# **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.





# **Pitcher**®

### www.pitchero.com

Boston	United F	ootball Cl											N	eed s	ome h	elp? Visi	it the He	lp Centre
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		2. AFC Telf	ord United	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	
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Note	15

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

Title*					
Tagline*					Support     About Match Reports     More help
Main Image	A A	Use the selected stock own.	k image, or <b>click here to cho</b>	ose your	

Photo Album	E Select an album	
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### 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			
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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	
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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 album	
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	Cancel			
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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     P
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	dded for this fixture yet. Report		
	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			

Tagline*	About Match Reports More help	
Main Image	Add Image	
Photo Album	Select an album	
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.

Bosto	on United Fo	otball Club					Need	l some help? <b>Vis</b>	it the Help Centre
& Dashboard	∅ Site Conte <sup>19</sup> / <sub>10</sub>	<b>≡</b> Teams	보 Membersh <mark>96</mark>	Payments	<b>Q</b> Communication	⊮ Performance		ூ Packages	🌣 Settings
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Team Information	A Tue 14th 7:45pm Ross	sington Main	Friendly	2-2 D	K T Edit fixture »
Fixtures & Results	H Sat 18th 3:00pm King	's Lynn Town	Friendly	1-1 D	K T Edit fixture »
The Team	H Wed 22nd 7:00pm Notti	ingham Forest U21s	Friendly	4-1 W	<b>K</b> • Edit fixture »
League Tables	H Sat 25th 3:00pm Linco	oln City	Cup	0-0 L	<b>Edit fixture</b> »
Archived Player Profiles	H Tue 28th 7:30pm Sund	derland U21s	Friendly	0-5 L	<b>K</b> T Edit fixture »
Under-21s	August 2015				
	II Cat 1at 2:00mm Onim		Eriondly	1_2	a . Edit fistura .

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

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

Fixture Info Selection Statisti	cs Report Final Score	с	contact Players & Parents	View Match Centre Sav
	SUB Select player			
	SUB Select player			
	SUB Select player			
	Statistics		Record live s	tatistics 🛛 Download Team Manage
	2 periods (2 x 45 minutes) Edi	it		
	Add a statistic 00	minutes v Sub On	• Player	▼ Add
	Match Report			× Delete match rep
	Title* Rossing	gton Main 2-2 Boston United		<b>0</b> 0
	Tagline* Jamie M	McGhee and Jay Rollins were on target as Boston United	twice	U 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 Repo	ort Final Score	Contact Players & Parents View Match Centre Save
SUE	Select player	
SUE	3 Select player	
SUE	3 Select player	
Statis 2 period	tics s (2 x 45 minutes) Edit	Record live statistics D Download Team Manager App
Match	Report	Player     Add     Add     X Delete match report
	Title* Rossington Main 2-2 Boston United	
	Tagline* Jamie McGhee and Jay Rollins were on target as Boston U fought back to claim a 2-2 draw at Rossington Main on Tue	Jnited twice About Match Reports

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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Uptor http://ww	W.uptoncricketclub.	ID LIVE •					Ne	ed some help? Visi	t the Help Centre
& Dashboard	🖉 Site Conten	≡Teams	北 Membership	Payments	♀ Communication	⊯ Performance		♡ Packages	Settings
Teams Overview	٩	Teams » 1st XI » Fix Fixtures	tures & Results	il 18th 2015 to Sente	mher 12th 2015 Edit seas	10DS	s	• eason: 2015 seas	Add Fixtures
Vailability     Senior     Ist XI		April 2015	1:00pm Brookla	nds CC. Cheshire - 1	st XI League	149/6 - 14	18 L	<b>4 7</b>	Edit fixture »
Team Information		Li Wed 22nd	Gilforn Marrie		Erionally		c		Edit fistura »

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Fixtures & Results	H Sat 25th 1:00pm	Stockport CC - 1st XI	League 188/	6 - 269/5 D	K T Edit fixture »
The Team					
League Tables	May 2015				
Competitions	A Sat 2nd 1:00pm	Mobberley CC - 1st XI	League	7/1-0/0 A	◄ ▼ Edit fixture »
2nd XI	H Sat 9th 1:00pm	Irby CC - 1st XI	League	145 - 80 W	<b>K T</b> Edit fixture »
3rd XI	H Sun 10th 1:30pm	Barrow CC	Cup	168 - 116 W	<b>K T</b> Edit fixture »
4th XI	A Cat 16th 1:00pm	N	10	2/0_100	a 🔹 Edit fixture »

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				× Delet	e scored	card
Upton CC, Chesh XI Batting	ire - 1st	R	В	4s	бs	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.

Upton CC, Cheshire - 1st       R       B       4s         J Williams       Caught       ct       Select Fielder       b       Select       0	te scored	× Delet							Scorecard
J Williams Caught ct Select Fielder b Select 0 0 0   R Cowderoy Did Not Bat  0 <th>бs</th> <th>4s</th> <th>В</th> <th>R</th> <th></th> <th></th> <th></th> <th>lst</th> <th>Upton CC, Cheshire XI Batting</th>	бs	4s	В	R				lst	Upton CC, Cheshire XI Batting
R CowderoyDid Not BatImage: Comparison of the comp	0	0	0	۳ 0	راس)▼ b Select	ct Select Fielder	v	Caught	J Williams
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M Smith       Did Not Bat       Image: Constraint of the second s	0	0	0	0			•	Did Not Bat	D Warburton
A Roberts     Did Not Bat     •     0     0     0       D Williams     Did Not Bat     •     0     0     0	0	0	0	0			•	Did Not Bat	M Smith
D Williams Did Not Bat	0	0	0	0				Did Not Bat	A Roberts
	0	0	0	0				Did Not Bat	D Williams
R Battersby DId Not Bat V	0	0	0	0				Did Not Bat	R Battersby

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

A D-h-st-								10	50			
A Roberts	Caught	• Ct	Select Fielder	•	D	Select	•	12	50	U	0	21.
D Williams	Caught	▼ ct	Select Fielder	V	b	Select	T	67	78	0	0	85.
R Battersby	Bowled	₹ b	Select Bowler	Ŧ				5	6	0	0	83.
L Sundve	Not Out	Ŧ						0	1	0	0	
		P I		wo		NB 0 P	)	0				
Extras		D						-				
Extras		B						<b>378</b> (0	runs pe	r over)		
Extras Total Congleton CC - 1	st XI Bowling		Overs M No Players	aidens Selecte	ed	Runs Wicket	s I	<b>378</b> (0 Wides	runs per	r over) Balls	Econo	omy
Extras Total Congleton CC - 1 Upton CC, Chesh	st XI Bowling ire - 1st XI FOW		Overs M No Players	aidens Selecte	ed	Runs Wicket	s	378 (O Wides	runs pei No Not Ou	r over) Balls It Runs	Econo	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
	Evtro	L		0 W	0 N		P 0			
	Total		B U LB	0 0				0 (0 ri	ins per over)	
									ine per erei)	
	Congleton CC - 1st XI Bo	wling Ove	rs Maidens	s Run	S	Wicket	S	Wides	No Balls	Economy
	Select Bowler	w.								
	Upton CC, Cheshire - 1st	XI FOW							Not Out Runs	Partne
	Upton CC, Cheshire - 1st	XI FOW	Select	Batsman not	out				Not Out Runs	Partne
	Upton CC, Cheshire - 1st	XI FOW	Select	Batsman not	out	Ţ		R	Not Out Runs	Partne 4s 6s
	Upton CC, Cheshire - 1st	XI FOW put v	Select	Batsman not	out	Ţ		R	Not Out Runs B 4	Partne 4s 6s 0
	Upton CC, Cheshire - 1st	XI FOW Did Not Bat Did Not Bat	Select •	Batsman not	out	Ţ		R 0 0	B 4	Partne 4s 6s 0 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.

Selection Scorecard	d Report				Contac	Contact Players & Parents			View Match Centre		
Ext	ras		В	0 LB 0	W 0	NB 0	P 0	0			
Tota	al							<b>0</b> (0 ru	ns per ov	ver)	
Co	ngleton CC - 1st XI Br	owling	Overs	Maidens	Runs	Wickets	,	Wides	No Ba	alls I	Economy
Se	lect Bowler	•									
Up	ton CC, Cheshire - 1st	t XI FOW						Ν	ot Out R	uns	Partner
Up	ton CC, Cheshire - 1s	t XI FOW	¥	Select Bat	sman not out			Ν	ot Out R	uns	Partner
Co Ba	ton CC, Cheshire - 1st / 1 Select Batsman ngleton CC - 1st XI tting	t XI FOW	Y	Select Bat	sman not out			N	bot Out R	uns 4s	Partner 6s
Up Co Ba	ton CC, Cheshire - 1s / 1 Select Batsman ngleton CC - 1st XI tting pok	t XI FOW	v it v	Select Bat	isman not out	•		R	ot Out R B	uns 4s	Partner 6s
Co Ba A Cı	ton CC, Cheshire - 1st / 1 Select Batsman ngleton CC - 1st XI tting ook /th	t XI FOW out (h) Did Not Ba Did Not Ba	v at v at v	Select Bat	sman not out			R 0 0	B 0	4s	Partner 6s 0

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 Sco	recard Report	d Report				Contact Players & Parents			View Match Centre			
	Scorecard									× Delet	te score	eca
	Upton CC, Cheshire - 1st XI Batting							R	В	4s	бs	
	J Williams	Leg Before Wicket 🔻	b	Select Bowler				19	0	0	0	
	R Cowderoy	Caught *	ct	Select Fielder		b	Select v	47	0	0	0	
	C Stowell-smith	Caught •	ct	Select Fielder	v	b	Select •	63	0	0	0	
	B Cant	Caught *	ct	Select Fielder		b	Select •	15	0	0	0	
	M Ingram	Caught •	ct	Select Fielder		b	Select •	10	0	0	0	
	D Warburton	Not Out v						35	0	0	0	
	M Smith	Bowled v	b	Select Bowler				2	0	0	0	

A HODERTS	Bowled *	D	Select Bowler	Z	U	U	U
D Williams	Bowled v	b	Select Bowler v	3	0	0	0
R Battersby	Leg Before Wicket 🔻	b	Select Bowler	0	0	0	0
I Sundve	Run Out v		Select Fielder 🔹	0	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.