

Isis Cricket Club Statistics – Manage Fixtures

Administrator Guide

Contents

1.	Introduction	2
2.	Manage Fixtures	2
2.1	Open the Files	2
2.2	Check the Home Tab Dashboard	2
2.3	Review Manage_Fixtures	3
2.4	Add New Opponents	3
2.5	Freeze the Data	3
2.6	Import the Data	4
2.6.1	Matches_RowsToAdd	4
2.6.2	Matches_RowsToAmend	4
2.7	Close the Workflow	5
3.	A Worked Example	5
3.1	The Home tab Dashboard	5
3.1.1	The Manage_Fixtures tab	6
3.2	New_Opponents and Opponents_RowsToAdd	7
3.2.1	Opponent Resolution	7
3.2.2	Add Opponents to the Data Store	10
3.3	Freeze Data	12
3.4	Import Matches	13
3.4.1	Matches_RowsToAdd	13
3.4.2	Matches_RowsToAmend	13
4.	Manage Fixtures – Quick Reference	15
5.	Hints and Tips	16

Isis Cricket Club Statistics – Manage Fixtures

Administrator Guide

1. Introduction

The club data store administrator is the custodian of the club's playing statistics, a position of responsibility. But the capture of new records to be ingested into the master data store can be delegated to volunteer members, who submit files via a shared Inbox.

1. The Fixture Secretary submits a file containing fixture details to be added to or amended in the matchers table in the data store.
2. The administrator receives the completed fixture submission and copies data directly into data store.

Read the Fixture Secretary Guide for details on fixture batch file creation. Files that are shared and used in the process are described in the Hints and Tips section of this guide.

2. Manage Fixtures

There is a detailed overview of the Administrator's role in managing fixtures following this summary. Refer to the walkthrough if anything is unclear.

2.1 Open the Files

1. Navigate to the 01_INBOX and look for files named "Fixtures_Batch_YYMMDD-HHMM-initials". YYMMDD-HHMM is a time stamp that makes the filename unique.
2. Open the file and expose the four export tabs (see Hints and Tips).
3. Navigate to My Drive → 01_Published → 01_System and double click PUB_IsisCC_DataStore to open the master data store.

2.2 Check the Home Tab Dashboard

1. The Home tab dashboard is your visual clue as to status of the fixture batch
 - i. If the status shows "✅ READY FOR SUBMISSION" the Submission Gate is open, and data can be ingested into the data store. The Submission Gate and Export gate are explained in hints and tips.
 - ii. If the file is submitted with critical errors the status will show "❌ STOP: SUBMISSION BLOCKED", and the Submission Gate is closed. Resolution actions must be taken on the Managed_Fixtures tab, as described in the Fixture Secretary user guide.
2. If the dashboard shows that there are new opponents to resolve or add, then you will add those first before updating Matches

Isis Cricket Club Statistics – Manage Fixtures

Administrator Guide

2.3 Review Manage_Fixtures

1. On the Manage_Fixtures tab. The Action column shows whether each row is an ADD or AMEND transaction. The status column gives further information and in particular flags new opponents. If you recognise the opponent as somebody we have played before or want to normalise the name in some way you can overtype it here.
2. You should now unhide the Export tabs (see Hints and Tips). If the dashboard showed that there are new opponents to resolve or add, then you will do that now.

2.4 Add New Opponents

1. Firstly, resolve the OpponentID of each new opponent.
 - i. The table suggests the next identifier(s) in the sequence, and you can simply allocate those numbers in column C if you are satisfied they are genuinely new. Only column C should be edited on this table.
 - ii. If you normalise the name to a known existing opponent by editing opponent name on the Manage_Fixtures tab, the system will find the corresponding OpponentID. If you want to research existing Opponents you can search and scroll the master file Opponents tab
 - iii. Once opponents are resolved, column F shows if there any new opponents to append.
2. Then you can add the new opponents to the master file:
 - i. Go to the Opponents_RowsToAdd tab, select all in columns A to E (not headings) and Ctrl+C.
 - ii. Go to the Opponents tab in the master data store and scroll to the bottom of the table. Add empty rows, and then with the cursor in column A of the first empty row, paste values only. When you return to the fixture batch you'll see that Opponents_RowsToAdd now says "  No new opponents to add". The Export gate is now open and the Home tab dashboard should show 0's in opponents to resolve and opponents to add.

2.5 Freeze the Data

1. On the Manage_Fixtures tab there is a helper cell in row 1 column Y. It tests whether active formula exist in the that row, and when they do it shows "  LIVE (FORMULAS ACTIVE)". We now lock the data on Manage_Fixtures before importing match data.
 - i. Go the Manage_Fixtures tab
 - ii. Click on the column heading A and drag to column heading X
 - iii. Press Ctrl+C and then straight away press Ctrl+Shift+VThis pastes values only and overwrites active formula on the sheet in those columns. Immediately, the helper cell flip to "  FROZEN (READY FOR IMPORT)".

Isis Cricket Club Statistics – Manage Fixtures Administrator Guide

2. There are similar helper cells on Matches_RowsToAdd and Matches_RowsToAmend. If data has entered the table and formula are active on Manage_Fixtures, the export tab helper will show “❌ Freeze Manage_Fixtures A:X before Import”. When the data there is frozen that same helpers will show “✅ SAFE FOR IMPORT”

We freeze data at this point to avoid match data moving from the Matches_RowsToAdd table to the Matches_RowsToAmend table after the import.

2.6 Import the Data

2.6.1 Matches_RowsToAdd

1. Click on the Matches_RowsToAdd tab and check Y1 shows “✅ SAFE FOR IMPORT”.
2. You are copying data, not headers, so firstly click on cell A2 and drag to the last cell in column M that contains data in the row. Pick up column M regardless of whether there is any data in the notes. Then press Ctrl+C. Remember how many rows you just copied.
3. Now move to the master data store and navigate to the Matches tab. Scroll to the end of the table and if there are insufficient blank rows, in the Add rows dialogue enter the count of rows you copied.
4. When the blank rows appear, click in the first empty row in column A and press Ctrl+Shift+V

2.6.2 Matches_RowsToAmend

In the fixture amendment process you'll obviously have to amend the data match by match.

1. Go back to the fixture batch and click on the Matches_RowsToAmend tab and it too should show “✅ SAFE FOR IMPORT”. If there is no data on the sheet, skip this step and go to section Close the Workflow.
2. Now for each row in Matches_RowsToAmend:
 - i. Click in A2 and press Ctrl+C to pick up the MatchID of the first match to be amended. You firstly must find the matching record in the data store.
 - ii. Go to the master data store, and open Matches. Use Ctrl+F to open the Find dialogue and paste the copied MatchID to find the row to be amended. Pressing the down arrow in the dialogue will move the cursor to the right row. When the right line is found the cell in column A will be highlighted green to flag the row you want.
 - iii. Go back to Matches_RowsToAmend and pick up and copy data from columns A through M as before, or from the cell that has changed. Then go back to the data store and paste values (Ctrl+Shift+V) into the same cell range on the row to be amended.

Isis Cricket Club Statistics – Manage Fixtures Administrator Guide

2.7 Close the Workflow

1. When all import actions have been taken, close the data store.
2. Click File → Move → All locations and navigate to the My Drive → 02_Operations → 02_Processed folder
3. You can then close the fixture batch, and it will remain in the Processed folder should you need to review what was processed at a later date.

3. A Worked Example

This is a more detailed end to end walkthrough, so that we can track what happens at each step with a worked example batch. So, here first is the Home tab of a fictitious fixture batch:

The screenshot shows the 'Isis Cricket Club Fixture Management' dashboard. The status is 'READY FOR SUBMISSION'. A summary table on the right lists the following actions required:

READY FOR SUBMISSION	
New Fixtures to Add:	5
Fixtures to Amend:	1
Lines Ignored:	0
Issues to Fix:	0
Ready: Matches: ADD - 5, AMEND - 1, BLOCKED - 0.	
New Opponents to resolve	2
New opponents to add	0
Action Required: Opponents to add 0, to resolve 2	

3.1 The Home tab Dashboard

- When you open the fixture batch, the dashboard is your first visual clue of the batch's status. "✅ READY FOR SUBMISSION" is a good sign.
- You can also immediately see counts below of the various actions that are required. In the example above the Fixture Secretary is submitting five new fixtures and one change to an existing known fixture.
- If the status shows "🛑 STOP: SUBMISSION BLOCKED" the various reasons and how to resolve them are explained in the Fixture Secretary guide.

Isis Cricket Club Statistics – Manage Fixtures Administrator Guide

- Note that there is also a count of “New Opponents to resolve” and “New Opponents to Add”. When they number more than zero, then your import actions are:
 - First, create new opponents in the Opponents dimension table, and then
 - Add or amend the matches included in the fixtures batch
- Lines ignored are any that are missing a date or opponent – without either of them there isn’t a game to play (of course).

After reviewing the dashboard and determining the actions required, we can review the Manage_Fixtures tab.

3.1.1 The Manage_Fixtures tab

This is the Fixture Secretary’s data entry screen. The example here shows the rows that generated the dashboard I showed earlier:

MatchDate	Opponent	Venue	Ground	StartTime	MatchFormat	OversPerSide	Notes	Status	Action	Venue	Ground	Time	Format	Overs	Notes
01/06/2026	Bladon	Home	Queen's	18.00	T20			i New opponent	ADD						
02/06/2026	Far from the MCC	Away		18.00	T20			i Missing fixture detail	ADD						
03/06/2026	Oxa C.C.	Away		18.00	T20	20		OK	AMEND	Away		17.45	T20	20	
04/06/2026	Ipsden	Away		18.00	T20	20		OK	ADD						
05/06/2026	New College	Away		18.00	T20	20		i New opponent	ADD						
06/06/2026	Gully Cncketers	Away		18.00	T20	20		OK	ADD						

The columns on this sheet are explained in detail in the Fixture Secretary guide, but a quick scan of the Action column confirms that five ADD rows and one AMEND row were detected. The Status column is another visual clue:

- if it shows “ OK” or an **i** Informaton , the row is safe to export.
- Any critical conditions will show here, and they are explained in the Fixture Secretary guide.

In this example, the system is flagging that it has detected two new opponents and one row that has missing metadata (the number of overs in this example).

- If you think the missing data is important you can call to ask the Fixture Secretary (but, here the number of overs is missing which is not important detail).
- When all rows in the data entry sheet show “ OK” or an (**i**)nformaton message, the Submission Gate is open.

As the custodian of the master data, the administrator can exercise his right to correct or enhance the data on the screen if he chooses to.

Isis Cricket Club Statistics – Manage Fixtures Administrator Guide

- In our example batch, here he could add the missing OversPerSide value if he wants to
- Or perhaps retype/standardise the new opponent's name in a form he prefers.
- The reality is that team members just need to know where to go and what time to be there – Date, Opponent and Venue (and ground) are the critical items

The standard data input and how we present it to the web site is summarised with this example:

- **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

- **Web Presentation:** (note that result is added in the Manage Scorecards process)

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

Now we'll get to the exports themselves.

- If the Export tabs are hidden, you should unhide them now using the ≡ (all sheets) icon.
The tabs you will need to see are:
 1. New_Opponents
 2. Opponents_RowsToAdd
 3. Matches_RowsToAdd, and
 4. Matches_RowsToAmend

If there are no new opponents in the batch, you just need to unhide New_Opponents and Opponents_RowsToAdd and in that can skip to the Matches Export section.

3.2 New_Opponents and Opponents_RowsToAdd

- Before matches can be exported, all opponents entered must already be in the Opponents dimension table in the master data store.
- Dropdowns in data entry are limited to opponents we have recently played, so if a match is schedule against opponents we have not played for some time, or a new opponent, they can be entered freeform by the Fixture Secretary.
- If that data is an exact match to an existing opponent name in the data store, the line will not be blocked.
- But if it is not recognised, the line will show a statis of “i new opponent. The first job then is to resolve the OpponentID identifier for the opponent and then add the opponent data to the data store.

3.2.1 Opponent Resolution

- In the Fixtures_Batch_ browser tab, click on the New_Opponents tab.
 1. Column C is the only column that should be addressed and typed into on this screen.
 2. All other cells are formula-driven and functionality will fail if you do type into them.
If accidentally do, just press Ctrl+Z to “undo” the previous action.

Isis Cricket Club Statistics – Manage Fixtures

Administrator Guide

3. Column C is the OpponentID that is, or will be, associated to the new opponent in the data store.
- The following screenshot shows the fictitious example we have been using. As you can see from the status in column E, the two unresolved opponents in this example are “Bladon” and “New College”
 - Column A is the name either selected or entered by the Fixture Secretary
 - Column B is the OpponentID (the key opponent identifier)
 - When we resolve the OpponentID, column D might change, depending on resolution
 - Column E takes values of Existing, Existing-Resolved, New-Unresolved and New-Resolved
 - Column F indicates an opponent is ready to append (When status is New-Resolved)
 - Column H is the next potential OpponentIDs available to use.

	A	B	C	D	E	F	G	H
	OpponentName	ExistingOpponentID	NewOpponentID	CanonicalOpponent	Status	ReadyToAppend		Suggested IDs if New
1	Bladon				New-Unresolved			1148
2	Far from the MCC	1016	1016	Far from the MCC	Existing			
3	Gully Cricketers	1031	1031	Gully Cricketers	Existing			
4	Ipsden	1025	1025	Ipsden	Existing			
5	New College				New-Unresolved			1149
6	Oxa C.C.	1018	1018	Oxa C.C.	Existing			
7								
8								
9								
10								

For the purposes of example, I went to Manage_Fixtures and changed the Opponent to Wayfarers, a team we have not played for many years. Notice below how the system has detected an exact match to the data and has now resolved the existing OpponentID:

	A	B	C	D	E	F	G	H
	OpponentName	ExistingOpponentID	NewOpponentID	CanonicalOpponent	Status	ReadyToAppend		Suggested IDs if New
1	Bladon		1147	Wayfarers	Existing-Resolved			
2	Far from the MCC	1016	1016	Far from the MCC	Existing			
3	Gully Cricketers	1031	1031	Gully Cricketers	Existing			
4	Ipsden	1025	1025	Ipsden	Existing			
5	New College				New-Unresolved			1148
6	Oxa C.C.	1018	1018	Oxa C.C.	Existing			
7								
8								
9								
10								

Isis Cricket Club Statistics – Manage Fixtures Administrator Guide

- Notice the change in Status here, and how the Column H helper suggestion has changed for that row.

Now, if I remove the Wayfarers OpponentID from C2, and reverting the new opponent to “Bladon” enables me to demonstrate the choices the administrator now has in resolving the OpponentID.

- For each new opponent the administrator asks himself, is this genuinely a new opponent or do I recognise that name as a team we have played before.
- He does a little research and identifies an existing opponent “West Bladon” that should have been used. He can normalise the data in one of two ways:
 1. He can go to the Manage_Fixtures tab and overtype the opponent name as “West Bladon, or
 2. Go to the Opponents tab in the data store, and search rows containing “Bladon”, read the associated OpponentID, and enter that in column C

The two screenshots below show the identical result in both cases:

	A	B	C	D	E	F	G	H
1	OpponentName	ExistingOpponentID	NewOpponentID	CanonicalOpponentName	Status	ReadyToAppend		Suggested IDs if New
2	Far from the MCC	1016	1016	Far from the MCC	Existing			
3	Gully Cricketers	1031	1031	Gully Cricketers	Existing			
4	Ipsden	1025	1025	Ipsden	Existing			
5	New College				New-Unresolved			1148
6	Oxa C.C.	1018	1018	Oxa C.C.	Existing			
7	West Bladon	1026	1026	West Bladon	Existing			
8								

	A	B	C	D	E	F	G	H
1	OpponentName	ExistingOpponentID	NewOpponentID	CanonicalOpponentName	Status	ReadyToAppend		Suggested IDs if New
2	Bladon		1026	West Bladon	Existing-Resolved			
3	Far from the MCC	1016	1016	Far from the MCC	Existing			
4	Gully Cricketers	1031	1031	Gully Cricketers	Existing			
5	Ipsden	1025	1025	Ipsden	Existing			
6	New College				New-Unresolved			1148
7	Oxa C.C.	1018	1018	Oxa C.C.	Existing			
8								

To complete the resolution of genuinely new opponents, you can then type the Suggested ID into column C to finish the opponent resolution:

Isis Cricket Club Statistics – Manage Fixtures Administrator Guide

	A	B	C	D	E	F	G	H
1	OpponentName	ExistingOpponentID	NewOpponentID	CanonicalOpponentN	Status	ReadyToAppend		Suggested IDs if New
2	Bladon		1026	West Bladon	Existing-Resolved			
3	Far from the MCC	1016	1016	Far from the MCC	Existing			
4	Gully Cricketers	1031	1031	Gully Cricketers	Existing			
5	Ipsden	1025	1025	Ipsden	Existing			
6	New College		1148	New College	New-Resolved	Yes		
7	Oxa C.C.	1018	1018	Oxa C.C.	Existing			
8								

When all opponents are resolve in this way, the export gate opens, and we will now see data in the Opponents_RowsToAdd tab.

3.2.2 Add Opponents to the Data Store

Before I resolved new opponents, the Opponents_RowsToAdd tab showed:

	A	B	C	D	E	F
1	i New Opponents require resolution in New_Opponents					
2						
3						
4						

After I have resolved all new opponents, the Export gate opens and the tab shows:

	A	B	C	D	E
1	⚠ Add these opponents to Opponents dimension table				
2					
3	OpponentID	OpponentName	IsActive	LastFacedDate	AppearActive
4	1148	New College			TRUE
5					

I can now pick up the exported data in row 4 and paste it into the Opponents table in the data store:

1. Important: pick up data rows only, not column headings.
2. In this example, firstly click in cell A4 and drag to column E4 to highlight the data to copy, then press Ctrl+C
3. Then go to the data store, open the Opponents tab and scroll to the bottom of the table. The table should be kept free of blank rows, and that being the case you will see the invitation to add more rows. The default is 1000 but we are only pasting in one row, so change the value to 1 (in this case) and then press the blue Add button.

Isis Cricket Club Statistics – Manage Fixtures Administrator Guide

144	1124	Meridian	FALSE		☐	
145	1132	Research Machines	FALSE		☐	
146	1136	St Jude the Obscure	FALSE		☐	
147	1099	Bear Essentials	FALSE		☐	
Add 1000 more rows at the bottom						
+ ≡ 🔒 Home ▾ 🔒 People ▾ 🔒 Opponents ▾ 🔒 Matches ▾						

- Then click in column A of the new row and press Ctrl+Shift+V. That pastes data value into the table, guaranteeing that no formula or formatting you might have picked up in the copy are moved into the data store.

146	1136	St Jude the Obscure	FALSE		☐	
147	1099	Bear Essentials	FALSE		☐	
148	1148	New College	TRUE		☒	
Add 1 more rows at the bottom						
+ ≡ 🔒 Home ▾ 🔒 People ▾ 🔒 Opponents ▾ 🔒 Matches ▾						

- When you have pasted the data, tick column D (AppearActive) and a value of TRUE (IsActive) is generated in column D. This ensures that the new opponent appears in subsequent dropdowns on active opponents.

Now, if you click back to the Fixture Batch browser window and view the New_Opponents tab you will see that all opponents now show as “Existing”, and if you also look at Opponents_RowsToAdd it will show “● No new opponents to add”. That is the signal to say the export gate is now open. If the Submissions gate is also open, you will now see rows appear in Matches_RowsToAdd and Matches_RowsToAmend (depending on there being ADD and AMEND rows in the Manage_Fixtures data sheet).

If you’ve followed all that, it demonstrates how the live data feed from the data store to the active template files works in practice. As soon as the opponent data was created all the correct statuses were reflected to allow the data export. For our example fixture batch, here is the Matches_RowsToAdd tab after the Export gate opens:

Isis Cricket Club Statistics – Manage Fixtures

Administrator Guide

MatchID	MatchDate	MatchSeq	Season	OpponentID	Venue	StartTime	MatchFormat	OversPerSide	Result	WinningMargin	WhoBattedFirst	Notes
20260601-1	01/06/2026	1	2026	1026	Home	18:00	T20					Queen's - 18:00
20260602-1	02/06/2026	1	2026	1016	Away	18:00	T20					18:00
20260604-1	04/06/2026	1	2026	1025	Away	18:00	T20	20				18:00
20260605-1	05/06/2026	1	2026	1148	Away	18:00	T20	20				18:00
20260606-1	06/06/2026	1	2026	1031	Away	18:00	T20	20				18:00

Just like the new opponents import, this export also formats the data so that rows can be easily copy/pasted into the Matches tab in the data store. However, we must be mindful of the live data feed here to; as soon as we paste matches, the fixture batch will detect they now exist and the rows will flip from Matches_RowsToAdd to Matches_RowToAmend. And so there is one final thing to do before the data import – freeze rows and columns on Manage_Fixtures.

3.3 Freeze Data

Freezing data is not hard, but it must be done correctly. Firstly, let me explain the visual clues, and then we can watch what happens in the process.

1. On the Manage_Fixtures tab there is a helper cell in row 1 column Y. It tests whether active formula exist in the that row. When they do, it shows “ LIVE (FORMULAS ACTIVE)”. Go the Manage_Fixtures tab
2. Click on the column heading A and drag to column X
3. Press Ctrl+C and then straight away press Ctrl+Shift+V

This pastes data values only back to those columns and the active formula are overwritten.

When you do that, you will see the helper cell flip to “ FROZEN (READY FOR IMPORT)”. There are similar helper cell son Matches_RowsToAdd and Matches_RowsToAmend. If data has entered the table and formula are active on Manage_Fixtures, the export tab helper will show “ Freeze Manage_Fixtures A:X before Import”. When the data there is frozen that same helper will show “ SAFE FOR IMPORT”

Here are the Manage_Fixtures transition before and after freezing data:

MatchID	MatchDate	MatchSeq	Season	OpponentID	Venue	StartTime	MatchFormat	OversPerSide	Notes	Status	Action	Venue	Ground	Time	Format	Overs	Notes
20260601-1	01/06/2026	1	2026	1026	Home	18:00	T20				OK						
20260602-1	02/06/2026	1	2026	1016	Away	18:00	T20				OK						
20260604-1	04/06/2026	1	2026	1025	Away	18:00	T20	20			OK						
20260605-1	05/06/2026	1	2026	1148	Away	18:00	T20	20			OK						
20260606-1	06/06/2026	1	2026	1031	Away	18:00	T20	20			OK						

Isis Cricket Club Statistics – Manage Fixtures

Administrator Guide

Fixtures_Batch_20260323-1914-NHRW																									
File Edit View Insert Format Data Tools Extensions Help Developer Tools																									
Q Menus 100% 123																									
A1X102 MatchDate																									
1	MatchDate	Opponent	Venue	Ground	StartTime	MatchFormat	OversPerSide	Notes	Status	Action	Venue	Ground	Time	Format	Overs	Notes	FROZEN (READY FOR IMPORT)								
2	01/06/2026	Baden	Home	Queen's	18:00	T20			4 Missing future detail	ADD															
3	02/06/2026	Far from the MCC	Away		18:00	T20			4 Missing future detail	ADD															
4	03/06/2026	Osa C.C.	Away		18:00	T20	20		OK	AMEND	Away		17:45	T20	20										
5	04/06/2026	Ipsden	Away		18:00	T20	20		OK	ADD															
6	05/06/2026	New College	Away		18:00	T20	20		OK	ADD															
7	06/06/2026	Gully Cricketers	Away		18:00	T20	20		OK	ADD															
8																									

And now, here is Matches_RowsToAdd before and after freezing data:

1	MatchID	MatchDate	MatchSeq	Season	OpponentID	Venue	StartTime	MatchFormat	OversPerSide	Result	WinningMargin	WhoBattedFirst	Notes	Freeze Manage_Fixtures A:X before Import		
2	20260601-1	01/06/2026	1	2026	1026	Home	18:00	T20					Queen's - 18:00			
3	20260602-1	02/06/2026	1	2026	1016	Away	18:00	T20					18:00			
4	20260604-1	04/06/2026	1	2026	1025	Away	18:00	T20	20				18:00			
5	20260605-1	05/06/2026	1	2026	1148	Away	18:00	T20	20				18:00			
6	20260606-1	06/06/2026	1	2026	1031	Away	18:00	T20	20				18:00			
7																
8																

1	MatchID	MatchDate	MatchSeq	Season	OpponentID	Venue	StartTime	MatchFormat	OversPerSide	Result	WinningMargin	WhoBattedFirst	Notes	SAFE FOR IMPORT		
2	20260601-1	01/06/2026	1	2026	1026	Home	18:00	T20					Queen's - 18:00			
3	20260602-1	02/06/2026	1	2026	1016	Away	18:00	T20					18:00			
4	20260604-1	04/06/2026	1	2026	1025	Away	18:00	T20	20				18:00			
5	20260605-1	05/06/2026	1	2026	1148	Away	18:00	T20	20				18:00			
6	20260606-1	06/06/2026	1	2026	1031	Away	18:00	T20	20				18:00			
7																
8																

3.4 Import Matches

Now is the time we copy rows from the two export tabs to the data store. The process is the same as was used for new opponents.

3.4.1 Matches_RowsToAdd

1. Firstly click on the Matches_RowsToAdd tab and check it says “ SAFE FOR IMPORT”.
2. Remember, do not copy headers. Firstly click on cell A2 and drag to the last cell in column M that contains data in the row. Pick up column M regardless of whether there are not any notes there. Then press Ctrl+C. Remember how many rows you just copied, 6 in my case.
3. Now move to the data store and open the Matches tab. Scroll to the end of the table and in the Add rows dialogue enter the count of rows you copied.
4. When the blank rows appear, click in the first empty row in column A and press Ctrl+Shift+V. Done!

3.4.2 Matches_RowsToAmend

Now, in the fixture amendment import you'll obviously have to process lines one by one.

1. Go back to the fixture batch and click on the Matches_RowsToAmend tab
2. If there is no data there, skip this step.
3. Click in A2 and press Ctrl+C to pick up the MatchID of the first match to be amended.
4. You now must find the matching record in the data store. Go to the master data store, and open Matches

Isis Cricket Club Statistics – Manage Fixtures

Administrator Guide

- Press Ctrl+F to open the Find utility (a 'find in sheet' window opens near top-right of the sheet), click in the window and press Ctrl+V (the MatchID you copied),
- If you do not land on one row with that MatchID something is seriously wrong! Let's not contemplate that here. Assuming the Search lands at one match record, the cell in column A will be highlighted.

For our example batch, here is the Matches tab and my successful search for the one amendment to be processed:

MatchID	MatchDate	MatchSeq	Season	OpponentID	Venue	StartTime	MatchFormat	OversPerSide	Result	WinningMargin	WhoBattedFirst	Notes	MatchID_DuplicateCheck
704	20260510-1	10/05/2026	1	2026	1002 Away	13:30	Timed	40				13:30	
706	20260513-1	13/05/2026	1	2026	1022 Away	18:00	T20	20				18:00	
708	20260517-1	17/05/2026	1	2026	1003 Home	13:30	LimitedOvers	20				Queen's - 13:30 - FRIENDLY CUP	
707	20260520-1	20/05/2026	1	2026	1004 Home	17:45	T20	40				Queen's - 17:45	
708	20260524-1	24/05/2026	1	2026	1016 Home	13:30	LimitedOvers	40				Queen's - 13:30	
709	20260527-1	27/05/2026	1	2026	1023 Away	18:00	T20	20				18:00	
710	20260531-1	31/05/2026	1	2026	1005 Away	14:00	LimitedOvers	20				14:00	
711	20260603-1	03/06/2026	1	2026	1006 Home	0:00	TBD	40				17:45	
712	20260607-1	07/06/2026	1	2026	1006 Home	0:00	TBD	40				Queen's - 00:00 - 40th ANNIVERSARY DAY	
713	20260610-1	10/06/2026	1	2026	1007 Home	18:00	T20	20				Queen's - 18:00	
714	20260614-1	14/06/2026	1	2026	1008 Away	13:30	LimitedOvers	20				13:30 - FRIENDLY CUP	
715	20260616-1	16/06/2026	1	2026	1018 Home	18:00	T20	40				Queen's - 18:00	
716	20260621-1	21/06/2026	1	2026	1009 Away	13:00	LimitedOvers	20				13:00	
717	20260623-1	23/06/2026	1	2026	1016 Home	18:00	T20	40				Brasserie - 18:00	
718	20260626-1	26/06/2026	1	2026	1018 Home	13:30	LimitedOvers	40				Freeland - 13:30	
719	20260630-1	30/06/2026	1	2026	1011 Away	18:00	T20	40				18:00	
720	20260704-1	04/07/2026	1	2026	1012 Away	13:00	LimitedOvers	40				13:00 - TOUR	
721	20260709-1	09/07/2026	1	2026	1013 Away	13:00	LimitedOvers	40				13:00 - TOUR	

- Now go back to the Matches_RowsToAmend tab in the batch file and either select the cell(s) that have changed or, if all cells are complete select all values in columns A to M for that row. Do not select past column M. Press Ctrl+C to copy.
- Go back to the line highlighted green in Matches, and either click in A1 if you picked up the line, or in the column whose value you selected in the copy, and press Ctrl+Shift+V

All that is not hard, but it must be done carefully and a visual check of what is changing between the match now and what it should be after the paste helps you confirm the update. You can always Ctrl+Z to "undo" the paste and Ctrl+Y to "redo", if you want to confirm the update.

In my example line above, I selected A to M and have now pasted values only into A1 in the following screenshot:

MatchID	MatchDate	MatchSeq	Season	OpponentID	Venue	StartTime	MatchFormat	OversPerSide	Result	WinningMargin	WhoBattedFirst	Notes	MatchID_DuplicateCheck
704	20260510-1	10/05/2026	1	2026	1002 Away	13:30	Timed	40				13:30	
706	20260513-1	13/05/2026	1	2026	1022 Away	18:00	T20	20				18:00	
708	20260517-1	17/05/2026	1	2026	1003 Home	13:30	LimitedOvers	20				Queen's - 13:30 - FRIENDLY CUP	
707	20260520-1	20/05/2026	1	2026	1004 Home	17:45	T20	40				Queen's - 17:45	
708	20260524-1	24/05/2026	1	2026	1016 Home	13:30	LimitedOvers	40				Queen's - 13:30	
709	20260527-1	27/05/2026	1	2026	1023 Away	18:00	T20	20				18:00	
710	20260531-1	31/05/2026	1	2026	1005 Away	14:00	LimitedOvers	20				14:00	
711	20260603-1	03/06/2026	1	2026	1016 Away	18:00	T20	20				18:00	
712	20260607-1	07/06/2026	1	2026	1006 Home	0:00	TBD	40				Queen's - 00:00 - 40th ANNIVERSARY DAY	
713	20260610-1	10/06/2026	1	2026	1007 Home	18:00	T20	20				Queen's - 18:00	
714	20260614-1	14/06/2026	1	2026	1008 Away	13:30	LimitedOvers	20				13:30 - FRIENDLY CUP	
715	20260616-1	16/06/2026	1	2026	1018 Home	18:00	T20	40				Queen's - 18:00	
716	20260621-1	21/06/2026	1	2026	1009 Away	13:00	LimitedOvers	20				13:00	

Isis Cricket Club Statistics – Manage Fixtures Administrator Guide

9. Now go back to Matches_RowsToAmend and repeat the copy paste for all amendments in the batch.

At this point the Manage_Fixtures data import is completed. If this was a live import rather than an example, I would now move the file to the 01_PROCESSED folder to close the workflow.

4. Manage Fixtures – Quick Reference

This Quick Reference is a third walkthrough of the process, boiled down to an outline of the principle steps. Both Fixture Secretary and Administrator steps are shown, giving an end-to-end view of the complete process.

<u>Fixture Secretary</u>	<u>Administrator</u>
1. Make a copy of the template 2. Allow data connection (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 → 01_INBOX 10. Done	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 Manage_Fixtures 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

Administrator Guide

5. Hints and Tips

The System

The process uses three Google Sheets files:

1. PUB_IsisCC_DataStore is the master database, containing many tables of data, all linked in a relational data model. This is described in the Architecture and Conceptual Data Model. The rest of this document will refer to this as the DataStore.
2. PUB_IsisCC_Lookups contains a number of tables that automatically draw data from the data store, which is made available to the two templates that the volunteers use to create their Fixture or Scorecard files. The rest of this document will refer to this as the Lookups.
3. The templates is PUB_IsisCC_Fixtures_Template. The rest of this document will refer to this as the Template.

Live data is fed from the DataStore to the Lookups file, and the Template draws data from the Lookups file. This ensures that the process uses up to the minute data, even when the Fixture Secretary is working in his private Google account on the file that he owns. He has no write-access to the DataStore, the Lookups Workbook or the Template file itself.

Files and Sharing

- A file exists in one place in Drive and has its 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 you share stays in your personal account. You share a link.
- 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)
 3. **Important:** The PUB-IsisCC_Lookups and PUB_IsisCC_Scorecard_Template files should only be shared with Viewer access

Files to Share for Manage Fixtures

1. Navigate through the club account's folder structures to the published (live) files. The path is My Drive → 01_Published → 01_System.
2. Share:
 - PUB_IsisCC_Lookups with viewer privilege
 - PUB_IsisCC_Fixtures_Template with viewer privilege
 - Then navigate to the operational workflow folders to share the submission inbox. The path is My Drive → → 02_Operations. Share 01_INBOX with Editor access.

File sharing in this way needs only to be done once per Fixture Secretary. If a new version of a shared file is created for any reason then that new version will need to be shared anew.

Isis Cricket Club Statistics – Manage Fixtures

Administrator Guide

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:
 1. In Drive, select “Shared with me” from the drive menu.
 2. You can add a link to a shared file into you My Drive folder structures, by clicking Organise > Add Short Cut, and then choosing All locations, then My Drive and click through to the folder you want that link in.

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.

Submission and Export Gates Explained

In the template for fixture submissions there are two formula-based checks and balances that either prevent or allow data to flow from the Fixture Secretary’s data entry screen to the export tabs in the template files. When all checks and balances are passed, both gates open and the export tabs populate. When there are issues to resolve the data is locked out of those tabs.

1. Submission gate open means the file is ready to move to the administrator’s inbox.
2. Export gate open means data can be pasted to the dimension tables
3. Either gate closed means action is required

Exposing the Export Tabs

The PUB_IsisCC_Fixtures_Template includes several tables, most of which remain hidden to the Fixture Secretary, but which provide the raw data to copy and paste into the master data store. Unhiding the export sheets is easily achieved by clicking on the ≡ (all sheets) icon at the bottom-left of the screen and clicking on the tab you want to expose from the menu (hidden tabs are greyed out).

