics Report Final	Score	Contact Players & Parents	View Match Centre Save
Match Report			× Delete match report
Title*	First Team v Curzon Ashton		
Tagline*			Support About Match Reports More help D
Main Image Photo Album	Add Image		

Change		
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Videos	Select videos 🔹	
Report*		

Once you have made any additions or changes to your match report, click the green 'Save' button at the top of the page to confirm these changes.

Please Note

• To attached a photo album to a match report, it MUST be shared publicly with the club's website.

Uploading a match video

To attach a video, access your Club Control Panel and click the 'Teams' tab, then click your team's name followed by 'Fixtures & Results' from the left-hand menu.

Locate the fixture and click the 'Edit fixture' link on the right-hand side of the page.

Scroll down the page to the 'Match Report' area. If a match report has already been uploaded, it will be displayed here. If not, click the grey 'Add Match Report' button.

Fixture Info Selection Statistic	s Report Final Score		Contact Players & Parents	View Match Centre	Save
	Match Report				
		No match report has been ad			
	Final Score				

On the 'Videos' field, click into the 'Select videos' drop-down and tick the video(s) you would like attach to your match report.

Fixture Info Selection Statistics Report Final Score	Contact Players & Parents	View Match Centre	Save
Match Report		× Delete m	atch report
Title* First Team v Curzon Ashton			

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Videos Report*		0

Then click out of the drop-down menu to confirm this.

To remove a video, simply un-tick it in the drop-down.

Once you have made any additions or changes to your match report, click the green 'Save' button at the top of the page.

Match Statistics

Please Note

- In order to enter match statistics for a fixture, you will need to ensure you have added your team selection.
- For more information on adding a team selection, please click here.

Uploading Match Statistics

To add match statistics, access your Club Control Panel and click the 'Teams' tab, then click your team's name followed by 'Fixtures & Results' from the left-hand menu.

	on United Fo						Need	d some help? Vis	it the Help Centre
a Dashboard	∅ Site Conte ¹⁹ 	≡Teams	보 Membership	Payments	Q Communication	⊮ Performance		ூ Packages	🌣 Settings
Teams Overview	•		& Results				See	• ason: 2015/2016	Add Fixtures
Availability First Team		Showing 2015/20	16 fixtures from July 1	st 2015 to June 30th	2016. Edit seasons.		Sea		3

Under-21s	August 2015		Friendly	1.2	a - Edit firture -
Archived Player Profiles	H Tue 28th 7:30pm	Sunderland U21s	Friendly	0-5 L	K T Edit fixture »
Competitions	H Sat 25th 3:00pm	Lincoln City	Cup	0-0 L	Edit fixture »
The Team League Tables	H Wed 22nd 7:00pm	Nottingham Forest U21s	Friendly	4-1 W	K T Edit fixture »
Fixtures & Results	H Sat 18th 3:00pm	King's Lynn Town	Friendly	1-1 D	Edit fixture »
Team Information	A Tue 14th 7:45pm	Rossington Main	Friendly	2-2 D	K T Edit fixture x
-irst i eam	A Sat 11th 3:00pm	Boston Town	Friendly	1-6 W	K T Edit fixture

Locate the relevant fixture and click the blue 'Edit Fixture' link on the right-hand side of the page.

Boston United F				Need some help? Vis	sit the Help Centr
移 Dashboard グ Site Conte	9) = Teams & Membersh ⁹⁶⁾	Payments O Communication	n 🗠 Performance	♥ Packages	Settings
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First Team	July 2015				
First Team	A Sat 11th 3:00pm Boston T	own Frie	ndly 1-6	w 🔹 🔹	Edit fixture »
Team Information	A Tue 14th 7:45pm Rossingt	on Main Frie	ndly 2-2	D	Edit fixture »
Fixtures & Results	H Sat 18th 3:00pm King's Ly	nn Town Frie	ndly 1-1	D	Edit fixture »
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Competitions					
Archived Player Profiles	H Tue 28th 7:30pm Sunderla	nd U21s Frie	ndly 0 - 5	<u>د</u> ب	Edit fixture »
Under-21s	August 2015				
	II Sat 1at 2:00mm Original	-	ndlu 1_3	1 a .	Edit fistura

Scroll down to the 'Statistics' area where you can add your match statistics for the fixture.

Fixture Info Selection Statistic	s Report Final	Score	ontact Players & Parents	View Match Centre Sav
	SUB Select pla	iyer		
	SUB Select pla	ayer		
	SUB Select pla	ıyer		
	Statistics		Record live s	tatistics 🛛 Download Team Manage
	2 periods (2 x 45 mir	utes) Edit		
	Add a statistic	00 minutes V Sub On	▼ Player	▼ Add
	Match Report			× Delete match rep
	• Title*	Rossington Main 2-2 Boston United		
	Tagline*	Jamie McGhee and Jay Rollins were on target as Boston United	tudoo.	Support

Enter the number of minutes played, select the event (such as Goal, Foul or Sub Off), then choose the player and click

the grey 'Add' button.

Fixture Info Selection Statistics	Report Final S	core		Contact Players & Par	rents View Match Centre Save
	SUB Select play	yer			
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	atistics Priods (2 x 45 minu		16)(ord live statistics D Download Team Manager App
Ма	Add a statistic	00 minutes	v Sub On	v Player	▼ Add × Delete match report
	Title*	Rossington Main 2-2 B	oston United		
	Tagline*		y Rollins were on target as Bos 2-2 draw at Rossington Main o		Support About Match Reports More beln

Repeat the process for the remaining events (statistics), then click the green 'Save' button at the top of the page.

Match Scorecards (Cricket)

In order to enter a full match scorecard for a fixture, you will need to ensure you have added your team selection as well as the opposition's team sheet.

For more information on adding a team selection, please click here.

Adding a match scorecard

To add a match scorecard, access your Club Control Panel and click the 'Teams' tab, then click your team's name followed by 'Fixtures & Results' from the left-hand menu.

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	n Cricket Clu w.uptoncricketclub.						Ne	eed some help? Vis	it the Help Centre
& Dashboard	Ø Site Conten	≡Teams	보 Membership	📼 Payments	♀ Communication	⊯ Performance		♥ Packages	Settings
Teams Overview	•		& Results		mber 12th 2015. Edit seas	ions.	S	Geason: 2015 seas	Add Fixtures
Availability Senior Ist XI		April 2015		nds CC, Cheshire - 1:		149/6 - 14	8 L	× •	Edit fixture »
Team Information		U Wed 22nd	6-16nm M		Eriandlu		c		Edit fixture »

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Fixtures & Results	H Sat 25th 1:00pm	Stockport CC - 1st XI	League 188/6	- 269/5 D	Edit fixture »
The Team					
League Tables	May 2015				
Competitions	A Sat 2nd 1:00pm	Mobberley CC - 1st XI	League	7/1-0/0 A	K T Edit fixture »
2nd XI	H Sat 9th 1:00pm	Irby CC - 1st XI	League	145 - 80 W	Edit fixture »
3rd XI	H Sun 10th 1:30pm	Barrow CC	Cup 1	68 - 116 W	Edit fixture »
4th XI	A Cat 16th 1:00am		00.10	/0_100	2 . Edit fivtura .

Locate the relevant fixture and click the 'Edit Fixture' link on the right-hand side of the page.

Scroll down the page to the 'Scorecard' area where you can add statistics for the fixture.

Scorecard			[× Dele	te scorecar
Upton CC, Cheshire XI Batting	- 1st	R	В	4s	6s S
J Williams	Did Not Bat	0	0	0	0
R Cowderoy	Did Not Bat	0	0	0	0
C Stowell-smith	Did Not Bat	0	0	0	0
B Cant	Did Not Bat	0	0	0	0
M Ingram	Did Not Bat	0	0	0	0
D Warburton	Did Not Bat	0	0	0	0
M Smith	Did Not Bat	0	0	0	0
A Roberts	Did Not Bat	0	0	0	0
D Williams	Did Not Bat	0	0	0	0
R Battersby	Did Not Bat 🔹	0	0	0	0
L Sundve	Did Not Bat	0	0	0	0

Complete the batting scorecard for the innings, selecting if and how the batters were dismissed and by which player from the fielding team, then enter the batters' runs, and other statistics.

Fixture Info Selection	Scorecard Report					Cont	act I	Players & Parents	View I	Match C	Centre	Sa	ve
	Scorecard									[× Dele	te score	ca
	Upton CC, Cheshire XI Batting	- 1st							R	В	4s	бs	
	J Williams	Caught	▼ .	ct	Select Fielder	dm) ▼	b	Select	0	0	0	0]
	R Cowderoy	Did Not Bat	T						0	0	0	0	
	C Stowell-smith	Did Not Bat							0	0	0	0	
	B Cant	Did Not Bat							0	0	0	0	
	M Ingram	Did Not Bat	•						0	0	0	0	
	D Warburton	Did Not Bat	•						0	0	0	0	
	M Smith	Did Not Bat	•						0	0	0	0	
	A Roberts	Did Not Bat	•						0	0	0	0	
	D Williams	Did Not Bat	•						0	0	0	0	
	R Battersby	Did Not Bat	•						0	0	0	0	
	L Sundve	Did Not Bat	v						0	0	0	0	

The strike rate is automatically calculated from the number of balls faced by the batter and the number of runs scored.

To complete the batting scorecard,	enter the number of extras s	cored durina the inninas.
		general second s

A Roberts	Caught	▼ ct	Select Fielder		b	Select	•	12	56	0	0	21.4
D Williams	Caught	▼ ct	Select Fielder	*	b	Select	•	67	78	0	0	85.
R Battersby	Bowled	v b	Select Bowler		5	Select		5	6	0	0	83
L Sundve	Not Out	•	ocicer bowier					0	1	0	0	
		в	O LB O	W 0		NB 0 P	0	0				
Extras												
Total		- []	-					378 (0	runs pei	r over)		
	st XI Bowling		·	aidens Selecte		Runs Wick	kets	378 (0 Wides		r over) Balls	Econo	omy
Total	-		Overs Ma			Runs Wick	xets			Balls		omy

Next, add in the bowling statistics for the innings. Click into the 'Select Bowler' drop-down and select the bowler, then enter the number of overs, maidens, runs, wickets, wides, and no balls for that bowler.

ixture Info Selection Se	corecard Report			Co	ntact Pla	ayers & P	arents	View	Match Centre	e Sav
	Extras	L	B 0 LB	0 W	0 N	VB 0	P 0	0		
	Total		B U LB	0 0					uns per over)	
									ine per eren)	
	Congleton CC - 1st XI Bo	wling Ove	rs Maidens	s Run	S	Wicket	S	Wides	No Balls	Economy
	Select Bowler ,hm	w.								
	Upton CC, Cheshire - 1st	XI FOW							Not Out Runs	Partne
			Select	Batsman not	out				Not Out Runs	Partne
	Upton CC, Cheshire - 1st		Select	Batsman not	out	Ţ		R		Partne 4s 6s
	Upton CC, Cheshire - 1st		Select	Batsman not	out	Ţ				4s 6s
	Upton CC, Cheshire - 1st	put v		Batsman not	out	Ţ		R	B	0

The bowler's economy is automatically calculated from the number of runs conceded by the bowler and the number of overs bowled.

Additionally, you can add in the batting team's fall of wickets. Enter the total number of runs scored at the fall of the

wicket, specify which batter was out, which batter was not out, and enter the total number of runs scored by the not out batter.

ection Scorecard Report				Contact	Players & Pa	rents	View M	Match Ce	entre	Sav
Extras		В 0	LB 0	W 0	NB 0	P 0	0			
Total							0 (0 rur	ns per ov	/er)	
Congleton (CC - 1st XI Bowling	Overs	Maidens	Runs	Wickets	W	Vides	No Ba	lls E	Economy
Select Bowler										
Upton CC, C	cheshire - 1st XI FOW						N	ot Out Ri	uns	Partner
	Select Batsman out	¥	Select Batsr	man not out	•		N	ot Out Ri	uns	Partner
	Select Batsman out 🔚	Y	Select Batsr	nan not out	. .		R	ot Out Ri	uns 4s	Partner: 6s
Congleton C	Select Batsman out 🔚		Select Batsr	nan not out	Ţ					
Congleton C Batting	Select Batsman out չիչ CC - 1st XI	3at v	Select Batsr	nan not out	. •		R	В	4s	6s

Once completed, you can then repeat the process for the second innings.

Please Note

If your fixtures are facilitated by our official integration with ECB's Play-Cricket.com, your full match scorecard should be populated on your website, if you have entered your team selection and the opposition's team sheet for the fixture.

If the content has been entered incorrectly in Play-Cricket, you can select to override this and replace some of the scorecard manually.

Deleting a scorecard

To delete a match scorecard, on the 'Edit Fixture' page simply scroll to the 'Scorecard' section and click the grey 'Delete scorecard' button on the right-hand side of the page.

Fixture Info Selection Scor	ecard Report				Con	tact	Players & Parents	View	Match C	entre	Sa	ve
	Scorecard								[× Delet	e score	card
	Upton CC, Cheshire - 1st XI Batting							R	в	4s	бs	S
	J Williams	Leg Before Wicket 🔻	b	Select Bowler	Ŧ			19	0	0	0	
	R Cowderoy	Caught *	ct	Select Fielder	Ŧ	b	Select •	47	0	0	0	
	C Stowell-smith	Caught •	ct	Select Fielder	Ŧ	b	Select •	63	0	0	0	
	B Cant	Caught •	ct	Select Fielder	v	b	Select *	15	0	0	0	
	M Ingram	Caught •	ct	Select Fielder	v	b	Select •	10	0	0	0	
	D Warburton	Not Out 🔻						35	0	0	0	
	M Smith	Bowled *	b	Select Bowler	Ŧ			2	0	0	0	
	4 D-1	- -						0			0	

Α κοberts	Bowled v D	Select Bowler	T	2 0 0
D Williams	Bowled v b	Select Bowler	v	3 0 0
R Battersby	Leg Before Wicket 🔻 b	Select Bowler	v	0 0 0
L Sundve	Run Out 🔹	Select Fielder	•	0 0 0

Then click 'OK' to confirm this.

Please Note

Once deleted, the scorecard cannot be restored to your club's website.

Writing Tips

If you know you will be writing a match report, remember to **take a pen and paper** to the game, or use your smartphone or tablet to make notes.

To save time, try to **get hold of the team selection** or a list of players before the start of the game. You can then add notes next to each name or shirt number.

Always make sure to use an attention grabbing headline and tagline to bring visitors to your match report.

Finally, always take a camera. Publishing photos with your match report will instantly increase the number of views.

Why should you write a match report?

Though writing a match report can be daunting at first, a fixture really would not be complete without it. Match reports are a great way to motivate players, and engage with new and existing supporters at your club.

Existing and potential sponsors may also be looking through match reports to check the progress of the club, and pinpoint any players that they may want to sponsor.

Match reports will boost the overall traffic to your website by bringing in supporters. Match reports are also shareable on Facebook and Twitter.

This increase in traffic will rank your website higher in search engines such as Google, which will increase promotion of your website and make it easier to find.