

Isis Cricket Club Statistics System - Manage Scorecards

Administrator Guide

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2. 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 for ingestion to the data store can be delegated to other volunteers, who create files and submit them to the administrator via a shared Inbox.

1. The volunteer submits the file containing scorecard details.
2. The administrator receives the submission and updates the data store.

The roles are clearly separated, with the Scorecard_Entry tab in those files being the domain of the volunteer, and the Exports and Imported_Facts tabs being the domain of the Administrator.

Data quality and integrity is paramount, and the scorecard file includes internal validation to ensure data entered by the volunteer is complete and as accurate as the quality of the match scorebook allows. When volunteers move balanced scorecards to the 01 – INBOX folder, the administrator firstly checks the file for any issues to resolve. He adds any new member/guest records to the People dimension table, and when data is ready in the Exports tab and either runs a script within the Datastore to update the match result and append records to the fact tables, or alternatively manages the import manually.

Read the "IsisCC Manage Scorecards - Volunteer Guide" for details on scorecard file creation. Files that are shared and used in the Scorecards entry process are described in the Hints and Tips section of this guide.

3. Process Overview

1. Administrator Shares the template and lookups files, and the 01_INBOX folder with a volunteer.
2. The volunteer finds the template and copies and renames a local copy.
3. The volunteer enters scorecard details (raw data) to the Scorecard_Entry tab template and achieves a balanced position.
4. The volunteer submits the file via the shared 01_INBOX folder.
5. Administrator reviews the file status for BLOCKER or WARNING messages and acts to clear up any issues. And he checks the Home tab administrator dashboard to confirm the data is import-ready. If guest/new players need to be resolved he updates the People dimension table.
6. Administrator imports the data to dimension and fact tables, using an apps script provided in the data store.
7. When data is imported and reconciled, the script moves the file to the Processed folder

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4. Importing Scorecard Data

4.1 Pre-Import Checks

1. Discover a scorecard submission by looking in 01_INBOX for files named Scorecard-YYYY-MM-DD-Opponent (Venue)-Initials (an example filename might be 2026-04-19 – United Oxford Hospitals (Home)-JB).
2. Before starting import activities, go to the Home Screen administrator's dashboard for visible clues as to the workbook status.
 - i. Confirm cell D32 shows  Balanced
 - ii. If its balanced and cell D33 shows " No blocking issue" you will see record counts in the Export/Import Summary. If not, the dashboard should show resolution actions.
3. Finally, confirm E14 reflects the correct match date and opponent for this fixture.

There are example screens of various workbook states with blow-ups of the dashboard in the Worked Examples section of this guide

5. New Member and Guest Management

When entering a scorecard, the volunteer may have entered details of a player who is not yet recorded in the database (for example, a new member or a guest player). In these cases, the administrator must add the player to the People dimension table before the scorecard data is ingested (so that data integrity with associated facts are maintained). The People tab is updsted first, and then on the Exports tab, the new guest identity is resolved to that PersonID.

5.1 New Member Resolution

Before resolving new or guest players, please review considerations discussed in section 4.2. Then follow the steps below to create new People records and resolve the player identities, which will in turn open the Export Gate:

1. Expose (unhide) the Guest_Resolution tab if you have not yet done that (see Hints and Tips)
2. Identify new players from the Scorecard_Entry tab Guest Register (rows 35 to 40) or the Guest_Resolution tab in rows 3 to 8.
3. Open the People table in the data store workbook.
4. Add enough new rows at the end of the table and assign the next unique PersonIDs (the table is maintained in PersonID sequence).
5. Enter the players' LastName, FirstName, and Initials (or copy/paste values only to those fields from the Guest_Resolution tab).

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6. Google Sheets can sometimes be slow to refresh the page after data entry in People, where column-based formulae are involved. Use the “Reload the page” icon at the top left of the browser window. When pressed the page will reload from the top of the sheet. 
7. When you scroll down to the last row you should see DisplayName (column E) populated next to the data you entered. IsActive (column F) will show False and a tick-box in column H (AppearActive) will be unticked. Now click that AppearActive (H) tick-box for each new member and you will then see IsActive become true and an orange highlight appear. IsActive = TRUE means the player will now appear in player dropdowns, as you will see in the final step of the People import.
8. Now, return to the scorecard Guest_Resolution tab and using the G:H dropdown (ResolvedTo) find and select the new players’ names in each row. For each row, you will see the PersonID you allocated earlier appear in column I (ResolvedPersonID) and column I (ResolvedStatus) will flip to Resolved.
9. When all new players are resolved, the Export Gate will open and the Exports tab will flood with data from the Scorecard_Entry tab, formatted precisely so that you can copy and paste (values only) into the related tables.

Side note: From time to time review the People table for records that have AppearActive ticked, but who also have a date in the LastAppearance column (G). You can just untick AppearActive for those rows as the LastAppearance date will determine that the person IsActive and set the TRUE/FALSE value accordingly.

Before moving on to the fact table imports just check back on the Home tab dashboard to confirm there are no open issues. You will rarely if ever see them, but there are a few validations during new member and guest resolution that could show one of these issues:

- Issue: **The New/Guest person export block is damaged.** Action: open the PUB_IsisCC_Scorecard_Template in the 01_System folder, expose the Exports tab, highlight the entire guest resolution block and Ctrl and C, then go back to the scorecard submission, click in the top-left cell of the block and press Ctrl+V to restore formula. You may have to repeat the lookup from dropdown as anything resolved up to that point will be overwritten.
- Issue: **A New/Guest player has not been resolved to an entry in People.** Action: There are still UNRESOLVED guest entries in the Guest/New export block.
- Issue: **Two New/Guest people are resolved to the same Person.** Action: Two different guests cannot be resolved to the same Person – go back and resolve one of the guest entries again.

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5.2 New People Considerations

When resolving new members and guests to a Person ID you must make a decision as to whether the record is genuinely new or not.

The ResolvedTo dropdown is a list of active players, and the list expands each time you add a new person to the People table. Before adding new people records, it is advisable to go to the People tab in the data store and do a little cross-checking to ensure there is not an existing record for the proposed new person, or indeed to check if the new person's name corresponds to an existing person. Here's how:

1. Press Ctrl+F to open the search dialogue enter the Surname of the new person and press Find. If the search shows 0 of 0, there is no existing row for this person.
2. But be vigilant: if the search lands you at a record, consider these edge case scenarios: -
 - It might be that somebody represented as new may have been a previous player, but whose IsActive flag is not set (the person did not appear when the volunteer laid out the team names in the batting card). A player returning some years after last playing would be an example case.
 - The spelling of the guest/new member name is different to an existing name in the People table, but after research you determine that it is the same person. If the name details needs to be updated in the existing record then make that entry and resolve the guest/new member entry to that existing record.
 - It might be that the new member shares Surname, FirstName and Initials (John Smith, for example) with an existing or past member.
 - Or you may find only a Surname and Initials in either the Scorecard or People data. Be certain that you are introducing a new member and do research (asking people in the club who played in the match) what the exact situation is. 95% of the time you will decide to add a new person record.
3. The outcome of your research is that you should now be able to draw a definite conclusion as to whether a new person is genuinely so. You will have decided to either ADD a new member OR you are going to resolve the guest to an EXISTING person.
4. If you discover an existing person, click the tick-box in column H (AppearActive) against that record as per the instructions in 4.1 and that record will appear in the dropdown when you come to resolving the new person on the Guest_Resolution tab.

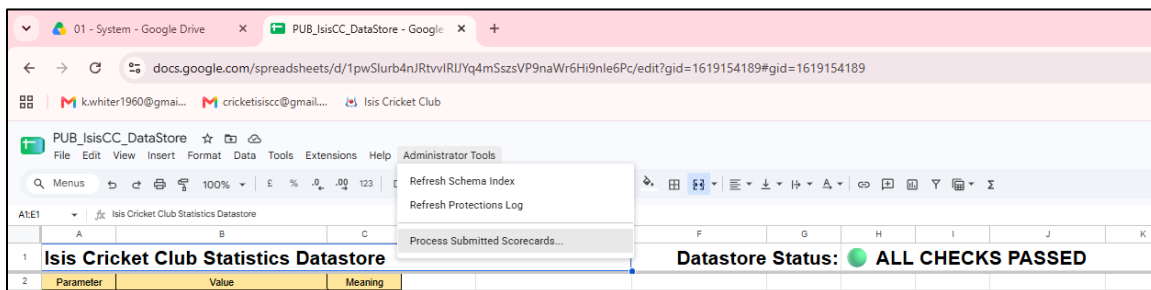
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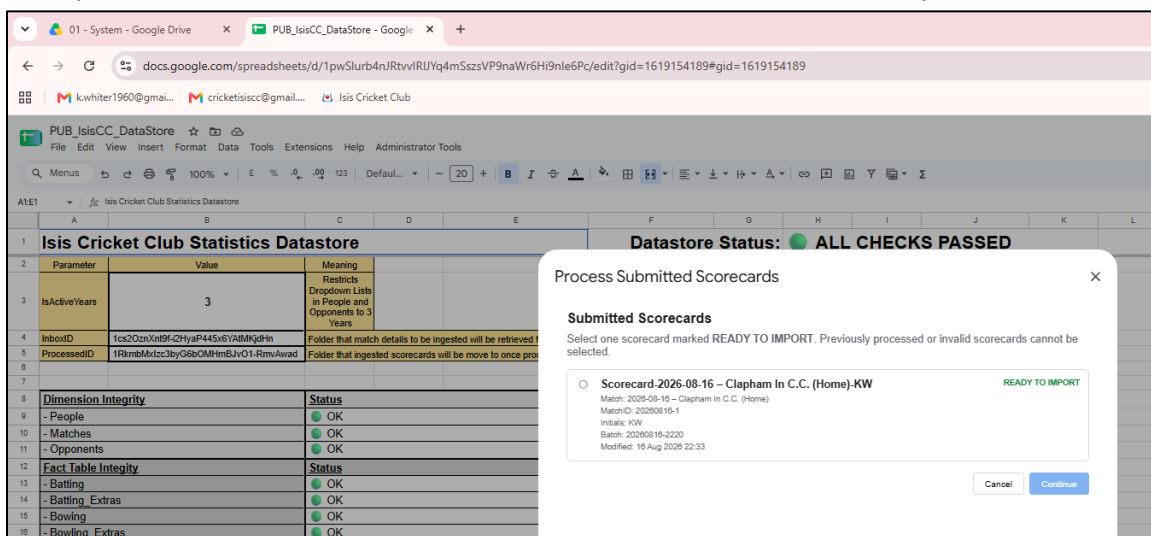
6. Importing Facts through the Apps Script

Section 7 describes the steps to take if you want to import data to the datastore manually. However, those steps have been automated through an apps script, which does a reconciliation check, updates/inserts data from the exports tab to the datastore, performs post-import validation and finally moves the scorecard file to the My Drive → 02 – Operations → “02 – Processed” folder.

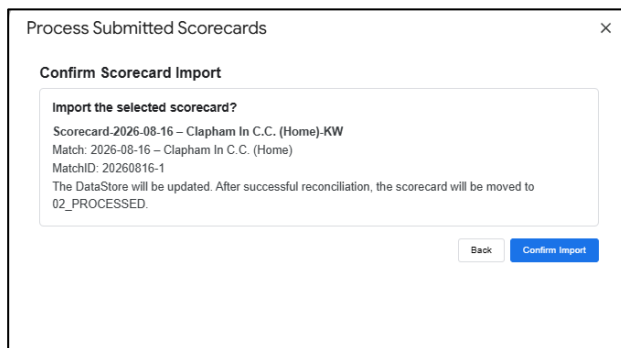
Open the datastore and when the “Administrator Tools” option appears in the menu bar, click it and then select “Process Submitted Scorecards” (the option is shown below).



The script will interrogate the 01 – INBOX folder and show any scorecard files that are waiting for import as shown below. Click the radio button next to the scorecard and press Continue:



Then a further screen shows details of the match and asks you to “Confirm Import”:



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Once started, the progress of the import is shown in the resulting Window:

The screenshot shows a Google Drive window with a Google Sheet titled 'Isis Cricket Club Statistics Datastore'. The sheet has columns A through L. A dialog box titled 'Process Submitted Scorecards' is open, showing a 'Processing Scorecard' status. The dialog box contains a list of tasks and their status, all marked as complete.

Parameter	Value	Meaning
IsActiveYears	3	Restricts Dropdown Lists in People and Opponents to 3 Years
InboxID	1cx2OznXnBf-2HyaP445x6YAMkg9m	Folder that match details to be ingested will be retrieved from
ProcessedID	1RkmbMxzc3byG6bOMHmBjO1-RmvJwv	Folder that ingested scorecards will be move to once processed

Dimension Integrity	Status
- People	OK
- Matches	OK
- Opponents	OK

Fact Table Integrity	Status
- Batting	OK
- Batting Extras	OK
- Bowling	OK
- Bowling Extras	OK
- Catches	OK
- Run Outs	OK
- Stumpings	OK

Processing Scorecard
Please leave this window open until processing is complete.

- ✓ Open scorecard
- ✓ Validate gates
- ✓ Read export blocks
- ✓ Check duplicates
- ✓ Update match
- ✓ Append Batting Extras
- ✓ Append Bowling Extras
- Append Batting
- Append Bowling
- Append Catches
- Append Run Outs
- Append Stumpings
- Wait for reconciliation
- Move file
- Complete

When the import is complete, and after reconciliation the script moves the scorecard file to the 02 – PROCESSED folder. And once that is done a “Processing Complete” dialogue appears per the following screenshot. You can click “Close” to end the script and close the workflow. It is not necessary to do so, but if you navigate to My Drive → 02 – Operations → “02 – Processed and locate and open the file you just processed, you should see “workflow Complete” in the administrator dashboard on Home, per the examples in section 7.3.

The screenshot shows a 'Process Submitted Scorecards' dialog box with a 'Scorecard Processed' section. It displays details for a specific scorecard, including the match name, match ID, rows imported, and the folder it was moved to. A table shows the breakdown of statistics for the scorecard.

Scorecard Processed

✓ Processing complete

Scorecard: Scorecard-2026-08-16 – Clapham In C.C. (Home)-KW
Match: 2026-08-16 – Clapham In C.C. (Home)
MatchID: 20260816-1
Rows imported: 22
Moved to: 02_PROCESSED

Batting Extras	1
Bowling Extras	1
Batting	11
Bowling	6
Catches	3
Run Outs	0
Stumpings	0
Total	22

Close

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7. Importing Facts Manually

The administrator will normally run the Apps Script to import facts automatically. The functions of the apps script can be performed manually though, as described in this section.

The Exports tab is organized in such a way that you can find all the data you need on one screen without having to scroll and look for it. You'll see areas of the sheet greyed out so that the fields that you need to select for the import are clearly identifiable.

The sequence in which you import facts is not important, but I'll lay out the steps in the order the fact tables are laid out in the data store.

7.1 Importing the Match Result

The match result appears in row 22 of the Exports tab, in columns N to R. We're going to find the Match record first and then paste those values into that record.

1. Click cell N22 (MatchID) and press Ctrl+A and then Ctrl+C. In the data store, go to the Matches tab, and press Ctrl+F, then click in the search window and then Ctrl+V. If the search is successful (it will be) the row will be highlighted in green in column A (the value matched).
2. Now go back to the Exports tab and select cells N22 to R22 and press Ctrl+C.
3. Then go back to the Matches table and select column I and press Ctrl+Shift+V to paste values only. This pastes the overs per side, result, margin and who batted first directly into Matches.

7.2 Importing Fact Tables

Each export block corresponds to a raw data table (a fact table) in the data store. Each block in the exports tab clearly identifies the fact table to which that block relates. Take your time and it will be a breeze. Steps 1 to 5 in this section apply to each fact table below:

- Batting
- Batting_Extras
- Bowling
- Bowling_Extras
- Catches
- RunOuts
- Stumpings

Note that the Scorecard_Entry tab has sufficient space for a 13-man team (rare I know, but it might happen one day). Each export block therefore has room for that many player stats. The data you need is always in a known and predictable place, and you should obviously not copy blank rows into the data store.

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Now, for each export block:

1. Highlight rows containing raw data in that block (excluding the header and any empty rows) and press Ctrl+C (copy). Count the rows you are exporting.
2. Then open the Fact Table you are working on in the data store and scroll to the bottom of the table. Some of the tables are deep, and Ctrl+Shift+DownArrow will get you straight to the last data row.
3. As you did for People, change the "1000" in Add more rows and blank rows will be added.
4. Then click in column A of the first of the empty new rows, and press Ctrl+Shift+V. The data you copied should flow into the Fact Table you are working in. Check the data aligns by column and is a mirror of the export block you were working with. Remember you can immediately press Ctrl+Z (undo) to reset the position and repeat the paste if you need to.
5. After each paste, please delete any blank rows if you might have added too many in step 3.
6. Once done, move onto the next data store table.

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7.3 Close the Workflow

When all imports have been done it's time to do a final check of the outcome of your import. The admin dashboard has a section Import Checks in column H of the Home tab. As new rows are added to the data store, the live feed of data brings the new facts in to the workbook, and a table-by-table comparison is performed between the Exports tab and the new data, and if the data matches, the import check shows "Successful Import". Conversely, if any issues are detected the status will show "Import Error". And then, when all rows from Exports have been added to the data store, the "Administrator's Actions label changes to "Workflow Complete". That is the desired outcome.

Administrator's Actions	EXPORT / IMPORT SUMMARY		Rows To Import	Import Checks
	Matches (Update Match Result)			Successful Update
	Batting_Extras		1	Ready for Import
	Bowling_Extras		1	Ready for Import
	Batting		11	Successful Import
	Bowling		8	Successful Import
	Catches		2	Ready for Import
	RunOuts		1	Ready for Import
	Stumpings		0	Nothing to Import
	Database rows to Add		24	19 Rows Ingested

Workflow Complete	EXPORT / IMPORT SUMMARY		Rows To Import	Import Checks
	Matches (Update Match Result)			Successful Update
	Batting_Extras		1	Successful Import
	Bowling_Extras		1	Successful Import
	Batting		11	Successful Import
	Bowling		8	Successful Import
	Catches		2	Successful Import
	RunOuts		1	Successful Import
	Stumpings		0	Nothing to Import
	Database rows to Add		24	24 Rows Ingested

It is recommended that after every paste, that the administrator checks the dashboard to ensure that the import checks show "successful" import. There is a of data moving around the system in this process though, so do not be surprised if there is a 15-20 second delay between the paste and the status update.

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When the dashboard shows “Workflow Complete” the final action is to move the scorecard file to the processed folder.

Use File → Move to achieve this, Choose My Drive → 02 – Operations → “02 – Processed.

Do not change permissions if Google Sheets asks you or gives you the option. The volunteer will remain the designated “owner” of that file which together with the filename provide a useful audit point.

1. Please do not leave files in the INBOX folder after processing.
INBOX should only contain unprocessed submissions and as you previously shared the Submissions folder, if files appear unprocessed it will confuse volunteers.
2. Once imported, the file should never be edited again. You can now close all workbooks and exit Google Drive.

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8. Hints and Tips

The Files

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_Scorecard_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 volunteer sees up to the minute data, even when he is working in his private Google account on the file that he owns. The volunteer has no write-access to the DataStore, the Lookups Workbook or the Template files themselves.

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)
- **Important:** The PUB-IsisCC_Lookups and PUB_IsisCC_Scorecard_Template files should only be shared with Viewer access

To share files

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

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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 scorecard submission there are two formula-based checks and balances that either prevent or allow data to flow from the data entry screen to the Exports tab in the template file. When all checks and balances are passed, both gates open and the export tab populates. When there are issues to resolve the data is locked out of that tab.

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 and fact tables
3. Either gate closed means action is required

Exposing the Exports Tab

The Scorecard template includes a few tables, some of which remain hidden to the Volunteer, but which provide the raw data to copy and paste into the master data store. Unhiding the Exports tab 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 – here, Exports (hidden tabs are greyed out).

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9. Worked Examples

9.1 Scorecard completed – and balanced (existing players only)

S33

The Home tab admin dashboard shows that the scorecard is balanced, and the playing statistics can be imported to the data store (line counts to import are shown). We will see how import checks update shortly.

Administrator's Actions	EXPORT / IMPORT SUMMARY		Rows To Import	Import Checks
	Matches (Update Match Result)			Ready for Import
	Batting_Extras		1	Ready for Import
	Bowling_Extras		1	Ready for Import
	Batting		11	Ready for Import
	Bowling		8	Ready for Import
	Catches		2	Ready for Import
	RunOuts		0	Nothing to Import
	Stumpings		1	Ready for Import
	Database rows to Add		24	0 Rows Ingested

Workbook Status	
Status	READY FOR SUBMISSION
Balanced	Balanced
Open Issues	No blocking issues

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9.2 Scorecard completed – and balanced (includes new players)

Scorecard-2026-04-19 – United Oxford Hospitals (Home)-JB

File Edit View Insert Format Data Tools Extensions Help Developer Tools

Match: 2026-04-19 – United Oxford Hospitals (Home) Format: Limited Overs Overs: 20 Batted First: Isis Reason if match not completed: Completed

Isis Batting Innings (Controls) Isis Bowling Innings (Controls)

Runs: 207 Wickets: 8 Result: Won by 52 runs

Isis Batting (Batting First)

Order	Player	Batted	Runs	Strokes	How Out
1	O. Waller	✓	43	0	Caught
2	B. Harden	✓	28	0	Caught
3	R. Kella	✓	7	0	Caught
4	J. Ponsford	✓	25	0	Bowled
5	H. Stoneman	✓	7	2	Caught
6	R. Stephenson	✓	67	0	Not Out
7	W. Wyatt	✓	0	0	Caught
8	K.H. Whiter	✓	0	0	Bowled
9	A. East	✓	9	0	Bowled
10	A. Newbie	✓	13	0	Not Out
11	N.H.R. Wyatt	✓	0	0	✓
12		✓			✓
13		✓			✓

Byes: 6
Leg Byes: 0
Wides: 2
No Balls: 0
Penalties: 0
Total: 207 for 8 wickets

Isis Bowling (Batting First)

Order	Player	Overs	Maidens	Runs	Wkts
1	A. Newbie	4.0		23	1
2	A. Symons	7.0		13	1
3	N.H.R. Wyatt	7.0		27	1
4	J. Ponsford	7.0		8	1
5	K.H. Whiter	5.0		20	1
6	R. Kella	4.0		22	0
7	W. Wyatt	3.0		21	1
8	R. Kella	3.5		14	1
9					
10					
11					
12					
13					

Byes: 5
Leg Byes: 2
Penalties: 0
Total: 155 for 8 wickets

Isis Fielding

Player	Catches	Run Outs	Stumpings
R. Stephenson	2	0	0
H. Stoneman	2	0	0
A. Newbie	0	1	0

Guest Register Complete this table first if new of guest players participated

Guest SlotID	Surname	First Name	Initials	Display Name
GS01	Newbie	Another	A	A. Newbie
GS02				
GS03				
GS04				
GS05				

Workbook Status

Status: ● BLOCKED – FIX ISSUES

Balanced: ● Balanced

Open Issues: C014 BLOCKER A New/Guest player has not been resolved to an entry in People

The balanced status shows the Submission gate is open. But here, the blocked status and Open Issues show that (in this example) the Export gate is closed. Here a new member/guest needs to be added to the People dimension table, and once done the Export Gate will open (so long as there are no other issues to resolve).

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9.3 Scorecard completed – and NOT balanced

Innings (Controls)		Isis Bowling Innings (Controls)		Result:	
207	Runs	155	Runs		
8	Wickets	8	Wickets		

g (Batting First)					Isis Bowling (Batting First)					Isis Fielding				
Player	Batted	Runs	Sixes	How Out	Order	Player	Overs	Maidens	Runs	Wkts	Player	Catches	Run Outs	Stumpings
O. Walter	☒	43	0	Caught	1	Z. Wilkinson	4.0		23	1	R. Stephens	2	0	0
B. Harden	☒	28	0	Caught	2	A. Symons	7.0		13	1	H. Stonemar	2	0	0
R. Kella	☒	7	0	Caught	3	N.H.R. Wyatt	7.0		27	1	Z. Wilkinson	0	1	0
J. Ponsford	☒	25	0	Bowled	4	J. Ponsford	7.0		8	1				
H. Stoneman	☒	-7	2	Caught	5	K.H. Whiter	5.0		20	2				
R. Stephensor	☒	67	0	Not Out	6	R. Kella	4.0		22	0				
W. Wyatt	☒	0	0	Caught	7	W. Wyatt	3.0		21	1				
K.H. Whiter	☒	0	0	Bowled	8	R. Kella	3.5		14	1				
A. East	☒	9	0	Bowled	9									
Z. Wilkinson	☒	13	0	Not Out	10									
N.H.R. Wyatt	☐	0			11									
	☐				12									
	☐				13									
Byes		6												
Leg Byes		0												
Wides		2												
No Balls		0												
Penalties		0												
Total		193	for 8 wickets		Byes		5							
					Leg Byes		2							
					Penalties		0							
					Total		155	for 9 wickets						

ter				
Complete this table first if new of guest players participated				
Surname	First Name	Initials	Display Name	

In this last example, the Submission Gate is effectively closed. Volunteers submitting scorecards should not really submit scorecards that are not balanced, but if they come through you can probably exert editorial license to fix the underlying issues. In this example it is relatively simply to discover the issues and fix them. But the resolution of reconciliation issues should really be down to the volunteer, not you.

Workbook Status			
Status	● BLOCKED – FIX ISSUES		
Balanced	● Not Balanced		
Open Issues	C003	BLOCKER	Reconciliation Fails
	C005	BLOCKER	No negative numeric values