

Organizer user manual

CricOrbit | Tournament setup to live scoring

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Run your tournament in this order: create the tournament, prepare teams and players, map teams, schedule matches, assign a scorer, confirm playing players, record the toss, select openers, and score each delivery.

Who this guide is for

Organizers who manage tournaments and scorers who record matches. Use your organizer account supplied by your organization administrator. The "Create a player login" link on the login page is for players; it does not create an organizer account.

Screens and buttons depend on your permissions, subscription, and enabled add-ons. A missing button may mean your account needs access from the administrator. On a branded organization site, the name and logo may differ from CricOrbit.

Find the right instructions

- Page 2: Sign in and prepare your event
- Page 3: Create and configure a tournament
- Page 4: Teams, players, grounds, and team mapping
- Page 5: Schedule fixtures and choose a player-selection mode
- Page 6: Assign scorers, confirm lineups, and start a match
- Page 7: Record runs, extras, and wickets
- Page 8: Corrections, interruptions, and unusual events
- Page 9: Second innings, ties, results, and live sharing
- Page 10: Organizer do's and don'ts
- Pages 11-12: Frequently asked questions and match-day checklist

Keep this copy handy

Download this PDF from the login page before match day. It can be read offline; saving the manual does not make the scoring application work offline.

1. Sign in and prepare your event

Sign in

1. Open the application's login page. Enter your organizer username and password, then select Sign in.
2. If prompted, change your password before continuing. Use Forgot Password? if you cannot sign in and follow the instructions shown.
3. Use Remember me only on your own trusted device. Log out when finished on a shared device.
4. Check the organization shown in your dashboard before creating records. If it is wrong, stop and ask your administrator to correct your access.

Understand the main menus

- Tournaments: create the event, manage dates, and open tournament information.
- Teams and Players: maintain team identities and player records. Manage Squad connects players to a team.
- Grounds: maintain the venues available when scheduling matches.
- Team Mapping: add existing teams to a particular tournament.
- Matches & Live Scoring: schedule fixtures and use Setup, Toss, Start, Score, or Scorecard as the match progresses.
- Scorer Assignment: grant a scorer access to a particular match.
- Scoring Locks: inspect who currently controls scoring, if your role has access.
- Billing & Purchases: review available subscription/ticket options. Some menus are available only to the organization administrator.

Prepare before creating fixtures

Agree the tournament dates, match format, number of overs, player limits, and tie-break rules with the officials. Collect team names, player details, and ground details. Choose a scorer and a backup contact for each match.

Check subscription validity and available tournament tickets. Have a charged scoring device, internet connection, backup power, and a paper score record available at the ground.

Success check: you can access the tournament, teams, grounds, and match menus needed for your event. Resolve missing access before match day.

2. Create and configure a tournament

Create the event

1. Open Tournaments and select Add Tournament.
2. Enter Tournament Name, Venue, and Organizer. Use a recognizable name, such as "City Cup 2026".
3. Add a tournament logo if required. Check the chosen image before saving.
4. Enter Start Date and End Date. Choose the correct Status and Match Type (underarm or overarm) for your competition.
5. Select Save Tournament. If a validation message appears, correct the highlighted fields and save again.

Configure dates and tickets

Use Configure Tournament from the tournament list when date/ticket configuration is required. Review Tournament Duration, Tickets Required, Available Tickets, and Balance After before confirming.

The application uses one ticket per tournament calendar day, including both the first and last day. For example, 14-16 October is three days, even if matches are played on only two of those days. Review the actual balance shown on screen before saving.

Extending the end date increases the required allocation. Shortening it adjusts the allocation according to the application's ticket rules. An extension needs an active subscription and sufficient available tickets.

After a match has started

The tournament start date becomes locked once any match has started. You can still edit the end date, subject to the normal rules. If the start date is wrong, contact your administrator; do not try to bypass the lock.

Check before moving on

- The event name, organizer, venue, dates, status, and match type are correct.
- The event has the necessary ticket allocation and is available for scheduling.
- Open its dashboard to review teams, matches, and results as the tournament progresses.

Success check: your tournament appears in Tournaments and is selectable in Team Mapping and match scheduling.

3. Prepare teams, players, and grounds

Add or reuse teams

1. Open Teams. Search first so that you do not create the same team twice.
2. Create a missing team using the available add/create action. Enter the required details and save.
3. Open Manage Squad for a team and select its eligible players. Save the squad before using it as a suggested match lineup.

Add or verify players

Open Players and search for an existing player before adding a new record. Verify spelling and identifying details so that the correct person's career statistics are used. Maintain player information through the player screens rather than creating duplicate identities for each match.

Where registration links are available, use the appropriate team or match registration screen and share its public registration link. Review submitted records and player claims before relying on them. A submitted player claim may need organizer approval; player login alone does not guarantee selection in a team.

Add the ground

Open Grounds. Add the venue if it does not already exist, complete its required details, and save it as active. Confirm it appears in the ground selector when scheduling a fixture.

Map teams to the tournament

1. Open Team Mapping and choose the tournament. Select Add Tournament Teams when needed.
2. Select the participating teams and save. Only teams from the tournament's organization are available; already mapped teams are disabled in the add screen.
3. Return to the mapping list and check that every participating team appears.

If your event uses an auction

Auctions require the feature, permission, and applicable add-on. Complete and finalize the auction before scheduling its matches. Auction matches use purchased or retained players and allow Fixed Squad or Match XI; Dynamic Player Selection is unavailable for auction tournaments.

Success check: both fixture teams are mapped, the ground is available, and the player pool is ready. Creating a team does not automatically map it to every tournament.

4. Schedule fixtures

Create a single match

1. Open Matches & Live Scoring and choose the action to schedule a match.
2. Select the tournament. Enter Match No and Overs, then choose two different mapped teams.
3. Choose the ground and Match Date with its scheduled time. Check the date/time against the event timetable before saving.
4. Set Innings Duration Minutes if you need the play timer; 0 disables it. The timer starts with the first ball of each innings.
5. Choose Player Selection Mode, optional Players Per Team, and Tie Break Policy. Add umpire/scorer information if needed and select Save Match.

Choose the right player-selection mode

- Fixed Squad (all published players): use an established team squad as the suggested player pool. Confirm the match's playing players before the toss.
- Match XI (select per match): choose a lineup for this fixture. This does not replace the team's normal suggested squad. Confirm both teams before the toss.
- Dynamic Player Selection: start without a complete lineup; select opening players after the toss and add eligible match players as play progresses. Additional global/other-organization player access depends on permissions.

Players Per Team, when set, is enforced for Fixed Squad and Match XI. Dynamic mode does not require a complete roster to start. Agree the permitted roster with officials even when the application allows dynamic selection.

Choose the tie policy before play

Ask After Match Tie requests a decision when regulation innings finish level. Super Over uses the super-over workflow. Physical Toss records the winner of an actual toss conducted by the officials. Agree the policy with teams in advance.

Generate or export fixtures

The Automatic Fixture Generator accepts a tournament, ground, match type, overs, first match time, match spacing, and round spacing. Review its preview and generated schedule for duplicate or conflicting fixtures before sharing.

Use Download CSV or Print fixtures on the schedule screen when your account has export access. Current tournament/status/search filters apply to all matching fixtures, beyond the current table page. The print view supports browser Print / Save as PDF.

5. Assign the scorer and start play

Assign match access

1. Open Scorer Assignment, locate the fixture, and select Assign Scorer.
2. Select the scorer account. Enable Score Match and View Match for the person who will record deliveries.
3. Grant Undo Ball and Match Correction only when that scorer is authorized to correct scores. Select Save Assignment.
4. Ask the scorer to sign in and confirm that the fixture appears. Typing a scorer's name into the schedule form does not replace a scorer-account assignment.

Confirm playing players

For Fixed Squad or Match XI, use Setup on the fixture (or Match Setup). Select the participating players for both teams, choose captain and wicketkeeper, and select an optional 12th player where available. Review player counts and save both teams' setup.

For Dynamic Player Selection, a complete XI is not required before the toss. Select or add eligible players using the match's controls as needed. A player added only for a match does not automatically become part of the team's normal squad.

Record the actual toss

Use Toss for the fixture. Select the toss-winning team and its decision to bat or bowl. Confirm the details with the umpire, then save. This sets the batting and bowling sides for opening selection.

Select opening players

Use Start / Opening Selection. Choose the opening striker and non-striker from the batting team and the opening bowler from the bowling team. The two batters must be different players. Check the names and select the start action shown.

Check the scoring screen

Confirm match number, teams, innings, overs, striker, non-striker, bowler, and score before entering the first ball. Use one active scoring device/tab for a match. If a scoring-lock message appears, resolve ownership before recording play.

Success check: the correct fixture is live, the opening score is correct, and the selected players match those on the field.

6. Record each delivery accurately

The normal ball workflow

1. Wait for the umpire's signal. Check the striker and bowler.
2. Tap the score for a normal delivery: 0 for a dot ball, the completed runs, or the appropriate boundary value.
3. Wait for the updated score and commentary. Confirm the total, wickets, and over count before entering another delivery.
4. At the end of an over, select and confirm the new bowler when prompted. Check the striker before the next delivery.

The application handles normal strike rotation. Use Swap Strike only after checking the actual batting ends; unnecessary swaps can create a new error. An over display such as 4.2 means four completed overs and two legal balls, not 4.2 decimal overs.

Extras and combined events

- Wide: the quick Wide +1 button records a simple wide. For additional runs or a combined event, use Custom Ball and inspect the preview before saving.
- No Ball: the quick No Ball +1 button records a simple no-ball. Use Custom Ball when bat runs or other details must be included on the same delivery.
- Byes and Leg Byes: choose the correct extra type and number of runs in Custom Ball. Keep extras separate from runs credited to the batter.
- Custom Ball: combine the delivery's runs, extras, wicket details, or special events in one entry, then select Save Custom Ball.

Do not enter a combined event as two separate deliveries. Wides and no-balls do not advance the legal-ball count. Follow the umpire's decision and check the application's free-hit indicator where applicable.

Wickets

Select Wicket and the actual dismissal type. Choose the dismissed batter and the fielder where required. For a run out, separately select the out player, the end where the wicket was broken, and runs physically completed before the run out. Check these details rather than assuming the striker was out.

Confirm the incoming batter and batting end when prompted. For complex dismissals involving extras, use the combined/custom controls and read validation messages before saving.

Success check after every ball: the scoreboard, batting names, legal-ball count, and latest commentary agree with the umpire's record.

7. Correct mistakes and manage interruptions

Wrong delivery entered

Stop entering new balls. If you have permission, select Undo Last Ball, confirm the restored score, and re-enter the correct delivery. Check players, strike, and bowler after undoing. Use Corrections to inspect delivery and correction history; undone deliveries remain in the audit history.

Undo works backwards from the latest ball. If several deliveries have been entered since the mistake, agree a correction with the official scorer before changing the record. Do not improvise a compensating run or wicket on a later ball.

A completed match needs correction

An authorized user can use the fixture's Reopen for correction action. Verify the match and agree the change first. Reopening can affect the result and related tournament information, so recheck the final scorecard, points table, and knockout progression after the correction.

Retired hurt and substitutions

- Retired Hurt: choose the retiring batter, replacement, and reason. Retired hurt is not a wicket; the player remains not out and may return later. Use Undo Retired Hurt for an erroneous retirement when allowed.
- Fielding Substitutes: record the outgoing fielder and substitute. This is a fielding-only change and leaves the nominated playing lineup unchanged; the original player may return.
- Permanent Replacement: use only for an approved permanent player replacement. Confirm the organizer/umpire decision and the selected players before saving.

Short runs and overthrows

Use the special-event controls rather than adding a second ball. For a short run, record the original physically completed runs and the deduction. For an overthrow, enter the base runs, added runs, and credit type. Read the preview and confirm the umpire's ruling.

Weather, delays, and connection loss

Pause/resume the Innings Play Timer for a stoppage when enabled. This controls the timer; it does not record a rain result. Use Match Actions > Revised Target only with an officially supplied target and overs. Use Abandon / No Result only after the officials confirm the decision.

If the connection drops or a save is uncertain, stop tapping. Restore connectivity, reload the same fixture, and inspect the score and last commentary to see whether that delivery was saved before entering it again. Do not assume offline scoring or pending deliveries will sync automatically.

8. Finish the match and share live scores

Start the second innings

When the first innings ends, review its scorecard and wait for the Start Second Innings prompt. Select the chasing team's striker and non-striker and the defending team's opening bowler. Confirm the target and overs before starting the next innings.

Continue scoring one delivery at a time. When the chase succeeds or the innings ends, review the displayed result. Do not add deliveries after a completed result merely to fill the scheduled overs.

Handle a tie

Follow the fixture's chosen tie policy and the application's prompt. For a Super Over, select the required players and follow the innings transitions shown. For Physical Toss, conduct the toss with officials and record its actual winner. If Ask After Match Tie is selected, confirm the agreed method with officials before proceeding.

Confirm the final record

1. Open Scorecard and compare innings totals, extras, wickets, batting, and bowling with the official scorebook.
2. Confirm the winner and margin or the no-result/tie decision.
3. Review the tournament dashboard and points table. For knockout events, check the bracket and next fixture before announcing progression.
4. Resolve any discrepancy using the authorized correction workflow. Log out or release scoring control through the available controls after the work is complete.

Share with spectators

Open the public tournament, fixtures, live-score page, or scorecard for the correct event. Copy that public page's URL and check it in a signed-out browser before sharing it with teams and spectators. Confirm the page shows the expected tournament and latest match information.

Share viewing links, never organizer credentials or private scoring controls. A registration link collects player details; it is different from a public live-score link.

Optional broadcast overlays

Where access is enabled, use OBS Overlays / the overlay screens to choose the match and theme. Use the provided overlay URL as an OBS browser source and test it before broadcast. Overlay display controls change the broadcast presentation; match scoring still needs its own delivery entry.

Success check: the public scorecard and official result agree, and spectators have the correct viewing link.

9. Organizer do's and don'ts

Do

- Verify tournament dates, match type, overs, roster limits, and tie rules before the first match.
- Search for existing teams and players before adding new ones. Keep names and player identities consistent.
- Map all participating teams and confirm each fixture's ground and start time.
- Assign a named scorer account and only the correction permissions that person needs.
- Confirm playing players, toss decision, openers, and bowler against the officials' information.
- Record one delivery at a time and wait for confirmation. Reconcile the score at every over and innings break.
- Use Custom Ball for combined runs/extras/wickets. Read previews and validation messages.
- Keep a paper backup and resolve an uncertain save by checking the saved match state.
- Verify public viewing links while signed out before distributing them.
- Review the final result and any tournament progression after a correction.

Don't

- Do not share an organizer password with spectators or use one shared login for several scorers.
- Do not score the same match from multiple active devices or tabs.
- Do not repeatedly tap Save or a quick-run button when the connection is slow.
- Do not use extra runs, fake wickets, or unnecessary strike swaps to hide a scoring mistake.
- Do not count a wide/no-ball as a separate legal delivery or enter its combined runs as another ball.
- Do not mark retired hurt as a normal wicket or use a fielding substitute as an unapproved permanent replacement.
- Do not change a target, abandon a match, reopen a result, or force a lock release without the appropriate official decision.
- Do not deactivate teams, players, grounds, or fixtures during active play as a troubleshooting step.
- Do not expect a player login, paid registration, or squad listing to automatically grant match-scoring access.
- Do not change the tournament start date after play has started or bypass application checks through the database.

Agree a handover

Before another scorer takes over, reconcile the last saved ball and score. The first scorer should stop and release control/log out; the replacement should open the same match and confirm state before continuing.

10. FAQ: setup and access

Why can I not see a menu or button?

Your role, organization permissions, subscription, or add-on may not allow it. Ask your organization administrator to check the relevant access. Refresh or sign in again after an administrator changes permissions.

Can I become an organizer through Create a player login?

No. That creates a player account. Ask the organization administrator for organizer access and a valid organizer username.

Why is a team missing when I schedule a match?

Confirm the correct tournament is selected, the team is active and belongs to that organization, and Team Mapping includes it. A team master record alone is not enough.

Why is a player missing from selection?

Check the player's record, organization/team eligibility, selected player-selection mode, and saved squad or match lineup. Other-organization/global access requires permission. Auction matches use the finalized purchased/retained pool. Use the available match-player controls only for eligible additions.

Which player-selection mode should I choose?

Use Fixed Squad for established teams, Match XI for a fixture-specific lineup, and Dynamic Player Selection when the full lineup is unknown before the toss. Auction tournaments do not offer Dynamic mode.

Why can I not start the toss or match?

Confirm the fixture is saved, required setup is complete, and both teams' playing players are saved for Fixed Squad/Match XI. Check your start/scoring permissions and scorer assignment. After the toss, select the two opening batters and opening bowler.

Why is the scorer's name on the fixture but the scorer cannot score?

The name field is descriptive. Grant the scorer account access through Scorer Assignment, including Score Match and View Match, and check its underlying role permissions.

Why can I not change the tournament start date?

It is locked after any tournament match starts. Edit the end date if appropriate; extensions require the necessary subscription and tickets. Ask the administrator about an incorrect locked date.

11. FAQ: scoring and match-day checklist

The match says it is locked. What should I do?

Another scoring session may own it. Contact that scorer first and arrange a handover. An authorized organizer can inspect Scoring Locks and use permitted release controls after confirming scoring has stopped. Do not force release while another scorer is entering balls.

I clicked a run twice, or the total is wrong. How do I fix it?

Stop scoring, inspect the latest commentary, and use Undo Last Ball if permitted. Confirm the restored state, then enter the correct ball once. If Undo or correction is unavailable, ask an authorized organizer.

Why did the over count stay the same after a wide or no-ball?

They add to the score but do not count as legal deliveries. Check that the correct extras were recorded. Remember that 3.5 means three overs and five legal balls.

My connection failed during Save. Should I enter the ball again?

First reconnect and inspect the latest saved score and commentary on the same match. Re-enter only if the delivery is absent. Keep the official paper record while resolving the interruption.

The spectators' score is old. What should I check?

Verify the scorer's ball saved, the spectator URL points to the correct match, and the viewer has internet access. Refresh the public page. If updates still lag, report the match number, latest saved ball, and time to your administrator.

Can I correct a finished match or record a rain result?

An authorized user can reopen a completed fixture for correction. For interruptions, use the official revised target/overs or Abandon / No Result workflow when available. Recheck the result and tournament standings after any change.

Match-day checklist

- Before play: tickets/subscription, mapped teams, fixture details, scorer assignment, charged device, internet, and paper backup checked.
- At the ground: playing players, captain/keeper, actual toss, openers, bowler, and initial score verified.
- During play: one scorer, one saved entry per delivery, over-end reconciliation, and official interruption decisions recorded.
- After play: final scorecard, result, points/bracket, public link, and scoring-session handover/logout checked.

When reporting an issue, provide tournament name, match number, innings/over, expected score, and the displayed message. Never include passwords or private credentials.