

How to enter results on the Essex Competition Portal

If entering via a cellphone, ensure that you use it in Landscape Mode

Go to the website <https://essexcomps.co.uk>

The screen then displays the "Competitions Portal" main screen, which is a general screen and shows the current status of the Championships and Competitions

1. Login to the portal
2. Type your "User Name" (which is the email address you used to register) and "Password" in the two white boxes in the red banner at the top left of the screen, and then click on the adjacent "Login" button.

If you do not see a list of your competition entries, click on 'My Account' in the red header bar - a list of your competitions will appear

Next to each competition there will be a blue 'My Fixtures' button
Click the button by the competition for which you need to enter the result

Click the blue 'Enter Results' button
Select the 'Date played' and the 'Venue' from the dropdowns available

NOTE – the HOME team will always be on the left hand column of this screen and the AWAY team will always be on the right

Enter **ALL** player(s) full names (forename and surname) for your own team and your opponents, **in the correct column** and then the scores in the boxes available

If any substitutes play, they must be indicated by an (S) after their surname
Badged players in the Albert Crabb must be indicated by a (B) after their surname

If any team is playing with only three players (only allowed in the Mens Shield, North and South Essex Fours), the fourth player's name must be completed as 'MISSING'

If the game has not been played (a team has conceded), there is no need to enter the date and venue. You must check the W/O box under the correct column to indicate which team is to progress (DO NOT click W/O under the team that has conceded)

Tick the box next to 'I confirm I have checked the player names and results are correct for both teams' and then click on the large blue 'SAVE' button

If you have any queries or difficulties with these instructions, please contact Dave Jarrold before attempting to enter the result as it is very difficult to rectify incorrectly entered results. Phone 07771-882595 or email: davejarrold@msn.com