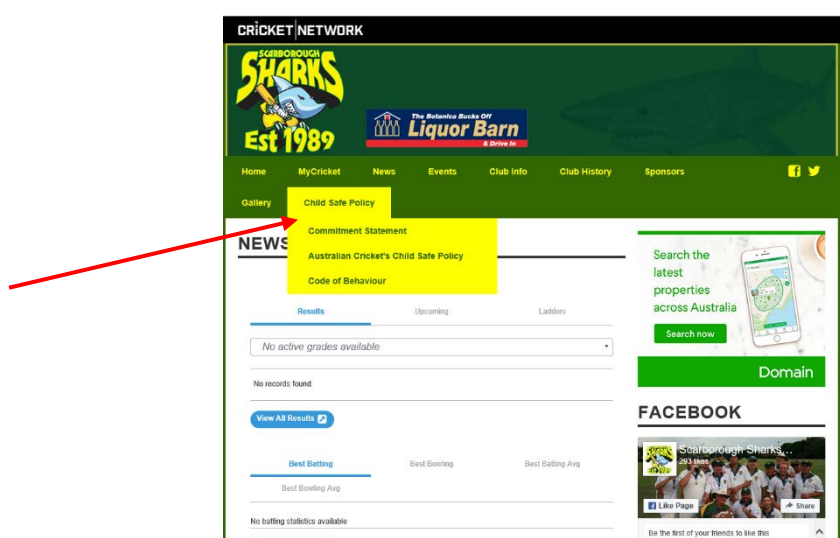


How to Upload Child Safety Documentation Guide

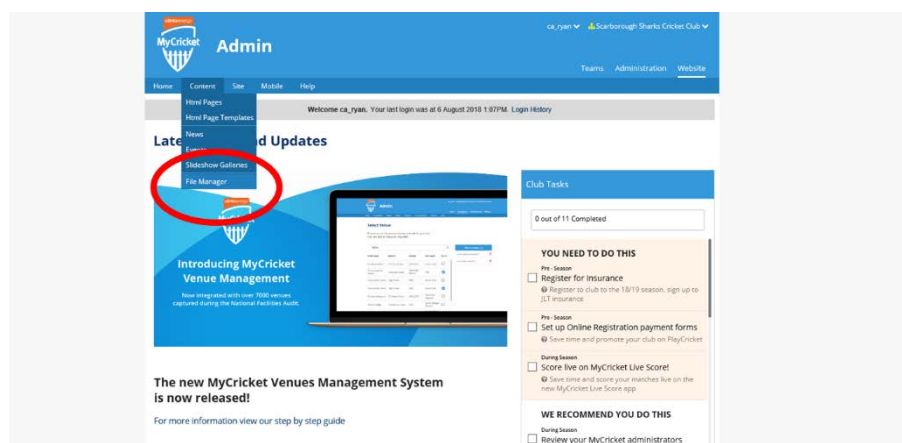
Part 1 – Uploading files to File Manager

As part of Australian Cricket’s new Child Safety Framework, clubs and associations are requested to upload the following documents to your website. Publishing these documents on your association/club’s website is important to protecting children and young people by publicly demonstrating that the Child Safe Framework is in place. This guide provides details on how to upload the documents to a MyCricket website (See below for Image);

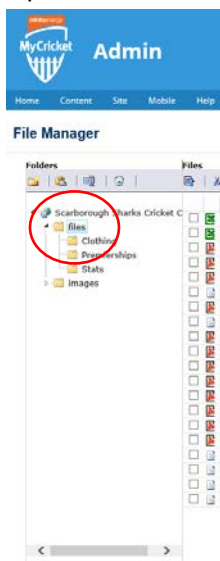
- [Australian Cricket’s Policy for Safeguarding Children and Young People](#)
- [Australian Cricket’s Looking After our Kids Code of Behaviour for Affiliated Associations and Clubs](#)
- [Australian Cricket’s Commitment to Safeguarding Children and Young People.](#)



1. First and foremost, all images and files that you want to add to your site must be uploaded to your File Manager before you can add them to a webpage See below for file manager location. Once you log in to your club, click WEBSITE in the top right corner, then drag your cursor over “CONTENT” on the menu bar and click “FILE MANAGER”

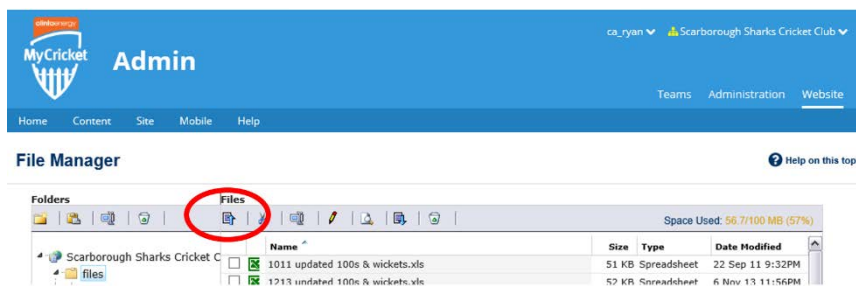


- Then you'll find yourself in the file manager page. You can select a file which you'd like to upload your file into which you will see in the graphic below. Click on the file you want to upload the file into and then click the upload symbol (graphic 2 below) In this example, I've uploaded the documents into the folder called "FILES".



GRAPHIC A

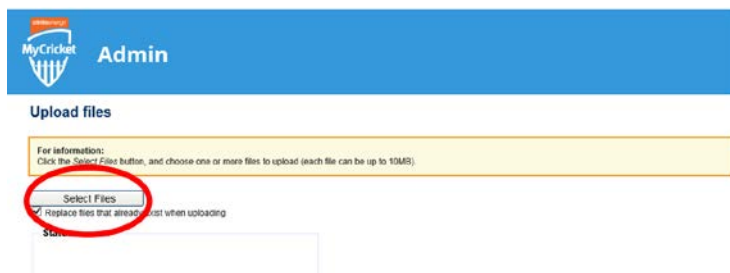
"FILE MANAGER"



GRAPHIC B

"UPLOAD BUTTON"

- Once you've clicked on the upload button, you'll be taken to the upload files window. Click on "SELECT FILES" to select the files to be uploaded.



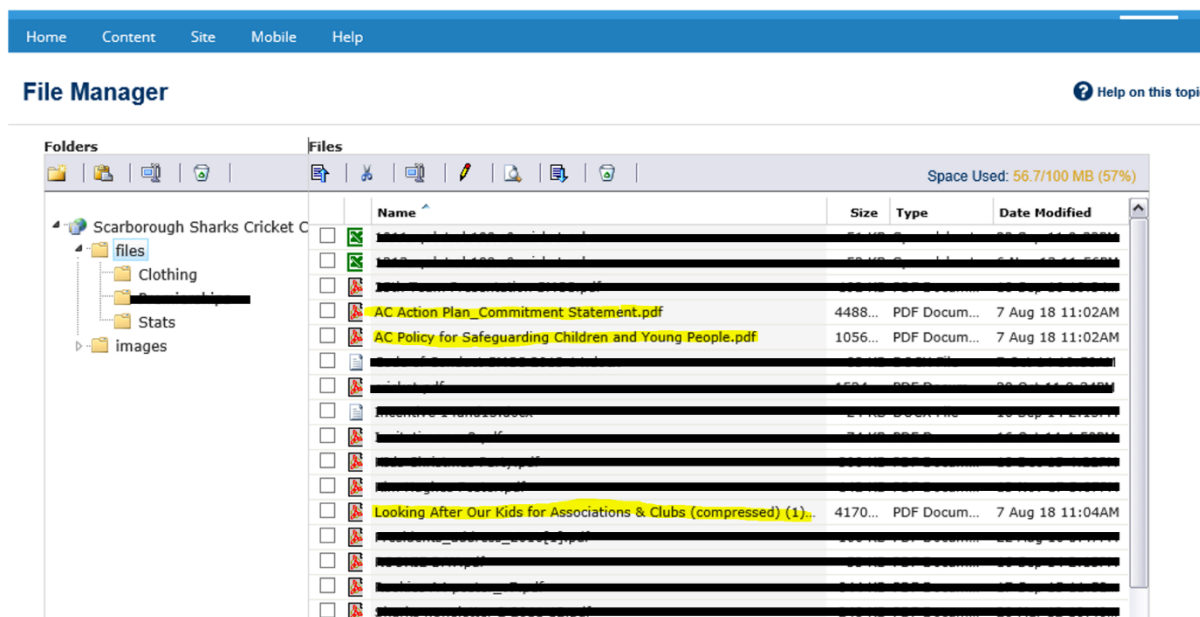
GRAPHIC A – Click "SELECT FILES"



GRAPHIC B – Select the files to be uploaded (which have been previously downloaded from www.cricketaustralia.com.au/safeguarding)

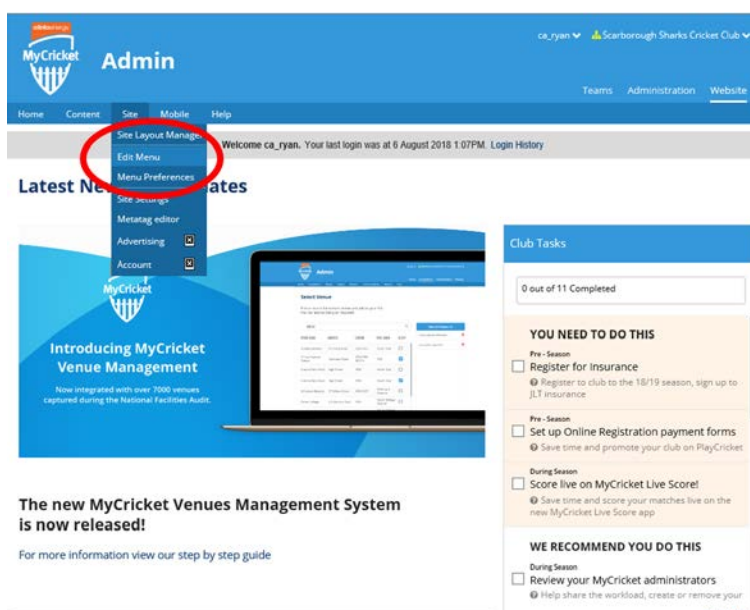
Name	Date modified	Type	Size
AC Action Plan_Commitment Statement.pdf	7/08/2018 12:59 PM	Adobe Acrobat Docu...	4,383 KB
AC Policy for Safeguarding Children and Young P...	7/08/2018 12:58 PM	Adobe Acrobat Docu...	1,031 KB
Looking After Our Kids for Associations & Clubs (...)	7/08/2018 1:03 PM	Adobe Acrobat Docu...	4,072 KB

- Once the upload has been confirmed, click out of the upload file screen and your files will appear as per the graphic below.

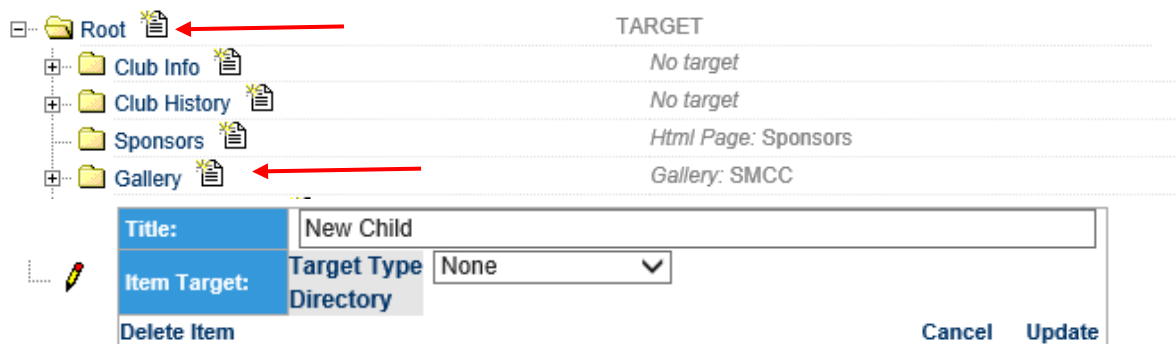


Part 2 – How to display documents on your Website

- Click back to the HOME page and then scroll over “SITE”, then click “EDIT MENU”



- The best way to make the Child Safe Documents visible to your members is to have them housed as a “MENU ITEM”. To create a menu item, click on the "Create Child" piece of paper icon next to the “ROOT” item. This will then display a form to fill out to configure that menu item as shown below. You can call this “CHILD SAFETY POLICY”.



	TARGET
Root	
Club Info	No target
Club History	No target
Sponsors	Html Page: Sponsors
Gallery	Gallery: SMCC

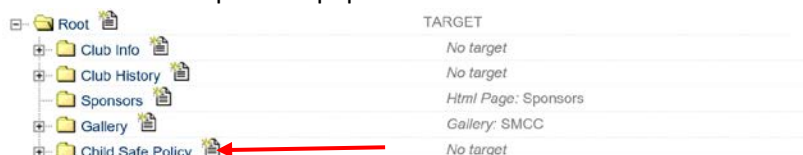
Title: New Child

Item Target: Target Type: None

Directory: Directory

Delete Item Cancel Update

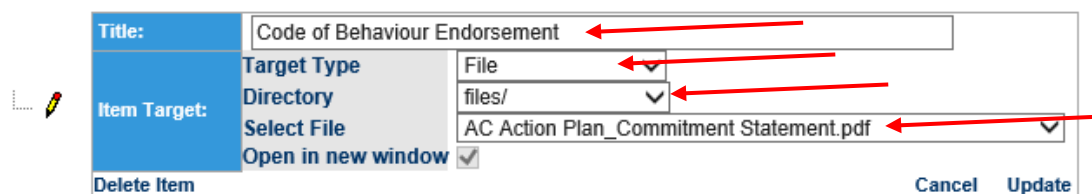
3. Once the “CHILD SAFETY POLICY” item is created, you can then add the Child Safe Documents within it. By performing the same action as previously to create the menu item, we can click on the “Create Child” piece of paper icon.



	TARGET
Root	
Club Info	No target
Club History	No target
Sponsors	Html Page: Sponsors
Gallery	Gallery: SMCC
Child Safe Policy	No target

In the graphic below you’ll see I’ve created 3 child’s from within the “Child Safety Policy” Menu Item. Here are the 4 simple steps to add the file into the child folder.

- a) Add the title first, then select “TARGET TYPE” and click “FILE”
- b) Then click on the “DIRECTORY” dropdown and this is where we are uploading the file from. Refer to STEP 2, Graphic A)
- c) Then select the file from the dropdown that I want to upload
- d) Click “UPDATE”



Title: Code of Behaviour Endorsement

Item Target: Target Type: File

Directory: files/

Select File: AC Action Plan_Commitment Statement.pdf

Open in new window

Delete Item Cancel Update

After completing this process 3 times to display;

- a) **Australian Cricket’s Policy for Safeguarding Children and Young People**
- b) **Australian Cricket’s Looking After our Kids Code of Behaviour for Affiliated Associations and Clubs**
- c) **Australian Cricket’s Commitment to Safeguarding Children and Young People.**

Your screen should look like this:

Admin ca_ryan Scarborough Sharks Cricket Club

Home Content Site Mobile Help Teams Administration Website

Edit Site Menu

Menu Mode: SIMPLE (Built in items automatically included in the public menu, menu preferences can be used to customise built in items) ADVANCED (Built in items not included - you must supply any required built in items, menu preferences not applicable)

Append MyCricket tree (Append the entire MyCricket tree to the end of your menu)

Menu Items: (Simple mode - built in items not shown below, will be automatically added to the menu on the public website)

Item	TARGET
Root	No target
Club Info	No target
Club History	No target
Sponsors	Html Page: Sponsors
Gallery	Gallery: SMCC
Child Safe Policy	No target

For information: There are unapplied changes. When all changes have been made, click Publish Menu to apply the changes, or Abandon Changes to lose all changes since the last publish.

Abandon Changes Publish Menu

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GRAPHIC A – CHILD SAFETY POLICY MENU ITEM

Admin ca_ryan Scarborough Sharks Cricket Club

Home Content Site Mobile Help Teams Administration Website

Edit Site Menu

Menu Mode: SIMPLE (Built in items automatically included in the public menu, menu preferences can be used to customise built in items) ADVANCED (Built in items not included - you must supply any required built in items, menu preferences not applicable)

Append MyCricket tree (Append the entire MyCricket tree to the end of your menu)

Menu Items: (Simple mode - built in items not shown below, will be automatically added to the menu on the public website)

Item	TARGET
Root	No target
Club Info	No target
Club History	No target
Sponsors	Html Page: Sponsors
Gallery	Gallery: SMCC
Child Safe Policy	No target
Commitment Statement	File: AC Action Plan_Commitment Statement.pdf
Australian Cricketer's Child Safe Policy	File: AC Policy for Safeguarding Children and Young People.pdf
Code of Behaviour	File: Looking After Our Kids for Associations & Clubs (compressed) (1).pdf

For information: There are unapplied changes. When all changes have been made, click Publish Menu to apply the changes, or Abandon Changes to lose all changes since the last publish.

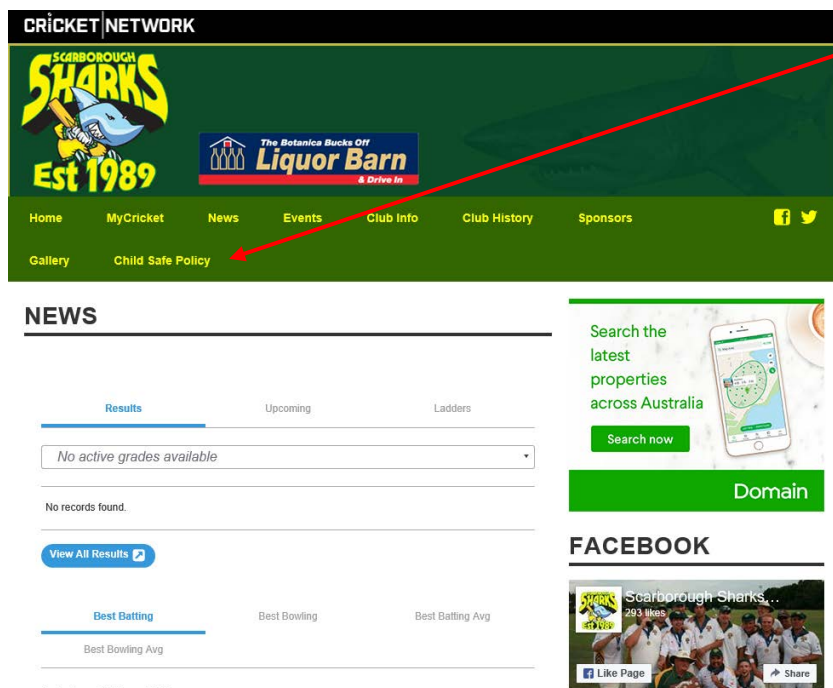
Abandon Changes Publish Menu

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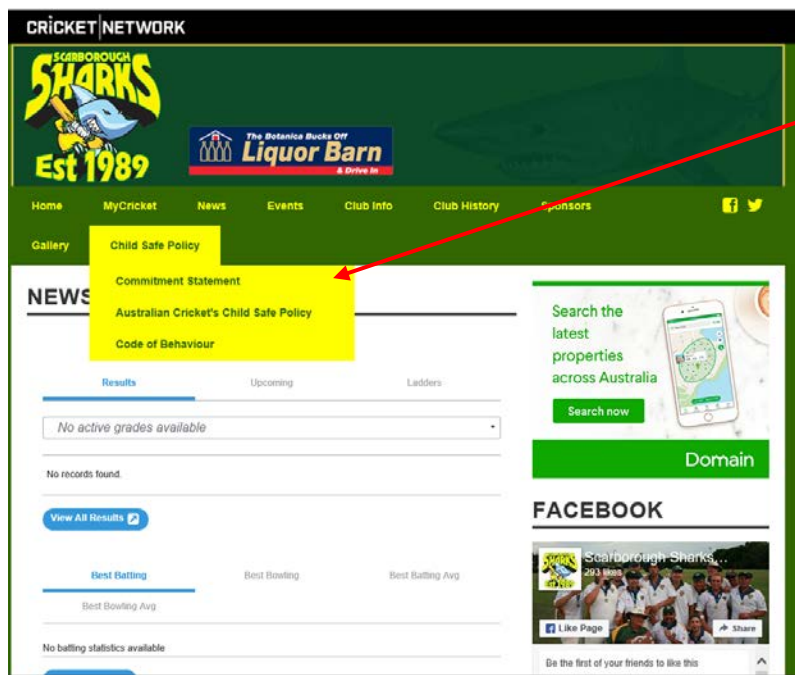
GRAPHIC B – CHILD SAFETY DOCUMENTS

Finished product can be seen below:

CHILD SAFE POLICY MENU ITEM



CHILD SAFE DOCUMENTS



If you have any additional questions and require further assistance, don't hesitate to call or email our MyCricket Support Helpdesk on **1800 274 2538 & mycricketsupport@cricket.com.au** who can take you through the process and provide additional guidance.