

Isis Cricket Club Statistics - Manage Fixtures

Fixtures Secretary Guide

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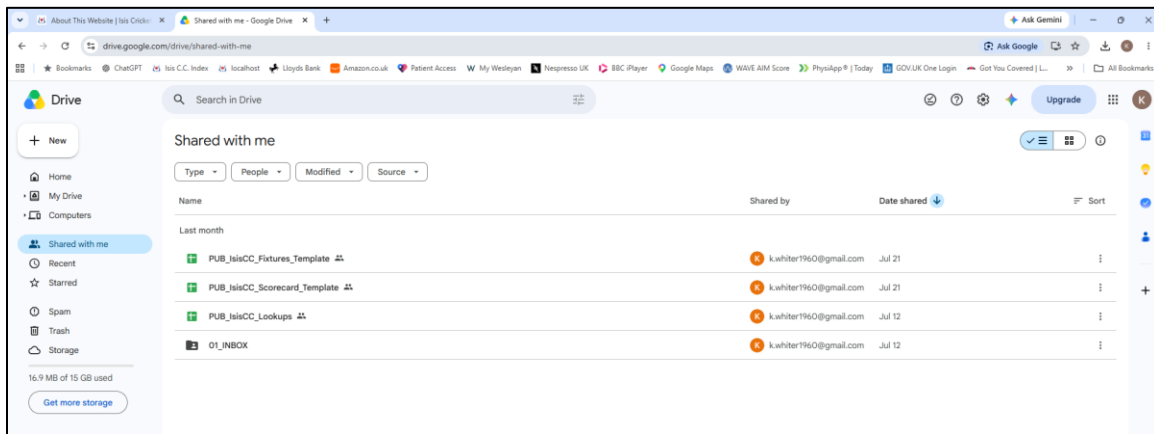
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2. Before you start

This guide explains how to complete a worksheet to set up or amend fixture details in the club's statistical data store. No prior knowledge of Google Sheets is assumed and there are some hints and tips about getting set up at the end of this document. Read those first - follow the "Set Up" and "Create Drive Folders" instructions, which need only be done when you first use the system.

To set up the operational environment, the club account administrator should have shared two files and one folder with you. Open Drive, and in the left-hand menu click on Shared with me. You should see the folder and files per the screen shot below (don't worry if you do not see the scorecard template).

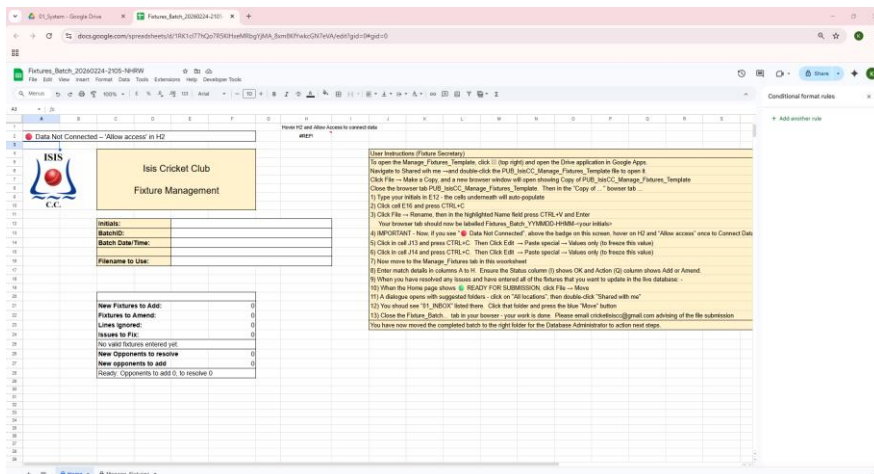


3. Create a File

1. When you are ready to start creating a new fixture batch, right click on PUB_IsisCC_Fixtures_Template and choose Make a copy
2. Once the notification confirms the file is created you can click on Open file location, or alternatively click on My Drive in the left-hand navigation menu.
3. You should see a file "Copy of PUB_IsisCC_Fixtures_Template" in the My Drive folder. Double-click on that file and it will open in a new browser window on the Home tab as per the screenshot below.

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4. Set up the batch

The home tab acts as both a simple batch header and dashboard. As you can see top-left, when the file is first created you must first allow data connection to bring data into the template (from the IsisCC_Lookups file that was shared with you) for lookup and validation functionality to work.

1. Simply hover on (move the cursor to) cell H2 and in the pop-up click the green “Allow Access” button. After a short pause, data connection will be established and you should see the connection status switch to “ Data Connected – Lookups Active”
2. In cell E12:H12, enter your initials, and you will see the BatchID , Batch Date/Time and Filename fields populate automatically
3. Right click in the filename field E16:H16 and press Ctrl+A and Ctrl+C.
4. Then click in the Sheets file name at the top left of the screen, press Ctrl+A to highlight the field contents and press CTRL+V to past the filename. After you press Enter, the browser window reflects this new permanent file name.
5. The last thing to is freeze the BatchID on the Home screen. To do this click in cell E12:H12 and drag to E16:H16 to highlight the four cells, and then press Ctrl+C and then Ctrl+Shift+V. This pastes only the values into the cells and locks them in. It means that you can return as often as you wish without the timestamp refreshing.
6. You are now all set to start entering fixtures.

Notice tab Manage_Fixtures at the bottom of the screen. For fixture entry this is the only tab you use. There are some additional (normally hidden) tabs that serve the database admin, but for this part of the process they should remain hidden. Click the Manage_Fixtures tab now and we’ll get straight into fixture entry.

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5. Enter Fixtures

When you click on the Manage_Fixtures tab first time, you see an empty data sheet.

5.1 Things to observe

- Columns A to H are where you enter the raw data about an agreed match/fixture. Let's explore the screen first.
- Columns I to X are greyed out. That is just a visual clue to mean "**Do not** enter data here". Those columns are formula-driven and provide helpful information to let you know if there are any problems with the data you have entered.
- You'll also notice that columns J to P are hidden. These columns do low level calculations to validate data entered and should remain hidden

5.2 Data Entry

Data entry columns are self-explanatory, but here are a few helpful hints and tips:

- | | |
|-----------------|---|
| A: Match Date | <ul style="list-style-type: none"> The format is DD/MM/YYYY. The cells will accept data in the form DD/MM and resolve to the current year |
| B: Opponent | <ul style="list-style-type: none"> This is a drop-down of all recent opponents we have faced – you can click the arrow to see, scroll and select the opponent. Read the usage tips for opponents selection in section 4.3 |
| C: Venue | <ul style="list-style-type: none"> Another drop-down, but the column will only accept "Home", "Away" or TBD (if that is to be determined) |
| D: Ground | <ul style="list-style-type: none"> Another drop-down selection but only enter details here if it's a home fixture. Ground details for away games can be entered to the Notes column if desired. |
| E: Start Time | <ul style="list-style-type: none"> Enter the start time in the form HH:MM |
| F: Match Format | <ul style="list-style-type: none"> This column allows values of T20, Limited Overs or Timed |
| Overs per side | <ul style="list-style-type: none"> If this is agreed enter an integer value here. Leave blank if it is unknown. |
| Notes | <ul style="list-style-type: none"> Free-format notes can be added here. The spreadsheet will automatically resolve final notes in the export to be Home ground (if applicable) - start time –free-format notes in the export |

The standard data input and transformed presentation is summarised with an example here:

Data Entry:

Date	Opponent	Venue	Ground	Time	Format	Overs	Notes
18/07/2026	Far From the MCC	Home	Queen's	14:00	Limited Overs	40	FRIENDLY CUP

Presentation:

Day	Date	Opposition	Venue	Format	Overs	Notes
Sun	18/07/26	Far From the MCC	Home	Limited Overs	40	Queen's – 14:00 - FRIENDLY CUP

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5.3 Usage tips on Opponent Selection

5.3.1 Search

In the Opponent cells, if you enter a key word (say “Ipsden”) to search the dropdown list, and only one item is found, press Tab to select the name shown. Or you can click one of listed entries if more than one entry is found with that search term.

5.3.2 New and Old Opponents

The Opponent cells will accept free-form data. In the case of a new opponent, or one that does not show in the dropdown, you can simply type their name here. Enter sufficient words to identify the team rather than just initials, as the identity you type here will be preserved in the database once it is added to the Opponent table.

5.4 Action and Status

That is the basic data entry requirement, but the behaviours of the Status and Action columns in columns I and Q need to be explained, as you will see these being populated as you enter the data. We'll start with Action first.

The Action column will show one of the following values:

- | | |
|-------|--|
| ADD | <ul style="list-style-type: none">After entering a match date and opponent the sheet will determine if you are adding a new fixture. |
| AMEND | <ul style="list-style-type: none">Similarly, if you enter a date which is already in the database, then it will detect you are amending an existing fixture. Note that a change to the opponent previously set for this match is accepted. Whenever an amendment is detected, you will note that columns X to S autofill. This is a helpful feature, as you can click in columns S, drag to column X, and copy and paste <u>values only</u> in column A. You need then only change one field, rather than entering all values again. |
| STOP | <ul style="list-style-type: none">The spreadsheet detects if you enter the same match details into two or more rows of the table. Note that, while rare in practice, the spreadsheet will allow two different matches on the same date. If a two innings match is agreed the spreadsheet allows that too (again, it would be a rare thing). If any of these edge case scenarios happen, it would be a good idea to add a note as an explanation. |

The Status column gives additional helpful information, and you will see this column change under different conditions, as follows: -

- | | |
|--|---|
|  OK | <ul style="list-style-type: none">Once all details about the fixture are entered an OK status indicates that the match is ready to be added or amended in the database |
|  Missing fixture detail | <ul style="list-style-type: none">If for any reason a part of the data about a fixture is left blank, this 'information' message will show. The line will still be accepted into the database, but club members will not see all of the information they may need. The missing detail can be added later via an amendment though. |

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- i** New opponent
 - If an opponent name is entered in column B that is unrecognised in the database, this informational message will show. To allow the data export, the administrator will add the opponent to the database first, before adding the match details.
- X Duplicate
 - Per the STOP action above, if you have the same exact match details on two different rows, then the duplicate will reject export until resolved. To resolve the issue delete one of the duplicated lines (highlight row, right-click, Delete).
- Cannot amend — scorecard exists
 - This also generates the STOP action. If you select a match date and opposition that already exists in the database, and the result has already been recorded, then you are blocked from submitting an amendment. If there is a legitimate reason to change the existing match detail, then you will have to request that the administrator makes the change directly into the database. Delete the row to remove the STOP situation.
- X Missing key identity
 - This status will briefly show until both a match data and opponent are entered in the row. Any lines with one of these details missing will be ignored in the export. To resolve the issue, add the missing data.

- A note about data validation. The sheet's internal validation should enable you to enter clean data without issue. If you do enter data into a cell that breaks a cell's validation rule, an error will fire saying "There was a problem – the data you entered into cell x:n violates the data validation rules set on this cell". In this situation, just click OK and correct the data in that field.
- A note about Lost Formatting. In the event that a cell leaves data showing a strange format (say, the date column), you can easily restore the format by clicking in a different cell in the same column, clicking the 'paint format' icon (between the printer and the zoom buttons in the ribbon) and then clicking in the affected cell to restore the formatting.

5.5 Finishing Up

When you have made all of the entries you want to in this "batch" you are now going to move your file so that the administrator can access it. Before you do, just click on the Home tab and check that you see a status of "✔ READY FOR SUBMISSION" above the dashboard. If you do not see that, there is a problem to resolve, which should be evident. Either way you will see a summary of the records you are entering new, the records you are amending, and if there are any issues, how many lines you still need to go back to Managed_Fixtures and fix.

- Assuming the batch status is "✔ READY FOR SUBMISSION" you are now going to make the file available to the administrator. To do that, in the ribbon Click File and select Move.
- Click on Shared with me" (if you do not see it click on All Locations first), and then double-click on 01_INBOX and then press the blue Move button.
- Do not click "Remove access" or change sharing settings. Simply move the file into the Inbox folder. If a warning about permissions shows, click Move regardless.

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You can now close the browser, your work is done. Screen-shots in the following pages show a completed Fixture Batch for 2026 fixtures and a fictitious batch, showing variations in the Status and Action columns for different situations (and how they were resolved). I exposed the export tabs in these views – see hints and tips - If you want to view how the sheet converts data to the export formats you can do this. But please just look as they are formula driven.

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6. Example Screens

Fixtures_Batch_20260224-2105-NHRW

File Edit View Insert Format Data Tools Extensions Help Developer Tools

Menus 100% 123 11

A1	MatchDate	Opponent	Venue	Ground	StartTime	MatchFormat	OversPerSide	Notes	Status	Action	Venue	Ground	Time	Format	Overs	Notes			
1	12/04/2026	Enstone	Away		13:00	LimitedOvers	40	No teas - Take Pink Ball	OK	ADD									
2	19/04/2026	United Oxford Ho...	Home	SSJ	13:00	LimitedOvers	20		OK	ADD									
3	26/04/2026	Astons	Away		13:30	LimitedOvers	40		OK	ADD									
4	03/05/2026	Minster Lovell	Home	SSJ	13:00	LimitedOvers	20		OK	ADD									
5	06/05/2026	Oxford University ...	Away		17:45	T20	40		OK	ADD									
6	10/05/2026	Greys Green	Away		13:30	Timed	40		OK	ADD									
7	13/05/2026	United Oxford Ho...	Away		18:00	T20	20		OK	ADD									
8	17/05/2026	Moreton	Home	Queen's	13:30	LimitedOvers	20	FRIENDLY CUP	OK	ADD									
9	20/05/2026	Cheney	Home	Queen's	17:45	T20	40		OK	ADD									
10	24/05/2026	Far from the MCC	Home	Queen's	13:30	LimitedOvers	40		OK	ADD									
11	27/05/2026	Appleton	Away		18:00	T20	20		OK	ADD									
12	31/05/2026	Stonor	Away		14:00	LimitedOvers	20		OK	ADD									
13	03/06/2026	Middleton Stoney	Away		17:45	T20	20		OK	ADD									
14	07/06/2026	Club Event	Home	Queen's	00:00	TBD	40	40th ANNIVERSARY DAY	OK	ADD									
15	10/06/2026	Headington Quarry	Home	Queen's	18:00	T20	20		OK	ADD									
16	14/06/2026	Middleton Stoney	Away		13:30	LimitedOvers	20	FRIENDLY CUP	OK	ADD									
17	16/06/2026	Oxa C.C.	Home	Queen's	18:00	T20	40		OK	ADD									
18	21/06/2026	Blenheim Park	Away		13:00	LimitedOvers	20		OK	ADD									
19	23/06/2026	Far from the MCC	Home	Brasenose	18:00	T20	40		OK	ADD									
20	28/06/2026	Oxfordshire Coun...	Home	Freeland	13:30	LimitedOvers	40		OK	ADD									
21	30/06/2026	Alpine F1	Away		18:00	T20	40		OK	ADD									
22	04/07/2026	Grittleton	Away		13:00	LimitedOvers	40	TOUR	OK	ADD									
23	05/07/2026	Sutton Bengier	Away		13:00	LimitedOvers	40	TOUR	OK	ADD									
24	07/07/2026	United Oxford Ho...	Home	Queen's	18:00	T20	40		OK	ADD									
25	12/07/2026	Astons	Home	Freeland	13:30	LimitedOvers	40	FRIENDLY CUP	OK	ADD									
26	14/07/2026	Oxford University ...	Home	Queen's	18:00	T20	40		OK	ADD									
27	19/07/2026	Far from the MCC	Away		13:30	LimitedOvers	40		OK	ADD									
28	21/07/2026	Appleton	Home	Queen's	18:00	T20	40		OK	ADD									
29	26/07/2026	Appleton	Home	Freeland	13:30	LimitedOvers	20		OK	ADD									
30	28/07/2026	Oxfam	Home	Queen's	18:00	T20	40		OK	ADD									
31	02/08/2026	West Bladon	Home	Queen's	13:30	LimitedOvers	40		OK	ADD									
32	05/08/2026	Oxa C.C.	Away		17:45	T20	40	Brasenose	OK	ADD									
33	09/08/2026	Rain Men	Home	SSJ	13:30	LimitedOvers	20		OK	ADD									
34	11/08/2026	Wolvercote	Home	SSJ	17:45	T20	20		OK	ADD									
35	16/08/2026	Clapham In C.C.	Home	SSJ	13:00	LimitedOvers	20		OK	ADD									
36	23/08/2026	United Oxford Ho...	Away		13:30	LimitedOvers	40		OK	ADD									
37	30/08/2026	Appleton	Away		13:00	LimitedOvers	40		OK	ADD									
38	06/09/2026	TBD	Home	SSJ	13:30	LimitedOvers	20	FRIENDLY CUP	OK	ADD									
39	13/09/2026	Ipsden	Away		13:30	LimitedOvers	20		OK	ADD									
40	20/09/2026	West Bladon	Away		12:30	LimitedOvers	40		OK	ADD									
41																			
42																			
43																			

Home Manage_Fixtures New_Opponents Opponents_RowsToAdd Matches_RowsToAdd Matches_CSV_Export Matches_RowsToAmend

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Fixtures_Batch_20260224-2105-NHRW

File Edit View Insert Format Data Tools Extensions Help Developer Tools

100% 123 Arial 13 B I A

Fixtures_Batch_20260224-2105-NHRW

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39

A B C D E F G H I J K L M N O P Q R S T U

Data Connected – Lookups Active

ON

ISIS C.C.

Isis Cricket Club

Fixture Management

Initials: NHRW

BatchID: 20260224-2105-NHRW

Batch Date/Time: 20260224-2105

Filename to Use: Fixtures_Batch_20260224-2105-NHRW

READY FOR SUBMISSION

New Fixtures to Add: 40

Fixtures to Amend: 0

Lines Ignored: 0

Issues to Fix: 0

Ready: Matches: ADD - 40, AMEND - 0, BLOCKED - 0

New Opponents to resolve

New opponents to add

Ready: Opponents to add 0, to resolve 0

User Instructions (Fixture Secretary)

To open the Manage_Fixtures_Template, click (top right) and open the Drive application in Google Apps. Navigate to Shared with me → and double-click the PUB_IsisCC_Manage_Fixtures_Template file to open it. Click File → Make a Copy, and a new browser window will open showing Copy of PUB_IsisCC_Manage_Fixtures_Template. Close the browser tab PUB_IsisCC_Manage_Fixtures_Template. Then in the "Copy of ..." browser tab ...

- 1) Type your initials in E12 - the cells underneath will auto-populate
- 2) Click cell E16 and press CTRL+C
- 3) Click File → Rename, then in the highlighted Name field press CTRL+V and Enter
- 4) IMPORTANT - Now, if you see "Data Not Connected", above the badge on this screen, hover on H2 and "Allow access" once to Connect Data
- 5) Click in cell J13 and press CTRL+C. Then Click Edit → Paste special → Values only (to freeze this value)
- 6) Click in cell J14 and press CTRL+C. Then Click Edit → Paste special → Values only (to freeze this value)
- 7) Now move to the Manage_Fixtures tab in this worksheet
- 8) Enter match details in columns A to H. Ensure the Status column (I) shows OK and Action (Q) column shows Add or Amend.
- 9) When you have resolved any issues and have entered all of the fixtures that you want to update in the live database -
- 10) When the Home page shows READY FOR SUBMISSION, click File → Move
- 11) A dialogue opens with suggested folders - click on "All locations", then double-click "Shared with me"
- 12) You should see "01_INBOX" listed there. Click that folder and press the blue "Move" button
- 13) Close the Fixtures_Batch... tab in your browser - your work is done. Please email cricket@isiscc@gmail.com advising of the file submission

You have now moved the completed batch to the right folder for the Database Administrator to action next steps.

Home Manage_Fixtures New Opponents Opponents_RowsToAdd Matches_RowsToAdd Matches_CSV_Export Matches_RowsToAmend

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01_System - Google Drive x Fixtures_Batch_20260224-2105- x +

docs.google.com/spreadsheets/d/1-ue0p69oL8W7AOSwHxm2kkIToPB31MBb2HHVJ0s-w2l/edit?gid=292999409#gid=292999409

Fixtures_Batch_20260224-2105-NHRW

File Edit View Insert Format Data Tools Extensions Help Developer Tools

Menus 100% 123

B:B Opponent

1	MatchDate	Opponent	Venue	Ground	StartTime	MatchFormat	OversPerSide	Notes	Status	Action	Venue	Ground	Time	Format	Overs	Notes
2	26/04/2026	Astons	Away		13:30	LimitedOvers	40	Bring your own tea	OK	AMEND	Away		13:30	LimitedOvers	40	
3	24/05/2026	Far from the MCC	Away		13:30	LimitedOvers	40	Brasenose	OK	AMEND	Home	Queen's	13:30	LimitedOvers	40	
4	16/06/2026	Oxa C.C.	Away	Queen's	18:00	T20	40	Brasenose	OK	AMEND	Home	Queen's	18:00	T20	40	
5	21/06/2026	Oxford Utd	Home	SSJ	14:00	LimitedOvers	20		Duplicate	STOP	Away		13:00	LimitedOvers	20	
6	28/07/2026	Oxfam	Home	Queen's	18:00	T20	40		OK	AMEND	Home	Queen's	18:00	T20	40	
7	02/08/2026	Oxfam	Home	Queen's	13:30	LimitedOvers	40		Missing key identity		Home	Queen's	13:30	LimitedOvers	40	
8	05/08/2026	Oxa C.C.	Home	Queen's	17:45	T20	40	Brasenose	OK	AMEND	Away		17:45	T20	40	Brasenose
9	21/08/2026	Oxford Utd	Home	SSJ	14:00	LimitedOvers	20		Duplicate	STOP						
10	06/09/2026	TBD	Home	SSJ			20	FRIENDLY CUP	Missing fixture detail	AMEND	Home	SSJ	13:30	LimitedOvers	20	FRIENDLY CUP
11	24/09/2026	Oxford University	Away		14:00	LimitedOvers	40		Cannot amend	STOP	Away		14:00	LimitedOvers	40	
12	20/09/2026	West Bladon	Away		12:30	LimitedOvers	40		OK	AMEND	Away		12:30	LimitedOvers	40	

B7 Greys Green

1	MatchDate	Opponent	Venue	Ground	StartTime	MatchFormat	OversPerSide	Notes	Status	Action	Venue	Ground	Time	Format	Overs	Notes
2	26/04/2026	Astons	Away		13:30	LimitedOvers	40	Bring your own tea	OK	AMEND	Away		13:30	LimitedOvers	40	
3	24/05/2026	Far from the MCC	Away		13:30	LimitedOvers	40	Brasenose	OK	AMEND	Home	Queen's	13:30	LimitedOvers	40	
4	16/06/2026	Oxa C.C.	Away	Queen's	18:00	T20	40	Brasenose	OK	AMEND	Home	Queen's	18:00	T20	40	
5	21/06/2026	Oxford Utd	Home	SSJ	14:00	LimitedOvers	20		OK	AMEND	Away		13:00	LimitedOvers	20	
6	28/07/2026	Oxfam	Home	Queen's	18:00	T20	40		OK	AMEND	Home	Queen's	18:00	T20	40	
7	02/08/2026	Greys Green	Home	Queen's	13:30	LimitedOvers	40		OK	AMEND	Home	Queen's	13:30	LimitedOvers	40	
8	05/08/2026	Oxa C.C.	Home	Queen's	17:45	T20	40	Brasenose	OK	AMEND	Away		17:45	T20	40	Brasenose
9	06/09/2026	TBD	Home	SSJ			20	FRIENDLY CUP	Missing fixture detail	AMEND	Home	SSJ	13:30	LimitedOvers	20	FRIE
10	20/09/2026	West Bladon	Away		12:30	LimitedOvers	40		OK	AMEND	Away		12:30	LimitedOvers	40	

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01_System - Google Drive x Fixtures_Batch_20260224-2105 x +

docs.google.com/spreadsheets/d/1-ue0p69oL8W7AOSwHxm2kKiToPB31MBb2HHVJ0s-w2l/edit?gid=0#gid=0

Fixtures_Batch_20260224-2105-NHRW

File Edit View Insert Format Data Tools Extensions Help Developer Tools

100% 123 Arial 10

A1

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39

A B C D E F G H I J K L M N O P Q R S T U

2 Data Connected – Lookups Active ON

ISIS C.C.

Isis Cricket Club
Fixture Management

Initials:	NHRW
BatchID:	20260224-2105-NHRW
Batch Date/Time:	20260224-2105
Filename to Use:	Fixtures_Batch_20260224-2105-NHRW

STOP: SUBMISSION BLOCKED

New Fixtures to Add:	0
Fixtures to Amend:	7
Lines Ignored:	1
Issues to Fix:	3

Fix duplicates before submitting (2).

New Opponents to resolve	
New opponents to add	
Ready: Opponents to add 0, to resolve 0	

READY FOR SUBMISSION

New Fixtures to Add:	0
Fixtures to Amend:	9
Lines Ignored:	0
Issues to Fix:	0
Ready: Matches: ADD - 0, AMEND - 9, BLOCKED - 0.	
New Opponents to resolve	
New opponents to add	
Ready: Opponents to add 0, to resolve 0	

User Instructions (Fixture Secretary)

To open the Manage_Fixtures_Template, click ??? (top right) and open the Drive application in Google Apps. Navigate to Shared with me → and double-click the PUB_IsisCC_Manage_Fixtures_Template file to open it. Click File → Make a Copy, and a new browser window will open showing Copy of PUB_IsisCC_Manage_Fixtures_Template. Close the browser tab PUB_IsisCC_Manage_Fixtures_Template. Then in the "Copy of ..." browser tab ...

- 1) Type your initials in E12 - the cells underneath will auto-populate
- 2) Click cell E16 and press CTRL+C
- 3) Click File → Rename, then in the highlighted Name field press CTRL+V and Enter

Your browser tab should now be labelled Fixtures_Batch_YYMMDD-HHMM-<your initials>

- 4) IMPORTANT - Now, if you see "Data Not Connected", above the badge on this screen, hover on H2 and "Allow access" once to Connect Data
- 5) Click in cell J13 and press CTRL+C. Then Click Edit → Paste special → Values only (to freeze this value)
- 6) Click in cell J14 and press CTRL+C. Then Click Edit → Paste special → Values only (to freeze this value)
- 7) Now move to the Manage_Fixtures tab in this worksheet
- 8) Enter match details in columns A to H. Ensure the Status column (I) shows OK and Action (Q) column shows Add or Amend.
- 9) When you have resolved any issues and have entered all of the fixtures that you want to update in the live database: -
- 10) When the Home page shows "READY FOR SUBMISSION", click File → Move
- 11) A dialogue opens with suggested folders - click on "All locations", then double-click "Shared with me"
- 12) You should see "01_INBOX" listed there. Click that folder and press the blue "Move" button
- 13) Close the Fixture_Batch... tab in your browser - your work is done. Please email cricketisicc@gmail.com advising of the file submission

You have now moved the completed batch to the right folder for the Database Administrator to action next steps

Initials: NHRW
BatchID: 20260224-2105-NHRW
Batch Date/Time: 20260224-2105
Filename to Use: Fixtures_Batch_20260224-2105-NHRW

Your browser tab sh

- 4) IMPORTANT - Now,
- 5) Click in cell J13 and
- 6) Click in cell J14 and
- 7) Now move to the Ma
- 8) Enter match details
- 9) When you have resq
- 10) When the Home pa
- 11) A dialogue opens v
- 12) You should see "01
- 13) Close the Fixture_

You have now moved t

Home Manage_Fixtures New_Opponents Opponents_RowsToAdd

Isis Cricket Club Statistics - Manage Fixtures

Fixtures Secretary Guide

7. Manage Fixtures – Quick Reference

Fixture Secretary

1. Make a copy of PUB_IsisCC_Fixtures_Template
2. Open the file and allow data connection (hover on H2 and click Allow Access)
3. Enter your initials (BatchID will populate)
4. Copy and paste values to freeze BatchID
5. Enter fixtures in Manage_Fixtures:
 - Date and Opponent required
 - Use dropdowns where available
6. Check Status column:
 -  OK or  messages only
 - Fix  or  errors
7. Go to Home tab:
8. Confirm “  READY FOR SUBMISSION”
9. Move file to Shared with me → 01_INBOX

Administrator

1. Open file from 01_INBOX
2. Check “  READY FOR SUBMISSION”
3. Unhide tabs
4. Resolve new opponents
5. Add new opponents to DataStore
 - Copy rows (no headers) - Paste values into Opponents table
 - Check export tabs are populated
6. Freeze data and confirm “  FROZEN (READY FOR IMPORT)”
7. Import new matches:
 - Copy from Matches_RowsToAdd
 - Paste values into Matches table
8. Process amendments:
 - Find MatchID in Matches
 - Paste updated values
9. Move file to 02_Processed

Isis Cricket Club Statistics - Manage Fixtures

Fixtures Secretary Guide

8. Hints and Tips

Set Up an Account

- In order that you can participate in completing and submitting fixtures you must have a personal Google account. This is free to anybody. Once you set up an account send details of your Gmail to cricketisiscc@gmail.com.
- The administrator of the club account (normally the club secretary) will share the relevant files with you.. When shared, you will receive an email from “**IsisCC Cricket (via Google Drive)**” with an email body saying “IsisCC Cricket (cricketisiscc@gmail.com) has invited you to contribute to the following ...”.
- The shared folder or file should be available in your personal Google Drive (application). To access this tool, in your Gmail account click :: (top right) and open the Drive application in Google Apps (top-right and near your avatar or initial. A number of applications will be shown and you need to find “Drive”.



Files and File Operations

- A file exists in one place in Drive and have their own unique URL
- A file or folder that you create exists in your personal account and is owned by you.
- A file or folder that is shared with you exists in the account of the person who shared it.
- When anything is shared, it is shared with a privilege allowing certain operations:
 1. Editor – open, read, edit, copy (not move or delete)
 2. Viewer – open, read, copy (not edit, move or delete)
- To copy a file, right click and choose “Make a copy”. When you copy a file, a new file named “Copy Of ...” is opened. You own that file with editor privilege.

Navigating Drive

- When you open Drive you land on either Home or My Drive. Set this to My Drive:
 1. Go to drive.google.com.
 2. At the top right, click Settings
 3. Under 'Start page', select **Home** or **My Drive**.
- To navigate to a file or folder you own, click on My Drive first, and then double-click through your folder list to find what you are looking for. To navigate to a file or folder shared with you select “Shared with me” from the left-hand navigation menu.

Copy and Paste in a Google Sheet

- The most common operations you’’ need when working with template files are:
 1. Copy (Ctrl+C)
 2. Paste Values Only (Ctrl+Shift+V) – data only, not formatting or formula
- Note the difference between Paste Values and Paste
 3. Paste (Ctrl+V) – data, formatting and formula
- Use caution with either of the paste operations. If you paste into editable areas of the sheet, use Paste Values Only by default.